

ES3640e MFP

Handy Reference



59375801



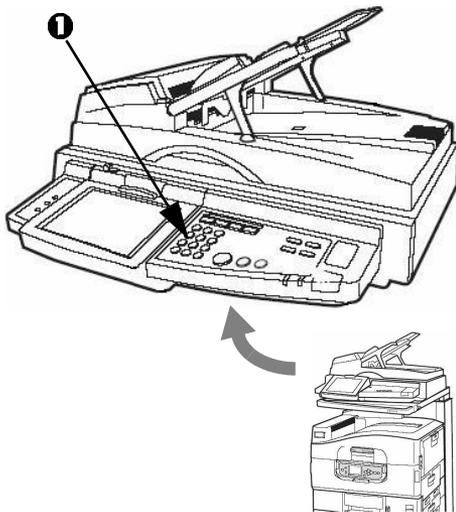
Important safety warnings follow.

**Be sure to read and observe all
safety warnings in this Handy
Reference.**

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Walk-Up Operation



Available Options

- Copy
- E-mail
- Scan to Network
- Scan to Mailbox

Access Control Feature

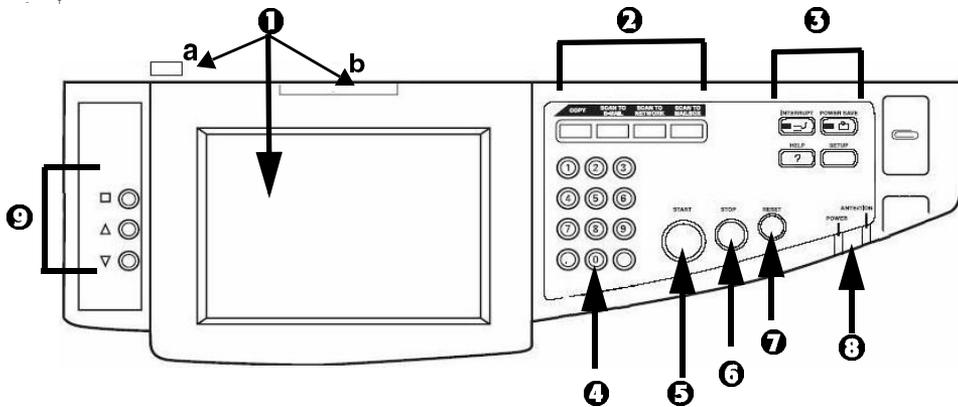
Access Control requires you to enter a password before using the scanner. If your administrator has enabled Access Control, use the scanner panel's number keys (1) to enter your assigned PIN, then press [Login]:



Important! When you are done, be sure to press [Logout] to return the scanner to the PIN entry screen.

Walk-Up Operation

The Scanner Control Panel



1 Touch Screen

Tilt feature:

- a = Release Button
- b = Handle

2 Scan Functions

- COPY
- SCAN TO E-MAIL
- SCAN TO NETWORK
- SCAN TO MAILBOX

Walk-Up Operation

The Scanner Control Panel

3	Control Keys <ul style="list-style-type: none">• INTERRUPT = Press to interrupt a print job, in order to scan a document.• POWER SAVE = Switches scanner power save mode on/off.• HELP = Displays help information on touch screen.• SETUP = Switches to Setup mode for entering e-mail addresses, etc.
4	Numeric Keypad <ul style="list-style-type: none">• 0 to 9 = enter numbers.• Decimal Point = enter decimal values or periods.• Clear (⊙) = deletes all text in the selected box on the touch screen.

5	START Begins selected operation.
6	STOP Stops operation in progress.
7	RESET Resets scanner settings to defaults.
8	LEDs POWER = Scanner is on. ATTENTION = Scanner or printer: out of paper, paper jam, etc.

Walk-Up Operation

The Scanner Control Panel

Touch Screen Image Adjustment

Sets brightness, contrast, image position, etc.

1.   : Enter adjustment mode.
2.   and   : Page through items around perimeter of Adjustment box.
3.   : Engage the selected item. Value bar changes from black to red.
4.   and   : Change value.
5.   : Engage the new value. Value bar changes from red to black.
6. Repeat previous two steps until all changes are made.
7.   and   : Move to EXIT.
8.   : Exit.

Walk-Up Operation

Using the Scanner/Copier

Loading a document

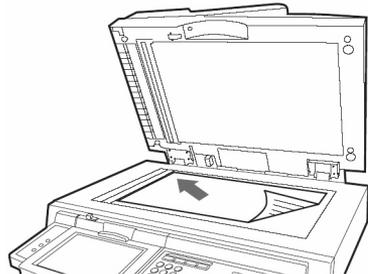
Automatic Document Feed (ADF)

- Up to 50 sheets: no staples, clips, or ragged edges.
- Document size: min. 5.5" x 8.5", max. 11" x 17"
- Weight Range: 16 to 28 lb. (60 to 106 g/m²).
- Load documents **face up**, with top edge entering scanner.



Scanner Glass

- Individual sheets
- Document size: min. 5.5" x 8.5", max. 11.8" x 17"
- Weight: any. Leave lid open to scan pages in books.
- Load documents **face down**, with top edge facing left and placed against back rear corner of the scanner glass.



Walk-Up Operation

Using the Scanner/Copier

For more information, see the User's Guide on the Documentation CD provided with your system or at <http://my.okidata.com>.

To Make Copies

Note: The "Copy Mode" window is the default which appears on the Touch Screen. To switch from another active mode to Copy Mode, press the COPY key.

1. Load the document to be copied.
2. Use the number keys to select the number of copies (up to 999).
3. Make any other settings you need on the Touch Screen tabs: [Basic Settings], [Details], [Image Quality], [Finishing].
4. Press the START key.

To Scan and E-mail

1. Load the document to be scanned.
2. Press the SCAN TO E-MAIL key.
The "E-Mail Send Mode" window appears on the Touch Screen.
3. Touch the appropriate button under [Address Source] and select or key in the e-mail address, then click [OK]
4. Make any needed changes in the settings on the [Address], [Message Text] and [Attachments] tabs.
5. Press the START key.

Walk-Up Operation

Using the Scanner/Copier

To Scan to an FTP Site

1. Load the document to be scanned.
2. Press the SCAN TO NETWORK key.
The "Network Send Mode" window appears on the Touch Screen.
3. On the [FTP Server] tab, touch the appropriate button under [Address Source] and enter the [FTP Server Name], then touch [OK].
4. Make any needed changes in the settings on the [FTP Server] and [Attachments] tabs.
5. Press the START key.

To Scan to a Mailbox

1. Load the document to be scanned.
2. Press the SCAN TO MAILBOX key.
The "Mailbox Send Mode" window appears on the Touch Screen.
3. Touch the appropriate button under [Address Source], then follow the on-screen prompts to enter the mail box name.
4. Make any needed changes in the settings on the [Mailbox] and [Attachments] tabs.
5. Press the START key.

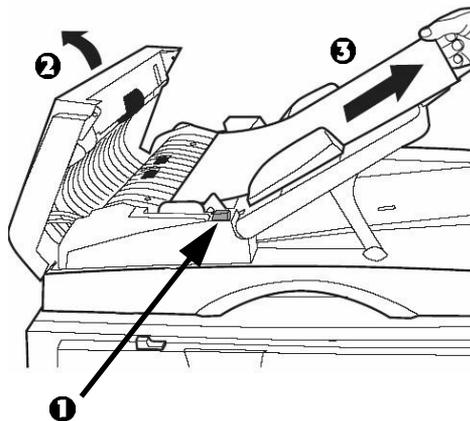
Walk-Up Operation

Using the Scanner/Copier

To Scan to a Hold Queue

1. Load the document to be scanned.
2. Press the SCAN TO MAILBOX key.
The "Mailbox Send Mode" window appears on the Touch Screen.
3. Touch [Hold Queue].
4. Enter your settings on the [Hold Queue] and [Attachments] tabs.
5. Press the START key.

Clearing a Scanner Paper Jam



1. Press the release button (1) and lift the ADF feed cover (2).
2. Pull out the sheet (3).
3. Close the ADF feed cover.

Replacement Supplies

Purchasing Information

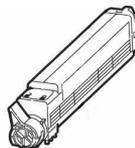
Purchasing Information

Where to Purchase

Consult the dealer where you purchased your system.

Part Numbers

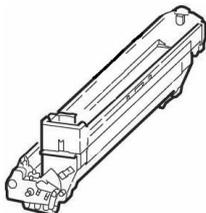
Toner Cartridges



Color	OKI Part #
Black	42918924
Cyan	42918923
Magenta	42918922
Yellow	42918921

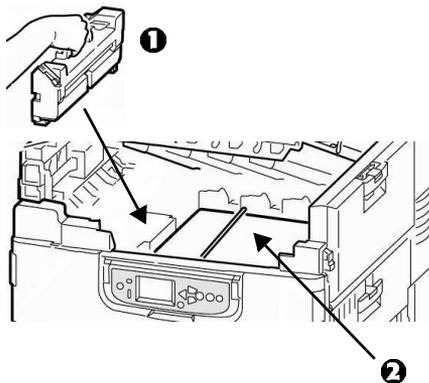
Replacement Supplies Purchasing Information

Image Drums



Color	OKI #
Black	42918120
Cyan	42918119
Magenta	42918118
Yellow	42918117

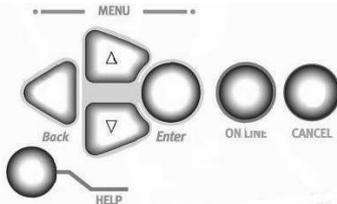
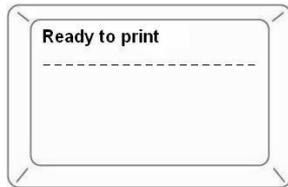
Other Consumables



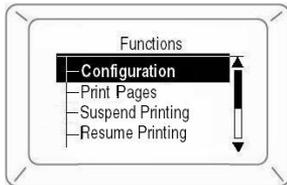
Consumable	OkI #
Fuser (1)	57102201, 120V
.....	57102202, 230V
Transfer Belt (2)	57102301
Toner Waste Bottle	57102401

The Printer Menu

Changing Settings



1. Press ENTER to switch to the menu mode.



2. Use the ∇ key to scroll down to the Function you wish to change.
3. Press ENTER.

4. Use the ∇ , Δ and ENTER keys to drill down to the item you wish to change.
5. Use the ∇/Δ keys to move to the setting you wish to engage.
6. Press ENTER.
An asterisk appears next to the new setting.
7. Press ON LINE to exit the Menu mode.

The Printer Menu Structure

For more information, see the on-line User's Guide on the Documentation CD provided with your printer or at <http://my.okidata.com>.

- **Configuration**
 - Page Count, Supplies Life.
 - Network and System Settings.
 - Size of paper automatically detected in feed tray.
- **Print Pages**
 - PS Test Page, Configuration.
 - Job Log, Color Charts.
 - PS and PCL font lists.
 - Print Demo Page.
 - E-mail and Error lists.
- **Suspend Printing**
- **Resume Printing**
- **Print Secure Job (Password Protected)**
 - Print out documents from the HDD.
- **Menus**
 - Set the size, weight and type of media for the various feed trays.
 - Adjust system settings.
- **Shut Down**
- **Admin Setup**
 - Server and Network Setup.
 - Parallel and USB Setup.
 - Printer Setup.
 - PS and PCL Setup.
 - Color and Job Log Setup.
 - Change Password.
 - Set display language.
 - Reset to Factory Defaults.
- **Calibration**
 - Density adjustments, Registration.
 - Set calibration.
- **Print Statistics (Password Protected)**

Print Media Settings Changing

Why Change?

Wrong media settings can cause:

- poor quality printing
- flaking
- *damage to the printer*

Media Weight

The default media weight setting for all trays is AUTO.

Individual Print Jobs

If you are using special media for only one print job, you can adjust the media settings *in the driver*. Load the media in the appropriate tray (usually the MP tray). In your application, click [File] → [Print] and adjust the media settings as necessary.

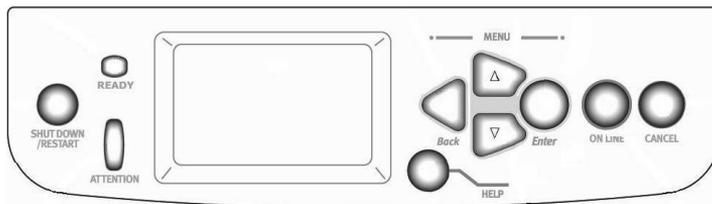
All Print Jobs (Defaults)



1. Press ENTER.
2. ∇ / Δ keys → Menus. Press ENTER.
3. With Tray Configuration highlighted, press ENTER.
4. ∇ / Δ keys → tray to be configured. Press ENTER.
5. Use ∇, Δ and ENTER to scroll through the submenus and to make your setting changes.
6. Press ON LINE to exit the Menu mode.

Print Media Settings Changing

Reset to Factory Defaults



1. Press ENTER.
2. Use the ∇ key to scroll down to Admin Setup. Press ENTER.
3. ∇ / Δ keys → Yes. Press ENTER.
Offline appears on the display
4. Wait for setup to run.
The Setup menu appears.
5. ∇ / Δ keys → Factory Defaults. Press ENTER.
6. ∇ / Δ keys → Yes. Press ENTER.
The printer resets. Shutting down appears on the display.
7. When the printer finishes shutting down, press SHUT DOWN / RESTART.

Print Media Settings

Weight

US Bond

Select the appropriate settings in either the printer menu or in the printer driver.

Printer driver settings override printer menu settings.

Setting	US Bond (metric)
Auto (<i>default</i>)	17 to 57 lb. (64 to 216 g/m ²)
Light	17 lb. (64 g/m ²)
Medium Light	18 to 19 lb. (68 to 71 g/m ²)
Medium	20 to 24 lb. (75 to 90 g/m ²)
Medium Heavy	25 to 28 lb. (94 to 105 g/m ²)
Heavy	29 to 34 lb. (109 to 128 g/m ²)
Ultra heavy 1	35 to 50 lb. (132 to 188 g/m ²)
Ultra heavy 2	51 to 58 lb. (192 to 218 g/m ²)
Ultra heavy 3 [<i>MP Tray only</i>]	59 to 80 lb. (222 to 301g/m ²)

Print Media Settings

Weight

Index

Setting	Index (metric)
Auto (default)	35 to 118.6 lb. (64 to 216 g/m ²)
Light	35 lb. (64 g/m ²)
Medium Light	37 to 40 lb. (68 to 71 g/m ²)
Medium	42 to 50 lb. (75 to 90 g/m ²)
Medium Heavy	52 to 56 lb. (94 to 105 g/m ²)
Heavy	60 to 71 lb. (109 to 128 g/m ²)
Ultra heavy 1	73 to 104 lb. (132 to 188 g/m ²)
Ultra heavy 2	106 to 141 lb. (192 to 218 g/m ²)
Ultra heavy 3 [MP Tray only]	123 to 166 lb. (222 to 301 g/m ²)

Note: To determine if a paper weight is US Bond or Index, check the metric equivalent. Example: 35 lb. *US Bond* = 132 g/m²; 35 lb. *Index* = 64 g/m².

For more information, go to www.paper-paper.com/weight.html.

Print Media Settings by Paper Tray

Tray 1

Media Weight	17 to 57 lb. US Bond (64 to 216 g/m ²) <i>Duplexing: 20 to 32 lb. US Bond (75 to 120 g/m²)*</i>
Media Size	<i>Paper:</i> <ul style="list-style-type: none">• min. 4.1" x 5.8" (105 x 148 mm)• max. 12" x 18" (305 x 457 mm)• <i>Custom sizes must be defined in driver before printing.</i> <i>Transparencies:</i> letter or A4
Takes	550 Sheets 20 lb. (75 g/m ²) paper 200 transparencies

***Important!**

- ▶ Duplex printing is restricted to paper *only*, 20 to 32 lb. US Bond.
- ▶ If you experience curling with 20 or 24 lb. paper, switch to 28 lb.

Print Media Settings by Paper Tray

Optional Trays

- Optional trays 2 and 3
- Optional 3-Tray High Capacity Feeder.

Media Weight	17 to 57 lb. US Bond (64 to 216 g/m ²) <i>Duplexing: 20 to 32 lb. US Bond (75 to 120 g/m²)</i>
Media Size	Paper: <ul style="list-style-type: none">• min. 5.8" x 8.3" (148 x 210 mm)• max. 12" x 18" (305 x 457 mm)• <i>Custom sizes must be defined in driver before printing.</i>
Each Tray Takes	550 Sheets 20 lb. (75 g/m ²) paper <i>No transparencies</i>

Print Media Settings by Paper Tray

MP (Multi-Purpose) Tray

This is also known as the manual feed tray.

Media Weight	Paper: 17 to 80 lb. US Bond (64 to 301 g/m ²), up to 166 lb. Index Duplexing: 20 to 32 lb. US Bond (75 to 120 g/m ²) Banners: 20 to 34 lb. US Bond (75 to 128 g/m ²)
Media Size	Paper: <ul style="list-style-type: none">• min. 3" x 5" (76 x 127 mm)• max. 12" x 18" (305 x 457 mm)• <i>Custom sizes must be defined in driver before printing.</i> Banners: up to 12" W x 47¼" L (305 mm x 1.2 m) Transparencies: letter or A4
Takes	250 sheets 20 lb. US Bond (75 g/m ²) paper 100 transparencies 25 envelopes stack of label sheets approx. 1" (2.5 cm) high

Print Media Settings by Type

Paper

Size ^a	Feed Tray, Exit Tray ^b
Letter, Legal-13/13.5/14, Executive, Tabloid, Tabloid Extra, A3, A3 Wide, A3 Nobi, A4, A5, B4, B5	All Trays, Face-Down (up to 47 lb.) or Face-Up (up to 57 lb.)
A6	Tray 1 or MP Tray, Face-Up only
Custom ^c : min. 4.1" x 5.8", max. 12" x 18"	Tray 1, Face-Up only
Custom ^c : min. 5.8" x 8.3", max. 12" x 18"	Trays 2 to 5, Face-Up only
Custom ^c : min. 3" x 5", max. 12" x 18" Banners to 47¼", max. 34 lb. US Bond	MP Tray, Face-Up only

- a. Media type = Plain, Media weight = 17 to 57 lb. US Bond
- b. Face-Down = top exit tray (see page 36);
Face-Up = straight-through, side exit tray (see page 37)
- c. Define in the printer driver before using.

Print Media Settings by Type

Labels, Transparencies, Envelopes

Media	Media Size	Media Type ^a	Feed Tray Exit Tray ^b
Labels	Letter or A4	N.A. ^c	MP Tray only Face-Up only
Transparencies	Letter or A4	Transparency	Tray 1 or MP Tray Face-Up only
Envelopes	COM-10 Envelope	N.A.	MP Tray only Face-Up only

a. Media Weight = not applicable.

b. Face-Down = top exit tray (see page 36);

Face-Up = straight-through, side exit tray (see page 37)

c. N.A. = not applicable.

Print Media Settings by Type

Thick Paper (Cards, Index, etc.)

Size ^a	Media Weight, Index	Feed Tray ^b
Letter, Legal-13, Legal-13.5, Legal-14, Executive, Tabloid, Tabloid Extra, A3, A3 Wide, A3 Nobi, A4, A5, B4, B5	up to 119 lb.	Any Tray
	up to 166 lb.	MP Tray only
Custom ^c : min. 4.1" x 5.8"	up to 119 lb.	Tray 1
Custom ^c : min. 5.8" x 8.3"	up to 119 lb.	Trays 2 to 4
Custom ^c : min. 3" x 5"	up to 166 lb.	MP Tray
Banners up to 12" x 47¼"	up to 71 lb.	MP Tray

a. Media type = Plain.

b. Thick paper: use the face-up exit (see page 37).

c. Maximum 12" x 18". *must be defined in driver before printing.*

Print Media Recommended

Media Type	Recommended
Paper	<p>Letter:</p> <ul style="list-style-type: none">• OKI® Bright White, 32-lb. US Bond (see page 31)• OKI Banner Paper, 70 lb., (see page 31)• HammerMill® Laser Print Radiant, White, 24-lb. US Bond• Xerox® 4024, 20-lb. US Bond <p>Tabloid / Tabloid Extra:</p> <ul style="list-style-type: none">• OKI Bright White, 32-lb. US Bond (see page 31)• HammerMill Laser Print Radiant, White, 24-lb. US Bond
Labels	<p>Letter: Avery® 5161; A4: Avery 7162, 7664, 7666</p>
Transparencies	<p>Letter:</p> <ul style="list-style-type: none">• OKI 52205701 (see page 31)• 3M® CG3720
Envelopes	<p>COM-10: OKI 52206301, 52206302 (see page 31)</p>
Thick	<p>Letter:</p> <ul style="list-style-type: none">• OKI 52205601 series Card Stock (see page 31)• Wausau Exact Index: 49108 (90-lb.) or 49508 (110-lb.)

Print Media Types

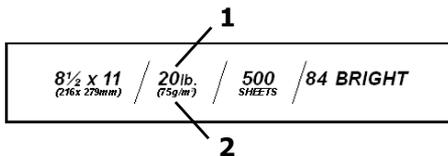
Paper

For more information, see page 22.

Do not use

- Heavily coated, glossy, or smooth paper
- Embossed, rough, or heavily textured paper
- Recycled paper
- Paper with cutouts, perforations, or excessive paper dust.

Sample Ream Label



1 Media Weight, US Bond

2 Media Weight, Metric

Print Media Types

Labels

For more information, see page 23.

Caution!

Use labels designated for laser printers. Labels must cover the entire carrier sheet. The adhesive must not be exposed.

Individual Print Jobs

Select the following settings in the *driver*:

- **Source** = MP Tray
- **Size** = Letter long, Letter short, A4 Long edge, A4 Short edge
- **Type** = Labels
- **Media Size** = Off: Windows® Adobe® PostScript® only:

Windows XP / 2000

Printing Preferences → Advanced
→ Document Options → Printer Features

Windows Me/98/95

Properties → Setup tab → Paper Feed Options

All Print Jobs (Make Labels the Default)

Set the printer *menu*:

Press ENTER to switch to the Menu mode.

Menus → Tray Configuration → MP Tray Config →

- Paper Size → Choose Letter Long Edge, Letter Short Edge, A4 Long Edge, or A4 Short Edge
- Media Type → Labels
- Media Weight → Choose Heavy, Ultra Heavy1, Ultra Heavy2, or Ultra Heavy3 (see page 17).

Print Media Types

Transparencies

For more information, see page 23

Caution!

Avoid office transparencies designed for use by hand with marker pens. These will melt in the fuser and cause damage.

Individual Print Jobs

Select the following settings in the *driver*:

- **Source** = Tray 1 or MP Tray
- **Size** = Letter long, Letter short, A4 Long edge, A4 Short edge
- **Type** = Transparency
- **Media Size** = Off: Windows® Adobe® PostScript® only (see page 27).

All Print Jobs (Make Transparencies the Default)

Set the printer *menu*:

Press ENTER to switch to the Menu mode.

For Tray 1

Menus → Tray Configuration → Tray1 Config → Media Type → Transparency.

For MP Tray

Menus → Tray Configuration → MPTray Config →

- Paper Size → Choose Letter Long Edge, Letter Short Edge, A4 Long Edge, or A4 Short Edge
- Media Type → Transparency

Print Media Types

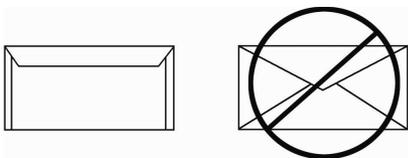
Envelopes

For more information, see page 23

Important!

For the best print results, use only the recommended envelopes (see page 25).

Never use envelopes with metal clasps, snaps, windows, or V-flap seals:



Individual Print Jobs

Select the following settings in the *driver*:

- **Source** = MP Tray
- **Size** = COM-10

All Print Jobs (Make Envelopes the Default)

Set the printer *menu*:

Press ENTER to switch to the Menu mode.

Menus → Tray Configuration → MPTray Config → Paper Size → COM-10 Envelope LEF.

Print Media Types

Thick Paper

For more information, see page 24

Caution!

To prevent damage to the printer, it is very important to check the printer's media settings before printing on thick paper.

Individual Print Jobs

Select the following settings in the *driver*:

- **Media Type** = Medium Heavy, Heavy, Ultra Heavy 1, Ultra Heavy 2, or Ultra Heavy 3.

Note: See page 17 for more information on weight designations.

All Print Jobs: (Make Thick Paper the Default)

Set the printer *menu*:

Press ENTER to switch to the Menu mode.

Tray 1, 2, 3, 4, or 5

Menus → Tray Configuration → TrayZ Config → Media Weight → Choose Medium Heavy, Heavy, Ultra Heavy1 or Ultra Heavy2.

MP Tray

Menus → Tray Configuration → MPTray Config → Media Weight → Choose Medium Heavy, Heavy, Ultra Heavy, Ultra Heavy2, or Ultra Heavy3.

Print Media Types

Oki Print Media

To purchase Oki Media, contact your dealer or visit <http://my.okidata.com>.

Bright White Proofing Paper

- ▶ 32-lb. US Bond

Oki Part #	Size	Qty
52206101	8½ x 11"	500/pack
52206102	11 x 17"	500/pack
52206103	12 x 18"	500/pack

Banner Paper*†

- ▶ 70 lb. Text, white, 12.9" x 35.4"
- ▶ P/N 52206001, Box of 100

SynFlex™*†

- ▶ Waterproof, Tear Resistant
- ▶ White, 8½" x 11"
- ▶ P/N 52205901, Box of 100

Premium Color Transparencies

- ▶ Letter Size
- ▶ P/N 52205701, Box of 50

Premium Envelopes*†

- ▶ COM-10
- ▶ Security tint, Redi-Strip seal
- ▶ P/N 52206301, Box of 100

Premium Card Stock*†

- ▶ Acid-free, white, 8½" x 11"

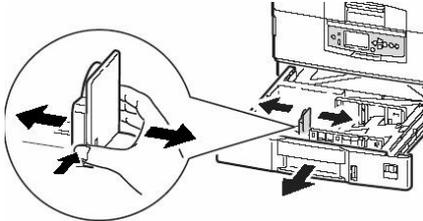
Oki Part #	Weight	Qty
52205601	60-lb. Cover	250/box
52205602	90-lb. Index	250/box
52205603	110-lb. Index	250/box

- * For best print results:
Temperature = 65 to 77°F
Humidity = 40 to 65% RH
- † MP Tray only

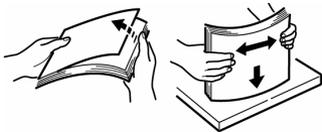
Loading Print Media Trays 1-5

For more information, see the on-line User's Guide on the Documentation CD provided with your printer or at <http://my.okidata.com>.

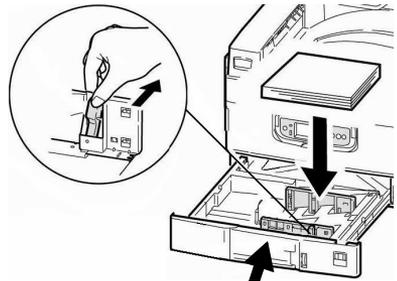
1



2



3 Print side down:



Note: For Letterhead stationery:

Long edge feed—face down, top toward the back of the printer.



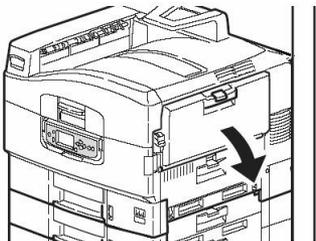
Short edge feed—face down, top to the right:



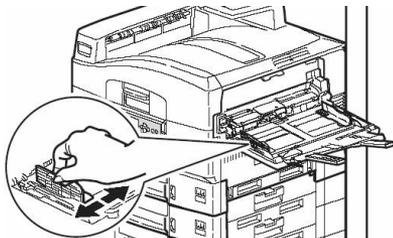
Loading Print Media MP Tray

For more information, see the on-line User's Guide on the Documentation CD provided with your printer or at <http://my.okidata.com>.

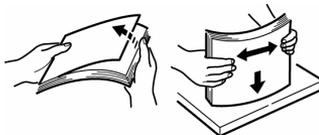
1



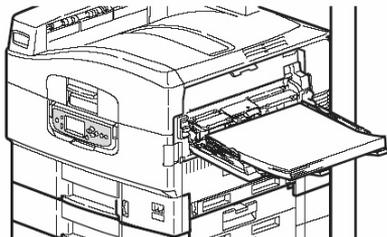
2



3



4 Print side up.

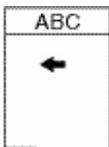


Loading Print Media

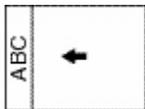
MP Tray

Note: Letterhead Stationery (Letter, A4 or B5):

Long edge feed—aim top toward the back of the printer:

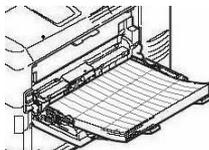


Short edge feed—aim the top into the printer:



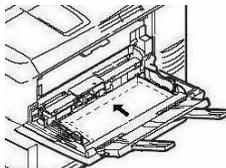
Note: Transparencies & Labels:

- Print side *up*.
- Default = long edge feed.



Envelopes:

- Flap side *down*, aimed into the printer:



Loading Print Media

Changing the MP Tray Default

Check the Media Size

Default = Letter Long Edge

1. Press ENTER.
2. ▽/△ keys → Menus. Press ENTER.
3. Highlight Tray Configuration. Press ENTER.
4. ▽/△ keys → MP Tray Config. Press ENTER.
5. ▽/△ keys → Paper Size. Press ENTER.
6. ▽/△ keys → appropriate size (labels and transparencies: only Letter or A4). Press ENTER.
7. Set the Media Type (transparencies) or Media Weight (labels, etc.), as described below.

Set Media Type: Transparencies

1. ▽/△ keys → Media Type. Press ENTER.
2. ▽/△ keys → Transparency. Press ENTER.
3. Press ON LINE to exit the Menu mode.

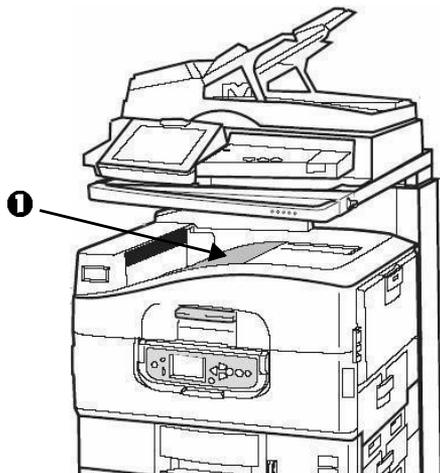
Set Media Weight: Labels, Thick Paper, etc.

1. ▽/△ keys → Media Weight. Press ENTER.
2. ▽/△ keys → appropriate media weight (see page 17). Press ENTER.
3. Press ON LINE to exit the Menu mode.

Printer Exit Paths

Face Down (Top)

This is the tray that is normally used.



The tray holds up to 500 sheets of 20-lb. (75 g/m²) paper.

The Face-Up exit tray (see next page) must be used for special media or for heavy papers.

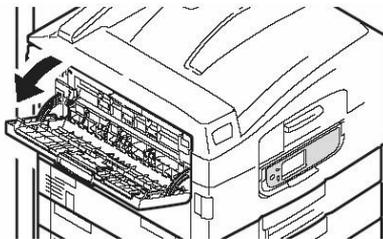
Printer Exit Paths

Face Up (Side)

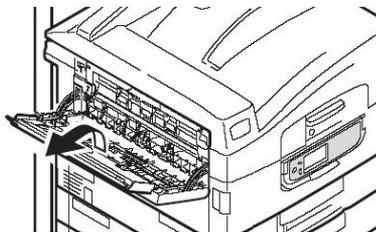
The side (face-up) exit tray provides a straight-through print path. Use the straight-through path when printing, transparencies, labels, heavy card stock, or any printing from the MP Tray. It holds up to 250 sheets of 20-lb. (75 g/m²) paper.

Opening the Face-Up Exit Tray

1



2



3



Secure Print & Store to Hard Disk Drive

First the document is assigned a password and processed to a print file which is saved on the hard disk drive (see the on-line User's Guide on the Documentation CD provided with your printer or at my.okidata.com.)

To print the document, you must go to the printer and enter a password.

To Print the Document

1. Press ENTER.
2. ∇/Δ keys \rightarrow Print Secure Job. Press ENTER.
3. Use the Δ and ∇ keys to scroll to the number for the first digit in your password. Press ENTER.
4. Repeat the previous step for each digit in the password.
5. Press ENTER.
6. Highlight Print. Press ENTER.

7. Use the ∇/Δ keys to enter the value for Set Collating Amount. Press ENTER.

Secure Print: The document prints. It is deleted from the HDD.

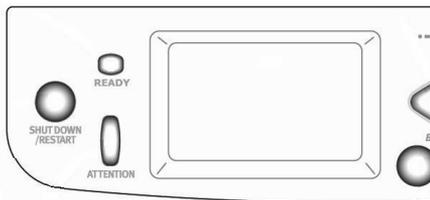
Store to HDD: The document prints. It remains stored until you delete it.

8. The printer goes on line.

To Delete the Document

1. Follow steps 1 through 5 above.
2. ∇/Δ keys \rightarrow Delete. Press ENTER.
3. Select Yes to confirm the deletion.
4. Press ENTER.
The printer goes on line.

The Printer Control Panel Keys

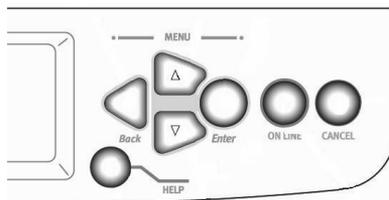


SHUT DOWN / RESTART

Hold down for more than four (4) seconds for a soft shutdown.

You can either restart the printer or turn it off:

- **Restart:** press the button again.
- **Turn off:** use the on/off (power) switch.



BACK

Press to go back to the previous item or category.

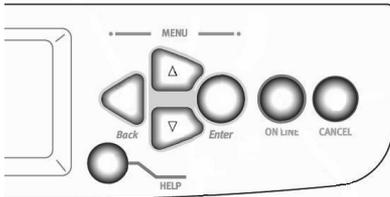
Up Arrow (Δ)

Press to go to the previous category or item in the menu.

Down Arrow (▽)

Press to enter the menu mode, or to go to the next category or item in the menu.

The Printer Control Panel Keys



ENTER

Press to engage the menu item shown on the display. An Asterisk (*) appears next to the selected item.

ON LINE

Press to save any menu changes and place the printer back on-line (Ready to Print).

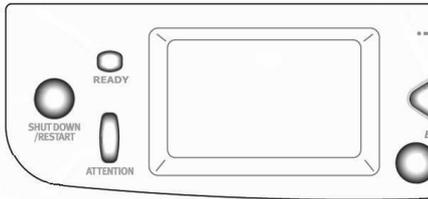
CANCEL

Press to cancel the current print job.

HELP

Press to provide additional instructions for the error condition which appears on the display.

The Printer Control Panel Lights



READY

On

The printer is on line.

Off

The printer is off line.

Flashing

The printer is receiving data.

ATTENTION

On

Warning!

The printer needs attention, but will continue to operate. An error message displays: Toner Low, Paper Near End, etc.

Off

Normal.

Flashing

Alarm!

The printer needs attention immediately. An error message displays: Paper Jam, Tray1 Empty, etc.

Printer Power Save Mode

Power Save sets how long the printer waits before going into standby mode (default = 60 min). This saves energy, but the printer requires time to warm up when it receives a print job or if you want to enter the menu and change settings.

Set the Time Interval

1. Press ENTER.
2. Use the ∇ key to scroll down to Menus. Press ENTER.
3. ∇/Δ keys \rightarrow System Adjust. Press ENTER.
4. Highlight Power Save Time. Press ENTER.
5. ∇/Δ keys \rightarrow select the time interval. Press ENTER.
6. Press ON LINE to exit the Menu mode.

Disable Printer Power Save

1. Press ENTER.
2. ∇/Δ keys \rightarrow Admin Setup. Press ENTER.
3. ∇/Δ keys \rightarrow Yes. Press ENTER.
Offline appears on the display.
4. Wait for Setup to run.
The Setup menu appears.
5. ∇/Δ keys \rightarrow Printer Setup. Press ENTER.
6. Keep pressing ENTER repeatedly until Power Save appears.
7. ∇/Δ keys \rightarrow Disable. Press ENTER.
8. Press ON LINE.
9. Press ENTER to select Exit Setup.
10. Wait for the printer to initialize.

Cleaning the Printer LED Heads

Clean the printer's LED head(s)

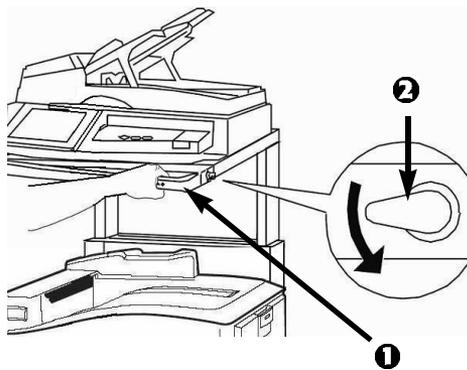
- when you install a new toner cartridge.
- if the printed sheets show signs of faded images, white stripes, or blurred letters.



The scanner unit shelf includes hydraulics to assist in moving the shelf up and down.

NEVER OPERATE THE RELEASE HANDLE (2) ON THE RIGHT SIDE OF THE SHELF WITHOUT THE SCANNER BOLTED TO THE SHELF.

1. Place one hand firmly on the front handle (1) of the scanner shelf, then carefully press the release handle (2) so that the shelf lifts out of the way.

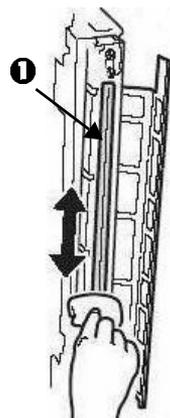
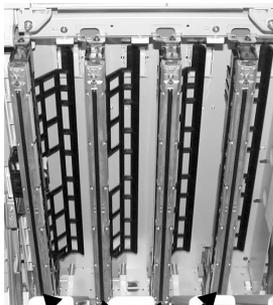


Cleaning the Printer LED Heads

2. Open the top cover *about half way*. This allows access to the LED heads.

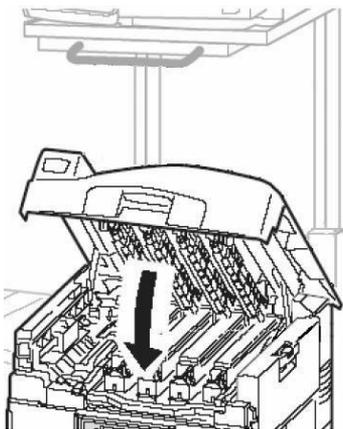


3. Use the lens cleaner supplied with the toner cartridges (or a clean, soft cloth) to gently clean the LED heads (1).



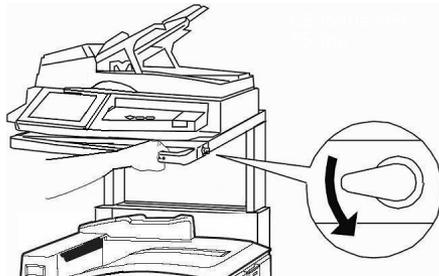
Cleaning the Printer LED Heads

4. Close the printer cover.



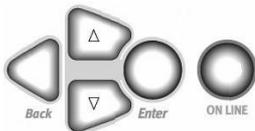
TO PREVENT ANY POSSIBLE CRUSHING OF FINGERS, KEEP YOUR HANDS AWAY FROM THE POSTS AT THE BACK OF THE SCANNER STAND WHEN MOVING THE SHELF DOWN.

5. Place one hand firmly on the front handle of the scanner shelf, then press the release handle and carefully lower the scanner shelf, making sure it locks in place.



Printer Reports

Printing Reports



Note: To print the Job Log or Color Chart reports, tabloid paper must be loaded in Tray 1.

1. Press ENTER.
2. ∇/Δ keys → Print Pages. Press ENTER.
3. ∇/Δ keys → report you wish to print:
 - **PS Test Page:** provides a list of the Fiery PostScript settings and sample color swatches.
 - **Configuration:** general information on your printer's configuration, plus a listing of the current menu settings.

- **Job Log:** prints the Job Accounting software log. See the *Utilities Guide* (on the Documentation CD supplied with your printer) for more information.
 - **Color Charts:** prints Pantone[®], CMY and RGB color charts.
 - **PS Font List:** PostScript fonts in the printer.
 - **PCL Font List:** PCL fonts in the printer.
 - **Demo Page:** prints the Demo page.
 - **E-mail Log:** lists data on emails, including Status, From, To, Date, Time, Subject, etc.
 - **Error Log:** list of errors which have occurred.
4. Press ENTER.
The report prints and the printer goes back on line.

Printer Error Messages

The printer has a built-in help system.



When an error message appears on the printer display, press HELP. The display shows information that will help you correct the error.

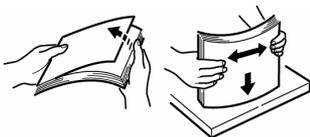
Use the ∇ / Δ keys to move through the Help information.

For more information, see the on-line User's Guide on the Documentation CD provided with your system or at <http://my.okidata.com>.

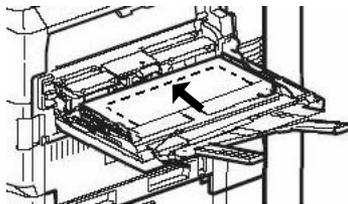
Printer Media Jams

If you are experiencing frequent paper jams, check the following.

- Is the printer level?
- Is the media you are using within specification (see pages 17 through 25)? Media that is too light or too heavy will often cause jams.
- Are the settings (printer and driver) appropriate for the media being used (see pages 17 through 24)?
- Do not use creased or curled media.
- Remove the media from the tray. Fan/ align the stack. Replace the media.



- Envelopes are jamming. Make sure the stack is properly aligned. Envelopes must be loaded flap down, top edge toward the printer.



- Clean the feed rollers: for more information, see the on-line User's Guide on the Documentation CD provided with your printer or at <http://my.okidata.com>.

Service and Support

- Consult the dealer where you purchased your system.
- Visit **my.okidata.com**
Your Personal Solutions Center

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