

OKI

READ THIS BOOK

First

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

Quick Start Guide

ES9466 MFP/ES9476 MFP



Available Manuals

Some manuals are printouts and others are PDF files recorded in the Software DVD-ROM. Printouts describe precautions and basic operations. Read “Safety Information” before using the equipment. PDF files describe detailed copying functions and other settings.

Printouts

Safety Information

Describes the necessary precautions for use. Read this booklet first.
PDF files recorded in the Software DVD-ROM.

Installation Safety

This Installation Safety describes the necessary precautions for use. For your added security, be sure to read this booklet first.

Quick Start Guide (This guide)

Describes the preparations, basic usage, FAQs, maintenance and regular cleaning.
PDF files recorded in the Software DVD-ROM.

Using the Software DVD-ROM

Windows:

1. Insert the “Software DVD-ROM” into the computer.
2. Click [Run Setup.exe] after [AutoPlay] is displayed.
If the [User Account Control] dialog box is displayed, click [Yes].
3. Select the language.
4. Select the device of your machine, and then click [Next].
5. Read the license agreement and then click [I Agree].
6. Read “Environmental advice for Users” and click [Next].
7. Click [Online Manuals] and then [User’s Manual].
8. Click the button of the manual which you want to view.

Macintosh:

1. Insert the “Software DVD-ROM” into the computer.
2. Open the [Manuals] folder and then the desired language folder.
3. Double-click the index file.
4. Click the button of the manual which you want to view.

Copying Guide

Describes how to use the Copy function.

Scanning Guide

Describes how to use the Scan function.

e-Filing Guide

Describes how to use the e-Filing function.

Template Guide

Describes how to use the Template function.

MFP Management Guide

Describes how to use the Settings menu and the Counter.

Fax Guide

Describes how to use the Fax function (optional).

Paper Preparation Guide

Describes how to load paper.

Specifications Guide

Describes the specifications of this equipment and information on optional devices.

Hardware Troubleshooting Guide

Describes causes and solutions for hardware problems such as paper jams and errors on the touch panel.

Software Troubleshooting Guide

Describes causes and solutions for software problems such as the printer driver.

Software Installation Guide

Describes how to install client software such as the printer driver.

Printing Guide

Describes how to use the Print function.

TopAccess Guide

Describes procedures for remote setup and management from a web-based utility, "TopAccess". "TopAccess" web utility allows you to manage the equipment from a browser.

High Security Mode Management Guide

Describes the conditions and settings for high security mode. To comply with IEEE Std 2600.1™-2009, see the "High Security Mode Management Guide".

Help menu for client software

See the Help menu for the following:

- AddressBook Viewer
- e-Filing Backup/Restore Utility
- TWAIN Driver / File Downloader

Operator's manuals of options

In the following options sold separately, the corresponding operator's manuals are co-packed. GN-4020 Operator's Manual for Wireless LAN/Bluetooth Precautions.

To read PDF files

You need to install Adobe Reader or Adobe Acrobat Reader to view and print PDF manuals. If they are not installed, you can download them from the Adobe Systems Incorporated website.

Reading This Manual

Symbols in this manual

Important items are described with the symbols shown below. Read these items before using this equipment.

⚠ WARNING Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, serious damage, or fire in the equipment or surrounding objects.

⚠ CAUTION Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.

Note Indicates information to which you should pay attention when operating the equipment.

Read the following descriptions.

Tip Describes handy information for operating the equipment.

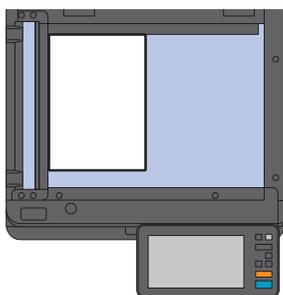


Indicates pages containing related information.

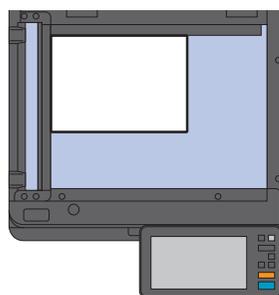
Original/paper direction

You can place paper or originals of A4 or B5 / LT size in a portrait or landscape direction. “-R” is added to these paper sizes when the paper or original is placed in a landscape direction.

Example: A4 / LT size original on the original glass



Portrait direction: A4 / LT



Landscape direction: A4-R / LT-R

You can only place paper or originals of A3 or B4 / LD or LG size in a landscape direction, therefore “-R” is not added to these sizes.

Screens in this manual

- Windows 10 screenshots are used to describe the procedures in Windows.
- Screens may differ depending on your model and how the equipment is used, such as the status of the installed options, the OS version, and the applications.
- Illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ.

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Recommended Toner Cartridges

For optimal printing performance, we recommend that you use only genuine OKI toner cartridges. If you use a OKI-recommended toner cartridge, the following functions are available.

- **Cartridge detection:**

Notifies you if the toner cartridge is incorrectly installed.

- **Toner remaining check:**

Notifies you when there is little toner remaining in the cartridge, and informs your authorized service representative automatically using a remote service.

- **Image quality optimization:**

Controls image quality according to the characteristics of the toner and allows you to print images of an optimal quality.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether or not it is installed. Even if the toner cartridge is correctly installed, the error message “Toner not recognized” appears on the touch panel and printing may not be performed. You may not be able to use the image quality optimization function, the toner remaining check function, and the remote service function.

If you are using a toner cartridge other than the one we recommend, the toner will not be recognized. If this occurs, contact your service representative.

Trademarks

For trademarks, refer to the *Safety Information*.

Chapter 1

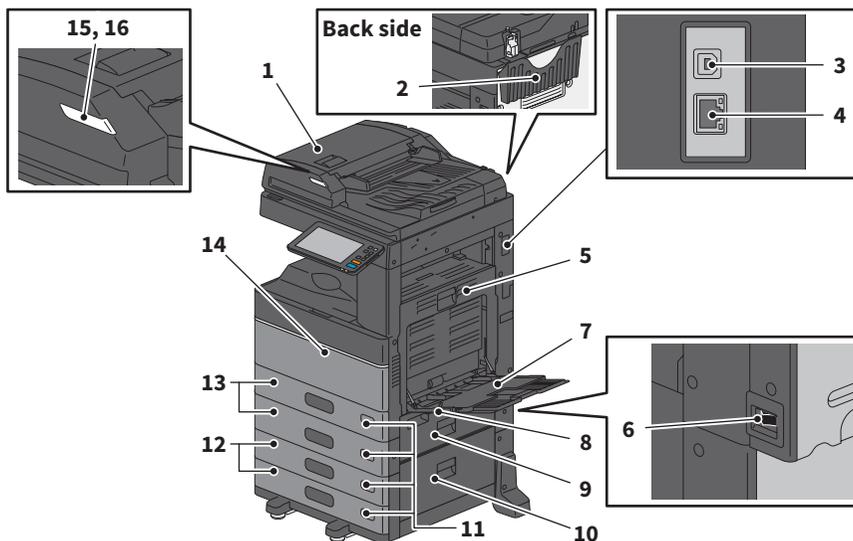
PREPARATIONS

Description of Components	8
Turning ON/OFF.....	17
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Description of Components

This section describes the names and operations of the equipment.

Front / Right side



1. Reversing Automatic Document Feeder or Dual Scan Document Feeder

Scans both sides of the original one sheet at a time.

Specifications Guide (PDF) : “Chapter 3: SPECIFICATIONS OF OPTIONS”

2. Operator’s Manual Pocket (back side)

Stores the manual.

3. USB terminal (4-pin)

Connects to a PC with a commercially available USB cable.

4. Network interface connector

Connects to a network.

5. Automatic duplexing unit

Prints on both sides of the paper. Open when paper jams occur.

6. Main power switch

Turns the power ON or OFF.

P.17 “Turning ON/OFF”

7. MPT (Multi-purpose tray)

For printing on special media types such as OHP film.

P.35 “Copying from MPT”

8. Paper holding lever

Places paper on the MPT.

9. Paper feed cover (on equipment)

Open to clear jammed paper.

10. Paper feed cover

Open to clear jammed paper in the Paper Feed Pedestal or Large Capacity Feeder.

11. Paper size indicator

You can check the size of the paper set in the tray.

12. Paper Feed Pedestal and Additional Drawer Module or Large Capacity Feeder

The Paper Feed Pedestal adds one tray. The Additional Drawer Module can be installed. You can load A4 and LT size paper in the Large Capacity Feeder.

Specifications Guide (PDF) : “Chapter 3: SPECIFICATIONS OF OPTIONS”

13. Tray

Load paper in the tray.

P.20 “Placing Paper and Originals”

Specifications Guide (PDF) : “Chapter 3: SPECIFICATIONS OF OPTIONS”

14. Front cover

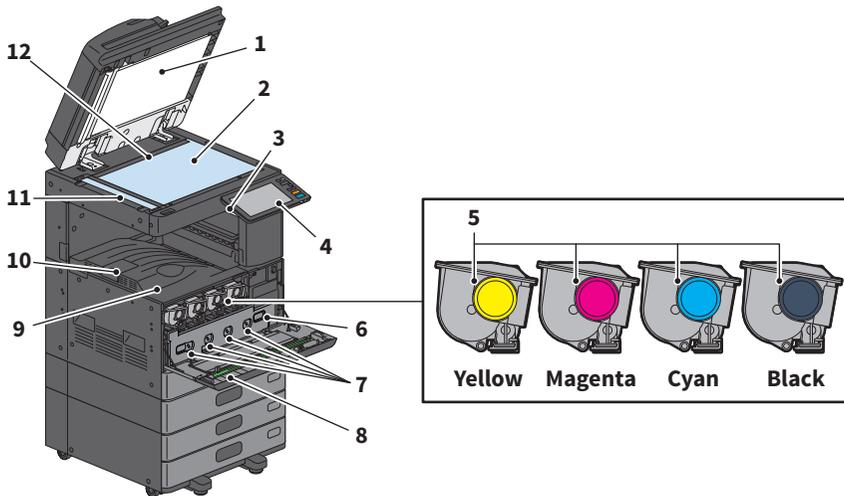
Open when replacing the toner cartridge.

15. ATTENTION lamp (Orange)

Lights when a paper jam has occurred in the Reversing Automatic Document Feeder or Dual Scan Document Feeder.

16. Document lamp (Blue)

Lights when originals are placed in the Reversing Automatic Document Feeder or Dual Scan Document Feeder.

Left / Inner side

1

1. Platen sheet

Stabilizes documents placed on the glass.

📖 P.55 “Regular Cleaning”

2. Original glass

For copying 3D originals, book-type originals, and special paper such as OHP film, as well as plain paper.

3. USB port

For printing files stored in USB device or saving scanned data to the USB device.

4. Control panel

Sets and operates various types of functions such as copying.

📖 P.12 “Control panel”

5. Toner cartridge

When toner runs out, a message is displayed. Replace the cartridge.

📖 P.48 “Replacing Toner Cartridge”

6. Waste toner box

Replace this when a message about waste toner box replacement is displayed.

📖 P.49 “Replacing Waste Toner Box”

7. Main charger cleaners

When the print result is uneven, clean the main chargers.

📖 P.56 “Cleaning the main chargers and LED print heads or slit glass”

8. Cleaner

Cleans the LED print head or slit glass for color printers.

📖 P.56 “Cleaning the main chargers and LED print heads or slit glass”

9. Stacker

Holds printouts.

10. Paper exit stopper

Prevents ejected paper from falling. Open when you print on a larger size of paper such as A3 and LD.

11. Scanning area

Reads documents fed through the Reversing Automatic Document Feeder or Dual Scan Document Feeder.

📖 P.55 “Regular Cleaning”

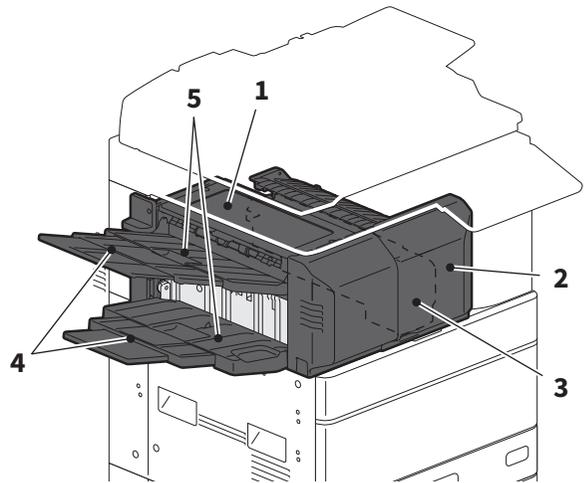
12. Original scale

For checking the size of an original placed on the original glass.

Finisher / Job Separator

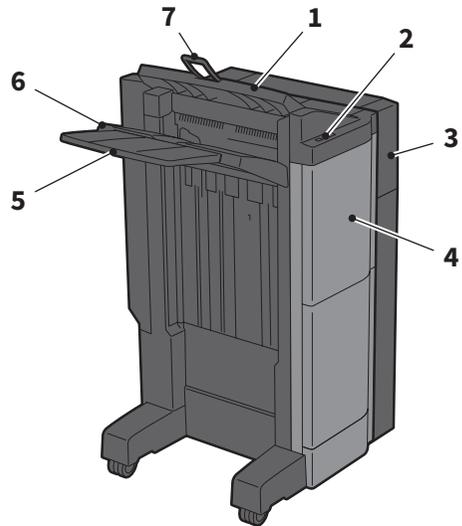
MJ-1042

1. Upper cover
2. Front cover
3. Hole Punch Unit MJ-6011 Series
4. Sub-stacker
5. Receiving stacker



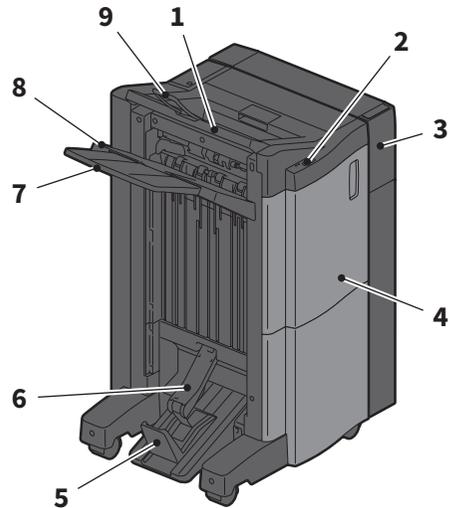
MJ-1109

1. Upper receiving stacker
2. Stapling control section
3. Hole Punch Unit MJ-6105 Series
4. Front cover
5. Sub-stacker
6. Lower receiving stacker
7. Stacker holder



MJ-1110

1. Upper receiving stacker
2. Stapling control section
3. Hole Punch Unit MJ-6105 Series
4. Front cover
5. Stopper
6. Saddle stitch stacker
7. Sub-stacker
8. Lower receiving stacker
9. Stacker holder



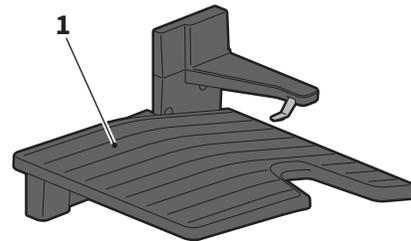
1

Notes

- Open the stacker holder when an attempt to output paper, which has a length longer than that of A3, is made or if the paper on the Upper receiving stacker does not align itself neatly. The output paper will be more likely to be aligned properly.
- Pull out the sub-stacker when an attempt to output paper, which is longer than the Lower receiving stacker, is made. The output paper will be more likely to be aligned properly.

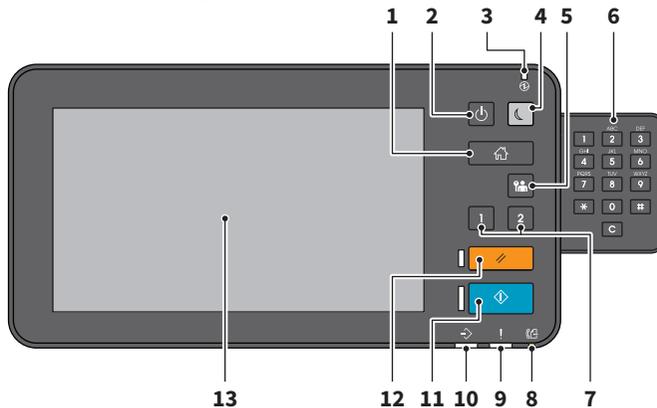
MJ-5015

1. Stacker



Control panel

Make for various operations and settings.



- 1. [HOME] button**
Displays the home screen.
📖 P.14 “Names and Functions on the Home Screen”
- 2. [POWER] button**
Turns the power on or off.
- 3. MAIN POWER lamp**
Turns on when the main power switch is ON.
- 4. [POWER SAVE] button**
Enter or recover from power saving mode.
- 5. [AUTHENTICATION] button**
For when the department code or user information has been set.
📖 P.75 “Logging in”
- 6. Digital keys (Optional)**
Use to enter numbers.
- 7. [PROGRAMMABLE1] button / [PROGRAMMABLE2] button**
Register frequently used functions to these buttons and press them for quick access.
📖 *MFP Management Guide* (PDF) : “Chapter 2: SETTING ITEMS (ADMIN)”
- 8. DATA IN MEMORY lamp**
Turns on when receiving fax data and fax communications.
- 9. ATTENTION lamp**
Turns on when an error occurs and action needs to be taken.
- 10. DATA lamp**
Turns on when receiving data such as print data.
- 11. [START] button**
Starts operations such as copying. The blue lamp on the left of the button turns on when the equipment is ready.
- 12. [RESET] button**
Clears all selected functions and return to the default settings.
- 13. Touch panel**
Configure various functions such as copying.
📖 P.15 “Using the Touch Panel”

Notes

Do not touch the touch panel under the following status:

- Until the Home screen is displayed after the power is turned ON
- While the equipment is recovering from the Deep Sleep mode

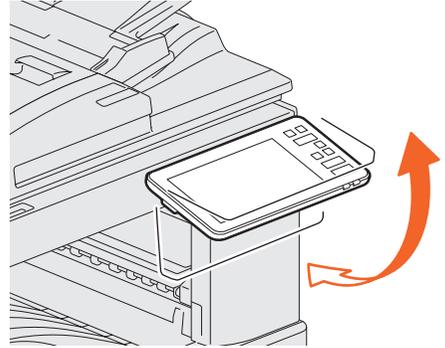
Otherwise, the touched position may not be detected properly. In such a case, reboot the equipment after the power is turned OFF or it is entered into the Deep Sleep mode.

Adjusting the angle of the control panel

You can adjust the angle of the control panel between 7 and 90 degrees from the horizontal position.

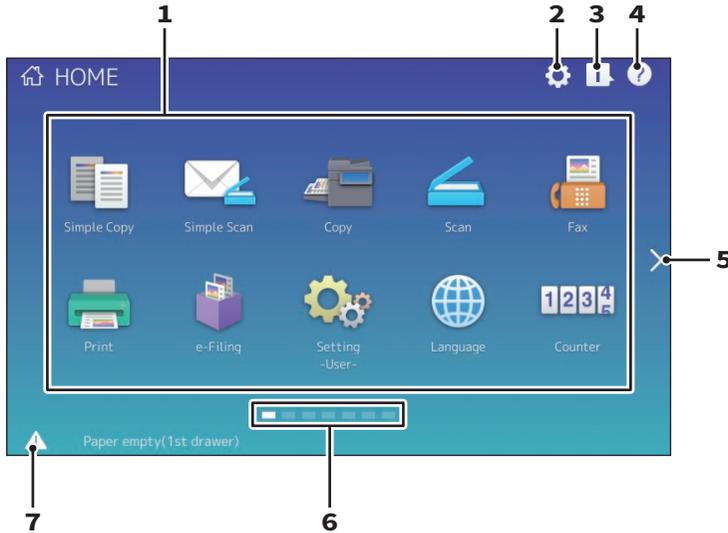
CAUTION

Be careful not to catch your hands in the gap between the equipment and the control panel. This could cause an injury.

**1**

Names and Functions on the Home Screen

Displayed when you turn the equipment on or press the [HOME] button. Displays buttons for various functions.



- 1. Recall button**
 Register functions, templates, URLs, etc. and recall them.
 📖 *MFP Management Guide* (PDF) : “Chapter 4: APPENDIX”
- 2. Home Setting button**
 Modify the home screen settings.
 📖 *MFP Management Guide* (PDF) : “Chapter 4: APPENDIX”
- 3. Job Status button**
 Check the progress of jobs and the process history.
 📖 *Software Troubleshooting Guide* (PDF) : “Chapter 1: CONFIRMING JOB STATUS ON THE TOUCH PANEL”
- 4. [?] (Help) button**
 Display information on each function.
 📖 P.61 “Using the Help”
- 5. Next button**
 Move to the next page.
- 6. Page Position indicator**
 Display the current page position.
- 7. Status button**
 Displayed when information is available.

Tip

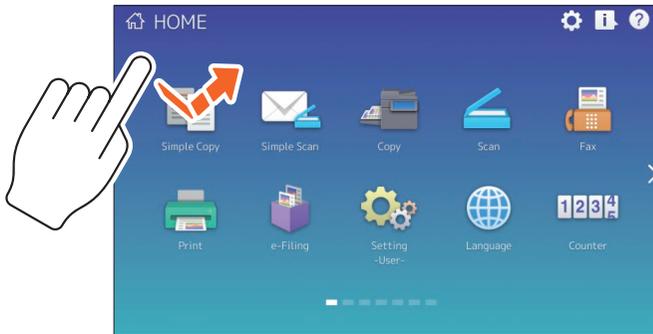
You can change the screen displayed when the equipment is turned on to another screen, such as the Copy function screen. Contact your service technician or representative for details.

Using the Touch Panel

The touch panel supports swipe and pinch operations.

Press (Tap)

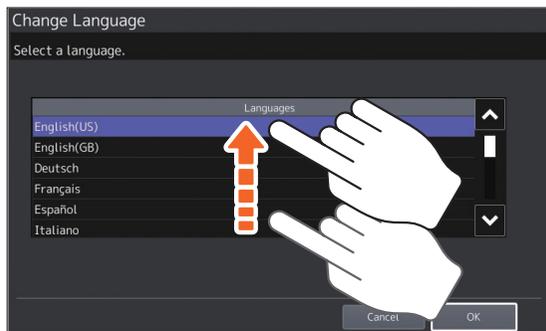
Lightly press buttons on the screen with your finger and lift it immediately.



1

Swipe

Press the screen with your finger and slide it in one direction. Turns pages on the home screen and scrolls up and down in a list.



Drag & Drop

You can replace the RECALL button on the home screen. Press the button with your finger, drag it to another place, and lift your finger.



Pinch (pinch and spread)

Press the screen with two fingers, pinch them together or spread them apart on the screen. You can use this operation in previews of Easy Scan, Scan, and Fax functions.

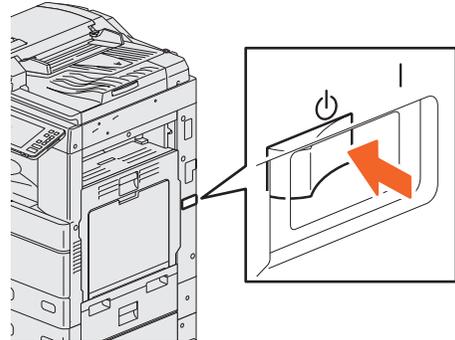


Turning ON/OFF

This section explains how to turn the power ON and OFF as well as the power saving mode. This operation differs between when the MAIN POWER lamp (green) on the control panel is lit and when it is not.

Turning ON

When the MAIN POWER lamp (green) on the control panel is off:

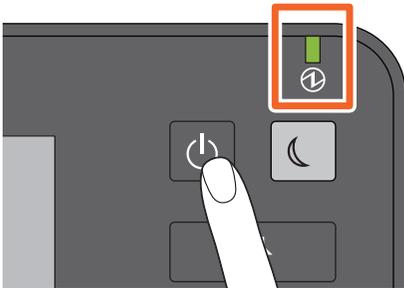


1

Turn ON there. The location of the main power switch varies between models.

📖 P.8 “Front / Right side”

When the MAIN POWER lamp (green) on the control panel on:



Press the [POWER] button

- The equipment starts warming up. The message is displayed to inform you that the equipment is warming up. This may take longer than normal depending on the status and condition.
- While the equipment is warming up, you can use the auto job start function. For details, see the following guide:
📖 *Copying Guide* (PDF) : “Chapter 2: HOW TO MAKE COPIES” - “Basic Copying Procedure”

The home screen is displayed when ready.

When turning OFF, you also need to shut down by pressing the [POWER] button on the control panel. Do not simply turn the main power switch OFF. For details, see the following page:

📖 P.18 “Turning OFF”

Tip

Log in to the equipment if you are managing this equipment with the Department Management function or User Management function.

📖 P.75 “Logging in”

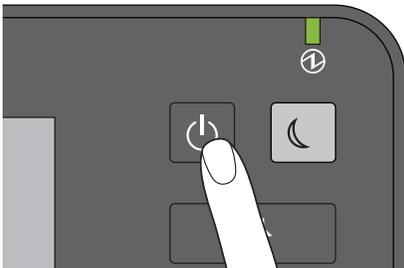
Turning OFF

Follow the steps below. Check the following items before turning off the equipment.

- No jobs should be left in the print job list.
- The DATA lamp (blue) or the DATA IN MEMORY lamp (green) should not be flashing.
(If the equipment is shut down while any of the above lamps are flashing, jobs in progress such as FAX reception will be aborted.)
- No computer should access the equipment over a network, such as TopAccess.

Notes

- When the [POWER SAVE] button (green) is on or flashing on the control panel, or the touch panel screen is still ON, do not press the main power switch to turn the power OFF. Stored data may be lost or the hard disk may be damaged.
- If you press the [POWER] button while a job is running, a message is displayed asking if you want to delete the current job and turn off the equipment.



Press the [POWER] button.

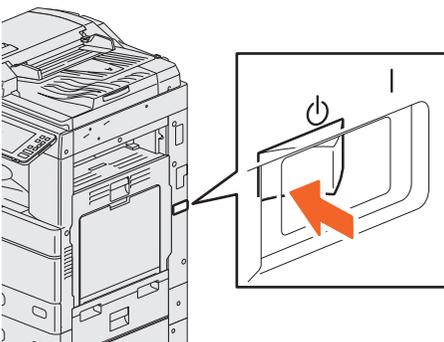
You can then select how to turn the equipment off. If you press [Hibernate] or [Shutdown], the screen disappears and the equipment is turned off after a short while.

If you press [Hibernate] the memory contents are saved to the hard disk before turning the equipment off. Select this if you want to start up the equipment faster next time it is turned on. If you press [Shutdown] the system is restarted and the system's memory is initialized. Select this if you will not use the equipment for a long period.

Note

When turning the equipment back on after turning it off, wait for approximately 30 seconds.

When the equipment is not used for a long period of time:



Select [Shutdown] to select a shutdown option. Check that the [POWER SAVE] button (green) has stopped flashing and the touch panel screen is off. Turn the power OFF with the main power switch.

The MAIN POWER lamp (green) turns off. The location of the main power switch varies between models.

P.8 "Front / Right side"

Saving power when not in use – power saving modes –

The following modes are available; Automatic Power Save mode, Sleep mode, and Deep Sleep mode. The table below shows the procedures to switch modes manually and conditions under which it enters into or recovers from each mode.

Power saving modes	Procedure to switch modes	Conditions to enter the mode	Status of equipment	Conditions to recover from the mode
Automatic Power Save mode	When a specified period of time ^{*1} has passed since the last use of the equipment.	—	A message is displayed to indicate the power saving status.	When you press the [POWER SAVE] button, or when print data or fax data are received.
Sleep mode	When you press the [POWER SAVE] button ^{*2} or when a specified period of time ^{*3} has passed.	When a particular option ^{*4} is installed or when a particular protocol ^{*5} is enabled.	The touch panel display turns off and the [POWER SAVE] button turns green.	Same as the Automatic Power Save mode.
Deep Sleep mode	When you press the [POWER SAVE] button ^{*2} or when a specified period of time ^{*3*} ^{*6} has passed.	When a particular option ^{*4} is not installed and also a particular protocol ^{*5} is disabled.	The touch panel display turns off and the [POWER SAVE] button turns green.	When you press the [POWER SAVE] button, when print or fax data are received through a wired LAN, or when the time set for Scheduled Print has come.

*1 The default value is 1 minute.

*2 The [POWER SAVE] button on the control panel.

*3 The default value is 1 minute.

*4 The Wireless LAN/Bluetooth Module.

*5 Any of IPX, AppleTalk and other protocols. When the IPsec function is enabled or the Ethernet speed is set to [AUTO (-1000MB)] or [1000BASE FULL], the equipment enters Sleep mode. For details, see the following guide:

 [TopAccess Guide \(PDF\)](#) : “Chapter 8: [Administration] Tab Page” - “[Setup] Item List”

*6 Depending on the network environment, the time for switching to Deep Sleep mode may take more than 10 minutes even if it is set to 10 minutes or less.

To change the time for entering each mode, see the following guide:

 [MFP Management Guide \(PDF\)](#) : “Chapter 2: SETTING ITEMS (ADMIN)” - “GENERAL”

Note

For the European version

Contact your service representative to change the default settings.

When the set time for switching to Automatic Power Save mode is the same as Sleep mode or Deep Sleep mode, the equipment enters into Sleep mode or Deep Sleep mode.

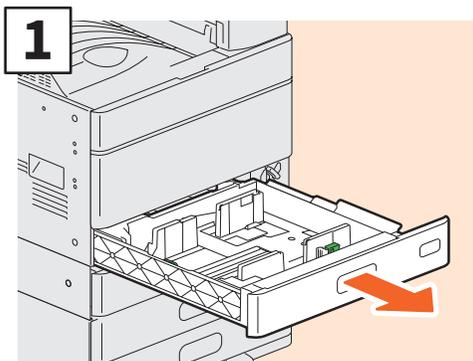
Note

If an original is placed on the original glass during power saving mode, the size is not detected even when the equipment recovers from this mode. After pressing the [START] button or the [POWER] button to recover from the mode, place it on the glass again.

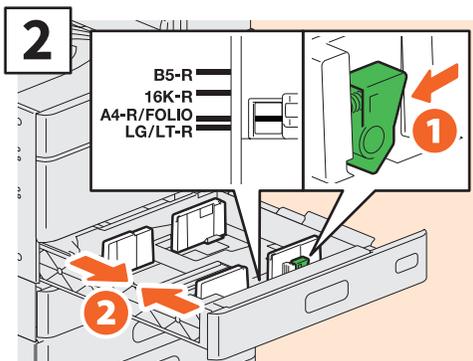
Placing Paper and Originals

This section explains how to set paper and originals. Incorrect setting causes image skews or paper jams. Follow the procedure below.

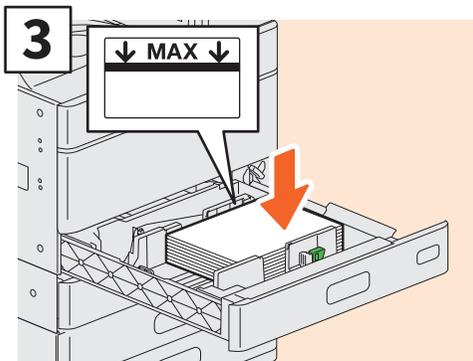
Placing paper



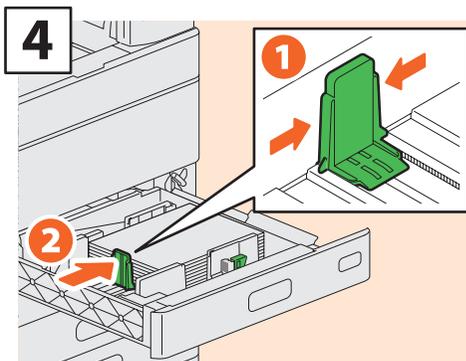
Pull out the tray.



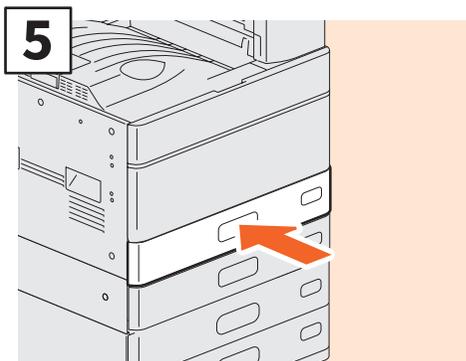
Set the side guide to match the paper width.



After fanning the paper, place it face up.



Set the end guide to match the paper size.



Push in the tray.

CAUTION

Be careful not to catch your fingers when pushing the tray back.

This could cause an injury.

Note

Check that the height of the paper does not exceed the MAX line on the side guides.

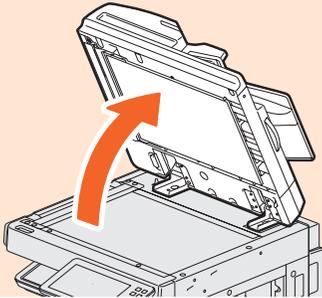
Tips

- See the following page for supported paper:
 *Specifications Guide* (PDF) : “Chapter 1: SPECIFICATIONS OF PAPER”
- Follow the procedure above to place paper in the Paper Feed Pedestal and the Additional Drawer Module. For placing paper in the Large Capacity Feeder, see the following guide:
 *Paper Preparation Guide* (PDF) : “Chapter 1: LOADING PAPER” - “Loading Paper in Trays”

Placing originals

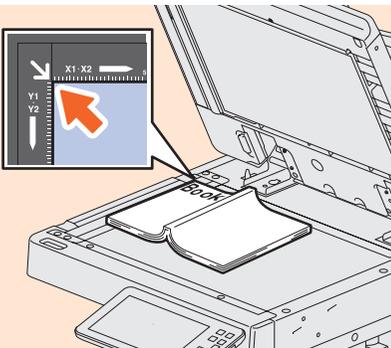
Original glass

1



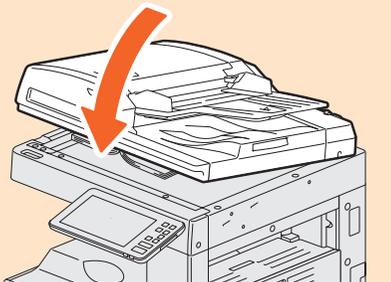
Raise the Original Cover, the Reversing Automatic Document Feeder, or Dual Scan Document Feeder.

2



Place the original face down on the original glass and align it with the left rear corner.

3



Lower the Original Cover, the Reversing Automatic Document Feeder, or Dual Scan Document Feeder.

 *Copying Guide* (PDF) : “Chapter 2: HOW TO MAKE COPIES” - “Enlarging or Reducing Images”

CAUTION

Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force.

Breaking the glass could injure you.

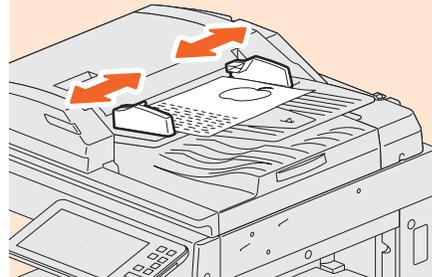
Reversing Automatic Document Feeder / Dual Scan Document Feeder

1



Place the originals face up on the original feeder tray.

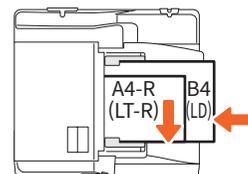
2



Align the side guides to the original length.

Tips

- You need to specify the size for the following originals because the size cannot be detected correctly.
 - Highly transparent originals (e.g. overhead transparencies, tracing paper)
 - Totally dark originals or originals with dark borders
 - Non-standard size originals (e.g. newspapers, magazines)
-  *Copying Guide* (PDF) : “Chapter 2: HOW TO MAKE COPIES” - “Specifying the Paper Size”
- When the Original Cover, the Reversing Automatic Document Feeder, or Dual Scan Document Feeder is closed, the scanner lamp flashes to detect the original size.
- When placing mixed-size originals on the Reversing Automatic Document Feeder or Dual Scan Document Feeder, adjust the side guides to the widest original, and then align the originals against the guide on the front.



1

Installing Client Software

How to install the client software such as the printer driver from the Software DVD-ROM co-packed with the equipment is described as follows.

Installing the printer drivers by using Software Installer

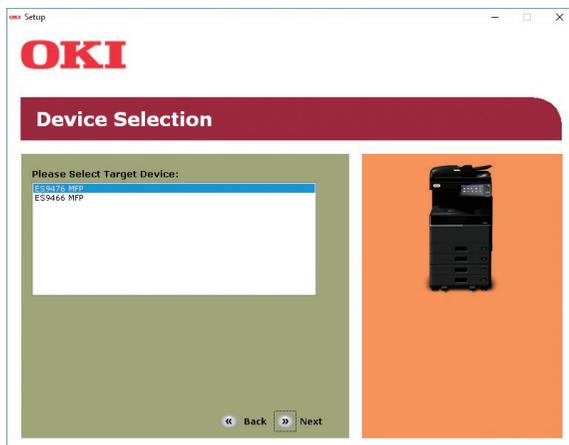
Notes

- Please refer to the following guides to connect with a USB cable:
 *Software Installation Guide* (PDF): “Chapter 2: INSTALLING PRINTER DRIVERS FOR WINDOWS”
- To complete this procedure, you must be logged in as an administrator.

- 1 Check that your machine and the computer are turned on and connected, and then insert the “Software DVD-ROM” into the computer.
- 2 Click [Run Setup.exe] after [AutoPlay] is displayed.
If the [User Account Control] dialog box is displayed, click [Yes].
- 3 Select the language.

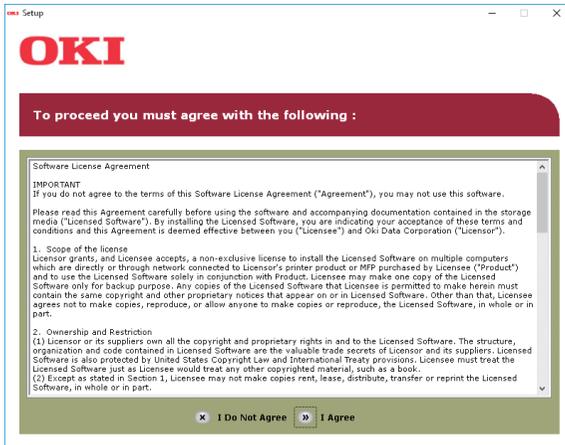


- 4 Select the device of your machine, and then click [Next].



5

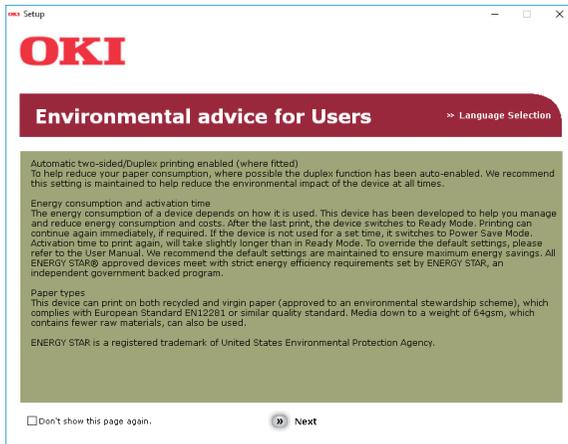
Read the license agreement and then click [I Agree].



1

6

Read the “Environmental advice for Users” and click [Next].



7

Select the checkbox for the printer driver you want to install, and click the “Multi-Install” button.

Note

By factory default, [PCL driver] is selected.

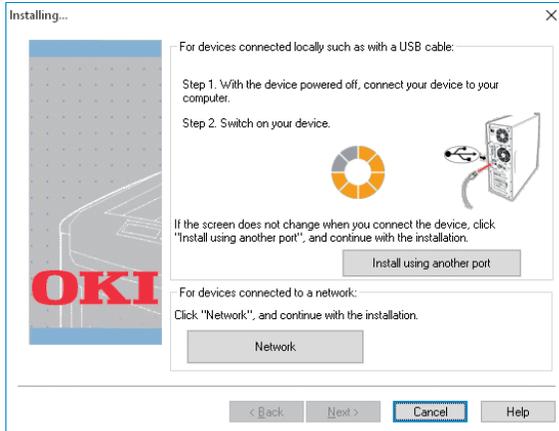
Continued
on next page 

23

8 If the [Windows Security] dialog box is displayed, click [Install this driver software anyway].

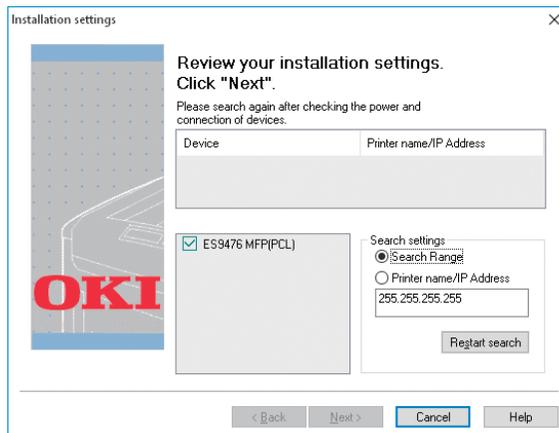
9 Click the [Network] button.

The device search starts.

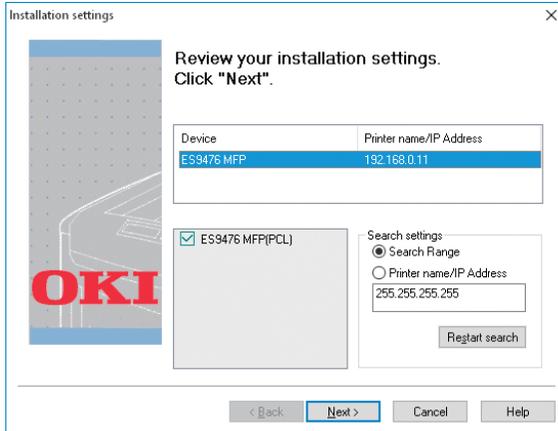


- If the machine is detected, it is automatically installed. Proceed to step 11.
- If the machine is not detected, the [Review your installation settings.] screen is displayed. Proceed to step 10.

10 Click [Restart search] to restart the device search.



After the machine is displayed, select the machine and click [Next].



Note

If the machine is not displayed by clicking [Restart search], select [Printer name/IP Address] and enter the IP address assigned to your machine, and then click [Next].

11 If the [Windows Security] dialog box is displayed, click [Install this driver software anyway].

12 Click the [Exit] button.



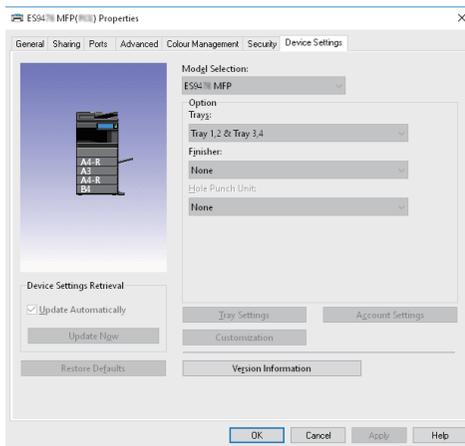
13 Remove the “Software DVD-ROM” from the computer.

The installation is complete.

Setting the printer driver

Before using the printer driver, you must configure the options installed.

- 1 Select the [Start] menu > [Settings] > [Devices] > [Devices and printers].
- 2 Right-click on OKI PCL Driver, and then click [Printer properties].
- 3 Obtain configuration data of the options automatically by opening the [Device Settings] tab menu.



- 4 Click [OK].

Chapter 2

BASIC OPERATIONS

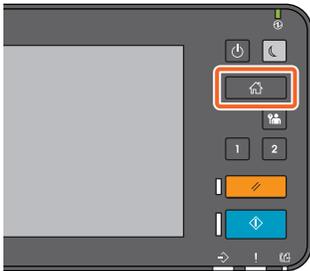
Home Screen Operations	28
Copying Operations	32
Fax Operations.....	36
Scanning Operations	40
e-Filing Operations	42
Printing Operations	44

Home Screen Operations

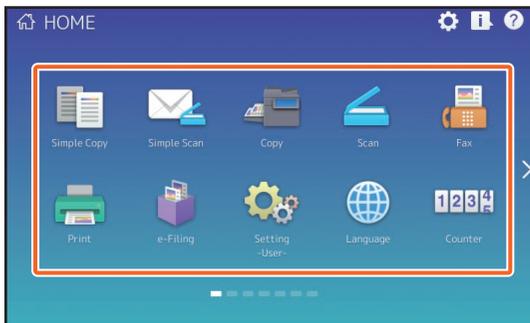
You can recall functions and register functions on the home screen.

Recalling functions

1 Press the [HOME] button.



2 Press the function you want.



Tip

The following functions can be recalled as the default.

- Simple Copy
- Simple Scan
- Copy
- Scan
- Fax (Optional)
- Print
- e-Filing
- Setting -User-
- Language
- Counter
- EWB (Optional)

Registering functions

- 1 Press the Home Setting button.

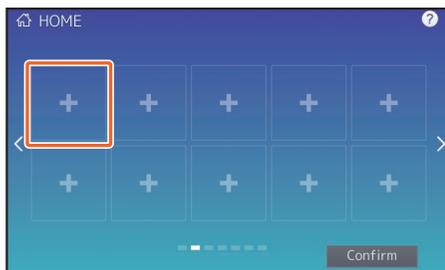


- 2 Enter the Administrator Password, and then press [OK].

- 3 Press [Button Contents].

- 4 Press the Page Position indicator to display the page where you want to add the button.

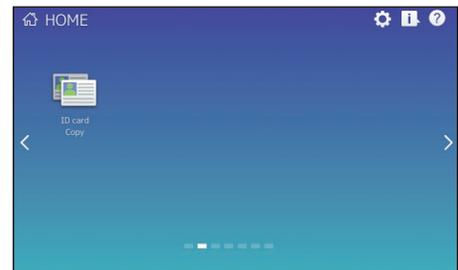
- 5 Press a button that does not have a function assigned.



- 6 Select the function you want, and then press [Confirm].

- 7 Press [X] at the top right corner of the button registration menu screen.

Example



2

Tip

You can register not only the functions but also the job settings, URL and applications in the Home screen. Moreover, you can remove the registered functions and perform customization such as a change of the numbers, size and background of the buttons.

Template Guide (PDF) : Chapter 1: REGISTERING JOB SETTINGS ONTO THE HOME SCREEN”

MFP Management Guide (PDF) : “Chapter 4: APPENDIX”

TopAccess Guide (PDF) : “Chapter 8: [Administration] Tab Page” - “[Registration] ([Administration] tab) Item List”

Using Simple Copy

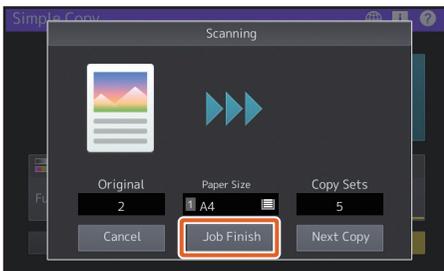
- 1** Press [Simple Copy].
- 2** Load the original document.
 P.21 “Placing originals”
- 3** Specify the **1** number of copies and **2** color mode, and press **3** [Start].



Tip

Press [Stop] if you want to cancel while copying.

- 4** If you have placed the original document on the original glass, press [Job Finish] to finish copying.



Simple Copy Settings

Sets

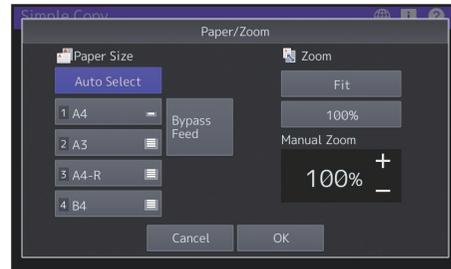
Specify the number of copies.

Color Mode

Specify the color mode and density.

Paper/Zoom

Specify the size of the copy paper and zoom.

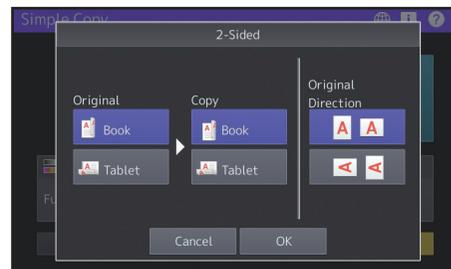
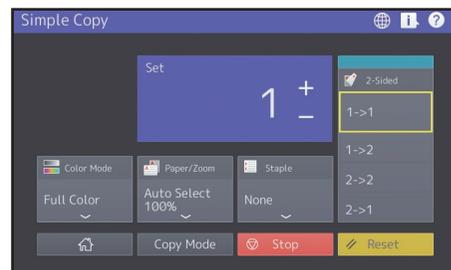


Staple

Specify how to staple.

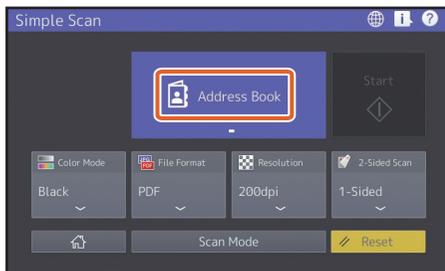
2-Sided

Specify the duplex setting for the original and copies.



Using Simple Scan

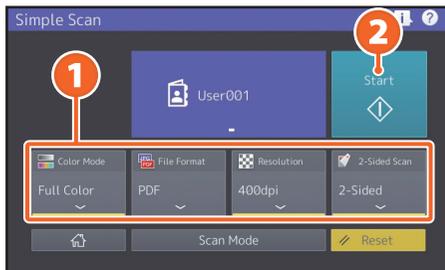
- 1 Press [Simple Scan].
- 2 Load the original document.
 P.21 “Placing originals”
- 3 Press [Address Book] and specify the recipient E-mail address.



Tip

When you press [Address Book], you can select whether to use a registered E-mail address or enter an E-mail address directly.

- 4 Specify the **1** color mode or other items, and press **2** [Start].



- 5 A preview is displayed. Check the image and press [OK].

Note

Simple Scan sends the scanned data to an E-mail address. An administrator needs to set up the equipment in advance.

Simple Scan Settings

Color Mode

Specify the color mode.

File Format

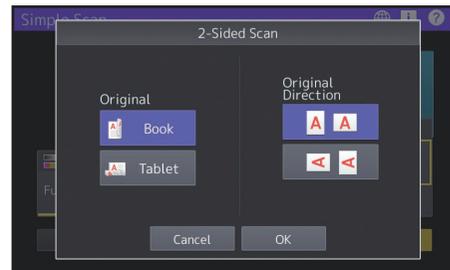
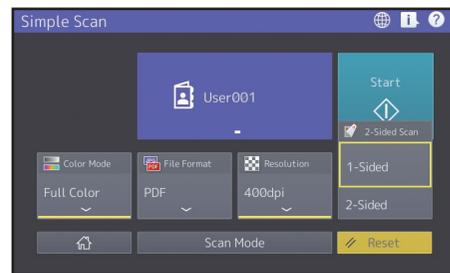
Specify the file format.

Resolution

Specify the resolution.

2-Sided

Specify the 2-Sided scan setting for the original.



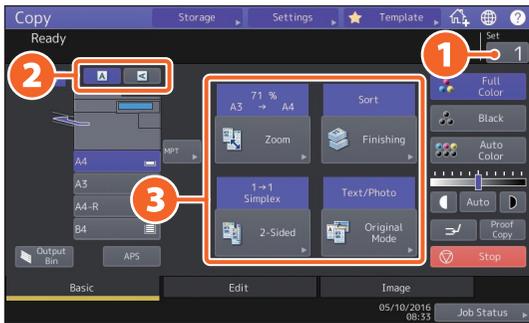
2

Copying Operations

This section explains procedures such as enlarging/reducing, duplex copying, and copying from MPT.

Making copies

- 1 Press [Copy] on the home screen.
- 2 Place the original.
 P.21 “Placing originals”
- 3 Specify the ① number of copies, ② orientation, and ③ mode as necessary.



Tip

You can switch the color mode. The following modes are available.

- Full Color:** Copies in full color. (Default)
- Black:** Copies in black and white.
- Auto Color:** Automatically determines the color of the originals.

- 4 Press the [START] button. Copying starts.

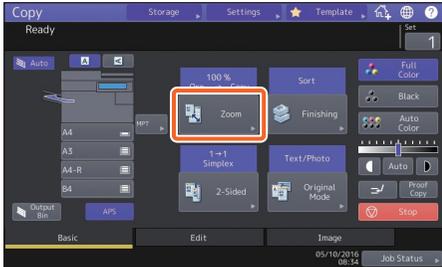


Tips

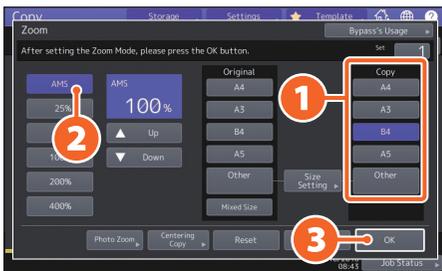
- To stop copying, press [Stop].
- Printouts are ejected to the stacker or the receiving stacker of the Finisher. The stacker to which the paper is ejected is indicated by the arrow on the touch panel.

Enlarging/Reducing

1 Press [Zoom].



2 **1** Select the paper size, **2** press [AMS], and then **3** [OK].

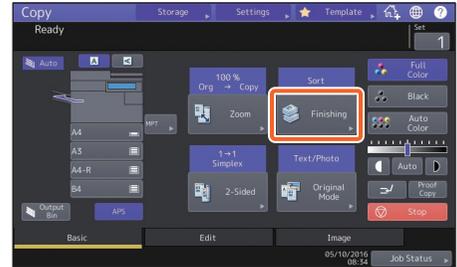


Tip

When copying a set of originals with different sizes and directions, press [Mixed Size].

Selecting finishing mode (sorting)

1 Press [Finishing].



Tip

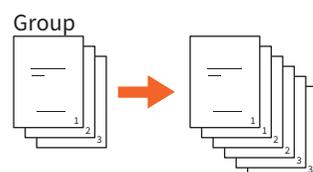
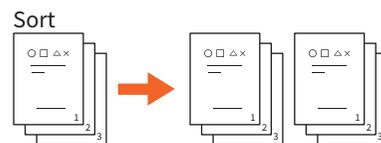
When using the Reversing Automatic Document Feeder or the Dual Scan Document Feeder, the sorting mode is automatically set.

2 **1** Press [Sort] and then **2** [OK].



Tips

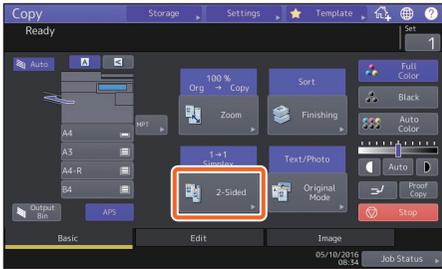
- To set the staple and hole punch mode, you need optional finishing devices.
P.72 "Options"
- For example, when "Original 1", "Original 2" and "Original 3" are copied in 2 sets, they can be made as follows.



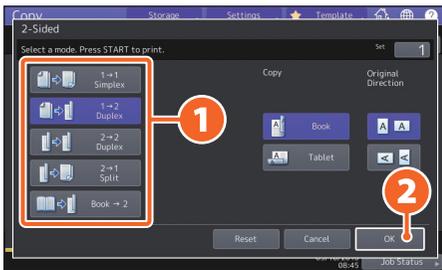
2

Setting duplex copy

1 Press [2-Sided].



2 **1** Select the duplex mode and then **2** press [OK]. Specify the [Copy] and [Original Direction] as necessary.



Tip

You can select from 5 types. For example, the following settings can be made.

1-sided original to 2-sided copy:

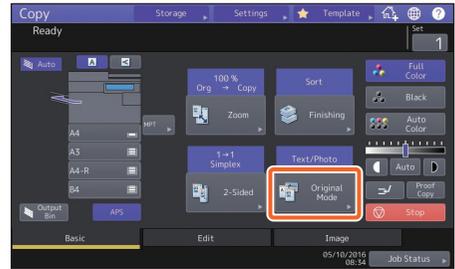


2-sided original to 2-sided copy:

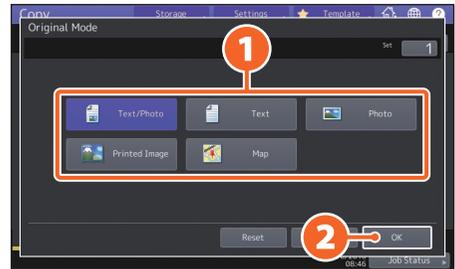


Setting original mode

1 Press [Original Mode].



2 **1** Select the original mode and then **2** press [OK].



Tip

Available modes differ depending on the color mode. You can select from 5 types in full color mode. For example, the following setting can be made.

Originals with text and photographs:



Density adjustment

Press **L** or **R** to adjust the density manually.



Tip

To lighten, press **L**, to darken, press **R**.

Press [Auto] to adjust the density automatically.



Tip

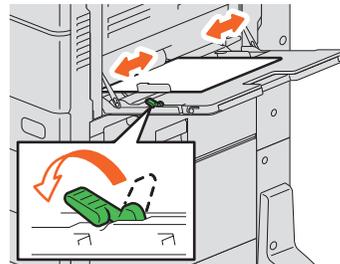
By default, density adjustment is set to [Auto] when the color mode is "Black".

Copying from MPT

- 1 Move the paper holding lever to the outside, and then 2 place paper face down on the MPT.



- 2 Align the side guides to the paper length and then move the paper holding lever toward the equipment.



- 3 1 Press the button corresponding to the size of paper set on the MPT, and then 2 [OK].



Tip

Press [Paper Type] if the paper on the MPT is other than plain paper.

- 4 Press the [START] button. Copying from MPT starts.

2

Fax Operations

This section explains procedures for sending a fax, such as specifying fax numbers in the address book or setting the transmission conditions.

Sending a fax

- 1** Press [Fax] on the home screen.
- 2** Place the original.
P.21 “Placing originals”
- 3** **1** Press () on the touch panel and enter the recipient fax number with the **2** ten key.



Tip

If you make a mistake when entering a fax number, press [Back Space] to delete one by one. Press [Clear] to delete all the numbers you entered.

- 4** Press [Send].



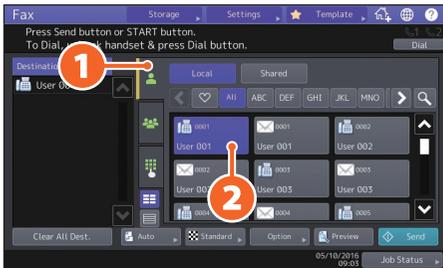
Tip

You can also press the [START] button on the control panel to send a fax.

Specifying recipients in the address book

Specifying recipients one by one

- 1 Press () and then 2 select the recipient.



Specifying recipients in groups

- 1 Press () and then 2 select the recipient.

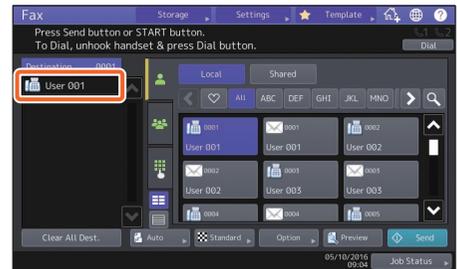


Tips

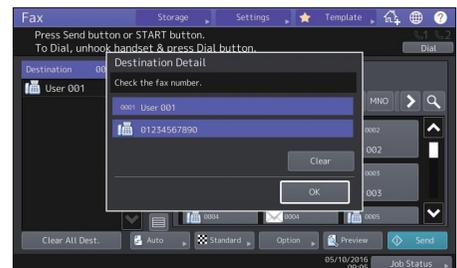
- You can specify up to 400 recipients (single and group).
- To cancel a selected recipient, press it again.

Confirming recipients

- 1 Select the recipient address you want to check from the address list.



- 2 Check the recipient address on the displayed screen.

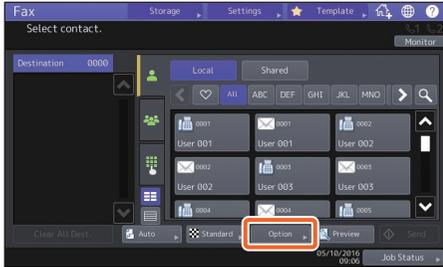


Tip

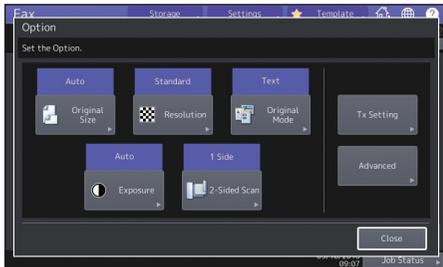
Press [Clear] and then [OK] to delete the recipient.

Setting the transmission conditions

1 Press [Option].



2 The transmission condition setting screen is displayed.



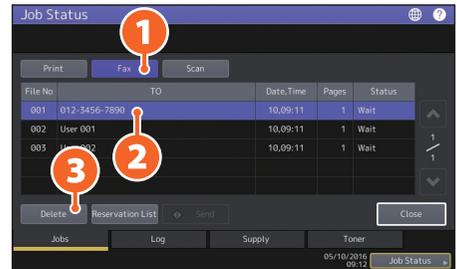
3 After each item is set, press [Close].

Canceling reserved transmissions

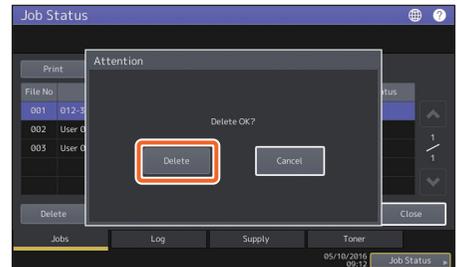
1 Press [Job Status].



2 **1** Press [Fax], **2** select the reserved transmission you want to delete, and then **3** press [Delete].



3 Press [Delete] on the confirmation screen.

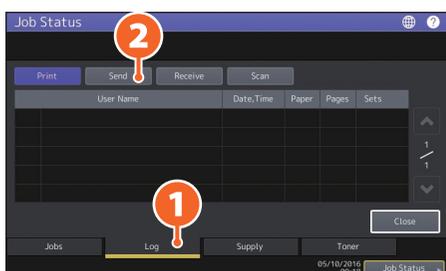


Checking communication status (log)

- 1 Press [Job Status].



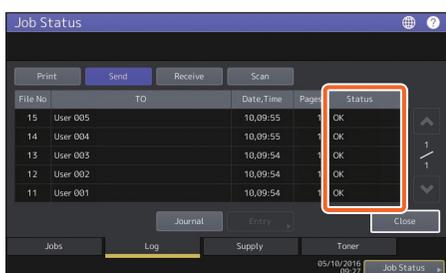
- 2
 - 1 Select the [Log] tab and then
 - 2 press [Send].



Tip

Press [Receive] to check the fax reception log.

- 3 If [OK] is indicated in the "Status", the transmission succeeded.

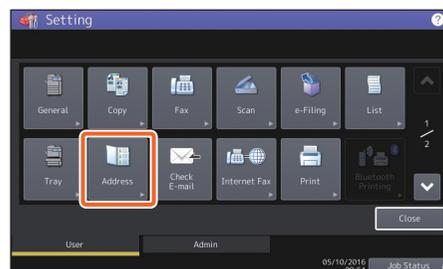


Tip

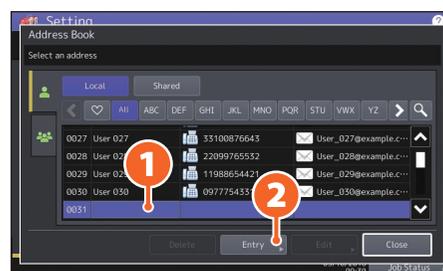
To register recipients in the address book from the send/receive log screen, select the record in the send or receive log, and then press [Entry].

Registering recipients

- 1 Press [Setting -User-] on the home screen and then [Address].



- 2
 - 1 Press an open button to create a new recipient and then
 - 2 [Entry].



- 3
 - 1 Enter the address information, and then press
 - 2 [OK].



Tip

To register a group in the address book, see the following guide:

MFP Management Guide (PDF) : "Chapter 1: SETTING ITEMS (USER)" - "ADDRESS"



Scanning Operations

This section explains procedures for the scanning function, such as how to store scanned data in a shared folder and store data in a Windows computer.

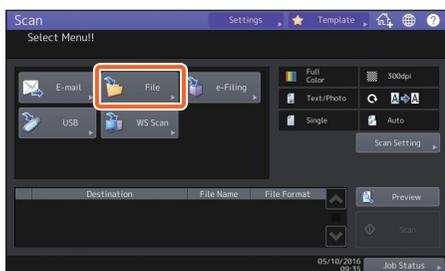
Storing the scanned data in a shared folder

1 Press [Scan] on the home screen.

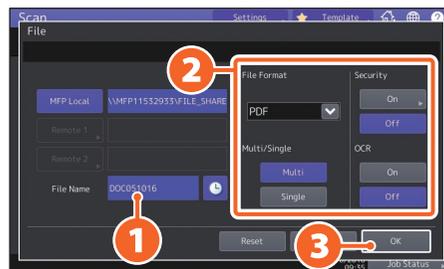
2 Place the original.
 📖 P.21 “Placing originals”

3 Make the scan settings.

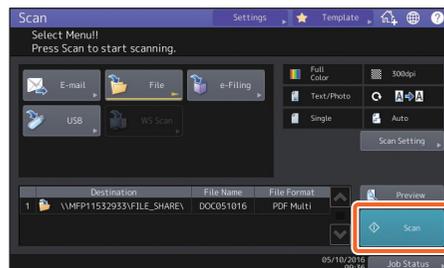
4 Press [File].



5 **1** Set [File Name], **2** File Format, etc. and then **3** press [OK].



6 Press [Scan].



Storing scanned data of a shared folder in a Windows computer

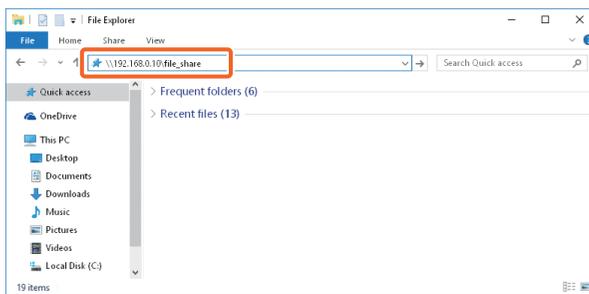
1 Start Windows Explorer.

2 Enter the name of the shared folder in which the IP address of the equipment and the scanned data are stored in the address bar using the following format, and then press the [Enter] button.

Format: \\[IP address of the equipment] \file_share

e.g.) When the IP address of the equipment is 192.168.0.10, enter

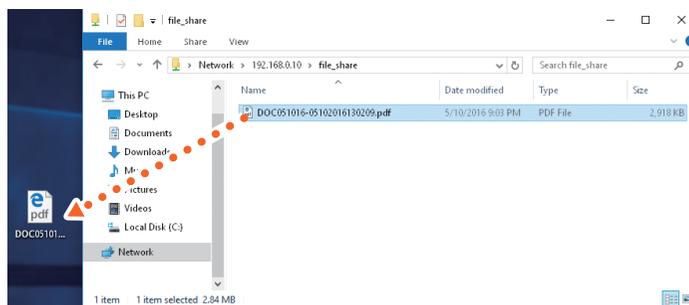
\\192.168.0.10\file_share in the address bar of Windows Explorer.



Tips

- For the IP address of the equipment, ask your network administrator.
- It is useful to make a shortcut of the “file_share” folder, as this allows you to skip step 2.

3 Store the scanned data in a Windows computer.



Note

Scanned data stored in the shared folder is automatically deleted in 30 days by default. Store it in a Windows computer before that.

e-Filing Operations

This function allows you to store documents in the hard disk of the equipment and then print as required.

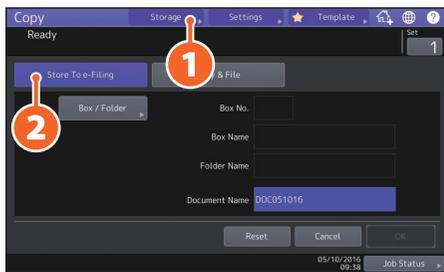
Storing documents

Originals are stored as e-Filing documents.

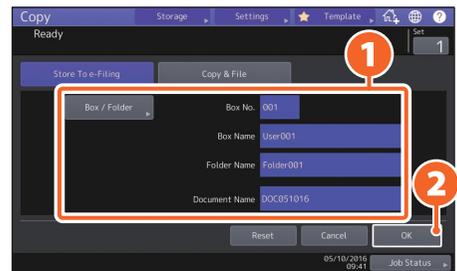
1 Press [Copy] on the home screen.

2 Place the original.
 P.21 “Placing originals”

3 **1** Press [Storage] and then **2** [Store To e-Filing].



4 **1** Specify the box to be stored and the document name, and then **2** press [OK].



Tip

When “Print this document?” appears, press [Yes] if you want to print and store.

5 Press the [START] button to store the documents.

Tip

You can store documents by copying them, scanning them, or using the printer driver. For details, see the following guides:

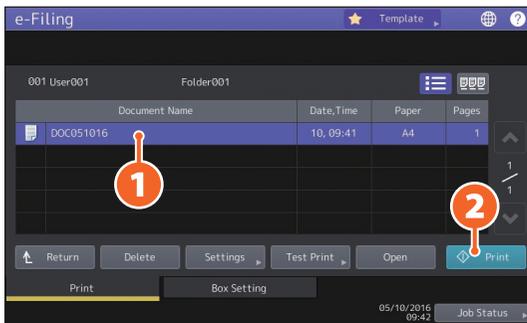
Scanning Guide (PDF) : “Chapter 2: SCANNING (BASIC OPERATION)” - “Saving Data in e-Filing Boxes”

Printing Guide (PDF) : “Chapter 2: PRINTING FROM WINDOWS APPLICATIONS” - “Outputting a Job Saved to the Equipment”

Printing Documents

The following explains how to print documents stored in e-Filing.

- 1** Press [e-Filing] on the home screen.
- 2** Select the box that contains the document you want to print.
- 3** **1** Select the document you want to print, and then **2** press [Print].



Tip



You can preview selected documents as thumbnails.

Delete

You can delete selected documents from e-Filing.

Settings

This allows you to make print settings, such as selecting the duplex printing mode or adding page numbers.

Test Print

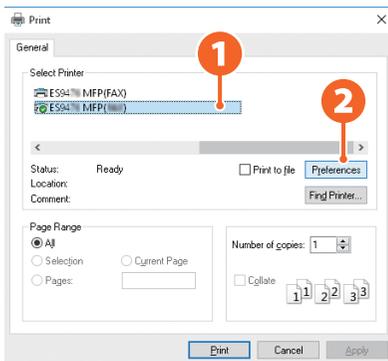
You can print specific pages for confirmation.

Printing Operations

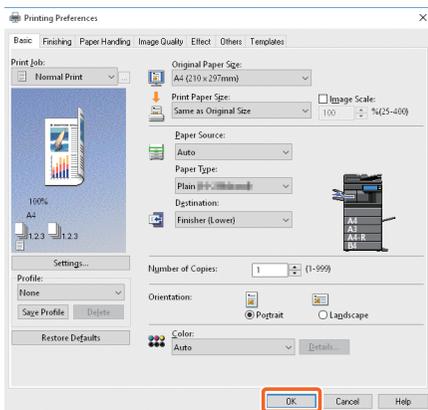
The following explains basic operations of the printing function. This is for printing from a Windows computer with a PCL Printer driver which needs to be installed in advance.

1 Select [Print] in the [File] menu of the application.

2 **1** Select the printer driver of the equipment, and then **2** click [Preferences] ([Properties]).



3 Set the print options, and click [OK].



4 Click [Print] ([OK]).



Tip

To install the printer driver in a Windows computer, see the following guide:

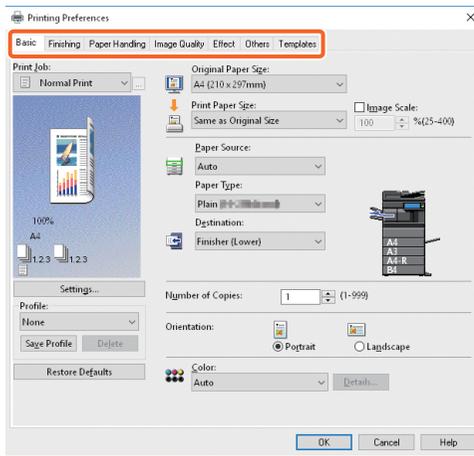
P.22 “Installing Client Software”

Software Installation Guide (PDF) : “Chapter 2: INSTALLING PRINTER DRIVERS FOR WINDOWS”

To install the printer driver in a Mac computer, see the following guide:

Software Installation Guide (PDF) : “Chapter 3: INSTALLING PRINTER DRIVERS FOR MAC OS”

Setting PCL Printer driver



To specify paper size or number of copy sets

Click the [Basic] tab.

To specify 2-sided printing or N-up printing

Click the [Finishing] tab. If the Finisher is installed, “Staple” or “Hole Punch” is available.



Tip

Select “Number of pages per Sheet” to print several pages on one sheet. Pages are reduced to fit the selected paper size and printed.

To specify Front cover printing

Click the [Paper Handling] tab.

To adjust Image quality

Click the [Image Quality] tab.

To print with character strings or graphics on the background of the paper

Click the [Effect] tab.

To skip blank pages

Click the [Others] tab.

To print with templates

Click the [Templates] tab.

MEMO

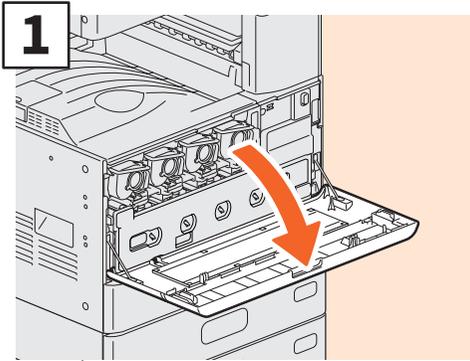
Chapter 3

MAINTENANCE

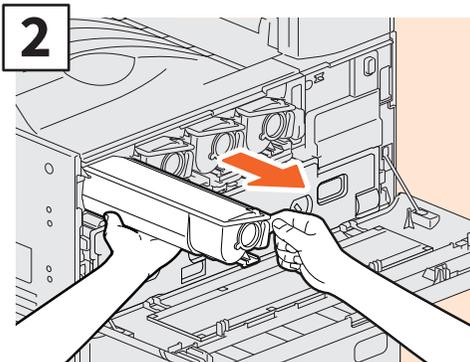
Replacing Toner Cartridge	48
Replacing Waste Toner Box	49
Replacing Staple Cartridge	50
Regular Cleaning	55

Replacing Toner Cartridge

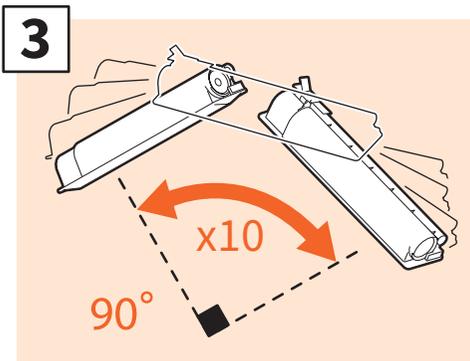
If a message is displayed informing you that the toner cartridge needs replacing, follow the procedures below.



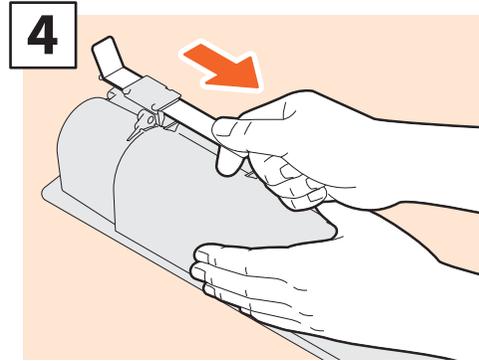
1 Open the front cover.



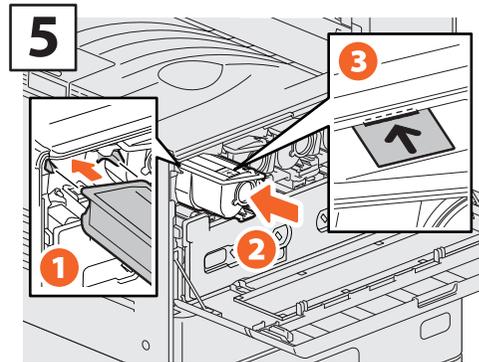
2 Remove the color toner cartridge.



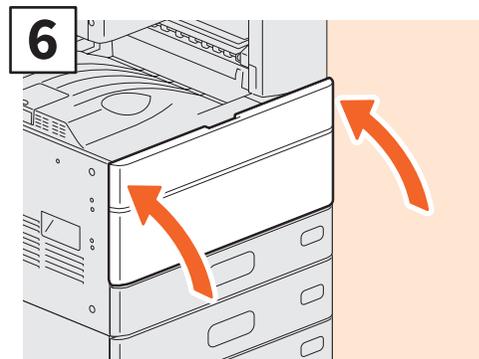
3 Shake the new toner cartridge well to loosen the toner inside.



4 Pull off the seal.



5 Align the new toner cartridge to the guide. Insert it up to the black line.



6 Close the front cover.

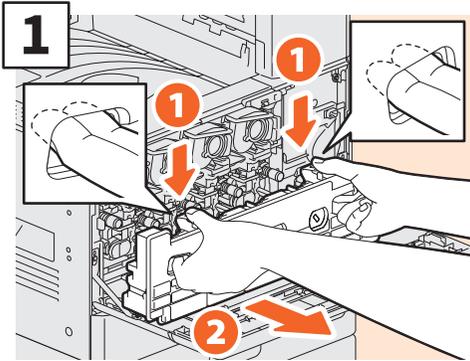
WARNING

Never attempt to incinerate toner cartridges.

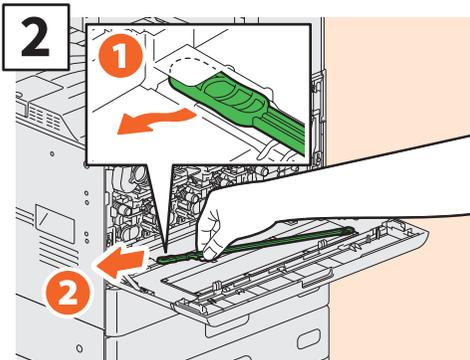
Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

Replacing Waste Toner Box

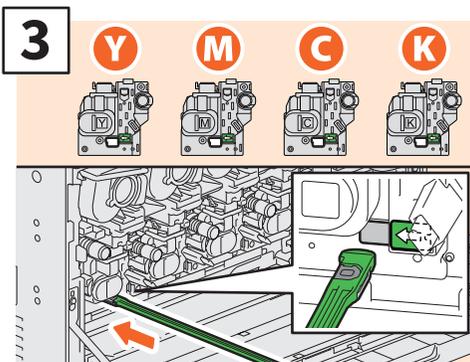
If a message is displayed on the touch panel for the ES9466 MFP/9476 MFP informing you that the waste toner box needs replacing, follow the procedures below.



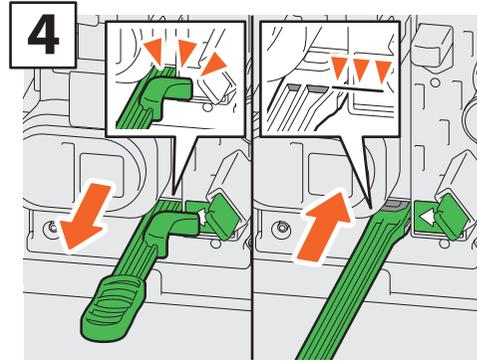
Open the front cover and put your fingers in the waste toner box front grooves, pull it toward you while pushing down the top latch.



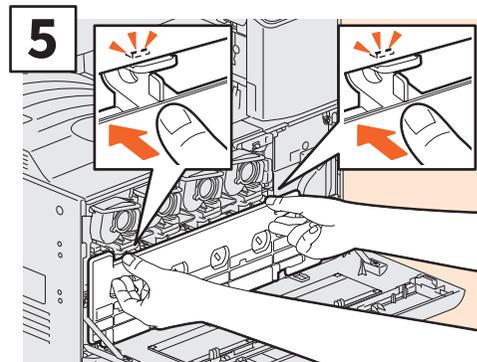
Take out the slit glass cleaner inside the cover.



Insert the cleaner through the service hole of the developer until you reach the end.



Insert the cleaner until you hit the end, and then pull it out. Repeat this 3 times for each color. When you finish cleaning, attach the cleaner so that its head is on the right and the handle is on the left.



Push the waste toner box until the top latches click. Close the front cover by pressing both edges.

3

WARNING

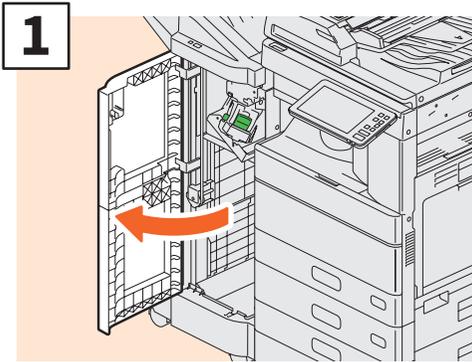
Never attempt to incinerate waste toner boxes.

Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

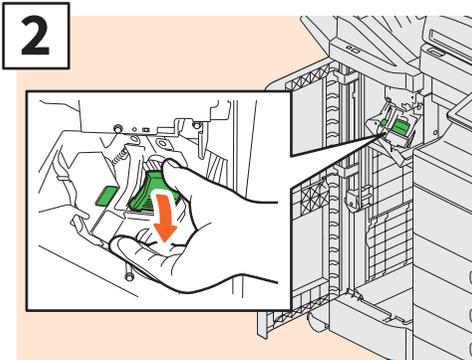
Replacing Staple Cartridge

If a message is displayed informing you that the staple cartridge needs replacing, follow the procedures below.

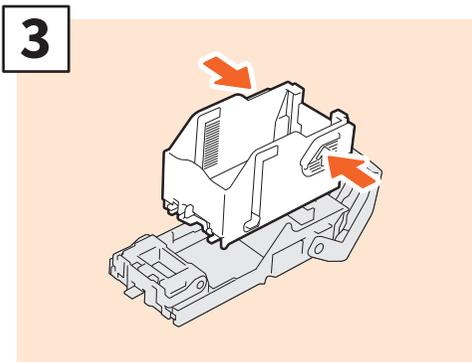
Stapler Unit of Finisher



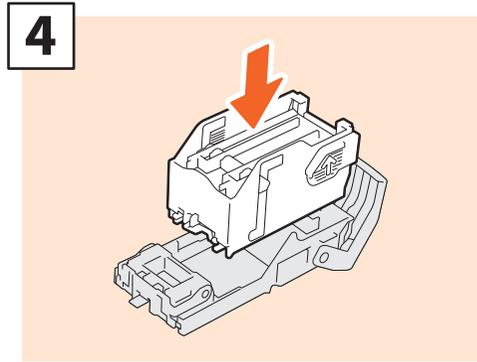
1 Open the front cover of the Finisher.



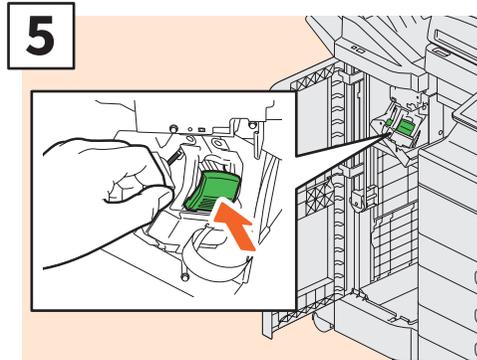
2 Remove the staple cartridge.



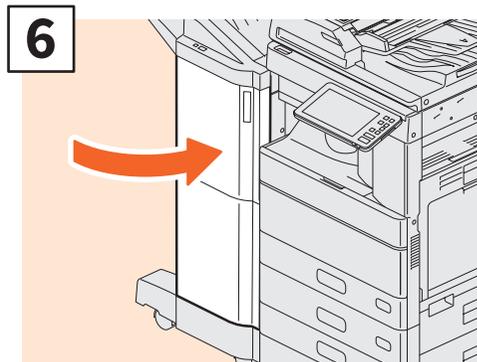
3 Take the empty staple case out of the staple cartridge.



4 Install a new staple case into the staple cartridge.

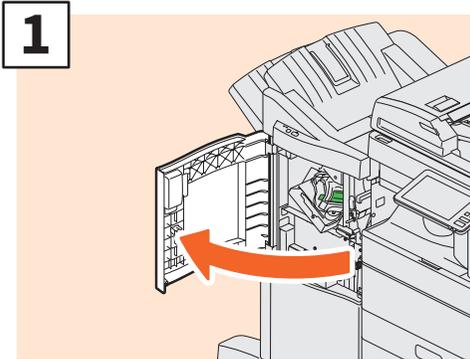


5 Install the staple cartridge.

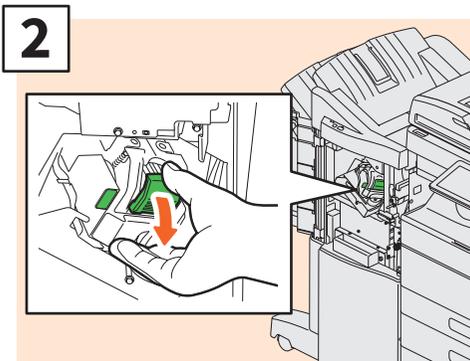


6 Close the front cover of the Finisher.

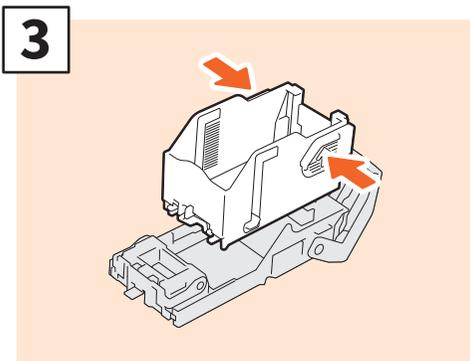
Stapler Unit of Saddle Stitch Finisher



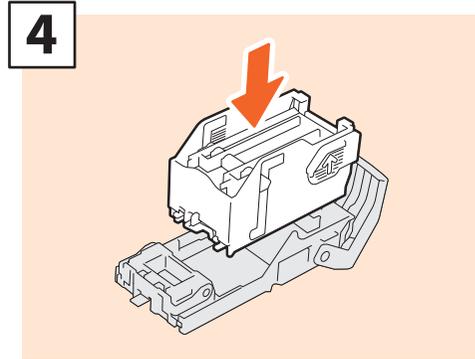
1 Open the front cover of the Finisher.



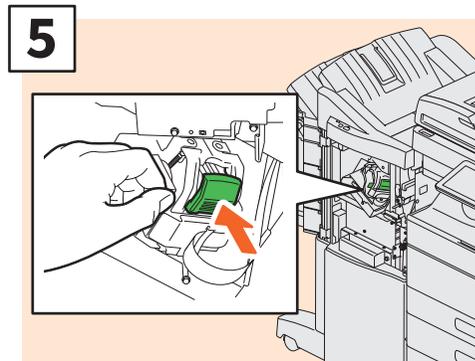
2 Remove the staple cartridge.



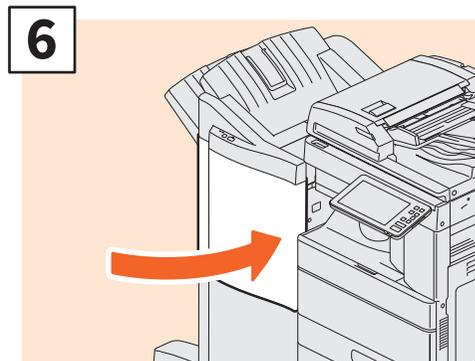
3 Take the empty staple case out of the staple cartridge.



4 Install a new staple case into the staple cartridge.



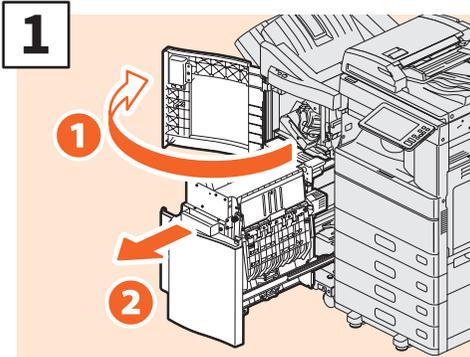
5 Install the staple cartridge.



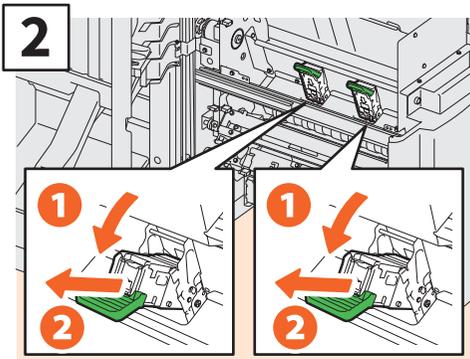
6 Close the front cover of the Finisher.

3

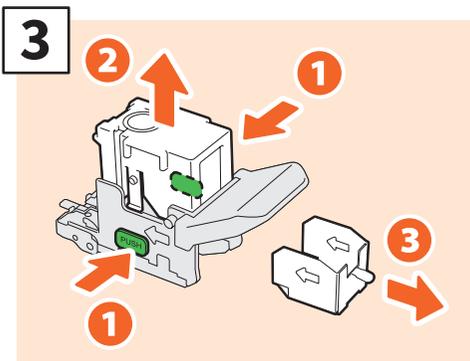
Saddle Stitch Unit of Saddle Stitch Finisher



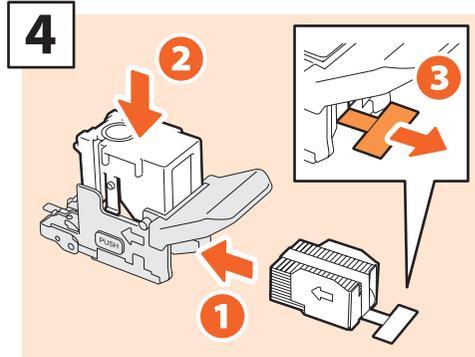
Open the front cover of the Finisher, and then pull out the saddle stitch unit.



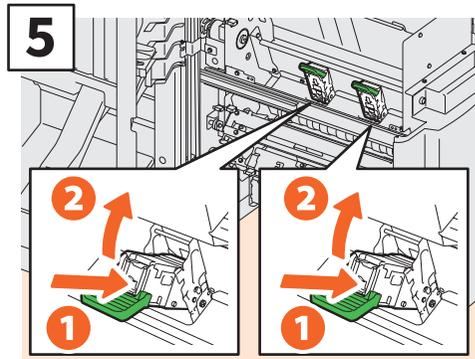
Take out the two empty staple cartridges.



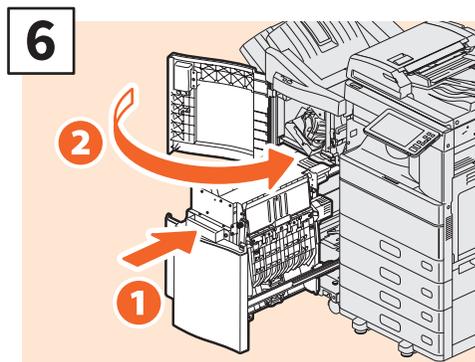
Take the empty staple case out of the staple cartridge.



Install a new staple case into the staple cartridge and remove the seal bundling the staples.

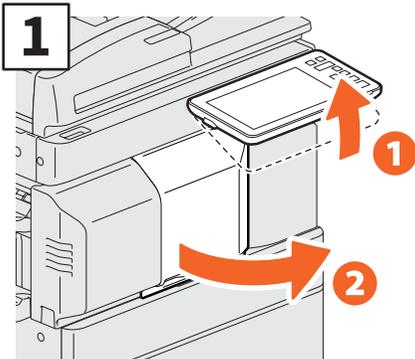


Install two new staple cartridges.

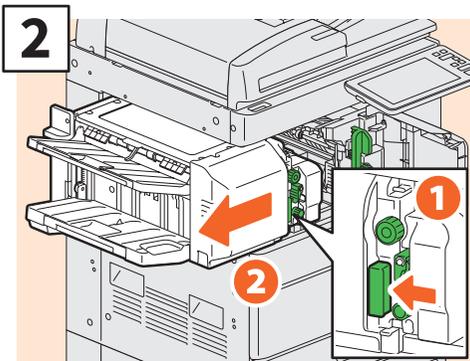


Insert the saddle stitch unit into the Finisher, and then close the front cover.

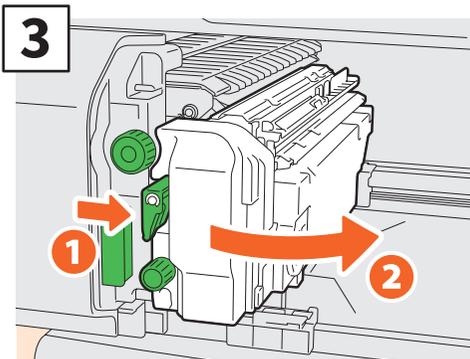
Stapler Unit of Inner Finisher



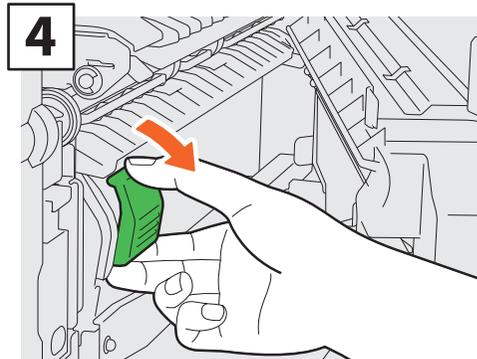
Lift up the control panel, and open the front cover of the Finisher.



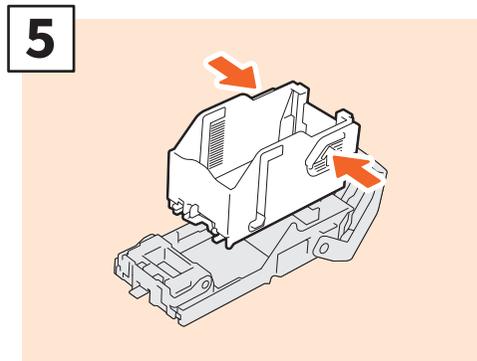
Holding the lever, move the finisher to the left until it comes to a stop.



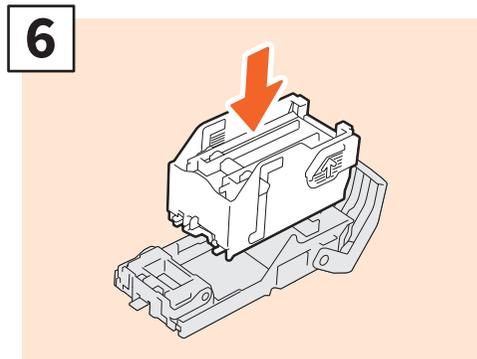
Open the Hole Punch Unit while pushing the lever.



Remove the staple cartridge.



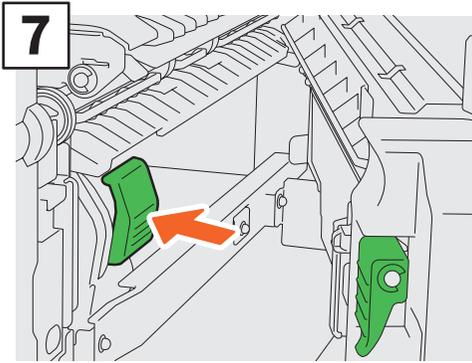
Push the buttons on both sides of the cartridge to take off the staple case.



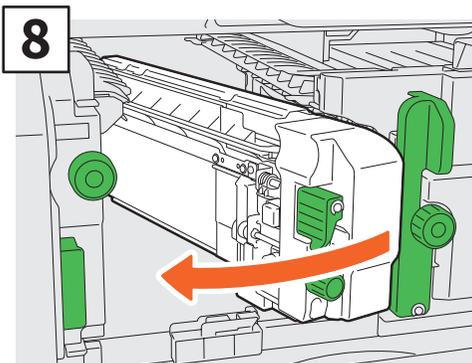
Install a new staple case.

3

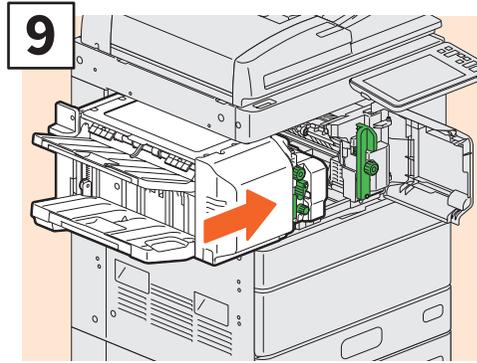
Continued on next page 



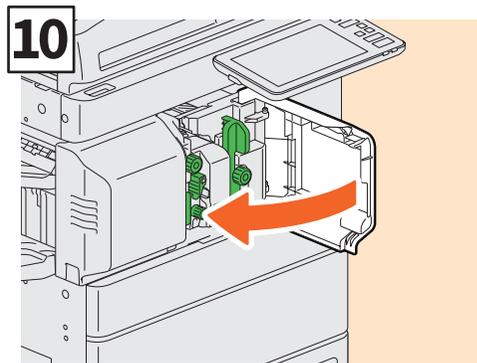
Install the staple cartridge.



Return the Hole Punch Unit to its original position.



Carefully return the finisher to its original position.



Close the front cover of the Finisher.

⚠ CAUTION

Do not put your hand or fingers on the top of the finisher when closing it.

This could cause an injury.

Regular Cleaning

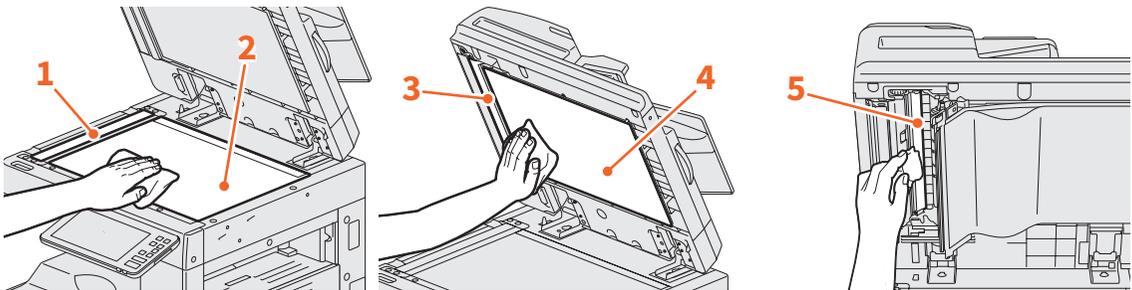
Poor quality printing such as uneven and soiled images can be improved by simple cleaning. This section describes the cleaning methods.

Cleaning for the scanning area, original glass, guides, and platen sheet

We recommend cleaning the following items weekly, so that the originals can be scanned cleanly. Be careful not to scratch the parts.

Notes

- Be careful not to scratch the parts.
- When cleaning the surface of the equipment, do not use such organic solvents such as thinner or benzene.
 - This could warp the shape of the surface or leave it discolored.
- When using a chemical cleaning pad, follow the instructions provided with the pad.



1. Scanning area (surface of the long rectangular glass) / 2. Original glass

Wipe it with a soft dry cloth. If there are still stains remaining, wipe with a piece of soft cloth which has been moistened with water and then squeezed well.

Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

3. Guide / 4. Platen sheet

Clean the surface as follows depending on the stain.

- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

5. Scanning area of Dual Scan Document Feeder (surface of the long rectangular glass)

Wipe it with a soft dry cloth. If there are still stains remaining, wipe with a piece of soft cloth which has been moistened with water and then squeezed well.

Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

Cleaning for the front cover

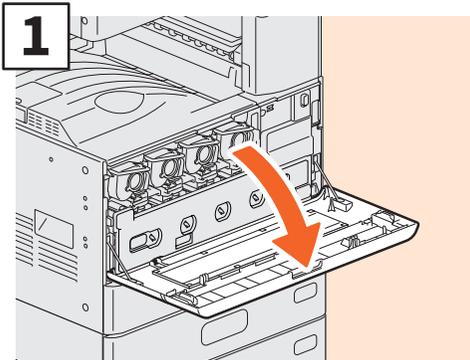
When the front cover has got dirty, lightly wipe it clean with a soft cloth.

Notes

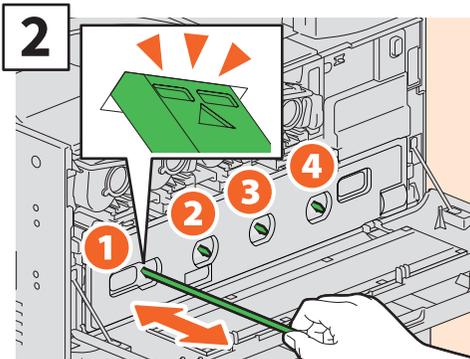
- Be careful not to scratch the parts to be cleaned.
- Do not use a hard cloth or dirty cloth or a tissue.

Cleaning the main chargers and LED print heads or slit glass

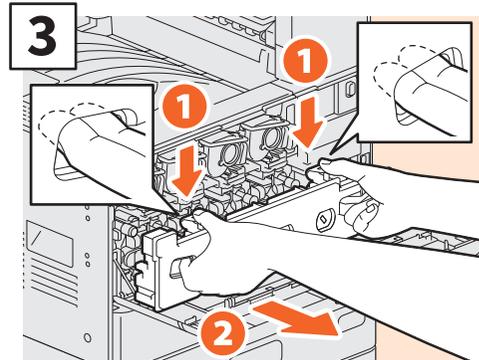
If the inside of the main chargers and the print heads of the LED or slit glass are dirty, the dirt will be transferred to the copied image. Clean them following the procedure below.



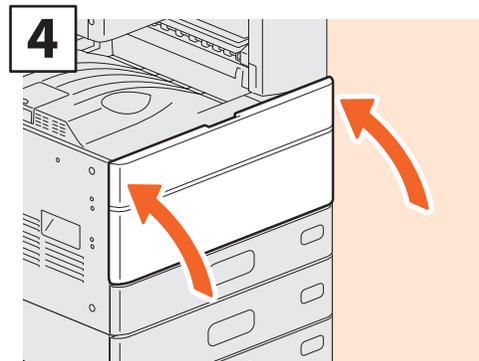
1 Open the front cover.



2 Pull out the cleaner until the mark appears, and then return it. Repeat this 3 times for each color.



3 Put your fingers in the waste toner box front grooves and pull it toward you while pushing down the top latch, and then clean the LED print heads. For instructions on how to clean the LED print heads, see the following page:
 P.49 “Replacing Waste Toner Box” (Steps 2 to 6)
 P.49 “Replacing Waste Toner Box” (Steps 2 to 5)



4 Close the front cover.

Note

Check that the cleaning knob is fully inserted after cleaning.

Chapter 4

TROUBLESHOOTING

Troubleshooting	58
FAQs	62

Troubleshooting

When problems such as paper jams occur, see the following explanations or the guides (PDFs) on P.60 “About the Troubleshooting Guides”.

Symbols and messages appear on the touch panel

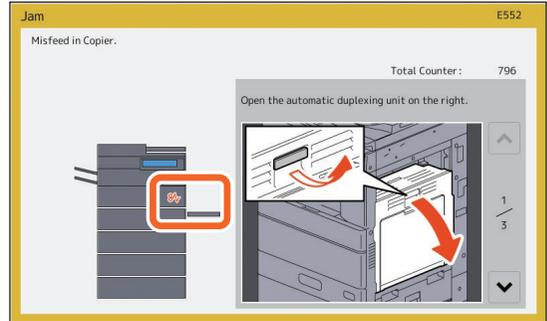
Symbols for paper jams or messages etc. occasionally appear on the touch panel.

For details of the paper jam symbols, see the following guide:

 *Hardware Troubleshooting Guide* (PDF) : “Chapter 1: TROUBLESHOOTING FOR THE HARDWARE” - “Clearing a Paper Jam”

For details of the messages on the touch panel, see the following guide:

 *Hardware Troubleshooting Guide* (PDF) : “Chapter 1: TROUBLESHOOTING FOR THE HARDWARE” - “Messages Displayed on the Touch Panel”



When paper jams occur

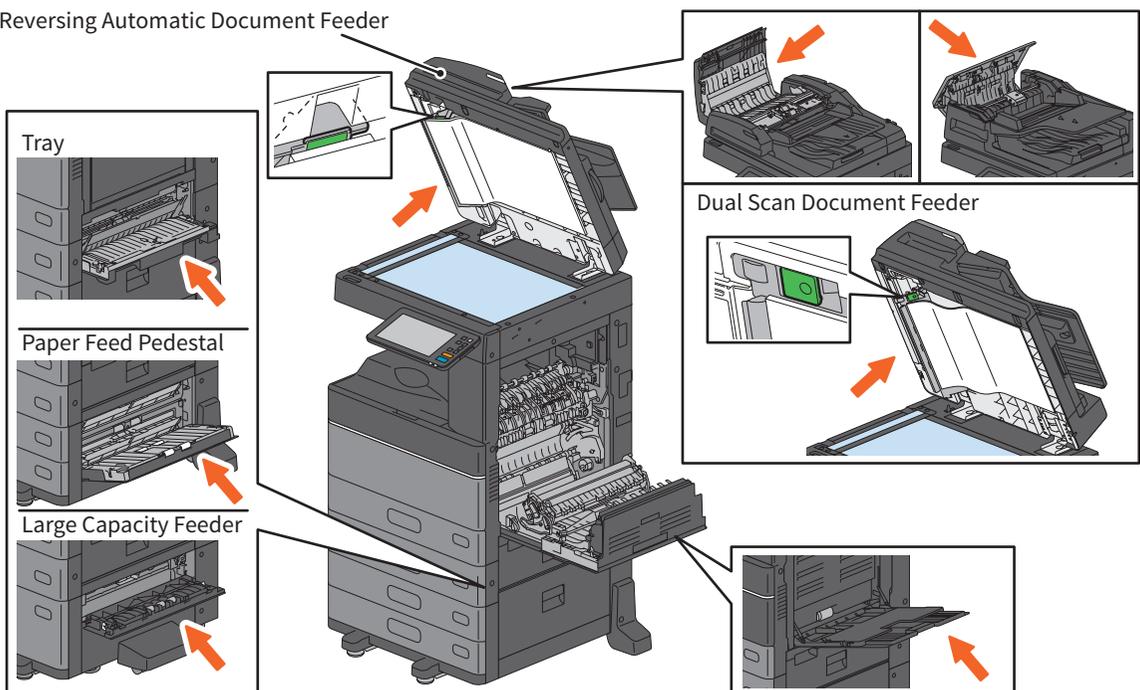
When paper jams occur, follow the instructions on the touch panel or see the following guide:

 *Hardware Troubleshooting Guide* (PDF) : “Chapter 1: TROUBLESHOOTING FOR THE HARDWARE” - “Clearing a Paper Jam”

Covers of the equipment and the options

The covers of the equipment and the options to be opened when paper jams occur are indicated by the arrows in the following illustrations.

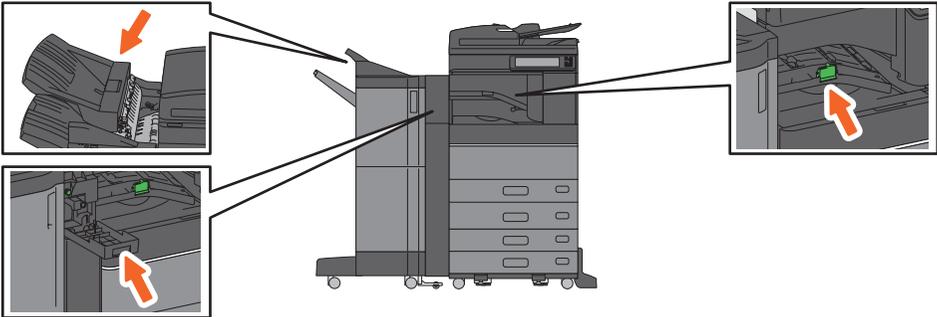
Reversing Automatic Document Feeder



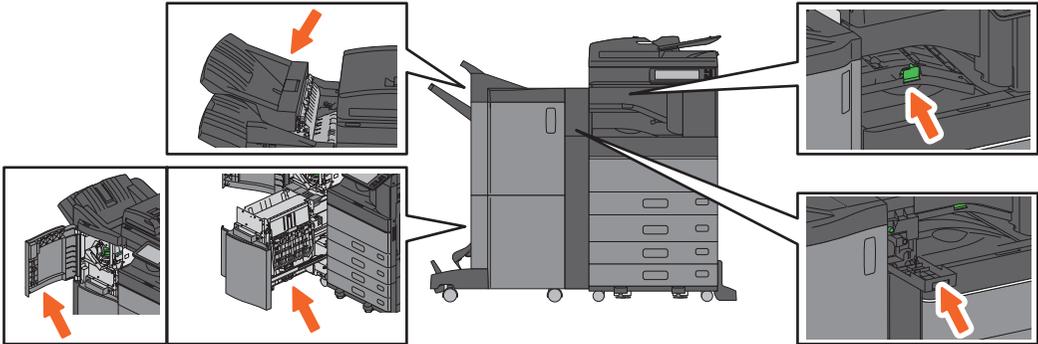
Covers of the Finisher, the Hole Punch Unit and the Bridge Unit

The covers of the Finisher, Hole Punch Unit and Bridge Unit to be opened when paper jams occur are indicated by the arrows in the following illustrations.

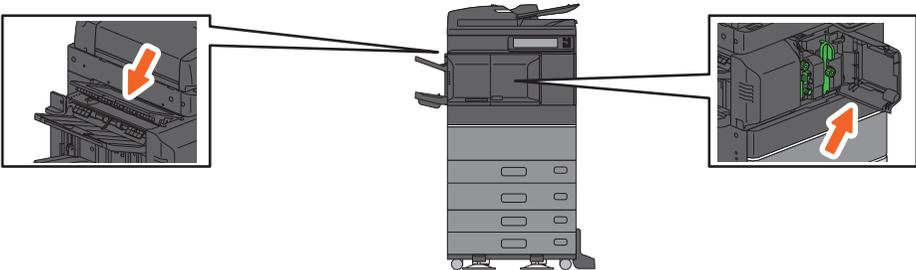
The Finisher, the Hole Punch Unit and the Bridge Unit



The Saddle Stitch Finisher, the Hole Punch Unit and the Bridge Unit



The Inner Finisher and the Hole Punch Unit



About the Troubleshooting Guides

The *Hardware Troubleshooting Guide* and the *Software Troubleshooting Guide* (PDFs) describe the causes and solutions for problems that may occur.

References to the Hardware Troubleshooting Guide

Chapter	Title	Section
Chapter 1	TROUBLESHOOTING FOR THE HARDWARE	When This Screen Is Displayed
		Messages Displayed on the Touch Panel
		Clearing a Paper Jam
		Clearing a Staple Jam
		Replacing a Toner Cartridge
		Replacing the Waste Toner Box (Color Models)
		Refilling With Staples
		Cleaning the Inside of the Equipment
		Cleaning the Hole Punch Dust Bin
		When Printed Sheets Overflow from the Stacker
Chapter 2	WHEN SOMETHING IS WRONG WITH THE EQUIPMENT	When You Think Something Is Wrong With the Equipment
		Regular Maintenance

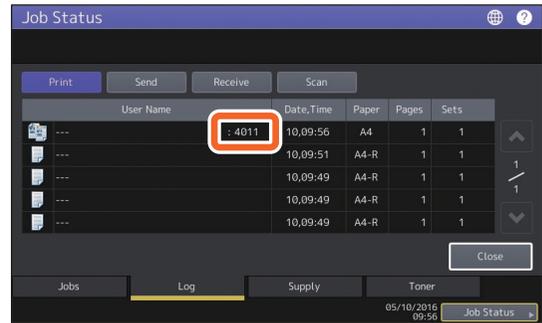
References to the Software Troubleshooting Guide

Chapter	Title	Section
Chapter 1	CONFIRMING JOB STATUS ON THE TOUCH PANEL	Confirming Job Statuses of Printing/Copying/Scanning/Faxing
Chapter 2	TROUBLESHOOTING FOR COPYING	Copying Problems
Chapter 3	TROUBLESHOOTING FOR PRINTING	Print Job Problems
		Printer Driver Problems
		Network Connection Problems
		Client Problems
		Hardware Problems
Chapter 4	TROUBLESHOOTING FOR SCANNING	Scanning Problems
Chapter 5	TROUBLESHOOTING FOR e-Filing	e-Filing Web Utility Problems
Chapter 6	TROUBLESHOOTING FOR NETWORK CONNECTIONS	Locating the Equipment in the Network
		LDAP Search and Authentication Problems
		Printing Problems (Network Related)
		Network Fax (Fax) Driver Problems
		Client Software Authentication Problems
Chapter 7	TROUBLESHOOTING FOR FAXING	Wireless LAN Connection Problems
		Faxing Problems
Chapter 8	CHECKING THE EQUIPMENT STATUS WITH TopAccess	Hardware Status Icons on TopAccess [Device] Tab
		Error Messages
		Error Codes
Chapter 9	WHEN SOMETHING IS WRONG WITH THE EQUIPMENT	When You Think Something Is Wrong With the Equipment

Error codes

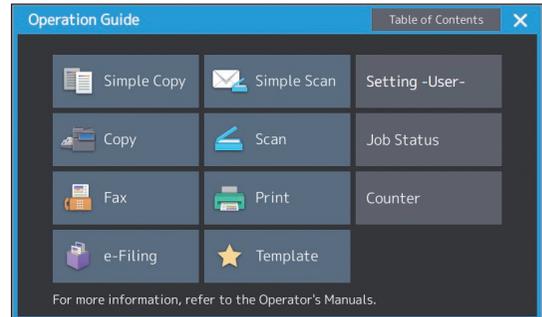
Press Job Status button on the home screen and then the [LOG] tab on the touch panel. The job history and error codes are displayed in the Log menu.

 **Software Troubleshooting Guide**(PDF) : “Chapter 8: CHECKING THE EQUIPMENT STATUS WITH TopAccess” - “Error Codes”



Using the Help

You can display the Help for this equipment by pressing  on screens that have  at the top right corner.



FAQs

This section introduces FAQs from our customers. If you have a problem, read this section first.

Copying

Can I copy originals in different sizes in one go?

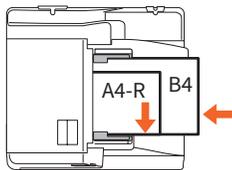
Yes. By using the Reversing Automatic Document Feeder or the Dual Scan Document Feeder, you can copy more than one original in different sizes such as A4 or B4 in one go.

Original sizes that can be copied in one go are as follows:

North America: LD, LG, LT, LT-R, COMP

Outside North America: A3, A4, A4-R, B4, B5, FOLIO

1. Place paper in the tray. If you want to copy on paper of the same size as the originals, place paper of the corresponding size in the different trays.
2. Adjust the side guides to the widest original. Place the originals by aligning them against the guide on the front.

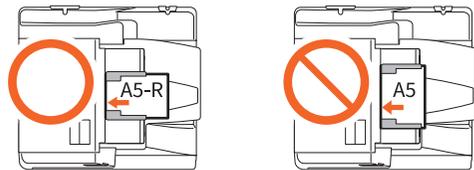


3. Press [Zoom].
4. Press [Mixed Size].
5. If you want to copy all the originals on paper of the same size, press [AMS].
6. Press [OK] to return to the basic menu for copying functions.
7. <To copy on paper of the same size>
Press an icon on the touch panel that indicates the tray containing the paper size you want.
<To copy on paper of the same size as the original>
Press [APS].
8. Press the [START] button on the control panel.

Copying Guide (PDF) : “Chapter 2: HOW TO MAKE COPIES” - “Specifying the Paper Size” - “Copying mixed-size originals in one operation”

Can I copy an A5 original with the Reversing Automatic Document Feeder or the Dual Scan Document Feeder?

Yes. Place an A5 original on the Reversing Automatic Document Feeder or the Dual Scan Document Feeder in a landscape direction.



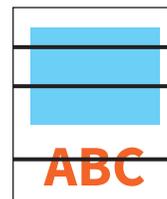
For how to place originals on the Reversing Automatic Document Feeder or the Dual Scan Document Feeder or the available types and sizes of originals see the following guide:

Paper Preparation Guide (PDF) : “Chapter 2: PLACING ORIGINALS” - “Placing Originals” - “Acceptable originals”

Black streaks appear on the copied image.

If the scanning area is dirty, black streaks may appear on the copied image or faxes made with the Reversing Automatic Document Feeder or the Dual Scan Document Feeder.

Clean the scanning area. See the following page or the following guide:



P.55 “Regular Cleaning”

Hardware Troubleshooting Guide (PDF) : “Chapter 2: WHEN SOMETHING IS WRONG WITH THE EQUIPMENT” - “Regular Maintenance”

Faxing

Can I forward a received fax?

Yes. You can forward a received fax to another facsimile as it is, or as an Internet Fax job.

To forward a fax, you need the previous settings. See the following guide:

 **GD-1370 Fax Guide** : “Chapter 3: USING THE FAX UNIT (USEFUL FUNCTIONS)” - “Using the Mailbox Function”

You can also forward to a shared folder in this equipment, an e-Filing box, or an E-mail address other than a fax number or an internet fax number, from the TopAccess menu. See the following guide:

 **TopAccess Guide (PDF)** : “Chapter 5: [Registration] Tab Page” - “[Registration] How to Set and How to Operate” - “Managing mailboxes”

How can I register or change a sender's name or fax number?

You can register or change a sender's name or fax number as follows.

Setting -User-> Admin > Fax > Terminal ID

 **MFP Management Guide (PDF)** : “Chapter 2: SETTING ITEMS (ADMIN)” - “Fax” - “Registering the terminal ID”

How can I prevent mistakes in sending faxes?

To prevent mistakes, confirm that you set the correct recipient before you send a fax. See the following page:

 P.37 “Confirming recipients”

You can also prevent mistakes by following the steps below. For details, contact your service technician or representative.

- Disable the direct input of fax numbers and limit the destination setting to selections from the address book.
- Specify the destination twice and compare them. If they are the same, send the fax.

Can I send a fax from a computer?

Yes. You can send a fax or an Internet Fax from a computer in which the Fax Driver is installed. You do not need to print the original fax.

1. Select [Print] in the [File] menu of the application.
2. Select [OKI MFP Fax], and then click [Preferences] ([Properties]).
3. Specify the destination on the [Send] tab of the printer driver, and then click [OK].
4. Click [Print] ([OK]).

 **GD-1370 Fax Guide** : “Chapter 4: USING FAX DRIVER (NETWORK FAX)” - “Sending Network Faxes”

Scanning

How can I scan an image in the JPEG format?

Select [Full Color] or [Gray Scale] for color modes in the scan setting, and then select [JPEG] for the file format.

 **Scanning Guide** (PDF) : “Chapter 2: SCANNING (BASIC OPERATION)” - “Saving Data in the Shared Folder” or “Sending Data to an E-mail Address” or “Saving Data to a USB Storage Device”

Where is the scanned file stored?

If you have specified [Scan to File] as the storage directory, data is stored in a shared folder “file_ share” in the HDD of this equipment. To download the data, see the following page:

 P.41 “Storing scanned data of a shared folder in a Windows computer”

I cannot forward the scanned data to a folder on the network.

Check the following:

- Is the specified folder shared? Setting the shared folder may differ depending on the equipment or OS.
- Is the network path for the folder entered correctly?
- Is the login user name or password entered correctly?
- Is your antivirus software blocking writing to the network folder?

[Remote 1] (or [Remote 2]) cannot be selected in [Save as File].

Confirm the shared folder setting on the TopAccess menu.

1. Select as follows: [Administration] tab > [Setup] > [Save as file].
2. Confirm that [Use Network Folder Destination] is selected on [Destination].
3. Confirm that [Remote 1] (or [Remote 2]) of [Remote 1 and Remote 2 Settings] is selected.

 **TopAccess Guide** (PDF) : “Chapter 8: [Administration] Tab Page” - “[Setup] Item List” - “Save as File settings”

Printing

I have installed a printer driver but cannot print.

Confirm if the port setting of the printer driver is correct.

* Log into Windows using an account that allows installation, such as for administrators.

1. Select [Devices and Printers] in the [Start] menu.
2. Right-click [OKI PCL Printer], and then click [Printer properties].
3. Select the port of this equipment in the [Print to the following port(s)] list on the [Ports] tab of the printer driver. Click [Configure Port].
4. Confirm if the IP address of this equipment is set correctly in the [Printer Name or IP Address] box in [Configure Standard TCP/IP Port Monitor].
5. Confirm if [Raw] is selected in [Protocol] in [Configure Standard TCP/IP Port Monitor] and “9100” is entered in the [Port Number] box of [Raw Settings].

If the problem still occurs, see the following guide or contact your administrator:

 **Software Troubleshooting Guide** (PDF) : “Chapter 3: TROUBLESHOOTING FOR PRINTING” or “Chapter 6: TROUBLESHOOTING FOR NETWORK CONNECTIONS”

Can I print on non-standard size paper?

Yes. You can print by registering a custom paper size on the printer driver.

* Log into Windows using an account that enables installation, such as for administrators.

 **Printing Guide** (PDF) : “Chapter 2: PRINTING FROM WINDOWS APPLICATIONS” - “Setting the Paper and Reproduction Ratio” - “Using various types of paper”

Client software

“Devices are not discovered in your network.” appears while installing the printer driver.

If this equipment is not discovered on the network while installing the printer driver, the following message appears. See the following guide:



 **Software Installation Guide** (PDF) : “Chapter 2: INSTALLING PRINTER DRIVERS FOR WINDOWS” - “Installing the Printer Drivers”

I cannot install the printer driver or other software.

Try the following and then reattempt the installation.

- Uninstall any existing printer drivers.
- Quit resident software such as antivirus software.
- Log into Windows using an account that enables installation, such as for administrators.

Can I register data in CSV file to the address book?

Yes. You can register them from the AddressBook Viewer or TopAccess. See the following guide:

 Help menu of AddressBook Viewer

 **TopAccess Guide** (PDF) : “Chapter 8: [Administration] Tab Page” - “[Maintenance] How to Set and How to Operate” - “Importing and exporting”

I cannot print from my computer.

Check the following:

- Is the power turned ON?
- Is the power cable plugged in? If it is not, turn the Main Power switch OFF, and then plug the power cable into an outlet.
- Is the network cable disconnected? If it is disconnected, connect it to the network interface connector.
- Has toner or paper run out?
- Does the set number of pages exceed the maximum allowed for the specific department or user?

If the problem still occurs after checking the above, see the following guide or contact your administrator:

 **Software Troubleshooting Guide** (PDF) : “Chapter 3: TROUBLESHOOTING FOR PRINTING” or “Chapter 6: TROUBLESHOOTING FOR NETWORK CONNECTIONS”

Other questions

How can I confirm or change the IP address of this equipment?

Follow the steps below on the touch panel:

Setting -User-> Admin > Network > IPv4

 *MFP Management Guide* (PDF) : “Chapter 2: SETTING ITEMS (ADMIN)” - “NETWORK”

The equipment does not recognize the inserted USB media.

Confirm that the USB media is securely inserted to the USB port.

USB media for this equipment must meet the following conditions.

- Formatted in FAT16 or FAT32
- Only one partition
- * Some USB media may not be recognized even if it meets the conditions above. Try to use USB media of other manufacturers that meet the conditions above.

 *Scanning Guide* (PDF) : “Chapter 2: SCANNING (BASIC OPERATION)” - “Saving Data to a USB Storage Device”

 *Printing Guide* (PDF) : “Chapter 4: OTHER PRINTING METHODS” - “Printing files from USB media (USB Direct Printing)”

How can I check the remaining amount of toner in a toner cartridge?

Follow the steps below:

1. Press Job Status button on the home screen.
2. Press the [Toner] tab.
3. When you have finished checking, press [Close].

When a message is displayed on the touch panel to inform you that the toner is low, prepare a new toner cartridge. The equipment can still print about 1000 pages after this message has appeared.

Replace the toner cartridge when a message is displayed on the touch panel.

 *Software Troubleshooting Guide* (PDF) : “Chapter 1: CONFIRMING JOB STATUS ON THE TOUCH PANEL” - “Confirming Job Statuses of Printing/Copying/Scanning/Faxing”

The paper jam symbol does not disappear even after the paper jam in the Reversing Automatic Document Feeder or the Dual Scan Document Feeder has been cleared.

Open the cover beneath the Reversing Automatic Document Feeder or the Dual Scan Document Feeder, and then remove the original.

 P.58 “When paper jams occur”

 *Hardware Troubleshooting Guide* (PDF) : “Chapter 1: TROUBLESHOOTING FOR THE HARDWARE”

Some functions written in the Operator’s Manuals cannot be used.

This depends on the settings of this equipment or the access privilege given to the user, even though they are written in the Operator’s Manuals. For details, contact your administrator.

Chapter 5

INFORMATION ABOUT EQUIPMENT

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Items Included with this Equipment

The following items are included with the equipment. Check that you have them all. Contact your service technician or representative if any are missing or damaged.

Items included with this equipment

Safety Information	Describes the necessary precautions for use. Read this booklet first.
Quick Start Guide (This guide)	Describes the preparations, basic and advanced usage, maintenance, and regular cleaning of the equipment.
Software DVD-ROM	Contains client software such as the printer drivers and the utility software. Contains pdf files of the Operator's Manuals such as the Copying Guide. For details, see the following page:  P.69 "Software DVD-ROM"

Software DVD-ROM

Contains pdf files of the Operator's Manuals and the following client software such as the printer drivers and the utility software.

Client software

For Windows	Client Software Installer
	PCL printer driver
	PS printer driver
	Printer driver
	TWAIN driver
	File downloader
	Fax driver
	AddressBook Viewer
	Remote Scan driver
	SCANNER driver (WIA)
	e-Filing Backup/Restore Utility
For Mac OS	The PPD file and plug-ins used for the Mac OS X 10.6.8 or later

Tips

- To install the client software, see the following guide:
 **Software Installation Guide** (PDF) : “Chapter 1: OVERVIEW”
- For details of the client software, see the following page:
 P.70 “Client Software”

Client Software

Outlines the client software of the equipment. You need to install software except for e-Filing Web utility and TopAccess before use.

Client software for printing functions

PCL Printer driver	<p>Installed during the Recommended Installation.</p> <p> <i>Software Installation Guide</i> (PDF) : “Chapter 2: INSTALLING PRINTER DRIVERS FOR WINDOWS”</p> <p> P.44 “Printing Operations”</p> <p> <i>Printing Guide</i> (PDF) : “Chapter 2: PRINTING FROM WINDOWS APPLICATIONS”</p>
PS printer driver	<p>Allows you to print documents in high quality mode with applications such as Adobe Systems Incorporated.</p> <p> <i>Software Installation Guide</i> (PDF) : “Chapter 2: INSTALLING PRINTER DRIVERS FOR WINDOWS”</p> <p> <i>Printing Guide</i> (PDF) : “Chapter 2: PRINTING FROM WINDOWS APPLICATIONS”</p>
XPS printer driver	<p>Allows you to print documents from WPF applications.</p> <p> <i>Software Installation Guide</i> (PDF) : Chapter 2: INSTALLING PRINTER DRIVERS FOR WINDOWS”</p> <p> <i>Printing Guide</i> (PDF) : “Chapter 2: PRINTING FROM WINDOWS APPLICATIONS”</p>
PPD file for Mac	<p>Allows you to print documents from Mac computers (Mac OS X 10.6.8 or later).</p> <p> <i>Software Installation Guide</i> (PDF) : “Chapter 3: INSTALLING PRINTER DRIVERS FOR MAC OS”</p> <p> <i>Printing Guide</i> (PDF) : “Chapter 3: PRINTING FROM MAC OS APPLICATIONS”</p>

Client software for scanning functions

Remote Scan driver	<p>Allows you to scan documents remotely and obtain scanned data as an image in TWAIN applications on Windows computers.</p> <p> <i>Software Installation Guide</i> (PDF) : “Chapter 4: INSTALLING SCAN DRIVER AND UTILITIES (Windows)”</p>
WIA driver	<p>Allows you to scan documents remotely and obtain scanned data as an image in WIA (Windows Imaging Acquisition) applications on Windows computers.</p> <p> <i>Software Installation Guide</i> (PDF) : “Chapter 4: INSTALLING SCAN DRIVER AND UTILITIES (Windows)”</p> <p> <i>Scanning Guide</i> (PDF) : “Chapter 4: SCANNING USING UTILITY TOOLS”</p>

Client software for e-Filing functions

TWAIN driver	Allows you to obtain documents stored in e-Filing as an image in TWAIN applications on Windows computers.  <i>Software Installation Guide</i> (PDF) : “Chapter 4: INSTALLING SCAN DRIVER AND UTILITIES (Windows)”
File downloader	Allows you to obtain documents stored in e-Filing as an image on Windows computers.  <i>Software Installation Guide</i> (PDF) : “Chapter 4: INSTALLING SCAN DRIVER AND UTILITIES (Windows)”
e-Filing Web utility	Allows you to operate or make settings for e-Filing using a browser. Since this utility is already installed, enter the IP address of the equipment into a browser and turn the power ON.  <i>e-Filing Guide</i> (PDF) : “Chapter 3: OPERATING WITH A CLIENT COMPUTER (e-Filing WEB UTILITY)”
e-Filing Backup/Restore Utility	Allows you to back up and restore the data stored in e-Filing.  <i>Software Installation Guide</i> (PDF) : “Chapter 6: INSTALLING e-Filing BACKUP/RESTORE UTILITIES (Windows)”

Client software for network management functions

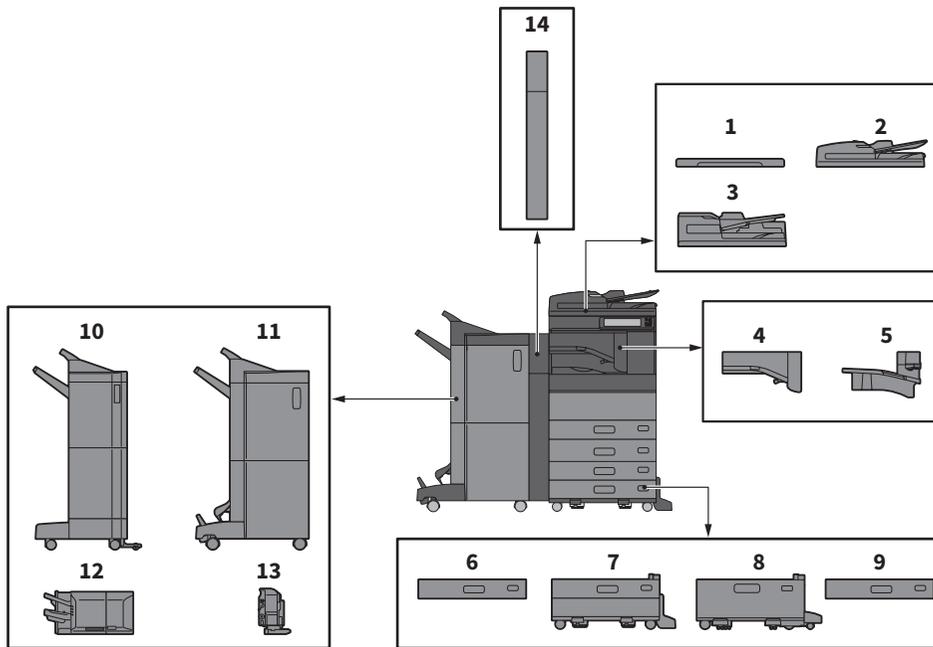
TopAccess	Allows you to view device information, display logs, create templates and an address book, and manage the equipment using a browser. Since TopAccess is already installed, enter the IP address of the equipment into a browser and turn the power ON.  <i>TopAccess Guide</i> (PDF) : “Chapter 1: Overview”
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Client software for network fax functions

FAX driver	Allows you to send faxes or Internet faxes from your computer. For details, see the following guides:  <i>Software Installation Guide</i> (PDF) : “Chapter 5: INSTALLING NETWORK FAX UTILITIES (Windows)”  <i>GD-1370 Fax Guide</i> : “Chapter 4: USING FAX DRIVER (NETWORK FAX)”
AddressBook Viewer	Allows you to manage the address book (such as fax numbers and E-mail addresses) and upload the address book from your computer to the equipment.  <i>Software Installation Guide</i> (PDF) : “Chapter 5: INSTALLING NETWORK FAX UTILITIES (Windows)”

Options

The following are sold separately, and upgrade the performance of the equipment. For details, contact your service technician or representative.



- 1. Original Cover (KA-5005PC)**
Holds an original.
- 2. Reversing Automatic Document Feeder (MR-3031)**
Feeds a stack of originals one by one.
- 3. Dual Scan Document Feeder (MR-4000)**
Feeds a stack of originals one by one.
- 4. Bridge Unit (KN-5005)**
Acts as a relay for the Finisher and the equipment.
- 5. Job Separator (MJ-5015)**
Outputs faxes, copies and prints to separate paper stackers.
- 6. Envelope Drawer (MY-1049)**
Loads envelopes.
- 7. Paper Feed Pedestal (KD-1058)**
Allows you to install the Additional Drawer Module.
- 8. Large Capacity Feeder (KD-1059)**
Allows you to feed up to 2000 sheets (80 g/m² or 20 lb. Bond) of A4 or LT paper.
- 9. Additional Drawer Module (MY-1048)**
This can be added to the Paper Feed Pedestal.
- 10. Finisher (MJ-1109)**
Allows sort/group finishing and stapling. The Hole Punch Unit can be installed. The Bridge Unit is required for installation.
- 11. Saddle Stitch Finisher (MJ-1110)**
Allows saddle stitching in addition to sort/group finishing and stapling. The Hole Punch Unit can be installed. The Bridge Unit is required for installation.
- 12. Inner Finisher (MJ-1042)**
Allows sort/group finishing and stapling. The Hole Punch Unit can be installed.
- 13. Hole Punch Unit (MJ-6011 Series)**
Allows you to punch holes on printed sheets. Install it in the Inner Finisher.
- 14. Hole Punch Unit (MJ-6105 Series)**
Allows you to punch holes on printed sheets. Install it in the Finisher or the Saddle Stitch Finisher.

Other options available are as follows. Contact your service technician or representative for details.

Work Table (KK-5005)

A small table for placing originals while the equipment is being operated.

- Installed on the right-hand side of the equipment.
- You can place originals that weigh up to 3 kg (6.6 lb).

Accessory Tray (GR-1250)

A tray for placing accessories.

- Installed below the control panel.

Ten Key (GR-1260)

Installed on the control panel.

Desk (MH-5005)

A desk for the equipment.

Accessible Arm (KK-2560)

Allows a user in a wheelchair to close the Reversing Automatic Document Feeder, Dual Scan Document Feeder, or the Original Cover.

 P.74 “Using the Accessible Arm”

Operator’s Manual Pocket (KK-5008)

Stores the manual.

FAX Unit (GD-1370)

Allows you to use the equipment as a Fax machine. You can use up to two phone lines by installing two FAX units.

- Installed inside the equipment.

Wireless LAN/Bluetooth Module (GN-4020)

Allows you to print over wireless LAN and Bluetooth.

You can also use a Bluetooth keyboard.

- Installed inside the equipment.

Data Overwrite Enabler (GP-1070)

Erases data stored temporarily when copying or executing other operation. Overwrites temporarily stored data with random data.

IPsec Enabler (GP-1080)

Allows you to use the IPsec function.

Meta Scan Enabler (GS-1010)

Allows you to use the Meta Scan function.

External Interface Enabler (GS-1020)

Allows you to use the EWB function.

Unicode Font Enabler (GS-1007)

Allows you to print from the SAP environment using Unicode font.

OCR Enabler (GS-1080, GS-1085)

Allows you to use the OCR function.

Multi Station Print Enabler (GS-1090, GS-1095)

Allows you to use the Multi Station Print function.

FIPS Hard Disk Kit (GE-1230)

You can use hard disks that comply with the Federal Information Processing Standard (FIPS140) of the U.S.A.

Staple Cartridge (Staple-2400)

A staple cartridge used in the Finisher, Saddle Stitch Finisher and Inner Finisher.

Staple Cartridge (Staple-3100)

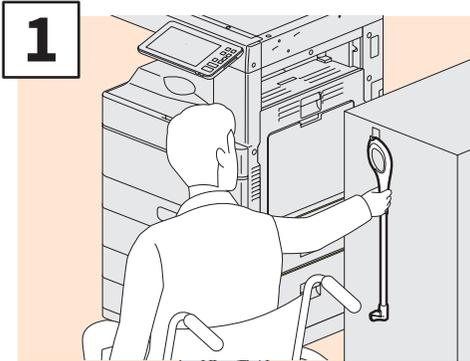
A staple cartridge used in the Saddle Stitch Unit of the Saddle Stitch Finisher.

Notes

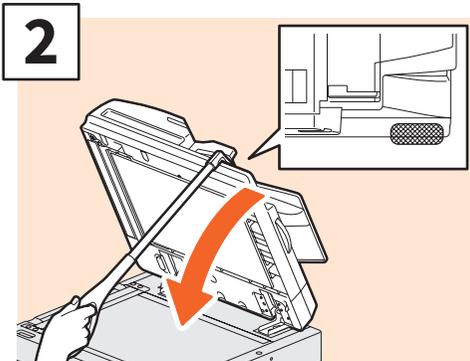
- Depending on the model, options may already be installed and available.
- Some options may not be available in some regions.

Using the Accessible Arm

A user in a wheelchair can close the Reversing Automatic Document Feeder, Dual Scan Document Feeder, or Original Cover using the Accessible Arm.



1 Hold the Accessible Arm.



2 Hook the Accessible Arm over the top of the Reversing Automatic Document Feeder, Dual Scan Document Feeder, or Original Cover to close them.

Notes

- Store it near the equipment. When it is stored by putting it on the equipment, choose somewhere where there is no interference with the paper supply, paper jamming release or toner replacement.
- Do not use this for any purposes other than closing the device.

Using the Accessory Tray

- You can use an accessory that weighs up to 3 kg (6.6 lb.) with a width of up to 236 mm (9.29"), a depth of up to 125 mm (4.92"), and a height of up to 15 mm (0.59").
- Because the temperature inside the accessory tray can become hot, make sure the accessories placed on the tray can withstand the following conditions.
Temperature: 10 to 60°C (50 to 140°F); Humidity: 20 to 85%
- Make sure accessories do not fall through the hole in the base of the Accessory Tray.
- Do not force the control panel to move on equipment on which the Accessory Tray is installed.
- Do not trap cables between the equipment's cover.
- The Extension Tray supplied is 306 mm (12.05") wide and 150 mm (5.9") high. When placing accessories on the Extension Tray, secure them using the attached hook and loop fastener. We recommend accessories that fit within the size of the Extension Tray.

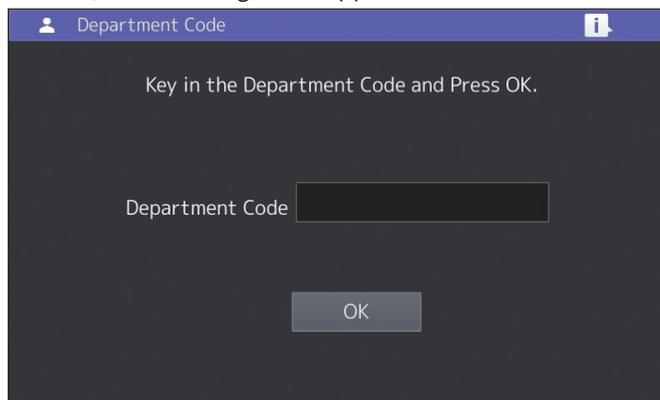
Logging in

When the equipment is controlled under department or user management, you can perform copying and other functions by following the procedure below to log in.

Department management

Restricts users or manage copy volumes made by an individual group or department in your company. When the equipment is controlled under the department code, turn the power ON and enter the code.

When the power is turned ON, the following menu appears.



Key in a department code (max. 63 digits) previously registered and press [OK]. The menu switches and the equipment is ready for use.

If the department code keyed in is incorrect, the menu does not change.

Tip

Automatic function clear:

- Returns all settings to default without the need to press the [Reset] button on the control panel. It works when a specified period of time has passed since the last paper eject or the last use of any button. When using department or user management, the display returns to the department code or user information input menu. When they are not being used, the display returns to the home screen.
- The period is set at 45 seconds by default at the time of installation. To change the setting, see the following guide:
[📖 MFP Management Guide \(PDF\) : “Chapter 2: SETTING ITEMS \(ADMIN\)” - “GENERAL”](#)
- When connecting to equipment with department or user management enabled using client software, you may need to log in. For details, ask your administrator.

After the operation

To prevent unauthorized use of the equipment, return the display to the department code input menu by following either of the procedures below.

- Press the [AUTHENTICATION] button on the control panel.
- Press the [RESET] button on the control panel twice.

User management

Restricts users or manage available functions and past records for each user. When the equipment is managed under this function, turn the power ON and enter the information required (e.g. user name, password). Follow the procedure below.

Note

If you enter an invalid password several times, you cannot log in for a certain period as this is regarded as an unauthorized access.

If a message is displayed to inform you that your account is locked, or the user name or password is incorrect, and logging in cannot be performed, contact your administrator.

Tips

- If a guest user is enabled in the user management function, [Guest] is displayed on the touch panel. Press [Guest] to log in as a guest user. For the types of functions available, contact your administrator.
- Enter your PIN on the touch panel (up to 32 digits) when prompt. For details, contact your administrator.
- Enter the Project code on the touch panel (up to 63 digits) when prompt. For details, contact your administrator.
- You can check information on the user's counter by pressing the user name displayed at the top of the home screen during login. When using an internal authentication function, you can change your password.

After the operation

To prevent unauthorized use of the equipment, log out following the procedure below.

1. Perform either of the operations below.
 - Press the [AUTHENTICATION] button on the control panel.
 - Press the [RESET] button on the control panel twice.
2. On the confirmation screen, select [Yes].

1 The menu for user authentication appears.

MFP local authentication

Windows Domain authentication, LDAP authentication

The domain name is displayed in [Domain]. For LDAP authentication, the LDAP server name is displayed in [LDAP] instead of [Domain].

Tip

If the displayed domain name or LDAP server name is not yours, press  to select yours.

2 Enter the user name (up to 128 letters) and password (up to 64 letters), and then press [OK].

3 The equipment is available for use.



MEMO

How to back up the data

The data shown below are stored in the HDD in the equipment. It is recommended periodically to back up the data ^{*1} by yourself by referring to the following manuals or Help as security against possible contingencies just in case. If any points are unclear, or you need further information, contact your service technician or representative.

	Data type	Manual/Help	Reference to
1	Address Book, MailBoxes and Template	TopAccess Guide	“Chapter 8: [Administration] Tab Page” - “[Maintenance] Item List” - “Export settings”
2	User Information, Role Group, LDAP Role and Department Code, Project Code	TopAccess Guide	“Chapter 7: [User Management] Tab Page” - “[User Management] Tab Page Overview” - “[Export/Import] Item list <access policy mode>”
3	Clone File	TopAccess Guide	“Chapter 8: [Administration] Tab Page” - “[Maintenance] Item List” - “Create Clone File settings” ^{*2}
		MFP Management Guide	“Chapter 2: SETTING ITEMS (Admin)” - “General” - “Creating or installing clone files” ^{*2}
4	Data in a shared folder	Quick Start Guide	“Chapter 2: BASIC OPERATIONS” - “Scanning Operations” - “Storing scanned data of a shared folder in a Windows computer” ^{*3}
5	Data in e-Filing	Help of e-Filing Backup/Restore Utility	—
6	FUNCTION list (User)	MFP Management Guide	“Chapter 1 SETTING ITEMS (User)” - “List” ^{*4}
7	FUNCTION list (Admin)	MFP Management Guide	“Chapter 2: SETTING ITEMS (Admin)” - “List/Report” - “Printing lists” ^{*4}

*1 Hold/Private job data, Fax Received data and Secure Receive data are not applicable.

*2 Both methods are available.

*3 The data stored in the HDD other than the one installed in the equipment (an HDD specified by the user) are not included.

*4 Backup is performed by the list print.

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