

MC160n MFP

User Guide

Print/Copy/Scan Modes

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Document Information

MC160 MFP Print/Copy Scan Modes User's Guide

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Contents

1 Introduction9

Getting Acquainted with Your Machine	10
Space Requirements	10
Part Names	13
Front View	13
Rear View	14
Front View with Options	15
Rear View with Options	16
CD Contents	18
Printer Drivers	18
Scanner Drivers	18
PC Fax Drivers	18
Applications	19
System Requirements	20

2 Control Panel and Configuration Menu21

About the Control Panel	22
Control Panel Indicators and Keys	22
Display Indications	24
Main Screen (Copy Mode)	24
Main Screen (Scan Mode)	26
Main Screen (Fax Mode)	29
Print Screen	32
Checking the Machine Status and Settings	33
PRINTER MODE Menu	33
TONER REMAINING	34
T/C CHANGE	34
REPORT/STATUS Menu	36
TOTAL PRINT	36
SUPPLIES STATUS	37
TX/RX RESULT	37
REPORT	37
Configuration Menu Overview	39
UTILITY Menu	39
MACHINE SETTING Menu	41
TRAY1 PAPER SETUP Menu	45
ADMIN. MANAGEMENT Menu	47

COPY SETTING Menu	63
DIAL REGISTER Menu	65
FAX TX OPERATION Menu	67
FAX RX OPERATION Menu	69
REPORTING Menu	72
SCAN SETTING Menu	74

3 Media Handling76

Print Media	77
Specifications	77
Types	78
Plain Paper (Recycled Paper)	78
Thick Stock	79
Label	80
Letterhead	81
Printable Area	82
Page Margins	82
Loading Media	83
How do I load media?	83
Tray 1 (Multipurpose Tray)	83
Loading Plain Paper	83
Other Media	86
Loading Label Sheets/Letterheads and Thick Stock	86
Tray 2	89
Loading Plain Paper	89
About Duplex Printing	92
How do I aut duplex?	92
Output Tray	94
Media Storage	95
Original Media	96
Specifications	96
Documents that can be placed on the original glass	96
Documents that can be loaded into the ADF	96
Loading a Document to be Copied	98
Placing a document on the original glass	98
Loading a document into the ADF	99

4 Using the Printer Driver	101
Selecting Printer Driver Options/Defaults (for Windows)	102
Displaying Printer Driver Settings	102
Windows Vista	102
Windows XP/Server 2003	102
Windows 2000	103
Printer Driver Settings	104
Common Buttons	104
Basic Tab	105
Layout Tab	106
Overlay Tab	106
Watermark Tab	106
Quality Tab	106
Version Tab	107
5 Using the Copier	108
Making Basic Copies	109
Basic Copy Operation	109
Specifying the Copy Quality Setting	110
Selecting the Document Type	110
Specifying the Copy Density	111
Specifying the Zoom Ratio	111
Selecting a Preset Zoom Ratio	111
Specifying a Custom Zoom Ratio	111
Selecting the Media Tray	112
Making Advanced Copies	113
Setting 2in1 Copying	113
2in1 Copying From the ADF	113
2in1 Copying From the Original Glass	113
Setting a Copy Function	114
ID Card Copying	115
Repeat Copying	116
Poster Copying	117
Setting Duplex (Double-Sided) Copying	118
Duplex (Double-Sided) Copying From the ADF	118
Duplex (Double-Sided) Copying From the Original Glass	119
Setting Collated (Sort) Copying	120
Collated (Sort) Copying From the ADF	120
Collated (Sort) Copying From the Original Glass	120

6 Using the Scanner	121
Scanning From a Computer Application	122
Basic Scanning Operation	122
Windows TWAIN Driver Settings	123
Windows WIA Driver Settings	125
Macintosh TWAIN Driver Settings	126
Scanning With the Machine	128
Basic Scanning Operation	128
Specifying the Data Location	130
Saving Data on a Computer Connected (Scan to PC)	130
Saving Data on a USB Memory Device (Scan to USB Memory)...	131
Specifying the Destination Address (Scan to E-mail/FTP/SMB)	132
Directly Entering the E-mail Address	132
Selecting From the Favorite List	133
Selecting a Speed Dial Destination	133
Selecting a Group Dial Destination	134
Selecting From the Address Book	135
Searching the Address Book	135
Searching an LDAP Server	136
Specifying Multiple Destination Addresses	137
Editing a Specified Destination Address	138
Deleting a Specified Destination Address	139
Registering/Editing Addresses	139
Registering in the Favorite List	140
Deleting From the Favorite List	140
Registering Speed Dial Destinations (Direct Input)	141
Registering Speed Dial Destinations (LDAP Search)	142
Editing/Deleting Speed Dial Destinations	143
Registering Group Dial Destinations	144
Editing/Deleting Group Dial Destinations	145
Selecting the Data Format	146
Selecting the Scan Quality Setting	147
Selecting the Resolution	147
Selecting the Scan Mode	147
Selecting the Scan Density	147
Setting the Scan Size	148
Setting the Scan Color	148
Specifying the Subject	148
Deleting a Queued Transmission Job	149

7	Replacing Consumables	151
<hr/>		
	Replacing Consumables	152
	About Toner Cartridges	152
	Replacing a Toner Cartridge	154
	Replacing All Toner Cartridges at the Same Time	161
	Replacing the Imaging Cartridge	162
	Replacing the Fuser Unit	166
8	Maintenance	175
<hr/>		
	Maintaining the Machine	176
	Cleaning the Machine	178
	Exterior	178
	Media Rollers	179
	Cleaning the Media Feed Roller	179
	Cleaning the Media Feed Rollers for the ADF	184
	Cleaning the Media Feed Rollers for Tray 2	185
	Cleaning the Media Feed Rollers for the attachment	187
	Cleaning the Media Feed Rollers for the Duplex	189
	Print Head Window	190
	Clearing the Print Head Window	190
9	Troubleshooting	199
<hr/>		
	Introduction	200
	Printing a Configuration Page	201
	Preventing Media Misfeeds	202
	Understanding the Media Path	203
	Clearing Media Misfeeds	203
	Media Missfeed Messages and Clearing Procedures	205
	Clearing a Media Missfeed in the Machine	206
	Clearing a Media Missfeed From Tray 1	214
	Clearing a Media Missfeed in Tray 2	215
	Clearing a Media Missfeed from the ADF	219
	Clearing a Media Missfeed from the Duplex Option	221
	Solving Problems with Media Misfeeds	223
	Solving Other Problems	226
	Solving Problems with Printing Quality	231
	Status, Error, and Service Messages	237
	Status Messages	237
	Error Messages	238
	Service Messages	246

10	Installing Accessories	247
<hr/>		
	Introduction	248
	Tray 2 (Lower Feeder Unit)	249
	Kit Contents	249
	Installing Tray 2	250
	Duplex Option	253
	Kit Contents	253
	Installing Attachment	254
	Installing the Duplex option	255
A	Appendix	260
<hr/>		
	Technical Specifications	261
	Consumable Life Expectancy Chart	264
	User-Replaceable	264
	Service-Replaceable	264
	Entering Text	265
	Key Operation	265
	Entering Fax Numbers	265
	Entering Names	266
	Entering E-mail Addresses	266
	Changing Input Mode	267
	Inputting Example	267
	Correcting Text and Input Precautions	268

Introduction

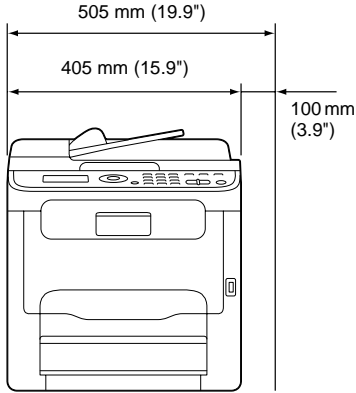
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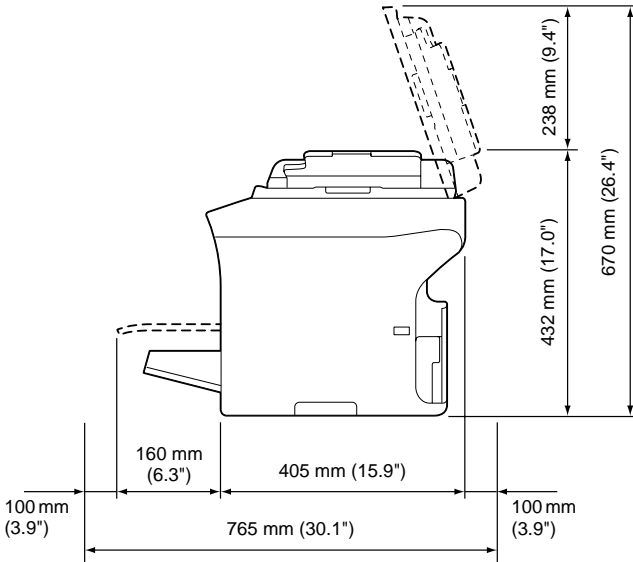
Getting Acquainted with Your Machine

Space Requirements

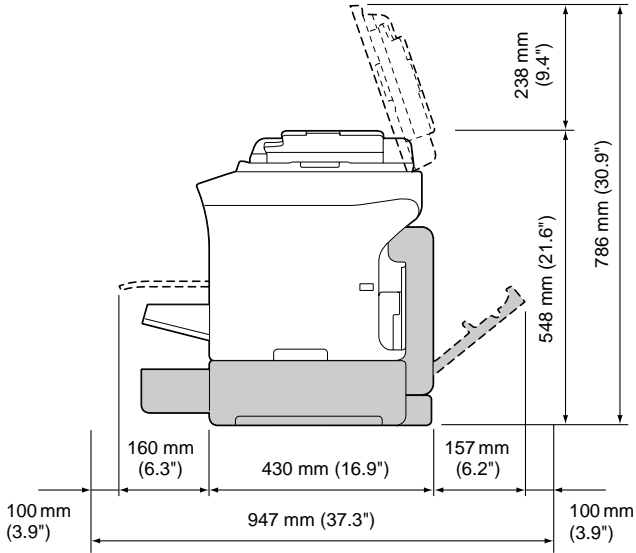
To ensure easy operation, consumable replacement and maintenance, adhere to the recommended space requirements detailed below.



Front View



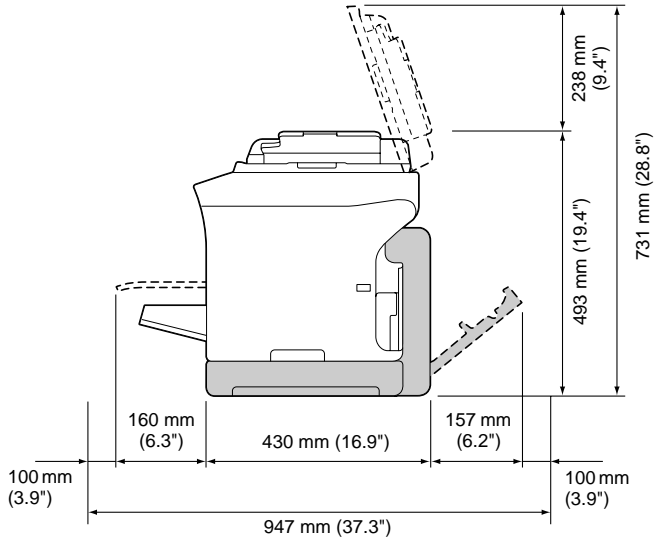
Side View



Side View with Options
 (when Tray 2 and the duplex option are installed)



The option appears shaded in the above illustrations.



Side View with Options
 (when the attachment and duplex option are installed)



The option appears shaded in the above illustrations.

Part Names

The following drawings illustrate the parts of your machine referred to throughout this guide, so please take some time to become familiar with them.

Front View

- 1—Control Panel
- 2—Automatic document Feeder (ADF)
 - 2-a: ADF feed cover
 - 2-b: Document guide
 - 2-c: Document feed tray
 - 2-d: Document output tray
 - 2-e: Document stopper

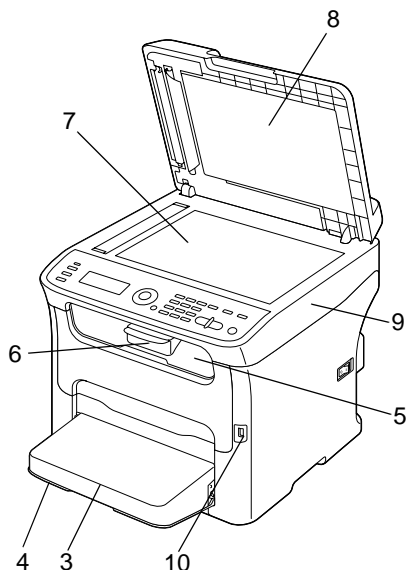
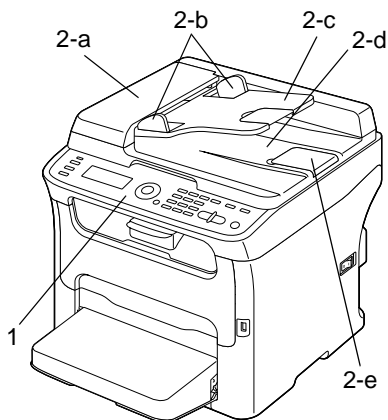


The ADF may appear as “document cover” in some status and error messages.

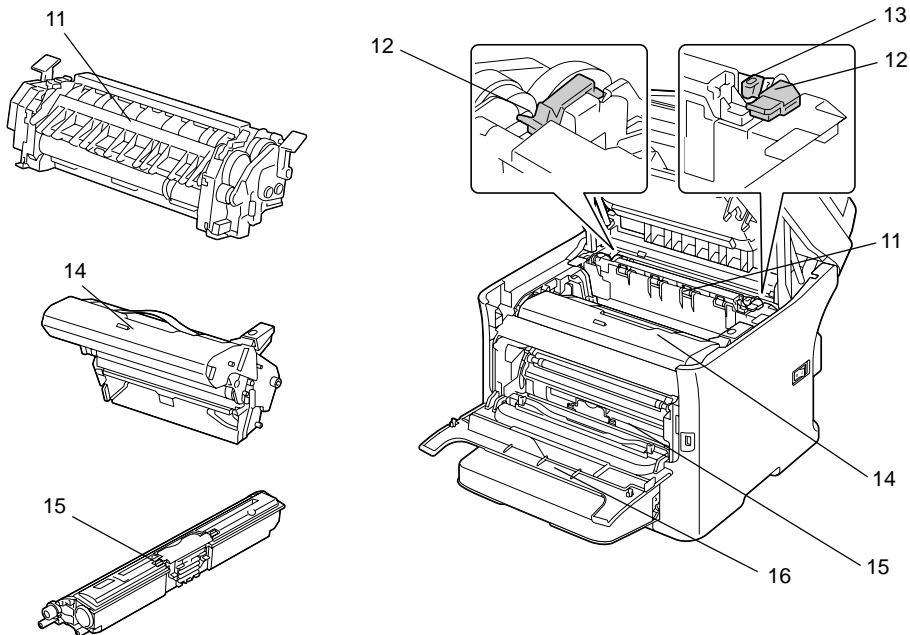


Lower the document stopper when scanning Legal-size paper with the ADF.

- 3—Dust cover
- 4—Tray 1
- 5—Output tray
- 6—Extension tray
- 7—Original glass
- 8—Original cover pad
- 9—Scanner unit
- 10—USB memory port

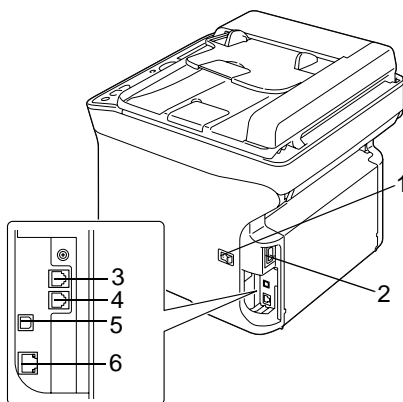


- 11—Fuser unit
- 12—Fuser separator levers
- 13—Fuser cover lever
- 14—Imaging cartridge
- 15—Toner cartridge
- 16—Front cover



Rear View

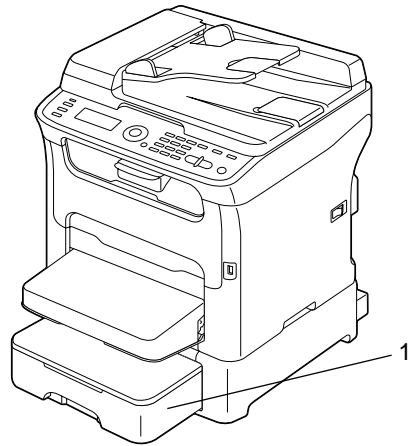
- 1—Power switch
- 2—Power connection
- 3—TEL (telephone) jack
- 4—LINE (telephone line) jack
- 5—USB port
- 6—10Base-T/100Base-TX (IEEE 802.3) Ethernet Interface port



Front View with Options

(when Tray 2 is installed)

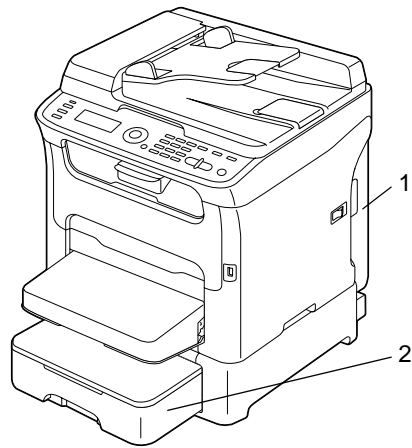
1—Lower feeder unit (Tray 2)



(when Tray 2 and duplex option are installed)

1—Duplex option

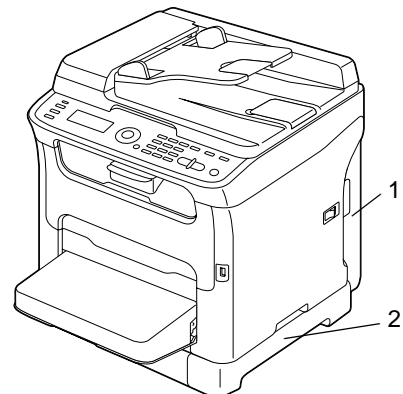
2—Lower feeder unit (Tray 2)



(when the attachment and duplex option are installed)

1—Duplex option

2—Attachment

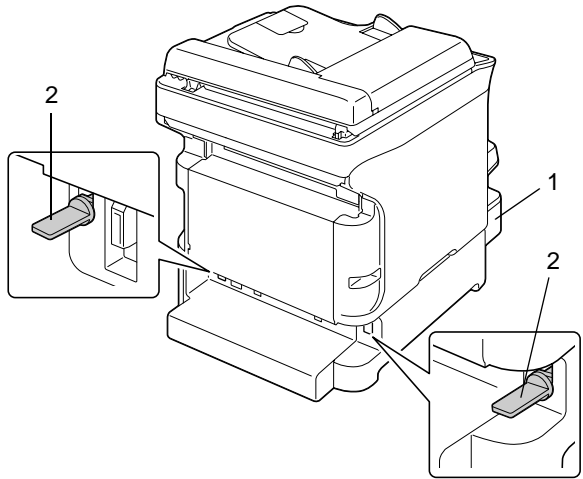


Rear View with Options

(When Tray 2 is installed)

1—Lower feeder unit
(Tray 2)

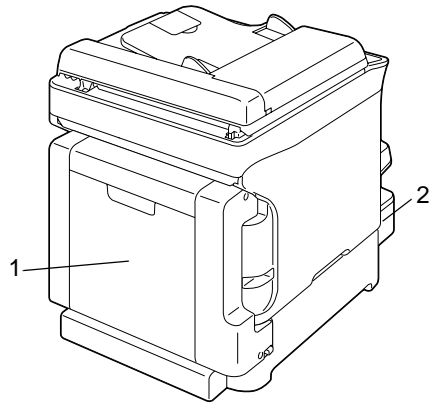
2—Locking pin



(when Tray 2 and duplex option
are installed)

1—Duplex option

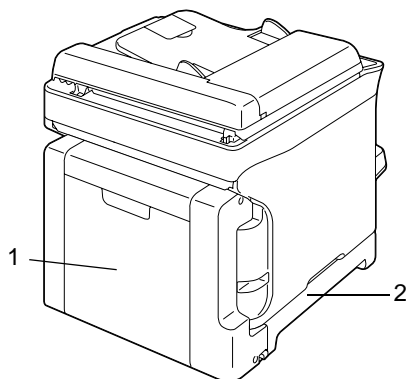
2—Lower feeder unit (Tray 2)



(when the attachment and duplex
option are installed)

1—Duplex option

2—Attachment



CD Contents

Printer Drivers

Drivers	Use/Benefit
Installers	This software provides easy installation of drivers and other software for your MC160n and also for changing the display and reporting language used. (Default is English.)
Windows Vista/XP/Server 2003/Server 2008/2000	These drivers give you access to all of the printer features. For details, refer to “Displaying Printer Driver Settings” on page 102.
Windows Vista/XP/Server 2003/Server 2008 for 64bit	
Macintosh OS X (10.3-10.5)	

Scanner Drivers

Drivers	Use/Benefit
TWAIN Driver for Windows Vista/XP/Server 2003/Server 2008/2000	These drivers enable you to set scanning functions, such as the color setting and size adjustments. For details, refer to “Windows TWAIN Driver Settings” on page 123.
TWAIN Driver for Macintosh OS X (10.3-10.5)	
WIA Driver for Windows Vista/XP	This driver enables you to set scanning functions, such as the color setting and size adjustments. For details, refer to “Windows WIA Driver Settings” on page 125.
WIA Driver for Windows Vista/XP for 64 bit	

PC Fax Drivers

Drivers	Use/Benefit
Windows Vista/XP/Server 2003/Server 2008/2000	These drivers enable you to specify fax settings, such as the paper settings for sending faxes and the settings for editing the address book. For details, refer to the Facsimile User’s Guide on the Documentation CD.
Windows Vista/XP/Server 2003/Server 2008 for 64 bit	



For details on the installation of the drivers for Windows and Macintosh, refer to the Installation CD.



Windows TWAIN driver does not correspond to 64-bit applications though it corresponds to 32-bit applications on 64-bit OS. For example, it will work in a 32-bit application running on a Windows 64-bit operating system but it will not work in a 64-bit application.

Applications

Applications	Use/Benefit
Setup Utility	This software enables destinations (scanning and faxing) in the favorite list, in speed dialing and in group dialing to be created or edited from the computer. In addition, the status of this machine can be checked. For details, refer to the online help.
Scanner Utility	This software enables scanned documents to be saved in a file, processed, mail attached, and printed out. For details, refer to the online help.
OkilPR	Network software for printing via TCP/IP LAN.

System Requirements

- Personal computer
 - For Windows
 - Pentium II: 400MHz or higher (Pentium 3: 500MHz or higher is recommended)
 - For Macintosh
 - PowerPC G3 or later (G4 or later is recommended)
 - Intel processor
- Operating System
 - Microsoft Windows
 - Vista Home Basic/Home Premium/Ultimate/Business/Enterprise
 - Vista Home Basic/Home Premium/ Ultimate/Business/Enterprise x64 Edition
 - XP Home Edition/Professional (Service Pack 2 or later)
 - XP Professional x64 Edition
 - Server 2003
 - Server 2003 x64 Edition
 - 2000 (Service Pack 4 or later)
 - Mac OS X (10.3-10.5; *We recommend installing the latest patch*)
- Free hard disk space
256 MB or more
- RAM
128 MB or more
- CD/DVD drive
- I/O interface
 - 10Base-T/100Base-TX (IEEE 802.3) Ethernet interface port
 - USB Revision 2.0 and USB Revision 1.1 compliant port



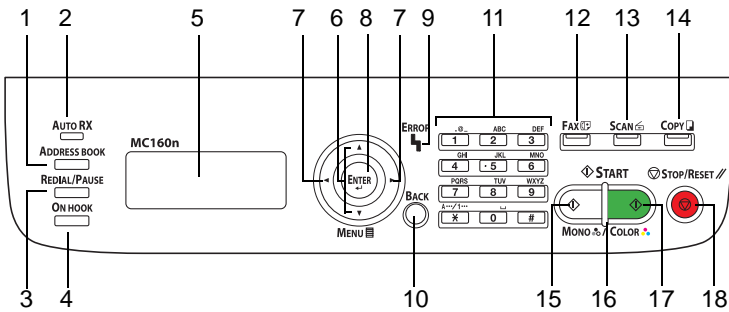
The Ethernet cable and USB cable are not included with the machine.

***Control Panel
and Configuration
Menu***

2



About the Control Panel



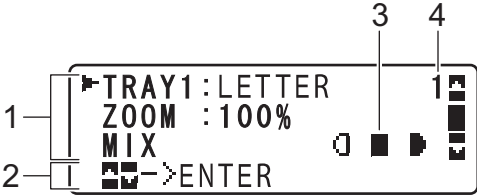
Control Panel Indicators and Keys

No.	Name	Function
1	Address book key	Displays the information registered in the favorite list, speed dial destinations and group dial destinations. For details, refer to the Facsimile User's Guide on the CD.
2	Auto RX indicator	Lights up when the automatic receiving function is selected. For details, refer to the Facsimile User's Guide on the CD.
3	Redial/Pause key	Recalls the last number dialed. Inserts a pause when a number is dialed. For details, refer to the Facsimile User's Guide on the CD.
4	On hook key	Sends and receives transmissions with the receiver on the hook. For details, refer to the Facsimile User's Guide on the CD.
5	Message window	Displays settings, menus, and messages.
6	▲/▼ keys	Moves up and down through menus, options, or choices.
7	◀▶ keys	Moves left and right through menus, options, or choices.

No.	Name	Function
8	Enter key	Press to select the setting that is currently displayed.
9	Error indicator	Indicates an error condition.
10	Back key	Clears the specified number of copies and entered text. Press to return to the previous screen. Press to cancel the setting that is currently displayed.
11	Keypad	Enters desired number of copies. Enters fax numbers, E-mail addresses, and names of recipients.
12	Fax key/LED	Enters Fax mode. Lights up in green to indicate that the machine is in Fax mode. For details, refer to the Facsimile User's Guide on the CD.
13	Scan key/LED	Enters Scan mode. (Scan to E-mail, Scan to FTP, Scan to a shared folder on a computer, Scan to PC, or Scan to USB Memory) Lights up in green to indicate that the machine is in Scan mode. For details on the Scanner functions, refer to "Using the Scanner" on page 121
14	Copy key/LED	Enters Copy mode. Lights up in green to indicate that the machine is in Copy mode. For details on the Copy functions, refer to "Using the Copier" on page 108.
15	Start (Mono) key	Starts monochrome copying, scanning or faxing.
16	Start indicator	Lights up in blue when copying and fax transmissions are possible. Lights up in orange when copying and fax transmissions are not possible, for example, during warm-up or if an error has occurred.
17	Start (Color) key	Starts color copying, scanning or faxing.
18	Stop/Reset key	Returns the settings to their defaults and stops functions.

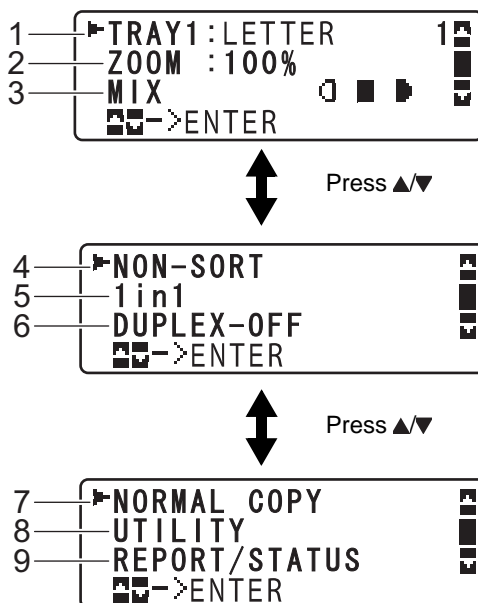
Display Indications

Main Screen (Copy Mode)



No.	Indication	Description
1	Copy settings	Allows the current settings to be checked and the various settings to be changed. For details, refer to “Copy settings” on page 25.
2	Status	Depending on the situation, the machine status or an error message may appear.
3	Copy density	Indicates the copy density. AUTO appears when DENSITY is set to AUTO and the TEXT copy mode is selected.
4	Number of copies	Indicates the number of copies.

■ Copy settings



No.	Indication	Description
1	Media tray	Indicates the media tray that is selected. For details on selecting the media tray, refer to “Selecting the Media Tray” on page 112.
2	Zoom ratio	Indicates the zoom ratio that is specified. For details on specifying the zoom ratio, refer to “Specifying the Zoom Ratio” on page 111.
3	Copy quality	Indicates the copy quality that is selected. For details on selecting the copy quality, refer to “Specifying the Copy Quality Setting” on page 110.
4	Collated (Sort) copying	Indicates whether or not collated (Sort) copying is selected. For details on selecting collated (Sort) copying, refer to “Setting Collated (Sort) Copying” on page 120.
5	2in1 copying	Indicates whether or not 2in1 copying is selected. For details on selecting 2in1 copying, refer to “Setting 2in1 Copying” on page 113.

No.	Indication	Description
6	Double-sided copying	This appears only when the duplex option has been installed. Indicates whether or not double-sided copying is selected. If double-sided copying is selected, the specified binding position is indicated. For details on selecting double-sided copying, refer to “Setting Duplex (Double-Sided) Copying” on page 118.
7	Copy function	Indicates the copy function that is set. For details on setting a copy function, refer to “Setting a Copy Function” on page 114.
8	UTILITY	Select this menu item to change the various machine settings. For details, refer to “UTILITY Menu” on page 39.
9	REPORT/STATUS	Select this menu item to view the total number of pages printed by this machine and the results of fax transmissions/receptions as well as to print the reports. For details, refer to “REPORT/STATUS Menu” on page 36.

Main Screen (Scan Mode)



No.	Indication	Description
1	Scan settings	Allows the current settings to be checked and the various settings to be changed. For details, refer to “Scan settings” on page 27.
2	Status	Depending on the situation, the machine status or an error message may appear.
3	Available memory	Indicates the percentage of memory available for scanning operations.

■ Scan settings








Press ▲/▼



Press ▲/▼



No.	Indication	Description
1	Data format	Indicates the data format that is selected. For details on selecting the data format, refer to “Selecting the Data Format” on page 146.
2	Scan quality	Indicates the scan quality that is selected. For details on selecting the scan quality, refer to “Selecting the Scan Quality Setting” on page 147.
3	Scan data destination	Indicates the specified destination for the scan data. For details on specifying the destination of the data, refer to “Specifying the Data Location” on page 130 and “Specifying the Destination Address (Scan to E-mail/FTP/SMB)” on page 132.  <i>If no destination has been specified, SCAN TO appears.</i>
4	Scan size	Indicates the scan size that is selected. For details on selecting the scan size, refer to “Setting the Scan Size” on page 148.

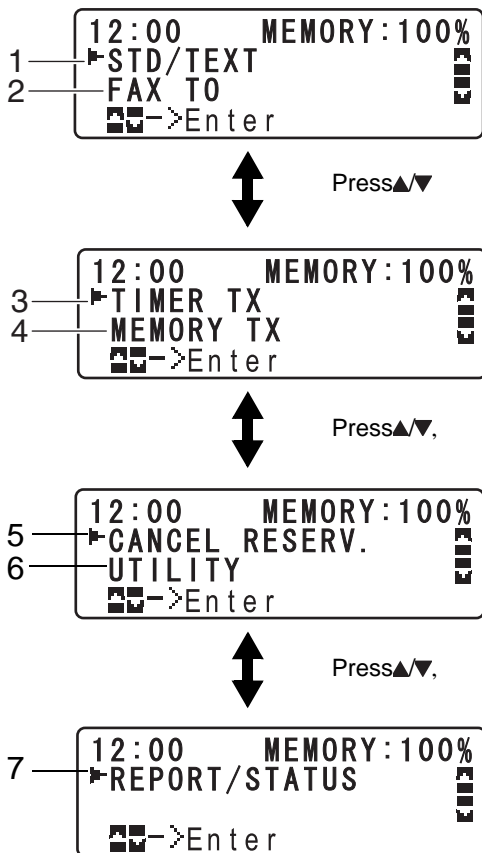
No.	Indication	Description
5	Scan color	Indicates the scan color that is selected. For details on selecting the scan color, refer to "Setting the Scan Color" on page 148.
6	SUBJECT	<p>Select this menu item to specify the subject. For details on specifying the subject, refer to "Specifying the Subject" on page 148.</p> <p> <i>This menu item does not appear if an FTP address or SMB address was specified as the destination.</i></p>
7	CANCEL RESERV.	<p>Select this menu item to display the list of jobs queued for transmission and to delete a job. For details, refer to "Deleting a Queued Transmission Job" on page 149.</p> <p> <i>This menu item does not appear if an e-mail address, FTP address or SMB address was specified as the destination.</i></p>
8	UTILITY	<p>Select this menu item to change the various machine settings. For details, refer to "UTILITY Menu" on page 39.</p> <p> <i>This menu item does not appear if an e-mail address, FTP address or SMB address was specified as the destination.</i></p>
9	REPORT/STA- TUS	<p>Select this menu item to view the total number of pages printed by this machine and the results of fax transmissions/receptions as well as to print the reports. For details, refer to "REPORT/STATUS Menu" on page 36.</p> <p> <i>This menu item does not appear if an e-mail address, FTP address or SMB address was specified as the destination.</i></p>


Main Screen (Fax Mode)






No.	Indication	Description
1	Time	Indicates the current time configured in ADMIN. MANAGEMENT/USER SETTING/DATE&TIME in the UTILITY menu.
2	Available memory	Indicates the percentage of memory available for fax operations.
3	Fax settings	Allows the current settings to be checked and the various settings to be changed. For details, refer to "Fax settings" on page 30.
4	Status	Depending on the situation, the machine status or an error message may appear.

■ Fax settings



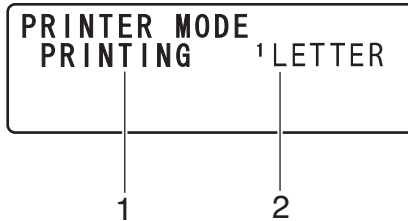
No.	Indication	Description
1	Fax quality	Indicates the fax quality that is selected. For details on selecting the fax quality, refer to the Facsimile User's Guide on the CD.
2	Fax destination	Indicates the specified fax destination. For details on specifying the destination, refer to the Facsimile User's Guide on the CD.  <i>If no destination has been specified, FAX TO appears.</i>

No.	Indication	Description
3	TIMER TX	Select this menu item to specify the time when the fax is to be sent. For details, refer to the Facsimile User's Guide on the CD.
4	Transmission mode	Indicates the fax transmission mode that is selected. For details on selecting the transmission mode, refer to the Facsimile User's Guide on the CD.
5	CANCEL RESERV.	<p>Select this menu item to display the list of jobs queued for transmission and to delete a job. For details, refer to "Deleting a Queued Transmission Job" on page 149.</p> <p> <i>This menu item does not appear if a destination has been specified.</i></p>
6	UTILITY	<p>Select this menu item to change the various machine settings. For details, refer to "UTILITY Menu" on page 39.</p> <p> <i>This menu item does not appear if a destination has been specified.</i></p>
7	REPORT/STATUS	<p>Select this menu item to view the total number of pages printed by this machine and the results of fax transmissions/receptions as well as to print the reports. For details, refer to "REPORT/STATUS Menu" on page 36.</p> <p> <i>This menu item does not appear if a destination has been specified.</i></p>

Print Screen

When a print job is received, PRINTER: Printing appears in the status section of the main screen. To display the print screen (as shown below), press the ◀ key while PRINTER: Printing is displayed.

To cancel printing, press the Stop/Reset key when the print screen appears. Press the Enter key to select YES.



No.	Indication	Description
1	Status	Displays messages indicating operations such as printing.
2	Media tray/ media size	Indicates the media tray and media size that is selected.



When a print job is received from the printer driver, the paper size specified with the printer driver has priority if it is different from the paper size specified from the control panel with TRAY1 PAPER SETUP in the UTILITY menu.

Checking the Machine Status and Settings

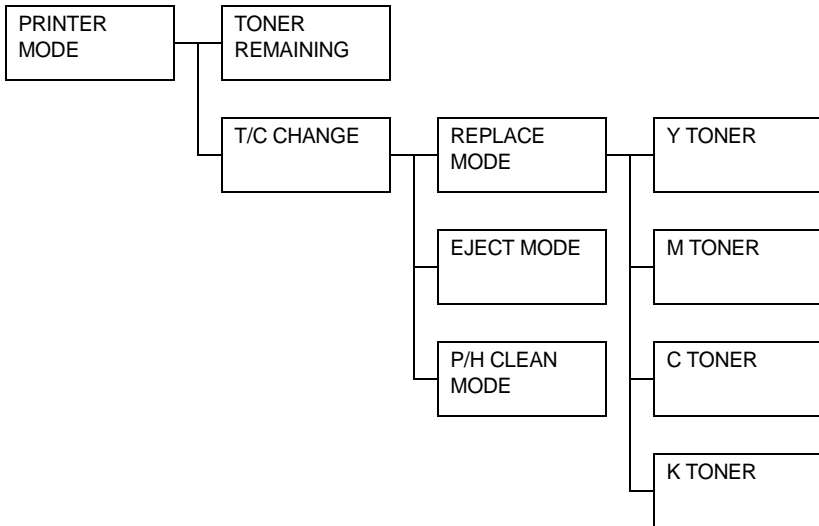
PRINTER MODE Menu

With the main screen displayed, press the ◀ key to display the PRINTER MODE screen.

From this menu, a general estimate of the amount of toner remaining in the toner cartridges can be viewed, and the printer operation mode can be switched. The printer operation modes include one for replacing a toner cartridge (REPLACE MODE), one for replacing all toner cartridges (EJECT MODE), and one for cleaning the print head window (P/H CLEAN MODE). The PRINTER MODE menu is structured as shown below.



To return to the previous screen, press the Back key. To display the main screen, press the Stop/Reset key.





TONER REMAINING


A general estimate of the amount of toner remaining in the toner cartridges can be viewed.



If the Enter key is held down for at least 2 seconds while the screen described above is displayed, the configuration page will be printed.

T/C CHANGE

REPLACE MODE	<p>Switches the machine to the REPLACE MODE. This mode is used when replacing a toner cartridge.</p> <p>For details on replacing a toner cartridge, refer to “Replacing a Toner Cartridge” on page 154.</p> <p> To return to normal operation mode from REPLACE MODE, press the Stop/Reset key.</p>
EJECT MODE	<p>Switches the machine to the EJECT MODE. This mode is used when replacing all toner cartridges at the same time.</p> <p>For details on replacing all toner cartridges, refer to “Replacing All Toner Cartridges at the Same Time” on page 161.</p> <p> To return to normal operation mode from EJECT MODE, press the Stop/Reset key.</p>

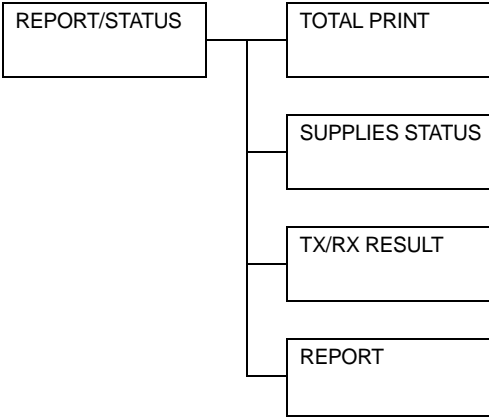
P/H CLEAN MODE	<p>Switches the machine to the P/H CLEAN MODE.</p> <p>P/H CLEAN MODE is a mode that allows the user to clean the print head window more easily. The print head window is not cleaned automatically.</p> <p>For details on cleaning the print head window, refer to “Clearing the Print Head Window” on page 190.</p> <p> <i>To return to normal operation mode from P/H CLEAN MODE, refer to “Clearing the Print Head Window” on page 190.</i></p>
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REPORT/STATUS Menu

To display the REPORT/STATUS screen, select REPORT/STATUS in the main screen, and then press the Enter key. From this menu, the total number of pages printed by this machine and the results of fax transmissions/receptions can be viewed. In addition, the reports can be printed. The REPORT/STATUS menu is structured as shown below.



To return to the previous screen, press the Back key. To display the main screen, press the Stop/Reset key.



TOTAL PRINT

The total number of pages for each of the following can be checked.

TOTAL PRINT	This counter shows the total number of pages printed.
MONO COPY	This counter shows the total number of pages copied in black-and-white.
COLOR COPY	This counter shows the total number of pages copied in color.
MONO PRINT	This counter shows the total number of pages printed in black-and-white.
COLOR PRINT	This counter shows the total number of pages printed in color.
FAX PRINT	This counter shows the total number of pages that were faxed.
TOTAL SCAN	This counter shows the total number of document pages that were scanned.

SUPPLIES STATUS

The remaining amount of toner in the toner cartridges and the remaining service life of the imaging cartridges can be displayed as a percentage.

C TONER	Displays the remaining amount of toner in the cyan (C) toner cartridge as a percentage.
M TONER	Displays the remaining amount of toner in the magenta (M) toner cartridge as a percentage.
Y TONER	Displays the remaining amount of toner in the yellow (Y) toner cartridge as a percentage.
K TONER	Displays the remaining amount of toner in the black (K) toner cartridge as a percentage.
I/C	Displays the remaining service life of the imaging cartridge as a percentage.

TX/RX RESULT

For details, refer to the Facsimile User's Guide on the CD.

REPORT

The machine settings, lists and reports related to fax can be printed.

These reports can only be printed from Tray 1.

TX RESULT REPORT	Prints the results of fax transmissions. For details, refer to the Facsimile User's Guide on the CD.
RX RESULT REPORT	Prints the results of fax receptions. For details, refer to the Facsimile User's Guide on the CD.
ACTIVITY REPORT	Prints the results of fax transmissions and receptions. For details, refer to the Facsimile User's Guide on the CD.
MEMORY DATA LIST	Prints the information for queued fax transmissions. For details, refer to the Facsimile User's Guide on the CD.
MEMORY IMAGE PRINT	Prints the information and a reduced first page of queued fax transmissions. For details, refer to the Facsimile User's Guide on the CD.
FAVORITE LIST	Prints a list of the destinations registered in the favorite list. For details, refer to the Facsimile User's Guide on the CD.

SPEED DIAL LIST	Prints a list of the destinations programmed for speed dialing. For details, refer to the Facsimile User's Guide on the CD.
GROUP DIAL LIST	Prints a list of the one-touch dialing groups. For details, refer to the Facsimile User's Guide on the CD.
UTILITY MAP	Prints the UTILITY menu and its settings.
CONFIGURATION PAGE	Prints an estimate of the percentage of toner remaining and the settings, information and status of this machine.
DEMO PAGE	Prints a demo page.

Configuration Menu Overview

To display the settings menu for this machine, select UTILITY in the main screen, and then press the Enter key. From the UTILITY menu, settings for the various machine functions can be changed.



*Machine configuration settings can also be viewed over your network using a web browser. Simply enter the machine's IP address into your browser. If you wish to make configuration changes you will need to login to administrator mode using the administrator's password (default is **sysAdmin**).*

UTILITY Menu

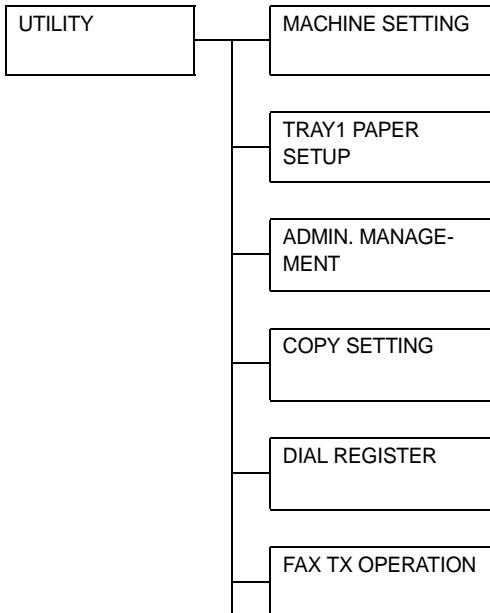
From this menu, various machine settings can be changed. The UTILITY menu is structured as shown below.

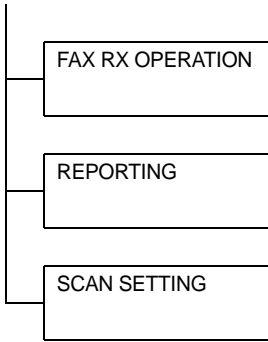


To return to the previous screen in the UTILITY menu, press the Back key. (If the Back key is pressed while settings are being specified, those settings are not saved.)

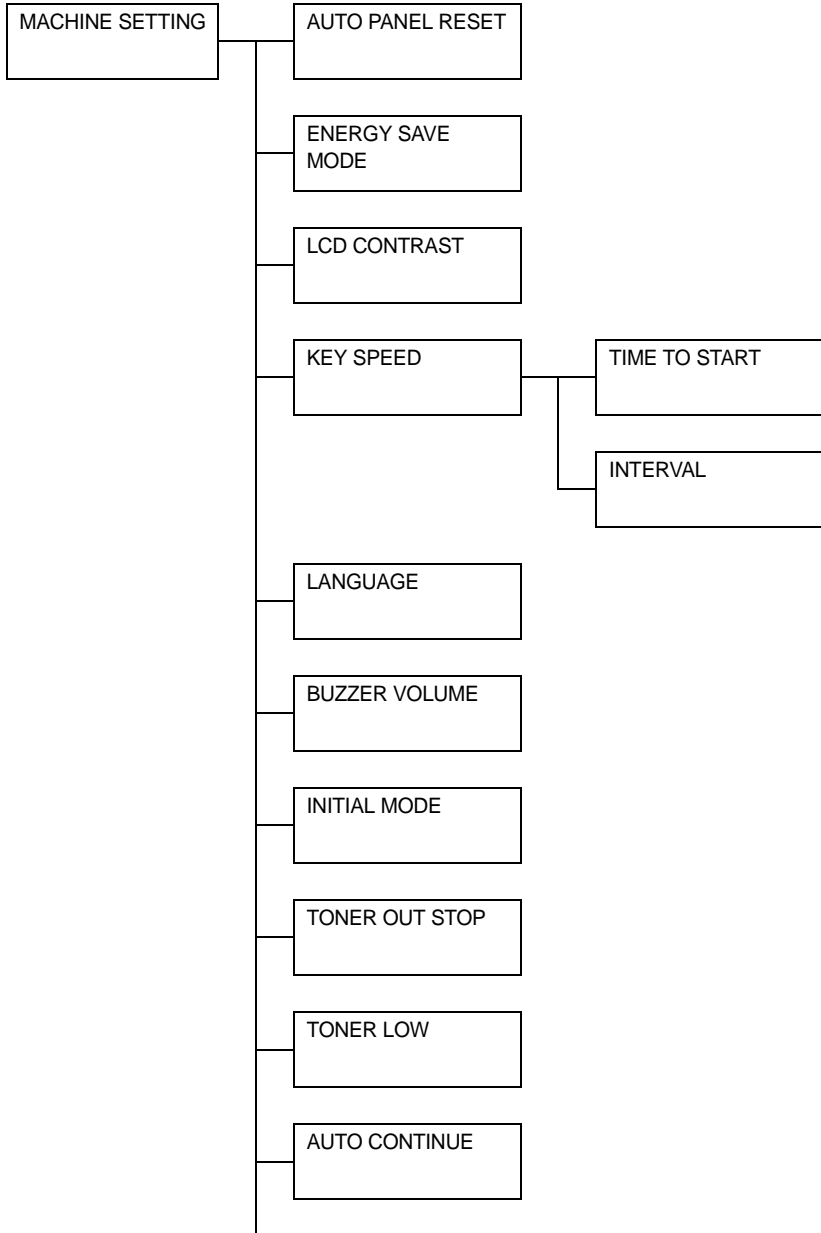


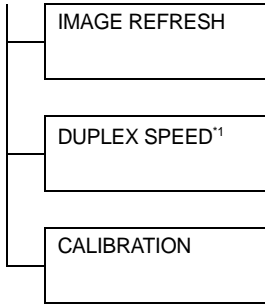
*The ADMIN. MANAGEMENT menu is accessible only by the administrator. To display the settings for this menu, select ADMIN. MANAGEMENT, use the keypad to type in the 6-digit administrator access code (default: **000000**), and then press the Enter key.*





MACHINE SETTING Menu






*1 This appears only when the duplex option has been installed.



Manufacturer's default settings appear in bold.

AUTO PANEL RESET	Setting	OFF / 30sec / 1min / 2min / 3min / 4min / 5min
	<p>Specify the length of time until all settings that have not been programmed, such as the number of copies, are cleared and return to their default settings when no operation is performed.</p> <p>To set the machine to perform the auto panel reset operation, select from 30sec, 1min, 2min, 3min, 4min or 5min for the length of time until the auto panel reset operation is performed.</p>	
ENERGY SAVE MODE	Setting	5 min / 15 min / 30 min / 60 min
	<p>Enters Energy Save mode in order to conserve energy when no operation is performed. Specify the length of time in minutes until the machine enters Energy Save mode.</p>	
LCD CONTRAST	Setting	(LIGHT)  (DARK)
	<p>Specify the brightness of the message window.</p>	

KEY SPEED	TIME TO START	Setting	0.1sec / 0.3sec / 0.5sec / 1.0sec / 1.5sec / 2.0sec / 2.5sec / 3.0sec
		Specify the length of time until the cursor begins to move continuously when a key is held down.	
	INTERVAL	Setting	0.1sec / 0.3sec / 0.5sec / 1.0sec / 1.5sec / 2.0sec / 2.5sec / 3.0sec
		Specify the length of time until the cursor continuously moves between settings or characters.	
LANGUAGE		Setting	ENGLISH / FRENCH / GERMAN / ITALIAN / SPANISH / PORTUGUESE / RUSSIAN / CZECH / HUNGARIAN / POLISH
		Select the language of the menus and messages that appear in the message window.	
BUZZER VOLUME		Setting	OFF / LOW / HIGH
		Select the volume of the sound produced when a key is pressed and of the alarm that is sounded when an error occurs.	
INITIAL MODE		Setting	COPY / FAX
		Specify the default mode when the machine is turned on or when all settings in the control panel return to their default settings.	
TONER OUT STOP		Setting	ON / ON(FAX) / OFF
		<p>Select whether or not printing, copying and faxing stop when the toner has run out.</p> <p>If ON is selected, printing, copying and faxing stop when the toner runs out.</p> <p>If OFF is selected, printing, copying and faxing continues even if toner has run out.</p> <p>Printing, copying and faxing can continue, however, the printing results are not guaranteed. If printing, copying and faxing are continued, the message TONER LIFE END/ CHANGE X TONER appears and printing stops.</p>	

TONER LOW	Setting	ON / OFF
	Select whether or not a warning message appears when the toner is nearly empty.	
AUTO CONTINUE	Setting	ON / OFF
	Select whether or not printing continues when a size error occurs during printing.	
IMAGE REFRESH	Setting	ON / OFF
	Use when thin white horizontal lines appear at intervals on images. The IMAGE REFRESH function consumes toner.	
DUPLEX SPEED	Setting	AUTOMATIC / SPEED / QUALITY
	<p>Select the print speed for double-sided printing.</p> <p>If AUTOMATIC is selected, the print speed is automatically selected.</p> <p>If SPEED is selected, the print speed has priority; however, the print quality may decrease.</p> <p>If QUALITY is selected, the print quality has priority; therefore, the print speed will decrease while the print quality may increase.</p>	
CALIBRATION	Setting	ON / OFF
	Select whether or not to perform image stabilization. If ON is selected, image stabilization is started.	

TRAY1 PAPER SETUP Menu

TRAY1 PAPER SETUP



Manufacturer's default settings appear in bold.

Media type	PLAIN PAPER / LETTERHEAD / THICK1 / THICK2 / LABELS	
Paper size	The available paper sizes differ depending on the setting selected as the media type.	
	Setting selected as the media type	Available paper sizes
	PLAIN PAPER	A4 / A5 / B5 / LEGAL / LETTER / STATEMENT / EXECUTIVE / LEGAL 13.5 / LEGAL 13/ CUSTOM(PLAIN)
	THICK1, THICK2	A4 / A5 / B5 / LETTER / STATEMENT / EXECUTIVE / CUSTOM(THICK)
	LETTERHEAD, LABELS	A4 / A5 / B5 / LETTER / STATEMENT / EXECUTIVE

Select the type and size of the media loaded into Tray 1. If CUSTOM(PLAIN) or CUSTOM(THICK) is selected as the paper size, specify settings for LENGTH and WIDTH separately.

The setting range for LENGTH is 195 to 356 mm for PLAIN PAPER, and 184 to 297 mm for THICK1 and THICK2.

The default setting is 297 mm.

The Setting range for WIDTH is 92 to 216 mm.

The default setting is 210 mm.

When a media type is selected, a screen appears, showing the available media sizes. The available media sizes differ depending on the selected media type.

The default paper size for a setting is **LETTER**.



When printing from the printer driver, the printer driver settings have priority over the settings specified in the TRAY1 PAPER SETUP menu. Check that Tray 1 is loaded with media of the type and size specified in the printer driver.

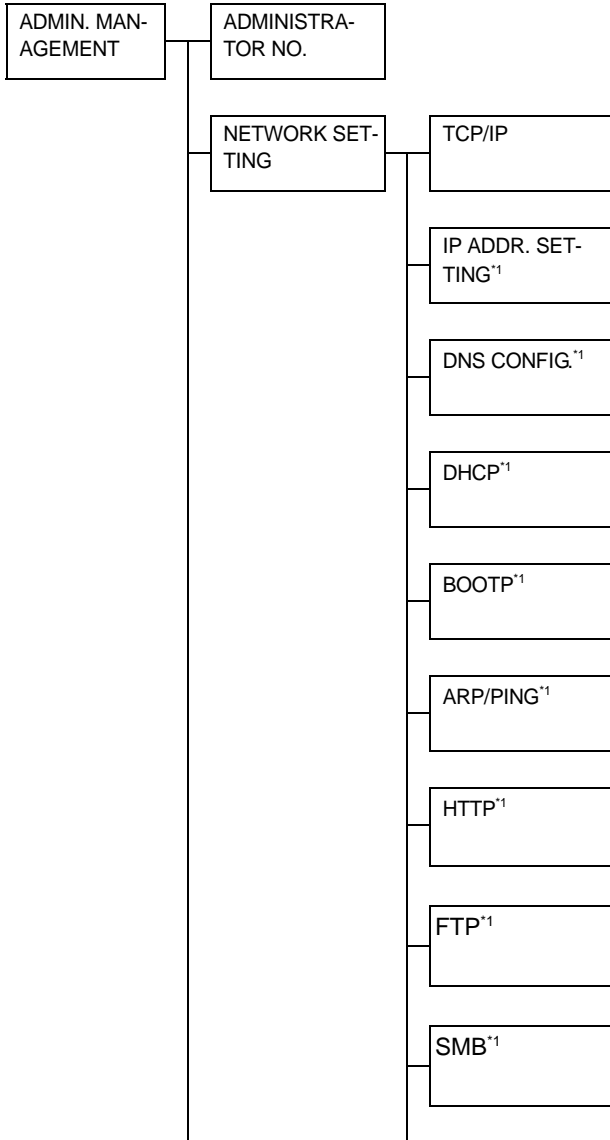


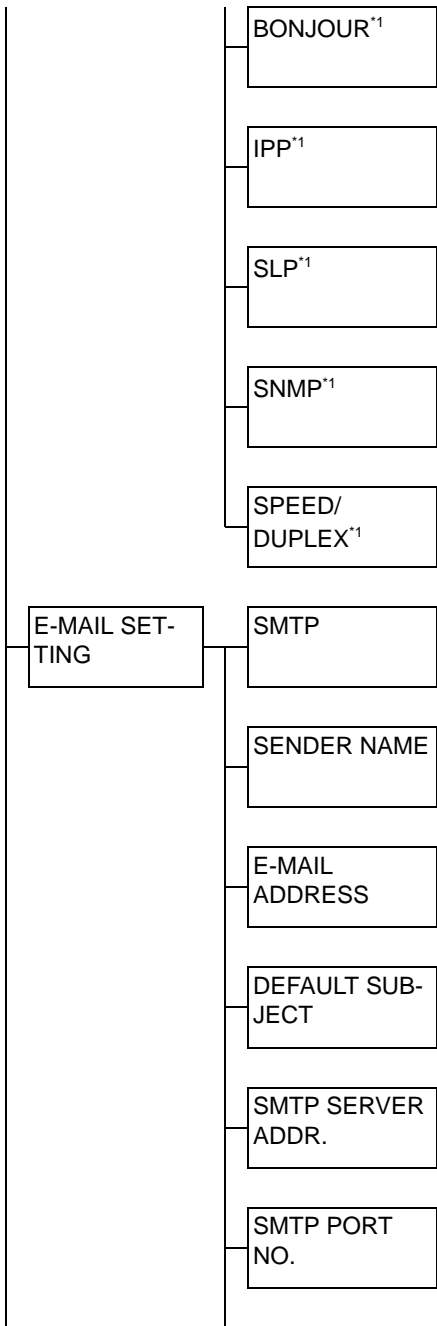
The setting for CUSTOM is displayed in metric (mm) even if ADMIN. MANAGEMENT/USER SETTING/PRESET ZOOM is set to INCH.

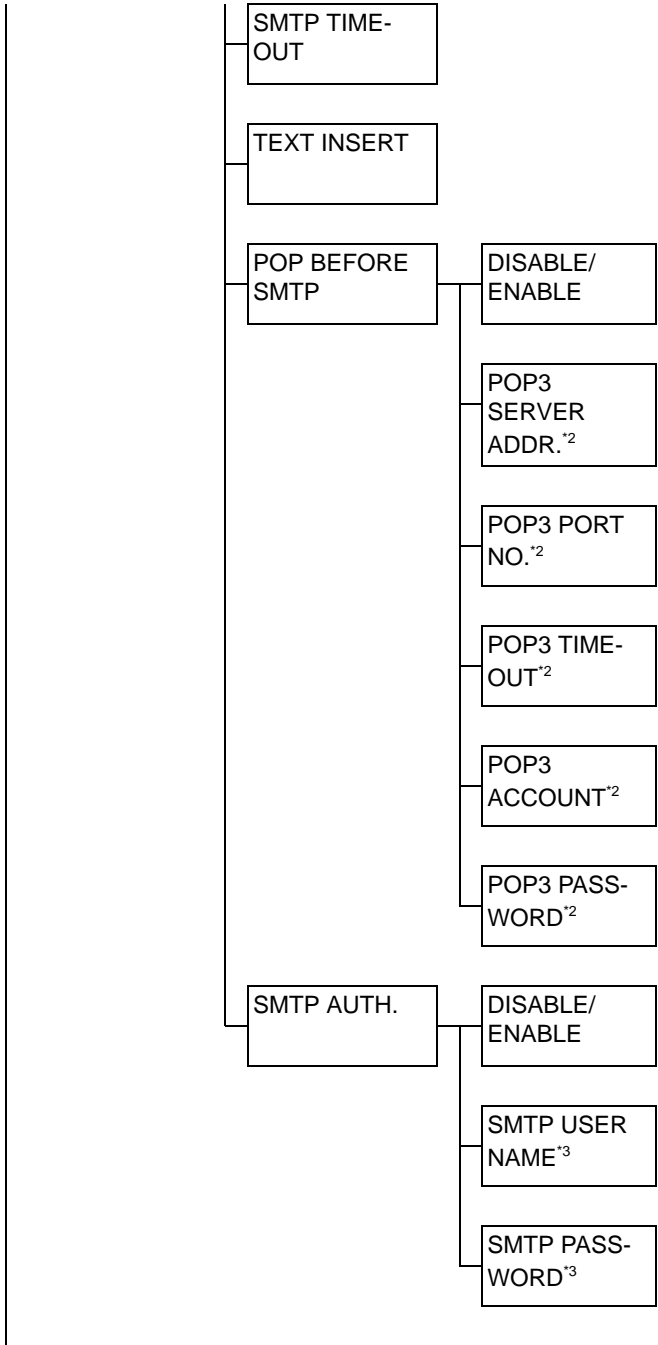
ADMIN. MANAGEMENT Menu

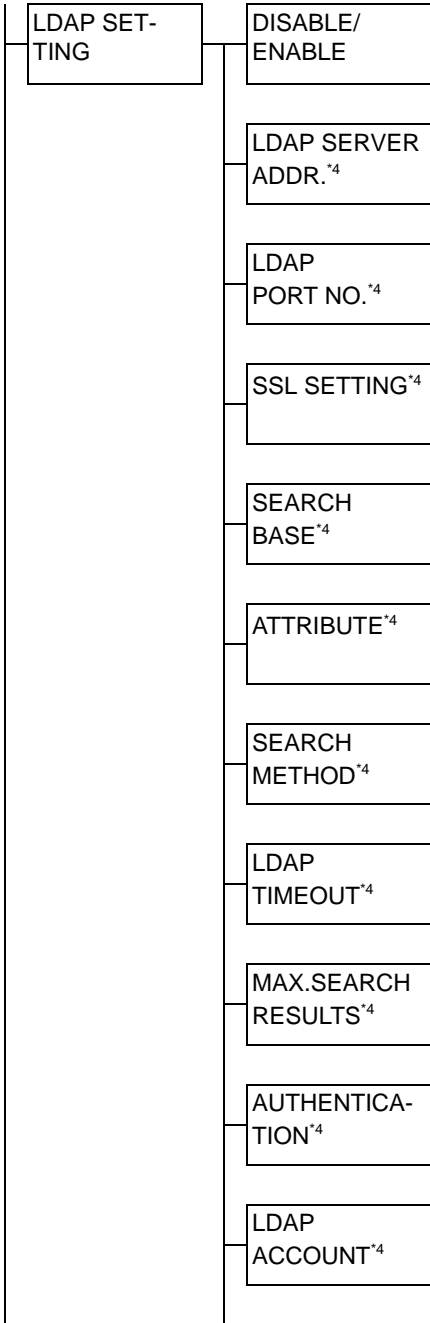


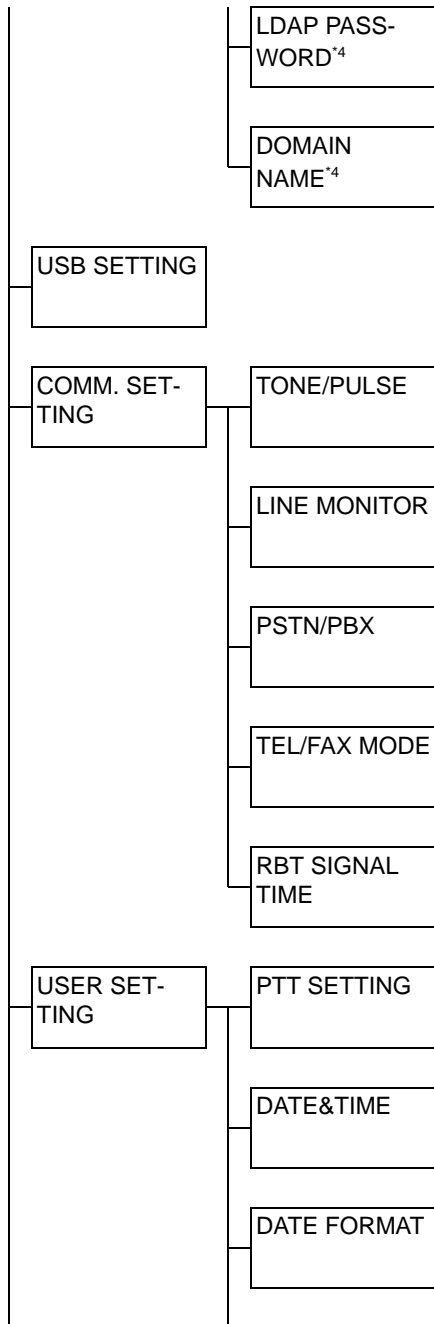
The ADMIN. MANAGEMENT menu is accessible only by the administrator. To display the settings for this menu, select ADMIN. MANAGEMENT, use the keypad to type in the 6-digit administrator access code (default: **000000**), and then press the Enter key.

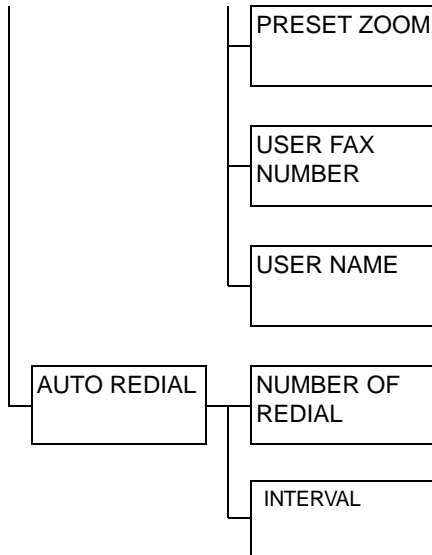












^{*1} This menu item appears when ADMIN. MANAGEMENT/NETWORK SETTING/TCP/IP is set to ENABLE.

^{*2} This menu item appears when ADMIN. MANAGEMENT/E-MAIL SETTING/POP BEFORE SMTP/DISABLE/ENABLE is set to ENABLE.


^{*3} This menu item appears when ADMIN. MANAGEMENT/E-MAIL SETTING/SMTP AUTH./DISABLE/ENABLE is set to ENABLE.

^{*4} This menu item appears when ADMIN. MANAGEMENT/LDAP SETTING/DISABLE/ENABLE is set to ENABLE.



Manufacturer's default settings appear in bold.


ADMINISTRATOR NO.		Specify the new administrator access code.	
NET- WORK SETTING	TCP/IP	Setting	DISABLE / ENABLE
		Select the setting for connecting to this machine through a network.	
	IP ADDR. SETTING	Setting	AUTO / SPECIFY
		Set the IP address of this machine on the network. If AUTO is selected, the IP address will be assigned automatically. If SPECIFY is selected, manually specify settings for IP ADDRESS, SUBNET MASK and GATEWAY.	

DNS CONFIG.	Setting	DISABLE / ENABLE
	Set whether or not the DNS server setting is to be specified. If ENABLE is selected, specify DNS server addresses (up to three addresses).	
DHCP	Setting	DISABLE / ENABLE
	If there is a DHCP server on the network, specify whether the IP address and other network information is automatically assigned by the DHCP server.	
BOOTP	Setting	DISABLE / ENABLE
	If there is a BOOTP server on the network, specify whether the IP address and other network information is automatically assigned by the BOOTP server.	
ARP/PING	Setting	DISABLE / ENABLE
	Select whether or not the ARP/PING command is used when the IP address is assigned.	
HTTP	Setting	DISABLE / ENABLE
	Select whether or not to enable HTTP.	
FTP	Setting	DISABLE / ENABLE
	Select whether or not to enable FTP.	
SMB	Setting	DISABLE / ENABLE
	Select whether or not to enable SMB.	
BONJOUR	Setting	DISABLE / ENABLE
	Select whether or not to enable Bonjour.	
IPP	Setting	DISABLE / ENABLE
	Select whether or not to enable IPP.  <i>If HTTP is set to DISABLE, IPP cannot be set.</i>	
SLP	Setting	DISABLE / ENABLE
	Select whether or not to enable SLP.	

	SNMP	Setting	DISABLE / ENABLE
		Select whether or not to enable SNMP.	
	SPEED/DUPLEX	Setting	AUTO / 10BASE-T FULL / 10BASE-T HALF / 100BASE-TX FULL / 100BASE-TX HALF
Specifies the transmission speed for the network and the transmission method for bi-directional transmission.			
E-MAIL SETTING	SMTP	Setting	DISABLE / ENABLE
		Select whether to enable or disable e-mail transmission operations for this machine.	
	SENDER NAME	Specify the name of the E-mail sender (up to 20 characters) used for network scanning. The default setting is " OKI-MC160n ".	
	E-MAIL ADDRESS	Specify the E-mail address (up to 64 characters) of the E-mail sender used for network scanning. The default setting is blank.	
	DEFAULT SUBJECT	Specify the subject (up to 20 characters) of the E-mail message used for network scanning. The default setting is " From OKI-MC160n ".	
	SMTP SERVER ADDR.	Specify the IP address or host name (up to 64 characters) for the SMTP server. The default setting is " 0.0.0.0 ".	
	SMTP PORT NO.	Setting	1 to 65535 (Default: 25)
Specify the port number communicating with the SMTP server.			


SMTP TIMEOUT		Setting	30 to 300 sec (Default: 60 sec)
		Select the amount of time (in seconds) until the connection with the SMTP server times out.	
TEXT INSERT		Setting	OFF / ON
		Select whether or not the specified text is inserted into the E-mail message.	
POP BEFORE SMTP	DIS-ABLE/ ENABLE	Setting	DISABLE / ENABLE
		Select whether or not to enable POP Before SMTP. If ENABLE is selected, specify the time (between 0 and 60 seconds). The default setting is 5sec .	
	POP3 SERVER ADDR.	Specify the host name or IP address for the POP3 server used for authentication with POP Before SMTP. The default setting is " 0.0.0.0 ".	
	POP3 PORT NO.	Setting	1 to 65535 (Default: 110)
		Specify the port number used for communicating with the POP3 server.	
	POP3 TIME-OUT	Setting	30 to 300 sec (Default: 30 sec)
		Select the amount of time (in seconds) until the connection with the POP3 server times out.	
	POP3 ACCOUNT	Specify the user name (up to 63 characters) used for authentication with POP3 server. The default setting is blank.	
POP3 PASSWORD	Specify the password (up to 15 characters) used for authentication with POP3 server. The default setting is blank.		

	SMTP AUTH.	DIS-ABLE/ ENABLE	Setting	DISABLE / ENABLE
			Select whether or not to enable SMTP authentication.	
		SMTP USER-NAME	Specify the user name (up to 63 characters) used for SMTP authentication. The default setting is blank.	
		SMTP PASS-WORD	Specify the password (up to 15 characters) used for SMTP authentication. The default setting is blank.	
LDAP SETTING	DISABLE/ENABLE	Setting	DISABLE / ENABLE	
		Select whether or not to enable the LDAP function.		
	LDAP SERVER ADDR.	Specify the address (up to 64 characters) of the LDAP server. The default setting is "0.0.0.0" .		
	LDAP PORT NO.	Setting	1 to 65535 (Default: 389)	
		Specify the port number of the LDAP server.		
	SSL SETTING	Setting	DISABLE / ENABLE	
		Select whether or not to enable SSL.		
	SEARCH BASE	Specify the search starting point (up to 64 characters) in a hierarchical structure arranged on the LDAP server. The default setting is blank.		
	ATTRIBUTE	The conditions for searches can be specified as a name or e-mail address (up to 32 characters). The default setting is "cn" .		
	SEARCH METHOD	Setting	BEGIN / CONTAIN / END	
The specified characters can be searched for at the beginning, within or at the end.				
LDAP TIMEOUT	Setting	5 to 300 sec (Default: 60 sec)		
	Specify the maximum wait time during a search.			

	MAX.SEARCH RESULTS	Setting	5 to 100 (Default: 100)
		Specify the maximum number of destinations displayed after a search.	
	AUTHENTICATION	Setting	ANONYMOUS / SIMPLE / DIGEST-MD5 / GSS-SPNEGO
		Select the authentication method used for logging on to the LDAP server.	
	LDAP ACCOUNT	Specify the account (up to 64 characters) used to connect to the LDAP server. The default setting is blank.	
	LDAP PASSWORD	Specify the password (up to 32 characters) used to connect to the LDAP server. The default setting is blank.	
DOMAIN NAME	Specify the domain name (up to 64 characters) used to connect to the LDAP server. The default setting is blank.		
USB SETTING		Setting	Windows / Mac
		Select the operating system of the PC to which this machine is connected with a USB cable.	
COMM. SETTING	TONE/PULSE	Setting	TONE / PULSE
		<p>Select the dialing system. If this parameter is not correctly set to the type of dialing system used, faxes cannot be sent and received.</p> <p>Select the correct setting after checking which type of dialing system is used by your telephone line.</p> <p> <i>If PTT SETTING in the USER SETTING menu is set to U.S.A, CANADA or NEW ZEALAND, the settings cannot be changed.</i></p>	

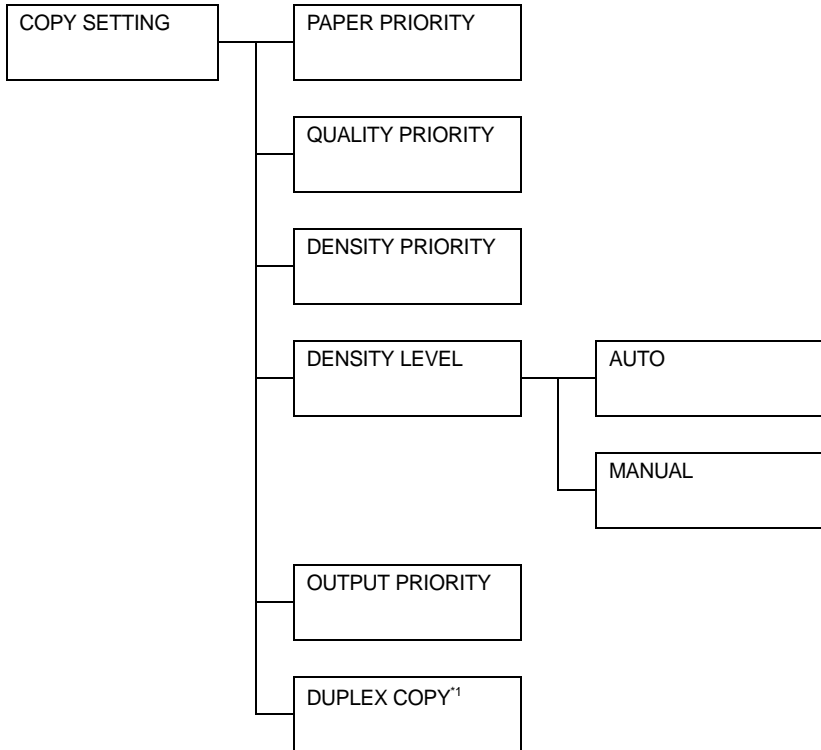
	LINE MONITOR	Setting	OFF / LOW / HIGH
		Select the volume of the monitoring sound of the transmission signal.	
	PSTN/PBX	Setting	PSTN / PBX
		<p>Select whether the connected telephone wiring is a public switched telephone network (PSTN) or a private branch exchange (PBX).</p> <p>For a PBX system, the prefix number (outside line access number or extension number) can be specified.</p>	
	TEL/FAX MODE	Setting	OFF /ON
		<p>This is to set whether to automatically switch between telephone and fax in receiving when a telephone is connected to the machine.</p> <p>When it's "ON", the phone rings for incoming calls and the machine automatically receives fax.</p> <p>When it is "OFF", the machine returns its answer tone to the other side for incoming calls. The machine automatically receives fax.</p> <p>In order to use this function, "RX MODE" of "FAX RX OPERATION" needs to be set to "AUTO RX".</p>	
RBT SIGNAL TIME	Setting	5 / 10 / 15 / 20 / 25 / 30 / 60 / 90 / 120 / 150 / 180 / 240 sec.	
	<p>This is to set the duration (second) while the phone rings.</p> <p>This setting is valid only when "TEL/FAX MODE" is set to "ON".</p>		

USER SETTING	PTT SETTING	Setting	ARGENTINA / AUSTRALIA / AUSTRIA / BELGIUM / BRAZIL / CANADA / CHINA / CZECH / DENMARK / EUROPE / FINLAND / FRANCE / GERMANY / GREECE / HONG KONG / HUNGARY / IRELAND / ITALY / JAPAN / KOREA / MALAYSIA / MEXICO / THE NETHERLANDS / NEW ZEALAND / NORWAY / PHILIPPINES / POLAND / PORTUGAL / RUSSIA / SAUDI ARABIA / SIN- GAPORE / SLOVAKIA / SOUTH AFRICA / SPAIN / SWEDEN / SWITZER- LAND / TAIWAN / TURKEY / U.S.A / UNITED KING- DOM / VIETNAM
		Select the country where this machine is installed.	

	DATE&TIME	Setting	<p>Note</p> <hr/> <p>TIME: 00:00-23:59 (Default: 00:00)</p> <hr/> <p>DATE: '00/01/01-'99/12/31</p> <p>ZONE: GMT+12:00-GMT-12:00 (in 30-minute intervals) (Default: GMT+00:00)</p>
		Use the keypad to specify the current date, time and time zone.	
	DATE FORMAT	Setting	MM/DD/YY, DD/MM/YY, YY/MM/DD
		Select the display format for reports and lists.	
	PRESET ZOOM	Setting	INCH / METRIC
		Select the measurement units for the pre-set zoom ratios. The default setting is INCH for USA and Canada, and for other countries.	
	USER FAX NUMBER	Enter your fax number. A maximum of 20 characters (consisting of numbers, spaces, + and -) can be entered. The specified number is printed in the header of outgoing faxes. The default setting is blank.	
	USER NAME	Enter your name. A maximum of 32 characters can be entered. The specified name is printed in the header of outgoing faxes. The default setting is blank.	
AUTO REDIAL	NUMBER OF REDIAL	Setting	1 to 10 (Default: depends on PTT SETTING)
			<i>Specify the number of times a redial is attempted if there is no answer, for example, when the line is busy.</i>

	INTERVAL	Setting	2 to 99 min (Default: depends on PTT SETTING)
		Specify the interval between redial attempts.	


COPY SETTING Menu





*1 This appears only when the duplex option has been installed.

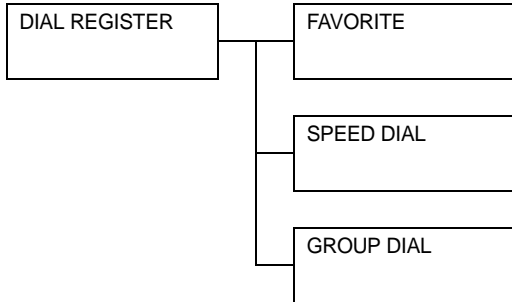


Manufacturer's default settings appear in bold.

PAPER PRIORITY	Setting	TRAY1 / TRAY2
	Specify the paper tray that is normally used.  If an optional lower feeder unit is not installed, this setting is not available.	
QUALITY PRIORITY	Setting	MIX , TEXT , PHOTO , FINE/MIX , FINE/TEXT , FINE/PHOTO
	Select the type of document being copied.	
DENSITY PRIORITY	Setting	AUTO / MANUAL
	Select the density that is normally used.	

DEN- SITY LEVEL	AUTO	Setting	(LIGHT)  (DARK)
		Adjust the density of the background color.	
	MAN- UAL	Setting	(LIGHT)  (DARK)
		Specify the default copy density.	
OUTPUT PRIOR- ITY	Setting	NON-SORT / SORT	
	Select whether or not to sort copies by sets.		
DUPLEX COPY	Setting	OFF / LONG EDGE / SHORT EDGE	
	<p>Select the default setting for duplex (double-sided) copying.</p> <p>If OFF is selected, duplex (double-sided) copying is not performed as a default.</p> <p>If LONG EDGE is selected, duplex (double-sided) copying is performed as a default, and the pages are fed out with the binding along the long side.</p> <p>If SHORT EDGE is selected, duplex (double-sided) copying is performed as a default, and the pages are fed out with the binding along the short side.</p>		

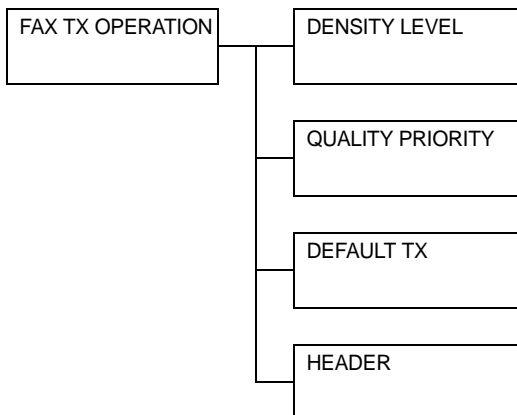
DIAL REGISTER Menu



FAVORITE	<p>Register frequently used fax numbers and e-mail addresses in the favorite list. Instead of being entered manually, fax numbers and e-mail addresses can simply be recalled to ensure that destination information is registered correctly.</p> <p>A maximum of 20 destinations can be registered in the favorite list.</p>
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SPEED DIAL	<p>Register frequently used fax numbers and e-mail addresses as speed dial destinations. Instead of being entered manually, fax numbers and e-mail addresses can simply be recalled to ensure that destination information is registered correctly.</p> <p>A maximum of 250 speed dial destinations can be registered.</p> <p>For details, refer to and “Registering Speed Dial Destinations (Direct Input)” on page 141 and “Registering Speed Dial Destinations (LDAP Search)” on page 142.</p>
GROUP DIAL	<p>Register frequently used broadcast destinations as a group dial destination. Multiple destinations can be recalled simply by selecting a registered group.</p> <p>A maximum of 50 destinations can be registered with one group dial destination.</p> <p>A maximum of 9 group dial destinations can be registered.</p> <p>For details, refer to “Registering Group Dial Destinations” on page 144.</p>

FAX TX OPERATION Menu

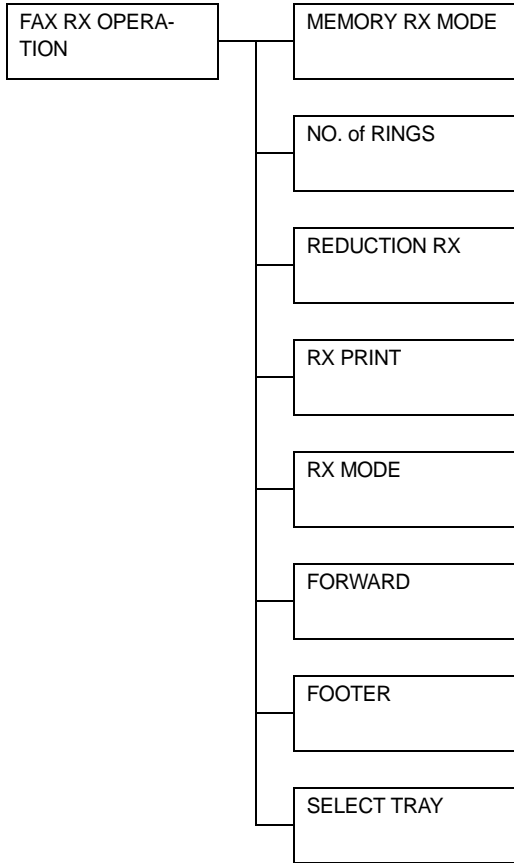


Manufacturer's default settings appear in bold.

DENSITY LEVEL	Setting	(LIGHT) 00001 (DARK)
	Specify the density for scanning a document.	
QUALITY PRIORITY	Setting	STD/TEXT , FINE/TEXT, S-FINE/TEXT, STD/PHOTO, FINE/PHOTO, S-FINE/PHOTO
	<p>Select the default scanning resolution (fax document quality).</p> <p>STD/TEXT: Select this setting for documents containing handwriting or for computer printouts.</p> <p>FINE/TEXT: Select this setting for documents containing small print.</p> <p>S-FINE/TEXT: Select this setting for documents containing small print, such as newspapers, and documents containing detailed illustrations.</p> <p>STD/PHOTO: Select this setting for photo documents containing regular photos.</p> <p>FINE/PHOTO: Select this setting for photo documents containing fine images.</p> <p>S-FINE/PHOTO: Select this setting for photo documents containing finer images.</p>	


DEFAULT TX	Setting	MEMORY TX / DIRECT TX
	<p>Select the desired method for sending documents.</p> <p>MEMORY TX: With this method, the fax transmission starts after the entire document is scanned and stored in the memory. The total number of pages is automatically printed with the page number in the header. However, the memory may become full if there are many pages in the document or if the data is large due to the fine image quality (resolution).</p> <p>DIRECT TX: With this method, the transmission is performed in real time in the transmission sequence of the destinations. If there are many pages in the document, the fax can be sent with this method without the memory becoming full.</p>	
HEADER	Setting	OFF / ON
	<p>Select whether or not to print transmission source information (date/time of transmission, sender's name, sender's fax number, session number and page number) for the machine in the transmitted document.</p> <p> <i>If PTT SETTING in the USER SETTING menu is set to U.S.A, CANADA, or KOREA, this setting cannot be changed.</i></p>	


FAX RX OPERATION Menu



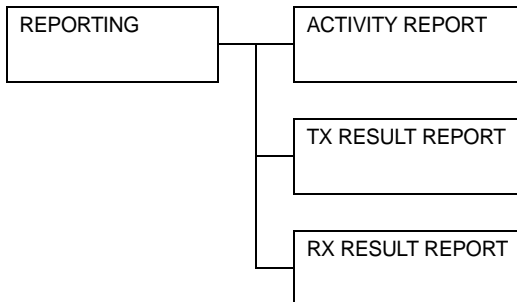


Manufacturer's default settings appear in bold.

MEMORY RX MODE	Setting	OFF / ON
	<p>Select whether to allow (ON) memory reception or not (OFF). Select ON not to print when receiving confidential faxes or when no one is around, for example, at night. The received documents can be stored in memory and printed at a specified time or when memory reception is turned off (this function is set to OFF).</p> <p>A password can be set to specify the starting time or ending time of memory reception, or to cancel the function. The set starting time and ending time are valid every day until memory reception is turned off.</p>	
No. of RINGS	Setting	1 to 16 (Default: depends on PTT SETTING)
	<p>Enter the number of rings (between 1 and 16) until the machine automatically begins receiving the fax when an external telephone is connected.</p> <p> <i>If PTT SETTING in the USER SETTING menu is set to NEW ZEALAND, this setting range changes to 7 to 10.</i></p>	
REDUCTION RX	Setting	OFF / ON / CUT
	<p>Select whether documents longer than the current paper size are printed reduced, split, or discarded.</p> <p>OFF: The document is printed at full size and split onto multiple pages.</p> <p>ON: The document is printed at a reduced size.</p> <p>CUT: The document is printed, but any part that does not fit within the page is erased.</p>	
RX PRINT	Setting	MEMORY RX / PRINT RX
	<p>Select whether the fax is printed only after all document pages have been received or printing begins as soon as the first page of the document is received.</p> <p>MEMORY RX: Printing begins after all pages have been received.</p> <p>PRINT RX: Printing begins after the first page has been received.</p>	

RX MODE	Setting	AUTO RX / MANUAL RX
	<p>Select whether the reception mode is set to automatic reception or manual reception.</p> <p>AUTO RX: Automatically begins receiving the fax after the set number of rings.</p> <p>MANUAL RX: Does not automatically receive the fax. Reception begins after making a connection by picking up the telephone receiver or pressing the On hook key, then pressing the Start key.</p>	
FORWARD	Setting	OFF / ON / ON(PRINT)
	<p>Select whether or not to forward received fax documents.</p> <p>OFF: Select this setting to not forward the document.</p> <p>ON: Select this setting to forward the received fax document to the specified fax number or e-mail address.</p> <p>ON(PRINT): Select this setting to forward the received fax document to the specified fax number or e-mail address at the same time that the machine prints it.</p>	
FOOTER	Setting	OFF / ON
	<p>Select whether or not the reception information (date received, number of pages, etc.) is printed at the bottom of each received document.</p>	
SELECT TRAY	Setting	TRAY1 / TRAY2
	<p>Select which paper tray can be used to supply paper when printing received documents or transmission reports.</p> <p> <i>If an optional lower feeder unit is not installed, this setting is not available.</i></p>	

REPORTING Menu

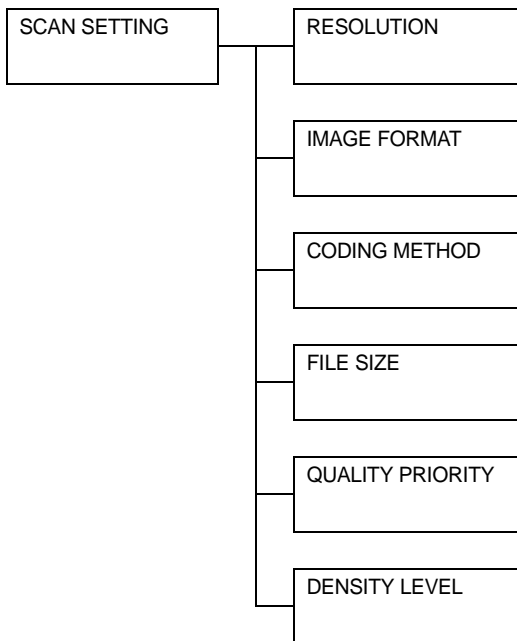


Manufacturer's default settings appear in bold.



ACTIVITY REPORT	Setting	OFF / ON
	After every 60 transmissions/receptions, a report can be printed to show the results of the transmissions/receptions. Select whether the report is printed automatically when the 60th transmission/reception is reached.	
TX RESULT REPORT	Setting	ON / ON(ERROR) / OFF
	<p>Select whether the report showing the result of a transmission is printed automatically after the transmission is finished.</p> <p>ON: Prints the report after each transmission.</p> <p>ON(ERROR): Prints the report after a transmission only if an error occurred.</p> <p>OFF: Does not print the report after each transmission, even if an error has occurred.</p> <p>The transmission result report is normally printed after a broadcast transmission.</p>	




RX RESULT REPORT	Setting	ON / ON(ERROR) / OFF
	<p>Select whether the report showing the result of a reception is printed automatically after the reception is finished.</p> <p>ON: Prints the report after each reception.</p> <p>ON(ERROR): Prints the report after a reception only if an error occurred.</p> <p>OFF: Does not print the report after each reception, even if an error has occurred.</p>	

SCAN SETTING Menu



Manufacturer's default settings appear in bold.

RESOLUTION	Setting	150 / 150 300 dpi / 300 / 300 300 dpi
	Select the default scanning resolution for scan to E-mail operations.	
IMAGE FORMAT	Setting	TIFF / PDF / JPEG
	Select the default format for saving files with scan to E-mail operations.  <i>PDF data can be opened in Adobe Acrobat Reader.</i>  <i>TIFF files of images that have been scanned with the Color or Gray setting cannot be opened with the Windows Picture and FAX Viewer, which is included with Windows XP as a standard component. These files can be opened with image-processing applications such as PhotoShop, Microsoft Office Document Imaging or ACDsee.</i>	

CODING METHOD	Setting	MH / MR / MMR
	<p>Select the default compression method for scan to E-mail operations.</p> <ul style="list-style-type: none"> ■ The compression ratio for these methods increases in the following order: MH > MR > MMR. <p> <i>These settings are available only if BW Only was selected for the color setting during the e-mail transmission.</i></p>	
FILE SIZE	Setting	NO SPLIT / SPLIT
	<p>Select whether or not to limit the size for scan data sent as e-mail attachments.</p> <p>If SPLIT is selected, specify the maximum size between 1 and 10 Mb. If the data to be sent exceeds the maximum size allowed, the data is divided and sent as multiple attached files.</p> <p> <i>In order to receive multiple file attachments, an e-mail application compatible with divided transmissions is required.</i></p>	
QUALITY PRIORITY	Setting	MIX / TEXT /
	Select the scan data quality that is used as a default.	
DENSITY LEVEL	Setting	(LIGHT)  (DARK)
	Select the scan data density that is used as a	

Media Handling **3**



Print Media

Specifications

Media	Media Size		Tray*	Duplex	Copy	Print	FAX
	Inch	Millimeter					
A4	8.2 x 11.7	210.0 x 297.0	1/2	Yes	Yes	Yes	Yes
B5	7.2 x 10.1	182.0 x 257.0	1	No	Yes	Yes	No
A5	5.9 x 8.3	148.0 x 210.0	1	No	Yes	Yes	No
Legal 14	8.5 x 14.0	215.9 x 355.6	1	No	Yes (ADF)	Yes	Yes
Letter	8.5 x 11.0	215.9 x 279.4	1/2	Yes	Yes	Yes	Yes
Statement	5.5 x 8.5	139.7 x 215.9	1	No	Yes	Yes	No
Executive	7.25 x 10.5	184.2 x 266.7	1	No	Yes	Yes	No
Folio	8.25 x 13.0	210.0 x 330.0	1	No	Yes (ADF)	Yes	No
Letter Plus	8.5 x 12.69	215.9 x 322.3	1	No	No	Yes	No
UK Quarto	8.0 x 10.0	203.2 x 254.0	1	No	No	Yes	No
Foolscap	8.0 x 13.0	203.2 x 330.2	1	No	No	Yes	No
Legal 13	8.5 x 13.0	215.9 x 330.2	1	No	Yes (ADF)	Yes	No
B5 (ISO)	6.9 x 9.8	176.0 x 250.0	1	No	No	Yes	No
Legal 13.5	8.5 x 13.5	215.9 x 342.9	1	No	Yes (ADF)	Yes	Yes
Custom, Minimum**	3.6 x 7.7	92.0 x 195.0	1	No	Yes	Yes	No
Custom, Maximum**	8.5 x 14.0	216.0 x 356.0	1	No	Yes	Yes	No
Notes: *Tray 1 = Multipurpose Tray 2 = Plain paper only ** With thick stock The minimum size is 3.6 x 7.25 inch (92.0 x 184.0 mm). The maximum size is 8.5 x 11.7 inch (216.0 x 297.0 mm).							

Types

Before purchasing a large quantity of special media, do a trial print with the same media and check the print quality.

Keep media on a flat, level surface in its original wrapper until it is time to load it.

Plain Paper (Recycled Paper)

Capacity	Tray 1	Up to 200 sheets, depending on the media weight
	Tray 2	Up to 500 sheets, depending on the media weight
Orientation	Tray 1	Face up
	Tray 2	Face up
Driver Media Type	Plain Paper (Recycled)	
Weight	60 to 90 g/m ² (16 to 24 lb bond)	
Duplexing	Only Letter/A4 plain paper can be autoduplexed.	

Use plain paper that is

- Suitable for plain paper printers and copiers, such as standard or recycled office paper.

Note

Do not use the media types listed below. These could cause poor print quality, media misfeeds, or damage to the machine.

DO NOT use media that is

- Coated with a processed surface (such as carbon paper and colored paper that has been treated)
- Carbon backed
- Unapproved iron-on transfer media (such as heat-sensitive paper, heat-pressure paper, and heat-press transfer paper)
- Cold-water-transfer paper
- Pressure sensitive
- Designed specifically for inkjet printers (such as superfine paper, glossy film, and postcards)
- Already been printed on by another printer, copier, or fax machine

- Dusty
- Wet (or damp)



Keep media between 15% and 85% relative humidity. Toner does not adhere well to moist or wet media.

- Layered
- Adhesive
- Folded, creased, curled, embossed, warped, or wrinkled
- Perforated, three-hole punched, or torn
- Too slick, too coarse, or too textured
- Different in texture (roughness) on the front and back
- Too thin or too thick
- Stuck together with static electricity
- Composed of foil or gilt; too luminous
- Heat sensitive or cannot withstand the fusing temperature (180°C [356°F])
- Irregularly shaped (not rectangular or not cut at right angles)
- Attached with glue, tape, paper clips, staples, ribbons, hooks, or buttons
- Acidic

Thick Stock

Paper thicker than 90 g/m² (24 lb bond) is referred to as thick stock. Test all thick stock to ensure acceptable performance and to ensure that the image does not shift.

You can print continuously with thick stock. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Capacity	Tray 1	Up to 50 sheets, depending on their thickness
	Tray 2	Not supported
Orientation	Face up	
Driver Media Type	Thick Stock 1 Thick Stock 2	
Weight	Thick Stock 1: 91 to 163 g/m ² (25 to 43.5 lb bond) Thick Stock 2: 164 to 209 g/m ² (43.6 to 55.6 lb bond)	
Duplexing	Not supported	

DO NOT use thick stock that is

- Mixed with any other media in the trays (as this will cause media missfeeding)

Label

A sheet of labels consists of a face sheet (the printing surface), adhesive, and a carrier sheet:

- The face sheet must follow the plain paper specification.
- The face sheet surface must cover the entire carrier sheet, and no adhesive should come through on the surface.

You can print continuously with label sheets. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement. Check your application documentation for more information on printing labels.

Capacity	Tray 1	Up to 50 sheets, depending on their thickness
	Tray 2	Not supported
Orientation	Face up	
Driver Media Type	Labels	
Duplexing	Not supported	

Use label sheets that are

- Recommended for laser printing

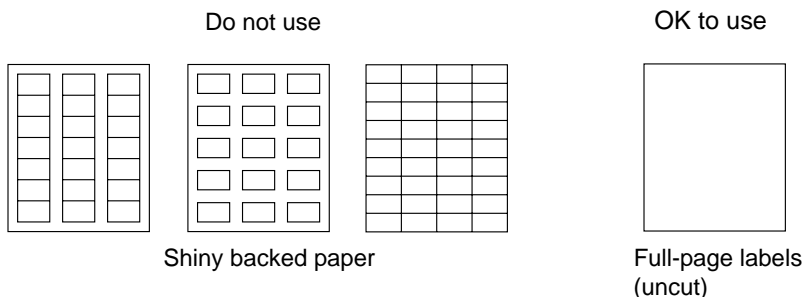
DO NOT use label sheets that

- Have labels that easily peel off or have parts of the label already removed
- Have backing sheets that have peeled away or have exposed adhesive



Labels may stick to the fuser, causing them to peel off and media misfeeds to occur.

- Are precut or perforated



Letterhead

You can print continuously with letterhead. However, this could affect the media feed, depending on the media quality and printing environment. If problems occur, stop the continuous printing and print one sheet at a time.

Try printing your data on a sheet of plain paper first to check placement.

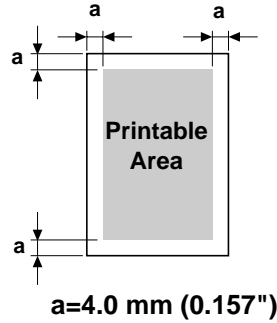
Capacity	Tray 1	Up to 50 sheets, depending on their size and thickness
	Tray 2	Not supported
Orientation	Face up	
Driver Media Type	Letterhead	
Duplexing	Not supported	

Printable Area

The printable area on all media sizes is up to 4.0 mm (0.157") from the edges of the media.

Each media size has a specific printable area (the maximum area on which the machine can print clearly and without distortion).

This area is subject to both hardware limits (the physical media size and the margins required by the machine) and software constraints (the amount of memory available for the full-page frame buffer). The printable area for all media sizes is the page size minus 4.0 mm (0.157") from all edges of the media.



When printing in color on legal-size media, the following limitations apply.

- *The printable area is 339.6 (13.4") mm from the leading edge of the paper. (However, there is a non-printable area up to 4.0 mm (0.157") from the leading edge.)*
- *The bottom margin is 16.0 mm (0.63").*

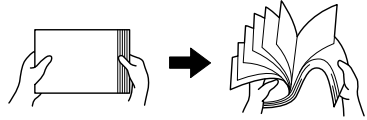
Page Margins

Margins are set through your application. Some applications allow you to set custom page sizes and margins while others have only standard page sizes and margins from which to choose. If you choose a standard format, you may lose part of your image (due to printable area constraints). If you can custom-size your page in your application, use those sizes given for the printable area for optimum results.

Loading Media

How do I load media?

Take off the top and bottom sheets of a ream of paper. Holding a stack of approximately 200 sheets at a time, fan the stack to prevent static buildup before inserting it in a tray.



Note

Although this machine was designed for printing on a wide range of media types, it is not intended to print exclusively on a single media type except plain paper. Continuous printing on media other than plain paper (such as labels or thick stock) may adversely affect print quality or reduce engine life.

When refilling media, first remove any media remaining in the tray. Stack it with the new media, even the edges, then reload it.

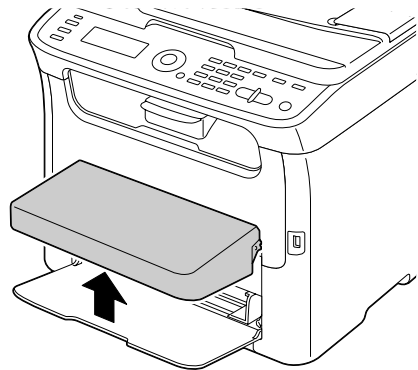
Do not mix media of different types and sizes, as this will cause media misfeeds.

Tray 1 (Multipurpose Tray)

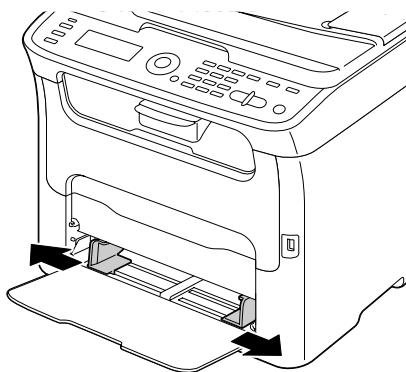
For details on the types and sizes of media that can be printed from Tray 1, refer to “Print Media” on page 77.

Loading Plain Paper

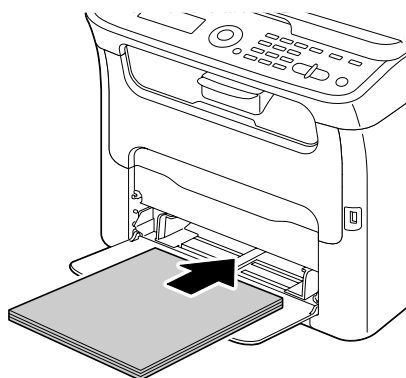
- 1 Remove the dust cover.



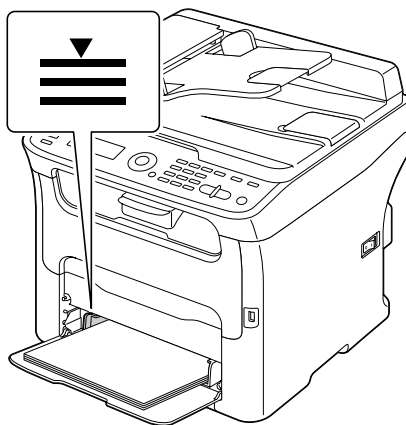
- 2 Slide the media guides to provide more space between them.



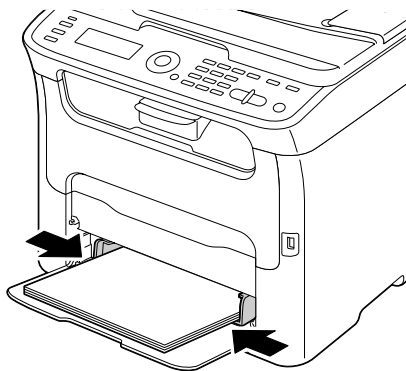
- 3 Load the paper face up in the tray.



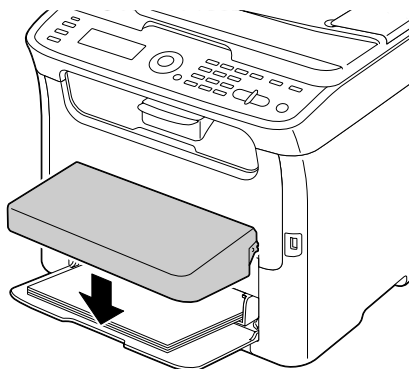
Do not load paper above the ▼ mark. Up to 200 sheets (80 g/m² [21 lb]) of plain paper can be loaded into the tray at one time.



- 4** Slide the media guides against the edges of the paper.



- 5** Install the dust cover.



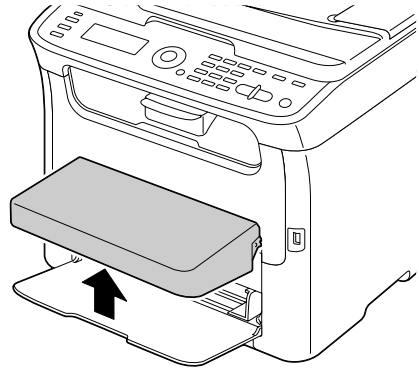
- 6** Select TRAY1 PAPER SETUP in the UTILITY menu, and then select the settings for the size and type of paper that is loaded. See also “Print Media” on page 77.

Other Media

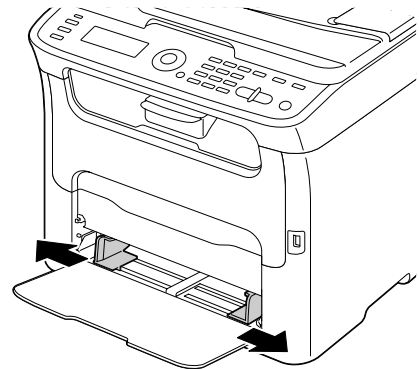
When loading media other than plain paper, set the media mode (Label, Letterhead, Thick Stock 1, or Thick Stock 2) in the driver for optimum print quality.

Loading Label Sheets/Letterheads and Thick Stock

- 1 Remove the dust cover.



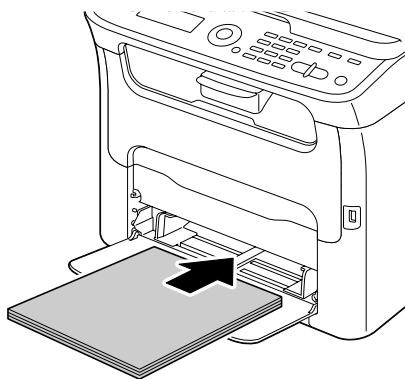
- 2 Remove any media in the tray.
- 3 Slide the media guides to provide more space between them.



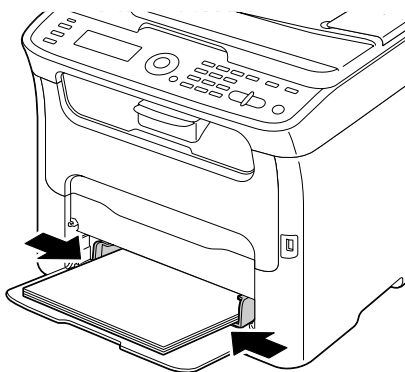
4 Load the media face up in the tray.



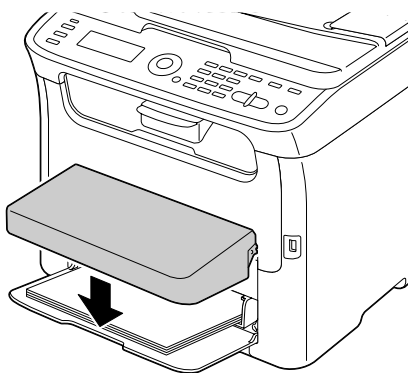
Up to 50 sheets can be loaded into the tray at one time.



5 Slide the media guides against the edges of the media.



6 Install the dust cover.



- 7 Select TRAY1 PAPER SETUP in the UTILITY menu, and then select the settings for the size and type of media that is loaded. See also "Print Media" on page 77.

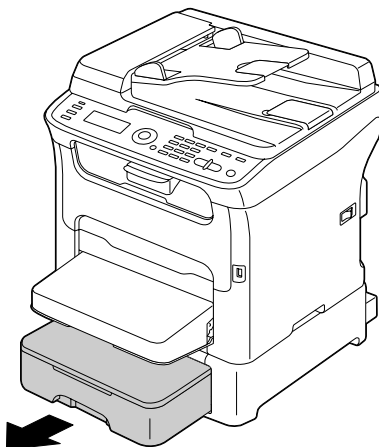
Tray 2



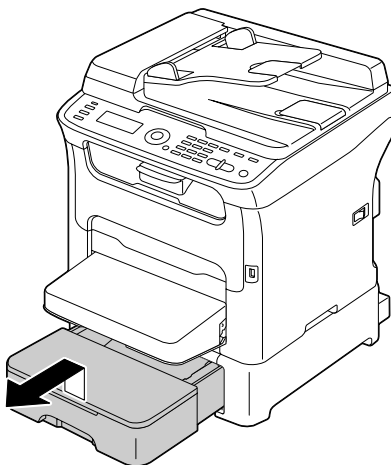
Only Letter/A4 plain paper can be loaded in Tray 2.

Loading Plain Paper

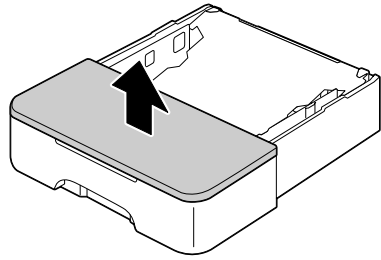
- 1 Pull out Tray 2 as far as possible.



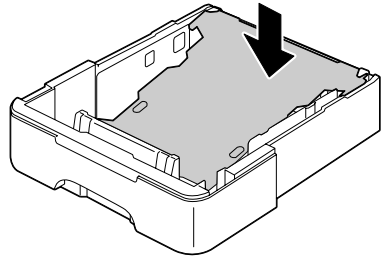
- 2 Lift up Tray 2 to remove it.



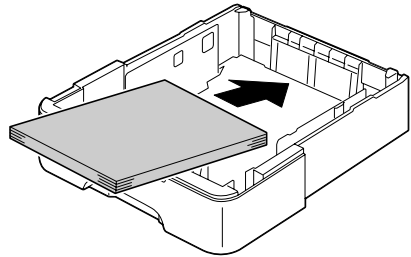
3 Remove the lid from Tray 2.



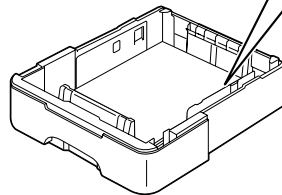
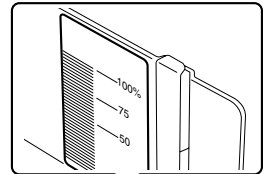
4 Press down the media pressure plate to lock it into place.



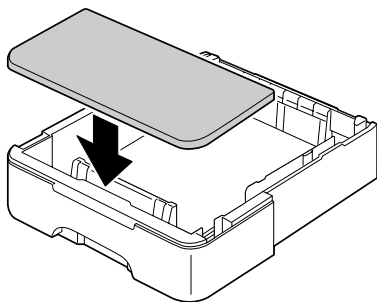
5 Load the paper face up in the tray.



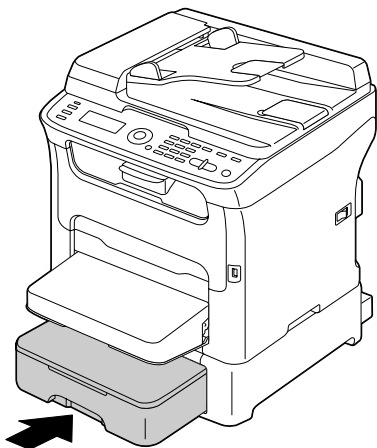
Do not load above the 100% line. Up to 500 sheets (80 g/ m² [21 lb]) of plain paper can be loaded into the tray at one time.



6 Reattach the lid to Tray 2.



7 Reinsert Tray 2 into the machine.



About Duplex Printing

Duplex (double-sided) printing can be performed when the duplex option has been installed on this machine.



For details on installing the duplex option, refer to “Duplex Option” on page 253.

If the paper has low opacity (high translucency), then the printed data from one side of the page will show through to the other side. Check your application for margin information. For best results, print a small quantity to make sure the opacity is acceptable.

Note

Only Letter/A4 plain paper, 60–90 g/m² (16–24 lb bond) can be autoduplexed. See “Print Media” on page 77.

Duplexing labels, letterheads or thick stock is not supported.

How do I autoduplex?

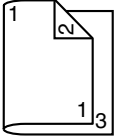
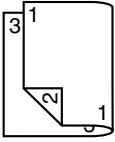
Check your application to determine how to set your margins for duplex (double-sided) printing.

The following Binding Position settings are available.

	If “Short Edge Binding” is selected, the pages will be laid out to flip at the top.
	If “Long Edge Binding” is selected, the pages will be laid out to flip at the side.

In addition, if “Combination” has been set to “Booklet”, autoduplex printing is performed.

The following Order settings are available when “Booklet” is selected.

	If “Left Binding” is selected, the pages can be folded as a left-bound booklet.
	If “Right Binding” is selected, the pages can be folded as a right-bound booklet.

- 1 Load plain paper into the tray.
- 2 From the printer driver, specify duplex (double-sided) printing (Layout tab in Windows).
- 3 Click **OK**.



With autoduplexing, the back side is printed first, and then the front side is printed.

Output Tray

The printed media is fed out facing down into the output tray below the control panel. This tray has a capacity of approximately 100 sheets (Letter/A4) of 80 g/m² paper or equivalent.

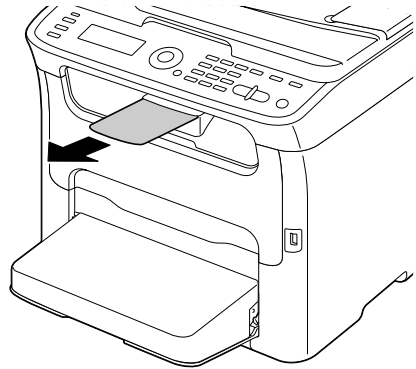


If the media is stacked too high in the output tray, your machine may experience media misfeeds, excessive media curl, or static buildup.



Excessive media curl caused by poor paper quality or moisture content may interfere with the machine's early detection of Stacker Full condition.

The output tray can be pulled out to be extended. Adjust the output tray according to the size of paper to be printed on.



Media Storage

- Keep media on a flat, level surface in its original wrapper until it is time to load it.

Media that has been stored for a long time out of its packaging may dry up too much and cause missfeeding.

- If media has been removed from its wrapper, place it in its original packaging and store in a cool, dark place on a level surface.
- Avoid moisture, excessive humidity, direct sunlight, excessive heat (above 35°C [95°F]), and dust
- Avoid leaning against other objects or placing it in an upright position.

Before using stored media, do a trial print and check print quality.

Original Media

Specifications

Documents that can be placed on the original glass

The following types of documents can be placed on the original glass.

Document type	Sheets or books
Maximum document size	Letter or A4
Maximum weight	3 kg (6.6 lb)

Observe the following precautions when placing a document on the original glass.

- Do not place objects weighing more than 3 kg (6.6 lb) on the original glass; otherwise the glass may be damaged.
- Do not press down extremely hard on a book spread on the original glass; otherwise the original glass may be damaged.

Documents that can be loaded into the ADF

The following types of documents can be loaded into the ADF.

Document media type / Weight	Plain paper / 50 to 110 g/m ² (13 to 29 lb)
Maximum document size	Legal
Media capacity	35 sheets (media weight: 80 g/m ²)

Do not load the following types of documents into the ADF.

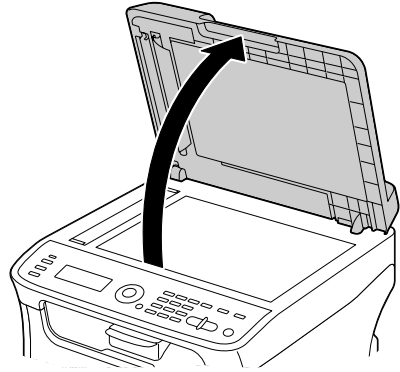
- Documents containing pages of different sizes
- Wrinkled, folded, curled, or torn documents
- Highly translucent or transparent documents, such as overhead transparencies or diazo photosensitive paper
- Coated documents such as carbon-backed paper
- Documents printed on paper thicker than 110 g/m² (29 lb)
- Documents with pages bound together with paper clips or staples
- Documents that are bound in a book or booklet
- Documents with pages bound together with glue

- Documents with pages that have had cutouts removed or are cutouts
- Label sheets
- Offset printing masters
- Documents with binder holes

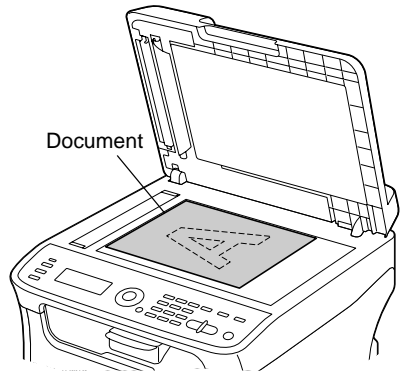
Loading a Document to be Copied

Placing a document on the original glass

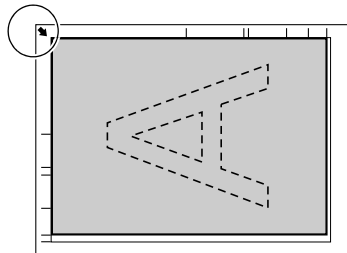
1 Lift to open the ADF cover.



2 Position the document on the original glass.



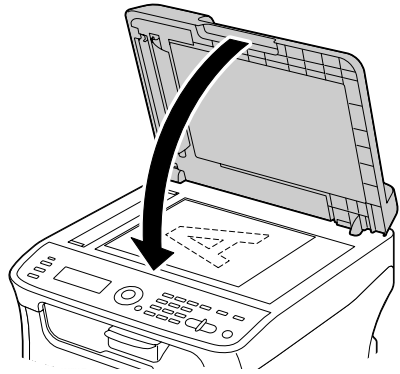
Align the document with the arrow on the left side toward the rear of the machine.



3 Gently close the ADF cover.



Take care not to trap your fingers when closing the ADF cover.



Loading a document into the ADF

1 Put the document into the ADF document feed tray face up.

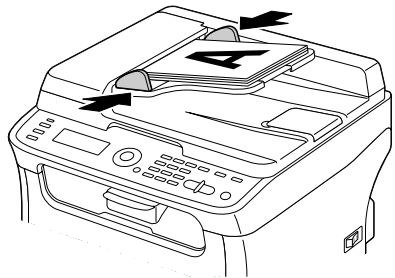
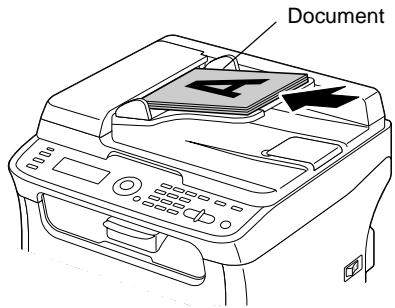


Before loading a document into the ADF, check that no document pages remain on the original glass.



Load the document pages so that the top of the document is toward the back or the right side of the machine.

2 Adjust the document guides to the document size.





For details on copying the loaded document, refer to “Using the Copier” on page 108. For details on scanning, refer to “Using the Scanner” on page 121.

***Using the
Printer Driver***

4



Selecting Printer Driver Options/Defaults (for Windows)

Before you start working with your machine, you are advised to verify and change the default printer driver settings if necessary.

- 1 Choose the driver's properties as follows:
 - (Windows Vista)
From the **Start** menu, select **Control Panel**, and then click **Hardware and Sound** to select **Printers**. Right-click the MC160n printer icon, and then select **Printing Preferences**.
 - (Windows XP/Server 2003)
From the **start** menu, select **Printers and Faxes** to display the **Printers and Faxes** directory. Right-click the MC160n printer icon and select **Printing Preferences**.
 - (Windows 2000)
From the **Start** menu, select **Settings** and then **Printers** to display the **Printers** directory. Right-click the MC160n printer icon and select **Printing Preferences**.
- 2 Select the **Basic** tab. Select the default settings for your machine, such as the default media format you use.
- 3 Click **Apply**.
- 4 Click **OK** to exit from the Printing Preferences dialog box.



If the OKILPR network utility is used for network printing neither Tray 2 nor duplex printing can be selected, even when this hardware is installed. Windows Standard TCP/IP Port should be used instead. (The supplied network installer software uses the standard TCP/IP Port by default.)

Displaying Printer Driver Settings

Windows Vista

- 1 From the **Start** menu, select **Control Panel**, and then click **Hardware and Sound** to select **Printers**.
- 2 Right-click the OKI-MC160n printer icon then select **Printing Preferences**.

Windows XP/Server 2003

- 1 From the **start** menu, select **Printers and Faxes** to display the **Printers and Faxes** directory.

2 OKI-MC160n printer icon and select **Printing Preferences**.

Windows 2000

- 1 From the **Start** menu, select **Settings**, and then click **Printers** to display the **Printers** directory.
- 2 OKI-MC160n printer icon and select **Printing Preferences**.

Printer Driver Settings

Common Buttons

The buttons described below appear on each tab.

- OK

Click to exit the Properties dialog box, saving any changes made.

- Cancel

Click to exit the Properties dialog box without saving any changes made.

- Apply

Click to save all changes without exiting the Properties dialog box.

- Help

Click to view the help.

- Easy Set

Click **Save** to save the current settings. Specify a **Name** and **Comment** to access the settings for use again later.

Name: Type in the name of the settings to be saved.

Comment: Add a simple comment to the settings to be saved.

Afterward, the saved settings can be selected from the drop-down list. To change the registered settings, click **Edit**.

Select **Default** from the drop-down list to reset the functions in all tabs to their default values.

- Printer View

Click the button to display an image of the printer in the figure area.

When this button is clicked, it changes to the **Paper View** button (when a tab other than the **Watermark** tab or **Quality** tab is selected), the **Watermark View** button (when the **Watermark** tab is selected), or the **Quality View** button (when the **Quality** tab is selected).



*This button does not appear on the **Version** tab.*

- Paper View

Click the button to display a sample of the page layout in the figure area.

When this button is clicked, it changes to the **Printer View** button.



*This button does not appear on the **Watermark**, **Quality** and **Version** tabs.*

- **Watermark View**

Click the button to display a preview of the watermark.

When this button is clicked, it changes to the **Printer View** button.



*This button appears only when the **Watermark** tab is selected.*

- **Quality View**

Click the button to display a sample of the settings selected in the **Quality** tab.

When this button is clicked, it changes to the **Printer View** button.



*This button appears only when the **Quality** tab is selected.*

- **Default**

Click the button to reset the settings to their defaults.



*This button does not appear on the **Version** tab.*



When this button is clicked, the settings in the displayed dialog box are reset to their defaults. The settings on other tabs are not changed.

Basic Tab

The Basic Tab allows you to

- Specify the orientation of the media
- Specify the size of the original document
- Select the output media size
- Register/edit custom paper sizes
- Zoom (expand/reduce) documents
- Specify the number of copies
- Turn on/off job collation
- Specify the paper source
- Specify the type of media
- Select the paper used for the front page

Layout Tab

The Layout Tab allows you to

- Print several pages of a document on the same page (N-up printing)
- Specify booklet printing (when the duplex option is installed)
- Print a single copy for enlargement and print several pages
- Rotate the print image 180 degrees
- Specify Double-Sided printing (when the duplex option is installed)
- Specify image shift settings

Overlay Tab



Be sure to use overlays with print jobs with a media size and orientation that matches the overlay form.

In addition, if settings have been specified for “N-up” or “Booklet” in the printer driver, the overlay form cannot be adjusted to match the specified settings.

The Overlay Tab allows you to

- Select the form Overlay to use
- Add, edit or delete overlay files
- Print the form on all pages or only the first page

Watermark Tab

The Watermark Tab allows you to

- Select the watermark to be used
- Add, edit or delete watermarks
- Print the watermark on the background
- Print the watermark on only the first page
- Print multiple copies of the selected watermark on a single page

Quality Tab

The Quality Tab allows you to

- Specify whether to print in color or black and white
- Specify the color matching for printing documents
- Specify the resolution for the printout
- Select whether or not economy print is used

- Adjust the contrast (Contrast)
- Control the darkness of an image (Brightness)
- Adjust the saturation of printed image (Saturation)
- Adjust the sharpness of the printed image (Sharpness)

Version Tab

- The Version Tab allows you to view information about the printer driver.

Using the Copier **5**



Making Basic Copies

This section contains descriptions of the basic copy operation procedure and the functions that are frequently used when making copies, such as specifying the zoom ratio and the copy density.



Before making copies, check that the Copy key is lit up in green. If the key is not lit up in green, press the Copy key to enter Copy mode.



The default paper size setting can be changed with TRAY1 PAPER SETUP in the UTILITY menu. For details, refer to “TRAY1 PAPER SETUP Menu” on page 45.

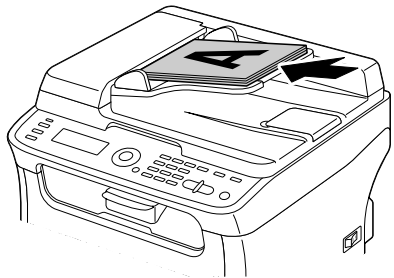
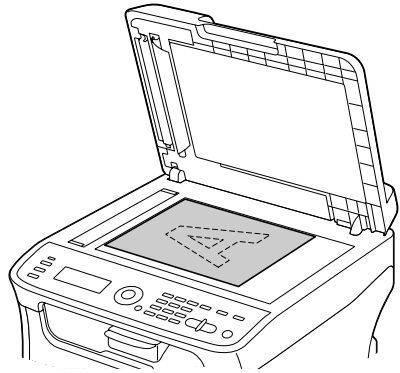
If, while specifying settings, no key is pressed for the length of time specified for AUTO PANEL RESET, the entered settings are canceled and the main screen (Copy mode) is displayed.

Basic Copy Operation

- 1 Position the document to be copied.



For details on positioning the document, refer to “Placing a document on the original glass” on page 98 and “Loading a document into the ADF” on page 99.



- 2 Press the Copy key.
- 3 Specify the desired copy settings.



For details on specifying the copy mode and the copy density, refer to “Specifying the Copy Quality Setting” on page 110.

For details on specifying the zoom ratio, refer to “Specifying the Zoom Ratio” on page 111.

For details on selecting the media tray, refer to “Selecting the Media Tray” on page 112.

For details on setting 2in1 copying, refer to “Setting 2in1 Copying” on page 113.

For details on ID card copying, repeat copying or poster copying, refer to “Setting a Copy Function” on page 114.

For details on duplex (double-sided) copying, refer to “Setting Duplex (Double-Sided) Copying” on page 118.

For details on setting collated copying, refer to “Setting Collated (Sort) Copying” on page 120.

- 4 Using the keypad, specify the desired number of copies.



If the number of copies was incorrectly entered, press the Back key, and then specify the correct number of copies.

- 5 To print color copies, press the Start-Color key. To print monochrome copies, press the Start-Mono key.

Copying begins.



If the Stop/Reset key is pressed while copying, JOB CANCEL appears. To stop copying, select YES. To continue copying, select NO.

Specifying the Copy Quality Setting

Select the document type and copy density appropriate for the contents and density of the document to be copied.

Selecting the Document Type

- 1 In the main screen (Copy mode), press the up or down arrow key to select the current copy quality setting, and then press the Enter key.
- 2 Press the up or down arrow key to select MODE, and then press the Enter key.
- 3 Press the up or down arrow key to select MIX, TEXT, PHOTO, FINE/MIX, FINE/TEXT or FINE/PHOTO, and then press the Enter key.
The main screen (Copy mode) appears again.

Specifying the Copy Density

- 1 In the main screen (Copy mode), press the up or down arrow key to select the current copy quality setting, and then press the Enter key.
- 2 Press the up or down arrow key to select DENSITY, and then press the Enter key.
- 3 Press the up or down arrow key to select the desired copy density, and then press the Enter key.
As the indicator is moved to right, the density becomes darker.
The main screen (Copy mode) appears again.



If TEXT or FINE/TEXT is selected as the copy mode, select either AUTO or MANUAL in step 3. If MANUAL is selected, specify the copy density.

Specifying the Zoom Ratio

The zoom ratio can be specified either by selecting a preset zoom ratio or by specifying a custom zoom ratio.

Selecting a Preset Zoom Ratio

- 1 In the main screen (Copy mode), press the up arrow or down arrow key to select the current zoom ratio setting, and then press the Enter key.
- 2 Press the up arrow or down arrow key to select FIXED, and then press the , key.
- 3 Press the up arrow or down arrow key to select the desired zoom ratio, and then press the Enter key.
The main screen (Copy mode) appears again.



The following zoom ratios can be selected.

In metric dimensions:

50%, 70% (A4→A5), 81% (A4→B5), 100%, 115% (B5→A4), 141% (A5→A4), 200%

In inch dimensions:

50%, 64% (LT→ST), 78% (LG→LT), 100%, 129% (ST→LT), 154% (ST→LG), 200%

The zoom ratio cannot be changed using the keypad.

Specifying a Custom Zoom Ratio

- 1 In the main screen (Copy mode), press the up arrow or down arrow key to select the current zoom ratio setting, and then press the Enter key.

- 2 Press the up arrow or down arrow key to select MANUAL, and then press the the up arrow or down arrow key
- 3 Use the keypad to type in the desired zoom ratio, or press the up arrow or down arrow key to specify the zoom ratio, and then press the Enter key. The main screen (Copy mode) appears again.



Each press of the up arrow or down arrow key changes the zoom ratio by 1%.

A setting between 50% and 200% can be specified.

Selecting the Media Tray



If an optional lower feeder unit is not installed, this setting is not available.

- 1 In the main screen (Copy mode), press the up arrow or down arrow key to select the current media tray setting, and then press the Enter key.
- 2 Press the up arrow or down arrow key to select the desired media tray, and then press the Enter key. The main screen (Copy mode) appears again.



If no paper is loaded in Tray 2, EMPTY appears to the right of the media size.

Making Advanced Copies

This section contains descriptions on setting 2in1 copying, ID card copying, repeat copying, poster copying, duplex (double-sided) copying and collated (Sort) copying.



ID card copying, repeat copying or poster copying cannot be set at the same time that 2in1 copying, duplex (double-sided) copying or collated (Sort) copying is set.

Setting 2in1 Copying

If 2in1 copying is set, two document pages can be copied together onto a single page.

2in1 Copying From the ADF

- 1 In the main screen (Copy mode), press the up arrow or down arrow key to select the current page layout setting, and then press the Enter key.
- 2 Press the up arrow or down arrow key to select 2in1, and then press the Enter key.
The zoom ratio is automatically set according to the specified media size. Change the zoom ratio if necessary.
The main screen (Copy mode) appears again.



In order to perform duplex (double-sided) copying or collated (Sort) copying with 2in1 copying, specify the necessary settings before starting the copy operation. For details, refer to “Setting Duplex (Double-Sided) Copying” on page 118 and “Setting Collated (Sort) Copying” on page 120.



Do not set 2in1 copying while the ADF is lifted open, otherwise a malfunction will occur.

2in1 Copying From the Original Glass

- 1 In the main screen (Copy mode), press the up arrow or down arrow key to select the current page layout setting, and then press the Enter key.
- 2 Press the up arrow or down arrow key to select 2in1, and then press the Enter key.
The zoom ratio is automatically set according to the specified media size. Change the zoom ratio if necessary.
- 3 Position the first page of the document on the original glass.



For details on positioning the document on the original glass, refer to “Placing a document on the original glass” on page 98.

- 4 To print color copies, press the Start-Color key. To print monochrome copies, press the Start-Mono key.
Scanning of the document begins.



In order to perform duplex (double-sided) copying or collated (Sort) copying with 2in1 copying, specify the necessary settings before performing step 4. For details, refer to “Setting Duplex (Double-Sided) Copying” on page 118 and “Setting Collated (Sort) Copying” on page 120.

- 5 When NEXT PAGE? appears in the message window, place the second document page on the original glass, and then press the Enter key.
- 6 Repeat step 5 until all document pages have been scanned.
If 2in1 is set, printing automatically begins after two document pages (four document pages if duplex (double-sided) copying was set) have been scanned.
- 7 After all document pages have been scanned, press the Start-Color key or the Start-Mono key to begin printing the remaining pages.

Setting a Copy Function

ID card copying, repeat copying and poster copying can be set.



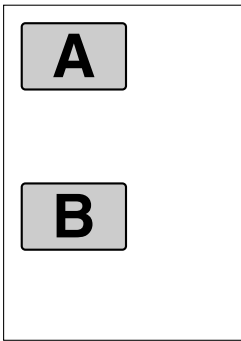
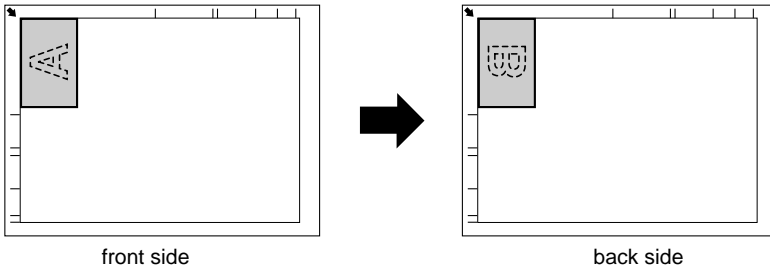
If a copy function other than NORMAL COPY has been set, 2in1 copying, collated (Sort) copying and duplex (double-sided) copying cannot be set. In addition, the zoom ratio is automatically set (and cannot be changed).




ID card copying, repeat copying and poster copying can only be performed with the original glass. Position the document pages to be scanned so that they are aligned in the upper-left corner of the original glass. Since the image is printed 4 mm from the top and left side, adjust the position of the document as necessary. For details on positioning the document on the original glass, refer to “Placing a document on the original glass” on page 98.

ID Card Copying

With ID card copying, the back and front of a document, such as a certificate, are copied at full size on a single sheet of paper.



The paper sizes that are available for ID card copying are Letter, A4 and Legal.

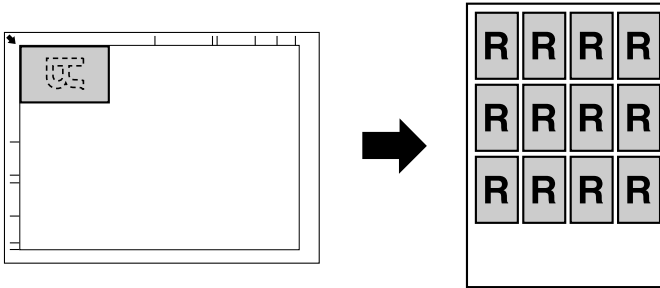
- 1 Position the document on the original glass.
 *For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 98.*
- 2 In the main screen (Copy mode), press the up arrow or down arrow key to select the current copy function setting, and then press the Enter key.
- 3 Press the up arrow or down arrow key to select ID CARD COPY, and then press the Enter key.
- 4 To print color copies, press the Start-Color key. To print monochrome copies, press the Start-Mono key.
Scanning of the document begins.
- 5 When NEXT PAGE? appears, position the back side of the document at the same location as the front side, and then press the Enter key.
After the back side has been scanned, printing automatically begins.



To print only the front sides that were scanned first, press the Start-Color key or the Start-Mono key in step 5.

Repeat Copying

With repeat copying, small documents, such as memos, are tiled and printed on a single page.



- 1 Position the document on the original glass.



For details on positioning the document on the original glass, refer to “Placing a document on the original glass” on page 98.

- 2 In the main screen (Copy mode), press the up arrow or down arrow key to select the current copy function setting, and then press the Enter key.
- 3 Press the up arrow or down arrow key to select REPEAT COPY, and then press the Enter key.
- 4 When the How to Repeat Copy screen appears, check the settings, and then press the Enter key.
- 5 To print color copies, press the Start-Color key. To print monochrome copies, press the Start-Mono key.
- 6 Use the keypad to type in the document length, and then press the Enter key.



To change the document size, press the Back key to delete the current size, and then use the keypad to specify the desired size.

- 7 Use the keypad to type in the document width, and then press the Enter key. After the document has been scanned, printing automatically begins.



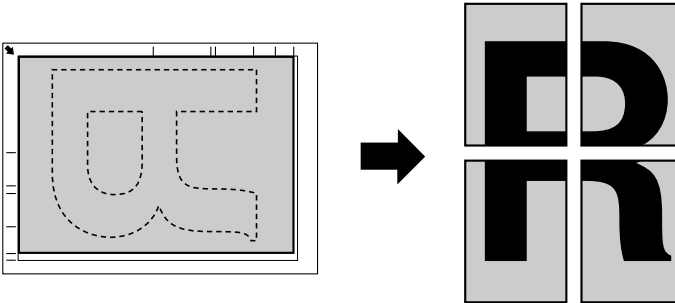
To change the document size, press the Back key to delete the current size, and then use the keypad to specify the desired size.


Poster Copying

With poster copying, the length and width of the scanned document are each enlarged 200%, and printed on four pages.



If the scanned image does not fit on the size of paper that is used, there may be margins on the sides of the image or the image may not fit in the paper.



- 1 Position the document on the original glass.
 *For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 98.*
- 2 In the main screen (Copy mode), press the up arrow or down arrow key to select the current copy function setting, and then press the Enter key.
- 3 Press the up arrow or down arrow key to select POSTER COPY, and then press the Enter key.
- 4 To print color copies, press the Start-Color key. To print monochrome copies, press the Start-Mono key.
After the document has been scanned, printing automatically begins.

Setting Duplex (Double-Sided) Copying

In order to perform double-sided copying, the duplex option must be installed on the machine.



For details on installing the duplex option, refer to 120.

Duplex (Double-Sided) Copying From the ADF

With duplex (double-sided) copying, two single-sided document pages can be scanned with the ADF and printed onto a single sheet of paper.

- 1 In the main screen (Copy mode), press the up or down arrow key to select the current duplex setting, and then press the Enter key.
- 2 Press the up or down arrow key to select LONG EDGE or SHORT EDGE, and then press the Enter key.
The main screen (Copy mode) appears again.



When LONG EDGE or SHORT EDGE is selected, duplex copying is performed as described below.

	If <i>LONG EDGE</i> is selected, the pages will be laid out to flip at the sides.
	If <i>SHORT EDGE</i> is selected, the pages will be laid out to flip at the top.

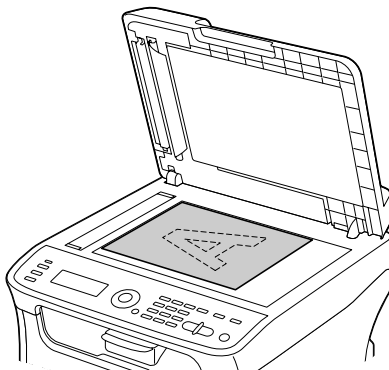
Duplex (Double-Sided) Copying From the Original Glass

Duplex (double-sided) copying can also be performed by placing the document on the original glass.

- 1 Position the document on the original glass.



For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 98.



- 2 In the main screen (Copy mode), press the up or down arrow key to select the current duplex setting, and then press the Enter key.
- 3 Press the up or down arrow key to select LONG EDGE or SHORT EDGE, and then press the Enter key.



For details on LONG EDGE and SHORT EDGE, refer to "Duplex (Double-Sided) Copying From the ADF" on page 118.

- 4 To print color copies, press the Start-Color key. To print monochrome copies, press the Start-Mono key.

Scanning of the document begins.

- 5 When NEXT PAGE? appears in the message window, place the second document page on the original glass, and then press the Enter key.

After the second page (back side) is scanned, printing begins automatically.


Setting Collated (Sort) Copying

With collated (Sort) copying, multiple copies of multi-page documents can be printed in order and sorted by copy set.

Collated (Sort) Copying From the ADF

- 1 In the main screen (Copy mode), press the up or down arrow key to select the current Sort setting, and then press the Enter key.
- 2 Press the up or down arrow key to select SORT, and then press the Enter key.
The main screen (Copy mode) appears again.

Collated (Sort) Copying From the Original Glass

- 1 Position the document on the original glass.
 *For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 98.*
- 2 In the main screen (Copy mode), press the up or down arrow key to select the current Sort setting, and then press the Enter key.
- 3 Press the up or down arrow key to select SORT, and then press the Enter key.
- 4 To print color copies, press the Start-Color key. To print monochrome copies, press the Start-Mono key.
- 5 When NEXT PAGE? appears in the message window, place the second document page on the original glass, and then press the Enter key.
- 6 Repeat step 5 until all document pages have been scanned.
- 7 After all document pages have been scanned, specify the desired number of copies using the keypad, and then press the Start-Color key or the Start-Mono key to begin printing.

Using the Scanner **6**



Scanning From a Computer Application

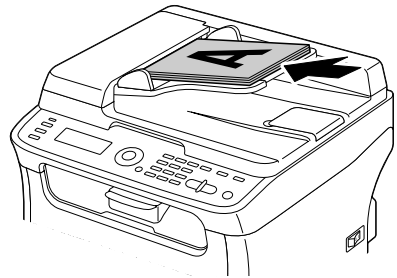
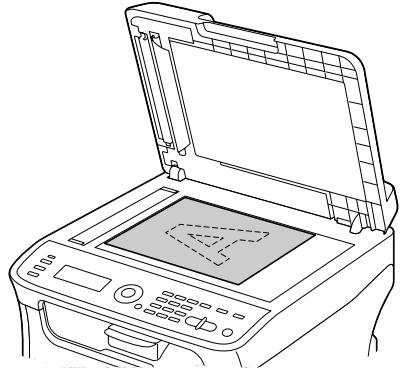
Documents can be scanned from a computer connected to this machine with a USB cable or via a network. Scanning settings can be specified and the scanning operation can be performed from TWAIN- or WIA-compatible applications. From the scanner driver, a preview can be displayed and various adjustments, such as the size of the scan area, can be specified.

Basic Scanning Operation

- 1 Position the document to be scanned.



For details on positioning the document, refer to “Placing a document on the original glass” on page 98 and “Loading a document into the ADF” on page 99.



- 2 Start the application to be used for scanning.
- 3 Start the scanner driver according to the application settings.
- 4 Specify the necessary scanner driver settings.
- 5 Click the **Scan** button in the scanner driver.

Windows TWAIN Driver Settings

- Load

Load a saved settings file (dat file) for scanning.

- Save

Save the current settings as a settings file (dat file).

- Default

Return all settings to their defaults.

- Help icon

Click to display the Help.

- About icon

Click to display the software version information.

- Paper source

Select whether documents are placed on the original glass or loaded into the ADF.

- Original Size

Specify the original size.

- Scan Type

Specify the scan type.

- Resolution

Specify the resolution.

- Scale

Specify the enlargement or reduction ratio for the selected area.



If the resolution is set at 1200 × 1200dpi or higher, a setting larger than 100% cannot be specified.

- Scanning mode

Select **Auto** or **Manual**. When **Manual** is selected, a tab appears so that detailed settings can be specified, for example, for **Brightness/Contrast** and **Filter**.





The parameters that can be set differ depending on the scanning mode that is selected.






*If **Auto** is selected as the scanning mode, scanning from the original glass is performed after a prescan is performed so that a preview image can be checked.*

- **Image size**
Shows the data size of the scan image.
- **Rotation**
Select the orientation of the image to be scanned.
- **Close**
Click to close the TWAIN driver window.
- **Prescan**
Click to begin scanning a preview image.
- **Scan**
Click to begin scanning.
- **AutoCrop icon**
Click to automatically detect the scanning position based on the preview image.
- **Zoom icon**
Click to rescan the area selected in the preview window and enlarge it to fit the window.
- **Mirror icon**
Click to display a mirror image of the preview image.
- **Tone Reversal icon**
Click to reverse the colors of the preview image.
- **Clear icon**
Click to erase the preview image.
- **Preview window**
Displays a preview image. Drag the rectangle over the image to select an area.
- **Before/After (RGB)**
Move the pointer in the preview window to display the color tones at the pointer's position before and after adjustments.
- **Width/Height**
Displays the width and height for the selected area in the selected measurement units.

Windows WIA Driver Settings

- Paper source
Select whether documents are placed on the original glass or loaded into the ADF.
- Color picture
Select this setting when scanning in color.
- Grayscale picture
Select this setting when scanning in grayscale.
- Black and white picture or text
Select this setting when scanning in black and white.
- Custom Settings
Select this setting when scanning with **Adjust the quality of the scanned picture** settings applied.
 *If settings have been specified with **Adjust the quality of the scanned picture**, **Custom Settings** is automatically selected.*
- Adjust the quality of the scanned picture
Click this message to display the Advanced Properties dialog box. In the Advanced Properties dialog box, settings can be specified for **Brightness**, **Contrast**, **Resolution**, and **Picture type** (select from color, grayscale, or black and white).
 *These settings are applied when **Custom Settings** is selected.*
- Page size
Specify the paper size when **Page source** is set to **Document Feeder**.
- Preview window
Displays a preview image. Drag the rectangle over the image to select an area.
- Preview
Click to begin scanning a preview image.
- Scan
Click to begin scanning.
- Cancel
Click to close the WIA driver window.

Macintosh TWAIN Driver Settings

- **Load**
Load a saved settings file (dat file) for scanning.
- **Save**
Save the current settings as a settings file (dat file).
- **Default**
Return all settings to their defaults.
- **Help icon**
Click to display the Help.
- **About icon**
Click to display the software version information.
- **Paper source**
Select whether documents are placed on the original glass or loaded into the ADF.
- **Original Size**
Specify the original size.
- **Scan Type**
Specify the scan type.
- **Resolution**
Specify the resolution.
- **Scale**
Specify the enlargement or reduction ratio for the selected area.
 *If the resolution is set at 1200 × 1200dpi or higher, a setting larger than 100% cannot be specified.*
- **Scanning mode**
Select **Auto** or **Manual**. When **Manual** is selected, a tab appears so that detailed settings can be specified, for example, for **Brightness/Contrast** and **Filter**.
 *The parameters that can be set differ depending on the scanning mode that is selected.*
 *If **Auto** is selected as the scanning mode, scanning from the original glass is performed after a prescan is performed so that a preview image can be checked.*

- **Image size**
Shows the data size of the scan image.
- **Rotation**
Select the orientation of the image to be scanned.
- **Close**
Click to close the TWAIN driver window.
- **Prescan**
Click to begin scanning a preview image.
- **Scan**
Click to begin scanning.
- **AutoCrop icon**
Click to automatically detect the scanning position based on the preview image.
- **Zoom icon**
Click to rescan the area selected in the preview window and enlarge it to fit the window.
- **Mirror icon**
Click to display a mirror image of the preview image.
- **Tone Reversal icon**
Click to reverse the colors of the preview image.
- **Clear icon**
Click to erase the preview image.
- **Preview window**
Displays a preview image. Drag the rectangle over the image to select an area.
- **Before/After (RGB)**
Move the pointer in the preview window to display the color tones at the pointer's position before and after adjustments.
- **Width/Height**
Displays the width and height for the selected area in the selected measurement units.

Scanning With the Machine

The machine keys can be used to make scans. This operation differs from scanning from a computer application since the destination of the scan data can also be specified.



Before scanning, check that the Scan key is lit up in green. If the key is not lit up in green, press the Scan key to enter Scan mode.



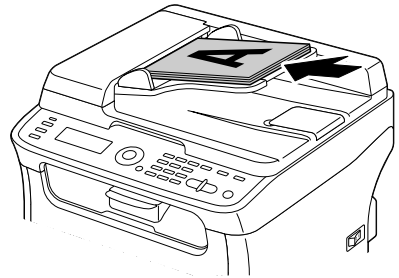
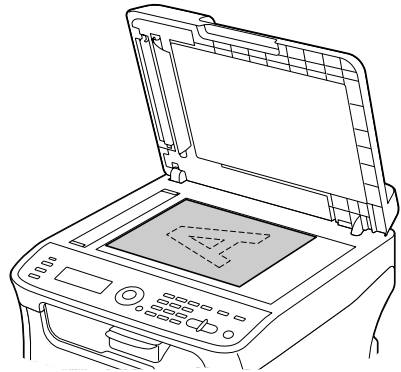
If, while specifying settings, no key is pressed for the length of time specified for AUTO PANEL RESET, the entered settings are canceled and the main screen (Scan mode) is displayed.

Basic Scanning Operation

- 1 Position the document to be scanned.



For details on positioning the document, refer to "Placing a document on the original glass" on page 98 and "Loading a document into the ADF" on page 99.



- 2 Press the Scan key to enter Scan mode.

3 Specify the desired scan settings.



For details on specifying the destination of the data, refer to “Specifying the Data Location” on page 130 and “Specifying the Destination Address (Scan to E-mail/FTP/SMB)” on page 132.

For details on selecting the data format, refer to “Selecting the Data Format” on page 146.

For details on selecting the scan quality setting, refer to “Selecting the Scan Quality Setting” on page 147.

For details on setting the scan size, refer to “Setting the Scan Size” on page 148.

For details on setting the color of the scan data, refer to “Setting the Scan Color” on page 148.

For details on specifying the subject when sending data, refer to “Specifying the Subject” on page 148.

4 To scan color scans, press the Start-Color key. To scan monochrome scans, press the Start-Mono key.

If the document was loaded in the ADF, scanning begins, and then the data is sent to the specified location. If the document was placed on the original glass, continue with step 5.



Scanning with the Scan to PC operation is possible only if this machine is connected to a computer using a USB cable.

5 When NEXT PAGE? appears in the message window, place the second document page on the original glass, and then press the Enter key.



When scanning with the Scan to PC operation, a multi-page document cannot be scanned with the original glass. To scan a multi-page document, load the document into the ADF.

6 Press the up arrow or down arrow key to select the size of the document positioned in step 5, and then press the Enter key.

7 After all document pages have been scanned, press the Start key. The scanned document is sent to the specified location.



If the Stop/Reset key is pressed while scanning, JOB CANCEL appears. To continue scanning, select NO. To stop scanning, select YES.



To cancel a job where scanning was finished and the data is queued to be sent, refer to “Deleting a Queued Transmission Job” on page 149.

Specifying the Data Location

Select whether the computer or USB memory device is the location where scan data is to be saved. When transmitting via a network, refer to “Specifying the Destination Address (Scan to E-mail/FTP/SMB)” on page 132.



If an address has been specified as the destination for the data, SCAN TO PC and SCAN TO USB MEMORY cannot be selected.

Saving Data on a Computer Connected (Scan to PC)

In order to perform Scan to PC operations, the following requirements must be met.

- This machine is connected to a computer using a USB cable.
- The TWAIN scanner driver, the printer driver and Scanner Utility (Windows only) are installed on the computer.
- Either the Scanner Utility is activated or the Scanner Utility icon appears in the Windows notification area.
- The document is positioned at the location specified with **Paper Source** (**Flatbed** (original glass) or **ADF**) in the Scanner Utility.



For details on the Scanner Utility, refer to the online help.

Follow the procedure described below to send scan data to a computer connected to this machine.



The scan settings specified with the Scanner Utility are given priority.

- 1 In the main screen (Scan mode), press the up or down arrow key to select SCAN TO, and then press the Enter key.
- 2 Press the up or down arrow key to select SCAN TO PC, and then press the Enter key.



The scan data is saved in the folder specified with the Scanner Utility.

Saving Data on a USB Memory Device (Scan to USB Memory)

Follow the procedure described below to save scan data to a USB memory device plugged into the USB memory port of this machine.



This machine is compatible with a USB Host device of 4 GB or less.

- 1 Plug the USB memory device into the USB Host port of this machine.
- 2 In the main screen (Scan mode), press the up arrow or down arrow key to select "SCAN TO", and then press the Enter key.
- 3 Press the up arrow or down arrow key to select SCAN TO USB MEMORY, and then press the Enter key.
- 4 When the current page has been scanned NEXT PAGE will appear. Press the Enter key to scan the next page or press the Start key to send the data to the USB memory device.



Depending on the USB memory device that is used, it may take some time for the scan data to be transferred.

Specifying the Destination Address (Scan to E-mail/FTP/SMB)

Scan data can be sent via the network to a specified address (e-mail address, FTP address or SMB address). The address can be typed in directly, or an address registered on the machine can be selected.



To send scan data via the network, settings for NETWORK SETTING and E-MAIL SETTING (when sending to an e-mail address) must be specified.



If the size of the scan data sent by e-mail exceeds the size specified with FILE SIZE, the data is automatically divided into multiple e-mail messages. For details, refer to "SCAN SETTING Menu" on page 74.



To save scan data in a shared folder on a computer installed with Windows or on the FTP server, the FTP address or SMB address must be registered as a speed dial destination. These addresses can be registered only from the Setup Utility.

Directly Entering the E-mail Address

The destination address (e-mail address) where the scan data is to be sent can be directly typed in.



A maximum of 16 addresses (total of e-mail addresses from direct input and an LDAP search) can be specified.

- 1 In the main screen (Scan mode), use the keypad to type in the destination address.



For details on entering/editing text, refer to "Entering Text" on page 265.

- 2 After the text is entered, press the Enter key.
- 3 If an e-mail address was selected, press the up or down arrow key to select FINISH, and then press the Enter key.



*To add an additional e-mail address, select ADD in step 3, and then specify the destination.
To edit the specified e-mail address, select CHECK/EDIT in step 3, and then continue with step 2 of "Editing a Specified Destination Address". To delete an address, select CHECK/EDIT in step 3, and then continue with step 2 of "Deleting a Specified Destination Address".*

Selecting From the Favorite List

From the speed dial destinations and group dial destinations registered on this machine, register a maximum of 20 destinations in the favorite list for convenient access to frequently specified destinations. Follow the procedure described below to specify an address (e-mail address, FTP address or SMB address) from the favorite list as the recipient of the scan data.



For details on registering addresses in the favorite list, refer to “Registering in the Favorite List” on page 140.

- 1 With the main screen (Scan mode) or Can Use AddressBook displayed, press the Address book key so that FAVORITE appears.
- 2 Press the up or down arrow key to select the desired data, and then press the Enter key.
- 3 Press the Enter key again.
If an FTP address or an SMB address was selected, the destination address is specified.
- 4 If an e-mail address was selected, press the up or down arrow key to select FINISH, and then press the Enter key.



*To add an additional e-mail address, select ADD in step 4, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified.
To check the specified e-mail address, select CHECK/EDIT in step 4.
To delete an address, select CHECK/EDIT in step 4, and then continue with step 2 of “Deleting a Specified Destination Address”.*

Selecting a Speed Dial Destination

A maximum of 250 speed dial destinations can be registered on this machine. Follow the procedure described below to specify an address (e-mail address, FTP address or SMB address) from the registered speed dial destinations as the recipient of the scan data.



For details on registering addresses as speed dial destinations, refer to “Registering Speed Dial Destinations (Direct Input)” on page 141 or “Registering Speed Dial Destinations (LDAP Search)” on page 142.

- 1 With the main screen (Scan mode) or Can Use AddressBook displayed, press the Address book key twice so that SPEED DIAL appears.
- 2 Use the keypad to type in the number (between 1 and 250) for the speed dial destination, and then press the Enter key.
The information registered for the speed dial destination appears for two seconds.

- 3 Press the Enter key again.
If an FTP address or an SMB address was selected, the destination address is specified.
- 4 If an e-mail address was selected, press the up or down arrow key to select FINISH, and then press the Enter key.



*To add an additional e-mail address, select ADD in step 4, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified.
To check the specified e-mail address, select CHECK/EDIT in step 4.
To delete an address, select CHECK/EDIT in step 4, and then continue with step 2 of “Deleting a Specified Destination Address”.*

Selecting a Group Dial Destination

A maximum of 20 group dial destinations can be registered on this machine. (A maximum of 50 e-mail addresses can be registered with one group.) Follow the procedure described below to specify e-mail addresses from the registered group dial destinations as the recipient of the scan data.



For details on registering e-mail addresses as group dial destinations, refer to “Registering Group Dial Destinations” on page 144.



A group dial destination containing a telephone number cannot be used in Scan mode.

- 1 With the main screen (Scan mode) or Can Use AddressBook displayed, press the Address book key three times so that GROUP DIAL appears.
- 2 Use the keypad to type in the number (between 1 and 20) for the group dial destination, and then press the Enter key.
The information registered for the group dial destination appears for two seconds.
- 3 Press the Enter key again.
- 4 Press the up arrow or down arrow key to select FINISH, and then press the Enter key.



*To add an additional e-mail address, select ADD in step 4, and then specify the destination.
To check the specified e-mail address, select CHECK/EDIT in step 4.
To delete an address, select CHECK/EDIT in step 4, and then continue with step 2 of “Deleting a Specified Destination Address”.*

Selecting From the Address Book

The speed dial destinations and group dial destinations registered on this machine are saved in the address book. Follow the procedure described below to specify an address (e-mail address, FTP address or SMB address) from the address book as the recipient of the scan data.



This feature is available only if data has been registered in the address book.

- 1 With the main screen or Can Use AddressBook displayed, press the Address book key four times so that PHONE BOOK appears.
- 2 Press the up or down arrow key to select LIST, and then press the Enter key. A list of the address book contents appears.
- 3 Press the up or down arrow key to select the desired data, and then press the Enter key.
- 4 Press the Enter key again.
If an FTP address or an SMB address was selected, the destination address is specified.
- 5 If an e-mail address was selected, press the up or down arrow key to select FINISH, and then press the Enter key.



To add an additional e-mail address, select ADD in step 5, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified.

To check the specified e-mail address, select CHECK/EDIT in step 5. To delete an address, select CHECK/EDIT in step 5, and then continue with step 2 of "Deleting a Specified Destination Address".

Searching the Address Book

The destination address (e-mail address, FTP address or SMB address) where the scan data is to be sent can be specified by searching the address book.



This feature is available only if data has been registered in the address book.

- 1 With the main screen (Scan mode) or Can Use AddressBook displayed, press the Address book key four times so that PHONE BOOK appears.
- 2 Press the up arrow or down arrow key to select SEARCH, and then press the Enter key.
- 3 Use the keypad to type in the search keyword (maximum of 10 characters), and then press the Enter key.
The search begins, and the search results appear after a while. If no data matches the search keyword, NOT FOUND appears for about two seconds.



For details on entering/editing text, refer to “Entering Text” on page 265.



Text starting with the first character of the maximum 10 characters is searched for. Text will not be found if the search keyword is in the middle of a word.

- 4 Press the up or down arrow key to select the desired data, and then press the Enter key.



*To narrow down the search results, press the **Back** key, and then perform step 3 again.*

- 5 Press the Enter key again.
If an FTP address or an SMB address was selected, the destination address is specified.

- 6 If an e-mail address was selected, press the up or down arrow key to select FINISH, and then press the Enter key.



To add an additional e-mail address, select ADD in step 6, and then specify the destination. When sending the data to an FTP address or SMB address, multiple addresses cannot be specified.

To check the specified e-mail address, select CHECK/EDIT in step 6.

To delete an address, select CHECK/EDIT in step 6, and then continue with step 2 of “Deleting a Specified Destination Address”.

Searching an LDAP Server

The destination e-mail address where the scan data is to be sent can be specified by using information on the LDAP server.



To connect to an LDAP server, settings for LDAP SETTING must be specified. For details, refer to the Reference Guide on the Documentation CD/DVD.



A maximum of 16 addresses (total of addresses from direct input and an LDAP search) can be specified.



If anonymous access is used to search for information on an LDAP server, the correct search results may not be retrieved.

- 1 With the main screen (Scan mode) or Can Use AddressBook displayed, press the Address book key four times so that PHONE BOOK appears.
- 2 Press the up or down arrow key to select LDAP SEARCH, and then press the Enter key.
- 3 Press the up or down arrow key to select NAME or E-MAIL, and then press the Enter key.



To search registered names, select **NAME**. To search e-mail addresses, select **E-MAIL**.

- 4 Use the keypad to type in the search keyword (maximum of 10 characters), and then press the Enter key.

The search begins, and the search results appear after a while. If no data matches the search keyword, **NOT FOUND** appears for about two seconds.



For details on entering/editing text, refer to “Entering Text” on page 265.



Text starting with the first character of the maximum 10 characters is searched for. Text will not be found if the search keyword is in the middle of a word.

- 5 Press the up arrow or down arrow key to select the desired data, and then press the Enter key.



To check the found information, press the **▶** key.



An e-mail address exceeding 64 characters cannot be specified. If such an e-mail address is specified, **ADDRESS IS TOO LONG** appears for about two seconds, and then the screen for specifying the destination address appears.



To narrow down the search results, press the **Back** key, and then perform step 4 again.

- 6 Press the Enter key again.

- 7 Press the up arrow or down arrow key to select **FINISH**, and then press the Enter key.



To add an additional e-mail address, select **ADD** in step 7, and then specify the destination.

To edit the specified e-mail address, select **CHECK/EDIT** in step 7, and then continue with step 2 of “Editing a Specified Destination Address”.

To delete a specified e-mail address, select **CHECK/EDIT** in step 7, and then continue with step 2 of “Deleting a Specified Destination Address”. The address cannot be edited.

Specifying Multiple Destination Addresses

A destination address can be added if a destination e-mail address is specified.



If an **FTP** address or an **SMB** address was selected, multiple destination addresses cannot be specified.

- 1 In the main screen (Scan mode), press the up arrow or down arrow key to select the current data destination setting, and then press the Enter key.
- 2 Press the up or down arrow key to select ADD, and then press the Enter key.
- 3 Specify the destination address.



For details on typing in an e-mail address, refer to “Directly Entering the E-mail Address” on page 132.

For details on selecting from the favorite list, refer to “Selecting From the Favorite List” on page 133.

For details on selecting a speed dial destination, refer to “Selecting a Speed Dial Destination” on page 133.

For details on selecting a group dial destination, refer to “Selecting a Group Dial Destination” on page 134.

For details on selecting from the address book, refer to “Selecting From the Address Book” on page 135.

For details on searching the address book, refer to “Searching the Address Book” on page 135.

For details on searching an LDAP server, refer to “Searching an LDAP Server” on page 136.

Editing a Specified Destination Address

A specified destination e-mail address can be edited.



FTP addresses, SMB addresses and addresses registered as speed dial destinations or group dial destinations cannot be edited.

- 1 In the main screen (Scan mode), press the up arrow or down arrow key to select the current data destination setting, and then press the Enter key.
- 2 Press the up or down arrow key to select CHECK/EDIT, and then press the Enter key.
- 3 Press the up or down arrow key to select the e-mail address to be edited, and then press the Enter key.
- 4 Use the keypad to edit the e-mail address, and then press the Enter key.



For details on entering/editing text, refer to “Entering Text” on page 265.

- 5 To finish editing addresses, press the Back key.
- 6 Press the up arrow or down arrow key to select FINISH, and then press the Enter key.

Deleting a Specified Destination Address

A specified destination address (e-mail address, FTP address or SMB address) can be deleted.



Changes made with this procedure will not be applied to the original data (speed dial destination, group dial destination, etc.).

- 1 In the main screen (Scan mode), press the up or down arrow key to select the current data destination setting, and then press the Enter key.
- 2 To delete an e-mail address, press the up or down arrow key to select CHECK/EDIT, and then press the Enter key. Then, press the up arrow or down arrow key to select the address to be deleted. To delete an FTP address or SMB address, continue with step 3.
- 3 Press the Stop/Reset key.
- 4 Press the up or down arrow key to select YES, and then press the Enter key. The selected address is deleted.



If all specified addresses are deleted, the main screen is displayed.

- 5 To delete another address, repeat the procedure from step 2.
- 6 To finish deleting addresses, press the Back key.
- 7 Press the up or down arrow key to select FINISH, and then press the Enter key.

Registering/Editing Addresses


Addresses can be registered/edited in the favorite list, as speed dial destinations or as group dial destinations.



The same settings menu used to register/edit fax numbers is used to register/edit addresses. For details on registering/editing fax numbers, refer to the Facsimile User's Guide on the CD.


Registering in the Favorite List

From the speed dial destinations and group dial destinations registered on this machine, register a maximum of 20 destinations in the favorite list for convenient access to frequently specified destinations. Follow the procedure described below to register an address (e-mail address, FTP address or SMB address) on the favorite list.

- 1 In the main screen (Scan mode), press the up or down arrow key to select UTILITY, and then press the Enter key.
- 2 Press the up or down arrow key to select DIAL REGISTER, and then press the Enter key.
- 3 Press the up or down arrow key to select FAVORITE, and then press the Enter key.
 *If data is already registered on the favorite list, continue with step 7 after completing step 3.*
- 4 Press the Address book key to switch between SPEED DIAL and GROUP DIAL.
- 5 Use the keypad to type in the number (between 1 and 250) for the speed dial destination or the number (between 1 and 20) for the group dial destination to be registered on the favorite list, and then press the Enter key.
The information registered for the selected speed dial destination or group dial destination appears.
- 6 Press the Enter key again.
- 7 To register another address, press the up or down arrow key to select ADD, press the Enter key, and then repeat the procedure from step 4.
- 8 To finish registering addresses, press the up or down arrow key to select FINISH, and then press the Enter key.

Deleting From the Favorite List

Registered information can be deleted from the favorite list.

 *Changes made with this procedure will not be applied to the original data (speed dial destination, group dial destination, etc.).*

- 1 In the main screen (Scan mode), press the up or down arrow key to select UTILITY, and then press the Enter key.
- 2 Press the up or down arrow key to select DIAL REGISTER, and then press the Enter key.
- 3 Press the up or down arrow key to select FAVORITE, and then press the Enter key.

- 4 Press the up or down arrow key to select CHECK/EDIT, and then press the Enter key.
- 5 Press the up or down arrow key to select the address to be deleted from the favorite list, and then press the Stop/Reset key.
- 6 Press the up or down arrow key to select YES, and then press Enter key. The selected address is deleted.
- 7 To delete another address, repeat the procedure from step 5.
- 8 To finish deleting addresses, press the Back key.
- 9 Press the up or down arrow key to select FINISH, and then press the Enter key.

Registering Speed Dial Destinations (Direct Input)

E-mail addresses can be registered as speed dial destinations. A maximum of 250 speed dial destinations can be registered.



Machine key operations cannot be used to register an FTP address or SMB address as a speed dial destination. These addresses can be registered with the Setup Utility.



Speed dial destination numbers 221 to 250 are reserved for registering FTP addresses and SMB address from the Setup Utility.

- 1 In the main screen (Scan mode), press the up or down arrow key to select UTILITY, and then press the Enter key.
- 2 Press the up or down arrow key to select DIAL REGISTER, and then press the Enter key.
- 3 Press the up or down arrow key to select SPEED DIAL, and then press the Enter key.
- 4 Use the keypad to type in the number (between 1 and 220) for the speed dial destination, and then press the Enter key.
- 5 Press the up or down arrow key to select MANUAL SETTING, and then press the Enter key.



If an LDAP server is not specified, step 5 is skipped.

- 6 Use the keypad to type in the registration name, and then press the **ENTER** key.



For details on entering/editing text, refer to "Entering Text" on page 265.



A maximum of 20 characters can be entered.

- 7 Use the keypad to type in the e-mail address, and then press the Enter key. The settings are registered, and the DIAL REGISTER menu appears again.



A maximum of 64 characters can be entered.

Registering Speed Dial Destinations (LDAP Search)

E-mail addresses can be registered as speed dial destinations by using information on the LDAP server. A maximum of 250 speed dial destinations can be registered.



To connect to an LDAP server, settings for LDAP SETTING must be specified.



Machine key operations cannot be used to register an FTP address or SMB address as a speed dial destination. These addresses can be registered with the Setup Utility.



Speed dial destination numbers 221 to 250 are reserved for registering FTP addresses and SMB address from the Setup Utility.

- 1 In the main screen (Scan mode), press the up or down arrow key to select UTILITY, and then press the Enter key.
- 2 Press the up or down arrow key to select DIAL REGISTER, and then press the Enter key.
- 3 Press the up or down arrow key to select SPEED DIAL, and then press the Enter key.
- 4 Use the keypad to type in the number (between 1 and 220) for the speed dial destination, and then press the Enter key.
- 5 Press the up or down arrow key to select LDAP SEARCH, and then press the Enter key.



If an LDAP server is not specified, LDAP SEARCH does not appear.

- 6 Press the up or down arrow key to select NAME or E-MAIL, and then press the Enter key.



To search registered names, select NAME. To search e-mail addresses, select E-MAIL.

- 7 Use the keypad to type in the search keyword (maximum of 10 characters), and then press the Enter key. The search begins, and the search results appear after a while. If no data matches the search keyword, NOT FOUND appears for about two seconds.



For details on entering/editing text, refer to "Entering Text" on page 265.



Text starting with the first character of the maximum 10 characters is searched for. Text will not be found if the search keyword is in the middle of a word.

- 8 Press the up arrow or down arrow key to select the desired data, and then press the Enter key.



To check the found information, press the ► key.



An e-mail address exceeding 64 characters cannot be specified. If such an e-mail address is specified, ADDRESS IS TOO LONG appears for about two seconds, and then the screen for specifying the destination address appears.



To narrow down the search results, press the Back key, and then perform step 7 again.

- 9 If desired, edit the registration name, and then press the Enter key.
- 10 If desired, edit the e-mail address, and then press the Enter key.
The settings are registered, and the DIAL REGISTER menu appears again.

Editing/Deleting Speed Dial Destinations

Information registered as a speed dial destination can be edited or deleted.



Machine key operations cannot be used to edit/delete an FTP address or SMB address registered as a speed dial destination. These addresses can be edited/deleted with the Setup Utility.

- 1 In the main screen (Scan mode), press the up or down arrow key to select UTILITY, and then press the Enter key.
- 2 Press the up or down arrow key to select DIAL REGISTER, and then press the Enter key.
- 3 Press the up or down arrow key to select SPEED DIAL, and then press the Enter key.
- 4 Use the keypad to type in the number (between 1 and 220) for the speed dial destination to be edited/deleted, and then press the Enter key.
The information currently registered for the speed dial destination appears for two seconds.
- 5 Press the up or down arrow key to select EDIT to edit information or DELETE to delete the destination, and then press the Enter key.
If DELETE was selected, the settings are deleted, and the DIAL REGISTER menu appears again.
- 6 Use the keypad to edit the registration name, and then press the Enter key.



For details on entering/editing text, refer to “Entering Text” on page 265.

- 7 Use the keypad to edit the e-mail address, and then press the Enter key. The edited settings are saved, and the DIAL REGISTER menu appears again.




If the edited speed dial destination is registered in the favorite list or with a group dial destination, a confirmation message asking whether or not to keep the destination registered as it is appears after the operation in step 7 is performed. To keep the destination registered as it is, select Yes. To cancel the registration, select No.

Registering Group Dial Destinations

An e-mail address can be registered with a group dial destination. A maximum of 20 group dial destinations can be registered. (A maximum of 50 e-mail addresses can be registered with one group.)





The addresses that can be registered as group dial destinations are limited to addresses registered as speed dial destinations or as other group dial destinations.

- 1 In the main screen (Scan mode), press the up or down arrow key to select UTILITY, and then press the Enter key.
- 2 Press the up or down arrow key to select DIAL REGISTER, and then press the Enter key.
- 3 Press the up or down arrow key to select GROUP DIAL, and then press the Enter key.
- 4 Use the keypad to type in the number (between 1 and 20) for the group dial destination, and then press the Enter key.
- 5 Use the keypad to type in the group name, and then press the Enter key.
 *For details on entering/editing text, refer to “Entering Text” on page 265.*
- 6 Use the keypad to type in the number (between 1 and 220) for the speed dial destination to be added to the group, and then press the Enter key. The information registered for the selected speed dial destination appears.
- 7 Press the Enter key again.
- 8 To register another speed dial destination, press the up or down arrow key to select ADD, press the Enter key, and then repeat the procedure from step 6.
- 9 To finish registering speed dial destinations, press the up or down arrow key to select FINISH, and then press the Enter key.

Editing/Deleting Group Dial Destinations

Information registered with a group dial destination can be edited or deleted.

- 1 In the main screen (Scan mode), press the up or down arrow key to select UTILITY, and then press the Enter key.
- 2 Press the up or down arrow key to select DIAL REGISTER, and then press the Enter key.
- 3 Press the up or down arrow key to select GROUP DIAL, and then press the Enter key.
- 4 Use the keypad to type in the number (between 1 and 20) for the group dial destination to be edited/deleted, and then press the Enter key.
The information currently registered for the group dial destination appears for about two seconds.
- 5 Press the up or down arrow key to select EDIT to edit information or DELETE to delete the destination, and then press the Enter key.
If DELETE was selected, the settings are deleted, and the DIAL REGISTER menu appears again.
- 6 If desired, edit the group name, and then press the Enter key.
 *For details on entering/editing text, refer to “Entering Text” on page 265.*
- 7 Press the up or down arrow key to select ADD to add a speed dial destination, CHECK/EDIT to delete the destination or FINISH to finish editing, and then press the Enter key.
If FINISH was selected, the edited settings are saved, and the DIAL REGISTER menu appears again. If ADD was selected, continue with step 6 of “Registering Group Dial Destinations” on page 144. If CHECK/EDIT was selected, continue with step 8.
- 8 Press the up or down arrow key to select the speed dial destination to be deleted, and then press the Stop/Reset key.
 *To check the settings for the selected speed dial destination, press the Enter key.*
- 9 Press the up or down arrow key to select Yes, and then press the Enter key.
- 10 After the speed dial destination is deleted, press the **Back** key.
- 11 To delete another speed dial destination, repeat the procedure from step 8.
- 12 To finish deleting speed dial destinations, press the up or down arrow key to select FINISH, and then press the Enter key.



If the edited group dial destination is registered in the favorite list, a confirmation message asking whether or not to keep the destination registered as it appears after the operation in step 12 is performed. To keep the destination registered as it is, select Yes. To cancel the registration, select No.

Selecting the Data Format

The data format for the scanned image can be selected.

- 1** In the main screen (Scan mode), press the up or down arrow key to select the current data format setting, and then press the Enter key.
- 2** Press the up or down arrow key to select TIFF, PDF or JPEG, and then press the Enter key.
The main screen (Scan mode) appears again.



If BW ONLY was selected for the color setting, JPEG does not appear.



PDF data can be opened in Adobe Acrobat Reader.



TIFF files of images that have been scanned with the Color or Gray setting cannot be opened with the Windows Picture and FAX Viewer, which is included with Windows XP as a standard component. These files can be opened with image-processing applications such as PhotoShop, Microsoft Office Document Imaging or ACDsee.

Selecting the Scan Quality Setting

The resolution, scan mode and density appropriate for the scanned image can be selected.

Selecting the Resolution

- 1 In the main screen (Scan mode), press the up or down arrow key to select the current scan quality setting, and then press the Enter key.
- 2 Press the up or down arrow key to select RESOLUTION, and then press the Enter key.
- 3 Press the up or down arrow key to select 150x150dpi or 300x300dpi, and then press the Enter key.
The main screen (Scan mode) appears again.

Selecting the Scan Mode

- 1 In the main screen (Scan mode), press the up or down arrow key to select the current scan quality setting, and then press the Enter key.
- 2 Press the up or down arrow key to select MODE, and then press the Enter key.
- 3 Press the up or down arrow key to select MIX, TEXT or PHOTO, and then press the Enter key.
The main screen (Scan mode) appears again.

Selecting the Scan Density

- 1 In the main screen (Scan mode), press the up or down arrow key to select the current scan quality setting, and then press the Enter key.
- 2 Press the up or down arrow key to select DENSITY, and then press the Enter key.
- 3 Press the up or down arrow key to select the desired scan density, and then press the Enter key.
As the indicator is moved to right, the density becomes darker.

Setting the Scan Size

The size of the scan data can be specified.



The default setting is LETTER.

- 1 In the main screen (Scan mode), press the up or down arrow key to select the current scan size setting, and then press the Enter key.
- 2 Press the up or down arrow key to select the desired size, and then press the Enter key.
The main screen (Scan mode) appears again.

Setting the Scan Color

The color of the scan data can be specified.

- 1 In the main screen (Scan mode), press the up or down arrow key to select the current scan color setting, and then press the Enter key.
- 2 Press the up or down arrow key to select BW Only or COLOR or GRAY, and then press the Enter key.
The main screen (Scan mode) appears again.



If JPEG is selected as the data format, the scan color is set to BW Only, and the data format is automatically set to PDF.



Settings for SCAN SETTING/CODING METHOD in the UTILITY menu are available only if BW Only is selected.

Specifying the Subject

Specify the subject used when sending scan data as e-mail.

- 1 In the main screen (Scan mode), press the ▲ or ▼ key to select SUBJECT, and then press the Enter key.
- 2 Use the keypad to type in the subject name, and then press the Enter key.
The main screen (Scan mode) appears again.



For details on entering/editing text, refer to “Entering Text” on page 265.



To erase the specified subject name, press the Back key.

Deleting a Queued Transmission Job

The list of jobs queued for transmission can be displayed, and a job can be deleted.

- 1 In the main screen (Scan mode), press the up or down arrow key to select CANCEL RESERV., and then press the Enter key.
- 2 Press the up or down arrow key to select the job to be deleted, and then press the Enter key.



To check the information for the selected job, press the ► key.

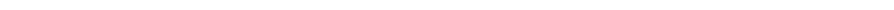


If no jobs are queued for transmission, NONE appears.

- 3 Press the up or down arrow key to select YES, and then press the Enter key. The main screen (Scan mode) appears again.

***Replacing
Consumables***

7



Replacing Consumables

Note

If an error message (TONER OUT, I/C LIFE END, etc.) appears, print out the configuration page, and then check the status of the other consumables. For details on the error messages, refer to “Error Messages” on page 238. For details on printing the configuration page, refer to “Printing a Configuration Page” on page 201.

About Toner Cartridges

Your machine uses four toner cartridges: black, yellow, magenta, and cyan. Handle the toner cartridges carefully to avoid spilling toner inside the machine or on yourself.



Install only new toner cartridges in your machine. If a used toner cartridge is installed, then toner remaining amount may not be accurate.



The toner is nontoxic. If you get toner on your skin, wash it off with cool water and a mild soap. If you get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off.



CAUTION!

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

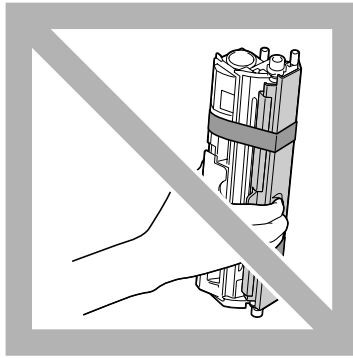
Note

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

Keep toner cartridges:

- In their packaging until you're ready to install them.
- In a cool, dry location away from sunlight (due to heat).
- The maximum storage temperature is 35°C (95°F) and the maximum storage humidity is 85% (noncondensing). If the toner cartridge is moved from a cold place to a warm, humid place, condensation may occur, degrading print quality. Allow the toner to adapt to the environment for about one hour before use.
- Level during handling and storage.

Do not hold, stand or store cartridges on their ends or turn them upside down; the toner inside the cartridges may become caked or unequally distributed.



- Away from salty air and corrosive gases such as aerosols.

Replacing a Toner Cartridge

Note

Be careful not to spill toner while replacing a toner cartridge. If toner spills, immediately wipe it off with a soft, dry cloth.

If MACHINE SETTING/TONER OUT STOP in the UTILITY menu is set to ON or ON(FAX), the message TONER OUT/CHANGE X TONER (where “X” indicates the color of the toner) appears when the toner cartridge is nearly empty. Follow the steps below to replace the toner cartridge.

- 1 Check the message window to see which color toner cartridge needs replacing.



If the machine detects that a toner cartridge is empty (TONER OUT or TONER LIFE END appears), the empty toner cartridge is automatically moved so that it can be replaced.

If this has occurred, skip steps 2 through 5, and continue with step 6.



If MACHINE SETTING/TONER OUT STOP in the UTILITY menu is set to OFF, printing can continue even after the message “Toner Out X” has appeared; however, the printing quality cannot be guaranteed. If printing is continued and the toner becomes empty, the message “TONER LIFE END/CHANGE X TONER” appears and printing stops. For details on the setting, refer to “MACHINE SETTING Menu” on page 41.

- 2 With the main screen displayed, press the ◀ key to display the PRINTER MODE screen.
- 3 Press the ▼ key to select T/C CHANGE and then press the Enter key.
- 4 Press the Enter key to select REPLACE MODE.
- 5 Press v to select the color for the toner cartridge to be replaced, and then press the Enter key.

The toner cartridges rotate within the machine to move the toner cartridge of the selected color to a position where it can be replaced.

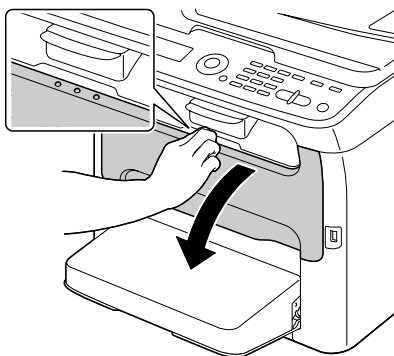


To exit REPLACE MODE, press the Stop/Reset key.

6 Open the front cover.



Before opening the front cover, open Tray 1 if it is not already open.



- 7 Check that the toner cartridge to be replaced has been moved to the front.



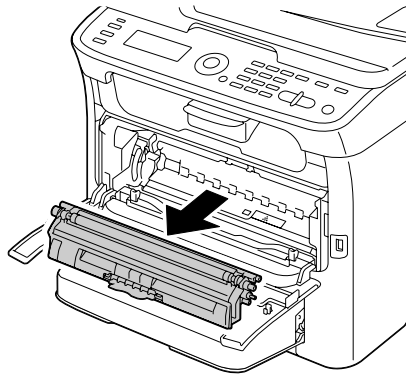
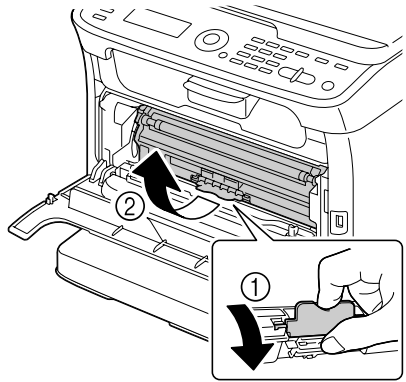
You can identify the toner cartridge by the color of the handle.

- 8 Pull down the handle on the toner cartridge until the toner cartridge is unlocked and moves out slightly toward you.

Remove the toner cartridge.

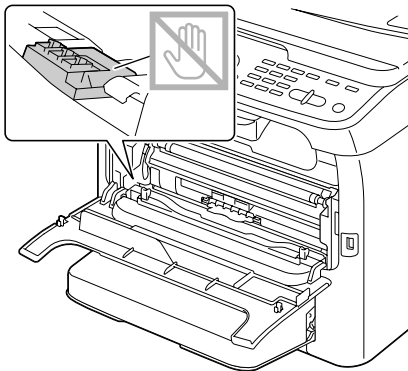


Do not manually rotate the toner cartridge carousel. In addition, do not rotate the carousel with force, otherwise it may be damaged.



Note

Do not touch the contact indicated in the illustration.



Note

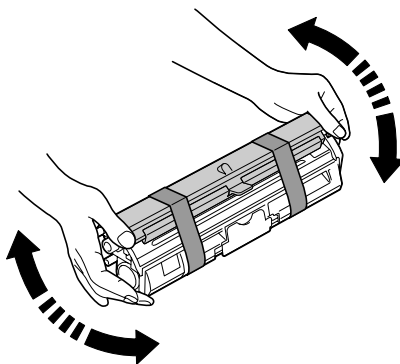
Dispose of the empty toner cartridge according to your local regulations. Do not burn the toner cartridge.

For details, refer to “About Toner Cartridges” on page 152.

- 9 Check the color of the new toner cartridge to be installed.
- 10 Remove the toner cartridge from the bag.
- 11 Shake the cartridge a few times to distribute the toner.



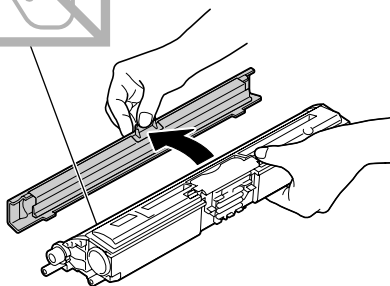
Make sure that the toner roller cover is securely attached before shaking the toner cartridge.



- 12** Remove the cover from the toner roller.



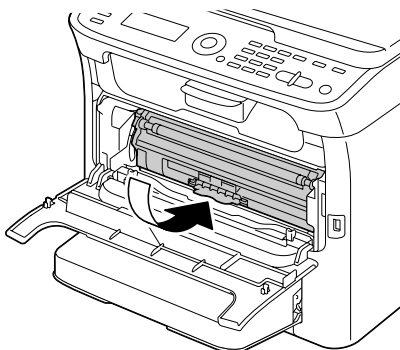
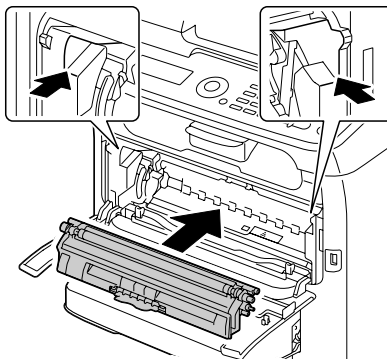
Do not touch or scratch the toner roller.



- 13** Align the shaft on each end of the toner cartridge with its holders, and then insert the cartridge.

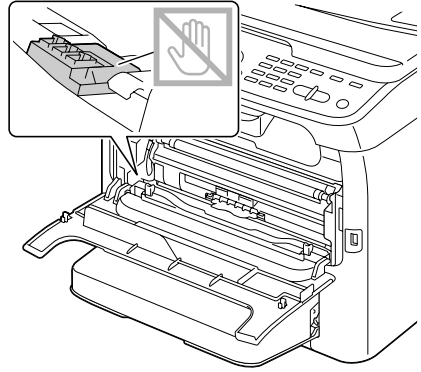


Before inserting the toner cartridge, make sure that the color of the toner cartridge to be installed is the same as the label on the toner cartridge carousel.

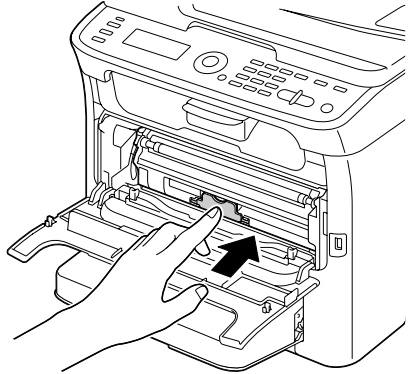


Note

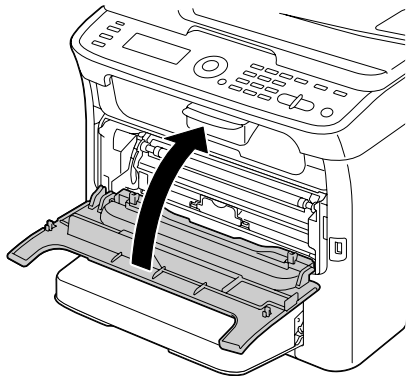
Do not touch the contact indicated the illustration.



- 14** Press in the toner cartridge until it locks into place.



- 15** Close the front cover.



- 16** Press the Stop/Reset key to reset the machine and clear the indicator message.



The machine must complete a calibration cycle (less than 2 minutes) after a toner cartridge has been replaced. If you open the scanner unit or front cover before the machine is reset, the calibration stops, then starts over again after the cover is closed.

Replacing All Toner Cartridges at the Same Time

Note

Be careful not to spill toner while replacing a toner cartridge. If toner spills, immediately wipe it off with a soft, dry cloth.

By selecting the EJECT MODE in the PRINTER MODE menu, all toner cartridges can be replaced at the same time.

Follow the procedure described below to use the EJECT MODE.

- 1 With the main screen displayed, press the ◀ key to display the PRINTER MODE screen.
- 2 Press the ▼ key to select T/C CHANGE and then press the Enter key.
- 3 Press the ▼ key to select EJECT MODE and then press the Enter key.
- 4 Perform the operations described in steps 6 through 15 of “Replacing a Toner Cartridge” on page 154 through 7-9 to replace the magenta toner cartridge.



To exit EJECT MODE, press the Stop/Reset key.

- 5 Follow the same procedure to replace the cartridges for the cyan, black, then yellow toners.
- 6 Press the Stop/Reset key to reset the machine.



The machine must complete a calibration cycle (less than 2 minutes) after a toner cartridge has been replaced. If you open the scanner unit or front cover before the machine is reset, the calibration stops, then starts over again after the cover is closed.

Replacing the Imaging Cartridge

For optimum print quality and performance, use only approved Oki imaging cartridge for your specific machine type.

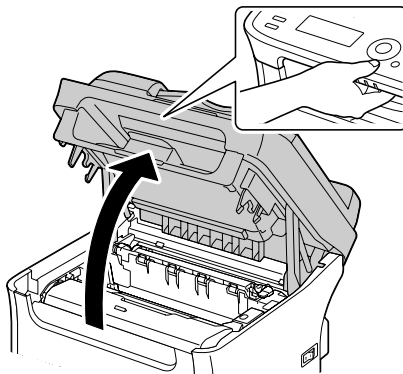


You are advised to replace the imaging cartridge when the message I/C LIFE END/REPLACE I/C appears.

1 Open the scanner unit.

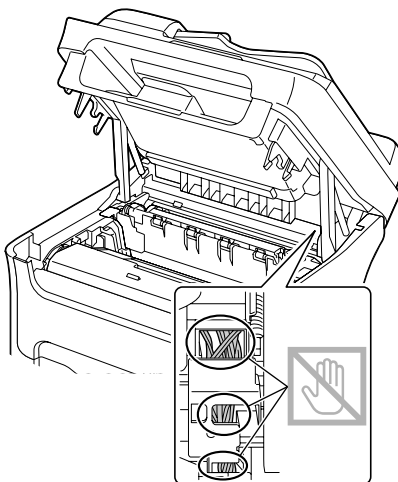


If there is paper in the output tray, remove it, and then fold up the output tray before opening the scanner unit.

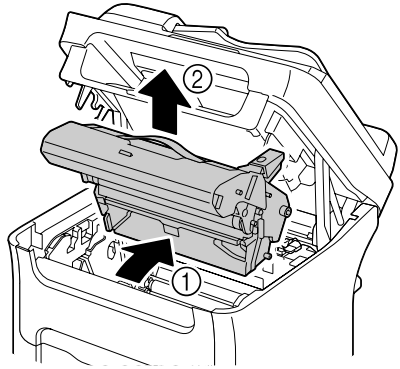


Note

Do not touch the wires and flat cable shown in the illustration.



- 2 Grab the handle and lift it up slightly to the back, and then slowly pull the imaging cartridge out vertically.



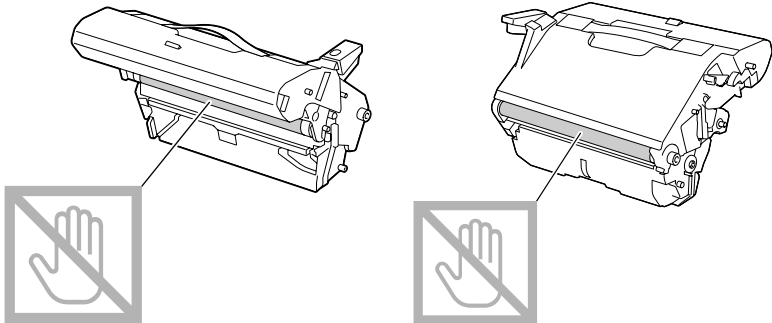
Note

Dispose of the used imaging cartridge according to your local regulations. Do not burn the imaging cartridge.

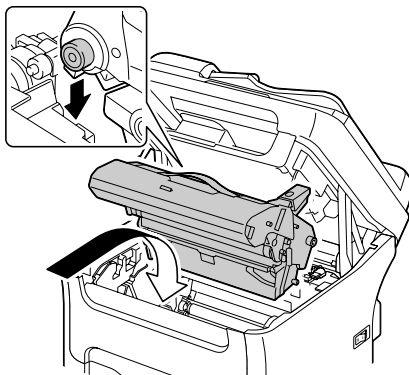
- 3 Prepare the new imaging cartridge.

Note

Do not touch the PC drum and the transfer belt on the imaging cartridge.



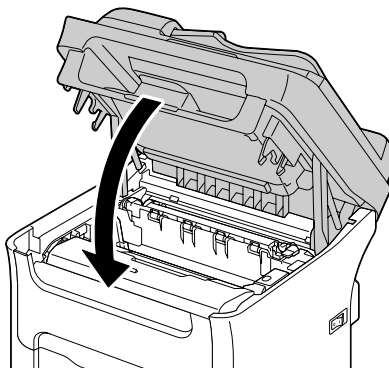
- 4 Slowly insert the new imaging cartridge vertically, and then push it slightly down toward you to finish installing the imaging cartridge.



- 5 Carefully close the scanner unit.

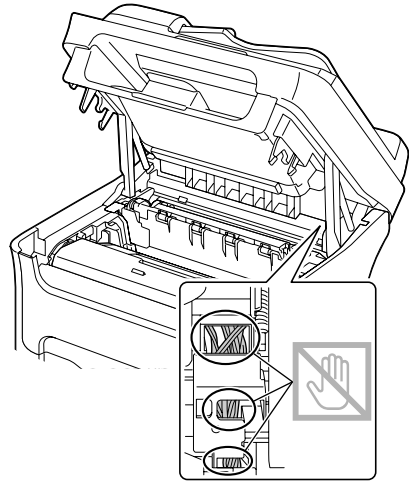


Take care not to trap your fingers when closing the scanner unit.



Note

Do not touch the wires and flat cable shown in the illustration.

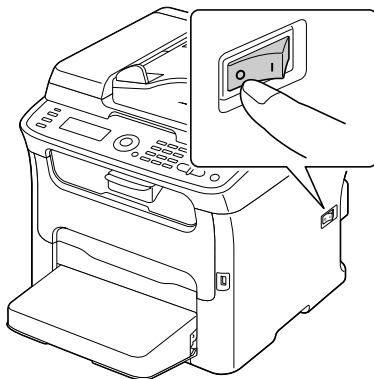


The machine must complete a calibration cycle (less than 2 minutes) after the imaging cartridge has been replaced. If you open the scanner unit or front cover before the machine is reset, the calibration stops, then starts over again after the cover is closed.

Replacing the Fuser Unit

For optimum print quality and performance, use only approved Oki fuser unit for your specific machine type.

- 1 Turn off the machine and disconnect the power cord.



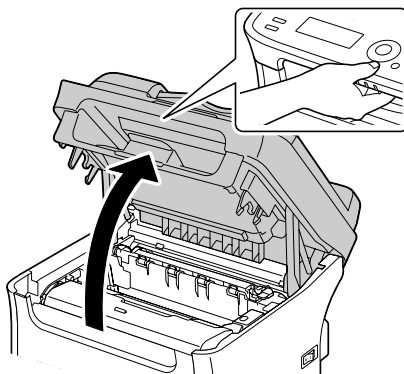
Note

There are extremely hot parts within the machine. Before replacing the fuser unit, wait about 20 minutes after turning off the machine, and then check that the fusing section has reached room temperature, otherwise, you may get burnt.

- 2 Open the scanner unit.

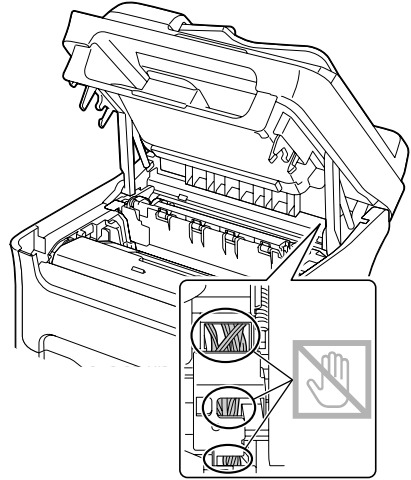


If there is paper in the output tray, remove it, and then fold up the output tray before opening the scanner unit.

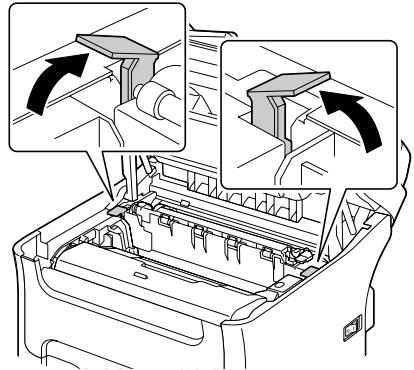


Note

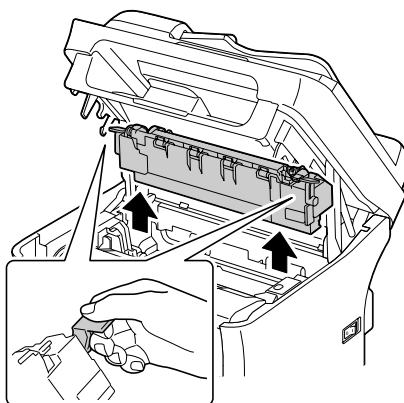
Do not touch the wires and flat cable shown in the illustration.



-
-
- 3 Push the blue handles back as far as possible.

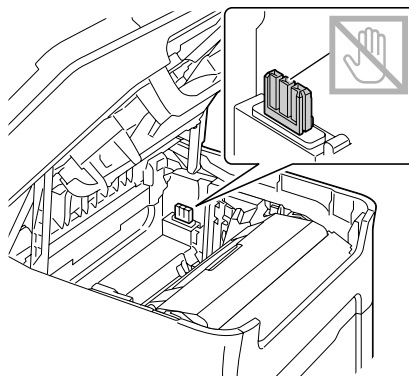


- 4 Grab the blue handles and lift the fuser unit to remove it.

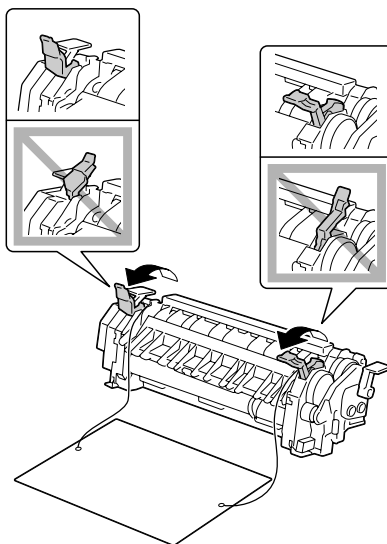


Note

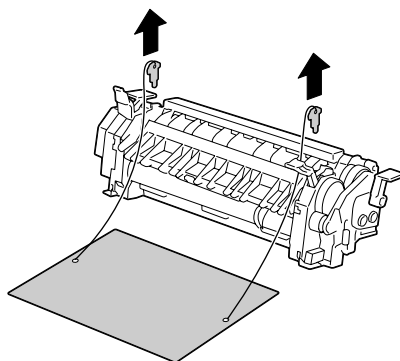
Do not touch the matching connectors of the fuser unit and the machine.



- 5 Prepare a new fuser unit.
- 6 Pull the fuser separator levers forward as far as possible.



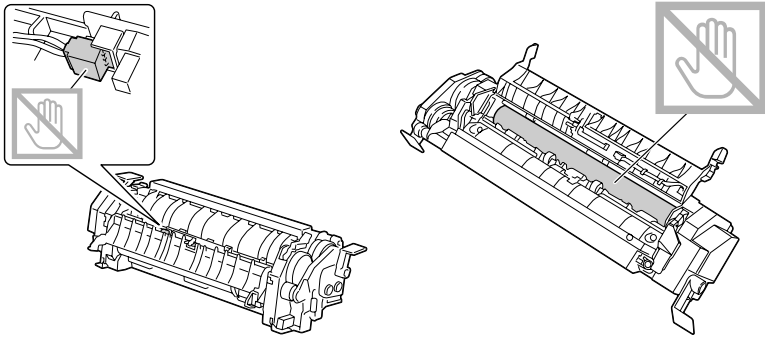
- 7 Remove the fuser separator material, and then return the fuser sepa-



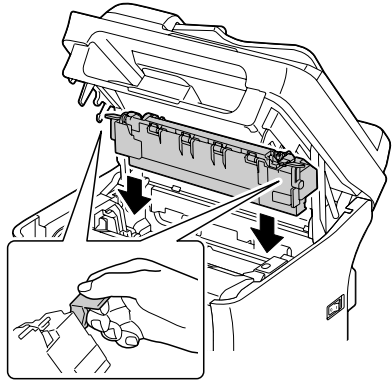
rator levers to their original positions.

Note

Be careful not to touch the paper exit sensor and the surface of the fuser roller in the fuser unit.

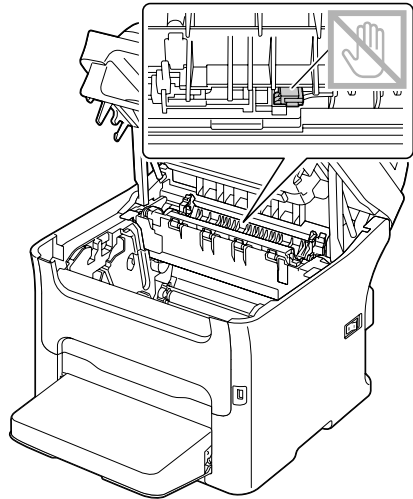


- 8 While lifting the fuser unit with the blue handles (one on each side), vertically insert the fuser unit.



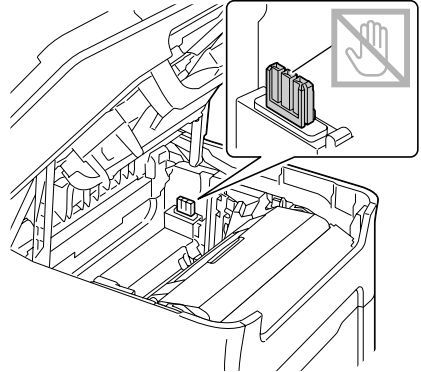
Note

Do not touch the paper exit sensor on the fuser unit.

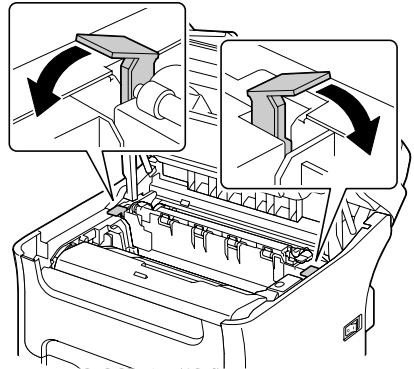


Note

Do not touch the matching connectors of the fuser unit and the machine.



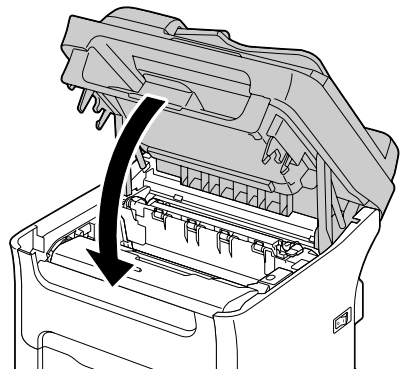
- 9 After the fuser unit is firmly installed, flip the blue handles down toward you.



- 10 Carefully close the scanner unit.

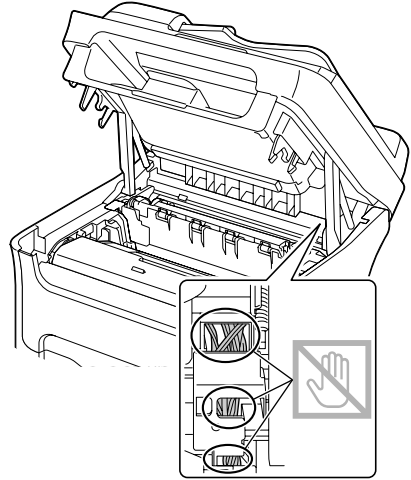


Take care not to trap your fingers when closing the scanner unit.

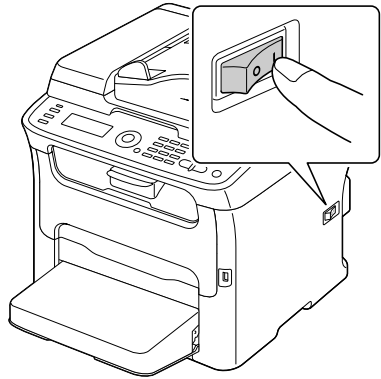


Note

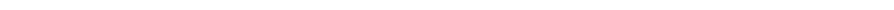
Do not touch the wires and flat cable shown in the illustration.



-
- 11** Reconnect the power cord, and turn on the machine.



Maintenance 8



Maintaining the Machine



CAUTION!

Read all caution and warning labels carefully, making sure to follow any instructions contained in them. These labels are located on the inside of the machine's covers and the interior of the machine body.

Handle the machine with care to preserve its life. Abuse handling may cause damage and void your warranty. If dust and paper scraps remain on the inside or outside of the machine, machine performance and print quality will suffer, so the machine should be cleaned periodically. Keep the following guidelines in mind.



WARNING!

Turn off the machine, unplug the power cord, and disconnect all interface cables before cleaning. Do not spill water or detergent into the machine; otherwise the machine will be damaged and an electric shock may occur.



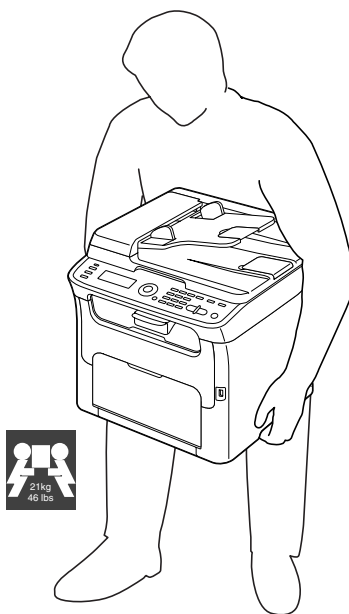
CAUTION!

The fuser unit is hot. When the top door is opened, the fuser unit temperature drops gradually (one hour wait time).



- Be careful when cleaning the inside of the machine or removing media mis-feeds, as the fuser unit and other internal parts may be very hot.
- Do not place anything on top of the machine.
- Use a soft cloth to clean the machine.
- Never spray cleaning solutions directly on the machine's surface; the spray could penetrate through the air vents of the machine and damage the internal circuits.
- Avoid using abrasive or corrosive solutions or solutions that contain solvents (such as alcohol and benzene) to clean the machine.
- Always test any cleaning solution (such as mild detergent) on a small inconspicuous area of your machine to check the solution's performance.
- Never use sharp or rough implements, such as wire or plastic cleaning pads.
- Always close the machine's covers gently. Never subject the machine to vibration.
- Do not cover the machine immediately after using it. Turn it off and wait until it cools down.

- Do not leave the machine's covers open for any length of time, especially in well-lit places; light may damage the toner cartridges.
- Do not open the machine during printing.
- Do not tap media stacks on the machine.
- Do not lubricate or disassemble the machine.
- Do not tilt the machine.
- Do not touch the electrical contacts, gears, or laser devices. Doing so may damage the machine and cause the print quality to deteriorate.
- Keep media in the output tray at a minimum level. If the media is stocked too high, your machine may experience media misfeeds and excessive media curl.
- When lifting the machine, grasp the areas shown in the figure. Keep the machine level to avoid toner spillage.
- Before moving the machine, remove the dust cover, and fold up Tray 1.
- If the optional lower feeder unit, attachment and duplex option are installed, remove them and move them separately.
- If you get toner on your skin, wash it off with cool water and a mild soap.



CAUTION!

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

- Make sure any parts removed during cleaning are replaced before you plug in the machine.

Cleaning the Machine

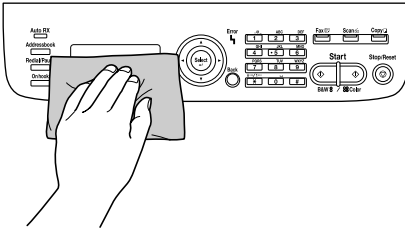


CAUTION!

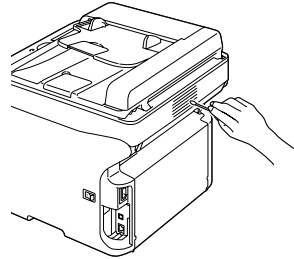
Be sure to turn off the machine and unplug the power cord before cleaning. However, be sure to turn on the machine when cleaning the print head window.

Exterior

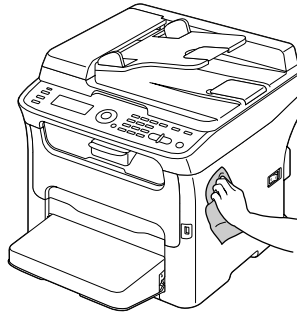
■ Control Panel



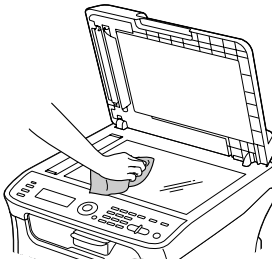
■ Ventilation Grill



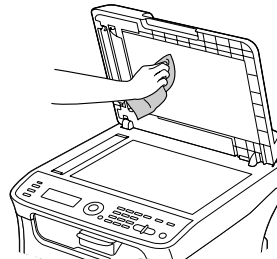
■ Machine Exterior



■ Original Glass



■ Original Cover Pad



Media Rollers

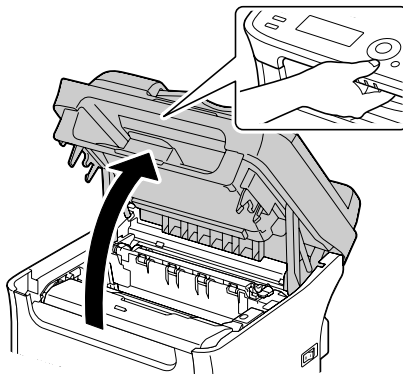
The accumulation of paper dust and other debris on the media rollers can cause media-feeding problems.

Cleaning the Media Feed Roller

- 1 Open the scanner unit.

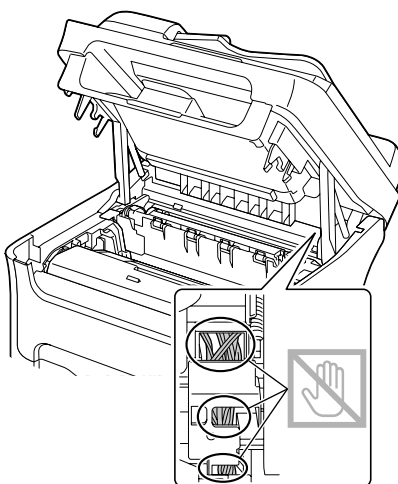


If there is paper in the output tray, remove it, and then fold up the output tray before opening the scanner unit.

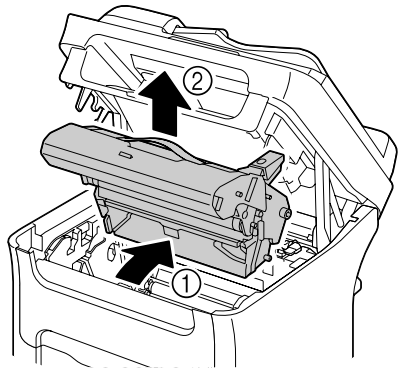


Note

Do not touch the wires and flat cable shown in the illustration.

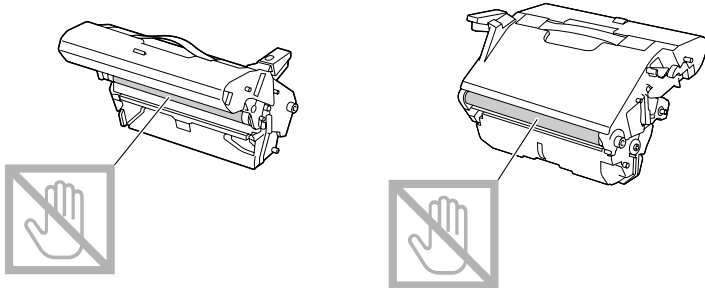


- 2 Grab the handle and lift it up slightly to the back, and then slowly pull the imaging cartridge out vertically.



Note

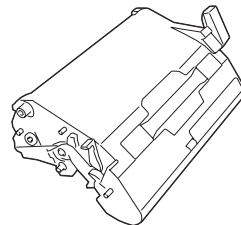
Do not touch the PC drum and the transfer belt on the imaging cartridge.



Position the removed imaging cartridge horizontally as shown in the illustration at the right.

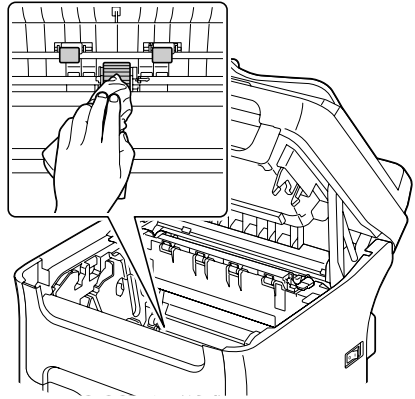
Be sure to keep the imaging cartridge horizontal and place it where it will not become dirty.

Do not leave the imaging cartridge removed for more than 15 minutes, and do not place the removed imaging cartridge in a location where it would be exposed to direct light (such as sunlight).



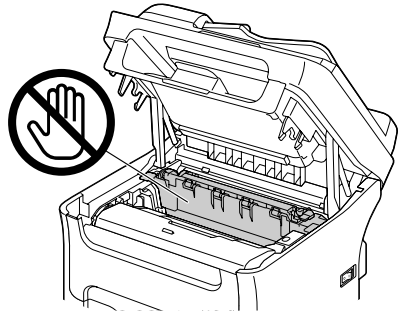
- 3 Clean the media feed rollers by wiping them with a soft, dry cloth.

BOTTOM
VIEW



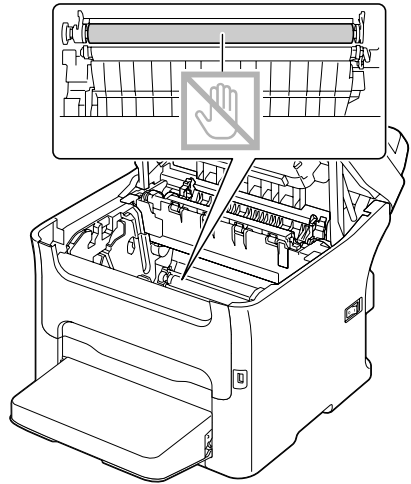
CAUTION!

The area around the fuser unit is extremely hot. Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, and then seek professional medical attention.

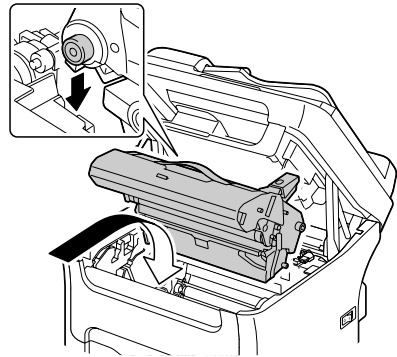


Note

Decreased print quality may result if the surface of the transfer roller is touched. Be careful not to touch the surface of the transfer roller.



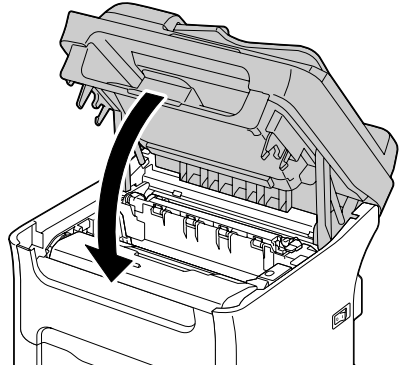
-
- 4** Slowly insert the imaging cartridge vertically, and then push it slightly down toward you to finish reinstalling the imaging cartridge.



5 Carefully close the scanner unit.

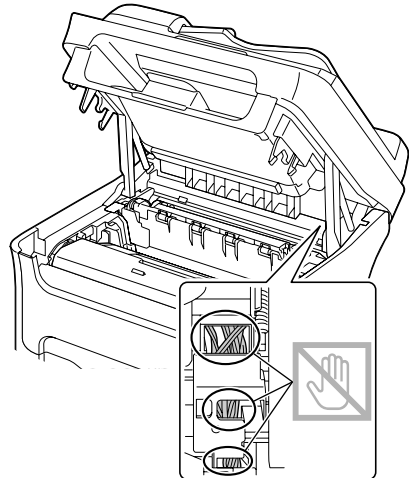


Take care not to trap your fingers when closing the scanner unit.



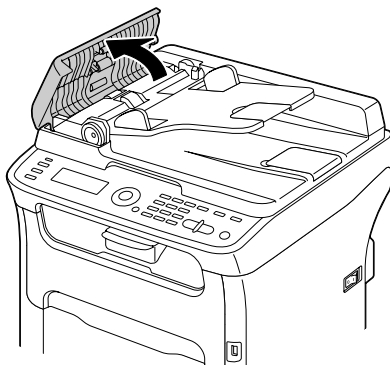
Note

Do not touch the wires and flat cable shown in the illustration.

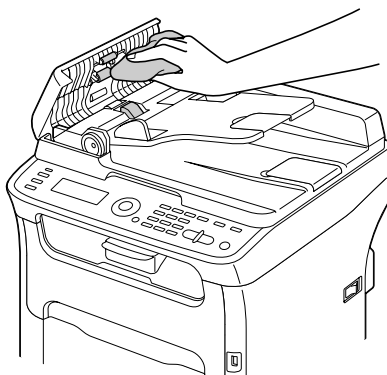


Cleaning the Media Feed Rollers for the ADF

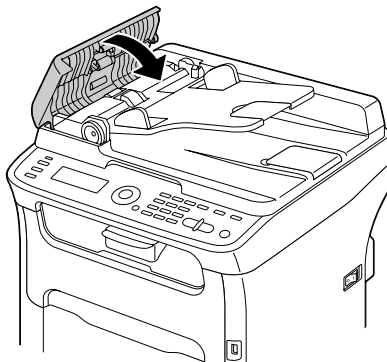
- 1 Open the ADF feed cover.



- 2 Clean the media feed rollers by wiping them with a soft, dry cloth.



- 3 Close the ADF feed cover.



Cleaning the Media Feed Rollers for Tray 2

Be sure to remove the duplex option before cleaning the media feed rollers for Tray 2.

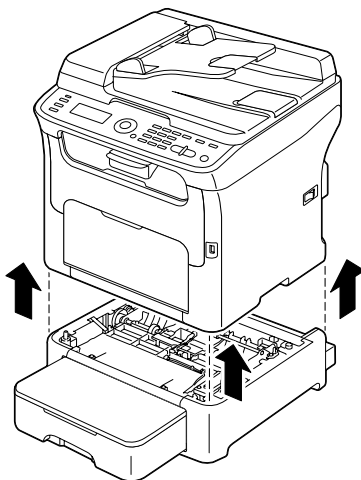
- 1 If the duplex option is installed, remove it.



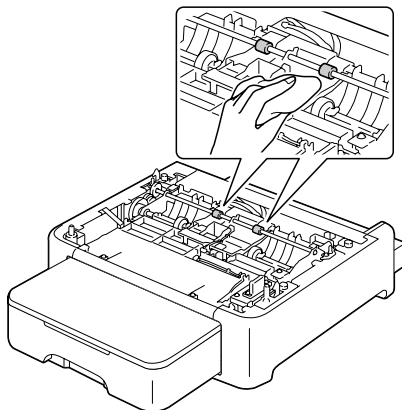
If the duplex option is not installed and the locking pins are installed at the back of Tray 2, remove the locking pins (one in each opening on the left and right sides at the back of Tray 2).

To remove a locking pin, turn it to either the left or the right so that its grip is vertical, and then pull out the locking pin to remove it.

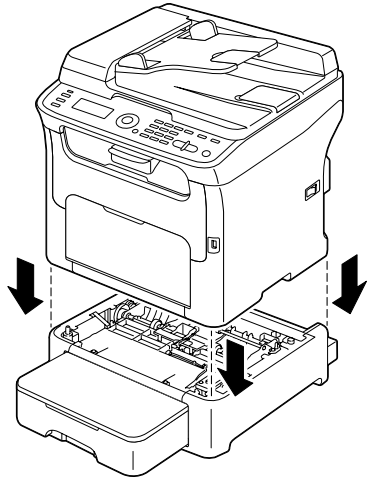
- 2 Remove the dust cover from Tray 1 and close the tray.
- 3 Lift the machine off of Tray 2 and temporarily place it on a sturdy flat surface.



- 4 Clean the media feed rollers by wiping them with a soft, dry cloth.



- 5 Lift the machine and reinstall it on top of Tray 2.



- 6 Open Tray 1 and reattach the dust cover.

- 7 If you removed the duplex option in step 1, reinstall it.



If the duplex option is not to be installed, install the locking pins.

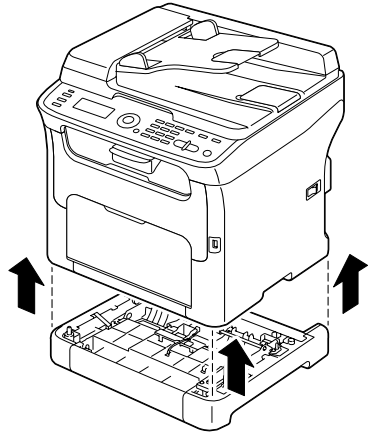
While holding the grip of the locking pin vertical, insert the locking pin into the opening on either the left or right side of the lower feeder unit and, while pushing it in, turn it to either the left or the right. The locking pin is installed when its grip is horizontal.

Installing the left and right locking pins secures the lower feeder unit to the machine so it cannot be removed.

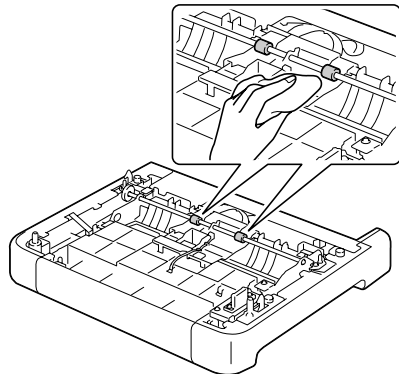
Cleaning the Media Feed Rollers for the attachment

Be sure to remove the duplex option before cleaning the media feed rollers for the attachment.

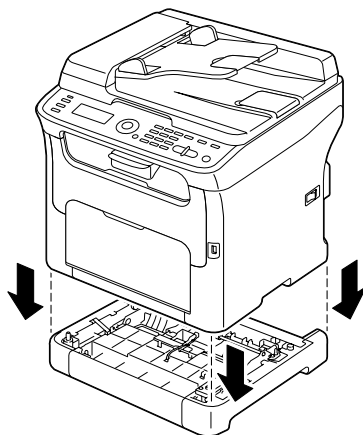
- 1 If the duplex option is installed, remove it.
- 2 Remove the dust cover from Tray 1 and close the tray.
- 3 Lift the machine off of the attachment and temporarily place it on a sturdy flat surface.



- 4 Clean the media feed rollers by wiping them with a soft, dry cloth.



- 5** Lift the machine and reinstall it on top of the attachment.

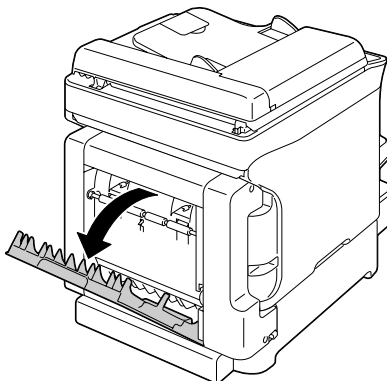


- 6** Open Tray 1 and reattach the dust cover.

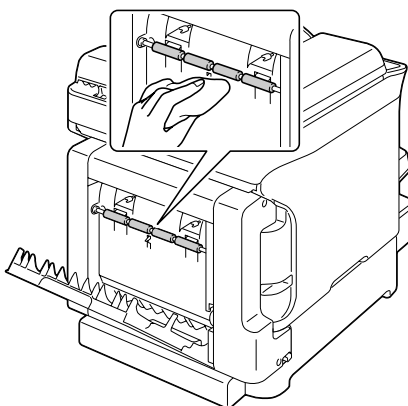
- 7** If you removed the duplex option in step 1, reinstall it.

Cleaning the Media Feed Rollers for the Duplex

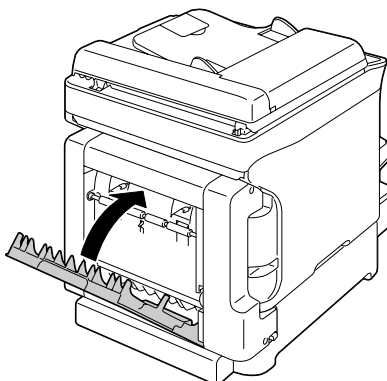
- 1 Open the duplex door.



- 2 Clean the feed rollers by wiping them with a soft, dry cloth.



- 3 Close the duplex door.



Print Head Window

Continuing to use this machine with a dirty print head window can cause print quality problems.

Clearing the Print Head Window

- 1 With the main screen displayed, press the arrow key to display the PRINTER MODE screen.
- 2 Press the down arrow key to select T/C CHANGE and then press the Enter key.
- 3 Press the down arrow key to select P/H CLEAN MODE and then press the Enter key.

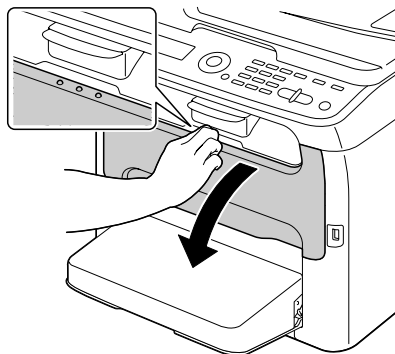


*It is not possible to exit P/H CLEAN MODE before the operation is finished (even if the Stop/Reset key is pressed).
If the machine has incorrectly been switched to P/H CLEAN MODE, perform steps 4 through 7, then steps 11 through 16 (skipping steps 8 through 10) to exit P/H CLEAN MODE mode.*

- 4 Open the front cover.



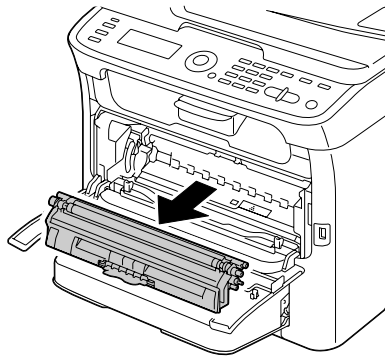
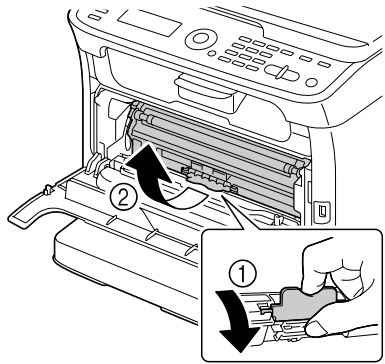
Before opening the front cover, open Tray 1 if it is not already open.



- 5** The magenta toner cartridge has been moved to the position from where it can be replaced. Pull down the handle on the toner cartridge until the toner cartridge is unlocked and moves out slightly toward you. Remove the toner cartridge.

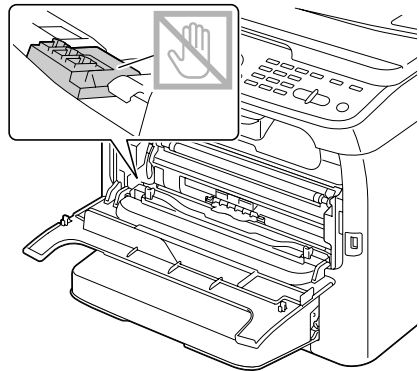


When the magenta toner cartridge is removed, a gap is created within the machine so that the print head window can easily be cleaned.



Note

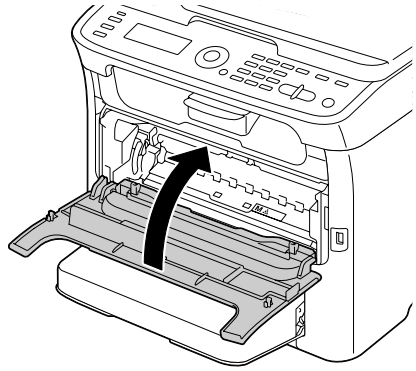
Do not touch the contact indicated the illustration.



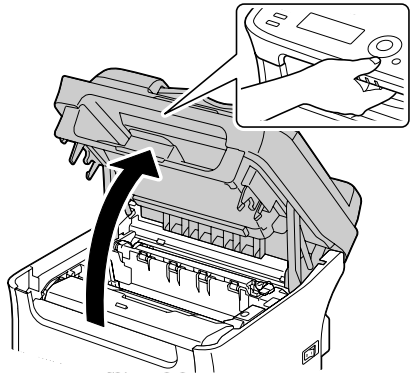
6 Close the front cover.



The toner cartridge rotate within the machine.

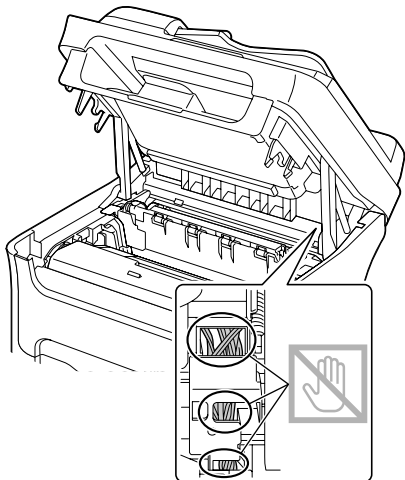


7 After the toner cartridges have finished rotating, open the scanner unit.

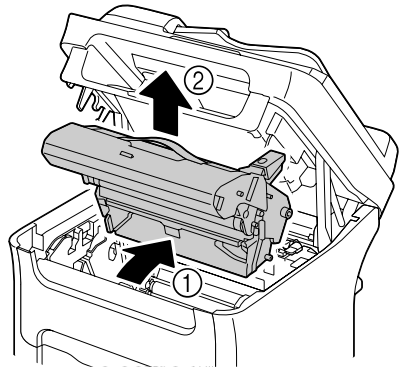


Note

Do not touch the wires and flat cable shown in the illustration.

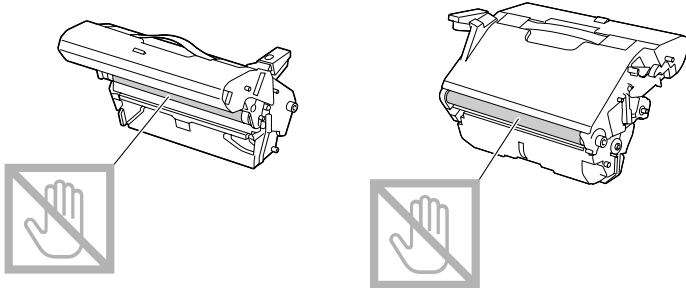


- 8 Grab the handle and lift it up slightly to the back, and then slowly pull the imaging cartridge out vertically.



Note

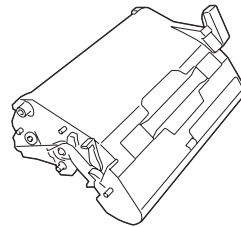
Do not touch the PC drum and the transfer belt on the imaging cartridge.



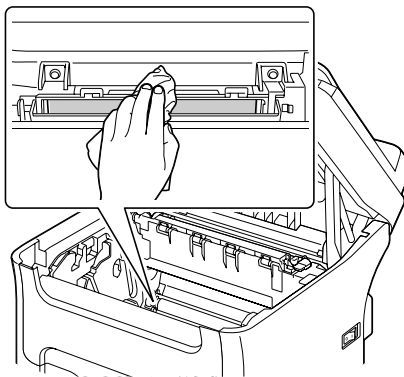
Position the removed imaging cartridge horizontally as shown in the illustration at the right.

Be sure to keep the imaging cartridge horizontal and place it where it will not become dirty.

Do not leave the imaging cartridge removed for more than 15 minutes, and do not place the removed imaging cartridge in a location where it would be exposed to direct light (such as sunlight).

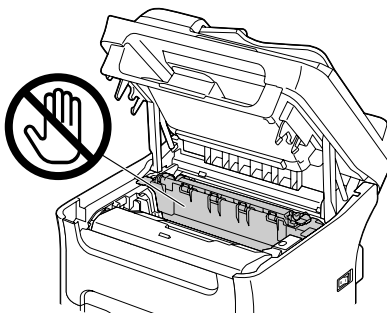


- 9 Clean the print head window by wiping it with a soft, dry cloth.



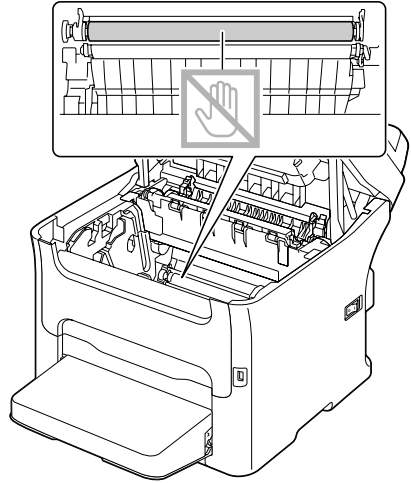
CAUTION!

The area around the fuser unit is extremely hot. Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, and then seek professional medical attention.

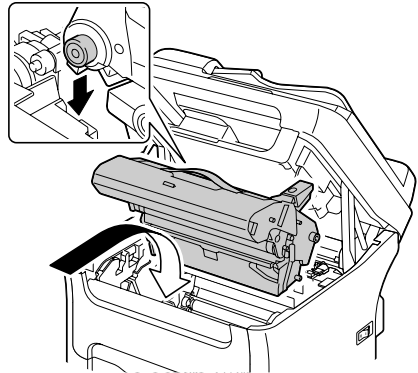


Note

Decreased print quality may result if the surface of the transfer roller is touched. Be careful not to touch the surface of the transfer roller.



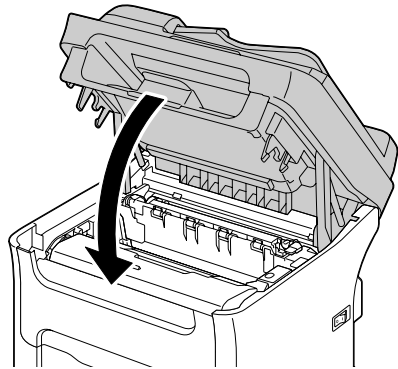
- 10 Slowly insert the imaging cartridge vertically, and then push it slightly down toward you to finish reinstalling the imaging cartridge.



11 Close the scanner unit.

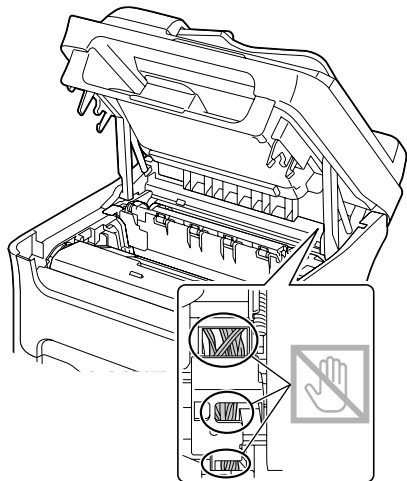


Take care not to trap your fingers when closing the scanner unit.



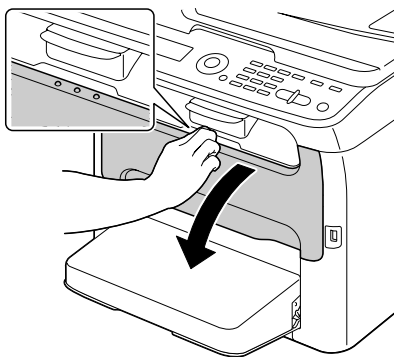
Note

Do not touch the wires and flat cable shown in the illustration.

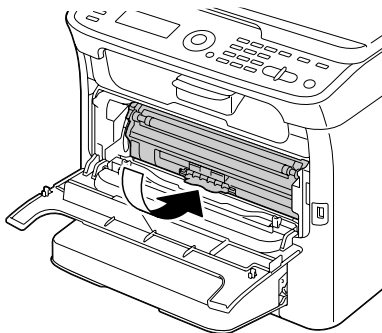
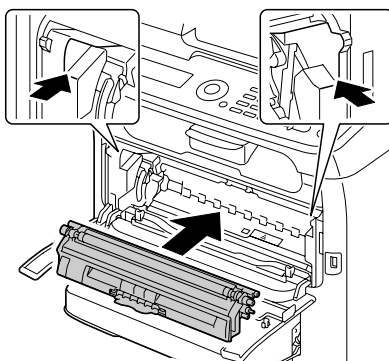


12 Press the Stop/Reset key.

- 13** After the toner cartridges have finished rotating, open the front cover.

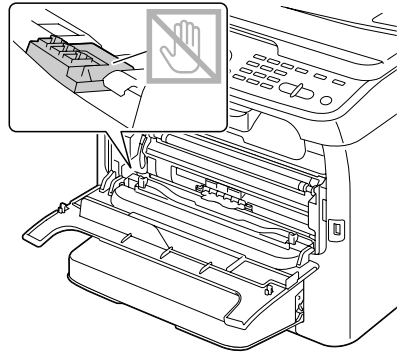


- 14** Align the shaft on each end of the toner cartridge with its holders, and then insert the cartridge.

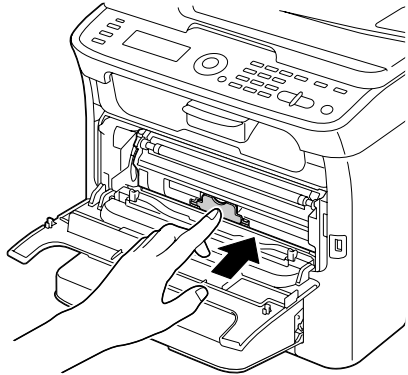


Note

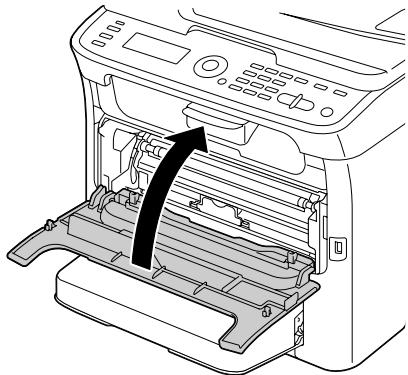
Do not touch the contact indicated the illustration.



- 15 Press in the magenta toner cartridge until it locks into place.



- 16 Close the front cover.



Troubleshooting 9



Introduction

This chapter provides information to aid you in resolving machine problems you may encounter, or at least guide you to the proper sources for help.

"Printing a Configuration Page"	page 9-201
"Preventing Media Misfeeds"	page 9-202
"Understanding the Media Path"	page 9-203
"Clearing Media Misfeeds"	page 9-203
"Solving Problems with Media Misfeeds"	page 9-223
"Solving Other Problems"	page 9-226
"Solving Problems with Printing Quality"	page 9-231
"Status, Error, and Service Messages"	page 9-237

Printing a Configuration Page

- 1 In the main screen, press the up or down arrow key to select REPORT/STATUS, and then press the Enter key.
- 2 Press the up or down arrow key to select REPORT, and then press the Enter key.
- 3 Press the up or down arrow key to select CONFIGURATION PAGE, and then press the Enter key.
- 4 Press the Start-Mono key or the Start-Color key.

Preventing Media Misfeeds

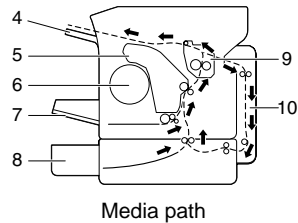
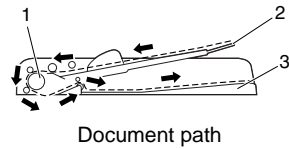
Make sure that...
Media matches the machine specifications.
Media is flat, especially on the leading edge.
The machine is on a hard, flat, level surface.
You store media in a dry location away from moisture and humidity.
You always adjust the media guides in Tray 1 after inserting the media (a guide that is not properly adjusted can cause poor print quality, media misfeeds, and machine damage).
You load the media printing-side up in the tray (<i>many manufacturers place an arrow on the end of the wrapper to indicate the printing side</i>).

Avoid...
Media that is folded, wrinkled, or excessively curled.
Double feeding (<i>remove the media and fan the sheets—they may be sticking together</i>).
Loading more than one type/size/weight of media in a tray at the same time.
Overfilling the trays.
Allowing the output tray to overfill (<i>the output tray has a 100 sheet capacity—missfeeding may occur if you allow more than 100 sheets of media to accumulate at one time</i>).

Understanding the Media Path

Understanding the media path will help you locate media misfeeds.

1. ADF media feed rollers
2. Document feed tray
3. Document output tray
4. Output tray
5. Imaging cartridge
6. Toner cartridge carousel
7. Tray 1 (multipurpose tray)
8. Tray 2 (optional lower feed unit)
9. Fuser unit
10. Duplex (optional)



Clearing Media Misfeeds

To avoid damage, always remove misfed media gently, without tearing it. Any piece of media left in the machine, whether large or small, can obstruct the media path and cause further misfeeds. Do not reload media that has misfed.

Note

The image is not fixed on the media before the fusing process. If you touch the printed surface, the toner may stick to your hands, so be careful not to touch the printed face when removing the misfed media. Make sure not to spill any toner inside the machine.



CAUTION!

Unfused toner can mess your hands, clothes, or anything else it gets on. If you accidentally get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off. If toner gets on your skin, wash it off with cool water and a mild soap.



CAUTION!

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

If, after clearing the media missfeed, the missfeed message in the message window persists, open and close the scanner unit. This should clear the missfeed message.

Media Missfeed Messages and Clearing Procedures

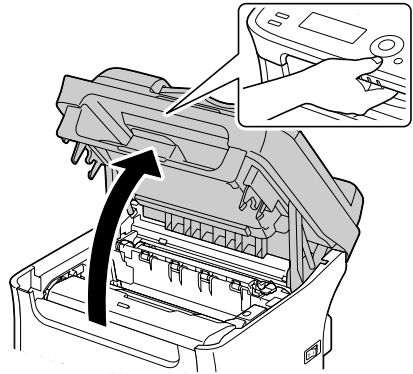
Media Missfeed Message	Page Reference
CHECK TRAY1 PAPER LOAD PAPER (1xx) (PRESS START KEY)	This message appears in the following cases. <ul style="list-style-type: none"> ● When no media is loaded in Tray 1 ● When a missfeed has occurred in Tray 1 With the first case, load media into the tray, and then press the Start key. With the second case, refer to page 9-214.
FUSER JAM OPEN TOP COVER	page 9-206
ORIGINAL DOC. JAM OPEN DOC.FEED COVER	page 9-219
OUTPUT JAM OPEN TOP COVER	page 9-206
TRANSFER JAM OPEN TOP COVER	page 9-206
TRAY2 JAM OPEN TOP COVER	page 9-215
DUPLEX JAM OPEN DUPLEX COVER	page 9-221
DUPLEX JAM OPEN TOP/DUPLEX	page 9-206 and page 9-221

Clearing a Media Missfeed in the Machine

- 1 Open the scanner unit.

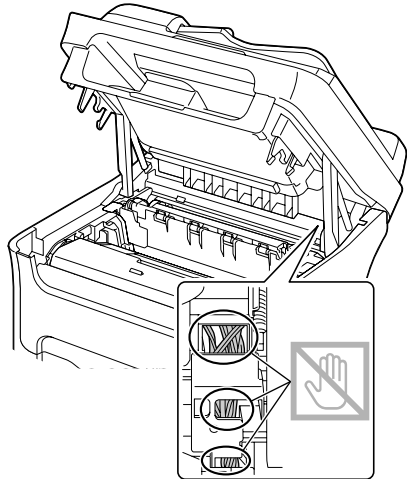


If there is paper in the output tray, remove it, and then fold up the output tray before opening the scanner unit.

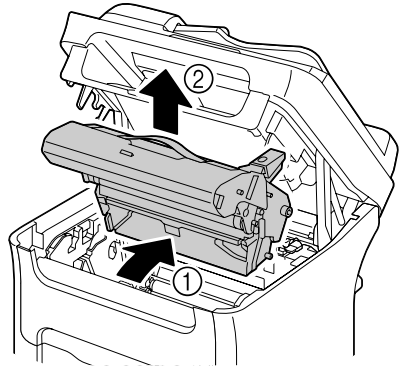


Note

Do not touch the wires and flat cable shown in the illustration.

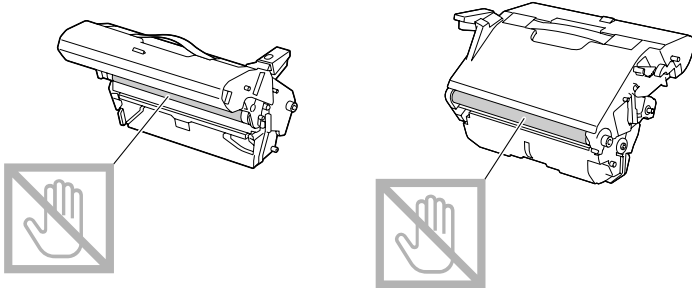


- 2 Grab the handle and lift it up slightly to the back, and then slowly pull the imaging cartridge out vertically.



Note

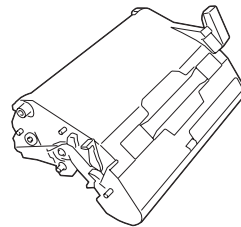
Do not touch the PC drum and the transfer belt on the imaging cartridge.



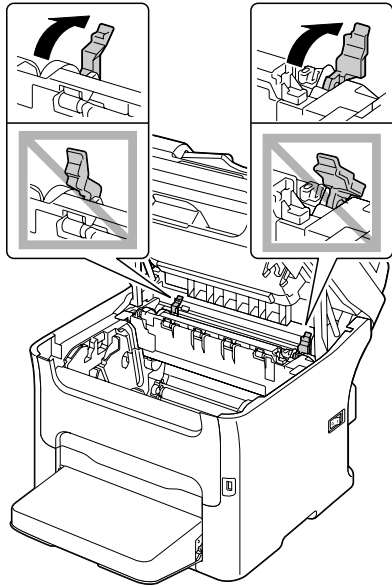
Position the removed imaging cartridge horizontally as shown in the illustration at the right.

Be sure to keep the imaging cartridge horizontal and place it where it will not become dirty.

Do not leave the imaging cartridge removed for more than 15 minutes, and do not place the removed imaging cartridge in a location where it would be exposed to direct light (such as sunlight).

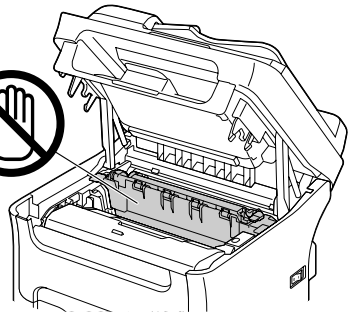


- 3 Push the fuser separator levers back as far as possible.



CAUTION!

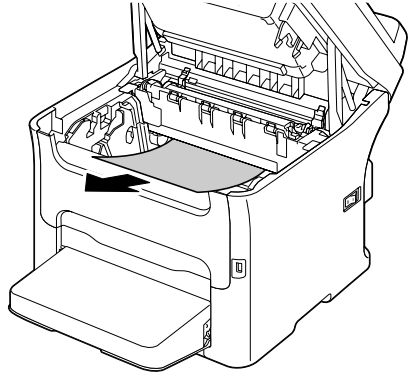
The area around the fuser unit is extremely hot. Touching anything other than the indicated levers may result in burns. If you get burned, immediately cool the skin under cold water, and then seek professional medical attention.



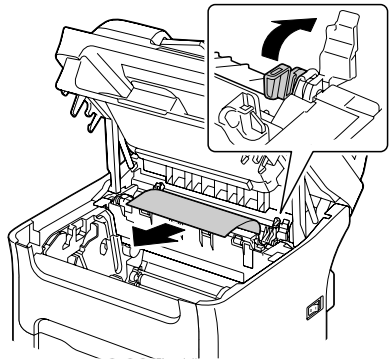
4 Remove any missed media.



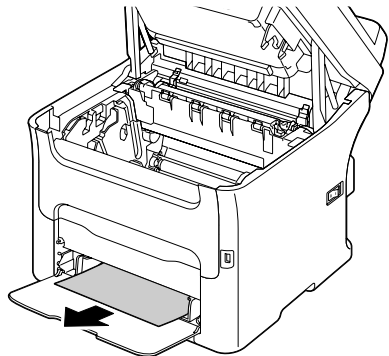
If a media missfeed occurs near the fuser unit, pull out the media from below the fuser unit, as shown in the illustration at the right.



If the media cannot be removed from below the fuser unit, raise the fuser unit cover, and then remove the media from above the fuser unit.

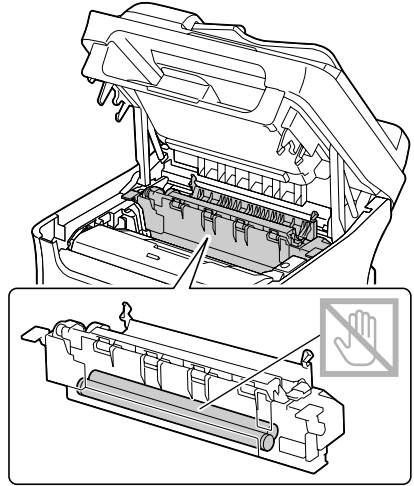


Remove the dust cover from Tray 1 and remove the media.



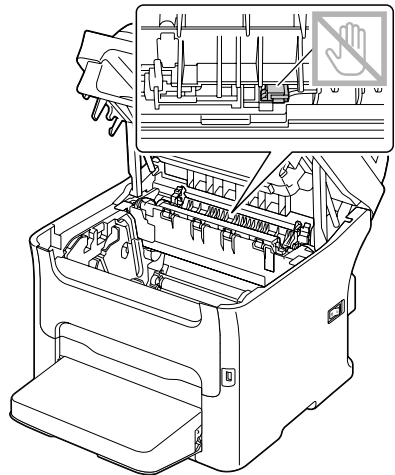
Note

Do not touch the surface of the fuser roller in the fuser unit.



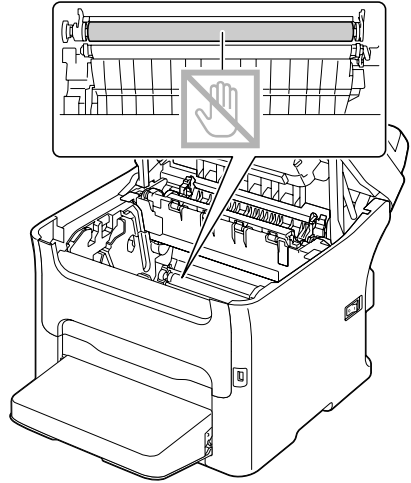
Note

Do not touch the paper exit sensor on the fuser unit.

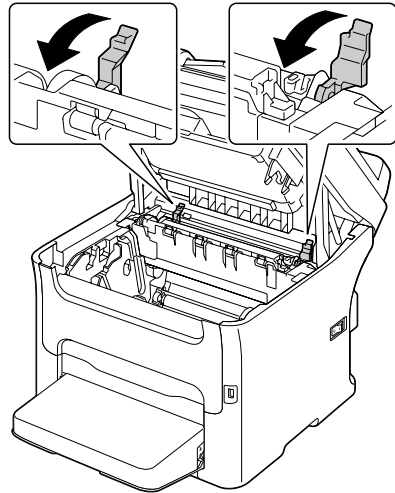


Note

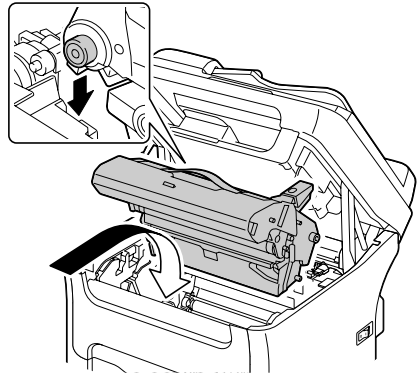
Decreased print quality may result if the surface of the transfer roller is touched. Be careful not to touch the surface of the transfer roller.



-
- 5 Return the fuser separator levers to their original positions.



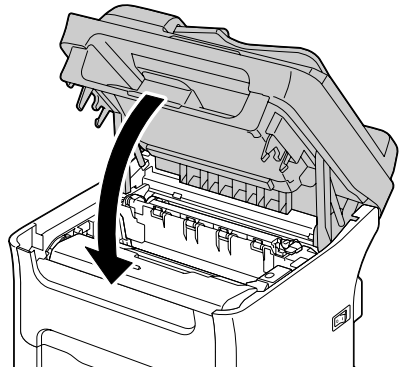
- 6 Slowly insert the imaging cartridge vertically, and then push it slightly down toward you to finish reinstalling the imaging cartridge.



- 7 Carefully close the scanner unit.

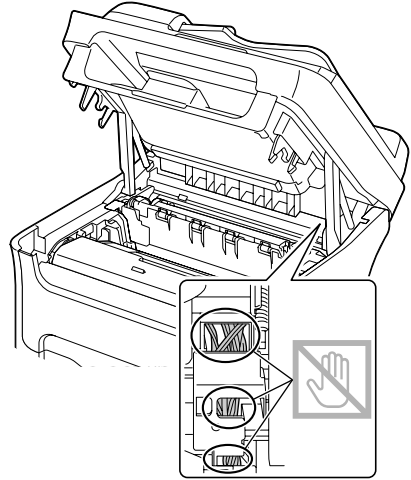


Take care not to trap your fingers when closing the scanner unit.



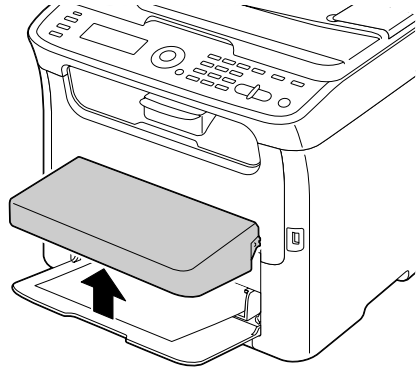
Note

Do not touch the wires and flat cable shown in the illustration.



Clearing a Media Missfeed From Tray 1

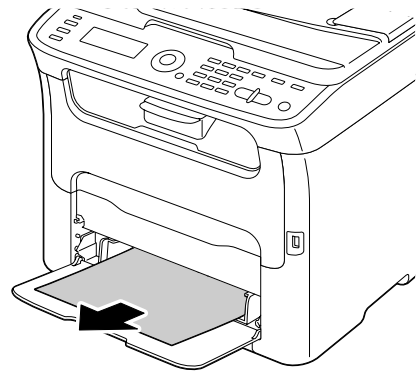
- 1 Remove the dust cover from Tray 1.



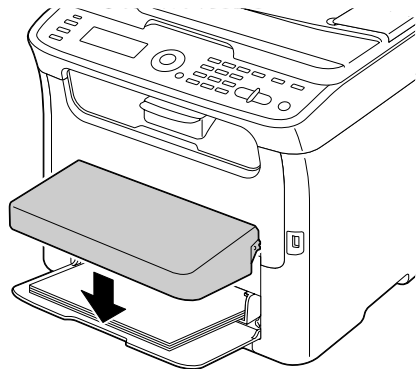
- 2 Carefully pull out the missed media.



If the media cannot be removed, instead of pulling it with extreme force, clear the media missfeed according to the procedure described in "Clearing a Media Missfeed in the Machine" on page 206.



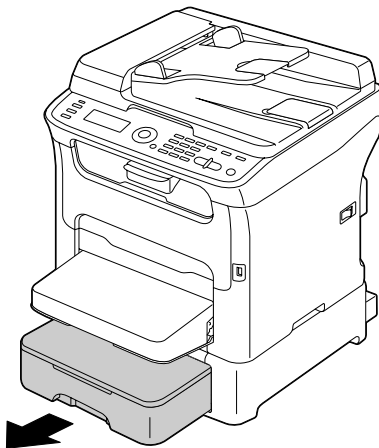
- 3 Reattach the dust cover.



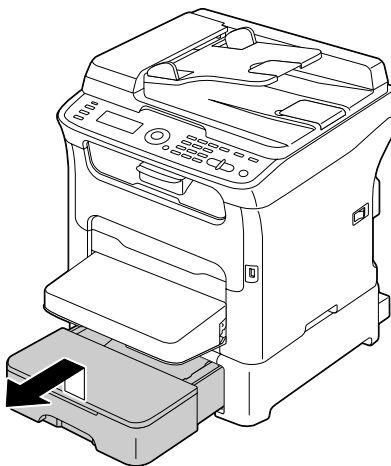
- 4 Press the **Start** key.

Clearing a Media Missfeed in Tray 2

- 1 Pull out Tray 2 as far as possible.



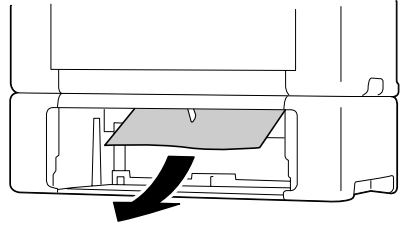
- 2 Lift up Tray 2 to remove it.



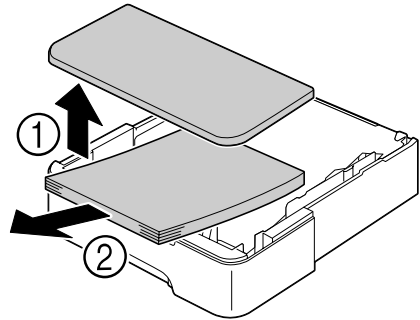
3 Remove any missed paper.



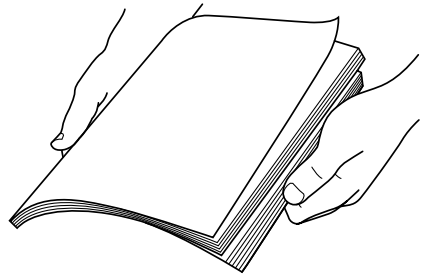
If necessary, remove the dust cover from Tray 1 and close the tray.



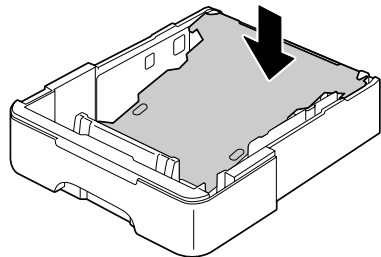
4 Remove the lid from Tray 2, and then remove all paper from the tray.



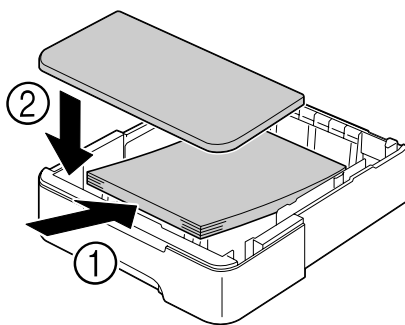
5 Fan the paper, and align its edges.



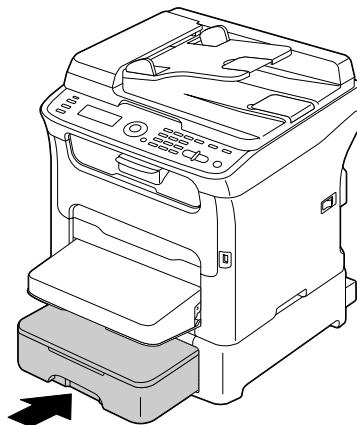
6 Press down the media pressure plate to lock it into place.



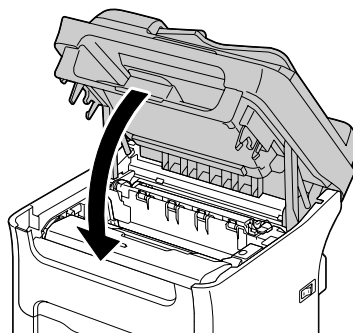
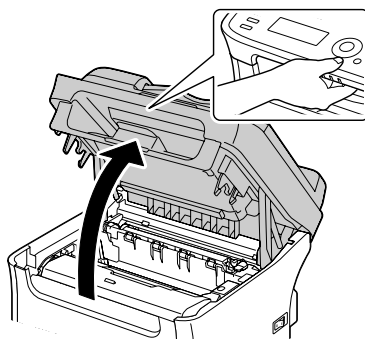
- 7 Load the media in Tray 2, and attach the lid.



- 8 Reinsert Tray 2.

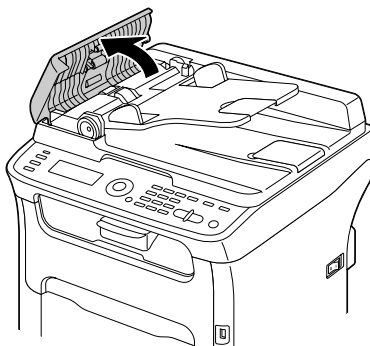


- 9 Open and close the scanner unit to clear the missfeed message.

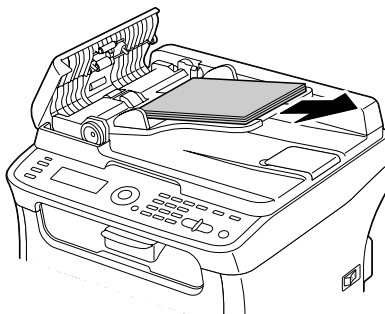


Clearing a Media Missfeed from the ADF

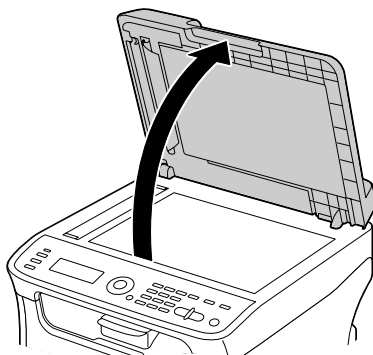
- 1 Open the ADF feed cover.



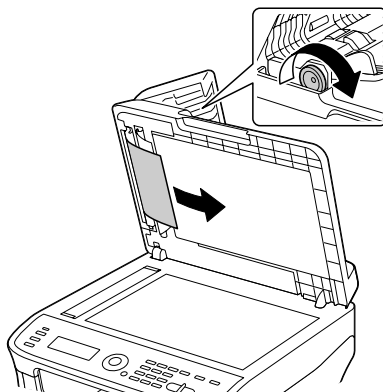
- 2 Remove the document from the ADF document feed tray.



- 3 Lift to open the ADF cover.



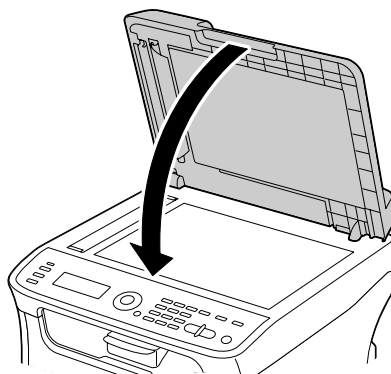
4 Remove any misfed media.



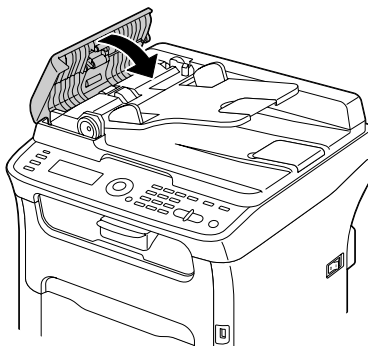
5 Close the ADF cover.



Take care not to trap your fingers when closing the ADF cover.

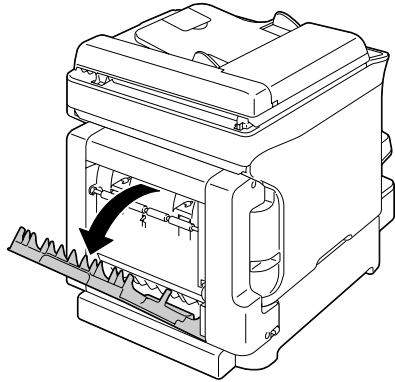


6 Close the ADF feed cover.



Clearing a Media Missfeed from the Duplex Option

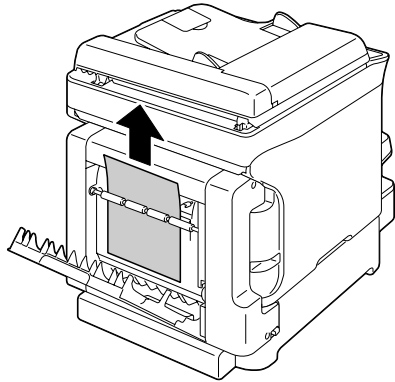
- 1 Open the duplex cover.



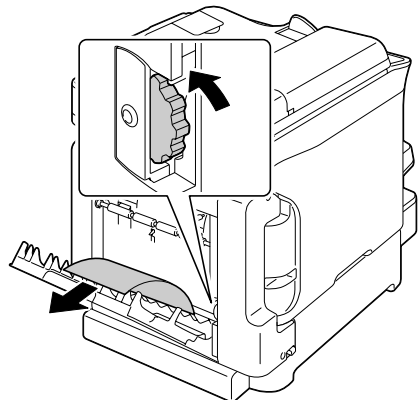
- 2 Carefully pull out the missed media.



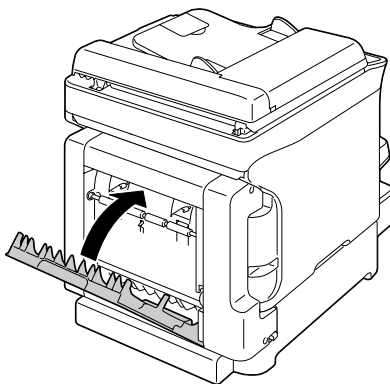
Always remove the missed media in the feed direction as shown only.



If the media missfeed occurs at the bottom feed slot and the media does not stick out enough to be removed, turn the dial at the right in the direction of the arrow until the media can be pulled out.



3 Close the duplex cover.



Solving Problems with Media Misfeeds



Frequent misfeeds in any area indicate that area should be checked, repaired, or cleaned. Repeated misfeeds may also happen if you're using unsupported print media or original media.

Symptom	Cause	Solution
Several sheets go through the machine together.	The front edges of the media are not even.	Remove the media and even up the front edges, then reload it.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
Media misfeed message stays on.	Scanner unit needs to be opened and closed again to reset the machine.	Open and close the scanner unit again.
	Some media remains misfed in the machine.	Check the media path again to make sure that you have removed all of the misfed media.
Duplex misfeeds.	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Oki approved media.
		Only Letter/A4 plain paper and recycled paper can be aut duplexed if the media type is set properly in the driver.
		Make sure that you have not mixed media types in the tray.
	Do not duplex envelopes, labels, letter head, postcards or thick stock.	
	Media is still being misfed.	Check the media path inside the duplex again to make sure that you have removed all of the misfed media.

Symptom	Cause	Solution
Media is missed in the ADF.	The loaded document does not meet the specifications.	Load the correct document. For details on the documents that can be loaded, refer to "Documents that can be loaded into the ADF" on page 96.
	The loaded document exceeds the maximum capacity.	Load the document so that it does not exceed the maximum capacity. For details on the documents that can be loaded, refer to "Documents that can be loaded into the ADF" on page 96.
	The document guides were not slid against the edges of the document.	Slide the document guides against the edges of the document. For details on loading the document, refer to "Loading a document into the ADF" on page 99.
Media is mis-feeding.	The media is not correctly positioned in the tray.	Remove the missed media and reposition the media properly in the tray.
	The number of sheets in the tray exceeds the maximum allowed.	Remove the excess media and reload the correct number of sheets in the tray.
	The media guides are not correctly adjusted to the media size.	Adjust the media guides in the Tray 1 to match the size of the media.
	Warped or wrinkled media is loaded in the tray.	Remove the media, smooth it out, and reload it. If it still misfeeds, do not use that media.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Envelopes, labels, postcards, thick stock, or letterhead are loaded in Tray 2.	Special media must be loaded in Tray 1 only.
	The recommended label sheet is facing the wrong way in Tray 1.	Load the label sheets according to the manufacturer's instructions.

Symptom	Cause	Solution
Media is mis-feeding.	Envelopes are facing the wrong way in Tray 1.	Load the envelopes in Tray 1 with the flaps facing down. If the flaps are on the long edge (Envelope C6 and Envelope DL), load the envelopes with the flap edge toward the machine and the flap side facing down.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Oki approved media.
	The media feed roller is dirty.	Clean the media feed roller. For more details, refer to "Media Rollers" on page 179.

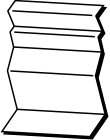
Solving Other Problems

Symptom	Cause	Solution
Machine power is not on.	The power cord is not correctly plugged into the outlet.	Turn off the machine, confirm that the power cord is correctly plugged into the outlet, and then turn on the machine.
	Something is wrong with the outlet connected to the machine.	Plug another electrical appliance into the outlet and see whether it operates properly.
	The power switch is not correctly turned on (I position).	Turn the power switch off (O position), then turn it back to the on (I position).
	The machine is connected to an outlet with a voltage or frequency that does not match the machine specifications.	Use a power source with the specifications listed in appendix A, "“Technical Specifications” ”.
The control panel displays Toner Low much sooner than expected.	One of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	Printed with heavy toner coverage.	See specifications in Appendix A "“Technical Specifications” ”.
Cannot print the machine status list.	The tray is empty.	Check that at least Tray 1 is loaded with media, in place, and secure.
	There is a media misfeed.	Clear the media missfeed.
When the paper type or paper size for Tray 1 is changed, Check Fax Mode appears.	If a fax is received, it could not be printed on paper of the currently specified type or size. However, copy and print operations can be performed.	Press the Fax key, and then check the error details. To print a received fax, change the paper type to PLAIN PAPER and the paper size to A4, LEGAL or LETTER.



Symptom	Cause	Solution
Printing takes too much time.	The machine is set to a slow printing mode (for example, thick stock).	It takes more time to print with special media. When using regular paper, make sure that the media type is set properly in the driver.
	The machine is set to power saving mode.	It takes time for printing to start in power saving mode.
	The job is very complex.	Wait. No action needed.
	A toner cartridge for a different region or an unapproved toner cartridge is installed (Wrong Toner X is displayed in the message window).	Install a correct Oki toner cartridge approved for your specific machine.
	If an error has been detected during printing job transmission in the Copy mode, it takes a while to process the error and resume the printing operation.	Wait. No action needed.
Blank pages are printed.	One or more of the toner cartridges are defective or empty.	Check the toner cartridges. The image will not print correctly or not at all, if the cartridges are empty.
	The wrong media is being used.	Check that the media type set in the driver matches the media loaded in the machine.
Not all pages print.	A different user accidentally canceled the job.	Try printing the remaining pages.
	The tray is empty.	Check that the tray is loaded with media, in place, and secure.
	A document is printed with an overlay file which has been created by an unsuitable printer driver.	Print the overlay file using a suitable printer driver.



Symptom	Cause	Solution
Some parts of the image are lost with 2in1 copying.	When printing envelopes, the zoom ratio was specified, and then 2in1 copying was set.	With 2in1 copying, the zoom ratio is automatically adjusted. For 2in1 copying on media with a narrow printing area, such as envelopes, set 2in1 copying, and then adjust the zoom ratio, if necessary.
Machine resets or turns off frequently.	The power cord is not correctly plugged into the outlet.	Turn off the machine, confirm that the power cord is correctly plugged into the outlet, and then turn on the machine.
	A system error occurred.	Contact Technical Support with the error information.
You are experiencing duplex problems.	Media or settings are not correct.	Make sure that you are using correct media. <ul style="list-style-type: none"> ■ Only Letter/A4 plain paper can be autoduplexed. ■ Do not duplex envelopes, labels, postcards, thick stock, letterheads, or plain paper with a size other than Letter/A4. ■ Make sure that you have not mixed media types in the tray.
		In the printer driver (Layout/Double-Sided), choose “Short Edge Binding” (flipped as on a clipboard) or “Long Edge Binding” (flipped as in a loose-leaf notebook).
		Set duplex (Double-Sided) copying. For details on setting duplex (Double-Sided) copying, refer to “Setting Duplex (Double-Sided) Copying” on page 118.
		For N-up on duplexed pages, choose Collate only in the printer driver’s Basic Tab. Do not set collation in the application.




Symptom	Cause	Solution
With N-up on multiple copies, the output is incorrect.	Both the printer driver and the application have been set for collation.	For N-up on multiple copies, choose Collate only in the printer driver's Basic Tab. Do not set collation in the application.
Booklet Left and Right Binding output is incorrect.	Both the printer driver and the application have been set for collation.	For Booklet Left Binding and Booklet Right Binding, choose Collate only in the printer driver's Basic Tab. Do not set collation in the application.
You hear unusual noises.	The machine is not level.	Place the machine on a flat, hard, level surface.
	The tray is not installed correctly.	Remove the tray that you are printing from and reinsert it completely into the machine.
	There is a foreign object stuck inside the machine.	Turn off the machine and remove the object. If you cannot remove it, contact Technical Support.
When copying or scanning with the ADF, a band appears at the end of the image or paper (5 to 6 mm).	A malfunction may have occurred while paper was being transferred with the ADF.	If a band appears in the copy after copying, select a copy density setting that is one level darker. If a band appears in the image after scanning, scan using the original glass.
Cannot copy with the ADF.	Envelope DL or Envelope C6 is set to the ADF.	Place the document on the original glass. With the Envelope DL size, some areas may not be copied.
Scanned images are noisy.	Resolution is set to 150 x 150 dpi while the scan mode is set to MIX or TEXT.	Set the scan mode to PHOTO.
Some areas of the scanned image are missing.	Acrobat 8 (Macintosh version) is used for scanning the image.	With the Acrobat Scan setting, turn off the OCR and Filtering functions.




Symptom	Cause	Solution
Media is wrinkled. 	The media is moist from humidity or having water spilled on it.	Remove the moist media and replace it with new, dry media.
	The media feed roller or fuser unit is defective.	Check them for damage. If necessary, contact Technical Support with the error information.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Oki approved media.
Data was sent to the machine, but it doesn't print.	An error message is displayed in the message window.	Handle according to the message displayed.
It takes a very long time to transfer scan data to the USB memory device.	The response time may be slow depending on the USB memory device that is used.	Wait until the transfer is finished.
It is not possible to enter Scan mode or Fax mode.	An error has occurred in Copy mode.	Correct the cause of the error, and then enter a different mode.



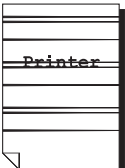
Solving Problems with Printing Quality


Symptom	Cause	Solution
<p>Nothing is printed, or there are blank spots on the printed page.</p> 	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check if any is damaged.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.
	The media is moist from humidity.	Adjust the humidity for media storage. Remove the moist media and replace it with new, dry media.
	The media set in the printer driver mismatches the media loaded in the machine.	Load the correct media in the machine.
	The power source does not match the machine specifications.	Use a power source with the proper specifications.
	Several sheets are being fed at the same time.	Remove the media from the tray and check for static electricity. Fan plain paper or other media, and replace it in the tray.
	Media is not set properly in the tray(s).	Remove the media, tap it to straighten it out, return it to the tray, and realign the media guides.
<p>Entire sheet is printed in black or color.</p> 	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
Image is too light; there is low image density. 	The print head window is dirty.	Clean the print head window.
	The copy density is set too light.	Select a darker copy density.
	The media is moist from humidity.	Remove the moist media and replace with new, dry media.
	There is not much toner left in the cartridge.	Replace the toner cartridge.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	Media type is set incorrectly.	When printing labels, letterhead or thick stock, specify the appropriate media type in the printer driver.
Image is too dark. 	The copy density is set too dark.	Select a lighter copy density.
	The document was not pressed close enough against the original glass.	Position the document so that it is pressed close enough against the original glass. For details on positioning the document on the original glass, refer to "Placing a document on the original glass" on page 98.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
Image is blurred; background is lightly stained; there is insufficient gloss of the printed image. 	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.
	The original glass is dirty.	Clean the original glass. For details, refer to "Cleaning the Machine" on page 178.
	The original cover pad is dirty.	Clean the original cover pad. For details, refer to "Cleaning the Machine" on page 178.
The print or color density is uneven. 	One or more of the toner cartridges may be defective or low.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.
	The machine is not level.	Place the machine on a flat, hard, level surface.
Irregular print or mottled image appears. 	The media is moist from humidity.	Adjust the humidity in the media storage area. Remove the moist media and replace it with new, dry media.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Oki approved media.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
There is insufficient fusing or the image comes off when rubbed. 	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
	Unsupported media (wrong size, thickness, type, etc.) is being used.	Use Oki approved media.
	Media type is set incorrectly.	When printing labels, letterhead or thick stock, specify the appropriate media type in the printer driver.
There are toner smudges or residual images. 	One or more of the toner cartridges are defective or installed incorrectly.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
There are toner smudges on the back side of the page (whether or not it has been duplexed). 	The media path is dirty with toner.	Print several blank sheets and the excess toner should disappear.
	One or more of the toner cartridges are defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.

Symptom	Cause	Solution
Abnormal areas (white, black, or color) appear in a regular pattern. 	The print head window is dirty.	Clean the print head window.
	A toner cartridge may be defective.	Remove the toner cartridges with the color causing the abnormal image. Replace it with a new toner cartridge.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.
Image defects. 	The print head window is dirty.	Clean the print head window.
	A toner cartridge may be leaking.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	A toner cartridge may be defective.	Remove the toner cartridge with the color causing the abnormal image. Replace it with a new toner cartridge.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.
Lateral lines or bands appear on image. 	The machine is not level.	Place the machine on a flat, hard, level surface.
	The media path is dirty with toner.	Print several sheets and the excess toner should disappear.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.
Colors look drastically wrong.	One or more of the toner cartridges may be defective.	Remove the toner cartridges and verify that the toner is distributed evenly on each cartridge roller, and reinstall the toner cartridges.

Symptom	Cause	Solution
Colors are not registering properly; colors are mixed or have page-to-page variation.	The scanner unit or front cover is opened during the calibration.	Set MACHINE SETTING/CALIBRATION in the UTILITY menu to ON, and then perform the AIDC color calibration. For details, refer to "MACHINE SETTING Menu" on page 41.
	Gradations are not adjusted correctly.	
	The imaging cartridges is not correctly seated.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.
	One or more of the toner cartridges may be defective.	Remove the toner cartridges and check for damage. If it is damaged, replace it.
	The media is moist from humidity.	Remove the moist media and replace it with new, dry media.
The color has a poor reproduction or has poor color density. 	The imaging cartridge may be defective.	Remove the imaging cartridge and check for damage. If it is damaged, replace it.

If the problem is not resolved, even after all of the above have been performed, contact your Oki dealer with the error information.

Status, Error, and Service Messages

Status, error, and service messages are displayed in the message window. They provide information about your machine and help you locate many problems. When the condition associated with a displayed message has changed, the message is cleared from the window.

Status Messages

This message...	means...	Do this...
(Nothing displayed)	The machine is in Energy Save mode to reduce power consumption during periods of inactivity.	No action needed.
ACCEPTED	The settings were applied.	
DATA RECEIVING	This machine is receiving data.	
NONE	The object does not exist.	
PC SCAN CANCEL	The scan job was canceled from the driver.	
PLEASE WAIT!	<p>The AIDC color calibration is being performed.</p> <p>The AIDC color calibration is performed automatically in the following circumstances.</p> <ul style="list-style-type: none"> ■ When the machine is turned on ■ When the machine recovers from Energy Save (Sleep) mode ■ When the machine is restarted after settings have been changed ■ After a toner cartridge is replaced <p>This process maintains optimum print quality.</p>	
PRINT WAITING	The machine is waiting to print.	
PRINTING	The machine is printing.	

This message...	means...	Do this...
SEARCHING	The machine is searching data.	
SCANNING	The machine is scanning the document.	
Warming Up	The machine is warming up or AIDC is being performed.	

Error Messages



For details on fax error messages, refer to the Facsimile User's Guide on the CD.

This message...	means...	Do this...
ADDRESS IS TOO LONG	The e-mail address retrieved from the LDAP server exceeds 64 characters.	This machine can handle addresses containing no more than 64 bytes. Use a shorter address.
CANNOT CONNECT xxx Server	A connection with the specified server could not be established.	Check the settings specified in the NETWORK SETTING and E-MAIL SETTING menus, and then try sending the data again.
CANNOT GET IP xxx Server	The IP address of the specified server could not be obtained from the DNS server.	Check the settings specified in the NETWORK SETTING and E-MAIL SETTING menus, and then try sending the data again.
CHECK TRAY1 PAPER LOAD PAPER (!xx) (PRESS START KEY)	Tray1 has run out of paper.	Load media into the tray, and then press the Start key.
	Media has missfed in Tray 1.	Remove the missfed media.

This message...	means...	Do this...
COMMUNICATION ERROR USB Memory	While data was being sent in Scan mode, the connection to the USB memory device was interrupted.	Check the connection to the USB memory device, and then try sending the data again.
COMMUNICATION ERROR xxx Server	While data was being sent in Scan mode, the connection to the server was interrupted.	Check the settings specified in the NETWORK SETTING and E-MAIL SETTING menus, and then try sending the data again.
DISCONNECT USB Memory	The connection to the USB memory device was interrupted.	Check the connection to the USB memory device, and then try sending the data again.
DISCONNECT xxx Server	The connection to the server was interrupted.	Check the settings specified in the NETWORK SETTING and E-MAIL SETTING menus, and then try sending the data again.
DESTINATION SET BY MANUAL UP TO 16	There were more than 16 addresses found with an LDAP search.	Increase the number of entered characters, and then perform the search again.
I/C END	The time to replace the imaging cartridge has been reached.	Replace the imaging cartridge.
I/C LIFE END REPLACE I/C	The time to replace the imaging cartridge has been reached.	Replace the imaging cartridge.
I/C LOW	The imaging cartridge is nearly empty.	Prepare the imaging cartridge.

This message...	means...	Do this...
JOB CANCELED	While a document was being scanned from the original glass in Scan mode, more than one minute had passed after the first page of the document was scanned or the data could not be sent. Therefore, the scan job was automatically canceled.	Turn the machine off, and then, after waiting a few seconds, turn it on again. When sending multiple pages, for example, from a book, scan the first page, and then scan the next page within one minute.
MEMORY FILE FULL	The maximum number of image data files has been reached.	Turn the machine off, and then, after a few seconds, turn it on again. Decrease the amount of data to be printed (for example, by decreasing the resolution), and then try printing again.
MEMORY FULL	The machine has received more data than can be processed with its internal memory.	Turn the machine off, and then, after a few seconds, turn it on again. Decrease the amount of data to be printed (for example, by decreasing the resolution), and then try printing again.
NO NETWORK SETTING	The network settings had not been completely specified when the machine was switched to Scan mode.	Before scanning in Scan mode, specify the network settings in the NETWORK SETTING and E-MAIL SETTING menus.

This message...	means...	Do this...
NO SUITABLE PAPER CHECK DUPLEX SETTING	Duplex (double-sided) printing is specified, but paper with a type or size incompatible with duplex (double-sided) printing is selected.	Select Letter- or A4-size plain paper, or select simplex (single-sided) printing, and then try performing the print job again.
NO SUITABLE PAPER LOAD PAPER (xxx)	Paper suitable for printing is not loaded in a paper tray.	Load paper suitable for printing into a paper tray.
NOT E-MAIL ADDRESS	When the destination for the scan data was specified, a fax number registered in the favorite list or as a speed dial destination or group dial destination has been selected.	Directly type in the destination for the scan data, or specify an e-mail address registered in the favorite list or as a speed dial destination or group dial destination. When sending scan data to an FTP address or SMB address, only one address can be specified. Delete all specified destinations, or send the scan data, then scan again.
NOT INSTALLED TONER CHECK x TONER	The indicated toner cartridge is not installed.	Install the indicated toner cartridge.
NOT REGISTERED	No speed dial destination or group dial destination is registered. Otherwise, no destination has been registered with the specified speed dial or group dial number.	Directly type in the destination address for the scan data, or register a speed dial destination or group dial destination and try specifying the destination address again.

This message...	means...	Do this...
OUTPUT TRAY FULL REMOVE PAPER	The output tray is full of paper.	Remove all paper from the output tray.
OVER SEARCH TIME	Communication with the LDAP server has timed out.	Establish a connection with the LDAP server again.
PAPER EMPTY LOAD PAPER (²xx)	Tray 2 has run out of paper.	Load media into the tray.
PAPER SIZE ERROR RESET PAPER (xxx)	The size of paper being printed on is different from the size of paper specified in the printer driver.	Press the Start key to cancel the caution. To print on paper of the size specified in the printer driver, load paper of the correct size into the specified tray, and then try performing the print job again.
PC CONNECTION FAILED	While data was being sent in Scan mode, the connection to the computer was interrupted.	Check the connection with the computer and the scanner driver status, and then try sending the data again.
Process Caution - IDC PROCESS ERROR-xxx CLEAR BY COVER	A process error occurred in the machine.	Open and close the scanner unit.
REMOVE ORIGINAL IN ADFR	The document is loaded in the ADF while a function is set that requires scanning from the original glass.	Place the document on the original glass.
RESULTS ARE OVER xxx	The LDAP search results exceed the maximum specified with MAX. SEARCH RESULT in the LDAP SETTING menu.	Change the maximum setting, or change the search conditions (for example, increase the length of the keyword), and then try performing the LDAP search again.

This message...	means...	Do this...
RETURN xx ORIGINAL to ADF and PRESS START KEY	After a media miss-feed has been cleared from the ADF, the number of document pages to be reloaded into the ADF is indicated.	Reload into the ADF the number of document pages indicated by xx, and then press the Start key.
SERVER MEMORY FULL SMTP Server	The memory of the SMTP server has become full.	Free up some space on the disk, for example, by contacting your server administrator.
THE PARTY IS FULL	The maximum number of 236 destinations for the scan data has been reached.	Send the data, and then try scanning again. Otherwise, delete unnecessary destinations before adding the desired ones.
TONER LIFE END CHANGE x TONER	The indicated toner cartridge has become empty.	Replace the indicated toner cartridge.
TONER OUT CHANGE x TONER	The indicated toner cartridge has become empty. (This message appears if TONER OUT STOP on the MACHINE SETTING menu is set to ON or ON (FAX) .)	Replace the indicated toner cartridge.
Toner Low x	The indicated toner cartridge is nearly empty.	Prepare the indicated toner cartridge.
TRAY2 OPEN CLOSE TRAY2	Tray 2 cassette is open.	Close the tray.
T/C Memory Error	A memory error occurred in the toner cartridge.	Re-install the specified toner cartridge.

This message...	means...	Do this...
USB Dev. Not support	A USB device incompatible with this machine is connected.	Disconnect the USB device from this machine.
USB Hub Not support	A USB hub is connected to this machine.	This machine is not compatible with a USB hub. When connecting USB cables to this machine, do not use a USB hub.
USB MEMORY FULL	There is no space available on the USB memory device connected to this machine.	Delete data from the USB memory device to create free space, or use a different USB memory device.
Video I/F Error	A video interface error occurred in the machine.	Turn off the machine. After a few seconds, turn on the machine.
WRONG PASSWORD xxx Server	The password is incorrect, so the indicated server could not be accessed.	Check the password, and then specify the correct one.
Wrong Toner x	An unapproved toner cartridge is installed.	Install a correct Oki toner cartridge.
xxx COVER OPEN CLOSE xxx COVER	The indicated cover is open.	Close the indicated cover.
	The imaging cartridge is not installed.	Install the imaging cartridge.
	A imaging cartridge incompatible with the machine is installed.	Replace the imaging cartridge with a correct one.
xxx IS DISABLED	The TCP/IP, FTP, SMTP or SMB settings are disabled.	Enable the TCP/IP, FTP, SMTP or SMB settings.

This message...	means...	Do this...
xxxxx IS NOT SUPPORTED	Repeat copying cannot be performed with the specified paper size.	The maximum possible size for repeat copying is A4. Specify a paper size of A4 or smaller.
xxx SERVER ERROR	The file cannot be saved on the indicated server.	Check the status of the indicated server.

Service Messages

These messages indicate a more serious fault that can only be corrected by a customer service engineer. If one of these messages appears, turn the machine off, then turn it on again. If the problem persists, contact your Oki dealer or authorized service provider.

This service message...	means...	Do this...
MACHINE TROUBLE SERVICE CALL (xxxx)	An error has been detected with the item indicated "xxxx" in the service message.	Reboot the machine. This often clears the service message, and machine operation can resume. If the problem persists, contact your Oki dealer or authorized service provider.

***Installing
Accessories*** **10**






Introduction

Note

Use of accessories not manufactured by OKI may void your warranty if any damage is found to be caused by such accessories.

This chapter provides information about the following accessories.

Tray 2	Lower feeder unit with 500-sheet tray included
Duplex Option	Auto duplexing  <i>In order for the duplex option to be installed, Tray 2 must be installed on the machine.</i>
Duplex Option and Attachment	Auto duplexing  <i>The attachment is an interface unit for installing the duplex option on the machine.</i>  <i>During installation, install the attachment before installing the duplex option.</i>

Note

Installing accessories always requires that the machine and accessories are turned off and unplugged during installation.



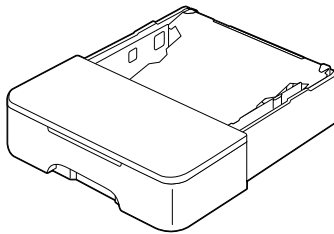
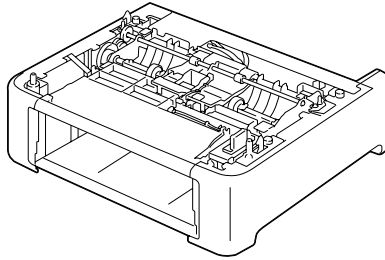
For details on the available options, refer to <http://www.okiprintingsolutions.com>.

Tray 2 (Lower Feeder Unit)

You can install up to one optional lower feeder unit (Tray 2). The lower feeder unit increases your machine's media feed capacity by 500 sheets.

Kit Contents

- Lower feeder unit with a tray (500-sheet capacity)

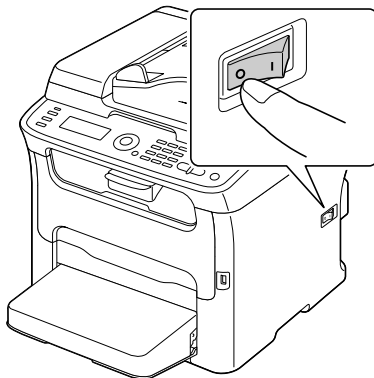


Installing Tray 2

Note

Since consumables are installed in the machine, be sure to keep the machine level when moving it in order to prevent accidental spills.

- 1 Turn off the machine and disconnect the power cord and interface cables.

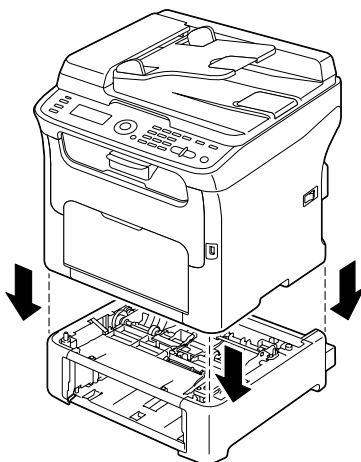


- 2 Remove the dust cover from Tray 1. Close Tray 1 and the output tray.
- 3 Prepare the lower feeder unit.



Be sure to place the lower feeder unit on a level surface.

- 4 Lift the machine and place it on top of the lower feeder unit, making sure that the positioning pins on the lower feeder unit correctly fit into the holes on the bottom of the machine.

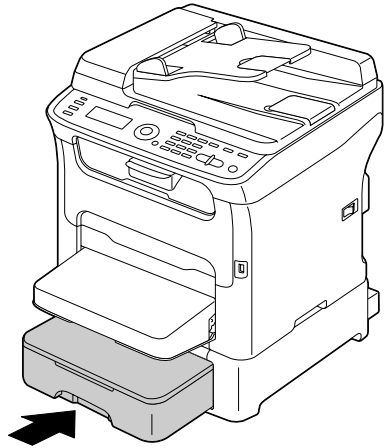




WARNING!

This machine weighs approximately 21 kg (46 lb) when it is fully loaded with consumables.

- 5 Open Tray 1 and reattach the dust cover.
- 6 Load paper into Tray 2.
For details on loading paper, refer to “Tray 2” in “Loading Media” on pages.
- 7 Insert Tray 2 into the machine.



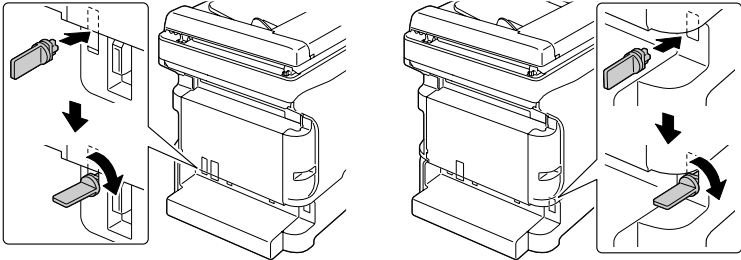
- 8** When installing Tray 2 without installing the duplex option, also install the locking pins (one in each opening on the left and right sides at the back of Tray 2).

While holding the grip of the locking pin vertical, insert the locking pin into the opening on either the left or right side of the lower feeder unit and, while pushing it in, turn it to either the left or the right. The locking pin is installed when its grip is horizontal.

Installing the left and right locking pins secures the lower feeder unit to the machine so it cannot be removed.

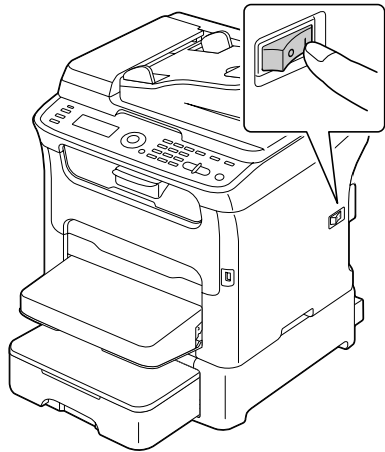


This step can be skipped if the duplex option is to be installed after installing Tray 2.



To uninstall the lower feeder unit from the machine, remove the locking pins on the left and right side at the back of Tray 2, and then remove the lower feeder unit. To remove a locking pin, turn it to either the left or the right so that its grip is vertical, and then pull out the locking pin to remove it.

- 9** Reconnect all interface cables.
- 10** Reconnect the power cord, and turn on the machine.



Duplex Option

Duplex (Double-Sided) printing can be performed automatically with the duplex option installed.

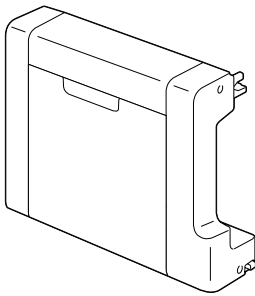
For details, refer to “About Duplex Printing” on page 92.

In order for the duplex option to be installed, either of the following must be installed on the machine.

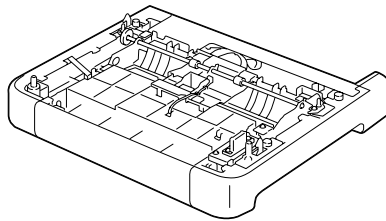
- Tray 2
- Attachment

Kit Contents

Duplex option



Attachment



If Tray 2 is installed, it is not necessary to install the attachment. In this case, skip “Installing the Attachment”, and continue with “Installing the Duplex option” on page 255.

Installing Attachment

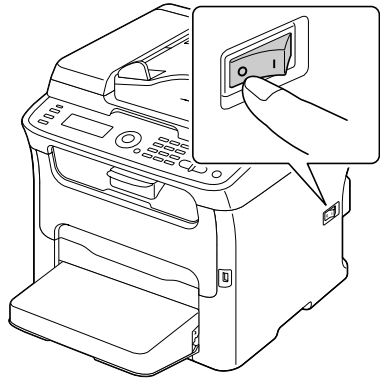
If the attachment is installed, the duplex option can be installed.

(The attachment cannot be used by itself; it must be used together with the duplex option.)

Note

Since consumables are installed in the machine, be sure to keep the machine level when moving it in order to prevent accidental spills.

- 1 Turn off the machine and disconnect the power cord and interface cables.

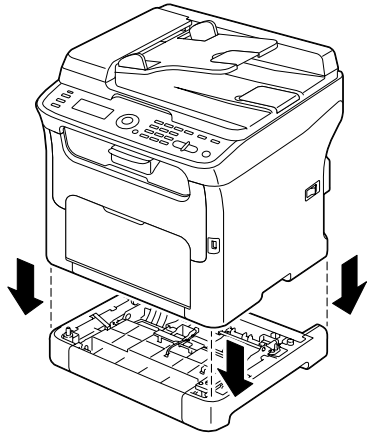


- 2 Remove the dust cover from Tray 1.
Close Tray 1 and the output tray.
- 3 Prepare the attachment.



Be sure to place the attachment on a level surface.

- 4 Lift the machine and place it on top of the attachment, making sure that the positioning pins on the attachment correctly fit into the holes on the bottom of the machine.



WARNING!

This machine weighs approximately 21 kg (46 lb) when it is fully loaded with consumables.

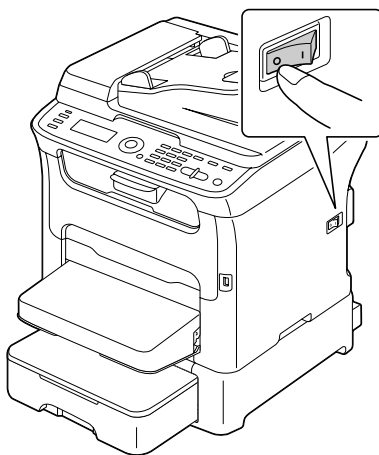
- 5 Open Tray 1 and reattach the dust cover.
Next, install the duplex option.

Installing the Duplex option

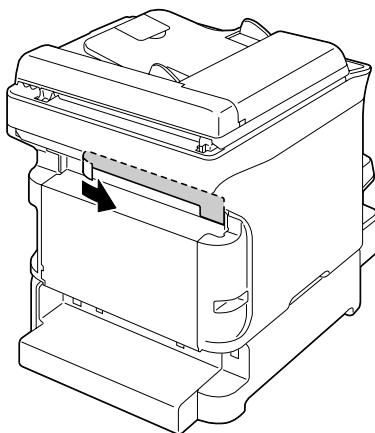


The illustrations in the following installation procedure show the machine with Tray 2 installed; however, the installation procedure would be the same if the attachment was installed.

- 1 Turn off the machine and disconnect the power cord and interface cables.

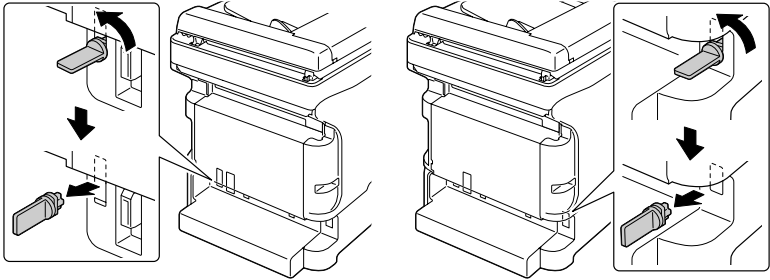


- 2 Remove the tape affixed to the rear cover.



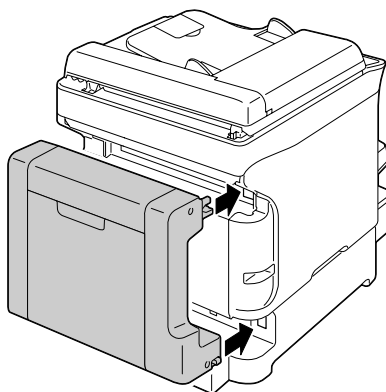
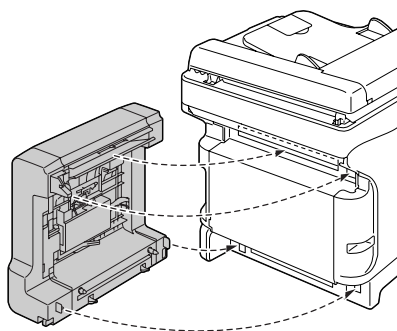
- 3 If the locking pins are installed on the left and right side at the back of Tray 2, remove them.

To remove a locking pin, turn it to either the left or the right so that its grip is vertical, and then pull out the locking pin to remove it.



4 Prepare the duplex option.

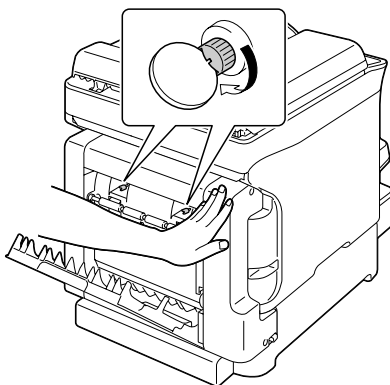
- 5** Install the duplex option.
Align the duplex option with its installation position, and then push down on the bottom of the duplex option until it locks into place.



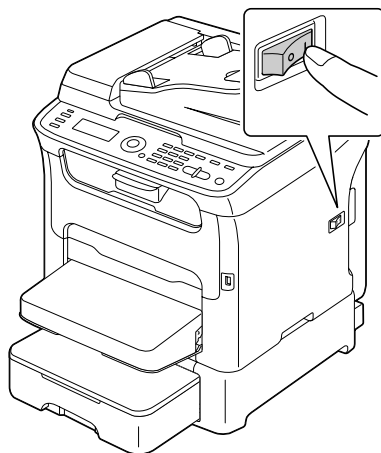
Note

When attaching the duplex option, attach the bottom of the option first. If the duplex option is attached incorrectly, it may be damaged.

- 6** Open the duplex cover.
While holding the duplex option against the machine, tighten the screws inside the cover to complete the installation of the duplex option.



- 7** Reconnect all interface cables.
8 Reconnect the power cord, and turn on the machine.



Appendix **A**



Technical Specifications


Type	Desktop (Full color laser beam printer-based all-in-one)
Document holder	Stationary
Developing system	Mono component development system
Fusing system	Heat roller system
Resolution	1200 dpi × 600 dpi or 600 dpi × 600 dpi
First print	Simplex <ul style="list-style-type: none">■ Monochrome 14 seconds for Letter/A4 (plain paper)■ Full color 23 seconds for Letter/A4 (plain paper)
First copy	Simplex <ul style="list-style-type: none">■ Monochrome 23 seconds for Letter/A4 (plain paper) (Normal 600 x 300 dpi)■ Full color 52 seconds for Letter/A4 (plain paper) (Normal 600 x 300 dpi)
Print speed	Simplex <ul style="list-style-type: none">■ Monochrome 20 pages per minute for Lette/A4 (plain paper)■ Full color 5 pages per minute for Letter/A4 (plain paper)


Copy speed	<p>Simplex</p> <ul style="list-style-type: none"> ■ Monochrome 20* pages per minute for Letter/A4 (plain paper) (Normal 600 x 300 dpi) *When using ADF: 20 pages per minute (Normal 300 x 300 dpi) 10 pages per minute (Fine 600 x 300 dpi) ■ Full Color 5* pages per minute for Letter/A4 (plain paper) (Normal 600 x 300 dpi) *When using ADF: 3.3 pages per minute (Normal 300 x 300 dpi/Fine 600 x 300 dpi)
Warm-up time	Avg. 30 seconds (time to return to Ready mode from Energy Save mode)
Media sizes	<p>Tray 1 (Multipurpose tray)</p> <ul style="list-style-type: none"> ■ Paper width: 92 to 216 mm (3.6" to 8.5") ■ Paper length: Plain paper: 195 to 356 mm (7.7" to 14.0") Thick stock 1/2: 184 to 297 mm (7.25" to 11.7") <p>Tray 2 (optional) Letter or A4</p>
Paper/Media	<p>Plain paper (60 to 90 g/m²) Letterhead Labels Thick stock 1 (91 to 163 g/m²) Thick stock 2 (164 to 209 g/m²)</p>

Input capacity	<p>Tray 1 (multipurpose tray)</p> <ul style="list-style-type: none"> ■ Plain/recycled paper: 200 sheets ■ Letterhead, labels, thick stock 1/2 <p>Tray 2 (optional)</p> <p>Plain/recycled paper: 500 sheets</p>
Output capacity	Output tray: 100 sheets approx. See note on page 3-94.
Operating temperature	10 to 35 °C (50 to 95 °F)
Operating humidity	15% to 85%
Power supply	120 V, 50 to 60 Hz 220 to 240 V, 50 to 60 Hz
Power consumption	120 V: 990 W or less 220 to 240 V: 1060 W or less Energy Saver Mode: 14 W or less
Amperage	120V : 8.4 A or less 220 to 240 V: 4.4 A or less
Acoustic noise	Standby: 38 dB or less Printing: 49 dB or less
External dimensions	Height: 432 mm (17.0") Width: 405 mm (15.9") Depth: 427 mm (16.8")
Weight	17.6kg (without consumables) 20.8kg (with consumables)
Interface	USB 2.0 (High Speed) compliant, 10/100Base-T Ethernet, Host USB (for Scan to USB Memory)
Standard memory	128 MB

Consumable Life Expectancy Chart

User-Replaceable

Item	Average Life Expectancy
Toner cartridge	Starter Cartridge = 500 pages (Y, M, C) 1,000 pages (K) Replacement Cartridge = Standard-capacity: 1,500 pages (Y, M, C) High-capacity: 2,500 pages (Y, M, C, K)
Imaging cartridge	Monochrome: 45,000 pages (Continuous) 10,000 pages (1 page per job) Full color: 11,250 pages (Continuous) 7,500 pages (1 page per job)
Fuser unit	50,000 pages
 A constant environment is one with a temperature between 15 °C (59 °F) and 25 °C (77 °F) and humidity between 35% and 70%.	


 The values shown for the toner cartridge and waste toner bottle indicate the number of pages for simplex printing using Letter/A4-size media with 5% coverage. The actual life may differ (be shorter) depending on the printing conditions (coverage, paper size, etc.), differences in the printing method, such as continuous printing or intermittent printing (when print jobs of one page are often printed), or the type of paper used, for example, thick paper. In addition, the life will be affected by the temperature and humidity of the operating environment.

Service-Replaceable

Item	Average Life Expectancy
Transfer roller	50,000 pages

Entering Text

When specifying the user name or programming the recipient name, letters, accented characters, numbers and symbols can be entered.

Key Operation

Use the keypad to enter numbers, letters, and symbols.

List of characters available with each key of the keypad

Entering Fax Numbers

Keypad Key	Available characters	Available characters (Registration of USER FAX NO.) *	
	[1...]	[1...]	[A...]
1	1	1	-1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
0	0	0	(space)0
✕	*		
#	#		+

* To display your fax number, select ADMIN. MANAGEMENT/USER SETTING/USER FAX NUMBER in the UTILITY menu. For details, refer to the Fax Mode User's Guide on the CD.

Entering Names

Keypad	Available characters	
Key	[1...]	[A...]
1	1	.,'?!"1-()@/;:_
2	2	ABC2abcÆÇàáâãäåæç
3	3	DEF3defÐèéêëð
4	4	GHI4ghiiíï
5	5	JKL5jkl€£¢
6	6	MNO6mnoØŒñòóôõöøœ°
7	7	PQRS7pqrsß\$
8	8	TUV8tuvùúûü
9	9	WXYZ9wxyzÞýþ
0	0	(space)0
✕		
#	#	*+x÷=#%&<>[]\ μ^`~

Entering E-mail Addresses

Keypad	Available characters	
Key	[1...]	[A...]
1	1	..@_-1
2	2	ABC2abc
3	3	DEF3def
4	4	GHI4ghi
5	5	JKL5jkl
6	6	MNO6mno
7	7	PQRS7pqrs
8	8	TUV8tuv
9	9	WXYZ9wxyz
0	0	(space)0
✕		
#	#	+&/*=!?(%)%[]^`{} ~\$,:

Changing Input Mode

Each press of the \times key switches the input mode between numbers and letters.

[1...]: Numbers can be typed in.

[A...]: Letters can be typed in.

Inputting Example

The procedure for entering text is described below, using "NJ Office" as an example.

- 1 Press the \times key to change the input mode so that letters can be entered.
- 2 Press the **6** key twice.
"N" is entered.
- 3 Press the **5** key once.
"J" is entered.
- 4 Press the **0** key once.
A space is entered.
- 5 Press the **6** key three times.
"O" is entered.
- 6 Press the **3** key seven times.
"f" is entered.
- 7 Press the **▶** key.
The cursor moves to the right.
- 8 Press the **3** key seven times.
"f" is entered.
- 9 Press the **4** key seven times.
"i" is entered.
- 10 Press the **2** key seven times.
"c" is entered.
- 11 Press the **3** key six times.
"e" is entered.

Correcting Text and Input Precautions

- To erase all entered text, hold down the Back key.
- To delete only part of the entered text, use the ◀ and ▶ keys to move the cursor () to the character that you want to delete, and then press the **BACK** key.
- If multiple characters are assigned to a single key, “OK⇒” appears at the bottom of the screen.
- If the same key is to be used to enter two characters in a row, press the ▶ key after selecting the first character. (Refer to the above inputting example.)
- To enter a space, press the **0** key.