

B6200/B6300

USER'S GUIDE



OKI

PREFACE

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

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

For latest information please see these web sites:

Oki Europe: <http://www.okieurope.com>

Oki Americas Inc.: <http://www.okidata.com>

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



This product complies with the requirements of the Council Directives 89/336/EEC (EMC) and 73/23/EEC (LVD) as amended where applicable on the approximation of the laws of the member states relating to electromagnetic compatibility and low voltage.

FCC STATEMENT

Federal Communications Commission Radio Frequency Interference Statement for 120-Volt Models.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- ❖ Reorient or relocate the receiving antenna.
- ❖ Increase the separation between the equipment and the receiver.
- ❖ Plug the unit into an outlet on a circuit different from that to which the receiver is connected.
- ❖ Consult the dealer or an experienced radio television technician for help.

It is the responsibility of the user to obtain the required shielded cable in order to ensure compliance of this equipment with FCC regulations.

Changes or modifications not expressly approved by Oki Data may void your authority to operate this equipment.

Industry Canada (IC) Radio Interference Statements For 120-Volt Models

This Oki Data apparatus complies with the Class B limits for radio interference as specified in the IC Radio Interference Regulations.

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INTRODUCTION

WELCOME

Thank you for choosing an Oki B6200/B6300 Series printer. This is a guide to help you set up, install and operate your printer. To understand its features fully and to use the printer correctly and effectively, please read this guide before using the printer.

This guide is applicable to the B6200/B6300 Series printers in general although illustrations used are based on the B6300.

This guide is written with the assumption that you are familiar with the basic knowledge and way of operating your computer environment and, if required, network environment.

This User's Guide, along with other important user documents including the Reference Guide, are contained on the CD-ROM supplied with your printer.

FEATURES OVERVIEW

A brief overview of the main features of your printer is given here:

- ...✦ Multiple up printing
- ...✦ 2-sided printing
- ...✦ Watermark printing
- ...✦ Poster printing
- ...✦ Booklet printing
- ...✦ Transparency separation
- ...✦ Favourites
- ...✦ Special media printing
- ...✦ Secure printing (requires the Hard Disk option to be fitted)
- ...✦ Proof printing (requires the Hard Disk option to be fitted)
- ...✦ Delayed printing (requires the Hard Disk option to be fitted)
- ...✦ Receiving restriction

ABOUT THIS GUIDE

CONVENTIONS

Throughout this guide, the four sides of the printer are referred to as front, rear, right and left. Standing at the front of the printer you can view the control panel and the rear of the printer is opposite the front. The right and left sides of the printer are defined as the sides to the right and left, respectively, of a person who is facing the front of the printer.

The following conventions are used throughout this guide to emphasise certain procedures or information:

NOTE

A note provides additional information to supplement the main text which may help you to use and understand the product.

CAUTION!

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

WARNING!

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

[]: Indicates items displayed on the computer and the printer control panel. Also indicates the title of printed reports/lists from the printer.

< >: Indicates items such as hard buttons and indicators on the keyboard and printer.

A4: Any reference to metric A4 paper size should be read as Letter paper size for the American market.

INSTALLATION AND RELOCATION PROCEDURE

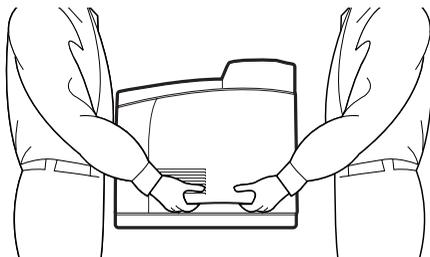
The following sections guide you through the process of installing and setting up your printer right through to making a test print from an application. Complete the entire installation procedure to ensure a proper installation.

SAFETY PRECAUTIONS

This printer is available in either of the following power specifications: 110V and 220 – 240V. The specifications that apply to your printer depend on your configuration. To prevent fire or shock hazards, connect the power plug only to a properly rated power outlet.

HANDLING THE PRINTER

- ❖ The printer is very heavy and should always be lifted by two people. The printer with consumables weighs 20.4kg (45lb) (B6200) or 22.6kg (50lb) (B6300). Never attempt to lift the printer alone.
- ❖ To lift the printer, have two individuals facing each other from the front and rear of the printer grasp the recessed areas on each side of the printer. Do not lift the printer by grasping any area other than these recessed areas.



- ❖ When lifting the printer, maintain proper lifting posture to prevent injuries.
- ❖ Other safety information is contained in the Installation Safety or Warranty and Regulatory Information booklet supplied with this product and should be read prior to setting up the printer.

CHECKING THE PACKAGE CONTENTS

Check that all items listed below are included in the printer packaging. If any items are missing or damaged, contact your dealer.

NOTE

Retain the packaging material and box for future use if there is a possibility that the printer will be moved over long distances.

- Printer
- Drum-toner cartridge (for approximately 6,000 A4 pages at 5% coverage, i.e. 5% of the addressable print area is printed)
- 250-sheet Paper Tray
- Face Up (Rear) Tray (B6300 only)
- Power cord(s)
- Unpacking instructions and Quick Setup Guide
- Safety and Warranty Booklet
- CD-ROM

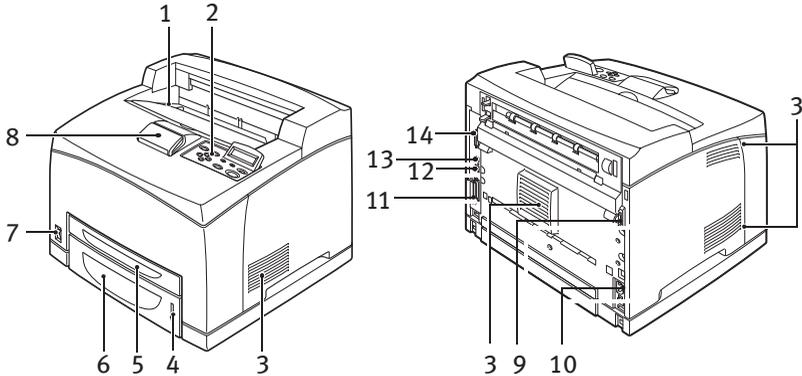
The CD-ROM contains printer drivers, software and documentation designed to help you fully utilise your new printer. Oki has provided an interface, under MS Windows, to assist you in selecting the appropriate document or application.

NOTE

When the duplex unit is provided with your printer as a standard configuration, refer to [“Installing the optional accessories” on page 15](#) to install the unit.

LOCATING PARTS OF THE PRINTER

The main parts of the printer and a brief description of their functions are shown below:



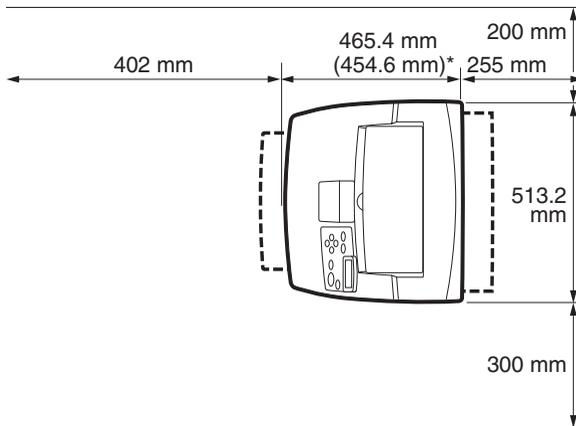
No.	Name	Description
1	Centre output tray	Print jobs are output here with printed side facing down.
2	Control panel	Consists of the control buttons, indicators and display. For control panel details, refer to “The Control Panel and Menu system” on page 43.
3	Ventilation slots	Provide ventilation for the interior of the printer.
4	Paper level indicator	Indicates the level of the remaining paper in the 550-sheet paper tray.
5	Tray 1	Holds 150 sheets of paper.
6	Tray 2	Holds 250 sheets (B6200) or 550 sheets (B6300) of paper.
7	Power switch	Switches the printer power on and off.
8	Extension output tray	Pull this tray out when printing on paper larger than A4.
9	Duplex unit connector	For connecting the duplex unit (option).
10	Power cord connector	For connecting the power cord.
11	Parallel connector	For connecting a parallel cable.
12	Network connector	For connecting the network cable when using the printer as a network printer. (The Network Software Kit option needs to have been installed to enable networking capability.)
13	USB connector	For connecting a USB cable.
14	Serial connector	For connecting a serial cable.

PREPARING A LOCATION FOR THE PRINTER

Place the machine on a level and sturdy surface that can withstand the machine weight – 20.4 kg (45lb) (B6200) or 22.6 kg (50lb) (B6300). If tilted, the machine may fall over and cause injuries.

SPACE REQUIREMENTS

The printer has ventilation holes on the side and rear panels. Ensure that the printer is installed with a minimum clearance of 255mm (10in) from the rear vent to any wall, 200mm (8in) from the left vent to any wall, and 300mm (12in) from the right vent to any wall. A poorly ventilated machine can cause excessive internal heat and fire. The following diagram shows the minimum clearances required for normal operation, consumables replacement, and maintenance to ensure your machine operates at peak performance.



* B6200

ENVIRONMENT

Ensure that the installation location meets the following conditions:

- ❖ Do not place the printer in a hot, humid, dusty or poorly ventilated environment. Prolonged exposure to such adverse conditions can result in fire or electric shock.

- ...❖ Temperature range 10 – 32 °C, humidity range 15 – 85% (no condensation). Humidity should be 70% or below at 32 °C, and temperature should be 28 °C or below at 85% humidity.

NOTE

Sudden temperature fluctuations can affect print quality. Rapid heating of a cold room or moving the printer from a location with low humidity/temperature to high humidity/temperature can cause condensation inside the printer, directly interfering with image transfer. When condensation occurs, leave the printer for at least 1 hour to acclimatise to the environment before using it.

- ...❖ Do not expose the printer to direct sunlight.
- ...❖ Do not expose the printer to the direct draught of air-conditioning or heating.

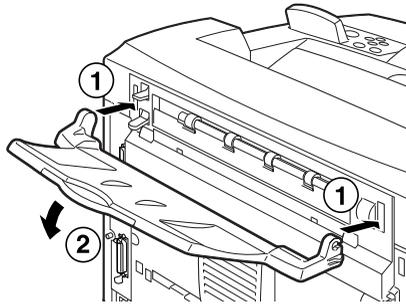
INSTALLING THE FACE UP (REAR) TRAY

You can install the face up (rear) tray on this printer if required.

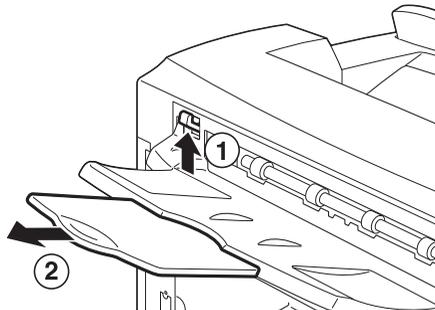
NOTE

A face up (rear) tray can be installed on the B6300 only.

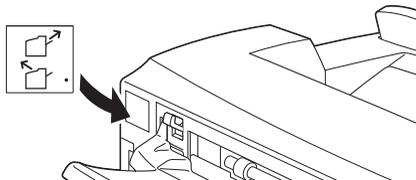
1. Insert the right and left tabs of the face up (rear) tray into the holes at the back of the printer (1), and lower the tray into position (2).



2. Push up the rear output tray lever as shown in the diagram (1) and pull out the extension tray (2).



3. Affix the label provided to the back of the printer.



INSTALLING THE OPTIONAL ACCESSORIES

If you have purchased any optional accessories, install them before setting the drum-toner cartridge and before loading paper. If there are no optional accessories to install, proceed to the next section, [“Installing the Drum-Toner Cartridge” on page 35](#).

WARNING!

Never open or remove machine covers that are secured with screws unless specifically instructed in this guide. A high voltage component can cause electric shock.

Do not try to alter the machine configuration, or modify any parts. An unauthorized modification can cause smoke or fire.

CAUTION!

Ensure the printer is switched off before connecting any interface cables or options. Connecting cables or options to a live machine may result in an electric shock.

NOTE

To add more optional accessories when the printer is in use, you need to change the configuration of optional accessories in the printer driver. For details, refer to the Online Help for the printer driver.

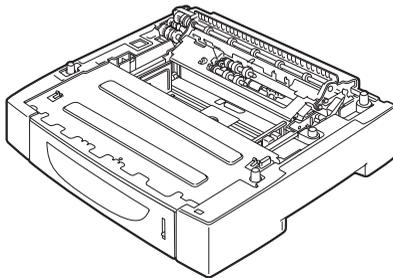
INSTALLING A UNIVERSAL TRAY

You can install up to two levels of universal tray (550-sheet) option to this printer.

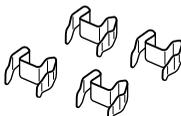
This section explains how to install two trays as an example.

1. Ensure that you have all of the following items:

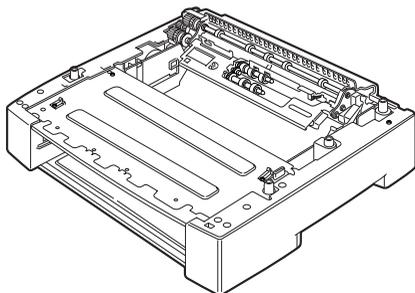
❖ Tray module and paper tray



❖ Fasteners (four pieces)



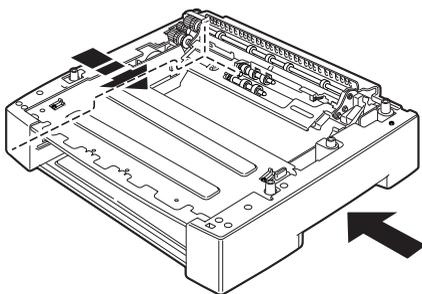
2. Place the tray module to be installed at the bottom level on a flat surface, then pull out the paper tray.



NOTE

Proceed to step 6 if you are installing only one tray module.

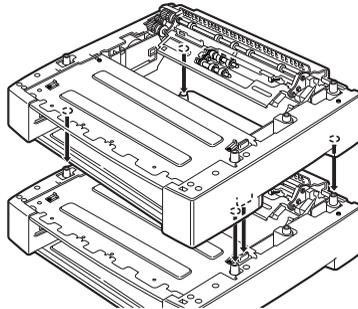
3. Lift the tray module to be installed at the top level by holding the parts as shown in the diagram.



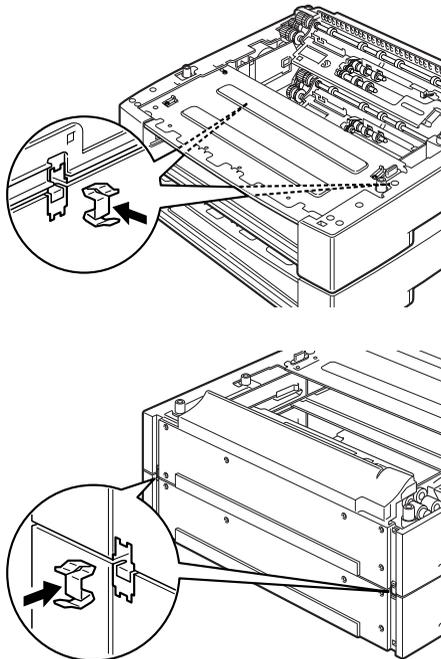
4. Align the front and back corners of the top and bottom tray modules, and slowly lower the top module so that the guide pins at the four corners of the bottom module fit into the holes at the base plate of the top module.

CAUTION!

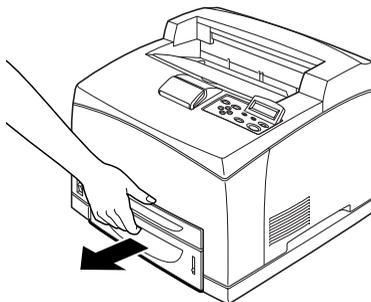
The tray module must be lowered gently. Otherwise, the interior parts may be damaged.



5. Insert the fasteners provided into the two locations inside the tray module and the two locations at the back of the tray module. Insert the fasteners securely.



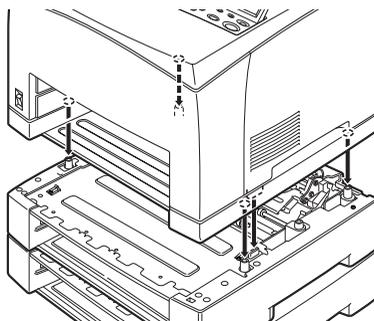
6. Pull the paper tray out of the printer.



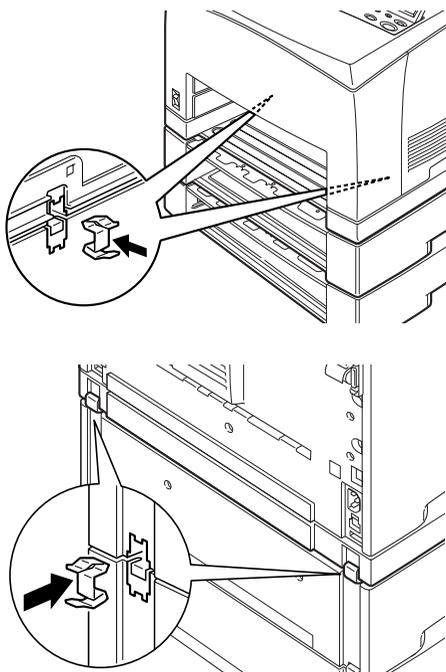
7. Lift up the printer by holding the recessed areas.
8. Align the corners of the printer and the tray modules, and lower the printer gently so that the guide pins at the four corners of the tray modules fit into the holes at the base plate of the printer.

CAUTION!

The printer must be lowered gently. Otherwise, interior parts of the tray modules may be damaged.



9. Insert the fasteners provided into the two locations inside and the two locations at the back of the printer. Insert the fasteners securely.



10. Push the tray completely into the printer.

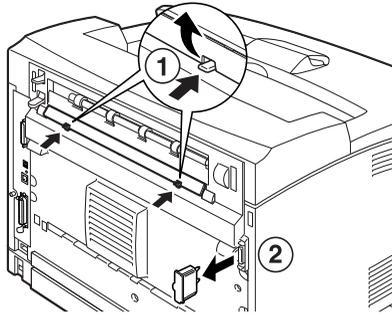
NOTE

For details on how to load paper, refer to [“Loading paper” on page 40.](#)

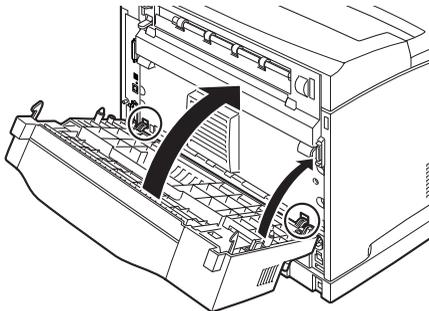
INSTALLING THE DUPLEX UNIT

You can install a duplex unit option on this printer. If a face up tray has been fitted, remove it by reversing the steps in [“Installing the Face Up \(Rear\) Tray” on page 14](#) before installing the duplex unit and refit it when the duplex unit has been installed.

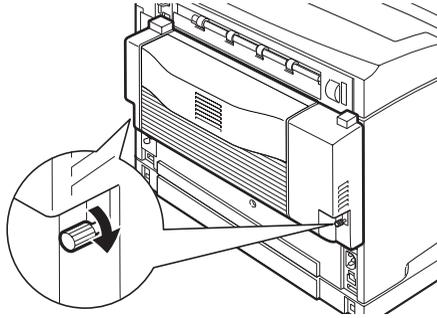
1. Remove the duplex unit cover by pushing the two tabs as shown in the diagram (1).
Next, remove the connector cap at the top right of the back of the printer (2).



2. Insert the right and left tabs at the bottom of the duplex unit into the holes at the back of the printer, and then align the top part of the duplex unit with the printer.
Ensure that the connector of the duplex unit is connected to the connector of the printer.



3. Tighten the screws at both ends of the bottom of the duplex unit.



INSTALLING THE OFFSET CATCH TRAY

You can install an offset catch tray option on this printer.

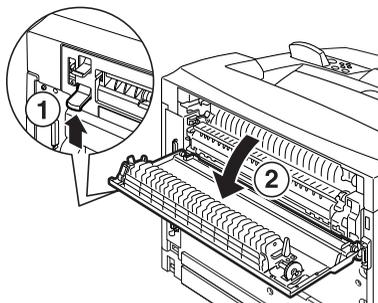
NOTE

An offset catch tray can be installed on the B6300 only.

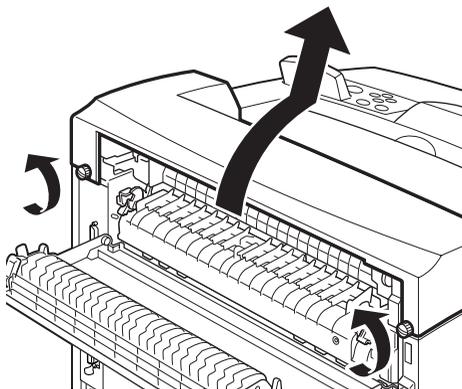
1. Lift the second lever on the top left corner at the back of the printer (1), and open the cover (2).

NOTE

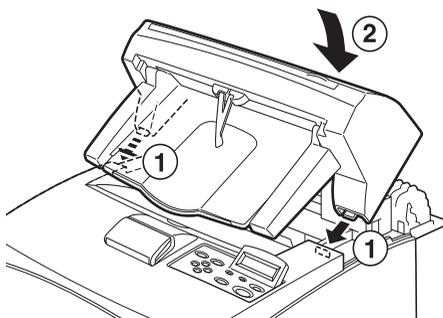
When the duplex unit is installed, lift the lever on top of the left side cover of the unit and open the unit, then open the cover as shown in the diagram.



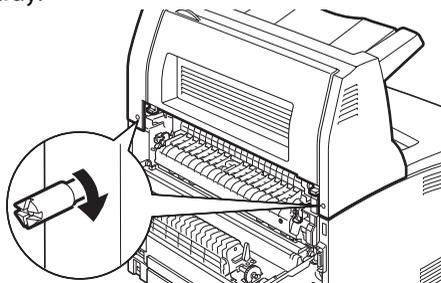
2. Loosen the right and left thumbscrews as shown in the diagram to uninstall the top cover of the paper exit.



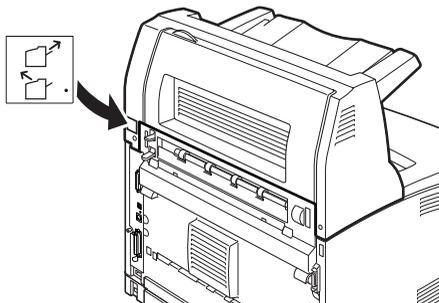
3. Insert the right and left tabs of the offset catch tray into the holes at the top of the printer (1) and lower it slowly onto the top of the printer (2).



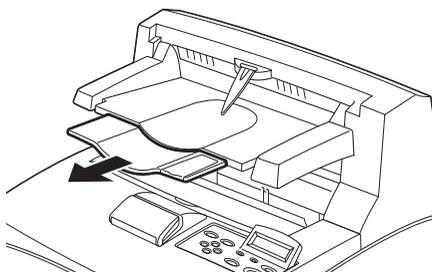
4. Secure the screws at both ends of the bottom of the offset catch tray.



5. Close the cover.
6. If you install the face up (rear) tray on the printer, affix the label provided to the back of the offset catch tray.



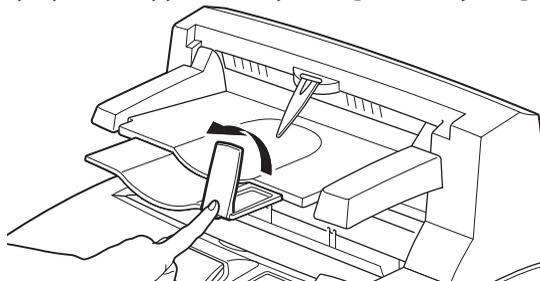
7. Pull out the extension tray.



CAUTION!

Printing while the tray is folded up may cause a paper jam. Be sure to open the tray when using the printer.

8. Flip up the stopper when printing on heavy weight papers.

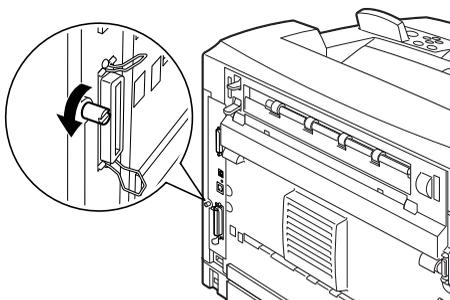


INSTALLING A NETWORK SOFTWARE KIT, HARD DISK, COMPACT FLASH DISK, OR ADDITIONAL MEMORY

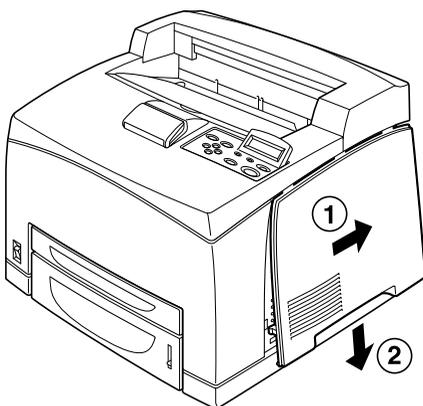
To install a Network Software Kit, Hard Disk, Compact Flash Disk or Additional Memory, the same steps are required at the beginning, to prepare the printer, and at the end, to close the printer, of each installation. These steps are described here.

Preparing the printer

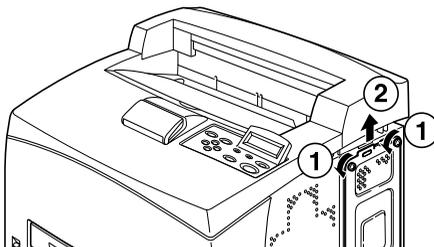
1. Remove the screw on the right detachable cover.



2. Slide the cover towards the back of the printer (1) to release the protrusions at the bottom and pull it downwards (2).

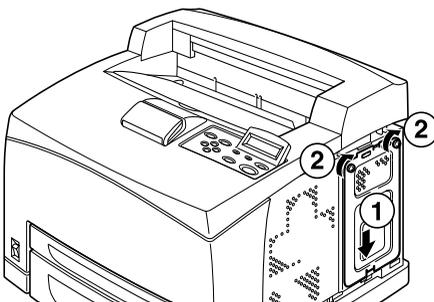


3. Remove the two screws on top of the metal cover (1), and pull the metal cover upwards (2).

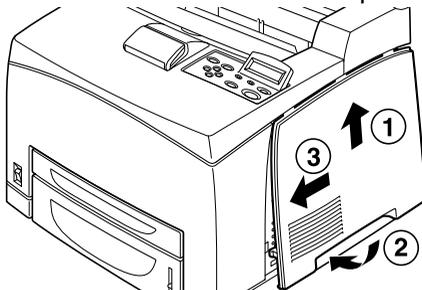


Closing the printer

1. Align and insert the protrusion at the bottom of the metal cover into the notch of the printer (1), and tighten the two screws on the top of the cover (2).



2. Align and insert the protrusions at the top of the right detachable cover into the notches of the printer (1). Fit the protrusions at the bottom of the cover into the printer (2) and slide the cover towards the front of the printer (3).



3. Tighten the screw on the right detachable cover.

INSTALLING A NETWORK SOFTWARE KIT

You can install a network software kit option on this printer. Installing this option may initialise the settings of [Network/Port] and [Allocate Memory].

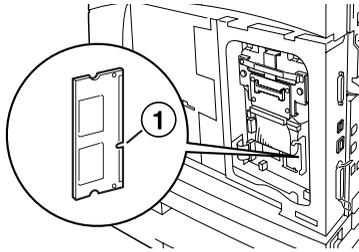
CAUTION!

Never touch the connectors of the network software kit.

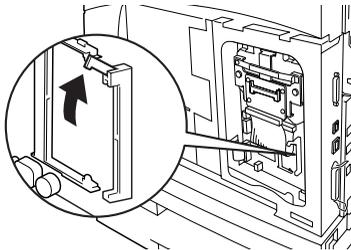
Never allow the network software kit to be bent or damaged.

Before handling the network software kit, touch something metal in order to discharge any electrostatic charge built up in your body.

1. Refer to [“Preparing the printer” on page 26](#).
2. Hold the network software kit so its notch (1) is aligned with the protrusion on the slot.



3. Release the hook on the top of the slot.

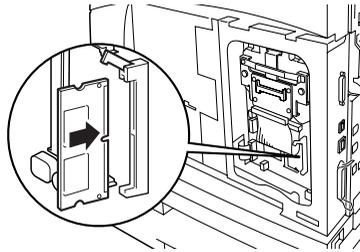


4. Gently insert the network software kit into the slot, and press firmly at the top corner of the card then at the bottom corner.

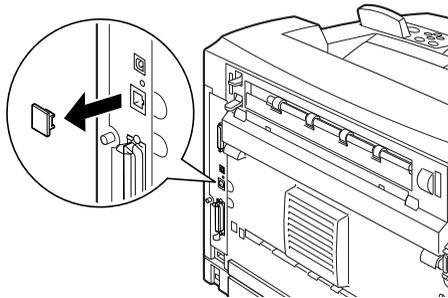
Inserting the network software kit fully and securely into the slot will cause the hook on the top of the slot to rise.

NOTE

Be sure to insert the network software kit securely into the slot as far as it will go.



5. Remove the cap from the network connector.



6. Refer to [“Closing the printer” on page 27](#).

INSTALLING A HARD DISK

You can install a hard disk option on this printer.

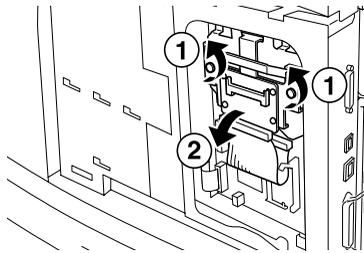
NOTE

- › When the Compact Flash disk (option) is installed on your printer, you cannot install the hard disk. You can install only one of them.
- › Installing this option may initialise the settings of [Network/Port] and Allocate Memory].

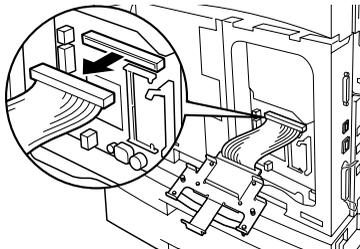
CAUTION!

The hard disk is a delicate item and must be handled with care. In the event that damage does occur, it may erase important data saved on the disk. It is recommended that you back up your data regularly.

1. Refer to [“Preparing the printer” on page 26](#).
2. Remove the screws on the right and left sides of the Compact Flash disk drive (1) and remove the Compact Flash disk drive as shown in the diagram (2).



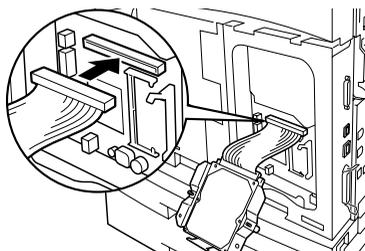
3. Remove the cable of the Compact Flash disk drive from the connector on the printer.



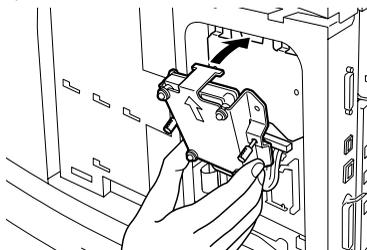
4. Connect the cable of the hard disk to the connector on the printer as shown in the diagram.

CAUTION!

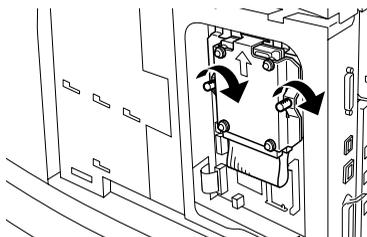
When connecting the cable, hold the disk firmly by hand to prevent it from dropping.



5. Hold the hard disk as shown in the diagram, and install it in the printer. Align the arrow on the hard disk with the arrow on the printer, and insert the bracket at the top of the disk into the install position.



6. Tighten the screws on both sides of the hard disk.



7. Refer to [“Closing the printer”](#) on page 27.

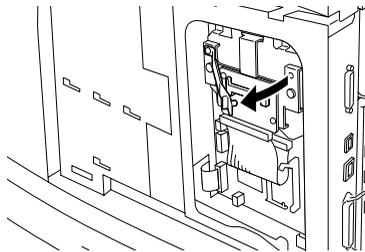
INSTALLING A COMPACT FLASH DISK

You can install a Compact Flash disk option (only available in certain regions) to this printer.

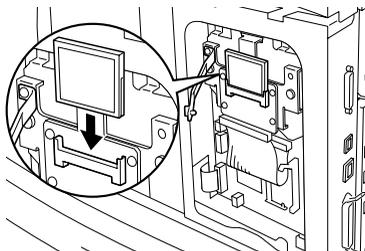
NOTE

- › When the hard disk (option) is installed on your printer, you cannot install the Compact Flash disk. You can install only one of them.
- › Installing a Compact Flash disk erases any data that resides in the Compact Flash disk.
- › Installing this option may initialise all the printer settings for allocating memory.

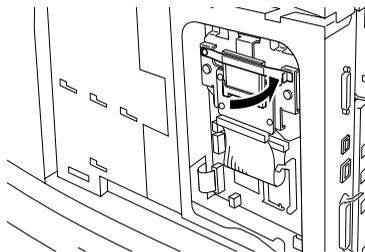
1. Refer to [“Preparing the printer”](#) on page 26.
2. Open the fastener on the Compact Flash disk drive.



3. Locate the Compact Flash disk as shown in the diagram.



4. Close the fastener.



5. Refer to [“Closing the printer” on page 27](#).

INSTALLING ADDITIONAL MEMORY

The additional memory module for this printer is 512MB.

CAUTION!

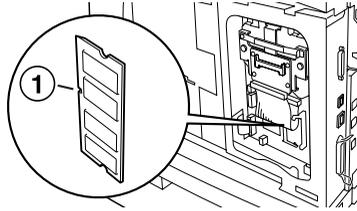
Do not touch the terminal area of the additional memory.

Do not bend or damage the additional memory.

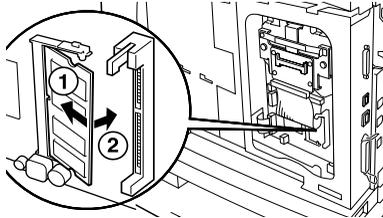
Be sure to place the additional memory in contact with a metal surface to eliminate static shock before touching it with your bare hands.

To add more memory when the printer is in use, you need to configure the memory capacity in the printer driver. For details, refer to the Online Help for the printer driver.

1. Refer to [“Preparing the printer” on page 26.](#)
2. Hold the additional memory so that the notch (1) is aligned with the protrusion on the slot.



3. Insert the additional memory at an angle (1) and push it into the printer until it clicks into position (2).

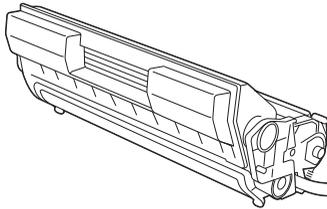


NOTE

Ensure that the additional memory is firmly inserted.

4. Refer to [“Closing the printer” on page 27.](#)

INSTALLING THE DRUM-TONER CARTRIDGE



NOTE

Your printer is supplied with a drum-toner cartridge with capacity 6,000 A4 pages at 5% coverage. Replacement drum-toner cartridges are available with capacity 10,000 pages (B6200/B6300) or 17,000 pages (B6300 only).

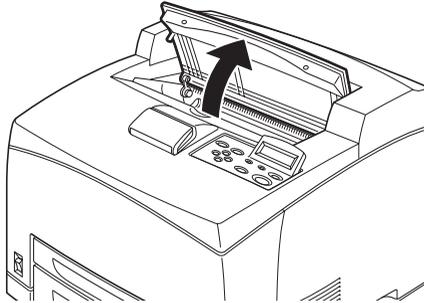
When handling the drum-toner cartridge, take note of the following points:

WARNING!

Never throw a drum-toner cartridge into an open flame as it can cause an explosion.

- ❖ Do not subject the drum-toner cartridge to direct sunlight or strong light.
- ❖ When installing the drum-toner cartridge, select a location not subject to strong light and try to finish the installation within 5 minutes.
- ❖ Do not touch the surface of the photosensitive drum. Do not let the drum-toner cartridge stand upside down or place it upside down as this may damage the drum.
- ❖ A drum shutter protects the photosensitive drum from light. Do not open the drum shutter.
- ❖ Although the toner is not harmful to the body, wash it off immediately if your hands or clothes are in contact with it.

- ❖ It is recommended to use up the drum-toner cartridge within one year of removing it from its packaging.
 - ❖ Keep the drum-toner cartridge out of the reach of children.
1. Open the cover.



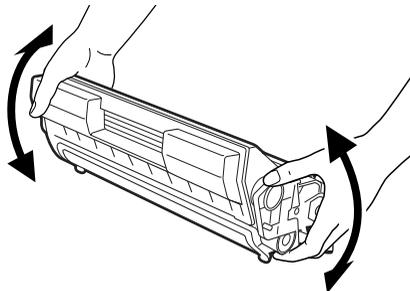
NOTE

When the optional offset catch tray is installed, fold the tray first before opening the cover.

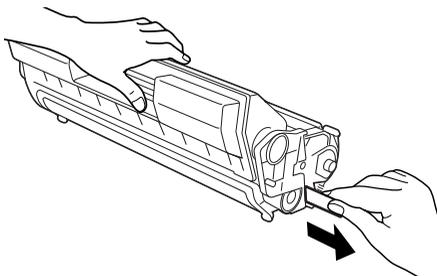
WARNING!

Do not touch any parts inside the printer.

2. Take the drum-toner cartridge out of the packaging box and shake it seven or eight times as shown in the diagram.



3. Place the drum-toner cartridge on a flat surface and pull out the seal horizontally.

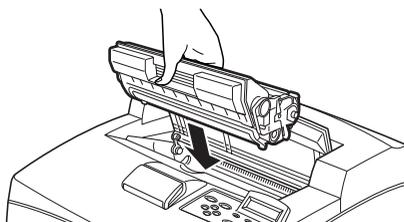


CAUTION!

When pulling out the seal, pull it out horizontally. The tape might break if it is pulled out diagonally.

After the seal has been pulled out, do not shake or bump the drum-toner cartridge.

4. Hold the drum-toner cartridge by the grip and insert it into the slot inside the printer.



CAUTION!

Do not touch any parts inside the printer.

Ensure that the drum-toner cartridge is firmly located.

5. Close the cover securely.

NOTE

If the offset catch tray is folded as in Step 1, close the cover and then return the tray to its original position.

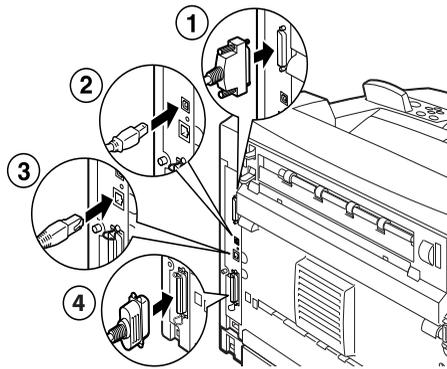
CONNECTING AN INTERFACE CABLE

Connect the interface cable to be used to the printer.

NOTE

Connect a USB cable only after the printer driver has been installed on the computer.

1. Connect the interface cable to the interface connector at the back of the printer: serial (1), USB (2), network (3), parallel (4). For a parallel cable, lift up the wire clip on both sides to secure it after it has been inserted into the connector.

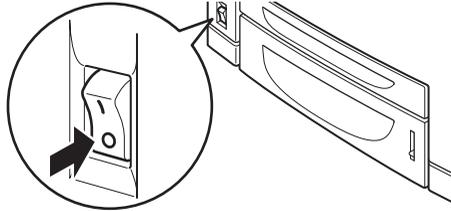


2. For Parallel, USB, or Serial cables, connect the other end of the cable to the interface connector of the computer.

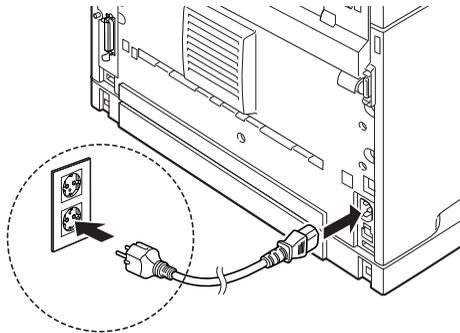
CONNECTING THE POWER CORD

When connecting the power cord, take heed of the information given in [“Safety precautions” on page 9](#).

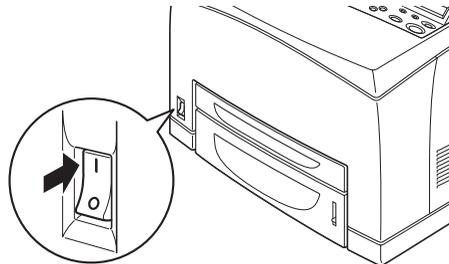
1. Ensure that the printer power switch is in the <○> position.



2. Connect the power cord to the power cord connector at the back of the printer. Connect the other end of the power cord to the power outlet.



3. Press the power switch of the printer to the <|> position. The power will be applied and the control panel will display that the printer is ready to print.



NOTE

- › Depending on the network environment used, it may take some minutes before the printer is ready for printing.
- › If the message that the printer is ready to print but is unable to retrieve an IP Address is displayed, continue operating as normal.

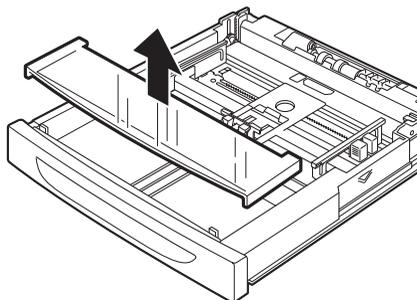
LOADING PAPER

This section explains how to load A4 size plain paper in portrait orientation in the paper tray.

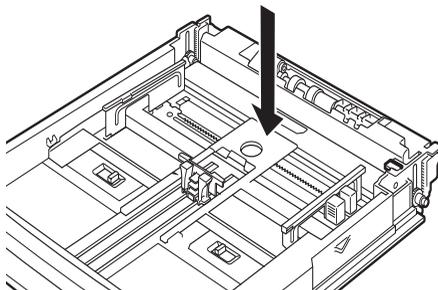
Portrait
orientation



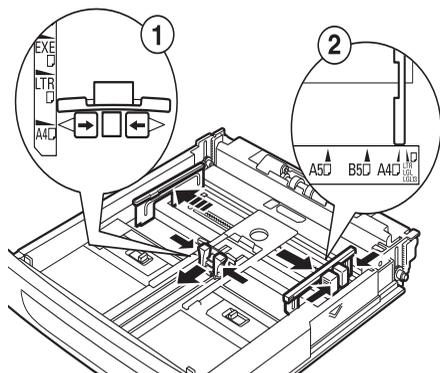
1. Place the paper tray on a flat surface and remove the lid.



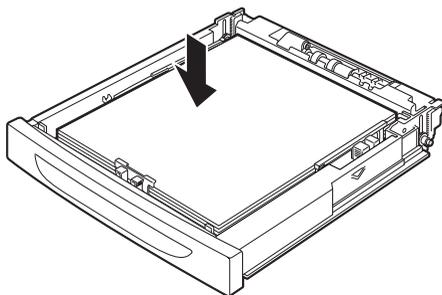
2. If the base plate of the paper tray is raised, push it down.



3. Squeeze the length guide and slide it to the desired paper size (1). Squeeze the right width guide and slide it to the desired paper size (2).



4. Load the paper with the side to be printed facing up and with all four corners aligned.



CAUTION!

Do not place paper over the right width guide.

Do not load paper exceeding the maximum fill line or the maximum capacity allowed.

Align the right width guide with the paper width correctly. If the right width guide is not in place, the paper will not be properly fed and this may cause paper jams.

5. Close the lid of the paper tray and push the tray completely into the printer.

CAUTION!

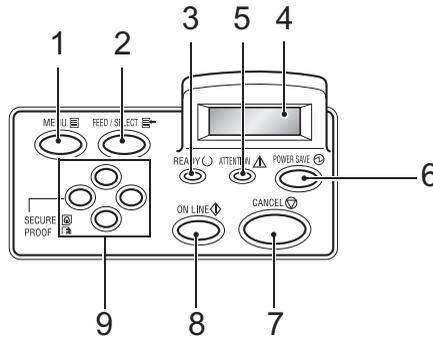
The lid of the tray must be firmly closed. If not, the paper may become misaligned.

6. Depending on the types and sizes of the loaded paper, you need to configure settings on the control panel.
Change the paper type when non-plain paper such as recycled paper, heavyweight paper or transparencies are loaded.
Configure the paper size when custom size paper is loaded.

THE CONTROL PANEL AND MENU SYSTEM

For full details on the control panel and menu structure, refer to the Reference Guide.

The control panel components and their functions are described below:



No.	Name	Description
1	⟨MENU⟩ button	Press to display/close the menu screen.
2	⟨FEED/SELECT⟩ button	Press to set the required menu value and use to print reports/lists.
3	⟨READY⟩ indicator	When illuminated, the printer is ready to receive data from the computer.
4	LCD Display	Displays menu values, printer status and error messages.
5	⟨ATTENTION⟩ indicator	When illuminated, there is a malfunction in the printer.
6	⟨POWER SAVE⟩ button/indicator	Press to enter/exit power save mode. The indicator is illuminated when the printer is in power save mode.
7	⟨CANCEL⟩ button	Press to cancel printing.
8	⟨ON LINE⟩ button	Press to enter offline status, in which the printer cannot receive data or process printing data. Press again to exit offline status and enter online status, in which the printer can receive data from the computer.

No.	Name	Description
9	<▲><▼><◀><▶> buttons	Press these to move to the required menu, item and required value on the display. Also, press the <◀> button when you are carrying out secure/sampled/delayed printing or when you are checking/printing received mail manually. Note: When you are changing the candidate values by the <▲><▼> buttons, you can press and hold down the buttons to change the display continuously. Also, pressing the <▲><▼> buttons simultaneously displays the default values.

NAVIGATING THE CONTROL PANEL MENUS

Display/Close the Menu screen	<MENU> button
Switch between the menu levels	<▶> button (moves one level downwards) or <◀> button (moves one level upwards)
Switch between menus or items in the same level	<▲> button (displays the previous menu or item) or <▼> button (displays the next menu or item)
Move the cursor () of the setting value to the right or left	<▶> button (moves to the right) or <◀> button (moves to the left)
Confirm setting	<FEED/SELECT> button

When you press the MENU button on the control panel, you enter the printer's menu system. At that point, the first line of the display contains the text [Menu], indicating that you are in the menu system. The second line of the display lists the active menu, which you can change by pressing the <▲> or <▼> button.

Using these buttons repeatedly, you can cycle through the main menus in the following order: Print Language; Report/List; Meter Reading; Admin Menu; Display Language.

By using the arrow buttons as indicated above, you can navigate through the menu system to make any required settings. For example, to set the paper type in Tray 1 to accommodate recycled paper, navigate as follows: Admin Menu, Printer Settings, Paper Type, Tray 1, Recycled then press the <FEED/SELECT> button to record the setting and the <MENU> button to close the menu screen.

SELECTING THE CONTROL PANEL LANGUAGE

English is the default language for all error and status messages; however, these messages are also available in many languages. Use the following procedure to change the display language.

NOTE

Refer to the section [“The Control Panel and Menu system” on page 43](#) for a brief overview of the control panel and its menus and sub-menus.

1. Press the <MENU> button to display the Menu screen.
2. Press the <▲> or <▼> button until [Display Language] is displayed, then press the <▶> button.
3. Press the <▲> or <▼> button until the required language is displayed, then press the <FEED/SELECT> button.
4. Press the <MENU> button to complete the language setting.

PRINTING A CONFIGURATION SUMMARY

To check whether the printer is correctly installed, use the control panel to print the [System Settings List].

NOTE

If you have made a mistake when operating the control panel, press the <MENU> button to restart. For details on how to operate the control panel, refer to [“The Control Panel and Menu system” on page 43](#).

1. Press the <MENU> button to display the Menu screen.
2. Press the <▲> or <▼> button until [Report/List] is displayed, then press the <▶> button.
3. Press the <▲> or <▼> button until [System Settings] is displayed, then press the <▶> button.
4. Press the <FEED/SELECT> button.
The [System Settings List] will be printed.
5. Press the <MENU> button when printing has completed.

NOTE

- › The layout of the [System Settings List] may differ depending on the configuration and settings of the printer.
- › For B6300, [Rear Output Tray] is displayed in the column for Output Device even when the rear tray is not installed.
- › Reports/lists cannot be output to the face up (rear) tray. When the face up (rear) tray is installed, lower the face up (rear) tray output lever.

SETTING PRINTER CONFIGURATIONS VIA A WEB PAGE

Via a Web page facility, you can make use of a web browser in a TCP/IP-enabled environment to display the printer or job printing status and to change the settings.

Among the printer settings that are made on the control panel, settings for the system and network ports can be configured under [Printer], [Network] and Maintenance] on the Web page.

NOTE

- › The Web page facility is only available when the printer is connected to the network.
- › Refer to the Reference Guide when the Web page does not appear after carrying out the steps 1 and 2 below.
- › You can also use Telnet to set the printer configuration. For details on the settings, refer to the NIC Configuration Guide.

1. Boot your computer, and start the Web browser.
2. Enter the printer's IP address or URL in the address input column on the Web browser and press the <Enter> key.

Using Online Help

For details regarding the items that can be set in each screen, click the [Help] button to display the Online Help.

INSTALLING THE PRINTER DRIVER

To print from the computer, install the printer driver and other required software.

The installation procedure(s) you will use for your printer vary according to operating system, usage of the USB port, and network connection.

A brief outline of installing drivers on Windows and Macintosh operating systems is given below. Solaris, Linux and HP-UX are dealt with in other parts of your documentation.

MICROSOFT WINDOWS SYSTEMS

1. With Windows running, insert the CD-ROM into your CD-ROM drive.
2. If the CD-ROM does not run automatically, use [Start – Run...] and enter E:\setup (where E is your CD-ROM drive) in the Open field.
3. Click on OK.
4. Click on [Driver Installation] and then [Install Printer Driver] and follow the on-screen prompts to complete your printer driver installation.

APPLE MAC OS 8X, 9X (USB)

1. Ensure that the printer and the host computer are powered on.
2. Ensure that the “Apple LaserWriter Software” is installed.
3. Attach the USB cable to the host computer and the printer.

NOTE

The printer is considered a “self-powered” device and as such may be plugged into any available USB port on the Macintosh, including the one on the keyboard.

4. Open the [Desktop Printer Utility] (installed when you installed the Apple LaserWriter Software).

5. Choose the correct driver to use, depending on the printer you are installing.
6. Choose [Printer (USB)] and press OK.
7. Choose the PPD file that corresponds to your printer.
8. Choose the correct printer.
9. Press [Create].
10. You now have a desktop shortcut to the USB printer and are ready to print.

MACINTOSH OS X

The installer program is a “unified” installer. This means that the same program runs on both Mac OS X and Mac OS 9.x and earlier. It should work intelligently and display only the appropriate options for your system.

1. Place the software CD-ROM in the CD-ROM drive.
2. Double-click the CD icon.
3. Double-click [Language Folder].
4. Double-click the [Install Oki Software] shortcut icon.

This launches the installer program. Follow the on-screen instructions. Default state installs all drivers: deselect those not required.

If you wish to find out more about the software that is included, please refer to the help facility.

SETTING THE CONFIGURATION OF OPTIONAL ACCESSORIES AND PAPER

After the printer driver has been installed, configure settings for optional accessories and paper types/sizes loaded in each tray under the [Options] tab of the printer driver. For details, refer to the Online Help for the printer driver or the Reference Guide. The procedure to display the [Options] tab is as follows, using Windows XP as an example:

1. Click [Start] on the taskbar, then select [Printers and Faxes].
2. Click the icon of this printer, and then select [Properties] from the [File] menu.
3. Click the [Options] tab.

PRINTING A TEST DOCUMENT

After completing the installation procedure, verify that the printer is working correctly by printing a document from an application.

IF PAPER JAMS

CAUTION!

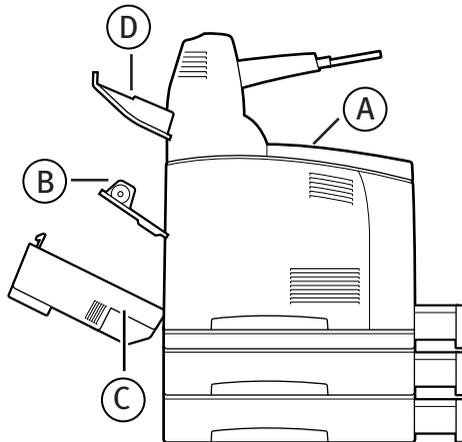
When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine can cause a fire. If a sheet of paper is wrapped around the heat roller, or when clearing a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so may cause injuries or burns. Switch off the machine immediately, and contact your Oki dealer.

Guided by the message on the control panel, open the cover and remove the jammed paper. If paper is torn, check for any remaining torn pieces of paper.

CAUTION!

The fuser unit gets hot when operating. Avoid touching it.

The covers and trays are identified in the following diagram:



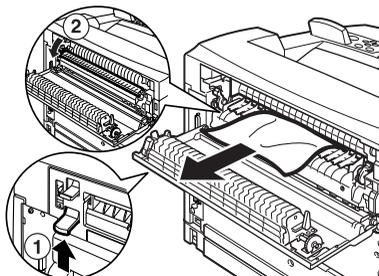
Cover A: When the optional offset catch tray is installed, fold the tray first before opening cover A. When a message to remove the drum-toner cartridge is displayed, refer to [“Inside Cover A” on page 53](#).

Cover B:

NOTE

Remove the rear tray (if fitted) when opening the back cover.

Open Cover B (For B6300, raise the lever as shown in the diagram and open cover B (1)). After opening cover B, hold the part marked with a *, open the cover of the fuser unit (2) and remove any jammed paper.

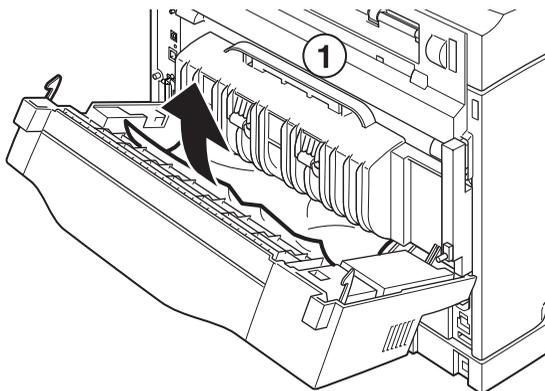


Cover C (Duplex Unit):

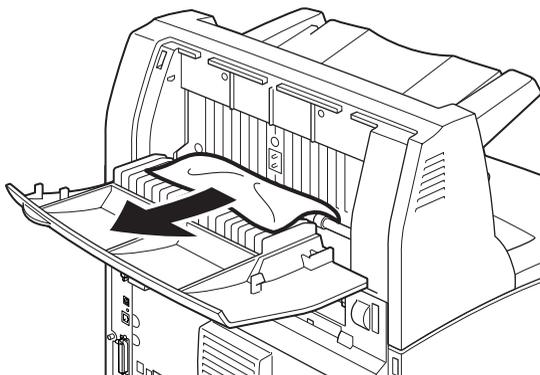
NOTE

Remove the rear tray (if fitted) when opening the back cover.

Push up the lever (1) to open the duplex unit cover.



Cover D Offset catch tray:

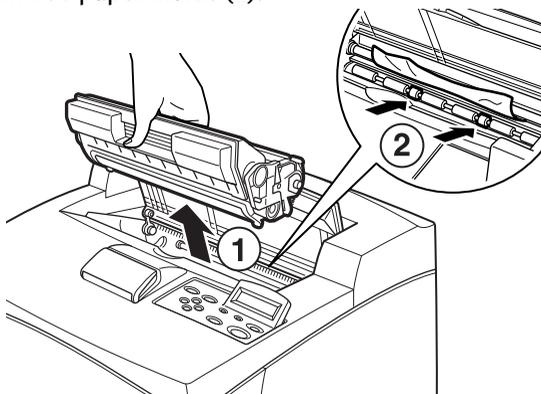


Paper Tray: Pull out the tray and follow the procedure to remove paper. Refer to [“Inside the Paper Tray” on page 54](#).

INSIDE COVER A

Follow the procedure below to remove any jammed paper when the control panel indicates either [Paper jam Open Cover A] or [Remove cartridge Clear jam]:

1. Open cover A, and holding the drum-toner cartridge by the grip, remove it from the printer (1).
2. Turn the roller as shown in the diagram and remove any jammed paper inside (2).



3. Return the drum-toner cartridge and Cover A to their original positions.

CAUTION!

When the optional offset catch tray is installed, close Cover A first before returning the tray to its original position.

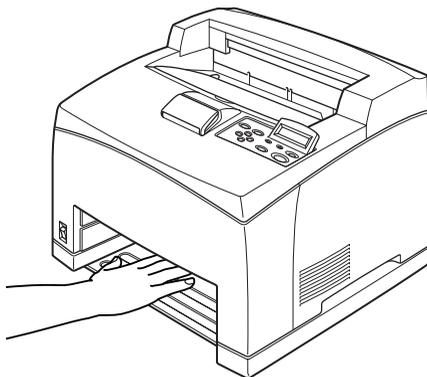
If you continue to print with the offset catch tray folded, this may cause a paper jam. Always use the printer with the tray open.

INSIDE THE PAPER TRAY

Follow the procedure below to remove any jammed paper when the following messages are displayed intermittently: [Pull out all trays. Clear jam] and [Clear jam and close Cover A]:

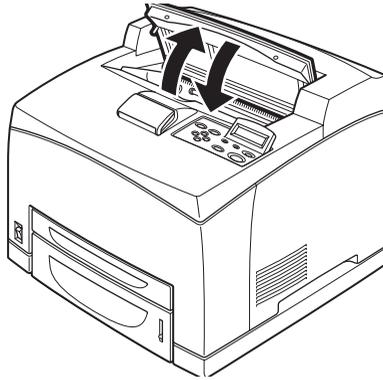
Pulling out the paper trays:

1. Pull out all paper trays and remove any wrinkled paper.
2. Examine the inside of the printer and remove any jammed paper.



After removing the paper:

1. Push the paper trays completely back into the printer.
2. Open and close Cover A to clear the error message.



ERROR MESSAGES

If an error message is displayed at the control panel, follow the instructions to fix the error. Depending on the message content, follow the instructions in the Reference column below to fix the error.

Message content	Reference
An error code xxx-xxx is displayed.	Refer to the Reference guide for a list of error codes.
Paper jam or “Remove paper” is displayed.	Refer to “If paper jams” on page 51 .
Installing and replacing the drum-toner cartridge	Refer to procedures described on the consumables packaging box or “Installing the Drum-Toner Cartridge” on page 35 .
Loading and replenishing paper	Refer to “Loading paper” on page 40 .

The following section explains the contents and actions required for the more complex messages. For details on messages not described here, refer to the Reference Guide.

Message	Condition/Reason/Action
Corrupt HDD File. Press SEL key	<p>When the hard disk (option) is installed, the printer assumes that data in the hard disk is corrupted if power is cut off when the printer is in use. Press the <FEED/SELECT> button on the control panel. The hard disk will be initialised.</p> <p>Initialising the hard disk will delete data for registered forms, logos, secure print, and PostScript download fonts.</p>
Corrupt Log file Press SEL key	<p>When the hard disk (option) is installed, the printer assumes that data in the hard disk is corrupted if power is cut off when the printer is in use. Press the <FEED/SELECT> button on the control panel. The log file will be initialised.</p> <p>It can take 1 minute to initialise the log file. Do not switch off the power of this printer when initialisation is in progress.</p>
Incorrect paper type Reselect	<p>Paper of the type specified under [Paper Type] in the printer driver is not loaded in the trays. Press the <FEED/SELECT> button on the control panel to print on paper of another type or press <CANCEL> to cancel the job.</p>
SEL to print CANCEL to cancel	

Message	Condition/Reason/Action
Off-line	The printer is off-line as the <ON LINE> button has been pressed. To cancel the off-line status, press the <ON LINE> button again.
Off-line Data in memory	The printer cannot receive any print data from the computer while it is off-line.
Ready to print DNS Update Fail	Unable to retrieve IP address from DNS. Check the settings for DNS and retrieving IP address.
Ready to print Get IP Add. Fail	Failed to retrieve IP address from DHCP server. Change the retrieving method for IP address and manually set the IP address. Refer to the Reference Guide.
Ready to print Repl. Drum/Toner	The drum/toner cartridge is about to be replaced. Prepare a new drum/toner cartridge. You can still print about another 100 pages even when this message is displayed.

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OKI CONTACT DETAILS

Oki Systems (UK) Limited

550 Dundee Road
Slough Trading Estate
Slough, SL1 4LE

Tel:44 (0) 1753 819819
Fax:44 (0) 1753 819899
<http://www.oki.co.uk>

Oki Systems Ireland Limited

The Square Industrial Complex
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OKI Systems (Ireland) Ltd

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Belfast, BT4 1PW

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Technical Support for all of Ireland:

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E-mail: tech.support@oki.ie

Oki Data Corporation

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Tokyo 108-8551, Japan

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Oki Data (Singapore) Pte. Ltd.

78 Shenton Way, #09-01,
Singapore 079120

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Fax : (65)421 1688
<http://www.okidata.com.sg>

Oki Systems (Thailand) Ltd.

956 Udomvidhya Building 6th
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10500, Thailand

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Fax: (662) 636 2536
<http://www.okisysthai.com>

Oki Hong Kong Limited

Suite 1909, Tower3,
China Hong Kong City,
33 Canton Rd., Tsimshatsui,
Kowloon, Hong Kong

Tel: (852) 2736 0130
Fax : (852) 2376 3725

The IPL Group

63-85 Victoria Street
Beaconsfield NSW 2015,
Australia

Tel : (61) 2 9690 8200
Fax : (61) 2 9690 8300
<http://www.oki.com.au>

Comworth Systems Ltd.

10 Constellation Drive Mairangi
Bay, Auckland,
New Zealand

Tel : (64) 9 477 0500
Fax : (64) 9 477 0549
<http://www.comworth.co.nz>

LIMITED WARRANTY: UNITED STATES AND CANADA

Oki Data Americas, Inc. (Oki Data) warrants this printer to be free from defects in material and workmanship and will remedy any such defect according to the terms of this *Limited Warranty*.

Oki Data will repair (or at its option, replace) at no charge, any defective component(s) of the Printer for one (1) year from the date of purchase. This *Limited Warranty* extends to the original purchaser only. This *Limited Warranty* does not extend to consumable items.

ON-SITE REPAIR

Note: On-Site Repair is available in the United States and Canada only. On-Site Repair does not include the replacement or repair of product consumables or supplies.

Oki Data will, for a period of one (1) year from the date of original purchase, repair or replace (at Oki Data's option) on-site at the original purchaser's facility and without charge, any defective component(s) of the printer, provided that the warranty service is performed by an Oki Data authorized service provider. Oki Data reserves the right to use new and/or refurbished parts in the warranty repair process.

As a condition of this *Limited Warranty*, requests for On-Site Repair must include the name and phone number of a fully competent and responsible adult with the authority to consent to the entry of the servicing technician to the premises where the printer is located, and who will remain with the servicing technician while the service work is performed. Any and all dangerous conditions must be removed from the site prior to and throughout the time a service technician is present. The service technician may refrain from entering the premises or continuing to provide services at any site, if in the servicing technician's reasonable judgement the site poses a risk of physical harm or danger. If warranty services cannot be performed or completed due to any of the foregoing reasons the On-Site service option is null and void and the product must be returned to an authorized Oki Data service location for warranty repair service.

To make request or claim for service under this *Limited Warranty* contact your local Oki Data authorized service center or Oki Data at 1-800-OKI-DATA (1-800-654-3282).

A written receipt for the product, showing the date of purchase, dealer's name, and both the model and serial numbers of this printer must accompany any request or claim for work to be performed under this *Limited Warranty*.

This *Limited Warranty* shall not apply if the product has been damaged due to abuse, misuse, misapplication, accident, or as a result of service or modification by any other than an authorized Oki Data service center.

THERE ARE NO EXPRESS WARRANTIES OTHER THAN THOSE ON THE FACE HEREOF AND DESCRIBED ABOVE. NO WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, SHALL EXTEND BEYOND THE RESPECTIVE WARRANTY PERIOD DESCRIBED ABOVE. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

OKI DATA SHALL NOT BE RESPONSIBLE OR LIABLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OR LOSS ARISING FROM THE USE OF THIS PRODUCT. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above exclusion may not apply to you.

Additional information on obtaining service under this *Limited Warranty* is available by contacting the Oki Data dealer from whom the product was purchased, by contacting Oki Data directly at 1-800-654-3282 (1-800-OKI-DATA) [U.S. and Canada, English only] or at 1-856-222-7496 (Spanish only), or by contacting the service location listed below.

This *Limited Warranty* applies to this printer. However, the procedure for obtaining service may vary outside the continental United States. Contact your Oki Data dealer for such warranty service information.

This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

OVERNIGHT EXCHANGE: UNITED STATES AND CANADA

If you choose to use our Overnight Exchange service, call 1-800-OKI-DATA: our trained personnel will try to solve your problem over the phone. If they determine that your product is defective, an exchange product will be shipped to you via air express. Have your credit card available, as our representative will be asking for this information. You will receive the exchange product the next business day — or no later than the second business day.

Return the original product to Oki Data by using the same packaging materials you received with the exchange product. The product to be returned must be made available for pickup by Oki Data's representative within 2 business days of your receipt of the exchange product: failure to do so may result in your being charged the full price of the exchange unit.

When Overnight Exchange is used, the returned machine becomes the property of Oki Data. Exchange machines may be new or repaired, at the sole discretion of Oki Data: the exchange product becomes the property of the customer when the returned product has been picked up by Oki Data's designated carrier. The exchange product will be warranted for thirty (30) days or the remaining warranty period of the returned product, whichever is longer.

For the most up-to-date listing of Oki Data authorized Service Centers, call:

1-800-OKI-DATA (1-800-654-3282).

OKI DATA AMERICAS SERVICE CENTERS

UNITED STATES

Oki Data Americas Inc.
2020 Bishops Gate Blvd.
Mt. Laurel, NJ 08054, USA
Tel: 1-800-654-3282
Fax: 1-856-222-5247

CANADA

Oki Data Americas Inc.
2735 Matheson Blvd. East, Unit 1
Mississauga, Ontario
Canada L4W 4M8
Tel: 1-800-654-3282
Fax: 1-905-238-4427

MEXICO

Oki Data de Mexico, S.A. de C.V.
Mariano Escobedo No. 748 - 8 Piso
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BRAZIL

Oki Data do Brasil, Ltda
Rua Alexandre Dumas, 2220 - 80
andar
Chácara Santo Antonio
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Support Center: 0800-11-55-77
e-mail: okidata@okidata.com.br

TECHNICAL SUPPORT

Oki Data Americas Inc.
2000 Bishops Gate Blvd.
Mt. Laurel, NJ 08054-4620, USA
Tel: 1-800-OKI-DATA
(1-800-654-3282)
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B6200/B6300

OKI

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