OKI

User's Guide

MC363dn

PREFACE

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

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

http://www.oki.com/printing/

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As an Energy Star Program Participant, the manufacturer has determined that this product meets the Energy Star guidelines for energy efficiency.

CE

This product complies with the requirements of the Council Directives 2014/30/EU (EMC), 2014/35/EU (LVD), 1999/5/EC (R&TTE), 2009/125/EC (ErP) and 2011/65/EU(RoHS), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage, Radio & Telecommunications Terminal Equipment, Energy related Products and Restriction on the use of certain Hazardous Substances in electrical and electronic equipment.

The following cables were used to evaluate this product to achieve EMC directive 2014/30/EU compliance and configurations other than this may affect that compliance.

CABLE TYPE	LENGTH (METRE)	CORE	SHIELD
Power	1.8	✘	✘
USB	5.0	✘	✔
LAN	7.0	✘	✘
Telephone	7.0	✘	✘

EMERGENCY FIRST AID

Take care with toner powder:

If swallowed, give small amounts of cold water and seek medical attention. DO NOT attempt to induce vomiting.

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

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

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

MANUFACTURER

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United Kingdom

For all sales, support and general enquiries contact your local distributor.

ENVIRONMENTAL INFORMATION

This product contains software developed by the Heimdal Project.

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NOTES, CAUTIONS AND WARNINGS

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

CAUTION!

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

WARNING!

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

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

Use of non-genuine products may invalidate your warranty.

Specifications subject to change without notice. All trademarks acknowledged.

ABOUT THIS GUIDE

NOTE
Images used in this manual may include optional features that your product does not have installed.

DOCUMENTATION SUITE

This guide is part of a suite of online and printed documentation provided to help you become familiar with your product and to make the best use of its many powerful features. The documentation is summarised below for reference and is found on the manuals DVD unless indicated otherwise:

> **Installation Safety booklet:** provides information for safe use of your product.

  This is a paper document that is packaged with the product and should be read before setting up your machine.

> **Set-up guide:** describes how to unpack, connect and turn on your product.

  This is a paper document that is packaged with the product.

> **User's Guide:** helps you become familiar with your product and make the best use of its many features. Also included are guidelines for troubleshooting and maintenance to ensure that it performs at its best. Additionally, information is provided for adding optional accessories as your printing needs evolve.

> **Configuration Guide:** provides machine, fax and network configuration information.

> **On-line Help:** on-line information accessible from the printer driver and utility software.

PURPOSE OF THIS GUIDE

The purpose of this guide is to provide you with in-depth information on how to use your machine efficiently and effectively for printing, copying, scanning and faxing.

NOTE
The User Guide assumes that the machine has been set up and fully configured. Refer to the Setup Guide and Configuration Guide for guidance.

Depending on your OS, model or version, the description on this document may be different.

ON-LINE USAGE

This guide is intended to be read on screen using Adobe Reader. Use the navigation and viewing tools provided in Adobe Reader.

There are many cross-references within this book, each highlighted as blue text. When you click on a cross-reference the display will instantly jump to the part of the manual containing the referenced material.

By using the button in Adobe Reader, you can navigate directly back to where you were before.

You can access specific information in two ways:

> In the list of bookmarks down the left hand side of your screen, click on the topic of interest to jump to the required topic. (If the bookmarks are not available, use the "Contents" on page 5.)

> In the list of bookmarks, click on Index to jump to the Index. (If the bookmarks are not available, use the "Contents" on page 5.) Find the term of interest in the alphabetically arranged index and click on the associated page number to jump to the page containing the term.

PRINTING PAGES

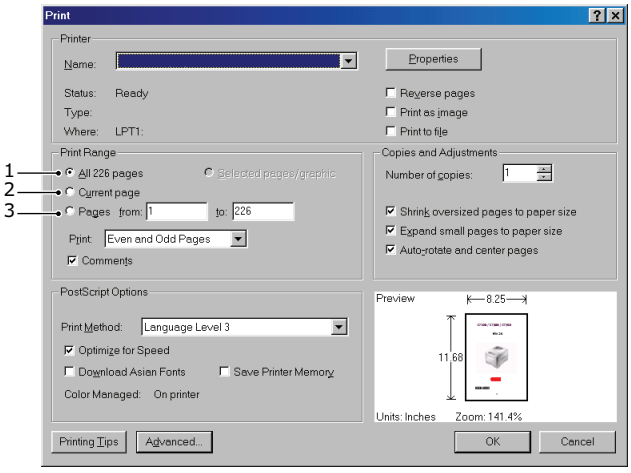
The whole manual, individual pages, or sections may be printed. The procedure is:

1. From the toolbar, select **File > Print** (or press the **Ctrl** + **P** keys).

2. Choose which pages you wish to print:

(a) **All pages**, (1), for the entire manual.

(b) **Current page**, (2), for the page at which you are looking.



(c) **Pages from** and **to**, (3), for the range of pages you specify by entering their page numbers.

(d) Click **OK**.

INTRODUCTION

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

With this MFP, you can instantly scan paper-based documents and deliver the electronic image to various destinations including E-mail addresses, printers, ftp servers or someone else's computer on the network. This MFP also has a "walk-up" fax facility allowing you to send your documents to a destination fax number instantly.

Your MFP includes these features:

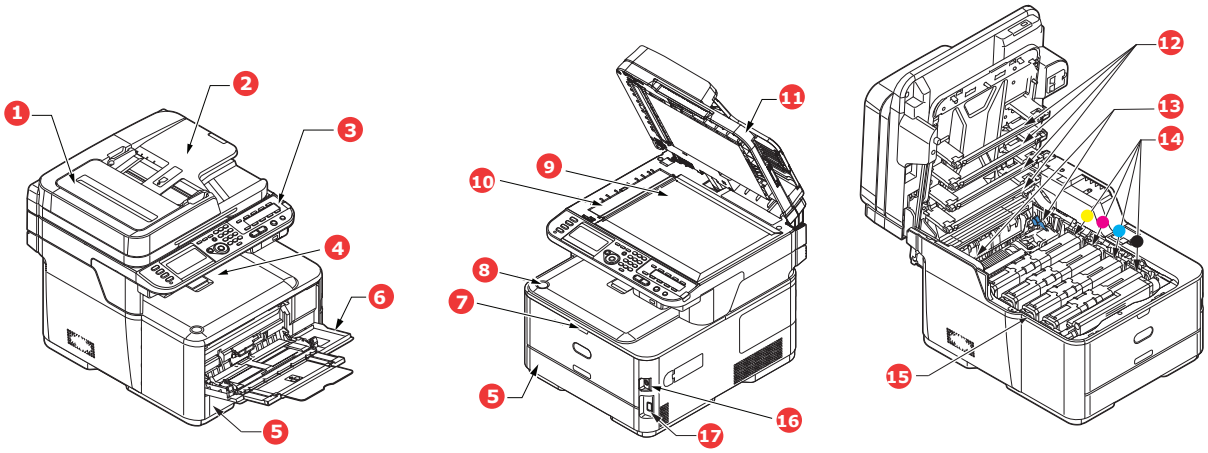
- Multi-tasking to allow scanning one job while printing another to ensure greater productivity.
- Digital Copying - An intuitive control panel, makes digital copying fast and easy.
- Up to 600 x 600dpi (dots per inch) copy resolution.
- Actkey utility - enables the MFP to receive one key touch commands from a locally connected computer ("pull scan").
- Scan to E-mail - Connected to an Ethernet network and a SMTP server, this MFP allows you to transmit document(s) over the internet via E-mail. With a touch of the E-mail on-screen button and the selection of your recipients' E-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.
- Scan to Shared Folder - Allows you to send scanned documents to a server or a personal computer's file folder over an intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), CIFS (Common Internet File System) protocol. The scan to filing feature removes the need for the mail server to handle large attachments.
- Multiple Pages Sending - With the Auto Document Feeder (ADF), the MFP allows a stack of up to 50 page document(s) to be continuously scanned.
- Faxing - An intuitive control panel, makes direct faxing fast and easy.
- Advanced fax transmission and reception, including delayed transmissions, sending to multiple locations, confidential transmission and reception, and polling.
- Address Book/Phone Book/Profiles Managing - This provides a convenient way to manage all the E-mail addresses, fax numbers and profiles (filing destinations).
- ProQ/High Quality, multi-level technology produces subtler tones and smoother gradations of color to lend photographic quality to your documents.
- 600 x 600, 1200 x 600 dpi (dots per inch) and ProQ/High Quality print resolution for high quality image production showing the finest detail.
- Internet Protocol version 6 (IPv6).
- Single Pass color Digital LED technology for high speed processing of your printed pages.
- PostScript 3, PCL 5C, PCL 6, IBM PPR and Epson FX emulations for industry standard operation and wide compatibility with most computer software.
- 10Base-T and 100Base-TX network connection lets you share this valuable resource among users on your office network.
- Photo Enhance mode to improve printouts of photographic images (not available on PS drivers).
- Automatic two-sided (duplex) printing for economical use of paper and compact printing of larger documents.

Additionally, the following optional features are also available:

- Additional paper tray for loading a further 530 sheets to minimise operator intervention, or different paper stocks for letterhead stationery, alternative paper sizes or other print media.
- Additional memory allows printing of more complex pages. For example, high resolution banner printing.
- Four modes of toner save function (Default: Off, Low, Middle, High) are available when using Copy/DirectPrint/Fax function.
- Can use wireless LAN.
- Can use AirPrint. Can print from iPhone, iPad, iPod touch, or other iOS device without installing printer drivers.

OVERVIEW

FRONT VIEW



1. ADF unit.
2. ADF paper tray.
3. Operator panel.

   Menu driven operator controls and LCD panel[a].
4. Output tray (face down).

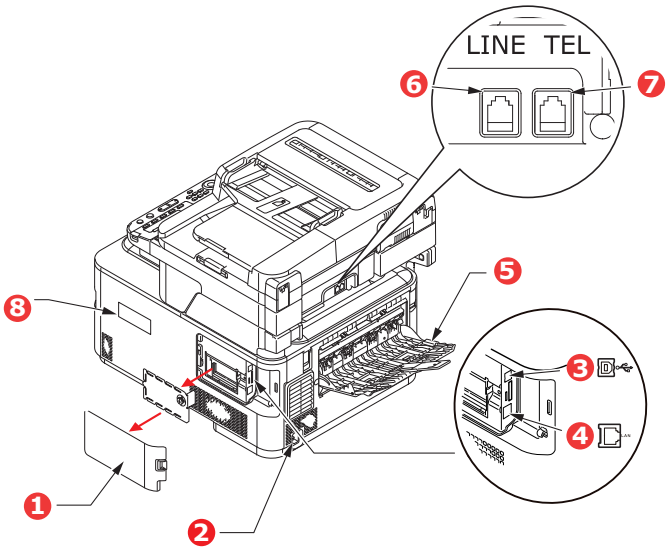
   Standard printed copy delivery point. Holds up to 150 sheets at 80g/m².
5. Paper tray.

   Standard paper tray. Holds up to 250 sheets of 80g/m² paper.
6. Multi purpose tray.

   Used for feeding heavier paper stocks, envelopes and other special media. Also for manual feeding of single sheets when required.
7. Multi-purpose tray release recess.
8. Output tray release button.
9. Document glass.
10. ADF document glass.
11. Document cover.
12. LED heads.
13. Fuser release levers.
14. Toner cartridges (C,M,Y,K).
15. ID unit.
16. Power Switch.
17. USB memory port.

a. The display language can be changed to show different languages. (see "Changing the display language" on page 17).

REAR VIEW

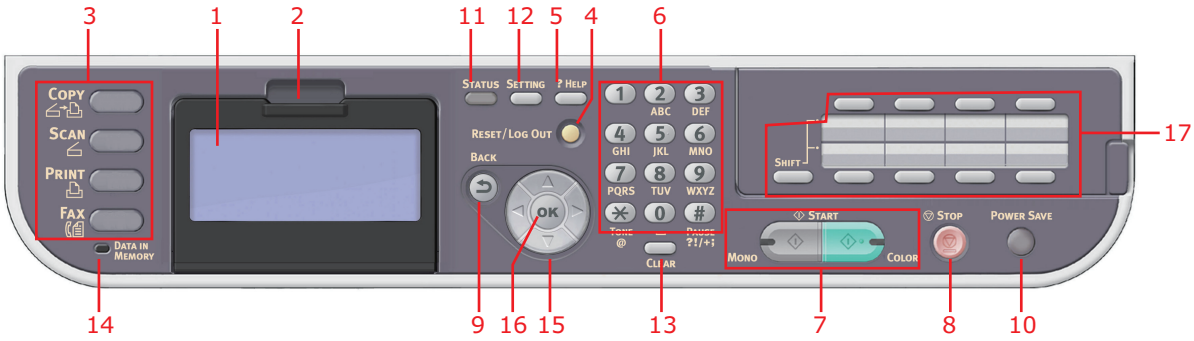


1. Access panel.
2. AC power socket.
3. USB interface.
4. Network interface.[a]
5. Rear output tray (face up stacker).
6. LINE connection.
7. TEL connection.
8. Wireless LAN I/F Cover.

a. The Network Interface may have a protective "plug" which must be removed before connection can be made.

When the rear output tray is folded down paper exits the printer through the rear of the printer and is stacked here face up. This is mainly used for heavy print media. When used in conjunction with the multi purpose feed tray, the paper path through the printer is essentially straight. This avoids bending the paper around curves in the paper path and enables feeding of up to 220g/m² media.

CONTROL PANEL



REF.	DESCRIPTION
1.	**Liquid crystal display (LCD)** Displays operating instructions and status of your machine.
2.	**Panel adjust recess** The LCD panel can be swivelled upwards from its base position for ease of use.
3.	**Main function buttons** **COPY**: Pressing this button selects copy mode. This allows you to control the copying process whereby documents to be copied are scanned in the scanner unit (document glass or ADF) and the copies are automatically printed in the printer unit. **SCAN**: Pressing this button gives access to several send modes. These allow you to select and control the process whereby a document is scanned and the scanned data is sent: by email as an attachment, to a local PC, to a network PC, to a USB memory stick. It also allows you to arrange for a document to be scanned from a remote PC. **PRINT**: Pressing this button selects print mode. This allows you to select and print out a stored job, an encrypted print job or a job stored on a USB memory stick. It also allows you to print out a job list of all recent prints, or switch the machine to an "offline" state. **FAX:** Pressing this button selects fax send mode. This allows you to control the process whereby a document is scanned and then the scanned data is sent as a fax.
4.	**RESET/LOG OUT:** Pressing this button returns all settings of a selected function to their default values, but does not stop any jobs that are already in progress. At the top level screen, pressing this button logs the user out (if access control is enabled and active).
5.	**?HELP:** Pressing this button when the green LED on the START button is flashing, displays help information on the LCD screen.
6.	**Keypad** Use the numeric buttons to enter, for example, number of copies or a fax number. The ***** and **#** buttons are also used to navigate menus in touch-tone systems such as voice mail (if you have a telephone handset connected), or in vertical service codes. Refer to "Keypad - character switching" on page 16.
7.	**START:** > **MONO** - Pressing this button starts the copying, faxing or scanning process in black & white. > **COLOR** - Pressing this button starts the copying or scanning process in color. Green LED illuminates when copying/scanning is possible, if the LED is unlit then that function is not possible, e.g only the Mono button LED illuminates when faxing (color faxing is not possible).
8.	**STOP:** Pressing this button stops the copying or scanning process.
9.	**BACK:** Used to cancel selections and go back to the top level of the setting. The key is also used to cancel any previous input.
10.	**POWER SAVE:** Pressing this button switches the power save mode on or off, its LED being illuminated when power save mode is on. If the machine has gone into power save mode as indicated by the screen being black and the LED being illuminated, you can return to normal mode by pressing the **POWER SAVE** button.

REF.	DESCRIPTION
11.	**STATUS:** Pressing this button gives access to the status menu screen. Use to check detailed status information about the machine. Flashes/illuminates if there is a status item to be displayed.
12.	**SETTING:** Pressing this button gives access to several setup options on the LCD screen, including the administrator menu, profile options and address books settings.
13.	**CLEAR:** Executes the following actions according to the entered items when pressed or held: > Minimizes a setting value. > Enters zero as a setting value. > Clears what is entered. > Cancels a selected item.
14.	**DATA IN MEMORY indicator light** LED illuminates to show data is stored in the MFP memory.
15.	**Arrow keys** **Up:** moves the cursor up. **Down:** moves the cursor down. **Left:** moves the cursor left. Can also be used to return to the previous screen. **Right:** moves the cursor right. Can also be use to proceed to the next screen.
16.	**OK:** Used to select and confirm current setting selections.
17.	**One-touch speed dial keys:** Provides one-touch dialling of your most often used or favourite fax numbers or email addresses. Eight keys x two groups (press the **SHIFT** key to switch the groups).

KEYPAD - CHARACTER SWITCHING

Numbers, upper and lower case letters and symbols can be entered using the keypad. Press the key multiple times to switch between characters.

NOTE
When pressing multiple times, you must re-press the key within 2 seconds of the previous press.

The example below is based on English being the display language:

KEY	AVAILABLE CHARACTER
1	1 -> 1
2	a -> b -> c -> 2 -> A -> B -> C
3	d -> e -> f -> 3 -> D -> E -> F
4	g -> h -> i -> 4 -> G -> H -> I
5	j -> k -> l -> 5 -> J -> K -> L
6	m -> n -> o -> 6 -> M -> N -> O
7	p -> q -> r -> s -> 7 -> P -> Q -> R -> S
8	t -> u -> v -> 8 -> T -> U -> V
9	w -> x -> y -> z -> 9 -> W -> X -> Y -> Z
0	SP (space) -> 0 -> SP (space)
*	@ -> * -> @
#	. -> _ -> - -> P -> SP (space) -> + -> ! -> " -> $ -> % -> & -> ' -> (->) -> , -> / -> : -> ; -> < -> = -> > -> ? -> [-> £ ->] -> ^ -> #

CHANGING THE DISPLAY LANGUAGE

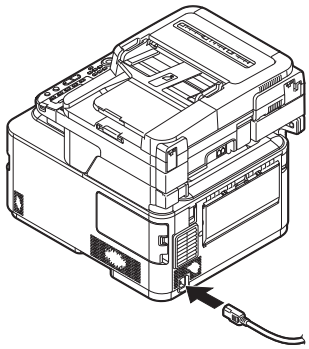
The default language used by your MFP for display messages and for report printing is English[1]. If required, this can be changed using the Panel Language Setup utility.

1. To ensure your product contains the latest firmware updates, it is recommended that you download the language files from this utility during setup.

GETTING STARTED

TURNING ON YOUR MACHINE

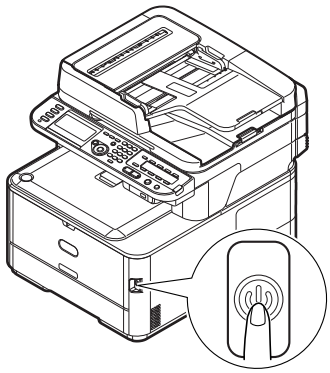
1. Plug the AC cable into the AC power socket of your machine.



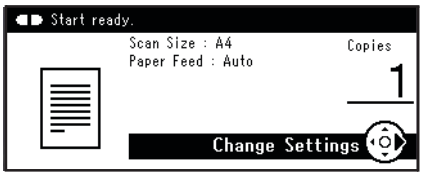
2. Plug the AC cable into the electric socket.

3. Check that no documents are on the document glass or ADF, and the ADF cover is closed.

4. Hold down the power switch for about a second to turn on the power.



The copy standby screen is displayed after your machine became ready status.



NOTE
Turn the power off, and when turning the power back on again, push the power switch after waiting for a few seconds.

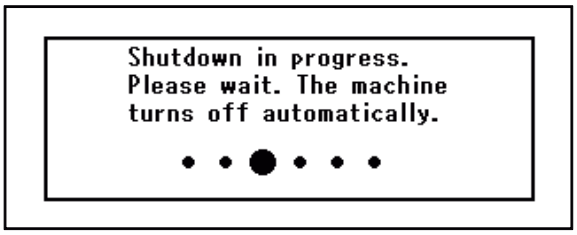
TURNING OFF YOUR MACHINE

Be sure to follow the procedure below every time you turn off the machine.

1. Hold down the power switch for about a second.

NOTE
Press the power switch for less than 5 seconds.

The message **Shutdown in progress. Please wait. The machine turns off automatically.** appears in the operator panel, and power switch indicator blinks every 1 second. Then the machine turns off automatically and power switch indicator goes out.



NOTE
Turn the power off, and when turning the power back on again, push the power switch after waiting for a few seconds.

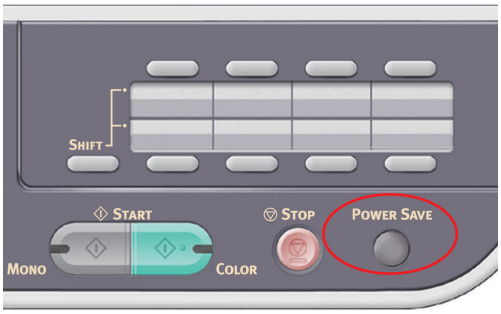
WHEN THE MACHINE IS NOT USED FOR LONG TIME

When the machine is not used for long time due to holidays or trips, pull the power cord from the socket.

NOTE
The machine does not have functional failures if removing the power plug for long time (more than 4 weeks).

POWER SAVING MODE

If you do not use the machine for a while, it will enter power saving mode to control the power consumption of the device. To cancel or initiate power saving mode, press the **Power Save** button on the control panel.



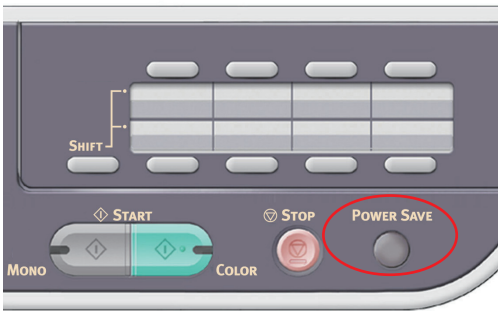
NOTE
*If your machine is connected locally (via USB), when it transitions to Sleep mode its status is viewed as off-line. To use the printer in this state, you must press the **Power Save** button to exit sleep mode.*

By default, the time interval to enter the power saving mode is set to 1 minute.

You can enable or disable the power saving mode.

SLEEP MODE

Your machine transitions from power saving mode to sleep mode after a set period of time. In sleep mode the power consumption of the device in minimal. To cancel sleep mode, press the **Power Save** button on the control panel.



NOTE
The machine will not enter sleep mode if an error occurs and the machine requires attention.

By default, the time interval to enter sleep mode is set to 30 minutes.

You can enable or disable sleep mode.

- *When the network connection is switched from wired to wireless, sleep mode is disabled. To enable sleep mode for devices connected using wireless LAN, enable sleep mode from the sleep mode setting menu.*
- *When a device using the wireless LAN connection goes into sleep mode, the wireless LAN connection is broken. To reconnect to the wireless LAN, press the power save button on the device to recover from sleep mode.*
- *After the device connected to the wireless LAN has recovered from sleep mode, it automatically connects to the wireless access point using the same settings as before it went into sleep mode. However, it may take up to 1 minute to connect.*
- *When the network connection is switched from wireless LAN to wired LAN, sleep mode is enabled.*
- *Depending on your network environment, your device may wake from sleep mode immediately. If this happens, it is recommended that you disable sleep mode.*

AUTO POWER OFF

When your machine is not used for a certain period of time, it turns off the power automatically. Once the machine turns off the power, you need to turn on to use it.

The machine has three settings to select the machine's behavior on Auto Power Off.

> **Enable**

> **Auto Config**

> **Disable**

Enable:

When your machine is not used for a certain period of time, it turns off the power automatically.

Auto Config:

The machine will not turn off the power automatically under the conditions listed below.

> An Ethernet cable is plugged to network interface connection

> A telephone cable is plugged to LINE connection

Disable:

The Auto Power Off function is disabled. The machine will not turn off the power automatically.

NOTE
In the following cases, the Auto Power Off function is also disabled.

> *When an error occurs*

> *When time-set transmission is scheduled*

> *When the fax transmission is waiting for a redial*

By factory default, the time interval to turn off the power is set to 4 hours. You can change the time interval by pressing the **SETTING** key on the operator panel and then selecting **Admin Setup** > **Management** > **Power Save** > **Auto Power Off Time**.

By factory default, **Auto Power Off** is set to **Auto Config** or **Disable**. You can change the setting by pressing the **SETTING** key on the operator panel and then selecting **Admin Setup** > **User Install** > **Power Save** > **Auto Power Off**.

INSTALLING DRIVERS AND UTILITIES

NOTE
Example screenshots have been used throughout and may not represent your machine, however the procedure is the same.

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

The installation instructions below refer to USB connection. For network connection details refer to the Configuration Guide.

If you are running Windows Server 2003, Server 2008, Server 2008 R2 or Server 2012, you may need to follow these steps to ensure the WIA service starts when using the scanner driver and ActKey Utility:

NOTE
In the case of Server 2008, Server 2008 R2, Server 2012 or Server 2012 R2, Desktop Experience needs to be installed.

1. Click **Start > Administrative Tools > Services**.
2. Double-click Services.
3. Double-click **Windows Image Acquisition (WIA)**.
4. From the Startup type menu, select **Automatic**.
5. Under Service status, click **Start**.
6. Click **OK**.

WINDOWS - SCANNER AND PRINTER DRIVERS

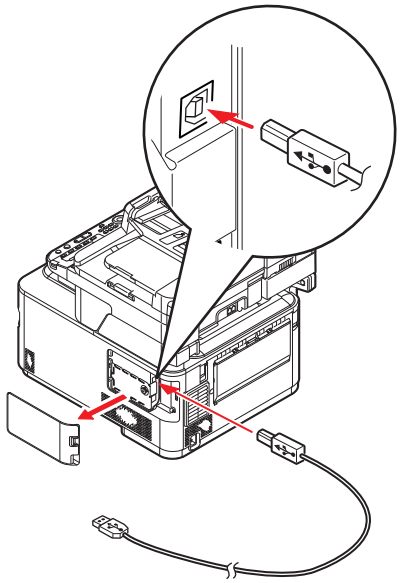
The scanner driver is used for "Pull Scan", i.e. Initiating a scan from your PC via software. Compare this to "Push Scan" where you start the scan by pressing a button on the MFP's front panel.

NOTE
The Oki driver installer program is the recommended installation method.

NOTE
Do not connect the USB cable at this time. You will be instructed when to connect the USB cable when you run the Oki driver installer program.

---

1. Insert the DVD-ROM and click **Install bunch** to start the Oki driver installer program.
2. Follow the on-screen instructions to install the drivers.
3. Attach the printer to a USB port of your computer.



4. Switch on the printer.

MAC - PRINTER DRIVER

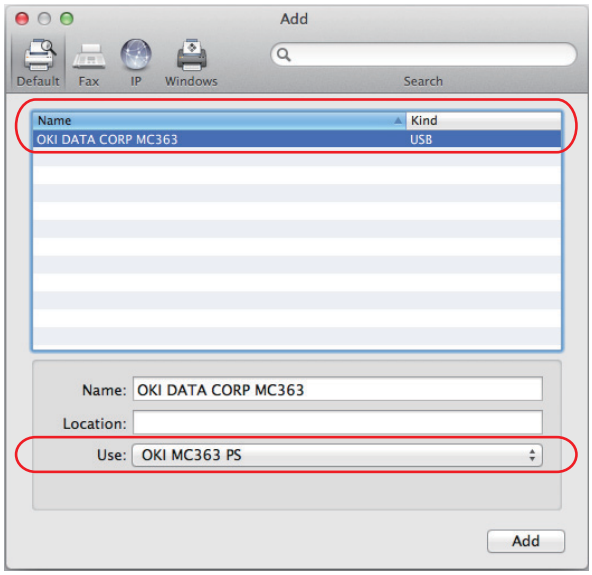
The information in this section is based on Mac OS X 10.9. Other versions may appear slightly different, but the principles are the same.

1. Insert the DVD-ROM and run the Oki driver installer program.
2. Follow the on-screen instructions to install the printer driver.
3. Attach the printer to a USB port of your computer.
4. Switch on the printer.
5. Choose **Apple Menu > System Preferences > Print & Scan**.
6. If the printer is already in the list of printers, click "**-**" to remove it.

NOTE
This is necessary as Lion may not be using the correct Oki printer driver files.

---

7. Click "**+**" to add a new printer.
8. Ensure:
   - > The **Default** tab is selected and select your machine from the list.
   - > Your machine is displayed as **Kind** "USB" in the list of available printers.
   - > The **Print Using:** selection matches your machine.
     If "Generic PostScript Printer" is displayed, select a driver that matches.



9. Click **Add**.
10. Click **Configure...** and ensure the hardware options displayed match your machine.

NOTE
Hardware options are not configured automatically.

---

11. The printer is added to the list of printers.
12. Restart your computer.

FAX DRIVER

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

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

NOTE
Before using the internet fax function, you need to configure the server settings. Refer to the Configuration Guide for details.

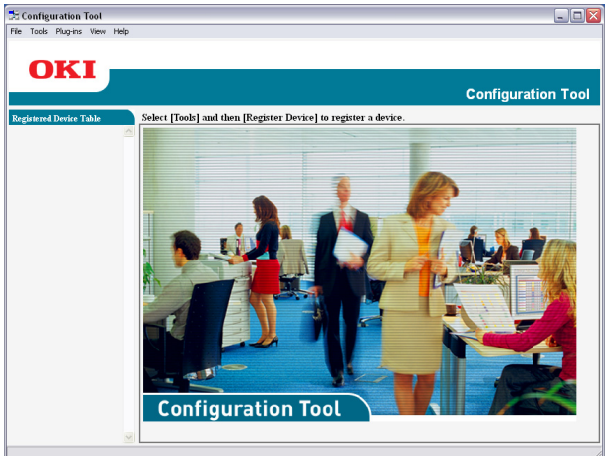
Installing the fax driver

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

CONFIGURATION TOOL

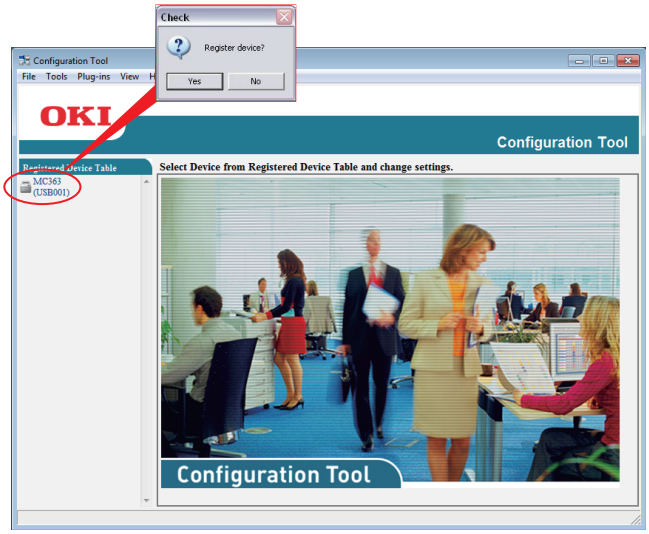
Installation of the Configuration Tool is optional and can be found on the DVD in the Utilities folder. Follow the on-screen instructions to complete the Configuration Tool installation.

The Configuration Tool can discover devices over USB or network connections.



1. To search and install, select **Tools > Register Device**.

2. Highlight the required search result and when prompted click **Yes**.



The Configuration Tool allows you to set up and manage your MFP. Refer to the Configuration Guide for detailed instructions.

NOTE
Network settings, such as LDAP configuration, cannot be saved to the MFP from the Configuration Tool. For such settings, use the MFP operator panel or MFP web page.

ACTKEY UTILITY

NOTE
The ActKey utility only supports Windows.

You must have the scanner driver installed.

The ActKey utility enables the MFP to receive one key touch commands from a connected computer.

Installation of the ActKey utility is optional and can be found on the DVD in the Utilities folder.

Information on using the ActKey utility can be found in "Remote Scan" on page 71.

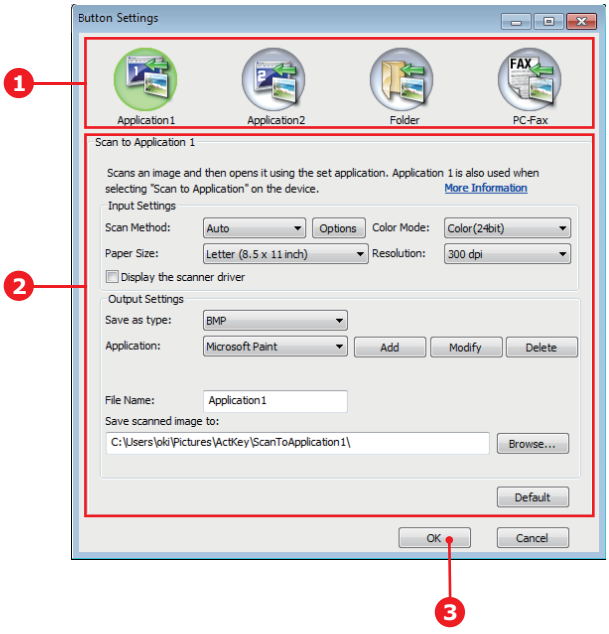
Setting up the ActKey utility

1. Install the ActKey utility from the DVD:

   Set-up will place an "ActKey" icon on your desktop.

2. Double-click this icon to open the ActKey console.

3. Select **Options > Button Settings**. The following screen displays.



4. Select the function you want to set in section (1).
5. Set the parameters for this function in section (2).
6. When you have completed settings, press **OK** (3).

   The Utility will return to the ActKey console.

7. To use ActKey in Local PC mode (i.e. push scanning), it must be set as the program to handle scanner events:

(a) Click [**Start**] to select [**Control Panel**].

(b) Enter [**View scanners and cameras**] in [**Search Control Panel**].

(c) Click the [**View scanners and cameras**] under [**Devices and Printers**].

(d) Select [**OKI Universal WIA**] and click [**Properties**]. If the [**User Account Control**] dialog box appears, click [**Yes**].

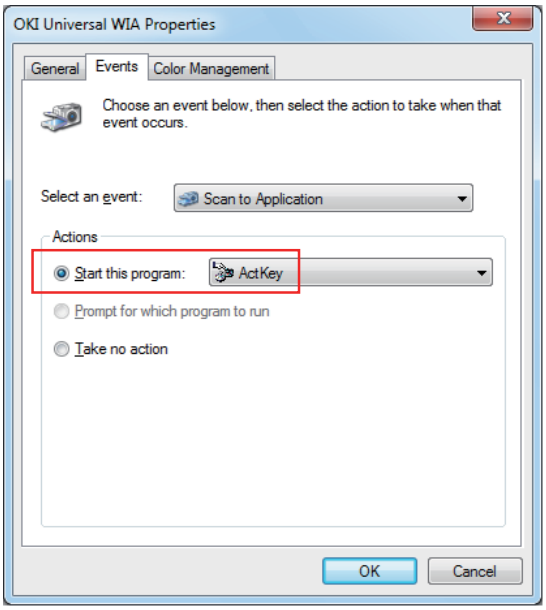
(e) Click the [**Events**] tab.

(f) Select an event for [**Select an event**].

(g) Select the [**Start this program**] check box and then select [**ActKey**].

(h) Repeat steps (f) and (g) so that [**ActKey**] is set to all events.

(i) Click [**OK**].



PAPER RECOMMENDATIONS

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

The best performance will be obtained when using standard 75~90g/m² paper designed for use in copiers and laser printers.

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

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

Envelopes

CAUTION!

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

Labels

CAUTION!

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

CASSETTE TRAYS

SIZE	DIMENSIONS	WEIGHT (G/M²)	
A6[a]	105 x 148mm	Light	64 - 74g/m²
A5	148 x 210mm	Medium Light	75 - 82g/m²
B5	182 x 257mm	Medium	83 - 104g/m²
16K (184x260mm)	184 x 260mm	Heavy	105 - 120g/m²
Executive	184.2 x 266.7mm	Ultra heavy1	121 - 176g/m²
16K (195x270mm)	195 x 270mm	Ultra heavy2	177 - 220g/m²
16K (197x273mm)	197 x 273mm	Tray 1/2:	64 - 176g/m²
A4	210 x 297mm	MP Tray:	64 - 220g/m²
Letter	215.9 x 279.4mm	Duplex:	64 - 176g/m²
Legal 13in.	215.9 x 330.2mm		
Legal 13.5in.	215.9 x 342.9mm		
Legal 14in.	215.9 x 355.6mm		
Custom			
COM-9 Envelope[b]	98.4 x 225.4mm		
COM-10 Envelope[b]	104.8 x 241.3mm		
Monarch Envelope[b]	98.4 x 190.5mm		
DL Envelope[b]	110 x 220mm		
C5 Envelope[b]	162 x 229mm		
Hagaki[a]	100 x 148mm		
Oufukuhagaki[b]	148 x 200mm		
Nagagata #3[b]	120 x 235mm		
Nagagata #4[b]	90 x 205mm		
Yougata #4[b]	105 x 235mm		
Futo A4[b]	210 x 297mm		
Index Card[b]	76.2 x 127mm		

a. this paper size can be printed from Tray1 or MP Tray only.

b. this paper size can be printed from the MP Tray only.

If you have identical paper stock loaded in another tray (2nd tray if you have one, or multi purpose tray) you have the printer automatically switch to the other tray when the current tray runs out of paper. When printing from Windows applications, this function is enabled in the driver settings. When printing from other systems, this function is enabled in the Print Menu.

MULTI PURPOSE TRAY

The multi purpose tray can handle the same sizes as the cassette trays but in weights up to 220g/m². For very heavy paper stock use the rear output tray. This ensures that the paper path through the printer is almost straight.

The multi purpose tray can feed paper widths from 76mm to 215.9mm and lengths from 127.0mm to 1320mm (banner printing).

For paper lengths exceeding 356mm (Legal 14in.) use paper stock between 90g/m² and 128g/m² and the rear output tray.

Use the multi purpose tray for printing on envelopes. Up to 10 envelopes can be loaded at one time, subject to a maximum stacking depth of 10mm.

OUTPUT TRAY

The output tray on the top of the printer can hold up to 150 sheets of 80g/m² standard paper, and can handle paper stocks up to 176g/m².

Pages printed in reading order (page 1 first) will be sorted in reading order (last page on top, facing down).

REAR OUTPUT TRAY

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

NOTE
The rear output tray cannot be used when printing duplex.

The rear output tray can hold up to 100 sheets of 80g/m² standard paper, and can handle stocks up to 220g/m².

Always use this rear output tray and the multi purpose feeder for paper stocks heavier than 176g/m².

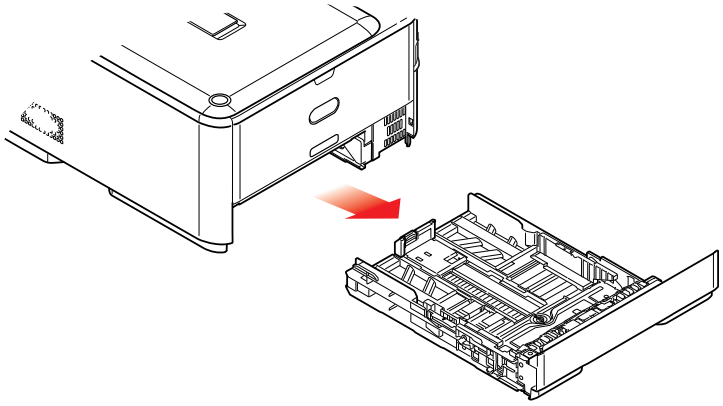
DUPLEX

Automatic two-sided printing on the same range of paper sizes as tray 2 (i.e. all cassette sizes except A6), using paper stocks from 64 - 176g/m².

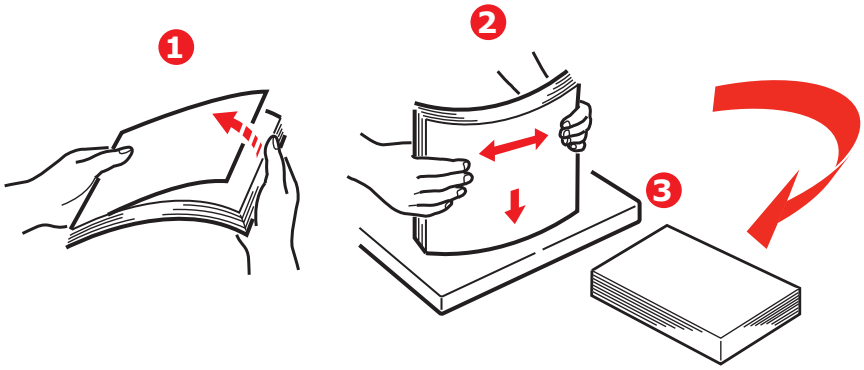
LOADING PAPER

CASSETTE TRAYS

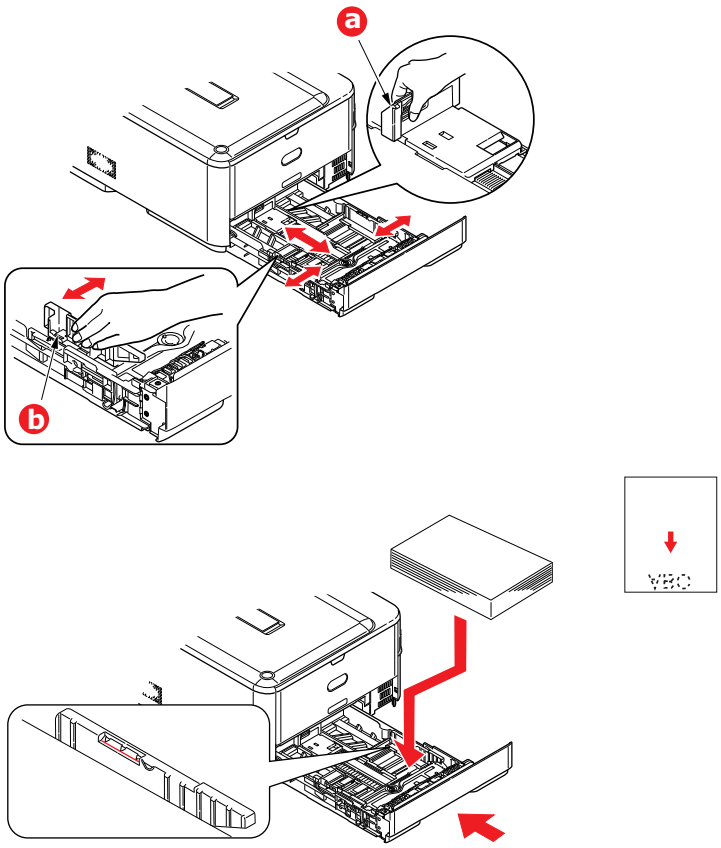
1. Remove the paper tray from the machine.



2. Fan the paper to be loaded at the edges (1) and in the middle (2) to ensure that all sheets are properly separated, then tap the edges of the stack on a flat surface to make it flush again (3).



3. Load paper (letter headed paper face down and top edge towards the front of the printer), as shown.



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

5. Close the paper tray gently.

6. Set the correct paper size. Refer to "Configuring the tray settings" on page 36 and "Registering custom sizes" on page 37.

NOTE
After closing the tray, the media selection screen will be displayed on the panel.

To prevent paper jams:

> Do not leave space between the paper and the guides and rear stopper.

> Do not overfill the paper tray. Capacity depends on the type of paper stock.

> Do not load damaged paper.

> Do not load paper of different sizes or types at the same time.

> Close the paper tray gently.

> Do not pull the paper tray out during printing (except as described below for the 2nd tray).

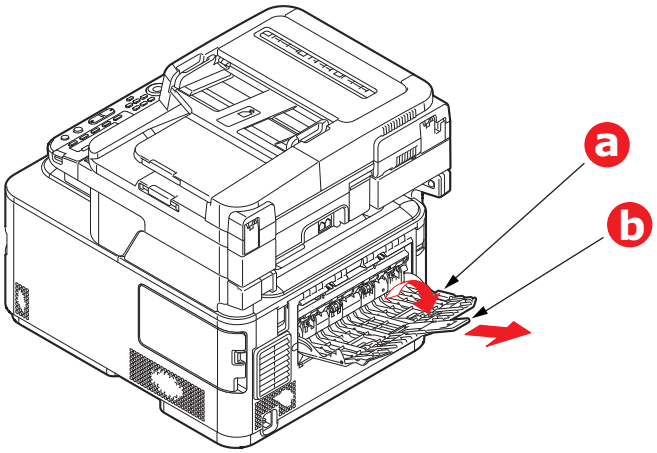
NOTE

> *If you have two trays and you are printing from the 1st (upper) tray, you can pull out the 2nd (lower) tray during printing to reload it. However, if you are printing from the 2nd (lower) tray, do not pull out the 1st (upper) tray. This will cause a paper jam.*

> *For face down printing, make sure the rear output tray (a) is closed (the paper exits from the top of the printer). Stacking capacity is approximately 150 sheets, depending on paper weight.*

> *For face up printing, make sure the rear output tray (a) is open and the paper support (b) is extended. Paper is stacked in reverse order and tray capacity is approximately 100 sheets, depending on paper weight.*

> *Always use the rear output tray for heavy paper (card stock, etc.).*

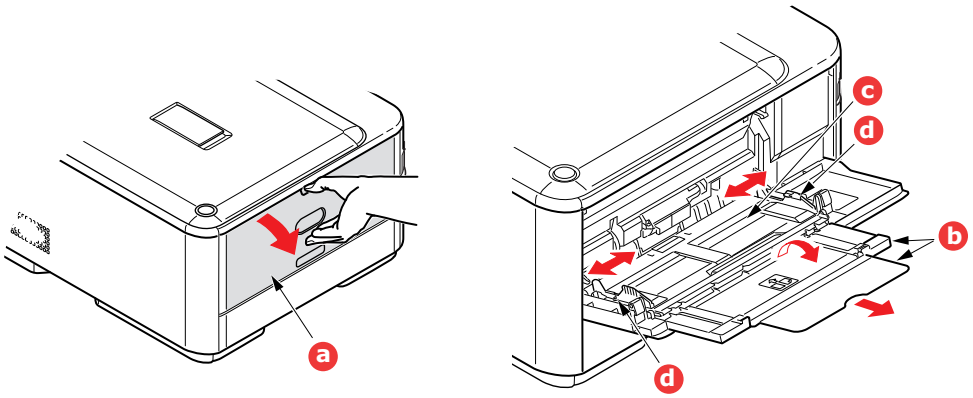


CAUTION!

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

MULTI PURPOSE TRAY

1. Open the multi purpose tray (a).
2. Fold out the paper supports (b).



3. Press gently down on the paper platform (c) to ensure it is latched down.
4. Load the paper and adjust the paper guides (d) to the size of paper being used.
   - > For single-sided printing on headed paper load the paper into the multi purpose tray with pre-printed side up and top edge into the printer.
   - > For two-sided (duplex) printing on headed paper load the paper with pre-printed side down and top edge away from the printer.
   - > Envelopes should be loaded face up with top edge to the left and short edge into the printer. Do not select duplex printing on envelopes.
   - > Do not exceed the paper capacity of about 100 sheets or 10 envelopes. Maximum stacking depth is 10mm.
5. Press the tray latch button inwards to release the paper platform, so that the paper is lifted and gripped in place.
6. Set the correct paper size. Refer to "Configuring the tray settings" on page 36 and "Registering custom sizes" on page 37.

CONFIGURING THE TRAY SETTINGS

After you load paper in tray 1, tray 2 (optional), or the MP tray, you need to register the loaded paper on your machine.

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Paper Setup` and press **OK**.
3. Using the arrow keys, scroll to the required paper tray and press **OK**.
4. Press **OK** to select `Paper Size`.
5. Using the arrow keys, scroll to the loaded paper size and press **OK**.
6. Using the **Down** arrow key, scroll to `Media Type` and press **OK**.
7. Using the arrow keys, scroll to the type of media loaded and press **OK**.
8. Using the **Down** arrow key, scroll to `Media Weight` and press **OK**.
9. Using the arrow keys, scroll to the weight of the loaded paper and press **OK**.
10. Press the **Left** arrow key to exit the menu.

REGISTERING CUSTOM SIZES

To load custom size paper, you need to register the width and length of the paper before printing.

The range of the sizes you can set differs according to the paper tray.

TRAY	AVAILABLE SIZE RANGE
Tray 1	**Width:** 105 to 216 mm (4.1 to 8.5 inches) **Length:** 148 to 356 mm (5.8 to 14.0 inches)
Tray 2 (optional)	**Width:** 148 to 216 mm (5.8 to 8.5 inches) **Length:** 210 to 356 mm (8.3 to 14.0 inches)
MP tray	**Width:** 64 to 216 mm (2.5 to 8.5 inches) **Length:** 127 to 1321 mm (5.0 to 52.0 inches)

NOTE
For tray 1 and tray 2, you can configure the `Custom` *setting only when* `Paper Size` *is set to* `Custom`*.*

The available size range for duplex printing is the same as that for tray 2.

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Paper Setup` and press **OK**.
3. Using the arrow keys, scroll to the required paper tray and press **OK**.
4. Using the **Down** arrow key, scroll to `Custom` and press **OK**.
5. Using the keypad, enter the `Width` and `Length` of the loaded paper.

   Press the **Right** arrow key to move between digits.
6. Press **OK**.
7. Press the **Left** arrow key to exit the menu.

USER AUTHENTICATION AND ACCESS CONTROL

If your Administrator has enabled access control on your machine, it will automatically start up in access control mode. You will not be able to use it until you have provided valid login information. If the access control setting is:

- **PIN**; you will need to provide a valid PIN (personal identification number).
- **User name and password**; you will need to provide a valid user name and password.

After using it, you will be expected to log out, leaving the machine in access control mode, unable to be used by unauthorised users.

PIN AUTHENTICATION

LOGGING INTO THE MACHINE

1. Enter your PIN using the keypad on the control panel.
2. Press **OK**.

   If authentication succeeds, the top screen displays.

LOGGING OUT OF THE MACHINE

When you have finished operations, be sure to log out of the machine.

1. Press the **BACK** button or **Left** arrow key until the top screen displays.
2. Press the **RESET/LOGOUT** button on the control panel.

NOTE
After a certain period of time, the machine automatically logs out users.

USER NAME AND PASSWORD AUTHENTICATION

LOGGING INTO THE MACHINE

1. Make sure that `User Name` is selected and then press the **Right** arrow key.
2. Enter your name.
3. Using the arrow keys, highlight `Done` and then press **OK**.
4. Make sure that `Password` is selected and then press **OK**.
5. Enter your password.
6. Using the arrow keys, highlight `Done` and then press **OK**.
7. At the `Login` screen, press **OK**.

   If authentication succeeds, the top screen displays.

LOGGING OUT OF THE MACHINE

When you have finished operations, be sure to log out of the machine.

1. Press the **BACK** button or **Left** arrow key until the top screen displays.
2. Press the **RESET/LOGOUT** button on the control panel.

NOTE
After a certain period of time, the machine automatically logs out users.

OPERATION FROM THE COMPUTER

NOTE
The authentication type specified on the computer overrides the one specified on the machine.

Printing from Windows

NOTE
You cannot use the PCL XPS printer driver for this function.

This procedure uses Windows 7 and NotePad as an example. The procedures and menus may differ depending on the OS you use.

1. Open the file you want to print.
2. From the **File** menu, select **Print**.
3. Choose the printer driver you want in **Select Printer** and click **Preferences**.
4. Select the **Job Options** tab.
5. Click **User Auth...**.
6. Select the **Use User Authentication** check box.
7. Enter the user name in **Username** and the password in **Password**.

   Clicking **Use Windows Login** automatically enters your login name on Windows.
8. Click **OK**.
9. Click **OK** and then click **Print**.

Printing from Mac

NOTE
This procedure uses Mac OS X 10.9 as an example. The procedures and menus may differ depending on the OS you use.

1. Open the file you want to print.
2. From the **File** menu, select **Print**.
3. Select your machine's printer driver.
4. Select **User Auth...** from the panel menu under the **Printer** and **Presets** menus.
5. Select the **Use User Authentication** check box.
6. Enter the user name in **User Name** and the password in **Password**.
7. Click **Print**.

Faxing (Windows only)

NOTE
This procedure uses Windows 7 and NotePad as an example. The procedures and menus may differ depending on the OS you use.

1. Open the file you want to fax.
2. From the **File** menu, select **Print**.
3. Select your machine (fax driver) in **Select Printer** and click **Preferences**.
4. On the **Setup** tab, click **User Authentication...**.
5. Select the **Use User Authentication** check box.
6. Enter the user name in **Username** and the password in **Password**.

   Clicking **Use Windows Login** automatically enters your login name on Windows.
7. Click **OK**.
8. Click **OK** and then click **Print**.

OPERATION

With its intuitive control panel, this Multi Function Product (MFP) is designed to be easy to use. After the machine has been configured, operating is quite straight forward.

NOTE
If your Administrator has enabled access control on your machine, it will automatically start up in access control mode. You will not be able to use it until you have provided valid login information. Refer to "User authentication and access control" on page 38 for details.

The following sections describe how to copy, fax, and scan your documents.

Refer to "Printing" on page 83 for details of how to use the printing options available from the control panel. For full details of how to use your machine and any optional accessories to print jobs efficiently and effectively, please refer to the Printing Guide and the Barcode Printing Guide.

For full details of how to access and use the security features, please refer to the Security Guide.

MULTI-TASKING

Your machine can handle more than one task at a time. The table below details which combination of tasks can be performed.

2nd / 1st	Copy	Scan to email/ network PC Internet Fax (Tx)	Scan to USB memory	Fax Tx	Fax Rx	Print from USB (direct print)	PC scan (remote PC)	Email to print Internet Fax (Rx)	Print Print from Web (direct print)
Copy	No	Yes	Yes	No	Yes[a]	Yes[b]	Yes	Yes[a]	Yes[a]
Scan to email/ network PC **Internet Fax (Tx)**	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
Scan to USB memory	No	No	No	No	Yes	No	No	Yes	Yes
Fax Tx	Yes	Yes	Yes	Yes[c]	No	Yes	Yes	Yes	Yes
Fax Rx	No[d]	Yes	Yes	Yes[c]	No	Yes[b]	Yes	Yes[a]	Yes[a]
Print from USB (direct print)	No	Yes	Yes	Yes	Yes[a]	Yes[b]	Yes	No[e]	Yes[a]
PC scan (remote PC)	No	No	No	No	Yes	No	No	Yes	Yes
Email to print **Internet Fax (Rx)**	No	Yes	Yes	Yes	Yes	Yes[b]	Yes	No[e]	Yes[a]
Print **Print from Web (direct print)**	No[f]	Yes	Yes	Yes	Yes[a]	Yes[b]	Yes	Yes[a]	Yes[a]

a. Data is accepted but printing is halted until the 1st action is complete.

b. While only printing the first print action (scan is completed), the second action can be allowed to browse the files on the USB memory.

c. Operation is accepted but operation is halted until the 1st action is complete.

d. Copy is enabled only before the start of printing of a received fax image.

e. The second action won't be able to do due to less available memory.

f. Copy is enabled after completing the first print action.

LOADING DOCUMENT(S)

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

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

DOCUMENT REQUIREMENTS

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

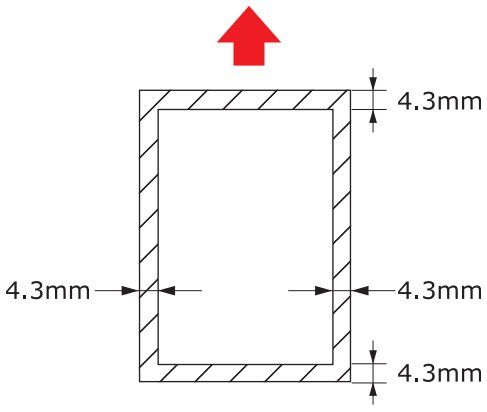
- Document(s) can range in size from 114.3 x 139.7mm to 215.9 x 355.6mm.
- Document(s) can range in weight from 60 to 120 g/m^2.
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean and without any documents left on it.

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

When faxing, you can load only A4, letter, or legal size documents in the ADF, and A4 or letter size documents on the document glass. You cannot load mixed size documents.

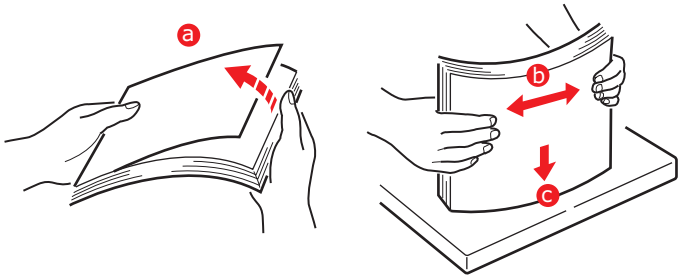
SCANNABLE AREA

Text or images within the shaded area are not scanned.



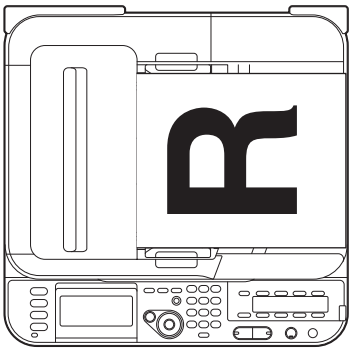
PLACING DOCUMENT(S) IN THE ADF

1. If you have multiple pages, fan the pages to avoid paper jams. The ADF holds up to 50 pages at one time.

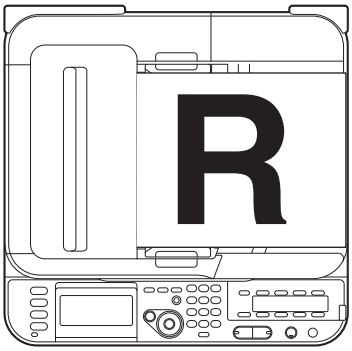


2. Place the document with the text face UP in the ADF:

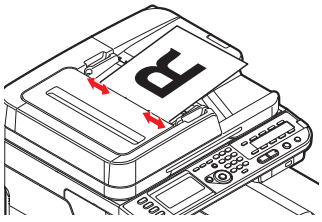
> If your document is portrait, load with the top edge of the document in first.



> If your document is landscape, load with the left edge of the document in first.

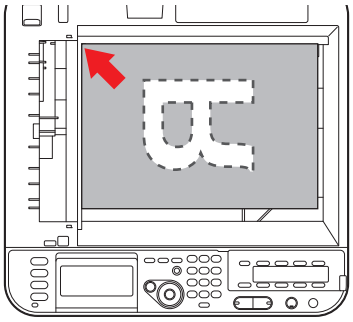


3. Adjust the Paper Guides to centre the document in the ADF.

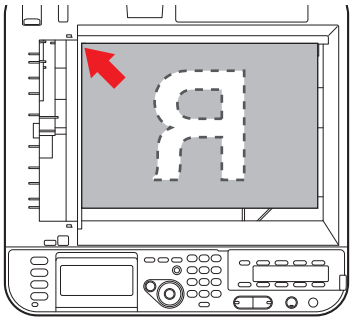


PLACING DOCUMENT(S) ON THE GLASS

1. Open the document cover.
2. Place your document with the text face DOWN on the glass:
   > If your document is portrait, align its top edge to the upper-left corner of the glass.



   > If your document is landscape, align its right edge to the upper-left corner of the glass.



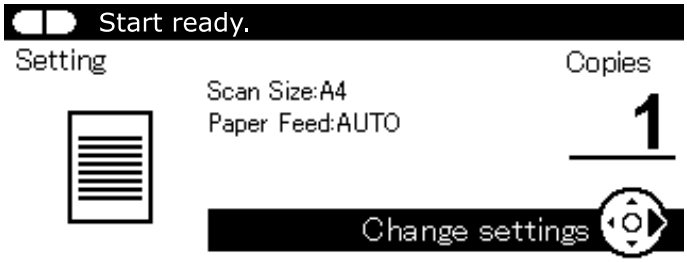
3. Close the document cover.

COPYING

NOTE
If your Administrator has enabled access control on your machine, it will automatically start up in access control mode. You will not be able to use it until you have provided valid login information. Refer to "User authentication and access control" on page 38 for details.

BASIC OPERATION

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. If required, press the **Copy** button (1) on the control panel to prompt the **Copy** screen.



NOTE
Factory default setting is Copy mode.

3. Press **Mono** (2) to copy your document(s) in black and white, or **Color**(3) to copy your document(s) in color.

NOTE
*If you wish to cancel the copy process, press **Stop** (4) to abort the operation.*

INCREASING COPY COUNT

The machine is preset to a copy count of 1. If you wish to increase the number of copies, select the number of copies with the numeric keypad.

To increase the copy count:

1. If required, press the **Copy** button on the control panel to prompt the **Copy** screen.
2. Enter number of copies required using the numeric keypad. The screen display will confirm the copy count selected.

NOTE
You can select up to 99 copies.

ADVANCED OPERATION

Using the options available you can alter the copy output to suit your needs:

1. Press the **Right** arrow key.
2. Select required parameter with **Down** arrow key and press the **OK** button or the **Right** arrow key to display the available options.
3. Using **Up** or **Down** arrow keys, select value and press **OK**.

   Options are (factory default settings in bold text):

FEATURE	OPTION	DESCRIPTION
Scan Size	**A4**, A5, A6, B5, Letter, Legal 13, Legal 13.5, Legal 14, Executive	Allows you to select the document size.
Duplex Copy	**OFF(Simplex)**, Simplex -> Duplex LE, Simplex -> Duplex SE, Duplex -> Duplex, Duplex LE -> Simplex, Duplex SE -> Simplex	Turns the duplex (2-sided) function off or on. Note: A6 duplex scan is not supported.
Binding	Long Edge Bind, Short Edge Bind	Sets the default binding to LEF or SEF. Display condition: Duplex Copy is set to Duplex -> Duplex and N-up or Repeat is ON.
Paper Feed	**Auto**, Tray 1(A4), Tray 2(A4)*, MP Tray(A4)	Allows you to define the paper tray for printing. Auto - Allows for automatic tray selection based on the document image size and/or scaling setting defined. * If fitted.
Zoom	Auto, **100%**, Zoom (25-400%), A4->A5(70%), Leg14->Let(78%), Leg13.5->Let(81%), Leg13->Let(84%), A4->B5(86%), A4->Let(94%), Let->A4(97%), Fit to page(98%), B5->A4(115%), A5->A4(141%)	Allows you to scale the copy using the presets values or by scaling in 1% increments up to 400% and down to 0 by entering the value using the keypad.
Sort	ON, **OFF**	ON prints 1 entire copy/set of the multiple copy document at a time (e.g. pages 1,2,3,1,2,3,1,2,3,…) OFF batch prints the multiple copy document page by page (e.g. pages 1,1,1,2,2,2,3,3,3,…)

FEATURE	OPTION		DESCRIPTION
Image Settings	Density	-3, -2, -1, **0**, +1, +2, +3	Adjust density Darker: Keep color intensity and darker image. Lighter: Reduce color intensity and gives lighter image.
	Document Type	Text, **Text&Photo**, Photo, Photo (Glossy)	Allows you to specify the type of images on the document.
	Resolution For Color	**Normal**, Extra Fine	Allows you to select the scanning resolution. The Extra Fine setting reproduces a higher resolution image with greater detail, however this requires more disk space. **Note:** In Mono copy mode, the resolution is fixed to Extra Fine.
	Background Removal	OFF, 1, 2, **3**, 4, 5, 6	Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed.
	Contrast	-3, -2, -1, **0**, +1, +2, +3	Contrast setting High: Enhance brightness Low: Reduce brightness
	Hue	-3, -2, -1, **0**, +1, +2, +3	Red/green balance adjustment. Low: Enhance red. High: Enhance green.
	Saturation	-3, -2, -1, **0**, +1, +2, +3	Saturation setting High: Enhance image sharpness Low: Reduce hue
	RGB	Red: -3, -2, -1, **0**, +1, +2, +3 Green: -3, -2, -1, **0**, +1, +2, +3 Blue: -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings. Use the arrow keys to increment and decrement the values and to move to the next color setting.
Direction	**Portrait**, Landscape		Selects the default page orientation.
N-In-1	**OFF** 2-in-1 4-in-1: Vertical 4-in-1: Horizontal		Allows you to print multiple pages of the document to a single sheet of paper. 2-n-1 layout orientation and image order is fixed. If you specify 4-in-1 you can specify horizontal or vertical orientation. If you specify 2-in-1 or 4-in-1, set your original documents on the ADF, alternatively enable Continuous Scan mode and use the document glass (see "Continuous Scan" on page 49).
Repeat	**OFF** x2 x4		Allows you to print multiple images of an original document on a single sheet.
ID Card Copy	ON, **OFF**		Allows you to set ID card copying as the default copy mode.

FEATURE	OPTION	DESCRIPTION
Continuous Scan	ON, **OFF**	Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals.
Mixed Size	ON, **OFF**	Allows you to load originals of same width but different length in the ADF. The following document sizes can be set concurrently; A3 and A4 LEF, B4 and B5 LEF, A4SEF and A5 LEF. When enabled, the tray setting is automatic, you cannot specify a tray manually.
Margin	ON, **OFF**	Allows you to change the document top and left margin areas. Input range: -25 to +25mm.
Edge Erase	ON, **OFF**	Allows you to block out the peripheral areas of the document where spurious shadows and borders may arise when copying with the document cover open (such as with books and magazines) or for other purposes. Input range: 2 to 50mm.

4. Press the **Left** arrow key or **Back** button to return to the start menu.
5. If access control is enabled, logout once you are finished to avoid any unauthorised access.

RESETTING COPY SETTINGS

AUTO RESET

All settings you configured for your copy job return to their default values if no operation is made for a set period of time.

The factory default setting is 3 minutes.

USING THE RESET/LOGOUT BUTTON

By pressing the **RESET/LOGOUT** button, the settings you configured for your copy job return to their default values.

After copying, press the **RESET/LOGOUT** key to reset the default settings for the next user.

SCANNING

INSTALLING SCANNER DRIVERS (TWAIN/WIA/ICA DRIVER)

This section explains the procedure to install the scanner driver. Before using scan function, install the scanner driver. You can install TWAIN driver and WIA (Windows only) driver at the same time. Install the TWAIN driver and ICA driver (dedicate to the Mac OS X) separately.

If you want to use the network scan function, follow the installation procedure below and register the information of your computer and then install the scanner driver.

MEMO
When using the network scan function in Windows, please install the ActKey utility.

REFERENCE
Before installing the scanner driver manual, do the network settings.For details on how to do network settings, refer to the Configuration Guide.

NOTE
When using a scanner with a network connection in Windows, if the equipment IP address is changed, please change the settings in Network Configuration. For Mac OS X, please change settings in network scanner setting tools. For details, refer to Configuration Guide.

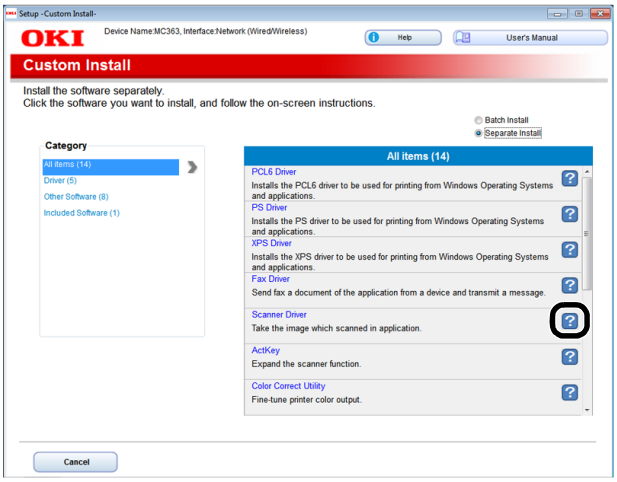
INSTALLATION PROCEDURE

MEMO
When using the network scan function in Windows, please install the Network Configuration. For Mac OS X, the network scanner setting tools will be installed automatically.

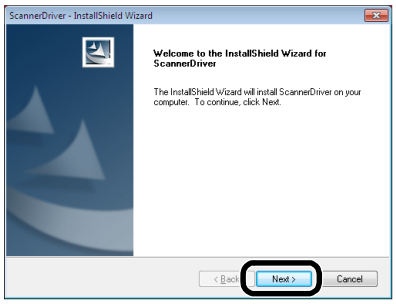
For Windows

1. Ensure that your machine and the computer are turned on and connected, and then insert the "Software DVD-ROM" into the computer.
2. Click **Run setup.exe** after **Auto Play** is displayed.
   If the **User Account Control** dialog box appears, click **Yes**.
3. Select the language and then click **Next**.
4. Select the device of your machine, and then click **Next**.
5. Read the license agreement and then click **I Agree**.
6. Select the proper driver under **Software**, and then click the install icon.
7. Click **Next**, and then click **Custom Installation**.

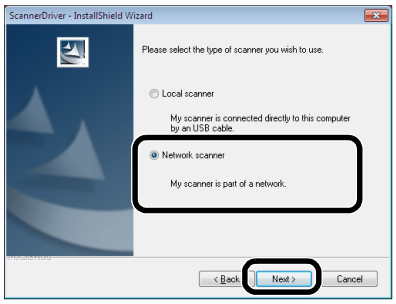
If the scanner driver has been installed, the setup maintenance program of the scanner driver is displayed. Check the checkbox of **Add** and then click **Next** to proceed to the step 8.



8. Click **Next**.

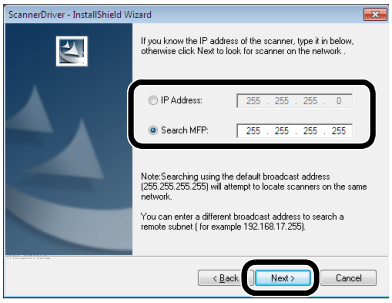


9. Check the checkbox of **Network scanner** and click **Next**.

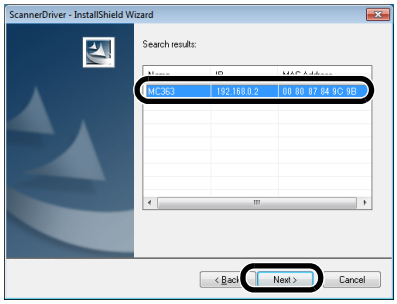


10. Select **IP Address** or **Search MFP** check box to enter the address of the machine and then click **Next**.

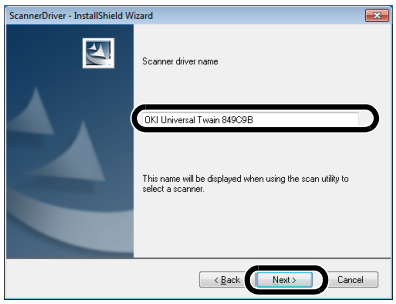
If you want to set the **IP Address**, follow procedure 10.



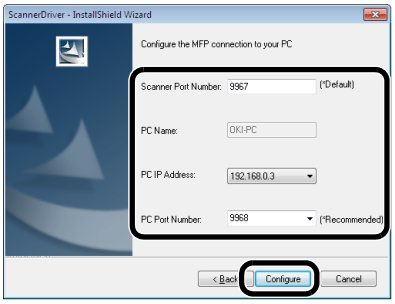
11. If **Search MFP** is selected, select the machine and click **Next**.



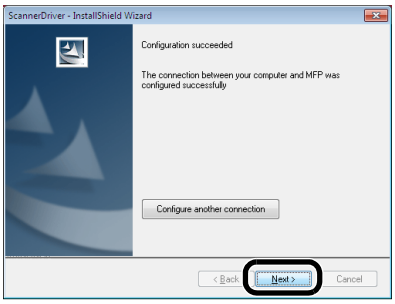
12. Set the scanner driver name and click **Next**.



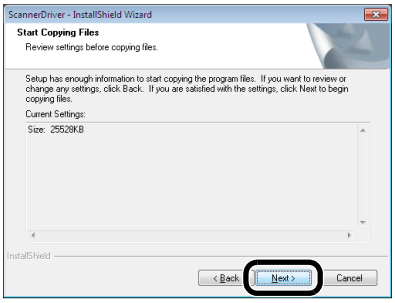
13. Enter the host name, IP address and port number and then click **Configure**.



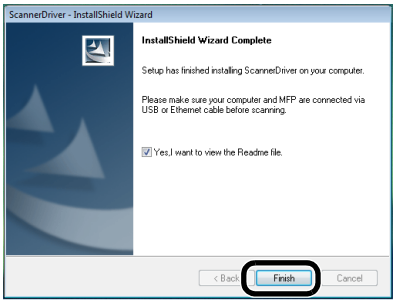
14. Click **Next**.



15. Click **Next**.



16. Click **Finish**.



For Mac OS X

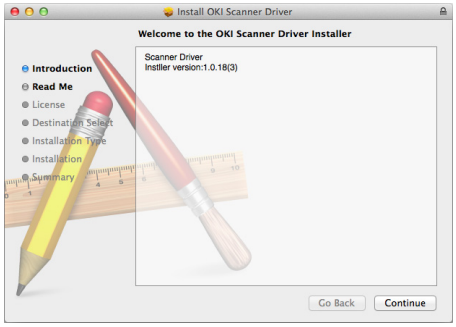
1. Make sure that the machine is connected to the PC and the power switch of the machine is turned ON. Then, load the "Software DVD-ROM" on the drive of the PC.

2. Double-click the **OKI** icon on the desktop.

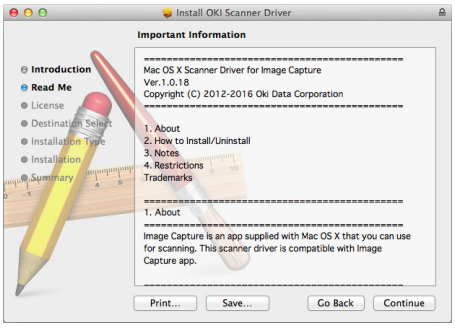
3. Double-click **Drivers** > **Scanner** > **Installer for OS X 10.8**.

4. Click **Continue**.

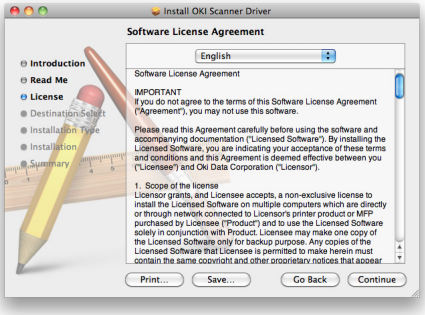
5. Click **Continue**.



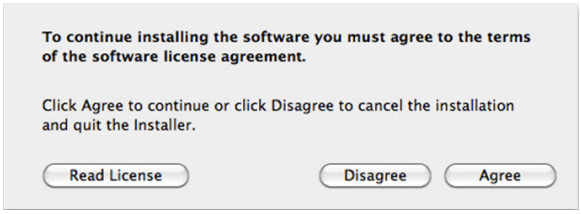
6. Check the display and click **Continue** if OK.



7. Read the license agreement and click **Continue**.

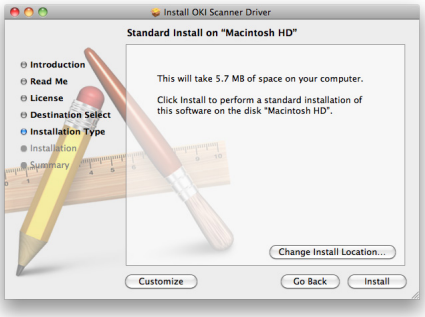


8. Click **Agree** if you agree.

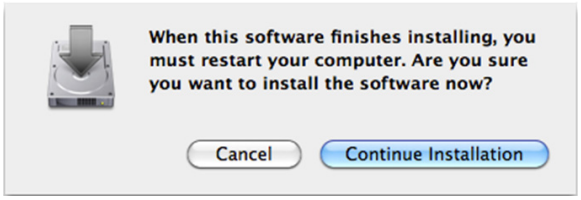


9. Click **Install**.

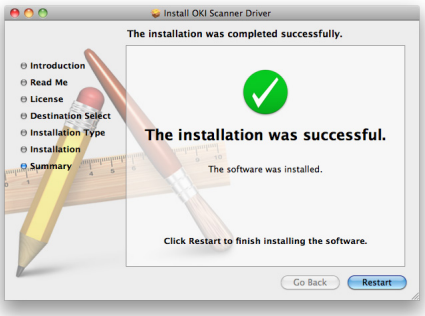
   To change the installation location of the driver, click **Change Install Location**.



10. Enter the administrator's name and password, and click **OK**.
11. Click **Continue Installation**.



12. Click **Restart**.



USING ACTKEY SOFTWARE

Using the ActKey, you can start a scan job in specified settings with a click a button.

MEMO
ActKey does not support Mac OS X.

Using WSD Scanning, Actkey does not work.

When ActKey is installed, Network Configuration is also installed simultaneously.

REFERENCE
For details on how to start a scan job, refer to the Configuration Guide.

Installing the Software

1. Insert the "Software DVD-ROM" into your computer.

   A window opens.

2. Select **ActKey** from **Software**.
3. Install the software as instructed.
4. Click **Finish**.

Starting the Software

1. Click **Start** to select **All Programs** > **Okidata** > **ActKey** > **ActKey**.

SETUP TO USE THE WSD SCAN

The following explains how to set up the PC to use the WSD Scan function. In order to use the WSD Scan function, install this device on the PC.

WSD Scan can be used from Scan To Computer and Remote Scan via Network.

To use WSD Scan, the machine has to be connected with the computer which Windows Vista/ Windows7/ Windows8/ Windows Server 2008/ Windows Server 2008R2/ Windows Server 2012/ Windows Server 2012 R2 was installed via Network.

REFERENCE
Before starting the following procedure, be sure to check the network connection. For details, see the Configuration Guide.

NOTE
*If a scanner is used via WSD Scan connection and if the device IP address is changed, select **Uninstall** in step 2 of Installation procedure and uninstall the scanner, and then execute the install procedure again.*

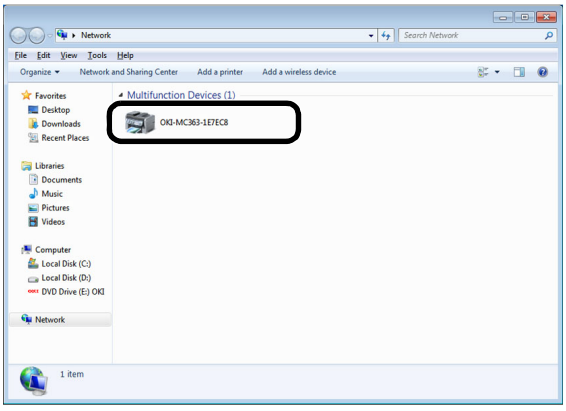
INSTALLATION PROCEDURE

MEMO
When you follow the procedure below, the WIA is installed automatically as the scanner driver.

NOTE
*Before starting the installation, select **Network and Sharing Center** from the Control Panel and make sure that Network Search is enabled.*

---

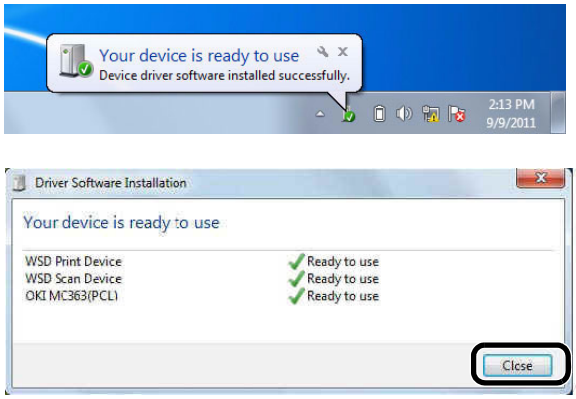
1. From the **Start** menu, select **Network**. The devices connected to the network are displayed.



2. Right-click the MC363 icon under **Multifunction Devices** and select **Install**.

If the **User Account Control** dialog box is displayed, click **Yes**.

3. When the balloon message saying that the installation is complete is displayed on the task bar, click the balloon to check the details, and click **Close**.



Check the device installation on the machine as follows.

4. Press the **SCAN** key on the operator panel.
5. Press the ▼ to select **Computer** and then press **OK**.
6. Check that **Select A Connecting PC** is selected, and press **OK**.
7. Press the ▼ to select **From WSD Scan**, and press **OK**.
8. Make sure that the device installation PC is displayed as the destination PC.

MEMO
A maximum of 50 PCs can be registered.

SCANNING METHODS

NOTE
If your Administrator has enabled access control on your machine, it will automatically start up in access control mode. You will not be able to use it until you have provided valid login information. Refer to "User authentication and access control" on page 38 for details.

---

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **Scan** button (1) on the control panel to prompt the `Scan Menu` screen.
3. Select the scan destination from the following options:
   - > E-mail
   - > Computer

> USB Memory

> Shared Folder

> Remote Scan

NOTE
Computer; select target application from the control panel on the MFP.

Remote Scan; select target application from utility on your PC.

"Remote Scan" is not shown when PC Scan Mode is in Simple Scan Mode.

---

4. Set your scanning options as required. For further details refer to the following sections.

5. Press **Mono** (2) to scan your document(s) in black and white, or **Color** (3) to scan your document(s) in color.

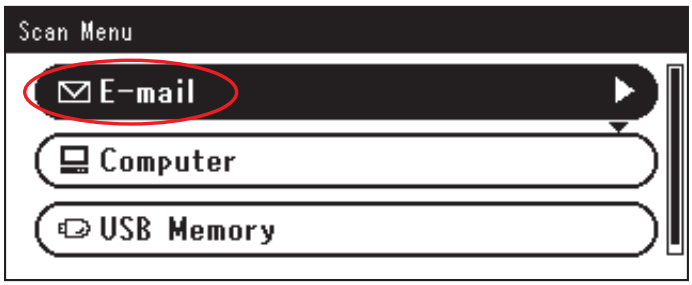
NOTE
*If you wish to cancel the scan process, press **Stop** (4) to abort the operation.*

SCAN TO E-MAIL

NOTE
For illustration purposes only, the features shown are as accessed from the control panel.

Using the options available, you can enter E-mail information and alter the scan output to suit your needs:

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **Scan** button on the control panel to prompt the **Scan Menu** screen.
3. If required, use the arrow keys and scroll to **E-mail**, then press **OK**.



4. Using the options available, you can enter E-mail destination(s) and alter the scan output to suit your needs.

FEATURE	OPTION			DESCRIPTION
Destination	To	Operation Menu	Edit Destination Type	
			Delete The Address	
			Close The List	
	Cc	Operation Menu	Edit Destination Type	
			Delete The Address	
			Close The List	
	Bcc	Operation Menu	Edit Destination Type	
			Delete The Address	
			Close The List	
Add Destination	To: Cc: Bcc:	Address Book		Select E-mail address from the address book. Input range: 001-1000
		Group List		Select destination group from the list. Input range: 01-20
		Tx History		Displays the list of sent E-mails.

FEATURE	OPTION			DESCRIPTION
Add Destination (cont.)	To: Cc: Bcc: (cont.)	Direct Input		Enter E-mail address using the on-screen keyboard.
		LDAP	Simple Search	Use the on-screen keyboard to enter a search value.
			Advanced Search Search Method: User Name: E-mail Address:	Use Advanced Search to search the LDAP address book by user name and/or E-mail address. Can display up to 1000 addresses.
Scan Settings	Scan Size	**A4**, A5, A6, B5, Letter, Legal 13, Legal 13.5, Legal 14, Executive		Allows you to select the scan size.
	Duplex Scan	**OFF**, Long Edge Bind, Short Edge Bind		Select the bound originals binding position. Note: A6 duplex scan is not supported.
	Image Settings	Density	-3, -2, -1, **0**, +1, +2, +3	Adjust density Darker: Keep color intensity and darker image. Lighter: Reduce color intensity and gives lighter image.
		Document Type	Text, **Text&Photo**, Photo, Photo (Glossy)	Allows you to specify the type of images on the document.
		Resolution	75dpi, 100dpi, 150dpi, **200dpi**, 300dpi, 400dpi, 600dpi	Allows you to select the appropriate resolution. Remember the higher the resolution the bigger the file size!
		Background Removal	OFF, 1, 2, **3**, 4, 5, 6	Allows you to block out any unintended background color.
		Contrast	-3, -2, -1, **0**, +1, +2, +3	Contrast setting High: Enhance brightness Low: Reduce brightness
		Hue	-3, -2, -1, **0**, +1, +2, +3	Red/green balance adjustment. Low: Enhance red. High: Enhance green.
		Saturation	-3, -2, -1, **0**, +1, +2, +3	Saturation setting High: Enhance image sharpness Low: Reduce hue
		RGB	Red: -3, -2, -1, **0**, +1, +2, +3 Green: -3, -2, -1, **0**, +1, +2, +3 Blue: -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings. Use the arrow keys to increment and decrement the values and to move to the next color setting.
	Reply To	Address Book		Select E-mail address from the address book. Input range: 001-1000

FEATURE	OPTION			DESCRIPTION
Scan Settings (cont.)	Reply To (cont.)	Direct Input		Enter E-mail address using the on-screen keyboard.
		LDAP	Simple Search	Use the on-screen keyboard to enter a search value.
			Advanced Search Search Method: User Name: E-mail Address:	Use Advanced Search to search the LDAP address book by user name and/or E-mail address. Can display up to 1000 addresses.
	Edit E-mail	Subject	Select Subject	Enter new or edit the default E-mail subject and text templates. For further details refer to "Creating E-mail templates" on page 79.
			Direct Input	
		E-mail Body	Select Text	
			Direct Input	
	File Name	**User defined**		Use the on-screen keyboard to enter an appropriate file name.
	Continuous Scan	ON, **OFF**		Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals. Refer to "Continuous scan mode" on page 109 for details.
	Grayscale	ON, **OFF**		Select ON to print in grayscale.
	File Format	Color: **PDF**, TIFF, JPEG, XPS Mono (Grayscale): **PDF**, TIFF, JPEG, XPS Mono (Binary): **PDF**, TIFF, XPS		Select the appropriate file format.
	Encrypted PDF	Not Encrypt Encrypt	 **Low**, Medium, High	Select the appropriate encryption level.
	Compression Rate	Color: High, Medium, **Low** Mono (Grayscale): High, Medium, **Low** Mono (Binary): **High**, Medium, Raw		Select the appropriate compression level. **Note:** Mono (Binary); High = G4 Medium = G3
	Edge Erase	ON, **OFF**		Use the keypad to enter the width settings. Input range: 5 to 50mm
Tx History				Displays the list of sent E-mails.

NOTE

- *If you want to use the address book or group list features, be sure to register the E-mail addresses in advance. Refer to "Managing the address book" on page 78.*
- *This machine allows you to send scanned document(s) to multiple E-mail addresses. Simply select the destination you require and press **OK**, then repeat until all the destinations you require are selected.*
- *Up to 48 characters can be entered in the "**Destination**", "**Reply to**" and the "**Subject**" fields.*
- *If the administrator has set SMTP or POP3 authentication, after sending your scanned document to E-mail addresses, and if no more transmission is required, log out of the system. This is to prevent misuse of the user's E-mail account for sending E-mails. If there is no other operation within 3 minutes, the system will log out automatically.*

5. Press the **Mono** button to scan your document(s) in black and white, or the **Color** button to scan your document(s) in color.

NOTE
*If you wish to cancel the scan process, press the **Stop** button to abort the operation.*

On completion the machine will beep and a confirmation message displays.

NOTE
MDN (message disposition notification) and DSN (delivery status notification) can enabled/disabled by the administrator.

6. If access control is enabled, logout once you are finished to avoid any unauthorised access.

SCAN TO SHARED FOLDER

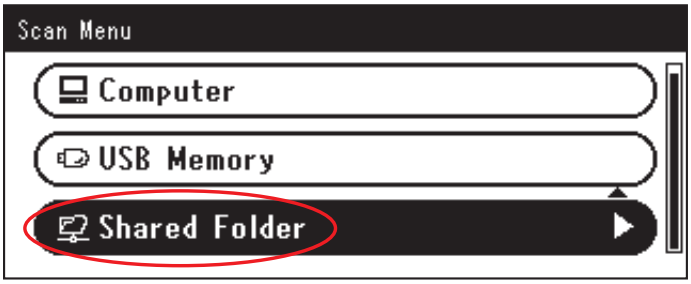
NOTE
The MFP must be connected to a Network server to enable Scan to Shared Folder to be set up. Refer to the Configuration Guide for details.

Before sending your document to a file server, profiles should be set up first to speed up the process. A profile contains a list of filing parameters such as your filing protocol, directory, file name and other scanning parameters.

NOTE
Profiles can be created and managed using the machine's web page or the MFP Setup Tool.

You can create up to 50 profiles. Refer to "Managing profiles" on page 76.

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **Scan** button on the control panel to prompt the **Scan Menu** screen.
3. Using the **Down** arrow key, scroll to **Shared Folder** and press **OK**.



4. Using the **Down** arrow key, scroll to **Select Profile** and press **OK**.

   The list of registered profiles displays.
5. Using the **Down** arrow key, scroll to the required profile and press **OK**.
6. Using the **Down** arrow key, scroll to **Scan Setting** and press **OK**.

   Using the options available, you can enter network information and alter the scan out put to suit your needs.

FEATURE	OPTION			DESCRIPTION
Select Profile				
Scan Setting	Scan Size	**A4**, A5, A6, B5, Letter, Legal 13, Legal 13.5, Legal 14, Executive		Allows you to select the scan size.
	Duplex Scan	**OFF**, Long Edge Bind, Short Edge Bind		Select the bound originals binding position. Note: A6 duplex scan is not supported.
	Image Settings	Density	-3, -2, -1, **0**, +1, +2, +3	Adjust density Darker: Keep color intensity and darker image. Lighter: Reduce color intensity and gives lighter image.
		Document Type	Text, **Text&Photo**, Photo, Photo (Glossy)	Allows you to specify the type of images on the document.

FEATURE	OPTION			DESCRIPTION
Scan Setting (cont.)	Image Settings (cont.)	Background Removal	OFF, 1, 2, **3**, 4, 5, 6	Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed.
		Resolution	75dpi, 100dpi, 150dpi, **200dpi**, 300dpi, 400dpi, 600dpi	Allows you to select the appropriate resolution. Remember the higher the resolution the bigger the file size!
		Contrast	-3, -2, -1, **0**, +1, +2, +3	Contrast setting High: Enhance brightness Low: Reduce brightness
		Hue	-3, -2, -1, **0**, +1, +2, +3	Red/green balance adjustment. Low: Enhance red. High: Enhance green.
		Saturation	-3, -2, -1, **0**, +1, +2, +3	Saturation setting High: Enhance image sharpness Low: Reduce hue
		RGB	Red: -3, -2, -1, **0**, +1, +2, +3 Green: -3, -2, -1, **0**, +1, +2, +3 Blue: -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings. Use the arrow keys to increment and decrement the values and to move to the next color setting.
	File Name	**User defined**		Use the on-screen keyboard to enter an appropriate file name.
	Subfolder	**User defined**		Enter the subdirectory where the scanned document will be stored.
	Continuous Scan	ON, **OFF**		Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals. Refer to "Continuous scan mode" on page 109 for details.
	Grayscale	ON, **OFF**		Select ON to print in grayscale.
	File Format	Color: **PDF**, TIFF, JPEG, XPS Mono (Grayscale): **PDF**, TIFF, JPEG, XPS Mono (Binary): **PDF**, TIFF, XPS		Select the appropriate file format.

FEATURE	OPTION			DESCRIPTION
Scan Setting (cont.)	Encrypted PDF	Not Encrypt Encrypt	 Low, Medium, High	Select the appropriate encryption level.
	Compression Rate	Color: High, Medium, **Low** Mono (Grayscale): High, Medium, **Low** Mono (Binary): **High**, Medium, Raw		Select the appropriate compression level. **Note:** Mono (Binary); High = G4 Medium = G3
	Edge Erase	ON, **OFF**		Use the keypad to enter the width settings. Input range: 5 to 50mm

7. Press the **Mono** button to scan your document(s) in black and white, or the **Color** button to scan your document(s) in color.

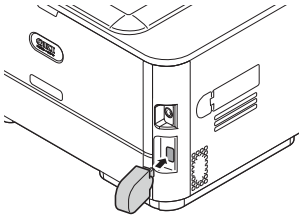
NOTE
*If you wish to cancel the scan process, press the **Stop** button to abort the operation.*

On completion the machine will beep and a confirmation message displays.

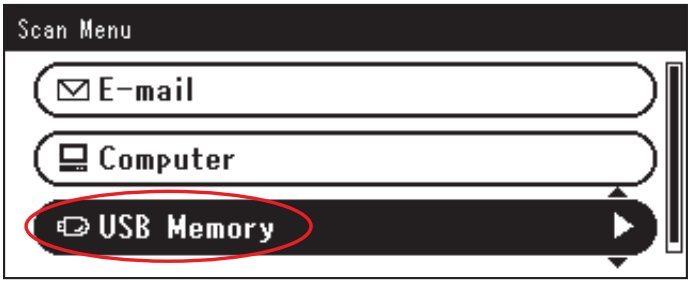
8. If access control is enabled, logout once you are finished to avoid any unauthorised access.

SCAN TO USB MEMORY

1. Plug the USB memory into the USB port at the front of the machine.



2. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
3. Press the **Scan** button on the control panel to prompt the **Scan Menu** screen.
4. Using the **Down** arrow key, scroll to **USB Memory** and press **OK**.



Using the options available, you can enter a file name and alter the scan output to suit your needs.

FEATURE	OPTION		DESCRIPTION
Scan Size	**A4**, A5, A6, B5, Letter, Legal 13, Legal 13.5, Legal 14, Executive		Allows you to select the scan size.
Duplex Scan	**OFF**, Long Edge Bind, Short Edge Bind		Select the bound originals binding position. Note: A6 duplex scan is not supported.
Image Settings	Density	-3, -2, -1, **0**, +1, +2, +3	Adjust density Darker: Keep color intensity and darker image. Lighter: Reduce color intensity and gives lighter image.
	Document Type	Text, **Text&Photo**, Photo, Photo (Glossy)	Allows you to specify the type of images on the document.
	Background Removal	OFF, 1, 2, **3**, 4, 5, 6	Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed.
	Resolution	75dpi, 100dpi, 150dpi, **200dpi**, 300dpi, 400dpi, 600dpi	Allows you to select the appropriate resolution. Remember the higher the resolution the bigger the file size!
	Contrast	-3, -2, -1, **0**, +1, +2, +3	Contrast setting High: Enhance brightness Low: Reduce brightness

FEATURE	OPTION		DESCRIPTION
Image Settings (cont.)	Hue	-3, -2, -1, **0**, +1, +2, +3	Red/green balance adjustment. Low: Enhance red. High: Enhance green.
	Saturation	-3, -2, -1, **0**, +1, +2, +3	Saturation setting High: Enhance image sharpness Low: Reduce hue
	RGB	Red: -3, -2, -1, **0**, +1, +2, +3 Green: -3, -2, -1, **0**, +1, +2, +3 Blue: -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings. Use the arrow keys to increment and decrement the values and to move to the next color setting.
File Name	**User defined**		Use the on-screen keyboard to enter an appropriate file name.
Continuous Scan	ON, **OFF**		Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals. Refer to "Continuous scan mode" on page 109 for details.
Grayscale	ON, **OFF**		Select ON to print in grayscale.
File Format	Color: **PDF**, TIFF, JPEG, XPS Mono (Grayscale): **PDF**, TIFF, JPEG, XPS Mono (Binary): **PDF**, TIFF, XPS		Select the appropriate file format.
Encrypted PDF	Not Encrypt Encrypt	 Low, Medium, High	Select the appropriate encryption level.
Compression Rate	Color: High, Medium, **Low** Mono (Grayscale): High, Medium, **Low** Mono (Binary): **High**, Medium, Raw		Select the appropriate compression level. **Note:** Mono (Binary); High = G4 Medium = G3
Edge Erase	ON, **OFF**		Use the keypad to enter the width settings. Input range: 5 to 50mm

5. Press the **Mono** button to scan your document(s) in black and white, or the **Color** button to scan your document(s) in color.

NOTE
*If you wish to cancel the scan process, press the **Stop** button to abort the operation.*

On completion a confirmation message displays.

6. Remove the USB memory from the machine.

7. If access control is enabled, logout once you are finished to avoid any unauthorised access.

SCAN TO COMPUTER

You can save the scanned data into your local computer.

When you press the or , the scan job starts and the ActKey utility and the TWAIN driver start automatically. You can send the scanned document to a specified application, save it in a specified folder, or send it by fax.

In the WSD Scan connection, you can set an application to start and a location where you send or store document for each recipient.

The machine can be connected to USB interface or network, but only a computer can be connected at the same time.

If the Mac OS X is running, the image capture and the ICA driver start up automatically.

You can select a folder and save the scanned documents in it.

NOTE
Connect the machine to a computer via USB or a network.

Install ActKey and scanner driver before scanning to a local computer.

If you conect the machine to network, follow these instructions.

> *Set **TCP/IP** setting to **Enable**.*
> *Conform the IP version of the machine to that of your computer.*
> *Set up the DNS server.*
> *Enable the network TWAIN setting.*

If the Mac OS X is running, you can scan a document in the fixed A4 size only on the document glass.

If the Mac OS X is running, you can save a file only as JPEG.

If the Mac OS X is running and if you scan documents through network connection, you need to start the image capture first. Then, you need to select the machine from the list displayed at the left of image capture screen.

To use the MFP in WSD Scan connection, set the followings.

> *Set the **TCP/IP** setting of the MFP to **Enable**.*
> *Match the IP version between the MFP and the PC.*
> *Enable the WSD Scan.*
> *Install the MFP on the PC.*

REFERENCE
For details on how to enable the network TWAIN setting, refer to the Configuration Guide.

For details on how to install the ActKey utility, refer to the Configuration Guide.

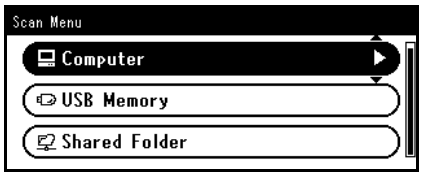
For the procedure to enable WSD Scan, see the Configuration Guide.

For the procedure to install the MFP on the PC, see "Setup to use the WSD Scan" on page 56.

CONNECTING VIA USB

1. Press the **SCAN** key on the operator panel.
2. Place your document with text face up in the ADF or face down on the document glass.
3. Press the ▼ to select **Computer** and then press **OK**.

   If the Network TWAIN setting is set to **Disable**, proceed to the step 6.



4. Check that **Select A Connecting PC** is selected and then press **OK**.
5. Press the ▼ to select **From USB Interface** and then press **OK**.
6. Press the ▼ to select **Select An Application** and then press **OK**.
7. Press the ▼ to select where to send the scanned document and then press **OK**.

   Selectable location Values to send:

Application	Folder	PC-FAX

NOTE
If the Mac OS X is running, you can select Folder only.

8. Press

or

.

MEMO
*If you select **Application**, the specified application starts and the scanned image is displayed on the application.*

*If you select **Folder**, the scanned image is saved in the specified folder.*

*If you select **PC-FAX**, the application for fax transmission starts. After sending the scanned image, send a fax with the fax transmission software on your computer.*

CONNECTING VIA NETWORK

1. Press the **SCAN** key on the operator panel.
2. Place your document with text face up in the ADF or face down on the document glass.
3. Press the ▼ to select **Computer** and then press **OK**.
4. Check that select **Select A Connecting PC** is selected and then press **OK**.
5. Check that **From Network** is selected and then press **OK**.
6. Press the ▼ to select the computer you want and then press **OK**.
7. Press the ▼ to select **Select An Application** and then press **OK**.
8. Press the ▼ to select where to send the scanned document and then press **OK**.

9. Press or .

MEMO
*If you select **Application**, the specified application starts and the scanned image is displayed on the application.*

*If you select **Folder**, the scanned image is saved in the specified folder.*

*If you select **PC-FAX**, the application for fax transmission starts. After sending the scanned image, send a fax with the fax transmission software on your computer.*

WSD SCAN CONNECTION

1. Press the **SCAN** key on the Operation Panel.

2. Place the original on the automatic document feeder or on the scanner glass.

3. Press the ▼ to select **Computer** and then press **OK**.

4. Check that the **Select A Connecting PC** is selected, and press **OK**.

5. Press the ▼ to select **From WSD Scan** and then press **OK**.

6. Press the ▼ to select the destination PC and then press **OK**.

7. Press the ▼ to select **Duplex Scan** and then press **OK**.

8. Press the ▲ or ▼ to select **ON** or **OFF** and then press **OK**.

9. Press or .

MEMO
To start the dual-sided scan, turn its setting On and place the original on the automatic document feeder. If you turn the dual-sided scan On but place the document on the scanner glass, you cannot scan the dual sides of document.

*When using the scanner application on PC, it will be scanned by the scanner type of scan profile setup on PC, regardless of where the document is set or the setting of **Duplex Scan**. (A6 is only simplex scanning)*

REMOTE SCAN

This will launch the Scanner driver from a utility installed on the PC (ActKey, PaperPort, Image, Adobe Photoshop, etc.) and will begin scanning.
Connect the machine to a computer via USB or a network.
TWAIN (USB connection and Network connection) and WSD Scan are supported.

There are 3 Modes of Operation: Simple Scan Mode, Manual Scan Mode, and Secure Scan Mode.

In Simple Scan Mode, the scanning can be started from all computers via USB, Network and WSD Scan connection, without special operation on the operator panel.
In Manual Scan Mode, the scanning can be started from all computers via USB, Network and WSD Scan connection.
In Secure Scan Mode, the scanning can only be started from selected machine among the already registered computers in the machine via USB, Network and WSD Scan connection.

Only one computer can be connected at the same time.

MEMO
For the following procedure, ActKey will be used as an example for Windows, and Adobe Photoshop for Mac OS X. The items in this manual may differ depending on the application you are using.

NOTE
Connect the machine to a computer via USB or a network.

Install an application (ActKey, PaperPort, etc.) and a scanner driver before starting a scan job. This installation is NOT required for WSD Scan connection.

If you connect the machine to network, follow these instructions.

- *Set **TCP/IP** setting to **Enable**.*
- *Conform the IP version of the machine to that of your computer.*
- *Set up the DNS server.*
- *Enable the network TWAIN setting.*

When in Secure Scan Mode, the administrator needs to register the computer information for carrying out security scans from the control panel or the web site beforehand.

For Mac OS X, when carrying out a network scan for the first time, you need to set the connection target when using a driver. When you use the driver for the first time, the connection target selection tool will launch. You do not need to set the connection target after the first time.

To operate the MFP in the WSD Scan connection, set the followings.

- *Set the **TCP/IP** setting of the MFP to **Enable**.*
- *Match the IP version between the MFP and the PC.*
- *Enable the WSD Scan.*
- *Install the MFP on the PC.*

REFERENCE
For details on how to install a scanner driver, refer to "Installing scanner drivers (TWAIN/WIA/ICA driver)" on page 50.

SIMPLE SCAN MODE

NOTE
If you failed to start scan, please check whether the panel is in operation.

For Windows

1. Place your document with text face up in the ADF or face down on the document glass.
2. Start ActKey on your computer.
3. Click the scan button you want.
   The scan job starts.
   Scan Button Name:

Application1, Application2, Folder, PC-Fax

MEMO
*If you select **Application1** or **Application2**, the specified application starts and the scanned document is displayed on the application.*

*If you select **Folder**, the scanned document is saved in the specified folder.*

*If you select **PC-FAX**, the application for fax transmission starts and the scanned document is sent to the application. Send a fax with the fax transmission software on your computer.*

For Mac OS X

1. Place your document with text face up in the ADF or face down on the document glass.
2. Start Image Capture on your computer.
3. Select the device.
4. Click a scan button.
   Scanning starts.
5. Select **Quit Image Capture** from **Image Capture**.

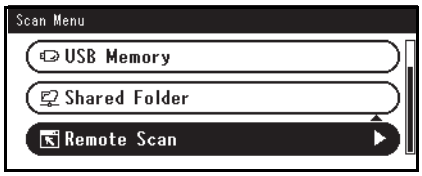
For WSD Scan

1. Place your document with text face up in the ADF or face down on the document glass.
2. Start any scan program on the PC.
3. Click a scan button. The document scan starts.

MANUAL SCAN MODE

For Windows

1. Press the **SCAN** key on the operator panel.
2. Place your document with text face up in the ADF or face down on the document glass.
3. Press the ▼ to select **Remote Scan** and then press **OK**.



4. Check that the **TWAIN** is selected, and press **OK**.

5. Start ActKey on your computer.
6. Click the scan button you want.

   The scan job starts.

   Scan Button Name:

Application1, Application2, Folder, PC-Fax

MEMO
*If you select **Application1** or **Application2**, the specified application starts and the scanned document is displayed on the application.*

*If you select **Folder**, the scanned document is saved in the specified folder.*

*If you select **PC-FAX**, the application for fax transmission starts and the scanned document is sent to the application. Send a fax with the fax transmission software on your computer.*

For Mac OS X

1. Press the **SCAN** key on the operator panel.
2. Place your document with text face up in the ADF or face down on the document glass.
3. Press the ▼ to select **Remote Scan** and then press **OK**.
4. Check that the **TWAIN** is selected, and press **OK**.
5. Start Image Capture on your computer.
6. Select the device.
7. Click a scan button.

   Scanning starts.
8. Select **Quit Image Capture** from **Image Capture**.

For WSD Scan

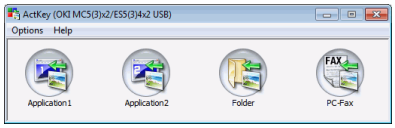
1. Press the **SCAN** key on the Operation Panel.
2. Place the original on the automatic document feeder or on the scanner glass.
3. Press the ▼ to select **Remote Scan** and then press **OK**.
4. Press the ▼ to select **WSD Scan** and then press **OK**.
5. Start any scan program on the PC.
6. Click a scan button. The document scan starts.

SECURE SCAN MODE (FOR NETWORK CONNECTION)

For Windows

1. Press the **SCAN** key on the operator panel.
2. Place your document with text face up in the ADF or face down on the document glass.
3. Press the ▼ to select **Remote Scan** and then press **OK**.
4. Check that the **TWAIN** is selected, and press **OK**.
5. Check that **Select a connecting PC** is selected and then press **OK**.
6. Check that **From Network** is selected and then press **OK**.

7. Press the ▼ to select the destination you want and then press **OK**.
8. Press Mono or Color.
9. Start the ActKey on your computer.
10. Click a scan button.



For Mac OS X

1. Press the **SCAN** key on the operator panel.
2. Place your document with text face up in the ADF or face down on the document glass.
3. Press the ▼ to select **Remote Scan** and then press **OK**.
4. Check that the **TWAIN** is selected, and press **OK**.
5. Check that **Select a connecting PC** is selected and then press **OK**.
6. Check that **From Network** is selected and then press **OK**.
7. Press the ▼ to select the destination you want and then press **OK**.
8. Press Mono or Color.
9. If your device's PC Scan Mode is set to Secure Scan Mode, you must use the Network Scanner Setup Tool to make the following settings:

   >The address of your Mac must be registered with your device.

   >The port number used for scanning must be registered. This port number can be changed in your device's "Network Scan Destination" settings.

   The Network Scanner Setup Tool is installed in the following location: /Applications/OKIDATA/Scanner/

   Start the Network Scanner Setup Tool, select your MFP device and change the settings.
10. Start Image Capture on your computer.
11. Select the device.
12. Click a scan button.

    Scanning starts.
13. Select **Quit Image Capture** from **Image Capture**.

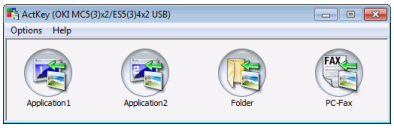
For WSD Scan

1. Press the **SCAN** key on the Operation Panel.
2. Place the original on the automatic document feeder or on the scanner glass.
3. Press the ▼ to select **Remote Scan** and then press **OK**.
4. Press the ▼ to select **WSD Scan** and then press **OK**.
5. Start any scan program on the PC.
6. Click a scan button. The document scan starts.

SECURE SCAN MODE (FOR USB CONNECTION)

For Windows

1. Press the **SCAN** key on the operator panel.
2. Place your document with text face up in the ADF or face down on the document glass.
3. Press the ▼ to select **Remote Scan** and then press **OK**.
4. Check that the **TWAIN** is selected, and press **OK**.
5. Check that **Select a connecting PC** is selected and then press **OK**.
6. Press the ▼ to select **From USB interface** and then press **OK**.
7. Press Mono or Color.
8. ActKey start on the computer.
9. Click the Scan button.



For Mac OS X

1. Press the **SCAN** key on the operator panel.
2. Place your document with text face up in the ADF or face down on the document glass.
3. Press the ▼ to select **Remote Scan** and then press **OK**.
4. Check that the **TWAIN** is selected, and press **OK**.
5. Check that **Select a connecting PC** is selected and then press **OK**.
6. Press the ▼ to select **From USB interface** and then press **OK**.
7. Press Mono or Color.
8. Start Image Capture on your computer.
9. Select the device.
10. Click a scan button.
    Scanning starts.
11. Select **Quit Image Capture** from **Image Capture**.

MANAGING PROFILES

ADDING A NEW NETWORK PROFILE

Register the information you configured on the computer as a profile. It is necessary when you perform Scan To Shared Folder with the computer.

1. Press the **SETTING** button on the control panel to prompt the **Setting** screen.
2. Using the **Down** arrow key, scroll to `Profile` and press **OK**.
3. Select the desired profile number.
4. Press the **Right** arrow key to prompt the `Operation Menu` screen.

   From here you can register or sort profiles.
5. When registering a new profile, press the **Right** arrow key to prompt the `Profile` screen.
6. Ensure `Profile Name:` is highlighted then press the **Right** arrow key.
7. Using the arrow keys and on-screen keypad, enter a suitable profile name.
8. Using the arrow keys, highlight `Done` and press **OK**.
9. Using the **Down** arrow key, scroll to `Target URL` then press the **Right** arrow key.
10. Using the arrow keys and on-screen keypad, enter the name of the destination computer and the shared folder name as "***\\name of the destination computer\shared folder name***".
11. Using the arrow keys, highlight `Done` and press **OK**.
12. Using the **Down** arrow key, scroll to `User Name` then press the **Right** arrow key.
13. Using the arrow keys and on-screen keypad, enter a suitable user name.

    NOTE
    *If domain management is done, enter "**user name@domain name**".*

    ---
14. Using the arrow keys, highlight `Done` and press **OK**.
15. Using the **Down** arrow key, scroll to `Password` then press the **Right** arrow key.
16. Using the arrow keys and on-screen keypad, enter a suitable password.
17. Using the arrow keys, highlight `Done` and press **OK**.
18. Using the **Down** arrow key, scroll to `File Name` then press the **Right** arrow key.
19. Using the arrow keys and on-screen keypad, enter a suitable file name.

    NOTE
    You can enter up to 64 characters.

    By adding "#n" to the end of the file name, a serial number is automatically assigned to the end of the name of sent files.

    By adding "#d" to the end of the file name, a date is automatically assigned to the end of the name of sent files.

    ---
20. Using the arrow keys, highlight `Done` and press **OK**.
21. Configure other items if necessary, for example:
    \\PC1\SalesDev
22. Press **OK** to register the settings and save the profile entry.

    The setup for Scan To Shared Folder is complete.

DELETING A NETWORK PROFILE

To delete a network profile:

1. Press the **SETTING** button on the control panel to prompt the **Setting** screen.
2. Using the **Down** arrow key, scroll to `Profile List` and press **OK**.
3. Select the desired profile number.
4. Ensure `Delete` is highlighted then press the **Right** arrow key.
5. At the prompt:

   > press **OK** to continue deleting the profile entry,

   or...

   > use the **Right** arrow key to highlight `No`, then press **OK** to cancel.

MANAGING THE ADDRESS BOOK

SETTING SENDER AND REPLY TO E-MAIL ADDRESSES (FROM/REPLY TO)

You can set the E-mail address from which E-mails are sent and the address to which responses are sent.

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Admin Setup` and then press **OK**.
3. Using the arrow keys and on-screen keyboard, enter the administrator password.

NOTE
The default password is "999999".

---

4. Select `Done` and then press **OK**.
5. Using the **Down** arrow key, scroll to `Scanner Setup` and then press **OK**.
6. Using the **Down** arrow key, scroll to `E-mail Setup` and then press **OK**.
7. Using the **Down** arrow key, scroll to `From/Reply to` and then press **OK**.
8. Using the **Down** arrow key, scroll to `From` or `Reply to` and then press **OK**.
9. Using the on-screen keyboard, enter the E-mail address up to 48 characters.
10. Select `Done` and then press **OK**.

NOTE
You can select E-mail addresses from the address book.

---

11. Using the **Down** arrow key, scroll to `Close` and then press **OK**.
12. Press the **RESET/LOGOUT** button.

CREATING E-MAIL TEMPLATES

You can create up to five E-mail templates with various subject lines and body text.

Registering a subject

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Admin Setup` and then press **OK**.
3. Using the arrow keys and on-screen keyboard, enter the administrator password.

> *NOTE*
> *The default password is "999999".*

4. Select `Done` and then press **OK**.
5. Using the **Down** arrow key, scroll to `Scanner Setup` and then press **OK**.
6. Using the **Down** arrow key, scroll to `E-mail Setup` and then press **OK**.
7. Using the **Down** arrow key, scroll to `Template` and then press **OK**.
8. Make sure that `Edit Subject` is selected and then press **OK**.
9. Using the **Down** arrow key, select a template entry number and then press **OK**.
10. Using the on-screen keyboard, enter the subject up to 80 characters.
11. Select `Done` and then press **OK**.

Registering body text

1. Follow steps 1 to 7 in "Registering a subject" on page 79.
2. Using the **Down** arrow key, scroll to `Edit Body` and then press **OK**.
3. Using the on-screen keyboard, enter the body text up to 256 characters.
4. Select `Done` and then press **OK**.

ADDING AN E-MAIL ADDRESS ENTRY TO THE ADDRESS BOOK

The machine can hold up to 1000 E-mail addresses in the address book. To assign a new E-mail address to the address book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Address Book` and press **OK**.
3. Press **OK** to select `E-mail Address`.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Press **OK** to select `Register`.
6. Press the **Right** arrow key to select `Name`.
7. Using the keypad or arrows keys and the on-screen keypad, type in the name.

NOTE
The maximum length of name is 16 characters.

If you do not enter a name, this column remains blank.

---

8. Highlight `Done` and press **OK**.
9. Using the **Down** arrow key, scroll to `E-mail Address` and press the **Right** arrow key.
10. Using the keypad or arrows keys and the on-screen keypad, type in the new E-mail address.

NOTE
The maximum length of address is 80 characters.

---

11. Highlight `Done` and press **OK**.
12. If required, use the arrow keys and scroll to `Group No.` then press the **Right** arrow key.
13. Using the arrow keys, select the group number to assign the E-mail address to and press **OK**.

    The check box is selected. You can select multiple entries.
14. Press the **Right** arrow key to complete.
15. Press **OK** to confirm.
16. Press **OK** once more to add your entry to the address book.
17. Press the **Left** arrow key to exit the menu.

DELETING AN E-MAIL ADDRESS ENTRY FROM THE ADDRESS BOOK

To delete an E-mail address entry from the address book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Address Book` and press **OK**.
3. Press **OK** to select `E-mail Address`.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Using the arrow keys, scroll to `Delete` and press **OK**.
6. At the prompt select `Yes` to continue or select `No` to cancel the operation.
7. Press **OK**.

8. Press the **Left** arrow key to exit the menu.

MODIFYING AN E-MAIL ADDRESS ENTRY FROM THE ADDRESS BOOK

To edit an E-mail address entry from the address book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Address Book` and press **OK**.
3. Press **OK** to select `E-mail Address`.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Press **OK** to select `Edit`.
6. Modify the `Name`, `E-mail Address` and/or `Group No.` details as required then press **OK**.
7. Press the **Left** arrow key to exit the menu.

ADDING A GROUP ENTRY TO THE ADDRESS BOOK

The machine can hold up to 20 group addresses. To add a new group address to the address book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Address Book` and press **OK**.
3. Using the **Down** arrow key, scroll to `E-mail Group` and press **OK**.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Press **OK** to select `Register`.
6. Press the **Right** arrow key to select `Name`.
7. Using the keypad or arrows keys and the on-screen keypad, type in the name.

NOTE
The maximum length of name is 16 characters.

---

8. Highlight `Done` and press **OK**.
9. Using the **Down** arrow key, scroll to `Address No.` and press the **Right** arrow key.
10. Using the arrow keys, select the destination to assign the E-mail group to and press **OK**.

    The check box is selected. You can select multiple entries.
11. Press the **Right** arrow key to complete.
12. Press **OK** to confirm.
13. Press **OK** once more to add your entry to the address book.
14. Press the **Left** arrow key to exit the menu.

DELETING A GROUP ADDRESS ENTRY FROM THE ADDRESS BOOK

To delete a group address entry from the address book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Address Book` and press **OK**.
3. Using the **Down** arrow key, scroll to `E-mail Group` and press **OK**.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Using the arrow keys, scroll to `Delete` and press **OK**.
6. At the prompt select `Yes` to continue or select `No` to cancel the operation.
7. Press **OK**.
8. Press the **Left** arrow key to exit the menu.

MODIFYING A GROUP ADDRESS ENTRY FROM THE ADDRESS BOOK

To edit a group address entry from the address book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Address Book` and press **OK**.
3. Using the **Down** arrow key, scroll to `E-mail Group` and press **OK**.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Press **OK** to select `Edit`.
6. Modify the `Name` and/or `Address No.` details as required then press **OK**.
7. Press the **Left** arrow key to exit the menu.

PRINTING

NOTE
If your Administrator has enabled access control on your machine, it will automatically start up in access control mode. You will not be able to use it until you have provided valid login information. Refer to "User authentication and access control" on page 38 for details.

This chapter details how to use the following print options from the control panel:

- Job Lists
- Print from USB memory
- Switch Online/Offline

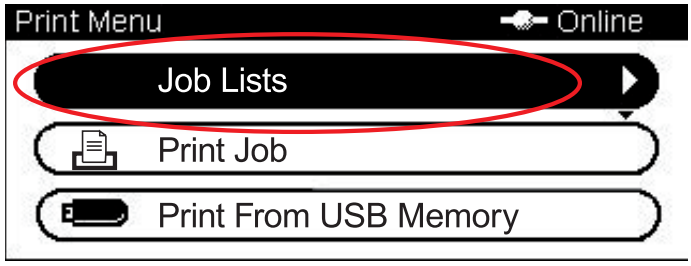
For full details of how to use your machine and any optional accessories to print jobs efficiently and effectively, please refer to the Printing Guide and the Barcode Printing Guide.

JOB LISTS

You can cancel a print job by deleting it from the job list:

1. Press the **Print** button (1) on the control panel to prompt the **Print Menu** screen.

2. Press **OK** to select `Job Lists`.



3. Using the arrow keys, scroll to the job you want to cancel and then press **OK**.

PRINT FROM USB MEMORY

NOTE
Supported file systems: *FAT12, FAT16, FAT32.*

Supported file formats: *JPEG, PDF (v1.7), M-TIFF (v6 Baseline), PRN (PCL, PS).*

Supported: *Up to 32 GB capacity of USB memory.*

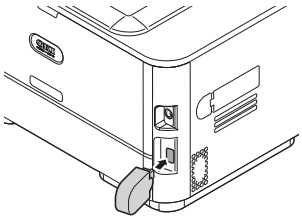
Not Supported: *USB hubs, external USB HDDs and encrypted PDFs.*

NOTE
Up to 100 files in supported file formats stored in USB memory are displayed on the file list. If more files are stored in USB memory, the list of the stored files may not be displayed properly.

You can select and print one file in your USB memory at a time.

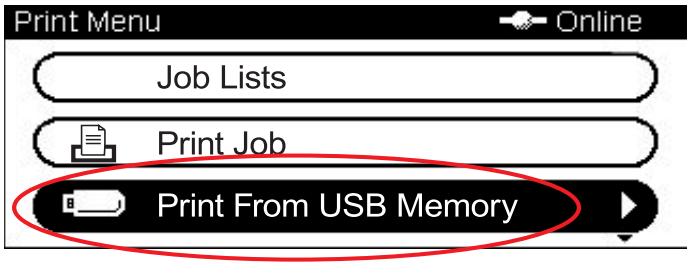
BASIC OPERATION

1. Plug the USB memory into the USB port at the front of the machine.



2. Press the **Print** button (1) on the control panel to prompt the **Print Menu** screen.

3. Using the **Down** arrow key, scroll to `Print From USB Memory` and press **OK**.



4. Ensure `Select Print File` is highlighted, then press **OK**.

The list of supported files on the USB stick are display.

5. If your file is contained within a folder:

   (a) Using the arrow keys, scroll to the required folder and press **OK**.

   NOTE
   *If required, scroll to Folder Property and press **OK** to check the file information.*

   (b) Press **OK** to select `Open Folder`.

6. Using the arrow keys scroll to the file you want to print and press the **OK**.

   NOTE
   *If required, scroll to File Property and press **OK** to check the file information.*

7. Ensure `Select` is highlighted, then press **OK**.

8. If required, scroll to `Print Setup` and configure the print settings then press **OK**. Refer to "Advanced operation" on page 85 for details.

9. Press **Mono** (2) to print your document(s) in black and white, or **Color** (3) to print your document(s) in color.

   NOTE
   *If you wish to cancel the print process, press **Stop** (4) to abort the operation.*

10. Remove the USB memory from the port after a message is displayed indicating that it is OK to remove the USB memory.

ADVANCED OPERATION

Using the options available you can alter the print output to suit your needs:

1. Select required parameter with **Down** arrow key and press the **OK** button or the **Right** arrow key to display the available options.

2. Using **Up** or **Down** arrow keys, select value and press **OK**.

   Options are (factory default settings in bold text):

PARAMETER	VALUE	DESCRIPTION
Paper Feed	**Tray 1(A4)**, MP Tray(A4)	Allows you to define the paper tray for printing.
Copies	**1**	Enter the number of copies of a document to be printed from 1 to 999.
Duplex Copy	ON, **OFF**	Select the copy method. If duplex copying is specified, select the required binding method.
Binding	**Long Edge Bind**, Short Edge Bind	Sets the default binding to LEF or SEF. Only available when duplex is ON.
Fit	**ON**, OFF	Match the page size to the paper size. If the page size of your file is larger or smaller than the effective print area, the page is resized to fit the paper size.

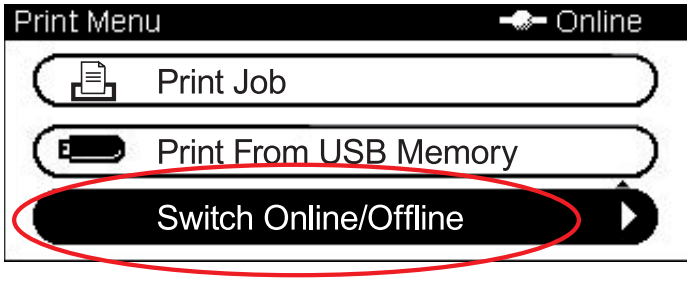
3. Press the **Back** button to return to the print menu.

SWITCHING ONLINE/OFFLINE

If you wish to alter the print status of your machine:

1. Press the **Print** button (1) on the control panel to prompt the **Print Menu** screen.

2. Using the **Down** arrow key, scroll to `Switch Online/Offline` and press **OK**.



3. Using the arrow keys, scroll to your required option and press **OK**.

NOTE
If you switch the machine `Offline` *it will disable the Copy function also.*

PRINTING WITH AirPrint

AirPrint-enabled applications can print to an AirPrint-enabled device. You don't need to install a driver.

Tap print, select a AirPrint-enabled device, and print.

PRODUCTS AFFECTED

> iPhone, iPad, or iPod touch with iOS 4.2 or later

> MAC OSX 10.8.5 or later

HOW TO PRINT

1. Connect using Network.

   AirPrint supports wireless connections that use infrastructure mode.

2. Print from applications such as Apple iBook, E-mail, photos, and Safari, etc.

   Tap the control icon, and then tap the "Print" button. Select the printer, and then set the printer options, and tap the "Print" button.

FAXING

NOTE
If your Administrator has enabled access control on your machine, it will automatically start up in access control mode. You will not be able to use it until you have provided valid login information. Refer to "User authentication and access control" on page 38 for details.

When faxing, you can load only A4, letter, or legal size documents in the ADF, and A4 or letter size documents on the document glass. You cannot load mixed size documents.

SENDING A FAX FROM THE MFP

This section details how to send a fax directly from your MFP.

BASIC OPERATION

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **Fax** button (1) on the control panel to prompt the `Fax Mode` screen.
3. Ensure `Fax` is highlighted, then press **OK**.
4. Set your destination and send properties as required. Refer to "Advanced operation" on page 88 for details.
5. Press the **Mono** button (3) to start sending your document(s).

NOTE
*If you wish to cancel faxing, press **Stop** (4) to abort the operation.*
You can cancel a job that is being transmitted as long as the message indicating the job has been completed has not displayed. Refer to "Fax job view/cancel" on page 97 for details on how to cancel a reserved job.

When you select a broadcast job, the job itself is cancelled. If you want to cancel an individual destination within a broadcast job, refer to "Deleting specified destinations" on page 90.

Fax transmissions are sent in black and white only.

ADVANCED OPERATION

Using the options available, you can alter the fax output to suit your needs:

FEATURE	OPTION		DESCRIPTION
Fax			
Add Destination	Speed Dial List		Select the required speed dial number. You can select multiple entries. Entries must be registered in advance, refer to "Adding a speed dial entry to the phone book" on page 100.
	Group List		Select the required group dial number. You can select multiple entries. Entries must be registered in advance, refer to "Adding a group entry to the phone book" on page 101.
	Direct Input		Enter the destination fax number, a pause and the tone dialing by the using the keypad: > Pause (press # key twice. A P appears on the screen) pauses two seconds when dialing. You can use multiple pauses. > Tone (press * key twice. A T appears on the screen) switches to tone dialing if pulse dialing is selected. Use the Arrow keys and the OK button to select dialing function from the on-screen options: > - (Hyphen) Inserts a hyphen to the entered fax number. > PreFix Inserts a prefix number registered in advance. > Flash Notify a PBX of a switch to a public telephone line.
	Tx History		Select a destination from the ten most recent transmissions.
	Rx History		Select a destination from the ten most recent receptions.
Fax Functions	Scan Size	**A4**, Letter, Legal 13, Legal 13.5, Legal 14	Allows you to select the paper size to match the document size.
	Resolution	**Normal**, Fine, Extra-Fine, Photo	Allows you to specify the type of images on the document.
	Density	-3, -2, -1, **0**, +1, +2, +3	Adjust density Darker: Keep color intensity and darker image. Lighter: Reduce color intensity and gives lighter image.
	Duplex Scan	**OFF**, Long Edge Bind, Short Edge Bind	Select the bound originals binding position.
	Continuous Scan (ADF)	ON, **OFF**	Allows you to continue scanning more documents. Allows you to construct a single fax job from multiple individual sheets or originals. Refer to "Continuous scan mode" on page 109 for details.
	Continuous Scan (Document Glass)	ON, **OFF**	Allows you to continue scanning more documents. Allows you to construct a single fax job from multiple individual sheets or originals. Refer to "Continuous scan mode" on page 109 for details.

FEATURE	OPTION		DESCRIPTION
Fax Functions (cont.)	TTI	**ON**, OFF	Prints the sender name on the header of the transmitted fax. By default, the name you specified in Sender ID is printed.
	TTI Select	**user defined**	Select the user defined TTI header. Note: TTI must be ON.
	Transmit Confirmation Report	ON, **OFF**	Select ON to print a fax confirmation after transmission.
	Delayed Tx	**OFF** Date Time	Delayed transmission allows you to fax documents at a specific date and time. Up to one hundred transmission times can be scheduled up to one month in advance.
	Fcode Polling	ON, **OFF**	To turn ON, use the numeric keypad to enter the sub-address of the remote machine. If required, use the numeric keypad to enter the password of the remote machine.
	Fcode Tx	ON, **OFF**	F Code transmission is a function to communicate using sub addresses or passwords in accordance with the standard of ITU-T. by creating and registering F Code boxes you can execute confidential communication and notice board communication. Use the numeric keypad to enter the sub-address. If required, use the numeric keypad to enter the password of the remote machine. Note: up to 20 F code boxes can be registered, Up to 30 documents can be stored in one box. Note: Polling and FPolling must be OFF.
	Memory Tx	**ON**, OFF	Select OFF to enable real time transmission, i.e. fax transmission synchronisation with scanning.
Fax Job View/ Cancel			View or cancel a reserved fax job from the list.
Fax History	Tx History		Check the transmission or reception history and results of a fax job.
	Rx History		

Manual feed

If you wish to send multiple sets of documents from the ADF or flatbed, enable the "continuous scan" feature. Refer to "Continuous scan mode" on page 109 for full details.

Broadcasting

This function allows you to send a fax to multiple recipients at the same time. By combining abbreviation dials, groups and entering addresses using the numeric keypad, you can specify up to 100 destinations at one time.

NOTE
When real time transmission (Memory Tx set to OFF) or polling is executed during broadcasting data, they are executed preferentially. In the case of polling, it is executed preferentially when there is only one address specified.

*When **Broadcast Destination** is enabled, the destination numbers are displayed before transmission.*

Deleting specified destinations

You can cancel an individual destination within a broadcast job.

1. Make sure that the required destination is selected on the fax standby screen and then press **OK**.
2. Using the arrow keys, scroll to the destination you want to delete and then press **OK**.

   A check box is selected. You can select multiple entries.
3. When you have selected all the destinations to be deleted, press the **Right** arrow key.
4. Make sure that `Delete this destination` is selected and then press **OK**.

Manual redial

Your machine is set to redial automatically, if you wish to manually redial:

1. Press the **FAX** button on the control panel.
2. Press **OK** to select `Fax`.
3. Press **OK** to select `Add Destination`.
4. Using the **Down** arrow key, scroll to `Tx History` and press **OK**.
5. Using the arrow keys, scroll to the required destination and press **OK**.

   The check box is selected. You can select multiple entries.
6. When you have selected all the destinations, press the **Right** arrow key.
7. Press **OK** to select `Finish Destination Selection`.
8. Press the **Mono** button (3) to start sending your document(s).

F Code communication

F Code transmission is a function to communicate, using sub addresses or passwords in accordance with the ITU-T standard. By creating F code boxes/sub addresses/passwords, you can execute secure communication, bulletin box communication and polling communication.

NOTE
Up to 20 F code boxes can be registered.

Sub address and ID code

> A sub address is a number to distinguish various F code boxes that are set in the memory.

> A password is a key to prevent wrongful sending and receiving.

> An ID code is a key to access a secure box.

By using a sub address, the following functions can be used:

> F Code Confidential Communication

When an F code confidential box is set in the recipient machine, by specifying the sub address of its box, confidential communication can be executed.

On the receiving side of the confidential communication, unless the specified ID code is entered, a received document cannot be printed, therefore, this function is useful when sending a document that needs a security protection. Refer to:

> "Transmission using a sub address (F code transmission)" on page 94.

> "Printing stored documents" on page 96.

> F Code Bulletin Box Communication

When the F code bulletin box is set in the recipient machine, by specifying the sub address of its notice board, a document can be sent to the bulletin box or a document stored in the bulletin box can be taken out (polling). (A password can be specified, if necessary.) Refer to:

> "Transmission using a sub address (F code transmission)" on page 94.

> "Receiving using a sub address (F code polling)" on page 95.

> "Storing documents in a bulletin box" on page 95.

Registering an F code box

To use F code communication, register an F code box. Register a sub address in each F code box.

NOTE
Make sure to register a sub address.

When a secret number is set, only the specific person can operate the F code box.

---

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Admin Setup` and press **OK**.
3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight `Done` and press **OK**.
4. Using the **Down** arrow key, scroll to `Fax Setup` and press **OK**.
5. Using the **Down** arrow key, scroll to `Fcode Box` and press **OK**.
6. Using the arrow keys, scroll to the required entry position and press **OK**.

7. Press **OK** to select `Register`.
8. Select a type of F code box:
   > Bulletin Box - refer to "Registering an F code Bulletin box" on page 92
   > Confidential Box - refer to "Registering an F code confidential box" on page 92.

Registering an F code Bulletin box

1. Press **OK** to select `Bulletin Box`.
2. Press the **Right** arrow key to select `Box Name`.
   (a) Using the arrow keys and on screen keyboard, enter a box name.
   (b) Highlight `Done` and press **OK**.

NOTE
If using one-byte characters, up to 16 characters can be registered.

---

3. Using the Down arrow, scroll to `Sub-Address` and press the **Right** arrow key.
   (a) Using the keypad enter the sub address.
   (b) Highlight `Done` and press **OK**.

NOTE
*A sub address can be registered using up to 20 digits. Numbers, # and * can be registered.*

*If you make a mistake when entering the digits, press the **Clear** button to delete and then enter the correct digit.*

---

4. Using the Down arrow key, scroll to `I.D.Code` and press the **Right** arrow key:
   (a) Register an ID Code number (4 digits) using the numeric keypad.

NOTE
The ID code is not displayed, write it down and keep it safe!

   (b) Press **OK**.
5. Press **OK** to complete.

Registering an F code confidential box

1. Press **OK** to select `Confidential Box`.
2. Press the **Right** arrow key to select `Box Name`.
   (a) Using the arrow keys and on screen keyboard, enter a box name.
   (b) Highlight `Done` and press **OK**.

NOTE
If using one-byte characters, up to 16 characters can be registered. If using double-byte characters, up to 8 characters can be registered.

---

3. Using the Down arrow, scroll to `Sub-Address` and press the **Right** arrow key.

(a) Using the keypad enter the sub address.

(b) Highlight `Done` and press **OK**.

NOTE
*A sub address can be registered using up to 20 digits. Numbers, # and * can be registered.*

*If you make a mistake when entering the digits, press the **Clear** button to delete and then enter the correct digit.*

---

4. Using the Down arrow key, scroll to `I.D.Code` and press the **Right** arrow key:

(a) Register an ID Code number (4 digits) using the numeric keypad.

NOTE
The ID code is not displayed, write it down and keep it safe!

(b) Press **OK**.

5. If required, use the **Down** arrow key to scroll to `Hold Time`. Press the **Right** arrow key:

(a) Enter the required hold time (00 ~ 31) using the numeric keypad.

(b) Press **OK**.

NOTE
Specify a retention period between 0 and 31 days.

If "00" is specified, the data will be retained for an indefinite period.

Retention period input range is between 0 and 31 days). When 0 is set, documents are retained for an indefinite period.

---

6. Press **OK** to complete.

Deleting an F code box

NOTE
You cannot delete an F code box in which documents are stored, it must be empty.

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Admin Setup` and press **OK**.
3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight `Done` and press **OK**.
4. Using the **Down** arrow key, scroll to `Fax Setup` and press **OK**.
5. Using the **Down** arrow key, scroll to `Fcode Box` and press **OK**.
6. Using the arrow keys, scroll to the required entry position and press **OK**.
7. Using the **Down** arrow key, scroll to `Delete` and press **OK**.
8. Using the arrow keys, highlight `Yes` to continue or `No` to cancel.
9. Press the **OK** button to execute.

Transmission using a sub address (F code transmission)

By entering a sub address and ID code, F code confidential transmission, F code bulletin transmission and F code polling transmission can be performed.

NOTE
Before operating, ensure you have the necessary sub address and ID code to hand.

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **Fax** button on the control panel to prompt the **Fax Ready** screen.
3. Press **OK** to select `Fax`.
4. Using the **Down** arrow key, scroll to `Fax Functions` and press **OK**.
5. Using the **Down** arrow key, scroll to `Fcode Tx` and press **OK**.
6. Using the arrow keys, scroll to `Yes` and press **OK**.
7. Using the numeric keypad, enter the sub-address of the box registered in the recipient machine.
8. Highlight `Done` and press **OK**.
9. Press the **Left** arrow key to exit.
10. Press **OK** to select `Add Destination`.
11. Using the arrow keys, scroll to the required destination input method and press OK.
12. Specify a destination.
13. Press **OK** to complete.
14. Press the **Mono** button to start sending your document(s).

Receiving using a sub address (F code polling)

By entering a sub address and ID code, a document stored in the bulletin box of a recipient machine can be taken out (polling).

NOTE
Before operating, ensure you have the necessary sub address and ID code to hand.

---

1. Press the **Fax** button on the control panel to prompt the **Fax Ready** screen.
2. Press **OK** to select `Fax`.
3. Using the **Down** arrow key, scroll to `Fax Functions` and press **OK**.
4. Using the **Down** arrow key, scroll to `Fcode Polling` and press **OK**.
5. Using the arrow keys, scroll to `ON` and press **OK**.
6. Using the numeric keypad, enter the sub-address of the box registered in the sender machine.
7. Highlight `Done` and press **OK**.
8. Press the **Left** arrow key to exit.
9. Press **OK** to select `Add Destination`.
10. Using the arrow keys, scroll to the required destination input method and press OK.
11. Specify a destination.
12. Press **OK** to complete.
13. Press the **Mono** button to start receiving your document(s)

Storing documents in a bulletin box

NOTE
Before operating, ensure you have registered the bulletin box in the F-Code box.

---

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **SETTING** button on the control panel.
3. Using the **Down** arrow key, scroll to `Store Document Settings` and press **OK**.
4. Press **OK** to select `Store`.
5. Press **OK** to select `Fcode Bulletin Board`.
6. Select the F code box in which to store the document.
7. If an ID code is set, enter the number (4 digits) using the numeric keypad. Press **OK**.
8. Select a method of storing documents:
   - **>** `Over Write`: replace a document in the box.
   - **>** `Add`: add a new document to the box.
9. Using the arrow keys, highlight `Yes` to continue or `No` to cancel.
10. Press the **OK** button to execute.

Printing stored documents

Print secure received documents, documents received in the bulletin box and documents stored in the bulletin box.

NOTE
When a document is received into an F code box, the F code receiving notice is printed.

Check the F code box number and print the stored document.

---

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Store Document Settings` and press **OK**.
3. Using the **Down** arrow key, scroll to `Print` and press **OK**.
4. Press **OK** to select `Fcode Box`.
5. Select the F code box storing the document you want to print.
6. If an ID code is set, enter the number (4 digits) using the numeric keypad. Press **OK**.
7. Select the file number of the document you want to print. Press **OK**.
8. Using the arrow keys, highlight `Yes` to continue or `No` to cancel.
9. Press the **OK** button to execute.

   The document that is stored or received is printed.

NOTE
Confidential received documents are automatically deleted after printing.

Documents that are received or stored in the bulletin box are not deleted after printing.

Deleting stored documents

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Store Document Settings` and press **OK**.
3. Using the **Down** arrow key, scroll to `Delete` and press **OK**.
4. Press **OK** to select `Fcode Bulletin Board`.
5. Select the F code box storing the document you want to delete. Press **OK**.
6. If an ID code is set, enter the number (4 digits) using the numeric keypad. Press **OK**.
7. Select the file number of the document you want to delete. Press **OK**.
8. Using the arrow keys, highlight `Yes` to continue or `No` to cancel.
9. Press the **OK** button to execute.

Fax job view/cancel

If you no longer require a stored fax job, you can cancel and remove it from your MFP's memory.

1. Press the **Fax** button on the control panel to prompt the `Fax Mode` screen.
2. Using the arrow keys, scroll to `Fax` and press **OK**.
3. Using the **Down** arrow key, scroll to `Fax Job View/Cancel` and press **OK**.
4. Using the **Down** arrow key, scroll to the fax job you wish to delete and press **OK**.
5. Check the job contents, then press the **Right** arrow key.
6. Using the **Down** arrow key, scroll to `Delete` and press **OK**.
7. Using the arrow keys, select `Yes` to continue or `No` to cancel and press **OK**.

NOTE
When you select a broadcast job, the job itself is deleted. If you wish to cancel an individual destination within the broadcast job, refer to "Deleting specified destinations" on page 90 for details.

Fax job reports and listings

FAX RECEIVING

Your MFP is set to receive faxes automatically.

NOTE
If the MFP is actively sending or receiving a fax, then any incoming faxes will be rejected.

The machine behaviour differs depending on the specified reception mode.

When the machine is receiving faxes, the **DATA IN MEMORY** indicator is lit and the sender information is displayed on screen. The indicator remains lit while the data is stored in memory.

NOTE

- *The sender name and fax number registered on the sender machine are displayed on screen.*
- *If the memory overflows while the machine is receiving data, the reception is cancelled. If this happens, ask the sender to resend the fax.*

Fax ready mode

This is the factory default setting; your machine is set so that it automatically receives faxes.

Tel/Fax ready mode

When the machine is set to `Tel/Fax Ready Mode`, you can receive calls and faxes. You must connect an external telephone in advance to receive calls, refer to the Configuration Guide for details.

Receiving faxes

The machine automatically starts fax reception.

Receiving calls

The telephone starts ringing when it receives calls.

1. Pick up the handset to talk when the machine rings.
2. If necessary, press the mono **START** button and then put down the handset to receive faxes.

NOTE
In case of connecting with far distance telephone, faxes can be received by pressing "remote receiver number". Refer to page 114 of "Configuration Guide".

Ans/Fax ready mode

When the machine is set to `Ans/Fax Ready Mode`, you can use an answering machine and receive faxes automatically. You must connect an external answering machine in advance, refer to the Configuration Guide for details.

NOTE
Depending on the answering machine and the sender machine, `Ans/Fax Ready Mode` may not operate correctly.

Receiving faxes

The machine automatically starts fax reception.

Receiving calls

The answering machine rings, the reply message starts, and then it starts recording a message.

Tel ready mode

`Tel Ready Mode` is recommended if you often use the external telephone connected to the machine. You must connect an external telephone in advance to receive calls, refer to the Configuration Guide for details.

Receiving calls

The telephone starts ringing when it receives calls.

Receiving faxes

The telephone starts ringing when it receives a signal.

1. Pick up the handset when the machine rings.
2. Press the mono **START** button and then put down the handset to receive faxes.

Forward mode

When the machine is set to `Forward Mode`, it automatically forwards the received faxes to a specified destination. You must specify a forwarding destination in advance.

NOTE
You can register one forwarding destination for this function.

DRD

This mode allows the machine to detect a distinctive ring if it has been enabled on the phone line. In this mode, the machine distinguishes the DRD type of the sender. The machine then answers only when it matches the registered DRD type.

There are several type of DRD ring pattern. The length of ring ON time and ring OFF time is different. It depends on the Country Code. Please set the Country Code and DRD Type for your suitable DRD ring pattern. You can register up to four DRD types.

Country Code: except New Zealand, Australia and Hong Kong (This pattern is to apply to America's DRD.)

Type 1: 2 sec ON - 4 sec OFF repeat

Type 2: 0.8 sec ON - 0.4 sec OFF - 0.8 sec ON - 4 sec OFF repeat

Type 3: 0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 0.2 sec OFF - 0.8 sec ON - 4 sec OFF repeat

Type 4: 0.3 sec ON - 0.2 sec OFF - 1 sec ON - 0.2 sec OFF - 0.3 sec ON - 4 sec OFF repeat

Country Code: New Zealand (This pattern is to apply to New Zealand's DRD.)

Type 1: 0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 2 sec OFF repeat

Type 2: 0.4 sec ON - 2.6 sec OFF repeat

Type 3: 0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 1.4 sec OFF repeat

Type 4: 0.4 sec ON - 0.8 sec OFF - 0.4 sec ON - 1.4 sec OFF repeat

Country Code: Australia (This pattern is to apply to Australia's DRD.)

Type 1: 0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 2 sec OFF repeat

Type 2: 0.2 sec ON - 0.4 sec OFF - 0.2 sec ON - 0.4 sec OFF - 0.2 sec ON - 1.6 sec OFF repeat

Country Code: Hong Kong (This pattern is to apply to Hong Kong's DRD.)

Type 1: 1.2 sec ON - 3 sec OFF repeat

Type 2: 0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 0.2 sec OFF - 0.8 sec ON - 0.4 sec OFF repeat

Type 3: 0.5 sec ON - 0.5 sec OFF - 1 sec ON - 0.5 sec OFF - 0.5 sec ON - 3 sec OFF repeat.

Printing received faxes

The machine automatically prints out the received fax.

NOTE

> *Use only standard or recycled paper.*

> *Available paper sizes are A4, letter, or legal.*

Images larger than the specified paper are reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings.

If the machine cannot print received faxes due to a lack of paper or a paper jam, it will store the received fax data temporarily it's memory. When the problem is resolved, it starts printing automatically.

NOTE

For details on how to load paper, refer to "Loading paper" on page 33.

For details on how to clear paper jams, refer to "Clearing paper jams" on page 127.

To check the reception history, refer to "Rx History" on page 89.

MANAGING THE PHONE BOOK

The following section describes how to add/remove/modify speed and group dial entries to/ from the Phone Book.

ADDING A SPEED DIAL ENTRY TO THE PHONE BOOK

The machine can hold up to 100 speed dial numbers in the phone book. To add a new speed dial number to the phone book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Phone Book` and press **OK**.
3. Press **OK** to select `Speed Dial List`.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Press **OK** to select `Register`.
6. Press the **Right** arrow key to select `Name`.
7. Using the keypad or arrows keys and the on-screen keypad, type in the name.

NOTE
The maximum length of name is 24 characters.

---

8. Highlight `Done` and press **OK**.
9. Using the **Down** arrow key, scroll to `Fax Number` and press the **Right** arrow key.
10. Using the keypad, type in the destination fax number.

NOTE
The maximum length of number is 40 digits.

If the destination fax number has an "extension number", press the `Pause` button between numbers. The machine will enter a pause when dialling.

If your MFP is connected to a PBX (private branch exchange), you will need to add a Prefix in order to access to the outside line. Refer to the Configuration Guide for details.

If you need to change the dialling method for the region, press the `Tone` button to change the call parameters for this particular number.

*If you make a mistake while entering the number, press the **Clear** button to delete the last digit.*

---

11. Highlight `Done` and press **OK**.
12. If required, use the arrow keys and scroll to `Group No.` then press the **Right** arrow key.
13. Using the arrow keys, select the group number to assign the fax number to and press **OK**.

    The check box is selected. You can select multiple entries.

NOTE
Numbers registered to groups from the Speed Dial function are synchronized with the numbers that are registered to groups using the Group No. function.

---

14. Press the **Right** arrow key to complete.
15. Press **OK** to confirm.
16. Press **OK** once more to add your entry to the phone book.

17. Press the **Left** arrow key to exit the menu.

ADDING A GROUP ENTRY TO THE PHONE BOOK

The machine can hold up to 20 group dial settings. To add a new group dial number to the phone book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Phone Book` and press **OK**.
3. Using the **Down** arrow key, scroll to `Group No. Book` and press **OK**.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Press **OK** to select `Register`.
6. Press the **Right** arrow key to select `Name`.
7. Using the keypad or arrows keys and the on-screen keypad, type in the name.

NOTE
The maximum length of name is 16 characters.

---

8. Highlight `Done` and press **OK**.
9. Using the **Down** arrow key, scroll to `Speed Dial` and press the **Right** arrow key.
10. Using the arrow keys, select the speed dial number you wish to assign to the group and press **OK**.

    The check box is selected. You can select multiple entries.
11. Press the **Right** arrow key to complete.
12. Press **OK** to confirm.
13. Press **OK** once more to add your entry to the phone book.
14. Press the **Left** arrow key to exit the menu.

DELETING A SPEED DIAL ENTRY FROM THE PHONE BOOK

To delete a speed dial entry from the phone book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Phone Book` and press **OK**.
3. Press **OK** to select `Speed Dial List`.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Using the arrow keys, scroll to `Delete` and press **OK**.
6. At the prompt select `Yes` to continue or select `No` to cancel the operation.
7. Press **OK**.
8. Press the **Left** arrow key to exit the menu.

DELETING A GROUP DIAL ENTRY FROM THE PHONE BOOK

To delete a group dial entry from the phone book:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Phone Book` and press **OK**.
3. Using the **Down** arrow key, scroll to `Group No. Book` and press **OK**.
4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Using the arrow keys, scroll to `Delete` and press **OK**.
6. At the prompt select `Yes` to continue or select `No` to cancel the operation.
7. Press **OK**.
8. Press the **Left** arrow key to exit the menu.

MODIFYING A SPEED DIAL ENTRY

To modify a speed dial entry:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Phone Book` and press **OK**.
3. Press **OK** to select `Speed Dial List`.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Press **OK** to select `Edit`.
6. Modify the `Name`, `Fax Number` and/or `Group No.` details as required then press **OK**.
7. Press the **Left** arrow key to exit the menu.

MODIFYING A GROUP DIAL ENTRY

To modify a group dial entry:

1. Press the **SETTING** button on the control panel.
2. Using the **Down** arrow key, scroll to `Phone Book` and press **OK**.
3. Using the **Down** arrow key, scroll to `Group No. Book` and press **OK**.
4. Using the arrow keys, scroll to the required entry position and press **OK**.
5. Press **OK** to select `Edit`.
6. Modify the `Name`, and/or `Speed Dial` details as required then press **OK**.
7. Press the **Left** arrow key to exit the menu.

REGISTERING AN ENTRY FROM RECEPTION OR TRANSMISSION HISTORY

1. Press the **Fax** button on the control panel to prompt the `Fax Mode` screen.
2. Ensure `Fax` is highlighted, then press **OK**.
3. Using the **Down** arrow key, scroll to `Fax History` and press **OK**.
4. Using the arrow keys, highlight `Tx History` or `Rx History` as appropriate and press **OK**.
5. Using the arrow keys, scroll to the required entry and press **OK**.
6. Check the entry contents and then press the **Right** arrow key.
7. Press **OK** to select `Register To Speed Dial`.
8. Using the arrow keys, scroll to the required entry position and press **OK**.
9. Continue the registration process as described in "Adding a speed dial entry to the phone book" on page 100.

   The fax number is automatically entered. You do not have to enter it manually.

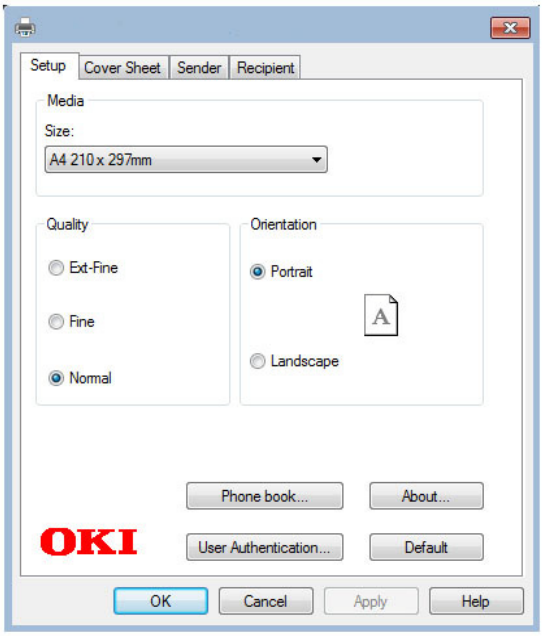
INTERNET FAX

SENDING A FAX FROM YOUR PC

NOTE
You must have the fax driver installed on your PC. Download the latest fax driver from your support website.

Basic operation

1. At the MFP: Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **Fax** button on the control panel to prompt the `Fax Mode` screen.
3. Using the **Down** arrow key, scroll to `Internet Fax` and press **OK**.
4. Set your destination and send properties as required. Refer to "Advanced operation" on page 105 for details.
5. At your PC: From your application's File menu, select **Print**.
6. In the Select Printer window, highlight the fax driver option.
7. Press the **Preferences** button to display the fax driver window.

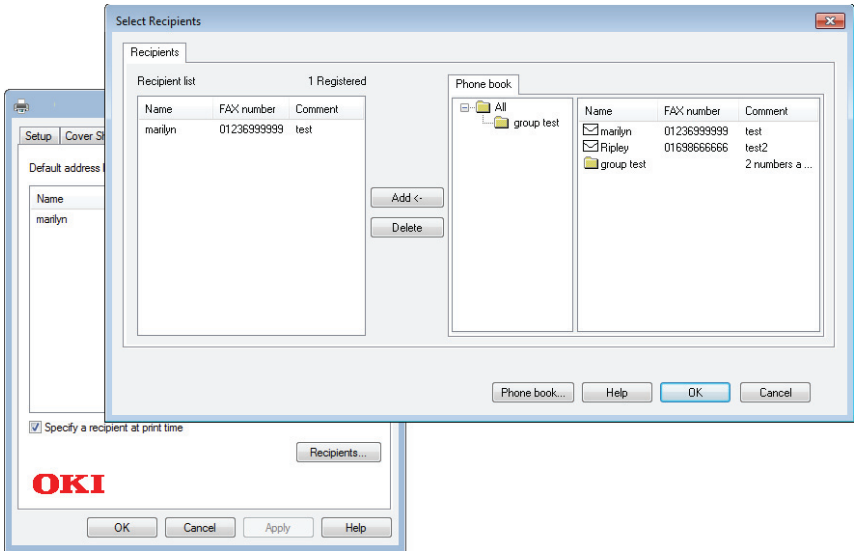


8. On the Setup tab:
   (a) Select the appropriate media size from the drop-down menu.
   (b) Set the resolution quality to **Ext-Fine**, **Fine** or **Normal**.
   (c) Set the orientation to **Portrait** or **Landscape**.
9. On the Cover Sheet tab:
   (a) Set the cover sheet usage settings as appropriate.
   (b) Select a cover sheet format.
10. On the Sender tab:
   (a) Enter your name.
   (b) Enter your fax number.

(c) Enter comments if required.

(d) If required select the **Add an outside call number** checkbox and enter the Outside call number as appropriate.

11. On the Recipient tab:



(a) Click the **Recipients...** button.

(b) Select a fax number from the **Phone book** panel on the right hand side. Refer to "Adding fax numbers to the phone book" on page 107.

(c) Press the **Add** button to add this number to the recipient list.

(d) Repeat (b) and (c) as required to create the recipient list.

(e) If you need to remove a number from the recipient list, highlight the appropriate name and then press the **Delete** button.

(f) Once you have completed your list, press the **OK** button to close the Select Recipients window.

12. Press the **OK** button to close the fax driver window.

13. Press **OK** to start sending your fax.

NOTE
If you wish to cancel faxing during transmission to the MFP:

1. *Double-click the printer icon in the notification area.*

2. *Select the job from the print queue.*

3. *From the **Document** menu, select **Cancel**.*

Once the job is stored in the MFP, you cannot cancel it from the PC, instead you must cancel it directly from the machine. Refer to "Fax job view/cancel" on page 97 for details.

Advanced operation

Using the options available, you can alter the fax output to suit your needs:

FEATURE	OPTION			DESCRIPTION
Internet Fax				
Add Destination	To: Cc: Bcc:	Address Book		Select E-mail address from the address book. Input range: 001-100
		Group List		Select destination group from the list. Input range: 01-20
		Tx History		Displays the list of sent E-mails.
		Direct Input		Enter E-mail address using the on-screen keyboard.
		LDAP	Simple Search	Use the on-screen keyboard to enter a search value.
			Advanced Search Search Method: User Name: Email Address:	Use Advanced Search to search the LDAP address book by User Name and/or E-mail address.
Scan Setting	Scan Size	**A4**, Letter, Legal 13, Legal 13.5, Legal 14		Allows you to select the paper size to match the document size.
	Density	-3, -2, -1, **0**, +1, +2, +3		Adjust density Darker: Keep color intensity and darker image. Lighter: Reduce color intensity and gives lighter image.
	Resolution	**Normal**, Fine, Extra-Fine, Photo		Allows you to specify the type of images on the document.
	Background Removal	OFF, 1, 2, **3**, 4, 5, 6		Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed.
	Reply to	Address Book		Select E-mail address from the address book. Input range: 001-100
		Direct Input		Enter E-mail address using the on-screen keyboard.
		LDAP	Simple Search	Use the on-screen keyboard to enter a search value.
			Advanced Search Search Method: User Name: E-mail Address:	Use Advanced Search to search the LDAP address book by User Name and/or E-mail address.
	Edit E-mail	Subject	Select Subject	Enter new or edit the default E-mail subject and text templates. For further details refer to "Creating E-mail templates" on page 79.
			Direct Input	
		E-mail Body	Select Text	
			Direct Input	

FEATURE	OPTION		DESCRIPTION
Scan Setting (cont.)	File Name	**User defined**	Use the on-screen keyboard to enter an appropriate file name.
	Duplex Scan	ON, **OFF**	Turns the duplex (2-sided) function off or on.
	Continuous Scan	ON, **OFF**	Allows you to continue scanning more documents. Allows you to construct a single fax job from multiple individual sheets or originals. Refer to "Continuous scan mode" on page 109 for details.
	Compression Rate	High, Medium, **Low**	Select the appropriate compression level.
Tx History			Check the transmission history and results of an internet fax job.

RECEIVING AN INTERNET FAX

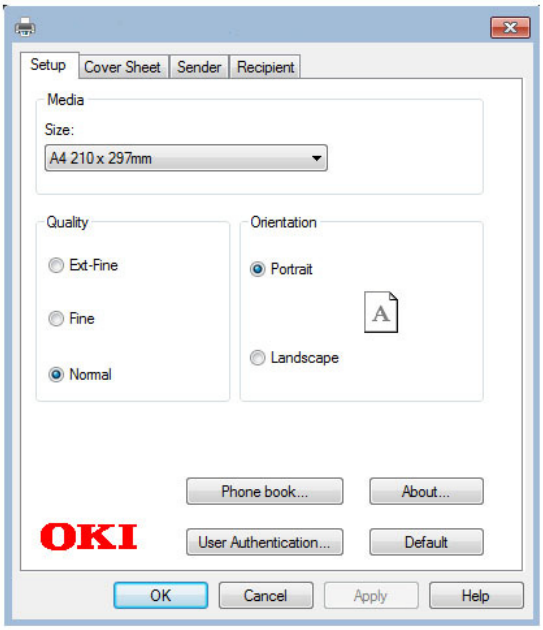
The machine automatically prints the internet faxes it receives. If the document is larger than A4 size, the machine automatically reduces it to the size of the paper in the specified paper tray.

ADDING FAX NUMBERS TO THE PHONE BOOK

NOTE
you can register up to 1000 destinations.

To add a fax destination number to the phone book:

1. From your application's File menu, select **Print**.
2. In the Select Printer window, highlight the fax driver option.
3. Press the **Preferences** button to display the fax driver window.



4. Click the **Phone book...** button.
   The phone book screen displays.
5. Select **FAX number -> New (FAX number)**.
6. Type in the fax number destination **Name**.
7. Type in the required **FAX number**.
8. If required, type in a **Comment**.
9. Press the **OK** button to save.

ADDING NEW GROUPS TO THE PHONE BOOK

To add a new group to the phone book:

1. From your application's File menu, select **Print**.
2. In the Select Printer window, highlight the fax driver option.
3. Press the **Preferences** button to display the fax driver window.
4. Click the **Phone book...** button.
   The phone book screen displays.
5. Select **FAX number -> New (Group)**.
6. Type in the **Group name**.
7. If required, type in a **Comment**.

8. Add recipients to the group list:

NOTE
Maximum 100 recipients in any one group.

(a) Select a fax number from the Phone book panel on the right hand side.

NOTE
*You can add a new fax number directly by clicking the **New (FAX number)...** button and adding an entry to the phone book panel.*

(b) Press the **Add->** button to add this number to the group list.

(c) Repeat steps (a) and (b) as required to create the group list.

(d) If you need to remove a number from the recipient list, highlight the appropriate name and then press the **<-Delete** button.

9. Once you have completed your list, press the **OK** button to close the New Group window.

IMPORTING AND EXPORTING FAX NUMBERS

By using the import and export functions, you can manage fax numbers in a phone book created on another computer.

1. In Windows:

Windows 8/Server 2012 : select **Desktop > Charm bar > Settings > Control Panel > View devices and printers**.

Windows 7/Server 2008 R2: select **Start > Devices and Printers**.

Vista/Server 2008: select **Start > Control Panel > Printers**.

2. Right-click your machine icon and select **Printing Preferences**.

3. In the **Setup** tab, click the **Phone Book** button.

4. From the pull-down menu, click **Tool > Export**.

5. In the Export File screen, enter a name for the file and click the **Save** button. The phone book is saved.

6. Import the saved phone book file to the other computer:

(a) In the fax driver installed on the computer that the phone book file was imported, start the phone book in the same way, and click **Tool > Import** in the menu.

(b) In the Import File screen, select a phone book file to import. When the **Open** button is clicked, data is imported to the phone book.

NOTE
Registration of groups cannot be exported. (Destinations included in the group are exported.)

FUNCTIONS COMMON TO COPY, FAX AND SCAN OPERATIONS

CONTINUOUS SCAN MODE

If you need to scan, copy or fax multiple sets of documents from the ADF or document glass, enable the "Continuous Scan" option.

NOTE
The example below uses the fax feature, however, the scan and copy features follow the same process.

To set the fax to continuous scan:

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **Fax** button on the control panel to prompt the `Fax Ready` screen.
3. Ensure `Fax` is highlighted, then press **OK**.
4. Using the **Down** arrow key, scroll to `Fax Functions` and press **OK**.
5. Using the **Down** arrow key, scroll to `Continuous Scan(ADF) or Continuous Scan(Document Glass)` and press **OK**.
6. Select **ON** and press **OK**.
7. Press the **BACK** button to exit the menu and return to the `Fax Ready` screen.
8. Set your send properties as required.
9. Press **Mono** to start scanning the first document.

Once the current scanning operation is complete, the screen will display "Please set next document". If you have further documents to scan, ensure `Start Scan` is highlighted then press **OK** to continue scanning or use the **Down** arrow key to select `Scan Complete`.

MAINTENANCE

REPLACING CONSUMABLE ITEMS

Only use genuine original consumables to ensure the best quality and performance from your hardware. Non original products may adversely affect your printer's performance and invalidate your warranty.

TONER CARTRIDGE REPLACEMENT

NOTE
When the LCD display indicates TONER LOW, or if print appears faded, first open the output tray and try tapping the cartridge a few times to evenly distribute the toner powder. This will enable you to obtain the best "yield" from your toner cartridge.

CAUTION!

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

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

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

Dispose of the old cartridge responsibly, inside the recycle bag that came with the new cartridge. Follow any regulations, recommendations, etc., which may be in force concerning waste recycling.

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

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

WARNING!

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

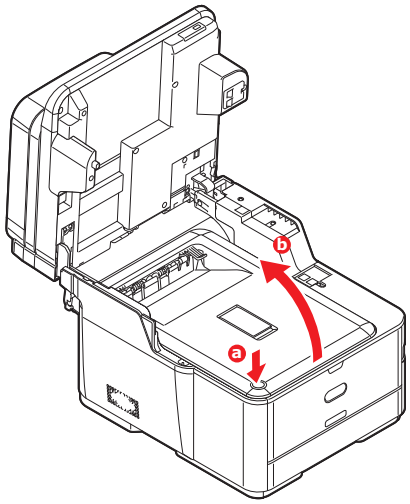
When the error message "**Caution, unknown Consumable detected**" is displayed, you can use any consumables in your product, but you must accept the risks of using non-genuine consumables. If the use of non-genuine consumables causes damage to the product or results in your product not functioning to its full specification, then such damage or effect on the product is not covered by warranty. To accept these risks and to restore function;

1. Turn off your product.
2. Press and hold the **CANCEL** button and turn your product on.
3. After start up, release the **CANCEL** button.

NOTE
This operation will be recorded for future reference.

---

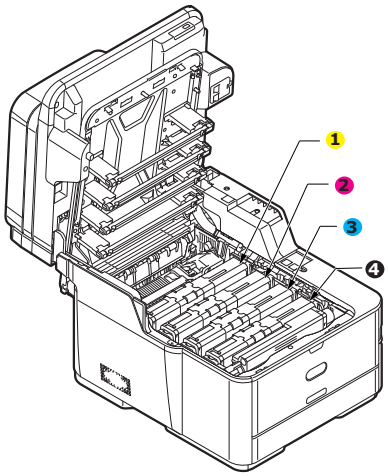
1. Gently raise the scanner.
2. Press the cover release (a) and open the output tray (b) fully.



WARNING!

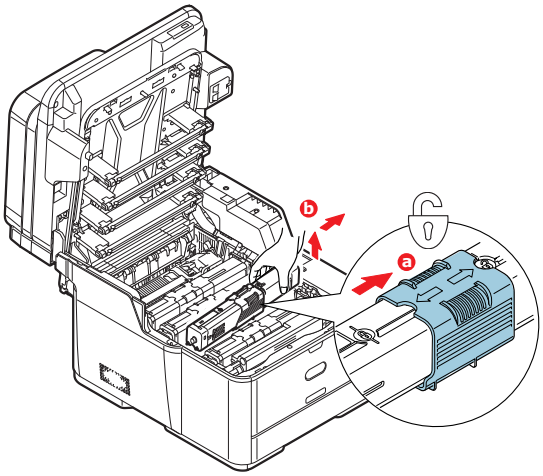
If the MFP has been powered on, the fuser will be hot. This area is clearly labelled. Do not touch.

3. Note the positions of the four cartridges. It is essential that they go back in the same order.



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

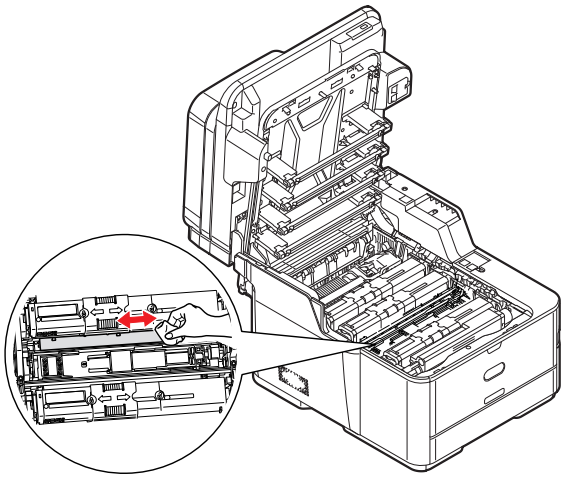
(a) Slide the colored release collar on the cartridge to be replaced fully towards the right hand side of the printer.



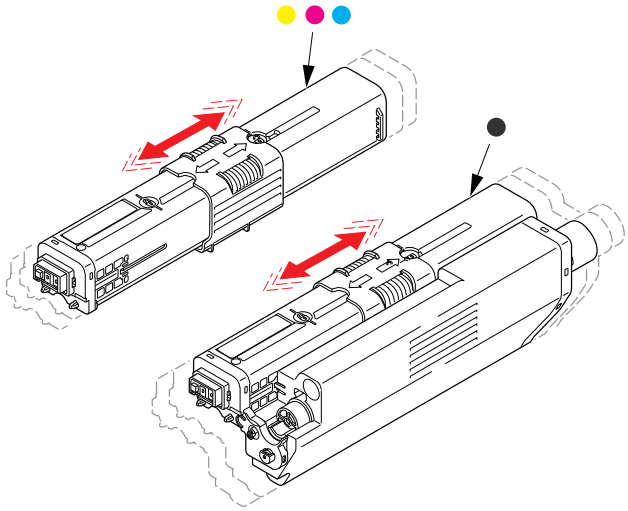
(b) Lift the right-hand end of the cartridge and then draw the cartridge to the right to release the left-hand end as shown, and withdraw the toner cartridge out of the printer.

4. Put the cartridge down gently onto a piece of paper to prevent toner from marking your furniture.

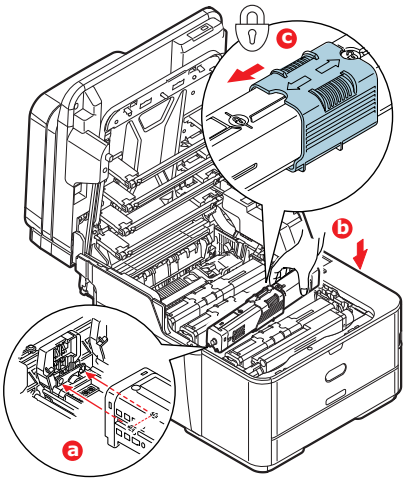
5. Clean the top of the ID unit with a clean, lint free cloth.



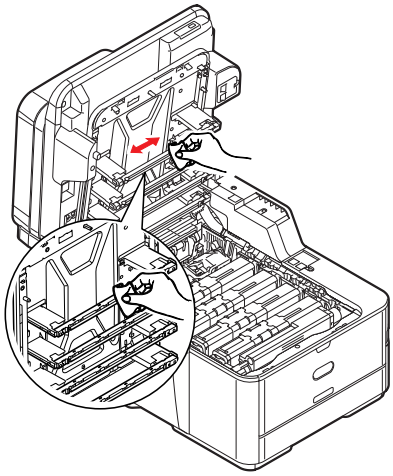
6. Remove the new cartridge from its box but leave its wrapping material in place for the moment.
7. Gently shake the new cartridge from end to end several times to loosen and distribute the toner evenly inside the cartridge.



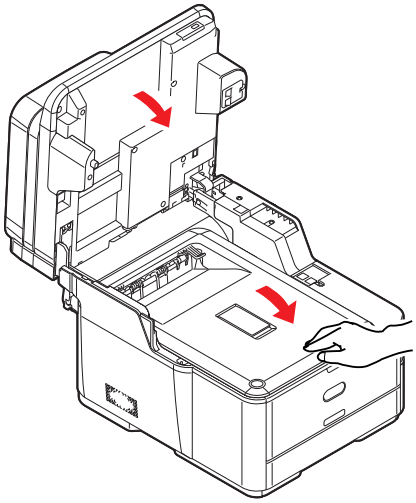
8. Remove the wrapping material.
9. Holding the cartridge by its top centre, lower it into the printer over the image drum unit from which the old cartridge was removed.
10. Insert the left end of the cartridge into the top of the image drum unit first, pushing it against the spring on the drum unit, then lower the right end of the cartridge down onto the image drum unit.
11. Pressing gently down on the cartridge to ensure that it is firmly seated, slide the colored collar **fully** towards the left hand side of the printer. This will lock the cartridge into place and release toner into the image drum unit.



12. Gently wipe the LED head surface with a clean, lint free cloth.



13. Close the output tray and press down firmly so that the cover latches closed.



14. Gently lower the scanner.

IMAGE DRUM REPLACEMENT

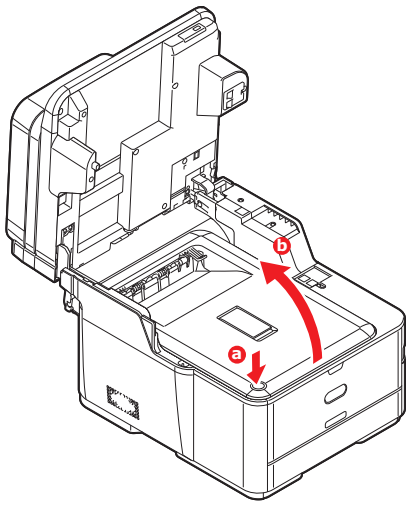
The image drum assembly comes complete with its own installation details which give full instructions on replacement. You are advised to follow these instructions carefully.

REPLACING THE TRANSFER BELT UNIT

The belt unit is located under the image drum assembly.

Switch off the MFP and allow the fuser to cool for about 10 minutes before opening the cover. Refer to "Turning off your machine" on page 19 for details.

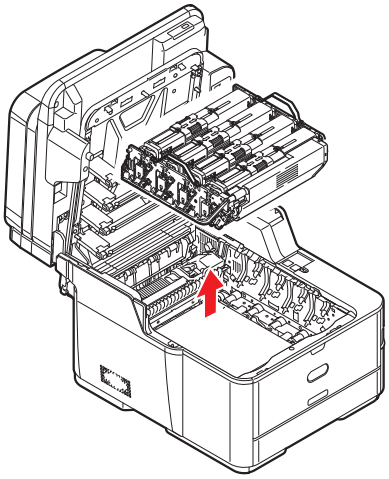
1. Gently raise the scanner.
2. Press the cover release (a) and open the output tray (b) fully.



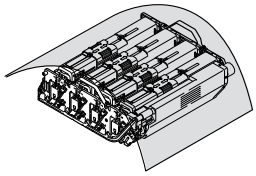
WARNING!

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

3. Holding it by its handles, lift the image drum assembly, complete with toner cartridges, up and out of the printer.



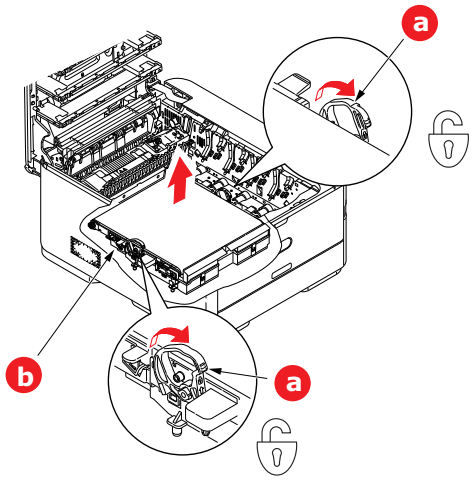
4. Place the assembly in a safe place away from direct sources of heat and light.



CAUTION!

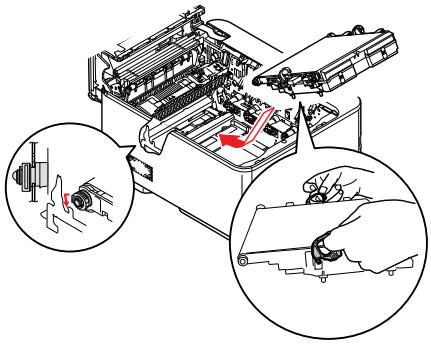
The green image drum surface at the base of each cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag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

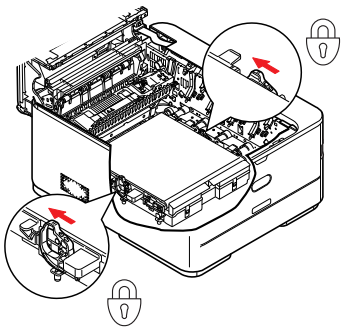
5. Pull the locking levers at each side of the transfer belt up and towards the front of the machine.



6. Using the locking levers (a), lift the belt (b) upwards and withdraw from the machine.

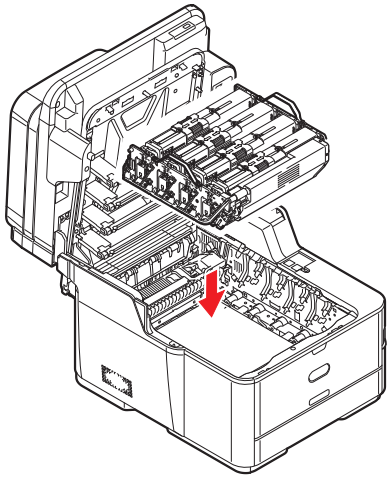
7. Lower the new belt unit into place, with the drive gear towards the rear of the printer. Locate the drive gear into the gear inside the printer by the rear right corner of the unit, and lower the belt unit flat inside the printer.



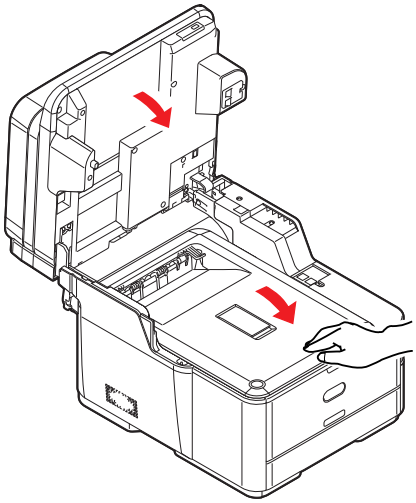


8. Push the locking levers towards the rear of the machine. This will secure the belt unit in place.

9. Holding the image drum assembly by its handles, lower it into place in the machine, locating the pegs at the sides into their slots in the sides of the printer cavity.



10. Close the output tray and press down firmly so that the cover latches closed.



11. Gently lower the scanner.

FUSER REPLACEMENT

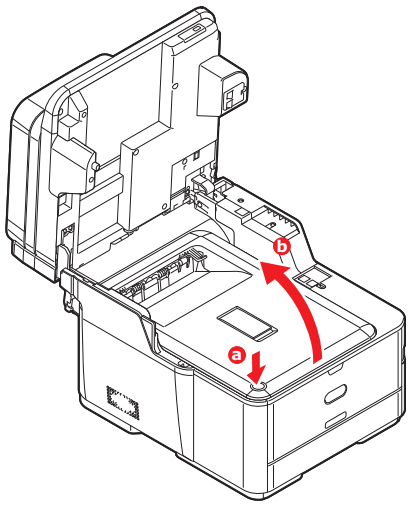
The fuser is located inside the printer just behind the toner cartridges.

WARNING!

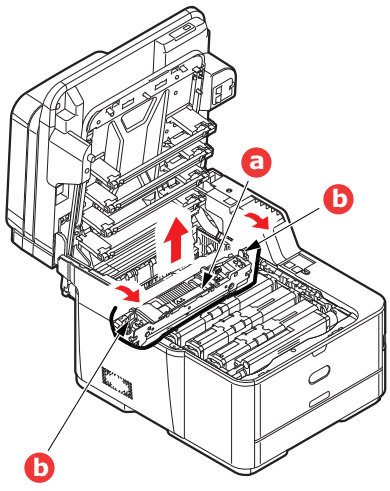
If the MFP has recently been powered on, some fuser components will be very hot. Handle the fuser with extreme care, holding it only by its handle, which will only be mildly warm to the touch. A warning label clearly indicates the area.

Switch off the MFP and allow the fuser to cool for about 10 minutes before opening the cover. Refer to "Turning off your machine" on page 19 for details.

1. Gently raise the scanner.
2. Press the cover release (a) and open the output tray (b) fully.

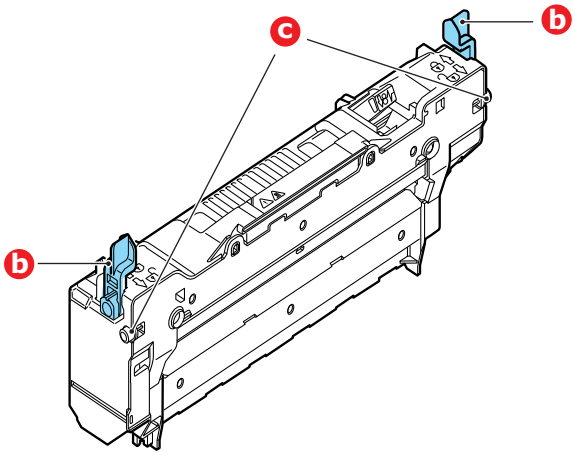


3. Identify the fuser handle (a) on the top of the fuser unit.



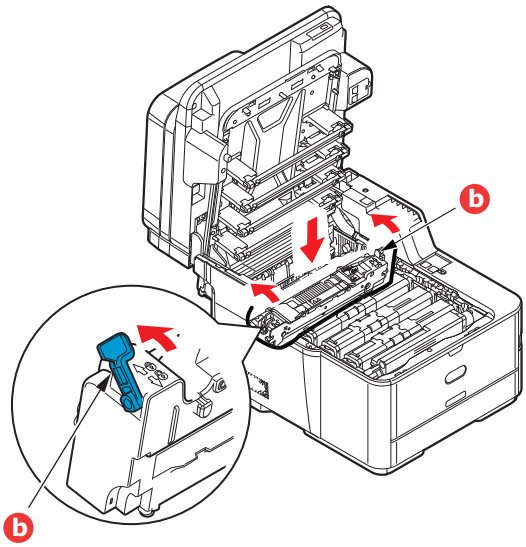
4. Pull the two fuser retaining levers (b) towards the front of the printer so that they are fully upright.
5. Holding the fuser by its handle (a), lift the fuser straight up and out of the printer. If the fuser is still warm, place it on a flat surface which will not be damaged by heat.
6. Remove the new fuser from its packaging and remove the transit material.

7. Holding the new fuser by its handle, make sure that it is the correct way round. The retaining levers (b) should be fully upright, and the two locating lugs (c) should be towards you.

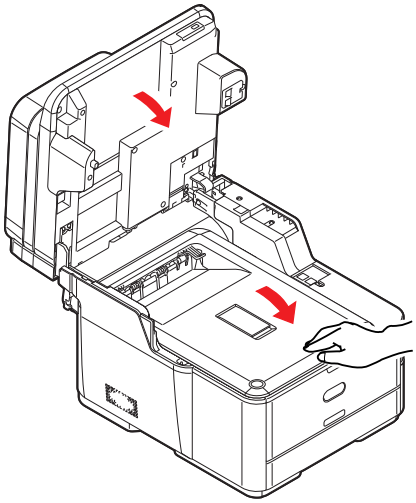


8. Lower the fuser into the printer, locating the two lugs (c) into their slots in the sides of the printer cavity.

9. Push the two retaining levers (b) towards the rear of the printer to lock the fuser in place.



10. Close the output tray and press down firmly so that the cover latches closed.



11. Gently lower the scanner.

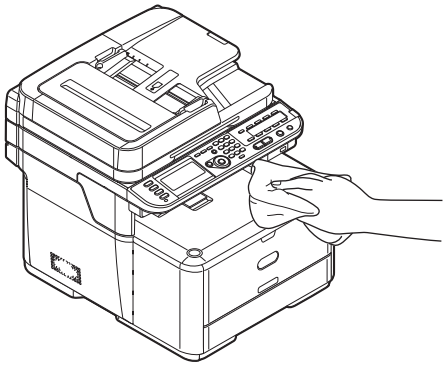
CLEANING

CAUTION!

Use a clean, moist, lint-free cloth for cleaning. Do not use benzine, thinners or alcohol as a cleaning agent.

...THE UNIT CASING

1. Switch the printer off. Refer to "Turning off your machine" on page 19 for details.
2. Wipe the unit surface with a soft cloth moistened sparingly with water or neutral detergent.



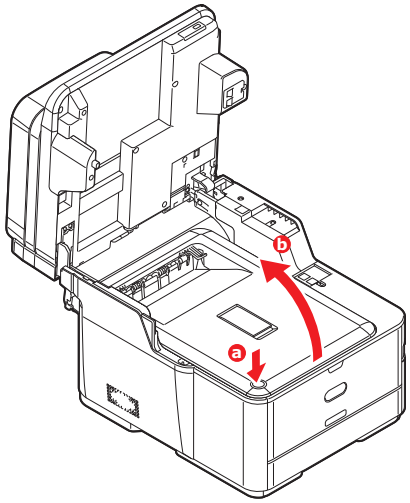
3. Use a soft dry cloth to dry the unit surface.
4. Switch the printer on.

...THE LED HEAD

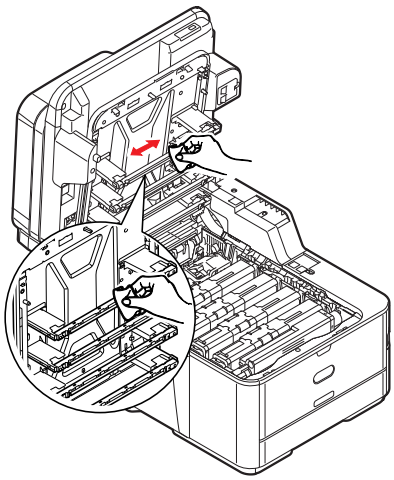
Clean the LED heads when printing does not come out clearly, has white lines or when text is blurred.

There is no need to switch off the printer to clean the lens.

1. Gently raise the scanner.
2. Press the cover release (a) and open the output tray (b) fully.



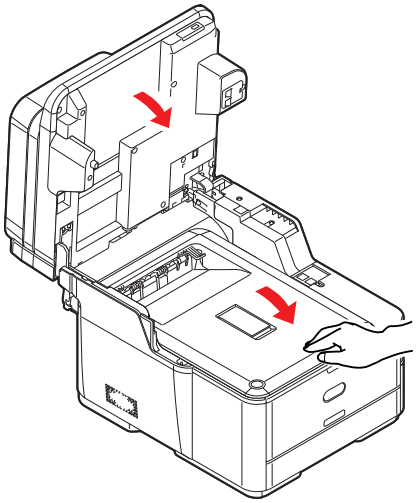
3. Gently wipe the LED head surface with a clean, lint free cloth.



CAUTION!

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

4. Close the output tray and press down firmly at both sides so that the cover latches closed.

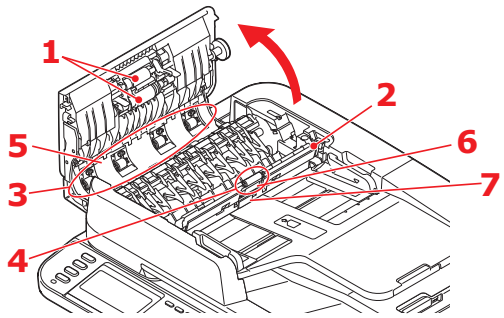


5. Gently lower the scanner.

...THE PAPER PATH IN THE ADF

If marks are found on an image which has been read by the ADF, or the ADF does not feed documents smoothly, follow the cleaning procedure below.

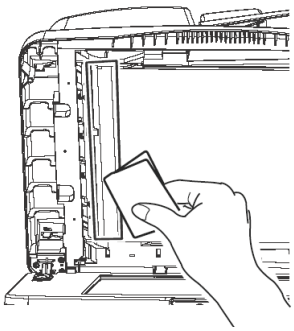
1. Switch the MFP OFF. Refer to "Turning off your machine" on page 19 for details.
2. Open the ADF top cover.
3. Moisten a soft, clean, lint-free cloth and wipe the feed rollers (1) by moving the cloth from side to side.



4. Rotate the rollers forward with your finger and repeat step 3 until the rollers are clean.
5. Carefully lift inner cover (2).
6. Wipe rollers (3 & 4) by moving the cloth from side to side.
7. Rotate the rollers forward with your finger and repeat step 6 until the rollers are clean.
8. Wipe the guide (5) from side to side.
9. Wipe the rubber pad (6) and rubber sheet (7) from side to side.
10. Return the inner cover to its original position.
11. Close the ADF top cover.

...THE UNDERSIDE OF THE ADF

1. Open the document cover.
2. Moisten a soft, clean, lint free cloth and remove any marks, as shown.

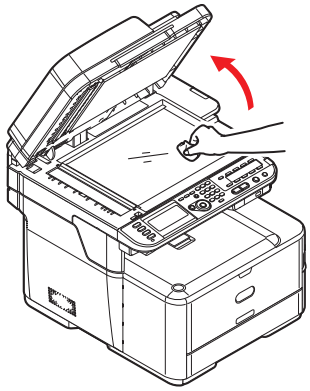


3. Close the document cover.

...THE DOCUMENT GLASS

The document glass needs to be cleaned occasionally to ensure optimum image quality and performance.

1. Open the document cover.
2. Moisten a soft, clean, lint free cloth and remove any marks, as shown.



3. Close the document cover.

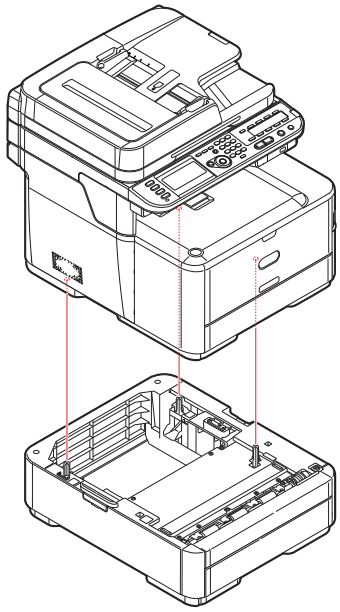
INSTALLING UPGRADES

This section explains how to install optional equipment into your MFP. This includes:

> additional paper tray

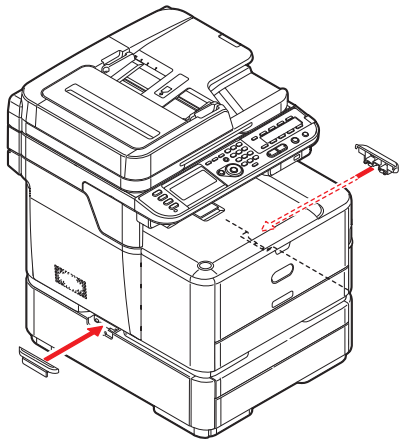
ADDITIONAL PAPER TRAY

1. Switch the MFP off and disconnect the power cable. Refer to "Turning off your machine" on page 19 for details.
2. Place additional paper tray on desired location.
3. Observing safety rules for lifting and, using locating guides, place machine on top of the additional paper tray.



Model Number: N34311A

4. Fit retaining clips as shown.



5. Reconnect the power cable and switch the MFP on.

   All that remains is to adjust the printer driver to make full use of the new features ("Setting the driver device options" on page 125).

SETTING THE DRIVER DEVICE OPTIONS

Once your new upgrade has been installed, you may need to update the printer driver so that the additional features are available to your applications.

Accessories such as additional paper trays will only be usable if the printer driver on your computer knows they are there.

In some cases the hardware configuration of your machine is automatically detected when the driver is installed. However, it is advisable to at least check whether all of the available hardware features are listed in the driver.

This procedure is essential if you subsequently add extra hardware features to your machine after the drivers have been installed and set up.

Remember that if your machine is shared between users on different computers, the driver must be adjusted on each user's machine.

WINDOWS

1. Access the driver's Properties window.
   (a) Open the "Printers" window via the Start Menu or from the Windows Control Panel.
   (b) Right-click the icon for this machine, and choose the "properties" option from the pop-up menu.
2. Select the "Device" tab.
3. Set the options for any devices you have just installed.
4. Click **OK** to close the window and save your changes.

MAC OS X

1. Open the Mac OS X Print & Scan (For Mac OS X 10.5 and 10.6: Print & Fax) Preferences.
2. Ensure your machine is selected.
3. Click **Options & Supplies**.
4. Click **Driver**.
5. Select all hardware options appropriate to your machine and click **OK**.

TROUBLESHOOTING

CHECKING THE MACHINE'S STATUS

From the **STATUS** key on the control panel, you can check the status of your machine.

The **STATUS** key illuminates or flashes when any trouble is occurring in your machine.

1. Press the **STATUS** key on the control panel to open the status menu.
2. Ensure that `System Status` is selected and then press **OK**.
3. Using the arrow keys, scroll to the item you want to check and then press **OK**.

CHECKING THE DEVICE AND JOB STATUS

You can check the device status, such as the residual life of the consumable items, and job lists from the **STATUS** key.

1. Press the **STATUS** key on the control panel to open the status menu.
2. Using the **Down** arrow key, scroll to `Device Information` and then press **OK**.
3. Using the arrow keys, scroll to the item you want to check and then press **OK**. Choose from:
   - **Copy/Print**: Displays the list of copy/print jobs currently stored in the machines memory.
   - **Fax Job View/Cancel**: displays the list of fax jobs currently stored in the machine's memory.
   - **Supplies Status**: Displays consumable status information.
   - **Counter**:

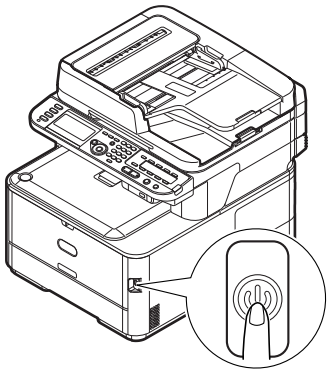
     Print Count: Displays the print count from all available trays.

     Scan Count: Displays the number of pages scanned from the flatbed and ADF.

CHECKING THE LED INDICATOR IN THE POWER SWITCH

If the LED indicator in the power switch is blinking at high speed per about 0.3 seconds, the machine may be malfunctioning.

Please unplug the AC cord immediately, and contact your dealer.



CLEARING PAPER JAMS

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

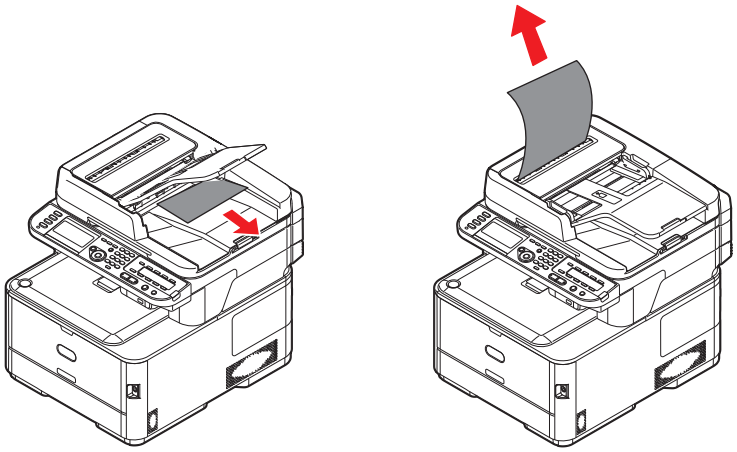
Jams can occur due to paper misfeeding from a paper tray or at any point on the paper path through the MFP. When a jam occurs, the machine immediately stops, and the STATUS LED on the control panel informs you of the event.

NOTE
*You can also refer to the instructions on how to clear paper jams by pressing the **?HELP** key on the control panel while the error message is displayed.*

If printing multiple pages (or copies), do not assume that, having cleared an obvious sheet, others will not also be stopped somewhere along the path. These must also be removed in order to clear the jam fully and restore normal operation.

IN THE SCANNER ADF SECTION...

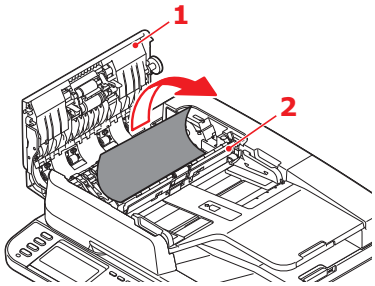
If a sheet is well advanced out of the ADF, simply grip it and pull gently to draw it fully out.



NOTE
If it does not remove easily, do not use excessive force.

---

1. Lift the ADF cover (1).



2. Remove any loose paper from the entry to the sheet feeder.

3. If there is any paper trapped in the feed mechanism:

(a) Lift the feeder mechanism (2).

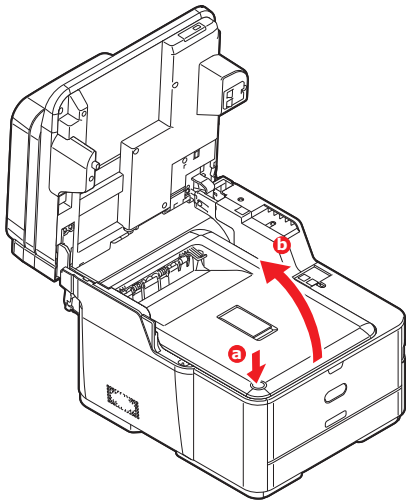
(b) Remove any paper from ADF mechanism.

4. Lower the ADF cover (1).

5. Press the **STOP** button to restore the scanning head to the correct position.

IN THE PRINTER SECTION...

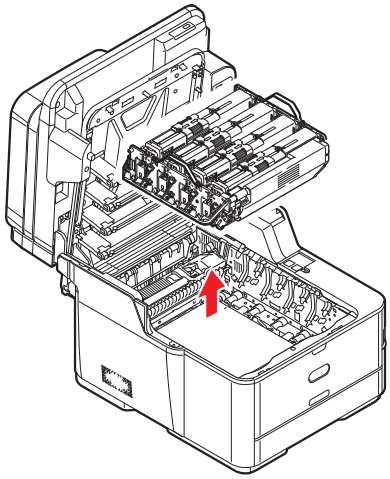
1. If a sheet is well advanced out of the top of the printer, simply grip it and pull gently to draw it fully out. If it does not remove easily, do not use excessive force. It can be removed from the rear later.
2. Gently raise the scanner.
3. Press the cover release (a) and open the output tray (b) fully.



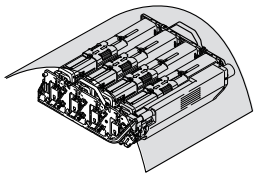
WARNING!

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

4. Holding it by its handles, lift the image drum assembly, complete with the toner cartridges, up and out of the printer.



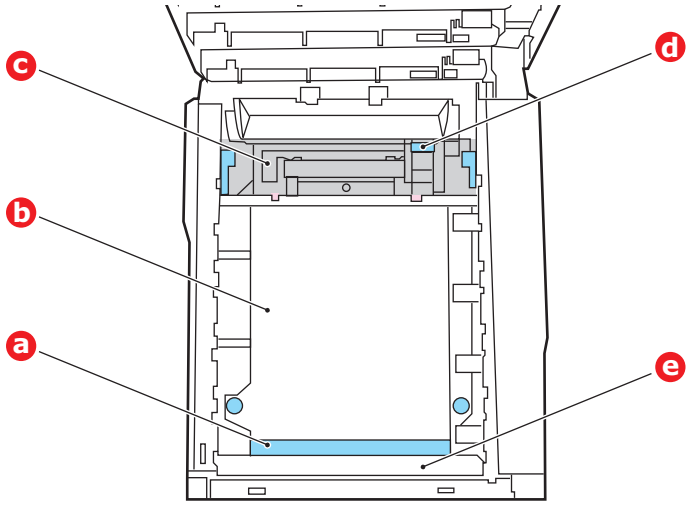
5. Put the assembly down gently onto a piece of paper to prevent toner from marking your furniture and to avoid damaging the green drum surface, and cover.



CAUTION!

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

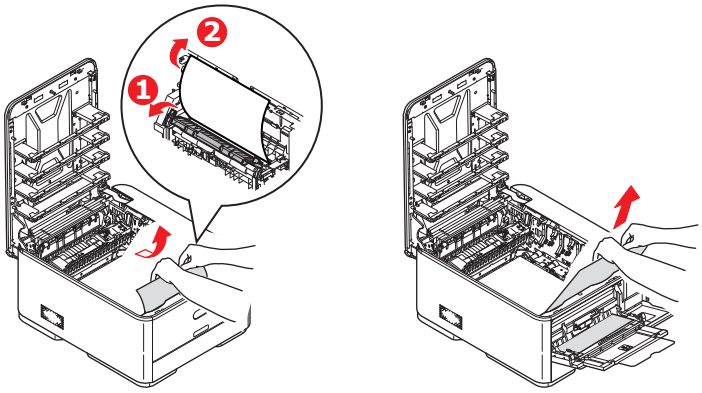
6. Look into the printer to check whether any sheets of paper are visible on any part of the belt unit.



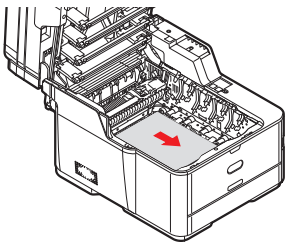
CAUTION!

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

(a) To remove a sheet with its leading edge at the front of the belt (a), lift the plastic guard (e) at the front of the printer, then carefully lift the sheet from the belt and pull it forwards into the internal drum cavity and withdraw the sheet.

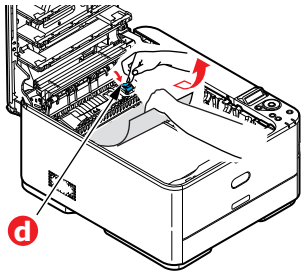


(b) To remove a sheet from the central area of the belt (b), carefully separate the sheet from the belt surface and withdraw the sheet.



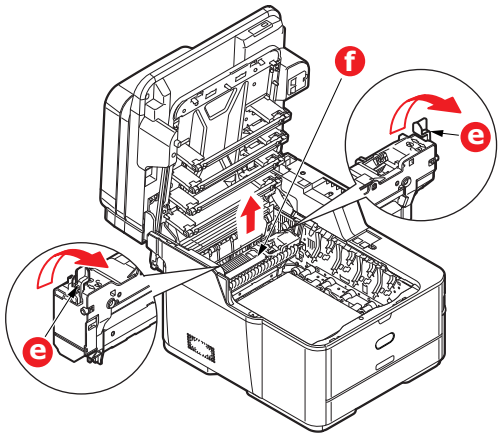
(c) To remove a sheet just entering the fuser (c), separate the trailing edge of the sheet from the belt, push the fuser pressure release lever (d) towards the front and down to release the fuser's grip on the sheet, and withdraw the sheet

through the drum cavity area. Then allow the pressure release lever to rise again.

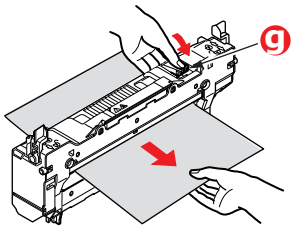


NOTE
If the sheet is well advanced into the fuser (only a short length is still visible), do not attempt to pull it back.

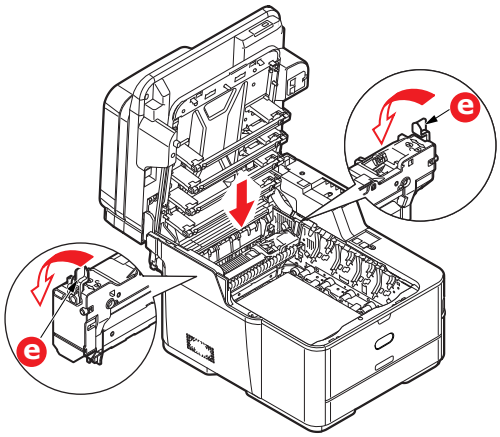
(d) To remove a sheet in the fuser, move the two retaining levers (e) towards the front of the machine to release the fuser. Withdraw the fuser unit using the handle (f).



(e) Press release lever (g) and pull the trapped paper from the fuser.



(f) Replace fuser unit into the machine and move locking levers (e) toward the rear of the machine.



NOTE
Check that there is no paper remaining inside the machine.

Remove the paper carefully so that it does not tear. If the paper tears, be sure to remove all of the pieces.

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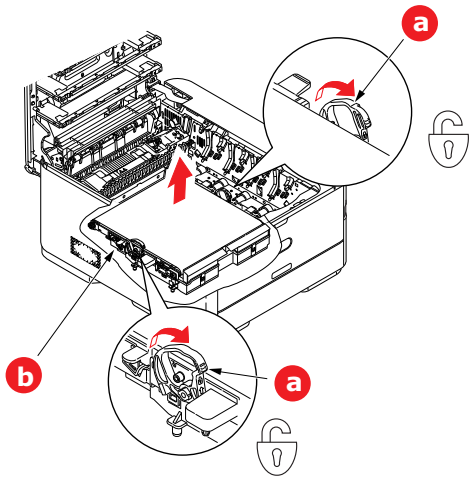
7. If you were duplex printing when the jam occurred, check the duplex paper path:

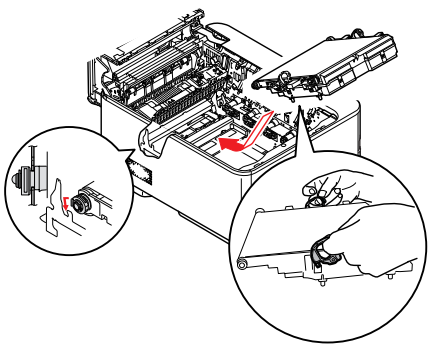
(a) Pull the locking levers at each side of the transfer belt up and towards the front of the machine.

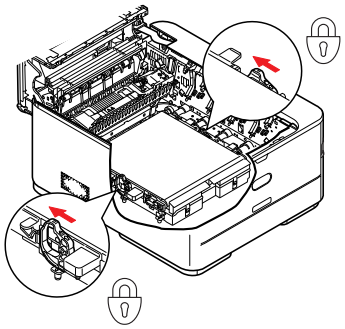


(b) Using the locking levers (a), lift the belt (b) upwards and withdraw from the machine.

(c) Look into the printer to check whether any sheets of paper are visible on any part of the paper path. Pull out any sheets found in this area.

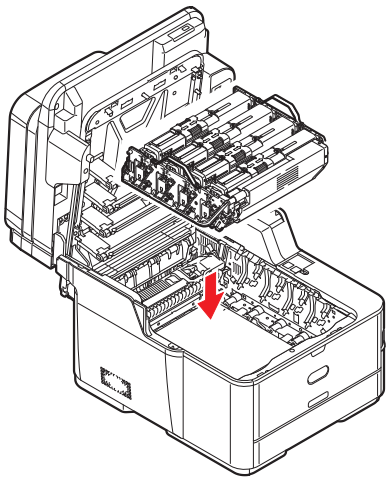
(d) Lower the belt unit into place, with the drive gear towards the rear of the printer. Locate the drive gear into the gear inside the printer by the rear right corner of the unit, and lower the belt unit flat inside the printer.





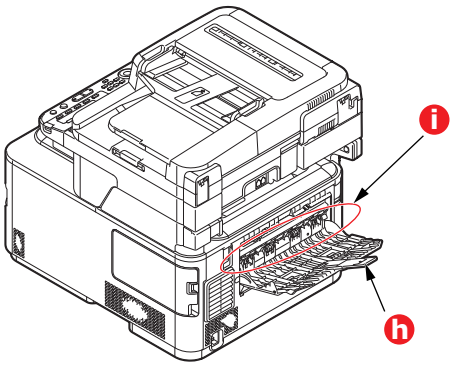
(e) Push the locking levers towards the rear of the machine. This will secure the belt unit in place.

8. Holding the image drum assembly by its handles, lower it into place in the machine, locating the pegs at the sides into their slots in the sides of the printer cavity.



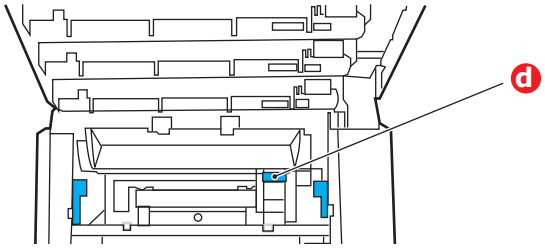
9. Lower the output tray but do not press down to latch it closed yet. This will protect the drum from excessive exposure to room lighting while you check the remaining areas for jammed sheets.

10. Open the rear exit tray (h) and check for a sheet of paper in the rear path area (i).



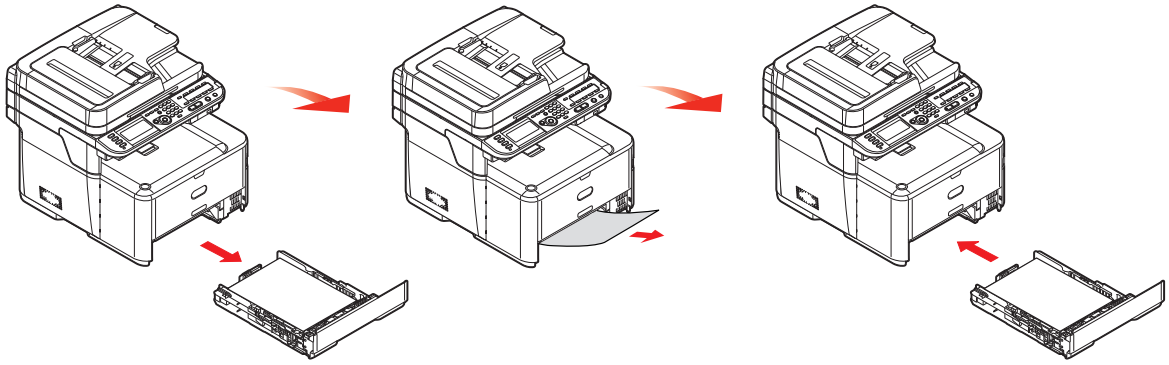
> Pull out any sheets found in this area.

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

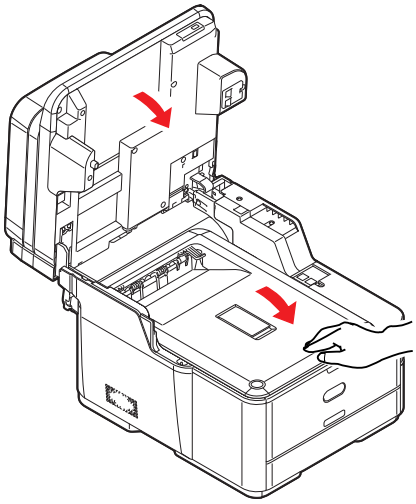


11. If you are not using the rear exit tray, close it once any paper has been removed from this area.

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



13. Close the output tray and press down firmly so that the cover latches closed.



14. Gently lower the scanner.

When the jam has been cleared, if `Jam Recovery` is enabled in the `Printer Adjust` menu, the MFP will attempt to reprint any pages lost due to paper jams.

DEALING WITH UNSATISFACTORY PRINTING

SYMPTOMS	POSSIBLE CAUSES	STEPS TO TAKE
Vertical white lines can be seen on the printed page.	The LED head is dirty.	Wipe the LED head with a soft, lint-free cloth.
	The toner is low.	Open the output tray and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.
	Foreign materials may be present in the image drum.	Replace the image drum cartridge.
	Light-shielding film of the image drum cartridge is dirty.	Wipe the film with a soft, lint-free cloth.
Printed images are fading vertically.	The LED head is dirty.	Wipe the LED head with a soft, lint-free cloth.
	The toner is low.	Open the output tray and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.
	The paper is not suitable for the printer unit.	Use recommended paper.
Printing is light.	The toner cartridge is not properly seated.	Reinstall the toner cartridge.
	The toner is low.	Open the output tray and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.
	The paper is moist.	Use paper stored in proper temperature and humidity conditions.
	The paper is not suitable for the printer unit.	Use recommended paper.
	Thickness and type of paper are inappropriate.	Set the correct value of media type and media weight in the Media menu or set one value thicker for media weight.
	Recycled paper is being used.	Set one value thicker for media weight in the Media menu.
Partially faded images. White spots and lines appear in solid printing.	Paper is moist or dry.	Use paper stored in proper temperature and humidity conditions.
Vertical lines appear.	The image drum cartridge is damaged.	Replace the image drum cartridge.
	The toner is low.	Open the output tray and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.

SYMPTOMS	POSSIBLE CAUSES	STEPS TO TAKE
Horizontal Lines and spots appear periodically.	When the interval is about 94mm (4in), the image drum (the green tube) is damaged or dirty.	Wipe it lightly with a soft cloth. Replace the image drum cartridge when it is damaged.
	When the interval is about 30mm (1.2in), there may be foreign particles in the image drum cartridge.	Open/close the output tray, and print again.
	When the interval is about 86mm (3.4in), the fuser unit is damaged.	Replace the fuser unit.
	The image drum cartridge has been exposed to light.	Replace the image drum cartridge if the problem is not resolved.
White area of paper is lightly stained.	Paper contains static.	Use paper stored in proper temperature and humidity conditions.
	Too thick paper is used.	Use thinner paper.
	The toner is low.	Open the output tray and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.
Periphery of the letters is smudged.	The LED head is dirty.	Wipe the LED head with a soft, lint-free cloth.
Toner comes off when it is rubbed.	The thickness and type of the paper are incorrectly set.	Set the correct value of media type and media weight in the Media menu or set one value lighter for media weight.
	Recycled paper is used.	Set one value thicker for media weight in the Media menu.
Glossiness is not uniform.	The thickness and type of the paper are incorrectly set.	Set the correct value of media type and media weight in the Media menu or set one value lighter for media weight.
All pages are not printed.	WSD port is used.	Change the port to the standard TCP/IP port.

DEALING WITH UNSATISFACTORY COPYING

As well as the suggestions provided in "Dealing with unsatisfactory printing" on page 135, ensure that the scanner unit glass is clean at all times. Refer to "Cleaning" on page 120.

FAX PROBLEM CHECKLIST

If a problem occurs, read through the list of problems and solutions before calling for service.

The machine will not dial a telephone number: Check the power cable and wall outlet. Make sure that the telephone line (not external telephone or handset) is connected to the LINE socket on the back of the machine. If an external telephone is installed, lift the handset and check for a dial tone. If there is no dial tone, there may be a problem with the telephone line. If there is a dial tone, the machine may be using the wrong dialling method (pulse or tone) for the region. If alternating tones are heard instead of dialling pulses and the region uses pulse dialling, change the call parameters.

The display shows a communications error: This indicates any of a number of problems.

- The machine may be incompatible with the remote machine, or the remote machine may not be able to perform the function requested of it such as polling or confidential faxing.
- The remote machine may also be out of paper or experiencing a paper jam.
- Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure that the correct telephone number is being dialled.
- If a prefix number must be dialled to get an outside line, or if the call is to an international destination, a pause may need to be entered after the dial prefix or international dialling code to tell the machine to wait for a dial tone. If there are frequent problems communicating with a particular remote machine, try programming the number into a speed dial key, and then change the parameters for that key.
- Lastly, either the local or remote machine may require servicing. Try sending a fax to another location to check the local machine.

Faxing is possible but the image of the document printed by the remote machine is very poor: If the faxed document has small type, complex illustrations, photos, or is very light or very dark, try changing the fax density settings. Copy the document on the machine to determine how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

Fax sent but received message was completely blank: Make sure that the document is loaded correctly before faxing; with text face UP in the ADF or face DOWN on the glass.

Image of received fax is very poor: Try making a copy of a document on the local machine to make sure it is working properly. If there is still a problem, contact the person sending the fax and ask them to change their fax quality and density settings. Ask the person to make a copy of the document on their machine to ensure that it is working properly. Then ask them to send the fax again.

Dialling was tried with a Speed Dial/Group Dial number but nothing happened: Make sure that the Speed Dial number being used is programmed correctly.

Documents received are light or have vertical streaks on them, and machine is not out of toner: Gently wipe the lens surface of the MFP's LED array, and then check to see if the machine is working properly (see "...the LED head" on page 120). Then check to see if the toner or image drum need replacing (see "Replacing consumable items" on page 110).

Machine is set for delayed transmission but it did not send: Check the display to make sure that the MFP is set to the correct time and date.

MFP will not poll a remote machine.: Call the person at the remote machine and make sure that they have loaded documents and that their machine is set to polling transmission mode.

Machine is connected to a PBX but it is not possible to dial out: Be certain that the dial prefix is entered before the telephone number for each number dialled or programmed into the machine. Additionally, the machine must be programmed for PBX operation before it will work with a PBX (refer to the Configuration Guide for details).

Machine always answers before it's possible to use the external telephone: If an external telephone is connected, increase the machine's ring response setting.

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

SPECIFICATIONS

MFP model	Model Number
MC363dn	N34346A, N34346B

ITEM		MC363dn
Dimensions		427 x 509 x 445mm (W x D x H)
Weight		29Kg approx.
Power supply		110 to 127VAC, 50/60Hz±2% 220 to 240VAC, 50/60Hz±2%
Power consumption	Off:	<0.5 W
	Sleep:	<1.5 W
	Power saving:	< 20 W
	Stand-by:	100 W
	Operating (Average):	570 W
	Operating (Max.):	1170 W
Operating environment		Operating 10 to 32 °C/20 to 80% RH (optimum 25 °C wet, 2 °C dry) Idle: 0 to 43 °C/10 to 90% RH (optimum 26.8 °C wet, 2 °C dry)
Print environment		color 17 to 27 °C @ 50 to 70% RH
Noise (Sound pressure level)	Operating (Print):	52dB(A)
	Operating (Copy):	54dB(A)
	Standby:	Inaudible
	Power saving:	Inaudible

Regulatory wireless LAN statements

-FCC Statement

-IC Statement

-Europe-CE Declaration of conformity.

FCC statement

FCC WARNING Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause hamful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures: -Reorient or relocate the receiving antenna. -Increase the separation between the equipment and receiver. -Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. -Consult the dealer or an experienced radio/TV technician for help.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

IC statement

This device complies with Part 15 of FCC Rules and Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including ingerference that may cause undesired operation of this device.
Le présent appareil est conforme aux la partie 15 des règles de la FCC et CNR d'Ubdustrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) I'appareil ne doit pas produire de brouillage, et (2) I'utilisateur de I'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

This Class [B] digital apparatus complies with Canadian ICES-003.
Cet appareil numérique de la classe [B] est conforme à la norme NMB-003 du Canada.

Caution (FCC/IC):

5.15-5.25GHz band is restricted to indoor operations only.
La bande 5 150-5 250 MHz est restreints à une utilisation à l'intérieur.
This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines and RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20cm or more away from person's body.
Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles les radioélectriques (RF) de la FCC lignes directrices d'exposition et d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le dispositif rayonnant et le corps.

Europe - CE Declaration of Conformity

This equipment complies with the essential requirements of the European Union directive 1999/5/EC.

The telecommunications functionality of this product may be used in the following EU and EFTA countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.

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