OKI
PRINTING SOLUTIONS

MC361/MC561

Basic User Guide

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MC361/MC561 Basic User's Guide

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Emergency First Aid

Take care with toner powder:

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

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

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

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

Note

Images used in this manual may include optional features that your product does not have installed.

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About This Guide

Notes, Important, Cautions and Warnings

Note

Provides additional information to supplement the main text to help you use and understand the product.

Important!

Indicates important information which you should read.

CAUTION!

Provides information which, if ignored, may result in equipment malfunction or damage.

WARNING!

Provides information which, if ignored, may result in a risk of personal injury.

Conventions Used

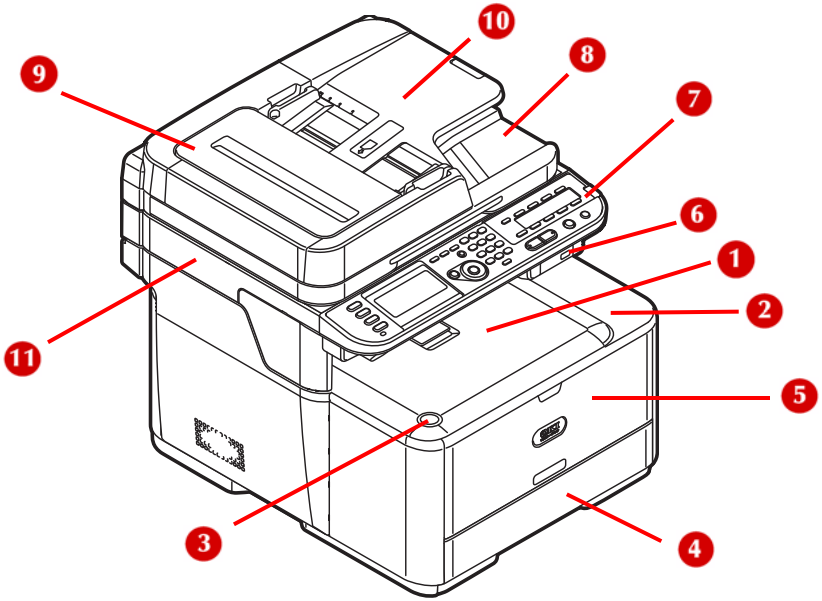
The following symbols are used in this guide:

- [ ]
  Placed around display screen menu items.
- < >
  Indicates the name of a button on the control panel.
- “ ”
  Placed around messages which appear on the display screen

Getting Started

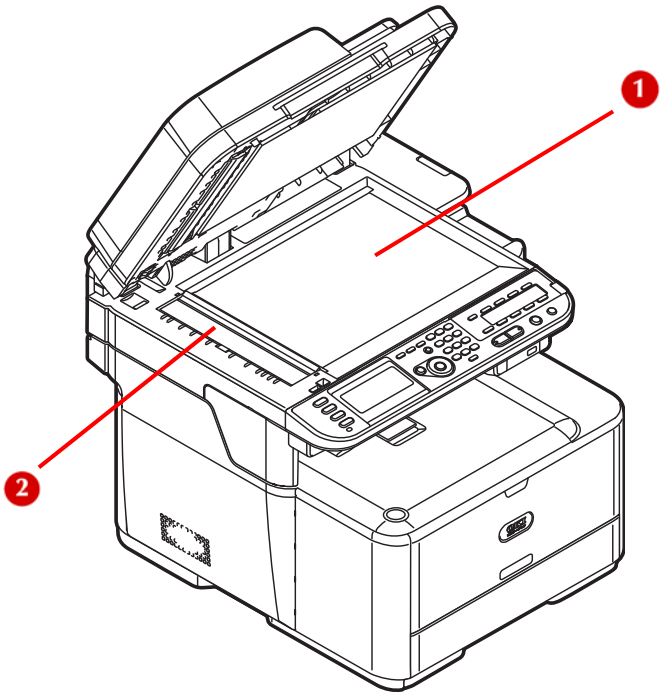
Names of Components

Front View



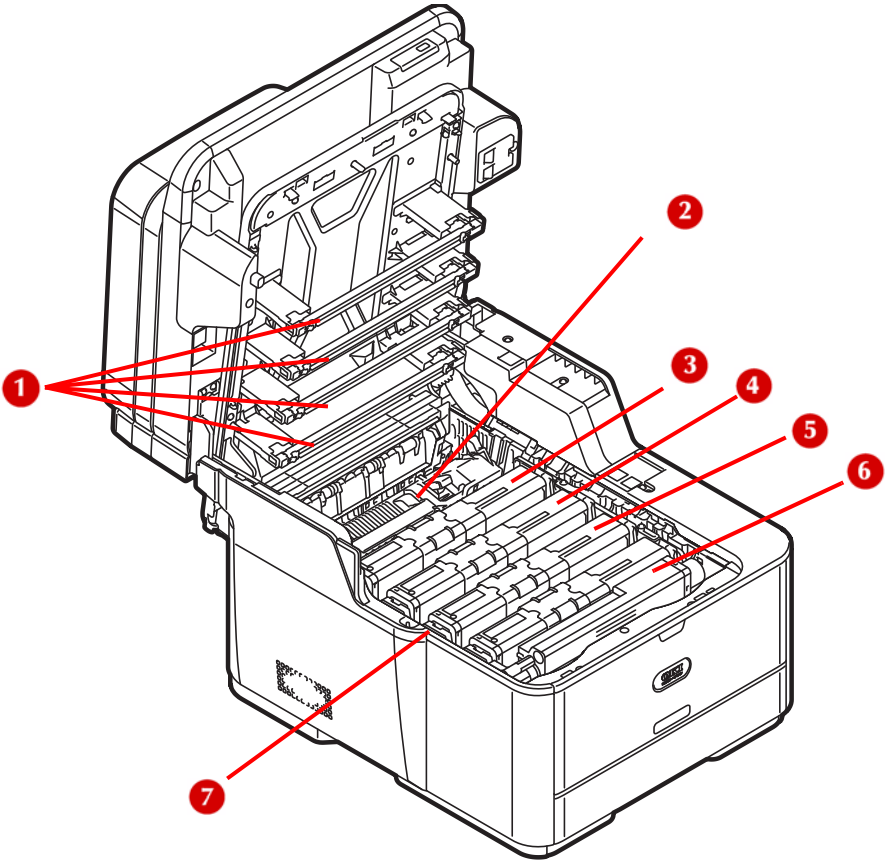
No.	Description
1	Facedown stacker (default)
2	Top cover
3	Top cover open button
4	Paper tray (tray 1)
5	Multi purpose (MP) tray (closed)
6	USB port
7	Control panel
8	Document glass cover
9	Auto document feeder (ADF) cover
10	Document tray
11	Scanner unit

Interior View: Scanner



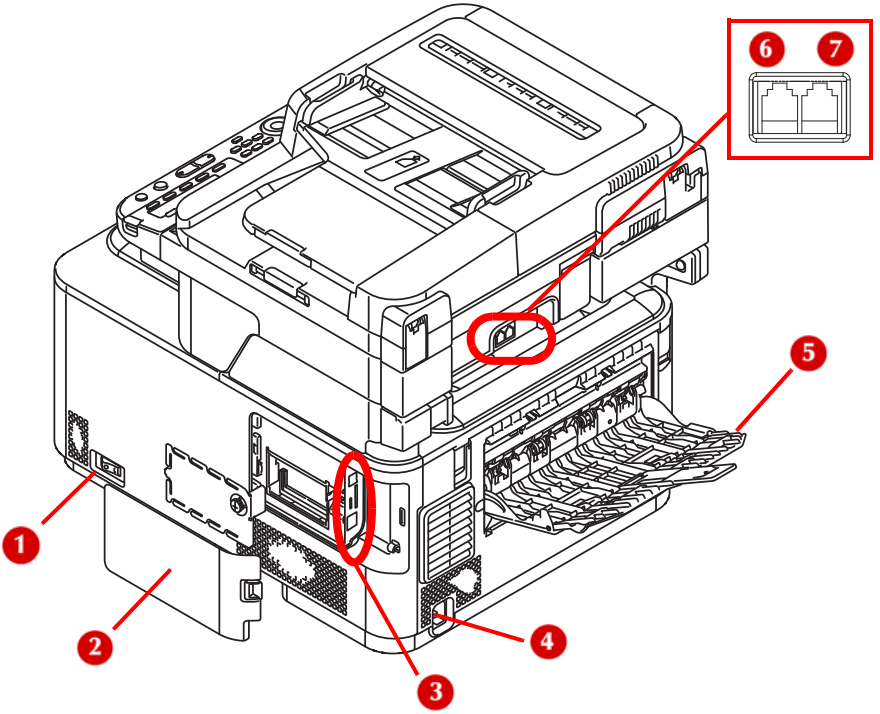
No.	Name
1	Document glass
2	Glass for scanning documents from ADF tray.

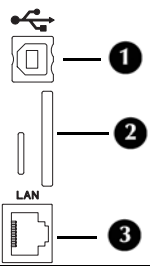
Interior View: Printer



No.	Name
1	LED heads (four)
2	Fuser unit
3	Toner cartridge Y: yellow
4	Toner cartridge M: magenta
5	Toner cartridge C: cyan
6	Toner cartridge K: black
7	Image drum unit (underneath toner cartridges)

Rear View



No.	Name
1	Power switch
2	Side cover
3	 Interface connections **1** USB **2** SD Card **3** Ethernet
4	AC power socket
5	Rear Exit (Face up stacker)
6	LINE connection
7	TEL connection

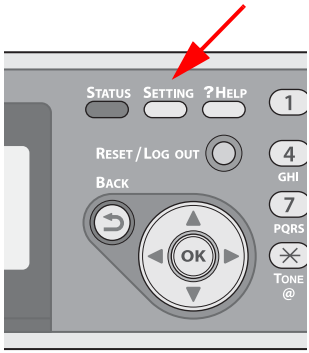
Turning Off Your Machine

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

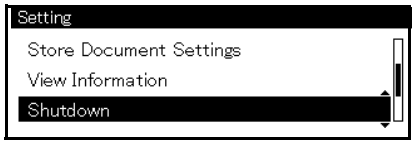
CAUTION!

Do not turn off the power switch suddenly as this may damage your machine. Always follow the correct procedure to ensure that no data is lost.

1 Press <SETTING> on the control panel.

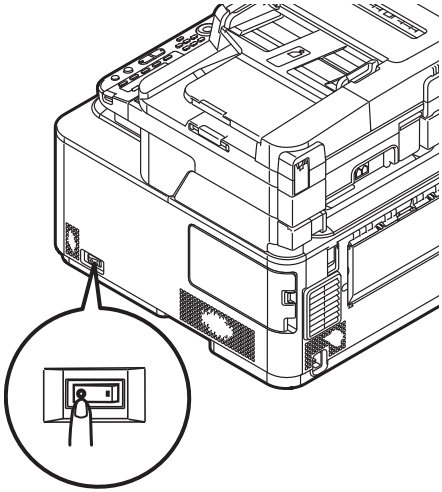


2 Press the down arrow key repetitively to select [Shutdown]. Press <OK>.



3 On the confirmation message, press then the left or right arrow key to select [Yes], then press <OK>.

4 When the screen prompts you to, press the off (O) side of the power switch.



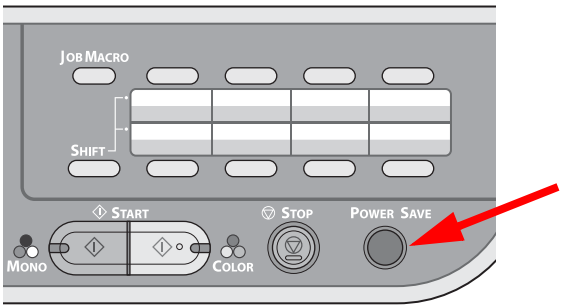
Power Save Mode and Sleep Mode

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

Power Save Mode

When your machine is not used for a period of time (the default is 30 minutes), it automatically enters the power save mode to reduce power consumption.

You can enter the power saving mode manually by pressing <POWER SAVE> on the control panel. The <POWER SAVE> key while in this mode.



Note

The unit comes from the factory set to enter Power Save mode after 30 minutes of idle time.

To change the interval:

1. Press <SETTING>.
2. Select [Admin Setup] > [Management] > [Power Save] > [Power Save Time].

To disable (or enable) Power Saving mode:

1. Press <SETTING>.
2. Select [Admin Setup] > [User Install] > [Power Save] > [Power Save Enable].

Sleep Mode

When it is connected to a network, your machine goes from the power saving mode into the sleep mode after a set period of time (the default is 10 minutes). In the sleep mode, the status of your machine is almost the same as when it is turned off.

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

Important!

The machine does not enter the sleep mode if an error occurs.

Returning to the Standby Mode

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

Note

When the unit receives a print job, it automatically returns to the standby mode.

The Control Panel

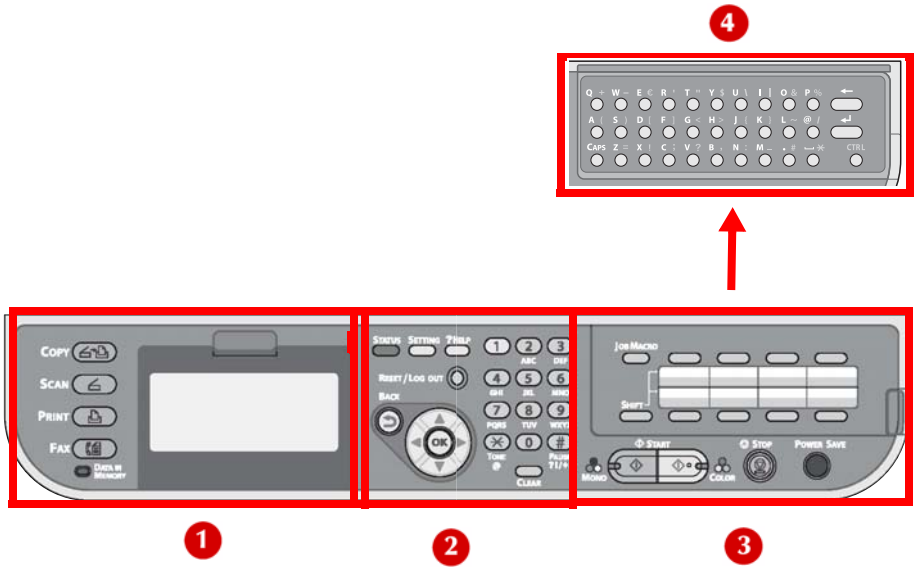
This chapter explains the control panel, as well as how to enter text.

1 = Left panel

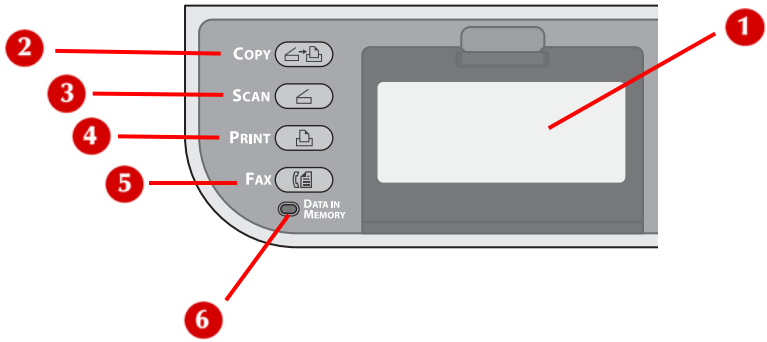
2 = Middle panel

3 = Right panel

4 = Qwerty Pad (MC561 only), underneath the One Touch keypad

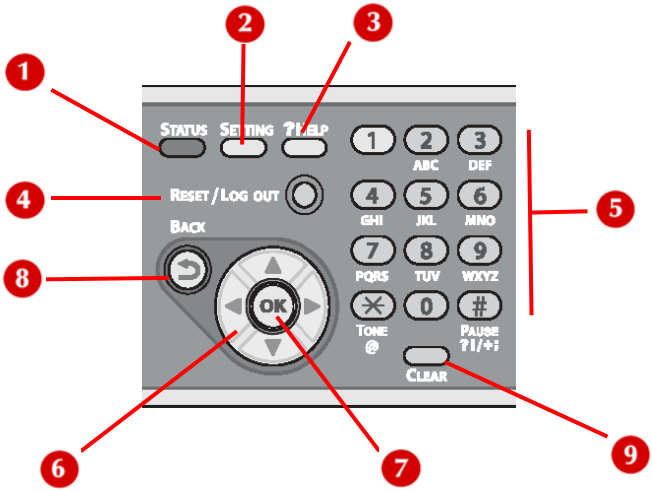


Control Panel Left



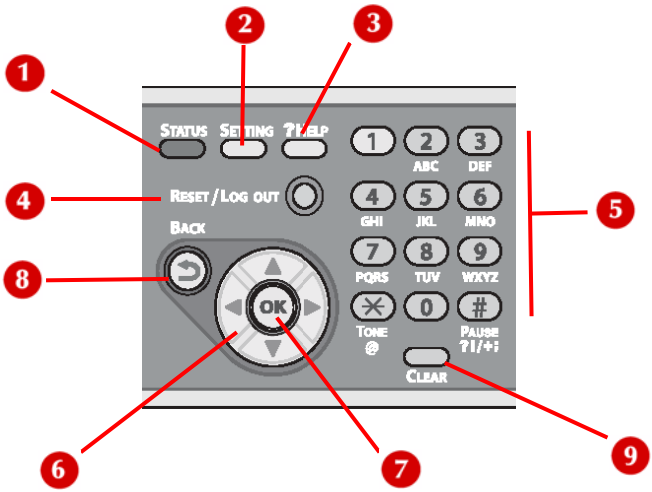
No.	Name	Function
1	Display screen	Displays operating instructions and the status of the machine.
Main function keys: The selected key lights up.		
2	<COPY> key	Switches to the copy standby screen.
3	<SCAN> key	Switches to the scanner menu screen.
4	<PRINT> key	Switches to the print Menu screen.
5	<FAX> key	Switches to the fax menu screen.
6	<DATA IN MEMORY> indicator	Lights up when fax data is in memory.

Control Panel Middle



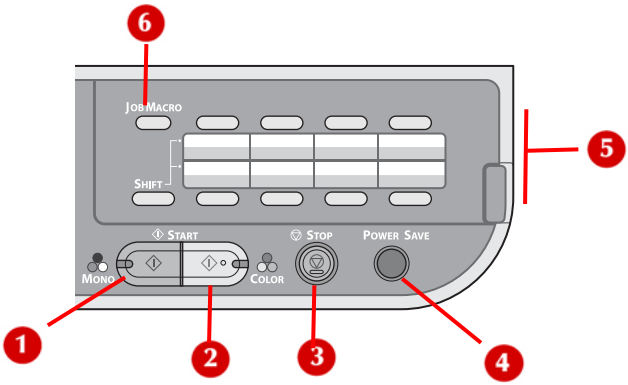
No.	Name	Function
1	<STATUS> key	Displays the status menu screen. Flashes/turns on if there is a status item to be displayed.
2	<SETTING> key	Displays the equipment setting menu screen.
3	<?HELP> key	Displays the help screen.
4	<RESET/LOGOUT> key	• In the top screen, logs out. • In the standby screen, returns to the top screen. • In the setting screen, resets a setting value and returns to the standby screen.
5	Keypad	Used to enter numbers, alphabetical characters and symbols.

Control Panel Middle



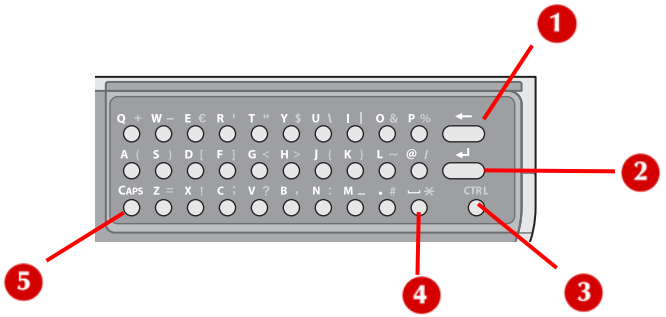
No.	Name	Function
6	Arrow Keys	
	<UP> key	Used to navigate up through the list of selections on the screen.
	<DOWN> key	Used to navigate down through the list of selections on the screen.
	<LEFT> key	Press to return to the previous screen.
	<RIGHT> key	Press to proceed to the next screen.
7	<OK> key	• Confirms the highlighted item. • Selects an item to be checked.
8	<BACK> key	Press to return to the previous screen.
9	<CLEAR> key	Executes the following actions according to the entered items when pressed or held: • Minimizes a setting value. • Enters zero for a setting value. • Clears what is entered. • Cancels a selected item.

Control Panel Right



No.	Name	Function
1	<START (MONO)> key	Press to start copying, scanning, printing, or faxing in black and white.
2	<START (COLOR)> key	Press to start copying, scanning, or printing in color.
3	<STOP> key	Immediately cancels the current job.
4	<POWER SAVE> key	• Press to enter or exit the Power Save mode. • Press to exit the Sleep mode. • Glows green when the unit is in either the Power Save or the Sleep mode.
5	One touch keypad	Press to access a registered email address or fax number. 8 keys x 2 groups (Press the <SHIFT> key to switch the groups)
6	<JOB MACRO> key (for MC561 only)	Press to switch to the job macro screen. See the Advanced User Guide at www.my.okidata.com for information on job macros.

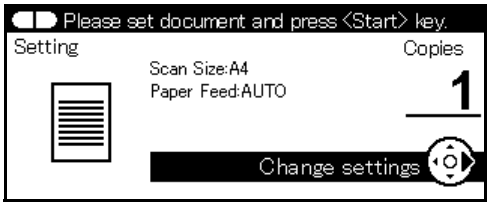
Control Panel Qwerty (MC561 Only)



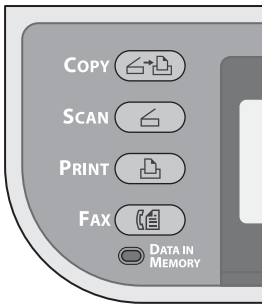
No.	Name	Function
1	Delete key	Press to delete characters one at a time.
2	Enter key	Press to move the cursor to [Done] when entering data from the keypad.
3	<CTRL> (control) key	Press and hold while pressing a letter key in order to engage it's corresponding symbol. For example, to enter the % symbol, press Ctrl-P.
4	Space key	Press to add a space to the text and/or number you are entering.
5	<CAPS> (shift) key	Press and hold while pressing a letter key in order to enter a capital letter. Equivalent to the SHIFT key on a traditional keyboard.

The Default Screen

After your machine is turned on and ready to use, the screen shown below appears on the display. The default is Copy mode.



You can switch to other modes by pressing the main function keys.

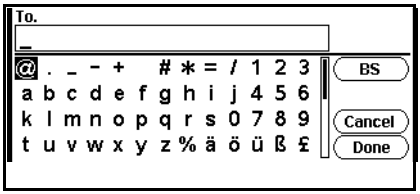


Note

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

Entering Text using the Entry Screen

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

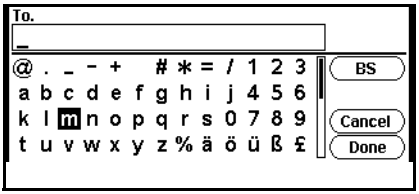


You can enter upper and lower case letters, numbers and symbols using the screen keyboard.

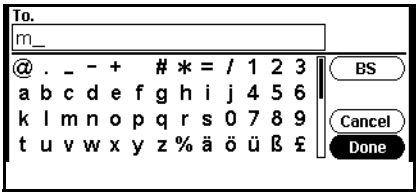
Note

When you need to enter only numbers, this screen keyboard may not appear. In this case, enter numbers using the keypad.

1 Press the left / right / up / down arrow keys to select the character you want, then press <OK>.



The selected character appears in the blank field.



2 Repeat step 1 until all the characters are entered.

3 Press the right or down arrow key to select [Done].

4 Press OK to complete the entry process.

Entering Text using the Keypad

You can also use the keypad to enter text in the entry screen. The characters you can enter using the keypad are shown in the table below.

Key	Characters / Entry Sequence
1	1
2	a b c A B C 2
3	d e f D E F 3
4	g h i G H I 4
5	j k l J K L 5
6	m n o M N O 6
7	p q r s P Q R S 7
8	t u v T U V 8
9	w x y z W X Y Z 9
0	(space) 0
*	@ *
#	. _ - (space) + ! " $ % & ' ( ) , / : ; < = > ? [\ ] ^ #

1 Press the appropriate key repetitively until the character you want appears, then press <OK>.

2 Repeat step 1 until all the characters are entered.

3 Press the right arrow or down key to select [Done] .

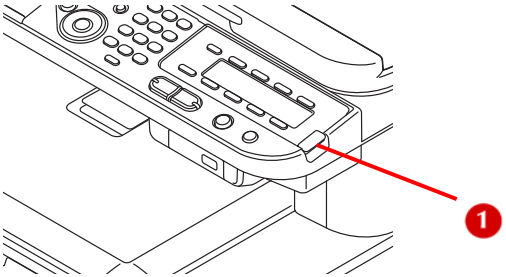
4 Press <OK> to complete the entry process.

Note

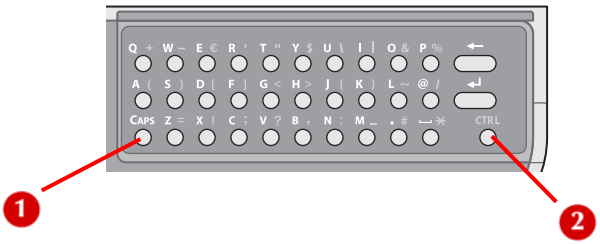
Some characters cannot be entered with the keypad. In this case, you must use the screen keyboard.

Entering Text using the Qwerty Keyboard (MC561dn Only)

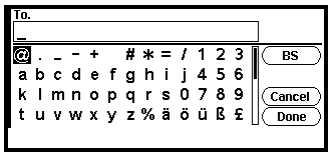
For Model MC561dn, you can also enter text using the qwerty keyboard located beneath the One-Touch keypad (1).



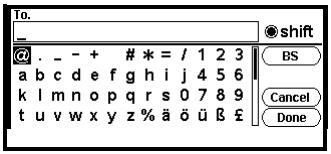
The Qwerty keyboard includes a standard set of Qwerty typewriter keys, plus a CAPS key (1) for entering upper case letters and a CTRL key (2) for entering symbols.



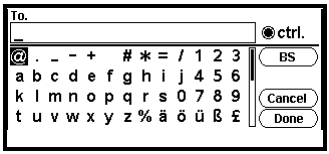
- normal mode (lower case letters):



- CAPS mode (upper case letters)



- CTRL mode (symbols):



Note

Numbers and some characters cannot be entered with the Qwerty keyboard. To enter them, use the screen keyboard or keypad.

Deleting Entered Text

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

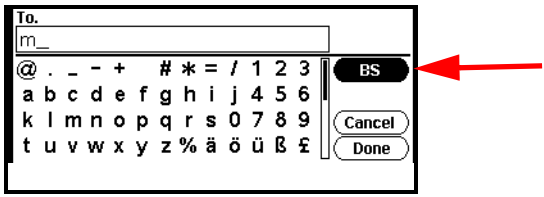
Using the <CLEAR> key

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

Press and hold the <**CLEAR**> key to delete all the characters you have entered.

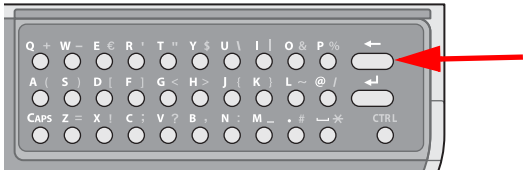
Using [BS] on the Screen Keyboard

Press the right or down arrow key to highlight [**BS**], then press OK to delete the last character entered.



Using the Backspace Key on the Qwerty Keyboard (MC561dn Only)

Press the backspace key to delete the last character entered.



Print Media

Supported Media

For high-quality printing and to avoid printing problems, be sure to use the supported print media.

Your machine supports the following types of media.

Media	Size		Weight
Standard paper	A4	210 x 297 mm	Simplex: 18 to 67 lb. US Bond 64 to 250 g/m^2 Duplex: 17 to 46 lb. US Bond 64 to 176 g/m^2
	A5	148 x 210 mm	
	A6	105 x 148 mm	
	B5	182 x 257 mm	
	Letter	8.5 x 11 inches	
	Legal13	8.5 x 13 inches	
	Legal13.5	8.5 x 13.5 inches	
	Legal14	8.5 x 14 inches	
	Executive	7.25 x 10.5 inches	
	16K	184 x 260 mm	
		195 x 270 mm	
		197 x 273 mm	
	Custom	Width: 2.5 to 8.5 inches 64 to 216 mm Length: 5.8 to 52 inches 148 to 1321 mm	16 to 67 lb. US Bond 64 to 250 g/m^2

Media	Size		Weight
Envelope	Monarch	3.875 x 7.5 inches	24 lb. paper with flap closed
	Com-9	3.875 x 8.875 inches	
	Com-10	4.125 x 9.5 inches	
	DL	110 x 220 mm	
	C5	162 x 229 mm	
Index card		3 x 5 inches (76 x 127 mm)	
Label	Letter	8.5 x 11 inches	0.1 to 0.2 mm
	A4	210 x 297 mm	

Recommended Media

Standard Paper

- 20 to 24 lb. US Bond, 75 to 90 g/m^2 paper designed for use in copiers and laser printers.

Labels

- Labels for use in copiers and laser printers, in which the base carrier page is entirely covered by the labels.
- Must withstand temperatures up to 446°F (230°C).
- Avery White Laser Label types 5161 (letter) or 7162, 7664, 7666 (A4) are recommended.

Unsupported Media Types

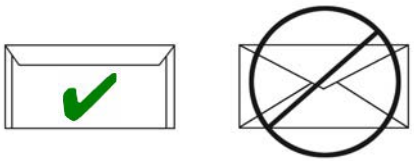
Avoid using the following types of paper. Using these types of paper can cause paper jams or malfunctions.

Unsupported Paper

- Rough surface, such as pulp paper or fibrous paper
- Too smooth a surface
- With a lot of particles (paper dust)
- Grain short
- Static electricity
- Mat, embossed, or coated
- Chemically treated or adhesive
- With insufficient heat resistance (446°F, 230°C)
- With perforations or holes for a binder
- With rough cut surface
- Not square
- Wrinkled, creased, or ripped
- With staples, paper clips, ribbons, or tape
- Carbon paper, non-carbon paper, thermal paper, or pressure-sensitive paper
- Thermal transfer paper, inkjet paper, wet-type PPC paper, copy paper, or Japanese paper

Unsupported Envelopes

- Too thick, made of plastic, doubled or water-repellent
- With a button, snap, or window
- With a self-adhesive flap
- With V-flap



Storing Media

Store paper in the following conditions to maintain quality:

- Inside a cabinet or other dry, dark place
- On a flat surface
- Temperature: 68°F (20°C)
- Humidity: 50% RH (relative humidity)

Avoid placing media:

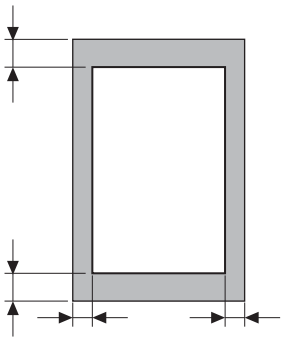
- Directly on the floor
- In direct sunlight
- Near the inside of an exterior wall
- On an uneven surface
- Where static electricity may be generated
- Where temperature rapidly changes
- Near a printer, air conditioner, heater, or duct

Important!

Do not unwrap the paper until you use it. If paper is left unwrapped for a long time, it might lower the print quality.

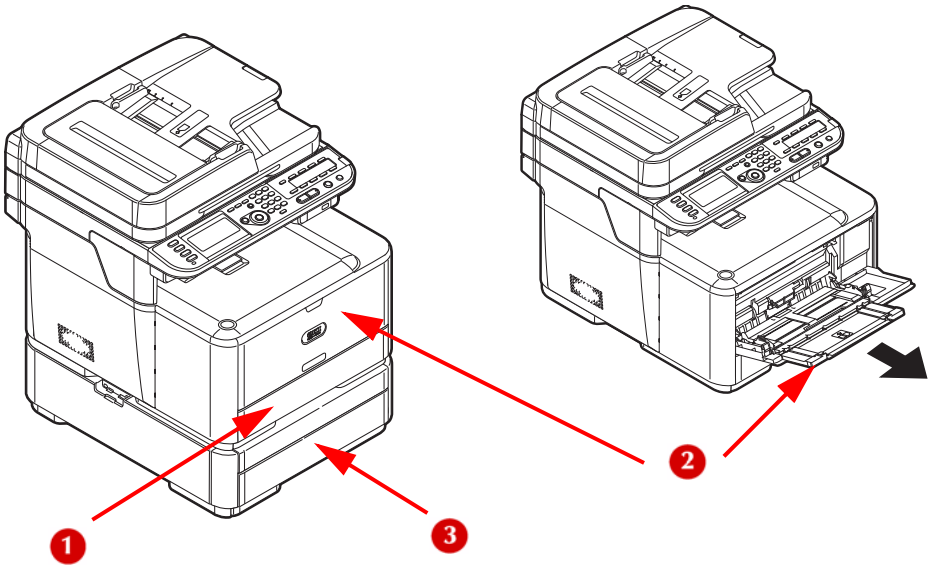
Printable Area

Media can be printed up to approximately 1/4-inch / 6 mm / 1.5 pica from the edges (with zoom ratio of 100%).



Usable Media Sizes, Types and Weights

Available trays:



1 Tray 1

2 Multipurpose (MP) Tray

3 Optional Tray 2

Selectable Weight Ranges

Designation	Weight Range, US Bond	Weigh Range, Metric
Light	17 to 18 lb.	64 to 74 g/m^2
Medium Light	20 to 21 lb.	75 to 82 g/m^2
Medium	22 to 28 lb.	83 to 104 g/m^2
Heavy	28 to 32 lb.	105 to 120 g/m^2
Ultra Heavy1	32 to 47 lb.	121 to 176 g/m^2
Ultra Heavy2	47 to 58 lb.	177 to 220 g/m^2

Note

Duplex printing is restricted to a weight range of 18 to 47 lb. US Bond (64 to 176 g/m^2).

Duplex printing cannot be done on

- A6 media
- glossy paper
- envelopes
- postcards
- photo media
- banners

Tray	Usable Paper Sizes	Paper capacity	Selectable Paper Weights
Tray 1	• A4, A5, A6 • B5 • Letter • Legal 13, 13.5, 14 • Executive • 16K (184 x 260 mm, 195 x 270 mm, 197 x 273 mm) • Custom	250 sheets 20- lb. US Bond (75 g/m^2)	• Light • Medium Light • Medium • Heavy • Ultra Heavy1
Tray 2 option	• A4, A5 • B5 • Letter • Legal 13, 13.5, 14 • Executive • 16K (184 x 260 mm, 195 x 270 mm, 197 x 273 mm) • Custom	530 sheets 20- lb. US Bond (75 g/m^2)	• Light • Medium Light • Medium • Heavy • Ultra Heavy1
MP Tray	• A4, A5, A6 • B5 • Letter • Legal 13, 13.5, 14 • Executive • 16K (184 x 260 mm, 195 x 270 mm, 197 x 273 mm) • Envelopes: DL Com-9 Com-10 Monarch • Index Cards 3 x 5 inch • Photo Size 4 x 6inch/5 x 7inch • Banners up to 52 inches • Custom sizes	• 100 sheets 20- lb. US Bond (75 g/m^2) • 10 envelopes	• Light • Medium Light • Medium • Heavy • Ultra Heavy1 • Ultra Heavy2

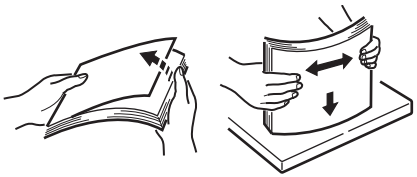
Loading Paper in Tray 1 and Optional Tray 2

Important!

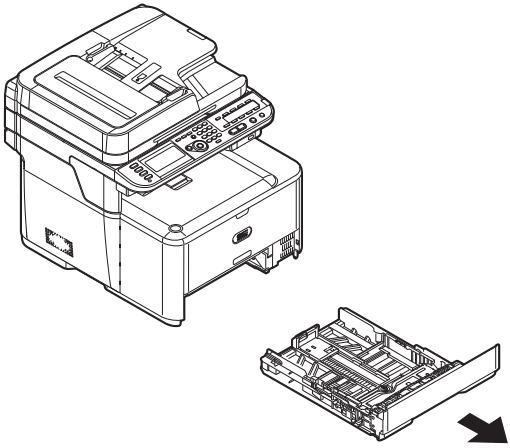
Before printing on custom size paper, you must first define the size in the printer driver: see page 49.

The following procedure shows loading paper in Tray 1. The procedure for Tray 2 is the same.

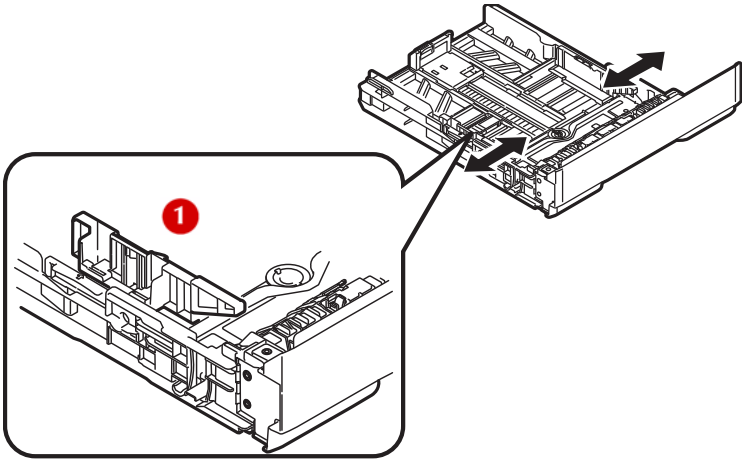
1 Flex paper back and forth, then fan it. Straighten the edges of the paper stack on a level surface.



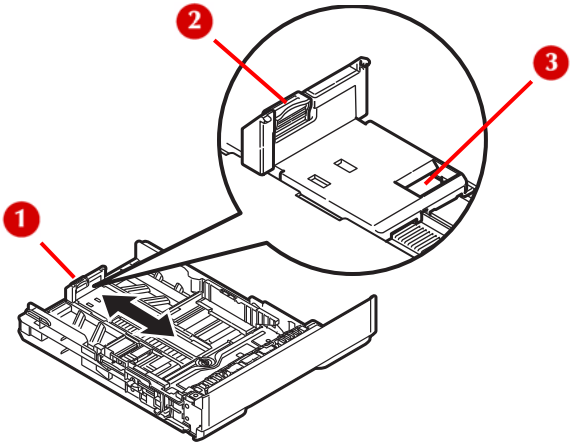
2 Pull out the paper tray.



3 Adjust the paper width guides: on the left guide (1), squeeze the blue release lever and press down to slide the paper width guides to the width of the paper to be loaded.

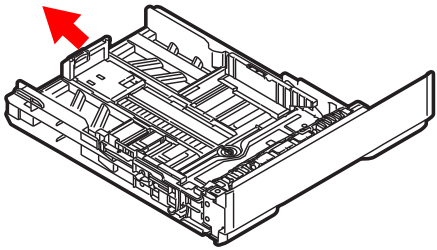


4 Adjust the paper stopper (1) for the paper length: press down lightly on the blue release lever (2), then slide the paper stopper to the length of paper to be loaded. The length selected will show in the view window (3)

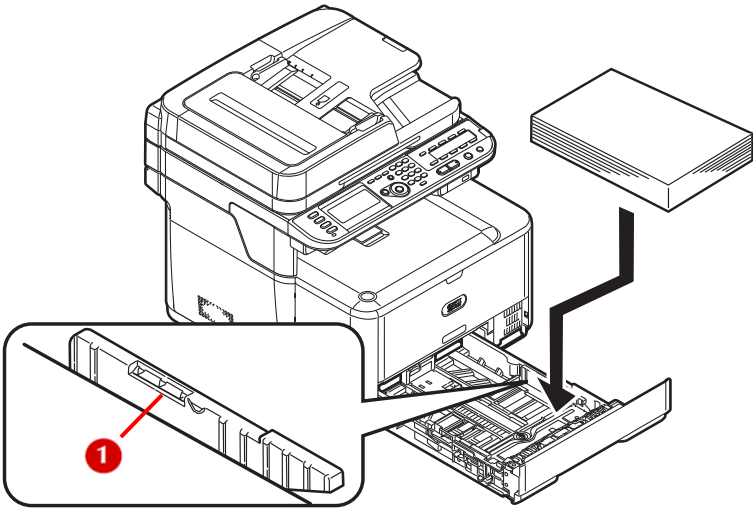


Note

If you are loading legal paper, you must slide the paper stopper out beyond the end of the tray. For Legal 14 paper, slide it as far out as it will go (about 2.5 inches, 64 mm). Settings for Legal 13, Legal 13.5 and Legal 14 will appear in the stopper window when it is properly positioned.



5 Load paper with the print side face down. Keep the stack below the fill line (1).

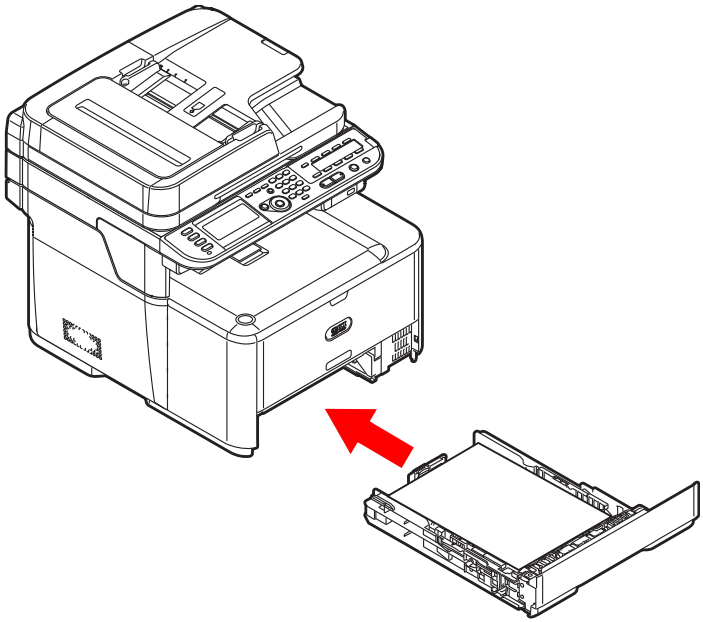


Important!

Do not load paper above the fill line.

6 Fine tune the paper width guide and the paper stopper to be snug against the paper.

7 Push the paper tray into the printer until it stops.



8 Register the loaded paper on your machine.

9 Configure the tray settings in your machine's menu: see page 47.

Loading Paper in the MP Tray

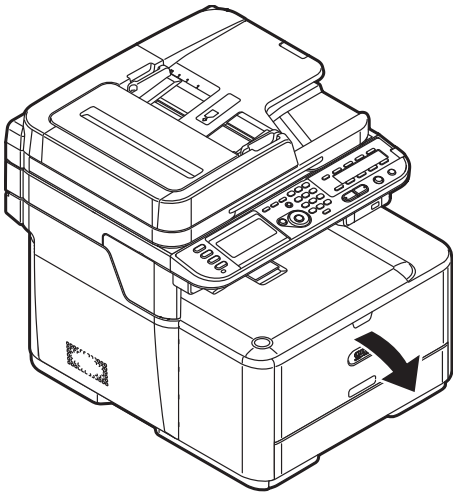
Note

Before printing on custom size paper, you must first define the size in the printer driver: see page 49.

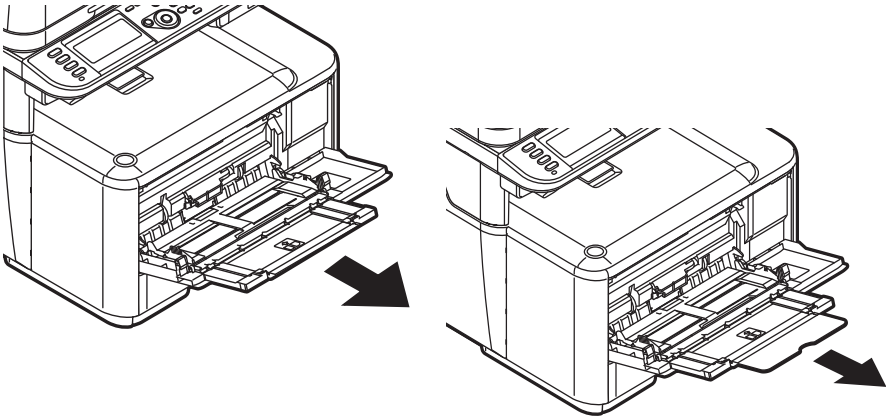
CAUTION!

Do not put anything other than print paper on the MP Tray. Applying too much weight or pressure to the MP tray can damage it.

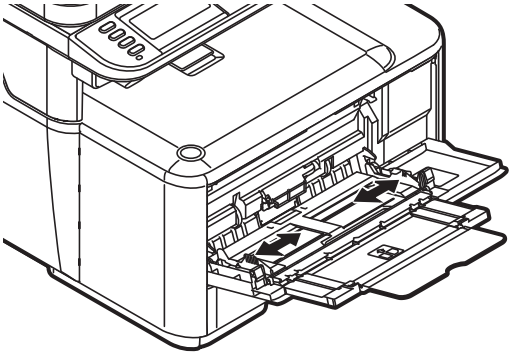
1 Open the MP tray.



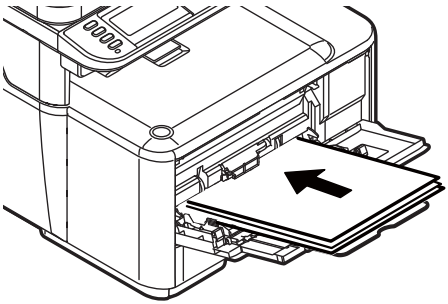
2 Pull out the paper support and the sub support.



3 Adjust the paper feed guides to the width of paper to be loaded.

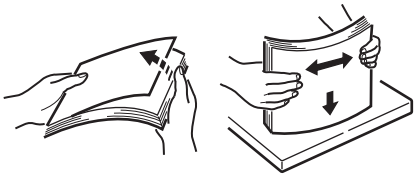


4 Insert the paper with the print side face up until its edge touches the paper feed entrance, then fine tune the position of the feed guides.

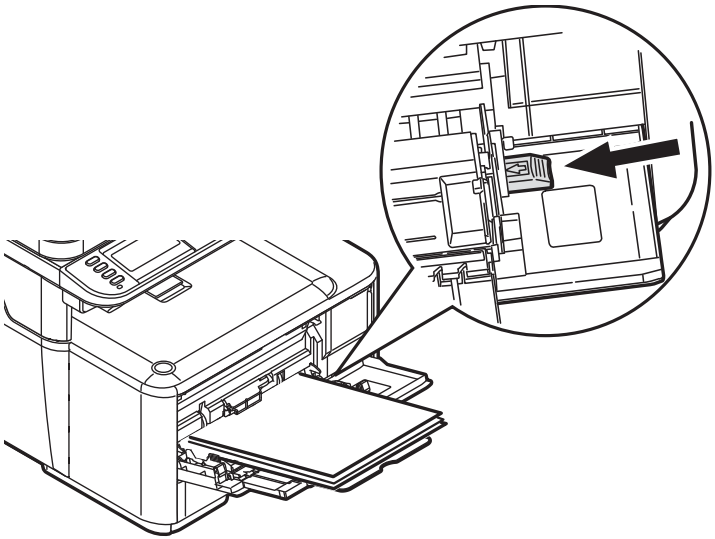


Note

- Load envelopes with the short edge into the machine, flap down and to the right.
- Do not load media above the fill line.
- Do not load paper of different sizes, types or weights at the same time.
- When adding more paper, remove any remaining paper from the MP tray, then place the new paper on top of the stack, straighten the edges, and reload the stack.



5 Press the tray latch button.



6 Register the loaded paper on your machine.

7 Configure the tray settings in your machine's menu: see page 47.

Configuring the Tray Settings

After you load paper, you need to register the size, type and weight of the loaded paper for the appropriate tray in the machine menu.

Printing The Configuration Report

Before proceeding, you can check the current settings and status of your machine, by printing the configuration report.

1. Press the <SETTING> key on the control panel.
2. Press the down arrow key repetitively repetitively to scroll to [Reports], then press <OK>.
3. Press the down arrow key repetitively to scroll to [Configuration] , then press <OK>.
4. When the confirmation message appears, press the left or right arrow key to select [Yes], then press <OK> to print the report.

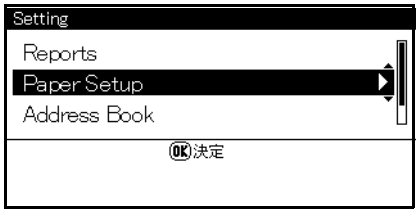
Note

You can also print reports and lists for each function. See the Advanced User's Guide at www.my.okidata.com for more information.

Registering Standard Size Media in the Machine

1 Press the <SETTING> key on the control panel.

2 Press the down arrow key repetitively to scroll to [Paper Setup], then press <OK>.



3 Press the down arrow key repetitively to scroll to the paper tray in which you loaded paper, then press <OK>.

4 Press the down arrow key repetitively to scroll to [Paper Size], then press <OK>.

5 Press the down arrow key repetitively to scroll to the size of the loaded paper, then press <OK>.

6 Press the down arrow key repetitively to scroll to [Media Type], then press <OK>.

7 Press the down arrow key repetitively to scroll to the type of media loaded, then press <OK>.

8 Press the down arrow key repetitively to scroll to [Media Weight], then press <OK>.

9 Press the down arrow key repetitively to scroll to the weight of the loaded paper, then press <OK>.

Registering Custom Sizes

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

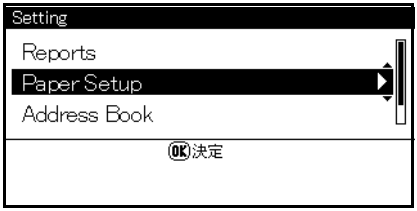
Tray	Available size range
Tray 1	Width: 4.1 to 8.5 inches 105 to 216 mm Length: 5.8 to 14.0 inches 148 to 356 mm
Tray 2 (optional)	Width: 5.8 to 8.5 inches 148 to 216 mm Length:\ 8.3 to 14.0 inches 148 to 356 mm
MP tray	Width: 2.5 to 8.5 inches 64 to 216 mm Length: 5.0 to 52.0 inches 127 to 1321 mm

Note

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

1 Press the <SETTING> key on the control panel.

2 Press the down arrow key repetitively to scroll to [Paper Setup] and press <OK>.

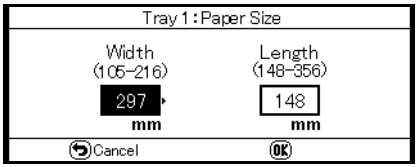


3 Press the down arrow key repetitively to scroll to the tray in which you loaded media, then press <OK>.

4 Press the down arrow key repetitively to scroll to [Custom], then press <OK>.

5 Enter the value for the width using the keypad.

6 Press the right arrow key to move to the Length box.



7 Enter the value for the length using the keypad, then press <OK>.

8 Press the left arrow key repetitively to back out to the main screen.

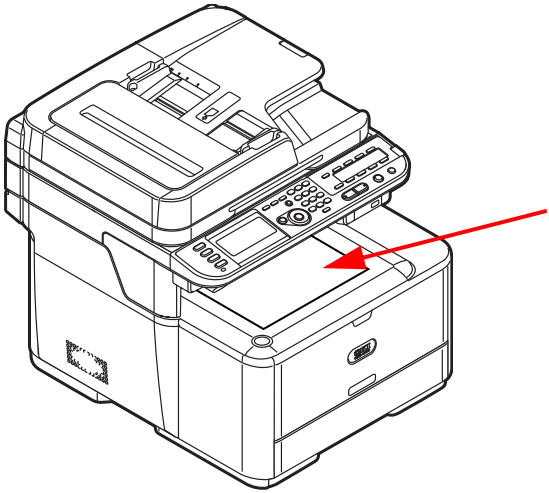
Print Exits

Your machine prints documents out to the top (facedown) or rear (face up) stacker.

The top exit is the default.

The rear stacker provides a straight-through path required for envelopes, index cards and labels.

Using the Top (Facedown) Stacker



- The default paper exit path
- Delivers documents with the print side face down.
- Capacity 100 sheets of 20-lb. US Bond (75 g/m^2) paper

Using the Rear (Face Up) Stacker

CAUTION!

Do not open or close the rear stacker while printing as it can cause a paper jam.

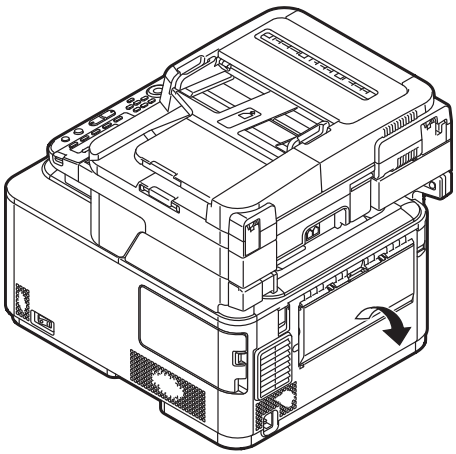
- Provides straight-through print path
- Delivers documents with the print side face up.
- Capacity100 sheets of 20-lb. US Bond (75 g/m2) paper, 10 envelopes.

Note

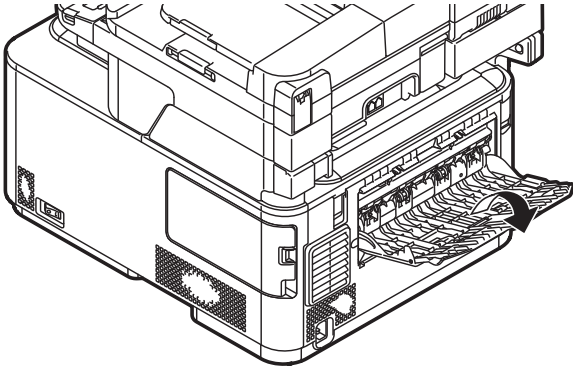
The rear stacker is automatically enabled when it is opened.

Opening the Rear Stacker

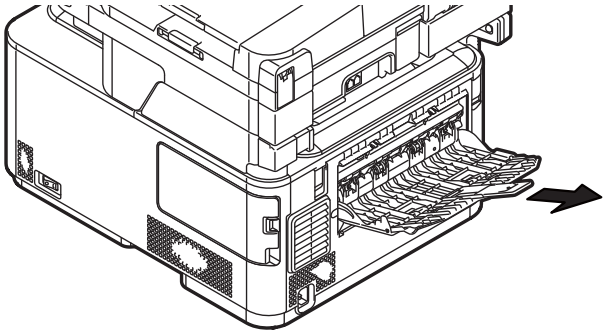
1 Pull the rear stacker on the back of the machine and open it toward you.



2 Unfold the stacker.

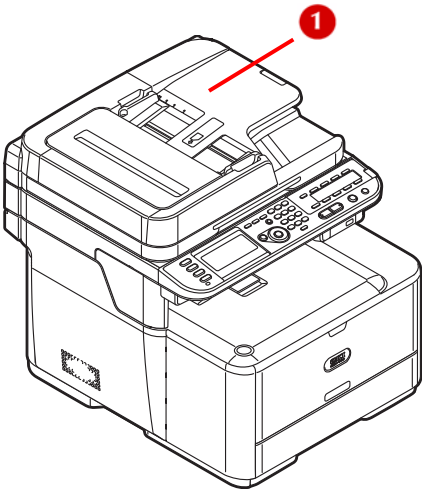


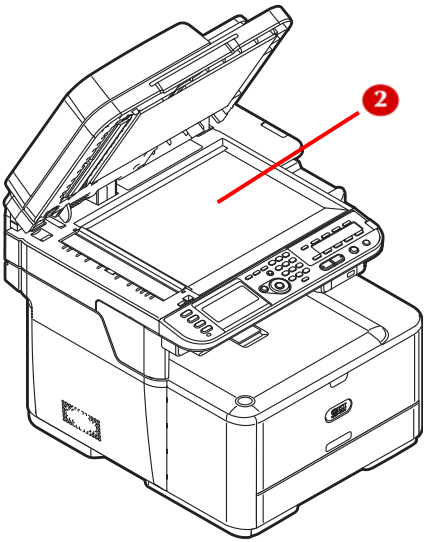
3 Open the paper support.



Loading Documents for Scanning

You can use the auto document feeder (1) or the document glass (2) to scan in documents for copying, scanning or faxing.

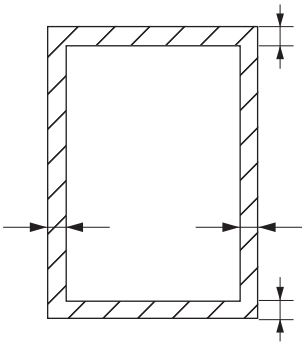




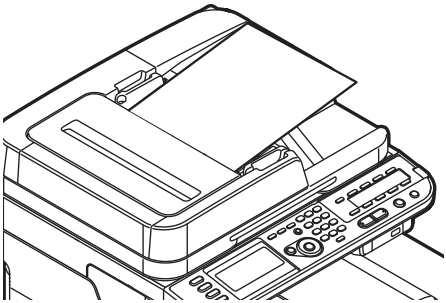
Scanner	Scannable sizes	Paper capacity	Paper weight
ADF	• A4, A5, A6 • B5 • Letter • Legal 13, 13.5, 14 • Executive	50 sheets 20 lb. US Bond, 80 g/m^2	16 to 32 lb. US Bond, 60 to 105 g/m^2
Document glass	• A4, A5, A6 • B5 • Letter • Executive	Not applicable.	Up to 0.78-inch (20 mm) thick

Scannable Area

The scannable area includes the portion of a page up to 0.17-inch / 4.3 mm / 1 pica from each edge.



The Auto Document Feeder (ADF)



The ADF is for scanning in single or multi-page plain documents which are in good condition.

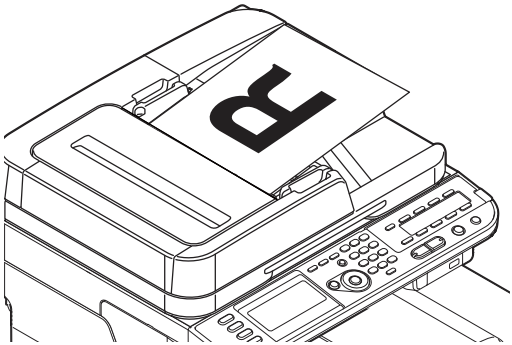
The following media are unsuitable for use with the ADF and should be scanned using the document glass.

- wrinkled, creased or curled paper
- paper with ripped edges
- glossy or specially coated paper
- paper that is wet or full of static
- paper with tape, staples, paper clips, glue, etc.
- carbon paper, transparencies, fabrics, metallic sheets

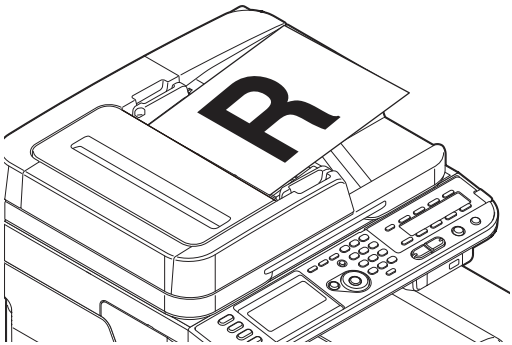
Loading Documents on the ADF

1 Load your documents face up on the ADF.

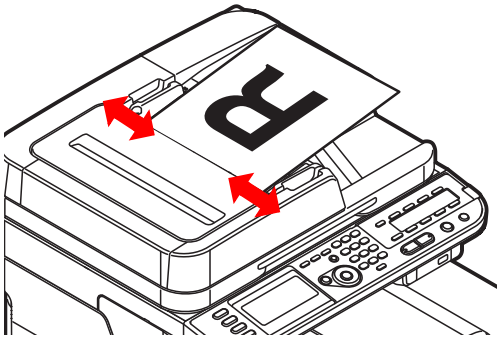
a) If your documents are portrait, load them with the top edge of the document in first.



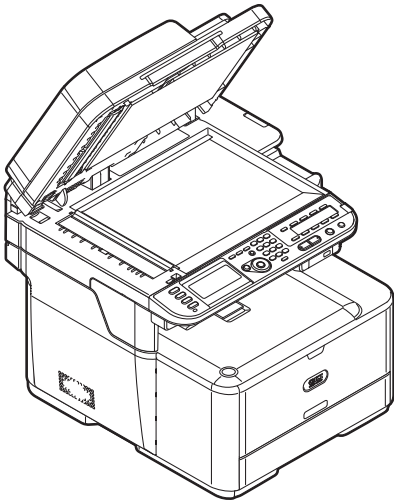
b) If your documents are landscape, load them with the left edge of the document in first.



2 Adjust the guides to the width of your document.



The Document Glass



The document glass is used to scan in one page at a time. Use it for scanning sheets which are damaged or problematic, such as

- Torn or perforated paper
- Curled, rolled, wrinkled or creased paper
- Wet paper, or static paper
- Carbon-backed paper, fabrics, metallic sheets or transparencies
- Paper with staples, paper clips, ribbons, or tape
- Glossy or specially coated paper

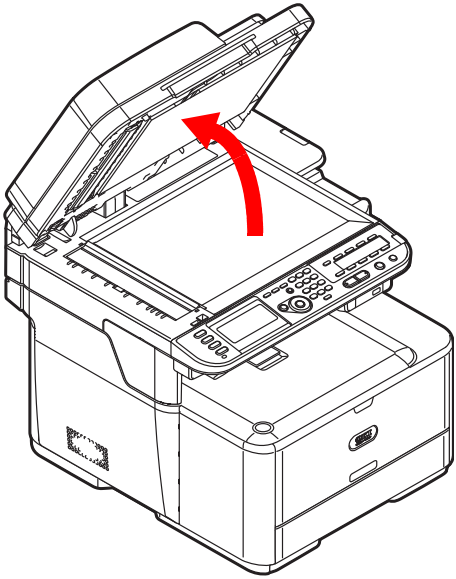
CAUTION!

To avoid damaging the document glass:

- **Make sure that any glue, ink, or correction fluid on documents is completely dry before placing them on the glass.**
- **Do not press too firmly against the glass when copying a thick document.**
- **Place hard documents gently.**
- **Avoid loading documents with sharp projections.**

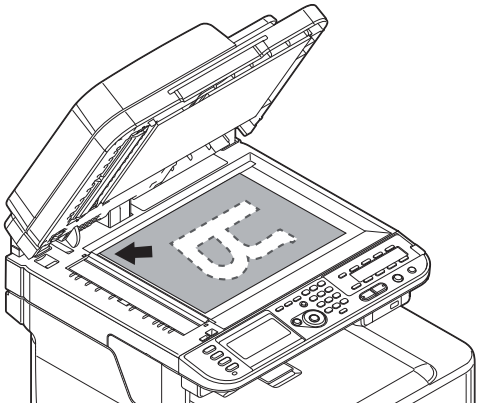
Loading Documents on the Document Glass

1 Lift and open the document glass cover.

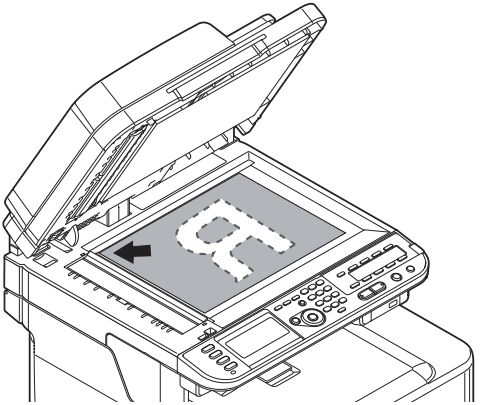


2 Place the document face down on the document glass.

a) Place portrait documents on the glass as shown below.



b) Place landscape documents on the glass as shown below.



3 Close the document glass cover gently.

The Phone Book

In the phone book, you can assign frequently used numbers to speed dial and also create groups of numbers to which you can broadcast faxes.

Speed Dial

Up to 100 destinations can be stored for speed dial.

Registering and Editing Speed Dial Numbers

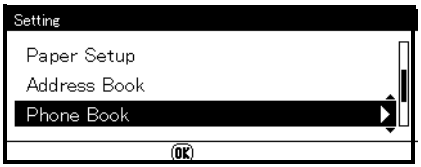
Note

For information on entering text, see page 27.

Registering Speed Dial Numbers Manually

1 Press <SETTING> on the control panel.

2 Press the down arrow key repetitively to scroll to [Phone Book], then press <OK>.

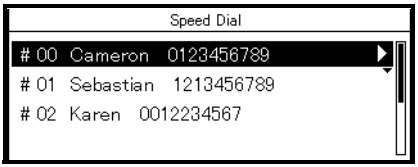


3 Make sure that [Speed Dial] is selected, then press <OK>.

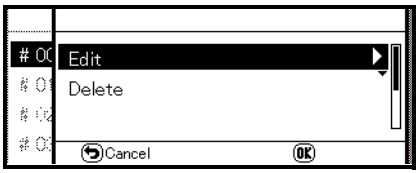
4 Press the down arrow key repetitively to scroll to an Unregistered entry number, then press <OK>.

Note

You cannot select an entry which is specified as a reserved fax job or for the auto deliver function.



5 Make sure that [Edit] is selected, then press <OK>.



6 If necessary, specify an entry name.

a) Make sure that [Name] is selected, then press the right arrow key.

b) Enter a name up to 24 characters.

c) Select [Done], then press <OK>.

7 Press the down arrow key repetitively to scroll to [Phone Number], then press the right arrow key.

8 Enter a phone number containing up to 40 digits.

9 Select [Done], then press <OK>.

10 If applicable, specify a group number.

a) Press the down arrow key repetitively to scroll to [Group No], then press the right arrow key.

b) Press the down arrow key repetitively to scroll to a group number (1 to 20).

The check box is selected. You can select multiple entries.

c) When you have selected all the groups, press the right arrow key.

d) Make sure that [Finish group selection] is selected, then press <OK>.

11 Press <OK>.

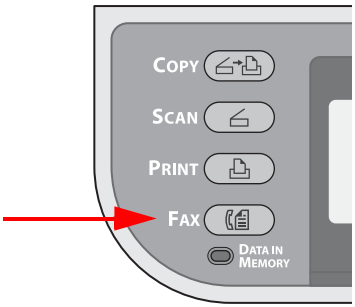
12 Press the left or right arrow key to select [Yes], then press <OK>.

- Numbers registered to groups from the Speed Dial function are synchronized with the numbers that are registered to groups using the Group No function.

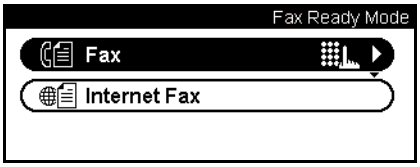
Registering Speed Dial Numbers From History

You can register phone numbers as speed dial numbers from fax transmission and reception histories.

1 Press <FAX> on the control panel.



2 Make sure that [Fax] is selected, then press <OK> to open the fax standby screen.



3 Press the down arrow key repetitively to scroll tot [Fax History], then press <OK>.

4 Press the down arrow key repetitively to scroll to [Tx History] or [Rx History], then press <OK>.

5 Press the down arrow key repetitively to scroll to an entry, then press <OK>.

6 Check the entry contents, then press the right arrow key.

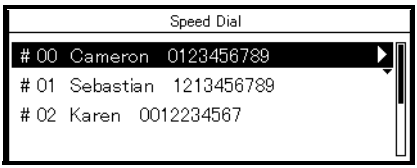
7 Make sure that [Register To Speed Dial] is selected, then press <OK>.

8 Press the down arrow key repetitively to scroll to the fax number you want, then press <OK>.

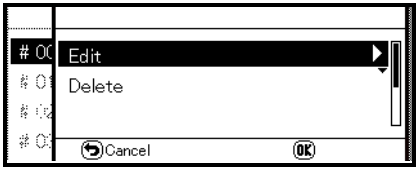
9 Press the down arrow key repetitively to scroll to an entry number, then press <OK>.

Note

You cannot select an entry which is specified as a reserved fax job or for the auto deliver function.



10 Make sure that [Edit] is selected, then press <OK>.



11 If necessary, specify an entry name.

a) Make sure that [Name] is selected, then press the right arrow key.

b) Enter a name containing up to 24 characters.

c) Select [Done], then press <OK>.

12 Press the down arrow key repetitively to scroll to [Phone Number], then press the right arrow key.

13 Enter a phone number containing up to 40 digits.

14 Select [Done], then press <OK>.

15 If applicable, specify a group number.

a) Press the down arrow key repetitively to scroll to [Group No], then press the right arrow key.

b) Press the down arrow key repetitively to scroll to a group number (1 to 20).

The check box is selected. You can select multiple entries.

c) When you have selected all the groups, press the right arrow key.

d) Make sure that [Finish group selection] is selected, then press <OK>.

16 Press <OK>.

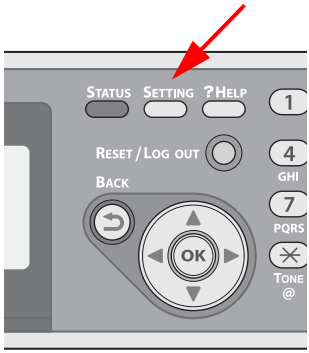
17 Press the left or right arrow key to select [Yes], then press <OK>.

Note

The fax number is automatically entered. You do not have to enter it manually.

Deleting Speed Dial Numbers

1 Press <SETTING> on the control panel.



2 Press the down arrow key repetitively to scroll to [Phone Book], then press <OK>.

3 Make sure that [Speed Dial] is selected, then press <OK>.

4 Press the down arrow key repetitively to scroll to an entry number, then press <OK>.

5 Press the down arrow key to select [Delete], then press <OK>.

6 Press the left or right arrow key to select [Yes], then press <OK>.

- You cannot delete an entry which is specified as a reserved fax job or for the auto deliver function.

Group Dial (Group Number) _____

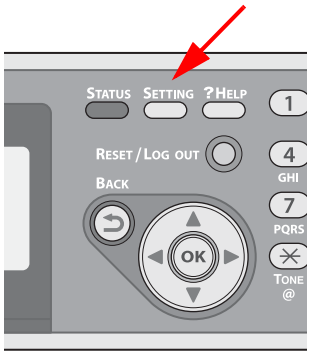
You can create up to 20 groups and register the entire group as a speed dial number.

Registering and Editing Group Numbers

Note

For information on entering text, see page 27.

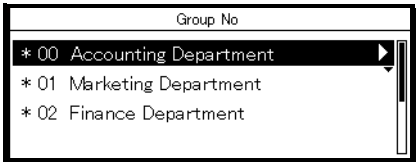
1 Press <SETTING> on the control panel.



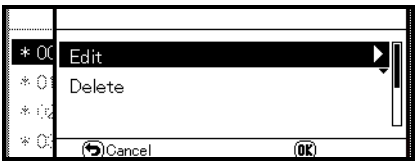
2 Press the down arrow key repetitively to scroll to [Phone Book], then press <OK>.

3 Press the down arrow key repetitively to scroll to [Group No], then press <OK>.

4 Press the down arrow key repetitively to scroll to a group number, then press <OK>.



5 Make sure that [Edit] is selected, then press <OK>.



6 Make sure that [Name] is selected, then press ▶.

7 Enter a name containing up to 16 characters.

8 Select [Done], then press <OK>.

9 Press the down arrow key repetitively to scroll to [Speed Dial], then press the right arrow key.

10 Press the down arrow key repetitively to scroll to a speed dial number (1 to 100), then press <OK>.
The check box is selected. You can select multiple entries.

11 When you have selected all the numbers to be included in the group, press the right arrow key.

12 Make sure that [Finish number selection] is selected, then press <OK>.

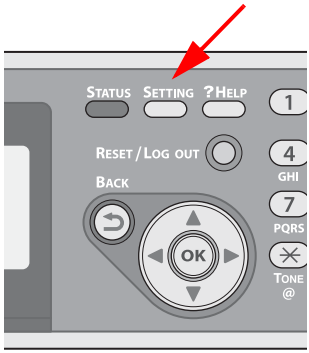
13 Press <OK>.

14 Press the left or right arrow key to select [Yes], then press <OK>.

- Numbers registered to groups from the [Speed Dial] function are synchronized with the numbers that are registered to groups using the [Group No.] function.

Deleting Groups

1 Press <SETTING> on the control panel.



2 Press the down arrow key repetitively to scroll to [Phone Book], then press <OK>.

3 Press the down arrow key repetitively to scroll to [Group No], then press <OK>.

4 Press the down arrow key repetitively to scroll to a group number, then press <OK>.

5 Press the down arrow key repetitively to scroll to [Delete], then press <OK>.

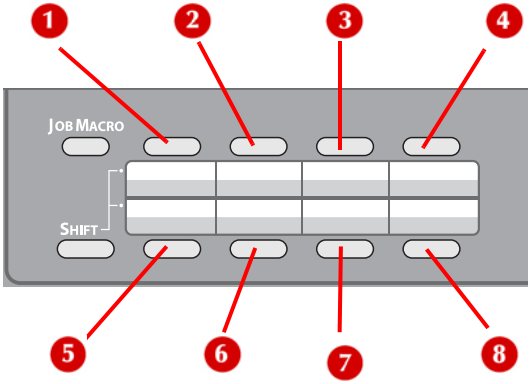
6 Press the left or right arrow to select [Yes], then press <OK>.

- You cannot delete an entry which is specified as a reserved fax job or for the auto deliver function.
- Even if you delete a group, the numbers registered as speed dial numbers are not deleted.

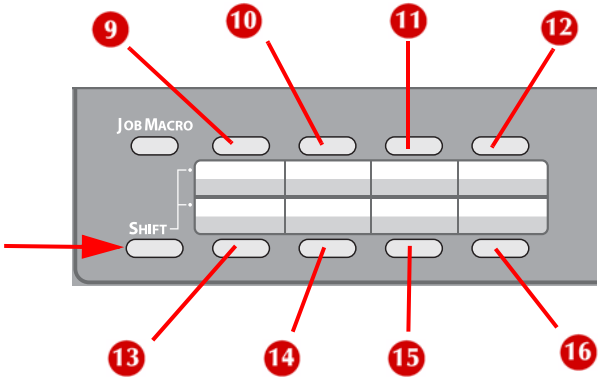
The One-Touch Keypad

Speed dial numbers 1 to 16 are automatically registered to the One-Touch keypad.

To select Speed Dial numbers 1 through 8, press the corresponding One-Touch key on the control panel.



To select Speed Dial numbers 9 through 16, hold <SHIFT> and press the corresponding One-Touch key.



Copying

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

Scanning

You can scan documents from the auto document feeder (ADF) or manually from the scan glass. For details, see "Loading Documents for Scanning" on page 54.

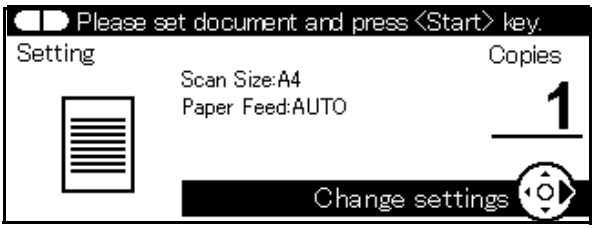
Default Copy Settings

The factory default Copy settings are:

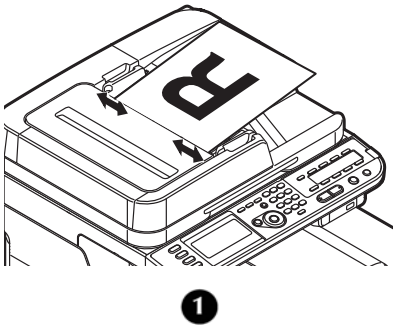
- Scan Size: Letter
- Direction: Portrait
- Paper Feed: Auto
- Zoom: 100%
- Document Type: Text&Photo
- Density: 0

Basic Procedure

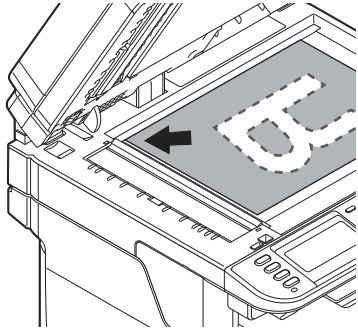
1 If the unit is not already in the Copy mode (the default), press <COPY> to open the copy standby screen.



2 Place your document with text face up in the ADF (1) or face down on the document glass (2).



1



2

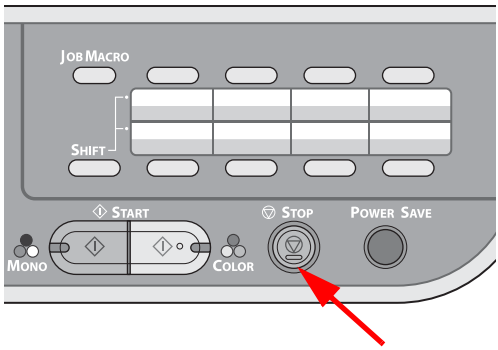
3 Configure the copy settings if necessary (see page 72).

4 Enter the number of copies (up to 99 sets) using the keypad.

5 Press <Mono START> or <Color START>.

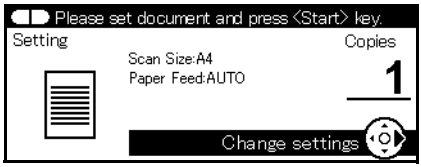
Canceling a Copy Job in Progress_

1 Press the <STOP> key on the control panel.



Configuring Copy Settings

You can change the copy settings *temporarily* for the job you are scanning to suit your needs, using the [Change settings] menu on the copy standby screen.



Perform the following procedures at step 3 of “Basic Procedure” described above.

Note

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

Settings you can change include:

- [Scan Size]
- [Paper Feed]
- [Duplex Copy]
- [Sort]
- [Zoom]
- [Image Settings]
- [Direction]
- [N-in-1]
- [Repeat]
- [ID Card Copy]
- [Margin]
- [Edge Erase]

Changing the Scan Size for the Document (Scan Size)

The default scan size is letter. To change the scan size for the document you are scanning:

1. Press the right arrow key to enter the [Change settings] menu.
2. Make sure that [Scan Size] is selected, then press <OK>.
3. Press the down arrow key repetitively to scroll to the desired size (Letter, Legal-13, Legal13.5, Legal14, Executive, A4, A5, A6, B5).

Note

You can only select one of the Legal sizes if you are scanning from the ADF.

4. Press <OK>.
5. If you are changing other settings as well, press the down arrow key repetitively to scroll to the setting. Choices include:
6. Press <OK>.

Changing the Paper Tray (Paper Feed)

You can select the tray that holds the paper you want to use for copying.

1. Press the right arrow key to enter the [Change settings] menu.
2. Press the down arrow key repetitively to scroll to [Paper Feed], then press <OK>.
3. Press the down arrow key repetitively to scroll to the desired tray, then press <OK>.

Note

Tray 2 appears only if the optional second tray is installed.

Changing Image Orientation of Document (Direction)

You can select [Portrait] or [Landscape] for the document's orientation. THe default is Portrait.

1. Press the right arrow key to enter the [Change settings] menu.
2. Press the down arrow key repetitively to scroll to [Direction], then press <OK>.
3. Press the down arrow key to change the orientation, then press <OK>.

Making Enlarged or Reduced Copies (Zoom)

Note

The [Paper Feed] setting interacts with the [Zoom] setting.

- [Zoom] is automatically set to [100%] when [Paper Feed] is set to [Auto].
- To use specific zoom settings, change the [Paper Feed] setting to a specific tray first, then set [Zoom].

You can set the zoom ratio in the following three ways:

- Auto

  In Auto mode, the zoom ratio is automatically determined according to the selected scan size and paper tray.

  You can use [Auto] only when copying on A4, A5, B5, letter, legal 13/13.5/14, and executive paper.
- Using a preset zoom ratio
- Setting a specific zoom ratio

  You can set a ratio of from 25 to 400% in 1% increments using the keypad

Setting the Zoom Mode

1. Press the right arrow key to enter the [Change settings] menu.
2. Press the down arrow key repetitively to scroll to [Zoom], then press <OK>.
3. Press the down arrow key repetitively to scroll to the zoom setting of your choice, then press <OK>.
4. If you selected [Zoom (25-400%)], you will be prompted to enter the desired value. Use the keypad to enter the zoom value in 1% increments, then press <OK>. If you enter an incorrect value, press <CLEAR> and enter the correct value.

Continuous Scan Mode (Continue Scan)

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

The fax and scan functions also support the continuous scan mode. Follow the same procedures with the copy function described below.

Enabling Continuous Scan

Note

- For details on making duplexed copies, see page 77.
- For details on the [Sort] and [N-in-1] functions, see the Advanced User's Guide found on www.my.okidata.com.

1 Press the right arrow key to enter the [Change settings] menu.

2 Press the down arrow key repetitively to scroll to [Continue Scan], then press <OK>.

3 Press the down arrow key to select [ON], then press <OK>.

4 Press the back key to go back to the Copy Standby screen.

Using Continuous Scan

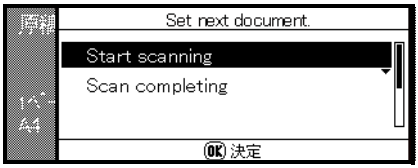
With the continuous scan mode, you can copy your documents from the ADF or document glass, or both of them.

1 Place the first document with text face up in the ADF or face down on the document glass.

2 Make any copy settings needed.

3 Press the Mono Start or Color Start key to start scanning the first document.

4 When the [Set next document.] screen appears, remove the scanned document, then place the next document in the ADF or on the document glass.



5 Press the down arrow key to select [Start scanning], then press <OK>.

6 When all sets of the documents are scanned, press the down arrow key to select [Scan completing], then press <OK>.

7 The scanned documents print.

Making Duplexed Copies (Duplex Copy)

Note

Duplex printing is restricted to a weight range of 18 to 47 lb. US Bond (64 to 176 g/m²).

Duplex printing cannot be done on

- A6 media
- glossy paper
- envelopes
- postcards
- photo media
- banners

Terms

Simplex

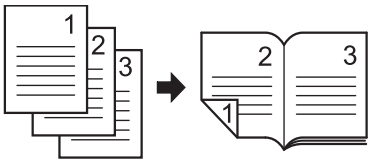
1-sided documents

Duplex

2-sided documents printed on both sides of a page.

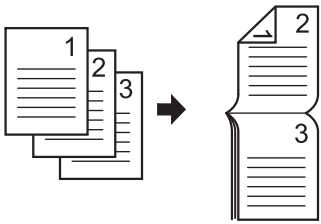
Long-Edge Binding

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



Short-Edge Binding

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



Note

To set margins for binding, refer to the Advanced User's Guide on www.my.okidata.com.

Duplex Copy Capabilities

You can copy

- Simplex to Simplex
- Simplex to Duplex
- Duplex to Simplex
- Duplex to Duple

Notes

- Copying “duplex to duplex” or “duplex to simplex” requires use of the ADF.
- When making duplex copies using the document glass, the continuous scan mode is automatically enabled. Follow the on-screen instructions.
- Specify the appropriate orientation (portrait/landscape) of the document under [Direction] beforehand to get the copy result you want. See page 74 for more information.
- Use standard size plain paper for duplex copies. Using nonstandard paper may cause a paper jam in the duplex unit of your machine.

Enabling Duplex Copies

1 Press the right arrow key to enter the [Change settings] menu.

2 Press the down arrow key repetitively to scroll to [Duplex Copy], then press <OK>.

3 Press the down arrow key repetitively to scroll to the desired value, then press <OK>.

Changing The Document Type (Document Type)

You can select the document type to make copies at the most suitable quality for your needs. The default is Text&Photo.

1 Press the right arrow key to enter the [Change settings] menu.

2 Press the down arrow key repetitively to scroll to [Image settings], then press <OK>.

3 Press the down arrow key repetitively to scroll to [Document Type], then press <OK>.

4 Press the down arrow key repetitively to scroll to the desired value, then press <OK>.

Adjusting Copy Density (Density)

You can adjust the copy density to darken light copies or lighten dark copies.

1. Press the right arrow key to enter the [Change settings] menu.
2. Press the down arrow key repetitively to scroll to [Image Settings], the press <OK>.
3. Press the down arrow key repetitively to scroll to [Density]. then press <OK>.
4. Press the down arrow key repetitively to scroll to the desired value, then press <OK>.

Note

0 is the standard value.

To darken the document image, select +1, +2 or +3.

To lighten the document image, select -1, -2 or -3.

Resetting Copy Settings

Auto Reset

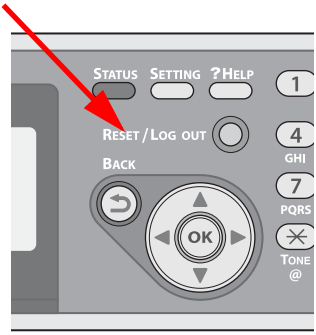
All settings you configured for your copy job automatically return to their default values if no operation is made for 3 minutes (the factory default).

Note

To change the auto reset time see the Advanced User's Guide at www.my.okidata.com.

Using the <RESET/LOGOUT> key

To return the settings you made for your copy job to the factory defaults, press <RESET/LOGOUT>.



Faxing

Basic Faxing

This section explains basic operations for transmitting faxes. You need to configure the initial settings before using the fax function (see the Setup Guide supplied with your machine).

- Use only letter, legal or A4 size documents in the ADF.
- Use only letter or A4 size documents on the document glass.
- Do not load mixed size documents for faxing.

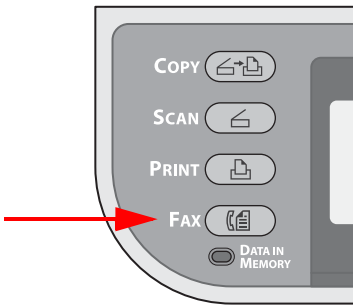
Sending a Fax

Important!

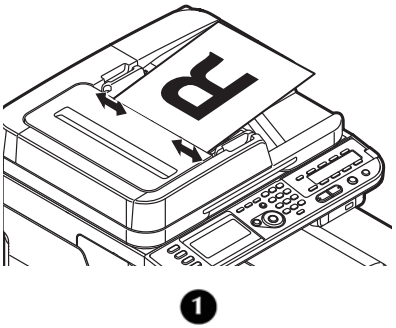
The machine puts priority on the ADF when scanning documents. Be sure that there are no documents on the ADF when you want to use the document glass.

Faxing can only be done in mono mode.

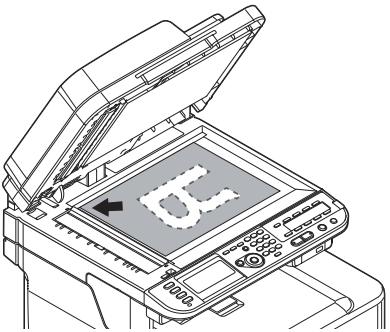
1 Press <FAX> on the control panel.



2 Place your document with text face up in the ADF (1) or face down on the document glass (2).

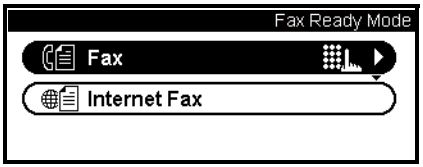


1



2

3 Make sure that [Fax] is selected and press <OK> to open the fax standby screen.



4 Configure the fax functions if necessary (see page 89). The factory default settings are

- [Scan Size]: letter
- [Resolution]: Normal
- [Density]: 0

5 Specify a destination.

- Using the keypad (see page 84).
- Using speed dial (see page 86).
- Using a group (see page 86).
- Using the transmission histories (see page 87).
- Using the reception histories (see page 87)
- Using the One-Touch keypad (see page 88).

6 Press <Mono Start> to start the transmission.
When you want to scan multiple documents as a single fax job using the document glass, enable the continuous scan mode. For details on the continuous scan mode, see page 76.

Note

- When you want to specify multiple destinations, refer to the Advanced User's Guide at www.my.okidata.com.
- For details on how to configure each fax function, see page 89.

Specifying a Destination

You can specify a destination in the following ways:

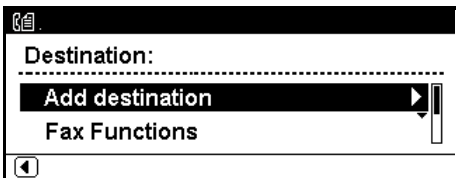
- Using the keypad (see below)
- Using speed dial (see page 86)
- Using a group list (see page 86)
- Using the transmission histories
- Using the reception histories
- Using the One-Touch keypad

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

Direct Input: Using the Keypad

You can enter up to 40 digits using the keypad.

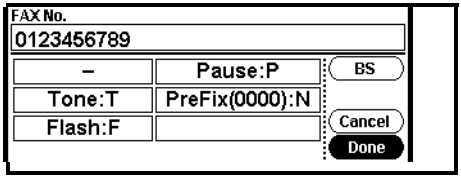
1 Make sure that [Add destination] is selected on the fax standby screen, then press <OK>.



2 Press the down arrow key repetitively to scroll down to [Direct Input], then press <OK>.

3 Enter a destination fax number using the keypad on the control panel.

4 Select [Done], then press <OK>.



- You can also use the keypad to enter a destination on the screen that appears after pressing the <FAX> key. In this case, the fax standby screen appears after entering a destination.

Dialing Functions

You can use the following functions when entering a destination fax number. Select the function you want, then press [OK] on the fax number entry screen.

- - (Hyphen)

  Inserts a hyphen to the entered fax number.

- Pause

  Pauses two seconds when dialing. You can use multiple pauses.

- Tone

  Switches to tone dialing if pulse dialing is set.

- PreFix

  Inserts a prefix number registered in advance.

- Flash

  Inserts a prefix to the entered fax number to access the external line when PBX is enabled.

Note

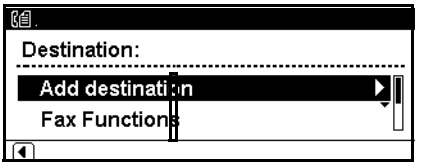
For details on prefix numbers, refer to the Advanced User's Guide at www.my.okidata.com.

Using Speed Dial List and Group List

You can select a destination from numbers registered in the speed dial list or the group list. You must register them in advance.

- For details on how to register numbers to Speed Dial List and Group List, see pages 101 and 107.

1 Make sure that [Add destination] is selected on the fax standby screen, then press <OK>.



2 Press the down arrow key repetitively to scroll to [Speed Dial List] or [Group List], then press <OK>.

3 Press the down arrow key repetitively to scroll to a destination or group, then press <OK>.
The check box is selected. You can select multiple entries.

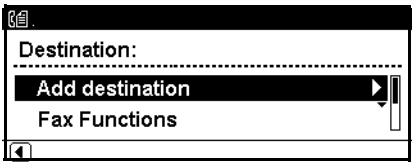
4 When you have selected all the destinations, press the right arrow key.

5 Press <OK> to finish.

Using Transmission and Reception History

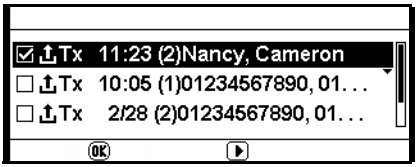
You can select a destination from the 10 most recent transmissions or receptions.

1 Make sure that [Add destination] is selected on the fax standby screen, then press <OK>.



2 Press the down arrow key repetitively to scroll to [Tx History] or [Rx History], then press <OK>.

3 Press the down arrow key repetitively to scroll to an entry, then press <OK>.
The check box is selected. You can select multiple entries.



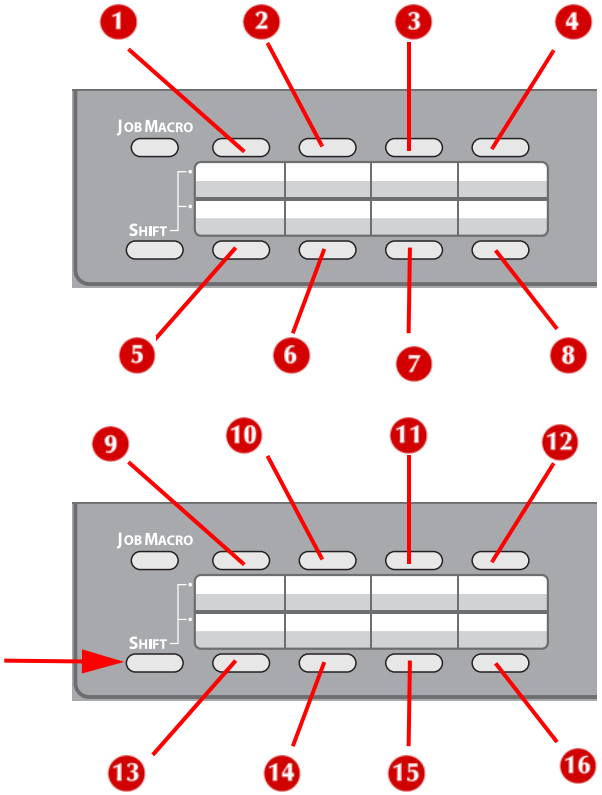
4 When you have selected all the destinations, press the right arrow key.

5 Press <OK> to finish.

Using The One-Touch Keypad

The speed dial numbers 1 to 16 are automatically registered to the One-Touch keypad. To access speed dial numbers 1 through 8, press the corresponding One-Touch key. To access speed dial numbers 9 through 16, press <SHIFT> while pressing the corresponding One-Touch key.

1 Press the desired One-Touch key on the control panel. Press <SHIFT> (17) to select the speed dial numbers 9 to 16 assigned to the One-Touch keypad.

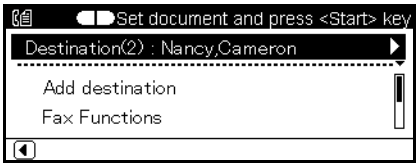


Note

You can also use the One-Touch keypad on the screen that appears after pressing the <FAX> key. In this case, the fax standby screen appears after selecting a One-Touch key so that you can configure other settings for fax functions.

Deleting Specified Destinations

1 Make sure that the specified destination is selected on the fax standby screen, then press <OK>.



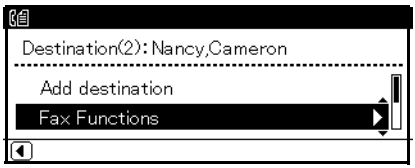
2 Press the down arrow key repetitively to scroll to a destination you want to delete, then press <OK>.
The check box is selected. You can select multiple entries.

3 When you have selected all the destinations to be deleted, press the right arrow key.

4 Make sure that [Delete the destination] is selected, then press <OK>.

Configuring Fax Settings

You can configure the fax settings to alter the output to suit your needs. Each setting can be configured from the [Fax Functions] menu on the fax standby screen.



Perform the following procedures at step 5 of “Sending a Fax” described above.

Changing Scan Size (Scan Size)

1. Press the down arrow key to scroll to [Fax Functions] on the fax standby screen, then press <OK>.
2. Make sure that [Scan Size] is selected, then press <OK>.
3. Press the down arrow key repetitively to scroll to the appropriate size, then press <OK>.
4. Press the left arrow key repetitively until the fax standby screen appears.

Setting the Scan Resolution

1. Press the down arrow key to scroll to [Fax Functions] on the fax standby screen, then press <OK>.
2. Press the down arrow key repetitively to scroll to [Resolution], then press <OK>.
3. Press the down arrow key repetitively to scroll to the appropriate resolution, then press <OK>.
4. Press the left arrow key repetitively until the fax standby screen appears.

Adjusting Density (Density)

1. Press the down arrow key to scroll to [Fax Functions] on the fax standby screen, then press <OK>.
2. Press the down arrow key repetitively to scroll to [Density], then press <OK>.
3. Press the up and down arrow keys repetitively to scroll to the desired density setting, then press <OK>.

Note

0 is the standard value.

To darken the document image, select +1, +2 or +3.

To lighten the document image, select -1, -2 or -3.

4. Press the left arrow key repetitively until the fax standby screen appears.

Printing the Sender Name

By default, the name you specified in [Sender ID] is printed (see the Setup Guide supplied with your machine for more information on setting the Sender ID).

For details on how to change the sender name to be used, refer to the Advanced Use's Guide at www.my.okidata.com.

Checking and Canceling Fax Transmissions

Canceling a Fax Transmission

You can cancel a job that is being transmitted as long as the message indicating the job has been completed has not appeared.

To do so, press <STOP> on the control panel.

Canceling During a Real Time Transmission

While the "Scanning" Screen is Displayed

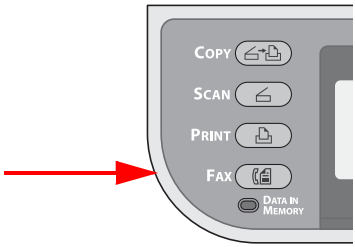
1. Press <STOP> on the control panel.

While the "Transmitting" Screen is Displayed

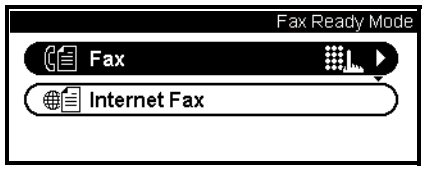
1. Press <FAX> on the control panel.
2. Make sure that [Fax] is selected, then press <OK> to open the fax standby screen.
3. Press the down arrow key to select [Fax Job View/Cancel], then press <OK>.
4. Make sure that the job being transmitted is selected, then press <OK>.
5. Check the contents, then press the right arrow key.
6. Press the down arrow key to select [Delete], then press <OK>.
7. Press the left or right arrow key to select [Yes], then press <OK>.

Canceling a Reserved Fax Job

1 Press <FAX> on the control panel.



2 Make sure that [Fax] is selected, then press <OK> to open the fax standby screen.



3 Press the down arrow to select [Fax Job View/Cancel], then press <OK>.

4 Press the down arrow key repetitively to scroll to the job you want to cancel, then press <OK>.

5 Check the job contents, then press the right arrow key.

6 Press the down arrow key to select [Delete], then press <OK>.

7 Press the left or right arrow key to select [Yes], then press <OK>.

Important!

When you select a broadcast job, the job itself is cancelled.

To cancel an individual destination in a broadcast job, see the Advanced User's Guide at www.my.okidata.com.

Note

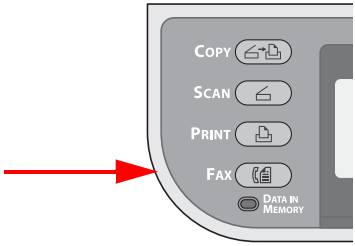
The job that is being transmitted appears at the top of the list.

Checking Transmission and Reception History

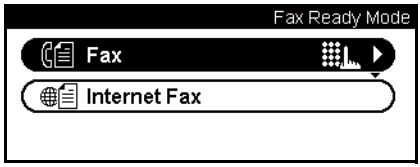
Note

If a fax is being transmitted, you can check the transmission on the [Fax Job View/Cancel] screen.

1 Press <FAX> on the control panel.



2 Make sure that [Fax] is selected, then press <OK> to open the fax standby screen.



3 Press the down arrow key repetitively to scroll to [Fax History], then press <OK>.

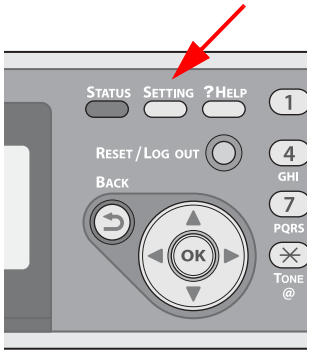
4 Press the down arrow key repetitively to scroll to [Tx History] or [Rx History], then press <OK>.

5 Press the down arrow key repetitively to scroll to the job you want to check, then press <OK>.

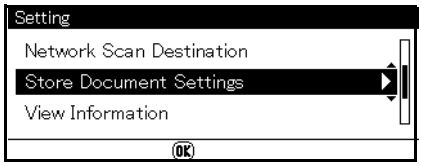
6 Check the job contents, then press <OK>.

Printing a Reserved Job

1 Press <SETTING> on the control panel.



2 Press the down arrow key repetitively to scroll to [Store Document Settings], then press <OK>.



3 Press the down arrow key repetitively to scroll to [Print], then press <OK>.

4 Press the down arrow key repetitively to scroll to [Reserved TX Document], then press <OK>.

5 Press the down arrow key repetitively to scroll to a job, then press <OK>.

6 Press the left or right arrow key to select [Yes], then press <OK>.

Fax Reception

This section explains how to set the reception mode and how your machine behaves when receiving and printing faxes.

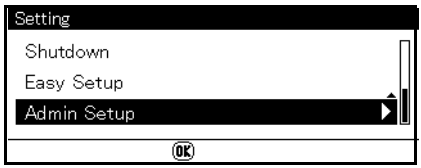
Specifying Reception Mode

Note

This procedure requires entering the administrative password. If you have an administrator for your machine, they will need to enter the password they have established.

1 Press <SETTING> on the control panel.

2 Press the down arrow key repetitively to scroll to [Admin Setup], then press <OK>.



3 Enter the administrator password.

Note

The default password is aaaaaa.

4 Select [Done] and press <OK>.

5 Press the down arrow key repetitively to scroll to [User Install] and press <OK>.

6 Press the down arrow key repetitively to scroll to [Reception Mode] and press <OK>.

7 Press the down arrow key repetitively to scroll to the desired value and press <OK>.
Selectable Modes include:

- **Fax Ready Mode**

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

- **Tel/Fax Ready Mode**

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

- **Ans/Fax Ready Mode**

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

- **Tel Ready Mode**

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

- **Forward Mode**

  This mode is recommended when you want received faxes forwarded to other destinations.

- **DRD**

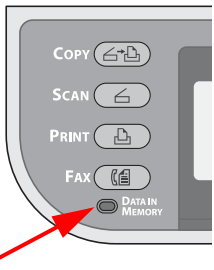
  This mode is recommended when you want to specify the DRD types to receive faxes or phone calls.

Reception Behavior

The machine behavior differs depending on the specified reception mode.

Your machine is set by factory default to Fax Ready Mode so that it automatically receives faxes. If you have changed the fax reception mode, see the following descriptions for the machine behavior.

When the machine is receiving faxes, the <DATA IN MEMORY> indicator is lit. The sender information appears on the display screen. Even if the reception is finished, the indicator remains lit while the data is stored in memory.



- The sender name and fax number registered on the sender's machine appear on the display screen.
- If the memory overflows while the machine is receiving data, the reception is cancelled. If this happens, ask the sender to resend the fax.

When Receiving Calls and Faxes (Tel/Fax Ready Mode)

When the machine is set to Tel/Fax Ready Mode, you can receive both phone calls and faxes. You must connect an external telephone to receive calls. See the Setup Guide supplied with your machine for information on connecting an external phone.

Receiving Faxes

The machine automatically starts fax reception.

Receiving Calls

The telephone starts ringing when it receives calls.

1 Pick up the handset to talk.

2 If necessary, press <Mono Start>, then put down the handset to receive faxes.

When Connected To An Answering Machine (Ans/Fax Ready Mode)

When the machine is set to Ans/Fax Ready Mode, you can use an answering machine and receive faxes automatically. You must connect an external answering machine to use this mode. For information on connecting an answering machine, see the Setup Guide supplied with your machine.

Important!

Depending on the answering machine and the sender's machine, Ans/Fax Ready Mode may not operate correctly.

Receiving Faxes

The machine automatically starts fax reception.

Receiving Calls

The answering machine rings, the reply message starts, then it starts recording a message.

When Using The Telephone Frequently (Tel Ready Mode)

Tel Ready Mode is recommended if you often use the external telephone connected to the machine.

Receiving Calls

The telephone starts ringing when it receives calls.

Receiving Faxes

The telephone starts ringing when it receives a signal.

1 Pick up the handset when the machine rings.

2 Press <Mono Start>, then put down the handset to receive faxes.

When Forwarding Received Faxes (Forward Mode) (MC561 ONLY)

When the machine is set to Forward Mode, it automatically forwards the received faxes to a specified destination. You must specify a forwarding destination in advance.

- You can register one forwarding destination for this function.

Note

- For details on how to specify a forwarding destination, refer to the Advanced User's Guide at www.my.okidata.com.
- You can set the machine to forward received faxes to e-mail addresses and a network folder as digital data without printing them. For details, refer to the Advanced User's Guide at www.my.okidata.com.

Using Distinctive Ring Detection (DRD)

In this mode, the machine distinguishes the DRD type of the sender. The machine then answers only when it matches the registered DRD type. You can register up to four DRD types.

Printing Received Faxes

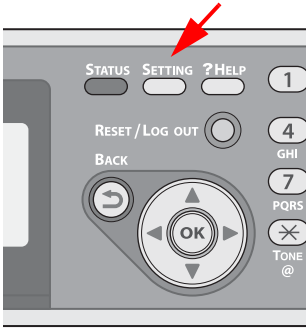
The machine automatically prints out the received fax. You can specify the paper tray to use.

NOTES

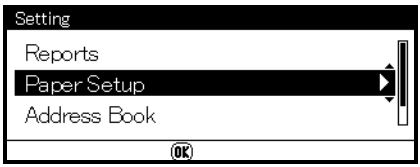
- Do not pull out the paper trays when the machine is printing.
- Use only standard or recycled paper. sizes letter, legal or A4.
- Images larger than the specified paper are reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings. For details, refer to Advanced the User's Guide at www.my.okidata.com.

Selecting the Tray to Use

1 Press <SETTING> on the control panel.



2 Press the down arrow key to select [Paper Setup], then press <OK>.



3 Press the down arrow key repetitively to scroll to [Select Tray], then press <OK>.

4 Make sure that [Fax] is selected, then press <OK>.

5 Press the down arrow key repetitively to scroll to a paper tray, then press <OK>.

6 Press the down arrow key repetitively to scroll to a setting, then press <OK>.

- When you select [ON (Prior)] for a paper tray, the tray is used in priority over other trays containing the same size paper.
- The MP tray is set to [OFF] by factory default.

When Unable to Print Received Faxes

When the machine cannot print received faxes due to a lack of paper or paper jams, it stores the received fax data temporarily in memory. When the problem is resolved, the stored fax prints out automatically.

Phone Book

In the phone book, you can assign frequently used numbers to speed dial and also create groups of numbers to which you can broadcast faxes.

Speed Dial

Up to 100 destinations can be stored for speed dial.

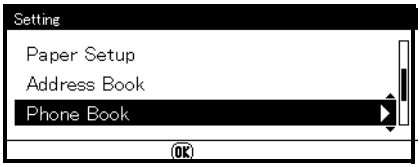
Registering and Editing Speed Dial Numbers

Note

For information on entering text, see page 27.

1 Press <SETTING> on the control panel.

2 Press the down arrow key repetitively to scroll to [Phone Book], then press <OK>.

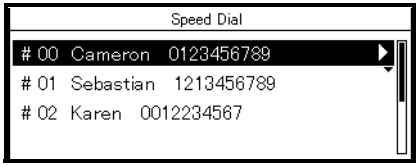


3 Make sure that [Speed Dial] is selected, then press <OK>.

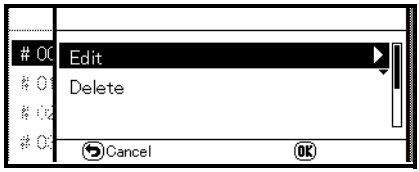
4 Press the down arrow key repetitively to scroll to an entry number, then press <OK>.

Note

You cannot select an entry which is specified as a reserved fax job or for the auto deliver function.



5 Make sure that [Edit] is selected, then press <OK>.



6 If necessary, specify an entry name.

a) Make sure that [Name] is selected, then press the right arrow key.

b) Enter a name up to 24 characters.

c) Select [Done], then press <OK>.

7 Press the down arrow key repetitively to scroll to [Phone Number], then press the right arrow key.

8 Enter a phone number up to 40 digits.

9 Select [Done], then press <OK>.

10 If applicable, specify a group number.

a) Press the down arrow key repetitively to scroll to [Group No], then press the right arrow key.

b) Press the down arrow key repetitively to scroll to a group number (1 to 20).

The check box is selected. You can select multiple entries.

c) When you have selected all the groups, press the right arrow key.

d) Make sure that [Finish group selection] is selected, then press <OK>.

11 Press <OK>.

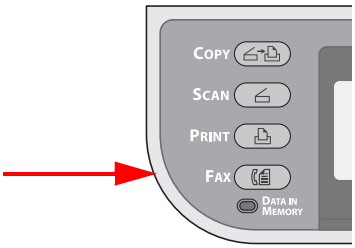
12 Press the left or right arrow key to select [Yes], then press <OK>.

- Numbers registered to groups from the Speed Dial function are synchronized with the numbers that are registered to groups using the Group No function.

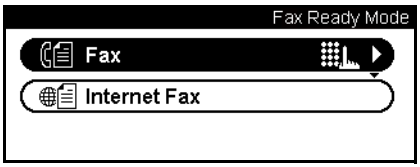
Registering Speed Dial Numbers From History

You can register phone numbers as speed dial numbers from fax transmission and reception histories.

1 Press <FAX> on the control panel.



2 Make sure that [Fax] is selected, then press <OK> to open the fax standby screen.



3 Press the down arrow key repetitively to scroll tot [Fax History], then press <OK>.

4 Press the down arrow key repetitively to scroll to [Tx History] or [Rx History], then press <OK>.

5 Press the down arrow key repetitively to scroll to an entry, then press <OK>.

6 Check the entry contents, then press the right arrow key.

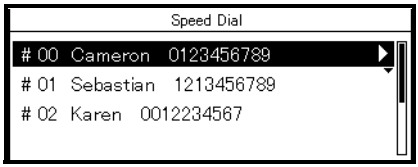
7 Make sure that [Register To Speed Dial] is selected, then press <OK>.

8 Press the down arrow key repetitively to scroll to the fax number you want, then press <OK>.

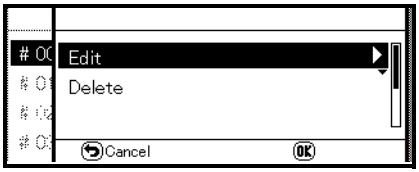
9 Press the down arrow key repetitively to scroll to an entry number, then press <OK>.

Note

You cannot select an entry which is specified as a reserved fax job or for the auto deliver function.



10 Make sure that [Edit] is selected, then press <OK>.



11 If necessary, specify an entry name.

a) Make sure that [Name] is selected, then press the right arrow key.

b) Enter a name up to 24 characters.

c) Select [Done], then press <OK>.

12 Press the down arrow key repetitively to scroll to [Phone Number], then press the right arrow key.

13 Enter a phone number up to 40 digits.

14 Select [Done], then press <OK>.

15 If applicable, specify a group number.

a) Press the down arrow key repetitively to scroll to [Group No], then press the right arrow key.

b) Press the down arrow key repetitively to scroll to a group number (1 to 20).

The check box is selected. You can select multiple entries.

c) When you have selected all the groups, press the right arrow key.

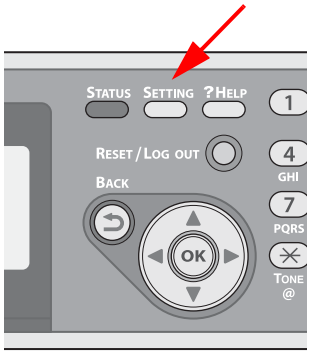
d) Make sure that [Finish group selection] is selected, then press <OK>.

16 Press <OK>.

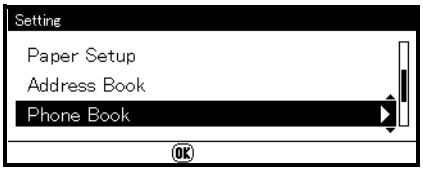
17 Press the left or right arrow key to select [Yes], then press <OK>.
The fax number is automatically entered. You do not have to enter it manually.

Deleting Speed Dial Numbers

1 Press <SETTING> on the control panel.



2 Press the down arrow key repetitively to scroll to [Phone Book], then press <OK>.



3 Make sure that [Speed Dial] is selected, then press <OK>.

4 Press the down arrow key repetitively to scroll to an entry number, then press <OK>.

5 Press the down arrow key to select [Delete], then press <OK>.

6 Press the left or right arrow key to select [Yes], then press <OK>.

Important!

You cannot delete an entry which is specified as a reserved fax job or for the auto deliver function.

Group Dial (Group Number)

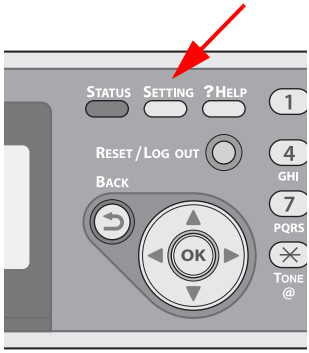
You can create up to 20 groups and register the entire group as a speed dial number.

Registering and Editing Group Numbers

Note

For information on entering text, see page 27.

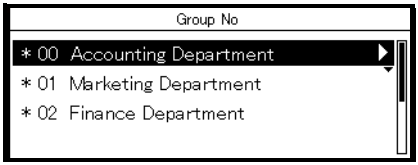
1 Press <SETTING> on the control panel.



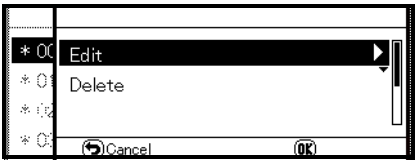
2 Press the down arrow key repetitively to scroll to [Phone Book], then press <OK>.

3 Press the down arrow key repetitively to scroll to [Group No], then press <OK>.

4 Press the down arrow key repetitively to scroll to a group number, then press <OK>.



5 Make sure that [Edit] is selected, then press <OK>.



6 Make sure that [Name] is selected, then press ▶.

7 Enter a name containing up to 16 characters.

8 Select [Done], then press <OK>.

9 Press the down arrow key repetitively to scroll to [Speed Dial], then press the right arrow key.

10 Press the down arrow key repetitively to scroll to a speed dial number (1 to 100), then press <OK>.
The check box is selected. You can select multiple entries.

11 When you have selected all the numbers to be included in the group, press the right arrow key.

12 Make sure that [Finish number selection] is selected, then press <OK>.

13 Press <OK>.

14 Press the left or right arrow key to select [Yes], then press <OK>.

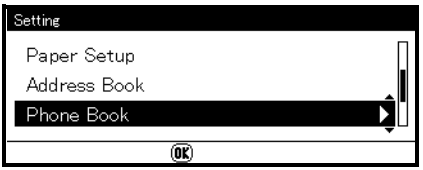
Note

Numbers registered to groups from the [Speed Dial] function are synchronized with the numbers that are registered to groups using the [Group No.] function.

Deleting Groups

1 Press <SETTING> on the control panel.

2 Press the down arrow key repetitively to scroll to [Phone Book], then press <OK>.



3 Press the down arrow key repetitively to scroll to [Group No], then press <OK>.

4 Press the down arrow key repetitively to scroll to a group number, then press <OK>.

5 Press the down arrow key repetitively to scroll to [Delete], then press <OK>.

6 Press the left or right arrow to select [Yes], then press <OK>.

Important!

You cannot delete an entry which is specified as a reserved fax job or for the auto deliver function.

Even if you delete a group, the numbers registered as speed dial numbers are not deleted.

One-Touch Keypad

Speed dial numbers 1 to 16 are automatically registered to the One-Touch keypad.

Basic Procedure for Internet Faxing

This section explains basic operations for transmitting internet faxes.

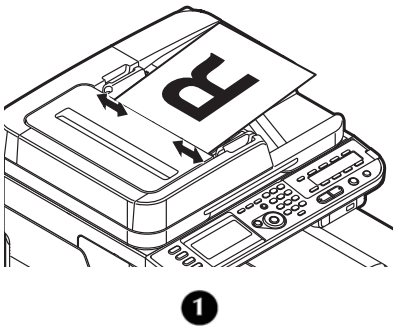
The internet fax function allows you to transmit fax data as a file attached to an e-mail. A document is scanned and converted to a TIFF file. The data is transmitted immediately after scanning without being saved in memory. You can specify only e-mail addresses for the destination.

- You can load only letter, A4, or legal size documents in the ADF.
- You can load only A4 or letter size documents on the document glass.
- You cannot load mixed size documents for internet faxing.
- Depending on the recipient's machine, the document data sent by the internet fax function may not print correctly.
- The detailed settings on the internet fax function is the same as in the scan to e-mail function.
- Before using the internet fax function, you need to configure the server settings.

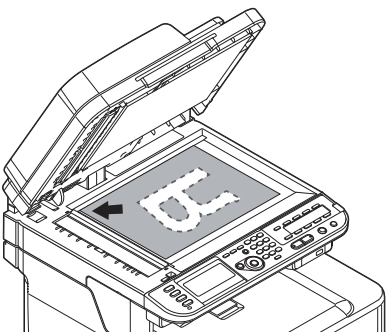
Sending an Internet Fax

1 Press <FAX> on the control panel.

2 Place your document with text face up in the ADF or face down on the document glass.

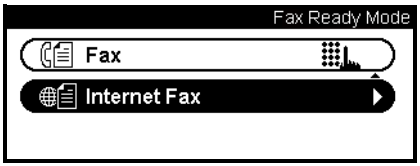


1



2

3 Press the down arrow key to select [Internet FAX], then press <OK>.

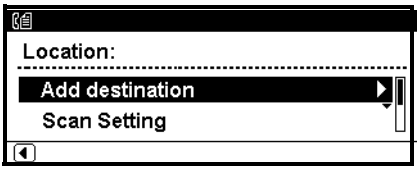


4 Configure the internet fax settings if necessary.

Note

For details on the internet fax settings, see the Advanced User's Guide on www.my.okidata.com.

5 Make sure that [Add destination] is selected, then press <OK>.



6 Make sure that [To] is selected, then press <OK>.
Press the down arrow key to select [Cc] or [Bcc] if necessary.

7 Press the down arrow key repetitively to scroll to a destination entry method, then press <OK>.

8 Specify a destination.

Note

- You can specify only e-mail addresses.
- You can specify a destination by direct input or from the address book, groups, transmission histories, or LDAP search. For details on each procedure, see pages 84, ff.

9 Press <Mono Start> or <Color Start> to start transmission. When you want to scan multiple documents as a single job using the document glass, enable the continuous scan mode. For details on the continuous scan mode, see page 76.

Specifying a Destination for Internet Faxing

You can specify a destination in the following five ways:

- Using the address book
- Using a group
- Using the transmission histories
- Direct input
- Using LDAP search

Perform one of the following procedures at step 8 of “Sending an Internet Fax” described above.

Using the Address Book and Group List

You can select a destination from the ones you have stored in your address book or groups.

1 Press the down arrow key repetitively to scroll to [Address Book] or [Group list], then press <OK>.

2 Press the down arrow key repetitively to scroll to the destination or group you want, then press <OK>.
The check box is selected. You can select multiple entries.

3 When you have selected all the destinations, press the right arrow key.

4 Make sure that [Finish Destination Selection] is selected, then press <OK>.

5 Press the left arrow key repetitively until you return to the internet fax standby screen.

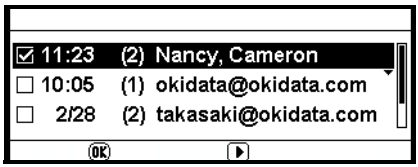
Using the Transmission History

You can select a destination from transmission histories.

1 Press the down arrow key repetitively to scroll to [Tx History], then press <OK>.

2 Press the down arrow key repetitively to scroll to the entry you want, then press <OK>.

The check box is selected. You can select multiple entries.



3 When you have selected all the destinations, press ▶.

4 Make sure that [**Finish Destination Selection**] is selected, then press <OK>.

5 Press the left arrow key repetitively until you return to the internet fax standby screen.

Direct Input

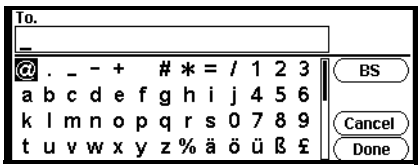
Note

For information on entering text, see page 27.

You can enter a destination directly.

1 Press the down arrow key repetitively to scroll to [Direct Input], then press <OK>.

2 Enter an e-mail address containing up to 80 characters.



3 Select [Done], then press <OK>.

4 Press the left arrow key repetitively to return to the internet fax standby screen.

Using LDAP Search

You can search for a destination that is on the LDAP server.

For details on the LDAP server settings, refer to the Advanced User's Guide on www.my.okidata.com.

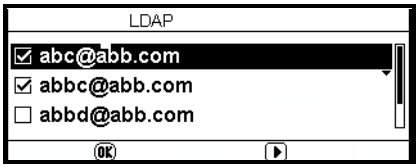
1 Press the down arrow key repetitively to scroll to [LDAP], then press <OK>.

2 Press the down arrow key repetitively to scroll to [Simple Search] or [Advanced Search], then press <OK>.
- When you select [Simple Search], you can search only for a user name.
- When you select [Advanced Search], you can search for a user name or e-mail address. You can also select search conditions to retrieve only results that contain all the specified keywords.

3 Enter a keyword to search for a user name or e-mail address in the LDAP server.

4 Select **[Done], the**n press <OK> to start searching.

5 When the search results appear, press the down arrow key repetitively to scroll to the destination you want, then press <OK>.
The check box is selected. You can select multiple addresses.



6 When you have selected all the destinations, press the right arrow key.

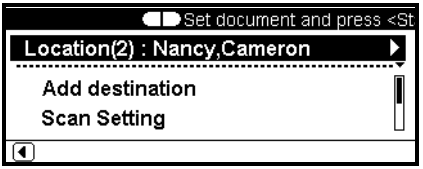
7 Make sure that [Finish Destination Selection] is selected, then press <OK>.

8 Press the left arrow key repetitively to return to the internet fax standby screen.

Checking, Deleting, and Changing Destinations

Checking a Destination

1 Make sure that the specified destination is selected on the internet fax standby screen, then press <OK>.



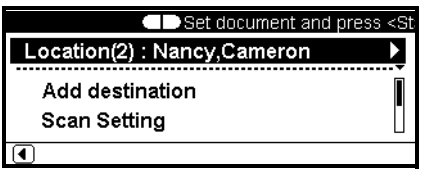
2 Press the down arrow key repetitively to scroll to the destination type you want to check, then press <OK>.
The destination type includes To, Cc, and Bcc.

3 When you have checked the destination, press ▶.

4 Make sure that [**Close the list**] is selected, then press <OK>

Deleting a Destination

1 Make sure that the specified destination is selected on the internet fax standby screen, then press <OK>.



2 Press the down arrow key repetitively to scroll to the destination type in which the destination you want to delete is included, then press <OK>.
The destination type includes To, Cc, and Bcc.

3 Press the down arrow key repetitively to scroll to the destination you want to delete, then press <OK>.
The check box is selected. You can select multiple addresses.

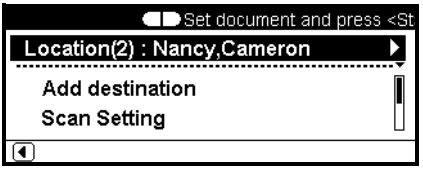
4 When you have selected all the destinations to be deleted, press the right arrow key.

5 Press the down arrow key repetitively to scroll to [Delete the address], then press <OK>.

6 Press left or right arrow key to select [Yes], then press <OK>.

Changing the Destination Type

1 Make sure that the specified destination is selected on the internet fax standby screen, then press <OK>.



2 Press the down arrow key repetitively to scroll to the destination type in which the destination you want to change is included, then press <OK>.
The destination type includes To, Cc, and Bcc.

3 Press the down arrow key repetitively to scroll to the destination you want to change, then press <OK>.
The check box is selected. You can select multiple addresses.

4 When you have selected all the destinations to be changed, press the right arrow key.

5 Make sure that [Edit destination type] is selected, then press <OK>.

6 Press the down arrow key repetitively to scroll to the destination type you want from [To], [Cc], or [Bcc], then press <OK>.

Canceling an Internet Fax Transmission

While the “Scanning” screen is on the display, you can cancel the job by pressing <STOP> on the control panel.

Receiving Internet Faxes

The machine automatically prints internet faxes it receives. If the document is larger than letter/A4 size, the machine automatically reduces it to the size of the paper in the specified paper tray.

Note

If you wish to forward an internet fax, you can use the auto delivery function. For details, see the Advanced User’s Guide at www.my.okidata.com.

Scanning

Before using scan function, the scanner driver(s) must be installed. This is explained in the Setup Guide supplied with your machine.

Scanning Methods

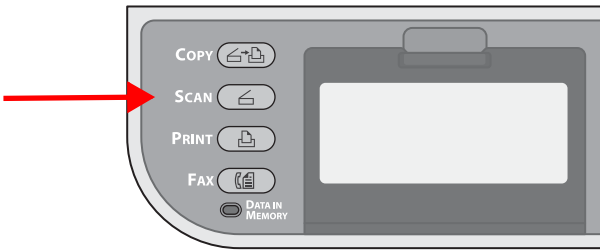
In scan mode, you can use five scan functions:

- scan to e-mail (see below)
- scan to USB memory (see page 122)
- scan to network computer (see page 123)
- scan to local computer (see page 125)
- PC scan (see page 128)

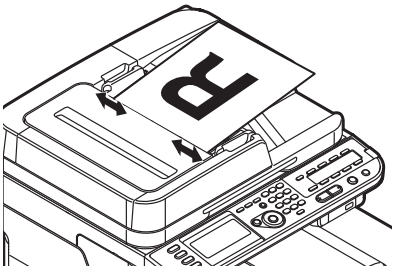
Scan to E-mail

You can scan a document and attach it to an e-mail.

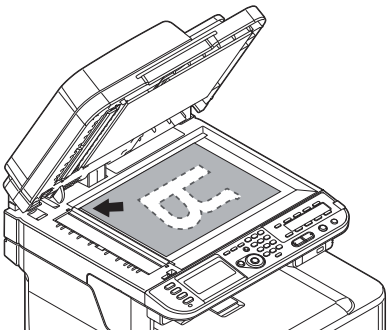
1 Press <SCAN> on the control panel.



2 Place your document with text face up in the ADF (1) or face down on the document glass (2).

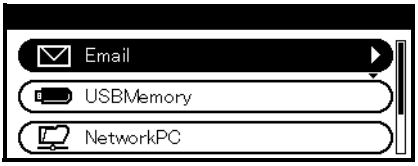


1



2

3 Make sure [**Email**] is selected, then press the right arrow key.



4 Make sure [Destination] is selected, then press the right arrow key.

5 Make sure [To] is selected, then press <OK>.

6 Press the down arrow key repetitively to scroll to [Cc] or [Bcc].

7 Press the down arrow key repetitively to scroll to the means you wish to use to specify the destination.

8 Press <Mono Start> or <Color Start> to initiate the scan.

Specifying a Destination

You can specify a destination in the following five ways:

- Using the address book (see below)
- Using a group list (see below)
- Using the e-mail history (see page 120)
- Using direct input (see page 121)
- Using LDAP search (see page 121)

Using the Address Book or Group List

You can select a destination from the address book or group list. Be sure to register them in advance.

1 Press the down arrow key repetitively to scroll to [Address book] or [Group list], then press <OK>.

2 Press the down arrow key repetitively to scroll to the destination or group you want, then press <OK>.
The check box is selected. You can select multiple entries.

3 When you have selected all the destinations, press the right arrow key.

4 Make sure that [Finish Destination Selection] is selected, then press <OK>.

5 Press the left arrow key to return to the standby screen.

Using E-mail History

You can select a destination from transmission histories.

1 Press the down arrow key repetitively to scroll to [Tx History], then press the right arrow key.

2 Press the down arrow key repetitively to scroll to a destination, then press <OK>.
The check box is selected. You can select multiple entries.

3 When you have selected all the destinations, press the right arrow key.

4 Make sure that [Finish Destination Selection] is selected, then press <OK>.

5 Press the left arrow key to return to standby screen.

Direct Input

You can enter a destination directly using the on-screen keyboard.

1. Press the down arrow key repetitively to scroll to [Direct Input], then press <OK>.
2. Enter a destination e-mail address containing up to 80 single-byte characters.
3. Select [Done], then press <OK>.

Note

For information on entering text, see page 27.

Using LDAP Search

You can search for a destination from the list on the LDAP server.

1. Press the down arrow key repetitively to scroll to [LDAP], then press the right arrow key.
2. Press the down arrow key repetitively to scroll to [Simple Search] or [Advanced Search], then press <OK>.

Note

When you select [Simple Search], you can search only for a user name.

When you select [Advanced Search], you can search for a user name or e-mail address. You can also select search conditions to retrieve only results that contain all the specified keywords.

3. Enter a keyword to search for a user name or e-mail address on the LDAP server.
4. Select [Done], then press <OK> to start searching.
5. Press the down arrow key repetitively to scroll to a destination from the search results, then press <OK>.

6 When the search results appear, press Press the down arrow key repetitively to scroll to the destination you want, then press <OK>.
The check box is selected. You can select multiple entries.

7 When you have selected all the destinations, press the right arrow key.

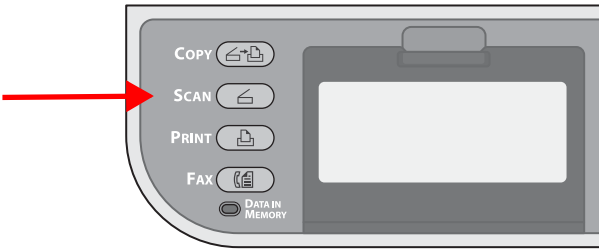
8 Make sure that [Finish Destination Selection] is selected, then press <OK>.

9 Press the left arrow key to return to standby screen.

Scan to USB Memory

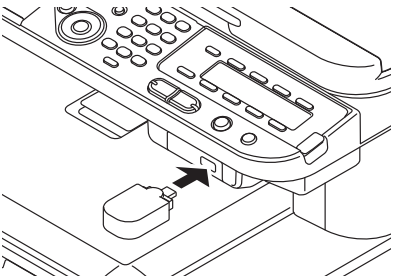
You can save the scanned document in a USB memory device plugged into the machine.

1 Press <SCAN> on the control panel.

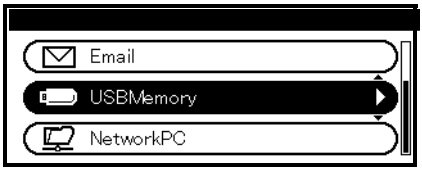


2 Place your document with text face up in the ADF or face down on the document glass.

3 Insert the USB memory into the USB memory interface of the machine.



4 Press the down arrow key repetitively to scroll to [USBMemory], then press <OK>.



5 Press <Mono Start> or <Color Start>.

6 Wait until the message appears that it is okay to remove the USB device, then remove it.

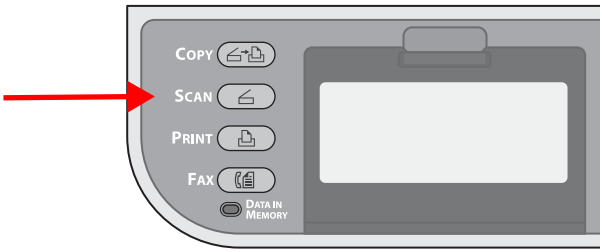
Scan to Network PC

You can send a scanned document to a server on the network. The document is scanned and converted to a PDF, JPEG, TIFF, or XPS file. The default setting is PDF.

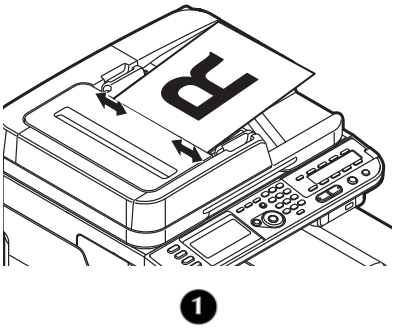
Note

- Before starting a scan job, set up a profile.
- For details on how to register a profile, see the Setup Guide provided with your machine.

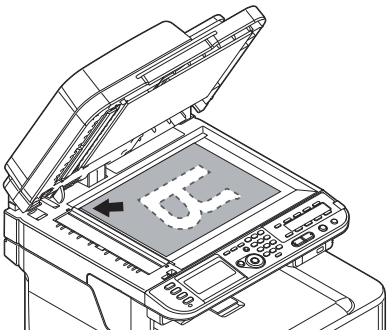
1 Press <SCAN> on the control panel.



2 Place your document with text face up in the ADF (1) or face down on the document glass (2).

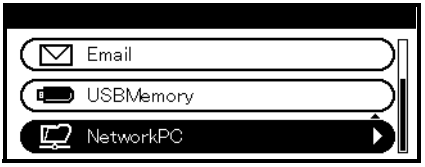


1



2

3 Press the down arrow key repetitively to scroll to [NetworkPC], then press the right arrow key.



4 Press the down arrow key repetitively to scroll to [Select Profile], then press the right arrow key.

5 Press the down arrow key repetitively to scroll to a profile, then press the right arrow key.

6 Press <Mono Start> or <Color Start>.

Scan to Local PC

You can save scanned data to your local computer. When you press the start key, the scan job starts and the ActKey utility and the TWAIN driver start automatically. You can send the scanned document to a specified application, save it in a specified folder, or send it by fax. The machine can be connected to a computer via USB interface or to a network.

The scan to local PC function is available only for Windows. You cannot use this function for Macintosh.

Important!

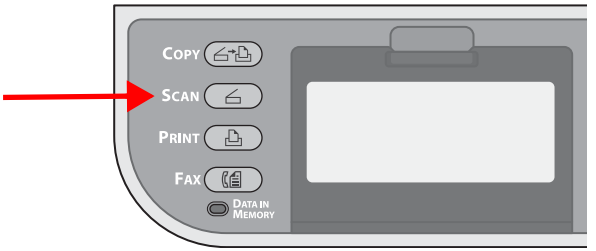
- **Install ActKey and the scanner driver before scanning to a local computer.**
- **If you connect the machine to a network, follow these instructions.**
  - **Set [TCP/IP] setting to [Enable].**
  - **Conform the IP version of the machine to that of your computer.**
  - **Set up the DNS server.**
  - **Enable the network TWAIN setting.**

Note

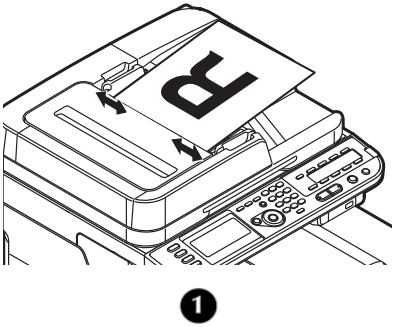
- For details on how to enable the network TWAIN setting, see the Advanced User's Guide at www.my.okidata.com.
- For details on how to install the ActKey utility, see the Advanced User's Guide at www.my.okidata.com.

Connecting to USB

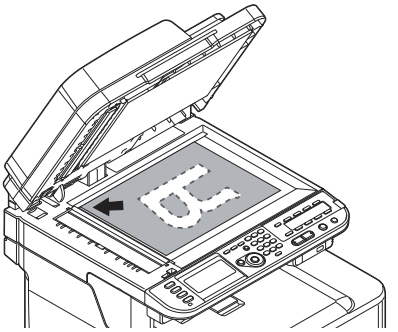
1 Press <SCAN> on the control panel.



2 Place your document with text face up in the ADF (1) or face down on the document glass (2).

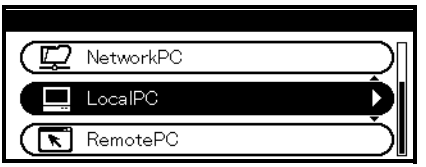


1



2

3 Press the down arrow key repetitively to scroll to [**L**ocalPC], then press <OK>.



- If the Network TWAIN setting is set to Disable, go to step 5.

4 Press the down arrow key repetitively to scroll to [From USB interface], then press <OK>.

5 Press the down arrow key repetitively to scroll to [Select a connecting PC], then press the right arrow key.

6 Press the down arrow key repetitively to scroll to [Select an application], then press the right arrow key.

7 Press the down arrow key repetitively to scroll to where to send the scanned document, then press <OK>.

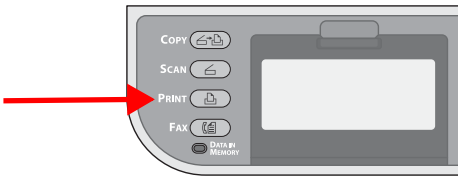
8 Press <Mono Start> or <Color Start> to initiate the scan.

Note

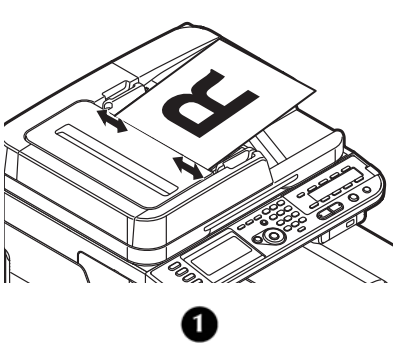
If you select [Application], the specified application starts and the scanned image appears on the application. If you select [Folder], the scanned image is saved in the specified folder. If you select [PC-FAX], the application for fax transmission starts. After sending the scanned image, send a fax with the fax transmission software on your computer.

Connecting to Network

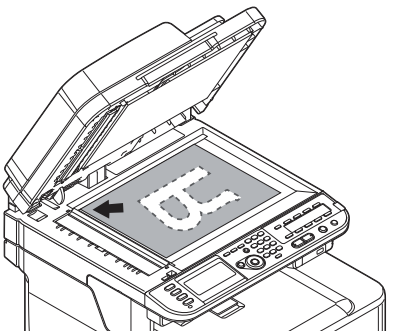
1 Press <SCAN> on the control panel.



2 Place your document with text face up in the ADF (1) or face down on the document glass (2).



1



2

3 Press the down arrow key repetitively to scroll to [LocalPC], then press the right arrow key.

4 Press the down arrow key repetitively to scroll to [Select a connecting PC], then press the right arrow key.

5 Press the down arrow key repetitively to scroll to [From Network], then press the right arrow key.

6 Press the down arrow key repetitively to scroll to the computer you want, then press the right arrow key.

7 Press the down arrow key repetitively to scroll to [Select an application], then press the right arrow key.

8 Press the down arrow key repetitively to scroll to where to send the scanned document, then press <OK>.

9 Press <Mono Start> or <Color Start> to initiate the scan.

Note

- If you select [Application], the specified application starts and the scanned image appears on the application.
- If you select [Folder], the scanned image is saved in the specified folder.
- If you select [PC-FAX], the application for fax transmission starts.

After sending the scanned image, send a fax with the fax transmission software on your computer.

Scan to Remote PC

This function launches the TWAIN driver from a utility installed on a PC (ActKey, PaperPort, etc.) and starts scanning. The machine can be connected to a computer via USB interface or to a network.

There are two modes; simple scan mode and secure scan mode. In simple mode you can start a scan job easily. In secure scan mode, only the operation from the specified computer can be done.

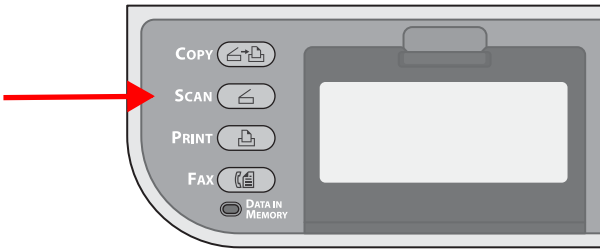
The instructions below use ActKey as an example.

Important!

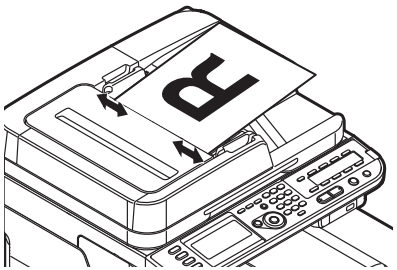
- **Install an application (ActKey, PaperPort, etc.) and a scanner driver before starting a scan job.**
- **If you connect the machine to network, follow these instructions.**
  - **Set [TCP/IP] setting to [Enable].**
  - **Conform the IP version of the machine to that of your computer.**
  - **Set up the DNS server.**
  - **Enable the network TWAIN setting.**

Simple Scan Mode (for Windows)

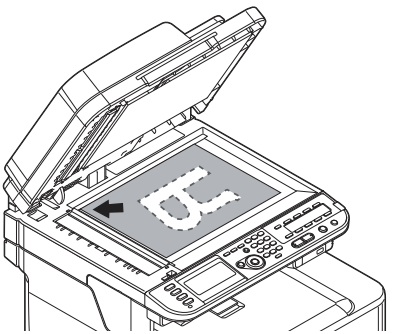
1 Press <SCAN> on the control panel.



2 Place your document with text face up in the ADF (1) or face down on the document glass (2).

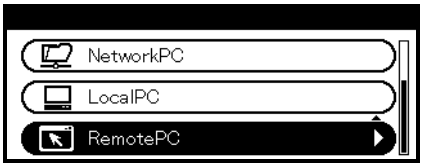


1



2

3 Press the down arrow key repetitively to scroll to [RemotePC], then press the right arrow key.



4 Start ActKey on your computer.

5 Click the scan button you want.
The scan job starts.

Note

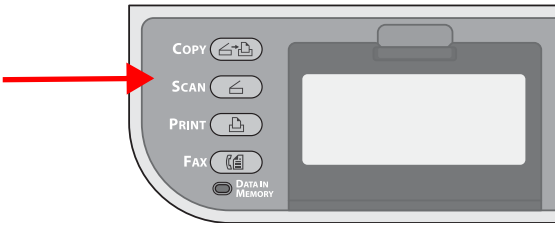
- If you select [Application1] or [Application2], the specified application starts and the scanned document appears on the application.
- If you select [Folder], the scanned document is saved in the specified folder.
- If you select [PC-FAX], the application for fax transmission starts and the scanned document is sent to the application.

Send a fax with the fax transmission software on your computer.

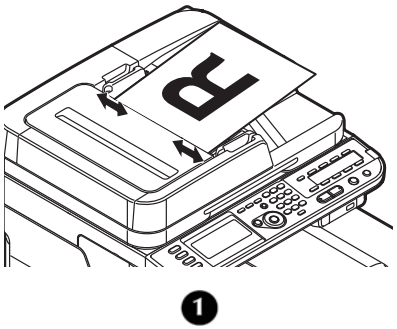
Secure Scan Mode (for Windows)

For Network Connection

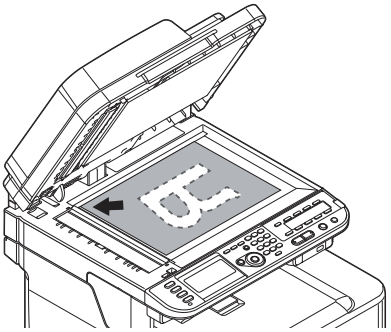
1 Press <SCAN> on the control panel.



2 Place your document with text face up in the ADF (1) or face down on the document glass (2).



❶



❷

3 Press the down arrow key repetitively to scroll to [RemotePC] and then press the right arrow key.

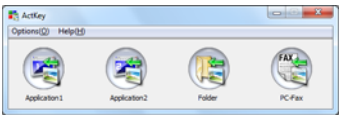
4 Press the down arrow key repetitively to scroll to [Select from Scan PC List], then press the right arrow key.

5 Press the down arrow key repetitively to scroll to the destination you want, then press <OK>.

6 Press <Color Start>.

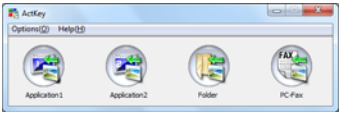
7 Start the ActKey on your computer.

8 Click a scan button.



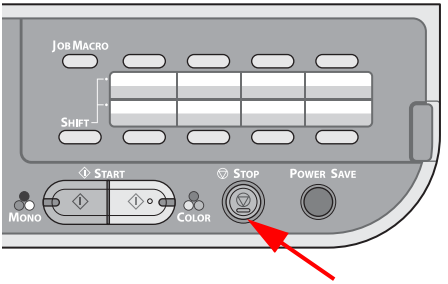
For USB Connection

1. Press the down arrow key repetitively to scroll to [RemotePC] and then press the right arrow key.
2. Press the down arrow key repetitively to scroll to [via USB interface], then press the right arrow key.
3. Press <Color Start>.
4. Start the ActKey on your computer.
5. Click a scan button.



Canceling the Current Scan Job

To cancel the current scan job, press <STOP> on the control panel.



Registering Address Book

You can register e-mails to the address book and create groups for broadcasting messages. The Address Book and the Group List can be used to specify the destination in scan to e-mail and internet fax functions.

Address Book

You can register up to 100 favorite e-mail addresses to the address book.

Registering and Editing

Note

For details on how to enter text, see page 27.

1 Press <SETTING> on the control panel.

2 Press the down arrow key repetitively to scroll to [Address Book], then press the right arrow key.

3 Make sure that [E-mail Address] is selected, then press the right arrow key.

4 Press the down arrow key repetitively to scroll to a number, then press the right arrow key.
You cannot select a number which is specified in Auto Deliver function.

5 Make sure that [Edit] is selected, then press the right arrow key.

6 If necessary, specify a name.

a) Make sure that [Name] is selected, then press the right arrow key.

b) Enter a name containing up to 16 characters.

c) Select [Done], then press <OK>.

7 Press the down arrow key repetitively to scroll to [E-mail Address], then press the right arrow key.

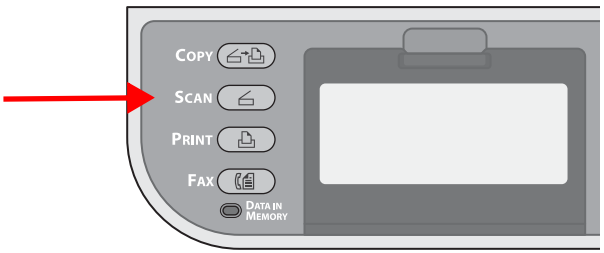
8 Enter an e-mail address containing up to 80 characters, then press <OK>.

9 Press <OK>.

Registering From Transmission History

You can add an e-mail addresses to the address book from fax transmission histories.

1 Press <SCAN> on the control panel.



2 Make sure that [Email] is selected, then press the right arrow key.

3 Press the down arrow key repetitively to scroll to [Email Tx History], then press the right arrow key.

4 Press the down arrow key repetitively to scroll to the entry you want, then press the right arrow key.

5 Check the entry, then press the right arrow key.

6 Make sure [Register to Address Book] is selected, then press the right arrow key.

7 Press the right arrow key.

8 Press the down arrow key repetitively to scroll to the e-mail address you want, then press the right arrow key.

9 Press the down arrow key repetitively to scroll to a number, then press the right arrow key.
You cannot select a number which is specified in Auto Deliver function.

10 Make sure that [Edit] is selected, then press the right arrow key.

11 If necessary, specify a name.

a) Make sure that [Name] is selected, then press the right arrow key.

b) Enter a name containing up to 16 characters.

c) Select [Done], then press <OK>.

12 Press the down arrow key repetitively to scroll to [E-mail Address], then press the right arrow key.

13 Enter an e-mail address containing up to 80 characters, then press <OK>.

14 Press <OK>.

Deleting

1 Press <**SETTING**> on the control panel.

2 Press the down arrow key repetitively to scroll to [Address Book], then press the right arrow key.

3 Make sure that [E-mail Address] is selected, then press the right arrow key.

4 Press the down arrow key repetitively to scroll to an entry number and then press the right arrow key.

5 Press the down arrow key repetitively to scroll to [Delete], then press <OK>.

6 Press the left or right arrow key to select [Yes], then press <OK>.

Important!

You cannot delete an e-mail address which is specified in Auto Deliver function.

Group List

You can create up to 20 groups of e-mail addresses.

Registering and Editing

Note

For details on how to enter text, see page 27.

1 Press <SETTING> on the control panel.

2 Press the down arrow key repetitively to scroll to [Address Book], then press the right arrow key.

3 Press the down arrow key repetitively to scroll to [E-mail Group], then press the right arrow key.

4 Select a group number, then press the right arrow key.

Note

You cannot select an entry which is specified in the auto deliver function.

5 Make sure that [Edit] is selected, then press the right arrow key.

6 Make sure that [Name] is selected, then press the right arrow key.

7 Enter a name containing up to 16 characters.

8 Select [Done], then press <OK>.

9 Press the down arrow key repetitively to scroll to [Address Number], then press the right arrow key.

10 Press the down arrow key repetitively to scroll to the desired e-mail address from address book, then press <OK>.

Note

You can select multiple e-mail addresses.

11 When you have selected all the desired e-mail addresses, press the right arrow key.

12 Make sure that [Finish Entry Selection] is selected, then press <OK>.

13 Press <OK>.

Note

You can also register the e-mail group from [Group No] in [E-mail Address].

Deleting

1 Press <**SETTING**> on the control panel.

2 Press the down arrow key repetitively to scroll to [Address Book], then press the right arrow key.

3 Press the down arrow key repetitively to scroll to [E-mail Group], then press the right arrow key.

4 Select a group number, then press the right arrow key.

5 Press the down arrow key repetitively to scroll to [Delete], then press <OK>.

6 Press the left or right arrow key to select [Yes], then press <OK>.

Important!

You cannot delete an entry which is specified in Auto Deliver function.

Registering Network Scan Destinations

You can register locations on a network to which you can scan documents.

Registering and Editing

Note

For details on how to enter text, see page 27.

1 Press <SETTING> on the control panel.

2 Press the down arrow key repetitively to scroll to [Network Scan Destination], then press the right arrow key.

3 Press the down arrow key repetitively to scroll to a number for IP address or domain name, then press the right arrow key.

4 Make sure that [Edit] is selected, then press the right arrow key.

5 Make sure that [Destination] is selected, then press the right arrow key.

6 Enter a destination up to 16 characters.

7 Select [Done], then press <OK>.

8 Press the down arrow key repetitively to scroll to [Destination Address], then press the right arrow key.

9 Enter an IP address or a domain name up to 64 characters.

10 Select [Done], then press <OK>.

11 Press the down arrow key repetitively to scroll to [Port No.], then press the right arrow key.

12 Enter a port number, then press <OK>.

13 Press <OK>.

Deleting

1 Press <SETTING> on the control panel.

2 Press the down arrow key repetitively to scroll to [Network Scan Destination], then press the right arrow key.

3 Press the down arrow key repetitively to scroll to a number, then press the right arrow key.

4 Press the down arrow key repetitively to scroll to [Delete], then press <OK>.

5 Press the left or right arrow key to select [Yes], then press <OK>.

Printing From a USB Memory Device

This chapter explains how to print from a USB memory device plugged into the machine.

Supported:

- File systems:
  - FAT12
  - FAT16
  - FAT32.
- File formats:
  - JPEG
  - PDF (v1.7)
  - M-TIFF (v6 Baseline)
  - PRN (PCL, PS).
- Up to 32 GB capacity of USB memory

Not supported

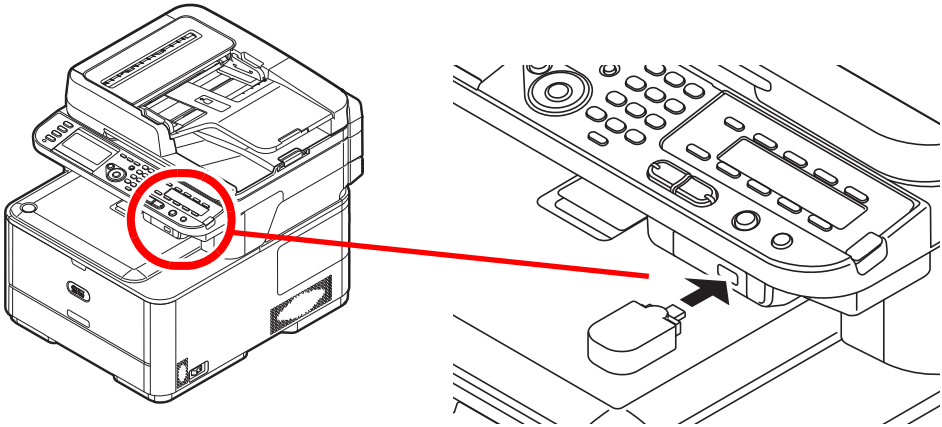
- USB hub
- external USB HDD
- Encrypted PDF

Note

- Up to 100 files in supported file formats stored in USB memory are displayed on the file list. If more files are stored in USB memory, the list of the stored files may not be displayed properly.
- You can select and print one file in your USB memory at a time.

Starting a Print Job

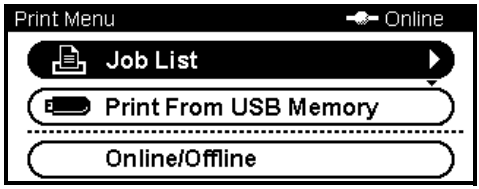
1 Carefully insert the USB memory device into the USB port on the machine.



CAUTION!

Insert the USB memory straight into the USB port. If the USB memory is inserted at an angle, it can damage the USB port.

2 Press <PRINT> on the control panel to open the print menu.



3 Press the down arrow key to scroll to [Print From USB Memory], then press <OK>.

4 Configure print settings:

a) Press the down arrow key repetitively to scroll to [Print Setup], then press <OK>.

b) Press the down arrow key repetitively to select from the following print settings, then follow the screen prompts to configure them:

- [Paper Feed]: selects the tray to be used
- [Copies]: from 1 to 999
- [Duplex]: set to ON for printing on both sides of the paper
- [Binding]: short or long edge
- [Fit]: adjusts PDF, JPEG and TIFF files to print on common size media.

c) When done configuring the settings, press <OK>, then press the left arrow key.

5 Press the down arrow key repetitively to scroll to [Select Print File], then press <OK>.

Note

If the file you wish to print is not in a folder, skip down to step 11.

6 Press the down arrow key repetitively to scroll to the folder with the file to print in it, then press <OK>.

7 Press the down arrow key repetitively to scroll to [Folder Property], then press <OK>.

8 Check the folder information, then press <OK>.

9 Press the down arrow key repetitively to scroll to [Open folder.], then press <OK>.

10 Press the down arrow key repetitively to scroll to the file to print, then press <OK>.

11 Press the down arrow key repetitively to scroll to [File Property], then press <OK>.

12 Check the file information, then press <OK>.

13 Press the down arrow key repetitively to scroll to [Select], then press <OK>.

14 Press <Mono Stat>or <Color Start> to start printing.

15 Wait until the message appears indicating that it is OK to remove the USB memory before removing it from the port.

Canceling a USB Memory Print Job

To cancel a print job from a USB memory device press <STOP> on the control panel.

User Authentication and Access Control

General Information

These functions are used to limit access to the machine. This can help you save toner, paper and wear and tear on the machine.

- User Authentication and Access Control must be set up by the System Administrator: for information on setting up these functions, see the System Administrator's Guide supplied with the machine.
- The following conditions are required to enable these functions:
  - The MC361/MC561 must be connected to a network
  - The Configuration Tool utility must be installed on a computer on the network.

What is User Authentication?

User Authentication allows the System Administrator to limit use of the machine to people who have been assigned either

- a PIN (personal identification number)

  or

- a user name and password.

This limitation applies to both walk-up use and printing to the machine from a computer.

You can assign up to 100 PINs or 100 sets of User Name and Password.

What is Access Control?

Access Control takes it a step further by allowing the System Administrator to limit the type of functions each person authorized to use the machine can perform.

Access control can be applied to the following functions:

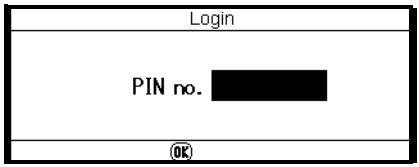
- Copying (Color/Mono)
- Printing (Color/Mono)
- Printing from USB Memory
- Scanning to e-mail
- Scanning to network PC
- Scanning to USB memory
- Faxing
- Faxing via PC
- Internet Faxing

Operation When PIN Authentication Is Enabled

Walk-Up Operation

Logging Into the Machine

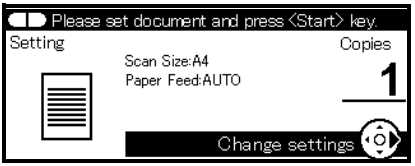
When PIN authentication is enabled, the initial screen appearing on the display will be the following Login screen:



1 Enter your PIN using the keypad on the control panel.

2 Press <OK>.

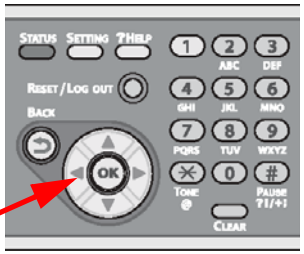
3 The Copy screen appears.



Logging Out of the Machine

When you have finished using the machine, be sure to log out:

1 Press the left arrow key until the top screen appears.



2 Press <**RESET/LOGOUT**> on the control panel.

Note

After a certain period of time, the machine automatically logs out the user.

Operation from a Computer

Important!

Before you can print to the MC361/MC561 with Authentication by PIN engaged, the System Administrator must have set up your computer to access the machine.

Note

The authentication type specified on the computer overrides the one specified on the machine.

Printing from Your Computer: Windows or Macintosh

Your System Administrator will set up a special print driver on your computer with the User Authentication and/or Access Control parameters engaged. You must select this print driver whenever you wish to print to the machine from your computer.

Once this has been done, simply follow the usual procedure for printing:

1. Open the file you want to print.
2. From the [File] menu, select [Print].
3. Make sure the appropriate printer driver is selected, then click [Print].

Faxing from Your Computer: Windows Only

Your System Administrator will set up a special fax driver on your computer with the User Authentication and/or Access Control parameters engaged. You must select this fax driver whenever you wish to send a fax to the machine from your computer.

Once this has been done, simply follow the usual procedure for faxing:

1. Open the file you want to fax.
2. From the [File] menu, select [Print].

3 Make sure the appropriate fax driver is selected, then click [Print].

Note

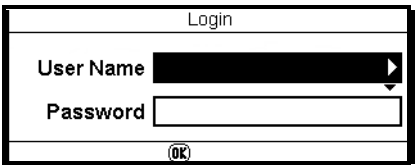
For details on how to fax from your computer, refer to the Advanced User's Guide at www.my.okidata.com.

Operation When User Name and Password Authentication is Enabled

Walk-Up Operation

Logging Into the Machine

When User Name/Password authentication is enabled, the initial screen appearing on the display will be the following Login screen:



1 Make sure that [User Name] is selected, then press the right arrow key.

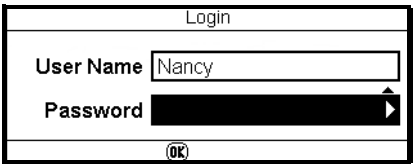
2 Enter your assigned User Name.

Note

For details on how to enter text, see page 27.

3 Select [Done], then press <OK>.

4 Make sure that [Password] is selected, then press the right arrow key.

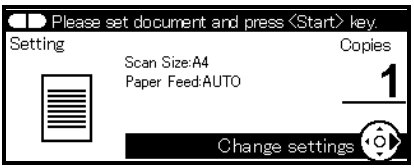


5 Enter your assigned password.

6 Select [Done], then press <OK>.

7 Press [OK] on the Login screen.

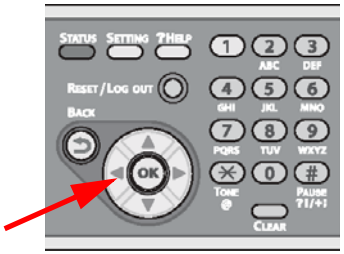
8 The Copy screen appears.



Logging Out of the Machine

When you have finished using the machine, be sure to log out.

1 Press the left arrow key until the top screen appears.



2 Press <**RESET/LOGOUT**> on the control panel.

Note

After a certain period of time, the machine automatically logs out the user.

Operation from a Computer

Important!

Before you can print to the MC361/MC561 with Authentication by User Name/Password engaged, the System Administrator must have set the system up and provided you with your assigned User Name and Password.

Note

The authentication type specified on the computer overrides the one specified on the machine.

Printing from Your Computer: Windows

Important!

You cannot use the PCL XPS printer driver for this function.

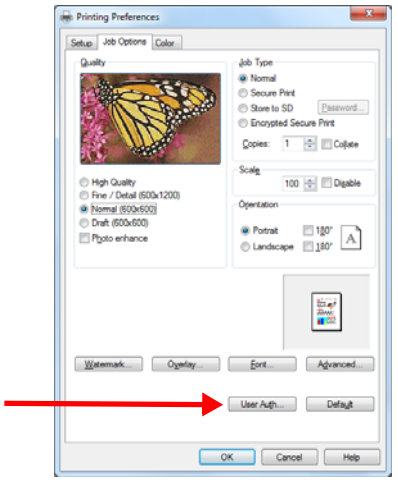
This procedure uses Windows 7 and NotePad as an example. The procedures and menus may differ depending on the operating system/application you use.

1 Open the file you want to print.

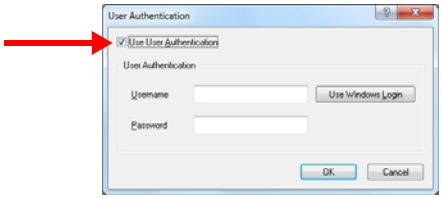
2 From the [File] menu, select [Print].

3 Select the printer driver you want and click [Preferences] or [Properties].

4 Select the [Job Options] tab and click [User Auth.].



5 Click the [**Use User Authentication**] check box.



6 Enter your assigned user name in [Username] and password in [Password].

7 Click [OK].

8 Click [OK], then click [Print].

Printing from Your Computer: Macintosh

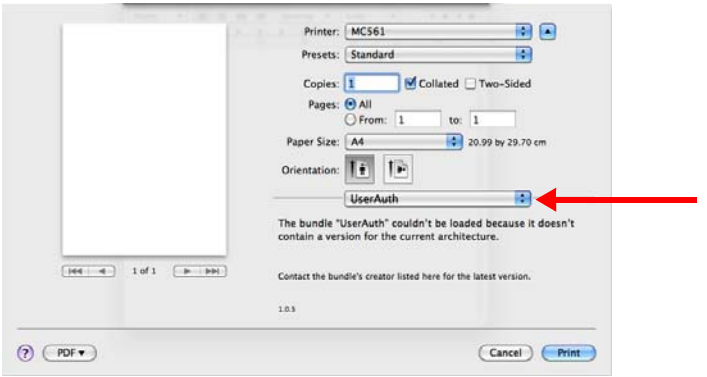
This procedure uses Mac OS X 10.6 (Snow Leopard) as an example. The procedures and menus may differ depending on the actual Mac OS you use.

1 Open the file you want to print.

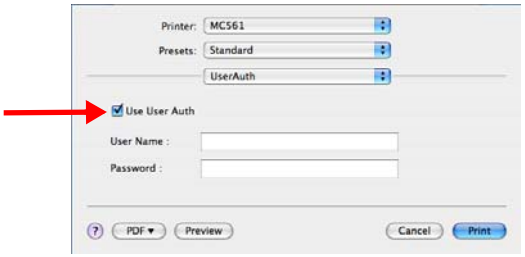
2 From the [File] menu, select [Print].

3 Select your machine's printer driver.

4 Select [**UserAuth**] from the panel menu under the [**Printer**] and [**Presets**] menus.



5 Click the [Use User Auth] check box on the [UserAuth] panel.



6 Enter the user name in [User Name] and the password in [Password].

7 Click [Print].

Faxing from Your Computer: Windows Only

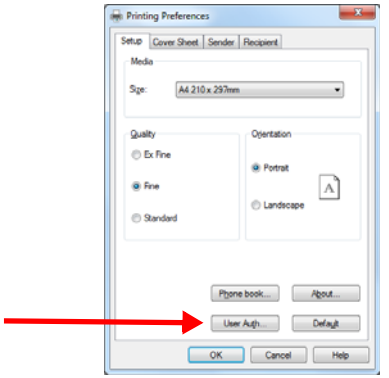
This procedure uses Windows 7 and NotePad as an example. The procedures and menus may differ depending on the OS you use.

1 Open the file you want to fax.

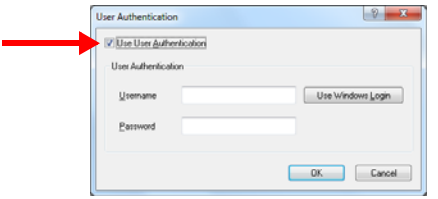
2 From the [File] menu, select [Print].

3 Select your machine fax driver in [Select Printer] and click [Preferences].

4 On the [Setup] tab, click [User Auth].



5 Click the [Use User Authentication] check box.



6 Enter your assigned user name in [Username] and password in [Password].

7 Click [OK].

8 Click [OK], then click [Print].

Paper Jams

Note

If paper jams occur frequently, clean the paper feed rollers and LED heads. See pages 254 and 258.

When a paper jam occurs

- a jam message appears on the display
- <STATUS> on the control panel blinks

The error code and description in the message differ according to where the paper jam occurs.

Paper Jam Error Codes

- 370: see page 157
- 371: see page 157
- 372: see page 164
- 380: see page 170
- 381: see page 175
- 382: see page 175
- 385: see page 175
- 389: see page 182
- 390: see page 170
- 391: see page 186
- 392: see page 186

Document Jam Messages

See page 189.

Clearing Paper Jams

WARNING!

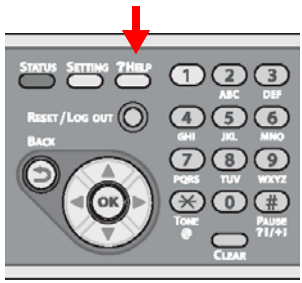
If the machine has been turned on, the fuser unit may be hot. This area is clearly labelled. Do not touch.

CAUTION!

- **The image drum unit is a static sensitive device and is very delicate. Handle it carefully.**
- **Do not expose the image drum unit to direct sunlight or very bright interior light (more than approximately 1500 lux).**
- **Even under the normal interior light, do not leave it for more than 5 minutes.**

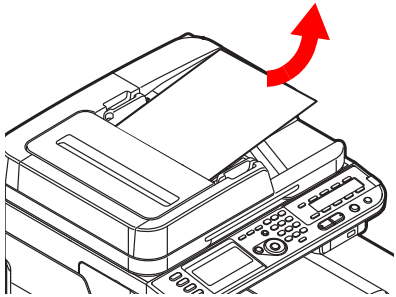
Note

You can also refer to the on-display instructions for clearing paper jams by pressing the <?HELP> key when the error message appears.

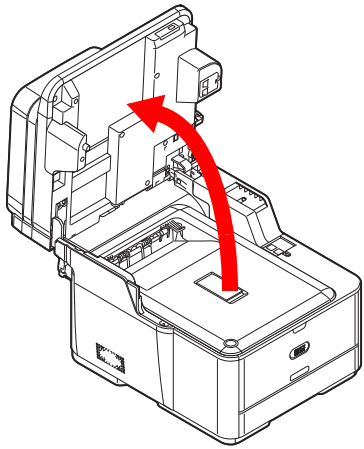


Error Code 370, 371

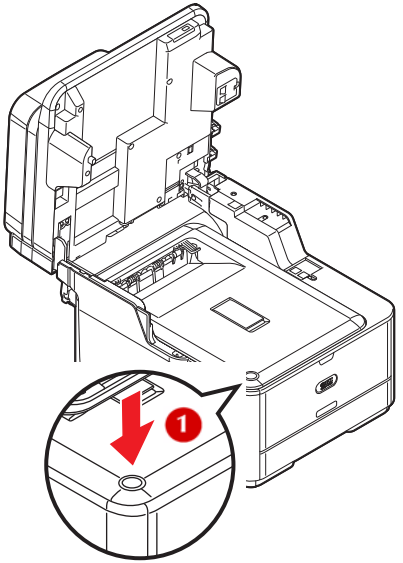
1 Remove any documents from the ADF tray.

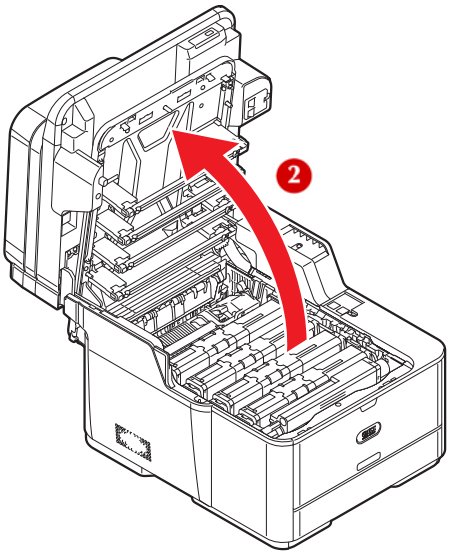


2 Open the scanner unit.



3 Press the cover release button (1) and raise the top cover (2).



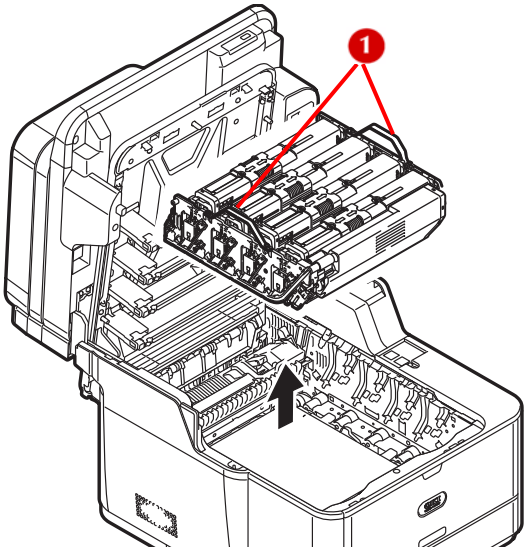


4 **Touch any screw *towards the front* inside the machine to remove static electricity from your body.**

WARNING!

If the machine has been turned on, the fuser unit (at the back) may be hot. This area is clearly labelled. DO NOT TOUCH IT.

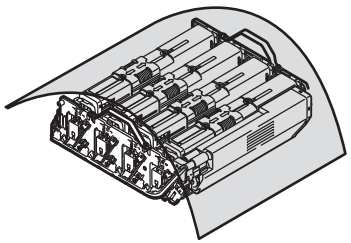
5 Hold the blue handles of the image drum unit (1) with both hands and lift it out of the machine, then place it on a flat surface.



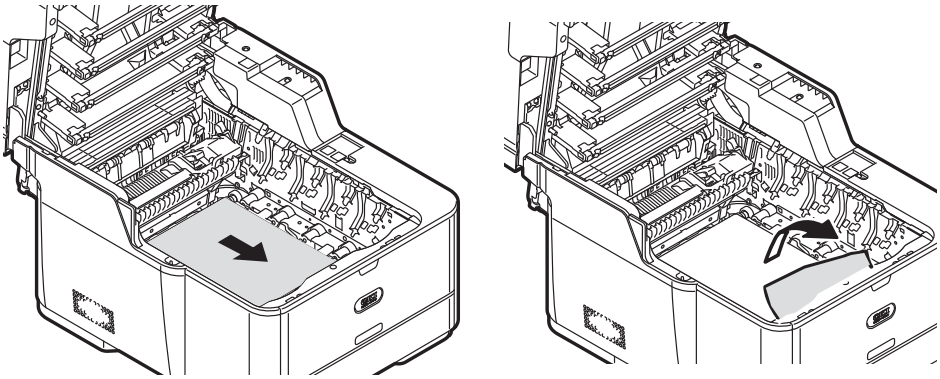
CAUTION!

- **The image drum unit is a static sensitive device and is very delicate. Handle it carefully.**
- **Do not expose the image drum unit to direct sunlight or very bright interior light (more than approximately 1500 lux).**
- **Even under the normal interior light, do not leave it for more than 5 minutes.**

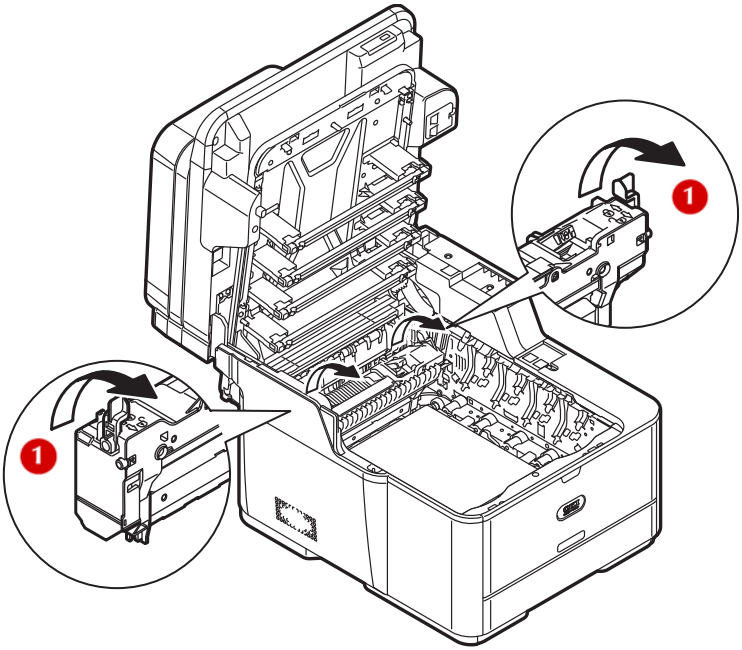
6 Cover the image drum unit with black paper or a black bag.



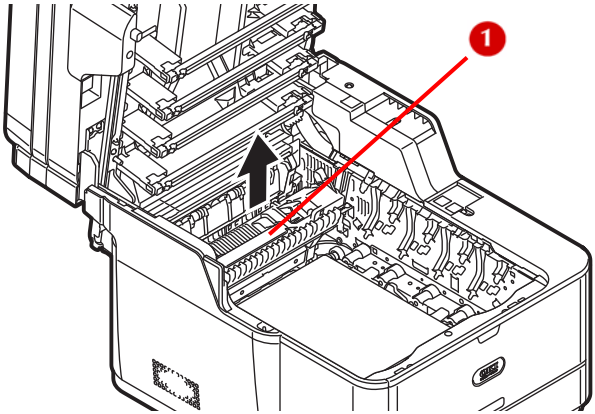
7 Remove any paper from the belt unit.



8 Pull the locking levers (1) on each side of the fuser unit to the "unlock" position.

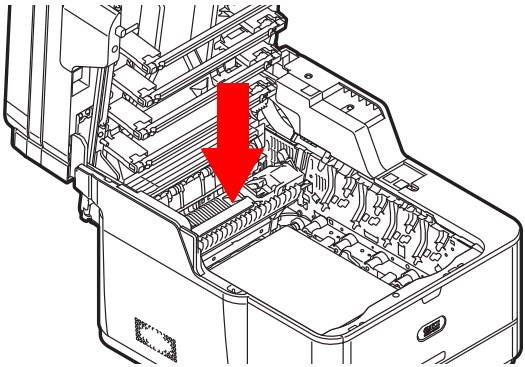


9 Hold the fuser unit handle (1) and lift the fuser unit out of the machine.

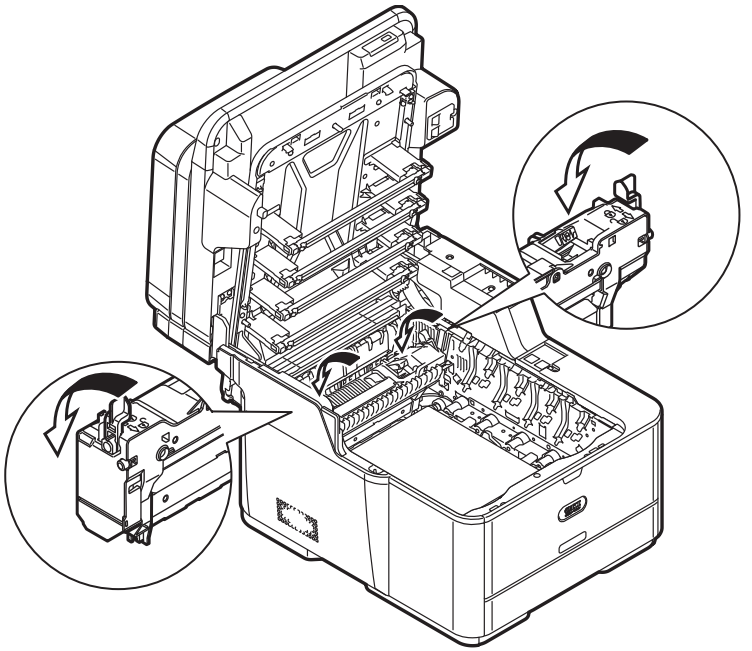


10 Remove any jammed paper.

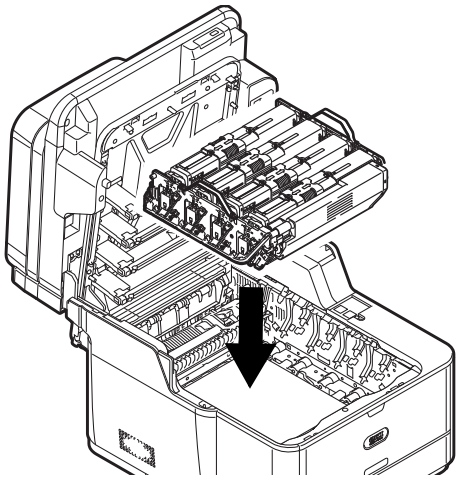
11 Hold the fuser unit handle and place the fuser unit into the machine.



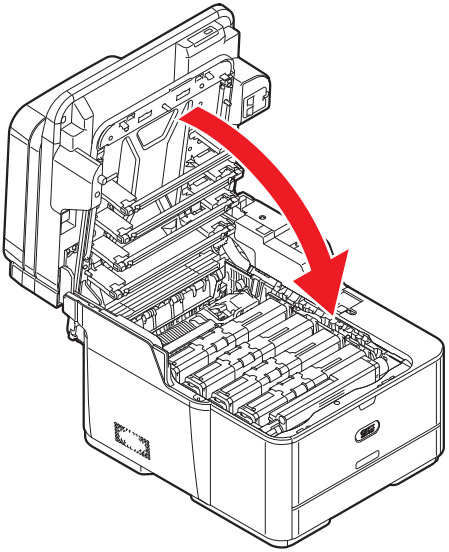
12 Push the locking levers on each side of the fuser unit to the "lock" position.



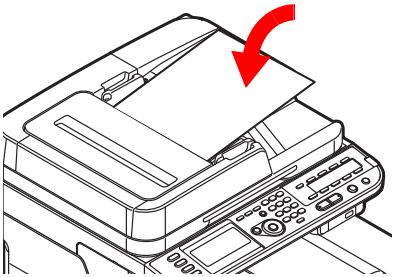
13 Hold the blue handles of the image drum unit with both hands and place it into the machine.



14 Close the top cover and scanner unit.

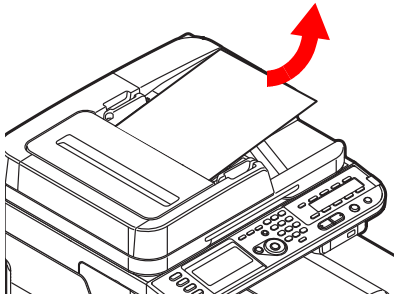


15 Reload the document(s) in the ADF tray and restart the job.

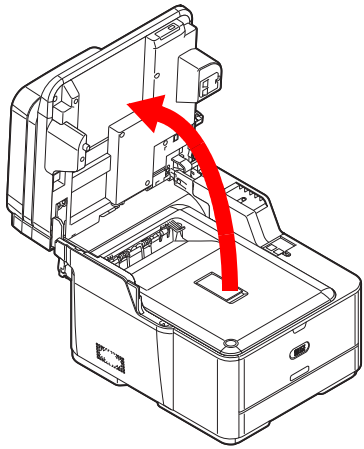


Error Code 372

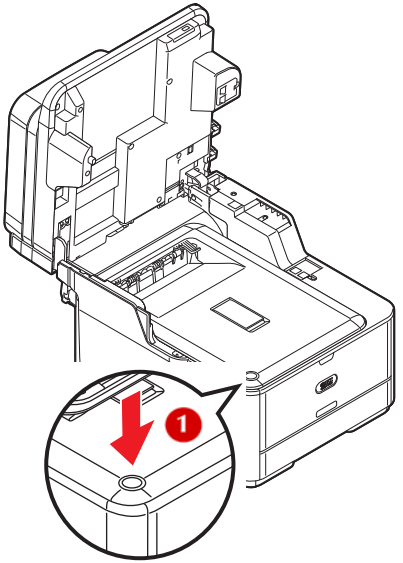
1 Remove any documents from the ADF tray.

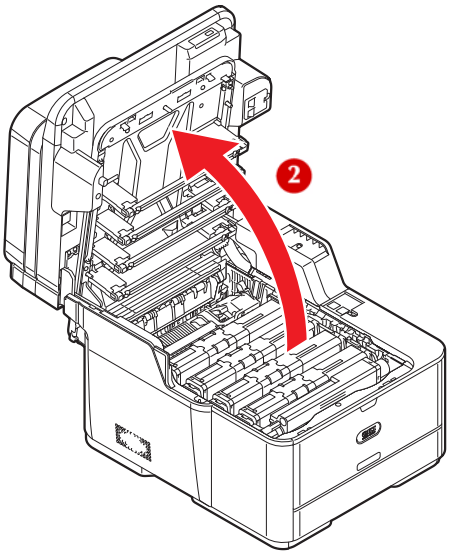


2 Open the scanner unit.



3 Press the cover release button (1) and raise the top cover (2).



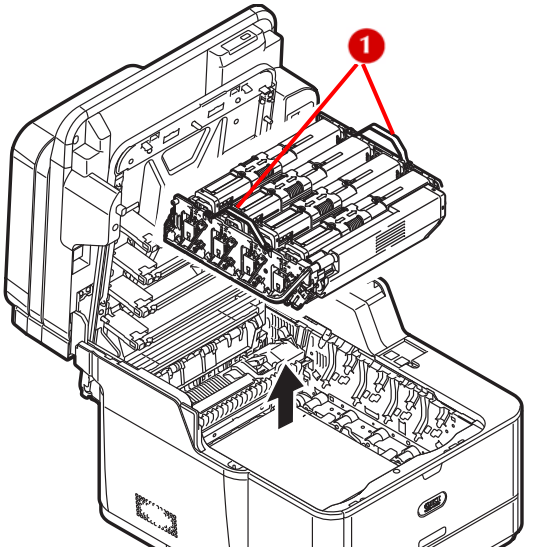


4 **Touch any screw *towards the front* inside the machine to remove static electricity from your body.**

WARNING!

If the machine has been turned on, the fuser unit (at the back) may be hot. This area is clearly labelled. DO NOT TOUCH IT.

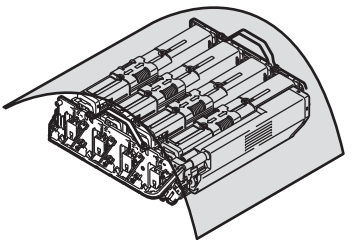
5 Hold the blue handles of the image drum unit (1) with both hands and lift it out of the machine, then place it on a flat surface.



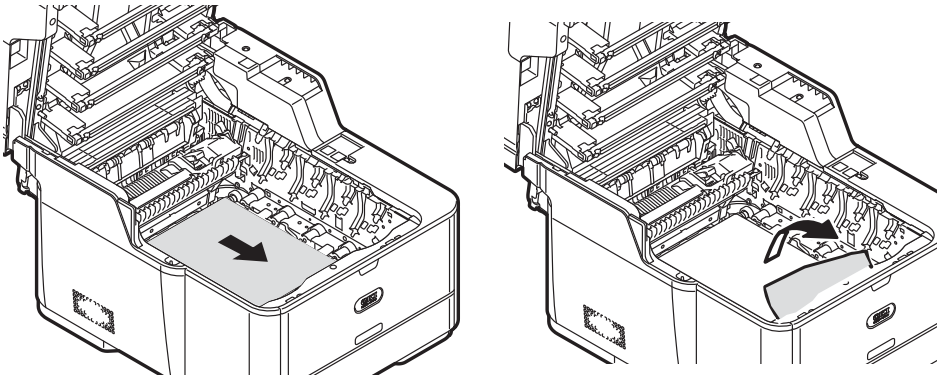
CAUTION!

- **The image drum unit is a static sensitive device and is very delicate. Handle it carefully.**
- **Do not expose the image drum unit to direct sunlight or very bright interior light (more than approximately 1500 lux).**
- **Even under the normal interior light, do not leave it for more than 5 minutes.**

6 Cover the image drum unit with black paper or a black bag to protect it from light.

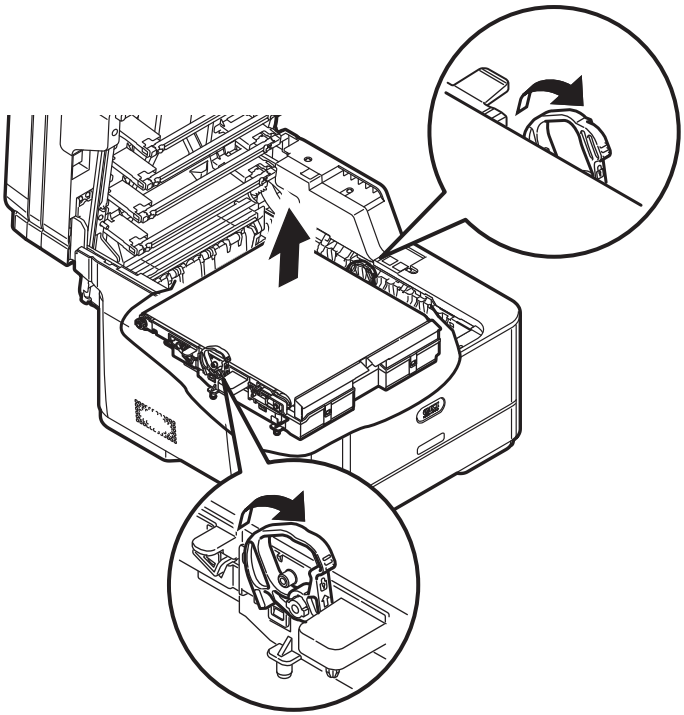


7 Remove any jammed paper in the direction of the arrow.

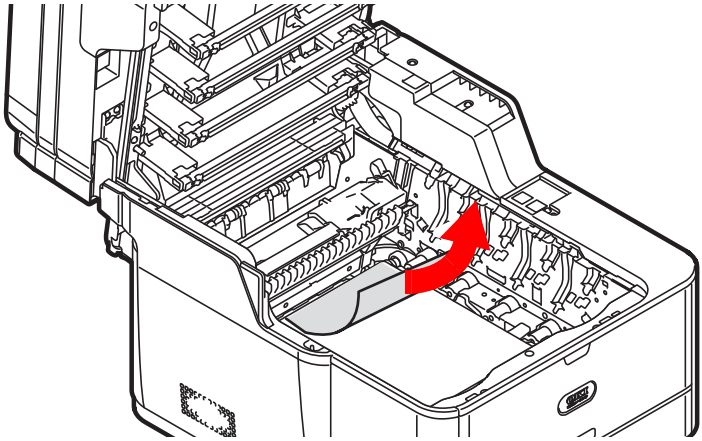


8 If the top edge of the paper cannot be seen:

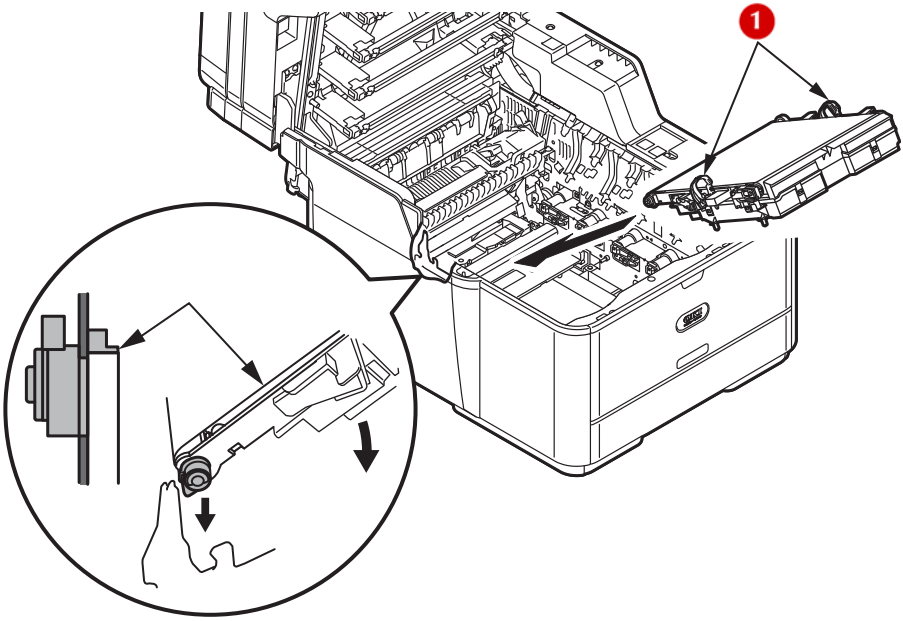
a) Turn the lock levers on each side of the belt unit toward you, hold the lock levers with both hands, then remove the belt unit.



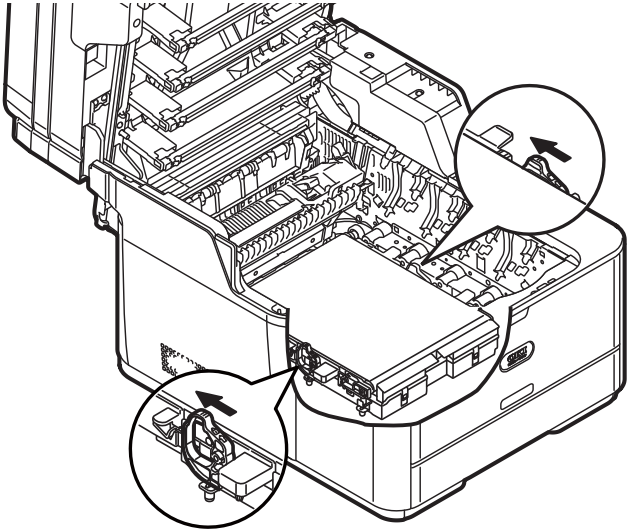
b) Slowly pull out the paper by the bottom edge.



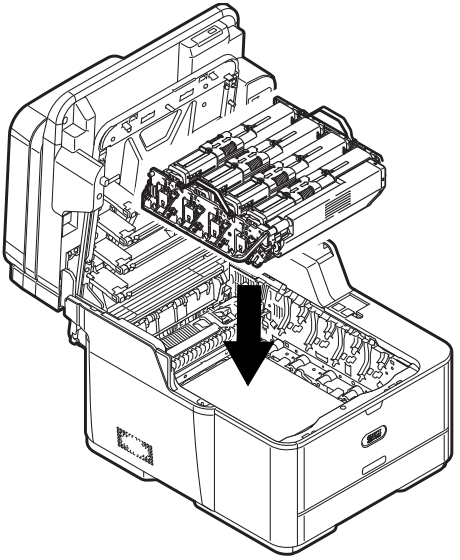
c) Hold the lock levers (1) on each side of the belt unit with both hands and place it in the machine.



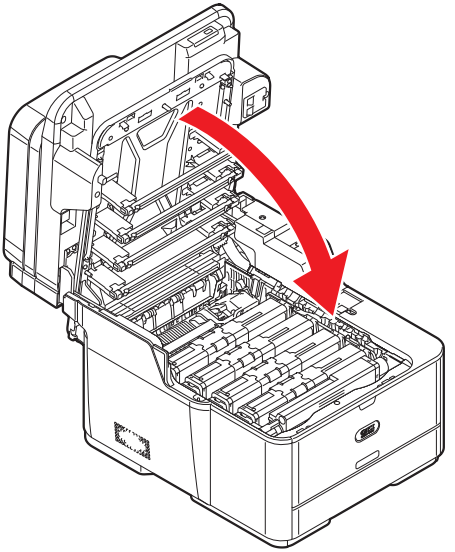
d) Turn the lock levers of the belt unit away from you.



9 Hold the blue handles of the image drum unit with both hands and place it into the machine.

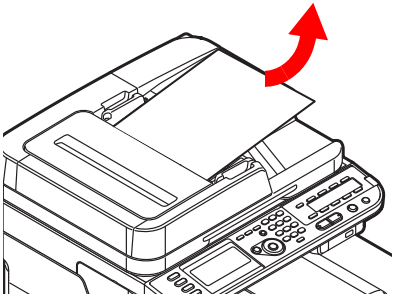


10 Close the top cover and scanner unit.

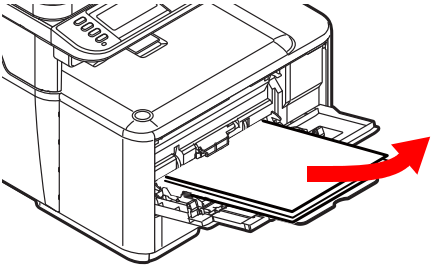


Error Code 380, 390

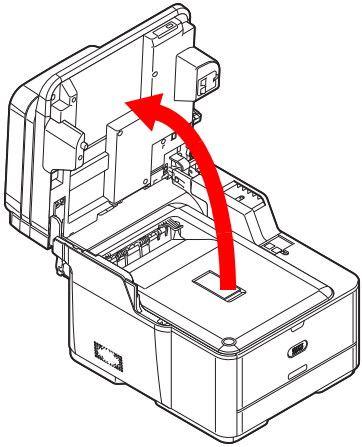
1 Remove any documents from the ADF tray.



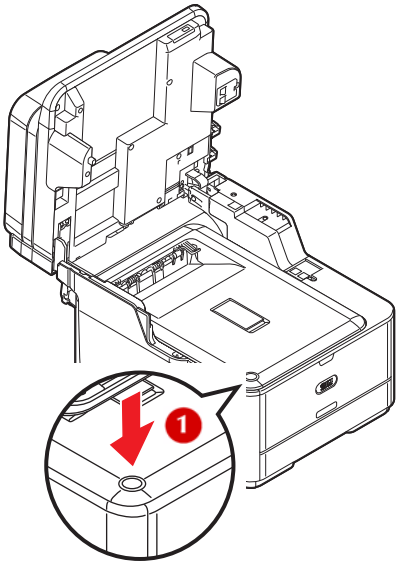
2 Remove any paper in the MP tray.

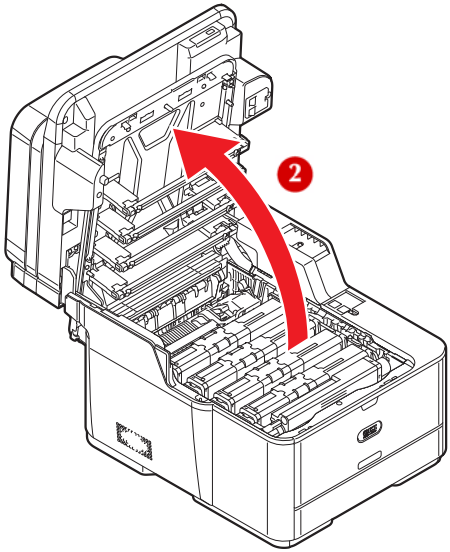


3 Open the scanner unit.



4 Press the cover release button (1) and raise the top cover (2).



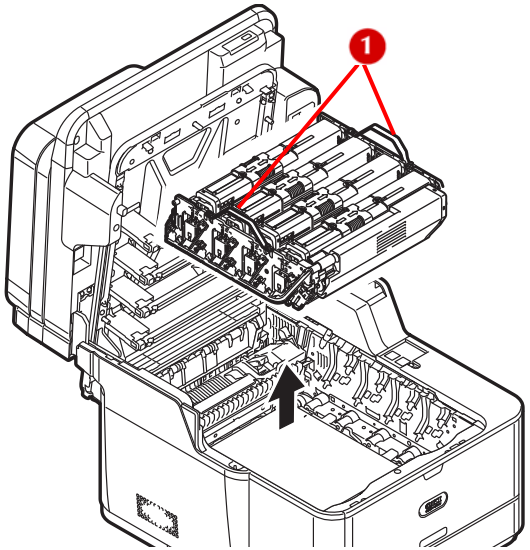


5 **Touch any screw *towards the front* inside the machine to remove static electricity from your body.**

WARNING!

If the machine has been turned on, the fuser unit (at the back) may be hot. This area is clearly labelled. DO NOT TOUCH IT.

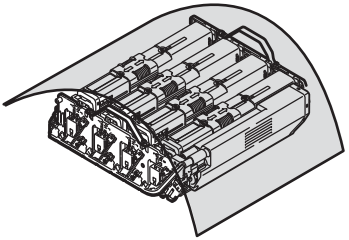
6 Hold the blue handles of the image drum unit (1) with both hands and lift it out of the machine, then place it on a flat surface.



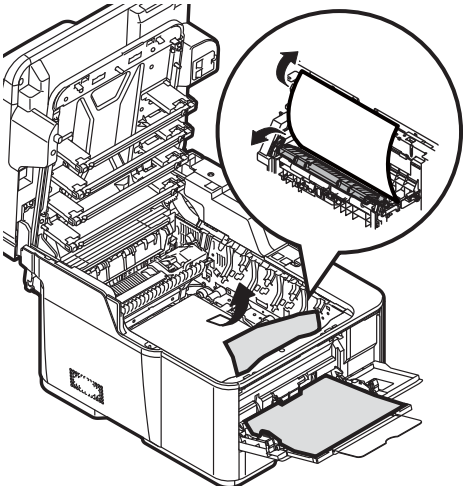
CAUTION!

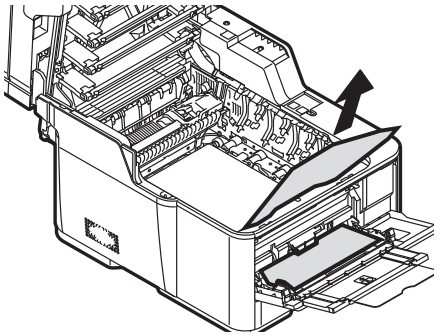
- **The image drum unit is a static sensitive device and is very delicate. Handle it carefully.**
- **Do not expose the image drum unit to direct sunlight or very bright interior light (more than approximately 1500 lux).**
- **Even under the normal interior light, do not leave it for more than 5 minutes.**

7 Cover the image drum unit with black paper or a black bag.

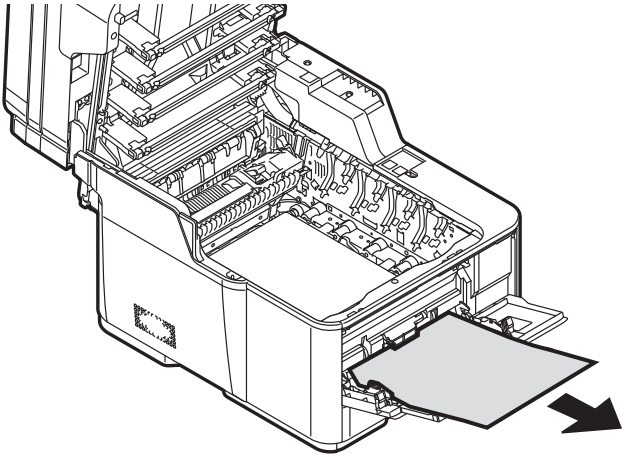


8 Hold the jammed paper by the top edge, and gently pull it out.

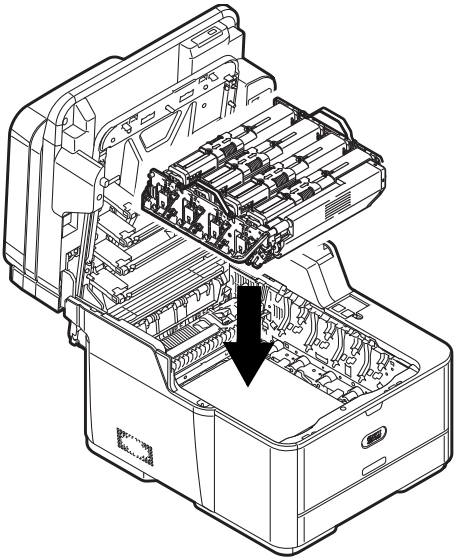




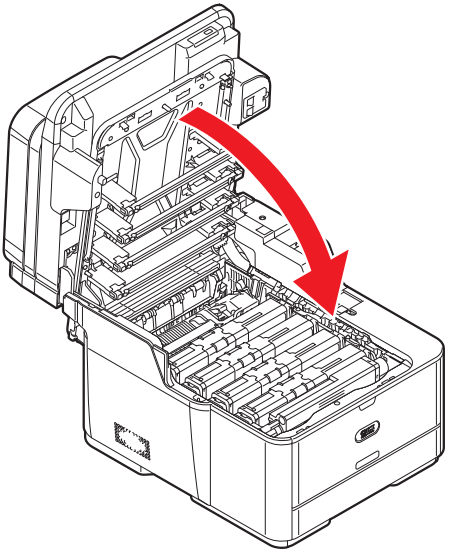
9 If the top edge of the paper cannot be seen, slowly pull out the paper with by the bottom edge.



10 Hold the blue handles of the image drum unit with both hands and place it into the machine.

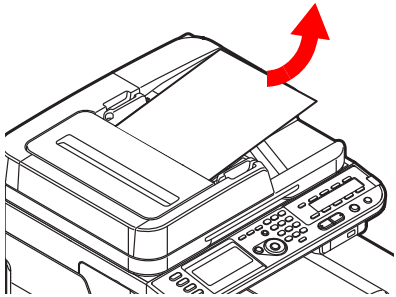


11 Close the top cover and scanner unit.

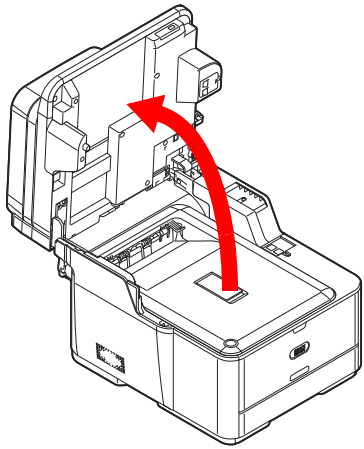


Error Code 381, 382, 385

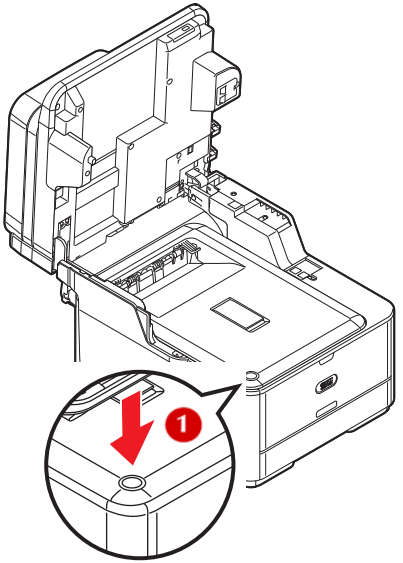
1 Remove any documents from the ADF tray.

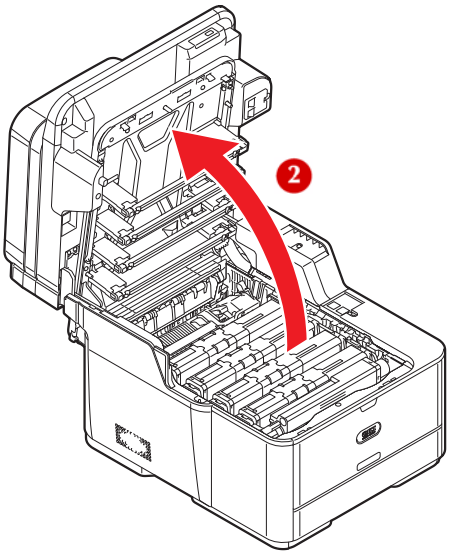


2 Open the scanner unit.



3 Press the cover release button (1) and raise the top cover (2).



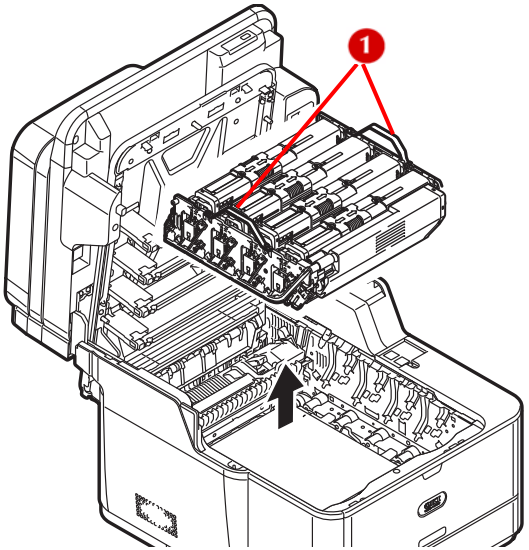


4 **Touch any screw *towards the front* inside the machine to remove static electricity from your body.**

WARNING!

If the machine has been turned on, the fuser unit (at the back) may be hot. This area is clearly labelled. DO NOT TOUCH IT.

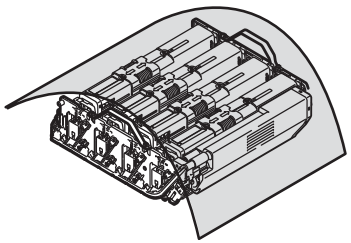
5 Hold the blue handles of the image drum unit (1) with both hands and lift it out of the machine, then place it on a flat surface.



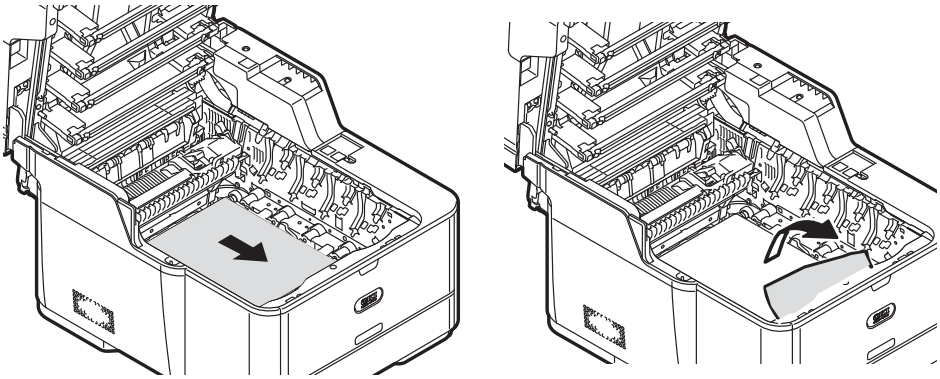
CAUTION!

- **The image drum unit is a static sensitive device and is very delicate. Handle it carefully.**
- **Do not expose the image drum unit to direct sunlight or very bright interior light (more than approximately 1500 lux).**
- **Even under the normal interior light, do not leave it for more than 5 minutes.**

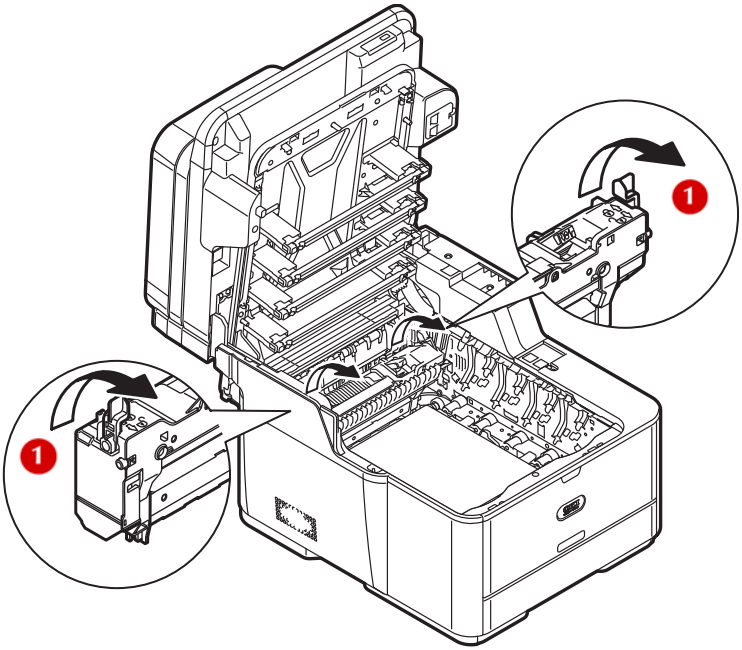
6 Cover the image drum unit with black paper or a black bag.



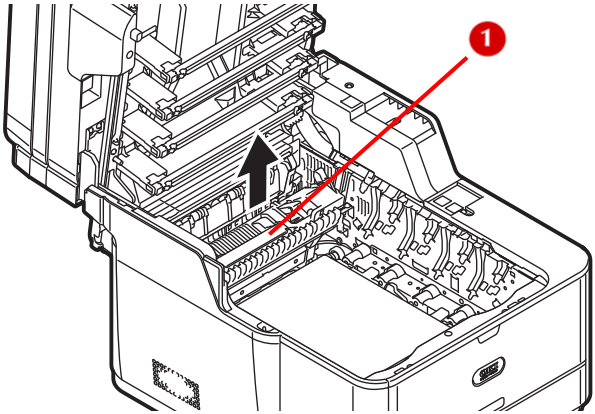
7 Remove any paper from the belt unit.



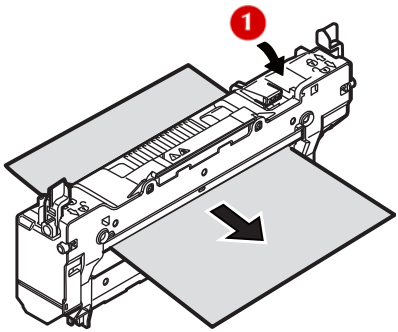
8 Pull the locking levers (1) on each side of the fuser unit to the "unlock" position.



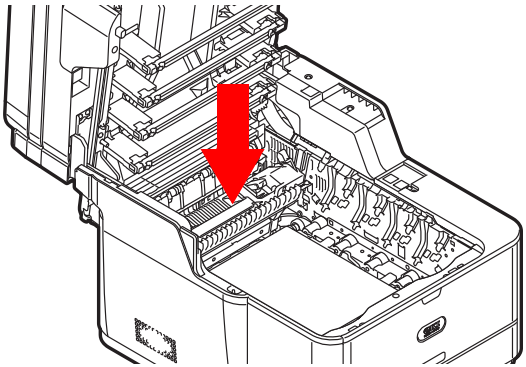
9 Hold the fuser unit handle (1) and lift the fuser unit out of the machine.



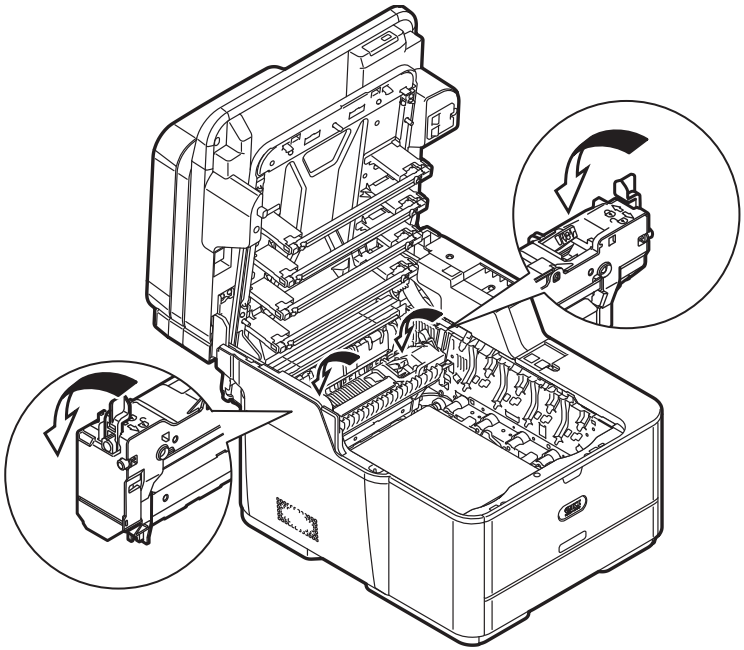
10 While pushing the jam release lever (1) of the fuser unit, gently pull jammed paper directly outward.



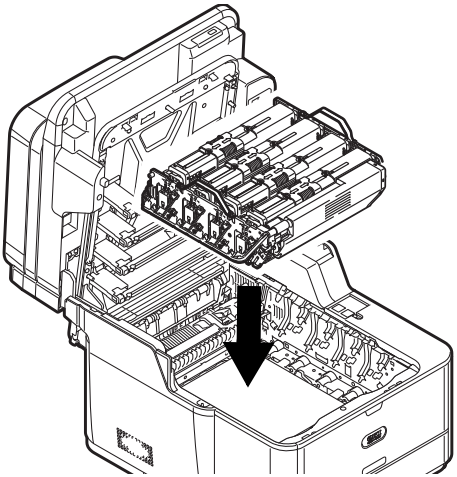
11 Hold the fuser unit handle and place the fuser unit into the machine.



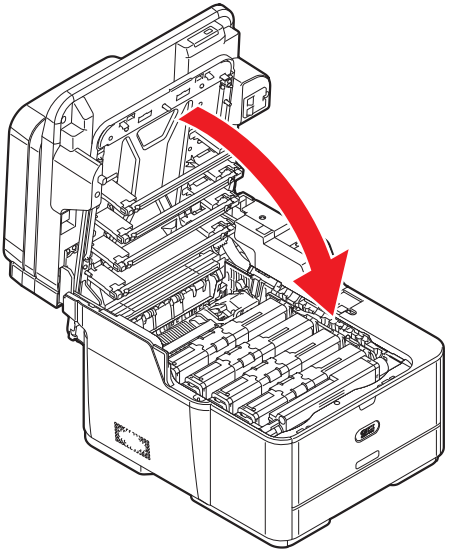
12 Push the locking levers on each side of the fuser unit to the “lock” position.



13 Hold the blue handles of the image drum unit with both hands and place it into the machine.

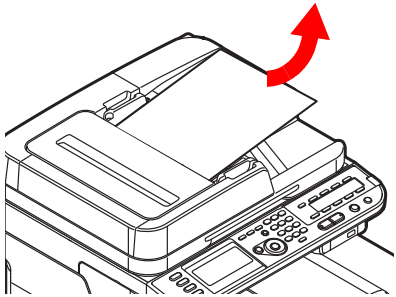


14 Close the top cover and scanner unit.

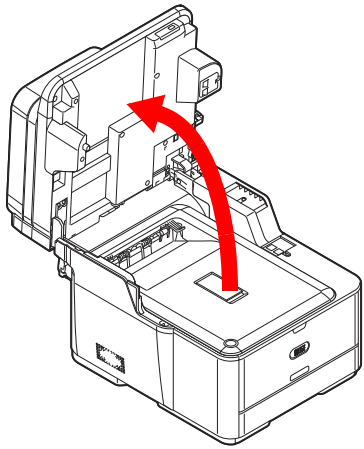


Error Code 389

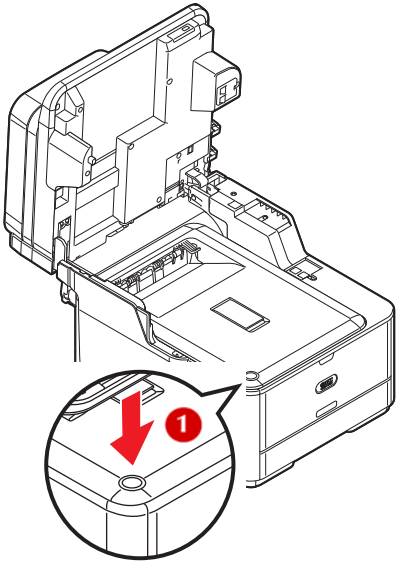
1 Remove any documents from the ADF tray.

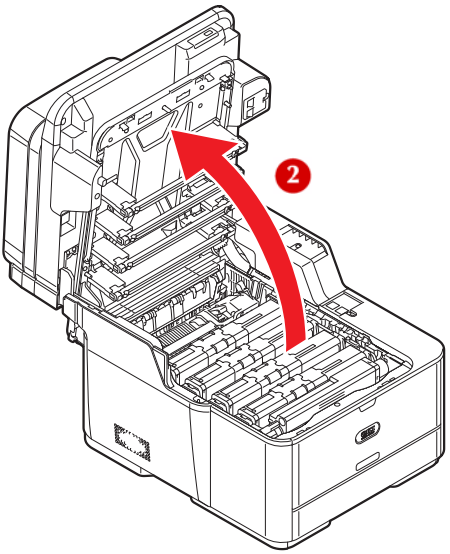


2 Open the scanner unit.



3 Press the cover release button (1) and raise the top cover (2).



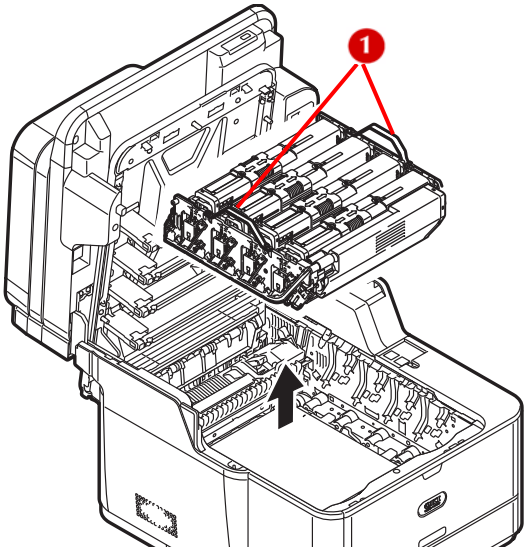


4 **Touch any screw *towards the front* inside the machine to remove static electricity from your body.**

WARNING!

If the machine has been turned on, the fuser unit (at the back) may be hot. This area is clearly labelled. DO NOT TOUCH IT.

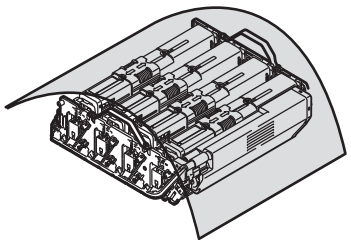
5 Hold the blue handles of the image drum unit (1) with both hands and lift it out of the machine, then place it on a flat surface.



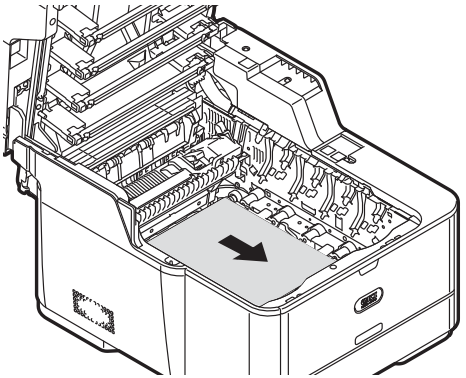
CAUTION!

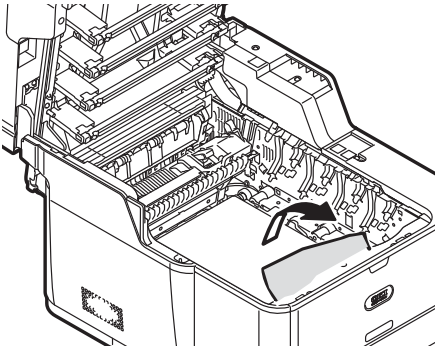
- **The image drum unit is a static sensitive device and is very delicate. Handle it carefully.**
- **Do not expose the image drum unit to direct sunlight or very bright interior light (more than approximately 1500 lux).**
- **Even under the normal interior light, do not leave it for more than 5 minutes.**

6 Cover the image drum unit with black paper or a black bag.

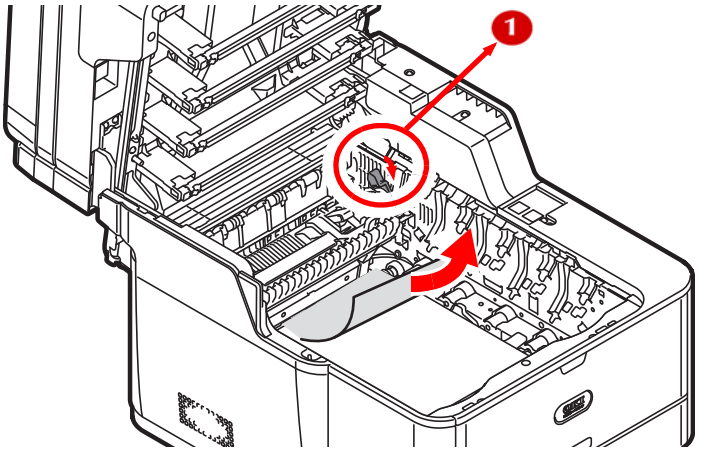


7 Remove any paper from the belt unit.

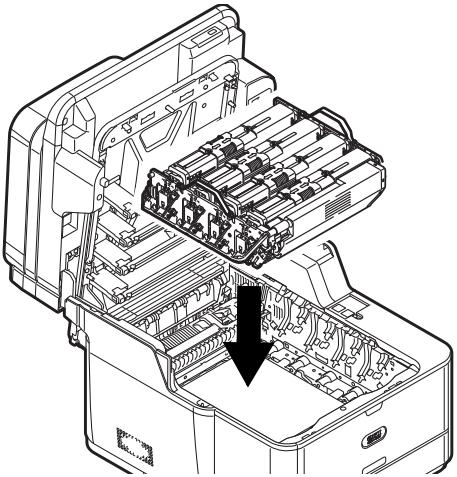




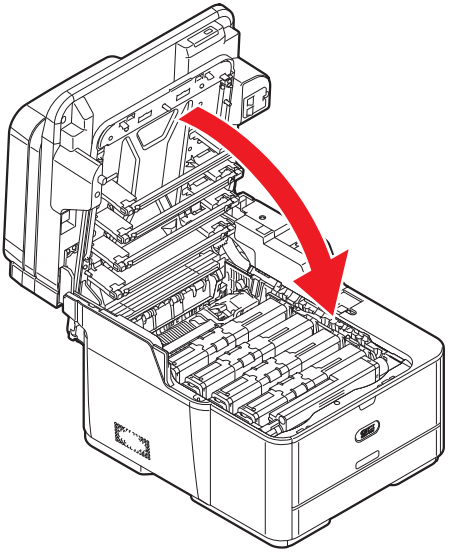
8 If the top edge of the paper cannot be seen, push the jam release lever (1) of the fuser unit, then gently pull out the paper.



9 Hold the blue handles of the image drum unit with both hands and place it into the machine.



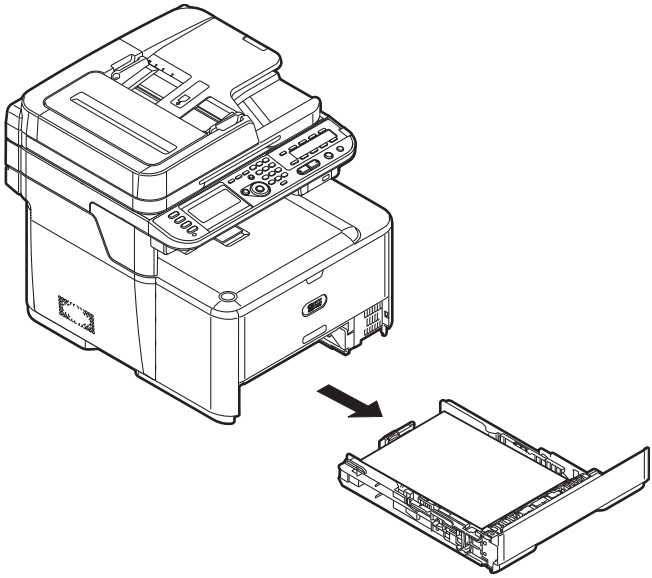
10 Close the top cover and scanner unit.



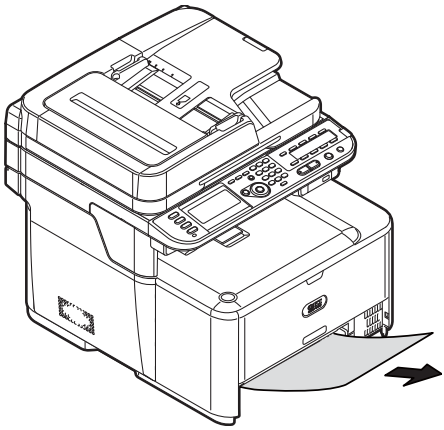
Error Code 391, 392

The following images show tray 1, but the same procedure applies to tray 2.

1 Pull out and remove the tray.

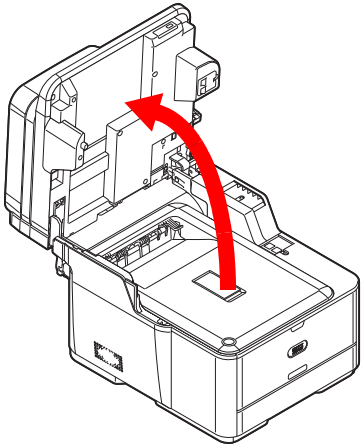


2 Remove the jammed paper.

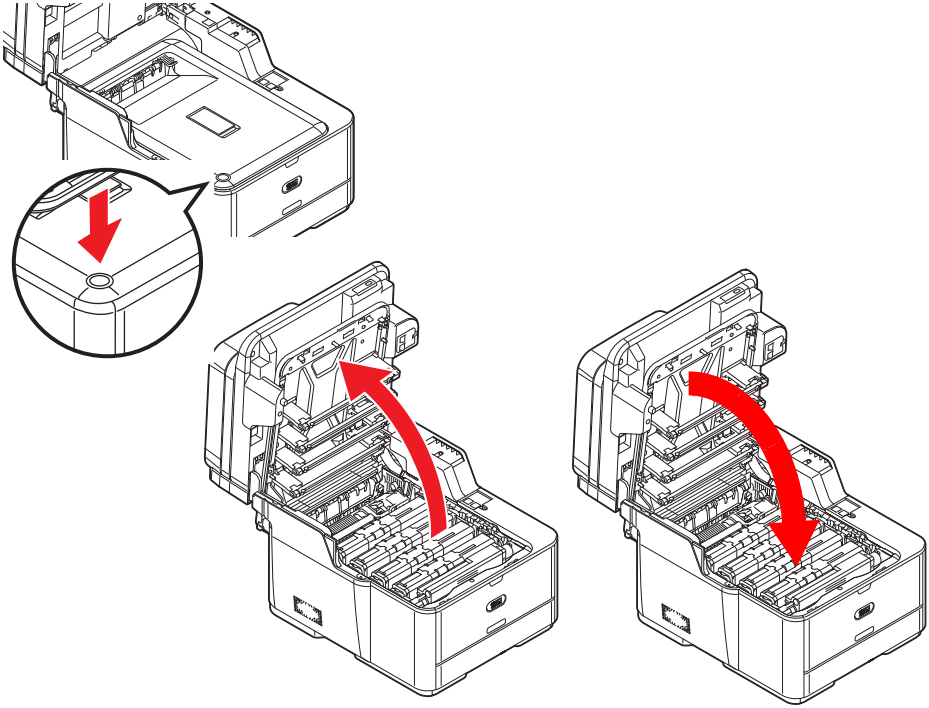


3 Push the paper cassette back into the tray.

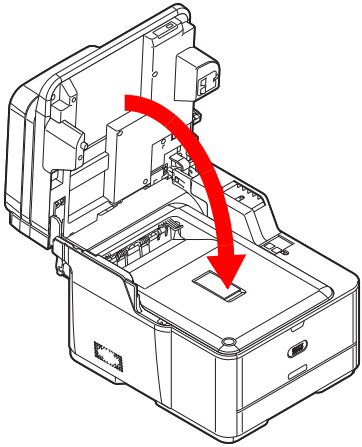
4 Open the scanner unit.



5 Open and close the top cover.



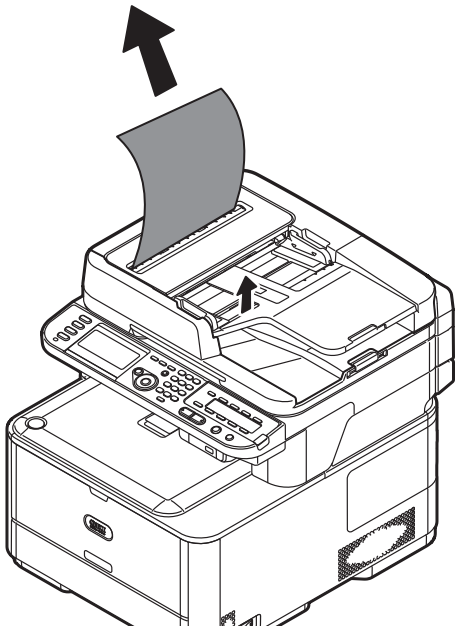
6 Close the scanner unit.



Document Jams

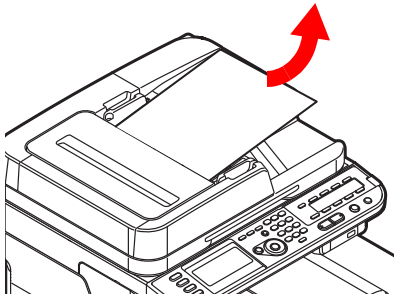
In the Duplex Paper Path

1 While opening the ADF cover, pull out the document from the duplex paper path.

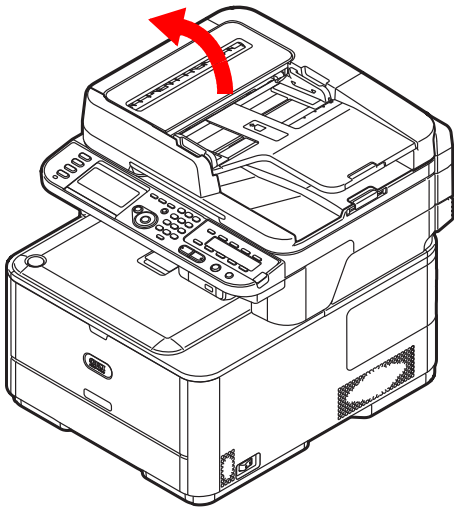


Inside the ADF

1 Remove any documents from the ADF tray.

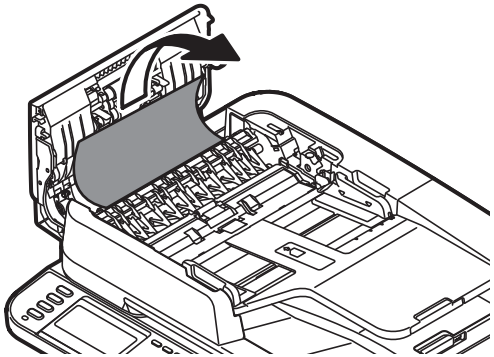


2 Open the ADF cover.

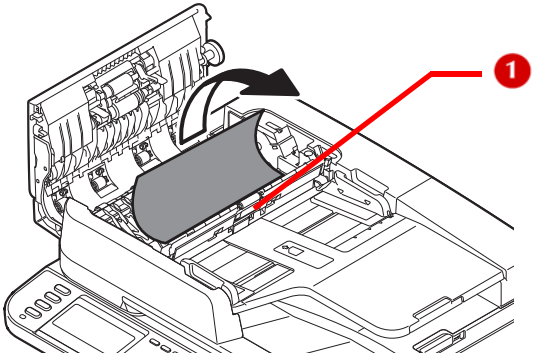


3 Remove the jammed document.

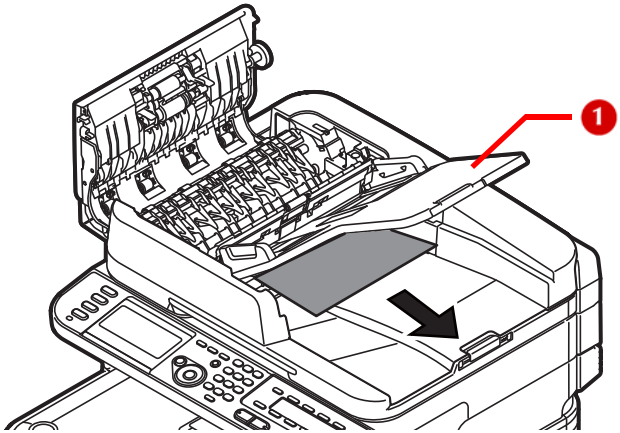
a) If the edge of the document can be readily seen, hold the top edge, and gently pull it out.



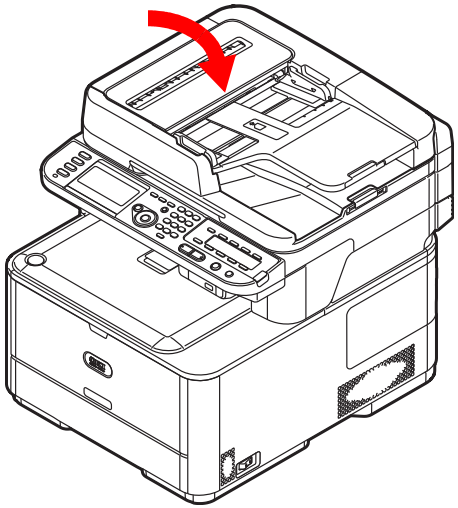
b) If the edge of the document can been seen under the paper guide (1), lift the paper guide, then pull out the document.



c) If the edge of the document cannot be seen in the ADF, lift the document tray (1), then pull out the document and lower the document tray.



4 Close the ADF cover.



Troubleshooting

This section explains the causes and remedies for the more common error messages which appear on the display.

Note

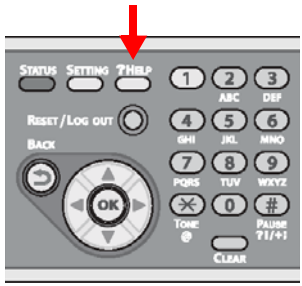
For more information on error messages and solving them, see the Advanced User's Guide at www.my.okidata.com

Conventions Used

In the following text,

- "%COLOR%" indicates the color of the toner cartridge:
  - C (cyan)
  - M (magenta)
  - Y (yellow)
  - K (black)
- "%TRAY%" indicates to which tray the message applies:
  - Tray 1
  - Tray 2
  - MP tray.
- "%ERRCODE%" indicates a numerical error code.

If the display message includes "Please see Help for details", you can press <?HELP> to display more information.



General Error Messages

Note

For additional error messages, see the Advanced User's Guide at www.my.okidata.com.

Toner Messages

%Color% Toner Low

Problem
The toner cartridge is running low on toner and will need to be replaced soon.

Solution
Make sure you have a replacement toner cartridge of the color indicated on hand.

Please install new %Color% Toner Cartridge

Problem
The toner cartridge of the indicated color has run out of toner and needs to be replaced.

Solution
Replace the indicated toner cartridge. See page 203.

%COLOR% Toner Empty: %ERRCODE%

Problem
The toner cartridge of the indicated color has run out of toner and needs to be replaced.

Solution
Replace the indicated toner cartridge. See page 203.

%COLOR% Toner cartridge not installed: %ERRCODE%

Problem
The toner cartridge of the indicated color is not properly installed.

Solution

Reinstall the cartridge.

Please check %COLOR% Toner cartridge

Problem

Something is wrong with the toner sensor of the indicated color.

Solution

Check and reinstall the indicted toner cartridge. See page 203.

Please check %COLOR% Toner cartridge: %ERRCODE%

Problem

The toner cartridge lever of the indicated color is not locked properly.

Solution

Push the indicated lock lever to the right, then back to the left to ensure that it is properly in the lock position. For example

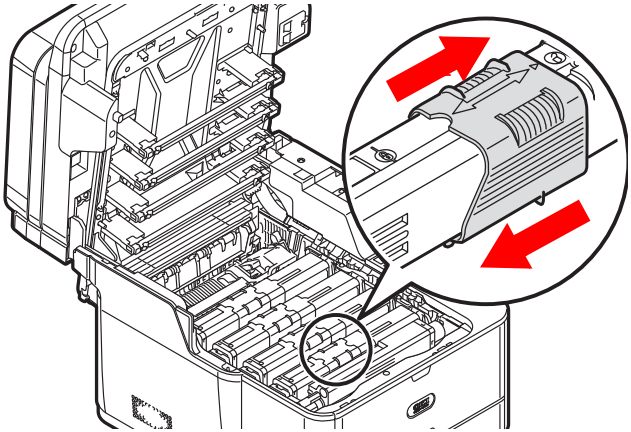


Image Drum Messages

Image Drum Unit Near Life

Problem
The image drum will need to be replaced soon.

Solution
Make sure you have a replacement image drum unit of the color indicated on hand.

Please install New Image Drum Unit

Problem
The image drum needs to be replaced.

Solution
Replace the image drum unit. See page 211.

Belt/Fuser Messages

Belt Unit Near Life.

Problem
The belt unit needs to be replaced soon.

Solution
Make sure you have a replacement belt unit on hand.

Please change Belt Unit.

Problem
The belt unit needs to be replaced.

Solution
Replace the belt unit. See page 223.

Note
If the machine is in the middle of a print job, it will temporarily stop printing the job until the belt is replaced.

Please check Belt Unit: 330

Problem
The belt unit is not properly installed.

Solution
Reinstall it properly. See page 223.

Fuser Unit Near Life.

Problem
The fuser will need to be replaced soon.

Solution
Make sure you have a replacement fuser on hand.

Please change Fuser Unit.

Problem
The fuser needs to be replaced.

Solution
Replace the fuser unit. See page 231.

Note

If the machine is in the middle of a print job, it will temporarily stop printing the job until the fuser is replaced.

Please check Fuser Unit: %ERRCODE%

Problem
The fuser unit is not properly installed.

Solution
Reinstall it properly. See page 231.

Tray Messages

%TRAY% Empty

Problem
The indicated tray has run out of media.

Solution
Load the appropriate media in the indicated tray. See pages 40 and 44.

Please close %TRAY%: %ERRCODE%

Problem
The indicated tray is not in the machine or is not inserted correctly.

Solution
Insert the missing tray into the machine.

If the tray is already inserted in the machine, pull it out then reinsert it to correctly position it.

Memory Messages

Memory Overflow

Problem
The machine has run out of memory.

Solution
If you are performing other tasks on the machine simultaneously, finish them and try again.

If that does not work, reduce the print resolution.

Memory Overflow: 420

Problem
The machine has run out of memory.

Solution
Reduce the print resolution.

If that does not work, reduce the size of the print data.

Miscellaneous Messages

Off Line Mode

Problem
The machine is off line and cannot start a copy job.

Solution
Press the <PRINT> key on the control panel, then select [Online/ Offline] on the print menu screen.

Power Off and wait for a while

Problem
Motor is overheated.

Solution
Turn the machine off and wait awhile before turning it back on.

Power Off and Wait for a while %ERRCODE%:Condensing Error

Problem
Condensation has formed in the machine.

Solution
Turn the machine off and wait for a while.

Error Messages: USB Memory

USB Memory Full

Problem
The connected USB memory is full and cannot store data.

Solution
Delete unnecessary files from the USB memory, or use a USB memory with enough available space.

Writing Failed.

Problem
Writing to the connected USB memory failed.

Solution
Make sure the connected USB memory device is not write-protected.

USB Memory Disconnected

Problem
USB memory is not connected to the machine and the machine cannot store data.

Solution
Be sure that the USB memory is connected to the machine properly.

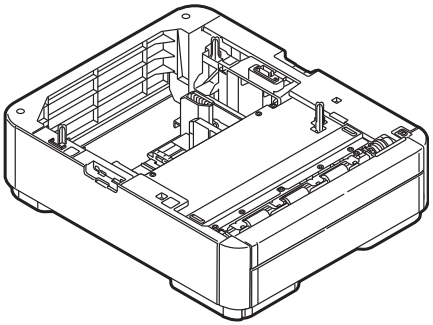
Error Messages: Printing

Note
Information type messages (such as Error Postscript) during printing can be cleared by pressing <STOP>.

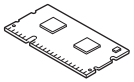
Options

The following options are available:

- Second tray



- Additional RAM (256 MB or 512 MB)



For information on installing these options, see the instructions provided with them.

Replacing Consumables

Consumable Order Numbers

Item	Oki P/N
Toner Cartridge (Standard) Black	44469801
Toner Cartridge (Standard) Yellow	44469701
Toner Cartridge (Standard) Magenta	44469702
Toner Cartridge (Standard) Cyan	44469703
Toner Cartridge (High-Yield) Black, Model MC561 only	44469802
Toner Cartridge (High-Yield) Yellow, Model MC561 only	44469719
Toner Cartridge (High-Yield) Magenta, Model MC561 only	44469720
Toner Cartridge (High-Yield) Cyan, Model MC561 only	44469721
Image Drum Unit	44494201

Important!

To get maximum performance, longevity and ultimate cost effectiveness, use only genuine Oki consumables.

CAUTION!

- **Do not open any of the consumable's packages until you are ready to use them. Toner cartridges or image drum units that have been opened for more than one year reduce print quality.**
- **Store consumables in an environment of between 32 and °F (0 and 35°C) and between 20 and 85% RH, away from direct sunlight.**

WARNING!

Store consumables where children cannot reach them.

Replacing Toner Cartridges

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.**
- **If the machine has been turned on, the fuser unit may be hot. This area is clearly labelled. DO NOT TOUCH.**

When the [%XXX% Toner Low] message ("XXX" indicates the color toner) appears, make sure you have a replacement toner cartridge on hand.

When the [%XXX% Toner Empty] appears and printing is stopped, replace the indicated color toner cartridge.

Important!

To avoid toner waste and possible toner sensor errors, do not change the toner cartridge(s) until [%COLOR% Toner Empty] appears.

The life expectancy of the toner cartridge is as follows (for A4/letter simplex printing with default density, according to ISO/IEC 19798):

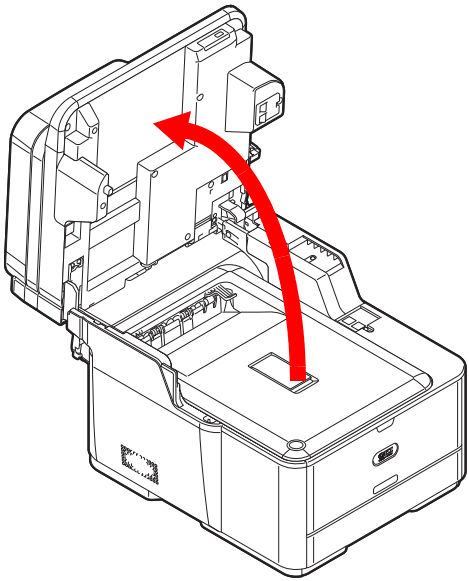
Model	Type	Toner	Life expectancy
MC361	Standard	Cyan, Magenta, Yellow	3,000 pages
		Black	3,500 pages
MC561	Standard	Cyan, Magenta, Yellow	3,000 pages
		Black	3,500 pages
	High Capacity	Black, Cyan, Magenta, Yellow	5,000 pages

Note

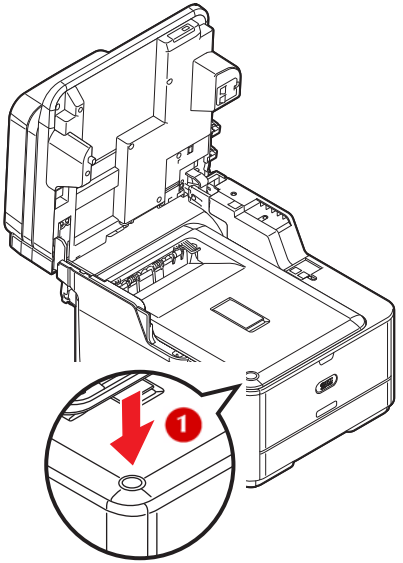
The actual life of the toner cartridge can differ depending on the usage.

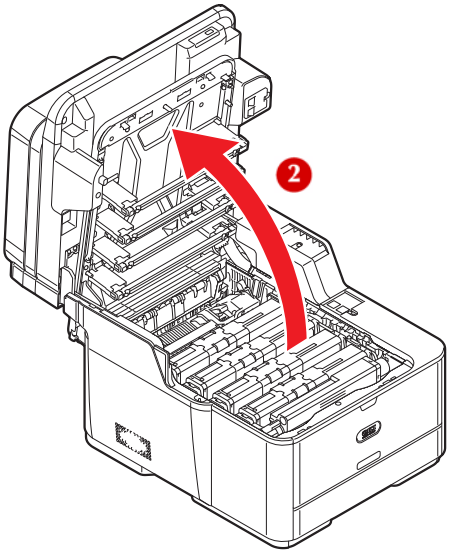
1 Unpack the replacement toner cartridge.

2 Lift the scanner unit.



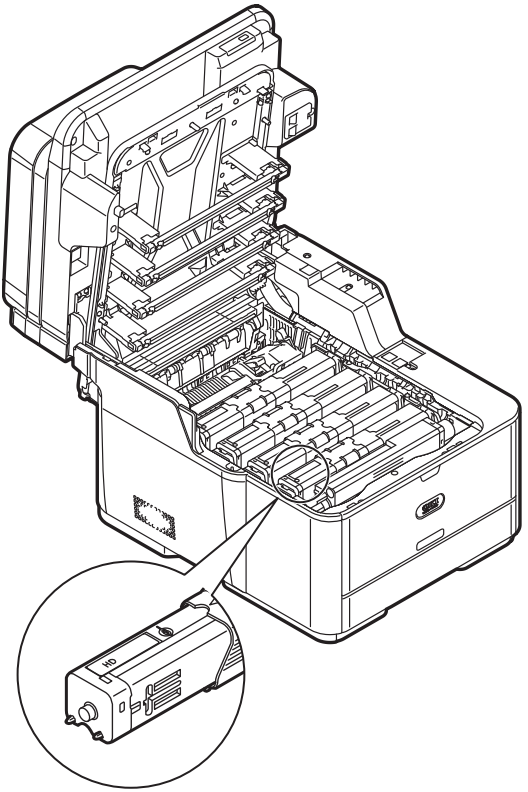
3 Press the cover release button (1) and raise the top cover (2).



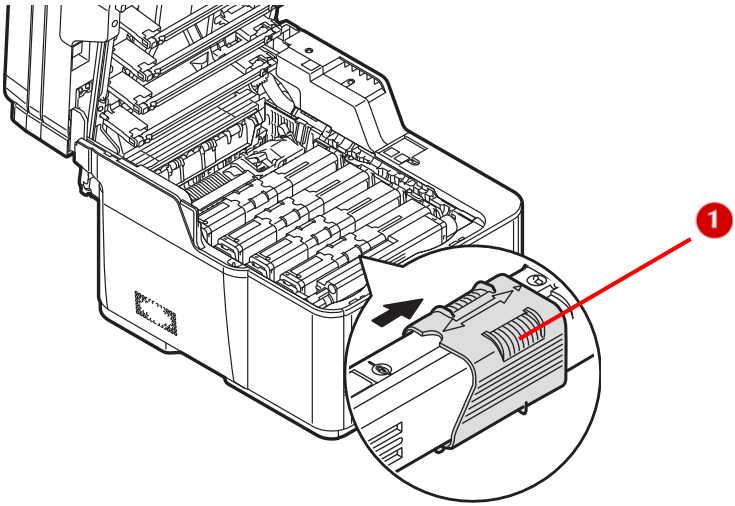


4 Touch any screw inside the machine to remove static electricity from your body.

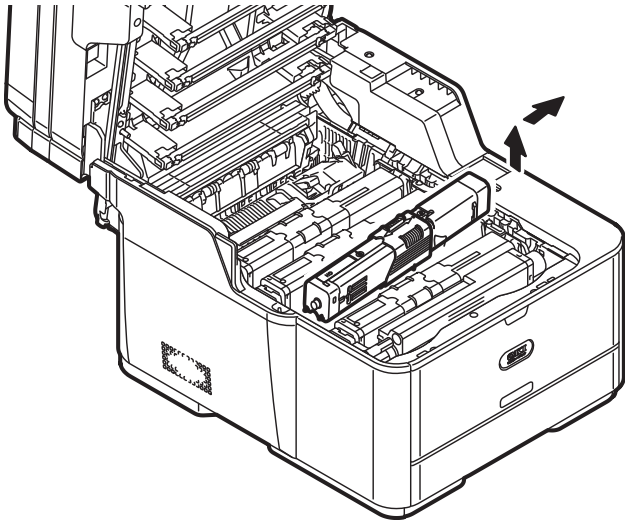
5 Identify the empty toner cartridge by its label color.



6 Slide the blue locking sleeve (2) on the toner cartridge to the right until it stops.



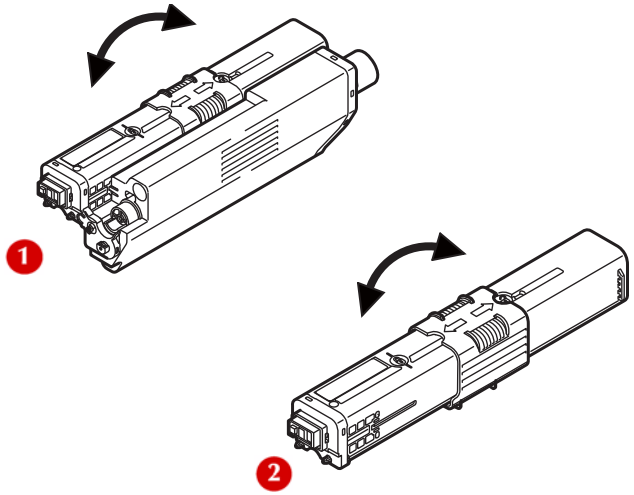
7 Grasp the right end of the toner cartridge, and pull it up and out.



Important!

Dispose of the toner cartridge in accordance with local regulations.

8 Unpack the replacement toner cartridge, and gently shake it up and down, and from side to side.

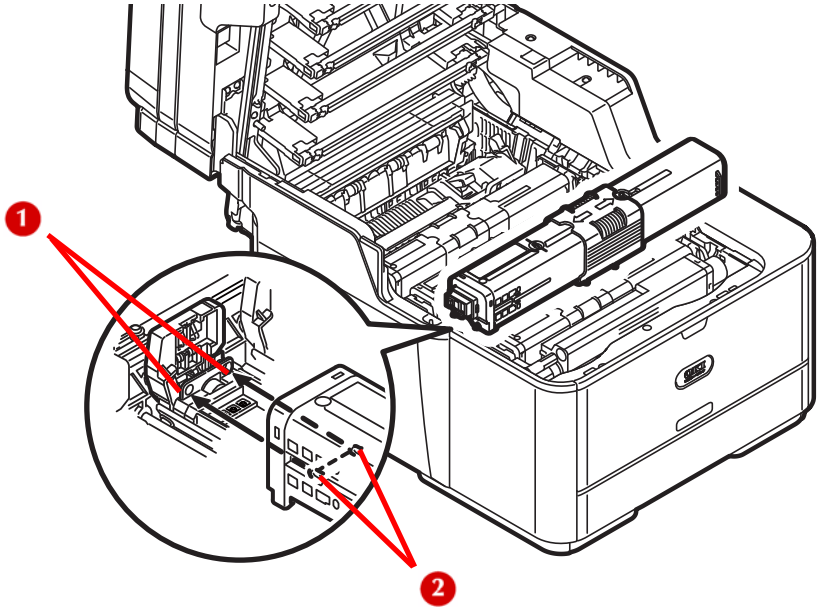


Note

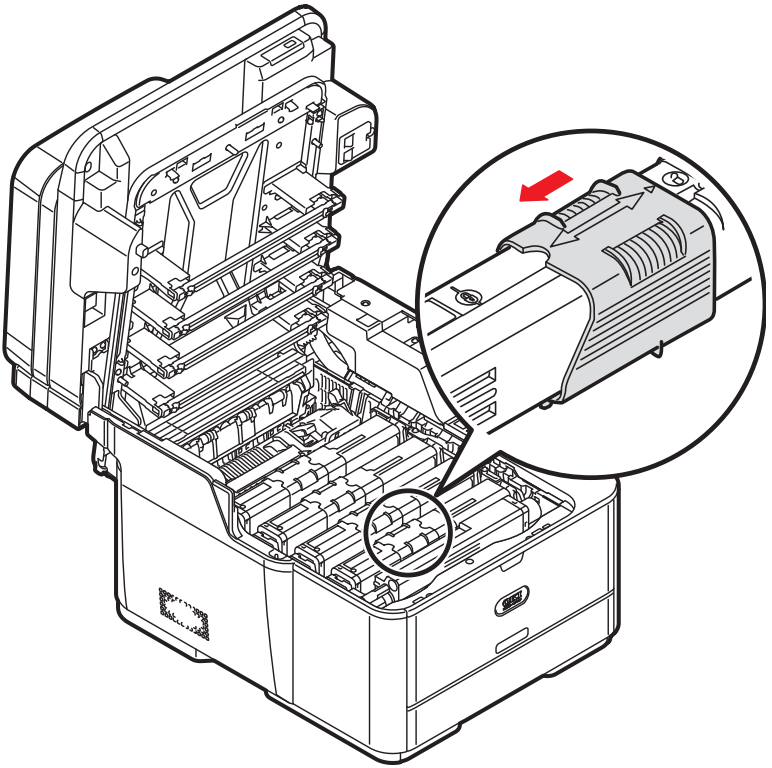
The Shape of the black (K) toner cartridge (1) is different from the other cartridges (2).

9 Install the replacement toner cartridge in the machine.

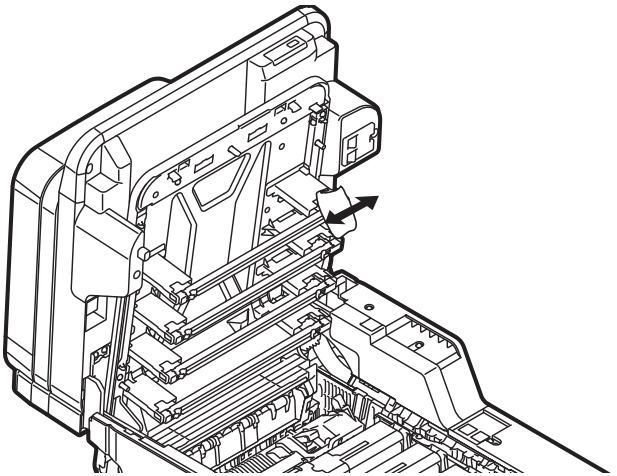
a) Align the holes (1) of the image drum unit with the posts (2) on the left end of the toner cartridge.



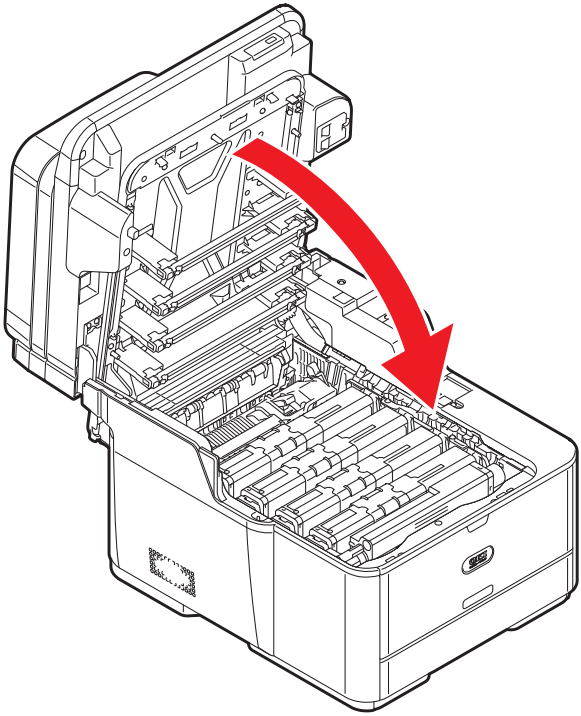
b) Slide the blue locking sleeve to the left until it stops.



10 Lightly wipe the four LED heads with a soft tissue.



11 Gently close the top cover and the scanner unit.



Replacing the Image Drum Unit

CAUTION!

- **The image drum unit is a static sensitive device and is very delicate. Handle it carefully.**
- **Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.**

When the [Image Drum Unit Near Life] message appears make sure you have a replacement image drum unit on hand.

Note

When the <SETTING> key > [Admin Setup] > [Management] > [System Setup] > [Status in Near Life] is set to [Disable], the [Image Drum Unit Near Life] message does not appear.

When [Please Install New Image Drum Unit] appears, replace the image drum unit.

Life expectancy of the image drum unit for A4 simplex printing, according to ISO/IEC 19798:

Printing mode	Life expectancy
Continuous	30,000 pages
Three pages per job	20,000 pages

Note

The actual life of the toner cartridge can differ depending on the usage.

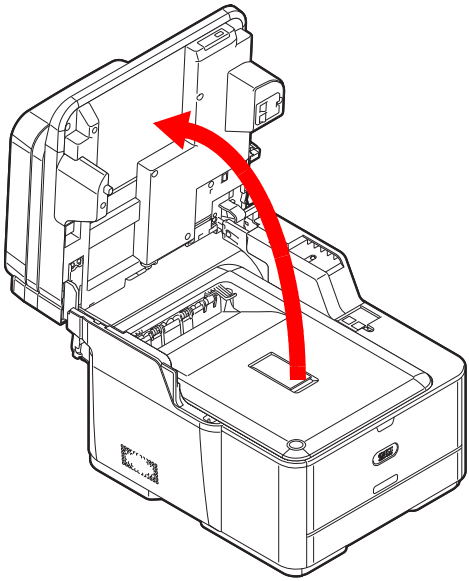
Replacing the Image Drum Unit

WARNING!

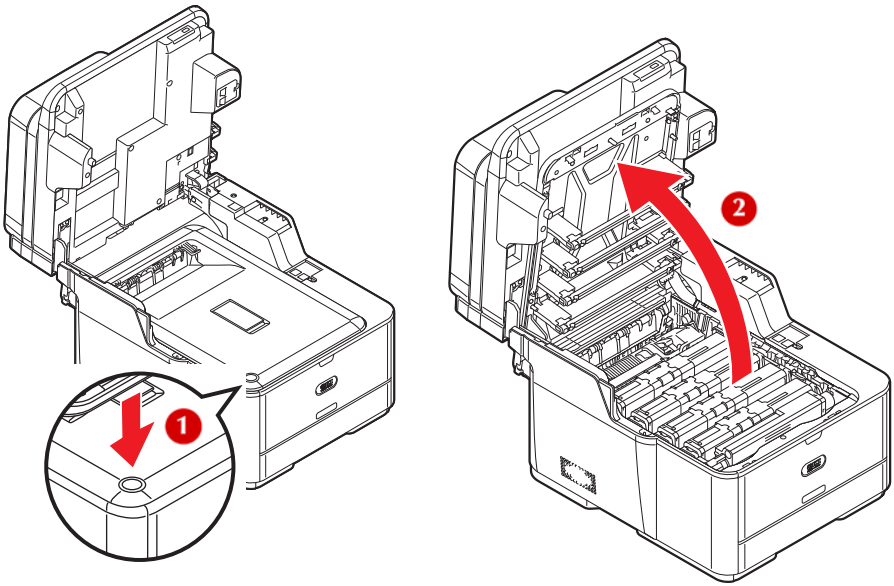
- **If you inhale any toner or get it in your eyes, drink a little water or bathe your eyes liberally in cold water. Seek medical attention immediately.**
- **If the machine has been turned on, the fuser unit may be hot. This area is clearly labelled. DO NOT TOUCH.**

1 Unpack the new image drum unit.

2 Lift the scanner unit.



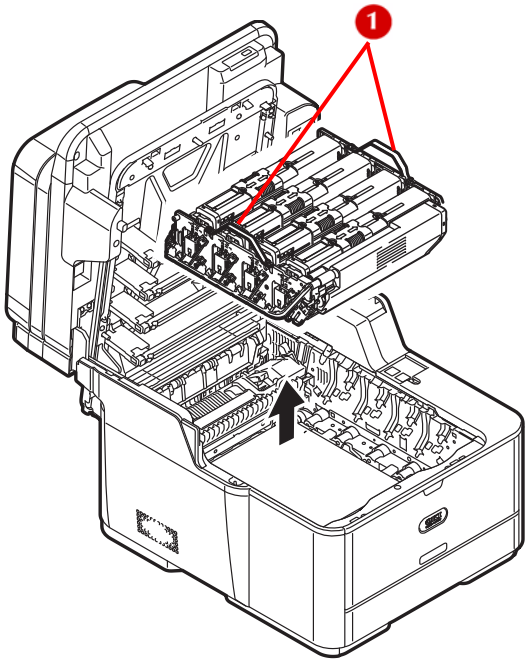
3 Press the cover release button (1) and raise the top cover (2).



4 Touch any screw inside the machine to remove static electricity from your body.

5 If you are replacing only the image drum cartridge, go to the next step (see page 218). To replace both the image drum unit and the toner cartridges:

a) Hold the blue handles (1) of the used image drum unit with both hands and lift it out of the machine.

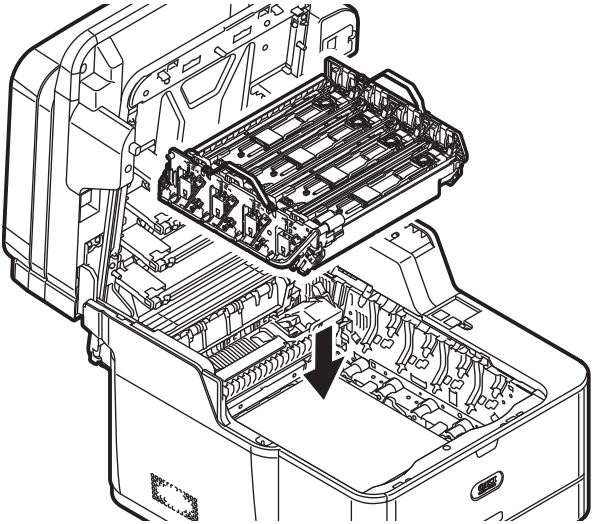


b) Dispose of the used unit.

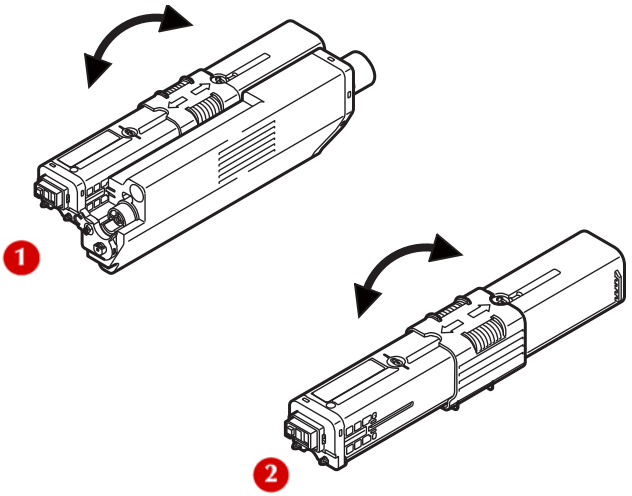
Important!

Dispose of the image drum unit and toner cartridges in accordance with local regulations.

c) Hold the blue handles of the new image drum unit and place it into the machine.



d) Unpack the replacement toner cartridges, and gently shake each one up and down, and from side to side (1 is black, 2 is the other colors).

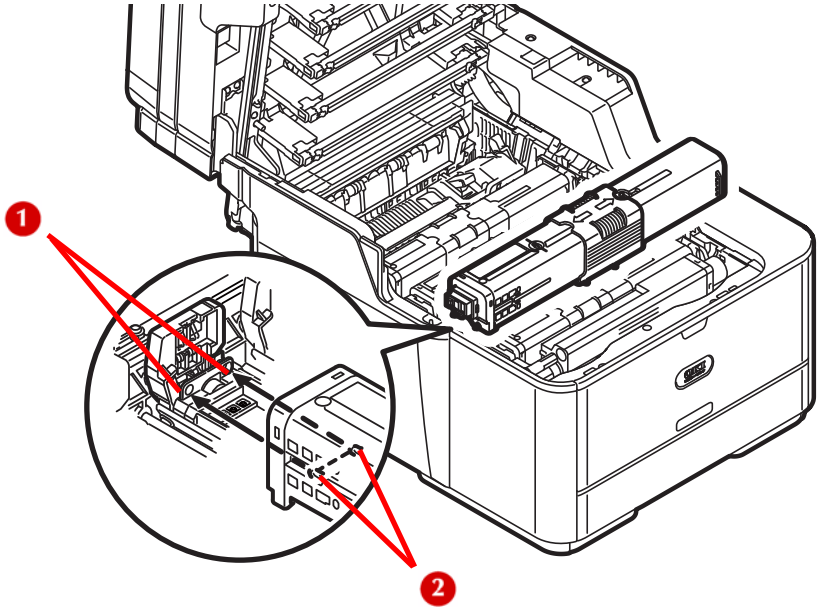


e) Install the new toner cartridges in the machine:

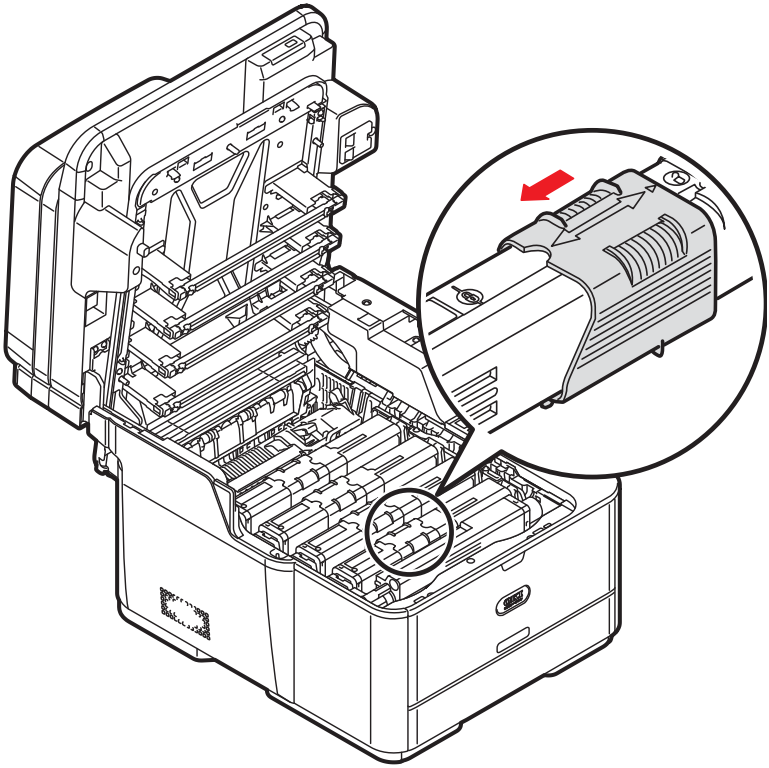
CAUTION!

Be sure to match the color toner cartridge to the correct image drum slot.

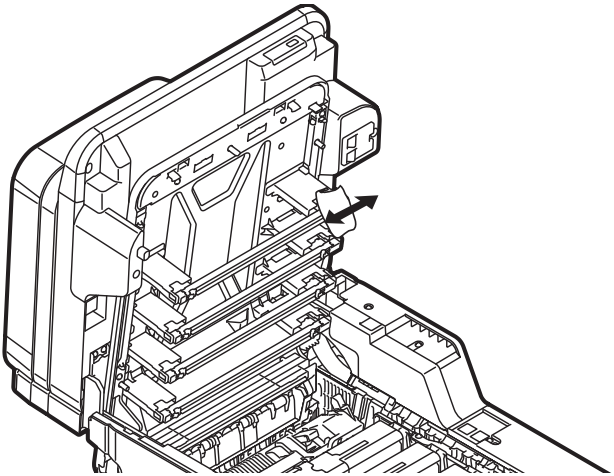
First align the holes (1) of the image drum unit with the posts (2) on the left end of the toner cartridge.



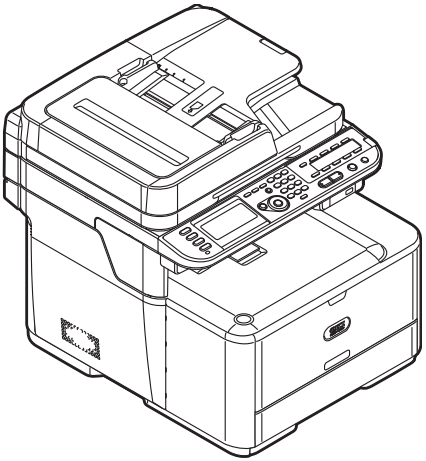
f) Slide the blue locking sleeve on each toner cartridge to the left until it stops.



g) Lightly wipe the four LED heads with a soft tissue.



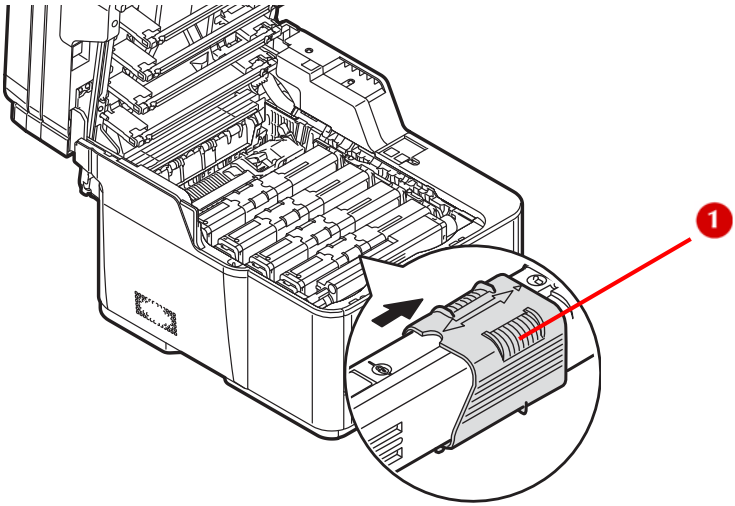
h) Close the top cover and scanner unit.



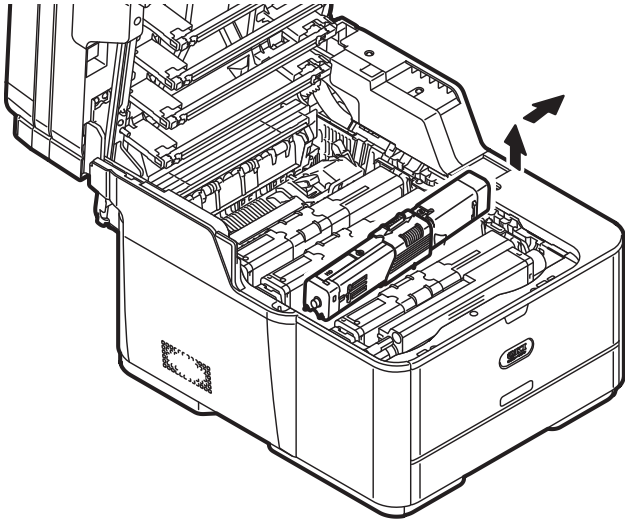
6 To replace only the image drum unit:

a) Remove each of the toner cartridges from the image drum unit as described below, then place them on sheets of paper on a flat surface:

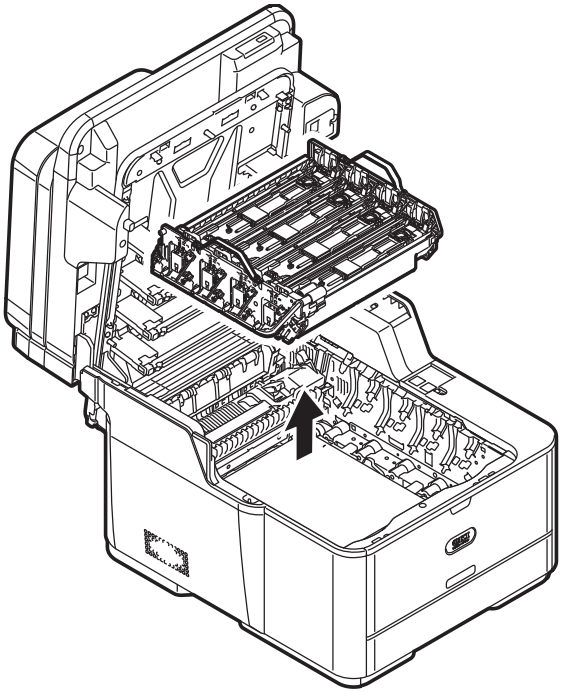
b) For each toner cartridge, slide the blue locking sleeve (2) on the toner cartridge to the right until it stops.



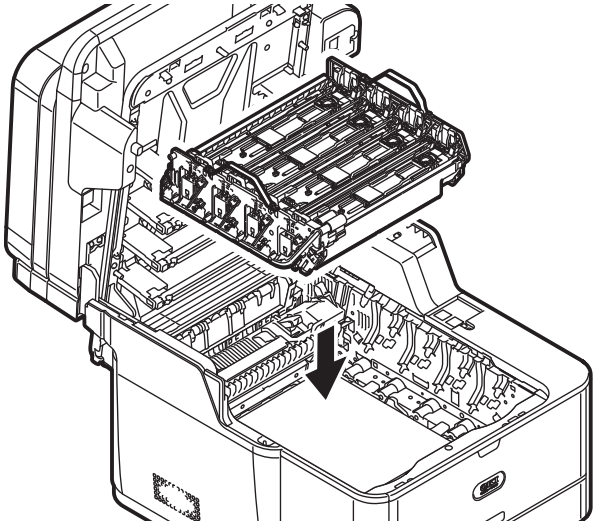
c) Next, grasp the right end of the toner cartridge, and pull it up and out.



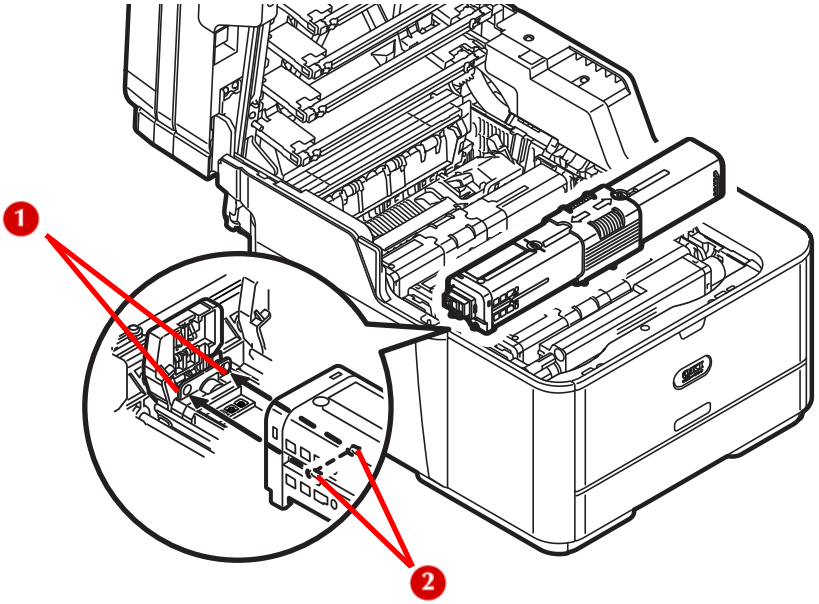
a) Hold the blue handles of the image drum unit and remove it from the machine.



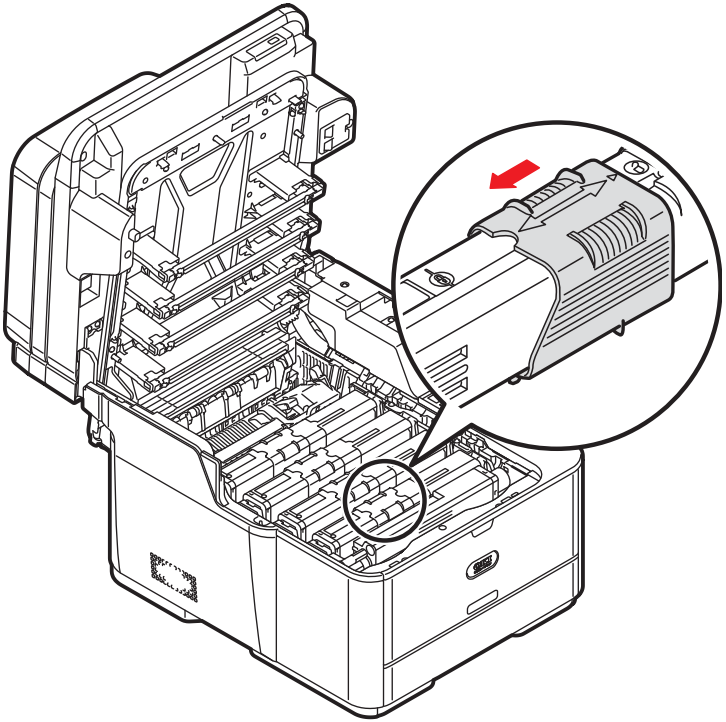
b) Hold the blue handles of the new image drum unit and place it into the machine.



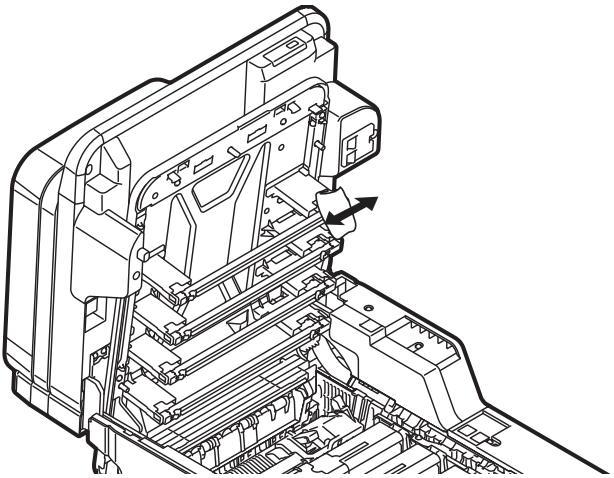
c) Reinstall each color toner cartridge: First align the holes (1) of the image drum unit with the posts (2) on the left end of the toner cartridge.



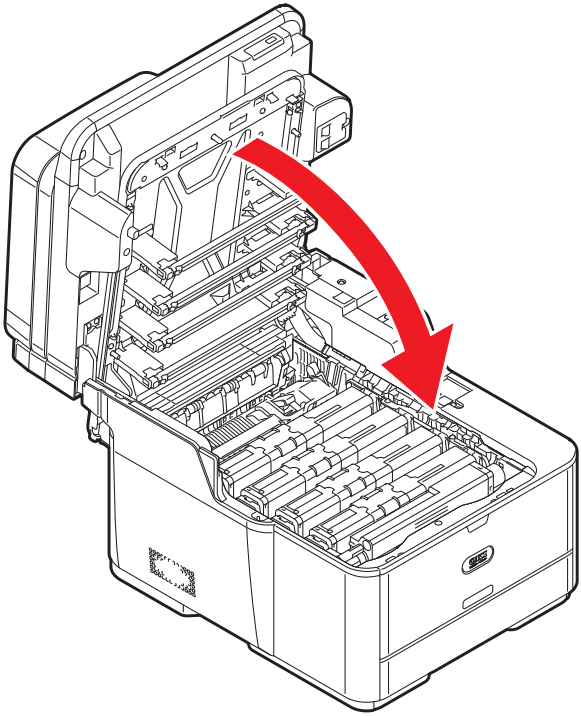
d) Next, slide the blue locking sleeve on each toner cartridge to the left until it stops.



e) Lightly wipe the four LED heads with a soft tissue.



f) Close the top cover and scanner unit.



Replacing the Transfer Belt Unit

WARNING!

If the machine has been turned on, the fuser unit may be hot. This area is clearly labelled. Do not touch.

When the [Belt Unit Near Life] message appears, make sure you have a replacement belt unit on hand.

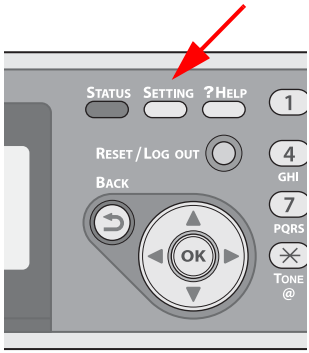
Note

When the <SETTING> key > [Admin Setup] > [Management] > [System Setup] > [Status in Near Life] is set to [Disable], the [Belt Unit Near Life] message does not appear.

When the [Please change Belt Unit] message appears, replace the belt unit.

The life expectancy of the belt unit is approximately 60,000 pages for A4/letter simplex printing (three pages per job). The actual life of the belt unit differs depending on the usage.

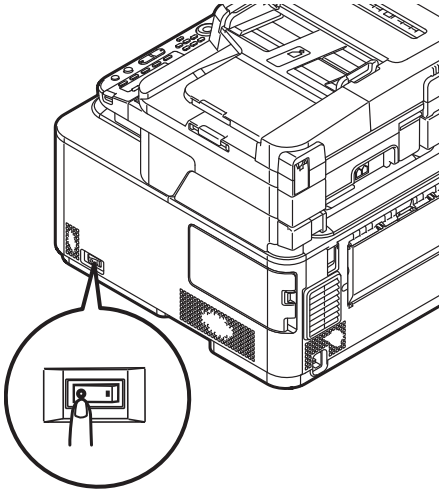
1 Press <SETTING> on the control panel.



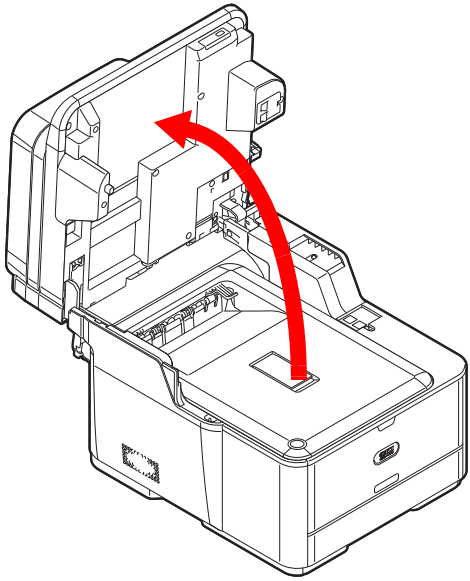
2 Press the down arrow key to select [Shutdown], then press <OK>.

3 On the confirmation message, press then the left or right arrow key to select [Yes], then press <OK>.

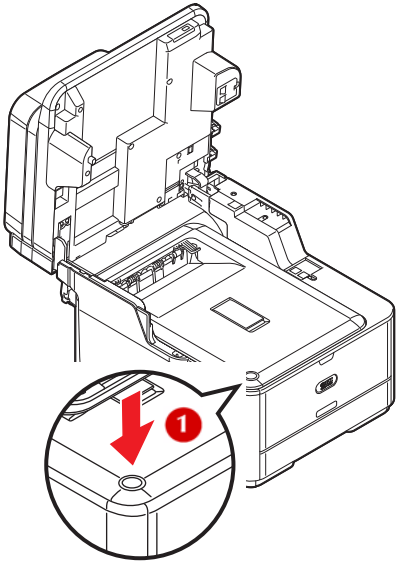
4 When the screen prompts you to, press the off (O) side of the power switch.

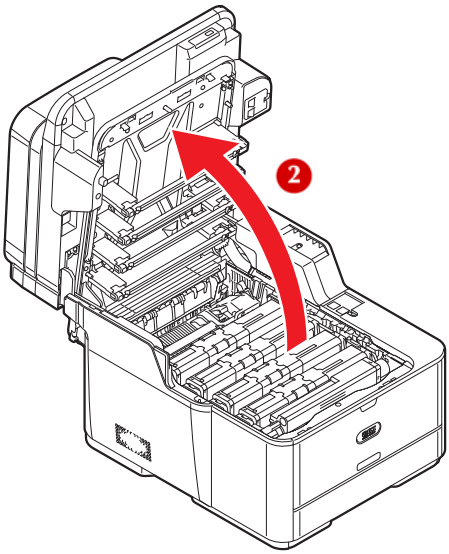


5 Lift the scanner unit.



6 Press the cover release button (1) and raise the top cover (2).



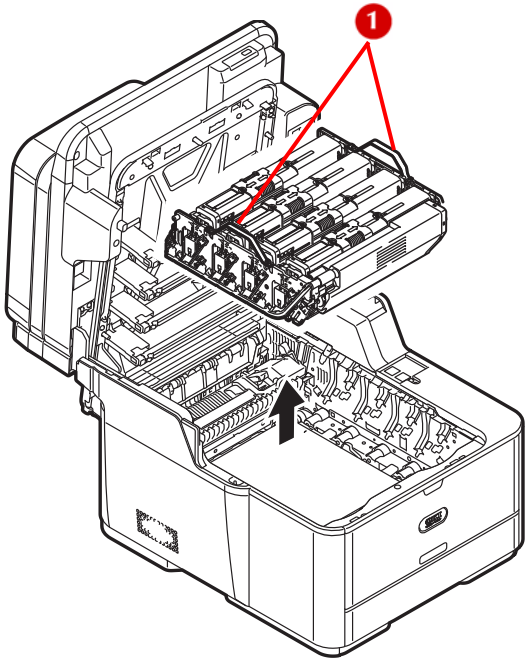


7 Touch any screw inside the machine to remove static electricity from your body.

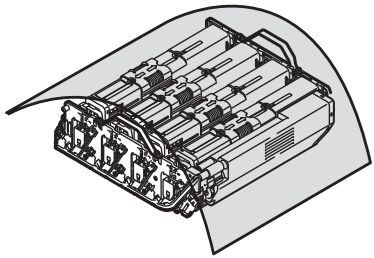
CAUTION!

- **The image drum unit is a static sensitive device and is very delicate.**
- **The image drum is very delicate. Handle it carefully.**
- **Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.**

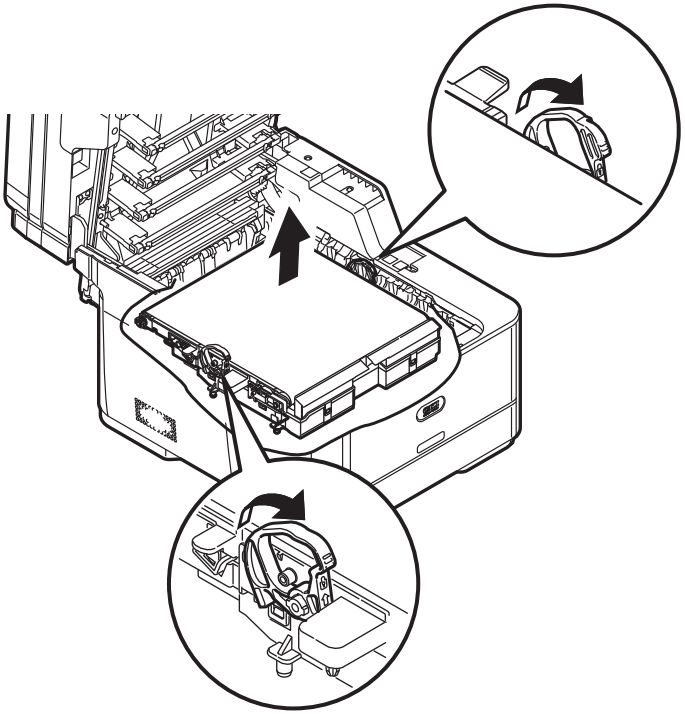
8 Hold the blue handles (1) of the image drum unit with both hands and lift it out of the machine, then place it on a flat surface.



9 Cover the image drum unit with black paper or a black bag.

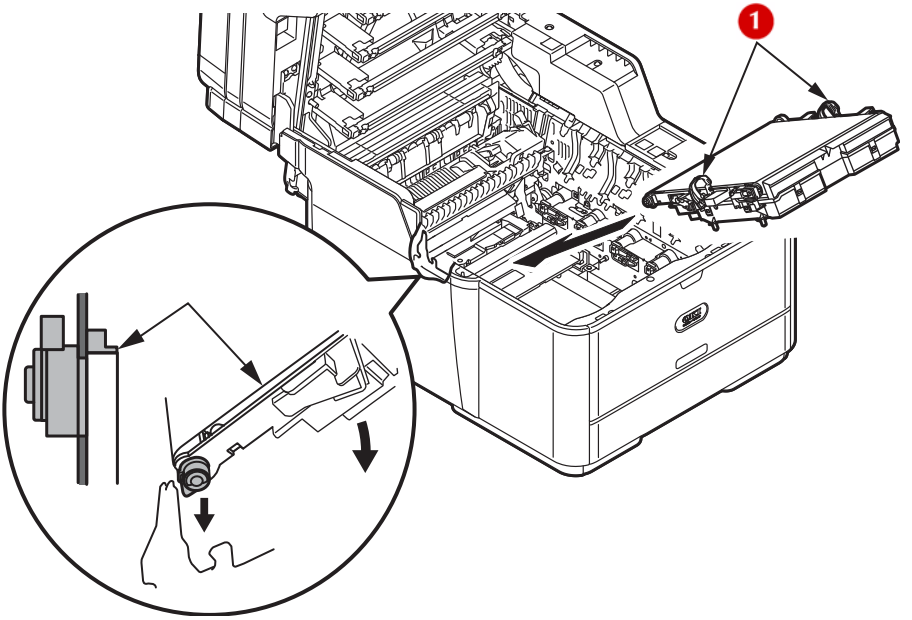


10 Turn the lock levers on each side of the belt unit toward you, hold the lock levers with both hands, then remove the belt unit.

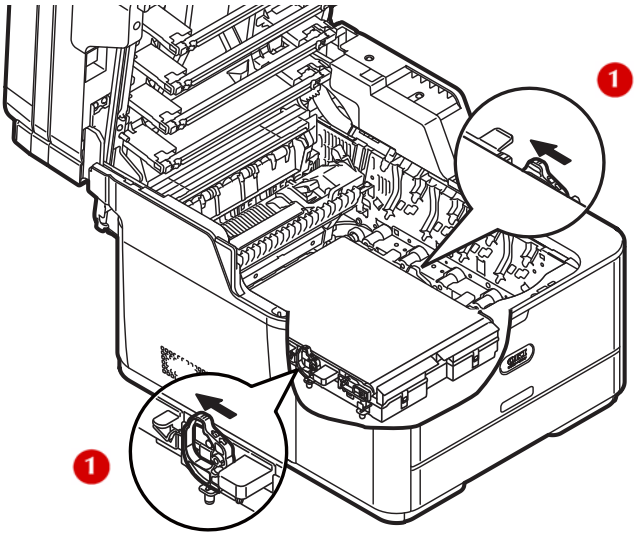


11 Unpack the replacement belt unit.

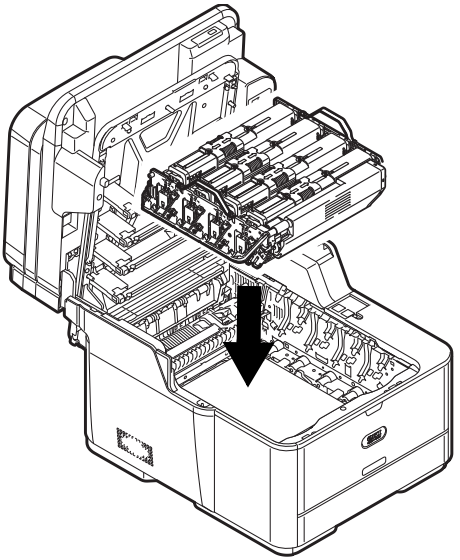
12 Hold the lock levers (1) of the replacement belt unit with both hands and place it into the machine.



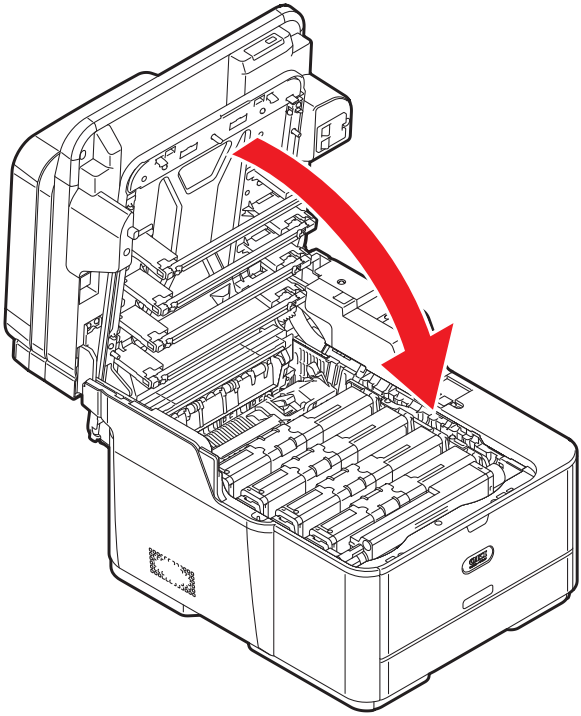
13 Turn the lock levers (1) of the replacement belt unit away from you.



14 Hold the blue handles of the image drum unit with both hands and lower the image drum unit into the machine.



15 Close the top cover and scanner unit.



Replacing the Fuser Unit

WARNING!

If the machine has recently been turned on, some fuser components will be very hot. handle the fuser unit 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.

When the [Fuser Unit Near Life] message appears, make sure you have a replacement fuser unit on hand.

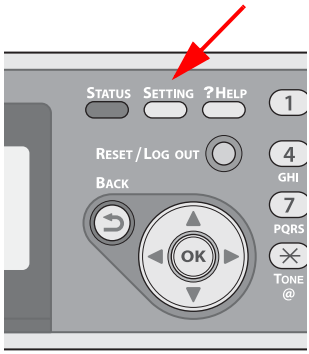
Note

When the <SETTING> key > [Admin Setup] > [Management] > [System Setup] > [Status in Near Life] is set to [Disable], the [Fuser Unit Near Life] message does not appear.

When the [Please change Fuser Unit] message appears, replace the fuser unit.

The life expectancy of the fuser unit is up to 60,000 pages for A4/letter simplex printing. The actual life of the fuser unit differs depending on the usage.

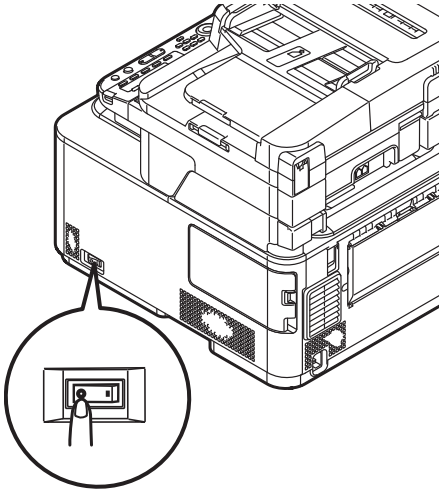
1 Press <SETTING> on the control panel.



2 Press the down arrow key to select [Shutdown], then press <OK>.

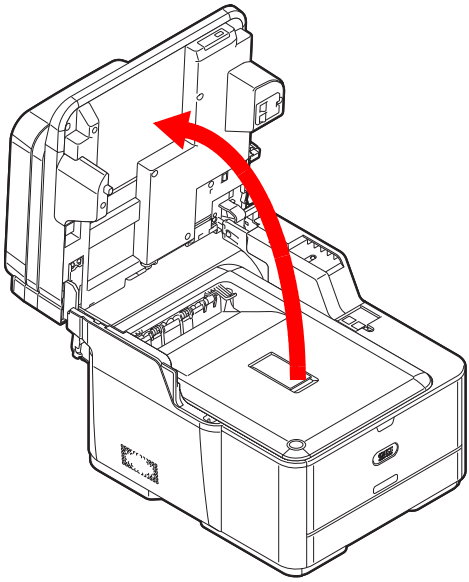
3 On the confirmation message, press then the left or right arrow key to select [Yes], then press <OK>.

4 When the screen prompts you to, press the off (O) side of the power switch.

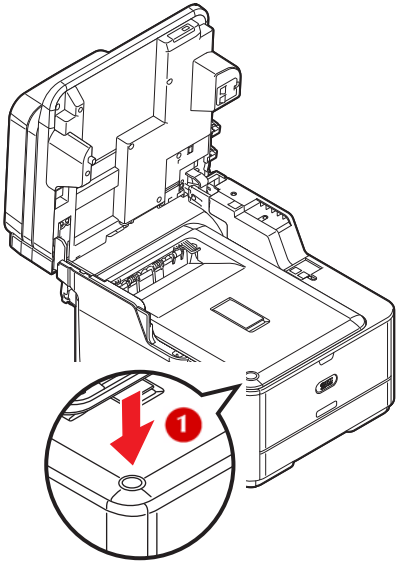


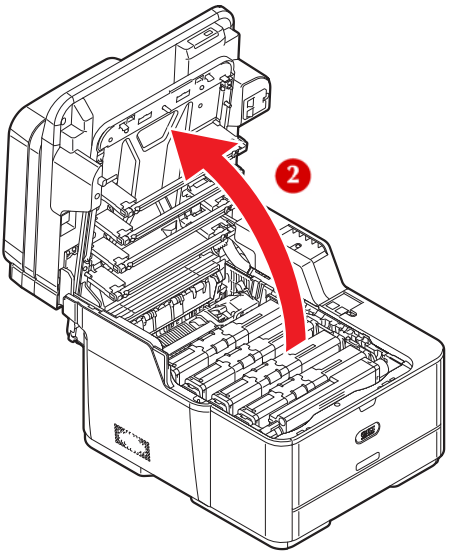
5 Unpack the replacement fuser unit.

6 Lift the scanner unit.



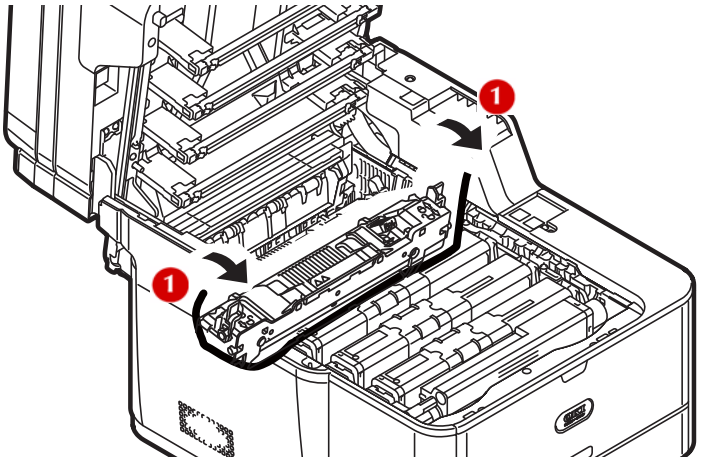
7 Press the cover release button (1) and raise the top cover (2).



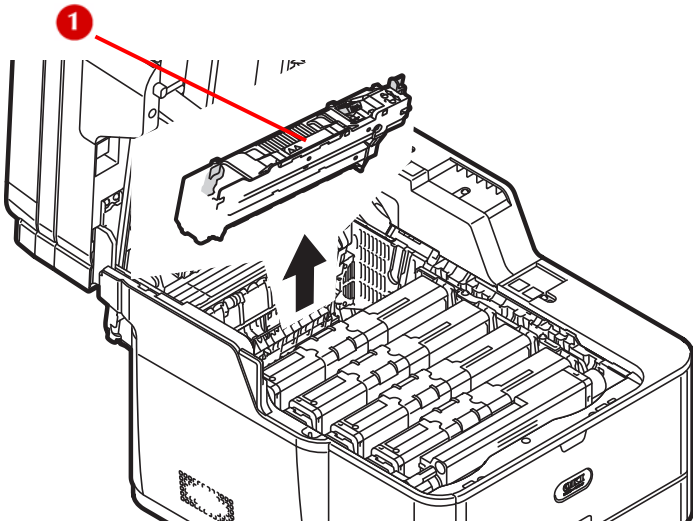


8 Touch any screw inside the machine to remove static electricity from your body.

9 Pull the locking levers (1) on each side of the fuser unit to the “unlock” position.

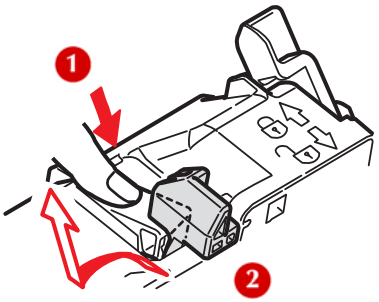


10 Hold the fuser unit handle (1) and lift the fuser unit out of the machine.



11 Unpack the replacement fuser unit.

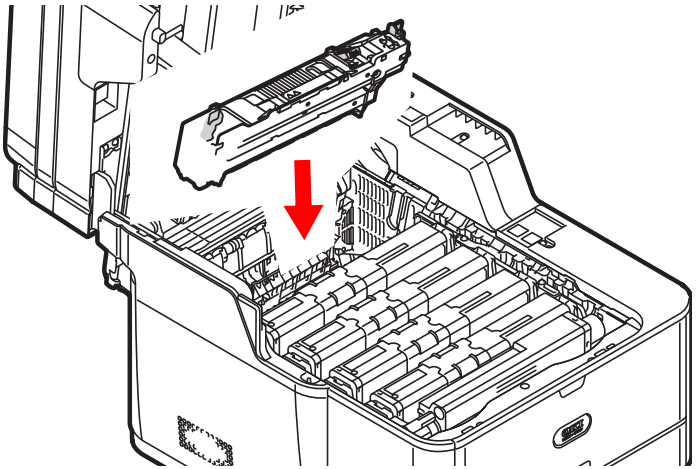
12 Press the blue lever (1) of the fuser unit in the direction of the arrow and remove and store the orange stopper (2).



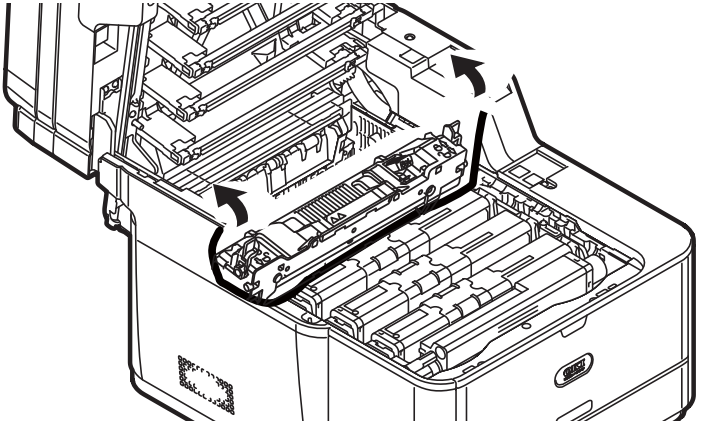
Important!

Keep the orange stopper, it is necessary to transport the machine.

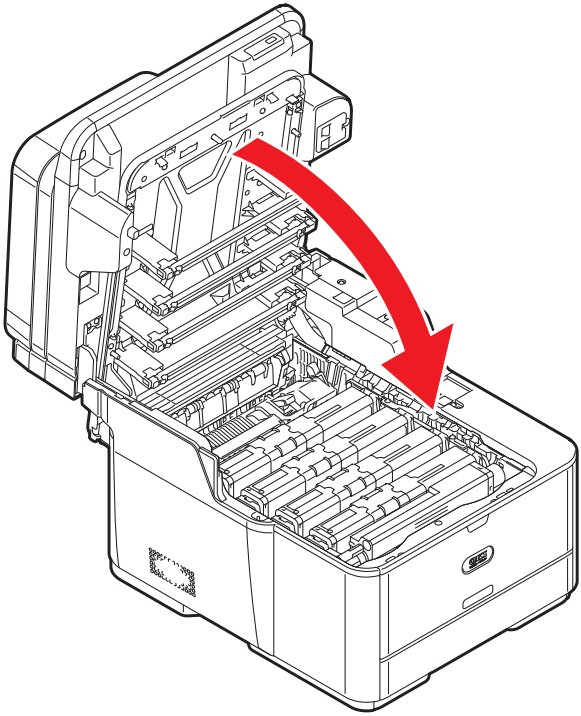
13 Hold the fuser unit handle and place the fuser unit in the machine.



14 Push the locking levers on each side of the fuser unit to the “lock” position.



15 Close the top cover and scanner unit.



Replacing Paper Feed Rollers

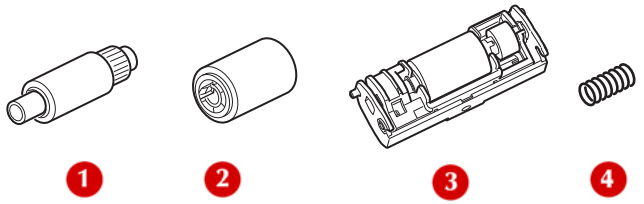
The life expectancy of the paper feed rollers is approximately 120,000 pages. The actual life of the paper feed rollers differs depending on the usage.

Replacing Rollers, Tray 1 and Tray 2

Note

The illustrations below show Tray 1. The procedure for optional Tray 2 is equivalent.

1 Check that you have the following replacement parts in the paper feed roller set.



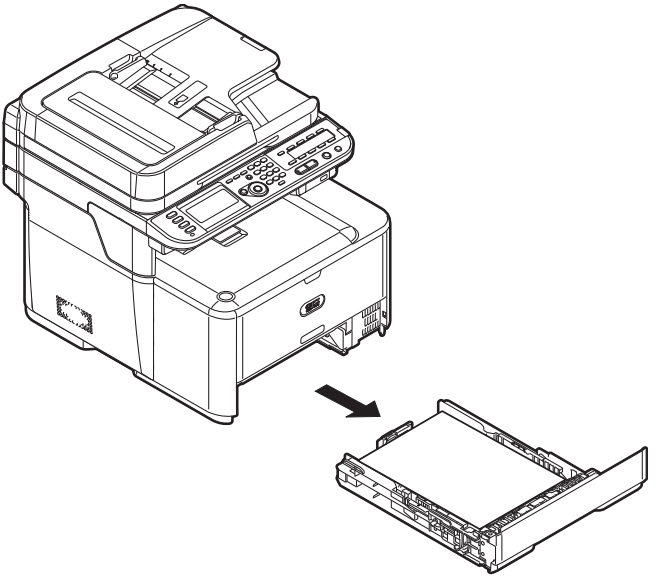
1 front paper feed roller

2 rear paper feed roller

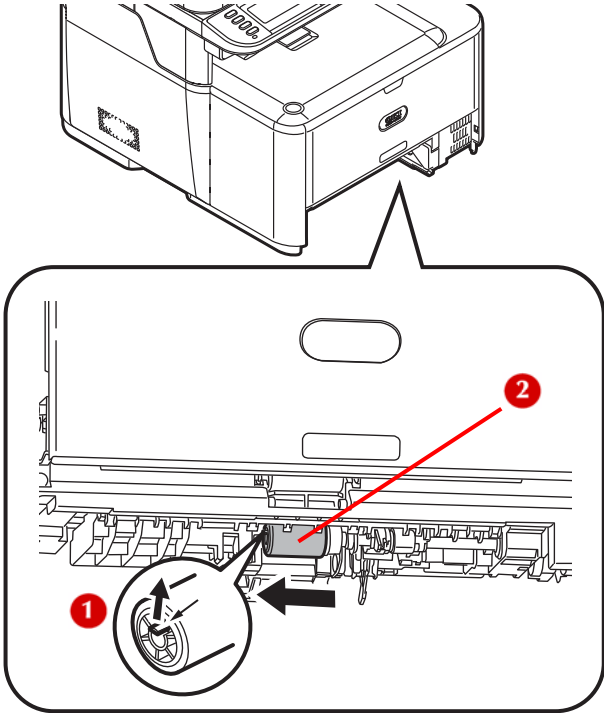
3 separation roller

4 spring

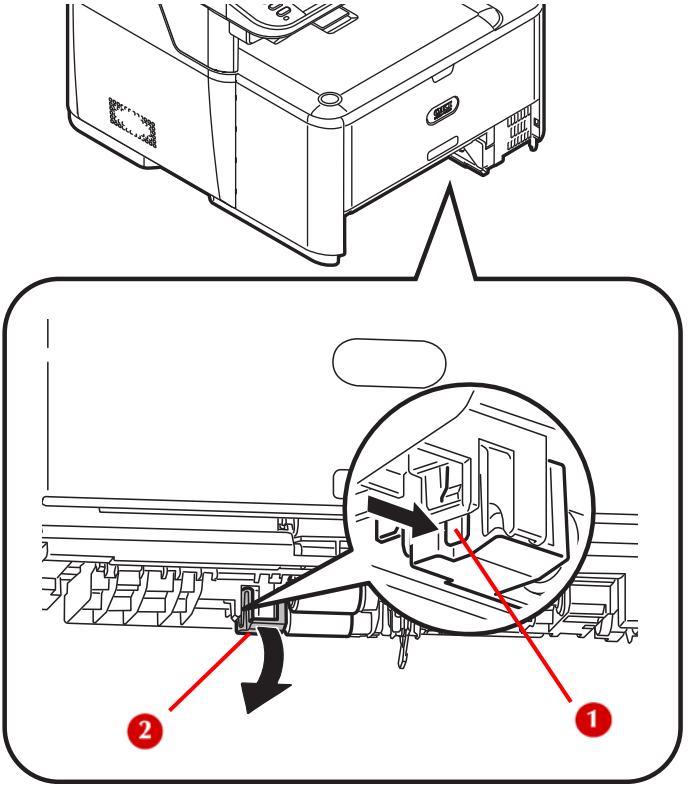
2 Remove the tray from the printer.



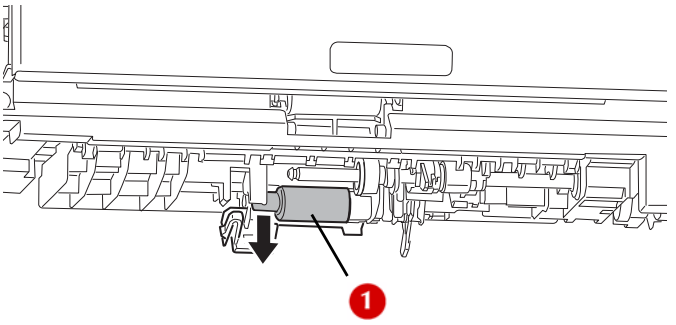
3 Lift the tab (1) of the front paper feed roller (2) outward, then slide the front paper feed roller (2) to the left and remove it.



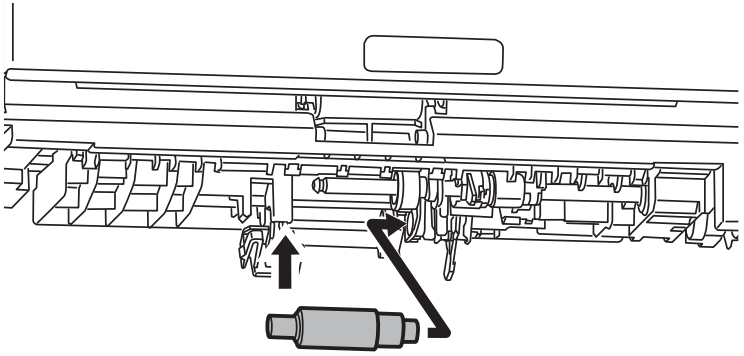
4 Press the tab (1) on the black cover attached to the left side of the rear paper feed roller and open the black cover (2) downward.



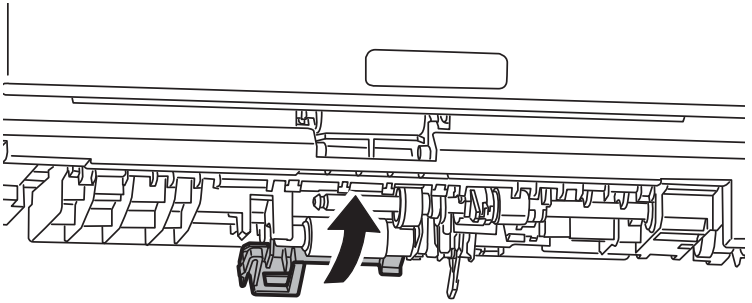
5 Remove the rear paper feed roller (1).



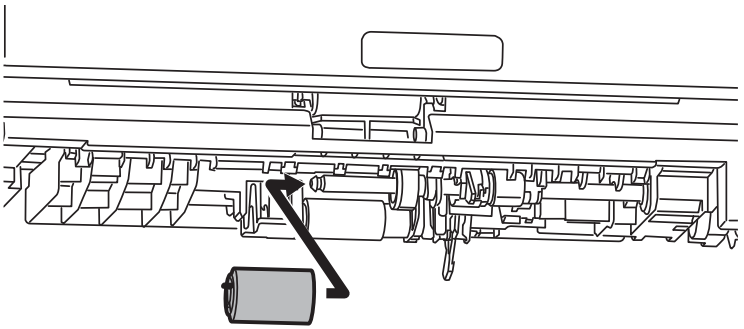
6 Install the replacement rear paper feed roller.



7 Close the black cover.

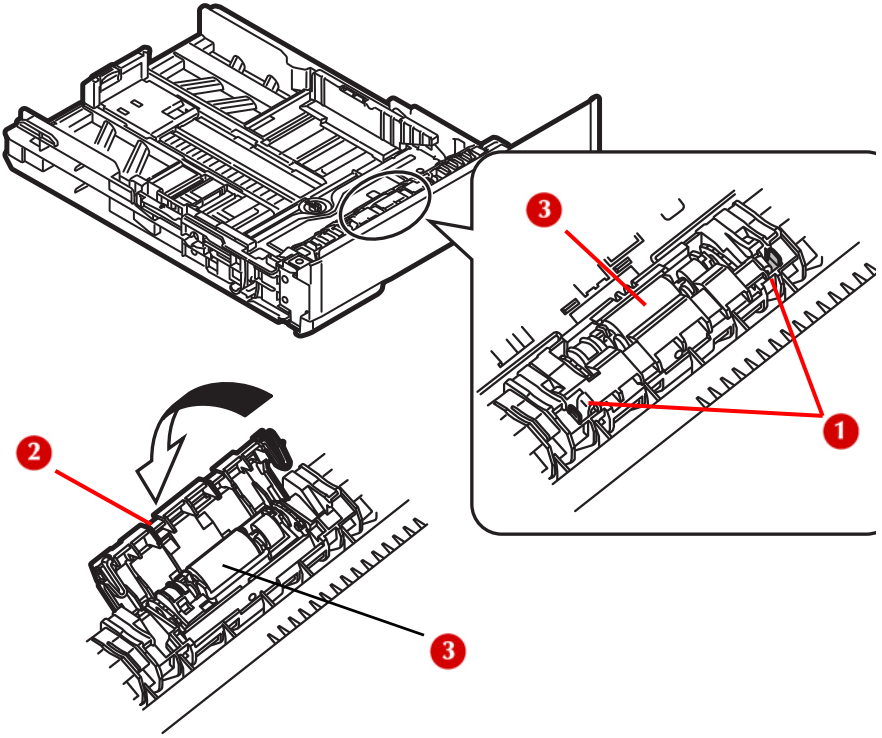


8 Install the replacement front paper feed roller (b).

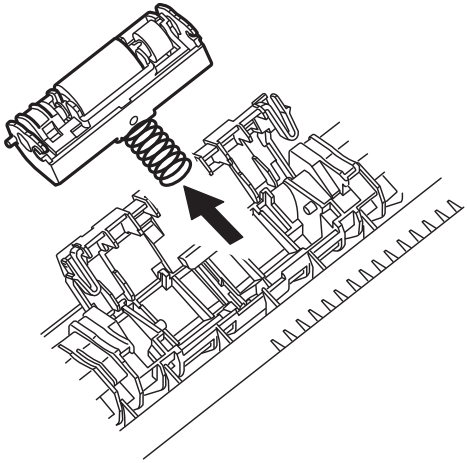


9 Remove the paper from the tray.

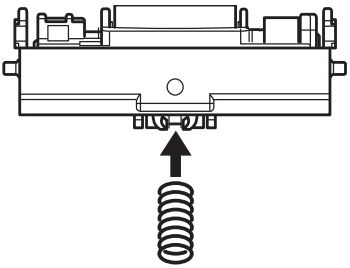
10 While pressing the two tabs (1) inward, open the cover (2) of the separation roller (3).

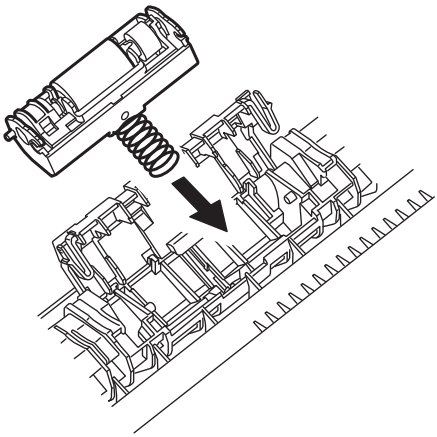


11 Press both sides of the separation roller inward, then remove the separation roller and spring.

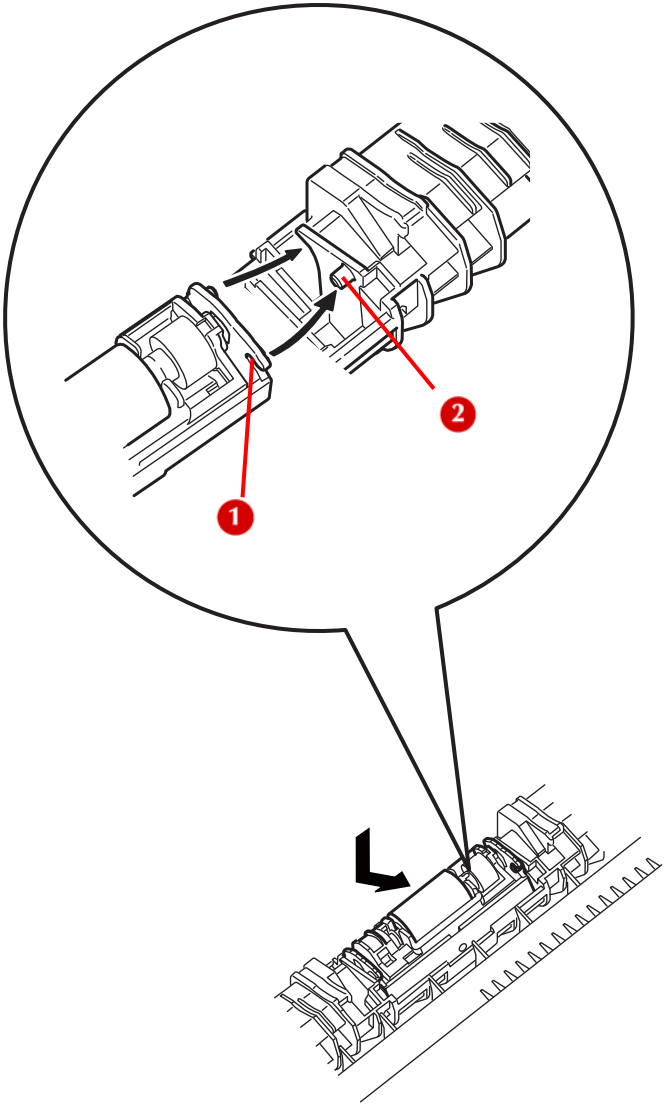


12 Attach the replacement spring to the replacement separation roller and push the separation roller into the tray.

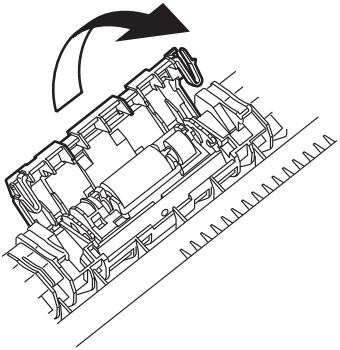




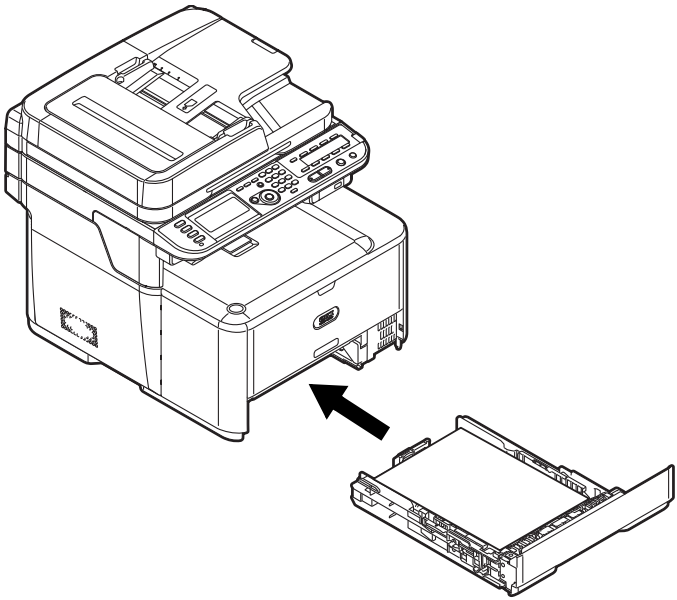
13 Snap the notches (1) on the ends of the replacement separation roller onto the projections (2) of the tray.



14 Close the cover of the separation roller.

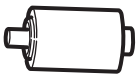


15 Reload paper in the tray, then push the tray back into the printer.

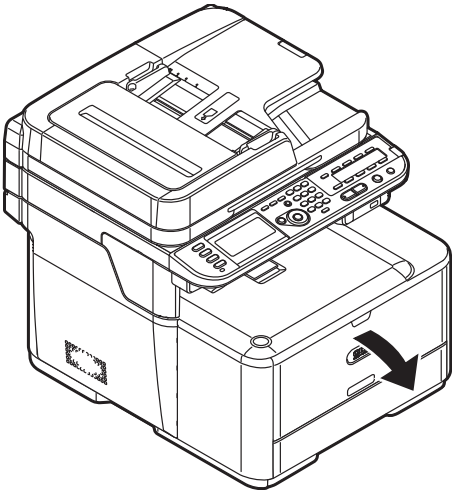


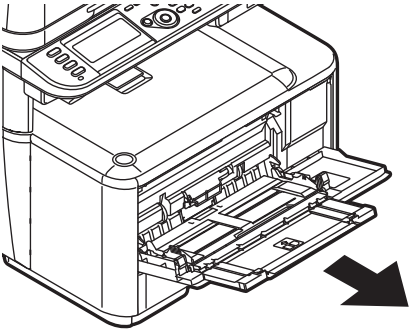
Replacing Rollers, MP Tray

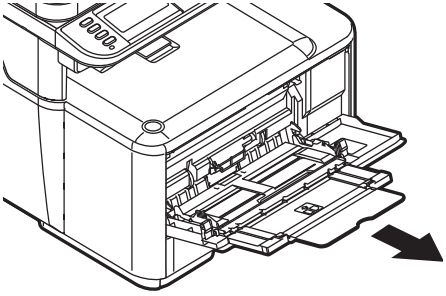
1 Unpack the roller.



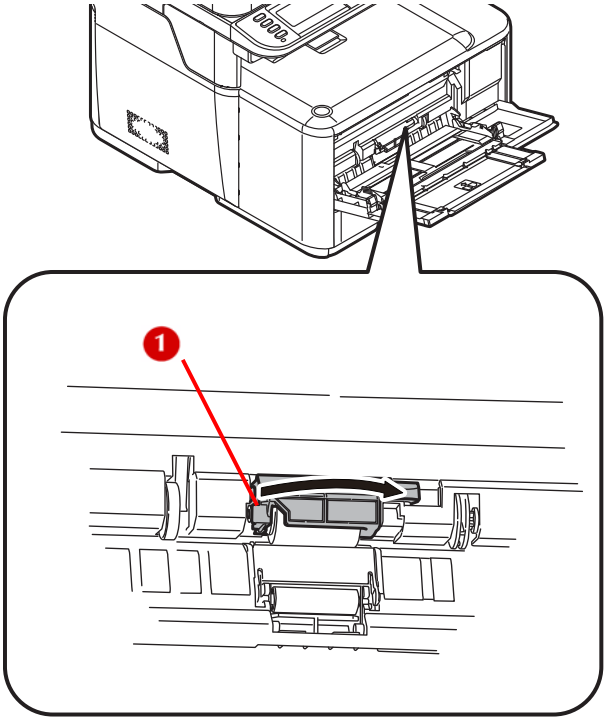
2 Open the MP tray.



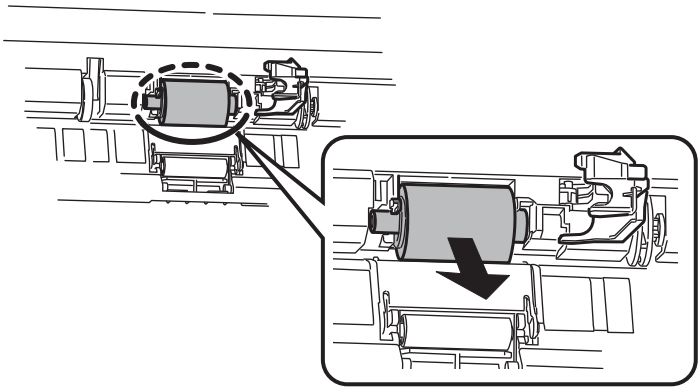




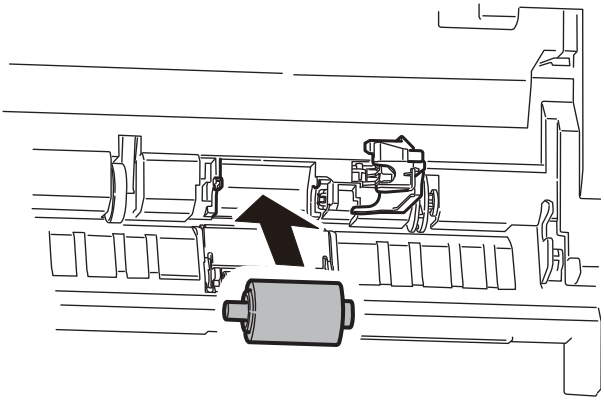
3 While pressing the tab (1) of the paper feed roller cover to the right, open the cover.



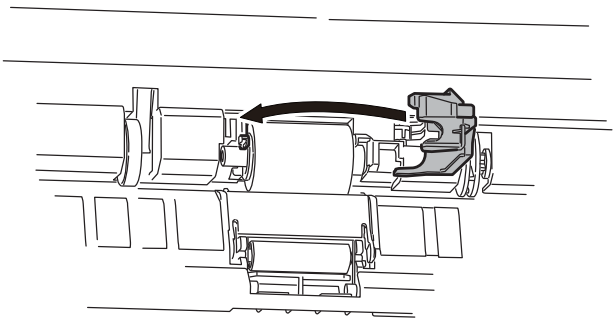
4 Rotate the paper feed roller toward you and remove it.



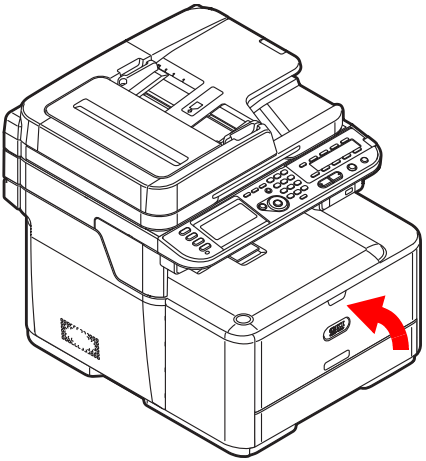
5 Install the replacement feed roller.



6 Close the paper feed roller cover.



7 Close the MP tray.



Maintenance

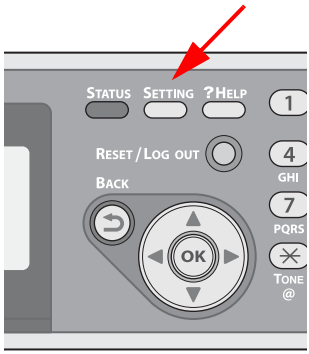
Cleaning

Cleaning the Surface of the Machine

CAUTION!

- **Do not use solvents such as benzine, thinners or alcohol as a cleaning agent. They may damage the plastic parts of your machine.**
- **Do not lubricate your machine with oil.**

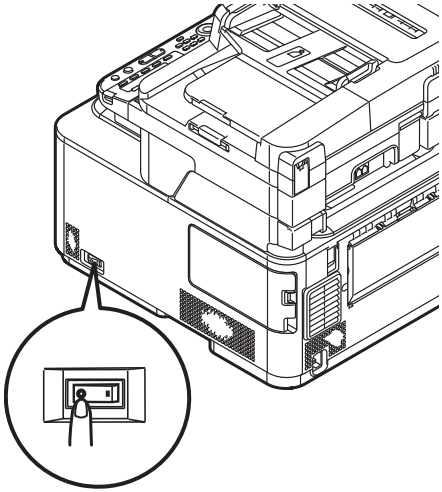
1 Press <SETTING> on the control panel.



2 Press the down arrow key to select [Shutdown]. Press OK.

3 When the confirmation message appears, press then the left or right arrow key to select [Yes], then press <OK>.

4 When the screen prompts you to, press the off (O) side of the power switch.



5 Wipe the surface of the machine with a soft cloth lightly moistened with water or neutral detergent.

6 Dry the surface of the machine with a dry soft cloth.

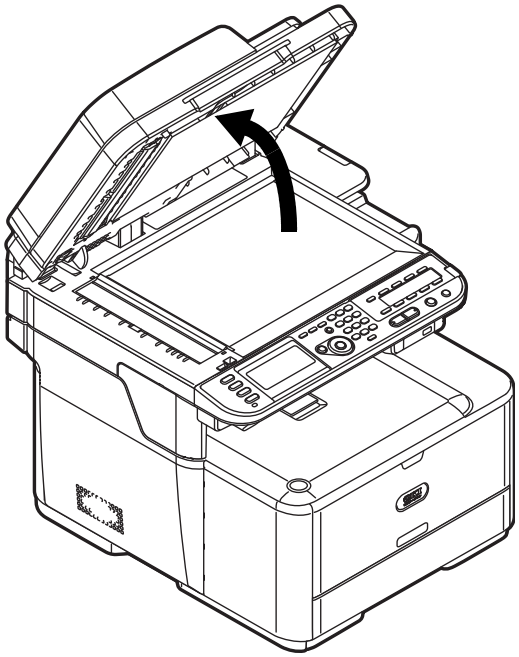
Cleaning the Document Glass

It is recommended to clean the document glass once a month to maintain image quality of the printouts.

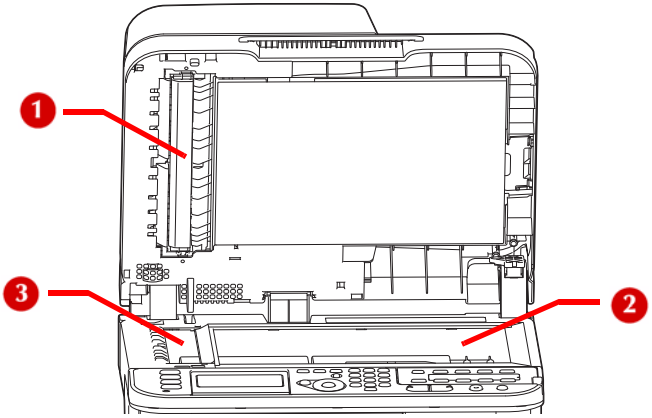
CAUTION!

Do not use solvents such as benzine, thinners or alcohol as a cleaning agent. They may damage the plastic parts of your machine.

1 Open the document glass cover.



2 Use a soft cloth lightly moistened with water to wipe the document holding pad (1), document glass (2) and ADF document glass (3) surface.



3 Close the document glass cover.

Note

If the document glass surface and the document holding pad get too dirty, wipe them with a soft cloth lightly moistened with neutral detergent, then wipe it again with a soft cloth lightly moistened with water.

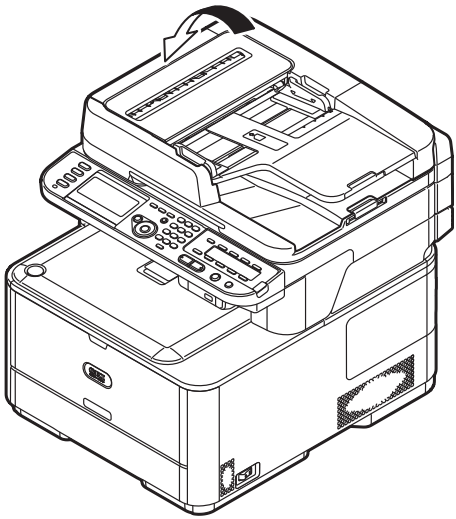
Cleaning Rollers in the ADF

If the document feeding rollers in the ADF are contaminated with ink, toner particles or paper dust, documents and outputs get dirty and a paper jam may occur. To prevent this, it is recommended to clean the rollers once a month.

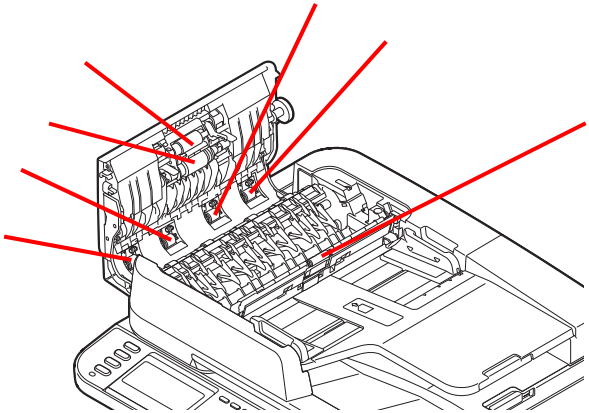
CAUTION!

Do not use solvents such as benzine, thinners or alcohol as a cleaning agent. They may damage the plastic parts of your machine.

1 Open the ADF cover.



2 Use a soft cloth lightly moistened with water to wipe the seven document feeding rollers. Wipe the whole surface of the roller while turning it with your hand.



3 Close the ADF cover.

Note

If the rollers get too dirty, wipe them with a soft cloth lightly moistened with neutral detergent, then wipe them again with a soft cloth lightly moistened with water.

Cleaning The Feed Rollers

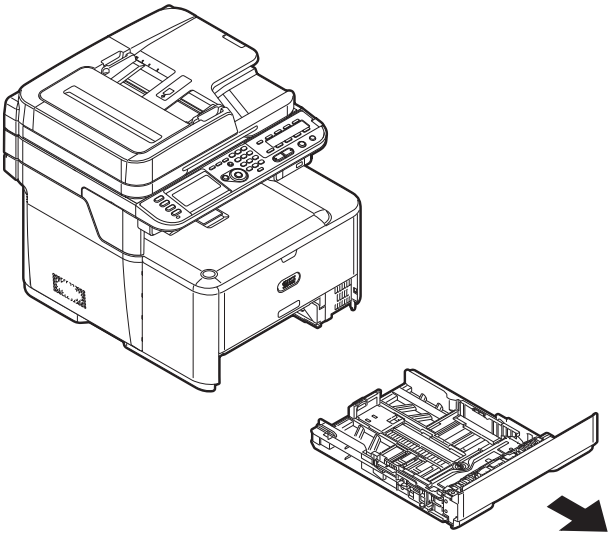
Clean the feed rollers if paper jams occur frequently.

For Tray 1 and Tray 2

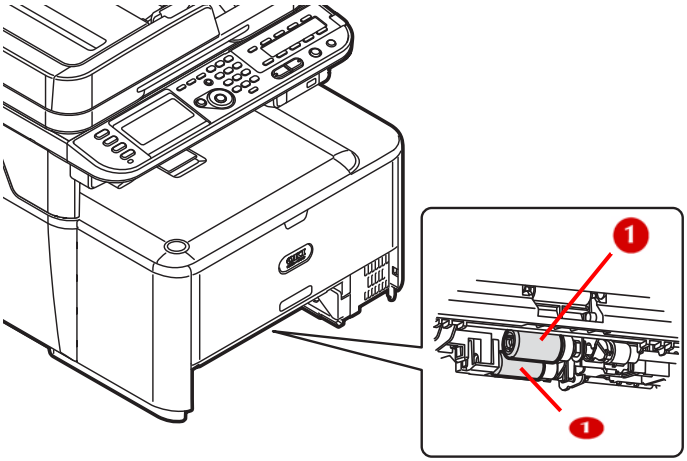
Note

The following images use tray 1 as an example, but the same procedure applies to tray 2.

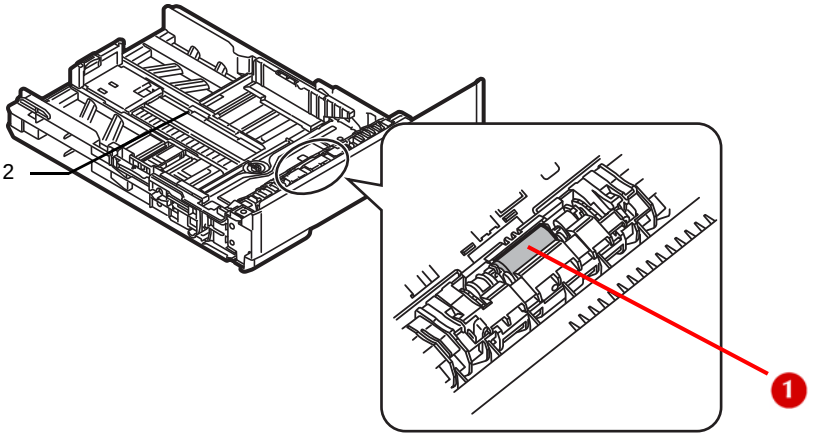
1 Pull out the paper cassette.



2 Use a soft cloth lightly moistened with water to wipe the two feed rollers (1) inside the machine.



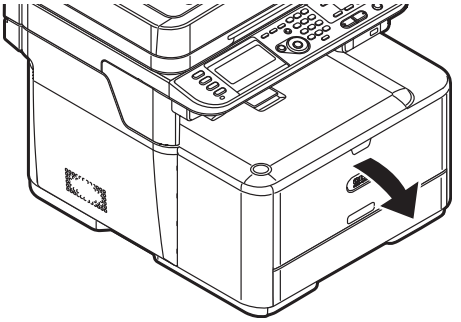
3 Wipe the feed roller (1) on the tray.



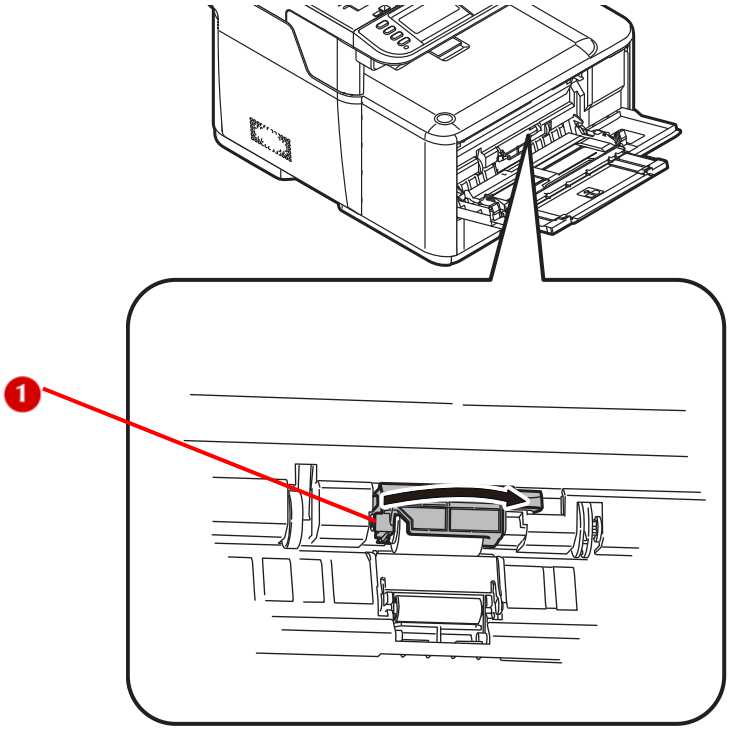
4 Push the tray back into the machine.

For MP Tray

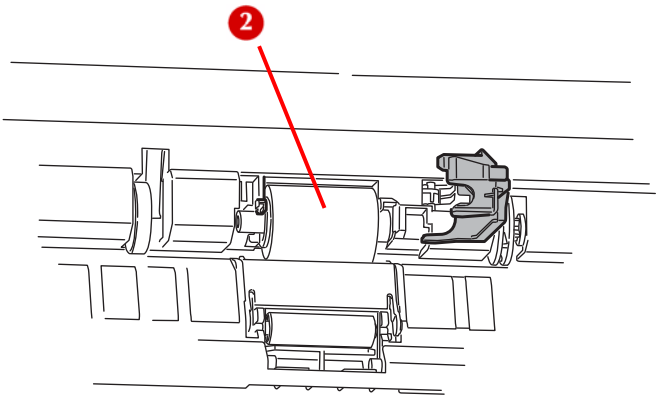
1 Open the MP tray.



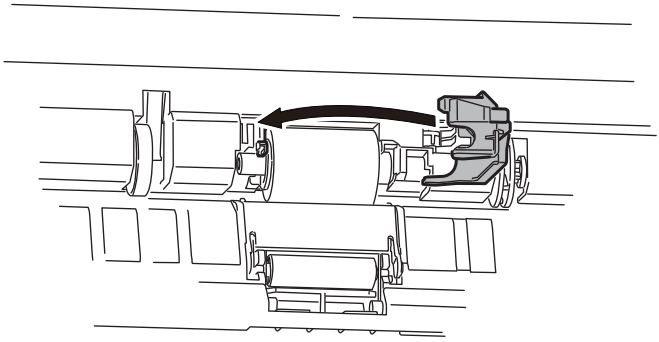
2 Press the feed roller cover release tab (1) to the right, and open the cover.



3 Use a soft cloth lightly moistened with water to wipe the feed roller (2).



4 Close the feed roller cover, pressing to snap it in place.



5 Close the MP tray.

Cleaning the LED Heads

Clean the LED heads if

- vertical white lines appear in the printouts
- images are fading vertically, or
- the periphery of letters is smudged.

Dirt on the LED heads can also cause paper jams.

WARNING!

If the machine has been turned on, the fuser unit may be hot. This area is clearly labelled. DO NOT TOUCH.

CAUTION!

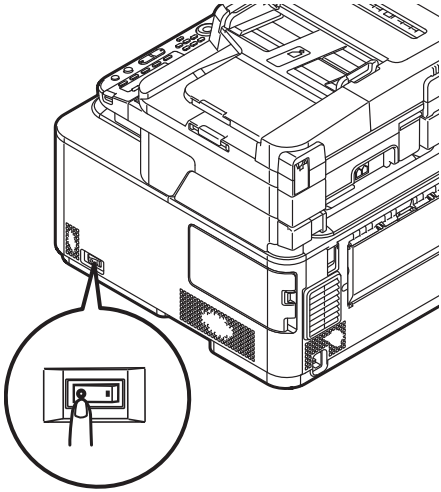
- **Do not use methyl alcohol or thinners as a cleaning agent. They may damage the LED heads.**
- **The image drum unit is a static sensitive device and is very delicate. Handle it carefully.**
- **Do not expose the image drum unit to direct sunlight or very bright interior light (approximately more than 1500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.**

1 Press <SETTING> on the control panel.

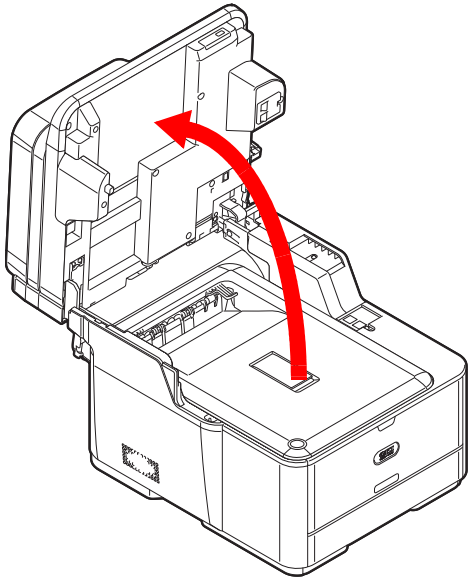
2 Press the down arrow key to select [Shutdown]. Press OK.

3 When the confirmation message appears, press then the left or right arrow key to select [Yes], then press <OK>.

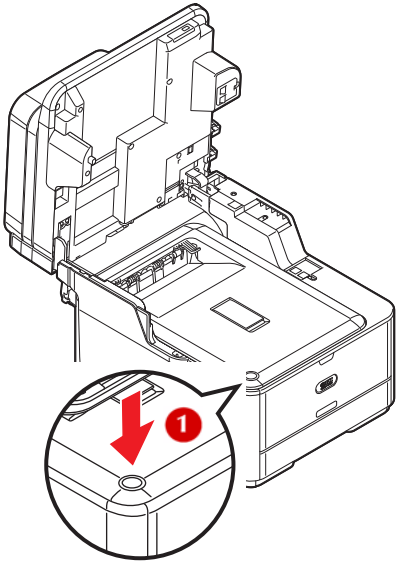
4 When the screen prompts you to, press the off (O) side of the power switch.

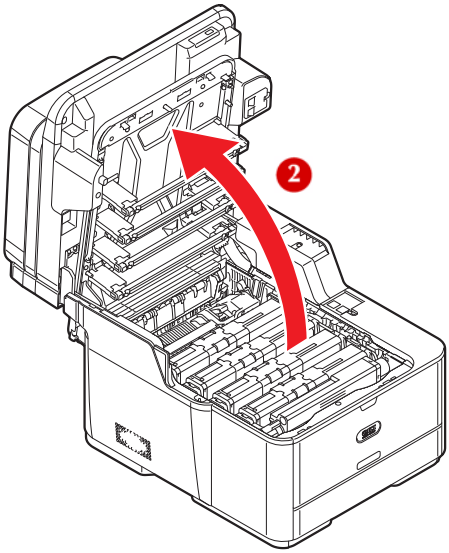


5 Lift the scanner unit.

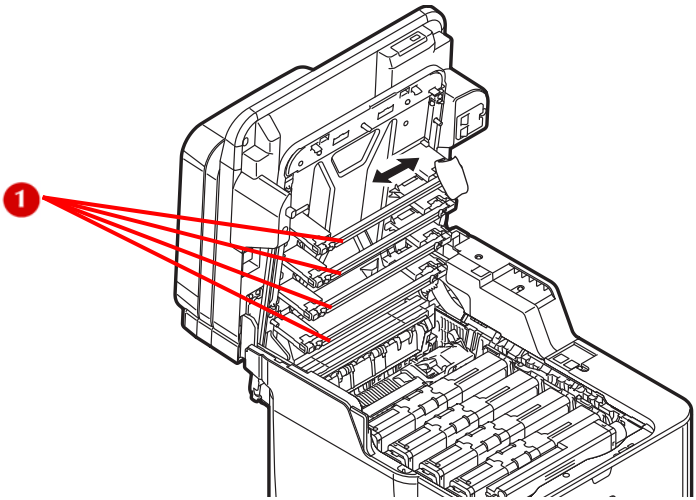


6 Press the cover release button (1) and raise the top cover (2).

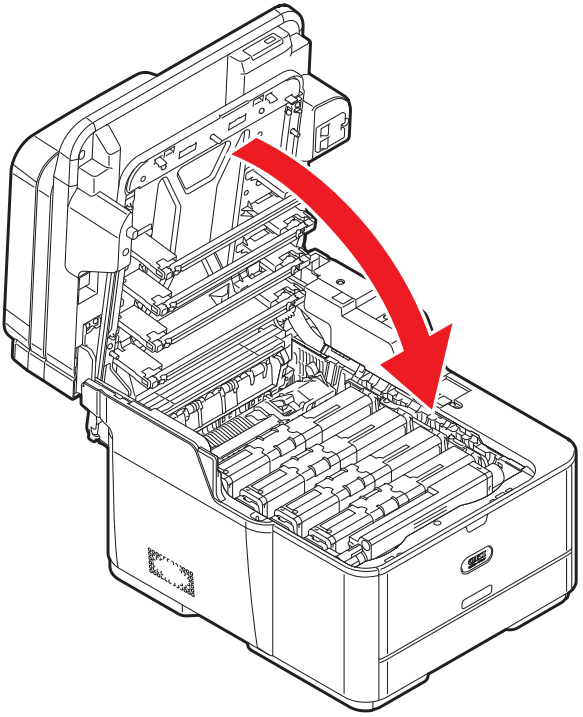




7 Lightly wipe the lenses of the LED heads (1) with soft tissue.



8 Gently close the top cover and the scanner unit.

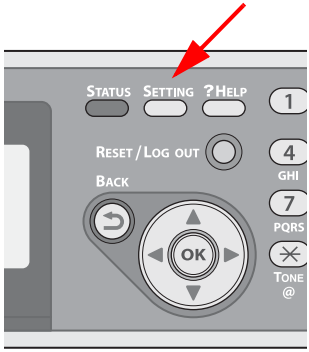


Moving Your Machine _____ .

WARNING!

The machine weighs 53 lbs. (24 kg). At least two people are needed to lift it safely.

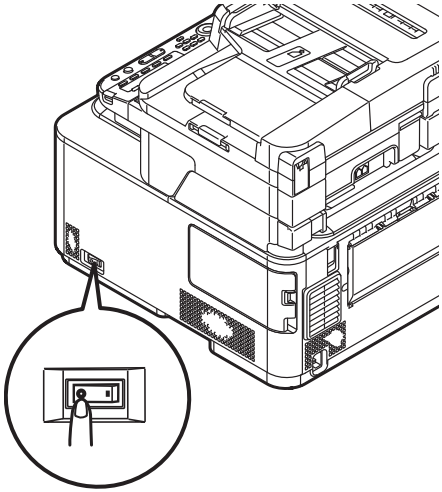
1 Press <SETTING> on the control panel.



2 Press the down arrow key to select [Shutdown], then press <OK>.

3 When the confirmation message appears, press then the left or right arrow key to select [Yes], then press <OK>.

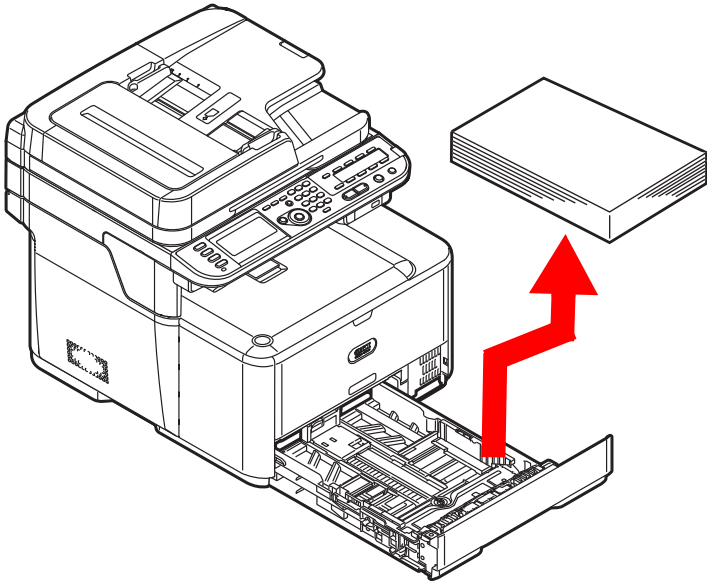
4 When the screen prompts you to, press the off (O) side of the power switch.



5 Unplug all the cables.

- Power cable
- Computer or Ethernet cable
- Telephone cable(s)

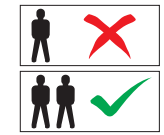
6 Remove any paper from the paper tray.

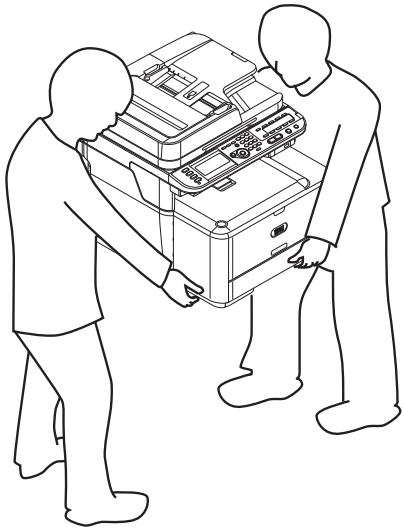


7 Lift the machine and move it to the new location.

WARNING!

The machine weighs 53 lbs. (24 kg). At least two people are needed to lift the machine safely.



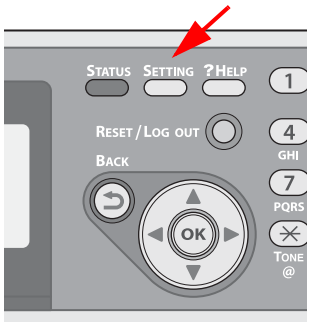


Transporting Your Machine

CAUTION!

The machine can be damaged during transportation if packaged incorrectly.

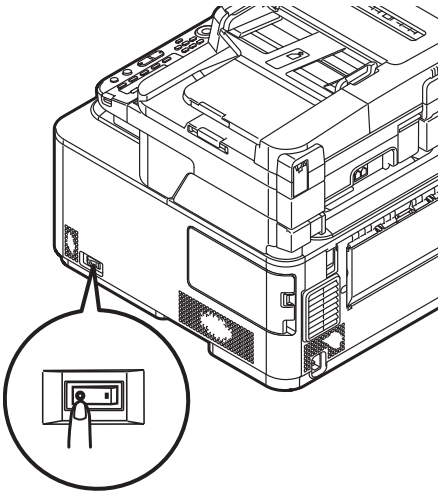
1 Press <SETTING> on the control panel.



2 Press the down arrow key to select [Shutdown], then press OK.

3 When the confirmation message appears, press then the left or right arrow key to select [Yes], then press <OK>.

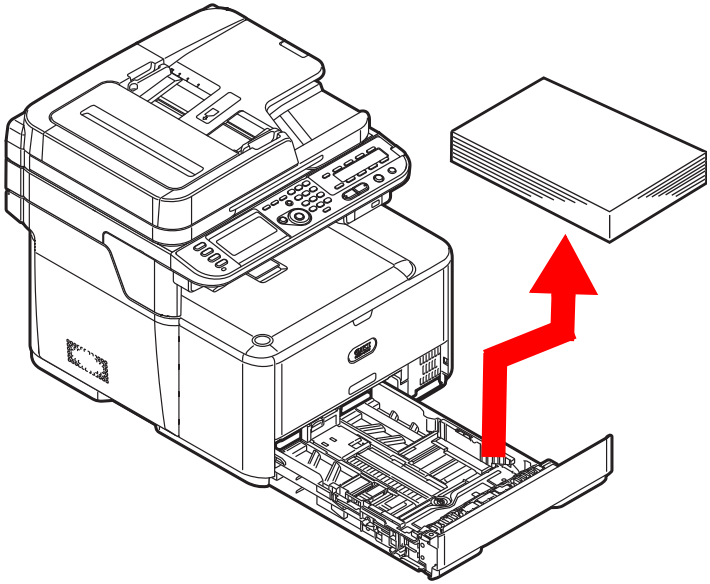
4 When the screen prompts you to, press the off (O) side of the power switch.



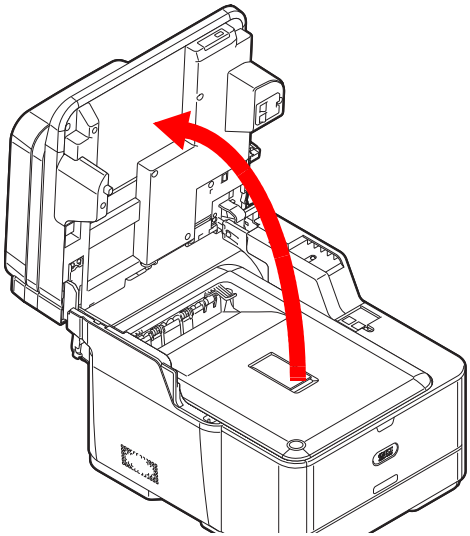
5 Unplug all the cables.

- Power cable
- Computer or Ethernet cable
- Telephone cable(s)

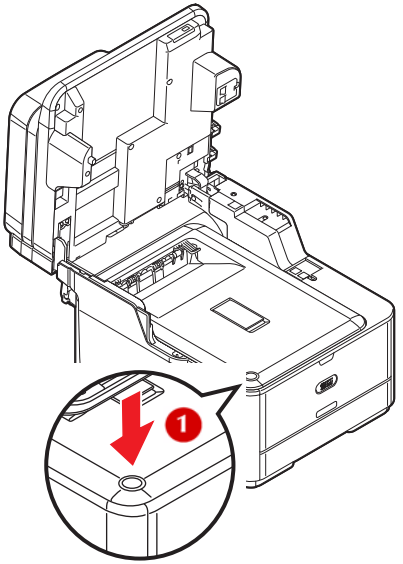
6 Pull out the paper tray and remove any paper, then push the tray back in.

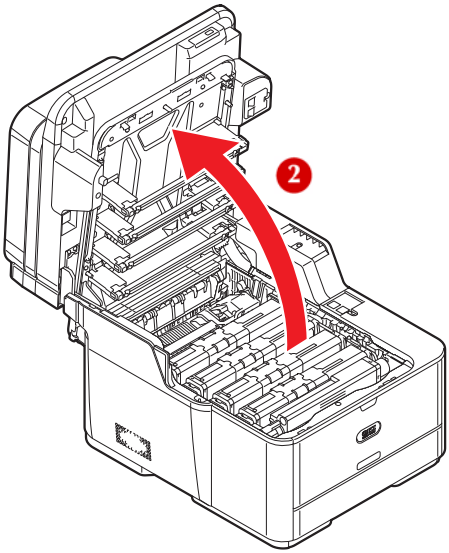


7 Lift the scanner unit.



8 Press the cover release button (1) and raise the top cover (2).

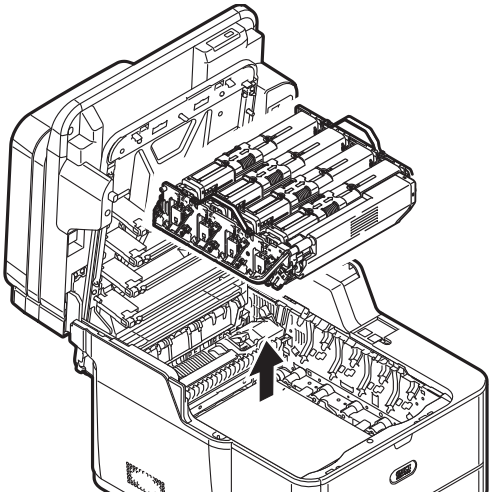




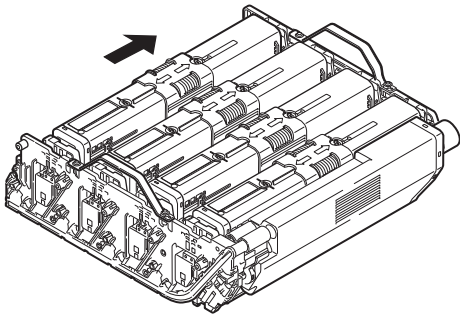
CAUTION!

- **The image drum unit is a static sensitive device and is very delicate. Handle it carefully.**
- **Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.**

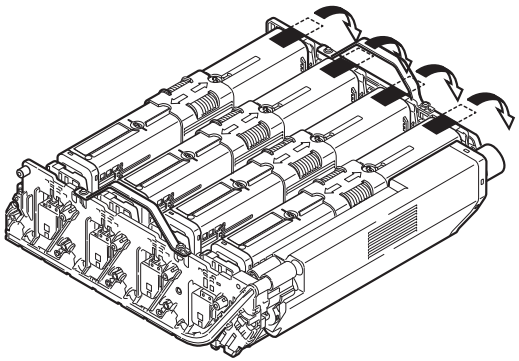
9 Hold the blue handles of the image drum unit with both hands and lift it out of the machine, then place it on a flat surface.



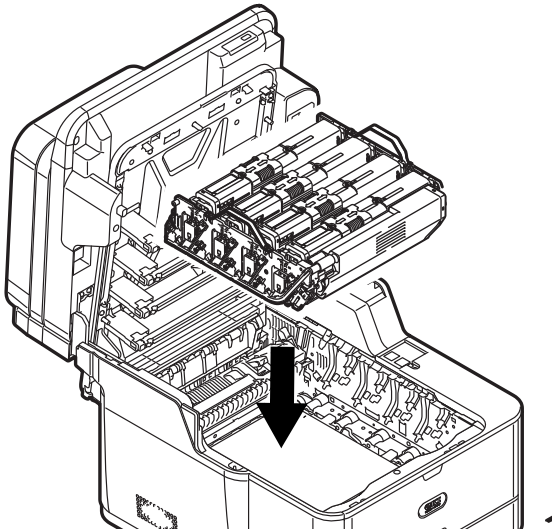
10 Lock the cartridges closed by sliding the blue lock (2) on each toner cartridge to the right until it stops.



11 Secure the toner cartridges to the image drum unit with tape.



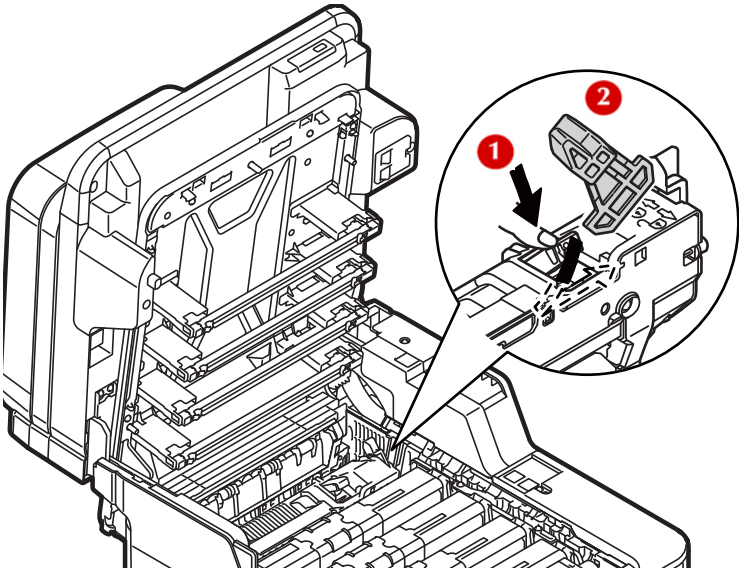
12 Hold the blue handles of the image drum unit with both hands and place it into the machine.



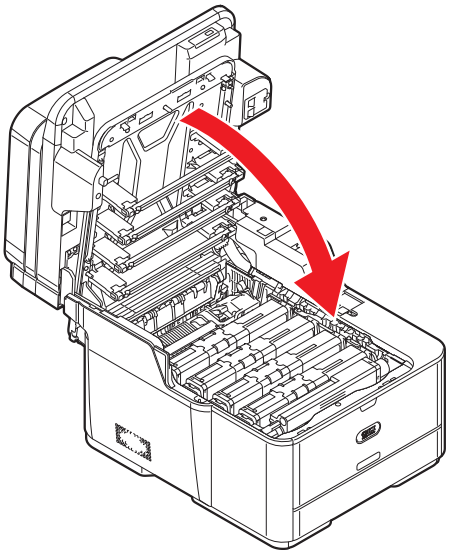
Note

The orange stopper referred to below is the one removed and stored during the installation of the machine.

13 While pressing the blue lever (1) on the fuser unit, insert the orange stopper (2) into the fuser unit.

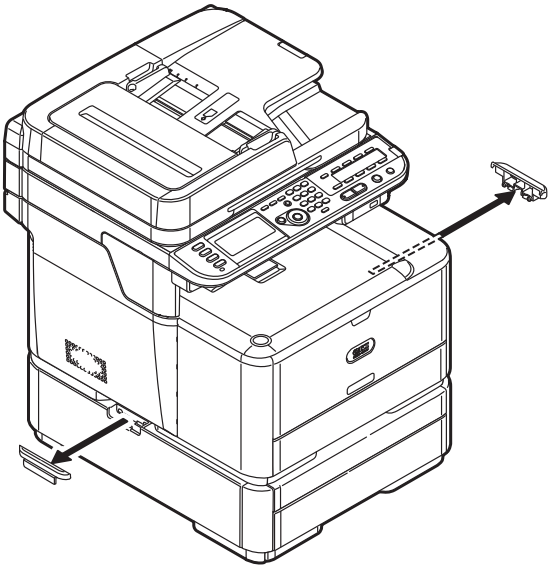


14 Gently close the top cover and the scanner unit.



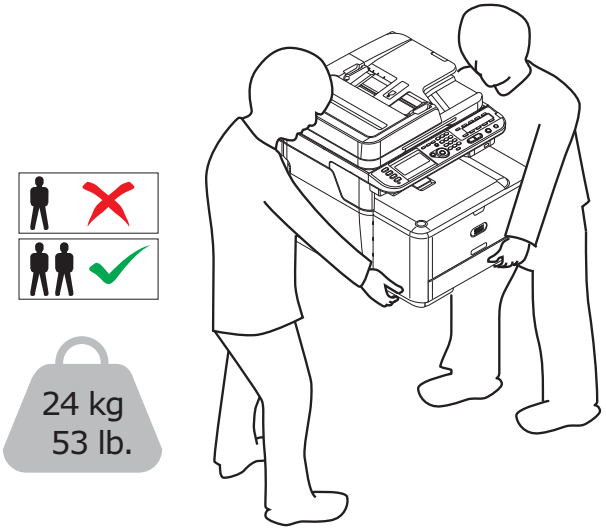
15 Remove the optional second tray unit from the main unit if it is installed.

a) Remove the lock parts.

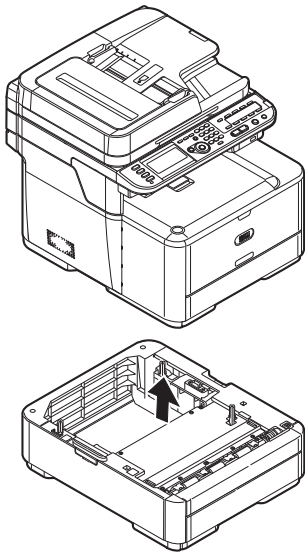


WARNING!

The machine weighs 53 lbs. (24 kg). At least two people are needed to lift the machine safely.



b) Lift the machine and remove the second tray unit.



16 Protect your machine with the packing materials attached to it when purchased.

17 Lift your machine and put it in a box.

WARNING!

The machine weighs 53 lbs. (24 kg). At least two people are needed to lift it safely.

Specifications

General Specifications

		MC361dn	MC561dn
CPU		• Printer controller: PowerPC464 400 MHz • Scanner controller: ARM9 max 266 MHz	
Memory	Resident	• Scanner controller: 128 MB	
	Optional	256 MB/512 MB	
Flash RAM	Printer controller	NAND: 128 MB NOR: 8 MB Serial NOR: 512 KB	
	Scanner controller	NAND: 64 MB (Fax: MB) SPI: 8 MB	
Storage		N.A.	SD memory card • Resident: 4 GB • Optional: 16 GB
Weight		24 kg	
Dimensions		427 (W) x 509 (D) x 445 (H) mm	
Power supply		110-127 VAC (Range 99-140 VAC) 220-240 VAC (Range 198-264 VAC)	
Power consumption		• Typical operation: 500 W	• Typical operation: 570 W
		• Idle: 100 W • Peak: 1170 W • Sleep mode: Less than 1.5 W • Power save mode: Less than 20 W	

Copier Specifications

Document size	ADF	A6 SEF, B5 SEF, A5 SEF, A4 SEF, letter SEF, legal 13/13.5/14, executive SEF
	Glass	A6 SEF, B5 SEF, A5 SEF, A4 SEF, letter SEF, executive SEF
First copy time	Color	17 seconds (document glass, high resolution) 14 seconds (document glass, normal resolution)
	Mono	15 seconds (document glass, high resolution)
Number of copies		Up to 99

Fax Specifications

Compatibility		ITU-T G3/Super G3
Compression method		MH, MR, MMR, JBIG
Modem speed		Up to 33.6 Kbps
Lines		PSTN, PBX Line
Line interface		RJ11 x 2 (Line/TEL)
Document size	ADF	A4, letter, legal 13/13.5/14
	Glass	A4, letter
Transmission speed		3 seconds/page (ITU-T, MMR, 200 x 100 dpi)
Image data memory		4 MB
Storage capacity		Up to 200 pages (ITU-T, MMR, 200 x 100 dpi)
Resolution		• Standard: 8 x 3.85 line/mm • Fine: 8 x 7.7 line/mm • Photo: 8 x 7.7 line/mm • ExFine: 8 x 15.4 line/mm

PC Fax Specifications

Modem	EIA-592 Class 2 Extended AT Command
Interface	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX
Supported OS	Windows 7 (x32/x64), Windows Server 2008 R2 (x64), Windows Server 2008 (x32/x64), Windows Vista (x32/x64), Windows Server 2003 (x32/x64), Windows XP (x32/x64), Windows 2000

Internet Fax Specifications

Communication protocol	SMTP, POP3, MIME
File format	TIFF

Scanner Specifications

Scanner type		Document Glass
Image sensor		Color CIS
Light source		LED
Document thickness	ADF	60 to 105 g/m² (16 to 28 lb)
	Glass	20 mm
ADF document capacity		50 sheets (80 g/m²)
Scanning area	ADF	105 x 148 - 215.9 x 355.6 mm (4.13 x 5.8 - 8.5 x 14 inches)
	Glass	105 x 148 - 215.9 x 296.9 mm (4.13 x 5.8 - 8.5 x 11.69 inches)
Scanning speed	Color	3 seconds/page (A4, 300 x 300 dpi, document glass/ADF simplex)
	Mono	2 seconds/page (A4, 300 x 300 dpi, document glass/ADF simplex)

Scan To E-mail Specifications

Communication protocol	SMTP, POP3, MIME
File format	PDF (JPEG compressed), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS (color/B&W/grayscale only)
Mail server authentication	SMTP-Auth, POP3
Supported mail server application	Lotus Domino Mail Server 5.0, Microsoft Exchange 2000 Server, Red Hat 7.0 Sendmail
Supported LDAP server	Windows Server 2008 Active Directory, Windows Server 2003 Active Directory, Windows 2000 Server Active Directory, Lotus Notes/Domino 7.0
Supported mail application	Microsoft Office Outlook 2000, Microsoft Outlook Express 5.0/6.0, Windows Mail (Vista), Mail (MAC built-in application), Lotus Notes/Domino R5

Scan To Network Specifications

Communication protocol	FTP, HTTP, CIFS
File format	PPDF (JPEG compressed), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS (color/grayscale only)

Scan To USB Memory Specifications

Connectivity interface	USB2.0 Host IF
Supported file system	FAT12, FAT (FAT16), FAT32
File format	PPDF (JPEG compressed), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS (color/grayscale only)

Scan To Local PC Specifications

Communication protocol	Windows	TWAIN, WIA
	Macintosh	TWAIN, ICA
File format		PDF, TIFF, JPEG, BMP, PCX, GIF, TGA, PNG, WMF, EMF

Printing Specifications

		MC361dn	MC561dn
Printing method		Color LED	
Emulation		PCL6 (XL3.0 and PCL5c), PostScript 3, SIDM (IBM-PPR, EPSON-FX)	
Protocol		TCP/IPv4, TCP/IPv6, LPR, Port9100, IPP (version. 1.0), FTP, NetBIOS, NetBEUI, NetWare, EtherTalk, WSD-Print	
Resident fonts		PCL: 86 european fonts PS: 80 european fonts	
Resolution		600 x 600 dpi, 600 x 1200 dpi, 600 x 600 dpi 2bit	
Color		Yellow, magenta, cyan, black	
Print speed (A4)		• Color Simplex: 22 ppm Duplex: 12 ppm • Mono Simplex: 24 ppm Duplex: 13 ppm • 600 x 600 x 2bit 22 ppm	• Color Simplex: 26 ppm Duplex: 14 ppm • Mono Simplex: 30 ppm Duplex: 16 ppm • 600 x 600 x 2bit 22 ppm
First print out time	Ready	• Color 9 seconds • Mono 8.5 seconds	• Color 8 seconds • Mono 7.5 seconds
	Power save	Less than 41 seconds	Less than 40 seconds

		MC361dn	MC561dn
Paper size	Tray 1	Legal 13/13.5/14, letter, executive, A4, A5, B5, A6, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)	
	Tray 2 (optional)	Legal 13/13.5/14, letter, executive, A4, A5, B5, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)	
	MP tray	Legal 13/13.5/14, letter, executive, A4, A5, B5, A6, C5, DL, Com-9, Com-10, Monarch, index card (3 x 5 inch), photo size (4 x 6 inch/5 x 7 inch), custom size, banner up to 52", 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)	
	Duplex printing	Legal 13/13.5/14, letter, executive, A4, A5, B5, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)	
	Custom size	• Tray 1 105 x 148-216 x 356 mm (4.1 x 5.8-8.5 x 14 inches) • Tray 2 (optional) 148 x 210-216 x 356 mm (5.8 x 8.3-8.5 x 14 inches) • MP tray 64 x 127-216 x 1321 mm (2.5 x 5-8.5 x 52 inches)	
Media type		• Tray 1 and 2 Plain, letter head, bond, recycled, rough, card stock, glossy, user type 1-5 • MP tray Plain, letter head, labels, bond, recycled, rough, card stock, glossy, user type 1-5	
Feeding method		Automatic feeding from the tray 1, MP tray and tray 2 (optional), Manual feeding from MP tray	

	MC361dn	MC561dn
Paper input capacity	• Tray 1 250 sheets (less than 80 g/m²) • Tray 2 (optional) 530 sheets (less than 80 g/m²) • MP tray 100 sheets (less than 80 g/m²) 10 envelopes	
Output method	Face up/Face down	
Paper output capacity	• Face up 100 sheets (less than 80 g/m²) 10 sheets (ultra-heavy/envelopes) • Face down 150 sheets (less than 80 g/m²)	
Print guaranteed area	6.35 mm or more from the paper edge (not applicable to special media such as envelopes)	
Print precision	Print beginning ±2 mm, paper skew ±1 mm/100 mm, image expansion ±1 mm/100 mm (82 g/m²)	
Warm-up time	• From power on Less than 60 seconds • From power save mode Less than 32 seconds	
Operating conditions to guarantees print quality	Temperature 10°C, humidity 30 to 73% RH/ temperature 32°C, humidity 30 to 54% RH/ temperature 10 to 32°C, humidity 30% RH/ temperature 10 to 27°C, humidity 80% RH temperature 17 to 27°C, humidity 50 to 70% RH (color printing)	
Consumables	Toner cartridges, image drum unit, belt unit, fuser unit, feed roller set	

Print From USB Memory Specifications

Interface	USB 2.0 (High Speed) Host IF
Storage device	USB memory (Up to 32 GB)
Supported file system	FAT12, FAT(FAT16), FAT32
File format	PDF (v1.7, Does not support encrypted PDF), JPEG, TIFF (TIFF 6.0 Baseline), PRN (PS/PCL)

Network Specifications

Connectivity	Ethernet 10BASE-T/100BASE-TX
Protocol	TCP/IPv4, TCP/IPv6, SMTP, POP3, HTTP, SNMPv1/v3, DHCP, DNS, LPR, Port9100, BOOTP, ARP, FTP, CIFS, LDAP, SLP, Bonjour, Web Services Discovery, NetWare, EtherTalk, NetBEUI
Supported browsers	Microsoft IE 6.0 or later, Safari 2.0 or later, Firefox 3.0 or later