ES3640e MFP

OKI
PRINTING SOLUTIONS

User's Guide

EXECUTIVE SERIES
CREATED BY
OKI PRINTING SOLUTIONS

PREFACE

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. OKI Printing Solutions assumes no responsibility for the results of errors beyond its control. OKI Printing Solutions 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 OKI Printing Solutions.

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 the Oki web site:
http://www.okiprintingsolutions.com/executiveseries

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Other product names and brand names are registered trademarks or trademarks of their proprietors.

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

This product complies with the requirements of the Council Directives 89/336/EEC (EMC), 73/23/EEC (LVD) and 1999/5/EC (R&TTE), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage and Radio & Telecommunications Terminal Equipment.

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.

SAFETY WARNINGS

This product has been carefully designed to give years of safe, reliable performance. As with all electrical equipment, however, there are a few basic precautions that should be taken to avoid injury or damage, therefore please be careful to read and understand the safety warnings on the following pages before operating the product.

WARNING!

Ensure all warning and instruction labels on this product are read, understood and followed in order to prevent any risk of injury.

Ensure this and all other documentation is both read carefully and retained for future reference.

This product may be heavy. Please check the weight of this product and take all necessary precautions to prevent any risk of personnel injury.

This product must be placed on a flat solid surface strong enough to support its weight to prevent any risk of injury.

Ensure that there is adequate ventilation all around this product to prevent overheating and any risk of fire.

WARNING!

Keep this product away from direct heat sources such as radiators and out of direct sunlight to prevent any risk of overheating.

The power supply required for this product is 220 - 240 VAC, 50/60 Hz. Refer to your product's rating label for full power rating details. Ensure that you have a suitable power supply before connecting the product. If in doubt contact your dealer or check with your local power provider.

Ensure both the product and mains power switches are in the OFF position before connecting the AC power cable.

This product has an earthed plug as a safety feature and will only connect to an earthed socket. Do not attempt to defeat the earthing or there is a risk of fire or shock.

WARNING!

If using an extension cable or power strip ensure that the total current rating (amperes) of all connected equipment is less than the maximum rating of the extension cable, power strip or wall outlet. Otherwise fire or shock may occur.
If this product is already supplied with a fitted power strip then NO additional power strip or extension cable should be used to connect to the mains wall outlet.

Ensure the power cable is routed so as not to be damaged or cause a trip hazard. If the cable becomes frayed or damaged, replace it immediately to prevent any risk of shock.

Do not twist, constrict or knot the power cable as this can cause overheating which may lead to fire or electric shock.

Ensure the power socket to which this product is connected is easily accessible at all times.

Do not connect or disconnect the power plug with a wet hand as this may cause electric shock.

WARNING!

Always hold the power plug to connect/ disconnect the power cable to/from the mains socket. Unplugging by pulling on the cable can cause fraying and may lead to fire or electric shock.

Use only the power cable and power strip supplied. Using a power cable or power strip not intended for this product may lead to fire or electric shock.

To avoid risk of fire and electric shock, do not use the power cable or power strip supplied with this product for any other electrical equipment.

If you do not connect the power cord or any other cables only as directed in the User's Guide, this may result in a fire.

Ensure loose clothing and hair are kept clear of moving parts when this product is in operation to prevent possible risk of injury.

It is recommended that this product is switched off prior to opening any covers.

When this product's cover is open, do not touch the fuser unit or print head as you may receive burns. Allow them to cool before touching.

WARNING!

If this product's casing gets extremely hot or smoke, unusual smells or abnormal noises are emitted from this product, there is a risk of fire. Unplug the mains connector and contact your dealer.

If this product has been knocked over or damaged, there is a risk of electric shock, fire and/or injury. Unplug the mains connector and contact your dealer.

If any liquid (for example water) is allowed to enter this product, there is a risk of fire. Unplug the mains connector and contact your dealer.

Do not place containers containing liquid on this product as electric shock, fire and/or injuries may occur.

If any foreign objects (for example clips) are allowed to enter this product, there is a risk of electric shock, fire and/or injury. Unplug the mains connector before removing the object.

Do not introduce foreign objects into the ventilation holes or operate this product with covers open or removed as electric shock, fire and/or injuries may occur.

WARNING!

Do not use an extremely flammable spray near this product as the product contains high temperature parts that may cause a fire.

Switch this product off before cleaning to prevent any risk of injury. Clean using a damp cloth. Do not use liquid or aerosol cleaners.

Do not carry out any operations on this product that are not specified in the User's Guide. This may result in electric shock, fire and/or injury.

Do not touch the battery if one is fitted to the product. There is a risk of explosion if the battery is replaced by an incorrect type. The product battery should not require replacement during the life of the printer.

After installing additional memory, hard disk drive or any other internally fitted option, any covers removed or doors opened must be closed or replaced and secured to prevent any risk of fire or electric shock.

WARNING!

If items such as scanners or finishers are fitted, please exercise care when moving these items so as to avoid risk of entrapment or personnel injury.

If this product is installed on a cabinet or high capacity feeder, ensure wheel locks are applied once it is placed in final position for use, to prevent risk of movement or injury.

Take care with toner powder. If swallowed, induce vomiting and seek medical attention. Never attempt to induce vomiting if person is unconscious.

Take care with toner powder. If inhaled, move the person to an open area for fresh air. Seek medical attention.

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

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

WARNING!

Do not throw toner cartridges or image drum cartridges into a fire as you may receive burns from a dust explosion.

This product is designed to operate within the following environmental operating conditions:
Temp: 10 to 32°C
Humidity: 20 to 80% RH

The acoustic noise level of this product is 70 dB(A) or less according to EN ISO 7779.

Imported into the EU by:
Oki Europe Ltd (Trading as OKI Printing Solutions),
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For all sales, support and general enquiries contact your local distributor.

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INTRODUCTION

Congratulations on buying an OKI Printing Solutions multifunction product (MFP) which can be used for:

- local printing
- network printing
- copying
- network scanning

FEATURES

- space-saving, integrated multifunction system
- easy-to-use control panels
- high speed printing, copying and scanning
- EFI Fiery print control and job management software
- Graphic Arts capability with full suite of EFI utilities including Spot-On and Hot Folder support

Additionally, the following optional accessories are available:

- Finisher for stapling or saddle stitching printer output
- Punch unit (to extend Finisher functionality)
- EFI Color Profiler Kit

ABOUT THIS GUIDE

NOTE
Images used in this manual may include optional features that your product does not have installed. Also, they may omit features not essential to the description of a particular function.

- This **User's Guide** is your main user's guide. Check the web site (see page 2) for the most up-to-date version. Other manuals on the CD give specific information about included software and the EFI Fiery network controller built into the product.

  This manual will help you to become familiar with your MFP and make the best use of its many features. Also included are guidelines for troubleshooting and maintenance to

ensure that it performs at its best. Additionally, information is provided for adding optional accessories as your needs evolve.

This is an electronic document stored on CD3.

- **Printing Guide** for Windows and Mac users: to help you operate your printer unit effectively and efficiently as a network printer

  This is an electronic document stored on CD3.

- **Configuration Guide**: to provide machine configuration and network configuration information

  This is an electronic document stored on CD3.

- **EFI Fiery documentation suite**

  These are electronic documents stored on CD2.

- **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.

- **Online Help**: online information accessible from the control panels, printer driver and utility software.

ONLINE USAGE

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

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 12.)

- In the list of bookmarks, click on Index to jump to the Index. (If the bookmarks are not available, use the "Contents" on page 12.) 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

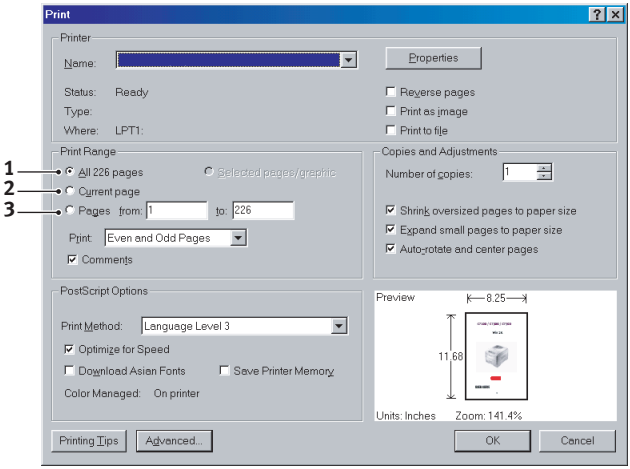
The whole manual, individual pages, or sections may be printed. The procedure is:

1. From the toolbar, select [File], then [Print] (or press the Ctrl + P keys).

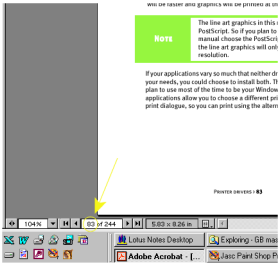
2. Choose which pages you wish to print:

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

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



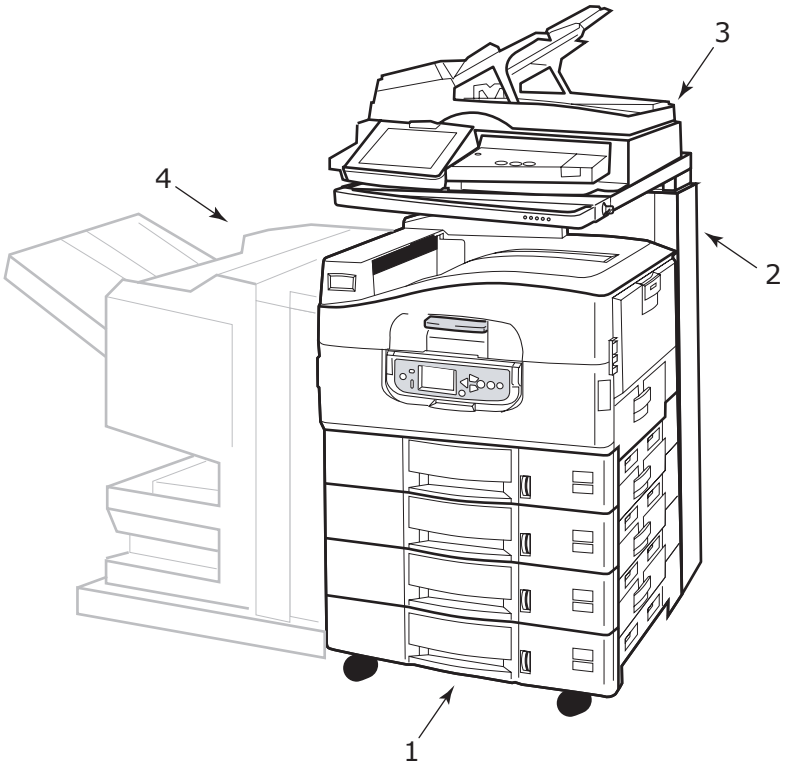
(c) [Pages from] and [to], (3), for the range of pages you specify by entering their page numbers.



3. Click on [OK].

MFP OVERVIEW

IDENTIFYING SYSTEM UNITS



1. Printer unit (with high capacity feeder (HCF))

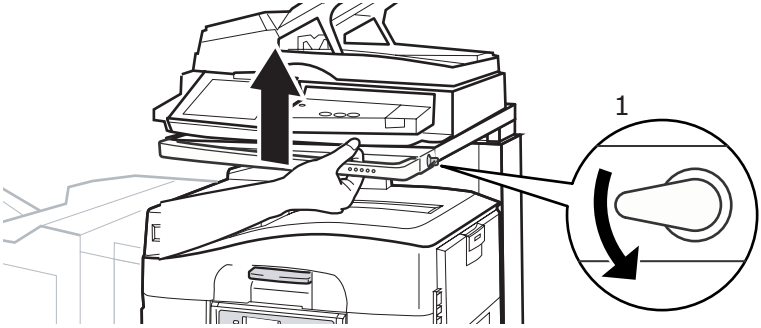
2. Scanner stand

3. Scanner unit

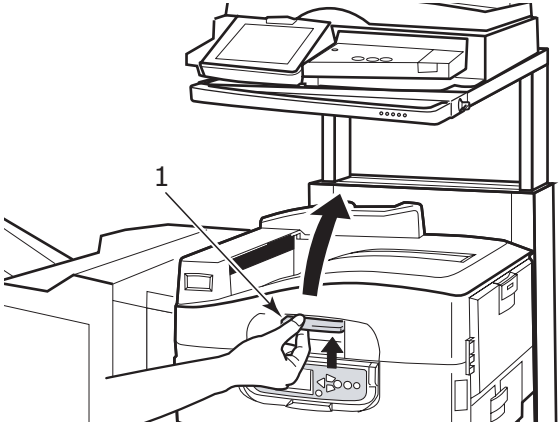
4. Finisher unit (optional accessory)

OPENING AND CLOSING THE PRINTER UNIT TOP COVER

1. Operate the scanner stand lever (1) then raise the scanner to the limit of its travel. Ensure the stand is locked into position.



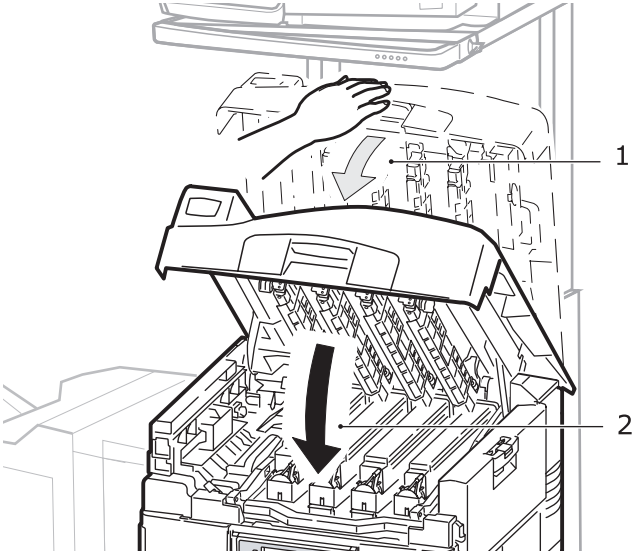
2. To open the top cover, squeeze the top cover handle (1) to release the catch and raise the cover.



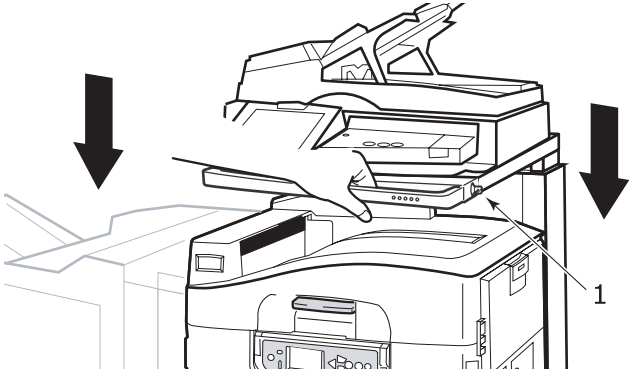
CAUTION!

Open the top cover fully to ensure there is plenty of room and avoid accidental damage to the printer.

3. To close the top cover, push gently (1) until the cover stops midway and then push harder (2) to close the cover completely. Ensure that the cover is securely closed.



4. Operate the scanner stand lever (1) then guide the scanner to its lowest point. Ensure the stand locks into position.



IDENTIFYING MAJOR COMPONENTS

PRINTER UNIT

The major components of your printer unit are identified in the representations below.

1. Paper holding arm

2. Top cover (face-down stacker)

3. MP Tray (multi-purpose tray)

4. Tray 1 side cover

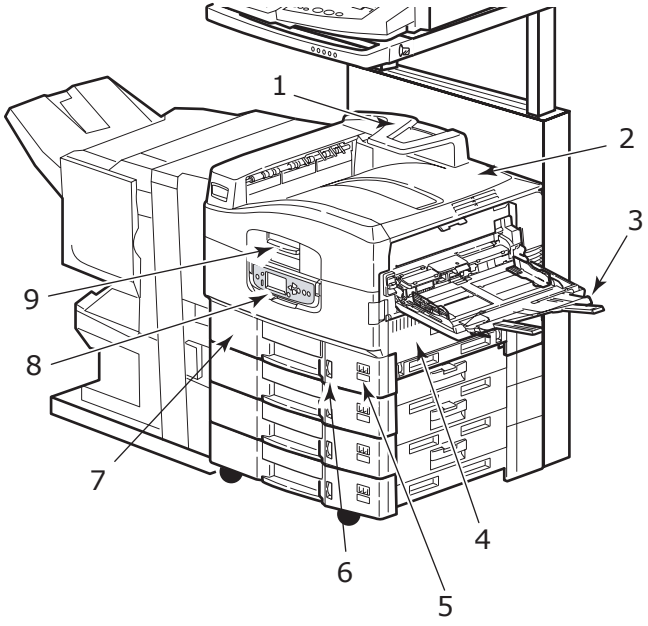
5. Paper size label

6. Paper volume indicator

7. Tray 1 (paper tray)

8. Control panel

9. Top cover handle

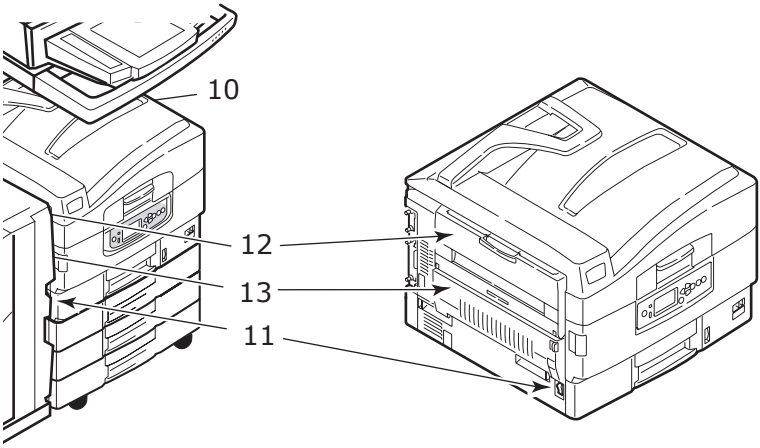


10. Face-down stacker

11. Power (on/off) switch

12. Face-up stacker

13. Duplex unit



14. Interface unit

15. Network interface connector

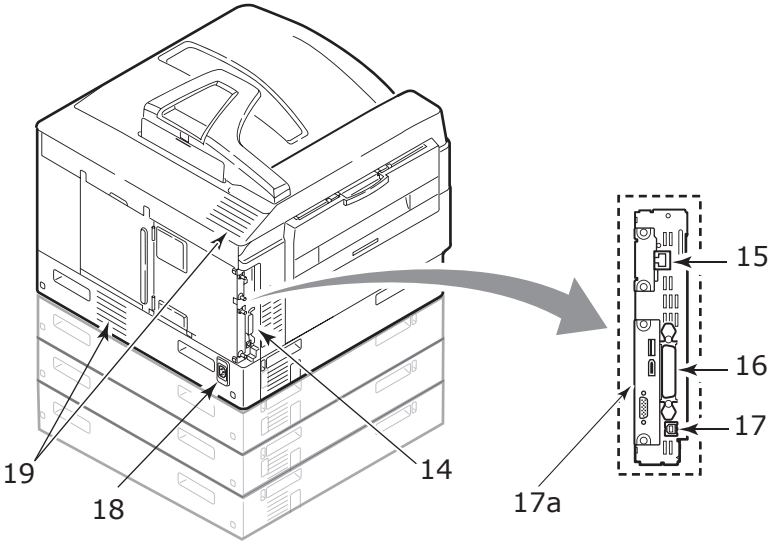
16. Parallel interface connector

17. USB interface connector

NOTE
*The three connectors at **17a** are for printer unit to scanner unit interconnection.*

18. Power connector

19. Ventilation holes



20. Image drum cartridge and toner cartridge (Cyan)

21. Image drum cartridge and toner cartridge (Magenta)

22. Image drum cartridge and toner cartridge (Yellow)

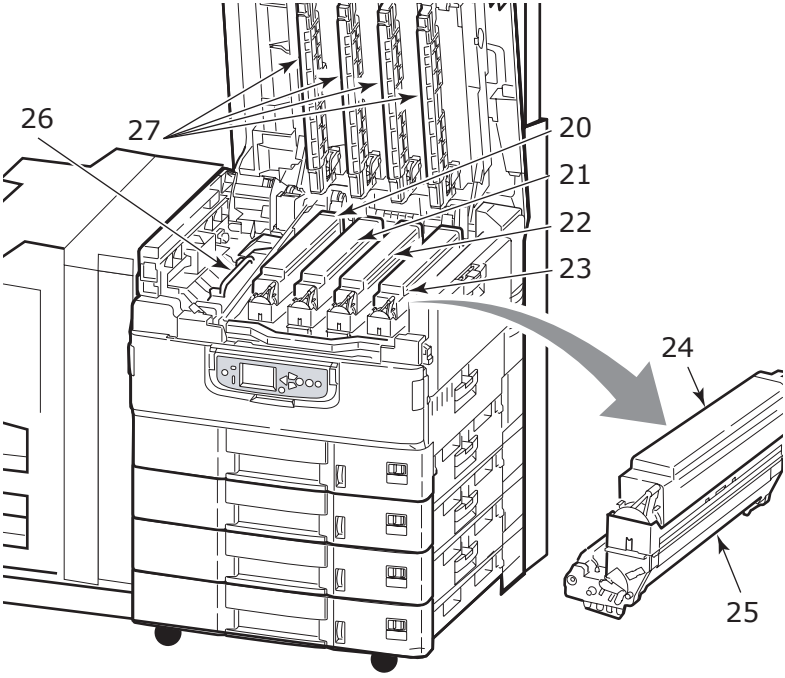
23. Image drum cartridge and toner cartridge (Black)

24. Toner cartridge

25. Image drum cartridge

26. Fuser unit

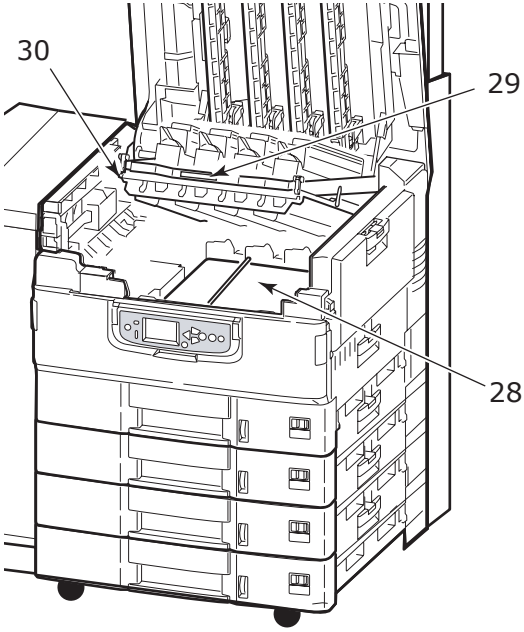
27. LED heads



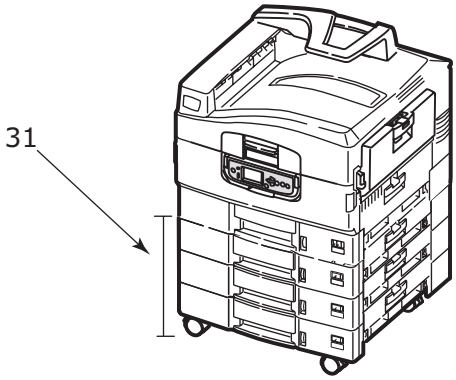
28. Belt unit

29. Drum basket handle

30. Drum basket



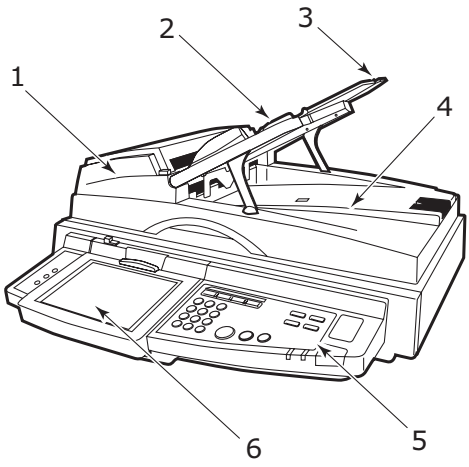
31. High capacity Feeder (HCF) 3 trays



SCANNER UNIT

The major components of your scanner unit are identified in the representations below.

Front view



1. Automatic document feeder (ADF) front cover

2. ADF paper tray

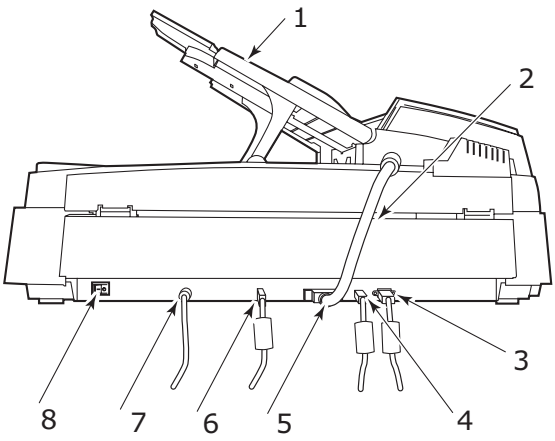
3. ADF paper support

4. Document cover

5. Control panel

6. Touch screen display

Back view



1. ADF paper tray, for multi-page documents
2. ADF cable, to connect the ADF to the main unit
3. Display port, to connect to printer unit
4. Control port, to connect to printer unit
5. ADF port, to connect the ADF cable
6. Data port, to connect to printer unit
7. Power jack, to connect to a power source
8. Power switch, to turn the scanner on/off

SOFTWARE SUPPLIED

CDs:

- CD1 – Drivers and Utilities

  Contains driver and application software for use by a general user.

- CD2 – Network, EFI and Administrator Utilities

  Contains software for use by system administrators.

- CD3 – User's Guides

  Contains documentation in electronic form (for example, the User's Guide and Printing Guide) to describe how to use the MFP for day-to-day tasks.

PRINTER UNIT

PAPER RECOMMENDATIONS

Your printer unit will handle a variety of print media, including a range of paper weights and sizes, transparencies and envelopes. 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 weight 75 – 90g/m² paper designed for use in copiers and laser printers. Suitable types are:

- Arjo Wiggins Colour Solutions 90g/m²
- Colour Copy by Neusiedler

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

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

Envelopes 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.

Transparencies should be of the type designed for use in copiers and laser printers. In particular, avoid office transparencies designed for use by hand with marker pens. These will melt in the fuser and cause damage.

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. Suitable types are:

- Avery White Laser Label types 7162, 7664, 7666 (A4), or 5161 (Letter)

> Kokuyo A693X series (A4) or A650 (B5)

PAPER INPUT AND OUTPUT INFORMATION

The following table relates paper parameters to input trays (Tray 1 to Tray 4 (numbering from the top) and MP Tray) and to output areas (Face-down stacker and Face-up stacker).

TYPE	SIZE	WEIGHT	INPUT/ OUTPUT
Plain paper	A3, A3 Nobi, A3 Wide, A4, A5, A6, B4, B5, Letter, Legal 13, Legal 13.5, Legal 14, Executive, Tabloid, Tabloid Extra	64 – 216g/m²	Any Tray Any Stacker
	Custom W: 100 – 328mm L: 148 – 457.2mm	64 – 216g/m²	Any Tray Face-up Stacker
	Custom W: 79.2 – 328mm L: 90 – 457.2mm	64 – 268g/m²	MP Tray Face-up Stacker
	Banner W: A4 width L: 457.2 –1200mm	128g/m² recommended	MP Tray Face-up Stacker
	Index card: 76.2 x 127mm	64 – 268g/m²	MP Tray Face-up Stacker
Postcard	–	–	Tray 1 or MP Tray Face-up Stacker
Envelope	120 x 235mm 90 x 205mm 235 x 120mm 235 x 105mm 240 x 332mm 216 x 277mm 119 x 197mm 210 x 297mm	85g/m²	MP Tray Face-up Stacker
	324 x 229mm 229 x 162mm 220 x 110mm 225.4 x 98.4mm 241.3 x 104.8mm 190.5 x 98.4mm	Based on 90g/m² paper	

TYPE	SIZE	WEIGHT	INPUT/ OUTPUT
Labels	A4, Letter, B5	0.1 – 0.2mm	MP Tray Face-up Stacker
Transparencies Glossy paper	A4, Letter	0.1 – 0.11mm	Tray 1 or MP Tray Face-up Stacker

TRAYS AND STACKERS

Trays 1 to 4

Tray 1 is the standard blank paper input tray and can hold up to 530 sheets of 80g/m² paper. Trays 2 to 4 result in a total tray capacity of 2120 sheets of 80g/m² paper.

If you have identical paper stock loaded in another tray (for example Tray 2 or the MP Tray), you can have the printer automatically switch to that other tray when the current tray runs out of paper. This function can be enabled by driver settings when printing from a Windows application or by a menu setting when printing from other applications.

MP Tray

The multi-purpose tray is used for media sizes additional to those of the standard trays, heavier media weights and special media.

The multi-purpose tray can handle the same sizes as the standard trays but in weights up to 268g/m². For very heavy paper stock use the face-up 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 76.2mm and lengths up to 1200mm. For banner printing, recommended sizes are A4 wide, 900mm and 1200mm long and weight 128g/m².

Use the multi-purpose tray for printing on envelopes and transparencies. Up to 100 sheets of transparencies or 25 envelopes can be loaded at one time, subject to a maximum stacking depth of 25mm.

Paper or transparencies should be loaded print side up and top edge into the printer. Do not use the duplex (two-sided printing) function for transparencies.

Face-down stacker

The face-down stacker on the top of the printer can hold up to 500 sheets of 80g/m² standard paper, and can handle paper stocks from 64 – 216g/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 should be opened and the tray extension pulled out when required for use. (With the face-up stacker either open or closed, the driver setting of Face Down will successfully direct prints to the Face-Down stacker.)

The face-up stacker can hold up to 250 sheets of 80g/m² standard paper and can handle stocks up to 268g/m².

Always use this stacker and the multi-purpose feeder for paper stocks heavier than 216g/m².

Duplex unit

This unit provides automatic two-sided printing on plain paper fed from Trays 1 – 4 or the MP Tray. Applicable paper sizes are A6, A5, B5, B5LEF, Executive, A4, A4LEF, Letter, LetterLEF, Legal 13 in, Legal 13.5 in, Legal 14 in, B4, Tabloid, Tabloid Extra, A3, A3 Wide, A3 Nobi, Custom size (100 – 328mm wide, 148 – 457.2mm long), using paper stocks in the range 75 – 120g/m².

NOTE:
LEF means the paper is fed long edge first.

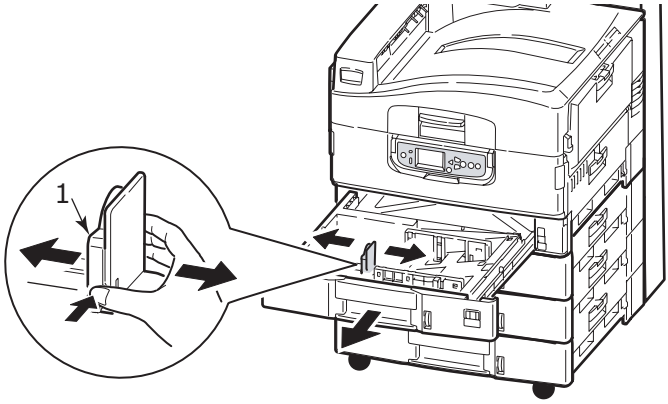
TRAY AND STACKER EXAMPLES

Loading Trays 1 to 4

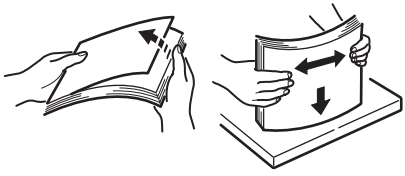
Tray 1 is used in the following example.

1. Pull out the tray.

2. Press the paper rear stopper tab (1) and adjust the tab to the required paper size.



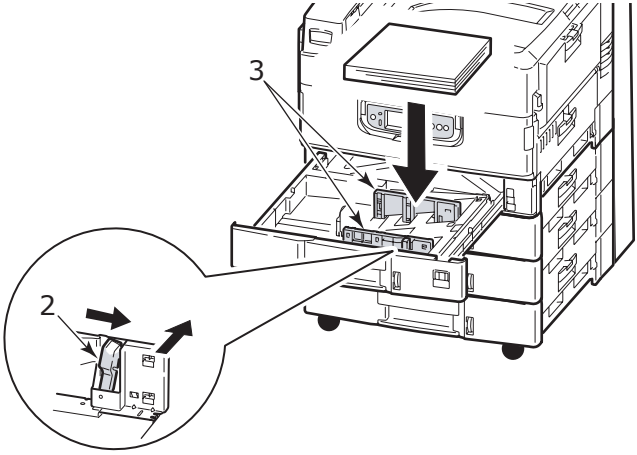
3. Fan the paper to be loaded then tap the edges of the stack on a flat surface to make it flush.



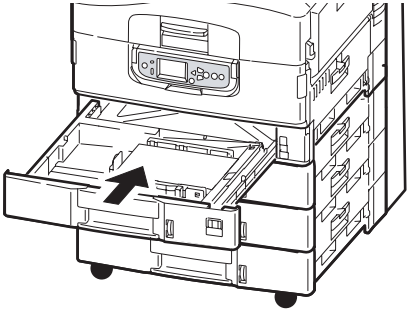
4. Load the paper (face down and top edge towards the right for letterhead paper), press the tab (2) on the paper guide and adjust the guides (3) for a snug fit to the paper.

To avoid 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 paper type.
- Do not load damaged paper.
- Do not load paper of different sizes or types at the same time.

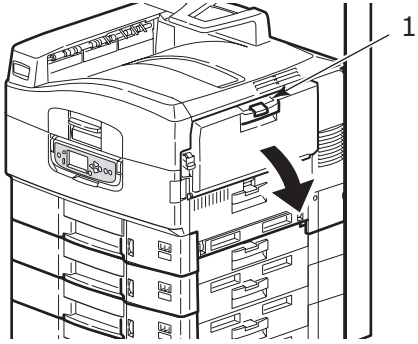


5. Gently push the tray back into the printer.

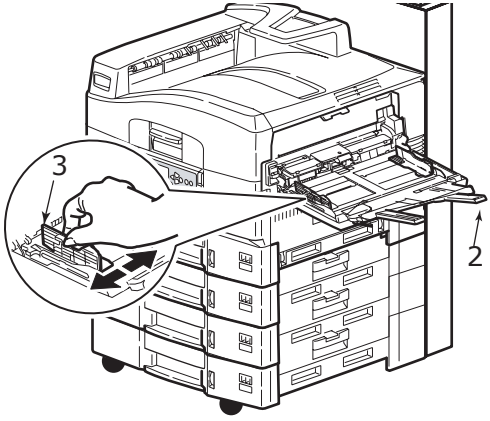


Using the MP Tray

1. Squeeze the handle (1) and open the multi-purpose tray.

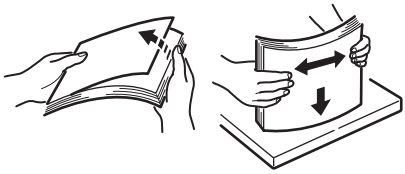


2. Fold out the paper support section and swivel out the extension supports (2).



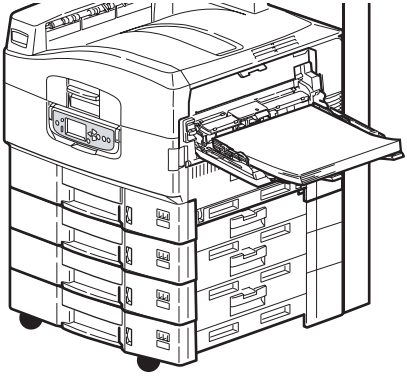
3. Adjust the paper guides (3) to the size of the paper being used.

4. Fan the paper to be loaded then tap the edges of the stack on a flat surface to make it flush.



5. Load the paper.

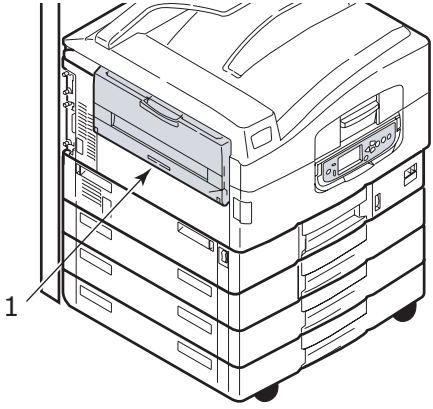
- > For single-sided printing on letterhead, load the paper into the multi-purpose tray with pre-printed side up and top edge into the printer unit.
- > For two-sided (duplex) printing on letterhead, load the paper with pre-printed side down and top edge away from the printer unit.
- > Envelopes should be loaded face-up with long edge into the printer. Do not select duplex printing on envelopes.
- > Do not leave space between the paper and the guides.
- > Do not exceed the paper capacity of approximately 230 sheets, 100 transparencies or 25 envelopes. Maximum stacking depth is 25mm.



Using the stackers

Face-down stacker

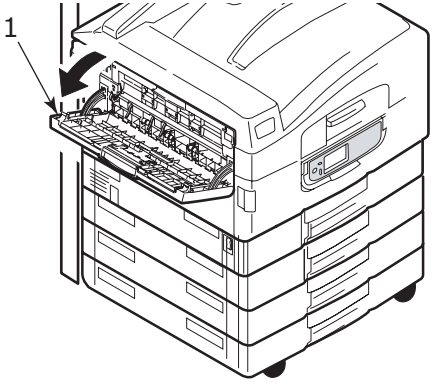
When the face-up stacker (1) on the left side of the printer is closed (its normal position), paper is ejected to the face-down stacker on the top of the printer unit.



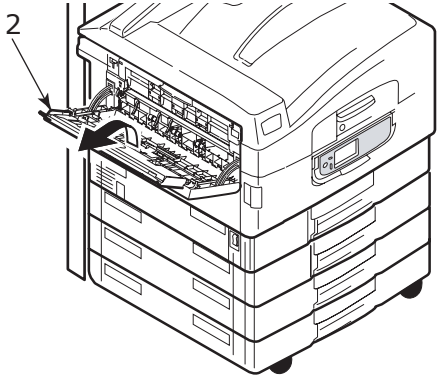
Face-up stacker

The face-up exit path is used for heavy paper (cardstock etc.), envelopes, transparencies, and labels.

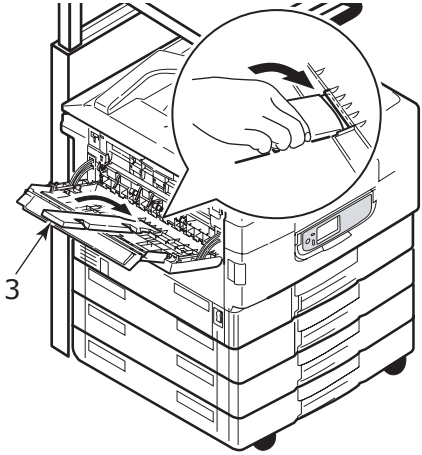
1. Open the stacker (1).



2. Flip out the paper support (2).



3. Swivel out the paper support extension (3).



SCANNER UNIT

PAPER RECOMMENDATIONS

The ADF can handle up to 50 sheets of A3 paper, of weight 60 – 105g/m².

The glass can handle paper sizes up to A3 and the document cover can be left open to accommodate book thickness.

Use the glass and not the ADF for scanning documents that:

have a smooth surface e.g. photographic, coated or glossy paper

are folded, creased, curled or otherwise deformed

are not rectangular

have labels attached or have other surface unevenness

are less then 100mm in width or less than 180mm in length. Such documents may cause feed errors or skew in the ADF.

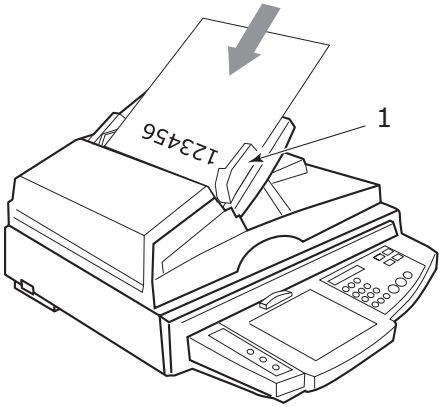
Loading the ADF

For documents of size A4, the following orientation is recommended:

- Copy Mode: document face up, top of the document away from the user
- Scan to E-Mail, Scan to FTP, Scan to Mailbox, Scan to Hold Queue, Remote Tool: document face up, top of document to left of user

1. Ensure your document is free of staples and clips and has no ragged edges.
2. If you are loading multiple pages (up to a maximum of 50), fan the pages to avoid potential paper jams then tap the edges of the stack on a flat surface to make it flush.

3. With the text face up, introduce the document far enough into the ADF to be able to adjust the paper guide (1) to centre the document in the ADF.



4. Release the document gently into the ADF.

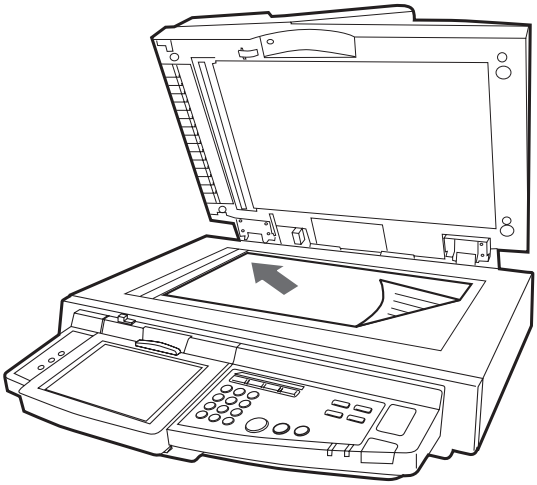
Loading the document glass (flatbed)

For documents of size A4, the following orientation is recommended:

- Copy Mode: document face down, top of the document toward the user
- Scan to E-Mail, Scan to FTP, Scan to Mailbox, Scan to Hold Queue, Remote Tool: document face down, top of document to left of user

1. Open the document cover to reveal the glass.

2. Place your document with text face down on the glass, aligning it to the upper left corner of the glass.



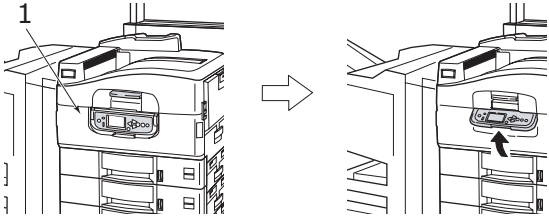
3. Close the document cover.

CONTROL PANELS

Control of your MFP is via two control panels, one located on the printer unit and the other on the scanner unit. The two control panels are complementary to each other and work together as component parts of the overall system. For example, a message on the scanner unit control panel will redirect you to the printer control panel if the situation requires it.

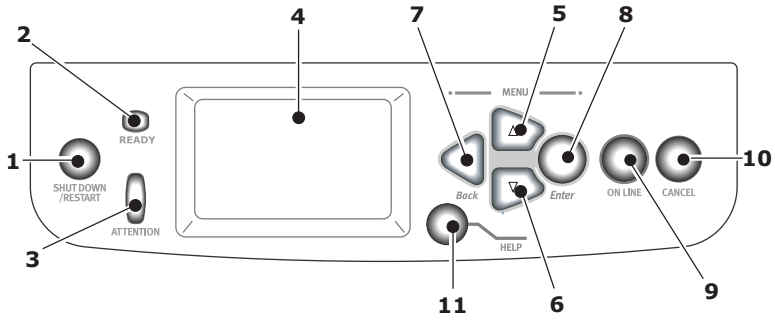
PRINTER UNIT CONTROL PANEL

The control panel can be swivelled to 90° (maximum) upwards from its base position (1) as required for ease of use.



BUTTONS AND LIGHTS

The parts of the control panel are identified and briefly explained below:



1. Shutdown/Restart button

Press and hold down for a soft shutdown. You can then press this button again for a restart or use the **Power** switch to turn off the printer completely.

2. Ready light

On: indicates ready to print

Flashing: indicates processing print data

Off: indicates unable to receive data (offline)

3. Attention light

Off: indicates normal operation

Flashing: indicates error(s) present but printing can continue

On: indicates error(s) present and printing cannot continue

4. Display panel

Displays status and setup information for the printer and user help information in your chosen language

5. Up-arrow button

Enters menu mode and enables upward movement through the displayed list of menu items

6. **Down-arrow button**

   Enters menu mode and enables downward movement through the displayed list of menu items

7. **Back button**

   Returns to the previous higher level menu item

8. **Enter button**

   Enters menu mode and selects the menu item highlighted in the display panel

9. **Online button**

   Switches between online (printer unit ready to receive data) and offline (printer unit not ready to receive data)

10. **Cancel button**

    Cancels current print job

11. **Help button**

    Provides additional textual or image data to supplement what is displayed on the display panel

DISPLAY PANEL MESSAGES

There are four types of display panel message:

- Status information
- Menu (functions) information
- Configuration information
- Help information

STATUS INFORMATION

Status information is associated with three printer unit states:

In the Information state, such as idling or printing, the printer unit is able to process print jobs.

In the Warning state, the printer unit has encountered some minor problem but is still able to process print jobs.

In the Error state, the printer unit has encountered a problem and cannot continue printing until the user has intervened and removed the cause of the trouble.

The top two lines of the display panel show the printer unit status. The bottom of the display panel normally shows a bar chart of the toner usage.

MENU (FUNCTIONS) INFORMATION

There are three types of menu (functions) information:

User menus: accessed by pressing the **Enter** button, **Up-arrow** or **Down-arrow** button on the control panel. These menus are available to the general user to make various settings that are used in the running of the printer unit.

Administrator menu: accessed by pressing the **Enter** button for more than 2 seconds while turning on the printer power supply (including Restart). Available to administrator level users. Restricts the changes that general users can make via the user menus.

System maintenance menu: accessed by pressing the **Up-arrow** and **Down-arrow** buttons together for more than 2 seconds while turning on the printer unit power supply (including Restart). Available to support staff to allow printer unit configurations and special functions to be set.

CONFIGURATION INFORMATION

Configuration information displays printer unit configuration information such as internal firmware versions.

Menu options at each level can be scrolled through by moving the highlight with the **Up-arrow**/**Down-arrow** buttons and a highlighted option at that level can be selected by pressing the **Enter** button. When the lowest level menu has been selected, you can change the setting for that menu by selecting the required highlighted value from a list or by entering a numeric value. In other cases, you can display or print configuration information.

HELP MODE

When an error has occurred, press the **Help** button. Information displays that will help you correct the error.

DISPLAY PANEL MESSAGES

The display panel messages, supplemented by the Help messages where appropriate, are intended to be self-explanatory. More information on typical messages is provided in "Appendix A – Display Panel Messages (Printer)" on page 160.

USING THE MENUS

NOTE
Menu details are given in "Appendix B – Menu system (Printer unit)" on page 162 for reference.

The **Enter**, **Up-arrow**, **Down-arrow** and **Back** buttons are used to move through the printer menus. You can adjust settings (e.g. set the paper size for Tray 1) or view information (e.g. how much is left of a selected consumable).

Many of these menu settings can be, and often are, overridden by settings in the Windows printer drivers. However, several of the driver settings can be left at "Printer Setting," which will then default to the settings entered in these printer menus.

The steps involved in using the menus are typically as follows:

1. Ensure that the display panel indicates that the printer unit is ready to print.
2. Enter User menu mode by pressing either the **Enter** button or the **Up-arrow** or **Down-arrow** button and press the latter two repeatedly until the desired menu is highlighted in the displayed list.
3. Press the **Enter** button to select this menu.
4. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until the desired Item is highlighted.
5. Press the **Enter** button to select this Item.
6. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until the desired Value is highlighted.

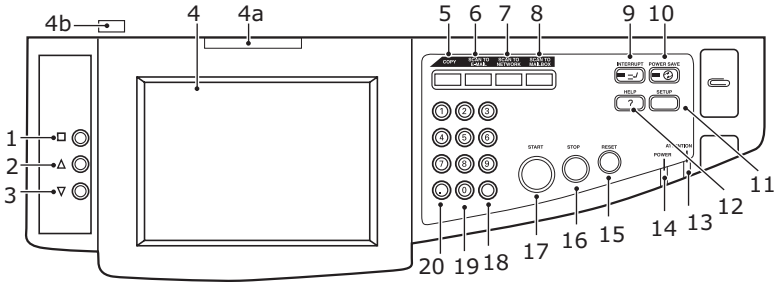
7. Press the **Enter** button to select this Value. (If you are setting a parameter, ensure that an asterisk (*) appears beside the selected parameter Value.)

8. Press the **Online** button to exit menu mode and return to the ready to print status.

Refer to the section entitled "Getting started" on page 50 and "Appendix B – Menu system (Printer unit)" on page 162 for examples of using the menus.

SCANNER UNIT CONTROL PANEL

The parts of the control panel are identified and briefly explained below:



1. Menu button

Starts/ends an LCD image adjustment feature "OSD" (on-screen display) menu to adjust brightness, contrast, image position etc. For further details, refer to "Appendix H – Touch screen setup" on page 196.

2. Up-arrow button

Lets you step through the LCD image features until a required feature is reached. When the feature is selected by pressing the Menu button, this button enables you to increment the value of the feature. Pressing the Menu button confirms and sets the new value.

3. Down-arrow button

Lets you step through the LCD image features until a required feature is reached. When the feature is selected by pressing the Menu button, this button enables you to

decrement the value of the feature. Pressing the Menu button confirms and sets the new value.

4. Touch screen display

Enables you to make selections associated with the copying and scanning functions by touching the screen to press selected buttons. The screen can be tilted up for ease of viewing by pulling on handle (4a) and it locks in position. Use the release control (4b) to enable downward adjustments.

Be careful not to scratch the display with sharp or pointed objects e.g. a ballpoint pen as this may impair the display.

5. COPY button

Pressing this button selects copy mode on the touch screen.

6. SCAN TO E-MAIL button

Pressing this button selects e-mail send mode on the touch screen.

7. SCAN TO NETWORK button

Pressing this button selects network send mode on the touch screen for scan to FTP and remote scan functions.

8. SCAN TO MAILBOX button

Pressing this button selects mailbox send mode on the touch screen for scanning to a mailbox or to a hold queue.

9. INTERRUPT button

Pressing this button switches interrupt mode on or off, its LED being illuminated when interrupt mode is on. Use this button to interrupt a print job and carry out a scan.

10. POWER SAVE button

Pressing this button switches the scanner unit power save mode on or off, its LED being illuminated when power save mode is on.

11. SETUP button

Pressing this button selects setup mode for address books or reports, for example. (See "Appendix F – Scanner unit setup details" on page 187.)

12. HELP button

Pressing this button displays help information on the touch screen.

13. ATTENTION light

Flashes when operator attention is required e.g after a paper jam has occurred.

14. POWER light

Is illuminated when the scanner unit is on.

15. RESET button

Pressing this button returns all settings of a selected function to their default values, but does not stop jobs in progress.

16. STOP button

Pressing this button stops the scanning process.

17. START button

Pressing this button starts the scanning process.

18. Clear button

Pressing this button clears all text in a selected text box on the touch panel.

19. Numeric buttons (0 – 9)

Use these buttons to enter number of copies, e-mail address, scale of copy for example.

20. Period button

Use this button to enter decimal values or in e-mail addresses.

GETTING STARTED

This section provides information to help you get started with using your MFP.

TURNING OFF/ON

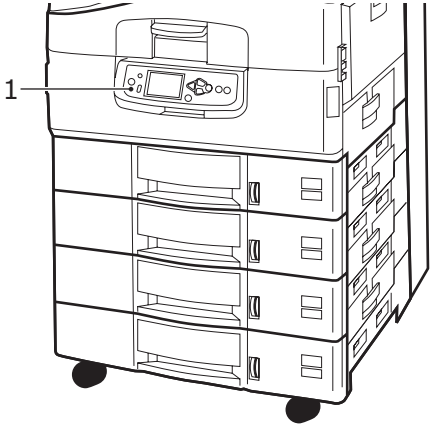
CAUTION!

Do not turn off the scanner unit while scanning is in progress.

TURNING OFF

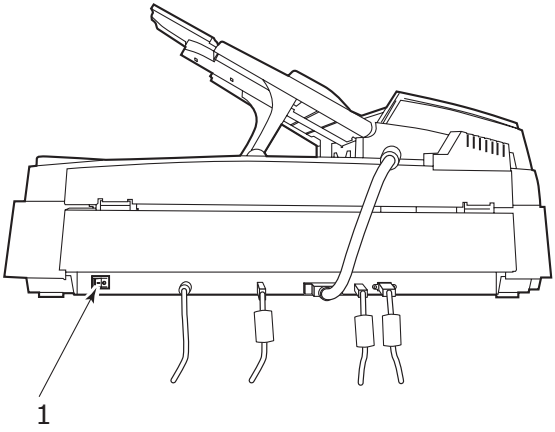
1. Printer unit

Press and hold down the **Shutdown/Restart** button (1) on the control panel to start the shutdown process.

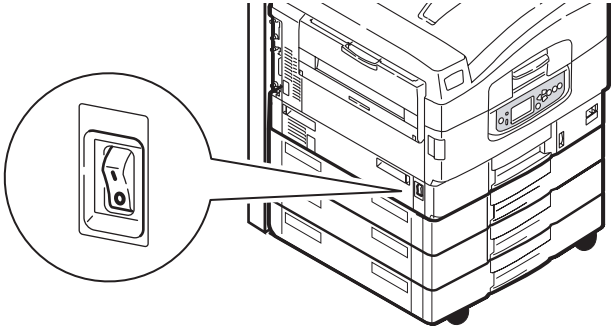


2. Scanner unit

When the scanner unit display shows that shut down has been completed, turn off the scanner unit at the power switch (1).



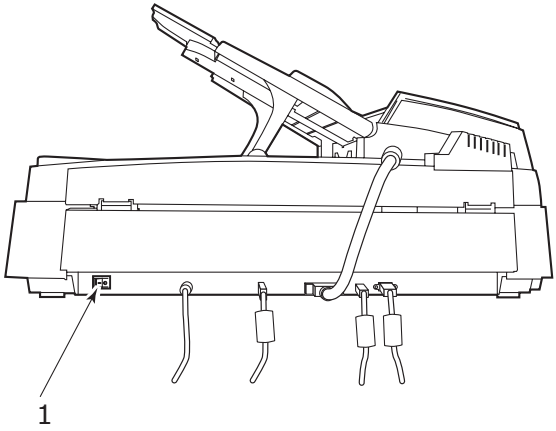
3. Use the On/Off switch to turn off the printer unit. Please wait as this may take a short time.



TURNING ON

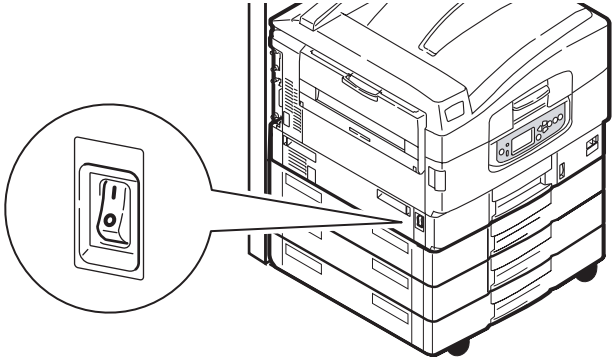
1. Scanner unit

Turn on the scanner unit at the power switch (1).



NOTE
*If the display panel shows that you can either turn off or restart the printer, press **Shutdown/Restart** to turn on the printer.*

2. If the printer is turned off (no power), use the On/Off switch to turn on the printer. Please wait as this may take a short time.



3. Even if you are using your MFP only for printing, please ensure that the scanner unit is turned on.

CHECKING CURRENT SETTINGS

Carry out the following steps to generate a Configuration report (Menu Map) to confirm that your printer unit is correctly configured.

1. Ensure that there is A4 paper in Tray 1 (to be used in this operation).
2. Ensure that the LCD panel indicates that the printer is ready to print.
3. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Print Pages is highlighted.
4. Press the **Enter** button to select Print Pages.
5. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Configuration is highlighted.
6. Press the **Enter** button to select Configuration.
7. Press the Enter button to execute the command and a Configuration document is printed.
8. After printing the configuration document, the printer unit returns to the ready to print status.
9. You can use this document to check your printer unit configuration. System values and installed accessories are listed at the top of the first page while status values and settings follow.

INTERFACES AND CONNECTION

Your printer unit is equipped with a selection of data interfaces:

- **Parallel** – For direct connection to a PC. This port requires a bi-directional (IEEE 1284 compliant) parallel cable.
- **USB** – For connection to a PC running Windows 98 or above (not Windows 95 upgraded to Windows 98) or Macintosh. This port requires a cable conforming to USB version 2.0 or above.

  The printer unit may not work if a USB-compatible device is connected concurrently with other USB-compatible machines.

When connecting multiple printer units of the same type, they appear as *****, ***** (2), ***** (3), etc. These numbers depend on the order of connecting or turning on each printer unit.

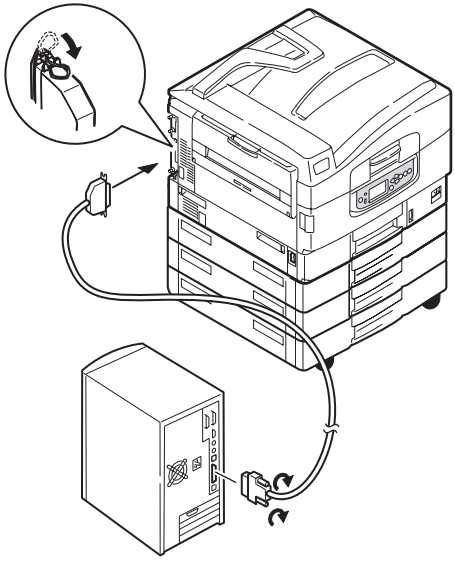
> **Ethernet** – For network cable connection.

NOTE
Interface cables are not supplied with your printer unit.

CONNECTING THE PARALLEL INTERFACE

1. Turn off the printer unit and the computer.

2. Connect a parallel cable between the printer unit and computer.



3. Turn on the printer unit and then the computer.

CONNECTING THE USB INTERFACE

Do not connect the USB cable at this time. You will be instructed when to connect the USB cable when you run the Drivers CD, CD1.

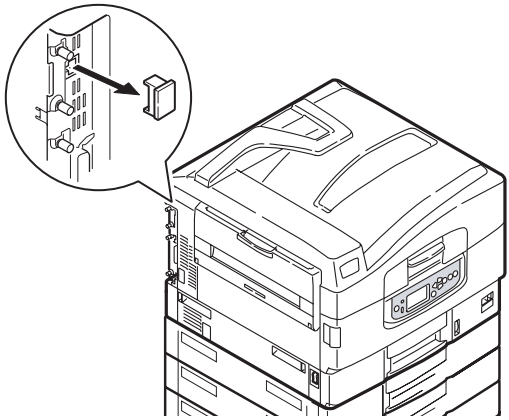
If you are connecting your printer unit directly to a stand alone computer proceed to the section entitled "Using the Drivers CD".

CONNECTING THE NETWORK INTERFACE

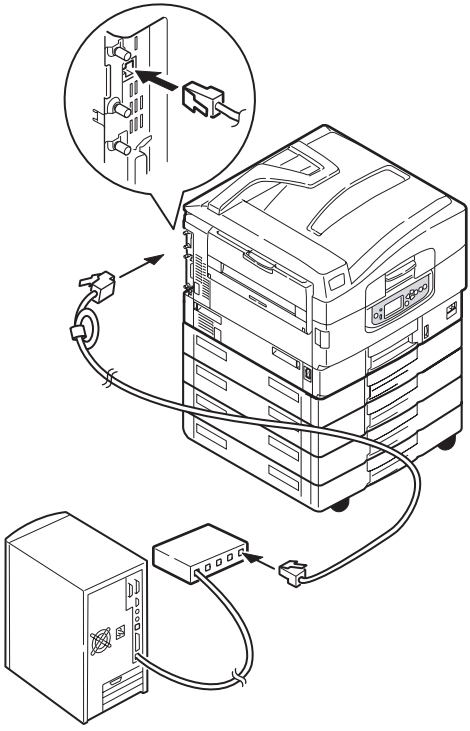
CAUTION

Do not connect a USB cable into the network interface connector as this may lead to malfunction.

1. Turn off the printer unit and the computer.
2. Remove the protective cover from the network connector on the printer unit.



3. Connect an Ethernet cable between the printer unit and an Ethernet hub. Note the position of the ferrite core on the network cable fitted close to the printer interface.



4. Turn on the printer unit and then the computer.

If your printer unit is to be installed as a network printer, please refer to the relevant section in the Configuration Guide for further details on how to configure the network connection before installing the printer drivers.

NOTE
Administrator's authority is required when installing a network connection.

USING THE DRIVERS CD

Insert the Drivers CD into your computer and follow the on-screen instructions. You are prompted to follow a set of basic steps to configure the display panel language (for both printer unit and scanner unit), install drivers and other software and finally print a test page to check that your printer is operating correctly thus far.

PRINTING

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

SCANNER UNIT OPERATING INFORMATION

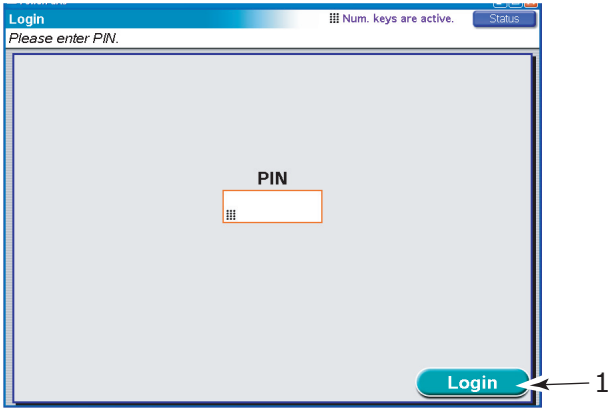
ACCESS CONTROL

If your Administrator has enabled access control on your scanner, it will automatically start up in access control mode. You will not be able to use it until you have provided a valid PIN and logged in. After using it, you will be expected to log out, leaving the scanner unit in access control mode, unable to be used by unauthorised users.

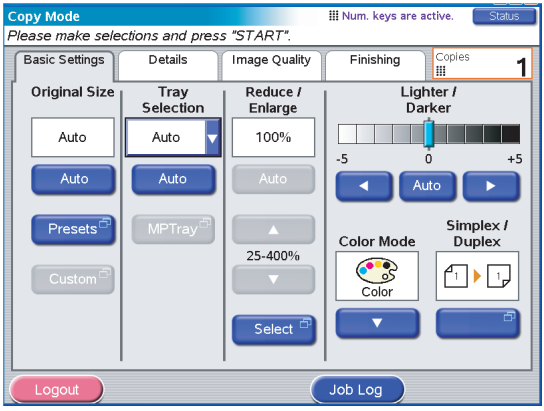
NOTE
The PIN is associated with using the Print Control (Job Accounting) Utility and is the last four digits of the ID used for Job Accounting.

LOGGING IN

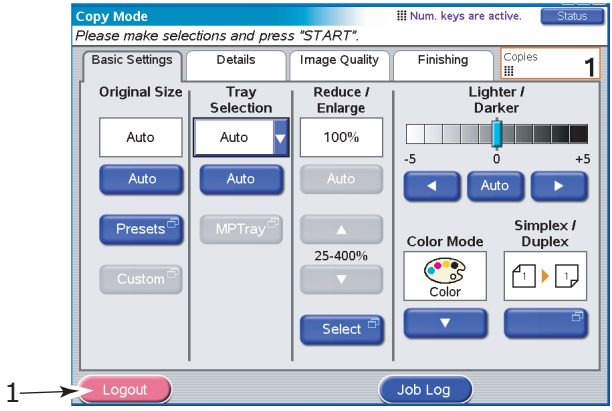
1. At the access control screen, use the numeric keys on the scanner unit to enter your PIN.



2. Press the Login button (1) and the default Copy Mode screen appears, the scanner unit now being available to use.



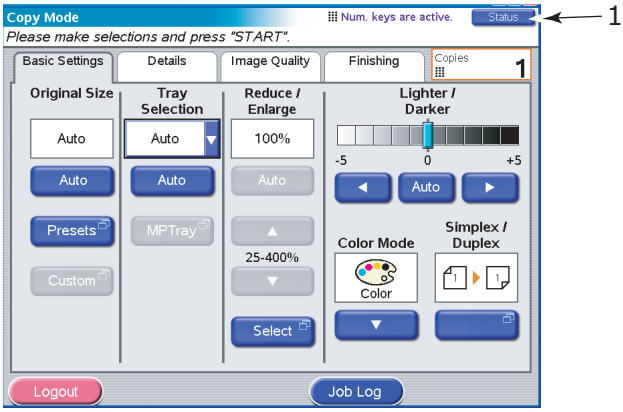
LOGGING OUT



1. When you have finished using the scanner unit, press the Logout button (1) to return to the access control screen.

STATUS MONITORING

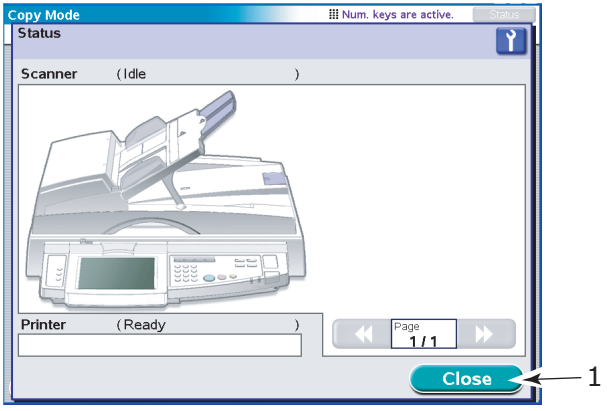
See also "Appendix C – Scanner Unit Status" on page 178.



The Status button (1) changes colour depending on the status of the MFP:

- Blue: ready status
- Orange: warning status
- Red: Alarm status

1. For detailed status information, press the Status button to display the status window.

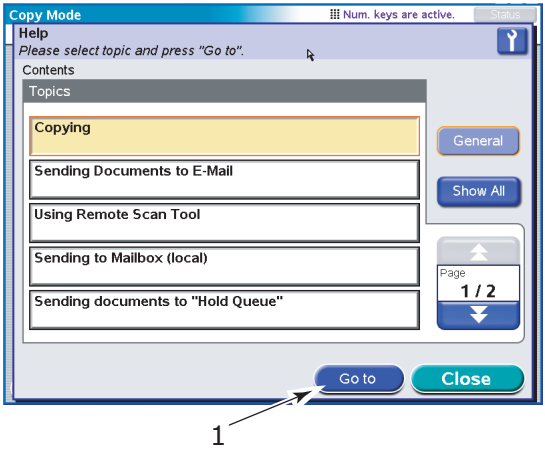


2. Press the Close button to close the status window.

USING THE HELP FACILITY

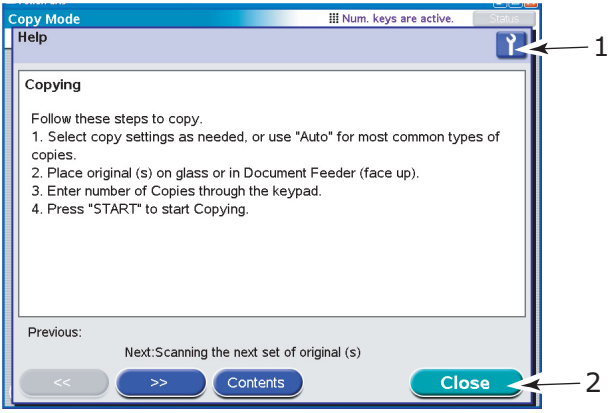
To obtain help, press the **HELP** button on the scanner unit control panel.

1. Select a topic and then press the Go To button (1).



2. Navigate and read the help information you need.

3. At any time you can press the Maintenance button (1) to show the Dealer's Information screen for dealer contact information, then press the Close button to return to the Help screen.



4. Press the Close button (2) to leave the Help screen.

AVOIDING INCOMPATIBILITY SITUATIONS

It is possible to request your MFP to carry out instructions that would involve media incompatibilities e.g. if you are copying an A4 original with the Reduce/Enlarge setting at 141% (A4 to A3) and the (printer unit) Tray Selection set at Tray 1 containing A4 media. The MFP will detect such situations and issue a message to indicate that your request has been cancelled referring you to this guide.

To avoid an incompatibility such as the above, make sure that your chosen image size fits on the media size in the selected printer unit tray.

Other incompatibilities can arise in connection with punching and stapling requests and information to help you avoid such requests is presented in "Appendix D – Media support information" on page 179.

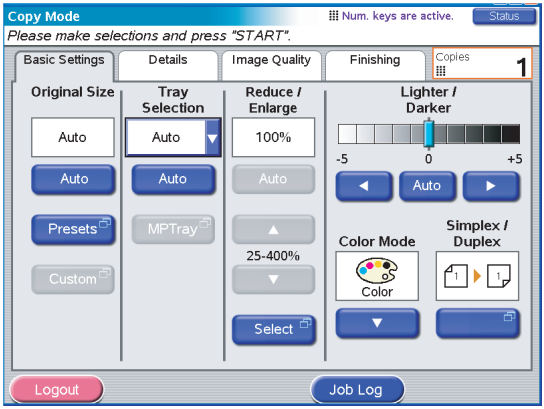
Information about document sizes that can be scanned either on the document glass or in the ADF when using the default Auto setting is provided in "Appendix E – Auto detection paper sizes" on page 185.

COPYING

Documents to be copied are scanned in the scanner unit (document glass or ADF) and copies are automatically printed in the printer unit.

Carry out the following steps:

1. Copy Mode is the default function of the MFP. If required, press the **COPY** button on the scanner unit control panel to show the Copy Mode screen.

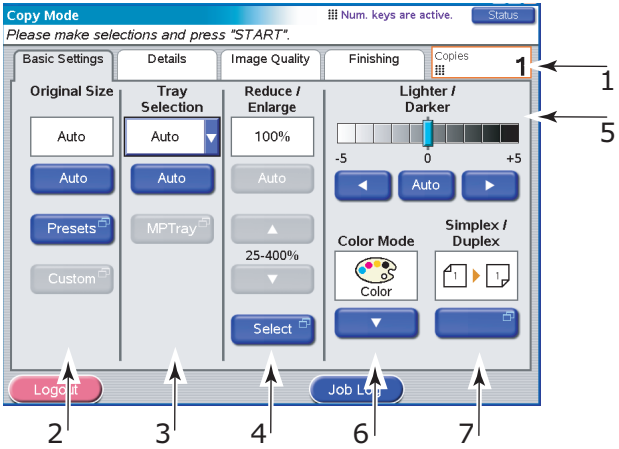


2. Place the document to be copied on the scanner unit glass or ADF.

3. Make your selections from the Copy Mode touch screen tabs (detailed below).

4. Press the **START** button to produce your copies.

BASIC SETTINGS TAB

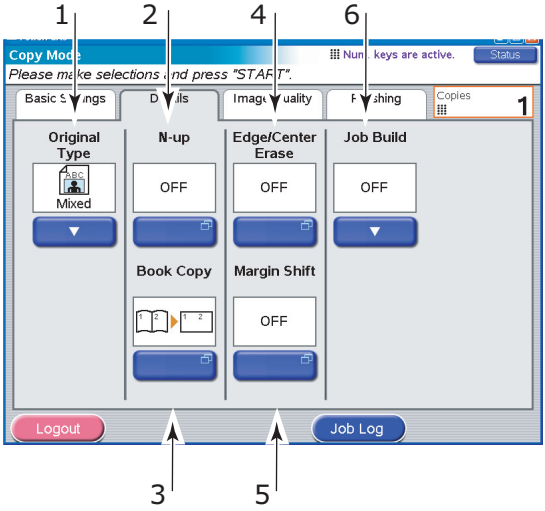


NO	FEATURE	OPTIONS	DESCRIPTION
1	Copies	1-999	Allows you to specify the number of copies to be made. The maximum number of copies that can be set per job is 999.
2	Original Size	Auto, 5.5x8.5, 5.5x8.5R, 8.5x11, 8.5x11R, 8.5x13, 8.5x14, 11x17, A5, A5R, A4, A4R, A3, B5, B5R, B4, Custom	Allows you to select the paper size to match the document size.
3	Tray Selection	Auto, Tray 1, Tray 2, Tray 3, Tray 4, MPTray	Allows you to define the paper tray for printing. Auto - Allows for automatic tray selection based on the document image size and/or scaling setting defined.
4	Reduce/ Enlarge	Auto, Preset, 25% – 400% by 1%, Select	Allows you to scale the copy.

NO	FEATURE	OPTIONS	DESCRIPTION
5	Lighter/Darker	Auto, -5 to +5 by 1	Allows you to adjust the brightness levels for scanning and printing. This is not applied (disabled) if Auto Exposure is set to ON.
6	Colour Mode	Color, B&W	Allows you to select the colour mode of the output. If Color is selected, scanned image is printed in full colour (Image Type=24bit colour). If B&W is selected, scanned image is printed in 8-bit grayscale. No colour settings are applied.
7	Simplex/ Duplex	1to1 Sided, 1to2 Sided, 2to1 Sided, 2to2 Sided,	Allows you to specify the original document image layout and the desired printed document image layout. If you specify 2to1Sided or 2to2 Sided, set your original documents on the ADF.
	Simplex/ Duplex (Duplex Layout)	Top/Top, Top/Bottom	Allows you to define the orientation of the front and back sides of a duplex page (for scanning and printing).

NOTE
If you specify Auto for Tray Selection, the MFP automatically selects the tray (from Trays 1 to 4) that can supply the most appropriate paper. To print on paper from the MPTray, specify MPTray for Tray Selection. If your copy is produced on paper you did not expect to be used, specify the appropriate tray manually and retry. In Copy Mode, there are limitations on the combination of Media Type, Media Weight and Paper Size. For information on paper size combinations, refer to "Appendix D – Media support information" on page 179.

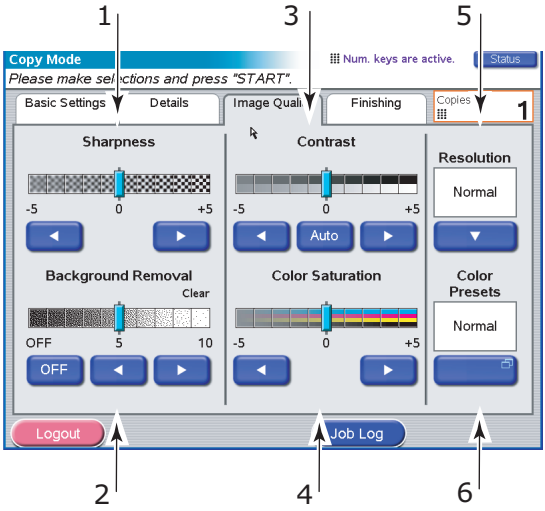
DETAILS TAB



NO	FEATURE	OPTIONS	DESCRIPTION
1	Original Type	Mixed, Text, Photo	Allows you to specify the type of images on the document. This allows automatic (pre-set) optimization of image quality settings.
2	N-up	OFF, 2-Up, 4-Up, 8-Up	Allows you to print multiple pages of the document to a single sheet of paper. Layout orientation and image order is fixed. If you specify 8-Up, you can only make a copy on a document the same size as the original document. If you specify 2-Up, 4-Up or 8-Up, set your original documents on the ADF.

NO	FEATURE	OPTIONS	DESCRIPTION
3	Book Copy	1 to 1 Side, Book to 1 side, Book to 2 sides	Allows you to select how book copies are printed. If you specify Book to 1 side or Book to 2 sides, set your original document on the glass.
	Book Copy (Duplex Layout)	Top/Top, Top/Bottom	Allows you to select how book copies are printed on both sides of the output page.
4	Edge/Center Erase	Edge OFF / Top / Bottom / Left / Right Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out the peripheral areas of the document where spurious shadows and borders may arise when copying with the document cover open (such as with books and magazines) or for other purposes.
		Center Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out a centred rectangular area of the document where spurious shadows and borders may arise when copying bound originals (books, magazines) with the centre spread layout.
5	Margin Shift	OFF / Top / Bottom / Left / Right	Allows you to shift the document image up / down / left / right and sets the margin areas. Only one of Top / Bottom / Left / Right can be set. For 2-sided output, the front side and back side margin shifts may be separately set. Please take care to set margin shifts correctly.
6	Job Build	OFF / ON	Allows you to construct a single copy job or scan job from multiple individual sheets or originals.

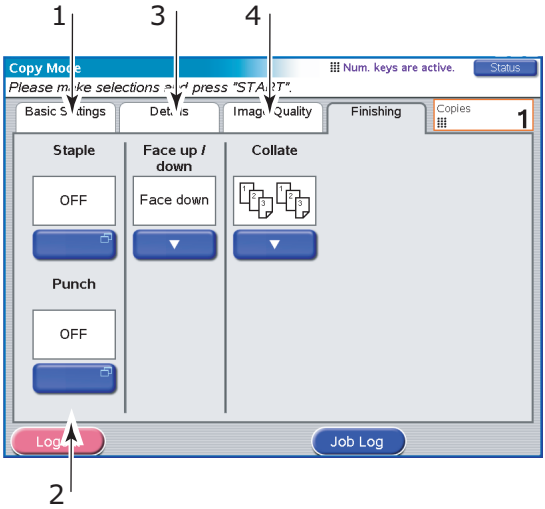
IMAGE QUALITY TAB



NO	FEATURE	OPTIONS	DESCRIPTION
1	Sharpness	-5 to +5 by 1	Allows you to enhance the image's outline, letters, lines when printing.
2	Background Removal	OFF, 1 to 10 by 1	Allows you to block out the colour background of the image (assuming document has a colour background) - such that the background colour is not printed.
3	Contrast	Auto, -5 to +5 by 1	Allows you to adjust the contrast levels for scanning and printing. This is not applied (disabled) if Auto is set to ON.

NO	FEATURE	OPTIONS	DESCRIPTION
4	Color Saturation	-5 to +5 by 1	Allows you to adjust the overall colour saturation (neutrally across all colours) of the image. Color Saturation is not available where Color Mode is set to B&W or Color Presets is set to Vivid.
5	Resolution	Normal, High Quality	Allows you to select an appropriate balance between speed (normal) and quality (high quality).
6	Color Presets	Normal, Vivid, Warm, Cool	Allows you to select pre-defined colour mode settings (affects the overall colour tone). Vivid - increased overall colour saturation. Warm - increased overall reddish hue saturation. Cool - increased overall bluish hue saturation.

FINISHING TAB



NO	FEATURE	OPTIONS	DESCRIPTION
1	Staple	OFF / Left Position / Right Position	Allows you to select the staple options (and sub-options) that will be applied to the document.
2	Punch	OFF / Left Position / Right Position	Allows you to select the punching options (and sub-options) that will be applied to the document.
3	Face up/down	Face up, Face down	Allows you to select the output placement and stacking order.
4	Collate	Collate, Group	Collate prints 1 entire copy/set of the multiple copy document at a time (e.g. pages 1,2,3,1,2,3,1,2,3,…) Group batch prints the multiple copy document page by page (e.g. pages 1,1,1,2,2,2,3,3,3,…)

SCANNING

Your MFP can carry out the following scanning functions:

- E-mail send mode (**SCAN TO E-MAIL** button)

  Scan to e-mail: An original document is scanned and the data is sent by e-mail as an attachment.

- Network send mode (**SCAN TO NETWORK** button)

  Scan to FTP: An original document is scanned and the data is sent to an FTP server.

  PC remote scan: Under remote control, an original document is scanned and the data is sent to a host PC.

- Mailbox send mode (**SCAN TO MAILBOX** button)

  Scan to Mailbox: An original document is scanned and the data is saved in a mailbox.

  Scan to Hold Queue: An original document is scanned and the data is saved in the hold queue.

  NOTE
  Additional features involving, for example the Fiery Remote Scan tool or Web Scan Tool for accessing files in the mailbox are described in the Fiery documentation.

  The TIFF file format supported is compliant with the TIFF v6 specification with additional qualifiers for supporting JPEG compressed images within the TIFF file. Single and multiple page files are supported. The following TIFF viewers are recommended: ACD Systems ACDSee, Adobe Photoshop.

E-MAIL SEND MODE

The main steps in summary are:

(a) Press the **SCAN TO E-MAIL** button.

(b) On the Address tab, enter address and subject details.

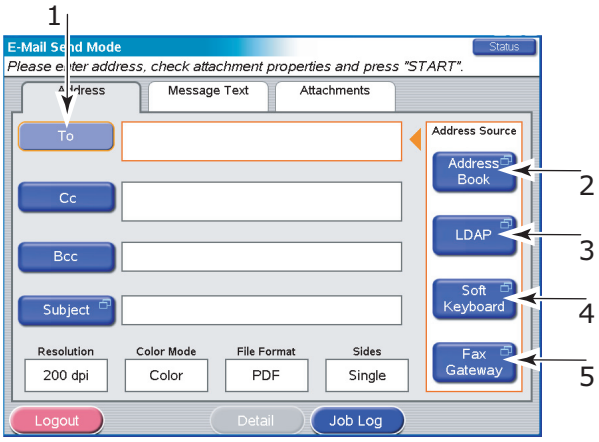
(c) On the Message Text tab, enter your e-mail message.

(d) On the Attachments tab, define your attachment properties, using the Advanced Settings features as required.

(e) Set your document on the scanner unit and press **START**.

These steps are expanded below.

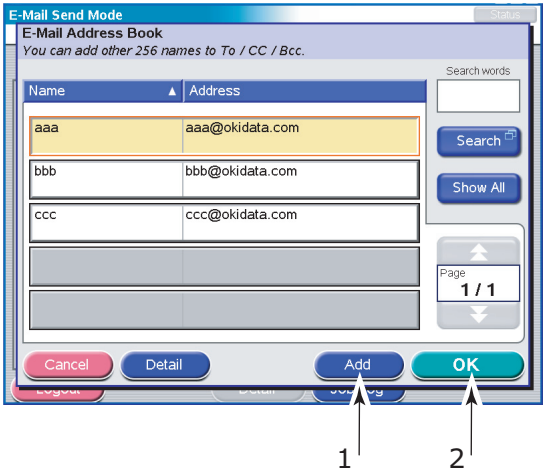
1. Press the **SCAN TO E-MAIL** button to display the E-mail Send Mode screen at the Address tab



2. Press the To button (1) and enter an e-mail address via one of the following buttons:

- Address Book (2)
- LDAP (3)
- Soft Keyboard (4)
- Fax Gateway (5)

Address Book



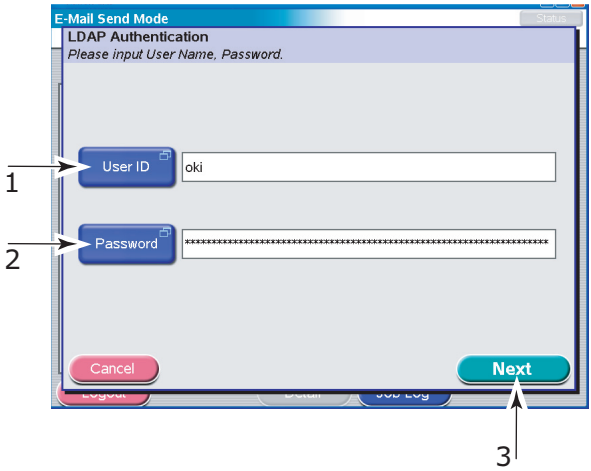
(a) Touch on an e-mail address to select it.

(b) Press the Add button (1) to add this address to the list.

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

(d) Press the OK button (2) to place the list of addresses in the To destination field.

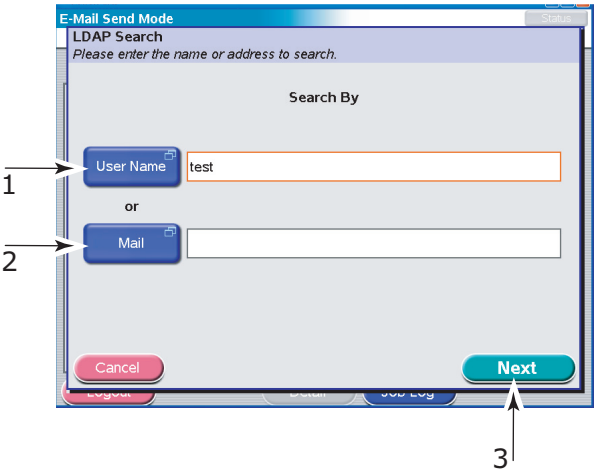
LDAP



(a) Press the User ID button (1) and enter your user ID via the soft keyboard then press the OK button.

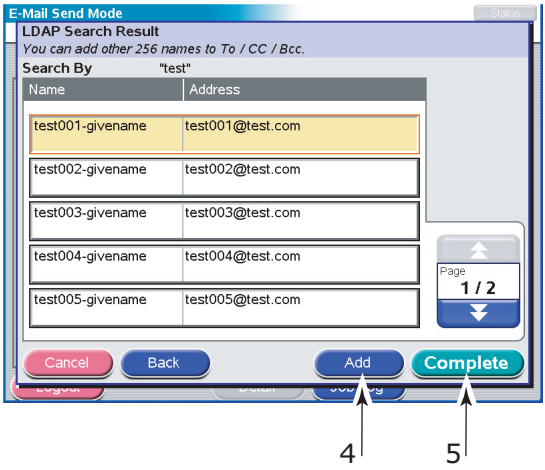
(b) Press the Password button (2) and enter your password via the soft keyboard then press the OK button.

(c) Press the Next button (3).



(d) Press either the User Name (1) or Mail button (2) to enter your search value via the soft keyboard, then press the OK button.

(e) Press the Next button (3).

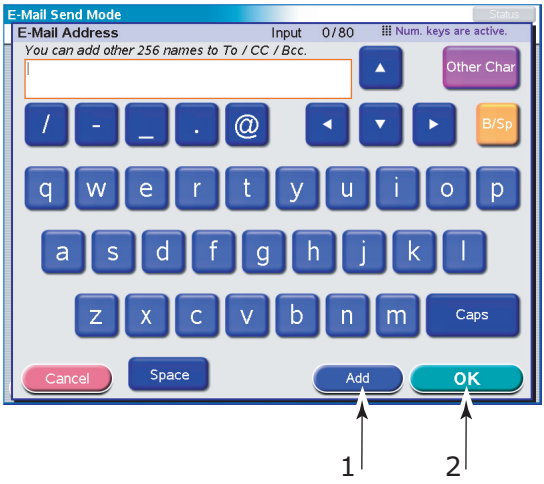


(f) Select an address from the list displayed and press the Add button (4) to add this address to your destination list.

(g) Repeat (f) as required to create a destination list.

(h) Press the Complete button (5) to place the list of addresses in the To destination field.

Soft Keyboard



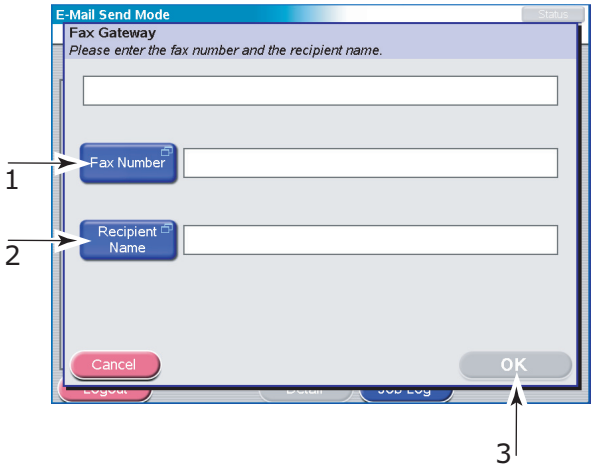
(a) Enter an address via the soft keyboard.

(b) Press the Add button (1) to add this address to the list.

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

(d) Press the OK button (2) to place the list of addresses in the To destination field.

Fax Gateway



(a) Press the Fax Number button (1), enter a fax number via the soft keyboard, then press the OK button.

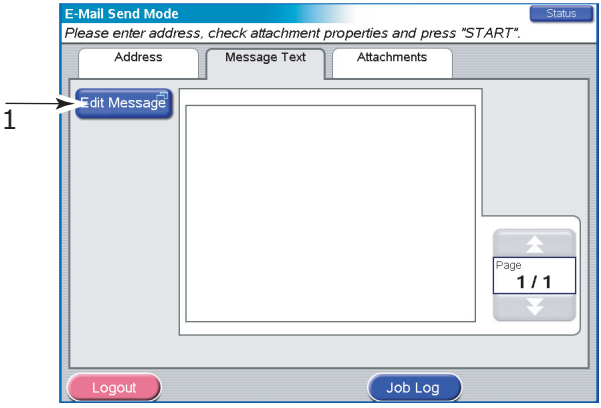
(b) Press the Recipient Name button (2), enter a recipient name via the soft keyboard, then press the OK button.

(c) Press the OK button (3).

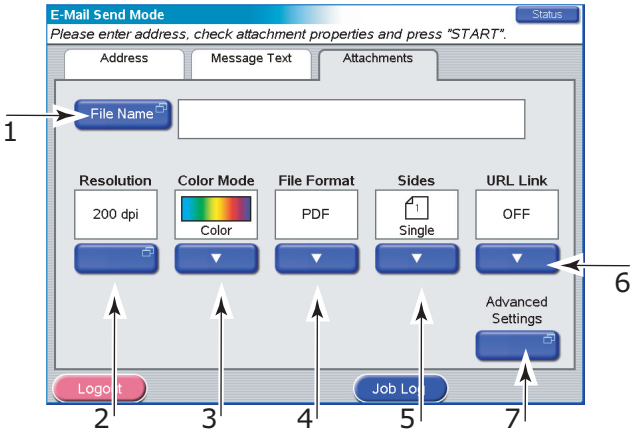
3. Repeat Step 2 as required with the cc and Bcc buttons on the Address tab.

4. Press the Subject button on the Address tab and use the soft keyboard to enter the subject of your e-mail, then press the OK button.

5. Touch the Message Text tab, press the Edit Message button (1), enter your e-mail message via the soft keyboard and press the OK button.



6. Touch the Attachments tab.



(a) Press the File Name button (1) and enter a name for your scanned file via the soft keyboard then press the OK button.

(b) Use the following features as required:

Resolution (2) (150, 200, 300, 400, 600dpi)

Color Mode (3) (Color, Grayscale, B/W)

File Format (4) (JPEG, PDF, TIFF)

Sides (5) (Single, Top/Top, Top/Bottom)

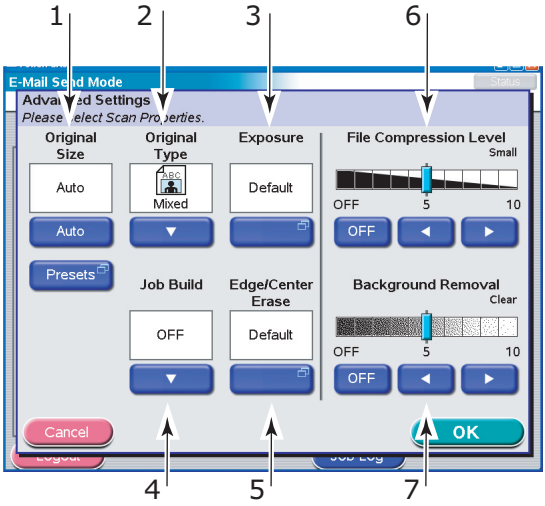
Allows you to define simplex or duplex and the duplex orientation of front and back sides of a page for scanning.

URL Link (6) (On, Off)

Select Off to send the scanned image as an attachment. Select On to send the scanned image as a URL.

(c) To access advanced settings, press the Advanced Settings button (7):

(d) Select from the following features as required:



NO	FEATURE	OPTIONS	DESCRIPTION
1	Original Size	Auto, 5.5x8.5, 5.5x8.5R, 8.5x11, 8.5x11R, 8.5x13, 8.5x14, 11x17, A5, A5R, A4, A4R, A3, B5, B5R, B4	Allows you to select the scanned document size.
2	Original Type	Mixed, Text, Photo	Allows you to specify the type of images on the document. This allows automatic (pre-set) optimization of image quality settings.
3	Exposure	-5 to +5 by 1	Allows you to select Brightness level and Contrast level.
4	Job Build	OFF / ON	Allows you to construct a single copy job or scan job from multiple individual sheets or originals.

NO	FEATURE	OPTIONS	DESCRIPTION
5	Edge/Center Erase	OFF / Edge Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out the peripheral areas of the document where spurious shadows and borders may arise when scanning with the document cover open (such as with books and magazines) or for other purposes.
		Center Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out a centred rectangular area of the document where spurious shadows and borders may arise when scanning bound originals (books, magazines) with the centre spread layout.
6	File Compression Level	Off, 1 to 10 by 1	Allows you to select compression level.
7	Background Removal	OFF, 1 to 10 by 1	Allows you to block out the colour background of the image (assuming document has a colour background) - such that the background colour is not displayed.

7. Place the document to be scanned on the scanner unit glass or ADF.

8. Press the **START** button.

CONFIRMING E-MAIL TRANSMISSION

You can check the transmission status of e-mails from:

- Job Log screen: Press the Job Log button to display this screen.
- E-mail Log Report: To print this report, press the **SETUP** button on the scanner unit control panel then press the Report button followed by the Print button associated with E-mail Log.

NETWORK SEND MODE – SCAN TO FTP

The main steps in summary are:

(a) Press the **SCAN TO NETWORK** button.

(b) Press the FTP Server button (set by default).

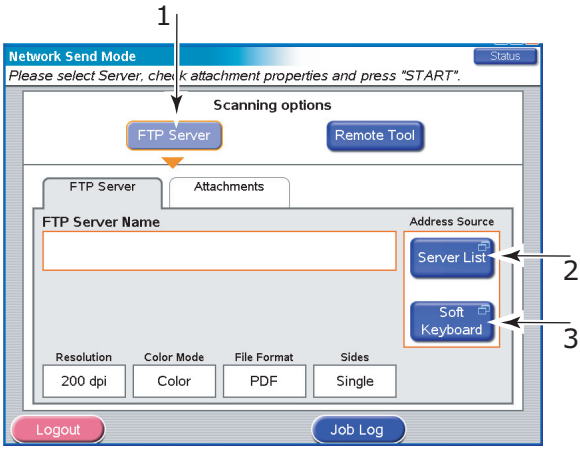
(c) On the FTP Server tab, enter the FTP Server name.

(d) On the Attachments tab, define your attachment properties, using the Advanced Settings features as required.

(e) Set your document on the scanner unit and press **START**.

These steps are expanded below.

1. Press the **SCAN TO NETWORK** button to display the Network Send Mode screen.

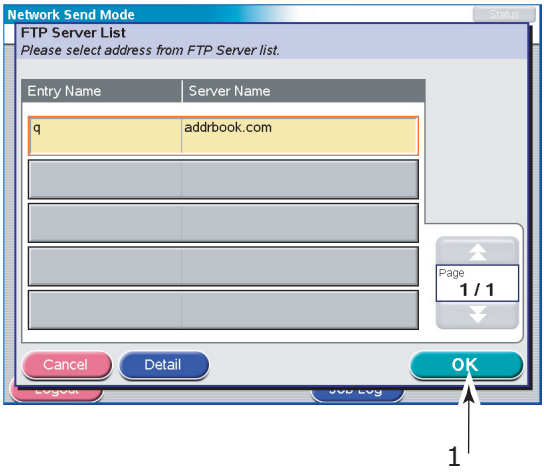


2. Press the FTP Server button (1) (set by default) and enter an FTP server name via one of the following buttons:

> Server List (2)

> Soft keyboard (3)

Server List

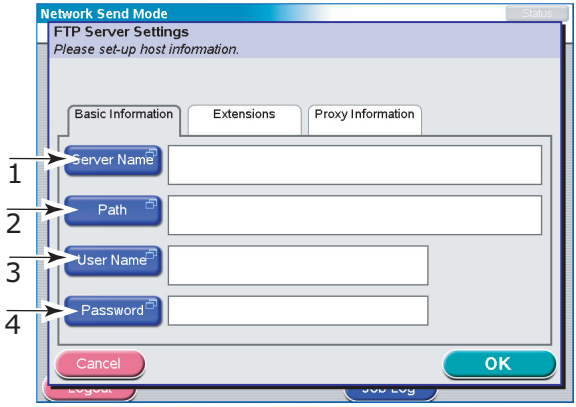


(a) Touch on an FTP server name to select it.

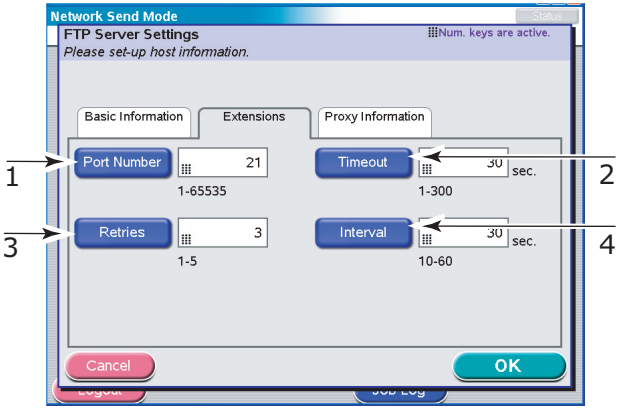
(b) Press the OK button (1) to place the name in the FTP Server Name box on the FTP Server tab.

Soft Keyboard

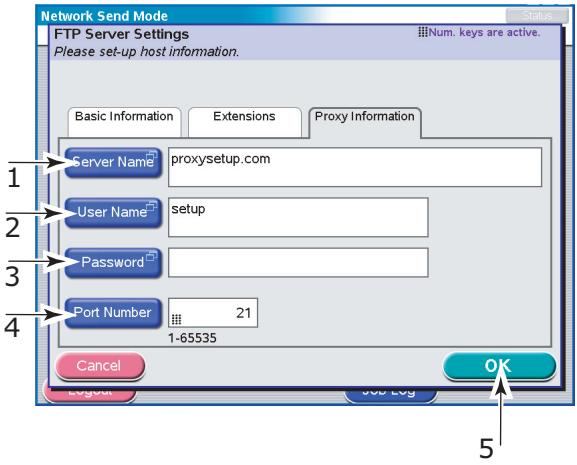
Use the soft keyboard and respective buttons to enter the following host information:



(a) Basic Information tab: Server name (1), Path (2), User Name (3), Password (4)



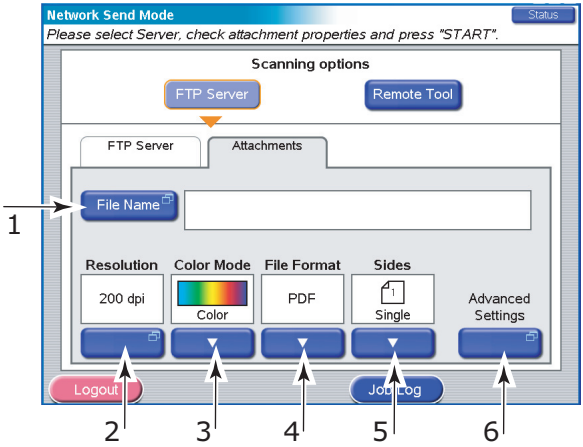
(b) Extensions tab: Port Number (1), Timeout (2), Retries (3), Interval (4)



(c) Proxy Information tab: Server Name (1), User Name (2), Password (3), Port Number (4)

(d) Press the OK button (5) to enter the data and place the name in the FTP Server Name box on the FTP Server tab.

3. Touch the Attachments tab.



(a) Press the File Name button (1) and enter a name for your scanned file via the soft keyboard then press the OK button.

(b) Use the following features as required:

Resolution (2)(150, 200, 300, 400, 600dpi)

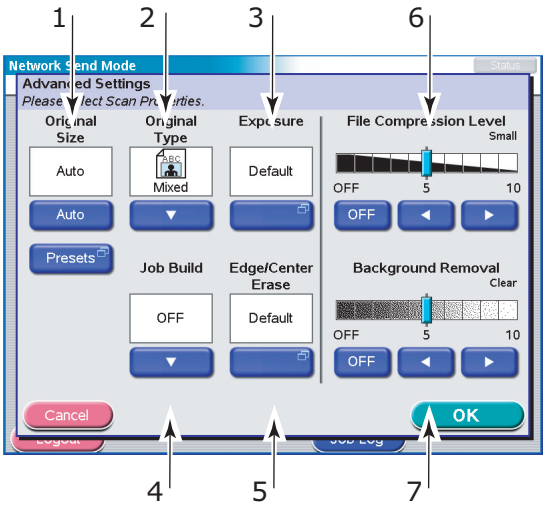
Color Mode (3)(Color, Grayscale, B/W)

File Format (4)(JPEG, PDF, TIFF)

Sides (5) (Single, Top/Top, Top/Bottom)

Allows you to define simplex or duplex and the duplex orientation of front and back sides of a page for scanning.

(c) To access advanced settings, press the Advanced Settings button (6):



Select from the following features as required:

NO	FEATURE	OPTIONS	DESCRIPTION
1	Original Size	Auto, 5.5x8.5, 5.5x8.5R, 8.5x11, 8.5x11R, 8.5x13, 8.5x14, 11x17, A5, A5R, A4, A4R, A3, B5, B5R, B4	Allows you to select the scanned document size.
2	Original Type	Mixed, Text, Photo	Allows you to specify the type of images on the document. This allows automatic (pre-set) optimization of image quality settings.
3	Exposure	-5 to +5 by 1	Allows you to select Brightness level and Contrast level.
4	Job Build	OFF / ON	Allows you to construct a single copy job or scan job from multiple individual sheets or originals.

NO	FEATURE	OPTIONS	DESCRIPTION
5	Edge/Center Erase	OFF / Edge Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out the peripheral areas of the document where spurious shadows and borders may arise when scanning with the document cover open (such as with books and magazines) or for other purposes.
		Center Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out a centred rectangular area of the document where spurious shadows and borders may arise when scanning bound originals (books, magazines) with the centre spread layout.
6	File Compression Level	Off, 1 to 10 by 1	Allows you to select compression level.
7	Background Removal	OFF, 1 to 10 by 1	Allows you to block out the colour background of the image (assuming document has a colour background) - such that the background colour is not displayed.

4. Place the document to be scanned on the scanner unit glass or ADF.

5. Press the **START** button.

CONFIRMING FTP TRANSMISSION

You can check FTP transmission status from:

- Job Log screen: Press the Job Log button to display this screen.
- FTP Report: To print this report, press the **SETUP** button on the scanner unit control panel then press the Report button followed by the Print button associated with FTP Report.

REMOTE SCAN MODE

The main steps in summary are:

(a) Press the **SCAN TO NETWORK** button.

(b) Press the Remote Tool button.

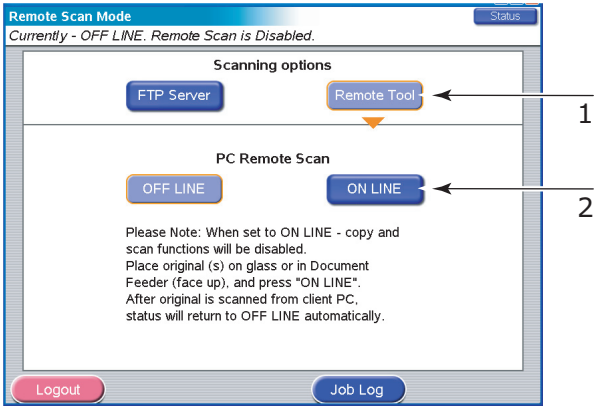
(c) Set your document on the scanner unit.

(d) Press the On Line button.

(e) After the document has been scanned under control of the remote PC, the status returns to Off Line automatically.

These steps are expanded below.

1. Press the **SCAN TO NETWORK** button to display the Network Send Mode screen.



2. Press the Remote Tool button (1) to enter PC Remote Scan mode in the Off Line status.

3. Set your document on the scanner unit.

4. Press the On Line button (2) and when the document has been scanned from the client PC the status will return to Off Line automatically after a time-out. During On Line status, copying and scanning functions from the Scanner Unit control panel are disabled.

MAILBOX SEND MODE

In the context of this section, dealing with scan to mailbox and scan to hold queue functions, the following table summarises mailbox and hold queue properties.

PROPERTY	MAILBOX	HOLD QUEUE
Description	Simple file server in the printer unit hard disk drive.	A print queue in the printer unit hard disk drive.
Quantity	As required.	1
Name allocated	Yes	No
Password control	Yes	No
Direct operations	Create a new mailbox. Delete a mailbox. Edit a password. Save a file in a mailbox. Delete a file in a mailbox.	Save a file in the hold queue.
Remote operations (by a PC on the network)	Import a file to the PC. Delete a file.	Preview a file. Import a file to PC. Edit a file. Print a file. Delete a file. Rename a file.
Remote operation tools	Fiery Remote Scan MS Internet Explorer.	Fiery Command Work Station.

MAILBOX SEND MODE – SCAN TO MAILBOX

The main steps in summary are:

(a) Press the **SCAN TO MAILBOX** button.

(b) Press the Mailbox button (set by default).

(c) On the Mailbox tab, enter the mailbox name.

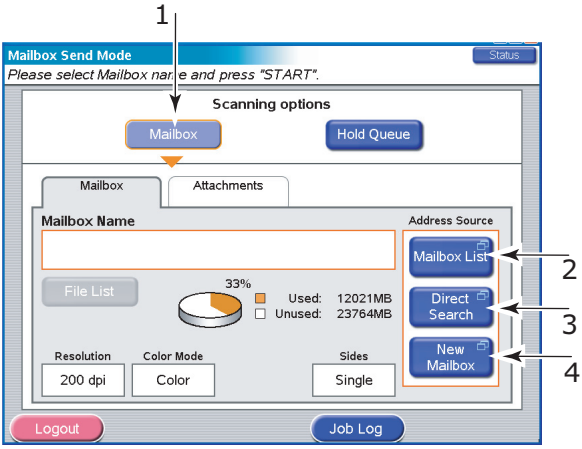
(d) On the Attachments tab, define your attachment properties, using the Advanced setting features as required.

(e) Set your document on the scanner unit.

(f) Press the **START** button on the Scanner Unit control panel.

These steps are expanded below.

1. Press the **SCAN TO MAILBOX** button to display the Mailbox Send Mode screen.

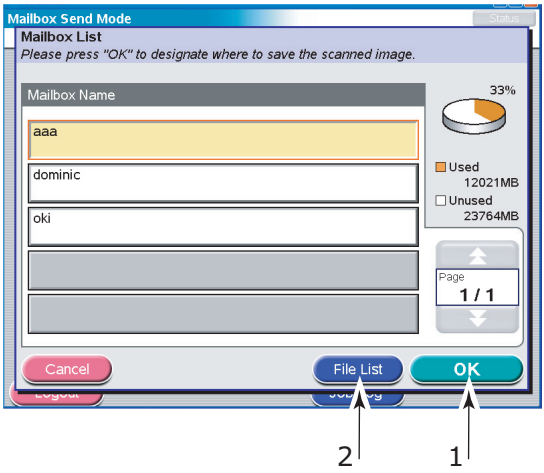


2. Press the Mailbox button (1) (set by default).

3. On the Mailbox tab, enter the Mailbox name via one of the following buttons:

- Mailbox List (2)
- Direct Search (3)
- New Mailbox (4)

Mailbox List



(a) Press the Mailbox List button.

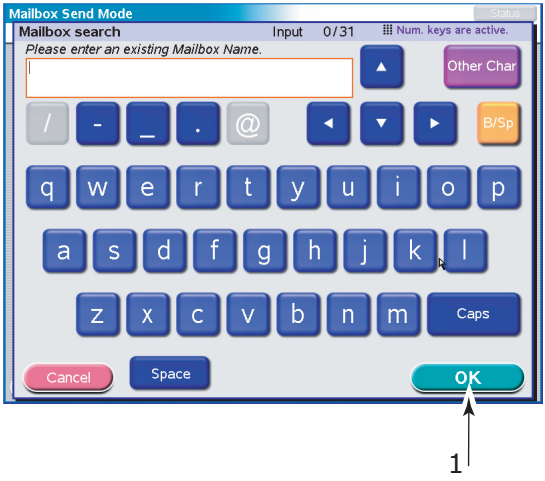
(b) Touch a mailbox name to select it.

(c) Press the OK button (1) to begin to enter the name in the Mailbox Name box on the mailbox tab.

(d) To see a list of the files in the selected mailbox, press the File List button (2).

(e) Enter the password for the selected mailbox on the password authentication pop-up screen and press the OK button.

Direct Search

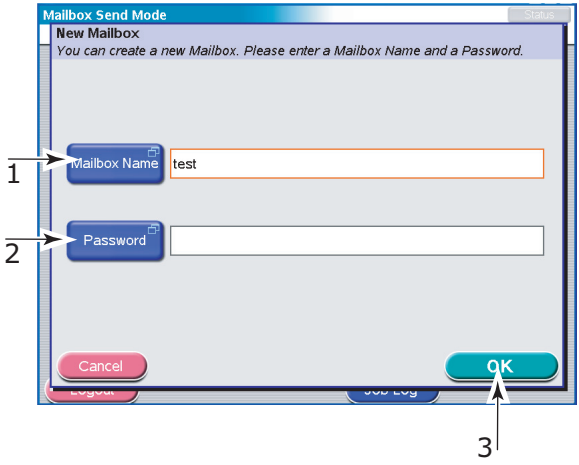


(a) Press the Direct Search button.

(b) Use the soft keyboard to enter a mailbox name then press the OK button (1).

(c) Use the soft keyboard to enter the associated mailbox password button then press the OK button.

New Mailbox



(a) Press the New Mailbox button.

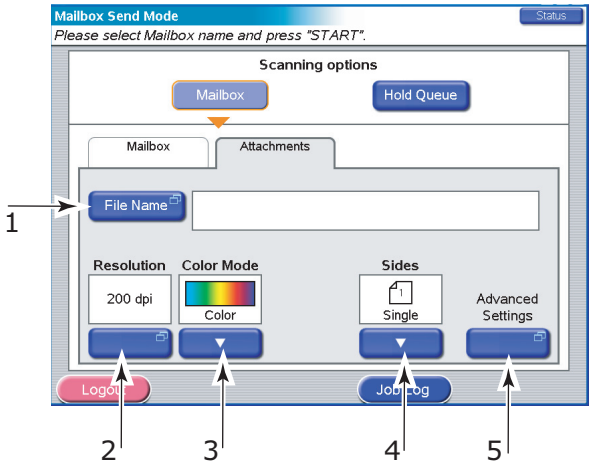
(b) Press the Mailbox Name button (1), enter a name for the new mailbox via the soft keyboard then press the OK button.

(c) Press the Password button (2), enter a password for the new mailbox via the soft keyboard then press the OK button.

(d) Press the OK button (3).

4. If you wish to check the list of files already stored in your selected mailbox, press the File List button, view the list then press the OK button.

5. Touch the Attachments tab.



(a) Press the File Name button (1) and enter a name for your scanned file via the soft keyboard then press the OK button.

(b) Use the following features as required:

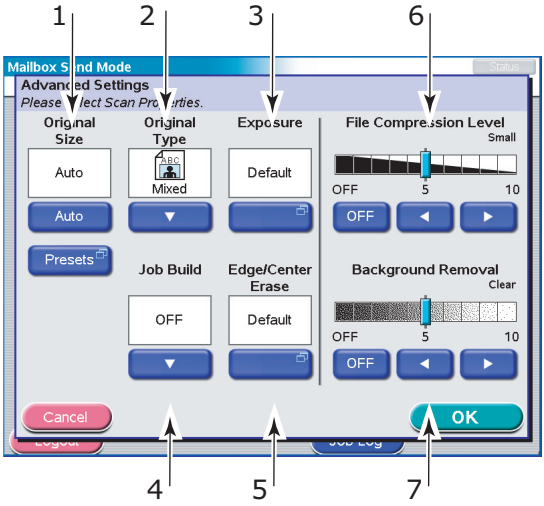
Resolution (2) (150, 200, 300, 400, 600dpi)

Color Mode (3) (Color, Grayscale, B/W)

Sides (4) (Single, Top/Top, Top/Bottom)

Allows you to define simplex or duplex and the duplex orientation of front and back sides of a page for scanning.

(c) To access advanced settings, press the Advanced Settings button (5):



Select from the following features as required:

NO	FEATURE	OPTIONS	DESCRIPTION
1	Original Size	Auto, 5.5x8.5, 5.5x8.5R, 8.5x11, 8.5x11R, 8.5x13, 8.5x14, 11x17, A5, A5R, A4, A4R, A3, B5, B5R, B4	Allows you to select the scanned document size.
2	Original Type	Mixed, Text, Photo	Allows you to specify the type of images on the document. This allows automatic (pre-set) optimization of image quality settings.
3	Exposure	-5 to +5 by 1	Allows you to select Brightness level and Contrast level.
4	Job Build	OFF / ON	Allows you to construct a single copy job or scan job from multiple individual sheets or originals.

NO	FEATURE	OPTIONS	DESCRIPTION
5	Edge/Center Erase	OFF / Edge Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out the peripheral areas of the document where spurious shadows and borders may arise when scanning with the document cover open (such as with books and magazines) or for other purposes.
		Center Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out a centred rectangular area of the document where spurious shadows and borders may arise when scanning bound originals (books, magazines) with the centre spread layout.
6	File Compression Level	Off, 1 to 10 by 1	Allows you to select compression level.
7	Background Removal	OFF, 1 to 10 by 1	Allows you to block out the colour background of the image (assuming document has a colour background) - such that the background colour is not displayed.

6. Place the document to be scanned on the scanner unit glass or ADF.

7. Press the **START** button.

MAILBOX SEND MODE – SCAN TO HOLD QUEUE

The main steps in summary are:

(a) Press the **SCAN TO MAILBOX** button.

(b) Press the Hold Queue button.

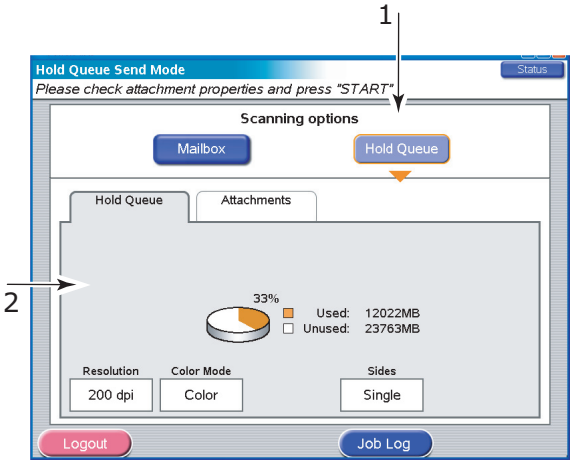
(c) On the Attachments tab, define your attachment properties, using the Advanced setting features as required.

(d) Set your document on the scanner unit.

(e) Press the **START** button on the Scanner Unit control panel.

These steps are expanded below.

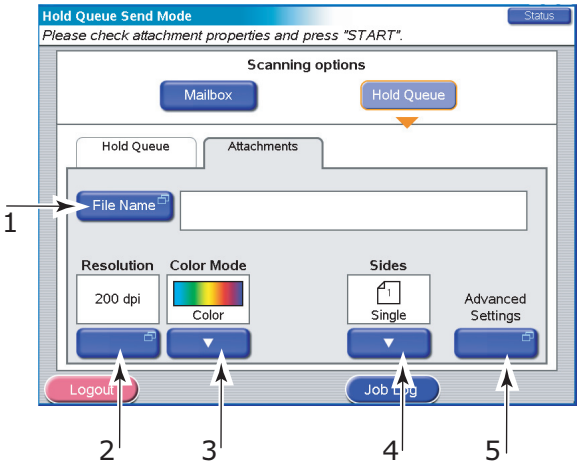
1. Press the **SCAN TO MAILBOX** button to display the Mailbox Send Mode screen.



2. Press the Hold Queue button (1).

3. On the Hold Queue tab (2), check the displayed settings for your scanned file.

4. Touch the Attachments tab.



(a) Press the File Name button (1) and enter a name for your scanned file via the soft keyboard then press the OK button.

(b) Use the following features as required:

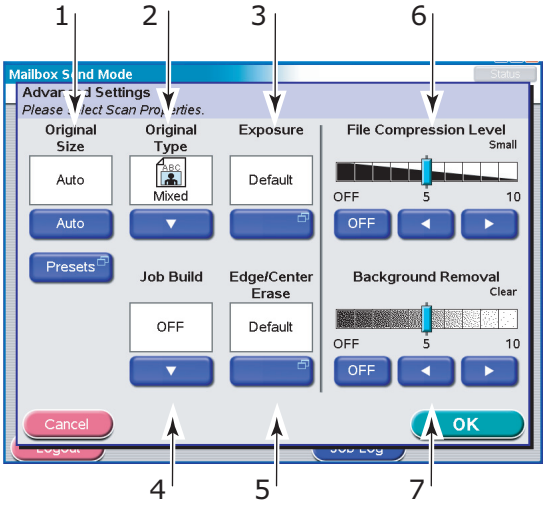
Resolution (2) (150, 200, 300, 400, 600dpi)

Color Mode (3) (Color, Grayscale, B/W)

Sides (4) (Single, Top/Top, Top/Bottom)

Allows you to define simplex or duplex and the duplex orientation of front and back sides of a page for scanning.

(c) To access advanced settings, press the Advanced Settings button (5):



Select from the following features as required:

NO	FEATURE	OPTIONS	DESCRIPTION
1	Original Size	Auto, 5.5x8.5, 5.5x8.5R, 8.5x11, 8.5x11R, 8.5x13, 8.5x14, 11x17, A5, A5R, A4, A4R, A3, B5, B5R, B4	Allows you to select the scanned document size.
2	Original Type	Mixed, Text, Photo	Allows you to specify the type of images on the document. This allows automatic (pre-set) optimization of image quality settings.
3	Exposure	-5 to +5 by 1	Allows you to select Brightness level and Contrast level.
4	Job Build	OFF / ON	Allows you to construct a single copy job or scan job from multiple individual sheets or originals.

NO	FEATURE	OPTIONS	DESCRIPTION
5	Edge/Center Erase	OFF / Edge Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out the peripheral areas of the document where spurious shadows and borders may arise when scanning with the document cover open (such as with books and magazines) or for other purposes.
		Center Metric: 0-50mm in 1mm increments Inch: 0" – 2.0" in 0.1" increments	Allows you to block out a centred rectangular area of the document where spurious shadows and borders may arise when scanning bound originals (books, magazines) with the centre spread layout.
6	File Compression Level	OFF, 1 to 10 by 1	Allows you to select compression level.
7	Background Removal	OFF, 1 to 10 by 1	Allows you to block out the colour background of the image (assuming document has a colour background) - such that the background colour is not displayed.

5. Place the document to be scanned on the scanner unit glass or ADF.

6. Press the **START** button.

CONSUMABLES AND MAINTENANCE – PRINTER UNIT

This section explains how to replace consumable and maintenance items when due. As a guide, the life expectancy of these items is:

- Toner — 15,000 A4 pages at 5% coverage.

  The printer unit is shipped with sufficient toner for 7,500 A4 pages in the print cartridges of which 1 – 2,000 A4 pages of toner are used to charge the image drum.

- Image drum — 30,000 A4 pages average life
- Transfer belt — Approximately 100,000 A4 pages
- Fuser — Approximately 100,000 A4 pages

CHECKING CONSUMABLE/MAINTENANCE ITEM USAGE

At any time, you can check how much of each consumable/ maintenance item is left by using the appropriate menus. For example, enter the menu system and follow the path:

Configuration>Supplies Life>Cyan Toner

The percentage of Cyan Toner remaining is displayed on the display panel and the printer unit then returns to the ready to print status.

REPLACEMENT INDICATIONS

The display panel provides messages to the effect that consumables/maintenance items are running low or nearing end of life followed some time later by a message that replacement is required. You should replace the item as soon as possible after this message is displayed to avoid the possibility of print quality being compromised.

The paper feed rollers and the multi-purpose (MP) tray feed rollers do not have any replacement warning messages. Recommended replacement: after approximately 120,000 A4 sheets.

CONSUMABLE ITEM ORDER INFORMATION

ITEM	LIFE	ORDER NUMBER
Toner, Black	15,000 A4 pages @ 5%	42918928
Toner, Cyan	15,000 A4 pages @ 5%	42918927
Toner, Magenta	15,000 A4 pages @ 5%	42918926
Toner, Yellow	15,000 A4 pages @ 5%	42918925
Image drum, Black	30,000 A4 pages avg	42918124
Image drum, Cyan	30,000 A4 pages avg	42918123
Image drum, Magenta	30,000 A4 pages avg	42918122
Image drum, Yellow	30,000 A4 pages avg	42918121
Staples	3 x 3000 staples	

MAINTENANCE ITEM ORDER DETAILS

ITEM	LIFE	ORDER NUMBER
Fuser unit	100,000 A4 pages	01173001
Belt unit	100,000 A4 pages	01173101
Waste toner container	30,000 A4 pages avg	01173201
Hopping roller set (Tray)	120,000 A4 pages	01174701
Hopping roller set (MPT)	120,000 A4 pages	01174801

REPLACING CONSUMABLES/MAINTENANCE ITEMS

Each consumable or maintenance item comes complete with its own installation details which give full instructions on replacement. You are advised to follow these instructions carefully.

CAUTION!

Only use genuine OKI Printing Solutions original consumables to ensure the best quality and performance from your hardware. Non-Oki Original products may damage your printer unit's performance and invalidate your warranty. Specifications subject to change without notice. All trademarks acknowledged.

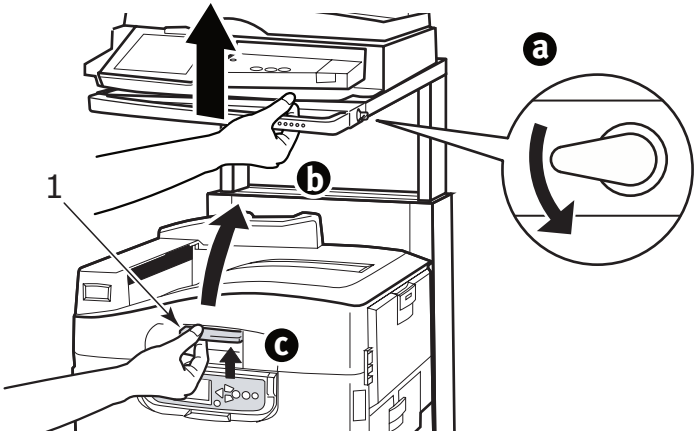
CLEANING THE LED HEADS

You are advised to clean the LED heads:

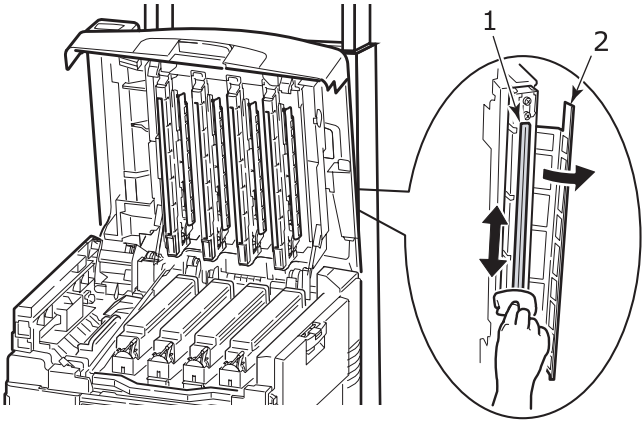
- any time you replace a toner cartridge (a LED lens cleaner is enclosed with each replacement toner cartridge)
- if printing is showing signs of faded images, white stripes or blurred letters

You can use a LED lens cleaner or dry, soft cloth for cleaning the LED heads.

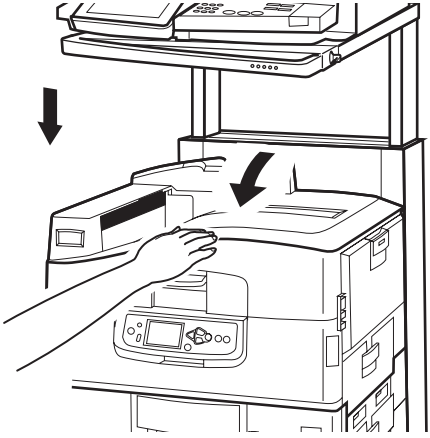
1. Raise the scanner unit then open the top cover of the printer unit.



2. With an LED lens cleaner or soft cloth, gently wipe each of the four heads (1). Move the cleaner as shown, using a clean section of the cleaner with each pass. Be careful not to damage the guards (2).



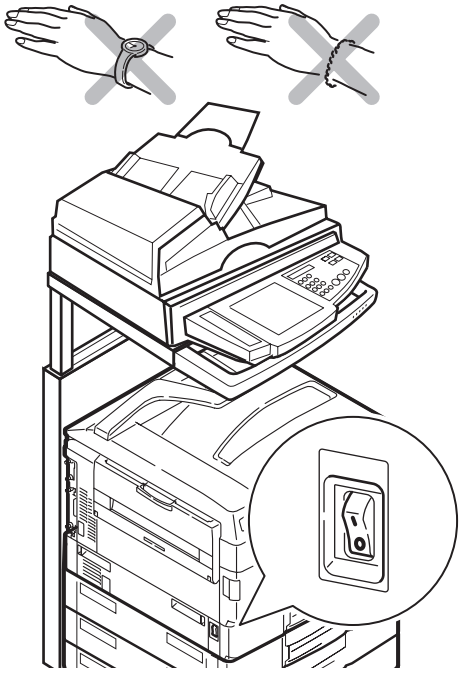
3. Close the printer unit top cover then lower the scanner unit.



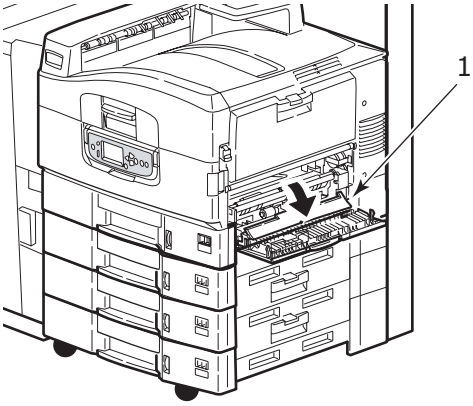
CLEANING THE PAPER FEED ROLLERS

Clean the paper feed rollers if paper jams frequently occur.

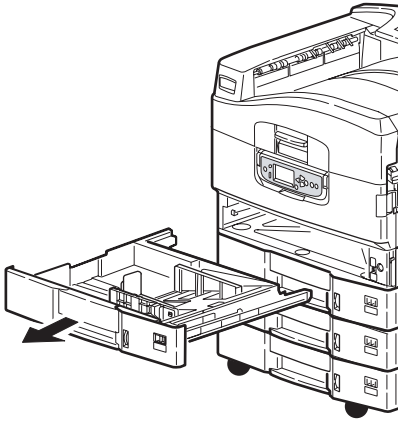
1. Remove items like a wrist watch or bracelet then use the **Shutdown/Restart** button followed by the **On/Off** switch to turn the printer unit off.



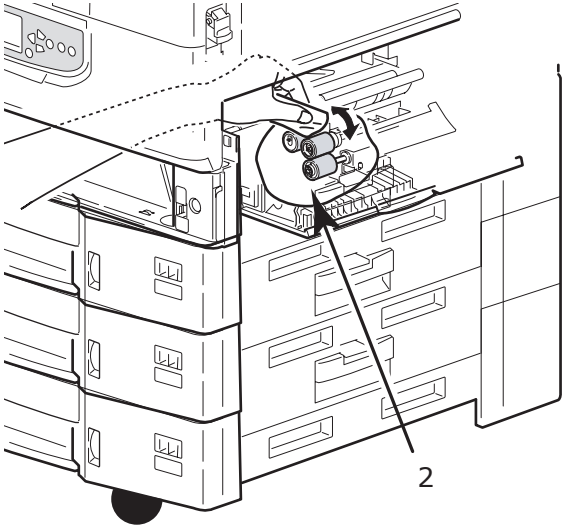
2. Open Tray 1 side cover and pull out the paper guide plate (1).



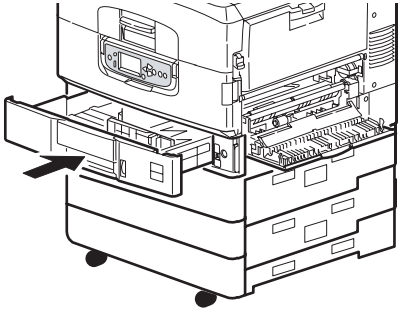
3. Remove Tray 1 completely from the printer unit.



4. Gaining access through the gap left by Tray 1, wipe the 3 paper feed rollers (2) with a soft cloth lightly moistened with water.

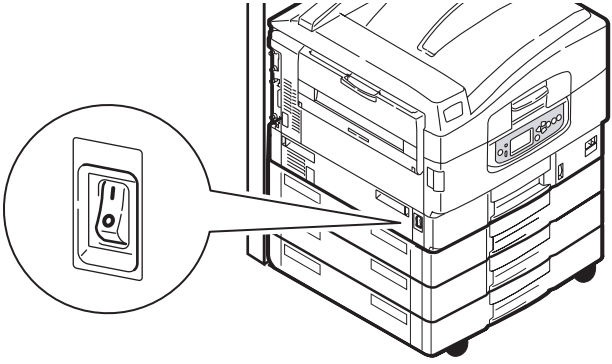


5. Replace Tray 1.



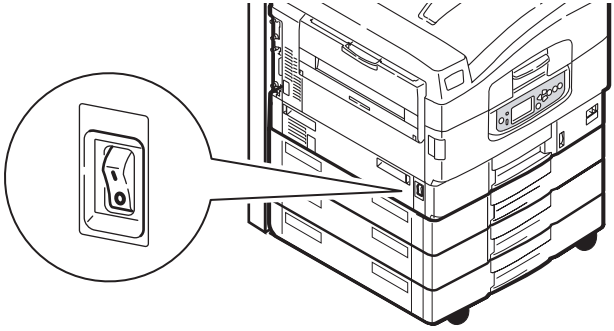
6. Return the paper guide plate to its original position and close Tray 1 side cover.

7. Turn on the printer unit.

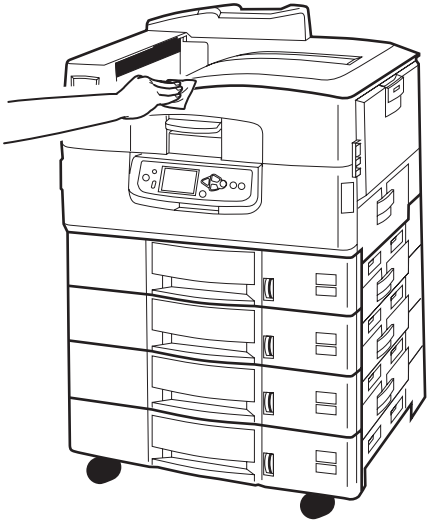


CLEANING THE PRINTER UNIT CASING

1. Turn the printer unit off by using the **Shutdown/Restart** button followed by the **On/Off** switch.

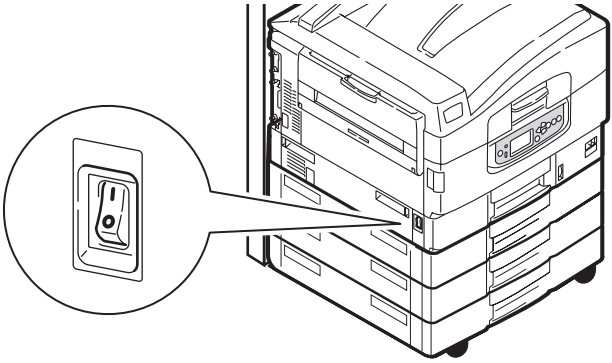


2. Wipe the printer unit surface with a soft cloth moistened sparingly with water or neutral detergent.



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

4. Turn on the printer unit.

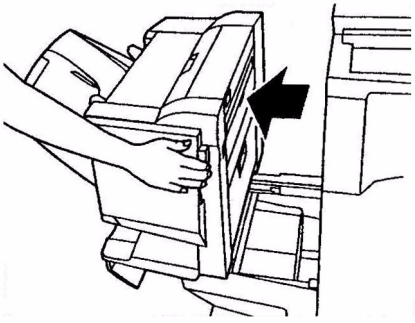


EMPTYING THE PUNCH CHIP BOX

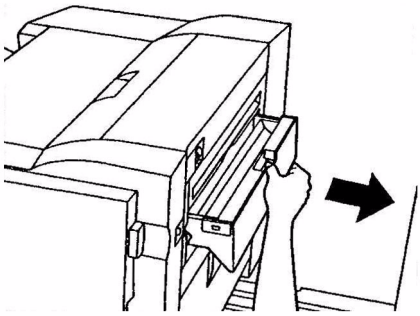
(Punch unit optional accessory)

When the display panel indicates that the punch chip box is full, empty the box as follows:

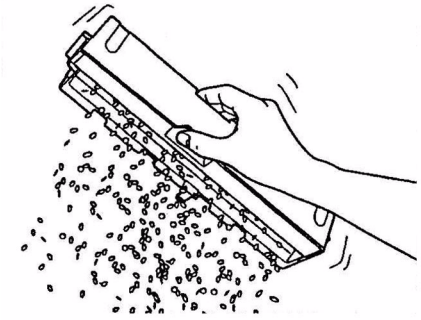
1. Operate the Finisher lever and move the Finisher away from the printer unit.



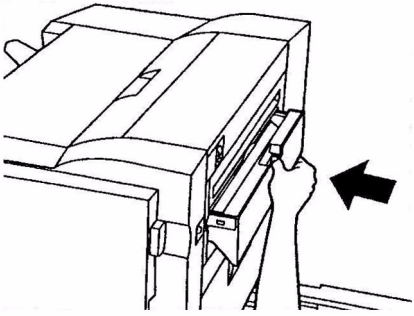
2. Pull out the punch chip box, being careful to keep it level so as not to spill any chips.



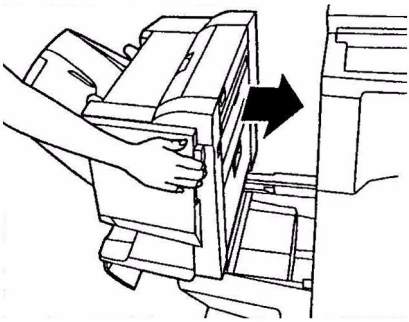
3. Discard the chips in an appropriate place.



4. Replace the punch chip box carefully into the Finisher.



5. Check that the punch chip box has been replaced correctly then move the Finisher back into position, being careful not to trap your fingers.



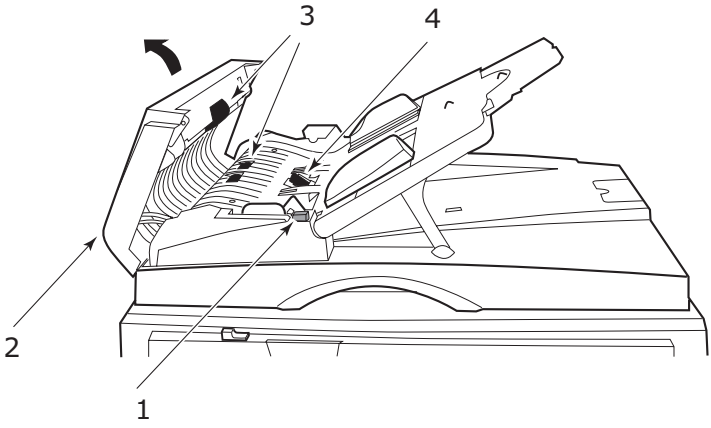
MAINTENANCE – SCANNER UNIT

CLEANING THE ADF

From time to time the pad assembly and feed rollers may become contaminated with ink, toner particles or paper dust. In this case the scan module may not feed documents smoothly. If this occurs, follow the cleaning procedure below.

1. Moisten a cotton swab with isopropyl alcohol (95%).

2. Press down the ADF release button (1) and open the ADF front cover (2).



3. Wipe the feed rollers (3) by moving the swab from side to side.

4. Rotate the rollers forward with your finger and repeat Step 3 until the rollers are clean. Be careful not to snag or damage the springs near the pad (4).

5. Wipe the pad (4) from top to bottom, being careful not to hook the springs.

6. Close the ADF front cover (2).

Your machine is now ready to use.

CLEANING THE TOUCH SCREEN DISPLAY

CAUTION!

Be careful not to stress or damage the touch screen display.

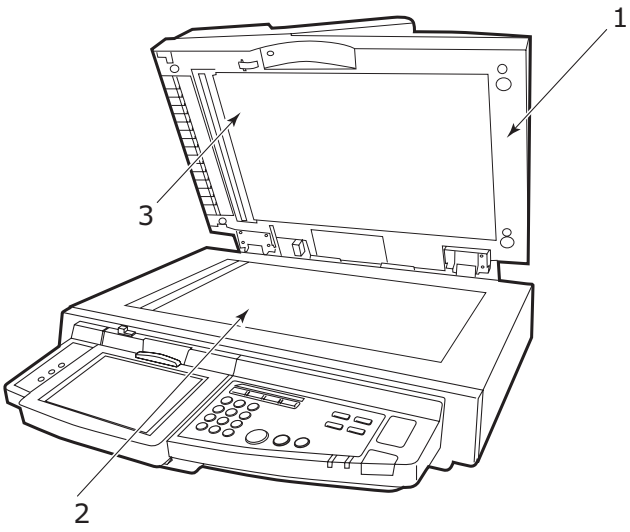
1. To clean the display surface, use a soft cloth, either dry or moistened with neutral detergent or ethanol. Do not use any organic solvents, acid or alkali solutions.

CLEANING THE DOCUMENT GLASS

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

Clean the glass as follows.

1. Open the document cover (1).



2. Moisten a soft, clean cloth with isopropyl alcohol (95%).

3. Gently wipe the document glass (2) and the white sheet (3) on the lower side of the document cover to remove dust or any toner particles.

4. Close the document cover (1).

Your machine is now ready for use.

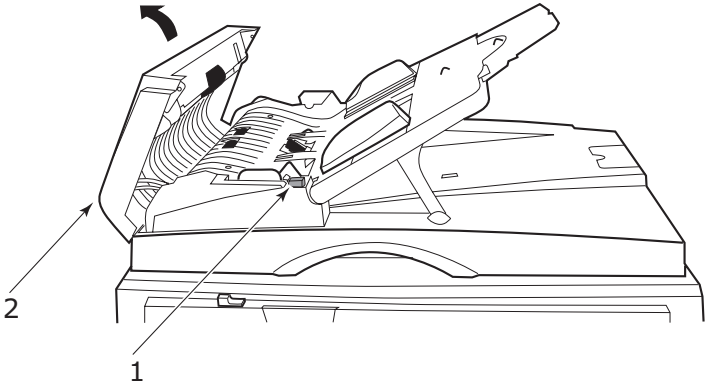
REPLACING THE SNAP-IN PAD MODULE

After scanning approximately 100,000 pages through the ADF, the pad may become worn and you may experience problems with document feeding. In this case, you are recommended to replace the pad module by a new one.

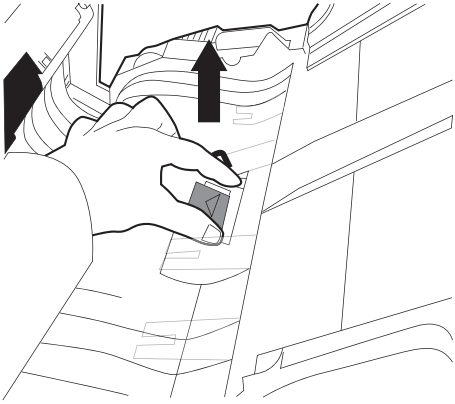
Replace the pad module as follows.

REMOVING THE SNAP-IN PAD MODULE

1. Press down the ADF release button (1) and open the ADF front cover (2).



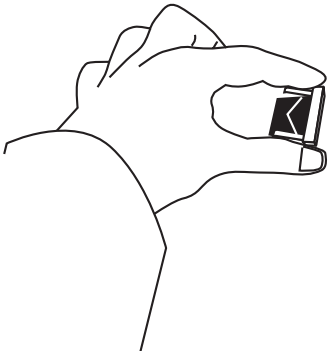
2. Press both arms of the ADF snap-in pad module inward with your fingers and pull out the ADF snap-in pad module.



INSERTING A NEW SNAP-IN PAD MODULE

1. Remove the new snap-in pad module from its box.

2. Press both arms of the snap-in pad module (2) inward using two fingers.



3. Push the snap-in pad module into the hole until it snaps into place.

OPTIONAL ACCESSORIES

This section describes optional accessory equipment for your MFP. The following accessories are available:

- Finisher (for stapling or saddle stitching printer output)
- Punch unit (to extend Finisher functionality)

ACCESSORY ORDER INFORMATION

ITEM	ORDER NUMBER
Finisher: 4-tray	 01166701
Finisher Punch Unit: 4 hole 2 hole 4 hole (Sweden)	 42872903 42872901 42872904

INSTALLING ACCESSORIES

NOTE
The Finisher and Punch unit must be installed by an authorized engineer.

For the following accessories, you have to make the appropriate setting in your printer driver(s):

- Punch unit
- Finisher

Refer to the Printing Guide for driver setting details.

TROUBLESHOOTING

GENERAL

If the printer unit display panel does not display anything or is still in standby mode 10 minutes after switching on, follow the printer unit shutdown sequence (page 50) to switch it off. Check all cable connections before restarting the printer unit. If the problem persists, contact your dealer.

NETWORKING

The majority of networking troubleshooting is dealt with in the Fiery Configuration Guide. For specific troubleshooting on e-mail and LDAP server problems, refer to "Appendix G– Troubleshooting (network)" on page 194.

PAPER JAMS

This section provides information to help you deal with problems that may arise when using the MFP. The following paragraphs describe actions to take in the event of a paper jam and how to deal with unsatisfactory print results. Display panel messages about paper jams and relevant actions are given in this section while a list of other typical messages and suggested responses is given in "Appendix A – Display Panel Messages (Printer)" on page 160.

PAPER JAMS – PRINTER UNIT

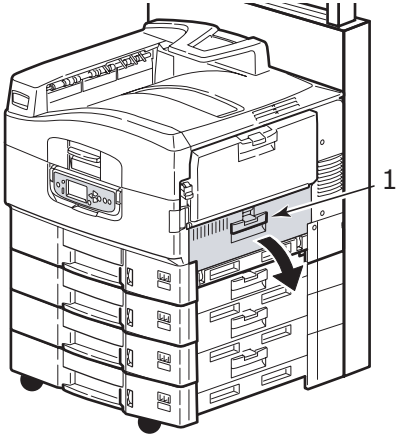
If a paper jam occurs, a message appears on the display panel in the printer unit Control Panel. You can press the Help button to display guidance on how to clear the jam.

For full details of clearing jams, refer to the following paragraphs, which correspond to the paper jam messages.

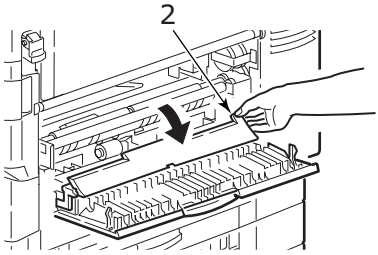
OPEN COVER, PAPER JAM, TTTTTT SIDE COVER

Tray 1, or any one of Tray 2 to Tray 4, can appear in place of the tttttt characters in the display panel message. In this example Tray 1 is used, the procedure being similar for all other trays.

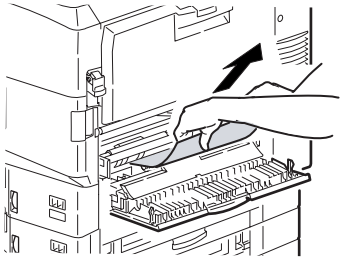
1. Squeeze the catch (1) on Tray 1 side cover and open the cover.



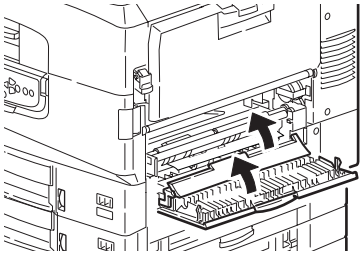
2. Holding it by the tab (2), turn the paper guide outward.



3. Carefully remove the jammed paper.

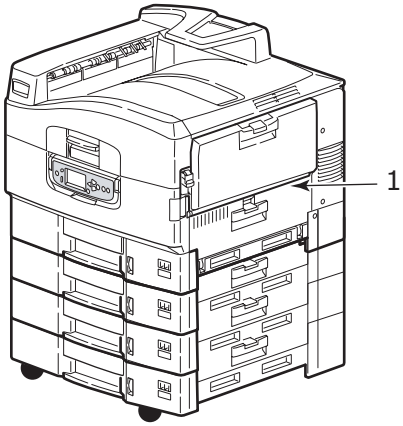


4. Put the paper guide back into position and close Tray 1 side cover.

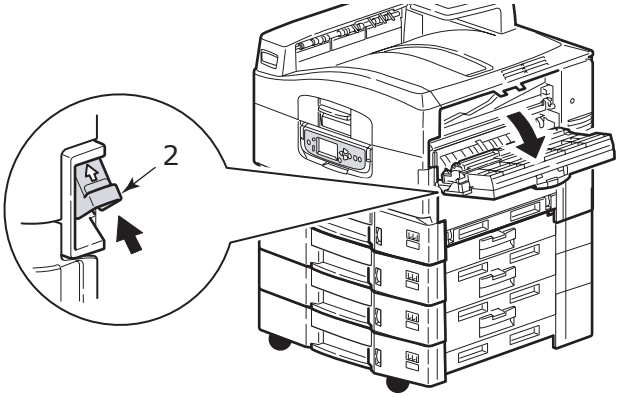


OPEN COVER, PAPER JAM, SIDE COVER

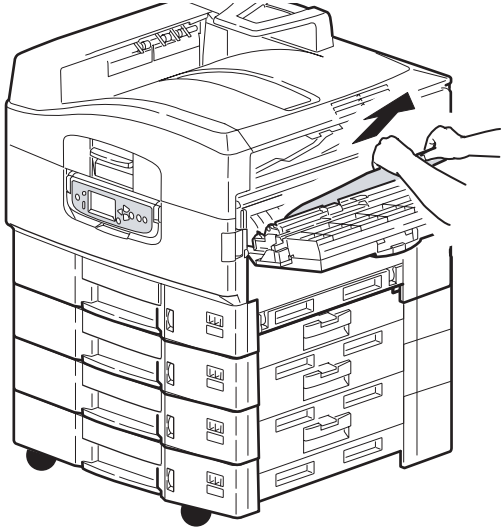
1. If the MP Tray is open, close it so that the side cover (1) is visible.



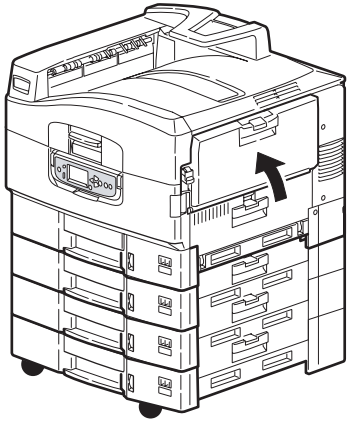
2. Pull the release lever (2) and pull open the side cover.



3. Carefully remove the jammed paper.

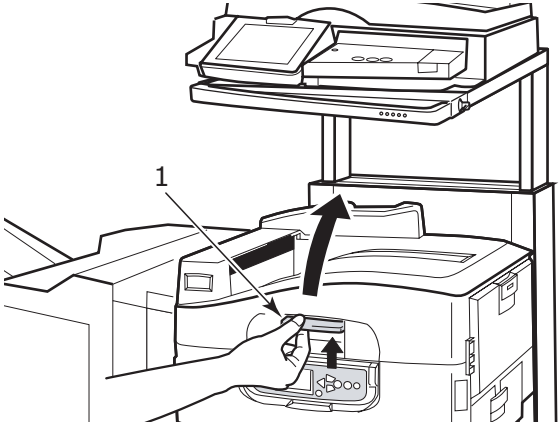


4. Close the side cover.



OPEN COVER, PAPER JAM, TOP COVER

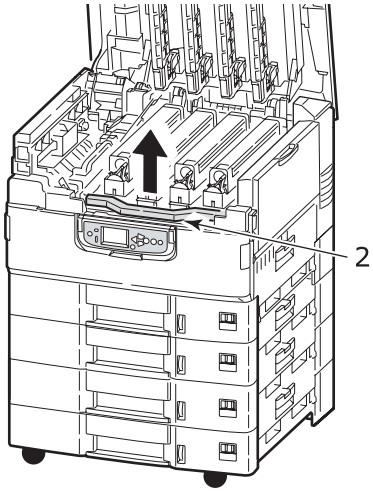
1. Raise the scanner unit, squeeze the printer unit top cover handle (1) and open the top cover.



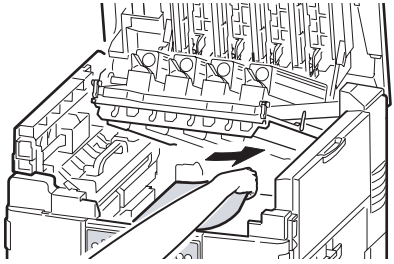
WARNING

Be careful not to touch the fuser unit which is hot after printing.

2. Squeeze the basket handle (2) and raise the drum basket.



3. Carefully remove any paper on the belt.

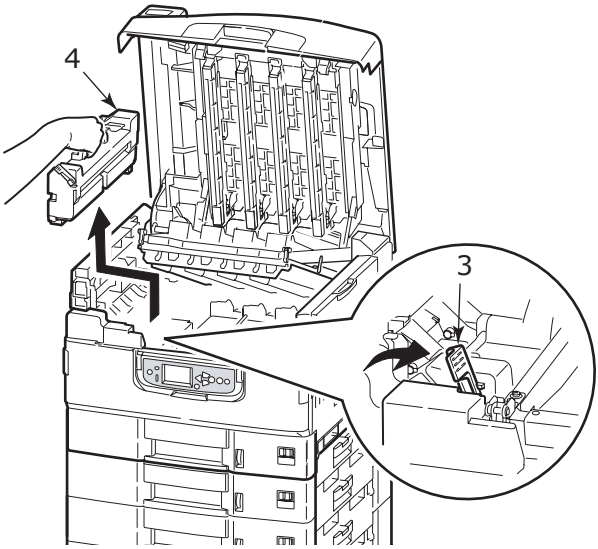


4. If paper is jammed in the fuser unit, push the lock lever (3) in the direction shown to release the unit.

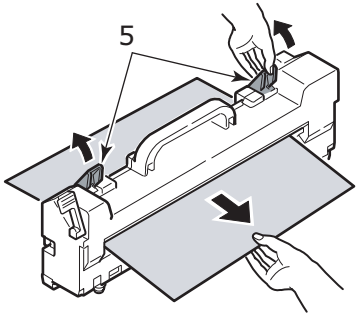
WARNING

Be careful not to touch the fuser unit which may be hot after printing. If the fuser unit is hot, wait until it cools before attempting to remove any jammed paper.

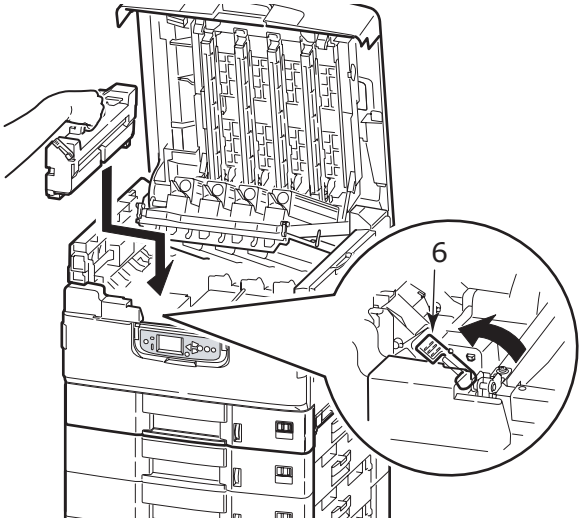
Holding the fuser unit (4) by the handle, lift it out of the printer unit and place it on a flat surface.



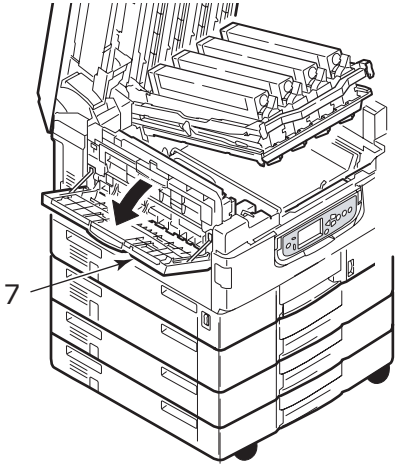
5. Pull up the jam release levers (5) and remove the jammed paper.



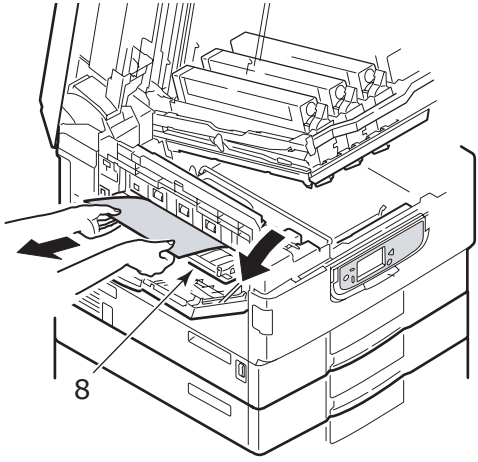
6. Carefully replace the fuser unit into the printer unit and turn the lock lever (6) in the direction shown to lock the fuser unit.



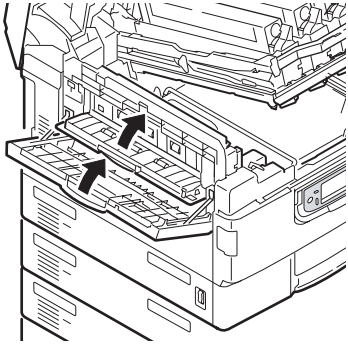
7. If paper is jammed near the paper exit, open the face-up stacker (7).



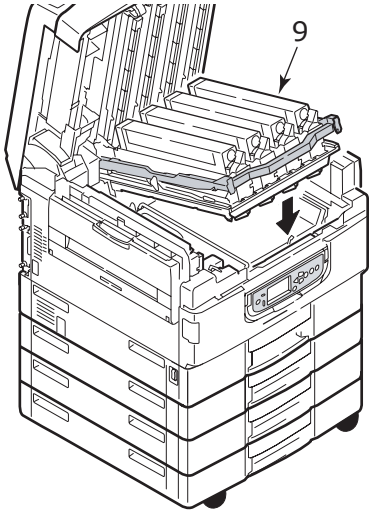
8. Open the side cover (paper exit) (8) and remove the jammed paper.



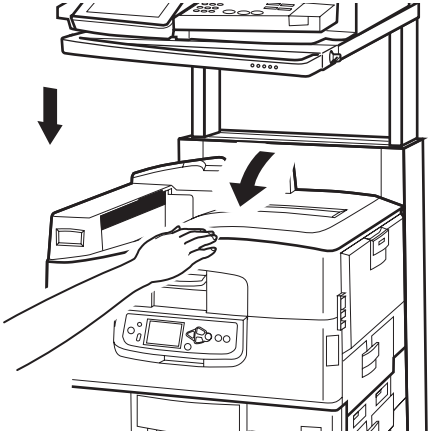
9. Close the side cover (paper exit) and then the face-up stacker.



10. Return the image drum basket (9) into position and check it is locked.



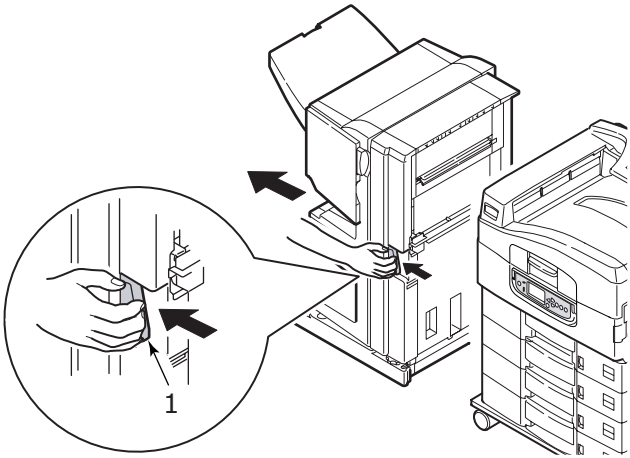
11. Close the printer unit top cover and ensure it is latched, then lower the scanner unit.



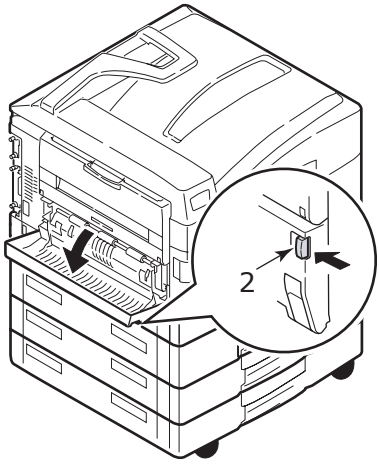
PAPER JAMS – DUPLEX UNIT

CHECK DUPLEX UNIT, PAPER JAM

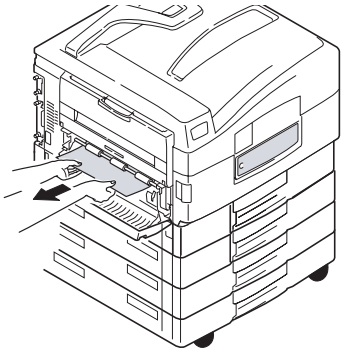
1. If a Finisher unit is attached to your printer unit, operate the lever (1) of the Inverter unit to separate the Inverter from the printer.



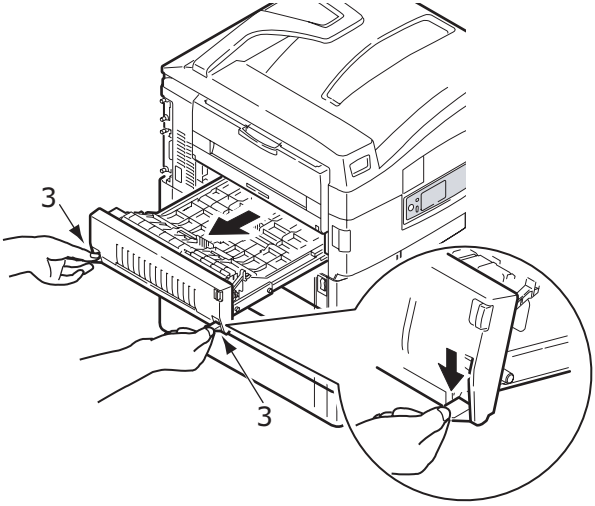
2. Operate the duplex cover release button (2) and open the cover.



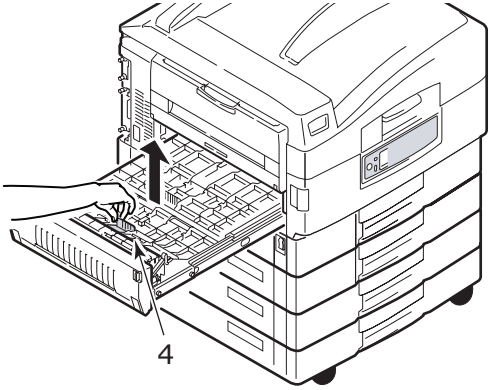
3. Carefully remove any jammed paper then close the cover.



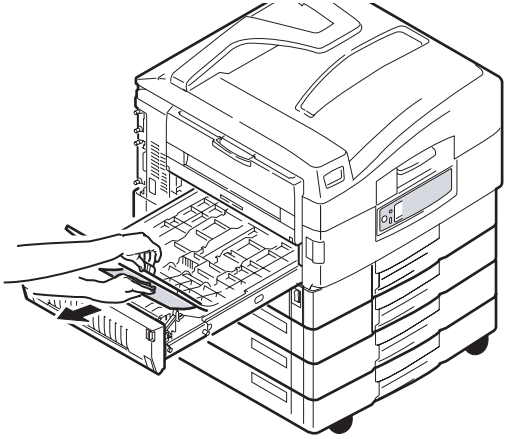
4. Operate the levers (3) and pull out the duplex unit.



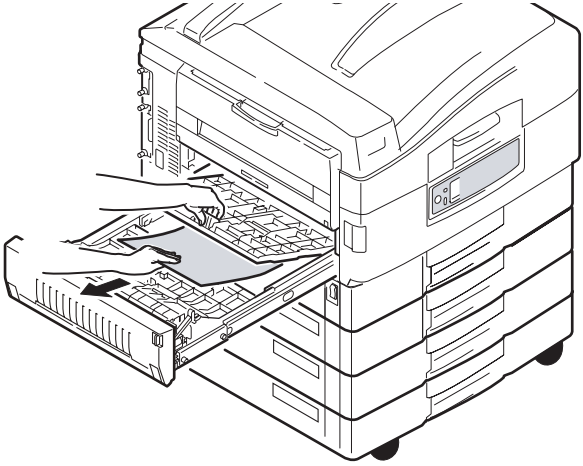
5. Holding the front top cover by the grip (4), push it gently inwards and raise it.



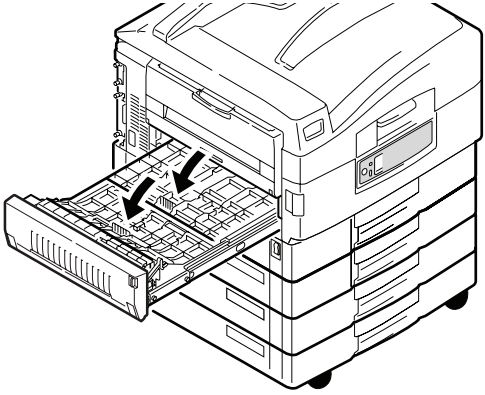
6. Remove any jammed paper.



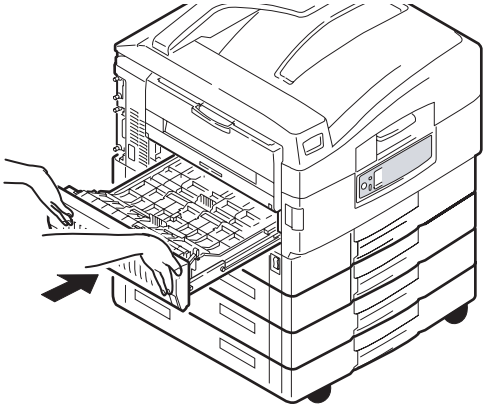
7. In similar manner, check for and clear any paper jammed under the rear top cover.



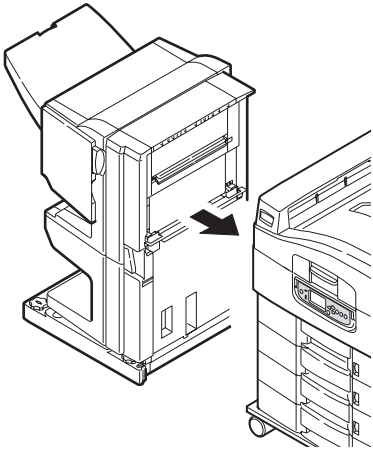
8. Replace the two top covers.



9. Push the duplex unit back into position.



10. If you detached a Finisher unit to gain access to the duplex unit, replace the Finisher unit.



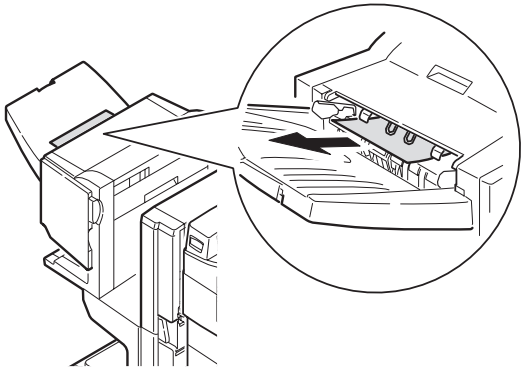
PAPER JAMS – FINISHER (OPTIONAL ACCESSORY)

CHECK FINISHER, PAPER JAM/PAPER REMAINS

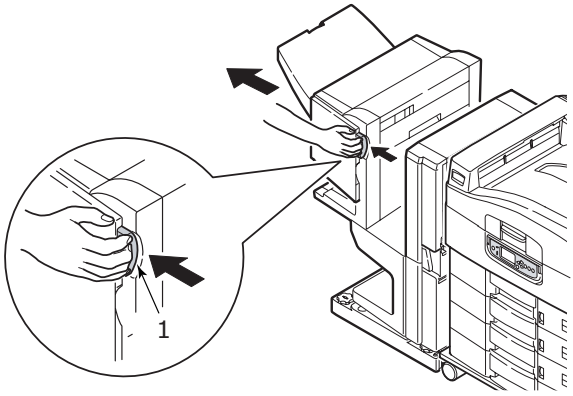
Use the **Help** button on the printer unit control panel to check the number displayed. You will need this to be able to clear the paper jam. The following paragraphs explain what to do for each of the indicated numeric codes.

591, 592, 593, 599/ 643, 645 (PAPER JAM AROUND FINISHER)

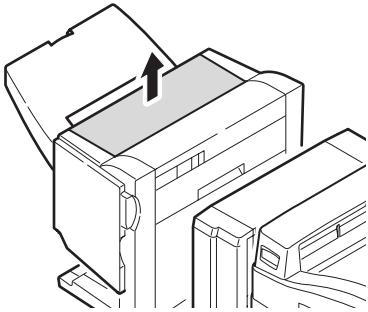
1. Remove any paper at the Finisher paper exit.



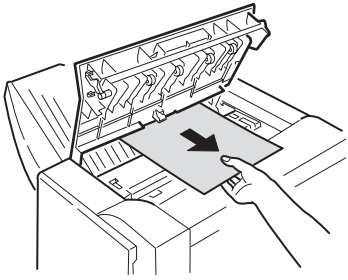
2. Operate the Finisher lever (1) and move the Finisher away from the Inverter.



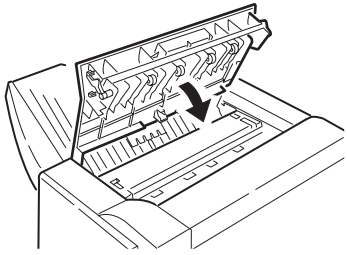
3. Open the Finisher top cover.



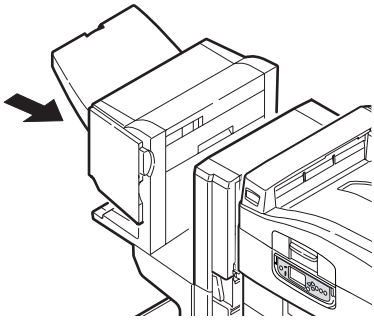
4. Carefully remove any jammed paper.



5. Close the Finisher top cover.

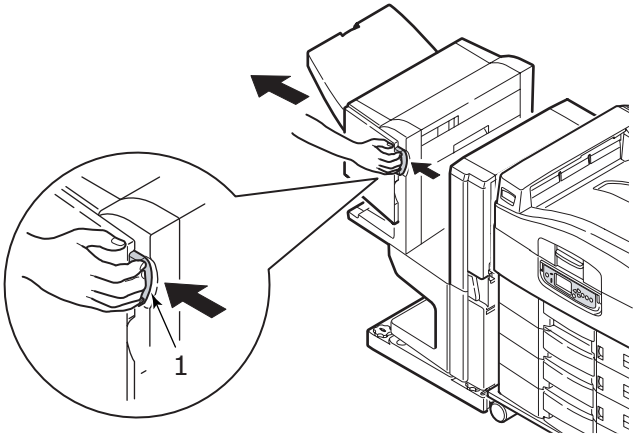


6. Move the Finisher back into position and connect it to the Inverter.

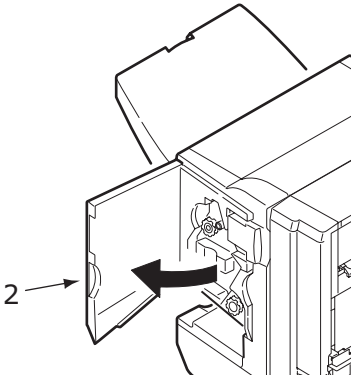


594, 597, 598/ 644, 646 (PAPER JAM IN FINISHER)

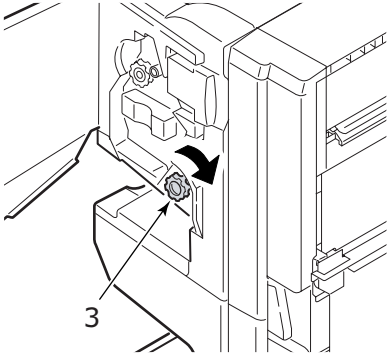
1. Operate the Finisher lever (1) and move the Finisher away from the Inverter.



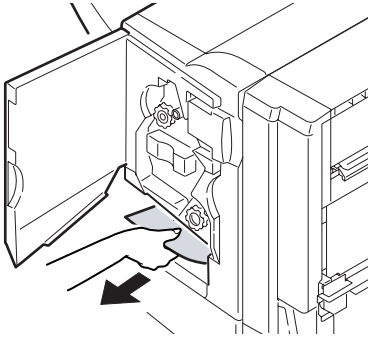
2. Open the Finisher front cover (2).



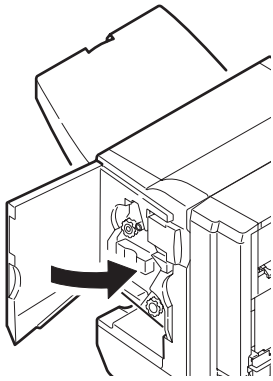
3. Continue to turn the lower knob (3) clockwise until any jammed paper is completely ejected.



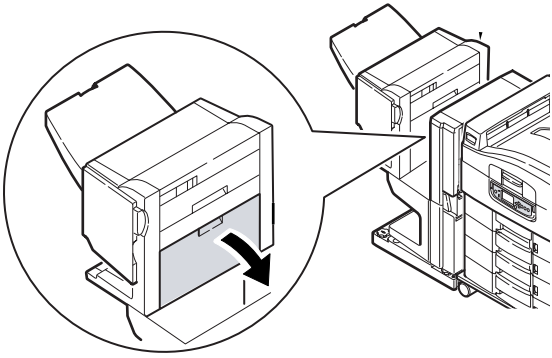
4. Remove the ejected paper.



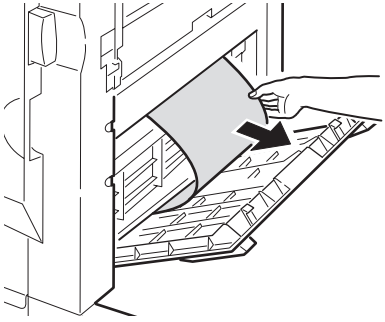
5. Close the Finisher front cover.



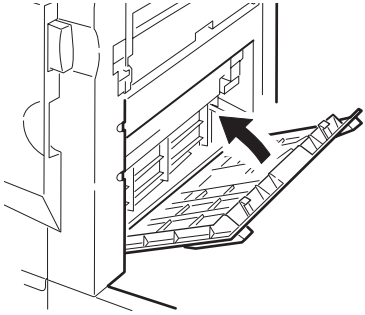
6. Open the Finisher right side cover.



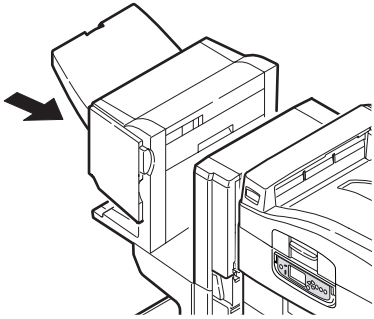
7. Carefully remove any jammed paper.



8. Close the Finisher right side cover.

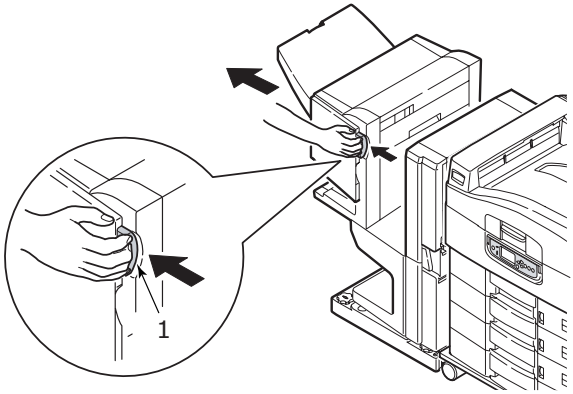


9. Move the Finisher back into position and connect it to the Inverter.

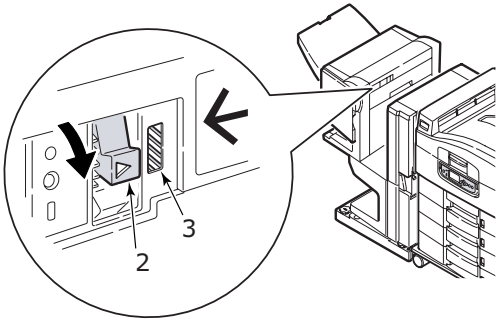


590 (PAPER JAM IN FINISHER/PUNCH UNIT)

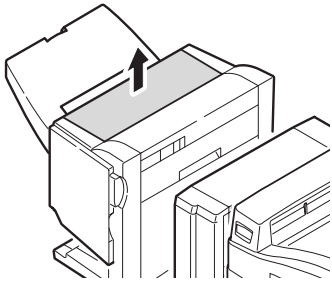
1. Operate the Finisher lever (1) and move the Finisher away from the Inverter.



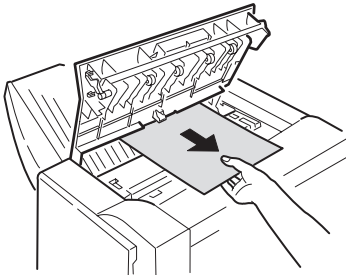
2. Move the tab (2) on the right side of the Finisher to align it with the mark (3).



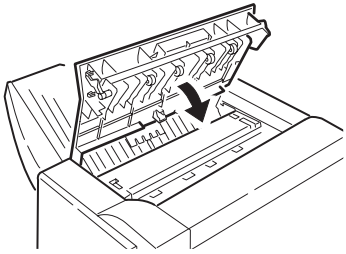
3. Open the Finisher top cover.



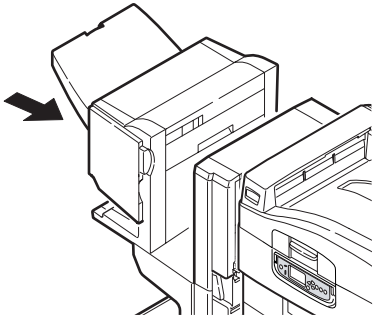
4. Carefully remove any jammed paper.



5. Close the Finisher top cover.

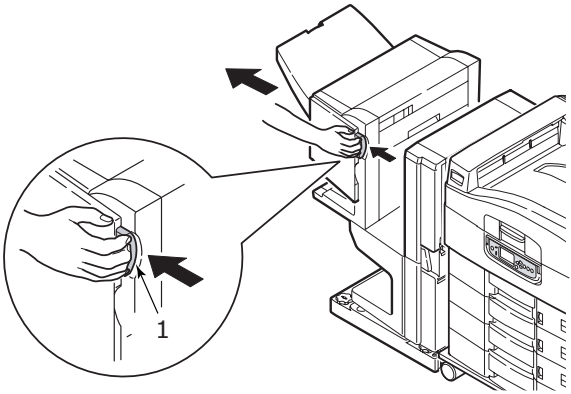


6. Move the Finisher back into position and connect it to the Inverter.

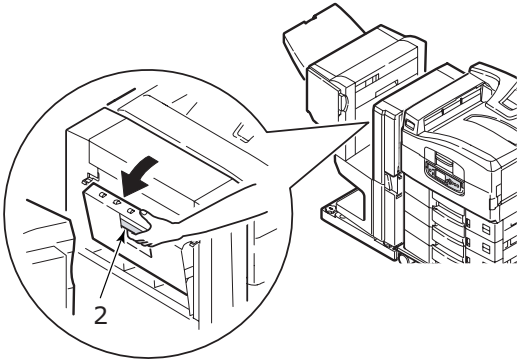


CHECK INVERTER, PAPER JAM

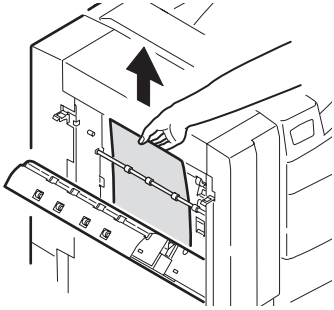
1. Operate the Finisher lever (1) and move the Finisher away from the Inverter.



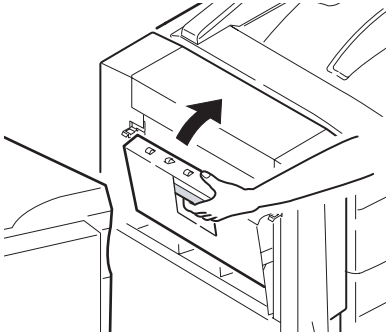
2. Squeeze the recessed handle (2) and open the left side cover of the Inverter.



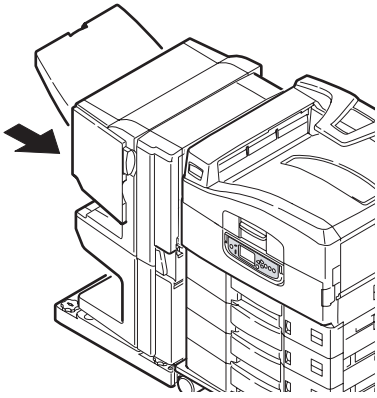
3. Carefully remove any jammed paper.



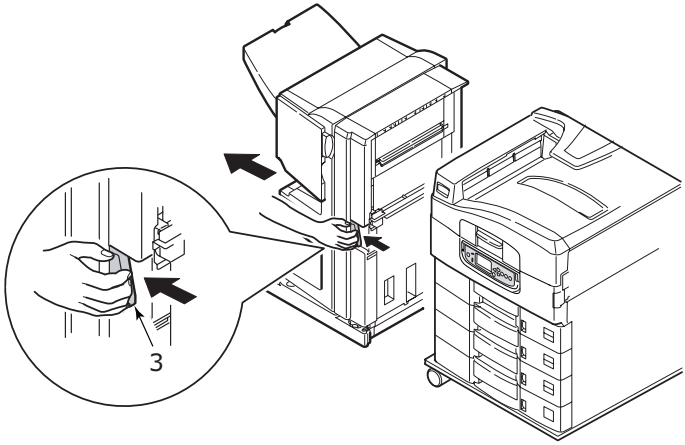
4. Close the Inverter left side cover.



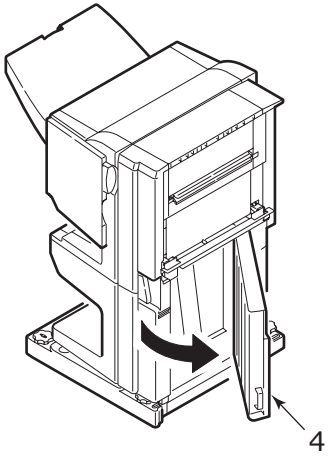
5. Move the Finisher back into position and connect it to the Inverter.



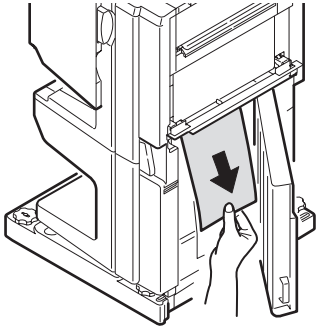
6. Operate the Inverter lever (3) and separate the Inverter from the printer.



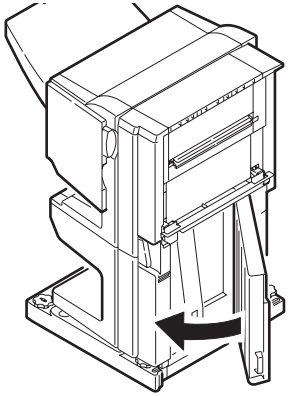
7. Open the right side door (4) of the Inverter.



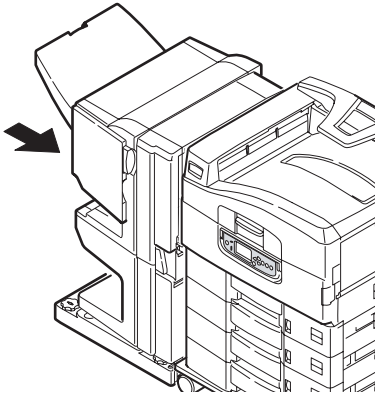
8. Remove any jammed paper.



9. Close the right side door.



10. Move the Finisher and Inverter back into position and connect to the printer unit.



AVOIDING PRINTER UNIT PAPER JAMS

The following table summarizes possible causes of paper jams and suggests ways of avoiding them.

POSSIBLE CAUSE	SUGGESTED REMEDY
The printer unit is not level.	Ensure the printer unit is level.
Your print media is too light or too heavy.	Use appropriate media.
Your print media is damp or charged with static electricity.	Use media that has been stored in appropriate temperature and humidity conditions.
Your print media is creased or curled.	Use appropriate media. Decurled media can be used.
Your print media sheets are not aligned with each other.	Remove the sheets, jog them into alignment and reload them.
Your print media is not aligned properly in the paper tray.	Adjust the paper stop and paper guides of the tray, or the manual feed guide on the MP Tray to align the media properly.
Your envelopes to be printed are not oriented properly.	Adjust the orientation as required.
Your printer unit feed roller is dirty.	Wipe the roller with a cloth moistened with water.
Your printer unit feed rollers are wearing out.	Replace the feed rollers.
The media weight or type have been wrongly set.	Select the correct printer menu settings for [Media Weight] and [Media Type].

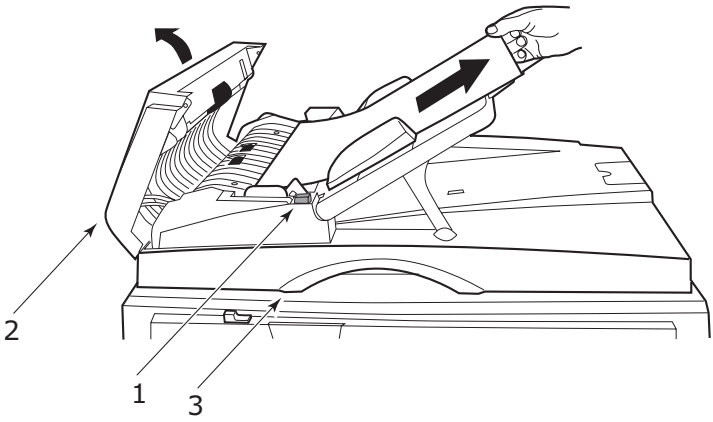
DEALING WITH UNSATISFACTORY PRINTING

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 LED lens cleaner or with a soft cloth.
	The toner is low.	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 LED lens cleaner or with a soft cloth.
Printed images are fading vertically.	The LED head is dirty.	Wipe the LED head with a LED lens cleaner or with a soft cloth.
	The toner is low.	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.	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 menu setup, or set one value thicker for [Media Weight].
	Recycled paper is being used.	Set one value thicker for [Media Weight] in the menu setup.
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.	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.	Replace the toner cartridge.
Periphery of the letters is smudged.	The LED head is dirty.	Wipe the head with LED lens cleaner or with a soft 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 menu setup or set one value thicker for [Media Weight].
	Recycled paper is used.	Set one value thicker for [Media Weight] in the menu setup.
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 menu setup or set one value lighter for [Media Weight].

PAPER JAMS – ADF

To clear a paper jam in the ADF:



1. Press down the ADF Release button (1).
2. Gently open the ADF front cover (2).
3. Carefully pull the paper out of the ADF.
4. If there is paper jammed at the ADF exit area, open the ADF document cover, operate the coloured release lever situated on the underside of the cover at (3) and carefully pull out the jammed paper. Close the document cover.
5. Close the ADF front cover.
6. Ensure that all jammed paper has been totally removed before proceeding.

NOTE
In the event of an ADF paper jam, as with an ADF cover open error, Flatbed cover open error or Hard disk full error, the current scan/copy job will be cancelled.

DEALING WITH UNSATISFACTORY COPYING RESULTS

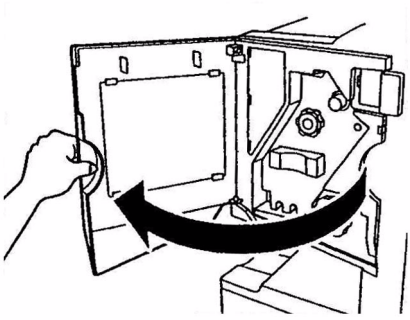
As well as the suggestions provided in "Dealing with unsatisfactory printing" on page 150, ensure that the scanner unit glass is clean at all times.

STAPLE JAMS – FINISHER (OPTIONAL ACCESSORY)

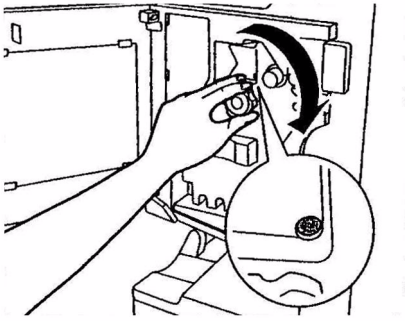
CHECK FINISHER, STAPLE JAM

When the printer unit display indicates a staple jam has occurred, clear the jam as follows:

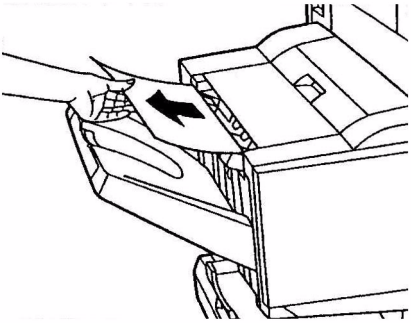
1. Open the Finisher front cover.



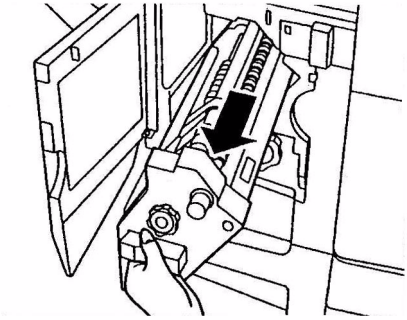
2. Turn the knob in the direction indicated until the coloured indicator appears.



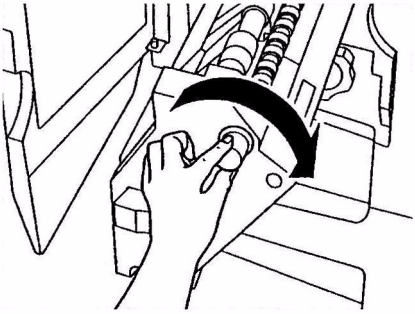
3. Remove any paper that awaits stapling in the paper ejection area.



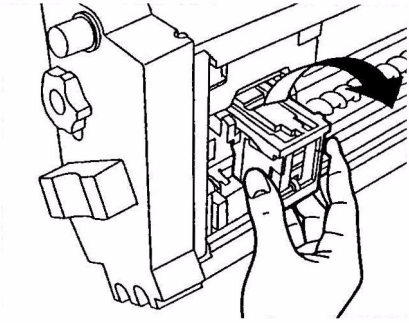
4. Pull out the staple unit.



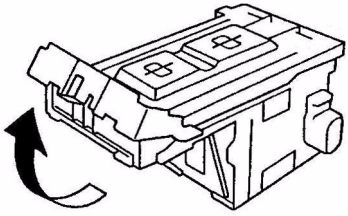
5. Turn the knob in the direction indicated to move the stapler to the front.



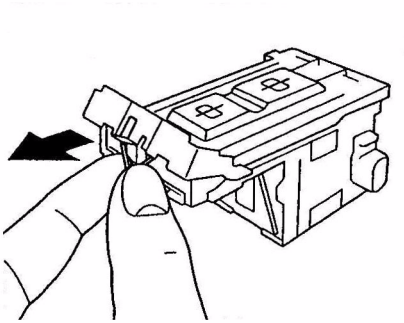
6. Grip both sides of the staple cartridge, pull it up and remove it.



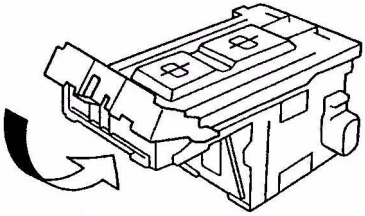
7. Raise the staple cartridge gate.



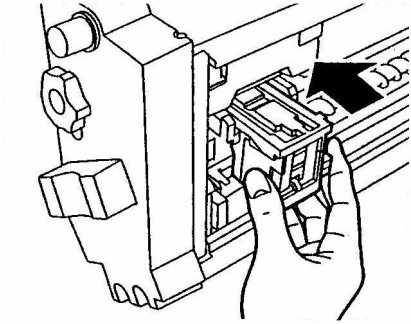
8. Remove all staples that are emerging from the staple case.



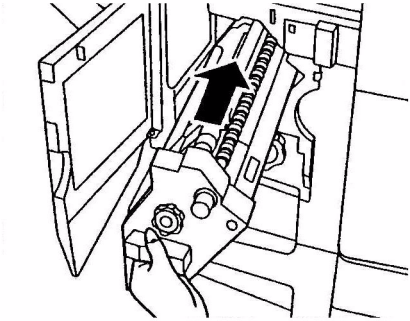
9. Return the staple cartridge gate to its original position.



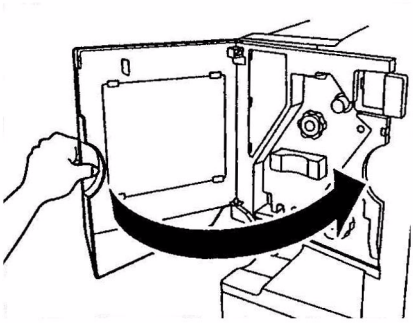
10. Replace the staple cartridge.



11. Ensure that the staple cartridge is securely installed back into the staple unit then push the staple unit fully home.



12. Close the Finisher front cover, being careful not to trap your fingers.



SPECIFICATIONS

PRINTER UNIT

ITEM	SPECIFICATION
Dimensions	655x620x462mm (WxDxH)
Weight	Without options, 68kg
Print speeds	36 ppm colour; 40 ppm monochrome
Resolution	1200 x 1200 dpi
Emulations	PCL 5c, PCL XL 2.1, PS
Memory	1 GB (max.)
Paper input at 80g/m²	Trays 1 – 4: 530 sheets A4 each MP Tray: 230 sheets A4
Paper weight	64 – 268g/m²
Paper output	Face-down stacker: 500 sheets Face-up stacker: 250 sheets
Interfaces	Parallel, USB 2.0, 10Base-T and 100Base-TX
Duty cycle	150,000 pages/month maximum
Toner life	15,000 A4 pages @ 5% coverage
Image drum life	30,000 A4 pages
Belt life	100,000 A4 pages
Fuser life	100,000 A4 pages
Waste toner container life	30,000 A4 pages
Power rating	220 – 240 VAC, 50/60 Hz 6A
Power consumption	Operating: 1,500 W maximum, 750 W typical Standby: 1,300 W maximum, 200 W typical Power save: <45 W
Operating environment	Operating: 10 – 32°C/20 – 80%RH Off: 0 – 43°C/10 – 90%RH

ITEM	SPECIFICATION
Noise level	Operating: 53dBA maximum Standby: 40dBA maximum Power save: 40dBA maximum after 30 mins background level Machine Noise Information Ordinance 3. GSGV 18.1.1991: The maximum sound pressure level is equal to or less than 70dBA according to ISO 7779.

SCANNER UNIT

ITEM	SPECIFICATION
Dimensions	672x693x390mm (WxDxH)
Weight	Including ADF: 23kg
Power source (AC adapter)	Input: 100 – 240V, 50 –60Hz Output: 24V DC, 2.09A
Operating environment	Operating: 10 – 35°C/20 – 80%RH Off: -20 – 70°C/0 – 90%RH
Scanning speed (ADF)	35ppm/48ipm (300dpi greyscale/A4/LEF)
Scanning area (ADF)	10.2x12.8cm to 29.9x43.2cm
Scanning area (glass)	1.3x14cm to 29.7x43.2cm
Warm-up time	<30secs
Optical resolution	600dpi
Imaging depth (input)	16 bit per colour, 8 bit grayscale
Image processor RAM	128MB
ADF pad life	100,000 scan pages
ADF roller life	200,000 scan pages
ADF type	Duplex ADF
ADF capacity	<=50 sheets (60 – 105g/m²)
Noise level	Flatbed scanning: <58dB ADF scanning: <58dB Standby: <45dB

APPENDIX A – DISPLAY PANEL MESSAGES (PRINTER)

The display panel messages are intended to be self-explanatory. Representative messages are given as examples below.

MESSAGE	COMMENT
Ready to Print	Your printer unit is online and ready to print.
Printing tttttt	Your printer unit is printing and paper is currently being fed from tttttt, where tttttt identifies a tray.
tttttt Near End	The paper supply in the tray identified by tttttt will run out soon.
cccccc Toner Low	The remaining toner of colour cccccc is running low.
Fuser Unit Near Life	The fuser unit is nearing the end of its working life.
Change Fuser Unit	The fuser unit has reached the end of its working life and has to be changed.
Inverter is Removed	The Inverter unit has been separated from the printer unit and all Finisher functions are disabled. (Finisher/Inverter is an optional accessory.)
Invalid Data Press ONLINE Button	Invalid data has been received by the printer. Press the ONLINE button to clear this warning.
Change Paper in tttttt mmmmmm pppppp Press ONLINE button Please see HELP for details	There is a mismatch between the media in the tray and print data. Load media of size mmmmmm and type pppppp into tray tttttt. The message may remain for some time after you have closed the tray. You can have the printer unit ignore this error for the current print job by pressing the ONLINE button. You can access help details by pressing the HELP button.
Install Paper tttttt mmmmmm Please see HELP for details	The printer unit has tried to take paper from an empty tray. Load media of size mmmmmm into tray tttttt. The message may remain for some time after you have closed the tray. You can access help details by pressing the HELP button.
Install Tray tttttt	The printer unit has tried to take paper from a tray that has been removed. Ensure that tray tttttt is correctly located or put tray tttttt loaded with paper back into the printer unit.

MESSAGE	COMMENT
Open Cover Paper Remains tttttt Please see HELP for details	Additional paper has been detected after a paper jam has been cleared. Open tttttt side cover to check for additional paper. You can access help details by pressing the HELP button.
Check Image Drum cccccc Please see HELP for details	Check that the image drum of colour cccccc is correctly installed. You can access help details by pressing the HELP button.

APPENDIX B – MENU SYSTEM (PRINTER UNIT)

The top-level Functions menus are:

- Configuration
- Print Pages
- Suspend Printing
- Resume Printing
- Print Secure Job
- Menus
- Shutdown
- Admin Setup
- Calibration
- Print Statistics

The other special top-level menu is:

- System Maintenance

The following tables summarise the Configuration, Print Pages, Print Secure Job and Menus menu trees and provide some usage examples. The menu trees are given to the lowest menu item level. Typically, this can be a parameter that can be set by selecting from a range of values provided or a command that can be executed to display or print a status or setting value.

Emboldened values followed by an (A) denote default values associated with locations where A4 is default paper size. Emboldened values followed by an (L) denote default values associated with locations where Letter is default paper size. Emboldened values followed by neither (A) nor (L) denote common defaults.

Certain menus and items associated with, for example, the Finisher appear only if the associated hardware is installed or under certain conditions.

The remainder of the menus above are intended for more specialized usage and are not described further here. For full details of using all menus to configure and use the printer unit, refer to the Configuration Guide.

CONFIGURATION

PRINT PAGE COUNT

ITEM	VALUE	DESCRIPTION
Colour Page	nnnnnn	Displays number of colour printed pages converted to A4 equivalent.
Monochrome Page	nnnnnn	Displays number of monochrome printed pages converted to A4 equivalent.
Traym	nnnnnn	Displays total printed pages from Traym, where m is in range 1 to 4.
MP Tray	nnnnnn	Displays total printed pages from MP tray.

FINISHER COUNT

ITEM	VALUE	DESCRIPTION
Staple	nnnnnn	Displays total pages stapled.
Punch	nnnnnn	Displays total pages punched.
Finisher	nnnnnn	Displays total pages ejected into the Finisher.

SUPPLIES LIFE

ITEM	VALUE	DESCRIPTION
xxxx Drum	Remaining nnn%	Displays the remaining life span of the xxxx drum as a percentage where xxxx can be Cyan, Magenta, Yellow, Black.

ITEM	VALUE	DESCRIPTION
Belt	Remaining nnn%	Displays the remaining life span of the belt unit as a percentage.
Fuser	Remaining nnn%	Displays the remaining life span of the fuser unit as a percentage.
xxxx Toner (n.nK)	Remaining nnn%	Displays the remaining life span of xxxx toner as a percentage, where xxxx can be Cyan, Magenta, Yellow, Black. (n.nK) indicates the capacity of the toner cartridge being used.

NETWORK

The items and settings displayed are specific to your system. Full details are given in the Configuration Guide.

PAPER SIZE IN TRAY

ITEM	VALUE	DESCRIPTION
Traym where m is in range 1 to 4 (similar arrangement for all trays)	Executive Letter Short Edge Letter Long Edge Legal 14 Legal 13.5 Tabloid Tabloid Extra Legal 13 A6 A5 A4 Short Edge A4 Long Edge A3 A3 Nobi A3 Wide B5 Short Edge B5 Long Edge B4 Postcard Double Postcard Custom	Displays detected paper size of Traym.
MP Tray	Similar to values for Traym	Displays detected paper size of the MP Tray.

SYSTEM

ITEM	VALUE	DESCRIPTION
Serial Number	xxxxxxxxxxxxxxx	Displays serial no. of the printer.
Asset Number	xxxxxxx	Displays Asset Number. Asset Number is 8 alphanumeric characters that can be assigned by a user. Same as Asset Number of Menu Map.
CU Version	xx.xx	Displays version no. of CU (Control Unit) firmware. Same as CU version of Menu Map.
PU Version	xx.xx.xx	Displays version no. of PU (Print Unit) firmware. Same as PU version of Menu Map.
Total Memory	xx MB	Displays total RAM memory installed in the printer. Same as Total Memory of Menu Map.
HDD	xx.xx GB [Fxx]	Displays size of hard disk and file system version. Same as HDD of Menu Map.

CONFIGURATION EXAMPLE – MONOCHROME PAGES PRINTED

To display the total monochrome pages printed so far (remembering that a duplex page counts as two pages):

1. Ensure that the display panel indicates that the printer unit is ready to print.
2. Enter menu mode by pressing either the **Up-arrow** or **Down-arrow** button and press them repeatedly until the Configuration menu is highlighted.
3. Press the **Enter** button to select this menu.
4. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Print Page Count is highlighted.

5. Press the **Enter** button to select this Item.

6. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Monochrome Page is highlighted.

7. Press the **Enter** button and the monochrome page count is displayed.

8. Press the **Online** button to exit menu mode and return to the ready to print status.

PRINT PAGES

ITEM	VALUE	DESCRIPTION
PS Test Page	Execute	Prints the PostScript sample page.
Configuration	Execute	Prints printer configuration details.
Job Log	Execute	Prints EFI job log details.
Color Charts (disk only)	Execute	Prints colour charts.
PS Font List	Execute	Prints PostScript font list.
PCL Font List	Execute	Prints PCL emulation font list.
Demo Page	Execute	Prints a demo page.
Usage Report	Execute	Prints usage report.
Statistics Log	Execute	Prints Oki job log details.
Error Log	Execute	Prints the error log.
E-mail Log	Execute	Prints e-mail log.
PrintMe Log	Execute	Prints PrintMe Log.

PRINT INFORMATION EXAMPLE – DEMONSTRATION PAGE

To print a demo page to demonstrate how your printer unit prints:

1. Ensure that the display panel indicates that the printer unit is ready to print.
2. Enter menu mode by pressing either the **Up-arrow** or **Down-arrow** button and press them repeatedly until the Print Pages menu is highlighted.
3. Press the **Enter** button to select this menu.
4. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Demo page is highlighted.
5. Press the **Enter** button to select this Item and the demo page is printed.
6. After printing, the printer unit returns to ready to print status.

PRINT SECURE JOB

ITEM	VALUE	DESCRIPTION
Enter Password	nnnn	Enter a password to use secure printing.
Not Found		Use a secure printing job (Secure Job) or a job Stored to HDD when printing. When you print a Secure document, it is deleted from the HDD. When you print a document Stored to HDD, it prints and remains stored on the HDD until you manually delete it. **Not Found:** (no jobs) is indicated when there is no output file. The following messages are displayed when there are printable files. **Print**: When you select Print, Set Collating Amount is displayed to enable you to specify a number of copies. After specifying the number of copies, press Enter to print all jobs with the specified number of copies. **Delete**: When you select Delete, you are prompted to recheck by Yes/No display, and selecting Yes deletes all jobs.
Secure Job	Print Delete	

MENUS

TRAY CONFIGURATION

ITEM	VALUE		DESCRIPTION
Paper Feed	**Tray1** Tray2 Tray3 Tray4 MP Tray		Specifies a feed tray.
Auto Tray Switch	**ON** OFF		Sets the automatic tray switch function.
Tray Sequence	**Down** Up Paper feed tray		Specifies selection order priority for automatic tray selection/automatic tray switch.
Unit of Measure	**Inch** (L) **mm** (A)		Specifies units for custom paper size.
Traym Config, where m is in range 1 to 4 (similar arrangement for all trays)	Paper Size	**Tray Size** Custom	Sets paper in Traym.
	X Dimension	3.9 – **8.3** (A) – **8.5** (L) – 12.9 inch 100 – **210** (A) – **216** (L) – 328 mm	Sets Custom paper width for Traym. Sets for the direction perpendicular to the direction of paper movement.
	Y Dimension	5.8 – **11** (L) – **11.7** (A) – 18 inch 148 – **279** (L) – **297** (A) – 457 mm	Sets Custom paper length for Traym. Sets for the same direction as paper movement.
	Media Type	**Plain** Letterhead Transparency Bond Recycled Card stock Rough Glossy User Type1 User Type2 User Type3 User Type4 User Type5	Sets the media type for Traym. User Type1 to User Type5 are reserved for custom paper sizes set in the printer driver.

ITEM	VALUE		DESCRIPTION
Traym Config, where m is in range 1 to 4 (similar arrangement for all trays)	Media Weight	**Auto** Light Medium Light Medium Medium Heavy Heavy Ultra Heavy 1 Ultra Heavy 2 Ultra Heavy 3	Sets media weight for Traym.
	A3 Nobi Paper	A3 Nobi A3 Wide **Tabloid Extra**	The printer detects A3 Nobi, A3 Wide and Tabloid Extra sizes as the same. Use this setting to tell the printer which of the three sizes is loaded in Traym.
	Legal 14 Paper	**Legal 14** Legal 13.5	Sets the length of the legal paper in Traym. Change this to Legal 13.5 if that is the standard legal size in your country.
	A5/A6 Paper	A5/A6 **Postcard**	The printer detects A5, A6 and Postcard sizes as the same. Use this setting to tell the printer which of the three sizes is loaded in Traym.

ITEM	VALUE		DESCRIPTION
MP Tray Config	Paper Size	A3 Nobi A3 Wide A3 A4 Sht Edge **A4 Long Edge** (A) A5 A6 B4 B5 Short Edge B5 Long Edge Legal 14 Legal 13.5 Tabloid Extra Tabloid Letter Sht Edge **Letter Long Edge** (L) Executive Custom Com-9 Envelope Com-10 Envelope Monarch Envelope DL Envelope C5 C4 Index Card	Sets paper size for MP Tray.
	X Dimension	3 – **8.3** (A) – **8.5** (L) – 12.9 inch 76 – **210** (A) – **216** (L) – 328 mm	Sets Custom paper width for the MP Tray. Sets for the direction perpendicular to the direction of paper movement.
	Y Dimension	3.5 – **11.0** (L) – **11.7** (A) – 47.2 inch 90 – **279** (L) – **297** (A) – 1200 mm	Sets Custom paper length for MP Tray. Sets for the same direction as paper movement.

ITEM	VALUE		DESCRIPTION
MP Tray Config	Media Type	**Plain** Letterhead Transparency Labels Bond Recycled Card stock Rough Glossy Envelope User Type1 User Type2 User Type3 User Type4 User Type5	Sets the media type for MP Tray.
	Media Weight	**Auto** Light Medium Light Medium Medium Heavy Heavy Ultra Heavy 1 Ultra Heavy 2 Ultra Heavy 3	Sets the media weight for MP Tray.
	Tray Usage	Normal Tray	Tray selection/switching uses this tray as the normal tray.
		When Mismatching	If a paper size or type in a tray is not matched to that of the print data, use paper from this tray instead of the specified tray.
		Do Not Use	Makes the MP tray unavailable in auto tray selection/switching.

SYSTEM ADJUST

ITEM	VALUE	DESCRIPTION
Power Save Time	5 min 15 min 30 min **60 min** 240 min	Sets the period after which power save mode starts.
Clearable Warning	**Online** Job	When Online is selected, you must manually clear the warning by pressing the Online button. Change to Job if you wish the message to automatically clear when a new print job is received.
Auto Continue	ON **OFF**	Sets whether the printer is automatically recovered when Memory Overflow or Tray Request occurs.
Manual Timeout	OFF 30 sec **60 sec**	If paper is not fed within this time in manual feed, the job is cancelled.
Wait Timeout	OFF 5 sec 10 sec 20 sec 30 sec **40 sec** 50 sec 60 sec 90 sec 120 sec 150 sec 180 sec 210 sec 240 sec 270 sec 300 sec	Sets the time period between stopping receipt of job data and forced print. For PS, printing is not carried out and the job is cancelled.

ITEM	VALUE		DESCRIPTION
Low Toner	**Continue** Stop		Sets the printing operation when insufficient toner is detected. **Continue**: the printer can continue printing while remaining online. **Stop**: the printer stops printing and goes offline.
Jam Recovery	**ON** OFF		**ON**: continues printing the job, including any jammed pages, once the jam has been cleared. **OFF**: Cancels a job including the page currently jammed.
Print Position Adjust	X Adjust	**0.00** +0.25 – +2.00 -2.00 – -0.25 mm 0.00 +0.01 – +0.08 -0.08 – -0.01 in	Adjusts the position of the whole printing image (0.25 mm, 0.01 in interval) perpendicular to the direction of paper movement (i.e. horizontally).
	Y Adjust	**0.00** +0.25 – +2.00 -2.00 – -0.25 mm 0.00 +0.01 – +0.08 -0.08 – -0.01 in	Adjusts the position of the whole printing image (0.25 mm, 0.01 in interval) parallel to the direction of paper movement (i.e. vertically).

ITEM	VALUE		DESCRIPTION
Print Position Adjust	Duplex X Adjust	**0.00** +0.25 – +2.00 -2.00 – -0.25 mm 0.00 +0.01 – +0.08 -0.08 – -0.01in	During the flip-side printing of duplex printing, adjusts the location of the whole printing image (0.25 mm, 0.01in interval) perpendicular to the direction of paper movement (i.e. horizontally).
	Duplex Y Adjust	**0.00** +0.25 – +2.00 -2.00 – -0.25 mm 0.00 +0.01 – +0.08 -0.08 – -0.01 in	During the flip-side printing of duplex printing, adjusts the location of the whole printing image (0.25 mm, 0.01 in interval) parallel to the direction of paper movement (i.e. vertically).
xxxx Darkness	**0** +1 – +3 -4 – -1		Adjusts the xxxx engine density where xxxx is one of Cyan, Magenta, Yellow, Black. Darkest value is +3.
xxxx Reg Fine Adjust	**0** +1 – +3 -3 – -1		Makes fine adjustment to image registration in xxxx against Black in the horizontal direction, where xxxx is one of Cyan, Magenta, Yellow. If the paper movement direction is upward, a value set on the plus side, means the image relatively moves downward.

ITEM	VALUE		DESCRIPTION
Paper Black Setting	**0** +1 – +2 -2 – -1		Used for micro adjustment when very visible faded print results or light specks (or streaks) result when printing in Plain Paper/Black setting. Decrease the value if light specks (or streaks) or snow flake like printing results in high density print areas.
Paper Color Setting	**0** +1 – +2 -2 – -1		Used for micro adjustment when very visible faded print results or light specks (or streaks) result when printing in Plain Paper/Color setting. Decrease the value if light specks (or streaks) or snow flake like printing results in high density print areas.
Transparency Black Setting	**0** +1 – +2 -2 – -1		As for Paper Black Setting above.
Transparency Color Setting	**0** +1 – +2 -2 – -1		As for Paper Color Setting above.
Drum Cleaning	ON **OFF**		Set to produce idling of a drum before printing in order to reduce horizontal white lines. This shortens image drum life.
Hex Dump	Execute		Prints out the data received from the host PC in hexadecimal code.

MENUS EXAMPLE 1 – TRAY 1 TRANSPARENCIES

To print on transparencies (accommodated in Tray1):

1. Ensure that the display panel indicates that the printer unit is ready to print.
2. Enter menu mode by pressing either the **Up-arrow** or **Down-arrow** button and press them repeatedly until the Menus menu is highlighted.
3. Press the **Enter** button to select this menu.
4. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Tray Configuration is highlighted.
5. Press the **Enter** button to select this Item.
6. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Tray1 Config is highlighted.
7. Press the **Enter** button to select this Item.
8. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until MediaType is highlighted.
9. Press the **Enter** button to select this Item.
10. Press the **Up-arrow** or **Down-arrow** buttons repeatedly to move through the range of media types until Transparency is highlighted.
11. Press the **Enter** button to select this value.
12. Check that an asterisk (*) appears beside Transparency.
13. Press the **Online** button to exit menu mode and return to the ready to print status.

MENUS EXAMPLE 2 – MP TRAY PAPER SIZE

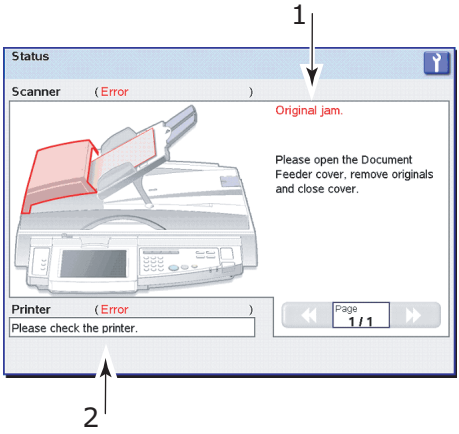
To set paper size in the MP Tray:

1. Ensure that the display panel indicates that the printer unit is ready to print.
2. Enter menu mode by pressing either the **Up-arrow** or **Down-arrow** button and press them repeatedly until the Menus menu is highlighted.
3. Press the **Enter** button to select this menu.
4. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Tray Configuration is highlighted.
5. Press the **Enter** button to select this Item.
6. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until MP Tray Config is highlighted.
7. Press the **Enter** button to select this Item.
8. Press the **Up-arrow** or **Down-arrow** buttons repeatedly until Paper Size is highlighted.
9. Press the **Enter** button to select this Item.
10. Press the **Up-arrow** or **Down-arrow** buttons repeatedly to move through the range of paper sizes until the required size is highlighted.
11. Press the **Enter** button to select this value.
12. Check that an asterisk (*) appears beside the chosen size.
13. Press the **Online** button to exit menu mode and return to the ready to print status.

APPENDIX C – SCANNER UNIT STATUS

The scanner unit display panel is intended to be self explanatory and provides textual status information and help information (if appropriate) for both the scanner unit and the printer unit. A scanner image is also provided to help indicate where a scanner unit problem has occurred. In the case of a printer unit problem, you are redirected to the printer unit control panel for more detailed information and help.

As an example, the following screen shows that an original document has jammed in the ADF (1) and there is also a printer unit error which requires you to refer to the printer unit control panel for further information (2).



APPENDIX D – MEDIA SUPPORT INFORMATION

The following tables should be read together and define media sizes in allowable input and output combinations, including Finisher unit punching and stapling options.

Explanations of terms used in the table headings are:

- **B: 2-sided printing (Booklet)**
- **N: N-up printing**
- **F: Fit to page**
- **Paper input locations:**

  A: Auto

  T1 to T4: Trays 1 to 4

  MPT: Multi-purpose Tray

- **Paper output locations:**

  FUS: Face up stacker

  FDS: Face down stacker

  FFUS: Finisher face up stacker

  FFDS: Finisher face down stacker

- **Punching options:**

  2HT: 2 Hole top

  4HT: 4 Hole top

  2HLR: 2 Hole left or right

  4HLR: 4 Hole left or right

- **Stapling options:**

  TL: Top left position

  TR: Top right position

  T2: Top 2 position

  L2: Left 2 position

  R2: Right 2 position

  SS: Saddle stitch

Symbols used in the table bodies are:

> **Y: Supported i.e. allowable by the MFP**

Y1: Media ejection possible, but no print guarantee

Y2: Short Edge Feed (SEF) only

Y3: Media output route is limited by size and an error message may result

Y4: Feed direction is determined by the print orientation (Portrait/Landscape) and the N-up setting

Y5: Long Edge Feed (LEF) only

> **N: Not supported i.e. not allowable by the MFP**

INPUT LOCATIONS

MEDIA SIZE	B	N	F	A	T1	T2	T3	T4	M
A3	Y	Y	Y	Y	Y	Y	Y	Y	Y
A4	Y	Y	Y	Y	Y	Y	Y	Y	Y
A5	Y	Y	Y	Y	Y	Y	Y	Y	Y
A6	Y	Y	Y	Y	Y	Y	Y	Y	Y
B4	Y	Y	Y	Y	Y	Y	Y	Y	Y
B5	Y	Y	Y	Y	Y	Y	Y	Y	Y
Letter	Y	Y	Y	Y	Y	Y	Y	Y	Y
Legal 14in	Y	Y	Y	Y	Y	Y	Y	Y	Y
Legal 13.5in	Y	Y	Y	Y	Y	Y	Y	Y	Y
Legal 13in	Y	Y	Y	Y	Y	Y	Y	Y	Y
Executive	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tabloid	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tabloid Extra	Y	Y	Y	Y	Y	Y	Y	Y	Y
A3 Nobi	Y	Y	Y	Y	Y	Y	Y	Y	Y
A3 Wide	Y	Y	Y	Y	Y	Y	Y	Y	Y
Index card	N	Y	Y	Y	N	N	N	N	Y
DL	N	Y	Y	Y	N	N	N	N	Y
C4	N	Y	Y	Y	N	N	N	N	Y
C5	N	Y	Y	Y	N	N	N	N	Y
Com-10	N	Y	Y	Y	N	N	N	N	Y
Com-9	N	Y	Y	Y	N	N	N	N	Y
Monarch	N	Y	Y	Y	N	N	N	N	Y
Custom	Y	Y	Y	Y	Y	Y	Y	Y	Y
A4LEF	Y	Y	Y	Y	Y	Y	Y	Y	Y
A4SEF	Y	Y	Y	Y	Y	Y	Y	Y	Y

MEDIA SIZE	B	N	F	A	T1	T2	T3	T4	M
B5LEF	Y	Y	Y	Y	Y	Y	Y	Y	Y
B5SEF	Y	Y	Y	Y	Y	Y	Y	Y	Y
Letter LEF	Y	Y	Y	Y	Y	Y	Y	Y	Y
Letter SEF	Y	Y	Y	Y	Y	Y	Y	Y	Y

PRINTER UNIT OUTPUT LOCATIONS

MEDIA SIZE	FUS	FDS
A3	Y	Y
A4	Y	Y
A5	Y	Y
A6	Y	Y
B4	Y	Y
B5	Y	Y
Letter	Y	Y
Legal 14in	Y	Y
Legal 13.5in	Y	Y
Legal 13in	Y	Y
Executive	Y	Y
Tabloid	Y	Y
Tabloid Extra	Y	Y
A3 Nobi	Y	Y
A3 Wide	Y	Y
Index card	Y	N
DL	Y	N

MEDIA SIZE	FUS	FDS
C4	Y	N
C5	Y	N
Com-10	Y	N
Com-9	Y	N
Monarch	Y	N
Custom	Y	Y3
A4LEF	Y	Y
A4SEF	Y	Y
B5LEF	Y	Y
B5SEF	Y	Y
Letter LEF	Y	Y
Letter SEF	Y	Y

FINISHER UNIT OUTPUT LOCATIONS

MEDIA SIZE	FFUS	FFDS	2HT	4HT	2HLR	4HLR	TL	TR	T2	L2	R2	SS
A3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
A4	Y	Y	Y4	Y5	Y4	Y5	Y4	Y4	Y4	Y4	Y4	Y2
A5	Y	Y	N	N	N	N	N	N	N	N	N	N
A6	Y1	Y1	N	N	N	N	N	N	N	N	N	N
B4	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	Y
B5	Y	Y	Y4	N	Y4	N	Y5	Y5	Y5	Y5	Y5	N
Letter	Y	Y	Y4	N	Y4	N	Y4	Y4	Y4	Y4	Y4	Y2
Legal 14	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	N

MEDIA SIZE	FFUS	FFDS	2HT	4HT	2HLR	4HLR	TL	TR	T2	L2	R2	SS
Legal 13.5	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	N
Legal 13	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	N
Executive	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	N
Tabloid	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	N
Tabloid Extra	N	N	N	N	N	N	N	N	N	N	N	N
A3 Nobi	N	N	N	N	N	N	N	N	N	N	N	N
A3 Wide	N	N	N	N	N	N	N	N	N	N	N	N
Index card	N	N	N	N	N	N	N	N	N	N	N	N
DL	N	N	N	N	N	N	N	N	N	N	N	N
C4	N	N	N	N	N	N	N	N	N	N	N	N
C5	Y1	N	N	N	N	N	N	N	N	N	N	N
Com-10	N	N	N	N	N	N	N	N	N	N	N	N
Com-9	N	N	N	N	N	N	N	N	N	N	N	N
Monarch	N	N	N	N	N	N	N	N	N	N	N	N
Custom	Y3	Y3	N	N	N	N	N	N	N	N	N	N
A4LEF	Y	Y	Y4	Y	Y4	Y	Y4	Y4	Y4	Y4	Y4	N
A4SEF	Y	Y	Y4	N	Y4	N	Y4	Y4	Y4	Y4	Y4	Y
B5LEF	Y	Y	Y4	N	Y4	N	Y	Y	Y	Y	Y	N
B5SEF	Y	Y	Y4	N	Y4	N	N	N	N	N	N	N
Letter LEF	Y	Y	Y4	N	Y4	N	Y4	Y4	Y4	Y4	Y4	N
Letter SEF	Y	Y	Y4	N	Y4	N	Y4	Y4	Y4	Y4	Y4	Y

APPENDIX E – AUTO DETECTION PAPER SIZES

The following tables define which document sizes can be scanned (flatbed or ADF) when using the Auto setting.

NOTE
(a) settings are mutually exclusive with (b) settings and cannot be changed by the user.

Changing between a (c) or (d) setting can be carried out by the user.

FLATBED (DOCUMENT GLASS)

PAPER TYPE	PAPER SIZE (MM)	PAPER SIZE (INCH)
A3	290 x 420	11.69 x 16.54
A4 (SEF)	210 x 297	8.27 x 11.69
A4 (LEF)	297 x 210	11.69 x 8.27
A5 (SEF) (a)	148 x 210	5.83 x 8.27
A5 (LEF) (a)	210 x 148	8.27 x 5.83
B4	257 x 364	10.12 x 14.33
B5 (SEF)	182 x 257	7.17 x 10.12
B5 (LEF)	257 x 182	10.12 x 7.17
(b)	140 x 216	5.5 x 8.5
(b)	216 x 140	8.5 x 5.5
Letter (SEF)	216 x 279	8.5 x 11
Letter (LEF)	279 x 216	11 x 8.5
Legal13 (c)	216 x 330	8.5 x 13
Legal14 (d)	216 x 356	8.5 x 14
Tabloid	279 x 432	11 x 17

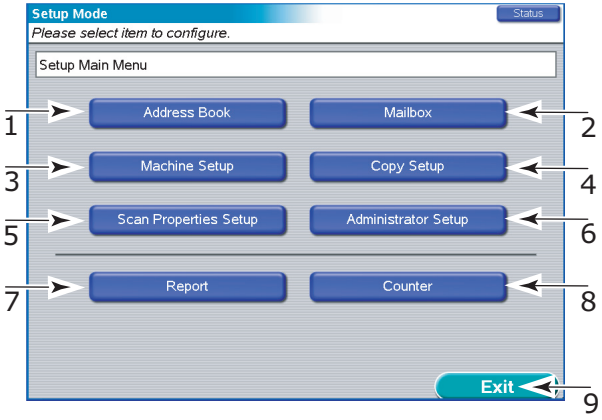
ADF

PAPER TYPE	PAPER SIZE (MM)	PAPER SIZE (INCH)
A3	297 x 420	11.69 x 16.54
A4 (SEF) (a)	210 x 297	8.27 x 11.69
A4 (LEF)	297 x 210	11.69 x 8.27
A5 (SEF) (a)	148 x 210	5.83 x 8.27
B4 (SEF)	257 x 364	10.12 x 14.33
B5 (SEF)	182 x 257	7.17 x 10.12
B5 (LEF)	257 x 182	10.12 x 7.17
(b)	140 x 216	5.5 x 8.5
Letter (SEF) (b)	216 x 279	8.5 x 11
Letter (LEF)	279 x 216	11 x 8.5
Legal13 (c)	216 x 330	8.5 x 13
Legal14 (d)	216 x 356	8.5 x 14
Tabloid	279 x 432	11 x 17

APPENDIX F – SCANNER UNIT SETUP DETAILS

This section provides an overview of the setup facilities on your scanner unit.

Press the **SETUP** button on the scanner unit control panel to show the Setup Mode screen with the Setup Main Menu:



SETTING UP ADDRESS BOOKS

Press the Address Book button (1) to gain access to the following:

> E-Mail Address Book

Add/Edit/Delete/Search e-mail addresses (up to 500 entries).

> Import from LDAP Server

Search for e-mail addresses from LDAP server and import the result into the local address book (up to 500 entries).

> FTP Server List

Add/Edit/Delete local FTP server list.

Set a range of parameters e.g. User ID, Password, Path, for each entry.

Press the OK button to return to the Setup Main Menu.

SETTING UP MAILBOXES

Press the Mailbox button (2) to gain access to the following:

> Mailbox List

Add/Edit/Delete mailbox entries.

Assign a password to each mailbox.

If a mailbox password has been lost, the mailbox can be deleted by using the Administrator password.

Press the OK button to return to the Setup Main Menu.

SETTING UP MACHINE PARAMETERS

Press the Machine Setup button (3) to gain access to the following:

> Power Save Delay Time

Set the time after which power save mode will operate: 5, 15, 30, 60, 240min.

> Sound Control

- Key Touch Tone Volume: Set to OFF, Low, High.
- Buzzer Volume: Set to OFF, Low, High.

Press the Save/Return button to return to the Setup Main Menu.

SETTING UP COPYING PARAMETERS

Press the Copy Setup button (4) to gain access to the following:

> Original Settings

Define default paper size and data type (Mixed, Text or Photo) of original data for the COPY function.

> Color & Quality

Define default setting for Resolution, Color Mode, Color Presets, Exposure Settings (Lighter/Darker and Contrast), Color Saturation, Sharpness, and Background Removal.

> Reduce/Enlarge

Define default Reduce/Enlarge Settings.

- Layout

  Define default setting of Image Sides, Book Copy, Margin Shift, and N-up.

- Image processing

  Define default setting of Edge/Center Erase.

- Print/Finishing Settings

  Define default setting of Tray Selection, Face up/down Print Output, Output Order/Collate, Staple Position, and Punch Position.

Press the Save/Return button to return to the Setup Main Menu.

SETTING UP SCAN PROPERTIES

Press the Scan Properties Setup button (5) to gain access to the following:

- Original Settings

  Original Size: Define default paper size of original data for SCAN TO EMail/SCAN TO FTP/SCAN TO MAILBOX/SCAN TO HOLD QUEUE functionality.

- Color & Quality

  Define default setting for Resolution, Color Mode, and Exposure Settings (Lighter/Darker and Contrast).

- Image processing

  Define default setting for Edge/Center Erase Unit.

- Image/Compression

  Define default setting for File Format and Compression Level.

Press the Save/Return button to return to the Setup Main Menu.

ADMINISTRATOR SETUP

NOTE
The Administrator password is required.

Press the Administrator Setup button (6) to gain access to the following:

> Power Save Mode

Enable/disable power save mode.

> Password for Administrator

Set MFP administrator password. The default is "".

> Access Control

Enable/disable PIN (Personal Identification Number) authentication. If the PIN authentication is enabled, each user is authenticated by the last 4 digits of ID for Job Accounting. The PIN is provided by the Job Accounting Utility.

> Scan to E-Mail

Enable/disable SCAN TO E-MAIL.

> Scan to FTP

Enable/disable SCAN TO FTP.

> Proxy Settings

- Server Name: Set FTP proxy server name or IP address.
- User Name: Set user name for the proxy server.
- Port Number: Set port number of the proxy server.

> LDAP Settings

- Server Name: Set LDAP server name or IP address.
- Port Number: Set the port number of LDAP.
- Timeout: Set the time out in seconds (10 – 120sec) for the search.
- Max. Entries: Set the maximum number of E-Mail addresses that the MFP unit can receive in each search. The Clear button resets this value to the default.

- Search Root: Set the root DN (Distinguished Name).
- Attributes: Specify LDAP attribute corresponding to "Name", "Surname", "First Name", and "Mail Address". The specified attributes are used to query. The default attributes are:
  "cn" for "Name"
  "sn" for "Surname"
  "givenname" for "First Name"
  "mail" for "Mail Address"
- Additional Filter: Specify the additional filter e.g. "(c=JP)".
- Authentication: Specify the authentication method for LDAP access.
  "Anonymous": No authentication
  "Simple": ID & password authentication. They are sent in plain format. "User ID" and "Password" can be set here in advance, or left blank. If they are not set here, user should set them when E-Mail address search by LDAP is carried out.
  "Secure Protocol": Authentication method for MS Active Directory. "User ID", "Password" and "Domain" can be set here in advance, or left blank. If they are not set here, user should set them when E-Mail address search by LDAP is carried out.

> Scanned File Settings

- Max. File Size (E-Mail): Specify the maximum image size (0 – 15,000KB) to be sent as an attachment. Clear button resets this value to the default.
- Clear File After Scan: Specify the duration before deleting files from Mailboxes or the images referred to via URLs in sent E-Mails. If Manual is selected, the image should be deleted by Delete All Scan Job.
- Delete All Scan Job: Delete data from Mailboxes or the images referred to via URLs in sent E-Mails manually.

> Timer

- Copy Reset Timer: Specify the duration(10 – 600 sec in 10 sec intervals) from COPY operation completion until the MFP resets all related settings to their default values.

- Operation Timer: Specify the duration (10 – 600 sec in 10 sec intervals) from user operation completion until the MFP displays the waiting screen.
- Job Reset Timer: Specify the duration (10 – 600 sec in 10 sec intervals) from pausing the COPY/SCAN TO process until the MFP cancels the job.

> Security

- Address Book security: If ON is selected and the administrator password is set, the password authentication is carried out before all operations for E-Mail address book/FTP server list and E-Mail address importing operation by LDAP. If OFF is selected, the password authentication is not carried out.
- LDAP security: If ON is selected and the administrator password is set, the password authentication is carried out before all operations to access LDAP server. If OFF is selected, the password authentication is not carried out.
- Legal Default: Specify the paper size (Legal13 or Legal14) that the MFP uses if it detects a Legal size document when Original Size is set to "Auto".

> Dealer's Information

- Telephone Number, Fax Number, E-Mail Address: Set dealer's information.
- Fax Gateway Mail Address: Set the mail address of the Fax Gateway. If it is not set, the "Fax Gateway" function cannot be used.

Press the Save/Return button to return to the Setup Main Menu.

GENERATING REPORTS

Press the Report button (7) to gain access to printing the following:

- Administrator Setup Report (The Administrator password is required.)
- User Setup Report
- Job Log Report
- E-Mail Report
- FTP Report
- MFP Statistics Report

Press the OK button to return to the Setup Main Menu.

SCANNER UNIT COUNTER READINGS

NOTE
The Administrator password is required.

Press the Counter button (8) to display counter values.

- PAD counter

  Total number of pages handled by the document feeder.

- Document Feeder (Simplex)

  The number of pages scanned as single-sided.

- Document Feeder (Duplex)

  The number of pages scanned as double-sided.

- Flatbed (glass)

  The number of pages scanned on the glass.

  NOTE
  Counters return to 0 after 999,999.

  User cannot clear the counters.

Press the OK button to return to the Setup Main Menu.

SETUP COMPLETE

When you have finished setting up, press the Exit button (9).

APPENDIX G– TROUBLESHOOTING (NETWORK)

Possible network problems with suggested checks are provided below. Further network troubleshooting information is provided in the Fiery Configuration Guide.

CANNOT SEND E-MAIL

If you are unable to send e-mail, check that the following are configured correctly.

	CATEGORY	ITEM	COMMENT
Printer unit	Admin Setup> Network Setup> Service Setup> E-mail Setup	Enable E-mail Services	Must be Yes.
		Outgoing server	Must be specified.
		Fiery E-mail Address	Must be specified.
		Admin. E-mail Address	Must be specified.
Scanner unit	Administrator Setup	Scan to E-Mail	Must be Enable.

CANNOT SEARCH ON LDAP SERVER

If you cannot connect to or search on LDAP server, check that the following are configured correctly.

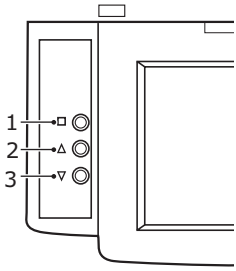
	CATEGORY	ITEM	COMMENT
Scanner unit	Administrator Setup> LDAP Settings	Server Name	These are site-specific settings and must be specified correctly. Contact the LDAP server administrator if you need help.
		Port Number	
		Search Root	
		Authentication	

In addition, if you select Secure Protocol as the Authentication Method to access the MS Active Directory, check that the following are configured correctly.

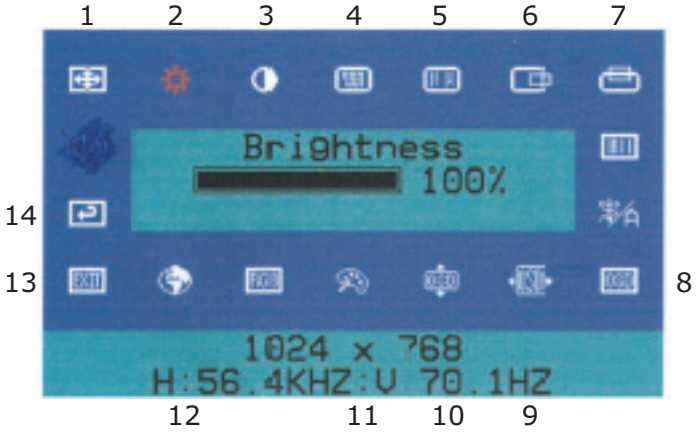
	CATEGORY	ITEM	COMMENT
Printer unit	Admin Setup> Network Setup> TCP/IP Setup	DNS Setup	Must be specified correctly, to access DNS server.
	Admin Setup> Server Setup	System Date	Must be adjusted to LDAP server's date.
		System Time	Must be adjusted to LDAP server's time.
		Time Zone	Must be adjusted to LDAP server's time zone.
Scanner unit	Administrator Setup> LDAP Settings> Authentication	Domain	Domain must be registered in DNS server.

APPENDIX H – TOUCH SCREEN SETUP

This section provides an overview of the control functions available for the touch screen display on the scanner unit.



On the scanner unit control panel, press the Menu button (1) to display the OSD then press the Up-arrow (2) or Down-arrow (3) buttons to reach the required function. Press the Menu button, use the Up-arrow and Down-arrow buttons to locate the required option then press the Menu button to set the option and return to the OSD main menu.



NO.	FUNCTION	DESCRIPTION
1	Auto Adjust	Automatically adjusts Horizontal Position, Vertical Position, Pixel Clock and Phase for an optimal image. Press the Menu button to execute.
2	Brightness	Adjusts the brightness of the screen.
3	Contrast	Adjusts the difference between the light and dark areas.
4	Clock	Adjusts the video distortion. (Horizontal noise appears on the screen while adjusting the Clock.)
5	Phase	Adjusts the video distortion. (Vertical noise appears on the screen while adjusting the Phase.)
6	Horizontal Position	Moves the display image horizontally. Up-arrow button moves image to right, Down-arrow button moves image to left.
7	Vertical Position	Moves the display image vertically. Up-arrow button moves image upwards, Down-arrow button moves image downwards.
8	OSD Transparence	Adjusts the OSD transparency.
9	OSD H-Position	Adjusts the OSD horizontal position. Up-arrow button moves OSD to right, Down-arrow button moves OSD to left.
10	OSD V-Position	Adjusts the OSD vertical position. Up-arrow button moves OSD upwards, Down-arrow button moves OSD downwards.
11	Switch Color	Adjusts the colour temperature.
12	OSD Language	Changes the OSD language.
13	Exit	Exits the OSD menu and saves the values. Press the Menu button to execute.
14	Memory Recall	Restores all settings to factory default values. Press the Menu button to execute.

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