Color Multi-Functional Printer
User's Guide

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about this user's guide

This user's guide provides information to provide a basic understanding of the machine as well as detailed explanations on each step during actual usage. Valuable for both novice and professional users, all users can refer to this guide for installing and using the machine.

- Read the safety information before using the machine.
- If you have a problem using the machine, refer to the troubleshooting chapter (see "Troubleshooting" on page 188).
- Terms used in this user's guide are explained in the glossary chapter (see "Glossary" on page 258).
- Use the Index to find information.
- All illustrations in this user's guide may differ from your machine depending on its options or models.
- The display screen image in this user's guide may differ from your machine depending on its options or models.
- The procedures in this user's guide are mainly based on the operating system of Windows XP.

Conventions

Some terms in this guide are used interchangeably:
- Document is synonymous with original.
- Paper is synonymous with media, or print media.
- Machine refers to printer or MFP.
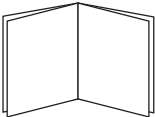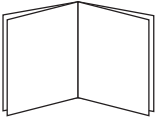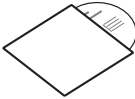
The following table offers the conventions of this guide:

Convention	Description	Example
Bold	Used for texts on the display or button names on the machine.	**Start**
Note	Provides additional information or detailed specification of the machine function and feature.	The date format may differ from country to country.
Caution	Gives users information to protect the machine from possible mechanical damage.	Do not touch the green underside of the toner cartridge.
Footnote	Provides additional information on certain words or a phrase.	a. pages per minute
("Cross-reference")	Guides users to a reference page for additional detailed information.	(see "Finding more information" on page 12).

Finding more information

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

Material name	Description
Installation Guide	This guide provides information on setting up your machine and requires that you follow the instructions in the guide to prepare the machine.
Quick Reference Guide	This guide provides operating procedures and descriptions of the most frequently used functions, allowing the machine to immediately be used.
Online User's Guide	This 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.
Machine Driver Help	This help guide provides you with help information on the printer driver and instructions for setting up the printing options (see the User's Guide).
Samsung website	If you have Internet access, you can get help, support, machine drivers, manuals, and order information from the Samsung website. (www.samsung.com/printer)
Downloadable softwares	You can download useful softwares from the Samsung website. • SyncThru**TM** Web Admin Service: convenient for network administrators who need to manage many machines simultaneously. This software is for network models only. (http://solution.samsungprinter.com) • **Samsung AnyWeb Print**: helps personal users to screen-capture the website screen in Windows Internet Explorer easily. (http://solution.samsungprinter.com/personal/anywebprint) • **XPS printer driver:** used to print XPS file format. The XPS printer driver can be installed only on Windows Vista OS or higher. (www.samsung.com/printer)

features of your new product

Your new machine is equipped with a number of special features that improve the quality of your printed documents.

Special Features

Print with excellent quality and speed

- You can print with a resolution of up to 9,600 x 600 dpi effective output (600 x 600 x 4 dpi).
- CLX-9352 Series prints A4-sized or letter-sized paper at up to 35 ppm. CLX-9252 Series prints A4-sized or letter-sized paper at up to 25 ppm.
- CLX-9352 Series prints A3-sized paper at up to 17 ppm. CLX-9252 Series prints A3-sized paper at up to 12 ppm.
- SCX-8240 Series prints A4-sized or letter-sized paper at up to 40 ppm. SCX-8230 Series prints A4-sized or letter-sized paper at up to 30 ppm.
- SCX-8240 Series prints A3-sized paper at up to 20 ppm. SCX-8230 Series prints A3-sized paper at up to 15 ppm.

Handle many different types of printable material
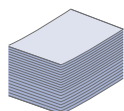
- The multi-purpose tray supports various printable materials (see"Print media specifications" on page 252).
- The multi-purpose tray holds up to 100 sheets of plain paper.
- The 1,040-sheet standard tray and 1,040-sheet optional dual cassette feeder support plain paper in various sizes.
- The 2,000-sheet optional high capacity feeder supports various paper types in A4 and letter (see"Print media specifications" on page 252).

Create professional documents
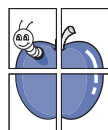
- Print Posters. The texts and pictures of each page of your document are magnified and printed across the sheet of paper and can then be taped together to form a poster (see "Printing posters" on page 151).
- Print Watermarks. You can customize your documents with words, such as "Confidential" (see "Using watermarks" on page 152).
- You can use preprinted forms and letterhead with plain paper (see"Using overlay" on page 153).

Save time and money
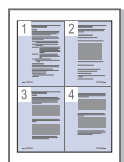
- To save paper, you can print multiple pages on one single sheet of paper (see "Printing multiple pages on one sheet of paper" on page 151).
- This machine automatically conserves electricity by substantially reducing power consumption when not in use.
- To save paper, you can print on both sides of the paper (double-sided printing) (see "Printing on both sides of the paper" on page 152).

Expand your machine's capacity
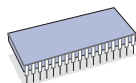
- Your machine has an extra memory slot to expand its memory (see Supplies and Accessories).
- Zoran IPS Emulation* compatible with PostScript 3 (PS) enables PS printing.

* 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 on various operating systems such as Windows, Linux, and Macintosh systems.
- Your machine is equipped with a network interface.

Copy originals in several formats
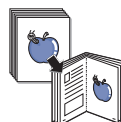
- Your machine can copy multiple image copies from the original documents on a single page (see "N-up copying" on page 63).
- There are special functions to erase catalog and newspaper background images (see "Adjusting background" on page 77).
- The print quality and image size can be adjusted and enhanced at the same time.

Scan the originals and send it right away

- Scan in color and use precise compressions of JPEG, TIFF, and PDF formats.
- Quickly scan and send files to multiple destinations using Networks scanning (see "Scanning" on page 82).

Set a specific time to transmit a fax (optional)
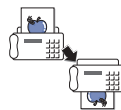
- You can specify a certain time to transmit a fax and also send the fax to several stored addresses.
- After transmission, the machine may print out the fax reports according to the setting.

Use USB flash memory devices
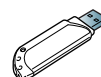
If you have a USB memory device, you can use it various ways for your machine.

- You can scan documents and save them to the device.
- You can directly print data stored in the device (see "Printing from a USB memory device" on page 165).

Features by models

The machine is designed to support all of your document needs from printing and copying to more advanced networking solutions for your business. Some features and optional goods may not be available depending on models or countries.
Features by models include:

FEATURES	SCX-8230 Series	SCX-8240 Series	CLX-9252 Series	CLX-9352 Series
USB Memory Interface	●	●	●	●
Duplex Automatic Document Feeder	●	●	●	●
Hard Disk	●	●	●	●
Network Interface Ethernet 10/100 Base TX wired LAN	●	●	●	●
Duplex (2-sided) printing	●	●	●	●
Right Output Tray	o	o	o	●
1,250-sheet Standard Finisher	o	o	o	o
3,250-sheet Booklet Finisher	o	o	o	o
Bridge Kit	o	o	o	o
2/3 Hole Punch Kit	o	o	o	o
2/4 Hole Punch Kit	o	o	o	o
Cabinet Stand	o	o	o	o
Dual Cassette Feeder	o	o	o	o
High Capacity Feeder	o	o	o	o
Working Table	o	o	o	o
Fax Kit	o	o	o	o
Fax Multiline Kit	o	o	o	o
FDI Kit	o	o	o	o
Expansion Memory Module 1G	o	o	o	o
SmarThru Workflow x	o	o	o	o
CounThru 2	o	o	o	o
Advanced Scan Kit	o	o	o	o
Scanner Dehumidifying Heater Kit	o	o	o	o
Cassette Dehumidifying Heater Kit	o	o	o	o

(●: Included, o: Optional)

introduction

These are the main components of your machine:

This chapter includes:

- Machine overview
- Control panel overview
- Understanding the status LED
- Turning the machine on
- Connecting a printer cable
- Adjusting angle of the control panel
- Introducing the display screen and useful buttons
- Understanding the pop-up keyboard
- Using the manual stapler
- Using the pen and paper clip holder
- Viewing the animation for trouble shooting

Machine overview

Front view 1
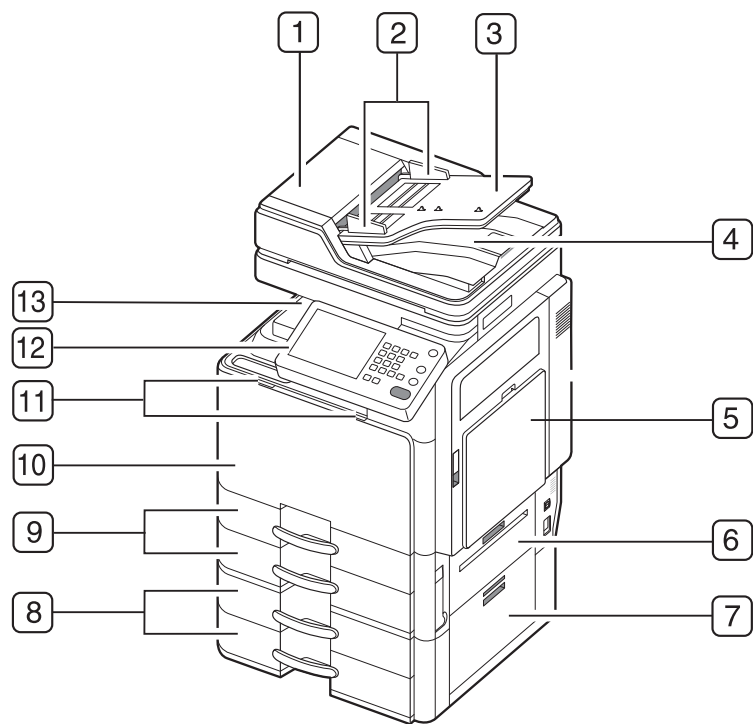
1	Duplex automatic document feeder cover	**8**	Optional dual cassette feeder (tray 3, tray 4)[a]
2	Duplex automatic document feeder width guides	**9**	Standard tray (tray 1, tray 2)
3	Duplex automatic document feeder input tray	**10**	Front door
4	Duplex automatic document feeder output tray	**11**	Front door handle

5	Multi-purpose tray	**12**	Control panel
6	Standard tray right bottom door	**13**	Center tray
7	Optional dual cassette feeder right bottom door		

a. Optional device.

Front view 2
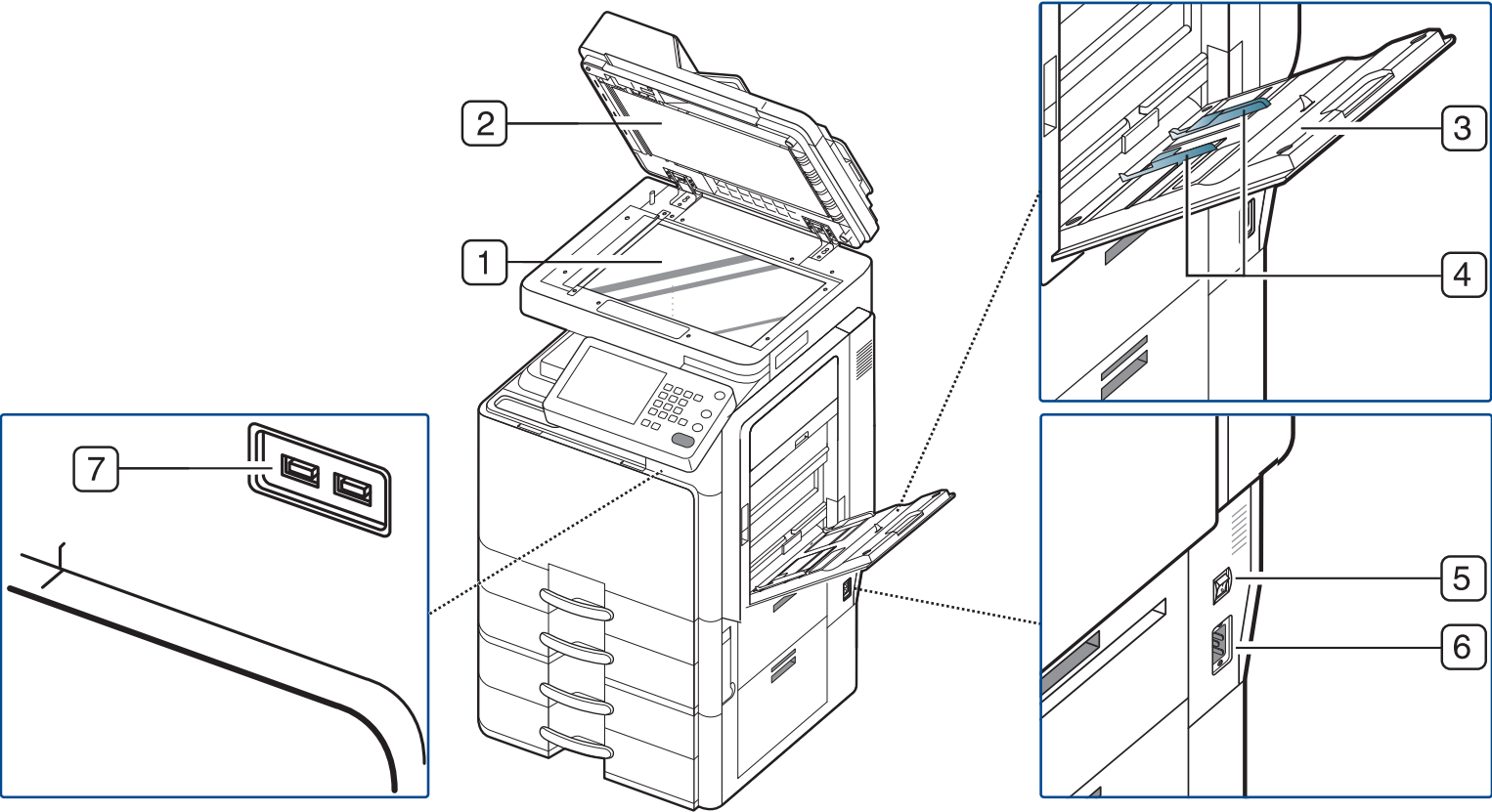
1	Scanner glass	**5**	Power-switch
2	White sheet	**6**	Power receptacle
3	Multi-purpose tray	**7**	USB port (2 EA)
4	Multi-purpose tray paper width guide		

Rear view
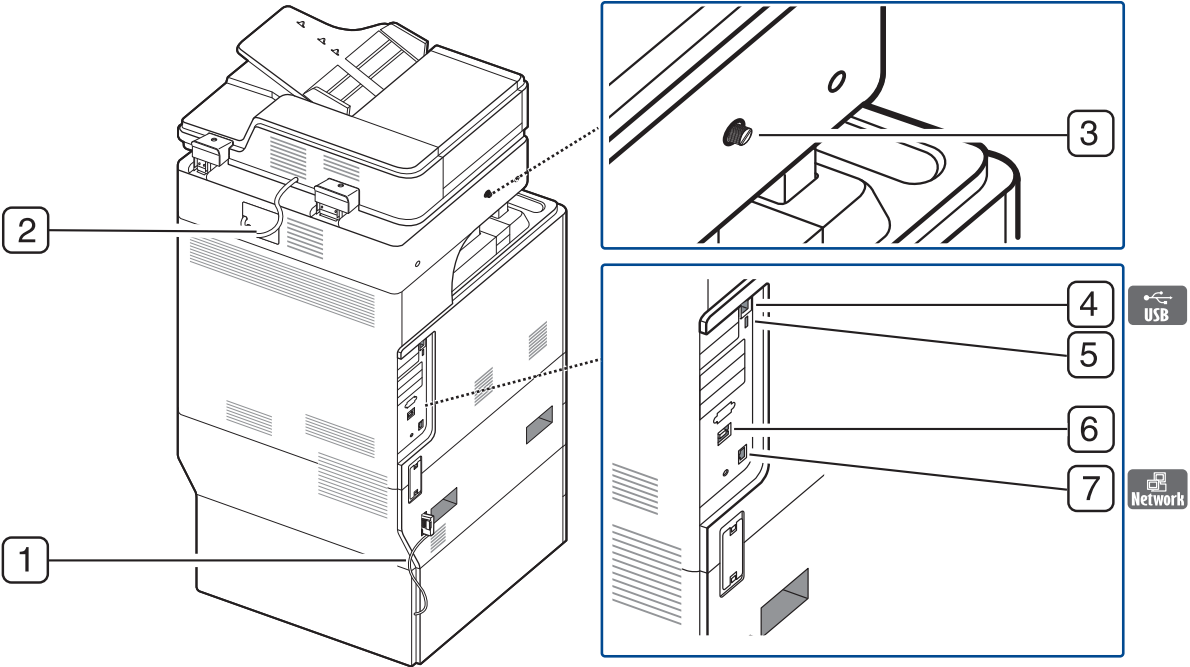
1	Optional dual cassette feeder cable	**5**	USB host port
2	Duplexing automatic document feeder cable	**6**	Finisher connector
3	Scanner locking screw	**7**	Network port
4	USB port		

Inner view (CLX-9252 9352 Series)
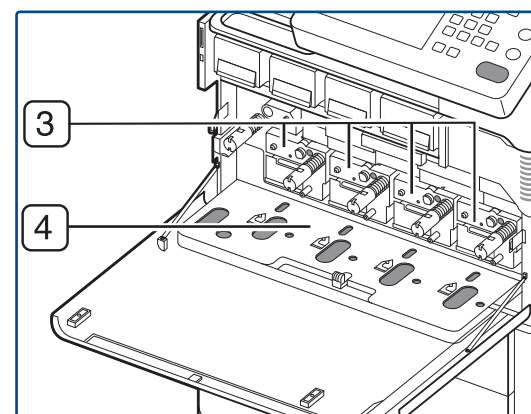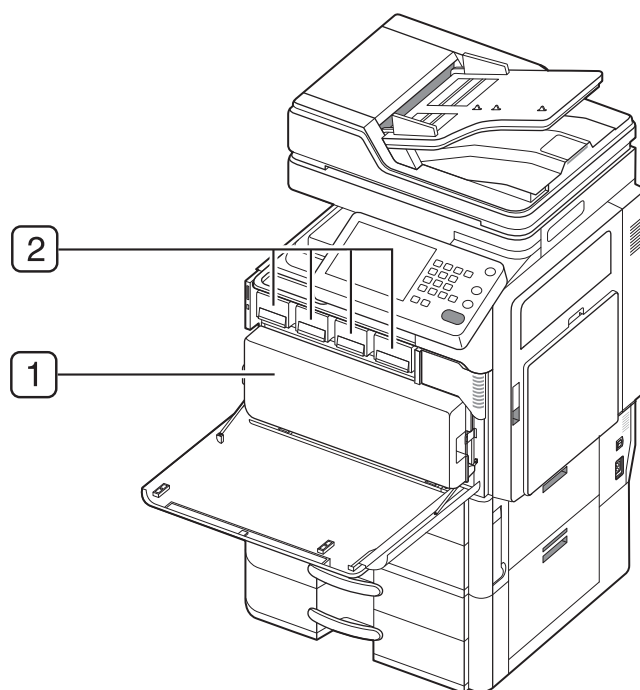
1	Waste toner container	**3**	Imaging units
2	Toner cartridges	**4**	Inner cover

If you want to see the imaging unit, you need to remove the waste toner container. Hold the left/right locking levers and push outward. Then remove the waste toner container.

Inner view (SCX-8230 8240 Series)
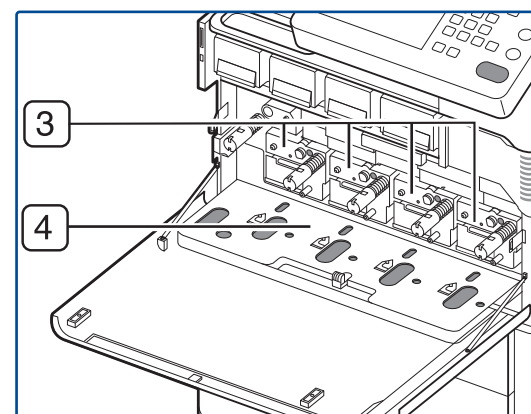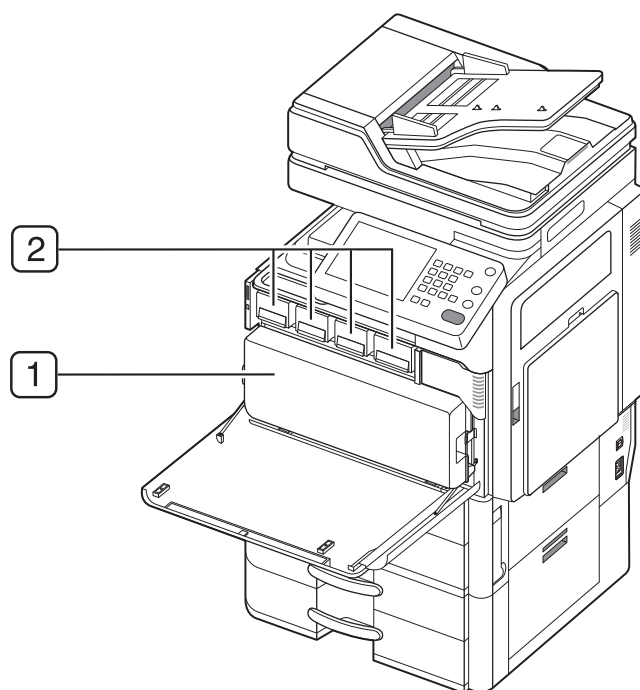
1	Waste toner container	**3**	Imaging unit
2	Toner cartridge	**4**	Locking lever

If you want to see the imaging unit, you need to remove the waste toner container. Lift the locking lever upward. Then remove the waste toner container.

View with Standard finisher (optional)
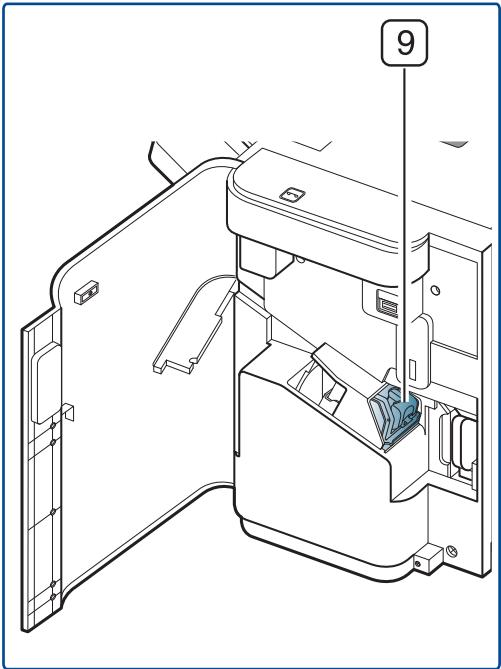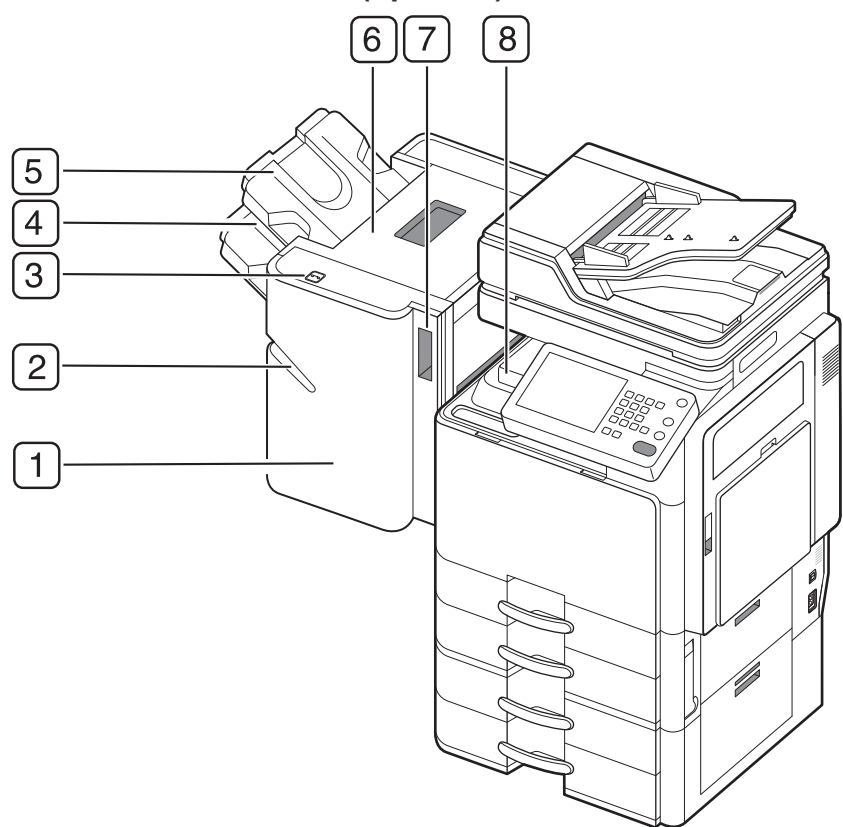
1	Standard finisher front door	**6**	Top door
2	Manual stapler	**7**	Standard finisher Front door handle
3	Manual stapler button	**8**	Bridge unit
4	Finishing tray	**9**	Staple
5	Top tray		

View with Booklet finisher 1 (optional)
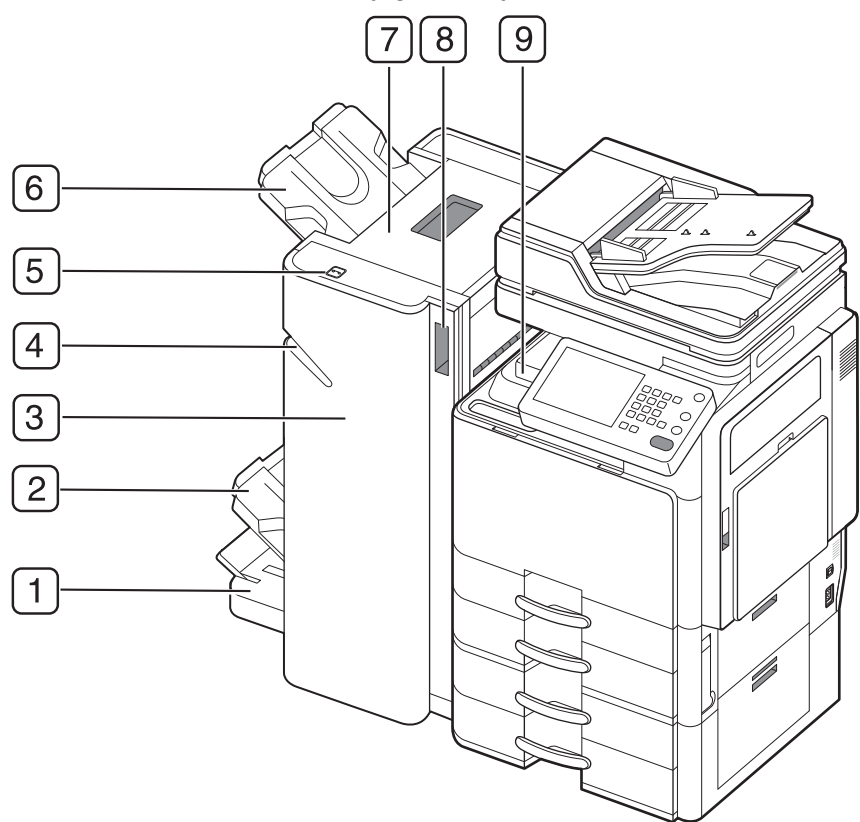
1	Booklet tray	**6**	Top tray
2	Finishing tray	**7**	Top door
3	Booklet finisher front door	**8**	Booklet finisher front door handle
4	Manual stapler	**9**	Bridge unit
5	Manual stapler button		

View with Booklet finisher 2 (optional)
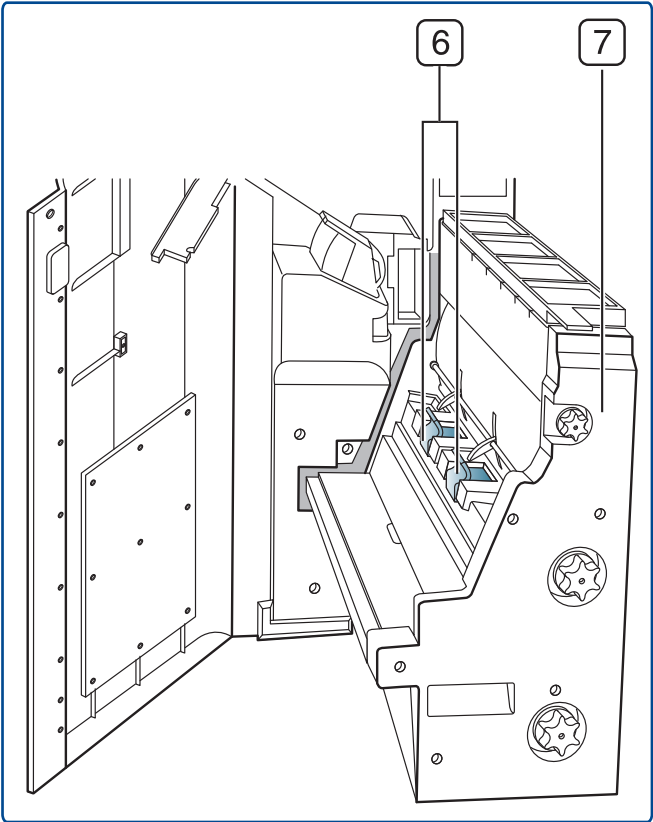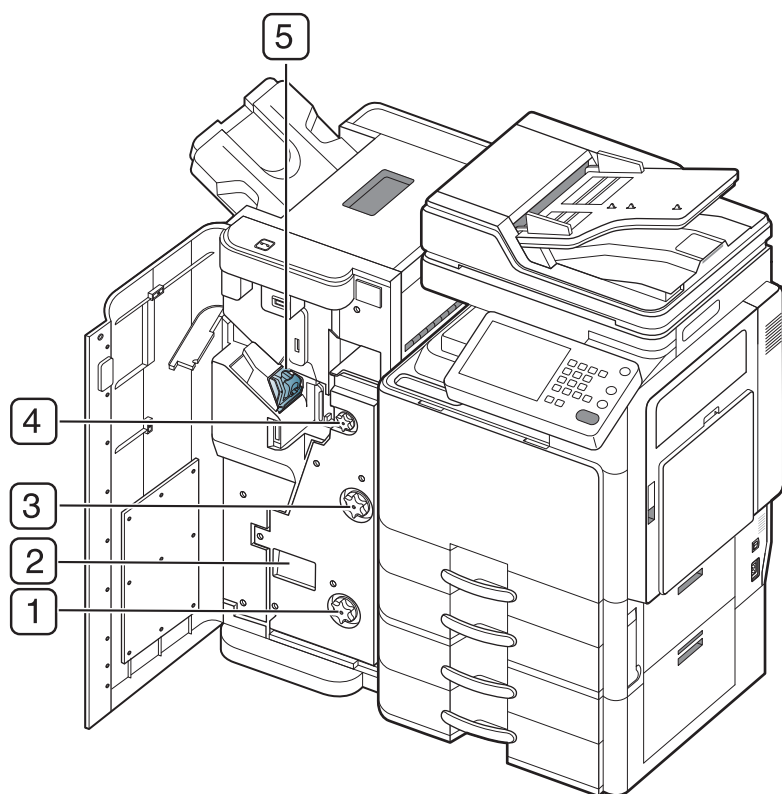
1	Knife wheel	**5**	Staple
2	Booklet maker handle	**6**	Booklet Staple (2 EA)
3	Fold wheel	**7**	Booklet maker
4	Booklet jam removal wheel		

If you want to open the booklet maker, hold the booklet maker handle and pull it out.

View with Cabinet stand and High capacity feeder (optional)
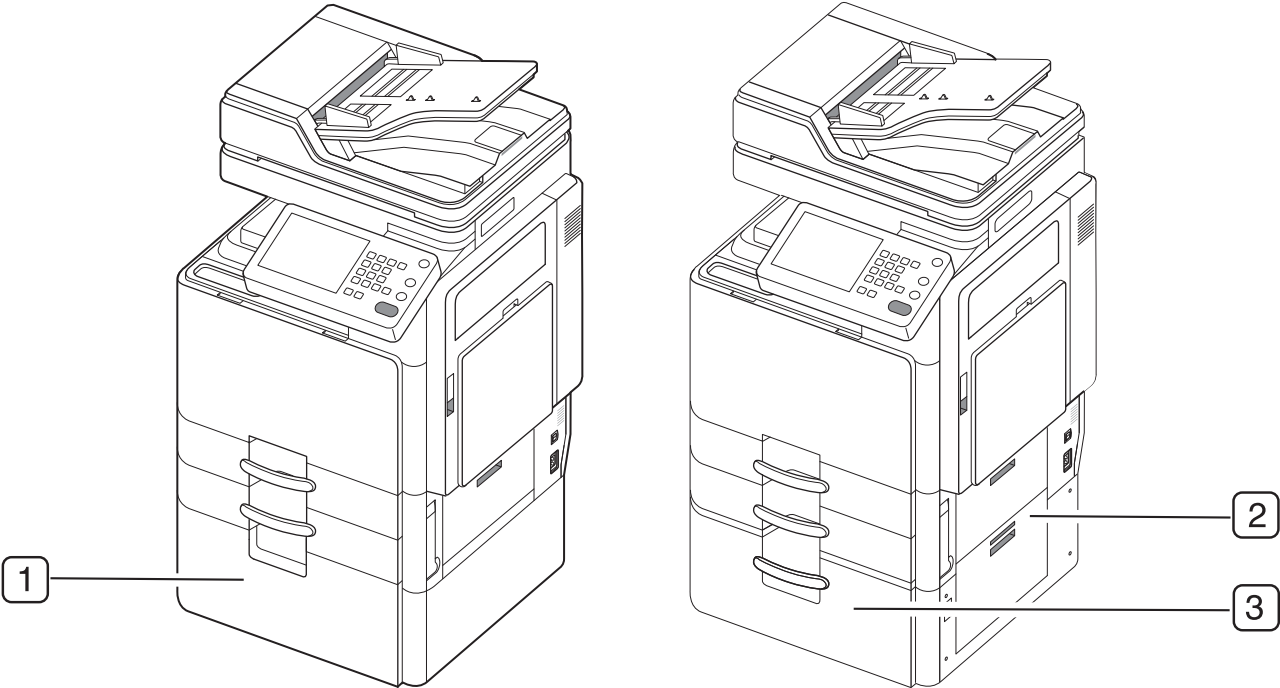
1	Cabinet Stand	**3**	High capacity feeder
2	High capacity feeder right bottom door		

Control panel overview
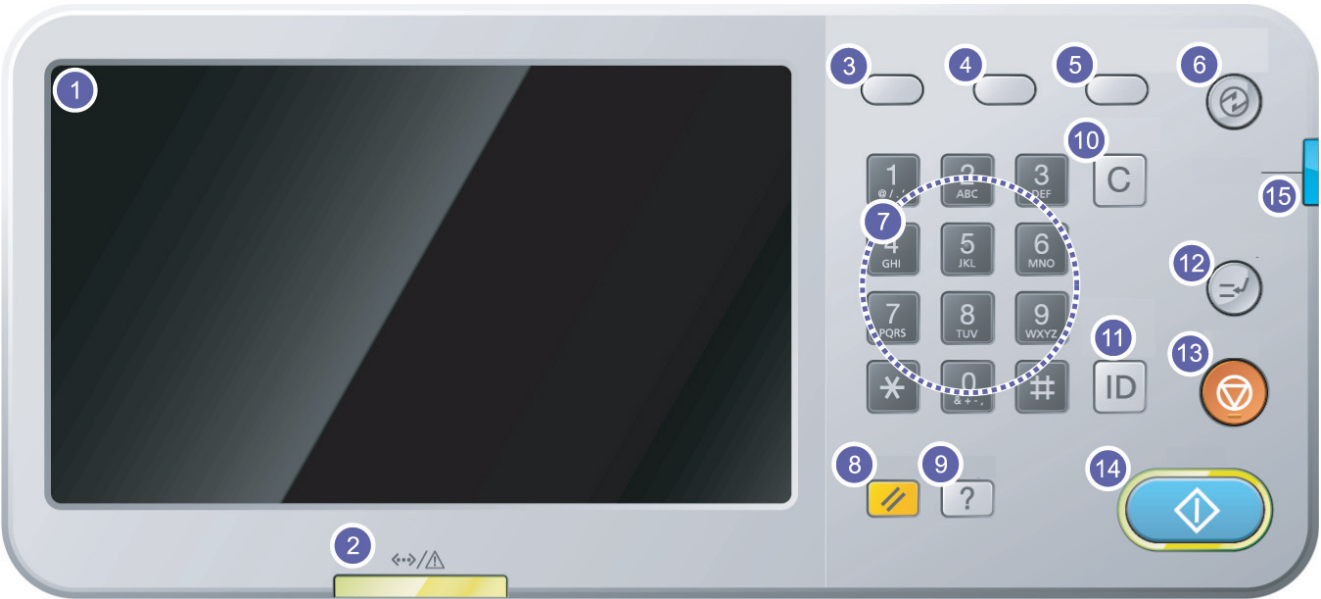
1	**Display screen**	Shows the current machine status and prompts during an operation. You can set menus easily using the display screen.
2	**Status LED**	Shows the status of your machine (See "Understanding the status LED" on page 25).
3	**Job Status**	Shows the jobs currently running, queued jobs, completed jobs, current error code or secured jobs.
4	**Counter**	Shows the amount of paper used (See "Counter button" on page 29).
5	**Eco**	Turn into Eco mode (See "Eco button" on page 30).
6	**Power Saver**	Turn into power saver mode (See "Power Saver button" on page 32).
7	**Numeric keypad**	Dials numbers and enters alphanumeric characters. You can also enter the number value for document copies or other options.
8	**Reset**	Resets the current machine's setup.
9	**Help**	Gives detailed information about this machine's menus or status.
10	**Clear**	Deletes characters in the edit area.
11	**Log out**	Allows user to log out.
12	**Interrupt**	Stops a job in operation for urgent copying.
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.
14	**Start**	Starts a job.
15	**Power**	Turn the power on or off. When the blue LED is on, the machine is powered on and you can use it. If you turn the machine off, press this button for more than three seconds. Press **Yes** when the confirmation window appears.

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

Understanding the status LED

The color of the status LED indicates the machine's current status.

Status		Description
Off		• The machine is off-line. • The machine is in power saver 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	Fax — The machine is sending or receiving faxes.
		Copy — The machine is copying documents.
		Scan — The machine is scanning documents.
		Print — • When the status LEDslowly blinks, the machine is receiving data from the computer. • When the status LED blinks rapidly, the machine is printing data.
Red	**On**	• The imaging unit is at the end of its lifespan. Remove the old imaging unit and install a new one. • The toner cartridge is totally empty. Remove the old toner cartridge and install a new one. • A paper jam has occurred (see "Clearing paper jams" on page 210). • The door is open. Close the door. • There is no paper in the tray. Load paper in the tray (see "Loading paper in the tray" on page 37). • The machine has stopped due to a major error. Check the display message (see "Understanding display messages" on page 234). • The waste toner container is not installed in the machine, or full waste toner container (see "Replacing the waste toner container" on page 199).
	Blinking	• A minor error has occurred and the machine is waiting for the error to be cleared. Check the display message (see "Understanding display messages" on page 234). When the problem is cleared, the machine resumes its original task. • The toner cartridge, imaging unit, or waste toner container is near the end of its life. Order a new toner cartridge, imaging unit, or waste toner container. You can temporarily improve print quality by redistributing the toner.

Check the message on the display screen. Follow the instructions in the message or refer to the troubleshooting chater (see "Understanding display messages" on page 234). If the problem persists, call for service.

Turning the machine on

⚠ Keep in mind that you should use the power cord supplied with the machine. Otherwise, it can cause damage or fire to the machine.

1. Plug the power cord into the power receptacle.
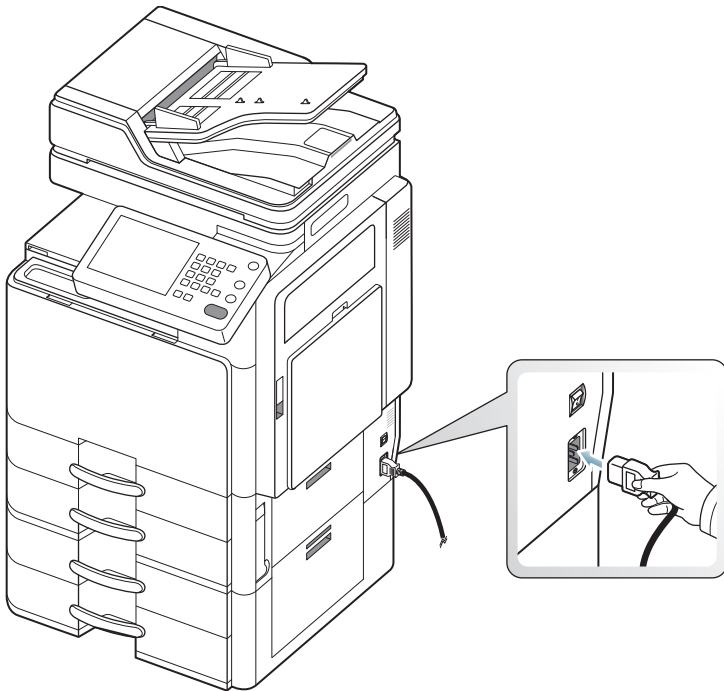
2. Plug the other end into a properly grounded AC outlet.
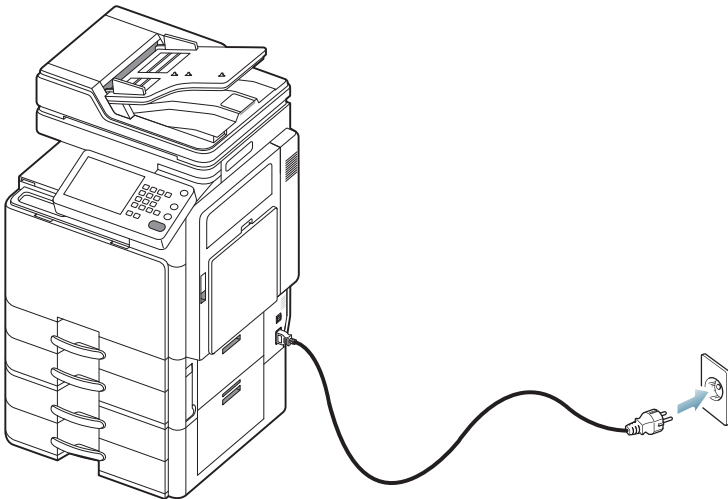
3. Turn on the main power switch.
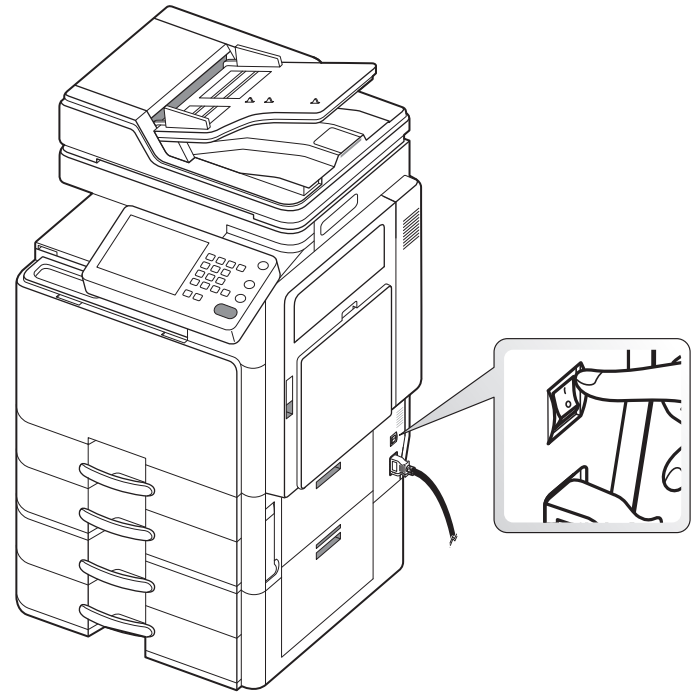
⚠ • Some parts inside of the machine may be hot when power is on, or after printing. Be careful not to burn yourself when working inside the machine.
• Do not disassemble the machine when it is turned on or plugged in. Doing so may give you an electric shock.

Turning the machine off

If you need to turn the machine off, press the **Power** button for more than three seconds on the right side of the control panel. When the confirmation window appears, press **Yes** from the display screen, then wait until power is turned off automatically.
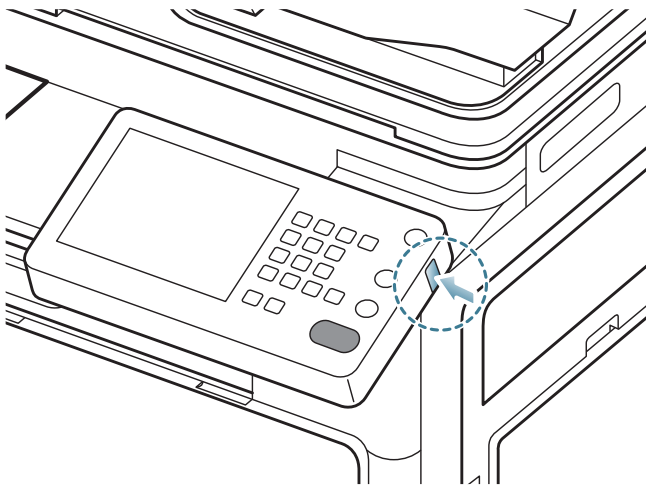
📎 • The machine has three types of power off mode. Press the **Machine Setup** > **General Settings** > **Power Button Operation**. The **Power Button Operation** option can only be configured by an authorized user who has registered an ID and a password on the machine. For detailed information about the power off using the **Power** button, refer to the Administrator's Guide.
   • You can also turn the machine on pressing the **Power** button.

⚠ If you turn the machine off directly using the main power switch above the power receptacle, it could cause the hard disk problem in the machine.

Connecting a printer cable

Using a network cable

This machine has a bulit-in network interface card. You can connect your machine to a network using a network cable.

Connect your machine to the network with a network cable:
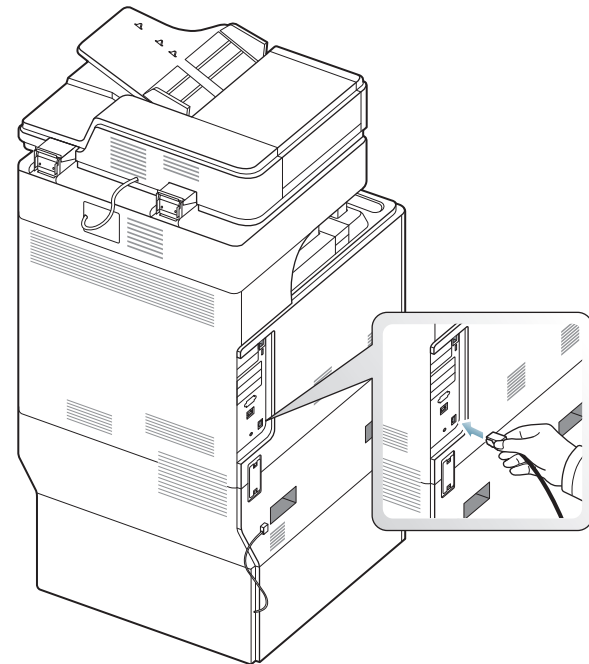
Adjusting angle of the control panel

The display screen could not be seen depending on the angle of the control panel and light. You can adjust the angle of the control panel to the direction which you want.
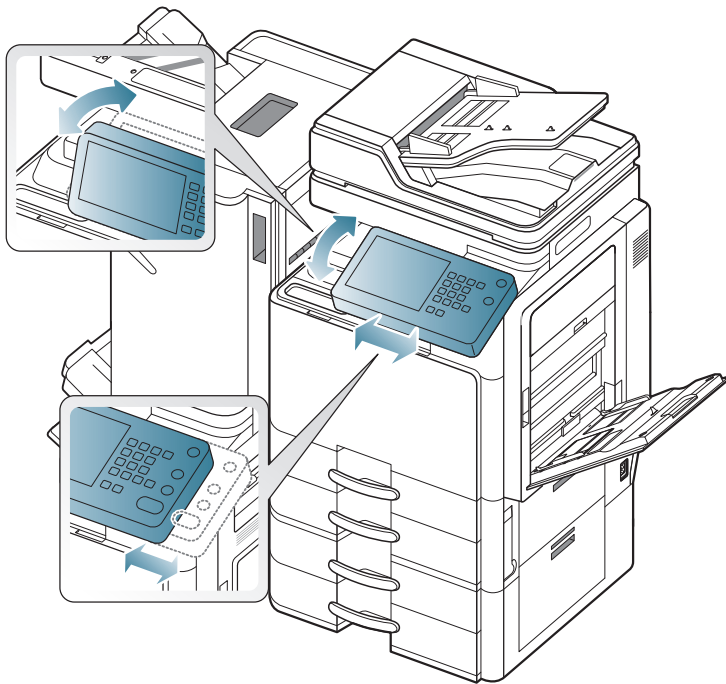
Introducing the display screen and useful buttons

Display screen

The display screen on the control panel allows user-friendly operation of the machine. Once you press the home icon (🏠) on the screen, it shows the display screen. The display screen image in this user's guide may differ from your machine depending on its options or models.

> • 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 to the next display screen, press the right arrow on the display screen.
> • Depending on the authentication setting, the machine's users have to enter an ID and a password. In this case, the machine can only be used by an authorized user who has registered an ID and a password on the machine. Contact the machine's administrator.
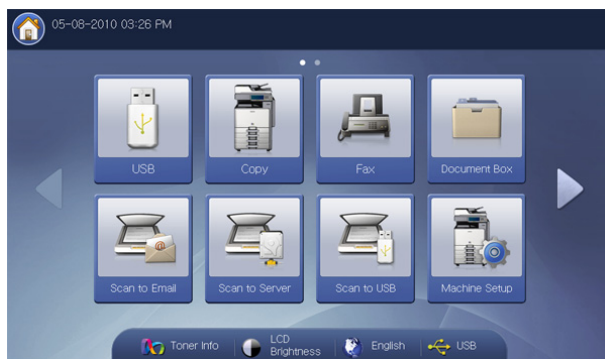
- **USB:** Enters the **USB** menu. When USB memory is inserted into the USB memory port on your machine, **USB** is activated on the display screen (see "Using a USB memory device" on page 164).
- **Copy:** Enters the **Copy** menu (see "Copying" on page 50).
- **Fax:** Enters the **Fax** menu. **Fax** is activated on the display screen by installing optional fax kit (see "Faxing (optional)" on page 110).
- **Document Box:** Enters the **Document Box** menu (see "Document box" on page 167).
- **Scan to Email:** Enters the **Scan to Email** menu (see "Scanning originals and sending through email (scan to email)" on page 83).
- **Scan to Server:** Enters the **Scan to Server** menu (see "Scanning originals and sending via SMB/WEBDAV/FTP (scan to server)" on page 87).
- **Scan to USB:** Enters the **Scan to USB** menu. When USB memory is inserted into the USB memory port on your machine, **Scan to USB** is activated on the display screen (see "Scanning originals and sending to a USB memory device (scan to USB)" on page 93).
- **Machine Setup:** You can browse current machine settings or change machine values.

> Some menus are only configured by an administrator or an authorized user who has registered ID and password on the machine by administrator. When the machine requests, enter the ID and password.

- **Toner Info:** Shows the amount of toner used.
- **LCD Brightness:** Adjusts brightness of the display screen.
- 🌐 : Changes the display language on the display screen.

- 🔌 **USB:** When a USB memory device is inserted into the USB memory port on your machine, this is activated on the display screen. When you want to remove USB memory from the machine, press this button and **Stop**.
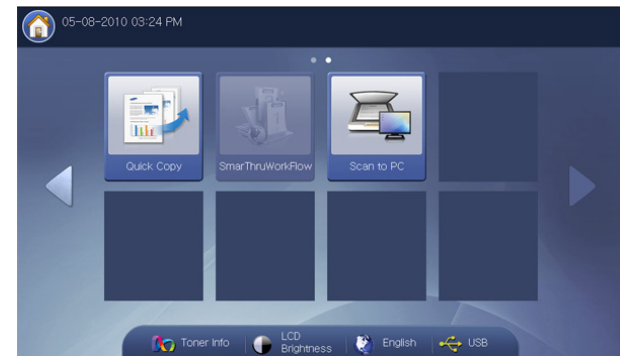
- **Quick Copy:** Enters the **Quick Copy** menu (see "Using the Quick Copy menu" on page 81).
- **Scan to PC:** Enters the **Scan to PC** menu (see "Scanning originals and sending to your computer (scan to PC)" on page 105).
- **SmarThru WorkFlow:** In order to use this menu, SmarThru WorkFlow should be installed. For more information, contact your local Samsung dealer or the retailer where you purchased your machine.

Counter button

When you press the **Counter** button on the control panel, You can see the number of impressions.

When you select **Device**, you can see the number of impressions by device. Impression here means one side printing.

- **Total Usage:** Displays the total number of impressions.
- **Large Page:** Displays the total number of impressions with large size paper.
- **Print:** Displays the number of impressions by printing.
- **Copy:** Displays the number of impressions by copying.
- **Fax Print:** Displays the number of impressions by received faxes.
- **Report:** Displays the number of report impressions.
- **Send Usage:** Displays the number of images sent via email, server, etc.
- **Fax Send Usage(PSTN):** Displays the number of sent faxes.
- **Print:** Prints the usage counter report.

When you select **User**, you can see the number of usage, limit, and remaining usage by each user. For detailed information about **Counter**, refer to the Administrator's Guide.

Eco button

The eco feature allows you to save print resources and leads you to eco-friendly printing. When you press the **Eco** button, the machine turns the eco mode on or off. If the eco mode is on, you can see the eco image ( )on some features. Some options in the features are not available to use in the eco mode. For detailed information about eco feature, refer to the Administrator's Guide.

- • Only administrators have permission for **Eco Setting** in **Machine Setup**.
- • If the machine requests a password for eco mode, you need to enter the password. Contact your administrator.
- • The **Eco** button is activated only for **Copy**, **Quick Copy** and **Document Box** menus.

Status		Description
Off		The machine is not in the Eco mode.
Green	On	The machine is in the Eco mode.

Job Status button

When you press the **Job Status** button, the screen lists the currently running, queued, and completed jobs.
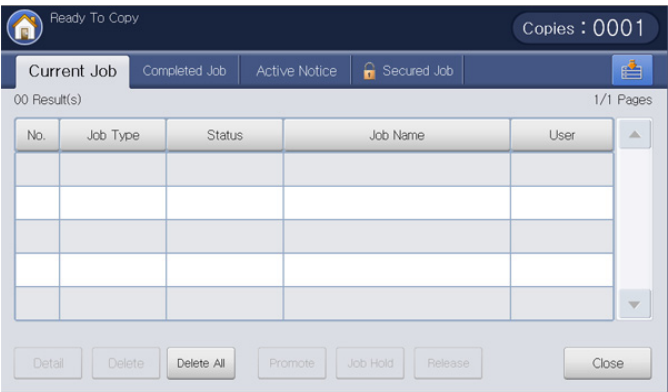
Current Job

Displays the list of jobs in progress and pending.
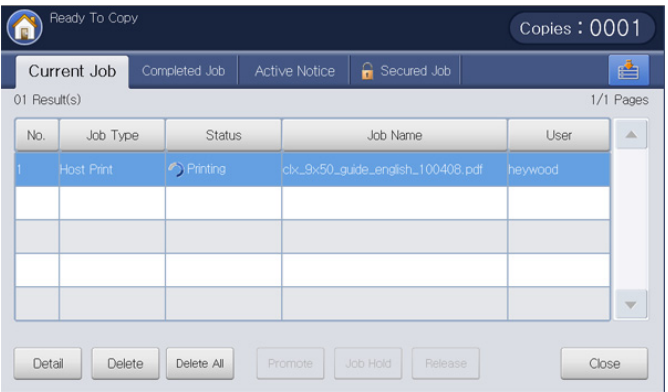
- • **No:** Gives the order of jobs.
- • **Job Type:** Displays type of the job, such as print, copy, fax, etc.
- • **Status:** Displays the current status of each job (see "Meaning of status" on page 31).
- • **Job Name:** Displays the name of the job.

- • **User:** Displays the name of the job owner.
- • **Detail:** Displays detailed information of selected job from the list.
- • **Delete:** Removes a selected job from the list.
- • **Delete All:** Removes printing jobs or all jobs from the list. When you press **Print Job Only**, all printing jobs are deleted which **Job Type** is **Host Print**.
- • **Promote:** Promotes a selected job from the list when the many jobs are queued. The selected job cannot be promoted in front of the progressing job.

  You cannot use the **Promote** button depending on the state of the job. If the **Promote** button is inactivated when you select a job, the job you selected is considerably progressed.

- • **Job Hold:** Holds a selected job from the list.

  You cannot use the **Job Hold** button depending on the state of the job. If the **Job Hold** button is inactivated when you select a job, the job you selected is considerably progressed.

- • **Release:** Releases the held job from the list.
- • **Close:** Closes the job status window.

Completed Job

Displays the list of completed jobs.

- • **No:** Gives the order of jobs.
- • **Job Type:** Displays type of the job, such as print, copy, fax, etc.
- • **Status:** Displays the status of each completed job (see "Meaning of status" on page 31).
- • **Job Name:** Displays the name of the job.
- • **User:** Displays the name of the job owner.
- • **Detail:** Displays detailed information of selected job.
- • **Close:** Closes the job status window.

Active Notice

Displays any error messages and codes that have occurred.
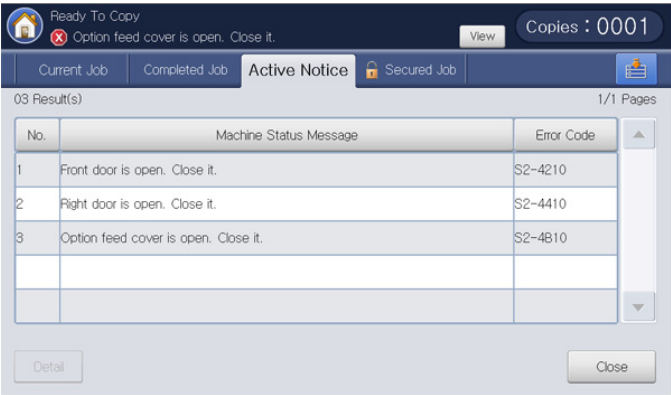
- **No:** Gives the order of messages.
- **Machine Status Message:** Displays the error message for the current errors in the machine.
- **Error Code:** Displays the error message's code.
- **Detail:** Displays detailed information of the selected job.
- **Close:** Closes the job status window.

Secured Job

Displays the list of secured jobs the user has set in the printer driver (see "Confidential" on page 140). You need to enter the **User ID** and **Password** set in the printer driver (see "Confidential" on page 140).
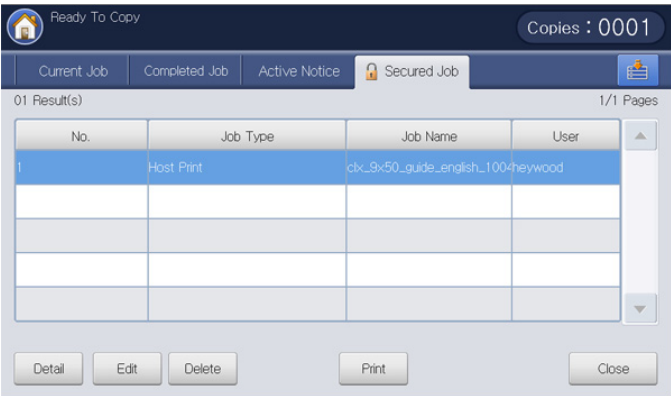
- **No:** Gives the order of jobs.
- **Job Type:** Displays type of the job.
- **Job Name:** Displays the name of the job.
- **User:** Displays the name of the job owner.
- **Detail:** Displays detailed information of the selected job. You can also change the number of copies pressing **Change Settings**.
- **Edit:** Changes the **Job Name** of the selected job.
- **Delete:** Removes the selected job from the list.
- **Print:** Prints the selected job from the list.
- **Close:** Closes the job status window.

Meaning of status

- **Receiving:** The machine is receiving data from network or fax line.
- **Image Processing:** The machine is processing the image (decoding, encoding, converting data format).
- **Formatting:** The machine is generating the image for printing.
- **Pending:** The job on the queue is waiting for its turn.
- **Transferring:** The machine is transferring the data to email, server or fax.
- **Scanning:** The machine is scanning.
- **Dialing:** In the fax mode, the machine is dialing to receiver's fax machine.
- **Connecting:** In the fax mode, the machine is waiting to connect to destination.
- **Printing:** The machine is printing.
- **Storing:** The data is storing to a box or a USB.
- **Delayed Job:** The job is temporarily stopped until the time you set for **Delay Send** (email, fax, server).
- **Held:** In the **Secured Job** tab, the job is temporarily stopped when the secure print job is sent from a computer. You can release the job pressing **Print**.
- **Held: Proof Print:** The job is temporarily stopped when the proof print job is sent from a computer. You can release the job pressing **Release**.
- **Held: Proof Copy:** In the copy mode, the job is temporarily stopped when the proof copy was selected. You can release the job pressing **Release**.
- **Held: User Request:** The job is temporarily stopped when **Job Hold** was pressed. You can release the job pressing **Release**.
- **Held: Delayed Print:** The job is temporarily stopped until the time you set for the delay print job which is sent from a computer.
- **Held: Needs Resources:** The job is temporarily stopped when the machine has problem such as paper empty, paper mismatch, etc.
- **Interrupted:** The job is temporarily stopped when the **Interrupt** button was pressed for an urgent copy job.
- **Paused:** The job is paused when the **Stop** button was pressed or the machine fault.
- **Completed:** The job is completed.
- **Completed with error:** The job is completed with error.
- **Deleted:** If you select a job in the list and press **Delete**, the job is deleted.

Help button

Press the **Help** button when you have no idea how to use some function. The display screen shows the functional description in **User's guide** or **Admin Guide**. These guides provide information to provide a basic understanding as well as detailed explanations on each step during actual usage. Valuable for both novice and professional users, all users can refer to these guides for using the machine.
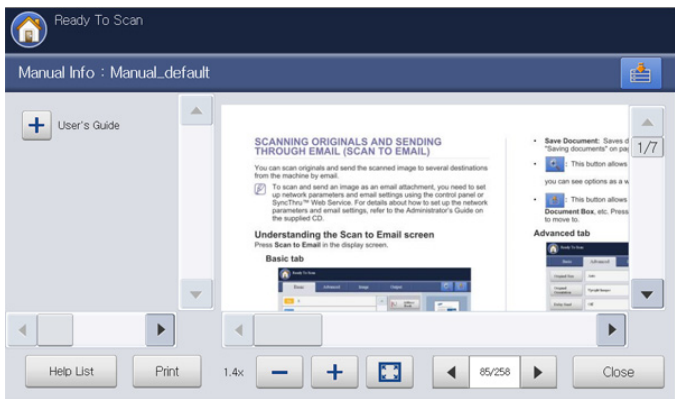
- **Help List** : Allows you to select **User's guide** or **Admin Guide**.

- **Print** : Prints the current view page or specific page range you set.

- **—** : Reduces the guide size on the display screen.

- **+** : Magnifies the guide size on the display screen.

- **▣** : Fits the guide size on the display screen .

- **◀ 1/277 ▶** : Moves to previous or next page.

- **Close:** Closes the **Help** window.

Interrupt button

When you press **Interrupt** (⊜), the machine goes into interrupt mode, which means it stops the current printing job for an urgent copy job. When the urgent copy job completed, the previous printing job continues.

When you select the staple feature for a printing job, interrupt mode works after a stapling completed in the printing job.

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

Power Saver button

When the machine is not in use, save electricity by pressing **Power Saver** (⊚). Pressing this button for one second puts the machine into power save mode.

Status		Description
Off		The machine is not in power save mode.
Blue	**On**	The machine is in power save mode.

Understanding the pop-up keyboard

You can enter alphabet characters, numbers, or special symbols using the pop-up keyboard on the display screen. This keyboard is the same as a normal keyboard for easy usability.

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

1	**Arrow**	Moves the cursor between characters in the input area.
2	**Backspace**	Deletes the characters on the left side of the cursor.
3	**Del**	Deletes the characters on the right side of the cursor.
4	**C**	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.

Using the manual stapler

You can use the manual stapler when the standard finisher or booklet finisher is installed. It is useful to use the manual stapler in filing several pages. The way to use the manual stapler is same as that of the standard finisher and booklet finisher.

1. Arrange the documents before stapling.
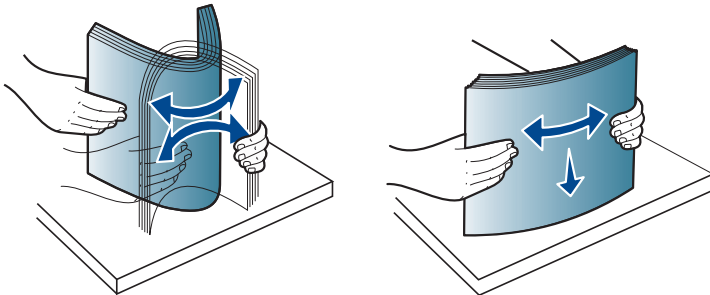
2. Press the manual stapler button at the top of the finisher. When the green light in on, the manual stapler is ready to stapling.
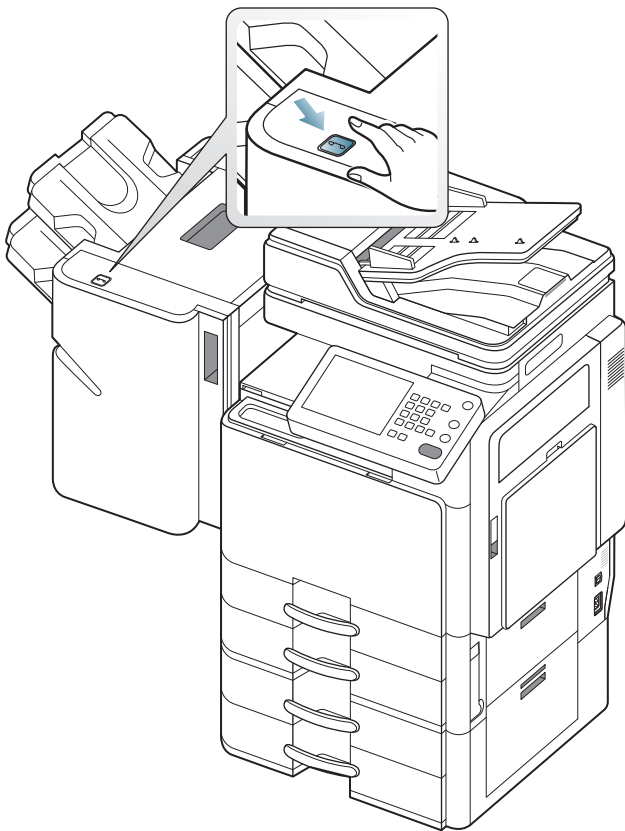
3. The first page of the printed documents should face the bottom. Insert the documents into the manual stapler so that the upper right part of the documents will be stapled.
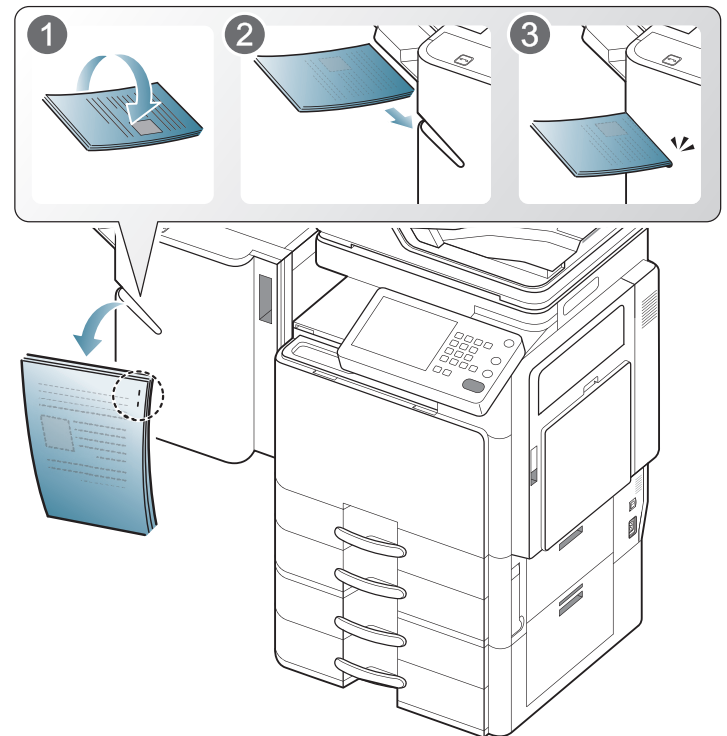
If the documents get inserted properly, the manual stapler button will blink three or four times and then staple with flipping sound.

Using the pen and paper clip holder

You can keep pens, paper clips and other small office supplies in the Pen and Paper Clip Holder. The Pen and Paper Clip Holder has a magnet inside to prevent the paper clips from scattering.

⚠ Do not place cards which have magnetic strip on the pen and paper clip holder. it could be damaged by magnetic forces.
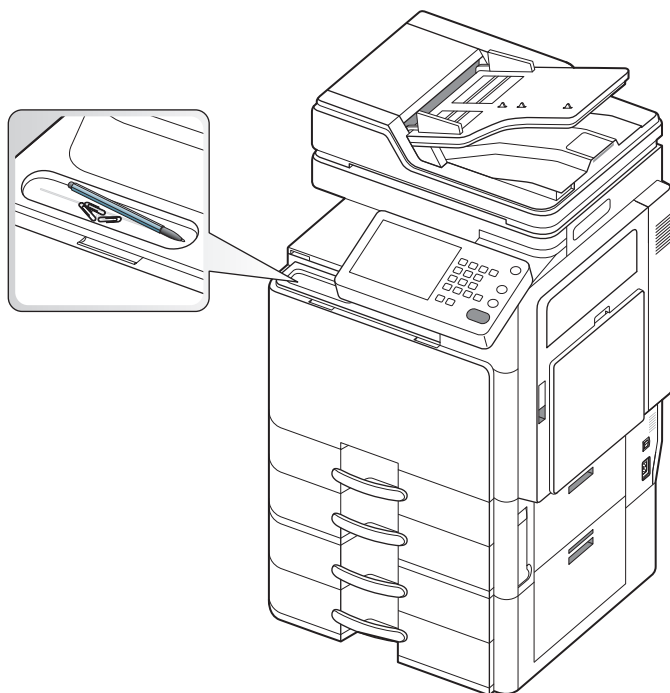
Viewing the animation for trouble shooting

When the problems in the machine occur, some error messages are shown with animations to help you solve the problems. You can see the animation to shoot the trouble pressing **View**.

✎ This machine does not show the animations of all the problems. For the errors of which messages are not shown with animation, refer to the troubleshooting chapter (see "Understanding display messages" on page 234).

The screens below show an example animation.
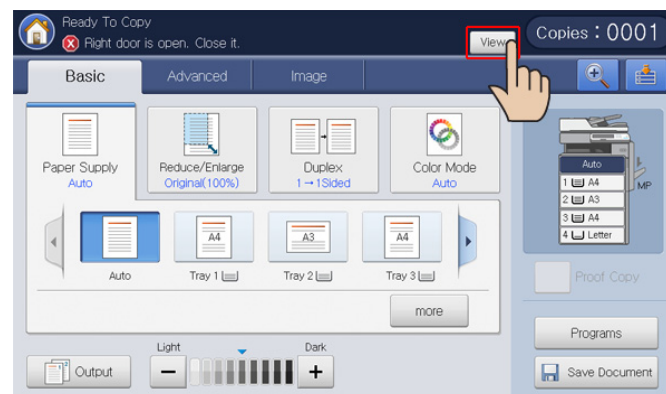
Follow the instructions on the screen to solve the concerned problem.

media and tray

This chapter provides information on how to load originals and print media into your machine.

This chapter includes:

- Loading originals
- Selecting print media
- Loading paper in the tray

- Printing on special media
- Tray setting

Loading originals

You can use the scanner glass or the duplex automatic document feeder (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.

Preparing originals

- Do not load paper smaller than 25 x 25 (1.0 x 1.0 inches) or larger than 297 x 432 mm (11.7 x 17 inches).
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading.

1. Open the DADF.
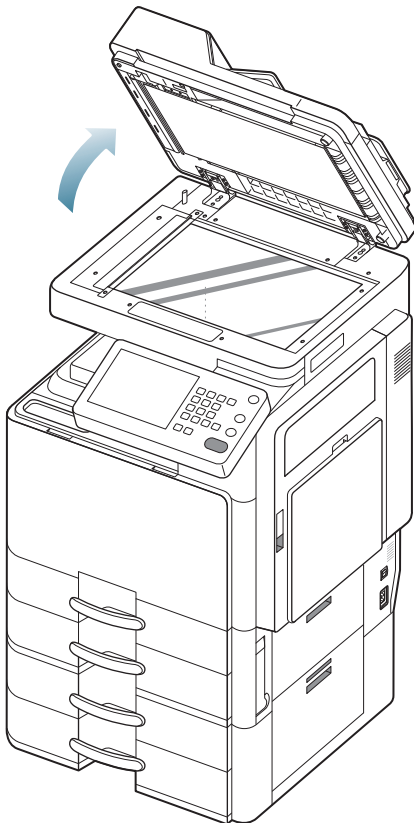
2. Place the original face down on the scanner glass and align it with the registration guide at the top left corner of the glass.
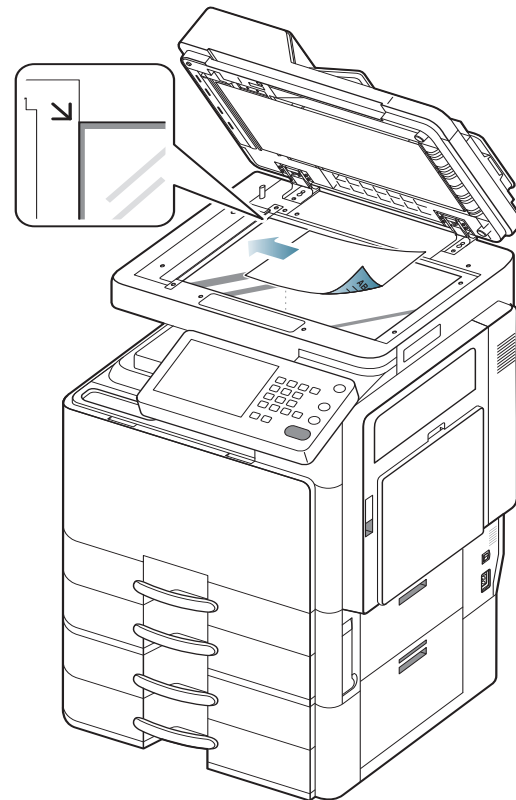
3. Close the DADF.

- Leaving the DADF 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.
- If you are copying a page from a book or magazine, lift the DADF until its hinges are caught by the stopper and then close the lid. If the book or magazine is thicker than 30 mm (1 inch), start copying with the lid open.

- Be careful not to break the scanner glass. You may get hurt.
- Do not put hands on the scanner glass while closing the DADF. The DADF may fall on your hands and cause injury.
- Do not look at the light inside of the scanner while copying or scanning. It is harmful to eyes.

In the duplex automatic document feeder (DADF)

Preparing originals

- Do not load paper smaller than 140 x 140 mm (5.5 x 5.5 inches) or larger than 297 x 432 mm (11.7 x 17 inches).
- The DADF can automatically detects Statement LEF, Statement SEF, JIS B5 LEF, JIS B5 SEF, A5 LEF, A5 SEF, A4 LEF, A4 SEF, Letter LEF, Letter SEF, B4, Ledger, Legal, and A3-sized originals.
- Do not attempt to load the following types of paper, in order to prevent paper jam, low print quality, and machine damage.
    - 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 with other unusual characteristics.

Using the DADF, you can load up to 100 sheets of paper (80 g/m^2, 20 lb bond) for one job.

1. Flex or fan the edge of the paper stack to separate the pages before loading originals.
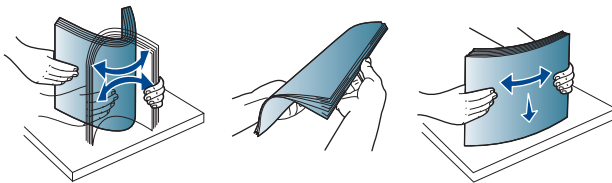
2. Load the originals face up into the DADF. Make sure that the bottom of the original stack matches the paper size marked on the document input tray.
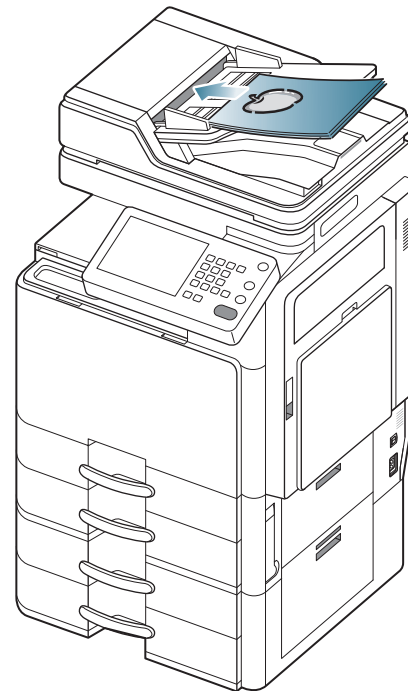
3. Adjust the document width guides to the paper size.
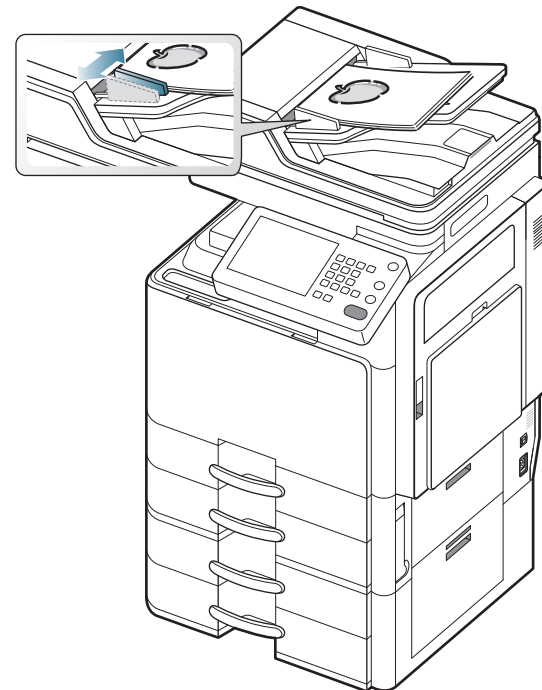
Dust on the DADF glass may cause black lines on the printout. Always keep the glass clean.

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.

Guidelines to select the print media

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 in print media specifications (see "Print media specifications" on page 252).
- 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.

> - Some print media may meet all of the guidelines in this user's guide and still not produce satisfactory results. This may be the result of the sheets characteristics, improper handling, unacceptable temperature and humidity levels, or other variables over which cannot be controlled.
>   - Before purchasing large quantities of print media, ensure that it meets the requirements specified in this user's guide.

> ⚠ - Using print media that does not meet these specifications may cause problems or require repairs. Such repairs are not covered by Samsung's warranty or service agreements.
>   The amount of paper put into the tray may differ according to media type used (see "Print media specifications" on page 252).
>   - Make sure not to use the inkjet photo paper with this machine. It could cause damage to the machine.
>   - Using inflammable print media can cause a fire.
>   - Use designated print media (see "Print media specifications" on page 252).

⚠ The use of inflammable media or foreign materials left in the printer may lead to overheating of the unit and, in rare cases may cause a fire.

The amount of paper put into the tray may differ according to media type used (see "Print media specifications" on page 252).

Loading paper in the tray

Standard tray / optional dual cassette feeder

Load the print media you use for the majority of your print jobs into the standard tray. The standard tray can hold a maximum of 1,040 sheets of plain paper.

You can purchase an optional dual cassette feeder and attach it below the standard tray to load an additional 1,040 sheets of plain paper. Refer to the Supplies and Accessories guide in the supplied CD.

> 🖉 - Standard tray contains two trays. (Tray 1, Tray 2)
>   - Optional dual cassette feeder contains two trays. (Tray 3, Tray 4)
>   - The process to load paper in tray 1, tray 2, tray 3, and tray 4 is the same.
>   - If you have installed the optional high capacity feeder, refer to the installation guide provided with it.

⚠ Using photographic paper or coated paper may cause problems, that require repairs. Such repairs are not covered by the warranty or service agreements.

1. Squeeze the lock lever on the handle and pull out the tray.
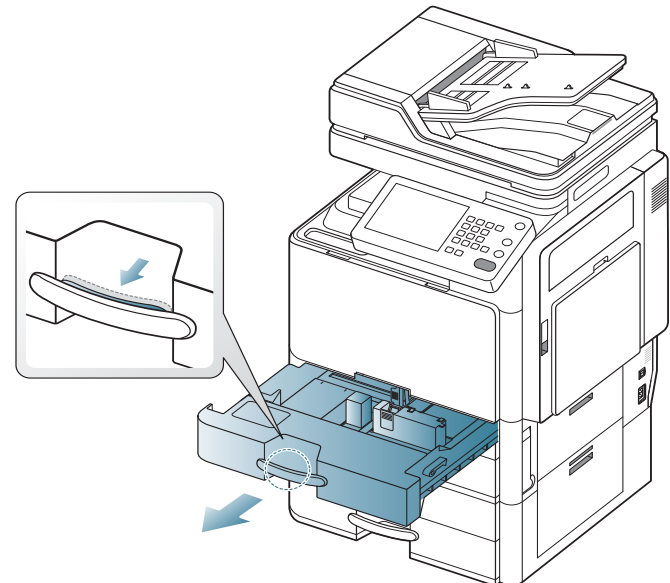
2. Squeeze the paper length guide, and pull it to the end of the tray.
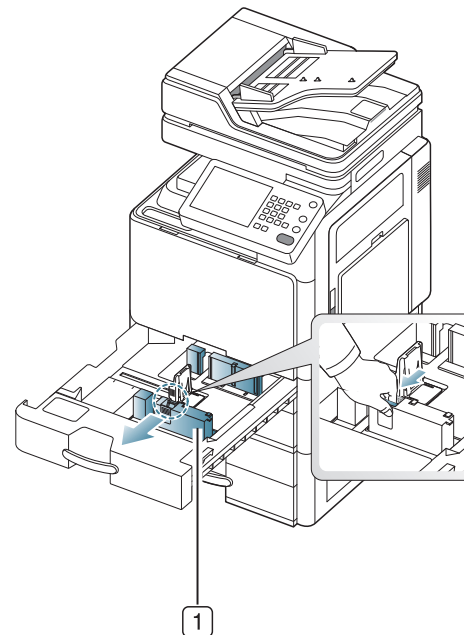
| 1 | Paper length guide |

3. Squeeze the paper width guide, and pull it to the end of the tray.
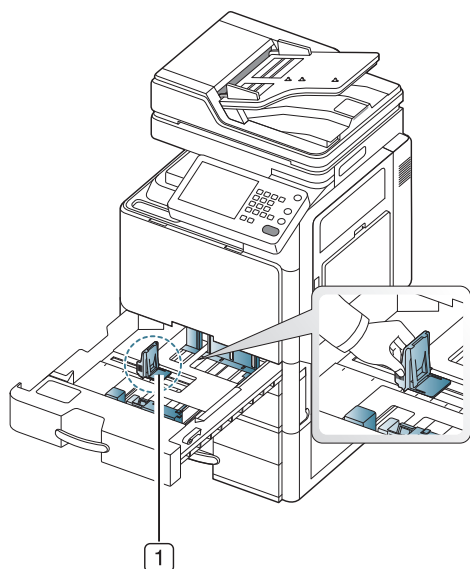
| 1 | **Paper width guide** |

4. Flex and fan the edge of the paper stack to separate the pages before loading papers.
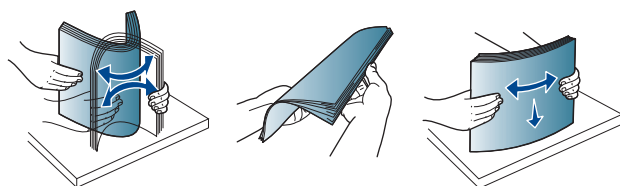
5. Load paper with the print side facing up.
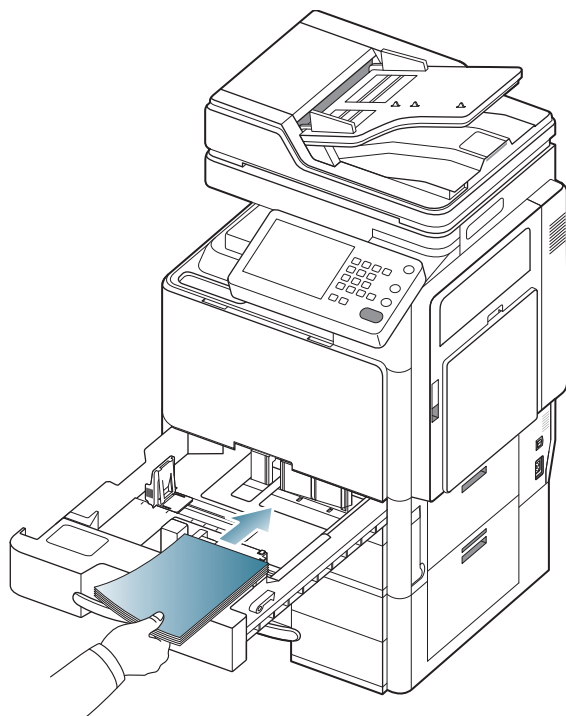
6. Adjust the paper length guide to the desired paper length.
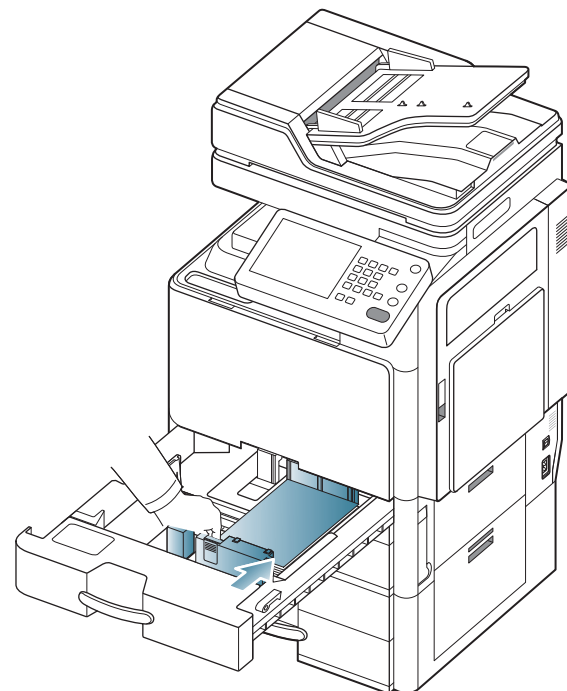
7. After loading paper into the tray, pinch the paper width guide and move it toward the stack of paper until it lightly touches the side of the stack. Do not press the guide too tightly to the edge of the paper, the guide may bend the paper.
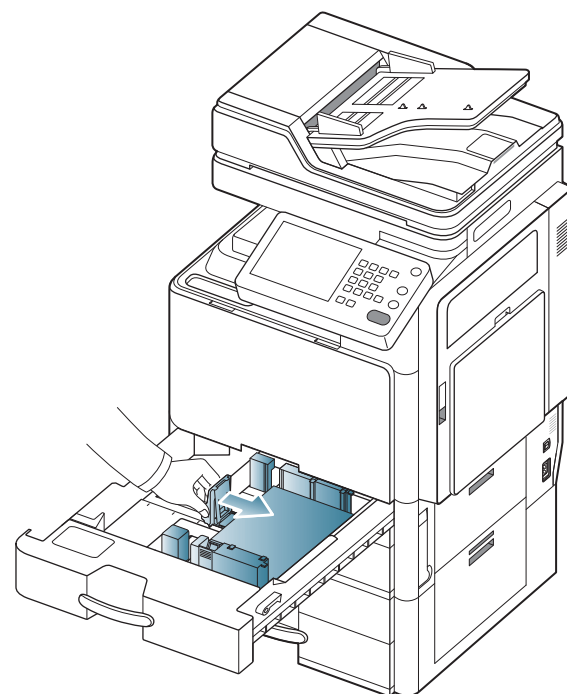
- Do not push the paper guide too far causing the media to wrap.
- If you do not adjust the paper width guide, it may cause paper jams.
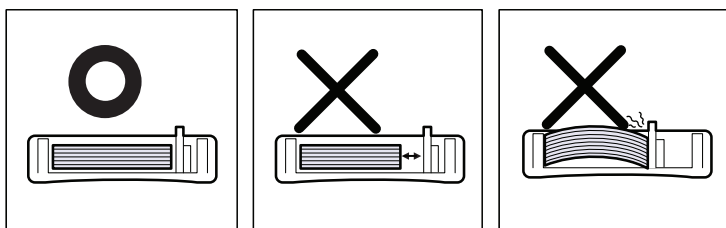
Do not overload the tray. Otherwise, it may cause paper jams. Make sure that the paper is below the maximum paper capacity guide inside the tray.
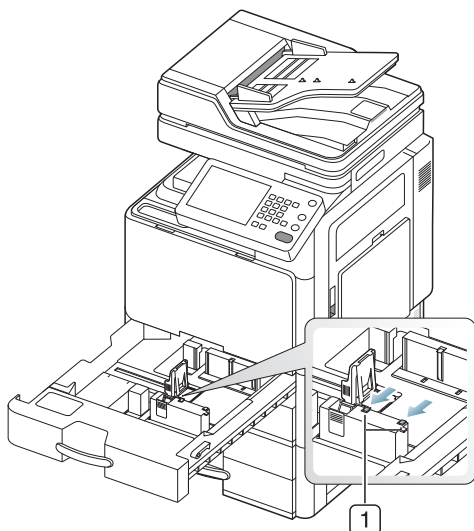
| 1 | Paper capacity guide |

8. Fix the the paper length guide using the locking switch. Release the locking switch to load a different sized paper.
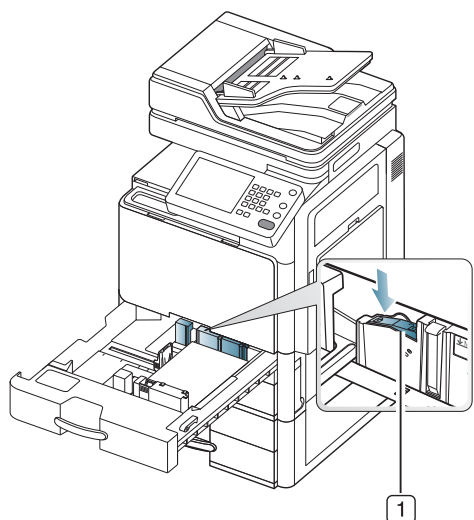
| 1 | Locking switch |

9. Insert the tray back into the machine.

When you print a document, set the paper type and size for the tray.

For information about setting the paper type and size on the control panel (See "Tray setting" on page 47).

The standard tray and optional dual cassette feeder can automatically detect various-sized paper (See "Media sizes automatically detected" on page 44).

If you set the **Tray Confirmation Message ON** in **Tray Settings**, the confirmation window appears automatically (See "Setting the tray confirmation message" on page 49).

Check if the paper size and type in the tray are detected or not. If you want to set the paper size and type or if the machine cannot detect them, you can set the size and type directly in the confirmation window.

Some paper types are displayed with abbreviation. **Tab Ext.** stands for Tabloid Extra, **EXEC** and **STMT** are Executive and Statement each.

- If you experience problems with paper feeding, check whether the paper meets the media specification (See "Print media specifications" on page 252). Then, try placing one sheet at a time in the multi-purpose tray (See "Multi-purpose tray" on page 42).
- The settings made from the machine driver override the settings on the control panel.

  To print from an application:

  a) Open an application and start the print menu.
  b) Open **Printing Preferences** (See "Opening printing preferences" on page 140).
  c) Press the **Paper** tab in **Printing Preferences**, and select an appropriate paper type, size, and source.
  d) Press **OK**.
  e) Start printing from an application.

Optional high capacity feeder

You can increase the paper handling capacity of your machine by installing an optional high capacity feeder. This tray holds up to 2,000 sheets of paper.

The high capacity feeder can only hold A4 or letter-sized paper.

Using photographic paper or coated paper may cause problems, that require repairs. Such repairs are not covered by the warranty or service agreements.

1. Squeeze the lock lever on the handle and pull out the tray.
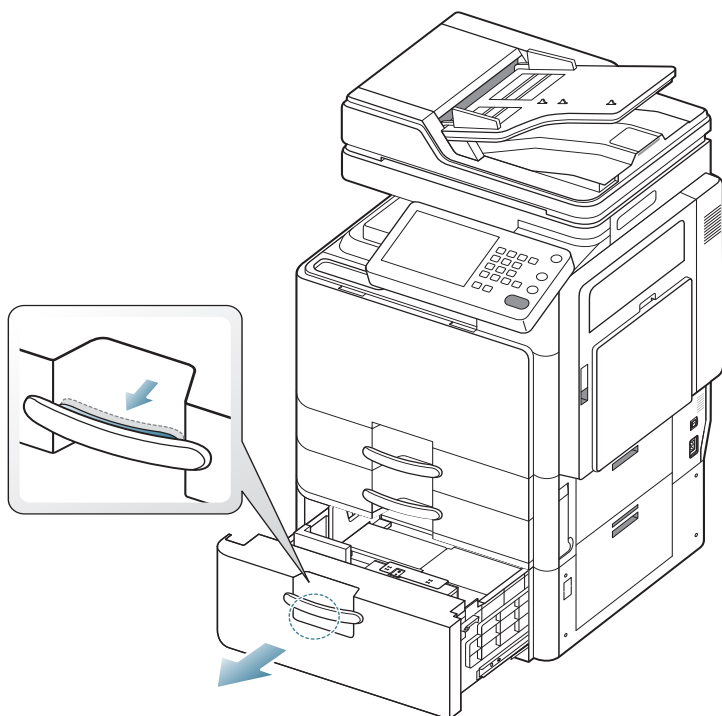
2. Flex and fan the edge of the paper stack to separate the pages before loading papers.
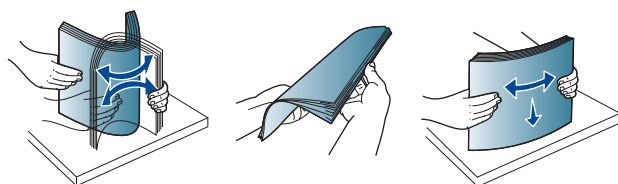
3. Load paper with the print side facing up.
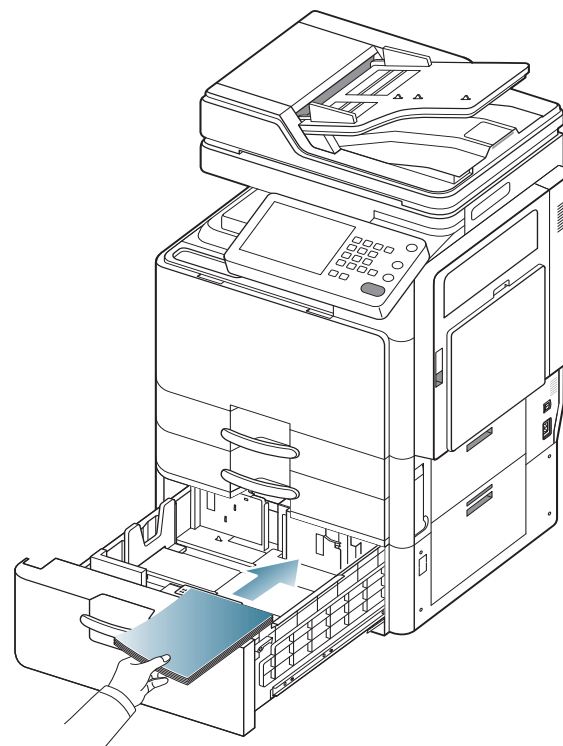
Align the paper and gently push it to the right side of the tray. Otherwise, it could cause paper jams.
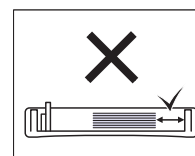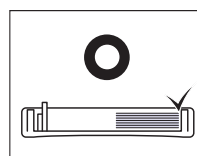
4. Load the paper in the left side of the tray with the print side facing up. The left side of the tray can hold up to 1,000 sheets of plain paper.
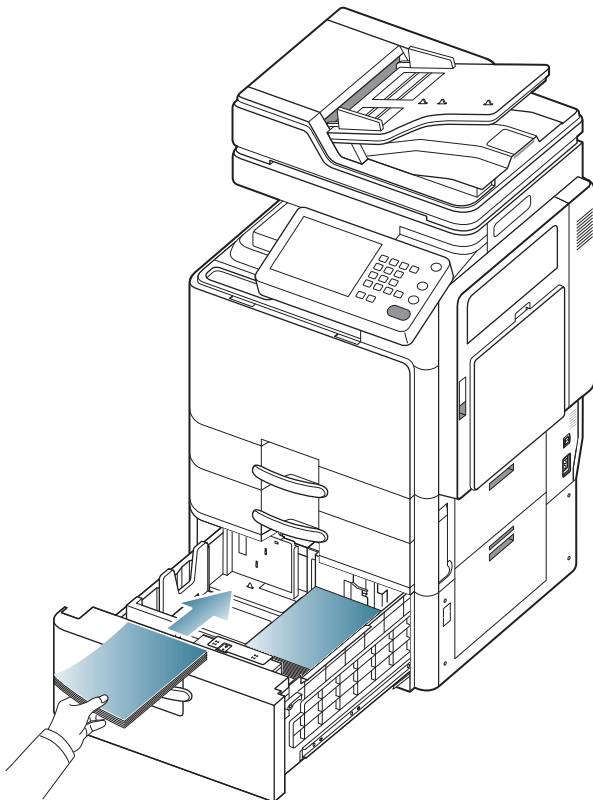
📝　•　Do not overload the tray. Otherwise, it may cause paper jams. Make sure that the paper is below the maximum paper capacity guide inside the tray.
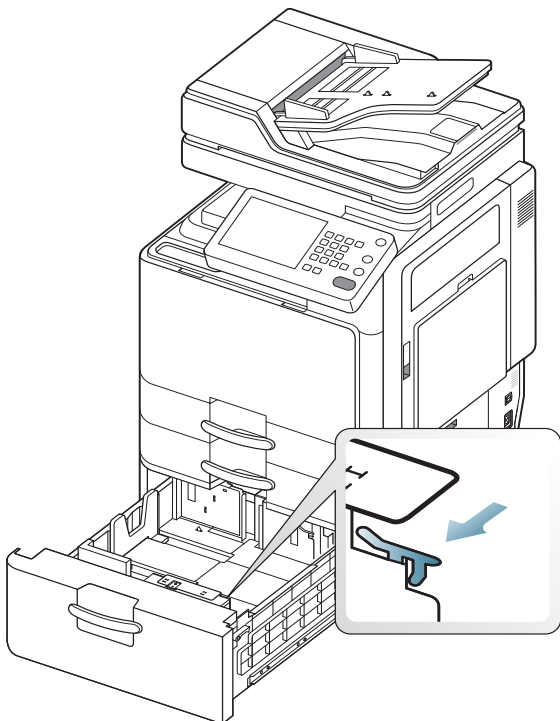
•　If the paper in the right side has run out, the guide automatically pushes the paper in the left side to right side automatically.
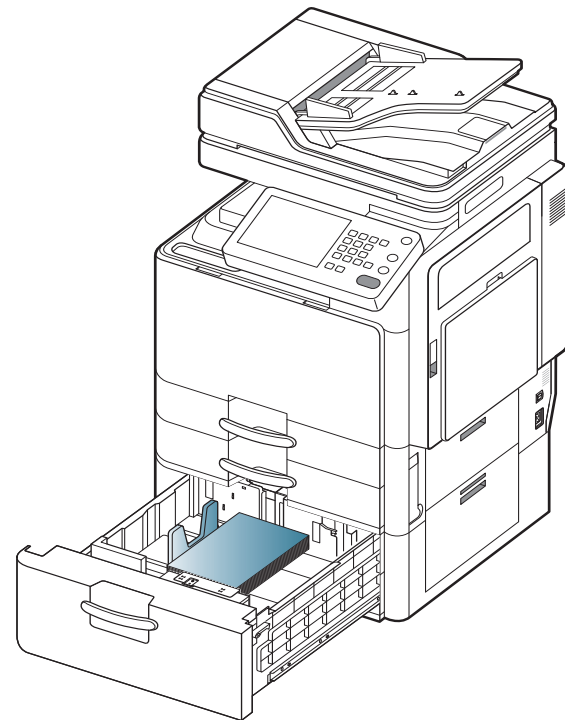
5. Insert the tray back into the high capacity feeder.

When you print a document, set the paper type and size for the tray.

For information about setting the paper type and size on the control panel (see "Tray setting" on page 47).

Multi-purpose tray

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

Tips on using the multi-purpose tray

- Load only one type, size, and weight of print media at a time in the multi-purpose tray.
- To prevent paper jams, do not add paper while printing 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 (see "Print media specifications" on page 252).
- Flatten any curl on postcards, envelopes, and labels before loading them into the multi-purpose tray.

1. Open the multi-purpose tray and pull out the extention if necessary.
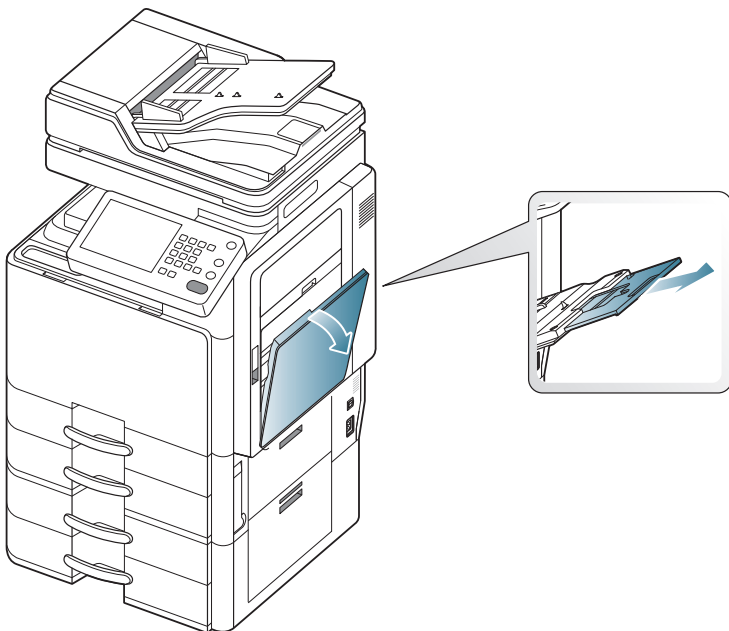
2. Flex or fan the edge of the paper stack to separate the pages before loading originals.
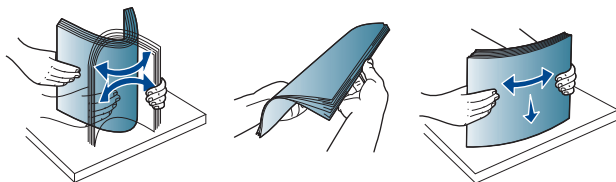
3. Load the paper with the side to be printed on facing down.
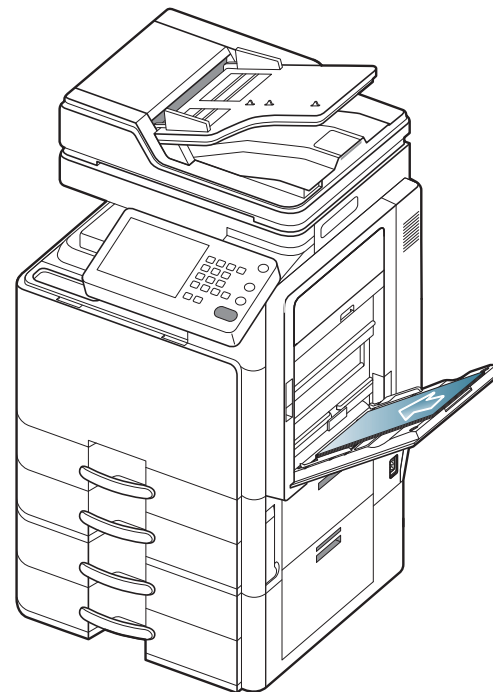
4. Squeeze the multi-purpose tray paper width guides and adjust them to the width of the paper. Do not force too much, otherwise the paper will bend resulting in a paper jam or skew.
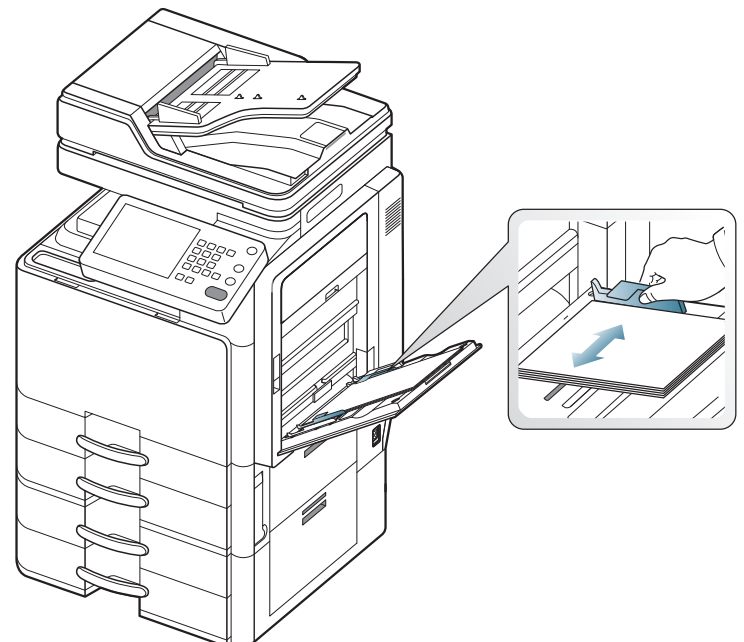
5. When you print a document, set the paper type and size for the multi-purpose tray.

The multi-purpose tray can automatically detect various-sized paper (see "Media sizes automatically detected" on page 44).

For information about setting the paper type and size on the control panel (see "Tray setting" on page 47).

> The settings made from the machine driver override the settings on the control panel.
>
> To print from an application:
>
> a) Open an application, and start the print menu.
> b) Open **Printing Preferences** (see "Opening printing preferences" on page 140).
> c) Press the **Paper** tab in **Printing Preferences**, and select an appropriate paper type, size, and source.
> d) Press **OK**.
> e) Start printing from an application.

Media sizes automatically detected

This machine can automatically detect various sized-paper. Refer to the table below.

size[a]	Standard tray/ optional dual cassette feeder	Multi-purpose tray	Optional high capacity feeder	Duplex printing
Letter SEF[b]	●	o	N/A	Available
Letter LEF[c]	●	●	●	Available
Ledger	●	●	N/A	Available
Legal	●	o	N/A	Available
Executive SEF	o	o	N/A	Available
Executive LEF	N/A	o	N/A	Available
Statement SEF	●	●	N/A	Available
Statement LEF	N/A	N/A	N/A	N/A
A3	●	●	N/A	Available
A4 SEF	●	●	N/A	Available
A4 LEF	●	●	●	Available
A5 SEF	●	o	N/A	Available
A5 LEF	N/A	●	N/A	N/A
B4	●	●	N/A	Available
JIS B5 SEF	●	●	N/A	Available
JIS B5 LEF	N/A	●	N/A	Available
A6 SEF	N/A	●	N/A	N/A
A6 LEF	N/A	N/A	N/A	N/A
ISO B5 SEF	o	o	N/A	Available
ISO B5 LEF	N/A	o	N/A	N/A
Folio	●	o	N/A	Available
Oficio	o	o	N/A	Available
Tabloid Extra	●	o	N/A	Available
SRA3	N/A	o	N/A	N/A
8K	o	o	N/A	Available
16K	o	o	N/A	Available

a. This machine could detect the similar sized paper as the auto detected paper depending on the size.

b. SEF meaning is Short Edge Feed.

c. LEF meaning is Long Edge Feed.

(●: Detected, o: Not detected, N/A: You cannot load the paper in the tray.)

Printing on special media

The table below shows the available special media for each tray.

📝 When using special media, we recommend you feed a piece of paper at a time. Check the maximum input number of media for each tray (see "Print media specifications" on page 252).

Types	Standard tray/ optional dual cassette feeder	Optional high capacity feeder[a]	Multi-purpose tray
Thick	O	O	O
Heavy weight	O	O	O
Extra Heavy weight 1	O	O	O
Extra Heavy weight 2	X	X	O
Thin	O	O	O
Cotton	O	O	O
Color	O	O	O
Preprinted	O	O	O
Recycled	O	O	O
Bond	O	O	O
Archive	O	X	O
Letterhead	O	X	O
Punched	O	O	O
Thin Cardstock	O	O	O
Thick Cardstock	O	X	O
Thin Glossy	X	X	O
Thick Glossy	X	X	O
Envelope	X	X	O
Transparency	X	X	O
Labels	O	X	O

a. Optional high capacity feeder supports only A4 and Letter sized paper.

The media types are shown in the **Printing Preferences**. This paper type option allows you to set the type of paper to be loaded in the tray. This setting appears in the list so that you can select it. This will let you get the best quality printout. If not, the desired print quality may not be achieved.

- **Plain:** 71 to 90 g/m^2 (19 to 24 lb) normal plain paper.
- **Thick:** 91 to 105 g/m^2 (25 to 28 lb) thick paper.
- **Heavy Weight:** 106 to 175 g/m^2 (29 to 46 lb) thick paper.
- **Extra Heavy Weight 1:** 176 to 216 g/m^2 (47 to 57 lb) thick paper.
- **Extra Heavy Weight 2:** 217 to 253 g/m^2 (58 to 67 lb) thick paper.
- **Thin:** 60 to 70 g/m^2 (16 to 18 lb) thin paper.
- **Bond:** 105 to 120 g/m^2 (28 to 32 lb) bond.
- **Color:** 75 to 90 g/m^2 (20 to 24 lb) color-backgrounded paper.
- **Labels:** 120 to 150 g/m^2 (32 to 40 lb) label.
- **Transparency:** 138 to 146 g/m^2 (37 to 39 lb) transparency paper.
- **Envelope:** 75 to 90 g/m^2 (20 to 24 lb) envelope.
- **Preprinted:** 75 to 90 g/m^2 (20 to 24 lb) preprinted paper.
- **Cotton:** 75 to 90 g/m^2 (20 to 24 lb) cotton paper.
- **Recycled:** 60 to 90 g/m^2 (16 to 24 lb) recycled paper.
- **Archive:** 70 to 90 g/m^2 (19 to 24 lb) If you need to keep the print-out for a long time, such as archives, select this option.
- **Letterhead:** 70 to 90 g/m^2 (19 to 24 lb).
- **Punched:** 70 to 90 g/m^2 (19 to 24 lb) .
- **Thin CardStock:** 105 to 163 g/m^2 (28 to 43 lb) cardstock.
- **Thick CardStock:** 170 to 216 g/m^2 (45 to 57 lb) cardstock.
- **Thin Glossy:** 106 to 169 g/m^2 (28 to 45 lb) glossy paper.
- **Thick Glossy:** 170 to 253 g/m^2 (45 to 67 lb) glossy paper.

Envelope

Successful printing on envelopes depends upon the quality of the envelopes.

To print an envelope, place it with the flap side up.
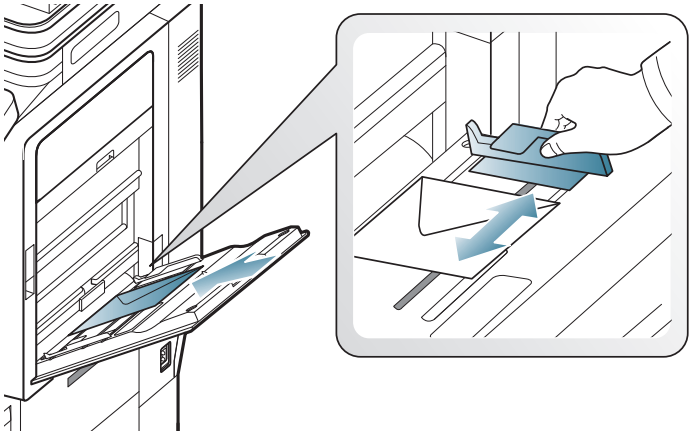
- When selecting envelopes, consider the following factors:
  - **Weight:** The weight of the envelope paper should not exceed 90 g/m^2 (16 lb) otherwise, a jam may occur.
  - **Construction:** Prior to printing, envelopes should lie flat with less than 6 mm (0.25 inches) curl, and should not contain air.
  - **Condition:** Envelopes should not be wrinkled, nicked, or damaged.
  - **Temperature:** 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.
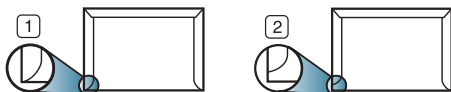
| 1 | **Acceptable** |
| 2 | **Unacceptable** |

- 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 about 170°C (338 °F) 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 (0.6 inches) from the edges of the envelope.
- Avoid printing over the area where the envelope's seams meet.

Transparency

To avoid damaging the machine, use only transparencies designed for use in laser printers.
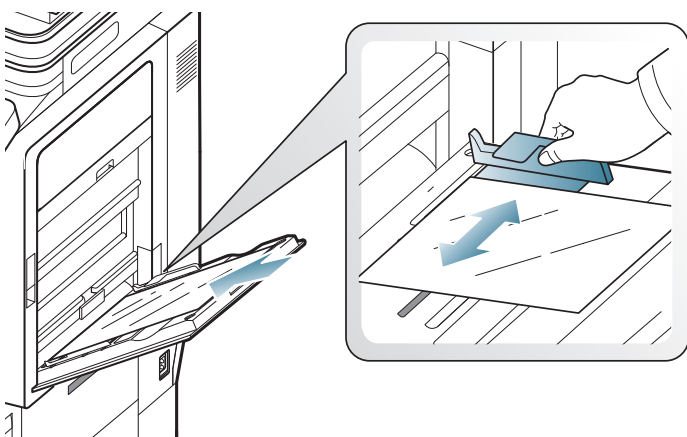
- Transparencies used in the machine must be able to withstand the machine's fusing temperature.
- Place them on a flat surface after removing them from the machine.
- Do not leave unused transparencies in the paper tray for long periods of time. Dust and dirt may accumulate on them, resulting in spotty 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.
- Do not use transparencies that separates from the backing sheet.
- To prevent transparencies from sticking to each other, do not let the printed sheets stack up as they are begin printed out.
- Recommended media: Transparency for a color laser printer by Xerox, such as 3R 91331(A4), 3R 2780(Letter).

Labels

Load the paper with the side to be printed on facing down.

To avoid damaging the machine, use only labels designed for use in laser machines.
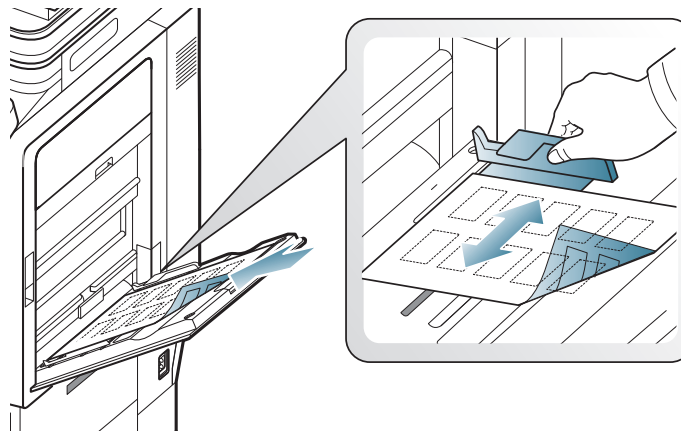
- When selecting labels, consider the following factors:
  - **Adhesives:** The adhesive material should be stable at your machine's fusing temperature about 170°C (338 °F) for 0.1 second.
  - **Arrangement:** Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams.
  - **Curl:** Prior to printing, labels must lie flat with no more than 13 mm (0.5 inches) 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 damaged.
- Do not load paper that does not have space between labels running the same direction as the paper is being fed. Otherwise, it could cause paper jams.
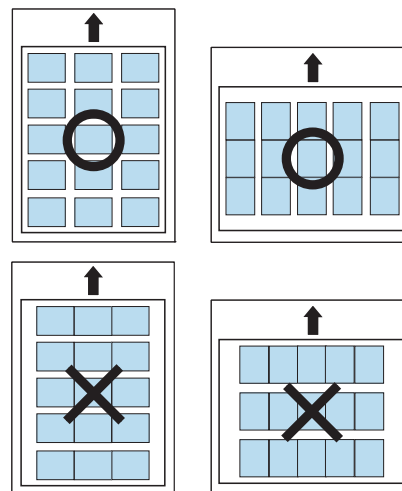
Card stock/ Custom-sized paper
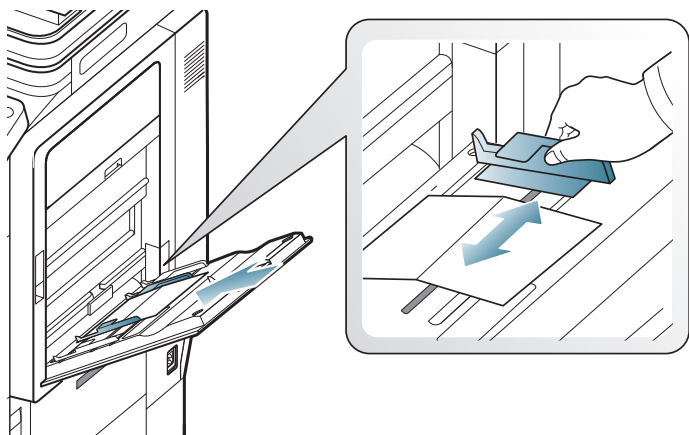
- Do not print on media smaller than 98 mm (3.8 inches) wide or 148 mm (5.8 inches) long.
- In the software application, set margins to at least 6.4 mm (0.25 inches) away from the edges of the material.

Letterhead/Preprinted paper

	Single-sided	double-sided
Standard tray/ Optional dual cassette feeder	Face up	Face down
Multi-purpose tray	Face down	Face up

- Preprinted paper must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the machine's fusing temperature about 170°C (338 °F) for 0.1 second.
- Preprinted paper ink must be non-flammable and should not adversely affect machine rollers.
- Forms should be sealed in a moisture-proof wrapping to prevent changes during storage.
- Before you load preprinted paper, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality.

Glossy

📝 Load a piece paper into the multi-purpose tray at a time, glossy side facing down.

- Recommend media: Glossy paper (Letter) for this machine by HP Brochure Paper (Product: Q6611A) only.
- Recommend media: Glossy paper (A4) for this machine by HP Superior Paper 160 glossy (Product: Q6616A) only.

Tray setting

After loading paper in the paper tray, set the paper size and type using the display screen. For computer printing, select the paper size and type in the application program you use on your computer (see "Opening printing preferences" on page 140).

📝 The settings made from the machine driver override the settings on the display screen.

Setting the paper size

1. Press **Machine Setup** > **Tray Settings** > **Settings** > select the tray you want from the display screen.
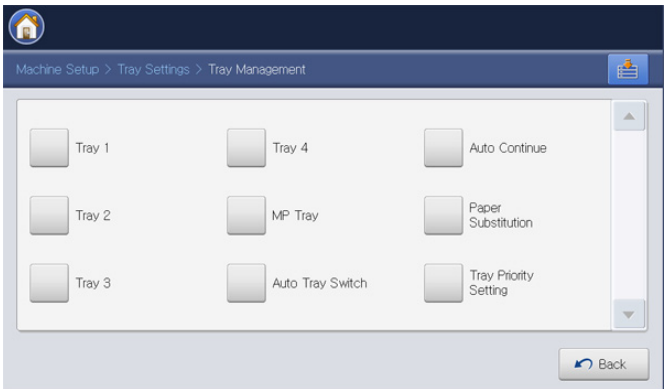
2. Press **Paper Size** and select the paper size.
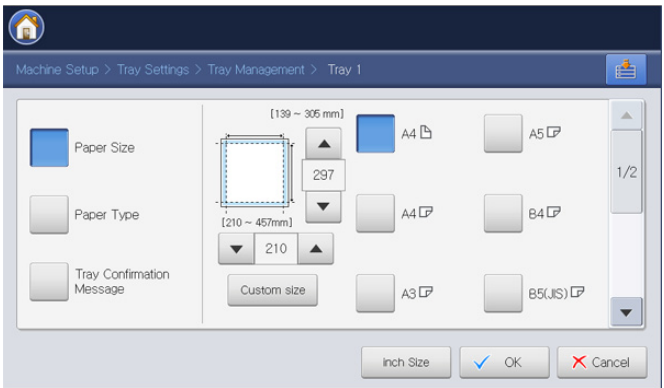
- You can change the paper list on the display screen pressing **inch Size** or **mm Size**. The paper lists are divided into the available A/B type and letter type paper in this machine.
- If there is no required size paper or you need to use custom sized paper, press the cardinal point arrows to set the paper size. You can also set and save the custom size using **Custom Size**. You can select the custom size whenever you need it.
3. Press **OK** to save the selection.

Setting the paper type

1. Press **Machine Setup** > **Tray Settings** > **Settings** > select the tray you want from the display screen.
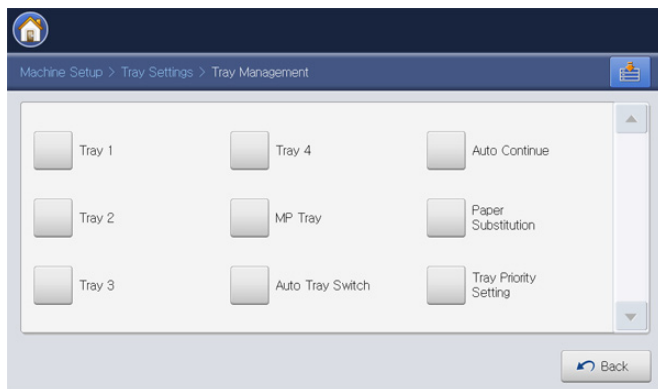
2. Press **Paper Type** and select the paper type.
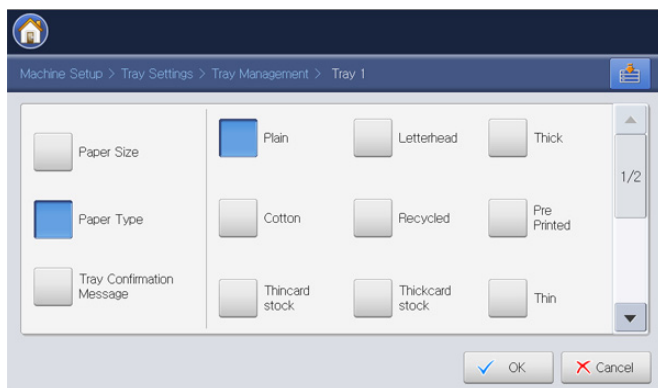
3. Press **OK**.

Auto tray switch

This is the option to set if the machine is to continue printing or not when any tray becomes empty. For example, both tray 1 and tray 2 are filled with the same size paper, the machine automatically prints from tray 2 after the tray 1 runs out of paper.

1. Press **Machine Setup** > **Tray Settings** > **Settings** > **Auto Tray Switch**.
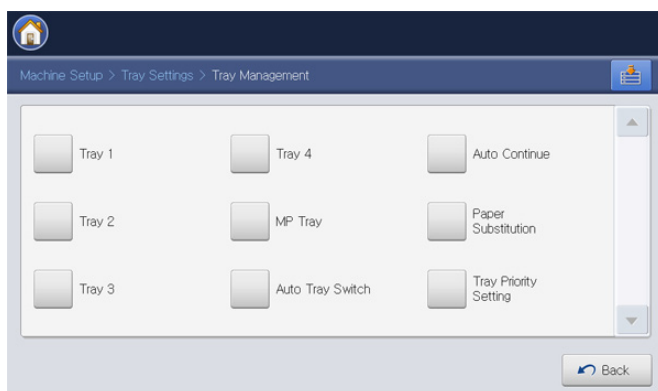
2. Press **On**.
3. Press **OK**.

Auto continue

This option allows you to continue printing when the paper size you have set is mismatched with the paper in the tray. When this option is activated, the machine continues printing using similar or large size paper. If this option is inactivated, the machine waits until the required size paper is loaded in the tray.

1. Press **Machine Setup** > **Tray Settings** > **Settings** > **Auto Continue**.
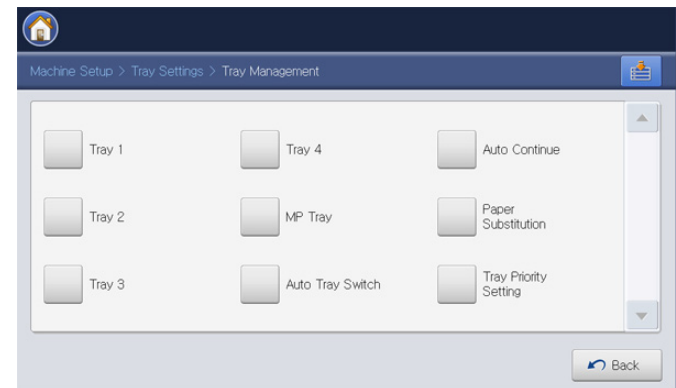
2. Press **On**.
3. Press **OK**.

Paper substitution

When the requested paper for a print job is not available in the tray, this feature allows you to substitute similar paper size, For example, if the requested ledger sized paper is not available in the tray, this machine substitutes A3 for the requested paper.

When the paper is substituted, some image loss may occur.

1. Press **Machine Setup** > **Tray Settings** > **Settings** > **Paper Substitution**.
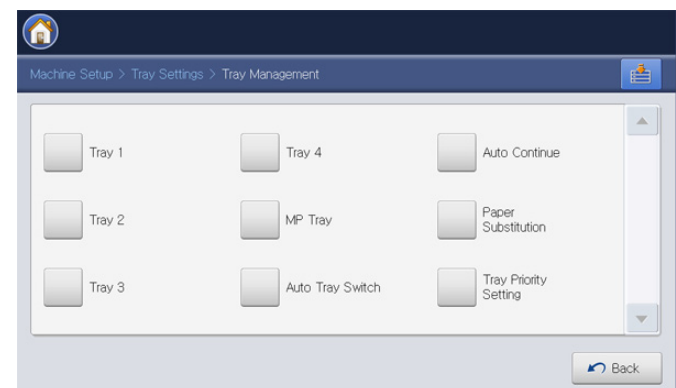
2. Press **On**.
3. Press **OK**.

Tray priority setting

When you do not select the tray for printing, the tray selected as in the **Tray Priority Setting** will be used in order. If the tray does not have the paper on which you want to print, the machine automatically prints from the trays in the priority order set.

1. Press **Machine Setup** > **Tray Settings** > **Settings** > **Tray Priority Setting**.
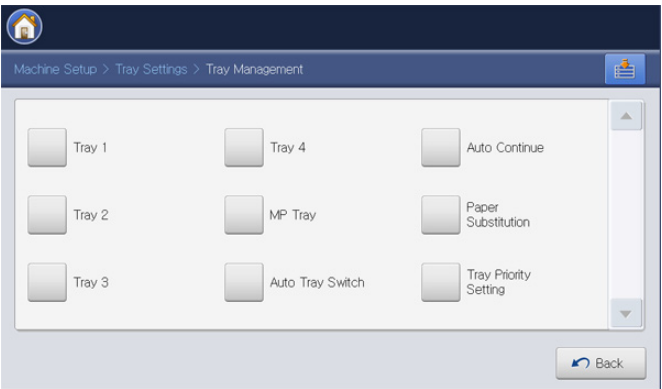
2. Press a tray, and give priority in the order for printing job using **UP** and **Down**.
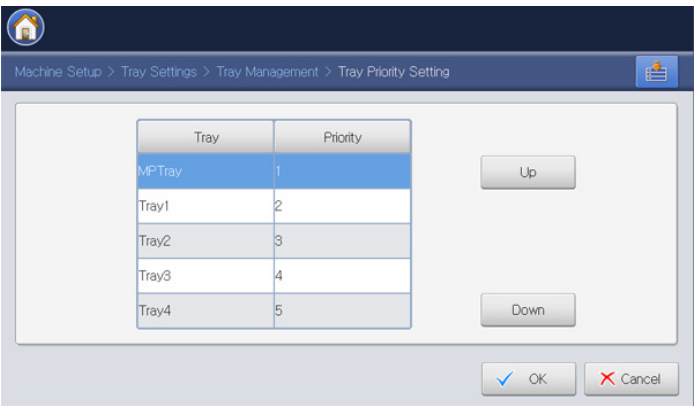
3. Press **OK**.

Setting the tray confirmation message

When you load paper into a tray, you can set the confirmation message to appear automatically. This machine can detect some paper sizes and types automatically. If you want to set the paper size and type, or the machine cannot detect them, you can set the size and type directly in the confirmation window.

1. Press **Machine Setup** > **Tray Settings** > **Settings** > select the tray you want from the display screen.

2. Press **Tray Confirmation Message**.
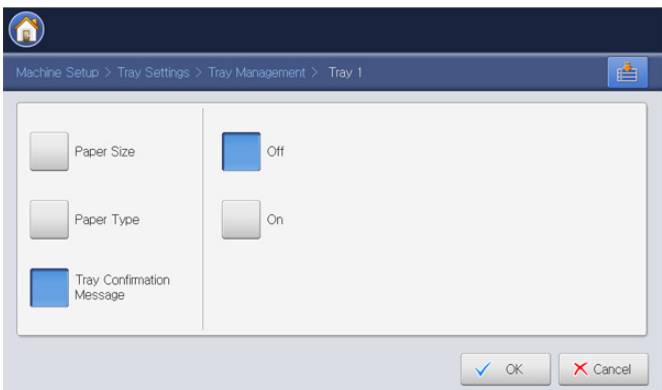
3. Press **On**.
4. Press **OK**.

copying

This chapter gives you step-by-step instructions for copying documents.

This chapter includes:

- Understanding the copy screen
- Basic copy
- Changing the settings for each copy
- Using special copy features

- Using a programs setting
- Saving documents
- Using the Quick Copy menu

Understanding the copy screen

When you press **Copy** from the display 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 a different screen is displayed, press (🏠) to go to the home display screen.
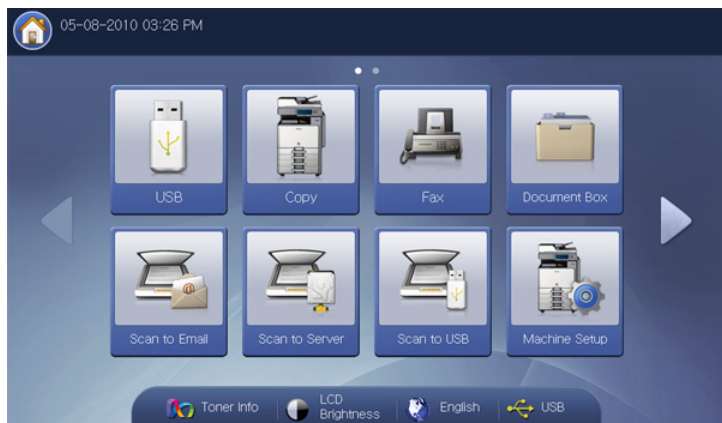
Basic tab
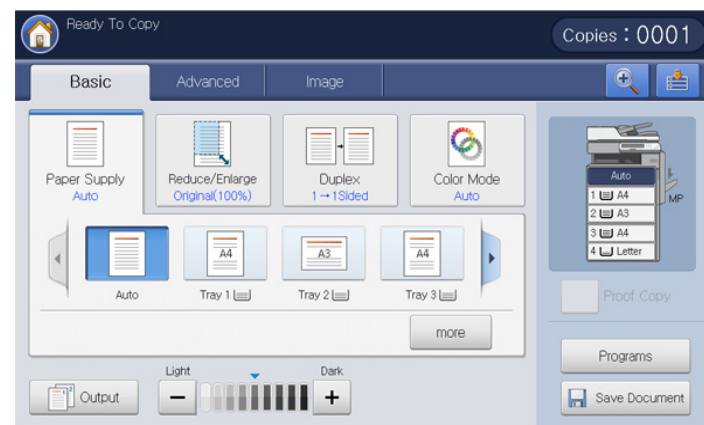
- **Copies:** Enters the number of copies.
- **Paper Supply:** Selects the paper supply tray (see "Selecting the paper supply tray" on page 54).
- **Reduce/Enlarge:** Reduces or enlarges the size of a copied image (see "Reducing or enlarging copies" on page 55).
- **Duplex:** Sets the machine to print copies on both sides of the paper (see "Copying multiple sides" on page 55).
- **Color Mode:** Selects a color mode for making copies (see "Selecting the color mode (CLX-9252 9352 Series only)" on page 56).
- **Output:** Sets the machine's various output options (see "Deciding the form of copy output" on page 56).
- **Darkness:** Adjusts the brightness level to make a copy for easier reading, when the original contains faint markings and dark images (see "Changing the darkness" on page 60).
- **Proof Copy:** Allows you to print one copy first to check the quality, then print the rest of copies later (see "Proof copying" on page 60).
- **Programs:** Allows you to save the current settings for future use (see "Using a programs setting" on page 79).
- **Save Document:** Saves document on the hard disk drive (HDD) in your machine (see "Saving documents" on page 80).
- 🔍 : This button allows you to look closely into some options or you can see options as a whole by pressing 🔍.
- 🗗 : This button allows you to move to **USB**, **Fax**, **Document Box**, etc. Press this button and select the menu you want to move to.

Advanced tab

You can move to next or previous page using up/down arrows at the bottom left.
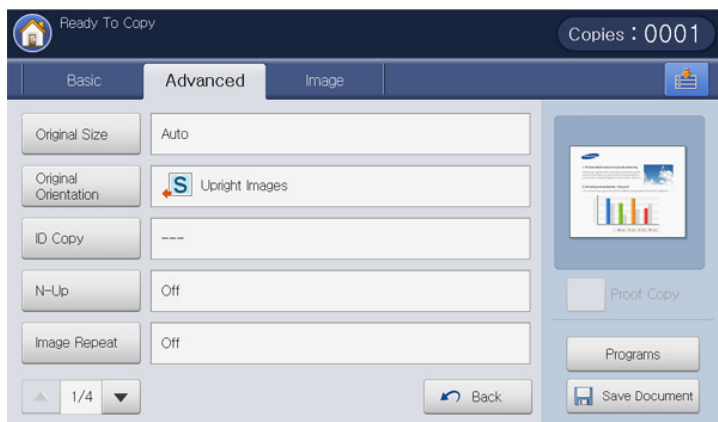
- **Original Size:** Selects the actual paper size of the originals (see "Selecting the size of originals" on page 61).
- **Original Orientation:** Selects the orientation of the originals (see "Selecting the orientation of originals" on page 61).
- **ID Copy:** Prints 2-sided originals on one sheet of paper. This feature is helpful for copying a small-sized item, such as a business card (see "ID card copying" on page 62).
- **N-Up:** Prints 2 or more original images, reduced to fit onto one sheet of paper (see "N-up copying" on page 63).
- **Image Repeat:** Prints multiple image copies from the original document on a single page (see "Image Repeat" on page 66).
- **Back:** Returns to the **Basic** tab.
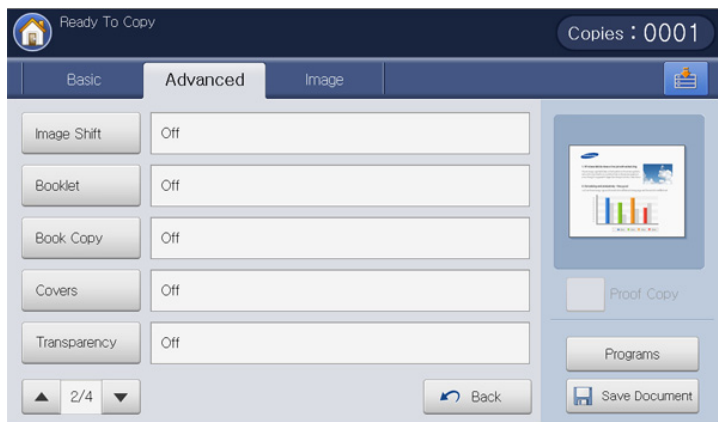
- **Image Shift:** Allows you to adjust the image's position (see "Image shift copying" on page 66).
- **Booklet:** Allows you to create booklets (see "Booklet copying" on page 68).
- **Book Copy:** Allows you to copy the left or/and right pages of book on separate output paper (see "Book copying" on page 69).
- **Covers:** Automatically adds covers taken from a different tray (see "Cover copying" on page 70).
- **Transparency:** Adds a blank or printed separator between transparencies within a set (see "Transparency copying" on page 70).
- **Back:** Returns to the **Basic** tab.
- **Watermark:** Allows you to print a watermark on printouts (see "Watermark" on page 71).

- **Overlay:** Allows you to use a overlay to apply to copy outputs (see "Overlay" on page 71).
- **Stamp:** Allows you to print with some information (see "Stamp" on page 72).
- **Poster Copy:** Prints an image divided into 9 pages (see "Poster copying" on page 73).
- **Duplex Scan Speed:** Speed up the copy scanning (see "Selecting duplex scan speed" on page 73).
- **Job Completion Notification:** Sends an email notification after the copy job is completed (see "Setting job completion notification" on page 74).
- **Back:** Returns to the **Basic** tab.
- **Build Job:** Allows you to copy several pages or different types of originals after all originals are scanned (see "Build job" on page 74).
- **Back:** Returns to the **Basic** tab.

Image tab

You can move to next or previous page using up/down arrows on the bottom left.
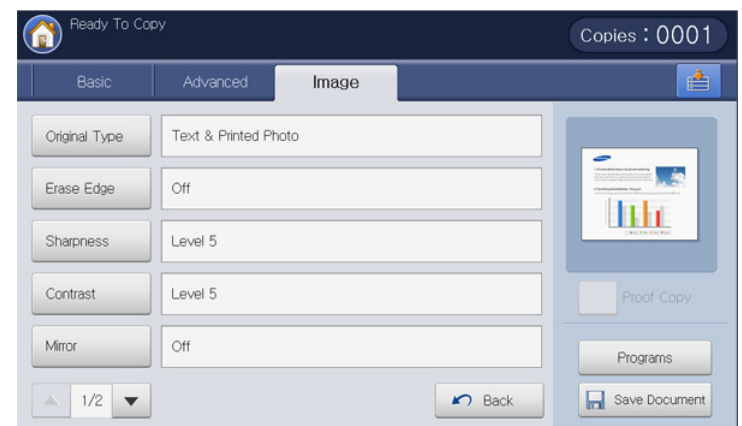
- **Original Type:** Improves the copy quality by selecting the original's type for the current copy job (see "Selecting the type of originals" on page 74).
- **Erase Edge:** Allows you to erase specified areas of copies (see "Erasing edges" on page 75).
- **Sharpness:** Adjusts the sharpness level to make a copy that is easier to read (see "Changing the sharpness" on page 75).
- **Contrast:** Adjusts the contrast level to make the image either soft or crisp (see "Changing the contrast" on page 76).
- **Mirror:** Reverses the original image like a mirror (see "Copying in a mirror image" on page 76).
- **Back:** Returns to the **Basic** tab.
- **Adjust Background:** Prints an image with a lighter background.(see "Adjusting background" on page 77).
- **Erase Backside Image:** Prevents copying the original's image shown through on the backside (see "Erasing backside Images" on page 77).
- **Negative Image:** Allows you to copy the original image with the light- and dark-colored areas of the image inversed (see "Copying in a negative image" on page 78).
- **Back:** Returns to the **Basic** tab.

Basic copy

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

1. Press **Copy** from the display screen.
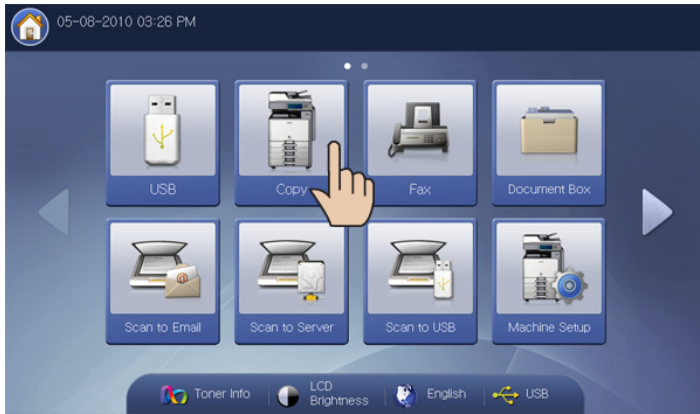
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
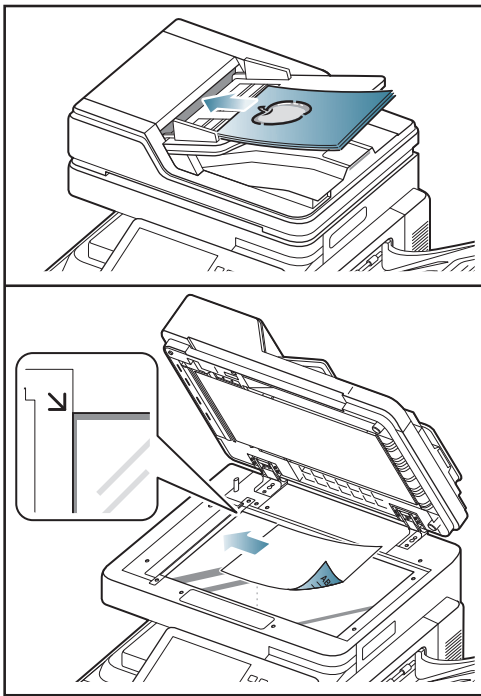
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Set the copy features in the **Advanced** or **Image** tabs, if necessary (see "Using special copy features" on page 61).

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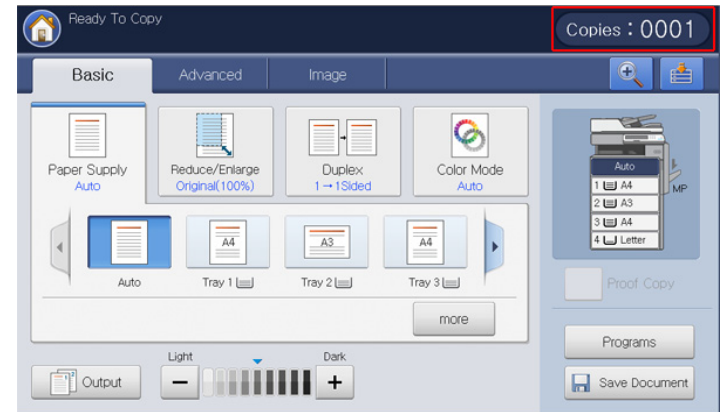
6. Press **Start** from the control panel to begin copying.

 • To cancel the current copy job, press **Stop** on the control panel.

- You can delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button" on page 30).

Copying different sized originals

This feature allows you to copy the different sized originals at once.

- If you want to copy different sized originals at once, select **Mixed Size** under the **Original Size** option (see "Selecting the size of originals" on page 61). Otherwise, it could cause original document jams.
- We recommend below combinations to be used for copying different sized originals. You can use the other combinations which are not recommended, but it could cause original document jams.
    - A3 and A4
    - A3 and B4
    - A4 and B4
    - B4 and B5
    - Letter and Legal
    - Letter and Ledger

1. Press **Copy** from the display screen.
2. Place the different sized originals face up in the DADF. When you place them in the DADF, align and gently push them to the rear side of the DADF width guide.
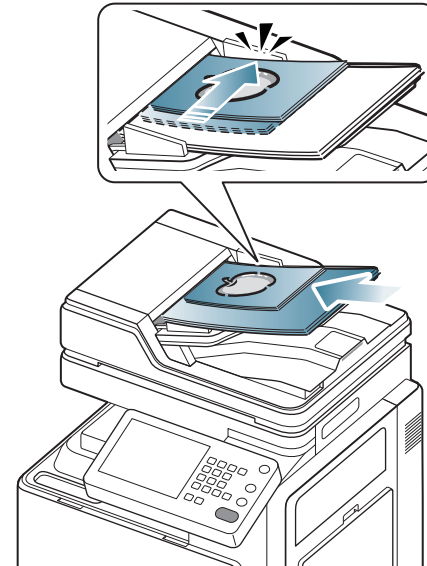
3. Press the **Advanced** tab > **Original Size** > **Mixed Size** from the display screen.

   Mixed Size is activated when the originals are placed in the DADF.

4. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
5. Set the copy features in the **Advanced** or **Image** tab, if necessary (see "Using special copy features" on page 61).
6. Enter the number of copies using the numeric keypad on the control panel, if necessary.
7. Press **Start** from the control panel to begin copying.

Changing the settings for each copy

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

> The **Basic** tab setting is only for the current copy job, which means the selected settings do not apply to the next copy job. After finishing the current copy job, the machine automatically restores the default settings, or when you press the **Clear** button on the control panel.

Selecting the paper supply tray

Paper Supply sets the tray containing the paper to be used for printing. The machine prints the scanned image on the paper in the selected tray. You can see the icons that show paper sizes and the remaining amount of paper in each tray.

Press the **Basic** tab > **Paper Supply**, then press the appropriate paper tray.
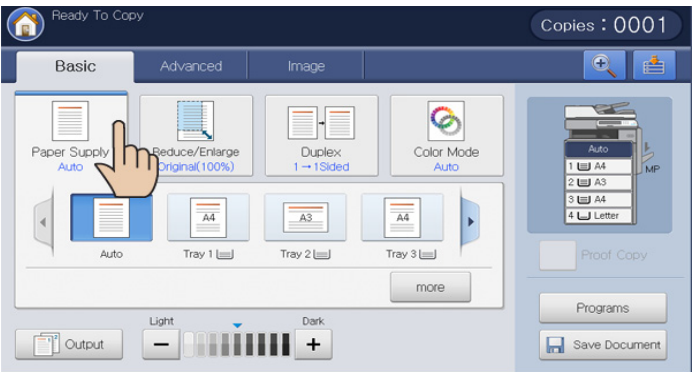
- **Auto:** Automatically detects the paper size with the paper tray.

  > When you use this option, **Image Shift** in the **Advanced** tab is inactivated.

- **Other preset values:** Check the paper size in each tray and press the tray containing the paper size you want.
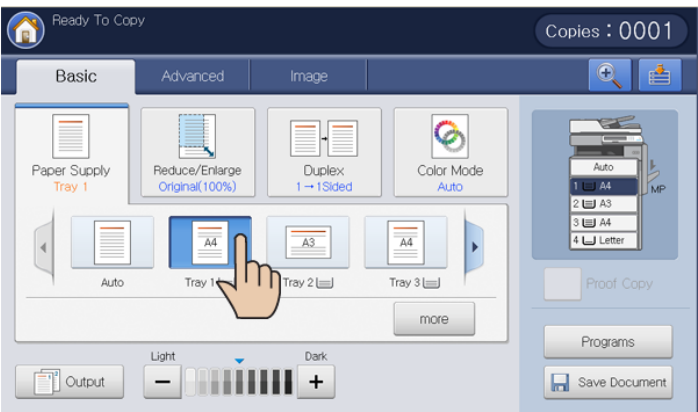
The tray icons below represent remained paper in each tray.

100 ~ 71%	70 ~ 31%	30 ~ 11%	Under 10%	Empty

You can also set a paper tray with the **More** button.

Reducing or enlarging copies

Using the **Reduce/Enlarge** feature allows you print an original image reducing or enlarging it to the paper. You can press the icons that show how to reduce and enlarge copies. Also, if you press the **More** button, you can reduce or enlarge by 1% between 25% and 400% to print a copy.

Press the **Basic** tab > **Reduce/Enlarge**, then press the appropriate option to reduce or enlarge an image on the paper.

When you use this option, **Booklet** and **Poster Copy** in the **Advanced** tab are inactivated.
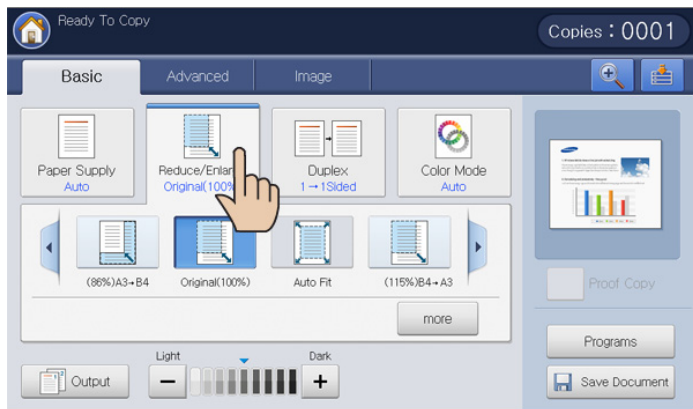
- **Original(100%):** Prints texts or images the same size as originals.
- **Auto Fit:** Reduces or enlarges the original based on the size of the output paper.
- **Other preset values:** Check the image and value on each icon and press the one you want to use.

You can also adjust to reduce or enlarge an image on the paper with the **More** button.
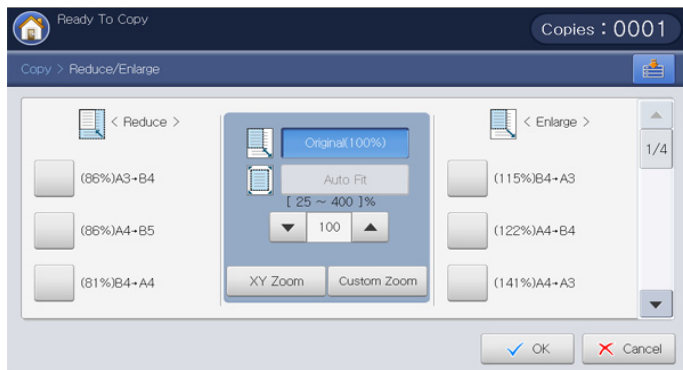
You can select an option by pressing a button in the **Reduce** and **Enlarge** list. You can also reduce or enlarge by 1% between 25 ~ 400% to print a copy using the left/right arrows.

- **XY Zoom:** This button allows you to set the reduce or enlarge each **X** (width) and **Y** (Height) between 25 ~ 400%. Enter the value in the **X** or **Y** input area using the numeric keypad.
- **Custom Zoom:** You can set and save the custom zoom size using **Zoom** or **XY Zoom**. You can select the custom zoom size whenever you need it.

Copying multiple sides

The duplex feature allows you to copy one sided or two sided originals on both sides of the paper or divide two-sided originals into multiple one-sided copies. Check the available paper using the **Duplex** feature. You can only use this feature with Letter SEF, Letter LEF, Ledger, Legal, Executive SEF, Statement SEF, A3, A4 SEF, A4 LEF, A5 SEF, B4, JIS B5 SEF, ISO B5 SEF, Tabloid Extra, 8K, 16K and Oficio.

- 63 to 163 g/m^2 (16~43 lb bond) only
- When you use this option, **ID Copy**, **Book Copy**, **Transparency** and **Poster Copy** in the **Advanced** tab are inactivated.

Press the **Basic** tab > **Duplex**, then press the appropriate duplex option.
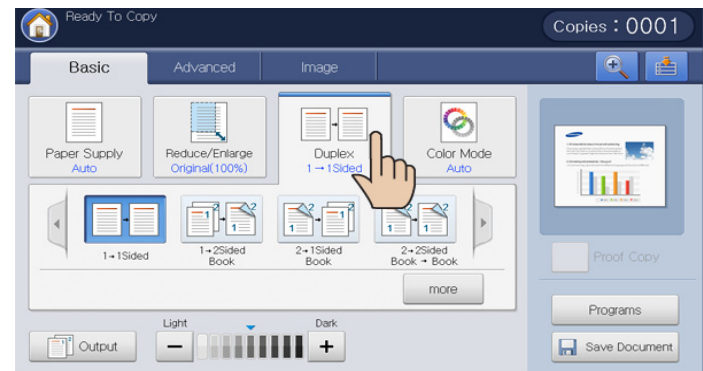
If an original is placed on the scanner glass and you press **1 -> 2 Sided**, **2 -> 1 Sided** or **2 -> 2 Sided**, the message **Another Page?** appears after the first page is copied. Load another original and press **Yes**. When you finish, press **No** on this window.

- **1 -> 1 Sided:** Scans one side of an original and prints it on one side of the paper. This function produces exactly the same printout from the originals.
- **1 -> 2 Sided:** Scans one side of originals and prints them on both sides of the paper.

  You can select the output binding type either **Book** or **Calendar** with the **More** button.
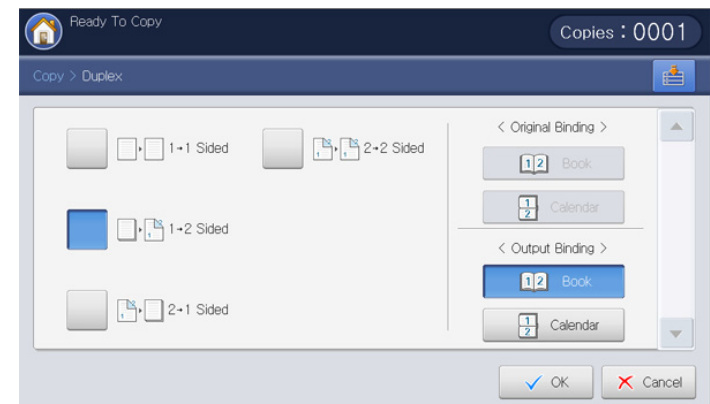
- **2 -> 1 Sided:** Scans both sides of the originals and prints each of one on a separate paper.

  You can select the original binding type, either **Book** or **Calendar**, with the **More** button.

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

  You can select the original and output binding type, either **Book** or **Calendar**, with the **More** button.

Selecting the color mode (CLX-9252 9352 Series only)

The machine provides many powerful effects on images without having expert editing skills.

Press the **Basic** tab > **Color Mode**, then select the color mode you want.
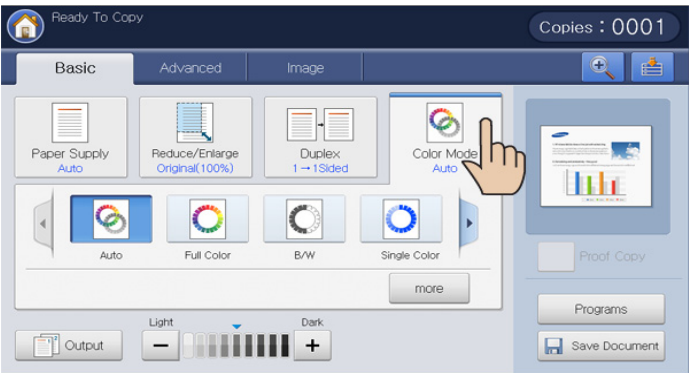
If you press the **More** button, you can see more **Color Mode** options.

- **Auto:** Select this setting to automatically detect whether the scanned document is in color or black and white, and then select an appropriate color setting.
- **Full Color:** Select this setting to print the same as the original image color.

  Refer to the sample images below. Depending on the circumstances and quality of originals, the printout's quality could be different from the sample image's.
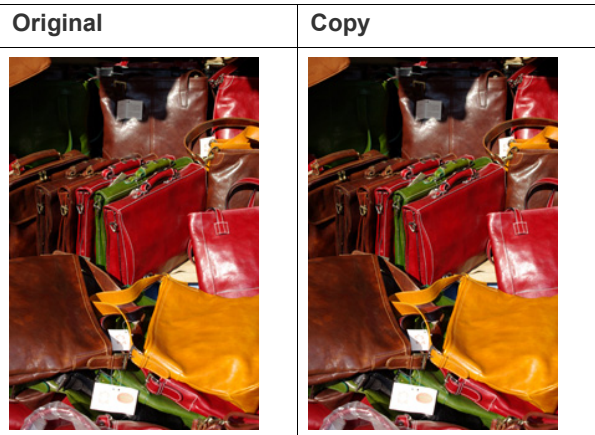
Original	Copy

- **B/W:** Select this setting to print the copy in black and white, regardless whether the scanned document is in color or in black and white.

  Refer to the sample images below. Depending on the circumstances and quality of originals, the printout's quality could be different from the sample image's.

Original	Copy
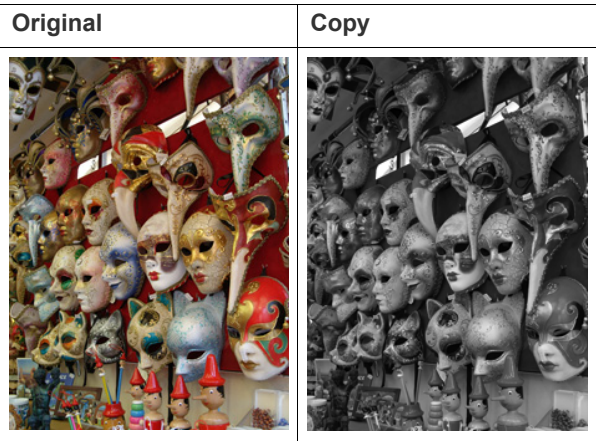
Deciding the form of copy output

- You can use the copy output options when a optional standard finisher or a booklet finisher is installed.
- Depending on the direction of paper in the tray (ex. SEF or LEF), certain directions of the staple or punch may not be available.
- When you use the staple and punch together, you can only set the same position for staples and punch holes.

Press the **Basic** tab > **Output**, then select the copy output options you want.
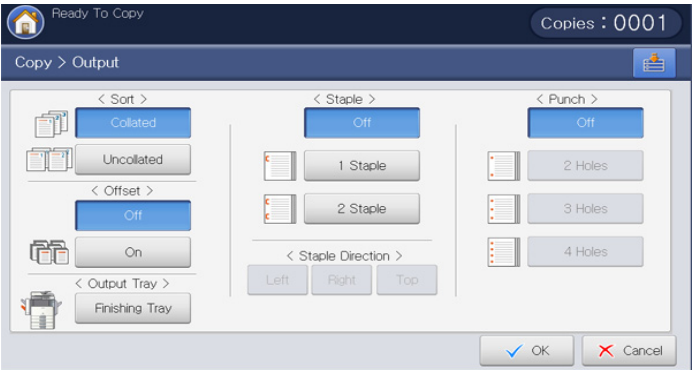
- **Sort:** When you copy several sets, you can select the sequence order of printouts.
  - **Collated:** Printouts in sets to match the sequence of originals.

- **Uncollated:** Printouts sorted into stacks of individual pages.

- **Offset:** Printouts are stacked in sets by laying printouts side-to-side.

  This feature is available only when the standard or booklet finisher is installed.

  - **Off:** Disables this feature.
  - **On:** This feature can be used.

- **Rotate:** Printouts are stacked criss-crossed in sets.

  - This feature is available only when the standard or booklet finisher is not installed.
  - This feature is available only with Letter- and A4-sized print media.
  - Before using this feature, you have to load the paper in the trays with SEF (Short edge feed) and LEF (Long edge feed). For example, direction of paper feeding in tray 1 is SEF, and direction of paper feeding in tray 2 is LEF.
  - **Off:** Disables this feature.
  - **On:** This feature can be used.

- **Output Tray:** Select the output tray.

  In CLX-9252 9352 Series, the right tray (face-up) is optional device.
  In SCX-8230 8240 Series, the **Inner Tray** (optional Job Separator) is optional device.

  - **Right Tray:** If you need to print thick paper or if the paper repetitively jams in the exit area of the center tray, use the right tray.

    When you use the **Duplex** feature (see "Copying multiple sides" on page 55) with the **Right Tray** as an output tray, it could slow down the printing speed. We recommend you to use other trays for an output tray.

  - **Inner Tray:** The inner tray is efficient for separating the printouts.

For example, if you want to avoid received faxes mixing with copy or print outputs, you can use this inner tray to separate the received faxes.

- **Center Tray:** The machine sends output to the center tray by default.

When the optional standard finisher or booklet finisher is installed, you can use more output trays.
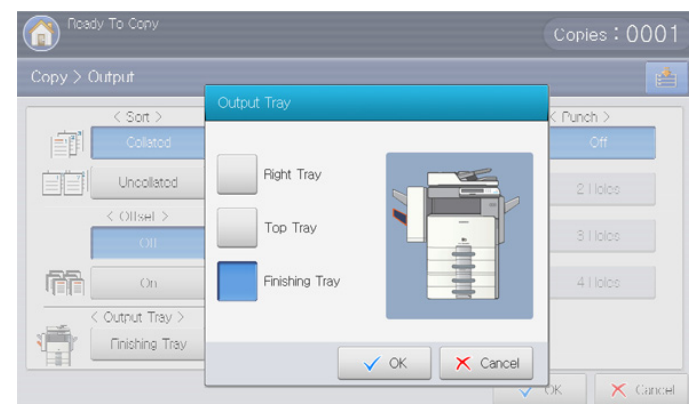
- **Top Tray:** Paper sizes not supported by the finishing tray automatically gets printed out in the top tray.
- **Finishing Tray:** When the optional standard finisher or booklet finisher is installed, the machine sends output to the finishing tray by default.
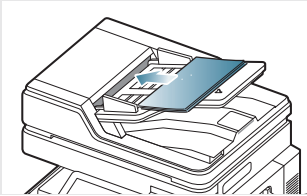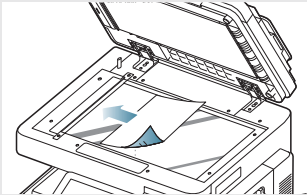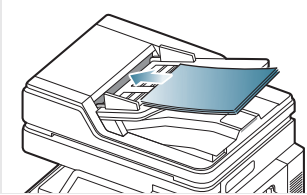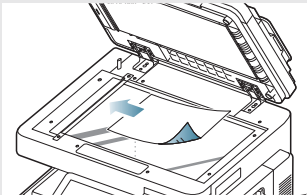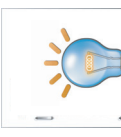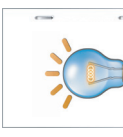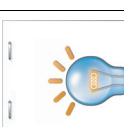
- **Staple:** You can staple printouts and adjust the stapling position.
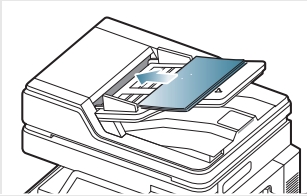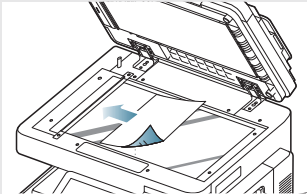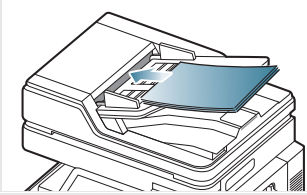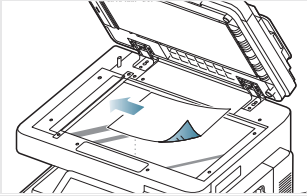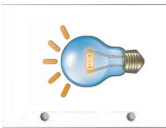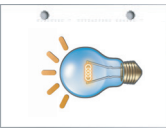
  - The **Staple** feature is available only when the standard or booklet finisher is installed.
  - When you use the **Staple** feature, only the finishing tray is available for printouts.
  - When the printout is only one page, the **Staple** feature does not work.
  - When you have set the the **Punch** options before setting the **Staple** options, some options are not available depending on the staple position and the direction of paper feeding in the trays.
  - When printing multiple copies of a job using the **Staple** feature, it is recommend to monitor the finishing tray. Printouts can become crooked and fall off of the finishing tray.

  - **Off:** Disables this feature.
  - **1 Staple:** Select this setting to bind the printouts with a staple. You can also select the staple positon with **Left** or **Right** in **Staple Direction**.
  - **2 Staple:** Select this setting to bind the printouts with two staples. You can also select the staples positon in **Staple Direction**.

    Depending on the options you select the result will vary. Refer to the below table before using the **2 Staple** option.

Origianl orientation (DADF/Scanner grass)	Original orientation (display screen)	Direction of paper feeding in the tray	Available Staple Direction	Result	
In the DADF **On the scanner grass** 	**Upright Images** 	**Long Edge Feed (LEF)**	**Left** or **Right**	**Left** 	**Right**
	Sideways Images 	**LEF**	**Top**		
	Upright Images 	**Short Edge Feed (SEF)**	**Top**		
	Sideways Images 	**SEF**	**Left** or **Right**	**Left** 	**Right**
In the DADF **On the scanner grass** 	**Upright Images** 	**LEF**	**Top**		
	Sideways Images 	**LEF**	**Left** or **Right**	**Left** 	**Right**
	Upright Images 	**SEF**	**Left** or **Right**	**Left** 	**Right**
	Sideways Images 	**SEF**	**Top**		

• **Punch:** Holes are punched in the printouts for filing purposes.
  Depending on the options you select the result will vary. Refer to the below tables before using the **Punch** option.

Origianl orientation (DADF/Scanner grass)	Original orientation (display screen)	Direction of paper feeding in the tray	Available punch position	Result	
In the DADF	**Upright Images**	**Long Edge Feed (LEF)**	**Left** or **Right**	**Left**	**Right**
On the scanner grass	**Sideways Images**	**LEF**	**Top**		
	Upright Images	**Short Edge Feed (SEF)**	**Top**		
	Sideways Images	**SEF**	**Left** or **Right**	**Left**	**Right**
In the DADF **On the scanner grass**	**Upright Images**	**LEF**	**Top**		
	Sideways Images	**LEF**	**Left** or **Right**	**Left**	**Right**
	Upright Images	**SEF**	**Left** or **Right**	**Left**	**Right**
	Sideways Images	**SEF**	**Top**		

- The hole punch function is available only when the punch kit is installed in the optional standard or booklet finisher.
- Numbers of punched holes are depending on the punch kit. You can purchase the 2/3 hole punch kit or 2/4 hole punch kit.
- When you use the punch feature, only the finishing tray is available for printouts.
- When you have set the the **Staple** options before setting the **Punch** options, some options are not available depending on the number of staples, staple position and the direction of paper feeding in the trays.

- **Off:** Disables this feature.
- **2 Holes:** Two holes are punched in the left, right, or top. When the loaded paper is short edge feeding, you can choose **Left** or **Right**; while the loaded paper is long edge feeding, you can choose only **Top**.
- **3 Holes:** Three holes are punched in the left, right, or top. When the loaded paper is short edge feeding, you can choose **Left** or **Right**, while the loaded paper is long edge feeding, you can choose only **Top**.

Changing the darkness

Press the **Basic** tab. You can adjust the degree of darkness using the left/right arrows. This feature allows dark images to be printed into lighter images, or light images into darker images.
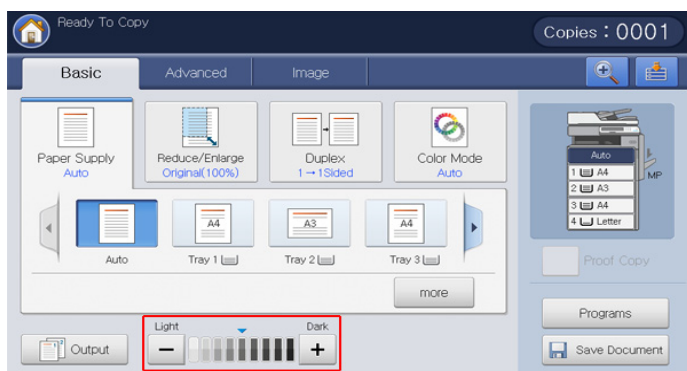
Refer to the sample images below. Depending on the circumstances and quality of originals, the printout's quality could be different from the sample image's.

Light	Moderately light	Original	Moderately dark	Dark

Proof copying

This mode is useful when you print more than one copy. You can print one copy first to check the quality, then print the rest of copies later.
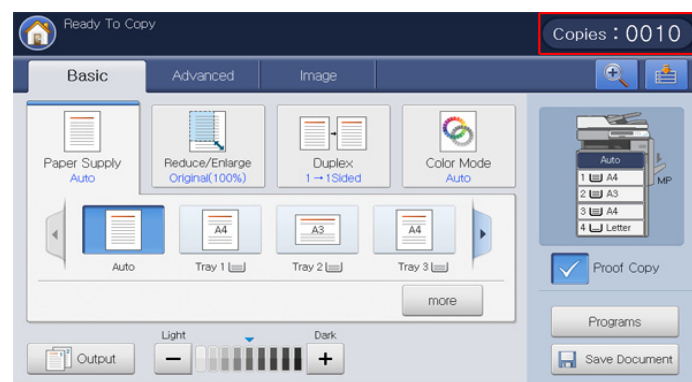
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Enter the number of copies using the numeric keypad.
5. Press **Proof Copy**.
6. Set the copy features in the **Advanced** or **Image** tabs, if necessary (see "Using special copy features" on page 61).
7. Press **Start** on the control panel to begin copying.
8. Check the quality of the printout.
9. When the proof copy confirmation window appears, if you like the printout quality, press **Continue**. The rest of the copies will be printed out.

   If you press **Cancel**, the rest of the copies will be cancelled.

Using special copy features

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

Selecting the size of originals

Copies can be produced after specifying the document scanning size if the document size cannot be detected automatically or if you wish to specify a certain document size.

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press **Advanced** tab > **Original Size** from the display screen.
5. Select the original size.

   ℳ You can change the paper list on the display screen pressing **Inch Size** or **mm Size**. The paper list is divided into the available A/B size type and letter size type paper in this machine.

   • **Custom:** If there is no required size paper or you need to use custom sized paper, press the cardinal point arrows to set the original size. You can also set and save the custom size using **Custom Size**. You can select the custom size whenever you need it.
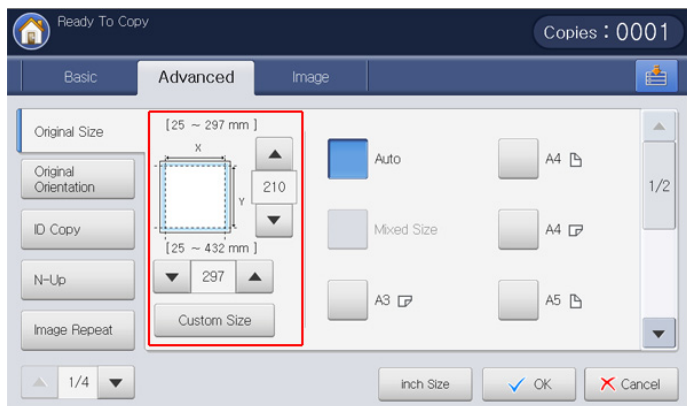
   ℳ The custom size is different depending on where the originals are placed.

	In the DADF	On the scanner glass
Minimum size	128 x 128 mm (5 x 5 inches)	25 x 25 mm (1.0 x 1.0 inches)
Maximum size	297 x 432 mm (11.7 x 17.0 inches)	297 x 432 mm (11.7 x 17.0 inches)

   • **Auto:** Automatically detects the size of originals, but this option is supported only when originals are Letter, Ledger, Legal, Statement, A3, A4, A5, B4, or JIS B5-sized.
   • **Mixed Size:** Allows 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 total 3 pages, the 1st page is letter-sized paper, the 2nd page is legal-sized paper, and the 3rd page is letter-sized paper, then the machine prints the output first letter, legal, and letter in order from several trays.

      ℳ **Mixed Size** is activated when the originals are placed in the DADF.

   • **Other preset values:** You can select the size of original directly by pressing the buttons.
6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.
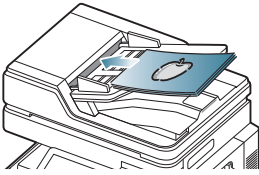
Selecting the orientation of originals
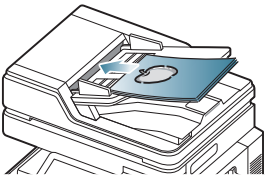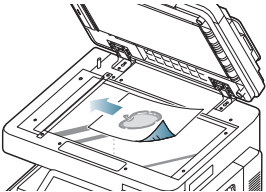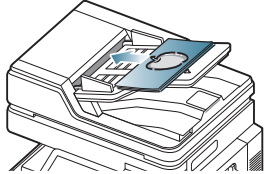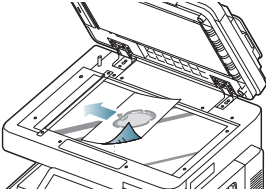
When copying double-sided documents or making double-sided copies or combined copies, specify the document orientation; otherwise, the copies may not be printed in the correct page order or correct front and back page arrangement.
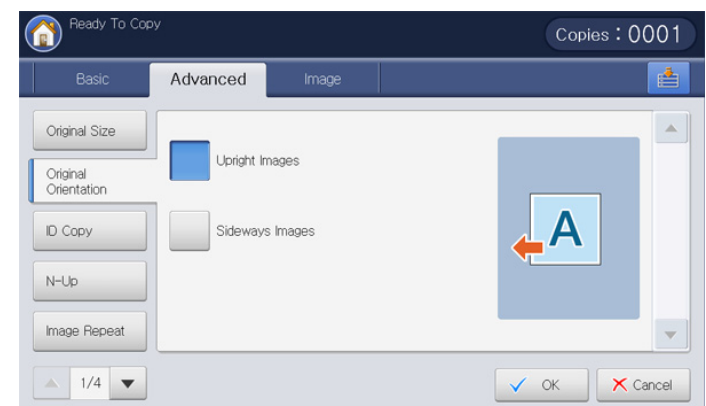
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press **Advanced** tab > **Original Orientation** from the display screen.
5. Select the orientation of the original document.
   • **Upright Images:** Select this setting for an original document loaded with the top toward the back of the machine.

Using the DADF	Using the scanner glass	Icon

- **Sideways Images:** Select this setting for an original document loaded into the DADF with the top of the original document toward the left side of the machine or an original document placed on the scanner glass with the top of the original document toward the right side of the machine.

Using the DADF	Using the scanner glass	Icon

6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

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.
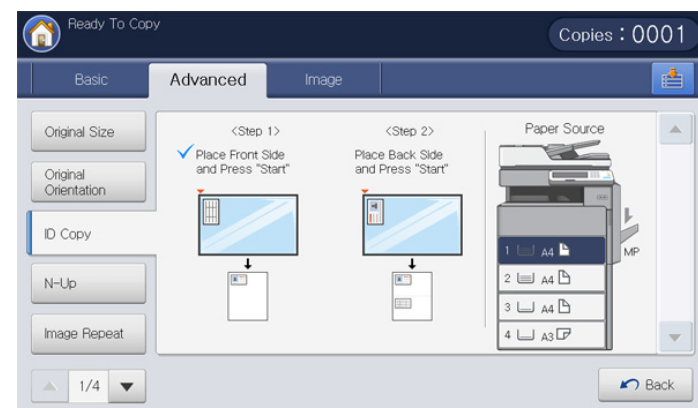
- This copy feature is available only when you place originals on the scanner glass.
  - The size of the 2-sided originals should be smaller than A5, if not, some of it won't be copied.

1. Press **Copy** from the display screen.
2. Press the **Advanced** tab > **ID Copy** from the display screen.
3. Select a tray in **Paper Source**.
4. Follow the steps on the display screen.
5. Place the front side of an original facing down on the scanner glass as shown below, and close the DADF.

   When you place a original on the scanner glass, leave a little space between the edge of the scanner glass and the original. Otherwise, the part of original could not be printed.
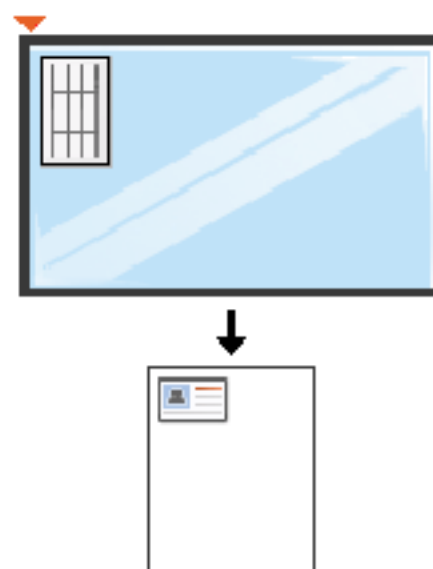
6. Press **Start** on the control panel. Then the machine starts scanning.

7. Turn the original over and place it on the scanner glass as shown below, and then close the DADF.

> When you place a original on the scanner glass, leave a little space between the edge of the scanner glass and the original. Otherwise, the part of original could not be printed.
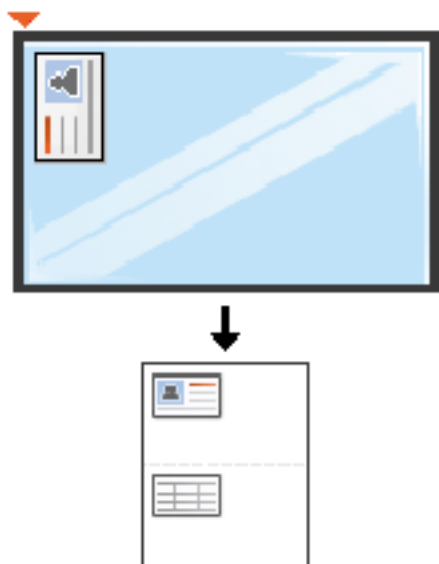
8. Press **Start** on the control panel to begin copying.

> • If the original is larger than the printable area, some portions may not be printed.
> • If you do not press the **Start** button, only the front side will be copied.
> • If you press the **Stop** button, the machine cancels the copy job and returns to ready mode.

N-up copying
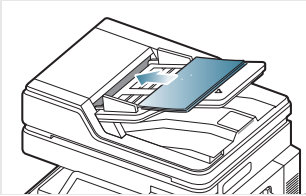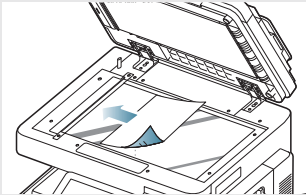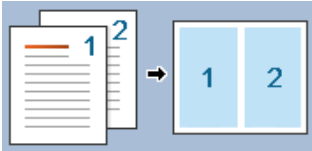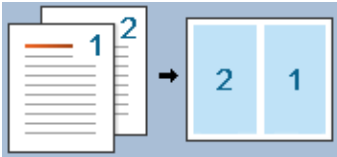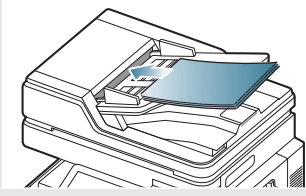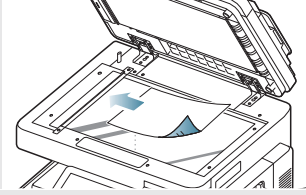
The machine reduces the size of the original images and prints 2 - 32 pages onto one sheet of paper.
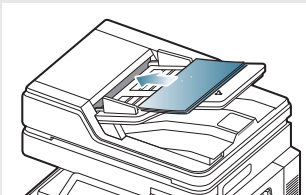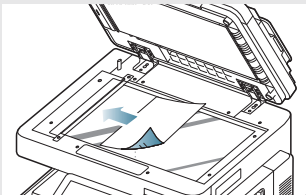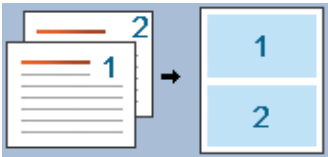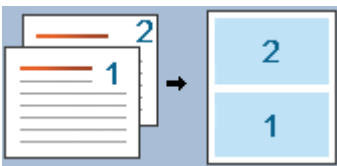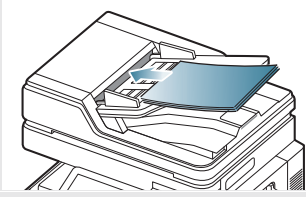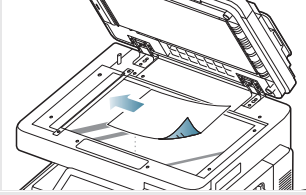
> • When you use this option, **ID Copy**, **Image Repeat**, **Booklet**, **Book Copy** and **Poster Copy** in the **Advanced** tab are inactivated.
> • When you use this option, **Auto Fit** is the only available option for
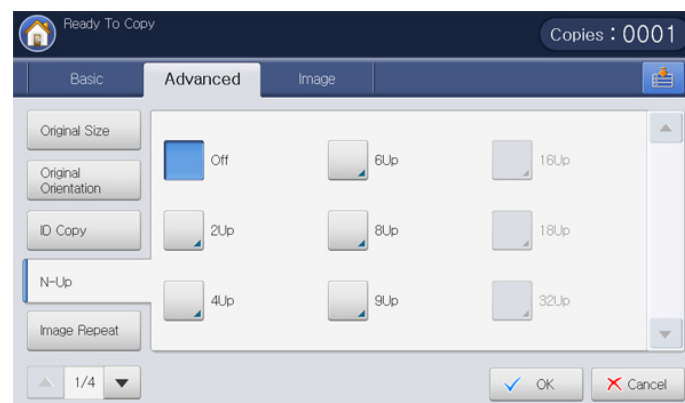
the **Reduce/Enlarge** feature.

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Press **Advanced** tab > **N-Up** from the display screen.
4. Press an option according to how many images to copy onto one page.
   • **Off:** Copies an original onto one sheet of paper.
   • **2Up ~ 32Up:** Copies corresponding numbers of separate originals to one page.

> Depending on original document size, output paper size, and the reduced rate of image, some options may be inactivated.

5. Select a tray in **Paper source**.
6. Press the appropriate page order.
   • Depending on the options you select the result will vary. Refer to the below table before using the **2Up** option.

Origianl orientation (DADF/Scanner grass)	Original orientation (display screen)	Direction of paper feeding in the tray	Available orientation	Result
In the DADF **On the scanner grass** 	**Upright Images** 	**LEF**[a] or **SEF**[b]	**Left-to-Right** or **Right-to-Left**	**Left-to-Right** **Right-to-Left**
In the DADF **On the scanner grass** 	**Sideways Images** 	**LEF** or **SEF**		

Origianl orientation (DADF/Scanner grass)	Original orientation (display screen)	Direction of paper feeding in the tray	Available orientation	Result
In the DADF **On the scanner grass**	**Sideways Images**	**LEF** or **SEF**	**Top-to-Down** or **Down-to-Top**	**Top-to-Down** **Down-to-Top**
In the DADF **On the scanner grass**	**Upright Images**	**LEF** or **SEF**		

a. LEF meaning is Long Edge Feed.

b. SEF meaning is Short Edge Feed.

- All other page order options of N-up are the same except for the **2Up**. You can press **Right-to-Down**, **Left-to-Down**, **Down-to-Left**, and **Down-to-Right**.

7. Press **Border** to print a border around each page on the sheet.
   - **Off:** Disables this feature.
   - **Full Line:** Prints a full line around each page.
   - **Dotted Line:** Prints a dotted line around each page.
   - **Cross Line:** Prints a cross line around each page.
8. Press **OK** from the display screen.
9. Press **Start** on the control panel to begin copying.

   If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.
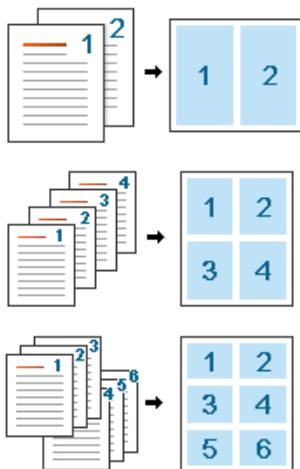
Image Repeat

This option prints several copies of the original image on the same side of a single page. If you have other original in the DADF, all other original images get printed the same way.

- When you use this option, **N-Up**, **Booklet** and **Book Copy** in the **Advanced** tab are inactivated.
- When you select **Auto Repeat**, **Auto Fit** is not available option for the **Reduce/Enlarge** feature.
- When you select **Manual Repeat**, **Reduce/Enlarge** is not available option in the **Basic** tab.
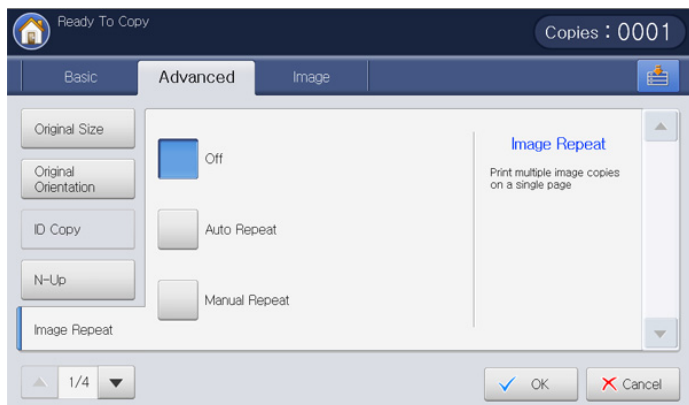
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Press the **Advanced** tab > **Image Repeat** from the display screen.
4. Press the appropriate option.
   - **Off:** Disables this feature.
   - **Auto Repeat:** The number of images is automatically determined depending on the original image and the paper size. The number of repeating images will be automatically selected based on size of the original, size of output page and the reduce/enlarge ratio.
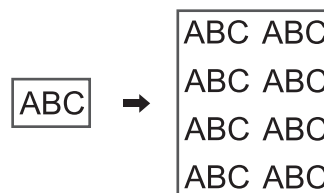
   - **Manual Repeat:** You can select the number of images manually from **2**, **4**, **6**, **8**, **9** or **16**.
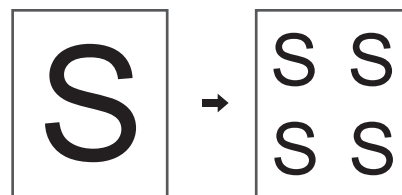
5. Press **Off** in **Border** to print a border around each page on the sheet.
   - **Off:** Disables this feature.
   - **Full Line:** Prints a full line around each page.
   - **Dotted Line:** Prints a dotted line around each page.
   - **Cross Line:** Prints a cross line around each page.
6. Select a tray in **Paper Source**.
7. Press **OK** from the display screen.
8. Press **Start** on the control panel to begin copying.

Image shift copying

To avoid images overlapping with punch holes, staples, etc, you can move the image's positon.

   If you select **Auto** in **Paper Supply**, this feature remains inactive.
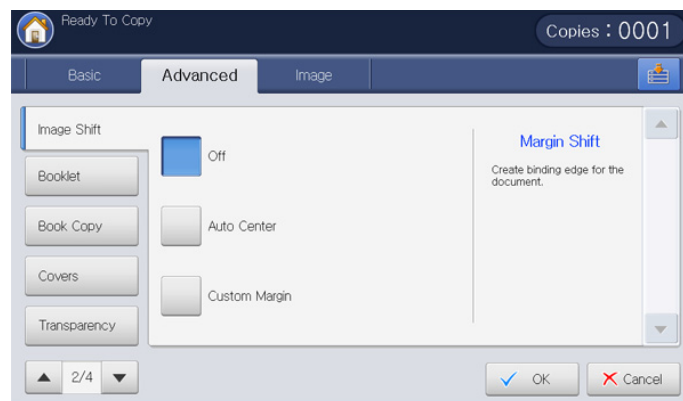
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Advanced** tab > **Image Shift** from the display screen.
5. Press the appropriate option.
   - **Off:** Disables this feature.
   - **Auto Center:** Automatically position at the center of the paper.
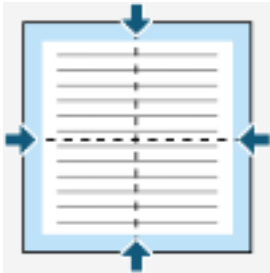
   - **Custom Margin:** You can adjust the margin of the paper.
     - **Top & Bottom:** Adjusts the margin of the top or bottom of the paper using arrows.

     - **Left & Right:** Adjusts the margin of the left or right of the paper using arrows.

6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

Booklet copying

The machine automatically prints on one or both sides of the paper, which are then folded to produce a booklet with all 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.

> • When you use this option, **Original Orientation**, **N-Up**, **Image Repeat**, **Book Copy**, **Covers**, **WaterMark** and **Stamp** in the **Advanced** tab are inactivated.
> • This feature is possible only with Letter, Legal, A4, JIS B5, Statement, Executive, A5, 8K, 16K, Ledger, Tabloid Extra, A3, and JIS B4 sized print media.
> • You can only use the **Fold & Staple** option when the booklet finisher is installed.
> • When you select **Fold & Staple** or **Fold** in **Fold & Staple**, the printed paper automatically gets printed out in the booklet finisher.
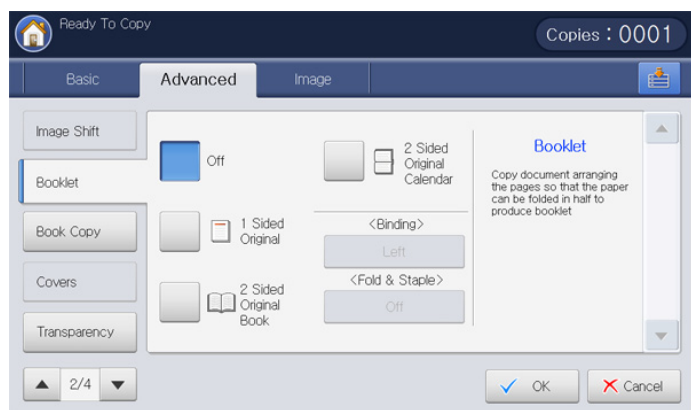
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Advanced** tab > **Booklet** from the display screen.
5. Select a tray in **Paper Source**.

   > If you need to use the **Fold & Staple** option with the booklet finisher, you have to load the paper by short edge feeding.

6. Press the appropriate option.
   • **Off:** Disables this feature.
   • **1 Sided Original**: Copies from one side of the original to one page of a booklet.

   • **2 Sided Original Book**: Copies each side of an original to one page of a booklet.
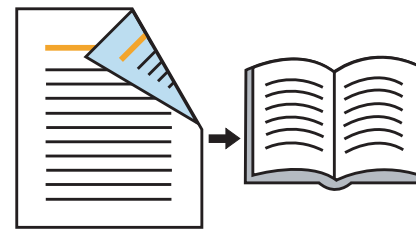
• **2 Sided Original Calendar**: Copies each side of an original to one page of a booklet. The second side of each original is rotated 180 degrees so the text will be upright in the booklet.
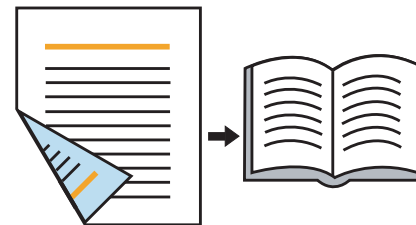
• **Binding:** Selects the direction of page order.
  - **Left**: Output booklet will be opened to the left.
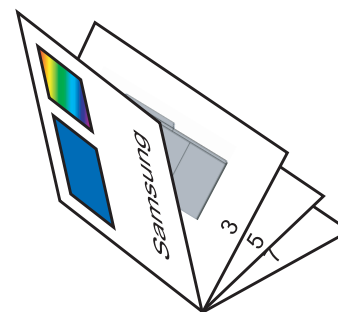
  - **Right**: Output booklet will be opened to the right.
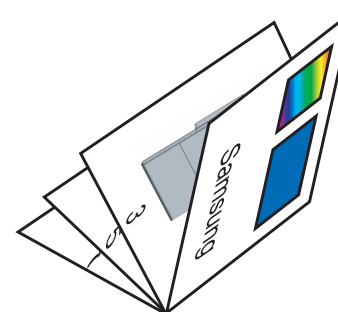
• **Fold & Staple:** Select this setting to fold and staple printouts.
  - **Off**: Disables this feature.
  - **Fold & Staple:** Select this setting to fold printouts. The printouts can also be bound with center staples.

- **Fold**: Select this setting to fold printouts only.
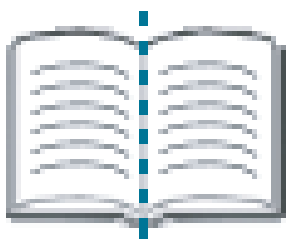
- **Divide Into Sets**: If you copy a document containing many pages, select **Divide Into Sets**. You can divide the output booklet into multiple batches.The maximum number of sheets in a batch is 15 sheets.

  For example, if you copy 80 pages of a document, and set the number to 10.
  - First batch: 1~40 pages (10 sheets)
  - Second batch: 41~80 pages (10 sheets)

7. Press **OK** from the display screen.
8. 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 DADF until its hinges are engaged by the stopper and then close the DADF. If the book or magazine is thicker than 30 mm (1.18 inches), start copying with the DADF open.

> - This copy feature is available only when you place originals on the scanner glass.
> - When you use this option, **Original Orientation**, **N-Up**, **Image Repeat** and **Booklet** in the **Advanced** tab are inactivated.
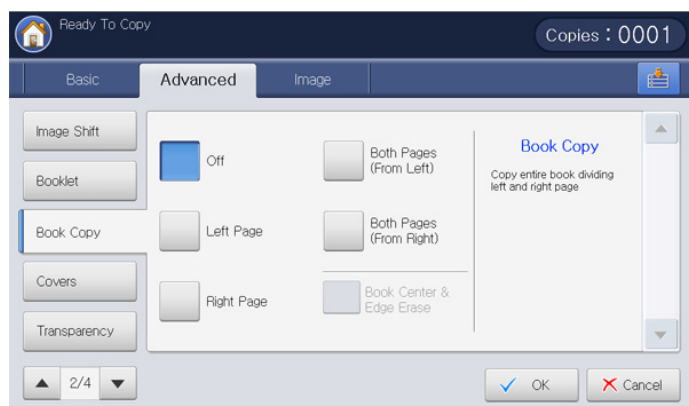
1. Press **Copy** from the display screen.
2. Place a page of book face down on the scanner glass and close the DADF (see "Loading originals" on page 35).

   > - When you place a book on the scanner glass, leave a little space (about 10 mm) between top or bottom edge of the scanner grass and the book. If you want to get the printouts well, follow the recommendation.
   > - Some books may not be available in this feature such as a hard-cover book, poor bound, etc.

3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Advanced** tab > **Book Copy** from the display screen.

5. Press the appropriate option.
   - **Off:** Disables this feature.
   - **Left Page:** Prints only the left page of the book.
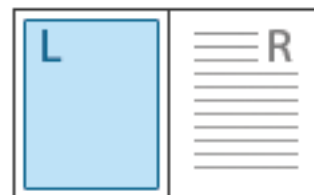
   - **Right Page:** Prints only the right page of the book.
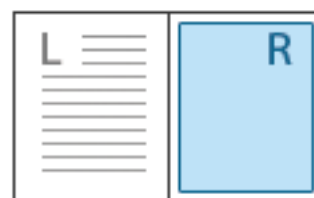
   - **Both Pages(From Left):** Prints both facing pages from a left page.
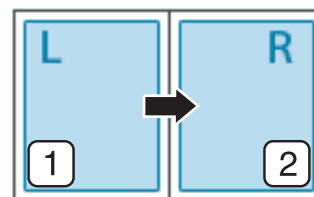
   - **Both Pages(From Right):** Prints both facing pages from a right page.
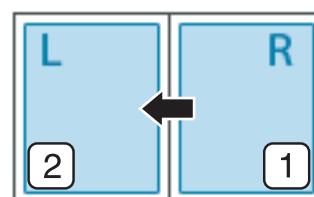
   - **Book Center & Edge Erase:** Erases shadows of a binding or book edge from the center and side edges of copies.
6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

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.

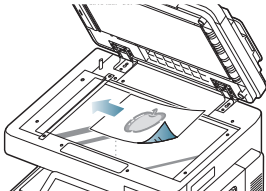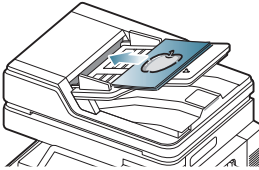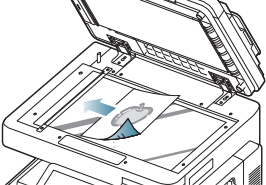You cannot use this feature while using **Booklet** (see "Booklet copying" on page 68).

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Select the tray, other than **Auto**, that has the cover paper loaded in the **Basic** tab.

   • If you select **Auto**, the **Covers** feature remains inactive.
   • You have to select a tray that has paper of the same size and orientation as the originals.

4. Adjust the settings for each copy such as **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
5. Press the **Advanced** tab > **Covers** from the display screen.
6. Press the appropriate option.
   • **Off:** Disables this feature.
   • **Front:** Prints the document with the front cover.
   • **Back:** Prints the document with the back cover.
   • **Front & Back:** Prints the document with the front and back cover.
7. Press **1 Sided Printed Sheet** in **Cover Sheet** to select if the cover will be 1-sided, 2-sided, or blank paper.
8. Select a tray in **Paper Source**.
9. Press **OK** from the display screen.
10. Press **Start** on the control panel to begin copying.

Transparency copying

This feature prevents copies to print onto transparencies from sticking together as a cause by heat that is produced during copying. You can also copy originals to the separator sheets.

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Load the right-sized transparencies with the side to be printed facing down on the multi-purpose tray.
3. Press **Machine Setup** > **Tray Settings** > **Settings** > **MP Tray** > **Paper type** > **Transparency** > **OK** from the display screen.
4. Press ( ) and **Copy** from the display screen.
5. Press the **Advanced** tab > **Transparency** from the display screen.
6. Press the appropriate option.
   • **No Transparency:** Does not place separator sheets between transparencies.
   • **Blank Separators:** Places a blank sheet between transparencies. Select a tray which loaded paper for separating from **Separator**.
   • **Printed Separator:** Places the same image on the separator sheets as printed on the transparency. Select a tray which loaded paper for separating from **Separator**.
7. Press **OK** from the display screen.

   If you did not select **Transparency** in step 3, a pop-up window appears.

8. Press **Start** on the control panel to begin copying.

Watermark

The watermark option allows you to print text over an existing document. For example, you use it when you want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document.

This feature may not be available depending on models or option kits installed.

There are several predefined watermarks that come with the machine. You can also enter a watermark you want.

When you use this option, **Booklet** in the **Advanced** tab is inactivated.
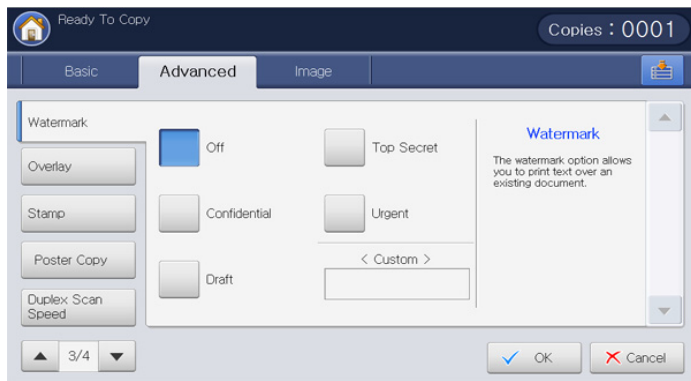
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Advanced** tab > **Watermark** from the display screen.
5. Press the appropriate option.
   • **Off:** Disables this feature.
   • **Other preset values:** Allows you to easily select values commonly used.
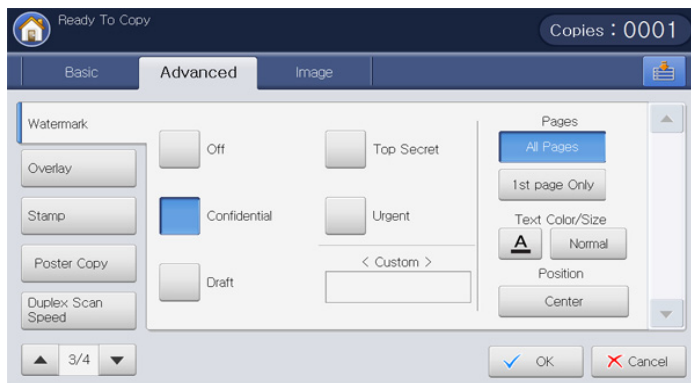
   • **Custom:** Allows you to enter a text message using the pop-up keyboard.
6. Set the **Watermark** settings.
   • **Pages:** Select to print the option on all pages or only the first page.
   • **Text Color/Size:** Select the text message color and size.
   • **Position:** Select the printed position of the text message.
7. Press **OK** from the display screen.
8. Press **Start** on the control panel to begin copying.

Overlay

An overlay is text and/or images stored on the hard drive as a special file format that can be printed on any document. You can store scanned forms on the hard drive as an overlay to apply to copy output.

When you use this option, **Booklet** and **Poster** in the **Advanced** tab is inactivated.
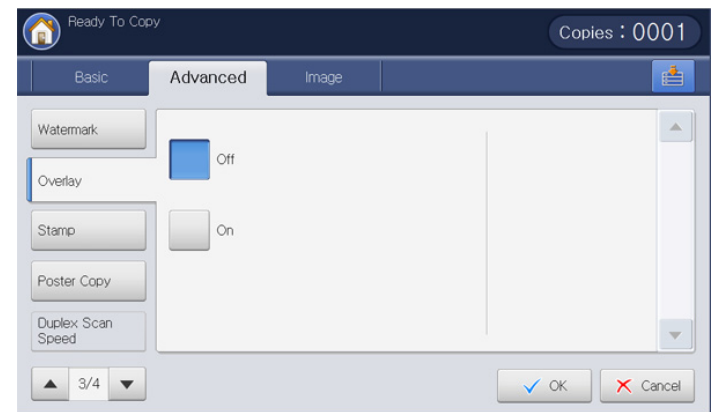
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Advanced** tab > **Overlay** > **On** from the display screen.
5. Press the appropriate option.
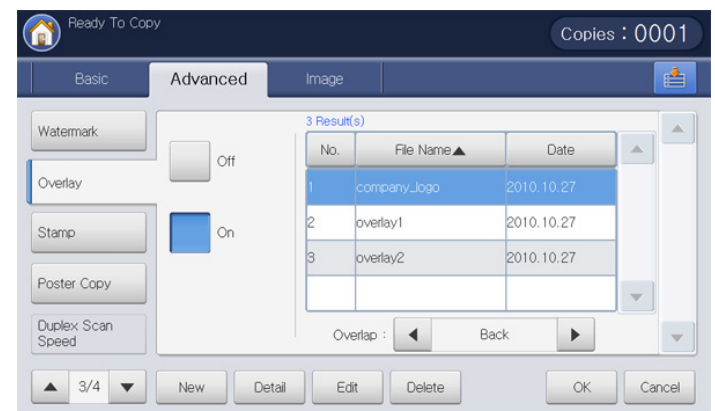
If the **Overlay** feature is set with the **On-Force** mode from **Machine Setup** > **Application Settings** > **Copy Settings** > **Overlay** by your administrator, you cannot set and change all overlay options. The overlay option the administrator set is applied

to all copies. Contact your administrator.

- **Off:** Disables this feature.
- **On:** This feature can be used.
- **New:** Makes a new overlay form. This option is available only when you place originals on the scanner glass.
- **Detail:** Displays information of the selected overlay form. You can preview and print the stored overlay form.
- **Edit:** Changes the name of the selected overlay form.
- **Delete:** Deletes the selected overlay form.
- **Overlap:** You can select the overlap option for applying the overlay.
  - **Front:** The overlay will be printed in front of the text. Some text might not be shown under the overlay.
  - **Back:** The overlay will be printed behind the text.
  - **Transparent:** The overlay will be applied transparently.

6. Select a overlay form from the list and press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

Stamp

Prints the date and time, page number, or user ID on printouts.

When you use this option, **Booklet** and **Poster** in in the **Advanced** tab is inactivated.
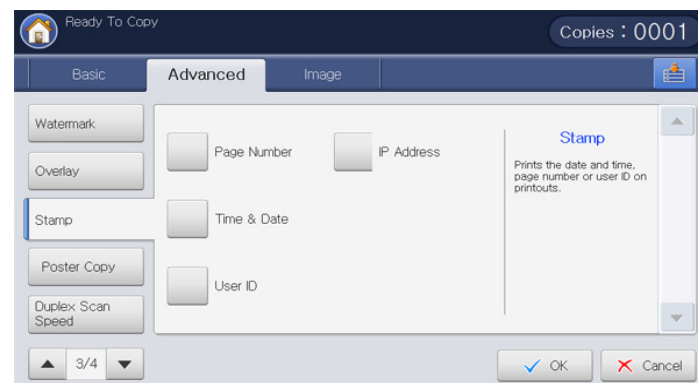
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Advanced** tab > **Stamp** from the display screen.
5. Press the appropriate option.
   - **Page Number:** This option allows you to print page numbers on the printouts.
   - **Time & Date:** This option allows you to print time and date stamps on the printouts.
   - **User ID:** This option allows you to print a user ID on the printouts.
   - **IP Address:** This option allows you to print a IP Address on the printouts.
6. Press **On** to use the selected option.
7. Set the **Stamp** settings.
   - **Pages:** Select to print the option on all pages or only the first page.
   - **Position:** Select the printed position of the text.
   - **Text:** Select the text color and size.
8. Press **OK** from the display screen.
9. Press **Start** on the control panel to begin copying.

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.
- • This copy feature is available only when you select **Original (100%)** in **Reduce/Enlarge**.
- • When you use this option, **ID Copy** and **N-Up** in the **Advanced** tab are inactivated.
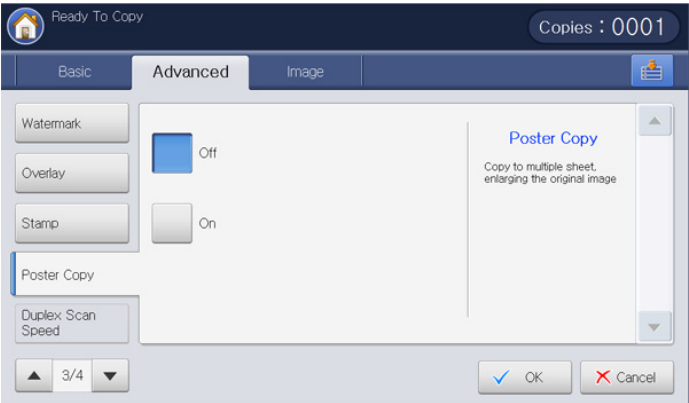
1. Press **Copy** from the display screen.
2. Place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Advanced** tab > **Poster Copy**.
5. Press **On** to activate this feature.
6. Select a tray in **Paper Source**.
7. Press **OK** from the display screen.
8. Press **Start** on the control panel to begin copying.
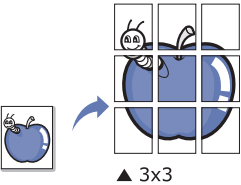
▲ 3x3

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

Selecting duplex scan speed

This option allows you to speed up the copy scanning. In this case, you can save the working hours. But, the copy quality could be reduced.
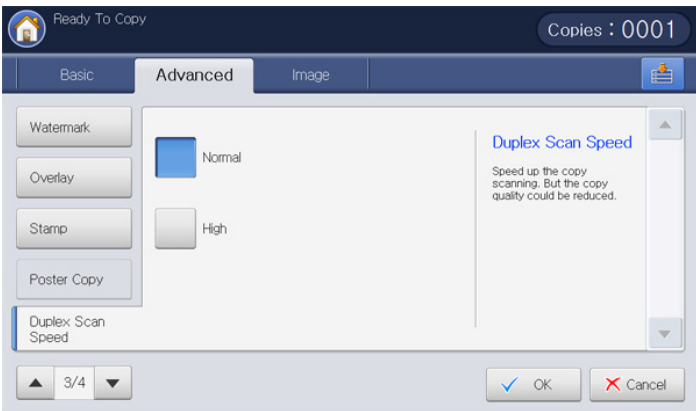
1. Press **Copy** from the display screen.
2. Place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Advanced** tab > **Duplex Scan Speed**.
5. Press **High** to activate this feature.
6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

Setting job completion notification

When a copy job is completed, this machine can send the completion notification using an email. This feature is helpful for a large copy job. You do not need to wait beside the machine until the copy job is completed .

To recieve the job completion notification, you need to set up network parameters and email settings using the control panel or SyncThru™ Web Service. For details about how to set up the network parameters and email settings, refer to the Administrator's Guide on the supplied CD.

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Set the copy features in the **Advanced** or **Image** tabs, if necessary (see "Using special copy features" on page 61).
5. Enter the number of copies using the numeric keypad on the control panel, if necessary.
6. Press the **Advanced** tab > **Job Completion Notification**.
7. Press **On** to activate this feature.
8. Press **Email Address** input area. The pop-up keyboard appears.
   Enter the email address which you want to recieve the job completion notification. Press **OK**. You can also

   - You can select the email address pressing **Address Book**.
   - You can enter an email address only.

9. Press **OK** from the display screen.
10. Press **Start** on the control panel to begin copying.

Build job

This feature allows you to copy various originals at once consisting of multiple batches and/or different sizes. The copy job will start after scanning all originals.
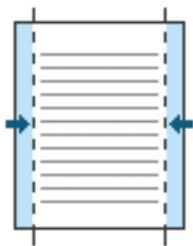
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Set the copy features in the **Advanced** or **Image** tabs, if necessary (see "Using special copy features" on page 61).
5. Press the **Advanced** tab > **Build Job** from the display screen.
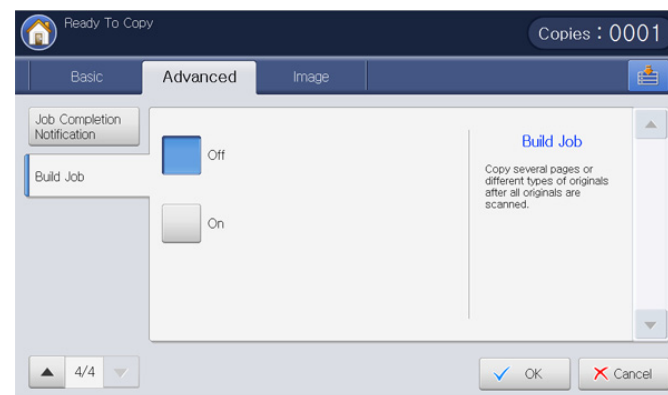
6. Press **On**. The machine starts to scanning.
   After the scanning, the machine shows the window asking to place another page. Load another original and press **Yes**. You can change the copy setting pressing **Change Settings**, if necessary. When you finish, select **No** on this window.
7. The machine starts to print out.

Selecting the type of originals

The original type setting is used to improve copy quality by selecting document types for current copy jobs.
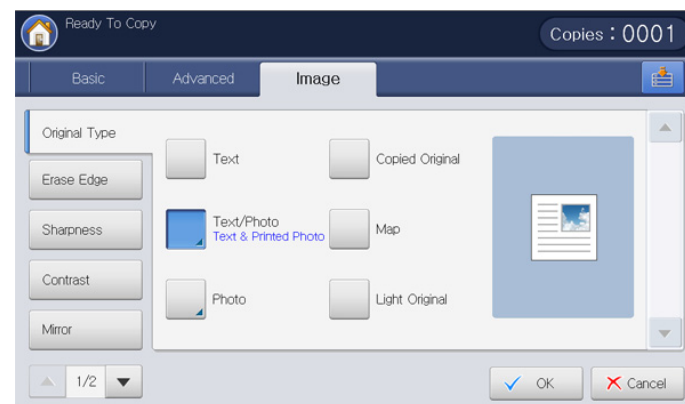
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).

3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Image** tab > **Original Type** from the display screen.
5. Press the appropriate option.
   - **Text:** Use for originals containing mostly text.
   - **Text/Photo (Text & Printed Photo):** Use for originals contain text mixed with photographs.
   - **Photo:** Use for photographs.
   - **Copied Original:** Use for copied documents.
   - **Map:** Use for maps.
   - **Light Original:** Use for light documents.
6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

Erasing edges

You can copy the original without any edges or margins.

You cannot use this feature while using **Book Copy** (see "Book copying" on page 69).
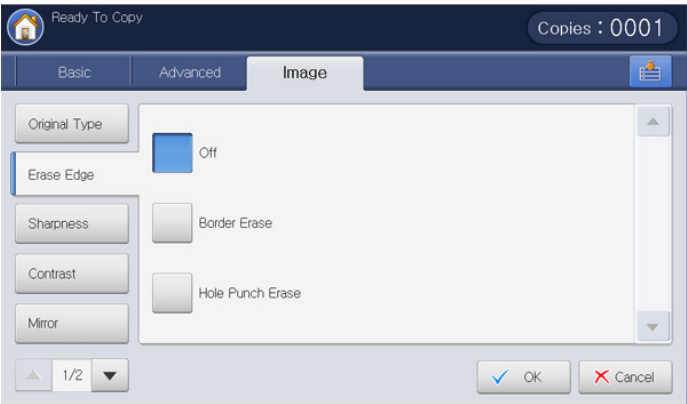
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy, such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Image** tab > **Erase Edge** from the display screen.
5. Press the appropriate option.
   - **Off:** Disables this feature.
   - **Border Erase:** Erases an equal amount of edges from all copies.
   - **Hole Punch Erase:** Erases hole-punch marks from the left edge of the copies.
6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.
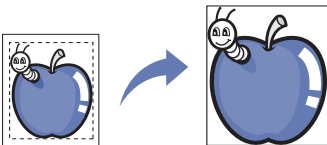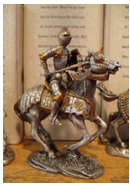
Changing the sharpness

Set this parameter to emphasize the edges to make text more readable. This parameter can also be used to adjust the original image.

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy, such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Image** tab > **Sharpness** from the display screen.
5. Press the left/right arrow to change the level you want.

Refer to the sample images below. Depending on the circumstances and quality of originals, the printout's quality could be different from the sample image's.

Low	Moderately low	Original	Moderately high	High

6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

Changing the contrast

Set this parameter to adjust the contrast between Low and High.

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Image** tab > **Contrast** from the display screen.
5. Press the left/right arrows to change the level.
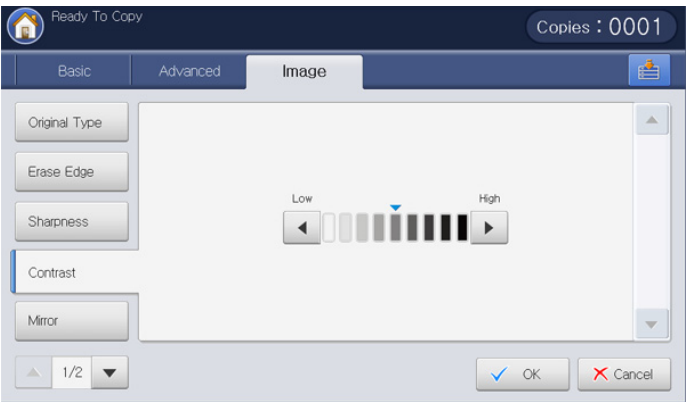
Refer to the sample images below. Depending on the circumstances and quality of originals, the printout's quality could be different from the sample image's.

Low	Moderately low	Original	Moderately high	High

6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

Copying in a mirror image

This feature allows you to copy in a mirror image.
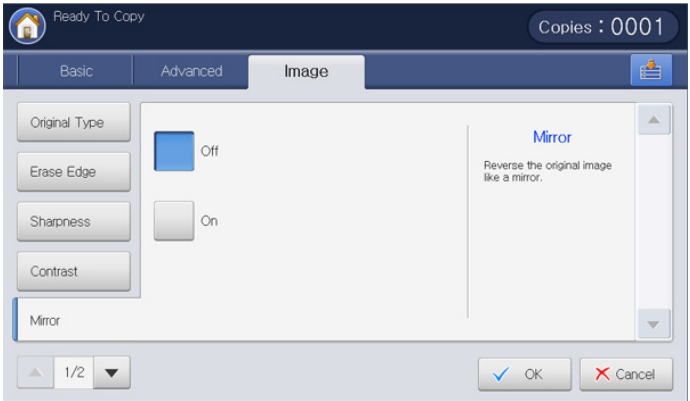
1. Press **Copy** from the display screen.
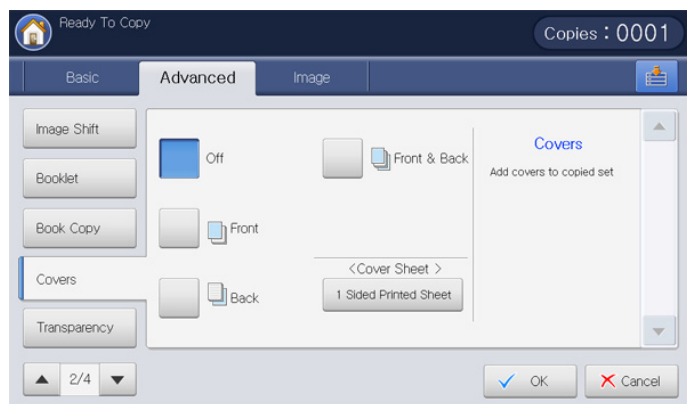2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Image** tab > **Mirror** from the display screen.
5. Press **On** to activate this feature.
6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

Adjusting background

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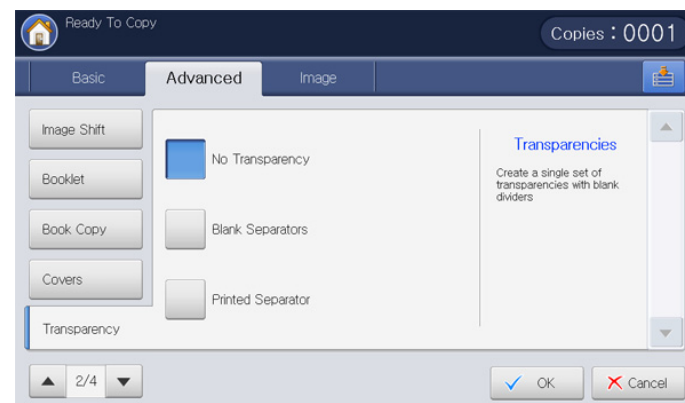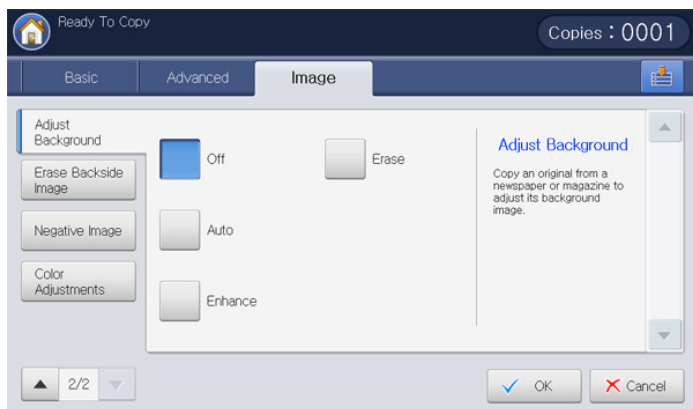

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Image** tab > **Adjust Background**.
5. Press the appropriate option.
   - **Off:** Disables this feature.
   - **Auto:** Optimizes the background.
   - **Enhance:** The higher the number is, the more vivid the background.
   - **Erase:** The higher the number is, the lighter the background.
6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

Erasing backside Images

When the original is thin and backside images are shown through, you can use this feature to remove the backside images.
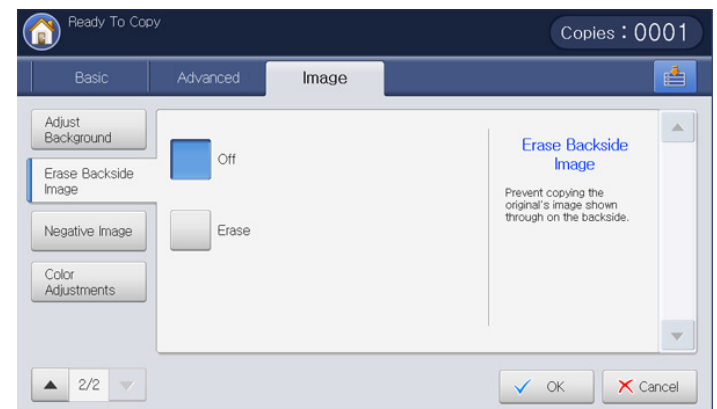
1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Press the **Image** tab > **Erase Backside Image**.
5. Press the appropriate option.
   - **Off:** Disables this feature.
   - **Erase:** The higher the number is, the lighter the backside image is.
6. Press **OK** from the display screen.
7. Press **Start** on the control panel to begin copying.

Copying in a negative image

Set this feature to copy the original with the light- and dark-colored areas or the colors of the image inversed.
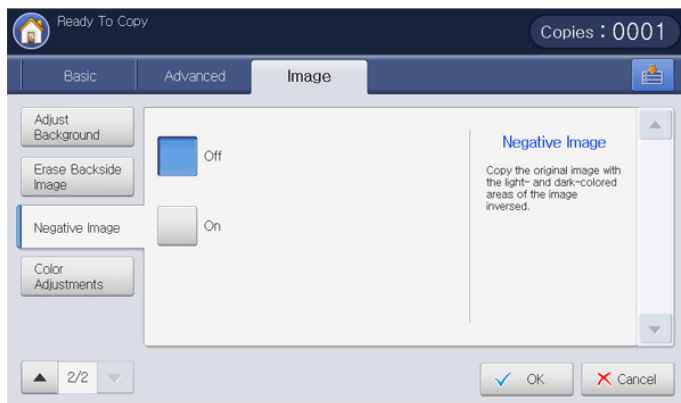
1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press the **Image** tab > **Negative Image** from the display screen.
3. Press **On** to activate this feature.
4. Press **OK** from the display screen.
5. Press **Start** on the control panel to begin copying.

Using a programs setting

This option allows you to save the current settings for future use. You can also use the previous settings from the last jobs.

Saving Programs

1. Press **Copy** from the display screen.
2. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
3. Set the copy features in the **Advanced** or **Image** tabs, if necessary (see "Using special copy features" on page 61).
4. Press the **Basic** tab or **Back**.
5. Enter the number of copies using the numeric keypad on the control panel, if necessary.
6. Press **Programs**.
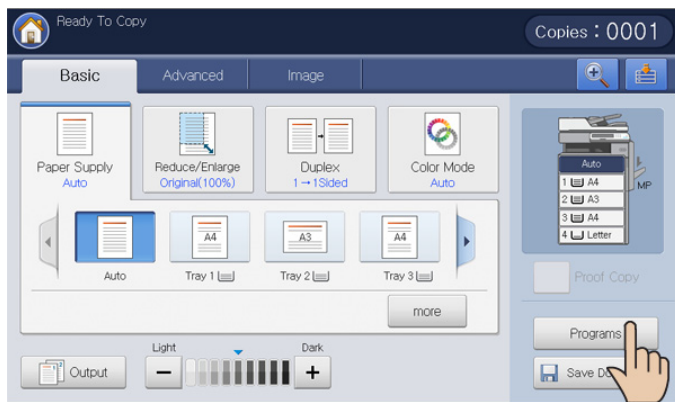
7. Press **Program Name** input area. The pop-up keyboard appears. Enter the program name you want. Press **OK**.

   📝 You can see the values of set **Programs** by scrolling up or down and check the values using the up/down arrows.

8. Press **Save**. When the confirmation window appears, the settings you set are saved. Click **Go to List** or **Close**.

Using Programs

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Press **Programs** > **List**.
4. Press a program name you want to use on the list.
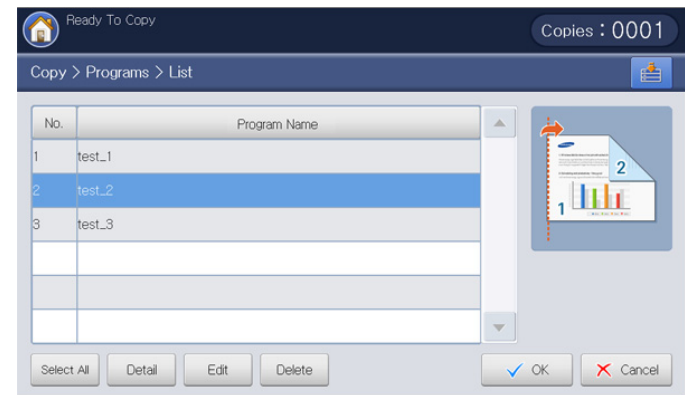
5. Press **OK**.
6. Press **Yes** when the confirmation window appears.
   The machine is now set to copy according to the setting you selected.
7. Press **Start** from the control panel to begin copying.

Managing Programs

1. Press **Copy** from the display screen.
2. Press **Programs** > **List**.
3. Press the appropriate option.
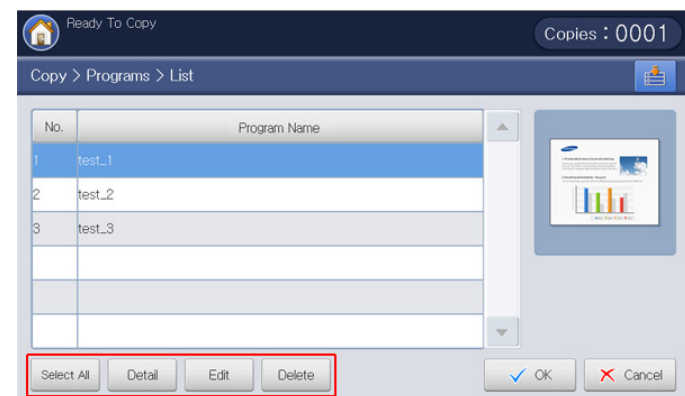
- **Select All:** Selects all programs for deleting all.
- **Detail:** Displays detailed information of the selected program.
- **Edit:** Changes the name of the selected program.
- **Delete:** Removes the selected programs.
4. Press **Cancle** for return to the **Basic** tab.

Using previous settings

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Press **Programs**.
4. Select a previous setting you want to use.

   For example, if you want to use the settings from the last job, press **Previous 1**.
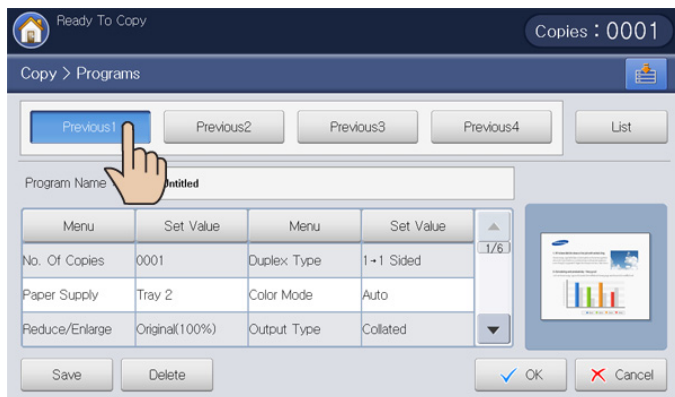
5. Press **OK**.
6. Press **Yes** when the confirmation window appears.

   The machine is now set to copy according to the setting you selected.
7. Press **Start** from the control panel to begin copying.

Saving documents

You can save the scanned originals to **Document Box** (HDD) in your machine. The documents saved in **Document Box** can be printed if necessary.

> • For details about how to use the **Document Box**, refer to the **Document Box** chapter (see "Document box" on page 167).
> • If important data is stored in the **Document Box**, we recommend you to backup the data regulary. Samsung disclaims all responsibility for damage or loss of data caused by misuse or failure of the machine.

1. Press **Copy** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Adjust the settings for each copy such as **Paper Supply**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab (see "Changing the settings for each copy" on page 54).
4. Set the copy features in the **Advanced** or **Image** tabs, if necessary (see "Using special copy features" on page 61).
5. Enter the number of copies using the numeric keypad, if necessary.
6. Press **Save Document**.
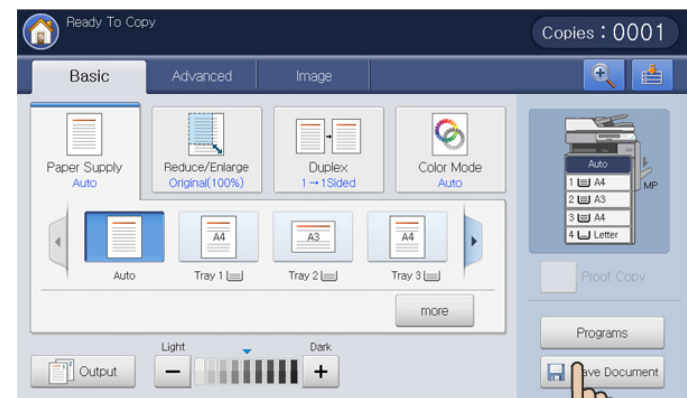
7. Press **Copy & Store** or **Store only**.
   - **Off:** Disables this option.
   - **Copy & Store:** Prints and stores scanned originals.
   - **Store only:** Stores scanned originals only.
8. Press the **File Name** input area. The pop-up keyboard appears.
9. Enter the file name you want. Press **OK**.
10. Select a destination box and press **OK**.
11. Press **Start** from the control panel to begin copying and storing, or storing only.

> To cancel the current copy job, press **Stop** on the control panel. Or you can delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button" on page 30).

Using the Quick Copy menu

The **Quick Copy** menu allows you to quickly set copy options without having to move to a lower level menu or another tab. But, this menu does not provide all copy options. If you need to use other copy options, use the copy options in the **Copy** menu (see "Changing the settings for each copy" on page 54 or "Using special copy features" on page 61).

1. Press **Quick Copy** from the display screen.
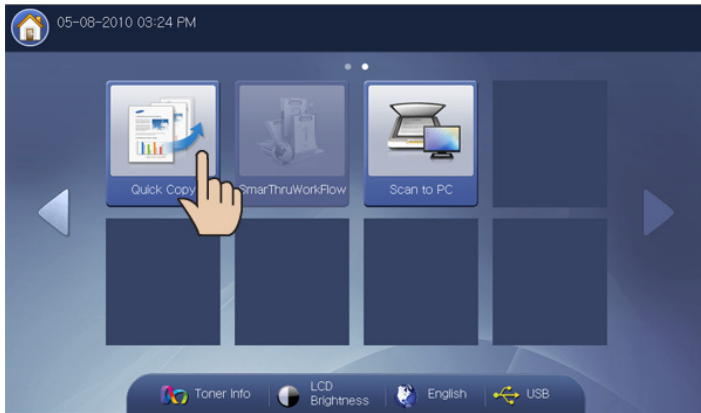
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
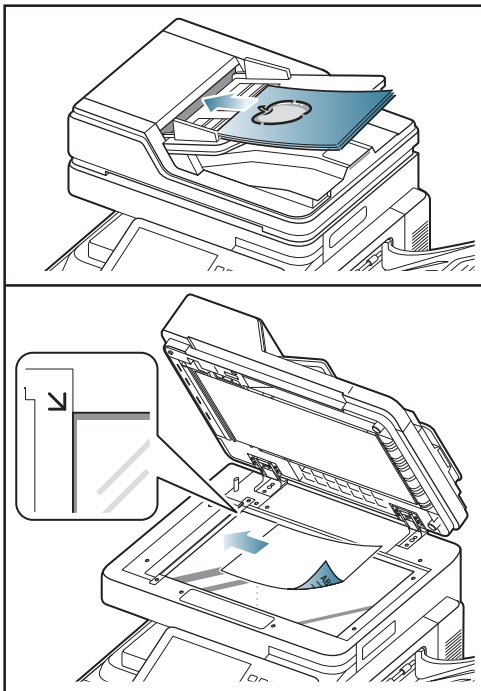
3. Adjust the settings for each copy such as **Reduce/Enlarge**, **Duplex/N-Up**, **Output**, **Paper Supply**, etc.

   📝 You can set the default **Quick Copy** options from **Machine Setup** > **Application Setting** > **Copy Settings** from the display screen. Set the most frequently used settings.

4. Enter the number of copies using the numeric keypad on the control panel, if necessary.

5. Press **Start** from the control panel to begin copying.

scanning

Scanning with your machine lets you turn pictures and text into digital files that can be stored on your computer.

This chapter includes:

- Basic scanning method
- Understanding the scan methods
- Scanning originals and sending through email (scan to email)
- Scanning originals and sending via SMB/WEBDAV/FTP (scan to server)
- Scanning originals and sending to a USB memory device (scan to USB)
- Attaching stored documents
- Previewing image to be scanned

- Changing the scan feature settings
- Using a programs setting
- Saving documents
- Scanning originals and sending to your computer (scan to PC)
- Scanning with TWAIN-enabled software
- Macintosh scanning
- Linux scanning

> 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 resolution.

Basic scanning method

You can scan the originals with your machine via the network.

- **Easy Printer Manager(EPM):** EPM is a Windows-based application that combines Samsung device settings into one location.
- **Easy Document Creator(EDC):** This program is accompanying software for your machine. You can use this program to scan images or documents.
- **TWAIN:** TWAIN is the one of preset imaging applications. Scanning an image launches the selected application, enabling you to control the scanning process. This feature can be used via a network connection (see "Scanning with TWAIN-enabled software" on page 107).
- **SmarThru Office:** This program is accompanying software for your machine. You can use this program to scan images or documents. This feature can be used via a network connection.
- **Email:** You can send the scanned image as an email attachment (see "Scanning originals and sending through email (scan to email)" on page 83).
- **Server:** You can scan an image and send it to a server such as FTP, WEBDAV, or SMB (see "Scanning originals and sending via SMB/WEBDAV/FTP (scan to server)" on page 87).
- **USB:** You can scan an image and store it to a USB memory device (see "Scanning originals and sending to a USB memory device (scan to USB)" on page 93).

Understanding the scan methods

To use the scanning feature, press **Scan to Email**, **Scan to USB**, **Scan to Server**, or **Scan to PC** on the display screen.

If a different screen is displayed, press () to go to the home display screen.
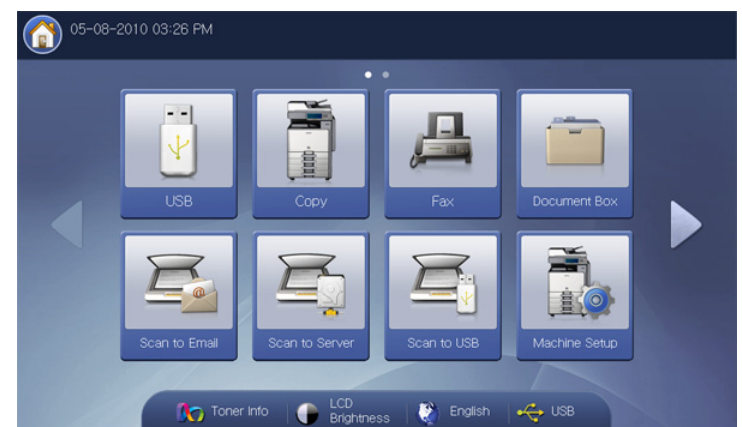
- **Scan to Email:** Scans and sends scanned output to the destination by e-mail (see "Scanning originals and sending through email (scan to email)" on page 83).
- **Scan to Server:** Scans and sends scanned output to the destination with SMB, WEBDAV or FTP (See "Scanning originals and sending via SMB/WEBDAV/FTP (scan to server)" on page 87).
- **Scan to USB:** Scans and stores scanned output onto a USB memory device (See "Scanning originals and sending to a USB memory device (scan to USB)" on page 93).

  > If you want to use this feature, you need to insert a USB memory device into the USB memory port on your machine.

- **Scan to PC:** Scans and sends scanned output via the Scan and Fax Manager 2 program that is installed on your networked computer (See "Scanning originals and sending to your computer (scan to PC)" on page 105).

Scanning originals and sending through email (scan to email)
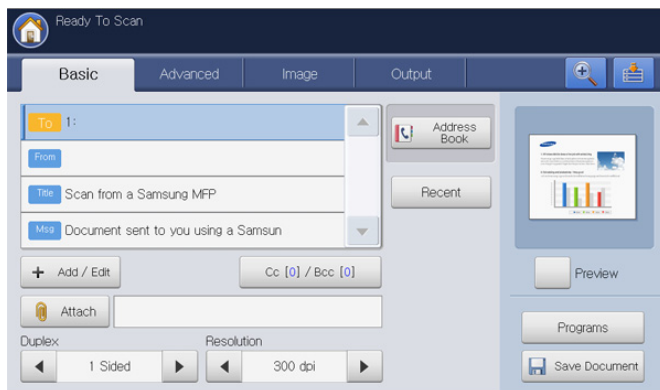
You can scan originals and send the scanned image to several destinations from the machine by email.

To scan and send an image as an email attachment, you need to set up network parameters, SMTP settings and **Scan to Email** settings using the control panel or SyncThru™ Web Service. For details about how to set up the network parameters and email settings, refer to the Administrator's Guide on the supplied CD.

Understanding the Scan to Email screen

Press **Scan to Email** in the display screen.

Basic tab
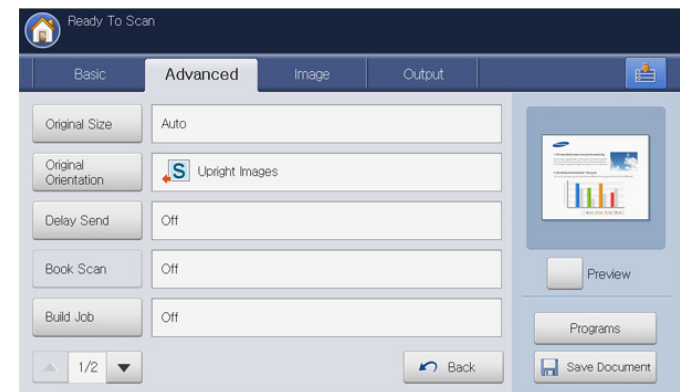
- **To:** Enter the recipient's address.
- **From:** Enter the sender's email address.
- **Title:** Enter the subject of email. You can enter up to 50 characters to the maximum.
- **Msg:** Enter the message of email. You can enter up to 200 characters to the maximum.
- **Address Book:** Inputs the recipient's address by pressing stored addresses. You can save frequently used email addresses using the control panel or SyncThru™ Web Service (see "Setting up an address book using the control panel" on page 128 or "Setting up an address book using SyncThru™ Web Service" on page 132).
- **Recent:** Shows the latest 10 email addresses used. Also, you can choose email addresses instead of pressing the pop-up keyboard (see "Resending the latest email address" on page 86).
- **+Add/Edit:** When entering the **To**, **From**, etc., select the one you want to enter. Then press this button. You can also edit the value you entered using this button.
- **Cc:** Sends the copy of the email to an additional recipient.
- **Bcc:** The same as **Cc** but the recipient's name is not displayed.
- **Attach:** Loads documents currently stored in **Document Box** (see "Attaching stored documents" on page 95).
- **Duplex:** Selects if the machine scans one side of the paper (**1 Sided**), both sides of the paper (**2 Sided, Book**), or both sides of paper (**2 Sided, Calendar**) (see "Scanning from both sides of originals" on page 96).
- **Resolution:** Selects scanning resolution value (see "Changing the resolution" on page 96).
- **Preview:** Allows you to see a preview image before scanning (see "Previewing image to be scanned" on page 95).
- **Programs:** Allows you to save the current settings for future use

(see "Using a programs setting" on page 103).

- **Save Document:** Saves document in your machine's HDD (see "Saving documents" on page 104).

- : This button allows you to look closely into some options or

  you can see options as a whole by pressing .

- : This button allows you to move to **USB**, **Copy**, **Fax**, **Document Box**, etc. Press this button and select the menu you want to move to.

Advanced tab

- **Original Size:** Selects the size of originals (see "Selecting the size of originals" on page 96).
- **Original Orientation:** Selects the orientation of the originals (see "Selecting the orientation of originals" on page 97).
- **Delay Send:** Sets the machine to send an email at a later time automatically (see "Delaying a scanned image transmission" on page 97).
- **Book Scan:** Allows you to send a scanned file of book or catalog in an email attachment (see "Book scanning" on page 98).
- **Build Job:** Allows you to scan several pages or different types of originals into a file for sending (see "Build job" on page 98).
- **Back:** Returns to the **Basic** tab.
- **Job Completion Notification:** Sends an email notification after the scan to email job is completed (see "Setting job completion notification" on page 98).
- **Back:** Returns to the **Basic** tab.

Image tab

You can move to next or previous page using the up/down arrows located at the bottom left.
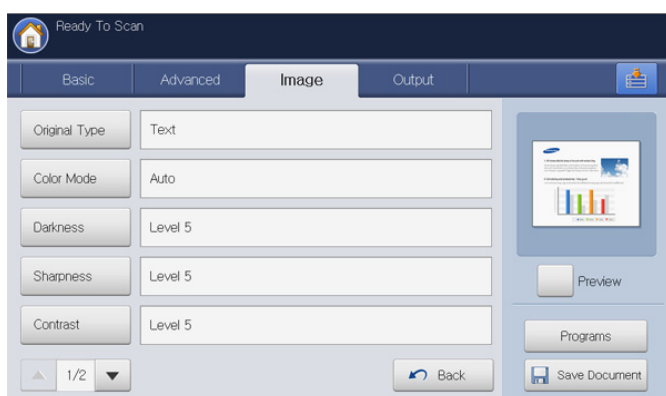
- **Original Type:** Selects whether the original is text, photo, etc (see "Selecting the type of originals" on page 99).
- **Color Mode:** Adjusts the color options of scanned output (see "Selecting the color mode" on page 99).
- **Darkness:** Adjusts the degree of darkness of scanned output (see "Changing Darkness" on page 100).
- **Sharpness:** Adjusts the sharpness level of scanned output. (see "Changing Sharpness" on page 100).
- **Contrast:** Adjusts the contrast level of scanned output. (see "Changing Contrast" on page 100).
- **Back:** Returns to the **Basic** tab.
- **Adjust Background:** Erase the background to some extent by adjusting density or brightness (see "Adjusting background" on page 100).
- **Erase Backside Image:** Prevents scanning the other side's image shown through the original paper (see "Erasing backside Images" on page 101).
- **Scan to Edge:** Scans originals from edge-to-edge (see "Scan to Edge" on page 101).
- **Back:** Returns to the **Basic** tab.

Output tab
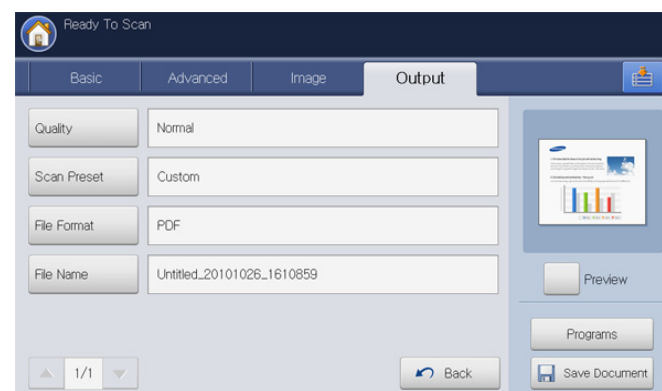
- **Quality:** Adjusts the display quality of the scanned output (see "Quality" on page 101).
- **Scan Preset:** Automatically changes some scan options, such as file format and resolution. You can adjust options to fit each specific purpose (see "Scan Preset" on page 101).
- **File Format:** Selects the file format of the scanned output (see "File Format" on page 102).
- **File Name:** Makes the file name for the file to be sent (see "File Name" on page 102).
- **Back:** Returns to the **Basic** tab.

Sending a scanned image to several destinations as an email attachment

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Scan to Email** from the display screen.
3. Set scan features in the **Advanced**, **Image**, or **Output** tabs (see "Changing the scan feature settings" on page 96).
4. Press the **Basic** tab.
5. Press **To**'s input area and **+Add/Edit**. then pop-up keyboard appears. Enter the recipient's email address you want (see "Entering email addresses by the pop-up keyboard" on page 86).

   You can also enter a recipient's email address using **Address Book** or **Recent** (see "Entering email addresses by the address book" on page 85 or "Resending the latest email address" on page 86).
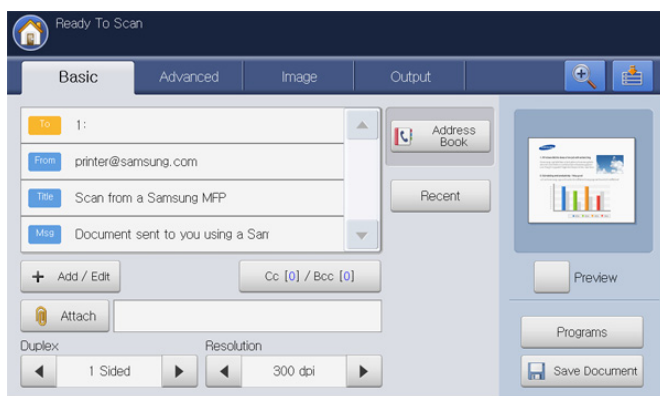
6. Press **From**'s input area and **+Add/Edit**. Then pop-up keyboard appears. Enter the sender's email address you want (see "Entering email addresses by the pop-up keyboard" on page 86).

   You can also enter a sender's email address using **Address Book** or **Recent** (see "Entering email addresses by the address book" on page 85 or "Resending the latest email address" on page 86).

7. Press **Title**, then pop-up keyboard appears and enter the title of email you want. Press **OK**.
8. Press **Msg**, then pop-up keyboard appears and enter the message of email you want. Press **OK**.
9. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).
10. Press the **Start** button to scan and send the file.

    If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

    - To cancel the current scan job, press **Stop** on the control panel. Or you can delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button" on page 30).
    - While the machine is sending an email, you cannot use the machine to copy or to send a fax.
    - If you already configured the **From Address**, **Subject**, and **Message** input areas in **Machine Setup** > **Application Setting** > **Scan to Email Settings** > **General**, you can see the sender's email address, subject and message.

Entering email addresses

Once you have stored the frequently used addresses into the address book (see "Setting up an address book" on page 128), you can enter email addresses singly or you can enter email addresses directly using the pop-up keyboard.

Entering email addresses by the address book

1. Press **Scan to Email** from the display screen.
2. Press **To** or **From**'s input area.
3. Press **Address Book**.
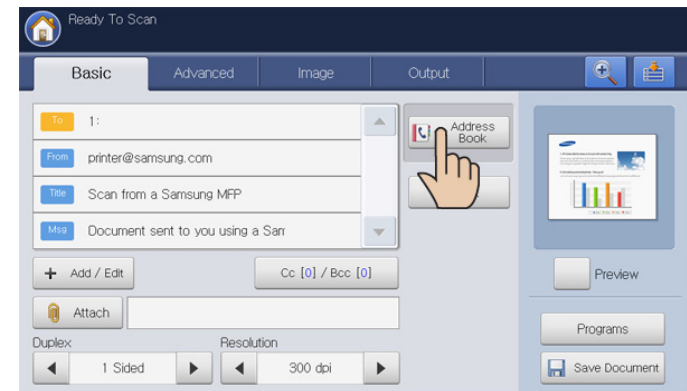
4. Press **Local** or **Server**.

   If you want to use **Server**, the **LDAP Settings** must be set before using **Server**. For detailed information about the **LDAP Settings**, refer to the Administrator's Guide on the User's Guide CD.

   This function allows you to select addresses which are registered in **LDAP (Lightweight Diretory Access Protocol)** server through the network.

5. Press the **Search** input area. Then the pop-up keyboard appears.
6. Enter the first letter or full email address you are looking for.
   Then press **Ok**.
7. Press **Search**.
   When searching is completed, the screen displays the search results.
8. Select the email address you want from the search results and press **Ok**.
   When you enter an email address using **Address Book**, the address book icon( ) displays in the email address input area.

   You can delete an email address pressing the delete icon( ).

Entering email addresses by the pop-up keyboard

The following procedure is an example of entering "abcdefg@abc.com".

1. Press **Scan to Email** from the display screen.
2. Press **To** or **From**'s input area and **+Add/Edit**, then pop-up keyboard appears.

3. Press a, b, c, d, e, f, g.
4. Press @.
5. Press a, b, c.
6. Press. and press c, o, m.
7. Press **OK** after entering all the contents.

   Press the delete icon(✕) to delete an email address entered.

Resending the latest email address

To resend to the latest used email address:

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Scan to Email** from the display screen.
3. Set the scan features in the **Advanced**, **Image**, or **Output** tabs (see "Changing the scan feature settings" on page 96).
4. Press the **Basic** tab.
5. Press **To**'s input area and **Recent**.
6. Press the email address which you want to re-send.. Then press **OK**.

   - **Add to Address:** Allows you to add an email address in the **Recent** results to the **Address Book**.
     - **Delete:** Allows you to delete an email address in the **Recent** results. Press the email address you want to delete. Then press **Delete**.

7. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).
8. Press the **Start** button to scan and send the file.

   If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

Printing an email confirmation report

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

> If a report contains characters or fonts that the machine do not support, **Unknown** could be printed instead of the characters/fonts in the report.

1. Press **Machine Setup** > **Application Setting** > **Scan to Email Settings** > **General** from the display screen.
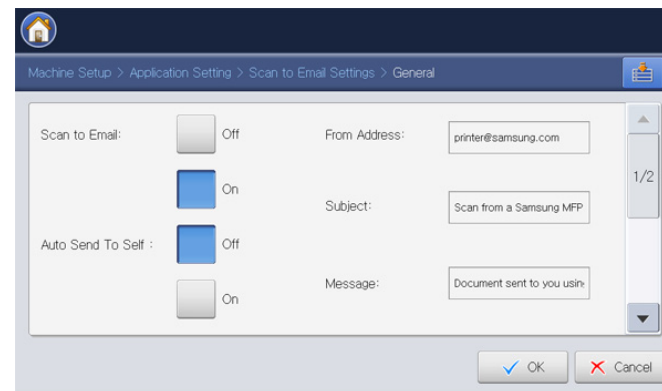
2. Scroll down and press the appropriate option in **Print Confirmation Sheets**.
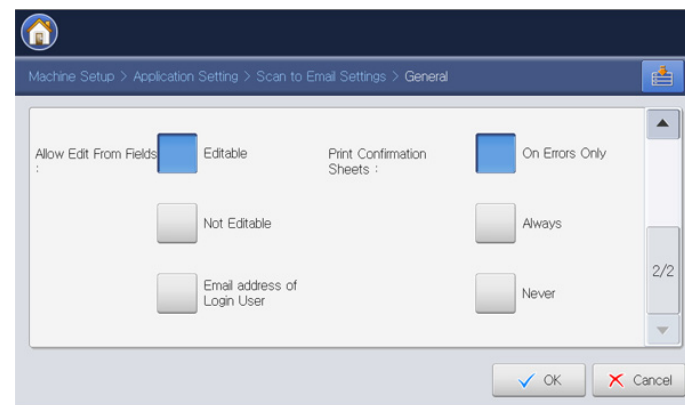
- **On Errors Only:** Prints a confirmation report only when an email transmission is not successful.
- **Always:** Always prints a confirmation report whether an email transmission is successfully completed or not.
- **Never:** Never prints a confirmation report.

3. Press **OK**.

Scanning originals and sending via SMB/WEBDAV/FTP (scan to server)

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

> To scan and send an image to a server, you need to set up network parameters using the control panel or SyncThru™ Web Service. For details about how to set up the network parameters, refer to the Administrator's Guide on the User's Guide CD.

Understanding the Scan to Server screen

Press **Scan to Server** in the display screen.

Basic tab
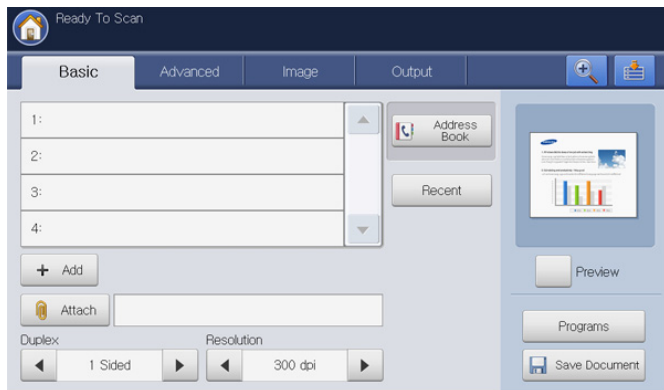
- **+Add:** You can add a new SMB, WEBDAV, or FTP server directly.

  > You can also add a new SMB, WEBDAV, or FTP sever in SyncThru™ Web Service (see "Setting up an address book using SyncThru™ Web Service" on page 132).

- **Address Book:** Inputs the recipient's address just by pressing stored addresses. You can store frequently used server addresses using the control panel or SyncThru™ Web Service (see "Setting up an address book using the control panel" on page 128 or "Setting up an address book using SyncThru™ Web Service" on page 132).

- **Recent:** Shows the latest 10 server addresses sent. You can also choose server addresses instead of pressing the pop-up keyboard (see "Resending the latest server address" on page 91).

- **Attach:** Loads documents currently stored in **Document Box** (see "Attaching stored documents" on page 95).

- **Duplex:** Selects if the machine scans one side of the paper (**1 Sided**), both sides of the paper (**2 Sided, Book**), or both sides of paper (**2 Sided, Calendar**) (see "Scanning from both sides of originals" on page 96).

- **Resolution:** Selects the scanning resolution value (see "Changing the resolution" on page 96).

- **Preview:** Allows you to see a preview image before scanning (see "Previewing image to be scanned" on page 95).

- **Programs:** Allows you to save the current settings for future use (see "Using a programs setting" on page 103).

- **Save Document:** Saves document on HDD in your machine (see "Saving documents" on page 104).

- ⊕ **:** This button allows you to look closely into some options or

  you can see options as a whole by pressing ⊖ .

- ▤ **:** This button allows you to move to **USB**, **Copy**, **Fax**, **Document Box**, etc. Press this button and select the menu you want to move to.

Advanced tab

- **Original Size:** Selects the size of originals (see "Selecting the size of originals" on page 96).
- **Original Orientation:** Selects the orientation of the originals (see "Selecting the orientation of originals" on page 97).
- **Delay Send:** Sets the machine to send a scanned image at a later time without your intervention (see "Delaying a scanned image transmission" on page 97).
- **Book Scan:** Allows you to send a scanned file of book or catalog to the server (see "Book scanning" on page 98).
- **Build Job:** Allows you to scan several pages or different types of originals into a file for sending (see "Build job" on page 98).
- **Back:** Returns to the **Basic** tab.
- **Job Completion Notification:** Sends an email notification after the scan to server job is completed (see "Setting job completion notification" on page 98).
- **Back:** Returns to the **Basic** tab.

Image tab

You can move to next or previous pages using the up/down arrows located at the bottom left.
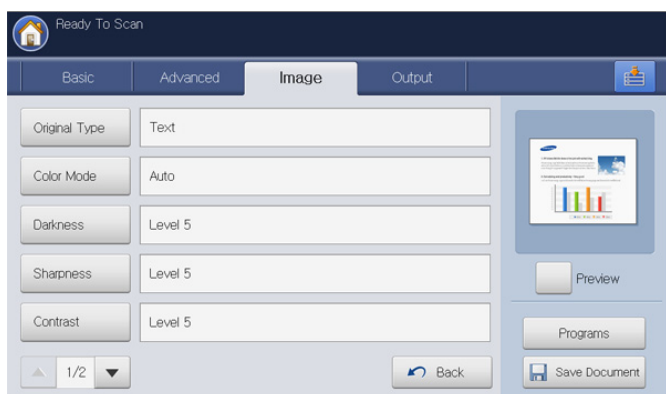
- **Original Type:** Selects whether the original is text, photo, etc (see "Selecting the type of originals" on page 99).
- **Color Mode:** Adjusts the color options of scan outputs (see "Selecting the color mode" on page 99).
- **Darkness:** Adjusts the degree of darkness of scan outputs (see "Changing Darkness" on page 100).
- **Sharpness:** Adjusts the sharpness level of scan outputs (see "Changing Sharpness" on page 100).
- **Contrast:** Adjusts the contrast level of scan outputs (see "Changing Contrast" on page 100).
- **Back:** Returns to the **Basic** tab.
- **Ajust Background:** Erases the background to some extent by adjusting density or brightness (see "Adjusting background" on page 100).
- **Erase Backside Image:** Prevents scanning the other side's image shown through the original paper (see "Erasing backside Images" on page 101).
- **Scan to Edge:** Scans originals from edge-to-edge (see "Scan to Edge" on page 101).
- **Back:** Returns to the **Basic** tab.

Output tab

- **Quality:** Adjusts the display quality of the scanned output (see "Quality" on page 101).
- **Scan Preset:** Automatically changes some scan options, such as file format and resolution. You can adjust options to fit each specific purpose (see "Scan Preset" on page 101).
- **File Format:** Selects the file format of the scanned output (see "File Format" on page 102).
- **Back:** Returns to the **Basic** tab.

Scanning and sending to SMB/WEBDAV/FTP server

📝 You can select up to four destinations using SMB, WEBDAV, or FTP servers.

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).

2. Press **Scan to Server** from the display screen

3. Set the scan features in the **Advanced**, **Image**, or **Output** tabs (see "Changing the scan feature settings" on page 96).

4. Press the **Basic** tab.

5. Press the server name input area, you can enter a recipient's server address manually. You cannot enter address in the 2 before entering address in the 1(see "Entering server addresses manually" on page 90).

You can also use **Address Book** to enter the addresses easily (see "Entering server addresses from the address book" on page 89).

6. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).

7. Press **Start** on the control panel.

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

If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

📝 • To cancel the current scan job, press **Stop** on the control panel. Or you can delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button" on page 30).
   • While the machine is sending a scanned data, you cannot use the machine to copy or to send a fax.

Entering server addresses

Once you have stored the frequently used addresses into the address book (see "Setting up an address book" on page 128), you can enter server addresses singly or you can enter server addresses directly using **+Add**.

Entering server addresses from the address book

1. Press **Scan to Server** from the display screen.

2. Press **Address Book**.
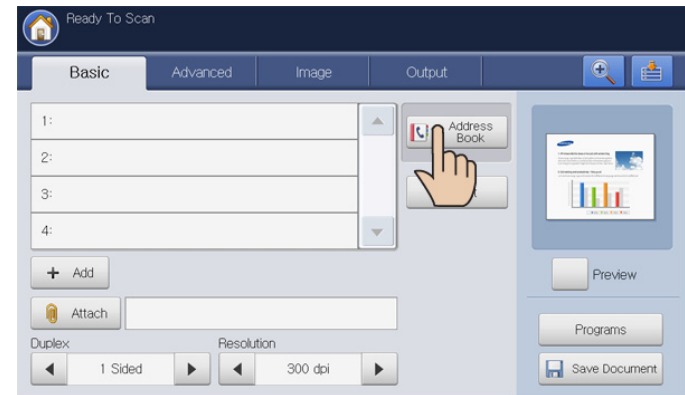
3. Press the **Search** input area. Then the pop-up keyboard appears.

4. Enter the first alphabet or full server name you are looking for.

Then press **Ok**.

5. Press **Search**.

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

6. Press the server name you want from the search results and press **Ok**.

Press the delete icon(❌) to delete a server address entered.

Entering server addresses manually

1. Press **Scan to Server** from the display screen.
2. Press server address input area or **+Add**. Then the **Direct input** appears.

3. Press type of the server from among **SMB**, **WEBDAV**, or **FTP**.
4. Press the **Name** input area. Then the pop-up keyboard appears.

   Enter the server name. Then press **OK**.
5. Press **IP** or **Host**, and press the **IP Address / Host Name** input area. Then the pop-up keyboard appears.

   Enter the IP address in dotted decimal notation or a host name. Press **OK**.
6. Press the **Port No** input area. Then the pop-up keyboard appears.

   Enter the server port number, from 1 to 65535. Press **OK**.
7. Press the **User Name** input area. Then the pop-up keyboard appears.

   Enter the user name of the server. Then press **OK**.

   ☑
   - In case of **SMB** or **FTP**, if you want the server to permit access for unauthorized person, press the **Anonymous** box. This box is unchecked by default. If you checked the **Anonymous** box, go to step 9.
   - If you want to use the **Anonymous** box, the SMB server which you select needs to security configuration before you send the data (see "An example of security configuration for anonymous user on SMB server." on page 91).
   - Depending on operating sytems installed in SMB server such as Windows 7 Home Premium, you cannot use the **Anonymous** option. For detailed information, refer to the user's guide of operating system.
   - In case of **WEBDAV**, you can send the files in encryption pressing **SSL**. If the machine and receiving **WebDAV** server of the **SSL (Secure Sockets Layer)** option are different, the transfer could be failed. Also, if the receiving **WebDAV** server can receive only the encrypted file, you need to press the **SSL** button.

8. Press the **User Password** input area. Then the pop-up keyboard appears.

   Enter the user password of the server. Press **OK**.
9. Press the **User Domain** input area. Then the pop-up keyboard appears.

   Enter the user domain of the server. Then press **OK**.

   ☑
   - In case of **WebDav**, **User Domain** does not appear.
   - If the SMB server you entered is not registered with any domain, leave it blank or enter the computer name of the

SMB server.
   - If the FTP server you entered is not registered with any domain, leave it blank.

10. Press the **File Folder** input area. Then the pop-up keyboard appears.

    Enter the file folder name of the server for storing the scanned image. Then ress **OK**.
11. Press the **Document Name** input area. The pop-up keyboard appears.

    Enter the document name will be stored. Press **OK**.

    ☑ You can select the stored file format in **Machine Setup** > **Application Setting** > **Scan to Server Settings** > **File Format**.

12. Select the **File Policy** option you want using the left/right arrows. If the server has the same named file already, the file will get processed by following the file policy you selected.
    - **Change Name:** The sent file is saved as a different file name that is automatically programmed.
    - **Cancel:** Does not send the scanned file if the file with same name is already there on the server.
    - **Overwrite:** The sent file overwrite the existing file.
13. Select the **Folder Creation** option you want using the left/right arrows.
    - **Use Login Name:** If you select **On** in this option, the machine creates a sub-folder in the file folder you selected. The sub-folder is named using the user name which is you entered in step 7.

      ☑ If the file folder has a sub-folder with the same name already, the machine does not create a sub-folder.

    - **Folder Creation Cycle:** You can set the cycle of sub-folder creation. The machine create a sub-folder according to this option set.

      ☑ If the file folder has a sub-folder with the same name already, the machine does not create a sub-folder.

      - **Every Day:** A sub-folder is created every day. The sub-folder name format is YYYY-MM-DD (e.g. 2010-01-01).
      - **Every Month:** A sub-folder is created every month. The sub-folder name format is YYYY-MM (e.g. 2010-01).
      - **Every Year:** A sub-folder is created every year. The sub-folder name format is YYYY (e.g. 2010).
    - **Create Folder For Multiple Files:** If you select **On** in this option and scanned multiple files, the machine creates a sub-folder in the file folder you selected, and the sent files will be stored in the sub-folder.

      ☑ If all folder creation options are enabled at same time, the sent file(s) will be stored as below.
      - When single scanned file is sent:
        \\folder\user name\2010-01-01\DOC.jpg
      - When multiple scanned files are sent:
        \\folder\user name\2010-01-01\DOCJPEG\DOC000.jpg
        \\folder\user name\2010-01-01\DOCJPEG\DOC001.jpg

14. Press **OK** after entering all the contents.

    You can delete a server address by pressing the delete icon(✖).

Resending the latest server address

To resend the server address you sent latest:

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Scan to Server** from the display screen.
3. Set the scan features in the **Advanced**, **Image**, or **Output** tabs (see "Changing the scan feature settings" on page 96).
4. Press the **Basic** tab.
5. Press **Recent**.
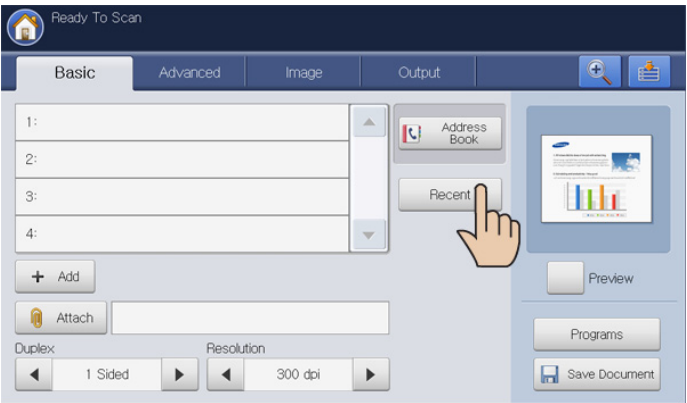
6. Press the server address you want to resend. Then press **OK**.
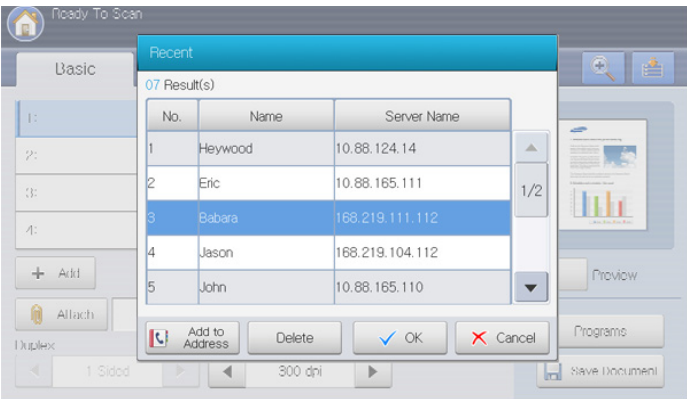
> • **Add to Address:** Allows you to add a server address in the **Recent** results to the **Address Book**.
> • **Delete:** Allows you to delete a server address in the **Recent** results. Press the server address you want to delete. Then press **Delete**.

7. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).
8. Press the **Start** button to scan and send the file.

If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

An example of security configuration for anonymous user on SMB server.

To send data to an SMB server, the security configuration on the SMB server should be set to use the **Anonymous** option.

The following procedure is based on the **Windows XP Professional SP3** operating system.

> Depending on operating sytems, the procedure may be different, or not permit access for unauthorized persons.

1. Click on Windows **Start** > **Control Panel** > **Administrative Tools** > **Local Security Policy**.
2. Click on **Local Policies** > **Security Options**.
3. Change the below settings to **Enabled**.
   • **Network access: Allow anonymous SID/Name translation**
   • **Network access: Let Everyone permissions apply to anonymous users**

4. Add the shared folder name on **Network access: Shares that can be accessed anonymously**, as shown below.

   The following image is an example of entering "Shared".
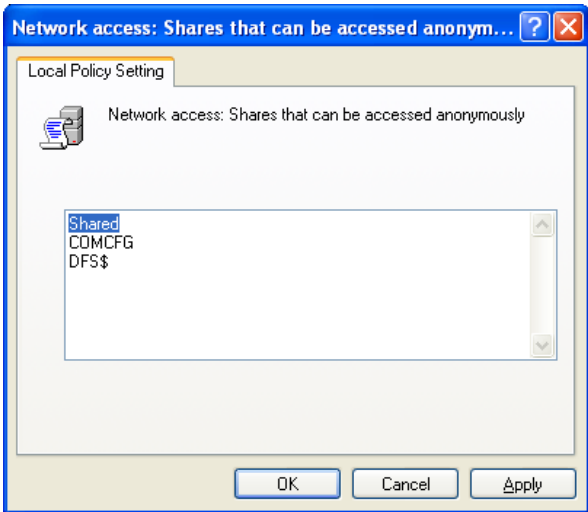
5. Click **Apply** and then **OK**.
6. Select the shared folder and click on the right mouse button.

7. Click **Sharing and Security...**.

8. Click **Security**, and add **ANONYMOUS LOGON** on **Group or user names:**, as shown below.
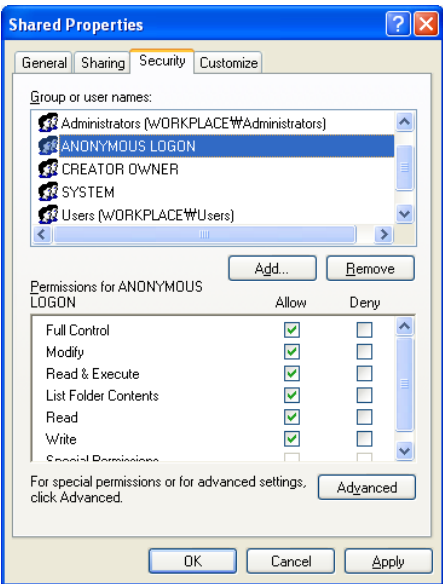
9. Click **Sharing** > **Share this folder** > **Permissions**.
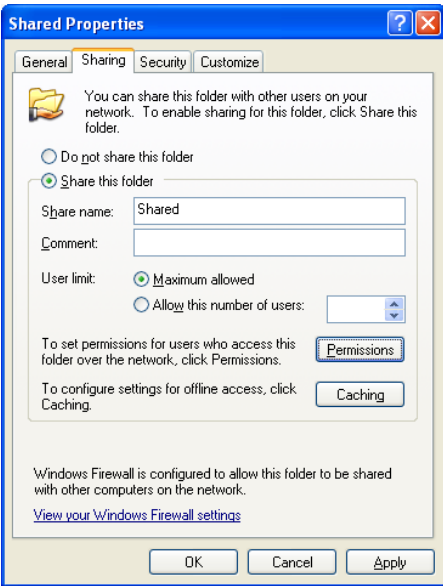
10. Add **ANONYMOUS LOGON** on **Group or user names:**, as shown below.
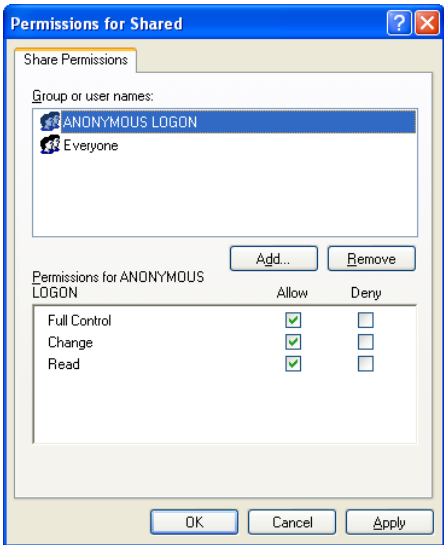
11. Click **Apply** and then **OK** on **Permissions for Shared**.

12. Click **Apply** and then **OK** on **Shared Properties**.

Scanning originals and sending to a USB memory device (scan to USB)

You can scan a document and save the scanned image onto a USB memory device. When you scan a document, the machine uses the default settings, such as the resolution. You can also customize your own scan settings (see "Changing the scan feature settings" on page 96).

Understanding the Scan to USB screen

Press **Scan to USB** in the display screen.
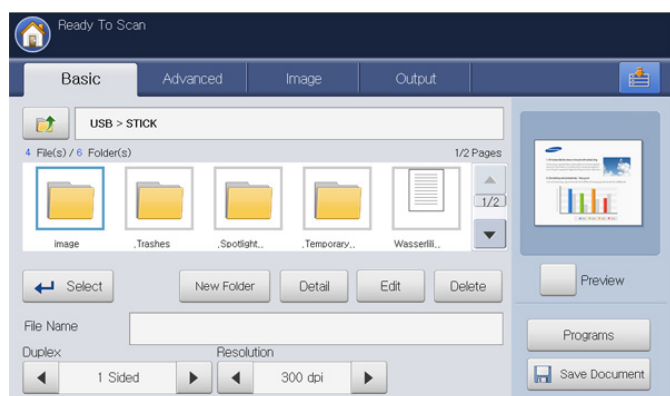
Basic tab

- ![icon] **:** Moves back to the upper level.
- **Select:** Moves to the selected folder.
- **New folder:** Makes a new folder in the USB memory device.
- **Detail:** Displays information of the selected folder or file.
- **Edit:** Changes the name of the selected folder or file.
- **Delete:** Deletes the selected folder or file.
- **File Name:** Makes a file name to store the scan data.
- **Duplex:** Selects if the machine scans one side of the paper (**1 Sided**), both sides of the paper (**2 Sided, Book**), or both sides of the paper (**2 Sided, Calendar**) (see "Scanning from both sides of originals" on page 96).
- **Resolution:** Selects the scanning resolution value (see "Changing the resolution" on page 96).
- **Preview:** Allows you to see a preview image before scanning (see "Previewing image to be scanned" on page 95).
- **Programs:** Allows you to save the current settings for future use (see "Using a programs setting" on page 103).
- **Save Document:** Saves document on HDD in your machine (see "Saving documents" on page 104).

- ![icon] **:** This button allows you to move to **USB**, **Copy**, **Fax**, **Document Box**, etc. Press this button and select the menu you want to move to.

Advanced tab

- **Original Size:** Selects the size of originals (see "Selecting the size of originals" on page 96).
- **Original Orientation:** Selects the orientation of the originals (see "Selecting the orientation of originals" on page 97).
- **Book Scan:** Allows you to send a book or catalog as an email attachment (see "Book scanning" on page 98).
- **Build Job:** Allows you to scan several pages or different types of originals into a file for sending (see "Build job" on page 98).
- **Back:** Returns to the **Basic** tab.

Image tab

You can move to next or previous pages using the up/down arrows located at the bottom left.
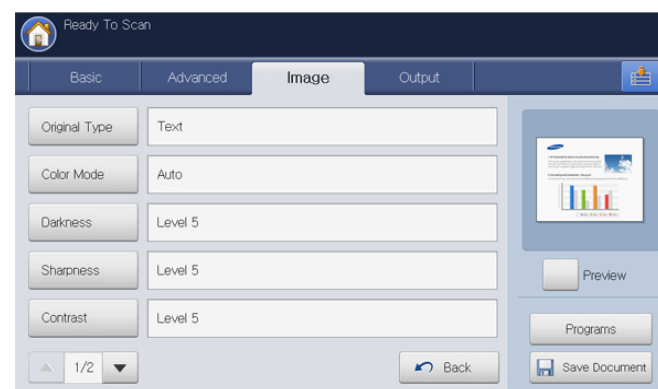
- **Original Type:** Selects whether the original is text, photo, etc (see "Selecting the type of originals" on page 99).
- **Color Mode:** Adjusts the color options of the scanned output (see "Selecting the color mode" on page 99).
- **Darkness:** Adjusts the degree of darkness of the scanned output (see "Changing Darkness" on page 100).
- **Sharpness:** Adjusts the sharpness level of the scanned output (see "Changing Sharpness" on page 100).
- **Contrast:** Adjusts the contrast level of the scanned output (see "Changing Contrast" on page 100).
- **Back:** Returns to the **Basic** tab.
- **Adjust Background:** Erases the background to some extent by adjusting density or brightness (see "Adjusting background" on page 100).
- **Erase Backside Image:** Prevents scanning the other side's image shown through the original paper (see "Erasing backside Images" on page 101).

- **Scan to Edge:** Scans originals from edge-to-edge (see "Scan to Edge" on page 101).
- **Back:** Returns to the **Basic** tab.

Output tab

- **Quality:** Adjusts the display quality of the scanned output (see "Quality" on page 101).
- **Scan Preset:** Automatically changes some scan options, such as file format, resolution, and more. You can adjust options to fit each specific purpose (see "Scan Preset" on page 101).
- **File Format:** Selects the file format of the scan output (see "File Format" on page 102).
- **File Policy:** Automatically renames or overwrites when the USB memory device has the same name file (see "File Policy" on page 102).
- **Folder Creation:** Automatically create a new folder for storing the scanned image (see "Folder Creation" on page 103).
- **Back:** Returns to the **Basic** tab.

Scanning to a USB memory device

- 📝 • The machine cannot detect the unformatted USB memory device. Format, and then reinsert the USB memory device into the USB memory port on your machine.
  - The machine could not detect the USB memory device when the machine is in power save mode. Wait until the machine returns to ready mode, and then reinsert the USB memory device into the USB memory port on your machine.
  - The machine has two USB memory ports. When a USB memory is already inserted to one of the port, if you try to insert a USB memory device to another port, the machine cannot detect second one. Remove the USB memory device which is inserted first and then reinsert the USB memory device you want to insert into the USB memory port on your machine.

1. Insert a USB memory device into the USB memory port on your machine.

2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).

3. Press **Scan to USB** from the display screen.

4. Press the **Basic** tab.
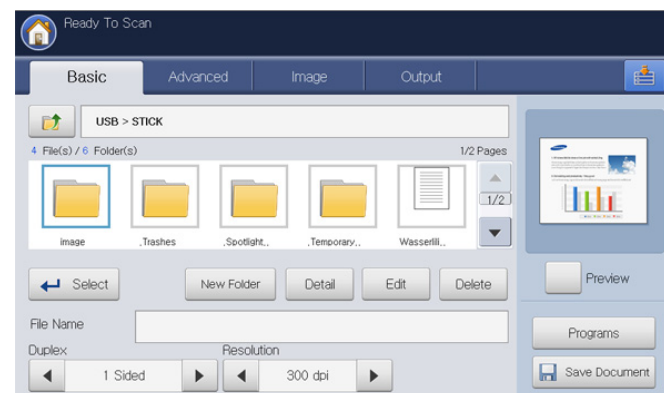
5. Select a folder for scan image stored. If you do not select a folder, the scanned image is stored in root.

6. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).

7. Set the scan features in the **Advanced**, **Image**, or **Output** tabs , if necessary (see "Changing the scan feature settings" on page 96).

8. Press the **File Name** input area. The pop-up keyboard appears.

9. Enter a file name to store the scan data. Press **OK**.

10. Press the **Start** button to scan and store the file.

If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

11. After scanning is complete, you can remove the USB memory device from the machine.

Attaching stored documents

When you send a stored document to email or server by **Scan to Email** or **Scan to Server**, this option allows you to attach a document stored in the document box. You can only attach documents stored in the document box. Also, the documents should be stored in the document box before being attached (see "Document box" on page 167).

Sending a stored document

1. Press **Scan to Email** or **Scan to Server** from the display screen.
2. Enter the recipient's email or server address.
3. Press **Attach**.
4. Press a document box which has the document to be attached.
5. Press **Select**.
6. Press a stored document to be attached.
7. Press **OK**. The attached document name is displayed.
8. Select the attached file format using the left/right arrows.
9. Press **Start** on the control panel. The machine sends the attatched file to the email or server.

Previewing image to be scanned

Before sending a image, you can see the scanned image using the **Preview** feature. The preview image is applied with the set options in the **Advanced**, **Image**, or **Output** tabs. If necessary, you can reset the scan options after checking the previewing image.

Using the Preview button

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Scan to Email**, **Scan to Server**, or **Scan to USB** from the display screen.
3. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).
4. Set scan features in the **Advanced**, **Image**, or **Output** tabs (see "Changing the scan feature settings" on page 96).
5. Press the **Basic** tab. Enter each item.
6. Press **Preview**. The preview image appears.
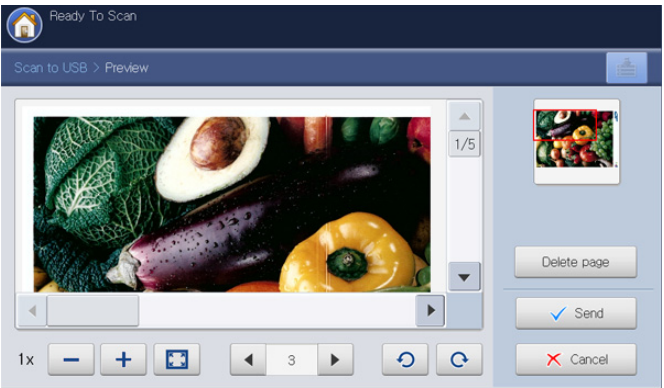
Tools	Function
−	Reduces the preview image by 2 times or 4 times. You can view the reduced image.
+	Magnifies the preview image by 2 times or 4 times. You can view the desired portion of the enlarged image.
▣	Fits the preview image on the preview screen.
◄ 1 ►	If the scanned image contains mutiple pages, press the left/right arrow for previewing the another pages.
↺ ↻	Rotates the preview image 90 degrees counterclockwise or clockwise.
Delete page	Deletes the previewed page from the scanned data.

7. Press **Send**. The machine sends the file to destinations
   If you want to reset the scan features, press **Cancel**.

Changing the scan feature settings

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

Scanning from both sides of originals

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

Press the left/right arrows to toggle the values.
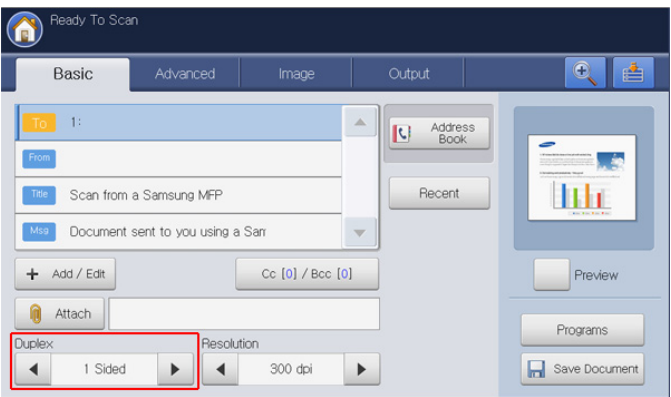
- **1 Sided:** For originals that are printed on one side only.
- **2 Sided, Book:** For originals that are printed on both sides.
- **2 Sided, Calendar:** For originals that are printed on both sides, but the back is rotated 180 degrees.

> If an original is placed on the scanner glass, the machine shows the window asking to place another page. Load another original and press **Yes**. When you finish, select **No** for this option.

Changing the resolution

You can adjust document resolution.

Press the left/right arrows to toggle the values. The higher value you select, the clearer the result, but the scanning time may take longer.
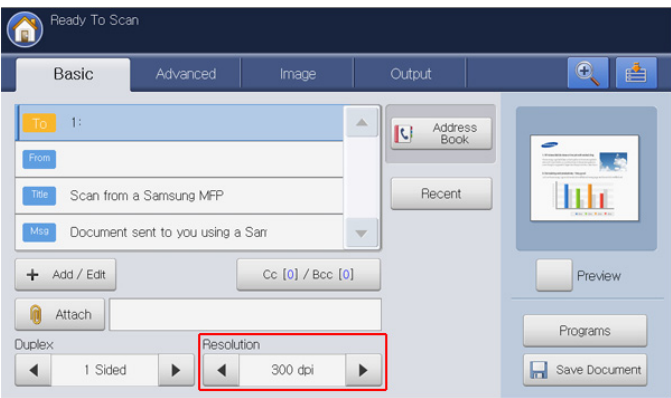
The following table shows detailed information for this feature, resolution, and file format options.

Feature	Resolution (dpi)	File Format
Scan to Email	100, 200, 300, 400, 600	JPEG, PDF, TIFF, XPS
Scan to USB	100, 200, 300, 400, 600	JPEG, PDF, TIFF, XPS
Scan to Server	100, 200, 300, 400, 600	JPEG, PDF, TIFF, XPS

Selecting the size of originals

1. Press the **Advanced** tab > **Original Size**, then use the up/down arrows to set the original size.
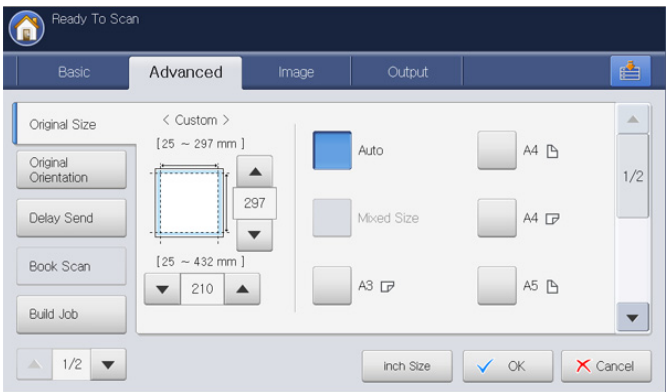
2. Press the appropriate option.

> You can change the paper list on the display screen pressing **inch Size** or **mm Size**. The paper list is divided into the available A/B size type and letter size type paper in this machine.

- **Custom:** Selects the copying area of the original. Press the cardinal point arrows to set the size.

  > The custom size is different depending on where the originals are placed.

	In the DADF	On the scanner glass
Minimum size	128 x 128 mm (5 x 5 inches)	25 x 25 mm (1.0 x 1.0 inches)
Maximum size	297 x 432 mm (11.7 x 17.0 inches)	297 x 432 mm (11.7 x 17.0 inches)

- **Auto:** Automatically detects the size of originals, but this option supports only when originals are Letter, Ledger, Legal, Statement, A3, A4, A5, B4, or JIS B5-sized.
- **Mixed Size:** 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 3 pages in total, the 1st page is the letter-sized paper, the 2nd page is the legal-sized paper, and the 3rd page is the letter-sized paper, then the machine prints the output first letter, legal, and then letter in order from several trays.

  > **Mixed Size** is activated when the originals are placed in the DADF.

- **Other preset values:** Allows you to easily select values commonly used.

3. Press **OK** from the display screen.

Selecting the orientation of originals

1. Press the **Advanced** tab > **Original Orientation**, then set the original orientation.

2. Press the appropriate option.

- **Upright Images:** Select this setting for an original document loaded with the top toward the back of the machine.

Using the DADF	Using the scanner glass	Icon

- **Sideways Images:** Select this setting for an original document loaded into the DADF with the top of the original document toward the left side of the machine or an original document placed on the scanner glass with the top of the original document toward the right side of the machine.

Using the DADF	Using the scanner glass	Icon

3. Press **OK** from the display screen.

Delaying a scanned image transmission

You can set your machine to send a scanned image at a later time automatically. The scanned image is saved into the memory.

1. Press the **Advanced** tab > **Delay Send** > **On** from the display screen.
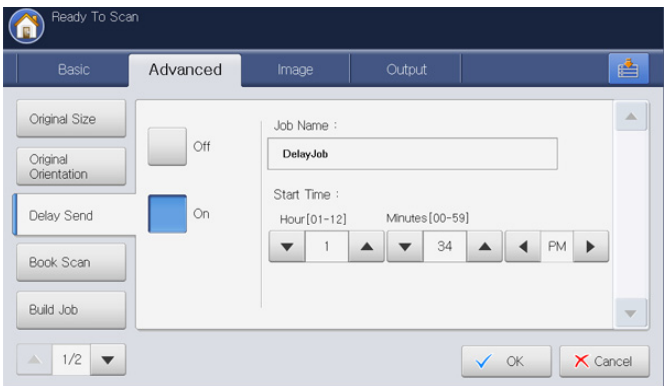
2. Press the **Job Name** input area. The pop-up keyboard appears.

Enter the job name you want.

If you do not enter a job name, the machine assigns the job name as '**DelayJob**'.

3. Set the **Start Time**.

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

4. Press **OK** from the display screen.

> If you want to cancel this feature, press **Off** before sending is activated.

Book scanning

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

This copy feature is available only when you place originals on the scanner glass.

1. Press the **Advanced** tab > **Book Scan** from the display screen.
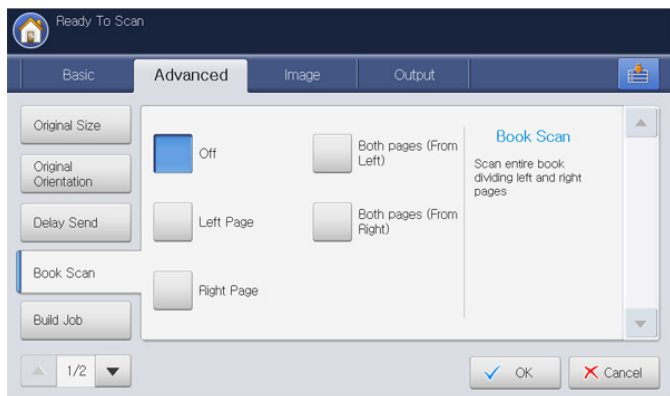
2. Press the appropriate option.
   - **Off:** Disables this feature.
   - **Left Page:** Scans only the left page of the book.
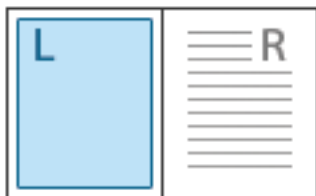
   - **Right Page:** Scans only the right page of the book.

   - **Both Pages (From Left):** Scans both facing pages from the left page.
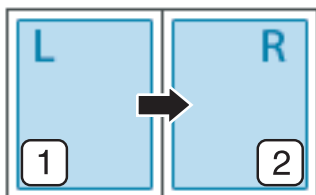
- **Both Pages (From Right):** Scans both facing pages from the right page.
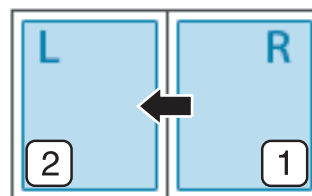
3. Press **OK** from the display screen.

Build job

This feature allows you to scan and send originals which are consist of multiple batches or different sizes at once. After scanning the originals, the originals are sent as one document to entered destinations.

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Scan to Email** or **Scan to Server** from the display screen.
3. Enter the destinations information.
4. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).
5. Set scan features in the **Advanced**, **Image**, or **Output** tabs (see "Changing the scan feature settings" on page 96).
6. Press the **Advanced** tab > **Build Job** from the display screen.
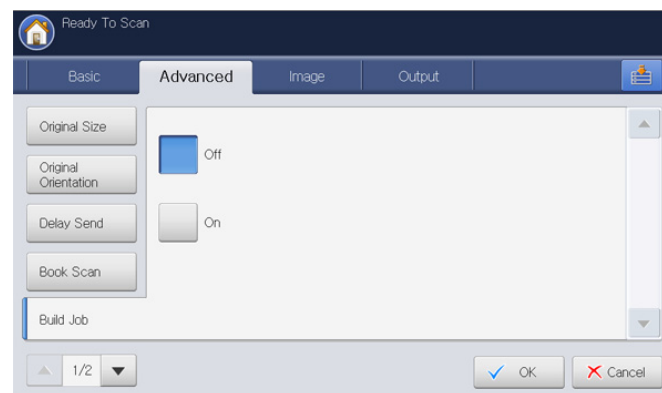
7. Press **On** to activate this feature.
8. Press **OK** from the display screen.
9. Press **Start** on the control panel to begin scanning.

   After the scanning, the machine shows the window asking to place another page. Load another original and press **Yes**. You can change the scan setting pressing **Change Settings**, if necessary. When you finish, select **No** on this window.

   The machine sends the file to destinations.

Setting job completion notification

When the scan to email or scan to server job is completed, this machine can send the completion notification using an email. This feature helps when you scan and send with large quantities of documents. You do not need to wait until the scan to email or scan to server job is completed beside the machine.

📝 To recieve the job completion notification, you need to set up network parameters and email settings using the control panel or SyncThru™ Web Service. For details about how to set up the network parameters and email settings, refer to the Administrator's Guide on the supplied CD.
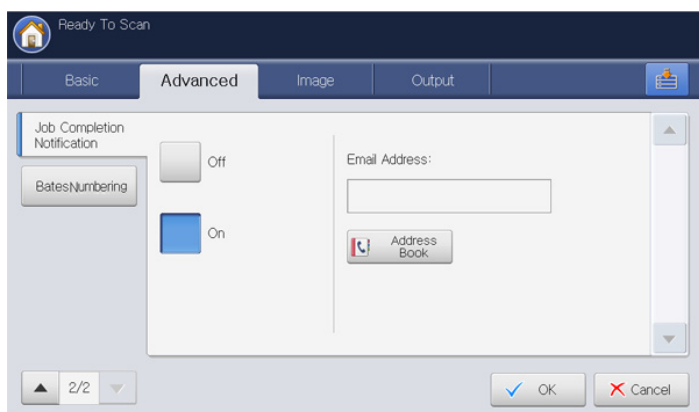
1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Scan to Email** or **Scan to Server** from the display screen.
3. Set scan features in the **Advanced**, **Image**, or **Output** tabs (see "Changing the scan feature settings" on page 96).
4. Enter the destinations information.
5. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).
6. Press the **Advanced** tab > **Job Completion Notification**.
7. Press **On** to activate this feature.
8. Press **Email Address** input area. The pop-up keyboard appears.
   Enter the email address which you want to recieve the job completion notification. Press **OK**.

   📝 • You can select the email address pressing **Address Book**.
   • You can enter an email address only.

9. Press **OK** from the display screen.
10. Press **Start** on the control panel to begin scanning.

Selecting the type of originals

The original type setting is used to improve the scan quality by selecting the document type for the current scanning job.

1. Press the **Image** tab > **Original Type** from the display screen.
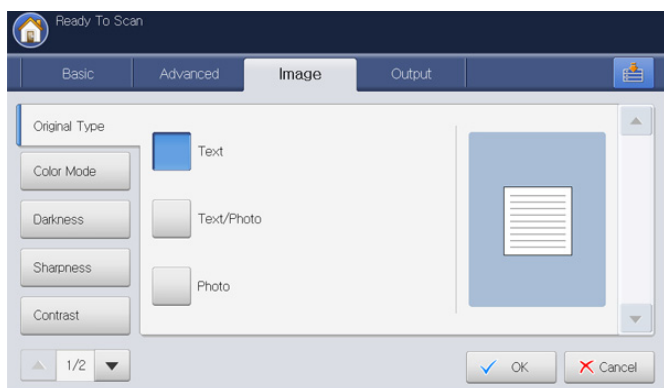
2. Press the appropriate option.
   • **Text:** Use for originals containing mostly text.
   • **Text/Photo:** Use for originals with mixed text and photographs.
   • **Photo:** Use when originals are photographs.
3. Press **OK** from the display screen.

Selecting the color mode

Use one of these options to scan the original among **Auto**, **Color**, **Gray** or **Mono**.

1. Press the **Image** tab > **Color Mode** from the display screen. Select the appropriate option and press **OK**.
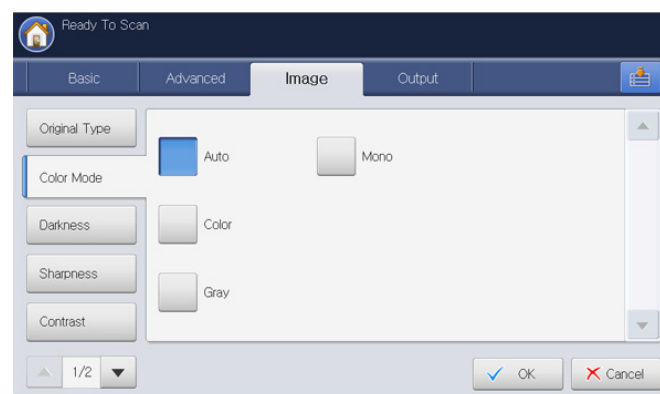
2. Press the appropriate option.
   • **Auto :** Automatically detects the color of the original and scan it.
   • **Color:** Uses color to display an image. 24 bits per pixel, 8 bits for each RGB, is used for 1 pixel.
   • **Gray:** Uses the black gradation to display an image. 8 bits per pixel.

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

3. Press **OK** from the display screen.

Changing 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.

1. Press the **Image** tab > **Darkness** from the display screen.
2. Press to enhance the darkness degree.
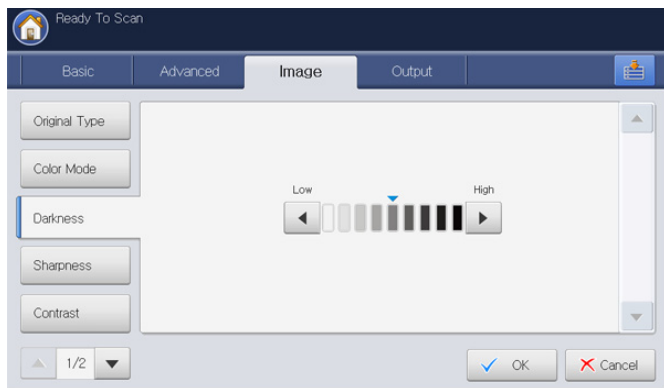
3. Press **OK** from the display screen.

Changing Sharpness

You can set the parameter to emphasize the edges of text so that they can be read more easily. This parameter can also be used to adjust the original image.

1. Press the **Image** tab > **Sharpness** from the display screen.
2. Press left/right arrow to enhance the sharpness degree.
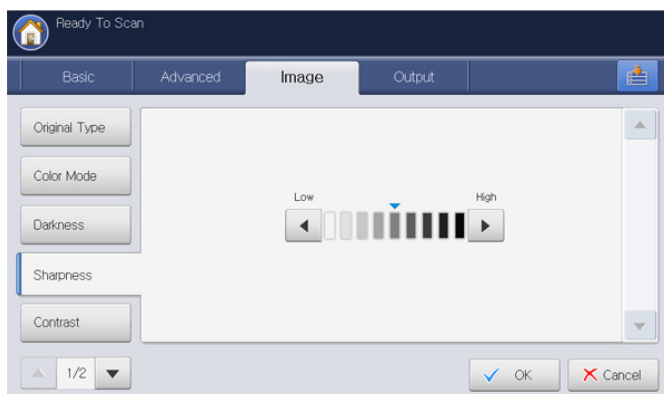
3. Press **OK** from the display screen.

Changing Contrast

This parameter can be used to make the original either crisper or smoother.

1. Press the **Image** tab > **contrast** from the display screen.
2. Press left/right arrow to enhance the contrast degree.
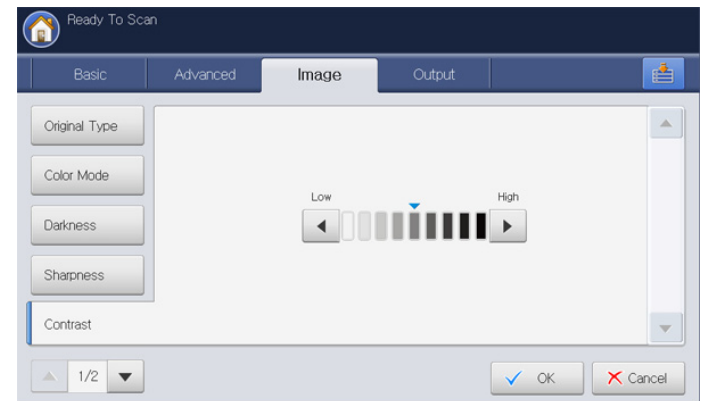
3. Press **OK** from the display screen.

Adjusting background

Adjust the background to some extent by adjusting density or brightness. You can lighten, or delete the dark background of colored paper or newspaper to be scanned.

When you use this option, **Erase Backside Image** in the **Image** tab are inactivated.

1. Press the **Image** tab > **Adjust Background** from the display screen.
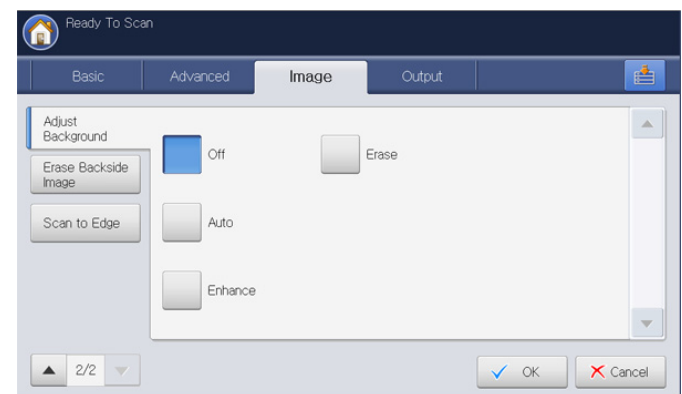
2. Press the appropriate option.
   - **Off:** Disables this feature.
   - **Auto:** Automatically adjusts background brightness.
   - **Enhance:** Darkens the background. Use the left/right arrows to toggle the values.
   - **Erase:** Lightens the background. Use the left/right arrows to toggle the values.
3. Press **OK** from the display screen.

Erasing backside Images

This feature prevents scanning the other side's image shown through the original paper

📝 When you use this feature, **Adjust Background** in the **Image** tab are inactivated.

1. Press the **Image** tab > **Erase Backside Image** from the display screen.
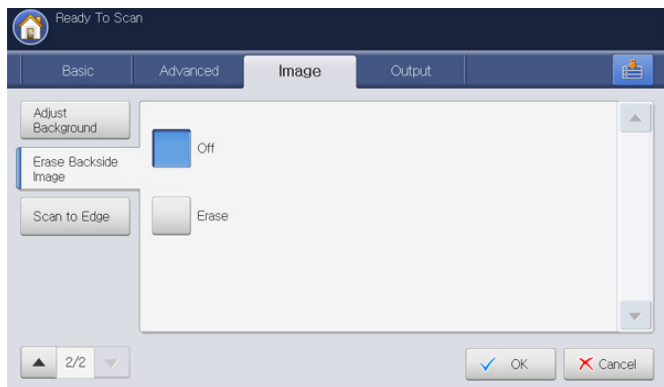
2. Press the appropriate option.
- **Off:** Sets this option off.
- **Erase:** Lightens the background. Use the left/right arrow's to toggle the values.

3. Press **OK** from the display screen.

Scan to Edge

You can set the machine to scan the 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 scan job with certain sized paper in the tray. But if you scan and send it right away via the network, as a file, the machine does not need to exclude the edges from the originals.

1. Press the **Image** tab > **Scan to Edge** from the display screen.
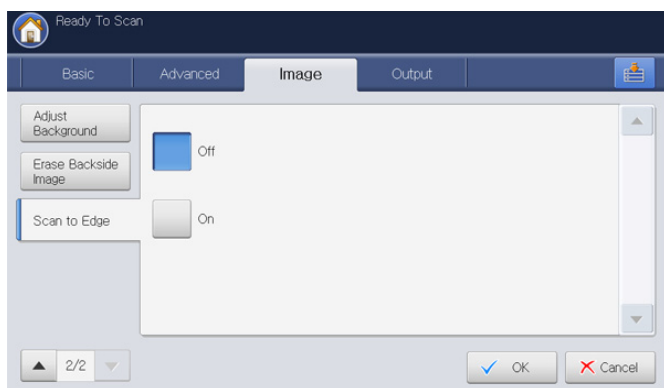
2. Press **On**.

3. Press **OK** from the display screen.

Quality

You can use this option to produce a high quality document. The higher quality you select, the larger file size you get.

1. Press the **Output** tab > **Quality** from the display screen.
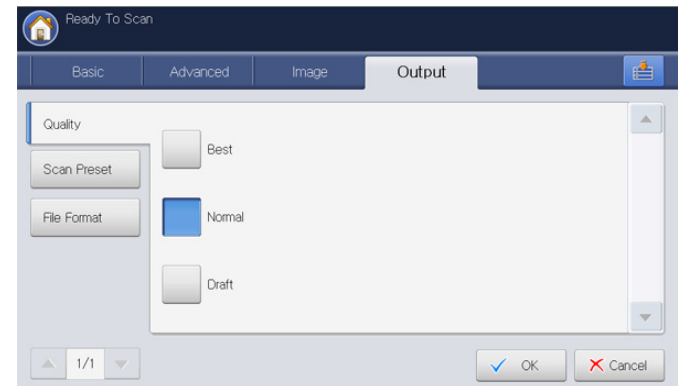
2. Press the appropriate option.
- **Best:** Produces a high quality image, but the file size will be larger.
- **Normal:** Produces a normal quality imag,.

3. Press **OK** from the display screen.

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

Scan Preset

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

1. Press the **Output** tab >**Scan Preset**.
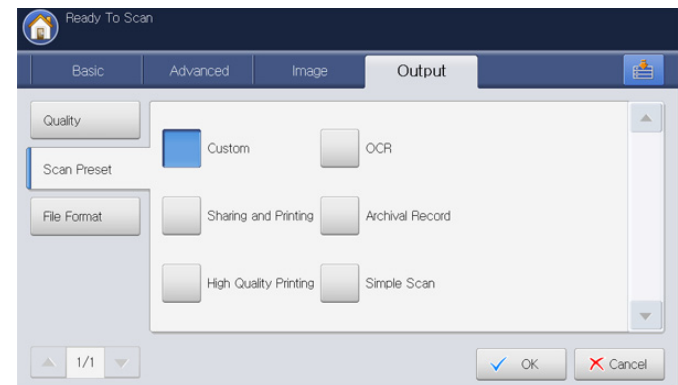
2. Press the appropriate option.
- **Custom:** Applies the current scan settings that you have chosen.
- **Sharing and Printing:** Produces a small-sized file for normal quality documents.
- **High Quality Printing:** Produces a high quality output with the largest file size.
- **OCR:** Produces scanned output for OCR software. You can expect the highest quality images.
- **Archival Record:** Produces an electronic file which is one of the smallest file size of the output.
- **Simple Scan:** Used for a simple document with texts only. The file size of output is small.

3. Press **OK** from the display screen.

File Format

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

1. Press the **Output** tab > **File Format** from the display screen.
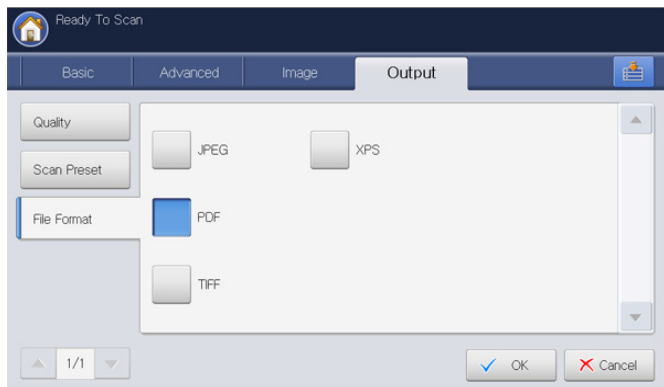
2. Press the appropriate option.
   - **JPEG:** Scans originals in JPEG format.
   - **PDF:** Scans originals in PDF format. You can open the file with the Adobe Acrobat Reader.
     - **MultiPage:** If you want several originals to be scanned as one file, press **MultiPage**.
     - **Secure:** You can set the password for the PDF file created using this option. You can also set whether to allow users to access the the created PDF file to print or modify.
     - **Searchable:** The machine detects text in the scanned image and creates a searchable PDF for text searching. Press this button and select a language that is used in the scanned image. Press **OK**.

       ▧ This option is available only when the optional advanced scan kit is installed.

     - **Compact:** You can compress originals to create a small sized file, press **Compact**. This compression method is different from the normal PDF format. Some data parts can be lost during compression.
     - **Add Digital Signature:** You can insert a digital signature in the PDF with a certification.

       ▧ Only Administrator can manage the digital certificate on **Digital Signature in PDF** from SyncThru™ Web Service. For detailed information about **Digital Signature in PDF**, refer to the Administrator's Guide on the User's Guide CD.

   - **TIFF:** Scans originals in TIFF (Tagged Image File Format). If you want several originals to be scanned as one file, press **MultiPage**.
   - **XPS:** Scans originals in XPS (XML Paper Specification). If you want several originals to be scanned as one file, press **MultiPage**.
3. Press **OK** from the display screen.

   ▧ The file format **JPEG** cannot be selected in the **File Format** option, if **Mono** has been selected for **Color Mode** in the **Image** tab.

File Name

You can make the name of the file attached to be sent. If you do not make a file name before you send it by email, the machine automatically creates a file name. The machine made name is based on the user ID logged in, date and time.

▧ • If nobody is logged in to the machine, [Untitled] shows instead of user ID in the name.
   • The time in the name is based on a 24 hour clock.
   • The length of a file name is limited to a maximum of 128 characters.
   • Some special characters cannot be entered in the name.

1. Press the **Output** tab > **File Name** from the display screen.
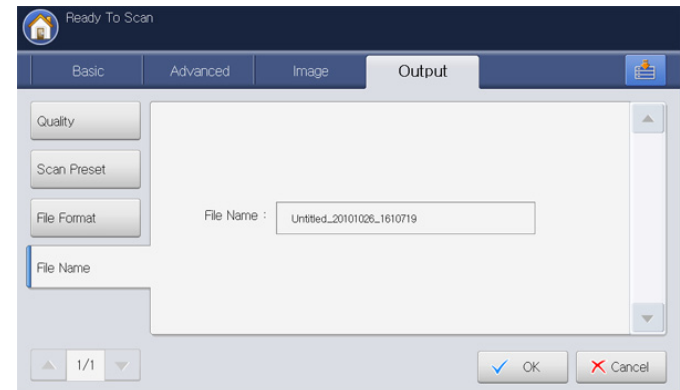
2. Press **File Name**'s input area. Then pop-up keyboard appears. Enter the name of the file to attach.
3. Press **OK** from the display screen.

File Policy

You can choose the policy for generating file names before you proceed with the scan job through the USB memory device. If the USB memory device already has the same name entered, you can rename or overwrite it.

1. Press the **Output** tab > **File Policy** from the display screen.
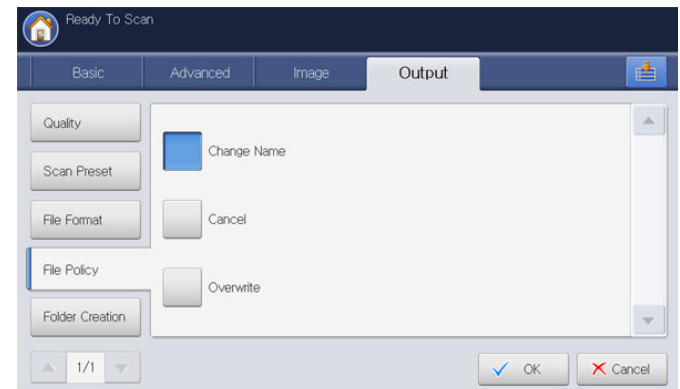
2. Press the appropriate option.
   - **ChangeName:** If the USB memory device already has the same name when you entered a new file name, the file will be saved as a different file name that is automatically programmed.
   - **Cancel:** Does not send the scanned file if the file with same name is already there on the server.
   - **Overwrite:** The sent file overwrite the existing file.
3. Press **OK** from the display screen.

Folder Creation

You can set to create a new folder automatically for storing the scanned image to the USB memory device.

1. Press the **Output** tab > **Folder Creation** from the display screen.
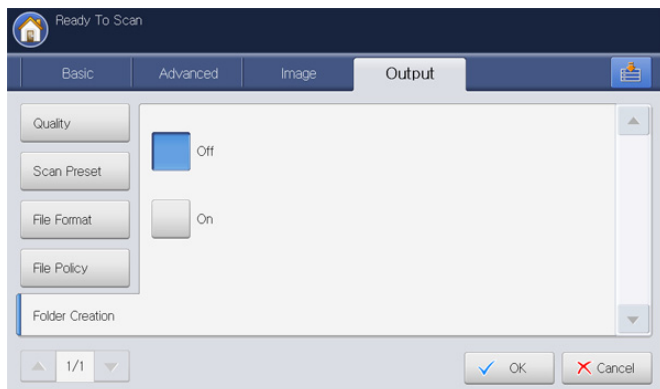
2. Press **On**.
3. Press **OK** from the display screen.

Using a programs setting

This option allows you to save the current settings for future use. You can also use the previous settings from the last jobs.

Saving Programs

1. Press **Scan to Email**, **Scan to Server** or **Scan to USB** from the display screen.
2. Set scan features in the **Advanced**, **Image**, or **Output** tabs (see "Changing the scan feature settings" on page 96).
3. Press the **Basic** tab.
4. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).
5. Press **Programs**.

6. Press **Program Name** input area. The pop-up keyboard appears. Enter the program name you want. Then press **OK**.

    You can see the values of set **Programs** by scrolling up or down and check the values using the up/down arrows.

7. Press **Save**. When the confirmation window appears, the settings you set are saved. Click **Go to List** or **Close**.

Using Programs

1. Press **Scan to Email**, **Scan to Server** or **Scan to USB** from the display screen.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Press **Programs** > **List**.
4. Press a program name you want to use on the list.
5. Press **OK**.
6. Press **Yes** when the confirmation window appears.

    The machine is now set to scan according to the setting you selected.
7. Press the **Start** button to scan and send the file.

    If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

    • To cancel the current scan job, press **Stop** on the control panel. You can also delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button" on page 30).

    • While the machine is sending an email, you cannot use the machine to copy or to send a fax.

Managing Programs

1. Press **Scan to Email**, **Scan to Server**, or **Scan to USB** from the display screen.
2. Press **Programs** > **List**.
3. Press the appropriate option.
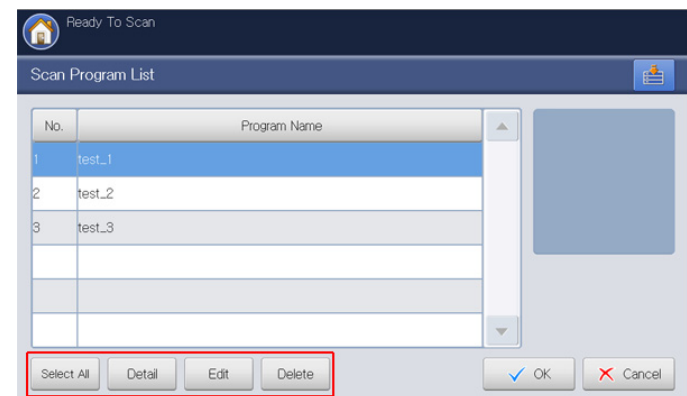
•   **Select All:** Selects all programs for deleting all.
•   **Detail:** Displays detailed information of the selected program.
•   **Edit:** Changes the name of the selected program.
•   **Delete:** Removes the selected programs.
4. Press **OK**.

Using previous settings

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Scan to Email**, **Scan to Server** or **Scan to USB** from the display screen.
3. Press **Programs**.
4. Press a previous setting you want to use.

For example, if you want to use the settings from the last job, press **Previous 1**.

5. Press **OK**.

6. Press **Yes** when the confirmation window appears.

The machine is now set to scan according to the setting you selected.

7. Press the **Start** button to scan and send the file.

If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

> • To cancel the current scan job, press **Stop** on the control panel. Or you can delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button" on page 30).
>
> • While the machine is sending an email, you cannot use the machine to copy or to send a fax.

Saving documents

You can save the scanned originals to **Document Box** (the machine's HDD) in your machine. The documents saved in **Document Box** can be printed, if necessary.

> • For details about how to use the **Document Box**, refer to the **Document Box** chapter (see "Document box" on page 167).
>
> • If important data is stored in the **Document Box**, we recommend you to backup the data regulary. Samsung disclaims all responsibility for damage or loss of data caused by misuse or failure of the machine.
>
> • **Scan to USB** is not supported the **Save Document** feature.

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).

2. Press **Scan to Email** or **Scan to Server** from the display screen.

3. Set scan features in the **Advanced**, **Image**, or **Output** tabs (see "Changing the scan feature settings" on page 96).

4. Press the **Basic** tab. Then you need to enter the each item using the pop-up keyboard.

5. Set the scan quality by **Duplex** and **Resolution** (see "Scanning from both sides of originals" on page 96 and "Changing the resolution" on page 96).

6. Press **Save Document**.
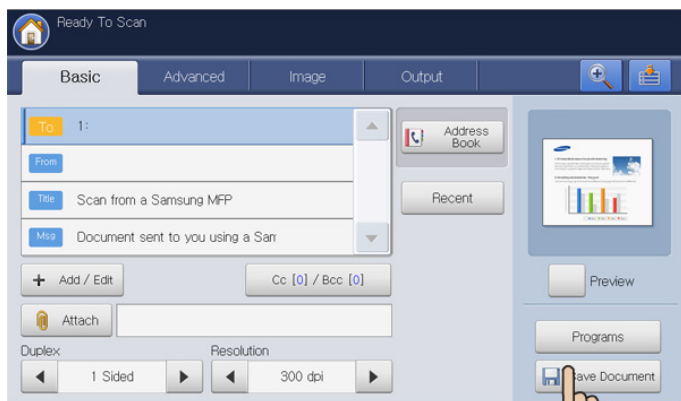
7. Press **Send&Store** or **Store only**.

- **Off:** Disables this option.
- **Send&Store:** Sends and stores scanned originals.
- **Store only:** Stores scanned originals only.

8. Press **File Name** input area. Then the pop-up keyboard appears.

Enter the file name you want. Press **OK**.

9. Select a destination box and press **OK**.

10. Press **Start** from the control panel to begin scan and send the file and storing, or storing only.

If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

> • To cancel the current scan job, press **Stop** on the control panel. You can also delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button" on page 30).
>
> • While the machine is sending an email, you cannot use the machine to copy or to send a fax.

Scanning originals and sending to your computer (scan to PC)

You can scan an image on the machine via the Samsung Scan and Fax Manager 2 program that is installed on your network-connected computer.

For a network connected machine

Make sure the scanner driver is installed on your computer.

1. Make sure that your machine and the computer are connected to a network and Samsung Scan and Fax Manager 2 is installed on the computer.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Press **Scan to PC** from the display screen.
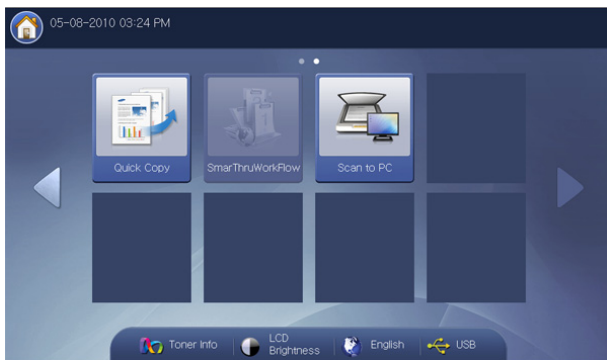
4. Select your computer name and press **OK**. If the machine requests to enter a password, enter the password using the numeric keypad on the control panel.

> • **Password** is the 4 digit number registered from Samsung Scan and Fax Manager 2.
> • If you want to set or change the password, set or change it in the **Setting** menu of Samsung Scan and Fax Manager 2 (see "Using Samsung Scan and Fax Manager 2" on page 105).

5. Press the application program you want and press **Select**.

   Default setting is **My Documents**.

> To add or delete the folder where the scanned file is saved, add or delete the application program in Samsung Scan and Fax Manager 2 > **Properties** > **Set Scan Button** (see "Using Samsung Scan and Fax Manager 2" on page 105).

6. Set the scan quality with **Duplex** and **Resolution** in the **Basic** tab.
7. Set the size of origianl in the **Advanced** tab. If you are not sure the original size, select **Auto**.
8. Set the color mode in the **Image** tab.
9. Set the file format in which the image is to be saved in the **Output** tab.

> **File Format** activates only when you select the application program as **My Documents**.

10. Press **Start** from the control panel to begin scanning.

> • Scanned image is saved in the computer's **My Documents** > **My Pictures** > **Samsung** folder.
> • You can also scan by pressing Window's **Start** > **Control Panel** > Samsung Scan and Fax Manager 2 > **Quick Scan** (see "Scan Assistant" on page 106).

Using Samsung Scan and Fax Manager 2

If you have installed the printer driver from the software CD, Samsung Scan and Fax Manager 2 program should have been installed. Start Samsung Scan and Fax Manager 2 to find this program's information and the installed scan driver's condition. Through this program, you can change scan settings and add or delete folders where scanned documents are saved on your computer.

> Samsung Scan and Fax Manager 2 program can only be used in Windows operating system. If you use the Macintosh, See "Setting scan information in Scan and Fax Manager" on page 107.

1. From the **Start** menu, click **Programs** or **All Programs** > **Samsung Printers** > **Scan and Fax Manager 2** > Scan and Fax Manager 2.
2. Select the appropriate machine from the Scan and Fax Manager 2 window.
3. Press **Properties**.
4. The **Set Scan Button** tab allows you to change the save destination and scan settings, add or delete applications program, and format files.
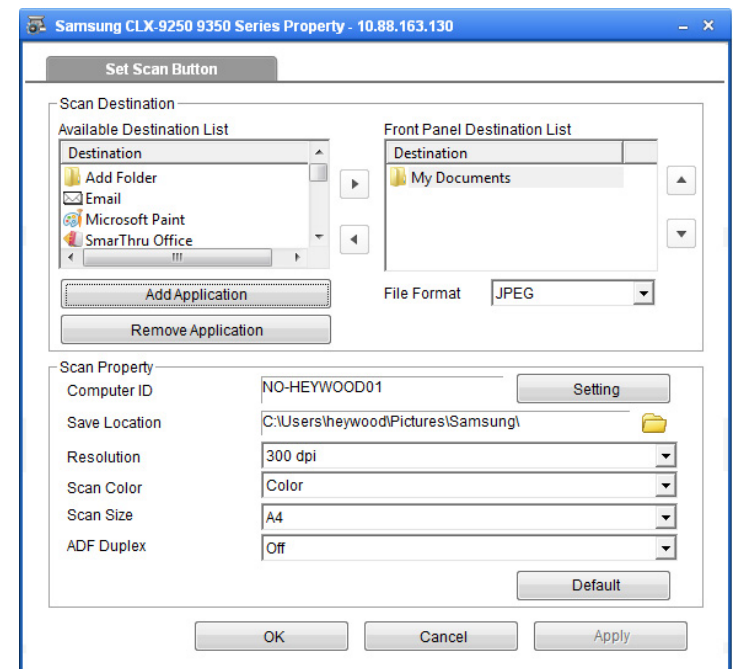
Scan Destination

• **Available Destination List:** Shows the list of applications currently linked to scanned images in the PC's registry. Select the program you want to use and click on the right arrow and add to **Front Panel Destination List**.
• **Front Panel Destination List:** Shows the list of applications to open scanned images.
• **Add Application:** Allows you to add applications you want to use to **Available Destination List**.
• **Remove Application:** Allows you to remove an item added by the user in the **Available Destination List**.
• **File Format:** Allows you to select the form of scanned data to be saved. You can choose from among **BMP**, **JPEG**, **PDF**, **Multi-Page TIFF** and **Single-Page TIFF**.

Scan Property

- **Computer ID:** Shows the ID of your computer automatically. You can change the ID using the **Setting** button. You can also set password checking **Enable Password**. These ID and password are used in **Scan to PC** (see "Scanning originals and sending to your computer (scan to PC)" on page 105).
- **Save Location:** Allows you to choose a location as the default saving folder.
- **Resolution:** Allows you to choose the scan resolution.
- **Scan Color:** Allows you to choose the scan color.
- **Scan Size:** Allows you to choose the scan size.
- **ADF Duplex:** Automatically scans both sides. If your model does not support this option, it will be grayed out.
- **Default:** Allows you to go back to default options.

5. When setting is done, press **OK**.

Scan Assistant

The **Scan Assistant** window appears when you press **Quick Scan** in Scan and Fax Manager 2. **Scan Assistant** allows you to adjust scan settings and start the scanning process.

1. From the **Start** menu, click **Programs** or **All Programs** > **Samsung Printers** > **Scan and Fax Manager 2** > Scan and Fax Manager 2.

2. Select the appropriate machine from the Scan and Fax Manager 2 window.
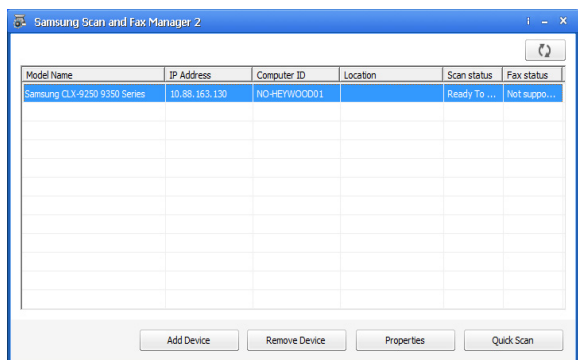
3. Press **Quick Scan**. The **Scan Assistant** window appears.

In the **Basic** mode, **Scan settings** and **Preferences** are available only. If you want to use more settings, press **Advanced**.

> Click the **Help** button from the lower-left corner of the window and click on any option you want to know about. Then a pop up window appears with information about that option's feature which is provided from the **Scan Assistant**.
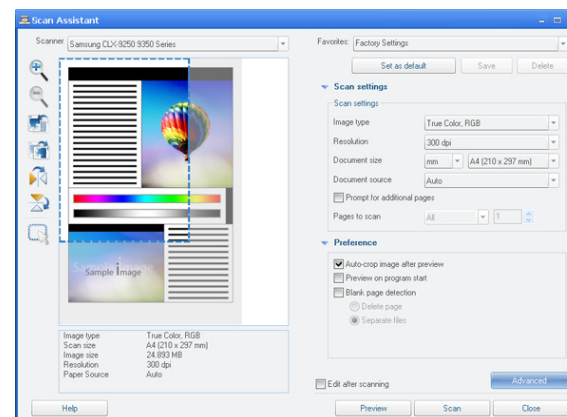
- **Favorites**: Allows you to save the current preferences settings for future use. When you save **Favorites**, all current scan settings are saved. To use a saved setting, select it from the **Favorites** drop down list. The machine is now set to scan according to the setting you selected. To delete saved setting, select it from the **Favorites** drop down list and click **Delete**. To set a favorite as startup, select the favorite you want to set as startup, then click the **Set as default** button.
- **Scan settings**: The following scan options are available.
  - **Image Type**: Allows you to chose the proper color settings for image scanning.
  - **Resolution**: Allows you to choose the image resolution.
  - **Document Size**: Allows you to choose the proper size of the scanned image.
  - **Document Source**: Allows you to choose the place in which the original document will be loaded.
  - **Prompt for additional pages**: If this check box is checked, you can scan pages continuously. This option is useful when you scan multi-page documents and/or when **Document Source** is set to **Flatbed** (scanner glass). In this case a sequence of scanned images is processed as a single document.
  - **Pages to Scan**: Allows you to specify how many pages are to be scanned. This option is available when **Document Source** is set to **ADF Simplex**, **ADF Duplex - Short Edge**, and **ADF Duplex - Long Edge**.
- **Preference**: The following scan options are available.
  - **Auto crop image after preview**: If this option is checked, the scanning area will be automatically adjusted to the image size.
  - **Preview on program start**: If this option is checked, the scanning area will be selected automatically as shown in the preview.
  - **Blank page detection**: This operation automatically detects whether the scanned image is blank or not.
    - **Delete page**: Blank pages will be deleted at the end of the scanning process.
    - **Separate files**: Blank page will work as a scan job separator. That is, when multiple pages are scanned at once a blank page will divide scanned image sequence into parts. Each part will be treated as a separate document (group).
- **Advanced**: In the **Advanced** mode, additional options such as **Image Adjustment**, **Image Enhancement**, and **Additional Settings** are available.
  - **Image Adjustment**: Allows you to perform some transformations of the scanned image. These transformations include automatic adjustment of image size, straightening and rotation.
  - **Image Enhancement**: Allows you to remove various defects of the image and improve its quality.

- **Additional settings**: Allows special processing of scanned images. These transformations include stitching several partial image scans into a single image, processing of scanned books and watermark stamping.

Scanning with TWAIN-enabled software

If you want to scan documents using other software, you will need to use TWAIN-compliant software, such as Adobe Photoshop.

Follow the steps below to scan with TWAIN-compliant software:

1. Make sure that the machine is connected to your computer and powered on.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Open an application, such as Adobe Photoshop.
4. Open the TWAIN window and set the scan options.
5. Scan and save your scanned images.

Macintosh scanning

You can scan documents using **Image Capture** program. Macintosh OS offers **Image Capture** program.

Scanning with network

1. Make sure that the machine is connected to your computer and powered on.
2. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
3. Start **Applications** and click **Image Capture**.
4. For MAC OS X 10.4 ~10.5

   Click **Devices** and click **Browse Devices**.

   For MAC OS X 10.6

   Select your device below **SHARED**. Skip to step 6.
5. For Mac OS X 10.4

   Select your machine in **Twain devices** option. Make sure that **Use TWAIN software** checkbox is checked, and click **Connect**.
   - If a warning message appears, click **Change Port..** to **select port**.
   - If TWAIN UI appears, from the **Preference** tab, click **Change Port..** to **select port**.

     Refer to Scan and Fax Manager for **Change port..** use (see "Setting scan information in Scan and Fax Manager" on page 107).

   For Mac OS X 10.5

   Make sure that **Connected** checkbox is checked beside your machine in **Bonjour Devices**.

   If you want to scan using TWAIN, refer to the Mac OS X10.4 steps above.
6. Set the scan options on this program.
7. Scan and save your scanned image.

   - For more information about using **Image Capture**, refer to the **Image Capture**'s help.
   - Use TWAIN-compliant softwares to apply more scan options.
   - You can also scan using TWAIN-compliant softwares, such as Adobe Photoshop.

- If scanning does not operate in **Image Capture**, update Mac OS to the latest version. **Image Capture** operates properly in Mac OS X 10.4.7 or higher.

Setting scan information in Scan and Fax Manager

To find out about Scan and Fax Manager program information, to check the installed scan driver's condition, to change scan settings. and to add or delete the folders where scanned documents to computer are saved in Scan and Fax Manager program, follow these instructions:

1. From the Smart Panel menu on Status bar, click Scan and Fax Manager.
2. Select the appropriate machine from the Scan and Fax Manager .
3. Press **Properties**.
4. Use **Set Scan Button** to change the file destination or scan settings, to add or delete application programs, and to format files. You can change the scanning machine by using **Change port**. (Local or Network)
5. When done, press **OK**.

Linux scanning

You can scan a document using the Unified Driver Configurator window.

Scanning

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.
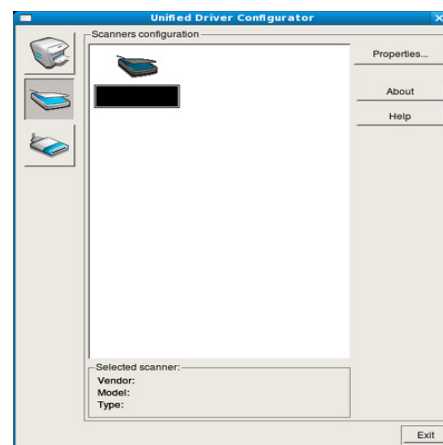
If you use only one machine device and it is connected to the computer and turned on, your scanner appears on the list and is automatically selected.

If you have two or more scanners connected 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. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
6. From the **Scanner Properties** window, click **Preview**.

   The document is scanned and the image preview appears in the

Preview Pane.
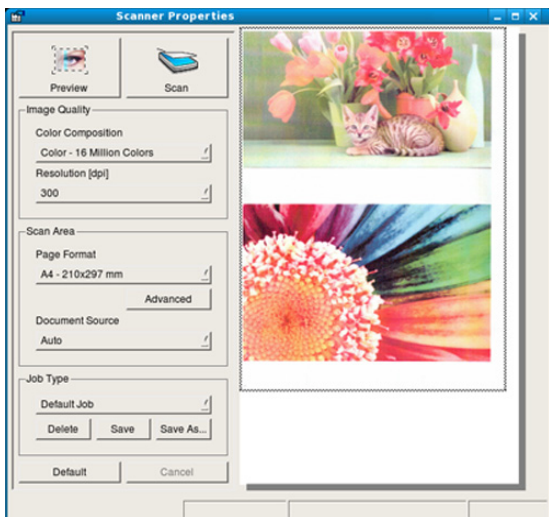
7. Drag the pointer to set the image area to be scanned in the **Preview Pane**.

8. Change the scan options in the **Image Quality** and **Scan Area** sections.
   - **Image Quality:** This option allows you to select the color composition and the scan resolution for the image.
   - **Scan Area:** This option 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 the option from the **Job Type** drop-down list (see "Adding Job Type Settings" on page 108).

   Click **Default** to restore the default setting for the scan options.

9. When you finish, 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**.

10. The scanned image appears.

   If you want to edit the scanned image, use the toolbar (see "Using the Image Manager" on page 108).

11. When you are finished, click **Save** on the toolbar.

12. Select the file directory where you want to save the image and enter the file name.

13. Click **Save**.

Adding Job Type Settings

You can save your scan option settings for later use.

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.
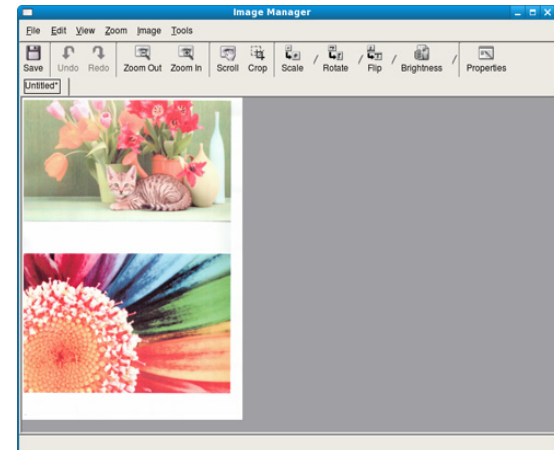
Use the following tools to edit the image:

Tools	Name	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.
	Brightness	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 on screen help.

faxing (optional)

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

This chapter includes:

- Preparing to fax
- Using a fax in your computer
- Understanding the fax screen
- Sending a fax
- Receiving a fax
- Adjusting the document settings

- Forwarding a fax to another destination
- Setting the junk fax
- Printing a fax report
- Using a programs setting
- Saving documents

📝
- You cannot use this machine as a fax through the internet phone line. For more information ask the internet service provider.
- We recommend you to use traditional analog phone services (PSTN: public switched telephone network) when connecting telephone lines to use Fax. If you use other Internet services (DSL, ISDN, VoIP), you can improve the connection quality by using the Micro-filter. The Micro-filter eliminates unnecessary noise signals and improves connection quality or Internet quality. Since the DSL Micro-filter is not provided with the machine, contact your Internet Service provider for use on DSL Micro-filter.
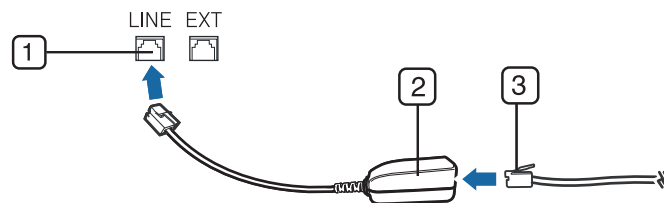
1	**Line port**
2	**Micro filter**
3	**DSL modem / Telephone line**

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 optional fax kit Installation Guide how to make a connection. The method of making a telephone connection varies from one country to another.

Using a fax in your computer

You can send a fax from your computer without going to the machine. Make sure that your machine and the computer are connected to a network.

Sending a fax (Windows)

To send a fax from your computer, the **Samsung Network PC Fax** program must be installed. This program is installed when you install the printer driver.

1. Open the document to be sent.
2. Select **Print** from the **File** menu.
   The **Print** window will be displayed. It may look slightly different depending on your application.
3. Select **Samsung Network PC Fax** from the **Print** window
4. Click **Print** or **OK**.
5. Enter the recipient's fax number and set the options if necessary.

   📝 For more information about **Samsung Network PC Fax**, click **Help**.
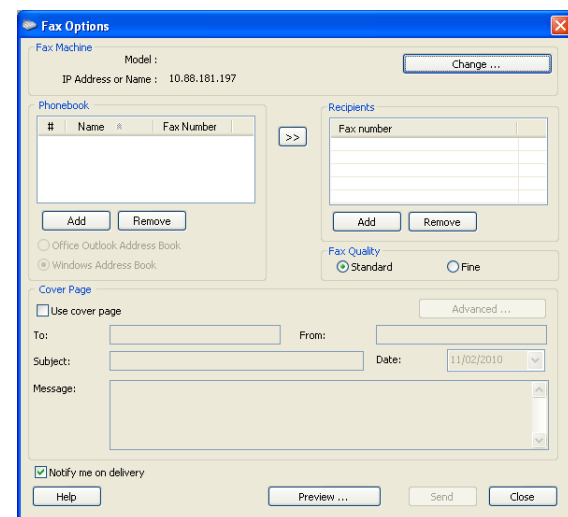
6. Click **Send**.

Checking a sent fax list (Windows)

You can check a sent fax list on your computer.

From the **Start** menu, click **Programs** or **All Programs** > **Samsung Printers** > **Network PC Fax** > **Fax Journal**. Then, the **Fax Journal** appears with the fax list you have sent.
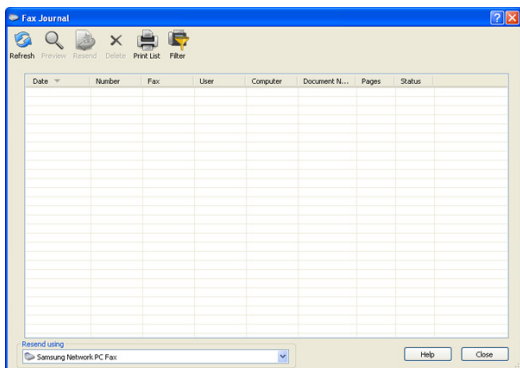
📝 For more information about **Fax Journal**, click **Help**.

Sending a fax (Macintosh)

To send a fax from your computer, the **Fax Utilities** program must be installed. This program is installed when you install the printer driver.

The following steps are based on the Mac OS X 10.5 or 10.6. Depending on the OS version, the following steps will be different.

1. Open the document to be sent.
2. Select **Print** from the **File** menu.

   The **Print** window will be displayed. It may look slightly different depending on your application.
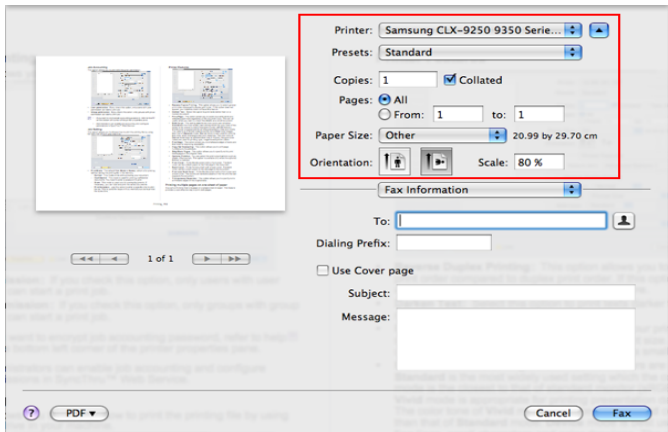
3. Select **Samsung CLX-9252 9352 Series fax** from the drop-down list in **Printer**.
4. Choose the number of copies and pages.
5. Choose your paper size, orientation, and scale.

6. Enter the recipients' fax number into **To**'s input area. You can also use **Addresses** pressing 👤 button, if you have stored frequently used fax numbers.
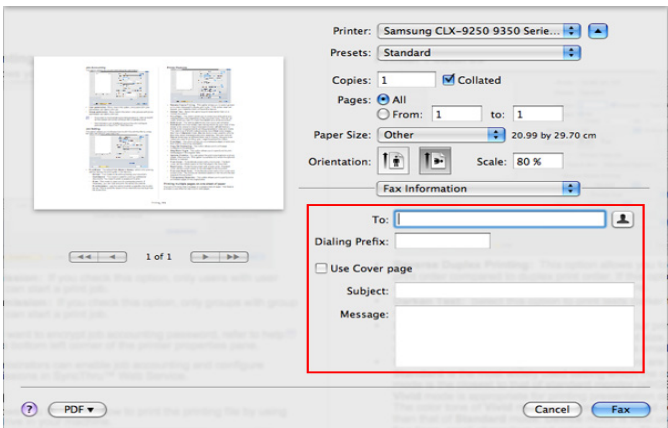
7. If necessary, enter the access code in **Dialing Prefix** input area.
8. If necessary, you can send the fax with cover page, check **Use Cover Page**.

   Enter the subject and message of the fax job.

   📝 You can set more detailed options for cover page option in **Samsung Fax Cover Page**. Select **Samsung Fax Cover Page** from the drop-down list under **Orientation**.

9. Click **Fax**.

10. The Fax Journal icon ( ) appears on your Macintosh dock. Click the icon.

    You can see the status of the fax job. You can also delete, hold, resume, and pause the fax job.
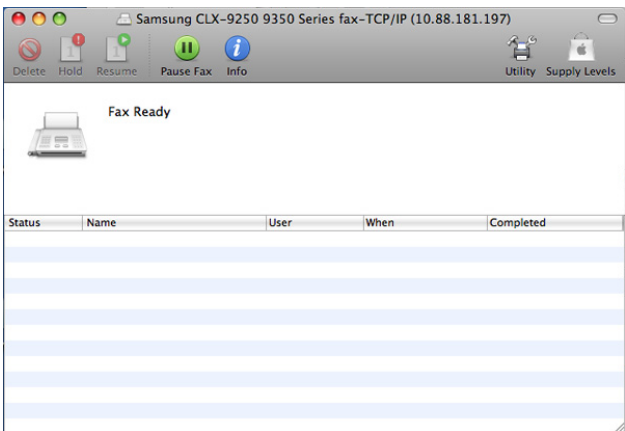
Understanding the fax screen

To use the fax feature, press **Fax** on the display screen.

If you want to use this feature, you need to install the optional fax kit on your machine.

If a different screen is displayed, press (🏠) to go to the home display screen.
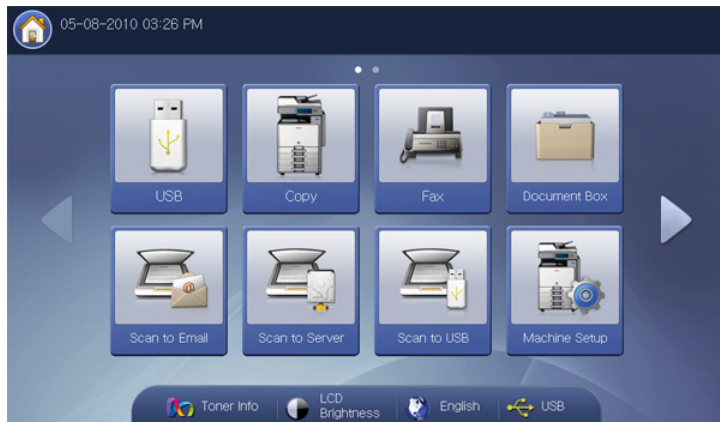
Basic tab
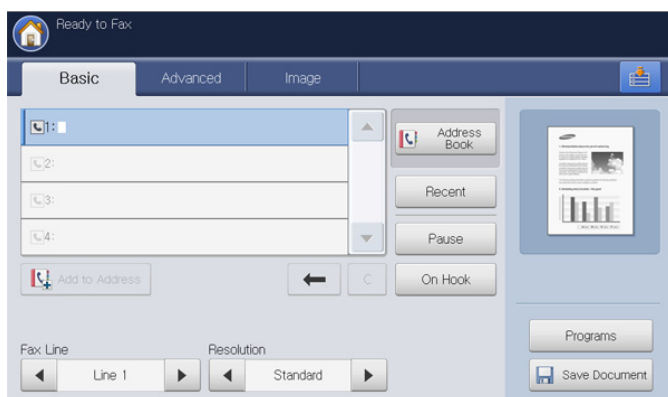
- **Fax number input area:** Enter the recipient's fax number using the numeric keypad on the control panel. If you configured the address book, press **Address Book** (see "Setting up an address book using the control panel" on page 128 or "Setting up an address book using SyncThru™ Web Service" on page 132).
- **Add to Address:** Adds a entered fax number to **Address Book**.

- ⬅ **:** Deletes the last digit entered.

- C **:** Removes all digits of the selected entry.
- **Fax Line:** Select a fax line when your machine has multiple fax lines.
- **Resolution:** Adjusts the resolution options (see "Changing the resolution" on page 120).
- **Address Book:** Inputs the recipient's fax number just by pressing stored numbers. You can save frequently used fax numbers using the control panel or SyncThru™ Web Service (see "Setting up an address book using the control panel" on page 128 or "Setting up an address book using SyncThru™ Web Service" on page 132).
- **Recent:** Shows the last 10 fax numbers dialed. Also, you can choose fax numbers instead of pressing the number key (see "Redialing the last

number" on page 115).
- **Pause:** Inserts a pause into a fax number.
- **On Hook:** When you press this button, you can hear a dial tone. Then enter a fax number. It is similar to making a call using speaker phone (see "Sending a fax manually using On Hook" on page 114).
- **Programs:** Allows you to save the current settings for future use (see "Using a programs setting" on page 125).
- **Save Document:** Saves document on HDD in your machine (see "Saving documents" on page 127).

- 📥 **:** This button allows you to move to **USB**, **Copy**, **Document Box**, etc. Press this button and select the menu you want to move to.

Advanced tab

You can move to next or previous page using up/down arrows at the bottom left.
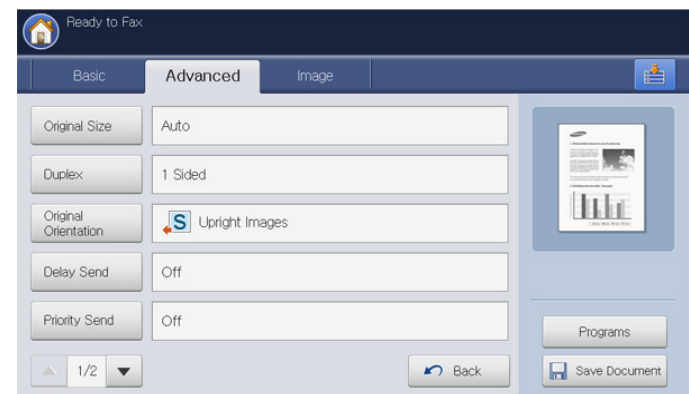
- **Original Size:** Selects the size of the original (see "Selecting the size of originals" on page 119).
- **Duplex:** Selects whether the machine sends faxes one side of the original or both sides of the original (see "Faxing on both sides of originals" on page 119).
- **Original Orientation:** Selects the orientation of the originals (see "Selecting the orientation of originals" on page 120).
- **Delay Send:** Sets the machine to send a fax at a later time without your intervention (see "Delaying a fax transmission" on page 115).
- **Priority Send:** Sends an urgent fax before reserved operations (see "Sending a priority fax" on page 116).
- **Back:** Returns to the **Basic** tab.
- **Back:** Returns to the **Basic** tab.

Image tab
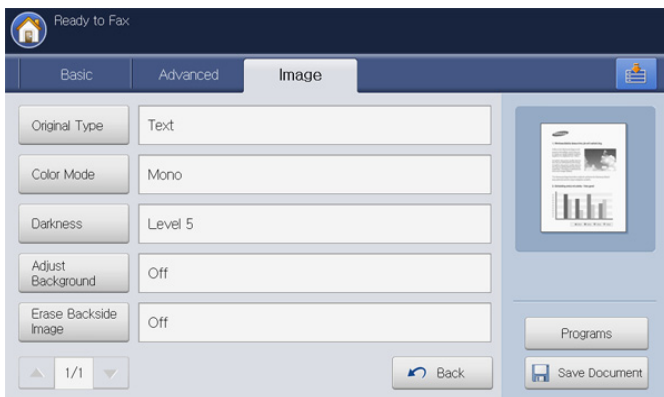
- **Original Type:** Enhances the fax quality based on the type of the original document being scanned (see "Selecting the type of originals" on page 121).
- **Color Mode:** Selects the color mode in which you want to send the fax (see "Selecting the color mode" on page 121).
- **Darkness:** Adjusts the level of lightness or darkness of the fax (see "Changing the darkness" on page 121).
- **Adjust Background:** Reduces dark backgrounds or paper patterns as in newspaper originals (see "Adjusting background" on page 121).
- **Erase Backside Image:** Prevents faxing the original's image shown through on the backside (see "Erasing backside images" on page 122).
- **Back:** Returns to the **Basic** tab.

Sending a fax

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

When you place the originals, you can use either the DADF or the scanner glass. If the originals are placed on both the DADF and the scanner glass, the machine will read the originals on the DADF first, because it 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** > **Application Setting** > **Fax Settings** > **Machine ID & Fax No** from the display screen.
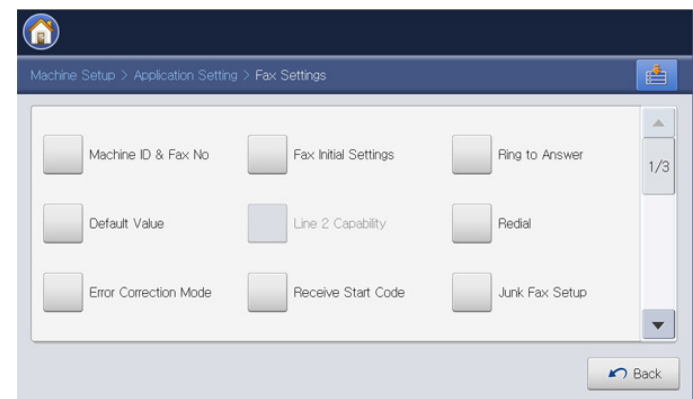
2. Press a fax line if your machine has multiple fax lines.
3. Press the **ID Name** input area. The pop-up keyboard appears.
   Enter your name or the company name (see "Understanding the pop-up keyboard" on page 32). Press **OK**.
4. Press the **Fax Number** input area.
   Enter your fax number using the numeric keypad on the control panel.
5. Press **OK** to save the information.

Sending a fax

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).

   This machine automatically reduces the original document to fit the paper size of the receipient's fax. For example, the origianl document size is A3-sized paper and the paper loaded on receipient's fax is A4-sized paper, the original paper get reduced to be fit to A4-sized paper.

2. Press **Fax** from the display screen.
3. Adjust the document settings in the **Advanced** or **Image** tab (see "Adjusting the document settings" on page 119).
4. Press the **Basic** tab.
5. Select **Resolution** (see "Changing the resolution" on page 120).
6. When the cursor is blinking in the input line, enter the fax number using the numeric keypad on the control panel, or use **Address Book** from the display screen, if you have stored frequently used fax numbers.

   - You can send a fax up to 10 destinations at once.
   - To insert a pause, press **Pause** at the appropriate place while entering the fax number. "-" appears on the display at the corresponding location.

7. Press **Start** on the control panel. The machine starts to scan and send a fax to destinations.

- You can send a fax directly from your computer (see "Using a fax in your computer" on page 110).
- When you want to cancel a fax job, press **Stop** on the control panel before the machine starts transmission. Or press the **Job Status** button on the control panel, and select the job you want to delete, press **Delete** (see "Job Status button" on page 30).
- If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.
- While the machine is sending a fax, you cannot send an email at the same time.

Sending a fax using speed dial numbers

When you are prompted to enter a destination number while sending a fax, enter the speed dial number you set previously (see "Setting up an address book" on page 128).

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Fax** from the display screen.
3. Adjust the document settings in the **Advanced** or **Image** tab (see "Adjusting the document settings" on page 119).
4. Press the **Basic** tab.
5. Select **Resolution** (see "Changing the resolution" on page 120).
6. When the cursor is blinking in the input line:
   - For a one-digit (0-9) speed dial number, press and hold the corresponding digit button using the numeric keypad on the control panel.
   - For a two- or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button using the numeric keypad on the control panel.
7. Press **Start** on the control panel.

   The machine starts to scan and send a fax to the destination.

Sending a fax manually using On Hook

This method is sending a fax using **On Hook** in the **Basic** tab.

- When you use **Delay Send** and **Priority Send** in the **Advanced** tab, you cannot send a fax using **On Hook**.

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Fax** from the display screen.
3. Adjust the document settings in the **Advanced** or **Image** tab (see "Adjusting the document settings" on page 119).
4. Press the **Basic** tab.
5. Select **Resolution** (see "Changing the resolution" on page 120).
6. Press **On Hook** on the display screen.
7. When you hear the dial tone, enter a fax number using the numeric keypad on the control panel.
8. Press **Start** when you hear a high-pitched fax signal from the remote fax machine.

Sending a fax manually using an extension telephone

This method is sending a fax using an extension telephone. Make sure that the extension telephone is connected to the **EXT** socket of the fax kit on the machine.

- While you are talking over the telephone connected to the **EXT** socket, copy and scan features are not available.

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Fax** from the display screen.
3. Adjust the document settings in the **Advanced** or **Image** tab (see "Adjusting the document settings" on page 119).
4. Press the **Basic** tab.
5. Select **Resolution** (see "Changing the resolution" on page 120).
6. Pick up the receiver of the extension telephone.
7. When you hear the dial tone, dial a fax number using the extension telephone.
8. Press **Start** on the control panel when you hear a high-pitched fax signal from the extension telephone.

Resending Automatically

When the line you have dialed is busy or there is no answer when you send a fax, the machine automatically redials the number.

To change the time interval between redials and/or the number of redial attempts, follow the steps below:

1. Press **Machine Setup** > **Application Setting** > **Fax Settings** > **Redial** from the display screen.
2. Press a fax line if your machine has multiple fax lines.
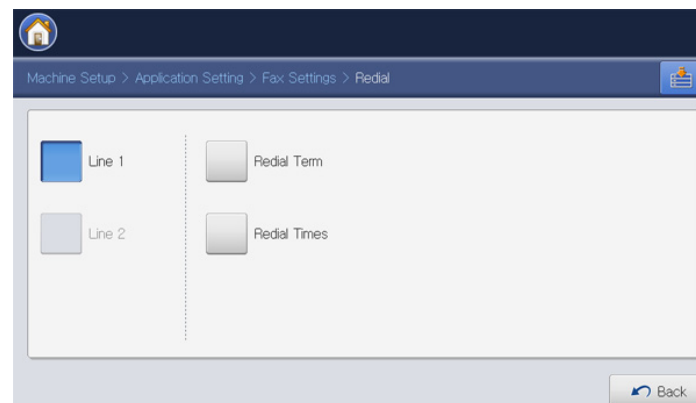
3. Set the **Redial Term [1-15] Min** option using the up/down arrows.
4. Set the **Redial Times [0-13]** option using the up/down arrows.
5. Press **OK** to save the setting.

Redialing the last number

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Fax** from the display screen.
3. Adjust the document settings in the **Advanced** or **Image** tab (see "Adjusting the document settings" on page 119).
4. Press the **Basic** tab.
5. Select **Resolution** (see "Changing the resolution" on page 120).
6. Press **Recent**.
7. Press the fax number you want to redial. Then press **OK**.
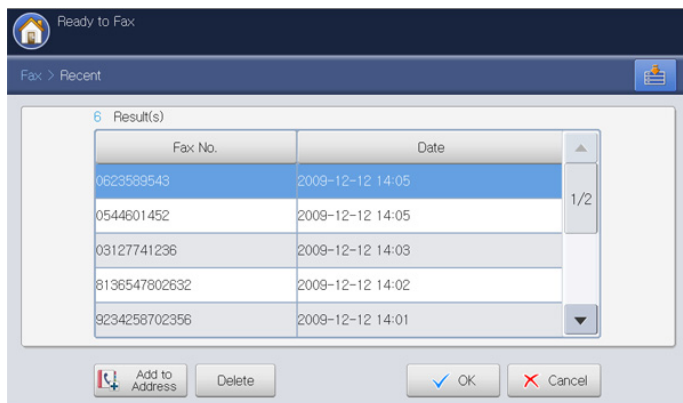
📝
- **Add to Address:** Allows you to add a fax number in the **Recent** results to **Address Book**.
  - **Delete:** Allows you to delete a fax number in the **Recent** results. Press the fax number you want to delete. Then press **Delete**.

8. Press **Start** on the control panel. The machine starts to scan and send a fax to destinations.

Delaying a fax transmission

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

📝
- When you use this option, **Priority Send** in the **Advanced** tab are inactivated.
  - When you use this option, you cannot send a fax using the **On Hook** button on the display screen.

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Fax** from the display screen.
3. Adjust the document settings in the **Advanced** or **Image** tab (see "Adjusting the document settings" on page 119).
4. Press the **Basic** tab.
5. Select **Resolution** (see "Changing the resolution" on page 120).
6. When the cursor is blinking in the input line, enter the fax number using the numeric keypad on the control panel. Or use **Address Book** from the display screen, if you have stored frequently used fax numbers.
7. Press the **Advanced** tab > **Delay Send** > **On**.

8. Press the **Job Name** input area. Then the pop-up keyboard appears. Enter the job name you want. Press **OK**.

   If you do not enter a job name, the machine assigns the job name as '**Fax Job Send**'.
9. Set the delay sending time.

   📝 You can set the delay sending time to be 15 minutes later than the current time. For example, if it is 1:00, then you can set the time starting to be 1:15. If the set time is incorrect, a warning message will appear when the machine resets it to the current time.

10. Press **OK** to save the setting.
11. Press **Start** on the control panel. The machine starts to store the scanned original data into memory.

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

Sending a priority fax

This function is used when a high priority fax needs to be sent ahead of reserved operations. The original is scanned into memory and immediately transmitted when the current operation is finished. 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.

> • When you use this option, **Delay Send** in the **Advanced** tab are inactivated.
> • When you use this option, you cannot send a fax using the **On Hook** button on the display screen.

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Fax** from the display screen.
3. Adjust the document settings in the **Advanced** or **Image** tab (see "Adjusting the document settings" on page 119).
4. Press the **Basic** tab.
5. Select **Resolution** (see "Changing the resolution" on page 120).
6. When the cursor is blinking in the input line, enter the fax number using the numeric keypad on the control panel or use **Address Book** from the display screen, if you have stored frequently used fax numbers.
7. Press the **Advanced** tab > **Priority Send**.
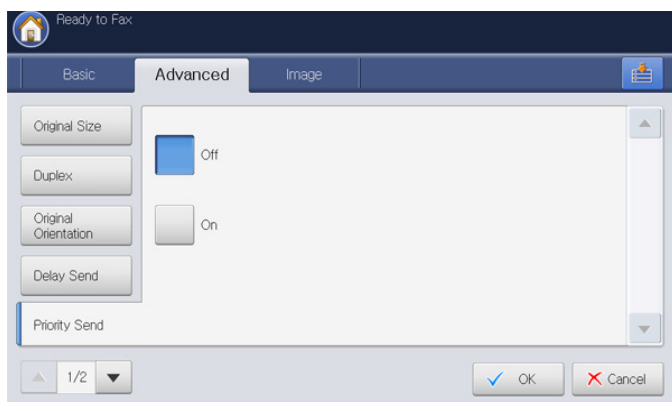
8. Press **On** to activate this feature.
9. Press **OK** from the display screen.
10. Press **Start** on the control panel to start the urgent fax job.

Receiving a fax

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

Changing the receive modes

Your machine is preset to the **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 receive mode to another mode, follow the steps below:

1. Press **Machine Setup** > **Application Setting** > **Fax Settings** > **Fax Initial Settings** from the display screen.
2. Press a fax line if your machine has multiple fax lines.
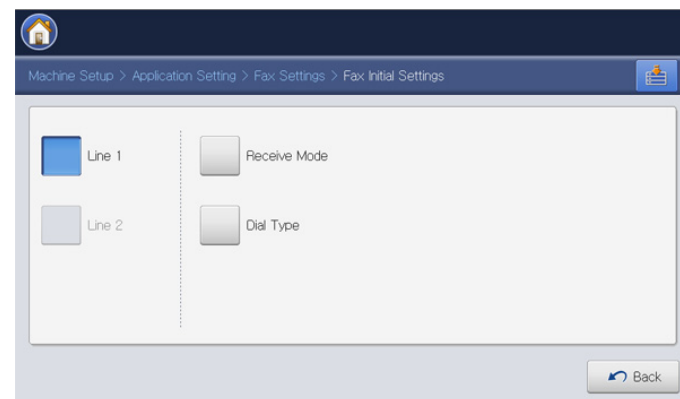
3. Press **Receive Mode**.
4. Press the appropriate option.
   • **Telephone:** Receives a fax by pressing **On Hook** and then **Start**.
   • **Fax:** Answers an incoming fax call and immediately goes into the fax reception mode.
   • **Answering Machine/Fax:** Is for when an answering machine is attached 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** to save the information.

Receiving manually in Telephone mode

You can receive a fax call by pressing **On Hook** 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. For details, refer to the optional fax kit installation guide.

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

- 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 the **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 the **Telephone** mode when the answering machine is connected to your machine, you must switch off the answering machine. otherwise, the outgoing message from the answering machine will interrupt your phone conversation.

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.

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 steps below:

1. Press **Machine Setup** > **Application Setting** > **Fax Settings** > **Recieve Start Code** from the display screen.
2. Press **On** to activate this feature.
3. Enter number 3 using the numeric keypad on the control panel
4. 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** > **Application Setting** > **Fax Settings** > **Secure Receive** from the display screen.

    The **Secure Receive** mode can only be configured by an authorized user who has registered an ID and a password on the machine. When the machine requests, enter the ID and password.

2. Press a fax line if your machine has multiple fax lines.
3. Press **On** to active this feature.

    When the machine receives a fax in this mode, **Print** will be activated. If you want to print the secured faxes, press **Print**. All secured faxes will be printed out.

4. If you want incoming faxes to go into memory always, press **Whole Day**. Otherwise, go to next step.
5. Press **Start Time**, and set the specific start time using the up/down or left/right arrows. Press **OK**.
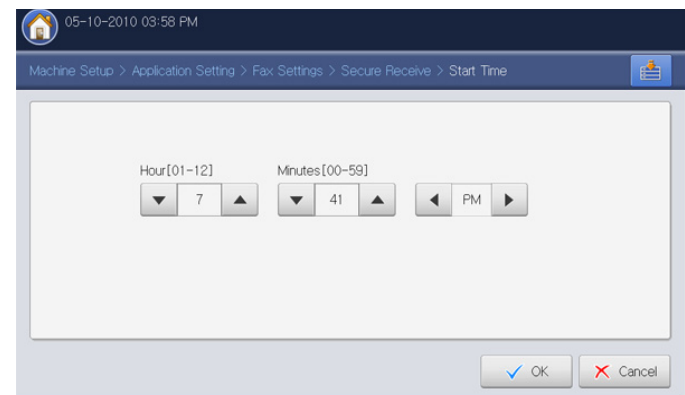
6. Press **End Time**, and set the specific end time using the up/down or left/right arrows. Then press **OK**.
7. Press **OK** from the display screen.

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

Selecting a received fax output tray

This option allows you to specify the tray where the fax will be printed.

1. Press **Machine Setup** > **Application Setting** > **Fax Settings** > **Received Fax Printing** > **Output Tray** from the display screen.
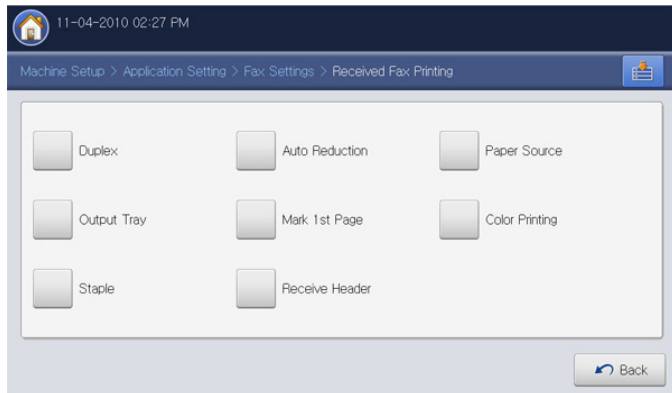
2. Press the appropriate tray.

   - The **Finishing Tray** and **Top Tray** are available only when the optional standard finisher or booklet finisher is installed.
   - When the optional standard finisher or booklet finisher is installed, **Center Tray** is inactivated.

3. Press **OK**.

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** > **Application Setting** > **Fax Settings** > **Received Fax Printing** > **Duplex** from the display screen.
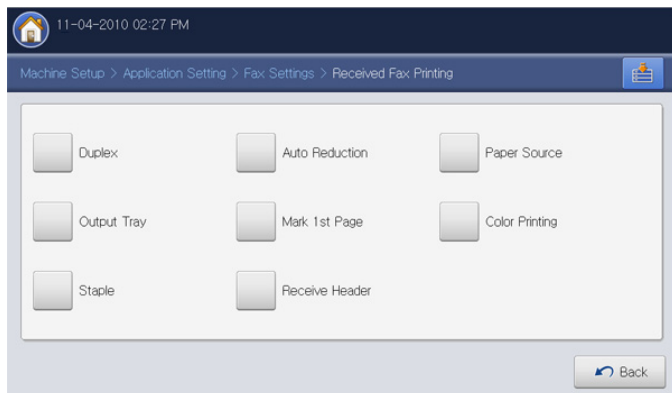
2. Press appropriate option.
   - **Off:** Prints only one side of the paper.
   - **Long Edge:** Prints both sides of the paper; however, the binding will be the long edge.
   - **Short Edge:** Prints both sides of the paper; however, the binding will be the short edge.

3. 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 on. Refer to explanation of this section.

> The document setting herein is for the current job only. If you want to change the default settings on document settings, refer to **Machine Setup** > **Application Setting** > **Fax Settings** > **Default Value**.

Selecting the size of originals

A fax can be sent after specifying the original document size if the original document size cannot be detected automatically or if you wish to specify a certain document size.

1. Press the **Advanced** tab > **Original Size** from the display screen..
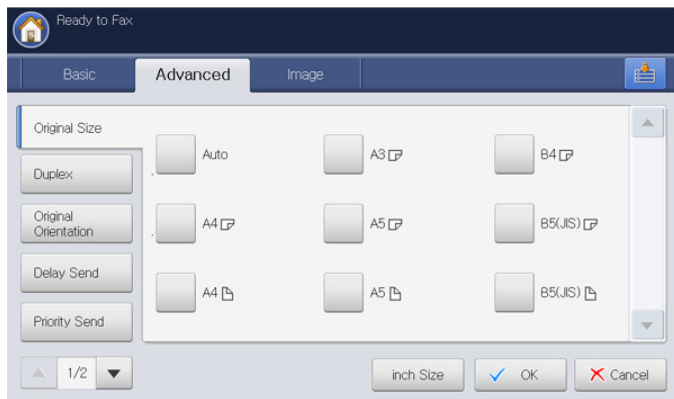
2. Press the appropriate option.

   > You can change the paper list on the display screen pressing **inch Size** or **mm Size**. The paper list is divided into the available A/B size type and letter size type paper in this machine.

   - **Auto:** Automatically detects the size of originals, but this option supports only when originals are Letter, Ledger, Legal, Statement, A3, A4, A5, B4, or JIS B5-sized.
   - **Other preset values:** Allows you to easily select values commonly used.

3. Press **OK** from the display screen.

Faxing on both sides of originals

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.

1. Press the **Advanced** tab > **Duplex**, then set the original orientation.
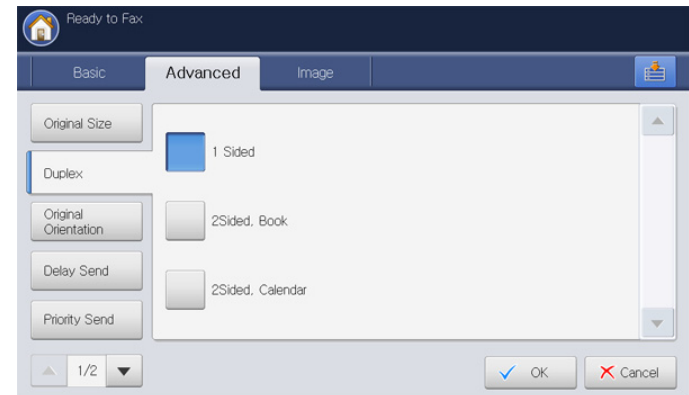
2. Press the appropriate option.
   - **1 Sided:** For originals that are printed on one side only.
   - **2 Sided, Book:** For originals that are printed on both sides.
   - **2 Sided, Calendar:** For originals that are printed on both sides, but the back is rotated 180 degrees.

   > To use **2 Sided, Book** and **2 Sided, Calendar**, load the originals on the DADF. If the machine cannot detect the original on the DADF, it automatically changes the option to **1 Sided**.

3. Press **OK** from the display screen.

Selecting the orientation of originals

When faxing double-sided documents, specify the document orientation. Otherwise the faxes may not be printed in the correct page order or correct front and back page arrangement.

1. Press the **Advanced** tab > **Original Orientation**, then set the original orientation.
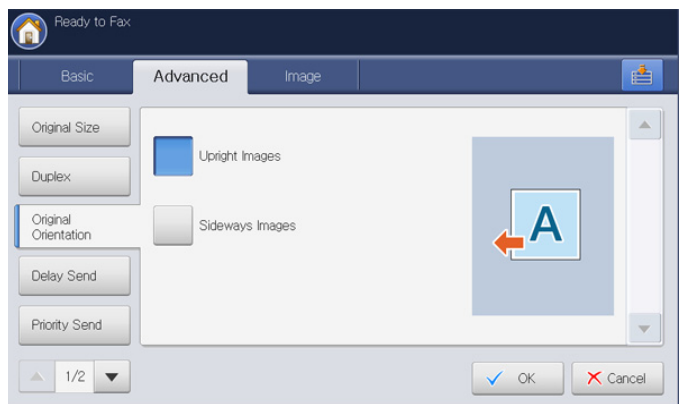
2. Press the appropriate option.

   • **Upright Images:** Select this setting for an original document loaded with the top toward the back of the machine.

Using the DADF	Using the scanner glass	Icon

   • **Sideways Images:** Select this setting for an original document loaded into the DADF with the top of the original document toward the left side of the machine, or an original document placed on the scan glass with the top of the original document toward the right side of the machine.

Using the DADF	Using the scanner glass	Icon

3. Press **OK** from the display screen.

Changing the resolution

The default document settings produce good results when using typical text-based originals. However, if you send originals that are of poor quality, or contain photographs, you can adjust the resolution to produce a higher quality fax.

Press left/right arrow to toggle the values.
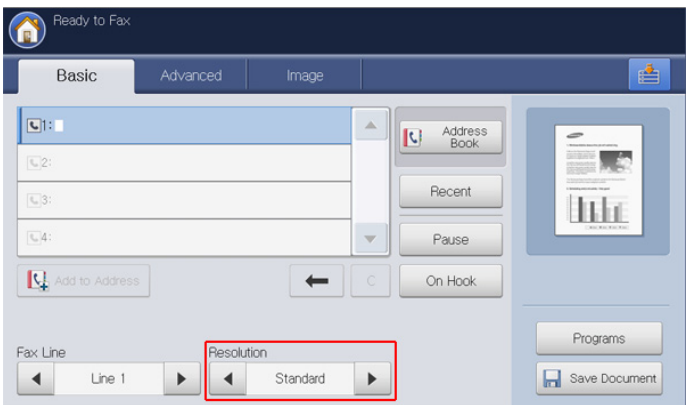
   • **Standard:** Usually recommended for originals with text. This option will reduce the transmission time.

   • **Fine:** Recommended for the originals containing small characters, thin lines, or text that was printed using a dot-matrix machine.

   • **Super Fine:** Recommended for originals containing with fine detail. This option is enabled only if the receiving machine also supports a **Super Fine** resolution.

   • **Ultra Fine:** Recommended for originals containing with extremely fine detail. This option is enabled only if the receiving machine also supports a **Ultra Fine** resolution.

   When your machine is set to the **Super Fine** or **Ultra Fine** resolution and the fax machine with which you are communicating does not support the **Super Fine** or **Ultra Fine** resolution, the machine transmits using the highest resolution mode supported by the other fax machine.

Selecting the type of originals

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

1. Press the **Image** tab > **Original Type** from the display screen.
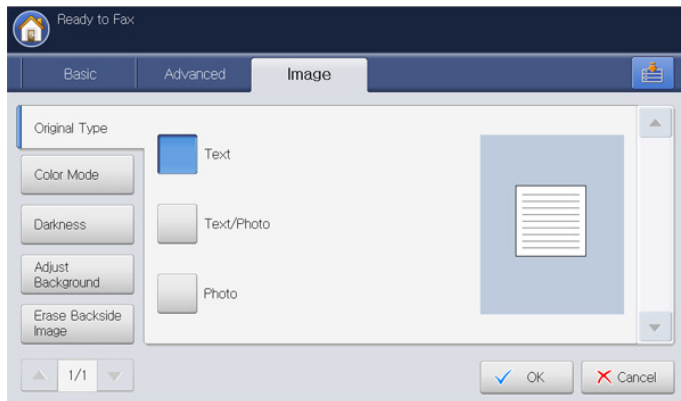
2. Press the appropriate option.
- **Text:** For originals with text or line art.
- **Text/Photo:** For originals with both text and photographs together.
- **Photo:** For originals that are continuous tone photograph.

3. Press **OK** from the display screen.

Selecting the color mode

You can transmit a fax in color using this feature.

1. Press the **Image** tab > **Color Mode** from the display screen.
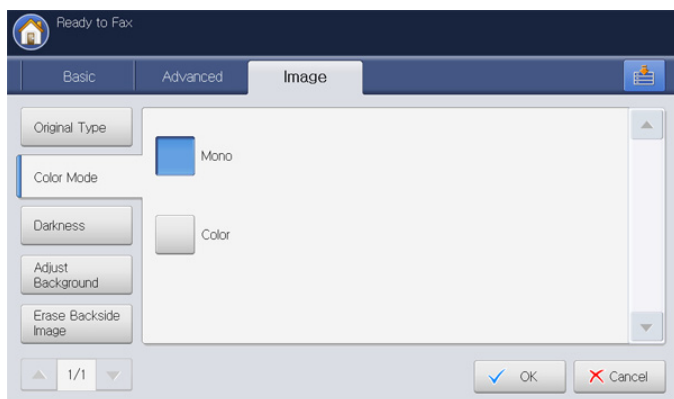
2. Press the appropriate option.
- **Mono:** Transmits a fax in black and white.
- **Color:** Transmits a fax in color.

3. Press **OK** from the display screen.

Changing the darkness

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

1. Press the **Image** tab > **Darkness** from the display screen.
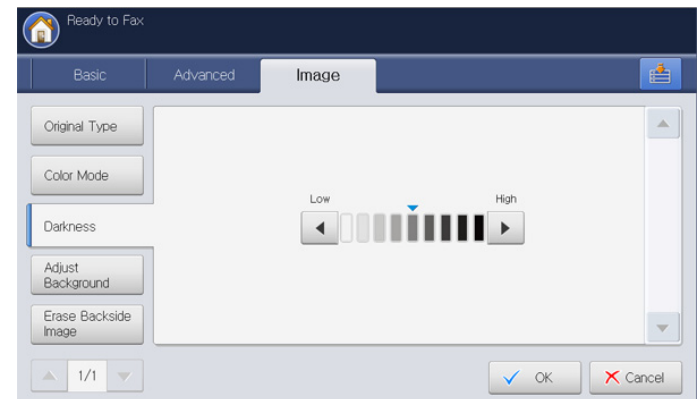
2. Press left/right arrow to change the level of light and dark.

3. Press **OK** from the display screen.

Adjusting background

You can lighten, reduce, or delete the dark backgrounds from scanned colored paper or newspaper originals. If an original background is colored, the background of the transmission data becomes black when it is scanned. In that case, the original document can be sent after adjusting the background color of the transmission data.

1. Press the **Image** tab > **Adjust Background**.
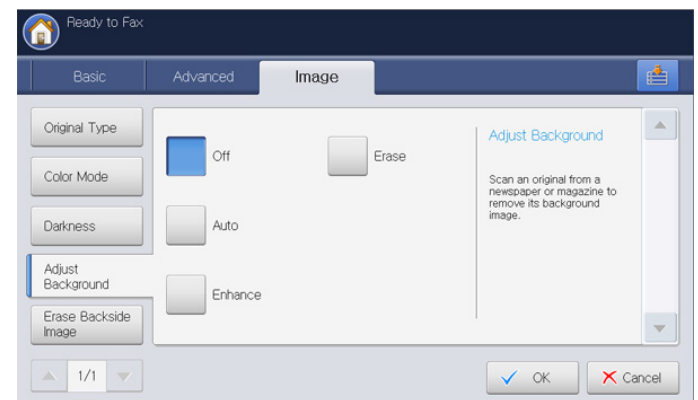
2. Press the appropriate option.
- **Off:** Disables this feature.
- **Auto:** Optimizes the background.
- **Enhance:** The higher the number is, the more vivid the background is.
- **Erase:** The higher the number is, the lighter the background is.

3. Press **OK**.

When you use this option, **Erase Backside Image** in the **Image** tab is inactivated.

Erasing backside images

This feature prevents faxing the original's image being shown through on the backside.

1. Press the **Image** tab > **Erase Backside Image** from the display screen.
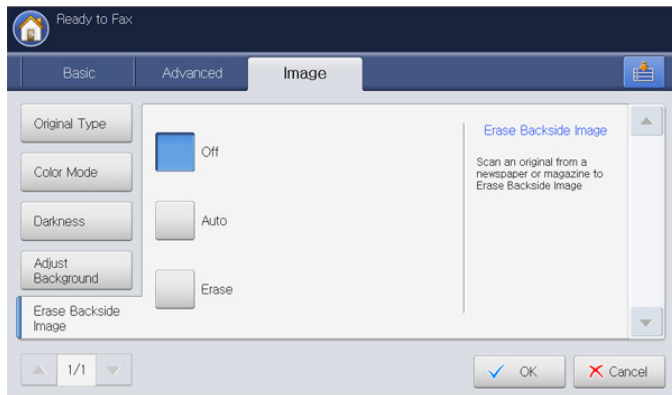
2. Press the appropriate option.
   - **Off:** Disables this feature.
   - **Auto:** Optimizes the backside.
   - **Erase:** The higher the number is, the lighter the backside image is.
3. Press **OK** from the display screen.

When you use this option, **Adjust Background** in the **Image** tab is inactivated.

Forwarding a fax to another destination

You can set your machine to forward a sent or received fax to other destinations via fax, email, SMB, FTP, etc. If you are out of office but have to receive the fax, this feature may be useful.

Understanding the Fax Forward Settings options

Press **Machine Setup** > **Application Setting** > **Fax Settings** > **Fax Forward Settings** from the display screen.

> The **Fax Forward Settings** option can only be configured by an authorized user who has registered an ID and a password on the machine. When the machine requests, enter the ID and password.

- **Settings:** Enter the sender's emil address, title of email and message of email. Unless you change the settings, fax is forwarded with the information via email.
- **Select All:** Selects all fax forward settings for deleting all.
- **New:** Creats a new fax forward setting (see "Setting the fax forwarding" on page 123).
- **Detail:** Displays detailed information of a selected fax forward setting. You can edit the setting pressing **Edit**. You can also delete the setting pressing **Delete**.
- **Edit :** Edits a selected fax forward setting. You can change the settings you have set.
- **Delete:** Removes a selected fax forward setting.

Setting the fax forwarding

1. Press **Machine Setup** > **Application Setting** > **Fax Settings** > **Fax Forward Settings** from the display screen.

2. Press **New**.

3. Set the appropriate options.
   - **Forward Type:** Select a fax type using the left/right arrows.
   - **Line 1 or Line 2:** When both fax kit and fax multiline kit are installed on the machine, select a fax line you want using the left/right arrows. The fax which is sent or received via selected line is forwarded to designated destinations.
   - **Address Type:** Select an address type which will be used for forwading the fax.
   - **Address :** Enter or select the receipient's address.
     - **Fax and Email:** You can enter the address directly pressing the **Address** input area. When the pop-up keyboard appears, enter the address and press **OK**. You can also enter the address easily using **Address Book**.
     - **SMB, FTP, WebDAV and Box:** You can enter the address using **Direct input** or **Address Book**.

       > **Address Book** is inactvated when you select **Box**.

   - **Document Name:** Enter the document pressing the **Document Name** input area. When the pop-up keyboard appears, enter the document name and press **OK**.

     > **Document Name** is inactvated when you select **Fax**.

   - **File Format:** Select a file format which the forwading fax will be saved as using the left/right arrows.

     > The type of **File Format** you can select is different depending on **Address Type**.

   - **Forward & Print:** This option allows to print the forwarded fax after forwarding. If you want to use this option, press the **Forward & Print** button.
4. Press **OK** from the display screen.

Setting the junk fax

This machine does not accept faxes sent from remote stations if their numbers are stored in the memory as spam or junk fax numbers. You can enter up to 10 junk fax numbers.

1. Press **Machine Setup** > **Application Setting** > **Fax Settings** > **Junk Fax Setup** from the display screen.
2. Press **On** to activate this feature.

3. Press **Junk Fax Number List**. The **Junk Fax Number List** window appears.
4. Press **Add**. The **Add** window appears.

5. Enter the junk fax number using the numeric keypad on the control panel and press **OK**.

> 🖉
> - If you set **On** in **Caller ID**, you can select a junk fax number directly from the **Caller ID List** window. Press **Caller ID**. The **Caller ID List** window appears.
> - The **Caller ID** shows the information of the callers who have called your machine.
> - The **Caller ID** may not support depending on your country or telephone service provider. For detailed information, contact your telephone service provider.

Printing a fax report

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

> 🖉 If a report contains characters or fonts that the machine do not support, **Unknown** could be printed instead of the characters/fonts in the report.

1. Press **Machine Setup** > **Report** > **Fax Reports** > **Settings** from the display screen.
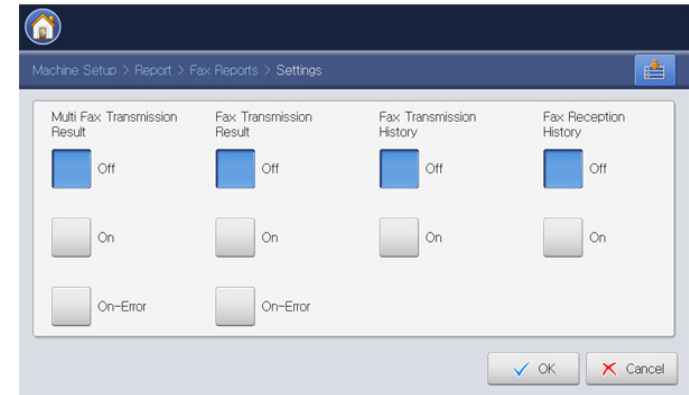
2. Press the appropriate option.
- **Multi Fax Transmission Result:** Prints a confirmation report when you send a fax to multiple locations.
  - **Off:** Disables this feature.
  - **On:** Activates this feature.
  - **On-Error:** Prints a report only when a transmission fails.
- **Fax Transmission Result:** Prints a confirmation report showing whether a transmission was successful, how many pages were sent, and other information.
  - **Off:** Disables this feature.
  - **On:** Activates this feature.
  - **On-Error:** Prints a report only when a transmission fails.
- **Fax Transmission History:** Prints a confirmation report whether a transmission was successful, how many pages were sent, and other information.
  - **Off:** Disables this feature.
  - **On:** Activates this feature.
- **Fax Reception History:** Prints a confirmation report whether a reception was successful, how many pages were received, and other information.
  - **Off:** Disables this feature.
  - **On:** Activates this feature.

3. Press **OK** from the display screen.

Using a programs setting

This option allows you to save the current settings for future use. You can also use the previous settings from the previous jobs.

Saving Programs

1. Press **Fax** from the display screen.
2. Adjust the document settings in the **Advanced** or **Image** tab (see "Adjusting the document settings" on page 119).
3. Press the **Basic** tab.
4. Select **Resolution** (see "Changing the resolution" on page 120).
5. Press **Programs**.
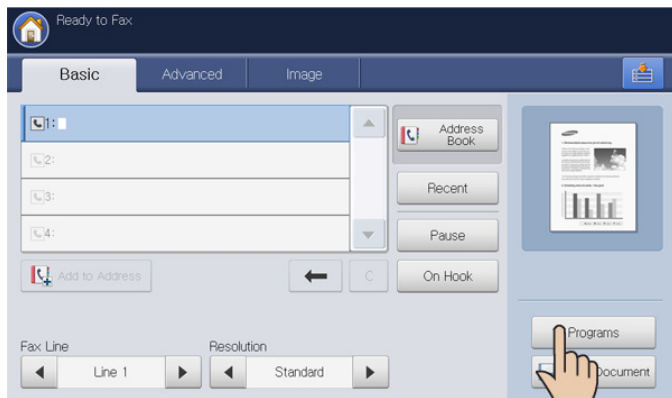
6. Press **Program Name** input area. The pop-up keyboard appears.

Enter the program name you want. Then press **OK**.

> You can see the values of set **Programs** by scrolling up or down and check the values using the up/down arrows.

7. Press **Save**. When the confirmation window appears, the settings you set are saved. Click **Go to List** or **Close**.

Using Programs

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Fax** from the display screen.
3. When the cursor is blinking in the input line, enter the fax number using the numeric keypad on the control panel, or use **Address Book** from the display screen, if you have stored frequently used fax numbers.
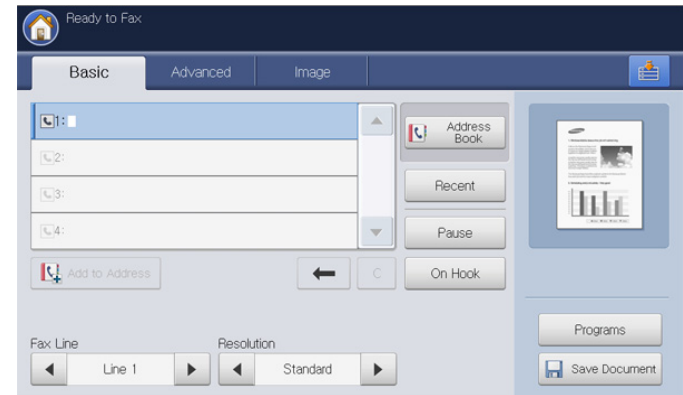
4. Press **Programs** > **List**.
5. Press a program name on the list that you want to use.
6. Press **OK**.
7. Press **Yes** when the confirmation window appears.

   The machine is now set to fax according to the selected setting.
8. Press **Start** on the control panel. The machine starts scanning and sending a fax to destinations.

> • When you want to cancel a fax job, press **Stop** on the control panel before the machine start transmission or press the **Job Status** button on the control panel, and select the job you want to delete, press **Delete**.
> • If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.
> • While the machine is sending a fax, you cannot send an email at the same time.

Managing Programs

1. Press **Fax** from the display screen.
2. Press **Programs** > **List**.
3. Press the appropriate option.
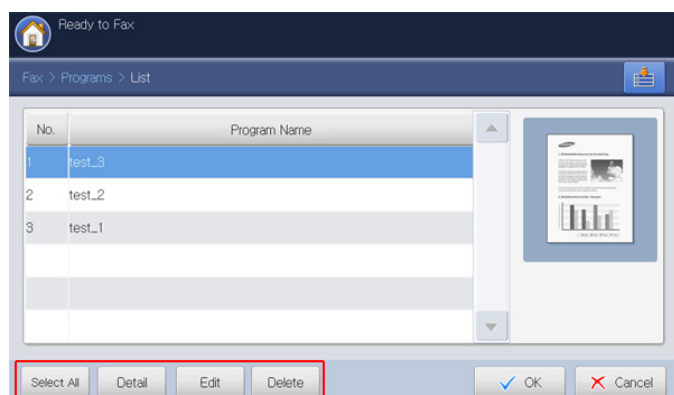
   - **Select All:** Selects all programs.
   - **Detail:** Displays detailed information of selected program.
   - **Edit:** Changes a name of selected program.
   - **Delete:** Removes the selected programs.
4. Press **Cancle** for return to the **Basic** tab.

Using previous settings

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Fax** from the display screen.
3. When the cursor is blinking in the input line, enter the fax number using the numeric keypad on the control panel, or use **Address Book** from the display screen if you have stored frequently used fax numbers.
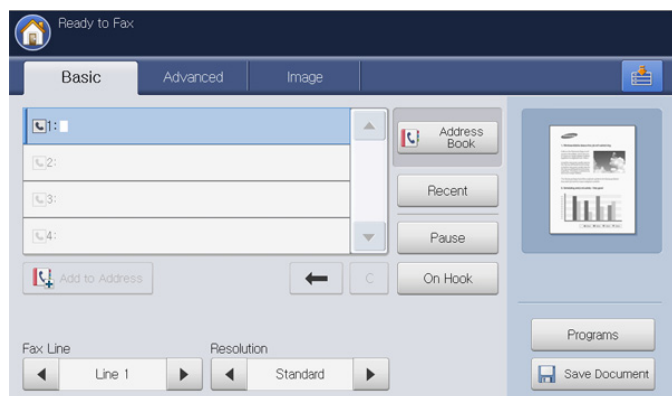
4. Press **Programs**.
5. Press a previous setting you want to use.

   For example, if you want to use the settings from the last job, press

Previous1.
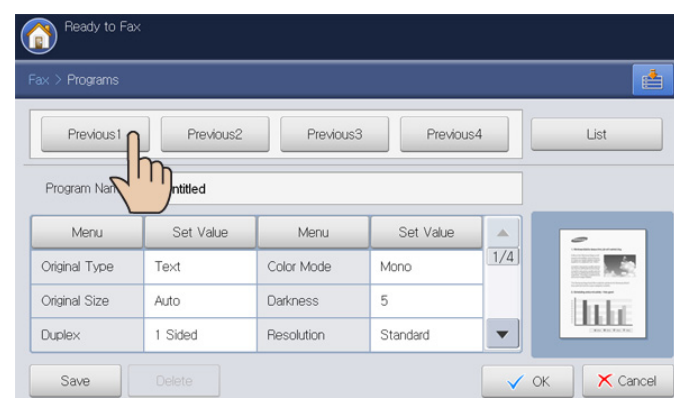
6. Press **OK**.
7. Press **Yes** when the confirmation window appears.

   The machine is now set to fax according to the setting you selected.
8. Press **Start** on the control panel. The machine starts to scan and send a fax to destinations.

   - When you want to cancel a fax job, press **Stop** on the control panel before the machine start transmission. Or press the **Job Status** button on the control panel, and select the job you want to delete, press **Delete** (see "Job Status button" on page 30).
   - If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.
   - While the machine is sending a fax, you cannot send an email at the same time.

Saving documents

You can save the scanned originals to **Document Box** (the machine's HDD) in your machine. The documents saved in **Document Box** can be printed if necessary.

> • For details about how to use the **Document Box**, refer to the **Document Box** chapter (see "Document box" on page 167).
> • If important data is stored in the **Document Box**, we recommend you to backup the data regulary. Samsung disclaims all responsibility for damage or loss of data caused by misuse or failure of the machine.

1. Place the originals face up in the DADF or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Fax** from the display screen.
3. Adjust the document settings in the **Advanced** or **Image** tab (see "Adjusting the document settings" on page 119).
4. Press the **Basic** tab.
5. Select **Resolution** (see "Changing the resolution" on page 120).
6. When the cursor is blinking in the input line, enter the fax number using the numeric keypad on the control panel, or use **Address Book** from the display screen, if you have stored frequently used fax numbers.
7. Press **Save Document**.
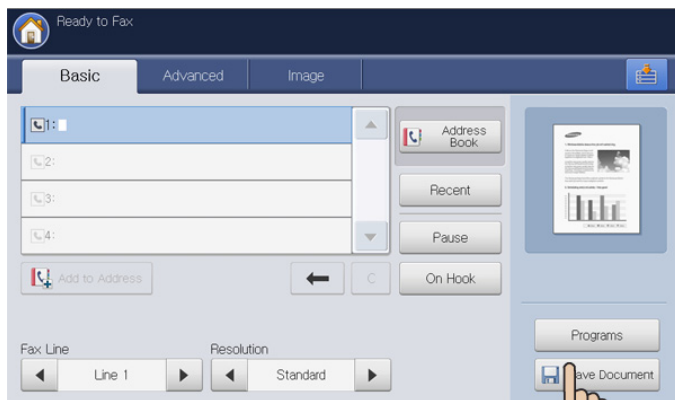
8. Press **Fax & Store** or **Store only**.
   • **Off:** Disables this option.
   • **Fax & Store:** Faxes and stores scanned originals.
   • **Store Only:** Stores scanned originals only.
9. Press **File Name** input area. The pop-up keyboard appears.
   Enter the file name you want. Press **OK**.
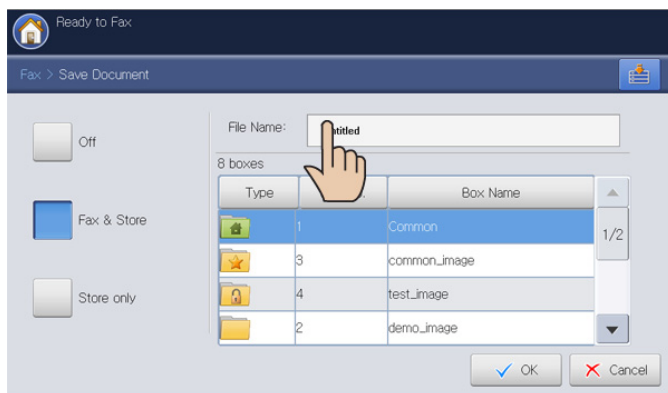
10. Select a destination box and press **OK**.
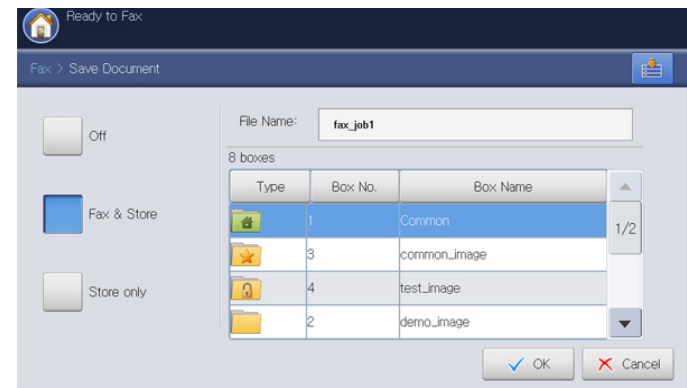
11. Press **Start** from the control panel to begin scanning and sending a fax and storing, or storing only.

   If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

> • When you want to cancel a fax job, press **Stop** on the control panel before the machine start transmission or press the **Job Status** button on the control panel, and select the job you want to delete. Press **Delete** (see "Job Status button" on page 30).
> • While the machine is sending a fax, you cannot send an email at the same time.

setting up an address book

This guide gives you guidelines for the address book.

This chapter includes:

- Setting up an address book using the control panel

- Setting up an address book using SyncThru™ Web Service

Setting up an address book using the control panel
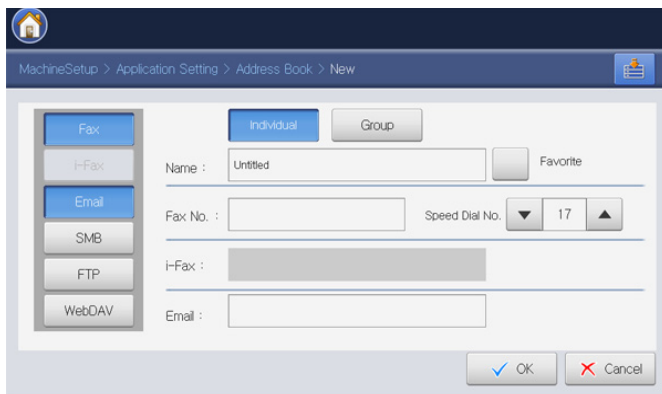
You can save frequently used fax numbers, e-mail addresses, SMB server addresses, FTP server addresses and WebDAV server addresses in your machine.

- **Individual:** Stores up to 500 recipients' information.
- **Group:** Makes groups when you frequently send the same document to several destinations. You can register up to 500 recipients in a group. Entries stored here will be available for selection within the sending list on the **Basic** tab of **Fax**, **Scan to Email** or **Scan to Server**. Sending **Group** can be also setup comprising of many Individual entries.

> ✐ You cannot register a group as you register an individual in a group.

Storing Individual address (Fax, E-Mail)

1. Press **Machine Setup** > **Application Setting** > **Address Book** > **New** > **Fax**, **E-Mail** > **Individual** are automatically choosed.

2. Press the **Name** input area. Then enter the name of the recipient using the pop-up keyboard. Press **OK**.

   > ✐ Check **Favorite** for addresses you often use. You can easily find them from the search results.

3. Press the **Fax No.** input area and enter the fax number using the numeric keypad on the control panel. You have to use only the numbers, with the area code if necessary.

   > ✐ Inserting a pause: with some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while entering fax number.

4. **Speed Dial No.** is automatically filled with the first free number.

   > ✐ **Speed Dial No.** is the number representing a recipient's information, you can use the numeric keypad on the control panel.

5. Press the **E-mail** input area. Then enter the e-mail address of the recipient using the pop-up keyboard. Then press **OK**.

6. Press **OK** to save the information.

Storing Individual address (SMB, FTP, WebDAV)

1. Press **Machine Setup** > **Application Setting** > **Address Book** > **New** > **SMB**, **FTP** or **WebDAV** > **Individual** from the display screen.

2. Press the **Name** input area. Then enter the name of the recipient using the pop-up keyboard. Press **OK**.

   > ✐ Check **Favorite** for addresses you often use. You can easily find them from the search results.

3. Press **IP** or **Host**, and press the **IP Address/Host Name** input area. Then enter the server address in dotted decimal notation or a host name using the pop-up keyboard. Press **OK**.

4. Press the **Port No** input area. Then enter the server port number using the pop-up keyboard. Press **OK**.

5. Press the **User Name** input area. Then enter the user name using the pop-up keyboard. Press **OK**.

   > ✐ - In case of **SMB** or **FTP**, if you want the server to permit access for unauthorized person. Press the **Anonymous** box. This box is unchecked by default. If you checked the **Anonymous** box, go to step 7.
   > - In case of **WEBDAV**, you can send the files in encryption pressing **SSL**. If the machine and receiving **WebDAV** server of the **SSL (Secure Sockets Layer)** option are different, the transfer could be failed. Also, if the receiving **WebDAV** server can receive only the encrypted file, you need to press the **SSL** button.

6. Press the **User Password** input area. Then enter the password using the pop-up keyboard. Press **OK**.

7. Press the **User Domain** input area. Then enter the domain name using the pop-up keyboard. Press **OK**.

> (Note) • In case of **WebDav**, **User Domain** does not appear.
> • If the SMB server you entered is not registered any domain, leave it blank or enter the computer name of the SMB server.

8. Press the **Path** input area. Then enter the name of file folder where the sent files are to be stored using the pop-up keyboard. Then press **OK**.

   Example: **/FileFolder/**

9. Select the **File Policy** option you want using the left/right arrows. If the server has the same named file already, the file will get processed by following the file policy you selected.
   - **Change Name:** The sent file is saved as a different file name that is automatically programmed.
   - **Cancel:** Does not save the sent file.
   - **Overwrite:** The sent file overwrite the existing file.

10. Press the **File Name** input area. Enter the name of the sent file using the pop-up keyboard. Press **OK**.

11. Select the **Folder Creation** option you want using the left/right arrows.
    - **Use Login Name:** If you select **On** in this option, the machine creates a sub-folder in the file folder you selected. The sub-folder is named using the user name which is you entered in step 5.

      > (Note) If the file folder has a sub-folder with the same name already, the machine does not create a sub-folder.

    - **Folder Creation Cycle:** You can set the cycle of sub-folder creation. The machine create a sub-folder according to this option set.

      > (Note) If the file folder has a sub-folder with the same name already, the machine does not create a sub-folder.

      - **Every Day:** A sub-folder is created every day. The sub-folder name format is YYYY-MM-DD (e.g. 2010-01-01).
      - **Every Month:** A sub-folder is created every month. The sub-folder name format is YYYY-MM (e.g. 2010-01).
      - **Every Year:** A sub-folder is created every year. The sub-folder name format is YYYY (e.g. 2010).

    - **Create Folder For Multiple Files:** If you select **On** in this option and scanned multiple files, the machine creates a sub-folder in the file folder you selected, and the sent files will be stored in the sub-folder.

      > (Note) If all folder creation options are enabled at same time, the sent file(s) will be stored as below.
      > • When single scanned file is sent:
      > **\\folder\user name\2010-01-01\DOC.jpg**
      > • When multiple scanned files are sent:
      > **\\folder\user name\2010-01-01\DOCJPEG\DOC000.jpg**
      > **\\folder\user name\2010-01-01\DOCJPEG\DOC001.jpg**
      > **\\folder\user name\2010-01-01\DOCJPEG\DOC002.jpg**

12. Press **OK** to save the information.

Editing Individual address

1. Press **Machine Setup** > **Application Setting** > **Address Book** from the display screen.

2. Press the name of individual you want to edit. Press **Edit**.
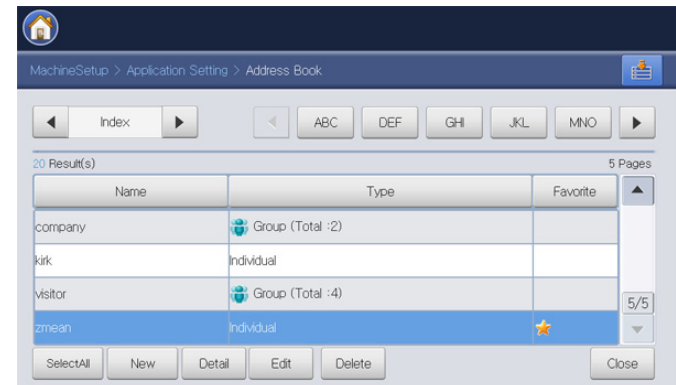
   > (Note) If you want to delete an individual address, press **Delete**.

3. Press the input area you want to change. Then change the contents using the pop-up keyboard, or numeric keypad on the control panel. If you use the pop-up keyboard, press **OK** after changing the contents.

4. Press **OK** to save the information.

Storing Group address

1. Press **Machine Setup** > **Application Setting** > **Address Book** > **New** > **Group** from the display screen.
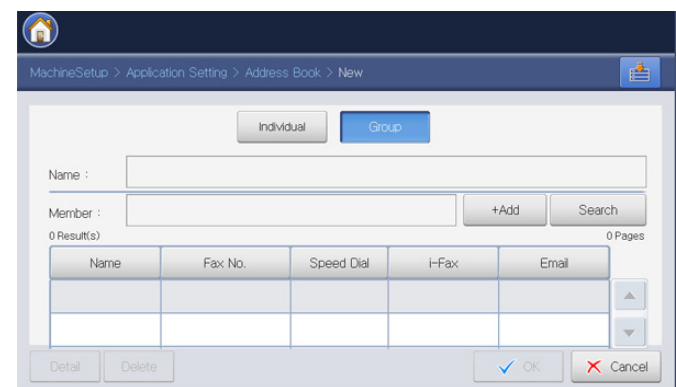
2. Press the **Name** input area. Then enter the group name using the pop-up keyboard. Then press **OK**.

3. Press the **Member** input area. Then enter the name of individual you want to include in the group using the pop-up keyboard. Then press **OK**.

   > (Note) If you are not sure of the name, you can use the **Search** button. Enter the first few letters or just press **Search**. The machine shows the individual list. Press the name you want and then press **OK**. Go to step 5.

4. Press **+Add**, then the name of individual is saved.

5. Press **OK** to save the information.

Editing Group address

1. Press **Machine Setup** > **Application Setting** > **Address Book** from the display screen.

2. Press the name of group you want to edit. Then press **Edit**.
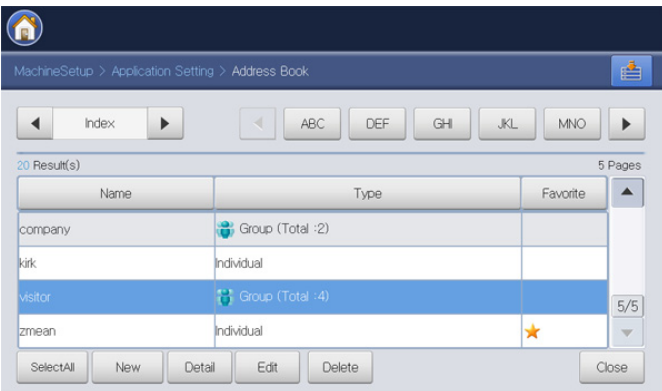
> If you want to delete a group address, press **Delete**.

3. Press the **Group Name** input area. Change the group name using the pop-up keyboard. Press **OK**.
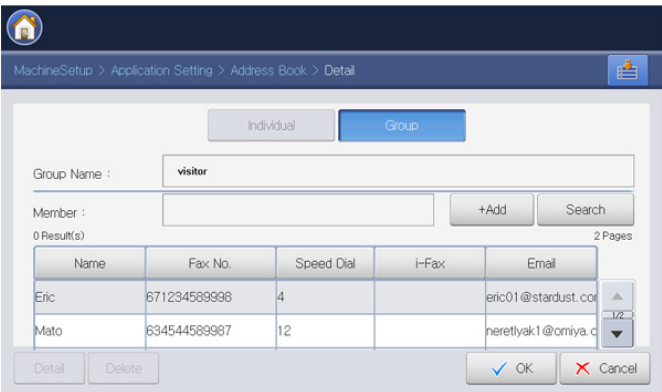
4. Press the **Member** input area. Enter the name of individual you want to include in the group using the pop-up keyboard. Then press **OK**.

> If you are not sure of the name, you can use the **Search** button. Enter the first few letters or just press **Search**. The machine shows the individual list. Press the name you want and then press **OK**. Go to step 7.

5. Press **+Add**, then the name of individual is saved.

6. Press the name of individual you want to delete. Press **Delete**. The name of the individual will be deleted from the group.

7. Press **OK** to save the information.

Searching Address Book for an entry

You can search the addresses that are currently stored in the address book.

1. Press **Machine Setup** > **Application Setting** > **Address Book** from the display screen.

You can find addresses in a specific category such as **Index**, **Individual**, **Group**, **Favorite**, **Email**, **Fax**, etc .
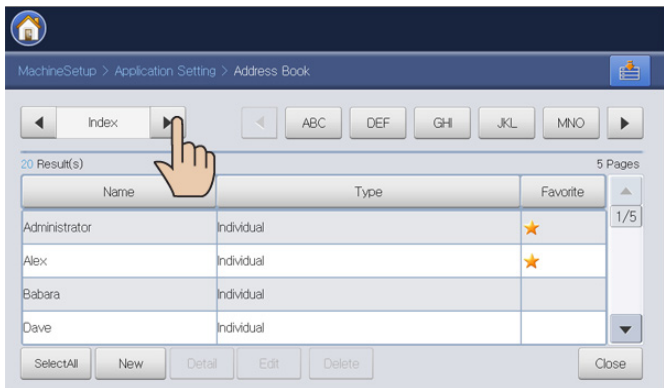
> When you select **Index**, you can find the addresses which classified with first letter of the all registered addresses by pressing the specific alphabet category. For example, if you press **ABC**, you can see the addresses with the first letter of A, B and C.

2. Select the specific category you want using the left/right arrows .

For example, you want to find the **Group** address, press the left/right arrows until **Group** appears. You can see the **Group** list only.
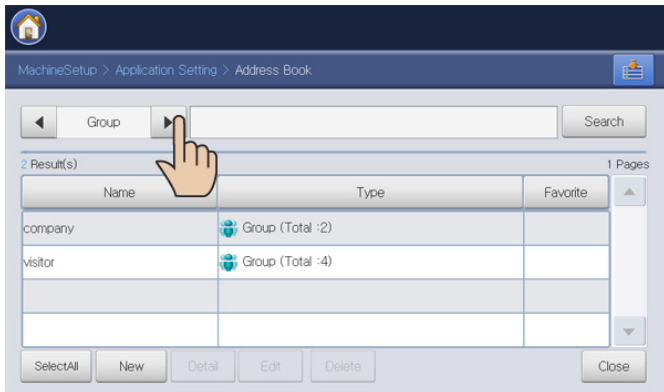
3. Press the **Search** input area, and enter the name using the pop-up keyboard. Press **OK**.

> If you are not sure of the name, you can enter the first few letters.

4. Press **Search**, display screen displays the search results.

Deleting an entry in an Address Book

You can delete the selected address which currently stored in address book.

1. Press **Machine Setup** > **Application Setting** > **Address Book** from the display screen.
2. Press the address you want to delete. Press **Delete**.
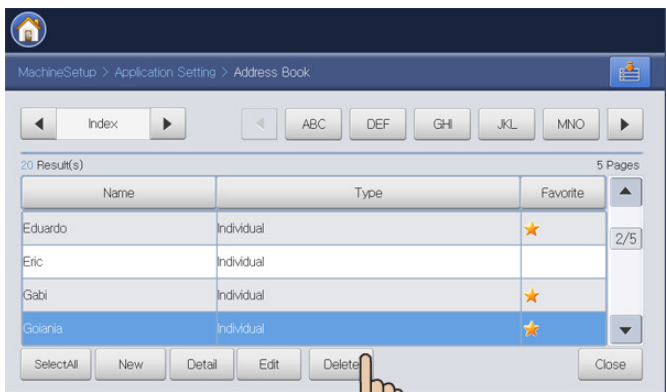
3. Press **OK** when the confirmation window appears.
    The selected address will be deleted from the list.

Checking Address Book for an entry

You can see an individual or group address information.

1. Press **Machine Setup** > **Application Setting** > **Address Book** from the display screen.
2. Press the address you want to see. Press **Detail**.
    The display screen shows all information of the address.
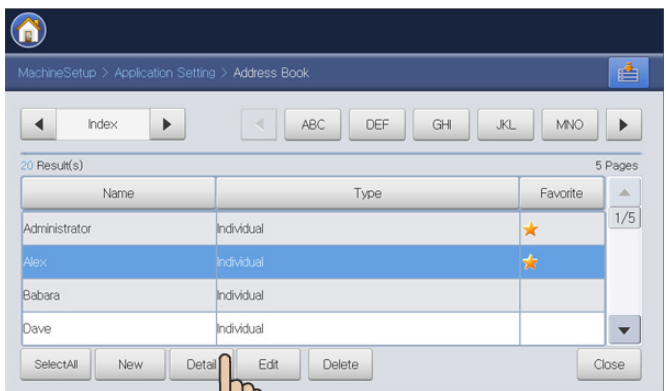
> You can edit the address directly pressing **Edit** in the detail's screen, or if you select a group address, you can also see the individual addresses in the group address using **Detail**.

Setting up an address book using SyncThru™ Web Service

You can store addresses conveniently from the networked computer using SyncThru™ Web Service. Only for users registered in the machine can store addresses through login SyncThru™ Web Service.

Storing on your local machine

This method means that you store addresses on your machine's memory. You can add addresses, as well as group them in particular categories.

Adding addresses in Individual Address Book

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   ![note] If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log in the machine.
6. Click **Login**.

   ![note] If you do not use the SyncThru™ Web Service for five minutes, it automatically gets logged out.

7. Click **AddressBook**.
8. Click **Add**. Then the **Add** window appears.

9. Enter the name to be added, and select the speed dial number in **General**.

   ![note]
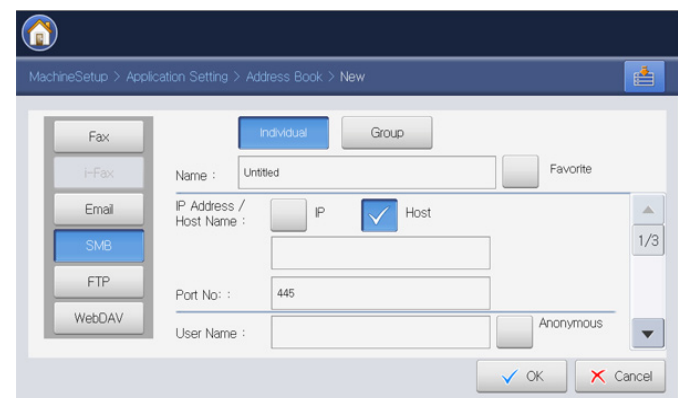   - **Speed Dial Number** is the number representing a recipient's information, you can use the numeric keypad on the control panel.
   - Check **Favorite** for addresses you often use. You can easily find them from the search results.

10. Enter the email address in **E-mail**.
11. Enter the fax number in **Fax**.
12. Check the enable SMB box in **SMB**. You can enter the **SMB** information when you check it.
13. Enter the server address in dotted decimal notation or a host name in **SMB Server Address**.
14. Enter the server port number in **SMB Server Port**.
15. Enter the login name in **Login Name**.

![note]
- In case of **SMB** or **FTP**, if you want the server to permit access for unauthorized person. Press the **Anonymous** box. This box is unchecked by default. If you checked the **Anonymous** box, go to step 18.
- In case of **WebDAV**, you can send the files in encryption checking **SSL**. If the machine and receiving **WebDAV** server of the **SSL (Secure Sockets Layer)** option are different, the transfer could be failed. Also, if the receiving **WebDAV** server can receive only the encrypted file, you need to check the **SSL** button.

16. Enter the password in **Password**, and re-enter the password in **Confirm Password**.
17. Enter the domain name in **Domain**.

   ![note]
   - In case of **WebDav**, **Domain** does not appear.
   - If the SMB server you entered is not registered any domain, leave it blank or enter the computer name of the SMB server.

18. Enter the scan file folder for storing scanned images in **Path**.

   Example: **/sharedFolder/**

19. Select the **Scan folder creating policy** option you want.
   - **Create new folder using login name:** If you select this option, the machine creates a sub-folder in the file folder you selected. The sub-folder is named using the user name which is you entered in step 15.

     ![note] If the file folder has a sub-folder with the same name already, the machine does not create a sub-folder.

   - **Create new folder every:** You can set the cycle of sub-folder creation. The machine create a sub-folder according to this option set.

     ![note] If the file folder has a sub-folder with the same name already, the machine does not create a sub-folder.

     - **Day:** A sub-folder is created every day. The sub-folder name format is YYYY-MM-DD (e.g. 2010-01-01).
     - **Month:** A sub-folder is created every month. The sub-folder name format is YYYY-MM (e.g. 2010-01).
     - **Year:** A sub-folder is created every year. The sub-folder name format is YYYY (e.g. 2010).
   - **Create new folder only if scan output consist of several files:** If you select this option and scanned multiple files, the machine creates a sub-folder in the file folder you selected, and the sent files will be stored in the sub-folder.

     ![note] If all folder creation options are enabled at same time, the sent file(s) will be stored as below.
     - When single scanned file is sent:
       \\folder\user name\2010-01-01\DOC.jpg
     - When multiple scanned files are sent:
   **\\folder\user name\2010-01-01\DOCJPEG\DOC000.jpg**
       \\folder\user name\2010-01-01\DOCJPEG\DOC001.jpg
       \\folder\user name\2010-01-01\DOCJPEG\DOC002.jpg

20. Select the policy for generating file name in **Filing Policy**. If the server has the same named file already, the file will get processed by following the file policy you selected.
   - **Change Name:** The sent file is saved as a different file name that is automatically programmed.
   - **Cancel:** Does not save the sent file.
   - **Overwrite:** The sent file overwrite the existing file.

21. Enter the file name in **File Name**, which is to be stored in the server.

22. You can check if it works well according to the entered server information, click **Test**.

23. Enter **FTP** and **WebDAV** server information almost same as you do for **SMB**.

24. Click **Apply**.

   Press **Undo** to delete the information you entered. If you press **Cancel**, the **Add** window is closed.

Editing addresses in Individual Address Book

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser.
   (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log in the machine.
6. Click **Login**.

   If you do not use the SyncThru™ Web Service for five minutes, it automatically gets logged out.

7. Click **AddressBook**.
8. Check an address you want to edit and press **Edit**. The **Edit** window appears.
9. Change the address information.
10. Click **Apply**.

   Press **Undo** to delete the information you entered. If you press **Cancel**, the **Edit** window is closed.

Deleting addresses in Individual Address Book

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser.
   (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log in the machine.
6. Click **Login**.

   If you do not use the SyncThru™ Web Service for five minutes, it automatically gets logged out.

7. Click **AddressBook**.
8. Check an address you want to delete and click **Delete**.
   If you check the column headers' check box, all addresses are checked.
   Click **OK** when the confirmation window appears.

Searching addresses in Individual Address Book

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser.

(Example, http://123.123.123.123)

3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log-in to the machine.
6. Click **Login**.

   If you do not use the SyncThru™ Web Service for five minutes, it automatically gets logged out.

7. Click **AddressBook**.

   You can change arrangement by clicking each column header. For example, clicking **Speed No.**, you can see the addresses in the order of speed dial number. If you click **Speed No.** again, you can see in the reversed order.

8. Enter the name for which you want to search in search input area.

   You can find addresses in a specific category such as **Fax Number**, **E-mail**, **SMB**, etc.
   For example, if you want to find the fax number, click drop down list next to [Q] and select **Fax Number**.

9. Click [Q]. Then the search result appears.

   You can see the addresses in a specific category such as **Fax Number**, **E-mail**, **SMB**, etc.
   For example, if you want to see the addresses which are included fax number, click drop down list below **LDAP** and select **Fax Number**.

Importing Individual Address Book

You can import an address book file from a server or computer. The file should have the file extension 'csv'. Also you can import addresses from a LDAP server. Before importing the addresses to your machine, the LDAP server administrator should store the addresses.

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

    ✎ If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log in the machine.
6. Click **Login**.

    ✎ If you do not use the SyncThru™ Web Service for five minutes, it automatically gets logged out.

7. Click **AddressBook**.
8. Select **Import**. The **Import** window appears.
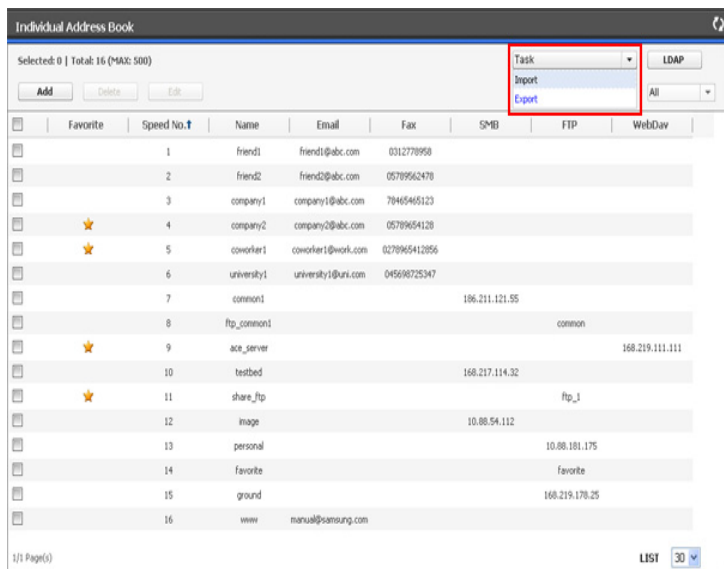
9. Select **URL** or **Desktop**, and enter the address or folder name where the file is stored.
10. Click **OK**.

Exporting Individual Address Book

You can export an address book file to your computer for backup of the file or to another machines Samsung produced.
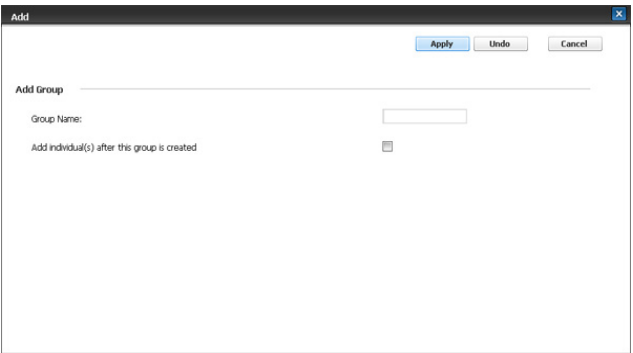
1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

    ✎ If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log in the machine.
6. Click **Login**.

    ✎ If you do not use the SyncThru™ Web Service for five minutes, it automatically gets logged out.

7. Click **AddressBook**.
8. Select **Export**. The **Export** window appears.
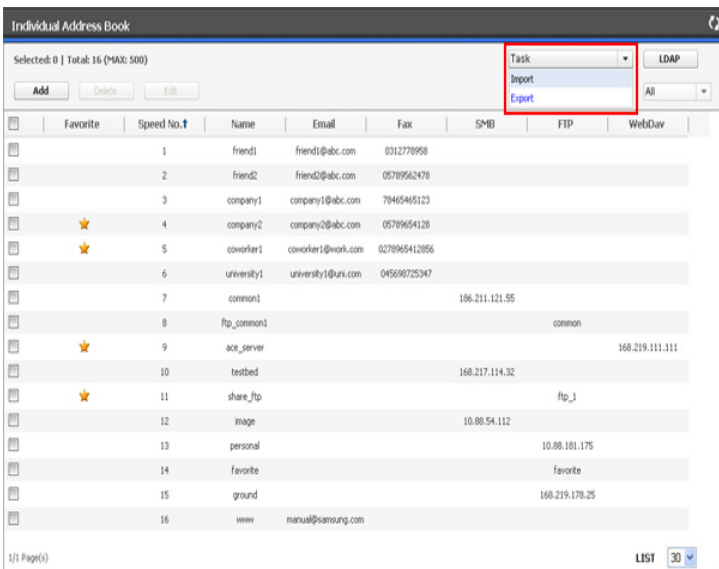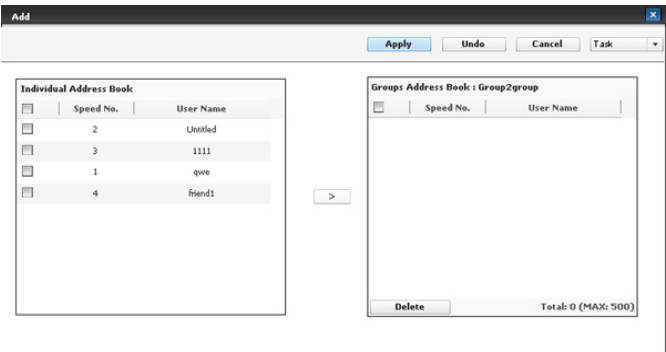
9. Click **Export**. Then the address book file stored in your computer.

Grouping addresses in Groups Address Book

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   ∅ If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log in the machine.
6. Click **Login**.

   ∅ If you do not use the SyncThru™ Web Service for five minutes, it automatically gets logged out.

7. Click **AddressBook**.
8. Click **Groups**.
9. Click **Add Group**. The **Add** window appears.

10. Enter the group name to be added in **Group Name**.
11. Check **Add individual(s) after this group is created**.

    ∅ If you do not want to add individual addresses to the group address you made, skip this step. You can add individual addresses next time pressing **Group Details**.

12. Click **Apply**. Then the **Add** window appears.

13. Check the addresses you want to add to **Group Address Book** in **Individual Address Book**.
14. Click the arrow in the middle. The selected addresses are added in **Group Address Book**.
15. Click **Apply**.

Editing Group addresses in Groups Address Book

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   ∅ If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log in the machine.
6. Click **Login**.

   ∅ If you do not use the SyncThru™ Web Service for five minutes, it automatically gets logged out.

7. Click **AddressBook**.
8. Click **Groups**.
9. Check the group address you want to edit and press **Edit Group**. The **Edit** window appears.
10. Change the group address information.
11. Click **Apply**.

    ∅ Press **Undo** to delete the information you entered. If you press **Cancel**, the **Edit** window closes.

Deleting Group addresses in a Groups Address Book

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   ∅ If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log in the machine.
6. Click **Login**.

   ∅ If you do not use the SyncThru™ Web Service for five minutes, you will be logged out automatically.

7. Click **AddressBook**.
8. Click **Groups**.
9. Check the group addresses you want to delete.
10. Click **Delete Group**.
    Click **OK** when the confirmation window appears.

Checking Group Addresses

You can see group addresses information. You can also add or delete individual addresses in the **Group Details** window.

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   ⬚ If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password, and select a domain as you log in the machine.
6. Click **Login**.

   ⬚ If you do not use the SyncThru™ Web Service for five minutes, it automatically gets logged out.

7. Click **AddressBook**.
8. Click **Groups**.
9. Press the group address you want to see. Press **Group Details**. The **Group Details** window appears.
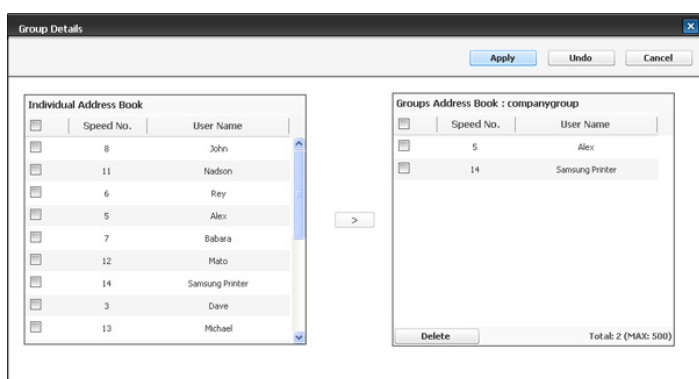
   ⬚ • You can add individual addresses directly. Check the addresses you want to add to **Group Address Book** in **Individual Address Book**.
   • You can delete individual addresses directly. Check the addresses you want to delete and press **Delete** in **Group Address Book**.

printing

This chapter explains common printing tasks.

This chapter includes:

- System requirements
- Introducing useful software programs
- Printer driver features
- Basic printing
- Opening printing preferences
- Using help
- Setting Device Options
- Using special print features

- Using direct printing utility
- Changing the default print settings
- Setting your machine as a default machine
- Printing to a file (PRN)
- Macintosh printing
- Linux printing
- UNIX Printing

The procedures in this chapter are mainly based on Windows XP.

System requirements

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

Windows

Your machine supports the following Windows operating systems.

OPERATING SYSTEM	Requirement (recommended)		
	CPU	RAM	free HDD space
Windows 2000	Pentium II 400 MHz (Pentium III 933 MHz)	64 MB (128 MB)	600 MB
Windows XP	Pentium III 933 MHz (Pentium IV 1 GHz)	128 MB (256 MB)	1.5 GB
Windows Server 2003	Pentium III 933 MHz (Pentium IV 1 GHz)	128 MB (512 MB)	1.25 GB to 2 GB
Windows Server 2008	Pentium IV 1 GHz (Pentium IV 2 GHz)	512 MB (2 GB)	10 GB
Windows Vista	Pentium IV 3 GHz	512 MB (1 GB)	15 GB
Windows 7	Pentium IV 1 GHz 32-bit or 64-bit processor or higher	1 GB (2 GB)	16 GB
	• Support for DirectX 9 graphics with 128 MB memory (to enable the Aero theme). • DVD-R/W Drive		
Windows Server 2008 R2	Pentium IV 1 GHz (x86) or 1.4 GHz (x64) processors (2GHz or faster)	512 MB (2 GB)	10 GB

- Internet Explorer 6.0 or higher is the minimum requirement for all Windows operating systems.
- Users who have an administrator right can install the software.

- **Windows Terminal Service** is compatable with this machine.

Macintosh

OPERATING SYSTEM	Requirements (recommended)		
	CPU	RAM	free HDD space
Mac OS X 10.5	• Intel Processors • 867 MHz or faster Power PC G4/ G5	512 MB (1 GB)	1 GB
Mac OS X 10.6	• Intel Processors	1 GB (2 GB)	1 GB

Linux

Item	Requirements
Operating system	RedHat Enterprise Linux WS 4, 5 (32/64bit) Fedora Core 2~10 (32/64bit) SuSE Linux 9.1 (32bit) OpenSuSE 9.2, 9.3, 10.0, 10.1, 10.2, 10.3, 11.0, 11.1 (32/64bit) Mandrake 10.0, 10.1 (32/64bit) Mandriva 2005, 2006, 2007, 2008, 2009 (32/64bit) Ubuntu 6.06, 6.10, 7.04, 7.10, 8.04, 8.10 (32/64bit) SuSE Linux Enterprise Desktop 9, 10 (32/64bit) Debian 3.1, 4.0, 5.0 (32/64bit)
CPU	Pentium IV 2.4GHz (IntelCore2)
RAM	512 MB (1 GB)
Free HDD space	1 GB (2GB)

- 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.

UNIX

Item	Requirements
Operating system	Sun Solaris 8, 9, 10 (x86, SPARC) IBM AIX 5.x HP-UX 11i (PA-RISC, Itanium)
Free HDD space	Up to 100 MB

Introducing useful software programs

Samsung Anyweb Print

This tool helps you to screen-capture, preview, scrap, and print the screen of Windows Internet Explorer more easily, than when you use the ordinary program. Click **Start** > **All programs** > **Samsung Printers** > **Samsung AnyWeb Print** > **Download the latest version** to link the website where the tool is available for the download. This tool is available only for Windows operating systems.

Printer driver features

Your printer drivers support the following standard features:
- Paper orientation, size, source, and media type selection
- Number of copies

You can also use various special printing features. The following table shows a general overview of features supported by your printer drivers:

Some models or operating system may not support the certain feature(s) in the following table.

PCL printer driver

Feature	Windows
Machine quality option	●
Poster printing	●
Multiple pages per sheet	●
Booklet printing	●
Fit to page printing	●
Reduce and enlarge printing	●
Different source for first page	●
Cover page options	●
Transparency seperator option	●
Raster compression	●
Finishing options	●
Output options	●
Watermark	●
Overlay	●
Double-sided printing (duplex)	●

(●: Supported, Blank: Not supported)

XPS printer driver

- XPS printer driver can be installed only on Windows Vista OS or higher.
- You can install the XPS printer driver when you insert the software CD into your CD-ROM drive. When the installation window appears, select **Advanced Installation** > **Custom Installation**. You can select the XPS printer driver in the **Select Software and Utilities to Install** window.

Feature	Windows
Machine quality option	●
Poster printing	●
Multiple pages per sheet	●
Booklet printing	●
Fit to page printing	●
Reduce and enlarge printing	●
Different source for first page	●
Cover page options	●
Transparency seperator option	●
Raster compression	
Finishing options	●
Output options	●
Watermark	●
Overlay	
Double-sided printing (duplex)	●

(●: Supported, Blank: Not supported)

PostScript printer driver

Feature	Windows	Macintosh	Linux	Unix
Machine quality option	●	●	●	●
Poster printing	●			
Multiple pages per sheet	●	●	● (2, 4)	● (2, 4)
Booklet printing	●	●	●	●
Fit to page printing	●	●	●	●
Reduce and enlarge printing	●	●		
Cover page options	●	●	●	●
Transparency seperator option	●	●	●	●
Raster compression				
Finishing options	●	●	●	●
Output options	●	●	●	●
Watermark	●			
Double-sided printing (duplex)	●	●	●	●

(●: Supported, Blank: Not supported)

Basic printing

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.

- Your **Printing Preferences** window that appears in this user's guide may differ depending on the machine in use. However, the composition of the **Printing Preferences** window is similar. Check the operating system(s) that are compatible with your machine. Refer to the OS compatibility section of Printer Specifications (see "System requirements" on page 137).
- When you select an option in **Printing Preferences**, you may see a warning mark, ⊗, or ⚠. An exclamation mark (⚠) means you can select that certain option but it is not recommended, and (⊗) mark means you cannot select that option due to the machine's setting or environment.

The following procedure describes the general steps required for printing from various Windows applications.

Macintosh basic printing (see "Macintosh printing" on page 157).

Linux basic printing (see "Linux printing" on page 161).

The following **Printing Preferences** window is for Notepad in Windows XP. Your **Printing Preferences** window may differ, depending on your operating system or the application you are using.

1. Open the document you want to print.
2. Select **Print** from the **File** menu. The **Print** window appears.

3. Select your machine from the **Select Printer** list.
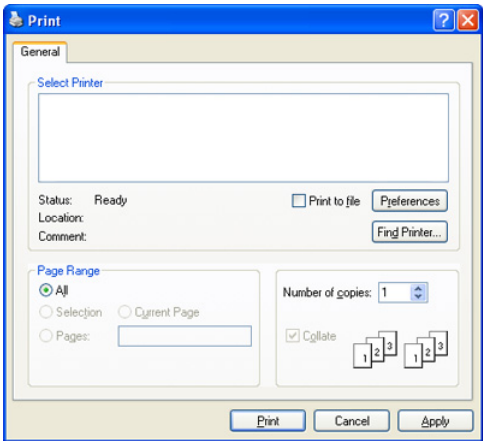
The basic print settings including the number of copies and print range are selected within the **Print** window.

To take advantage of the printer features provided by your printer driver, click **Properties** or **Preferences** in the application's **Print** window to change the print setting (see "Opening printing preferences" on page 140).

4. To start the print job, click **OK** or **Print** in the **Print** window.

- The PostScript driver is recommended for best print image quality from PostScript-based applications such as Acrobat Reader®, Adobe Illustrator®, Adobe Photoshop®, etc.
- If you are using Windows Internet Explorer, the Samsung AnyWeb Print too will save your time for screen-captured images or printing the image. Click **Start** > **All programs** > **Samsung Printers** > **Samsung AnyWeb Print** > **Download the latest version** to link the website where the tool is available for the download.

Canceling a print job

If the print job is waiting in a print queue or print spooler, cancel the job as follows:

1. Click the Windows **Start** menu.
2. For Windows 2000, select **Settings** > **Printers**.
   - For Windows XP/2003, select **Printers and Faxes**.
   - For Windows 2008/Vista, select **Control Panel** > **Hardware and Sound** > **Printers**.
   - For Windows 7, select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.
   - For Windows Server 2008 R2, select **Control Panel** > **Hardware** > **Devices and Printers**.
3. For Windows 2000, XP, 2003, 2008 and Vista, double-click your machine.

   For Windows 7 and Windows Server 2008 R2, right click your printer icon > context menus > **See what's printing**.

   If **See what's printing** item has ► mark, you can select other printer drivers connected with selected printer.

4. From the **Document** menu, select **Cancel**.

You can also access this window by simply double-clicking the machine icon (🖨) in the Windows task bar.

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

Opening printing preferences

You can preview the settings you selected on the upper right of the **Printing Preferences**.

1. Open the document you want to print.
2. Select **Print** from the **File** menu. The **Print** window appears.
3. Select your printer driver from the **Select Printer** list.
4. Click **Properties** or **Preferences**.
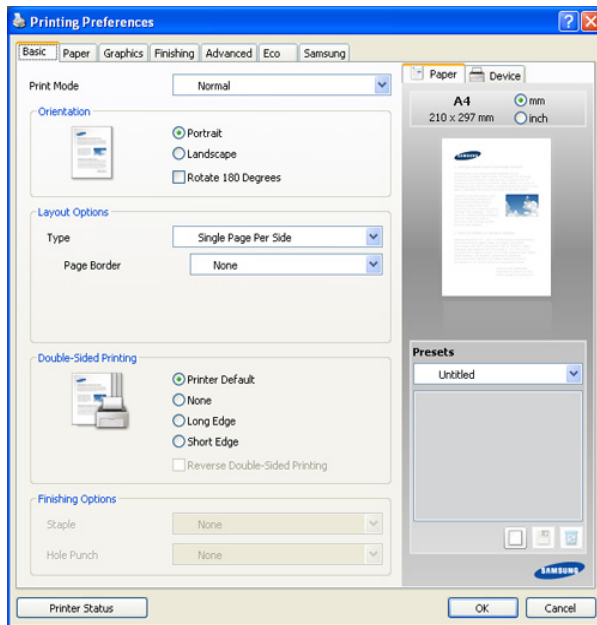
You can check the machine's current status using the **Printer Status** button. When you press the **Printer Status** button, the Smart Panel program is opened. The Smart Panel program displays the current status of the machine (see "Using Samsung Printer Status" on page 183).

Print Mode

This option allows you to choose how to print or save the printing file by using the HDD in your machine. The default **Print Mode** is **Normal** which is for printing without storing the printing file on the HDD. You can also use this option in other tabs.
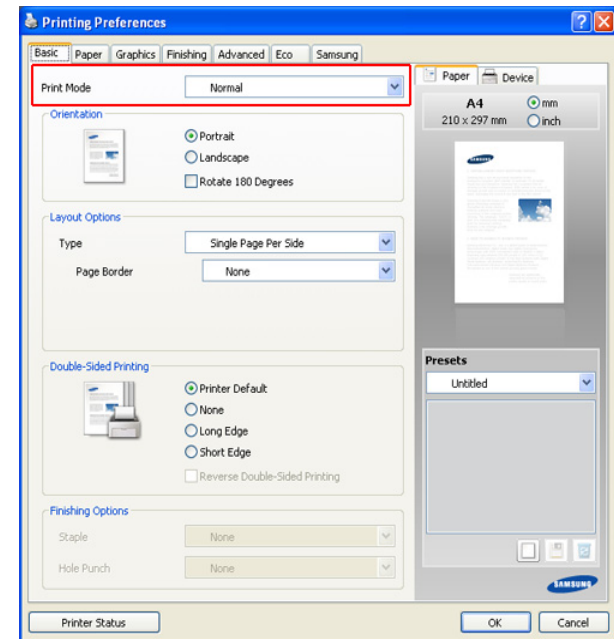
- **Normal:** This mode prints without storing your document.
- **Proof:** This mode is useful when you print more than one copy. You can print one copy first to check the quality, then print the rest of copies in the list of **Current Job** after entering **Job Status** (see "Job Status button" on page 30). You can find your printing job in the list and select it, and press the **Release** button. The rest of copies will be printed.
  - **Job Name:** This option is used when you need to find a stored file using the control panel.
  - **User ID:** This option is used when you need to find a stored file using the control panel. The user name automatically appears as the user name that you use to log on Windows.
- **Confidential:** This mode is used for printing confidential documents. You need to enter a password to print it (see "Secured Job" on page 31).
  - **Job Name:** This option is used when you need to find a stored file using the control panel.
  - **User ID:** This option is used when you need to find a stored file using the control panel. The user name automatically appears as the user name that you use to log on Windows.
  - **Enter Password:** Enter a password you want to use. This option is used for loading a stored file using the control panel.
  - **Confirm Password:** Re-enter the password to confirm it.
- **Store:** This mode is used only for storing documents on the HDD. If necessary, you can load and print the stored documents. You can find the stored file in the **Document Box** (see "Document box" on page 167). First, choose a document box in **Save Location** and then set **Options**.
  - **Job Name:** This option is used when you need to find a stored file using the control panel.
  - **User ID:** This option is used when you need to find a stored file using the control panel. The user name automatically appears as the

user name that you use to log on Windows.

- **Enter Password:** If the **Property** of the document box you selected is **Secured**, you have to enter the password for the document box. This option is used for loading a stored file using the control panel.
- **Confirm Password:** Re-enter the password to confirm it.

- **Store and Print:** This mode is used when printing and storing documents at the same time. If necessary, you can load and print the stored documents. You can find the stored file in the **Document Box** (see "Document box" on page 167). First, choose a document box in **Save Location** and then set **Options**.
  - **Job Name:** This option is used when you need to find a stored file using the control panel.
  - **User ID:** This option is used when you need to find a stored file using the control panel. The user name automatically appears as the user name that you use to log on Windows.
  - **Enter Password:** If the **Property** of the document box you selected is **Secured**, you have to enter the password for the document box. This option is used for loading a stored file using the control panel.
  - **Confirm Password:** Re-enter the password to confirm it.
- **Print Schedule:** Use this option to enter a specific time to print the job. This is useful for printing large amount of data or if you want all your job to print at the same time.
  - **Print at:** Select the date and time you want to print.
  - **Job Name:** This option is used when you need to find a stored file using the control panel.
  - **User ID:** This option is used when you need to find a stored file using the control panel. The user name automatically appears as the user name that you use to log on Windows.

Basic tab

Use **Basic** tab to adjust how the document appear on the printed page. Click the **Basic** tab to display the options shown below.
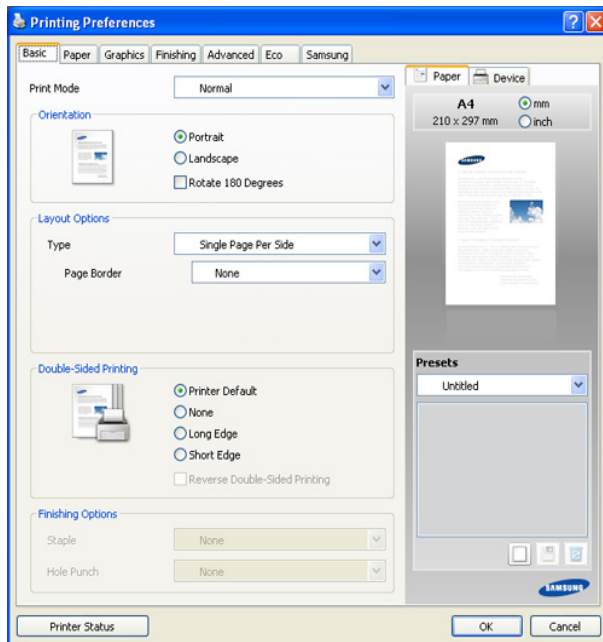
Orientation

This option allows you to select the direction in which information is printed on a page.

- **Portrait:** This option prints across the width of the page, letter style.
- **Landscape:** This option prints across the length of the page, spreadsheet style.
- **Rotate 180 Degrees:** This option allows you to rotate the page, 180 degrees.
- **Mirror Image:** This option allows you to reverse the original document like a mirror. *This option is available only when you use the PS printer driver.*

Layout Options

This option allows you to select various ways to layout your document.

- **Single Page Per Side:** This option is a basic layout option. This option allows you to print a page on one side of a paper.
- **Multiple Pages Per Side:** This option allows you to print several pages on one side of a paper (see "Printing multiple pages on one sheet of paper" on page 151).
- **Poster Printing:** This option allows you to print your document into a poster-size document. This option prints your document into several pages. Paste printed pages together to form one poster-size document (see "Printing posters" on page 151).
- **Booklet Printing:** This option allows you to print your document on both sides of the paper to make into a booklet (see "Printing booklets" on page 151).
- **Page Border:** This option allows you to print your document on which border line is. This option is not available for **Poster Printing** and **Booklet Printing**.

Double-Sided Printing

This option allows you to print on both sides of paper (see "Printing on both sides of the paper" on page 152).

Finishing Options

This option allows you to specify the number of staples or hole punches.

> - The **Staple** option is available *only when the optional standard finisher or booklet finisher is installed*.
>   - The **Hole Punch** option is available *only when the optional punch kit is installed in the optional standard finisher or booklet finisher*.

- **Staple:** Select the number of staples between **1 Staple** and **2 Staple**.
- **Hole Punch:** Select the number of hole punches between **2 Hole** and **3 Hole**. Depending on the punch kit, **4 Hole** would appear instead of **3 Hole**.

Paper tab

Use the **Paper** tab options to set the basic paper handling specifications. Click the **Paper** tab to display the options shown below.
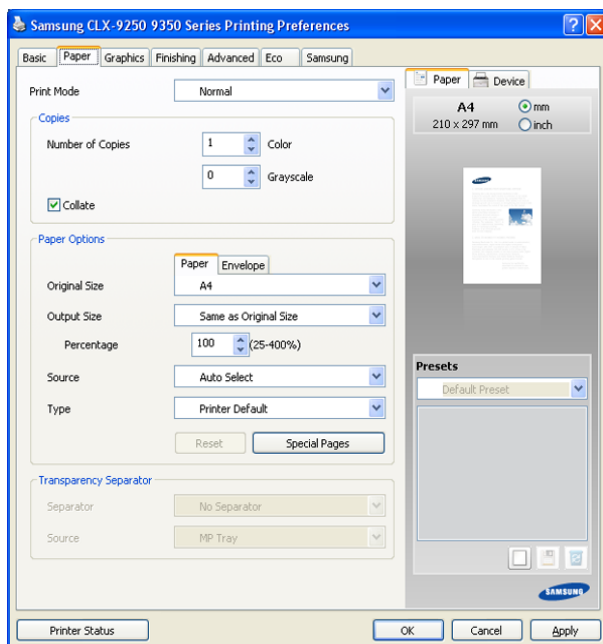
Copies

This option allows you to choose the number of copies to be printed in **Color** or **Grayscale**. You can select 1 to 9999 copies.

- **Collate:** If you check this option, printouts in sets to match the sequence of originals.

Paper Options

This option allows you to choose paper tray you want to use.

> When printing on an envelope, select the **Envelope** tab to set the options.

- **Original Size:** This option allows you to set the actual paper size of the originals.
- **Output Size:** This option allows you to scale your print job to any selected paper size regardless of the originals size (see "Fitting your document to a selected paper size" on page 152).
  - **Percentage:** This option allows you to change the size of a page's contents to appear larger or smaller on the printed page by typing in a percentage you want. You can also click the up/down arrows to select the scaling rate (see "Change the size by percentage of your document" on page 152).
- **Source:** Make sure that **Source** is set to the corresponding paper tray.

Use **MP Tray** when printing on special materials, such as envelopes and transparencies.

- **Type:** This option allows you to set the type of paper to be loaded in the tray. This setting appears in the list, so that you can select it. This will let you get the best quality printout. If not, the desired print quality may not be achieved.
  - **Plain:** 71 to 90 g/m^2 (19 to 24 lb)Normal plain paper.
  - **Thick:** 91 to 105 g/m^2 (25 to 28 lb) thick paper.
  - **Heavy Weight:** 106 to 175 g/m^2 (29 to 46 lb) thick paper.
  - **Extra Heavy Weight 1:** 176 to 216 g/m^2 (47 to 57 lb) thick paper.
  - **Extra Heavy Weight 2:** 217 to 253 g/m^2 (58 to 67 lb) thick paper.
  - **Thin:** 60 to 70 g/m^2 (16 to 18 lb) thin paper.
  - **Bond:** 105 to 120 g/m^2 (28 to 32 lb) bond.
  - **Color:** 75 to 90 g/m^2 (20 to 24 lb) color-backgrounded paper.
  - **Labels:** 120 to 150 g/m^2 (32 to 40 lb) label.
  - **Transparency:** 138 to 146 g/m^2 (37 to 39 lb) transparency paper.
  - **Envelope:** 75 to 90 g/m^2 (20 to 24 lb) envelope.
  - **Preprinted:** 75 to 90 g/m^2 (20 to 24 lb) preprinted paper.
  - **Cotton:** 75 to 90 g/m^2 (20 to 24 lb) cotton paper such as Gilbert 25 % and Gilbert 100 %.
  - **Recycled:** 60 to 90 g/m^2 (16 to 24 lb) recycled paper.
  - **Archive:** 70 to 90 g/m^2 (19 to 24 lb) If you need to keep the print-out for a long period time, such as archives, select this option.
  - **Letterhead:** 90 to 163 g/m^2 (24 to 43 lb) letterhead paper.
  - **Punched:** 90 to 163 g/m^2 (24 to 43 lb) punched paper.
  - **Thin Cardstock:** 105 to 163 g/m^2 (28 to 43 lb) cardstock.
  - **Thick Cardstock:** 170 to 216 g/m^2 (45 to 57 lb) cardstock.
  - **Thin Glossy:** 106 to 169 g/m^2 (28 to 45 lb) thin glossy.
  - **Thick Glossy:** 170 to 253 g/m^2 (45 to 67 lb) thick glossy.
- **Special Pages:** This option is allows you to make special pages such as covers. You can add, delete or update the special page settings to the list. This option is available only when you use the PCL printer driver.

Transparency Separator

Allows you to add a blank or printed seperator between transparencies. This option is available only when you select **Transparency** in **Type**.

- **No Separator:** Does not place separator sheets between transparencies.
- **Printed Separator:** Places the same image on the divider sheets as printed on the transparency.
- **Blank Separator:** Places a blank sheet between transparencies.
- **Source:** Select a tray with paper to use as a separator.

Graphics tab

Use the **Graphic** tab options to adjust the print quality for your specific printing needs.
Click the **Graphic** tab to display the options shown below.
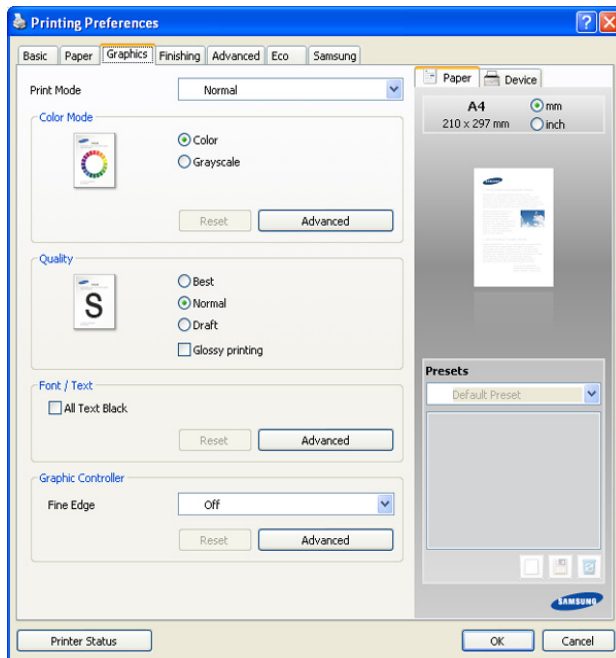
Color Mode

You can choose color options. Setting to **Color** typically produces the best possible print quality for color documents. If you want to print a color document in grayscale, select **Grayscale**.

To adjust color manually, click **Advanced**. Simply slide the color balance slider in the **Levels** tab to adjust color, or click the **Matching** tab for driver provided color correction for general image processing.

> • If you click **Reset**, settings in the **Levels** or **Matching** return to the default setting.
> • You can change the image which is in the **Advanced** option. Click the **Import Image** button and select a image you want.

- **Levels:** You can adjust the appearance of images by changing the settings in the **Adjustment Levels** option.
- **Matching:** You can adjust the appearance of images by changing the settings in the **Balance** option. **Screen** option allows you to select options to convert a continous-tone image into printable binary image.

Quality

The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting may also increase the printing time of a document. When you check **Glossy printing**, the machine allows you to print with the effect of gloss finish.

Font/Text

Check **All Text Black** to print in solid black, regardless of the color it appears on the screen.

Advanced
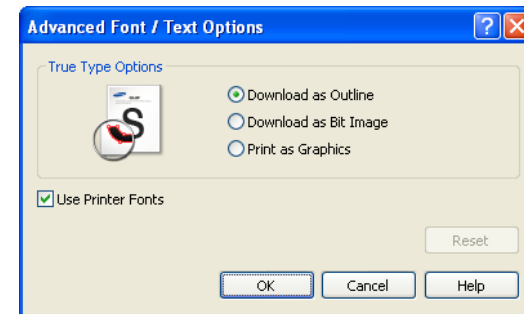
- **Automatic:** Automatically selects an option for best format. *This option is available only when you use the PS printer driver.*
- **Download as Outline:** This option allows the driver to download any TrueType fonts that are used in your document not stored (resident) on your machine. If, after printing a document, you find that the fonts did not print correctly, choose **Download as Bit image** and resubmit your print job.
- **Download as Bit Image:** This option allows the driver to 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. **Download as bit image** is useful when printing from Adobe programs.
- **Print as Graphics:** This option allows the driver to 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. *This option is available only when you use the PCL printer driver.*
- **Native TrueType:** If your machine is a TrueType rasterizer machine, select this option to download the TrueType font as an outline font. *This option is available only when you use the PS printer driver.*
- **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 **Use 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.

> If you click **Reset**, settings in the **Advanced** option returns to the default setting.

Graphic Controller

Fine Edge

This option allows users to emphasize edges of texts and fine lines for improving readability and align each color channel registration in color printing mode.

Advanced

Raster Compression: This option determines the compression level of images for transferring data from computer to a printer. If you set this option to **Maximum**, the printing speed will be high, but the printing quality will be low. *This option is available only when you use the PCL printer driver.*

If you click **Reset**, settings in the **Advanced** option returns to the default setting.

PostScript Options

These options are available only when you use the PS printer driver.
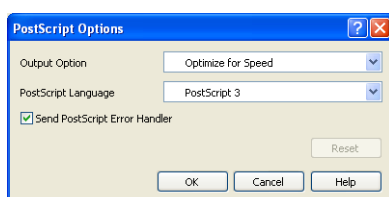
- **Output Option:** This option allows you to select the output format for PostScript files.
  - **Optimize for Speed:** General format for PostScript files.
  - **Optimize for Portability:** Creates a file that conforms to the Adobe Document Structuring Conventions(ADSC). This is a useful format to use when you want to create a PostScript file and print it on a different machine.
  - **Encapsulated PostScript (EPS):** Creates a file as a image. This is a useful format to use if you want include the file as an image in another document that will be printed from a different program.
  - **Archive Format:** Creates a PostScript file you can use it later.
- **PostScript Language:** This option allows you to choose the PostScript language level.
- **Send PostScript Error Handler:** If this options is checked, the machine prints an error page when an error occurs during printing.

If you click **Reset**, settings in the **PostScript Options** returns to the default setting.

Finishing tab

Use the **Finishing** tab to set various finishing options.

Click the **Finishing** tab to display the options shown below.
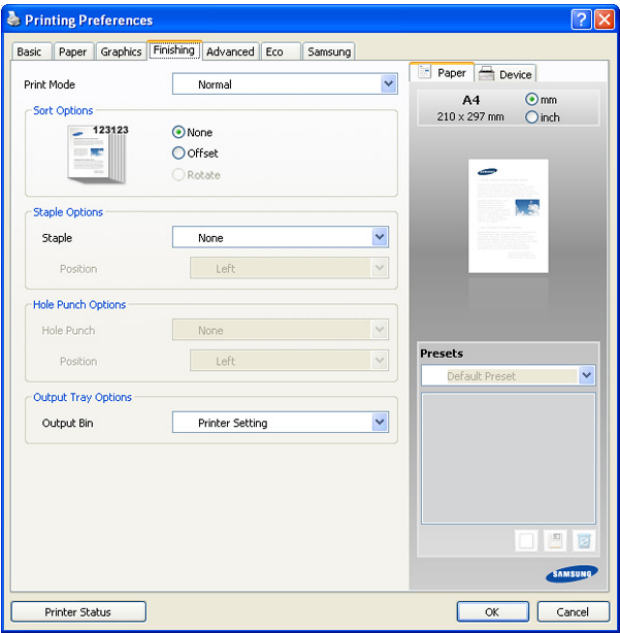
- **Sort Options:** This option allows you to sort out the printouts easily.
  - **None:** Disables this option.
  - **Offset:** When printing multiple copies, this option shift the output position of each set.

    This feature is available only when the standard or booklet finisher is installed.

  - **Rotate:** When printing multiple copies, the printouts are stacked criss-crossed in sets.

    - This feature is available only when the standard or booklet finisher is not installed.
    - This feature is available only with Letter and A4 sized print media.
    - Before using this feature, you have to load the paper in the trays with SEF(Short edge feed) and LEF(Long edge feed). For example, direction of paper feeding in the tray 1 is SEF, and direction of paper feeding in the tray 2 is LEF.

- **Staple Options:** This option allows you to specify the number of staples and the staple position. *This option is available only when the*

optional standard finisher or booklet finisher is installed.

- **Staple:** Select the number of staples between **1 Staple** and **2 Staple**.
- **Position:** Select the position of staples among **Left**, **Right** and **Top**.

  When you use the staple and punch together, you can only set the same position for staples and punch holes.

1 Staple, Left	1 Staple, Right

2 Staple, Left	2 Staple, Right	2 Staple, Top

- **Hole Punch Options:** This option allows you to specify the number of hole punches and the hole punching position. Holes are punched in the printouts for filing them. *This option is available only when the optional punch kit is installed in the optional standard finisher or booklet finisher*.

  - **Hole Punch:** Select the number of hole punches between **2 Hole** and **3 Hole**. Depending on the punch kit, **4 Hole** would appear instead of **3 Hole**.
  - **Position:** Select the position of hole punches among **Left**, **Right** and **Top**.

    When you use the staple and punch together, you can only set the same position for staples and punch holes

2 Hole,Left	2 Hole,Right	2 Hole,Top

3 Hole, Left	3 Hole, Right

- **Output Tray Options:** This option allows you to specify the tray where to output the printed documents.

Advanced tab

Use the **Advanced** tab to set various printing options.

Click the **Advanced** tab to display the options shown below.
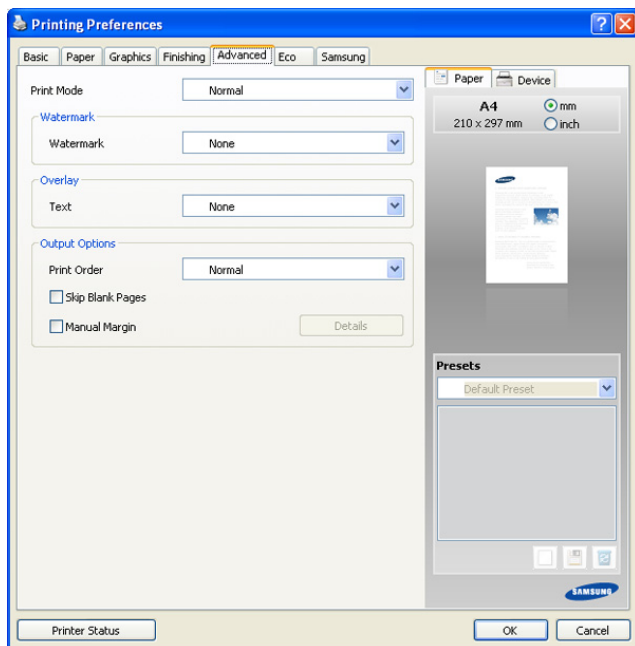
Watermark

This option allows you to print text over an existing document (see "Using watermarks" on page 152).

Overlay

Overlays are often used to take the place of letterhead paper (see "Using overlay" on page 153). *This option is available only when you use the PCL printer driver*.

Output options

- **Print Order:** This options allows you to set the sequence in which the pages will print. Select the print order from the drop-down list. *Print Odd Pages and Print Even Pages are available only when you use the PCL printer driver.*
    - **Normal:** This option allows you to print all pages from the first page to the last page.
    - **Reverse All Pages:** This option allows you to print all pages from the last page to the first page.
    - **Print Odd Pages:** This option allows you to print only the odd numbered pages of the document.
    - **Print Even Pages:** This option allows you to print only the even numbered pages of the document.
- **Skip Blank Pages:** This option allows you to specify not to print blank pages in the original data.
- **Manual Margin:** This option allows you to specify binding margin. Binding margin adjusts binding position. *This option is not available when you use the PS printer driver.*
- **Advanced:** This option allows you to set advanced output options for printing. *This option is available only when you use the PS printer driver.*
    - **PostScript PassThrough:** This option specifies whether to print PostScript data created by the application that can create the PostScript code for printing. The default is checked.

If this option is checked, some print options such as **Multiple Pages Per Side**, **Watermark**, **Booklet Printing**, **Poster Printing** and **Scaling Options** may not work correctly when printing from the application that can create the PostScript code for printing. In that case, please uncheck this option.

In some cases, unchecking **PostScript PassThrough** may cause unexpected printout.

If you click **Reset**, settings in the **Advanced** option returns to the default setting.

Eco tab

Use the **Eco** tab to set various printing options.

The **Eco** tab allows you to save print resources and lead you to eco-friendly printing. When you select **Eco Printing**, you can see the eco image ( )on some options. Also, Some options are not available to use in the eco mode.

Click the **Eco** tab to display the options shown below.

Eco Options

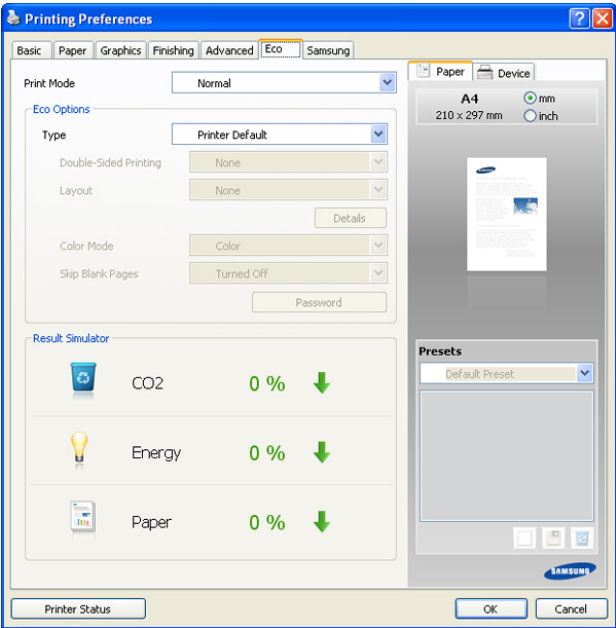*   **Printer Default:** If you select this option, this feature is determined by the setting you've made on the control panel of the machine.
*   **None:** Disables this option.
*   **Eco Printing:** Eco mode gets activated. Select **Double-Sided Printing**, **Layout**, **Color Mode**, and **Skip Blank Pages** you want to use in eco mode. As long as you do not change the options from the other tabs, the document will be print out as set in the eco mode.
*   **Password:** If the administrator sets **On-Forced** in **Default Eco Mode** for this machine, the eco mode is always set by this machine's eco setting, while the **Eco Options** in the printer driver is disabled. If you need to change the print settings, click **Password** and enter the password or contact your administrator.

Result Simulator

Result Simulator shows the result of reduced emission of carbon dioxide, used electricity, and the amount of saved paper in accordance with the settings you selected.

*   The results are calculated on the basis that the total number of printed paper is one hundred without a blank page when the eco mode is disabled.
*   Referred to the calculation coefficient about CO2, energy and paper from **IEA**, the index of Ministry of Internal Affairs and Communication of Japan and www.remanufacturing.org.uk. Each model has a different index.
*   The power consumption in printing mode refers to the average printing power comsupmtion in this machine.
*   The actual saved or reduced amount may differ depending on the operating system used, computing performance,

application software, connection method, media type, media size, job complexity, etc.

Samsung tab

Use the **Samsung** tab to display the copyright and the version number of the driver. If your computer is connected to the Internet, you can have access to following services:

Click the **Samsung** tab to display the options.

Help

This option allows you to open the **Help** file by searching a keyword.

Service

*   **Check for updates:** This option allows you to download updates for your printer driver.
*   **Samsung Website:** This option directly connects you to Samsung's Website.
*   **Registration:** This option allows you to register your machine.
*   **Buy Supplies:** This option allows you to order supplies on-line.

Using a favorite setting

The **Presets** option, which is visible on each preferences tab except for **Samsung** tab, allows you to save the current preferences settings for future use.

To save a **Presets** item:

1. Change the settings as needed on each tab.
2. Enter a name for the item in the **Presets** input box.
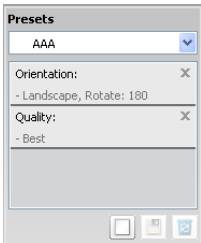
3. Click ☐. Then all current driver settings are saved.

   If you want to update the setting you made, select more options and

   click 💾.

   To use a saved setting, select it from the **Presets** drop down list. The machine is now set to print according to the setting you selected.

   To delete saved setting, select it from the **Presets** drop down list and

   click 🗑.

   You can also restore the printer driver's default settings by selecting **Default Preset** from the **Presets** drop down list.

Using help

Click the question mark from the upper-right corner of the window and click on any option you want to know about. Then a pop-up window appears with information about that option's feature which is provided from the driver.

If the question mark does not appear, select the option you want to know about and press **F1** on your keyboard.
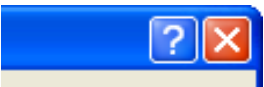
If you want to search information via a keyword, click the **Samsung** tab in the **Printing Preferences** window, and enter a keyword in the input line of the **Help** option. To get information about supplies, driver update or registration and so on, click appropriate buttons.

Setting Device Options

When you install the optional devices such as optional dual cassette feeder, standard finisher, etc, this machine automatically detects and sets the optional devices. If you cannot use the optional devices you installed in this driver, you can set the optional devices in **Device Options**. Job Accounting allows you to print with the given permission.

1. Click the Windows **Start** menu.
2. For Windows 2000, select **Settings** > **Printers**.
   - For Windows XP/2003, select **Printers and Faxes**.
   - For Windows 2008/Vista, select **Control Panel** > **Hardware and Sound** > **Printers**.
   - For Windows 7, select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.
   - For Windows Server 2008 R2, select **Control Panel** > **Hardware** > **Devices and Printers**.
3. Right-click your machine.
4. For Windows XP/2003/2008/Vista, press **Properties**.
   - For PS driver, select PS driver and right-click to open **Properties**.
   For Windows 7 and Windows Server 2008 R2, from context menus, select the **Printer properties**.

   > If **Printer properties** item has ► mark, you can select other printer drivers connected with selected printer.

5. Select **Device Options**.

   > The **Properties** window may differ depending on the driver or operating system you are using.

6. Select the appropriate option.
   - **Tray Options:** Select the optional tray you installed. You can select the **Tray 3,4** (dual cassette feeder) or **High Capacity** (high capacity feeder). Also, you can see the tray information, and set the paper size and type in **Advanced**. If you select **Reset**, settings in the **Advanced** returns to the default setting.
   - **Finisher Options:** Select the optional finisher you installed. You can select the **Standard Finisher (1K)** or **Booklet Finisher (3K)**.
   - **Storage Options:** Select the memory capacity which is installed in the machine. *This option is available only when you use the PS printer driver.*
   - **Hole Punch Options:** This option is available only when you set **Finisher Options**. Select the optional punch kit you installed. You can select the **2/3 Hole** or **2/4 Hole**.

     > The available punch kit may differ from country to country. Contact your local Samsung dealer or the retailer where you purchased your machine.

   - **Advanced:** Select one of the options. *This option is available only*

when you use the PS printer driver.
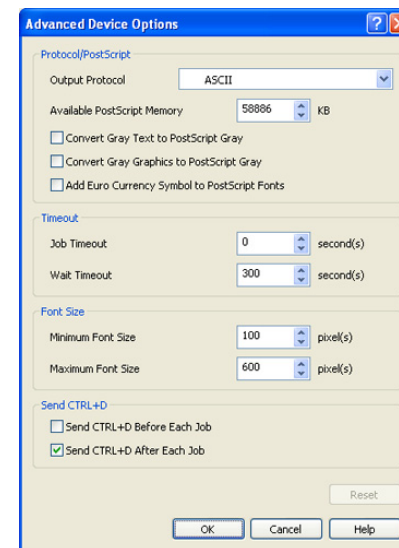
- - **Output Protocol:** Specifies the protocol of the printer will use for print jobs.

    When you click **ASCII**, data is sent in ASCII format (7-bit), which may take longer to print but can be sent through any I/O channel, such as a serial, parallel, or network port. When you click **Binary** (Binary Communications Protocol) or **TBCP** (Tagged Binary Communications Protocol), all data except special control characters is sent in binary (8-bit) format. The binary formats can be sent over parallel or serial communications ports and are faster than sending data in ASCII format.

- - **Available PostScript Memory:** Specifies the amount of available PostScript memory. It is a subset of the printer's total physical memory. It is usually the best to use the default setting, which is determined by your printer manufacturer.

- - **Convert Gray Text to PostScript Gray:** Specifies whether to convert the true gray (RGB value) in text to the gray provided by the PostScript driver.

- - **Convert Gray Graphics to PostScript Gray:** Specifies whether to convert the true gray (RGB value) in graphics to the gray provided by the PostScript driver.

- - **Add Euro Currency Symbol to PostScript Fonts:** Specifies whether to augment the device fonts with the Euro character.

- - **Job Timeout:** Specifies how long the document can take to get from the computer to the printer before the printer stops trying to print the document. If you specify 0, the printer will continue trying to print indefinitely.

- - **Wait Timeout:** Specifies how long the printer will wait to get more PostScript information from the computer. After the specified time passes, the printer stops trying to print the document and prints an error message. If you are trying to print a very complicated document, you may want to increase this value. If you specify 0, the printer will wait indefinitely.

- - **Minimum Font Size:** Specifies the minimum font size (in pixels) for which the PostScript driver will download TrueType fonts as outline (Type 1) fonts. A font smaller than the minimum setting will be downloaded as a bitmap (Type 3) font.

    This option lets you fine-tune the Automatic setting for the **Advanced Font/Text Options** (see "Advanced" on page 143).

- - **Maximum Font Size:** Specifies the maximum font size (in pixels) for which the PostScript driver will download TrueType

fonts as bitmap (Type 3) fonts. A font larger than the maximum setting will be downloaded as an outline (Type 1) font.

This option lets you fine-tune the Automatic setting or override the **Download as Bit Image** setting for the **Advanced Font/Text Options** (see "Advanced" on page 143).

- **Send CTRL+D Before Each Job:** Specifies whether the printer will be reset at the beginning of every PostScript document. The default is unchecked.

    CTRL+D will reset your printer to its default setting to ensure that prior jobs won't affect the current print job. CTRL+D may cause a print job to fail if your printer is connected through a network. If your document fails to print when sent to a printer connected through parallel or serial ports, check this option.

- **Send CTRL+D After Each Job:** Specifies whether the printer will be reset at the end of every PostScript document. The default is checked.

    CTRL+D will reset your printer to its default setting to ensure that future print jobs won't be affected by the current print job. CTRL+D may cause a print job to fail if your printer is connected through a network. If your document fails to print when sent to a network printer, uncheck this option.

> If you click **Reset**, settings in the **Advanced** returns to the default setting.

- **Font Substitution:** Displays the font substitution table and options for changing the TrueType-to-printer font mapping. *This option is available only when you use the PS printer driver.*
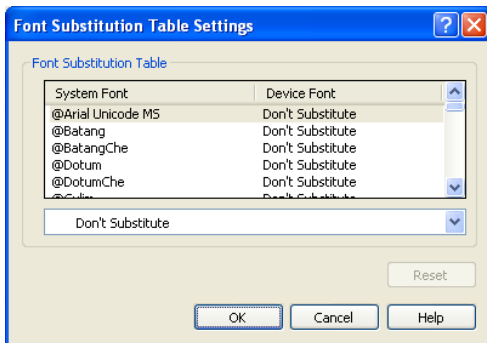
- **Job Accounting:** Allows you to associate user and account identification information with each document you print.
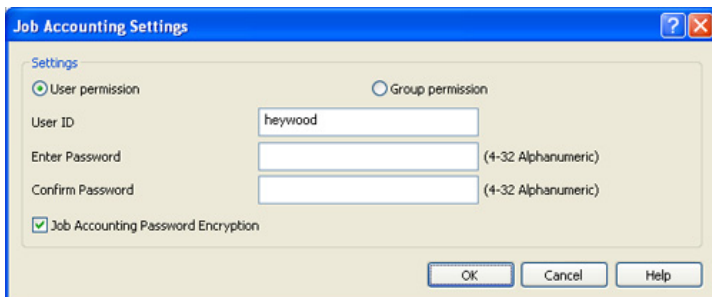
- **User permission:** If you check this option, only users with user permission can start a print job.
- **Group permission:** If you check this option, only groups with group permission can start a print job.

> - If you want to encrypt job accounting password, check **Job Accounting Password Encryption**.
> - Administrators can enable job accounting and configure

permissions in the control panel or SyncThru™ Web Service. For the detailed information about them, refer to the Administrator's Guide.

7. Click **OK** until you exit the **Properties** or **Printer properties** window.

Using special print features

Special print features include:
- "Printing multiple pages on one sheet of paper" on page 151.
- "Printing posters" on page 151.
- "Printing booklets" on page 151.
- "Printing on both sides of the paper" on page 152.
- "Change the size by percentage of your document" on page 152.
- "Fitting your document to a selected paper size" on page 152.
- "Using watermarks" on page 152.
- "Using overlay" on page 153.

Printing multiple pages on one sheet of paper

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 **Printing Preferences** (see "Opening printing preferences" on page 140).
2. Click the **Basic** tab, select **Multiple Pages per Side** in the **Type** drop-down list.
3. Select **Page Border** to print a border around each page on the sheet.
4. Select the number of pages you want to print per sheet (2, 4, 6, 9, or 16) in the **Pages per Side** drop-down list.
5. Select the page order from the **Page Order** drop-down list, if necessary.
6. Click the **Paper** tab, select the **Original size**, **Source**, and **Type**.
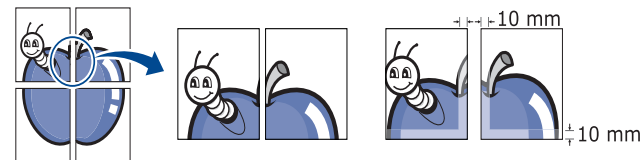7. Click **OK** or **Print** until you exit the **Print** window.

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.
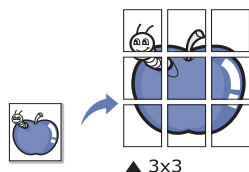
▲ 3x3

1. To change the print settings from your software application, access **Printing Preferences** (see "Opening printing preferences" on page 140).
2. Click the **Basic** tab, select **Poster Printing** in the **Type** drop-down list.
3. Select the page layout you want.
   Specification of the page layout:
   - **Poster 2x2:** Document will be enlarged and be divided into 4 pages.
   - **Poster 3x3:** Document will be enlarged and be divided into 9 pages.
   - **Poster 4x4:** Document will be enlarged and be divided into 16 pages.

4. Select the **Poster Overlap** value. Specify **Poster Overlap** in millimeters or inches by selecting the radio button on the upper right of **Basic** tab to make it easier to paste the sheets together.

5. Click the **Paper** tab, select the **Original size**, **Source**, and **Type**.
6. Click **OK** or **Print** until you exit the **Print** window.
7. You can complete the poster by pasting the sheets together.

Printing booklets

This feature prints your document on both sides of a paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.

> - If you print using the **Fold** or **Fold and Staple** option with the booklet finisher, you can only load the paper by short edge feeding in trays.
> - If you want to make a booklet, you need to print on Letter, Legal, A4, JIS B5, Statement, Executive, A5, 8K, 16K, Ledger, Tabloid Extra, A3 or JIS B4 sized print media.

1. To change the print settings from your software application, access the **Printing Preferences** (see "Opening printing preferences" on page 140).
2. Click the **Basic** tab, select **Booklet Printing** from the **Type** drop-down list.
3. Select **Fold Method** type. If you print a document containing many pages, select **Divided Into Sets**, you can divide the output booklet into multiple batches.The maximum sheet in a batch is 15 sheets.
   For example, if you copy 80 pages of a document, and set the number to 10.
   - First batch: 1~40 pages (10 sheets)
   - Second batch: 41~80 pages (10 sheets)
4. Click the **Advanced** button. Then select the option you want.
   - **Folding Options:** You can use this option when a optioanl booklet finisher is installed.

     > When you select **Fold** or **Fold and Staple**, **Booklet Tray** is available only in **Output Tray Options** (see "Output Tray Options" on page 145). However, a batch of more than 15 sheets is not printed out to the booklet tray, but to the finishing tray.

     - **None:** Disables this feature.
     - **Fold:** This option allows you to fold the center of booklet.
     - **Fold and Staple:** This option allows you to staple and fold the center of booklet.
   - **Gutter:** This option allows you to shift the images to create a center margin for the booklet.
   - **Right Binding:** This option allows you to select page reading order right to left.
5. Click the **Paper** tab, select the **Original size**, **Source**, and **Type**.

   > The **Booklet Printing** option is not available for all paper sizes. In order to find out the available paper size for this feature, select the available paper size in the **Original size** option on the **Paper** tab.
   > If you select an unavailable paper size, this option can be automatically canceled. Select only available paper. (paper without
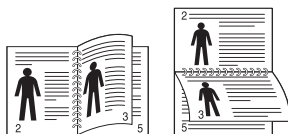
or ✖ mark).

6. Click **OK** or **Print** until you exit the **Print** window.
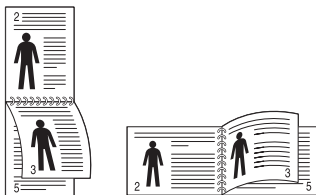
Printing on both sides of the paper

You can print on both sides of a paper; duplex. Before printing, decide how you want your document oriented. You can only use this feature with Letter, Legal, Oficio, US Folio, A4, ISO B5, JIS B5, Statement, Executive, A5, 8K, 16K, Ledger, Tabloid Extra, A3 or JIS B4 sized paper.

- When you use this feature with the **Right Tray** as an output tray (see "Output Tray Options" on page 145), it could slow down the printing speed. We recommend you to use other trays for an output tray.
- Do not print on both sides of the special media, such as labels, envelopes, or thick paper to print on both sides of paper. It may cause a paper jam or damage the machine.

1. To change the print settings from your software application, access **Printing Preferences** (see "Opening printing preferences" on page 140).
2. Click the **Basic** tab.
3. From the **Double-Sided Printing** section, select the binding option you want.
   - **Printer Default:** If you select this option, this feature is determined by the setting you've made on the control panel of the machine. This option is available only when you use the PCL printer driver.
   - **None:** Disables this feature.
   - **Long Edge:** This option is the conventional layout used in bookbinding.
   - **Short Edge:** This option is the conventional layout used in calendars.
   - **Reverse Double-Sided Printing:** Check this option to reverse the print order when duplex printing.
4. Click the **Paper** tab, select the **Original size**, **Source**, and **Type**.
5. Click **OK** or **Print** until you exit the **Print** window.

Change the size by percentage of your document

You can change the size of a document to appear larger or smaller on the printed page by typing in a percentage you want.
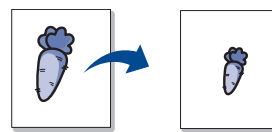
1. To change the print settings from your software application, access **Printing Preferences** (see "Opening printing preferences" on page 140).
2. Click the **Paper** tab.
3. Select actual paper size of the originals from the **Original Size**.
4. Enter the scaling rate in the **Percentage** input box.

   You can also click the up/down arrows to select the scaling rate.

   You cannot use this feature when you select a size of paper from the **Output Size**.

5. Select the **Source** and **Type**.
6. Click **OK** or **Print** until you exit the **Print** window.

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 document size. This option 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 **Printing Preferences** (see "Opening printing preferences" on page 140).
2. Click the **Paper** tab.
3. Select actual paper size of the originals from the **Original Size**.
4. Select the size of paper to be printed in the tray from the **Output Size**.
5. Select the **Source** and **Type**.
6. Click **OK** or **Print** until you exit the **Print** window.

Using watermarks

The watermark option allows you to print text over an existing document. For example, you use it when you 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 machine. 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 **Printing Preferences** (see "Opening printing preferences" on page 140).
2. Click the **Advanced** 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** or **Print** until you exit the print window.

Creating a watermark

1. To change the print settings from your software application, access **Printing Preferences** (see "Opening printing preferences" on page 140).
2. From the **Advanced** tab, select **Edit** from the **Watermark** drop-down list. The **Edit Watermarks** window appears.
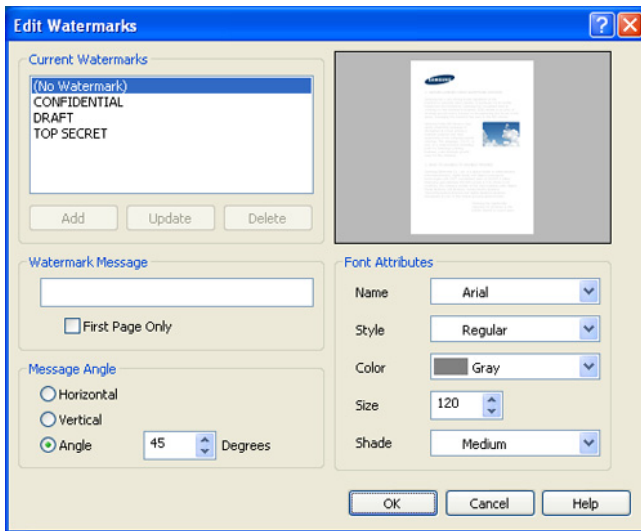
3. Enter a text message in the **Watermark Message** box. You can enter up to 256 characters. The message displays in the preview window.

    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, color, size, and shade from the **Font Attributes** section, as well as set the angle of the watermark from the **Message Angle** section.
5. Click **Add** to add a new watermark to the **Current Watermaks** list.
6. When you finish editing, click **OK** or **Print** until you exit the **Print** window.

To stop printing the watermark, select **None** from the **Watermark** drop-down list.

Editing a watermark

1. To change the print settings from your software application, access **Printing Preferences** (see "Opening printing preferences" on page 140).
2. Click the **Advanced** tab, select **Edit** from the **Watermark** drop-down list. 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** or **Print** until you exit the **Print** window.

Deleting a watermark

1. To change the print settings from your software application, access **Printing Preferences** (see "Opening printing preferences" on page 140).
2. Click the **Advanced** tab, select **Edit** from the **Watermark** drop-down list. The **Edit Watermarks** window appears.
3. Select the watermark you want to delete from the **Current Watermarks** list and click **Delete**.
4. Click **OK** or **Print** until you exit the **Print** window.

Using overlay

This option is available only when you use the PCL printer driver.

What is an overlay?

An overlay is text and/or images stored on the computer hard drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing exactly the 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 machine just 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 **Printing Preferences** (see "Opening printing preferences" on page 140).
3. Click the **Advanced** tab, and select **Edit** from the **Text** drop-down list. **Edit Overlay** window appears.
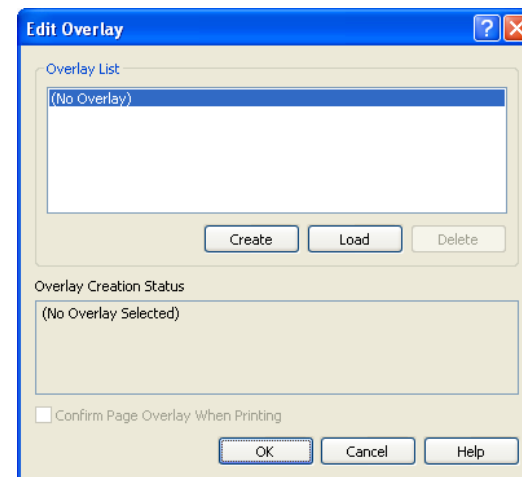
4. In the **Edit Overlay** window, click **Create**.

5. In the **Save As** window, type a name 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**.

7. Click **OK** or **Print** until you exit the **Print** window.

8. The file is not printed. Instead, it is stored on your computer hard disk drive.

   The overlay document size must be the same as the document 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 **Printing Preferences** (see "Opening printing preferences" on page 140).

3. Click the **Advanced** tab.

4. Select the desired overlay from the **Text** drop-down list.

5. If the overlay file you want does not appear in the**Text** drop-down list, select **Edit** from the list and click **Load**. Select the overlay file you want to use.

   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** 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, check **Confirm Page Overlay When Printing** box. 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 **Print** until you exit the **Print** window.

   The selected overlay prints on your document.

   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 **Printing Preferences** window, click the **Advanced** tab.

2. Select **Edit** in the **Text** drop down list.

3. Select the overlay you want to delete from the **Overlay List** box.

4. Click **Delete**.

5. When a confirming message window appears, click **Yes**.

6. Click **OK** or **Print** until you exit the **Print** window.

Banner Printing

Machine Setup

1. Access the **Tray setting** to set the paper size in MP tray(see "Tray setting" on page 46).

2. Click arrows to adjust paper size.

   Paper handling ranges from 98 to 320 mm width (3.87 to 12.6 inches) and from 148 to 1,200 mm length (5.8 to 47.3 inches).

Printer driver setting

1. Access the **Paper** tab to set the paper size in MP tray (see "Paper Options" on page 168).

2. Select **Edit** from the **Original Size** drop-down list.

3. Enter **Custom Name** and paper size to add **Custom Paper List**, then click **OK**.

4. Select **Same as Original Size** from the **Output Size** drop-down list.

5. Select **MP** tray from the **Source** drop-down list, then **OK**.

Using direct printing utility

This chapter explains how to use the Direct Printing Utility to print PDF files without open the files.

⚠️ • HDD should be installed on your machine, to print PDF files using this program.
- You cannot print PDF files that are restricted to print. Deactivate the printing restriction feature, and retry printing.
- You cannot print PDF files that are restricted by a password. Deactivate the password feature, and retry printing.
- Whether or not a PDF file can be printed using the Direct Printing Utility program depends on how the PDF file was created.
- The Direct Printing Utility program supports the PDF version 1.7 and below. For a higher version, you must open the file to print it.

What is Direct Printing Utility?

Direct Printing Utility is a program that sends a PDF file directly to your machine to print 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 install this program, select **Advanced Installation** -> **Custom Installation** and put a check mark in this program when you install the printer driver.

Printing

There are several ways you can print using the Direct Printing Utility.

From the Direct Printing Utility window

1. From the **Start** menu select **Programs** or **All Programs** > **Samsung Printers** > **Direct Printing Utility** > Direct Printing Utility.

   The Direct Printing Utility window appears.
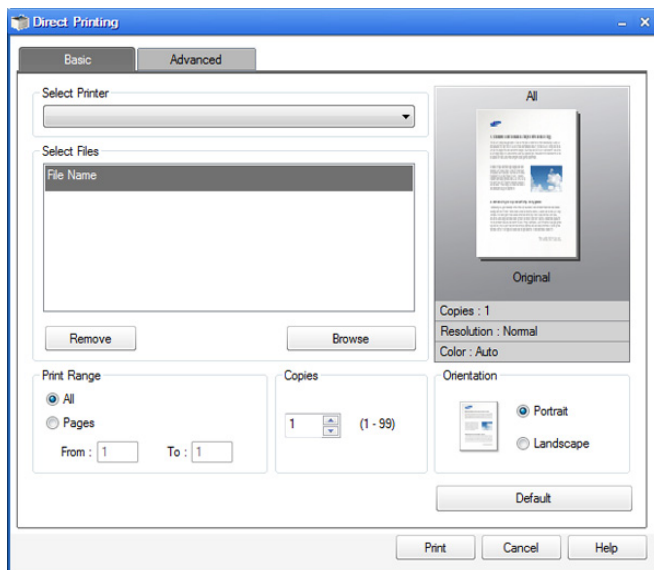
2. Select your machine from the **Select Printer** drop-down list and click **Browse**.
3. Select the PDF file you wish to print and click **Open**.

   The PDF file is added in the **Select Files** section.
4. Customize the machine settings for your needs.
5. Click **Print**. The selected PDF file is sent to the machine.

Using the right-click menu

1. Right-click on the PDF file you wish to print and select **Direct Printing**.

   The Direct Printing Utility window appears with the PDF file is added.
2. Select the machine you wish to use.
3. Customize the machine settings for your needs.
4. Click **Print**. The selected PDF file is sent to the machine.

Changing the default print settings

💡 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.

1. Click the Windows **Start** menu.
2. For Windows 2000, select **Settings** > **Printers**.
   - For Windows XP/2003, select **Printers and Faxes**.
   - For Windows 2008/Vista, select **Control Panel** > **Hardware and Sound** > **Printers**.
   - For Windows 7, select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.
   - For Windows Server 2008 R2, select **Control Panel** > **Hardware** > **Devices and Printers**.
3. Right-click your machine.
4. For Windows 2000, XP, 2003 and Vista, press **Printing Preferences**.

   For Windows 7 and Windows Server 2008 R2, from context menus, select the **Printing Preferences**.

   💡 If **Printing Preferences** item has ► mark, you can select other printer drivers connected with selected printer.

5. Change the settings on each tab.
6. Click **OK**.

   💡 If you want to change the settings for each print job, change it in **Printing Preferences**.

Setting your machine as a default machine

1. Click the Windows **Start** menu.
2. For Windows 2000, select **Settings** > **Printers**.
    - For Windows XP/2003, select **Printers and Faxes**.
    - For Windows 2008/Vista, select **Control Panel** > **Hardware and Sound** > **Printers**.
    - For Windows 7, select **Control Panel** > **Hardware and Sound** > **Devices and Printers**.
    - For Windows Server 2008 R2, select **Control Panel** > **Hardware** > **Devices and Printers**.
3. Select your machine.
4. Right-click your machine and select **Set as Default Printer**.

    ![note] For Windows 7 and Windows Server 2008 R2, if **Set as default printer** item has ► mark, you can select other printer drivers connected with selected printer.

Printing to a file (PRN)

You will sometimes need to save the print data as a file.

To create a file:

1. Check the **Print to file** box at the **Print** window.
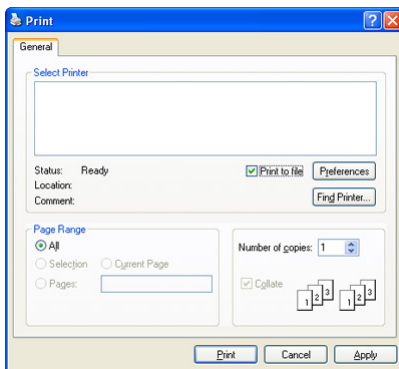
2. Click **Print**.
3. Type in the destination path and the file name, and then click **OK**.

    For example **c:\Temp\file name**.

    ![note] If you type in only the file name, the file is automatically saved in **My Documents**, **Documents and Settings** or **Users**. The saved folder may differ, depending on your operating system or the application you are using.

Macintosh printing

This section explains how to print using a Macintosh. You need to set the print environment before printing (see Installation guide).

Printing a document

When you print with a Macintosh, you need to check the printer driver setting in each application you use. Follow the steps below to print from a Macintosh:

1. Open the document 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, other options, and make sure that your machine is selected. Click **OK**.
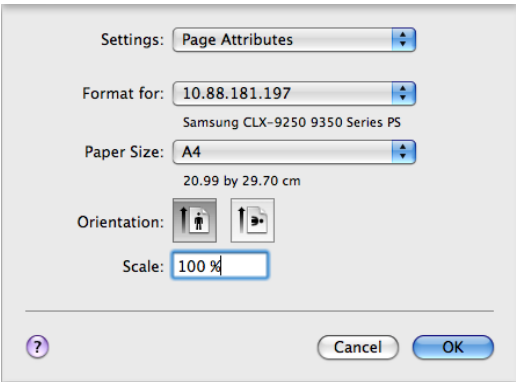
4. Open the **File** menu and click **Print**.
5. Choose the number of copies you want and indicate which pages you want to print.
6. Click **Print**.

Activating optional devices or accessories

After installing the optional devices or accessories, you need to activate the options.

1. Open **System Preferences** and click **Print & Fax**.
2. Select your machine and click **Options & Supplies...**.
3. Select **Driver** and set the necessary options.
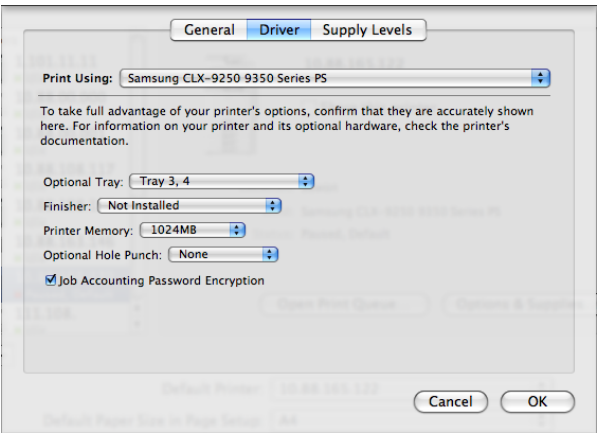
Changing printer settings

You can use advanced printing features provided by your machine.

Open an application and select **Print** from the **File** menu. The machine name, which appears in the printer properties window, may differ depending on the machine in use. Except for the name, the composition of the printer properties window is similar to the following.

> • The setting options may differ depending on printers and Macintosh OS version.
> • The following panes may differ, depending on your operating system or the application you are using.

The following pane is the first pane you will see when you open the printer properties pane. Select other advanced features from the drop down list.
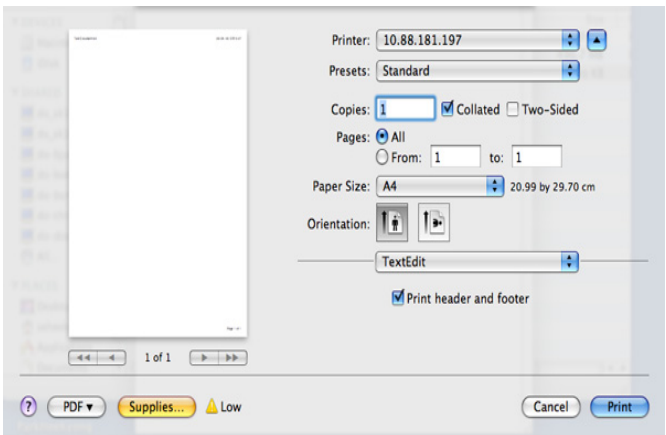
Layout

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 drop-down list.
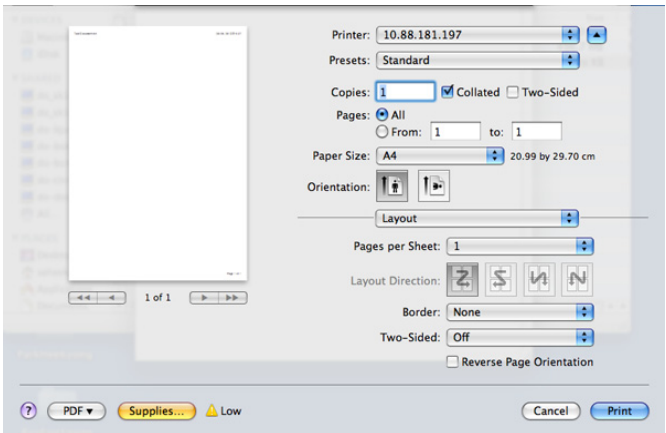
• **Pages per Sheet:** This option determines how many pages to be printed on one page (see "Printing multiple pages on one sheet of paper" on page 160).
• **Layout Direction:** This option allows you to select the printing direction on a page similar to the examples on UI.
• **Border:** This option allows you to print a border around each page on the sheet.
• **Two-Sided:** This option allows you to print on both sides of a paper (see "Printing on both sides of paper" on page 160).
• **Reverse Page Orientation:** This option allows you to rotate paper 180 degrees.

Graphics

The **Graphics** tab provides options for selecting **Quality**. Select **Graphics** from the drop-down list.
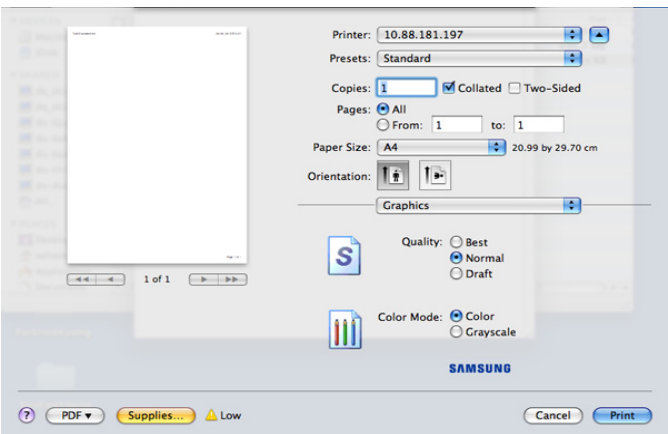
- **Quality:** This option allows you to select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.
- **Color Mode:** You can set the color options. Setting to **Color** typically produces the best possible print quality for color documents. If you want to print a color document in grayscale, select **Grayscale**.

Paper

Set **Paper 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.
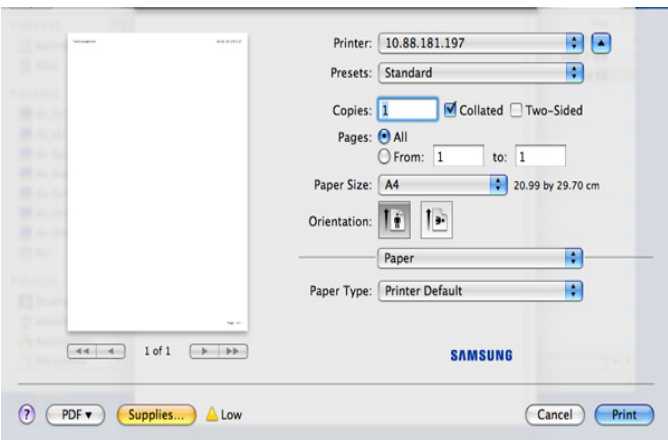
Job Accounting

This option allows you to print with the given permission.
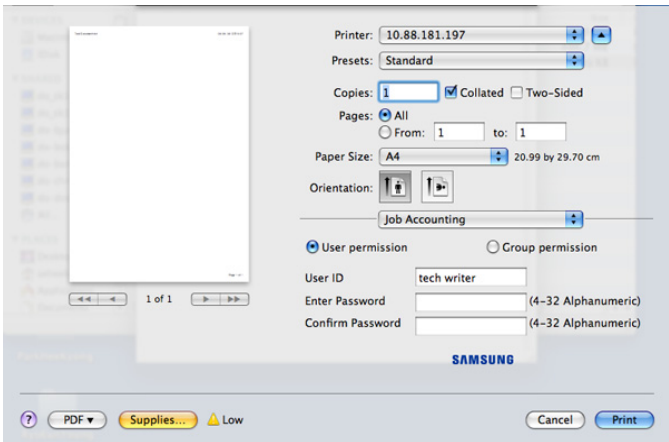
- **User permission:** If you check this option, only users with user permission can start a print job.
- **Group permission:** If you check this option, only groups with group permission can start a print job.

> - If you want to encrypt job accounting password, refer to help (⊘) on the bottom left corner of the printer properties pane.
>
> - Administrators can enable job accounting and configure permissions in the control panel or SyncThru™ Web Service. For the detailed information about them, refer to the Administrator's Guide.

Job Setting

This option allows you to choose how to print the printing file by using the hard disk drive in your machine.This option allows you to choose how to print or save the printing file by using the HDD in your machine.

- **Print Mode:** The default **Print Mode** is **Normal**.
  - **Normal:** This mode prints without storing your document.
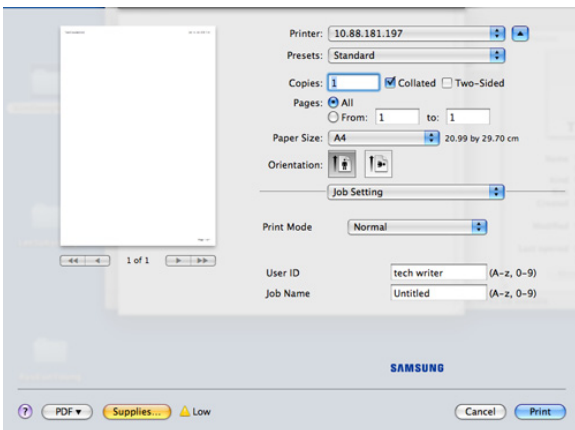
  - **Confidential:** This mode is used for printing confidential documents. You need to enter a password to print it (see "Secured Job" on page 31).
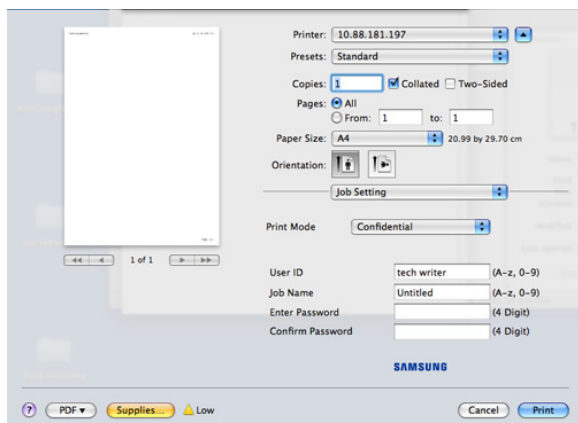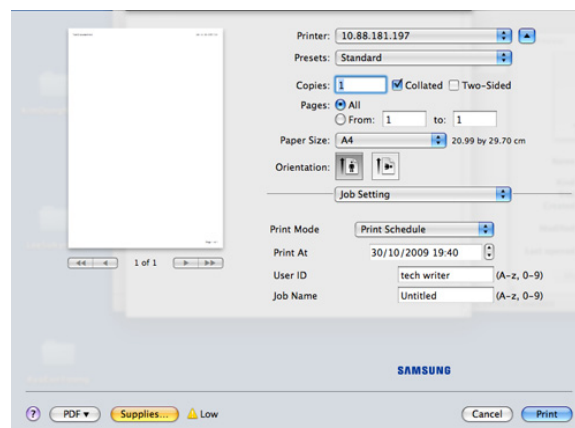
- - **User ID:** This option is used when you need to find a stored file using the control panel. The user name automatically appears as the user name that you use to log in Mac OS X.
- - **Job Name:** This option is used when you need to find a stored file using the control panel.
- - **Enter Password:** Enter the password you want to use. This option is used for loading a stored file using the control panel.
- - **Confirm Password:** Re-enter the password to confirm it.
- - **Store:** This mode is used only for storing documents on the HDD. If necessary, you can load and print the stored documents. You can find the stored file in the **Document Box** (see "Document box" on page 167).
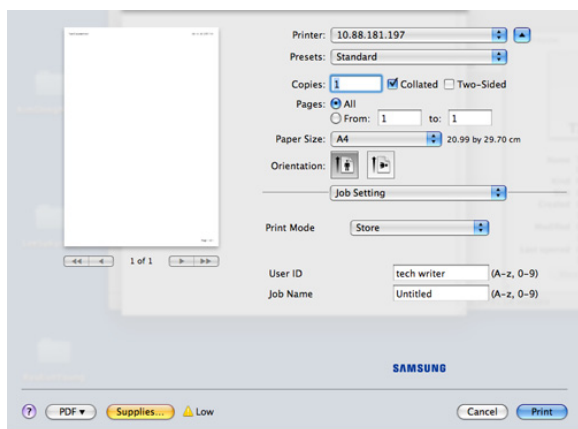
- - **User ID:** This option is used when you need to find a stored file using the control panel. The user name automatically appears as the user name that you use to log in Mac OS X.
- - **Job Name:** This option is used when you need to find a stored file using the control panel.
- - **Store and Print:** This mode is used when printing and storing documents at the same time. If necessary, you can load and print the stored documents. You can find the stored file in the

Document Box (see "Document box" on page 167).
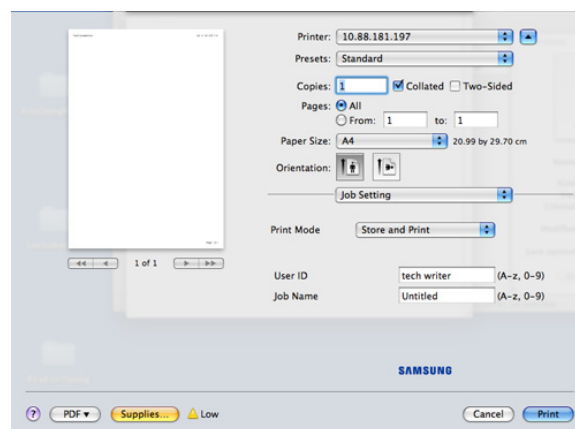
- - **User ID:** This option is used when you need to find a stored file using the control panel. The user name automatically appears as the user name that you use to log in Mac OS X.
- - **Job Name:** This option is used when you need to find a stored file using the control panel.
- - **Print Schedule:** Use this option to enter a specific time to print the job. This is useful for printing large amount of data or if you want all your job to print at the same time. Select the date and time you want to print. **User ID** and **Job Name** are used when you need to find a stored document using the control panel.

- - **Print At:** Select the date and time you want to print.
- - **User ID:** This option is used when you need to find a stored file using the control panel. The user name automatically appears as the user name that you use to log in Mac OS X.
- - **Job Name:** This option is used when you need to find a stored file using the control panel.

Printer Features
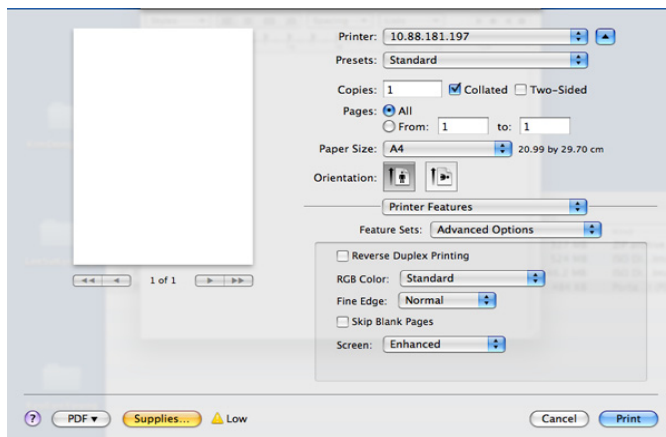
- **Reverse Duplex Printing:** This option allows you to reverse the print order when duplex printing.
- **RGB Color:** This setting determines how colors are rendered. **Standard** is the most widely used setting which the color tone of this mode is the closest to that of standard monitor (sRGB Monitor). **Vivid** mode is appropriate for printing presentation data and charts. The color tone of **Vivid** mode produces more **Vivid** color images than that of **Standard** mode. **Device** mode is best used for printing fine lines, small characters and color drawings. The color tone of **Device** mode may be different from that of monitor, the pure toner colors are used for printing cyan, magenta and yellow colors. **Corporate Imaging** is most common color setting used in the corporate environment.
- **Fine Edge:** This option allows you to emphasize edges of texts and fine lines for improving readability.
- **Skip Blank Pages:** This option allows you to specify not to print blank pages in the original data.
- **Screen:** This option allows you to select options to convert a continous-tone image into printable binary image.
- **Finishing:** You can select the print output options such as staple, offset and etc. This option is available only when the optional standard finisher or booklet finisher is installed.
- **Booklet Printing:** This feature prints your document on both sides of a paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet. Some options in **Booklet Printing** are available only when the optional stanard finisher or booklet finisher is installed.
- **Front Cover:** Prints the document with a front cover. The front cover can be a blank paper or the first page in the document.
- **Back Cover:** Prints the document with a back cover. The back cover can be a blank paper or the last page in the document.
- **Front and Back Cover:** Prints the document with a front cover and a back cover. The covers can be blank papers or the first and the last pages in the document.
- **Transparency Separator:** This option allows you to place a blank sheet between transparencies.

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. Open an application, and select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Orientation**. In the **Pages per Sheet** drop-down list, select the number of pages you want to print on one sheet of paper.
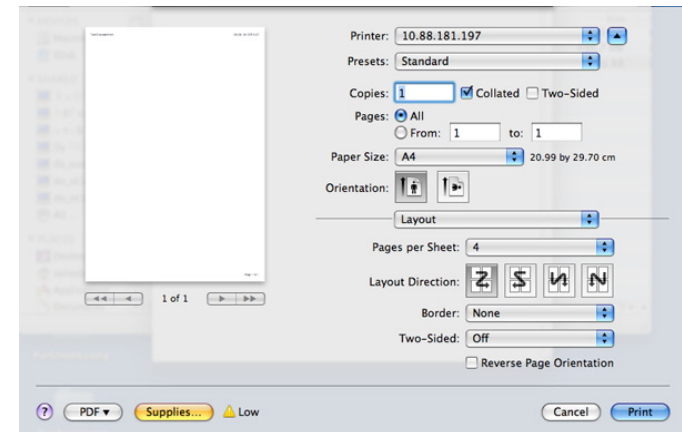
3. Select the other options you want to use.
4. Click **Print**, then machine prints the selected number of pages you want to print on one sheet of paper.

Printing on both sides of paper

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, as follows:

- **Long-Edge Binding:** This option is the conventional layout used in book binding.
- **Short-Edge Binding:** This option is the type often used with calendars.

1. From your Macintosh application, select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Orientation**.
3. Select a binding orientation from **Two−Sided** option.
4. Select the other options you want to use.
5. Click **Print** and; the machine prints on both sides of the paper.
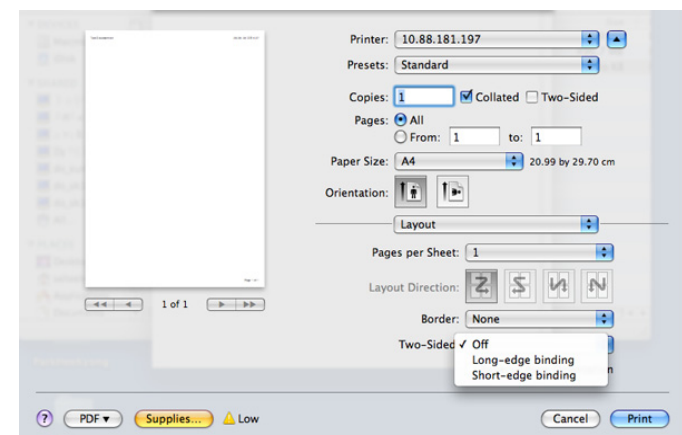

⚠ If you print more than 2 copies, the first copy and the second copy might print on the same sheet of paper. Avoid printing on both sides of paper when you are printing more than 1 copy.

Linux printing

Printing from applications

There are a lot of Linux applications that allow you to print using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

1. Open an application, and 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**.
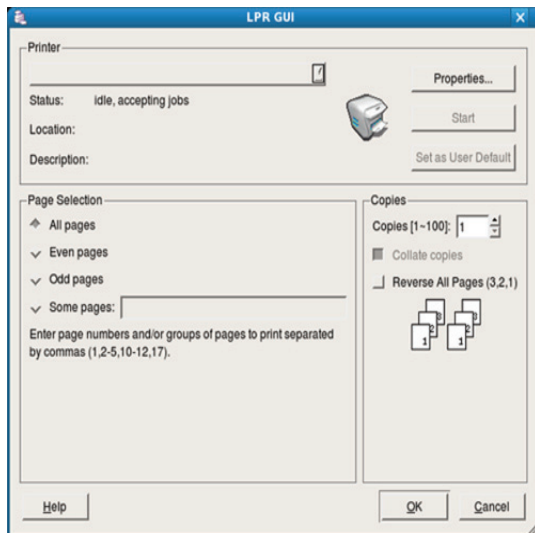
4. Change the print job properties using the following four tabs displayed at the top of the window.
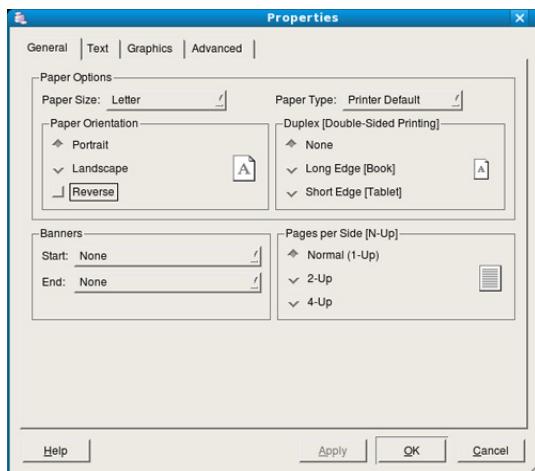
- **General:** This option allows you to change the paper size, the paper type, and the orientation of the documents. It enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
- **Text:** This option allows you to specify the page margins and set the text options, such as spacing or columns.
- **Graphics:** This option allows you to set image options that are used when printing image files, such as color options, image size, or image position.
- **Advanced:** This option 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 your machine using the standard CUPS way, directly from the command line interface. The CUPS lpr utility allows you to 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 machine from the list, and change the print job properties.
3. Click **OK** to start printing.

Configuring Printer Properties

Using the **Printer 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 appears.
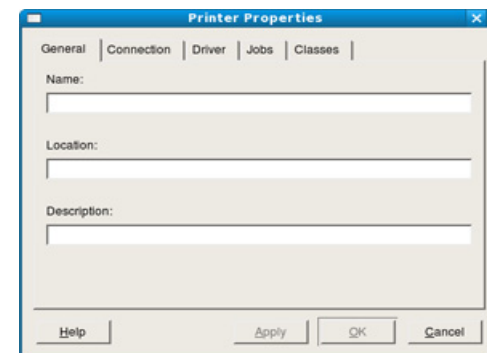
The following five tabs display at the top of the window:

- **General:** This option allows you to change the printer location and name. The name entered in this tab displays on the printer list in **Printers configuration**.
- **Connection:** This option allows you to view or select another port. If you change the machine port from USB to parallel or vice versa while in use, you must re-configure the machine port in this tab.
- **Driver:** This option allows you to view or select another machine driver. By clicking **Options**, you can set the default device options.
- **Jobs:** This option 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:** This option shows the class that your machine is in. Click **Add to Class** to add your machine to a specific class or click **Remove from Class** to remove the machine from the selected

class.

4. Click **OK** to apply the changes and close the **Printer Properties** window.

UNIX Printing

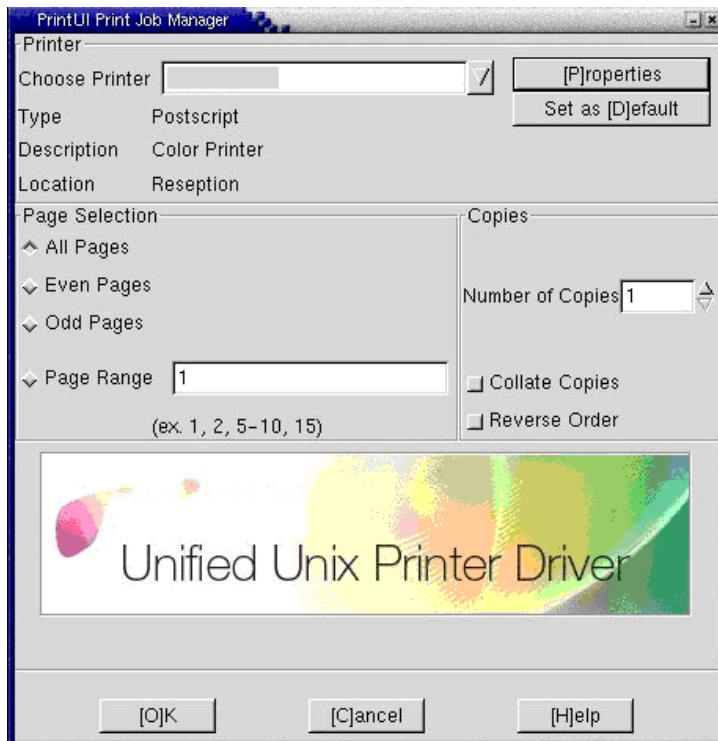### Proceeding the print job

After installing the printer, choose any of the image, text, PS or HPGL files to print.

1. Execute "**printui <file_name_to_print>**" command.

For example, you are printing "**document1**"

printui document1

This will open the UNIX Printer Driver **Print Job Manager** in which the user can select various print options.

2. Select a printer which has been already added.

3. Select the printing options from the window such as **Page Selection**.

4. Select how many copies needed in **Number of Copies**.

> To take advantage of the printer features provided by your printer driver, press **Properties**. (see "Changing the printer settings" on page 162.)

5. Press **OK** to start the print job.

Changing the printer settings

The UNIX Printer Driver **Print Job Manager** in which the user can select various print options in printer **Properties**.

The following hot keys may also be used: "H" for **Help**, "O" for **OK** and "A" for **Apply** and "C" for **Cancel**.
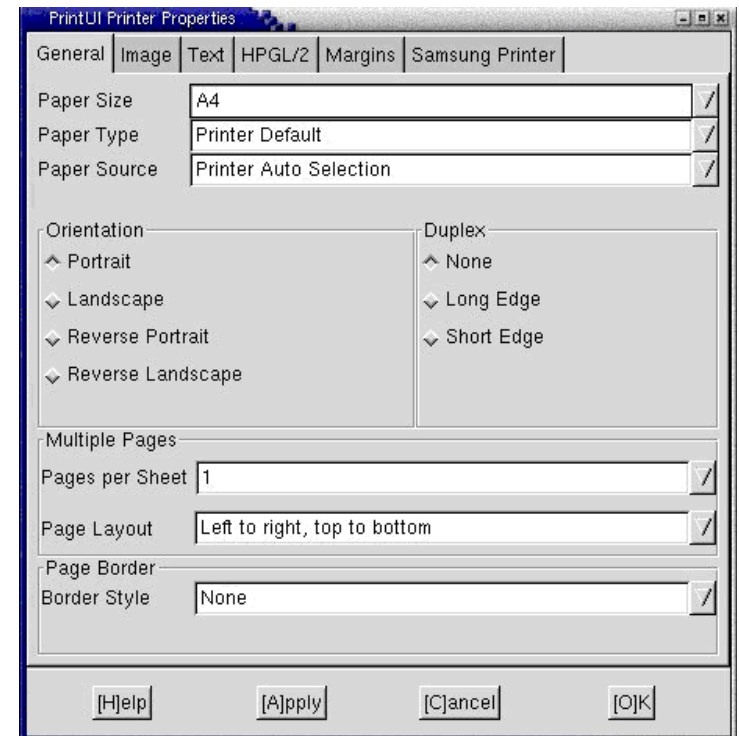
General tab

- **Paper Size:** Set the paper size as A4, Letter or other paper sizes, according to your requirements.
- **Paper Type:** Choose the type of the paper. Options available in the list box are **Printer Default**, **Plain**, and **Thick**.
- **Paper Source:** Select the source of the page. By default, it is **Auto Selection**.
- **Orientation:** Select the direction in which information is printed on a page.
- **Duplex:** Print on both sides of paper to save paper.
- **Multiple pages:** Print several pages on one side of paper.
- **Page Border:** Choose any of the border styles (e.g.: **Single-line hairline**, **Double-line hairline**)

Image tab

In this tab, you can change the brightness, resolution or an image position of your document.

Text tab

Set the character margin, line space or the columns of the actual print output.

HPGL/2 tab

- **Use only black pen:** To print all graphics in black.
- **Fit plot to page:** Fit the entire graphic into a single page.
- **Pen Width:** Change value to increase the thickness of pen lines. By default, it is 1000.

Margins tab

- **Use Margins:** Set the margins for the document. By default, margins are not enabled. The user can change the margin settings by changing the values in the respective fields. Set by default, these values depend on the page size selected.
- **Unit:** Change the units to points, inches or centimeters.

Printer-Specific Settings tab

Select various options in the **JCL** and **General** frames to customize various settings. These options are specific to the printer and depend on the PPD file.

using a usb memory device

This chapter explains how to use a USB memory device with your machine.

This chapter includes:

- Understanding the USB screen
- About USB memory device

- Printing from a USB memory device
- Managing usb memory

Understanding the USB screen

To use the USB feature, press **USB** on the display screen.

✎ If you want to use this feature, you need to insert a USB memory device into the USB memory port on your machine.
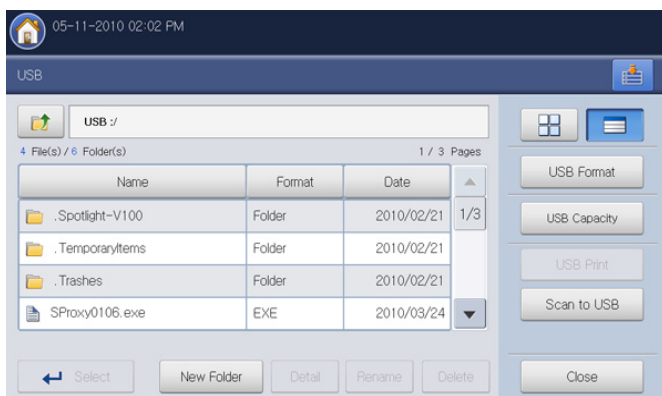
- : Moves back to the upper level.
- **Select:** Moves to the selected folder.
- **New Folder:** Makes a new folder in the USB memory device.
- **Detail:** Displays information of the selected folder or file.
- **Rename:** Changes the name of the selected folder or file.
- **Delete:** Deletes the selected folder or file.

- : You can choose the layout for viewing the folder structure in folder view or list view.
- **USB Format:** Formats the USB memory device.
- **USB Capacity:** Displays the USB memory status.
- **USB Print:** You can directly print files stored on a USB memory device. You can print TIFF, JPEG, PDF, and PRN files (see "Printing from a USB memory device" on page 165).
- **Scan to USB:** Sends you **Scan to USB** (see "Scanning originals and sending to a USB memory device (scan to USB)" on page 93).

About USB memory device

USB memory devices are available with a variety of memory capacities to give you more room for storing documents, presentations, music and videos, high resolution photographs, or whatever other files you want to store or move.

You can do the following on your machine using a USB memory device:

- Scan documents and save them on a USB memory device.
- Print data stored on a USB memory device.
- Format the USB memory device.

Your machine supports USB memory devices with FAT16/FAT32 and sector size of 512 bytes.

Check your USB memory device's file system from your dealer.

You must use only an authorized USB memory device with an A plug type connector.
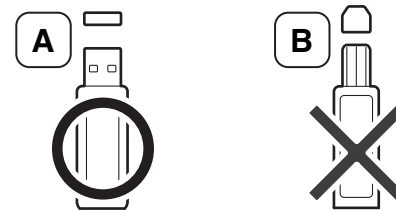
Use only a USB memory device with metal-shielded connector.
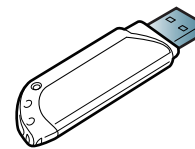
Only use a USB memory device that has obtained compatibility certification; otherwise, the machine might not recognize it.

Insert a USB memory device into the USB memory port on your machine.

📝 Do not insert the USB memory device to other ports except the ports which is as shown below the image. If you insert the USB memory to other ports, the machine shows warning message on the display screen.
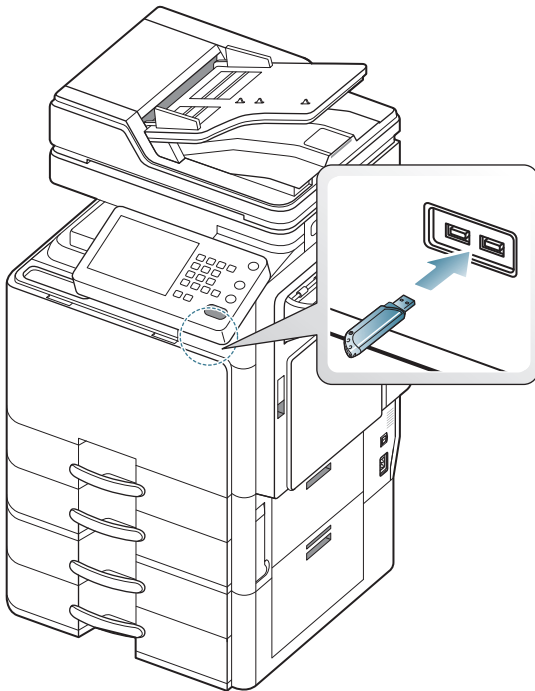
⚠️ • Do not remove the USB memory device while it is in use. The machine warranty does not cover damage caused by a user's misuse.
• If your USB memory device has certain features, such as security settings and password settings, your machine may not automatically detect it. For details about these features, see USB memory device's User's Guide.

Printing from a USB memory device

You can directly print files stored on a USB memory device. You can print TIFF, JPEG and PRN files. You can select 50 files and print selected the files at once.

USB print option supported file types:

• **PRN:** Only files created by provided driver with your machine are compatible. PRN files can be created by selecting the **Print to file** check box when you print a document. The document will be saved as a PRN file, rather than printed on paper. Only PRN files created in this fashion can be printed directly from USB memory device (see "Printing to a file (PRN)" on page 156).
• **TIFF:** TIFF 6.0 Baseline
• **JPEG:** JPEG Baseline
• **PDF:** PDF 1.7 and below

📝 In case of 8bit CMYK JPEG files, Job could be cancelled.

To print a document from a USB memory device:

1. Insert a USB memory device into the USB memory port on your machine.

   Your machine automatically detects the device and reads data stored on it (see "About USB memory device" on page 164).

   📝 • The machine cannot detect the unformatted USB memory device. Format, and then reinsert the USB memory device into the USB memory port on your machine.
   • The machine could not detect the USB memory device when the machine is in power save mode. Wait until the machine returns to ready mode, and then reinsert the USB memory device into the USB memory port on your machine.
   • The machine has two USB memory ports. When a USB memory is already inserted to one of the port, if you try to insert a USB memory device to another port, the machine cannot detect second one. Remove the USB memory device which is inserted first and then reinsert the USB memory device you want to insert into the USB memory port on your machine.
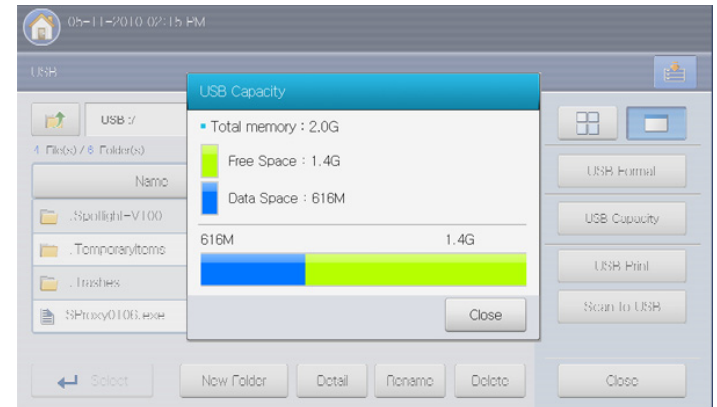
2. Press **USB** from the display screen.

3. The machine shows all files in the USB memory device.

   Select the file you want to print. You can also select multiple files if you want to print a number of files.

   📝 • If the file is in a folder, press the folder name. Then press **Select**.
   • If the PDF file you selected is secured with a password, you have to know the password for printing. Enter the password

when the machine requires the secure password. If you do not know the password, the print job will be cancelled.

4. Press **USB Print**.
5. Press the appropriate option.
   - **Copies:** Selects the number of copies.
   - **Color Mode:** Selects the color mode of copies.
   - **Duplex:** Selects the machine to print copies on both sides of the paper.
   - **Auto fit:** Allows you to scale your print job to the selected paper size in the tray regardless of the document size. Select a tray, and press **On**.
   - **Paper Supply:** Selects a tray that contains the paper to be printed.
   - **Detail:** Displays detailed information of the file selected.
   - **Delete:** When you select multiple files in step 3, you can delete a file from the list, if necessary.
   - **Output:** Sets the machine's various output options such as copy output option (see "Deciding the form of copy output" on page 56).
6. Press **OK** from the display screen to begin printing.
7. After printing is completed, you can remove the USB memory device from the machine. Press **USB**.
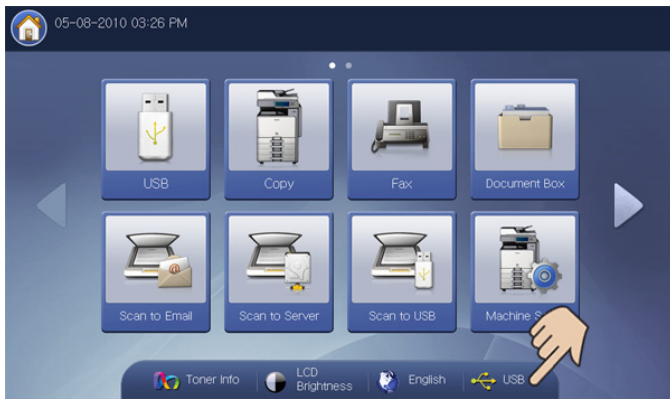
8. Press **Safe To Remove USB**, and press **OK** when the confirmation window appears.
9. Remove the USB memory device.

Managing usb memory

You can delete image files stored on a USB memory device one-by-one or all at once by reformatting the device.

⚠ After deleting files or reformatting a USB memory device, files cannot be restored. Confirm that you no longer need the data before deleting it.

Deleting an image file

1. Insert a USB memory device into the USB memory port on your machine.
2. Press **USB** from the display screen.
3. The machine shows all files in the USB memory device.
   Press the file you want to delete.

   📝 If the file is in a folder, press the folder name. Then press **Select**.

4. Press **Delete**.
5. Press **OK** when the confirmation window appears.
6. Press **Close** from the display screen.

Formatting a USB memory device

1. Insert a USB memory device into the USB memory port on your machine.
2. Press **USB** from the display screen.
3. Press **USB Format**.
4. Press **OK** when the confirmation window appears.
5. Press **Close** from the display screen.

Viewing the USB memory capacity

1. Insert a USB memory device into the USB memory port on your machine.
2. Press **USB** from the display screen.
3. Press **USB Capacity**.
   The **USB Capacity** window appears.

4. Press **Close** from the display screen.

document box

This guide gives you information on **Document Box**.

This chapter includes:

- Understanding the document box screen
- Box setting
- Saving documents

- Understanding details of the document box screen
- Using document box features
- Using the box with SyncThru™ Web Service

Understanding the document box screen

You can store documents sent from computers or scanned images in the **Document Box**. The **Document Box** is located on your machine's hard disk drive (HDD). It means the documents are stored on the HDD. You can create a password for a certain document box, so unauthorized users cannot access it. Also, you can print stored documents by using a variety of printing features and send the documents to several destination such as email, server or fax. You can set a document box and use document box feature with SyncThru™ Web Service (see "Using the box with SyncThru™ Web Service" on page 178).

If important data is stored in the **Document Box**, we recommend you to backup the data regulary. Samsung disclaims all responsibility for damage or loss of data caused by misuse or failure of the machine.

To use the **Document Box** feature, press **Document Box** on the display screen.

Document Box allows you to store the scanned data on HDD(your machine's hard disk drive) in your machine. The stored data can be sent to different destinations like **Fax**, **Email**, **Server**, **Box**, or **USB**.
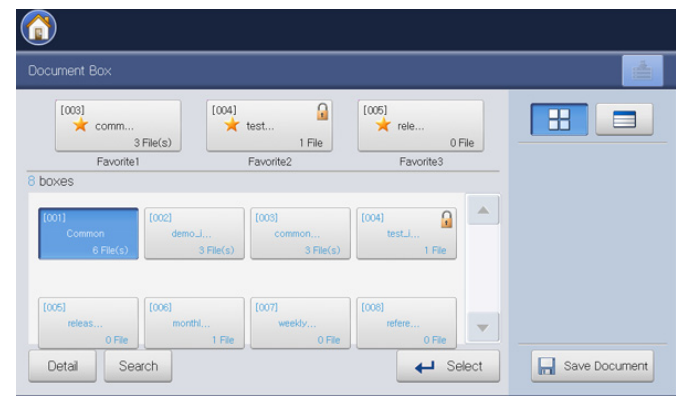
- **Favorite box list:** Displays three favorite boxes you set.
- **Box display area:** Displays all boxes. You can select a box in this area.
- **Detail:** Displays information of selected box in detail.
- **Search:** Allows you to search a box or stored data.
- **Select:** Enters the selected box. If you select **Secured** and set a password when you make a new document box, enter the password when the **Password** window appears.
- **Save Document:** Saves documents on HDD in your machine (see "Saving documents" on page 169).
- ![icon]: This button allows you to move to **USB**, **Fax**, **Document Box**, etc. Press this button and select the menu you want to move to.
- ![icon]: You can choose the layout for viewing the boxes from the box or list.

Box setting

To use **Document Box**, you need to create a new box first in the **Machine Setup** > **Application Setting** > **Box Setting**. You can also edit or delete the created boxes.

- The **Box Setting** option can only be configured by an authorized user who has registered an ID and a password on the machine. When the machine requests, enter the ID and password.
  - You can create up to 999 boxes.
  - The length of a box name is limited to a maximum 30 characters.
  - A box can contain up to 200 stored documents.
  - **Common** box is already created by default.

- **New Box:** Creates a new box.
- **Edit Box:** Edits a created box.
- **Delete Box:** Deletes a created box.

New Box

You can create a new box to store your scanned data.

1. Press **Machine Setup** > **Application Setting** > **Box Setting** > **New Box** from the display screen.
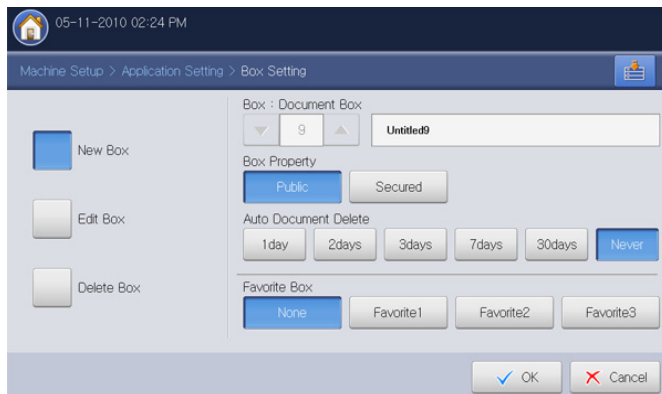
2. Press the box name input area. Then the pop-up keyboard appears. Enter the box name. Then press **OK**.

  - Box number is automatically filled with the first free number.
  - If you do not enter the box name, the machine assigns the box name as '**Untitled**xxx'. The 'xxx' number is the box number.

3. Press an appropriate option in **Box Property**.
  - **Public:** All users scan use the box.
  - **Secured:** Set up the password to prevent unauthorized persons from accessing.

4. Press the appropriate option in **Auto Document Delete**.

  ⚠ After deleting files, the files cannot be restored.

  - **1 Day ~ 30 Days:** Set up the period for which stored data are in the box. After the period, the stored data get automatically deleted.
  - **Never:** Do not delete the stored data.

5. Press the **Favorite Box** option, if necessary.

  If you set **Favorite 1**, **Favorite 2** and **Favorite 3**, your machine displays them in **Document Box**.

  You can set only three favorite boxes. If all favorite boxes were selected, a warning message appears.

6. Press **OK** from the display screen.

Edit Box

You can change the settings of a created box.

  Only the **Auto Document Delete** setting can be edited in the **Common** box.

1. Press **Machine Setup** > **Application Setting** > **Box Setting** > **Edit Box** from the display screen.
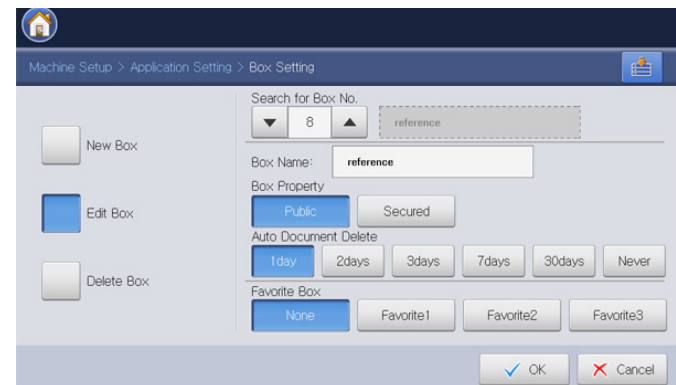
2. Select the box number you want to edit using the up/down arrows.
3. Press the **Box Name** input area. Then the pop-up keyboard appears. Enter the box name. Then press **OK**.
4. Press the appropriate option in **Box Property**.
  - **Public:** All users can use the box.
  - **Secured:** Set up the password to prevent unauthorized person from accessing.
5. Press an appropriate option in **Auto Document Delete**.

  ⚠ After deleting files, the files cannot be restored.

  - **1 Day ~ 30 Days:** Set up the period for which stored data are in the box. After the period, the stored data get automatically deleted.
  - **Never:** It is set not to delete the stored data.
6. Press the **Favorite Box** option, if necessary.

  If you press a favorite box already assigned, the warning message appears. If you want to change the favorite box to the box you are editing, press **Yes**.
7. Press **OK** from the display screen.

Delete Box

You can delete a created box.

The **Common** box cannot be deleted even by administrator.

1. Press **Machine Setup** > **Application Setting** > **Box Setting** > **Delete Box** from the display screen.
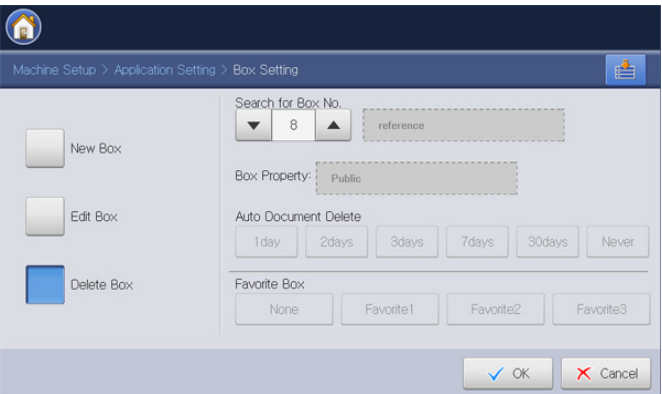
2. Select the box number you want to delete using the up/down arrows. You can select the box directly using the **Browse** button.
3. Press **OK** from the display screen.
4. Press **Yes** when the confirmation window appears.

Saving documents

This machine allows you to store the scanned data on HDD using the **Save Document** feature in **Copy**, **Scan to Email**, **Scan to Server**, **Scan to USB** or **Fax** mode.

- **Copy:** See "Saving documents" on page 80.
- **Scan to Email, Scan to Server or Scan to USB:** See "Saving documents" on page 104.
- **Fax:** See "Saving documents" on page 127.

You can also store the scanned data directly in **Document Box**.

1. Place the originals face up in the DADF, or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).
2. Press **Document Box** > **Save Document** from the display screen..
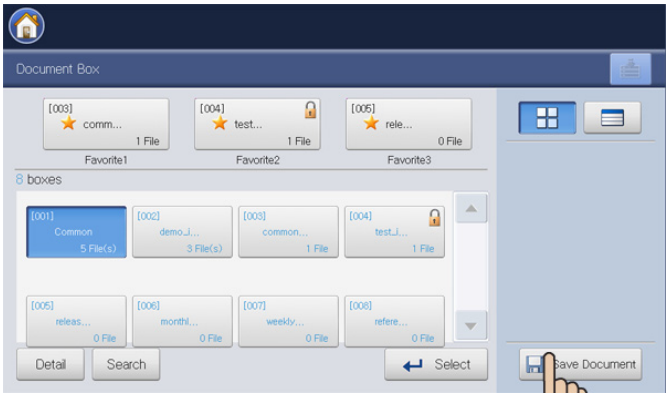
3. Set the appropriate option using the left/right arrows.
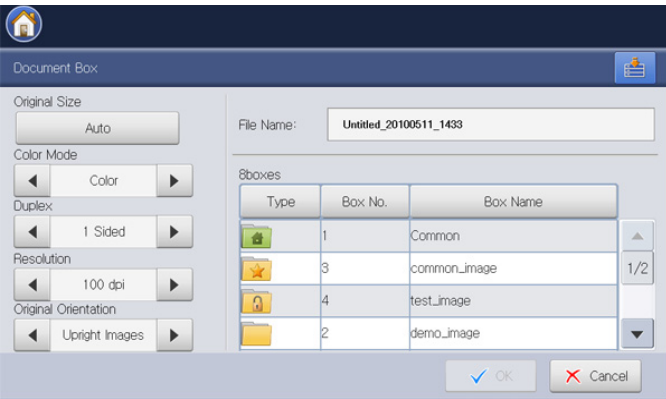
- **Original Size:** Selects the actual paper size of the originals.
- **Color Mode:** Selects the color options of scanned data.
- **Duplex:** Selects whether the machine scans one side of the original or both sides of the original .
- **Resolution:** Selects scanning resolution value.
- **Original Orientation:** Selects the orientation of the originals.

4. Press **File Name** input area. Then the pop-up keyboard appears. Enter the file name you want. Press **OK**.
5. Select a destination box where you want to store the scanned data.
6. Press **OK** to scan and store the scanned data.

- To cancel the current scan job, press **Stop** on the control panel. Or you can delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button" on page 30).

- If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

Understanding details of the document box screen

Press **Document Box** > Select a box you want to enter > **Select** from the display screen.
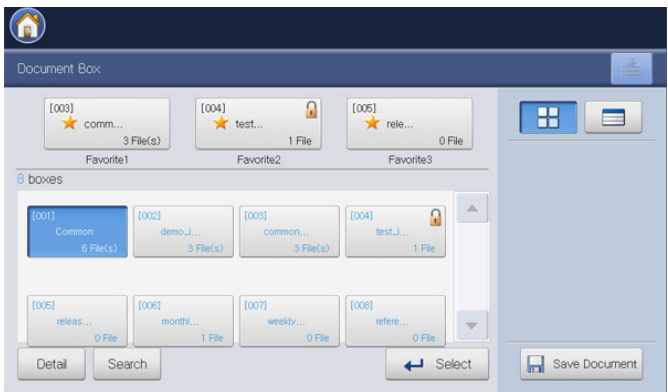
- **Job type list:** Displays the job types. You can select a job type, if necessary.
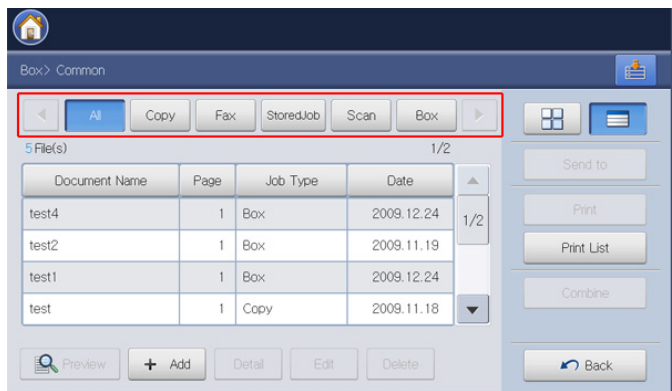
- **Stored data list:** Displays all stored data. You can select a stored data in this area.
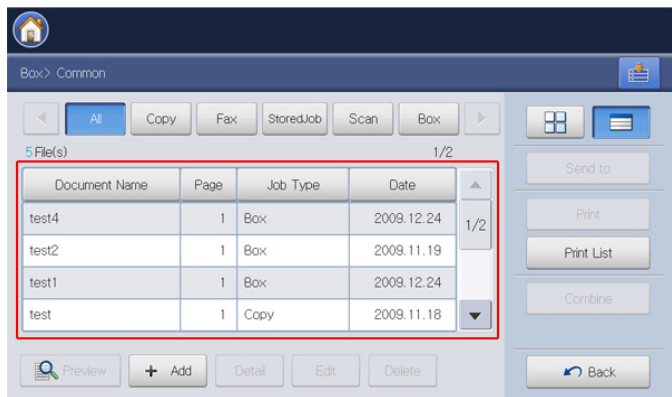
- **Preview:** Displays the preview image. This button can activate only when a stored data is selected (see "Previewing the stored data" on

page 171).
- **+Add:** Stores a new scanned data (see "Adding scanned data" on page 172).
- **Detail:** Displays detailed information of the selected out of stored data (see "Viewing detail information" on page 173).
- **Edit:** Changes the name and file property of the selected stored data (see "Editing stored data" on page 173).
- **Delete:** Deletes the selected out of stored data (see "Deleting stored data" on page 173).
- **Send to:** Sends the selected out of stored data to specific destination (see "Sending stored data" on page 174).
- **Print:** Prints the selected out of stored data (see "Printing stored data" on page 177).
- **Print List:** Prints the list of stored data on the document box selected (see "Printing information of stored data" on page 177).
- **Combine:** Combines two or more stored data as one single data (see "Combining stored data" on page 178).

- : This button allows you to move to **USB**, **Fax**, **Document Box**, etc. Press this button and select a menu you want to move.

- : You can choose the layout for viewing the stored data from thumbnail or list.

Using document box features

This machine allows you to print the stored data on HDD. You can also send the stored data to specific destinations using **Fax**, **Email**, **Server**, **Box** or **USB**, or combine two or more stored data as one single file.

Selecting the job type

When you select and enter a box, you can see the job type list above the stored data list. The default value of job type list is **All**. If you select a job type in the job type list, selected job types get sorted out in the stored data list.

1. Press **Document Box** > Select a box you want to enter > **Select** from the display screen.
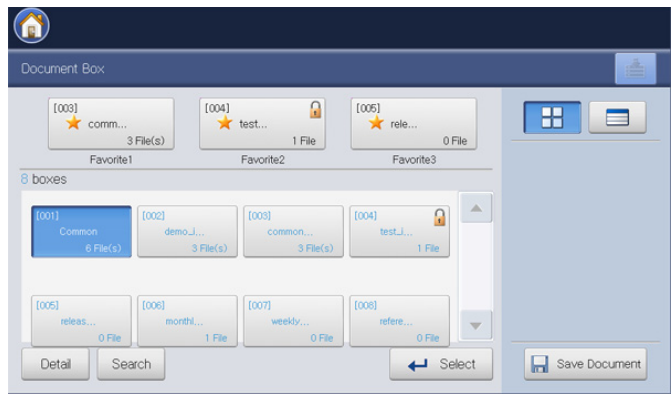
**2.** Press a job type you want to sort.

Previewing the stored data

You can preview the stored data using **Preview**. This feature has many handy functions for preview.

1. Press **Document Box** > Select a box you want to enter > **Select** from the display screen.

2. Select a stored data from the stored data list and press **Preview**.

3. Press the appropriate option for preview, if necessary.

Tools	Function
![minus]	Reduces the previewed image by 2 times or 4 times. You can view the reduced image.
![plus]	Magnifies the previewed image by 2 times or 4 times. You can view the desired portion of the enlarged image.
![fit]	Fits the previewed image on the preview screen.
![arrows]	If the selected stored data contains mutiple pages, press the left/right arrow for previewing the another pages.
![rotate]	Rotates the previewed image 90 degrees counterclockwise or clockwise.
Send to	Sends the previewed data to specific destination (see "Sending stored data" on page 174).
Print	Prints the whole pages which is previewed.
Delete page	Deletes the previewed page from the selected out of stored data. If the stored data has only one page, the stored data will be deleted.
Back	Returns to the previous page.

Adding scanned data

You can store a new scanned data direcly from the selected box.

1. Place the originals face up in the DADF, or place a single original face down on the scanner glass and close the DADF (see "Loading originals" on page 35).

2. Press **Document Box** > Select a box you want to enter > **Select** from the display screen.
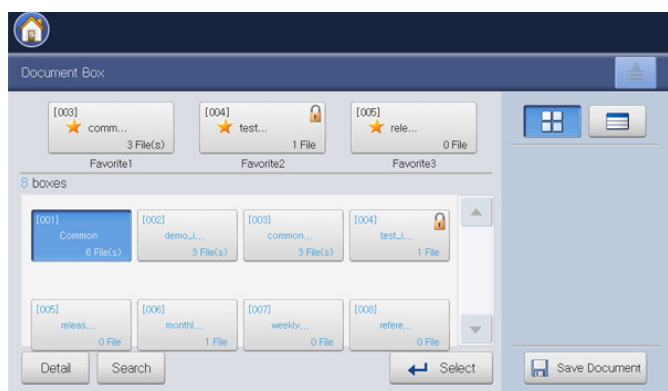
3. Press **+Add**.
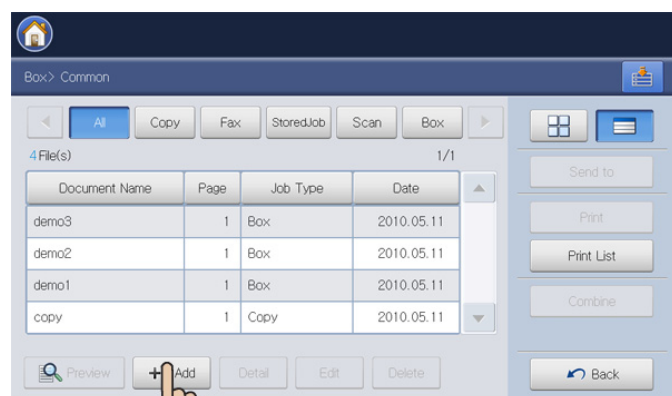
4. Set the appropriate option using the left/right arrows.
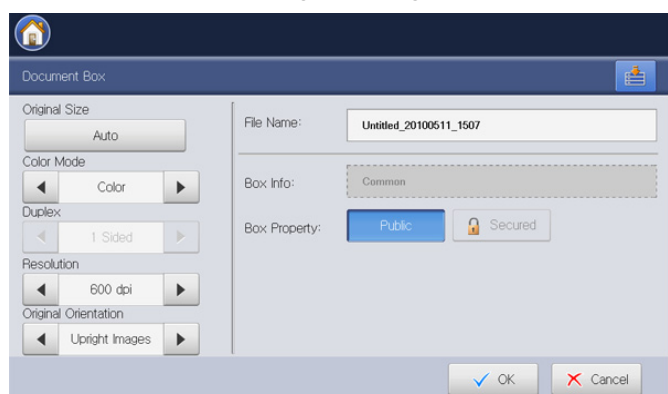
- **Original Size:** Selects the actual paper size of the originals.
- **Color Mode:** Selects the color options of scanned data.
- **Duplex:** Selects whether the machine scans one side of the original or both sides of the original .
- **Resolution:** Selects scanning resolution value.
- **Original Orientation:** Selects the orientation of the originals.

5. Press **File Name** input area. Then the pop-up keyboard appears.

Enter the file name you want. Then press **OK**.

6. Press **OK** to scan and store the scanned data.

- To cancel the current scan job, press **Stop** on the control panel. Or you can delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button" on page 30).
- If an original is placed on the scanner glass, the machine shows the window asking if you want to place another page. Load another original and press **Yes**. When you finish, press **No** on this window.

Viewing detail information

You can see the detailed information of the selected out of stored data. You can also change the name and file property of the selected stored data pressing **Edit**.

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.
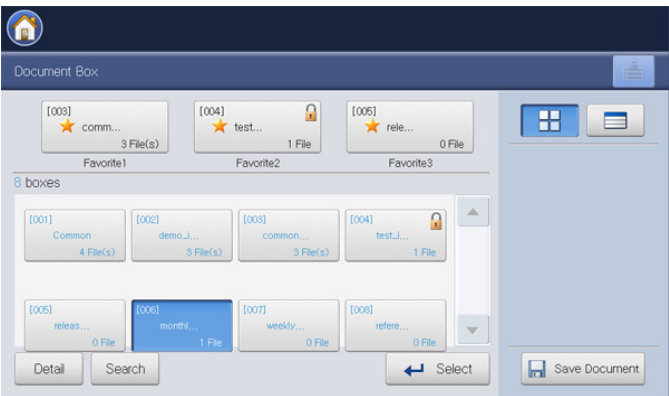
2. Press the stored data for which you want detailed information, and press **Detail**.
3. The **Detail** window appears. Check the detailed information.

   If you want to change the name, press **Edit**.

4. Press **Close**.

Editing stored data

You can change the name of the selected stored data

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.
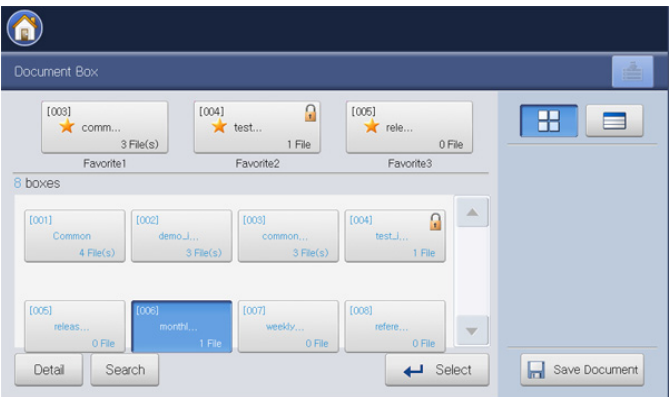
2. Press the stored data you want to edit. Press **Edit**.
3. The **Edit** window appears.
4. Press **File Name** input area. The pop-up keyboard appears.
   Enter the file name you want. Press **OK**.

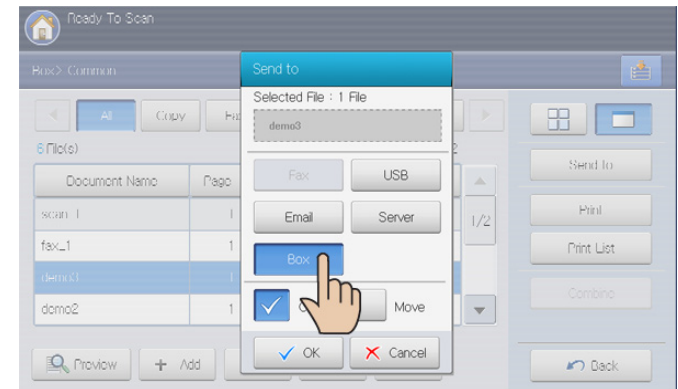## Deleting stored data

You can delete the selected stored data.

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.
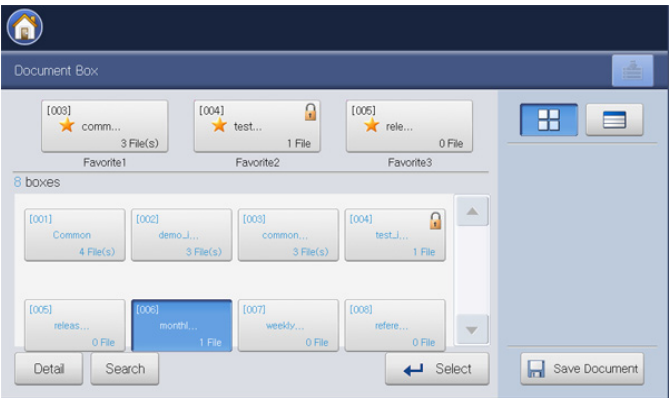
2. Press the stored data you want to delete. Press **Delete**.
3. Press **OK** when the confirmation window appears.

Sending stored data

You can send the stored data to specific destination using **Fax**, **Email**, **Server**, **Box**, or **USB**.

Fax

> 📝 • When you send stored data to fax, you can only send data which the **JOB_TYPE** is **Box**, **Fax** or **Scan**.
> • The sent data must be a black and white document when the **JOB_TYPE** is **Box** or **Scan**. Otherwise, you cannot use this feature.

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.
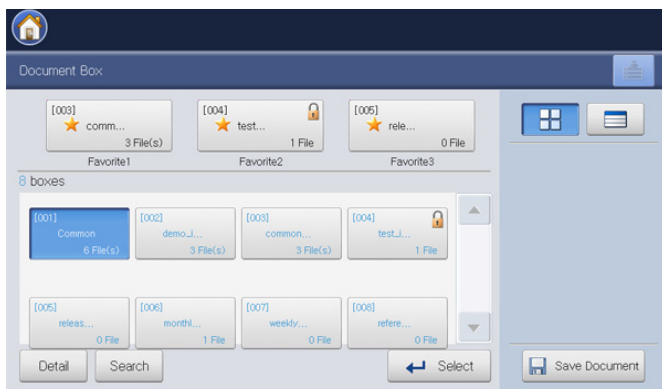
2. Press the stored data you want to send. Press **Send to**.
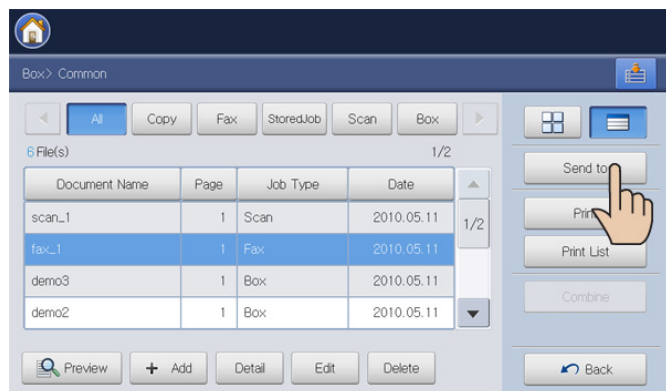
3. Press **Fax**, and then press **OK**.

> 📝 • **Copy:** The stored data is kept in the box.
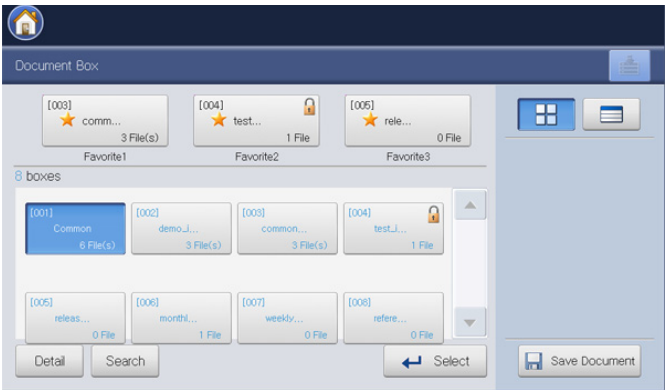> • **Move:** The machine deletes the stored data after sending.
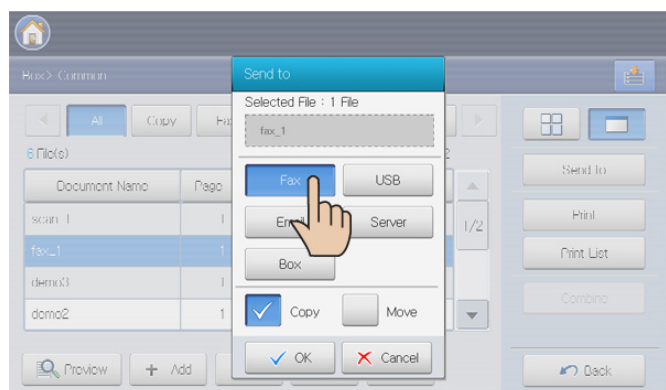
4. When the cursor is blinking in the input line, enter the fax number using the numeric keypad on the control panel, or use **Address Book** from the display screen, if you have stored frequently used fax numbers.
5. Press **Start** on the control panel. The machine starts to send a fax to destinations.

> 📝 While the machine is sending a fax, you cannot send an email at the same time.

Email

> 📝 When you send stored data to email, you can only send data which the **JOB_TYPE** is **Box**, **Fax** or **Scan**.

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.
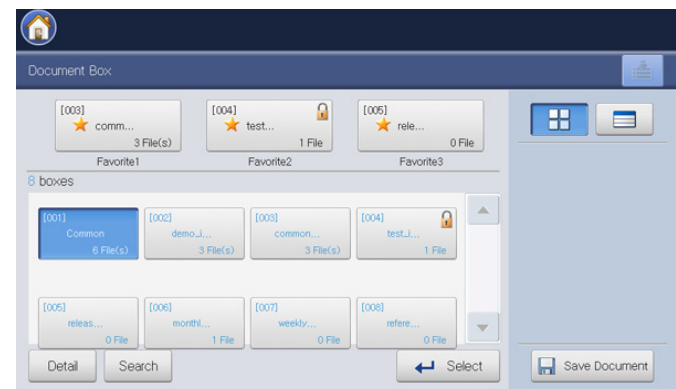
2. Press the stored data you want to send. Press **Send to**.
3. Press **Email**, and then press **OK**.

> 📝 • **Copy:** The stored data is kept in the box.
> • **Move:** The machine deletes the stored data after sending.
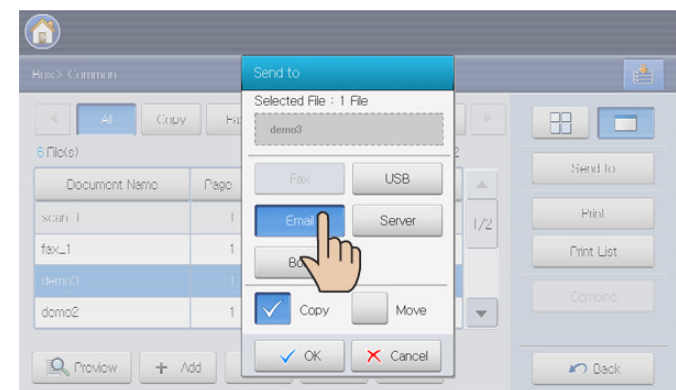
4. Enter the each item using the pop-up keyboard (see "Entering email addresses by the address book" on page 85 or "Entering email addresses by the pop-up keyboard" on page 86).

> 📝 If you already configured the **From**, **Subject** and **Message** input area in **Machine Setup > Application Setting** > **Scan to Email Settings** > **General**, you can see the sender's email address, subject, and message.

5. Select the file format of the stored data by pressing the left/right arrows from **Format**.
6. Press the **Start** button to send the stored data.

While the machine is sending an email, you cannot use the machine to copy or to send a fax.

Server

When you send stored data to server, you can only send data which the **JOB_TYPE** is **Box**, **Fax** or **Scan**.

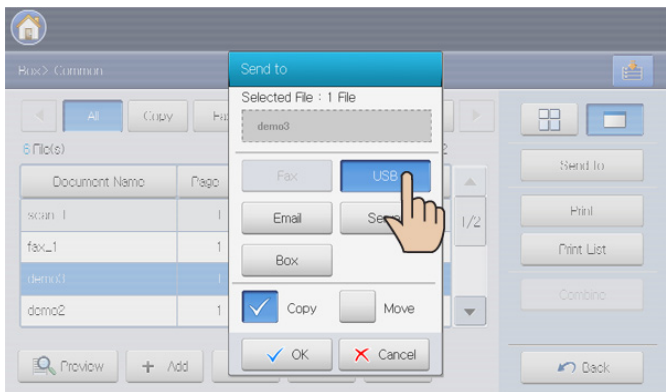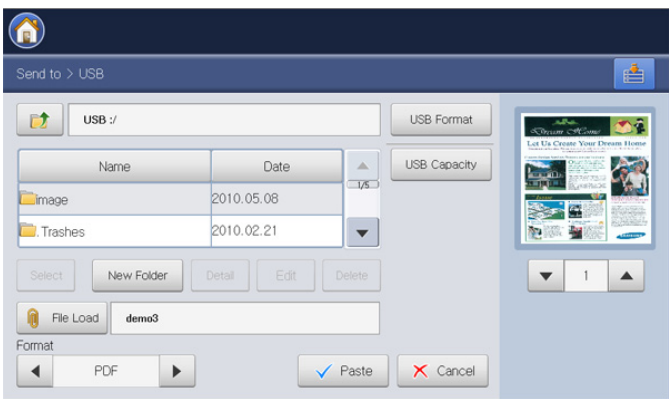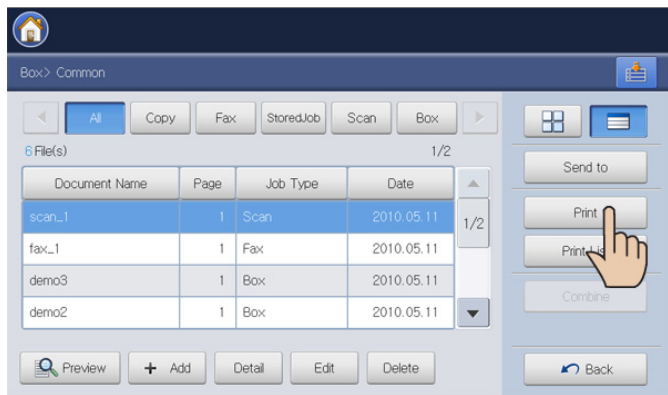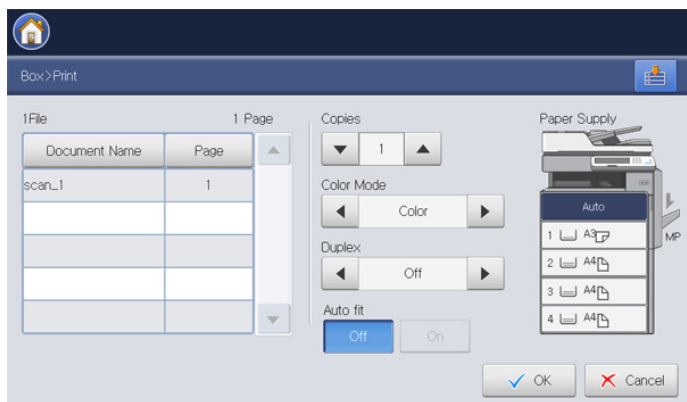1. Press **Document Box** > Select a box you want to enter > **Select** from the display screen.
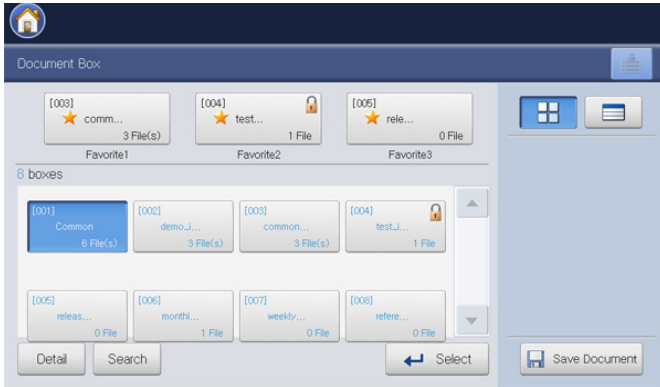
2. Press a stored data you want to send, and press **Send to**.
3. Press **Server**, and then press **OK**.

    • **Copy:** The stored data is kept in the box.
    • **Move:** The machine deletes the stored data after sending.
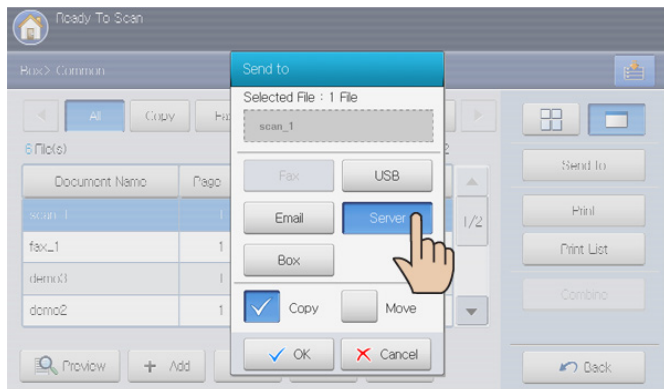
4. Press the server name's input area. Press **+Add** to enter recipient's server address manually (see "Entering server addresses manually" on page 90).

    Or you can use **Address Book** to enter the addresses easily (see "Entering server addresses from the address book" on page 89).
5. Select the file format of the stored data pressing the left/right arrows from **Format**.
6. Press the **Start** button to send the stored data.

    While the machine is sending a stored data, you cannot use the machine to copy or to send a fax.

Box

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.
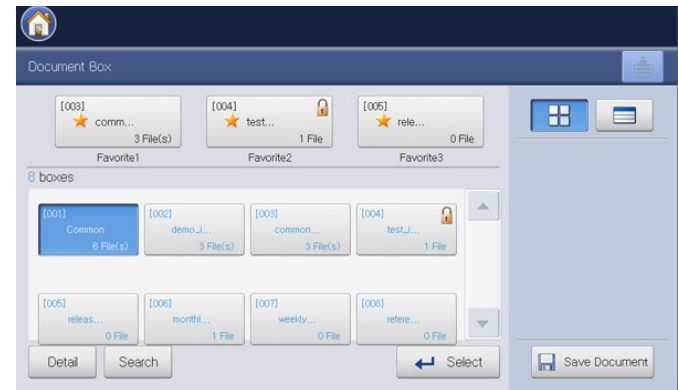
2. Press the stored data you want to send. Press **Send to**.
3. Press **Box**, and then press **OK**.

    • **Copy:** The stored data is kept in the box.
    • **Move:** The machine deletes the stored data after sending.

4. Press the destination box to where the stored data will be sent.
5. Press **Paste** to send the stored data.

USB

📝 When you send stored data to server, you can only send data which the **JOB_TYPE** is **Box**, **Fax** or **Scan**.

This feature is available only when the USB memory device is connected to the machine.

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.

2. Press the stored data you want to send, and press **Send to**.
3. Press **USB**. Press **OK**.

📝 • **Copy:** The stored data is kept in the box.
   • **Move:** The machine deletes the stored data after sending.

4. Select the folder where the scanned image will be stored. If you do not select a folder, scan image is stored in root.

📝 • If you want to store the sent data in a new folder, make a new folder in the USB memory using **New Folder**.
   • You can format the USB memory device using **USB Format**.
   • You can check the status of the USB memory device using **USB Capacity**.

5. Select the file format of the stored data by pressing the left/right arrows from **Format**.
6. Press **Paste** to send the stored data.

Printing stored data

You can print the selected stored data.

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.
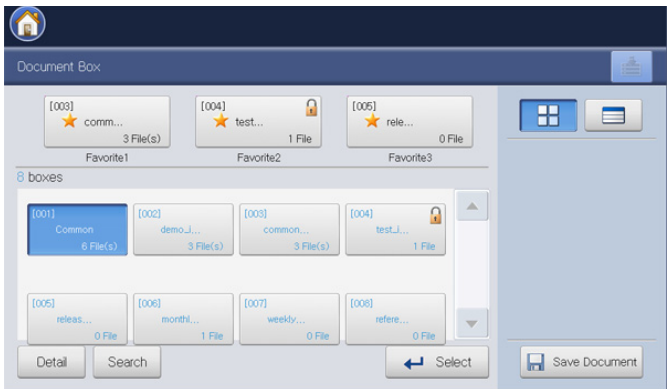
2. Press the stored data you want to print. Press **Print**.

3. Press the appropriate option.

- **Copies:** Selects the number of copies.
- **Color Mode:** Selects the color mode of copies.
- **Duplex:** Selects the machine to print copies on both sides of the paper.
- **Auto Fit:** Sets the auto fit option. This machine reduces or enlarges the original based on the size of the output paper.
- **Paper Supply:** Sets a tray that contains the paper to be printed.

4. Press **OK** to begin printing.

Printing information of stored data

You can print information of the selected document box.

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.
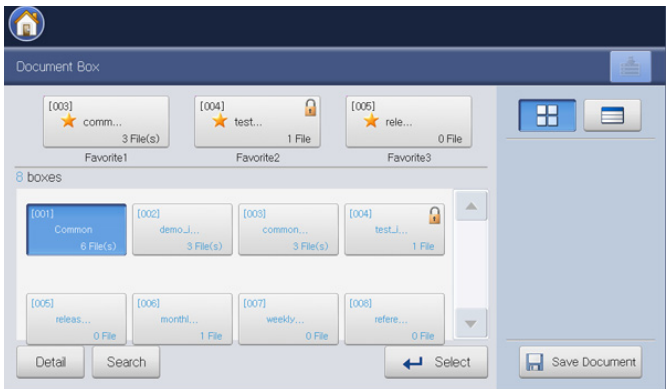
2. Press **Print List**.
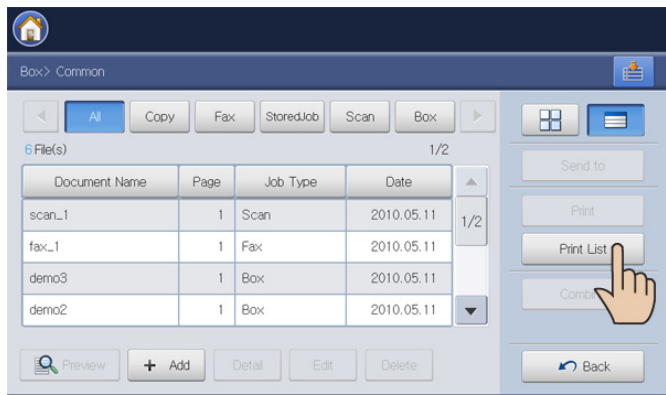
General information and stored data of the selected document box gets printed out.

> If you select a job type, the printout shows the document list of the selected job type. For example, you select **Box**, the printout shows the document list of **Box** job.
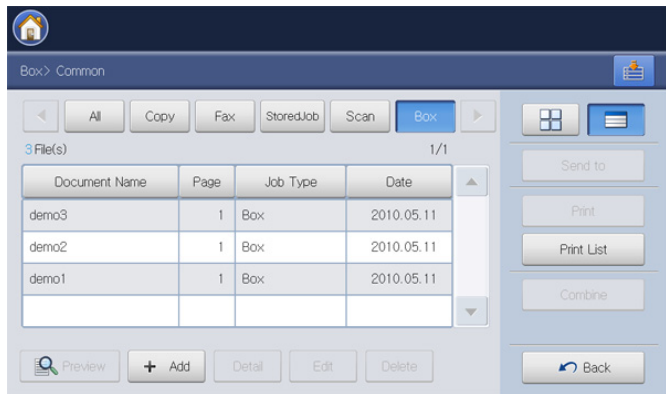
Combining stored data

You can combine two or more stored data as one file.

1. Press **Document Box** > Select the box you want to enter > **Select** from the display screen.
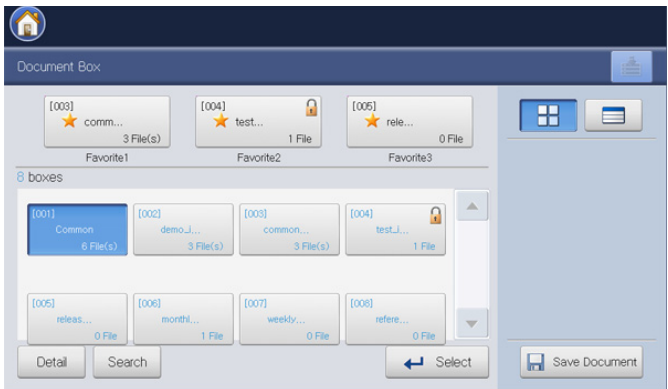
2. Press two or more stored data you want to combine, and press **Combine**.

   You can use this feature if the job types of the selected documents are the same. If **Combine** is inactivated when you select documents, make sure that job types are the same.
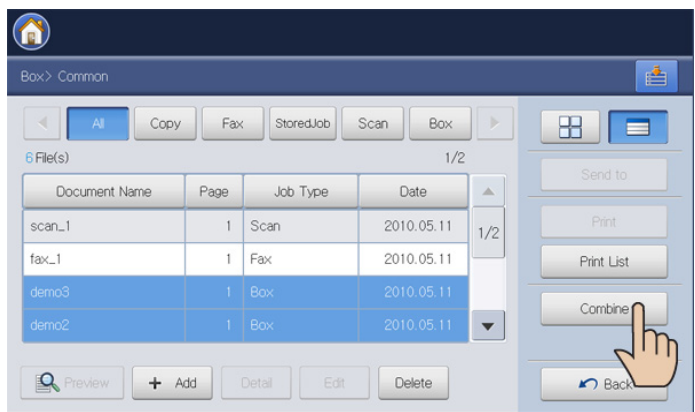
3. Press the **Combine new file** input area. Then the pop-up keyboard appears.
   Enter the box name. Then press **OK**.
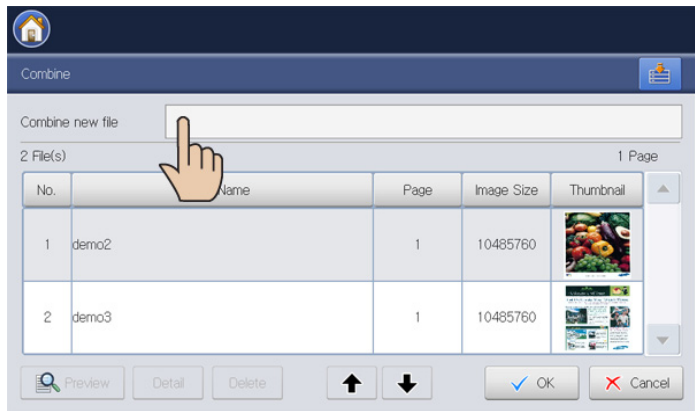
4. Press **OK**.

Using the box with SyncThru™ Web Service

If important data is stored in the **Box**, we recommend you to backup the data regulary. Samsung disclaims all responsibility for damage or loss of data caused by misuse or failure of the machine.

You can store documents sent from computers or scanned images in the **Box**. You can create a password for a certain document box, so unauthorized users cannot access it. Also, you can print stored documents by using a variety of printing features and send the documents to several destinations such as email, server or fax. Only users registered in the machine can use **Box** through login SyncThru™ Web Service.

Box Setting

To use **Box**, you need to create a new document box first in the **User Box**. You can also edit or delete the created document boxes.

- You can create up to 500 boxes.
- The length of a document box name is limited to a maximum of 30 characters.
- A box can contain up to 200 stored documents.
- **Common** box is already created by default.
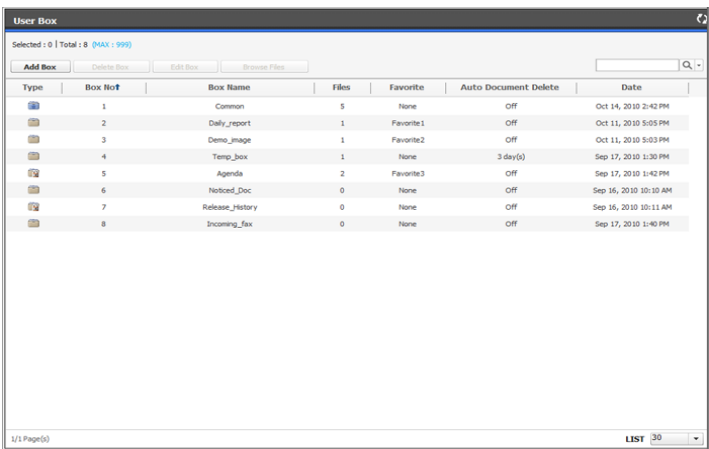
- **Add Box:** Creates a new document box.
- **Delete Box:** Deletes a created document box.
- **Edit Box:** Edits a created document box.
- **Browse Files:** Enter the selected document box. If you select **Secured Box** and set a password when you make a new document box, enter the password when the **Password** window appears.

Add Box

You can create a new box in which store your scanned data.
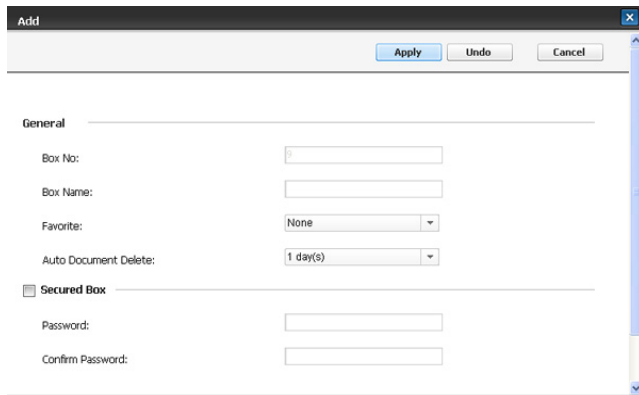
1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser.
   (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password. Select a domain as you log-in to the machine.
6. Click **Login**.

ℹ️ If you do not use the SyncThru™ Web Service for five minutes, you will be automatically logged out.

7. Click **Box**.
8. Click **Add Box**. The **Add** window appears.

9. Enter the box name to be added.

ℹ️ **Box No** is automatically filled with the first free number.

10. Select the **Favorite** option if necessary.

If you set **Favorite 1**, **Favorite 2**, and **Favorite 3**, your machine displays them in **Document Box**.

ℹ️ You can set only three favorite boxes. If all favorite boxes were selected, a warning message appears.

11. Select the **Auto Document Delete** option.

⚠️ After deleting files, the files cannot be restored.

- **1 Day(s) ~ 30 Day(s):** Set up the period for which stored data is kept in the box. After the period, the stored data will be automatically deleted.
- **Off:** The stored data will not be deleted.

12. Check **Secured Box** to prevent unauthorized person from accessing. Enter the password and re-enter the password.

ℹ️ If you do not want to use the **Secured Box** option, skip this step. Any user can access the created document box.

13. Click **Apply**.

ℹ️ Press **Undo** to delete the information you entered. If you press **Cancel**, the **Add** window is closed.

Edit Box

You can change the settings of a created box.

ℹ️ Only the **Auto Document Delete** setting can be edited in the **Common** box.

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

ℹ️ If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.

5. Enter the ID and password. Select a domain as you log in the machine.
6. Click **Login**.

ℹ️ If you do not use the SyncThru™ Web Service for five minutes, you will be automatically logged out.

7. Click **Box**.
8. Select the box you want to edit.
9. Click **Edit Box**. The **Edit** window appears.

10. Change the box settings.
11. Click **Apply**.

ℹ️ Press **Undo** to delete the information you entered. If you press **Cancel**, the **Add** window is closed.

Delete Box

You can delete a created box.

ℹ️ The **Common** box cannot be deleted- not even by an administrator.

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

ℹ️ If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password. Select a domain as you log-in to the machine.
6. Click **Login**.

ℹ️ If you do not use the SyncThru™ Web Service for five minutes, you will automatically be logged out.

7. Click **Box**.
8. Select the box you want to delete.
9. Click **Delete Box**.
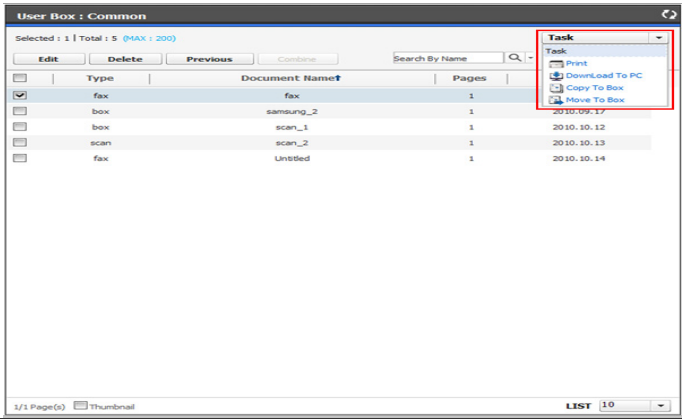Click **OK** when the confirmation window appears.

Searching a document box

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)

3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   ![note icon] *If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.*

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password. Select a domain as you log in the machine.
6. Click **Login**.

   ![note icon] *If you do not use the SyncThru™ Web Service for five minutes, you will automatically be logged out*

7. Click **Box**.
8. Enter the document box name you want to search in the search input area.
9. Click ![search icon]. The search result appears.

Using a document box

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   ![note icon] *If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.*

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password. Select a domain as you log in the machine.
6. Click **Login**.

   ![note icon] *If you do not use the SyncThru™ Web Service for five minutes, you will automatically be logged out.*

7. Click **Box**.
8. Select the box you want to enter.
9. Click **Browse Files**. Then stored data list appears.
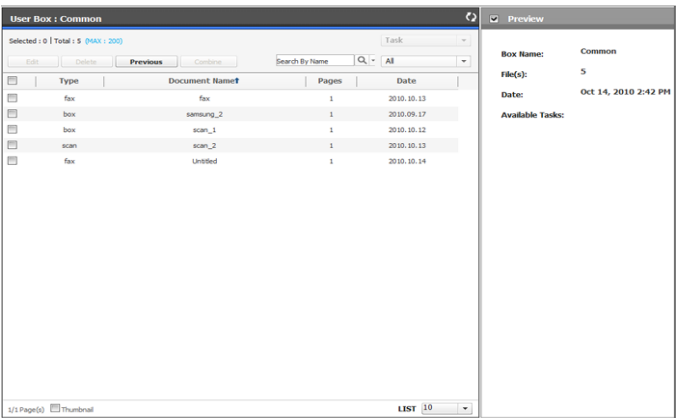
- **Edit:** You can change the name of the selected document which is stored.
- **Delete:** You can delete the stored document selected. If you check the column header's check box, all documents are checked.
- **Previous:** You can return to the previous page.
- **Combine:** You can combine two or more stored data as one file.

- ![Search By Name field] **:** You can search for a document that is currently stored in the box.
- ![All dropdown] **:** You can select a job type in the job type list. Selected job types get sorted out in the stored data list.
- **Thumbnail:** If you check **Thumbnail**, you can see the thumbnail of stored documents.
- **List:** You can set the number of documents in the list. So, you can see as many as documents as the selected number in the **List**.
- **Preview:** If you check the Preview box, you can preview the image of the selected data in the list. You can also use **Print** and

  DownLoad To PC directly. Click ![print icon] (**Print**) or ![download icon] (**DownLoad To PC**).
- **Task:** You can use many convenient functions for stored data.

- **Print:** You can print the selected stored data (see "Printig stored data" on page 180).
- **Copy to Box:** You can copy the stored data to a specific box. The stored data is kept in the box (see "Copying stored data" on page 181).
- **Move to Box:** You can move the stored data to a specific box. The machine deletes the stored data after moving (see "Moving stored data" on page 181).
- **DownLoad To PC:** You can download a stored document to your networked computer (see "Downloading a document to your computer" on page 181).

Printig stored data

You can print a stored document.

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser. (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   ![note icon] *If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.*

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password. Select a domain as you log in to the machine.
6. Click **Login**.

   ![note icon] *If you do not use SyncThru™ Web Service for five minutes, you will automatically be logged out*

7. Click **Box**.
8. Select the box which has the document you want to print. Then click **Browse Files**.
9. Select the the stored data you want to print. Then click **Print**. The **Print** window appears.
10. Set the appropriate printing options.
11. Click **Print** to begin printing.

Copying stored data

You can copy a stored document to a specific box.

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser.
   (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password. Select a domain as you log in to the machine.
6. Click **Login**.

   If you do not use the SyncThru™ Web Service for five minutes, you will automatically be logged out

7. Click **Box**.
8. Select the box which has the document you want to copy. Then click **Browse Files**.
9. Select the document you want to copy. Then click **Copy To Box**. The **Copy To Box** window appears.
10. Select the box where the copied document will be stored.
11. Click **Select** to begin copying.

Moving stored data

You can move a stored document to a specific box.

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser.
   (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password. Select a domain as you log in to the machine.
6. Click **Login**.

   If you do not use SyncThru™ Web Service for five minutes, you will automatically be logged out

7. Click **Box**.
8. Select the box which has the document you want to move. Then click **Browse Files**.
9. Select the document you want to move. Then click **Move To Box**. The **Move To Box** window appears.
10. Select the box where the moved document will be stored.
11. Click **Select** to begin Moving.
    The machine deletes the stored data after moving

Downloading a document to your computer

You can download a stored document to your networked computer.

1. Turn your networked computer on and open the web browser.
2. Enter your machine's IP address as the URL in a browser.
   (Example, http://123.123.123.123)
3. Press **Enter** or click **Go** to access the SyncThru™ Web Service shows.

   If necessary, you can change the language in the upper right corner of the SyncThru™ Web Service.

4. Click **Login**. The **Login** window appears.
5. Enter the ID and password. Select a domain as you log in the machine.
6. Click **Login**.

   If you do not use SyncThru™ Web Service for five minutes, you will automatically be logged out

7. Click **Box**.
8. Select the box that has the document you want to download. Then click **Browse Files**.
9. Select the document you want to download. Then click **DownLoad To PC**. The **DownLoad To PC** window appears.

   You cannot use this feature depending on the job type of the selected document. If **DownLoad To PC** is inactivated when you select a document, make sure that job type.

10. Click **Download**.
11. Select the appropriate option when the pop-up window appears. You can open directly or save the document.

management tools

This chapter introduces management tools provided to help you make full use of your machine.

This chapter includes:

- Easy Capture Manager
- Samsung AnyWeb Print
- Easy Eco Driver
- Using Samsung Easy Printer Manager

- Using Samsung Printer Status
- Using Samsung Easy Document Creator
- Using the Linux Unified Driver Configurator

Easy Capture Manager

Available for Windows OS users only.

Capture your screen and launch Easy Capture Manager by simply pressing the Print Screen key. Now you can easily print your captured screen as captured or edited.

Samsung AnyWeb Print

Available for Windows and Mac OS X users only.

This tool helps you screen-capture, preview, scrap, and print Windows Internet Explorer pages more easily, than when you use an ordinary program. Click **Start** > **All programs** > **Samsung Printers** > **Samsung AnyWeb Print** > **Download the latest version** to link to the website where the tool is available for download.

Easy Eco Driver

Available for Windows OS users only.

With the Easy Eco Driver, you can apply Eco features to save paper and toner before printing. To use this application, **Start Easy Eco Driver before printing job** checkbox in the printer properties should be checked.

Easy Eco Driver also allows you simple editing such as removing images and texts, changing fonts, and more. You can save frequently used settings as a preset.

How to use:

1. Open a document to print.
2. Print the document.
3. Select the options you want to apply to the document.
   You can see the preview of the applied features.
4. Click **Print**.

Using Samsung Easy Printer Manager

- This feature may not be available depending on model or optional goods.
- Available for Windows and Mac OS X users only.
- Microsoft Internet Explorer 6.0 or higher is the minimum requirement for Samsung Easy Printer Manager.

Samsung Easy Printer Manager is an application that combines Samsung machine settings into one location. Samsung Easy Printer Manager combines device settings as well as printing environments, settings/actions,

and launching. All of these features provide a gateway to conveniently use your Samsung machine. Samsung Easy Printer Manager provides two different user interfaces for the user to choose from: the basic user interface and the advanced user interface. Switching between the two interfaces is easy: just click a button.

Understanding Samsung Easy Printer Manager

To open the program:

For Windows,

Select **Start** > **Programs** or **All Programs** > **Samsung Printers** > **Samsung Easy Printer Manager** > **Samsung Easy Printer Manager**.

For MAC,

Open the **Applications** folder > **Samsung** folder > **Samsung Easy Printer Manager**.

The Samsung Easy Printer Manager interface is comprised of various basic sections as described in the table that follows:

The screenshot may differ depending on operating system you are using.
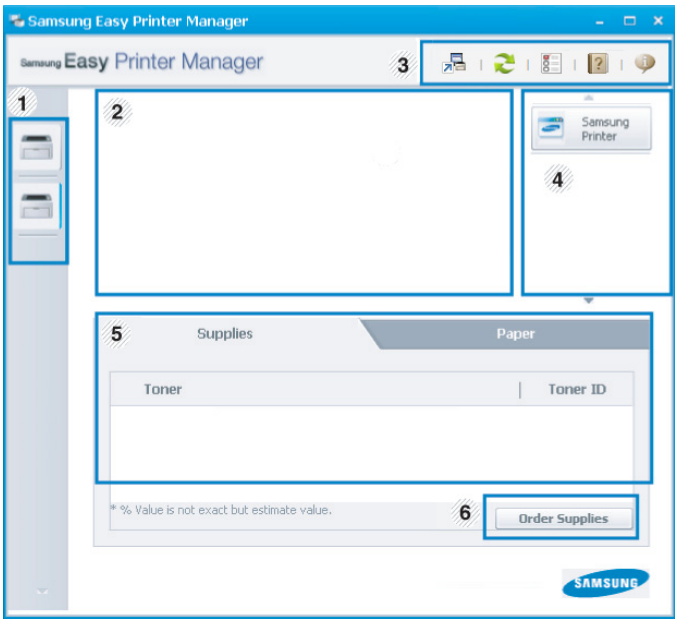
	Printer list	The Printer List displays printers installed on your computer and network printers added by network discovery (Windows only).

	Printer information	This area gives you general information about your machine. You can check information, such as the machine's model name, IP address (or Port name), and machine status.
2		(M) You can view the online **User's Guide**. **Troubleshooting button:** This button opens the **Troubleshooting Guide** when an error occurs. You can directly open the necessary section in the user's guide.
	Application information	Includes links for changing to the advanced settings, preference, help, and about.
3		(M) The ⤢ button is used to change the user interface to the **advanced settings user interface** (see "Advanced settings user interface overview" on page 183).
	Quick links	Displays **Quick links** to machine specific functions. This section also includes links to applications in the advanced settings.
4		(M) If you connect your machine to a network, the SyncThru™ Web Service icon is enabled.
	Contents area	Displays information about the selected machine, remaining toner level, and paper. The information will vary based on the machine selected. Some machines do not have this feature.
5		
	Order supplies	Click on the **Order** button from the supply ordering window. You can order replacement toner cartridge(s) from online.
6		

(M) Select the **Help** menu or click the ❓ button from the window and click on any option for more information.

Advanced settings user interface overview

The advanced user interface is intended to be used by the person responsible for managing the network and machines.

(M) Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine.

Device Settings

You can configure various machine settings such as machine setup, paper, layout, emulation, network, and print information.

Scan to PC Settings

This menu includes settings to create or delete scan to PC profiles.
• **Scan Activation:** Determines whether or not scanning is enabled on the device.
• **Basic tab:** Contains settings related general scan and device settings.
• **Image tab:** Contains settings related to image altering.

Fax to PC Settings

This menu includes settings related to the basic fax functionality of the selected device.
• **Disable:** If **Disable** is **On**, incoming faxes will not be received on this device.
• **Enable Fax Receiving from Device:** Enables faxing on the device and allows more options to be set.

Alert Settings (Windows only)

This menu includes settings related to error alerting.
• **Printer Alert:** Provides settings related to when alerts will be received.
• **Email Alert:** Provides options relating to receiving alerts via email.
• **Alert History:** Provides a history of device and toner related alerts.

Job Accounting

Provides querying of quota information of the specified job accounting user. This quota information can be created and applied to devices by job accounting software such as SyncThru™ or CounThru™ admin software.

Using Samsung Printer Status

The Samsung Printer Status is a program that monitors and informs you of the machine status.

(M) • The Samsung Printer Status window and its contents shown in this user's guide may differ depending on the machine or operating system in use.
• Check the operating system(s) that are compatible with your machine (see "System requirements" on page 137).
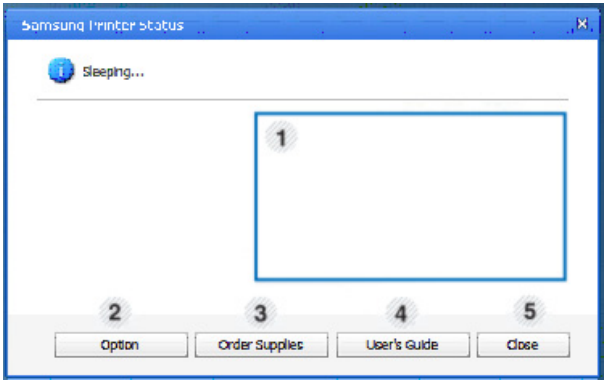• Available for Windows OS users only.

Samsung Printer Status overview

If an error occurs while operating, you can check the error from Samsung Printer Status. Samsung Printer Status is installed automatically when you install the machine software.

You can also launch Samsung Printer Status manually. Go to the **Printing Preferences**, click the **Basic** tab > **Printer Status** button.

These icons appear on the Windows task bar:

| Icon	Mean	Description
	Normal	The machine is in ready mode and experiencing no errors or warnings.
	Warning	The machine is in a state where an error might occur in the future. For example, it might be in toner low status, which may lead to toner empty status.
	Error	The machine has at least one error.

1	**Toner Level**	You can view the level of toner remaining in each toner cartridge. The machine and the number of toner cartridge(s) shown in the above window may differ depending on the machine in use. Some machines do not have this feature.
2	**Option**	You can set printing job alert related settings.
3	**Order Supplies**	You can order replacement toner cartridge(s) from online.
4	**User's Guide**	You can view the online User's Guide. ✎ This button opens the **Troubleshooting Guide** when an error occurs. You can directly open the troubleshooting section in the user's guide.
5	**Close**	Close the window.

Using Samsung Easy Document Creator

Samsung Easy Document Creator is an application to help users scan, compile, and save documents in multiple formats, including .epub format. These documents can be shared via social networking sites or fax. Whether you're a student needing to organize research from the library or a stay-at-home mom sharing scanned pictures from last year's birthday party, Easy Document Creator will provide you with the necessary tools.

✎
- Availabe for Windows OS users only.
- Windows XP or higher and Internet Explorer 6.0 or higher is the minimum requirement for Samsung Easy Document Creator.
- Samsung Easy Document Creator is installed automatically when you install the machine software.

✎ Click the **Help** (?) button from the upper-right corner of the window and click on any option you want to know about.
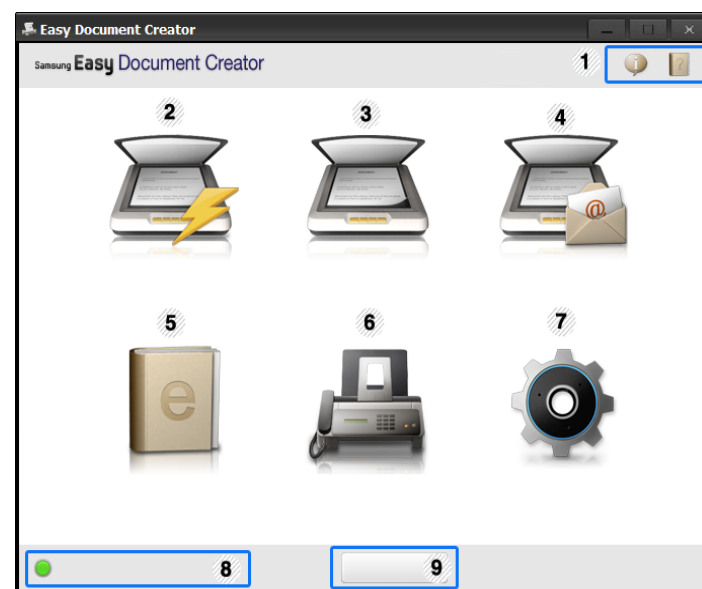
Understanding Samsung Easy Document Creator

To open the program:

Select **Start** > **Programs** or **All Programs** > **Samsung Printers** > **Samsung Easy Document Creator** > **Samsung Easy Document Creator**.

The Samsung Easy Document Creator interface is comprised of various basic sections as described in the table that follows:

✎ The screenshot may differ depending on operating system you are using.

1	(**Information**)	Click the information button to see the program's version information.
	(**Help**)	Click the help button to get the information of any option you want to use.
2	**Quick Scan**	Automatically scans with the settings provided in Configuration. You can pre-set the options such as image type, document size, resolution, or file type (see "Quick Scanning" on page 185).
3	**Scan**	Provides more in-depth options for scanning documents on a one-by-one basis (see "Scanning" on page 185). ✎ Text Converting will only be available after installing the optical character recognition (OCR) software proivided in a separate installation file. • **Image Scanning:** Use for scanning single or mulitple pictures. • **Document Scanning:** Use for scanning documents with text or text and images. • **Text Converting:** Use for scanning documents that need to be saved in an editable text format. • **Book Scanning:** Use for scanning books with the flatbed scanner. • **Favorites:** User-created favorites for frequently-used scan settings.

[4]	**SNS Upload**	Provides an easy and quick way to upload files to a variety of social networking sites (SNS). Scan an image directly or select an existing image to upload to Facebook, Flickr, Picasa, Google, or Twitter (see "Scanning to a Social Networking Site" on page 185).
		SNS Upload will only be available after Microsoft™ .NET Framework 3.5 Service Pack 1 has been installed (http://www.microsoft.com/download/en/details.aspx?id=22) and Windows XP or higher and Internet Explorer 7.0 or higher are required
[5]	**E-Book Conversion**	Provides the ability to scan multiple documents in as one e-book or convert existing files into an e-book format (.epub file) (see "Converting to an E-Book" on page 185).
[6]	**Send Fax**	Provides the ability to directly fax a document from Easy Document Creator if the Samsung Network PC Fax driver is installed (see "Using a fax in your computer" on page 110).
		If the Samsung Network PC Fax driver is not installed, this will be grayed out.
[7]	**Configuration**	Provides the options for a **Common** and **Quick Scan**.
[8]	**Device Name**	Shows the scanning/faxing device ready to use.
[9]	**Search**	If you cannot see any device ready to use, click this button to find a device.
		Click **Search Now** to automatically search for all devices to which you have access.

Click the **Help** (**?**) button from the upper-right corner of the window and click on any option you want to know about.

Using features

Scanning

1. Place a single document face down on the document glass, or load the documents face up into the document feeder.
2. Click **Scan** from the home screen.
3. Select the type of scanning or a favorites then click **Start**.
4. Make adjustments to the image (**Scan Settings** and **More Options**).
5. Click **Scan** to scan a final image or **Prescan** to get another preview image.
6. Select to **Save to Location**, **Send to E-mail**, or **Send to SNS**.
7. Click on **Save** (Saving a Scan), **Send** (E-mailing a Scan), or **Share** (Uploading).

If there is room on the document glass, more than one item can be scanned at the same time. Use the 🔲 tool to make multiple selection areas.

Quick Scanning

Configuring Quick Scan

To set up the Quick Scan options:

1. Click **Configuration** from the home screen.
2. Click on **Default** to use the default settings, or select your own options.
3. Click **Apply** to save changes.

Using Quick Scan

1. Place a single document face down on the document glass, or load the documents face up into the document feeder.
2. Click **Quick Scan** from the home screen.
3. Select a save location for the scanned images.
4. Click **Save** to save the image.

Click **Scan More** to scan another image with the same settings.

Scanning to a Social Networking Site

Scan Directly

1. Place a single document face down on the document glass, or load the documents face up into the document feeder.
2. Click **SNS Upload** from the home screen.
3. Click **Scan to SNS** > **Start**.
4. Click **Scan**.

Upload Existing File

1. Click **SNS Upload** from the home screen.
2. Click **Existing File to SNS** > **Start**.
3. Select the site and click **Add Image** to find the file to upload.
4. Select a social networking site to send the image and click **Next**.
5. Follow the instructions in each social networking site.

If there are some problems on accessing or uploading to each SNS site due to a network environment issue, it's needed to check security limitations established in your network with network administrator. To guarantee correct functioning of SNS upload in Samsung Easy Document Creator, unrestricted network environment is needed for HTTPS communication.

Converting to an E-Book

Scan Directly

1. Place a single document face down on the document glass, or load the documents face up into the document feeder.
2. Click **E-Book Conversion** from the home screen.
3. Click **Scan to E-Book** > **Start**.
4. Enter a name and author to be used as metatag information for the **.epub** file, a file name, and select a save location.
5. Click **Save**.

Convert Existing Files

1. Click **E-Book Conversion** from the home screen.
2. Click **Existing File to E-Book** > **Start**.
3. Click **Add Image** to find the file to convert.
4. Enter a name and author to be used as metatag information for the **.epub** file, a file name, and select a save location.
5. Click **Save**.

Sending a Fax

1. Place a single document face down on the document glass, or load the documents face up into the document feeder.
2. Click **Send Fax** from the home screen.
3. Click add file and locate the file to fax.
4. Click **Send Fax**.
5. Enter the fax information (recipient's number, cover page information, etc).
6. Click **Send**.

Plug-ins

Easy Document Creator will also create new plug-ins for Microsoft PowerPoint, Word, and Excel. These new plug-ins will be in a new Easy Document Creator menu on the applications' menu bars: **Scan to Office**, **Send Fax**, and **E-Book**.

Using the Linux Unified Driver Configurator

Unified Driver Configurator is a tool primarily intended for configuring machine devices. You need to install Unified Linux Driver to use Unified Driver Configurator. Refer to the Administrator's Guide.

After the driver is installed on your Linux system, the Unified Driver Configurator icon will automatically be created on your desktop.

Opening the Unified Driver Configurator

1. Double-click the **Unified Driver Configurator** on the desktop.
   You can also click the **Startup** Menu icon and select **Samsung Unified Driver** > **Unified Driver Configurator**.
2. Click each button on the left to switch to the corresponding configuration window.
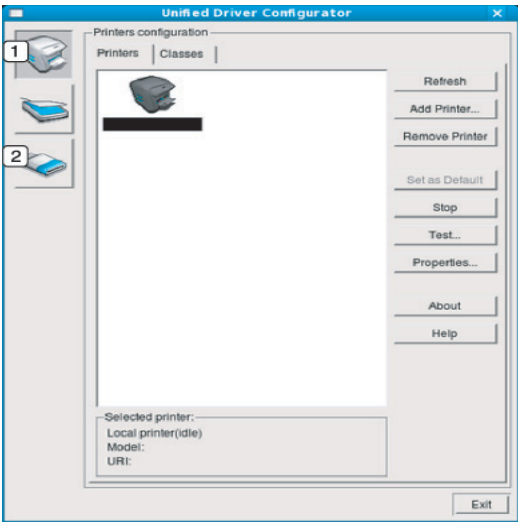
1	**Printers Configuration**
2	**Scanners Configuration**

> To use the on screen help, click **Help**.

3. 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

View the current system's printer configuration by clicking on the machine icon button on the left side of the Unified Driver Configurator window.
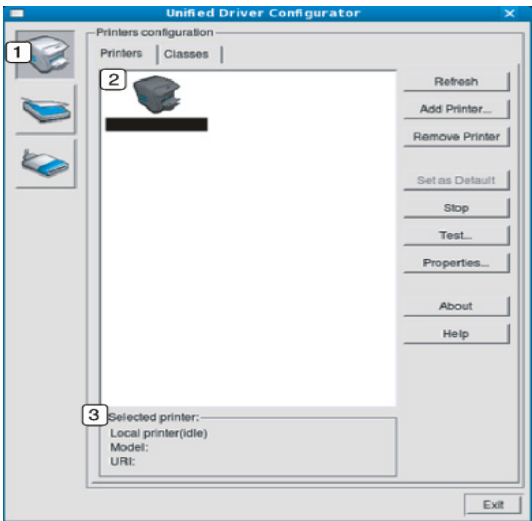
1	Switches to **Printers configuration**.
2	Shows all of the installed machine.
3	Shows the status, model name and URI of your machine.

The printer control buttons are, as follows:

- **Refresh:** Renews the available machines list.
- **Add Printer:** Allows you to add a new machine.
- **Remove Printer:** Removes the selected machine.
- **Set as Default:** Sets the current selected machine as a default machine.
- **Stop/Start:** Stops/starts the machine.
- **Test:** Allows you to print a test page to ensure the machine is working properly.
- **Properties:** Allows you to view and change the printer properties.

Classes tab

The Classes tab shows a list of available machine classes.
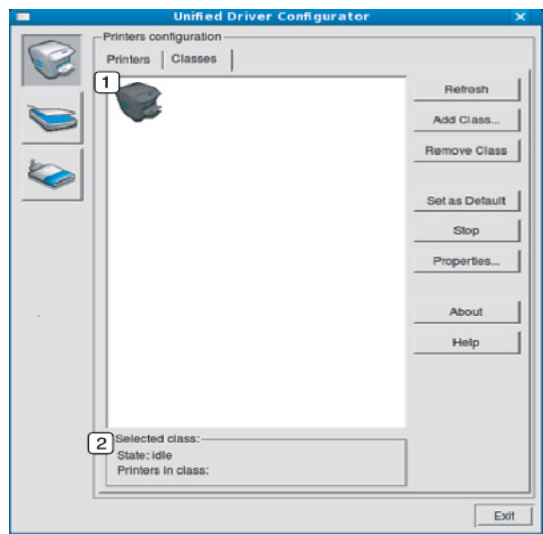
1	Shows all of the machine classes.
2	Shows the status of the class and the number of machines in the class.

- **Refresh:** Renews the classes list.
- **Add Class:** Allows you to add a new machine class.
- **Remove Class:** Removes the selected machine class.

Scanners configuration

In this window, you can monitor the activity of scanner devices, view a list of installed Samsung machine devices, change device properties, and scan images.
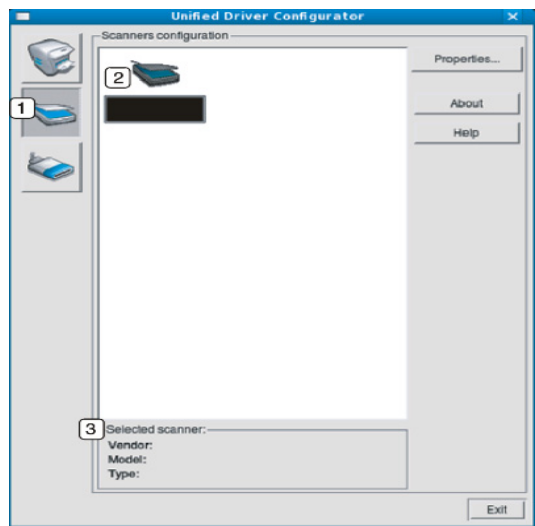
1	Switches to **Scanners configuration**.
2	Shows all of the installed scanners.
3	Shows the vendor, model name, and type of your scanner.

- **Properties:** Allows you to change the scan properties and scan a document.

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 a busy state when its owner has terminated the job for any reason.
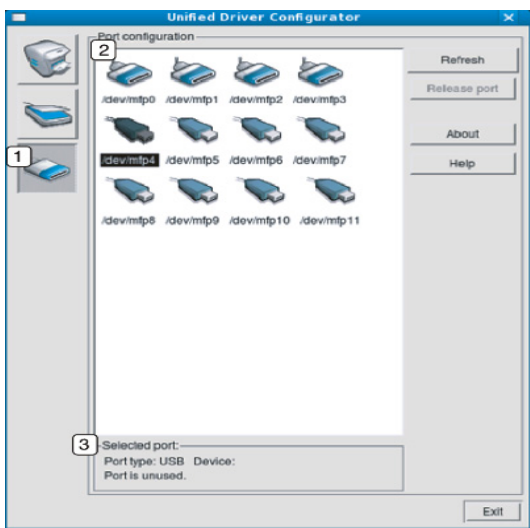
1	Switches to **Ports configuration**.
2	Shows all of the available ports.
3	Shows the port type, device connected to the port, and status

- **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 a parallel port or USB port. Since the machine 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 Unified Linux Driver package provides an appropriate port sharing mechanism that is used by Samsung printer and scanner drivers. The drivers talk to their devices via so-called machine ports. The current status of any machine port can be viewed via the **Ports configuration**. The port sharing prevents you from accessing one functional block of the machine device, while another block is in use.

When you install a new machine 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 machine's functionality. For machine scanners, I/O ports are being chosen by scanner drivers automatically, so proper settings are applied by default.

troubleshooting

This chapter gives helpful information for what to do if you encounter an error.

This chapter includes:

- Redistributing toner
- Replacing the toner cartridge
- Cleaning paper dust stick and chargers of imaging units
- Replacing the imaging unit
- Replacing the waste toner container

If you cannot solve problems using this chapter, contact your administrator or service center. You can see the contact information from **Machine Setup** > **Customer Support** > **Contact Info** or **Service Center**. This information is configured by the machine's administrator.

Redistributing toner

When the toner cartridge is near the end of its life:

- White streaks or light printing occurs.
- Toner low related message appears on the display.
- The status LED blinks red.

If this happens, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.

Click this link to open an animation about redistributing toner.

1. Open the front door.
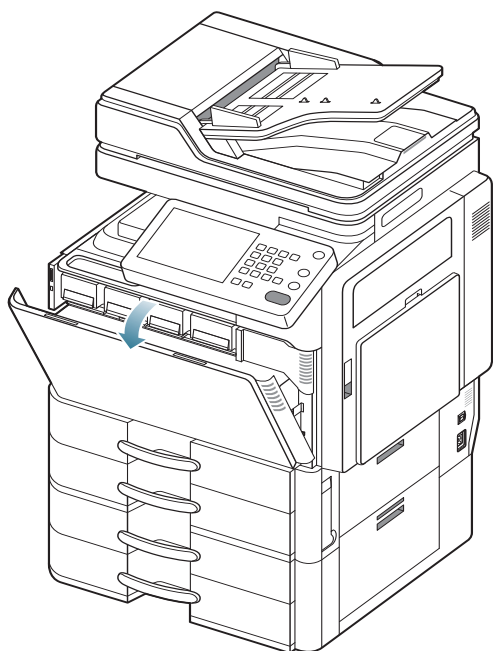
Toner particles can be released inside the machine but it does not mean the machine is damaged. Contact a service representative when print quality problems occur.

- Clearing original document jams
- Tips for avoiding paper jams
- Clearing paper jams
- Understanding display messages
- Solving other problems

2. Pull the corresponding toner cartridge out from the machine.
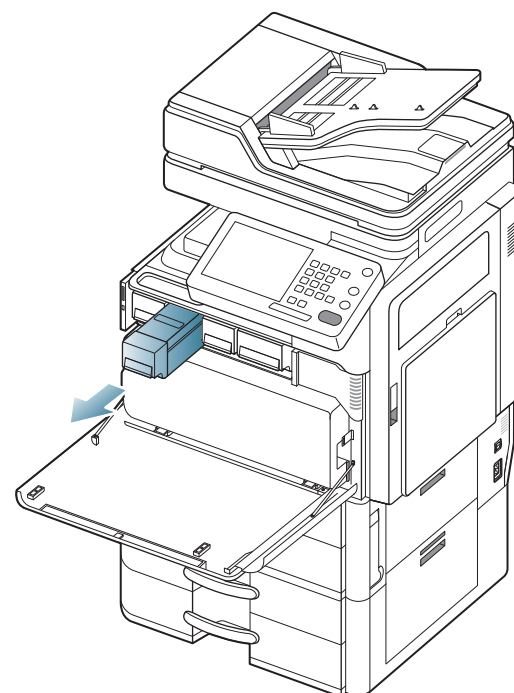
3. Thoroughly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.
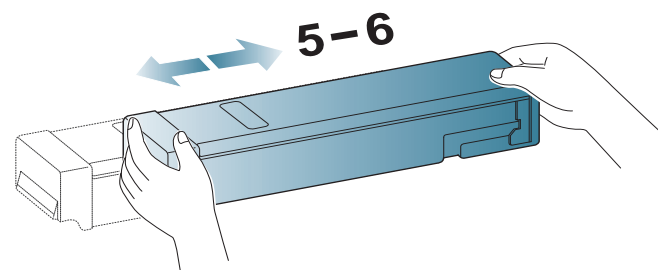
If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

4. Hold the toner cartridge and align it with the corresponding slot inside the machine. Insert it back into its slot until it locks in place.
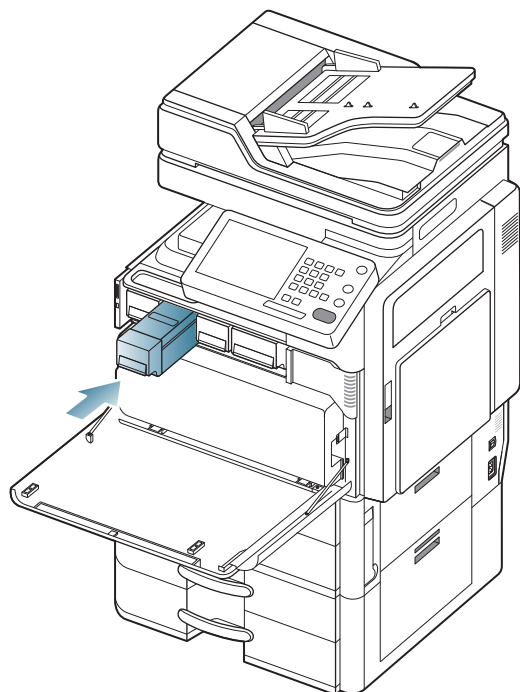
5. Close the front door. Ensure that the door is securely closed.
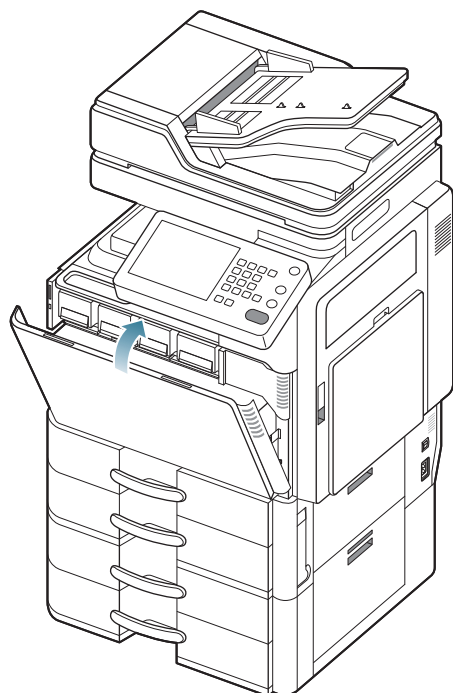
If the front door is not completely closed, the machine will not operate.

Replacing the toner cartridge

The machine uses four colors and has a different toner cartridge for each one: yellow(Y), magenta(M), cyan(C), and black(K).

When the toner cartridge is totally empty

- The status LED turns red on and the display screen shows the error message of replacing toner.
- The machine stops printing and incoming faxes are saved in memory. However, when the color toner cartridges are empty, but there is toner left in the black toner cartridge, you can still print black-and-white print jobs (The submitted job must be in black and white).
- Check the type of the toner cartridge for your machine.

Model	Average yield[a]	Part name
CLX-9252 Series	Average continuous black cartridge yield: 25,000 standard pages	CLT-K606S (Black) **Region A**[b]: CLT-K6062S (Black)
	Average continuous colored cartridge yield: 15,000 standard pages (Cyan/Magenta/Yellow)	CLT-C607S (Cyan) CLT-M607S (Magenta) CLT-Y607S (Yellow) **Region A**[b]: CLT-C6072S (Cyan) CLT-M6072S (Magenta) CLT-Y6072S (Yellow)
CLX-9352 Series	Average continuous black cartridge yield: 25,000 standard pages	CLT-K606S (Black) **Region A**[b]: CLT-K6062S (Black)
	Average continuous colored cartridge yield: 20,000 standard pages (Cyan/Magenta/Yellow)	CLT-C606S (Cyan) CLT-M606S (Magenta) CLT-Y606S (Yellow) **Region A**[b]: CLT-C6062S (Cyan) CLT-M6062S (Magenta) CLT-Y6062S (Yellow)
	Average continuous colored cartridge yield: 15,000 standard pages (Cyan/Magenta/Yellow)	CLT-C607S (Cyan) CLT-M607S (Magenta) CLT-Y607S (Yellow) **Region A**[b]: CLT-C6072S (Cyan) CLT-M6072S (Magenta) CLT-Y6072S (Yellow)

a. Declared yield value in accordance with 5% coverage.

b. Region A: Albania, Austria, Belgium, Bosnia, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxemburg, Macedonia, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, UK.

| Model	Average yield[a]	Part name
SCX-8230 Series	Average continuous black cartridge yield: 20,000 standard pages	MLT-K607S
	Average continuous black cartridge yield: 35,000 standard pages	MLT-K606S (Korea/USA only)
SCX-8240 Series	Average continuous black cartridge yield: 20,000 standard pages	MLT-K607S
	Average continuous black cartridge yield: 35,000 standard pages	MLT-K606S (Korea/USA only)

a. Declared yield value in accordance with 6% coverage.

At this stage, the toner cartridge needs to be replaced.

Click this link to open an animation about replacing the toner cartridge.

1. Open the front door.
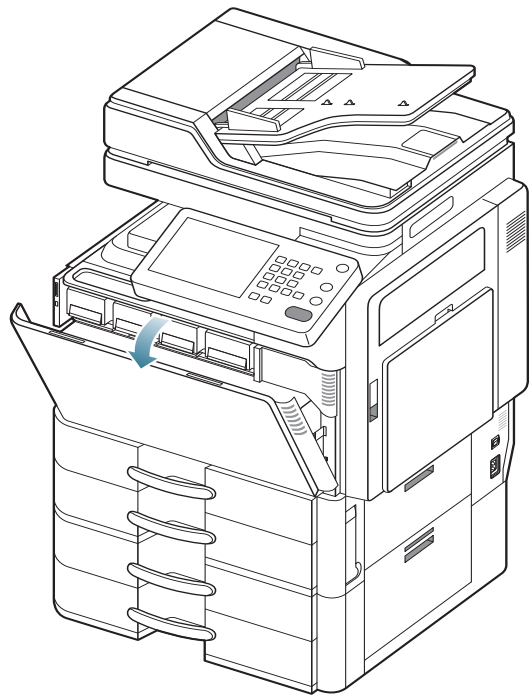
2. Pull the corresponding toner cartridge out from the machine.
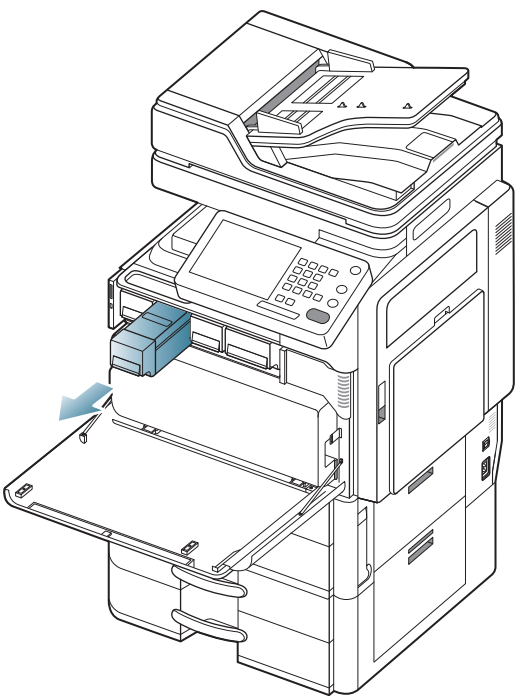
3. Remove the new toner cartridges from its bag.
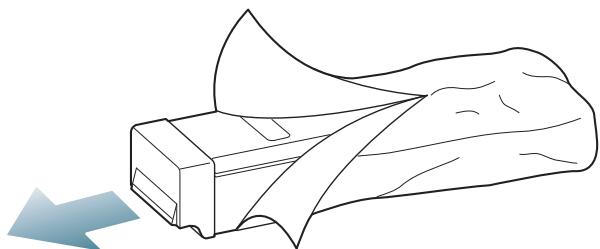
4. Thoroughly roll the cartridge five or six times to distribute the toner evenly inside the cartridge.
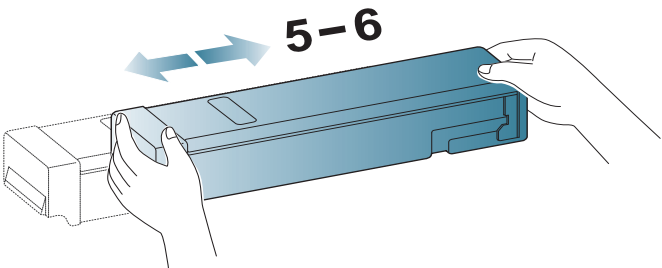
5. Carefully pull the seal tape out of the toner cartridge..
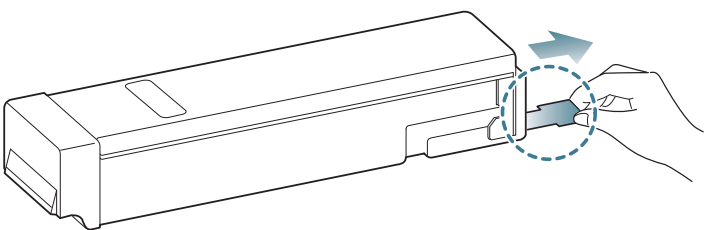
If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

6. Hold the toner cartridge and align it with the corresponding slot inside the machine. Insert it back into its slot until locks in place.
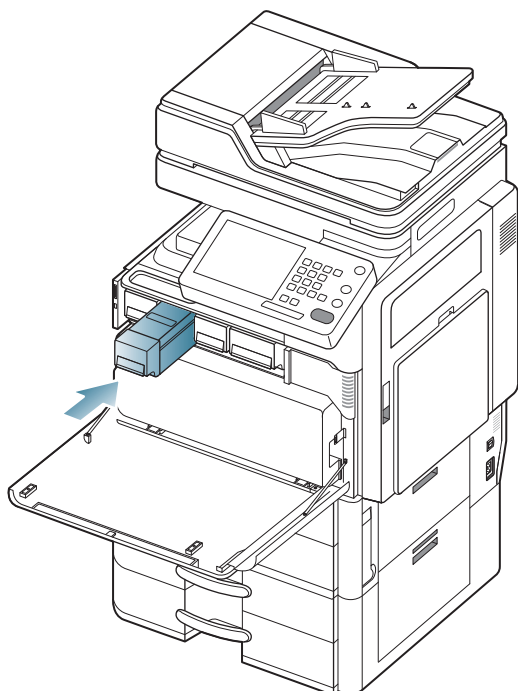
7. Close the front door. Ensure that the door is securely closed.
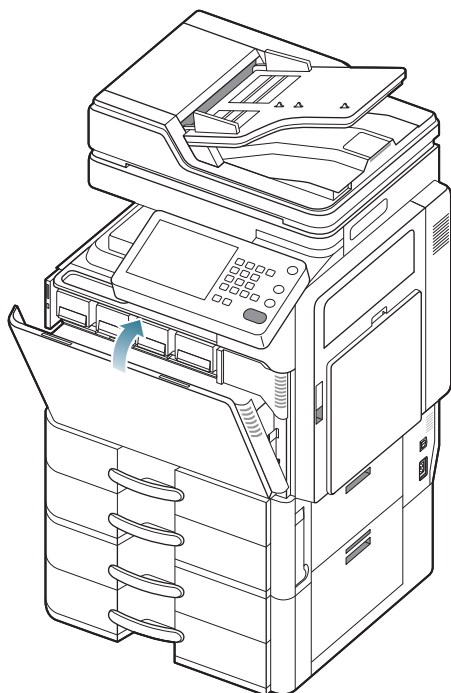
If the front door is not completely closed, the machine will not operate.

Cleaning paper dust stick and chargers of imaging units

The paper dust stick and the charger of imaging unit will need to be cleaned after the specified number of paper is printed out. When the message that demands you to clean the charger appears, you have to clean the paper dust stick first. Then clean the charger. The time when the message appears depends on environmental factors like altitude, temperature, humidity and so on. You need to clean the paper dust stick and the charger to maintain printing quality. If cleaning is done, the message will disappear automatically.

Follow the cleaning procedure below.

Click this link to open an animation about cleaning the charger of imaging units.

1. Open the front door.
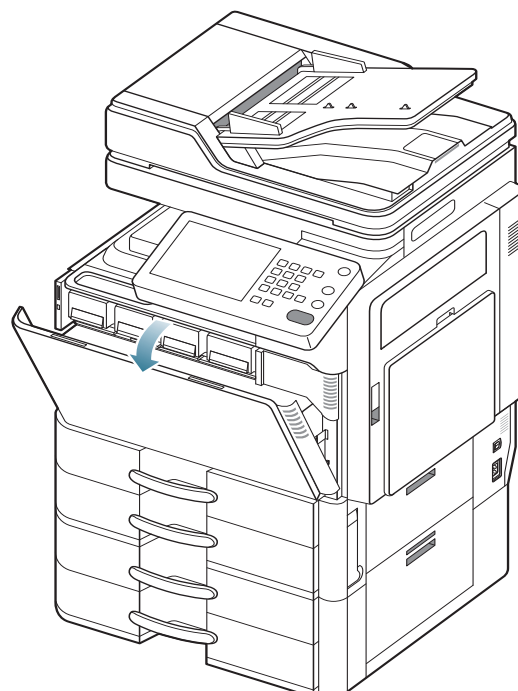
2. Hold the left/right locking levers and push outward at the same time. Then remove the waste toner container. (CLX-9252 9352 Series)
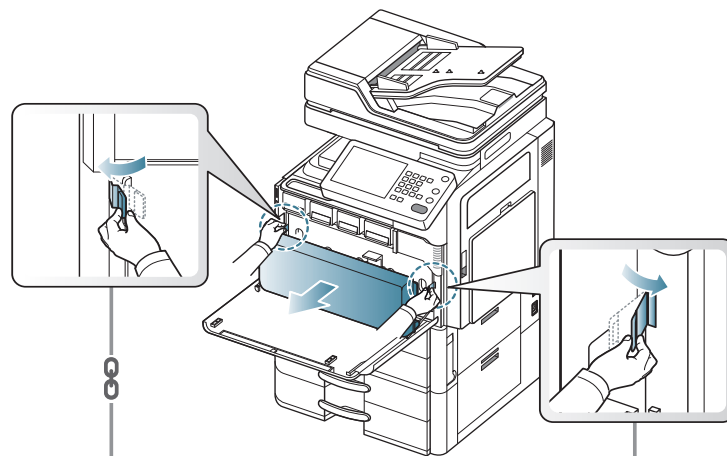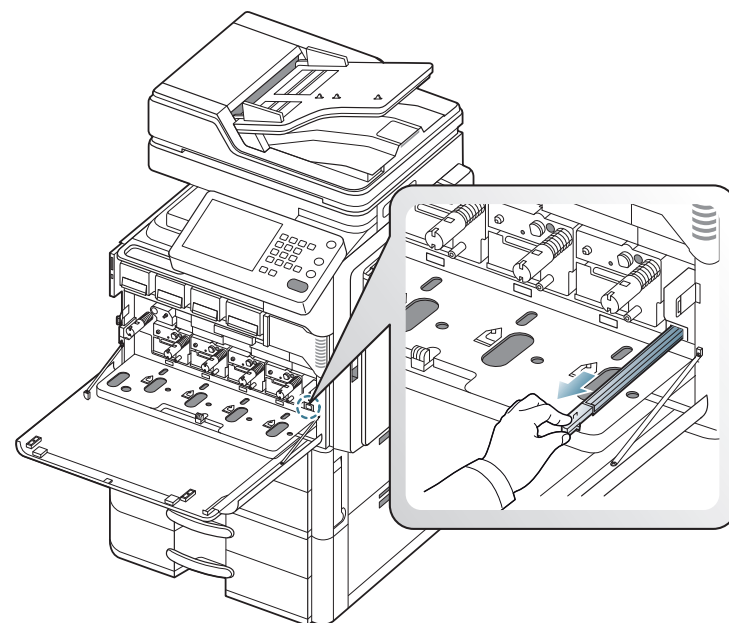
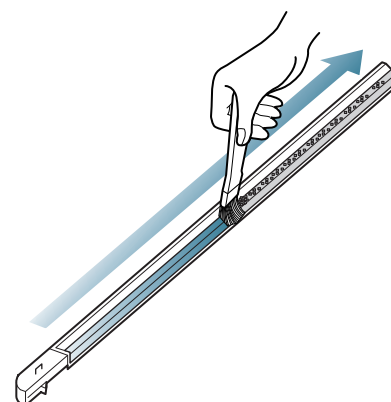Lift the locking lever upward. Then remove the waste toner container. (SCX-8230 8240 Series)
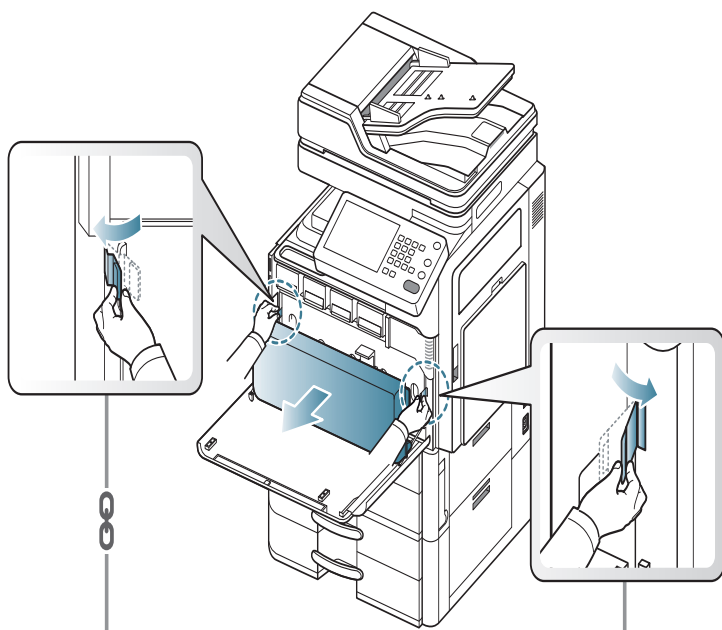
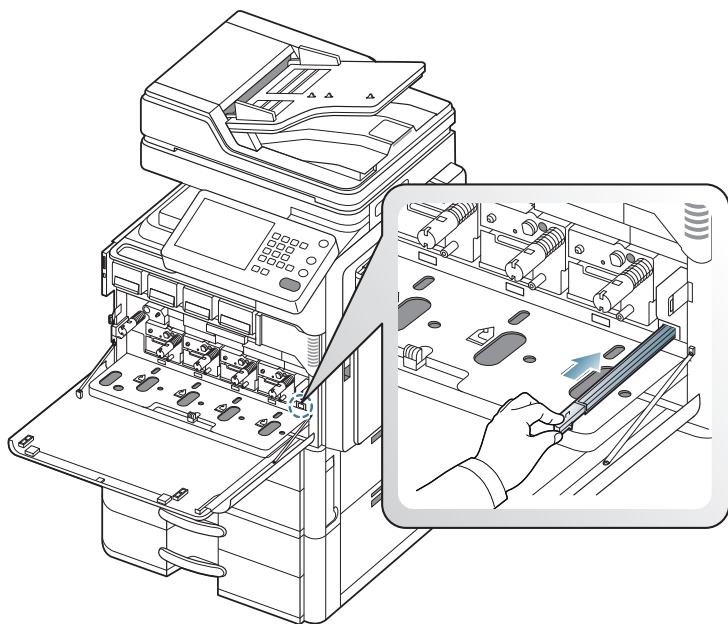**3.** Hold and push down the lever, and open the inner cover.
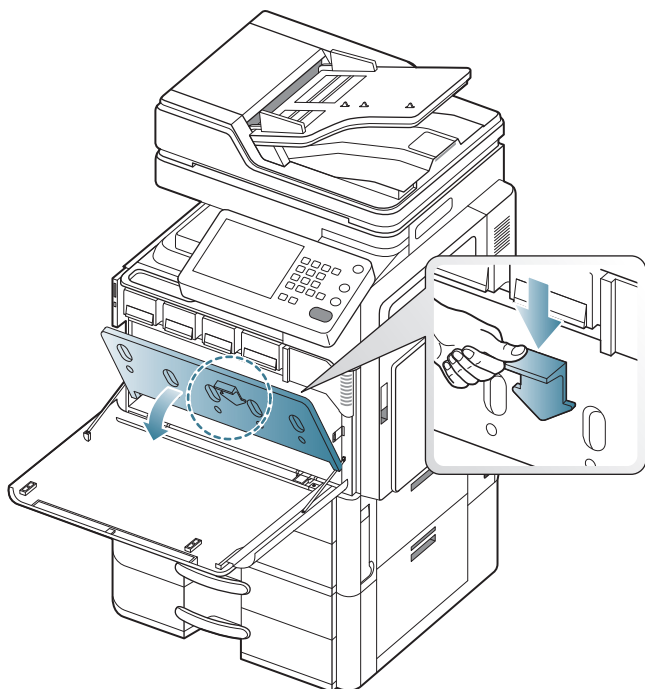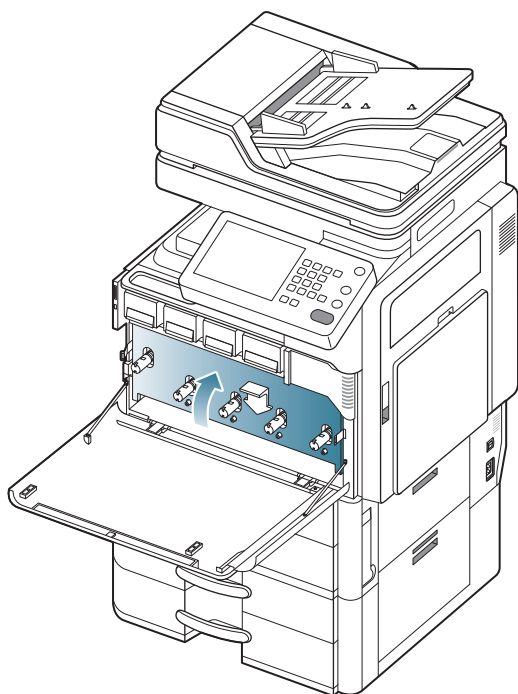

4. Pull the paper dust stick out.

5. Remove the paper dust.

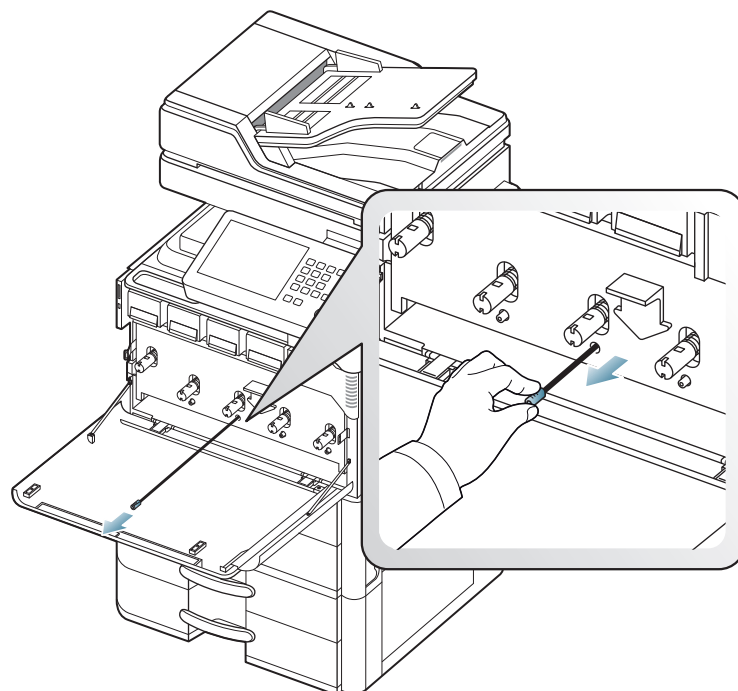**6.** Insert the paper dust stick back.
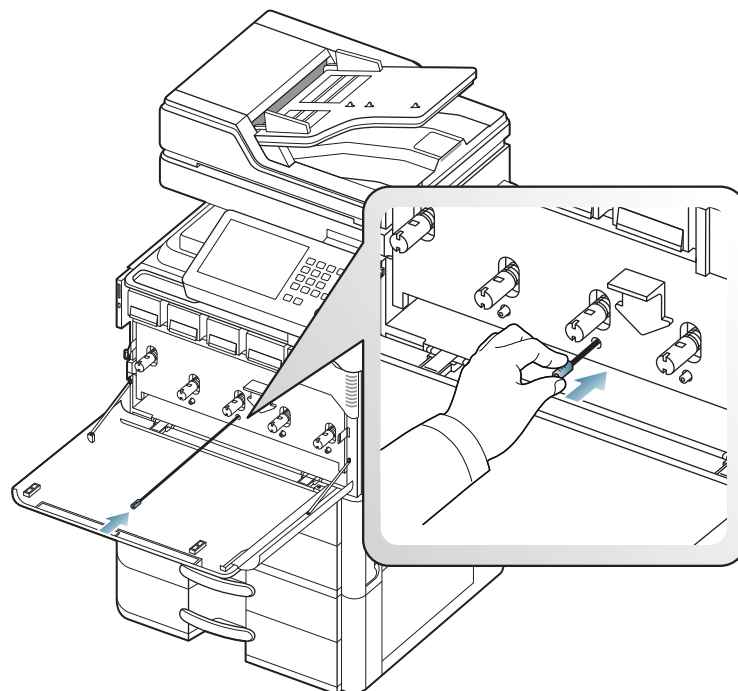

7. Close the inner cover.

8. Pull the corresponding charger cleaner completely as shown below.

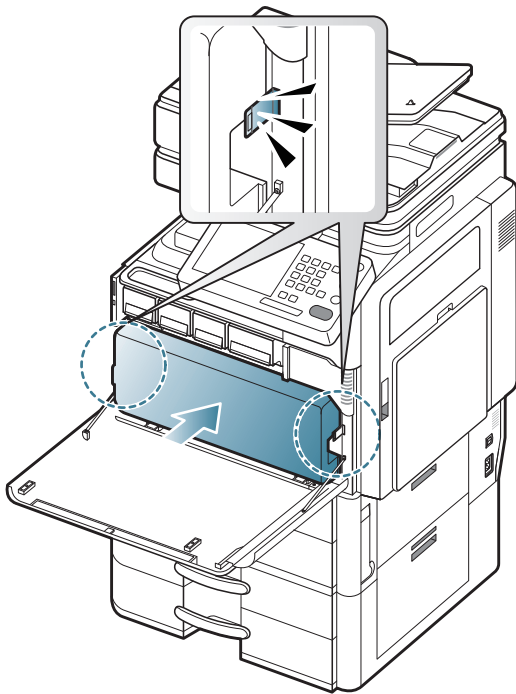⚠ Do not strongly pull the charger cleaner to prevent it from separating from the machine. It can cause damage to the machine.

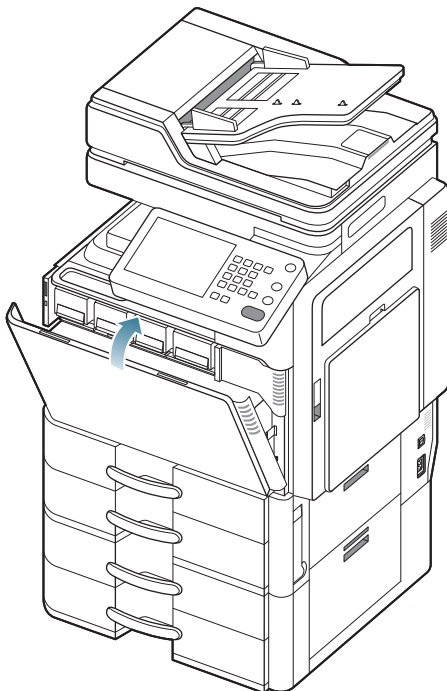**9.** Push the corresponding charger cleaner completely as shown below.

Repeat step 8 and 9 five times.

10. Insert the waste toner container until it locks in place.

11. Close the front door. Ensure that the door is securely closed.

If the message still appears, do the steps 8 and 9 again.

Replacing the imaging unit

The machine uses four colors and has a different imaging unit for each one: yellow(Y), magenta(M), cyan(C), and black(K).
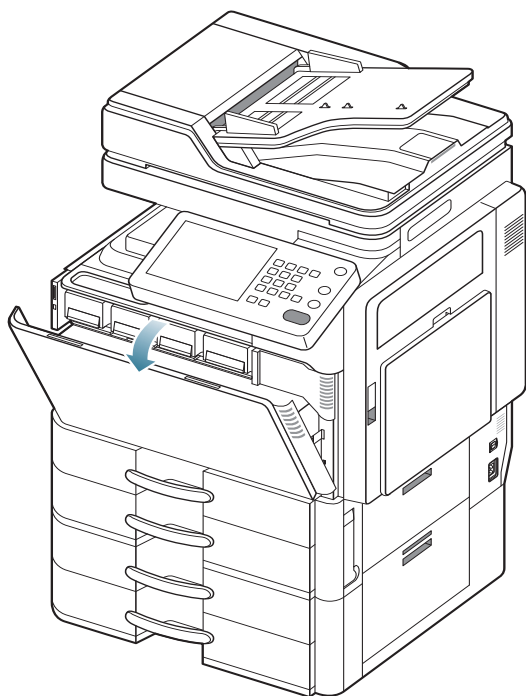
When the life of the imaging unit expires totally

- The status LED turns red on and the display screen shows the error message of replacing imaging unit.
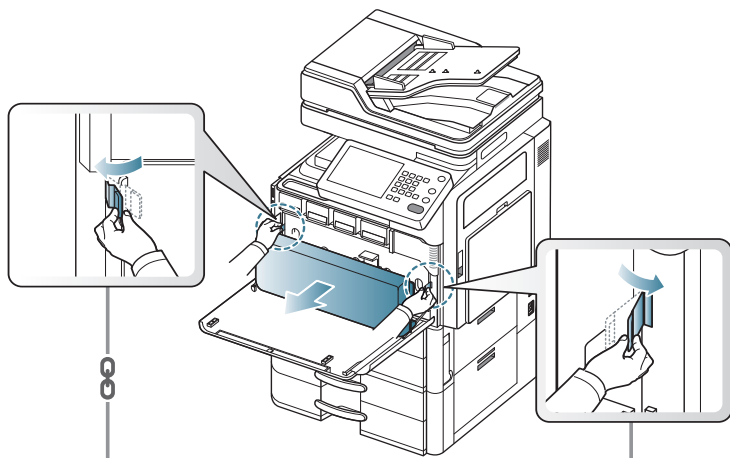- Check the type of the imaging unit for your machine.

At this stage, the imaging unit needs to be replaced.

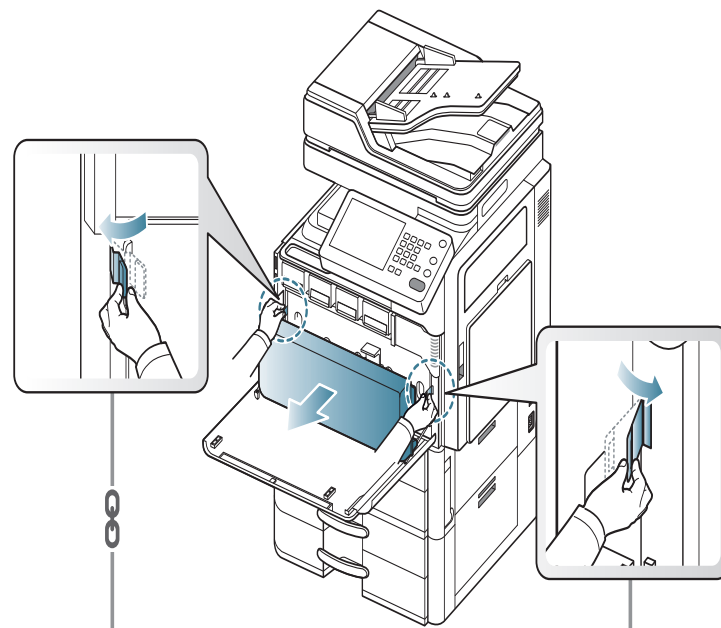Click this link to open an animation about replacing the imaging unit.
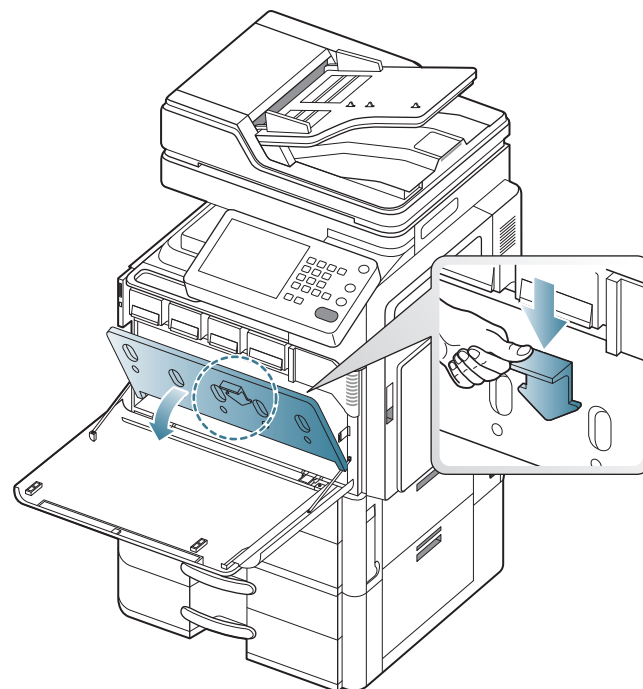
1. Open the front door.

2. Hold the left/right locking levers and push outward at the same time. Then remove the waste toner container. (CLX-9252 9352 Series)
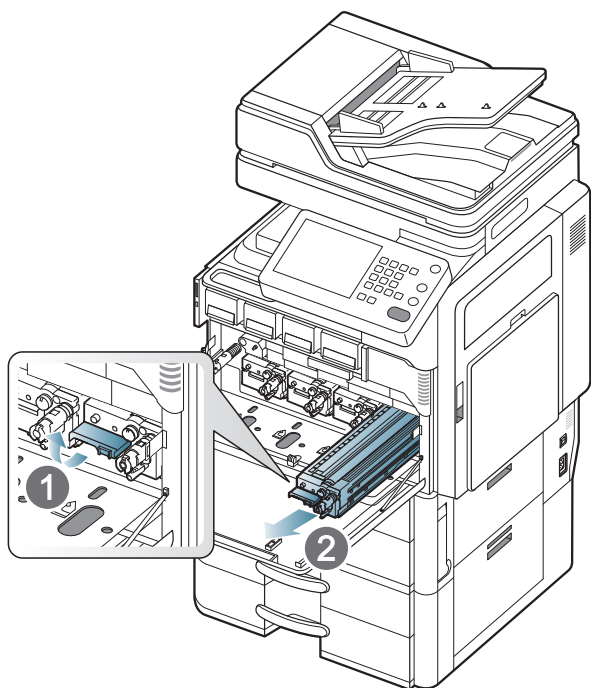

Lift the locking lever upward. Then remove the waste toner container. (SCX-8230 8240 Series)
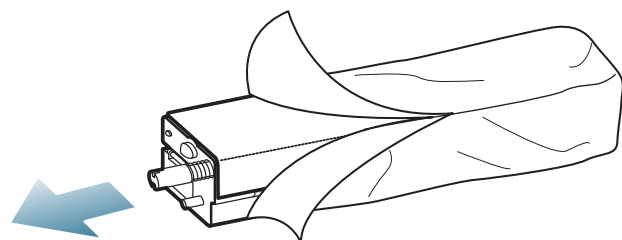

3. Hold and push down the lever, and open the inner cover.

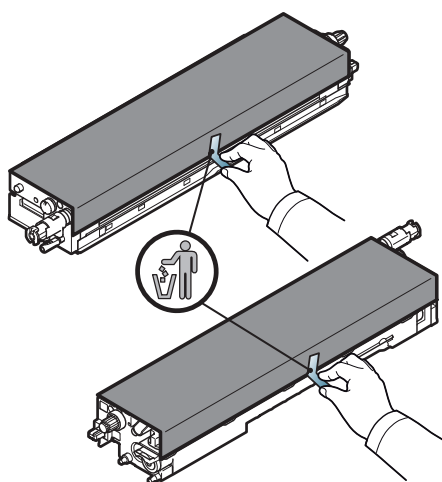**4.** Pull the corresponding imaging unit out from the machine.

5. Remove the new imaging unit from its package.

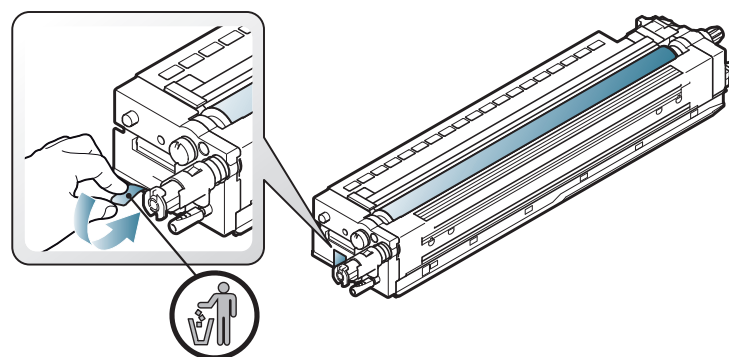⚠ Do not use sharp objects, such as a knife or scissors, to open the imaging unit package. You could damage the surface of the imaging unit.
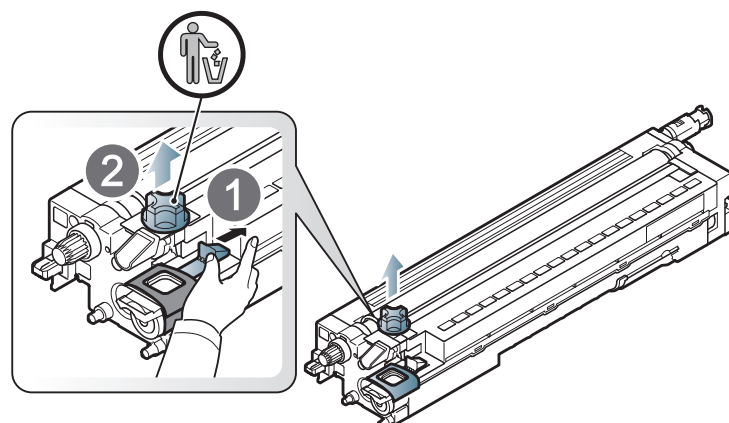
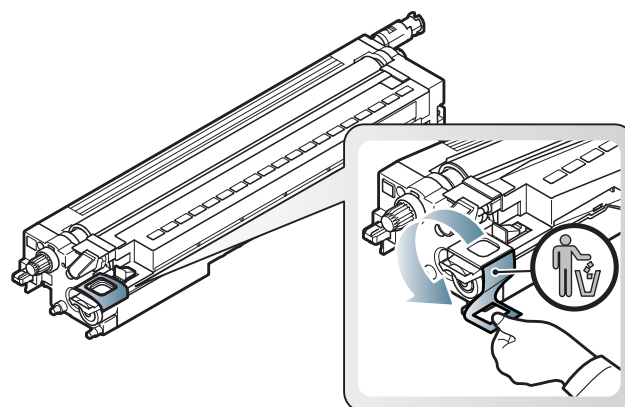**6.** Remove the paper protecting the surface of the imaging unit.

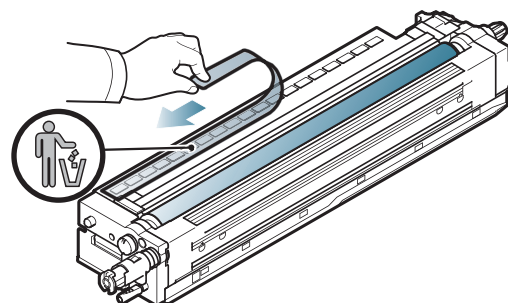**7.** Remove the tape on the handle.

8. Pull the rubber stopper out of the developer.

9. Remove the tape wrapped around the developer.

10. Remove the tape on the imaging unit.

11. Pull out the OPC protecting pad.
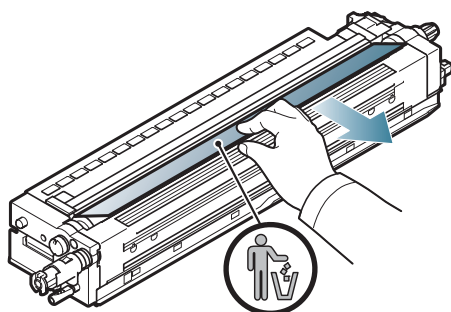
> If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

> ⚠ • Be careful not to scratch the surface of the imaging unit.
> • To prevent damage, do not expose the imaging unit to light for more than a few minutes. Cover it with a piece of paper to protect it if necessary.

12. Hold the handles on the new imaging unit, and push the imaging unit until it locks into place.
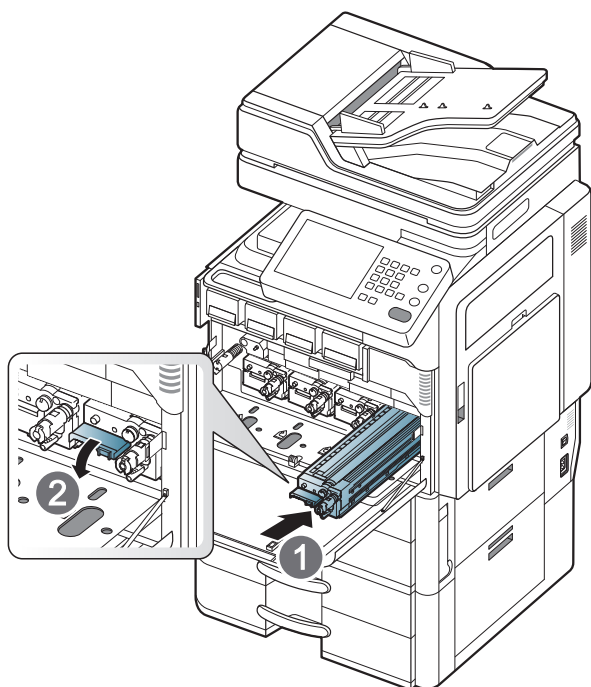
13. Close the inner cover.
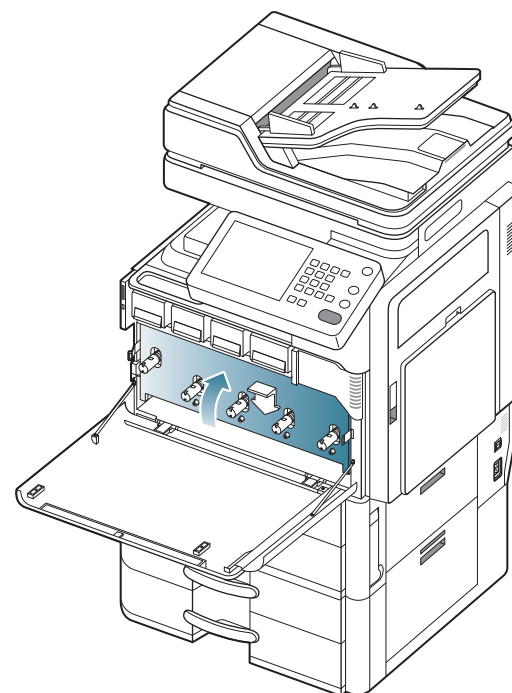
14. Take out the LSU window cleaning stick.
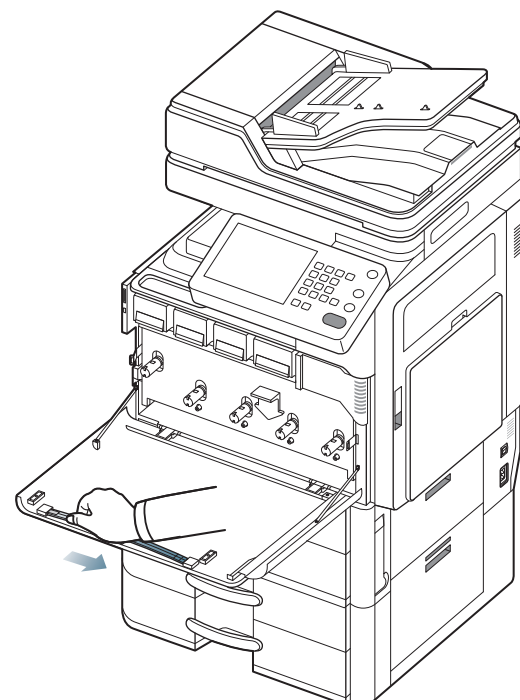
15. Locate the LSU window cleaning hole and insert the LSU window cleaning stick. Slowly push and pull the LSU window cleaning stick 4 or 5 times to clean the LSU window.
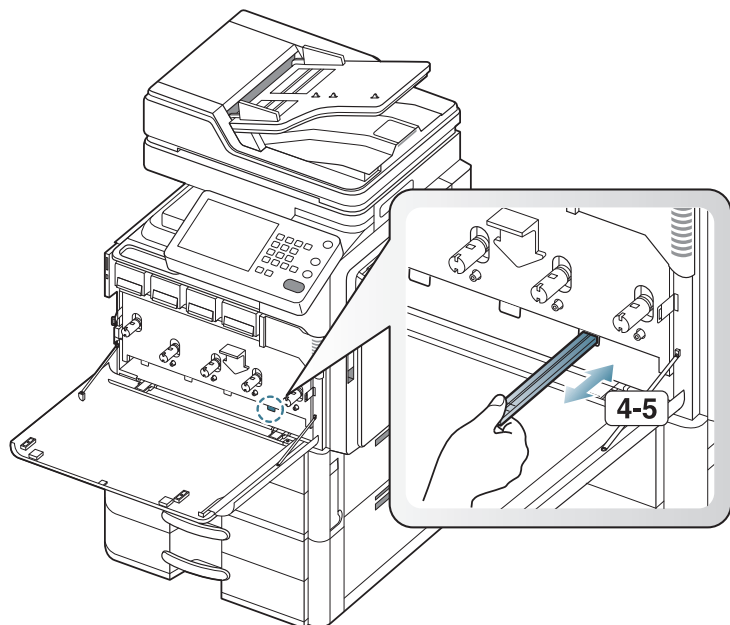
16. Insert the LSU window cleaning stick back into its place.

17. Insert the waste toner container until it locks in place.
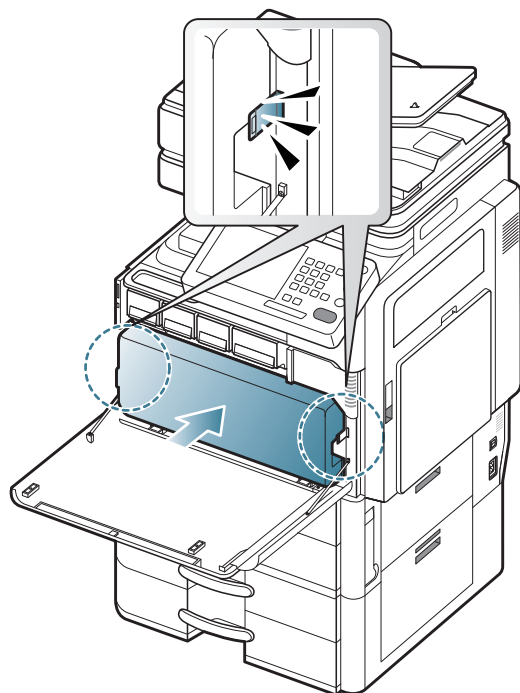
18. Close the front door. Ensure that the door is securely closed.
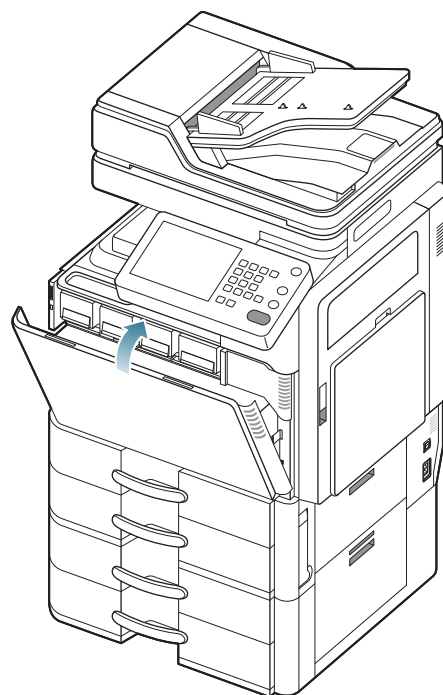
If the front door is not completely closed, the machine will not operate.

Replacing the waste toner container

When the life of the waste toner container expires totally, the display screen shows the error message of replacing waste toner container.

Model	Average yield[a]	Part name
CLX-9252 Series	Approx. 75,000 images[b]	CLT-W606
CLX-9352 Series	Approx. 75,000 images	CLT-W606

a. Declared yield value in accordance with 5% coverage.

b. Image counts are based on one color on each page. If you print a document in full color (Yellow, Magenta, Cyan, Black), the number of image is 4 images.

Model	Average yield[a]	Part name
SCX-8230 Series	Approx. 300,000 pages	MLT-W606
SCX-8240 Series	Approx. 300,000 pages	MLT-W606

a. Declared yield value in accordance with 6% coverage.

At this stage, the waste toner container needs to be replaced.

1. Open the front door.
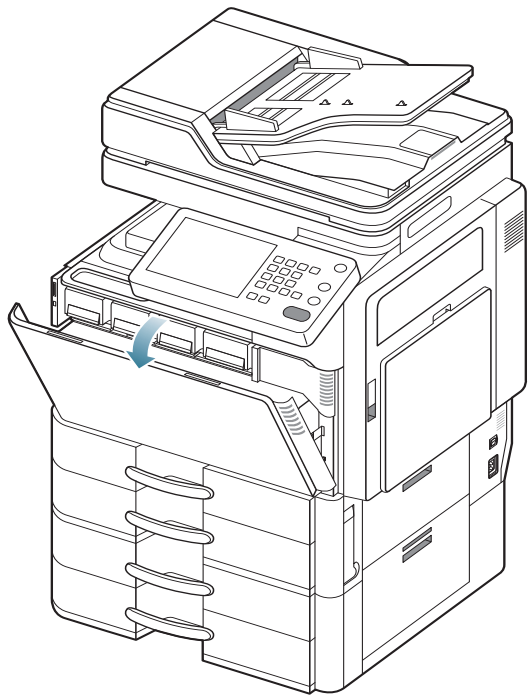
2. Squeeze the left/right locking levers and push outward. Then remove the waste toner container. (CLX-9252 9352 Series)
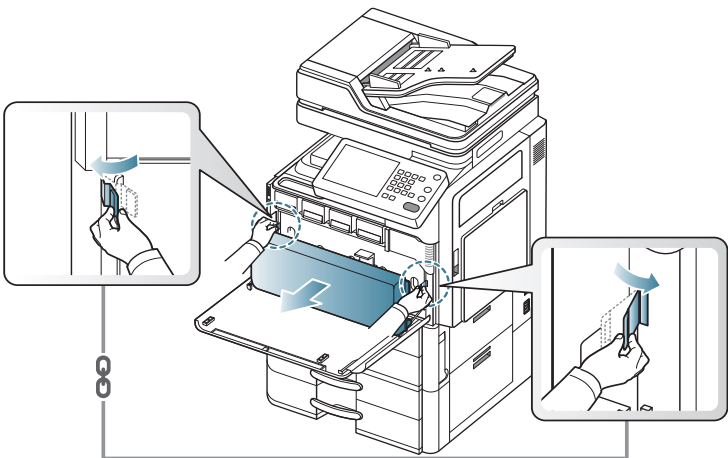
Lift the locking lever upward. Then remove the waste toner container. (SCX-8230 8240 Series)
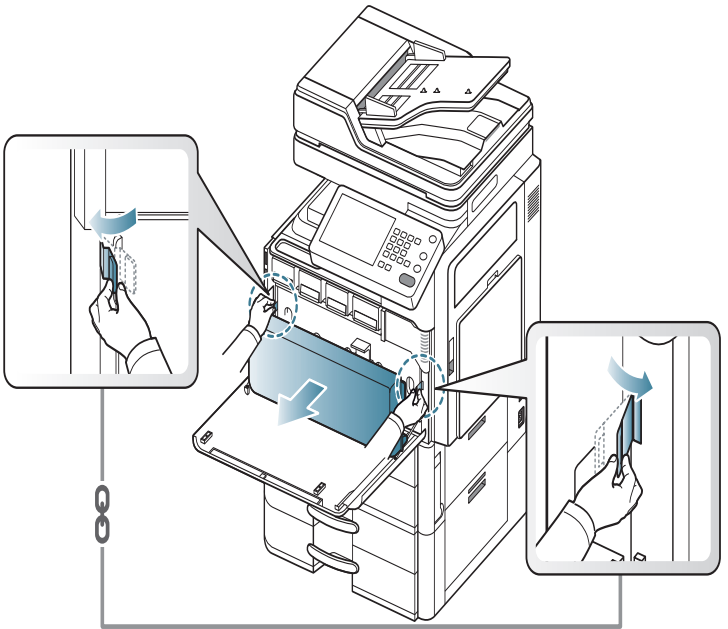
3. Remove the new waste toner container from its package.

4. Insert the new waste toner container until it locks in place.
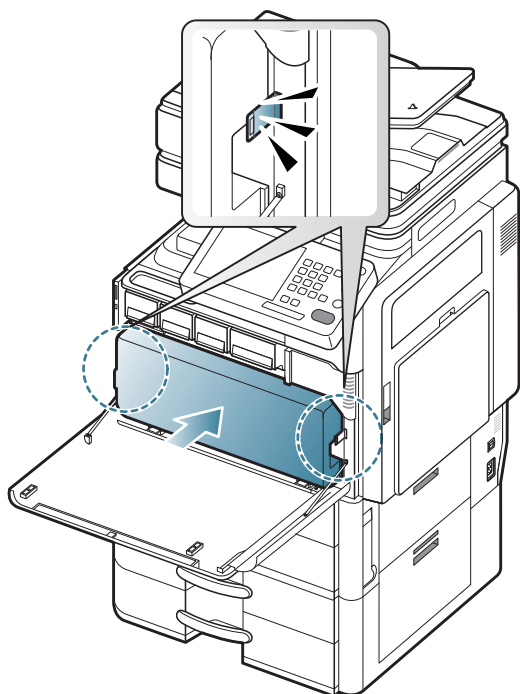
5. Close the front door. Ensure that the door is securely closed.
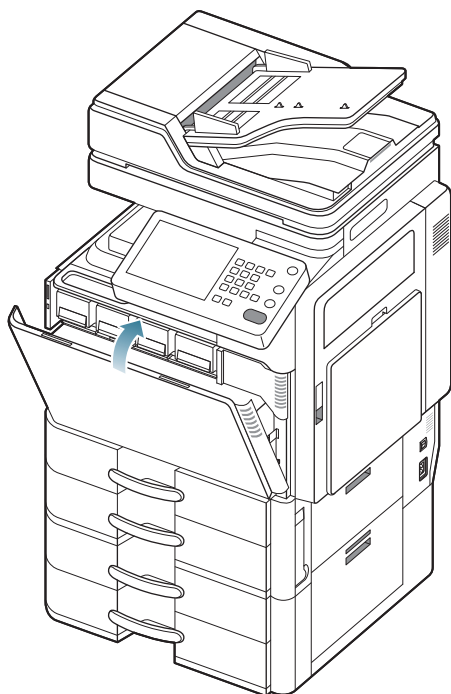
If the front door is not completely closed, the machine will not operate.

Clearing original document jams

When an original jams while passing through the duplex automatic document feeder(DADF), a warning message appears on the display screen.

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

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

Original paper jam in front of scanner

📝 Click this link to open an animation about clearing a jam.

1. Remove any remaining pages from the DADF.

2. Open the DADF cover.
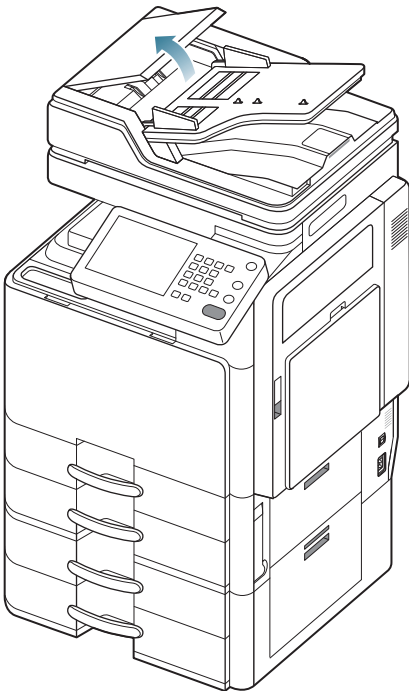
3. Gently remove the jammed paper from the DADF.

4. Close the DADF cover.
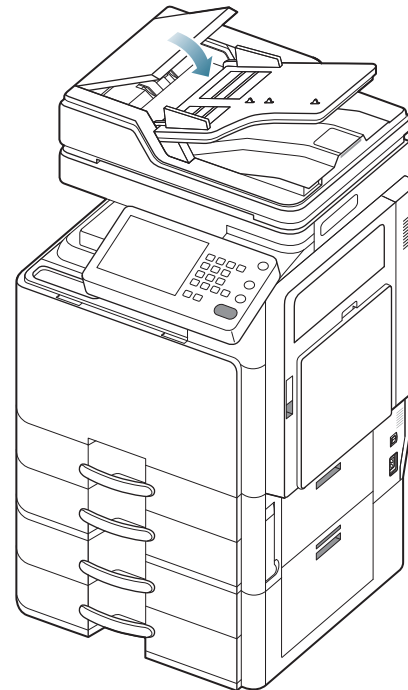
Original paper jam inside of scanner

Click this link to open an animation about clearing a jam.

1. Remove any remaining pages from the DADF.

2. Open the DADF cover.

3. Gently remove the jammed paper from the DADF.
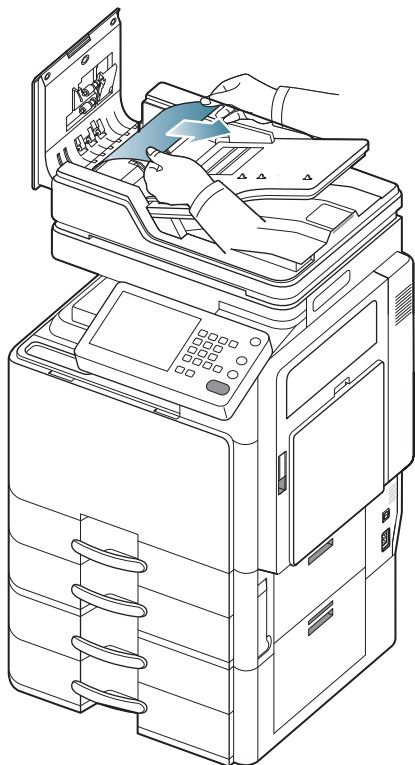
If you do not see paper in this area, go to the next step.

4. Open the DADF.
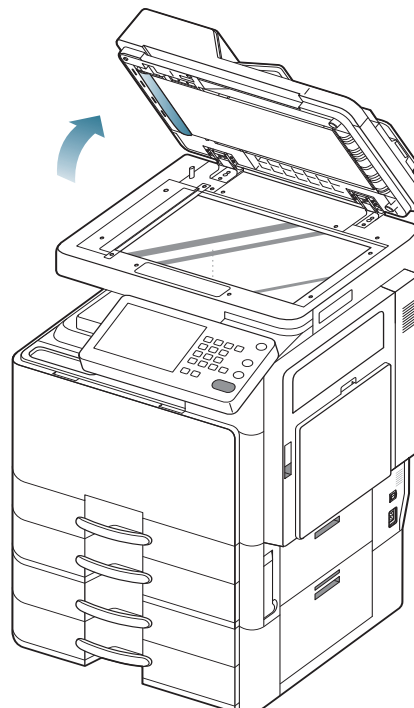
5. Open the DADF jam cover.
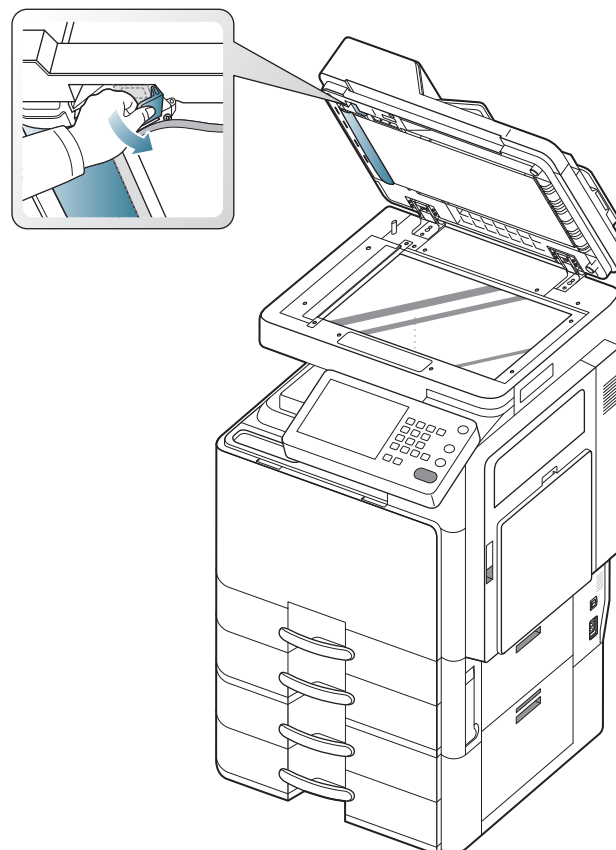
6. Grasp the misfeed paper, and remove the paper from the feed area by carefully pulling it using both hands.
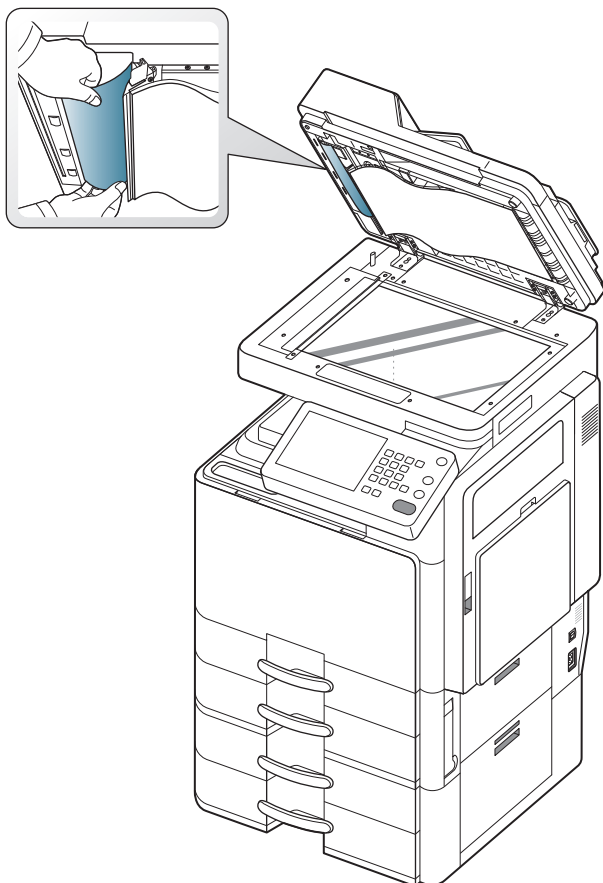
7. Close the DADF jam cover and the DADF. Load the removed pages back into the DADF.

Original paper jam while reversing paper in scanner

📝 Click this link to open an animation about clearing a jam.

1. Remove any remaining pages from the DADF.
2. Open the DADF cover.
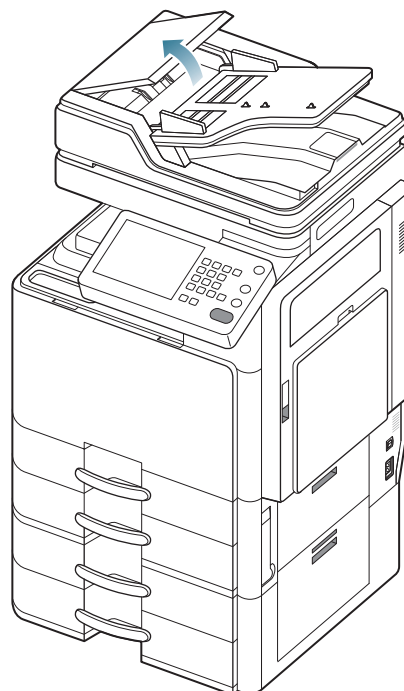
3. Open the DADF input tray.
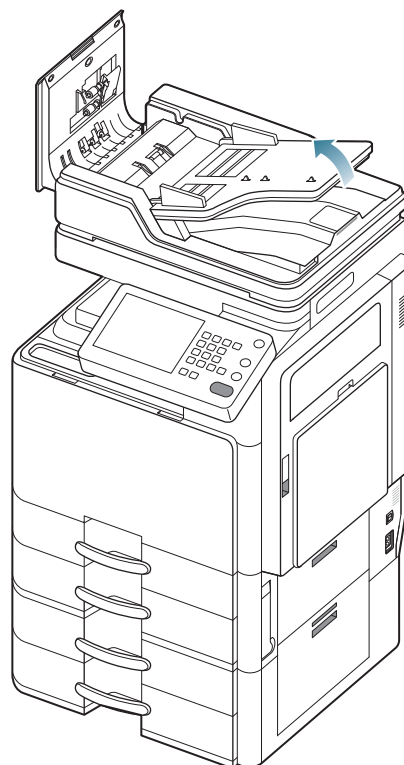
4. Pull the jammed paper gently out of the DADF.
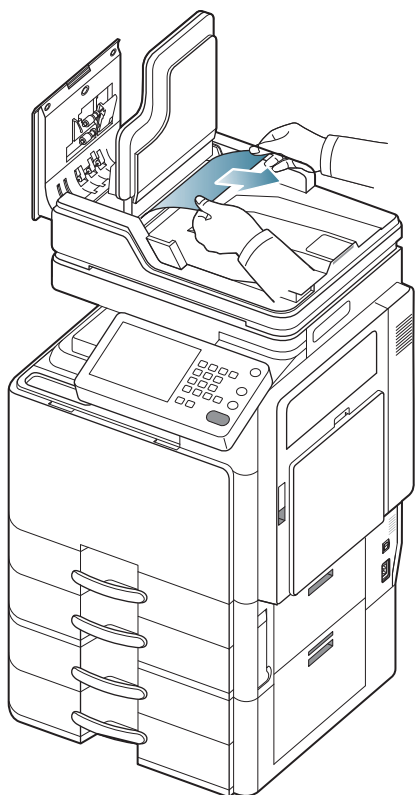
5. Close the DADF input tray and the DADF cover. Load the removed pages back into the DADF.

Original paper jam in front of scanner duplex path

Click this link to open an animation about clearing a jam.

1. Remove any remaining pages from the DADF.

2. Open the DADF cover.
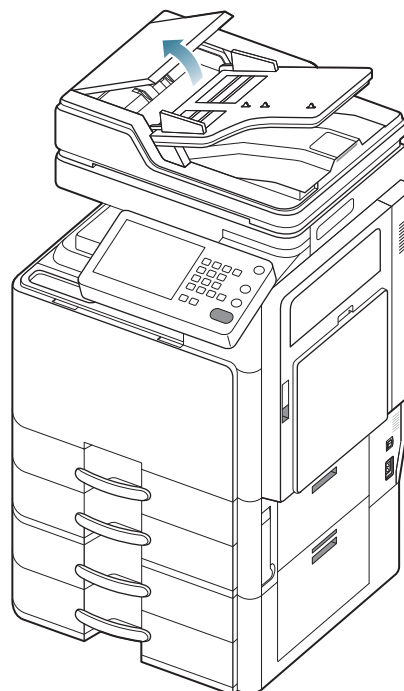
3. Open the duplex jam cover.
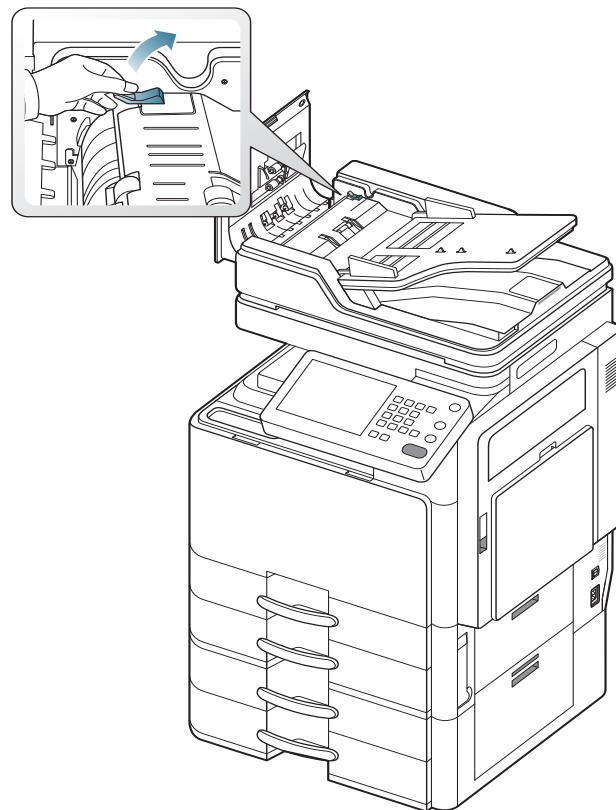
4. Pull the jammed paper gently out of the DADF.
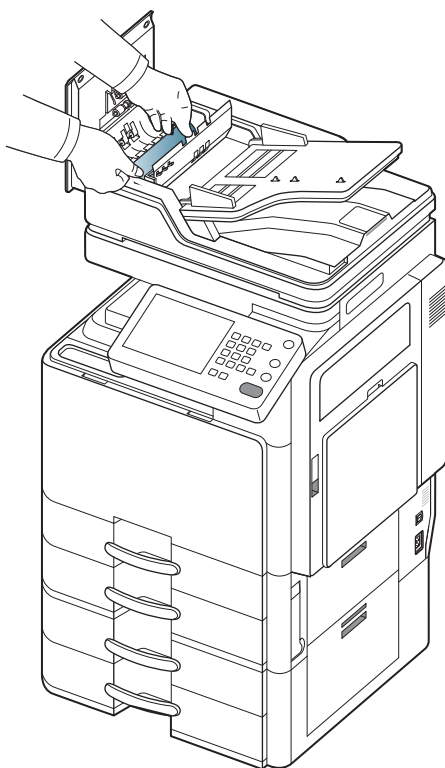
Close the duplex jam cover and the DADF cover. Load the removed pages back into the DADF.

If you do not see paper in this area, go to the next step.
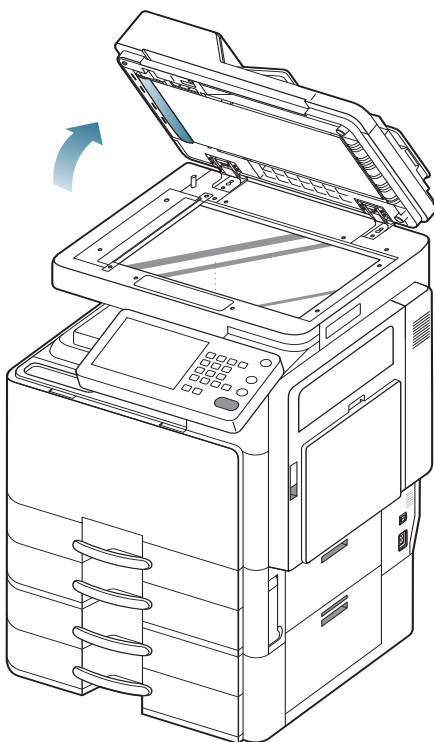
5. Open the DADF.

6. Open the DADF jam cover.
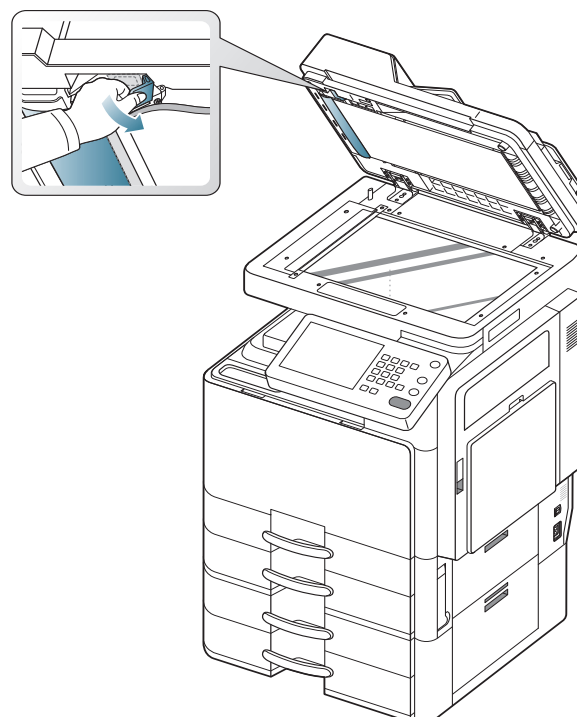
7. Grasp the misfeed paper, and remove the paper from the feed area by carefully pulling it using both hands.
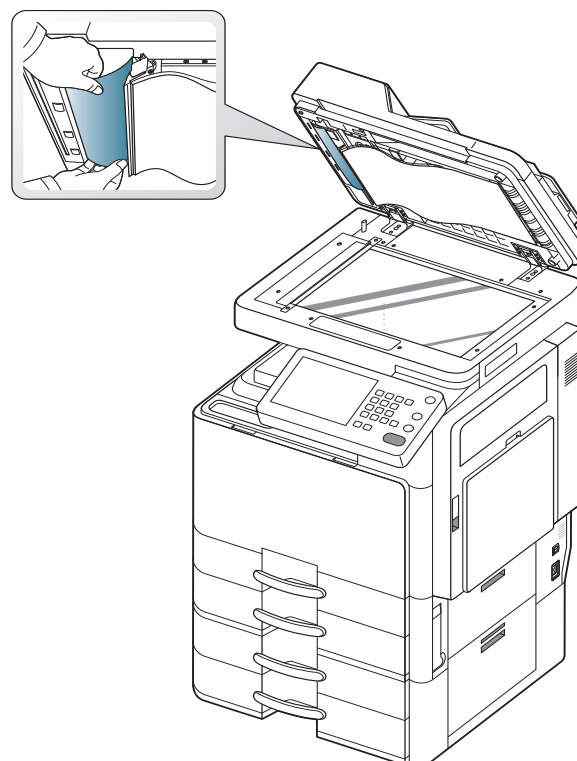
8. Close the DADF jam cover and the DADF. Load the removed pages back into the DADF.

Original paper jam in exit area of scanner

📝 Click this link to open an animation about clearing a jam.

1. Remove any remaining pages from the DADF.
2. Open the DADF cover.
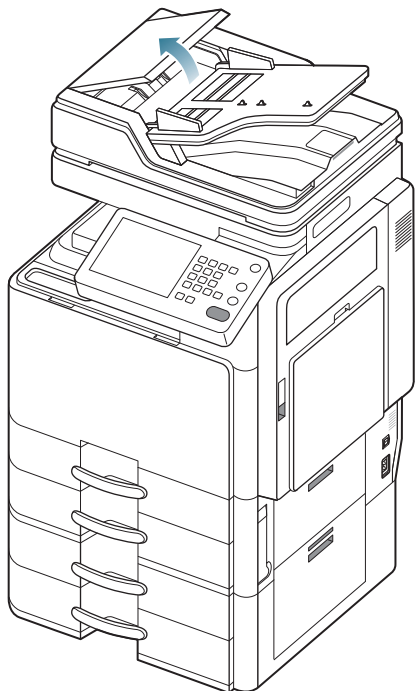
3. Open the DADF input tray.
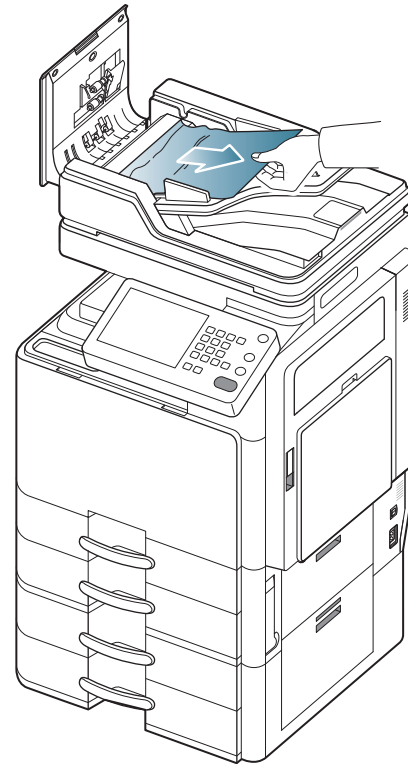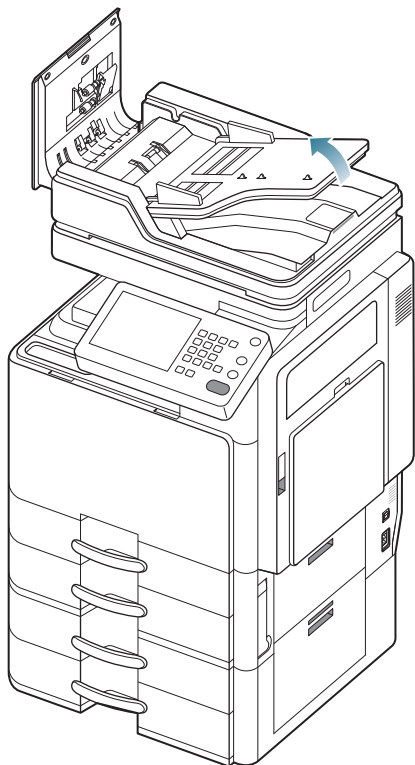

4. Gently remove the jammed paper from the DADF.
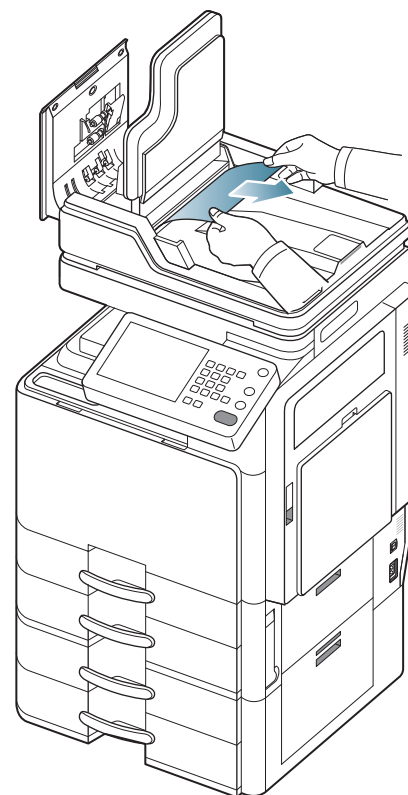
If the jammed paper is not easily removed, go to the next step.
5. Open the DADF.
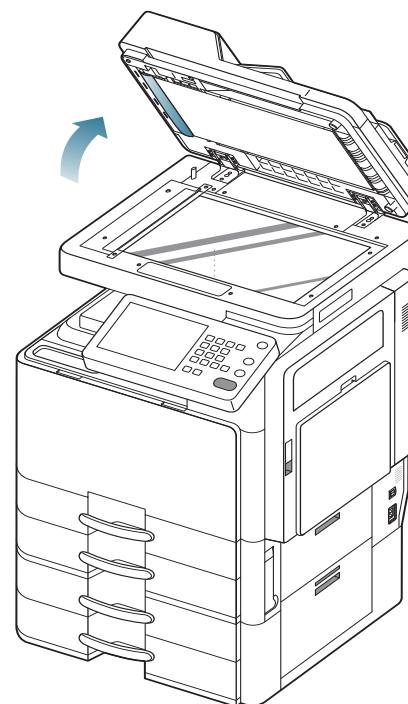
6. Turn the misfeed clearing wheel in the direction of the arrow to remove the jammed paper.
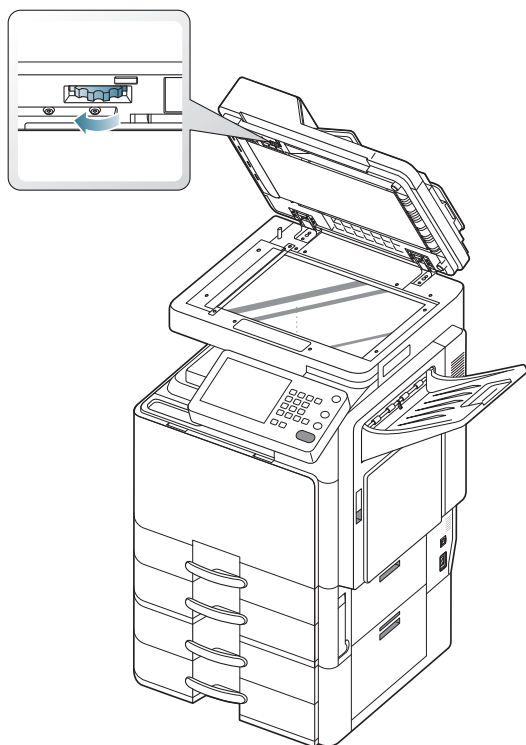
7. Pull the jammed paper gently out of the DADF.
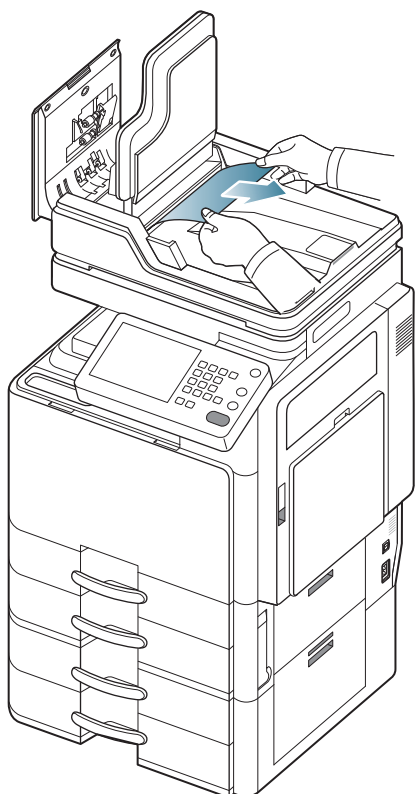
8. Close the DADF input tray and the DADF cover. Load the removed originals back into the DADF.

Original paper jam in duplex exit area of scanner

Click this link to open an animation about clearing a jam.

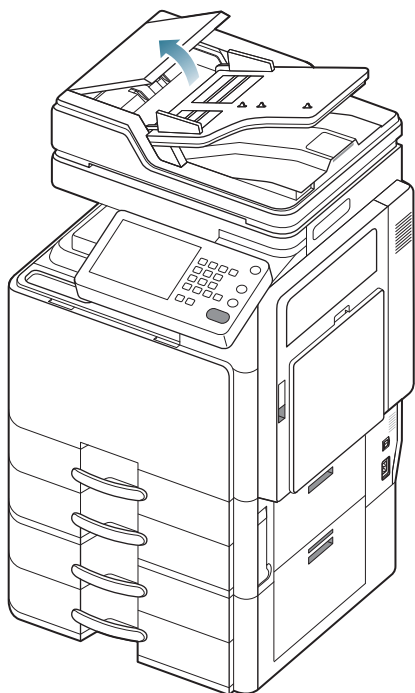**1.** Remove any remaining pages from the DADF.

2. Open the DADF cover.
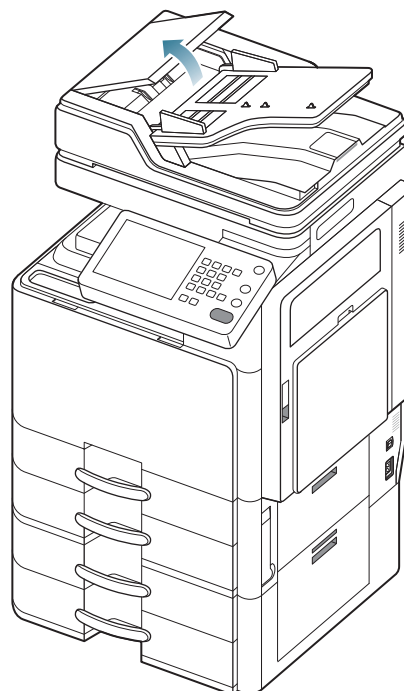
3. Open the DADF input tray.
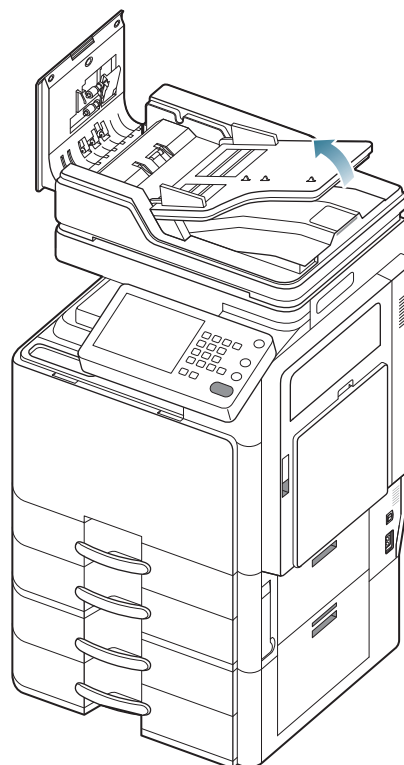
4. Gently remove the jammed paper from the DADF.
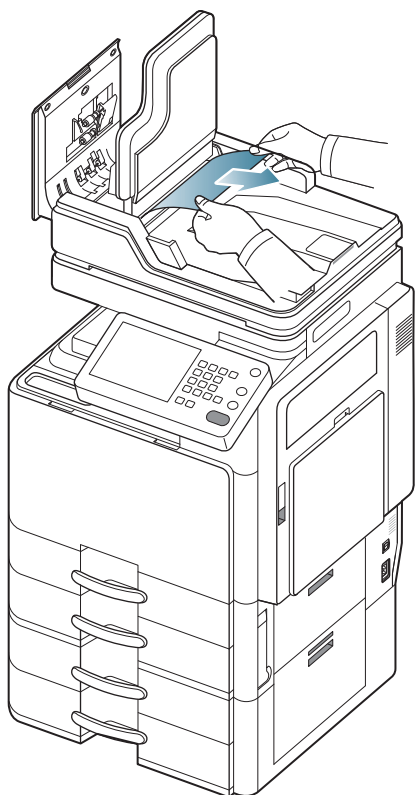
If you do not see paper in this area, go to the next step.
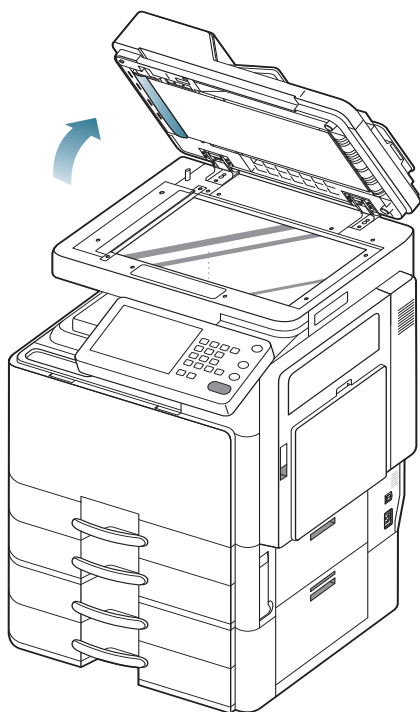
5. Open the DADF.

6. Turn the misfeed-clearing wheel in the direction of the arrow to remove the jammed paper.
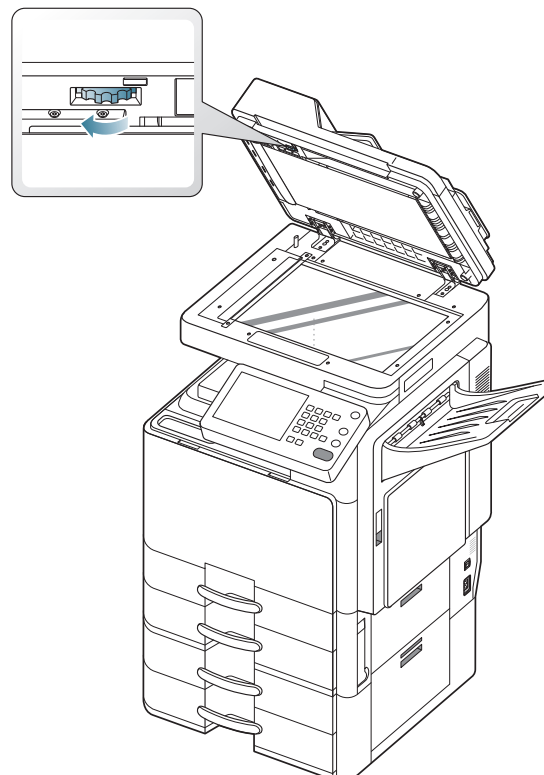
7. Pull the jammed paper gently out of the DADF.
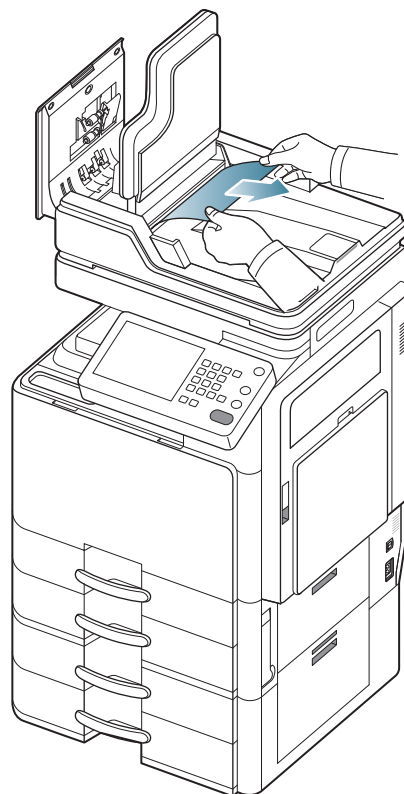
If you do not still see the jammed original or not easily removed it, go to the next step.

8. Open the exit tray cover.
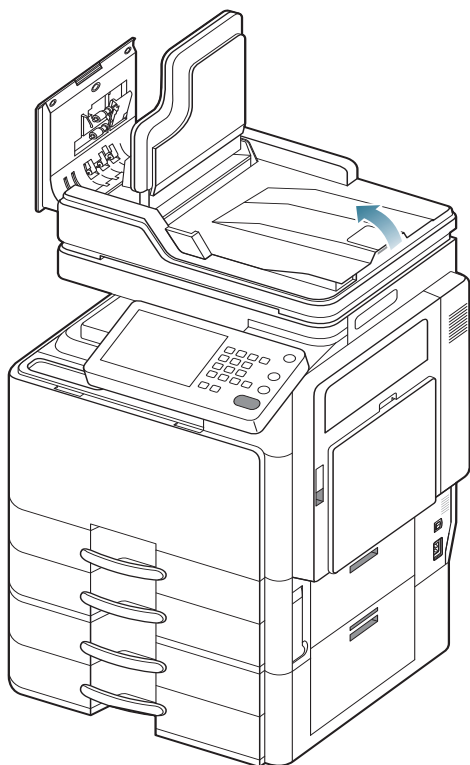
9. Gently remove the jammed paper from the DADF.
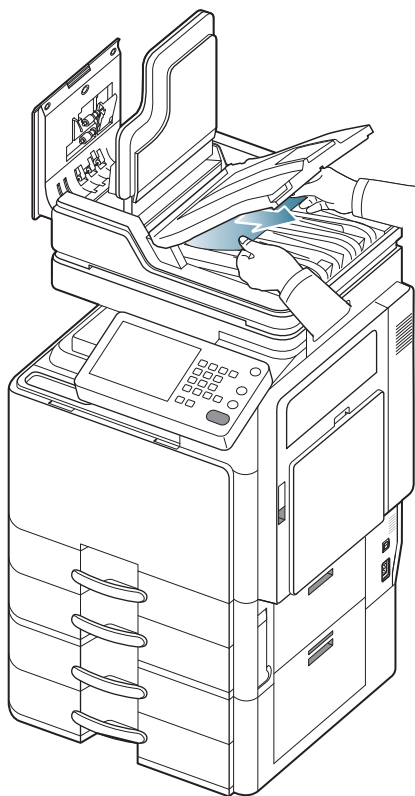
10. Close the exit tray cover, the DADF input tray and the DADF cover. Load the removed originals back into the DADF.

Tips for avoiding paper jams

By selecting the correct media types, most paper jams can be avoided. When a paper jam occurs, refer to the next guidelines.

- Ensure that the adjustable guides are positioned correctly (see "Loading paper in the tray" on page 37).

  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 (see "Tray setting" on page 47).
- Ensure that the recommended side of the print media is facing up in the tray, or facing down in the multi-purpose tray.

Clearing paper jams

When a paper jam occurs, a warning message appears on the display screen.

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

Paper jam in tray 1

✎ Click this link to open an animation about clearing a jam.

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

1. Open the right door.
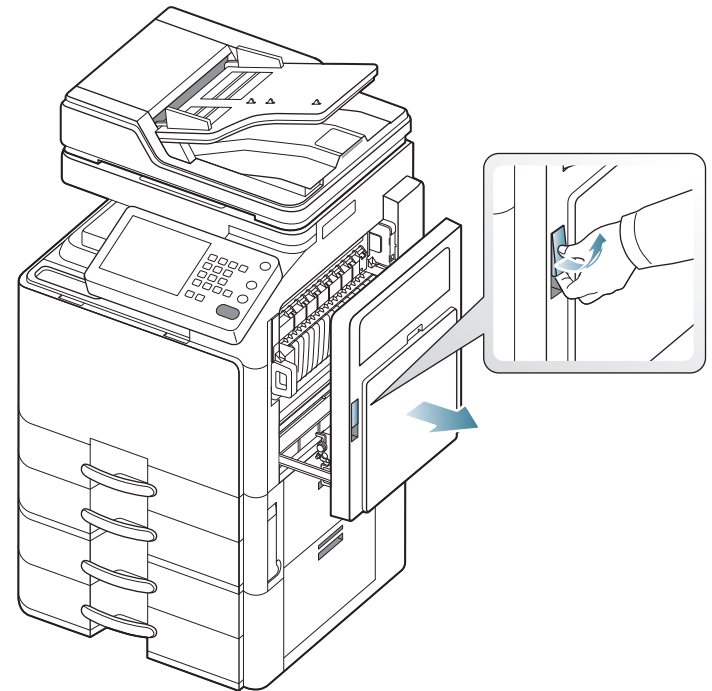
2. Remove the jammed paper by gently pulling it straight out.
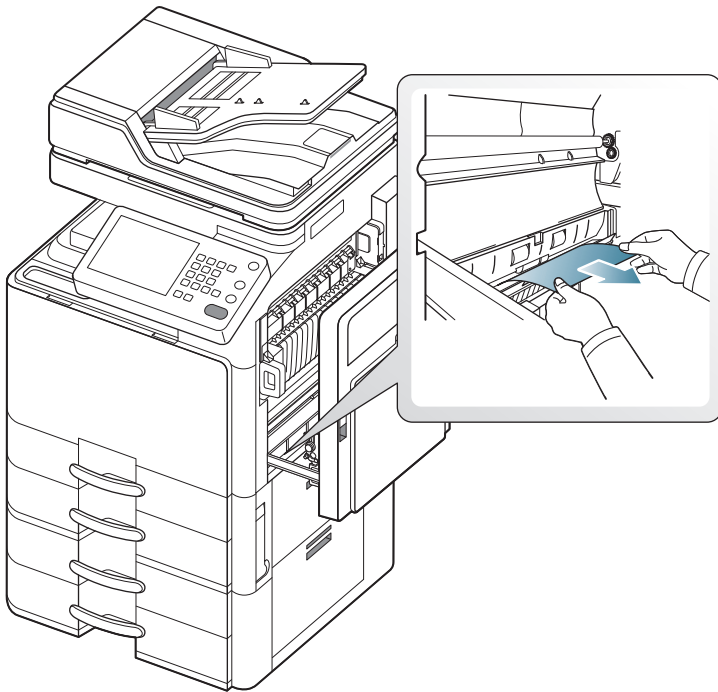
Close the right door.

If you do not see paper in this area, go to the next step.

3. Pull out tray 1.
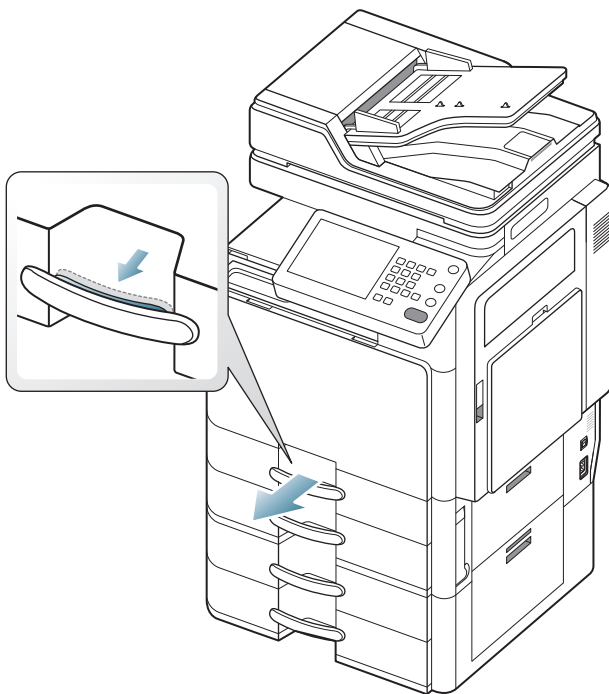
4. Remove the jammed paper from the machine.
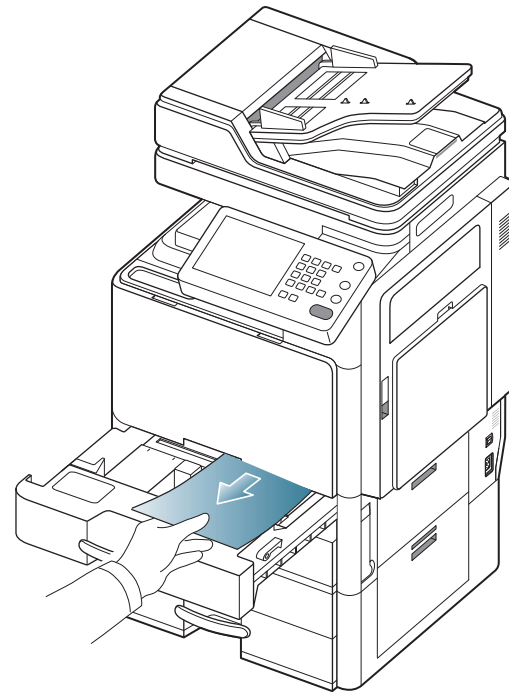
5. Insert tray 1 back into the machine until it locks into place. Printing automatically resumes.

Paper jam in tray 2

📝 Click this link to open an animation about clearing a jam.

1. Open the right bottom door.
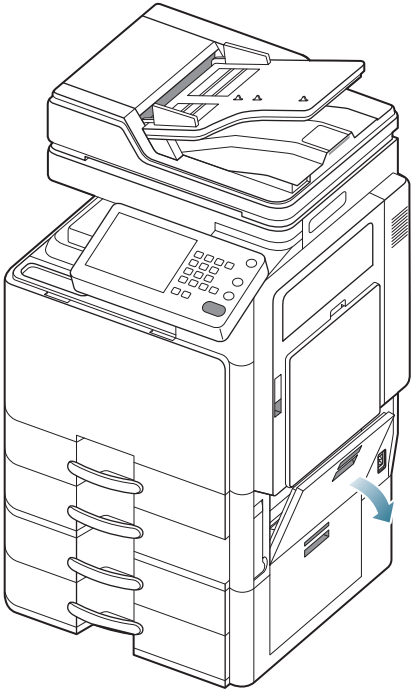
2. Remove the jammed paper by gently pulling it straight out.

Close the right bottom door.

If you do not see paper in this area, go to the next step.

3. Pull out tray 2.

4. Remove the jammed paper from the machine.

5. Insert tray 2 back into the machine until it locks into place. Printing automatically resumes.

Paper jam in tray 3

📝 Click this link to open an animation about clearing a jam.

1. Open the right bottom door of the dual cassette feeder.
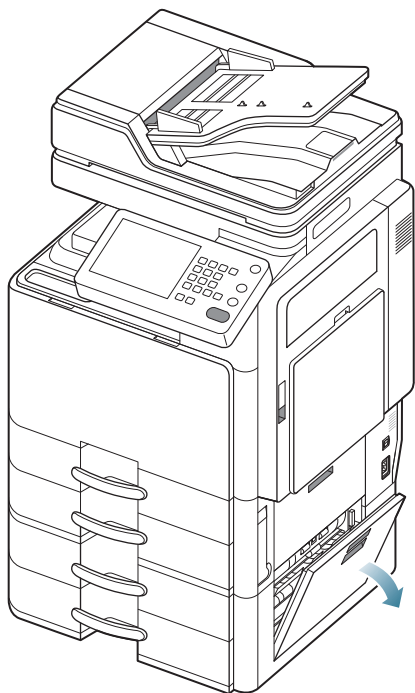
2. Remove the jammed paper by gently pulling it straight out.
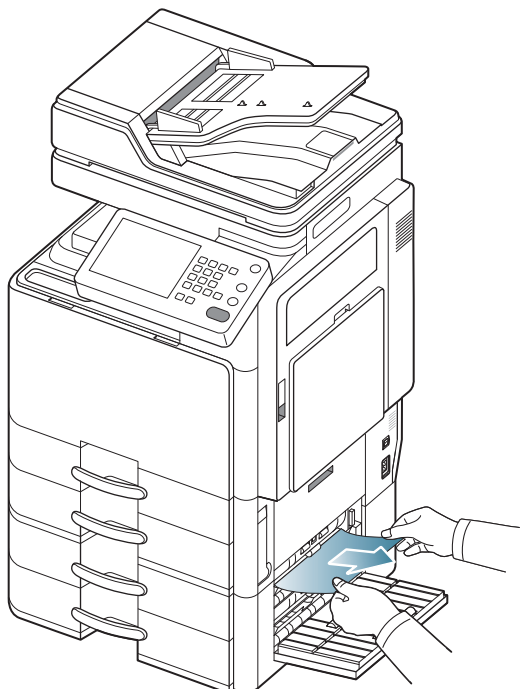
Close the dual cassette feeder right bottom door.
If you do not see paper in this area, go to the next step.

3. Pull out tray 3.
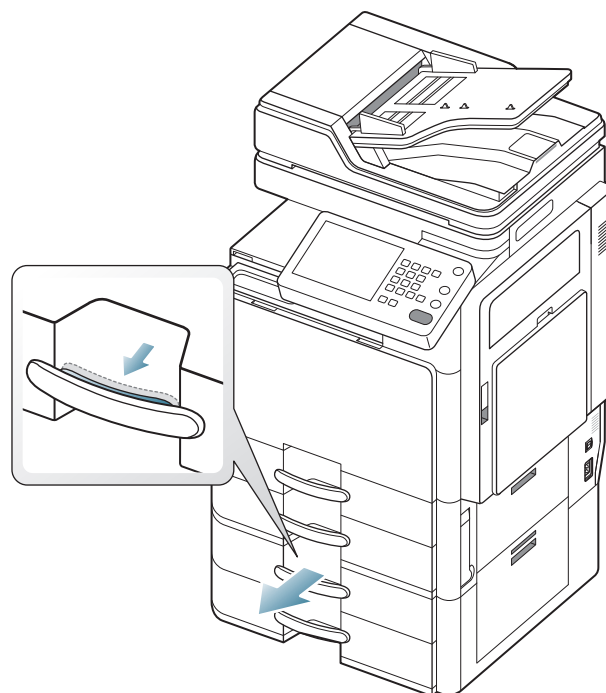
4. Remove the jammed paper from the machine.
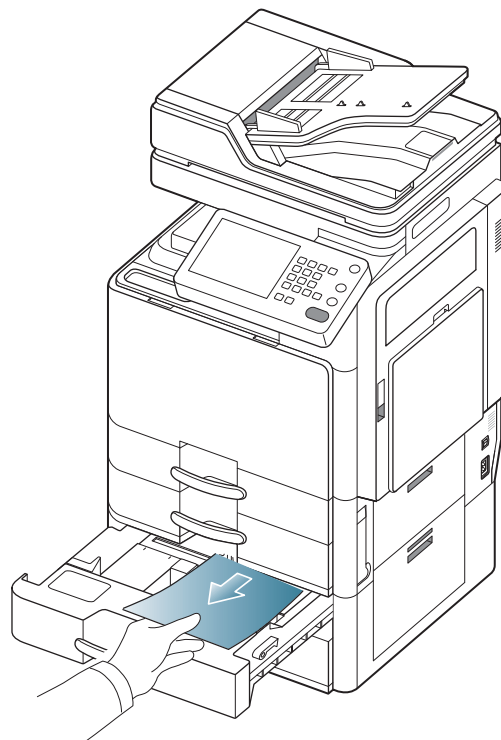
5. Insert tray 3 back into the machine until it locks into place. Printing automatically resumes.

Paper jam in tray 4

📝 Click this link to open an animation about clearing a jam.

1. Open the right bottom door of the dual cassette feeder.
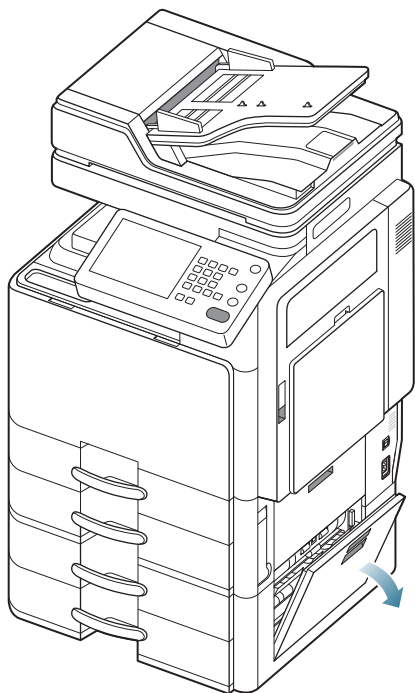
2. Remove the jammed paper by gently pulling it straight out.
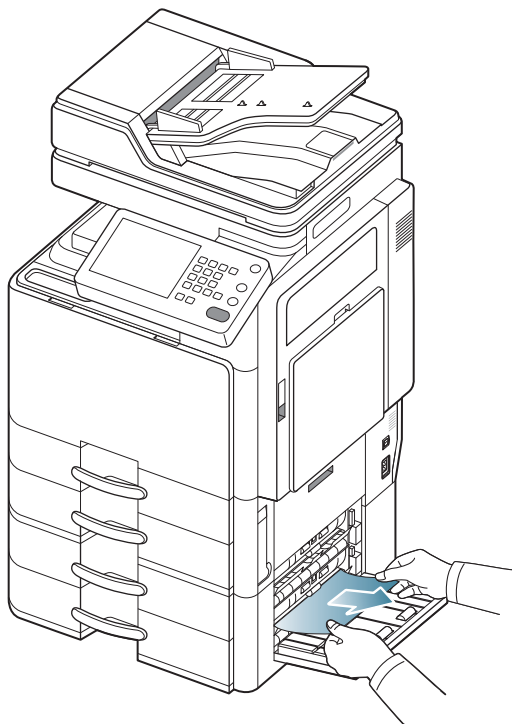
Close the dual cassette feeder right bottom door.
If you do not see paper in this area, go to the next step.

3. Pull out tray 4.
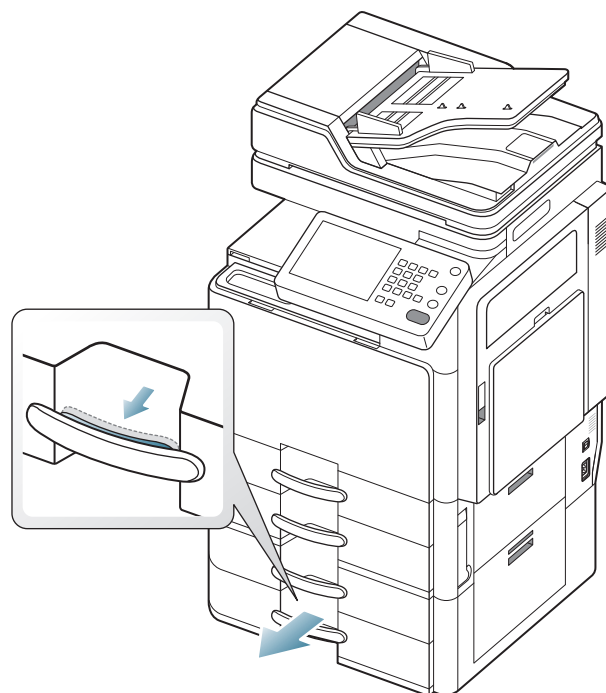
4. Remove the jammed paper from the machine.
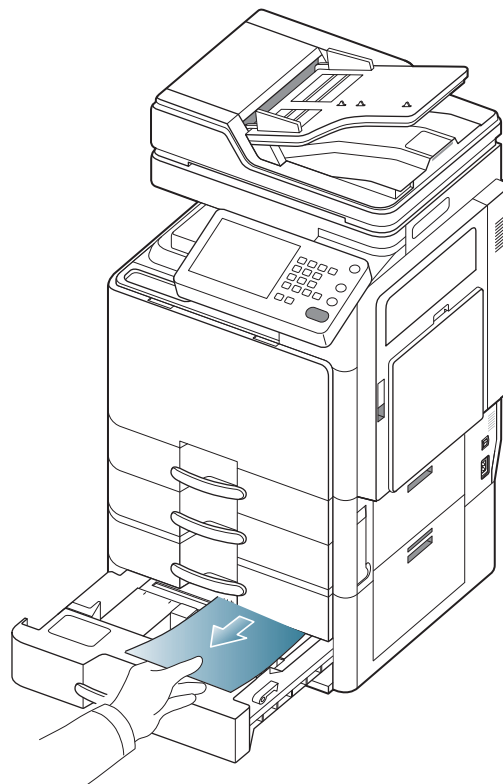
5. Insert tray 4 back into the machine until it locks into place. Printing automatically resumes.

Paper jam in optional high capacity feeder

📝 Click this link to open an animation about clearing a jam.

1. Open the optional high capacity feeder right bottom door.
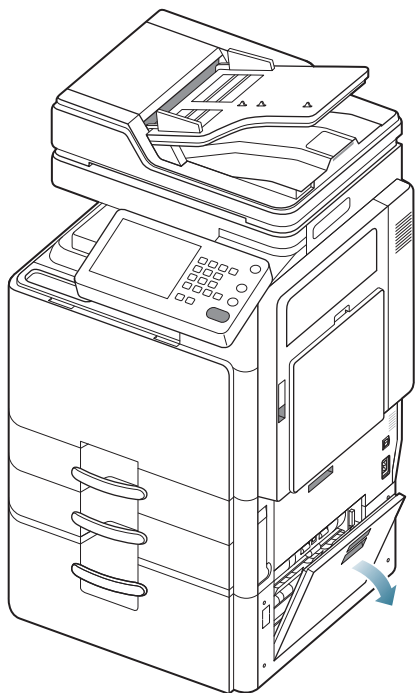
2. Remove the jammed paper by gently pulling it straight out.
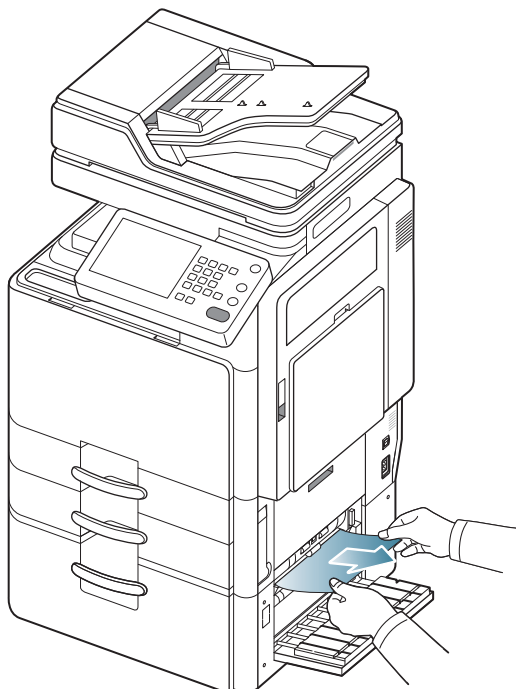
Close the optional high capacity feeder right bottom door.
If you do not see paper in this area, go to the next step.

3. Pull out high capacity feeder tray.
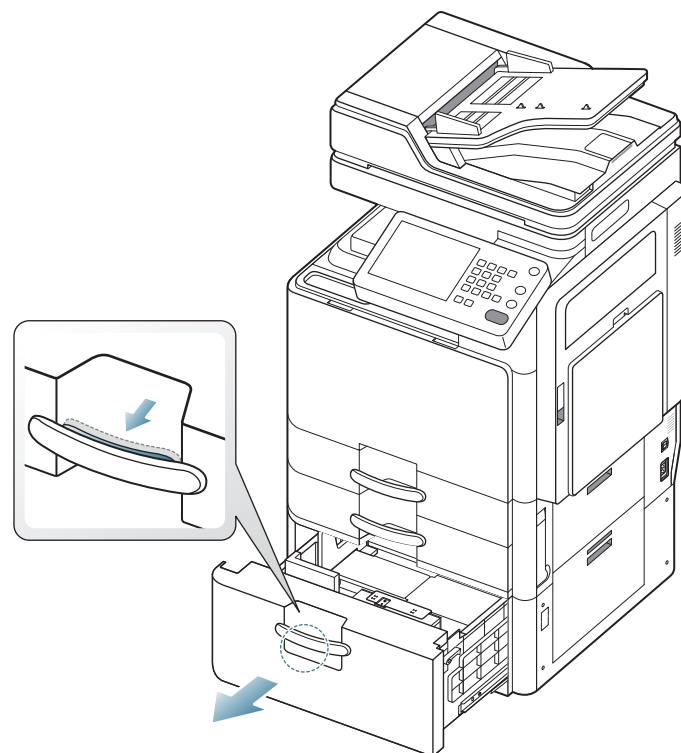
4. Remove the jammed paper from the machine.
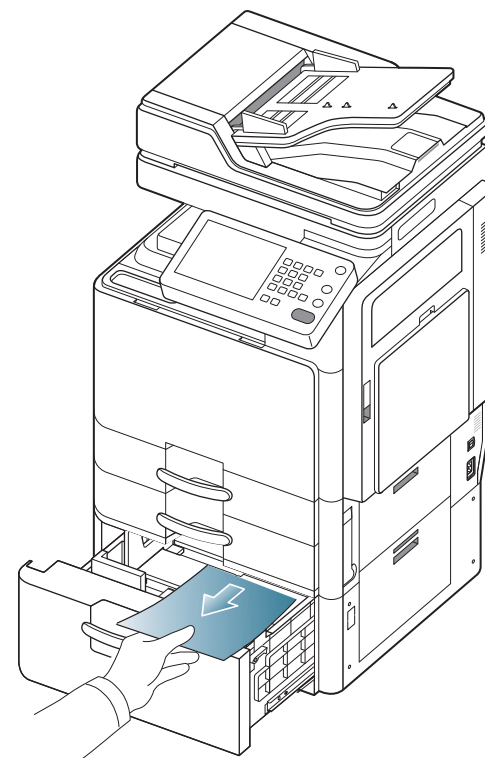
5. Insert the high capacity feeder tray back into the machine until it locks into place. Printing automatically resumes.

Paper jam in the multi-purpose tray

Click this link to open an animation about clearing a jam.

1. If the paper is not feeding properly, pull the paper out of the machine.
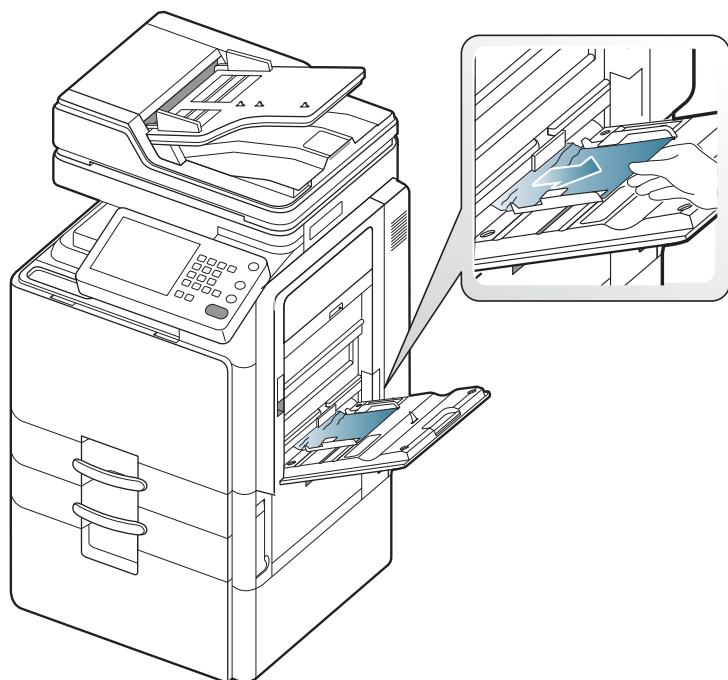
2. Open and close the front door to resume printing.

Paper jam inside the machine (Jam feed 1)

Click this link to open an animation about clearing a jam.

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

1. Open the right door.
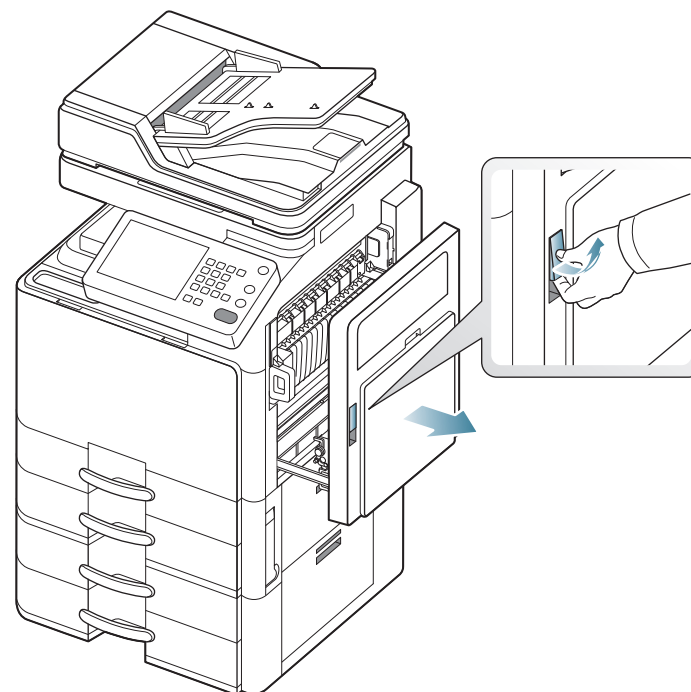
2. Remove the jammed paper by gently pulling it straight out.
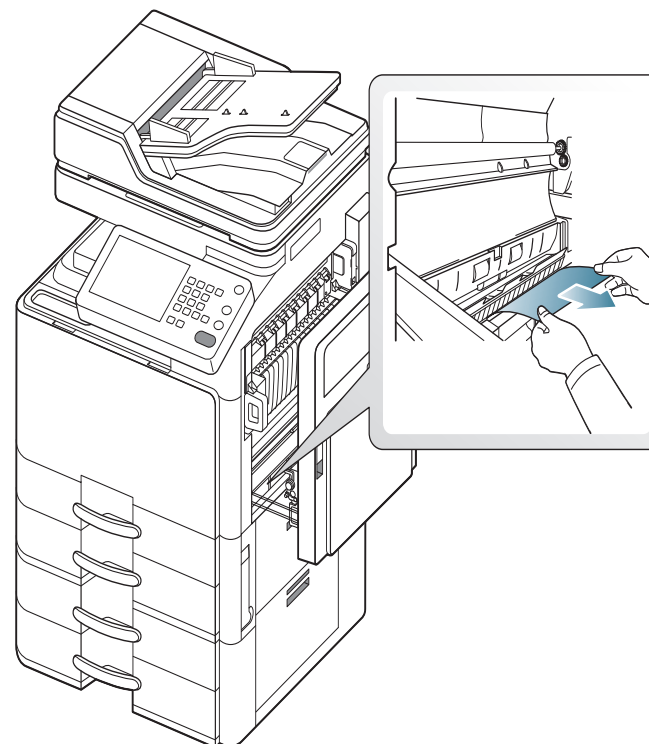
3. Close the right door.

Paper jam inside the machine (Jam feed 2)

Click this link to open an animation about clearing a jam.

1. Open the right bottom door.
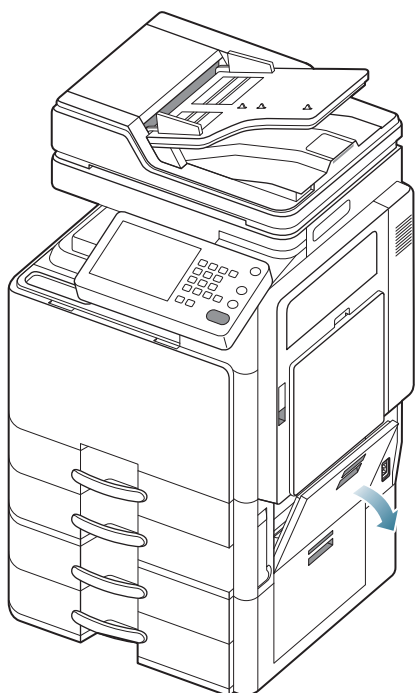
2. Remove the jammed paper by gently pulling it straight out.
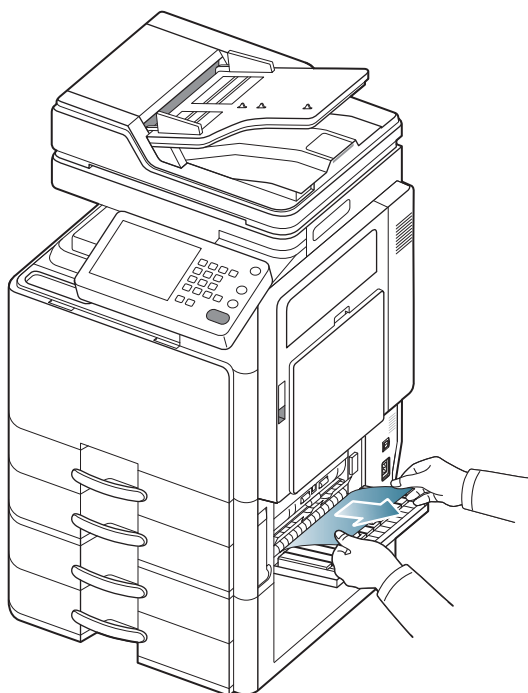
3. Close the right bottom door.

Paper jam inside the machine (Jam feed 3)

Click this link to open an animation about clearing a jam.

1. Open the right bottom door of the dual cassette feeder.
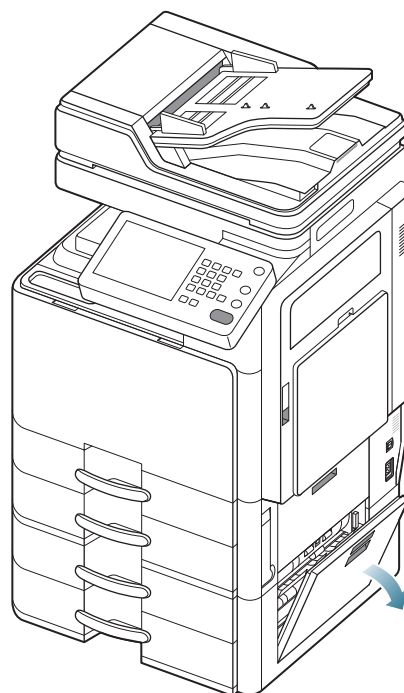
2. Remove the jammed paper by gently pulling it straight out.
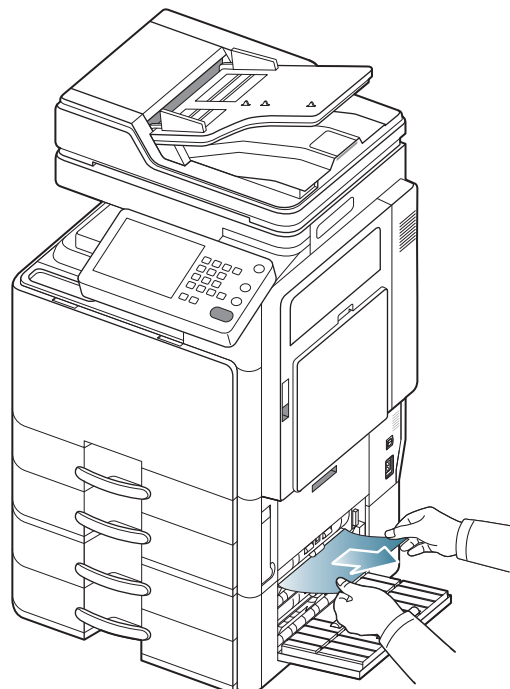
3. Close the dual cassette feeder right bottom door.

Paper jam inside the machine (Jam feed 4)

📝 Click this link to open an animation about clearing a jam.

1. Open the right bottom door of the dual cassette feeder.
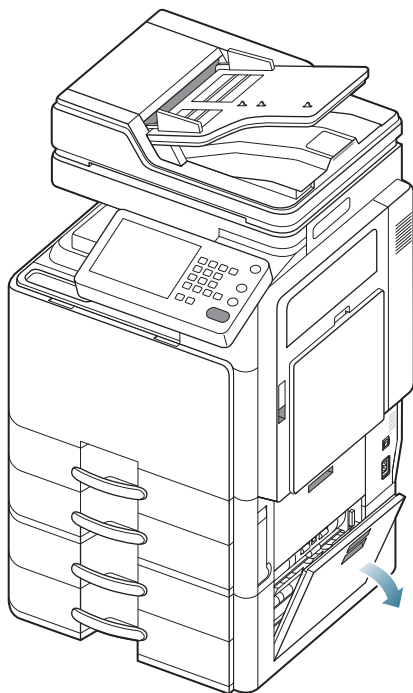
2. Remove the jammed paper by gently pulling it straight out.
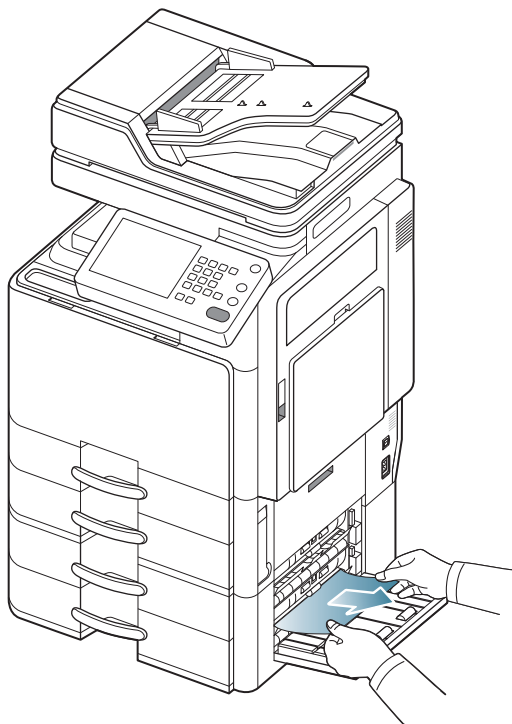
3. Close the dual cassette feeder right bottom door.

Paper jam inside the machine (Jam Registration)

📝 Click this link to open an animation about clearing a jam.

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

1. Open the right door.
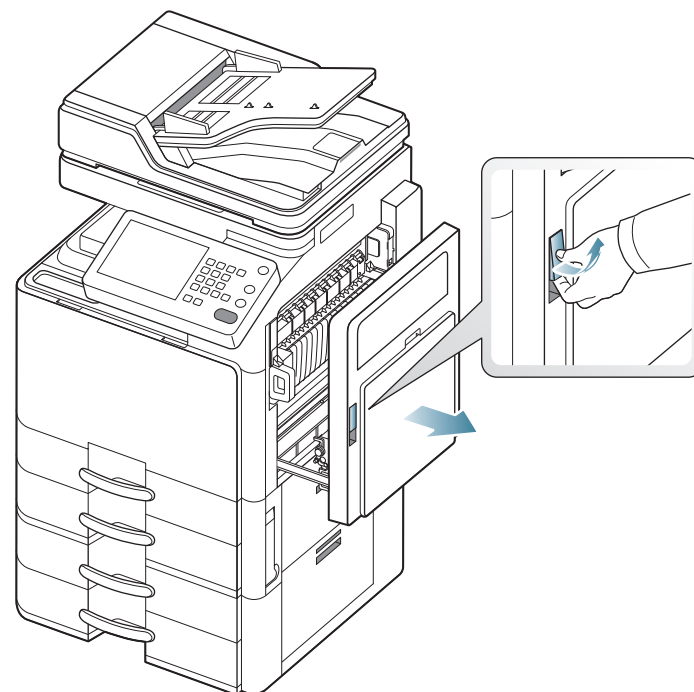
2. Remove the jammed paper by gently pulling it straight out.
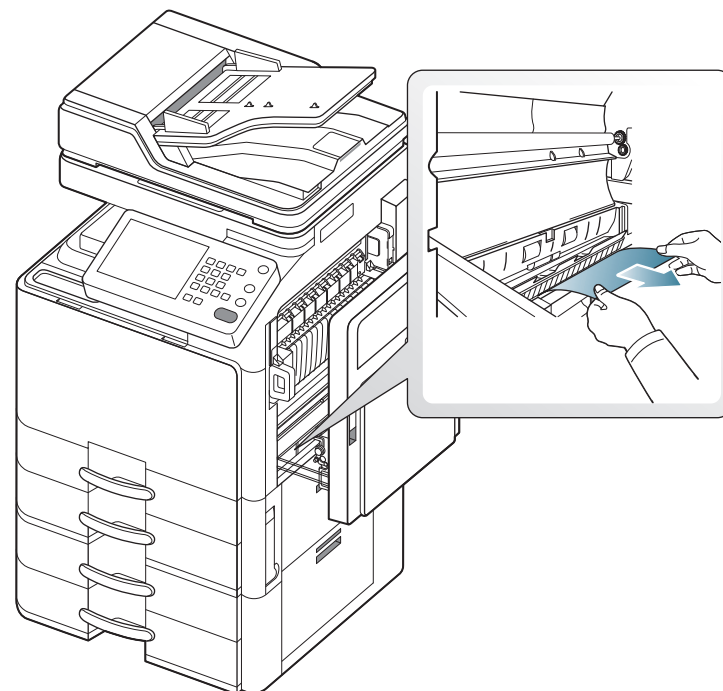
3. Close the right door.

Paper jam inside of the machine (Jam at Fuser out)

Click this link to open an animation about clearing a jam.

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

1. Open the right door.
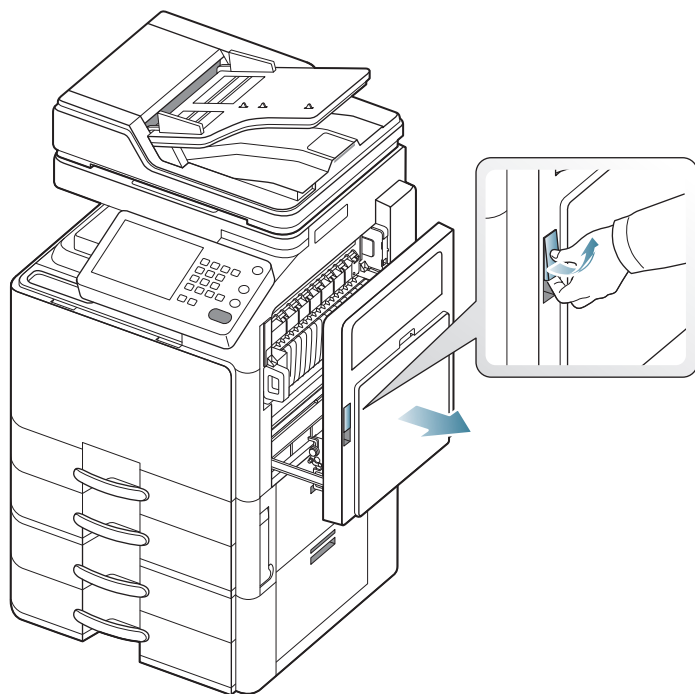
2. Pushing the lever several times. Then remove the jammed paper by gently pulling it straight out.
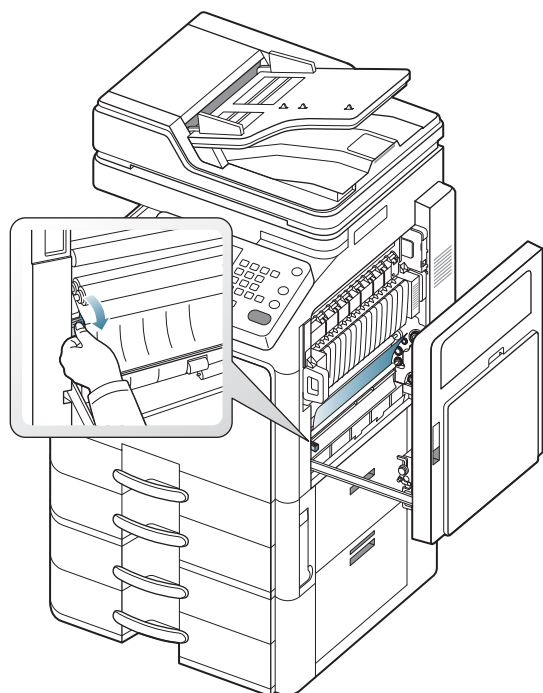
3. Close the right door.

Paper jam at the top of duplex path (Jam Duplex Return)

Click this link to open an animation about clearing a jam.

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

1. Open the right door.
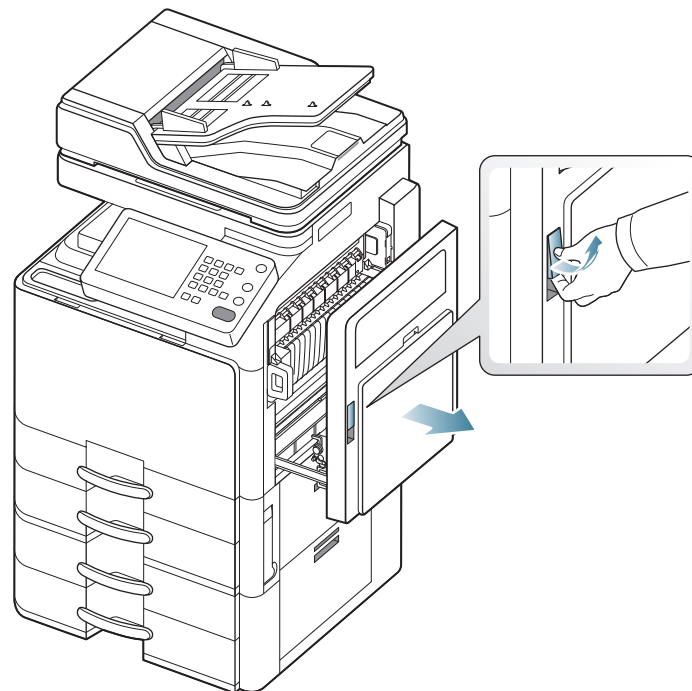
2. Remove the jammed paper by gently pulling it straight out.
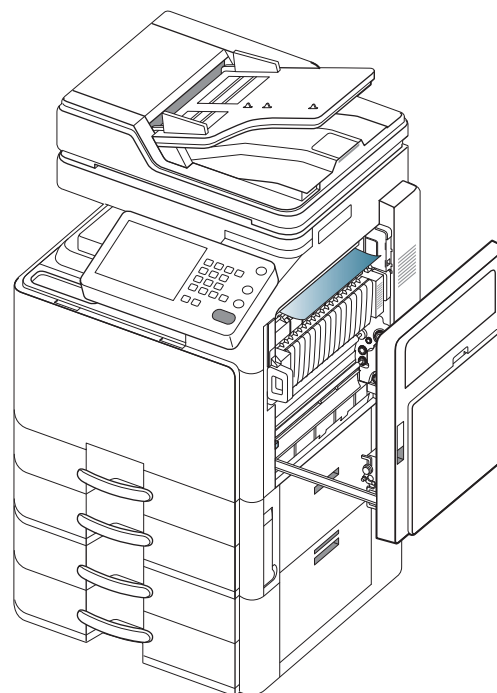
3. Close the right door.

Paper jam at the top of duplex path (Jam Duplex 1)

Click this link to open an animation about clearing a jam.

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

1. Open the right door.
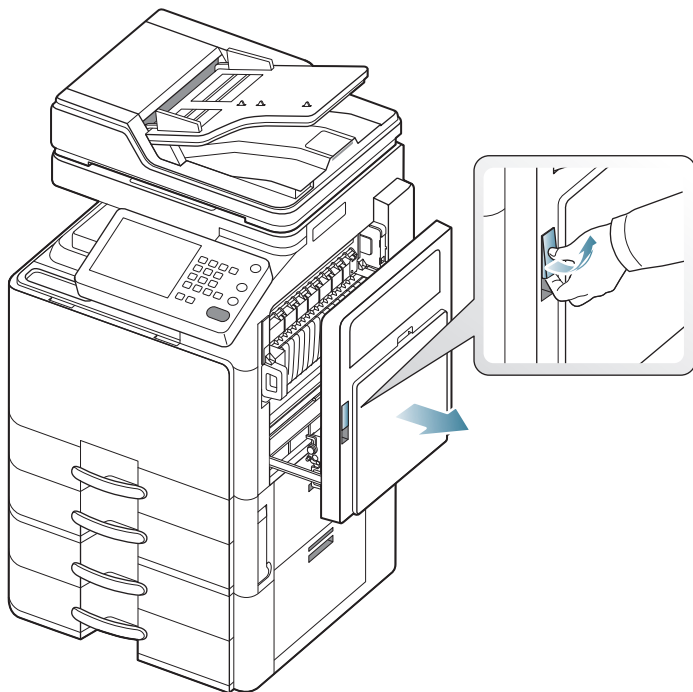
2. Remove the jammed paper by gently pulling it straight out.
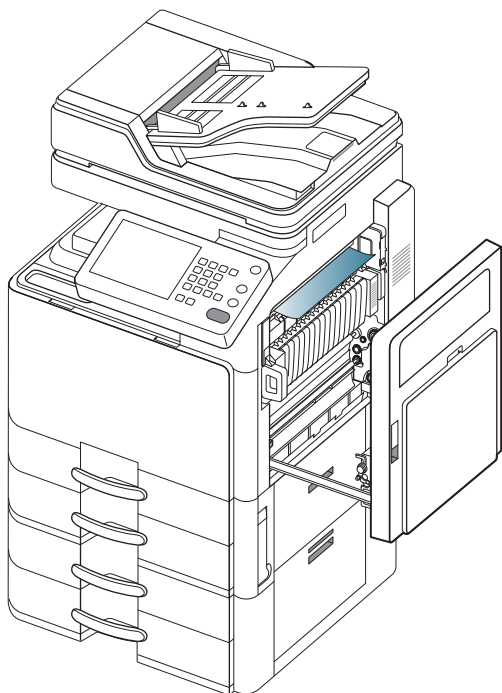
3. Close the right door.

Paper jam at the inside of duplex path (Jam Duplex 2)

Click this link to open an animation about clearing a jam.

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

1. Open the right door.
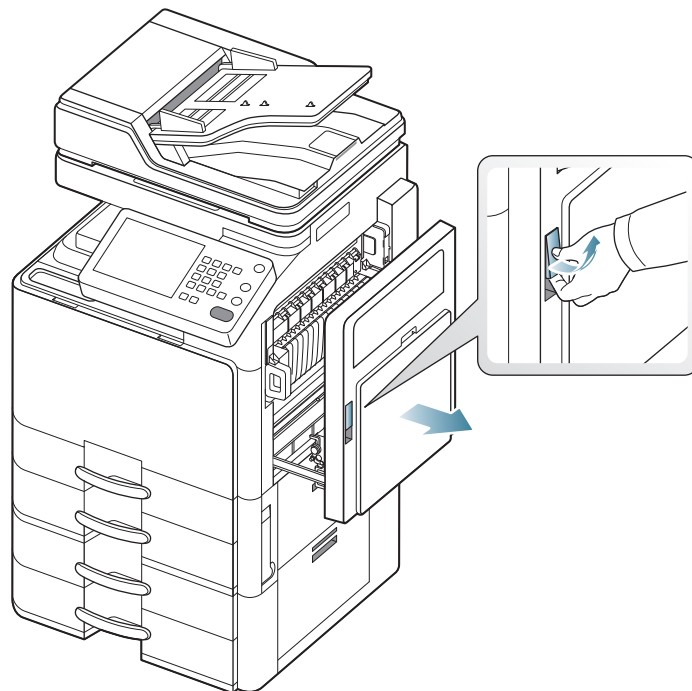
2. Remove the jammed paper by gently pulling it straight out.
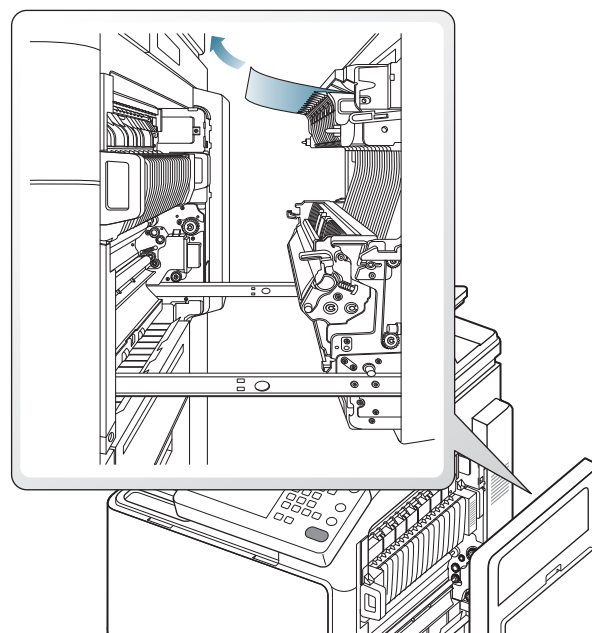
3. Close the right door.

Paper jam bottom of duplex path (Jam Duplex Regi.)

Click this link to open an animation about clearing a jam.

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

1. Open the right door.
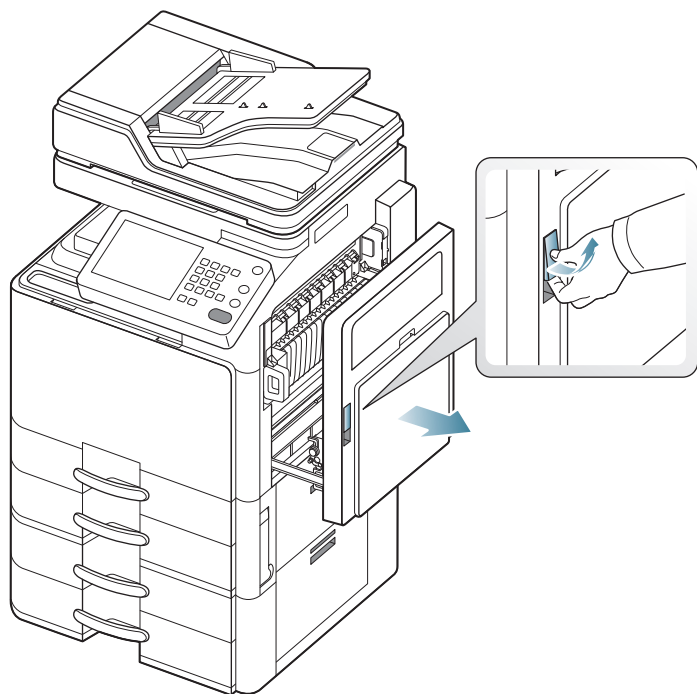
2. Remove the jammed paper by gently pulling it straight out.
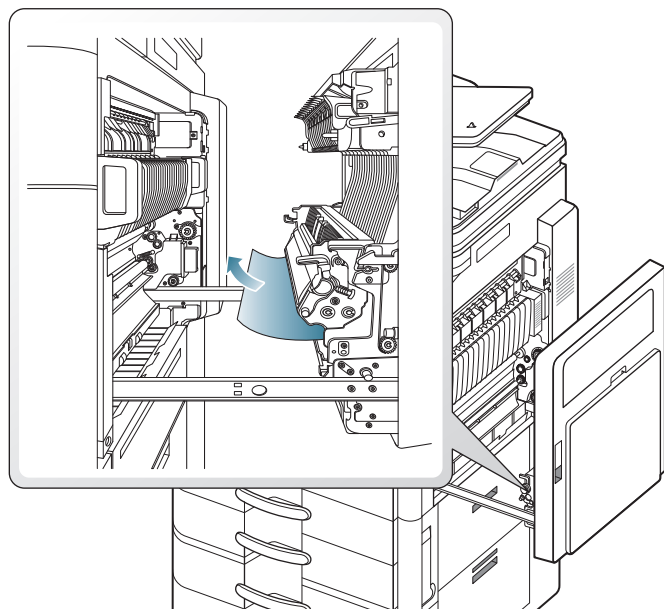
3. Close the right door.

## Paper jam in exit area (Jam Exit Face down)

Click this link to open an animation about clearing a jam.

1. Gently pull the paper out of the output tray.
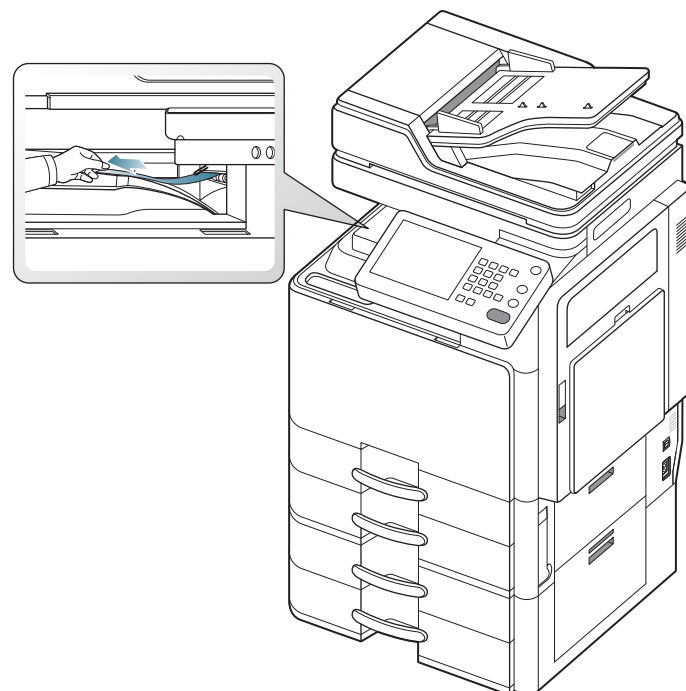
2. Open and close the front door. Printing automatically resumes.

If the optional standard finisher or booklet finisher is installed, remove the jammed paper as shown below.
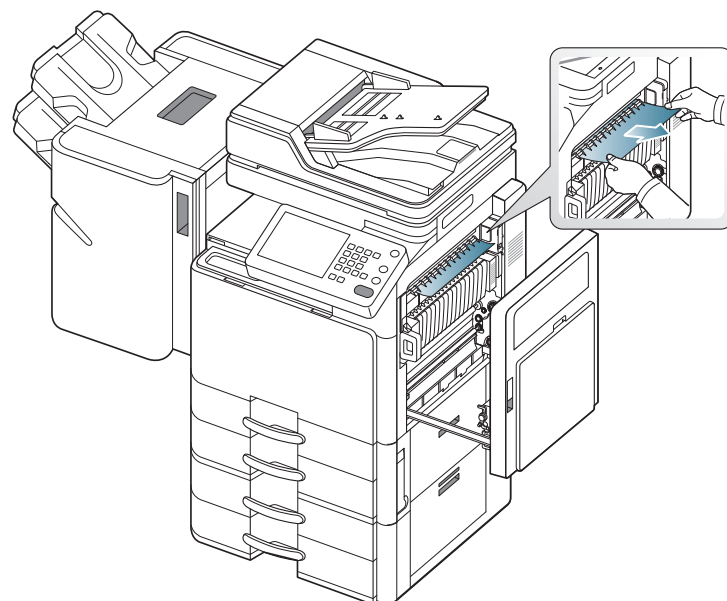
If this paper jam persists, make sure the bin full sensor is unfolded.

The bin full sensor is located in front of the entrance of bridge unit.
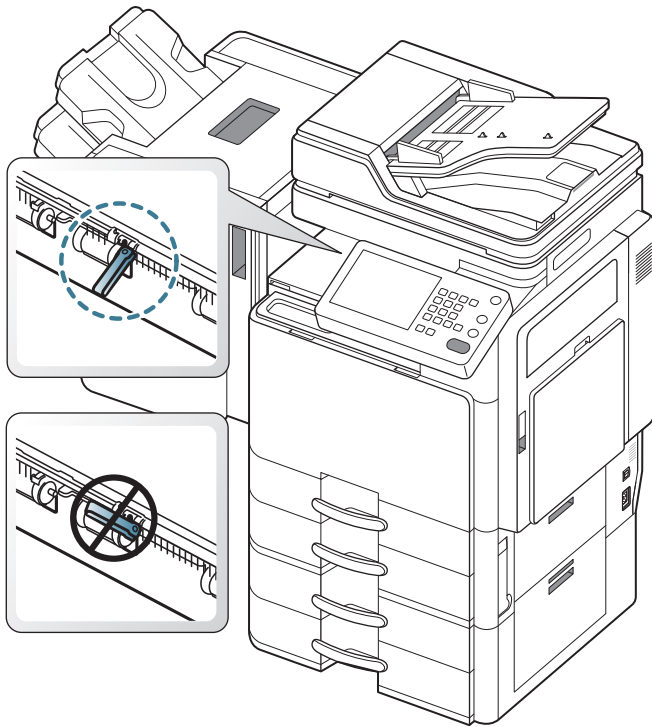
Paper jam in exit area (Jam Exit Face Up)

Click this link to open an animation about clearing a jam.

1. Gently pull the paper out of the output tray.
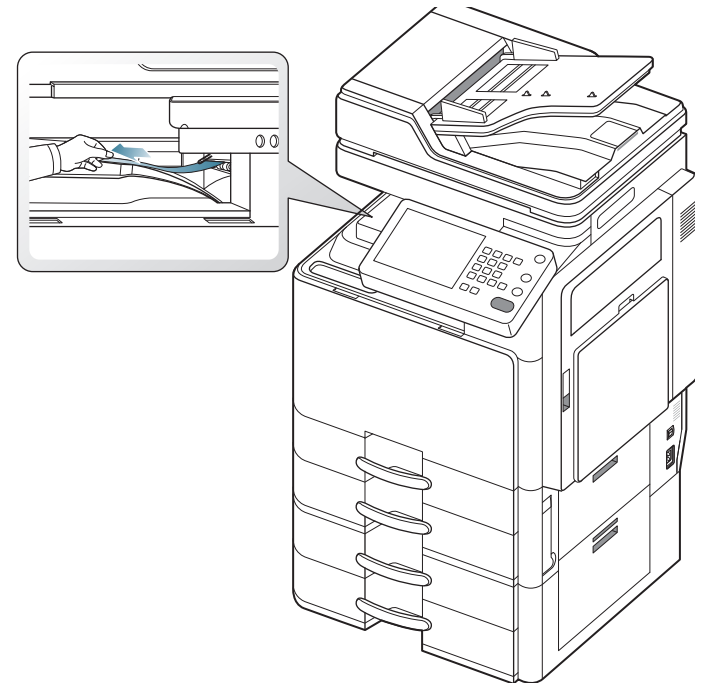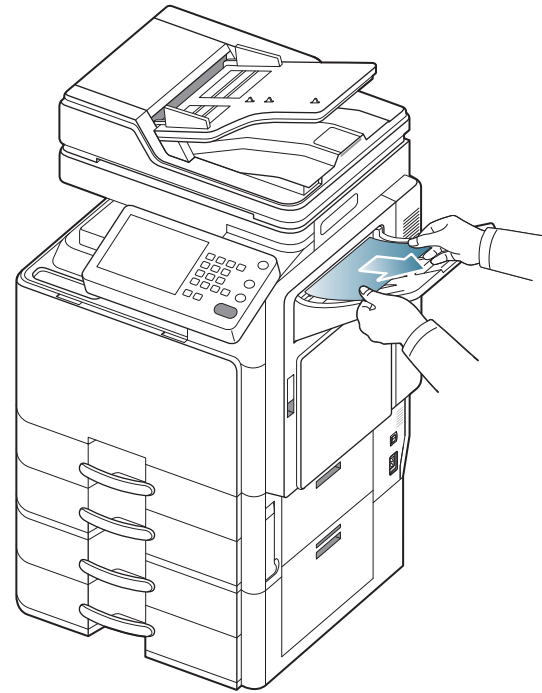
2. Open and close the front door. Printing automatically resumes.

Paper jam inside of finisher during ejecting to top bin

Click this link to open an animation about clearing a jam.

1. Open the finisher top door.
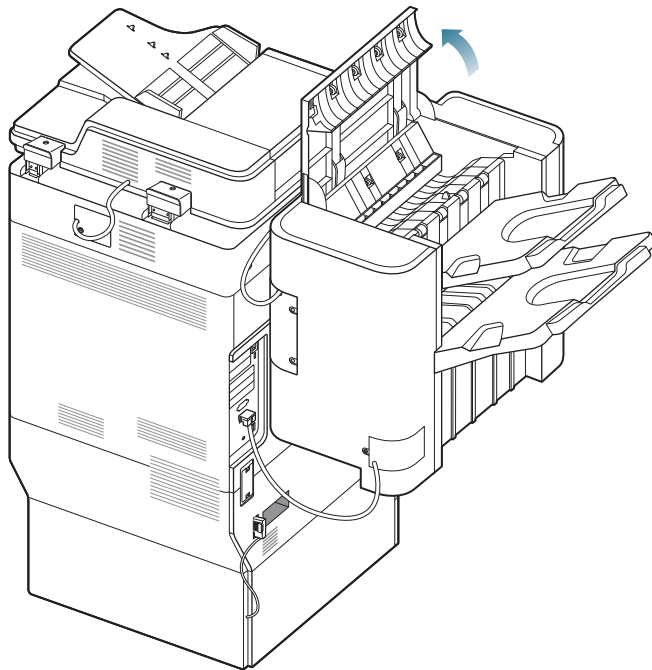
2. Remove the jammed paper by gently pulling it straight out.
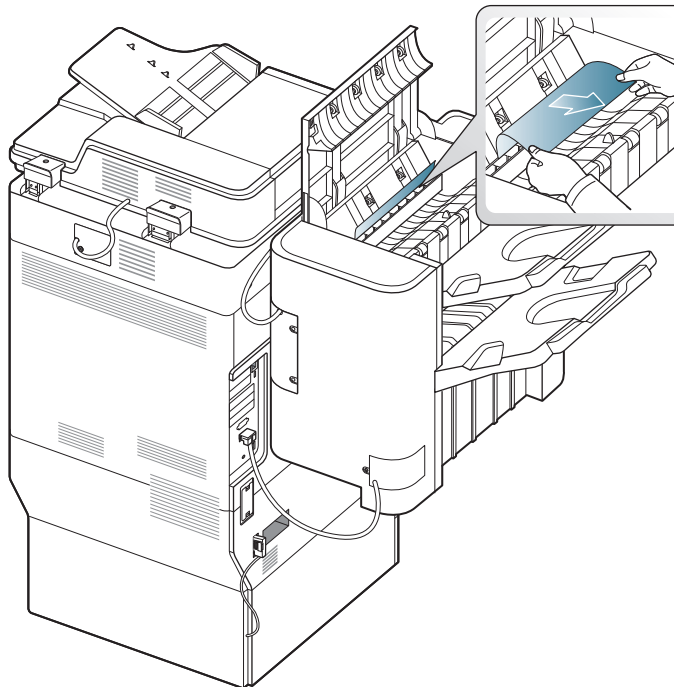
3. Close the finisher top door.

Paper jam at finisher's exit during ejection to the top bin

Click this link to open an animation about clearing a jam.

1. Open the finisher top door.
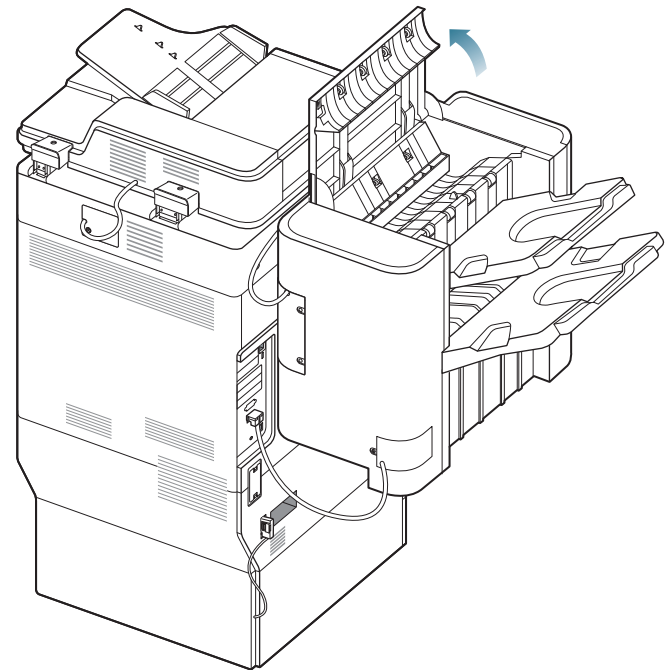
2. Remove the jammed paper by gently pulling it straight out.
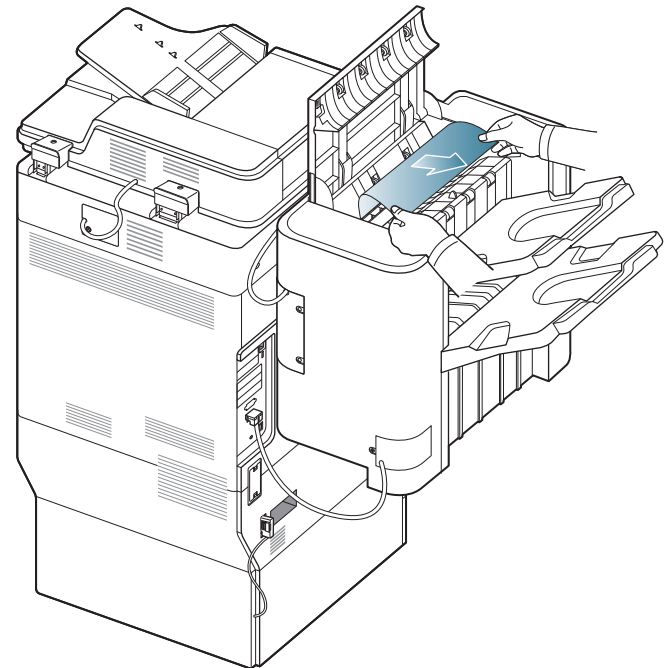
3. Close the finisher top door.

Paper jam inside of finisher during ejecting to main bin
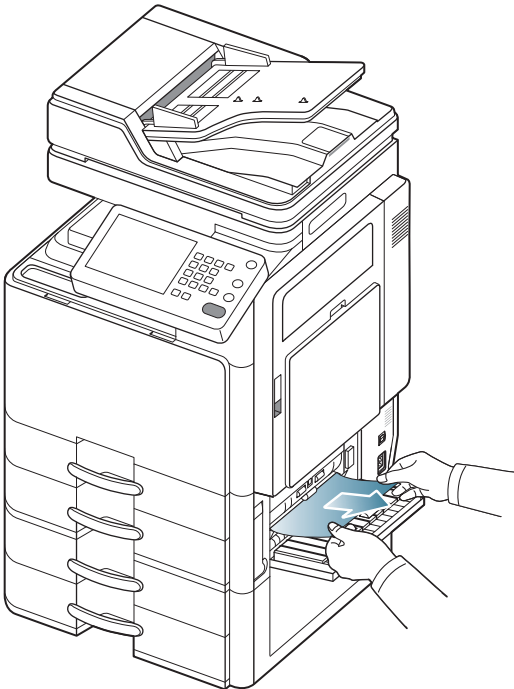
📝 Click this link to open an animation about clearing a jam.

1. Open the finisher top door.
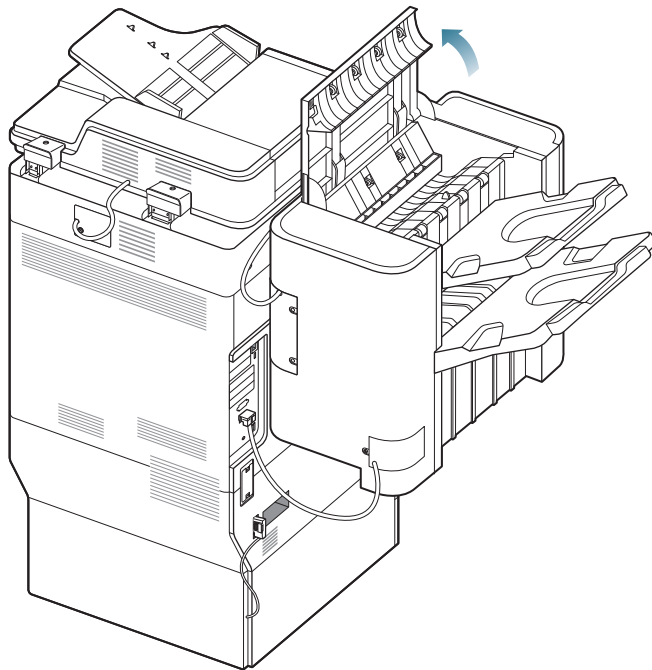
2. Remove the jammed paper by gently pulling it straight out.
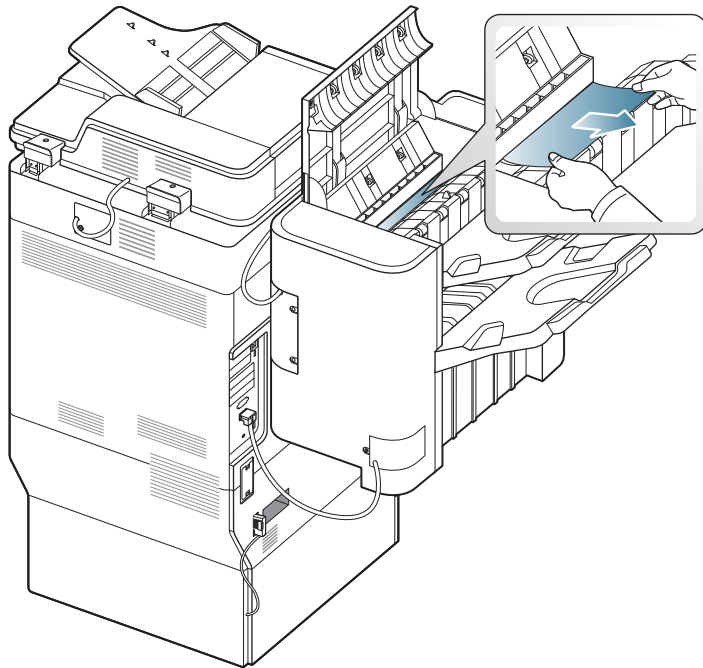
3. Close the finisher top door.

Paper jam at finisher's exit during ejecting to main bin

📝 Click this link to open an animation about clearing a jam.

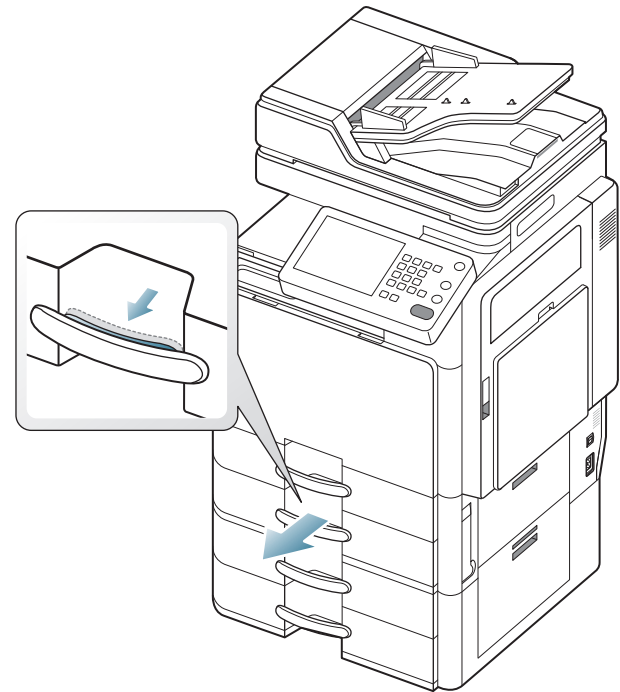1. Open the finisher top door.

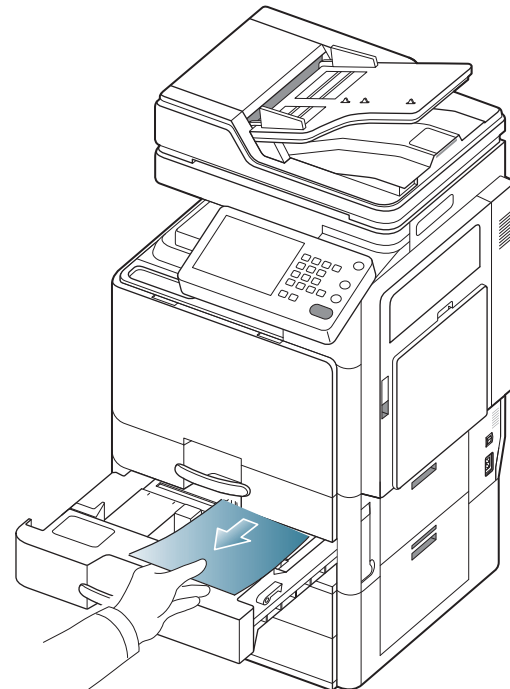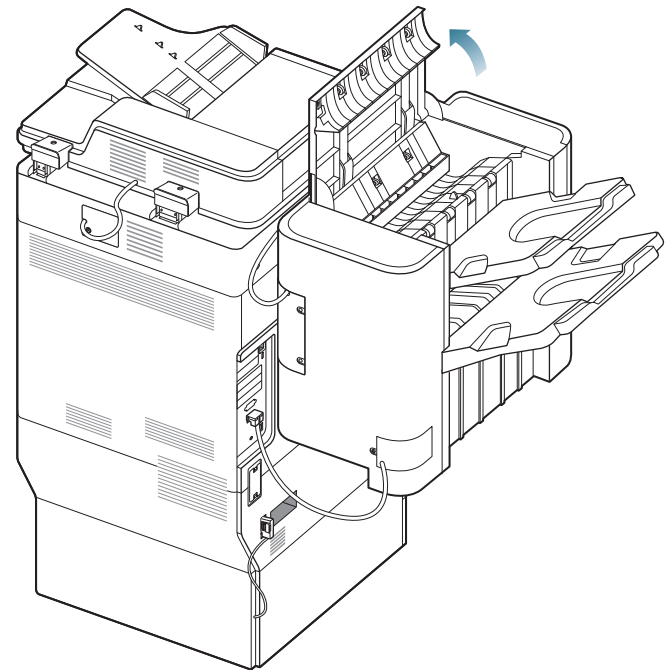2. Remove the jammed paper by gently pulling it straight out.
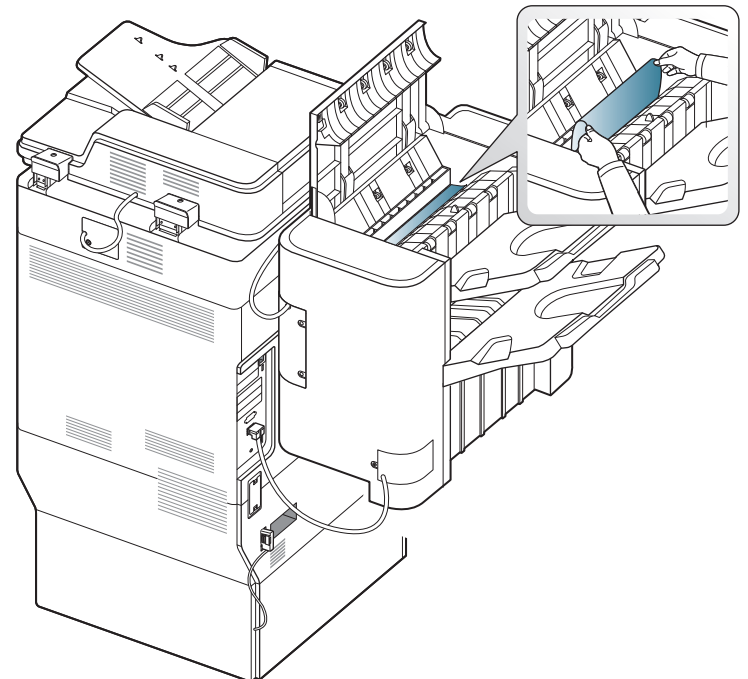
Close the finisher top door.
If you do not see paper in this area, go to the next step.

3. Lift up the top tray.
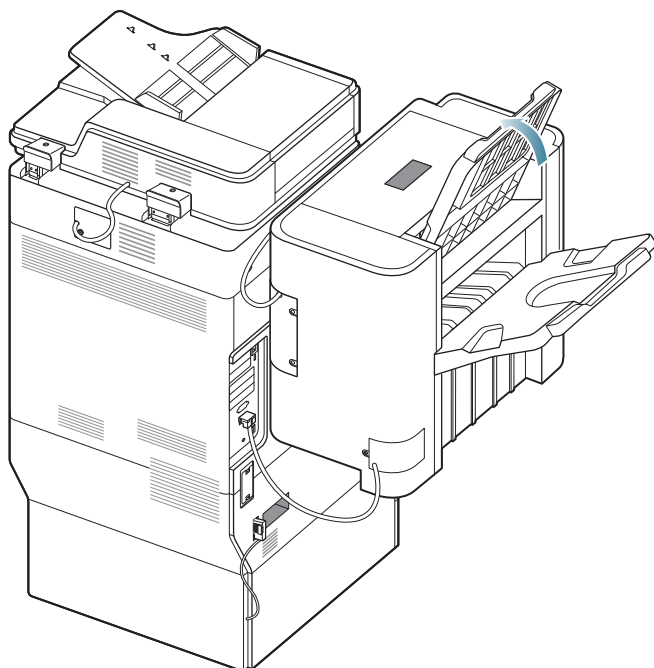
4. Remove the jammed paper by gently pulling it straight out.
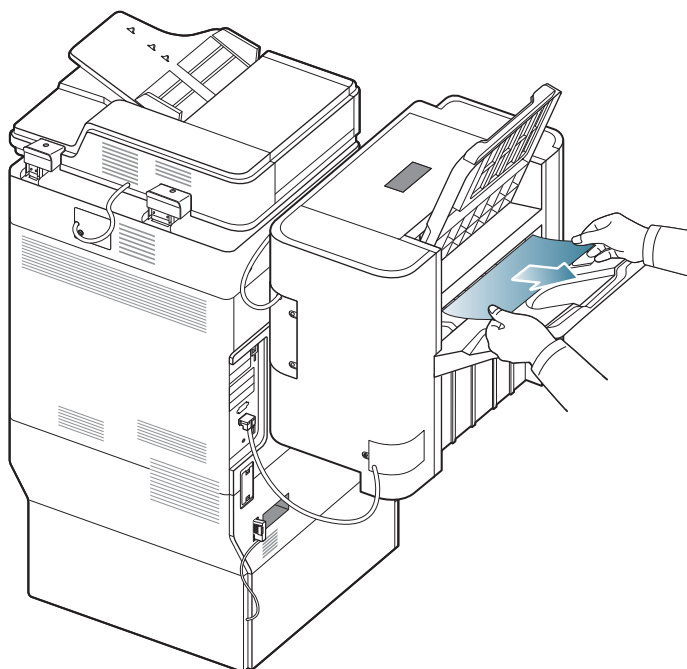
5. Put the top tray back in the original position.
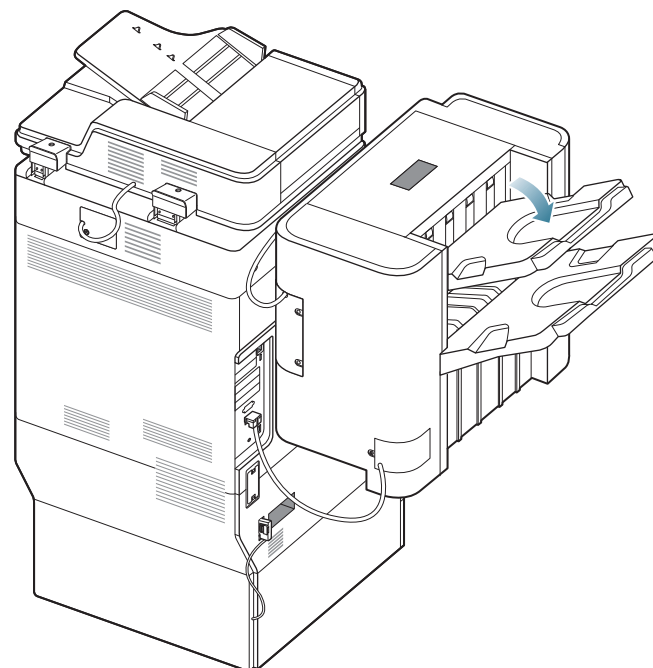
6. Open and close the finisher front door. Printing automatically resumes.
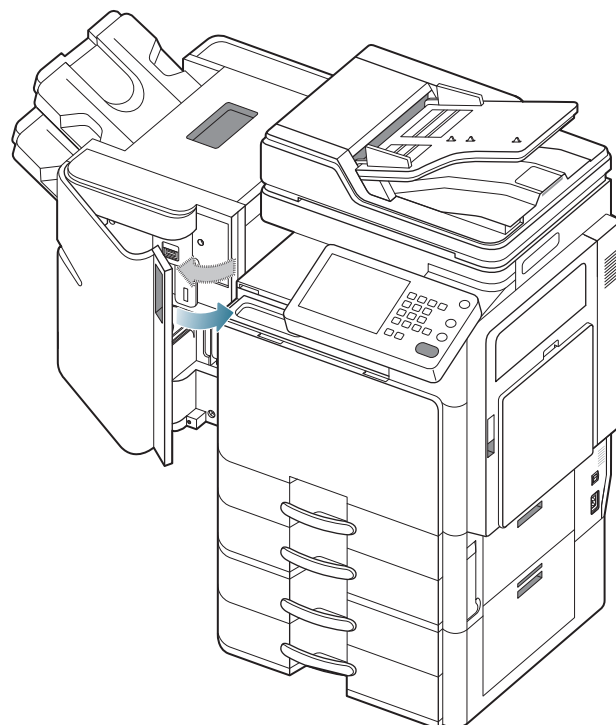
Paper jam inside of finisher bridge

Click this link to open an animation about clearing a jam.
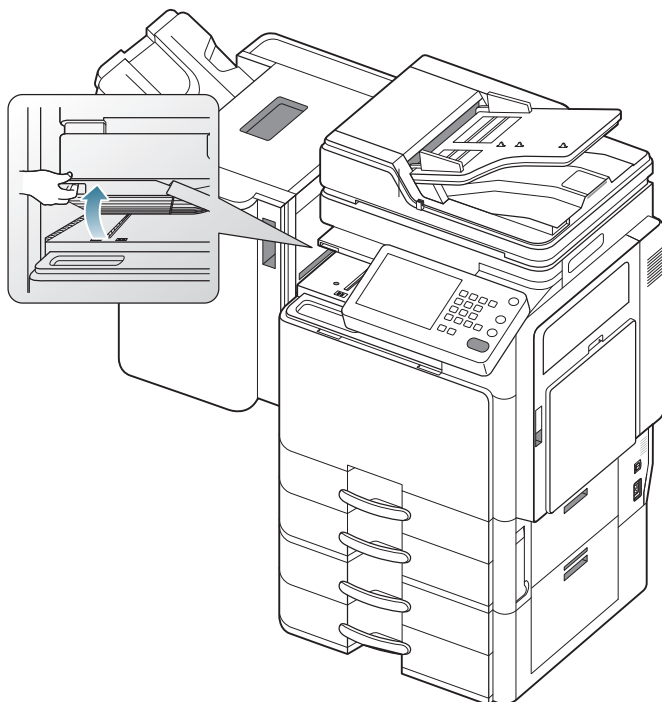
1. Lift up and hold the bridge cover.

2. Remove the jammed paper by gently pulling it out.
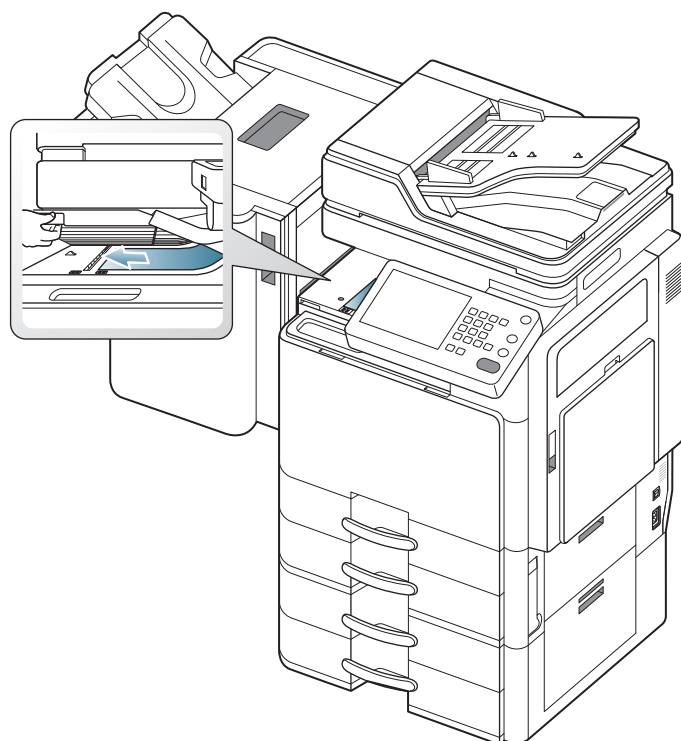
3. Open and close the finisher front door. Printing automatically resumes.
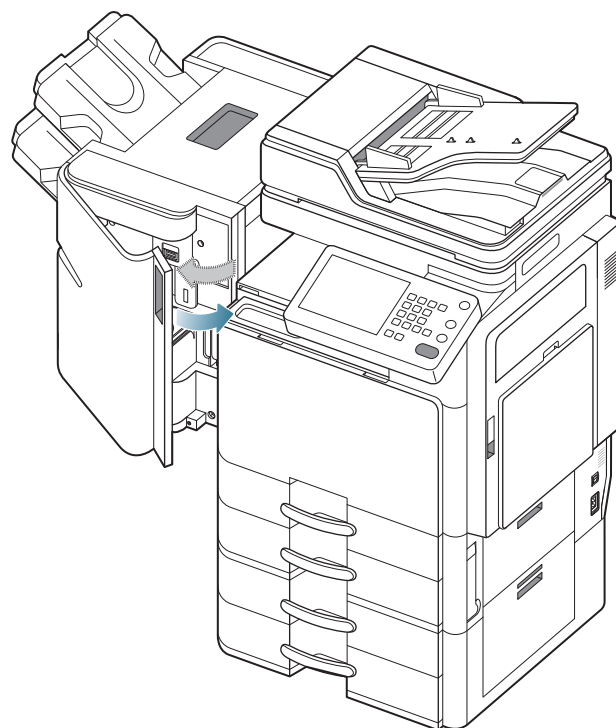
Paper jam at entrance of finisher

Click this link to open an animation about clearing a jam.

1. Lift up and hold the bridge cover.
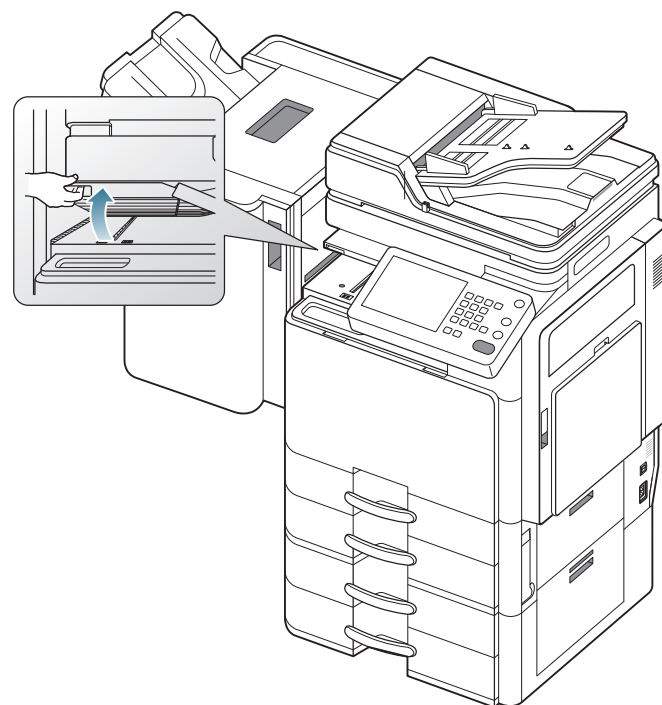
2. Remove the jammed paper by gently pulling it out.
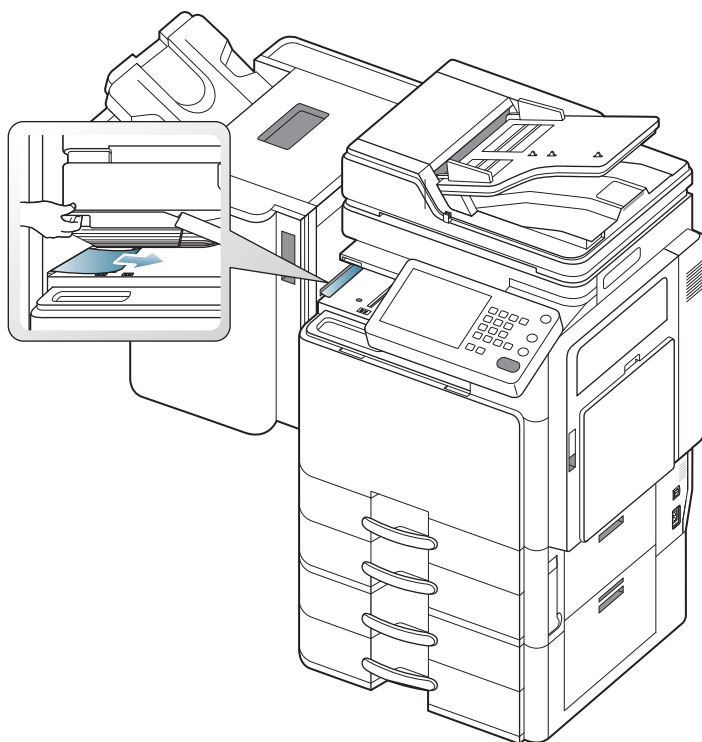
3. Open and close the finisher front door. Printing automatically resumes.
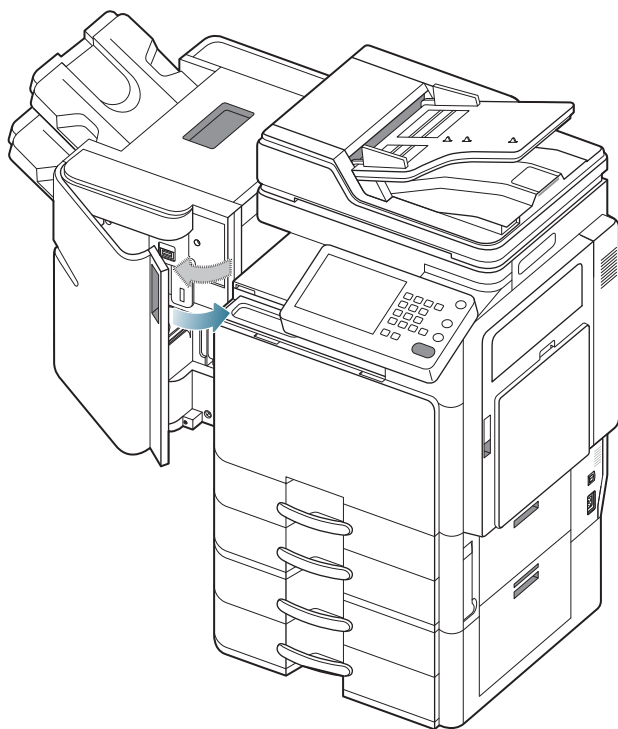
If this paper jam persists, make sure the bridge covers are inserted correctly. When the bridge covers are not inserted correctly, it could cause paper jams and hole punch positions askew.
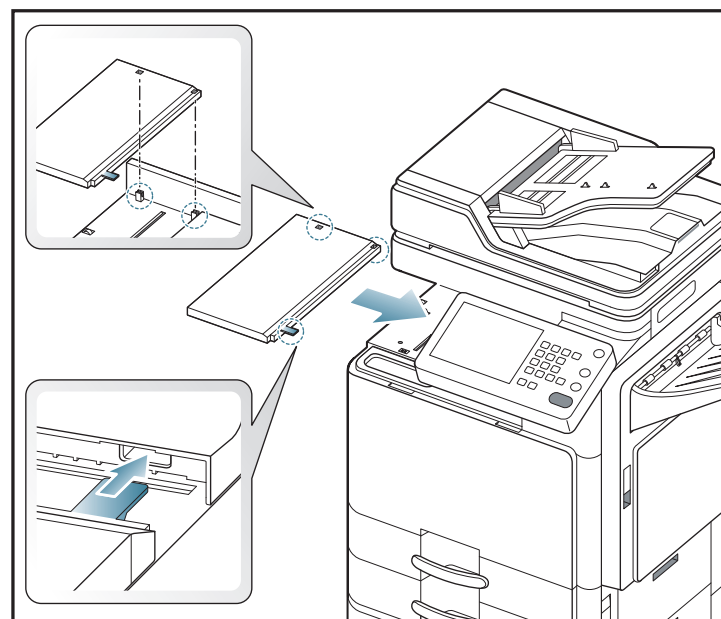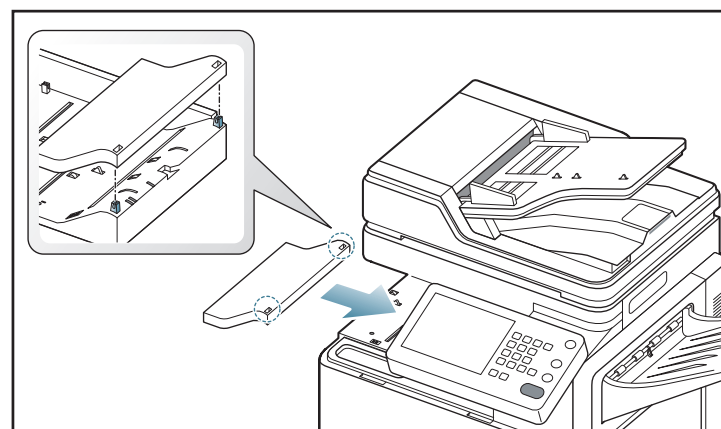
Paper jam around puncher of finisher

Click this link to open an animation about clearing a jam.

1. Open the finisher top door.
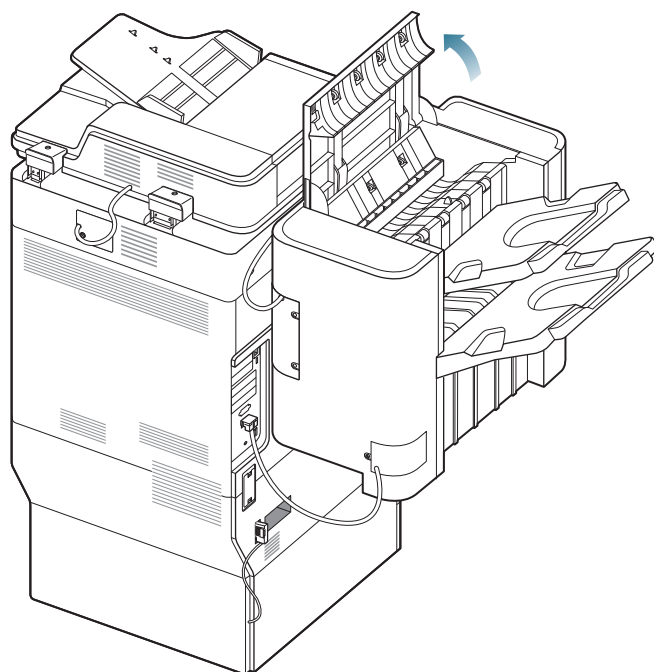
2. Remove the jammed paper by gently pulling it straight out.
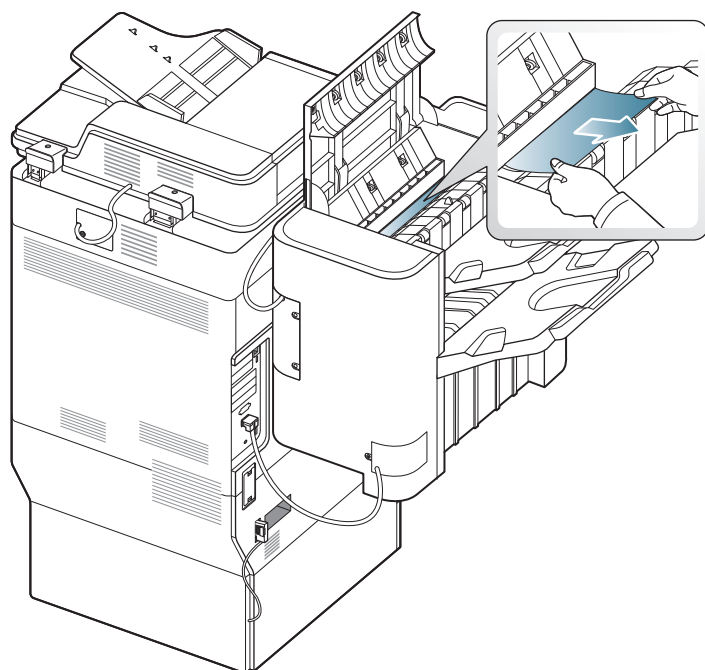
3. Close the finisher top door.

Paper jam at entrance of booklet maker (3,250-sheet booklet finisher only)

Click this link to open an animation about clearing a jam.

1. Open the finisher front door.
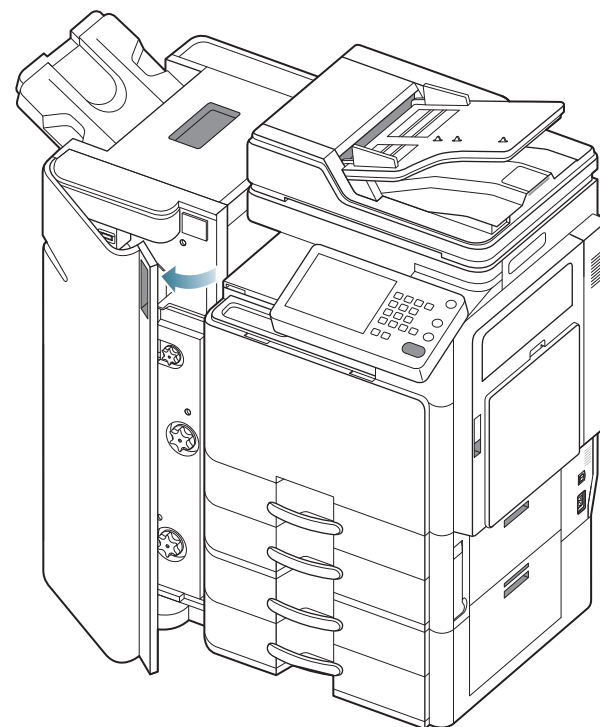
2. Lift up and hold the bridge cover.
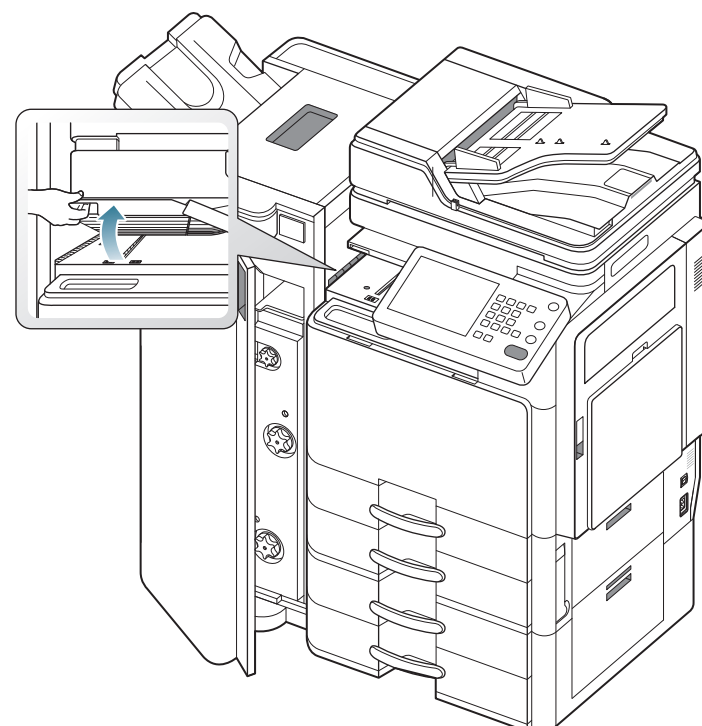
3. Remove the jammed paper by gently pulling it out.
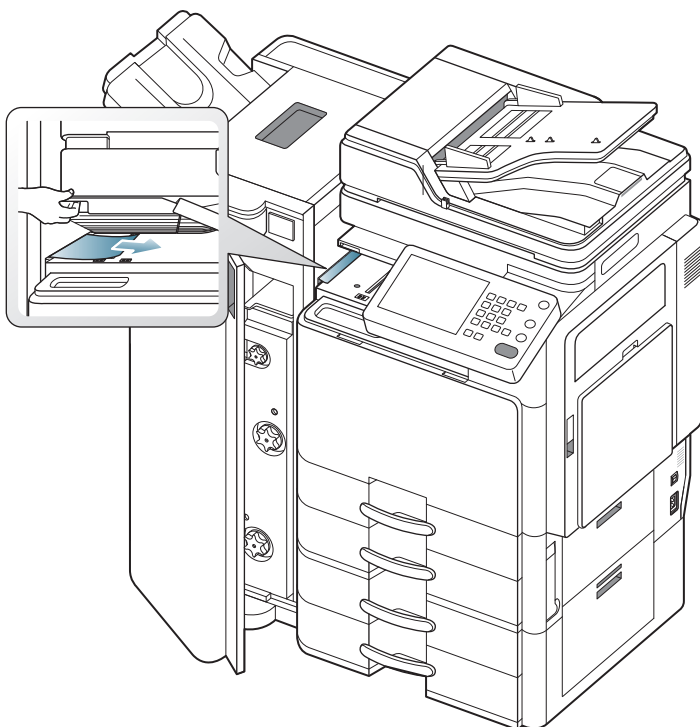
4. Close the finisher front door.

> If this paper jam persists, make sure the bridge covers are inserted correctly. When the bridge covers are not inserted correctly, it could cause paper jams and hole punch positions askew.
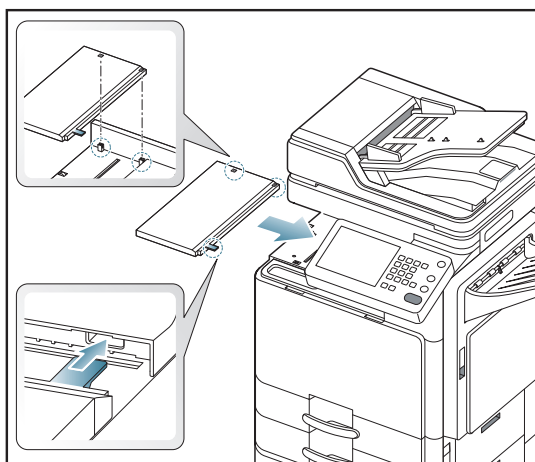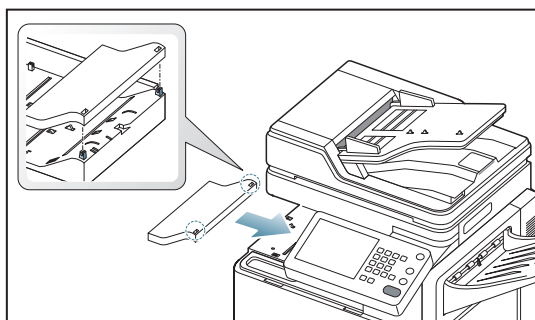
Paper jam inside of booklet maker (3,250-sheet booklet finisher only)

> Click this link to open an animation about clearing a jam.

1. Open the finisher front door.
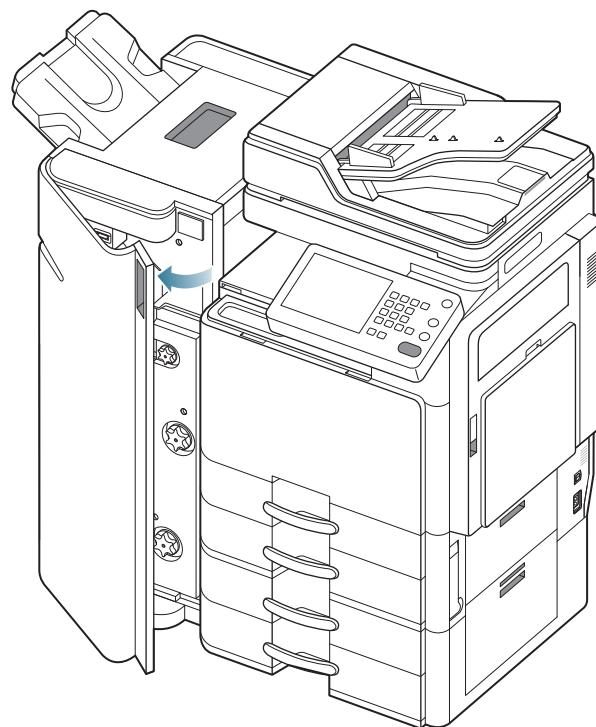
2. Pull out the booklet maker.
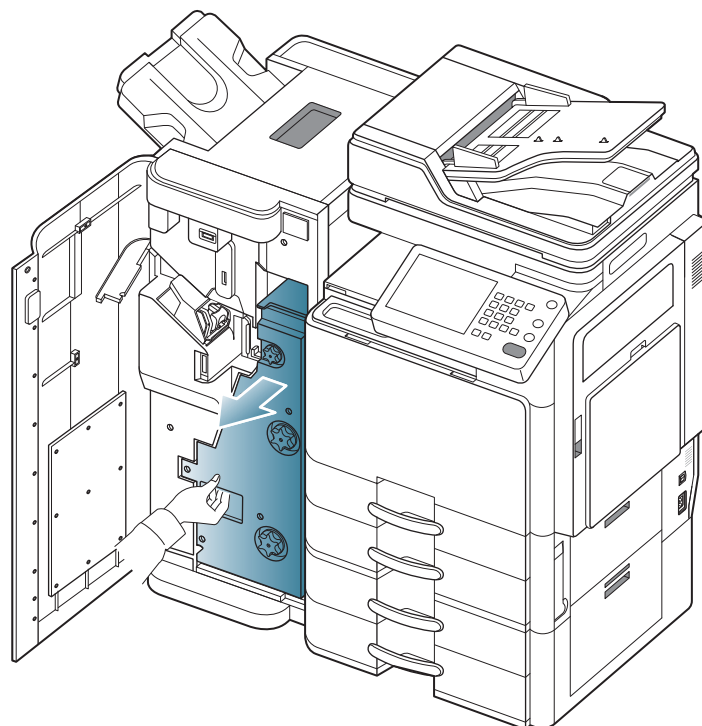
3. Lift up and hold the booklet entrance guide.
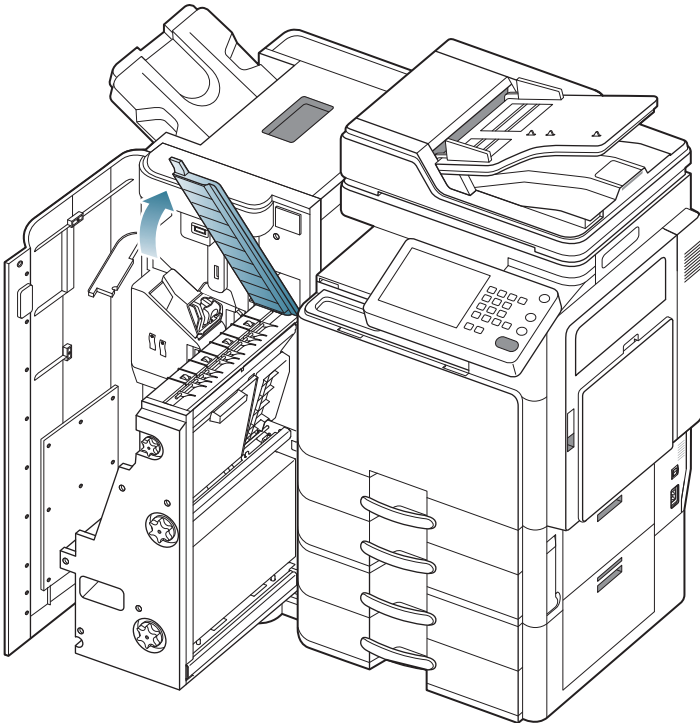
4. Remove the jammed paper by gently pulling it straight out.
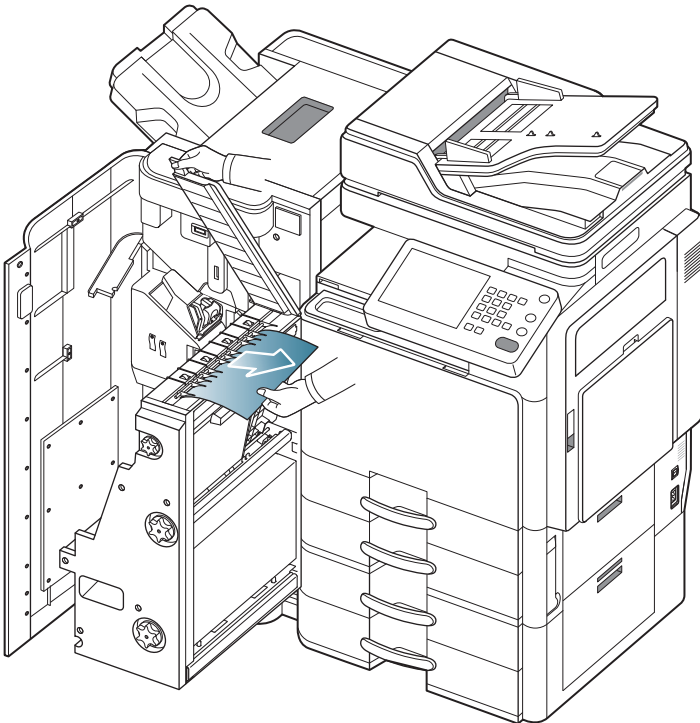
5. Insert the booklet maker.
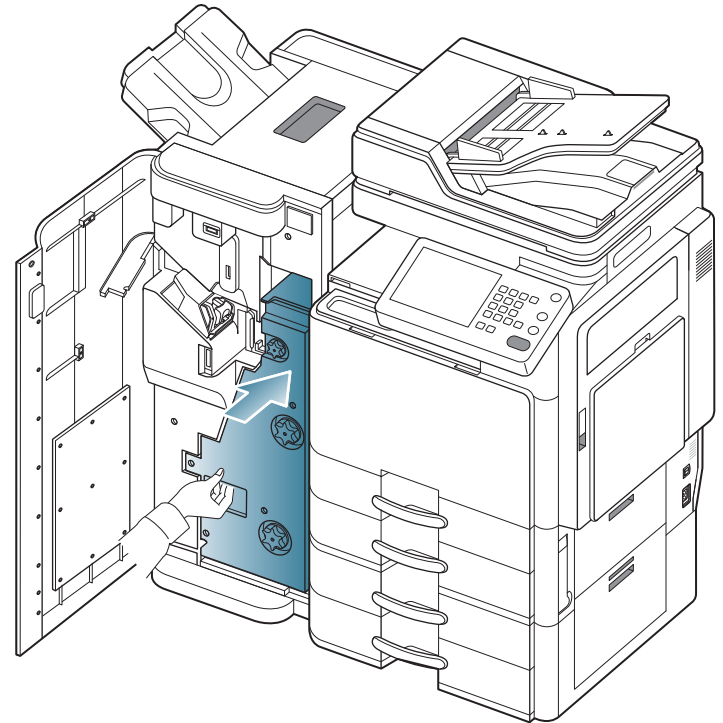
6. Close the finisher front door.

Paper jam before booklet folding (3,250-sheet booklet finisher only)

Click this link to open an animation about clearing a jam.

1. Open the finisher front door.
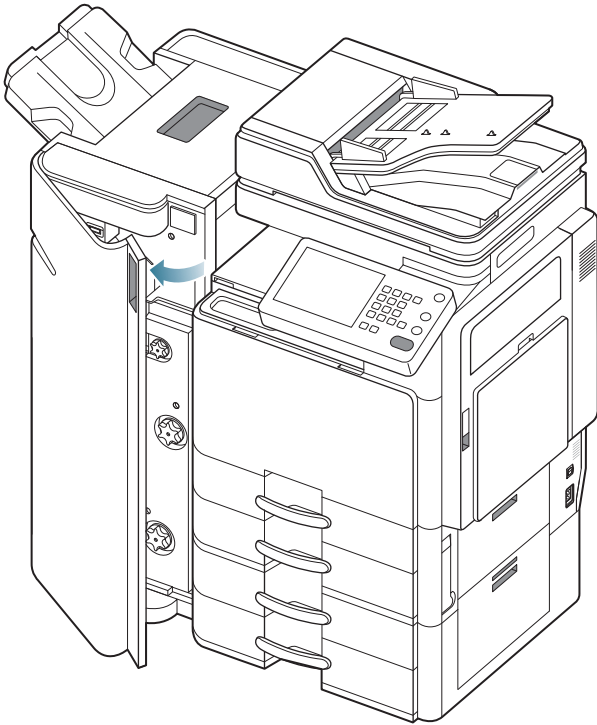
2. Pull out the booklet maker.
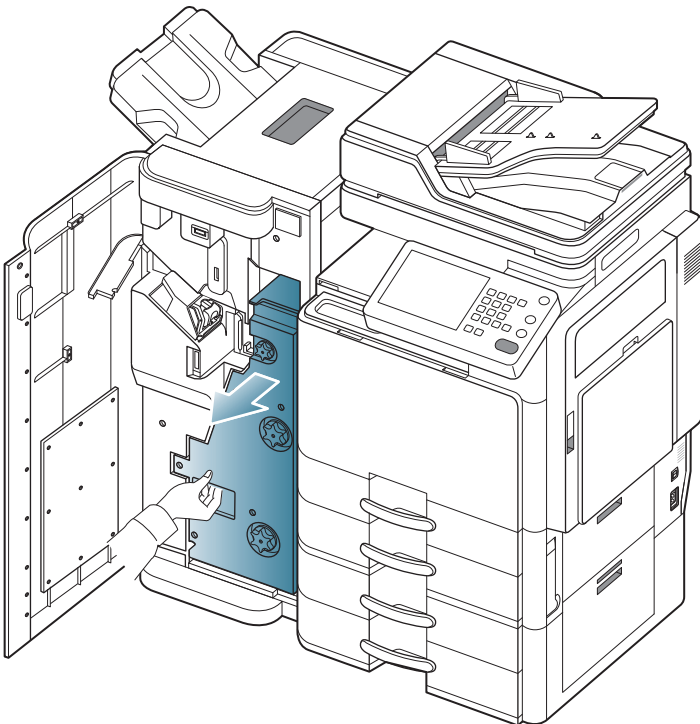
3. Turn the knife wheel several times in the direction of the arrow.
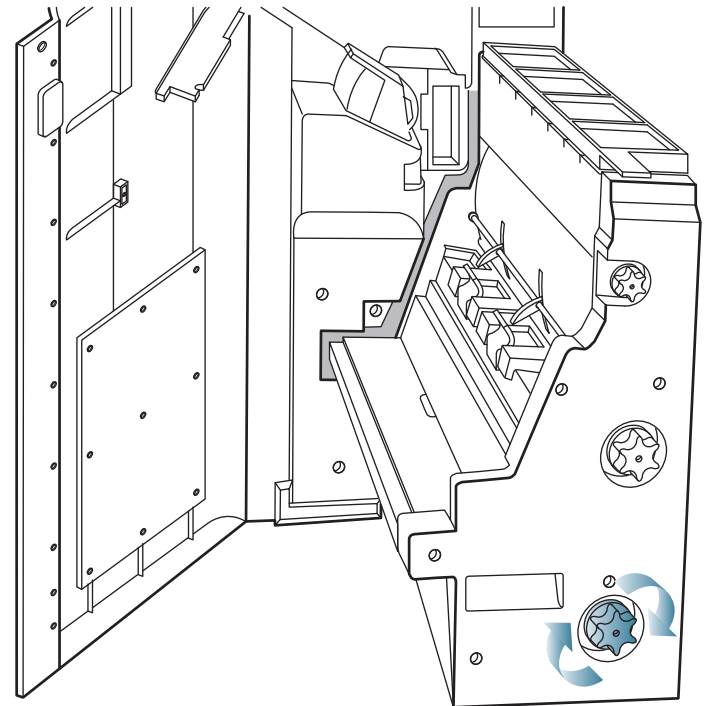
4. Open the booklet maker cover.
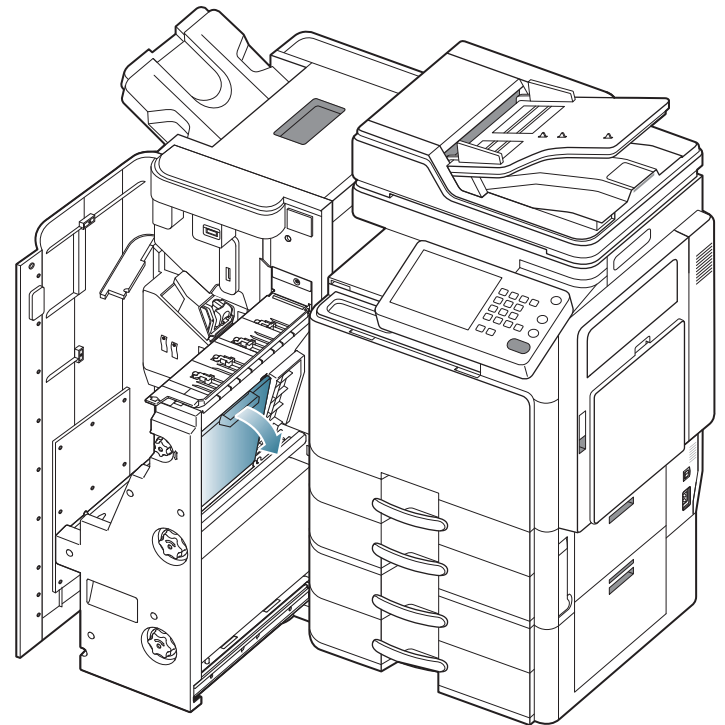
5. Remove the jammed paper by gently pulling it straight out.
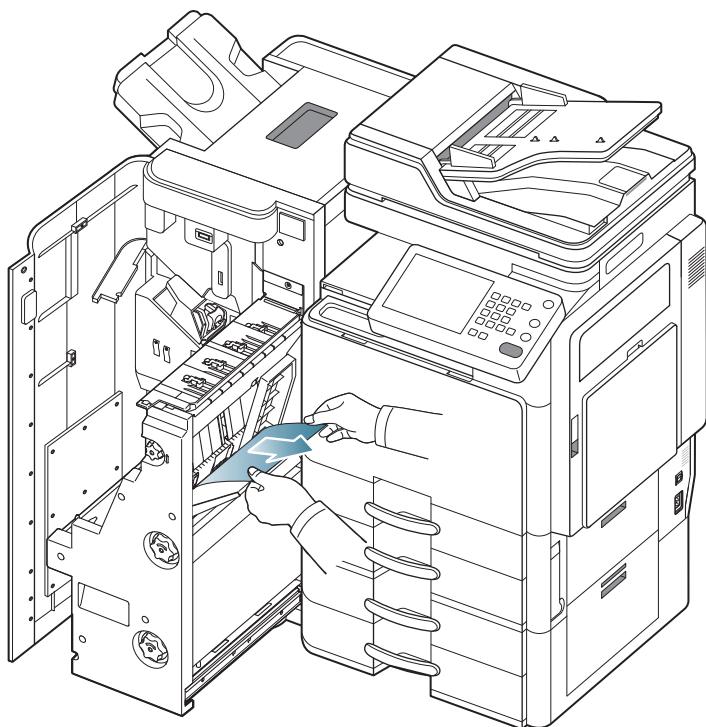
6. Turn the fold wheel in the direction of the arrow until you can remove the jammed paper.
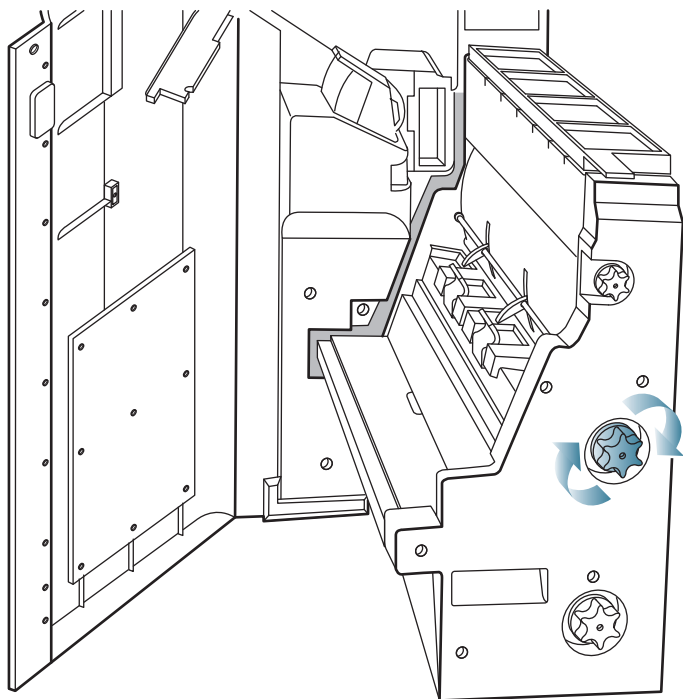
7. Remove the jammed paper by gently pulling it straight out.
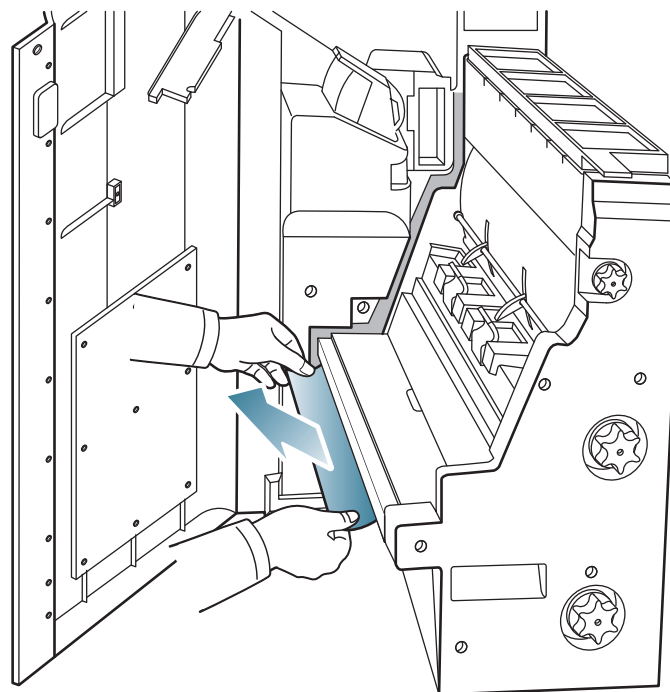
8. Insert the booklet maker.
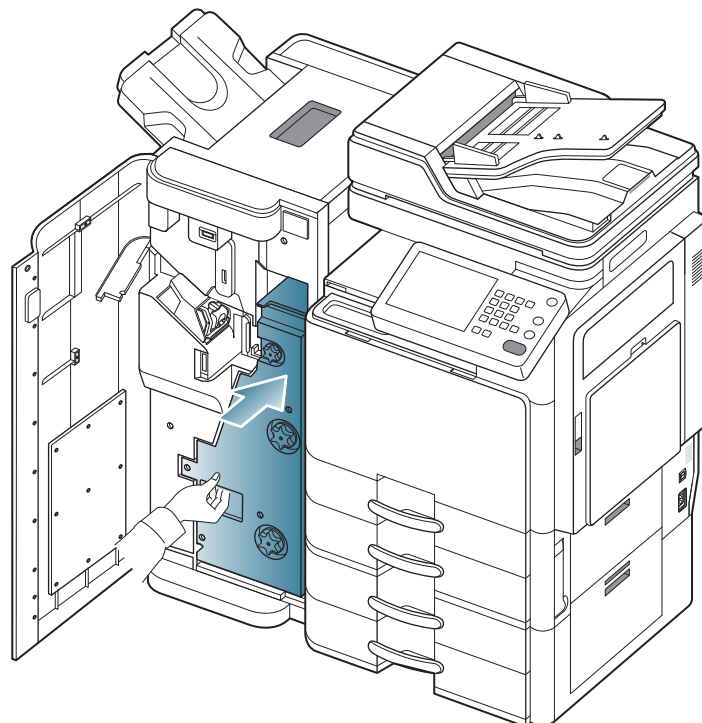
9. Close the finisher front door.

Paper jam after booklet folding (3,250-sheet booklet finisher only)

📝 Click this link to open an animation about clearing a jam.

1. Open the finisher front door.
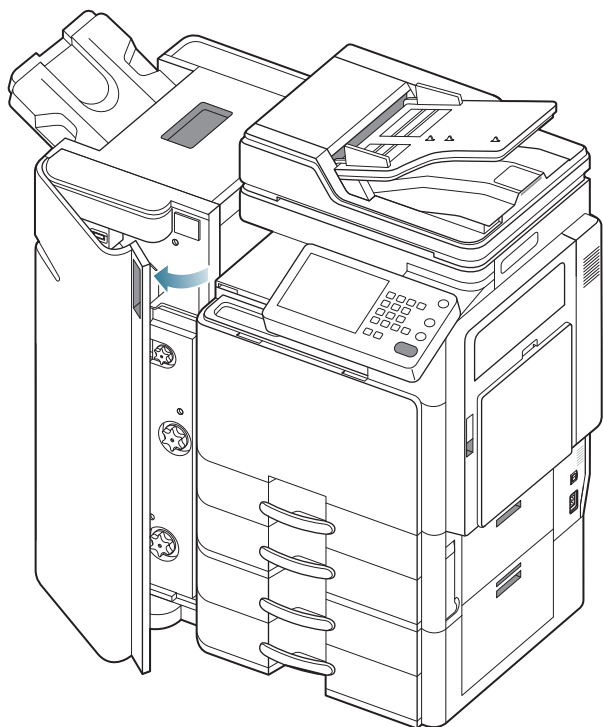
2. Pull out the booklet maker.
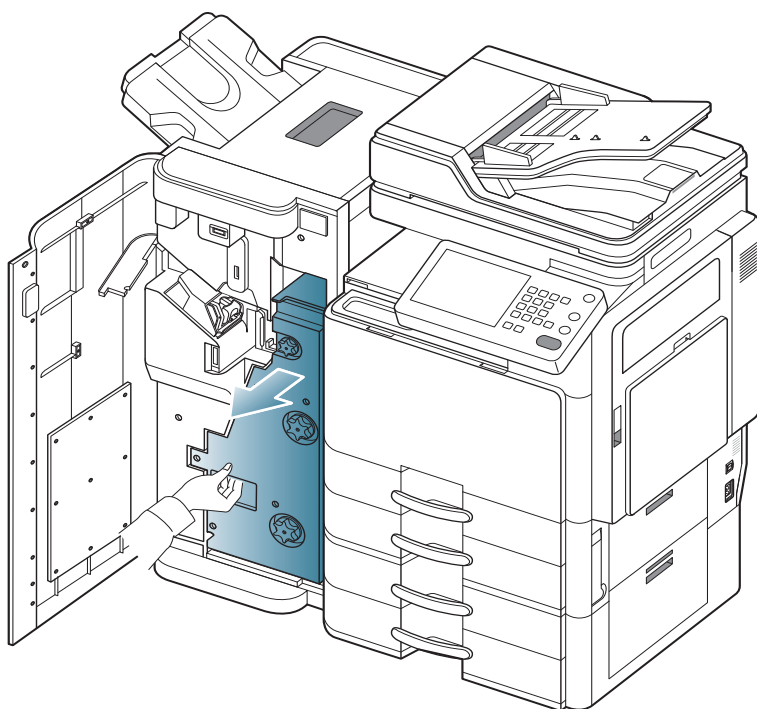
3. Turn the knife wheel several times in the direction of the arrow.
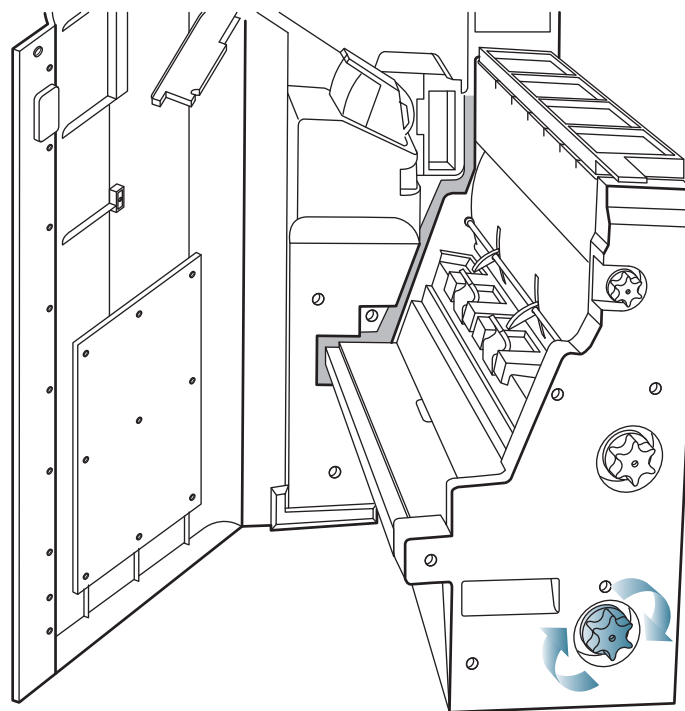
4. Turn the fold wheel in the direction of the arrow until you can remove the jammed paper.
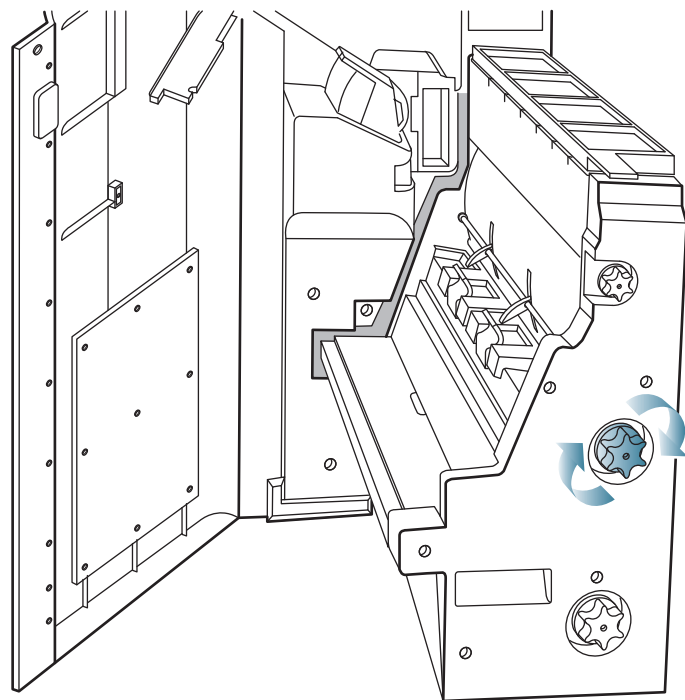
5. Remove the jammed paper by gently pulling it straight out.
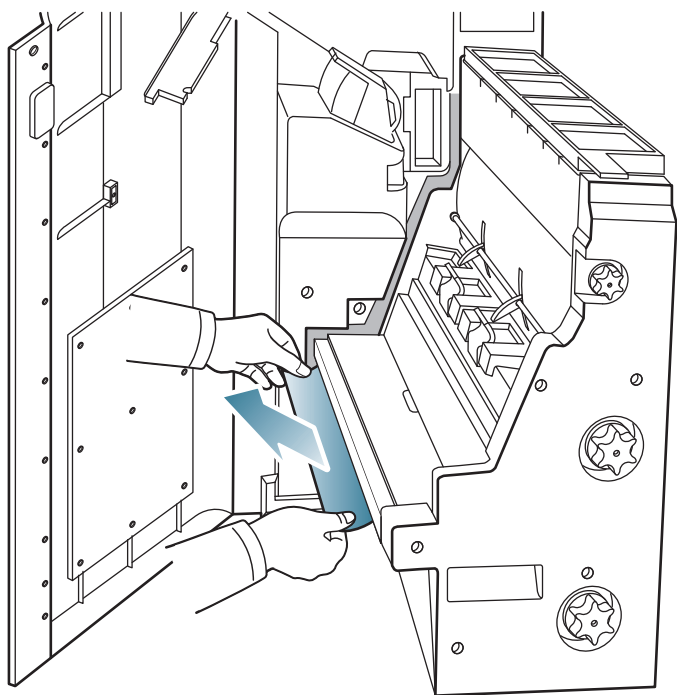
6. Insert the booklet maker.
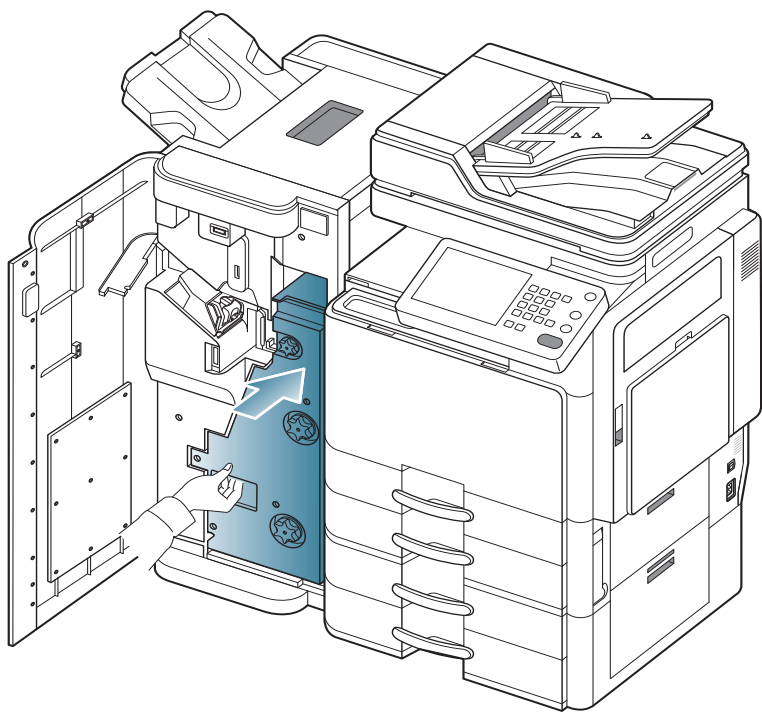
7. Close the finisher front door.

Understanding display messages

Messages appear on the display screen to indicate the machine's status or errors. Some error messages are shown with graphics to help you troubleshoot problem. Refer to the tables below to understand the messages and their meaning, and correct the problem, if necessary. Messages and their explanations are listed in alphabetical order.

- If a message is not in the table, reboot the power and try the printing job again. If the problem persists, call for service.
  - When you call for service, provide the service representative with the contents of display message.
  - Some messages may not appear in the display depending on options or models.
  - [color] indicates the color of toner or imaging unit.
  - [tray number] indicates the tray number.
  - [media type] indicates the media type.
  - [media size] indicates the paper size.
  - [error number] indicates the error number.

Message	Meaning	Suggested solutions
Actuator Fan Failure [error number]:Please open/close door.	There is a problem in the actuator fan.	Open and close the front door. If the problem persists, call for service.
Actuator Fan Signal Failure [error number]:Please open/close door.	There is a problem in the actuator fan.	Open and close the front door. If the problem persists, call for service.
Actuator Motor Failure [error number]:Please open/close door.	There is a problem in the actuator motor.	Open and close the front door. If the problem persists, call for service.
Actuator Sensor Failure [error number]:Please open/close door.	There is a problem in the actuator sensor.	Open and close the front door. If the problem persists, call for service.
ADF System Failure [error number]:Call for service if the problem persists.	There is a problem in the dual automatic document feeder.	Turn the machine off and back on again. If the problem persists, call for service.
Booklet maker Error [error number]:Please open/close door.	There is a problem in the booklet maker.	Open and close the booklet finisher front door. If the problem persists, call for service.
[color] Imaging Unit Failure [error number]:Install [color] imaging unit again.	There is a problem in the imaging unit.	Reinstall the imaging unit. If the problem persists, call for service.
[color] Imaging Unit Failure [error number]:Please open/close door.	There is a problem in the imaging unit.	Open and close the front door. If the problem persists, call for service.

Message	Meaning	Suggested solutions
[color] Imaging Unit Failure [error number]:Turn off then on.	There is a problem in the imaging unit.	Turn the machine off and back on again. If the problem persists, call for service.
[color] imaging unit is not compatible. Check user's guide.	The imaging unit you have installed is not for your machine.	Install a Samsung-genuine imaging unit designed for your machine (see "Check the type of the imaging unit for your machine." on page 195).
[color] imaging unit is not installed. Install it.	The imaging unit is not installed or the imaging unit is not properly installed.	Install the imaging unit. If it is already installed, try to reinstall the imaging unit. If the problem persists, call for service.
[color] imaging unit is not original Samsung. Check user's guide.	The imaging unit you have installed is not for your machine.	Install a Samsung-genuine imaging unit, designed for your machine (see "Check the type of the imaging unit for your machine." on page 195).
[color] imaging unit requires charger's cleaning. Clean the unit.	The charger of imaging unit need to clean after the specified number of paper is printed out.	Clean the charger of imaging unit (see "Cleaning paper dust stick and chargers of imaging units" on page 191).
[color] LSU Unit Failure [error number]:Turn off then on.	There is a problem in the LSU (Laser Scanning Unit).	Turn the machine off and back on again. If the problem persists, call for service.
[color/black] toner cartridge Failure [error number]:Install [color] toner cartridge again.	There is a problem in the toner cartridge.	Reinstall the toner cartridge. If the problem persists, call for service.
[color/black] toner cartridge Failure [error number]: Install [color] toner cartridge again.	The toner cartridge you have installed is not for your machine.	Install a Samsung-genuine toner cartridge designed for your machine (see "Check the type of the toner cartridge for your machine." on page 189).

Message	Meaning	Suggested solutions
[color/black] toner cartridge Failure [error number]: Please open/close door.	The toner cartridge does not supply enough toner.	• Thoroughly roll the cartridge five or six times to distribute the toner evenly inside the cartridge (see "Redistributing toner" on page 188). • Open and close the front door. Or check whether the seal tape of the toner cartridge is removed or not (see "Replacing the toner cartridge" on page 189). • If the problem persists, call for service.
[color/black] toner cartridge is not compatible. Check user's guide.	The toner cartridge you have installed is not for your machine.	Install a Samsung-genuine toner cartridge designed for your machine (see "Check the type of the toner cartridge for your machine." on page 189).
[color/black] toner cartridge is not installed. Install it.	The toner cartridge is not installed or the cartridge is not properly installed.	Install the toner cartridge. If it is already installed, try to reinstall the toner cartridge. If the problem persists, call for service.
DCF Failure [error number]: Check internal DCF connection.	There is a problem in the dual capacity feeder.	Open and close the dual capacity feeder, or check the dual capacity feeder connection with the machine. If the problem persists, call for service.
DCF Failure [error number]: Please open/close [tray number].	There is a problem in the dual capacity feeder.	Open and close the tray. If the problem persists, call for service.
End of life, Replace with new [color] imaging unit.	The life of the imaging unit expires totally.	Replace the imaging unit with a Samsung-genuine imaging unit (see "Replacing the imaging unit" on page 195).
End of life, Replace with new [color] toner cartridge.	The toner cartridge has run out. The machine stops printing. Some amount of toner may remain in the cartridge even when the machine stops printing. .	This message appears when the toner is completely empty, and your machine stops printing. Replace the toner cartridge with a Samsung-genuine toner cartridge (see "Replacing the toner cartridge" on page 189).

Message	Meaning	Suggested solutions
End of life, Replace with new transfer belt unit.	The life of the transfer belt unit expires totally.	Replace the transfer belt unit with a Samsung-genuine transfer belt unit.
Engine System Failure [error number]:Please open/close door.	There is a problem in the engine system.	Open and close the front door. If the problem persists, call for service.
Engine System Failure [error number]:Turn off then on.	There is a problem in the engine system.	Turn the machine off and back on again. If the problem persists, call for service.
Fax modem card is not installed. Install the card.	The optional fax kit is not installed.	Install the optional fax kit. If it is already installed, try to reinstall the optional fax kit. If the problem persists, call for service.
Fax System Failure [error number]:Turn off then on.	There is a problem in the fax system.	Turn the machine off and back on again. If the problem persists, call for service.
FDI device is not installed. Install the device.	The FDI optional FDI kit is not installed.	Install the optional FDI kit. If it is already installed, try to reinstall the optional FDI kit. If the problem persists, call for service.
Feed door is opened. Close it.	The door is not securely latched.	Close the door until it locks into place.
Finisher door is open. Close it.	The finisher door is not securely latched.	Close the door until it locks into place.
Finisher Error [error number]:Please open/close door.	There is a problem in the finisher.	Open and close the finisher door. If the problem persists, call for service.
Finisher Error [error number]:Turn off then on.	There is a problem in the finisher.	Turn the machine off and back on again. If the problem persists, call for service.
Finisher System Failure [error number]:Please open/close door.	There is a problem in the finisher.	Open and close the finisher door. If the problem persists, call for service.
Finisher System Failure [error number]:Turn off then on.	There is a problem in the finisher.	Turn the machine off and back on again. If the problem persists, call for service.
Front door is open. Close it.	The door is not securely latched.	Close the door until it locks into place.
Fuser Unit Failure [error number]:Turn off then on.	There is a problem in the fuser unit.	Turn the machine off and back on again. If the problem persists, call for service.

Message	Meaning	Suggested solutions
Fusing unit is not compatible. Check user's guide.	The fuser unit you have installed is not for your machine.	Install a Samsung-genuine fuser unit, designed for your machine.
Fuser unit is not installed correctly. Install it.	The fuser unit is not properly installed.	Reinstall the fuser unit. If the problem persists, call for service.
HCF Failure [error number]: Please open/close HCF.	There is a problem in the high capacity feeder.	Open and close the high capacity feeder. If the problem persists, call for service.
HCF is pulled out. Insert it properly.	The high capacity feeder is not securely latched.	Close the high capacity feeder until it locks into place.
HDD is almost full-1. Check user's guide.	HDD is almost full in the machine.	Check **Address Book** or **User Profile**. If necessary, remove the data which is unused in **Address Book** or **User Profile**.
HDD is almost full-2. Check user's guide.	HDD is almost full in the machine.	Check **Document Box**, or **Secured Job** in **Job Status**. If necessary, remove the data which is unused in **Document Box** or **Secured Job**.
HDD is almost full-3. Check user's guide.	HDD is almost full in the machine.	Check **System Log** at **Security** in SyncThru™ Web Service. If necessary, remove the data in **System Log**.
HDD is almost full-4. Check user's guide.	HDD is almost full in the machine.	• Print or remove the jobs on the queue which are waiting for its turn. You can check the jobs pressing **Job Status** (see "Job Status button" on page 30). • Print or remove the received fax jobs in **Secure Receive** (see "Receiving in secure receiving mode" on page 117).
HDD is almost full-5. Check user's guide.	HDD is almost full in the machine.	There is a problem in the machine. Check the error message on the display screen and resolve the problem.
HDD is almost full-6. Check user's guide.	HDD is almost full in the machine.	There is a problem in the machine. Check the error message on the display screen and resolve the problem.

Message	Meaning	Suggested solutions
HDD System Failure [error number]:Turn off then on.	There is a problem in the hard disk.	Turn the machine off and back on again. If the problem persists, call for service.
ICON device is not installed. Install the device.	The image converter device is not installed.	Install the image converter device. If it is already installed, try to reinstall the image converter device. If the problem persists, call for service.
Input System Failure [error number]:Check the HCF connection.	There is a problem in the high capacity feeder.	Open and close the high capacity feeder, or check the high capacity feeder connection with the machine. If the problem persists, call for service.
Input System Failure [error number]:Pull [tray number] out and insert it.	There is a problem in the tray.	Open and close the tray. If the problem persists, call for service.
ITB Unit Failure [error number]:Turn off then on.	There is a problem in the image transfer belt unit.	Turn the machine off and back on again. If the problem persists, call for service.
MSOK System Failure [error number]:Turn off then on.	There is a problem in the engine system.	Turn the machine off and back on again. If the problem persists, call for service.
Network cable is disconnected. Check it.	The machine is not connected with a network cable.	Connect the machine to the network with a network cable.
Option Feed door is opened. Close it.	The door is not securely latched.	Close the door until it locks into place.
Original paper jam in exit area of scanner	The originals are jammed in duplex automatic document feeder.	Clear the jam (see "Original paper jam in exit area of scanner" on page 206).
Original paper jam in front of scanner	The originals are jammed in duplex automatic document feeder.	Clear the jam (see "Original paper jam in front of scanner" on page 201).
Original paper jam inside of scanner	The originals are jammed in duplex automatic document feeder.	Clear the jam (see "Original paper jam inside of scanner" on page 202 or "Original paper jam in front of scanner duplex path" on page 204).
Output tray(face down) is full. Remove printed media	The output tray (face down) is full.	Remove papers from the output tray (face down), the machine resumes printing.

Message	Meaning	Suggested solutions
Output tray(face up) is full. Remove printed media	The output tray (face up) is full.	Remove papers from the output tray (face up), the machine resumes printing.
Paper is empty in [tray number]. Load paper.	There is no paper in the tray.	Load paper in the tray.
Paper is empty in tray MP. Load paper.	There is no paper in the multi-purpose tray.	Load paper in the multi-purpose tray.
Paper is low in [tray number]. Load paper.	Running out of paper in the tray.	Load paper in the tray.
Paper jam after booklet folding.	Paper has jammed during booklet printing.	Clear the jam (see "Paper jam after booklet folding (3,250-sheet booklet finisher only)" on page 233).
Paper jam around puncher of finisher	Paper has jammed during finishing.	Clear the jam (see "Paper jam around puncher of finisher" on page 228).
Paper jam at entrance of finisher	Paper has jammed during finishing.	Clear the jam (see "Paper jam at entrance of finisher" on page 226).
Paper jam at entrance of booklet maker.	Paper has jammed during booklet printing.	Clear the jam (see "Paper jam at entrance of booklet maker (3,250-sheet booklet finisher only)" on page 228).
Paper jam at entrance of finisher bridge	Paper has jammed during finishing.	Clear the jam (see "Paper jam inside of finisher bridge" on page 226 or).
Paper jam at exit of finisher	Paper has jammed during finishing.	Clear the jam (see "Paper jam at finisher's exit during ejection to the top bin" on page 223 or "Paper jam at finisher's exit during ejecting to main bin" on page 224).
Paper jam at exit of finisher bridge	Paper has jammed during finishing.	Clear the jam (see "Paper jam at entrance of finisher" on page 226).
Paper Jam at the bottom of duplex path	Paper has jammed during duplex printing.	Clear the jam (see "Paper jam bottom of duplex path (Jam Duplex Regi.)" on page 221).
Paper Jam at the inside of duplex path	Paper has jammed during duplex printing.	Clear the jam (see "Paper jam at the inside of duplex path (Jam Duplex 2)" on page 220).

Message	Meaning	Suggested solutions
Paper Jam at the return of duplex path	Paper has jammed during duplex printing.	Clear the jam (see "Paper jam at the top of duplex path (Jam Duplex Return)" on page 219).
Paper Jam at the top of duplex path	Paper has jammed during duplex printing.	Clear the jam (see "Paper jam at the top of duplex path (Jam Duplex 1)" on page 220).
Paper jam before booklet folding.	Paper has jammed during booklet printing.	Clear the jam (see "Paper jam before booklet folding (3,250-sheet booklet finisher only)" on page 231).
Paper Jam in exit area.	Paper has jammed in the exit area.	Clear the jam (see "Paper jam in exit area (Jam Exit Face down)" on page 221 or "Paper jam in exit area (Jam Exit Face Up)" on page 222).
Paper Jam in exit area or finisher bridge.	Paper has jammed in the exit area or finisher bridge.	Clear the jam (see "Paper jam in exit area (Jam Exit Face down)" on page 221, "Paper jam in exit area (Jam Exit Face Up)" on page 222) or "Paper jam inside of finisher bridge" on page 226).
Paper jam inside of booklet maker.	Paper has jammed during booklet printing.	Clear the jam (see "Paper jam inside of booklet maker (3,250-sheet booklet finisher only)" on page 229).
Paper jam inside of finisher	Paper has jammed during finishing.	Clear the jam (see "Paper jam inside of finisher during ejecting to top bin" on page 223 or "Paper jam inside of finisher during ejecting to main bin" on page 224).
Paper jam inside of finisher bridge	Paper has jammed during finishing.	Clear the jam (see "Paper jam inside of finisher bridge" on page 226).

Message	Meaning	Suggested solutions
Paper Jam inside of machine	Paper has jammed inside of the machine.	Clear the jam (see "Paper jam inside the machine (Jam feed 1)" on page 216 or "Paper jam inside the machine (Jam feed 2)" on page 217 or "Paper jam inside the machine (Jam feed 3)" on page 217 or "Paper jam inside the machine (Jam feed 4)" on page 218 or "Paper jam inside the machine (Jam Registration)" on page 218 or "Paper jam inside of the machine (Jam at Fuser out)" on page 219).
Paper jam in tray 1	Paper has jammed in the feeding area of the tray.	Clear the jam (see "Paper jam in tray 1" on page 210).
Paper jam in tray 2	Paper has jammed in the feeding area of the tray.	Clear the jam (see "Paper jam in tray 2" on page 212).
Paper jam in tray 3	Paper has jammed in the feeding area of the tray or high capcity feeder.	Clear the jam (see "Paper jam in tray 3" on page 213 or "Paper jam in optional high capacity feeder" on page 215).
Paper jam in tray 4	Paper has jammed in the feeding area of the tray.	Clear the jam (see "Paper jam in tray 4" on page 214).
Paper jam in MP tray	Paper has jammed in the feeding area of the tray.	Clear the jam (see "Paper jam in the multi-purpose tray" on page 216).
Prepare new [color/black] imaging unit.	The estimated life of the imaging unit is close.	Prepare a new imaging unit for a replacement.
Prepare new [color/black] toner cartridge.	Small amount of toner is left in the indicated cartridge. The estimated cartridge life of toner is close.	Prepare a new cartridge for a replacement. You may temporarily increase the printing quality by redistributing the toner (see "Redistributing toner" on page 188).
Prepare new fuser unit.	The estimated life of the fuser unit is close.	Prepare a new fuser unit for a replacement.
Prepare new transfer belt cleaning unit.	The estimated life of the transfer belt cleaning unit is close.	Prepare a new transfer belt cleaning unit for a replacement.
Prepare new transfer belt unit.	The estimated life of the transfer belt is close.	Prepare a new transfer belt for a replacement.

Message	Meaning	Suggested solutions
Prepare new Transfer roller.	The estimated life of the transfer roller is close.	Prepare a new transfer roller for a replacement.
Punch hopper container is Full or not installed.	The punch hopper container is full or not installed.	Empty the punch hopper container. Or install the punch hopper container.
Remove seal tape of [color/black] imaging unit and reinstall.	The seal tape of the imaging unit is not removed.	Remove the seal tape of the imaging unit (see "Replacing the imaging unit" on page 195).
Replace with new [color/black] imaging unit.	The indicated imaging unit has almost reached its estimated imaging unit life. The machine will stop printing.	Replace the imaging unit with a Samsung-genuine imaging unit (see "Replacing the imaging unit" on page 195).
Replace with new fuser unit.	The life of the fuser unit expires totally.	Replace the fuser unit with a Samsung-genuine fuser unit.
Replace with new Transfer roller.	The life of the transfer roller expires totally.	Replace the transfer roller with a Samsung-genuine transfer roller.
Replace with new [tray number] pickup roller.	The life of the tray pickup roller expires totally.	Replace the tray pickup roller with a Samsung-genuine pickup roller.
Replace with new MP pickup roller.	The life of the MP pickup roller expires totally.	Replace the MP pickup roller with a Samsung-genuine MP pickup roller.
Right door is open. Close it.	The door is not securely latched.	Close the door until it locks into place.
Scanner locked or another problem occurred.	The CCD (Charged Couple Device) lock has been locked.	Unlock the CCD lock . Or turn the machine off and back on again. If the problem persists, call for service. Scanner
Scan System Failure [error number]:Turn off then on.	There is a problem in the scan system.	Turn the machine off and back on again. If the problem persists, call for service.
Second fax modem card is not installed. Install the card.	The second optional fax multiline kit is not installed.	Install the optional fax multiline kit. If it is already installed, try to reinstall the optional fax multiline kit. If the problem persists, call for service.
Shake [color] toner cartridge.	Small amount of toner is left in the indicated cartridge.	You may temporarily increase the printing quality by redistributing the toner (see "Redistributing toner" on page 188).

Message	Meaning	Suggested solutions
Side feeder door is open. Close it.	The door is not securely latched.	Close the door until it locks into place.
Staple cartridge is empty. Replace it.	The staple cartridge has reached the end of its lifespan.	This message appears when the staple cartridge is completely empty. Replace the staple cartridge.
Staple cartridge is low. Replace cartridge.	Small amount of staple cartridge is left. The estimated life of staple cartridge is close.	Prepare a new staple cartridge for a replacement.
Staple cartridge is not installed. Install it in finisher.	The staple cartridge is not installed or the staple cartridge is not properly installed.	Install the staple cartridge. If it is already installed, try to reinstall the staple cartridge. If the problem persists, call for service.
Staple cartridge of booklet I is empty. Replace cartridge.	The staple cartridge of booklet has reached the end of its lifespan.	This message appears when the staple cartridge is completely empty. Replace the staple cartridge.
Staple cartridge of booklet I is low. Replace cartridge.	Small amount of staple cartridge of booklet is left. The estimated life of staple cartridge is close.	Prepare a new staple cartridge for a replacement.
Staple cartridge of booklet I is not installed. Install the cartridge.	The staple cartridge of booklet is not installed or the staple cartridge is not properly installed.	Install the staple cartridge. If it is already installed, try to reinstall the staple cartridge. If the problem persists, call for service.
The clock became initial time. Set a time again.	The time setting of machine is initialized.	Set the time setting in **Machine Setup**.
Too much media in the center tray. Remove printed media.	The center tray is full.	Remove printouts from the center tray, the machine resumes printing.
Too much media in booklet tray. Remove printed media.	The booklet tray is full.	Remove printouts from the booklet tray, the machine resumes printing.
Too much media in finisher tray. Remove printed media.	The finishing tray is full.	Remove printouts from the finishing tray, the machine resumes printing.
Top door of scanner is open.	The duplex automatic document feeder cover is not securely latched.	Close the cover until it locks into place.

Message	Meaning	Suggested solutions
Transfer belt cleaning unit is worn. Replace with new one.	The life of the transfer belt cleaning unit expires totally.	Replace the transfer belt cleaning unit with a Samsung-genuine transfer belt cleaning unit.
Transfer belt unit is worn. Replace it.	The life of the transfer belt unit expires totally.	Replace the transfer belt unit with a Samsung-genuine transfer belt unit.
[tray number] cassette is pulled out. Insert it properly.	The tray is not securely latched.	Close the tray until it locks into place.
[tray number] door is open. Close it.	The tray is not securely latched.	Close the tray until it locks into place.
UI System Failure [error number]:Turn off then on.	There is a problem in the UI system.	Turn the machine off and back on again. If the problem persists, call for service.
Video System Failure [error number]:Turn off then on.	There is a problem in the CPU.	Turn the machine off and back on again. If the problem persists, call for service.
Waste Motor does not operate. Turn off then on.	There is a problem in the waste motor.	Turn the machine off and back on again. If the problem persists, call for service.
Waste toner container is almost full. Order new one.	The estimated life of the waste toner container is close.	Prepare a new waste toner container for a replacement.
Waste toner container is full. Replace it.	The life of the waste toner container expires soon.	Replace the waste toner container with a Samsung-genuine waste toner container (see "Replacing the waste toner container" on page 199).
Waste toner container is not installed. Install it.	The waste toner container is not installed.	Install the waste toner container. If it is already installed, try to reinstall the waste toner container. If the problem persists, call for service.
Wireless network card is not installed. Install the card.	The wireless network card is not installed.	Install the wireless network card. If it is already installed, try to reinstall the wireless network card. If the problem persists, call for service.

Solving other problems

The following chart lists some trouble conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, contact a service representative.

Other problems include:

- See "Power and cable connecting problems" on page 240.
- See "Display screen problem" on page 240.
- See "Paper feeding problems" on page 241.
- See "Printing problems" on page 241.
- See "Printing quality problems" on page 243.
- See "Copying problems" on page 245.
- See "Scanning problems" on page 246.
- See "Scan and Fax Manager 2 Problem" on page 246.
- See "Fax problems (optional)" on page 246.
- See "Common PostScript problems" on page 247.
- See "Common Windows problems" on page 247.
- See "Common Linux problems" on page 248.
- See "Common Macintosh problems" on page 249.

Power and cable connecting problems

Condition	Suggested solutions
The machine is not receiving power, or the connection cable between the computer and the machine is not connected properly.	• Plug in the power cord and turn on the power switch (see "Turning the machine on" on page 26). Click this link to open an animation about solving power problems. • Disconnect the machine cable and reconnect it (see "Connecting a printer cable" on page 27). Click this link to open an animation about solving connection problems.

Display screen problem

Condition	Suggested solutions
The display screen does not show anything.	• Adjusts the brightness of the display screen. • Turn the machine off and back on again. If the problem persists, call for service.

Paper feeding problems

Condition	Suggested solutions
Paper jams during printing.	Clear the paper jam (see "Clearing paper jams" on page 210).
Paper sticks together.	• Check the maximum paper capacity of the tray (see "Print media specifications" on page 252). • Make sure that you are using the correct type of paper (see "Print media specifications" on page 252). • 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.	• 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 (see "Clearing paper jams" on page 210).
Paper does not feed into the machine.	• 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 (see "Print media specifications" on page 252). • If an original does not feed into the machine, the DADF rubber pad may require to be replaced. Contact a service representative.
The paper keeps jamming.	• 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 (see "Print media specifications" on page 252). • There may be debris inside the machine. Open the front door and remove any 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 machine.	Select your machine as your default machine in your Windows.
	Check the machine for the following: • The front door is not closed. Close the front door. • Paper is jammed. Clear the paper jam (see "Clearing paper jams" on page 210). • No paper is loaded. Load paper (see "Loading paper in the tray" on page 37). • The toner cartridge or the imaging unit is not installed. Install the toner cartridge or imaging unit. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the machine is not connected properly.	Disconnect the machine 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 machine 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 **Printing Preferences** to ensure that all of the print settings are correct (see "Opening printing preferences" on page 140).
	The printer driver may be incorrectly installed.	Repair the machine software.
	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.
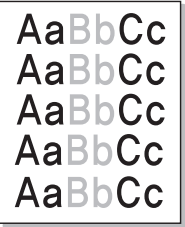
Condition	Possible cause	Suggested solutions
(Continued) The machine does not print.	The document size is so big that the hard disk space of the computer is insufficient to access the print job.	Get more hard disk space and print the document again.
The machine selects print materials from the wrong paper source.	The paper option that was selected in the **Printing Preferences** may be incorrect.	For many software applications, the paper source selection is found under the **Paper** tab within the **Printing Preferences**. Select the correct paper source. See the printer driver help screen (see "Opening printing preferences" on page 140).
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.
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.
The machine prints, but the text is wrong, garbled, or incomplete.	The machine cable is loose or defective.	Disconnect the machine cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the machine to another computer that you know works and try a print job. Finally, try a new machine 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 back on again.
	If you are in a DOS environment, the font setting for your machine may be set incorrectly.	Change the language setting.
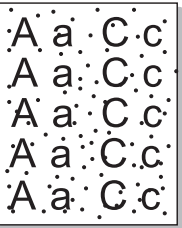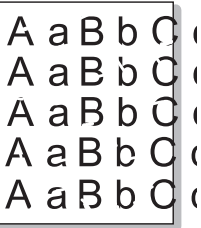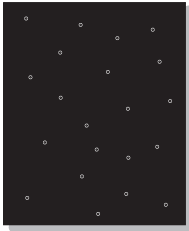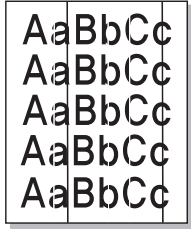
Condition	Possible cause	Suggested solutions
Pages print, but they are blank.	The toner cartridge is defective or out of toner.	Redistribute the toner, if necessary. If necessary, replace the toner cartridge.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The machine does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	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. It will take longer to print when you print a PDF file as an image.
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.
Before printing, the machine emits vapor near the output tray.	Using damp paper can cause vapor during printing.	This is not a problem. Just keep printing.
The machine does not print special- sized paper, such as billing paper.	Paper size and paper size setting do not match.	Set the correct paper size in the **Custom Paper List** in the **Paper** tab in the **Printing Preferences** (see "Paper tab" on page 142).
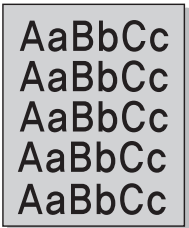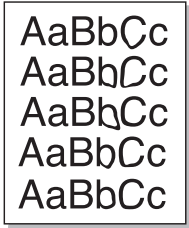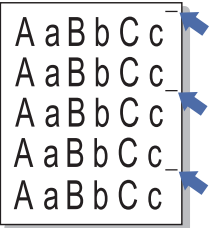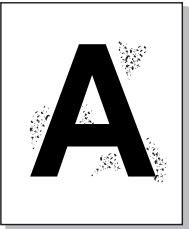
Condition	Possible cause	Suggested solutions
Your machine has an odd smell during initial use.	The oil used to protect the fuser is evaporating.	After printing about 100 color pages, there will be no more smell. It is a temporary issue.
The punch hole positions are askew (in the standard finisher).	The bridge covers are not inserted well.	Insert the bridge covers correctly (see "If this paper jam persists, make sure the bridge covers are inserted correctly. When the bridge covers are not inserted correctly, it could cause paper jams and hole punch positions askew." on page 227).
The punch hole positions are askew (in the booklet finisher).	The bridge covers are not inserted well.	Insert the bridge covers correctly (see "If this paper jam persists, make sure the bridge covers are inserted correctly. When the bridge covers are not inserted correctly, it could cause paper jams and hole punch positions askew." on page 229).
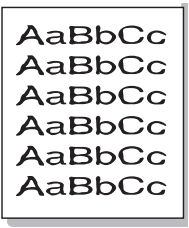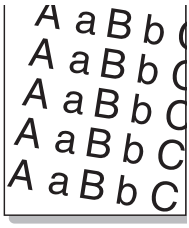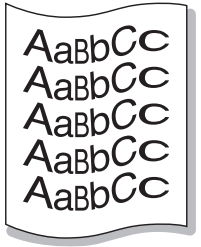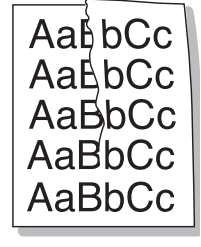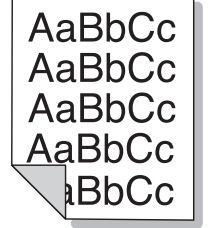
Printing quality problems
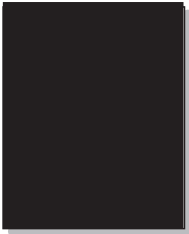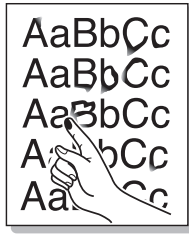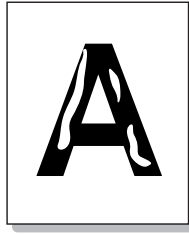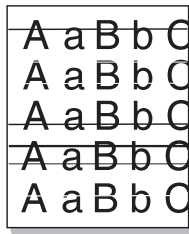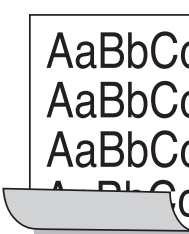
If the inside of the machine is dirty or paper has been loaded improperly, there might be a reduction in print quality. See the table below to clear the problem.

Condition	Suggested Solutions
Light or faded print AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If a vertical white streak or faded area appears on the page, 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 color tone might not be adjusted. Adjust the color tone. • The paper may not meet paper specifications; for example, the paper may be too moist or rough (see "Print media specifications" on page 252). • 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. • 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.

Condition	Suggested Solutions
Toner specks Aa Cc Aa Cc Aa Cc Aa Cc Aa Cc	• The paper may not meet specifications; for example, the paper may be too moist or rough (see "Print media specifications" on page 252). • 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. • Check the location of the machine. If the area is not well-ventilated, this problem may occur.
Dropouts A a B b C A a B b C A a B b C A a B b C A a B b C	If faded areas, generally rounded, occur randomly on the page: • 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 (see "Print media specifications" on page 252). • The paper lot is bad. The manufacturing processes can cause some areas to reject toner. Try a different kind or brand of paper. • Change the printer option and try again. Go to **Printing Preferences**, click **Paper** tab, and set type to thick paper (see "Opening printing preferences" on page 140). • If these steps do not correct the problem, contact a service representative.
White Spots	If white spots appear on the page: • 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. Cleaning the inside or contact a service representative. • The paper path may need cleaning. Cleaning the inside or contact a service representative.
Vertical lines AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If black vertical streaks appear on the page: • The drum inside the printer has probably been scratched. Remove the imaging unit and install a new one. Contact a service representative. If white vertical streaks appear on the page: • The surface of the LSU part inside the machine may be dirty. Cleaning the inside or contact a service representative. If vertical streaks appear on the page: • The surface of the scanner glass and its white sheet may be dirty. Cleaning the inside or contact a service representative.

Condition	Suggested Solutions
Color or Black background AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If the amount of background shading becomes unacceptable: • Change the image transfer belt if it has reached its lifespan. Contact a service representative. • 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 toner cartridge and install a new one.
Toner smear AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If toner smears on the page: • Clean the inside of the machine. Cleaning the inside or contact a service representative. • Check the paper type and quality (see "Print media specifications" on page 252). • Remove the imaging unit and install a new one. Contact a service representative. • Change the image transfer belt if it has reached its lifespan. Contact a service representative.
Vertical repetitive defects A a B b C c A a B b C c A a B b C c A a B b C c A a B b C c	If marks repeatedly appear on the printed side of the page at even intervals: • The imaging unit may be damaged. If a repetitive mark occurs on the page, run a cleaning sheet through several times to clean the imaging unit. Cleaning the inside. If you still have the same problems, remove the imaging unit and install a new one. Contact a service representative. • 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 A	Background scatter results from bits of toner randomly distributed on the printed page. • 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 **Printing Preferences** (see "Opening printing preferences" on page 140).

Condition	Suggested Solutions
Misformed characters AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper (see "Print media specifications" on page 252). • If characters are improperly formed and producing a wavy effect, the scanner unit may need service. Cleaning the scan unit or contact a service representative.
Page skew A a B b C A a B b C A a B b C A a B b C A a B b C	• Ensure that the paper is loaded properly. • Check the paper type and quality (see "Print media specifications" on page 252). • Ensure that the paper or other material is loaded correctly and the guides are not too tight or too loose against the paper stack. • Ensure that the standard tray right bottom door, dual cassette feeder right bottom door or high capacity feeder right bottom door is securely closed. If the bottom doors are not completely closed, open and close the bottom doors.
Curl or wave AaBbCC AaBbCC AaBbCC AaBbCC AaBbCC	• Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl (see "Print media specifications" on page 252). • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray.
Wrinkles or creases AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Ensure that the paper is loaded properly. • Check the paper type and quality (see "Print media specifications" on page 252). • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray. • Ensure that the standard tray right bottom door, dual cassette feeder right bottom door or high capacity feeder right bottom door is securely closed. If the bottom doors are not completely closed, open and close the bottom doors.
Back of printouts are dirty AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	Check for leaking toner. Clean the inside of the machine. Cleaning the inside or contact a service representative.

Condition	Suggested Solutions
Solid Color or Black pages	• The imaging unit may not be installed properly. Remove the imaging unit and reinsert it. • The imaging unit may be defective and need replacing. Remove the imaging unit and install a new one. Contact a service representative. • The machine may require repair. Contact a service representative.
Loose toner AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Clean the inside of the machine. Cleaning the inside or contact a service representative. • Check the paper type and quality (see "Print media specifications" on page 252). • Remove the imaging unit and install a new one. Contact a service representative. • If the problem persists, the machine may require repair. Contact a service representative.
Character Voids A	Character voids are white areas within parts of characters that should be solid black: • 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 (see "Print media specifications" on page 252).
Horizontal stripes A a B b C A a B b C A a B b C A a B b C A a B b C	If horizontally aligned black streaks or smears appear: • The imaging unit may be installed improperly. Remove the imaging unit and reinsert it. • The imaging unit may be defective. Remove the imaging unit and install a new one. Contact a service representative. • If the problem persists, the machine may require repair. Contact a service representative.
Curl AaBbCc AaBbCc AaBbCc AaBbCc	If the printed paper is curled or paper does not feed into the machine: • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray. • Change the printer option and try again. Go to **Printing Preferences**, click **Paper** tab, and set type to thin paper (see "Opening printing preferences" on page 140).

Condition	Suggested Solutions
An unknown image repetitively appears on a few sheets or loose toner, light print, or contamination occurs.	Your machine is probably being used at an altitude of 1,000 m (3,281 ft) or above. The high altitude may affect the print quality, such as loose toner or light imaging. Change the correct altitude setting to your machine.

Copying problems

Condition	Suggested solution
Copies are too light or too dark	Use **Light** and **Dark** arrows to lighten or darken the backgrounds of copies in the **Basic** tab of the **Copy** menu.
Smears, lines, marks, or spots appear on copies.	• If the defects are on the original, press left/right arrow to lighten the background of your copies in the **Basic** tab of the **Copy** menu (see "Changing the darkness" on page 60). • If there are no defects on the original, clean the scan unit. Cleaning the scan unit or contact a service representative.
Copy image is skewed.	• 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. • If the problem persists, the machine may require repair. Contact a service representative.
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.	• 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.	• 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. • 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.	• 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 DADF may be left open while copies are being made. • The machine may be turned on and off frequently.

Scanning problems

Conditon	Suggested solutions
The scanner does not work.	• 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 machine cable is connected properly. • Make sure that the machine 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 Office or the application you want to use to make certain that the scanner job is being sent to the correct port (for example, USB001).
The unit scans very slowly.	• 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.
Message appears on your computer screen: • **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.**	• There may be a copying or printing job in progress. Try your job again when that job is finished. • The selected port is currently being used. Restart your computer and try again. • The machine 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.

Scan and Fax Manager 2 Problem

Condition	suggested solution
Scan and Fax Manager 2 does not work.	Check your system requirements. Scan and Fax Manager 2 works in Windows operating system only.

Fax problems (optional)

condition	suggested solutions
The machine is not working, there is no display, or the buttons are not working.	• Unplug the power cord and plug it in again. • Ensure that there is power being supplied to the electrical outlet.
No dial tone sounds.	• 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 (see "Setting up an address book" on page 128).
The original does not feed into the machine.	• 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.	• 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.	• Make sure that the original is loaded in the DADF or on the scanner glass. • Check the recipient's fax machine (if it has a problem).
The incoming fax has blank spaces or is of poor-quality.	• 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.
Some of the words on an incoming fax are stretched.	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. Cleaning the scan unit.

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 indicating the memory status shows, delete any faxes you no longer need from the memory, and then try to store the fax again.
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 (see "Tray setting" on page 47).

Common PostScript problems

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

Problem	Possible cause	Solution
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	• Install the PostScript driver. • 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 dual cassette feeder (tray 3, tray 4) is not selected in the driver.	The printer driver has not been configured to recognize the optional dual cassette feeder (tray 3, tray 4).	Open the PostScript driver properties, select the **Device Options** tab, and set the tray option of the **Tray Options** section.
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 Windows problems

Condition	Suggested solutions
"File in Use" message appears during installation.	Exit all software applications. Remove all software from the printer's startup group, then restart Windows. Reinstall the printer driver.
"General Protection Fault", "Exception OE", "Spool 32", 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.

Refer to Microsoft Windows 2000/XP/2003/Vista User's Guide that came with your computer for further information on Windows error messages.

Common Linux problems

condition	Suggested solutions
The machine does not print.	• Check if the printer driver is installed in your system. Open Unified Driver Configurator and switch to the **Printers** tab in **Printers configuration** window to look at the list of available machines. Make sure that your machine is displayed on the list. If not, open **Add new printer wizard** to set up your device. • Check if the machine is 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, press the **Start** button. After that normal operation of the machine should be restored. The "stopped" status might be activated when some problems in printing occurred. For instance, this could be an attempt to print a document when the port is claimed by a scanning application. • Ensure the port is not busy. Since functional components of machine (printer and scanner) share the same I/O interface (port), the situation of simultaneous access of different user applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other user will encounter "device busy" response. You should open ports configuration and select the port assigned to your machine. In the **Selected port** pane you can see if the port is occupied by some other application. If this is the case, you should either wait for completion of the current job or press the **Release port** button, if you are sure that the present application is not functioning properly. • Check if your application has special print option 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 command line parameter in the command item. • 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.Use the socket printing instead of ipp or install a later version of CUPS (cups-1.1.22 or higher).
The machine does not print whole pages, and output is printed on half the page.	It is a known problem that occurs when a color machine is used on version 8.51 or earlier of Ghostscript, 64-bit Linux OS, and has been reported to bugs.ghostscript.com as Ghostscript Bug 688252.The problem is solved in AFPL Ghostscript v. 8.52 or above. Download the latest version of AFPL Ghostscript from http://sourceforge.net/projects/ghostscript/ and install it to solve this problem.

condition	Suggested solutions
I cannot scan via Gimp Front-end.	Check if Gimp Front-end has Xsane: **Device dialog** on the **Acquire** menu. If not, you should install Xsane plug-in for Gimp on the your computer. You can find Xsane plug-in package for Gimp on Linux distribution CD or Gimp home page. For the detailed information, refer to the Help for Linux distribution CD or Gimp Front-end application. If you wish to use another kind of scan application, refer to application's Help.
I encounter the "Cannot open port device file" error when printing a document.	Avoid changing print job parameters (via LPR GUI, for example) while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks the port while printing, the abrupt termination of the driver keeps the port locked and unavailable for subsequent print jobs. If this situation occurs, try to release the port by selecting **Release port** in **Port configuration** window.
The machine does not appear on the scanners list.	• Ensure your machine is attached to your computer, connected properly via the USB port, and is turned on. • Ensure the scanner driver for your machine is installed in your system. Open Unified Linux Driver configurator, switch to **Scanners configuration**, then press **Drivers**. Make sure that driver with a name corresponding to your machine's name is listed in the window. • Ensure the port is not busy. Since functional components of machine (printer and scanner) share the same I/O interface (port), the situation of simultaneous access of different user applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other user will encounter "device busy" response. This usually happens when starting a scan procedure. An appropriate message box appears. To identify the source of the problem, open the **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 another application. If this is the case, you should either wait for completion of the current job or press the **Release port** button, if you are sure that the present port application is not functioning properly.

condition	Suggested solutions
The machine does not scan.	• Ensure a document is loaded into the machine, ensure your machine is connected to the computer. • If there is an I/O error while scanning.

Refer to the Linux User's Guide that came with your computer for further information on Linux error messages.

Common Macintosh problems

condition	Suggested solutions
The machine does not print PDF files correctly. Some parts of graphics, text, or illustrations are missing.	Printing the PDF file as an image may enable the file to print. Turn on **Print As Image** from the Acrobat printing options. 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 X10.3.2.	Update your MAC OS to OS MAC OS X 10.3.3. or higher.
Some letters are not displayed normally during the cover page printing.	Mac OS cannot create the font during the cover page printing. The English alphabet and numbers are displayed normally on the cover page.
When printing a document in Macintosh with Acrobat Reader 6.0 or higher, colors print incorrectly.	Make sure that the resolution setting in your machine driver matches the one in Acrobat Reader.
Scan and Fax Manager does not work.	Check your system requirements.

Refer to Macintosh User's Guide that came with your computer for further information on Macintosh error messages.

specifications

This chapter gives information regarding this machine's specifications.

This chapter include:

- Hardware specifications
- Environmental specifications
- Electrical specifications
- Print media specifications

✎ The specification values here are based on preliminary data. See **www.samsung.com/printer** for current information.

Hardware specifications

Item		CLX-9252 9352 Series	SCX-8230 8240 Series
Dimension	Height	1,153 mm (45.4 inches)	924 mm (36.4 inches)
	Depth	722 mm (28.4 inches)	742.8 mm (29.2 inches)
	Width	675.5 mm (26.6 inches)	677.5 mm (26.7 inches)
Weight	Machine without consumables and options	113.4 Kg (250 lbs)	93.7 Kg (206.6 lbs)
	Duplex automatic document feeder	15.3 Kg (33.7 lbs)	

Environmental specifications

Item		CLX-9252 9352 Series	SCX-8230 8240 Series
Noise Level[a]	Ready mode	35 dB(A)	37 dB(A)
	Printing mode	54 dB(A)	
	Copying mode	58 dB(A)	57 dB(A)
Temperature	Operation	10 to 32 °C (50 to 90 °F)	
	Storage	-20 to 40 °C (-4 to 104 °F)	
Humidity	Operation	20 to 80% RH	
	Storage	10 to 90% RH	

a. Sound Pressure Level, ISO 7779. Configuration tested: machine basic installation, A4 paper, simplex printing.

Electrical specifications

> ⚠ Power requirements are based on the country/region where the device is sold. Do not convert operating voltages. Doing so might damage the device and void the product warranty.

Item		CLX-9252 9352 Series	SCX-8230 8240 Series
Power rating[a]	110 volt models	AC 110 - 127 V	
	220 volt models	AC 220 - 240 V	
Power consumption	Average operating mode	Less than 1,100 W	
	Ready mode	Less than 250 W	
	Low power mode	Less than 50 W	Less than 40 W
	Power save mode	Less than 11 W	Less than 7W
	Power off mode	Less than 0 W	
Power Output Rating for Scanner Dehumidifying Heater Kit or Cassette Dehumidifying Heater Kit	AC 110 - 127 V or AC 220 - 240 V See the rating label on the machine for the correct voltage, frequency (hertz), and type of current. The voltage rating of Scanner Dehumidifying Heater Kit or Cassette Dehumidifying Heater Kit is the same as the machine's voltage rating.		

a. See the rating label on the machine for the correct voltage, frequency (hertz), and type of current for your machine.

Print media specifications

Type	Size	Dimensions	print media weight/Capacity[a]	
			tray1,2,3,4 / High capcity feeder[b]	multipurpose tray
Plain paper	Letter	216 x 279 mm (8.5 x 11 inches)	71 to 90 g/m^2 (19 to 24 lb bond) • 520 sheets of 80g/m^2 (20 lb bond) for each tray • 2,000 sheets of 80g/m^2 (20 lb bond) for the high capacity feeder	71 to 90 g/m^2 (19 to 24 lb bond) • 100 sheets of 80 g/m^2 (20 lb bond)
	Ledger	279 x 432 mm (11 x 17 inches)		
	Legal	216 x 356 mm (8.5 x 14 inches)		
	Executive	184 x 267 mm (7.25 x 10.5 inches)		
	Statement	140 x 216 mm (5.5 x 8.5 inches)		
	A3	297 x 420 mm (11.7 x 16.5 inches)		
	A4	210 x 297 mm (8.26 x 11.7 inches)		
	A5	148 x 210 mm (5.82 x 8.26 inches)		
	B4	257 x 364 mm (10.1 x 14.3 inches)		
	JIS B5	182 x 257 mm (7.16 x 10.11 inches)		
	ISO B5	176 x 250 mm (6.93 x 9.84 inches)		
	US Folio	216 x 330 mm (8.5 x 13 inches)		
	Oficio	216 x 343 mm (8.5 x 13.5 inches)		
	Tabloid Extra	305 x 457 mm (12 x 18 inches)		
	8K	270 x 390 mm (10.75 x 15.5 inches)		
	16K	195 x 270 mm (7.76 x 10.75 inches)		
	A6	105 x 148 mm (4.13 x 5.82 inches)	Not available in tray1,2,3,4 / High capacity feeder	
Envelope	Letter, Statement, A4, A5, JIS B5, A6, ISO B5	Refer to the Plain paper section	Not available in tray1,2,3,4 / High capacity feeder	75 to 90 g/m^2 (20 to 24 lb bond) • 10 sheets stacking
	Envelope Monarch	98 x 191 mm (3.87 x 7.5 inches)		
	Envelope No. 10	105 x 241 mm (4.12 x 9.5 inches)		
	Envelope No. 9	98 x 225 mm (3.87 x 8.87 inches)		
	Envelope DL	110 x 220 mm (4.33 x 8.66 inches)		
	Envelope C5	162 x 229 mm (6.37 x 9.01 inches)		
	Envelope C6	114 x 162 mm (4.48 x 6.38 inches)		
	Envelope C4	229 x 324 mm (9.01 x 12.75 inches)		
Thick paper	Refer to the Plain paper section	Refer to the Plain paper section	91 to 105 g/m^2 (25 to 28 lb bond) • 400 sheets for each tray • 1,600 sheets for the high capacity feeder	91 to 105 g/m^2 (25 to 28 lb bond) • 50 sheets stacking
Heavy weight paper	Refer to the Plain paper section	Refer to the Plain paper section	106 to 175 g/m^2 (29 to 46 lb bond) • 350 sheets stacking • 1,400 sheets for the high capacity feeder	106 to 175 g/m^2 (29 to 46 lb bond) • 20 sheets stacking

Type	Size	Dimensions	print media weight/Capacity[a]	
			tray1,2,3,4 / High capcity feeder[b]	multipurpose tray
Extra Heavy weight 1	Refer to the Plain paper section	Refer to the Plain paper section	176 to 216 g/m^2 (47 to 57 lb bond) • 200 sheets stacking • Not available in the high capacity feeder	176 to 216 g/m^2 (47 to 57 lb bond) • 10 sheets stacking
Extra Heavy weight 2	Refer to the Plain paper section	Refer to the Plain paper section	Not available in tray1,2,3,4 / High capacity feeder	217 to 253 g/m^2 (58 to 67 lb bond) • 10 sheets stacking
Thin paper	Refer to the Plain paper section	Refer to the Plain paper section	60 to 70 g/m^2 (16 to 18 lb bond) • 520 sheets stacking • 2,000 sheets for the high capacity feeder	60 to 70 g/m^2 (16 to 18 lb bond) • 100 sheets stacking
Cotton	Refer to the Plain paper section	Refer to the Plain paper section	75 to 90 g/m^2 (20 to 24 lb bond) • 400 sheets stacking • 1,600 sheets for the high capacity feeder	75 to 90 g/m^2 (20 to 24 lb bond) • 50 sheets stacking
Colored / Pre-Printed	Refer to the Plain paper section	Refer to the Plain paper section	75 to 90 g/m^2 (20 to 24 lb bond) • 400 sheets stacking • 1,600 sheets for the high capacity feeder	75 to 90 g/m^2 (20 to 24 lb bond) • 50 sheets stacking
Recycled	Refer to the Plain paper section	Refer to the Plain paper section	60 to 90 g/m^2 (16 to 24 lb bond) • 400 sheets stacking • 1,600 sheets for the high capacity feeder	60 to 90 g/m^2 (16 to 24 lb bond) • 100 sheets stacking
Thin cardstock	Refer to the Plain paper section	Refer to the Plain paper section	105 to 163 g/m^2 (28 to 43 lb bond) • 350 sheets stacking • 1,400 sheets for the high capacity feeder	105 to 163 g/m^2 (28 to 43 lb bond) • 20 sheets stacking
Thick cardstock	Refer to the Plain paper section	Refer to the Plain paper section	170 to 216 g/m^2 (45 to 57 lb bond) • 350 sheets stacking • Not available in the high capacity feeder	170 to 216 g/m^2 (45 to 57 lb bond) • 20 sheets stacking
Thin glossy	Refer to the Plain paper section	Refer to the Plain paper section	Not available in tray1,2,3,4 / High capacity feeder	106 to 169 g/m^2 (28 to 45 lb bond) • 20 sheets stacking
Thick glossy	Refer to the Plain paper section	Refer to the Plain paper section	Not available in tray1,2,3,4 / High capacity feeder	170 to 253 g/m^2 (45 to 67 lb bond) • 10 sheets stacking
Transparency	Letter, A4	Refer to the Plain paper section	Not available in tray1,2,3,4 / High capacity feeder	138 to 146 g/m^2 (37 to 39 lb bond) • 20 sheets stacking
Labels[c]	Letter, A4	Refer to the Plain paper section	120 to 150 g/m^2 (32 to 40 lb bond) • 50 sheets stacking • Not available in the high capacity feeder	120 to 150 g/m^2 (32 to 40 lb bond) • 20 sheets stacking
Postcard	PostCard 4 x 6	101.6 x 152.4 mm (4 x 6 inches)	Not available in tray1,2,3,4 / High capacity feeder	60 to 105 g/m^2 (16 to 28 lb bond) • 20 sheets stacking

Type	Size	Dimensions	print media weight/Capacity[a]	
			tray1,2,3,4 / High capcity feeder[b]	multipurpose tray
Tray 1,2,3,4 minimum size (custom)		139.7 x 210 mm (5.5 x 8.27 inches)	60 to 216 g/m^2 (16 to 57 lb bond)	-
Tray 1,2,3,4 maximum size (custom)		305 x 457 mm (12 x 18 inches)		
Multipurpose tray minimum size (custom)		98 x 148 mm (3.87 x 5.82 inches)	-	60 to 253 g/m^2 (16 to 67 lb bond)
Multipurpose tray maximum size (custom)		320 x 1,200 mm (12.6 x 47.2 inches)		

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

b. Optional high capacity feeder supports only long edge feed for Letter and A4 sized paper.

c. The smoothness of the labels used in this machine is 100 to 250 (sheffield). This means the numeric level of smoothness.

contact samsung worldwide

If you have any comments or questions regarding Samsung products, contact the Samsung customer care center.

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glossary

The following glossary helps you get familiar with the product by understanding the terminologies commonly used with printing as well as mentioned in this user's guide.

802.11

802.11 is a set of standards for wireless local area network (WLAN) communication, developed by the IEEE LAN/MAN Standards Committee (IEEE 802).

802.11b/g

802.11b/g can share same hardware and use the 2.4 GHz band. 802.11b supports bandwidth up to 11 Mbps; 802.11g up to 54 Mbps. 802.11b/g devices may occasionally suffer interference from microwave ovens, cordless telephones, and Bluetooth devices.

Access point

Access Point or Wireless Access Point (AP or WAP) is a device that connects wireless communication devices together on wireless local area networks (WLAN), and acts as a central transmitter and receiver of WLAN radio signals.

ADF

An Automatic Document Feeder (ADF) is a scanning unit that will automatically feed an original sheet of paper so that the machine can scan some amount of the paper at once.

AppleTalk

AppleTalk is a proprietary suite of protocols developed by Apple, Inc for computer networking. It was included in the original Macintosh (1984) and is now deprecated by Apple in favor of TCP/IP networking.

BIT Depth

A computer graphics term describing the number of bits used to represent the color of a single pixel in a bitmapped image. Higher color depth gives a broader range of distinct colors. As the number of bits increases, the number of possible colors becomes impractically large for a color map. 1-bit color is commonly called as monochrome or black and white.

BMP

A bitmapped graphics format used internally by the Microsoft Windows graphics subsystem (GDI), and used commonly as a simple graphics file format on that platform.

BOOTP

Bootstrap Protocol. A network protocol used by a network client to obtain its IP address automatically. This is usually done in the bootstrap process of computers or operating systems running on them. The BOOTP servers assign the IP address from a pool of addresses to each client. BOOTP enables 'diskless workstation' computers to obtain an IP address prior to loading any advanced operating system.

CCD

Charge Coupled Device (CCD) is a hardware which enables the scan job. CCD Locking mechanism is also used to hold the CCD module to prevent any damage when you move the machine.

Collation

Collation is a process of printing a multiple-copy job in sets. When collation is selected, the device prints an entire set before printing additional copies.

Control Panel

A control panel is a flat, typically vertical, area where control or monitoring instruments are displayed. They are typically found in front of the machine.

Coverage

It is the printing term used for a toner usage measurement on printing. For example, 5% coverage means that an A4 sided paper has about 5% image or text on it. So, if the paper or original has complicated images or lots of text on it, the coverage will be higher and at the same time, a toner usage will be as much as the coverage.

CSV

Comma Separated Values (CSV). A type of file format, CSV is used to exchange data between disparate applications. The file format, as it is used in Microsoft Excel, has become a de facto standard throughout the industry, even among non-Microsoft platforms.

DADF

A Duplex Automatic Document Feeder (DADF) is a scanning unit that will automatically feed and turn over an original sheet of paper so that the machine can scan on both sides of the paper.

Default

The value or setting that is in effect when taking a printer out of its box state, reset, or initialized.

DHCP

A Dynamic Host Configuration Protocol (DHCP) is a client-server networking protocol. A DHCP server provides configuration parameters specific to the DHCP client host requesting, generally, information required by the client host to participate on an IP network. DHCP also provides a mechanism for allocation of IP addresses to client hosts.

DIMM

Dual Inline Memory Module (DIMM), a small circuit board that holds memory. DIMM stores all the data within the machine like printing data, received fax data.

DLNA

The Digital Living Network Alliance (DLNA) is a standard that allows devices on a home network to share information with each other across the network.

DNS

The Domain Name Server (DNS) is a system that stores information associated with domain names in a distributed database on networks, such as the Internet.

Dot Matrix Printer

A dot matrix printer refers to a type of computer printer with a print head that runs back and forth on the page and prints by impact, striking an ink-soaked cloth ribbon against the paper, much like a typewriter.

DPI

Dots Per Inch (DPI) is a measurement of resolution that is used for scanning and printing. Generally, higher DPI results in a higher resolution, more visible detail in the image, and a larger file size.

DRPD

Distinctive Ring Pattern Detection. Distinctive Ring is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers.

Duplex

A mechanism that will automatically turn over a sheet of paper so that the machine can print (or scan) on both sides of the paper. A printer equipped with a Duplex Unit can print on both sides of paper during one print cycle.

Duty Cycle

Duty cycle is the page quantity which does not affect printer performance for a month. Generally the printer has the lifespan limitation such as pages per year. The lifespan means the average capacity of print-outs, usually within the warranty period. For example, if the duty cycle is 48,000 pages per month assuming 20 working days, a printer limits 2,400 pages a day.

ECM

Error Correction Mode (ECM) is an optional transmission mode built into Class 1 fax machines or fax modems. It automatically detects and corrects errors in the fax transmission process that are sometimes caused by telephone line noise.

Emulation

Emulation is a technique of one machine obtaining the same results as another.

An emulator duplicates the functions of one system with a different system, so that the second system behaves like the first system. Emulation focuses on exact reproduction of external behavior, which is in contrast to simulation, which concerns an abstract model of the system being simulated, often considering its internal state.

Ethernet

Ethernet is a frame-based computer networking technology for local area networks (LANs). It defines wiring and signaling for the physical layer, and frame formats and protocols for the media access control (MAC)/data link layer of the OSI model. Ethernet is mostly standardized as IEEE 802.3. It has become the most widespread LAN technology in use during the 1990s to the present.

EtherTalk

A suite of protocols developed by Apple Computer for computer networking. It was included in the original Macintosh (1984) and is now deprecated by Apple in favor of TCP/IP networking.

FDI

Foreign Device Interface (FDI) is a card 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.

FTP

A File Transfer Protocol (FTP) is a commonly used protocol for exchanging files over any network that supports the TCP/IP protocol (such as the Internet or an intranet).

Fuser Unit

The part of a laser printer that fuses the toner onto the print media. It consists of a heat roller and a pressure roller. After toner is transferred onto the paper, the fuser unit applies heat and pressure to ensure that the toner stays on the paper permanently, which is why paper is warm when it comes out of a laser printer.

Gateway

A connection between computer networks, or between a computer network and a telephone line. It is very popular, as it is a computer or a network that allows access to another computer or network.

Grayscale

A shades of gray that represent light and dark portions of an image when color images are converted to grayscale; colors are represented by various shades of gray.

Halftone

An image type that simulates grayscale by varying the number of dots. Highly colored areas consist of a large number of dots, while lighter areas consist of a smaller number of dots.

HDD

Hard Disk Drive (HDD), commonly referred to as a hard drive or hard disk, is a non-volatile storage device which stores digitally-encoded data on rapidly rotating platters with magnetic surfaces.

IEEE

The Institute of Electrical and Electronics Engineers (IEEE) is an international non-profit, professional organization for the advancement of technology related to electricity.

IEEE 1284

The 1284 parallel port standard was developed by the Institute of Electrical and Electronics Engineers (IEEE). The term "1284-B" refers to a specific connector type on the end of the parallel cable that attaches to the peripheral (for example, a printer).

Intranet

A private network that uses Internet Protocols, network connectivity, and possibly the public telecommunication system to securely share part of an organization's information or operations with its employees. Sometimes the term refers only to the most visible service, the internal website.

IP address

An Internet Protocol (IP) address is a unique number that devices use in order to identify and communicate with each other on a network utilizing the Internet Protocol standard.

IPM

The Images Per Minute (IPM) is a way of measuring the speed of a printer. An IPM rate indicates the number of single-sided sheets a printer can complete within one minute.

IPP

The Internet Printing Protocol (IPP) defines a standard protocol for printing as well as managing print jobs, media size, resolution, and so forth. IPP can be used locally or over the Internet to hundreds of printers, and also supports access control, authentication, and encryption, making it a much more capable and secure printing solution than older ones.

IPX/SPX

IPX/SPX stands for Internet Packet Exchange/Sequenced Packet Exchange. It is a networking protocol used by the Novell NetWare operating systems. IPX and SPX both provide connection services similar to TCP/IP, with the IPX protocol having similarities to IP, and SPX having similarities to TCP. IPX/SPX was primarily designed for local area networks (LANs), and is a very efficient protocol for this purpose (typically its performance exceeds that of TCP/IP on a LAN).

ISO

The International Organization for Standardization (ISO) is an international standard-setting body composed of representatives from national standards bodies. It produces world-wide industrial and commercial standards.

ITU-T

The International Telecommunication Union is an international organization established to standardize and regulate international radio and telecommunications. Its main tasks include standardization, allocation of the radio spectrum, and organizing interconnection arrangements between different countries to allow international phone calls. A -T out of ITU-T indicates telecommunication.

ITU-T No. 1 chart

Standardized test chart published by ITU-T for document facsimile transmissions.

JBIG

Joint Bi-level Image Experts Group (JBIG) is an image compression standard with no loss of accuracy or quality, which was designed for compression of binary images, particularly for faxes, but can also be used on other images.

JPEG

Joint Photographic Experts Group (JPEG) is a most commonly used standard method of lossy compression for photographic images. It is the format used for storing and transmitting photographs on the World Wide Web.

LDAP

The Lightweight Directory Access Protocol (LDAP) is a networking protocol for querying and modifying directory services running over TCP/IP.

LED

A Light-Emitting Diode (LED) is a semiconductor device that indicates the status of a machine.

MAC address

Media Access Control (MAC) address is a unique identifier associated with a network adapter. MAC address is a unique 48-bit identifier usually written as 12 hexadecimal characters grouped in pairs (e. g., 00-00-0c-34-11-4e). This address is usually hard-coded into a Network Interface Card (NIC) by its manufacturer, and used as an aid for routers trying to locate machines on large networks.

MFP

Multi Function Peripheral (MFP) is an office machine that includes the following functionality in one physical body, so as to have a printer, a copier, a fax, a scanner and etc.

MH

Modified Huffman (MH) is a compression method for decreasing the amount of data that needs to be transmitted between the fax machines to transfer the image recommended by ITU-T T.4. MH is a codebook-based run-length encoding scheme optimized to efficiently compress white space. As most faxes consist mostly of white space, this minimizes the transmission time of most faxes.

MMR

Modified Modified READ (MMR) is a compression method recommended by ITU-T T.6.

Modem

A device that modulates a carrier signal to encode digital information, and also demodulates such a carrier signal to decode transmitted information.

MR

Modified Read (MR) is a compression method recommended by ITU-T T.4. MR encodes the first scanned line using MH. The next line is compared to the first, the differences determined, and then the differences are encoded and transmitted.

NetWare

A network operating system developed by Novell, Inc. It initially used cooperative multitasking to run various services on a PC, and the network protocols were based on the archetypal Xerox XNS stack. Today NetWare supports TCP/IP as well as IPX/SPX.

OPC

Organic Photo Conductor (OPC) is a mechanism that makes a virtual image for print using a laser beam emitted from a laser printer, and it is usually green or rust colored and has a cylinder shape.

An imaging unit containing a drum slowly wears the drum surface by its usage in the printer, and it should be replaced appropriately since it gets worn from contact with the cartridge development brush, cleaning mechanism, and paper.

Originals

The first example of something, such as a document, photograph or text, etc, which is copied, reproduced or translated to produce others, but which is not itself copied or derived from something else.

OSI

Open Systems Interconnection (OSI) is a model developed by the International Organization for Standardization (ISO) for communications. OSI offers a standard, modular approach to network design that divides the required set of complex functions into manageable, self-contained, functional layers. The layers are, from top to bottom, Application, Presentation, Session, Transport, Network, Data Link and Physical.

PABX

A private automatic branch exchange (PABX) is an automatic telephone switching system within a private enterprise.

PCL

Printer Command Language (PCL) is a Page Description Language (PDL) developed by HP as a printer protocol and has become an industry standard. Originally developed for early inkjet printers, PCL has been released in varying levels for thermal, dot matrix printer, and laser printers.

PDF

Portable Document Format (PDF) is a proprietary file format developed by Adobe Systems for representing two dimensional documents in a device independent and resolution independent format.

PostScript

PostScript (PS) is a page description language and programming language used primarily in the electronic and desktop publishing areas. - that is run in an interpreter to generate an image.

Printer Driver

A program used to send commands and transfer data from the computer to the printer.

Print Media

The media like paper, envelopes, labels, and transparencies which can be used in a printer, a scanner, a fax or, a copier.

PPM

Pages Per Minute (PPM) is a method of measurement for determining how fast a printer works, meaning the number of pages a printer can produce in one minute.

PRN file

An interface for a device driver, this allows software to interact with the device driver using standard input/output system calls, which simplifies many tasks.

Protocol

A convention or standard that controls or enables the connection, communication, and data transfer between two computing endpoints.

PS

See PostScript.

PSTN

The Public-Switched Telephone Network (PSTN) is the network of the world's public circuit-switched telephone networks which, on industrial premises, is usually routed through the switchboard.

RADIUS

Remote Authentication Dial In User Service (RADIUS) is a protocol for remote user authentication and accounting. RADIUS enables centralized management of authentication data such as usernames and passwords using an AAA (authentication, authorization, and accounting) concept to manage network access.

Resolution

The sharpness of an image, measured in Dots Per Inch (DPI). The higher the dpi, the greater the resolution.

SMB

Server Message Block (SMB) is a network protocol mainly applied to share files, printers, serial ports, and miscellaneous communications between nodes on a network. It also provides an authenticated Inter-process communication mechanism.

SMTP

Simple Mail Transfer Protocol (SMTP) is the standard for e-mail transmissions across the Internet. SMTP is a relatively simple, text-based protocol, where one or more recipients of a message are specified, and then the message text is transferred. It is a client-server protocol, where the client transmits an email message to the server.

SSID

Service Set Identifier (SSID) is a name of a wireless local area network (WLAN). All wireless devices in a WLAN use the same SSID in order to communicate with each other. The SSIDs are case-sensitive and have a maximum length of 32 characters.

Subnet Mask

The subnet mask is used in conjunction with the network address to determine which part of the address is the network address and which part is the host address.

TCP/IP

The Transmission Control Protocol (TCP) and the Internet Protocol (IP); the set of communications protocols that implement the protocol stack on which the Internet and most commercial networks run.

TCR

Transmission Confirmation Report (TCR) provides details of each transmission such as job status, transmission result and number of pages sent. This report can be set to print after each job or only after failed transmissions.

TIFF

Tagged Image File Format (TIFF) is a variable-resolution bitmapped image format. TIFF describes image data that typically come from scanners. TIFF images make use of tags, keywords defining the characteristics of the image that is included in the file. This flexible and platform-independent format can be used for pictures that have been made by various image processing applications.

Toner Cartridge

A kind of bottle or container used in a machine like a printer which contains toner. Toner is a powder used in laser printers and photocopiers, which forms the text and images on the printed paper. Toner can be fused by by a combination of heat/pressure from the fuser, causing it to bind to the fibers in the paper.

TWAIN

An industry standard for scanners and software. By using a TWAIN-compliant scanner with a TWAIN-compliant program, a scan can be initiated from within the program. It is an image capture API for Microsoft Windows and Apple Macintosh operating systems.

UNC Path

Uniform Naming Convention (UNC) is a standard way to access network shares in Window NT and other Microsoft products. The format of a UNC path is: \\<servername>\<sharename>\<Additional directory>

URL

Uniform Resource Locator (URL) is the global address of documents and resources on the Internet. The first part of the address indicates what protocol to use, the second part specifies the IP address or the domain name where the resource is located.

USB

Universal Serial Bus (USB) is a standard that was developed by the USB Implementers Forum, Inc., to connect computers and peripherals. Unlike the parallel port, USB is designed to concurrently connect a single computer USB port to multiple peripherals.

Watermark

A watermark is a recognizable image or pattern in paper that appears lighter when viewed by transmitted light. Watermarks were first introduced in Bologna, Italy in 1282; they have been used by papermakers to identify their product, and also on postage stamps, currency, and other government documents to discourage counterfeiting.

WEP

Wired Equivalent Privacy (WEP) is a security protocol specified in IEEE 802.11 to provide the same level of security as that of a wired LAN. WEP provides security by encrypting data over radio so that it is protected as it is transmitted from one end point to another.

WIA

Windows Imaging Architecture (WIA) is an imaging architecture that is originally introduced in Windows Me and Windows XP. A scan can be initiated from within these operating systems by using a WIA-compliant scanner.

WPA

Wi-Fi Protected Access (WPA) is a class of systems to secure wireless (Wi-Fi) computer networks, which was created to improve upon the security features of WEP.

WPA-PSK

WPA-PSK (WPA Pre-Shared Key) is special mode of WPA for small business or home users. A shared key, or password, is configured in the wireless access point (WAP) and any wireless laptop or desktop devices. WPA-PSK generates a unique key for each session between a wireless client and the associated WAP for more advanced security.

WPS

The Wi-Fi Protected Setup (WPS) is a standard for establishing a wireless home network. If your wireless access point supports WPS, you can configure the wireless network connection easily without a computer.

XPS

XML Paper Specification (XPS) is a specification for a Page Description Language (PDL) and a new document format, which has benefits for portable document and electronic document, developed by Microsoft. It is an XML-based specification, based on a new print path and a vector-based device-independent document format.

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