# MC350/MC360

**OKI**
PRINTING SOLUTIONS

## User's Guide

# 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.okiprintingsolutions.com**

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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.

| MC350 | ✔ | MC360 | ✘ |
|-------|---|-------|---|

This product complies with the requirements of the Council Directives 2004/108/EC (EMC), 2006/95/EC (LVD), 1999/5/EC (R&TTE) and 2009/125/EC (ErP), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage, Radio & Telecommunications Terminal Equipment and Energy Related Products.

The following cables were used to evaluate this product to achieve EMC directive 2004/108/EC compliance and configurations other than this may affect that compliance.

| CABLE TYPE | LENGTH (METRE) | CORE | SHIELD |
|------------|----------------|------|--------|
| Power | 1.8 | ✘ | ✘ |
| USB | 2.0 | ✔ (1Turn) | ✔ |
| LAN | 15.0 | ✔ (3Turns) | ✘ |
| Tel | 2.1 | ✔ (2Turns) | ✘ |
| Modular | 15.0 | ✔ | ✘ |

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

# ENVIRONMENTAL INFORMATION

# CONTENTS

# 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

## 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 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.

> **Network Guide:** helps you become familiar with the functionality of the built in network interface card.

> **Installation Guides:** accompany consumable items and optional accessories to describe how to install them.

    These are paper documents that are packaged with the consumables and optional accessories.

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

## 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 4.)

> In the list of bookmarks, click on Index to jump to the Index. (If the bookmarks are not available, use the "Contents" on page 4.) 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.
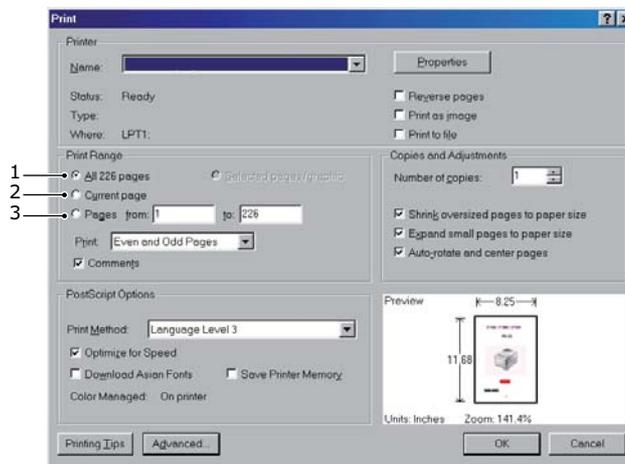


   (c) **Pages from** and **to**, (3), for the range of pages you specify by entering their page numbers.

   (d) Click **OK**.

# INTRODUCTION

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

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

Your MFP includes these features:

> ProQ2400 Multi-level technology produces subtle tones and smooth gradations of colour to lend photographic quality to your documents.

> Hotkey utility - enables the MFP to receive one key touch commands from a locally connected computer (Windows only).

> 600 x 600dpi and 1200 x 600dpi (dots per inch) print resolution for high quality image production.

> 300 x 300 (standard) and 600 x 600dpi (high) copy resolution.

> Banner Printing (MC360).

> Single Pass Colour Digital LED technology for high speed processing of your printed pages.

> High speed USB 2.0 interface.

> 10Base-T and 100Base-TX network connection lets you share this resource among users on your office network.

> "Ask Oki" (Windows only) – a user-friendly function that provides a direct link from your printer driver screen (not always illustrated in this guide) to a dedicated web site specific to the exact model you are using. This is where you'll find all the advice, assistance and support you could need to help you get the best possible results from your Oki printer.

> 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.

> Scan to Network PC - Allows you to send scanned documents to a server or a personal computer's file folder over an intranet with FTP (File Transfer Protocol), CIFS (Common Internet File System) protocol. The scan to filing feature removes the need for the mail server to handle large attachments.

> Scan to Fax (MC360) - Allows you to send and receive scanned documents to/from another facsimile machine.

> Scan to memory - Scan to USB memory.

> Digital Copying - An intuitive control panel, makes digital copying fast and easy.

> Network/PC Printing - When connected to a Network, the MFP is able to perform network or PC printing.

> Multiple Pages Sending - With the Auto Document Feeder, the MFP allows a stack of up to 50 page document(s) to be continuously scanned.

> Simplified Operator panel

> Address Book/Profiles Managing - This provides a convenient way to manage all the e-mail addresses and profiles (filing destinations). The MFP's Setup Tool utility allows you to create up to 100 e-mail addresses and several filing destinations to manage your document.

The following optional feature is available: 256MB additional memory, to allow the printing of more complex pages.

# MFP OVERVIEW

## FRONT VIEW



1. Scanner bed.

2. Automatic Document Feeder (ADF) Unit.

3. ADF Paper Tray. Max. 50 sheets A4 at 60 - 120g/m².

4. Document Cover.

5. Operator Control Panel.
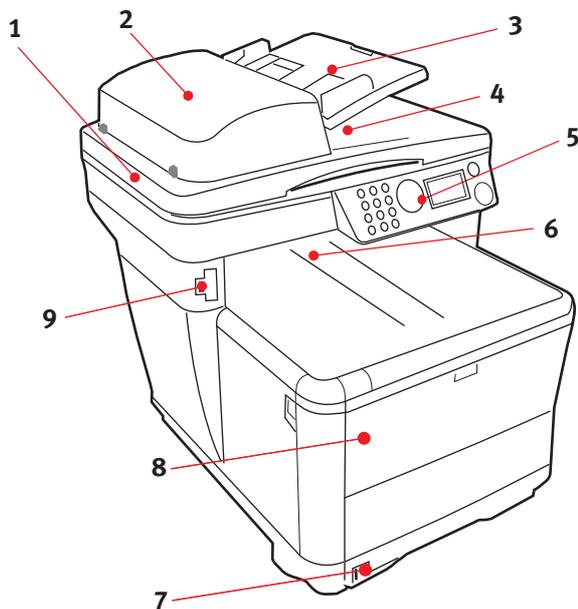
6. Output stacker, face down. Standard printed copy delivery point. Holds up to 150 sheets of 80g/m².

7. Standard paper tray with level indicator. Holds up to 250 sheets of 80g/m².

8. Multi purpose feeder tray (shown closed). Used for feeding heavier paper stocks, envelopes and other special media. Also used for manual feeding of single sheets when required and Banner printing.

9. USB Memory port.

## REAR VIEW

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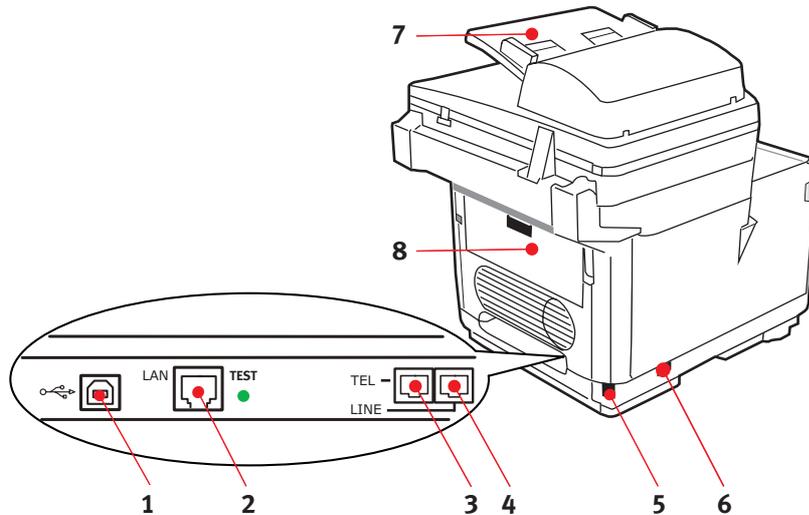


1. USB connection.
2. Local Area Network connection.
3. MC360: Local Telephone handset connection.
4. MC360: Telephone line connection.

5. IEC (CE22) AC power connection.
6. AC Power ON/OFF switch.
7. Automatic Document Feeder (ADF).
8. Rear paper stacker (closed).

When the rear paper stacker is folded down, paper exits through the rear of the printer and is stacked here face up. This is mainly used for heavy print media. When used in conjunction with the multi purpose feed tray, the paper path through the printer is essentially straight. This avoids bending the paper around curves in the paper path and enables feeding of up to 203g/m² media.

# CONTROL PANEL



| 1. Keypad | Used to enter numbers, upper-case/lower-case letters and symbols in the Entry Line. Refer to "Character switching" on page 14 for further details. |
|---|---|
| 2. LEFT key | When in switching Mode:<br>Returns the display to the Function Selection screen or Scan Sub Function Selection screen from the Stand-by screen.<br>When Setting up:<br>Increments the value of the tree structure. |
| 3. UP Key | When setting up or in switching Mode:<br>Moves the cursor UP. |
| 4. DOWN Key | When setting up or in switching Mode:<br>Moves the cursor DOWN. |
| 5. ENTER Key | When switching Mode:<br>Used to confirm the Mode selected.<br>Used to start Push Scan (If Push Scan is selected, the Executing Push Scan screen appears).<br>When Setting up:<br>Decrements the value of the tree structure.<br>Increments the value of the tree structure as the set value is confirmed.<br>When entering PIN ID:<br>Used to confirm the PIN ID entered. |
| 6. RIGHT Key | When in switching Mode:<br>Used to confirm the Mode selected.<br>Used to start Push Scan (If Push Scan is selected, the Executing Push Scan screen appears).<br>When Setting up:<br>Decrements the value of the tree structure.<br>Increments the value of the tree structure as the set value is confirmed. |
| 7. LCD display | 128 x 64 dot. |
| 8. START Key<br>(a = colour;<br>b= monochrome) | When entering PIN ID, used to confirm the PIN ID entered.<br>Executes the function selected.<br>Executes Copy.<br>Executes Scan to E-mail/ USB Memory/ Network PC.<br>Executes Fax Send.<br>Executes Fax Manual Receive.<br>Recovery from Error/Warning states.<br>When pressed from the Screen Entry screen, confirms the characters or functions selected. |

| 9. STOP Key | Stops the function being executed. |
|---|---|
| | Stops Copy. |
| | Stops Scan to E-mail/ USB Memory/ Network PC. |
| | Stops Fax Send. |
| | Cancels Print Job. |
| | Recover from Error/Warning states: |
| | Used to confirm error messages (when an error that does not need recovery operation has occurred). |
| | Recovering from Error/Warning states. |
| | Forces a return to the Mode Selection screen from each Stand-by screen (all settings shown on the Stand-by screen return to User Default values). |

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

## CHANGING THE DISPLAY LANGUAGE

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

# GETTING STARTED

## RELEASING THE SCANNER LOCK

---
### CAUTION!

**Make sure the scanner is in the UNLOCKED position before operating.**

---

1. Open the document cover.

2. Move scan lock lever to UNLOCKED position.
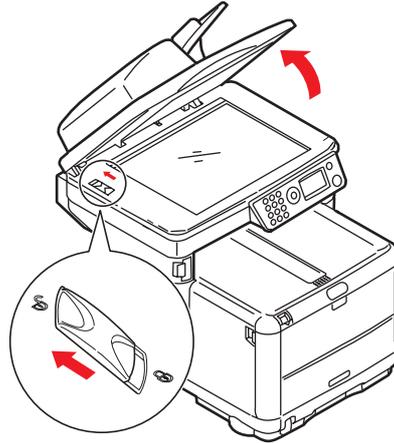


> *NOTE*
> *If you need to transport or move your MFP for any reason;*
>
> 1. *Ensure the scanning head is in the left most position, then turn off the MFP.*
>
> 2. *Move the scan lock lever to the LOCKED position.*

## SWITCHING OFF

---
### CAUTION!

**Do not turn off the power switch suddenly as this may damage your MFP.**

---

1. Press the Down arrow button on the control panel to highlight `Menu`, press **Enter** to select.

2. Press the Down arrow button on the control panel to highlight `System Shutdown`, press **Enter** to select.

3. Press **Enter** to execute.

4. At the prompt, turn the power switch OFF.

# INSTALLING DRIVERS AND UTILITIES

Install the appropriate drivers for your connection type:

> Network connection; install the printer driver

> USB connection; install the printer driver and the TWAIN driver

> *NOTE*
> *Mac OS X; install the printer driver only.*

> *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.*

> *NOTE*
> *If you are connecting your printer to a Power Mac G5, make sure the USB cable is compatible with USB 2.0. If you use a USB 1.1-only compatible cable, you may experience problems such as errors or the printer not receiving the job.*

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

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

> *NOTE*
> *In the case of Server 2008, 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 - TWAIN AND PRINTER DRIVERS

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

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

1. Not plugging the printer in yet, but running the Oki driver installer program from the DVD-ROM. This installs the TWAIN (scanner driver) and printer drivers. Once the printer is switched on and plugged in, the installation is complete.

**2.** Plugging the printer in first and performing a "Plug and play" type of installation. In this case you must install the TWAIN driver first.

> *NOTE*
> *> The Oki driver installer program is the recommended installation method.*
>
> *> "Plug and play" installation only applies when connecting to your machine via USB.*

## Plug and play installation

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

**1.** Attach the printer to a USB port of your computer.

**2.** Switch on the printer.

**3.** Insert the DVD. If DVD autoboots, cancel the dialogue.

The 'New Hardware Found' dialogue will display.



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

**4.** Install TWAIN driver first.
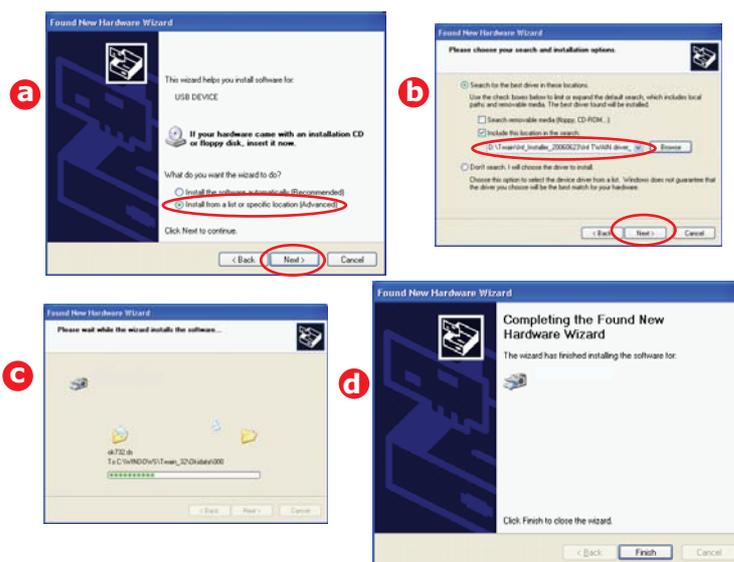
**5.** Next install the printer driver.
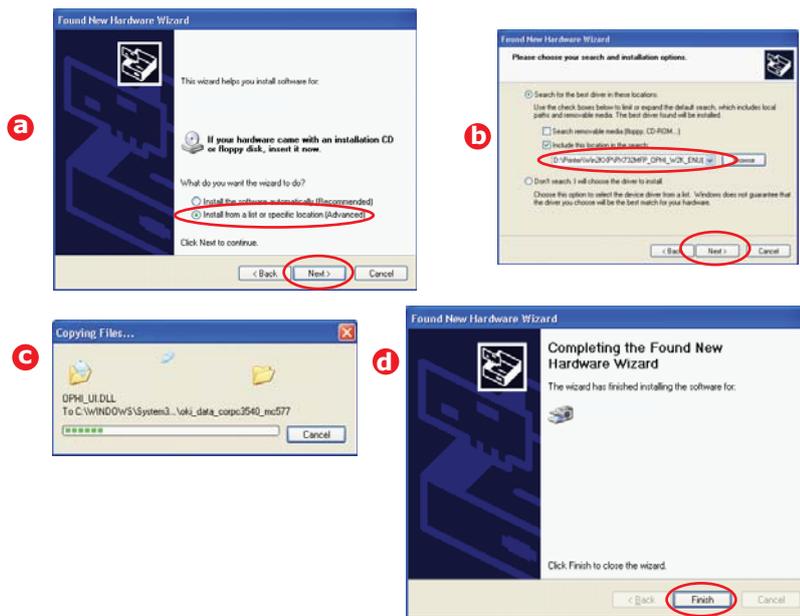


## MAC - PRINTER DRIVER

The information in this section is based on Mac OS X Leopard (10.5). 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 & Fax**.

**6.** If the printer is already in the list of printers, click "**-**" to remove it.

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

**7.** Click "**+**" to add a new printer.

**8.** Click **More Printers**.

**9.** Choose **OKI USB** from the pop-up menu.
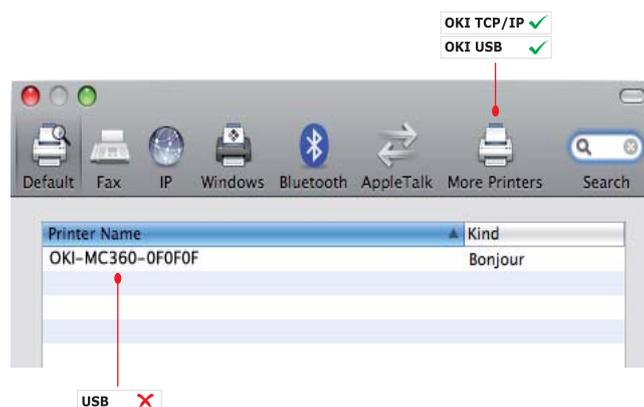
10. Select your printer model and click **Add**.

11. The printer is added to the list of printers.

12. Restart your computer.

## FAX DRIVER (MC360 ONLY)

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

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

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

### Installing the fax driver

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

> *NOTE*
> *The Hotkey utility only works via USB connections.*

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

Installation of the Hotkey utility is optional and can be found on the DVD under the Utilities folder.

Information on using the Hotkey utility can be found in "Scan to PC" on page 63.

**Setting up the Hotkey Utility**

1.   Install the Hotkey utility from the DVD:

    Set-up will place a "Hotkey" icon on your desktop.

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



3.   Select **Settings**. The following screen 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 Hotkey console.

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

> *NOTE*
> *The following example uses Windows XP. The steps may vary if you are using any other operating system, but the principle is the same.*

    (a)   Select **Start > Control Panel**.

    (b)   Double-click **Scanners and Cameras**.

    (c)   Right-click the MFP icon and click **Properties**.

    (d)   Select the Events tab.

(e) Choose an event from the **Select an event** drop-down menu.

(f) In the **Actions** field, click **Start** this program and choose **HotKey** from the drop-down menu.

(g) Click **Apply**.

(h) Repeat steps e to g for each event, e.g. Scan to Application, E-mail, Folder and PC-Fax.

(i) Click **OK** to confirm.
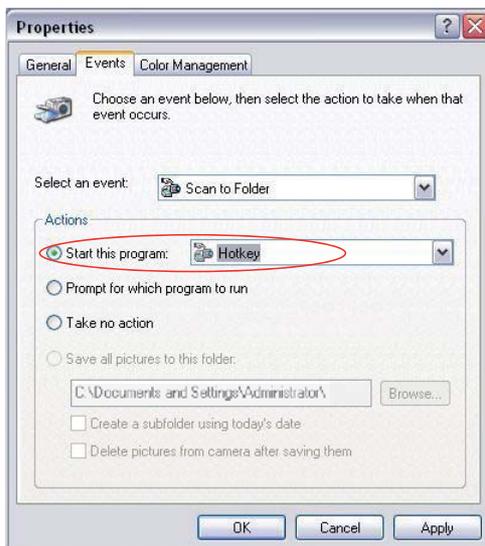


## MFP SETUP TOOL - WINDOWS ONLY

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

The MFP setup tool can discover MC350/MC360 devices over USB or network connections. To discover, select **File > Printer Discovery**.
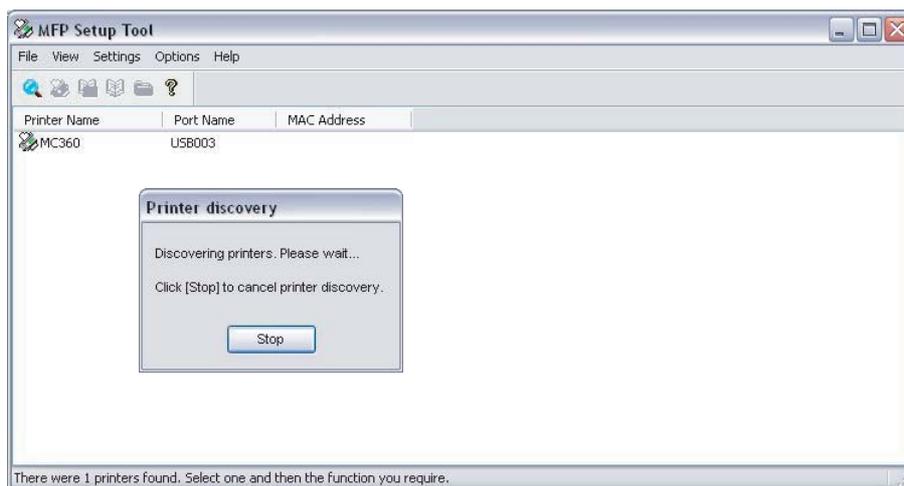


The MFP setup tool allows you to configure your MFP. Refer to for detailed instructions.

## 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. A suitable type is Color Copy by Mondi.

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

**Pre-printed stationery**

> ### CAUTION!
>
> **Pre-printed stationery can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process.**
>
> **Continued use of pre-printed stationery may cause the paper feed performance to degrade over time and paper jams may occur. Clean the paper feed rollers as described on page 114.**

**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.**

A suitable type is Avery White Laser Label types 7162, 7664, 7666 (A4), or 5161 (Letter)

**Business cards** recommended are produced by Oki (Order No. 09002985).

**Transparencies**

Use of transparencies is not recommended.

> ### CAUTION!
>
> **Transparencies will melt in the fuser and damage your machine.**

### CASSETTE TRAY

The Cassette Tray can handle paper weights of 64g/m² to 176g/m². The Cassette Tray is ideal for printing A4 documents of more than 1 page in length.

| SIZE | DIMENSIONS | WEIGHT (G/M²) | |
|------|------------|---------------|---|
| A6 | 105 x 148mm | | |
| A5 | 148 x 210mm | | |
| B5 | 182 x 257mm | | |
| Executive | 184.2 x 266.7mm | Light | 64-74g/m² |
| A4 | 210 x 297mm | Medium | 75-104g/m² |
| Letter | 215.9 x 279.4mm | Heavy | 105-120g/m² |
| Legal 13in. | 216 x 330mm | | |
| Legal 13.5in. | 216 x 343mm | | |
| Legal 14in. | 216 x 356mm | | |

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

### MULTI PURPOSE TRAY

The multi purpose tray can handle the same media sizes as the cassette trays but in weights of 75g/m² to 203g/m². For very heavy paper stock, use the face up (rear) paper stacker. This ensures that the paper path through the printer is almost straight.

The multi purpose tray can feed paper widths as small as 105mm and lengths up to 1200mm (banner printing - MC360 only).

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

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

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

**MC350**

| SIZE | DIMENSIONS | WEIGHT (G/M²) | |
|------|------------|---------------|---|
| A6 | 105 x 148mm | | |
| A5 | 148 x 210mm | | |
| B5 | 182 x 257mm | | |
| Executive | 184.2 x 266.7mm | Light | 64-74g/m² |
| A4 | 210 x 297mm | Medium | 75-104g/m² |
| Letter | 215.9 x 279.4mm | Heavy | 105-120g/m² |
| Legal 13in. | 216 x 330mm | Ultra heavy: | 121-203g/m² |
| Legal 13.5in. | 216 x 343mm | | |
| Legal 14in. | 216 x 356mm | | |
| Custom sizes | 216 x 356mm | | |

**MC360**

| SIZE | DIMENSIONS | WEIGHT (G/M$^2$) |
|---|---|---|
| A6 | 105 x 148mm | |
| A5 | 148 x 210mm | |
| B5 | 182 x 257mm | |
| Executive | 184.2 x 266.7mm | |
| A4 | 210 x 297mm | |
| Letter | 215.9 x 279.4mm | Light 64-74g/m² |
| Legal 13in. | 216 x 330mm | Medium 75-104g/m² |
| Legal 13.5in. | 216 x 343mm | Heavy 105-120g/m² |
| Legal 14in. | 216 x 356mm | Ultra heavy: 121-203g/m² |
| Custom sizes | 216 x 356mm | |
| Banner | 210 x 900mm<br>215 x 900mm<br>215 x 1200mm | |
| COM-9 Envelope | 98.4 x 225.4mm | |
| COM-10 Envelope | 104.7 x 241.3mm | |
| Monarch Envelope | 98.4 x 190.5mm | |
| C5 | 162 x 229mm | |

### FACE DOWN STACKER

The face down stacker on the top of the printer can hold up to 150 sheets of 80g/m² standard paper and can handle paper stocks up to 120g/m². Pages printed in reading order (page 1 first) will be sorted in reading order (last page on top, facing down).

### FACE UP STACKER

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

The face up stacker can hold up to 10 sheets of 80g/m² standard paper and can handle stocks up to 203g/m².

Always use this stacker and the multi purpose feeder for paper stocks heavier than 120g/m².

# LOADING PAPER

## CASSETTE TRAY

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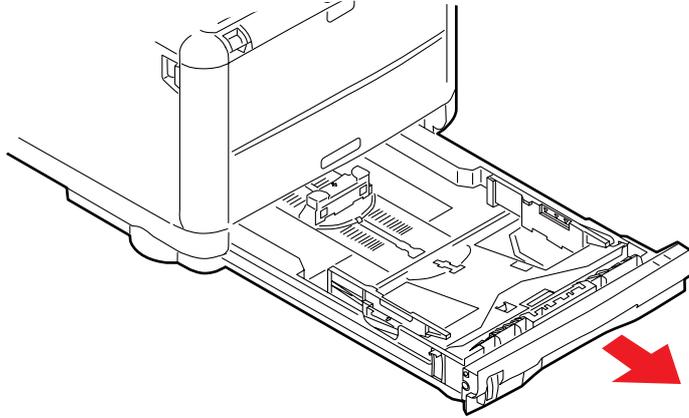
**2.** Fan the paper to be loaded at the edges (a) and in the middle (b) to ensure that all sheets are properly separated, then tap the edges of the stack on a flat surface to make it flush again (c).
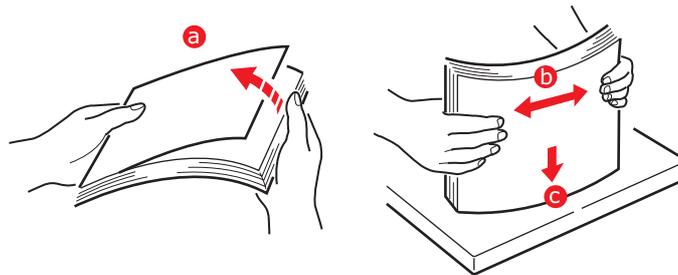
**3.** Load the tray with paper.

Use the level indicators (a and b) as a guide. For letter headed paper load face down with top edge towards the front of the printer.
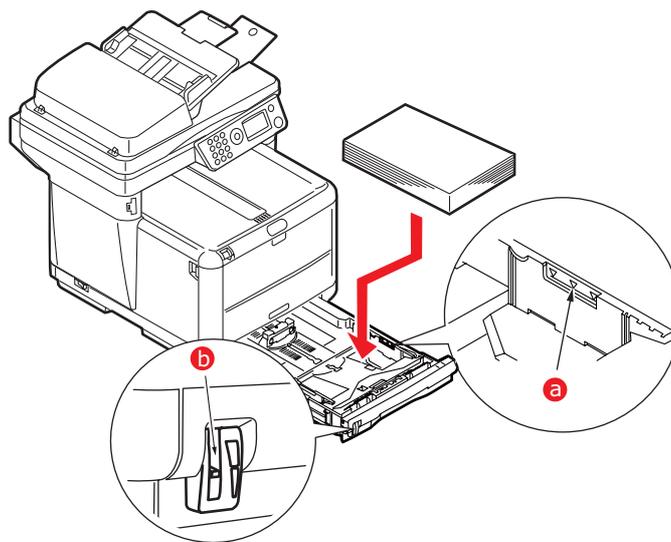
**4.**   Adjust the rear stopper (a) and paper guides (b) to the size of paper being used. A6 paper uses area (c).
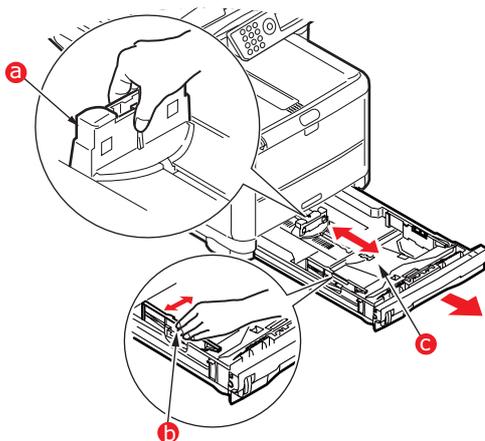


**5.**   If you are using A6 paper, re-position the rear paper guide to the front slot.
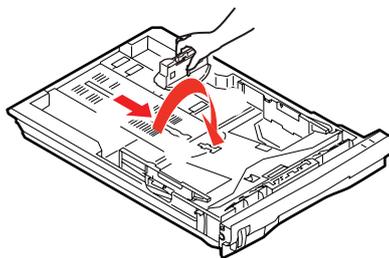


**6.**   Close the cassette tray gently.
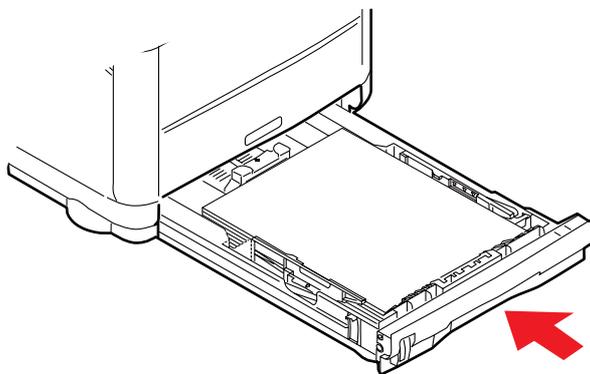


To prevent paper jams:

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

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

> Do not load damaged paper.

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

> Do not pull the paper tray out during printing.

> Close the paper tray gently.

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

> *For face up printing, make sure the face up (rear) stacker is open and the paper support is extended. Paper is stacked in reverse order and tray capacity is approximately 10 sheets, depending on paper weight.*

> *Always use the face up (rear) stacker for heavy paper (card stock, etc.).*

## CAUTION!

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

## MULTI PURPOSE TRAY

The multi purpose tray is used for printing on media such as envelopes, non-standard media, A5, A6, and heavyweight paper (see "Multi purpose tray" on page 24).

**1.** Open the multi purpose tray.
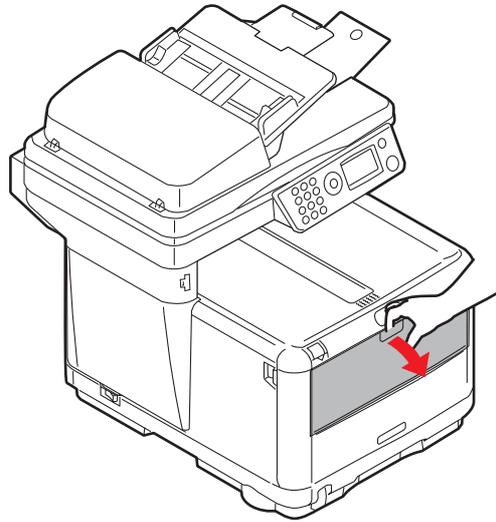
**2.** Adjust the paper guides (a) to the size of paper you are going to print on, using the markings on the paper platform.
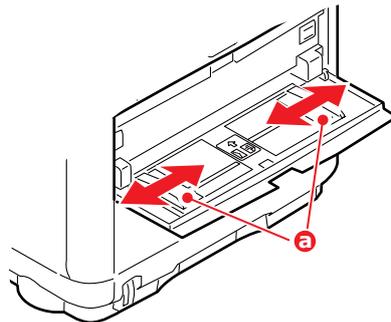
**3.** Position a sheet of paper on the paper platform so that it is gripped in place.
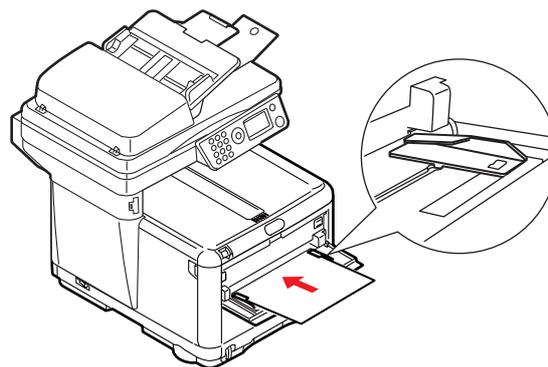
> Load your chosen media one sheet at a time.

> When printing on headed paper load the paper into the multi purpose tray with pre-printed side up and top edge into the printer.

> An envelope should be loaded face up with top edge to the left and short edge facing into the printer.

**4.** Set the correct paper size for the multi purpose tray in the Printer Menu. See page 42.

# CONFIGURING YOUR MACHINE…

## MINIMUM CONFIGURATION REQUIREMENTS

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

**To send faxes (MC360):**

A PSTN telephone line connection.

**To send e-mails:**

> TCP/IP network.

> A SMTP and an optional POP3 server.

> Default "From" Address (this MFP's Address).

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

> FTP or CIFS Protocol environment.

> Windows 2000, Windows XP, Windows Vista, or FTP server.

## PRE-CONFIGURATION INFORMATION

### GENERAL

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

The Factory set default passwords/PIN are:

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

> *NOTE*
> *The administrator password should be changed and maintained by the system administrator.*

### FAX SET UP (MC360)

Your MFP has to be set up properly to allow faxing from the machine. The following parameters **must** be set before using the fax function:

> Date and time

> Country code

> Local phone number

> Sender ID

See for details.

> *NOTE*
> *If you ran the Oki driver installer program from the DVD-ROM you may have already set the time zone, date and time via the Panel Language Setup utility.*

## NETWORK SET UP

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

IP Address Set:

IP Address: .    .    .

Subnet mask: .    .    .

Gateway IP: .    .    .

DNS server: .    .    .

SMTP server: .    .    .

SMTP port: 25

POP3 server: .    .    .

POP3 Port: 110

**Explanation:**

1. **IP Address Set:**

    Choose **Auto** to obtain IP/subnet/gateway addresses automatically from DHCP server. After changing setting from Manual to Auto, the MFP will automatically reboot the network card.

2. **IP Address:**

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

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

3. **Subnet Mask:**

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

4. **Gateway IP:**

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

5. **SMTP Server:**

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

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

6. **SMTP Port:**

    The port number of your SMTP Mail Server.

**7. DNS server:**

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

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

**8. POP3 Server:**

The IP address of your POP3 server.

**9. POP3 Port**

The port number of your POP3 Server.

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

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

### INTERNET COMMUNICATION FEATURES

### Scan to e-mail

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

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

### Setting up an SMTP server

This section explains setting up a server.

**1.** Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

**2.** Using the **Down** arrow key, scroll to `Admin Setup` and press **Enter**.

**3.** Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight `Done` and press **Enter**.

**4.** Using the **Down** arrow key, scroll to `Network Setup` and press **Enter**.

**5.** Press **Enter** to select the `Mail Server Setup` menu.

**6.** Using the **Down** arrow key, scroll to `SMTP server` and press **Enter**.

**7.** Enter your IP address.

> *NOTE*
> *Numbers are entered using the keypad.*
>
> *When a number is entered from the keypad, the number currently displayed is cleared and the number just entered is displayed as the first digit. When another number is entered, the first number entered moves to the left, and so on.*
>
> *You can increment/decrement the digits using the **Up/Down** arrow keys.*

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

> *NOTE*
> *To cancel the IP address, press the **Stop** key until you exit the menu without saving the changes.*

## CONFIGURATION

There are a number of configuration options available which allow you to change the scanner, fax and printer settings to suit your own needs. There are three methods of configuring your MFP:

> From the MFP's web page.

> From the MFP's Setup Tool utility.

> From the MFP control panel.

For illustration purposes only, the configuration options shown are as accessed via the control panel.

### ...FROM THE WEB PAGE

Type the IP address of the MFP in the URL field of your browser and then press **Enter**. The MFP web page displays. For example: http://10.18.207.102



> *NOTE*
> *The Administrative settings are blocked by a password. Refer to "Pre-configuration information" on page 30.*

### ...FROM THE SETUP TOOL UTILITY

If you have not already done so, install the setup tool utility as described in "MFP setup tool - windows only" on page 22.
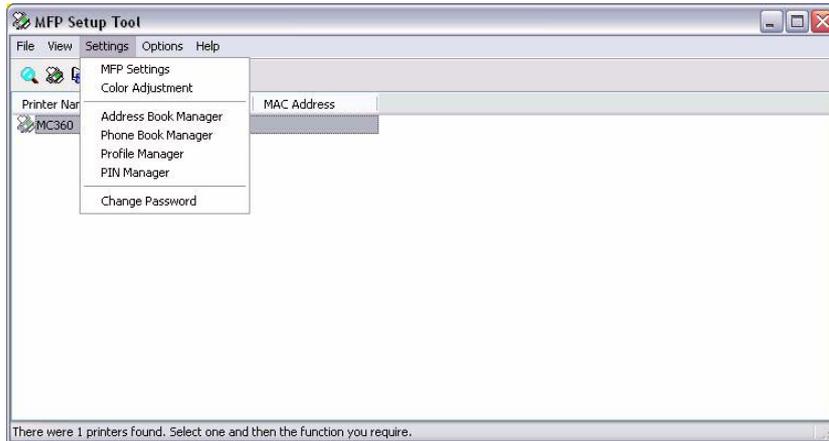


*NOTE*
*The Administrative Settings are blocked by a password. Refer to "Pre-configuration information" on page 30.*

### ...FROM THE CONTROL PANEL

1. Press the **Down** arrow key (1) on the control panel until Menu is highlighted, then press **Enter** (2).

2. Press the **Down** arrow key (1) until Admin Setup is highlighted, then press **Enter** (2).
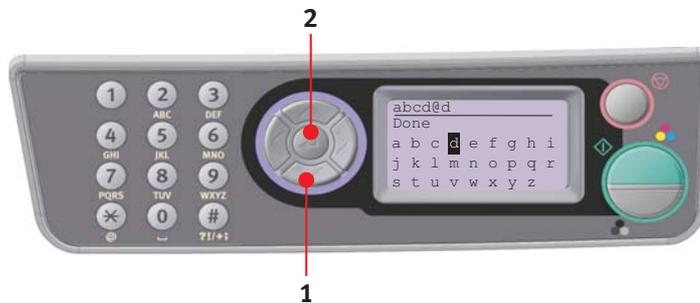


*NOTE*
*The Admin Setup option is blocked by a password. Refer to "Pre-configuration information" on page 30.*

## Copy function

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

Default option (if relevant) is highlighted.

| LEVEL 2 | DESCRIPTION | OPTIONS |
|---|---|---|
| Copies: | Number of copies required (default 1) | **1** to 99 |
| **100%** | Reduce/enlarge copy | A4->A5<br>Leg14->Let<br>Leg13.5->Let<br>Leg13->Let<br>A4->B5<br>Fit to page<br>**100%**<br>B5->A4<br>Let->Leg13<br>Let->Leg13.5<br>Let->Leg14<br>A5->A4<br>Custom |
| **A4** | Printer section paper size | Legal13, Legal13.5, Legal14, Letter, **A4**, A5, B5 |
| **Mixed** | Resolution | **Mixed**, Photo, HiRes.Mixed, HiRes.Photo |
| Density: **0** | Density of print | -3 ~ **0** ~ +3 |
| **Tray1** | Selects cassette Tray or Manual feeder | **Tray 1**, Manual Feeder |
| Collate: | Sets collate function on or off | On, **Off** |
| **1in1** | Selects how many prints per page (n-up) | **1in1**, 2in1, 4in1(Hor.), 4in1(Ver.) |
| E.E: | Edge Erase: This sets the peripheral areas of the document to block out. | **0**, 6, 13, 19, 25mm |
| M.S-R: | Margin Shift - Right: This sets the amount to shift the document image to the right. | **0**, 6, 13, 19, 25mm |
| M.S-B: | Margin Shift - Bottom: This sets the amount to shift the document up. | **0**, 6, 13, 19, 25mm |

## Scan/scan to function

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

### E-mail

| LEVEL 2 | DESCRIPTION | OPTIONS | |
|---------|-------------|---------|---|
| Check Address | Displays the default address (set by the administrator). | | |
| Reply to: | Choose Email "Reply to" | Address Book: Screen Entry: Number: LDAP: | Name Address: Method: AND/OR |
| Destination | Choose Address from: | Address Book: Screen Entry: Number: LDAP: | Name Address: Method: AND/OR |
| Subject | Choose from the default subject list (set by the administrator) or enter a subject. | Subject List Screen Entry | |
| File Name | A file name should be entered for the scanned images. This file name can be entered in Key Pad Mode. Up to 64 characters can be entered as text, except for the following; \ / : * ? " < > \| | N/A | |
| Density | Select density. | -3, -2, -1, **O**, 1, 2, 3 | |
| Document size | Select document size. | **A4** Letter Legal | |
| File Format(Color) | Select file format. | PDF TIFF JPEG | |
| File Format(B/W) | Select file format. | PDF TIFF | |

### Network PC

| LEVEL 2 | DESCRIPTION | OPTIONS |
|---------|-------------|---------|
| Profile | If any profiles have been created the list will be displayed. Max 20 profiles can be created. | |

### PC

| LEVEL 2 | DESCRIPTION | OPTIONS |
|---------|-------------|---------|
| Email | Scan to Email and save file | |
| Folder | Scan to PC based folder | |
| Application | Scan to Application1 | |
| Fax | Scan to Facsimile and save file | |

### Fax function (MC360)

| LEVEL 2 | DESCRIPTION | OPTIONS |
|---------|-------------|---------|
| Check Dest. | Displays the selected destination fax number | |
| Fax No. | Input a destination fax number | |
| Phone Book | Select address from the phone book | |
| Standard | Select the transmission resolution | **Standard**<br>Fine<br>Extra Fine<br>Photo |
| Density | Select density. | -3, -2, -1, **0**, 1, 2, 3 |
| A4 | Select document size | **A4**<br>Letter<br>Legal |
| Delayed Time | Select transmission time | dd/mm/yy<br>hh:mm |

## Menu function

| LEVEL 2 | ITEM | | DESCRIPTION/OPTIONS |
|---|---|---|---|
| **View Information** | Print Count | Color Pages | Displays the number of colour pages printed |
| | | Monochrome Pages | Displays the number of mono pages printed |
| | | Tray1 | Displays the number of pages printed from the paper cassette tray |
| | | Manual Feeder | Displays the number of pages printed via the Manual paper tray |
| | Scan Count | Total Pages | self explanatory |
| | | Pages Scanned | self explanatory |
| | | Total ADF Pages | self explanatory |
| | | ADF Pages scanned | self explanatory |
| | Fax Count (MC360 only) | Pages Sent | self explanatory |
| | | Pages Received | self explanatory |
| | | Sending Times | self explanatory |
| | | Receiving Times | self explanatory |
| | Supplies Life | Black Toner | self explanatory |
| | | Cyan Toner | self explanatory |
| | | Magenta Toner | self explanatory |
| | | Yellow Toner | self explanatory |
| | | Black Drum | self explanatory |
| | | Cyan Drum | self explanatory |
| | | Magenta Drum | self explanatory |
| | | Yellow Drum | self explanatory |
| | | Belt | self explanatory |
| | | Fuser | self explanatory |
| | Network | IP Address | |
| | | Subnet Mask | |
| | | Gateway Address | |
| | | MAC Address | |
| | | NIC Program Version | |
| | | NIC Default Version | |

| LEVEL 2 | ITEM | | DESCRIPTION/OPTIONS | |
|---|---|---|---|---|
| **View Information cont.** | System | Serial Number | | |
| | | Asset Number | | |
| | | CU Version | | |
| | | PU Version | | |
| | | Scanner Version | | |
| | | Fax Version | | |
| | | Total Memory | | |
| | | Flash Memory | | |
| **Print Information** | Configuration | Execute | Prints out a report of the machine's configuration | |
| | Network Information | Execute | Prints out a report of the Network configuration | |
| | Demo Page | DEMO1 | Execute | Prints a Demonstration page |
| | MFP Usage Report | Execute | Copies (**1** to 99) | Prints a full report of the machine usage |
| | Supplies Status Report | Execute | Prints a report of the status of all consumables | |
| **Admin Setup** | System Setup | | Access Control | Enable/**Disable** |
| | | | Power Save Time | **5**/15/30/60/240 minutes |
| | | | Return to Stand-by Time | 20/40/**60**/120/180 seconds |
| | | | Default Mode | **Copy**/Scan/Fax |
| | | | Unit of Measure | inch/**millimeter** |
| | | | Date Format | mm/dd/yyyy, **dd/mm/yyyy**, yyyy/mm/dd |
| | | | Report Full Print | On/**Off** |
| | | | Panel Contrast | -10 ~ **0** ~ +10 |

| LEVEL 2 | ITEM | | DESCRIPTION/OPTIONS | |
|---|---|---|---|---|
| **Admin Setup cont.** | Network Setup | Network | TCP/IP | **Enable**/Disable |
| | | | IP Address Set | **Auto**/Manual |
| | | | IP Address | |
| | | | Subnet Mask | |
| | | | Gateway Address | |
| | | | DNS Server Primary | |
| | | | DNS Server Secondary | |
| | | | Web | **Enable**/Disable |
| | | | SNMP | **Enable**/Disable |
| | | | Hub Link Setting | **Auto Negotiate**/ 100Base-TX Full/ 100Base-TX Half/ 10Base-T Full/ 10Base-T Half |
| | | | Factory Defaults? | Execute |
| | Printer Setup | Copies | **1** - 999 | |
| | | Media Check | **Enable**/Disable | |
| | | Mono-Print Speed | **Auto**/Color Speed/Normal Speed | |
| | | X Dimension | 100 ~ **210** ~ 216 millimeter | |
| | | Y Dimension | 148 ~ **297** ~ 1200 millimeter | |
| | Scanner Setup | Job Build Scanning | **On**/Off | |
| | | Email Setup | Add "To" Address | **On**/Off |
| | | | Default File Name | user defined |
| | | | Subject List | #00 #01 #02 #03 #04 |
| | | | Default From | user defined |
| | | | Separation Limit | 1/3/5/10/30mB/**No limit** |
| | | | Auto Trans. Report | On/**Off** |

| LEVEL 2 | ITEM | | DESCRIPTION/OPTIONS | |
|---|---|---|---|---|
| **Admin Setup cont.** | Mail Server Setup | SMTP Server | user defined | |
| | | SMTP Port | **25** | |
| | | POP3 Server | user defined | |
| | | POP3 Port | **110** | |
| | | Authentication Method | **No**/SMTP/POP | |
| | | Login Name | user defined | |
| | | Password | user defined | |
| | LDAP Server Setup | Server Settings | LDAP Server | user defined |
| | | | Port Number | **389** |
| | | | Timeout | 10 ~ **30** ~ 120 |
| | | | Max. Entries | 100 |
| | | | Search Root | user defined |
| | | Attributes | Name1 | cn |
| | | | Name2 | sn |
| | | | Name3 | givenName |
| | | | Mail Address | mail |
| | | | Additional Filter | |
| | | Authentication | Method: **Anonymous** Simple | User ID Password |
| | Fax Setup (MC360) | Clock Adjustment | dd/mm/yyyy hh:mm | Use Up & Down arrow keys to set and Right arrow key to advance. |
| | | Basic Setup | Service Bit | On/**Off** |
| | | | Country Code | Select the country in which the MFP is situated. |
| | | | Local Phone No. | <enter> |
| | | | Sender ID | <enter> |
| | | | MCF(Single Location) | On/**Off** |
| | | | MCF(Multi Location) | On/**Off** |
| | | | Error MCF | On/**Off** |
| | | | Image in MCF | On/**Off** |
| | | | H/Modem Rate | 33.6 Kbps 28.8 Kbps 14.4 Kbps 9.6 Kbps 4.8 Kbps |
| | | | TAD Mode | Type1, Type2, **Type3** |

| LEVEL 2 | ITEM | | DESCRIPTION/OPTIONS | |
|---|---|---|---|---|
| **Admin Setup cont.** | Fax Setup (MC360) cont. | Basic Setup cont. | Tel Priority Mode | On/**Off** |
| | | | CNG Detection | On/**Off** |
| | | | T/F Timer Prg. | **20seconds**, 35seconds |
| | | | Remote Receive No. | **Off**, 000, 111, 222, 333, 444, 555, 666, 777, 888, 999, \*\*\*, ### |
| | | | Ring Response | **1 ring**/ 5/10/15/20 seconds |
| | | | Speaker Volume | Off/Low/**Middle**/High |
| | | | Soft Ringer Volume | Off/Low/Middle/**High** |
| | | Fax Line Setup | Redial Tries | 0 ~ **2** ~ 10 tries |
| | | | Redial Interval | 1 ~ **3** ~ 6 minutes |
| | | | Dial Tone Detection | On/**Off** |
| | | | Busy Tone Detection | **On**/Off |
| | | | MF(Tone)/DP(Pulse) | DP/**MF** |
| | Memory Setup | | Receive buffer size | **Auto**/0.5/1/2/4/8 megabyte |
| | Change Password | | Select "New password" and enter | |
| | Reset Settings | | Execute | |
| | Scanner Counter Clear | | Pages Scanned | Execute |
| | | | ADF Pages Scanned | Execute |
| **Printer Menu** | Tray Configuration | Manual feed | On/**Off** | |
| | | Tray1 Config | Paper Size | **A4**/A5/A6/B5/Legal14/ Legal13.5/Legal13/ Letter/Executive/ Custom |
| | | | Media Type | **Plain**/Letterhead/ Bond/Recycled/Rough/ Glossy |
| | | | Media Weight | Light/**Medium**/Heavy |
| | | Manual Feeder Config | Paper Size | **A4**/A5/A6/B5/Legal14/ Legal13.5/Legal13/ Letter/Executive/ Custom/Com-9 Envelope/Com-10 Envelope/Monarch Envelope/DL Envelope/ C5 Envelope |
| | | | Media Type | Plain/Letterhead/ Labels/Bond/Recycled/ Card Stock/Rough/ Glossy |
| | | | Media Weight | **Medium**/Heavy/Ultra Heavy |

| LEVEL 2 | ITEM | | DESCRIPTION/OPTIONS | |
|---|---|---|---|---|
| **Printer Menu cont.** | Printer Adjust | Manual Timeout | Off/30/**60**/120/180/240/300 secs. | |
| | | Wait Timeout | Off/5/10/20/30/40/50/60/**90**/120/150/180/ 210/240/270/300 secs. | |
| | | Low Toner | **Continue**/Stop | |
| | | Jam Recovery | **On**/Off | |
| | | Paper Black Setting | -2 ~ **0** ~ +2 | |
| | | Paper Colour Setting | -2 ~ **0** ~ +2 | |
| | | SMR Setting | -3 ~ **0** ~ +3 | |
| | | BG Setting | -3 ~ **0** ~ +3 | |
| | Print Position Adjust | X Adjust | -2.00 ~ **0.00** ~ +2.00 millimeter | |
| | | Y Adjust | -2.00 ~ **0.00** ~ +2.00 millimeter | |
| | Drum Cleaning | | On/**Off** | |
| **Copy Menu** | Copies | | **1**-99 | |
| | Reduce/Enlarge | | A4>A5 / Leg14>Let / Leg13.5>Let / Leg13>Let / A4>B5 / Fit to Page / **100%** / B5>A4 / Let>Leg13 / Let>Leg13.5 / Let>Leg14 /A5>A4 / Custom | |
| | Mode | | **Mixed** / Photo / HiRes.Mixed / HiRes.Photo | |
| | Density | | -3/-2/-1/**0**/+1/+2/+3 | |
| | Input Tray | | **Tray1**/Manual Feeder | |
| | Collate | | On/**Off** | |
| | N-up | | **1in1**/2in1/4in1(Hor.)/4in1(Ver.) | |
| | Edge Erase | | **0**/6/13/19/25mm | |
| | Margin Shift Right | | **0**/6/13/19/25mm | |
| | Margin Shift Bottom | | **0**/6/13/19/25mm | |
| **Scanner Menu** | Scan to Email | Density | -3/-2/-1/**0**/+1/+2/+3 | |
| | | Document size | **A4**/Letter/Legal | |
| | | Color Format | File Format | **PDF**/TIFF/JPEG |
| | | | Compression Rate file format PDF or JPEG: file format TIFF: | **Low**/Medium/High **Raw** |
| | | | Resolution | 100/**150**/200/300 dpi |
| | | B/W Format | Grayscale | On/**Off** |
| | | | File Format | **PDF**/TIFF |
| | | | Compression Rate | G3/**G4**/Raw |
| | | | Resolution | 100/150/**200**/300/ 400/600 dpi |

| LEVEL 2 | ITEM | | DESCRIPTION/OPTIONS | |
|---|---|---|---|---|
| Scanner Menu (cont.) | Address Book | | Email Address | #00 to #99 |
| | | | Group Address | G00 to G19 |
| | Scan to USB Memory | Density | -3/-2/-1/**0**/+1/+2/+3 | |
| | | Document Size | **A4**/Letter/Legal | |
| | | Color Format | File Format | **PDF**/TIFF/JPEG |
| | | | Compression Rate<br>   file format PDF or<br>   JPEG:<br>   file format TIFF: | **Low**/Medium/High<br><br>**Raw** |
| | | | Resolution | 100/**150**/200/300 dpi |
| | | B/W Format | Grayscale | On/**Off** |
| | | | File Format | **PDF**/TIFF |
| | | | Compression Rate | G3/**G4**/Raw |
| | | | Resolution | 100/150/**200**/300/<br>400/600 dpi |
| | | Default File Name | | |
| Fax Menu (MC360 only) | Auto Receive | | Fax<br>Manual<br>Tel/Fax<br>TAD | |
| | Mode | | **Standard**/Fine/Extra Fine/Photo | |
| | Density | | -3/-2/-1/**0**/+1/+2/+3 | |
| | Document Size | | **A4**/Letter/Legal | |
| | Phone Book | | Speed Dial | #00 to #99 |
| | | | Group Dial | G00 to G09 |
| Calibration | Auto Density Mode | | **Auto**/Manual | |
| | Adjust Density | | Execute | |
| | Adjust Registration | | Execute | |
| | Cyan Reg. Fine Adj. | | -3 ~ **0** ~ +3 | |
| | Magenta Reg. Fine Adj. | | -3 ~ **0** ~ +3 | |
| | Yellow Reg. Fine Adj. | | -3 ~ **0** ~ +3 | |
| System Shutdown | | | Execute | |

## SETTING THE FAX FACILITY

### INITIAL SET UP

The following parameters **must** be set before using the fax function on your MFP:

> Date and time

> Country code

> Local phone number

> Sender ID

There are other parameters that can be adjusted to suit your personal preferences later if required, refer to fax set up table for details (See ).

To set fax parameters:

1.  Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

2.  Using the **Down** arrow key, scroll to `Admin Setup` and press **Enter**.

3.  Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight `Done` and press **Enter**.

4.  Using the **Down** arrow key, scroll to `Fax Setup` and press **Enter**.

5.  Press **Enter** to select the `Clock Adjustment` menu.

6.  Using the arrow keys and keypad, enter the time and date.

> *NOTE*
> *Use the **Right** and **Left** arrow keys to move between digits.*

7.  Press **Enter** to confirm.

8.  Using the **Down** arrow key, scroll to `Basic Setup` and press **Enter**.

9.  Using the **Down** arrow key, scroll to `Country Code` and press **Enter**.

10. Using the arrow keys, scroll to the country in which the MFP is situated and press **Enter** to confirm.

11. Using the **Down** arrow key, scroll to `Local Phone No.` and press **Enter**.

12. Using the keypad or arrows keys and the on-screen keypad, type in the local phone number.

13. Highlight `Done` and press **Enter**.

14. Using the **Down** arrow key, scroll to `Sender ID` and press **Enter**.

15. Using the keypad or arrows keys and the on-screen keypad, type in the sender ID.

16. Highlight `Done` and press **Enter**.

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

> *NOTE*
> *If required, set the dialling method for your region (Pulse or Tone). Refer to*
>
> *If connecting the machine through a private branch exchange (PBX) line, you must also specify a dial prefix to allow the machine to obtain an external line before dialling. Refer to*

## ADVANCED SET UP

Your machine offers a multitude of features which reduce the time required for manual operation and make fax communications more efficient.

### 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. Using the **Down** arrow key, scroll to Menu and press **Enter**.

2. Using the **Down** arrow key, scroll to Fax Menu and press **Enter**.

3. Using the **Down** arrow key, scroll to Phone Book and press **Enter**.

4. Press **Enter** to select Speed Dial.

5. Using the arrow keys, scroll to the required speed dial entry position and press **Enter**.

6. Press **Enter** to select Fax No..

7. Using the keypad, type in the destination fax number and press **Enter**.

> *NOTE*
> *If the destination fax number has an "extension number", press the "#" button three times to insert a pause (-) between numbers. The machine will enter a pause when dialling.* See "Character switching" on page 14.
>
> *The maximum length of number is 32 digits.*

8. Press **Enter** to select Name.

9. Using the keypad or arrows keys and the on-screen keypad, type in the name.

> *NOTE*
> *The maximum length of name is 16 characters.*

10. Highlight Done and press **Enter**.

11. Using the **Down** arrow key, scroll to Done and press **Enter** to confirm and add your entry to the phone book.

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

### Adding a group entry to the phone book

The machine can hold up to 10 group dial settings. To add a new group dial number to the phone book:

1. Using the **Down** arrow key, scroll to Menu and press **Enter**.

2. Using the **Down** arrow key, scroll to Fax Menu and press **Enter**.

3. Using the **Down** arrow key, scroll to Phone Book and press **Enter**.

4. Using the **Down** arrow key, scroll to Group Dial and press **Enter**.

5. Using the arrow keys, scroll to the required group dial entry position and press **Enter**.

6. Press **Enter** to select Speed Dial List.

7. Scroll through the list of speed dial entries and press **Enter** to mark (*). When all required entries are selected, press the **Left** arrow key.

8. Press **Enter** to select Group Name.

9.  Using the keypad or arrows keys and the on-screen keypad, type in the name.

> *NOTE*
> *The maximum length of name is 16 characters.*

10. Highlight `Done` and press **Enter**.

11. Using the **Down** arrow key, scroll to `Done` and press **Enter** to confirm and add your entry to the phone book.

12. 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.  Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

2.  Using the **Down** arrow key, scroll to `Fax Menu` and press **Enter**.

3.  Using the **Down** arrow key, scroll to `Phone Book` and press **Enter**.

4.  Press **Enter** to select `Speed Dial List`.

5.  Using the arrow keys, scroll to the required speed dial and press **Enter**.

6.  Using the **Down** arrow key, scroll to `Clear` and press **Enter**.

7.  Using the **Up** arrow key, scroll to `Yes` and press **Enter**.

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.  Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

2.  Using the **Down** arrow key, scroll to `Fax Menu` and press **Enter**.

3.  Using the **Down** arrow key, scroll to `Phone Book` and press **Enter**.

4.  Using the **Down** arrow key, scroll to `Group Dial` and press **Enter**.

5.  Using the arrow keys, scroll to the required group dial and press **Enter**.

6.  Using the **Down** arrow key, scroll to `Clear` and press **Enter**.

7.  Using the **Up** arrow key, scroll to `Yes` and press **Enter**.

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

## Connecting to a PBX

Private branch exchanges (PBXs) are private telephone systems used to route calls internally, for example, in a company. When dialling a telephone number, if a prefix is required to open an outside line, the line is connected to a PBX. If this MFP is going to be connected to a PBX, press the **#** key three times to insert a "-", then type in the destination fax number. This will ensure the MFP waits until an outside line is available before dialling the rest of the number.

### Automatic redial

You can set the fax to automatically redial if the initial fax transmission fails. The machine will redial on:

> Line busy

> No answer

> Communication error

To set auto-redial:

1. Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

2. Using the **Down** arrow key, scroll to `Admin Setup` and press **Enter**.

3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight `Done` and press **Enter**.

4. Using the **Down** arrow key, scroll to `Fax Setup` and press **Enter**.

5. Using the **Down** arrow key, scroll to `Fax Line Setup` and press **Enter**.

6. Press **Enter** to select the `Redial Tries`.

7. Using the arrow keys, select the required number of redial attempts (between 0 and 10), then press **Enter** to confirm.

8. Using the **Down** arrow key, scroll to `Redial Interval` and press **Enter**.

9. Using the arrow keys, select the required redial interval (between 1 and 6 minutes), then press **Enter** to confirm.

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

### Reception mode

You can change the way your MFP handles incoming fax transmissions and telephone calls (if you have a telephone handset connected) depending on your office requirements.

Choose from:

> Fax

> Manual

> Tel/Fax

> TAD

To change the reception mode:

1. Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

2. Using the **Down** arrow key, scroll to `Fax Menu Setup` and press **Enter**.

3. Press **Enter** to select Auto Receive.

4. Using the arrow keys, select the required reception mode and press **Enter**.

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

**Adding a telephone handset**

If you want to add a telephone handset to your MFP, connect the line to the Tel socket (in certain countries it may be necessary to use a telephone plug adaptor).

You will also need to update the telephone settings to set the ring response:

**1.** Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

**2.** Using the **Down** arrow key, scroll to `Admin Setup` and press **Enter**.

**3.** Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight `Done` and press **Enter**.

**4.** Using the **Down** arrow key, scroll to `Fax Setup` and press **Enter**.

**5.** Using the **Down** arrow key, scroll to `Basic Setup` and press **Enter**.

**6.** Using the **Down** arrow key, scroll to `Ring Response` and press **Enter**.

**7.** Using the arrow keys, select the required response setting (between 1 ring and 20 seconds) and press **Enter**.

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

> *NOTE*
> *You must also set the reception mode to the appropriate setting. See*
> *.*

> *NOTE*
> *If the telephone handset is in use (off hook), dialling for speech purposes is not available using the MFP keypad or speed dial keys.*

## MANAGING THE ADDRESS BOOK

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

### ADDING AN EMAIL ADDRESS ENTRY TO THE ADDRESS BOOK

The machine can hold up to 100 email addresses in the address book. To assign a new email address to the address book:

1.  Using the **Down** arrow key, scroll to Menu and press **Enter**.

2.  Using the **Down** arrow key, scroll to Scanner Menu and press **Enter**.

3.  Using the **Down** arrow key, scroll to Address Book and press **Enter**.

4.  Press **Enter** to select Email Address.

5.  Using the arrow keys, scroll to the required email address entry position and press **Enter**.

6.  Press **Enter** to select Address.

7.  Using the keypad or arrows keys and the on-screen keypad, type in the new email address.

> *NOTE*
> *The maximum length of address is 80 characters.*

8.  Highlight Done and press **Enter**.

9.  Press **Enter** to select Name.

10. 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.*

11. Highlight Done and press **Enter**.

12. Using the **Down** arrow key, scroll to Done and press **Enter** to confirm and add your entry to the address book.

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

### DELETING AN EMAIL ADDRESS ENTRY FROM THE ADDRESS BOOK

To delete an email address entry from the address book:

1.  Using the **Down** arrow key, scroll to Menu and press **Enter**.

2.  Using the **Down** arrow key, scroll to Scanner Menu and press **Enter**.

3.  Using the **Down** arrow key, scroll to Address Book and press **Enter**.

4.  Press **Enter** to select Email Address.

5.  Using the arrow keys, scroll to the required email address and press **Enter**.

6.  Using the **Down** arrow key, scroll to Clear and press **Enter**.

7.  Using the **Up** arrow key, scroll to Yes and press **Enter**.

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

#### Modifying an email address entry from the address book

To edit an email address entry from the address book:

1.   Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

2.   Using the **Down** arrow key, scroll to `Scanner Menu` and press **Enter**.

3.   Using the **Down** arrow key, scroll to `Address Book` and press **Enter**.

4.   Press **Enter** to select `Email Address`.

5.   Using the arrow keys, scroll to the required email address and press **Enter**.

6.   If required, press **Enter** to select `Address`. Update the details:

     (a)   Using the keypad or arrow keys and on-screen keypad, edit the email address.

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

7.   If required, use the **Down** arrow key to scroll to `Name` and press **Enter**. Update the details:

     (a)   Using the keypad or arrow keys and on-screen keypad, edit the email name.

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

8.   Using the **Down** arrow key, scroll to `Done` and press **Enter**.

9.   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.   Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

2.   Using the **Down** arrow key, scroll to `Scanner Menu` and press **Enter**.

3.   Using the **Down** arrow key, scroll to `Address Book` and press **Enter**.

4.   Using the **Down** arrow key, scroll to `Group Address` and press **Enter**.

5.   Using the arrow keys, scroll to the required group address entry position and press **Enter**.

6.   Press **Enter** to select `Address List`.

7.   Scroll through the list of email address entries and press **Enter** to mark (*). When all required entries are selected, press the **Left** arrow key.

8.   Press **Enter** to select `Group Name`.

9.   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 Group name, Group name column remains blank.*

10.   Highlight `Done` and press **Enter**.

11.   Using the **Down** arrow key, scroll to `Done` and press **Enter** to confirm and add your entry to the address book.

12.   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.** Using the **Down** arrow key, scroll to Menu and press **Enter**.

**2.** Using the **Down** arrow key, scroll to Scanner Menu and press **Enter**.

**3.** Using the **Down** arrow key, scroll to Address Book and press **Enter**.

**4.** Using the **Down** arrow key, scroll to Group Address and press **Enter**.

**5.** Using the arrow keys, scroll to the required group address and press **Enter**.

**6.** Using the **Down** arrow key, scroll to Clear and press **Enter**.

**7.** Using the **Up** arrow key, scroll to Yes and press **Enter**.

**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.** Using the **Down** arrow key, scroll to Menu and press **Enter**.

**2.** Using the **Down** arrow key, scroll to Scanner Menu and press **Enter**.

**3.** Using the **Down** arrow key, scroll to Address Book and press **Enter**.

**4.** Using the **Down** arrow key, scroll to Group Address and press **Enter**.

**5.** Using the arrow keys, scroll to the required group address and press **Enter**.

**6.** If required, press **Enter** to select Address List. Update the details:

    (a) Using the arrow keys, scroll through the list and modify as required. Press **Enter** to remove any address from the group listing; the "*" will be removed from the address.

    (b) Press the **Left** arrow key to exit the list.

**7.** If required, use the **Down** arrow key to scroll to Group Name and press **Enter**. Update the details:

    (a) Using the keypad or arrow keys and on-screen keypad, edit the email name.

    (b) Highlight Done and press **Enter**.

**8.** Using the **Down** arrow key, scroll to Done and press **Enter**.

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

# ACCESS CONTROL

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

Your MFP supports the following PIN types:

> **Administrator PIN**; This is the PIN for the system administrator(s).

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

> **User PIN**; This is PIN for general users.

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

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

## ENABLING ACCESS CONTROL

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

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

## LOGGING IN

1. If the `Enter PIN` screen is displayed, use the keypad to enter your PIN.

2. Press **Enter** (or the **Start** button) to confirm.

   *NOTE*
   *> A valid PIN consists of 4 to 9 digits.*
   *> Numbers entered are not displayed on-screen, they are replaced by '*'.*
   *> If the PIN entered is invalid, "Incorrect Password" is displayed for 3 seconds and the display reverts to the Enter PIN screen.*

3. At the `Enter Password` screen, use the on-screen keypad to enter your password.

4. Use the **Up** arrow key to highlight `Done` and press **Enter** to confirm.

## LOGGING OUT

When you have finished using the machine, make sure you log out:

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

1. Using the **Down** arrow key, highlight `Logout` and then press **Enter**.

   The `Confirm Logout` screen is displayed.

**2.** Using the **Down** arrow key, highlight `Yes` and then press **Enter** to confirm.

The display reverts to the `Enter PIN` screen.

> *NOTE*
> *When the MFP control panel is left inactive for a prescribed length of time, the display automatically reverts to the Enter PIN screen if Access Control is enabled.*

## OPERATION TIME-OUT

> When the MFP control panel is left inactive for a prescribed length of time (Operation Time-out), the display automatically reverts to the Idle screen if Access Control is disabled.

> If an error state occurs, Operation Time-out is disabled.

> After Operation Time-out, the display automatically reverts to the `Enter PIN` screen if Access Control is enabled.

> The length of the Operation Time-out depends on the setting in **Menu Mode > Admin Setup > System Setup > Return to Standby Time**.

# OPERATION

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

---

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

---

## 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 <br><br> 1ST | COPY | SCAN TO EMAIL/ MEMORY | FAX (SCAN) | FAX (SEND) | FAX (RECEIVE) | PRINT (FAX) | PRINT (USB/ NETWORK) |
|---|---|---|---|---|---|---|---|
| Copy | - | No | No | No | Yes | Yes[a] | Yes[a] |
| Scan to email/ memory | No | - | No | No | Yes | Yes[a] | Yes[a] |
| Fax (scan) | No | No | - | No | Yes | Yes[a] | Yes[a] |
| Fax (send) | Yes[b] | Yes[b] | Yes | - | No | Yes[a] | Yes[a] |
| Fax (receive) | Yes | Yes | Yes | No | - | Yes | Yes |
| Print (fax) | Yes[b] | Yes[b] | Yes | No | - | Yes[a] | Yes[a] |
| Print (USB/ network) | Yes[b] | Yes[b] | Yes | No | Yes | Yes[a] | Yes[a] |

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

b.  Operation is accepted but scanning is halted until the 1st action is complete.

Physically impossible

# 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.

## PLACING DOCUMENT(S) IN THE ADF

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

> Document(s) can range in size from 4.5 x 5.5 inches (114.3 x 139.7mm) to 8.5 x 14 inches (215.9 x 355.6mm).

> Document(s) can range in weight from 16 to 28 lbs (60 - 120 $g/m^2$) and 0.002" to 0.006" sheet thickness.

> Document(s) should be square or rectangular and in good condition (not fragile or worn).

> Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.

> Document(s) should be free of staples, paper clips, paper sticky notes.

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

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

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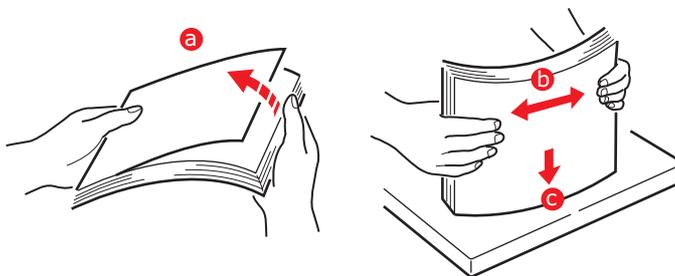


2. Place the document with the text face UP in the ADF and make sure that the top of each page is fed in first.

3. Adjust the Paper Guides to centre the document in the ADF.
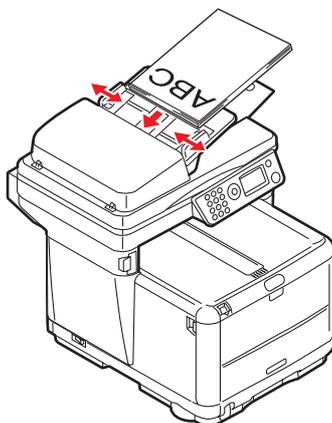
## PLACING DOCUMENT(S) ON THE GLASS

**1.** Open the document cover.

**2.** Place your document with the text face DOWN on the glass and align the top of the page to the upper-left corner.
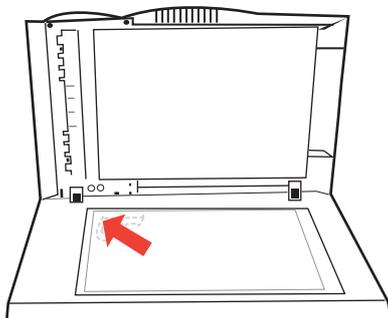


**3.** Close the document cover.

# COPYING

## BASIC OPERATION

1. Place your document(s) with the text face Up in the ADF or face Down on the glass.

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

3. Then press the **Start** button (monochrome or colour option).

*NOTE*
*When using the ADF, in order to prevent paper jams, if you wish to cancel the copy process, press the **Stop/Cancel** button once to stop the process and a second time to eject the paper.*

## ADVANCED OPERATION

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

1. Press **Enter** button.

2. Select required parameter with **Down** arrow key and press **Enter**.

3. Using **Up** or **Down** arrow keys, select value and press **Enter**.

   Options are (factory default settings in bold text):

| MENU ITEM | OPTIONS |
|---|---|
| Copies | **1** - 99 |
| Reduce/Enlarge | Pre-determined:<br>A4>A5, Leg14>Let, Leg13.5>Let, Leg13>Let, A4>B5, Fit to page, **100%**, B5>A4, Let>Leg13, Let>Leg13.5, Let>Leg14, A5>A4, Custom<br>Custom 1% increments: 25% - 400% |
| Mode | **Mixed**, Photo, HiRes.Mixed, HiRes.Photo |
| Density | -3, -2, -1, **0**, +1, +2, +3 |
| Input Tray | **Tray 1**, Manual Feeder |
| Collate | On, **Off** |
| N-up | **1in1**, 2in1, 4in1 (horizontal), 4in1 (vertical)[a] |
| Edge Erase | **0.00 in**, 0.25 in, 0.50 in, 0.75 in, 1.00 in or<br>0 mm, 6 mm, 13 mm, 19 mm, 25 mm[b] |
| Margin Shift Right | **0.00 in**, 0.25 in, 0.50 in, 0.75 in, 1.00 in or<br>0 mm, 6 mm, 13 mm, 19 mm, 25 mm[c] |
| Margin Shift Bottom | **0.00 in**, 0.25 in, 0.50 in, 0.75 in, 1.00 in or<br>0 mm, 6 mm, 13 mm, 19 mm, 25 mm[d] |

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

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

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

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

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

# SCANNING

## BASIC OPERATION

**1.** Place your document(s) with the text face Up in the ADF or face Down on the glass.

**2.** Select Scan mode using the **Down** arrow button on the control panel.

**3.** Press **Enter**.

**4.** Press the **Down** arrow key and select the scan destination from the following options:

> E-mail

> USB memory

> Network PC

> PC

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

**6.** Then press the **Start** button (monochrome or colour option).

> *NOTE*
> *When using the ADF, in order to prevent paper jams, if you wish to cancel the copy process, press the **Stop/Cancel** button once to stop the process and a second time to eject the paper.*

## SCAN TO E-MAIL

**1.** Place your document(s) with text face UP in the ADF or face DOWN on the glass.

**2.** Using the **Down** arrow key, scroll to `Scan` and press **Enter**.

**3.** Press **Enter** to select `Email`.

**4.** Using the **Up** arrow key, scroll to `Reply To` and press **Enter**.

**5.** Set the reply address from either:

> `Address Book` - select from the address book entries

> `Screen Entry` - enter directly using the keypad

> `Number` - enter an address or group address number

> `LDAP` - select from a Lightweight Directory Access Protocol (LDAP) Server

If prompted, select `Continue` and change address, otherwise select `Done`.

**6.** Using the **Down** arrow key, scroll to `Destination` and press **Enter**.

**7.** Set the destination address(s) from either:

> `Address Book` - select from the address book entries

> `Screen Entry` - enter directly using the keypad

> `Number` - enter an address or group address number

> `LDAP` - select from a Lightweight Directory Access Protocol (LDAP) Server

If prompted, select `Continue` and add additional addresses, otherwise select `Done`.

**8.** Using the **Down** arrow key, scroll to `Subject` and press **Enter**.

**9.** Set the subject from either:

> `Subject List`

> `Screen Entry`

**10.** Using the **Down** arrow key, scroll to `File Name` and press **Enter**.

**11.** Using the keypad or arrow keys and the on-screen keypad, type in the file name.

**12.** Highlight `Done` and press **Enter**.

**13.** If required, adjust the density setting:

    (a) Using the **Down** arrow key, scroll to `Density` and press **Enter**.

    (b) Highlight the required setting and press **Enter**.

**14.** If required, adjust the document size:

    (a) Using the **Down** arrow key, scroll to `*A4` and press **Enter**.

    (b) Highlight the required setting and press **Enter**.

**15.** If required, adjust the file format:

> If you are sending a colour file;

    (i) Using the **Down** arrow key, scroll to `File Format(Color)` and press **Enter**.

    (ii) Highlight the required setting and press **Enter**.

> If you are sending a black and white file;

    (i) Using the **Down** arrow key, scroll to `File Format(B/W)` and press **Enter**.

    (ii) Highlight the required setting and press **Enter**.

**16.** Press the **Start** button.

### SCAN TO USB MEMORY

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

> *NOTE*
> *The default file format, compression rate and resolution can be changed if required. See "Scan to USB Memory" on page 44.*

**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.** Using the **Down** arrow key, scroll to `Scan` and press **Enter**.

**4.** Using the **Down** arrow key, scroll to `USB Memory` and press **Enter**.

**5.** Press **Enter** to select `File Name`.

**6.** Using the keypad or arrows keys and the on-screen keypad, type in the name.

> *NOTE*
> *Up to 64 characters (Single byte character) can be entered.*
>
> *If you do not enter a file name, the default file name is used. See "Default File Name" on page 44.*
>
> *If you do not enter a file name, and you have not specified a default file name, the file name used by the machine default is "Image" (each subsequent file will increment, image00001, image00002, and so on.).*

**7.** Highlight `Done` and press **Enter**.

**8.** If required, you can alter the density setting and/or document size:

(a) Use the **Down** arrow key scroll to the required setting and press **Enter**.

(b) Select the appropriate value and press **Enter**.

(c) Press the colour or mono **Start** button.

(d) Press the **Enter** button to select `OK` or use the **Down** arrow key then press the **Enter** button to `Cancel` the operation.

> *NOTE*
> *If the name of the file to be written to be USB Memory already exists you will be asked whether you wish to* `Save File?`
>
> > `OK` *- The file will replace the one that already exists (limited to one file).*
> >
> > `Rename` *- Enables you to rename the file.*
> >
> > `Cancel` *- This cancels file writing.*

(e) To continue scanning further sheets, place your document(s) with text face UP in the ADF or face DOWN on the glass and press the **Start** button to continue or press **Enter** to complete and finish.

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

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

On completion, a confirmation message displays.

**9.** Remove the USB memory from the machine.

### SCAN TO NETWORK PC

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. Add a new profile by either entering the machine's web page or installing and starting the Network Setup Tool on the DVD-ROM supplied.

> *NOTE*
> *You can create up to 20 profiles.*

**1.** Place your document(s) with text face UP in the ADF or face DOWN on the glass.

**2.** Using the **Down** arrow key, scroll to `Scan` and press **Enter**.

**3.** Using the **Down** arrow key, scroll to `Network PC` and press **Enter**.

The file server profile list is displayed. If no profiles exist, the profile list is blank.

**4.** Using the arrow keys, scroll to the required profile (filing destination) and press **Enter**.

**5.** Press the colour or mono **Start** button.

### SCAN TO PC

> *NOTE*
> *Ensure that the Hotkey Utility is installed and set up first. Refer to "Hotkey utility - windows only" on page 21.*

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

### Push scan

**1.** Place your document(s) with text face UP in the ADF or face DOWN on the glass.

**2.** Using the **Down** arrow key, scroll to `Scan` and press **Enter**.

**3.** Using the **Down** arrow key, scroll to `PC` and press **Enter**.

**4.** The `Push Scan` screen displays four options. Using the arrow keys, scroll to the required function and press **Enter**:

    (a) Email

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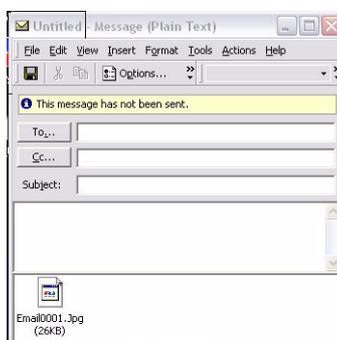


    (b) Folder

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

    (c) Application

        When the Application function is selected the PC's Hotkey Utility executes PC Scan in accordance with your settings for "Scan to Application1". The scanned image data is opened in the application specified by the Hotkey Utility for Application 2.

    (d) Fax

        When the Fax function is selected, the Hotkey Utility executes PC Scan in accordance with your settings for "Scan to PCFax". The scanned image data is

saved in the specified folder and is ready for the software to send as an attachment. Complete the data on screen and send.
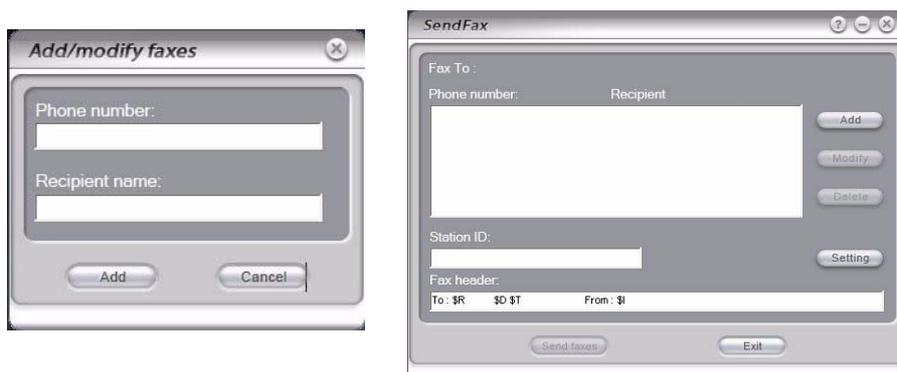


**5.** Press the colour or mono **Start** button.

### Pull scan

Double click the Hotkey Icon on your desktop. The Hotkey console (below) displays.



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

> Scan to Application1

> Scan to Application2

> Scan to Email

> Scan to Folder

> Scan & Print

> Scan to PCFax

> Settings

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

Besides the "Settings" option, there are two others available in Pull Scan - "Scan to Application2" and "Scan & Print".

> "Scan to Application2" works exactly the same as scan to Application1, simply allowing an alternative application to be selected.

> "Scan & Print" allows you to scan to any printer available to your PC, including the MFP's printer.

> The "Settings" option allows you to set the parameters for all options.

# FAXING (MC360)

## BASIC OPERATION

### SEARCHING THE PHONE BOOK

To search the contents of the phone book you can either:

> Use the arrow keys to scroll through the list and highlight the required entry.

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

> Using the keypad to type in a search character, for example the first letters of the name. Destinations whose initial character matches the entered character appear in the screen.

> *NOTE*
> *You can switch between numbers, upper-case/lower-case letters, and symbols by pressing the same key multiple times. When pressing multiple times, you must re-press the key within 2 seconds of the previous press.*
>
> *Refer to "Character switching" on page 14 for further details.*

### SENDING A FAX

1.  Place your document(s) with the text face Up in the ADF or face Down on the glass.

2.  Using the **Down** arrow key, scroll to Fax and press **Enter**.

3.  Enter the destination fax number by either:

    (a)  Selecting Fax No. and typing in the number using the numeric keypad.

    > *NOTE*
    > *You can type in a destination number in full or type in a speed dial or group dial number.*
    >
    > > *To enter a speed dial; press the "#" key then enter the two-digit speed dial number, for example "#29".*
    >
    > > *To enter a group dial; press the "*" key then enter the one-digit group dial number, for example "*3".*
    >
    > *Fax number and ID registered in the selected dial number are displayed.*

    (i)  Press **Enter**.

    (ii)  At the Continue prompt, select More to add additional numbers or Done to confirm.

    (b)  Selecting Phone Book and selecting the number from the phone book entries.

    (i)  Search the phone book entries, refer to "Searching the phone book" on page 65.

    (ii)  Repeat until all required entries are selected.

    (iii)  Press the **Left** arrow key to exit the list.

4.  If required, press the **Up** arrow key and scroll to Check Dest. to view/edit the list of fax numbers:

    > Press **Enter** to remove an entry from the list (no longer displays * next to the entry).

> Press the **Left** arrow key to exit the list.

**5.** Press the **Start** button to send your document(s).

> *NOTE*
> *If you wish to cancel faxing, press **Stop** to abort the operation.*
>
> *Fax transmissions are sent in black and white only.*

## ADVANCED OPERATION

### CHANGING THE FAX QUALITY

The machine is preset to "Standard". If required, you can select Fine, Extra Fine or Photo to improve the fax quality.

To change the fax quality:

**1.** Follow "Sending a fax" process steps 1 to 4.

**2.** Using the **Down** arrow key, scroll to `*Standard` and press **Enter**.

**3.** Using the **Down** arrow key, scroll to the required quality setting and press **Enter**.

**4.** Press the **Start** button to send your document(s).

> *NOTE*
> *After you have completed your fax operation, the machine will automatically return to the preset value.*

### ADJUSTING DENSITY

The machine is preset to the "Normal" level of density. If your original document comes with a lighter or darker contrast, you can improve the quality by adjusting the density setting.

To change density:

**1.** Follow "Sending a fax" process steps 1 to 4.

**2.** Using the **Down** arrow key, scroll to `Density: 0` and press **Enter**.

**3.** Using the **Down** arrow key, scroll to the required density setting and press **Enter**.

**4.** Press the **Start** button to send your document(s).

> *NOTE*
> *After you have completed your fax operation, the machine will automatically return to the preset value.*

### DOCUMENT SIZE

The machine is preset to "A4" size.

To change document size:

1. Follow "Sending a fax" process steps 1 to 4.

2. Using the **Down** arrow key, scroll to *A4 and press **Enter**.

3. Using the **Down** arrow key, scroll to the required document size and press **Enter**.

4. Press the **Start** button to send your document(s).

> *NOTE*
> *After you have completed your fax operation, the machine will automatically return to the preset value.*

### MANUAL SEND

> *NOTE*
> *You must have an external handset installed. See "Adding a telephone handset" on page 49.*

The manual send function allows you to fax documents instantly without scanning to memory first. This is especially useful if you are already using the telephone handset for a voice call or the machine memory has already accumulated a number of fax jobs.

1. Place your document(s) with the text face Up in the ADF or face Down on the glass.

2. Using the external telephone, dial the required fax number.

3. Using the **Down** arrow key, scroll to Fax and press **Enter**.

4. Press the **Start** button to send your document(s).

   "Manual TX Start" is displayed while the document is being scanned, this will change to "Sending" during transmission.

### DELAYED SEND

The delayed send function allows you to fax documents at a specific date and time.

To set the fax to delay send:

1. Follow "Sending a fax" process steps 1 to 4.

2. Using the **Down** arrow key, scroll to Delayed Time and press **Enter**.

3. Using the keypad and arrows keys, enter the required date and time and press **Enter**.

4. Press the **Start** button to scan and store your documents ready for sending at the specified time.

### FAX RECEIVING

Your MFP is set to receive faxes automatically, if you wish to change the reception mode refer to "Reception mode" on page 48 for details.

**Automatic fax receive (default mode)**

When the MFP is in automatic fax receive mode:

> When ringing - `Receiving Start` is displayed on screen.

> While it is receiving a Fax - Fax Receiving, sender's Fax no., and the number of received pages are displayed until the reception of data from all pages is completed.

> Upon completion of Fax Receiving - Sender's Fax no., the total number of received pages, and `Receiving OK` are displayed for 3 seconds, and the display changes to the Mode Selection screen.

> When the machine is printing Faxed images, the screen displays are the same as those for printing.

> *NOTE*
> *Cancelling is disabled while the machine is receiving a fax.*

If fax receiving fails, an error message displays until you press the **Stop** button:

> If an error occurs while a fax is being received, fax communication-related errors are displayed.

> If an error occurs while a fax is printing, error messages displayed are the same as those in print mode.

**Manual receive**

> *NOTE*
> *A telephone handset must be connected before using the manual receive function.*

Upon receiving an incoming call, the telephone handset will ring:

**1.** Lift the telephone handset.

**2.** Press the **Start** button on the MFP.

**3.** Replace the telephone handset.

The fax will print out.

Refer to "Reception mode" on page 48 for details on enabling manual receive mode.

**TEL/FAX automatic switching**

Telephone/Fax Mode (T/F): When incoming calls are a mixture of fax and telephone calls, your best choice is the Telephone/Fax mode. In this mode, the machine detects whether the incoming call is a fax or voice call.

When the call is from another fax machine, your machine will switch to fax mode and receive the message. When the call is a voice call, your machine will ring like a telephone. If you do not answer, your machine will switch back to fax mode to allow the calling party to manually send a fax.

Refer to "Reception mode" on page 48 for details on enabling telephone/fax mode.

### TAD interface

Telephone Answering Device Mode (TAD): Use this mode if you want the machine and a telephone answering machine to share the same phone line. Like Telephone/Fax mode, the Telephone Answering Device mode detects whether an incoming call is a fax or voice call. Refer to "Adding a telephone handset" on page 49 for more information.

To set up TAD mode:

1.  Using the **Down** arrow key, scroll to Menu and press **Enter**.

2.  Using the **Down** arrow key, scroll to Admin Setup and press **Enter**.

3.  Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight Done and press **Enter**.

4.  Using the **Down** arrow key, scroll to Fax Setup and press **Enter**.

5.  Using the **Down** arrow key, scroll to Basic Setup and press **Enter**.

6.  Using the **Down** arrow key, scroll to TAD Mode and press **Enter**.

7.  Select the appropriate setting; Type1, Type2, Type3.

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

Refer to "Reception mode" on page 48 for details on enabling TAD mode.

### Remote receiving

If you have an external telephone handset connected to your fax machine, you can instruct your fax machine to begin receiving by entering a three-digit code on your telephone keypad. This feature is useful when you answer a call on the external telephone, but need to switch the line over to your fax machine.

1.  Using the **Down** arrow key, scroll to Menu and press **Enter**.

2.  Using the **Down** arrow key, scroll to Admin Setup and press **Enter**.

3.  Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight Done and press **Enter**.

4.  Using the **Down** arrow key, scroll to Fax Setup and press **Enter**.

5.  Using the **Down** arrow key, scroll to Basic Setup and press **Enter**.

6.  Using the **Down** arrow key, scroll to Remote Receive No. and press **Enter**.

7.  Select the appropriate setting; Off, 000, 111, 222, 333, 444, 555, 666, 777, 888, 999, ***, ###.

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

Refer to "Remote Receive No." on page 42.

## PRINTING A FAX ACTIVITY REPORT

1. Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

2. Using the **Down** arrow key, scroll to `Admin Setup` and press **Enter**.

3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight `Done` and press **Enter**.

4. Press **Enter** to select `System Setup`.

5. Using the **Down** arrow key, scroll to `Report Full Print` and press **Enter**.

6. Using the **Up** arrow key, scroll to `On` and press **Enter**.

7. Press the **Left** arrow key twice to exit the menu.

8. Using the arrow keys, scroll to `Print Information` and press **Enter**.

9. Using the **Down** arrow key, scroll to `FAX Activity Report` and press **Enter**.

10. Press **Enter** to execute.

## PRINTING TRANSMISSION REPORTS

1. Using the **Down** arrow key, scroll to `Menu` and press **Enter**.

2. Using the **Down** arrow key, scroll to `Admin Setup` and press **Enter**.

3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight `Done` and press **Enter**.

4. Using the **Down** arrow key, scroll to `Fax Setup` and press **Enter**.

5. Using the **Down** arrow key, scroll to `Basic Setup` and press **Enter**.

6. Using the **Down** arrow key, navigate to the required report and press **Enter** to select. Choose from:

   > `MCF(Single Location)` - this prints a transmission report after each fax.

   > `MCF(Multi Location)` - this prints a summary report detailing which numbers were successful and any that failed.

   > `Error MCF` - this prints a report after each failed fax transmission.

   > `Image in MCF` - this includes an image of the fax on each transmission report.

7. Using the **Up** arrow key, scroll to `On` and press **Enter**.

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

## SENDING A FAX FROM YOUR PC

> *NOTE*
> *You must have the fax driver installed on your PC. Download the latest fax driver from www.okiprintingsolutions.com.*

**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.
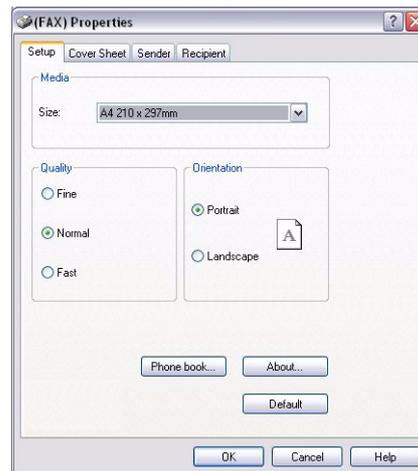


**4.** On the Setup tab:

    (a) Select the appropriate media size from the drop-down menu.

    (b) Set the resolution quality to **Fine**, **Normal** or **Fast**.

    (c) Set the orientation to **Portrait** or **Landscape**.

**5.** On the Cover Sheet tab:

    (a) Set the cover sheet usage settings as appropriate.

    (b) Select a cover sheet format.

**6.** 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.

**7.** On the Recipient tab:
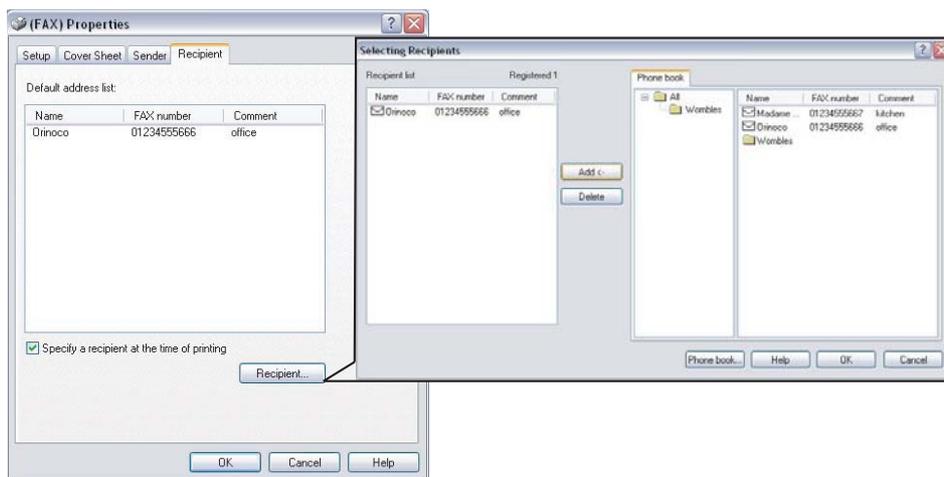


(a)   Click the **Recipient...** button.

(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 73.

(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.

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

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

## ADDING FAX NUMBERS TO THE PHONE BOOK

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.
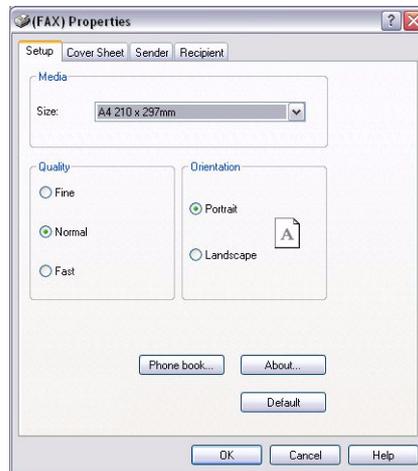


4.  Click the **Phone book…** button.

    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:

XP: select **Start > Control Panel > Printer and Other Hardware > Printers and Faxes**.

Server 2003: select **Start > Printers and Faxes**.

2000: select **Start > Settings > Printers**.

**2.** Right-click your machine icon and select **Printer 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.)*
>
> *If the same name is already included in the phone book of the fax driver to import, it is skipped.*

# PRINTING SETTINGS IN WINDOWS

Your printer's operator panel menus provide access to many options.

The Windows printer driver also contains settings for many of these items. Where items in the printer driver are the same as those in the operator panel menus, and you print documents from Windows, the settings in the Windows printer driver will override those items in the operator panel menus.

The illustrations in this chapter show Windows XP. Other Windows versions may appear slightly different, but the principles are the same.

## PRINTING PREFERENCES IN WINDOWS APPLICATIONS

When you choose to print your document from a Windows application program a print dialogue box appears. This dialogue usually specifies the name of the printer on which you will print your document. Next to the printer name is a **Properties** button.
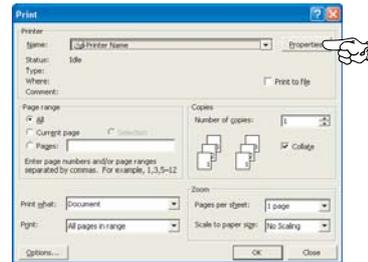
When you click **Properties** a new window opens which contains a short list of the printer settings available in the driver, which you can choose for this document.

The settings available from within your application are only those which you may want to change for specific applications or documents. Settings you change here will usually only last for as long as the particular application program is running.

## SETUP TAB

When you click the **Properties** button from your application's Print dialogue, the driver window opens to allow you to specify your printing preferences for the current document.
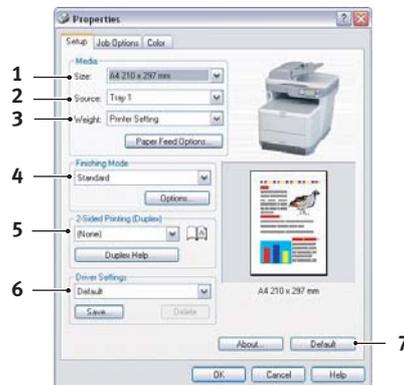
1. Paper size should be the same as the page size of your document (unless you wish to scale the printout to fit another size), and should also be the same as the size of paper you will feed into the printer.

2. You can choose the source of the paper to feed, which may be Tray 1 (the standard paper tray) or the multi purpose feeder. You can also click on the appropriate part of the screen graphic to select your preferred tray.

3. The setting for paper weight should match the type of paper on which you intend to print.

4. A variety of document finishing options can be selected, such as normal one page per sheet, or N-up (where N can be any number up to 16) for printing scaled down pages at more than one page per sheet. Booklet printing prints two pages per sheet on each side of the paper so that when folded they make up a booklet. Refer to "2-sided printing" on page 80.

Poster printing will print large pages as tiles spread over multiple sheets.

**5.** For two-sided printing, you can choose to flip the page by the long edge or the short edge. Refer to "2-sided printing" on page 80.

**6.** If you have changed some printing preferences before and saved them as a set, you can recall them to avoid having to set them individually each time you need them.

**7.** A single on-screen button restores the default settings.

### JOB OPTIONS TAB
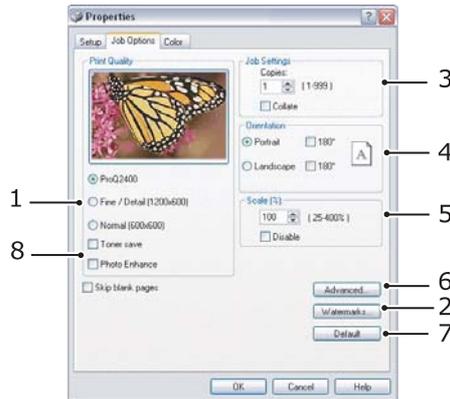


**1.** The output resolution of the printed page can be set as follows.

> The ProQ2400 setting prints at 600 x 600dpi x 2 bit. This option requires the most printer memory and takes the longest to print.

> The Fine/Detail setting prints at 1200 x 600dpi and is adequate for all but the most discerning applications.

> The Normal setting prints at 600 x 600dpi and is suitable for most draft documents, where print quality is less critical.

**2.** You can print watermark text behind the main page image. This is useful for marking documents as draft, confidential, etc.

**3.** You can select up to 999 copies to print consecutively, although you will need to top up the paper tray during such a long print run.

**4.** Page orientation can be set to either portrait (tall) or landscape (wide).

**5.** You printed pages can be scaled to fit larger or smaller stationery.

**6.** Clicking the Advanced button gives you access to further settings. For example, you can elect to have black areas printed using 100%K toner (a more matte appearance).

**7.** A single on-screen button restores the default settings.

**8.** The quality of photographic images can be improved.

## COLOUR TAB
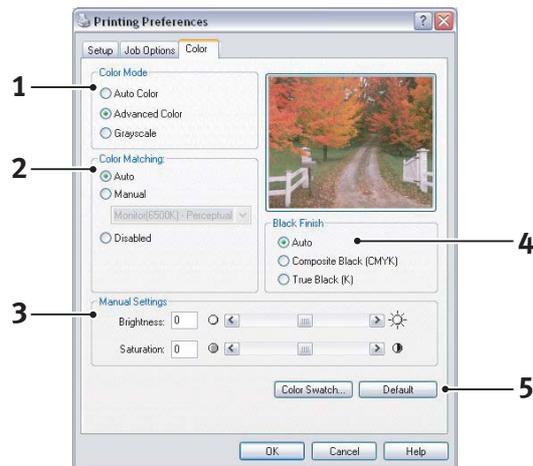


1. Control over the colour output of your printer may be performed automatically, or for advanced control, by manual adjustment. The automatic setting will be appropriate in most cases. The other options in this window only become visible when you select a choice other than Auto.

2. You can choose from a range of colour matching options, depending on the image source for your document. For example, a photograph taken on a digital camera might require different colour matching to a business graphic created in a spreadsheet application. Again, for most general purpose use, automatic is the best choice.

3. Printed output may be made lighter or darker, or the colours made more saturated and vibrant as required.

4. Black areas may be printed using 100% cyan, magenta and yellow (composite black), giving a more glossy appearance, or using only black toner (true black), giving a more matte appearance. Choosing the automatic setting allows the driver to make the most appropriate choice depending on image content.

5. A single on-screen button restores the default settings.

## SETTING FROM WINDOWS CONTROL PANEL

When you open the driver properties window directly from Windows, rather than from within an application program, a somewhat more extensive range of settings is provided. Changes made here will generally affect all documents you print from Windows applications, and will be remembered from one Windows session to the next.

### GENERAL TAB
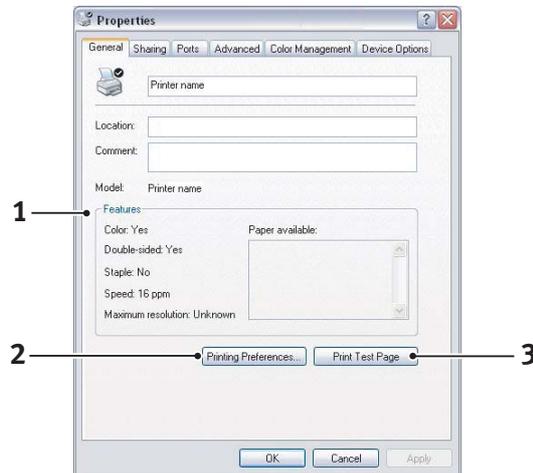


**1.** This area lists some of the main features of your printer.

**2.** This button opens the same windows as described earlier for items which can be set from within application programs. Changes you make here, however, will become the new default settings for all Windows applications.

**3.** This button prints a test page to ensure that your printer is working.

### ADVANCED TAB
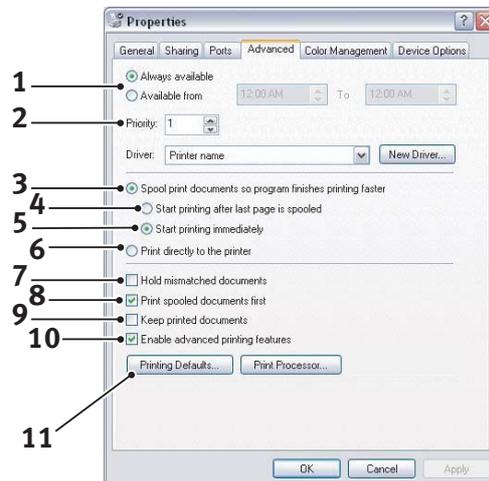


**1.** You can specify which times of day your printer will be available.

**2.** Indicates current priority, from 1 (lowest) to 99 (highest). Highest priority documents will print first.

**3.** Specifies that documents should be spooled (stored in a special print file) before being printed. The document is then printed in the background, allowing your application program to become available more quickly.

**4.** This specifies that printing should not start until the last page has been spooled. If your application program needs a lot of time for further computation in the middle of

printing, causing the print job to pause for more than a short period, the printer could prematurely assume that the document has finished. Selecting this option would prevent that situation, but printing will be completed a little later, as the start is delayed.

5. This is the opposite choice to the one above. Printing starts as soon as possible after the document begins spooling.

6. This specifies that the document should not be spooled, but printed directly. Your application will not normally be ready for further use until the print job is complete. This requires less disk space on your computer, since there is no spool file.

7. Directs the spooler to check the document setup and match it to the printer setup before sending the document to print. If a mismatch is detected, the document is held in the print queue and does not print until the printer setup is changed and the document restarted from the print queue. Mismatched documents in the queue will not prevent correctly matched documents from printing.

8. Specifies that the spooler should favour documents which have completed spooling when deciding which document to print next, even if completed documents are lower priority than documents which are still spooling. If no documents have completed spooling, the spooler will favour larger spooling documents over shorter ones. Use this option if you want to maximise printer efficiency. When this option is disabled the spooler chooses documents based only on their priority settings.

9. Specifies that the spooler should not delete documents after they are completed. This allows documents to be re submitted to the printer from the spooler instead of printing again from the application program. If you use this option frequently it will require large amounts of disk space on your computer.

10. Specifies whether advanced features, such as booklet printing, page order and pages per sheet, are available, depending on your printer. For normal printing keep this option enabled. If compatibility problems occur you can disable the feature. However, these advanced options may then not be available, even though the hardware might support them.

11. This button provides access to the same setup windows as when printing from applications. Changes made via the Windows Control Panel become the Windows default settings.

## 2-SIDED PRINTING

To carry out 2-sided, or Manual Duplex Printing you must pass paper through the printer twice. You can carry out 2-sided printing using the Cassette Tray or the Multi Purpose Tray.

2-sided Printing is supported on Windows operating systems only.

### Manual duplex printing using the cassette tray

1. Ensure that there is enough paper in the cassette tray to carry out the print job.

2. Select **File > Print** and click the **Properties** button. In the 2-sided printing drop down menu, select either "Long Edge" or "Short Edge" according to your printing preferences. If you require further information, click the **Duplex Help** button. Then, Click the **Print** button.
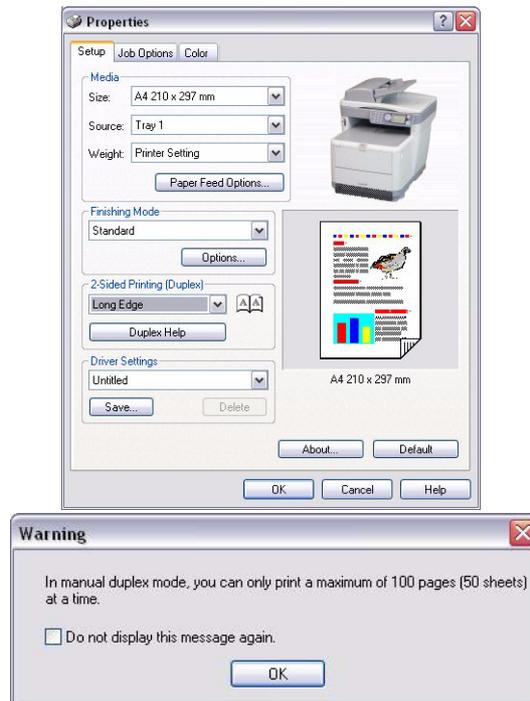


3. Every second page of your document is printed first. When this is complete, a message appears on the printer display, prompting you to:

   Print/Install paper/Tray 1/Duplex request/Press START button

4. Open the Cassette Tray.

5. Take the printed paper from the output stacker, turn it as shown so that the printed side is facing UP, then place it in the cassette tray.
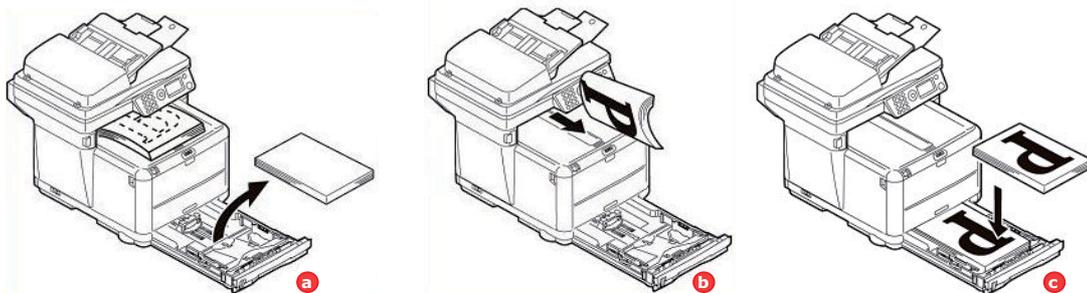


6. Close the Cassette Tray and press the **START** button as requested on the printer display.

The message window should disappear from your screen and the document finishes printing the remaining pages.

**Manual duplex printing using the Multi Purpose Tray**

> *NOTE*
> *When using the Multi Purpose Tray, feed pages one sheet at a time.*

1.  Select **File > Print** to display the Print dialog box.

2.  Click the **Properties** button. On the 2-sided printing drop down menu, select either **Long Edge** or **Short Edge** according to your printing preferences. If you require further information, click the **Duplex Help** button.

3.  Position the paper guides on the Multi Purpose Tray according to the paper size.

4.  Place one sheet of paper in the Multi Purpose Tray. The paper is automatically gripped in position.

5.  When the page has printed, take it from the output stacker.
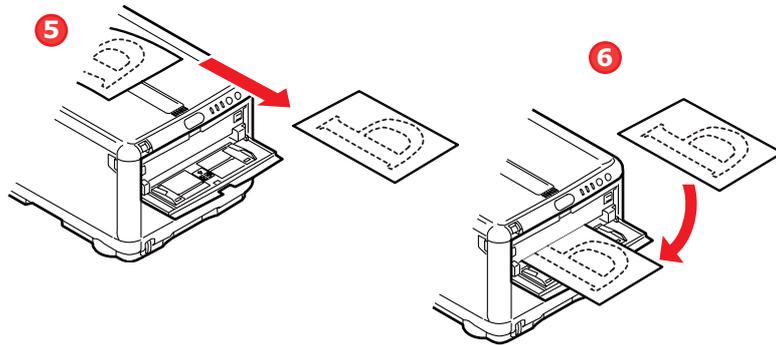


6.  Set the page in the Multi Purpose Tray with the printed side facing DOWN as shown. Ensure that the paper is gripped in place.

7.  Press the **START** button.

8.  Repeat Steps 4 to 7 to print the remaining pages of your document.

# PRINTING SETTINGS IN MAC OS X

The information in this section is based on Mac OS X Tiger (10.4). Other versions may appear slightly different, but the principles are the same.

## SETTING PRINTING OPTIONS

You can choose your printer and select options for how you want your documents to print from the Print dialog box.

To set your printer options:

1.   Open the document you want to print.

2.   To change the paper size or page orientation, select **File > Page Setup**. For a description of each option, see "Page setup options" on page 83.
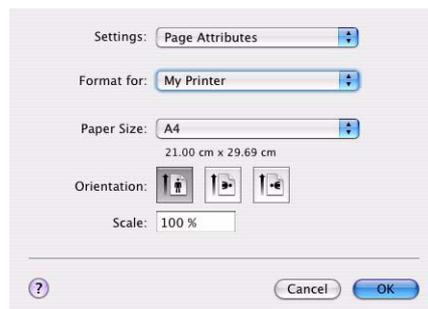


3.   Close the Page Setup dialog box.

4.   Select **File > Print**.

5.   Select your printer from the Printer drop-down menu.

6.   To change any printer driver settings, select the required options from the Settings drop-down menu. You can select more options from the Copies & Pages menu. For a description of these options, see "Print options" on page 84.
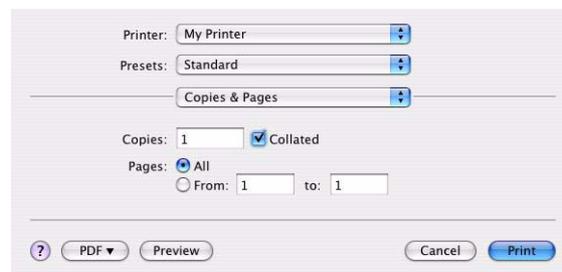


7.   Click the **Print** button.

## SETTING PRINTING OPTIONS - SAVING DRIVER SETTINGS

You can save a set of printer driver options to use for future documents.

1.   Open the document you want to print.

**2.** To change the paper size or page orientation, select **File > Page Setup**.



**3.** Select **Save As Default** from the Settings drop-down menu.

**4.** Select **File > Print**.

**5.** To save the current printer driver settings as a preset, select **Save As** from the Preset menu.

**6.** Enter a name for your preset and click **OK**.

## CHANGING THE DEFAULT PRINTER AND PAPER SIZE

The following steps describe how to change your default printer and the paper size options.

**1.** Select **Apple menu > System Preferences**.

**2.** Click the **Print & Fax** icon.

**3.** Select your printer in the **Selected Printer** in Print Dialog drop-down menu.

**4.** Select your required paper size in the **Default Size** in Page Setup drop-down menu.

## PAGE SETUP OPTIONS

This section provides a description of the page setup options available to you.
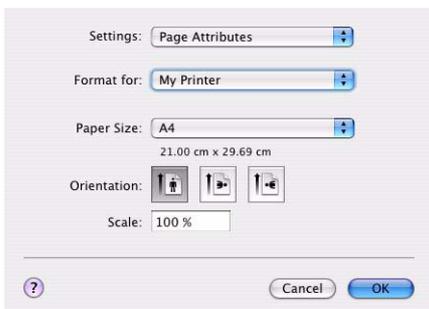


**Page Attributes**

You can select **Save As Default** to use the current Page Setup settings as a standard for all documents.

**Format for**

Allows you to select your printer model before changing options such as Paper size and Orientation.

**Paper Size**

Select a paper size to match your document and the paper loaded in the printer. The paper margin is 4.2mm at all edges. To specify your own paper sizes, select **Manage Custom Sizes...**

**Scale**

You can scale documents up or down to fit onto different paper sizes. To fit your document on a specific paper size, select **Options** in the **Paper Handling** drop-down menu in the **Print Options** dialog box (see "Print options" on page 84).

**Orientation**

You can select a portrait or landscape option. When using landscape, you can rotate the document 180 degrees.

## PRINT OPTIONS

### COPIES & PAGES
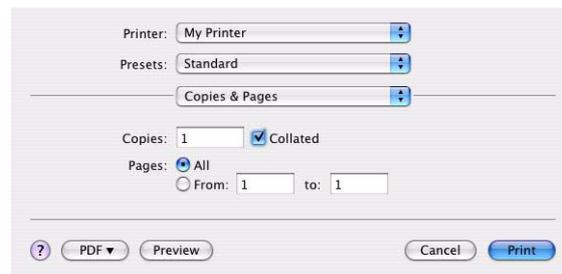


**Copies**

This option allows you to enter the number of copies to print. If you select **Collate**, all pages of the document will print before the next copy prints.

**Pages**

You can select whether to print all pages of a document or just a section of it.

### LAYOUT
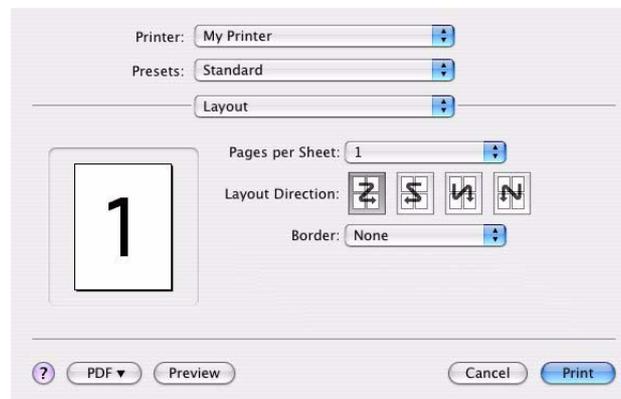


**Pages per sheet**

You can shrink multiple pages and print them on a single sheet of paper. For example, choosing 4-up will tile four of your document's pages across a single sheet of paper.

You can control the order in which the documents are tiled and also choose to surround each document page with a border.

**Scheduler**

This option lets you choose whether to print your document immediately, or defer printing until later. You can also assign a priority to a print job.

These features are useful if you are printing large documents that take a long time to print.

## PAPER HANDLING
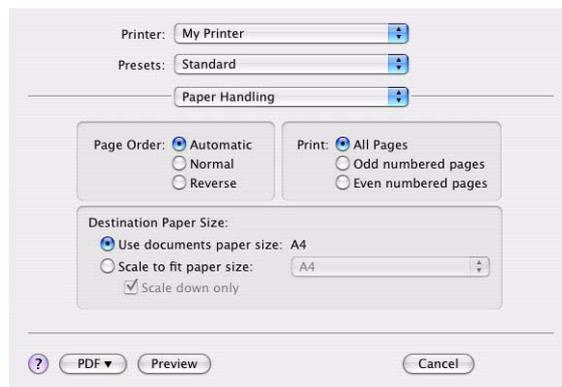
**Page order**

You can choose to print your document in the normal page order (1,2,3..) or reverse order (..3,2,1).

**Print**

This option allows you to choose whether to print only odd or even numbered pages. This is useful if you are using manual duplex for which you first print all odd pages, re-insert the paper in the printer and then print all even pages.

**Destination paper size**

Scale documents to fit on the size of paper in your printer. For example, you can take a document formatted for A3 and print it on A4 paper using an A4 printer.

## COLORSYNC

**Color conversion**

For Color Conversion, Standard is the only option available for your printer model.

**Quartz Filter**

Choose a Quartz filter if you wish to apply a special effect to your print job, such as Sepia or Blue Tone.

### COVER PAGE
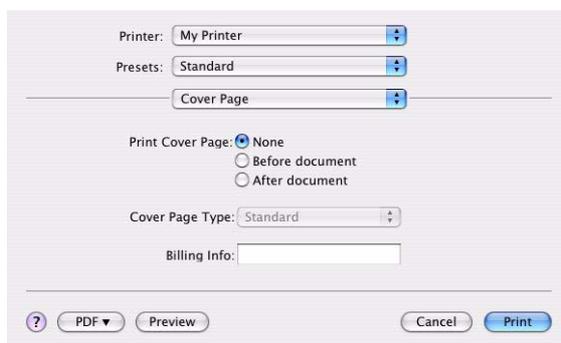


Choosing a cover page may help you to identify your printed document in a large pile of paper. This is useful in a busy office with many people sharing the printer.

### PAPER SOURCE
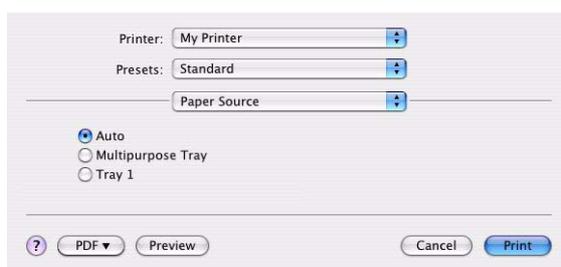


This option allows you to select the paper tray to use for your print job.

### PRINT QUALITY



**Print quality**

Use this option to selects the print resolution. The ProQ2400 setting produces the best graphic images, but these images can take longer to print.

**Photo Enhance**

Use **Photo Enhance** to significantly improve quality when printing images. The printer driver analyses any photographic images and processes them to improve the overall appearance. This setting cannot be used together with the "ProQ2400" print quality setting.

**Toner Saving**

Toner saving uses less toner when printing your document. This is best suited to draft text documents as it lightens the print significantly.

### COLOUR
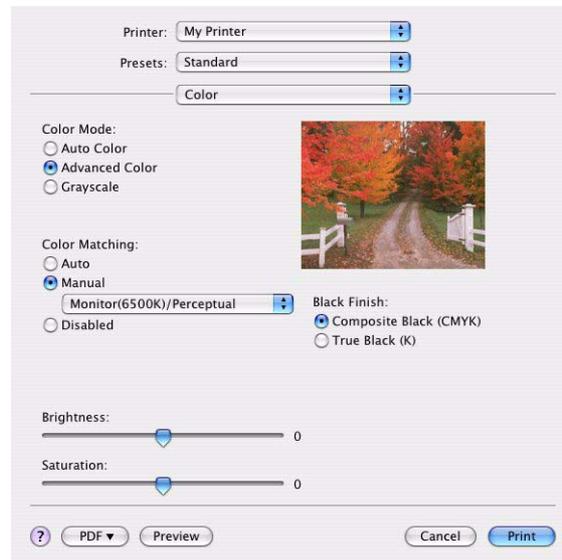


**Colour mode**

| COLOUR MODE | DESCRIPTION |
|---|---|
| Advanced Colour | The driver selects the most appropriate color settings. |
| Manual | Allows you to manually adjust colour and black and white settings or select. |
| Grayscale | Convert all colours to shades of grey. |

**Color matching**

| COLOUR | DESCRIPTION |
|---|---|
| Monitor (6500K) Perceptual | Optimised for printing photos. Colours are printed with emphasis on saturation. |
| Monitor (6500K) Vivid | Optimised for printing photos, but with even more saturated colours. |
| Monitor (9300K) | Optimised for printing graphics from applications such as Microsoft Office. Colours are printed with emphasis on Lightness. |
| Digital Camera | Results will vary depending on the subject and conditions the image was taken. |
| sRGB | The printer reproduces the sRGB colour space. This might be useful if colour matching from an sRGB input device such as a scanner or digital camera. |

**Black Finish**

Use this option to control the way black is printed in colour documents. Select **Composite Black (CMYK)** to use all 4 toner colours to represent black. This option is recommended

for color photos. Select **True Black (K)** to use 100% black toner to represent black. This option is recommended for text and business graphics.

### Brightness / Saturation

This option allows you to increase brightness for a lighter print. Modify saturation to change the strength (or purity) of a colour.

If the printed colours are too strong, reduce saturation and increase brightness. As a general rule, reduce saturation by the same amount as you increase brightness. For example, if you reduce saturation by 10, increase brightness by 10 to compensate.

## PRINTER SETUP OPTIONS

### PRINTER OPTIONS



### Media weight

Select the thickness or type of paper in the printer. It is important to set this correctly as it affects the temperature at which the toner is fused to the paper. For example, if you are printing on normal A4 paper, do not select Labels or Transparency as this may cause toner smearing and paper jams.

### Paper size check

Select Paper Size check if you want the printer to warn you when the document paper size is different from the paper in the printer.

A warning message is displayed and printing continues when you load the correct paper in the paper tray and press **ONLINE**. When this option is deselected, the printer uses the paper loaded in the selected tray regardless of the document size.

### Always create 100% black (K) toner

Select this option if you want the printer to always use only black (K) toner when printing pure black (RGB = 0,0,0). This is effective even when Composite Black (CMYK) is selected in the colour options.

### Run maintenance cycle before printing

Depending on printing habits and usage patterns, running the maintenance cycle before printing may ensure the best possible print quality. This feature uses the printer's image drums and transfer belt. The life of these printer consumables may be shortened if the printer runs a maintenance cycle frequently.

## PRINT CONTROL



If you are using the Windows Print Control Server software to manage printers, enter your assigned user name and ID. This information is sent to the printer with your print job and is recorded by the printer.

## SUMMARY
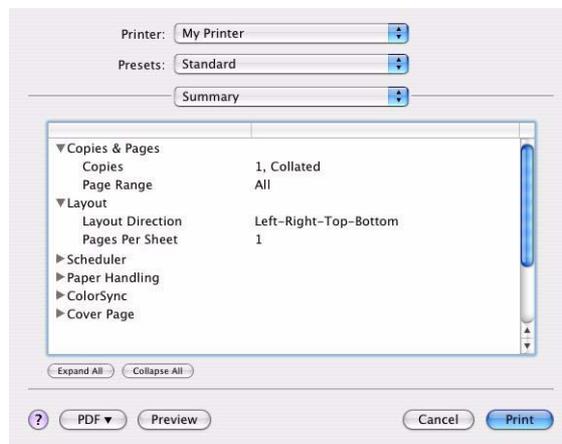


This option displays a summary of all selected print options for the current job.

# GENERAL PRINTING

## PRINTING ON DIFFERENT MEDIA

This section describes how to print on material other than normal A4 paper.

### PRINTING ON LEGAL PAPER

When printing on legal paper you need to change the media settings for the printer software to get the best results.

You can either set a default driver for each type of media or you can change the print media settings through your Windows printer properties or Mac Print options any time you print on different media.

### PRINTING ON ENVELOPES

> *NOTE*
> *Do not use envelopes with clear windows. Use paper envelopes only. See "Paper recommendations" on page 23.*

1.  In either the cassette tray or the Multi Purpose Tray, adjust the paper guides using the indicators marked on the printer.

2.  Place your envelopes in the tray, face up with the short edge facing into the printer and the flap to the right. Do not add more than one envelope at a time.

3.  From your operating system, access the print media menu and select your envelope size.

4.  Print in the usual manner for your operating system software.

## SETTING OTHER PRINTING OPTIONS

This section briefly describes how to set printing options for your particular print job.

### FIT TO PAGE PRINTING

You can choose to print your document on larger or smaller sized paper depending on the size of print media available to you.

**Windows**

1.  In the driver's **Setup** tab, click the **Paper Feed Options** button.
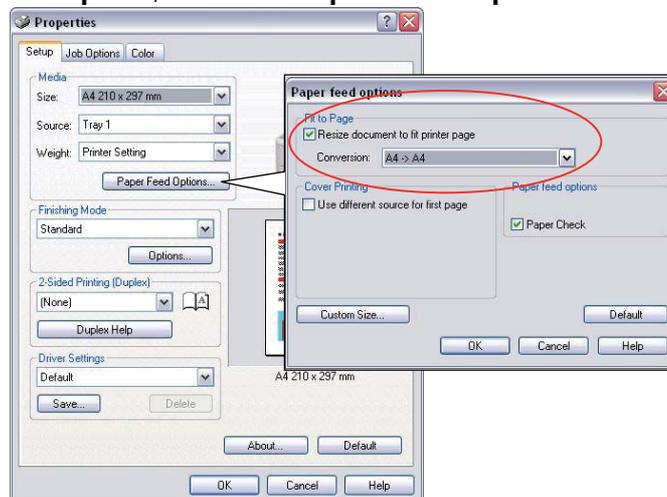
**2.** Check the **Fit to Page** checkbox.

**3.** Choose the scaling factor you need from the **Conversions** drop-down list.

### Mac OS X

**1.** Select **Paper Handling** (1).
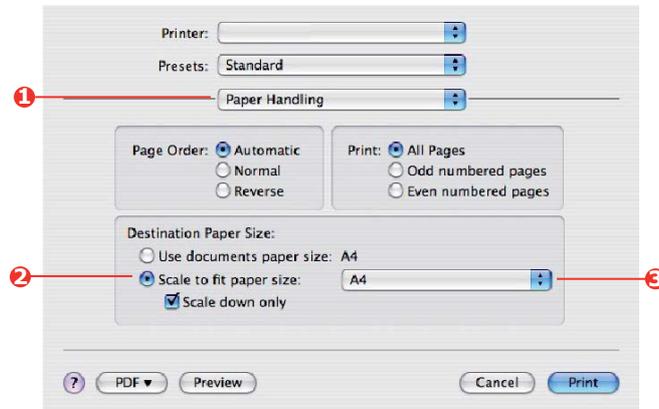


**2.** Check the Scale to **Fit Paper Size** checkbox (2).

**3.** Choose the paper size you need from the drop-down list (3).

### PRINTING MULTIPLE PAGES TO ONE SHEET

This feature scales the page size of your document for printing and reproduces several pages per sheet.

This is useful when you simply want to proof your page layout, or distribute your document in a more compact format. It saves paper, bulk, weight and cost.
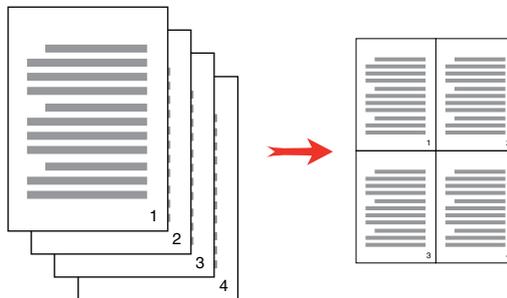
## Windows

**1.** In the driver's **Setup** tab, choose the number of pages (N-up) you want to print on each sheet. 1-up is normal, 16-up is maximum.
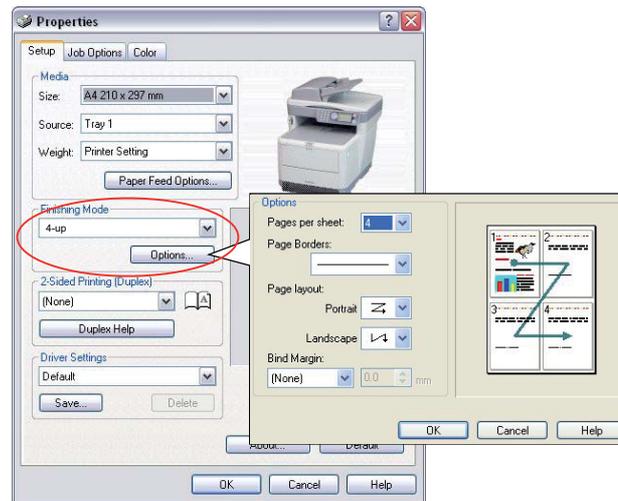


**2.** Click **Options** to choose from the available options for this feature.

From here you can choose the page printing order, the page layout, whether you want printed page borders, and a binding margin if you need it.

## Mac OS X

**1.** Select **Layout** (1).
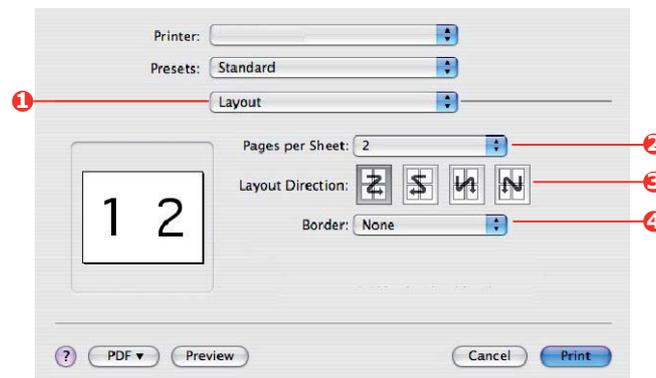


**2.** From the **Pages per Sheet** menu (2), select the number of pages you want to fit onto a single sheet of paper.

**3.** If required, change the direction (3) the document pages are laid out on each sheet of paper.

**4.** If required, you can surround each page with a border (4).

You can save both time and toner by printing color documents in black and white. Access the Color tab and select the **Greyscale** option before printing your document.
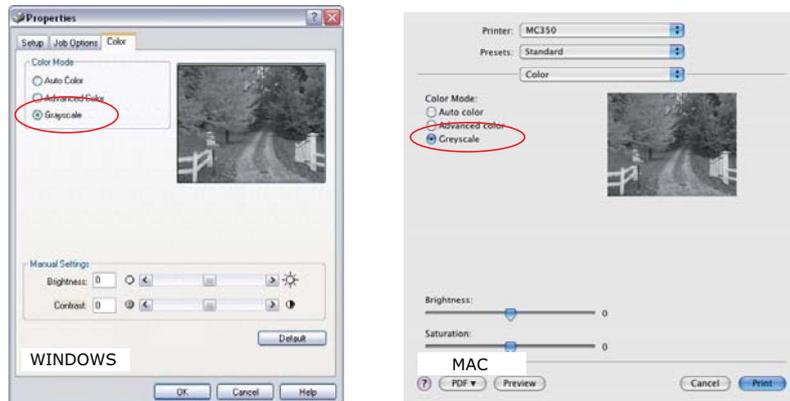


## CANCELLING A PRINT JOB

You can cancel a print job from your software application, from the print queue or by using the **STOP** button on your printer.

| PRINTING STATE | HOW TO CANCEL |
|---|---|
| Document has not started printing | Try to cancel printing job within software application. |
| Document is waiting in a print queue | Delete print job from Print Queue. You can access the print queue from the System Tray in Windows or the Print Center Queue in Mac. |
| Document has started printing | Press the **STOP** button on your printer. Any pages that are already moving through the printer will be printed. You will need to press **STOP** for each print job you wish to stop. |

# Colour printing

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

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

## Factors that affect the appearance of prints

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

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

> Neither a printer nor a monitor is capable of reproducing the full range of colours visible to the human eye. Each device is restricted to a certain range of colours. In addition to this, a printer cannot reproduce all of the colours displayed on a monitor, and vice versa.

> Both devices use very different technologies to represent colour. A monitor uses Red, Green and Blue (RGB) phosphors (or LCDs), a printer uses Cyan, Magenta, Yellow and Black (CMYK) toner or ink.

> A monitor can display very vivid colours such as intense reds and blues and these cannot be easily produced on any printer using toner or ink. Similarly, there are certain colours, (some yellows for example), that can be printed, but cannot be displayed accurately on a monitor. This disparity between monitors and printers is often the main reason that printed colours do not match the colours displayed on screen.

### Viewing conditions

A print can look very different under different lighting conditions. For example, the colours in a print may look different when viewed standing next to a sunlit window, compared to how they look under standard office fluorescent lighting.

### Printer driver colour settings

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

### Monitor settings

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

There are several settings found on a typical monitor:

> 5000k   Warmest; yellowish lighting, typically used in graphic art environments.

> 6500k   Cooler; approximates daylight conditions.

> 9300k   Cool; the default setting for many monitors and television sets.

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

**How your software application displays colour**

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

**Paper type**

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

## TIPS FOR PRINTING IN COLOUR

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

### PRINTING PHOTOGRAPHIC IMAGES

Use the Monitor (6500k) Perceptual setting.

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

### PRINTING FROM MICROSOFT OFFICE APPLICATIONS

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

### PRINTING SPECIFIC COLOURS (E.G. A COMPANY LOGO)

There are 2 utilities on your DVD-ROM that can help match specific colours:

> Colour Correct Utility
> Colour Swatch Utility

### ADJUSTING THE BRIGHTNESS OR INTENSITY OF A PRINT

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

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

## ACCESSING THE COLOUR MATCHING OPTIONS

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

To open colour matching options from the Windows Control Panel:

1. Open the **Printers** window (called "Printers and Faxes" in Windows XP).

2. Right-click the printer name and choose **Properties**.

3. Click the **Printing Preferences** button (1).
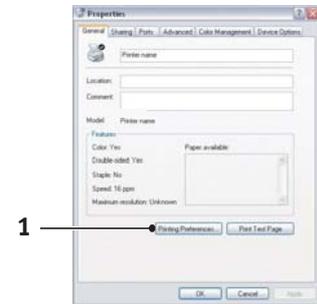
To open colour matching options from within a Windows application:

1. Choose **File > Print...** from the application's menu bar.

2. Click the **Properties** button next to the printer name.

## SETTING THE COLOUR MATCHING OPTIONS

1. On the **Colour** tab select **Advanced Colour** (1) for colour matching.

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

    (a) Monitor (6500k) Perceptual

    Optimised for printing photographs. Colours are printed with emphasis on saturation.

    (b) Monitor (6500k) Vivid

    Optimised for printing photographs, but with even more saturated colours than the Monitor (6500k) Perceptual setting.

    (c) Monitor (9300k)

    Optimised for printing graphics from applications such as Microsoft Office. Colours are printed with emphasis on Lightness.

    (d) Digital Camera

    Optimised for printing photographs taken with a digital camera.

    Your results will vary depending on the subject and the conditions under which the photograph was taken.

    (e) sRGB

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

## USING THE COLOUR SWATCH FEATURE

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

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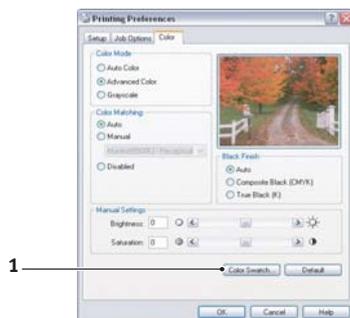


**An example of using the Colour Swatch function:**

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

1.  Print a colour swatch, then select the shade of red that best suits your needs.

2.  Take a note of the RGB value for the particular shade that you liked.

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

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

## USING THE COLOUR CORRECT UTILITY

The Oki Colour Correct Utility is provided on your DVD-ROM.

The Colour Correct utility has the following features:

> Office palette colours can be individually adjusted. This is useful if you want to change how a specific colour is printed.

> Colours can be adjusted by changing Hue, Saturation and Gamma. This is useful if you wish to change the overall colour output.

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

To select adjustments made with the Colour Correct Utility:

1.  From your application program, click **File** and point to **Print**.

2.  Click **Properties**. This displays the printer driver options.

3.  Click the **Colour** tab.

4.  Click **Advanced Colour**.

5.  Click **User Defined**.

Select the colour adjustment you made with the Colour Correct Utility.

# MAINTENANCE

## REPLACING CONSUMABLE ITEMS

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

## TONER CARTRIDGE REPLACEMENT

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

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

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

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

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

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

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

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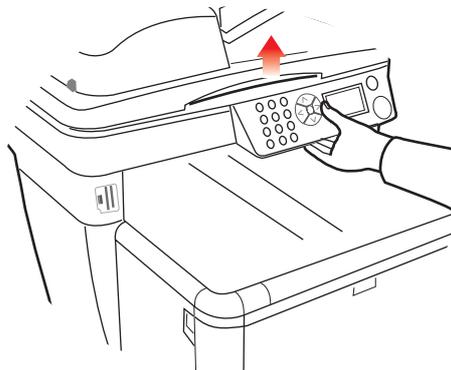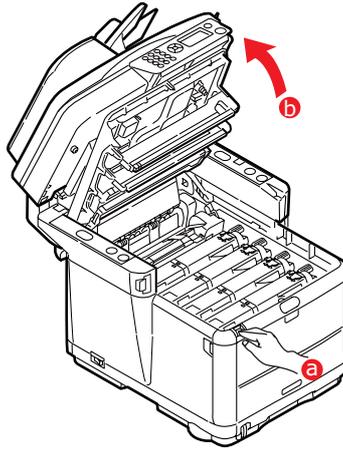
**2.** Press the cover release (a) and open the top cover of the printer (b) fully.



<div style="background-color:red; color:white">

# WARNING!

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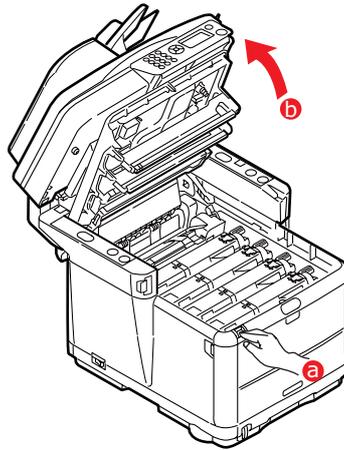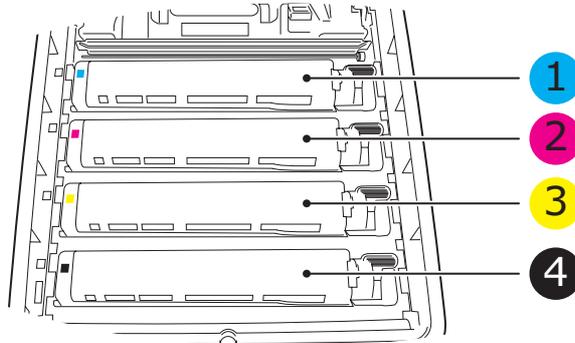
</div>

**3.** Note the positions of the 4 cartridges.
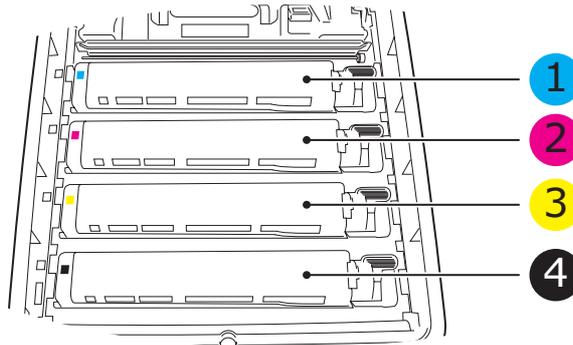


| | |
|---|---|
| 1. Cyan cartridge | 3. Yellow cartridge |
| 2. Magenta cartridge | 4. Black cartridge |

**4.** Carry out one of the following:

(a) If you are replacing a toner cartridge that has been supplied with your printer (release lever has 3 positions), pull the coloured toner release lever on the cartridge to be replaced towards the front of the printer, in the direction of the arrow, but stop at the central (upright) position.
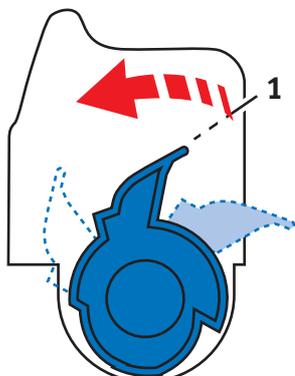


(b) If you are replacing any other toner cartridge (lever has 2 positions), pull the coloured toner release lever (1) on the cartridge to be replaced fully towards the front of the printer.

**5.** Lift the right-hand end of the cartridge and then draw the cartridge to the right to release the left-hand end as shown above, and withdraw the toner cartridge from the printer.
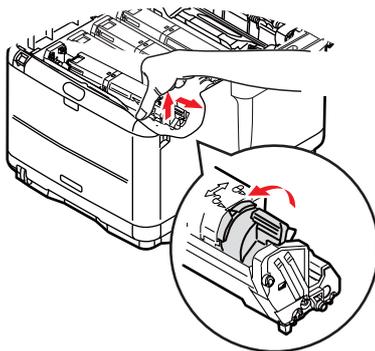


**6.** Put the cartridge down gently on to a piece of paper to contain any toner spillage.

<table>
<tr><td>

**CAUTION!**

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

**7.** Remove the new cartridge from its box but leave its wrapping material in place for the moment.

**8.** Gently shake the new cartridge from end to end several times to loosen and distribute the toner evenly inside the cartridge.
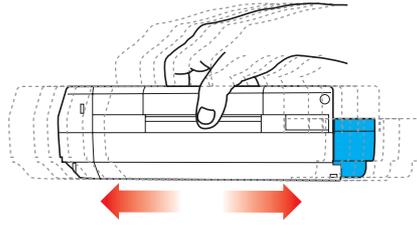
**9.** Remove the wrapping material and peel off the adhesive tape from the underside of the cartridge.
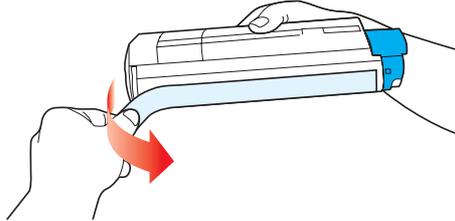
**10.** Holding the cartridge by its top centre with the coloured lever to the right, lower it into the printer over the image drum unit from which the old cartridge was removed.

**11.** Insert the left end of the cartridge into the top of the image drum unit first, pushing it against the spring on the drum unit, then lower the right end of the cartridge onto the image drum unit.
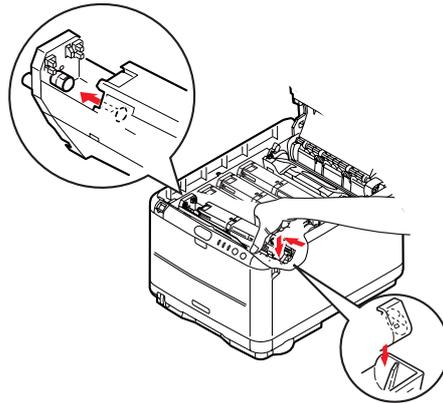
**12.** Pressing gently down on the cartridge to ensure that it is firmly seated, push the coloured lever (1) towards the rear of the printer. This will lock the cartridge into place and release toner into the image drum unit.
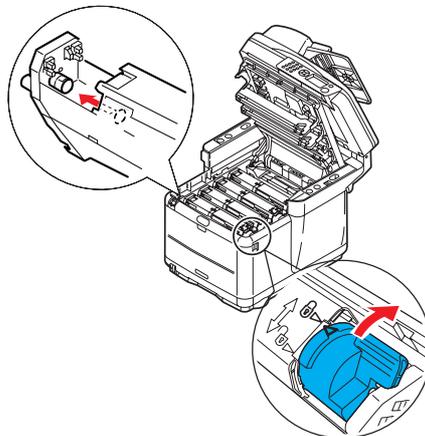
**13.** Close the printer top cover and press down firmly so that the cover latches closed.

**14.** *Gently* lower the scanner on to its supports.

## IMAGE DRUM REPLACEMENT

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

**1.** Lift the scanner.
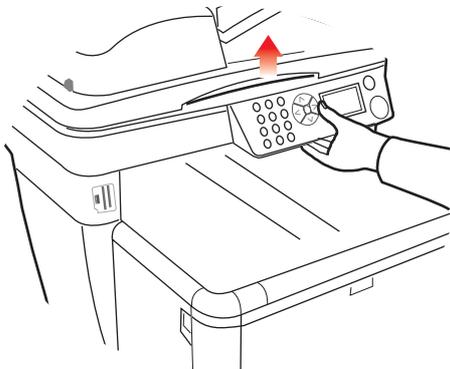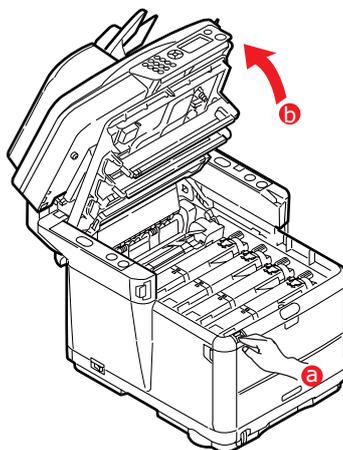


**2.** Press the cover release (a) and open the top cover of the printer (b) fully.



<table>
<tr><td style="background:red;color:white;text-align:center"><strong>WARNING!</strong></td></tr>
<tr><td><strong>If the printer has been powered on, the fuser will be hot. This area is clearly labelled. Do not touch.</strong></td></tr>
</table>

**3.** Note the positions of the 4 cartridges/image drums.
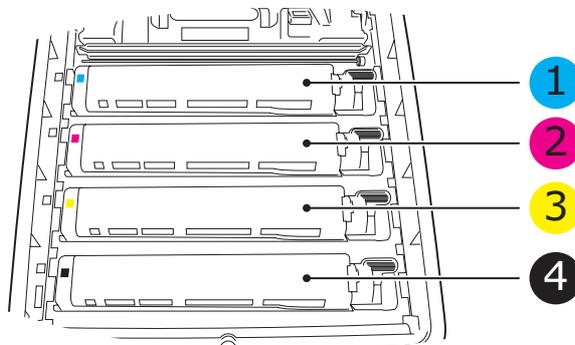


1. Cyan cartridge      3. Yellow cartridge
2. Magenta cartridge      4. Black cartridge

**4.** Holding it by its top centre, lift the image drum, complete with its toner cartridge, up and out of the printer.
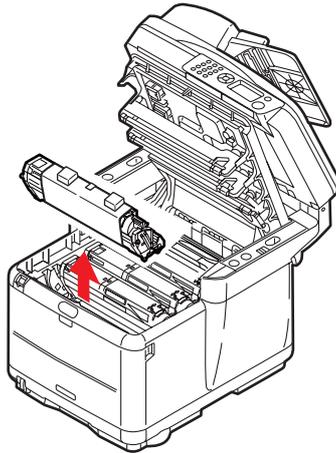


**5.** Put the old unit down gently onto a piece of paper to contain any toner spillage.

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

---

### CAUTION!

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

---

**7.** Remove the protective sheets from the image drum unit. Keep it the same way round as the old unit. Pack the old ID unit inside the packaging material for disposal.
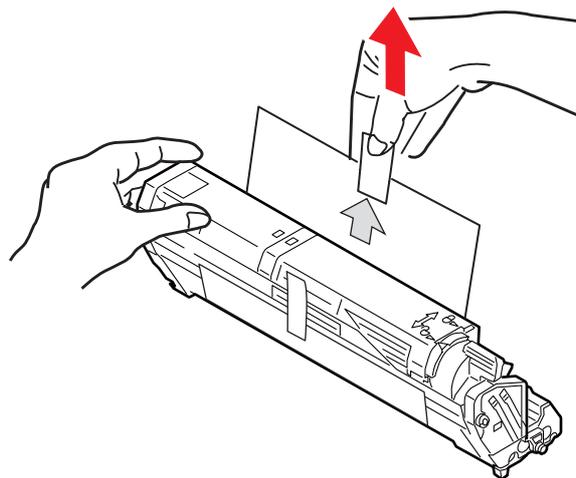
**8.** Holding the complete assembly by its top centre, lower it into place in the printer, locating the pegs at each end into their respective slots in the sides of the printer cavity.
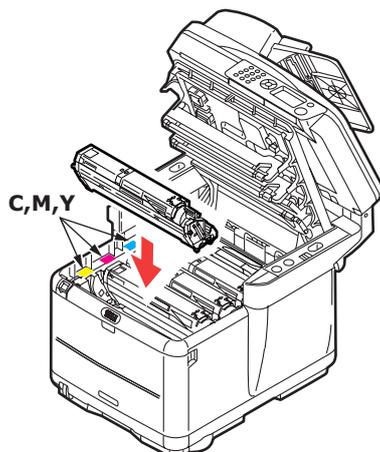


**9.** Close the printer top cover and press down firmly so that the cover latches closed.

**10.** *Gently* lower the scanner on to its supports.

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

## TRANSFER BELT REPLACEMENT

The belt unit is located under the four image drums.

<div style="background:red;color:white;text-align:center">

## WARNING!

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

</div>

**1.** Switch the MFP OFF.
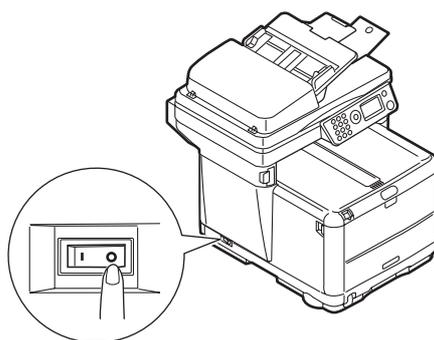
**2.** Lift the scanner.
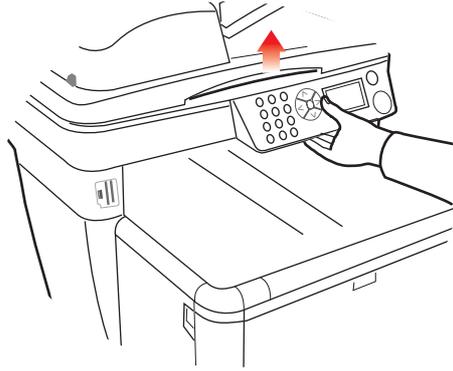


**3.** Press the cover release (a) and open the top cover of the printer (b) fully.



**4.** Note the positions of the 4 cartridges.

**It is essential that they go back in the same order.**



1. Cyan cartridge     3. Yellow cartridge

2. Magenta cartridge     4. Black cartridge

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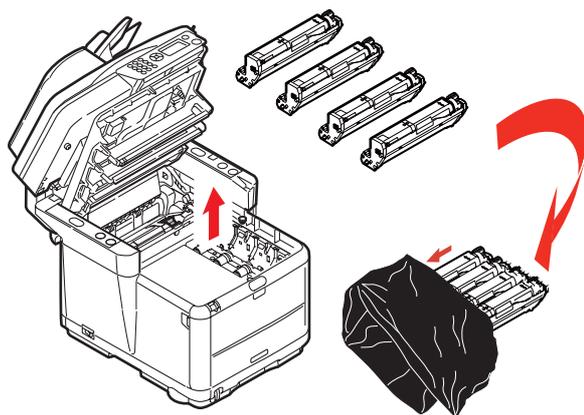


| CAUTION! |
| --- |
| **The green image drum surface at the base of each cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge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

**6.** Locate the two fasteners (a) at each side of the belt (b) and the lifting bar (c) at the front. Turn the two fasteners 90° to the left. This will release the belt from the printer chassis.
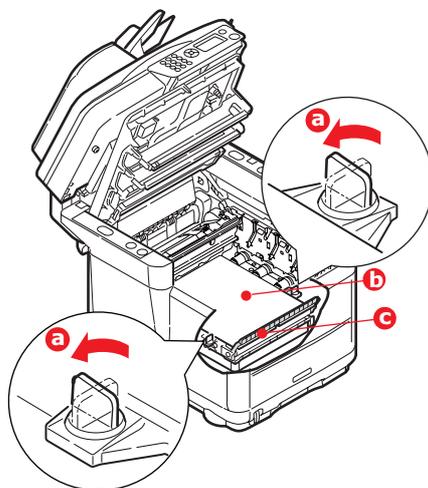
**7.**   Pull the lifting bar (c) upwards so that belt tilts up towards the front, and withdraw the belt unit from the printer.
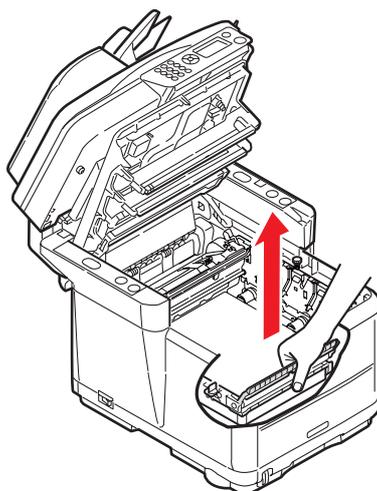
**8.**   Lower the new belt unit into place, with the lifting bar at the front and the drive gear towards the rear of the printer. Locate the drive gear into the gear inside the printer by the rear left corner of the unit, and lower the belt unit flat inside the printer.
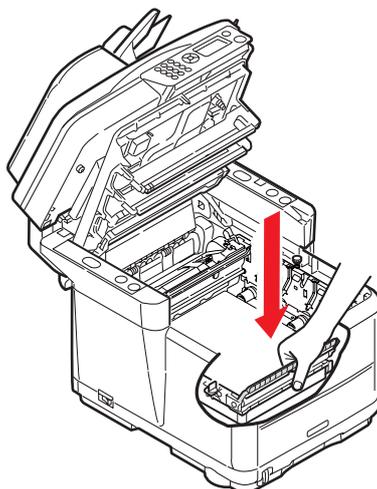
**9.**   Turn the two fasteners (a) 90° to the right until they lock. This will secure the belt unit in place.
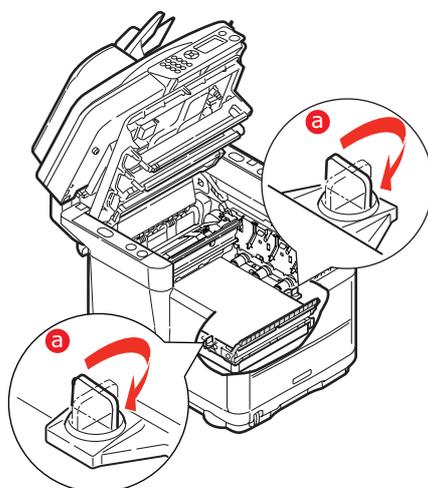
**10.** Replace the 4 image drums, complete with their toner cartridges, into the printer in the correct positions as shown.
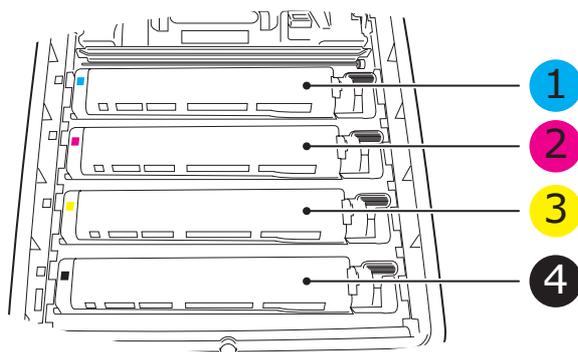


1. Cyan cartridge     3. Yellow cartridge
2. Magenta cartridge     4. Black cartridge

**11.** Close the printer top cover and press down firmly so that the cover latches closed.

**12.** *Gently* lower the scanner on to its supports.

**13.** Switch the MFP ON.
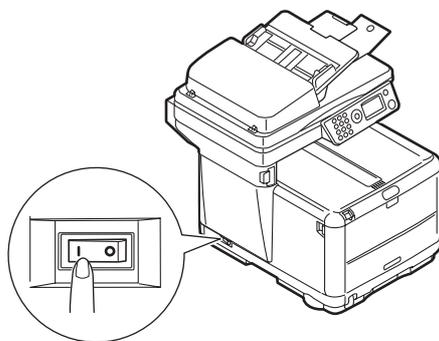
## FUSER REPLACEMENT

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

<table>
<tr><td>

**WARNING!**

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

**1.** Switch the MFP OFF.
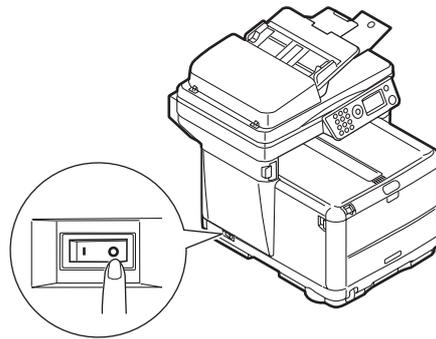
**2.** Lift the scanner.
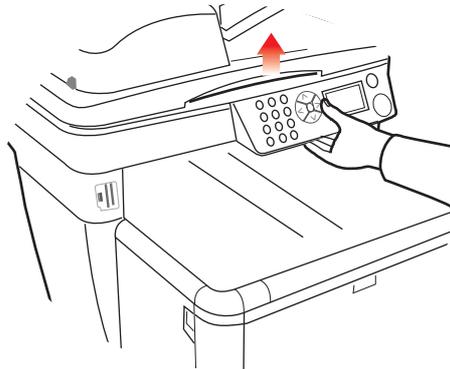
**3.** Press the cover release (a) and open the top cover of the printer (b) fully.
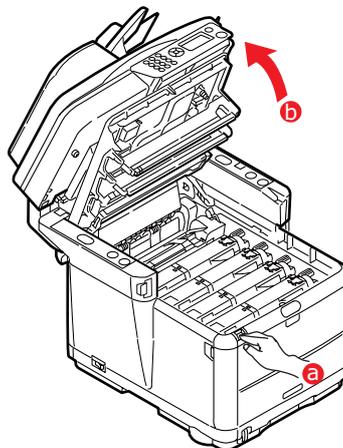
**4.** Identify the fuser handle (1) on the top of the fuser unit.
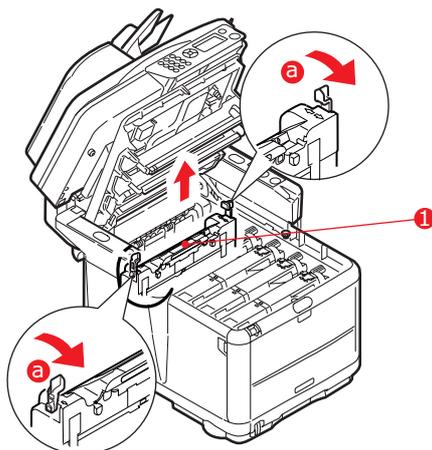


**5.** Pull the two fuser retaining levers (a) towards the front of the printer so that they are fully upright.

**6.** Holding the fuser by its handle (1), lift the fuser straight up and out of the printer. If the fuser is still warm, place it on a flat surface which will not be damaged by heat.

**7.** Remove the new fuser from its packaging and remove the transit material.

**8.** Holding the new fuser by its handle, make sure that it is the correct way round. The retaining levers (2) should be fully upright, and the locating lugs (3) should be towards you. There is one locating lug at each end of the fuser.
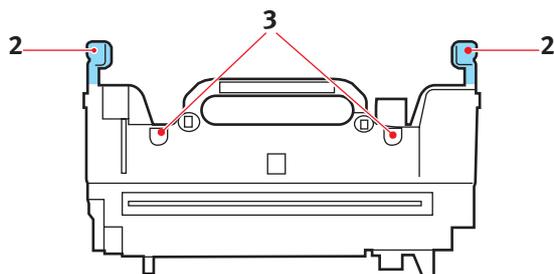


**9.** Holding the fuser by its handle, lower it into the printer, locating the two lugs into their slots in the metal partition which separates the fuser area from the image drums.
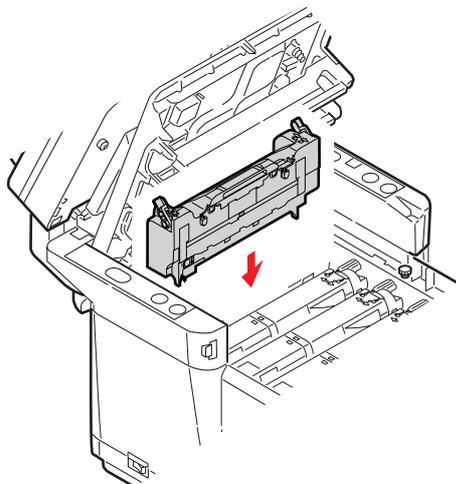
**10.** Push the two retaining levers towards the rear of the printer to lock the fuser in place.
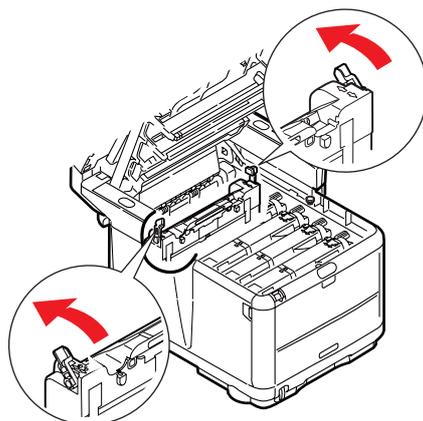


**11.** Close the printer top cover and press down firmly so that the cover latches closed.

**12.** *Gently* lower the scanner on to its supports.

**13.** Switch the MFP ON.
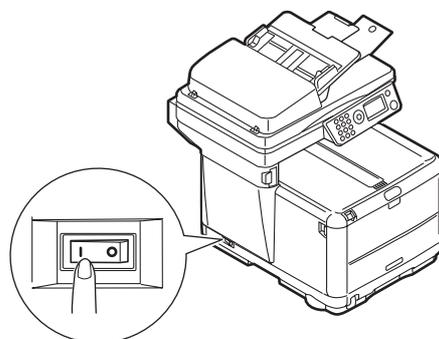


## CLEANING

From time to time print "debris" such as ink, toner and paper dust will accumulate in the ADF and on the document glass from documents which have been copied.

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

### ...THE LED HEAD

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

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

**1.** Lift the scanner.
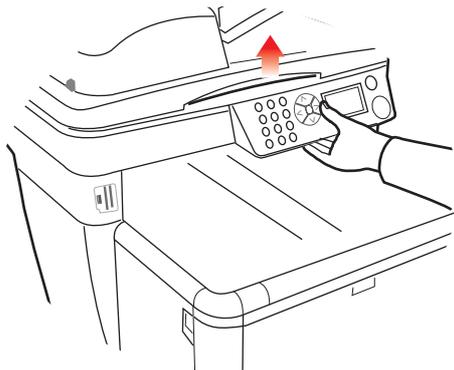


**2.** Press the cover release (a) and open the top cover of the printer (b) fully.
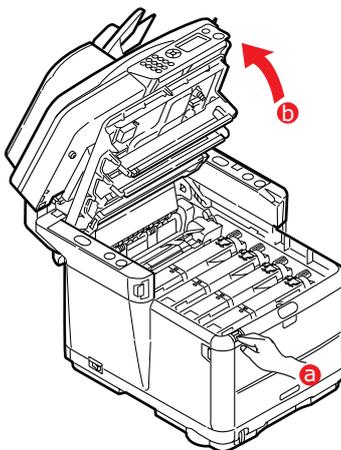


**3.** Gently wipe the LED head surface (1) with LED lens cleaner or a soft lint free cloth.
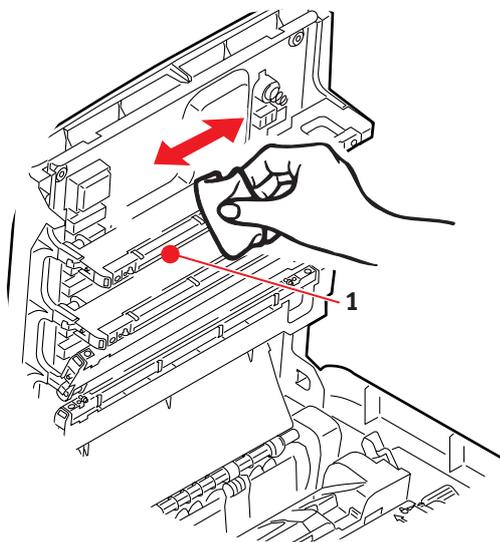


**4.** Close the printer top cover and press down firmly so that the cover latches closed.

**5.** *Gently* lower the scanner on to its supports.

### ...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.

**2.** Open the ADF top cover.

**3.** Pinch the ADF lock lever and swing the feeder mechanism up until it is locked.
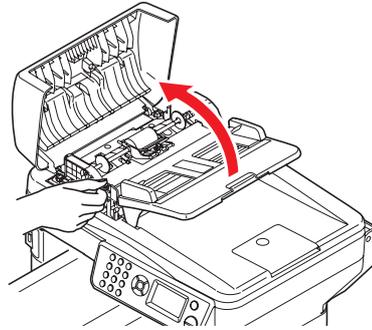


**4.** Moisten a soft, clean lint free cloth and remove any marks by wiping the cloth in the direction of the arrow, as shown.
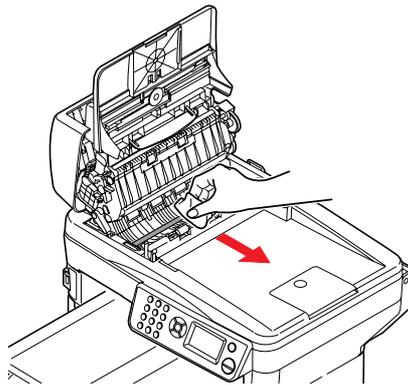


**5.** Return the feeder mechanism to its original position.

**6.** Close the ADF top cover.

### ...THE UNDERSIDE OF THE ADF

**1.** Open the document cover.
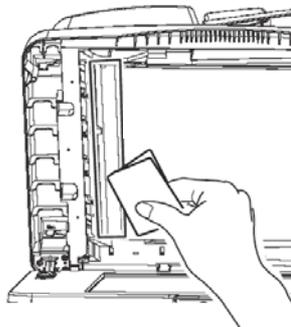


**2.** Moisten a soft, clean, lint free cloth and remove any marks, as shown.

**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.

### ...THE PAPER FEED ROLLERS

Clean the paper feed rollers if paper jams frequently occur.

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

**1.** Remove items like a wrist watch or bracelet.

**2.** Switch the printer off.

**3.** Remove the paper tray from the printer.
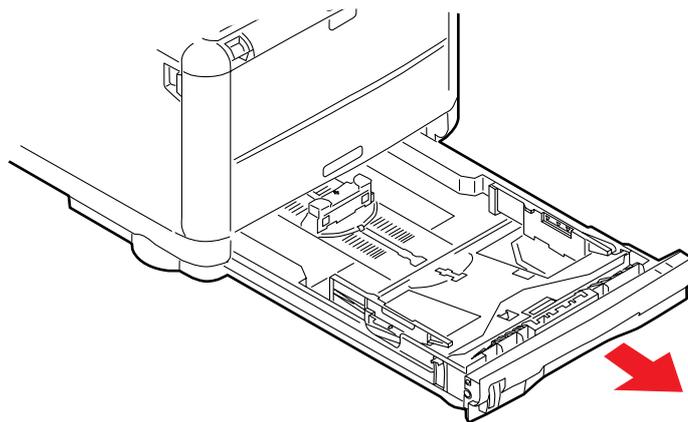


**4.** Gaining access through the gap left by paper tray, wipe the paper feed rollers with a clean, lint-free cloth moistened with water.

**5.** Wipe the feed roller on the paper tray.

**6.** Replace the paper tray.

# INSTALLING ADDITIONAL MEMORY

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

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

1.  Switch the MFP off and disconnect the AC power cable.

2.  Lift the scanner.
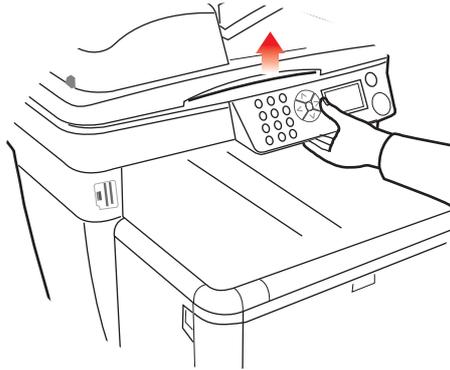


3.  Press the cover release (a) and open the top cover of the printer (b) fully.
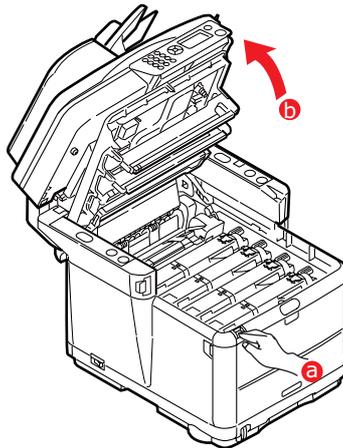


<table>
<tr><td style="background-color:red;color:white;text-align:center"><strong>WARNING!</strong></td></tr>
<tr><td><strong>If the MFP has been powered on, the fuser will be hot. This area is clearly labelled. Do not touch.</strong></td></tr>
</table>

**4.** Note the positions of the 4 cartridges.
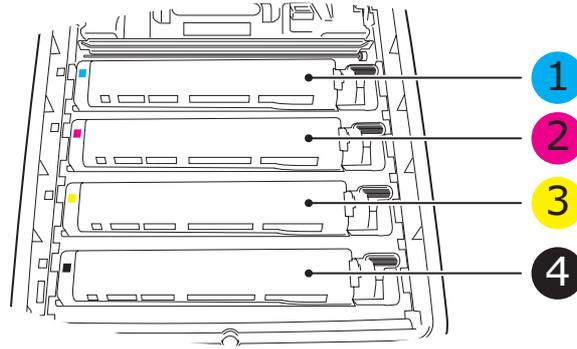


1. Cyan cartridge      3. Yellow cartridge
2. Magenta cartridge      4. Black cartridge

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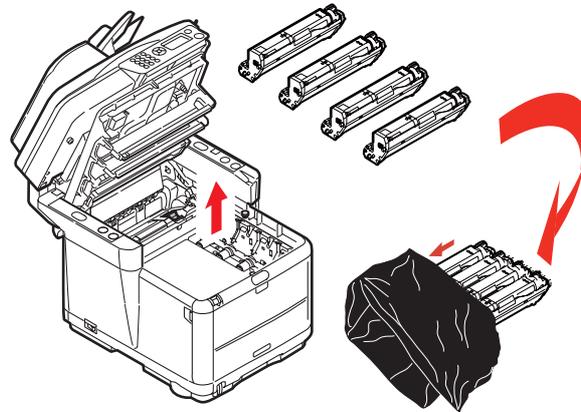


<table>
<tr><td>

**CAUTION!**

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

</td></tr>
</table>

**6.** Locate the two fasteners (1) at each side of the belt (3) and the lifting bar (2) at the front end. Turn the two fasteners (1) 90° to the left. This will release the belt from the printer chassis.
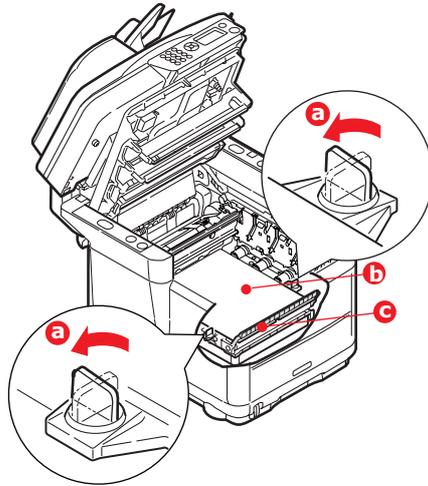


**7.** Unlock the fasteners and remove the belt as shown.
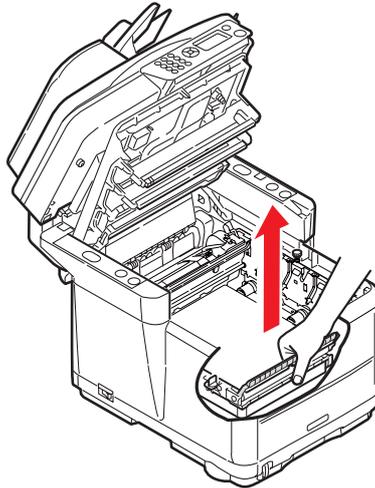


**8.** Carefully remove the new memory board from its wrapping. Try to handle the board only by its short edges, avoiding contact with any metal parts as far as possible. In particular, avoid touching the edge connector.

Note that the memory board has a small cutout in the edge connector, which is closer to one end than the other.
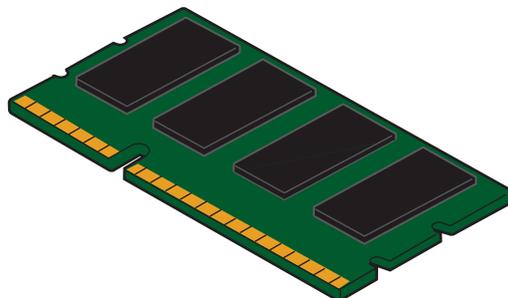
**9.** Identify the RAM expansion slot in the printer. Unclip the plastic cover to open this slot.
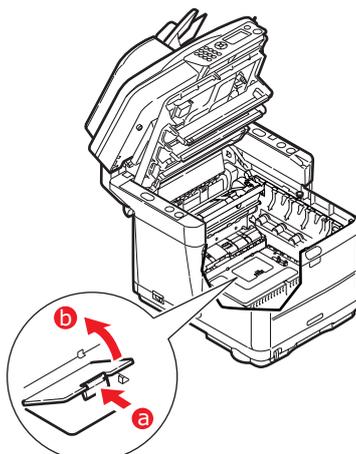


**10.** As the RAM expansion slot already contains a memory board (64Mb), this board will have to be removed before you can install the new one. To remove it proceed as follows:

    (a) Identify the locking clips at each end of the RAM expansion slot.

    (b) Push the clips outward and back into the printer. The board will pop out slightly.

    (c) Grip the board firmly by its short edges and pull it out of the slot.

    (d) Place the removed memory board in the antistatic bag which originally contained the new memory board.

**11.** Hold the new memory board by its short edges, so that the edge connector faces in towards the RAM expansion slot, and the small cutout is closer to the bottom of the printer.

**12.** Gently push the board into the RAM expansion slot until it latches in and will not go any further.
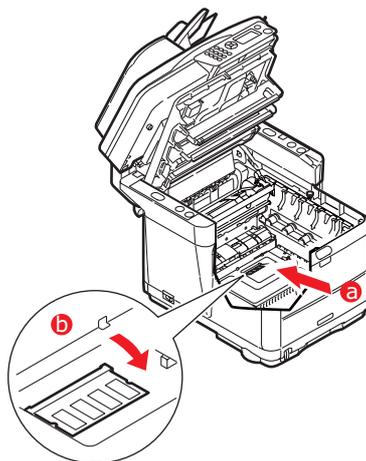


**13.** Close the RAM expansion slot.

**14.** Replace the belt and image drum units.

**15.** Close the printer top cover and press down firmly so that the cover latches closed.

**16.** *Gently* lower the scanner on to its supports.

**17.** Reconnect the AC power cable and switch the MFP on.

**18.** When the MFP is ready, check the memory status as follows:

    (a)    Using the **Down** arrow key, scroll down to `Menu` and press **Enter**.

    (b)    Using the **Down** arrow key, scroll down to `View Information` then press **Enter**.

    (c)    Using the **Down** arrow key, scroll down to `System Menu` then press **Enter**.

    (d)    Using the **Down** arrow key, scroll down to `Total Memory`.

    (e)    Pressing the **Enter** key will confirm the total memory installed.

# TROUBLESHOOTING

## CLEARING PAPER JAMS

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

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

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

### IN THE SCANNER ADF SECTION...

**1.** Lift the ADF cover (1).
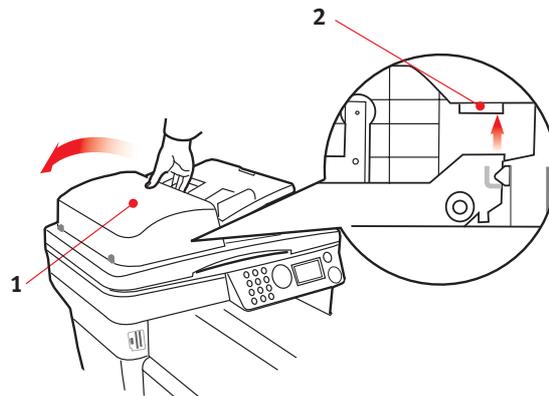


**2.** Remove any loose paper from the entry to the sheet feeder.

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

    (a) Lift the feeder mechanism by the coloured tab (2).

    (b) Remove any paper from ADF mechanism.
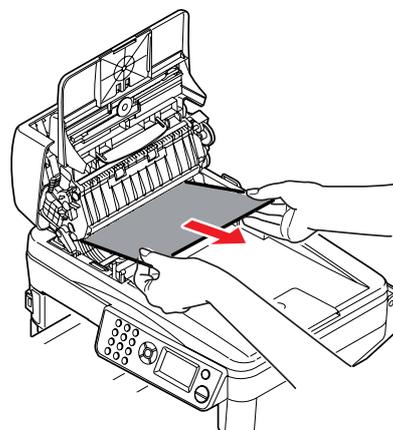


**4.** Lower the ADF cover (1).

**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.  Lift the scanner.

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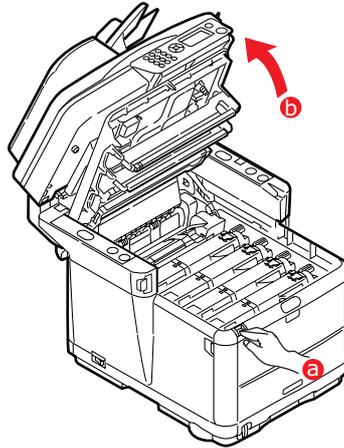


## WARNING!

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

4.  Note the positions of the 4 cartridges.
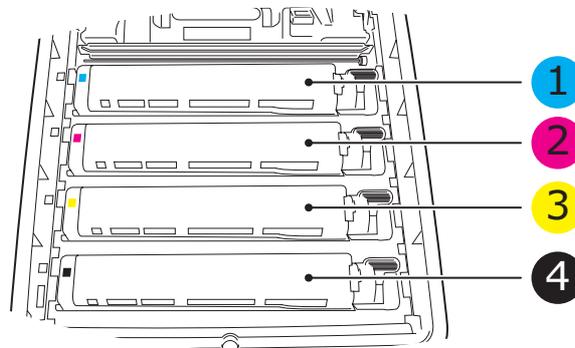


1. Cyan cartridge          3. Yellow cartridge
2. Magenta cartridge       4. Black cartridge

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

**5.** Holding it by its top centre, lift the cyan image drum, complete with its toner cartridge, up and out of the printer.
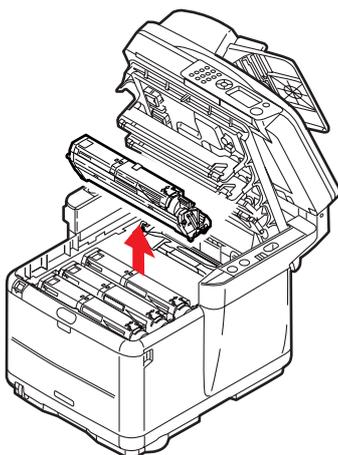


**6.** Put the cartridge down gently on to a piece of paper to contain any toner spillage.

<table>
<tr><td>

**CAUTION!**

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

</td></tr>
</table>

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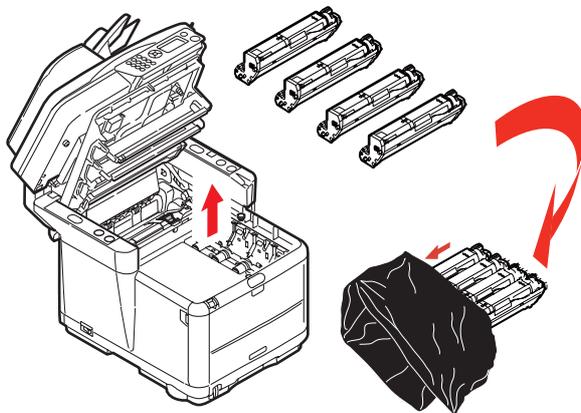


**8.** Look into the printer to check whether any sheets of paper are visible on any part of the belt unit.

**9.** Remove any sheets of paper as follows:

> To remove a sheet with its leading edge at the front of the belt (1), carefully lift the sheet from the belt and pull it forwards into the internal drum cavity and withdraw the sheet.



---
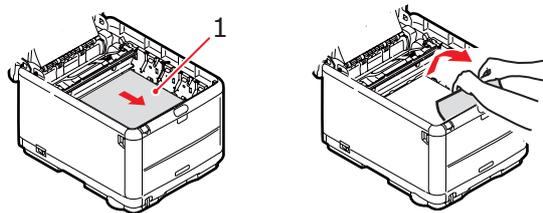
### CAUTION!

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

---

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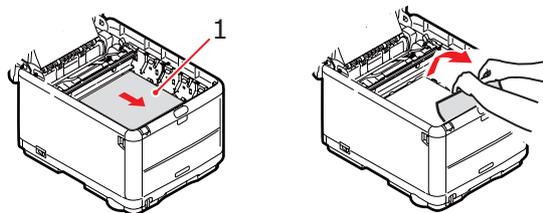


> To remove a sheet just entering the fuser, separate the trailing edge of the sheet from the belt, push the fuser pressure release lever (1) towards the front and down to release the fuser's grip on the sheet, and withdraw the sheet through the drum cavity area. Then allow the pressure release lever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

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

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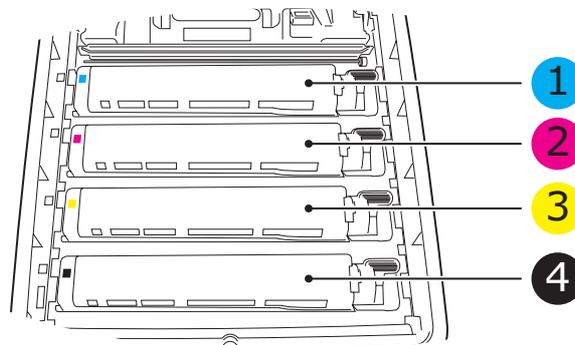


1. Cyan cartridge  3. Yellow cartridge
2. Magenta cartridge  4. Black cartridge

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

**11.** Lower the printer top cover but do not press down to latch it closed yet. This will protect the drums from excessive exposure to room lighting while you check the remaining areas for jammed sheets.

**12.** Open the rear stacker and check for a sheet of paper in the rear path area.
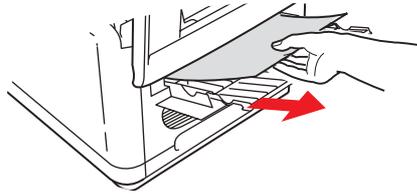
> Pull out any sheets found in this area.

> If the sheet is low down in this area and difficult to remove, it is probably still gripped by the fuser. In this case raise the top cover, reach around and press down on the fuser pressure release lever (1).
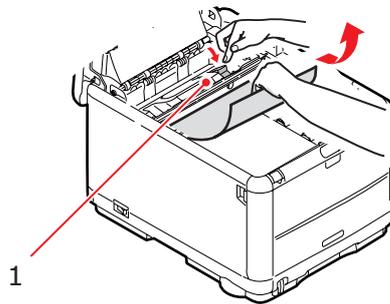
**13.** If you are not using the rear stacker, close it once paper has been removed from this area.

**14.** Press the front cover release and pull open the front cover.
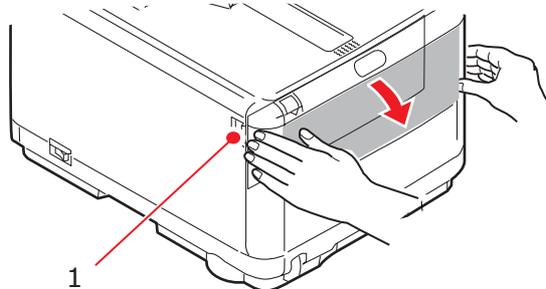
**15.** Check inside the cover for sheets in this area and remove any that you find, then close the cover.
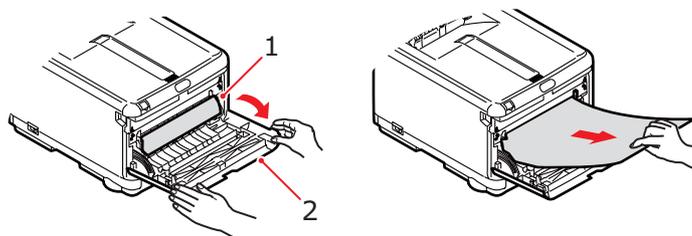
**16.** Pull out the Cassette Tray and ensure that all paper is stacked properly, is undamaged, and that the paper guides are properly positioned against the edges of the paper stack. When satisfied, replace the tray.
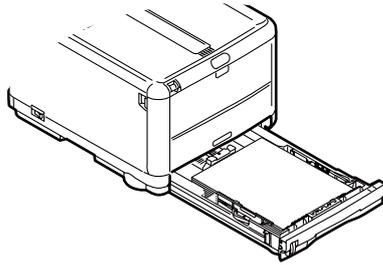
**17.** Close the front cover.
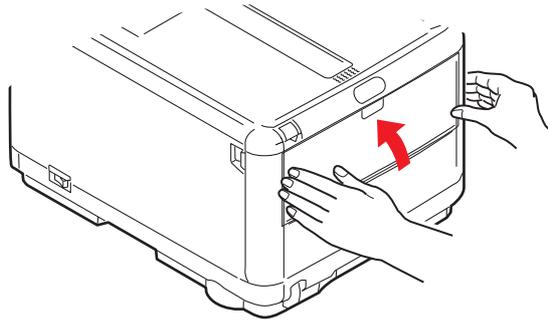
**18.** Close the printer top cover and press down firmly so that the cover latches closed.

**19.** *Gently* lower the scanner on to its supports.

## 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 top cover 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 top cover 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 top cover 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 a proper value for Media Weight and Media Type in the Printer menu, or set one value thicker for Media Weight. |
| | Recycled paper is being used. | Set one value thicker for Media Weight in the Printer 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. |

| SYMPTOMS | POSSIBLE CAUSES | STEPS TO TAKE |
|---|---|---|
| Vertical lines appear. | The image drum cartridge is damaged. | Replace the image drum cartridge. |
| | The toner is low. | Open the top cover and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge. |
| 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 42mm (1.5in), there may be foreign particles in the image drum cartridge. | Open/close the top cover, and print again. |
| | When the interval is about 87mm (3.5in), 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 top cover 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 Printer menu or set one value thicker for Media Weight. |
| | Recycled paper is used. | Set one value thicker for Media Weight in the Printer 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 Printer menu or set one value lighter for Media Weight. |

## DEALING WITH UNSATISFACTORY COPYING

As well as the suggestions provided in "Dealing with unsatisfactory printing" on page 126, ensure that the scanner unit glass is clean at all times. Refer to "…the document glass" on page 114.

## FAX PROBLEM CHECKLIST (MC360)

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 ("MF(Tone)/DP(Pulse)" on page 42).

**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 (see "Density" on page 37). 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. When dialling a two or three digit number, be sure to press # or * before entering the number.

**Documents received are light or have vertical streaks on them, and machine is not out of toner:** Lift the top cover and gently wipe the lens surface of the machine's LED array. Then check to see if the toner or image drum need replacing (see "Replacing consumable items" on page 98).

**Machine is set for delayed transmission but it did not send:** Check the display to make sure that the machine's clock is set to the correct time (see "Clock Adjustment" on page 41).

**Machine is connected to a PBX but it is not possible to dial out:** Be certain that the dial prefix is entered before the telephone number for each number dialled or programmed into the machine. Additionally, the machine must be programmed for PBX operation before it will work with a PBX (see "Connecting to a PBX" on page 47).

**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 (see "Ring Response" on page 42).

**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

MC350    N34118B

MC360    N34117B

| ITEM | SPECIFICATION | |
|---|---|---|
| Dimensions | 447 x 547 x 521mm (W x D x H) approximately | |
| Weight | 29kg approximately | |
| Power Source | Input: 220 to 240VAC, 50 to 60Hz | |
| Power consumption | Max.: | 980W |
| | Typical operating: | 400W |
| | Stand-by: | 110W |
| | Power save: | <30W |
| Environmental | Noise | 53.5dBA (operating) |
| | Temperature | 10°C to 32°C |
| | Humidity | 20% to 80% RH |

# INDEX

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