OKI
PRINTING SOLUTIONS

C3520 / C3530MFP

User's Guide

PREFACE

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

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

The most up-to-date drivers and manuals are available from the Oki web site:

http://www.okiprintingsolutions.com

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

As an Energy Star Program Participant, the manufacturer has determined that this product meets the Energy Star guidelines for energy efficiency. (3520MFP only)

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

Please note that Microsoft Windows XP was used to produce all screenshots in this manual. These screenshots may vary if you are using any other operating system, but the principle is the same.

EMERGENCY FIRST AID

Take care with toner powder:

If swallowed, induce vomiting and seek medical attention. Never attempt to induce vomiting if person is unconscious.

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.

ENVIRONMENTAL INFORMATION

Contents

NOTES, CAUTIONS AND WARNINGS

NOTE:
A note provides additional information to supplement the main text.

CAUTION!

A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING!

A warning provides additional information which, if ignored, may result in a risk of personal injury.

For the protection of your product, and in order to ensure that you benefit from its full functionality, this model has been designed to operate only with genuine Oki Printing Solutions toner cartridges. These can be identified by the Oki Printing Solutions trademark. Any other toner cartridge may not operate at all, even if it is described as "compatible", and if it does work, your product's performance and print quality may be degraded.

Specifications subject to change without notice. All trademarks acknowledged.

INTRODUCTION

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

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

Your MFP includes these features:

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

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

> Printing:

Up to 12 pages per minute (ppm) (C3520MFP) or 16 ppm (C3530MFP) in full colour - for fast printing of high impact colour presentations and other documents.

Up to 16 ppm (C3520MFP) or 20 ppm (C3530MFP) at 300 dpi in black and white - for fast and efficient printing of all general purpose documents not requiring colour.

> Copying

Up to 12 copies per minute (cpm) (C3520MFP) or 16cpm (C3530MFP) at 300 dpi, in full colour - for fast copying.

Up to 6 cpm (C3520MFP) or 20 cpm(C3530MFP) at 300 dpi in black and white - for fast and efficient copying of all general purpose documents not requiring colour.

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

> 600 x 600dpi x 2bit print resolution for high quality image production showing the finest detail (ProQ2400).

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

- **>** Banner Printing (C3530MFP).

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

- **>** High speed USB 2.0 interface.

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

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

- **>** Scan to E-mail - Connected to an Ethernet network and a SMTP server, this MFP allows you to transmit document(s) over the internet via e-mail. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

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

- **>** Scan to Fax (C3530MFP) - Allows you to send and receive scanned documents to/from another facsimile machine.

- **>** Scan to memory - Scan to USB memory.

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

- **>** Network/PC Printing - When connected to a Network, the MFP is able to perform network or PC printing (available in "Scan-to" mode").

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

> **Simplified Operator panel**

> **Address Book/Profiles Managing** - This provides a convenient way to manage all the e-mail addresses and profiles (filing destinations). Simply typing the machine's IP address in the URL field of your browser will prompt the MFP web page. This web page allows you to create up to 100 e-mail addresses and several filing destinations to manage your document.

The following optional feature is available:

> **C3530MFP only** - 256MB additional memory, to allow the printing of more complex pages.

MFP OVERVIEW

FRONT VIEW

1. Scanner bed.

2. Automatic Document Feeder (ADF) Unit.ADF Paper Tray. Max. 50 sheets A4 at 60 - 120g/m².

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

4. Document Cover.

5. Operator Control Panel.

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

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

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

9. USB Memory port

REAR VIEW

This view shows the connection panel and the rear output stacker.
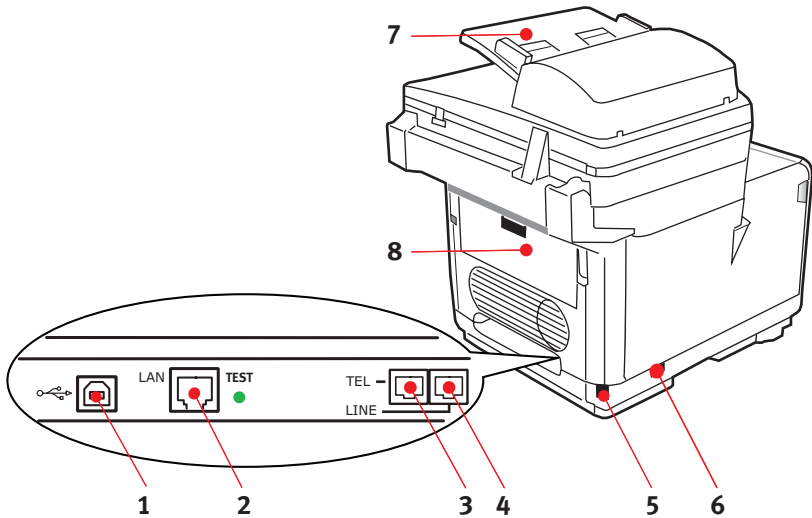
1. USB connection.	**5.** IEC (CE22) AC power connection.
2. Local Area Network connection.	**6.** AC Power ON/OFF switch.
3. Local Telephone handset connection.	**7.** Automatic Document Feeder (ADF).
4. Telephone line connection.	**8.** Rear paper stacker (closed).

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

THE OPERATOR PANEL

1. Key Pad	Used to enter numbers, upper-case/lower-case letters and symbols in the Entry Line.
2. **LEFT** key	**When in switching Mode:**
	Returns the display to the Function Selection screen or Scan Sub Function Selection screen from the Stand-by screen.
	When Setting up:
	Increments the value of the tree structure.
3. **UP** Key	**When setting up or in switching Mode:**
	Moves the cursor UP.
4. **DOWN** Key	**When setting up or in switching Mode:**
	Moves the cursor DOWN.
5. **ENTER Key**	**When switching Mode:**
	Used to confirm the Mode selected.
	Used to start Push Scan (If Push Scan is selected, the Executing Push Scan screen appears).
	When Setting up:
	Decrements the value of the tree structure.
	Increments the value of the tree structure as the set value is confirmed.
	When entering PIN ID:
	Used to confirm the PIN ID entered.

6. **RIGHT** Key	**When in switching Mode:**	
	Used to confirm the Mode selected.	
	Used to start Push Scan (If Push Scan is selected, the Executing Push Scan screen appears).	
	When Setting up:	
	Decrements the value of the tree structure.	
	Increments the value of the tree structure as the set value is confirmed.	
7. LCD display	128 x 64 dot.	
8. **START** Key (a = monochrome; b= colour)	When entering PIN ID, used to confirm the PIN ID entered.	
	Executes the function selected.	
	Executes Copy.	
	Executes Scan to E-mail/ USB Memory/ Server.	
	Executes Fax Send.	
	Executes Fax Manual Receive.	
	Recovery from Error/Warning states.	
	When pressed from the Screen Entry screen, confirms the characters or functions selected.	
9. **STOP** Key	Stops the function being executed.	
	Stops Copy.	
	Stops Scan to E-mail/ Memory/ Server.	
	Stops Fax Send.	
	Cancels Print Job.	
	Recover from Error/Warning states:	
	Used to confirm error messages (when an error that does not need recovery operation has occurred).	
	Recovering from Error/Warning states.	
	Forces a return to the Mode Selection screen from each Stand-by screen (all settings shown on the Stand-by screen return to User Default values).	

LANGUAGES SUPPORTED:

English	German	French
Italian	Spanish	Swedish
Norwegian	Danish	Dutch
Portuguese	Greek	Brazilian Portuguese
Russian	Polish	Turkish
Czech	Hungarian	Finnish

NOTES:

1. *This list is not exhaustive or conclusive.*

2. *See the information enclosed with the product (the Panel Language Setup utility) on the procedure for changing the language setting.*

GETTING STARTED

INSTALLING MFP DRIVERS AND UTILITIES

NOTE:
You must be logged on as an administrator or a member of the Administrators group in order to complete this procedure. If your computer is connected to a network, network policy settings may also prevent you from completing this procedure.

TWAIN AND PRINTER DRIVERS

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

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

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

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

Plug and play installation

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

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

2. Switch on the Printer.

3. Insert the Drivers & Utilities CD.

If CD autoboots, cancel the dialogue.

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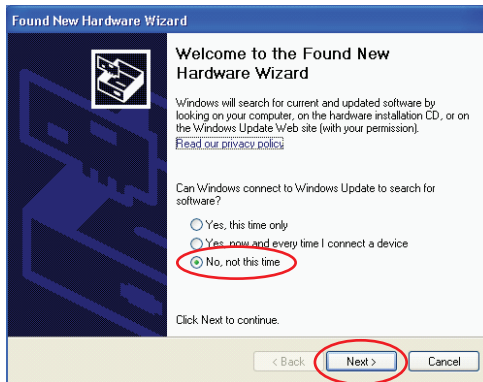
If you do not see the 'New Hardware Found' dialogue, please check that power and USB cables are connected properly, and the printer is switched on.

4. Install Twain driver first

5. Next install the Printer driver
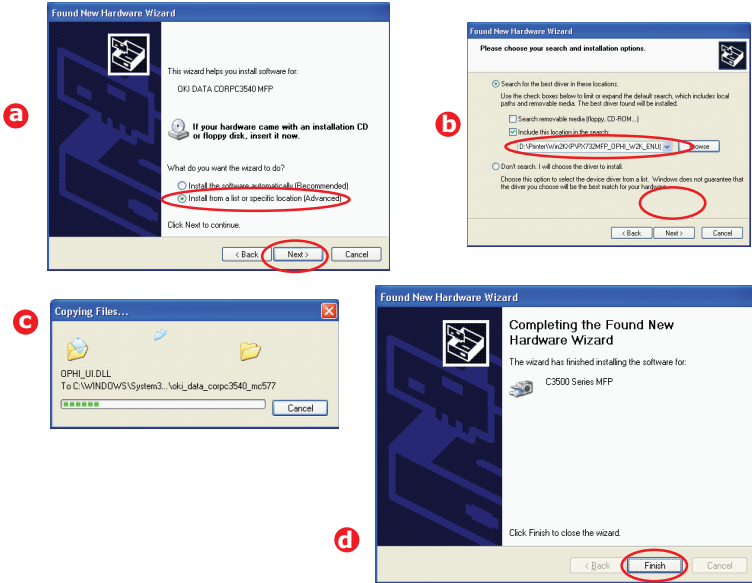
FAX PRINTER DRIVER (C3530MFP ONLY)

The Fax Printer Driver allows you to send faxes directly from your computer without printing the document first.

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

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

Installing the fax printer driver

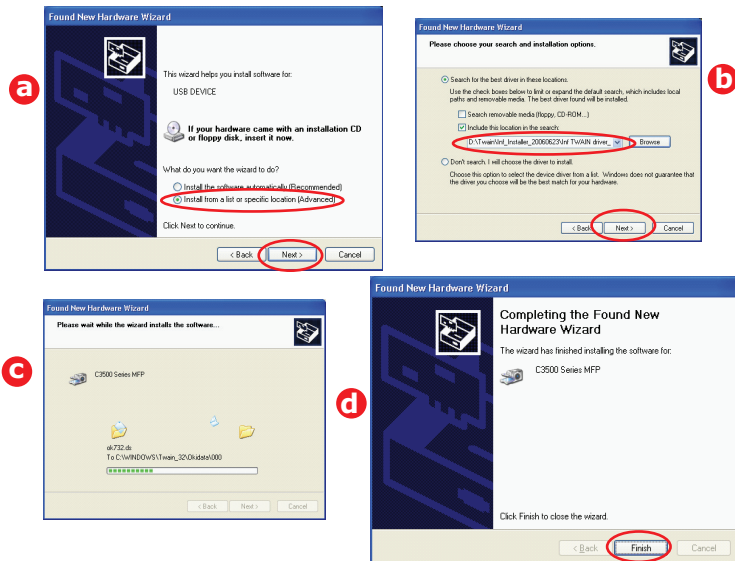This is installed as part of the Oki driver installer wizard.

HOTKEY UTILITY

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

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

Information on using the Hotkey utility can be found in .

Setting up the Hotkey Utility

1.   Install the Hotkey utility from the CD:

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

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

3. Select Settings. The following screen will appear.
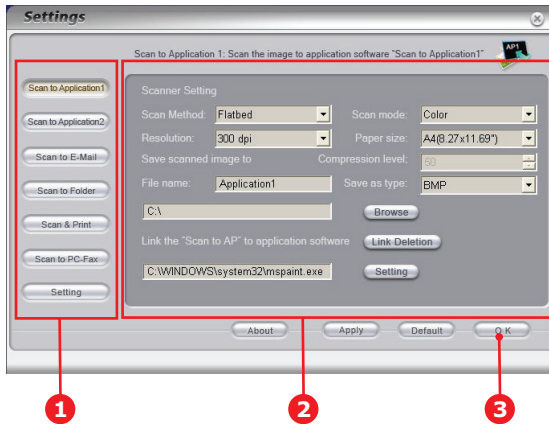
4. Select the function you want to set in section (1).

5. Set the parameters for this function in section (2).

6. When you have completed settings, press OK (3).

The Utility will return to the Hotkey console (para. 2 above).

MFP SETUP TOOL

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

The setup program does not automatically place an icon on your desktop. If you wish, you can drag and drop this icon on to your desktop for ease of future use.

The MFP setup tool can discover C3520/C3530MFP devices over USB or network connections. This only detects Oki C3520/C3530MFP devices.

There are 6 main functions included in this software;

> MFP Settings

> Colour Adjustment

> Address Book Manager

> Phone Book Manager

> Profile Manager

> PIN Manager.

Each of these functions is described below.
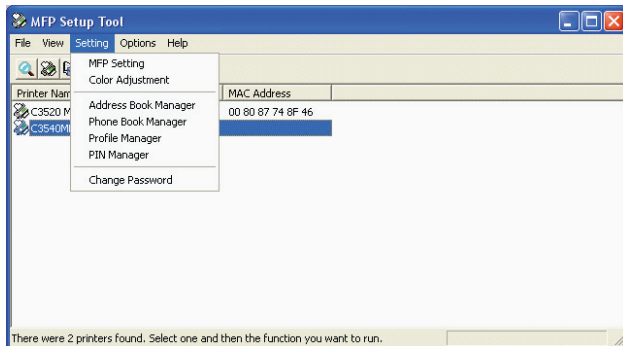
1. **MFP Settings**: Allows you to change most of the same settings as you'd see on the MFP's operator panel, on a locally connected PC.

   The settings include an Admin. menu. This is password protected and hidden by default. To enable the Admin menu, select: Setting>MFP Setting>Display > Administrator menu and enter the MFP's password.
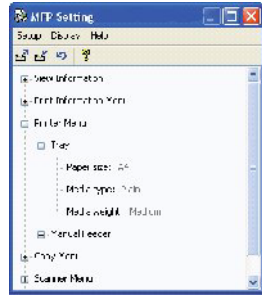
2. **Colour Adjustment**: Changes the Hue and Saturation of the MFP's copy function. It doesn't affect the print or scan colour.
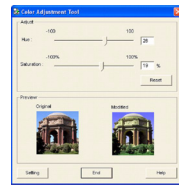
3. **Address Book Manager**: Adds names, email addresses, assign them to IDs (for scan to email feature of MFP)
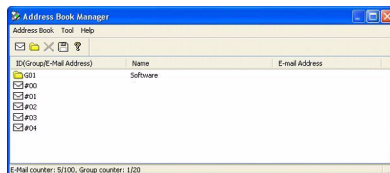
   > Arrange people into groups.

   > Import and export settings to CSV files.

   > Import settings from other Oki MFP devices.

4. **Phone Book Manager** (C3530MFP only):

For managing people and fax numbers (for "scan to fax" feature of MFP). Add names, fax numbers, assign them to speed dial numbers.
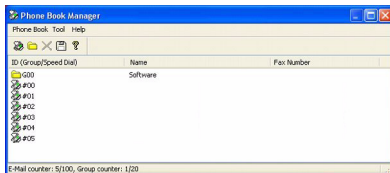
> Arrange people into groups.

> Import and export settings to CSV files.

> Import settings from other Oki MFP devices.

5. **Profile Manager**: A profile is a set of saved settings for scanning to a networked PC. A profile consists of the following:
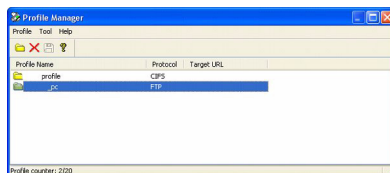
> Details for connecting to the networked PC (protocol, port, user name, password etc)

> Paper size

> File format to scan to (PDF, TIFF, JPEG) and format settings such as resolution, compression

> Import and export settings to CSV files

> Import settings from other Oki MFP devices

6. **PIN Manager**: The MFP can have access control switched on the front panel. If this is the case, a PIN (Personal Identification Number) is required to use the MFP. The PIN Manager creates PIN numbers and assigns them rights such as whether they can copy, print, scan to email, scan to network PC or fax.
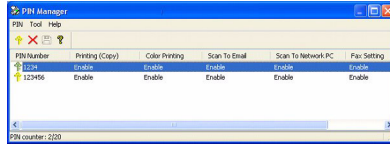
> Import and export settings to CSV files.

> Import settings from other Oki MFP devices.

SCANNER/COPIER SECTION

The MFP can scan/copy/send document(s) either using the ADF (Automatic Document Feeder) or manually on the glass.

If you wish to scan/copy/send multiple pages, use the ADF. The ADF can hold up to 50 pages at one time.

If you wish to scan/copy/send pages from books, newspaper clippings, or paper with wrinkles or curls, use the glass.

An instant single copy, in monochrome (8a) or colour (8b), can be made by pressing the appropriate button on the operator panel.

8b

8a
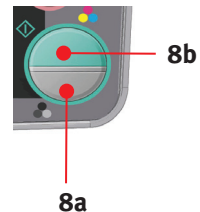
PRINTER SECTION

PAPER RECOMMENDATIONS

Your MFP will handle a variety of print media, including a range of paper weights and sizes. This section provides general advice on choice of media, and explains how to use each type.

The best performance will be obtained when using standard 75~90g/m² paper designed for use in copiers and laser printers. Suitable types are:

> Arjo Wiggins Conqueror Colour Solutions 90g/m²;

> Colour Copy by Neusiedler.

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

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

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

Transparencies should be of the type designed for use in copiers and laser printers. We strongly recommend Oki transparencies (Order No. 01074101). In particular, avoid office transparencies designed for use by hand with marker pens. These will melt in the fuser and cause damage.

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

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

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

CASSETTE TRAY

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

SIZE	DIMENSIONS	WEIGHT (G/M²)
A6	105 x 148mm	
A5	148 x 210mm	
B5	182 x 257mm	
Executive	184.2 x 266.7mm	Light 64-74g/m²
A4	210 x 297mm	Medium 75-90g/m²
Letter	215.9 x 279.4mm	Heavy 91-120g/m²
Legal 13in.	216 x 330mm	
Legal 13.5in.	216 x 343mm	
Legal 14in.	216 x 356mm	

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

MULTI PURPOSE TRAY

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

The multi purpose tray can feed paper widths as small as 105mm and lengths up to 1200mm (banner printing - C3530MFP only).

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

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

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

C3520

SIZE	DIMENSIONS	WEIGHT (G/M²)
A6	105 x 148mm	
A5	148 x 210mm	
B5	182 x 257mm	
Executive	184.2 x 266.7mm	Light: 64-74g/m²
A4	210 x 297mm	Medium: 75-90g/m²
Letter	215.9 x 279.4mm	Heavy: 91-120g/m²
Legal 13in.	216 x 330mm	Ultra
Legal 13.5in.	216 x 343mm	heavy: 121-176g/m²
Legal 14in.	216 x 356mm	
Custom sizes	216 x 356mm	

C3530

SIZE	DIMENSIONS	WEIGHT (G/M²)
A6	105 x 148mm	
A5	148 x 210mm	
B5	182 x 257mm	
Executive	184.2 x 266.7mm	
A4	210 x 297mm	
Letter	215.9 x 279.4mm	Light: 64-74g/m²
Legal 13in.	216 x 330mm	Medium: 75-90g/m²
Legal 13.5in.	216 x 343mm	Heavy: 91-120g/m²
Legal 14in.	216 x 356mm	Ultra
Custom sizes	216 x 356mm	heavy: 121-176g/m²
COM-9 Envelope	98.4 x 225.4mm	
COM-10 Envelope	104.7 x 241.3mm	
Monarch Envelope	98.4 x 190.5mm	
C5	162 x 229mm	

FACE DOWN STACKER

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

FACE UP STACKER

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

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

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

LOADING PAPER

CASSETTE TRAY

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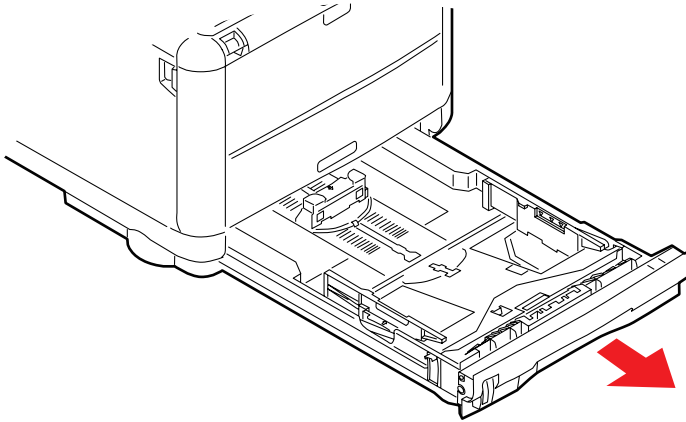
2. Fan the paper to be loaded at the edges (a) and in the middle (b) to ensure that all sheets are properly separated, then tap the edges of the stack on a flat surface to make it flush again (c).
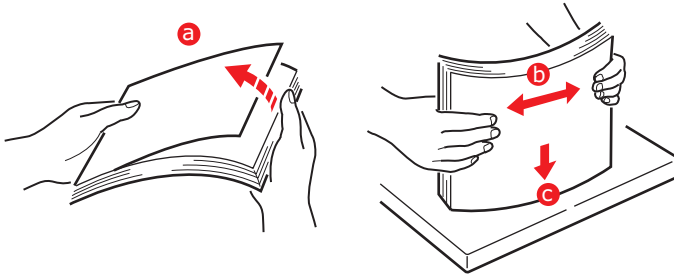
3. Load the tray with paper.

Use the level indicators (a and b) as a guide. For letter headed paper load face down with top edge towards the front of the printer.
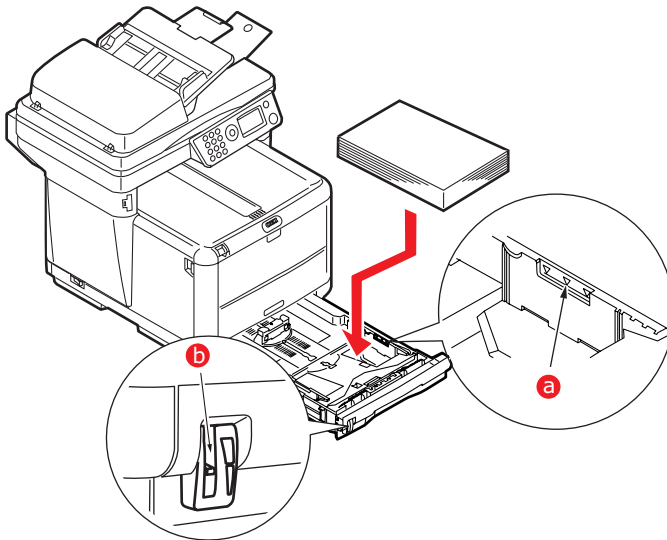
4. Adjust the rear stopper (a) and paper guides (b) to the size of paper being used. A6 paper uses area (c).
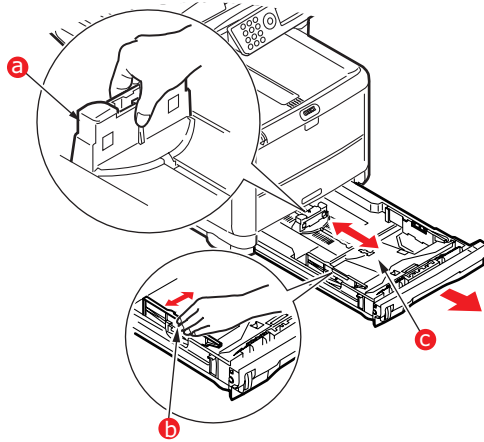
5. If you are using A6 paper, re-position the rear paper guide to the front slot.
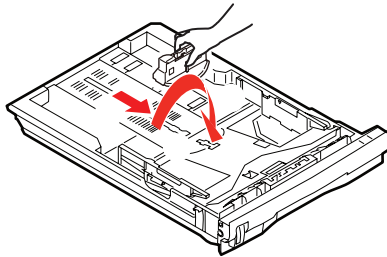
6. Close the cassette tray *gently*.
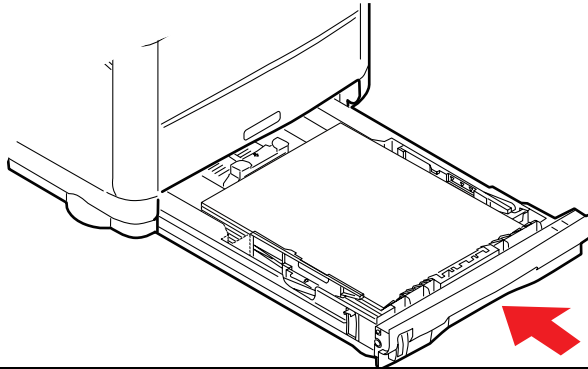
NOTE:
To prevent paper jams:

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

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

> *Do not load damaged paper.*

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

> *Do not pull the paper tray out during printing.*

> *Close the paper tray gently.*

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

8. For face up printing, make sure the face up (rear) stacker (1) is open and the paper support (2) is extended. Paper is stacked in reverse order and tray capacity is approximately 10 sheets, depending on paper weight.
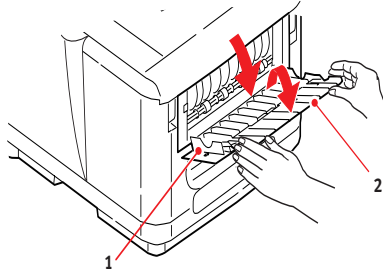
9. Always use the face up (rear) Stacker for heavy paper (card stock etc.).

CAUTION!

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

MULTI PURPOSE TRAY

The Multipurpose tray is used for printing on media such as envelopes, non-standard media, A5, A6, and heavyweight paper (see "Multi purpose tray" on page 26).

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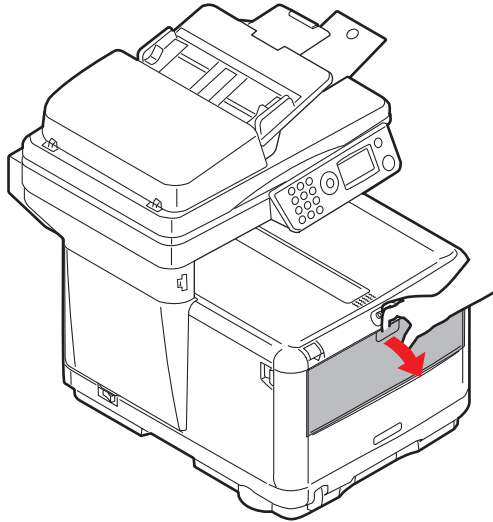
2. Adjust the Paper Guides (a) to the size of paper you are going to print on, using the markings on the Paper Platform.
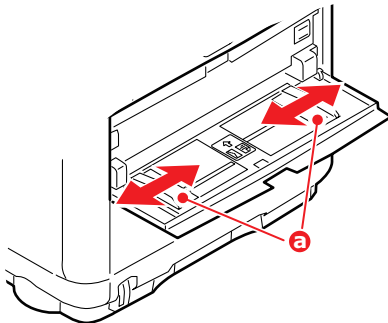
3. Position a sheet of paper on the Paper Platform so that it is gripped in place.
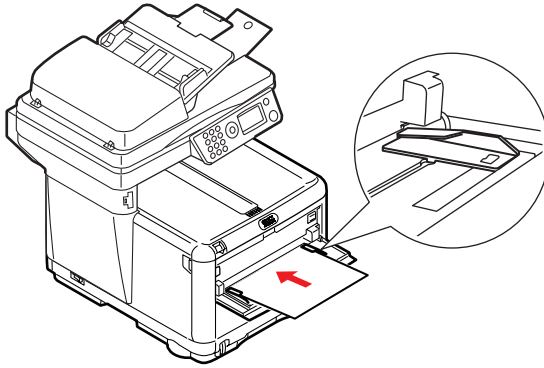
> Load your chosen media one sheet at a time.

> When printing on headed paper load the paper into the Multi Purpose Tray with pre-printed side up and top edge into the printer.

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

Set the correct paper size for the multi purpose tray in the Media Menu.

CONFIGURING YOUR MACHINE....

GENERAL

Before using this MFP, a few basic settings have to be carried out.

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

The Factory set default passwords/PIN are:

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

FAX RECEIVING (C3530MFP)

This MFP's fax will automatically answer the telephone after the Ring Response delay. For information on setting this, see "Ring Response (C3530MFP)" on page 37.

SETTING THE DATE/TIME

The Date format can be set up by accessing the set up screen as follows:

1. Using the Up or Down arrow keys, select the **Menu** function.

2. Using the Right arrow key, select the **Admin Menu**.

3. Enter a password if prompted.

4. Select **System Setup**, then **Date Format.**

5. Select the format you require. Formats available are:

   mm/dd/yyyy

   dd/mm/yyyy

   yyyy/mm/dd

   (where "mm" = month, "dd" = day, "yyyy" = year)

When the cursor is moved over the item to be set and the right or enter key is pressed, the **Time Setting** screen appears. The cursor is positioned to the far left, at the 1st digit of "month,"

"day," or "year" (the format is dependent on the setting in Date Format).

Entering numbers

Numbers are entered using the **Ten Key** pad.

When a number is entered, the numbers currently displayed for "month," "day," "hour," and "minute" are cleared and the number just entered is displayed as the first digit. When another number is entered, the number first number entered moves to the left, and so on.

Confirming the time

To confirm the time entered, press the **Enter** key.

Cancelling the set time

To cancel the time setting press the left key when the cursor is over "month," "date," or "year," whichever is located at far left of the second line.

SETTING THE COUNTRY CODE (C3530MFP)

Set your Country code as follows:

1.   From the **Function** screen select **Menu**.

2.   Using the Down arrow key scroll to **Admin Setup**.

3.   Press **Enter**.

        (At this point you will need the Administrators' password)

4.   Enter the admin. password using the Ten Key Pad.

        Press **Done** to complete.

5.   Using the Down arrow key scroll to **Fax Setup**. Press **Enter.**

6.   Using the Down arrow key scroll to **Basic Setup**. Press **Enter**.

7.   Using the Down arrow key scroll to **Country Code**. Press **Enter**.

8.   Select the Country in which the MFP is situated. Press **Enter**.

9.   Use Left arrow key to return to **Function** screen.

FAX SENDER ID (C3530MFP)

Set your Fax ID as follows:

1. From the **Function** screen select **Menu**.

2. Using the Down arrow key scroll to **Admin Setup**.

3. Press **Enter**.

    At this point you will need the Administrators' password)

4. Enter the admin. password using the Ten Key Pad. Press **Done** to complete.

5. Using the Down arrow key scroll to **Fax Setup**. Press **Enter.**

6. Using the Down arrow key scroll to **Basic Setup**. Press **Enter**.

7. Using the Down arrow key scroll to **Sender ID**. Press **Enter**.

8. Enter your Sender ID (as required) using the Ten Key Pad. Press **Done** to complete.

9. Use Left arrow key to return to **Function** screen.

RING RESPONSE (C3530MFP)

The fax facility of this MFP will automatically answer the incoming ringtone after the delay period set by the ring response

The factory default for ring response is 1 ring. This can be set up to 20 seconds in the Admin Menu as follows (you will need to have administrator rights to alter this setting):

1. In the top level screen, scroll down to **Menu** and select using the **Enter** key.

2. In the drop down menu, scroll down to the **Admin Menu** and select using the **Enter** key. Enter the password

3. In the drop down menu, scroll down to **Fax Setup** and select using the **Enter** key.

4. In the drop down menu, scroll down to **Basic Setup** and select using the **Enter** key.

5.   In the drop down menu, scroll down to the **Ring Response** and select using the **Enter** key.

6.   In the drop down menu, scroll down to the response time required and select using the **Enter** key.

7.   Using the Left arrow key, return to the top level menu.

ACCESS CONTROL

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

Enable/Disable Access Control

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

Enabling Access control

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

Entering PIN ID

>   With Access Control **Enabled,** entering a PIN ID is required to enable setting up various utilities.

>   Enter the PIN ID via the Ten Key pad.

>   A valid PIN ID consists of 4 to 9 digits.

>   The numbers entered are not displayed on the Enter PIN ID screen, being replaced by '*'.

>   The PIN ID entered can be confirmed by either the **Start** button or the **Enter** key.

>   The MFP supports the following 2 kinds of PIN ID.

Administrator PIN ID

This is the PIN ID for the system administrator(s).

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

User PIN ID

This is PIN ID for general users.

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

Invalid PIN ID

If the PIN number entered is invalid, **Incorrect Password** is displayed for 3 seconds and the display reverts to the Enter PIN ID screen.

LOGOUT OPERATION

If Logout is selected or an Operation Time-out occurs, the display reverts to the Enter PIN ID screen.

Logout by user

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

When the cursor is moved to Logout and the Enter key is pressed, the display reverts to the Confirm Logout screen.

If Yes is selected with the Enter key on the Confirm Logout screen, the display reverts to the Enter PIN ID screen.

OPERATION TIME-OUT

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

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

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

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

THE SCANNER/COPIER SECTION

MINIMUM CONFIGURATION REQUIREMENTS

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

To send Faxes: (C3530MFP)

> A PSTN telephone line connection.

To send e-mails:

> TCP/IP network.

> A SMTP and an optional POP3 server.

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

To file document(s) via intranet

> FTP, HTTP, or CIFS Protocol environment.

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

INTERNET COMMUNICATION FEATURES

PRE-INSTALLATION INFORMATION

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

1. DHCP enable:

2. IP Address: .   .   .

3. Subnet mask:.   .   .

4. Gateway IP:.   .   .

5. DNS server:.   .   .

6. SMTP server:.   .   .

7. SMTP port:25

8. POP3 server: .   .   .

9. POP3 Port:110

Explanation:

1. DHCP Enable:

Choose **Yes** to obtain IP/subnet/gateway addresses automatically from DHCP server.

NOTE:
With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network-making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. This information will be given automatically.

---

2. IP Address:

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

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

---

3. Subnet Mask:

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

4.   Gateway IP:

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

5.   SMTP Server:

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

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

6.   SMTP Port:

The port number of your SMTP Mail Server.

7.   DNS server:

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

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

8.   POP3 Server:

The IP address of your POP3 server.

9.   POP3 Port

The port number of your POP3 Server.

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

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

Scan to E-mail

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

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

Setting up a Server

This section explains setting up a server.

1. Using the Up or Down arrow keys, scroll to the **Menu** function and select it using the Right arrow key.

2. Using the Down arrow key, scroll to **Admin Setup** and select by pressing the Enter or Right arrow key.

3. Using the Down arrow key, scroll to **Network Setup** and select by pressing the Enter or Right arrow key.

4. Then, again using the Down arrow key, scroll to **Network** and select by pressing the Enter or Right arrow key.

5. From the drop down menu, select **IP Address** by pressing the Enter or Right arrow key.

    IP Address Entry screen

    On the IP Address Entry screen, the first field is highlighted (the 3-digit value on the far left of four fields - each separated with ".") and the cursor is located over the first digit.

    Moving between the fields

    To move between the fields, use the Left and Right arrow keys.

6. Enter your IP address.

    Entering numbers

    Numbers are entered using the **Ten Key** pad

When a number is entered from the Ten Key pad, the number currently displayed is cleared and the number just entered is displayed as the first digit. When another number is entered, the number in the first digit moves to the next, and so on.

7. To confirm, press the Enter key.

Cancelling the IP address

To cancel the IP address, move the cursor to the first field and then press the Left arrow key.

MENU STRUCTURE

COPY FUNCTION

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

Default option (if relevant) is highlighted

LEVEL 2	DESCRIPTION	OPTIONS
Copies:	Number of copies required (default 1)	**1** to 99
100%	Reduce/enlarge copy	Leg/Let A4/B5 Fit to page 100%
A4	Printer section paper size	Legal, Letter, A4, A5, B5
Mixed	Resolution	Mixed, Photo, HiRes. Mixed HiRes. Photo
Density: **0**	Density of print	-3 to +3
Tray1	Selects cassette Tray or Manual feeder	Tray 1, M/feeder
Collate:	Sets collate function on or off	ON,**OFF**
1in1	Selects how many prints per page (n-up)	1in1, 2in1, 4in1 (Horizontal), 4in1 (Vertical)
E.E:	**Edge erase**: This sets the peripheral areas of the document to block out.	**0**, 6, 13, 19, 25mm
M.S-R:	This sets the amount to shift the document image to the right.	**0**, 6, 13, 19, 25mm
M.S-B:	This sets the amount to shift the document up.	**0**, 6, 13, 19, 25mm

SCAN/SCAN TO FUNCTION

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

EMAIL

NOTE:
The MFP must be connected to a telephone line to enable Scan to Email to be set up.

LEVEL 2	DESCRIPTION	OPTIONS
Check Address		
Reply to:	Choose Email "Reply to"	Address Book: Screen Entry: Number: LDAP: Name Address: Method: AND/OR
Destination	Choose Address from:	Address Book: Screen Entry: Number: LDAP: Name Address: Method: AND/OR
Subject	Choose subject from:	Subject List Screen Entry
File Name	A file name should be entered for the scanned images. This file name can be entered in Key Pad Mode. Up to 64 characters can be entered as text, except for the following; \ / : * ? " < > |	N/A
Density	Select density by entering a number in the range -3 to +3 7	0

LEVEL 2	DESCRIPTION	OPTIONS
Document size	Select document size	**A4** Letter Legal

NETWORK PC

> *NOTE:*
> *The MFP must be connected to a Network server to enable*
> *Scan to Network PC to be set up.*

LEVEL 2	DESCRIPTION	OPTIONS
Profile		

PC

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

FAX FUNCTION (C3530MFP)

LEVEL 2	DESCRIPTION	OPTIONS
Check Dest.		
Fax. no		
Phone book		
Standard	Select the transmission resolution	**Standard** Fine Extra Fine Photo
Density	Select density by entering a number in the range -3 to +3	**0**
A4	Select document size	**A4** Letter Legal
Delayed time	Select transmission time	dd/mm/yy hh:mm

MENU FUNCTION

LEVEL 2	ITEM	DESCRIPTION/OPTION
View Information		
Print count	Color pages	Displays the number of colour pages printed
	Monochrome pages	Displays the number of mono pages printed
	Tray 1	Displays the number of pages printed from the paper cassette tray
	Manual Feeder	Displays the number of pages printed via the Manual paper tray
Scan Count	Total pages	self explanatory
	Pages scanned	self explanatory
	Total ADF Pages	self explanatory

LEVEL 2	ITEM	DESCRIPTION/OPTION
	ADF pages scanned	self explanatory
Fax count (C3530MFP only)	Pages Sent	self explanatory
	Pages Received	self explanatory
	Sending Times	self explanatory
	Receiving Times	self explanatory
Supplies life	Cyan Drum	self explanatory
	Magenta Drum	self explanatory
	Yellow Drum	self explanatory
	Black Drum	self explanatory
	Belt	self explanatory
	Fuser	self explanatory
	Cyan Toner	self explanatory
	Magenta Toner	self explanatory
	Yellow Toner	self explanatory
	Black Toner	self explanatory
Network	IP Address	
	Subnet Mask	
	Gateway Address	
	MAC Address	
	NIC Program Version	
	NIC Default Version	
System	Serial No.	
	Asset No.	
	CU Version	
	PU Version	
	Scanner Version	

LEVEL 2	ITEM	DESCRIPTION/OPTION
	Fax Version	
	Total Memory	
	Flash Memory	
Print Information		
Configuration	Execute	Prints out a report of the machine's configuration
Network Information	Execute	Prints out a report of the Network configuration
Demo Page	DEMO1 - Execute	Prints a Demonstration page
MFP Usage report	Execute - Copies (set)	Prints a full report of the machine usage
Supplies Status Report	Execute	Prints a report of the status of all consumables

LEVEL 2	ITEM	DESCRIPTION/OPTION	
Admin Setup	System Setup	Access control - Enable/**Disable**	
		Power save Time - **5**/15/30/60/240 minutes	
		Return to Stand-by Time - 20/40/**60**/120/180 seconds	
		Default Mode - **Copy**/Scan/Fax	
		Unit of Measure - inch/**millimetre**	
		Date Format - mm/dd/yyyy, **dd/mm/yyyy,** yyyy/mm/dd	
		Report Full Print - On/**Off**	
		Panel Contrast - 0	
	Network Setup		
	Network	TCP/IP	**Enable**/Disable
		IP Address Set	**Auto**/Manual
		IP Address	
		Subnet Mask	
		Gateway Address	
		DNS Server Primary	
		DNS Server Second.	
		Web	**Enable**/Disable
		SNMP	**Enable**/Disable
		Hub Link Setting	**Auto Negotiate**/100 Base ~TX Full/ 100 Base - TX Half/ 10 Base -T Full/10 Base - T Half
		Factory Defaults	Execute
	Printer Setup		
	Copies	**1** - 999	
	Media Check	**Enable**/Disable	
	Mono-Print Speed	**Auto**/Color speed/Normal Speed	
	X Dimension	210 millimetre	
	Y Dimension	297 millimetre	

LEVEL 2	ITEM	DESCRIPTION/OPTION	
	Scanner Setup		
	Job Build Scanning	- **On**/Off	
	Email Setup	Add "To" Address - **On**/Off	
		Default File Name	<enter>
		Subject List	
		Default From	<enter>
		Separation Limit	1/3/5/10/ 30mB/**No limit**
		Auto Trans. Report	On/**Off**
	Mail Server Setup		
	SMTP Server	<enter>	
	SMTP Port	<enter>	
	POP3 Server	<enter>	
	POP3 Port	<enter>	
	Authentication		
	Method	**No**/SMTP/POP3	
	Login Name	<enter>	
	Password	<enter>	
	LDAP Server Setup		
	Server Settings	LDAP Server	<enter>
		Port Number	<enter>
		Timeout	<enter>
		Max. Entries	<enter>
		Search Root	<enter>
	Attributes	Name1	
		Name2	
		Name3	
	Authentication	Mail Address	
		Additional Filter	
		MethodAnonymous/Simple	
	Fax Setup (C3530MFP)		
	Clock Adjustment	User ID <enter>, Password<enter> (advance with right arrow key)	
	Basic Setup	Service bit	On/**Off**
		Country Code	numerous - select yours!
		Local Phone No.	<enter>
		Sender ID	<enter>
		Auto Trans. Report	On/**Off**
		Time/Date Print	
		A/R Full Print	

LEVEL 2	ITEM	DESCRIPTION/OPTION	
	Basic Setup	Tone for echo	
		H/Modem Rate	
		Attenuator	
		Ring Response	**1 ring**/ 5/10/ 15/20 seconds
		Monitor Control	
		Speaker Volume	Off/Low/ **Middle**/High
	Fax Line Setup	Redial tries	<enter> (max 99)
		Redial interval	<enter> (max 9 mins.)
		Dial Tone Detection	**On**/Off
		Busy Tone Detection	**On**/Off
		MF(Tone)/DP(Pulse)	DP/**MF**
		Pulse Dial rate	**10**/20 **pps**
		Pulse Make rate	**33**/39/40%
		Calling Timer	60 Secs
	Memory Setup		
	Receive buffer size	**Auto**/0.5/1/2/4/8 megabyte	
	Change Password	Select "New password" and enter	
	Settings	Reset Settings	Execute
		Save Settings	Execute
	Scanner Counter Clear	Pages Scanned	Execute
		ADF Pages Scanned	Execute
Printer Menu			
Tray Configuration	Manual feed	ON/**OFF**	
	Tray 1 Config	Paper Size - **A4**/A5/A6/B5/Legal 14/Legal 13.5/Legal 13/Letter/ Executive/Custom	
		Media Type - Plain/Letterhead/ Bond/Recycled/Rough/Glossy	
		Media Weight - Light/Medium/ Heavy	

LEVEL 2	ITEM	DESCRIPTION/OPTION
Tray Configuration	Manual Feeder Config	Paper Size - A4/A5/A6/B5/Legal 14/Legal 13.5/Legal 13/Letter/ Executive/Custom/Com-9 Envelope/Com-10 Envelope/ Monarch Envelope/DL Envelope/C5 Envelope Media Type - Plain/Letterhead/ Labels/Bond/Recycled/Card Stock/Rough/Glossy Media Weight - Medium/Heavy/ Ultra Heavy
Printer Adjust	Manual Timeout Wait Timeout Low Toner Jam Recovery Paper Black Setting Paper Colour Setting SMR Setting BG Setting	Off/30/**60**/120/180/240/300 secs. Off/5/10/20/30/40/50/60/**90**/120/ 150/180/210/240/270/300 secs. **Continues**/Stop **On**/Off 0 0 0 0
Print Position Adjust	X Adjust Y Adjust	0.00 millimetre 0.00 millimetre
Drum Cleaning		On/**Off**

NOTE:
Glossy can be selected in the printer driver and printer menu but please don't use this function as it is not supported for this model.

LEVEL 2	ITEM	DESCRIPTION/OPTION
Copy Menu	Copies	**1**-99
	Reduce/Enlarge	Leg->Let
		A4->B5
		Fit to Page
		100%
		B5->A4
		Let->Leg
		A5->A4
	Mode	**Mixed**
		Photo
		HRes Mixed
		HRes Photo
	Density	-3/-2/-1/**0**/+1/+2/+3
	Input Tray	**Tray1**/Manual Feeder
	Collate	On/**Off**
	N-up	**1in1**/2in1/4in1(Hor.)/4in1(Ver.)
	Edge Erase	**0/**6/13/19/25
	Margin Shift Right	**0/**6/13/19/25
	Margin Shift Bottom	**0/**6/13/19/25

LEVEL 2	ITEM	DESCRIPTION/OPTION
Scanner Menu	Scan to Email	
	Density	-3/-2/-1/**0**/+1/+2/+3
	Document size	**A4**/Letter/Legal
	Color Format	File Format - **PDF**/TIFF/JPEG
		Compression Rate - **Low**/Medium/High
		Resolution - 100/**150**/200/300 dpi
	B/W Format	Grayscale - On/**Off**
		File Format - **PDF**/TIFF
		Compression Rate - G3/**G4** Raw
		Resolution - 100/150/**200**/300 dpi
	Address Book	**Email Address**/Group Address
	Scan to USB Memory	
	Density	-3/-2/-1/**0**/+1/+2/+3
	Document size	**A4**/Letter/Legal
	Color Format	File Format - **PDF**/TIFF/JPEG
		Compression Rate - **Low**/Medium/High
		Resolution - 100/**150**/200/300 dpi
	B/W Format	Grayscale - On/**Off**
		File Format - **PDF**/TIFF
		Compression Rate - G3/**G4** Raw
		Resolution - 100/150/**200**/300 dpi
	Default Filename	
Fax Menu (C3530MFP only)	Mode	**Standard**/Fine/Extra Fine/Photo
	Density	-3/-2/-1/**0**/+1/+2/+3
	Document size	**A4**/Letter/Legal
	Phone book	Speed Dial/Group Dial
Calibration	Auto Density Mode	**Auto**/Manual
	Adjust Density	Execute
	Adjust Registration	Execute
	Cyan Reg. Fine Adjust	0
	Magenta Reg. Fine Adjust	0
	Yellow Reg. Fine Adjust	0
System Shutdown	Executes shutdown procedure	**Execute**

OPERATION

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

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

LOADING DOCUMENT(S) FOR COPYING

The MFP can scan/copy/send document(s) either from the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, load your papers in the ADF. The ADF can hold up to 50 pages at one time.

If you need to scan/copy/send pages from books, newspaper clippings, or paper with wrinkles or curls, place them on the glass.

USING THE ADF

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

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

> Document(s) can range in weight from 16 to 28 lbs (60 - 120 gsm - (0.002" to 0.006" sheet thickness).

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

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

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

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

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

PLACING DOCUMENT(S) IN THE ADF

1. Make sure document(s) are free of staples, paper clips and not torn.

2. If you have multiple pages, fan the pages to avoid paper jams. The ADF holds up to 50 pages at one time.
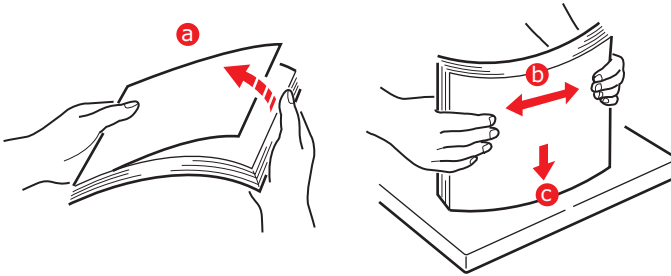
3. Place the document with the text face **UP** in the ADF and make sure that the top of each page is fed in first.

4. Adjust the Paper Guides to centre the document in the ADF (these guides interact.
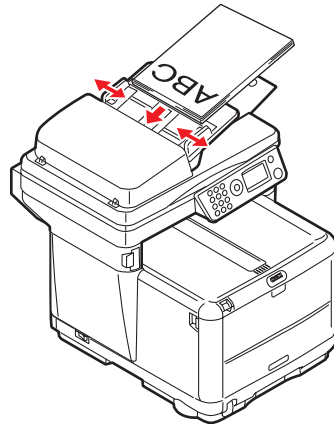
PLACING DOCUMENT(S) ON THE GLASS

1. Open the document cover.

2. Place your document with the text face **DOWN** on the glass and align it to the upper-left corner.
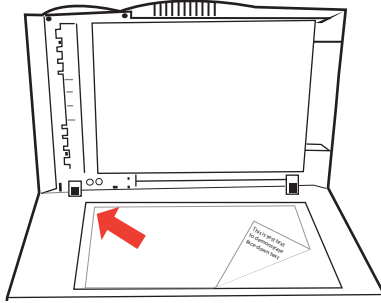
3. Close the document cover.

COPY MODE

You can make a single copy of a document, either from the ADF or from on the glass by pressing the mono or colour button on the operator panel.

SETTING UP

1. Press enter button

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

3. Using up or down arrow keys, select value and press **Enter**.

Options are (factory default settings in bold text):

Copies: Select number of copies in the range **1** - 99.

Reduce/enlarge: Select from a pre-determined figure: A4>A5 (70%), Leg>Let (78%), Fit to page (98%), **100%**, B5>A4 (115%), Let>Leg (127%), A5>A4 (141%), or set to a percentage in increments of 1% by using the Custom (25%~400%) setting.

Paper Size: Select from: Legal, Letter, **A4**, A5, B5.

Image Quality: Select from **Mixed**, Photo, HiRes. Mixed, HiRes. Photo.

Density: Sets scan density - -3, -2, -1, **0**, +1, +2, +3

Input tray: Select which paper tray you are using, **Tray 1**, Manual Feeder.

Collate: Select from ON, **OFF**

N-up: Sets the number of images on a page.

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

Select from: **1in1**, 2in1, 4in1 (horizontal), 4in1 (vertical).

Edge erase: This sets the peripheral areas of the document to block out.

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

Select from: **0.00 in**, 0.25 in, 0.50 in, 0.75 in, 1.00 in

or

0 mm, 6 mm, 13 mm, 19 mm, 25 mm

Margin shift - right: This sets the amount to shift the document image to the **right**.

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

Select from: **0.00 in**, 0.25 in, 0.50 in, 0.75 in, 1.00 in

or

0 mm, 6 mm, 13 mm, 19 mm, 25 mm

Margin shift - bottom: This sets the amount to shift the document **up**.

NOTE:
Any parts of the image that do not fit on the paper as a result are printed. The setting displayed, mm or inch, depends on the setting in Admin Setup - System Setup - Unit of Measure in Menu Mode.

If Margin Shift-Right is set to other than "0 mm" or "0.00 in," Edge Erase always defaults to "0mm (0.00in)" and Reduce/ Enlarge can be set only to less than 100%.

Select from: **0.00 in**, 0.25 in, 0.50 in, 0.75 in, 1.00 in

or

0 mm, 6 mm, 13 mm, 19 mm, 25 mm

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

OPERATION

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

2. If you wish to make one copy of the document(s), simply press the **Start** button (monochrome or colour option).

3. If more than one copy is needed, first set the number of copies by pressing the **Enter** button and setting the number of copies required (1-99).

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

SCAN MODE

OPERATION

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

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

3. Press **Enter**.

4. Press the **Down** arrow key and from the drop-down menu and select one of the following:

SCAN TO E-MAIL OPTION.

1. From the next drop-down menu, select the **Destination** field, and enter the destination e-mail address. This can be entered in several ways.

(a) **From the Address Book** - by selecting **Address Book** on the next drop-down menu.

Use the up and down arrows on the control panel to select multiple e-mail addresses and press the Enter key for each.

An * appears next to each confirmed address.

To remove an email address, move the cursor over the address and press the **Enter** key

(b) **Screen entry** - by using the Ten Key pad.

Move the cursor to the **Screen Entry** field and press the **Enter** key.

Enter the email address using the Ten Key pad.

NOTE:
*Highlight each digit by using **Up**/**Down**/**Left** & **right** keys.*
*Select each digit by pressing the **Enter** key.*

Select **Continue** to enter a new address.

When you have finished entering all your email addresses, select **Done** instead of **Continue**. The screen will ask you to **Confirm** your selection.

(c) **From an Email address number/Group address**

Move the cursor to the **Number** field and press the **Enter** key.

Using the **Down** key, move the cursor to **Select no** and press the **Enter** key.

Use the **Ten Key** pad to enter a two-digit **Email Address no.** or **Group Address no.** after the "#" or "*" and press the Enter key.

As above, select **Continue** to enter a new address.

When you have finished entering all your email addresses, select **Done** instead of **Continue**. The screen will ask you to **Confirm** your selection.

(d) **Selecting address** from a **Network**

Selecting from a Network allows you to search Email Addresses from a **Lightweight Directory Access Protocol (LDAP)** Server.

Move the cursor to the **LDAP** field and press the **Enter** key.

Enter the information required

2. Select the **Subject** field

(a) From the **Email** screen, select **Subject**.

(b) Select **Subject list** to select from a previously entered selection of subjects.

(c) Select **Screen Entry** to enter a new subject.

3. Give your document a **File name.**

(a) Select **File name** and enter the information using the **Ten Key** pad.

4. Define the **Density**

(a) Select **Density** and select from -3 to +3. Normally this will be 0 unless the copy documents are either very light or dark. In this case compensation can be made accordingly.

5. Define the **Media** you are using.

(a) Select the relevant media from the drop down list (A4, Letter or Legal).

Address book

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

To operate the Address Book, select Menu>Scanner Menu>Address Book in Menu Mode.

Adding a new Email Address:

(a) Move the cursor to the **Address Book** and press the Right or Enter key to display the **Email Address/Group Address Selection** screen.

(b) Select **Email Address** and press the Right or Enter key.

(c) Using **Up/Down** key, move the cursor to the number you want to add (#00~#99), and press the Right or Enter key.

(d) Select an **Address** on the displayed screen.

(e) Enter an **Email Address** you want to add. You can enter up to 80 characters as an Email Address.

(f) When you have finished entering the Email Address, **Name** item (to set a Name) appears. You can enter a name only after you entered an Email Address.

(g) Select **Name** to display in **Screen Entry** screen. Enter a name. You can enter up to 16 characters. If you do not enter a name, this column remains blank.

(h) Move the cursor to **Done** and press the Enter key to move to **Address Book Menu** screen.

Deleting an Email Address:

(a) Move the cursor to the **Address Book** and press the Right or Enter key to display the **Email Address/ Group Address Selection** screen.

(b) Select **Email Address** and press Right or Enter key.

(c) Move the cursor to the Email Address you want to delete and press the Right or Enter key.

(d) In the menu screen displayed, move the cursor to **Clear**, and press the Enter key.

(e) When the Deletion confirmation screen appears, select **Yes** and press the Enter key to delete the selected Email Address.

Editing the details of an Email Address:

(a) Move the cursor to the **Address Boo**k and press the Right or Enter key to display the **Email Address/ Group Address Selection** screen.

(b) Move the cursor to the **Email Address** you want to modify and press the Right or Enter key.

(c) The Screen Entry screen appears. Modify the name of the Email address as required.

If you modify an Email Address column to blank, all the details of the Email Address are deleted.

(d) Move the cursor to **Done** and press the Enter key to move to the **Address Book Menu** screen.

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

Adding a new Group Address:

(a) Move the cursor to the **Address Book** and press Right or Enter key to display the **Email Address/ Group Address Selection** screen. Select **Group Address** and press Right or Enter key.

(b) Using the Up/Down key, move the cursor to the number you want to add (G00~G19), and press the Right or Enter key.

(c) In the screen displayed, move the cursor to **Address List** and press the Right or Enter key.

A list of Email Addresses that have been added appears.

(d) Move the cursor to the **Email Address** you want to add to **Group Address** and press the Enter key.

"*" is added in front of the selected Email Address.

(e) When selecting Email Address(es) is completed, press Left key.

You can now enter a **Group** name.

(You can enter a Group name only after you have completed selecting an Email Address).

(f) Select the **Group Name** to display the **Screen Entry** screen.

(g) Enter a **Group Name**.

You can enter up to 16 characters (Single byte character) as a Group name.

If you do not enter a Group name, Group name column remains blank.

(h) Move the cursor to "Done" and press the Enter key to move to the Address Book Menu screen.

Deleting a Group Address:

(a) Move the cursor to **Address Book** and press the Right or Enter key to display the **Email Address/ Group Address Selection** screen.

(b) Select **Group Address** and press the Right or Enter key.

(c)   Move the cursor to the **Group Address** you want to delete and press the Right or Enter key.

(d)   Move the cursor to **Clear** and press Enter key.

Deletion confirmation screen appears.

(e)   Select "Yes" and press the Enter key to delete the selected **Group Address**.

Modifying the details of a Group Address:

(a)   Move the cursor to the **Address Book** and press the Right or Enter key to display the **Email Address/ Group Address Selection** screen.

(b)   Select **Group Address** and press the Right or Enter key.

(c)   Move the cursor to the **Group Address** you want to modify and press the Right or Enter key.

(d)   Move the cursor to **Address List** and press the Right or Enter key.

The **Email Address** list appears. In the **Email Address** list displayed, "*" is added in front of **Email Addresses** that have been added to the **Group**.

(e)   To modify a **Group Name**, move the cursor to the **Group Name** and press the Right or Enter key.

When you press the Right or Enter key, the **Screen Entry** screen appears.

(f)   Enter the details you want to add. If you unregister an Email Address from a Group, all the details of the Email Address are deleted.

(g)   Move the cursor to **Done** and press the Enter key to move to the **Address Book Menu** screen.

SCAN TO USB MEMORY

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

1. Select **Scan** and from the drop down menu select the **USB Memory** option.

2. Enter a **file name** using the Ten Key pad.

Up to 64 characters (Single byte character) can be entered.

If Scan to Memory is executed without a file name being entered, the default file name added in Scanner Menu > Scan to USB Memory > Default File Name in Menu Mode is used.

If no file name is entered and you have not specified your own Default File Name, the file name used by the machine default is "Image."

If the name of the file to be written in USB Memory is the same as files already existing in the memory, three options appear on the screen.

You are asked whether you wish to Save File?

OK

The file will replace the one that already exists (limited to one file).

Rename

Enables you to rename the file.

Cancel

This cancels file writing.

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

3. Set **Density** and **Media** size.

4. Press the Colour or Mono **Copy** button on the Operator Panel.

5. Select **OK** from the drop down menu.

6. Observe instructions on the screen.

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

SCAN TO NETWORK PC OPTION.

From the drop-down menu, select the Network PC field.

Settings:

1. Profile: This selects a File Server setting (Profile) to which the image files are sent. Up to 20 Profiles can be added and each Profile can be set only by the Web Page and Set-up Utility. The User Default is Profile #00.

   (a) To display the Profile List, move the cursor to Network PC and press the Right or Enter key.

   (If no Profile is present, the Profile List displayed is blank).

   (b) Using the Up and Down buttons, move the cursor on the Profile List screen to the File Server to which you are sending the image file, and then press the Right or Enter key.

When the Right or Enter key is pressed to confirm the File Server selected, the display changes to the Scan to Server Stand-by screen.

The display shows the name of the Profile selected.

SCAN TO PC OPTION.

> *NOTE:*
> *Ensure that the Hotkey Utility is installed and set up first.*

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

Push Scan option

1. From the drop down menu, select the PC option.

The Push Scan screen which appears has four options:

> **Email**

> **Folder**

> **Application**

> **Fax**

2. Using the Up/Down arrow keys, scroll to the function you need.

3. Select the function with the Enter key, followed by the Colour/Mono key to start scanning.

(a) Email

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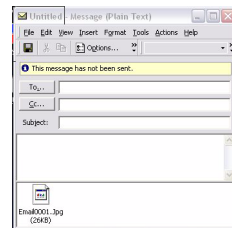
(b) Folder

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

(c) Application

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

(d) Fax

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

Pull Scan Option

1.   Double click the Hotkey Icon on your desktop

The Hotkey console (below) will appear.

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

> Scan to Application1

> Scan to Application2

> Scan to Email

> Scan to Folder

> Scan & Print

> Scan to PCFax

> Settings

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

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

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

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

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

FAX MODE (C3530MFP)

OPERATION

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

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

3. Press **Enter**.

4. Press the **Down** arrow key and from the drop-down menu and select one of the following:

SETTING UP

You can set up sending to a Fax no. by any of the following methods.

1. **By selecting from the Phone Book**

You can select a Fax no. from the numbers that have been added to the Phone Book.

(a) Displaying Phone Book screen

In the Fax screen, move the cursor to **Phone book** and press the Right or Enter key.

(b) Selecting a Fax destination

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

Using the Up and Down keys, move the cursor to the destination **Fax no. or Speed or Group Dial**, and press the Right key.

(c) Removing a Fax no.

Move the cursor to the **Fax no.** ("*" is added in front of the Fax no.), and press the Enter key to remove it.

(d) Continuing/completing selecting a Fax destination

If the Left key is pressed with Speed Dial and Group Dial lists displaying, the **Fax Standby** screen appears.

(e) Adding a Fax destination

Select a **Fax no.** in the Fax screen and add it.

Searching Speed and Group Dial.

You can search **Speed Dial** and **Group Dial** for numbers that have been added to the Phone Book.

You can search Fax destinations by using the Ten keys. The search target is the initial character of **Name** only.

When a Speed Dial or Group Dial Name whose initial character matches the character specified by the Ten key entry exists, the list of Fax numbers that have been added and meet the search criteria appears in the screen.

(a) Entering a search character

In the **Phone Book** display screen, enter the initial character of the **Name** to search using the Ten key.

Destinations whose initial character matches the entered character appear in the screen. You can start the search again by entering a different character using the Ten key.

NOTE:
You can switch among numbers, upper-case/lower-case letters, and symbols by pressing the same Ten key multiple times. When you press the same Ten key multiple times, you have to re-press the Ten key within 2 seconds of the previous press).

Using Speed and Group dial

(a) Entering Speed Dial/Group Dial

Move the cursor to **Fax no.** and press the "#" key (Speed Dial number) or "*" key (Group Dial number) in Ten keys, to move to the **Select no.** screen. The **Select no.** screen will display the "#" or "*" that you have just entered.

(b) Entering a Speed Dial/Group Dial number

Enter a two-digit **Speed Dial** number or **Group Dial** number using the Ten keys after "#" or "*"mark, and press the Enter key.

When you want to specify Speed Dial number #00~#09 and Group Dial number G00~G09, you can select a Fax Send destination by pressing the Enter key after entering #0~9 or *0~9.

Continuing/completing selecting a Fax destination

(a) When you have selected a destination for your Fax, the **Continue** screen appears. In the **Continue** screen, move the cursor to **Continue** and press the Enter key to return to the **Phone Book** screen.

(b) In the **Continue** screen, move the cursor to **Done** and press the Enter key to return to the **Fax Stand-by** Screen.

When you return to the **Fax Stand-by** screen after selecting a Fax no., you will see **Confirm** below the **Fax no**. and the cursor will be on **Confirm**.

Adding a Fax destination

Select a **Fax no.** in the **Fax Stand-by** screen and add it.

2. Entering a Fax no. using the Ten keys

You can enter a Fax destination no. using the Ten keys.

Entering a Fax no.

You can enter a Fax no. by pressing the Ten keys when **Fax no.** is selected.

If the Fax no. you entered does not fit in a line, it will wrap and appear on multiple lines.

When you move the cursor off a Fax no. by using the Down key, only the portion of the Fax no. that can be displayed in one line is displayed.

To delete numbers incorrectly entered, use the **Left** arrow key.

Starting Fax send

When the **Enter Fax no.** screen is open, press the **Start** button after entering a Fax no. to start sending the Fax.

Or you can return to the **Fax Stand-by** screen by pressing the Enter key after entering a Fax no., and start sending the Fax by pressing the **Start** button.

Continuing/completing selecting a Fax Send destination

When you complete entering a Fax no. the **Continue** screen appears.

In the **Continue** screen, move the cursor to **Continue** and press the Enter key to return to the **Enter Fax no**. screen.

In the **Continue** screen, move the cursor to **Done** and press the Enter key to return to the **Fax Stand-by** screen.

When you return to the **Fax Stand-by** screen after selecting a Fax no., you will see **Confirm** below the **Fax no.** and the cursor on **Confirm**.

Adding a Fax destination

Select a **Fax no**. in the **Fax Stand-by** screen and add it.

FAX RECEIVING

Automatic Fax receive. (default mode)

When the MFP is in Automatic Fax Receive, the screen display appears only in the Idle state. The display does not appear during operation. If Fax receiving fails, the error display message remains until you press the Stop button.

When Automatic Fax Receive is functioning correctly:

When ringing - Receiving Start is displayed on screen

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

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

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

Cancelling while receiving a Fax

Cancel is disabled while the machine is receiving a Fax.

If an error occurs:

While the machine is ringing:

If an error happens while a Fax is being received, Fax communication-related errors are displayed.

While the machine is printing Fax Receive images:

If an error happens while a Fax is printing, error messages displayed are the same as those in print mode.

Phone book

This section describes how to add/remove/modify Fax numbers to/from/in the Phone Book.

To operate the Phone Book, select **Menu>Fax Menu**>**Phone Book**.

Adding a new Speed Dial.

1. Move the cursor to **Phone Book** and press the Right or Enter key to display the **Speed Dial/Group Dial** Selection screen.

2. Select **Speed Dial** by pressing the Right or Enter key.

3. Using the Up/Down keys, move the cursor to the number you want to add (#00~#99), and press the Right or Enter key.

4. Select a **Fax no.** with the Right or Enter key to display the **Enter Fax no.** screen.

5. Enter the **Fax no.** you want to add using the Ten keys.

You can enter up to 32 characters (Single byte character) as a Fax no.

When you have completed entering the **Fax no.**, **Name** item (to set a name) appears.

You can enter a name only after you entered a Fax no.

6. Select **Name** to display **Screen Entry** screen. Enter a name.

You can enter up to 16 characters (Single byte character) as a name. If you do not enter a name, name column remains blank.

7. Move the cursor to **Done** and press the Enter key to move to the **Phone Book** Menu screen.

Deleting a Speed Dial.

1. Move the cursor to the **Phone Book** and press the Right or Enter key to display the **Speed Dial/Group Dial** Selection screen. Select **Speed Dial** and press the Right or Enter key.

2. Move the cursor to the **Speed Dial** you want to delete and press the Right or Enter key.

3. In the displayed menu screen, move the cursor to **Clear** and press the Enter key.

4. The **Deletion Confirmation** screen appears.

Select **Yes** and press the Enter key to delete the selected **Speed Dial.**

Modifying the details of a Speed Dial.

1. Move the cursor to **Phone Book** and press the Right or Enter key to display **Speed Dial/Group Dial** Selection screen.

2. Select **Speed Dial** and press the Right or Enter key.

3. Move the cursor to the **Speed Dial** you want to modify and press the Right or Enter key.

4. Move the cursor to the **Fax no.** you wish to modify and press the Right or Enter key.

When you press Right or Enter key, the **Enter Fax no**. screen appears.

5. To modify the **Name**, move the cursor to the **Name** and press the Right or Enter key.

6. When you press Right or Enter key, the **Screen Entry** screen appears.

Modify the Name of the Fax no.

7. Move the cursor to **Done** and press the Enter key to move to the **Phone Book** Menu screen.

Adding a new Group Dial.

1. Move the cursor to **Phone Book** and press the Right or Enter key to display the **Speed Dial/Group Dial** Selection screen.

2. Select **Group Dial** and press the Right or Enter key.

3. Using the Up/Down keys, move the cursor to the number you want to add (G00~G09), and press Right or Enter key.

4. On the screen, move the cursor to the **Speed Dial** List and press the Right or Enter key.

    A list of Speed Dials that have been added appears.

5. Move the cursor to the **Speed Dial** you want to add to Group Dial and press the Enter key.

    "*" is added in front of the selected Speed Dial.

6. When selecting **Speed Dial** numbers is completed, press the Left key.

    You can now enter a **Group** name.

    When you have completed selecting **Speed Dial** numbers, the request to enter a Group name appears.

    You can enter a **Group** name only after you completed selecting a **Speed Dial**.

7. Select the **Group Name** to display the **Screen Entry** screen. Enter a **Group name**.

    You can enter up to 16 characters (Single byte character) as a Group name.   For operations in Screen Entry screen, see 5.4. If you do not enter a Group name, Group name column remains blank.

8. Move the cursor to **Done** and press the Enter key to move to **Phone Book** Menu screen.

Deleting a Group Dial.

1. Move the cursor to **Phone Book** and press the Right or Enter key to display the **Speed Dial/Group Dial** Selection screen.

2. Select **Group Dial** and press the Right or Enter key.

3. Move the cursor to the **Group Dial** you want to delete and press the Right or Enter key.

4. In the menu screen displayed, move the cursor to **Clear** and press the Enter key.

    The **Deletion Confirmation** screen appears.

5. Select **Yes** and press the Enter key to delete the selected **Group Dial**.

Modifying the details of a Group Dial.

1. Move the cursor to Phone Book and press the Right or Enter key to display the **Speed Dial/Group Dial** Selection screen.

2. Select **Group Dial** and press Right or Enter key.

3. Move the cursor to the **Group Dial** you want to modify and press the Right or Enter key.

4. Move the cursor to the **Speed Dial** List and press the Right or Enter key.

    The **Speed Dial** list appears.

    In the displayed Speed Dial list, "*" is added in front of the Speed Dial.

5. Move the cursor to the **Group Name** and press the Right or Enter key and the **Screen Entry** screen appears.

6. Enter the details you want to add.

    If you unregister a Speed Dial from a Group, all the details of the Speed Dial are deleted.

7. Move the cursor to **Done** and press the Enter key to move to **Phone Book** Menu screen.

MAINTENANCE

REPLACING CONSUMABLE ITEMS

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

> Toner — 1,000 A4 pages at 5% coverage, which means that 5% of the addressable print area is printed with this colour. Toner life is directly affected by coverage, e.g. at 10% coverage there is sufficient toner for 500 pages.

> The **MFP** is shipped with sufficient toner for 1,000 A4 pages. **500 A4 pages worth of this starter toner is used to charge each image drum. Therefore, as the toner is released into the image drum, the printer displays messages to replace toner well in advance.**

> Replacement toner does have to charge the image drum.

> Replacement toner is available in High Capacity as well as standard cartridges.

> Image drum — 15,000 pages (calculated on typical office usage of 3 A4 pages per job).

> Transfer belt — Approximately 50,000 A4 pages at 3 pages per job.

> Fuser — Approximately 30,000 A4 pages (C3520), 50,000 A4 pages (C3530).

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

CONSUMABLE ORDER DETAILS

C3520/C3530MFP

ITEM	LIFE	ORDER NO.
Toner, black	1,000 A4 @ 5%	43459432
Toner, cyan	1,000 A4 @ 5%	43459431
Toner, magenta	1,000 A4 @ 5%	43459430
Toner, yellow	1,000 A4 @ 5%	43459429
Toner, black, Hi capacity	2,500 A4 @ 5%	43459328
Toner, cyan, Hi capacity	2,000 A4 @ 5%	43459327
Toner, magenta, Hi capacity	2,000 A4 @ 5%	43459326
Toner, yellow, Hi capacity	2,000 A4 @ 5%	43459325
Image drum, black	15,000 A4 pages*	43460228
Image drum, cyan	15,000 A4 pages*	43460227
Image drum, magenta	15,000 A4 pages*	43460226
Image drum, yellow	15,000 A4 pages*	43460225
Fuser - C3520	30,000 A4 pages	43377104
Fuser - C3530	50,000 A4 pages	43377004
Transfer belt	50,000 A4 @ 3/job	43378003

*   Average life: 20% pages at continuous print, 50% pages at 3
pages per job and 30% pages at 1 page per job.

TONER CARTRIDGE REPLACEMENT

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

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

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

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

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

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

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

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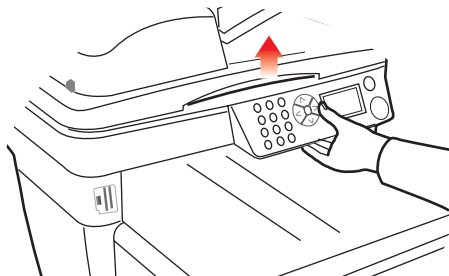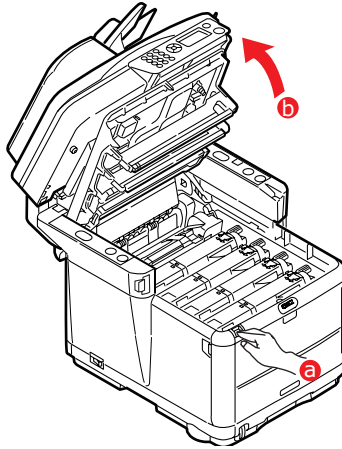
2. Press the cover release (a) and open the top cover of the printer (b) fully.

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

WARNING!

**If the printer has been powered on, the fuser may be hot. This area is clearly labelled. Do not touch it.**

</div>

3. Note the positions of the 4 cartridges.
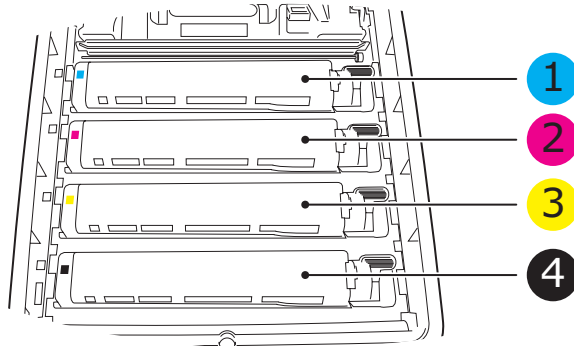
1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

4. Carry out one of the following:

(a) If you are replacing a toner cartridge that has been supplied with your printer (release lever has 3 positions), pull the coloured toner release lever on the cartridge to be replaced towards the front of the printer, in the direction of the arrow, but stop at the central (upright) position.
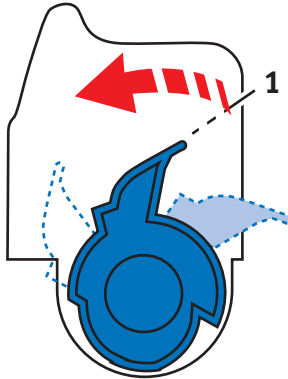
(b) If you are replacing any other toner cartridge (lever has 2 positions), pull the coloured toner release lever (1) on the cartridge to be replaced fully towards the front of the printer.

5. Lift the right-hand end of the cartridge and then draw the cartridge to the right to release the left-hand end as shown above, and withdraw the toner cartridge from the printer.
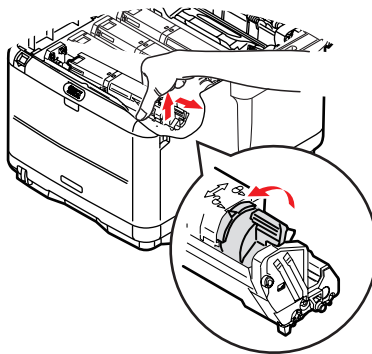
6. Put the cartridge down gently on to a piece of paper to contain any toner spillage.

CAUTION!

The green image drum surface is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

---

7. Remove the new cartridge from its box but leave its wrapping material in place for the moment.

8. Gently shake the new cartridge from end to end several times to loosen and distribute the toner evenly inside the cartridge.
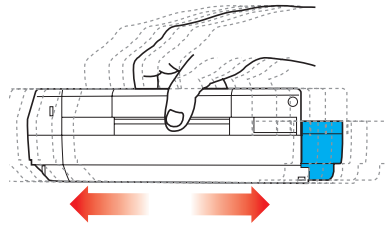
9. Remove the wrapping material and peel off the adhesive tape from the underside of the cartridge.
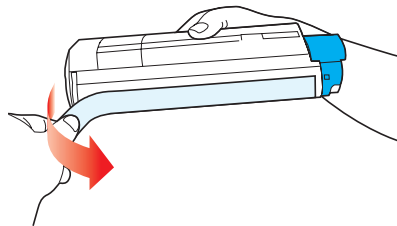
10. Holding the cartridge by its top centre with the coloured lever to the right, lower it into the printer over the image drum unit from which the old cartridge was removed.

11. Insert the left end of the cartridge into the top of the image drum unit first, pushing it against the spring on the drum unit, then lower the right end of the cartridge onto the image drum unit.
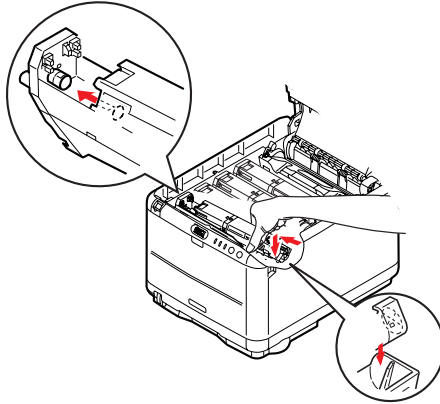
12. Pressing gently down on the cartridge to ensure that it is firmly seated, push the coloured lever (1) towards the rear of the printer. This will lock the cartridge into place and release toner into the image drum unit.
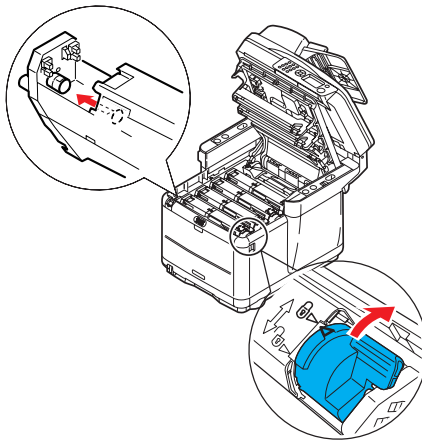
13. Close the printer top cover and press down firmly so that the cover latches closed.

14. *Gently* lower the scanner on to its supports.

IMAGE DRUM REPLACEMENT

<div style="border: 2px solid red;">

WARNING!

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

</div>

There is no need to switch the MFP off when changing image drum(s).

1. Lift the scanner.
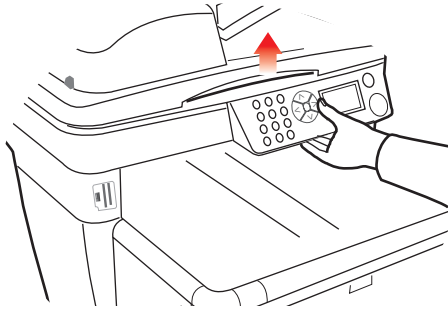
2. Press the cover release (a) and open the top cover of the printer (b).
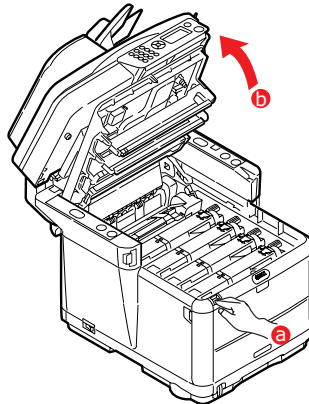
3. Note the positions of the 4 cartridges/Image drums.
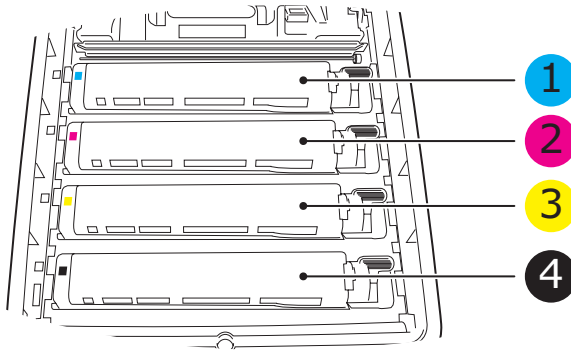
1. Cyan cartridge	**2.** Magenta cartridge
3. Yellow cartridge	**4.** Black cartridge

4. Holding it by its top centre, lift the image drum, complete with its toner cartridge (1), up and out of the printer.
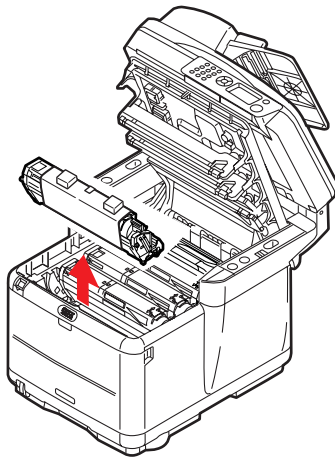
5. Put the old unit down gently onto a piece of paper to contain any toner spillage.

6. Take the new image drum unit, complete with toner cartridge (assembled according to the installation guide)

and place it on the piece of paper alongside the old ID unit.

<div style="border: 2px solid orange;">

CAUTION!

The green image drum surface at the base of the cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

</div>

7. Remove the protective sheets from the image drum unit. Keep it the same way round as the old unit. Pack the old ID unit inside the packaging material for disposal.
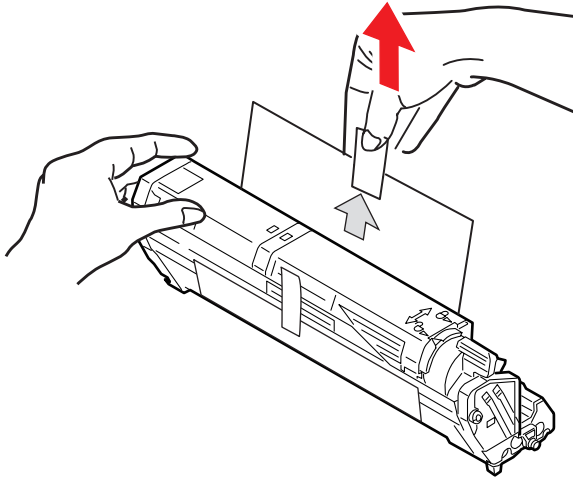
8. Holding the complete assembly by its top centre, lower it into place in the printer, locating the pegs at each end into their respective slots in the sides of the printer cavity.

C,M,Y
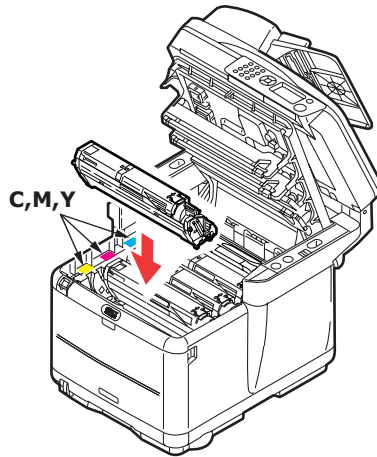
9. Close the printer top cover and press down firmly so that the cover latches closed.

10. *Gently* lower the scanner on to its supports.

NOTE
*If you need to return or transport your printer for any reason, please make sure you remove the image drum unit beforehand and place in the bag provided. This is to avoid toner spillage.*

TRANSFER BELT REPLACEMENT

The belt unit is located under the four image drums. This unit requires replacement approximately every 50,000 pages.

<div style="border: 2px solid red;">

WARNING!

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

</div>

1. Switch the MFP **OFF**.
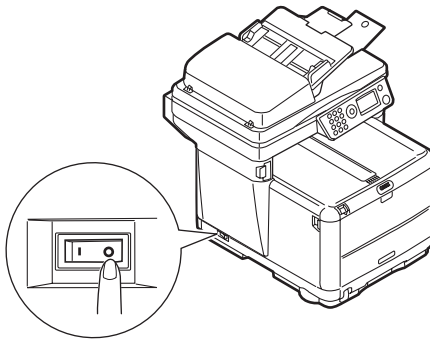
2. Lift the scanner.
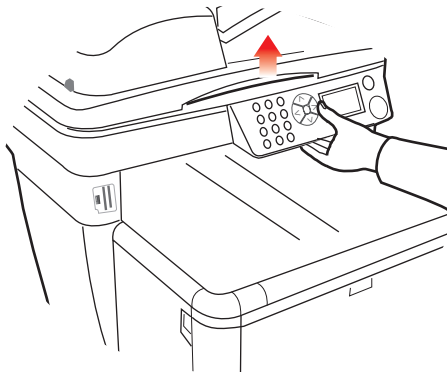
3. Press the cover release (a) and open the top cover of the printer (b) fully.
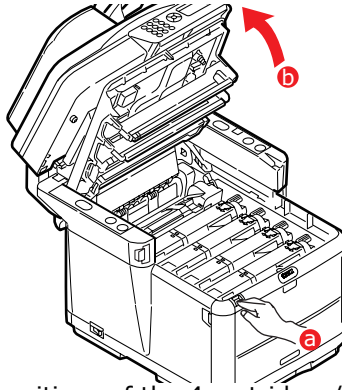
4. Note the positions of the 4 cartridges/toner cartridges.

It is essential that they go back in the same order
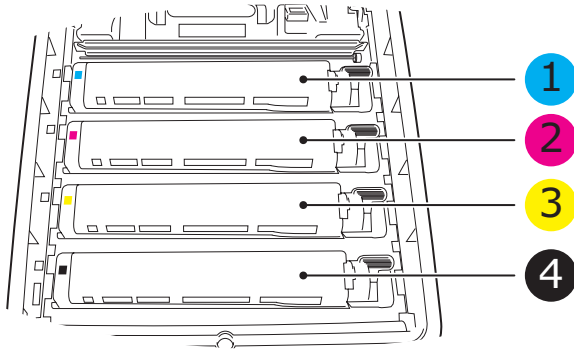
1.	Cyan cartridge	**2.**	Magenta cartridge
3.	Yellow cartridge	**4.**	Black cartridge

5. Starting from the rear, lift each of the image drum units, out of the printer and place them in a safe place away from direct sources of heat and light.
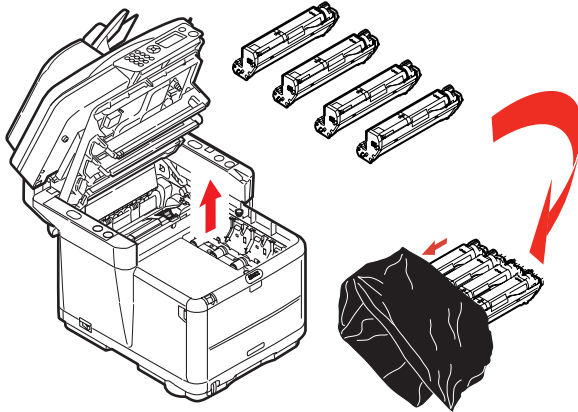
CAUTION!

The green image drum surface at the base of each cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

6. Locate the two fasteners (a) at each side of the belt (b) and the lifting bar (c) at the front. Turn the two fasteners 90° to the left. This will release the belt from the printer chassis.
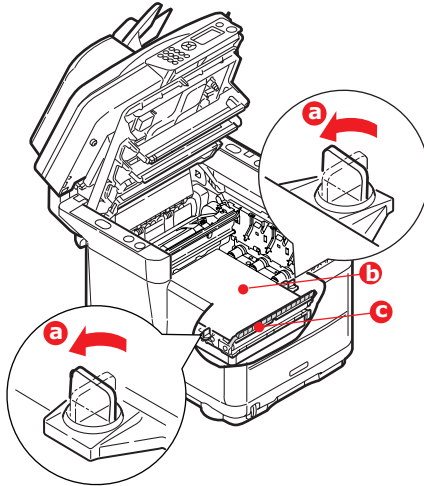
7. Pull the lifting bar (c) upwards so that belt tilts up towards the front, and withdraw the belt unit from the printer.
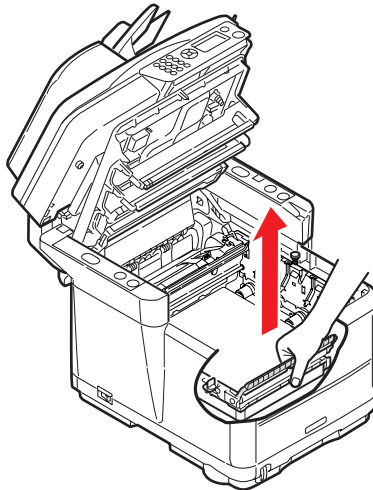
8. Lower the new belt unit into place, with the lifting bar at the front and the drive gear towards the rear of the printer. Locate the drive gear into the gear inside the printer by the rear left corner of the unit, and lower the belt unit flat inside the printer.
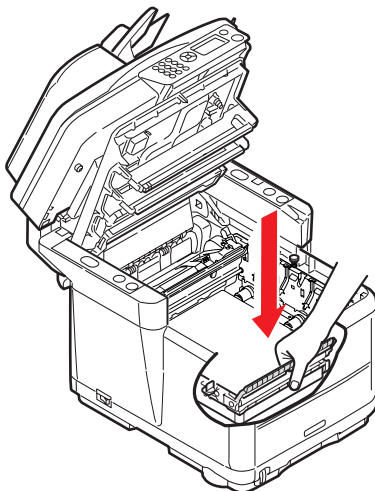
9. Turn the two fasteners (a) 90° to the right until they lock. This will secure the belt unit in place.
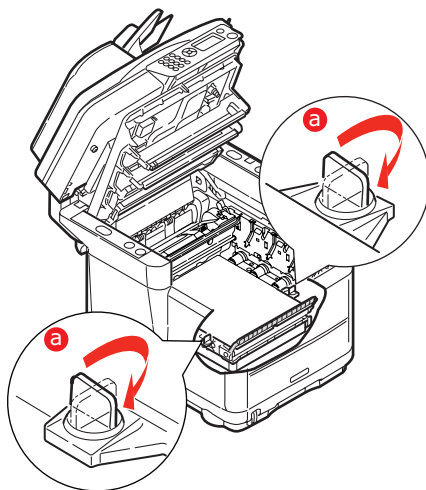
10. Replace the 4 image drums, complete with their toner cartridges, into the printer in the correct positions as shown.
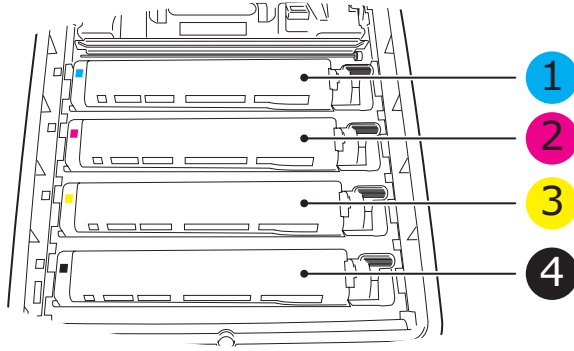
1. Cyan cartridge	**2.** Magenta cartridge
3. Yellow cartridge	**4.** Black cartridge

5. Close the printer top cover and press down firmly so that the cover latches closed.

**6.** *Gently* lower the scanner on to its supports.

7. Switch the MFP **ON**.
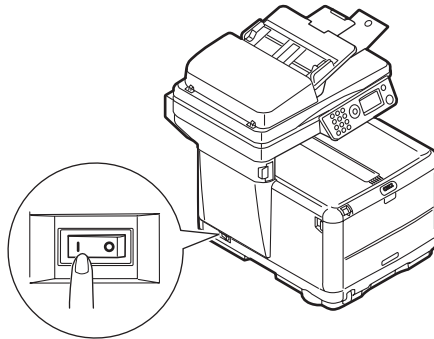
FUSER REPLACEMENT

The fuser is located inside the printer just behind the four image drum units.

WARNING!

If the MFP has recently been powered on, some fuser components will be very hot. Handle the fuser with extreme care, holding it only by its handle, which will only be mildly warm to the touch. A warning label clearly indicates the area. If in doubt, switch the printer off and wait at least 10 minutes for the fuser to cool before opening the printer cover.

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1.   Switch the MFP **OFF**.
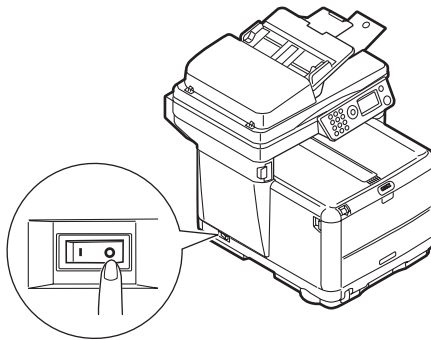
2.   Lift the scanner.
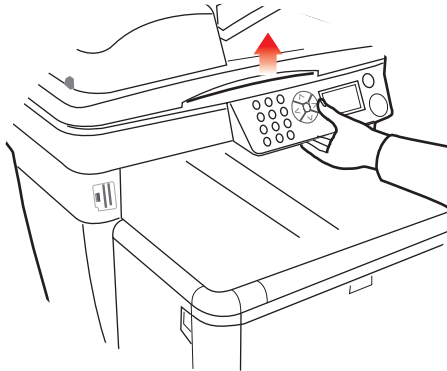
3. Press the cover release and open the printer's top cover fully.
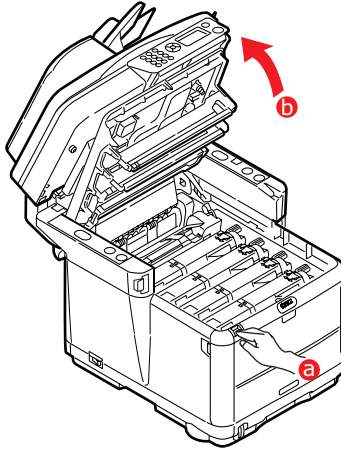
4. Identify the fuser handle (1) on the top of the fuser unit.
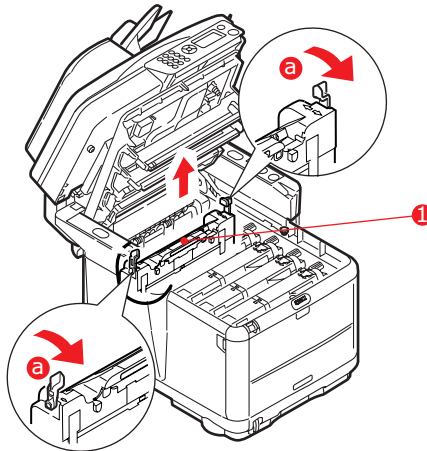
5. Pull the two fuser retaining levers (a) towards the front of the printer so that they are fully upright.

6. Holding the fuser by its handle (1), lift the fuser straight up and out of the printer. If the fuser is still warm, place it on a flat surface which will not be damaged by heat.

7. Remove the new fuser from its packaging and remove the transit material.

8. Holding the new fuser by its handle, make sure that it is the correct way round. The retaining levers (2) should be fully upright, and the locating lugs (3) should be towards you. There is one locating lug at each end of the fuser.
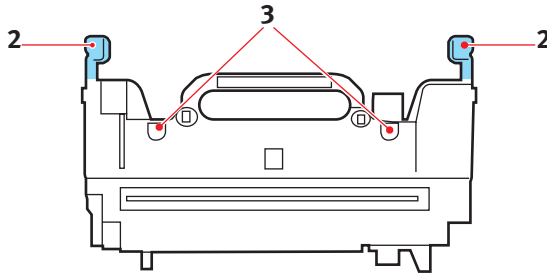
9. Holding the fuser by its handle, lower it into the printer, locating the two lugs into their slots in the metal partition which separates the fuser area from the image drums.
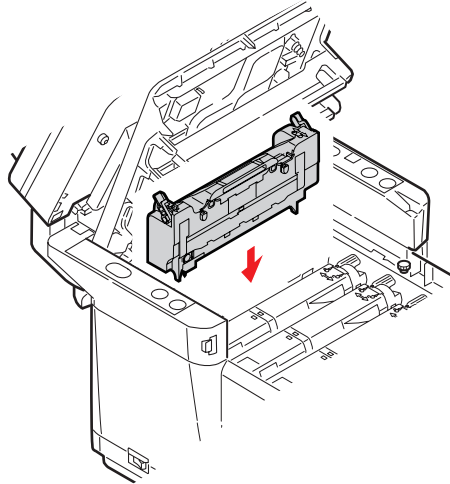
10. Push the two retaining levers towards the rear of the printer to lock the fuser in place.
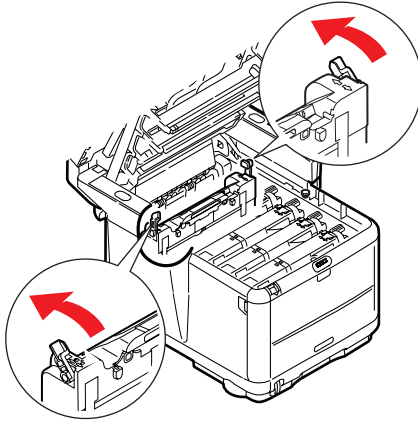
11. Close the printer top cover and press down firmly so that the cover latches closed.

12. *Gently* lower the scanner on to its supports.

13. Switch the MFP **ON**.
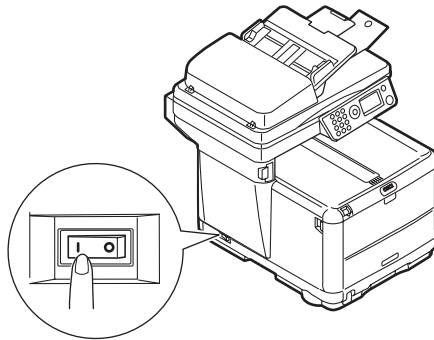
CLEANING THE LED HEAD

Clean the LED head when printing does not come out clearly, has white lines or when text is blurred.

There is no need to turn the printer OFF to clean the lens.

1. Lift the scanner.
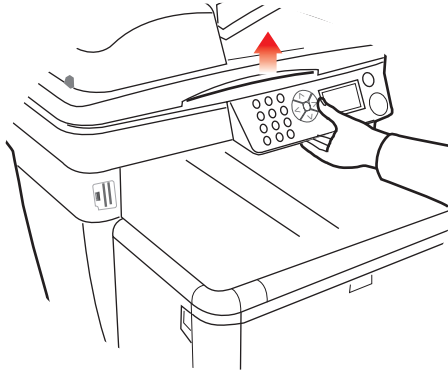
2. Press the cover release and open the printer's top cover fully.
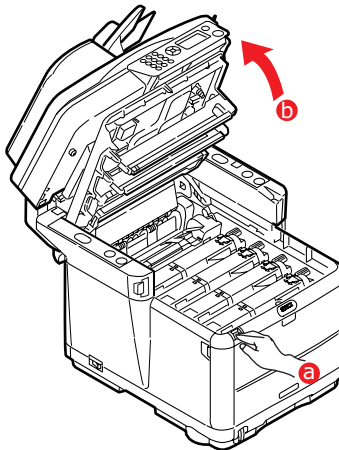
3. Gently wipe the LED head surface (1) with a soft tissue.
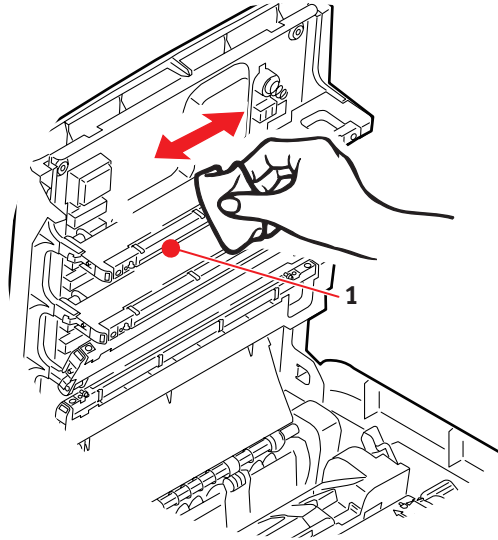
CAUTION!

Do not use methyl alcohol or other solvents on the LED head as damage to the lens surface will occur.

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4. Close the printer top cover and press down firmly so that the cover latches closed.

5. *Gently* lower the scanner on to its supports.

TROUBLESHOOTING

CLEARING PAPER JAMS

Provided that you follow the recommendations in this guide on use of print media, and you keep the media in good condition prior to use, your printer should give years of reliable service. However, paper jams occasionally do occur, and this section explains how to clear them quickly and simply.

One of the main causes of paper jams is media that has been left in the cassette tray while the machine is in a high humidity environment (typically, in an unmanned office over a weekend).

Jams can occur due to paper misfeeding from a paper tray or at any point on the paper path through the printer or scanner ADF. When a jam occurs, the MFP immediately stops. If printing multiple pages (or copies), do not assume that, having cleared an obvious sheet, others will not also be stopped somewhere along the path. These must also be removed in order to clear the jam fully and restore normal operation.

IN THE SCANNER ADF SECTION....

1. Lift the ADF cover (1).
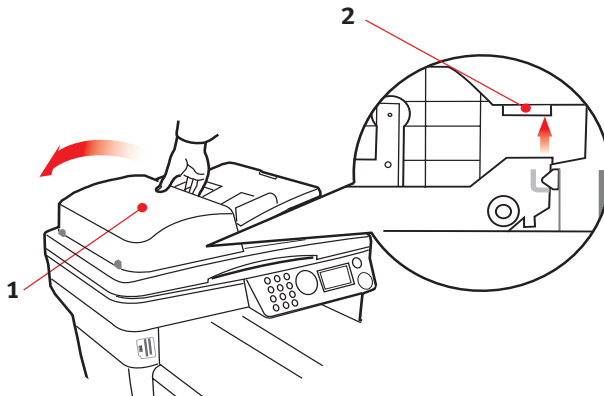
2. Remove any loose paper from the entry to the sheet feeder.

3. If there is any paper trapped in the feed mechanism.

    (a) Lift the feeder mechanism by the coloured tab (2).

    (b) Remove any paper from ADF mechanism.

4. Lower the ADF cover (1).

IN THE PRINTER SECTION....

1. If a sheet is well advanced out of the top of the printer, simply grip it and pull gently to draw it fully out. If it does not remove easily, do not use excessive force. It can be removed from the rear later.

2. Lift the scanner.
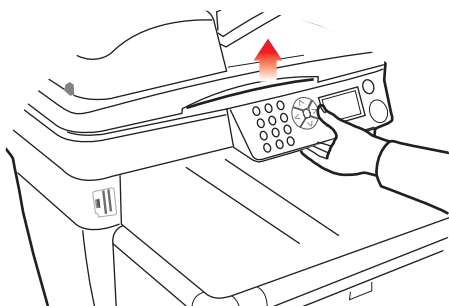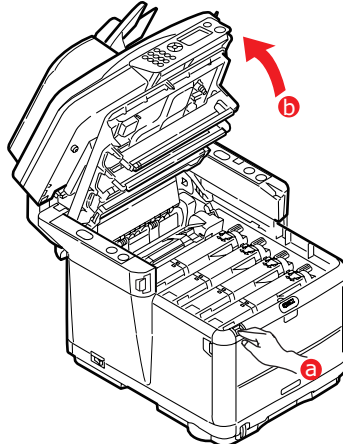
3. Press the cover release and open the printer's top cover fully.

<div style="background-color:red; color:white; padding:10px;">

WARNING!

If the printer has been powered on, the fuser may be hot. This area is clearly labelled. Do not touch this area.

</div>

4. Note the positions of the 4 cartridges.
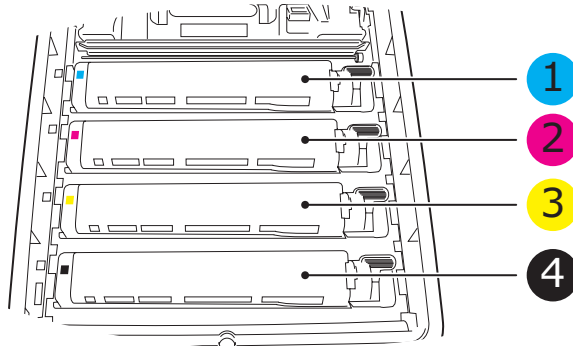
1.	Cyan cartridge	**2.**	Magenta cartridge
3.	Yellow cartridge	**4.**	Black cartridge

It will be necessary to remove the four image drums to gain access to the paper path.

5. Holding it by its top centre, lift the cyan image drum, complete with its toner cartridge, up and out of the printer.
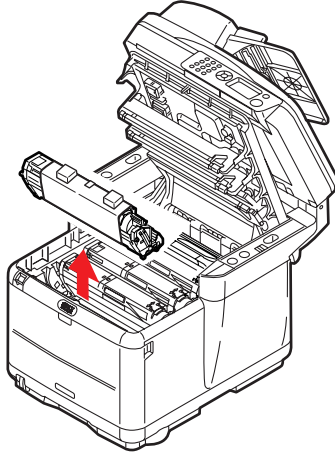
6. Put the cartridge down gently on to a piece of paper to contain any toner spillage.

> ### CAUTION!
>
> **The green image drum surface is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.**

7. Repeat this removal procedure for each of the remaining image drum units.
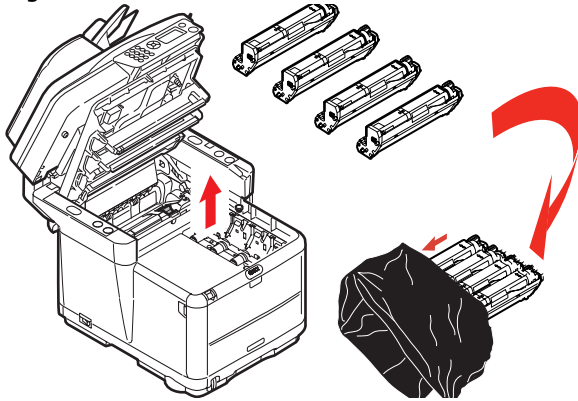
8. Look into the printer to check whether any sheets of paper are visible on any part of the belt unit.

9. Remove any sheets of paper as follows:

> To remove a sheet with its leading edge at the front of the belt (1), carefully lift the sheet from the belt and pull it forwards into the internal drum cavity and withdraw the sheet.

<div style="border:2px solid orange;">
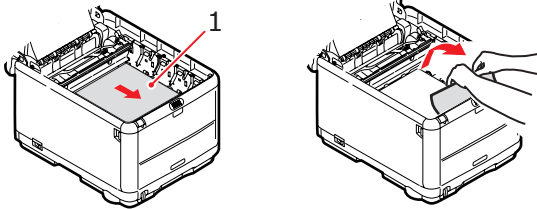
CAUTION!

Do not use any sharp or abrasive objects to separate sheets from the belt. This may damage the belt surface.

</div>

> To remove a sheet from the central area of the belt, carefully separate the sheet from the belt surface and withdraw the sheet.
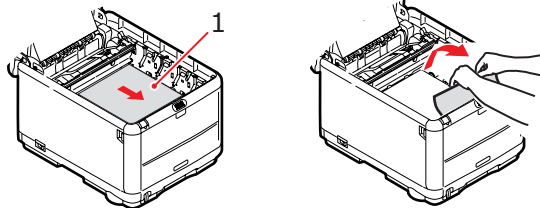
> To remove a sheet just entering the fuser , separate the trailing edge of the sheet from the belt, push the fuser pressure release lever (1) towards the front and down to release the fuser's grip on the sheet, and withdraw the sheet through the drum cavity area. Then allow the pressure release lever to rise again.

NOTE:
If the sheet is well advanced into the fuser (only a short length is still visible), do not attempt to pull it back. Follow step 12 to remove it from the rear of the printer.

10. Starting with the cyan image drum unit nearest the fuser, replace the four image drums into the drum cavity, making sure to locate them in the correct order.
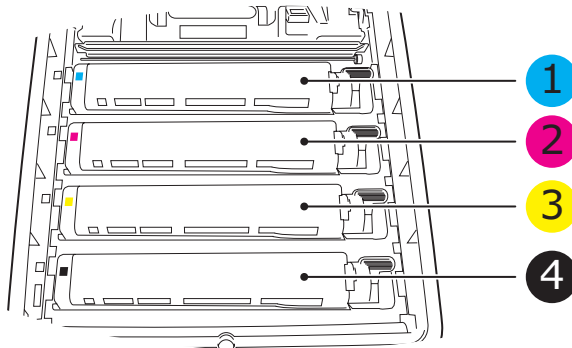
|	
1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

> Holding the complete assembly by its top centre, lower it into place in the printer, locating the pegs at each end into their slots in the sides of the printer cavity.

11. Lower the printer top cover but do not press down to latch it closed yet. This will protect the drums from excessive exposure to room lighting while you check the remaining areas for jammed sheets.

**12.** Open the rear stacker and check for a sheet of paper in the rear path area.
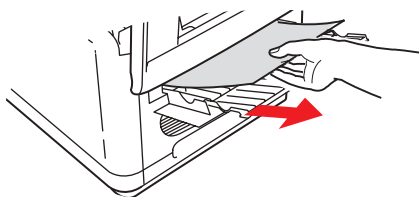
> Pull out any sheets found in this area.

> If the sheet is low down in this area and difficult to remove, it is probably still gripped by the fuser. In this case raise the top cover, reach around and press down on the fuser pressure release lever (1).


1
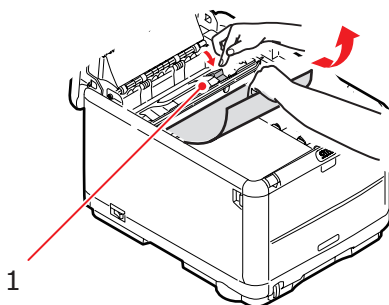
13. If you are not using the rear stacker, close it once paper has been removed from this area.

14. Press the front cover release and pull open the front cover.
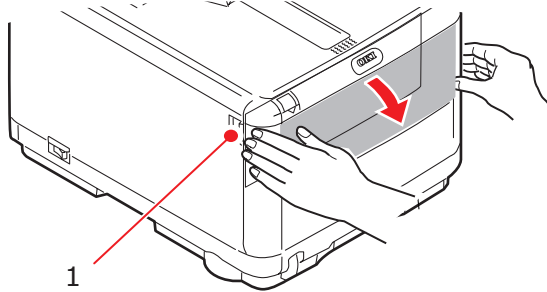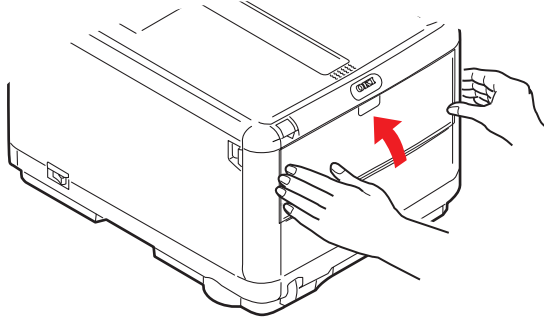

15. Check inside the cover for sheets in this area and remove any that you find, then close the cover.
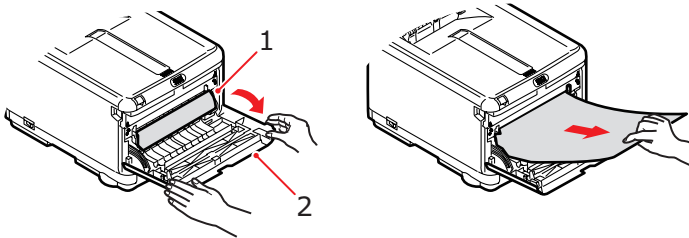
16. Pull out the Cassette Tray and ensure that all paper is stacked properly, is undamaged, and that the paper guides are properly positioned against the edges of the paper stack. When satisfied, replace the tray.
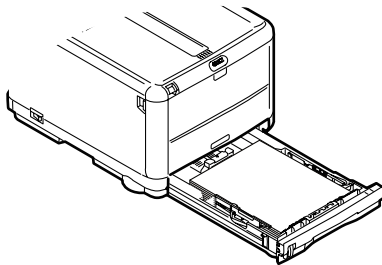
17. Close the front cover.

18. Close the printer top cover and press down firmly so that the cover latches closed.

19. *Gently* lower the scanner on to its supports.

FAX PROBLEMS (C3530MFP)

The machine will not dial a telephone number:

Check the power cable and wall outlet. Make sure that the telephone line (not external telephone or handset) is connected to the LINE socket on the back of the machine. If an external telephone is installed, lift the handset and check for a dial tone. If there is no dial tone, there may be a problem with the telephone line. If there is a dial tone, the machine may be using the wrong dialling method (pulse or tone) for the region.

The display shows a communications error:

This alarm indicates any of a number of problems. The machine may be incompatible with the remote machine, or the remote machine may not be able to perform the function requested of it such as polling or confidential faxing. The remote machine may also be out of paper or experiencing a paper jam. Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure that the correct telephone number is being dialled. If a prefix number must be dialled to get an outside line, or if the call is to an international destination, a pause may need to be entered after the dial prefix or international dialling code to tell the machine to wait for a dial tone. If there are frequent problems communicating with a particular remote machine, try programming the telephone number into a One-Touch key, and then change the One-Touch parameters for that key. Lastly, either the local or remote machine may require servicing. Try sending a fax to another location to check the local machine.

Faxing is possible but the image of the document printed by the remote machine is very poor:

If the faxed document has small type, complex illustrations, photos, or is very light or very dark, try changing the resolution. Copy the document on the machine to determine how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

Unwanted reports are printed out:

Check the user function settings and turn off undesired reports.

Fax sent but received message was completely blank:

Make sure that the document is loaded face down before faxing.

Image of received fax is very poor:

Contact the person sending the fax and ask them to change their Transmit resolution. Ask the person to make a copy of the document on their machine to ensure that it is working properly. Then ask them to send the fax again. If there is still a problem, try making a copy of a document on the local machine to make sure it is working properly.

Dialling was tried with a Speed Dial number but nothing happened:

Make sure that the Speed Dial number being used is programmed correctly. When dialling a two or three digit number, be sure to press Speed Dial before entering the number.

Documents received are light or have vertical streaks on them, and machine is not out of toner:

Lift the top cover and gently wipe the lens surface of the machine's LED array. Then check to see if the toner or image drum need replacing (see "Replacing consumable items" on page 81).

Machine is set for delayed transmission but it did not send:

Check the display to make sure that the machine's clock is set to the correct time (see Clock Adjustment).

Machine will not poll a remote machine:

Call the person at the remote machine and make sure that they have loaded documents and that their machine is set to polling transmission mode.

Machine is connected to a PBX but it is not possible to dial out:

Be certain that the dial prefix is entered before the telephone number for each number dialled or programmed into the machine. Additionally, the machine must be programmed for PBX operation before it will work with a PBX (see Connecting to a PBX).

Machine always answers before it's possible to use the external telephone:

If an external telephone is connected, increase the machine's ring response setting.

Faxes received sometimes look distorted:

If the document received is wider or longer than the paper loaded in the paper tray, the machine automatically reduces the width or length of the document so that it will fit on the paper. This type of problem could also be communication related.

The display shows a invalid toner cartridge:

A toner cartridge that is not specified for use in this machine has been installed. Contact the nearest supplier for service.

T**he display shows a invalid image drum**:

An image drum that is not specified for use in this machine has been installed. Contact the nearest supplier for service.

INSTALLING ADDITIONAL MEMORY

This section explains how to install additional RAM memory into your MFP as a memory upgrade.

MEMORY UPGRADE

The basic MFP model comes equipped with 128MB of memory (64 Mb "on-board" and 64 Mb in the option slot). This can be upgraded by substituting the option memory (64Mb) with a memory board containing 256MB, giving a maximum total memory capacity of 320MB.

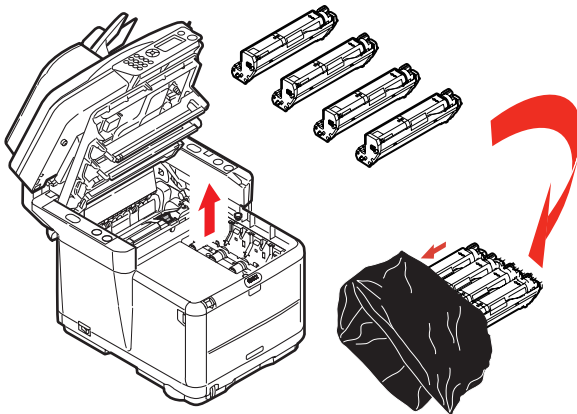**1.** Switch the MFP off and disconnect the AC power cable.

2. Lift the scanner.
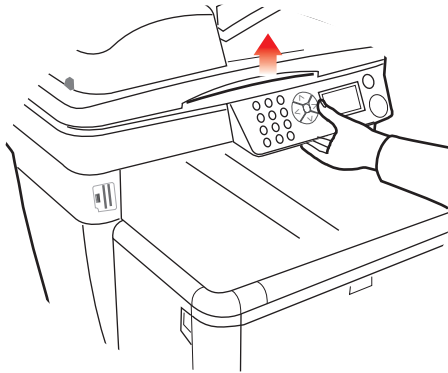
3. Press the cover release and open the printer's top cover fully.

<div style="background-color:red; color:white; text-align:center;">
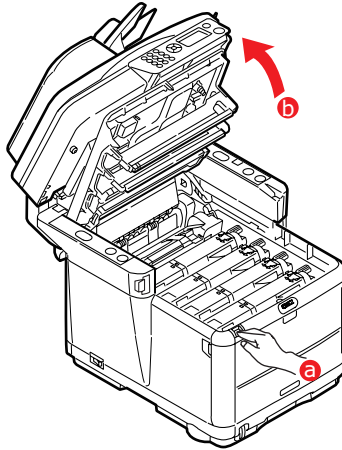
WARNING!

</div>

**If the MFP has been powered on, the fuser may be hot. This area is clearly labelled. Do not touch this area.**

4. Remove each image drum units, starting with the front. Cover the image drum units to protect them from direct light

<div style="border: 2px solid orange;">

CAUTION!

The green image drum surface at the base of each cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the MFP for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

</div>

5. Locate the two fasteners (1) at each side of the belt (3) and the lifting bar (2) at the front end. Turn the two fasteners (1) 90° to the left. This will release the belt from the printer chassis.
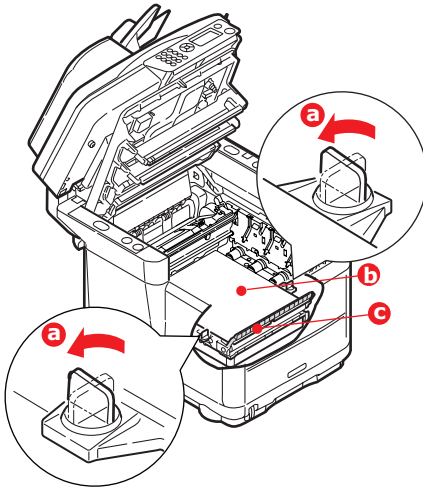
6. Unlock the fasteners and remove the belt as shown.
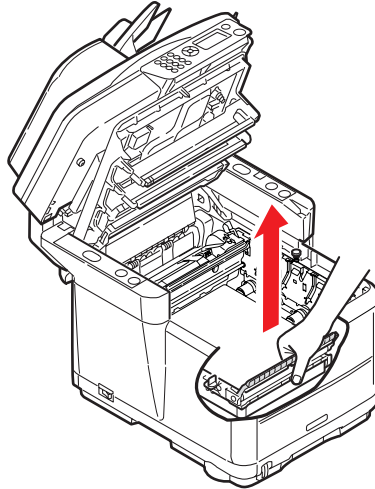
7. Carefully remove the new memory board from its wrapping. Try to handle the board only by its short edges, avoiding contact with any metal parts as far as possible. In particular, avoid touching the edge connector.

8. Note that the memory board has a small cutout in the edge connector, which is closer to one end than the other.
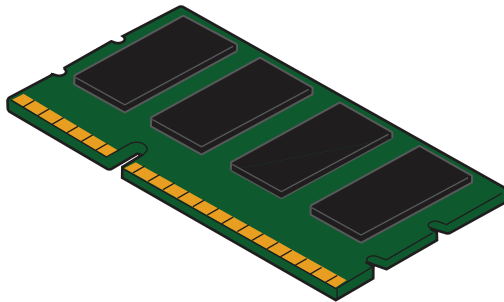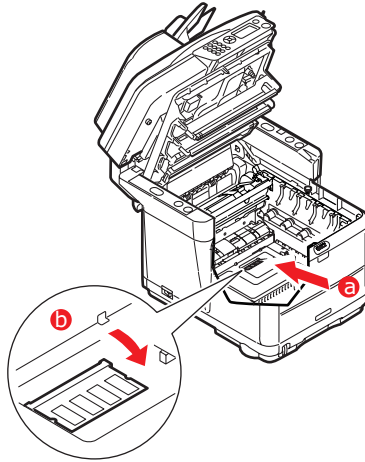
9. Identify the RAM expansion slot in the printer. Unclip the plastic cover to open this slot.
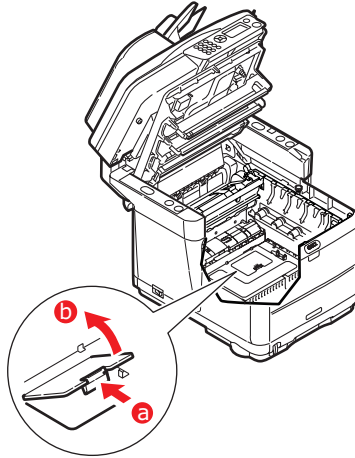
10. As the RAM expansion slot already contains a memory board (64Mb), this board will have to be removed before you can install the new one. To remove it proceed as follows:

(a) Identify the locking clips at each end of the RAM expansion slot.

(b) Push the clips outward and back into the printer. The board will pop out slightly.

(c) Grip the board firmly by its short edges and pull it out of the slot.

(d) Place the removed memory board in the antistatic bag which originally contained the new memory board.

11. Hold the new memory board by its short edges, so that the edge connector faces in towards the RAM expansion slot, and the small cutout is closer to the bottom of the printer.

12. Gently push the board into the RAM expansion slot until it latches in and will not go any further.

13. Close the RAM expansion slot.

14. Replace the belt and image drum units.

15. Close the printer top cover and press down firmly so that the cover latches closed.

16. *Gently* lower the scanner on to its supports.

17. Reconnect the AC power cable and switch the MFP on.

CHECKING THE MEMORY STATUS

1. Using the **Enter** key, access the **Menu** Function.

2. From the drop-down menu select the **View Information** with the **Enter** key.

3. From the **Configuration** menu, scroll down to the **System Menu** and select using the **Enter** key.

4. Using the **Down** arrow key, scroll down to **Total Memory**.

5. Pressing the **Enter** key will confirm the total memory installed.

COLOUR PRINTING

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

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

FACTORS THAT AFFECT THE APPEARANCE OF PRINTS

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

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

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

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

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

Viewing conditions

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

Printer driver colour settings

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

Monitor settings

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

There are several settings found on a typical monitor:

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

> 6500k   Cooler; approximates daylight conditions.

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

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

How your software application displays colour

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

Paper type

The type of paper used can also significantly affect the printed colour.

Tips for printing in colour

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

Printing photographic images

Use the Monitor (6500k) Perceptual setting.

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

Printing from Microsoft Office applications

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

Printing specific colours (e.g. a company logo)

There are 2 utilities on your printer driver CD-ROM that can help match specific colours:

Colour Correct Utility

Colour Swatch Utility

Adjusting the brightness or intensity of a print

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

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

ACCESSING THE COLOUR MATCHING OPTIONS

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

To open colour matching options from the Windows Control Panel:

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

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

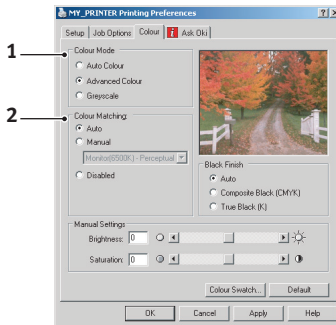3. Click the **Printing Preferences** button (1).
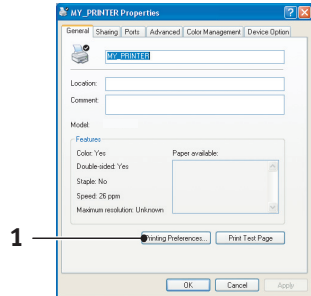
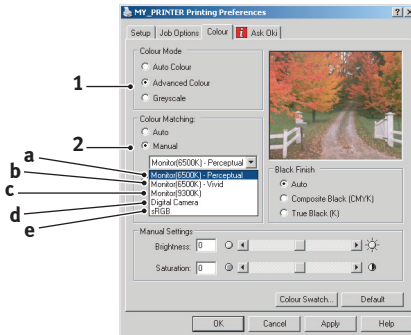To open colour matching options from within a Windows application:

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

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

SETTING THE COLOUR MATCHING OPTIONS

1. On the **Colour** tab select **Advanced Colour** (1) below) for Colour Matching.

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


(a) Monitor (6500k) Perceptual

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

(b) Monitor (6500k) Vivid

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

(c) Monitor (9300k)

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

(d) Digital Camera

Optimised for printing photographs taken with a digital camera.

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

(e) sRGB

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

USING THE COLOUR SWATCH FEATURE

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

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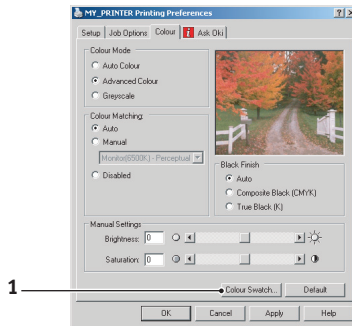
An example of using the Colour Swatch function:

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

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

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

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

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

USING THE COLOUR CORRECT UTILITY

The Oki Colour Correct Utility is provided on your printer driver CD-ROM. You must install it separately since it is not installed along with the printer driver.

The Colour Correct utility has the following features:

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

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

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

To select adjustments made with the Colour Correct Utility:

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

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

3. Click the **Colour** tab.

4. Click **Advanced Colour**.

5. Click **User Defined**.

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

SPECIFICATIONS

C3520   N34113B
C3530   N34114B

	ITEM	SPECIFICATION	
General			
	Dimensions	445 x 500 x 530mm (W x D x H) approximately	
	Weight	28Kg approximately	
	Power Source	Input: 220 to 240VAC, 50 to 60Hz	
	Power consumption	Typical operating:	<1030W
		Stand-by:	<140W
		Power save:	
			<35W (C3520MFP)
			<45W (C3530MFP)
	Environmental		
	Noise	56dBA (operating)	
	Temperature	10°C to 32°C	
	Humidity	20% to 80% RH	
	External Connections	RJ45 (Local Area Network)	
		USB (Computer)	
		RJ12, Tel. 1:	Local telephone handset
		RJ12, Tel. 2:	Line
	Network	10/100 Mbit auto-negotiation	
	Network Workgroup solution for	Stand-alone copy	
		Email (via Internet/Intranet)	
		Filing	
	Language support	English, French, German, Italian, Spanish, Swedish, Norwegian, Danish, Dutch, Portuguese, Greek Russian, Polish, Turkish, Czech, Finnish, Brazilian Portuguese, Hungarian	
	Connectivity	USB 2.0 I/F:	Printer rear
		Ethernet 10/100:	Printer rear
		RJ12:	x2 (Line & Tel.) Printer rear
	Card slots	USB 2.0 port (connector on Printer front)	
	Operators Panel	Single simplified Graphics panel, 128 x 64 dots	
	Memory	Standard:	32MB
		Optional:	64/ 256MB
	Flash ROM	4MB (Fax: 2MB)	
	Toner	C/M/Y/K Starter:	1K pages
		C/M/Y Hi cap:	2K pages
		K Hi cap:	2.5K pages
	OS Compatibility	Windows:	2000, XP (32 & 64 bit), Server2003, Vista (32 & 64 bit)

ITEM	SPECIFICATION	
Printing		
Speed	**C3520MFP**	
	Colour:	12 pages per minute.
	Mono:	16 pages per minute.
	C3530MFP	
	Colour:	16 copies per minute.
	Mono:	20 copies per minute.
Resolution	600 x 600dpi/1200 x 600dpi	
	600 x 600dpi x 2bit (ProQ2400)	
Auto Features	Auto registration Auto density adjustment Auto consumable counter reset	
Memory	128MB standard, upgradeable to 256MB	
Paper capacity at 80g/m²	300 sheets in main tray 100 sheets in multi purpose tray	
Paper weight	64 ~ 120g/m² in main tray 75 ~ 203g/m² in multi purpose tray	
Paper output	250 sheets in face down (top) stacker @ 80g/m² 100 sheets in face up (rear) stacker @ 80g/m²	
Printer life	420,000 pages or 5 years	
Duty cycle	20,000 pages per month max., 4,000 pages per month average	
Toner life	Starter: 1,000 pages at 5% coverage	
	Hi capacity C,M,Y: 2,000 pages at 5% coverage	
	Hi capacity K: 2,500 pages at 5% coverage	
Image drum life	15,000 pages (typical office usage)	
Transfer Belt life	50,000 A4 pages at 3 pages per job	
Fuser life	C3520MFP	30,000 A4 pages
	C3530MFP	50,000 A4 pages
Copy Specification		
Emulation	Windows GDI (Hyper-C), PJL	
Number of copies	Up to 999	
Resolution	Scan:	800 x 300, 600 x 600dpi
	Print:	600 x 600 dp1
First Copy Out Time (FCOT)	Colour:	Less than 23 secs.
	Mono:	Less than 17 secs.
Copy Speed	**C3520MFP**	
	Colour:	6 copies per minute.
	Mono:	16 copies per minute.
	C3530MFP	
	Colour:	16 copies per minute.
	Mono:	20 copies per minute.
Media type	Plain paper, Ultra Heavy, Transparency	

ITEM	SPECIFICATION
Quality	Speed, Fine
Density Control	7 levels
Enlarge/reduce	25% to 400% in 1% increments
	Preset Scaling:
	70% (A4 > A5)
	78% (Legal 14 > Letter)
	86% (A4 > B5)
	98% (Fit to paper)
	100%
	115% > (B5 > A4)
	127% (Letter > Legal 14)
	141% (A5 > A4)
Input tray	Auto/Tray 1/MP Tray
Paper Supply	Letter SEF (Short Edge Feeding)
	Legal SEF
	A4 SEF
	B5 SEF
	A5 SEF
	A5 SEF

Copy Features

ITEM	SPECIFICATION
Copy Mode	Normal-Mixed, Normal-Photo, High-Mixed, High-Photo
Photo/Text separation	Automatic
Moiré remove	Yes
Background remove	Automatic
Collate	Yes
Edge erase	Top, Bottom, Left, Right: 0 to 25.4mm
Margin shift	Bottom, Right direction: 0 to 25.4mm

Scanning

ITEM	SPECIFICATION	
Type	Flatbed	
Image Sensor	Colour CCD	
Light source	Cold Cathode Fluorescent Lamp	
Warm-up time	Less than 15 seconds	
Optical resolution	1200 x 600 dpi	
Output Quality	Input:	48 bit colour
	Output:	24 bit colour
	8 bit Greyscale	
	4 bit CMYK	
	1 bit Monochrome	
Memory	1.5 Mbytes	
Output format	PDF, JPEG, TIFF, BMP, PCX, GIF, TGA, PNG, WMF, EMF - SELECTABLE	

ITEM		SPECIFICATION
ADF	Document size (flatbed)	Letter, A4, A5, B5
	Document size	Legal 14, Letter, A4, A5, B5
	Document weight/ Thickness	60 to 120 g/m²
	Paper Feed	Face up
	Capacity	50 sheets of 80 g/m²
	ADF scanning area	11.69" x 17" (296mm x 431.8mm)
Scan to Network Specification		
	Connectivity	Ethernet 10BaseT/100BaseTX auto-negotiation with RJ-45 connector
	Communications Protocol	C3520:
		TCP/IP v4, SMTP, POP3, HTTP, SNMP, DHCP, DNS, Port9100, MIB, BOOTP, ARP
		C3530MFP:
		TCP/IP v4, SMTP, POP3, HTTP, SNMP, CIFS, FTP, DHCP, DNS, LDAP, LPR, Port9100, MIB, BOOTP, ARP
	Supported Browsers	Microsoft IE 4.1 or higher
		Netscape Navigator 4.0 or higher
	Configuration Requirement	IP address
		Subnet mask
		Gateway
		SMTP server/POP3 server
		FTP server
		Web server
	Wireless Networking	No
Scan to email Specification		
	Communication Protocol	SMTP, POP3, MIME
	File Format	PDF (JPEG compressed), M-TIFF (RAW/G3/G4 compressed) JPEG (JFIF)
	Default File Format	PDF (Factory default). Can be changed by Set-up tool, Web page or Operator Panel
	Separation Limit (C3530MFP)	1MB, 3 MB, 5MB, 10 MB, 30MB, No limit
	Resolution	75, 100, 150, 200, 300, 400, 600 dpi
	Default Resolution	Colour/Grey: 150 dpi
		Monochrome: 200
		(Factory default). Can be changed by Set-up tool, Web page or Operator Panel

ITEM	SPECIFICATION	
Address Book Volume		
Max. Addresses	100	
Group	20	
No. of Addresses in Each Group	50	
Multiple Recipients Allow	Yes	
Mail Server Authentication	SMTP - Auth, POP3	
Supported Mail Server Application	Lotus Mail Server 5.0	
	MS Exchange Server 2000	
	RedHat 7.0 SendMail	
	MAC Mail Server in OS 9.04	
Supported LDAP Server	Windows 2000 Active Directory	
	Windows NT 4.0 + MS Exchange 5.5	
	Lotus Notes R5	
Supported Mail Application	Microsoft Outlook 2000	
	Microsoft Outlook Express 5.0	
	Microsoft Outlook Express 6	
	Netscape Messenger 4.7	
	Netscape Messenger 4.73	
	MAC built-in MAIL application	
	Eudora 4.3.2J	
	Lotus Notes R5	
Scan to Fax Specification (C3530MFP)		
Connectivity	Line: RJ11; Tel.: RJ11	
Compatibility	ITU-T G3 (Super G3)	
Modem speed	33.6Kbps	
Transmission time	3 secs./page	
	Document: ITU-t#1/MMR/Std (200x100dpi)	
ECM	Yes	
Fax Resolution	Standard:	200 x 100dpi
	Fine:	200 x 200dpi
	Photo:	200 x 200dpi
	Ex.Fine:	200 x 400dpi
Coding	MH, MR, MMR	
Density adjust	13 to +3	
Document size	Letter, Legal, A4	
TX/RX memory	1.5MB	

ITEM	SPECIFICATION	
Dialling	Ten key:	Yes (stored dial)
	One-Touch:	N/A
	Speed:	100 locations (max 32 digits each location)
	Speed dial search by alphabet:	Yes
	Group:	Yes - max 10 groups
	Mixed dial:	Yes
Features		
	Beep Tone:	Supports end session tone (fax successful) and Alarm tone (fax failed)
TX:	Feeder:	N/A
	Memory:	Yes
	Delayed:	Max 5 TX times registration
	Delayed Broadcast:	Max 5 TX times registration
	Broadcast:	Max 100 stations
	Date/Time Header:	Yes
	Echo protection for International:	Yes
RX:	Real-time:	N/A
	Memory:	Yes
	Auto redial:	Yes
	Manual redial:	Yes
	Sender ID:	Max 32 characters
	Session No:	Yes
	TSI Print:	Yes
	Date/Time Header:	Yes
	Echo protection for International:	Yes

INDEX

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