

## User's Manual

### Basic

This manual supports the following models:

**MB441, MB451, MB451w, MB461, MB461+LP, MB471  
MB471w, MB491, MB491+, MB491+LP, ES4161 MFP  
ES4191 MFP, MPS4200mb, MPS4700mb**

- This manual contains cautions on how to use this product safely.  
Before you use this product, please make sure that you read this manual.

## PREFACE

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

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



This product complies with the requirements of the Council Directives 2004/108/EC (EMC), 2006/95/EC (LVD), 1999/5/EC (R&TTE), 2009/125/EC (ErP) and 2011/65/EU (RoHS), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage, Radio & Telecommunications Terminal Equipment, Energy related Products and Restriction on the use of certain Hazardous Substances in electrical and electronic equipment.

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

CABLE TYPE	LENGTH (METRE)	CORE	SHIELD
Power	1.8	✗	✗
USB	5.0	✗	✓
LAN	15.0	✗	✗
Telephone	3.0	✗	✗

## EMERGENCY FIRST AID

Take care with toner powder:

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

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



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

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

## MANUFACTURER

Oki Data Corporation,  
4-11-22 Shibaura, Minato-ku,  
Tokyo 108-8551,  
Japan

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

## IMPORTER TO THE EU/AUTHORISED REPRESENTATIVE

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Wick Road  
Egham  
Surrey, TW20 0HJ  
United Kingdom

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


## ENVIRONMENTAL INFORMATION




# ● For Your Safety

















Read the User's Manual (this manual) for your safety before using the product.

## Cautions related to safety

 **WARNING** Indicates additional information which, if ignored or not followed, may result in personal injury or death.

 **CAUTION** Indicates additional information which, if ignored, may result in personal injury.

## General cautions

 <b>WARNING</b>		
 Do not touch the safety switch inside the machine. Doing so may cause electric shock when high voltage occurs. In addition, the gears can rotate, which may result in personal injury.	 Do not use an inflammable spray near the machine. Doing so may cause fire since there is an area heating up within the machine.	 Pull the power plug out of the socket and contact with a customer service centre when the cover is unusually hot, smoking, giving off questionable odour, or making a strange noise. Failure to do so may cause fire.
 Pull the power plug out of the socket and contact with a customer service centre when a liquid such as water enters in the internal parts of the machine. Failure to do so may cause fire.	 Pull the power plug out of the socket and remove foreign materials such as clips when they fall inside the machine. Failure to do so may cause electric shock and/or fire leading to personal injury.	 Do not operate and/or disassemble the machine other than that directed in User's Manual. Doing so may cause electric shock and/or fire leading to personal injury.
 Unplug the power cord and contact with a customer service center if the machine is dropped or the cover is damaged. Failure to do so may cause electric shock and/or fire leading to personal injury.	 Unplug the power cord periodically to clean plug blades and root section between the blades. If the power plug remains inserted for a long time, the root section will get dusty, and the plug may be shorted out, which may cause fire.	 Do not clean spilled toner with a vacuum cleaner. Cleaning spilled toner with a vacuum cleaner may cause fire due to the sparks from electric contact. Toner spilled on the floor should be wiped off with a wet cloth.
 Do not insert materials in the vent hole. Doing so may cause electric shock and/or fire leading to personal injury.	 Do not put cups with liquids such as water on the machine. Doing so may cause electric shock and/or fire leading to personal injury.	 Do not touch the fuser and other parts when opening the cover of the machine. Doing so may cause burns.
 Do not throw toner cartridges and image drum cartridges into fire. Doing so may cause dust explosion leading to burns.	 Do not use power cords, cables, or ground wires other than those that are indicated in User's Manual. Doing so may cause fire.	 Operation using UPS (uninterruptible power source) or inverters is not guaranteed. Do not use uninterruptible power source or inverters. Doing so may cause fire.



 **CAUTION**



Do not come closer to the paper's exit area when the power is turned on while printing. Doing so may result in personal injury.



Do not touch a damaged liquid-crystal display. If liquid (liquid crystal) leaked from the liquid-crystal display gets into the eyes or mouth, flush with large amount of water. Seek medical attention if necessary.

This product contains software developed by the Heimdal Project.

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# ● Manual Composition

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The following manual is attached to this product.

- Quick Start Guide  
The Quick Start guide describes the initial setup for each function. The basic operation of each function is also described.
- User's Manual (Basic) ---- This document  
In order to understand this machine, the basic operation is described. The initial setup, Troubleshooting and maintenance procedures are also described.
- User's Manual (Advanced)  
The Advanced guide describes the advanced operations of each function. The utility and network setting information is included.

# ● About This Manual

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## Terms in this document

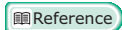
The following terms are used in this manual:



- Indicates important information on operations. Please ensure you read these.



- Indicates important information on operations. Please ensure you read these.



- Indicates where to look when you want to know more detailed or related information.

### **WARNING**

- Indicates additional information which, if ignored or not followed, may result in personal injury or death.

### **CAUTION**

- Indicates additional information which, if ignored, may result in personal injury.

## Symbols in this document

The following symbols are used in this manual:

Symbols	Description
[ ]	<ul style="list-style-type: none"><li>● Indicates menu names on the display screen.</li><li>● Indicates menu, window, dialog names on the computer.</li></ul>
" "	<ul style="list-style-type: none"><li>● Indicates file names on the computer.</li><li>● Indicates reference titles.</li></ul>
< > key	Indicates a hardware key on the operator panel or a key on the keyboard of the computer.
>	Indicates how to get to the menu you want on the menu of the machine or the computer.

## Legends used in this manual

This document contains the following legends.

- PostScript3 Emulation→ PSE, POSTSCRIPT3 Emulation, POSTSCRIPT3 EMULATION
- Microsoft® Windows® 8 64-bit Edition operating system→ Windows 8 (64bit version) ※
- Microsoft® Windows Server® 2012 64-bit Edition operating system→ Windows Server 2012
- Microsoft® Windows® 7 64-bit Edition operating system→ Windows 7 (64bit version) ※
- Microsoft® Windows Vista® 64-bit Edition operating system→ Windows Vista (64bit version) ※
- Microsoft® Windows Server® 2008 R2 64-bit Edition operating system→ Windows Server 2008 ※
- Microsoft® Windows Server® 2008 64-bit Edition operating system→ Windows Server 2008(64bit version) ※
- Microsoft® Windows® XP x64 Edition operating system→ Windows XP (x64 version) ※
- Microsoft® Windows Server® 2003 x64 Edition operating system→ Windows Server 2003 (x64 version) ※
- Microsoft® Windows® 8 operating system→ Windows 8 ※
- Microsoft® Windows® 7 operating system→ Windows 7 ※
- Microsoft® Windows Vista® operating system→ Windows Vista ※
- Microsoft® Windows Server® 2008 operating system→ Windows Server 2008 ※
- Microsoft® Windows® XP operating system→ Windows XP ※
- Microsoft® Windows Server® 2003 operating system→ Windows Server 2003 ※
- Generic name for Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008, Windows XP, and Windows Server 2003→ Windows
- Web Services on Devices→ WSD

※ Unless otherwise noted, 64bit version is included in Windows 8, Windows 7, Windows Vista, Windows Server 2008, Windows XP, and Windows Server 2003. (64bit version and Windows Server 2008 R2 is included in Windows Server 2008.)

If there is no special description, Windows 7 is used as Windows, Mac OS X 10.7 is used as Mac OS X, and MB491 is used as the machine for examples in this document.

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



# 1. Setup

In this chapter, the basic setup and operations of this machine are described.

## ● Overview of Machine

This section describes the overview of the machine.

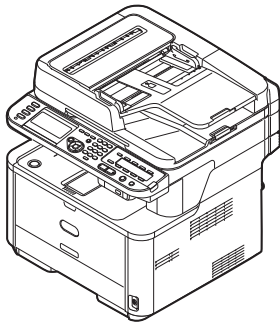
### Contents of the Package

Check that you have everything shown below.

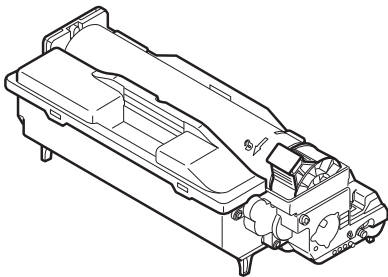
#### Reference

- For details on how to open the package, refer to "Unpacking Your Machine" P. 17.

- Machine



- Image drum cartridge
- Starter toner cartridge



#### ! Note

- The starter toner cartridges are installed in the image drum which is installed in the machine before shipment.
- Software DVD-ROM



- AC cord
- Telephone connector cover  
The Telephone Connector Cover is installed on the Telephone Connector of the main unit.
- Telephone cable  
In some countries the cables are not supplied.

#### ! Note

- An Ethernet cable and USB cable are not supplied with your machine. Procure them separately.
- Packaging and cushioning material is required at the time of shipping the machine. Please keep it as you will need it should you wish to transport the machine at some point in the future.

## Available Options

The following options are available for your machine:

- Second tray unit (tray 2)

### Reference

- For details on how to install the options, refer to "Installing Options" P. 22.

## Installation Requirements

### Installation Environment

Your machine must be installed in the following environment:

Temperature:	10°C~32°C
Humidity:	20%~80% RH(relative humidity)
Maximum wet bulb temperature:	25°C

### Note

- Be careful of condensation. It may cause a malfunction.
- If installing your machine where the humidity of the surrounding air is less than 30% RH, use a humidifier or antistatic mat.

### WARNING

- Do not install near high temperature or the fire.
- Please do not install in a place from which chemical reactions take place (laboratory etc.).
- Do not install near inflammable solutions, such as alcohol and thinner.
- Do not install in places easily accessible to small child.
- Do not install in an unstable place (the shaky stand, leaning place, etc.).
- Do not install in a place exposed to high humidity, dust or direct sunlight.
- Do not install in an environment exposed to briny air or corrosive gas.
- Do not install in a place with much vibration.
- Do not install in a place where the ventilation hole of the machine is blocked.

### CAUTION

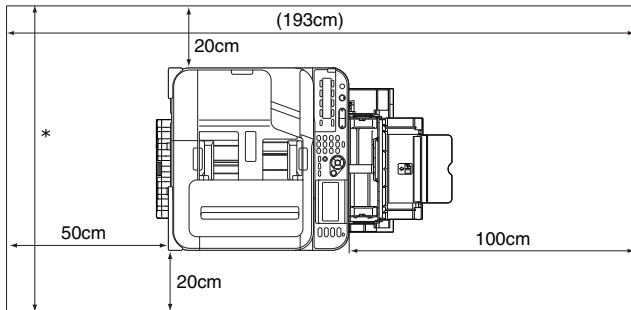
- Do not place directly on a rug or carpet with long strands.
- Do not install in a closed room with poor ventilation and circulation.
- If you use the machine in a small room for a long time, please make sure that you ventilate the room.
- Install away from strong magnetic fields and sources of noise.
- Install away from monitors or TVs.
- When moving the machine, hold it on both sides, and move it by slightly letting the back of it fall.

## Installation Space

Install your machine on a flat surface that is wide enough to accommodate the machine.

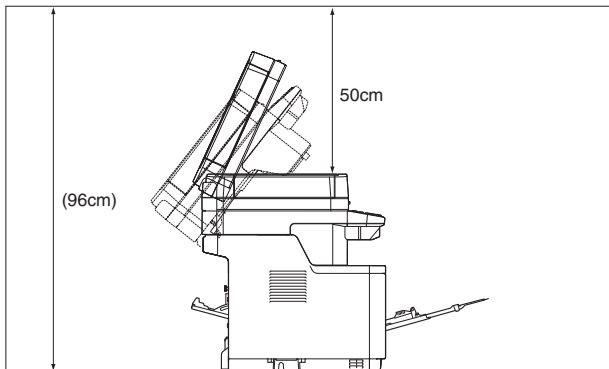
Allow for enough room around your machine according to the images below.

- Top view

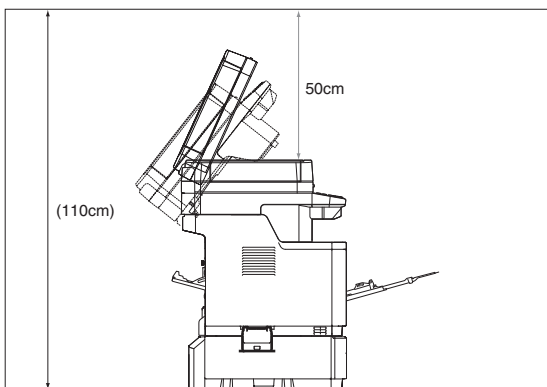


\* MB461+LP/MB491+LP/MPS4700mb: 89cm  
Other: 83cm

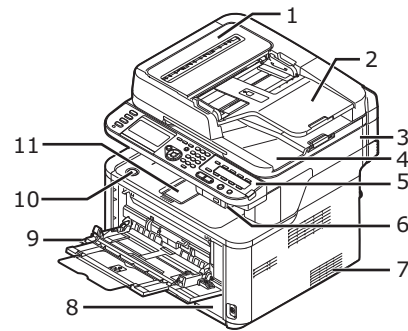
- Side view



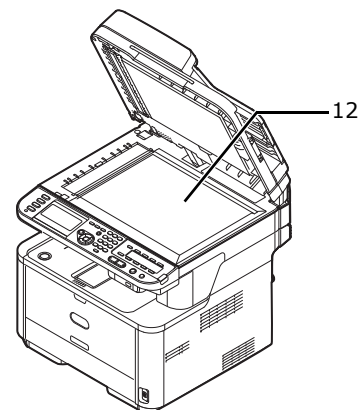
- Side view (tray 2 installed)



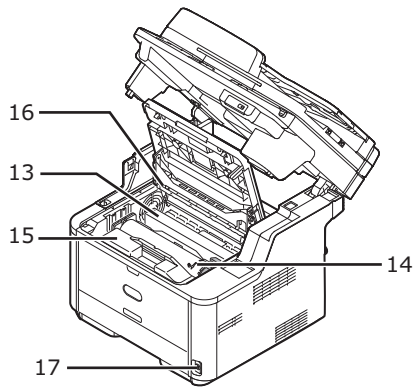
## Names of Components



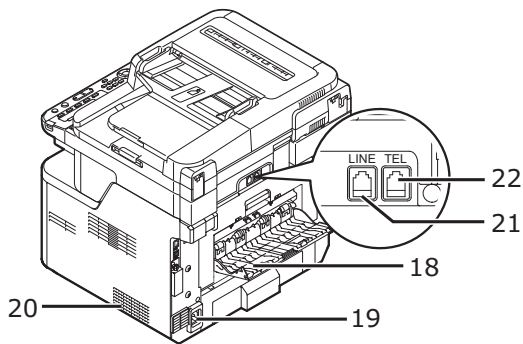
No.	Name
1	Auto document feeder (ADF) cover
2	Document tray
3	Scanner unit
4	Document glass cover
5	Operator panel
6	USB port
7	Air vents
8	Tray 1
9	Manual Feeder (for MB441/MB461/MB461+LP/ES4161 MFP only) Multipurpose (MP) tray (for MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only)
10	Top cover open button
11	Top cover



No.	Name
12	Document glass

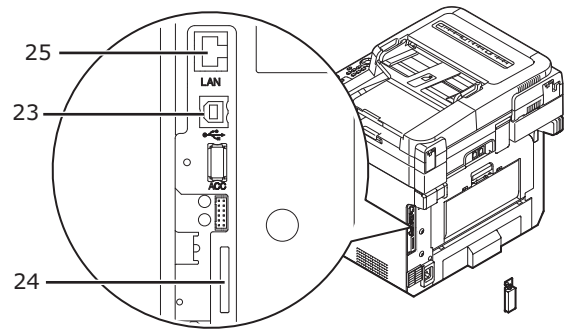


No.	Name
13	Fuser unit
14	Starter toner cartridge
15	Image drum
16	LED head
17	Power Switch



No.	Name
18	Faceup stacker
19	AC power socket
20	Air vents
21	LINE connection (for MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only)
22	TEL connection (for MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only)

● Internal part of the connector cover



No.	Name
23	USB interface connection
24	SD memory card slot (for MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only)
25	Network interface connection

# ● Installing Your Machine

This section explains how to unpack your machine and how to turn it on and off.

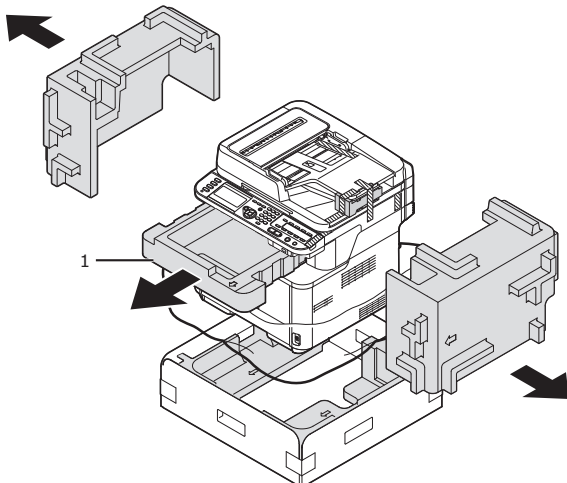
## Unpacking Your Machine

### ! Note

- The image drum (the green tube) is very delicate. Handle it carefully.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500lux). Even under the normal interior light, do not leave it for more than 5 minutes.
- Packaging and cushioning material is required at the time of shipping the machine. Please keep it as you will need it should you wish to transport the machine at some point in the future.

### 1 Remove your machine from the box and remove cushioning materials and the plastic bag from your machine.

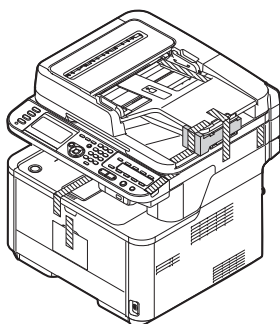
The accessories are packed within the cushioning material (1).



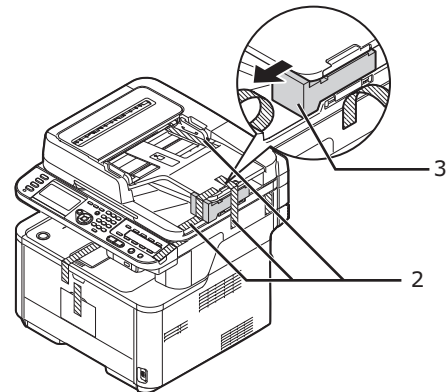
### 2 Lift your machine and place it where it is to be installed.

### ! Note

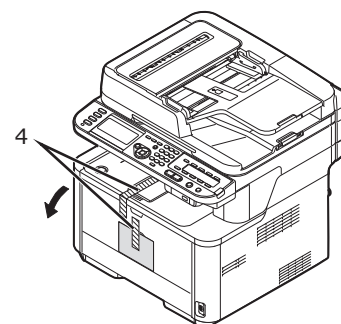
- Do not open the scanner unit till procedure no.9 is completed.



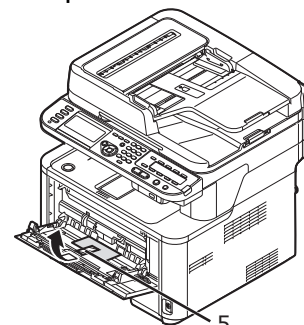
### 3 Remove the protection tapes (2) at the top and sides of your machine to take out cushioning materials (3).



### 4 Remove the protection tapes (4) to open the MP tray.

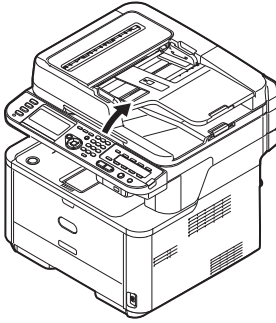


### 5 Remove the protection tape (5) to pull the paper up.

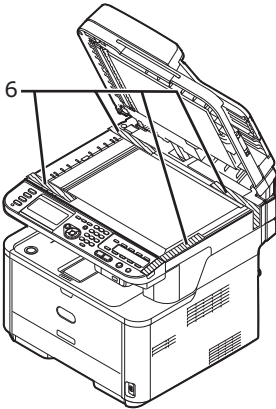


### 6 Close the MP tray.

**7** Open the document glass cover.

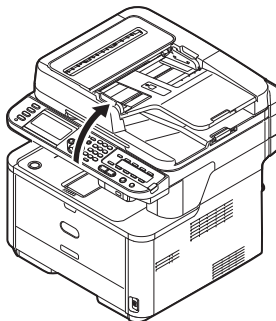


**8** Remove the protection tapes (6).  
Open the ADF and remove packing tapes.



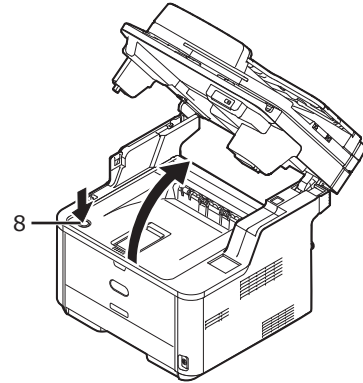
**9** Close the document glass cover.  
Now, you can open or close the scanner.

**10** Open the scanner unit.

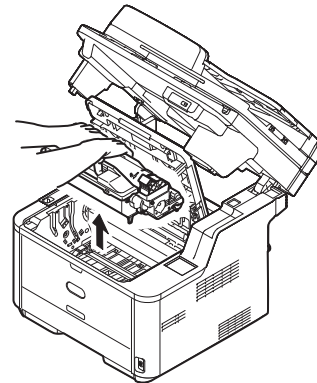


**11** Remove the protection tapes, and  
remove desiccants and films.

**12** Press the top cover open button (8) and  
open the top cover.



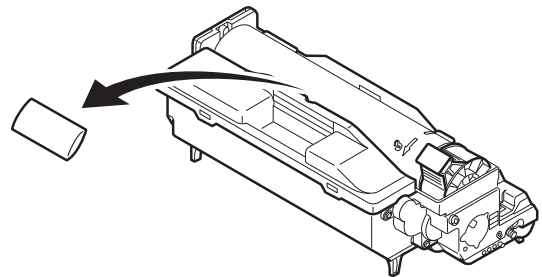
**13** Lift the image drum from printer.



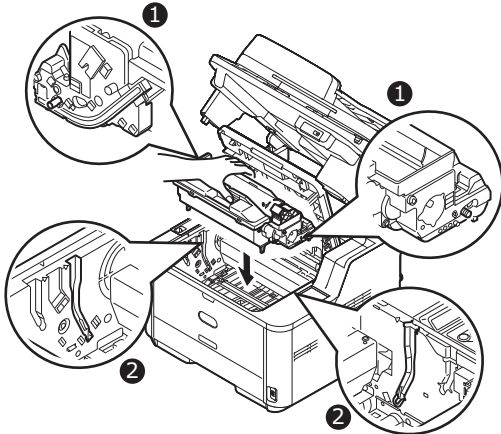
**! Note**

- Do not expose image drum to light for more than 5 minutes
- Do not touch shiny green surface at bottom of image drum.

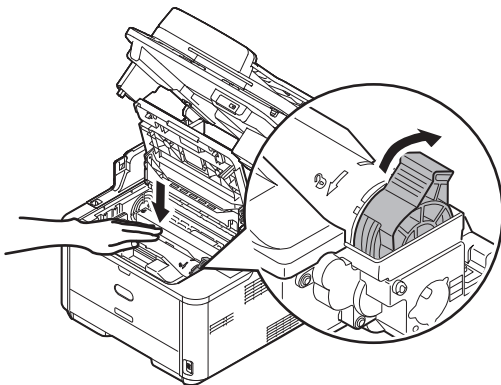
**14** Remove the silica gel pack before  
installation.



**15** Reinstall the image drum in the printer: lower it into place in the printer locating the pegs (1) at each end into their slots in the sides of the printer cavity (2).



**16** Turn the lever in the direction shown.



- The arrow on the lever should align with the arrow on the image drum.
- When the toner cartridge is not fully fixed, a decline in print quality may occur.

**17** Close the top cover.

**18** Close the scanner unit.

**Reference**

- Please refer to "Loading Paper" P. 32 for information on how to load paper into the machine.

## Turning On and Off Your Machine

### Power Supply Conditions

The power supply must meet the following conditions:

Current:	110 - 127VAC (Range 99 - 140 VAC) 220 - 240VAC (Range 198 - 264VAC)
Frequency:	50/60 Hz ± 2%

**Note**

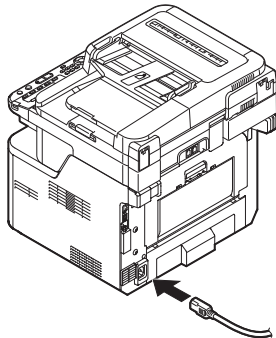
- If the power supply is unstable, use a voltage regulator.
- The maximum power consumption of this machine is 950W. Ensure that the power supply is sufficient to operate this machine.
- We do not guarantee the operation where an uninterruptible power system (UPS) or inverter is used. Do not use an uninterruptible power system (UPS) or inverter.

<b>WARNING</b>	<b>There is a risk of getting an electric shock and/or causing fire.</b>	
<ul style="list-style-type: none"> <li>• Be sure to cut off the power supply when attaching or removing the power supply plug or the earth wire.</li> <li>• Be sure to connect an earth wire to the grounding terminal of exclusive use.</li> <li>• Please do not connect with the ground of a water pipe, a gas pipe, and a telephone wire, or lightning rod without fail.</li> <li>• Make sure to connect with the ground terminal before connecting the power cord to the power supply plug.</li> <li>• Be sure to perform extraction and insertion of the power cord with a power supply plug.</li> <li>• Insert the power supply plug into the wall socket securely.</li> <li>• Do not touch the power cord, or machine, if your hands are wet.</li> <li>• Install the power cord in a location where it will not be stepped on, and do not place objects on the power cord.</li> <li>• Do not twist, bind, or knot the power cord.</li> <li>• Please do not use a damaged power cord.</li> <li>• Do not carry out foot wiring.</li> <li>• Do not connect this machine and other electric products to the same wall socket. If connected simultaneously with an air-conditioner, a copy machine, shredder, etc., electric noise may interfere with operation. When the connection with the same wall socket is unavoidable, please use a commercial noise filter or a commercial noise cut transformer.</li> <li>• Use the attached power cord and insert it directory with the ground terminal. Do not use power cords intended for other products with this machine.</li> <li>• Do not use an extension cord. When use is unavoidable, use a cord rated higher than 15A.</li> <li>• Use of an extended cord may cause AC voltage decrease and interfere with normal operation.</li> <li>• During printing, do not shut off the power supply or pull out the power supply plug.</li> <li>• When not in use for consecutive holidays or long-term travel, pull out the power cord.</li> <li>• Do not use the attached power cord for other products.</li> </ul>		

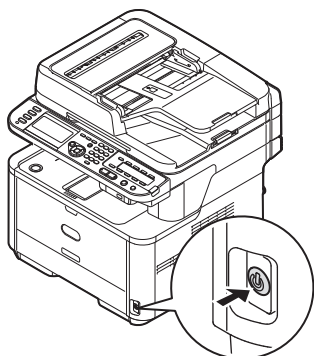


## Turning On Your Machine

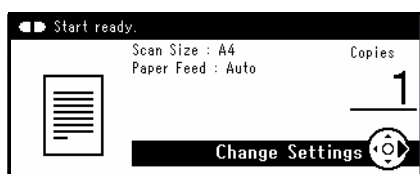
- 1 Plug the AC cable into the AC power socket of your machine.



- 2 Plug the AC cable into the electric socket.
- 3 Check that no documents are on the document glass or ADF, and the ADF cover is closed.
- 4 Hold down the power switch for about a second to turn on the power.



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



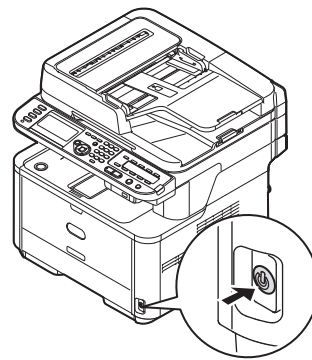
**Note**

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

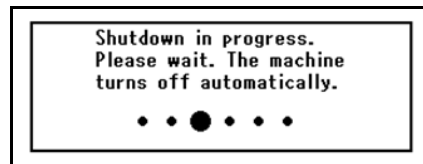
## Turning Off Your Machine

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

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



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



**Note**

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

### ■ When the machine is not used for long time

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

**Memo**

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

## Power Save Mode and Sleep Mode

The two-phase power saving mode enables you to reduce machine power consumption.

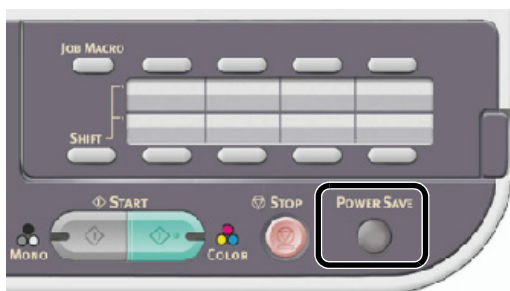
### ■ Power Save Mode

When your machine is not used for a certain period of time, it automatically enters a power saving mode to reduce power consumption.

You can enter the power saving mode manually by pressing the **<POWER SAVE>** key on the operator panel.



The <**POWER SAVE**> key lights up while in the mode.



#### Memo

- By factory default, the time interval to enter the power saving mode is set to 1 minute. You can change the time interval by pressing the <**SETTING**> key on the operator panel and selecting [**Admin Setup**] > [**Management**] > [**Power Save**] > [**Power Save Time**].

## ■ Sleep Mode

Your machine goes from the power saving mode into the sleep mode after a set period of time. In the sleep mode, the status of your machine is almost the same as when it is turned off.

The <**POWER SAVE**> key blinks while in the sleep mode.

#### Note

- The machine does not enter the sleep mode if an error occurs.
- If time-set transmission is scheduled, the machine will not go into sleep mode.
- If the fax transmission is waiting for a redial, the machine cannot enter sleep mode.
- When the network connection is switched from wired to wireless, sleep mode is disabled. To enable sleep mode for devices connected using wireless LAN, enable sleep mode from the sleep mode setting menu. (MB451w and MB471w only)
- When a device using the wireless LAN connection goes into sleep mode, the wireless LAN connection is broken. To reconnect to the wireless LAN, press the power save key on the device to recover from sleep mode. (MB451w and MB471w only)
- After the device connected to the wireless LAN has recovered from sleep mode, it automatically connects to the wireless access point using the same settings as before it went into sleep mode. However, it may take up to 1 minute to connect. (MB451w and MB471w only)
- When the network connection is switched from wireless LAN to wired LAN, sleep mode is enabled. (MB451w and MB471w only)

#### Memo

- By factory default, the time interval to enter the sleep mode is set to 30 minutes. You can change the time interval by pressing the <**SETTING**> key on the operator panel and then selecting [**Admin Setup**] > [**Management**] > [**Power Save**] > [**Sleep Time**].

## ■ Returning to the Standby Mode

To return the machine to the standby mode from the power saving or sleep modes, press the <**POWER SAVE**> key on the operator panel.

#### Memo

- When your machine receives a print job from a computer or other devices, it automatically returns to the standby mode.

## Auto Power Off

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

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

- ◆ **Enable**
- ◆ **Auto Config**
- ◆ **Disable**

### Enable

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

### Auto Config

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

- An Ethernet cable is attached to network interface connection
- A telephone cable is attached to LINE connection

### Disable

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

#### Note

- In the following cases, the Auto Power Off function is also disabled.
  - When an error occurs
  - When time-set transmission is scheduled
  - When the fax transmission is waiting for a redial
  - When [**Auto Power Off**] is [**Auto Config.**] and Ethernet cable is attached
  - When [**Auto Power Off**] is [**Auto Config.**] and telephone cable is attached

#### Memo

- By factory default, the time interval to turn off the power is set to 4 hours. You can change the time interval by pressing the <**SETTING**> key on the operator panel and then selecting [**Admin Setup**] > [**Management**] > [**Power Save**] > [**Auto Power Off Time**].
- By factory default, [**Auto Power Off**] is set to [**Auto Config**] or [**Disable**]. You can change the setting by pressing the <**SETTING**> key on the operator panel and then selecting [**Admin Setup**] > [**User Install**] > [**Power Save**] > [**Auto Power Off**].

# ● Installing Options

This section explains how to install options on your machine. The following options are available:

- Second tray unit (MB461, MB461+LP, MB471, MB471w, MB491, MB491+, MB491+LP, ES4161 MFP, ES4191 MFP, MPS4200mb, MPS4700mb only)

**Note**

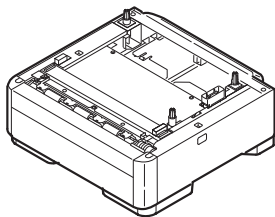
- Be sure to hold down the power switch for about a second to turn off the power and unplug the AC cable and Ethernet or USB cable before installing options. Installing options while your machine is turned on may damage your machine and options.

**Reference**

- For details on the location of each component of the machine, refer to ["Names of Components" P. 15.](#)

## Installing a Second Tray Unit (MB461, MB461+LP, MB471, MB471w, MB491, MB491+, MB491+LP, ES4161 MFP, ES4191 MFP, MPS4200mb, MPS4700mb only)

Install an optional second tray unit (tray 2) when you want to increase the paper capacity of your machine. After installation, you need to configure the printer driver settings.



Model Number : N22204A

**Reference**

- For the specification of the second tray unit (Tray2), refer to ["Loading Paper" P. 32.](#)

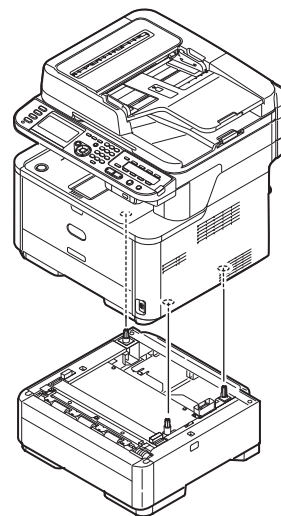
## Installation

- 1 Hold down the power switch for about a second to turn off the power, and then unplug the AC cable and the Ethernet or USB cable.

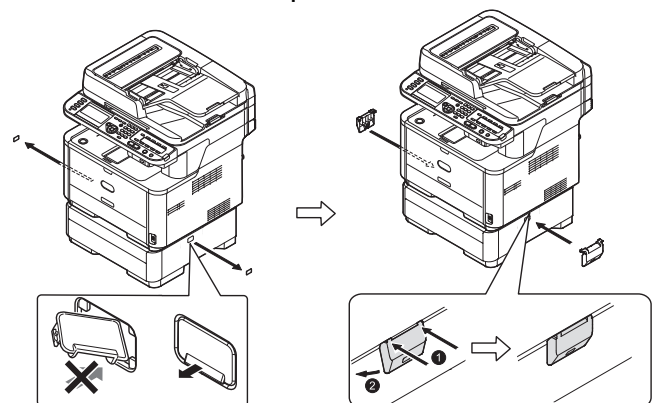
**Reference**

- ["Turning Off Your Machine" P. 20](#)

- 2 Lift your machine and align the three pins of the second tray unit with the holes at the bottom of your machine.



- 3 Place your machine on the second tray unit gently.
- 4 Attach the lock parts.



- 5 Plug the AC cable and Ethernet or USB cable into your machine, and then push the power switch.

## Printer Driver Configuration

### ! Note

- You must be logged in as an administrator to complete this procedure.
- If the following conditions are met for Mac OS X, it is not necessary to configure the printer driver, as the configured option information is automatically taken from the machine.
  - USB connection
  - When options have been configured on the machine prior to installing the driver, where there is a connection to a network using EtherTalk
- Windows PCL XPS printer driver is not available for Windows Vista, Windows Server 2008, Windows Server 2003, and Windows XP.

### Reference

- The printer driver needs to be installed on the computer before doing this procedure. For details on how to install the printer driver, refer to "[Connecting to a Computer](#)" P. 46.

### ■ For Windows PCL/PCL XPS Driver

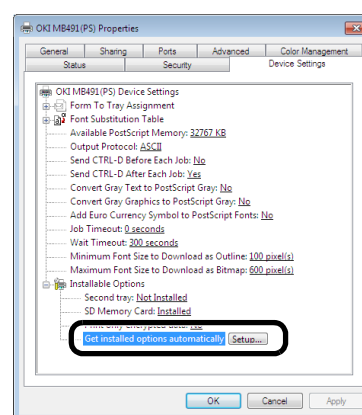
- Click [**Start**] > [**Devices and Printers**].
- Right-click the OKI MB491 icon and select [**Printer properties**]. (If you have installed multiple printer drivers, select [**Printer properties**] > [**OKI MB491(PCL)**] or [**OKI MB491(PCL XPS)**]).
- Select the [**Device Options**] tab.
- For the network connection, select [**Get Printer Settings**].  
For the USB connection, check [**Lower Cassette**].



- Click [**OK**].

### ■ For Windows PS Driver

- Click [**Start**] > [**Devices and Printers**].
- Right-click the [**OKI MB491(PS)**] icon and then select [**Printer properties**]. (If you have installed multiple printer drivers, select [**Printer properties**] > [**OKI MB491(PS)**].)
- Select the [**Device Settings**] tab.
- For the network connection, select [**Get installed options automatically**] under [**Installable Options**], and then click [**Setup**].  
For the USB connection, select [**Installed**] for [**Second tray**] under [**Installable Options**].

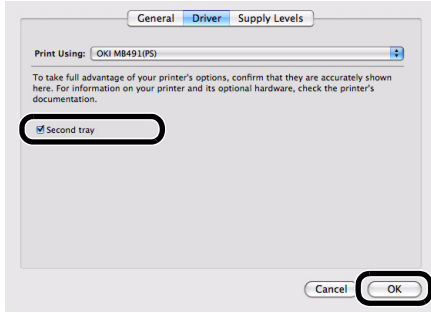


- Click [**OK**].

### ■ For Mac OS X PCL/PS Driver (Mac OS X 10.5 to 10.8)

- Select [**System Preferences**] from the Apple menu.
- Click [**Print & Scan**] (For Mac OS X 10.5 and 10.6: [**Print & Fax**]).
- Select the name of your machine and then click [**Options & Supplies**].
- Select the [**Driver**] tab.

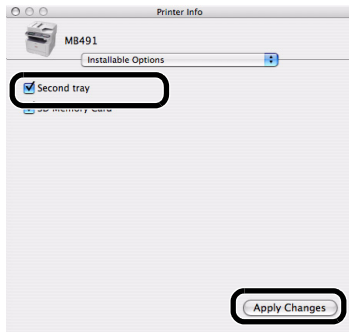
- 5 If the optional tray is already mounted, click [**Second Tray**], and then click [**OK**].



### ■ For Mac OS X PCL/PS Driver (Mac OS X 10.4.0 to 10.4.11)

#### Memo

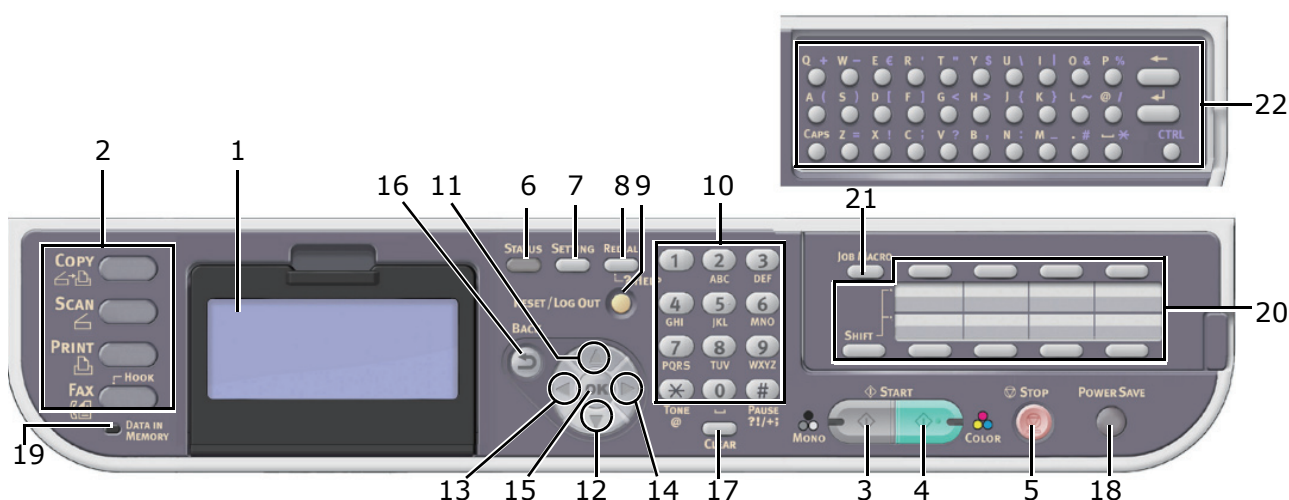
- The following procedure uses Mac OS X 10.4.11 as an example. Depending on an OS, the description may be different.
- 1 From [**Go**], select [**Utilities**] and then double-click [**Printer Setup Utility**].
  - 2 Select the name of your machine and then click [**Show Info**].
  - 3 Select [**Installable Options**].
  - 4 If the optional tray is already mounted, click [**Second Tray**], and then click [**Apply Changes**].



- 5 Close [**Printer Info**].

# ● Operator Panel

This section explains the names and functions of components on the operator panel and how to enter text.

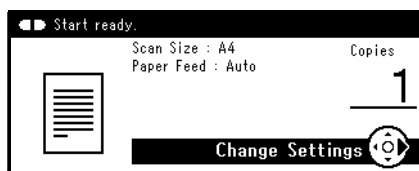


No.	Name	Function
1	Display screen	Displays operating instructions and the status of the machine.
2	Main function keys	Switches functions. The selected key lights up in blue.
	<COPY> key	Switches to the copy start screen.
	<SCAN> key	Switches to the scanner menu screen.
	<PRINT> key	Switches to the print menu screen.
	<FAX/HOOK> key (for MB451/MB451w/MB471/ MB471w/MB491/MB491+/ MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb)	Switches to the fax/Internet fax menu. On the Fax Menu, hooks the phone line.
3	<START (MONO)> key	Starts copying, scanning, faxing, or printing from USB memory in black and white.
4	<START (COLOR)> key	Starts scanning in color.
5	<STOP> key	Cancels the current job immediately.
6	<STATUS> key	Displays the status menu screen. Flashes/turns on if there is a status item to be displayed.
7	<SETTING> key	Displays the equipment setting menu screen.
8	<REDIAL/?HELP> key (for MB451/MB451w/MB471/ MB471w/MB491/MB491+/ MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb) <?HELP> key (for MB441/MB461/MB461+LP/ ES4161 MFP)	Displays the help screen. When closing, press the <REDIAL/ ?HELP> key, <Return> key, or <RESET/LOG OUT> key. On certain screens,dial the phone number which is dialed the last time.
9	<RESET/LOG OUT> key	<ul style="list-style-type: none"> <li>● In the top screen of each function, logs out.</li> <li>● In the start screen of each function, returns to the top screen. *In the copy function, the top screen is the same as the start screen.</li> <li>● In the setting screen, resets a setting value and returns to the start screen.</li> </ul>
10	Ten-key pad	<ul style="list-style-type: none"> <li>● Enters numbers.</li> <li>● Enters alphanumeric characters and symbols.</li> </ul>

No.	Name	Function
11	< <b>UP</b> > key	Shifts the highlighted selection up while an item is selected or characters are entered.
12	< <b>DOWN</b> > key	Shifts the highlighted selection down while an item is selected or characters are entered.
13	< <b>LEFT</b> > key	<ul style="list-style-type: none"> <li>● Returns to the previous screen.</li> <li>● Shifts the highlighted selection to the left while an item is selected or characters are entered.</li> </ul>
14	< <b>RIGHT</b> > key	<ul style="list-style-type: none"> <li>● Proceeds to the next screen.</li> <li>● Shifts the highlighted selection to the right while an item is selected or characters are entered.</li> </ul>
15	< <b>OK</b> > key	<ul style="list-style-type: none"> <li>● Confirms the highlighted item.</li> <li>● Selects an item to be checked.</li> </ul>
16	< <b>BACK</b> > key	Returns to the previous screen.
17	< <b>CLEAR</b> > key	Executes the following action <ul style="list-style-type: none"> <li>● Minimizes a setting value.</li> <li>● Enters zero for a setting value.</li> <li>● Clears what is entered.</li> <li>● Cancels a selected item.</li> </ul>
18	< <b>POWER SAVE</b> > key	<ul style="list-style-type: none"> <li>● Enters or exits the power saving mode.</li> <li>● Exits the sleep mode.</li> </ul> Lights up in green while in the modes.
19	< <b>DATA IN MEMORY</b> > indicator (for MB451/MB451w/MB471/ MB471w/MB491/MB491+/ MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb)	Lights up when data is in memory. * Sleep mode does not light up even if there is data in the memory.
20	One-Touch key pad	Accesses a registered e-mail address or fax number. 8 keys x 2 groups which is 16 entries in total (Press the < <b>SHIFT</b> > key to switch the groups)
21	< <b>JOB MACRO</b> > key (for MB471/MB471w/MB491/ MB491+MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb)	Switches to the job macro screen.
22	Qwerty keyboard (for MB471/MB471w/MB491/ MB491+MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb)	Enters text. It is under the one-touch key pad.

## Default Screen

Turn the power on, and when the machine is ready for use, the Copy Start screen will be displayed as the default mode.



You can switch to other functions by using the main function keys.



### Reference

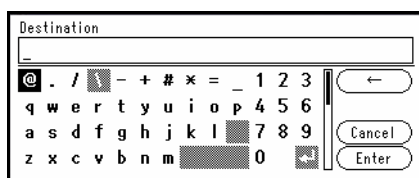
- You can change the default screen by pressing the <**SETTING**> key on the operator panel and then selecting [**Admin Setup**] > [**Management**] > [**Default Mode**]. For details, refer to the User's Manual Advanced.



## Entering Text Using the Operator Panel

When you need to enter text while setting an item, the entry screen shown below appears.

You can enter upper and lower case letters, numbers and symbols with the screen keyboard.

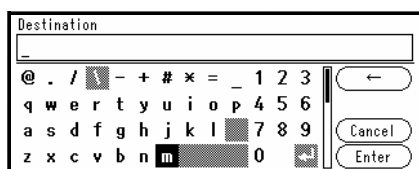


### Memo

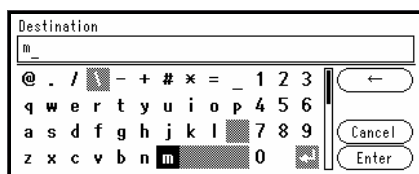
- When you need to enter only numbers, the screen keyboard may not appear. In this case, enter numbers using the ten-key pad.

## Entering Text

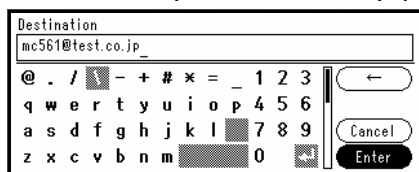
- Press **▶**, **◀**, **▼**, **▲** to select the character you want, and then press **OK**.



The selected character is entered in the text field.



- Repeat step 1 until all the characters required are entered.
- Press the **▶** and **▼** to select **[Enter]** and press **OK** to complete the entry process.



## Using the Ten-key Pad

You can also use the ten-key pad to enter alphanumeric characters and symbols in the entry screen.



You can enter the numbers labeled on each key, as well as the other characters by pressing the keys repeatedly.

- Press a key on the ten-key pad until the character you want appears in the text file.
- Repeat step 1 until all the characters required are entered. If you continuously press the same key, you can press the **▶** button to move the cursor.
- Check that **[Enter]** is selected and press **OK** to complete the entry process.

### Memo

- You can enter the following characters by pressing the keys on the ten-key pad.

Ten-key	Characters
1	<b>1</b>
2	<b>abc2ABC</b>
3	<b>def3DEF</b>
4	<b>ghi4GHI</b>
5	<b>jkl5JKL</b>
6	<b>mno6MNO</b>
7	<b>pqrs7PQRS</b>
8	<b>tuv8TUV</b>
9	<b>wxyz9WXYZ</b>
0	<b>(Space) 0</b>
*	<b>@*</b>
#	<b>._-(Space)+!'"\$%&amp;'(),/ ;;&lt;=&gt;?[\]^#</b>

## ■ Using the QWERTY Keyboard (MB471, MB471w, MB491, MB491+, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb)

You can also use the QWERTY keyboard to enter alphanumeric characters and symbols in the entry screen.

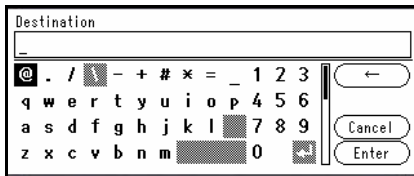


The keyboard enables you to switch the entry mode to the standard mode, CAPS mode, or CTRL mode. The changed mode is reflected to the screen keyboard display.

- Standard mode

It enables you to enter small alphabetical letters.

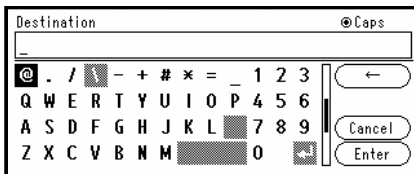
The following screen keyboard is displayed.



- CAPS mode

Pressing the <CAPS> key enables you to enter capital alphabetical letters.

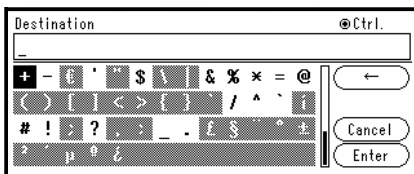
The following screen keyboard is displayed.



- CTRL mode

Pressing the <CTRL> key enables you to enter symbols.

The following screen keyboard is displayed.



**! Note**

- When the QWERTY keyboard cover is open, the numerical keypad can only be used for entering numbers.

## Deleting the Entered Text

You can delete text in the text field in the following ways.

### ■ Pressing the <CLEAR> key

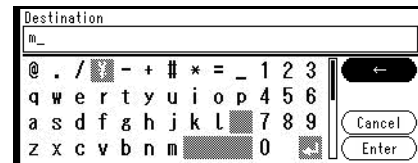
Press the <CLEAR> key to delete the last character entered.

Hold the <CLEAR> key to delete all the characters you have entered.



### ■ Selecting [BS] on the Screen Keyboard

Press the ► and ▼ and to highlight [BS] and then press (OK) to delete the last character entered.



### ■ Pressing the Backspace Key on the Qwerty Keyboard (for MB471, MB471w, MB491, MB491+, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb)

Press the backspace key to delete the last character entered.





# ● Loading Paper and Documents

This section explains the specifications for paper and documents, and how to load them.


## Paper

### Supported Paper Types

For high-quality printing and to avoid printing problems, be sure to use the supported paper types. Please use digital photo print paper.

Please check the print quality and the movement of the paper thoroughly beforehand to make sure that there are no problems. Your machine supports the below-listed types of paper.

Using paper other than the recommended print paper may result in unstable paper output depending on how the front/back of the paper is loaded. In this case, check beforehand by inserting the paper in the reverse orientation etc, and confirm that the paper is output correctly before use.

Paper Type	Paper Size mm (inch)		Paper Weight
Standard paper	A4	210 x 297	60 to 163 g/m <sup>2</sup> (16 to 43lb) For duplex print, 60 to 163 g/m <sup>2</sup> (16 to 43lb)  <b>Note</b> ● If the paper size is set at A6, A5, or with a paper width narrower than 148 mm (A5 width), the printing will be slower.
	A5	148 x 210	
	A6	105 x 148	
	B5	182 x 257	
	Letter	215.9 x 279.4 (8.5 x 11)	
	Legal (13 inch)	215.9 x 330.2 (8.5 x 13)	
	Legal (13.5 inch)	215.9 x 342.9 (8.5 x 13.5)	
	Legal (14 inch)	215.9 x 355.6 (8.5 x 14)	
	Executive	184.2 x 266.7 (7.25 x 10.5)	
	Statement	139.7 x 215.9 (5.5 x 8.5)	
	16K (184 x 260 mm)	184 x 260	
	16K (195 x 270 mm)	195 x 270	
	16K (197 x 273 mm)	197 x 273	
Custom *1*2*3	Width: 64~216 Length: 148~1321	60 to 163 g/m <sup>2</sup> (16 to 43lb)	

\*1 Tray 1 can contain paper 100 to 216 mm (3.94 to 8.5 inches) wide and 148 to 355.6 mm (5.83 to 14 inches) long.

\*2 Tray 2 can contain paper 148 to 216 mm (5.83 to 8.5 inches) wide and 210 to 355.6 mm (8.27 to 14 inches) long.

\*3 The MP Tray (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb) or Manual Feeder (MB441/MB461/MB461+LP/ES4161 MFP) can contain paper 86 to 216 mm (3.4 to 8.5 inches) wide and 140 to 1320.8 mm (5.5 to 52 inches) long.

**Loading Paper and Documents**

<b>Paper Type</b>	<b>Paper Size mm (inch)</b>		<b>Paper Weight</b>
Envelope	Monarch	98.4 x 190.5 (3.875 x 7.5)	Envelopes should be 88 g/m <sup>2</sup> (24lb) paper, and flap parts of envelopes should be folded
	Com-9	98.4 x 225.4 (3.875 x 8.875)	
	Com-10	104.8 x 241.3 (4.125 x 9.5)	
	DL	110 x 220 (4.33 x 8.66)	
	C5	162 x 229 (6.4 x 9)	
Index card	Index card	76.2 x 127.0 (3 x 5)	
Label	A4	210 x 297	0.1~0.2 mm
	Letter	215.9 x 279.4 (8.5 x 11)	
Partly-printing paper	Subject to the standard paper		64 to 163 g/m <sup>2</sup> (18 to 43lb)
Color paper	Subject to the standard paper		64 to 163 g/m <sup>2</sup> (18 to 43lb)

## Paper Recommendations

Your MFP will handle a variety of print media, including a range of paper weights and sizes.

This section provides general advice on choice of media, and explains how to use each type.

The best performance will be obtained when using standard 75~90g/m<sup>2</sup> paper designed for use in copiers and laser printers.

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

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

### ■ Envelopes

Envelopes should be free from twists, curls or other deformations.

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

### ■ Labels

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

## Storing Paper

Store paper under the following conditions to maintain quality:

- Inside a cabinet or other dry and dark place
- On a flat surface
- Temperature: 20°C
- Humidity: 50% RH (relative humidity)

Avoid placing:

- Directly on the floor
- In the direct sunlight
- Near the inside of an exterior wall
- On an uneven surface
- Where static electricity may be generated
- Where temperature rapidly changes
- Near a printer, air conditioner, heater, or duct

#### ! Note

- Do not unwrap the paper until you are ready to use the paper.
- Do not leave paper unwrapped for a long period. Doing so may result in paper handling and print quality issues.

## Loading Paper

Your machine has two built-in trays (tray 1 and the MP tray) (MB441, MB461, MB461+LP and ES4161 MFP is Manual Feeder) and an optional tray (tray 2). The Optional tray (Tray2) is only available on MB461, MB461+LP, MB471, MB471w, MB491, MB491+, MB491+LP, ES4161 MFP, ES4191 MFP, MPS4200mb, and MPS4700mb. Refer to the list below to check the supported paper and capacities of each tray.

**Note**

- Duplex printing cannot be performed on paper indicated by an "\*".

Tray	Supported paper size	Paper capacity	Paper weight
Tray1	<ul style="list-style-type: none"> <li>● A4</li> <li>● A5*</li> <li>● B5</li> <li>● A6*</li> <li>● Letter</li> <li>● Legal 13</li> <li>● Legal 13.5</li> <li>● Legal 14</li> <li>● Executive</li> <li>● Statement*</li> <li>● 16K (184 x 260 mm)</li> <li>● 16K (195 x 270 mm)</li> <li>● 16K (197 x 273 mm)</li> <li>● Custom</li> </ul>	250 sheets (when paper weight is 80 g/m <sup>2</sup> )	<ul style="list-style-type: none"> <li>● Light 60 to 63 g/m<sup>2</sup> (16 to 17 lb)</li> <li>● Medium Light 64 to 74 g/m<sup>2</sup> (18 to 19 lb)</li> <li>● Medium 75 to 87 g/m<sup>2</sup> (20 to 23 lb)</li> <li>● Medium Heavy 88 to 104 g/m<sup>2</sup> (24 to 27 lb)</li> <li>● Heavy 105 to 122 g/m<sup>2</sup> (28 to 32 lb)</li> </ul>
Tray2 (optional) (MB461, MB461+LP, MB471, MB471w, MB491, MB491+, MB491+LP, ES4161 MFP, ES4191 MFP, MPS4200mb, MPS4700mb only)	<ul style="list-style-type: none"> <li>● A4</li> <li>● A5*</li> <li>● B5</li> <li>● Letter</li> <li>● Legal 13</li> <li>● Legal 13.5</li> <li>● Legal 14</li> <li>● Executive</li> <li>● 16K (184 x 260 mm)</li> <li>● 16K (195 x 270 mm)</li> <li>● 16K (197 x 273 mm)</li> <li>● Custom</li> </ul>	530 sheets (when paper weight is 80 g/m <sup>2</sup> )	<ul style="list-style-type: none"> <li>● Light 60 to 63 g/m<sup>2</sup> (16 to 17 lb)</li> <li>● Medium Light 64 to 74 g/m<sup>2</sup> (18 to 19 lb)</li> <li>● Medium 75 to 87 g/m<sup>2</sup> (20 to 23 lb)</li> <li>● Medium Heavy 88 to 104 g/m<sup>2</sup> (24 to 27 lb)</li> <li>● Heavy 105 to 122 g/m<sup>2</sup> (28 to 32 lb)</li> </ul>

Tray	Supported paper size	Paper capacity	Paper weight
MP Tray (MB451/ MB451w/ MB471/ MB471w/ MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/)	<ul style="list-style-type: none"> <li>● A4</li> <li>● A5</li> <li>● B5</li> <li>● A6*</li> <li>● Letter</li> <li>● Legal 13</li> <li>● Legal 13.5</li> <li>● Legal 14</li> <li>● Executive</li> <li>● Statement*</li> <li>● 16K (184 x 260 mm)</li> <li>● 16K (195 x 270 mm)</li> <li>● 16K (197 x 273 mm)</li> <li>● Custom</li> <li>● Com-9 Envelope*</li> <li>● Com-10 Envelope*</li> <li>● Monarch Envelope*</li> <li>● DL Envelope*</li> <li>● C5 Envelope*</li> <li>● C6 Envelope*</li> </ul>	<ul style="list-style-type: none"> <li>● 100 sheets (when paper weight is 80 g/m<sup>2</sup>)</li> <li>● 10 envelopes</li> </ul>	<ul style="list-style-type: none"> <li>● Light 60 to 63 g/m<sup>2</sup> (16 to 17 lb)</li> <li>● Medium Light 64 to 74 g/m<sup>2</sup> (18 to 19 lb)</li> <li>● Medium 75 to 87 g/m<sup>2</sup> (20 to 23 lb)</li> <li>● Medium Heavy 88 to 104 g/m<sup>2</sup> (24 to 27 lb)</li> <li>● Heavy 105 to 122 g/m<sup>2</sup> (28 to 32 lb)</li> <li>● Ultra Heavy 123 to 163 g/m<sup>2</sup> (33 to 43 lb)</li> </ul>
Manual Feeder (MB441/ MB461/ MB461+LP/ ES4161 MFP)	<ul style="list-style-type: none"> <li>● 16K (184 x 260 mm)</li> <li>● 16K (195 x 270 mm)</li> <li>● 16K (197 x 273 mm)</li> <li>● Custom</li> <li>● Com-9 Envelope*</li> <li>● Com-10 Envelope*</li> <li>● Monarch Envelope*</li> <li>● DL Envelope*</li> <li>● C5 Envelope*</li> <li>● C6 Envelope*</li> </ul>	<ul style="list-style-type: none"> <li>● 1 sheet</li> <li>● 1 envelope</li> </ul>	

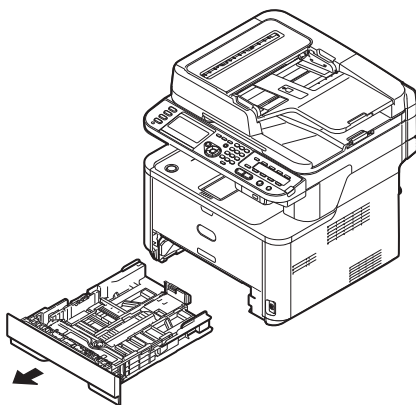
### ■ Loading Paper in Tray 1 and Tray 2

The following procedure explains how to load paper in tray 1 or tray 2 (optional).

**Memo**

- The following procedure uses tray 1 as an example but the same is applied to tray 2.

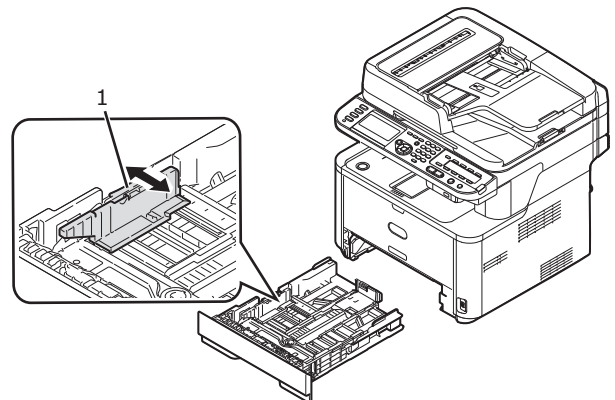
#### 1 Pull out the paper tray.



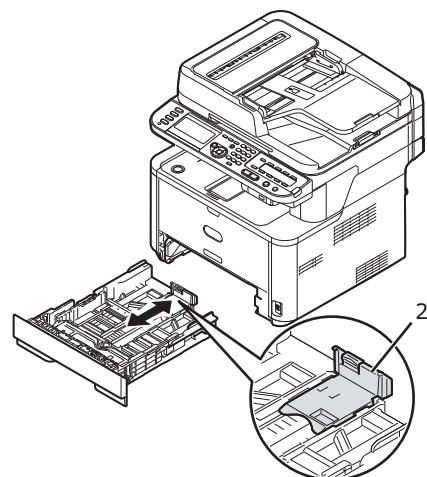
**! Note**

- The paper size selection screen will be displayed when you pull out the Tray. Register the loaded paper on your machine. Proceed to ["Configuring the Tray Settings" P. 36.](#)

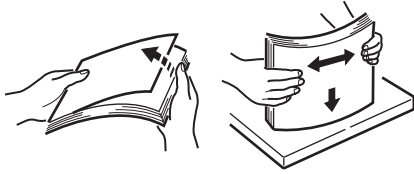
#### 2 Slide the paper guide (1) to the width of paper to be loaded.



#### 3 Slide the paper stopper (2) to the length of paper to be loaded.



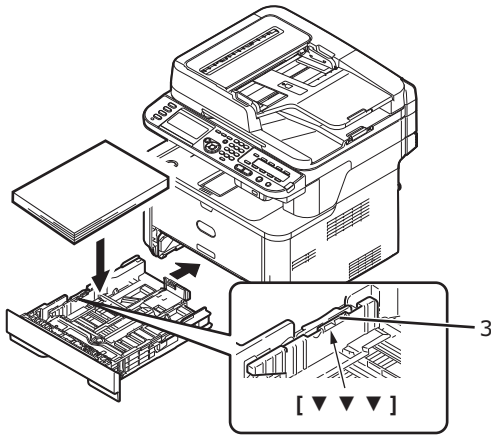
- 4 Flex paper back and forth, and then fan it. Straighten the edges of the paper stack on a level surface.



- 5 Load paper with the print side face down.

! Note

- Do not load paper above the fill line (3).

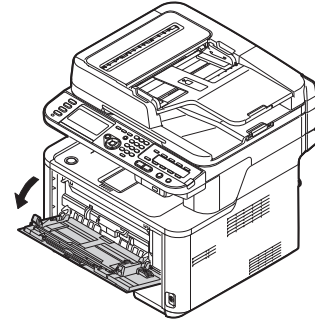


- 6 Push the paper tray until it stops. Register the loaded paper on your machine. Proceed to ["Configuring the Tray Settings" P. 36.](#)

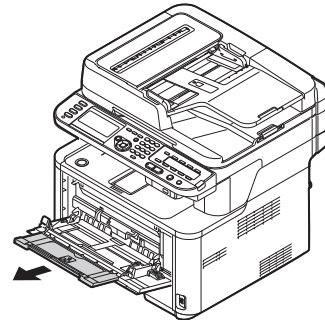
## ■ Loading Paper on the MP Tray (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb)

The following procedure explains how to load paper in the MP tray.

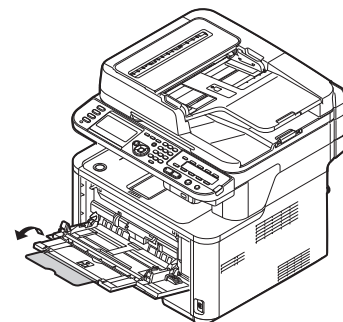
- 1 Open the MP tray.



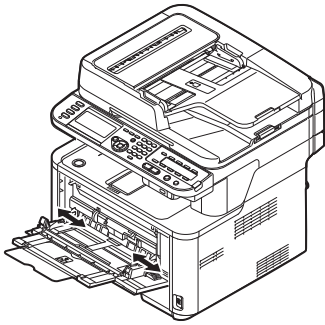
- 2 Pull out the paper support.



- 3 Pull out the sub support.



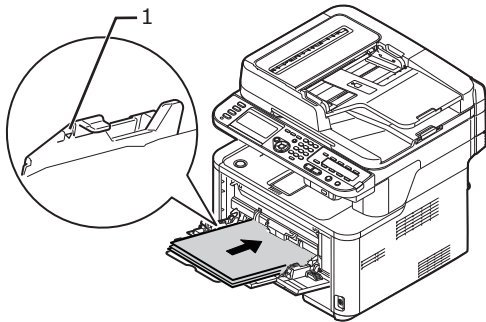
- 4 Adjust the manual feeding paper guide to the width of paper to be loaded.



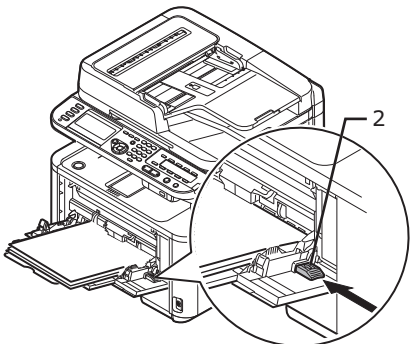
- 5 Insert the paper with the print side face up until its edge touches the paper feed entrance.

! Note

- Do not load paper above the fill line (1).



- 6 Press the Set button (2).



Register the loaded paper on your machine. Proceed to "[Configuring the Tray Settings](#)".

! Note

- Do not load paper of different sizes, types or weights at the same time.
- When adding paper, remove the paper in the MP tray and straighten the edges of both stacks of paper, and then load them again.
- Do not put anything other than paper for printing.

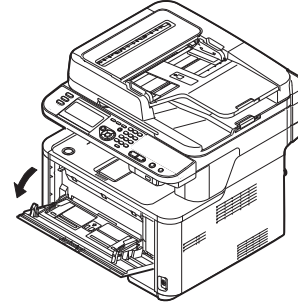
Memo

- When loading envelopes in the MP tray, load them face up with the orientation as stated below.
  - Your envelopes (Monarch, Com-9, Com-10, DL and C5) are loaded with the flap folded and the flap should come to the right side to the feeding direction.

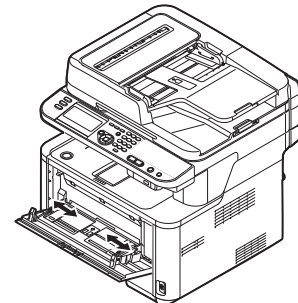
## ■ Loading Paper in the Manual Feeder (MB441/MB461/MB461+LP/ES4161 MFP)

The following procedure explains how to load paper in the Manual Feeder.

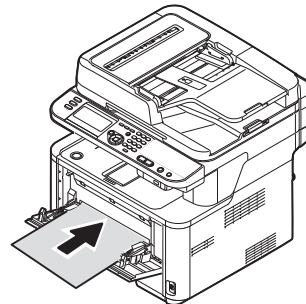
- 1 Open the Manual Feeder.



- 2 Adjust the manual feeding paper guide to the width of paper to be loaded.



- 3 Load a paper.



! Note

- Only one sheet can be set in the Manual Feeder each time.
- The machine will not load paper when it is in the sleep mode or power save mode. If it is in either mode when you use the manual feeder, press the <POWER SAVE> key on the operator panel. Then it goes to the standby mode. After that, load paper.

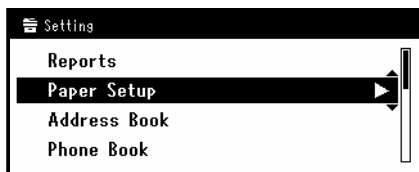
### ■ Configuring the Tray Settings

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

With Tray 1/Tray 2: The paper size selection screen will be displayed automatically when you pull out the Tray. Please use settings from Section 4.

With MP Tray: Please use settings from Section 1.

- 1 Press the <SETTING> key on the operator panel.
- 2 Press the ▼ to select [**Paper Setup**] and then press (OK).



- 3 Press the ▼ to select the paper tray in which you loaded paper and then press (OK).
- 4 Select [**Paper Size**] and then press (OK).
- 5 Press the ▼ to select the size of the loaded paper and then press (OK).

**Reference**

- If [**Custom**] is selected for [**Paper Size**], you need to register the custom size. For how to register the custom size, refer to "Registering Custom Sizes" P. 36.

- 6 Press the ▼ to select [**Media Type**] and then press (OK).
- 7 Press the ▼ to select the type of media loaded and then press (OK).
- 8 Press the ▼ to select [**Media Weight**] and then press (OK).
- 9 Press the ▼ to select the weight of the loaded paper and then press (OK).
- 10 Press the ◀ until the top screen is displayed.

### ■ Registering Custom Sizes

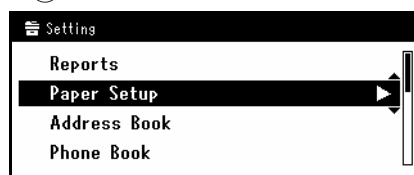
To load custom size paper, you need to register the width and length of the paper before printing. The range of the sizes you can set differs according to the paper tray.

Tray	Available size range
Tray1	Width: 100 to 216 mm (3.94 to 8.5 inches) Length: 148 to 355.6 mm (5.83 to 14.0 inches)
Tray2 (Optional) (MB461, MB461+LP, MB471, MB471w, MB491, MB491+/ MB491+LP, ES4161 MFP, ES4191 MFP, MPS4200mb, MPS4700mb only)	Width: 148 to 216 mm (5.83 to 8.5 inches) Length: 210 to 355.6 mm (8.27 to 14.0 inches)
MP tray (MB451/ MB451w/ MB471/ MB471w/ MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb) Manual Feeder (MB441/ MB461/ MB461+LP/ ES4161 MFP)	Width: 86 to 216 mm (3.4 to 8.5 inches) Length: 140 to 1320.8 mm (5.5 to 52.0 inches)

**Note**

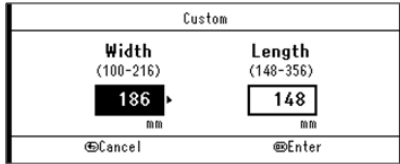
- For tray 1 and tray 2, you can configure the [**Custom**] setting only when [**Paper Size**] is set to [**Custom**].
- The available size range for duplex printing is the same as that for tray 2.

- 1 Press the <SETTING> key on the operator panel.
- 2 Press the ▼ to select [**Paper Setup**] and press (OK).





- 3 Press the ▼ to select the paper tray in which you loaded paper and then press **OK**.
- 4 Press the ▼ to select [**Custom**] and then press **OK**.
- 5 Enter the desired value using the ten-key pad and then press **OK**.  
Press the ◀ or ▶ to move to the next box.



- 6 Press the ◀ until the top screen is displayed.

## Paper Output

Your machine outputs to the facedown or faceup stacker. Paper types that can be outputted to each stacker are as follows.

Output Stacker	Supported paper type	Paper output capacity
Facedown	<ul style="list-style-type: none"> <li>● Standard</li> <li>● Recycled paper</li> </ul>	<ul style="list-style-type: none"> <li>● 150 sheets (when paper weight is less than 80 g/m<sup>2</sup>)</li> </ul>

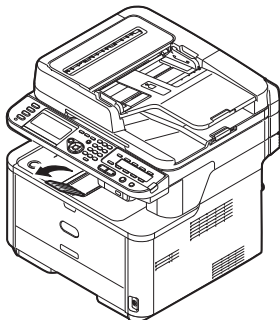
When performing duplex printing, paper outputs to the facedown stacker.

### ! Note

- Do not open or close the faceup stacker while printing as it may result in a paper jam.

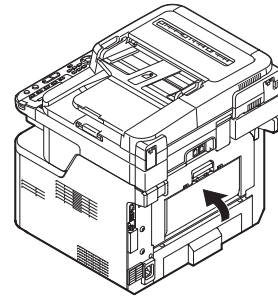
## ■ Using the Facedown Stacker

Delivers paper with the print side face down.



### ! Note

- Check that the faceup stacker on the rear side of the machine is closed. If the faceup stacker is open, paper is always outputted to the faceup stacker.



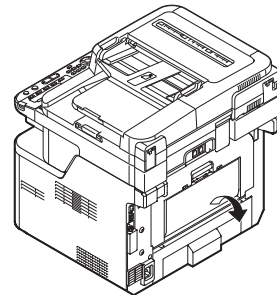
## ■ Using the Faceup Stacker

Delivers paper with the print side face up.

### ! Note

- The faceup stacker is not available in duplex printing.

- 1 Pull the faceup stacker on the rear side of the machine and open it toward you.



- 2 Unfold the faceup stacker.

## Documents

You can use the auto document feeder (ADF) or the document glass to load documents for copying, scanning or faxing.

## Document Requirements

You cannot load the following documents on the ADF. Use the document glass instead:

- Torn or perforated paper
- Curled or rolled paper
- Wet paper
- Static paper
- Carbon-backed paper
- Fabrics, metallic sheets or Transparency films
- Paper with staples, paper clips, ribbons, or tape
- Pasted paper, paper with glue
- Glossy paper
- Specially coated paper

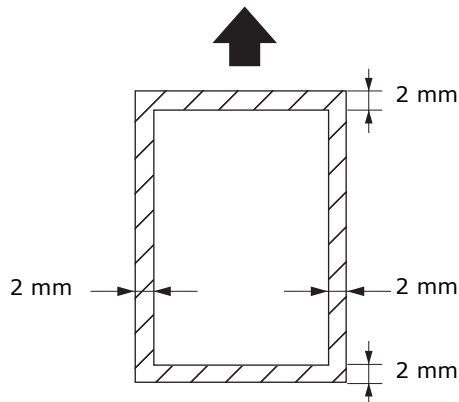
## Loading Paper and Documents

Keep the following in mind to avoid damaging the document glass:

- Do not hold a document firmly on the glass when copying a thick document.
- Place hard documents gently.
- Avoid loading documents with sharp projections.

## Scannable Area

The text or images on the shaded area shown below are not scanned.



### Memo

- The arrow in the above drawing indicates the feeding direction in the auto document feeder, or the scanning start side on the document glass.

## Loading Documents

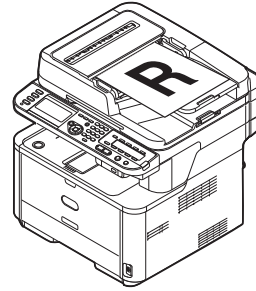
Scanner type	Scannable size	Paper capacity	Paper weight
ADF	<ul style="list-style-type: none"> <li>• A4</li> <li>• A5</li> <li>• B5</li> <li>• A6*</li> <li>• Letter</li> <li>• Legal 13</li> <li>• Legal 13.5</li> <li>• Legal 14</li> <li>• Executive</li> </ul>	50 sheets (80 g/m <sup>2</sup> )	60 to 105 g/m <sup>2</sup> (16 to 28 lb)
Document glass	<ul style="list-style-type: none"> <li>• A4</li> <li>• A5</li> <li>• B5</li> <li>• A6</li> <li>• Letter</li> <li>• Executive</li> <li>• Legal 13**</li> <li>• Legal 13.5**</li> <li>• Legal 14**</li> </ul>	-	20 mm

### ! Note

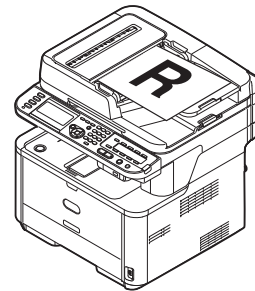
- For documents using adhesives, ink, or correction fluid, set them after checking that these have completely dried.
- Duplex scanning cannot be performed on paper indicated by an "\*".
- "\*\*" supported only MB461+LP/MB491+LP/MPS4700mb.

## ■ Loading Documents on the ADF

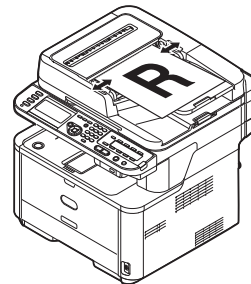
- 1 Load your documents face up on the ADF.  
If your documents are portrait, load them with the top edge of the documents in first.



If your documents are landscape, load them with the left edge of the documents in first.

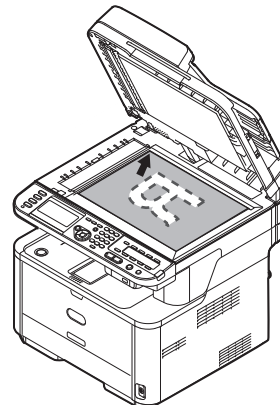


- 2 Adjust the document guides to the width of your documents.

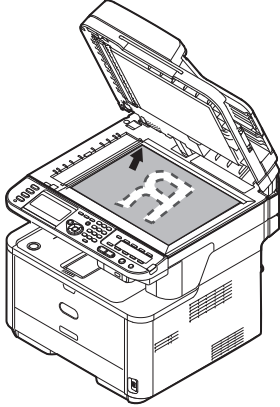


## ■ Loading Documents on the Document Glass

- 1 Lift and open the document glass cover.
- 2 Place a document face down on the document glass.  
If your document is portrait, align its top edge to the upper-left corner of the glass.



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



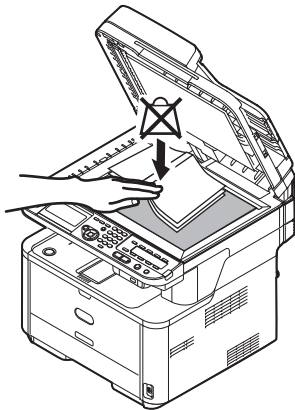
### 3 Close the document glass cover gently.

#### Reference

- Set [**Document Direction**] according to the direction of your document to get the output you want. The factory default is [**Portrait**]. Refer to "[Changing Image Orientation of Document \(Direction\)](#)" P. 81.

#### Note

- When you take a copy with the document glass, do not apply an excessive load to the document glass.



# ● Basic Settings for Faxing (for MB451, MB451w, MB471, MB471w, MB491, MB491+, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb only)

This section explains basic settings for faxing. Be sure to configure the following settings before you transmit faxes.

## Setting for Country Code

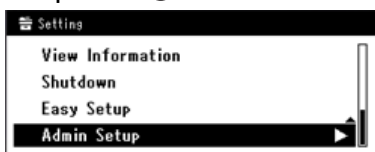
**Note**

- Please select the correct country code.
- If [Country Code] is set to the wrong value, there is a possibility that fax transmission and reception may not function correctly. Though the line connection is correctly, if the fax transmission or reception fails, ensure the [Country Code] setting first.

- 1 Hold down the power switch for about a second to turn on the power.
- 2 Press the <SETTING> key on the operator panel.



- 3 Press the ▼ to select [Admin Setup] and then press (OK).



- 4 Enter the administrator password. The default password is "aaaaaa".
  - a Press ►, ◀, ▼, ▲ to select the character you want, and then press (OK).



- The selected character is entered as "\*" in the text filed.
- If you have entered an incorrect value, press the <CLEAR> key and then enter the correct value.



- b Repeat step a until all characters required are entered.
  - c Press the ► and ▼ to select [Enter] and press (OK).
- 5 Press the ▼ to select [Fax Setup] and then press (OK).
  - 6 Press the ▼ to select [Fax Setting] and then press (OK).
  - 7 Press the ▼ to select [Country Code] and then press (OK).
  - 8 Press the ▲ or ▼ to select your country name and then press (OK).

If your country name is not displayed, select the following value.

- If your country is Czech Republic or Slovakia, select [Czech/Slovakia].
- If your country is Canada, select [U.S.A].
- If the region of your country is Latin America, select [Latin America].
- If the region of your country is Europe or Middle East, select [International].

### Settable Country Code:

U.S.A.	International	United Kingdom	Ireland
Norway	Sweden	Finland	Denmark
Germany	Hungary	Czech/Slovakia	Poland
Switzerland	Austria	Belgium	Netherlands
France	Portugal	Spain	Italy
Greece	Australia	New Zealand	Singapore
Hong Kong	Latin America	Mexico	China
Russia	Taiwan	Japan	Korea
Thailand	Malaysia	Jordan	Argentina
Brazil	South Africa	Belarus	Moldova
Turkey	Ukraine		

- 9 If the confirmation message is displayed then press (OK). The machine will re-start automatically and the default screen will be displayed a few minutes later.
- 10 Hold down the power switch for about a second to turn off the power.

**Memo**

- If the Country Code is changed, the values of [PBX Line] and [MF (Tone)/DP (Pulse)] are changed to the default values for each Country Code.

## Connecting a Telephone Line

Depending on your environment, a method to connect the telephone line is different. Based on the following figures, connect the line for your environment.

**! Note**

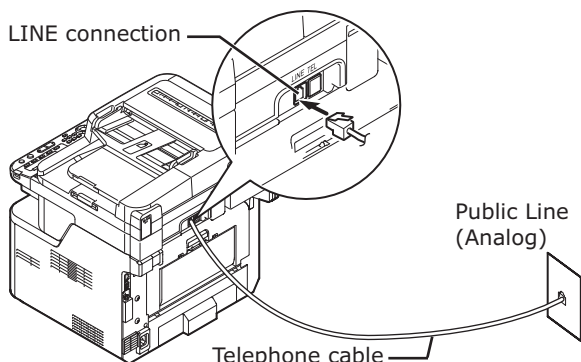
- Turn off the machine when you connect the telephone line with the machine.
- You cannot connect to the ISDN line directly. To connect to it, use the terminal adopter (TA) and connect to the LINE connection of the machine.
- Don't connect with USB cable or LAN cable at this point.

**Memo**

- Depending on your environment of the machine, Checking the reception mode, refer to "[Specifying Reception Mode](#)" P. 45.
- Checking the dial type settings, refer to "[Settings for each dialing type](#)" P. 43.

### Connecting to the Public Line (Connecting for Fax Only)

- 1 Plug one end of the [Telephone cable] into the [LINE connection] of your machine and the other end into a [Public Line (Analog)].

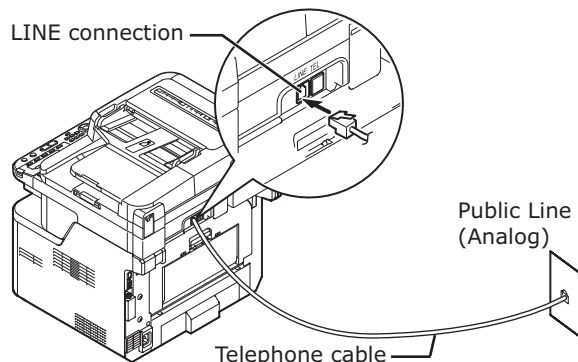


**! Note**

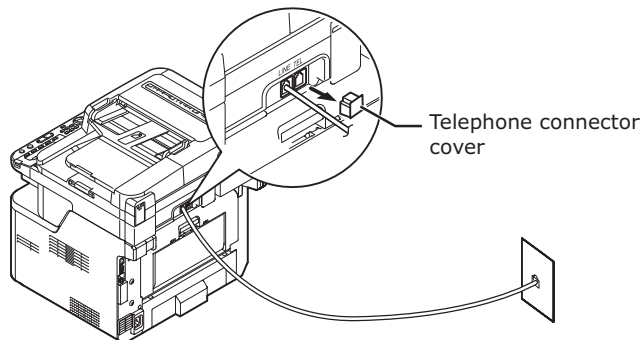
- Connect telephone cable to [LINE connection] without fail. Never connect it to [TEL connection].

### Connecting to the Public Line (Connecting for Fax and Telephone)

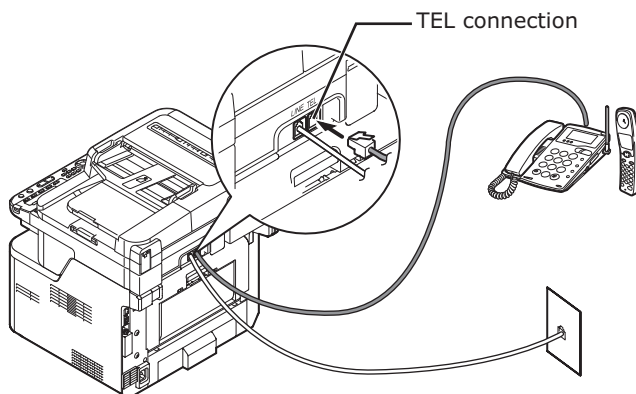
- 1 Plug one end of the [Telephone cable] into the [LINE connection] of your machine and the other end into a [Public Line (Analog)].



- 2 Remove the [Telephone connector cover].



- 3 Plug the external telephone's cable into the [TEL connection] of your machine.



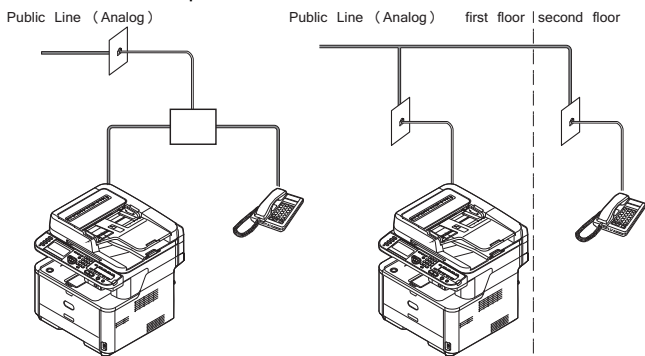
The telephone that is connected to the machine is called an external telephone.

**! Note**

- Only one telephone can be connected to this machine.
- Don't connect the telephone to the machine in parallel. If you connect the telephone to the machine in parallel, the following problem will occur and the machine will not work correctly.



- Picking up the telephone receiver when sending or receiving a fax may interrupt pictures or cause communication error to occur.
- The fax transfer function is not able to work from the external telephone.



**Memo**

- In the case of direct interconnection, separate construction is needed. Please contact the telephone company that you use.

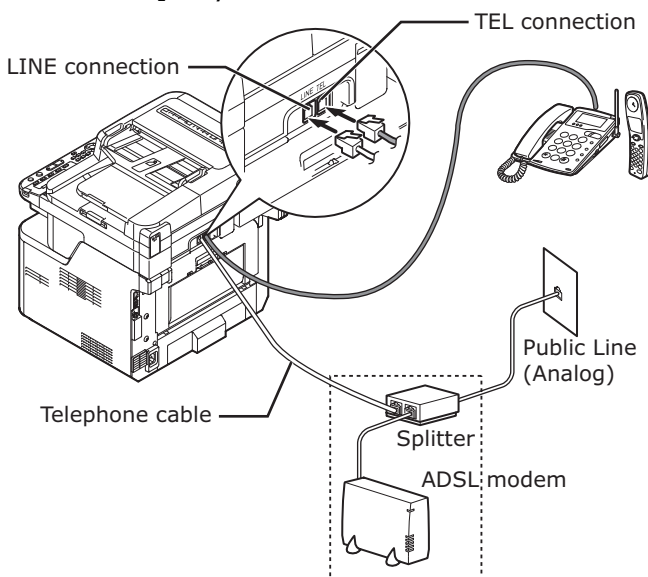
## Other cases

**Note**

- Turn off the machine when you connect the telephone line with the machine.

## Connecting to the ADSL Environment

Plug the [**Telephone cable**] connected to the ADSL modem into the [**LINE connection**] of your machine.  
 Remove the telephone connector cover.  
 Plug the external telephone's cable into the [**TEL connection**] of your machine.



**Memo**

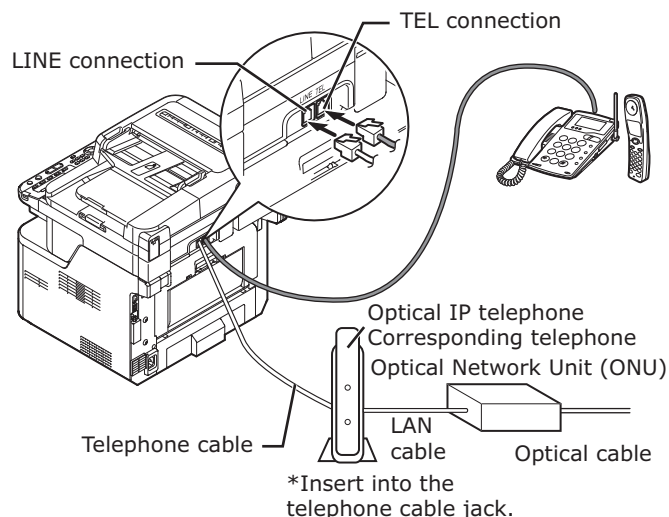
- Check the dial tone detection if it is unable to dial and refer to "Admin Setup - User install" P.103 Advanced.
- If you cannot send or receive faxes well, set [**Super G3**] to off. Refer to "Setting for Super G3" P. 45.

## Connecting to IP Telephone

Plug the [**Telephone cable**] connected to the IP telephone into the [**LINE connection**] of your machine.

Remove the telephone connector cover.

Plug the external telephone's cable into the [**TEL connection**] of your machine.



**Memo**

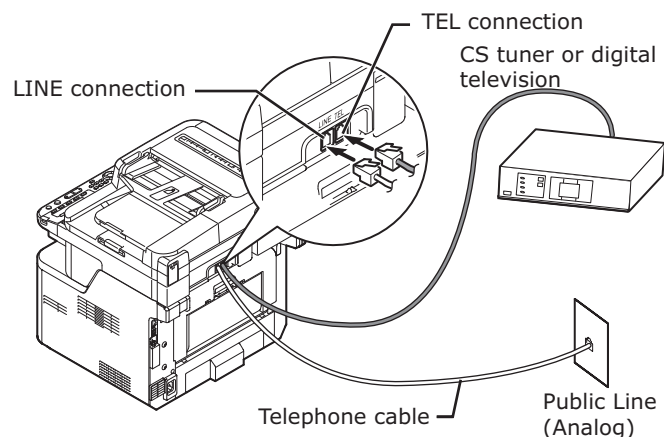
- Check the dial tone detection if it is unable to dial and refer to "Admin Setup - User install" P.103 Advanced.
- If you cannot send or receive faxes well, set [**Super G3**] to off. Refer to "Setting for Super G3" P. 45.

## Connecting CS Tuner or Digital Television

Plug the [**Telephone cable**] connected to the [**Public Line (Analog)**] into the [**LINE connection**] of your machine.

Remove the telephone connector cover.

Plug the telephone cable connected to the CS tuner or digital television into the [**TEL connection**] of your machine.

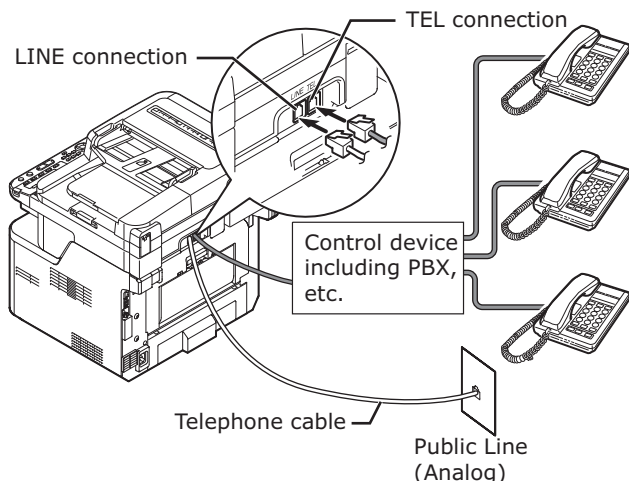


## Connecting PBX, Home Telephone or Business Phone

Plug the [Telephone cable] connected to the [Public Line (Analog)] into the [LINE connection] of your machine.

Remove the telephone connector cover.

Plug the telephone cable connected to a control device including PBX, etc. into the [TEL connection] of your machine.



- Home Telephone -

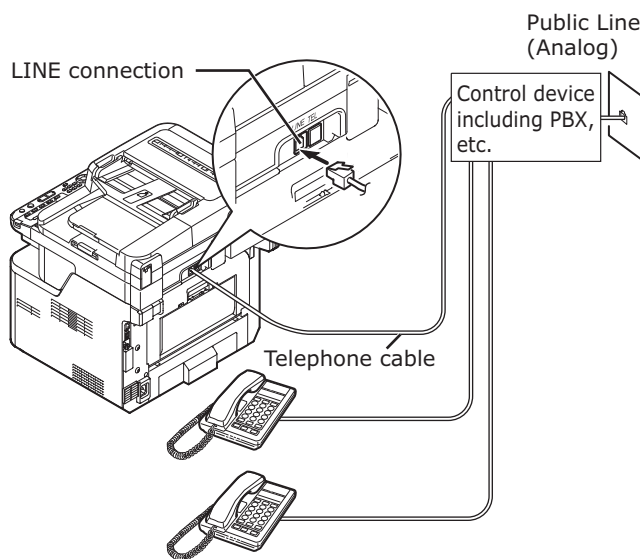
A number of telephones are connected with one or two telephone lines to allow internal and door phone communication. This is simple switching equipment for household.

- Business Phone -

More than two telephone lines can be accommodated, and these telephone lines can be shared with a number of telephones to allow internal communication. This is simple switching equipment.

## Connecting as an Internal Telephone

Plug the [Telephone cable] connected to a control device including PBX, etc. into the [LINE connection] of your machine.



**Memo**

- Set [PBX Line] to [ON]. Refer to "PBX Connecting" P. 45.

## Settings for each dialing type

The factory default [MF (Tone)/DP (Pulse)] is set to [Tone].

- For push-button phones, if you hear a "Beep, boop, beep" sound, leave [MF (Tone)/DP (Pulse)] as [Tone].
- For push-button type phones, if you do not hear a "Beep, boop, beep" sound, or if you are using a rotary-dial type phone, set [MF (Tone)/DP (Pulse)] to [Pulse].

### ■ How to Configure Settings

- 1 Press the <SETTING> key on the operator panel.
- 2 Press the ▼ to select [Admin Setup], and press **OK**.
- 3 Enter the administrator password. The factory default password is "aaaaaa".
- 4 Select [Enter], and press **OK**.
- 5 Press the ▼ to select [User Install], and press **OK**.
- 6 Press ▼, select [MF (Tone)/DP (Pulse)], and then press **OK**.
- 7 Press ▼, select Dial Type, and then press **OK**.

8 Press the ◀ until the top screen is displayed.

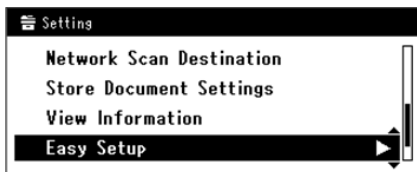
## Setup of Date/Time

Setup of Date/Time of your region.

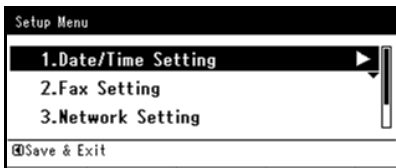
### Reference

- You can set up date and time automatically using Webpage. For details, refer to the User's Manual Advanced.

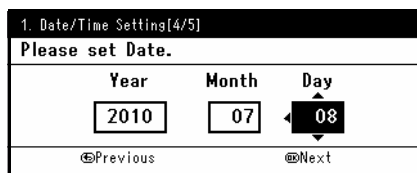
- Press the <SETTING> key on the operator panel.
- Press the ▼ select [**Easy Setup**] and then press (OK).



- Enter the administrator password. The factory default password is "aaaaaa".
- Select [**Enter**], and press (OK).
- Press the ▼ to select [**Date/Time Setting**] and then press the ▶.

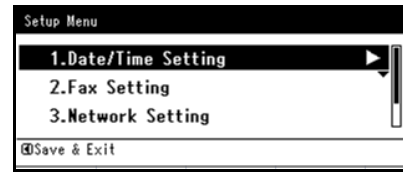


- Press the ▼ to select the appropriate time zone and then press (OK).
- Press the ▼ to select [**Manual**] and then press (OK).
- Press the ▲ or ▼ to select the current date and then press (OK).  
To move to the next box, press the ▶.



- Press the ▲ or ▼ to select the current time and then press (OK).  
To move to the next box, press the ▶.

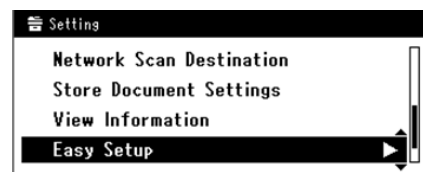
- When the setup menu screen is displayed, press ◀ to complete the setup.



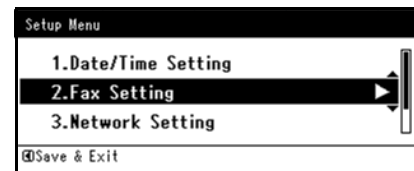
## Specifying Sender Information

Specify the fax number and sender name for your machine.

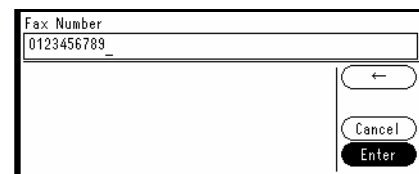
- Press the <SETTING> key on the operator panel.
- Press the ▼ to select [**Easy Setup**] and press (OK).



- Enter the administrator password. The factory default password is "aaaaaa".
- Select [**Enter**], and press (OK).
- Press the ▼ to select [**Fax Setting**] and then press the ▶.



- Press ▶ to select the [**Fax Number**] entry box.
- Enter the fax number of your machine with the numerical keypad.



- Select [**Enter**] and then press (OK).
- Press ▶ to select the [**Sender ID**] entry box.
- Enter arbitrary sender information. Up to 22 characters can be entered.

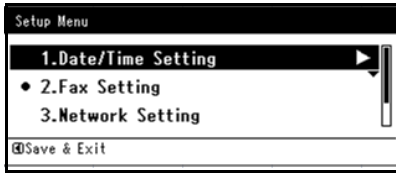
### Memo

- When a receiver prints faxes, sender information entered here is printed on the top of the faxes.

- Select [**Enter**] and then press (OK).



- 12 When the setup menu screen is displayed, press ◀ to complete the setup.



## PBX Connecting

When connecting to PBX (internal exchange), put [PBX Line] to [ON].

- 1 Press the <SETTING> key.
- 2 Press the ▼ to select [Admin Setup] and then press (OK).
- 3 Enter the administrator password. The default password is "aaaaaa".
- 4 Select [Enter] and then press (OK).
- 5 Press the ▼ to select [Fax Setup] and then press (OK).
- 6 Press the ▼ to select [Fax Setting] and then press (OK).
- 7 Press the ▼ to select [PBX Line] and then press (OK).
- 8 Press the ▲ to select [ON] and then press (OK).
- 9 Press the ◀ until the top screen appears.

## Setting for Super G3

- 1 Press the <SETTING> key.
- 2 Press the ▼ to select [Admin Setup] and then press (OK).
- 3 Enter the administrator password. The default password is "aaaaaa".
- 4 Select [Enter] and then press (OK).
- 5 Press the ▼ to select [User Install] and then press (OK).
- 6 Press the ▼ to select [Super G3] and then press (OK).
- 7 Press the ▼ to select [OFF] and then press (OK).
- 8 Press the ◀ until the top screen appears.

## Specifying Reception Mode

The optimal reception mode differs depending on the environment for your machine. Refer to the following description.

### ● Fax Ready Mode

This mode is recommended when you use the machine as a fax machine.

### ● Tel/Fax Ready Mode

This mode is recommended when you connect an external phone to the machine.

### ● Ans/Fax Ready Mode

This mode is recommended when you connect an external answering machine to the machine.

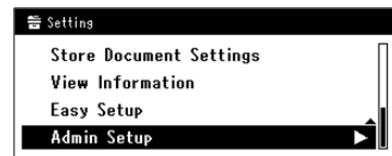
### ● Tel Ready Mode

This mode is recommended when you generally use an external phone connected to the machine.

### ● DRD

This mode is recommended when you use the distinctive ring detection (DRD) function provided by a telephone company.

- 1 Press the <SETTING> key on the operator panel.
- 2 Press the ▼ to select [Admin Setup] and press (OK).



- 3 Enter the administrator password. The factory default password is "aaaaaa".
- 4 Select [Enter] and press (OK).
- 5 Press the ▼ to select [User Install] and press (OK).
- 6 Press the ▼ to select [Reception Mode] and press (OK).
- 7 Press the ▼ to specify the reception mode and press (OK).

Settable Reception Mode:

Fax Ready Mode*	Tel/Fax Ready Mode
Ans/Fax Ready Mode	Tel Ready Mode DRD

\*indicates the factory default.

- 8 Press the ◀ until the fax start screen appears.

## ● Connecting to a Computer

This section explains how to connect your machine to a computer and install a printer and fax driver.

### ■ Connecting method

You can select either of the following connection methods:

- ["Network Connection" P. 47](#)
- ["USB Connection" P. 60](#)

### ■ Product Requirements

Your machine supports the following operating systems:

- Windows 8/Windows 8 (64bit Version)
- Windows Server 2012
- Windows 7/Windows 7 (64bit Version)
- Windows Vista/Windows Vista (64bit Version)
- Windows Server 2008 R2
- Windows Server 2008/Windows Server 2008 (x64 Version)
- Windows XP/Windows XP (x64 Version)
- Windows Server 2003/Windows Server 2003 (x64 Version)
- Mac OS X 10.4.0 to 10.8

### ■ Types of Drivers

The types of the drivers that can be installed are as follows.

- For Windows

Type	Description
PCL	The PCL printer driver is suitable for printing of business documents.
PS	The PS printer driver is suitable for printing of documents including PostScript fonts and EPS data.
PCL XPS	The PCL XPS printer driver is suitable for printing from an application for XPS. * It does not support Windows Vista/Windows Server 2008/Windows XP/ Windows Server 2003.
FAX	It is installed when directly sending faxes to destinations from the computer via the machine.

- For Mac OS X

Type	Description
PS	The PS printer driver is suitable for printing of documents including PostScript fonts and EPS data. It can be also used for normal printing.
PCL	The PCL printer driver is suitable for printing of business documents.



- Depending on a version of a printer driver, Windows or Mac OS X, the description may be different.

## Network Connection

Perform the following procedure to connect your machine to a computer via network.

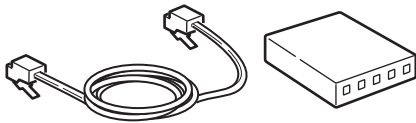
### Connecting using wired LAN

#### ■ Connecting an Ethernet Cable

Be sure to connect your machine to a network with an Ethernet cable before driver installation.

##### 1 Prepare an Ethernet cable and a hub.

Prepare an Ethernet cable (category 5, twisted pair, straight) and a hub separately.

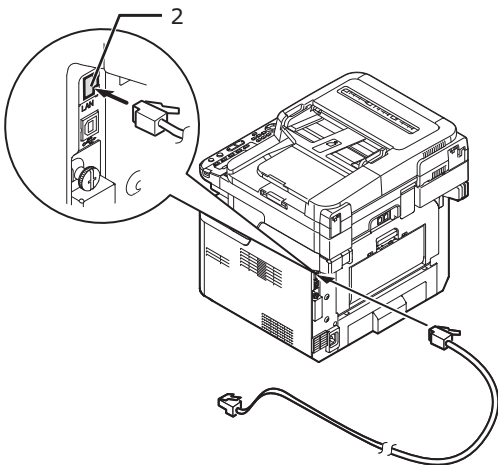


##### 2 Hold down the power switch for about a second to turn on the power and computer.

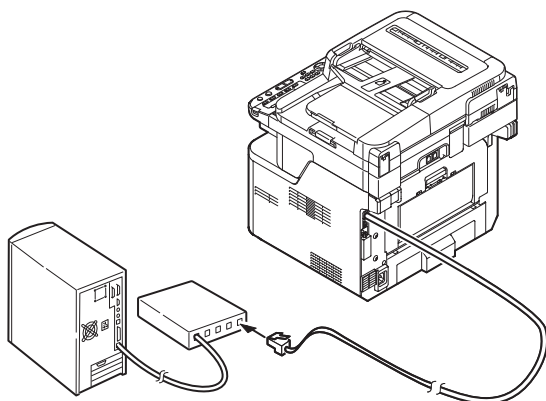
###### Reference

- "Turning Off Your Machine" P. 20

##### 3 Plug one end of the Ethernet cable into the network interface connection on the back of the machine.



##### 4 Plug the other end of the Ethernet cable into the hub.

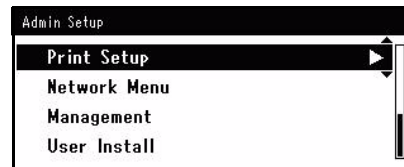


## Connecting using wireless LAN (MB451w, MB471w only)

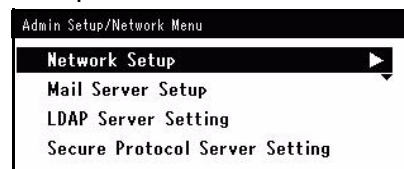
### ■ Configuring automatically using push-button method

Use the WPS (push button) function to set the wireless LAN.

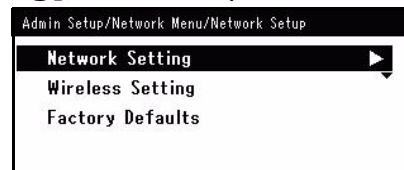
- 1 Log in as the administrator.
- 2 Press the ▼ to select [**Network Menu**], and then press the ►.



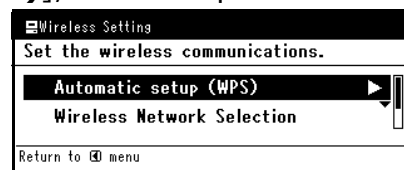
- 3 Press the ▼ to select [**Network Setup**], and then press the ►.



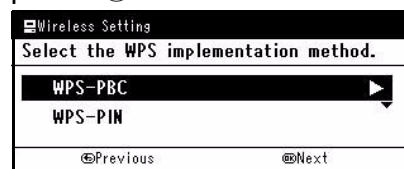
- 4 Press the ▼ to select [**Wireless Setting**], and then press the ►.



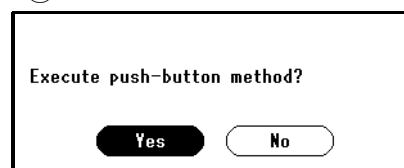
- 5 Press the ▼ to select [**Automatic setup (WPS)**], and then press the ►.



- 6 Press the ▼ to select [**WPS-PBC**], and then press (OK).



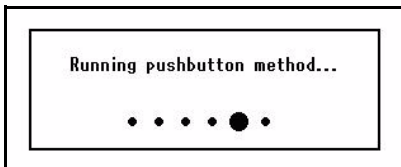
- 7 Press the ◀ to select [**Yes**], and then press (OK).



**Memo**

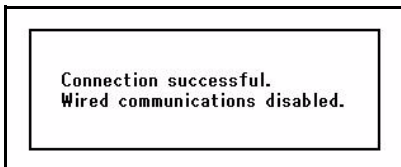
- Start the WPS push button for wireless AP after clicking [Yes] in the confirmation screen. Alternatively, if WPS push button for wireless AP is started first, start the WPS push button on this equipment.
- If [No] is selected, the screen returns to that from step 6.

8 If [Yes] is selected in step 7, [Running pushbutton method...] is displayed in the screen.



**Note**

- Panel operations cannot be performed during WPS execution.
- When [Connection successful] is displayed, this equipment is connected to the wireless LAN.

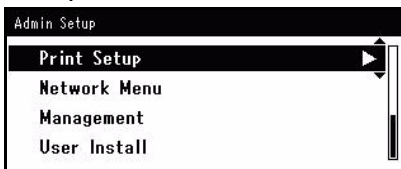


**Memo**

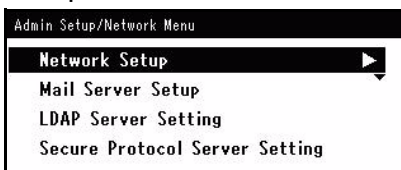
- If [Timeout] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. Select [Yes] again in step 7 within 2 minutes of starting WPS push button for wireless AP.
- If [Overlap] is displayed, WPS-push button is being executed on 2 or more wireless AP. Please wait for a short time and then retry.

### ■ Configuring automatically using PIN method

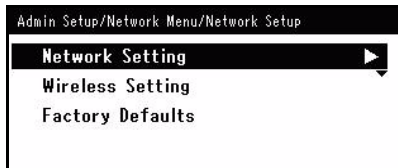
- 1 Log in as the administrator.
- 2 Press the ▼ to select [Network Menu], and then press the ►.



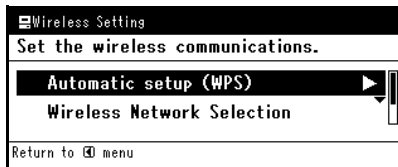
3 Press the ▼ to select [Network Setup], and then press the ►.



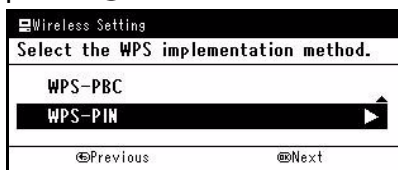
4 Press the ▼ to select [Wireless Setting], and then press the ►.



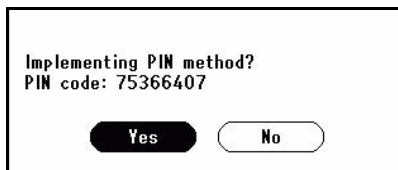
5 Press the ▼ to select [Automatic setup (WPS)], and then press the ►.



6 Press the ▼ to select [WPS-PIN], and then press (OK).

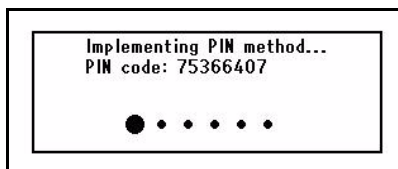


7 Press the ◀ to select [Yes], and then press (OK).



**Memo**

- If [Yes] is selected in step 7, [Implementing PIN method...] is displayed in the screen.

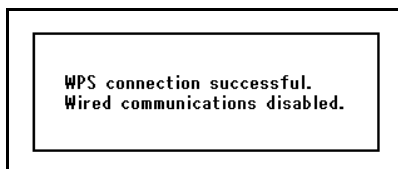


- If [No] is selected, the screen returns to that from step 6. Each time the confirmation screen is displayed, the PIN code is automatically generated and changed.

8 Enter the displayed 8 character PIN code to the wireless AP, and start WPS-PIN for the wireless AP.

**Note**

- Panel operations cannot be performed during WPS execution.
- When [WPS connection successful] is displayed, this equipment is connected to the wireless LAN.
- Alternatively, if WPS-PIN for wireless AP is started first, start the WPS-PIN on this equipment.

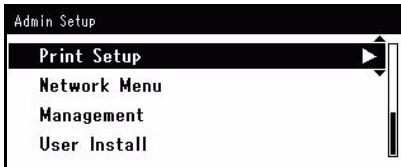


**Memo**

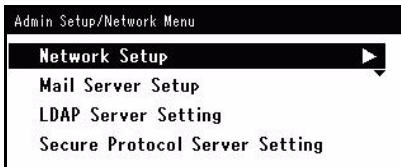
- If [Timeout] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. After entering the PIN code from this equipment into the wireless AP and starting WPS-PIN, select [Yes] in step 7 again within 2 minutes.

**■ Configuring wireless network selection**

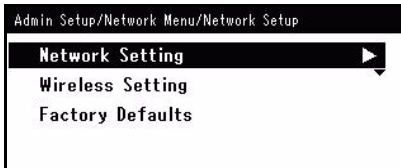
- 1 Log in as the administrator.
- 2 Press the ▼ to select [Network Menu], and then press the ►.



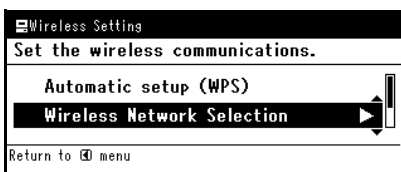
- 3 Press the ▼ to select [Network Setup], and then press the ►.



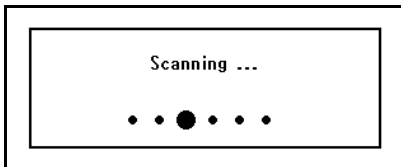
- 4 Press the ▼ to select [Wireless Setting], and then press the ►.



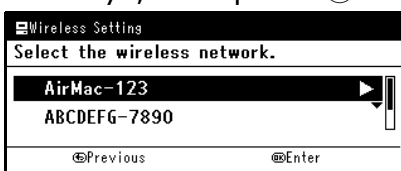
- 5 Press the ▼ to select [Wireless Network Selection], and then press the ►.



- 6 The product starts to search the wireless access point.



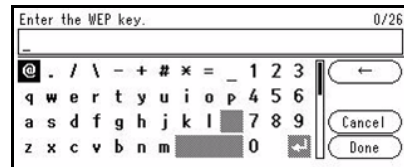
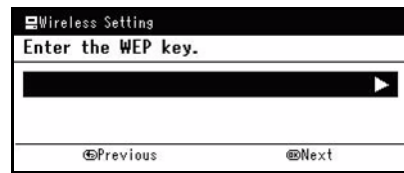
- 7 A list of access points found by the search will be displayed. Select the access point you wish to connect to using the ▲ ▼ keys, then press (OK).



- 8 Enter the security password of the selected access point.

**(1) With WEP**

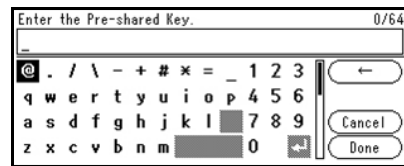
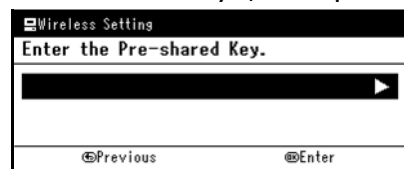
- a) [Enter the WEP key] will be displayed. Enter the encryption key using the ▲ ▼ ► ◀ keys, and press (OK).



Go to Section 9

**(2) With WPA-PSK or WPA2-PSK**

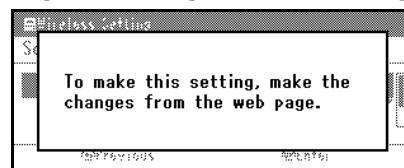
- a) [Enter the Pre-shared key] will be displayed. Enter the encryption key using the ▲ ▼ ► ◀ keys, and press (OK).



Go to Section 9

**(3) With WPA-EAP or WPA2-EAP**

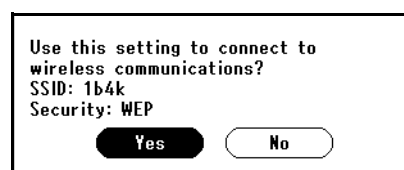
- a) Configure settings from Web Page.



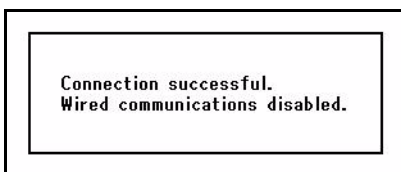
**(4) With Disable**

- a) The password input screen will not be displayed. Go to Section 9.

- 9 In the confirmation screen, please check the contents on the confirmation screen, select [Yes], and press (OK).



- 10 Connection successful will be displayed once you have successfully connected to the wireless LAN.

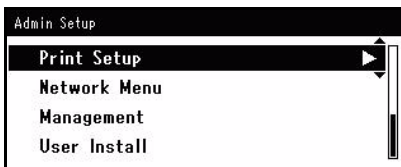


**Memo**

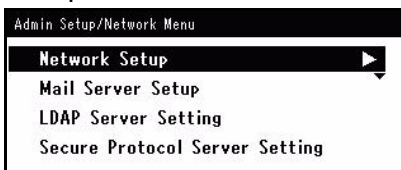
- If unable to connect to a wireless LAN, [Connection failed] will be displayed and you will be returned to the Wireless Settings screen in Section 5.

**■ Configuring manually**

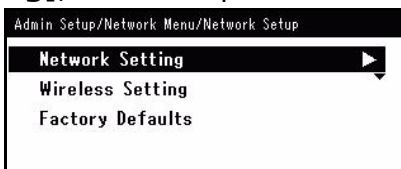
- 1 Log in as the administrator.
- 2 Press the ▼ to select [Network Menu], and then press the ►.



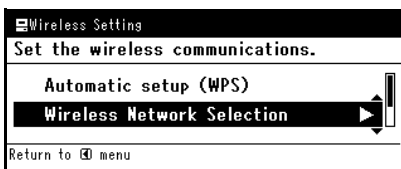
- 3 Press the ▼ to select [Network Setup], and then press the ►.



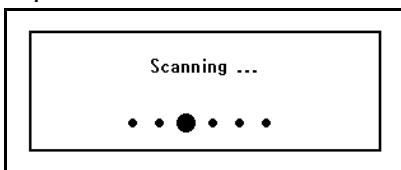
- 4 Press the ▼ to select [Wireless Setting], and then press the ►.



- 5 Press the ▼ to select [Wireless Network Selection], and then press the ►.



- 6 The product starts to search the wireless access point.



- 7 A list of access points found by the search will be displayed. With the (OK) key, select [Manual Setup], which will be displayed at the very bottom.



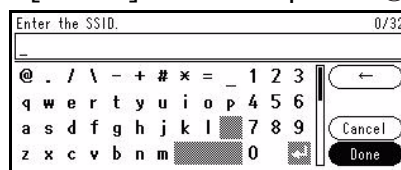
- 8 Press the ▼ to select [SSID], and then press the ►.



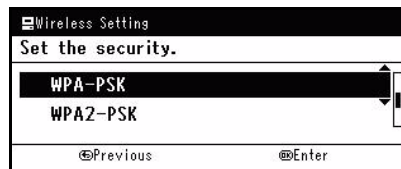
**Memo**

- When the [OK] button is pressed, the screen switches to the security settings screen in step 5 without switching to the screen in step 6. If the SSID is not set, a warning screen is displayed.

- 9 Enter the SSID name (within 1-32 characters) of the wireless AP that you want to connect to. After entering the SSID, move the cursor to the [Done] field and press (OK).



- 10 In the security settings screen, select the same security setting as the wireless AP that you want to connect to.



**Memo**

- The default is [Disable].
- Depending on the model of wireless AP, mixed WPA-PSK/WPA2-PSK may be supported. In this case, we recommend using WPA2-PSK.

**! Note**

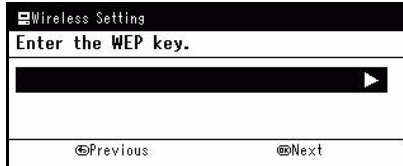
- Security settings (WPA-EAP/WPA2-EAP) using an authentication server are also supported, but this can only be set from the Web. For details, see the Advanced section of the User Manual.



11 Depending on the security setting selected in step 8, execute the settings from either (1) or (2) below. If **[Disable]** is selected, proceed to step 10. (For security reasons, we do not recommend setting **[Disable]**.)

**(1) When WEP is selected:**

a) Press the **▶** on the WEP KEY input screen.



**Memo**

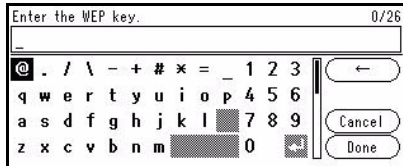
- Nothing is set by default. If the WEP KEY is already set, it is displayed using "\*" symbols. When the **[OK]** button is pressed, the screen switches to the screen in step 10 without switching to the screen in step b). If the right button is pressed to switch to the screen in step b) when a WEP KEY is set, the set KEY is cleared.

**Note**

- There is not setting for the WEP KEY index. The WEP KEY index communications with the wireless AP as 1.

b) Enter the same KEY as the WEP KEY set for the wireless AP that you want to connect to.

After entering the WEP KEY, move the cursor to the **[Done]** field and press **OK**.

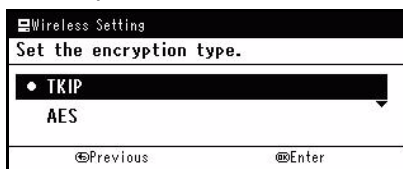


**Memo**

- After entering the KEY, the key is displayed as "\*" symbols for security reasons.

**(2) When WPA-PSK or WPA2-PSK is selected:**

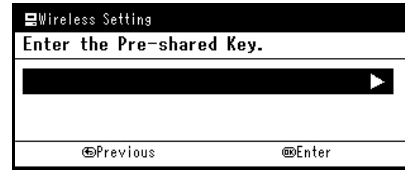
a) Press the **▼** to select the encryption type, and then press **OK**.



**Memo**

- The default is **[TKIP]**.
- Depending on the model of wireless AP, the mixed TKIP/AES may be supported. In this case, we recommend using AES.

b) Press the **▶** on the Pre-shared KEY input screen.

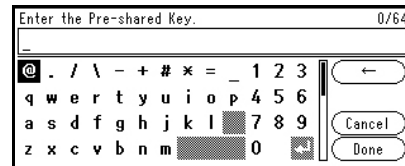


**Memo**

- Nothing is set by default. If a Pre-shared KEY is already set, "\*" is displayed. When the **[OK]** button is pressed, the screen switches to that shown in step 10 without switching to the screen shown in step c). If the right button is pressed to switch to step c) when a Pre-shared KEY is set, the set KEY is cleared.

c) Enter the same KEY as the Pre-shared KEY set for the wireless AP that you want to connect to.

After entering the Pre-shared KEY, move the cursor to the **[Done]** field and press **OK**.

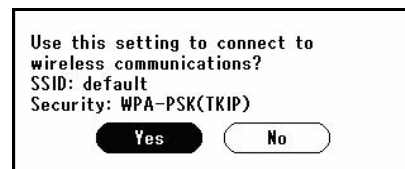


**Memo**

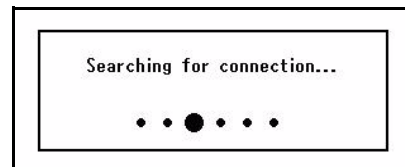
- After entering the KEY, the key is displayed as "\*" symbols for security reasons.

12 In the confirmation screen, check the entered SSID and selected security settings.

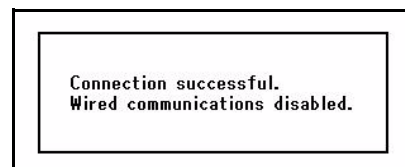
If there are no problems, press the **◀** to select **[Yes]**, and then press **OK**.



13 If **[Yes]** is selected in step 10, **[Searching for connection...]** is displayed in the screen.



When **[Connection successful]** is displayed, this equipment is connected to the wireless LAN.



 Memo

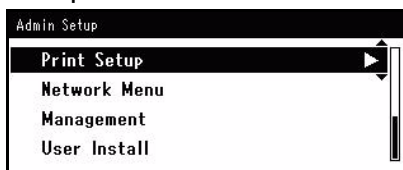
- If [**Timeout**] is displayed, the connection destination wireless AP may not have been found within the specified time. Check the SSID, security settings, and KEY settings, and retry.

■ **Reconnect to the wireless LAN**

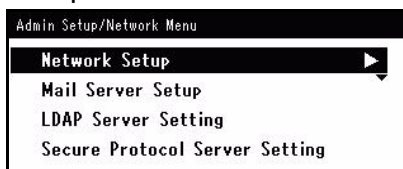
When the wireless is enabled, restart the wireless function. If a problem has occurred in the wireless AP communication or performance, the wireless function can be restarted.

(If the wired is enabled, the wireless function is enabled with the configured wireless settings.)

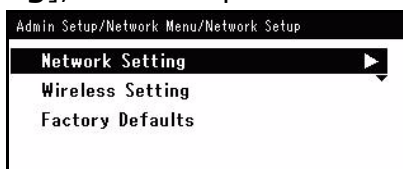
- 1 Log in as the administrator.
- 2 Press the ▼ to select [**Network Menu**], and then press the ►.



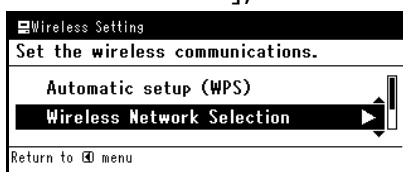
- 3 Press the ▼ to select [**Network Setup**], and then press the ►.




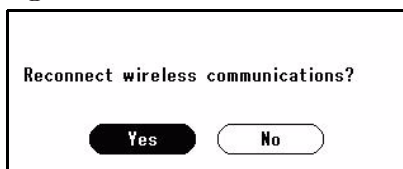
- 4 Press the ▼ to select [**Wireless Setting**], and then press the ►.



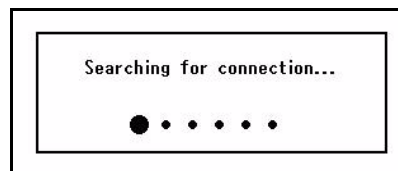
- 5 Press the ▼ to select [**Wireless Network Selection**], and then press .



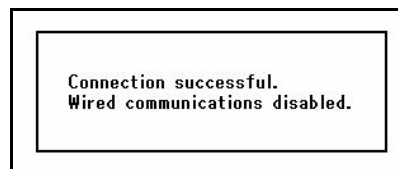
- 6 Press the ◀ to select [**Yes**], and then press .



- 7 When [**Yes**] is selected in step 6, [**Searching for connection...**] is displayed in the screen.



After this, [**Connection successful**] is displayed, and the wireless LAN can be used on this equipment.



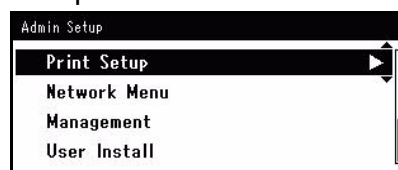
 Memo

- If [**A Timeout occurred.**] is displayed, the connection destination wireless AP may not have been found within the required time. The SSID, security settings, and KEY need to be configured to match the wireless AP settings. Check each of the settings. For details on each of the setting items, see "Using the wireless LAN".

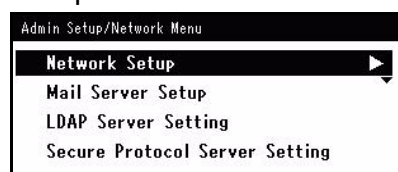
■ **Switching from wireless to wired**

The network connection can be switched from wireless to wired.

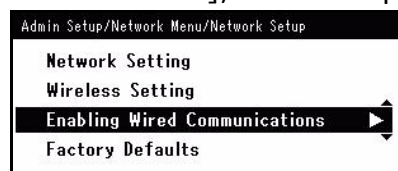
- 1 Log in as the administrator.
- 2 Press the ▼ to select [**Network Menu**], and then press the ►.




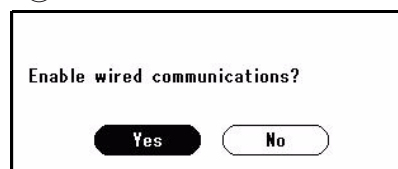
- 3 Press the ▼ to select [**Network Setup**], and then press the ►.



- 4 Press the ▼ to select [**Enabling Wired Communications**], and then press .



- 5 Press the ◀ to select [**Yes**], and then press .





## Install a Printer and Fax Driver (for Windows)

To complete the network connection with a Windows computer, first set IP addresses for the machine, and then install a printer and fax driver on the computer.

If there is no DHCP server or BOOTP server on the network, you need to manually configure the IP address on the computer or machine.

Your network administrator or Internet service provider specifies a unique IP address for the computer and your machine. Set the IP addresses manually.

**Note**

- You need to complete the network setting of the computer before this procedure.
- To complete this procedure, you must be logged in as an administrator.
- When setting an IP address manually, ask the network administrator or your Internet service provider which IP address to use. If the IP address is set wrong, the network may go down or Internet access may be disabled.

**Memo**

- If configuring a small network consisting of only your machine and a computer, set IP addresses as shown below (according to RFC1918).

**For the computer**

IP address : 192.168.0.1~254  
 Subnet mask : 255.255.255.0  
 Default gateway : not used  
 DNS server : not used

**For the machine**

IP address Set : Manual  
 IP address: 192.168.0.1~254 (select a different value from the computer)  
 Subnet Mask : 255.255.255.0  
 Default Gateway : 0.0.0.0  
 Network Scale : Small

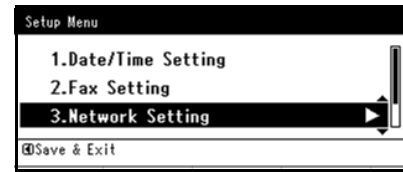
- To set [Network Scale], press the <SETTING> key and then select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Scale].

☐ First, Set the IP address of the machine.

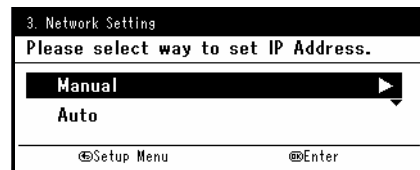
- 1 Hold down the power switch for about a second to turn on the power.
- 2 Press the <SETTING> key on the operator panel.
- 3 Press the ▼ to select [Easy Setup], and press **OK**.



- 4 Enter the administrator password. The factory default password is "aaaaaa".
- 5 Select [**Complete**], and press **OK**.
- 6 Press the ▼ and [**Network Setting**], and then press the ►.

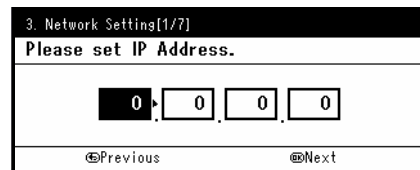


- 7 If setting the IP address manually, check that [**Manual**] is selected, and press **OK**.

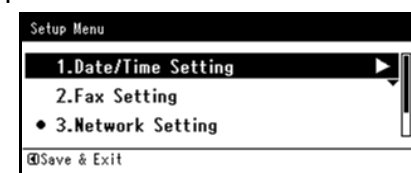


If obtaining the IP address automatically, press the ▼ and select [**Auto**], and press **OK**. Proceed to step 12.

- 8 Enter the IP address and press **OK**. To move to the next box, press the ►.



- 9 Enter the subnet mask and press **OK**. To move to the next box, press the ►.
- 10 Enter the default gateway address and press **OK**. To move to the next box, press the ►.
- 11 Enter the DNS server and WINS server if needed. If it is not necessary to connect the DNS server or WINS server to the network, press **OK** until the pop-up message showing the setting completion is displayed.
- 12 When the setup menu screen is displayed, press ◀ to complete the setup.



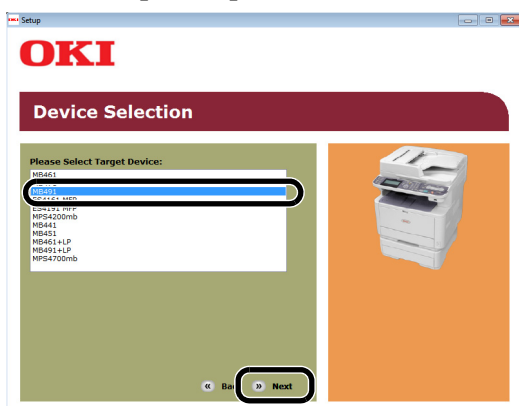
## Connecting to a Computer

- ❑ Next, install the printer and fax driver into the computer.

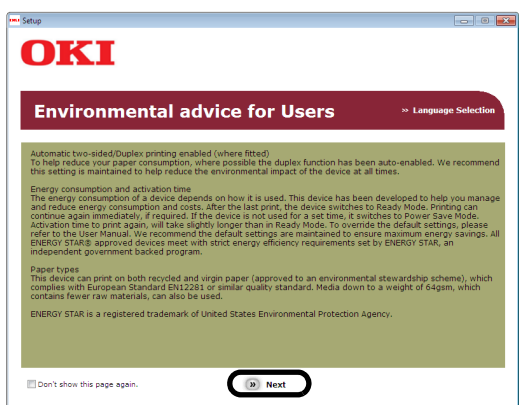
### ! Note

- To complete this procedure, you must be logged in as an administrator.

- 1 Ensure that your machine and the computer are turned on and connected, and then insert the "Software DVD-ROM" into the computer.
- 2 Click [**Run Setup.exe**] after [**AutoPlay**] is displayed.  
If the [**User Account Control**] dialog box appears, click [**Yes**].
- 3 Select the language and then click [**Next**].
- 4 Select the device of your machine, and then click [**Next**].



- 5 Read the license agreement and then click [**I Agree**].
- 6 Read the "Environmental advice for Users" and click [**Next**].



- 7 Select the checkbox for the printer driver and fax driver you wish to install, and click the Install bunch button.

### Memo

- By factory default, [**PCL driver**], [**Scanner driver**], and [**ActKey**] are selected.
- All drivers and software packages are installed by the collective installation if their boxes are checked. If you wish to install drivers and software separately, click the Install button on their right and follow the on-screen instructions.

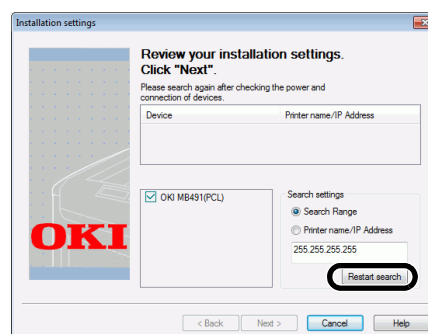


- 8 If the [**Windows Security**] dialog box appears, click [**Install this driver software anyway**].

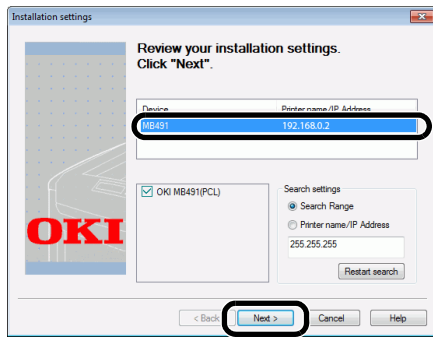
- 9 Click the [**Network**] button.  
The device search starts.

- 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.



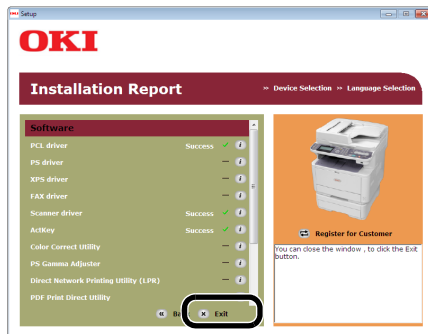
- After the machine is displayed, select the machine and click [**Next**].



- 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 appears, click [**Install this driver software anyway**].

**12** Click the [**Exit**] button.



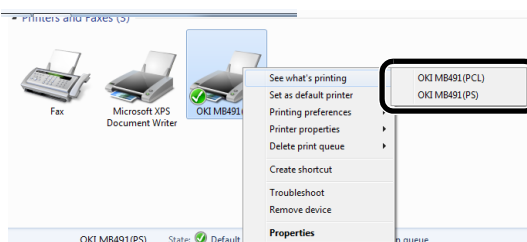
**13** Remove the "Software DVD-ROM" from the computer.

The installation is complete.

◆ Print a test page to check that the printer driver is successfully installed on the computer.

**1** Click [**Start**] > [**Devices and Printers**].

**2** Right-click the OKI MB491 icon and select [**Printer properties**] (> a desired printer driver if you have installed multiple drivers) from the pop-up menu.



**3** On the [**General**] tab, click [**Print Test Page**].

## Installing a Printer Driver (For Mac OS X)

To complete the network connection with a Mac operating system, install a printer driver on the computer and set your machine as a network printer.

Select the protocol for your network connection from the following:

- EtherTalk
- Bonjour



- EtherTalk is not supported in Mac OS X 10.6 or later.
- Disable the anti-virus software before starting this procedure.
- EtherTalk is not supported in Mac PCL.

### ■ Using EtherTalk (For Mac OS X 10.5)

When connecting to the network with EtherTalk, it is necessary to enable EtherTalk in the machine. Then, install the driver in the computer.

□ First, enable EtherTalk in the machine.

**1** Ensure that your machine and the computer are turned on and connected.



- "Connecting an Ethernet Cable" P. 47

**2** Press the <**SETTING**> key on the operator panel.

**3** Press the ▼ to select [**Admin Setup**], and press (OK).

**4** Enter the administrator password. The factory default password is "aaaaaa".

**5** Select [**Complete**], and press (OK).

**6** Press the ▼ to select [**Network Menu**], and press (OK).

**7** Press the ▼ to select [**Network Setup**], and press (OK).

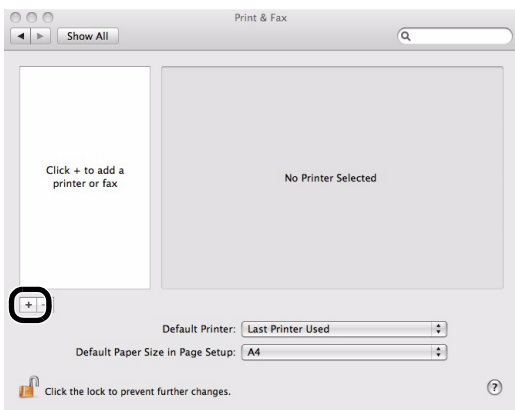
**8** Press the ▼ to select [**EtherTalk**], and press (OK).

**9** Press the ▼ to select [**Enable**], and press (OK).

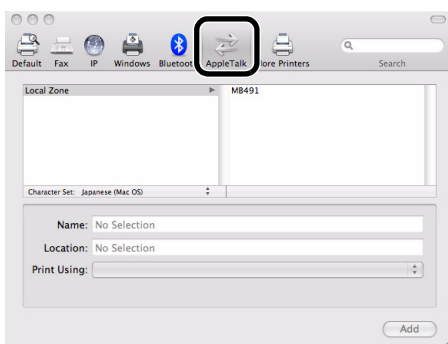
**10** Press the ◀ until the top screen is displayed.

□ Next, install the driver in the computer.

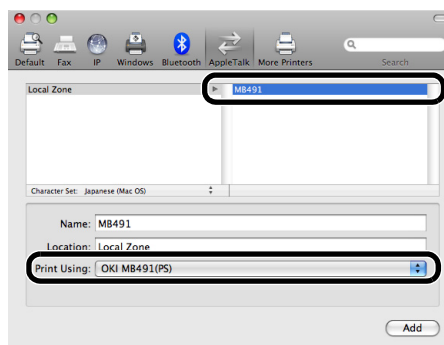
- 1 Insert the "Software DVD-ROM" into the computer.
- 2 Double-click the [OKI] icon on the desktop.
- 3 Double-click [Driver] > [Printer] > [Installer for OS X 10.5-10.8].
- 4 Enter the administrator password, and then click [OK].  
Follow the instructions displayed on the screen to complete the installation.
- 5 From the Apple menu, select [System Preferences].
- 6 Click [Print & Fax].
- 7 Click [+].



8 Click [AppleTalk].

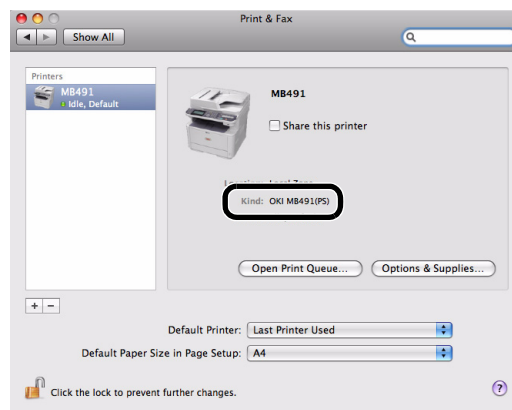


9 Select the name of your machine and then check that [OKI MB491(PS)] is displayed in [Print Using].



10 Click [Add].

11 Check that your machine is displayed in [Printers] and [OKI MB491(PS)] is displayed in [Kind].



**Note**

- If [OKI MB491(PS)] is not correctly displayed in [Kind], click [-] to remove your machine from [Print & Fax] and then redo the procedure from steps 7 to 10.

12 Close [Print & Fax].

13 Remove "Software DVD-ROM" from the computer.  
The installation is complete.

## ■ Using EtherTalk (For Mac OS X 10.4.0 to 10.4.11)

When connecting to the network with EtherTalk, it is necessary to enable EtherTalk in the machine. Then, install the driver in the computer.

### Memo

- The following procedure uses Mac OS X 10.4.11 as an example. Depending on an OS, the description may be different.

□ First, enable EtherTalk in the machine.

- 1 Ensure that your machine and the computer are turned on and connected.

### Reference

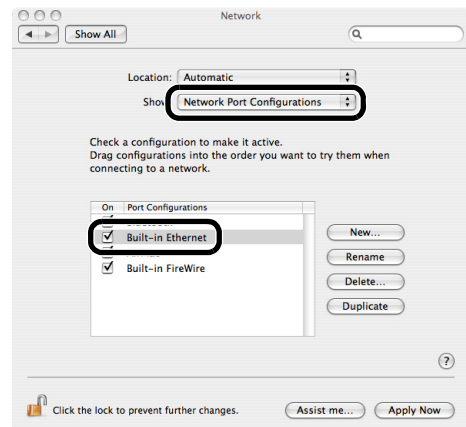
- "Connecting an Ethernet Cable" P. 47

- 2 Press the <**SETTING**> key on the operator panel.
- 3 Press the ▼ to select [**Admin Setup**], and press **OK**.
- 4 Enter the administrator password. The factory default password is "aaaaaa".
- 5 Select [**Complete**], and press **OK**.
- 6 Press the ▼ to select [**Network Menu**], and press **OK**.
- 7 Press the ▼ to select [**Network Setup**], and press **OK**.
- 8 Press the ▼ to select [**EtherTalk**], and press **OK**.
- 9 Press the ▼ to select [**Enable**], and press **OK**.
- 10 Press the ◀ until the top screen is displayed.

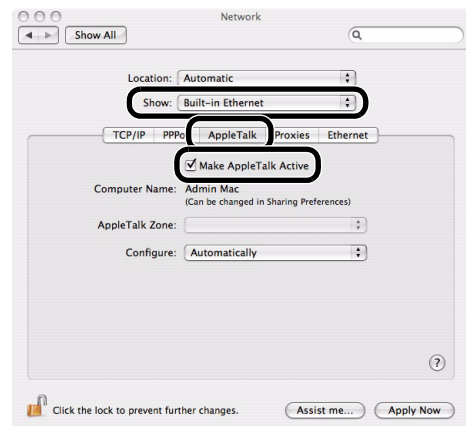
□ Next, install the driver in the computer.

- 1 From the Apple menu, select [**System Preferences**].
- 2 Select [**Network**].

- 3 Select [**Network Port Configurations**] from [**Show**], and then check that [**Built-in Ethernet**] is selected.



- 4 Select [**Built-in Ethernet**] from [**Show**] and select the [**AppleTalk**] tab, and then check that [**Make AppleTalk Active**] is selected.

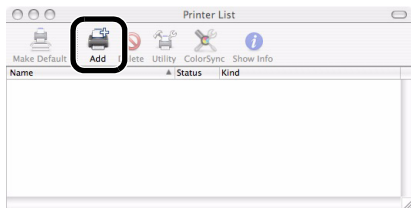


- 5 Close [**Network**].
- 6 Insert "Software DVD-ROM" in the computer.
- 7 Double-click the [**OKI**] icon on the desktop.
- 8 Double-click [**Driver**] folder > [**PS**] Or [**PCL**] folder > [**Installer for OS X 10.4**].
- 9 Enter the administrator password, and then click [**OK**]. Follow the instructions displayed on the screen to complete the installation.
- 10 From the [**Go**] menu, select [**Utilities**] and then double-click [**Printer Setup Utility**].

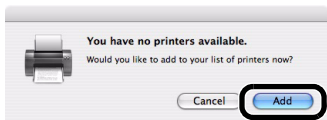
### Note

- If [**Printer Setup Utility**] is already running, close it and open it again.

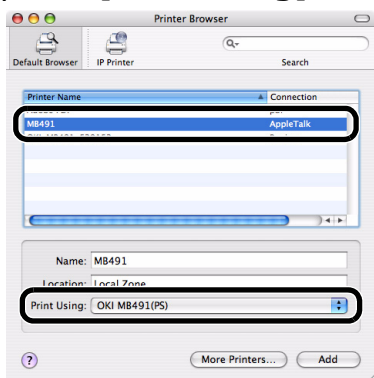
11 Click **[Add]**.



If the **[You have no printers available]** dialog box appears, click **[Add]**.

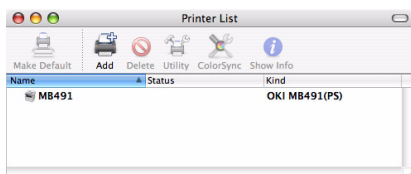


12 Select the name of your machine whose **[Connection]** is **[AppleTalk]**, and then check that **[OKI MB491(PS)]** is displayed in **[Print Using]**.



13 Click **[Add]**.

14 Check that the name of your machine is displayed in **[Printer List]**, and then close the window.

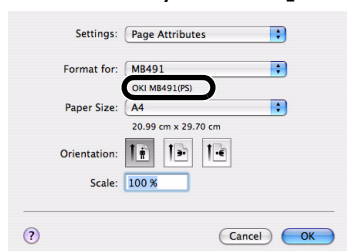


15 From the **[Go]** menu, select **[Applications]** and then double-click **[TextEdit]**.

16 Select the **[File]** menu > **[Page Setup]**.

17 Select the name of your machine from **[Format for]**.

18 Check that the **[OKI MB491(PS)]** is displayed correctly under **[Format for]**.



19 Click **[OK]**.

20 Remove "Software DVD-ROM" from the computer.  
The installation is complete.

### ■ Using Bonjour (For Mac OS X 10.5 to 10.8)

Then, install the driver in the computer and set the machine as a network printer.

□ Install the driver in the computer.

1 Ensure that your machine and the computer are turned on and connected.



● "Connecting an Ethernet Cable" P. 47

2 Insert "Software DVD-ROM" into the computer.

3 Double-click the **[OKI]** icon on the desktop.

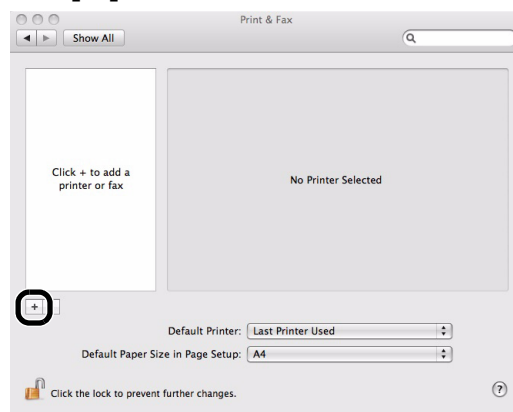
4 Double-click **[Driver]** folder > **[PS]** or **[PCL]** folder > **[Installer for OS X 10.5-10.8]**.

5 Enter the administrator password, and then click **[OK]**.  
Follow the instructions displayed on the screen to complete the installation.

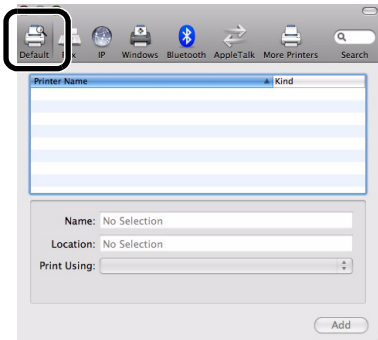
6 From the Apple menu, select **[System Preferences]**.

7 Click **[Print & Scan]** (For Mac OS X 10.5 and 10.6: **[Print & Fax]**).

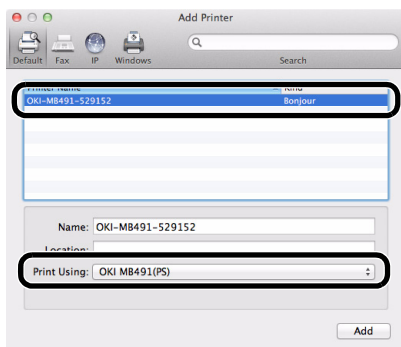
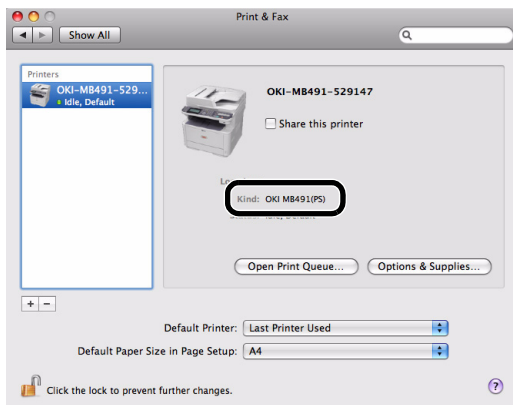
8 Click **[+]**.





9 Click [**Default**].10 Select the name of your machine whose [**Kind**] is [**Bonjour**], and then check that [**OKI MB491(PS)**] or [**OKI MB491(PCL)**] is displayed in [**Print Using**].

The name of your machine is displayed with the format of "OKI-MB491- (the last six digits of the MAC address)".

11 Click [**Add**].12 If the [**Installable Options**] window is displayed, click [**Continue**].  
If you have installed the optional second tray unit before the driver installation, configure each item and then click [**Continue**].13 Check that your machine is displayed in [**Printers**] and [**OKI MB491(PS)**] or [**OKI MB491(PCL)**] is displayed in [**Kind**].

## ! Note

- If [**OKI MB491(PS)**] or [**OKI MB491(PCL)**] is not correctly displayed in [**Kind**], click [-] to remove your machine from [**Print & Fax**] and then Redo the procedure from step 8 to 12.

14 Close [**Print & Scan**] (For Mac OS X 10.5 and 10.6: [**Print & Fax**]).15 Remove "Software DVD-ROM" from the computer.  
The installation is complete.

## ■ Using Bonjour (for Mac OS X 10.4.0 to 10.4.11)

Install the driver in the computer and set the machine as a network printer.

## Memo

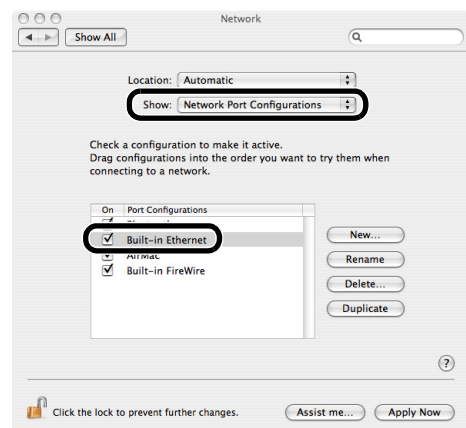
- The following procedure uses Mac OS X 10.4.11 as an example. Depending on an OS, the description may be different.

□ Install the driver in the computer.

## 1 Ensure that your machine and the computer are turned on and connected.

## Reference

- "[Connecting an Ethernet Cable](#)" P. 47

2 From the Apple menu, select [**System Preferences**].3 Select [**Network**].4 Select [**Network Port Configurations**] from [**Show**], and then check that [**Built-in Ethernet**] is selected.5 Close [**Network**].

## 6 Insert "Software DVD-ROM" into the computer.

7 Double-click the [**OKI**] icon on the desktop.

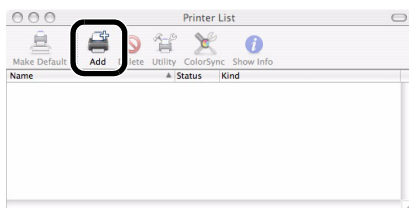
- 8 Double-click [**Driver**] folder > [**PS**] or [**PCL**] folder [**Installer for OS X 10.4**].
- 9 Enter the administrator password, and then click [**OK**].  
Follow the instructions displayed on the screen to complete the installation.

- 10 From the [**Go**] menu, select [**Utilities**] and then double-click [**Printer Setup Utility**].

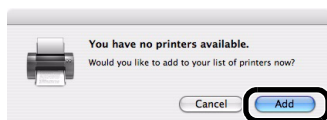
**Note**

- If [**Printer Setup Utility**] is already running, close it and open it again.

- 11 Click [**Add**].

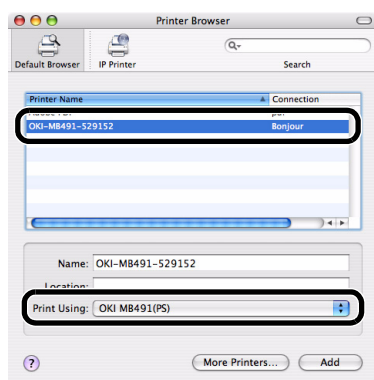


If the [**You have no printers available**] dialog box appears, click [**Add**].



- 12 Select the name of your machine whose [**Connection**] is [**Bonjour**], and then check that [**OKI MB491(PS)**] or [**OKI MB491(PCL)**] is displayed in [**Print Using**].

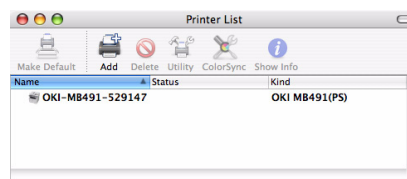
The name of your machine is displayed with the format of "OKI-MB491- (the last six digits of the MAC address)".



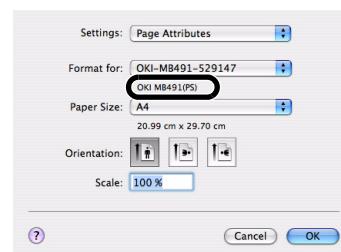
- 13 Click [**Add**].

- 14 If the [**Installable Options**] window is displayed, click [**Continue**].  
If you have installed the optional second tray unit before the driver installation, configure each item and then click [**Continue**].

- 15 Check that the name of your machine is displayed in [**Printer List**], and then close the window.



- 16 From the [**Go**] menu, select [**Applications**] > [**TextEdit**].
- 17 Select the [**File**] menu > [**Page setup**].
- 18 Select the name of your machine from [**Format for**].
- 19 Check that [**OKI MB491(PS)**] or [**OKI MB491(PCL)**] is displayed correctly under [**Format for**].



- 20 Click [**OK**].
- 21 Remove "Software DVD-ROM" from the computer.  
The installation is complete.

## USB Connection

Perform the following procedure to connect your machine to a computer via USB.

### Connecting a USB Cable

- 1 Prepare a USB cable.  
A USB cable is not supplied with your machine. Prepare an USB 2.0 cable separately.



**Memo**

- Use a USB 2.0 Hi-Speed cable for a USB 2.0 Hi-Speed connection.

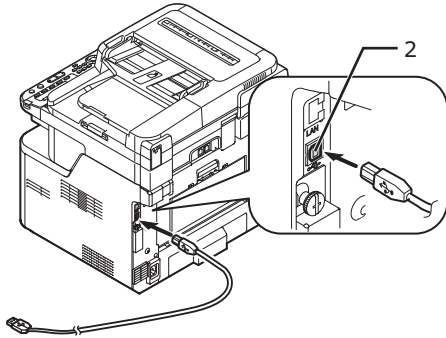


- Hold down the power switch for about a second to turn on the power and the computer.

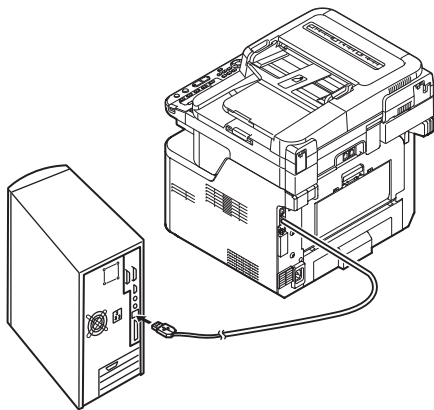
 Reference

- "Turning Off Your Machine" P. 20

- Plug one end of the USB cable into the USB interface connector on the back of the machine.



- Plug the other end of the USB cable into the computer's USB interface connector.



 Note

- For Windows OSs, do not plug the other end of the USB cable into the computer until prompted during driver installation.

 Note

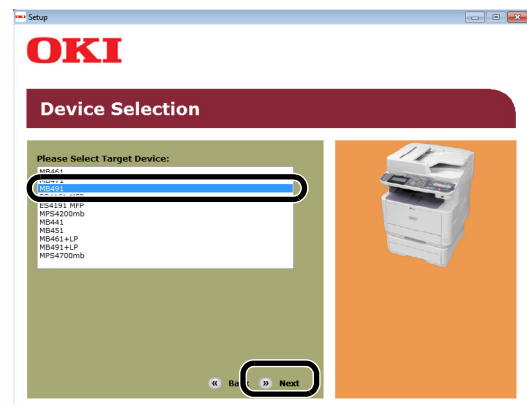
- Do not plug the USB cable into the network interface connection. Doing so may damage your machine.

## Installing a Printer and Fax Driver (For Windows)

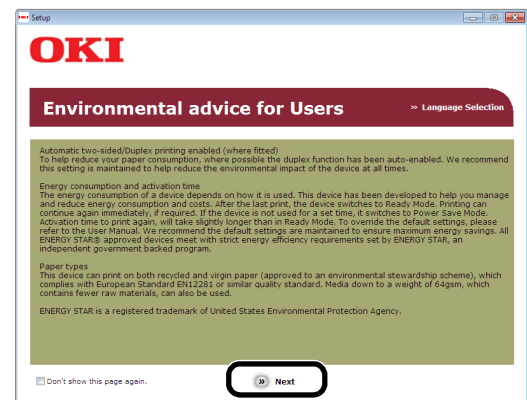
 Note

- You must be logged in as an administrator to complete this procedure.

- Ensure that your machine is turned off and the USB cable is unplugged from the computer.
- Turn on the computer.
- Insert "Software DVD-ROM" into the computer.
- Click [**Run setup.exe**] after [**Auto Play**] is displayed. If the [**User Account Control**] dialog box appears, click [**Yes**].
- Select the language and then click [**Next**].
- Select the device of your machine, and then click [**Next**].



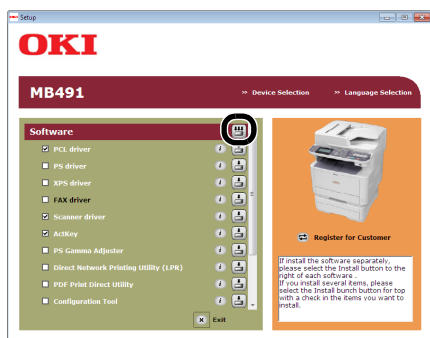
- Read the license agreement and then click [**I Agree**].
- Read the "Environmental advice for Users" and click [**Next**].



- 9 Select the checkbox of the printer driver, fax driver or both you want to install, and click the Install bunch button.

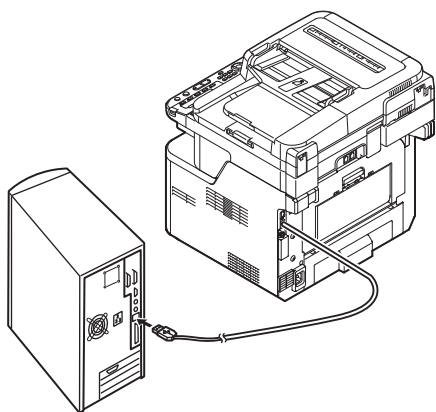
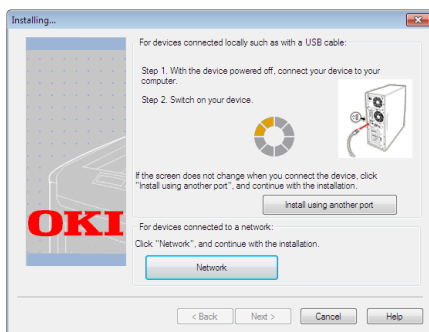
**Memo**

- By factory default, [PCL driver], [Scanner driver], and [ActKey] are selected.
- All of drivers and software packages are installed by the collective installation if their boxes are checked. If you wish to install drivers and software separately, click the Install button at the right to them and follow the on-screen instructions.



- 10 If the [Windows Security] dialog box appears, click [Install this driver software anyway].

- 11 When the instruction prompting to connect the machine to the computer and turn on the machine appears, plug the other end of the USB cable into the computer's USB interface connector and turn on your machine.



**Note**

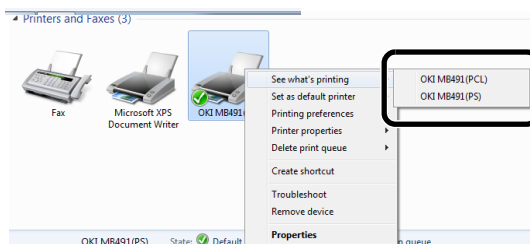
- Do not plug the USB cable into the network interface connection. Doing so may cause a malfunction.

- 12 Click the [Exit] button.

- 13 Remove "Software DVD-ROM" from the computer.  
The installation is complete.

- ◆ Print a test page to check that the printer driver is successfully installed on the computer.

- 1 Click [Start] > [Devices and Printers].
- 2 Right-click the OKI MB491 icon and select [Printer properties] (> a desired printer driver if you have installed multiple drivers) from the pop-up menu.



- 3 On the [General] tab, click [Print Test Page].

## Installing a Printer Driver (For Mac OS X)

**Note**

- Disable the anti-virus software before starting this procedure.

### ■ For Mac OS X 10.5 to 10.8

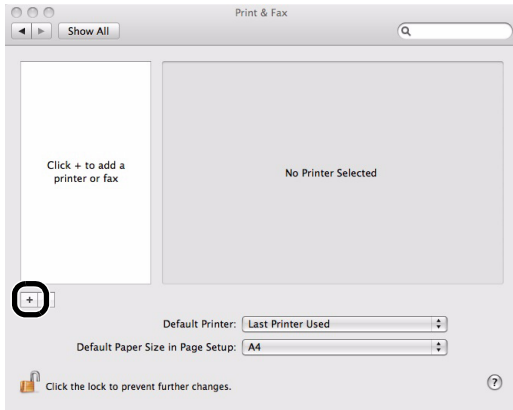
- 1 Ensure that your machine and the computer are turned on and connected.

**Reference**

- "Connecting a USB Cable" P. 60

- 2 Insert "Software DVD-ROM" into the computer.
- 3 Double-click the [OKI] icon on the desktop.
- 4 Double-click [Driver] folder > [PS] or [PCL] folder [Installer for OS X 10.5-10.8].
- 5 Enter the administrator password, and then click [OK].  
Follow the instructions displayed on the screen to complete the installation.
- 6 From the Apple menu, select [System Preferences].
- 7 Click [Print & Scan] (Mac OS X 10.5 and 10.6:[Print & Fax]).

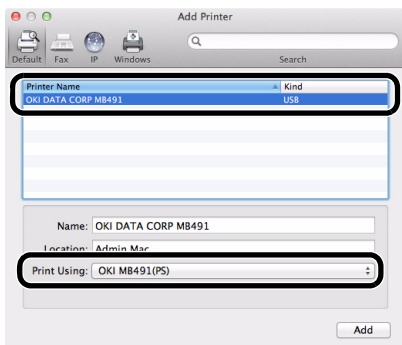
8 Click [+].



**Note**

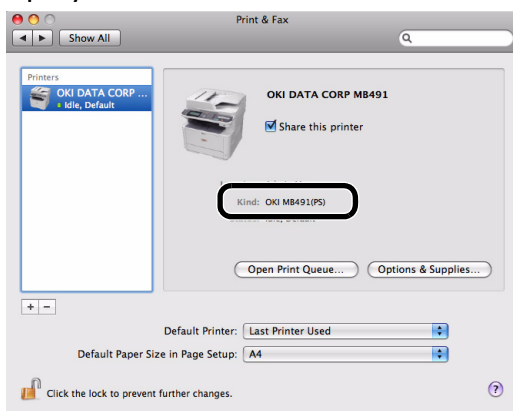
- If the machine is already shown in [Printers], select your machine, and click on [-] to delete. After this, click [+].

9 Select the name of your machine whose [Connection] is [USB], and then check that [OKI MB491(PS)] or [OKI MB491(PCL)] is displayed in [Print Using].



10 Click [Add].

11 Check that the name of your machine is displayed in [Printers] and [OKI MB491(PS)] or [OKI MB491(PCL)] is displayed.



**Note**

- If [OKI MB491(PS)] or [OKI MB491(PCL)] is not correctly displayed, click [-] to remove your machine from [Printers] and then redo the procedure from steps 8 to 10.

12 Close [Print & Scan](Mac OS X 10.5 and 10.6:[Print & Fax]).

13 Remove "Software DVD-ROM" from the computer.  
The installation is complete.

**■ For Mac OS X 10.4.0 to 10.4.11**

**Memo**

- The procedure below uses Mac OS X 10.4.11 as an example. Depending on your OS, the description may be different.

1 Ensure that your machine and the computer are turned on and connected.

**Reference**

- "Connecting a USB Cable" P. 60

2 Insert "Software DVD-ROM".

3 Double-click the [OKI] icon on the desktop.

4 Double-click [Driver] folder > [PS] or [PCL] folder > [Installer for OS X 10.4].

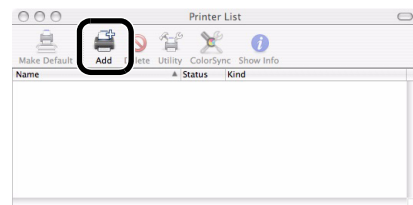
5 Enter the administrator password, and then click [OK].  
Follow the instructions displayed on the screen to complete the installation.

6 From the [Go] menu, select [Utilities], and then double-click [Printer Setup Utility].

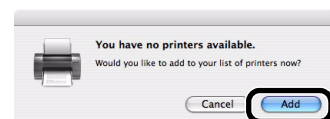
**Note**

- If [Printer Setup Utility] is already running, close it and open it again.

7 Click [Add].



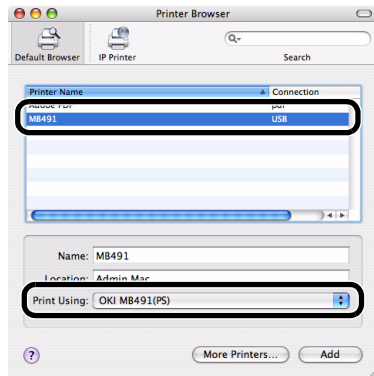
If the [You have no printers available] dialog box appears, click [Add].



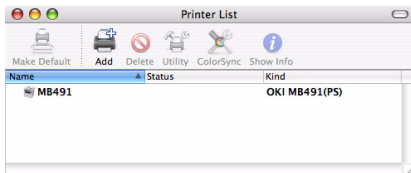
**Note**

- If the name of your machine whose [connection] is [USB] is already displayed, select it and click [Delete], and then click [Add].

- 8 Select the name of your machine whose [Connection] is [USB], and then check that [OKI MB491(PS)] or [OKI MB491(PCL)] is displayed in [Print Using].



- 9 Click [Add].
- 10 Check that the name of your machine is displayed in [Printer List], and then close the window.



- 11 Remove "Software DVD-ROM" from the computer.  
The installation is complete.

# ● Configuring the Network Settings

This section describes the setup required for using Scan To E-mail, Scan To Network PC, Scan To Fax Server, Internet Fax functions.

The above functions enable you to send scanned data to a computer via the network connection. To use them, you need to set up your machine and the computer to which you want to send scanned data.

First check the settings of the computer and fill in the information in the [User Value] column of the Setup Information Form below. Then, configure your machine and the computer using the information in [User Value].

## Reference

- Be sure to configure the network connection before performing the procedures below. For the network connection, refer to "Network Connection" P. 47.

## Setup Information Form

No.	Item	Outline Introduction	Example	User Value <small>*You can look at the following page and write memos here on the details you have checked or the settings you have configured.</small>
<b>Common Setup Information</b>				
A-1	Administrator password for your machine	The password you use to change the machine's system settings	aaaaaa	
A-2	IP address of your machine	The IP address allocated to your machine	192.168.0.2	
A-3	DNS server address	DNS server address	192.168.0.1	
<b>Setup Information Required for Scan To E-mail, Scan To Fax Server and Internet Fax</b>				
B-1	E-mail address for your machine	The e-mail address used when sending e-mails from the machine	mb491@test.com	(Up to 80 characters)
B-2	SMTP server address	The address of the server used when sending e-mails	smtp.test.com	
B-3	POP3 server address	The address of the server used when receiving e-mails	pop3.test.com	
B-4	Authentication method	Sending mail server authentication	SMTP	
B-5	SMTP user ID	Sending mail server account name	OKIMB491	
B-6	SMTP password	Sending mail server password	okimb491	
B-7	POP user ID	Receiving mail server account name	user	
B-8	POP password	Receiving mail server password	okimb491	
B-9	Name of the e-mail destination	The name of the recipient to whom you are sending a scan-to-mail/Internet fax from the machine	User	
B-10	E-mail address of the e-mail destination	The e-mail address of the recipient to whom you are sending a scan-to-mail/Internet fax from the machine	user@test.com	
<b>Setup Information Required for Scan To Network PC</b>				
C-1	Name of the destination computer	The name of the computer to which you are forwarding scanned data	PC1	
C-2	User name to log into the destination computer	User name to log in to the computer to which you are forwarding scanned data	mb491	(Up to 32 characters)
C-3	Password to log into the destination computer	Password to log in to the computer to which you are forwarding scanned data	mb491	(Up to 32 characters)
C-4	Profile name to register the settings	Name when registering the machine settings	Sales	(Up to 16 characters)
C-5	Shared folder name on the destination computer	Folder name of the computer to which you are forwarding scanned data	SalesDev	(Up to 64 characters)
C-6	File name of the scanned data	Scanned data folder name	ScanData	(Up to 64 characters)

## Checking the Common Setup Information

Check the common setup information for Scan To E-mail, Scan To Network PC, Scan To Fax Server and Internet Fax, and fill in the corresponding columns of the Setup Information Form.

### ■ Administrator Password for Your Machine

Enter the administrator password of your machine in A-1 of the Setup Information Form. If you are not the administrator of the machine, ask the administrator the password.



- Passwords are case-sensitive.
- The administrator password is set to "aaaaaa" as the factory default setting.

### ■ Gateway address/DNS server

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Check that [**Reports**] is selected and press **OK**.
- 3 Check that [**Configuration**] is selected and press **OK**.
- 4 On the confirmation screen press **◀** or **▶**, select [**Yes**], and press **OK**.
- 5 Enter the address written on the gateway address line at the bottom right of page 3 of the printed configuration into A-2 on the setting information sheet.
- 6 Enter the address written on the DNS server (primary) line on the bottom right of the same page into A-3.



- It is necessary that the gateway address be configured beforehand. Also, if using an Internet service provider, it is necessary that the DNS server be configured. If it has not been configured (0.0.0.0), follow the procedure on [55 page](#) to configure it.

## Setting Up Scan To E-mail and Internet Fax

The Scan To E-mail, Scan To Fax Server and Internet Fax functions enable you to send scanned images as an attached file of an e-mail to the specified e-mail address on the network. To use these functions, set up the e-mail setting for your machine.

When using Auto Delivery or Transmission Data Save function (MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only), the following setup is required.

### Checking the E-mail Settings of the Computer



- If a network administrator specifies the values such as a mail server account, password and e-mail address for your machine, enter them in the Setup Information Form.

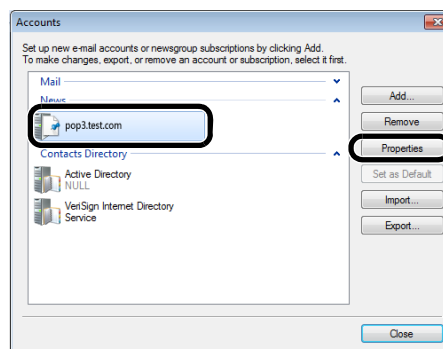


- The procedure below uses Windows Live Mail on Windows 7. If you are using different mail software, refer to the manual for the e-mail software.

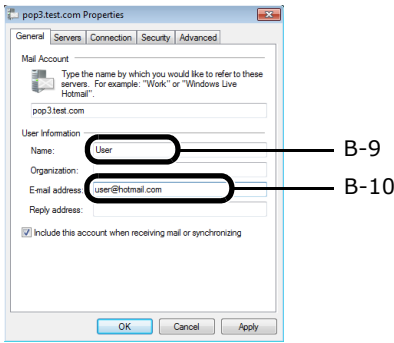
- 1 Click [**Start**] and select [**Windows Live Mail**].
- 2 Select the [**Tools**] menu > [**Accounts**]. If the menu bar is not displayed, click the [**Menus**] icon and then select [**Show menu bar**].



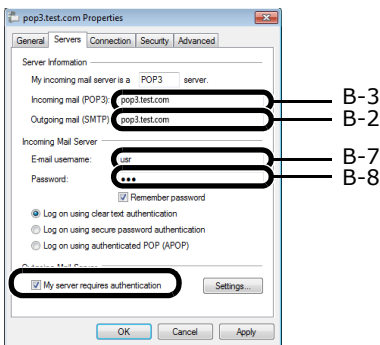
- 3 Select the mail account and then click [**Properties**].



4 On the [**General**] tab, enter the contents of [**Name**] and [**E-mail address**] in B-9 and B-10 of the Setup Information Form.



5 Click the [**Servers**] tab, and then note each setting in the corresponding columns of the Setup Information Form.



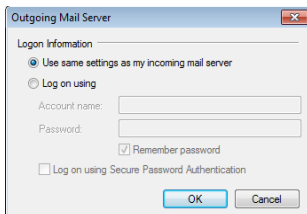
- If there is a check in the [**My server requires authentication**] checkbox, enter "SMTP" into B-4 and follow procedure 6.
- If there is no check in the [**My server requires authentication**] checkbox, enter [**POP or not yet authenticated**] in B-4. At this point the confirmation of e-mail settings is complete.

**! Note**

- If using an Internet service provider, enter [**POP**].

6 Click [**Settings**].

7 Check the login information on the [**Outgoing Mail Server**] dialog.



- If [**Use same settings as my incoming mail server**] is selected, enter the same values as B-7 and B-8 on B-5 and B-6.
- If [**Log on using**] is selected, note the content of [**Accountname**] and [**Password**] in B-5 and B-6, respectively.

## Setting the E-mail Address for Your Machine

When sending data scanned from the machine by e-mail, the e-mail address for the machine is necessary. According to the following procedure, set the e-mail address of the machine and enter an e-mail address to be used by your machine in B-1 of the Setup Information Form.

- If the e-mail address for your machine is specified by the network administrator, enter the e-mail address in B-1.
- If you are using an Internet service provider, obtain an e-mail address for your machine from the provider and then enter the e-mail address in B-1.
- If the e-mail address for your machine is neither specified nor obtained, determine the e-mail address according to the value you entered in B-4 (authentication method):
  - If B-4 is "SMTP", determine an e-mail address and enter it in B-1.
  - B-4 is "POP", enter the same e-mail address as B-10 in B-1.

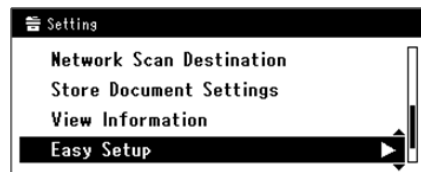
**! Note**

- If you want your machine to receive e-mail, you must obtain an e-mail address for your machine from a network administrator or your Internet service provider.

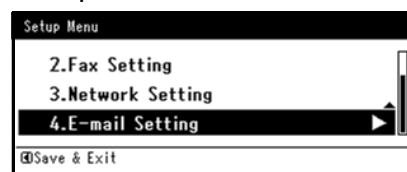
## Configuring Your Machine for Scan To E-mail, Scan To Fax Server and Internet Fax

Set up your machine for Scan To E-mail and Internet Fax using the information in the Setup Information Form.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Easy Setup**] and press (OK).



- 3 Enter the administrator password (A-1).
- 4 Select [**Enter**] and then press (OK).
- 5 Press the ▼ to select [**E-mail Setting**] and then press the ►.

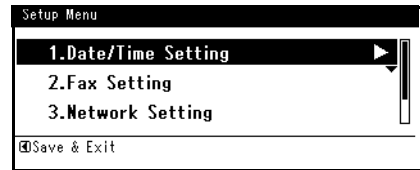


- 6 Press the ► and then enter the information in B-2.



- 7 Select [**Enter**] and then press (OK).
- 8 Press the ► and then enter the information in B-1.
- 9 Select [**Enter**] and then press (OK).
- 10 Press the ▼ and then select a protocol for receiving e-mail for the machine, and then press (OK).
  - If you want your machine to receive e-mail from the POP3 server, select [**POP3**]. Proceed to step 11.
  - If you want your machine to receive e-mail without using a mail server, select [**SMTP**]. Proceed to step 13.
  - If you do not want your machine to receive e-mail, select [**Disable**]. Proceed to step 13.
- 11 Press the ► and then enter the information in B-3.
- 12 Select [**Enter**] and then press (OK).
- 13 Press the ▼ and then select an authentication method based on the information in B-4. Then, press (OK).
  - If B-4 is "Do not authenticate", select [**Do not authenticate**]. Proceed to step 24.
  - If B-4 is "SMTP", select [**SMTP Auth**]. Proceed to step 14.
  - If B-4 is "POP", select [**POP Before SMTP**]. Proceed to step 18.
- 14 Press the ► and then enter the information in B-5.
- 15 Select [**Enter**] and then press (OK).
- 16 Press the ► and then enter the information in B-6.
- 17 Select [**Enter**] and then press (OK). Proceed to step 24.
- 18 Press the ► and then enter the information in B-3.
- 19 Select [**Enter**] and then press (OK).
- 20 Press the ► and then enter the information in B-7.
- 21 Select [**Enter**] and then press (OK).
- 22 Press the ► and then enter the information in B-8.
- 23 Select [**Enter**] and then press (OK).

- 24 When the setup menu screen is displayed, press (OK).



The setup for Scan To E-mail, Scan To Fax Server and Internet Fax is complete.

**Reference**

- For details on how to use Scan To E-mail, refer to "[Scan to E-mail](#)" P. 109.
- For details on how to use Scan To Fax Server, refer to "[Basic Procedure for Scan To Fax Server](#)" P. 98.
- For details on how to use Internet Fax, refer to "[Basic Procedure for Internet Faxing](#)" P. 100.

## Setting Up Scan To Network PC

The Scan To Network PC function enables you to send and save scanned images to the "shared folder" of a computer on the network. To use this function, register your machine on the computer as a user and create a shared folder, and then create a profile on your machine to register the settings for the computer.

**Note**

- Before starting the setup, get permission from the network administrator to create a shared folder on the computer by following the procedure below.

**Memo**

- The CIFS protocol is used in this procedure.

## Checking the Name of the Computer

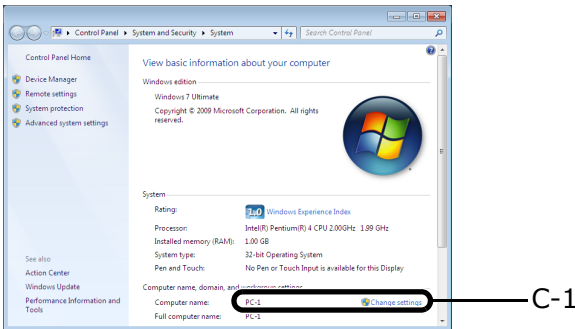
Check the name of the computer following the procedure below, and fill in C-1 of the Setup Information Form.

### ■ For Windows 7, Windows Server 2008 R2, Windows Server 2008 and Vista

- 1 Click [**Start**] and select [**Control Panel**].
- 2 Select [**System and Security**].  
For Windows Server 2008 and Windows Vista, select [**System and Maintenance**].



- 3 Select [**See the name of this computer**] under [**System**].
- 4 Enter the name in [**Computer name**] in C-1 of the Setup Information Form.



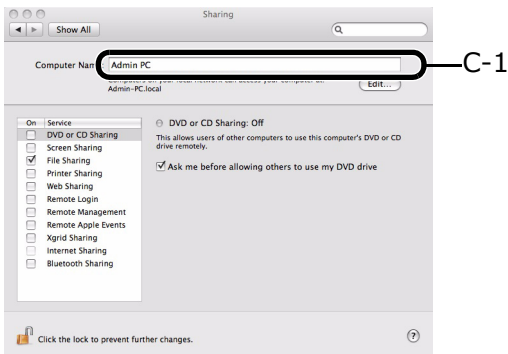
- 5 Close the window.

■ **For Windows Server 2003 and Windows XP**

- 1 click [**start**] > [**Control Panel**] > [**Performance and Maintenance**] > [**System**].  
For Windows Server 2003, click [**Start**] > [**Operator panel**] > [**System**].
- 2 Select the [**Computer Name**] tab and then click [**Change**].
- 3 Enter the name in [**Computer Name**] in C-1 of the Setup Information Form.
- 4 Click [**Cancel**] to close the window.

■ **For Mac OS X**

- 1 From the Apple menu, select [**System Preferences**].
- 2 Click [**Sharing**].
- 3 Enter the name in [**Computer Name**] in C-1 of the Setup Information Form.



**Memo**

- If the computer name is over 16 characters, for Mac OS X 10.4.11 enter the first 15 characters in C-1. For Mac OS X 10.5-10.6, select the network service you are using from [**System Environment Settings**] > [**Network**], and enter the NetBios field name into C-1 within WINS in Detailed Settings.

- 4 Close [**Sharing**].

**Determining the Names of the Items Required for Scan To Network PC**

Determine the names of the following items and fill in C-2 to C-6 on the Setup Information Form.

- User name to log into the destination computer (C-2)

**Note**

- If the username is managed on the domain, enter "Username@Domainname" in C-2. To check the domain name, click on [**Change**] within the [**Computer Name**] tab in the [**System Properties**] dialogue box.

- Password to log into the destination computer (C-3)
- Profile name to register the settings on your machine (C-4)
- Shared folder name on the destination computer (C-5)
- File name of the scanned data (C-6)

**Configuring the Computer for Scan To Network PC**

With the setup information form, create an account and shared folder for the machine in the computer.

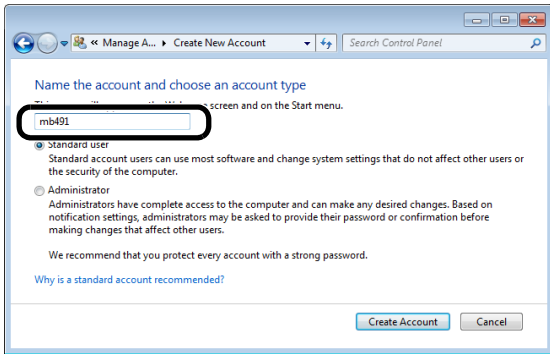
**Memo**

- If the computer is in a domain, the procedure for adding a user account may be different to the procedure below. Refer to the Microsoft Windows manual.

■ **For Windows 7, Windows Server 2008 R2, Windows 2008 and Windows Vista**

- 1 Click [**Start**] > [**Control Panel**].
- 2 Select [**Add or remove user accounts**].
- 3 Select [**Create a new account**].

4 Enter the information in C-2 in the text box.

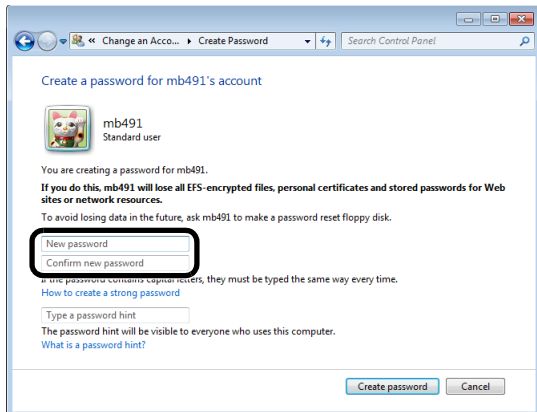


5 Ensure that [Standard user] is selected, and then click [Create Account].

6 Click the icon of the user account created in step 5.

7 Select [Create a password].

8 Enter the information in C-3 in [New password] and [Confirm new password], and then click [Create password].



9 Close the operator panel.

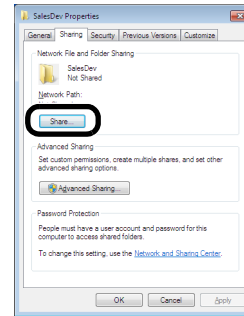
10 Create a new folder on the computer with the name entered in C-5.



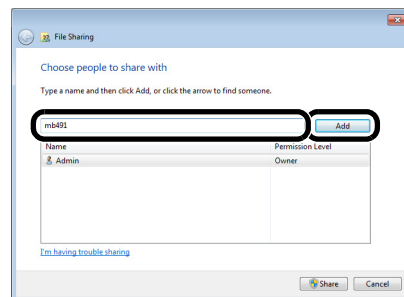
- It is recommended to create a folder in the local drive (C drive or D drive), not on the desktop, [My Documents], or network drive.

11 Right-click the folder created in step 10 and select [Properties].

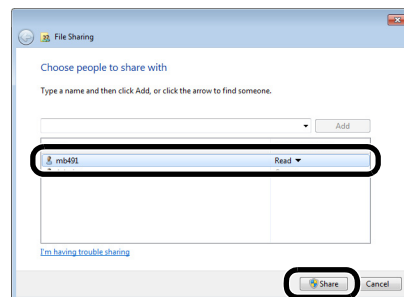
12 Select the [Sharing] tab and then click [Share].



13 Select the user account created in step 5 from the drop down box, and then click [Add].



14 Check that the user added in step 13 is displayed and then click [Share].

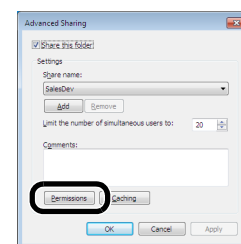


After the [Network discovery and file sharing] dialog box is displayed, click [No, make the network that I am connected to a private network].

15 Click [Done].

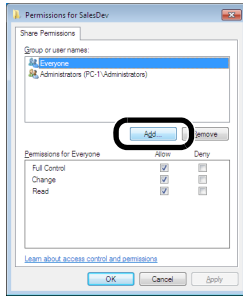
16 Click [Advanced Sharing] on the [Sharing] tab.

17 Click [Permissions].

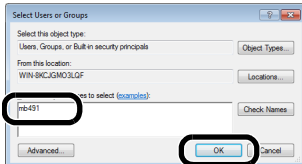


For Windows Vista/Windows Server 2008, proceed to step 20.

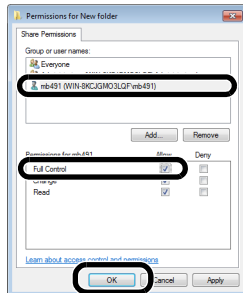
18 Click [Add].



19 Enter the value in C-2 in the entry field and then click [OK].



20 Select the user added in step 13 and select the [Allow] check box for [Full Control], and then click [OK].



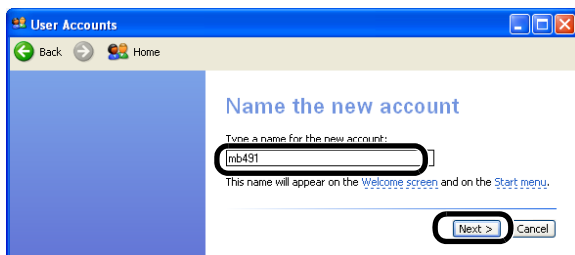
21 click [OK].

22 Click [Close].

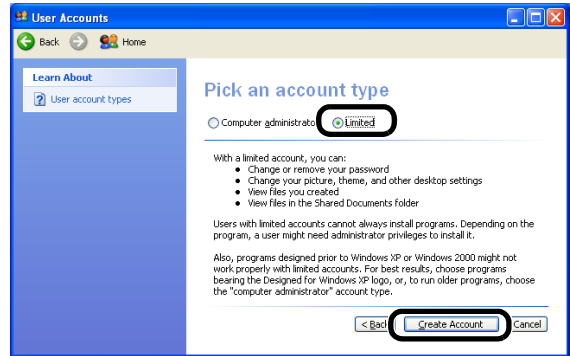
Proceed to "Creating a Profile for Scan To Network PC" P. 76.

■ For Windows XP

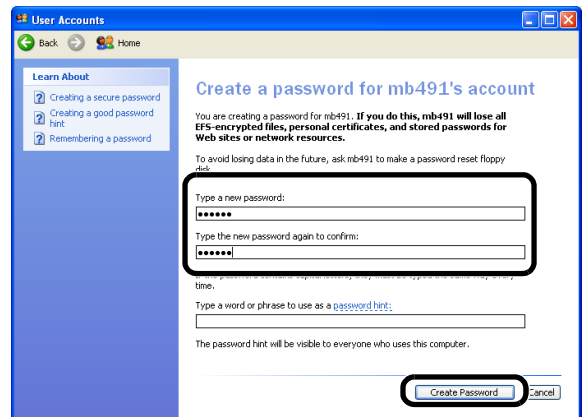
- 1 Click [start] > [Control Panel].
- 2 Double-click [User Accounts].
- 3 Select [Create a new account].
- 4 Enter the value of C-2 in the text box and click [Next].



5 Select [Limited] and click [Create Account].

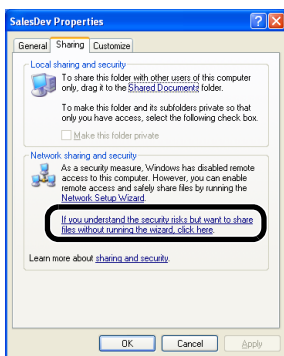


- 6 Click the icon of the user account created in step 5.
- 7 Select [Create a password].
- 8 Enter the value of C-3 in [Type a new password] and [Type the new password again to confirm], and then click [Create Password].

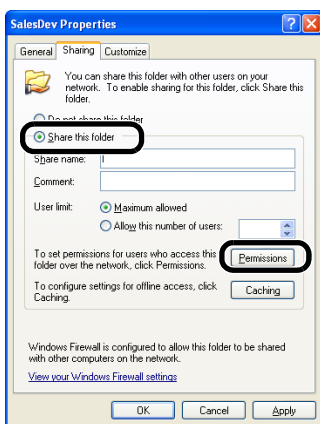


- 9 Close the operator panel.
- 10 Create a new folder on the computer with the name entered in C-5.
  - It is recommended to create a folder in the local drive (C drive or D drive), not on the desktop, [My Documents], or network drive.
- 11 Right-click the folder created in step 10, and then select [Sharing and Security].

12 Click [If you understand the security risks but want to share files without running the wizard, click here.].



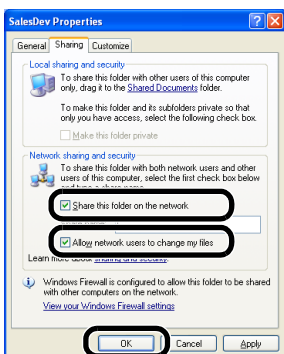
If the screen below appears, select [Share this folder] and click [Permissions]. Proceed to step 15.



13 Select [Just enable file sharing] in Windows Firewall, and then click [OK].

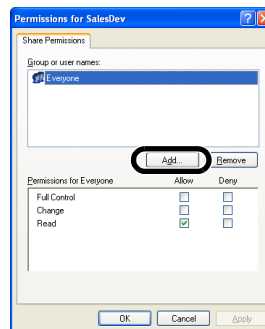


14 Select the [Share this folder on the network] and [Allow network users to change my files] check box, and then click [OK].

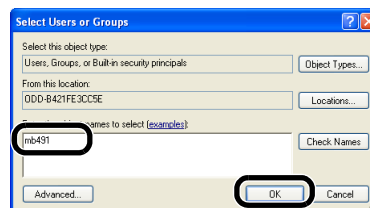


Proceed to "Creating a Profile for Scan To Network PC" P. 76

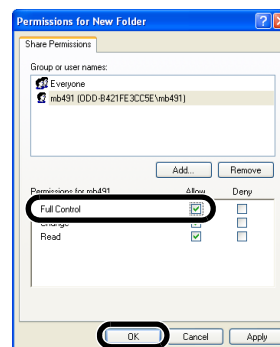
15 Click [Add].



16 Enter the value in C-2 in the entry field and click [OK].



17 Select the [Allow] check box for [Full Control], and then click [OK].



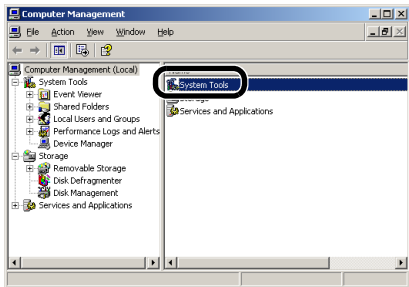
Proceed to "Creating a Profile for Scan To Network PC" P. 76

### ■ For Windows Server 2003

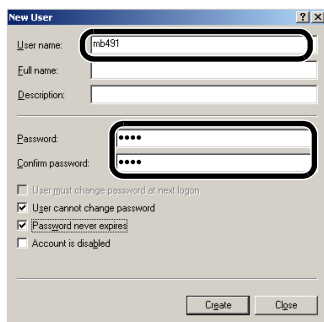


- The items here may differ depending on the edition you are using.

- 1 Click **[Start]** > **[Administrative Tools]** > **[Computer Management]**.
- 2 In the right window, double-click **[System Tools]** > **[Local Users and Groups]**, and then Right-click **[Users]** and select **[New User]**.



- 3 Enter the value of C-2 in **[User name]** and the value of C-3 in **[Password]** and **[Confirm password]**.



- 4 Select **[User cannot change password]** and **[Password never expires]**, and then click **[Create]**.



- If **[User must change password at next logon]** is selected, clear it so that you can select **[User can not change password]** and **[Password never expires]**.

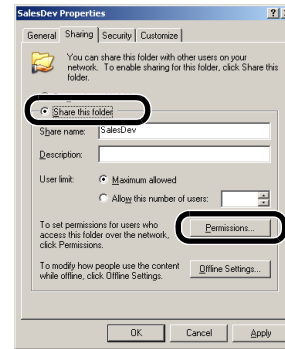
- 5 Click **[Close]**.
- 6 Double-click **[User]** and check that the user created in step 4 is displayed.
- 7 Close the window.
- 8 Create a new folder on the computer with the name entered in C-5.



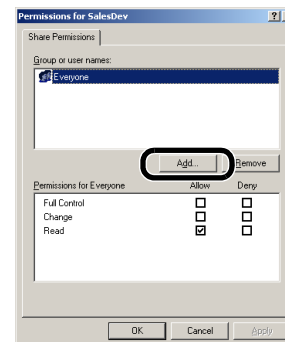
- It is recommended to create a folder in the local drive (C drive or D drive), not on the desktop, **[My Documents]**, or network drive.

- 9 Right-click the folder created in step 8 and then select **[Sharing]**.

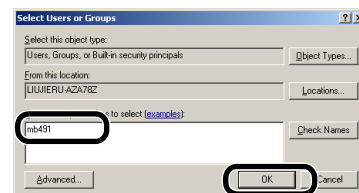
- 10 Select **[Share this folder]** and then click **[Permissions]**.



- 11 Click **[Add]**.

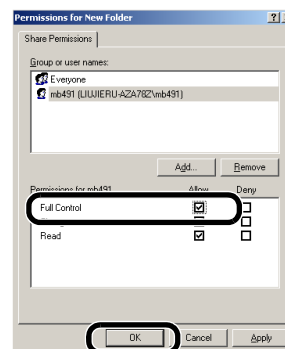


- 12 Enter the value in C-2 in the entry field and click **[OK]**.



Proceed to step 15.

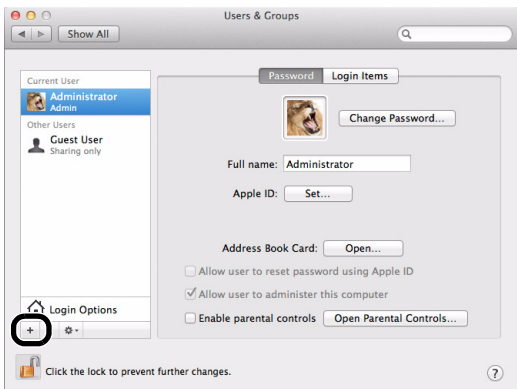
- 13 Select the **[Allow]** check box for **[Full Control]**, and then click **[OK]**.



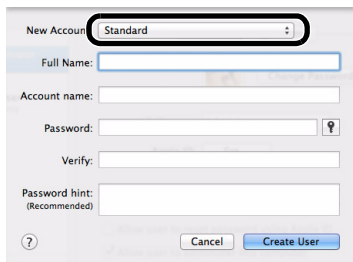
- 14 Ensure that the icon of the shared folder created in step 8 changes into the icon with a hand, and then close the window. ["Creating a Profile for Scan To Network PC" P. 76](#)

■ For Mac OS X 10.5 to 10.7

- 1 From the Apple menu, select [**System Preferences**].
- 2 Click [**Users & Groups**] (for Mac OS X 10.5 and 10.6: [**Accounts**]).
- 3 Click [**Click the lock to make changes.**] at the bottom left of the screen and enter the administrator password. Then, click [**Unlock**] (for Mac OS X 10.5 and 10.6: [**OK**]).
- 4 Click [+].



- 5 Select [**Standard**] from [**New Account**].



- 6 Enter the value of C-2 in [**Name**]. For Mac OS X 10.5, enter the value of C-2 in [**Name**].
- 7 Enter the value in C-3 in both [**Password**] and [**Verify**].
- 8 Click [**Create User**] (for Mac OS X 10.5 and 10.6: [**Create Account**]).

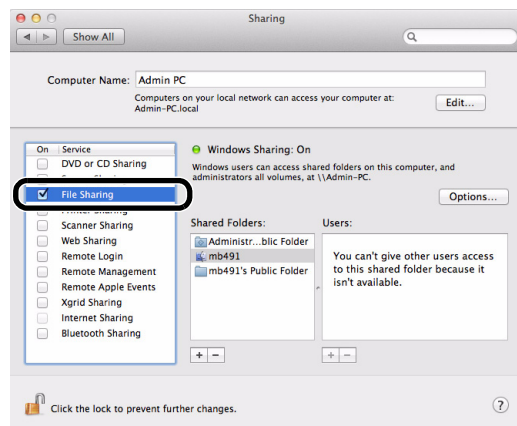
**Memo**

- After the dialog box for auto login appears, disable the auto login.

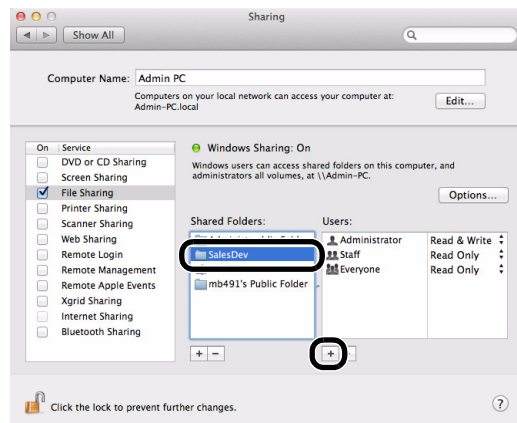
- 9 Check that an account is added to [**Other Users**] (for Mac OS X 10.5 and 10.6: [**Other Accounts**]) with the name of C-2, and close [**Users & Groups**] (for Mac OS X 10.5 and 10.6: [**Accounts**]).



- 10 Create a new folder on the computer with the name entered in C-5.
- 11 From the Apple menu, select [**System Preferences**].
- 12 Click [**Sharing**].
- 13 Check the check box of [**File Sharing**].

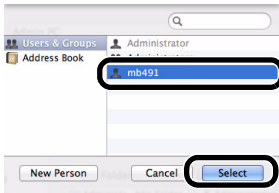


- 14 Click [+ ] under [**Shared Folder**].
- 15 Select the folder created in step 10 and click [**Add**].
- 16 Select the folder added in step 15 and click [+ ] under [**Users**].

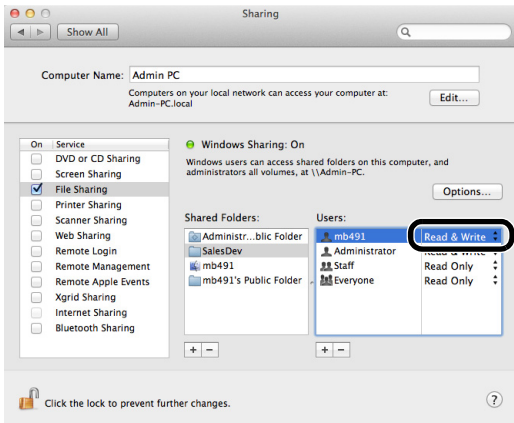




17 Select the account created in step 8 and click **[Select]**.

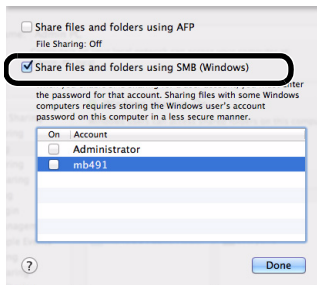


18 Click the triangle button at the right side of the user added in step 17 and select **[Read & Write]**.



19 Click **[Options]**.

20 Check the checkbox of **[Share files and folders using SMB (Windows)]**.  
For Mac OS X 10.5, check the checkbox of **[Share files and folders using SMB]**.



21 Check the checkbox of the account added in step 16.

22 Enter the value of C-3 in **[Password]** and click **[OK]**.



23 Click **[Done]**.

24 Close **[Sharing]**.  
Proceed to "Creating a Profile for Scan To Network PC" P. 76

■ For Mac OS X 10.4.0 to 10.4.11



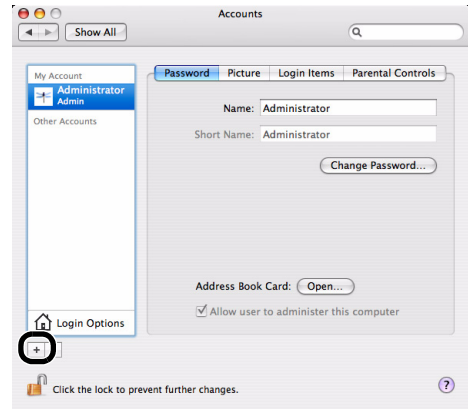
• The following procedure uses Mac OS X 10.4.11 as an example. Depending on an OS, the description may be different.

1 From the Apple menu, select **[System Preferences]**.

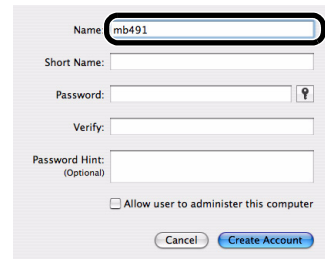
2 Click **[Accounts]**.

3 Click **[Click the lock to make changes.]** at the bottom left of the screen and enter the administrator password. Then, click **[OK]**.

4 Click **[+]**.



5 Enter the value of C-2 in **[Name]**.



6 Enter the value in C-3 in both **[Password]** and **[Verify]**.

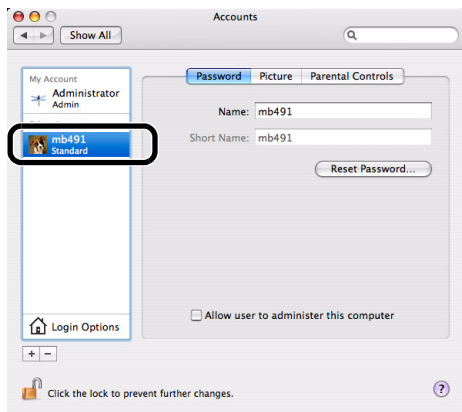
7 Click **[Create Account]**.



• After the dialog box for auto login appears, disable the auto login.

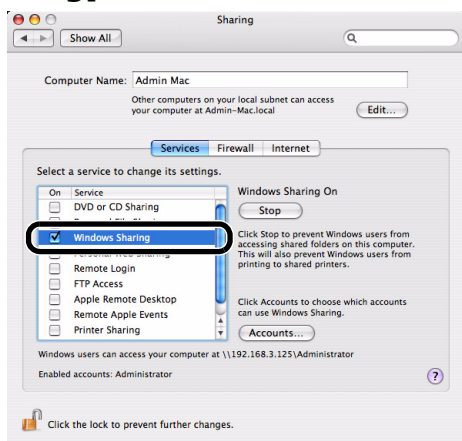


- 8 Check that an account is added to [Other Accounts] with the name of C-2, and close [Accounts].

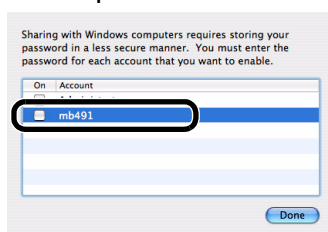


- 9 Create a new folder on the computer with the name entered in C-5.  
 10 From the Apple menu, select [System Preferences].  
 11 Click [Sharing].

- 12 Check the checkbox of [Windows Sharing].



- 13 Click [Enable Accounts...].  
 14 Check the checkbox of the account created in step 7.



- 15 Enter the value in C-3 in [Password] and click [OK].



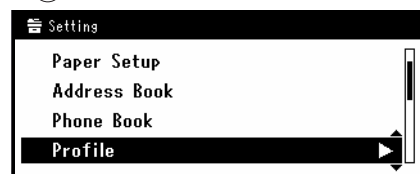
- 16 Click [Done].

- 17 Close [Sharing]. Proceed to "Creating a Profile for Scan To Network PC".

## Creating a Profile for Scan To Network PC

Register the information on the Information form on the computer as a profile. It is necessary to specify the profile to send data when you perform Scan To Network PC with the computer.

- 1 Press the ▼ the <SETTING> key on the operator panel.
- 2 Press the ▼ to select [Profile] and then press (OK).



- 3 Press the ▼ to select the profile number you want to register and then press (OK).
- 4 Press the ▼ to select [Register] and then press (OK).
- 5 Press to select [Profile Name] and then press the ►.
- 6 Enter the information in C-4.
- 7 Select [Enter] and then press (OK).
- 8 Press the ▼ to select [Target URL] and then press ►.
- 9 Enter the value of C-1 and C-5 as "\\C-1\C-5".

Example: \\PC1\SalesDev



- If there is no DNS server on the network, you cannot specify the computer by using the computer name (C-1). In such a case, you can configure the settings by using the computer's IP address.

Example: \\192.168.0.3\SalesDev



- In order to enter the "\" sign while using a QWERTY keyboard, press <CTRL> and then press <\>.

- 10 Select [Enter] and then press (OK).
- 11 Press the ▼ to select [User Name] and then press (OK).

12 Enter the information in C-2.

**Note**

- If domain management is performed, enter "C-2@domain name".
- When carrying out domain management, if you cannot connect even after entering "C-2@Domainname", delete "@Domainname".  
Access the machine's website again, and set the NetBIOS domain name in [Workgroup name] within [Admin Setup] > [Network Menu] > [NBT/NetBEUI].  
\*For the domain name, please check with the network manager.

13 Select [Enter] and then press **OK**.

14 Press the ▼ to select [Password] and then press **OK**.

15 Enter the value of C-3.

16 Select [Enter] and then press **OK**.

17 Press the ▼ to select [File Name] and then press **OK**.

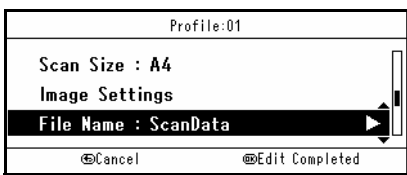
18 Enter the information in C-6.

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

19 Select [Enter] and then press **OK**.

20 Configure other items if necessary.

21 Press **OK** to register the settings.



The setup for Scan To Network PC is complete.

**Reference**

- For details how to use Scan To Network PC, refer to "Scan to Network PC" P. 111.

## Managing Profiles

To perform the Scan To Network PC, Auto Delivery or Transmission Data Save function (for MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only), a profile for each destination must be created. You can register up to 50 profiles.

**Reference**

- Refer to "Creating a Profile for Scan To Network PC" P. 76

## Modifying a Profile

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Profile**] and then press **OK**.
- 3 Press the ▼ to select the profile you want to modify and then press **OK**.
- 4 Press the ▼ to select [**Edit**] and then press **OK**.
- 5 Press the ▼ to select the item you want to modify and then press **OK**.
- 6 Modify the item.
- 7 Select [**Enter**] and then press **OK**.
- 8 If you want to modify more than one item, repeat steps 5 and 7.
- 9 Press **OK** to register the settings.

## Deleting a Profile




- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Profile**] and then press **OK**.
- 3 Press the ▼ to select the profile you want to delete and then press **OK**.
- 4 Press the ▼ to select [**Delete**] and then press **OK**.
- 5 Press the ◀ or ▶ to select [**Yes**] on the confirmation message and then press **OK**.

## ● Printing Configuration

---

This section explains how to print the Configuration on which you can check the detailed information of your machine, such as the settings and status of your machine.

### Printing Procedure

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Reports**] and press .
- 3 Press the ▼ to select [**Configuration**] and press .
- 4 On the confirmation message, press the ◀ or ▶ to select [**Yes**] and press .

#### Reference

- You can also print reports and lists for each function. Refer to the User's Manual Advanced.

# 2. Copying

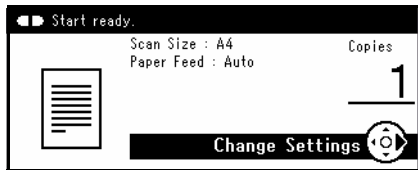
This chapter explains the basic operation and settings for your machine's copy function.



## ● Basic Operation

This section explains how to start and cancel copy jobs.

### Starting a Copy Job

- 1 Press the **<COPY>** key on the operator panel to open the copy standby screen.



- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Configure the copy settings if necessary.
- 4 Enter the number of copies using the ten-key pad.
  - You can enter up 1 to 99 sets.
  - If you have entered an incorrect value, press the **<CLEAR>** key and then enter the correct value.
- 5 Press   to start copying.

#### Reference

- For details on how to configure each copy setting, refer to ["Configuring Copy Settings" P. 80](#).
- For details on how to load your documents in the ADF or on the document glass, refer to ["Loading Documents" P. 38](#).

### Canceling a Copy Job in Progress

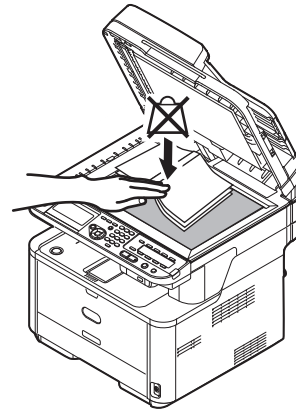
You can cancel copying until the message showing the copy completion is displayed.

- 1 Press the **<STOP>** key on the operator panel.



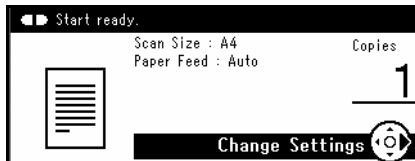
#### ! Note

- When you make a copy with the document glass, do not apply an excessive load to the document glass.



# ● Configuring Copy Settings

You can change the copy settings to alter the output to suit your needs. Each setting can be configured from the **[Change Settings]** menu on the copy standby screen.



Perform the following procedures at step 3 of "Starting a Copy Job" P. 79 described above.

**Reference**

- The changes made in the **[Change Settings]** menu on the copy standby screen are temporary. You can change the default settings by configuring **[Admin Setup]** from the **<SETTING>** key. For details, refer to the User's Manual Advanced.

## Changing the Scan Size (Scan Size)

You can select the appropriate size of the document to be scanned.

- 1 Press the **▶** to enter the **[Change Settings]** menu.
- 2 Check that **[Scan Size]** is selected and then press **Ⓞ**.
- 3 Press the **▼** to select a scan size and then press **Ⓞ**.

Settable Values:

A4*	A5	A6	B5	Letter	Legal 13
Legal 13.5	Legal 14	Executive			

\*indicates the factory default.

- 4 Press the **◀** until the start screen is displayed.

**Note**

- If you select the scan size of less than or equal to 177.8mm (7 inches) wide, and make copies from ADF, Scan Resolution is changed to High Quality automatically.

## Changing the Paper Tray (Paper Feed)

You can select the size of the document to be copied.

- 1 Press the **▶** to enter the **[Change Settings]** menu.
- 2 Press the **▼** to select **[Paper Feed]** and then press **Ⓞ**.

- 3 Press the **▼** to select a tray and then press **Ⓞ**.

Settable Values:

Auto*	Tray 1	Tray 2	MP Tray**
-------	--------	--------	-----------

\*indicates the factory default.

\*\*Not displayed in MB441, MB461, MB461+LP and ES4161 MFP.


- 4 Press the **◀** until the start screen is displayed.

**Memo**

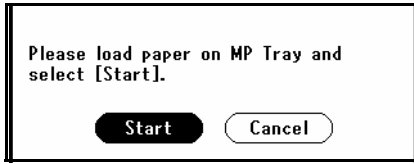
- **[Tray 2]** is displayed only when the optional second tray unit is installed.
- When set to **[Auto]**, the MP tray is not selected in the default setting. To use the MP tray, press the **<SETTING>** key and select **[Paper Setup] > [Select Tray] > [Copy] > [MP tray]**, and then select **[ON]** or **[ON (Prior)]**.
- When set to **[Auto]**, the paper tray that holds paper other than A4, B5, A5, A6, letter, legal 13/13.5/14, or executive is not selected. To use a different paper size, select the desired paper tray in the **[Paper Feed Tray]** setting.

### ■ Copying Using the MP Tray

If you have selected **[MP Tray]**, you can copy your documents onto the paper loaded in the MP tray.

- 1 Place your document with text face up in the ADF or face down on the document glass.
- 2 Load the paper in the MP tray.
- 3 Press .

- When the pop-up message is displayed, press the ◀ or ▶ to select [**Start**] and then press Ⓞ.



**Reference**

- For details on how to load the paper in the MP tray, refer to "Loading Paper on the MP Tray (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb)" P. 34.

## Changing Image Orientation of Document (Direction)

You can select [**Portrait**] or [**Landscape**] for the document's orientation. Specify an appropriate orientation to get the copy result you want.

**Reference**

- For details on how to load documents in each orientation, refer to "Loading Documents" P. 38.

- Press the ▶ to enter the [**Change Settings**] menu.
- Press the ▼ to select [**Direction**] and then press Ⓞ.
- Press the ▼ to select the orientation of a document and then press Ⓞ.

Settable Values:

Portrait*	Landscape
-----------	-----------

\*indicates the factory default.

- Press the ◀ until the start screen is displayed.

## Making Enlarged or Reduced Copies (Zoom)

You can make enlarged or reduced copies by setting [**Zoom**]. You can set the zoom ratio in the following three ways:

- Using [**Auto**]
- Selecting a preset zoom ratio
- Setting the zoom ratio using the ten-key pad

## Using [Auto]

By selecting [**Auto**], the zoom ratio is automatically determined according to the selected scan size and paper tray.

**Note**

- You can use [**Auto**] only when copying on A4, A5, A6, B5 letter, legal 13/13.5/14, and executive paper.

- Press the ▶ to enter the [**Change Settings**] menu.
- Press the ▼ to select [**Zoom**] and then press Ⓞ.
- Press the ▼ to select [**Auto**] and then press Ⓞ.
- Press the ◀ until the start screen is displayed.

**Memo**

- Setting the [**Paper Tray**] to [**Automatic**] will automatically set [**Enlarge/Reduce**] to [**100%**]. When selecting another scaling factor, initially set [**Paper Tray**], and then set [**Enlarge/Reduce**].

## Selecting a Preset Zoom Ratio

- Press the ▶ to enter the [**Change Settings**] menu.
- Press the ▼ to select [**Zoom**] and then press Ⓞ.
- Press the ▼ to select the desired value and then press Ⓞ.

Values:

100%*	A4->A5(70%)
Leg14->Let(78%)	Leg13.5->Let(81%)
Leg13->Let(84%)	A4->B5(86%)
A4->Let(94%)	Let->A4(97%)
Fit to page(98%)	B5->A4(115%)
A5->A4(141%)	

\*indicates the factory default.

**Memo**

- By selecting [**Fit to page(98%)**], if the sizes of the document and the paper are the same, the document is reduced to fit onto the paper.

- 4 Press the ◀ until the start screen is displayed.

**Note**

- When [Paper Feed] is set to [Auto], some values cannot be selected. The selectable values differ according to the selected scan size.
- With some ratios, parts of the document's image may be missing or margins may appear on the copied outputs.

**Memo**

- When [Paper Feed] is set to [Auto], the paper tray is automatically selected according to the selected zoom ratio. If you want to use a specific paper tray, reconfigure the [Paper Feed] setting.
- A paper tray that holds paper other than A4, B5, A5, A6, letter, legal 13/13.5/14, or executive is not selected even if [Paper Feed] is set to [Auto]. To select the desired paper tray, reconfigure the [Paper Feed] setting.

### Setting the Zoom Ratio Using the ten-key pad

- 1 Press the ▶ to enter the [Change Settings] menu.
- 2 Press the ▼ to select [Zoom] and then press **OK**.
- 3 Press the ▼ to select [Zoom (25~400%)] and then press **OK**.
- 4 Enter the zoom ratio from 25 to 400% using the ten-key pad and then press **OK**.
  - You can set the ratio in 1% increments.
  - If you have entered an incorrect value, press the <CLEAR> key and then enter the correct value.
- 5 Press the ◀ until the start screen is displayed.

### Enabling Continuous Scan Mode (Continuous Scan)

If you want to copy multiple sets of documents as a single copy job, enable the continuous scan mode. It is useful when using [Sort], [N-in-1], or [Duplex Copy] functions.

**Memo**

- Continuous Scan Mode is also available for faxes, Internet faxes, as well as for scan functions. You can configure faxes from [Applied Settings], and Internet faxes and scans from [Reading Settings].


**Reference**

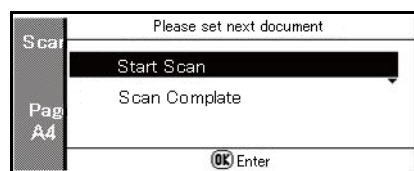
- For details on the [DuplexCopy] functions, refer to "Making Duplex Copies (Duplex Copy)".
- For details on the [Sort] and [N-in-1] functions, refer to the User's Manual Advanced.

- 1 Press the ▶ to enter the [Change Settings] menu.
- 2 Press the ▼ to select [Continuous Scan] and then press **OK**.
- 3 Press the ▼ to select [ON] and then press **OK**.
- 4 Press the ◀ until the start screen is displayed.

### Copying With Continuous Scan Mode

With the continuous scan mode, you can copy your documents from the ADF or document glass, or both of them.

- 1 Place the first document with text face up in the ADF or face down on the document glass.
- 2 Configure the copy settings if necessary. Change other copy settings as required.
- 3 Enter the number of copies with the ten-key pad.
- 4 Press  to start scanning the first document.
- 5 When the [Please set next document] screen is displayed, place the next document in the ADF or on the document glass.



**Note**

- When changing the place to load the next document, be sure to remove the document from the place you used first.

- 6 Press the ▼ to select [Start Scan] and then press **OK**.
- 7 When all sets of the documents are scanned, press the ▼ to select [Scan Complete] and then press **OK**.

**Memo**

- When making N-in-1 and/or duplex copies using the document glass, the [Please set next document] screen is displayed after scanning the documents even if [Continuous Scan] is set to [OFF].
- For fax, Internet fax and scan functions, please follow procedures 5-7 after the first page of the document has started to be read.



## Making Duplex Copies (Duplex Copy)

You can copy 1-sided (simplex) and 2-sided (duplex) documents on to one side (simplex) or both sides (duplex) of a sheet of paper. You can also select the binding position from either long-edge or short-edge binding.

Specify the appropriate orientation of the document in [**Direction**] beforehand to get the copy result you want.

**Note**

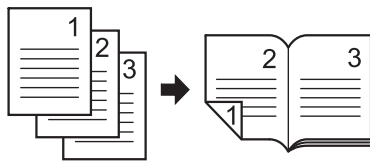
- Use standard size plain paper for duplex copies. Using non-standard paper may cause a paper jam in the duplex unit of your machine.  
Duplex printing cannot be done while paper is fed by Manual Feeder in MB441, MB461, MB461+LP and ES4161 MFP.

**Reference**

- For details on the available paper for your machine, refer to "Loading Paper" P. 32.
- For details on how to configure the [**Direction**] setting, refer to "Changing Image Orientation of Document (Direction)" P. 81.

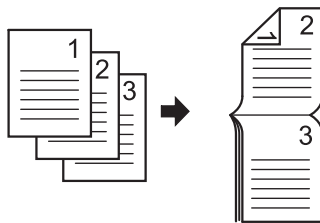
### Long-Edge Binding

Copies your document to be bound along the long edge of the paper.



### Short-Edge Binding

Copies your document to be bound along the short edge of the paper.



**Reference**

- To set margins for binding, refer to the User's Manual Advanced.

## Enabling Duplex Copies

- Press the **▶** to enter the [**Change Settings**] menu.
- Press the **▼** to select [**Duplex Copy**] and then press **OK**.

- Press the **▼** to select the desired value and then press **OK**.

Settable Values for Printing Method:

OFF (Simplex)*
Simplex document → Duplex <b>LE</b>
Simplex document → Duplex <b>SE</b>
Duplex document → Duplex printing
Duplex <b>LE</b> → Simplex printing
Duplex <b>SE</b> → Simplex printing

\*indicates the factory default.

- Press the **◀** until the start screen is displayed.

**Note**

- You can copy "duplex to duplex" or "duplex to simplex" copies only when scanning the documents from the ADF.

**Memo**

- When making duplex copies using the document glass, the continuous scan mode is automatically enabled. Follow the on-screen instructions.

## Adjusting Copy Density (Density)

You can adjust the copy density from 7 levels.

- Press the **▶** to enter the [**Change Settings**] menu.
- Press the **▼** to select [**Image Settings**] and then press **OK**.
- Check that [**Density**] is selected and then press **OK**.
- Press the **▲** or **▼** to select the desired density and then press **OK**.

Settable Density Values:

+3	+2	+1	0*	-1	-2	-3
----	----	----	----	----	----	----

\*indicates the factory default.

**Memo**

- [0] is the standard value. To darken the document image, select [+1], [+2] or [+3] (most dense). Conversely, to lighten the document image, select [-1], [-2] or [-3] (least dense).

- Press the **◀** until the start screen is displayed.

## Changing Document Type (Document Type)

You can select the document type to make copies at the most suitable quality for your needs.

- Press the **▶** to enter the [**Change Settings**] menu.

- 2 Press the ▼ to select [**Image Settings**] and then press **OK**.
- 3 Press the ▼ to select [**Document Type**] and then press **OK**.
- 4 Press the ▼ to select a document type and then press **OK**.

Settable Types:

Text	Text&Photo*	Photo	Photo (Glossy)
------	-------------	-------	----------------

\*indicates the factory default.

**Memo**

- [**Text**]: Set when copying a text document.
  - [**Text&Photo**]: Set when copying a document having texts and photos. Images are reproduced with a balance between texts and photos.
  - [**Photo**]: Set when copying photos and graphic documents. This reproduces grayscale for images in which it is important.
  - [**Photo (Glossy)**]: Set when copying photo documents printed on a glossy silver halide photography or glossy inkjet paper. Images are reproduced by focusing on the gray level in consideration of the glossy. If Photo or Photo (Glossy) is selected, Scan Resolution is fixed to Normal.
- 5 Press the ◀ until the start screen is displayed.

**Note**

- When selecting [**Text**], the gray level may be reduced on some document.
- When selecting [**Photo**], [**Photo (Glossy)**], fine texts or lines may be blurred on some documents.
- When selecting [**Photo(Glossy)**], images may be bright.

## Adjusting the Background Removal

You can turn off the background erasing for documents or adjust the background density from 6 levels.

- 1 Press the ▶ to enter the [**Change Settings**] menu.
- 2 Press the ▼ to select [**Image Settings**] and then press **OK**.
- 3 Check that [**Background Removal**] is selected and then press **OK**.

- 4 Press the ▲ or ▼ to select the desired value and then press **OK**.

Settable Values:

OFF	1	2	3*	4	5	6
-----	---	---	----	---	---	---

\*indicates the factory default.

**Memo**

- [**3**] is the standard value. To lighten the background (base) for the document, select [**4**], [**5**] or [**6**]. Conversely, to darken, select [**2**], [**1**] or [**OFF**] (not removal).

- 5 Press the ◀ until the start screen is displayed.

**Note**

- When lightening the setting of the background fine lines, texts or light color may not be reproduced on some documents.

## Changing Scan Resolution

You can change the scan resolution of a document.

- 1 Press the ▶ to enter the [**Change Settings**] menu.
- 2 Press the ▼ to select [**Image Settings**] and then press **OK**.
- 3 Check that [**Resolution**] is selected and then press **OK**.
- 4 Press the ▲ or ▼ to select the desired value and then press **OK**.

Settable Resolution:

High Speed*	Normal	High Quality
-------------	--------	--------------

\*indicates the factory default.

**Memo**

- [**High Speed**] provides quick copy. By selecting [**Normal**] or [**High Quality**], the reproduction and gray level of fine lines or texts can be improved.

**Note**

- If you select the scan size of less than or equal to 177.8mm (7 inches) wide, and make copies from ADF, Scan Resolution is changed to High Quality automatically.

- 5 Press the ◀ until the start screen is displayed.

## Resetting Copy Settings

### Auto Reset

All settings you configured for your copy job return to their default values if no operation is made for a set period of time. The auto reset time is set to 3 minutes as the factory default setting.

#### Reference

- You can change the auto reset time by configuring [**Admin Setup**] from the <**SETTING**> key. For details, refer to the User's Manual Advanced.

### Using the <RESET/LOG OUT> key

By pressing the <**RESET/LOG OUT**> key, the settings you configured for your copy job return to their default values.



After copying, press the <**RESET/LOG OUT**> key to reset the default settings for the next user.

# 3. Faxing (for MB451, MB451w, MB471, MB471w, MB491, MB491+, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb only)

This chapter explains basic settings and operations for faxing, scanning to fax server and Internet faxing and operations on managing the phone book.

## ● Basic Procedure for Faxing

This section explains basic operations for transmitting faxes. You need to configure the initial settings before using the fax function.

### Memo

- You can load only A4, letter or legal size documents in the ADF, and only A4, letter or legal (MB491+LP/MPS4700mb only) size documents on the document glass.
- You cannot load mixed size documents for faxing.

### Reference

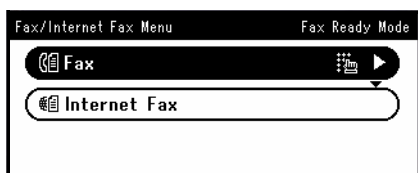
- For details on initial settings for the fax function, refer to ["Basic Settings for Faxing \(for MB451, MB451w, MB471, MB471w, MB491, MB491+, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb only\)" P. 40.](#)

## Sending a Fax

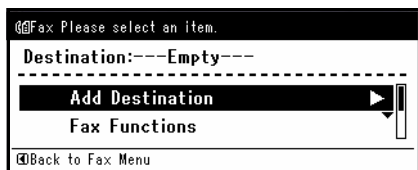
### Memo

- The machine puts priority on the ADF when scanning documents. Be sure not to place documents on the ADF when you use the document glass.

- 1 Press the **<FAX/HOOK>** key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Check that **[Fax]** is selected and press **OK** to open the fax start screen.



- 4 Check that **[Add Destination]** is selected on the start screen and then press **OK**.



- 5 Specify a destination.

You can specify a destination from the ten-key pad, the speed dial list, the group list, the transmission histories, the reception histories, or the one-touch key pad.

### Reference

- For details on each procedure, refer to ["Specifying a Destination" P. 87.](#)

- 6 Configure the advanced functions if necessary.

### Reference

- ["Configuring Fax Settings" P. 90](#)

- 7 Press **MONO** to start transmission.

When you want to scan multiple documents as a single fax job using the document glass, enable the continuous scan mode.

### Reference

- For details on the continuous scan mode, refer to ["Enabling Continuous Scan Mode \(Continuous Scan\)" P. 82.](#)

### Note

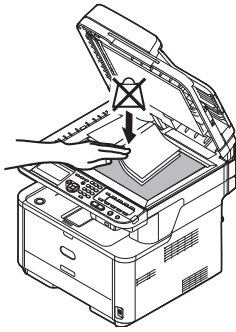
- You cannot use the **Color** button.
- If **<STATUS>** is pressed and **▶** is pressed twice, the information is displayed on the display screen.

### Reference

- For details on how to load your documents in the ADF or on the document glass, refer to ["Loading Documents" P. 38.](#)
- When you want to specify multiple destinations, refer to the User's Manual Advanced.

**Note**

- When you take a copy with the document glass, do not apply an excessive load to the document glass.



## Specifying a Destination

You can specify a destination in the following six ways:

- Using the ten-key pad
- Using a speed dial
- Using a group
- Using the transmission histories
- Using the reception histories
- Using the one-touch key pad

Perform the following procedures at step 5 of "Sending a Fax" P. 86 described above.

### Direct Input

You can enter a destination fax number directly by using the ten-key pad. You can enter up to 40 digits.

- Press the ▼ to select [**Direct Input**] and then press **OK**.
- Enter a destination fax number using the ten-key pad on the operator panel.
- Select [**Enter**] and then press **OK**.

Fax Number		
0123456789		
-	Prefix:N	←
Flash:F		Cancel
		Enter

**Memo**

- You can use the ten-key pad to enter a destination also on the screen that is displayed after pressing the <**FAX/HOOK**> key. In this case, the fax start screen appears after entering a destination.

### ■ Dialing Functions

You can use the following functions when entering a destination fax number.

Select the function you want and then press on the fax number entry screen.

- (Hyphen)

Inserts a hyphen to the entered fax number.

- PreFix

Inserts a prefix number registered in advance. "N" is inserted when entering.

- Flash

Orders your PBX(Private Branch Exchange) to connect you with PSTN(Public Switched Telephone Network). When inputting, enter "F".

## Basic Procedure for Faxing

Enter "Pause" and "#" by pressing <#> on the ten-key pad. When you press <#>, you toggle between "P" and "#".

- Pause

Pauses a few seconds when dialing. You can use multiple pauses. "P" is inserted when entering.

- # (Hash symbol)

When the tone dial is set, "#" sends through a circuit. When inputting, enter "#".

Enter "Tone" and "\*" by pressing <\*> on the ten-key pad. When you press <\*>, you toggle between "T" and "\*".

- Tone

Switches to tone dialing if pulse dialing is set. "T" is inserted when entering.

- \* (Asterisk)

When the tone dial is set, "\*" sends through a circuit. When inputting, enter "\*".

### Reference

- For details on prefix numbers, refer to the User's Manual Advanced.

## Using Speed Dial List and Group List

You can select a destination from numbers registered in the speed dial list or the group list. You must register them in advance.

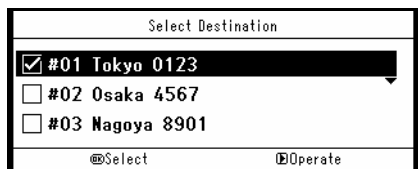
### Reference

- For details on how to register numbers to Speed Dial List and Group List, refer to "Phone Book" P. 95.

1 Press the ▼ to select [**Speed Dial List**] or [**Group List**] and then press **OK**.

2 Press the ▼ to select a destination or group and then press **OK**.

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



3 When you have selected all the destinations, press the ►.

4 Check that [**Complete**] is selected and then press **OK**.

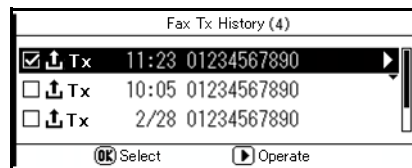
## Using Transmission and Reception History

You can select a destination from the 50 most recent transmissions or receptions.

1 Press the ▼ to select [**Tx History**] or [**Rx History**] and then press **OK**.

2 Press the ▼ to select an entry and then press **OK**.

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



3 When you have selected all the destinations, press the ►.

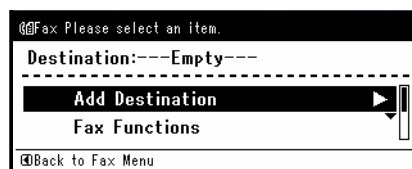
4 Check that [**Complete**] is selected and then press **OK**.

## Using One-Touch Key Pad

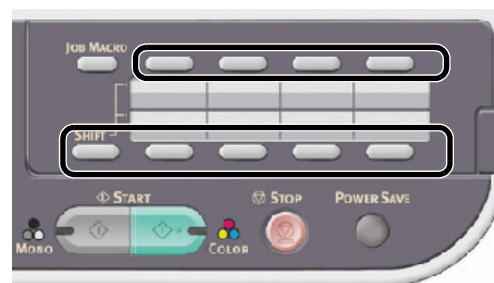
The one-touch key pad can hold fax numbers registered in Speed Dial List.

The speed dials no.1 to 16 are automatically registered to the one-touch key pad.

1 Press the desired one-touch key on the start screen.



Press the <**SHIFT**> key to select the speed dials no.9 to 16 assigned to the one-touch key pad.

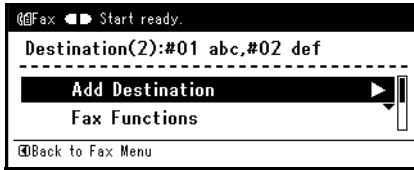


### Memo

- You can use the one-touch key pad also on the screen that is displayed after pressing the <**FAX/HOOK**> key. In this case, the fax standby screen appears after pressing a one-touch key so that you can configure other advanced settings for fax functions.

## Deleting Specified Destinations

- 1 Select the specified destination on the fax start screen by pressing ▲ and then press **OK**.

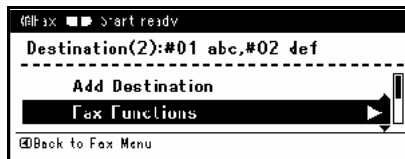


- 2 Press the ▼ to select a destination you want to delete and then press **OK**.  
The check box is selected. You can select multiple entries.
- 3 When you have selected all the destinations to be deleted, press ►.
- 4 Check that [**Delete The Address**] is selected and then press **OK**.
  - If all recipients have been deleted, you will be taken back automatically to the start screen.
  - If not all recipients have been deleted, press ◀ to go back to the start screen.



# ● Configuring Fax Settings

You can configure the fax settings to alter the output to suit your needs. Each setting can be configured from the **[Fax Functions]** menu on the fax start screen.



Perform the following procedures at step 6 of "Sending a Fax" P. 86 described above.

## Changing Scan Size (Scan Size)

You can select the appropriate scan size for your document.

- 1 Press the ▼ to select **[Fax Functions]** on the fax start screen and then press **OK**.
- 2 Check that **[Scan Size]** is selected and then press **OK**.
- 3 Press the ▼ to select a size and then press **OK**.

Settable Size Values:

A4*	Letter	Legal 13	Legal 13.5
Legal 14			

\*indicates the factory default.

- 4 Press the ◀ until the fax standby screen appears.

## Changing Resolution (Resolution)

You can select an appropriate resolution to scan your fax document to get optimum image quality.

- 1 Press the ▼ to select **[Fax Functions]** on the fax standby screen and then press **OK**.
- 2 Press the ▼ to select **[Resolution]** and then press **OK**.
- 3 Press the ▼ to select a resolution and then press **OK**.

Settable Resolution:

Normal*	Fine	Extra-Fine	Photo
---------	------	------------	-------

\*indicates the factory default.

**Memo**

- **[Extra-Fine]** may be unavailable depending on the recipient machine.
  - In the **[Fine]**, **[Extra-Fine]**, or **[Photo]** mode, scanning takes longer.
- 4 Press the ◀ until the fax standby screen appears.

## Adjusting Density (Density)

You can adjust the scan density from 7 levels.

- 1 Press ▼ to select **[Fax Functions]** on the fax standby screen and then press **OK**.
- 2 Press the ▼ to select **[Density]** and then press **OK**.
- 3 Press the ▲ or ▼ to select a density and then press **OK**.

Values:

+3	+2	+1	0*	-1	-2	-3
----	----	----	----	----	----	----

\*indicates the factory default.

**Memo**

- **[0]** is the standard value. To darken the document image, select **[+1]**, **[+2]** or **[+3]** (most dense). Conversely, to lighten the document image, select **[-1]**, **[-2]** or **[-3]** (least dense).

- 4 Press the ◀ until the fax standby screen appears.

## Printing the Sender Name

You can set the machine to print a sender name on faxes you send. By default, the name you specified in **[Sender ID]** is printed.

**Reference**

- For details on **[Sender ID]**, refer to "Specifying Sender Information" P. 44.

- 1 Press the ▼ to select **[Fax Functions]** on the fax standby screen and then press **OK**.
- 2 Press the ▼ to select **[TTI]** and then press **OK**.
- 3 Press the ▼ to select **[ON]** and then press **OK**.
- 4 Press the ◀ until the fax start screen appears.

**Reference**

- For details on how to register a sender name and change the sender name to be used, refer to the Use's Manual Advanced.

# ● Checking and Canceling Fax Transmission

This section explains how to check or cancel fax jobs.

## Canceling Fax Transmission

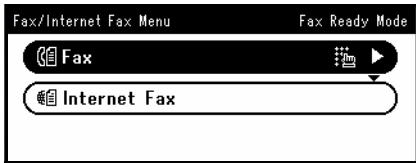
You can cancel a job that is being transmitted as long as the message indicating the job has been completed has not appeared.

- 1 Press the <**STOP**> key on the operator panel.

## Canceling a Reserved Job

You can cancel reserved jobs.

- 1 Press the <**FAX/HOOK**> key on the operator panel.
- 2 Check that [**Fax**] is selected and then press **OK** to open the fax start screen.



- 3 Press the ▼ to select [**Fax Job View/Cancel**] and then press **OK**.
- 4 Press the ▼ to select the job you want to cancel and then press **OK**.
- 5 Check the job contents and then press the ►.
- 6 Press the ▼ to select [**Delete Reserved Tx**] and then press **OK**.
- 7 Press the ◀ or ▶ select [**Yes**] and then press **OK**.

**Note**

- When you select a broadcast job, the job itself is cancelled.

**Memo**

- The job that is being transmitted is displayed at the top of the list.

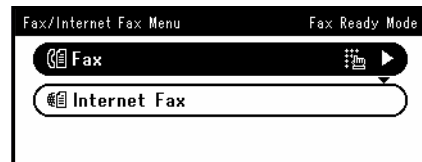
## Checking Transmission and Reception History

You can check transmission and reception history and results.

**Memo**

- If a fax is being transmitted, you can check the transmission on the [**Fax Job View/Cancel**] screen.

- 1 Press the <**FAX/HOOK**> key on the operator panel.
- 2 Check that [**Fax**] is selected and then press to **OK** the fax start screen.



- 3 Press the ▼ to select [**Fax History**] and then press **OK**.
- 4 Press the ▼ to select [**Tx History**] or [**Rx History**] and then press **OK**.
- 5 Press the ▼ to select the history you want to check and then press **OK**.
- 6 Check the history contents and then press **OK**.

**Note**

- The received message history displayed on the panel is only for messages received with F code polling.

## ● Machine Behavior in Fax Reception

This section explains how your machine behaves when receiving and printing faxes.

### Reception Behavior

The machine behavior differs depending on the specified reception mode.

Your machine is set by factory default to [**Fax Ready Mode**] so that it automatically receives faxes. If you have changed the fax reception mode, see the following descriptions for the machine behavior.

When the machine is receiving faxes, the **<DATA IN MEMORY>** indicator is lit. If **<STATUS>** is pressed and **▶** is pressed twice, the information is displayed on the display screen. Even if the reception is finished, the indicator remains lit while the data is stored in memory.



#### Memo

- If the memory overflows while the machine is receiving data, the reception is cancelled. If this happens, ask the sender to resend the fax.

### When Receiving Calls and Faxes (Tel/Fax Ready Mode)

When the machine is set to [**Tel/Fax Ready Mode**], you can receive calls and faxes. You must connect an external telephone in advance to receive calls.

#### Reference


- For details on how to connect an external telephone, refer to "[Connecting a Telephone Line](#)" P. 41.

#### ■ Receiving Faxes

The machine automatically starts fax reception.

#### ■ Receiving Calls

The telephone starts ringing when it receives calls.

- 1 Pick up the handset when the machine rings.  
You can talk with someone on it.
- 2 If you want to receive a fax, press . If you keep picking up the handset, you can talk to the sender after receiving faxes.

#### Memo

- If you often receive calls, it is recommended that you activate [**Tel Priority Mode**]. For more detailed information on [**Tel Priority Mode**], please refer to User's Manual Advanced.
- If connecting to a telephone unit that is far away, you can receive faxes by dialing the remote switchover number. Please dial the remote switchover number within three seconds. For more details on the remote switch over number, please refer to User's Manual Advanced.

### When Connecting An Answering Machine (Ans/Fax Ready Mode)

When the machine is set to [**Ans/Fax Ready Mode**], you can use an answering machine and receive faxes automatically. Be sure to connect an external answering machine in advance.

#### Memo

- Depending on the answering machine and the sender machine, [**Ans/Fax Ready Mode**] may not operate correctly.

#### Reference

- For details on how to connect an answering machine, refer to "[Connecting a Telephone Line](#)" P. 41.

#### ■ Receiving Faxes

The answering machine rings, the reply message starts, and the machine automatically starts fax reception.

#### ■ Receiving Calls

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

### When Often Using Telephone (Tel Ready Mode)


[**Tel Ready Mode**] is recommended if you often use the external telephone connected to the machine.

#### ■ Receiving Calls

The telephone starts ringing when it receives calls.

#### ■ Receiving Faxes

The telephone starts ringing when it receives a signal.

- 1 Pick up the handset when the machine rings.
- 2 Press .  
To restart a conversation after receiving a fax, just pick up the receiver. After the fax has been received, you can talk on the phone.

## When using two numbers with distinct rings(DRD)

This mode is programmed for the fax to answer only on a distinctive ring. You can have a signal phone line to have two numbers with distinct rings, one for regular phone calls and one for fax. If the phone line is in use, and there is an incoming fax, the sender will receive a busy signal.

There are several type of DRD ring pattern. The length of ring ON time and ring OFF time is different.

It depends on the Country Code.

Please set the Country Code and DRD Type for your suitable DRD ring pattern.

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

DRD Type	The length of ring ON time and ring OFF time
Type1	2 sec ON - 4 sec OFF repeat
Type2	0.8 sec ON - 0.4 sec OFF - 0.8 sec ON - 4 sec OFF repeat
Type3	0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 0.2 sec OFF - 0.8 sec ON - 4 sec OFF repeat
Type4	0.3 sec ON - 0.2 sec OFF - 1 sec ON - 0.2 sec OFF - 0.3 sec ON - 4 sec OFF repeat

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

DRD Type	The length of ring ON time and ring OFF time
Type1	0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 2 sec OFF repeat
Type2	0.4 sec ON - 2.6 sec OFF repeat
Type3	0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 1.4 sec OFF repeat
Type4	0.4 sec ON - 0.8 sec OFF - 0.4 sec ON - 1.4 sec OFF repeat

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

DRD Type	The length of ring ON time and ring OFF time
Type1	0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 2 sec OFF repeat
Type2	0.2 sec ON - 0.4 sec OFF - 0.2 sec ON - 0.4 sec OFF - 0.2 sec ON - 1.6 sec OFF repeat

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

DRD Type	The length of ring ON time and ring OFF time
Type1	1.2 sec ON - 3 sec OFF repeat
Type2	0.4 sec ON - 0.2 sec OFF - 0.4 sec ON - 0.2 sec OFF - 0.8 sec ON - 0.4 sec OFF repeat
Type3	0.5 sec ON - 0.5 sec OFF - 1 sec ON - 0.5 sec OFF - 0.5 sec ON - 3 sec OFF repeat

### ■ Setting method to change the DRD pattern

- Press the <SETTING> key.
- Press the ▼ to select [**Admin Setup**] and then press **OK**.
- Enter the administrator password.  
The default password is "aaaaaa".
- Select [**Enter**] and then press **OK**.
- Press the ▼ to select [**User Install**] and then press **OK**.
- Press the ▼ to select [**DRD Type**] and then press **OK**.

- Press the ▼ to select DRD Type and then press **OK**.
- Press the ◀ until the top screen appears.

## Printing Received Faxes

The machine automatically prints out the received fax. You can specify the paper tray to use.

### ! Note

- Do not pull out the paper trays when the machine is printing.

### Memo

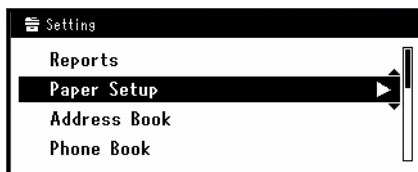
- Use only standard or recycled paper.
- Available paper sizes are A4, letter, or legal.

### Reference

- Images larger than the specified paper are reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings. For details, refer to the User's Manual Advanced.

## Selecting the Tray to Use

- Press the **<SETTING>** key on the operator panel.
- Press the ▼ to select [**Paper Setup**] and then press **OK**.



- Press the ▼ to select [**Select Tray**] and then press **OK**.
- Check that [**Fax**] is selected and then press **OK**.
- Press the ▼ to select a paper tray and then press **OK**.
- Press the ▼ to select a value and then press **OK**.

Settable Values:

ON\* OFF ON (Prior)

\*indicates the factory default.

- When you select [**ON (Prior)**] for a paper tray, the tray is used in priority to other trays containing the same size paper.
  - The MP tray is set to [**OFF**] by factory default.
- Press the ◀ until the top screen is displayed.

## When Unable to Print Received Faxes

When the machine cannot print received faxes due to a lack of paper or paper jams, it stores the received fax data temporarily in memory. When the problem is resolved, it starts printing automatically.

### Reference

- For details on how to load paper, refer to "[Loading Paper](#)" P. 32.
- For details on how to clear paper jams, refer to "[Paper Jams](#)" P. 135.
- To check the reception history, refer to "[Checking Transmission and Reception History](#)" P. 91.

# ● Phone Book

This section explains how to register fax numbers in the phone book, and how to edit or delete registered numbers. In the phone book, you can set frequently used numbers to speed dial and also create groups of numbers to which you can broadcast faxes.

## Speed Dial

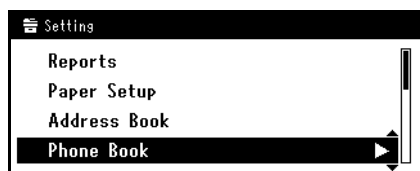
You can register up to 100 favorite destinations to speed dial.

## Registering and Editing

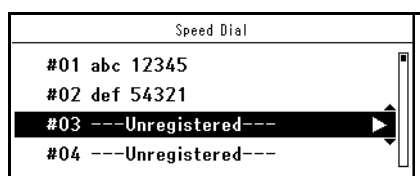
### Reference

- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- Press the <**SETTING**> key on the operator panel.
- Press the ▼ to select [**Phone Book**] and then press **OK**.



- Check that [**Speed Dial**] is selected and then press **OK**.
- Press the ▼ to select a speed dial number and then press **OK**.  
You cannot select a speed dial which is specified as a reserved fax job or for the auto delivery function.



- Check that [**Register**] is selected and then press **OK**.  
When editing a registered speed dial number, select [**Edit**].
- If necessary, specify an entry name.
  - Check that [**Name**] is selected and then press the ►.
  - Enter a name.  
Enter a name up to 24 characters.
  - Select [**Enter**] and then press **OK**.
- Press the ▼ to select [**Fax Number**] and then press ►.

- Enter a phone number.  
Enter a phone number up to 40 digits.
- Select [**Enter**] and then press **OK**.
- If necessary, specify a group number.
  - Press the ▼ to select [**Group No**] and then press the ►.
  - Press the ▼ to select a group number (1 to 20).  
The check box is selected. You can select multiple entries.
  - When you have selected all the groups, press the ►.
  - Check that [**Group Selection Completed**] is selected and then press **OK**.
- Press **OK**.

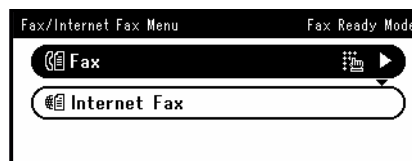
### Memo

- Numbers registered to groups from the [**Speed Dial**] function are synchronized with the numbers that are registered to groups using the [**Group No**] function.

## Registering From History

You can register phone numbers as speed dial numbers from fax transmission and reception histories.

- Press the <**FAX/HOOK**> key on the operator panel.
- Check that [**Fax**] is selected and then press **OK** to open the fax start screen.



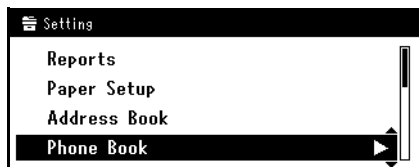
- Press the ▼ to select [**Fax History**] and then press **OK**.
- Press the ▼ to select [**Tx History**] or [**Rx History**] and then press **OK**.
- Press the ▼ to select an entry and then press **OK**.
- Check the entry contents and then press the ►.
- Check that [**Register To Speed Dial**] is selected and then press **OK**.

**8** Repeat steps 4 to 11 in "Registering and Editing" P. 95.

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

**Deleting**

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Phone Book**] and then press (OK).



- 3 Check that [**Speed Dial**] is selected and then press (OK).
- 4 Press the ▼ to select an entry number and then press (OK).
- 5 Press the ▼ to select [**Delete**] and then press (OK).
- 6 Press the ◀ or ▶ to select [**Yes**] and then press (OK).

**Note**

- You cannot delete an entry which is specified as a reserved fax job or for the auto delivery function.

**Group Dial (Group Number)**

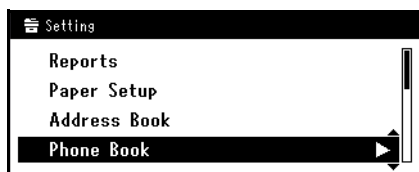
You can create up to 20 groups and register the entire group as a speed dial number.

**Registering and Editing**

**Reference**

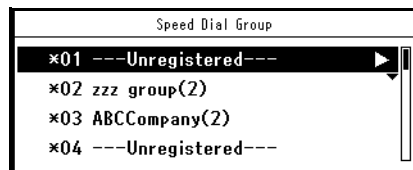
- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Phone Book**] and then press (OK).



- 3 Press the ▼ to select [**Group No**] and then press (OK).

- 4 Press the ▼ to select a group number and then press (OK).



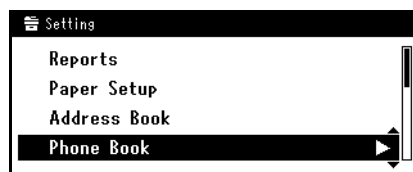
- 5 Check that [**Register**] is selected and then press (OK).  
When editing registered group numbers, select [**Edit**].
- 6 Check that [**Name**] is selected and then press ▶.
- 7 Enter a name.  
Enter a name up to 16 characters.
- 8 Select [**Enter**] and then press (OK).
- 9 Press the ▼ to select [**Speed Dial**] and then press the ▶.
- 10 Press the ▼ to select a speed dial number (1 to 100) and then press (OK).  
The check box is selected. You can select multiple entries.
- 11 When you have selected all the numbers, press the ▶.
- 12 Check that [**Complete**] is selected and then press (OK).
- 13 Press (OK).

**Memo**

- Numbers registered to groups from the [**Speed Dial**] function are synchronized with the numbers that are registered to groups using the [**Group No.**] function.



**Deleting**

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Phone Book**] and then press (OK).



- 3 Press the ▼ to select [**Group No**] and then press (OK).
- 4 Press the ▼ to select a group number and then press (OK).



- 5 Press the ▼ to select [**Delete**] and then press .
- 6 Press the ◀ or ▶ to select [**Yes**] and then press .

 Memo

- You cannot delete an entry which is specified as a reserved fax job or for the auto delivery function.

## One-Touch Key Pad

The speed dials no.1 to 16 are automatically registered to the one-touch key pad.

## Register all telephone numbers



All contents of Phone Book can be registered by using Configuration Tool. For setting up of Configuration Tool, see User's Manual (Advanced), "7. Useful Software".

## Registering the Machine

When using the Configuration Tool or introducing a new machine, register the machine in the Configuration Tool.

- 1 Select [**Start**], [**All Programs**] > [**Okidata**] > [**Configuration Tool**] > [**Configuration Tool**].
- 2 Select [**Register Device**] from the [**Tools**] menu. Search results are displayed.
- 3 Select the machine and click on [**Register**].
- 4 On the confirmation screen, click on [**Yes**].

## ■ Importing Addresses from a File.

- 1 Select from which device to import, from [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**Speed Dial Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click .
- 6 Select [**Open**] from [**Select CSV File**].
- 7 Select the file you want to import and click on [**Open**].
- 8 Click on [**Next**].
- 9 Select the settings to import and click [**Import**].
- 10 Click .

 Memo

- CSV files exported by Outlook Express (Windows email and Windows Live email) can also be restored.

## ● Basic Procedure for Scan To Fax Server

This section explains basic operations for data transmission to the fax server.

The FaxServer function allows you to transmit fax data as a file attached to an e-mail. A document is scanned and converted to a TIFF file. The data is transmitted immediately after scanning without being saved in memory. You can specify only e-mail addresses for the destination.

The Scan To Fax Server function must be enabled by Admin Setup (see the Advanced manual). Once the Scan To Fax Server function is enabled, the analog fax is disabled to send and receive messages.

### Memo

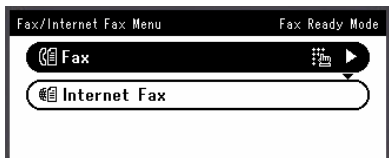
- You can load only A4, letter or legal size documents in the ADF, and only A4, letter or legal (MB491+LP/MPS4700mb only) size documents on the document glass. You cannot load mixed size documents for fax transmission.
- Depending on the recipient's machine, the document data sent by the FaxServer function may not be printed correctly.
- The detailed settings on the FaxServer function are the same as in the scan to e-mail function. For details, refer to the "User's Manual Advanced".

### Reference

- Before using the FaxServer function, you must set up the server. For the server setup, refer to "[Setting Up Scan To E-mail and Internet Fax](#)" P. 66.

## Transmitting Data to Fax Server

- 1 Press the **<FAX/HOOK>** key on the operator panel.
- 2 The original can be set by an automatic document feeder or the document glass.
- 3 Select [**FAX**], and then press **OK**.

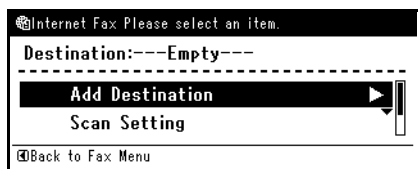


- 4 Set the scan options as required.

### Reference

- "User's Manual".

- 5 Check that [**Add Destination**] is selected, and then press **OK**.



- 6 Specify the destination fax number.

You can specify the destination using either the Speed Dial List, Group List, Direct Input, or Tx History.

- 7 Press the Start button to start fax transmission.

When you scan multiple documents on the document glass, enable the Continuous Scan mode.

### Reference

- "[Enabling Continuous Scan Mode \(Continuous Scan\)](#)" P. 82.

## Specifying the destination

You can specify fax destination in any of the following four ways:

- Using the Speed Dial List
- Using the Group List
- Using the Direct Input
- Using the Tx History

Use any of the following operations in the procedure of "[Transmitting Data to Fax Server](#)" P. 98.

## Using the Speed Dial List or Group List

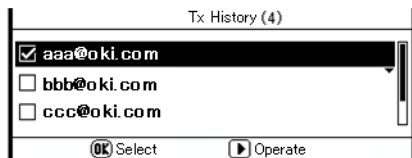
You can quickly select fax destinations from the Speed Dial List or Group List. You need to register recipients on the Speed Dial List or Group List in advance.

### Reference

- For fax number entry on the Speed Dial List or Group List, refer to the "[Phone Book](#)" P. 95.

- 1 Press the **▼** to select [**Speed Dial List**] or [**Group List**], and then press **OK**.
- 2 Press the **▼** to select the destination or group, and then press **OK**.

The box is checked. You can select multiple entries.



- 3 When you have selected all the destinations, press the ►.
- 4 Check that [**Complete**] is selected, and then press (OK).

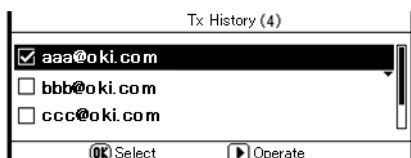
## Direct Input

This is the same as the fax function.

## Using the Tx History

You can select a destination from the recently called 50 recipients listed on the transmission history.

- 1 Press the ▼ to select [**Transmission History**], and then press (OK).
- 2 Press the ▼ to select an entry, and then press (OK).  
The box is checked. You can select multiple entries.



- 3 When you have selected all the destinations, press the ►.
- 4 Check that [**Complete**] is selected, and then press (OK).

## Using the one-touch keys

This is the same as the fax function. Enter the text in the similar way.

### Deleting the specified destination

This is the same as the fax function. Enter the text in the similar way.

### Stopping the fax transmission

This is the same as the Internet fax function. Enter the text in the similar way.

# ● Basic Procedure for Internet Faxing

This section explains basic operations for transmitting Internet faxes.

The Internet fax function allows you to transmit fax data as a file attached to an e-mail. A document is scanned and converted to a TIFF file. The data is transmitted immediately after scanning without being saved in memory. You can specify only e-mail addresses for the destination.

**Memo**

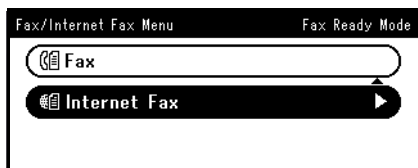
- You can load only A4, letter or legal size documents in the ADF, and only A4, letter or legal (MB491+LP/MPS4700mb only) size documents on the document glass. You cannot load mixed size documents for Internet faxing.
- Depending on the recipient's machine, the document data sent by the Internet fax function may not be printed correctly.
- The detailed settings on the Internet fax function are the same as in the scan to e-mail function. For details, refer to the User's Manual Advanced.

**Reference**

- Before using the Internet fax function, you need to configure the server settings. For details, refer to "Setting Up Scan To E-mail and Internet Fax" P. 66.

## Sending an Internet Fax

- 1 Press the <**FAX/HOOK**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Internet Fax**] and then press (OK).

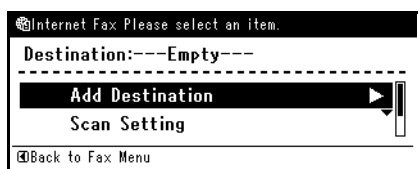


- 4 Configure the Internet fax settings if necessary.

**Reference**

- For details on the Internet fax settings, refer to the User's Manual Advanced.

- 5 Check that [**Add Destination**] is selected and then press (OK).

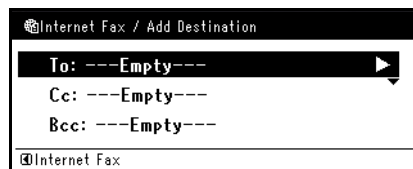


**Memo**

- Here you can add addressees by using one-touch keys. You can add addresses with [**To**]. Thereafter, you can add multiple addresses using the one-touch keys.

- 6 Check that [**To**] is selected and then press (OK).

Press to ▼ select [**Cc**] or [**Bcc**] if necessary.



- 7 Specify a destination.

- You can set the recipient by directly entering them or by using the address book, group list, sending history, LDAP search or one-touch key.

**Reference**

- Refer to "Specifying a Destination" P. 101.

- 8 Press  to start transmission.

If you want to scan multiple documents with the document glass, enable the continuous scan mode.

**Reference**

- "Enabling Continuous Scan Mode (Continuous Scan)" P. 82

**Reference**

- For details on how to load your documents in the ADF or on the document glass, refer to "Loading Documents" P. 38.

## Specifying a Destination

You can specify a destination in the following five ways:

- Using the address book
- Using a group
- Using the transmission histories
- Direct input
- Using LDAP search

Perform one of the following procedures at step 7 of "Sending an Internet Fax" P. 100 described above.

### Using the Address Book and Group List

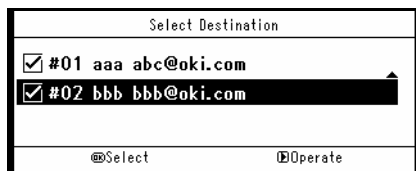
You can select a destination from the address book or groups. You need to register them in advance.

#### Reference

- For details on how to add e-mail addresses to the address book and groups, refer to "Registering Address Book" P. 119.

- 1 Press the ▼ to select [**Address Book**] or [**Group list**] and then press (OK).
- 2 Press the ▼ to select the destination or group you want and then press (OK).

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



- 3 When you have selected all the destinations, press the ►.
- 4 Check that [**Complete**] is selected and then press (OK).
- 5 Press the ◀ to return to the Internet fax start screen.

## Using the Transmission History

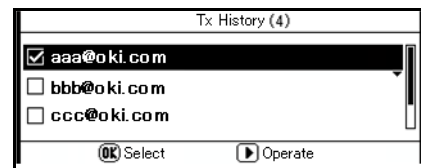
You can select a destination from transmission histories.

#### Note

- The sending history only shows those recipients which had their addresses directly entered.

- 1 Press the ▼ to select [**Tx History**] and then press (OK).
- 2 Press the ▼ to select the entry you want and then press (OK).

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



- 3 When you have selected all the destinations, press the ►.
- 4 Check that [**Complete**] is selected and then press (OK).
- 5 Press the ◀ to return to the Internet fax start screen.

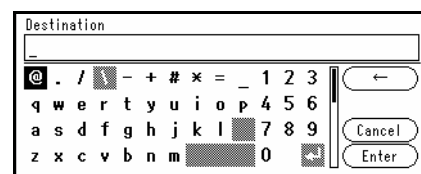
### Direct Input

You can enter a destination directly.

#### Reference

- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- 1 Press the ▼ to select [**Direct Input**] and then press (OK).
- 2 Enter an e-mail address.  
An e-mail address up to 80 characters.



- 3 Select [**Enter**] and then press (OK).
- 4 Press the ◀ to return to the Internet fax start screen.

## Using LDAP Search

You can search for a destination that is on the LDAP server.

You can select either [**Simple Search**] or [**Advanced Search**] for the method of searching.

[**Simple Search**] only searches for a single keyword as a username. Also, with Simple Search you can only search for character strings included in usernames. You cannot search for character strings in e-mail addresses.

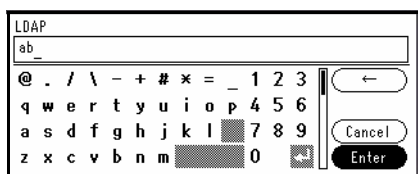
When you select [**Advanced Search**], you can search for a user name or e-mail address. You can also select search conditions to retrieve only results that contain all the specified keywords.

### Reference

- For details on the LDAP server settings, refer to the User's Manual Advanced.

### ■ For Simple Search

- Press the ▼ to select [**LDAP**] and then press **OK**.
- Check that [**Simple Search**] is selected and press **OK**.
- Enter a keyword to search for a user name in the LDAP server.
- Select [**Enter**] and then press **OK** to start searching.



- When the search results appear, press the ▼ to select the destination you want and then press **OK**.  
The check box is selected. You can select multiple addresses.
- When you have selected all the destinations, press the ►.
- Check that [**Complete**] is selected and then press **OK**.
- Press the ◀ to return to the Internet fax start screen.

### ■ For Advanced Search

- Press the ▼ to select [**LDAP**] and then press **OK**.
- Press the ▼ to select [**Advanced Search**] and then press **OK**.

- Check that [**Search Method**] is selected and press ►.
- Select either [**OR**] or [**AND**] and press **OK**.
- Press ▼, select [**User name**], and then press ►.
- Enter the keyword to search for.
- Select [**Enter**] and then press **OK**.
- Press ▼, select [**E-mail Address**], and then press ►.
- Enter the keyword to search for.
- Select [**Enter**] and then press **OK**.
- Press **OK** to start searching.
- When the search results appear, press the ▼ to select the destination you want and then press **OK**.  
The check box is selected. You can select multiple addresses.
- When you have selected all the destinations, press the ►.
- Check that [**Complete**] is selected and then press **OK**.
- Press the ◀ to return to the Internet fax start screen.

## Checking, Deleting, and Changing Destinations

### Checking a Destination

- Press the ▲ on the start screen to select the specified destination and then press **OK**.



- Press the ▼ to select the destination type you want to check and then press **OK**.  
The destination type includes To, Cc, and Bcc.



- When you have checked the destination, press the ►.

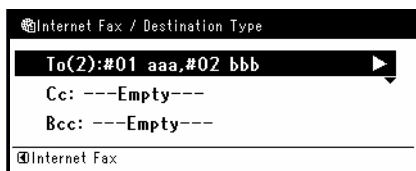
- 4 Check that [**Close the list**] is selected and then press **OK**.

## Deleting a Destination

- 1 Press the **▲** on the start screen to select the specified destination and then press **OK**.



- 2 Press the **▼** to select the destination type in which the destination you want to delete is included and then press **OK**.  
The destination type includes To, Cc, and Bcc.



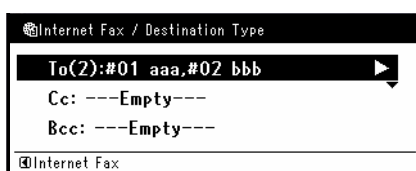
- 3 Press the **▼** to select the destination you want to delete and then press **OK**.  
The check box is selected. You can select multiple addresses.
- 4 When you have selected all the destinations to be deleted, press the **▶**.
- 5 Press the **▼** select [**Delete The Address**] and then press **OK**.

## Changing the Destination Type

- 1 Press the **▲** on the start screen to select the specified destination and then press **OK**.



- 2 Press the **▼** to select the destination type in which the destination you want to change is included and then press **OK**.  
The destination type includes To, Cc, and Bcc.



- 3 Press the **▼** to select the destination you want to change and then press **OK**.  
The check box is selected. You can select multiple addresses.
- 4 When you have selected all the destinations to be changed, press the **▶**.
- 5 Check that [**Edit Destination Type**] is selected and then press **OK**.
- 6 Press the **▼** to select the destination type you want from [**To**], [**Cc**], or [**Bcc**] and then press **OK**.

## Canceling Transmission

While the "Scanning" screen is displayed, you can cancel the job.

- 1 Press the **<STOP>** key on the operator panel to cancel transmission.

## Receiving Internet Faxes

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

### Reference

- If you want to forward an Internet fax, you can use the auto delivery function (MB491, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb only). For details, refer to the User's Manual Advanced.
- The Auto Delivery function does not operate on machines that do not have an SD card inserted.
- In order to receive Internet faxes, it is necessary to configure e-mail receiving settings beforehand. For details, please refer to the User's Manual Advanced.



# 4. Scanning

This chapter explains the basic operation and settings for your machine's scanning functions.

## ● Installing Scanner Drivers (TWAIN/WIA/ICA Driver)

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

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

### Memo

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

### Reference

- Before installing the scanner driver manual, do the network settings. For details on how to do network settings, refer to "Network Connection" P. 47.

### Note

- When using a scanner with a network connection in Windows, if the equipment IP address is changed, please change the settings in Network Configuration. For Mac OS X, please change settings in network scanner setting tools. For details, refer to User's Manual Advanced.
- The Twain driver for Mac OS X supports the Mac OS X 10.4 to 10.7.

## Installation Procedure

### Memo

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

### For Windows

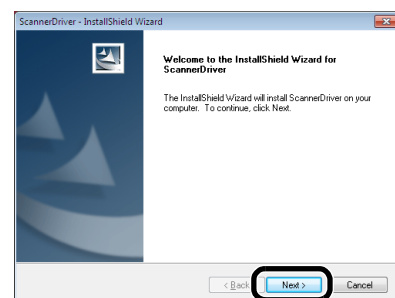
- 1 Ensure that your machine and the computer are turned on and connected, and then insert the "Software DVD-ROM" into the computer.
- 2 Click [**Run setup.exe**] after [**Auto Play**] is displayed.  
If the [**User Account Control**] dialog box appears, click [**Yes**].
- 3 Select the language and then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

- 6 Select the proper driver under [**Software**], and then click the install icon.

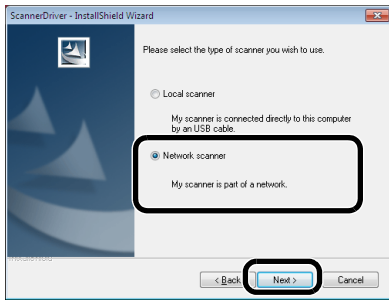
If the scanner driver has been installed, the setup maintenance program of the scanner driver is displayed. Check the checkbox of [**Add**] and then click [**Next**] to proceed to step 8.



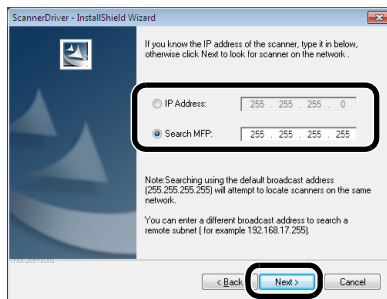
- 7 Click [**Next**].



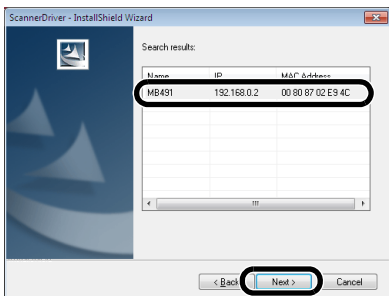
- 8 Check the checkbox of [**Network scanner**] and click [**Next**].



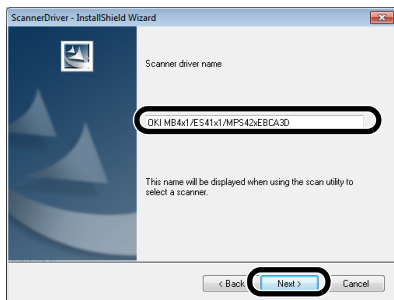
- 9 Select [**IP Address**] or [**Search MFP**] check box to enter the address of the machine and then click [**Next**].  
If you want to set the [**IP Address**], follow procedure 10.



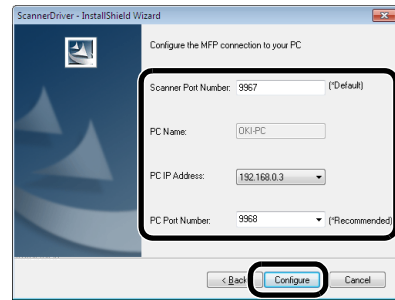
- 10 If [**Search MFP**] is selected, select the machine and click [**Next**].



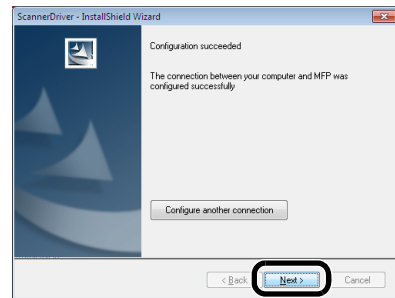
- 11 Set the scanner driver name and click [**Next**].



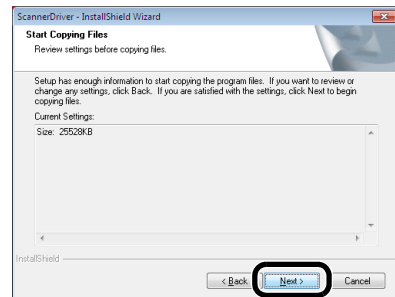
- 12 Enter the host name, IP address and port number and then click [**Configure**].



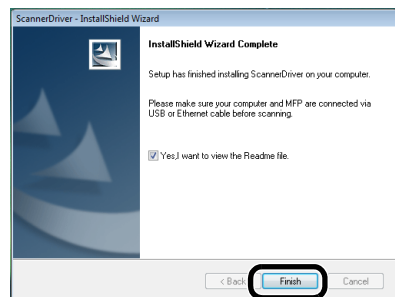
- 13 Click [**Next**].



- 14 Click [**Next**].



- 15 Click [**Finish**].



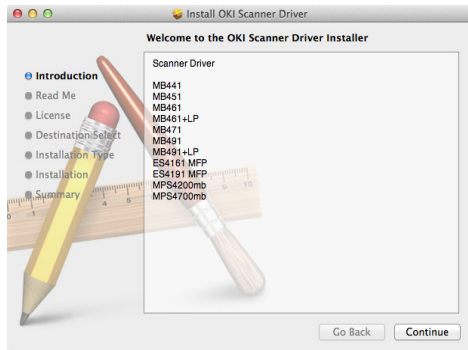
## For Mac OS X

- 1 Make sure that the machine is connected to the PC and the power switch of the machine is turned ON. Then, load the "Software DVD-ROM" on the drive of the PC.
- 2 Double-click the [**OKI**] icon on the desktop.
- 3 Double-click [**Drivers**] > [**Scanner**] > [**Installer for OS X 10.8**] (For Mac OS X 10.8) or [**Installer for OS X 10.4-10.7**] (For Mac OS X 10.4 to 10.7).

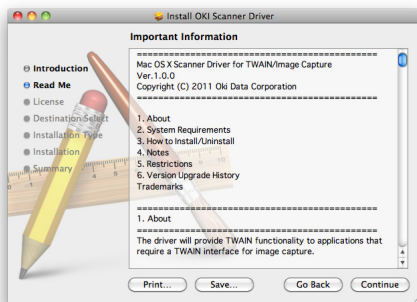
4 Click [**Continue**].



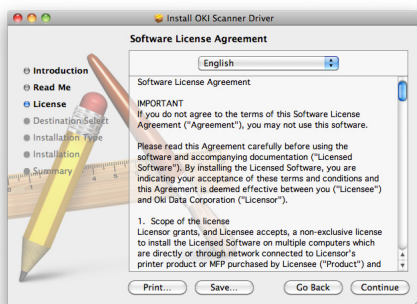
5 Click [**Continue**].



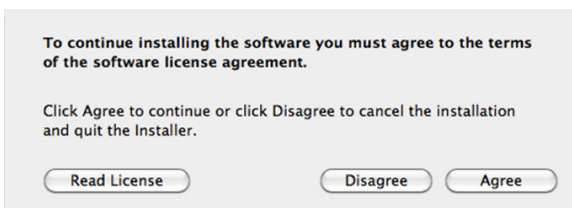
6 Check the display and click [**Continue**] if OK.



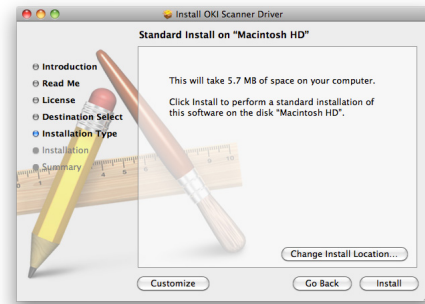
7 Read the license agreement and click [**Continue**].



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

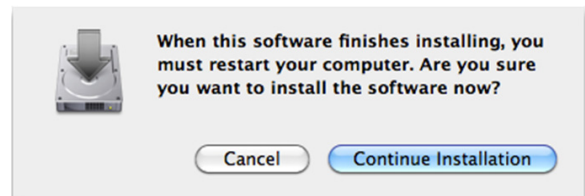


9 Click [**Install**].  
To change the installation location of the driver, click [**Change Install Location**].

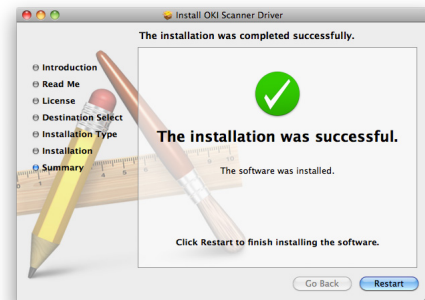


10 Enter the administrator name and password, and click [**OK**].

11 Click [**Continue Installation**].



12 Click [**Restart**].



## Using ActKey Software

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

### Memo

- ActKey does not support Mac OS X.
- Using WSD Scanning, Actkey does not work.
- When ActKey is installed, Network Configuration is also installed simultaneously.

### Reference

- For details on how to start a scan job, refer to the User's Manual Advanced.

## Installing the Software

- 1 Insert the "Software DVD-ROM" into your computer.  
A window opens.
- 2 Select [**ActKey**] from [**Software**].
- 3 Install the software as instructed.
- 4 Click [**Finish**].

## Starting the Software

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

## ● Setup to use the WSD Scan

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

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

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

### Reference

- Before starting the following procedure, be sure to check the network connection. For details, see "[Network Connection](#)" P. 47.

### Note

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

## Installation procedure

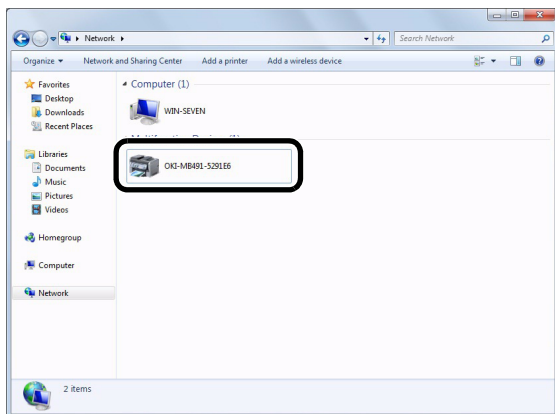
### Memo

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

### Note

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

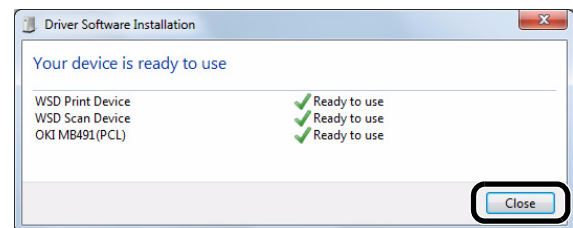
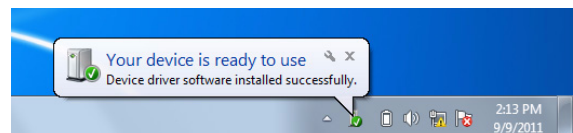
- 1 From the [**Start**] menu, select [**Network**]. The devices connected to the network are displayed.



- 2 Right-click the MB491 icon under [**Multifunction Devices**] and select [**Install**].

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

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



Check the device installation on the machine as follows.

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

### Memo

- A maximum of 50 PCs can be registered.

## ● Scanning Methods


This section explains the basic operation of the scan function. In scan mode, you can use five scan functions, scan to e-mail, scan to USB memory, scan to network computer, scan to local computer and PC scan. You can select these functions after pressing <SCAN> key.

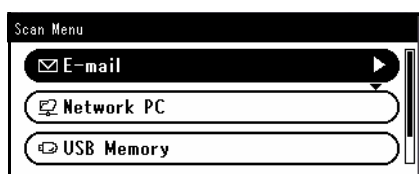
### Reference

- The scan function supports the Continuous Scan mode. For details on the [**Continuous Scan**] functions, refer to "[Enabling Continuous Scan Mode \(Continuous Scan\)](#)" P. 82.






### Scan to E-mail

You can scan a document and attach it to an e-mail.

- 1 Press the <SCAN> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Make sure [**E-mail**] is selected and then press .



### Memo

- Here you can add addressees by using one-touch keys. You can add addresses with [**To**]. Thereafter, you can add multiple addresses using the one-touch keys.
- 4 Make sure [**Add Destination**] is selected and then press .
  - 5 Make sure [**To**] is selected and then press . Press the ▼ to select [**Cc**] or [**Bcc**] and then press .
  - 6 Specify a destination. You can specify a destination by direct input or from the address book, groups, e-mail histories, LDAP or one-touch key.
  - 7 Press  or .

### Specifying a Destination

You can specify a destination in the following six ways:

- Using the address book
- Using a group list
- Using the e-mail history
- Direct input
- Using LDAP search
- Using the one-touch key pad




Perform any of the following operations at step 6 of "[Scan to E-mail](#)" stated above.

#### ■ Using the Address Book or Group List

You can select a destination from the address book or group list. Be sure to register them in advance.



### Reference

- For how to register destinations in the address book or group list, refer to "[Registering Address Book](#)" P. 119.


- 1 Press the ▼ to select [**Address book**] or [**Group list**] and then press .
- 2 Press the ▼ to select the destination or group you want and then press . The check box is selected. You can select multiple entries.
- 3 When you have selected all the destinations, press the ►.
- 4 Check that [**Complete**] is selected and then press .
- 5 Press the ◀ to return to start screen.

#### ■ Using E-mail History

You can select a destination from transmission histories.


- 1 Press the ▼ to select [**Tx History**] and then press .
- 2 Press the ▼ to select a destination and then press . The check box is selected. You can select multiple entries.



- 3 When you have selected all the destinations, press the ►.
- 4 Check that [**Complete**] is selected and then press .
- 5 Press the ◀ to return to start screen.


### ■ Direct Input

You can enter a destination directly using the onscreen keyboard.

- 1 Press the ▼ to select [**Direct Input**] and then press .
- 2 Enter a destination e-mail address up to 80 characters.

#### Reference

- For how to enter texts, refer to "Entering Text Using the Operator Panel" P. 27.

- 3 Select [**Enter**] and then press .
- 4 Press the ◀ to return to start screen.

### ■ Using LDAP Search

You can search for a destination from the list on the LDAP server.

You can select either [**Simple Search**] or [**Advanced Search**] for the method of searching.





[**Simple Search**] only searches for a single keyword as a username. Also, with Simple Search you can only search for character strings included in usernames. You cannot search for character strings in e-mail addresses.

When you select [**Advanced Search**], you can search for a user name or e-mail address. You can also select search conditions to retrieve only results that contain all the specified keywords.


#### Reference

- For the LDAP server setting, refer to User's Manual Advanced.








#### □ For Simple Search

- 1 Press the ▼ to select [**LDAP**] and then press .
- 2 Check that [**Simple Search**] is selected and press .
- 3 Enter a keyword to search for a user name on the LDAP server.
- 4 Select [**Enter**] and then press  to start searching.
- 5 When the search results appear, press the ▼ to select the destination you want and then press .



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

- 6 When you have selected all the destinations, press the ►.
- 7 Check that [**Complete**] is selected and then press .
- 8 Press the ◀ to return to start screen.

#### □ For Advanced Search

- 1 Press the ▼ to select [**LDAP**] and then press .
- 2 Press ▼ to select [**Advanced Search**] and then press .
- 3 Check that [**Simple Search**] is selected and press ►.
- 4 Select either [**OR**] or [**AND**] and press .
- 5 Press ▼, select [**User Name**], and then press ►.
- 6 Enter the keyword to search for.
- 7 Select [**Enter**] and then press .
- 8 Press ▼, select [**E-mail Address**], and then press ►.
- 9 Enter the keyword to search for.
- 10 Select [**Enter**] and then press .
- 11 Press  to start searching.
- 12 When the search results appear, press the ▼ to select the destination you want and then press .

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

- 13 When you have selected all the destinations, press the .
- 14 Check that [**Complete**] is selected and then press .
- 15 Press the ◀ to return to start screen.



## Scan to Network PC

You can send a scanned document to a server on the network.


The document is scanned and converted to a PDF, JPEG, TIFF, or XPS file. The factory default setting is PDF.

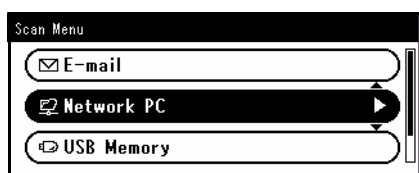
### ! Note





- Check that the machine is connected to the network.
- It is necessary to set up Scan To Network PC in advance.

### Reference

- For the Scan To Network PC setup, please refer to "[Setting Up Scan To Network PC](#)" P. 68.

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Network PC**] and then press .



- 4 Check that [**Select Profile**] is selected and then press .
- 5 Press the ▼ to select a profile and then press .
- 6 Press  or .

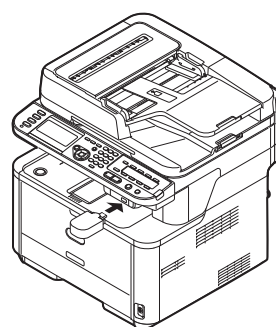
## Scan to USB Memory

You can save the scanned document in a USB memory.

### Reference


- For the specifications of USB memory that you can use, please refer to "[Print From USB Memory Specifications](#)" P. 188.

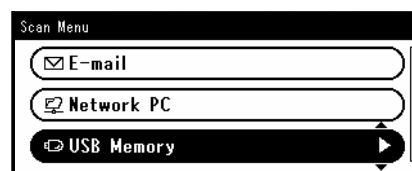
- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Insert the USB memory into the USB memory interface of the machine.





### ! Note

- Insert the USB memory into the USB port straight. If it is not inserted with the correct angle, the USB port may be damaged.



- 4 Press the ▼ to select [**USB Memory**] and then press .



- 5 Press the ▼ to scanning settings if necessary.
- 6 Press  or .
- 7 Remove the USB memory from the port after the message is displayed indicating that it is OK to remove the USB memory.

## Scan to Local PC

You can save the scanned data into your local computer.

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

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

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

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

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

### ! Note

- Connect the machine to a computer via USB or a network.
- Install ActKey and scanner driver before scanning to a local computer.
- If you connect the machine to network, follow these instructions.
  - Set [TCP/IP] setting to [Enable].
  - Conform the IP version of the machine to that of your computer.
  - Set up the DNS server.
  - Enable the network TWAIN setting.
- If the Mac OS X is running, you can scan a document in the fixed A4 size only on the document glass.
- If the Mac OS X 10.7 to 10.8 is running and if you scan documents through network connection, you need to start the image capture first. Then, you need to select the machine from the list displayed at the left of image capture screen.
- To use the MFP in WSD Scan connection, set the followings.
  - Set the [TCP/IP] setting of the MFP to [Enable].
  - Match the IP version between the MFP and the PC.
  - Enable the WSD Scan.
  - Install the MFP on the PC.

### Reference

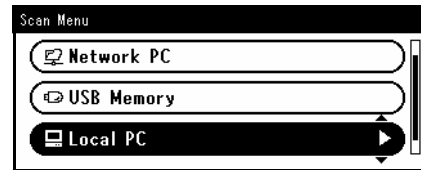
- For details on how to enable the network TWAIN setting, refer to the User's Manual Advanced.
- For details on how to install the ActKey utility, refer to the User's Manual Advanced.
- For the procedure to enable WSD Scan, see the "User's Manual, Applications."
- For the procedure to install the MFP on the PC, see "[Setup to use the WSD Scan](#)" P. 108.

## ■ Connecting via USB

- 1 Press the <SCAN> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.

- 3 Press the ▼ to select [Local PC] and then press (OK).

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



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

Selectable location Values to send:

Application	Folder	PC-FAX
-------------	--------	--------

### ! Note

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





- 8 Press  or .

### Memo

- If you select [Application], the specified application starts and the scanned image is displayed on the application.
- If you select [Folder], the scanned image is saved in the specified folder.
- If you select [PC-FAX], the application for fax transmission starts. After sending the scanned image, send a fax with the fax transmission software on your computer.

## ■ Connecting via Network









- 1 Press the <SCAN> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [Local PC] and then press (OK).
- 4 Check that select [Select A Connecting PC] is selected and then press (OK).
- 5 Check that [From Network] is selected and then press (OK).
- 6 Press the ▼ to select the computer you want and then press (OK).

- 7 Press the ▼ to select [**Select An Application**] and then press .
- 8 Press the ▼ to select where to send the scanned document and then press .
- 9 Press  or .

#### Memo

- If you select [**Application**], the specified application starts and the scanned image is displayed on the application.
- If you select [**Folder**], the scanned image is saved in the specified folder.
- If you select [**PC-FAX**], the application for fax transmission starts. After sending the scanned image, send your fax with the fax transmission software on your computer.

### ■ WSD Scan connection

- 1 Press the <**SCAN**> key on the Operation Panel.
- 2 Place the original on the automatic document feeder or on the scanner glass.
- 3 Press the ▼ to select [**Local PC**] and then press .
- 4 Check that the [**Select A Connecting PC**] is selected, and press .
- 5 Press the ▼ to select [**From WSD Scan**] and then press .
- 6 Press the ▼ to select the destination PC and then press .
- 7 Press the ▼ to select [**Duplex Scan**] and then press .
- 8 Press the ▲ or ▼ to select [**ON**] or [**OFF**] and then press .
- 9 Press  or .

#### Memo

- To start the dual-sided scan, turn its setting On and place the original on the automatic document feeder. If you turn the dual-sided scan On but place the document on the scanner glass, you cannot scan the dual sides of document.
- When using the scanner application on PC, it will be scanned by the scanner type of scan profile setup on PC, regardless of where the document is set or the setting of [**Duplex Scan**].

## Scan to Remote PC

This will launch the Scanner driver from a utility installed on the PC (ActKey, PaperPort, Image, Adobe Photoshop CS3, etc.) and will begin scanning. Connect the machine to a computer via USB or a network.

TWAIN (USB connection and Network connection) and WSD Scan are supported.

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

In Simple Scan Mode, the scanning can be started from all computers via USB, Network and WSD Scan connection, without special operation on the operator panel.

In Manual Scan Mode, the scanning can be started from all computers via USB, Network and WSD Scan connection.

In Secure Scan Mode, scanning can only be performed by a machine among the already registered computers in the network via USB, Network and WSD Scan connection.

Only one computer can be connected at the same time.

#### Memo

- For the following procedure, ActKey will be used as an example for Windows, and Adobe Photoshop CS3 for Mac OS X. The items in this manual may differ depending on the application you are using.

#### Note

- Connect the machine to a computer via USB or a network.
- Install an application (ActKey, PaperPort, etc.) and a scanner driver before starting a scan job. This installation is NOT required for WSD Scan connection.
- If you connect the machine to network, follow these instructions.
  - Set [**TCP/IP**] setting to [**Enable**].
  - Conform the IP version of the machine to that of your computer.
  - Set up the DNS server.
  - Enable the network TWAIN setting.
- When in Secure Scan Mode, the administrator needs to register the computer information for carrying out security scans from the control panel or the web site beforehand.
- For Mac OS X, when carrying out a network scan for the first time, you need to set the connection target when using a driver. When you use the driver for the first time, the connection target selection tool will launch. You do not need to set the connection target after the first time.
- To operate the MFP in the WSD Scan connection, set the followings.
  - Set the [**TCP/IP**] setting of the MFP to [**Enable**].
  - Match the IP version between the MFP and the PC.
  - Enable the WSD Scan.
  - Install the MFP on the PC.

#### Reference

- For details on how to install a scanner driver, refer to "[Installing Scanner Drivers \(TWAIN/WIA/ICA Driver\)](#)" P. 104.

## Simple Scan Mode

### ■ For Windows

- 1 Start ActKey on your computer.
- 2 Click the scan button you want.  
The scan job starts.

Scan Button Name:

Application1, Application2, Folder, PC-Fax
--

#### Memo

- If you select [**Application1**] or [**Application2**], the specified application starts and the scanned document is displayed on the application.
- If you select [**Folder**], the scanned document is saved in the specified folder.
- If you select [**PC-FAX**], the application for fax transmission starts and the scanned document is sent to the application. Send your fax with the fax transmission software on your computer.

### ■ For Mac OS X (MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb)

- 1 Start Adobe Photoshop CS3 on your computer.
- 2 Select [**Import**] from [**File**] to select [**OKI MB4x1\_ES41x1\_MPS42x USB**] or [**OKI MB4x1\_ES41x1\_MPS42x Network**].
  - If you select [**OKI MB4x1\_ES41x1\_MPS42x USB**], proceed to step 10.
  - If you select [**OKI MB4x1\_ES41x1\_MPS42x Network**] and the network scan is the second or more scanning, proceed to step 10.
- 3 For the first network scan, the dialog box indicating that the tool of connection destination selection is started is displayed, and then click [**OK**].
- 4 Select a connection destination in the [**Scan Settings**] dialog box, and register the host information if necessary. Then, click [**OK**].
- 5 Select [**Import**] from [**File**] of Adobe Photoshop CS3 to select [**OKI MB4x1\_ES41x1\_MPS42x Network**].  
The window appears.
- 6 Click a scan button.  
Scanning starts.
- 7 Select [**Quit Photoshop**] from [**Photoshop**].

### ■ For Mac OS X (MB461+LP, MB491+LP, MPS4700mb)

- 1 Start Adobe Photoshop CS3 on your computer.
- 2 Select [**Import**] from [**File**] to select [**OKI MB4x1+LP\_MPS47x USB**] or [**OKI MB4x1+LP\_MPS47x Network**].
  - If you select [**OKI MB4x1+LP\_MPS47x USB**], proceed to step 10.
  - If you select [**OKI MB4x1+LP\_MPS47x Network**] and the network scan is the second or more scanning, proceed to step 10.
- 3 For the first network scan, the dialog box indicating that the tool of connection destination selection is started is displayed, and then click [**OK**].
- 4 Select a connection destination in the [**Scan Settings**] dialog box, and register the host information if necessary. Then, click [**OK**].
- 5 Select [**Import**] from [**File**] of Adobe Photoshop CS3 to select [**OKI MB4x1+LP\_MPS47x Network**].  
The window appears.
- 6 Click a scan button.  
Scanning starts.
- 7 Select [**Quit Photoshop**] from [**Photoshop**].

### ■ For WSD Scan

- 1 Start any scan program on the PC.
- 2 Click a scan button. The document scan starts.

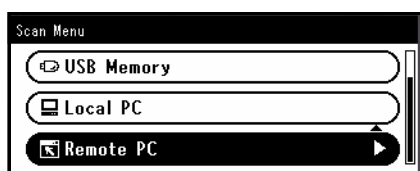
#### Note

- If the machine failed to scan, please check to see if the panel is in operation.

## Manual Scan Mode

### ■ For Windows

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



- 4 Check that the [**TWAIN**] is selected, and press **OK**.
- 5 Start ActKey on your computer.
- 6 Click the scan button you want.  
The scan job starts.

Scan Button Name:

Application1, Application2, Folder, PC-Fax

#### Memo

- If you select [**Application1**] or [**Application2**], the specified application starts and the scanned document is displayed on the application.
- If you select [**Folder**], the scanned document is saved in the specified folder.
- If you select [**PC-FAX**], the application for fax transmission starts and the scanned document is sent to the application. Send your fax with the fax transmission software on your computer.

### ■ For Mac OS X (MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb)

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and then press **OK**.
- 4 Check that the [**TWAIN**] is selected, and press **OK**.
- 5 Start Adobe Photoshop CS3 on your computer.
- 6 Select [**Import**] from [**File**] to select [**OKI MB4x1\_ES41x1\_MPS42x USB**]

or [**OKI MB4x1\_ES41x1\_MPS42x Network**].

- If you select [**OKI MB4x1\_ES41x1\_MPS42x USB**], proceed to step 10.
  - If you select [**OKI MB4x1\_ES41x1\_MPS42x Network**] and the network scan is the second or more scanning, proceed to step 10.
- 7 For the first network scan, the dialog box indicating that the tool of connection destination selection is started is displayed, and then click [**OK**].
  - 8 Select a connection destination in the [**Scan Settings**] dialog box, and register the host information if necessary. Then, click [**OK**].
  - 9 Select [**Import**] from [**File**] of Adobe Photoshop CS3 to select [**OKI MB4x1\_ES41x1\_MPS42x Network**].  
The window appears.
  - 10 Click a scan button.  
Scanning starts.
  - 11 Select [**Quit Photoshop**] from [**Photoshop**].

### ■ For Mac OS X (MB461+LP, MB491+LP, MPS4700mb)

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and then press **OK**.
- 4 Check that the [**TWAIN**] is selected, and press **OK**.
- 5 Start Adobe Photoshop CS3 on your computer.
- 6 Select [**Import**] from [**File**] to select [**OKI MB4x1+LP\_MPS47x USB**] or [**OKI MB4x1+LP\_MPS47x Network**].
  - If you select [**OKI MB4x1+LP\_MPS47x USB**], proceed to step 10.
  - If you select [**OKI MB4x1+LP\_MPS47x Network**] and the network scan is the second or more scanning, proceed to step 10.
- 7 For the first network scan, the dialog box indicating that the tool of connection destination selection is started is displayed, and then click [**OK**].



8 Select a connection destination in the [**Scan Settings**] dialog box, and register the host information if necessary. Then, click [**OK**].

9 Select [**Import**] from [**File**] of Adobe Photoshop CS3 to select [**OKI MB4x1+LP\_MPS47x Network**].

The window appears.

10 Click a scan button.

Scanning starts.



11 Select [**Quit Photoshop**] from [**Photoshop**].

### ■ For WSD Scan

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

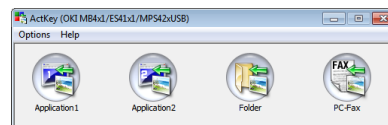
## Secure Scan Mode (For Network Connection)

### ■ For Windows



- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and the press (OK).
- 4 Check that the [**TWAIN**] is selected, and press (OK).
- 5 Check that [**Select a connecting PC**] is selected and then press (OK).
- 6 Check that [**From Network**] is selected and then press (OK).
- 7 Press the ▼ to select the destination you want and then press (OK).
- 8 Press  or .

9 Start the ActKey on your computer.

10 Click a scan button.





### ■ For Mac OS X (MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb)

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and the press (OK).
- 4 Check that the [**TWAIN**] is selected, and press (OK).
- 5 Check that [**Select a Connecting PC**] is selected and then press (OK).
- 6 Check that [**From Network**] is selected and then press (OK).
- 7 Press the ▼ to select the destination you want and then press (OK).
- 8 Press  or .
- 9 Start the Adobe Photoshop CS3 on your computer.
- 10 Select [**Import**] from [**File**] to select [**OKI MB4x1\_ES41x1\_MPS42x Network**].  
If you select [**OKI MB4x1\_ES41x1\_MPS42x Network**] and the network scan is the second or more scanning, proceed to step 13.
- 11 For the first network scan, the dialog box indicating that the tool of connection destination selection is started is displayed, and then click [**OK**].
- 12 Select a connection destination in the [**Scan Settings**] dialog box, and register the host information if necessary. Then, click [**OK**].
- 13 Select [**Import**] from [**File**] of Adobe Photoshop CS3 to select [**OKI MB4x1\_ES41x1\_MPS42x Network**].  
The window appears.

**14** Click a scan button.

Scanning starts.

**15** Select [**Quit Photoshop**] from [**Photoshop**].**■ For Mac OS X (MB461+LP, MB491+LP, MPS4700mb)**

- 1** Press the <**SCAN**> key on the operator panel.
- 2** Place your document with text face up in the ADF or face down on the document glass.
- 3** Press the ▼ to select [**Remote PC**] and then press **OK**.
- 4** Check that the [**TWAIN**] is selected, and press **OK**.
- 5** Check that [**Select a Connecting PC**] is selected and then press **OK**.
- 6** Check that [**From Network**] is selected and then press **OK**.
- 7** Press the ▼ to select the destination you want and then press **OK**.
- 8** Press  or .
- 9** Start the Adobe Photoshop CS3 on your computer.
- 10** Select [**Import**] from [**File**] to select [**OKI MB4x1+LP\_MPS47x Network**].  
If you select [**OKI MB4x1+LP\_MPS47x Network**] and the network scan is the second or more scanning, proceed to step 13.
- 11** For the first network scan, the dialog box indicating that the tool of connection destination selection is started is displayed, and then click [**OK**].

- 12** Select a connection destination in the [**Scan Settings**] dialog box, and register the host information if necessary. Then, click [**OK**].

**13** Select [**Import**] from [**File**] of Adobe Photoshop CS3 to select [**OKI MB4x1+LP\_MPS47x Network**].

The window appears.



**14** Click a scan button.

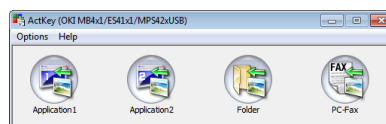
Scanning starts.

**15** Select [**Quit Photoshop**] from [**Photoshop**].**■ For WSD Scan**

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



**Secure Scan Mode (For USB Connection)****■ For Windows**

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



**■ For Mac OS X (MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb)**

- 1** Press the <**SCAN**> key on the operator panel.



- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and the press (OK).
- 4 Check that the [**TWAIN**] is selected, and press (OK).
- 5 Check that [**Select a connecting PC**] is selected and then press (OK).
- 6 Press the ▼ to select [**From USB Interface**] and then press (OK).
- 7 Press  or .
- 8 Start Adobe Photoshop CS3 on your computer.
- 9 Select [**Import**] from [**File**] to select [**MB4x1\_ES41x1\_MPS42x USB**].
- 10 Click a scan button.  
Scanning starts.
- 11 Select [**Quit Photoshop**] from [**Photoshop**].

■ **For Mac OS X (MB461+LP, MB491+LP, MPS4700mb)**

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and the press (OK).
- 4 Check that the [**TWAIN**] is selected, and press (OK).
- 5 Check that [**Select a connecting PC**] is selected and then press (OK).
- 6 Press the ▼ to select [**From USB Interface**] and then press (OK).
- 7 Press  or .
- 8 Start Adobe Photoshop CS3 on your computer.
- 9 Select [**Import**] from [**File**] to select [**OKI MB4x1+LP\_MPS47x USB**].
- 10 Click a scan button.  
Scanning starts.

- 11 Select [**Quit Photoshop**] from [**Photoshop**].

## Canceling the Current Scan Job

Scanning will stop while the message saying that the document is being read is displayed.

- 1 Press the <**STOP**> key on the operator panel.

**Note**

- You cannot cancel with Scan to Local PC and Scan to Remote PC.

# ● Registering Address Book

This section explains how to register and delete the address book and group list.

You can register e-mails to the address book and create groups for broadcasting messages. The Address Book and the Group List can be used to specify the destination in Scan to e-mail and Internet fax functions.

## Address Book

You can register up to 100 e-mail addresses to the address book.

### Registering and Editing

#### Reference

- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- Press the <**SETTING**> key on the operator panel.
- Press the ▼ to select [**Address Book**] and then press **OK**.
- Check that [**E-mail Address**] is selected and then press **OK**.
- Press the ▼ to select a number and then press **OK**.  
You cannot select a number which is specified in Auto Delivery function.
- Check that [**Register**] is selected and then press **OK**.  
If editing registered addresses, select [**Edit**].
- If necessary, specify a name.
  - Check that [**Name**] is selected and then press the ►.
  - Enter a name up to 16 characters.
  - Select [**Enter**] and then press **OK**.
- Press the ▼ to select [**E-mail Address**] and then press ►.
- Enter an e-mail address up to 80 characters and then press **OK**.
- Press **OK**.

## Registering From Transmission History

You can add e-mail addresses to the address book from e-mail transmission histories.

#### ! Note

- The sending history only displays recipient addresses to which an e-mail was sent by directly entering the recipient's address.

- Press the <**SCAN**> key on the operator panel.
- Check that [**E-mail**] is selected and then press **OK**.
- Press the ▼ to select [**E-mail Tx History**] and then press **OK**.
- Press the ▼ to select the entry you want and then press **OK**.
- Check the entry and then press the ►.
- Make sure [**Register To Address Book**] is selected and then press **OK**.
- Repeat step 4 to 9 in "Registering and Editing".  
The e-mail address is automatically entered. You do not have to enter it manually.

## Deleting

- Press the <**SETTING**> key.
- Press the ▼ to select [**Address Book**] and then press **OK**.
- Check that [**E-mail Address**] is selected and then press **OK**.
- Press the ▼ to select an entry number and then press **OK**.
- Press the ▼ to select [**Delete**] and then press **OK**.
- Press the ◀ or ▶ to select [**Yes**] on the confirmation screen and then press **OK**.

#### ! Note

- You cannot delete an e-mail address which is specified in Auto Delivery function.









## Group List

You can create up to 20 groups of e-mail addresses.

### Registering and Editing

#### Reference


- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.





- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Address Book**] and then press .
- 3 Press the ▼ to select [**E-mail Group**] and then press .
- 4 Press the ▼ to select a group number and then press .
- 5 Check that [**Register**] is selected and then press .  
If editing registered group numbers, select [**Edit**].
- 6 Check that [**Name**] is selected and then press the ►.
- 7 Enter a name up to 16 characters.
- 8 Select [**Enter**] and then press .
- 9 Press the ▼ to select [**Address Number**] and then press ►.
- 10 Press the ▼ to select the desired e-mail address from the address book and then press .  
The check box is selected. You can select multiple entries.
- 11 When you have selected all the desired e-mail addresses, press the ►.
- 12 Check that [**Complete**] is selected and then press .
- 13 Press .

#### Memo

- You can also register the e-mail group from [**Group No**] in [**E-mail Address**].

### Deleting

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Address Book**] and then press .

- 3 Press the ▼ to select [**E-mail Group**] and then press .
- 4 Press the ▼ to select a group number and then press .
- 5 Press the ▼ to select [**Delete**] and then press .
- 6 Press the ◀ or ▶ to select [**Yes**] on the confirmation screen and then press .

## Register all E-mail addresses



All contents of the E-mail Address Book can be registered by using Configuration Tool. For setting up of Configuration Tool, see User's Manual (Advanced), "7. Useful Software".

### Registering the Machine

When using the Configuration Tool or introducing a new machine, register the machine in the Configuration Tool.

- 1 Select [**Start**], [**All Programs**] > [**Okidata**] > [**Configuration Tool**] > [**Configuration Tool**].
- 2 Select [**Register Device**] from the [**Tools**] menu. Search results are displayed.
- 3 Select the machine and click on [**Register**].
- 4 On the confirmation screen, click on [**Yes**].

### Importing Addresses from a File

- 1 Select from which device to import, from [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**E-mail Address Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click .
- 6 Select [**Open**] from [**Select CSV File**].
- 7 Select the file you want to import and click on [**Open**].
- 8 Click on [**Next**].
- 9 Select the settings to import and click [**Import**].
- 10 Click .

#### Memo

- CSV files exported by Outlook Express (Windows email and Windows Live email) can also be restored.

# ● Registering Network Scan Destinations

This section explains how to register a PC connected to the Network.

You can register locations on a network to which you can scan documents.

## Memo

- You can also register network-connected PCs with ActKey in Network Configuration. You can register or delete network-connected PCs with Network Configuration; however, you cannot edit them. For details, refer to User's Manual Advanced.

## Registering and Editing

### Reference

- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Network Scan Destination**] and then press **OK**.
- 3 Press the ▼ to select an IP address or domain name and then press **OK**.
- 4 Check that [**Register**] is selected and then press **OK**.  
If editing registered numbers, select [**Edit**].
- 5 Check that [**Destination**] is selected and then press **OK**.
- 6 Enter a destination.  
A destination up to 16 characters.
- 7 Select [**Enter**] and then press **OK**.
- 8 Press the ▼ to select [**Destination Address**] and then press ►.
- 9 Enter an IP address or a Host PC name.  
An IP address or a name up to 64 characters.
- 10 Select [**Enter**] and then press **OK**.
- 11 Press the ▼ to select [**Port No.**] and then press ►.
- 12 Enter a port number and then press **OK**.
- 13 Press **OK**.
- 14 Press the ◀ until the top screen is displayed.

## Deleting

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Network Scan Destination**] and then press **OK**.
- 3 Press the ▼ to select a number and then press **OK**.
- 4 Press the ▼ to select [**Delete**] and then press **OK**.
- 5 Press the ◀ or ► to select [**Yes**] on the confirmation screen and then press **OK**.
- 6 Press the ◀ until the top screen is displayed.

# 5. Using as a Printer

This chapter describes how to print documents from a computer or USB memory.

## ● Printing from a Computer

This section explains how to print from a computer.



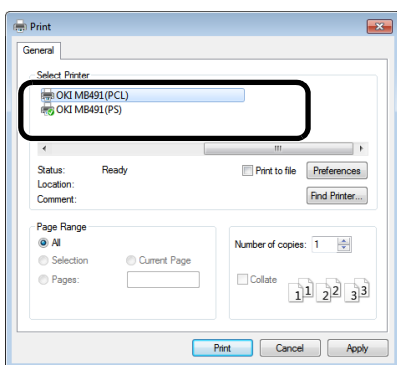
- This section uses Wordpad in Windows and TextEdit in Mac OS X as examples. The display and procedure may differ according to the operating system, the applications, and the version of the printer driver you are using.
- For additional information on the setting items on the printer driver, refer to its online help.

### Printing

- 1 Open the file you want to print from an application.
- 2 Configure the print settings on the printer driver screen and start printing.  
The following explains how to configure the paper size, the paper source, and the media weight on each printer driver you are using. For how to set by each printer driver, refer to the following instructions.

#### For Windows PCL/PCL XPS Printer Driver

- 1 From the [**File**] menu of an application, select [**Print**].
- 2 Select the printer driver you want to use.



- 3 Click [**Preferences**].

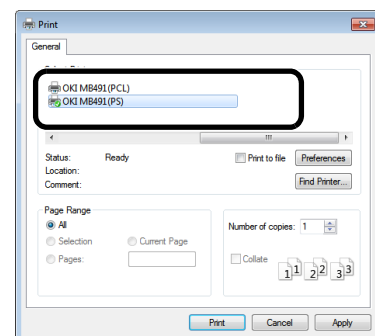
- 4 On the [**Setup**] tab, select a paper size from [**Size**].



- 5 Select a tray from [**Source**].
- 6 Select a media weight from [**Weight**].
- 7 Click [**OK**].
- 8 Click [**Print**].

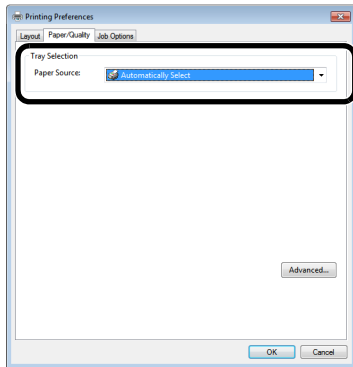
#### For Windows PS Printer Driver

- 1 From the [**File**] menu, select [**Print**] to open the print dialog.
- 2 Select the printer driver you want to use.

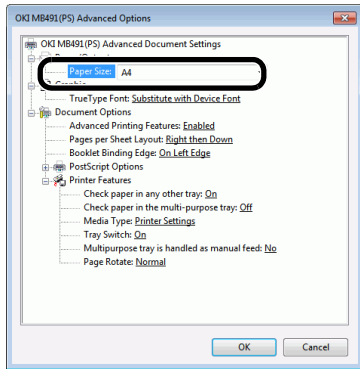


- 3 Click [**Preferences**].

- 4 Select the [**Paper/Quality**] tab.
- 5 Select a tray from [**Paper Source**].



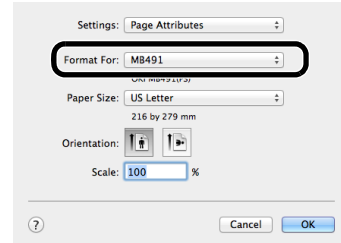
- 6 Click [**Advanced**].
- 7 Click [**Paper Size**] and select a paper size from the drop-down list.



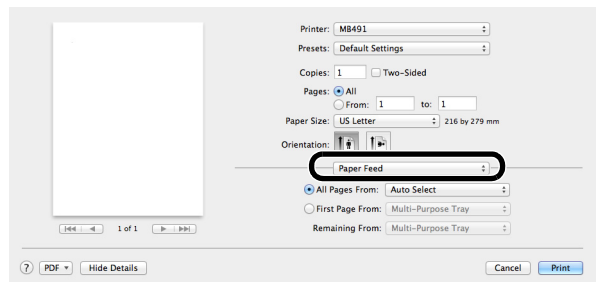
- 8 Click [**Media Type**] and select the media type from the drop-down list.
- 9 Click [**OK**].
- 10 Click [**OK**].
- 11 Click [**Print**].

## For Mac OS X PS Printer Driver

- 1 From the [**File**] menu, select [**Page Setup**].
- 2 Select the printer you want to use from [**Format For**].



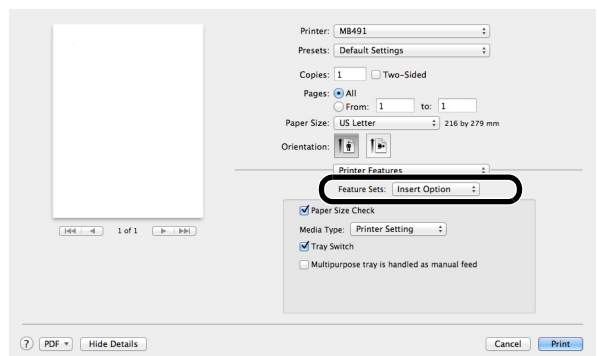
- 3 Select a paper size from [**Paper Size**] and then click [**OK**].
- 4 From the [**File**] menu, select [**Print**].
- 5 Select [**Paper Feed**] from the panel menu.



### Memo

- If the print dialog contains only two menus and does not contain the options you expect to see, click the [**Show Details**] button for Mac OS X 10.7 and 10.8, or click the disclosure triangle beside the [**Printer**] menu for Mac OS X 10.5 and 10.6.

- 6 Select a tray on the [**Paper Feed**] panel.
- 7 Select [**Printer Features**] from the panel menu.
- 8 Select [**Insert Options**] from [**Features Sets**].

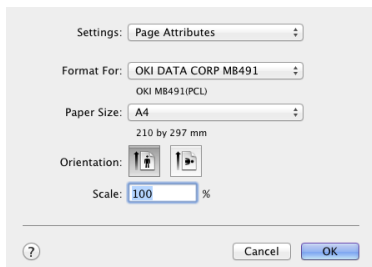


- 9 Select a media type from [**Media Type**].

10 Click [**Print**].

## For Mac OS X PCL Printer Driver

- 1 From the [**File**] menu, select [**Page Setup**].
- 2 Select the printer you want to use from [**Format For**].

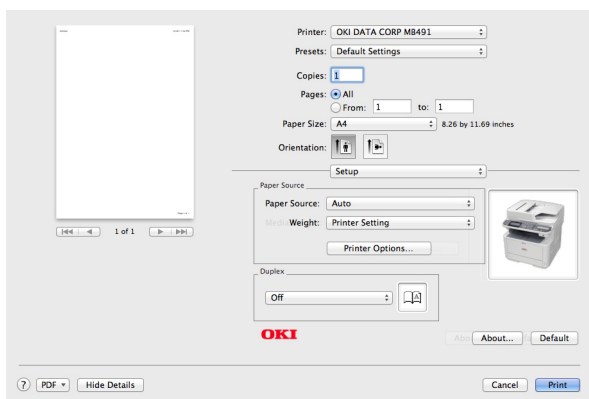


- 3 Select a paper size from [**Paper Size**] and then click [**OK**].
- 4 From the [**File**] menu, select [**Print**].
- 5 Select [**Setup**] from the panel menu.

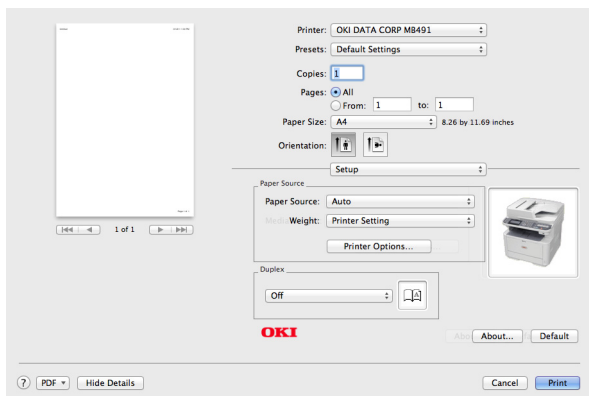
### Memo

- If the print dialog contains only two menus and does not contain the options you expect to see, click the [**Show Details**] button for Mac OS X 10.7 and 10.8, or click the disclosure triangle beside the [**Printer**] menu for Mac OS X 10.5 and 10.6.

6 Select a tray from the [**Paper Source**].



7 Select a media type from the [**Media Weight**].



8 Click [**Print**].

### Memo

- For general use, [**Printer Setting**] suffices for a paper weight. When you select [**Printer Setting**], the paper weight setting configured on the equipment setting menu at the operator panel of the machine is applied.

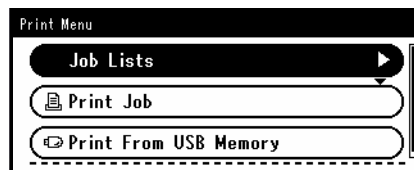
### Reference

- If you select [**Auto**] for a paper source, the tray with the designated paper type is automatically selected. For details on the automatic selection of trays, refer to the User's Manual Advanced.
- If you select the MP tray for a paper source, the paper must be loaded in the MP tray. For details on how to load paper in the MP tray, refer to "[Loading Paper on the MP Tray \(MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb\)](#)" on P. 34.

## Canceling a Print Job

You can cancel a print job from a computer by deleting the job in the job list from the operator panel.

- 1 Press the <**PRINT**> key on the operator panel to open the print menu.



- 2 Make sure [**Job Lists**] is selected and then press (OK).
- 3 Press the ▼ to select the job you want to cancel and then press (OK).
- 4 Make sure [**Cancel**] is selected and then press (OK).
- 5 Press the ◀ or ▶ on the confirmation screen to select [**Yes**] and then press (OK).

### Note

- Pages that are ready to be printed on the machine are printed without change.
- If the display indicating that data is being printed on the operator panel remains for a long time, delete the print job on the computer.



# ● Printing From USB Memory

This section explains how to print from the USB memory. Inserting the USB memory into the machine, you can print documents stored in it directly.

**! Note**

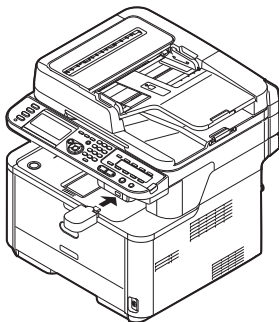
- Not all USB memory products are guaranteed to work. (USB memory with security functions is not supported.)
- USB hubs and external USB HDDs are not supported.
- Encrypted PDF is not supported.

**Memo**

- The following file systems are supported: FAT12, FAT16, FAT32.
- The following file formats are supported: JPEG, PDF (v1.7), M-TIFF (v6 Baseline), PRN (PCL, PS).
- Up to 32 GB capacity of USB memory is supported.
- Up to 100 files in supported file formats stored in USB memory are displayed on the file list.
  - If more files are stored in USB memory, the list of the stored files may not be displayed properly.
  - USB memory with a directory structure of 20 or more levels may not be read properly.
  - Files path exceeding 240 characters may not be read correctly.
- You can select and print one file in your USB memory at a time.

## Starting a Print Job

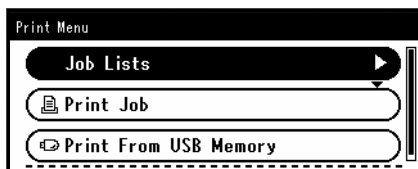
- 1 Insert the USB memory into the USB port on the machine.



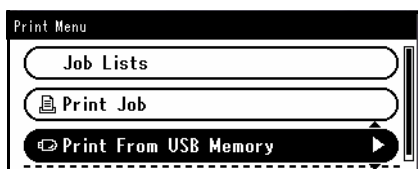
**! Note**

- Insert the USB memory straight into the USB port. If the USB memory is inserted at an angle, it may damage the USB port.

- 2 Press the **<PRINT>** key on the operator panel to open the print menu.



- 3 Press the ▼ to select the **[Print From USB Memory]** and then press **OK**.



- 4 Check that **[Select Print File]** is selected and then press **OK**.  
If a file to be printed is not stored in the folder, proceed to step 7.
- 5 Press the ▼ to select the folder with the file to print in it and then press **OK**.
- 6 Press the ▼ to select **[Open folder.]** and then press **OK**.  
Repeat step 5 and 6 until the file to print is displayed.

**Memo**

- If **[Folder Property]** is selected, you can check the folder information.

- 7 Press the ▼ to print a file and then press **OK**.
- 8 Press the ▼ to select **[Select a file]** and then press **OK**.

**Memo**

- If **[File Property]** is selected, you can check the file information.

- 9 Perform print settings if necessary.

**Reference**

- ["Configuring Print Settings" on P. 126](#)

- 10 Press  to start printing.

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

## Configuring Print Settings

You can configure the settings for printing from USB memory on the [**Print Setup**] menu. Perform the following procedure at step 9 of "Printing From USB Memory" on P. 125 in "Starting a Print Job".

### Changing the Paper Type (Paper Feed)

You can select the paper source.

#### ! Note

- When printing a PRN file, the setting of the paper tray follows the driver settings at the time of file creation.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.
- 2 Check that [**Paper Feed**] is selected and then press **OK**.
- 3 Press the ▼ to select the desired value and then press **OK**.

Selectable Paper Tray Values:

Tray 1*	Tray 2	MP Tray
---------	--------	---------

\*indicates the factory default.

- 4 Press the ◀ to return to the start screen.

#### Memo

- [**Tray 2**] is displayed only when the second tray unit is installed as an option.

### Changing the Number of Copies (Copies)

You can set the number of copies to print.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.
- 2 Press the ▼ to select [**Copies**] and then press **OK**.
- 3 Enter a number of copies and then press **OK**. You can enter 1 to 999.
- 4 Press the ◀ to return to the start screen.

## Doing Duplex Printing (Duplex)

You can make 1-sided (simplex) or 2-sided (duplex) printouts.

#### ! Note

- When printing a PRN file, setting of double-sided printing follows the driver settings at the time of file creation.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.
- 2 Press the ▼ to select [**Duplex**] and then press **OK**.
- 3 Press the ▼ to select [**ON**] for duplex printing or [**OFF**] for simplex printing and then press **OK**.
- 4 Press the ◀ to return to the start screen.

### Setting the Binding Position (Binding)

You can select the binding position of duplex printouts.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.
- 2 Press the ▼ to select [**Binding**] and then press **OK**.
- 3 Press the ▼ to select [**Long edge bind**] to bind at the long edge of the paper or [**Short edge bind**] to bind at the short edge of the paper and then press **OK**.
- 4 Press the ◀ to return to the start screen.

#### Reference

- For details on long edge binding and short edge binding, refer to "Making Duplex Copies (Duplex Copy)" on P. 83.

### Fitting Pages (Fit)

You can match the page size to the paper size when printing.

If the page size of a file to print is larger or smaller than the effective print area, the page size is resized to fit the paper size.

#### ! Note

- When printing a PRN file, these settings do not work.

#### Memo

- This function is set to [**ON**] by default.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.

- 2 Press the ▼ to select [**Fit**] and then press **OK**.
- 3 Press the ▼ to select [**ON**] for matching the paper size or [**OFF**] for not resizing the page size and then press **OK**.
- 4 Press the ◀ to return to the start screen.

## Canceling a Print Job

You can cancel a print job from the USB memory by pressing the <**STOP**> key on the operator panel.

Printing will stop while a message is displayed saying that printing is finished.

- 1 Press the <**STOP**> key on the operator panel.

### **Note**

- Pages that are ready to be printed on the machine are printed without change.

# 6. User Authentication and Access Control

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This chapter explains the user authentication and access control functions.

## ● About User Authentication and Access Control

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The user authentication and access control functions allow you to limit the functions available to each user. If the access control is enabled, the user authentication is required before using the machine. If the authentication succeeds, only functions specified in advanced can be used.

Your machine has the following two methods of user authentication:

- PIN (personal identification number)
- User name and password

To control access to the machine, register a PIN (personal identification number) or a user name and password to each user in advance. You can register up to 100 PINs and 100 sets of user name and password.

If the access control is enabled, according to the setting, the user must enter the PIN or the user name and password to log into the machine or to print from a computer.

Access control can be applied to the following functions:

- Copying
- Faxing
- Scanning to e-mail
- Scanning to USB memory
- Scanning to network PC
- Printing
- Printing from USB Memory
- Scanning to internetFax
- Scanning to FaxServer

### ! Note

- Settings for sending faxes also apply to sending faxes from a computer.

The following conditions are required to enable the user authentication and access control functions:

- Configuration Tool on Network/USB connected computers (PIN/Username and password)
- Website (PIN)

### 📖 Reference

- For details on Configuration Tool, refer to the User's Manual Advanced.

## ● Authentication by PIN

This section explains how to enable the access control using the authentication by PIN and how to operate when the access control is enabled.

### Registering a PIN

Before enabling the user authentication and access control, be sure to register a PIN for each user. You must be the administrator to register PINs.

To register a PIN, launch PIN Manager from Configuration Tool.

#### Reference

- For details on how to register a PIN from Configuration Tool, refer to the User's Manual Advanced.

#### Memo

- You can also register a PIN from a web browser or Print Job Accounting.

### Enabling Access Control

You must be the administrator to control access to the machine.

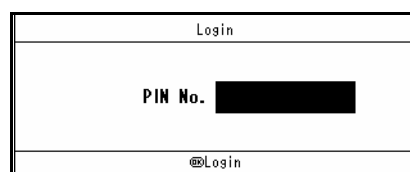
- Press the **<SETTING>** key on the operator panel.
- Press the ▼ to select **[Admin Setup]** and then press **Ⓞ**.
- Enter the administrator password.  
The default password is "aaaaaa".
- Select **[Enter]** and then press **Ⓞ**.
- Press the ▼ to select **[Management]** and then press **Ⓞ**.
- Press ▼ to select **[System Setup]** and then press **Ⓞ**.
- Check that **[Access Control]** is selected and then press **Ⓞ**.
- Press the ▼ to select **[PIN]** and then press **Ⓞ**.
- Press the ◀ until the message of "Access Control has been enabled." is displayed.

### Operation When PIN Authentication Is Enabled

#### Logging Into the Machine

##### ■ For General Users

- Enter your PIN No. using the ten-key pad on the operator panel.



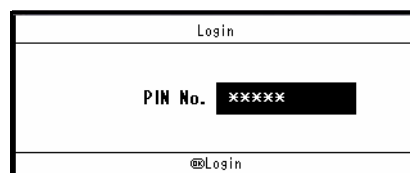
- Press **Ⓞ**.

If authentication succeeds, the top screen appears.

##### ■ For the Administrator

- Enter "000000" using the ten-key pad on the operator panel.

The PIN No. of the administrator is "000000". You cannot change the value.



- Press **Ⓞ**.

- When the password entry screen appears, enter the administrator password.

The default password is "aaaaaa".

- Select **[Enter]** and then press **Ⓞ**.

If authentication succeeds, the top screen appears.

#### Logging Out of the Machine

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

- Press the ◀ until the top screen appears.
- Press the **<RESET/LOG OUT>** key on the operator panel.

- Press the ◀ or ▶ on the confirmation screen to select [Yes] and then press (OK).

**Memo**

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

## Operation From a Computer

To control access to operations from a computer, you need to install Print Job Accounting Client on the computer in advance.

**Memo**

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

**Reference**

- For details on Print Job Accounting, refer to the User's Manual Advanced.

## ■ Printing (for Windows)

**Memo**

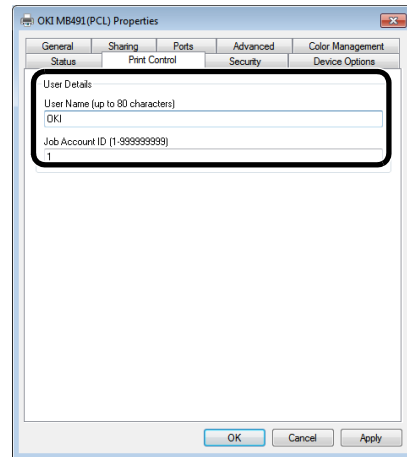
- This procedure uses NotePad and PCL driver as an example. The procedures and menus may differ depending on the OS you use.

- Click [Start] > [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].

On the [User Account Control] window, click [Yes]. (Click [Continue] for Windows Vista.)

- Select the printer driver you want in [Driver].
- Select the [Tab] check box and then click [Change].
- Click [OK].
- From the [File] menu, select [Close].
- Click [Start] and select [Devices and Printers].
- Right-click the OKI MB491 icon and select [Printer properties] > [OKI MB491(\*)].  
\* Select the type of driver you want.
- Select the [Job Accounting] tab.

- Enter the user name in [User Name] and the PIN in [Job Account ID].



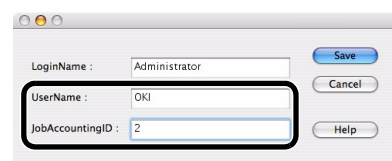
- Click [OK].
- Open the file you want to print.
- From the [File] menu, select [Print].
- Select the printer driver you selected in step 7 and then click [Print].

## ■ Printing (For Mac OS X PS Driver)

**Memo**

- This procedure uses Text Edit as an example. The procedures and menus may differ depending on the OS you use.

- Put the Software DVD-ROM into the computer.
- Double click on the [OKI] icon on your desktop.
- Double-click on [Utilities].
- Copy the [Print Job Accounting Client] folder by dragging and dropping to your Applications folder.
- Open the [Print Job Accounting Client] folder you opened, and double click on [Print Job Accounting Client].
- Click [New].
- Enter the username into [UserName] and enter the PIN into [JobAccountingID].

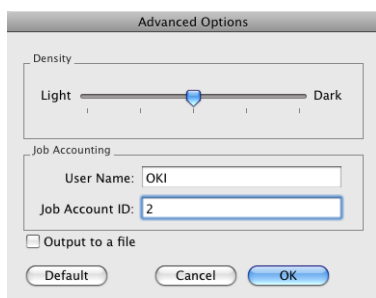


- Click [Save].

- 9 Click [**Save**].
- 10 If a message is displayed asking you to input the user password, enter the password and click [**OK**].
- 11 Open the file to print.
- 12 Select [**Print**] from the [**File**] menu.
- 13 Select your machine and click [**Print**].

### ■ Printing (for Max OS X PCL Driver)

- 1 From the [**File**] menu of an application, select [**Print**].
- 2 Select the [**Job Options**] panel.
- 3 Press the [**Advanced**] button.
- 4 Enter the user name into [**User Name**], and enter the PIN into [**Job Account ID**].



- 5 Click [**OK**].
- 6 Click [**Print**].

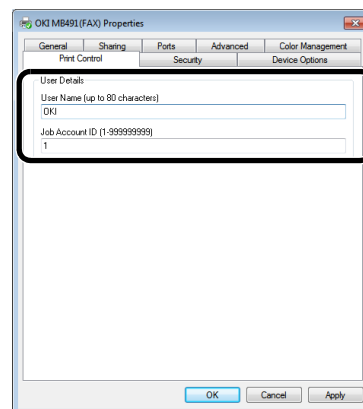
### ■ Sending Faxes from Your Computer (Windows only)



- In the following procedure, Notepad is used as an example. The items here may differ depending on the application you are using.

- 1 Click [**Start**] > [**All Programs**] [**Okidata**] > [**Print Job Accounting Client**] > [**Change Job Accounting Mode**].  
On the [**User Account Control**] window, click [**Yes**].
- 2 Select the printer driver you want in [**Driver**].
- 3 Select the [**Tab**] check box and then click [**Change**].
- 4 Click [**OK**].
- 5 From the [**File**] menu, select [**Close**].

- 6 Click [**Start**] and select [**Devices and Printers**].
- 7 Right-click the OKI MB491 icon and select [**Printer properties**] > [**OKI MB491(\*)**].
- 8 Select the [**Job Accounting**] tab.
- 9 Enter the user name in [**User Name**] and the PIN in [**Job Account ID**].



- 10 Click [**OK**].
- 11 Open the file you want to fax.
- 12 From the [**File**] menu, select [**Print**].
- 13 Select the printer driver you selected in step 7 and then click [**Print**].

#### Reference

- For details on how to send a fax from a computer, refer to the User's Manual Advanced.



## ● Authentication by User Name and Password

This section explains how to enable the access control using the authentication by the user name and password and how to operate when the access control is enabled.

### Registering User Name and Password

Before enabling user authentication and access control, be sure to register a user name and a password for each user. You must be the administrator to register user names and passwords.

To register a user name and password, launch PIN Manager from Configuration Tool.

#### Reference

- For details on how to register a user name and password from Configuration Tool, refer to the User's Manual Advanced.

### Enabling Access Control

You must be the administrator to control access to the machine.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Admin Setup**] and then press **OK**.
- 3 Enter the administrator password.  
The default password is "aaaaaa".
- 4 Select [**Enter**] and then press **OK**.
- 5 Press the ▼ to select [**Management**] and then press **OK**.
- 6 Press the ▼ to select [**System Setup**] and then press **OK**.
- 7 Check that [**Access Control**] is selected and then press **OK**.
- 8 Press the ▼ to select [**User/Password**] and then press **OK**.
- 9 Press the ▼ to select [**User Authentication Method**] and then press **OK**.
- 10 Check that [**Local**] is selected and then press **OK**.

#### Reference

- When you select [**LDAP**] or [**Secure Protocol**], the server settings are necessary. For details, refer to the User's Manual Advanced.

- 11 Press the ◀ until the message of "Access Control has been enabled." is displayed.

### Operation When User Name and Password Authentication is Enabled

#### Logging Into the Machine

- 1 Check that [**User Name**] is selected and then press the ▶.

The screenshot shows a 'Login' screen with two input fields: 'User Name' and 'Password'. The 'User Name' field is currently selected, indicated by a cursor and a right-pointing arrow. The 'Password' field is empty. At the bottom of the screen, there is a button labeled '@Login'.

- 2 Enter your name.
- 3 Select [**Enter**] and then press **OK**.
- 4 Check that [**Password**] is selected and then press the ▶.

The screenshot shows the same 'Login' screen. The 'User Name' field now contains the text 'oki'. The 'Password' field is selected, indicated by a cursor and a right-pointing arrow. The '@Login' button remains at the bottom.

- 5 Enter your password.
- 6 Select [**Enter**] and then press **OK**.
- 7 Press on the [**Login**] screen, press **OK**.  
If authentication succeeds, the top screen appears.

#### Reference

- For details on how to enter text, refer to "[Entering Text Using the Operator Panel](#)" on P. 27.

#### Logging Out of the Machine

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

- 1 Press the ◀ until the top screen appears.
- 2 Press the <**RESET/LOG OUT**> key on the operator panel.

- Press the ◀ or ▶ on the confirmation screen to select [Yes] and then press (OK).

**Memo**

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

### Operation From the Computer

**Memo**

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

### ■ Printing (for Windows)

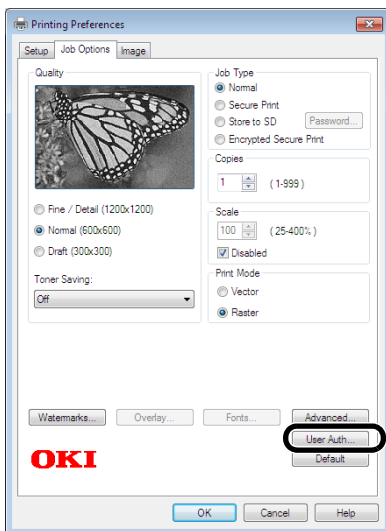
**Note**

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

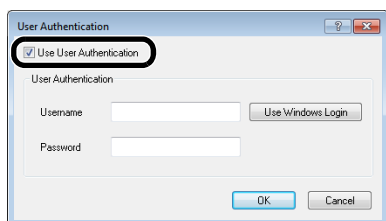
**Memo**

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

- Open the file you want to print.
- From the [File] menu, select [Print].
- Select the printer driver you want in [Select Printer] and click [Preferences].
- Select the [Job Options] tab.
- Click [User Auth].



- Select the [Use User Authentication] check box.



- Enter the user name in [Username] and the password in [Password].

Clicking [Use Windows Login] automatically enters your login name on Windows.

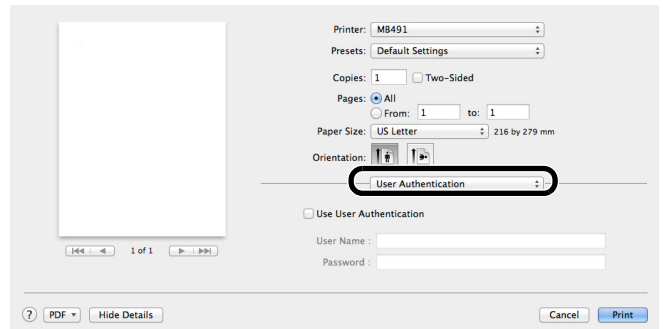
- Click [OK].
- Click [OK] and then click [Print].

### ■ Printing (for Mac OS X)

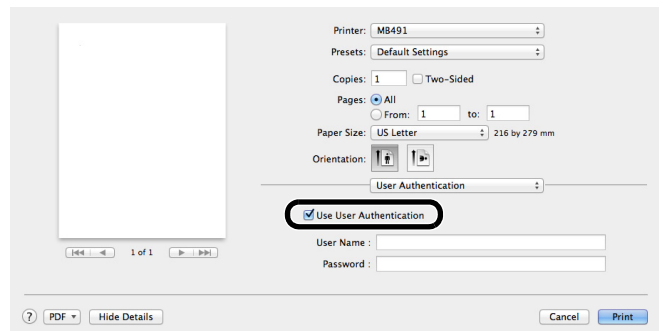
**Memo**

- This procedure uses Text Edit as an example. The procedures and menus may differ depending on the OS you use.

- Open the file you want to print.
- From the [File] menu, select [Print].
- Select your machine's printer driver.
- Select [User Authentication] from the panel menu.



- Select the [Use User Authentication] check box.



- Enter the user name in [User Name] and the password in [Password].

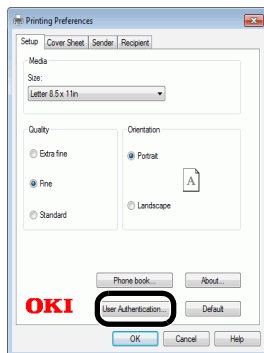
- Click [Print].

## ■ Faxing From a Computer (For Windows Only)

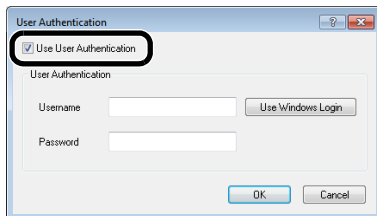
### Memo

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

- 1 Open the file you want to fax.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select your machine's fax driver in [**Select Printer**] and click [**Preferences**].
- 4 On the [**Setup**] tab, click [**User Authentication**].



- 5 Select the [**Use User Authentication**] check box.



- 6 Enter the user name in [**Username**] and the password in [**Password**].

Clicking [**Use Windows Login**] automatically enters your login name on Windows.

- 7 Click [**OK**].
- 8 Click [**OK**] and then click [**Print**].

### Reference

- For details on how to send a fax from a computer, refer to the User's Manual Advanced.

# 7. Troubleshooting

This chapter provides solutions to the problems you may encounter while operating your machine.

## ● Paper Jams

This section explains how to clear paper jams.

### Reference

- For details on the location of each component of the machine, refer to "Cleaning Your Machine" on P. 176.
- For details on the location of each component of the machine, refer to "Names of Components" on P. 15.

### Checking Error Messages

When a paper jam occurs, the [Paper jam] or [Document jam] message appears on the display screen and the <STATUS> key on the operator panel blinks. The error code and description differ according to where the paper jam occurs.



Check the error code that appears from the list below and refer to the relevant procedure to clear paper jams.

Error code	Message	Reference page
370	Paper Jam Occurs: 3##	P.135
371	Open the scanner unit and top cover, and check.	P.135
372	Please see Help for details.	P.135
380		P.137
381		P.137
382		P.137
389		P.137
390		P.138
391		Paper Jam Occurs: 3##
392	Pull out the paper cassette of the indicated tray and check.	P.139
	Please see Help for details.	
	Document Jam Occurs. Please open the scanner unit and ADF cover, and check.	P.140
	Please see Help for details.	

### Clearing Paper Jams

#### ! Note

- Check that there is no paper remaining inside the machine.
- Remove the paper carefully so that it does not tear. If the paper tears, be sure to remove all of the pieces.

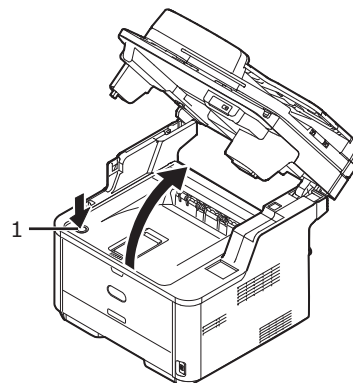
! CAUTION	<b>Possible to get burned.</b>	!
<ul style="list-style-type: none"> <li>• Since the fuser unit right is extremely hot, perform the operation with care.</li> </ul>		

#### ! Note

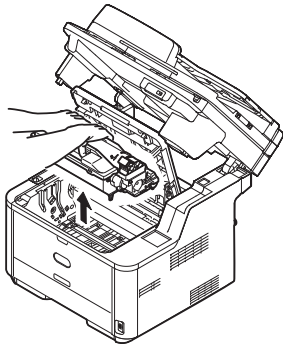
- The image drum (the green tube) is very delicate. Handle it carefully.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.

### Error Code 370, 371, 372 (Duplex paper jam)

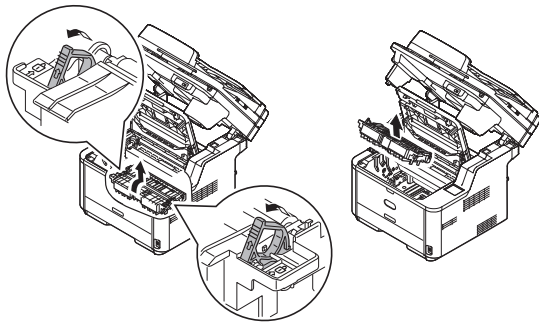
- 1 Remove any documents from the document tray.
- 2 Open the scanner unit.
- 3 Press the top cover open button(1) and open the top cover.



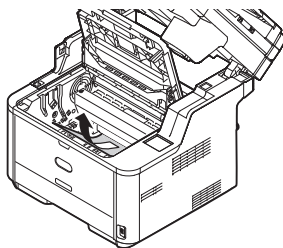
- 4** Carefully lift out the image drum, complete with the toner cartridge. Be careful not to touch or scratch the green drum surface.



- 5** Remove the Image Drum as described in step 3, then, remove the Duplex unit (1) by raising the coloured handles (2) on each side, and then by holding the handles and gently lifting it out.



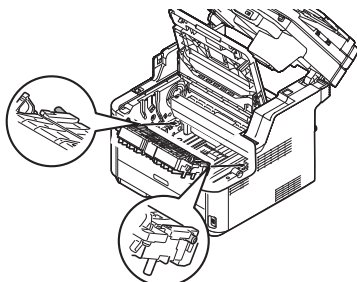
- 6** Remove any paper and replace the duplex unit.



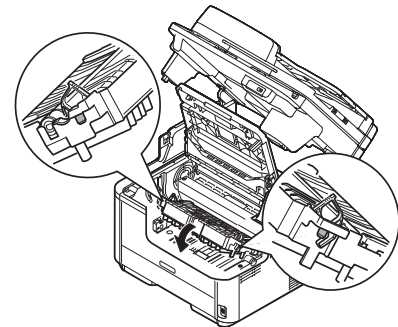
**! Note**

- Check that there is no paper remaining inside the machine.
- Remove the paper carefully so that it does not tear. If the paper tears, be sure to remove all of the pieces.

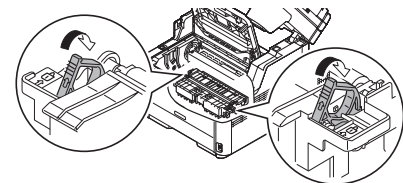
- 7** When you return the transcription unit into the printer, insert both projections (A) of the front end of transcription unit into holders of the printer.



- 8** Insert rear projections (B), located close to both handles of the transcription unit, into both mounting holes of the printer.



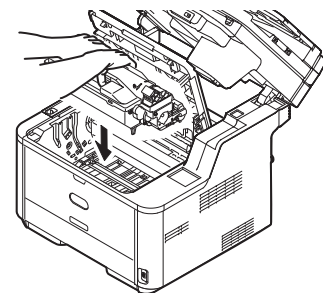
- 9** Secure the transcription unit to the printer by rotating both handles of the transcription unit in the direction of the arrow of (C).



**! Note**

- Do not touch the sponge roller of the transcription unit by your hand.

- 10** Re-install the image drum complete with toner cartridge, ensuring that the pegs (1 & 2) correctly locate into the slots on each side of the printer (3).



**! Note**

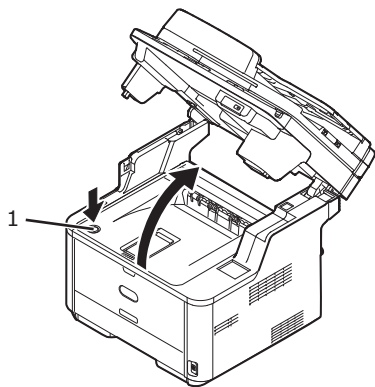
- Check that there is no paper remaining inside the machine.
- Remove the paper carefully so that it does not tear. If the paper tears, be sure to remove all of the pieces.

- 11** Close the top cover.

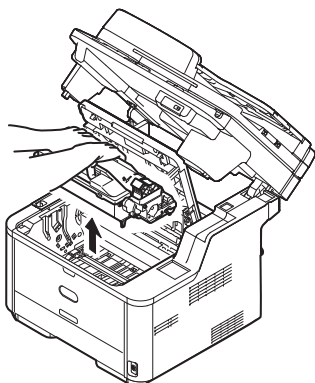
- 12** Close the scanner unit.

## Error Code 380, 381, 382, 389 (Paper feed jam)

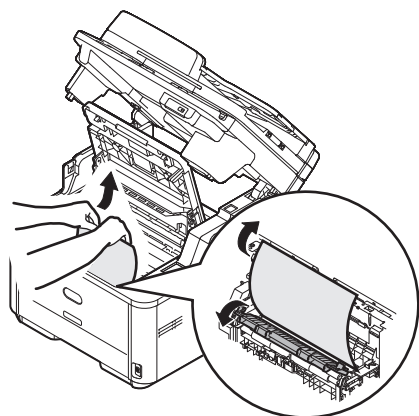
- 1 Remove any documents from the document tray.
- 2 Open the scanner unit.
- 3 Press the top cover open button (1) and open the top cover.



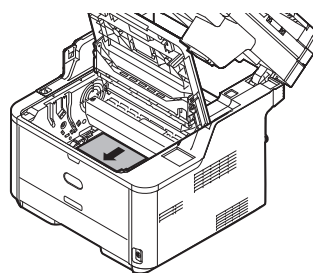
- 4 Carefully lift out the image drum, complete with the toner cartridge. Be careful not to touch or scratch the green drum surface.



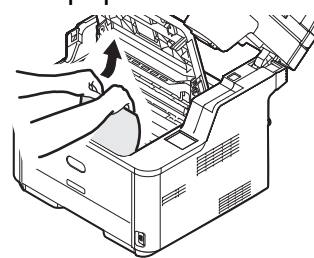
- 5 If the top end of paper is visible at the rear side of transparent resist guide, rotate the resist guide toward the fuser unit and hold the paper top end and carefully pull out the paper.



If neither the top or bottom end of paper is visible, move the jammed paper in the arrow direction as shown. Hold the top end of paper with your hands and carefully pull out the paper.



If the bottom end of paper is visible, hold the paper by your hands and carefully pull out the paper.



### ! Note

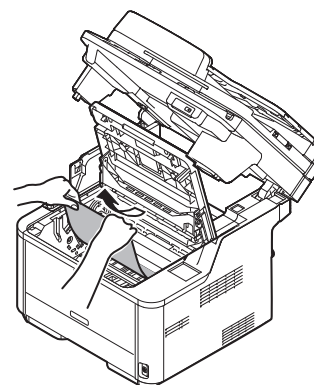
- Check that there is no paper remaining inside the machine.
- Remove the paper carefully so that it does not tear. If the paper tears, be sure to remove all of the pieces.

## Paper discharge unit (Paper jammed)

- If the bottom end of paper is visible in the printer, hold and pull out the paper carefully.

### ! Note

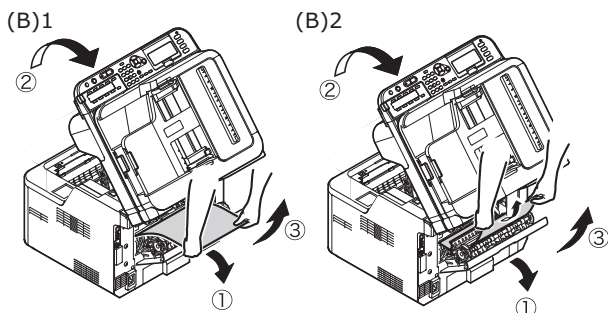
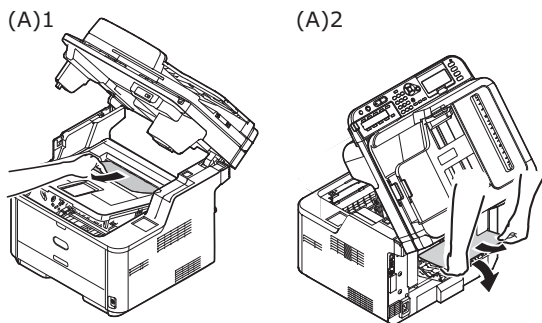
- If paper jams at the paper discharge unit and if the paper is visible inside of the top cover, pull out the paper toward the inside of the printer.



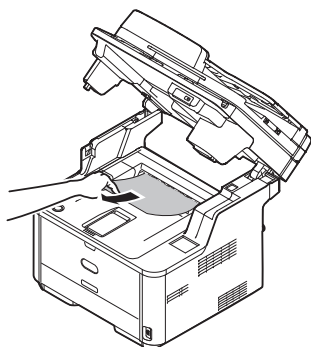
- If the bottom end of paper is not visible but its top end is visible at the paper discharge unit, hold the top end of paper and pull out the paper carefully. If you cannot remove the paper by following



Steps (A)1 and (A)2, pull out the paper by following Steps (B).



- If you have failed to remove jammed paper, do not force to pull out the paper but follow the steps below.



- ① Return the image drum cartridge into the printer, and close the top cover.
- ② Turn the printer Power switch OFF (O) first, and then turn it ON (I) again. When the motor starts to rotate, hold the top end of paper and pull out the paper.

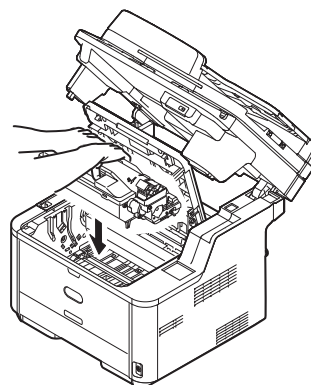
**Note**

- If paper jams when you load it, check to see that no paper has been left in the paper feed units. Remember that you can release the alarm display only after you have opened the top cover first and then closed it again.

- 6 Re-install the image drum complete with toner cartridge, ensuring that the pegs (1 & 2) correctly locate into the slots on each side of the printer (3).

**Note**

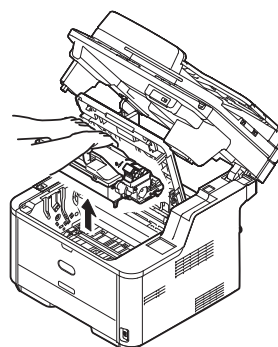
- Check that there is no paper remaining inside the machine.
- Remove the paper carefully so that it does not tear. If the paper tears, be sure to remove all of the pieces.



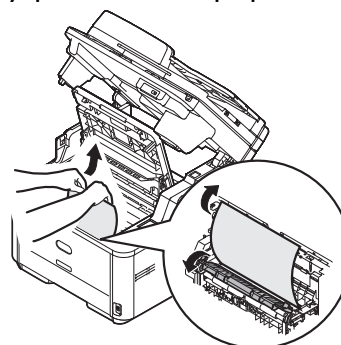
- 7 Close the top cover.
- 8 Close the scanner unit.

**Error Code 390 (Paper feed jam (Multipurpose tray))**

- 1 Remove any documents from the document tray.
- 2 Open the scanner unit.
- 3 Press the top cover open button (1) and open the top cover.
- 4 Carefully lift out the image drum, complete with the toner cartridge. Be careful not to touch or scratch the green drum surface.

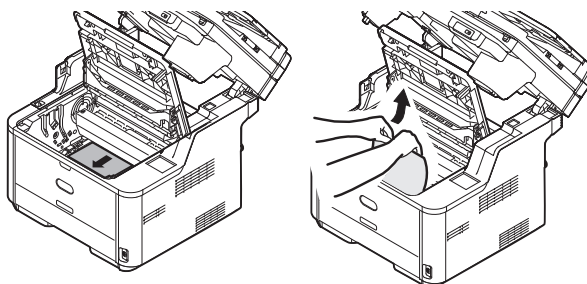


- 5 If the top end of paper is visible at the rear side of transparent resist guide, rotate the resist guide toward the fuser unit and hold the paper top end and carefully pull out the paper.

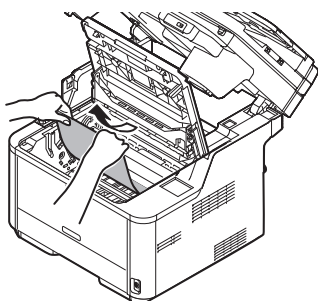




If neither the top or bottom end of paper is visible, move the jammed paper in the arrow direction as shown. Hold the top end of paper by your hands and carefully pull out the paper.



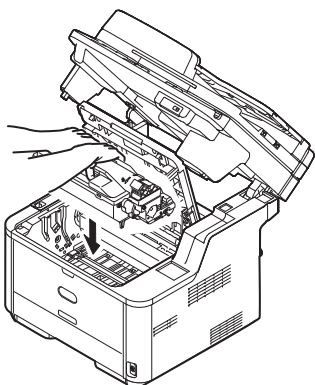
If the bottom end of paper is visible, hold the paper with your hands and carefully pull out the paper.



**! Note**

- Check that there is no paper remaining inside the machine.
- Remove the paper carefully so that it does not tear. If the paper tears, be sure to remove all of the pieces.

- 6** Re-install the image drum complete with toner cartridge, ensuring that the pegs (1 & 2) correctly locate into the slots on each side of the printer (3).



- 7** Close the top cover.  
**8** Close the scanner unit.

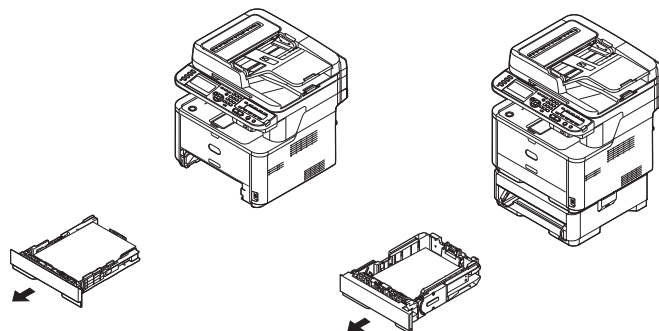
## Error Code 391, 392 (Paper feed jam)

Error Code 391 indicates an error in Tray1 and Error Code 392 indicates a paper jam in Tray2.

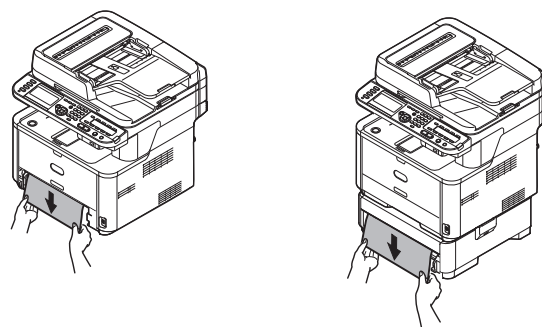
**Memo**

- The following procedure uses tray 1 as an example.

- 1** Pull out and remove the paper cassette of the indicated tray.



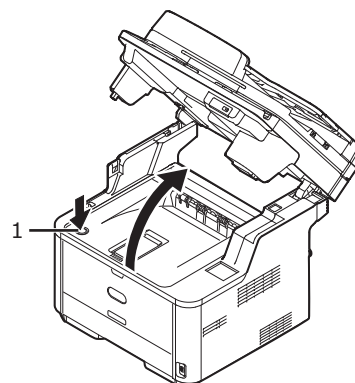
- 2** Remove jammed paper.



- 3** Return the tray into the machine.

- 4** Open the scanner unit.

- 5** Press the top cover open button (1) and open the top cover.

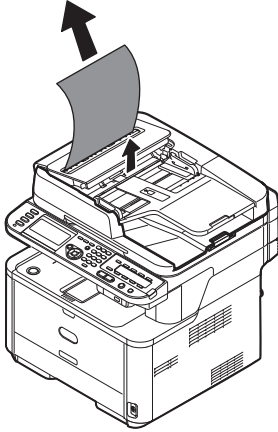


- 6** Close the top cover.  
**7** Close the scanner unit.

## Document Jam

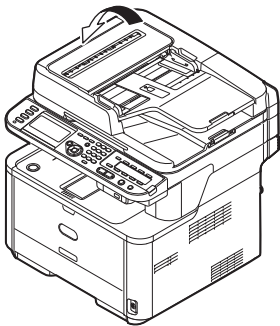
### ■ When you can see the document In the Duplex Paper Path

- 1 Open the ADF cover, and pull the document out upward.

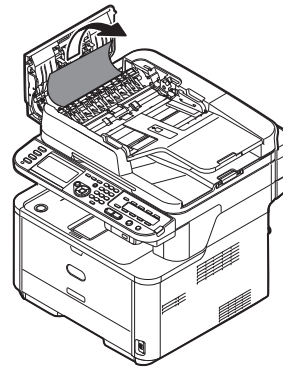


### ■ When you can see the document Inside the ADF

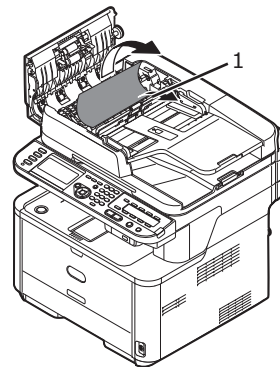
- 1 Remove any documents from the document tray.
- 2 Open the ADF cover.



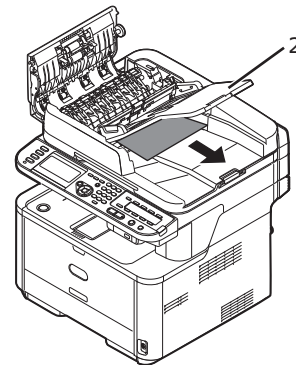
- 3 Hold the jammed document by the top edge, and gently pull it out.



If the edge of the document can be seen under the paper guide (1), lift the paper guide and then pull out the document.



If the edge of the document cannot be seen in the ADF, lift the document tray (2) and then pull out the document.



Pull down the document tray.

- 4 Close the ADF cover.

## ● Error Messages

This section explains the causes and remedies for the error messages displayed on the display screen and the function of the <STATUS> key.

### Error Messages Displayed on the Screen

#### Memo

- In the following lists:
  - "%COLOR%" indicates K (black)
  - "%TRAY%" indicates tray 1, tray 2 or the MP tray
  - "%ERRCODE%" indicates an error code
  - "%FS\_ERR%", "%CODE%", and "%FATALSTRING1%" indicate detailed information on errors
  - "%MEDIA\_SIZE%" indicates paper size
  - "%MEDIA\_TYPE%" indicates a paper type
  - "%COVER%" indicates Top Cover or Rear Cover.
- If the displayed message includes "Please see Help for details", you can check countermeasures for the error by pressing the <?HELP> key on the operator panel.
- If in the displayed message there is "Ⓞ to Close", press Ⓞ on the control panel to remove the error.

#### Reference

- For details on the function of the <STATUS> key, refer to ["Checking the Machine's Status From the <STATUS> Key" on P. 152.](#)

### General Error Messages for All Functions

Error code	Message	<Status> key	Cause/Remedy
	Inspection is required. PU Flash Error	Blinks	Firmware error has occurred. Contact your dealer.
	Inspection is required. PU Communication Error	Blinks	Firmware error has occurred. Contact your dealer.
	%COLOR% Toner Low.  Please see Help for details.	Lights up*	The toner cartridge of the indicated color is low. Prepare a new toner cartridge.  * If the <SETTING> key > [Admin Setup] > [Device Management] > [System setup] > [Near life LED] is set to [Disable], the <STATUS> key does not turn on.
	Image Drum Unit Near Life.  Please see Help for details.	Lights up*	The Image Drum Unit is near the end of its life. Prepare a replacement image drum.  * If the <SETTING> key > [Admin Setup] > [Device Management] > [System setup] > [Near Life Status] is set to [Enable] and [Near life LED] is set to [Disable], the <STATUS> key does not turn on.  If [Near Life Status] is set to [Disable], this message is not displayed and the <STATUS> key does not turn on.
413	%COLOR% Toner Empty %ERRCODE%  Please see Help for details.	Blinks	The toner cartridge of the indicated color is empty. Replace it with a new toner cartridge. 413 : K
	%COLOR% Toner Empty  Please see Help for details.	Lights up	The toner cartridge of the indicated color is empty. Replace it with a new toner cartridge.

## Error Messages

Error code	Message	<Status> key	Cause/Remedy
613	%COLOR% Toner cartridge not installed. : %ERRCODE%  Please see Help for details.	Blinks	The toner cartridge of the indicated color is not properly installed. Reinstall it properly. 613 : K
	%COLOR% Toner cartridge not installed.  Please see Help for details.	Lights up	The toner cartridge of the indicated color is not properly installed. Reinstall it properly.
	%TRAY% Empty.  Please see Help for details.	Lights up	The indicated tray is empty. Load paper in the tray.
	File System is full.  Please see Help for details.	Lights up	The file system is full.
	File System is write protected.  Please see Help for details.	Lights up	The file system to which you tried to write is write-protected.
	Memory Overflow.  Please see Help for details. Ⓞ to Close	Blinks	The memory has overflowed. If you are performing other tasks simultaneously, finish them and try again. If this does not work, reduce the print resolution.
420	Memory Overflow. : 420  Please see Help for details. Ⓞ to Close	Blinks	The memory has overflowed. Reduce the print resolution. If this does not work, reduce the size of the print data.
	Access Limitation Error Deleted unauthorized user data.  Please see Help for details. Ⓞ to Close	Lights up	The machine deleted a job of an unauthorized user.
	Accounting Log Buffer is near full.  Please see Help for details.	Lights up	The job accounting log buffer is nearly full.
	Accounting Log Buffer Full (Delete old logs)	Lights up	Delete old accounting logs because the accounting log buffer is full.
	Accounting Log Writing Error  Please see Help for details. Ⓞ to Close	Lights up	A job accounting log writing error has occurred.

Error code	Message	<Status> key	Cause/Remedy
	Disk Use Failed %FS_ERR%  Please see Help for details. Ⓞ to Close	Blinks	A disk operation error has occurred.
	Please check data. Message Data Write Error : %CODE%.	Lights up	Failure to write message data to be uploaded. Contact your dealer.
	Please check %COLOR% Toner Cartridge.  Please see Help for details.	Lights up	Something is wrong with the toner sensor of the indicated color during printing. Check that the toner cartridge of the indicated color is installed properly.
543	Please check %COLOR% Toner Cartridge. : %ERRCODE%  Please see Help for details.	Blinks	Something is wrong with the toner sensor of the indicated color. Check that the toner cartridge of the indicated color is installed properly. 543 : K
547	Please check %COLOR% Toner Cartridge. : %ERRCODE%  Please see Help for details.	Blinks	The toner cartridge of the indicated color is not locked properly. Check that the lock lever is properly slid to the left. 547 : K
372 380 381 382 389 390	Paper Jam: %ERRCODE% Please open the scanner unit and the top cover.  Please see Help for details.	Blinks	Paper jam has occurred. Remove the jammed paper. Error 372 : Misfeed from Duplex Error 380 : Paper Feed Error 381 : Transport Error 382 : Exit Error 389 : Printing Page Lost Error 390 : MP Tray Error 390 : MANUAL
391 392	Paper Jam: %ERRCODE% Please pull out the paper cassette of the indicated tray.  Please see Help for details.	Blinks	Paper jam occurred while feeding paper from the indicated tray. Remove the jammed paper. 391 : Tray1 392 : Tray2
310 587	Please check the %COVER%.: %ERRCODE%  Please close the %COVER%.  Please see Help for details.	Blinks	The top cover is open. Close the top cover. 310 : Top Cover 587 : Rear Cover
	ADF Cover Open  Please see Help for details.	Blinks	The ADF cover is open. Close the ADF cover.
	Power OFF/ON %ERRCODE%: Error	Blinks	An error has occurred in the device. Turn the machine off and then on again. If the error is not resolved, contact your dealer.
	Inspection is required. %ERRCODE: Error	Blinks	An error has occurred in the device. Contact your dealer.

## Error Messages

Error code	Message	<Status> key	Cause/Remedy
	Power OFF/ON %ERRCODE%: Error %FATALSTRING1%	Blinks	An error has occurred in the device. Turn the machine off and then on again. If the same error occurs, turn the machine off and then on again. If the error is not resolved, or the same error occurs again, contact your dealer.
	Document Jam Please open the scanner unit and the ADF cover.  Please see Help for details.	Blinks	A document jam has occurred. Open the ADF cover, and then remove the jammed paper.
	Lamp Error. Please call service. <%CODE%>  Please see Help for details.	Blinks	Indicates that a lamp error has occurred. This message is displayed because of the light intensity of the lamp is weak. Contact your dealer.
	%TRAY% missing.  Please see Help for details.	Lights up	A paper cassette is not in the indicated tray. Insert the paper cassette into the indicated tray. If the cassette is already inserted in the machine, pull out the cassette and set it again to correctly locate it.
430 440	Please close %TRAY%.: 430,440 To cancel, select [ <b>Cancel</b> ]	Blinks	A paper cassette is not in the indicated tray. Insert the paper cassette into the indicated tray. If the cassette is already inserted in the machine, pull out the cassette and set it again to correctly locate it.
	Inspection is required. %ERRCODE%: SIP Error	Blinks	Processing of scanned image has failed. Turn the machine off and then on again. If the error is not resolved, contact your dealer.
	Please call service. Scanner unit failed to detect printer unit.	Blinks	An error has occurred between the scanner and printer units. Turn the machine off and then on again. If the error is not resolved, contact your dealer.
	SIP Firmware Missing	Blinks	A board failure has been detected. Turn the machine off and then on again. If the error is not resolved, contact your dealer.
	Wait a moment. Network initializing ...	Lights up	Changed network settings are being stored.
085	Please change SD Memory Card. Error Code: 085	Lights up	The contents of the SD memory card cannot be read normally. If the same card is used further, the same error may occur. Replace the SD memory card.
	Power OFF/ON Carriage Error <1>  Please see Help for details.	Blinks	Indicates that a carriage error has occurred. This message is displayed because of the scanner carriage is not working normally. If the error is not resolved, contact your dealer.
	Power OFF/ON Carriage Error <%CODE%>	Blinks	Indicates that the following carriage error has occurred. 2 : Home position error (carriage connection error) 3 : Scanning start position detection error If the error is not resolved, contact your dealer.
581	Please close faceup stacker. 581:Cannot print with duplex.	Blinks	Although Duplex printing was attempted, the FaceUp stacker is open and Duplex printing is disabled.
500	Please install paper on Manual Feeder. Please set paper (%MEDIA_SIZE%). To cancel, select [ <b>Cancel</b> ]	Blinks	Manual paper feed is required. Manually insert the paper shown by %MEDIA_SIZE%.

Error code	Message	<Status> key	Cause/Remedy
400	Paper Size Error Please open the scanner unit and the top cover and check paper size.  Please see Help for details.	Blinks	Paper of an improper size is being used. Check the paper in the tray or check for Multiple-feed. Open and close the cover to perform recovery printing, and continue.
347	Please install new Image Drum Unit.  Please see Help for details.	Blinks	The Image Drum Unit is at the end of its life.
	Decode error occurred. Please check image data.  Ⓞ to Close	Lights up	An error has occurred during analysis of image data entered from outside of the MFP. For PrintFromUSBMemory or InternetFAX/E-mailPrint/FaxToPrint (with communication data saving), an error has occurred in the TIFF or JPEG data analysis.
409	Please open the top cover. 409:Faceup Stacker Error	Blinks	Because the Face Up stacker was operated during printing, the printing was stopped and an error was output.
-	Firmware Update Error Please try again. If network doesn't work, please try firmware update over USB.	Lights up	This message indicates that the remote FW update failed. Scanning function and print function is prohibited. However, the process of MJL / PjL command is possible.

## Error Messages for Copying

The following messages are displayed on the display screen of the operator panel while using the copy function.

Error code	Message	<Status> key	Cause/Remedy
	Offline Mode	Lights up	The machine is off line and cannot start a copy job. Press the <PRINT> key on the operator panel and then select [Online/Offline] on the print menu screen.
	Do you wish to resume scanning?	Lights up	Scanning for a copy job was suspended because an error occurred, but now the error is resolved. To restart scanning the remaining documents, set the documents in the ADF and then select [Yes].

## Error Messages for Faxing

The following messages are displayed on the display screen of the operator panel while using the fax function.

Error code	Message	<Status> key	Cause/Remedy
	Received invalid data.  Please see Help for details. Ⓞ to close	Lights up	The machine received and deleted unauthorized PC fax data. While the machine received the PC fax data, the connection with the computer might be unstable. Check the connection between the machine and the computer.



## Error Messages

Error code	Message	<Status> key	Cause/Remedy
	Communication Error  Ⓞ to close	Blinks	Fax transmission and reception have been canceled due to errors.
	Telephone  Please see Help for details.	Lights up	The telephone is being used. Wait for the call on the telephone lines to end.
	Memory Overflow.  Please see Help for details. Ⓞ to close	Blinks	The memory overflowed while receiving PC fax data. Ensure the memory capacity by any of the following operations. ● if the time specification for fax transmission is set, cancel it. ● Delete documents stored in F-code box. Or this message may be displayed when an error occurs in the machine. Release the error. If the error is not resolved, reduce the data to be transmitted as PC Fax.
	Offline Mode	Lights up	The machine is off line and cannot print received fax data. Press the <PRINT> key on the operator panel and then select [ <b>Online/Offline</b> ] on the print menu screen.
	Memory Overflow has occurred during Fax Tx reservation.  Ⓞ to Close	Blinks	A memory overflow occurred during fax memory transmission.

## Error Messages for Scanning

The following messages are displayed on the display screen while using the scan function.

Error code	Message	<Status> key	Cause/Remedy
	Cancelling ...	Lights up	A ScanTo job is being cancelled.
	Cancelling sending ...	Lights up	An e-mail or file transmission is being cancelled.
	Memory Overflow  Please see Help for details. Ⓞ to close	Blinks	The memory overflowed while scanning data.
	USB Memory Full  Please see Help for details. Ⓞ to close	Blinks	The USB memory is full and cannot store data. Delete unnecessary files from the USB memory, or use a USB memory with enough available space.

Error code	Message	<Status> key	Cause/Remedy
	Writing Failed  Please see Help for details. Ⓞ to close	Blinks	Writing to the USB memory has failed. Remove the write-protection of the connected USB memory.
	USB Memory disconnected.  Please see Help for details. Ⓞ to close	Blinks	USB memory is not connected to the machine and the machine cannot store data. Be sure that the USB memory is connected to the machine properly.
	Connect to PC failed.  Please see Help for details. Ⓞ to close	Blinks	The machine has failed to connect to a PC. Be sure that the machine is connected to the PC properly.
	File Transmission Error  Please see Help for details. Ⓞ to close	Blinks	A file transmission error has occurred. Check the network configuration, cable connection and status, and the server status.
	E-mail Transmission Error  Please see Help for details. Ⓞ to close	Blinks	An e-mail transmission error has occurred. Check the network configuration, cable connection and status, and the server status.
	Please check SMTP settings.  Please see Help for details. Ⓞ to close	Blinks	An error has occurred while connecting to an SMTP server. <ul style="list-style-type: none"> <li>● Check the network configuration, cable connection and status, and the server status.</li> <li>● Check the SMTP settings.</li> </ul>
	Please check POP3 settings.  Please see Help for details. Ⓞ to close	Blinks	An error has occurred while connecting to a POP3 server. <ul style="list-style-type: none"> <li>● Check the network configuration, cable connection and status, and the server status.</li> <li>● Check the POP3 settings.</li> </ul>
	SMTP Login failed.  Please see Help for details. Ⓞ to close	Blinks	Login to an SMTP server has failed. Check the login name and password for the server.
	SMTP Auth. Unsupported  Please see Help for details. Ⓞ to close	Blinks	The SMTP server does not support authentication.
	POP3 Login failed.  Please see Help for details. Ⓞ to close	Blinks	Login to a POP3 server has failed. Check the login name and password for the server.

## Error Messages

Error code	Message	<Status> key	Cause/Remedy
	Getting target IP failed. Please check DHCP Settings.  Please see Help for details.	Blinks	The machine could not get IP address from DHCP server. Check the network configuration, cable connection and status, and the server status.
	Please check DNS settings.  Please see Help for details. Ⓞ to close	Blinks	An error has occurred while connecting to a DNS server, or the machine has failed to obtain IP address. <ul style="list-style-type: none"> <li>● Check the network configuration, cable connection and status, and the server status.</li> <li>● Check the DNS settings.</li> <li>● Check the [<b>Target URL</b>] in the profile, and check that the computer name has been correctly set.</li> <li>● If there is no DNS server on the network, set the IP address, not the computer name, in the profile [<b>Target URL</b>].</li> <li>● If the username is managed from the domain, input "Username @ Domainname" on [<b>Username</b>] settings.</li> </ul>
	Please check Server setting.  Please see Help for details. Ⓞ to close	Blinks	An error has occurred while connecting to a file server. <ul style="list-style-type: none"> <li>● Check the network configuration, cable connection and status, and the server status.</li> <li>● Check the server settings.</li> <li>● If the username is managed from the domain, input "Username @ Domainname" on [<b>Username</b>] settings.</li> </ul>
	Server Login failed.  Please see Help for details. Ⓞ to close	Blinks	Login to file server has failed. Check the ID and password for the server.
	Entering directory failed.  Please see Help for details. Ⓞ to close	Blinks	The machine failed to access the FTP server directory.
	Changing data Transfer Type failed.  Please see Help for details. Ⓞ to close	Blinks	The machine failed to transmit a file to an FTP server. Change the data transfer type for the file.
	Not authorized to write file.  Please see Help for details. Ⓞ to close	Blinks	The machine failed to write to a file. <ul style="list-style-type: none"> <li>● Check that the username set on the computer and the [<b>Username</b>] set on the profile match one another.</li> <li>● It is possible that the settings are configured to not allow writing to common folders. Check the folder shared settings.</li> </ul>
	Storage Space Full  Please see Help for details. Ⓞ to close	Blinks	The storage space of the server is full. The machine failed to write to a file.

Error code	Message	<Status> key	Cause/Remedy
	Please change File Name.  Please see Help for details. Ⓞ to close	Blinks	A file name was not authorized by the server. ● Change the file name. ● If using an FTP server to save data with Scan to Network PC, there are some machines that cannot be connected correctly due to mismatching character codes. Change [ <b>Host side Japanese Kanji code</b> ]. If using a Mac for the FTP server, change [ <b>Host side Japanese Kanji code</b> ] to [ <b>UTF-8</b> ].
	Device communication protocol not supported.  Please see Help for details. Ⓞ to close	Blinks	The machine does not support the specified server. If using NAS to save data with Scan to Network PC, in rare cases there are machines that cannot connect correctly with CIFS. Change the profile [ <b>CIFS Character Set</b> ] to [ <b>Shift-JIS</b> ] from [ <b>UTF-16</b> ].
	Please check Network Share Name.  Please see Help for details. Ⓞ to close	Blinks	The name of a network shared folder is invalid. ● The machine failed to establish a CIFS connection. ● Change the name of the shared folder.
	Please remove the connected USB device.  Unsupported USB device is connected.	Blinks	Indicates that an unsupported USB device has been connected. This message will be displayed until the unsupported USB device disconnected.
	Please remove the USB Hub.  USB Hub is connected.	Blinks	A USB hub has been connected. This machine does not support the USB hub. Disconnect the USB hub.
	Access denied to PC. Please check PC.  Ⓞ to Close	Lights up	The PushScan request has been rejected by the PC.
	Wireless startup failed.  Please see Help for details.	Blinks	Wireless startup failed. ● Restart the device. ● If this does not solve the problem, contact your dealer.
	This wireless firmware version does not operate on this device.  Please see Help for details.	Blinks	This wireless firmware version does not work on this device. ● Contact your dealer.
	Wireless settings are incomplete.  Please see Help for details.	Blinks	Wireless is not operating because the settings are incomplete. ● Try the Wireless Network Selection or automatic settings again. ● If this does not solve the problem, initialize the network settings, and then try the manual settings or automatic settings again.
	Not connected to wireless access point.  Please see Help for details.	Blinks	Not connected to a wireless access point. ● Check that the wireless access point power is switched on. ● Check the wireless access point settings, and then try the Wireless Network Selection or automatic settings.

## Error Messages for Printing

Error code	Message	<Status> key	Cause/Remedy
	Offline Mode	Lights up	The machine is off line and cannot start a print job. Press the < <b>PRINT</b> > key on the operator panel and then select [ <b>Online/Offline</b> ] on the print menu screen.
	Error Postscript  Ⓞ to close	Lights up	A Postscript error has occurred.
	PDF Cache Write Error  Ⓞ to close	Lights up	Writing failed while caching a PDF, as there was no space on the SD card or memory. <ul style="list-style-type: none"> <li>● Increase the amount of free capacity on the SD memory card. (MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only).</li> <li>● Increase the amount of memory (for cases other than MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb).</li> </ul>
	Error PDF  Ⓞ to close	Lights up	A methodology error has been detected in a PDF. Please check whether the PDF file opened correctly.
	Invalid Password  Ⓞ to close	Lights up	This is a PDF file with the encryption function enabled. When printing an encrypted PDF file, open it in your computer and then print it.
	This document restricts printing to a valid owner password.  Ⓞ to close	Lights up	This is a PDF file with the encryption function enabled. When printing an encrypted PDF file, open it in your computer and then print it.
	Deleting data.	Lights up	Cancelling received data.
		Lights up	If a paper jam occurs while the < <b>SETTING</b> > key > [ <b>Admin Setup</b> ] > [ <b>Print Setup</b> ] > [ <b>Print menu</b> ] > [ <b>Printer Adjust</b> ] > [ <b>Jam Recovery</b> ] is set to [ <b>Disable</b> ], the remaining print job is cancelled.
		Lights up	Cancelling data sent by a user who is not authorized by Print Job Accounting to print.
	Deleting encrypted job.	Lights up	Deleting an encrypted job.
	File erasing ...	Lights up	Erasing a secret file.
	Erased Data Full  Please see Help for details.	Blinks	Secret files to be erased are full.
	Expired Secure Job  Please see Help for details. Ⓞ to close	Lights up	The machine deleted an expired secure job.

Error code	Message	<Status> key	Cause/Remedy
	Received invalid data.  Please see Help for details. Ⓞ to close	Lights up	The machine deleted an expired secure Job.
500	Please install paper on MP Tray. : 490 Please set paper (%MEDIA_SIZE%) To cancel, select [ <b>Cancel</b> ]	Blinks	The MP tray is empty. Load the indicated size paper.
460 461 462	Tray Media Mismatch: %ERRCODE% Please install paper (%MEDIA_SIZE% %MEDIA_TYPE%) on %TRAY%.	Blinks	The paper size or type in the indicated tray differs from that specified for the tray. Load the indicated size or type of paper.
490 491 492	Please install paper on %TRAY%. : %ERRCODE% Please set paper (%MEDIA_SIZE%). To cancel, select [ <b>Cancel</b> ]	Blinks	The indicated tray is empty. Load the indicated size paper.
430 440	Please close %TRAY%.: 430,440  To cancel, select [ <b>Cancel</b> ]	Blinks	A paper cassette of the indicated tray is not in the machine. Install the paper cassette.
	Access Limitation Error Data was deleted due to the printing limitation. Please see Help for details. Ⓞ to close	Lights up	A print job sent by a user who is not authorized for printing is deleted.
	Warming up.	Lights up	The machine is warming up, or cooling down. Wait for a while without turning off the machine. This is not a malfunction of the machine.
	Preparing.	Lights up	The printer unit is not prepared for printing. Wait until this message disappears.
	Access Limitation Error Deleted unauthorized user data.  Please see Help for details. Ⓞ to Close	Lights up	Notifies users that jobs have been cancelled because they are not permitted for printing. (Related to JobAccount).  Notifies users that jobs have been cancelled because they are not permitted for PC-Fax. (Related to JobAccount).
	USB Memory disconnected.  Please see Help for details. Ⓞ to Close	Blinks	Indicates that the USB memory has been extracted. When a USB memory is extracted all over ScanToMemory execution, the file saving of image file is stopped.
	Cannot read the file.  Ⓞ to Close	Lights up	The PrintFromUSBMemory function has failed to process due to the failure of destination device or others.
	Cannot open the file.  Ⓞ to Close	Lights up	The PrintFromUSBMemory function has failed to open the specified file.

## Checking the Machine's Status From the <STATUS> Key

From the <STATUS> key on the operator panel, you can check the status of your machine.



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### Checking the Trouble Status

The <STATUS> key blinks or lights up when any trouble is occurring in your machine. Press it to check the trouble status.

- 1 Press the <STATUS> key on the operator panel to open the status menu.
- 2 Be sure that [**System Status**] is selected and then press **OK**.
- 3 Press the **▼** to select the item you want to check and then press **OK**.

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### Checking the Device and Job Status

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

- 1 Press the <STATUS> key on the operator panel to open the status menu.
- 2 Press the **▼** to select [**Device Information**] and then press **OK**.
- 3 Press the **▼** to select the item you want to check and then press **OK**.



## ● Other Issues

This section explains the issues you may encounter while operating your machine and how to solve them.


### Unable to Print from a Computer



- If the following information does not solve the trouble, contact your dealer.
- For troubles caused by an application, contact the manufacturer of the application.

#### General Causes

#### ■ Common to Windows and Mac OS X

Cause	Remedy	Reference
The machine is in sleep mode.	Press the < <b>POWER SAVE</b> > key on the operator panel to enter the standby mode. If the sleep mode is not used, disable it from the < <b>SETTING</b> > key > [ <b>Admin Setup</b> ] > [ <b>User Install</b> ] > [ <b>Power Save</b> ] > [ <b>Sleep</b> ].	P.20
The machine is turned off.	Hold down the power switch for about a second to turn on the power.	P.20
An Ethernet or USB cable is unplugged.	Check that the cable is plugged into the machine and computer properly.	-
Something is wrong with a cable.	Replace it with a new cable.	-
The machine is off line.	Press the < <b>PRINT</b> > key on the operator panel, and then select [ <b>On-Line</b> ].	-
An error message is displayed on the display screen of the operator panel.	"Error Messages Displayed on the Screen" on P. 141 or press the < <b>?HELP</b> > key on the operator panel.	P.141
The interface setting is disabled.	Check the setting of the interface being used from the operator panel.	Advanced
Something is wrong with the print function.	Check if you can perform configuration print.	P.78
The LED indicator in the power switch is blinking at high speed per about 0.3 second.	 The machine may be malfunctioning. Unplug the AC cord immediately. Contact your dealer.	-

#### ■ For Windows

Cause	Remedy	Reference
The machine is not set as the default printer.	Set the machine as the default printer.	-
The output port for the printer driver is incorrect.	Select the output port to which the Ethernet or USB cable is connected.	-
A print job from another interface is in progress.	Wait until the print job is done.	-
[ <b>Received invalid data</b> ] is displayed on the display screen and printing cannot be done.	Press the < <b>SETTING</b> > key and select [ <b>Admin Setup</b> ] > [ <b>Print Setup</b> ] > [ <b>Print menu</b> ] > [ <b>Printer Adjust</b> ] > [ <b>Wait Timeout</b> ], and then select a longer time. The default setting is 40 seconds.	-
A print job is automatically canceled.	If using Print Job Control, the print job is not authorized to print, or the Job Accounting log buffer may be full.	Advanced

Cause	Remedy	Reference
The Job Type of "Secure Print", "Store to HDD" and "Encrypted Secure Print" are unselectable on the MB491.	<p>For Windows PCL Driver</p> <ol style="list-style-type: none"> <li>1. Click [<b>Start</b>] &gt; [<b>Devices and Printers</b>].</li> <li>2. Right-click the [<b>OKI MB491(PCL)</b>] icon and select [<b>Printer properties</b>]. (If you have installed multiple printer drivers, select [<b>Printer properties</b>] &gt; [<b>OKI MB491(PCL)</b>]).</li> <li>3. Select the [<b>Device Options</b>] tab.</li> <li>4. For the network connection, select [<b>Get Printer Settings</b>].</li> </ol> <p>For the USB connection, add a check to [<b>SD Memory Card</b>].</p> <ol style="list-style-type: none"> <li>5. Click [<b>OK</b>].</li> </ol> <p>For Windows PS Driver</p> <ol style="list-style-type: none"> <li>1. Click [<b>Start</b>] &gt; [<b>Devices and Printers</b>].</li> <li>2. Right-click the [<b>OKI MB491(PS)</b>] icon and then select [<b>Printer properties</b>]. (If you have installed multiple printer drivers, select [<b>Printer properties</b>] &gt; [<b>OKI MB491(PS)</b>].)</li> <li>3. Select the [<b>Device Settings</b>] tab.</li> <li>4. For the network connection, select [<b>Get installed options automatically</b>] under [<b>Installable Options</b>], and then click [<b>Setup</b>].</li> </ol> <p>For the USB connection, select [<b>Installed</b>] for [<b>SD Memory Card</b>] under [<b>Installable Options</b>].</p> <ol style="list-style-type: none"> <li>5. Click [<b>OK</b>].</li> </ol>	Advanced

## Network Connection Problems

### ■ Common to Windows and Mac OS X

Cause	Remedy	Reference
Using a crossover cable.	Use a straight cable.	-
The machine is turned on before a cable was connected.	Connect cables before turning on the machine.	<a href="#">P.47</a>
The hub and the machine are incompatible or have some problem.	Press the < <b>SETTING</b> > key and select [ <b>Admin Setup</b> ] > [ <b>Network Menu</b> ] > [ <b>Network Setup</b> ] > [ <b>HUB Link Setting</b> ], and then select [ <b>10BASE-T HALF</b> ].	-
The network connection setting is wrong.	This product cannot connect to a wired LAN and wireless LAN at the same time. To connect to a wired network, set the network connection to wired. To connect to a wireless network, set the network connection to wireless.	-
Not connected to a wireless access point.	<ul style="list-style-type: none"> <li>● Check that the wireless access point power is switched on.</li> <li>● Check the wireless access point settings, and then try the manual settings or automatic settings.</li> <li>● Restart the wireless LAN function.</li> <li>● Press the &lt;<b>SETTING</b>&gt; key and select [<b>Admin Setup</b>] &gt; [<b>Network Menu</b>] &gt; [<b>Network Setup</b>] &gt; [<b>Wireless Setting</b>], and then select [<b>Reconnect Wireless</b>].</li> </ul>	-

### ■ For Windows

Cause	Remedy	Reference
IP address is incorrect.	<ul style="list-style-type: none"> <li>● Check that the same IP address is set for the machine and the machine's port setting on the computer.</li> <li>● If using OKI LPR Utility, check the IP address setting in OKI LPR Utility.</li> </ul>	<a href="#">P.65</a>

Cause	Remedy	Reference
All pages are not printed.	If you are using the WSD port, change it to the standard TCP/IP port.	

## USB Connection Problems

### ■ Common to Windows and Mac OS X

Cause	Remedy	Reference
Unsupported USB cable is being used.	Use a USB2.0 cable.	-
A USB hub is being used.	Directly connect the machine to the computer.	P.60
Printer driver is not installed correctly.	Reinstall printer driver.	P.60

### ■ For Windows

Cause	Remedy	Reference
The machine is off line.	Right-click the OKI MB491 icon and then select [ <b>See print jobs</b> ] (> [ <b>OKI MB491(*)</b> ] when multiple drivers are installed). In the dialog box, select the [ <b>Printer</b> ] menu and then clear the check of [ <b>Use Printer Offline</b> ]. * Select the type of driver you want.	-
A switch, buffer, extension cable or USB hub is being used.	Directly connect the machine to the computer.	P.60
A printer driver which uses a USB connection has been installed.	Remove the other printer driver from the computer.	-

## Unable to Install a Printer Driver Successfully



- If the following information does not solve the trouble, contact your dealer.
- For troubles caused by an application, contact the manufacturer of the application.

## USB Connection Problems

### ■ For Windows

Cause	Remedy	Reference
An icon for the machine is not created on the [ <b>Devices and Printers</b> ] folder.	The printer driver is not installed correctly. Reinstall the printer driver correctly.	P.60
Only the first printer driver is installed even if multiple printer drivers are selected to install.	Follow the procedure below to install a second and subsequent printer drivers: 1. Insert the "Software DVD-ROM" into the computer. 2. Click [ <b>Run setup.exe</b> ] and follow the on-screen instructions. 3. Select [ <b>Custom Installation (Printer)</b> ] from [ <b>Driver Installation</b> ]. 4. Click [ <b>Next</b> ]. 5. Select [ <b>Local Printer</b> ] and then click [ <b>Next</b> ]. 6. On the [ <b>Select printer port</b> ] screen, select [ <b>FILE</b> ] and then click [ <b>Next</b> ]. 7. Complete the setup following the on-screen instructions.	-

Cause	Remedy	Reference
Only the first printer driver is installed even if multiple printer drivers are selected to install.	<p>8. On the [<b>Devices and Printers</b>], right-click the icon of the second or later driver and select [<b>Printer properties</b>] ( [<b>OKI MB491(*)</b>] when multiple drivers are installed).</p> <p>*Select the type of driver you want.</p> <p>9. From the [<b>Ports</b>] tab, select [<b>USBxxx</b>] from the list.</p> <p>10. Click [<b>OK</b>].</p>	-
The [ <b>Unable to install printer driver</b> ] error message is displayed.	<p>Use Plug-and-Play. Follow the procedure below:</p> <ol style="list-style-type: none"> <li>1. Ensure that the machine and computer are turned off.</li> <li>2. Connect a USB cable.</li> <li>3. Hold down the power switch for about a second to turn on the power.</li> <li>4. Turn on the computer.</li> <li>5. When the Found New Hardware Wizard is displayed, follow the on-screen instructions to complete the setup.</li> </ol> <p>For details, refer to [<b>README.TXT</b>] in the "Software DVD-ROM".</p>	-

## Restrictions on Each OS

### Restrictions on Windows 8/Windows 7/Windows Vista/Windows Server 2012/Windows Server 2008 R2/Windows Server 2008

Item	Symptom	Cause/Remedy
Printer drivers	[ <b>Help</b> ] is not displayed.	The [ <b>Help</b> ] function is not supported on PS printer drivers.
	The [ <b>User Account Control</b> ] dialog appears.	When you launch an installer or utility, the [ <b>User Account Control</b> ] dialog may appear. Click [ <b>Yes</b> ] or [ <b>Continue</b> ] to run the installer or utility as an administrator. If you click [ <b>No</b> ], the installer or utility does not start.
Network Extension	[ <b>Help</b> ] is not displayed.	The [ <b>Help</b> ] function is not supported.
	The [ <b>User Account Control</b> ] dialog appears.	When you launch an installer or utility, the [ <b>User Account Control</b> ] dialog may appear. Click [ <b>Yes</b> ] or [ <b>Continue</b> ] to run the installer or utility as an administrator. If you click [ <b>No</b> ], the installer or utility does not start.
	The [ <b>Program Capability Assistant</b> ] dialog appears.	If the [ <b>Program Capability Assistant</b> ] dialog appears after an installation (including if you stop an installation before it is completed), make sure to click [ <b>This program installed correctly</b> ].
PS Gamma Adjuster	The [ <b>User Account Control</b> ] dialog appears.	When you launch an installer or utility, the [ <b>User Account Control</b> ] dialog may appear. Click [ <b>Yes</b> ] or [ <b>Continue</b> ] to run the installer or utility as an administrator. If you click [ <b>No</b> ], the installer or utility does not start.
	The [ <b>Program Capability Assistant</b> ] dialog appears.	If the [ <b>Program Capability Assistant</b> ] dialog appears after an installation (including if you stop an installation before it is completed), make sure to click [ <b>This program installed correctly</b> ].

## Restrictions on Windows Server 2003 Service Pack 1 and Windows XP Service Pack 2

### ■ Restrictions on Windows Firewall

On Windows Server 2003 Service Pack 1 and Windows XP Service Pack 2, the Windows firewall functionality is enhanced. The following restrictions may apply to printer drivers and utilities.



- The following procedures are explained using Windows XP Service Pack 2 as an example. The procedure and menu names may differ on Windows Server 2003 Service Pack 1.

Item	Symptom	Cause/Remedy
Printer driver	You cannot print a file when using the machine as a shared printer on a network.	On the server, click [ <b>start</b> ] and then select [ <b>Operator panel</b> ] > [ <b>Security Center</b> ] > [ <b>Windows Firewall</b> ]. Select the [ <b>Exceptions</b> ] tab and select the [ <b>File and Printer Sharing</b> ] check box. Click [ <b>OK</b> ].
OKI LPR Utility	Unable to find a machine.	If the [ <b>Don't allow exceptions</b> ] check box is selected on the [ <b>General</b> ] tab of the Windows firewall, you cannot search for a machine in a segment that is connected to another router. Only machines within the same segment as the machine are the search target. When you cannot find a machine, specify the IP address of the machine in the [ <b>Add Printer</b> ] or [ <b>Confirm Connections</b> ] screen.
Print Super Vision	Unable to access the machine from a remote computer.	Click [ <b>start</b> ] and then select [ <b>Operator panel</b> ] > [ <b>Security Center</b> ] > [ <b>Windows Firewall</b> ]. Select the [ <b>Exception</b> ] tab and click [ <b>Add Program</b> ]. Select the following files and then click [ <b>Open</b> ] > [ <b>OK</b> ] > [ <b>OK</b> ]. <ul style="list-style-type: none"> <li>• "(J2EE location)\jdk\bin\java.exe"</li> <li>• "(J2EE location)\jdk\bin\javaw.exe"</li> <li>• "(J2EE location)\jdk\jre\bin\java.exe"</li> <li>• "(J2EE location)\jdk\jre\bin\javaw.exe"</li> </ul>
	Pop-up windows are blocked.	If you are using Internet Explorer, pop-up windows may be blocked. On Internet Explorer, select [ <b>Internet Options</b> ] from the [ <b>Tools</b> ] menu. Select the [ <b>Privacy</b> ] tab and click [ <b>Settings</b> ] on the [ <b>Pop-up Blocker</b> ] area. On the [ <b>Popup Blocker Settings</b> ] window, enter the URL of Print Super Vision in [ <b>Address of Web site to allow</b> ] and then click [ <b>Add</b> ]. Click [ <b>Close</b> ] > [ <b>OK</b> ].
Web Driver Installer	Unable to find a machine.	If the [ <b>Don't allow exceptions</b> ] check box is selected on the [ <b>General</b> ] tab of Windows Firewall, you cannot search for a machine in a segment that is connected to another router. Only machines within the same segment as the machine are the search target. Enter "*" in the fourth digit of the IP address range to search.

## Other Issues

Item	Symptom	Cause/Remedy
Web Driver Installer	Unable to access the machine from a remote computer.	<p>Click [<b>start</b>] and then select [<b>Operator panel</b>] &gt; [<b>Security Center</b>] &gt; [<b>Windows Firewall</b>].</p> <p>Select the [<b>Exception</b>] tab and click [Add Port]. Add the port number of the web site on which Driver Installer is installed.</p> <p>Click [<b>start</b>] and then select [<b>Operator panel</b>] &gt; [<b>Performance and Maintenance</b>] &gt; [<b>Administrative Tools</b>].</p> <p>Double-click [<b>Component Services</b>] and change the access authority of the component for Driver Installer.</p> <p>For details on how to configure the settings, refer to the readme file stored in [<b>start</b>] &gt; [<b>All Programs</b>] &gt; [<b>Okidata</b>] &gt; [<b>Driver Installer</b>] &gt; [<b>Readme</b>].</p>

## Restrictions on Mac OS X 10.6

Item	Symptom	Cause/Remedy
TWAIN driver	Unable to scan by image capture.	<ul style="list-style-type: none"> <li>● Scan is available only when the computer is connected by USB.</li> <li>● In the image capture, the user interface of the TWAIN driver is not displayed. Use the user interface of the image capture and then scan data.</li> </ul>

## Restrictions on Mac OS X 10.5

Item	Symptom	Cause/Remedy
TWAIN driver	Unable to scan by image capture.	<p>In the image capture, if the computer is connected to the network, display the user interface of the TWAIN driver before using.</p> <p>To display the user interface of the TWAIN driver, after starting the image capture, select [<b>Browse Devices</b>] from the [<b>Devices</b>] menu of the image capture and then open the device browser. Select a driver and click use [<b>Use TWAIN UI</b>].</p>

## Restrictions on Mac OS X 10.4

Item	Symptom	Cause/Remedy
TWAIN driver	Unable to scan by image capture	<p>In the image capture, if the computer is connected to the network, display the user interface of the TWAIN driver before using.</p> <p>To display the user interface of the TWAIN driver, after starting the image capture, select [<b>Browse Devices</b>] from the [<b>Devices</b>] menu of the image capture. Select a driver in [<b>TWAIN devices</b>] and then check the checkbox of [<b>Use TWAIN software</b>] shown in the lower right screen.</p>

## Copying Issues



- If the following information does not solve your trouble, contact your dealer.

### Unable to Copy

Symptom	Point to check	Remedy	Reference
Unable to copy.	Is the machine turned on?	Hold down the power switch for about a second to turn on the power.	P.20
	Is the machine initializing?	Wait until initializing is done.	-
	Is your document properly loaded on the machine?	Load the document properly on the machine.	P.38
	Is there paper in the tray?	Load paper in the tray. Or, check that the paper cassette is installed on the machine.	P.32
	Is the proper size of paper for your document loaded in the tray?	Load the proper size of paper for your document.	P.32
	Is the paper tray selectable when [Paper Feed] is set to [Auto]?	Press the <SETTING> key and select [Paper Setup] > [Select Tray] > [Copy] > the paper tray on which the paper you use is loaded, and then select [ON] or [ON(Prior)].	-
	Is the loaded paper compatible with duplex printing?	Duplex copying cannot be done without the proper paper size, document type, or document weight. Load the right paper for duplex printing and configure the paper size, document type, and document weight correctly.	P.32
	Is the media type of the paper tray set to [Plain] or [Recycled]?	When setting [Paper feed] to [Auto], set the media type for the paper tray to [Plain] or [Recycled].	P.36
	Is there a paper jam?	Check the error message and remove any jammed paper.	P.135
	Is there an empty toner cartridge?	Replace it with a new toner cartridge.	P.172
	Is the image drum at the end of its life?	Replace it with a new image drum.	P.173
	Are any covers on the machine open?	Close all the covers.	P.15
	Is an error occurring?	Clear the error.	P.141
	Is another job in progress?	Start copying after the other job is complete.	-
Is a print job from a computer or other device in progress?	Wait until printing is complete.	-	
Is a fax being transmitted in real time?	Wait until the transmission is complete.	-	



Symptom	Point to check	Remedy	Reference
Unable to copy.	Is the Continuous Scan mode on?	Select [ <b>Scan completed</b> ] on the display screen.	<a href="#">P.82</a>
	Is the machine off line?	Press the < <b>PRINT</b> > key on the operator panel, and then select [ <b>On-Line/Off-Line</b> ].	-
	Do you have access to make copies?	Enter your authorized PIN or user name and password.	<a href="#">P.128</a>
Unable to copy mixed size documents.	Is [ <b>Mixed Size</b> ] set to [ <b>OFF</b> ]?	Set [ <b>Mixed Size</b> ] to [ <b>ON</b> ].	Advanced
	Is the size of your document compatible for making mixed size copies?	Use documents sizes supported for mixed size copying.	Advanced
	Is paper of all the sizes of your original loaded?	Load paper of the required sizes on each paper tray. The paper trays need to be set to [ <b>ON</b> ] or [ <b>ON (Prior)</b> ] from the < <b>SETTING</b> > key > [ <b>Paper Setup</b> ] > [ <b>Select Tray</b> ] > [ <b>Copy</b> ].	-
Unable to sort copies.	Is [ <b>Sort</b> ] set to [ <b>OFF</b> ]?	Set [ <b>Sort</b> ] to [ <b>ON</b> ].	Advanced

### The Copied Output is Different from the Original Document

Symptom	Point to check	Remedy	Reference
The copied output is different from the original document.	Is [ <b>DuplexCopy</b> ] enabled?	Set [ <b>DuplexCopy</b> ] to [ <b>OFF</b> ].	<a href="#">P.83</a>
	Is [ <b>Mixed Size</b> ] set to [ <b>ON</b> ]?	Set [ <b>Mixed Size</b> ] to [ <b>OFF</b> ].	Advanced
The size of the copied output is different from the size of the original document.	Is the proper size paper for the document loaded on the paper tray?	Load the proper size paper for the document.	<a href="#">P.32</a>
	Is the zoom ratio properly set?	Set the proper zoom ratio.	<a href="#">P.81</a>
	Is [ <b>Repeat</b> ] set to [ <b>ON</b> ]?	Set [ <b>Repeat</b> ] to [ <b>OFF</b> ].	Advanced
A part of the document image is missing on the copied output.	Is [ <b>Edge Erase</b> ] set to [ <b>ON</b> ]?	Set [ <b>Edge Erase</b> ] to [ <b>OFF</b> ].	Advanced
	Is [ <b>Margin</b> ] set to [ <b>ON</b> ]?	Set [ <b>Margin</b> ] to [ <b>OFF</b> ].	Advanced
	Is [ <b>N-in-1</b> ] set to [ <b>ON</b> ]?	Set [ <b>N-in-1</b> ] to [ <b>OFF</b> ].	Advanced

### Troubles after Starting to Copy




Symptom	Point to check	Remedy	Reference
The machine is slow to start copying.	Is [ <b>Warming Up</b> ] or [ <b>Preparing</b> ] displayed on the display screen?	The machine is preparing. Wait until it starts copying.	-
A copy job is cancelled.	Is any error occurring?	A copy job is cancelled when specific errors occur while copying. Clear the error and start the copy job again.	<a href="#">P.141</a>
	Is there paper in the MP tray?	When copying using paper from the MP tray, check if enough paper is loaded in the MP tray before starting to copy. And, press the < <b>SETTING</b> > key and select [ <b>Paper Setup</b> ] > [ <b>Select Tray</b> ] > [ <b>Copy</b> ] > [ <b>MP tray</b> ], and then check that [ <b>ON</b> ] or [ <b>ON (Prior)</b> ] is selected.	-

## Faxing Issues





- If the following information does not solve the trouble, contact your dealer.

### Unable to Send a Fax

Symptom	Point to check	Remedy	Reference
Unable to send a fax.	Did you perform the correct procedure?	Check the appropriate procedure and try again.	P.86
	Did you specify the correct number?	If you use speed dial, print the speed dial list and check the entry.	P.87 Advanced
	Did you specify the appropriate dial line type?	Specify the appropriate dial line type for your region.	P.43
	Is it due to the recipient machine?	Contact and ask the recipient to check machine status.	-
The machine does not continuously send a document.	Did you load the document correctly on the ADF?	Keep the leading edges of the pages in the document even.	P.38
	Did you load a document other than A4, letter or legal 13/13.5/14 on the ADF?	Only A4, letter, and legal 13/13.5/14 size documents can be sent from the ADF.	-
The machine does not send a fax even though you dialed the number and pressed  .	Did you specify the appropriate dial line type?	Specify the appropriate dial line type for your region.	P.43
	Did you load the document correctly?	Load the document correctly.	P.38
	Did you dial the correct number?	Dial the correct number.	-
	Is the recipient's line busy?	Wait until the line is open and try again.	-
Unable to transmit a fax manually.	Did you put down the handset before pressing  .	Press  first and then put down the handset.	Advanced
The machine does not start scanning (during memory transmission).	Did you load the document correctly?	Load the document correctly.	P.38
	Is there enough memory?	Check the available memory.	Advanced

### Unable to Receive a Fax

Symptom	Point to check	Remedy	Reference
Unable to receive a fax.	Did you specify the appropriate reception mode?	Check the reception mode	P.92
	Is there paper in the tray?	Load the paper.	P.32
	Is there a paper jam?	Check the error message and remove the jammed paper.	P.135
	Is the telephone cable correctly connected to the machine?	Connect the telephone cable correctly.	P.41
	Is there enough memory?	Check the available memory.	Advanced
Unable to receive a fax manually.	Did you put down the handset before pressing  .	Press  first and then put down the handset.	P.92
F code polling fails and an error message is printed out.	Did the sender store a document in a bulletin box?	Contact and ask the sender to store the polling document.	-

## Unable to Send or Receive a Fax

Symptom	Point to check	Remedy	Reference
Unable to send or receive a fax.	Is the telephone cable connected properly?	Check the connection of the telephone cable.	<a href="#">P.41</a>
	Did you install an IP phone on the machine in a broadband environment?	Press the < <b>SETTING</b> > key and select [ <b>Admin Setup</b> ] > [ <b>User Install</b> ] > [ <b>Super G3</b> ] > [ <b>OFF</b> ].	-
	Did you change the telephone network?	Specify the appropriate dial line type for your region.	-
	Is the [ <b>Country Code</b> ] setting is correct?	Please set the correct country code.	<a href="#">P.40</a>

## The Machine does not Select the Appropriate Paper for the Received Fax

Symptom	Point to check	Remedy	Reference
The machine does not select the appropriate size paper for the received fax.	Did you specify other than [ <b>Plain</b> ] or [ <b>Recycled</b> ] in [ <b>Media Type</b> ] for the paper tray used for fax reception?	Specify [ <b>Plain</b> ] or [ <b>Recycled</b> ] in [ <b>Media Type</b> ] for the paper tray used for fax reception.	Advanced

## Scanning Issues



- If the following information does not solve the trouble, contact your dealer.

Symptom	Point to check	Remedy	Reference
Cannot start scan job.	Is the machine turned on?	Hold down the power switch for about a second to turn on the power.	<a href="#">P.20</a>
	Is the cable connected to the machine?	Check the cable connections and connect them properly.	<a href="#">P.46</a>
	Is there any damage to the cable?	Change the cable.	<a href="#">P.46</a>
	Is the network setting proper?	Correct the network setting.	<a href="#">P.65</a>
	Is an error occurring?	Follow the instructions displayed on the display screen of the machine.	<a href="#">P.141</a>
Transmission and reception of e-mail not possible.	Did you connect the Ethernet cable after turning on the machine?	Hold down the power switch for about a second to turn on the power. Connect the Ethernet cable and then hold down the power switch for about a second to turn on the power.	<a href="#">P.47</a>
	The network connection setting is wrong.	This product cannot connect to a wired LAN and wireless LAN at the same time. To connect to a wired network, set the network connection to wired. To connect to a wireless network, set the network connection to wireless.	-

Symptom	Point to check	Remedy	Reference
Transmission and reception of e-mail not possible.	Not connected to a wireless access point.	<ul style="list-style-type: none"> <li>● Check that the wireless access point power is switched on.</li> <li>● Check the wireless access point settings, and then try the manual settings or automatic settings.</li> <li>● Restart the wireless LAN function.</li> <li>● Press the &lt;SETTING&gt; key and select [Admin Setup] &gt; [Network Menu] &gt; [Network Setup] &gt; [Wireless Setting], and then select [Reconnect Wireless].</li> </ul>	-
	Is the e-mail address of the machine set?	Set the e-mail address of the machine.	P.66
	Did you enter the wrong e-mail address?	Enter the correct e-mail address.	P.66
	Is the SMTP server address setting correct?	Check the SMTP server setting.	P.66
	Is the POP3 server address setting correct?	Check the POP3 server setting.	P.66
	Is the DNS server address setting correct?	Check the DNS server address setting.	P.66
	Is another job running?	Wait until the other job finishes.	-
	Is an error occurring?	Follow the instructions displayed on the display screen of the machine.	P.141
Files cannot be saved in a network file folder.	Is the FTP/CIFS setting right?	Check the profile settings.	P.77
	Is an error occurring?	Follow the instructions displayed on the display screen of the machine.	P.141

## Image Quality Issues



- If the following information does not solve your trouble, contact your dealer.

Symptom	Point to check	Remedy	Reference
Vertical white lines appear.	The LED heads are dirty.	Wipe the LED heads with a soft tissue paper.	P.178
	The toner is low.	Replace the toner cartridge.	P.172
	Foreign material may be present on the image drum.	Replace the image drum.	P.173
	The image drum is not installed properly.	Install the image drum properly.	P.173
	The ADF document glass is dirty.	Clean the ADF document glass.	P.176
Printed images are fading vertically.	The LED heads are dirty.	Wipe the LED heads with soft tissue paper.	P.178
	The toner is low.	Replace the toner cartridge.	P.172
	The paper is unsuitable.	Use supported paper.	-

Symptom	Point to check	Remedy	Reference
Printed images are light.	The toner cartridge is not installed properly.	Install the toner cartridge properly.	P.172
	The toner is low.	Replace the toner cartridge.	P.172
	The paper is moist.	Use paper stored under proper temperature and humidity conditions.	P.31
	The paper is unsuitable.	Use supported paper.	-
	The paper is unsuitable. The settings of media type and width are incorrect.	Press the <SETTING> key and select [ <b>Paper Setup</b> ] > the paper tray you are using, and then select the proper values for [ <b>Media Type</b> ] and [ <b>Media Weight</b> ]. Or, select the thicker values for [ <b>Media Weight</b> ].	P.36
	The paper is recycled.	Press the <SETTING> key and select [ <b>Paper Setup</b> ] > the paper tray you are using, and then select the thicker values for [ <b>Media Weight</b> ].	P.36
	Yellow and green are used in the original document.	If the original data was transmitted, ask the sender to change the color of the original document to black and white.	-
Printed images are partially faded. White spots and lines appear.	The paper is too moist or dry.	Use paper stored under proper temperature and humidity conditions.	P.31
Vertical lines appear.	The image drum is damaged.	Replace the image drum.	P.173
	The toner is low.	Replace the toner cartridge.	P.172
	The document glass and paper feed roller of the ADF are dirty.	Clean the document glass and paper feed roller.	P.176
Horizontal lines and spots appear periodically.	If the interval of lines or spots is about 94 mm (3.7 inches), the image drum (the green tube) is damaged or dirty.	Lightly wipe the image drum with soft tissue paper. Replace the image drum if it is damaged.	P.173
	If the interval of lines or spots is about 40 mm (1.6 inches), foreign materials may be present on the image drum.	Open and close the top cover, and print again.	-
	The image drum has been exposed to light.	Place the image drum back into the machine and leave it for a few hours. If it does not solve the problem, replace the image drum.	P.173
	The paper feed path is dirty.	Print a few test copies.	-
White area of paper is lightly stained.	The paper contains static electricity.	Use paper stored under proper temperature and humidity conditions.	P.31
	The paper is too thick.	Use thinner paper.	-
	The toner is low.	Replace the toner cartridge.	P.172
Periphery of letters is smudged.	The LED heads are dirty.	Wipe the LED heads with soft tissue paper.	P.178
	The paper is unsuitable.	Use recommended paper.	-
	The paper is moist.	Replace it with new paper.	P.32
The entire paper area is lightly stained when printing on envelopes or coated paper.	The toner may be sticking to the whole area of the envelope or coated paper.	This is not a malfunction of the machine. Coated paper is not recommended.	-

Symptom	Point to check	Remedy	Reference
Toner comes off when it is rubbed.	The settings of media type and width are incorrect.	Press the <SETTING> key and select [ <b>Paper Setup</b> ] > the paper tray you are using, and then select the proper values for [ <b>Media Type</b> ] and [ <b>Media Weight</b> ]. Or, select the thicker values for [ <b>Media Weight</b> ].	P.36
	The paper is recycled.	Press the <SETTING> key and select [ <b>Paper Setup</b> ] > the paper tray you are using, and then select the thicker values for [ <b>Media Weight</b> ].	P.36
Glossiness is not uniform.	The settings of media type and width are incorrect.	Press the <SETTING> key and select [ <b>Paper Setup</b> ] > the paper tray you are using, and then select the proper values for [ <b>Media Type</b> ] and [ <b>Media Weight</b> ]. Or, select the thicker values for [ <b>Media Weight</b> ].	P.36
Black or white dots appear.	The paper is unsuitable.	Use supported paper.	-
	When the interval of the dots is about 94 mm (3.7 inches), the image drum (the green tube) is damaged or dirty.	Lightly wipe the image drum with a soft tissue paper. Replace the image drum when it is damaged.	P.173
	The document glass or the document holding pad is dirty.	Clean the document glass and the document holding pad.	P.176
Dirt is printed.	The paper is moist.	Replace it with new paper.	P.32
	The paper is unsuitable.	Use supported paper.	-
	The document glass or the document holding pad is dirty.	Clean the document glass and the document holding pad.	P.176
The entire page is printed black.	The machine may be malfunctioning.	Contact your dealer.	-
Nothing is printed.	Two or more sheets of paper are fed simultaneously.	Fan the paper well and load it again.	P.32
	The machine may be malfunctioning.	Contact your dealer.	-
	The back side of the document is being scanned.	Load the document properly.	P.38
White patches appear.	The paper is moist.	Replace it with new paper.	P.32
	The paper is unsuitable.	Use supported paper.	-
	The document glass is dirty.	Clean the document glass.	P.176
The entire page is dirty.	The document glass is dirty.	Clean the document glass.	P.176
	When the document is double sided, the image on the back side is printed through.	When the document is thin, the back side image may be printed through. Lighten the density.	-
The peripheral area of the page is dirty.	The paper holding roller or the document holding pad is dirty.	Clean the paper holding roller and the document holding pad.	P.176
	The paper size is bigger than the size of the document (when the zoom ratio is set to 100%).	Use paper of the same size as the document.	-
	The orientation of the document and paper are different.	Set the proper orientation of the document.	-
	The zoom ratio is set improperly.	Set the zoom ratio properly according to the paper size.	-

Symptom	Point to check	Remedy	Reference
The printed image is skewed.	The document is loaded improperly.	Load the document properly.	<a href="#">P.38</a>
	An unsuitable document is loaded in the ADF.	Load a suitable document in the ADF.	<a href="#">P.38</a>
	Foreign materials may be present on the ADF document glass.	Clean the ADF document glass.	<a href="#">P.176</a>

## Feeding Issues



- If the following information does not solve the trouble, contact your dealer.

Symptom	Point to check	Remedy	Reference
The document is not ejected from the machine.	The document jammed.	Remove the jammed document and re-load it.	<a href="#">P.135</a>
The document often jams.	The document is not appropriate for the machine.	Use an appropriate document.	<a href="#">P.37</a>
	The document guides are not correctly adjusted.	Adjust the document guides to the document.	<a href="#">P.38</a>
	There is a piece of paper inside the ADF.	Open the document cover and remove any paper.	<a href="#">P.135</a>
	The rollers in the ADF are not clean.	Clean the rollers in the ADF.	<a href="#">P.176</a>
<ul style="list-style-type: none"> <li>• The paper often jams.</li> <li>• Multiple sheets are fed at once.</li> <li>• The paper is fed at an angle.</li> </ul>	The machine is inclined.	Place the machine on a flat surface.	-
	The paper is too light or too heavy.	Use the appropriate paper for the machine.	<a href="#">P.29</a>
	The paper is moist or has a static charge.	Use paper stored under proper temperature and humidity conditions.	<a href="#">P.31</a>
	The paper is wrinkled, folded or curled.	Use appropriate paper for the machine. Fix the re-flexed paper.	<a href="#">P.29</a>
	Something is already printed on the back side of the paper.	You cannot use paper that has been printed on for tray 1 and tray 2. Load it in the MP tray or Manual Feeder for printing.	<a href="#">P.34</a>
	The edges of the paper are not kept even.	Fan the paper and even up the edges.	<a href="#">P.32</a>
	There is only one sheet of paper in the tray.	Load several sheets of paper.	<a href="#">P.32</a>
	You have added new paper onto the paper already loaded in the tray.	Remove the already loaded paper, stack it onto the new paper, even up the edges and load the paper with the old paper on top.	<a href="#">P.32</a>
	The paper is loaded at an angle.	For tray 1 and tray 2, adjust the paper width guide and stopper to the paper. For the MP tray or Manual Feeder, adjust the paper width guide to the paper.	<a href="#">P.32</a>
	Envelopes are not correctly loaded.	Load envelopes correctly.	<a href="#">P.34</a>
	Paper, envelopes or labels whose weight is between 123 and 163 g/m <sup>2</sup> (33 and 43 lb) is loaded on the tray 1 and tray 2.	Load the paper, envelopes or labels whose weight is between 123 and 163 g/m <sup>2</sup> (33 and 43 lb) in the MP tray (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb) or Manual Feeder (MB441/MB461/MB461+LP/ES4161 MFP).	<a href="#">P.34</a> <a href="#">P.37</a>



Symptom	Point to check	Remedy	Reference
Paper does not feed into the machine.	The setting of [ <b>Paper Feeding Source</b> ] on the printer driver is not correctly specified.	Check the paper tray and select the correct tray in [ <b>Paper Feeding Source</b> ] on the printer driver.	-
	You have specified manual feeding on the printer driver.	Load the paper in the MP tray. Then, on the operator panel, select [ <b>Restart</b> ]. Or, on the printer driver, clear the [ <b>Use MP tray as manual feed</b> ] check box on [ <b>Paper feed options</b> ].	P.34 Advanced
The machine does not start processing even though you have removed the jammed paper.	-	Open and close the top cover.	-
The paper gets folded or wrinkled.	The paper is moist or has a static charge.	Use paper stored under proper temperature and humidity conditions.	P.31
	The paper is light.	Press the < <b>SETTING</b> > key and then select [ <b>Paper Setup</b> ] > [( <b>tray name</b> )] > [ <b>Media Weight</b> ]. Then, specify a lighter weight.	P.36
The paper twists around the rollers in the fuser unit.	The settings of media weight and type are incorrect.	Press the < <b>SETTING</b> > key and then select [ <b>Paper Setup</b> ] > [( <b>tray name</b> )] > [ <b>Media Type</b> ]/ [ <b>Media Weight</b> ]. Then, specify the appropriate values. Or, specify the heavier weight in [ <b>Media Weight</b> ].	P.36
	The paper is light.	Use heavier paper.	-
	There is an image or text on the leading edge of the paper.	Have a margin on the leading edge of the paper. For duplex printing, leave a margin on the leading and bottom edges.	-

## Machine Issues



- If the following information does not solve the trouble, contact your dealer.

Symptom	Point to check	Remedy	Reference
Turned on the machine, but it stays "Off-Line".	The AC cable is unplugged.	Hold down the power switch for about a second to turn on the power and then plug in the AC cable firmly.	-
	The power is out.	Check if the power is being supplied to the electric outlet.	-
The machine does not operate.	The AC cable is not firmly plugged in.	Plug in the AC code firmly.	-
	The machine is turned off.	Hold down the power switch for about a second to turn on the power.	P.20
The power turned off automatically because of the auto power off function, and does not respond.	The power turned off automatically because it has passed the auto power off time.	Please turn on the power.	-
The printer does not respond.	The printer is in error status.	Press the power switch for more than 5 seconds and turn off the power. And then turn on the power again.	-

Symptom	Point to check	Remedy	Reference
The machine does not start printing.	An error is displayed on the panel.	Check the error code and follow the on-screen instructions.	P.141
	The Ethernet or USB cable is unplugged.	Plug in the Ethernet or USB cable firmly.	P.47 P.60
	Something is wrong with the Ethernet or USB cable.	Use another Ethernet or USB cable.	-
	The machine does not support your Ethernet or USB cable.	<ul style="list-style-type: none"> <li>● Use a USB 2.0 compatible cable.</li> <li>● Use an Ethernet 10BASE-T/100BASE-TX compatible cable.</li> </ul>	-
	Something may be wrong with the printing function.	Press the <SETTING> key and select [Reports] > [Configuration] and print out the configuration list to check the printing performance.	P.78
	The interface is disabled.	Press the <SETTING> key and select [Admin Setup] > [Network Menu] > [Network Setup] and enable the interface you are using.	-
	The printer driver of the machine is not selected.	Set the printer driver of the machine as the default printer.	-
The display screen is blank.	The specified port of the printer driver is wrong.	Specify the port the Ethernet or USB cable is connected to.	-
	The machine is in the sleep mode.	Check if the <POWER SAVE> key lights up and press the <POWER SAVE> key to activate the machine.	P.20
Print data is not transmitted to the machine.	The Ethernet or USB cable is broken.	Connect a new cable.	-
	The time-out period set on the computer has passed.	Set a longer time-out period.	-
There is an abnormal sound.	The machine is inclined.	Place the machine on a flat surface.	-
	There is a piece of paper or unknown object inside the machine.	Check the inside of the machine and remove any objects.	-
	The top cover is open.	Close the top cover.	-
There is a buzzing sound.	The machine is printing on heavy or thin paper when the temperature inside is high.	This is not a malfunction. You can proceed with the operation.	-
It takes a while to start printing.	The machine is warming up from the power save or sleep mode.	Press the <SETTING> key and select [Admin Setup] > [User Install] > [Power Save Enable]/[Sleep] and disable both modes.	P.20
	The machine may be cleaning the image drum.	Wait for a while.	-
	The machine is adjusting the temperature of the fuser unit.	Wait for a while.	-
	The machine is processing data from another interface.	Wait until the process finishes.	-

Symptom	Point to check	Remedy	Reference
A print job has stopped in the middle of the printing process.	As a result of processing print jobs continuously, the fuser unit has become hot. The fuser unit is cooling off.	Wait for a while. When the fuser unit gets cooler, printing restarts automatically.	-
	As a result of processing print jobs continuously for a long time, the temperature in the machine inside has become too high. The machine is cooling off.	Wait for a while. When the machine gets cooler, printing restarts automatically.	-
The specified settings such as the time setting have been erased.	The machine was turned off for a long time or every day.	The life of the battery may have ended. Contact your dealer.	-
Memory is insufficient.	You have launched Multiple applications.	Close the applications you are not using.	-
It takes a long time to finish printing.	The processing speed of the computer may be slowing down the print job.	Use a computer with faster processing speed.	-
	You have selected [ <b>High Quality (Multiple tones)</b> ] on the [ <b>Print Job Options</b> ] tab of the printer driver.	Select [ <b>Fine / Detail (600x1200)</b> ] or [ <b>Normal (600x600)</b> ] on the [ <b>Job Options</b> ] tab of the printer driver.	-
	The print data is complicated.	Make the data simpler.	-
The printer driver is not correctly displayed on Mac OS X.	The printer driver may not be operating correctly.	Uninstall the printer driver and install it again.	Advanced
The machine turns off automatically.	When your machine is not used for a certain period of time (factory default is 4 hours), the power turns off automatically. This function is called Auto Power Off.	Press the < <b>SETTING</b> > key and select [ <b>Admin Setup</b> ] > [ <b>User Install</b> ] > [ <b>Power Save</b> ] > [ <b>Auto Power Off</b> ] and disable the function.	<a href="#">P.19</a>

## When the Power Goes Out

### Machine Behavior

When the power goes out, the machine behaves in the following way:

Machine's Status	Behavior
During a call	You can continue talking.
During transmitting a fax	The communication stops. When the electricity supply is restored, <ul style="list-style-type: none"> <li>● The machine automatically starts transmitting the fax whose transmission stopped and the subsequent data if it was a memory transmission.</li> <li>● The machine does not transmit the data if it was a real time transmission. Set the document and specify the destination again to start transmission.</li> </ul>
Receiving a fax	The transmission stops in the middle of the operation. When the electricity supply is restored, the machine automatically prints out the data successfully received and stored in memory.
Copying or printing a list	The printing process stops in the middle of the operation. When the power is restored, start the job again.
Idle	You cannot start another copy, fax, scan, or print job. You also cannot receive another fax.

#### Note

- We do not warrant operation when an uninterruptible power system (UPS) or inverter is used.

### Stored Fax Data

#### ■ Backing Up Data in Memory

Even if the power goes out or you turn off the machine, the data for fax transmissions and received faxes is retained in the memory.

#### ■ Erased Report

The machine automatically prints out an erased report if the fax data in the memory is lost. The report shows what data is lost by listing the following information:

- F Code Box Document
- Documents Received at Alternate Recipients

The deletion notification will inform you of the next item after the deleted data.

- Document type
- F-code box number
- F-code box name
- Destination name
- F-code Confidential communication/F-code bulletin board communication
- Time communication started
- Received number of pages

#### Memo






- The communication type is printed for manual reception, F-code polling, F-code secure reception or F-code bulletin board reception.














# 8. Maintenance

This chapter explains how to replace consumables, clean the machine, and move or transport the machine.

## ● Replacing Consumable Items

This section explains how to replace consumable items.

 <b>WARNING</b>		
	Do not throw the toner or toner cartridge into the fire. Doing so may cause toner splashes leading to burns.	
	Do not keep toner cartridges near fire. They may catch fire, which can spread and cause burns.	
		
		Do not vacuum spilled toner powder. If vacuuming, it may cause ignition due to the sparks from electric contacts. Toner spillage on the floor should be wiped up using a wet cloth.

 <b>CAUTION</b>		
	There are high temperature parts in the device. Do not touch the periphery of the label "Caution High Temperature", which may cause burns.	
	Keep the toner cartridge out of reach of young children. If young children swallow toner powder, seek immediate medical attention.	
	If your skin is exposed to toner, wash thoroughly with soap.	
	If toner gets into your eyes, flush with large amounts of water immediately.	
	When handling a paper jam, or replacing the toner cartridge, make sure not to get your clothes and hands dirty. When toner powder stains on your clothes, wash with cold water. If you wash with hot water, the toner may be soaked into the cloth; it may be difficult to clean.	
	Do not disassemble the toner cartridge. Toner powder may fly upward, and you may inhale the toner powder or may get your clothes and hands dirty.	
		Keep used toner cartridges in a bag so that the toner powder cannot fly upward.

 **Note**

- Use only genuine Oki Data consumable items to ensure optimum quality.
- Service for problems caused by the use of consumable items other than genuine OKI consumables is not covered under the warranty or in the maintenance contract.

## Replacing Toner Cartridges


Model	Type
MB461/ MB461+LP/ MB471/ MB471w/ ES4161 MFP	Starter toner cartridge Toner cartridge Toner cartridge (Medium)
MB491/ MB491+/ MB491+LP/ ES4191 MFP	Starter toner cartridge Toner cartridge Toner cartridge (Medium) Toner cartridge (Large)
MB441/ MB451/ MB451w	Starter toner cartridge Toner cartridge Toner cartridge (Small)
MPS4200mb/ MPS4700mb	Toner cartridge (Large)

**Note**

- A toner selling is different by an area.

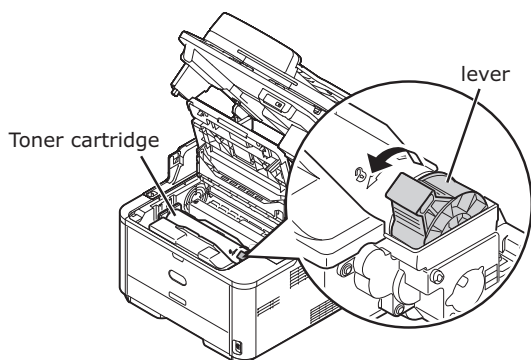
### Procedure for Replacement


- 1 Open the top cover and remove the used toner cartridge.

 <b>WARNING</b>	Be sure not to throw used toner cartridges into fire; toner in the cartridges may scatter and ignite, causing burn injuries.
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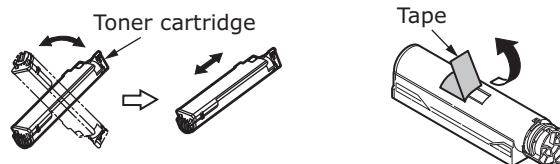
**Memo**

- When disposing of used toner cartridges by necessity, poly-bag them, and be sure to follow instructions and regulations of your local government.

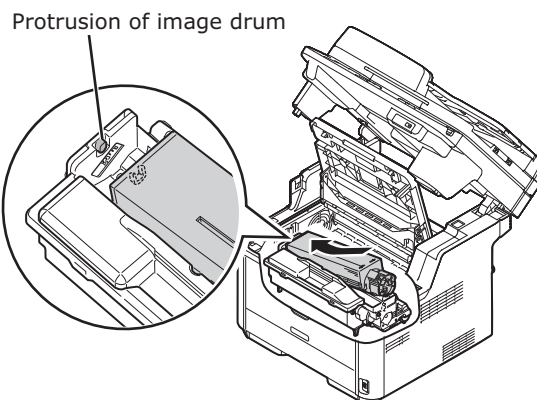


- 1 Rotate the blue lever of the toner cartridge in the direction of the arrow of  on the toner cartridge until it stops.
- 2 Remove the toner cartridge.

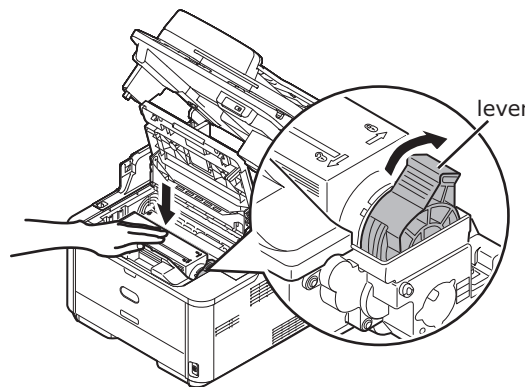
- 2 Install a new toner cartridge.




- 1 Unpack the new toner cartridge.
- 2 Hold the toner cartridge and gently shake it several times.
- 3 Place the toner cartridge horizontally and partially remove the tape from it.
- 4 Hold the toner cartridge with the tape face down and the blue lever on the right side.



- 5 Insert the toner cartridge, while matching its left side with the protrusion on the left side of the image drum.

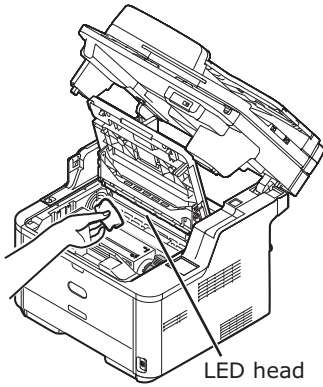


- 6 Firmly press the grooves on the right side of the toner cartridge against the protrusion of the cartridge guide on the right side of the image drum.
- 7 While holding down the toner cartridge top with your hand to prevent it from rising, rotate the blue release lever on the right side in the direction of the arrow of  on the toner cartridge until it stops.

**Note**

- When the toner cartridge is not fully fixed, a decline in print quality may occur.

- 3 Lightly wipe the whole LED head with a soft cloth or soft tissue paper.



**! Note**

- Do not use solvents, such as methyl alcohol or thinners. They damage the LED head.

4 Close the top cover.

5 Close the scanner unit.

**Memo**

- If you dispose of a toner cartridge by necessity, put it in a polyethylene bag or something and then dispose of it in accordance with your municipality's ordinances or guidelines.

**Replacing the Image Drum (MB461, MB461+LP, MB471, MB471w, MB491, MB491+, MB491+LP, ES4161 MFP, ES4191 MFP, MPS4200mb, MPS4700mb only)**

### Life Duration of Image Drum

When the [**Image Drum Near Life**] message appears on the display screen, prepare a replacement image drum.

If you continue printing, the message [**Please Replace the Image Drum**] will be displayed and printing will stop.

A guideline for replacing the image drum is every 30,000 pages or so for A4 sized paper (with single-sided printing). However, this number of pages is for printing with general conditions (3 pages at a time). Printing one page at a time reduces the drum life by about half.

The actual number of printed pages may be halved again relative to the above guideline, depending on the printing conditions.

**! Note**

- The actual number of pages you can print with the image drum depends on how you use it. The above guideline may be reduced by more than half, depending on the conditions of printing.

**! Note**

- The print quality may deteriorate after the toner cartridge has been unpacked for a year. Replace it with a new one.

## Procedure for Replacement

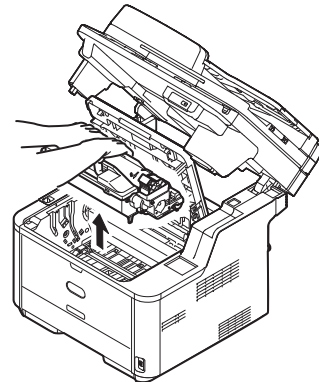
**! Note**

- The image drum (the green tube) is very delicate. Handle it carefully.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500lux). Even under the normal interior light, do not leave it for more than 5 minutes.
- To ensure optimum performance, please use original Oki Data consumables.
- Service for problems caused by the use of consumable items other than genuine OKI consumables is not covered under the warranty or in the maintenance contract. (This does not apply to all faults occurring with non-original Oki Data products; however, please bear this in mind when using them.)

1 Open the top cover and remove the used image drum.

Remove the image drum upward slowly.

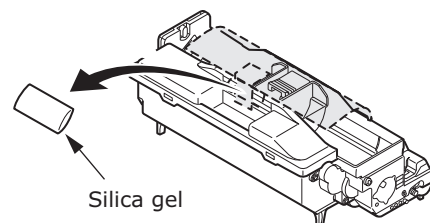
If the image drum is removed, the toner cartridge is also removed.



<b>WARNING</b>	Be sure not to throw used image drum and toner cartridges into fire; toner in the cartridges may scatter and ignite, causing burn injuries.
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2 Install a new image drum.

- Take the new image drum out of the wrapping bag. Remove the silica gel.

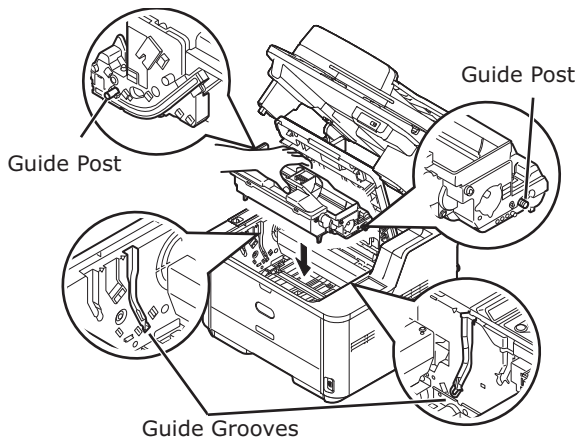


**! Note**

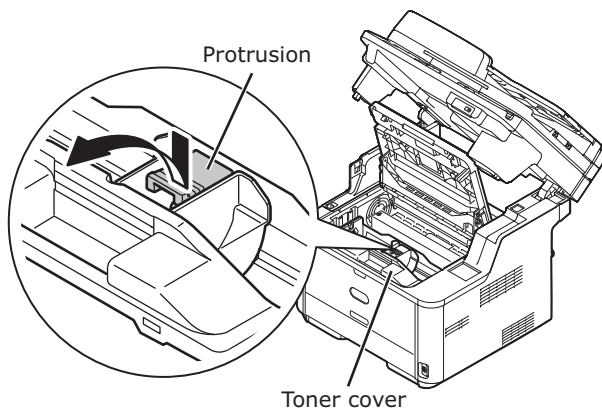
- Always use a new image drum. An image drum that has been attached or used on another printer cannot be used.



- 2 Align both guide posts of the image drum with their guide grooves on the printer, and gently set the image drum into the printer.



- 3 Remove the toner cover (orange) from the image drum set in the printer by pushing the projection in the direction of the arrow.



**Memo**

- Dispose of the toner cover as non-burnable waste.

**! Note**

- Some toner may remain on the reverse of the toner cover. Take care as it may stain other parts when removed.
- The image drum (the green cylinder) is very delicate. Handle it with extreme care.
- Do not expose the image drum to direct sunlight or bright interior light (approximately 1,500 lux or more). When leaving it under normal interior light for 5 minutes or more, cover it with black paper.
- Do not leave the image drum for more than 1 hour, even if it is covered with black paper.

**3** Install a new toner cartridge.

For details, see "[Procedure for Replacement](#)" (P. 172).

**4** Close the top cover.

## Replacing the Image Drum (MB441, MB451, MB451w only)

### Life Duration of Image Drum

When the [**Image Drum Near Life**] message appears on the display screen, prepare a replacement image drum. If you continue printing, the message [**Please Replace the Image Drum**] will be displayed and printing will stop.

A guideline for replacing the image drum is every 25,000 pages or so for A4 sized paper (with single-sided printing). However, this number of pages is for printing with general conditions (3 pages at a time). Printing one page at a time reduces the drum life by about half.

The actual number of printed pages may be halved again relative to the above guideline, depending on the printing conditions.

**! Note**

- The actual number of pages you can print with the image drum depends on how you use it. The above guideline may be reduced by more than half, depending on the conditions of printing.

**! Note**

- The print quality may deteriorate after the toner cartridge has been unpacked for a year. Replace it with a new one.

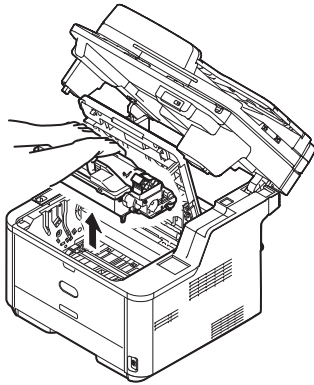
### Procedure for Replacement

**! Note**

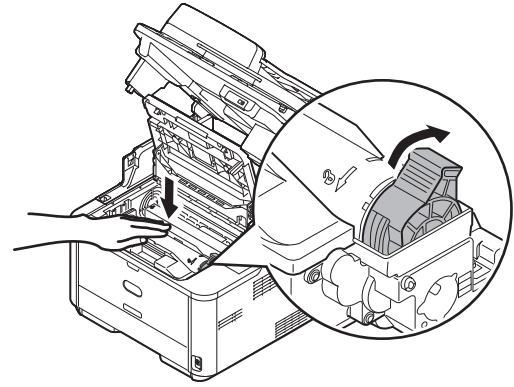
- The image drum (the green tube) is very delicate. Handle it carefully.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500lux). Even under the normal interior light, do not leave it for more than 5 minutes.
- To ensure optimum performance, please use original Oki Data consumables.
- Service for problems caused by the use of consumable items other than genuine OKI consumables is not covered under the warranty or in the maintenance contract. (This does not apply to all faults occurring with non-original Oki Data products; however, please bear this in mind when using them.)

**1** Open the top cover and remove the used image drum.

Remove the image drum upward slowly.  
If the image drum is removed, the toner cartridge is also removed.




**2** Turn the lever in the direction shown.



**! Note**

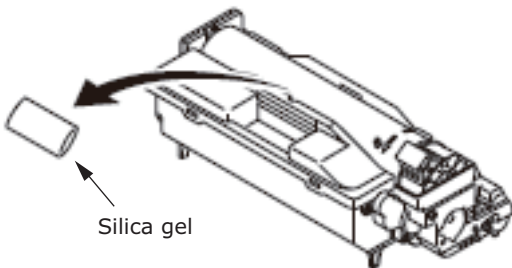
- The image drum (the green cylinder) is very delicate. Handle it with extreme care.
- Do not expose the image drum to direct sunlight or bright interior light (approximately 1,500 lux or more). When leaving it under normal interior light for 5 minutes or more, cover it with black paper.
- Do not leave the image drum for more than 1 hour, even if it is covered with black paper.

**3** Close the top cover.

 <b>WARNING</b>	<p>Be sure not to throw used image drum and toner cartridges into fire; toner in the cartridges may scatter and ignite, causing burn injuries.</p>
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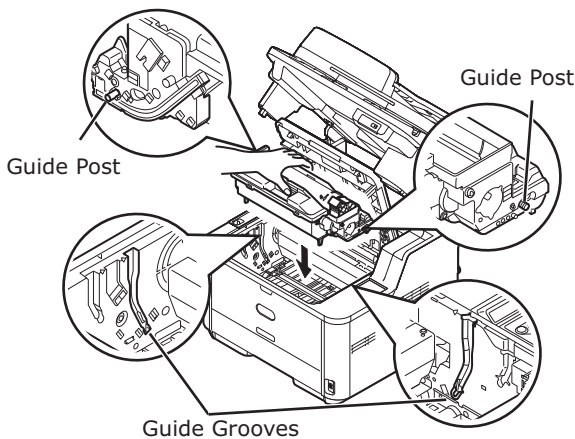
**2** Install a new image drum.

- 1** Take the new image drum out of the wrapping bag. Remove the silica gel.



**! Note**

- Always use a new image drum. An image drum that has been attached or used on another printer cannot be used.
- 2** Align both guide posts of the image drum with their guide grooves on the printer, and gently set the image drum into the printer.



# ● Cleaning Your Machine

This section explains how to clean each part of your machine.

## Cleaning the Surface of the Machine

**! Note**

- Do not use benzine, thinners, or alcohol as a cleaning agent. They may damage the plastic parts of the machine.
- Do not lubricate your machine with oil.

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

**Reference**

- "Turning Off Your Machine" (P. 20)

**2** Wipe the surface of the machine with a soft cloth lightly moistened with water or neutral detergent.

**3** Dry the surface of the machine with a dry soft cloth.

## Cleaning the Document Glass

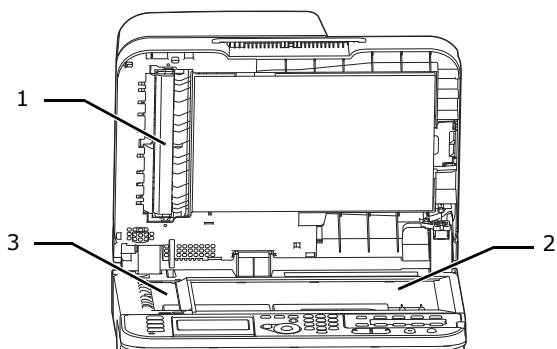
It is recommended to clean the document glass once a month to maintain image quality of the printouts.

**! Note**

- Do not use benzine, thinners, or alcohol as a cleaning agent. They may damage the plastic parts of the machine.

**1** Open the document glass cover.

**2** Wipe the document holding pad (1), document glass (2) and ADF document glass (3) surface with a soft cloth lightly moistened with water.



**3** Close the document glass cover.

**Memo**

- If the document glasses surface and the document holding pad get too dirty, wipe them with a soft cloth lightly

moistened with neutral detergent, and then wipe it again with a soft cloth lightly moistened with water.

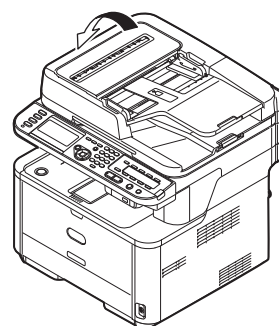
## Cleaning Document Feeding Rollers in the ADF

If the document feeding rollers in the ADF are contaminated with ink, toner particles or paper dust, documents and outputs get dirty and a paper jam may occur. To prevent this, it is recommended to clean the rollers once a month.

**! Note**

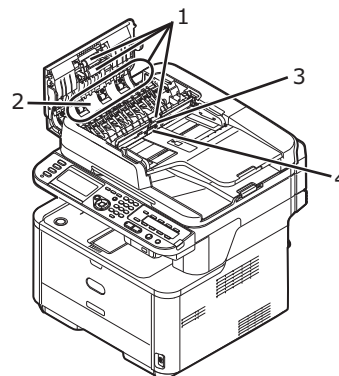
- Do not use benzine, thinners, or alcohol as a cleaning agent. They may damage the plastic parts of your machine.

**1** Open the ADF cover.



**2** Wipe the document feeding rollers (1), surface of the guide (2), rubber pad (3) and rubber sheet (4) with a soft cloth lightly moistened with water.

Wipe the whole surface of the roller while turning it with your hand.



**3** Close the ADF cover.

**Memo**

- If the rollers get too dirty, wipe them with a soft cloth lightly moistened with neutral detergent, and then wipe it again with a soft cloth lightly moistened with water.

## Cleaning Paper Feed Rollers

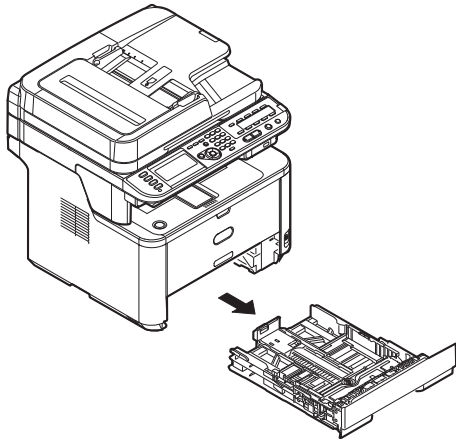
Clean the paper feed rollers if paper jams occur frequently.

### For Tray 1 and Tray 2

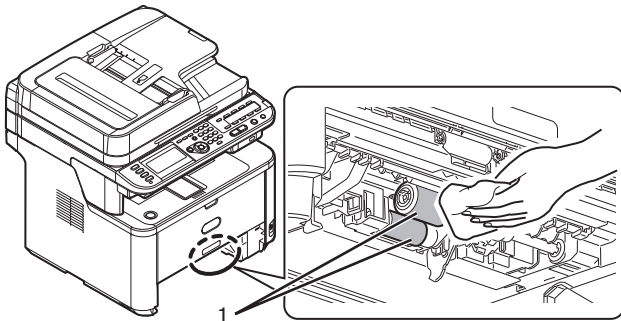
#### Memo

- The following images use tray 1 as an example, but the same procedure applies to tray 2.

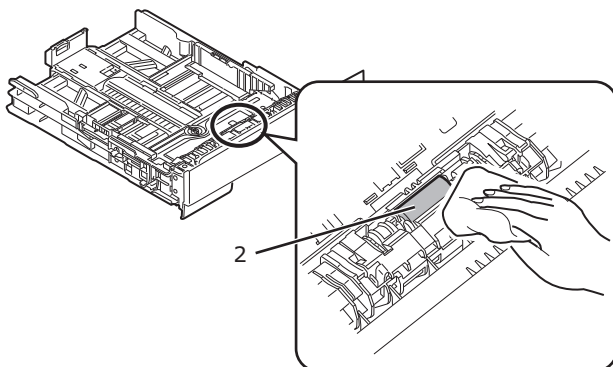
#### 1 Pull out the Tray.



#### 2 Wipe the paper feed rollers (1) inside the machine with a soft cloth lightly moistened with water.



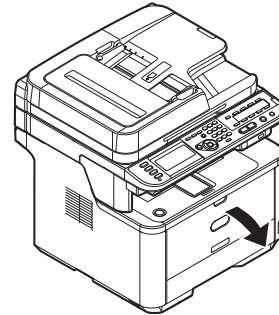
#### 3 Wipe the paper feed roller (2) on the Tray.



#### 4 Push the Tray back into the machine.

### For MP Tray (MB451, MB451w, MB471, MB471w, MB491, MB491+, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb only)

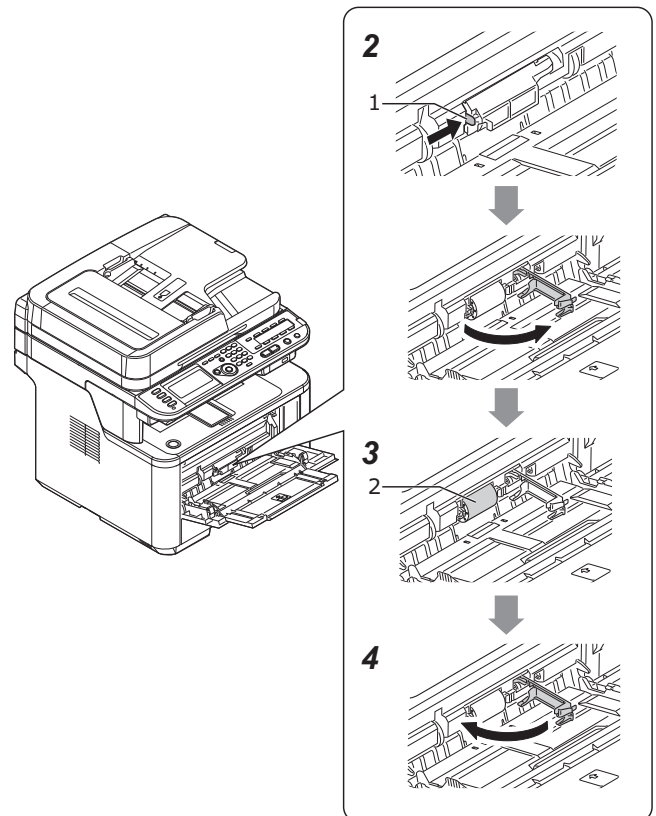
#### 1 Open the MP tray.



#### 2 While pressing the tab (1) of the paper feed roller cover to the right, open the cover.

#### 3 Wipe the paper feed roller (2) with a soft cloth lightly moistened with water.

#### 4 Close the cover of the paper feed roller.



#### 5 Close the MP tray.

## Cleaning LED Heads

Clean the LED heads if vertical white lines appear, images are fading vertically, or the periphery of letters is smudged in the printouts. Dirt on the LED heads may also cause paper jams.

**Note**

- Do not use methyl alcohol or thinners as a cleaning agent. They may damage the LED heads.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.



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

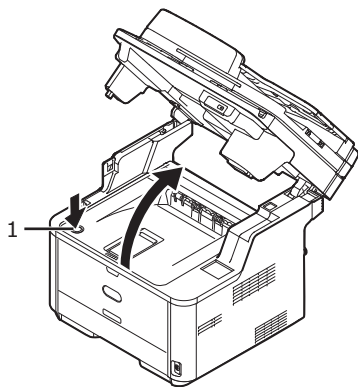
**Reference**

- "Turning Off Your Machine" (P. 20)

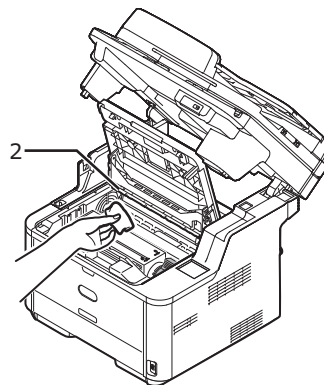
**2** Open the scanner unit.

**3** Press the top cover open button (1) and open the top cover.

 <b>CAUTION</b>	<b>Burn risk.</b>	
• The fuser unit is extremely hot. Do not touch it.		



**4** Lightly wipe the lenses (2) of the LED heads with soft tissue paper.



**5** Close the top cover.

**6** Close the scanner unit.



# ● Moving Your Machine

This section explains how to move or transport your machine.

## Moving Your Machine

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

 Reference

- "Turning Off Your Machine" (P. 20)



- 2 Unplug all the cables.

- AC cable and ground wire
- Ethernet or USB cable
- Telephone cable(s)

- 3 Remove any paper from the paper trays.

- 4 lift your machine and move it to a new location.

## Transporting Your Machine

 <b>CAUTION</b>	<b>Possible to get burned.</b>	
<ul style="list-style-type: none"> <li>● The fuser unit is extremely hot. Do not touch it.</li> </ul>		

 Note

- The image drum (the green tube) is very delicate. Handle it carefully.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.

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

 Reference

- "Turning Off Your Machine" (P. 20)

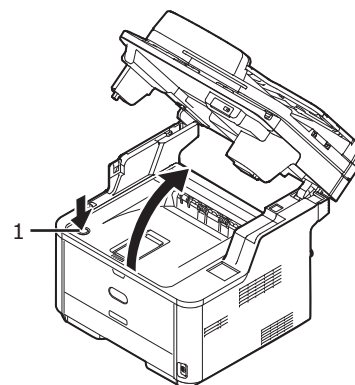
- 2 Unplug all the cables.

- AC cable and ground wire.
- Ethernet or USB cable.
- Telephone cable(s)

- 3 Remove any paper from the paper trays.

- 4 Open the scanner unit.

- 5 Press the top cover open button (1) and open the top cover.

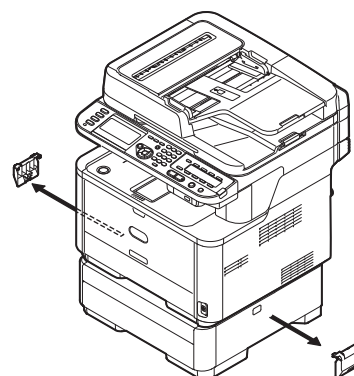
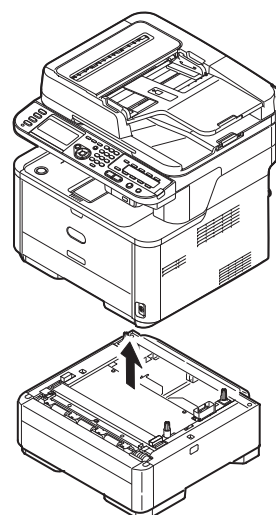


- 6 Close the top cover.

- 7 Close the scanner unit.

- 8 Remove the optional second tray unit from the main unit if it is installed.

Remove the lock parts and lift your machine, and then remove the second tray unit.



**9** Protect your machine with packing materials.

**10** Lift your machine and put it in a box.

**Note**

- Use the packing materials attached to your machine when purchased.
- Remove the vinyl tape to secure the image drum and toner cartridges after transporting or when reinstalling.



# 9. Appendix

This chapter explains the specifications of your machine and information on consumables and optional components.

## ● Specifications (MB461/MB461+LP/MB471/MB471w/MB491/MB491+/MB491+LP/ES4161 MFP/ES4191 MFP/MPS4200mb/MPS4700mb)













MFP Model	Model Number
MB461/MB461+LP/ ES4161 MFP	N22205A, N22205B
MB471	N22206A, N22206B
MB471w	N22207A, N22207B
MB491/MB491+/ MB491+LP/ES4191 MFP/MPS4200mb/ MPS4700mb	N22208A, N22208B

### ■ General Specifications

	MB461/ MB461+LP/ ES4161 MFP	MB471	MB471w	MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb
CPU	<ul style="list-style-type: none"> <li>● Printer controller PowerPC405 , 330 MHz</li> <li>● Scanner controller ARM9 max 266 MHz</li> </ul>			
Memory Resident	<ul style="list-style-type: none"> <li>● Printer controller 256 MB</li> <li>● Scanner controller 128 MB</li> </ul>			
Flash ROM	Printer Controller	SPI ROM : 16MB x 2		
	Scanner Controller	NAND : 64 MB SPI : 2 MB		
Storage Device	-			SD memory card ● Resident 4 GB (Except MB491+.)
Weight	20 kg (including consumables)			
Dimensions	MB461/MB471/MB471w/MB491/MB491+/ES4161 MFP/ES4191 MFP/MPS4200mb: 427 (W) x 425 (D) x 455 (H) MB461+LP/MB491+LP/MPS4700mb: 486 (W) x 425 (D) x 455 (H)			
Power supply	N22205A, N22206A, N22207A, N22208A: 120V AC ±10% , 50/60Hz ±2% N22205B, N22206B, N22207B, N22208B: 220V AC ±10%, 50/60Hz ±2%			

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Power consumption	<ul style="list-style-type: none"> <li>● Typical operation MB461/ ES4161 MFP : 540W</li> <li>MB461+LP : 640W</li> <li>● Idle 80 W</li> <li>● Peak 950 W</li> <li>● Sleep mode Less than 3 W</li> <li>● Power save mode Less than 14 W</li> <li>● Off mode Less than 0.5 W</li> </ul>	<ul style="list-style-type: none"> <li>● Typical operation 580 W</li> <li>● Idle 80 W</li> <li>● Peak 950 W</li> <li>● Sleep mode Less than 3 W</li> <li>● Power save mode Less than 14 W</li> <li>● Off mode Less than 0.5 W</li> </ul>	<ul style="list-style-type: none"> <li>● Typical operation 580 W</li> <li>● Idle 80 W</li> <li>● Peak 950 W</li> <li>● Sleep mode Less than 3 W</li> <li>● Power save mode 18 W</li> <li>● Off mode Less than 0.5 W</li> </ul>	<ul style="list-style-type: none"> <li>● Typical operation MB491/ ES4191 MFP/ MPS4200mb : 610W</li> <li>MB491+/ MB491+LP/ MPS4700mb : 660W</li> <li>● Idle 80 W</li> <li>● Peak 950 W</li> <li>● Sleep mode Less than 3 W</li> <li>● Power save mode Less than 14 W</li> <li>● Off mode Less than 0.5 W</li> </ul>
Operating condition	<ul style="list-style-type: none"> <li>● Operating Temperature : 10 to 32°C, humidity : 20 to 80% RH</li> <li>● Idle Temperature : 0 to 43°C, humidity : 10 to 90% RH</li> </ul>			
Interface	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX		USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX, IEEE802.11 b/g/n Wireless LAN	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX
Display	Graphics panel 84.1(W) x 33.6(H) mm, 320 x 128 dots			
Supported OS	<ul style="list-style-type: none"> <li>● Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows XP, Windows Server 2003</li> <li>● Mac OS X 10.4.0-10.8</li> </ul> Please refer to "Product Requirements" (P.46)			

## ■ Copier Specifications

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Document ADF size	A6  , B5  , A5  , A4  , letter  , legal 13/13.5/14, executive 			
Document glass	A6  , B5  , A5  , A4  , letter  , legal 13/13.5/14 (only MB461+LP/MB491+LP/MPS4700mb), executive 			
First copy Mono Time	Less than 11 seconds (ADF, High Speed)	Less than 11 seconds (ADF, High Speed)	Less than 11 seconds (ADF, High Speed)	Less than 10 seconds (ADF, High Speed)
Copies	Up to 99			

## ■ Fax Specifications

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Compatibility	-	ITU-T G3/Super G3		
Compression method	-	MH, MR, MMR, JBIG		
Modem speed	-	Up to 33.6 Kbps		
Lines	-	PSTN, PBX Line		
Line interface	-	RJ11 x 2 (Line/TEL)		
Document ADF size	-	A4, letter, legal 13/13.5/14		
Document glass	-	A4, letter, legal 13/13.5/14 (only MB491+LP/MPS4700mb)		
Transmission speed	-	Approx. 3 seconds/page (ITU-T, MMR, Normal)		
Stored document memory size	-	4 MB		
Storage document capacity	-	Up to 200 pages (ITU-T no.1, MMR, Normal)		
Resolution	-	<ul style="list-style-type: none"> <li>● Normal 8 dots x 3.85 line/mm</li> <li>● Fine 8 dots x 7.7 line/mm</li> <li>● Photo 8 dots x 7.7 line/mm</li> <li>● Extra-Fine 8 dots x 15.4 line/mm</li> </ul>		

## ■ PC Fax Specifications

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Interface	-	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX, IEEE802.11 b/g/n Wireless LAN	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX
Supported OS	-	Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows XP, Windows Server 2003		

## ■ Internet Fax Specifications

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Communication protocol	-	SMTP, POP3, MIME		
File format TIFF	-	TIFF		

## ■ Scanner Specifications

		<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Scanner type	Document Glass with ADF function				
Image sensor	Color CIS				
Light source	LED				
Document ADF thickness	60 to 105 g/m <sup>2</sup> (16 to 28 lb)				
	Document glass	20 mm			
ADF document capacity	50 sheets (80 g/m <sup>2</sup> )				
Scanning area	ADF	105 x 148 - 215.9 x 355.6 mm (4.13 x 5.8 - 8.5 x 14 inches)			
	Document glass	105 x 148 - 215.9 x 296.9 mm (4.13 x 5.8 - 8.5 x 11.69 inches) 105 x 148 - 215.9 x 355.6 mm (4.13 x 5.8 - 8.5 x 14 inches) (only MB461+LP/MB491+LP/MPS4700mb)			
Scanning speed	Color	Approx. 6 seconds/page (A4, 300 x 300 dpi, ADF simplex)			
	Mono	Approx. 2 seconds/page (A4, 300 x 300 dpi, ADF simplex)			

## ■ Scan To E-mail Specifications

		<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Communication protocol	SMTP, POP3, MIME				
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS				
Mail server authentication	SMTP-AUTH, POP3				
Supported mail server application	Lotus Domino Mail Server 5.0, Microsoft Exchange 2000 Server, Microsoft Exchange 2003 Server, Microsoft Exchange 2007 Server, Red Hat 7.0 Sendmail				
Supported LDAP server	Windows Server 2008 Active Directory, Windows Server 2003 ActiveDirectory, Windows 2000 Server Active Directory, Lotus Notes/Domino 7.0				
Supported mail application	Microsoft Office Outlook 2000, Microsoft Outlook Express 5.0/6.0, Windows Mail (Windows Vista), Windows Live Mail, Mail (MAC built-in application), Lotus Notes/Domino R5				

## ■ Scan To Network PC Specifications

		<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Communication protocol	FTP, HTTP, CIFS				

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/ grayscale only), XPS			

### ■ Scan To USB Memory Specifications

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Connectivity interface	USB2.0 Host IF			
Storage device	USB memory (Up to 32 GB) Not all USB memory products are guaranteed to work.			
Supported file system	FAT12, FAT (FAT16), FAT32			
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/ grayscale only), XPS			

### ■ Scan To Local PC Specifications

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Communication protocol	Windows TWAIN, WIA Mac OS X TWAIN, ICA			
File format	PDF, TIFF, JPEG, BMP, PCX, GIF, TGA, PNG, WMF, EMF			

### ■ Printing Specifications

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Printing method	Dry electrophotographic recording method with LED (Light-emitting diode)			
Emulation T	PCL6 (PCLXL), PCL5e	PCL6 (PCLXL), PCL5e, PostScript 3		
Resident fonts	PCL: 91 European fonts	PCL: 91 European fonts PS: 136 European fonts		
Resolution	600 x 600 dpi, 600 x 1200 dpi, 600 x 2400dpi	600 x 600 dpi, 1200 x 1200 dpi		600 x 600 dpi, 1200 x 1200 dpi
Color	black			

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Print speed (A4)	<ul style="list-style-type: none"> <li>● 600 x 600 dpi, 600 x 1200 dpi Simplex: Approx.33 ppm for MB461/ES4161 MFP</li> <li>Approx.45.5 ppm for MB461+LP</li> <li>Duplex: Approx.17 ppm</li> <li>● 600 x 2400 dpi Simplex: Approx.17 ppm</li> <li>Duplex: Approx.9 ppm</li> </ul>	<ul style="list-style-type: none"> <li>● 1200 x 1200 dpi, 600 x 600 dpi Simplex: Approx.33 ppm</li> <li>Duplex: Approx.17 ppm</li> </ul>		<ul style="list-style-type: none"> <li>● 1200 x 1200 dpi, 600 x 600 dpi Simplex: Approx.40 ppm for MB491/ES4191 MFP/MPS4200mb</li> <li>Approx.45.5 ppm for MB491+LP/ MPS4700mb</li> <li>Duplex: Approx.20 ppm</li> </ul>
First print out time	Standby	5 seconds or less		
	Power save	30 seconds or less		
Paper size	Tray1	Legal 13/13.5/14, letter, executive, Statement, A4, A5, B5, A6, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), custom size		
	Tray2 (Optional)	Legal 13/13.5/14, letter, executive, A4, A5, B5, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), custom size	Legal 13/13.5/14, letter, executive, A4, A5, B5, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), custom size	Legal 13/13.5/14, letter, executive, A4, A5, B5, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), custom size
	MP Tray	-	Legal 13/13.5/14, letter, executive, Statement, A4, A5, B5, A6, C5, C6, DL, Com-9, Com-10, Monarch, 16K (197 x 273 mm, 195 x 270mm, 184 x 260 mm), custom size	
	Manual Feeder	Legal 13/13.5/14, letter, executive, Statement, A4, A5, B5, A6, C5, C6, DL, Com-9, Com-10, Monarch, 16K (197 x 273 mm, 195 x 270mm, 184 x 260 mm), custom size	-	
	Duplex Printing	Legal 13/13.5/14, letter, executive, A4, B5, 16 K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)		
Custom size	<ul style="list-style-type: none"> <li>● Tray 1 100 x 148-216 x 355.6 mm (3.94 x 5.83-8.5 x 14 inches)</li> <li>● Tray 2 (optional) 148 x 210-216 x 355.6 mm (5.83 x 8.27-8.5 x 14 inches)</li> <li>● Manual Feeder 86 x 140-216 x 1320.8 mm (3.4 x 5.5-8.5 x 52 inches)</li> </ul>	<ul style="list-style-type: none"> <li>● Tray 1 100 x 148-216 x 355.6 mm (3.94 x 5.83-8.5 x 14 inches)</li> <li>● Tray 2 (optional) 148 x 210-216 x 355.6 mm (5.8 x 8.27-8.5 x 14 inches)</li> <li>● MP tray 86 x 140-216 x 1320.8 mm (3.4 x 5.5-8.5 x 52 inches)</li> </ul>	<ul style="list-style-type: none"> <li>● Tray 1 100 x 148-216 x 355.6 mm (3.94 x 5.83-8.5 x 14 inches)</li> <li>● Tray 2 (optional) 148 x 210-216 x 355.6 mm (5.8 x 8.27-8.5 x 14 inches)</li> <li>● MP tray 86 x 140-216 x 1320.8 mm (3.4 x 5.5-8.5 x 52 inches)</li> </ul>	

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Media type	Standard paper (60 g/m <sup>2</sup> - 163 g/m <sup>2</sup> ), envelopes, label.			
Feeding method	Automatic feeding from the tray 1 and tray 2 (optional), Manual feeding from Manual Feeder	Automatic feeding from the tray 1, MP tray and tray 2 (optional), Automatic feeding from MP tray	Automatic feeding from the tray 1, MP tray and tray 2 (optional), Automatic feeding from MP tray	
Paper loading capacity	<ul style="list-style-type: none"> <li>● Tray 1 250 sheets of Standard paper /80 g/m<sup>2</sup>, total thickness 25mm or lower.</li> <li>● Manual Feeder 1 sheet.</li> <li>● Tray 2 (optional) 530 sheets of Standard paper /80 g/m<sup>2</sup>, total thickness 53 mm or lower.</li> </ul>	<ul style="list-style-type: none"> <li>● Tray 1 250 sheets of Standard paper /80 g/m<sup>2</sup>, total thickness 25mm or lower.</li> <li>● MP tray 100 sheets of Standard paper /80 g/m<sup>2</sup> and total thickness 10mm or lower, 10 envelopes/ weight of 85 g/m<sup>2</sup>.</li> <li>● Tray 2 (optional) 530 sheets of Standard paper /80 g/m<sup>2</sup>, total thickness 53 mm or lower.</li> </ul>	<ul style="list-style-type: none"> <li>● Tray 1 250 sheets of Standard paper /80 g/m<sup>2</sup>, total thickness 25mm or lower.</li> <li>● MP tray 100 sheets of Standard paper /80 g/m<sup>2</sup> and total thickness 10mm or lower, 10 envelopes/ weight of 85 g/m<sup>2</sup>.</li> <li>● Tray 2 (optional) 530 sheets of Standard paper /80 g/m<sup>2</sup>, total thickness 53 mm or lower.</li> </ul>	
Output method	Face down			
Paper output capacity	<ul style="list-style-type: none"> <li>● Face down 150 sheets (less than 80 g/m<sup>2</sup>)</li> </ul>			
Print guaranteed area	6.35 mm or more from the paper edge (not applicable to special media such as envelopes)			
Print precision	Print beginning: ± 2 mm, paper skew: ± 1 mm/100 mm, image expansion: ± 1 mm/100 mm (80 g/m <sup>2</sup> )			
Warm-up time	<ul style="list-style-type: none"> <li>● From power on Less than 60 seconds</li> <li>● From power save mode Less than 25 seconds</li> </ul>			
Usage Environment Conditions	<ul style="list-style-type: none"> <li>● When in operation 10~32°C / Relative Humidity of 20~80% (maximum wet bulb temperature of 25°C, maximum dry bulb temperature of 2°C)</li> <li>● When not in operation 0~43°C / Relative Humidity of 10~90% (maximum wet bulb temperature of 26.8°C, maximum dry bulb temperature of 2°C)</li> </ul>			
Conditions for the guarantee of print quality	Temperature 10°C, humidity 30 to 78% RH/ temperature 32°C, humidity 30 to 54% RH/ humidity 30% RH, temperature 10 to 32°C/ humidity 80% RH, temperature 18 to 27°C			
Consumables, Maintenance Unit	Toner cartridges, image drum			



## ■ Print From USB Memory Specifications

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Interface	USB 2.0 (High Speed) Host IF			
Storage device	USB memory (Up to 32 GB) Not all USB memory products are guaranteed to work.			
Supported file system	FAT12, FAT (FAT16), FAT32			
File format	TIFF (TIFF 6.0 Baseline), PRN (PCL)	PDF (v1.7, Does not support encrypted PDF), JPEG, TIFF (TIFF 6.0 Baseline), PRN (PS/PCL)		

## ■ Network Specifications

	<b>MB461/ MB461+LP/ ES4161 MFP</b>	<b>MB471</b>	<b>MB471w</b>	<b>MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb</b>
Interface	Ethernet 10BASE-T/100BASE-TX		Ethernet 10BASE-T/ 100BASE-TX, IEEE802.11 b/g/n Wireless LAN	Ethernet 10BASE-T/ 100BASE-TX
Protocol	TCP/IPv4, TCP/IPv6, NetBEUI, NetBIOS over TCP, EtherTalk, NetWare, LPR, Port9100, IPP, FTP, HTTP, TELNET, SMTP, POP3, SNMPv1/v3, DHCP, BOOTP, DNS, DDNS, UPnP, WINS, SLP, Bonjour (Rendezvous), SNTP, LLTD, Web Services Discovery (WSD), SSL/TLS, IPsec, CIFS, SMB (Version 1.0), LDAPv3, Kerberos		TCP/IPv4, TCP/IPv6, NetBEUI, NetBIOS over TCP, EtherTalk, NetWare, LPR, Port9100, IPP, FTP, HTTP, TELNET, SMTP, POP3, SNMPv1/v3, DHCP, BOOTP, DNS, DDNS, UPnP, WINS, SLP, Bonjour (Rendezvous), SNTP, LLTD, Web Services Discovery (WSD), SSL/TLS, IPsec, CIFS, SMB (Version 1.0), LDAPv3, Kerberos, IEEE802.11 b/g/n, Infrastructure Mode, WEP, WPA(TKIP/AES), WPS-PCB/WPS-PIN, Open system authentication, IEEE802.1x authentication	TCP/IPv4, TCP/IPv6, NetBEUI, NetBIOS over TCP, EtherTalk, NetWare, LPR, Port9100, IPP, FTP, HTTP, TELNET, SMTP, POP3, SNMPv1/v3, DHCP, BOOTP, DNS, DDNS, UPnP, WINS, SLP, Bonjour (Rendezvous), SNTP, LLTD, Web Services Discovery (WSD), SSL/TLS, IPsec, CIFS, SMB (Version 1.0), LDAPv3, Kerberos
Supported browsers	Microsoft IE 6.0 or later, Safari 2.0 or later, Firefox 3.0 or later			

## ■ Wireless LAN Specifications

	MB461/ MB461+LP/ ES4161 MFP	MB471	MB471w	MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb
Wireless LAN adapter	-	-	OkiLAN520w	-
Wireless LAN standard	-	-	IEEE802.11b/g/n conformity (2.4GHz)	-
Transfer rate	-	-	11n technology: Max150Mbps IEEE802.11g: Max54Mbps IEEE802.11b: Max11Mbps	-
Antenna system	-	-	Built-in Antenna 1T1R	-
LAN protocol	-	-	TCP/IP (IPv6/IPv4)	-
Security	-	-	WEP(128/ 64bit),WPA,WPA2,IE EE802.1x wireless securities.	-

## ● Specifications (MB441/MB451/MB451w)













MFP Model	Model Number
MB441	N22205B
MB451	N22206B
MB451w	N22207B

## ■ General Specifications

	MB441	MB451	MB451w
CPU	<ul style="list-style-type: none"> <li>● Printer controller PowerPC405 , 330 MHz</li> <li>● Scanner controller ARM9 max 266 MHz</li> </ul>		
Memory Resident	<ul style="list-style-type: none"> <li>● Printer controller 256 MB</li> <li>● Scanner controller 128 MB</li> </ul>		
Flash ROM	Printer Controller	SPI ROM : 16MB x 2	
	Scanner Controller	NAND : 64 MB SPI : 2 MB	
Storage Device	-		
Weight	20 kg (including consumables)		
Dimensions	427 (W) x 425 (D) x 455 (H)		
Power supply	N22205A, N22206A, N22207A: 120V AC ±10% , 50/60Hz ±2% N22205B, N22206B, N22207B: 220V AC ±10%, 50/60Hz ±2%		

	MB441	MB451	MB451w
Power consumption	<ul style="list-style-type: none"> <li>● Typical operation 540 W</li> <li>● Idle 80 W</li> <li>● Peak 950 W</li> <li>● Sleep mode Less than 3 W</li> <li>● Power save mode Less than 14 W</li> <li>● Off mode Less than 0.5 W</li> </ul>	<ul style="list-style-type: none"> <li>● Typical operation 580 W</li> <li>● Idle 80 W</li> <li>● Peak 950 W</li> <li>● Sleep mode Less than 3 W</li> <li>● Power save mode Less than 14 W</li> <li>● Off mode Less than 0.5 W</li> </ul>	<ul style="list-style-type: none"> <li>● Typical operation 580 W</li> <li>● Idle 80 W</li> <li>● Peak 950 W</li> <li>● Sleep mode Less than 3 W</li> <li>● Power save mode 18 W</li> <li>● Off mode Less than 0.5 W</li> </ul>
Operating condition	<ul style="list-style-type: none"> <li>● Operating Temperature : 10 to 32°C, humidity : 20 to 80% RH</li> <li>● Idle Temperature : 0 to 43°C, humidity : 10 to 90% RH</li> </ul>		
Interface	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX		USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX, IEEE802.11 b/g/n Wireless LAN
Display	Graphics panel 84.1(W) x 33.6(H) mm, 320 x 128 dots		
Supported OS	<ul style="list-style-type: none"> <li>● Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows XP, Windows Server 2003</li> <li>● Mac OS X 10.4.0-10.8</li> </ul> Please refer to "Product Requirements" (P.46)		

## ■ Copier Specifications

	MB441	MB451	MB451w
Document ADF size	A6  , B5  , A5  , A4  , letter  , legal 13/13.5/14, executive 		
Document glass	A6  , B5  , A5  , A4  , letter  , executive 		
First copy Mono Time	10 seconds or less (ADF, High Speed)	10 seconds or less (ADF, High Speed)	10 seconds or less (ADF, High Speed)
Copies	Up to 99		

## ■ Fax Specifications

	MB441	MB451	MB451w
Compatibility	-	ITU-T G3/Super G3	
Compression method	-	MH, MR, MMR, JBIG	
Modem speed	-	Up to 33.6 Kbps	
Lines	-	PSTN, PBX Line	
Line interface	-	RJ11 x 2 (Line/TEL)	
Document ADF size	-	A4, letter, legal 13/13.5/14	
Document glass	-	A4, letter	
Transmission speed	-	Approx. 3 seconds/page (ITU-T, MMR, Normal)	
Stored document memory size	-	4 MB	
Storage document capacity	-	Up to 200 pages (ITU-T no.1, MMR, Normal)	

	MB441	MB451	MB451w
Resolution	-	<ul style="list-style-type: none"> <li>● Normal 8 dots x 3.85 line/mm</li> <li>● Fine 8 dots x 7.7 line/mm</li> <li>● Photo 8 dots x 7.7 line/mm</li> <li>● Extra-Fine 8 dots x 15.4 line/mm</li> </ul>	

### ■ PC Fax Specifications

	MB441	MB451	MB451w
Interface	-	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX, IEEE802.11 b/g/n Wireless LAN
Supported OS	-	Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows XP, Windows Server 2003	

### ■ Internet Fax Specifications

	MB441	MB451	MB451w
Communication protocol	-	SMTP, POP3, MIME	
File format TIFF	-	TIFF	

### ■ Scanner Specifications

	MB441	MB451	MB451w
Scanner type	Document Glass with ADF function		
Image sensor	Color CIS		
Light source	LED		
Document ADF thickness	60 to 105 g/m <sup>2</sup> (16 to 28 lb)		
Document glass	20 mm		
ADF document capacity	50 sheets (80 g/m <sup>2</sup> )		
Scanning area	ADF	105 x 148 - 215.9 x 355.6 mm (4.13 x 5.8 - 8.5 x 14 inches)	
	Document glass	105 x 148 - 215.9 x 296.9 mm (4.13 x 5.8 - 8.5 x 11.69 inches)	
Scanning speed	Color	Approx. 6 seconds/page (A4, 300 x 300 dpi, ADF simplex)	
	Mono	Approx. 2 seconds/page (A4, 300 x 300 dpi, ADF simplex)	

### ■ Scan To E-mail Specifications

	MB441	MB451	MB451w
Communication protocol	SMTP, POP3, MIME		
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS		
Mail server authentication	SMTP-AUTH, POP3		

	MB441	MB451	MB451w
Supported mail server application	Lotus Domino Mail Server 5.0, Microsoft Exchange 2000 Server, Microsoft Exchange 2003 Server, Microsoft Exchange 2007 Server, Red Hat 7.0 Sendmail		
Supported LDAP server	Windows Server 2008 Active Directory, Windows Server 2003 ActiveDirectory, Windows 2000 Server Active Directory, Lotus Notes/Domino 7.0		
Supported mail application	Microsoft Office Outlook 2000, Microsoft Outlook Express 5.0/6.0, Windows Mail (Windows Vista), Windows Live Mail, Mail (MAC built-in application), Lotus Notes/Domino R5		

### ■ Scan To Network PC Specifications

	MB441	MB451	MB451w
Communication protocol	FTP, HTTP, CIFS		
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS		

### ■ Scan To USB Memory Specifications

	MB441	MB451	MB451w
Connectivity interface	USB2.0 Host IF		
Storage device	USB memory (Up to 32 GB) Not all USB memory products are guaranteed to work.		
Supported file system	FAT12, FAT (FAT16), FAT32		
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS		

### ■ Scan To Local PC Specifications

	MB441	MB451	MB451w
Communication protocol	Windows	TWAIN, WIA	
	Mac OS X	TWAIN, ICA	
File format	PDF, TIFF, JPEG, BMP, PCX, GIF, TGA, PNG, WMF, EMF		

### ■ Printing Specifications

	MB441	MB451	MB451w
Printing method	Dry electrophotographic recording method with LED (Light-emitting diode)		
Emulation T	PCL6 (PCLXL), PCL5e	PCL6 (PCLXL), PCL5e, PostScript 3	
Resident fonts	PCL: 91 European fonts	PCL: 91 European fonts PS: 136 European fonts	
Resolution	600 x 600 dpi, 600 x 1200 dpi, 600 x 2400dpi	600 x 600 dpi	
Color	black		
Print speed (A4)	● 600 x 600 dpi Simplex: Approx.29 ppm Duplex: Approx.17 ppm	● 600 x 600 dpi Simplex: Approx.29 ppm Duplex: Approx.17 ppm	
First print out time	Standby	5 seconds or less	
	Power save	30 seconds or less	

	MB441	MB451	MB451w
Paper size Tray1	Legal 13/13.5/14, letter, executive, Statement, A4, A5, B5, A6, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), custom size		
MP Tray	-	Legal 13/13.5/14, letter, executive, Statement, A4, A5, B5, A6, C5, C6, DL, Com-9, Com-10, Monarch, 16K (197 x 273 mm, 195 x 270mm, 184 x 260 mm), custom size	
Manual Feeder	Legal 13/13.5/14, letter, executive, Statement, A4, A5, B5, A6, C5, C6, DL, Com-9, Com-10, Monarch, 16K (197 x 273 mm, 195 x 270mm, 184 x 260 mm), custom size	-	
Duplex Printing	Legal 13/13.5/14, letter, executive, A4, B5, 16 K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)		
Custom size	<ul style="list-style-type: none"> <li>● Tray 1 100 x 148-216 x 355.6 mm (3.94 x 5.83-8.5 x 14 inches)</li> <li>● Manual Feeder 86 x 140-216 x 1320.8 mm (3.4 x 5.5-8.5 x 52 inches)</li> </ul>	<ul style="list-style-type: none"> <li>● Tray 1 100 x 148-216 x 355.6 mm (3.94 x 5.83-8.5 x 14 inches)</li> <li>● MP tray 86 x 140-216 x 1320.8 mm (3.4 x 5.5-8.5 x 52 inches)</li> </ul>	
Media type	Standard paper (60 g/m <sup>2</sup> - 163 g/m <sup>2</sup> ), envelopes, label.		
Feeding method	Automatic feeding from the tray 1, Manual feeding from Manual Feeder	Automatic feeding from the tray 1, MP tray	
Paper loading capacity	<ul style="list-style-type: none"> <li>● Tray 1 250 sheets of Standard paper /80 g/m<sup>2</sup>, total thickness 25mm or lower.</li> <li>● Manual Feeder 1 sheet.</li> </ul>	<ul style="list-style-type: none"> <li>● Tray 1 250 sheets of Standard paper /80 g/m<sup>2</sup>, total thickness 25mm or lower.</li> <li>● MP tray 100 sheets of Standard paper /80 g/m<sup>2</sup> and total thickness 10mm or lower, 10 envelopes/ weight of 85 g/m<sup>2</sup>.</li> </ul>	
Output method	Face down		
Paper output capacity	<ul style="list-style-type: none"> <li>● Face down 150 sheets (less than 80 g/m<sup>2</sup>)</li> </ul>		
Print guaranteed area	6.35 mm or more from the paper edge (not applicable to special media such as envelopes)		
Print precision	Print beginning: ± 2 mm, paper skew: ± 1 mm/100 mm (80 g/m <sup>2</sup> )		
Warm-up time	<ul style="list-style-type: none"> <li>● From power on Less than 60 seconds</li> <li>● From power save mode Less than 25 seconds</li> </ul>		
Usage Environment Conditions	<ul style="list-style-type: none"> <li>● When in operation 10~32°C / Relative Humidity of 20~80% (maximum wet bulb temperature of 25°C, maximum dry bulb temperature of 2°C)</li> <li>● When not in operation 0~43°C / Relative Humidity of 10~90% (maximum wet bulb temperature of 26.8°C, maximum dry bulb temperature of 2°C)</li> </ul>		
Conditions for the guarantee of print quality	Temperature 10°C, humidity 30 to 78% RH/ temperature 32°C, humidity 30 to 54% RH/ humidity 30% RH, temperature 10 to 32°C/ humidity 80% RH, temperature 18 to 27°C		
Consumables, Maintenance Unit	Toner cartridges, image drum		

## ■ Print From USB Memory Specifications

	MB441	MB451	MB451w
Interface	USB 2.0 (High Speed) Host IF		
Storage device	USB memory (Up to 32 GB) Not all USB memory products are guaranteed to work.		
Supported file system	FAT12, FAT (FAT16), FAT32		
File format	TIFF (TIFF 6.0 Baseline), PRN (PCL)	PDF (v1.7, Does not support encrypted PDF), JPEG, TIFF (TIFF 6.0 Baseline), PRN (PS/PCL)	

## ■ Network Specifications

	MB441	MB451	MB451w
Interface	Ethernet 10BASE-T/100BASE-TX		Ethernet 10BASE-T/ 100BASE-TX, IEEE802.11 b/ g/n Wireless LAN
Protocol	TCP/IPv4, TCP/IPv6, NetBEUI, NetBIOS over TCP, EtherTalk, NetWare, LPR, Port9100, IPP, FTP, HTTP, TELNET, SMTP, POP3, SNMPv1/v3, DHCP, BOOTP, DNS, DDNS, UPnP, WINS, SLP, Bonjour (Rendezvous), SNMP, LLTD, Web Services Discovery (WSD), SSL/TLS, IPSec, CIFS, SMB (Version 1.0), LDAPv3, Kerberos		TCP/IPv4, TCP/IPv6, NetBEUI, NetBIOS over TCP, EtherTalk, NetWare, LPR, Port9100, IPP, FTP, HTTP, TELNET, SMTP, POP3, SNMPv1/v3, DHCP, BOOTP, DNS, DDNS, UPnP, WINS, SLP, Bonjour (Rendezvous), SNMP, LLTD, Web Services Discovery (WSD), SSL/TLS, IPSec, CIFS, SMB (Version 1.0), LDAPv3, Kerberos, IEEE802.11 b/g/n, Infrastructure Mode, WEP, WPA(TKIP/AES), WPS-PCB/ WPS-PIN, Open system authentication, IEEE802.1x authentication
Supported browsers	Microsoft IE 6.0 or later, Safari 2.0 or later, Firefox 3.0 or later		

## ■ Wireless LAN Specifications

	MB441	MB451	MB451w
Wireless LAN adapter	-	-	OkiLAN520w
Wireless LAN standard	-	-	IEEE802.11b/g/n conformity (2.4GHz)
Transfer rate	-	-	11n technology: Max150Mbps IEEE802.11g: Max54Mbps IEEE802.11b: Max11Mbps
Antenna system	-	-	Built-in Antenna 1T1R
LAN protocol	-	-	TCP/IP (IPv6/IPv4)
Security	-	-	WEP(128/ 64bit), WPA, WPA2, IEEE802. 1x wireless securities.



**Regulatory wireless LAN statements**

- FCC Statement
- Notice to users in Canada
- Europe-CE Declaration of conformity.

**FCC statement****FCC WARNING**

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

**Notice to users in Canada**

This device complies with Part 15 of FCC Rules and Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

Le présent appareil est conforme aux la partie 15 des règles de la FCC et CNR d'Udustrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

This Class [B] digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe [B] est conforme à la norme NMB-003 du Canada.

# Europe - CE Declaration of Conformity



This equipment complies with the essential requirements of the European Union directive 1999/5/EC.

The telecommunications functionality of this product may be used in the following EU and EFTA countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.

## Wireless Operation Channel for Different Domains

N.America	2.412-2.462 GHz	Ch01-CH11
Europe ETSI	2.412-2.472 GHz	Ch01 - Ch13

## France

Some areas of France have a restricted frequency band. The worst case maximum authorized power indoors is:

- 10 mW for the entire 2.4 GHz band (2400 MHz-2483.5 MHz).
- 100 mW for frequencies between 2446.5 MHz and 2483.5 MHz (NOTE—Channels 10 through 13 inclusive operate in the band 2446.6 MHz to 2483.5 MHz).

There are few possibilities for outdoor use: On private property or on the private property of public persons, use is subject to a preliminary authorization procedure by the Ministry of Defence, with maximum authorized power of 100 mW in the 2446.5-2483.5 MHz band. Use outdoors on public property is not permitted.

In the departments listed below, for the entire 2.4 GHz and:

Maximum authorized power indoors is 100 mW.

Maximum authorized power outdoors is 10 mW.

Departments in which the use of the 2400-2483.5 MHz band is permitted with an EIRP of less than 100mW indoors and less than 10mW outdoors:

01 Ain	02 Aisne	03 Allier	05 Hautes Alpes	08 Ardennes	09 Ariège
11 Aude	12 Aveyron	16 Charente	24 Dordogne	25 Doubs	26 Drôme
32 Gers	36 Indre	37 Indre et Loire	41 Loir et Cher	42 Loire	45 Loiret
50 Manche	55 Meuse	58 Nièvre	59 Nord	60 Oise	61 Orne
63 Puy de Dôme	64 Pyrénées Atlantique	66 Pyrénées Orientales	67 Bas Rhin	68 Haut Rhin	70 Haute Saône
71 Saône et Loire	75 Paris	82 Tarn et Garonne	84 Vaucluse	88 Vosges	89 Yonne
90 Territoire de Belfort	94 Val de Marne				

This requirement is likely to change over time, allowing you to use your wireless LAN card in more areas within France. Please check with ART for the latest Information ([www.art-telecom.fr](http://www.art-telecom.fr))

## Italia

Approved for indoor use only. The outdoor use is subject to an official permission.

## Use Wireless Communications

This page explains the radio wave used by OkiLAN520w.

OkiLAN520w operates at 2.4GHz.

No radio license is required to use OkiLAN520w. Take note of the following points.

### **Do not use OkiLAN520w near the following equipments or places.**

The following equipment may use the same band. If you use OkiLAN520w near this equipment, the radio waves from OkiLAN520w and the following devices may interfere with each other.

- Microwave, scientific instruments, pacemaker or other medical equipment.
- Licensed radio station in a factory.
- Small power radio station (a non-licensed radio station).

### **Do not use OkiLAN520w near a cellular phone, TV or Radio.**

A cellular phone, TV, and radio use a different radio band than our product. Generally if they are used near OkiLAN520w, it will not cause a problem. However, when they approximate OkiLAN520w, sound or image noise can happen.

### **If there is reinforced concrete/metal between wireless devices, they may not connect.**

OkiLAN520w can connect through wood or glass, but can have trouble communicating through reinforced concrete/metal.

### **Wireless Equipment for 2.4GHz band**

This band of equipment is used by a microwave, industry, science, medical equipment and licensed in room or low power (non licensed) radio stations.

- Before you use this equipment, verify that it will not interfere with other broadcasting.
- If interference happens, stop using the equipment or change the band.

## ● Basic steps in Windows

These are the steps for displaying the driver setting window from [**Printer**] / [**Printer and FAX**] folder for Windows OS used for examples in this manual other than Windows 7.



- The steps for Windows Server 2008 R2 are the same as Windows 7.
- For Windows 8 and Windows Server 2012, follow the procedures below to display the device and printer. Select [**Desktop**], [**Charm bar**](displayed by moving the mouse cursor to the top-right corner of the screen or by clicking the right of the screen), [**Setup**], [**Control Panel**], and [**Displaying Devices and Printers**]. The steps from the device and printer are the same as Windows 7.
- If you have multiple drivers installed, the icons for each driver are displayed in the [**Printer**] / [**Printer and FAX**] folder. Please follow the below steps using the drivers you want to set/check. Please follow the below steps using the drivers you want to set/check.

### Displays the Property screen

#### ■ For Windows Vista/Windows Server 2008

- 1 Click [**Start**], and select [**Control Panel**] > [**Printer**].
- 2 Right-click on the OKI MB491 icon, and select [**Properties**].

#### ■ For Windows XP/Windows Server 2003

- 1 Click [**Start**], and select [**Printers and Faxes**] .
- 2 Right-click on the OKI MB491 icon, and select [**Properties**].

### Displays the printer setting screen

#### ■ For Windows Vista/Windows Server 2008

- 1 Click [**Start**], and select [**Control Panel**] > [**Printer**].
- 2 Right-click on the OKI MB491 icon, and select [**Printing Preferences**].

#### ■ For Windows XP/Windows Server 2003

- 1 Click [**Start**], and select [**Printers and Faxes**].
- 2 Right-click on the OKI MB491 icon, and select [**Printing Preferences**].

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