

OKI[®]

B8300

Handy Reference Guide



59347402

*Oki, Network Solutions
for a Global Society*

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Ordering Replacement Supplies

How to Order

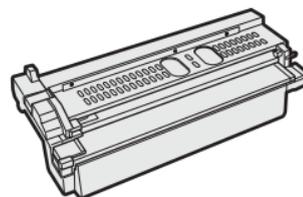
- Consult the dealer where you purchased your printer
- Consult an Oki Data Authorized Sales or Service Dealer. For the nearest dealer, call 1-800-654-3282.
- *U.S., Puerto Rico, Guam, U.S. Virgin Islands only:* Order on the Internet **www.okidata.com**.
- *U.S. only:* Order toll-free at 1-800-654-3282, using VISA[®], MasterCard[®] or AMEX[®].
- Check office supply catalogs.

Part Numbers

Important!

Oki recommends the use of Oki original consumables. Counterfeit products may damage your printer's performance and invalidate your warranty.

Supply List



Printer Cartridge

Part	OKI #
27k Printer cartridge	56115001
100k Developer cartridge.....	57100101
Staple Pack for Finisher.....	57100201
Staple Pack for Saddle Stitcher.....	57100301

Take Advantage of OKI's Supply Manager

Don't run out of supplies!

- Calculates your usage based on information you provide.
- Sends you an email when it's time to reorder.

To register, go to **www.okidata.com**.

Network Configuration

Remote Web Access

You can adjust printer settings via your web browser.

1. Point your web browser to the printer's IP address.
2. The Web page shows information of the printer.
3. Click **Help** for details.

Web Page Items

Access restriction to the Web pages is described below.

Network Card Setup

To allow configuring the print server card (network interface card), a link to the network card web page is provided. The Admin password is the same as the Web Page password for the network card.

Password Setup

Password access to the Web pages can be set. Two types of passwords are configurable (user and administrator) . The Admin password is the same as the

Web Page password for the network card.

Custom Directory Setup

User index names in the display list on the operator panel are set.

Alerts Message Parameters Setup

Alert message address information is registered here. The alert message is transmitted when a problem such as a supplies requirement or error occurs.

SNMP Trap Setup

IP addresses, trap community, and authentic community are set here.

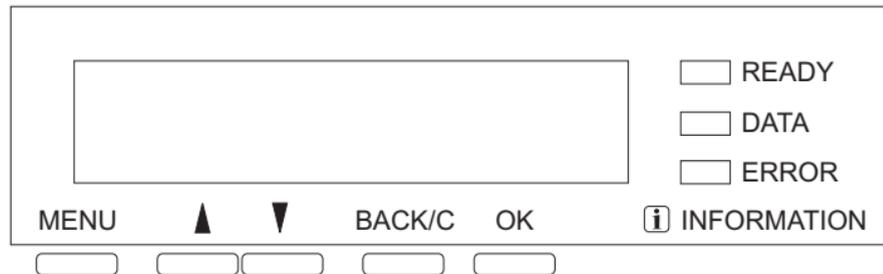
Confidential reception

Data to be printed is sent to the machine and held until released for printing from the operator panel.

Operation Panel

Operation Panel Explanation

The display and indicators show the current status of the printer. All printer settings are made by using the keys and display panel.



Keys

Menu key

Press to select a menu group. Also, press to return to the job status screen from the setting screen of each job status group.

▲ ▼ Arrow keys

Press to select menu or function items or to set numerical values.

Back/C key

Use this key to return to the previous screen in each menu selection, to cancel and delete the current job, or to delete a reserved job that has been selected.

Operation Panel (cont.)

OK key

Press to register the selected menu or function.

Information key

When “i” is displayed with a message indicating a paper misfeed, the relevant operation procedure can be displayed by pressing the **INFORMATION** key. If the **INFORMATION** key or the **BACK/C** key is pressed while the operation procedure is displayed, the information mode is cancelled. If this key is pressed and held during printing or in standby mode, the

total number of printed pages and quantity of toner remaining (as a percentage) displays.

Message display

Displays the current status of the printer. “i” displayed in any message indicates that the **INFORMATION** key should be pressed.

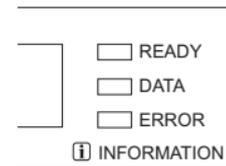
Lights

READY

Print data can be received when this indicator is lit.

DATA

Lights up or blinks when print data is being received or output. Also lights up when job data is stored by the job retention function.



ERROR

Lights up when paper or toner must be added or when a misfeed has occurred in the machine. Blinks to indicate an abnormal condition.

Menu Overview

The menu groups are classified into five groups and are selected consecutively by pressing the **MENU** key. If the **OK** key is pressed when the desired menu screen is displayed, a message will appear to indicate the next required operation.

Ready

- ▶ **WARMING UP:** The printer is warming up.
- ▶ **READY:** The printer is ready.
- ▶ **FROM TRAY #:** The printer is currently printing.

▶ CHANGE THE TONER

CARTRIDGE: Out of toner. Replace the toner cartridge.

▶ PAPER JAM: A misfeed has occurred.

ADD PAPER: Out of paper. Load paper. Paper is required to complete a job in progress.

In this case, printing of the job will be suspended until the required paper is added or another paper is selected.

Print Jobs On Hold

▶ **PRINT HOLD:** If the job retention function is used from your computer,

print data will be stored in the printer as a hold job.

The job retention function can be used only if the printer is equipped with a hard disk drive unit.

Set Operations Conditions

▶ Used for basic settings.

Custom Settings

▶ Used to make settings based on use patterns.

Key operator programs

▶ These are settings used by key operators (administrators) of this printer.

Paper Tray Specifications

The specifications for types and sizes of paper for loading paper trays are shown below.

Tray	Tray No. (Name)	Applicable Paper Types	Applicable Paper Sizes (R - refer to page "The meaning of "R" in paper size indications" on page 11)	Paper Weight
Paper tray 1	Tray 1	Plain paper. (Refer to the plain paper table.)	8½ x 11, A4, B5	16 to 28 lb or 60 to 105 g/m ²
Multipurpose drawer/ bypass tray	Tray 2/bypass tray	Plain paper. (Refer to the plain paper table.)	<ul style="list-style-type: none"> • If AUTO-INCH is selected in setting the paper size and type, the following paper sizes can be used with the automatic detection function: 11 x 17, 8½ x 14, 8½ x 11, 8½ x 11R, 7¼ x 10½R, 5½ x 8½R • If AUTO-AB is selected in setting the paper size and type, the following paper sizes can be used with the automatic detection function: A3, B4, A4, A4R, B5, B5R, A5R, 8½ x 13 • Non-standard sizes 	16 to 34 lb or 60 to 128 g/m ²

Tray	Tray No. (Name)	Applicable Paper Types		Applicable Paper Sizes (R - refer to page "The meaning of "R" in paper size indications" on page 11)	Paper Weight
Multipurpose drawer/ bypass tray (cont.)	Tray 2/bypass tray (cont.)	Special paper. (Refer to the table for applicable special papers.)	<ul style="list-style-type: none"> • Thick paper • Labels • Transparency film 	<ul style="list-style-type: none"> • If AUTO-INCH is selected in setting the paper size and type, the following paper sizes can be used with the automatic detection function: 11 x 17, 8½ x 14, 8½ x 11, 8½ x 11R, 7¼ x 10½R, 5½ x 8½R • If AUTO-AB is selected in setting the paper size and type, the following paper sizes can be used with the automatic detection function: A4, A4R, B5, B5R • Non-standard sizes smaller than A4 or 8½ x 11 	See remarks for special paper.
			Envelopes can only be fed from the multipurpose drawer. Applicable paper stock weight for envelopes is 20 to 23 lb or 75 to 90 g/m ²	<ul style="list-style-type: none"> • Applicable standard size envelopes: COM-10, Monarch, DL, C5, ISO B5 • Non-standard size 	

Tray (optional)	Tray No. (Name)		Applicable Paper Types	Applicable Paper Sizes (R - refer to page "The meaning of "R" in paper size indications" on page 11)	Paper Weight
Stand/3 x 500 sheet paper drawer	Upper	Tray 2	Same as multipurpose drawer.		
	Middle	Tray 3	Plain paper. (Refer to the plain paper table.)	<ul style="list-style-type: none"> If AUTO-INCH is selected in setting the paper size and type, the following paper sizes can be used with the automatic detection function: 11 x 17, 8½ x 14, 8½ x 11, 8½ x 11R, 7¼ x 10½R, 5½ x 8½R If AUTO-AB is selected in setting the paper size and type, the following paper sizes can be used with the automatic detection function: A3, B4, A4, A4R, B5, B5R, A5R 	• 16 to 28 lb or 60 to 105 g/m ²
	Lower	Tray 4			
Stand/MPD and 2000 sheet paper drawer	Upper	Tray 2	Same as multipurpose drawer.		
	Lower	Tray 3	Plain paper. (Refer to the plain paper table.)	• 8½ x 11, A4	• 16 to 28 lb or 60 to 105 g/m ²

Plain Paper Usage Table

	Paper in AB system	Paper in Inch system
	A5 to A3	5½ x 8½ to 11 x 17
Plain Paper	60 to 105 g/m ² or 16 to 28 lb	
Recycled, colored, pre-punched, pre-printed and letterhead papers must conform to the same conditions as above.		

Special Paper Usage Table

	Type	Remarks
Special Paper	Thick Paper	<ul style="list-style-type: none"> • For A5 to A4, 5½ x 8½ and 8½ x 11 sizes, thick paper ranging from 16 to 34 lb or 60 to 128 g/m² can be used • For sizes larger than 8½ x 11 or A4, thick paper ranging from 16 to 28 lb or 60 to 105g/m² can be used • Other thick papers • Index stock (65 lb or 176 g/m²) or can be used • Cover stock (110 lb or 200 to 205 g/m²) can be used but only for 8½ x 11 and A4 paper in portrait orientation • For 5½ x 8½ or A5 paper, orientation must be landscape
	Transparency film, labels	<ul style="list-style-type: none"> • Use media from established suppliers (Avery, 3M, etc.) which are described as being suitable for digital printers • Failing to do so may leave adhesive residue in the printer, causing paper misfeeds, smudges on prints or other problems
	Envelopes	<ul style="list-style-type: none"> • Applicable standard envelopes: COM-10, Monarch, DL, C5, ISO B5 • Envelopes can only be fed from the multi-purpose drawer • Applicable paper stock weight for envelopes is 20 to 23 lb or 75 to 90g/m²

Original and Paper Sizes

The Oki B8300 uses media of standard sizes in both English and metric systems. The standard sizes available are shown below.

English	Size inch	AB (metric) system	Size mm
TABLOID	11 x 17	A3	297 x 420
LEGAL	8½ x 14	B4	250 x 353
FOOLSCAP	8½ x 13	A4	210 x 297
LETTER	8½ X 11	B5	176 x 250
EXECUTIVE	7¼ x 10½	A5	148 x 210
INVOICE	5½ x 8½		

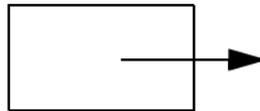
The meaning of “R” in paper size indications

Some paper sizes can be placed in the printer so that it feeds either long edge first or short edge first.

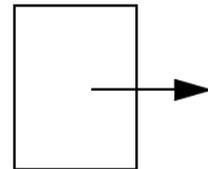
To differentiate between the two sizes in the various tables, the short edge first size indication will contain an “R”. These are indicated as 8½ x 11R, 5½ x 8½R, A4R, B5R, etc.

Sizes that can be placed only in the landscape orientation (11 x 17, 8½ x 14, 8½ x 13, A3, B4) do not contain the “R” in their size indication.

Short edge first orientation



Long edge first orientation



Setting Paper Size and Type from the Operation Panel

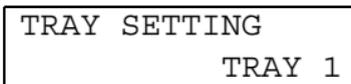
To back up at any point, press the **BACK/C** key.

1. Press **MENU** repeatedly until **CUSTOM SETTINGS** appears in the message display.
2. Press **OK**. **TRAY SETTING** appears.

A rectangular box representing a message display. The text "TRAY SETTING" is on the top line, and a downward-pointing triangle is on the bottom right corner.

3. Press **OK** again. **TRAY 1** appears in

the message display.

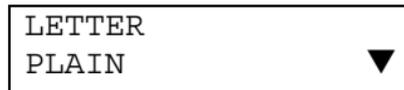
A rectangular box representing a message display. The text "TRAY SETTING" is on the top line, and "TRAY 1" is on the bottom right.

4. Press ▼ or ▲ repeatedly until the desired paper tray is indicated in the display.

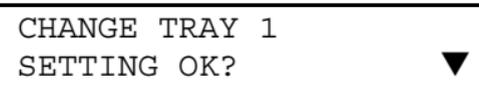
A rectangular box representing a message display. The text "TRAY SETTING" is on the top line, and "TRAY 2 ▼" is on the bottom right.

5. Press **OK**. The paper size and paper type of the tray selected appears.

- For example, if **TRAY 1** is selected, the message shown below appears.

A rectangular box representing a message display. The text "LETTER" is on the top line, "PLAIN" is on the bottom line, and a downward-pointing triangle is on the bottom right corner.

6. Press ▼ to enter **CHANGE TRAY SETTING**.

A rectangular box representing a message display. The text "CHANGE TRAY 1" is on the top line, "SETTING OK?" is on the bottom line, and a downward-pointing triangle is on the bottom right corner.

7. Press **OK** to select paper type.

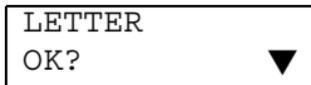
A rectangular box representing a message display. The text "PLAIN" is on the top line, "OK?" is on the bottom line, and a downward-pointing triangle is on the bottom right corner.

- Press ▼ or ▲ repeatedly until the paper type appears that is desired.

A rectangular box representing a message display. The text "LETTER HEAD" is on the top line, "OK?" is on the bottom line, and a downward-pointing triangle is on the bottom right corner.

Setting Paper Size and Type from the Operation Panel (cont.)

- Special paper such as thick paper, transparency film, labels, and postcards can be set for tray 2 and the bypass tray.
 - Envelopes can be set only for tray 2.
8. Press **OK**.
 9. Press ▼ or ▲ repeatedly until the desired paper size appears.

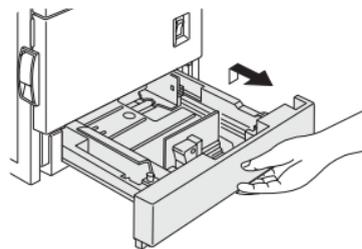


- Depending on the selected tray, a selection for **AUTO-AB** and **AUTO-INCH** may appear.
 - **AUTO-AB**: Select when you have set AB system paper.
 - **AUTO-INCH**: Select when you have set inch system paper.
 - When the paper system is changed from the inch system to the AB system or vice versa, the paper type must be designated. Select the paper type.
 - If you have set paper of non-standard size, select NON STANDARD. This size can be selected when tray 2 or the bypass tray has been selected.
10. Press **OK**.
 11. To save and exit, press **Menu**.

Loading Paper: Tray 1

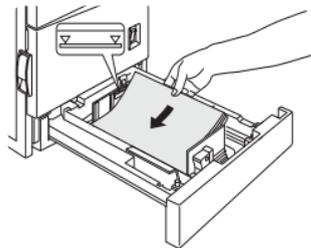
Loading paper in Tray 1

1. Gently pull out Tray 1 until it stops.
2. Load paper into the tray. Do not load paper above the maximum height line (approximately 500 sheets of 20 lb (80 g/m²) paper).



3. Gently push Tray 1 firmly all the way into the machine.

4. Set the paper type. If you change the paper type, be sure to set the correct type by referring to “Setting Paper Size and Type from the Operation Panel” on page 12. Loading paper in Tray 1 is now complete.



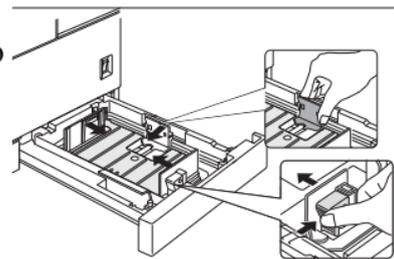
Changing the Paper Size in Tray 1

8½" x 11", A4 or B5 paper can be set.

1. Pull out Tray 1. If paper remains in the tray, remove it.
2. Adjust the guide plates A and B in the tray to the length and width of the paper by squeezing their lock levers and sliding them.

3. Load paper into the tray, ensuring the guide plates are snug against the paper.

4. Push in Tray 1 firmly, but carefully.
5. Set the paper size, referring “Setting Paper Size and Type from the Operation Panel” on page 12. If this is not done, paper misfeeds will occur.



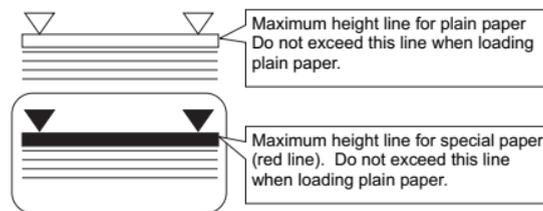
Loading Print Media: Multipurpose Drawer

Loading paper in the multi-purpose drawer

The method of loading paper into the multi-purpose drawer is the same as described for Tray 1.

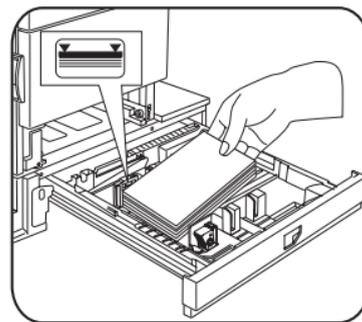
When loading envelopes, postcards or transparency film, follow the descriptions below.

- Two maximum height lines are indicated: one for plain paper and one for special paper.



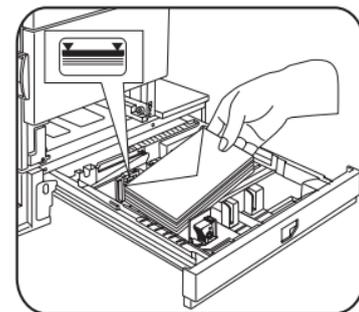
Loading Postcards

Load postcards print side up to the rear left of the tray as shown.



Loading Envelopes

Envelopes can only be printed on the address side. Be sure to place envelopes with the *address side up* and the top of the envelope to the rear of the drawer.



Fusing Unit Pressure Adjustment Levers

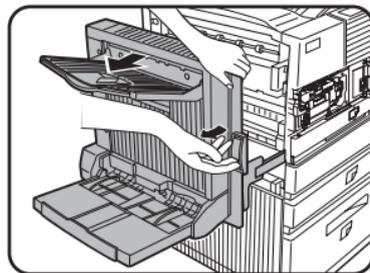
When feeding envelopes from the multipurpose drawer, damage to the envelopes or smudged printing may occur even if envelopes are within specification. The problem may be reduced by shifting the fusing unit pressure adjusting levers from the normal position to the lower pressure position.

Important!

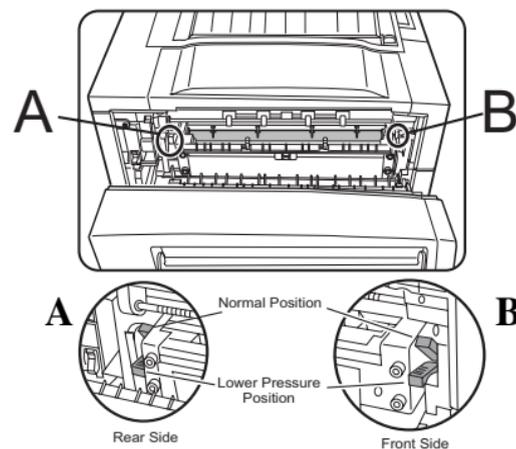
Be sure to return the lever to the normal position when finished feeding envelopes. If not, inadequate

toner adherence, paper misfeeds or other problems may occur.

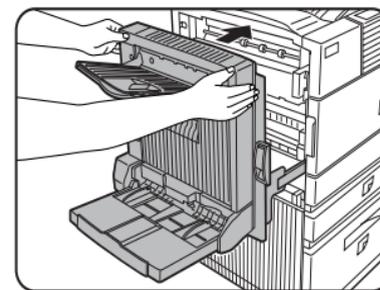
1. Unlatch the duplex module and slide it to the left. If the machine is not equipped with a duplex module, open the side cover to gain access.



2. Lower the two levers marked A and B in the illustration.



3. Gently close the duplex module. If the machine is not equipped with a duplex module, close the side cover.



Loading Print Media: Transparency Film

Loading transparency film

Be sure to load the transparency film with the white label side up. Make sure no image will be printed on the label. Printing on the label may cause smudges on prints. Transparency film must be placed in short edge first orientation.

Specifications

Name	Multi-purpose drawer
Paper size/weight	See specifications of paper trays
Paper capacity	500 sheets 20 lb (80g/m ²) of paper, 40 envelopes, 20 postcards

Name	Multi-purpose drawer
Dimensions	654 mm (W) x 567 mm (D) x 144 mm (H) 25 ³ / ₄ " (W) x 22 ²¹ / ₆₄ " (D) x 5 ⁴³ / ₆₄ " (H)
Weight	Approx. 24.3 lb (11 kg)
	Specifications are subject to change without notice.

Loading Print Media: In the stand/3 x 500 sheet paper drawer

Upper paper tray

The upper tray is the same as the multi-purpose drawer. Use the upper tray according to the instructions for the multi-purpose drawer.

Middle and lower paper trays

Up to 500 sheets of recommended plain paper can be loaded into these trays. The method of loading paper is the same as for paper tray 1 in the main unit.

If the paper size or paper type is changed in either paper tray, the tray settings must be changed in custom settings. Refer to Setting the Paper Size and Type.

Specifications

Name	Multi-purpose drawer
Paper size/weight	See specifications of paper trays
Paper capacity (ordinary paper)	500 sheets 20 lb (80g/m ²) each
Dimensions	619 mm (W) x 664 mm (D) x 404 mm (H) 243/8" (W) x 265/32" (D) x 1529/32" (H)
Weight	Approx. 70.6 lb (32 kg)
	Specifications are subject to change without notice.

Loading Print Media: In the stand/MPD and 2000 sheet paper drawer

Upper paper tray

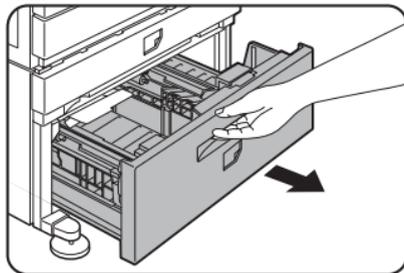
The upper paper tray is equivalent to the multipurpose drawer. The method of loading paper and the paper that can be used are the same as for the multi-purpose drawer. Refer to the description of the multi-purpose drawer.

Lower paper tray

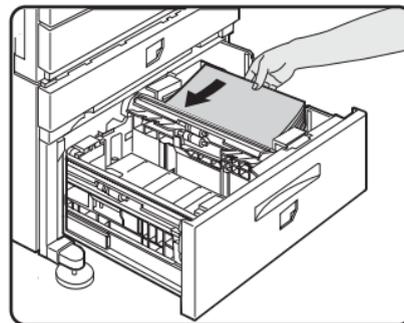
The lower paper tray holds 2,000 sheets of A4 or 8½" x 11" paper (80 g/m² or 20 lb). Use the following procedure to load paper into the large capacity tray.

If the paper size or paper type is changed in either paper tray, the tray settings must be changed in custom settings. Refer to *Setting the Paper Size and Type*.

1. Pull out the large capacity tray until it stops.



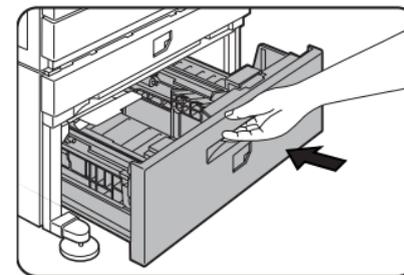
2. Load paper into the right-hand paper feed tables. This holds approximately 1,200 sheets.



3. Raise the paper guide and load paper into the left-hand paper feed table.

This holds approximately 800 sheets. After loading paper, be sure to return the paper guide.

4. Gently push the large capacity paper tray firmly all the way into the printer.



5. Set the paper type.

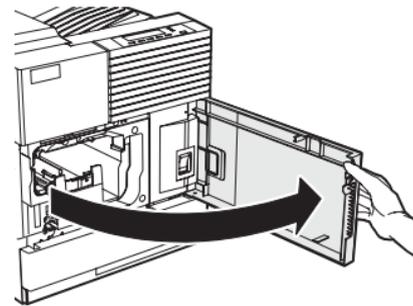
Adding Toner

When toner runs out, the message **CHANGE THE TONER CARTRIDGE** appears on the display indicating that the print cartridge must be replaced. If you press and hold down the **INFORMATION** key while printing or in standby, the quantity of toner remaining (as a percentage) displays. When the percentage appears within the range of 0-25 per cent prepare a new cartridge.

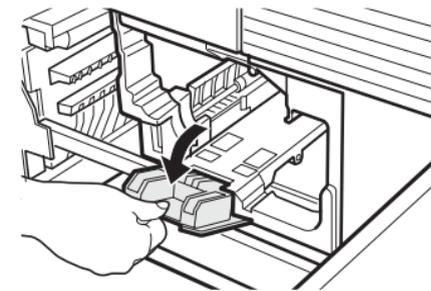
Part	OKI #
27k Printer cartridge.....	56115001

- The print cartridge contains toner and a photoconductive drum. The photoconductor on the drum can deteriorate by exposure to light for an extended period of time.
- Do not remove the cartridge from its protective package until it is ready to be installed into the machine.

1. Turn off the power and open the front cover.

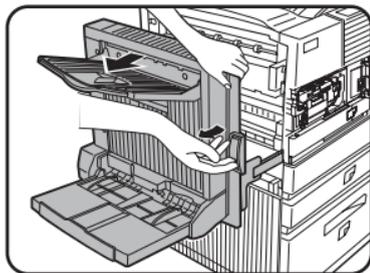


2. Lower the cartridge lock lever.

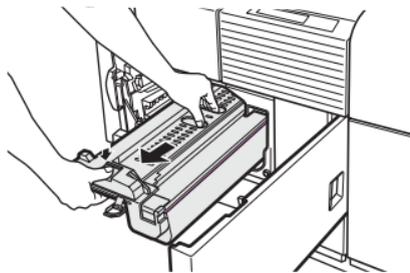


Adding Toner (cont.)

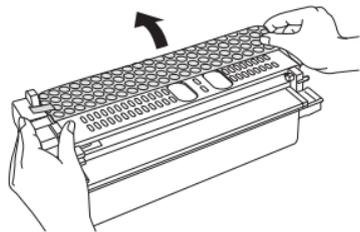
3. On the side, either unlatch the duplex module and gently pull away or open the side cover.



4. While holding the lock release button down, pull out the printer cartridge and remove it.

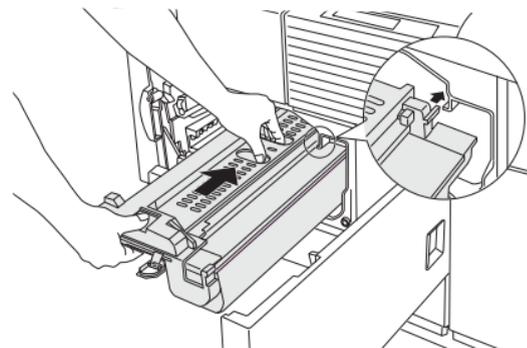


5. Remove the new printer cartridge from its bag and remove the protective material A.



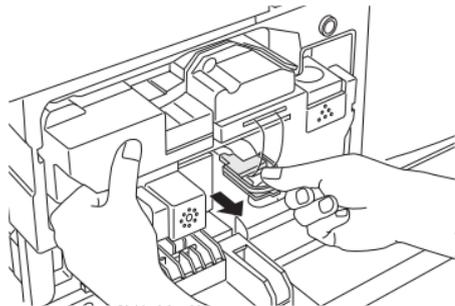
6. Shake the new cartridge horizontally five or six times.

7. Insert the new printer cartridge. Push the cartridge in until it locks securely into place.

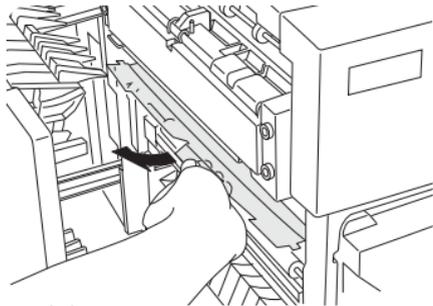


Adding Toner (cont.)

8. Gently remove the sealing tape from the cartridge.

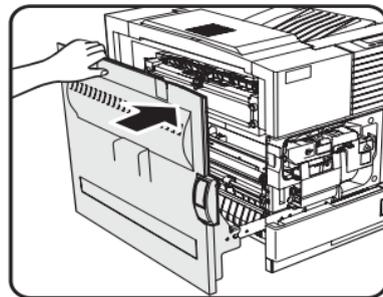


9. Remove the drum protective sheet from the printer cartridge. Do not

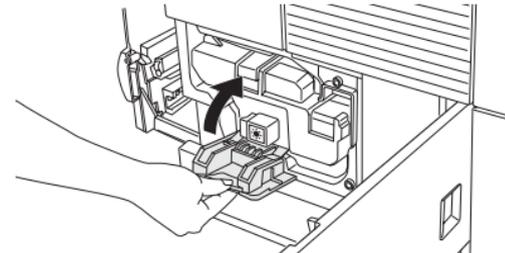


touch or damage the surface of the photo drum.

10. Close the duplex module. If the machine is not equipped with the duplex module, close the side cover.



11. Return the cartridge lock lever and close the front cover. Do not shake



the developer cartridge after the sealing tape has been removed. If the cartridge is shaken after the tape is removed, some developer will come out of the cartridge.

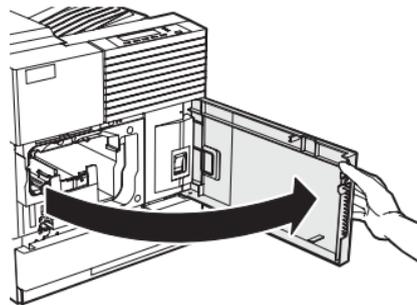
Developer Cartridge Replacement

When the cartridge needs replacing, a message will appear in the display. Follow the procedure below to replace the developer cartridge.

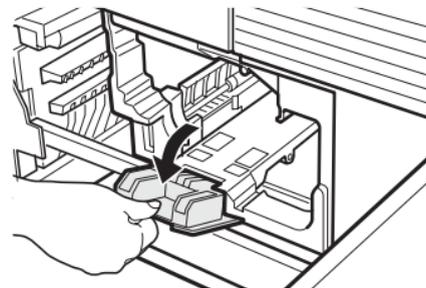
- Do not shake the developer cartridge after the sealing tape has been removed. If the cartridge is shaken after the tape is removed, some developer will come out of the cartridge.

Part	OKI #
100k Developer cartridge	57100101

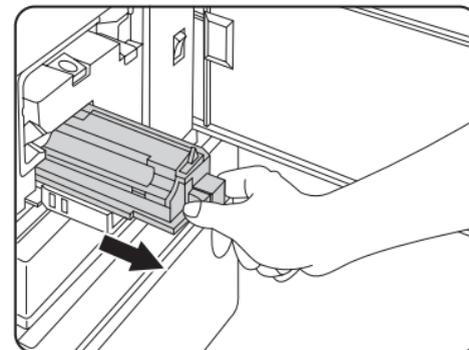
1. Turn off the power and open the front cover.



2. Lower the cartridge lock lever.

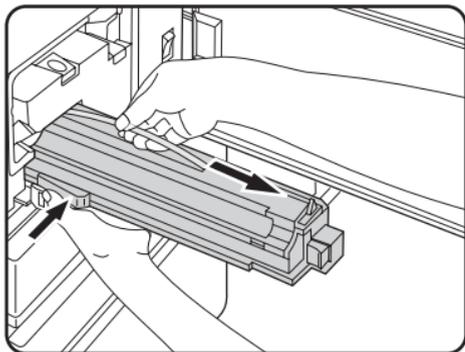


3. Remove the developer cartridge. Push the lock release button and pull out the developer cartridge until it stops.

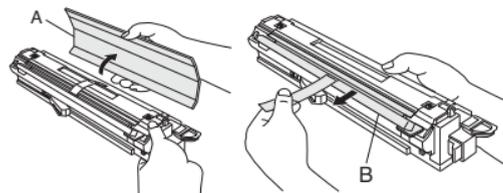


Developer Cartridge Replacement (cont.)

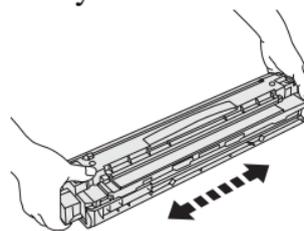
4. Push the lock button at the rear and remove the developer cartridge.



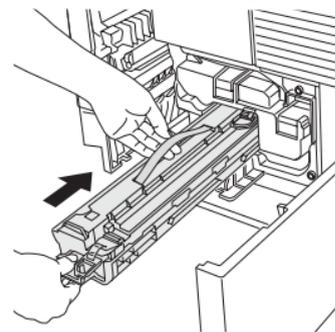
5. Remove the new developer cartridge from its bag and remove the tape and protective material A and B.



6. Shake the new developer cartridge horizontally five or six times.



7. Insert the new developer cartridge.



8. Push the cartridge in until it locks securely into place. Close the front cover. The machine will become available in about two minutes.

Cancel a Print Job

Cancel a Print Job

1. Press **BACK/C** during printing. Printing stops and a message asking for confirmation to delete the job appears.
2. Press **OK** to delete the data. To cancel deletion, press **BACK/C**. Printing will resume.

To delete print data of a reserved job (jobs stored in the printer)

Print data transmitted from computers will be stored in this printer (up to 99 jobs) and will be printed sequentially.

To delete print data of a reserved job before starting printing:

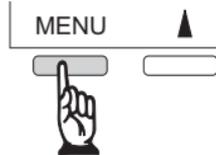
1. Press either ▼ or ▲ key to display the desired data in the message display. If you press **BACK/C** at this time, a confirmation message for deletion appears.
2. Press **OK** to delete the data. To cancel deletion, press **BACK/C** to cancel deletion. Printing will resume.

Job Control

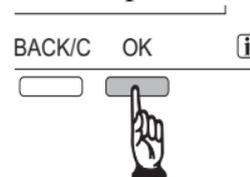
The job hold function can be used only if your printer is equipped with the hard disk drive option.

If **Print after hold**, **Print before hold** or **Proof print** operation is performed on the computer, print data will be held as a hold job.

1. Press **MENU**.
PRINTJOBS ON
HOLD will appear.

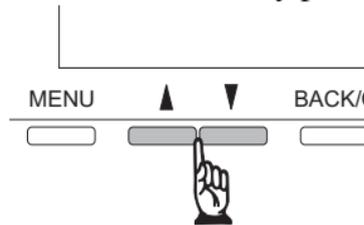


2. Press **OK**. When pressed, a user name



and a file name of the print data stored as a held job will appear.

3. Select the desired data by pressing the



▼ or ▲ key on the operator panel repeatedly until the desired print job is displayed.

4. Press **OK**.
5. Enter the first digit of the password and press **OK**. (This is needed only if

a password has been set.)

- If no password has been set, steps 5 and 6 are not needed.
- The password is entered one digit at a time starting with the first digit. The inactive digits are shown as “-”.
- When you press the **OK** key to register the first digit after entering it, using ▼ or ▲ on the operator panel, “*” will appear and “-” at the second digit will blink. If you press **BACK/C**, you can correct the entered number.

Job Control (cont.)

- Use the same procedure as step 5 to enter the password from the second digit to the fifth digit and then press **OK**.
- Select execution or cancellation of printing, or data retention after printing, and then press **OK**.
 - Deletion or retention of data after printing can be selected. Alternatively deletion of data without printing can

be selected. Press ▼ or ▲ until the desired choice appears.

PRINT AND DELETE DATA - OK? ▼
PRINT AND SAVE DATA -OK? ▼
DELETE THE DATA OK? ▼

- Data will be deleted after printing.
 - Data will be held after printing.
 - Data will be deleted without printing.
- If this item is selected, the operation is completed. Steps 8 and 9 are not needed.

- Verify that the desired number of

COPIES 10 SET

 is set. The number of copies can be changed by using ▼ or ▲ on the operator panel.
- Press **OK**. Printing will start. If printing of another job is being executed, however, your job will be registered as a print job. Printing of the job will start after preceding jobs are completed.
- Operation is now complete.

- To continue operation, repeat steps 1 to 9.

Condition Settings

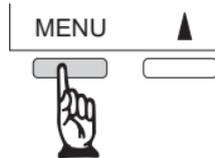
There are three options that can be set from the Operator Panel for this setting:

- **Default settings:** Basic settings used in printing.
- **PCL Symbol Set:** Establishes a PCL symbol set.
- **Print PS Errors:** Defines whether a PostScript error page is printed or not when a PostScript error has occurred.

How to Access Condition Settings

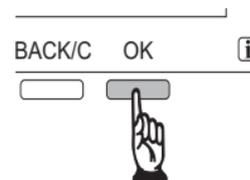
- Items that can be set from the operator panel:

1. Press **MENU** until SET OPERATIONS CONDITIONS appears. Any print jobs held in the

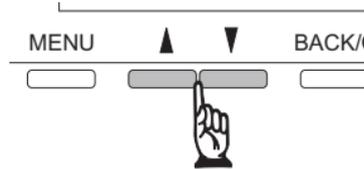


printer and any job currently transmitted to the printer will be printed with the former printer settings.

2. Press **OK**.



3. Press **▼** or **▲** until the desired setting appears.



4. Press **OK**.

5. Press **▼** or **▲** until the desired setting appears.

6. Press **OK**.

7. When setting is complete, press **MENU** until you have returned to the READY screen.

- “*” displays to the right of the selected item indicating the setting has been registered.

Default Settings

The default settings allow detailed print conditions to be set for printing without any printer driver (for example, printing from MS-DOS and printing from a computer without any printer driver installed).

While some items can be set either in the printer driver or on the operator panel, values set in the printer driver override those set on the panel. Use the printer driver to set options where possible.

These are the options that can be set from the Operator Panel for this setting:

Smoothing: SMOOTHING reduces jagged edges (jaggies).

Default Setting: ON

Copies: the number of copies to be printed.

Default Setting: 1

Orientation: allows portrait or landscape orientation to be selected for printing.

Default Setting: Portrait

Default paper size: The paper size to be used for normal printing.

Default Setting: 8 1/2 x 11 or A4

Default paper type: The paper type to be used for normal printing.

Default Setting: PLAIN

Default output tray: The output tray to be used for normal printing.

Default Setting: Depends on installation of peripheral devices.

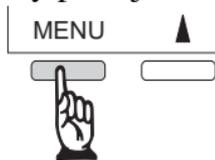
Line thickness: Determines the line density to be used for normal printing.

Default Setting: 5

Default Settings (cont.)

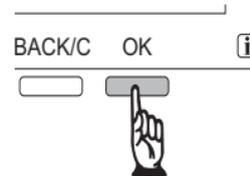
How to Access Default Settings

1. Press **MENU** until SET OPERATIONS CONDITIONS appears. Any print jobs held in the



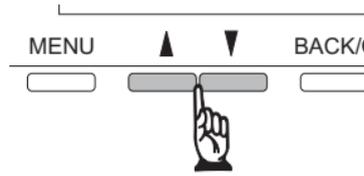
printer and any job currently transmitted to the printer will be printed with the former printer settings.

2. Press **OK**. DEFAULT SETTINGS appears.



3. Press **OK**.

4. Press **▼** or **▲** until the desired setting appears.



5. Press **OK**.
6. Press **▼** or **▲** until the desired setting appears.
7. Press **OK**.

8. When setting is complete, press **MENU** until you have returned to the READY screen.

- “*” displays to the right of the selected item indicating the setting has been registered.

Custom Settings

The items that can be set:

Tray settings: The paper type and paper size for each tray are set here.

Auto tray switching: Used to automatically switch the paper tray to another tray of the same paper size when paper runs out during continuous printing.

Print list: Used to print a list of settings that have been made, or a font list.

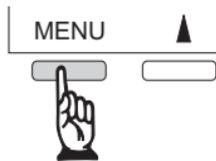
Total count: The number of printed pages and similar items are displayed.

Clock: The date and time of the built-in clock of the printer can be set.

How to Access Custom Settings

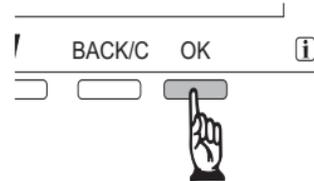
- Items that can be set from the operator panel:

1. Press **MENU** repeatedly until **CUSTOM SETTINGS** appears. Any print jobs held in the printer and any job currently transmitted to the printer will be

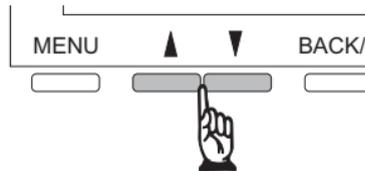


printed with the former printer settings.

2. Press **OK**.
3. Press **▼** or **▲** until the desired setting appears.



4. Press **OK**.



5. Press **▼** or **▲** until the desired setting appears.

6. Press **OK**.

7. When setting is complete, press **MENU** until you have returned to the **READY** screen.

- “*” displays to the right of the selected item indicating the setting has been registered.

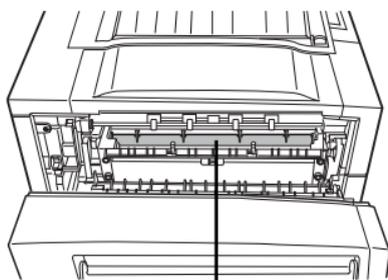
Misfeed Removal

General Information

All messages appear on the display panel of the main unit. When a misfeed has occurred, printing will stop and the message shown below will appear. Follow the procedure below to remove misfed paper.

PAPER JAM
(1)

CAUTION
The fusing unit is hot. Take care in removing paper.



Fusing unit

CAUTION

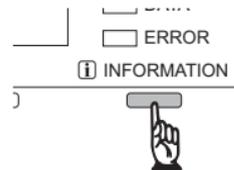
- Do not damage or touch the photoconductive drum.
- Be careful not to tear the misfed paper during removal.
- If paper is accidentally torn during removal, be sure to remove all pieces.

General misfeed removal procedure

If the **INFORMATION** key is pressed when a misfeed has occurred, messages appear giving guidance for misfeed removal. The messages appear in sequence and can be viewed by using the

▼ or ▲ keys.

1. Press **INFORMATION**.



2. Press ▼.
3. Use ▼ or ▲ on the operation panel to scroll through the guidance messages.
4. Press **INFORMATION** to close the misfeed removal guidance.

Misfeed in the Paper Area

Be sure to follow the misfeed removal sequence.

Do not pull the paper tray out first as paper may be located between the paper tray and the paper feed section. If the tray is pulled first, the misfed paper may be torn and difficult to remove.

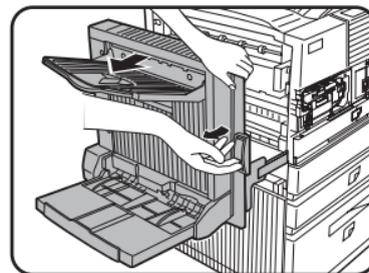
The following procedure shows the removal sequence when the machine is equipped with a duplex module. If the machine is not equipped with a duplex module or any output device, the procedure is basically the same. The left

side of the machine must be opened and cleared before the paper tray is pulled out.

Misfeed in paper tray 1

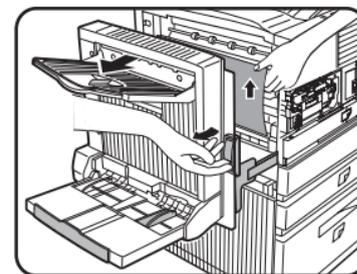
1. Unlatch the duplex module and slide it to the left. Unlatch the module and gently move the module away from the machine. If the machine is not equipped with a duplex module, open

the side cover.



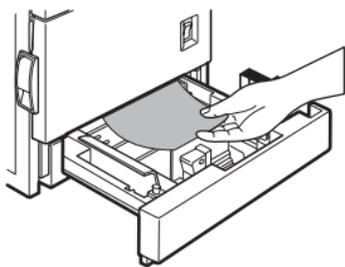
2. Remove the misfed paper. Be careful not to tear the misfed paper during removal. The paper may not be extending out very far from inside the

machine but it must be removed. If this is not possible, go to the next step.



Misfeed in the Paper Area (cont.)

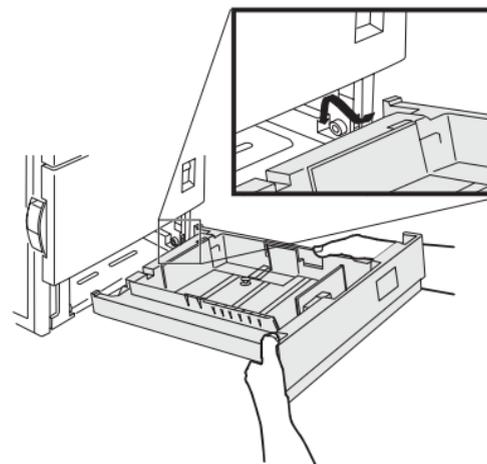
3. If misfed paper is not found in step 2, pull out paper tray 1 and remove the misfed paper carefully.



4. Gently close the paper tray. Push the paper tray back into the machine.

5. Gently close the duplex module. If the machine is not equipped with a duplex module, close the side cover. After closing, confirm that the misfeed message has been cleared and the normal display appears.
6. If paper drops beyond the rear side of the paper tray that has been pulled

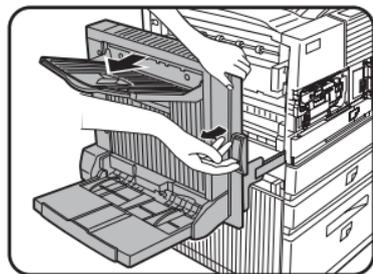
out, remove the paper tray and then remove the paper.



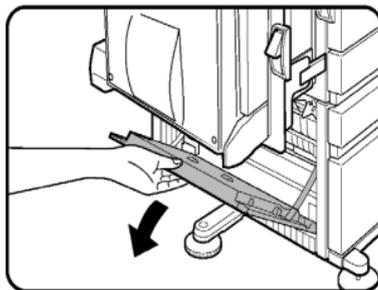
7. After pulling out the paper tray until it stops, gently lift and pull the tray to remove it. To reinstall the paper tray, insert it at an angle and then push it into the machine (seen above).
8. To remove a paper tray from a stand/paper drawer, pull the tray out until it stops then rotate it to the left to disengage it from the stand. When reinstalling it, place the left rear of the drawer into the slot and rotate the drawer to the right and into the stand.

Misfeed in multi-purpose drawer

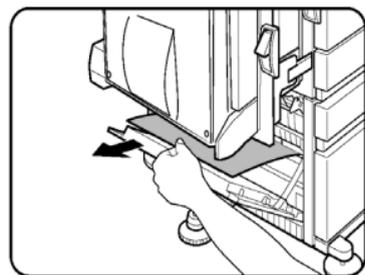
1. If available, unlatch the duplex module, slide it to the left and gently move the module away from the machine. If the machine is not equipped with a duplex module, open the side cover.



2. Open the left cover of the stand/paper drawer. Hold the knob and gently open the cover. If the machine is not equipped with a stand/ paper drawer, open the left cover of the multi-purpose drawer.



3. Remove the misfed paper. Be careful not to tear the misfed paper during removal. The paper may not be extending out very far from inside the machine but it must be removed. If this is not possible, go to the next step.

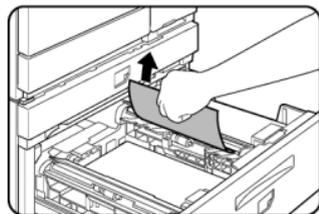
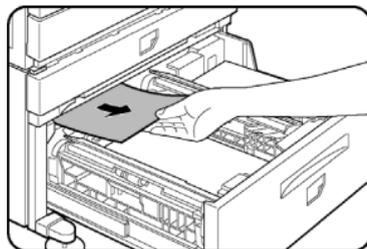


4. Close the left cover of the stand/paper drawer.
5. Gently close the duplex module. If the machine is not equipped with a duplex module, close the side cover. After closing, confirm that the misfeed message has been cleared and the normal display appears. If misfed paper is not found in step 3, refer to “Misfeed in paper tray 1” on page 33 to remove the misfed paper.

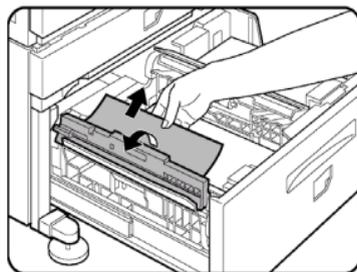
Misfeed in the stand/MPD and 2000 sheet paper drawer

For misfeed removal in the upper tray, refer to the procedure **Misfeed in the multi-purpose drawer**. For misfeed removal in the lower large capacity tray, follow the procedure below. Follow steps 1 to 4 of **Misfeed in the multi-purpose drawer** before starting here.

1. If misfed paper is not found in step 1, refer to **Misfeed in paper tray 1**. If misfed paper is not found in steps 1 and 2, pull out the large capacity tray (lower tray) and remove the misfed paper.



2. Raise the paper guide and remove the misfed paper. After removing the misfed paper, be sure to return the paper guide.



3. Gently close the large capacity tray. Push the paper tray all the way into the machine. Gently close the duplex

module. If the machine is not equipped with a duplex module, close the side cover.

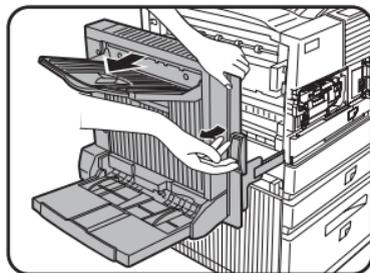
4. After closing, confirm that the misfeed message has been cleared and the normal display appears.

Misfeed in the transport area, fusing area and exit area

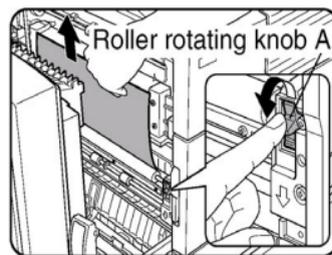
CAUTION: *The fusing unit is hot. Take care when removing paper. Do not touch the metal parts.*

1. Unlatch the duplex module and slide it to the left. Gently move the module away from the machine. If the machine is not equipped with a duplex

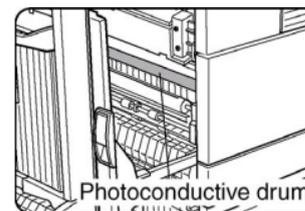
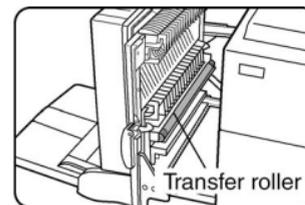
module, open the side cover.



2. Remove the misfed paper as shown. If paper is misfed in the fusing area, turn knob A in the direction of the arrow to remove the misfed paper.

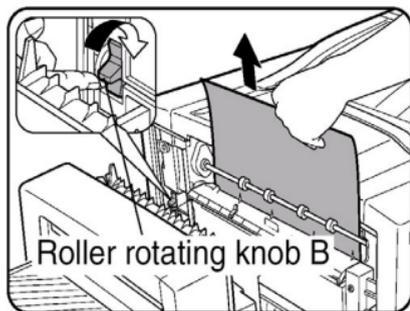


CAUTION: *Do not touch or damage the transfer roller or the photo drum.*

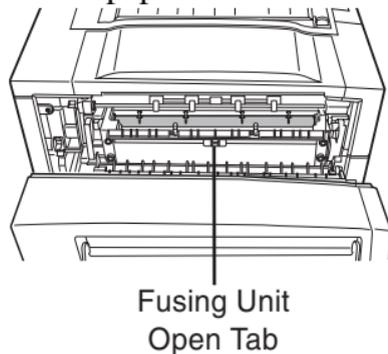


Misfeed in the transport area, fusing area and exit area (cont.)

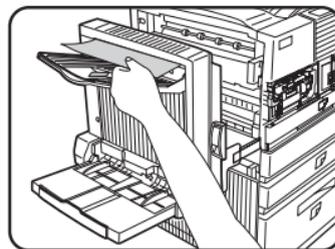
3. If paper is misfed in the transport area, turn knob B in the direction of the arrow to remove the misfed paper.



4. If the misfed paper is inside the fusing area, turn down the fusing unit open tab to open the fusing unit and remove the misfed paper.



5. If paper is misfed in the exit area, remove it, taking care not to tear the paper.
6. If the duplex module is equipped with an exit tray and paper is misfed in the exit area, remove the misfed paper as shown in the illustration.



7. Gently close the duplex module.
8. If the machine is not equipped with a duplex module, close the side cover.
9. After closing, confirm that the misfeed message has been cleared and the normal display appears.

Troubleshooting

Whenever the printer stops or operation is not possible, check the operation panel display for messages. In most cases these messages will give sufficient information to return the machine to an operating condition. In cases where this information is not enough, check the list below for more information. This section describes problems relating to the printer only. For peripheral issues, see the appropriate sections.

Problem	Check	Solution or Cause
Printer does not operate.	Printer plugged in?	Plug the printer into a grounded outlet.
	Main power switch on?	Turn on power switch.
	Message indicating need to load paper displayed?	Load paper.
	Message indicating need to replace the toner cartridge displayed? (ERROR indicator lit at the same time on the operation panel of the main unit?)	Replace the toner cartridge. (Read before installing the product.).
	Message indicating a paper misfeed displayed? ERROR indicator lit at the same time on the operation panel of the main unit?)	Remove misfed paper.

Troubleshooting (cont.)

Problem	Check	Solution or Cause
Printer is on but data is not received.	Correct interface cable properly connected between the printer and your computer?	Ensure that the correct interface cable is connected between the printer and your computer.
	Correct printer driver installed?	Install the appropriate printer driver.
	Has the printer been selected properly in the application software or, when the printer is being used as a network printer, has it been properly registered on the network?	Ensure that this printer is selected in the application software or use an appropriate utility to check that the printer is registered on the network.
Data is received but not printed.	Is paper of the specified and type loaded in the printer?	Load paper, select another paper size or cancel printing
Printer cannot be selected from computer.	Printer driver installed correctly?	Install the printer driver correctly.

Troubleshooting (cont.)

Problem	Check	Solution or Cause
The orientation of the image is incorrect on the print.	Printer driver orientation setting correct?	Correct the orientation in the printer driver.
Image loss has occurred. The image is larger than paper.	Zoom printing?	Check the zoom setting in the driver.
Black pages.	Color image data printed?	Some color on color images may be printed as all black.
Black and white areas are reversed.	Negative image printing?	Check printer driver setting
Printer prints in reverse order.	Reverse order printing selected in the application software?	Cancel the reverse order printing in the application software.
Printer stops in the middle of a print job.	Too much paper in the exit tray?	Remove paper from exit tray.
	Printer out of paper?	Load paper.

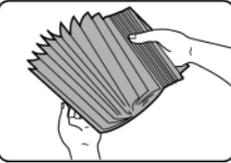
Troubleshooting (cont.)

Problem	Check	Solution or Cause
Printing is not on desired paper size.	Paper selection of driver set to AUTO ?	Ensure that the desired paper is set in a paper tray of the printer and select AUTO in the paper selection of the printer driver.
Printer resident font cannot be selected from the application.	Resident printer installed?	Install (or reinstall) the resident font information.
Printer write error occurs when using parallel port.	Timeout time set too short in the printer driver?	Set a longer time in the timeout setting in the printer driver.
Only one set has been output when more than one set has been specified.	Size of the file being printed is too large for the available memory? Check for a printed notice page.	The print file size exceeds storage capacity of this printer. Installation of a hard disk drive will enable printing of larger size files.
Two-sided printing is specified but only a notice page is printed.	Two-sided printing of a large number of pages is specified?	The print file size exceeds storage capacity of this printer. Print additional sets one at a time. Installation of a hard disk drive will enable printing of larger size files.

Troubleshooting (cont.)

Problem	Check	Solution or Cause
Printed image is too light or too dark.	Exposure control set properly?	The printer exposure level can be adjusted by using a key operator program. Contact your key operator.
Smudges on printed sheets.	Is a message indicating a need of maintenance or replacement of developer cartridge displayed (ERROR indicator on the main unit operation panel lit)?	See the Operation Manual. (Read this document before installing the product.)
Cannot select the desired paper in the printer driver or on the copier operation panel.	Has the paper size and type been set from the operation panel on the printer?	Be sure to set the paper size referring to “Setting Paper Size and Type from the Operation Panel” on page 12.
The contrast on the touch panel is too high or too low.	LCD contrast properly adjusted?	Adjust the contrast using DISPLAY CONTRAST in custom settings.

Troubleshooting (cont.)

Problem	Check	Solution or Cause
Paper misfeeds frequently.	Paper curled or damp?	Do not use curled or crimped paper. If you do not use paper for a long time, store paper in its wrapper in a dry location.
	Paper curled and misfed in the duplex module or finisher?	Paper may be curled when output depending on the paper type and quality. In some cases turning the paper over in the tray will reduce misfeeding due to curling
	Multiple sheets of paper fed simultaneously?	 <p>Remove the paper from the paper tray or the bypass tray, fan the paper as shown in the illustration, and then load it again.</p>

Troubleshooting (cont.)

Problem	Check	Solution or Cause
Printed paper is wrinkled or the image rubs off easily.	Paper size or weight out of the allowable range?	Use paper in the allowable range.
	Paper damp?	Be sure to store paper in the wrapper in a dry location and do not store paper in a location that is: humid at a high temperature or an extremely low temperature.
A notice page prints when a job is sent to the printer for retention.	Number of jobs reached the maximum of 100 jobs in retention?	No further jobs can be retained until some jobs already in retention are deleted.
Password entry is requested.	Password set in the retention function?	Password is needed when executing printing. If the password is not known, printing cannot be executed.
Priority of reserved print jobs cannot be changed.	Paper run out?	Load paper.
	Exit tray full?	Remove paper from the exit tray if it is full.

Notice Page Printing

Af Notice Page will be printed when the current print job cannot be done due to a system limitation and an explanation of the limitation is too lengthy to be shown in the message display. A Notice Page will describe the limitation and other possibilities to run the job.

A Notice Page will be printed in the following cases:

- When sufficient memory is not available to store the print data. This may happen even if the amount of data for the job is not large when the

memory becomes full with data of other jobs.

- When a print job is sent to the printer and the number of print hold jobs has reached the maximum of 100 jobs.
- When different paper sizes have been selected for printing within a print job and one or more of the sizes cannot be delivered to the selected exit tray or to the stapler compiler. In these cases printed paper will be delivered partly to the specified destination (tray or

compiler) and partly to another exit tray.

- When a function has been selected for printing but has been disabled by a key operator program. (Duplex module is disabled, stapler is disabled, punch is disabled, specified exit tray is disabled, etc.)
- An invalid account number is entered when the auditing mode has been set.

Disabling of notice page printing

Notice Page printing can be disabled using a key operator program.

Selecting/Using OKI Print Media

OKI SynFlex™*

Order # 52205901



- ▶ Waterproof and tearproof
- ▶ White, 8½" x 11" (216 x 279 mm)
- ▶ 100 sheets/box

To purchase OKI Media, contact your local OKI dealer or visit us at www.okidata.com.

OKI Bright White Proofing Paper*

Size	OKI Order #
8½ x 11"	52206101
11 x 17"	52206102

Order # **52206101**

- ▶ White, 32-lb.
- ▶ 500 sheets/box

OKI Premium Card Stock*

Weight	OKI Order #
60 lb. (Cover)	52205601
90 lb. (Index)	52205602
110 lb. (Index)	52205603

- ▶ Acid-free archival quality
- ▶ White, letter size
- ▶ 250 sheets/box

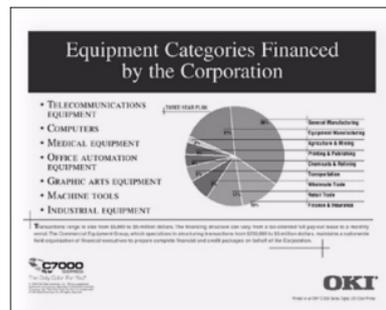
* For best print results: Temp. range = 65 to 77°F Humidity = 40 to 65%RH

Selecting/Using OKI Print Media (cont.)

OKI Premium Color Transparencies

Order # 52205701

- ▶ Letter Size
- ▶ 50 sheets/box



OKI Premium Envelopes

Order #s

52206301 (Box 100)
52206302 (Box 500)

- ▶ COM-10 (#10)
- ▶ White wove
- ▶ Security tinted
- ▶ Redi-Strip seal



Service and Support

First ...

Consult the store where you purchased your printer.

Additional OKI Resources

► Available 24/7 (24 Hours a Day, 7Days a Week)

- Visit our multilingual web site www.okidata.com
- Visit <http://my.okidata.com>
- Call 1-800-654-3282.

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