

MC361 dn/MC561 dn

User's Manual

Basic

This manual supports the following models:

MC361 dn
MC561 dn

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

PREFACE

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

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

The most up-to-date drivers and manuals are available from:

<http://www.Okiprintingsolutions.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 2004/108/EC (EMC) and 2006/95/EC (LVD) and 1999/5/ EC (R&TTE), as amended where applicable on the approximation of the laws of the member states relating to electromagnetic compatibility, low voltage and radio & telecommunications terminal equipment.

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

CABLE TYPE	LENGTH (METRE)	CORE	SHIELD
Power	1.8	x	x
USB	5.0	x	✓
LAN	15.0	x	x

EMERGENCY FIRST AID

Take care with toner powder:

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

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

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

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



MANUFACTURER

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Japan

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


ENVIRONMENTAL INFORMATION




● For Your Safety

















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

Cautions related to safety

 **WARNING** Indicates additional information which, if ignored or failed to follow the guidelines, may result in personal fatal injury or death.

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

General cautions

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




 CAUTION	
 Do not come closer to the paper's exit area when the power is turned on, and while in printing. Doing so may result in personal injury.	 Do not touch a damaged liquid-crystal display. If liquid (liquid crystal) leaked from the liquid-crystal display gets into the eyes or mouth, flush with large amount of water. Follow the direction from a doctor if necessary.

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● Manual Composition

The following manual is attached to this product.

- User's Manual Basic ---- This document
In order to understand this machine, the basic operation is described. The initial setup description, handling method for trouble and maintenance procedures are also described.

● About This Manual

Terms in this document

The following terms are used in this manual:

! Note

- Indicates important information on operations. Make sure to read them.

Memo

- Indicates important information on operations. Make sure to read them.

Reference

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

WARNING

- Indicates additional information which, if ignored or failed to follow the guidelines, may result in personal fatal injury or death.

CAUTION

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

Symbols in this document

The following symbols are used in this manual:

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

Legends used in this manual

In this document, it may have written as follows.

- PostScript3 Emulation→ PSE, POSTSCRIPT3 Emulation, POSTSCRIPT3 EMULATION
- Microsoft® Windows® 7 64-bit Edition operating system→ Windows 7 (64bit version) ※
- Microsoft® Windows Vista® 64-bit Edition operating system→ Windows Vista (64bit version) ※
- Microsoft® Windows Server® 2008 R2 64-bit Edition operating system→ Windows Server 2008 ※
- Microsoft® Windows Server® 2008 64-bit Edition operating system→ Windows Server 2008(64bit version) ※
- Microsoft® Windows® XP x64 Edition operating system → Windows XP (x64 version) ※
- Microsoft® Windows Server® 2003 x64 Edition operating system→ Windows Server 2003 (x64 version) ※
- Microsoft® Windows® 7 operating system→ Windows 7 ※
- Microsoft® Windows Vista® operating system→ Windows Vista ※
- Microsoft® Windows Server® 2008 operating system→ Windows Server 2008 ※
- Microsoft® Windows® XP operating system→ Windows XP ※
- Microsoft® Windows Server® 2003 operating system→ Windows Server 2003 ※
- Microsoft® Windows® 2000 operating system→ Windows 2000
- Generic name for Windows 7, Windows Vista, Windows Server 2008, Windows XP, Windows Server 2003, and Windows 2000→ Windows

※ If there is no special description, 64bit version is included in Windows 7, Windows Vista, Windows Server 2008, Windows XP, and Windows Server 2003. (64bit version and Windows Server 2008 R2 is included in Windows Server 2008.)

If there is no special description, Windows 7 is used as Windows, Mac OS X 10.6 is used as Mac OS X, and MC561dn is used as the machine for examples in this document.

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

1. Setup

In this chapter, the basic operations of this machine and the setup are described before using each function.

● Overview of Machine

This section describes the overview of the machine.

Contents of the Package

Check that you have everything shown below.

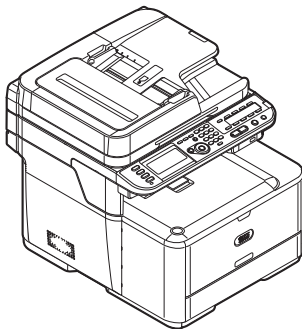
CAUTION It may cause injury!

- At least two people are needed to lift the machine safely because it weighs about 29 Kg.

Reference

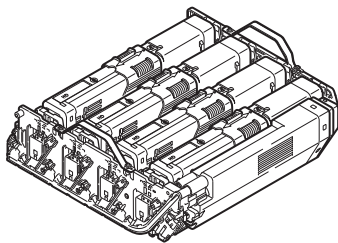
- For details on how to open the package, refer to "Unpacking Your Machine" P. 16.

- Machine



- Image drum unit
- Starter toner cartridge

Four cartridges are supplied with your machine, one each for cyan, magenta, yellow, and black.



! Note

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

- Software CD-ROM
- Application CD-ROM



- AC cord
- Telephone connector cover
The Telephone Connector Cover is installed to the Telephone Connector of the main unit.

! Note

- An Ethernet cable, USB cable and Telephone cable are not supplied with your machine. Procure them separately.
- Packaging and cushioning material is required at the time of shipping the machine. Do not throw it away, and please keep it.

Available Options

The following options are available for your machine:

- Second tray unit (tray 2)
- Additional RAM (256 MB or 512 MB)
- 16 GB SD memory card (MC561 only)

Memo

- There is a 4 GB SD memory card inside the MC561dn. If you expand the memory capacity, please replace with an optional 16 GB SD memory card.

Reference

- For details on how to install the options, refer to "Installing Options" P. 21.
- An SD memory card is used as a storage for spooling when copying sectors, saving secure print/encrypted print data, as a storage destination for form data, and for saving auto delivery and transmission data. For information on secure print, encrypted secure print, form data, and auto delivery/transmission data storage functions, please refer to User's Manual Advanced.

Installation Requirements

Installation Environment

Your machine must be installed in the following environment:

Temperature: 10°C~32°C
 Humidity: 20%~80% RH(relative humidity)

Maximum wet bulb temperature: 25°C

Note

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

WARNING

- Do not install near high temperature or the fire.
- Please do not install in a place from which a chemical reaction is started (laboratory etc.).
- Do not install near the inflammable solution, such as alcohol and thinner.
- Do not install in the place which the small child's hand reaches.
- Do not install in an unstable place (the shaky stand, leaning place, etc.).
- Do not install in a place many humidity, dusty and the place where direct rays hit.
- Do not install in the environment of briny air and corrosive gas.
- Do not install in a place with much vibration.
- Do not install in a place where the ventilation hole of the machine is closed.

CAUTION

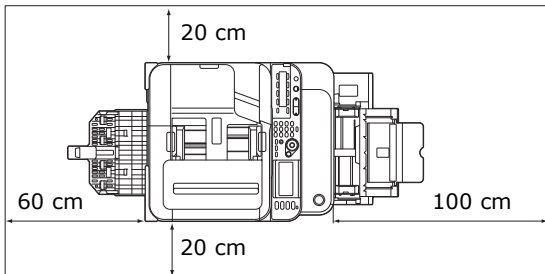
- Do not place directly on a rug or carpet with long strands.
- Do not install in a closed room with poor ventilation and circulation.
- If you use the machine in a small room for a long time, please make sure that you ventilate the room.
- Install away from strong magnetic fields and sources of noise.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

Installation Space

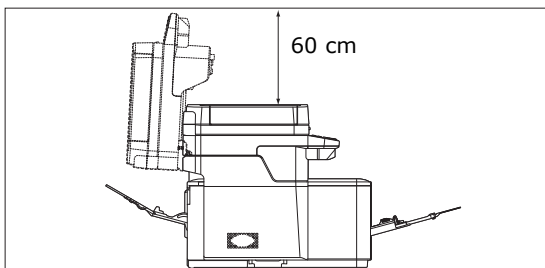
Install your machine on a flat surface that is wide enough to locate the machine.

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

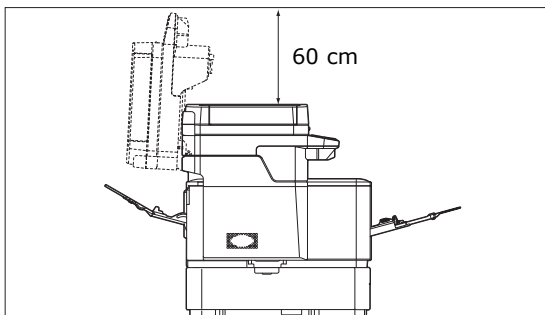
- Top view



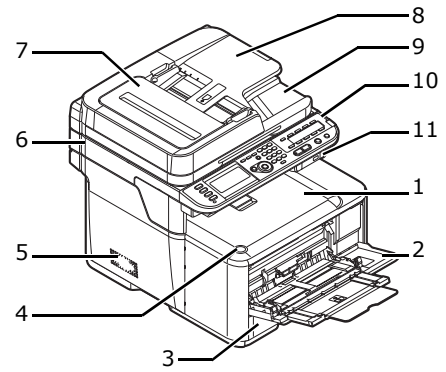
- Side view



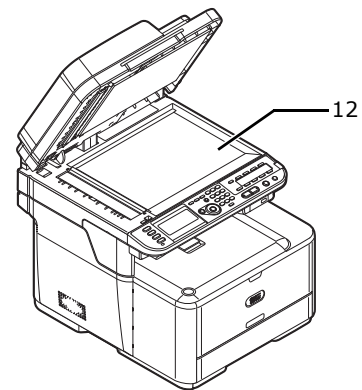
- Side view (tray 2 installed)



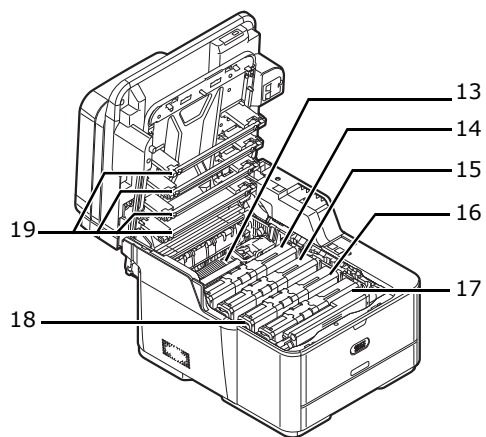
Names of Components



No.	Name
1	Top cover
2	Multipurpose (MP) tray
3	Tray 1
4	Top cover open button
5	Air vents
6	Scanner unit
7	Auto document feeder (ADF) cover
8	Document tray
9	Document glass cover
10	Operator panel
11	USB port

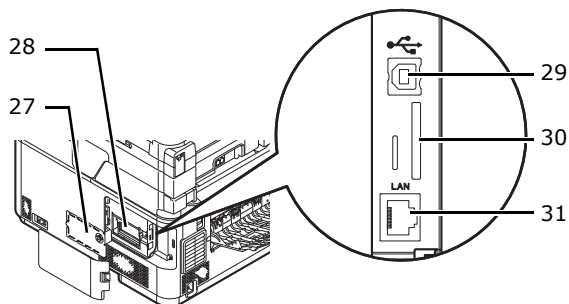


No.	Name
12	Document glass

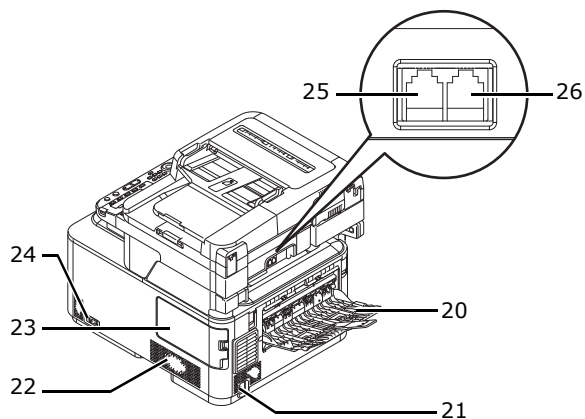


No.	Name
13	Fuser unit
14	Toner cartridge (Y: yellow)
15	Toner cartridge (M: magenta)
16	Toner cartridge (C: cyan)
17	Toner cartridge (K: black)
18	Image drum unit
19	LED head (four heads)

● Internal part of the connector cover



No.	Name
27	Bracket
28	Expansion memory slot
29	USB interface connection
30	SD memory card slot (for MC561dn only)
31	Network interface connection



No.	Name
20	Faceup stacker
21	AC power socket
22	Air vents
23	Connector cover
24	Power switch
25	LINE connection
26	TEL connection

● Installing Your Machine

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

Unpacking Your Machine



It may cause injury!

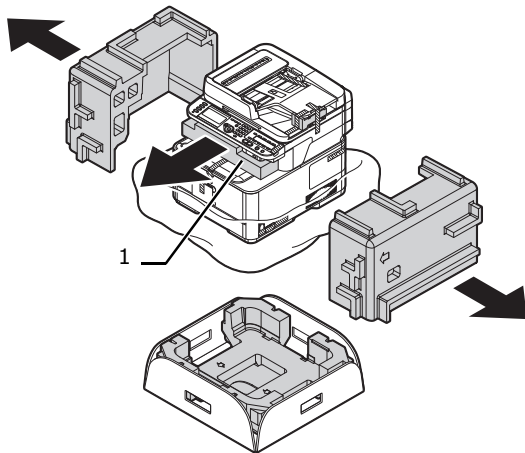


- At least two people are needed to lift the machine safely because it weighs about 29 Kg.

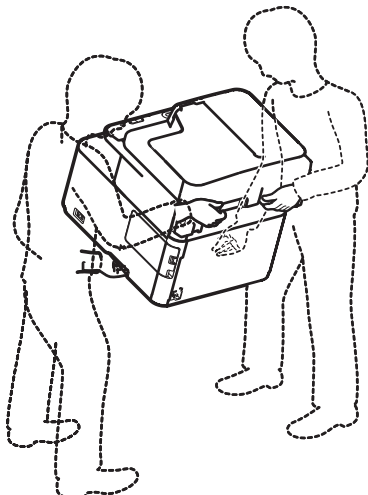
! Note

- The image drum (the green tube) is very delicate. Handle it carefully.
- Do not expose the image drum unit to direct sunlight or very bright interior light (approximately more than 1500lux). Even under the normal interior light, do not leave it for more than 5 minutes.
- Packaging and cushioning material is required at the time of shipping the machine. Do not throw it away, and please keep it.

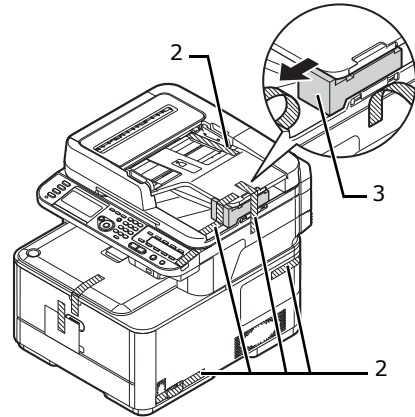
- 1** Remove your machine from the box and remove cushioning materials and a plastic bag from your machine.
The accessories are packed within the cushioning material (1).



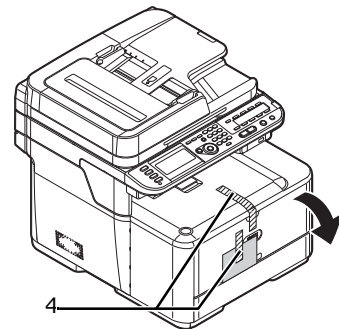
- 2** Lift your machine and place it where it is to be installed.



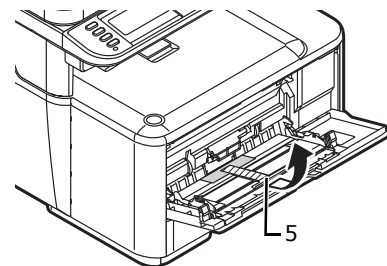
- 3** Remove the protection tapes (2) at the top and sides of your machine to take out cushioning materials (3).



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

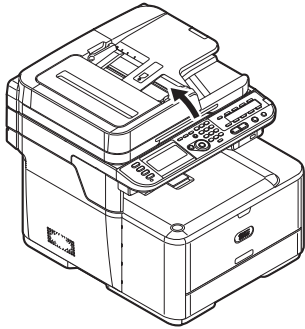


- 5** Remove the protection tape (5) to pull the paper up.

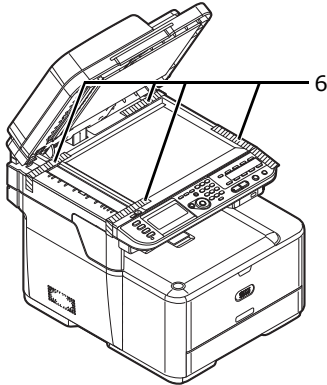


- 6** Close the MP tray.

7 Open the document glass cover.

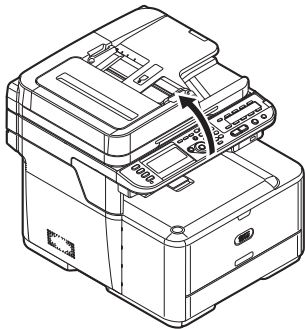


8 Remove the protection tapes (6).

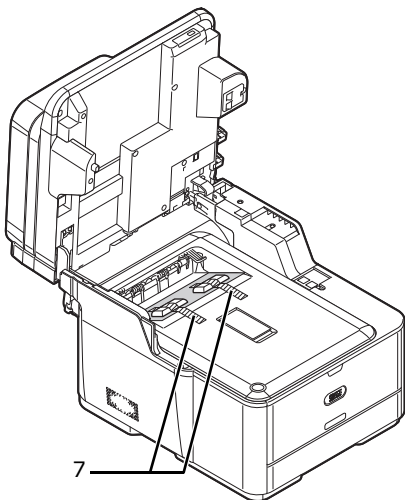


9 Close the document glass cover.

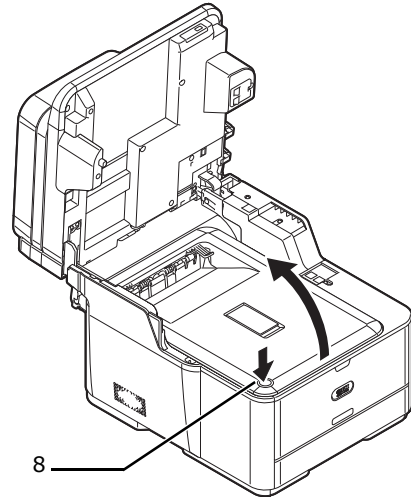
10 Open the scanner unit.



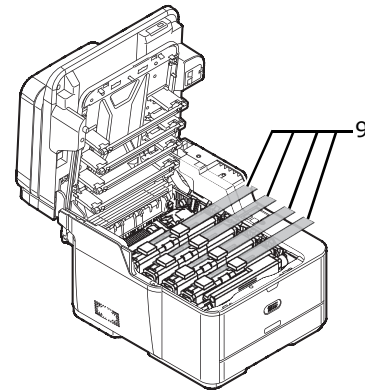
11 Remove the protection tapes (7), and remove desiccants and films.



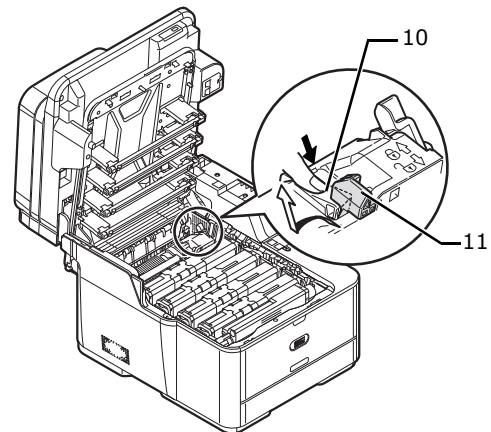
12 Press the top cover open button (8) and open the top cover.



13 Remove the protective sheets (9).



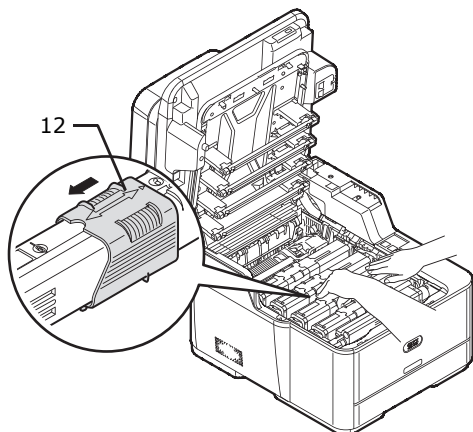
14 Remove the orange stopper (11) while pressing the blue lever of the fuser unit (10) in the direction of the arrow.



! Note

- Keep the orange stopper, it is necessary to transport the machine.

- 15** While pushing the right side of the toner cartridge, quickly slide the blue lock (12) to the left side to lock it.
Slide the locks on all 4 toner cartridges.



- 16** Close the top cover.

- 17** Close the scanner unit.

Reference

- Please refer to "Loading Paper" P. 66 for information on how to load paper into the machine.

Turning On and Off Your Machine

Power Supply Conditions

The power supply must meet the following conditions:

Current:	220VAC - 240VAC
Frequency:	50/60 Hz ± 2%

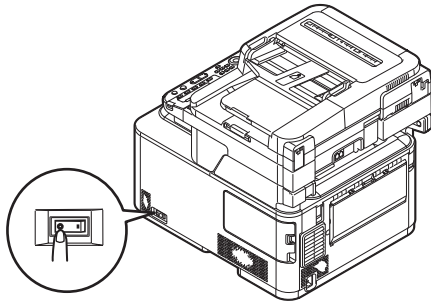
Note

- If the power supply is unstable, use a voltage regulator.
- The maximum power consumption of this machine is 1170W. Ensure that the power supply is sufficient to operate this machine.
- We do not guarantee the operation where an uninterruptible power system (UPS) or inverter is used. Do not use an uninterruptible power system (UPS) or inverter.

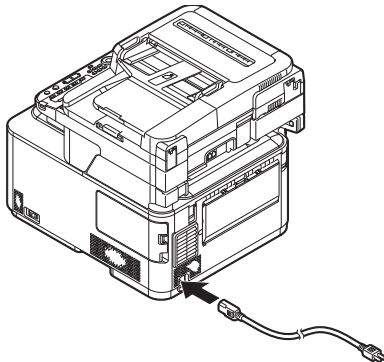
WARNING	There is a risk of getting an electric shock and/or causing fire.	
<ul style="list-style-type: none"> ● After attachment of a power cord and an earth wire and removal turn OFF a power supply switch, be sure to perform them. ● Be sure to connect an earth wire to the grounding terminal of exclusive use. If you can not find the earth wire, contact the distributor where you have purchased. ● Please do not connect with the ground of a water pipe, a gas pipe, and a telephone wire, and a lightning rod by any means. ● Make sure to connect with the ground terminal before connecting the power cord to the power supply plug. Additionally, if the earth wire is detached, please make sure that you remove the power cord from the electrical socket. ● Be sure to perform extraction and insertion of a power cord with a power supply plug. ● Insert a power supply plug to the back of a wall socket certainly. ● Do not take out and insert a power supply plug by the wet hand. ● Install a power cord in the place which is not stepped on, and do not place a thing on a power cord. ● Do not use the codes tied in a bundle. ● Please do not use the damaged power cord. ● Do not carry out star-burst connection. ● Do not connect this machine and other electric products to the same wall socket. If it connects simultaneously with an air-conditioning machine, a copying machine, shredder, etc. especially, a machine may incorrect-operate by the electric noise. When you connect with the same wall socket unavoidably, please use a commercial noise filter or a commercial noise cut transformer. ● Use the attached power cord and insert it directory with the ground terminal. Do not use the power cord for other product for the machine. ● Do not use an extended code. When you use it unavoidably, use the thing more than rated 15A. ● Use of an extended code may not operate a machine normally by AC voltage descent. ● During printing, do not shut off a power supply or do not pull out a power supply plug. ● When you use it neither for consecutive holidays nor a travel for a long time, pull out a power cord. ● Do not user attached power cord to the other products. 		

Turning On Your Machine

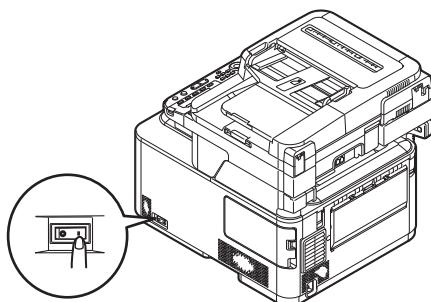
- 1 Check that the power switch is off <O>. It is the status where the power is turned off.



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



- 3 Plug the AC cable into the electric socket.
- 4 Check that no documents are on the document glass or ADF, and the ADF cover is closed.
- 5 Press the <I> (on) side of the power switch.



! Note

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

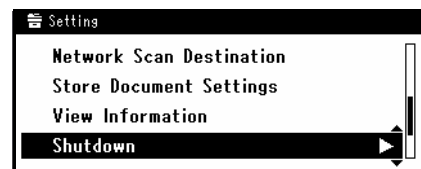
Turning Off Your Machine

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

- 1 Press the <SETTING> key on the operator panel.

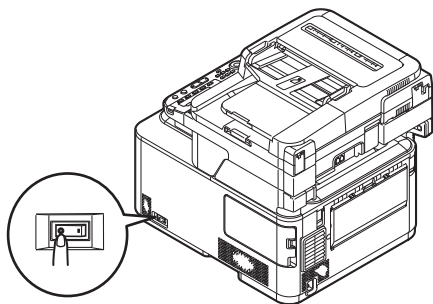


- 2 Press the ▼ to select [Shutdown] and press OK.



- 3 On the confirmation message, press the ◀ or ▶ to select [Yes] and then press OK.

- 4 When the screen prompting you to turn off the power switch appears, press the <O> (off) side of the power switch to turn off the power switch.



Note

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

When the machine is not used for long time

When the machine is not used for long time due to holidays or trips, pull the power cord from the socket. In addition, install the stopper release in the fuser unit.

Memo

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

Power Save Mode and Sleep Mode

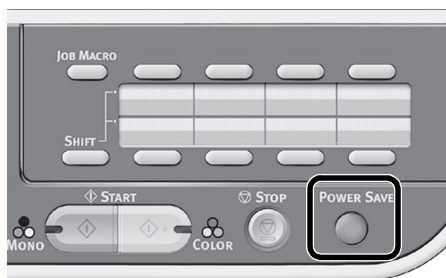
The two-phase power saving mode enables you to save the power consumption of the machine.

Power Save Mode

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

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

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



Memo

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

Sleep Mode

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

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

Note

- The machine does not enter the sleep mode if an error occurs.
- If time-set transmission is scheduled, the machine will not go into sleep mode.
- If the fax transmission is waiting for a redial, the machine cannot enter sleep mode.

Memo

- By factory default, the time interval to enter the sleep mode is set to 10 minutes. You can change the time interval by pressing the <SETTING> key on the operator panel and then selecting [Admin Setup] > [Management] > [Power Save] > [Sleep Time].

Reference

- For more detailed information on sleep mode, please refer to User's Manual Advanced.

Returning to the Standby Mode

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

Memo

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

● Installing Options

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

- Second tray unit
- Additional RAM (256 MB or 512 MB)
- 16 GB SD memory card (MC561dn only)

! Note

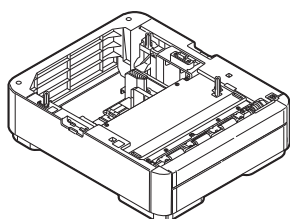
- Be sure to turn off your machine and unplug the AC cable and Ethernet or USB cable before installing options. Installing options while your machine is turned on may damage your machine and options.

Reference

- For details on the location of each component of the machine, refer to "Names of Components" P. 14.

Installing a Second Tray Unit

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



Model Number : N34311A

Reference

- For the specification of the second tray unit (Tray2), refer to "Loading Paper" P. 66.

Installation



CAUTION

It may cause injury!



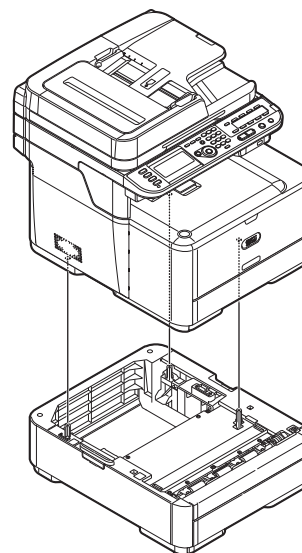
- At least two people are needed to lift the machine safely because it weighs about 29 Kg.

- 1 Turn off your machine, and then unplug the AC cable and the Ethernet or USB cable.

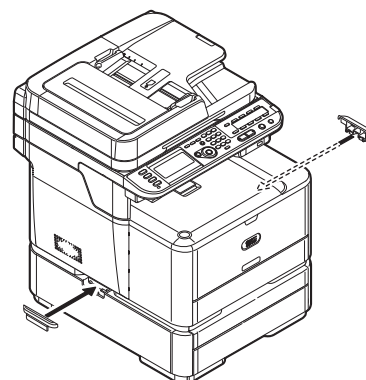
Reference

- "Turning Off Your Machine" P. 19

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



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



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

Printer Driver Configuration

! Note

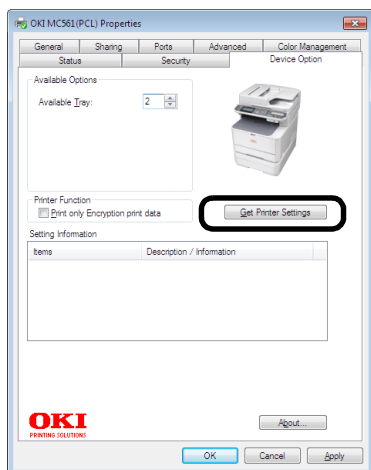
- You must be logged in as an administrator to complete this procedure.
- If the following conditions are met for Mac OS X, it is not necessary to configure the printer driver, as the configured option information is automatically taken from the machine.
 - USB connection
 - When options have been configured on the machine prior to installing the driver, where there is a connection to a network using EtherTalk
- Windows PCL XPS printer driver is not available for Windows Server 2003, Windows XP, and Windows 2000.

Reference

- The printer driver needs to be installed on the computer before doing this procedure. For details on how to install the printer driver, refer to "Connecting to a Computer" P. 30.

■ For Windows PCL/PCL XPS Driver

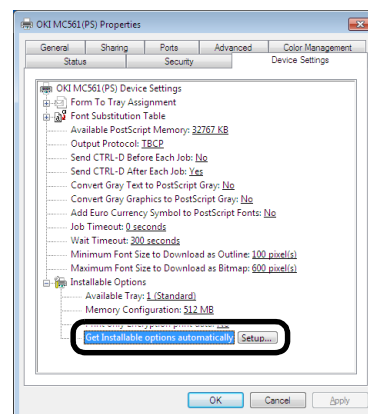
- 1 Click [Start] > [Devices and Printers].
- 2 Right-click the OKI MC561 icon and select [Printer properties]. (If you have installed multiple printer drivers, select [Printer properties] > [OKI MC561(PCL)] or [OKI MC561(PCL XPS)]).
- 3 Select the [Device Option] tab.
- 4 For the network connection, select [Get Printer Settings].
For the USB connection, enter "2" (the total number of trays installed on your machine).



- 5 Click [OK].

■ For Windows PS Driver

- 1 Click [Start] > [Devices and Printers].
- 2 Right-click the [OKI MC561(PS)] icon and then select [Printer properties]. (If you have installed multiple printer drivers, select [Printer properties] > [OKI MC561(PS)].)
- 3 Select the [Device Settings] tab.
- 4 For the network connection, select [Get Installable options automatically] under [Installable Options], and then click [Setup].
For the USB connection, select [2 (Add Second Tray)] for [Available Tray] under [Installable Options].

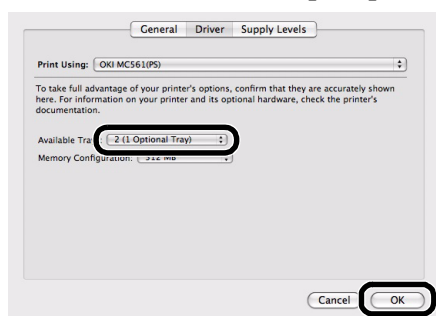


- 5 Click [OK].

■ For Mac OS X PS Driver (Mac OS X 10.5 and 10.6)

- 1 Select [System Preferences] from the Apple menu.
- 2 Click [Print & Fax].
- 3 Select the name of your machine and then click [Options & Supplies].
- 4 Select the [Driver] tab.

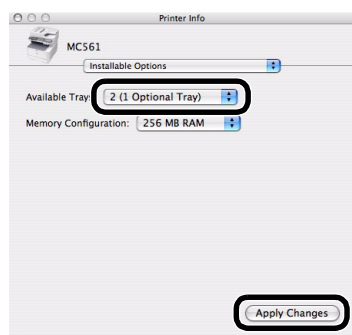
- 5 Select [**2(1 Optional Tray)**] for the total number of trays installed on your machine, and then click [**OK**].



■ For Mac OS X PS Driver (Mac OS X 10.3.9 to 10.4.11)



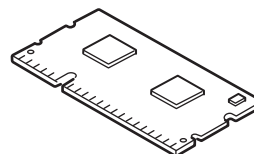
- The following procedure uses Mac OS X 10.4.11 as an example. Depending on an OS, the description may be different.
- 1 From [**Go**], select [**Utilities**] and then double-click [**Printer Setup Utility**].
 - 2 Select the name of your machine and then click [**Show Info**].
 - 3 Select [**Installable Options**].
 - 4 Select [**2 (1 Optional Tray)**] for the total number of trays installed on your machine, and then click [**Apply Changes**].



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

Installing Additional RAM

Install additional RAM to increase the memory capacity of your machine, such as if the memory overflow occurs. Your machine supports 256 MB and 512 MB RAM.



! Note

- Use only genuine Oki Data products. The performance cannot be guaranteed when using other products.

Memo

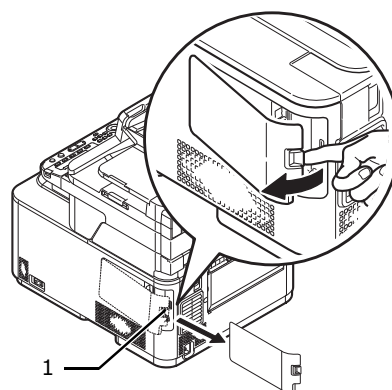
- For long paper printing, additional memory of 256 MB or more is recommended.

- 1 Turn off your machine, and then unplug the AC cable.

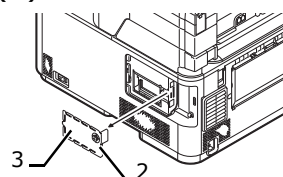
Reference

- "Turning Off Your Machine" P. 19

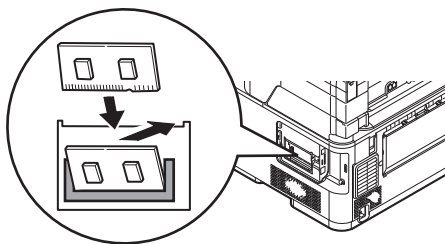
- 2 Remove the connector cover while pressing the lock button (1) on the right side of the machine.



- 3 Unplug the Ethernet cable and USB cable from the machine.
- 4 Touching the metallic parts of the machine will result in an electric shock.
- 5 Loosen the screw (2) in the light direction and then remove the bracket (3).



- 6 Insert the additional RAM into the slot and push it toward the machine.



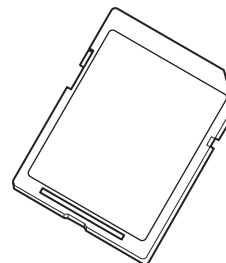
- 7 Attach the bracket and then tighten the screw in the right direction.
- 8 Plug the Ethernet cable and USB cable into the machine.
- 9 Attach the connector cover.
- 10 Plug the AC cable into your machine, and then turn on the power switch.
- 11 Press the **<SETTING>** key on the operator panel.
- 12 Press the ▼ to select [**View Information**] and press **OK**.
- 13 Check that [**System Information**] is selected and press **OK**.
- 14 Check that the value of [**Total Memory**] has increased.
- Press ▼ to scroll along the screen.
 - For memory expanded to 256 MB it is [**512 MB**], for memory expanded to 512 MB it is [**768 MB**].

! Note

- If the value of [**Total Memory**] has not increased, turn off your machine and unplug the AC cable and Ethernet or USB cable, and then reinstall the additional RAM.

Installing the 16-GB SD Memory Card (for MC561dn Only)

When increasing the capacity of the SD memory card, replace the SD memory card (4 GB) with 16 GB SD memory card.



! Note

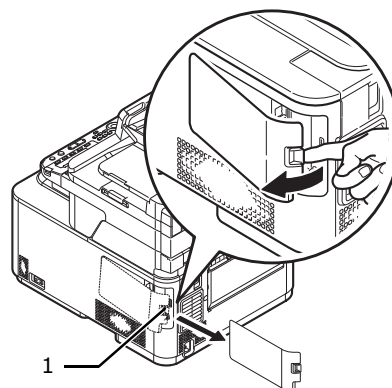
- Use only genuine Oki Data products. The performance cannot be guaranteed when using other products.
- You can not use the SD memory cards with the protection switch for wrong overwriting with locked. Make sure to release the lock.

- 1 Turn off your machine, and then unplug the AC cable and Ethernet or USB cable.

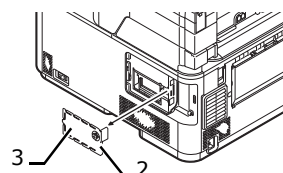
Reference

- "Turning Off Your Machine" P. 19

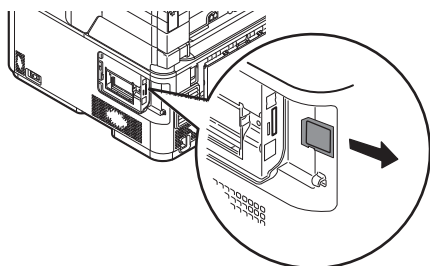
- 2 Remove the connector cover while pressing the lock button (1) on the right side of the machine.



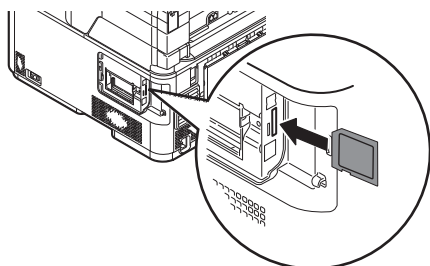
- 3 Unplug the Ethernet cable or USB cable from the machine.
- 4 Touching the metallic parts of the machine will result in an electric shock.
- 5 Loosen the screw (2) in the light direction and then remove the bracket (3).



- 6 Push the internal SD memory card and remove it from the SD memory card slot.



- 7 Insert the 16 GB SD memory card into the SD memory card slot.



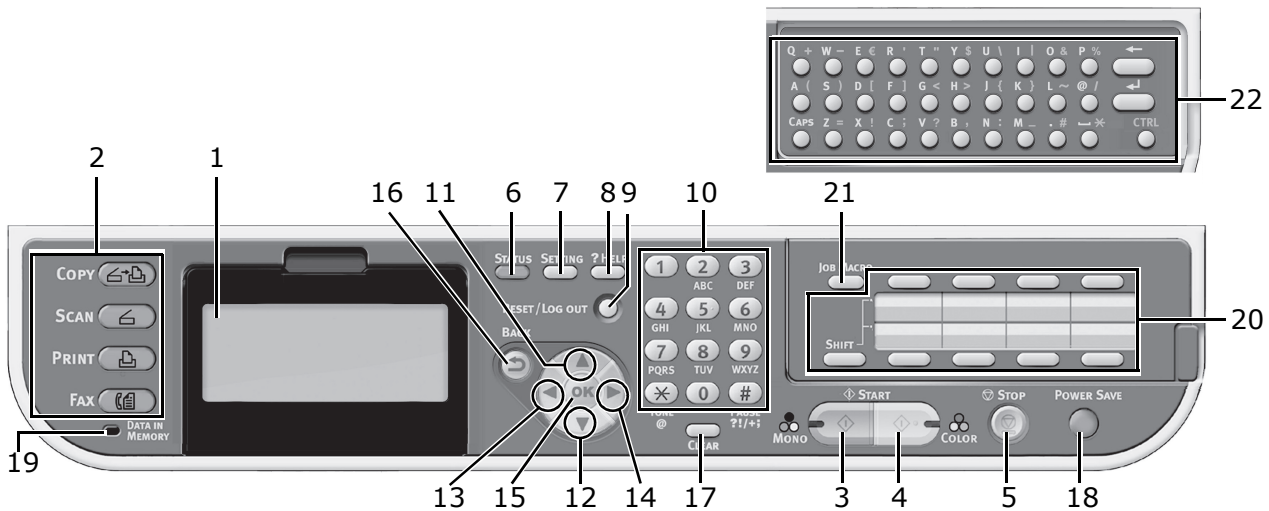
- 8 Attach the bracket and then tighten the screw in the right direction.
- 9 Plug the Ethernet cable and USB cable into the machine.
- 10 Attach the connector cover.
- 11 Plug the AC cable into your machine, and then turn on the power switch.
- 12 Press the **<SETTING>** key on the operator panel.
- 13 Press the ▼ to select [**View Information**] and then press (OK).
- 14 Press to select [**System Information**] and press (OK).
- 15 Check that the value of [**SD Memory Card**] is [**15 GB**].
Press ▼ to scroll along the screen.

! Note

- The memory capacity displayed in [**SD Memory Card**] (15 GB) is lower than the actual capacity (16 GB), however this is not an error.
- If the value of [**SD Memory Card**] has not increased, turn off your machine and unplug the AC cable and Ethernet or USB cable, and then reinstall the SD memory card.

● Operator Panel

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

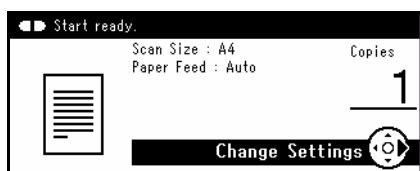


No.	Name	Function
1	Display screen	Displays operating instructions and the status of the machine.
2	Main function keys	Switches functions. The selected key lights up in blue.
	<COPY> key	Switches to the copy start screen.
	<SCAN> key	Switches to the scanner menu screen.
	<PRINT> key	Switches to the print menu screen.
	<FAX> key	Switches to the fax/internet fax menu screen.
3	<START (MONO)> key	Starts copying, scanning, faxing, or printing from USB memory in black and white.
4	<START (COLOR)> key	Starts copying, scanning, faxing, or printing from USB memory in color.
5	<STOP> key	Cancels the current job immediately.
6	<STATUS> key	Displays the status menu screen. Flashes/turns on if there is a status item to be displayed.
7	<SETTING> key	Displays the equipment setting menu screen.
8	<?HELP> key	Displays the help screen. When closing, press the <? Help> button, <Return> button, or <RESET/LOG OUT> button.
9	<RESET/LOG OUT> key	<ul style="list-style-type: none"> ● In the top screen of each function, logs out. ● In the start screen of each function, returns to the top screen. *In the copy function, the top screen is the same as the start screen. ● In the setting screen, resets a setting value and returns to the start screen.
10	Ten-key pad	<ul style="list-style-type: none"> ● Enters numbers. ● Enters alphabetical characters and symbols.
11	<UP> key	Shifts the highlighted selection up while an item is selected or characters are entered.
12	<DOWN> key	Shifts the highlighted selection down while an item is selected or characters are entered.
13	<LEFT> key	<ul style="list-style-type: none"> ● Returns to the previous screen. ● Shifts the highlighted selection to the left while an item is selected or characters are entered.

No.	Name	Function
14	< RIGHT > key	<ul style="list-style-type: none"> ● Proceeds to the next screen. ● Shifts the highlighted selection to the right while an item is selected or characters are entered.
15	< OK > key	<ul style="list-style-type: none"> ● Confirms the highlighted item. ● Selects an item to be checked.
16	< BACK > key	Returns to the previous screen.
17	< CLEAR > key	Executes the following actions according to the entered <ul style="list-style-type: none"> ● Minimizes a setting value. ● Enters zero for a setting value. ● Clears what is entered. ● Cancels a selected item.
18	< POWER SAVE > key	<ul style="list-style-type: none"> ● Enters or exits the power saving mode. ● Exits the sleep mode. Lights up in green while in the modes.
19	< DATA IN MEMORY > indicator	Lights up when data is in memory. * Sleep mode does not light up even if data in memory.
20	One touch key pad	Accesses a registered e-mail address or fax number. 8 keys x 2 groups which is 16 entries in total (Press the < SHIFT > key to switch the groups)
21	< JOB MACRO > key (for MC561dn only)	Switches to the job macro screen.
22	Qwerty keyboard (for MC561dn only)	Enters text. It is under the one touch key pad.

Default Screen

Turn the power on, and when the machine is in the state in which it can be used, the Copy Start screen will be displayed as the default mode.



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



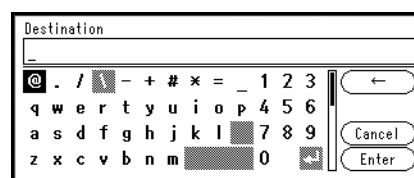
Reference

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

Entering Text Using the Operator Panel

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

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

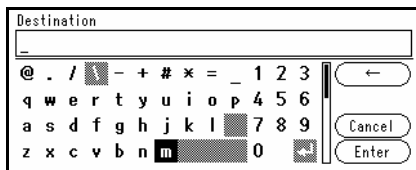


Memo

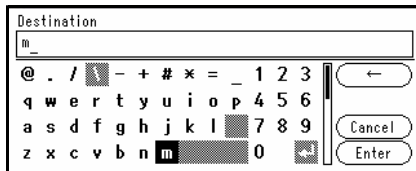
- When you need to enter only numbers, the screen keyboard may not appear. In this case, enter numbers using the ten-key pad.

Entering Text

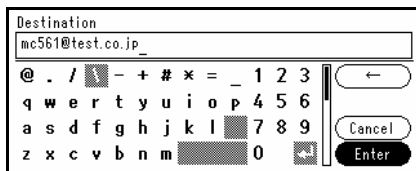
- 1 Press **▶**, **◀**, **▼**, **▲** to select the character you want, and then press **OK**.



The selected character is entered in the text field.



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



Using the Ten-key Pad

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



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

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

Memo

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

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

■ Using QWERTY Keyboard (MC561dn only)

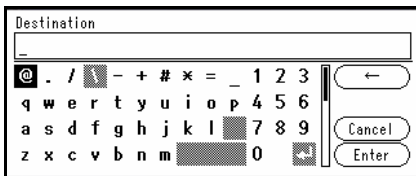
You can also use the QWERTY keyboard to enter alphanumeric characters and symbols in the entry screen.



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

- Standard mode

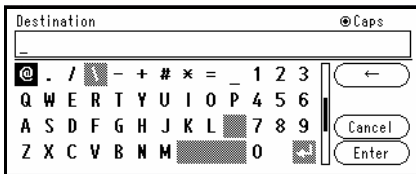
It enables you to enter small alphabetical letters. The following screen keyboard is displayed.



- CAPS mode

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

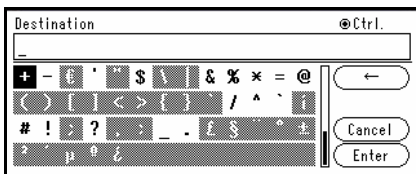
The following screen keyboard is displayed.



- CTRL mode

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

The following screen keyboard is displayed.



! Note

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

Deleting the Entered Text

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

■ Pressing the <CLEAR> key

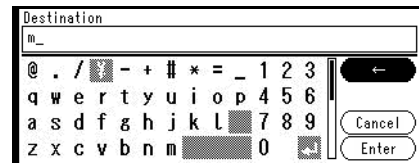
Press the <CLEAR> key to delete the last character entered.

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



■ Selecting [BS] on the Screen Keyboard

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



■ Pressing the Backspace Key on the Qwerty Keyboard (for MC561dn Only)

Press the backspace key to delete the last character entered.



● Connecting to a Computer

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

■ Connecting method

You can select either of the following connection methods:

- "Network Connection" P. 31
- "USB Connection" P. 40

■ Product Requirements

Your machine supports the following operating systems:

- Windows 7/Windows 7 (64bit Version)
- Windows Vista/Windows Vista (64bit Version)
- Windows Server 2008 R2
- Windows Server 2008/Windows Server 2008 (x64 Version)
- Windows XP/Windows XP (x64 Version)
- Windows Server 2003/Windows Server 2003 (x64 Version)
- Windows 2000
- Mac OS X 10.3.9 to 10.6

! Note

- For Mac OS X 10.6 users, install Rosetta before printer driver installation.

■ Types of Drivers

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

- For Windows

Type	Description
PCL	The PCL printer driver is suitable for printing of business documents.
PS	The PS printer driver is suitable for printing of documents including PostScript fonts and EPS data.
PCL XPS	The PCL XPS printer driver is suitable for printing from an application for XPS. * It does not support Windows XP/ Windows Server 2003 or Windows 2000.
FAX	It is installed when directly sending faxes to destinations from the computer via the machine.

- For Mac OS X

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

! Note

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

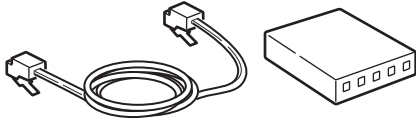
Network Connection

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

Connecting an Ethernet Cable

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

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

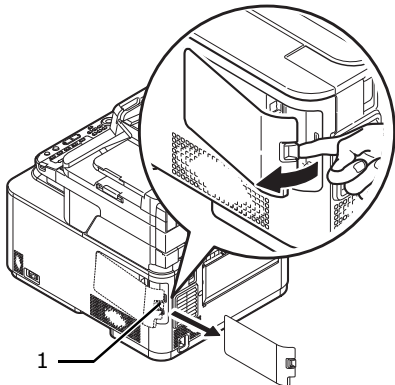


- 2 Turn off your machine and a computer.

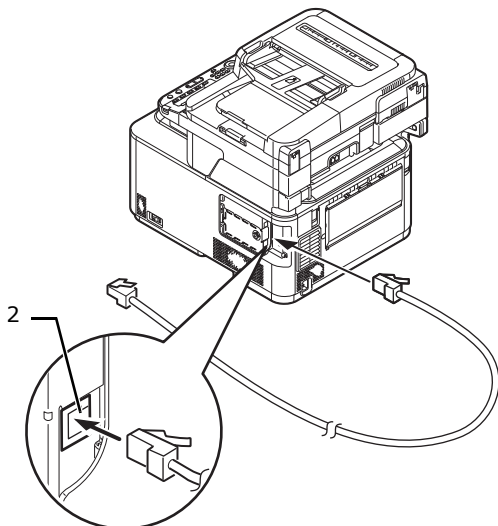
Reference

- "Turning Off Your Machine" P. 19

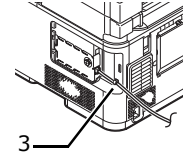
- 3 Remove the side cover on the right side of the machine while pressing the lock button (1).



- 4 Plug one end of the Ethernet cable into the network interface connection (2) on the back of the machine.

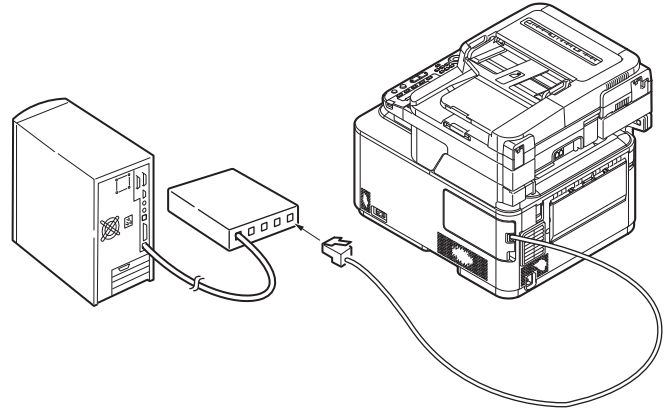


- 5 Hook the Ethernet cable on the hook (3) of the machine.



- 6 Attach the side cover.

- 7 Plug the other end of the Ethernet cable into the hub.



Install a printer and fax driver (for Windows)

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

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

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

Note

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

Memo

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

For the computer

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

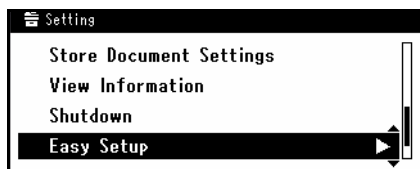
For the machine

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

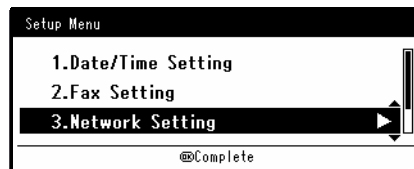
- To set [Network Scale], press the <SETTING> key and then select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Scale].

☐ First, Set the IP address of the machine.

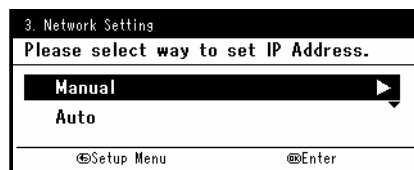
- 1 Turn on the machine.
- 2 Press the <SETTING> key on the operator panel.
- 3 Press the ▼ to select [Easy Setup], and press **OK**.



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

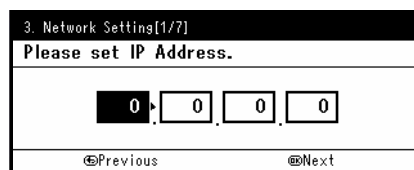


- 7 If setting the IP address manually, check that [**Manual**] is selected, and press **OK**.

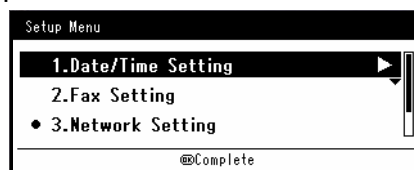


If obtaining the IP address automatically, press the ▼ and select [**Auto**], and press **OK**. Proceed to the step 12.

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



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



□ Next, install the printer and fax driver into the computer.

1 Ensure that your machine and the computer are turned on and connected, and then insert the "Software CD-ROM" into the computer.

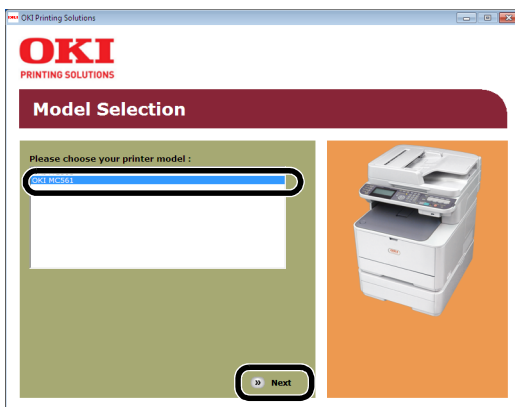
Reference

- "Connecting an Ethernet Cable" P. 31

2 Click [**Run setup.exe**] after [**Auto Play**] is displayed.

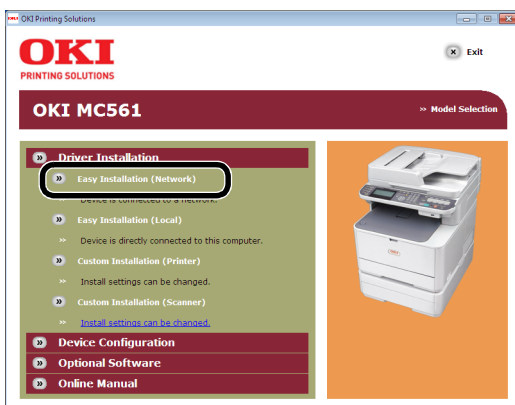
If the [**User Account Control**] dialog box appears, click [**Yes**].

3 Select the model of your machine, and then click [**Next**].



4 Read the license agreement and then click [**I Agree**].

5 Select [**Easy Installation (Network)**] under [**Driver Installation**].



Memo

- In [**Easy Installation (Network)**], PCL, PS, FAX drivers for your OS are installed. If you want to select a driver to install manually, install a shared printer, or use LPR Utility as a print method, select [**Custom Installation (Printer)**] and then follow the instruction displayed on the screen.

6 Click [**Next**].



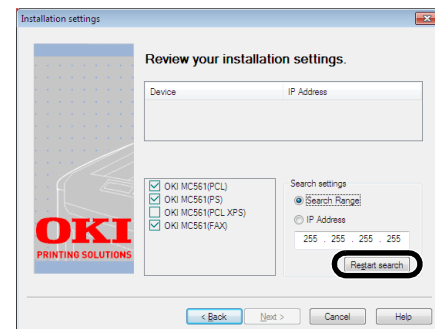
The device search starts.

- If the machine is detected, it is automatically installed. Proceed to the step 8.
- If the machine is not detected, the [**Check for the installed devices**] screen is displayed. Proceed to the step 7.

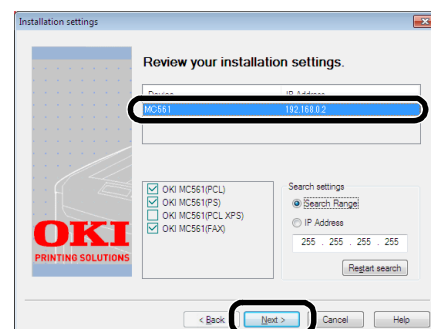
Memo

- Besides the printer and fax driver, you can install the scanner driver, Network Extension, and the Color Swatch Utility at the same time.

7 click [**Restart search**] to restart the device search.



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

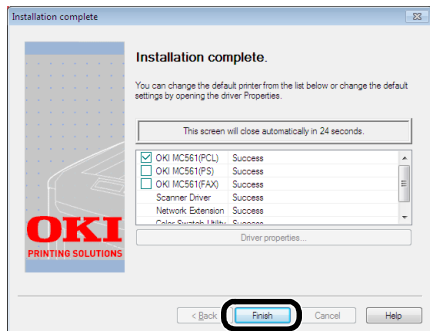


Memo

- If the machine is not displayed by clicking [**Restart search**], select [**IP address**] and enter the IP address assigned to your machine, and then click [**Next**].

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

9 Click [**Finish**] to complete the installation.



- To set a default printer, select the check box of the driver you want.
- If the optional second unit is installed in the machine prior to driver installation, click on [**Driver properties**] and change the set tray.

Note

- If the dialog box prompting to restart the computer appears, click [**Yes**]. The computer automatically restarts.

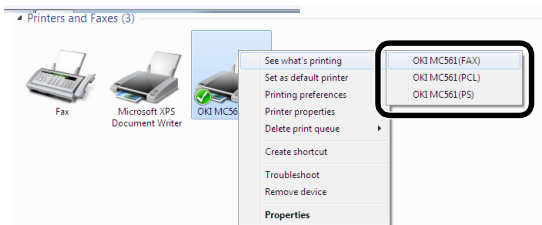
Reference

- For how to configure the tray settings by the driver, refer to "Printer Driver Configuration" P. 22.

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

11 Check that the OKI MC561 icon is displayed.

Right-click the OKI MC561 icon and select one of the menu item, and then check that all the printer drivers installed are displayed in the submenu.



12 Remove the "Software CD-ROM" from the computer.

The installation is complete.

Installing a Printer Driver (For Mac OS X)

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

Select the protocol for your network connection from the following:

- EtherTalk
- Bonjour (Rendezvous for Mac OS X 10.3)

Note

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

■ Using EtherTalk (For Mac OS X 10.5)

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

□ First, enable EtherTalk in the machine.

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

Reference

- "Connecting an Ethernet Cable" P. 31

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

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

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

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

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

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

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

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

10 Press the ◀ until the top screen is displayed.

□ Next, disable the sleep mode in the machine.

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

2 Press the ▼ to select [**Admin Setup**], and press **OK**.

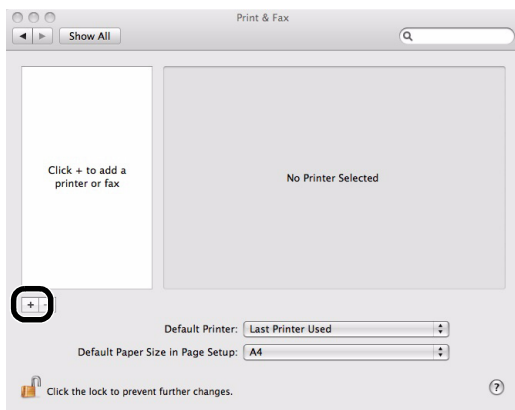
3 Enter the administrator password. The factory default password is "aaaaaa".

4 Select [**Complete**], and press **OK**.

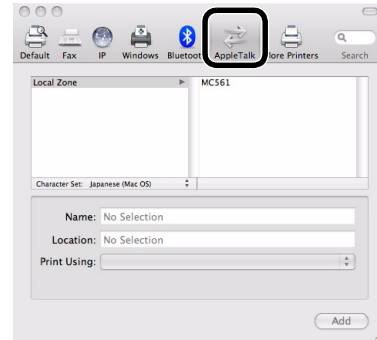
- 5 Press the ▼ to select [**User Install**], and press **OK**.
- 6 Press the ▼ to select [**Power Save**], and press **OK**.
- 7 Press the ▼ to select [**Sleep**], and press **OK**.
- 8 Press the ▼ to select [**OFF**], and press **OK**.
- 9 Press the ◀ until the top screen is displayed.

□ Then, install the driver in the computer.

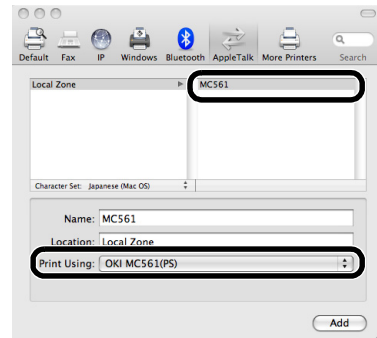
- 1 Insert the "Software CD-ROM" into the computer.
- 2 Double-click the [**OKI**] icon on the desktop.
- 3 Double-click [**Driver**] > [**Printer**] > [**Installer for MacOSX**].
- 4 Enter the administrator's password, and then click [**OK**].
Follow the instructions displayed on the screen to complete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



- 8 Click [**AppleTalk**].

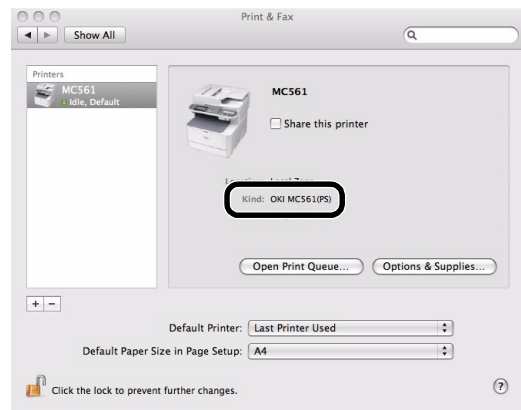


- 9 Select the name of your machine and then check that [**OKI MC561(PS)**] is displayed in [**Print Using**].



- 10 Click [**Add**].

- 11 Check that your machine is displayed in [**Printers**] and [**OKI MC561(PS)**] is displayed in [**Kind**].



Note

- If [**OKI MC561(PS)**] is not correctly displayed in [**Kind**], click [-] to remove your machine from [**Print & Fax**] and then redo the procedure from steps 7 to 10.

- 12 Close [**Print & Fax**].

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

■ Using EtherTalk (For Mac OS X 10.3.9 to 10.4.11)

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

✍️ Memo

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

□ First, enable EtherTalk in the machine.

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

📖 Reference

- "Connecting an Ethernet Cable" P. 31

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

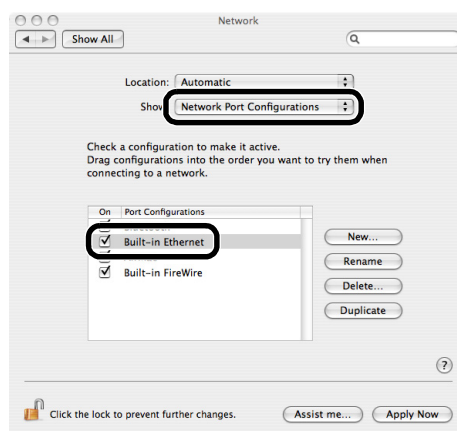
□ Next, disable the sleep mode in the machine.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Admin Setup**], and press (OK).
- 3 Enter the administrator password. The factory default password is "aaaaaa".
- 4 Select [**Complete**], and press (OK).
- 5 Press the ▼ to select [**User Install**], and press (OK).
- 6 Press the ▼ to select [**Power Save**], and press (OK).

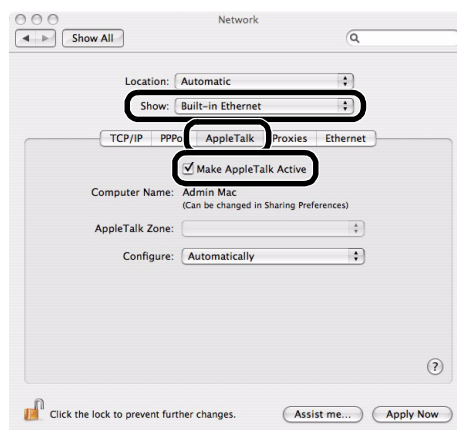
- 7 Press the ▼ to select [**Sleep**], and press (OK).
- 8 Press the ▼ to select [**OFF**], and press (OK).
- 9 Press the ◀ until the top screen is displayed.

□ Then, install the driver in the computer.

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



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



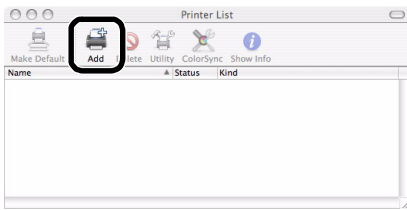
- 5 Close [**Network**].
- 6 Insert "Software CD-ROM" in the computer.
- 7 Double-click the [**OKI**] icon on the desktop.

- 8 Double-click [**Driver**] folder > [**Printer**] folder > [**Installer for Mac OSX**].
- 9 Enter the administrator's password, and then click [**OK**].
Follow the instructions displayed on the screen to complete the installation.
- 10 From the [**Go**] menu, select [**Utilities**] and then double-click [**Printer Setup Utility**].

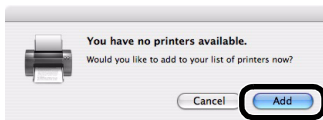
! Note

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

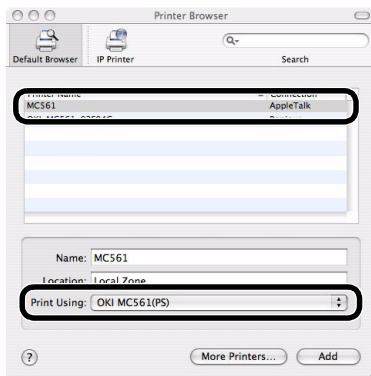
- 11 Click [**Add**].



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



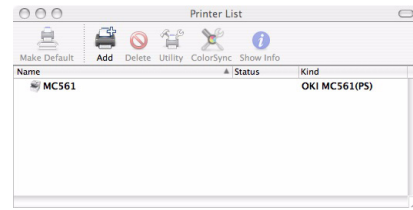
- 12 Select the name of your machine whose [**Connection**] is [**AppleTalk**], and then check that [**OKI MC561(PS)**] is displayed in [**Print Using**].



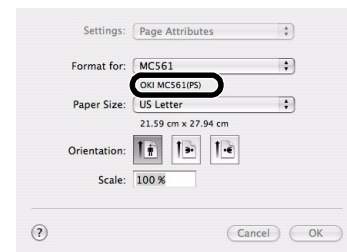
For Mac OS X 10.3.9, set as follows.

- a) Select [**AppleTalk**] from the pop-up menu.
 - b) Select the machine from the list.
 - c) Select [**Oki**] from [**Printer Model**] and then select [**OKI MC561(PS)**] from the driver list.
- 13 Click [**Add**].

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



- 15 From the [**Go**] menu, select [**Applications**] and then double-click [**TextEdit**].
- 16 Select the [**File**] menu > [**Page Setup**].
- 17 Select the name of your machine from [**Format for**].
- 18 Check that the [**OKI MC561(PS)**] is displayed correctly under [**Format for**].



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

■ Using Bonjour (For Mac OS X 10.5 and 10.6)

When connecting to the network with Bonjour, it is necessary to disable the sleep mode in the machine. Then, install the driver in the computer and set the machine as a network printer.

□ Next, disable the sleep mode in the machine.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Admin Setup**], and press (OK).
- 3 Enter the administrator password.
The factory default password is "aaaaaa".
- 4 Select [**Complete**], and press (OK).
- 5 Press the ▼ to select [**User Install**], and press (OK).
- 6 Press the ▼ to select [**Power Save**], and press (OK).

- 7 Press the ▼ to select [**Sleep**], and press **OK**.
- 8 Press the ▼ to select [**OFF**], and press **OK**.
- 9 Press the ◀ until the top screen is displayed.

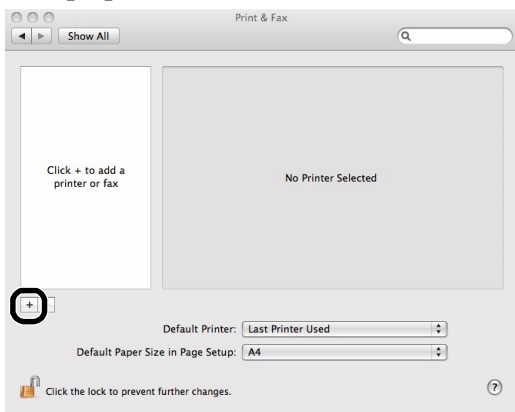
□ Then, install the driver in the computer.

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

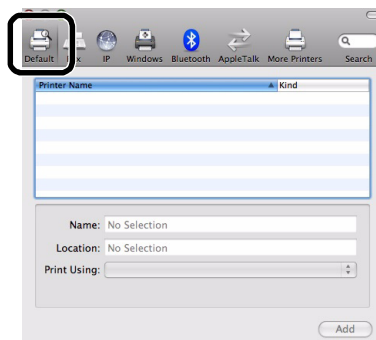
Reference

- "Connecting an Ethernet Cable" P. 31

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

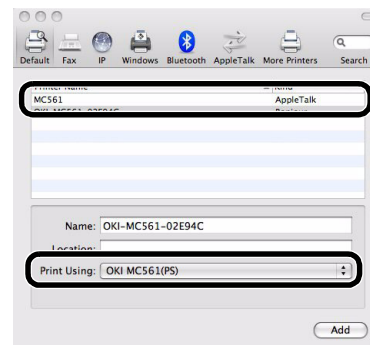


- 9 Click [**Default**].

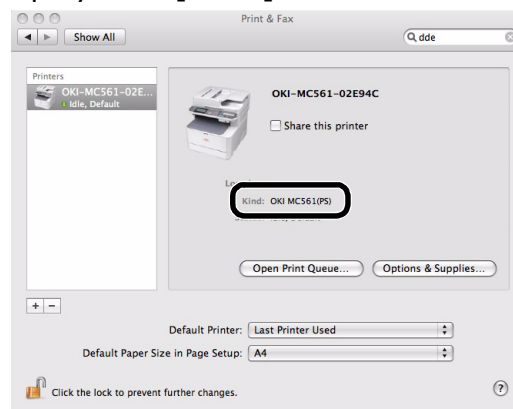


- 10 Select the name of your machine whose [**Kind**] is [**AppleTalk**], and then check that [**OKI MC561(PS)**] is displayed in [**Print Using**].

The name of your machine is displayed with the format of "OKI-MC561- (the last six digits of the MAC address)".



- 11 Click [**Add**].
- 12 If the [**Installable Options**] window is displayed, click [**Continue**].
If you have installed the optional second tray unit before the driver installation, configure each item and then click [**Continue**].
- 13 Check that your machine is displayed in [**Printers**] and [**OKI MC561(PS)**] is displayed in [**Kind**].



Note

- If [**OKI MC561(PS)**] is not correctly displayed in [**Kind**], click [-] to remove your machine from [**Print & Fax**] and then Redo the procedure from step 8 to 12.

14 Close [**Print & Fax**].

15 Remove "Software CD-ROM" from the computer.
The installation is complete.

■ Using Bonjour (Rendezvous) (for Mac OS X 10.3.9 to 10.4.11)

When connecting to the network with Bonjour, it is necessary to disable the sleep mode in the machine. Then, install the driver in the computer and set the machine as a network printer.

Memo

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

□Next, disable the sleep mode in the machine.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Admin Setup**], and press **OK**.
- 3 Enter the administrator password.
The factory default password is "aaaaaa".
- 4 Select [**Complete**], and press **OK**.
- 5 Press the ▼ to select [**User Install**], and press **OK**.
- 6 Press the ▼ to select [**Power Save**], and press **OK**.
- 7 Press the ▼ to select [**Sleep**], and press **OK**.
- 8 Press the ▼ to select [**OFF**], and press **OK**.
- 9 Press the ◀ until the top screen is displayed.

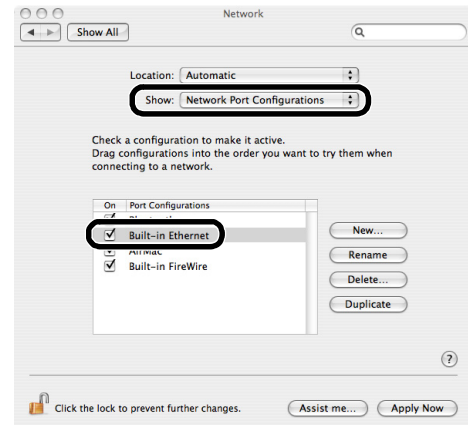
□Then, install the driver in the computer.

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

Reference

- "Connecting an Ethernet Cable" P. 31
- 2 From the Apple menu, select [**System Preferences**].
 - 3 Select [**Network**].

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

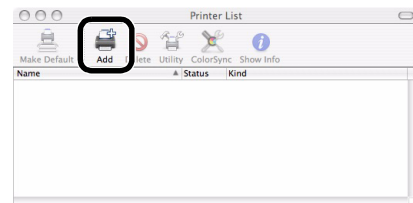


- 5 Close [**Network**].
- 6 Insert "Software CD-ROM" into the computer.
- 7 Double-click the [**OKI**] icon on the desktop.
- 8 Double-click [**Driver**] folder > [**Printer**] folder [**Installer for Mac OSX**].
- 9 Enter the administrator's password, and then click [**OK**].
Follow the instructions displayed on the screen to complete the installation.
- 10 From the [**Go**] menu, select [**Utilities**] and then double-click [**Printer Setup Utility**].

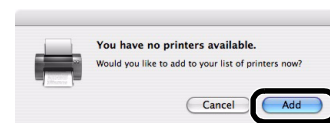
! Note

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

- 11 Click [**Add**].

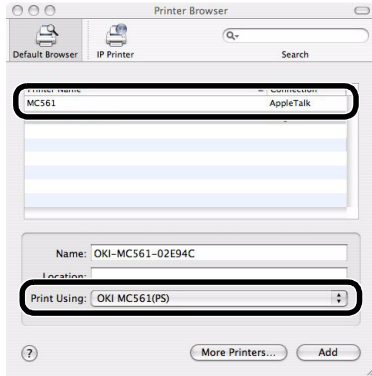


If the [**You have no printers available**] dialog box appears, click [**Add**].



- 12** Select the name of your machine whose [Connection] is [Bonjour], and then check that [OKI MC561(PS)] is displayed in [Print Using].

The name of your machine is displayed with the format of "OKI-MC561- (the last six digits of the MAC address)".



For Mac OS X 10.3.9, set as follows.

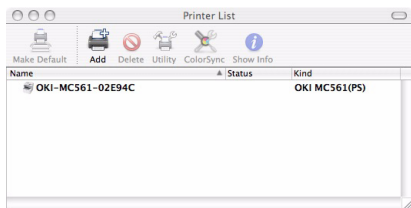
- Select [Rendezvous] from the pop-up menu.
- Select the machine from the list.
- Select [Oki] from [Printer Model] and then select [OKI MC561(PS)] from the driver list.

- 13** Click [Add].

- 14** If the [Installable Options] window is displayed, click [Continue].

If you have installed the optional second tray unit before the driver installation, configure each item and then click [Continue].

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

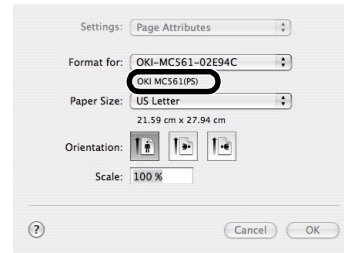


- 16** From the [Go] menu, select [Applications] > [TextEdit].

- 17** Select the [File] menu > [Page setup].

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

- 19** Check that [OKI MC561(PS)] is displayed correctly under [Format for].



- 20** Click [OK].

- 21** Remove "Software CD-ROM" from the computer. The installation is complete.

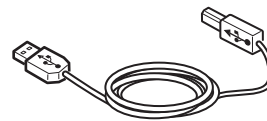
USB Connection

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

Connecting a USB Cable

- 1** Prepare a USB cable.

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



Memo

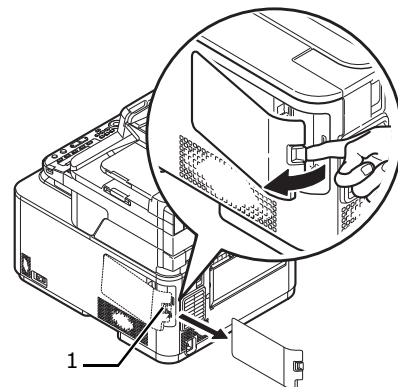
- Use a USB 2.0 Hi-Speed cable for a USB 2.0 Hi-Speed connection.

- 2** Turn off your machine and the computer.

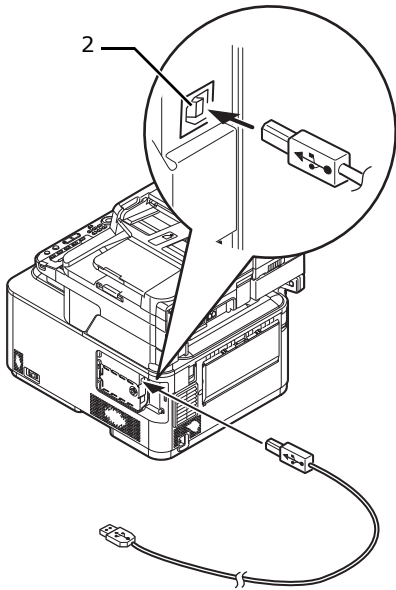
Reference

- "Turning Off Your Machine" P. 19

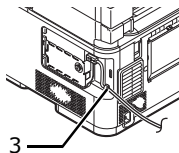
- 3** Remove the connector cover on the right side of the machine while pressing the lock button (1).



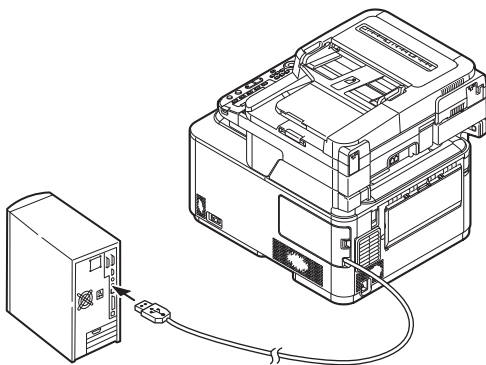
- 4 Plug one end of the USB cable into the USB interface connector (2) on the back of the machine.



- 5 Hook the USB cable on the hook (3) of the machine.



- 6 Attach the connector cover to the machine.
- 7 Plug the other end of the USB cable into the computer's USB interface connector.



! Note

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

! Note

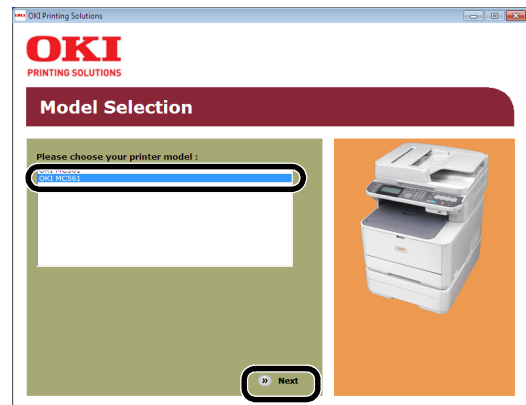
- Do not plug the USB cable into the network interface connection. Doing so may cause a malfunction.

Installing a Printer Driver (For Windows)

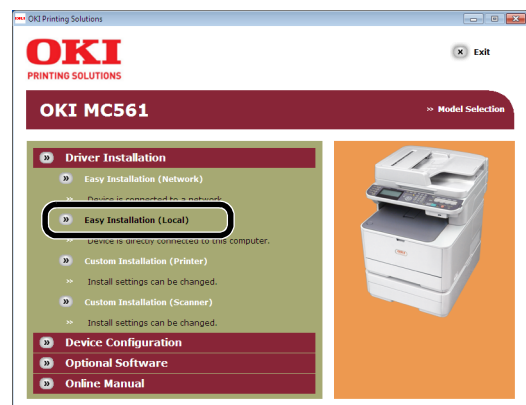
! Note

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

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



- 6 Read the license agreement and then click [**I Agree**].
- 7 Select [**Easy Installation (Local)**] under [**Driver Installation**].



Memo

- In [**Easy Installation (Local)**], PCL, PS, FAX drivers for your OS are installed. If you want to select a driver to install manually, select [**Custom Installation (Printer)**] and then follow the instruction displayed on the screen.

8 Click [**Next**].



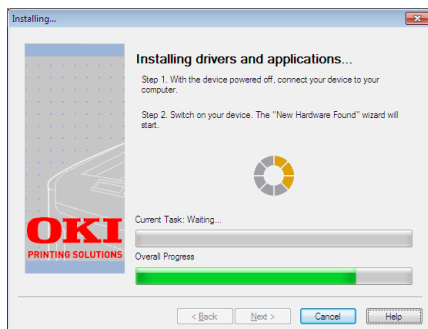
Installation starts.

Memo

- Besides the printer and fax driver, you can install the scanner driver and the Color Swatch Utility at the same time.

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

10 When connecting the machine to the computer, and the instruction prompting to turn on the machine appears, plug the USB cable into the computer and turn on your machine.



Follow the instructions displayed on the screen to complete the installation.

Reference

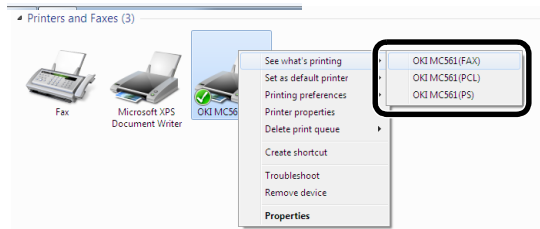
- "Connecting a USB Cable" P. 40

11 When the [**Installation complete**] screen appears, click [**Finish**].

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

13 Check that the OKI MC561 icon is displayed.

Right-click the OKI MC561 icon and select one of the menu item, and then check that all the printer drivers installed are displayed in the submenu.



14 Remove "Software CD-ROM" from the computer.

The installation is complete.

Installing a Printer Driver (For Mac OS X)

Note

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

■ For Mac OS X 10.5 and 10.6

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

Reference

- "Connecting a USB Cable" P. 40

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

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

4 Double-click [**Driver**] folder > [**Printer**] folder [**Installer for MacOSX**].

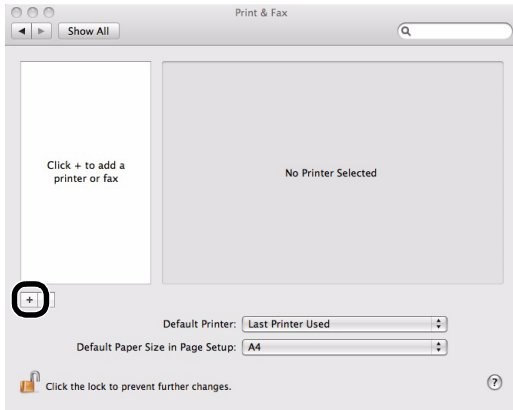
5 Enter the administrator's password, and then click [**OK**].

Follow the instructions displayed on the screen to complete the installation.

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

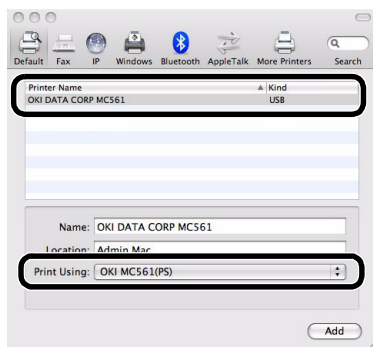
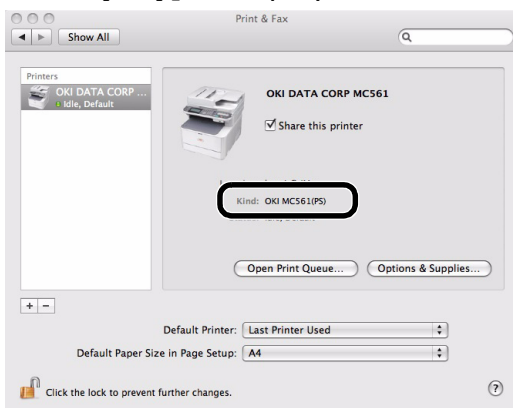
7 Click [**Print & Fax**].

8 Click [+].



! Note

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

9 Select the name of your machine whose **[Connection]** is **[USB]**, and then check that **[OKI MC561(PS)]** is displayed in **[Print Using]**.10 Click **[Add]**.11 Check that the name of your machine is displayed in **[Printers]** and **[OKI MC561(PS)]** is displayed.

! Note

- If **[OKI MC561(PS)]** is not correctly displayed, click [-] to remove your machine from **[Printers]** and then redo the procedure from steps 8 to 10.

12 close **[Print & Fax]**.

13 Remove "Software CD-ROM" from the computer.

The installation is complete.

■ For Mac OS X 10.3.9 to 10.4.11

Memo

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

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

Reference

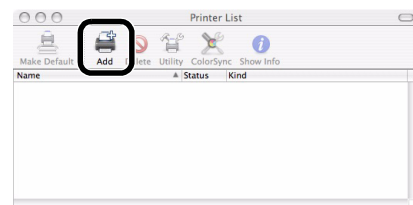
- "Connecting a USB Cable" P. 40

2 Insert "Software CD-ROM".

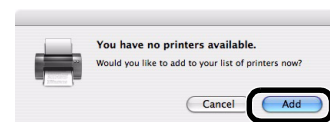
3 Double-click the **[OKI]** icon on the desktop.4 Double-click **[Driver]** folder > **[Printer]** folder > **[Installer for Mac OS X]**.5 Enter the administrator's password, and then click **[OK]**.
Follow the instructions displayed on the screen to complete the installation.6 From the **[Go]** menu, select **[Utilities]**, and then double-click **[Printer Setup Utility]**.

! Note

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

7 Click **[Add]**.

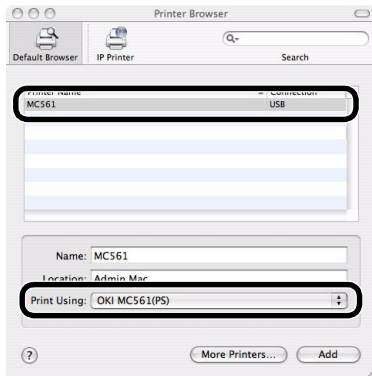
If the **[You have no printers available]** dialog box appears, click **[Add]**.



! Note

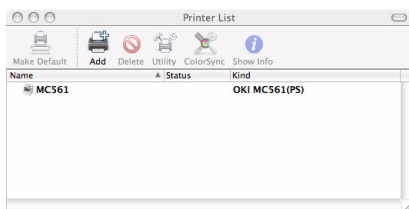
- If the name of your machine whose **[connection]** is **[USB]** is already displayed, select it and click **[Delete]**, and then click **[Add]**.

- 8 Select the name of your machine whose [Connection] is [USB], and then check that [OKI MC561(PS)] is displayed in [Print Using].



For Mac OS X 10.3.9, set as follows.

- a) Select [USB] from the pop-up menu.
 - b) Select the machine from the list.
 - c) Select [OKi] from [Printer Model] and then select [OKI MC561(PS)] from the driver list.
- 9 Click [Add].
- 10 Check that the name of your machine is displayed in [Printer List], and then close the window.



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

● Configuring the Network Settings

This section describes the setup required for using Scan To E-mail, ScanTo Network PC, Internet Fax functions. The above functions enable you to send scanned data to a computer via the network connection. To use them, you need to set up your machine and the computer to which you want to send scanned data.

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

Reference

- Be sure to configure the network connection before doing the procedures below. For the network connection, refer to "Network Connection" P. 31.

Setup Information Form

No.	Item	Outline Introduction	Example	User Value
Common Setup Information				
A-1	Administrator password for your machine	The password you use to change the machine's system settings	aaaaaa	
A-2	IP address of your machine	The IP address allocated to your machine	192.168.0.2	
A-3	DNS server address	DNS server address	192.168.0.1	
Setup Information Required for Scan To E-mail and Internet Fax				
B-1	E-mail address for your machine	The e-mail address used when sending e-mails from the machine	mc561@test.co.jp	(Up to 80 characters)
B-2	SMTP server address	The address of the server used when sending e-mails	smtp.test.co.jp	
B-3	POP3 server address	The address of the server used when receiving e-mails	pop3.test.co.jp	
B-4	Authentication method	Sending mail server authentication	SMTP	
B-5	SMTP user ID	Sending mail server account name	OKIMC561	
B-6	SMTP password	Sending mail server password	okimc561	
B-7	POP user ID	Receiving mail server account name	user	
B-8	POP password	Receiving mail server password	okimc561	
B-9	Name of the e-mail destination	The name of the recipient to whom you are sending a scan-to-mail/ internet fax from the machine	User	
B-10	E-mail address of the e-mail destination	The e-mail address of the recipient to whom you are sending a scan-to-mail/ internet fax from the machine	user@test.com	
Setup Information Required for Scan To Network PC				
C-1	Name of the destination computer	The name of the computer to which you are forwarding scanned data	PC1	
C-2	User name to log into the destination computer	User name to log in to the computer to which you are forwarding scanned data	mc561	(Up to 32 characters)
C-3	Password to log into the destination computer	Password to log in to the computer to which you are forwarding scanned data	mc561	(Up to 32 characters)
C-4	Profile name to register the settings	Name when registering the machine settings	Sales	(Up to 16 characters)
C-5	Shared folder name on the destination computer	Folder name of the computer to which you are forwarding scanned data	SalesDev	(Up to 64 characters)
C-6	File name of the scanned data	Scanned data folder name	ScanData	(Up to 64 characters)

Checking the Common Setup Information

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

■ Administrator Password for Your Machine

Enter the administrator password of your machine in A-1 of the Setup Information Form.

If you are not the administrator of the machine, ask the administrator the password.



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

■ Gateway address/DNS server

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



- It is necessary that the gateway address be configured beforehand. Also, if using an internet service provider, it is necessary that the DNS server be configured. If it has not been configured (0.0.0.0), follow the 34 page procedure to configure it.

Setting Up Scan To E-mail and Internet Fax

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

When using Auto Deliver or Transmission Data Save function (MC561dn only), the following setup is required.

Checking the E-mail Settings of the Computer



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

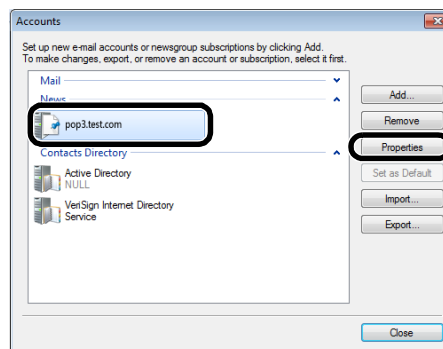


- The procedure below uses Windows Live Mail on Windows 7. If you are using different mail software, refer to the manual for the e-mail software.

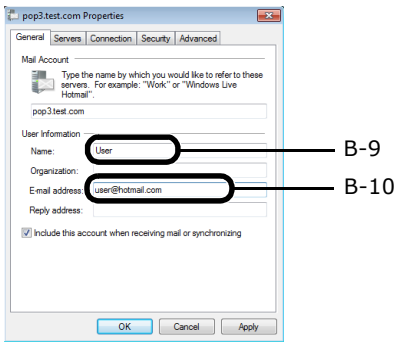
- 1 Click **[Start]** and select **[Windows Live Mail]**.
- 2 Select the **[Tools]** menu > **[Accounts]**. If the menu bar is not displayed, click the **[Menus]** icon and then select **[Show menu bar]**.



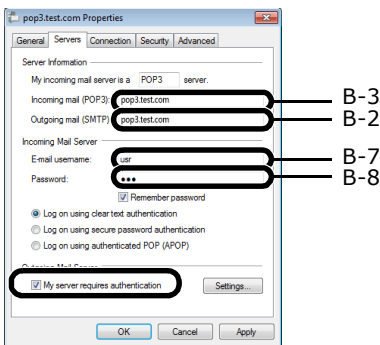
- 3 Select the mail account and then click **[Properties]**.



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



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



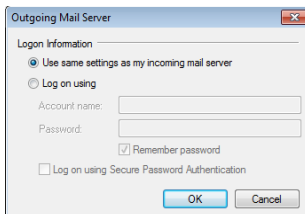
- If there is a check in the [**My server requires authentication**] checkbox, enter "SMTP" into B-4 and follow procedure 6.
- If there is no check in the [**My server requires authentication**] checkbox, enter [**POP or not yet authenticated**] in B-4. At this point the confirmation of e-mail settings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

! Note

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

6 Click [**Settings**].

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



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

Setting the E-mail Address for Your Machine

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

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

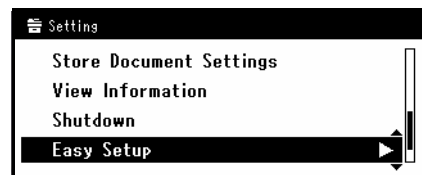
! Note

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

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

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

















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



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



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

- 7 Select [**Enter**] and then press .
- 8 Press the  and then enter the information in B-1.
- 9 Select [**Enter**] and then press .
- 10 Press the  and then select an authentication method based on the information in B-4. Then, press .
 - If B-4 is "Do not authenticate", select [**Do not authenticate**]. Proceed to the step 21.
 - If B-4 is "SMTP", select [**SMTP Auth**]. Proceed to the step 11.
 - If B-4 is "POP", select [**POP Before SMTP**]. Proceed to the step 15.
- 11 Press the  and then enter the information in B-5.
- 12 Select [**Enter**] and then press .
- 13 Press the  and then enter the information in B-6.
- 14 Select [**Enter**] and then press . Proceed to the step 21.
- 15 Press the  and then enter the information in B-3.
- 16 Select [**Enter**] and then press .
- 17 Press the  and then enter the information in B-7.
- 18 Select [**Enter**] and then press .
- 19 Press the  and then enter the information in B-8.
- 20 Select [**Enter**] and then press .
- 21 When the setup menu screen is displayed, press .



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

 Reference

- For details on how to use Scan To E-mail, refer to "Scan to E-mail" P. 98.
- For details on how to use Internet Fax, refer to "Basic Procedure for Internet Faxing" P. 91.

Setting Up Scan To Network PC

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

 Note

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

 Memo

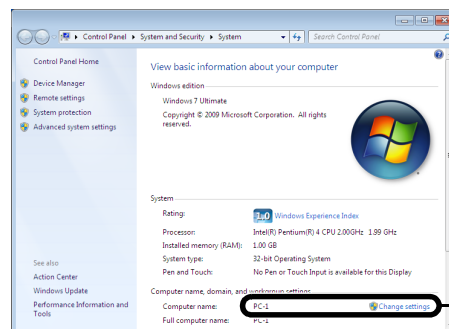
- The CIFS protocol is used in this procedure.

Checking the Name of the Computer

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

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

- 1 Click [**Start**] and select [**Control Panel**].
- 2 Select [**System and Security**].
For Windows Server 2008 and Windows Vista, select [**System and Maintenance**].
- 3 Select [**See the name of this computer**] under [**System**].
- 4 Enter the name in [**Computer name**] in C-1 of the Setup Information Form.



C-1

- 5 Close the window.

■ For Windows Server 2003 and Windows XP

- 1 click [**start**] > [**Control Panel**] > [**Performance and Maintenance**] > [**System**].
For Windows Server 2003, click [**Start**] > [**Operator panel**] > [**System**].

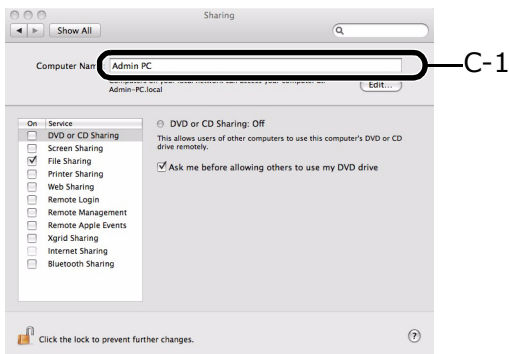
- 2 Select the [**Computer Name**] tab and then click [**Change**].
- 3 Enter the name in [**Computer Name**] in C-1 of the Setup Information Form.
- 4 Click [**Cancel**] to close the window.

■ **For Windows 2000**

- 1 Click [**Start**] > [**Settings**] > [**Control Panel**].
- 2 Double-click [**System**].
- 3 Select the [**Network Identification**] tab and then click [**Properties**].
- 4 Enter the name in [**Computer Name**] in C-1 of the Setup Information Form.
- 5 Click [**Cancel**] to close the window.

■ **For Mac OS X**

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



Memo

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

- 4 Close [**Share**].

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

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

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

! Note

- If the username is managed on the domain, enter "Username@Domainname" in C-2. To check the domain name, click on [**Change**] within the [**Computer Name**] tab in the [**System Properties**] dialogue box.
- Password to log into the destination computer (C-3)
- Profile name to register the settings on your machine (C-4)
- Shared folder name on the destination computer (C-5)
- File name of the scanned data (C-6)

Configuring the Computer for Scan To Network PC

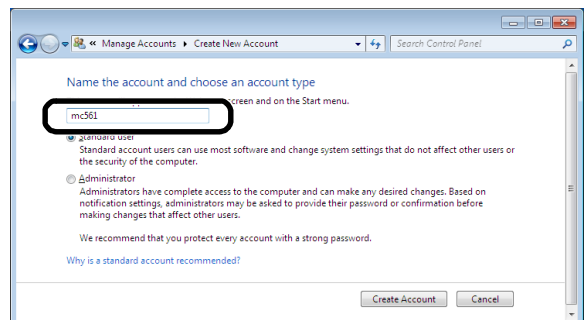
With the setup information form, create an account and shared folder for the machine in the computer.

Memo

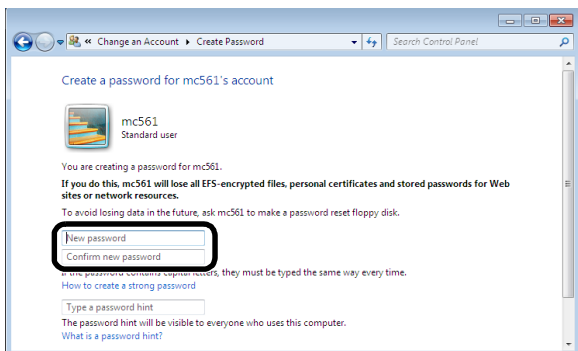
- If the computer is in a domain, the procedure of adding a user account may be different to the procedure below. Refer to the Microsoft Windows manual.


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

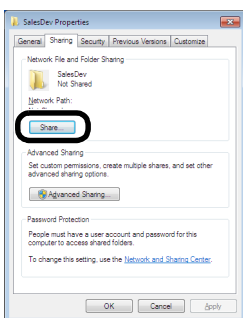
- 1 Click [**Start**] > [**Control Panel**].
- 2 Select [**Add or remove user accounts**].
- 3 Select [**Create a new account**].
- 4 Enter the information in C-2 in the text box.



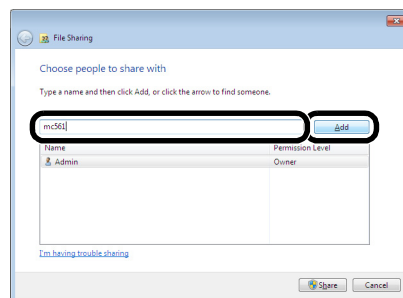
- 5 Ensure that [**Standard user**] is selected, and then click [**Create Account**].
- 6 Click the icon of the user account created in step 5.
- 7 Select [**Create a password**].
- 8 Enter the information in C-3 in [**New password**] and [**Confirm new password**], and then click [**Create password**].



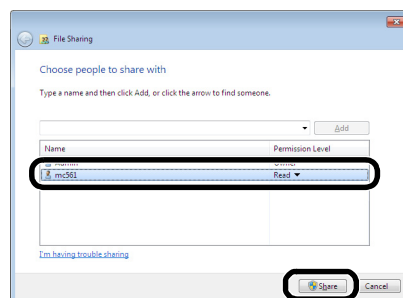
- 9 Close the operator panel.
- 10 Create a new folder on the computer with the name entered in C-5.
 -  It is recommended to create a folder in the local drive (C drive or D drive), not on the desktop, [**My Documents**], or network drive.
- 11 Right-click the folder created in step 10 and select [**Properties**].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



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

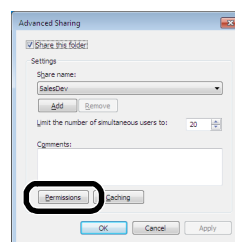


- 14 Check that the user added in step 13 is displayed and then click [**Share**].



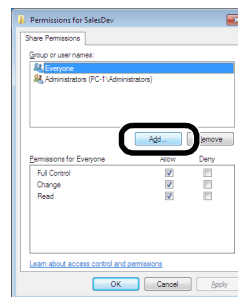
After the [**Network discovery and file sharing**] dialog box is displayed, click [**No, make the network that I am connected to a private network**].

- 15 Click [**Done**].
- 16 Click [**Advanced Sharing**] on the [**Sharing**] tab.
- 17 Click [**Permissions**].

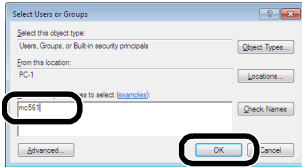


For Windows Vista/Windows Server 2008, proceed to the step 20.

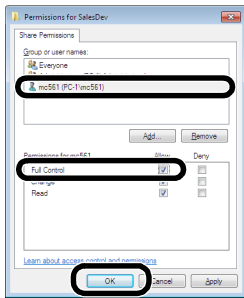
- 18 Click [**Add**].



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



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



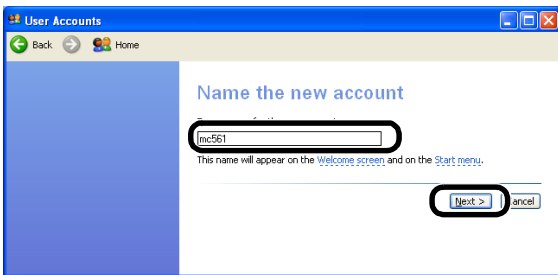
21 click [OK].

22 Click [Close].

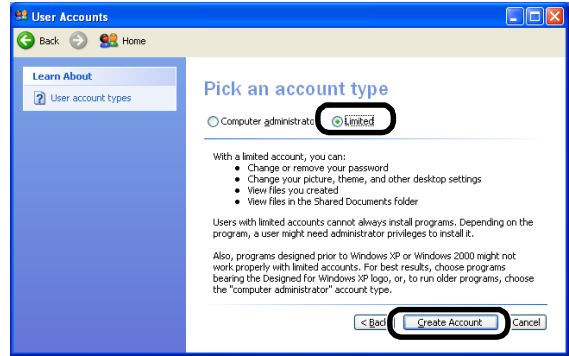
Proceed to "Creating a Profile for Scan To Network PC" P. 56.

■ For Windows XP

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



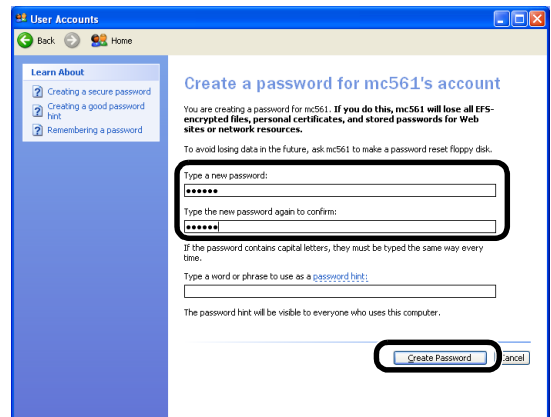
5 Select [Limited] and click [Create Account].



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

7 Select [Create a password].

8 Enter the value of C-3 in [Type a new password] and [Type the new password again to confirm], and then click [Create Password].



9 Close the operator panel.

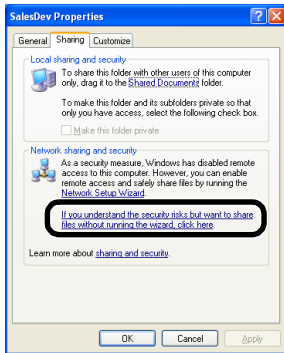
10 Create a new folder on the computer with the name entered in C-5.



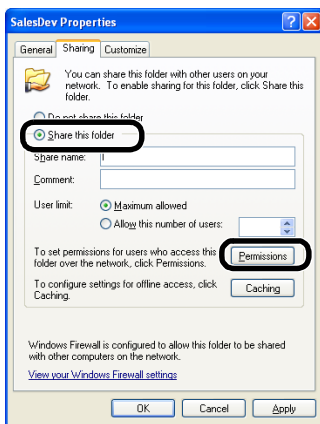
- It is recommended to create a folder in the local drive (C drive or D drive), not on the desktop, [My Documents], or network drive.

11 Right-click the folder created in step 10, and then select [Sharing and Security].

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



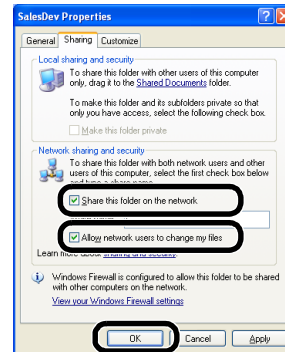
If the screen below appears, select [Share this folder] and click [Permissions]. Proceed to step 15.



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

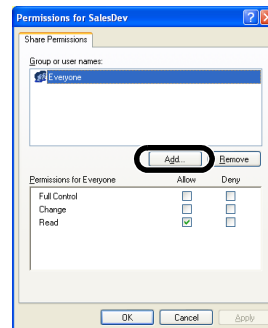


14 Select the [Share this folder on the network] and [Allow network users to change my files] check box, and then click [OK].

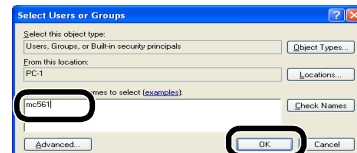


Proceed to "Creating a Profile for Scan To Network PC" P. 56

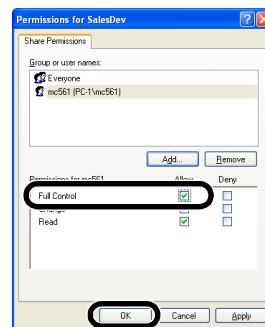
15 Click [Add].



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



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



Proceed to "Creating a Profile for Scan To Network PC" P. 56

■ For Windows Server 2003/ Windows 2000

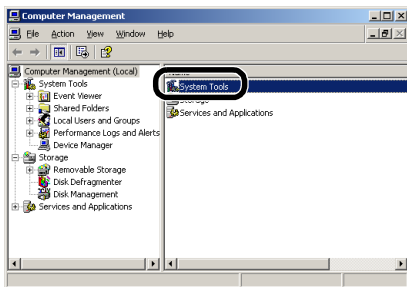
Memo

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

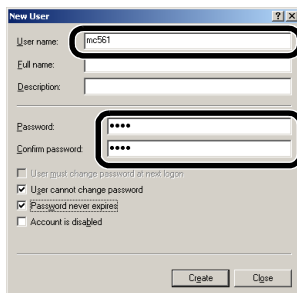
1 Click **[Start]** > **[Administrative Tools]** > **[Computer Management]**.

For Windows 2000, right-click the **[My Computer]** on the desktop, and select **[Manage]**.

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



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



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

Memo

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

5 Click **[Close]**.

6 Double-click **[User]** and check that the user created in step 4 is displayed.

7 Close the window.

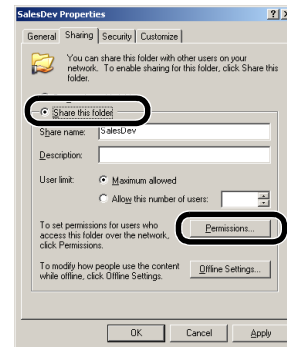
8 Create a new folder on the computer with the name entered in C-5.

Memo

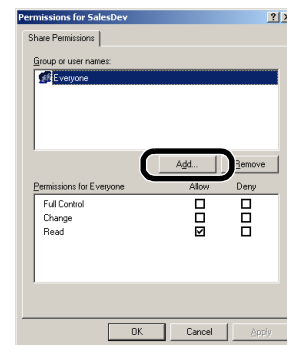
- It is recommended to create a folder in the local drive (C drive or D drive), not on the desktop, **[My Documents]**, or network drive.

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

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

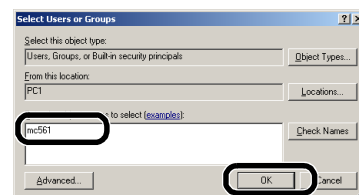


11 Click **[Add]**.



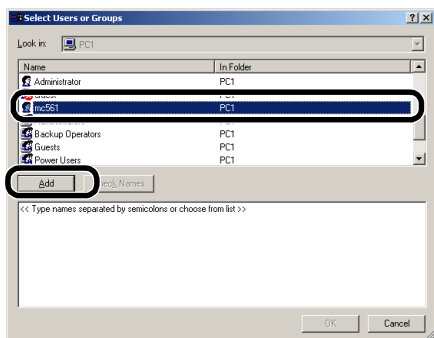
For Windows 2000, proceed to the step 13.

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

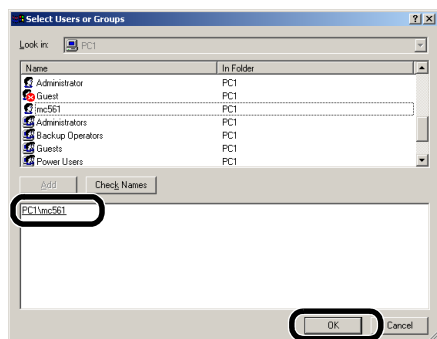


Proceed to the step 15.

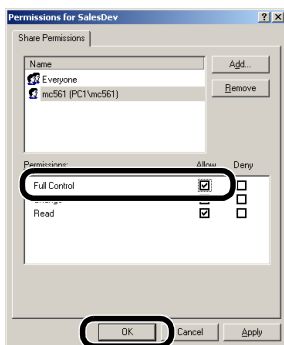
13 For Windows 2000, select the user account created in step 4 and then click **[Add]**.



14 Check that the user account added in the step 13 is displayed in the following list, and then click **[OK]**.
The user account is displayed with the format of "C-1\C-2".



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



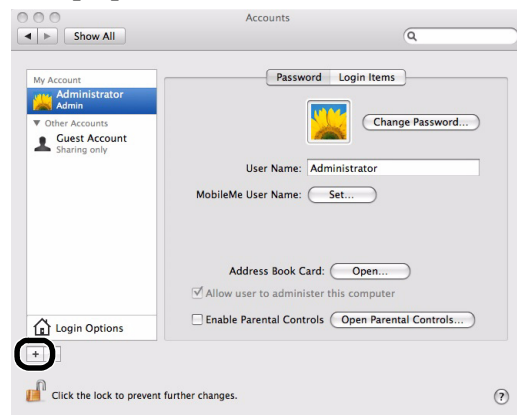
16 Ensure that the icon of the shared folder created in the step 8 changes into the icon with a hand, and then close the window.

"Creating a Profile for Scan To Network PC" P. 56

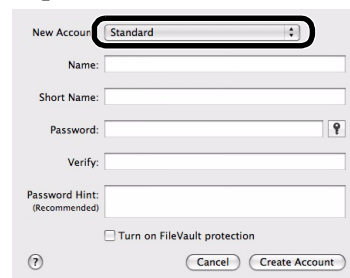
■ For Mac OS X 10.5 to 10.6

- 1 From the Apple menu, select **[System Preferences]**.
- 2 Click **[Accounts]**.
- 3 Click **[Click the key to change]** at the bottom left of the screen and enter the administrator's password. Then, click **[OK]**.

4 Click **[+]**.



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



6 Enter the value of C-2 in **[Name]**.
For Mac OS X 10.5, enter the value of C-2 in **[Name]**.

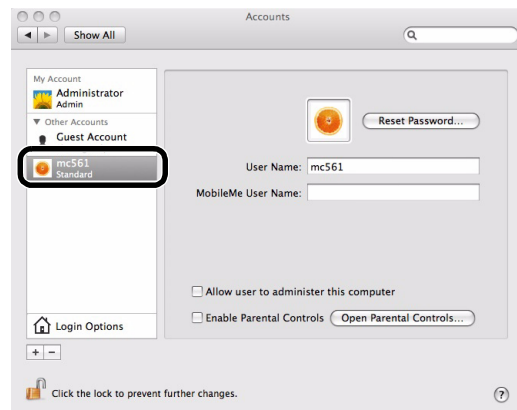
7 Enter the value in C-3 in both **[Password]** and **[Verify]**.

8 Click **[Create Account]**.



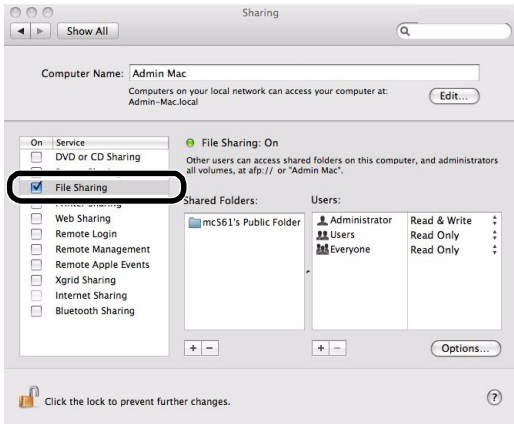
- After the dialog box for auto login, disable the auto login.

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



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

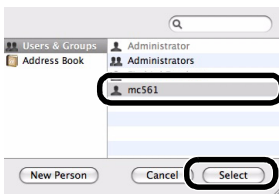
- 11 From the Apple menu, select [**System Preferences**].
- 12 Click [**Share**].
- 13 Check the check box of [**File Sharing**].



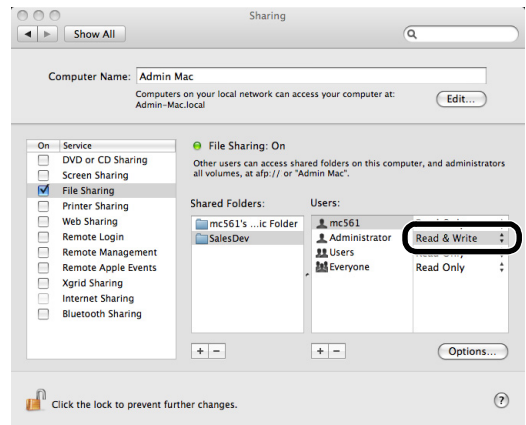
- 14 Click [**+**] under [**Shared Folder**].
- 15 Select the folder created in the step 10 and click [**Add**].
- 16 Select the folder added in the step 15 and click [**+**] under [**Users**].



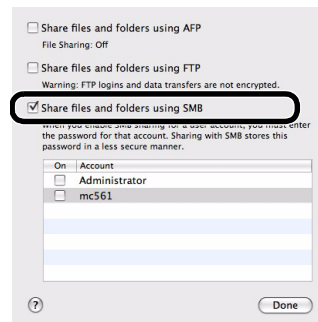
- 17 Select the account created in the step 8 and click [**Select**].



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



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



- 21 Check the checkbox of the account added in the step 16.
- 22 Enter the value of C-3 in [**Password**] and click [**OK**].



- 23 Click [**Done**].
- 24 Close [**Share**].
Proceed to "Creating a Profile for Scan To Network PC" P. 56

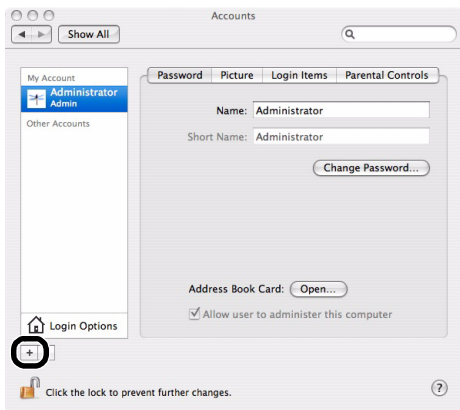
■ For Mac OS X 10.3.9 to 10.4.11



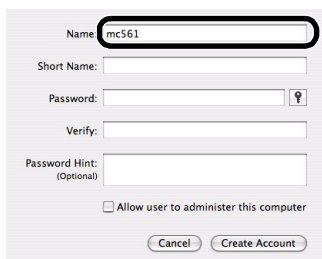
- The following procedure uses Mac OS X 10.4.11 as an example. Depending on an OS, the description may be different.

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

- 2 Click [**Accounts**].
- 3 Click [**Click the key to change**] at the bottom left of the screen and enter the administrator's password. Then, click [**OK**].
- 4 Click [**+**].



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



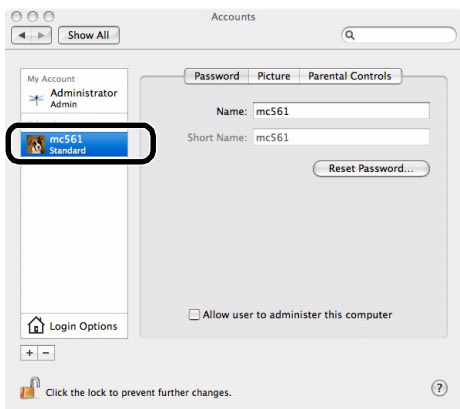
- 6 Enter the value in C-3 in both [**Password**] and [**Verify**].
For Mac OS X 10.3.9, proceed to the step 8.

- 7 Click [**Create Account**].



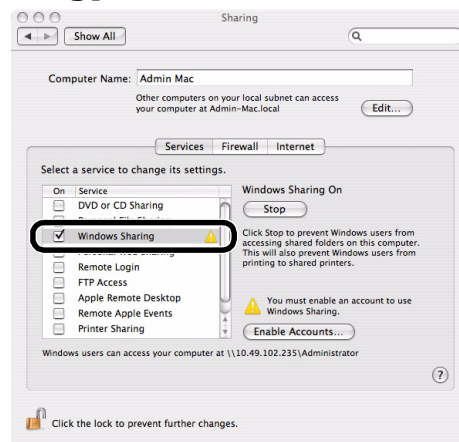
- After the dialog box for auto login, disable the auto login.

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



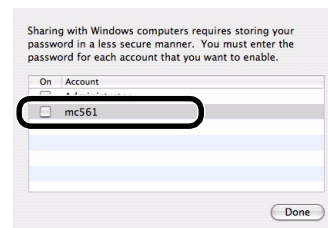
- 9 Create a new folder on the computer with the name entered in C-5.

- 10 From the Apple menu, select [**System Preferences**].
- 11 Click [**Share**].
- 12 Check the checkbox of [**Windows Sharing**].



For Mac OS X 10.3.9, proceed to the step 17.

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



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



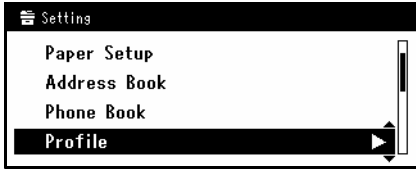
- 16 Click [**Done**].
- 17 Close [**Share**].
Proceed to "Creating a Profile for Scan To Network PC".

Creating a Profile for Scan To Network PC

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

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

2 Press the ▼ to select [**Profile**] and then press (OK).



3 Press the ▼ to select the profile number you want to register and then press (OK).

4 Press the ▼ to select [**Register**] and then press (OK).

5 Press to select [**Profile Name**] and then press the ►.

6 Enter the information in C-4.

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

8 Press the ▼ to select [**Target URL**] and then press ►.

9 Enter the value of C-1 and C-5 as "\\C-1\C-5".

Example: \\PC1\SalesDev

Note

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

Example: \\192.168.0.3\SalesDev

Memo

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

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

11 Press the ▼ to select [**User Name**] and then press (OK).

12 Enter the information in C-2.

Note

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

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

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

15 Enter the value of C-3.

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

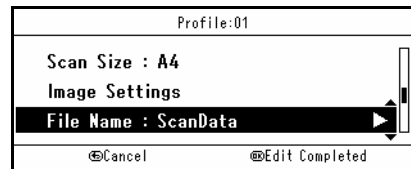
17 Press the ▼ to select [**File Name**] and then press (OK).

- 18 Enter the information in C-6.
- By adding "#n" to the end of the file name, a serial number is automatically assigned to the end of the name of sent files.
 - By adding "#d" to the end of the file name, a date is automatically assigned to the end of the name of sent files.

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

20 Configure other items if necessary.

21 Press (OK) to register the settings.



The setup for Scan To Network PC is complete.

Reference

- For details how to use Scan To Network PC, refer to "Scan to Network PC" P. 100.

Managing Profiles

To perform the Scan To Network PC, Auto Deliver or Transmission Data Save function (for MC561dn Only), a profile for each destination must be created. You can register up to 50 profiles.

Reference

- Refer to "Creating a Profile for Scan To Network PC" P. 56

Modifying a Profile

- 1 Press the <SETTING> key on the operator panel.
- 2 Press the ▼ to select [**Profile**] and then press (OK).
- 3 Press the ▼ to select the profile you want to modify and then press (OK).
- 4 Press the ▼ to select [**Edit**] and then press (OK).

- 5 Press the ▼ to select the item you want to modify and then press **OK**.
- 6 Modify the item.
- 7 Select [**Enter**] and then press **OK**.
- 8 If you want to modify more than one item, repeat steps 5 and 7.
- 9 Press **OK** to register the settings.

Deleting a Profile

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

● Basic Settings for Faxing

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

Connecting a Telephone Line

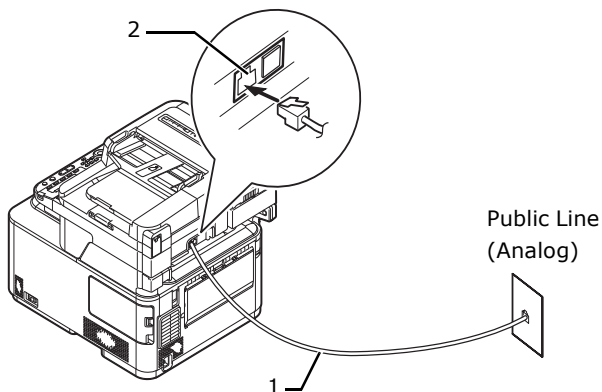
Depending on your environment, a method to connect a telephone line is different. Based on the following figures, connect the line for your environment.

! Note

- You can not connect to the ISDN line directly. To connect to it, use the terminal adopter (TA) and connect to the LINE connection of the machine.

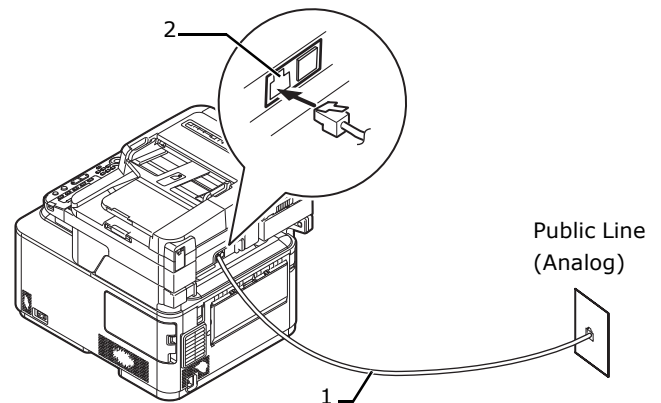
Connecting to the public line (Connecting for Fax Only)

- 1 Plug one end of the supplied telephone cable (1) into the LINE connection (2) of your machine and the other end into a public line (analog).

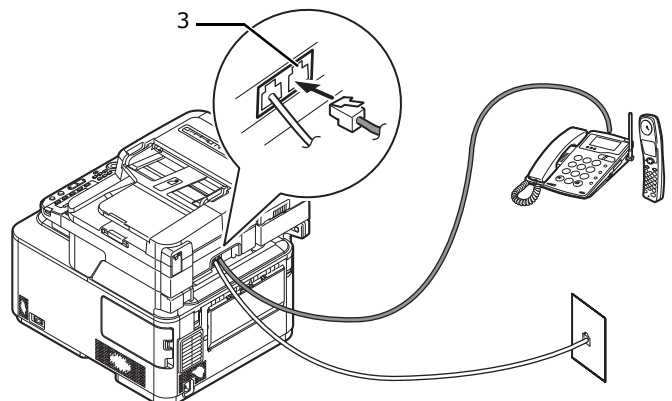


Connecting to the public line (Connecting for Fax and Telephone)

- 1 Plug one end of the supplied telephone cable (1) into the LINE connection (2) of your machine and the other end into a public line (analog).



- 2 Remove the telephone connector cover.
- 3 Plug the external telephone's cable into the TEL connection (3) of your machine.



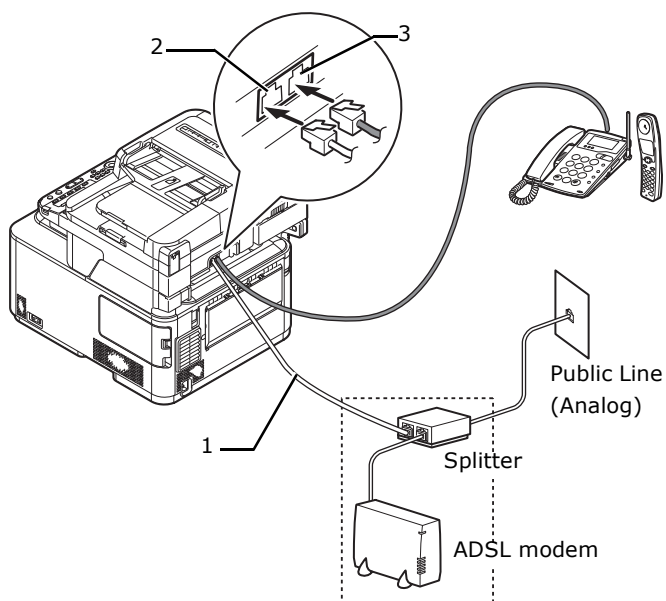
Other cases

■ Connecting to the ADSL environment

Plug the supplied telephone cable (1) connected to the ADSL modem into the LINE connection (2) of your machine.

Remove the telephone connector cover.

Plug the external telephone's cable into the TEL connection (3) of your machine.

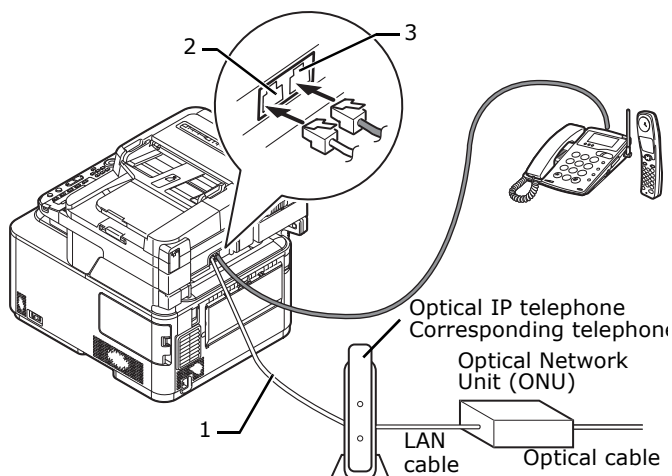


■ Connecting to IP telephone

Plug the supplied telephone cable (1) connected to the IP telephone into the LINE connection (2) of your machine.

Remove the telephone connector cover.

Plug the external telephone's cable into the TEL connection (3) of your machine.



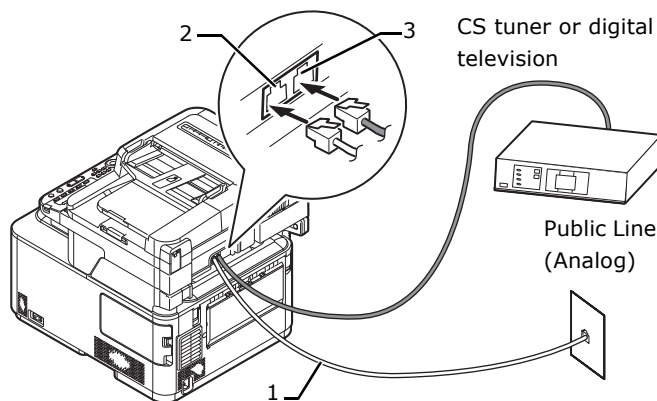
*Insert into the telephone cable jack.

■ Connecting CS tuner or Digital television

Plug the supplied telephone cable (1) connected to the public line (analog) into the LINE connection (2) of your machine.

Remove the telephone connector cover.

Plug the telephone cable connected to the CS tuner or digital television into the TEL connection (3) of your machine.

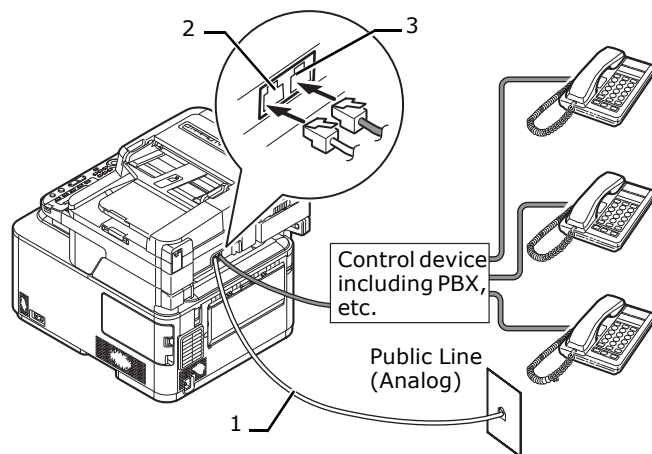


■ Connecting PBX, home telephone or business phone

Plug the supplied telephone cable (1) connected to the public line (analog) into the LINE connection (2) of your machine.

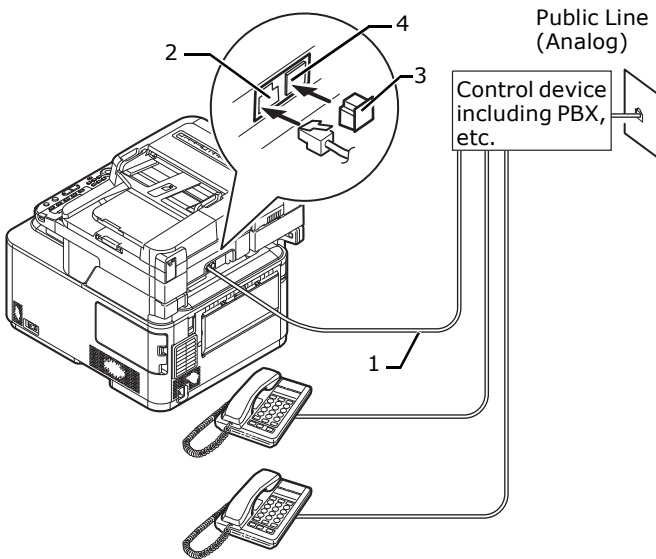
Remove the telephone connector cover.

Plug the telephone cable connected to a control device including PBX, etc. into the TEL connection (3) of your machine.



■ Connecting as an internal telephone

Plug the telephone cable (1) connected to a control device including PBX, etc. into the LINE connection (2) of your machine.



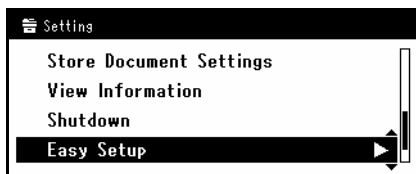
Setup of Date/Time

Setup of Date/Time of your region.

Reference

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

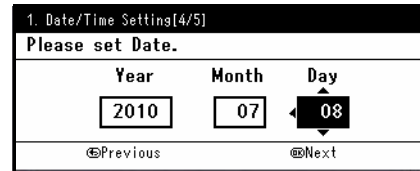
- Press the **<SETTING>** key on the operator panel.
- Press the ▼ select [**Easy Setup**] and then press **OK**.



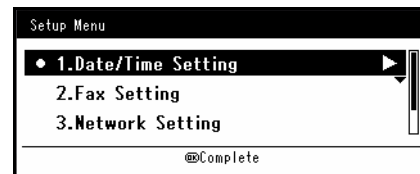
- Enter the administrator password. The factory default password is "aaaaaa".
- Select [**Enter**], and press **OK**.
- Press the ▼ to select [**Date/Time Setting**] and then press the ►.



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



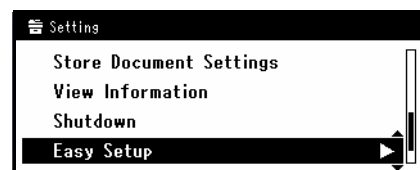
- Press the ▲ or ▼ to select the current time and then press **OK**.
To move to the next box, press the ►.
- When the setup menu screen is displayed, press **OK** to complete the setup.



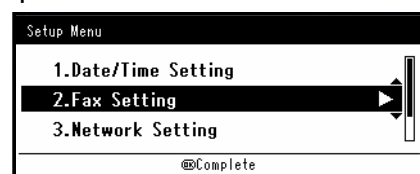
Specifying Sender Information

Specify the fax number and sender name for your machine.

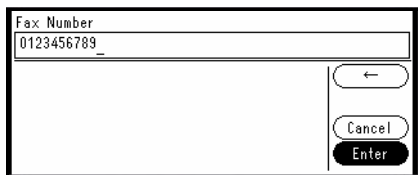
- Press the **<SETTING>** key on the operator panel.
- Press the ▼ to select [**Easy Setup**] and press **OK**.



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



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



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



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

- 11 Select [**Enter**] and then press **Ⓚ**.
- 12 When the setup menu screen is displayed, press **Ⓚ** to complete the setup.



Settings for each dialing type

The factory default [**Dial Type**] is set to [**Push**].

- For push-button phones, if you hear a "Beep, boop, beep" sound, leave [**Dial Type**] as [**Push**].
- For push-button type phones, if you do not hear a "Beep, boop, beep" sound, or if you are using a rotating-dial type phone, set [**Dial Type**] to [**Dial 20**]. If the telephone does not ring, change [**Dial Type**] to [**Dial 10**].

■ How to Configure Settings

- 1 Press the **<SETTING>** key on the operator panel.
- 2 Press the **▼** to select [**Admin Setup**], and press **Ⓚ**.
- 3 Enter the administrator password. The factory default password is "aaaaaa".
- 4 Select [**Enter**], and press **Ⓚ**.
- 5 Press the **▼** to select [**User Install**], and press **Ⓚ**.

- 6 Press **▼**, select [**MF (Tone)/DP (Pulse)**], and then press **Ⓚ**.
- 7 Press **▼**, select Dial Type, and then press **Ⓚ**.
- 8 Press the **◀** until the top screen is displayed.

● Loading Paper and Documents

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

Paper

Supported Paper Types

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

Please check the print quality and the movement of the paper sufficiently beforehand to make sure that there are no problems. Your machine supports the following types of paper.

Paper Type	Paper Size mm (inch)		Paper Weight
Standard paper	A4	210 x 297	64 to 220 g/m ² For duplex print, 64 to 176 g/m ² ! Note ● If the paper size is set at A6, A5, or with a paper width narrower than 148 mm (A5 width), the printing will be slower.
	A5	148 x 210	
	A6	105 x 148	
	B5	182 x 257	
	Letter	215.9 x 279.4 (8.5 x 11)	
	Legal (13 inch)	215.9 x 330.2 (8.5 x 13)	
	Legal (13.5 inch)	215.9 x 342.9 (8.5 x 13.5)	
	Legal (14 inch)	215.9 x 355.6 (8.5 x 14)	
	Executive	184.2 x 266.7 (7.25 x 10.5)	
	16K (184 x 260 mm)	184 x 260	
	16K (195 x 270 mm)	195 x 270	
	16K (197 x 273 mm)	197 x 273	
	Custom	Width: 64~216 Length: 148~1321	

Loading Paper and Documents

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

Unsupported Paper Types

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

- Paper with a rough surface, such as pulp paper or fibrous paper or paper with too smooth a surface
- Paper that is too thick or thin
- Paper with a lot of paper particles
- Horizontal fiber orientation paper (paper which has vertical fiber orientation to the long edge of the paper)
- Damp or wet paper
- Paper with static electricity
- Mat, embossed, or coated paper
- Chemically treated or adhesive paper
- Paper that has no heat resistance (230°C)
- Paper with perforations, holes for a binder or incised paper
- Paper having asperity, squish and burr on the cut edge
- Paper which is not a square shape or a right angle of the cutting angle
- Paper with shortcomings such as creasing, warping, folds of the corner, waving, folds and tears
- Paper sticking accessories such as staples, clips, ribbons, tapes and catches
- Specially-treated papers such as carbon paper, non-carbon paper, thermal paper and impact paper
- Paper for thermoelectric printer or ink jet, wet PPC paper, copy paper and Japanese paper.
- Items with stamps affixed.
- Envelopes that are too thick, made of plastic, doubled or water-repellent
- Envelopes with a button, snap, or window
- Envelopes with an adhesive flap

Storing Paper

Store paper in the following conditions to maintain quality:

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

Avoid placing:

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

! Note

- Do not unwrap the paper until you use it.
- Do not leave paper unwrapped for a long time. Doing so may lower the print quality.

Loading Paper

Your machine has two built-in trays (tray 1 and the MP tray) and an optional tray (tray 2). Refer to the list below to check the supported paper and capacities of each tray.

! Note

- Duplex printing can not be performed on paper indicated by an "*".

Tray	Supported paper size	Paper capacity	Paper weight
Tray1	<ul style="list-style-type: none"> • A4 • A5 • B5 • A6* • Letter • Legal 13 • Legal 13.5 • Legal 14 • Executive • 16K (184 x 260 mm) • 16K (195 x 270 mm) • 16K (197 x 273 mm) • Custom 	250 sheets (when paper weight is 80 g/m ²)	<ul style="list-style-type: none"> • Light (64 to 74 g/m²) • Medium Light (75 to 82 g/m²) • Medium (83 to 104 g/m²) • Heavy (105 to 120 g/m²) • Ultra Heavy1 (121 to 176 g/m²)
Tray2 (optional)	<ul style="list-style-type: none"> • A4 • A5 • B5 • Letter • Legal 13 • Legal 13.5 • Legal 14 • Executive • 16K (184 x 260 mm) • 16K (195 x 270 mm) • 16K (197 x 273 mm) • Custom 	530 sheets (when paper weight is 80 g/m ²)	<ul style="list-style-type: none"> • Light (64 to 74 g/m²) • Medium Light (75 to 82 g/m²) • Medium (83 to 104 g/m²) • Heavy (105 to 120 g/m²) • Ultra Heavy1 (121 to 176 g/m²)

Tray	Supported paper size	Paper capacity	Paper weight
MP Tray	<ul style="list-style-type: none"> ● A4 ● A5 ● B5 ● A6* ● Letter ● Legal 13 ● Legal 13.5 ● Legal 14 ● Executive ● 16K (184 x 260 mm) ● 16K (195 x 270 mm) ● 16K (197 x 273 mm) ● Custom ● Com-9 Envelope* ● Com-10 Envelope* ● Monarch Envelope* ● DL Envelope* ● C5 Envelope* ● Envelope 4 (A4)* ● Index Card* 	<ul style="list-style-type: none"> ● 100 sheets (when paper weight is 80 g/m²) ● 10 envelopes 	<ul style="list-style-type: none"> ● Light (64 to 74 g/m²) ● Medium Light (75 to 82 g/m²) ● Medium (83 to 104 g/m²) ● Heavy (105 to 120 g/m²) ● Ultra Heavy1 (121 to 176 g/m²) ● Ultra Heavy2 (172 to 220 g/m²)

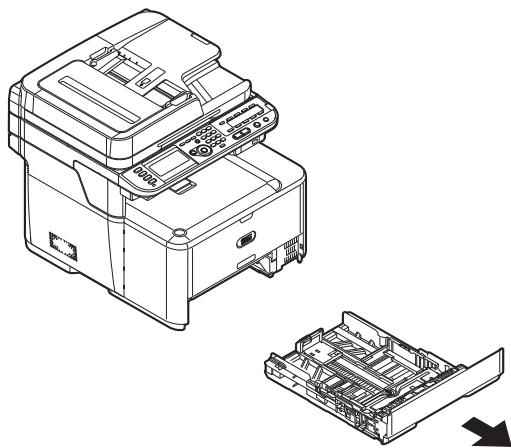
■ Loading Paper in Tray 1 and Tray 2

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

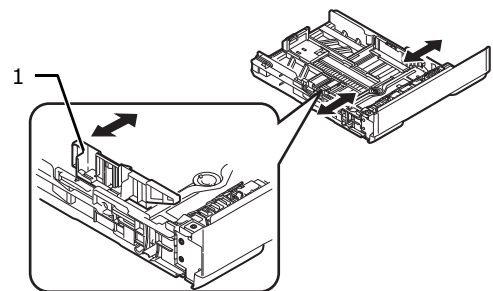


- The following procedure uses tray 1 as an example but the same is applied to tray 2.

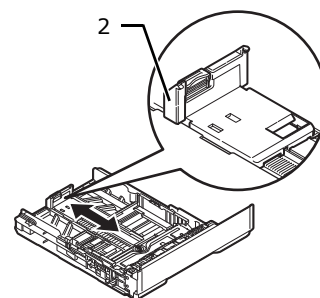
1 Pull out the paper tray.



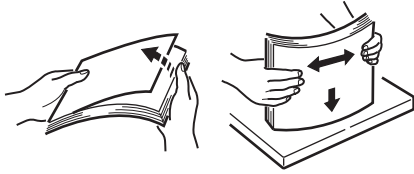
2 Slide the paper guide (1) to the width of paper to be loaded.



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



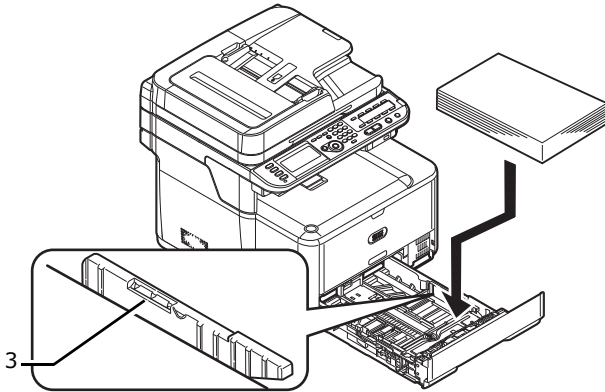
- 4 Flex paper back and forth, and then fan it. Straighten the edges of the paper stack on a level surface.



- 5 Load paper with the print side face down.

! Note

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

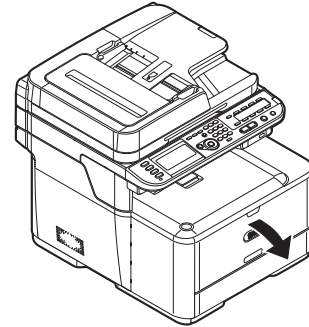


- 6 Push the paper tray until it stops.
Register the loaded paper on your machine.
Proceed to "Configuring the Tray Settings" P. 69.

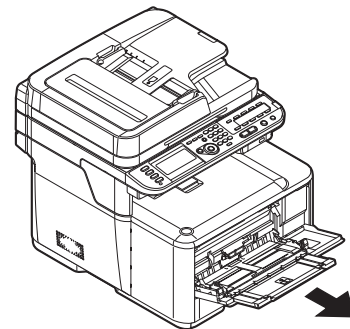
■ Loading Paper on the MP Tray

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

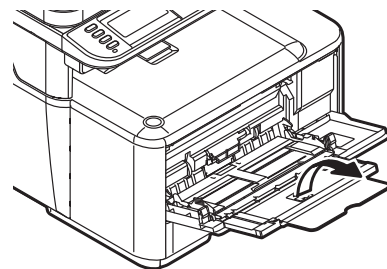
- 1 Open the MP tray.



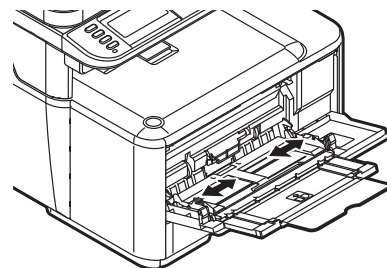
- 2 Pull out the paper support.



- 3 Pull out the sub support.



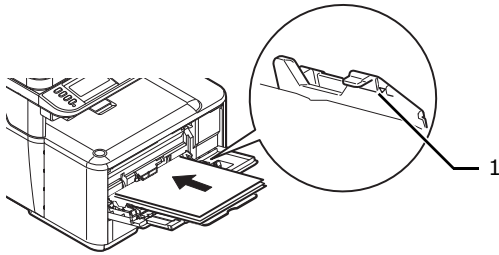
- 4 Adjust the manual feeding paper guide to the width of paper to be loaded.



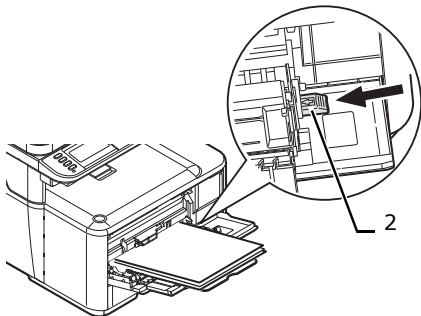
- 5 Insert the paper with the print side face up until its edge touches the paper feed entrance.

! Note

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



- 6 Press the Set button (2).



Register the loaded paper on your machine.
Proceed to "Configuring the Tray Settings".

! Note

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

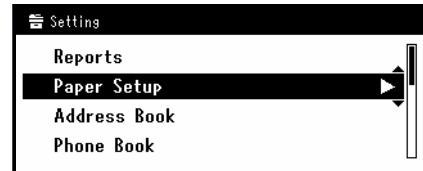
Memo

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

■ Configuring the Tray Settings

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

- Press the **<SETTING>** key on the operator panel.
- Press the **▼** to select [**Paper Setup**] and then press **ⓄK**.



- Press the **▼** to select the paper tray in which you loaded paper and then press **ⓄK**.
- Press the **▼** to select [**Paper Size**] and then press **ⓄK**.
- Press the **▼** to select the size of the loaded paper and then press **ⓄK**.

Reference

- If [**Custom**] is selected for [**Paper Size**], you need to register the custom size. For how to register the custom size, refer to "Registering Custom Sizes" P. 70.

- Press the **▼** to select [**Media Type**] and then press **ⓄK**.
- Press the **▼** to select the type of media loaded and then press **ⓄK**.
- Press the **▼** to select [**Media Weight**] and then press **ⓄK**.
- Press the **▼** to select the weight of the loaded paper and then press **ⓄK**.
- Press the **◀** until the top screen is displayed.

■ Registering Custom Sizes

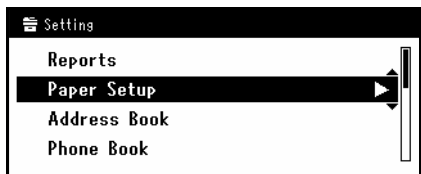
To load custom size paper, you need to register the width and length of the paper before printing. The range of the sizes you can set differs according to the paper tray.

Tray	Available size range
Tray1	Width: 100 to 216 mm (3.9 to 8.5 inches) Length: 148 to 356 mm (5.8 to 14.0 inches)
Tray2 (Optional)	Width: 148 to 216 mm (5.8 to 8.5 inches) Length: 210 to 356 mm (8.3 to 14.0 inches)
MP tray	Width: 64 to 216 mm (2.5 to 8.5 inches) Length: 127 to 1321 mm (5.0 to 52.0 inches)

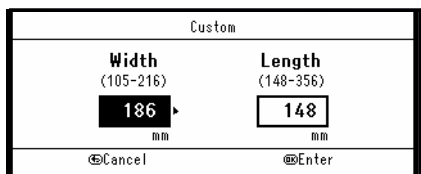
! Note

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

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



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



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

Paper Output

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

Output Stacker	Supported paper type	Paper output capacity
Facedown	<ul style="list-style-type: none"> • Standard • Recycled paper 	<ul style="list-style-type: none"> • 150 sheets (when paper weight is less than 80 g/m²)
Faceup	<ul style="list-style-type: none"> • Standard • Recycled paper • Envelope • Index card • Label 	<ul style="list-style-type: none"> • 100 sheets (when paper weight is less than 80 g/m²) • 10 sheets (Ultra Heavy paper and envelopes)

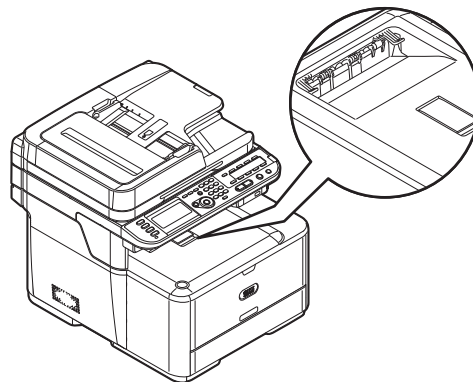
When performing duplex printing, paper outputs to the facedown stacker.

! Note

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

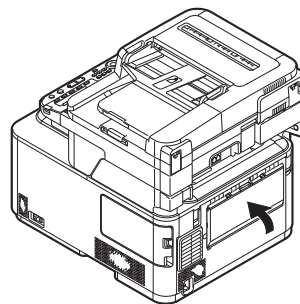
■ Using the Facedown Stacker

Delivers paper with the print side face down.



! Note

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



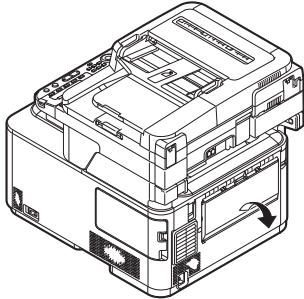
■ Using the Faceup Stacker

Delivers paper with the print side face up.

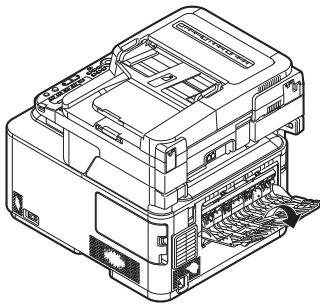
! Note

- The faceup stacker is not available in duplex printing.

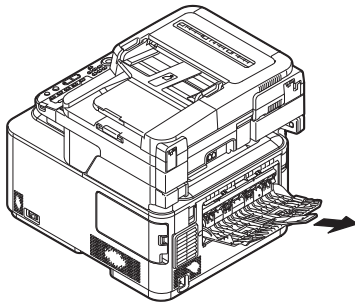
- 1 Pull the faceup stacker on the rear side of the machine and open it toward you.



- 2 Unfold the faceup stacker.



- 3 Open the paper support.



Documents

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

Document Requirements

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

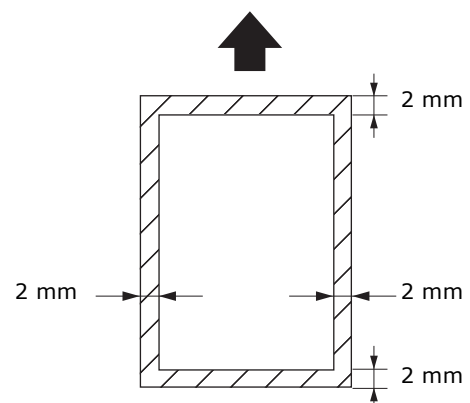
- Torn or perforated paper
- Curled or rolled paper
- Wet paper
- Static paper
- Carbon-backed paper
- Fabrics, metallic sheets or Transparency films
- Paper with staples, paper clips, ribbons, or tape
- Pasted paper, paper with glue
- Glossy paper
- Specially coated paper

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

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

Scannable Area

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



Memo

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

Loading Documents

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

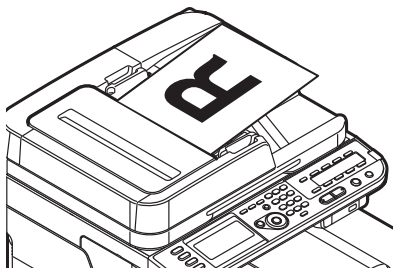
! Note

- For documents using adhesives, ink, or correction fluid, set them after checking that these have completely dried.

■ Loading Documents on the ADF

- 1 Load your documents face up on the ADF.

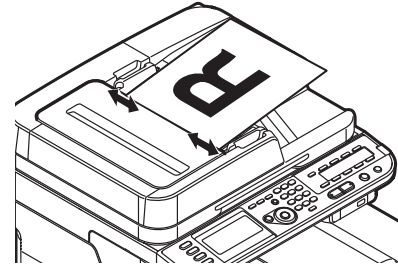
If your documents are portrait, load them with the top edge of the documents in first.



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

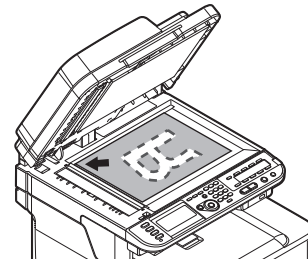


- 2 Adjust the document guides to the width of your documents.

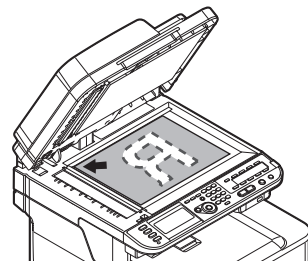


■ Loading Documents on the Document Glass

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



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



- 3 Close the document glass cover gently.




Reference

- **[Document Direction]** setting according to the direction of your document to get the output you want. The factory default is **[Portrait]**. Refer to "Changing Image Orientation of Document (Direction)" P. 76.

● Printing Configuration

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

Printing Procedure

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

Reference

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

2. Copying

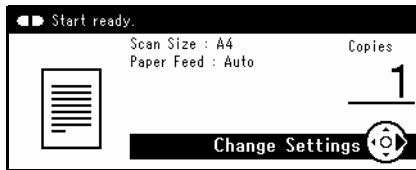
This chapter explains the basic operation and settings for your machine's copy function.



● Basic Operation

This section explains how to start and cancel copy job.

Starting a Copy Job

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



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

Memo

- By factory default, the documents are copied with the following settings.

[Scan Size]: A4	[Paper Feed]: Auto
[Direction]: Portrait	[Zoom]: 100%
[Density]: 0	[Document Type]: Text&Photo

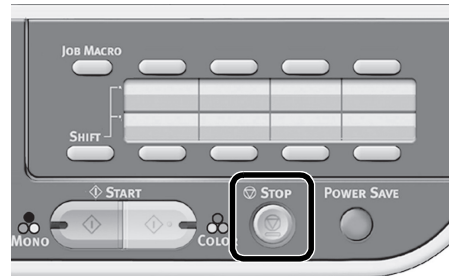
Reference

- For details on how to configure each copy setting, refer to "Configuring Copy Settings" P. 75.
- For details on how to load your documents in the ADF or on the document glass, refer to "Loading Documents" P. 72.

Canceling a Copy Job in Progress

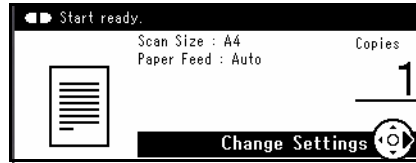
You can cancel copying until the message showing the copy completion is displayed.

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



● Configuring Copy Settings

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



Perform the following procedures at step 3 of "Starting a Copy Job" P. 74 described above.

Reference

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

Changing the Scan Size (Scan Size)

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

- Press the **▶** to enter the **[Change Settings]** menu.
- Make sure that **[Scan Size]** is selected and then press **OK**.
- Press the **▼** to select a scan size and then press **OK**.

Settable Values:

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

*indicates the factory default.

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

Changing the Paper Tray (Paper Feed)

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

- Press the **▶** to enter the **[Change Settings]** menu.
- Press the **▼** to select **[Paper Feed]** and then press **OK**.
- Press the **▼** to select a tray and then press **OK**.

Settable Values:

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

*indicates the factory default.

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

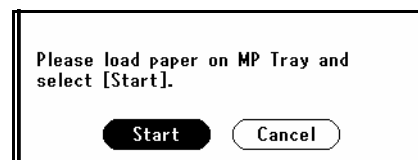
Memo

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

■ Copying Using the MP Tray

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

- Place your document with text face up in the ADF or face down on the document glass.
- Load the paper on the MP tray.
- Press **MONO** or **COLOR**.
- When the pop-up message is displayed, press the **◀** or **▶** to select **[Start]** and then press **OK**.



Reference

- For details on how to load the paper on the MP tray, refer to "Loading Paper on the MP Tray" P. 68.

Changing Image Orientation of Document (Direction)

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

Reference

- For details on how to load documents in each orientation, refer to "Loading Documents" P. 72.

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

Settable Values:

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

*indicates the factory default.

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

Making Enlarged or Reduced Copies (Zoom)

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

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

Using [Auto]

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

Note

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

- Press the **▶** to enter the [**Change Settings**] menu.
- Press the **▼** to select [**Zoom**] and then press **⊙**.
- Press the **▼** to select [**Auto**] and then press **⊙**.

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

Memo

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

Selecting a Preset Zoom Ratio

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

Values:

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

*indicates the factory default.

Memo

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

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

Note

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

Memo

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

Setting the Zoom Ratio Using the ten-key pad

- Press the **▶** to enter the [**Change Settings**] menu.
- Press the **▼** to select [**Zoom**] and then press **⊙**.
- Press the **▼** to select [**Zoom (25~400%)**] and then press **⊙**.

- 4 Enter the zoom ratio from 25 to 400% using the ten-key pad and then press **OK**.
 - You can set the ratio in 1% increments.
 - If you have entered an incorrect value, press the **<CLEAR>** key and then enter the correct value.
- 5 Press the **◀** until the start screen is displayed.

Enabling Continuous Scan Mode (Continuous Scan)

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

Memo

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



Reference

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

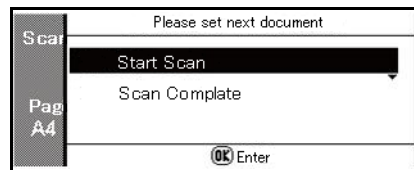
- 1 Press the **▶** to enter the [**Change Settings**] menu.
- 2 Press the **▼** to select [**Continue Scan**] and then press **OK**.
- 3 Press the **▼** to select [**ON**] and then press **OK**.
- 4 Press the **◀** until the start screen is displayed.

■ Copying With Continuous Scan Mode

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

- 1 Place the first document with text face up in the ADF or face down on the document glass.
- 2 Configure the copy settings if necessary. Change other copy settings as required.
- 3 Enter the number of copies with the ten-key pad.
- 4 Press  or  to start scanning the first document.

- 5 When the [**Please set next document**] screen is displayed, place the next document in the ADF or on the document glass.



! Note

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

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

Memo

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

Making Duplex Copies (Duplex Copy)

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

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

! Note

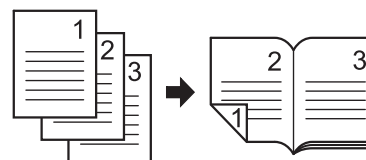
- Use standard size plain paper for duplex copies. Using non-standard paper may cause a paper jam in the duplex unit of your machine.

Reference

- For details on the available paper for your machine, refer to "Loading Paper" P. 66.
- For details on how to configure the [**Direction**] setting, refer to "Changing Image Orientation of Document (Direction)" P. 76.

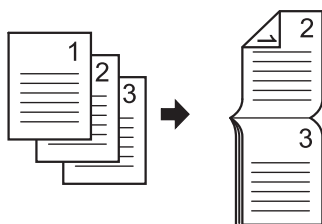
■ Long-Edge Binding

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



■ Short-Edge Binding

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



Reference

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

Enabling Duplex Copies

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

Settable Values for Printing Method:

OFF (Simplex)*
Simplex document → Duplex LE
Simplex document → Duplex SE
Duplex document → Duplex printing
Duplex LE → Simplex printing
Duplex SE → Simplex printing

*indicates the factory default.

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

Note

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

Memo

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

Adjusting Copy Density (Density)

You can adjust the copy density from 7 levels.

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

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

Settable Density Values:

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

*indicates the factory default.

Memo

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

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

Changing Document Type (Document Type)

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

- Press the **▶** to enter the [**Change Settings**] menu.
- Press the **▼** to select [**Image Settings**] and then press **OK**.
- Press the **▼** to select [**Document Type**] and then press **OK**.
- Press the **▼** to select a document type and then press **OK**.

Settable Types:

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

*indicates the factory default.

Memo

- [**Text**]: Set when copying a text document.
- [**Text&Photo**]: Set when copying a document having texts and photos. Images are reproduced with a balance between texts and photos.
- [**Photo**]: Set when copying photos and graphic documents. This reproduces grayscale for images in which it is important.
- [**Photo (Glossy)**]: Set when copying photo documents printed on a glossy silver halide photography or glossy inkjet paper. Images are reproduced by focusing on the gray level in consideration of the glossy.

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

Note

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

Adjusting the Background Removal

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

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

Settable Values:

OFF 1 2 3* 4 5 6

*indicates the factory default.

Memo

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

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

Note

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

Changing Scan Resolution (Resolution For Color)

You can change the scan resolution of a document.

- 1 Press the ► to enter the [**Change Settings**] menu.
- 2 Press the ▼ to select [**Image Settings**] and then press **OK**.
- 3 Check that [**Resolution For Color**] is selected and then press **OK**.

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

Settable Resolution:

Normal* Extra fine

*indicates the factory default.

Memo

- [Normal] is the standard value. By selecting [Extra fine], the reproduction and gray level of fine lines or texts can be improved.

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

Note

- In the monochrome copy, the scan resolution is fixed to [Extra fine].

Resetting Copy Settings

Auto Reset

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

Reference

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

Using the <RESET/LOG OUT> key

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



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

3. Faxing and Internet Faxing

This chapter explains basic settings and operations for faxing and internet faxing and operations on managing the phone book.

● Basic Procedure for Faxing

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

Memo

- You can load only A4, letter, or legal size documents in the ADF, and A4 or letter size documents on the document glass.
- You cannot load mixed size documents for faxing.

Reference

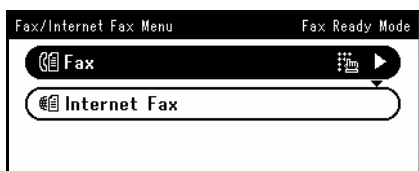
- For details on initial settings for the fax function, refer to "Basic Settings for Faxing" P. 59.

Sending a Fax

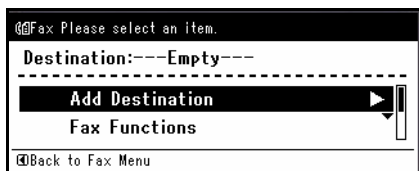
Memo

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

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



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



- 5 Specify a destination.

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



Reference

- For details on each procedure, refer to "Specifying a Destination" P. 81.

- 6 Configure the advanced functions if necessary.

Reference

- "Configuring Fax Settings" P. 83


- 7 Press   to start transmission.

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

Reference

- For details on the continuous scan mode, refer to "Enabling Continuous Scan Mode (Continuous Scan)" P. 77.

Note

- You cannot use the  button.

Memo

- By factory default, the documents are scanned with the following settings.

[Scan Size] : A4 **[Resolution]** : Normal
[Density] : 0

Reference

- For details on how to load your documents in the ADF or on the document glass, refer to "Loading Documents" P. 72.
- When you want to specify multiple destinations, refer to the User's Manual Advanced.

Specifying a Destination

You can specify a destination in the following six ways:

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

Perform the following procedures at step 5 of "Sending a Fax" P. 80 described above.

Direct Input

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

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

Memo

- You can use the ten-key pad to enter a destination also on the screen that is displayed after pressing the <FAX> key. In this case, the fax start screen appears after entering a destination.

■ Dialing Functions

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

- -(Hyphen)

Inserts a hyphen to the entered fax number.

- PreFix

Inserts a prefix number registered in advance. "N" is inserted when entering.

- Flash

Notifies you when an internal exchange switches over to a public line. When inputting, enter "F".

Enter "Pause" and "#" by pressing <#> on the ten-key pad. When you press <#>, you toggle between "P" and "#".

- Pause

Pauses two seconds when dialing. You can use multiple pauses. "P" is inserted when entering.

- # (Hash symbol)

When the tone dial is set, "#" sends through a circuit. When inputting, enter "#".

Enter "Tone" and "*" by pressing <*> on the ten-key pad. When you press <*>, you toggle between "T" and "*".

- Tone

Switches to tone dialing if pulse dialing is set. "T" is inserted when entering.

- * (Asterisk)

When the tone dial is set, "*" sends through a circuit. When inputting, enter "*".

Reference

- For details on prefix numbers, refer to the User's Manual Advanced.

Using Speed Dial List and Group List

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

Reference

- For details on how to register numbers to Speed Dial List and Group List, refer to "Phone Book" P. 88.

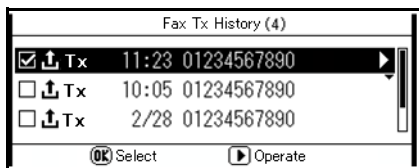
- 1 Press the ▼ to select [**Speed Dial List**] or [**Group List**] and then press **OK**.
- 2 Press the ▼ to select a destination or group and then press **OK**.
The check box is selected. You can select multiple entries.

- 3 When you have selected all the destinations, press the ►.
- 4 Check that [**Complete**] is selected and then press **OK**.

Using Transmission and Reception History

You can select a destination from the 50 most recent transmissions or receptions.

- 1 Press the ▼ to select [Tx History] or [Rx History] and then press OK.
- 2 Press the ▼ to select an entry and then press OK.
The check box is selected. You can select multiple entries.



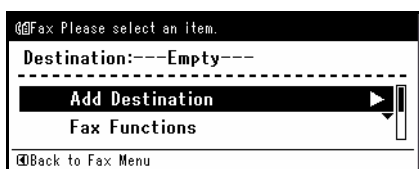
- 3 When you have selected all the destinations, press the ►.
- 4 Check that [Complete] is selected and then press OK.

Using One-Touch Key Pad

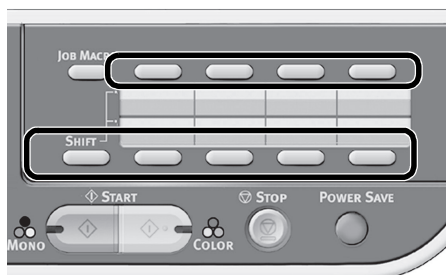
The one-touch key pad can hold fax numbers registered in Speed Dial List.

The speed dials no.1 to 16 are automatically registered to the one-touch key pad.

- 1 Press the desired one-touch key on the start screen.



Press the <SHIFT> key to select the speed dials no.9 to 16 assigned to the one-touch key pad.

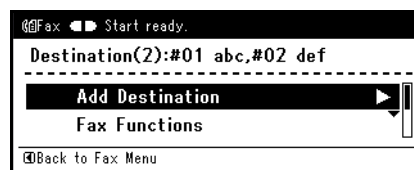


Memo

- You can use the one-touch key pad also on the screen that is displayed after pressing the <FAX> key. In this case, the fax standby screen appears after pressing a one-touch key so that you can configure other advanced settings for fax functions.

Deleting Specified Destinations

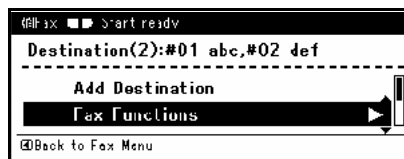
- 1 Select the specified destination on the fax start screen by pressing ▲ and then press OK.



- 2 Press the ▼ to select a destination you want to delete and then press OK.
The check box is selected. You can select multiple entries.
- 3 When you have selected all the destinations to be deleted, press ►.
- 4 Make sure that [Delete The Address] is selected and then press OK.
 - If all recipients have been deleted, you will be taken back automatically to the start screen.
 - If not all recipients have been deleted, press ◀ to go back to the start screen.

● Configuring Fax Settings

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



Perform the following procedures at step 6 of "Sending a Fax" P. 80 described above.

Changing Scan Size (Scan Size)

You can select the appropriate scan size for your document.

- 1 Press the ▼ to select [**Fax Functions**] on the fax start screen and then press **OK**.
- 2 Make sure that [**Scan Size**] is selected and then press **OK**.
- 3 Press the ▼ to select a size and then press **OK**.

Settable Size Values:

A4*	Letter	Legal 13	Legal 13.5
Legal 14			

*indicates the factory default.

- 4 Press the ◀ until the fax standby screen appears.

Changing Resolution (Resolution)

You can select an appropriate resolution to scan your fax document to get optimum image quality.

- 1 Press the ▼ to select [**Fax Functions**] on the fax standby screen and then press **OK**.
- 2 Press the ▼ to select [**Resolution**] and then press **OK**.
- 3 Press the ▼ to select a resolution and then press **OK**.

Settable Resolution:

Normal*	Fine	Extra-Fine	Photo
---------	------	------------	-------

*indicates the factory default.

Memo

- [**Extra-Fine**] may be unavailable depending on the recipient machine.
 - In the [**Fine**], [**Extra-Fine**], or [**Photo**] mode, scanning takes longer.
- 4 Press the ◀ until the fax standby screen appears.

Adjusting Density (Density)

You can adjust the scan density from 7 levels.

- 1 Press ▼ to select [**Fax Functions**] on the fax standby screen and then press **OK**.
- 2 Press the ▼ to select [**Density**] and then press **OK**.
- 3 Press the ▲ or ▼ to select a density and then press **OK**.

Values:

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

*indicates the factory default.

Memo

- [0] is the standard value. To darken the document image, select [+1], [+2] or [+3] (most dense). Conversely, to lighten the document image, select [-1], [-2] or [-3] (least dense).
- 4 Press the ◀ until the fax standby screen appears.

Printing the Sender Name

You can set the machine to print a sender name on faxes you send. By default, the name you specified in [**Sender ID**] is printed.

Reference

- For details on [**Sender ID**], refer to "Specifying Sender Information" P. 61.

- 1 Press the ▼ to select [**Fax Functions**] on the fax standby screen and then press **OK**.
- 2 Press the ▼ to select [**TTI**] and then press **OK**.
- 3 Press the ▼ to select [**ON**] and then press **OK**.
- 4 Press the ◀ until the fax start screen appears.

Reference

- For details on how to register a sender name and change the sender name to be used, refer to the Use's Manual Advanced.

● Checking and Canceling Fax Transmission

This section explains how to check or cancel fax jobs.

Canceling Fax Transmission

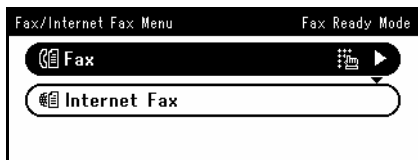
You can cancel a job that is being transmitted as long as the message indicating the job has been completed has not appeared.

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

Canceling a Reserved Job

You can cancel reserved jobs.

- 1 Press the <**FAX**> key on the operator panel.
- 2 Make sure that [**Fax**] is selected and then press **OK** to open the fax start screen.



- 3 Press the ▼ to select [**Fax Job View/Cancel**] and then press **OK**.
- 4 Press the ▼ to select the job you want to cancel and then press **OK**.
- 5 Check the job contents and then press the ►.
- 6 Press the ▼ to select [**Delete Reserved Tx**] and then press **OK**.
- 7 Press the ◀ or ▶ select [**Yes**] and then press **OK**.

! Note

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

Memo

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

Checking Transmission and Reception History

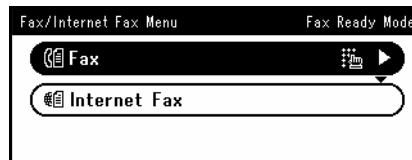
You can check transmission and reception history and results.

Memo

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

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

- 2 Make sure that [**Fax**] is selected and then press to **OK** the fax start screen.



- 3 Press the ▼ to select [**Fax History**] and then press **OK**.
- 4 Press the ▼ to select [**Tx History**] or [**Rx History**] and then press **OK**.
- 5 Press the ▼ to select the history you want to check and then press **OK**.
- 6 Check the history contents and then press **OK**.

! Note

- The received message history displayed on the panel is only for messages received with F code polling.

● Machine Behavior in Fax Reception

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

Specifying Reception Mode

Depending on your environment of the machine, an optimal reception mode is different. Check with the following description.

● Fax Ready Mode

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

● Tel/Fax Ready Mode

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

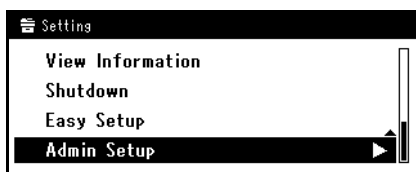
● Ans/Fax Ready Mode

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

● Tel Ready Mode

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

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



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

Settable Reception Mode:

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

*indicates the factory default.

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

Reception Behavior

The machine behavior differs depending on the specified reception mode.

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

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



Memo

- If the memory overflows while the machine is receiving data, the reception is cancelled. If this happens, ask the sender to resend the fax.

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

When the machine is set to [**Tel/Fax Ready Mode**], you can receive calls and faxes. You must connect an external telephone in advance to receive calls.

Reference

- For details on how to connect an external telephone, refer to "Connecting a Telephone Line" P. 59.


■ Receiving Faxes

The machine automatically starts fax reception.

■ Receiving Calls

The telephone starts ringing when it receives calls.

- 1 Pick up the handset when the machine rings.
You can talk with someone on it.

2 If you want to receive a fax, press  .

If you keep picking up the handset, you can talk to the sender after receiving faxes.

 Memo

- If you often receive calls, it is recommended that you activate [**Tel Priority Mode**]. For more detailed information on [**Tel Priority Mode**], please refer to User's Manual Advanced.
- If connecting to a telephone unit that is far away, you can receive faxes by dialing the remote switchover number. Please dial the remote switchover number within three seconds. For more details on the remote switch over number, please refer to User's Manual Advanced.

When Connecting An Answering Machine (Ans/Fax Ready Mode)

When the machine is set to [**Ans/Fax Ready Mode**], you can use an answering machine and receive faxes automatically. Be sure to connect an external answering machine in advance.

 Memo

- Depending on the answering machine and the sender machine, [**Ans/Fax Ready Mode**] may not operate correctly.

 Reference

- For details on how to connect an answering machine, refer to "Connecting a Telephone Line" P. 59.

■ Receiving Faxes

The answering machine rings, the reply message starts, and the machine automatically starts fax reception.

■ Receiving Calls

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

When Often Using Telephone (Tel Ready Mode)

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

■ Receiving Calls

The telephone starts ringing when it receives calls.

■ Receiving Faxes

The telephone starts ringing when it receives a signal.

1 Pick up the handset when the machine rings.

2 Press  .

To restart a conversation after receiving a fax, just pick up the receiver. After the fax has been received, you can talk on the phone.

Printing Received Faxes

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

 Note

- Do not pull out the paper trays when the machine is printing.


 Memo

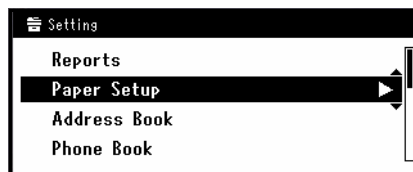
- Use only standard or recycled paper.
- Available paper sizes are A4, letter, or legal.





 Reference

- Images larger than the specified paper are reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings. For details, refer to the User's Manual Advanced.

Selecting the Tray to Use

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



- 3 Press the ▼ to select [**Select Tray**] and then press .
- 4 Make sure that [**Fax**] is selected and then press .
- 5 Press the ▼ to select a paper tray and then press .
- 6 Press the ▼ to select a value and then press .

Settable Values:

*indicates the factory default.

- When you select [**ON (Prior)**] for a paper tray, the tray is used in priority to other trays containing the same size paper.
 - The MP tray is set to [**OFF**] by factory default.
- 7 Press the ◀ until the fax start screen appears.

When Unable to Print Received Faxes

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

Reference

- For details on how to load paper, refer to "Loading Paper" P. 66.
- For details on how to clear paper jams, refer to "Paper Jams" P. 121.
- To check the reception history, refer to "Checking Transmission and Reception History" P. 84.

● Phone Book

This section explains how to register fax numbers in the phone book, and how to edit or delete registered numbers. In the phone book, you can set frequently used numbers to speed dial and also create groups of numbers to which you can broadcast faxes.

Speed Dial

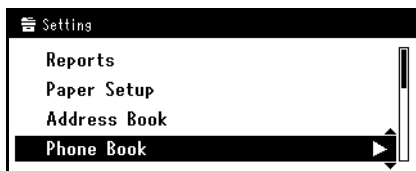
You can register up to 100 favorite destinations to speed dial.

Registering and Editing

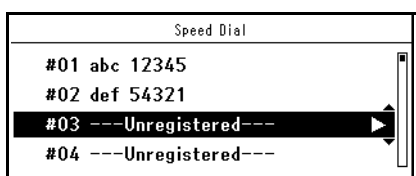
Reference

- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- Press the **<SETTING>** key on the operator panel.
- Press the ▼ to select [**Phone Book**] and then press **OK**.



- Make sure that [**Speed Dial**] is selected and then press **OK**.
- Press the ▼ to select a speed dial number and then press **OK**.
You cannot select a speed dial which is specified as a reserved fax job or for the auto deliver function.



- Make sure that [**Register**] is selected and then press **OK**.
When editing a registered speed dial number, select [**Edit**].
- If necessary, specify an entry name.
 - Make sure that [**Name**] is selected and then press the ►.
 - Enter a name.
Enter a name up to 24 characters.
 - Select [**Enter**] and then press **OK**.
- Press the ▼ to select [**Fax Number**] and then press ►.

- Enter a phone number.
Enter a phone number up to 40 digits.
- Select [**Enter**] and then press **OK**.
- If necessary, specify a group number.
 - Press the ▼ to select [**Group No**] and then press the ►.
 - Press the ▼ to select a group number (1 to 20).
The check box is selected. You can select multiple entries.
 - When you have selected all the groups, press the ►.
 - Make sure that [**Group Selection Completed**] is selected and then press **OK**.
- Press **OK**.

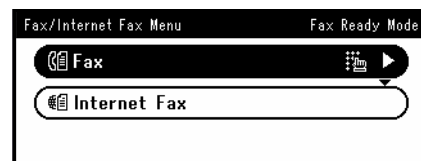
Memo

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

Registering From History

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

- Press the **<FAX>** key on the operator panel.
- Make sure that [**Fax**] is selected and then press **OK** to open the fax start screen.



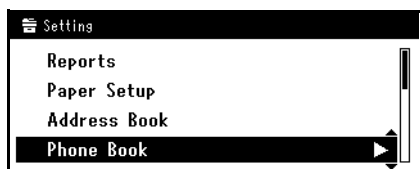
- Press the ▼ to select [**Fax History**] and then press **OK**.
- Press the ▼ to select [**Tx History**] or [**Rx History**] and then press **OK**.
- Press the ▼ to select an entry and then press **OK**.
- Check the entry contents and then press the ►.
- Make sure that [**Register To Speed Dial**] is selected and then press **OK**.

- 8 Repeat steps 4 to 11 in "Registering and Editing" P. 88.

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

Deleting

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



- 3 Make sure that [**Speed Dial**] is selected and then press (OK).
- 4 Press the ▼ to select an entry number and then press (OK).
- 5 Press the ▼ to select [**Delete**] and then press (OK).
- 6 Press the ◀ or ▶ to select [**Yes**] and then press (OK).

! Note

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

Group Dial (Group Number)

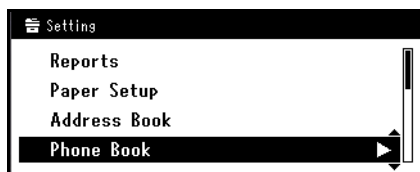
You can create up to 20 groups and register the entire group as a speed dial number.

Registering and Editing

Reference

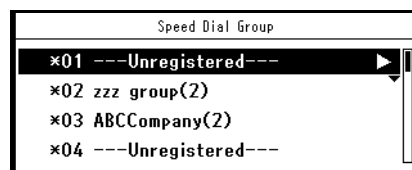
- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

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



- 3 Press the ▼ to select [**Group No.**] and then press (OK).

- 4 Press the ▼ to select a group number and then press (OK).



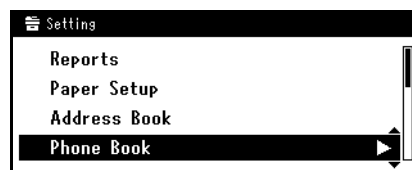
- 5 Make sure that [**Register**] is selected and then press (OK).
When editing registered group numbers, select [**Edit**].
- 6 Make sure that [**Name**] is selected and then press ▶.
- 7 Enter a name.
Enter a name up to 16 characters.
- 8 Select [**Enter**] and then press (OK).
- 9 Press the ▼ to select [**Speed Dial**] and then press the ▶.
- 10 Press the ▼ to select a speed dial number (1 to 100) and then press (OK).
The check box is selected. You can select multiple entries.
- 11 When you have selected all the numbers, press the ▶.
- 12 Make sure that [**Complete**] is selected and then press (OK).
- 13 Press (OK).

Memo


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


Deleting

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



- 3 Press the ▼ to select [**Group No.**] and then press (OK).
- 4 Press the ▼ to select a group number and then press (OK).

5 Press the ▼ to select [**Delete**] and then press .

6 Press the ◀ or ▶ to select [**Yes**] and then press .



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

One-Touch Key Pad

The speed dials no.1 to 16 are automatically registered to the one-touch key pad.

● Basic Procedure for Internet Faxing

This section explains basic operations for transmitting internet faxes.

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

Memo

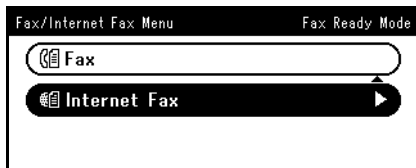
- You can load only A4, letter, or legal size documents in the ADF, A4 or letter size documents on the document glass. You cannot load mixed size documents for internet faxing.
- Depending on the recipient's machine, the document data sent by the internet fax function may not be printed correctly.
- The detailed settings on the internet fax function are the same as in the scan to e-mail function. For details, refer to the User's Manual Advanced.

Reference

- Before using the internet fax function, you need to configure the server settings. For details, refer to "Setting Up Scan To E-mail and Internet Fax" P. 46.

Sending an Internet Fax

- 1 Press the <**FAX**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Internet Fax**] and then press **OK**.

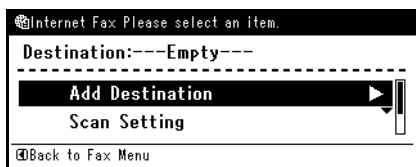


- 4 Configure the internet fax settings if necessary.

Reference

- For details on the internet fax settings, refer to the User's Manual Advanced.

- 5 Make sure that [**Add Destination**] is selected and then press **OK**.

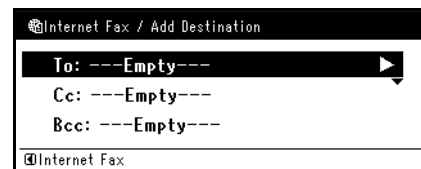


Memo

- Here you can add addressees by using one-touch keys. You can add addresses with [**To**]. Thereafter, you can add multiple addresses using the one-touch keys.

- 6 Make sure that [**To**] is selected and then press **OK**.

Press to ▼ select [**Cc**] or [**Bcc**] if necessary.



- 7 Specify a destination.

- You can set the recipient by directly entering them or by using the address book, group list, sending history, LDAP search or one-touch key.

Reference

- Refer to "Specifying a Destination" P. 92.

- 8 Press **Start** to start transmission.

If you want to scan multiple documents with the document glass, enable the continuous scan mode.

Reference

- "Enabling Continuous Scan Mode (Continuous Scan)" P. 77

Reference

- For details on how to load your documents in the ADF or on the document glass, refer to "Loading Documents" P. 72.

Specifying a Destination

You can specify a destination in the following five ways:

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

Perform one of the following procedures at step 7 of "Sending an Internet Fax" P. 91 described above.

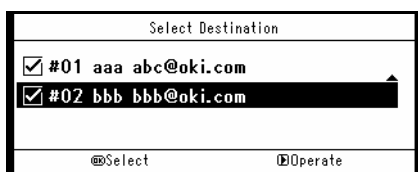
Using the Address Book and Group List

You can select a destination from the address book or groups. You need to register them in advance.

Reference

- For details on how to add e-mail addresses to the address book and groups, refer to "Registering Address Book" P. 105.

- 1 Press the ▼ to select [**Address Book**] or [**Group list**] and then press (OK).
- 2 Press the ▼ to select the destination or group you want and then press (OK).
The check box is selected. You can select multiple entries.



- 3 When you have selected all the destinations, press the ►.
- 4 Make sure that [**Complete**] is selected and then press (OK).
- 5 Press the ◀ to return to the internet fax start screen.

Using the Transmission History

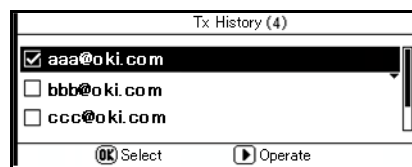
You can select a destination from transmission histories.

Note

- The sending history only shows those recipients which had their addresses directly entered.

- 1 Press the ▼ to select [**Tx History**] and then press (OK).
- 2 Press the ▼ to select the entry you want and then press (OK).

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



- 3 When you have selected all the destinations, press the ►.
- 4 Make sure that [**Complete**] is selected and then press (OK).
- 5 Press the ◀ to return to the internet fax start screen.

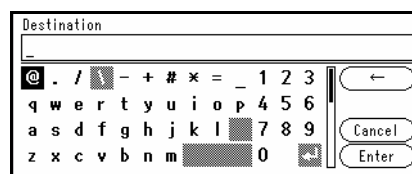
Direct Input

You can enter a destination directly.

Reference

- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- 1 Press the ▼ to select [**Direct Input**] and then press (OK).
- 2 Enter an e-mail address.
An e-mail address up to 80 characters.



- 3 Select [**Enter**] and then press (OK).
- 4 Press the ◀ to return to the internet fax start screen.

Using LDAP Search

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

You can select either [**Simple Search**] or [**Advanced Search**] for the method of searching.

[**Simple Search**] only searches for a single keyword as a username. Also, with Simple Search you can only search for character strings included in usernames. You cannot search for character strings in e-mail addresses.

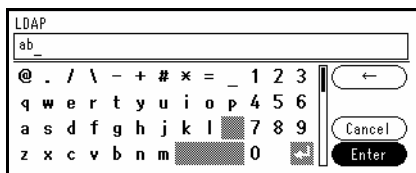
When you select [**Advanced Search**], you can search for a user name or e-mail address. You can also select search conditions to retrieve only results that contain all the specified keywords.

Reference

- For details on the LDAP server settings, refer to the User's Manual Advanced.

■ For Simple Search

- Press the ▼ to select [**LDAP**] and then press **OK**.
- Check that [**Simple Search**] is selected and press **OK**.
- Enter a keyword to search for a user name in the LDAP server.
- Select [**Enter**] and then press **OK** to start searching.



- When the search results appear, press the ▼ to select the destination you want and then press **OK**.
The check box is selected. You can select multiple addresses.
- When you have selected all the destinations, press the ►.
- Make sure that [**Complete**] is selected and then press **OK**.
- Press the ◀ to return to the internet fax start screen.

■ For Advanced Search

- Press the ▼ to select [**LDAP**] and then press **OK**.
- Press the ▼ to select [**Advanced Search**] and then press **OK**.

- Check that [**Search Method**] is selected and press ►.
- Select either [**OR**] or [**AND**] and press **OK**.
- Press ▼, select [**User name**], and then press ►.
- Enter the keyword to search for.
- Select [**Enter**] and then press **OK**.
- Press ▼, select [**E-mail Address**], and then press ►.
- Enter the keyword to search for.
- Select [**Enter**] and then press **OK**.
- Press **OK** to start searching.
- When the search results appear, press the ▼ to select the destination you want and then press **OK**.
The check box is selected. You can select multiple addresses.
- When you have selected all the destinations, press the ►.
- Make sure that [**Complete**] is selected and then press **OK**.
- Press the ◀ to return to the internet fax start screen.

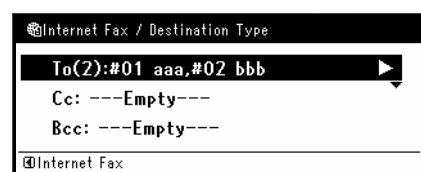
Checking, Deleting, and Changing Destinations

Checking a Destination

- Press the ▲ on the start screen to select the specified destination and then press **OK**.



- Press the ▼ to select the destination type you want to check and then press **OK**.
The destination type includes To, Cc, and Bcc.



- When you have checked the destination, press the ►.

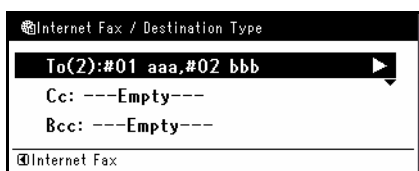
- 4 Make sure that [**Close the list**] is selected and then press **OK**.

Deleting a Destination

- 1 Press the **▲** on the start screen to select the specified destination and then press **OK**.



- 2 Press the **▼** to select the destination type in which the destination you want to delete is included and then press **OK**.
The destination type includes To, Cc, and Bcc.



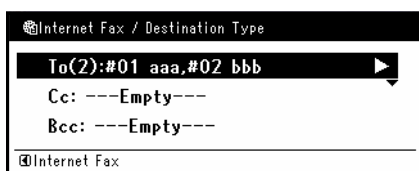
- 3 Press the **▼** to select the destination you want to delete and then press **OK**.
The check box is selected. You can select multiple addresses.
- 4 When you have selected all the destinations to be deleted, press the **▶**.
- 5 Press the **▼** select [**Delete The Address**] and then press **OK**.

Changing the Destination Type

- 1 Press the **▲** on the start screen to select the specified destination and then press **OK**.



- 2 Press the **▼** to select the destination type in which the destination you want to change is included and then press **OK**.
The destination type includes To, Cc, and Bcc.



- 3 Press the **▼** to select the destination you want to change and then press **OK**.
The check box is selected. You can select multiple addresses.
- 4 When you have selected all the destinations to be changed, press the **▶**.
- 5 Make sure that [**Edit Destination Type**] is selected and then press **OK**.
- 6 Press the **▼** to select the destination type you want from [**To**], [**Cc**], or [**Bcc**] and then press **OK**.

Canceling Transmission

While the "Scanning" screen is displayed, you can cancel the job.

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

Receiving Internet Faxes

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

Reference

- If you want to forward an internet fax, you can use the auto delivery function. For details, refer to the User's Manual Advanced.
- In order to receive internet faxes, it is necessary to configure e-mail receiving settings beforehand. For details, please refer to the User's Manual Advanced.

4. Scanning

This chapter explains the basic operation and settings for your machine's scanning functions.

● Installing Scanner Drivers (TWAIN/WIA Driver)

This section explains the procedure to install the scanner driver. Before using scan function, install the scanner driver. You can install TWAIN driver and WIA (Windows only) driver at the same time.

If you want to use the network scan function, follow the installation procedure below and register the information of your computer and then install the scanner driver.

Memo

- When using the network scan function in Windows, please install the ActKey utility.

Reference

- Before installing the scanner driver manual, do the network settings. For details on how to do network settings, refer to "Network Connection" P. 31.

Note

- When using a scanner with a network connection in Windows, if the equipment IP address is changed, please change the settings in Network Configuration. For Mac OS X, please change settings in network scanner setting tools. For details, refer to User's Manual Advanced.

Installation Procedure

Memo

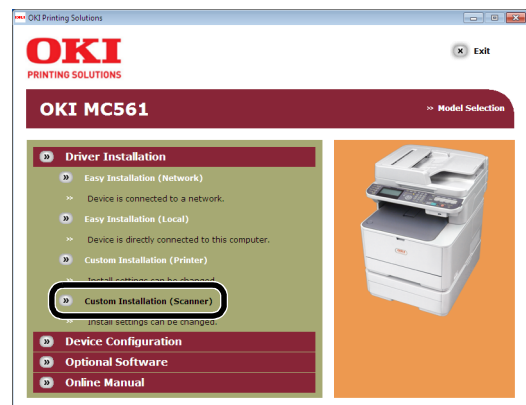
- When using the network scan function in Windows, please install the Network Configuration. For Mac OS X, the network scanner setting tools will be installed automatically.

For Windows

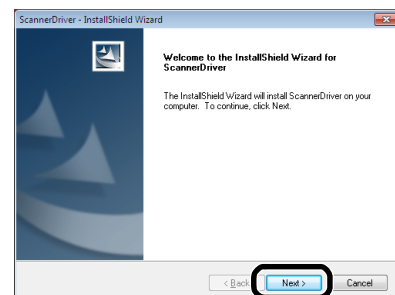
- 1 Ensure that your machine and the computer are turned on and connected, and then insert the "Software CD-ROM" into the computer.
- 2 Click [**Run setup.exe**] after [**Auto Play**] is displayed.
If the [**User Account Control**] dialog box appears, click [**Yes**].
- 3 Select the model of your machine, and then click [**Next**].
- 4 Read the license agreement and then click [**I Agree**].

- 5 Select [**Custom Installation (Scanner)**] under [**Driver Installation**].

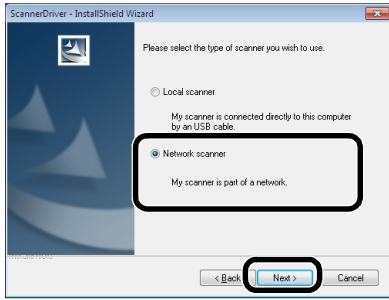
If the scanner driver has been installed, the setup maintenance program of the scanner driver is displayed. Check the checkbox of [**Add**] and then click [**Next**] to proceed to the step 8.



- 6 Click [**Next**].

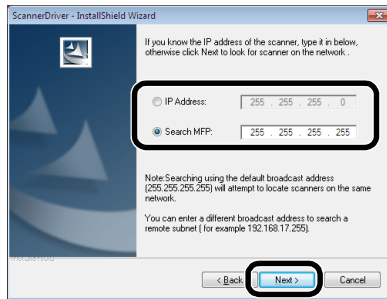


7 Check the checkbox of [**Network scanner**] and click [**Next**].

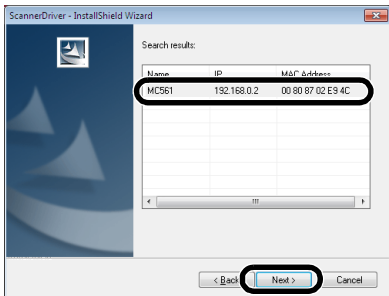


8 Select [**IP Address**] or [**Search MFP**] check box to enter the address of the machine and then click [**Next**].

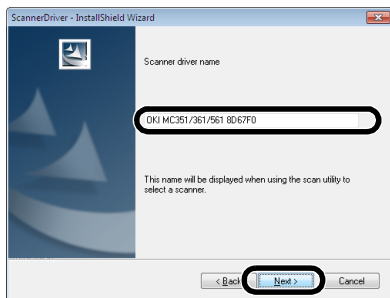
If you want to set the [**IP Address**], follow procedure 10.



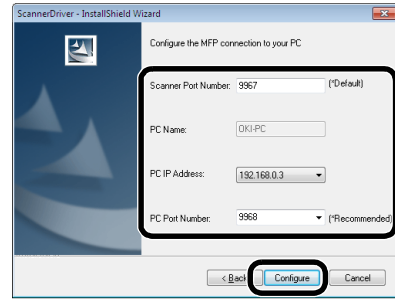
9 If [**Search MFP**] is selected, select the machine and click [**Next**].



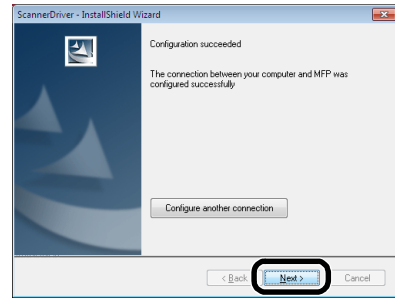
10 Set the scanner driver name and click [**Next**].



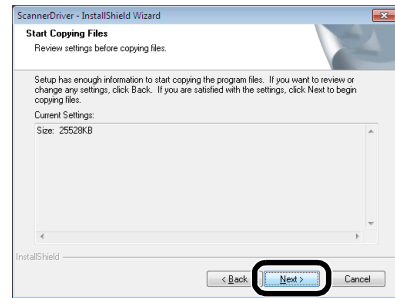
11 Enter the host name, IP address and port number and then click [**Configure**].



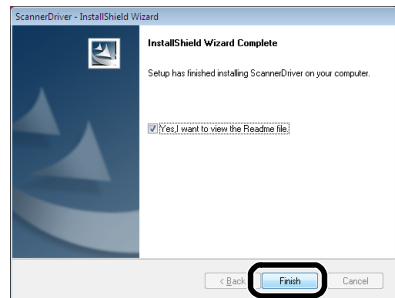
12 Click [**Next**].



13 Click [**Next**].



14 Click [**Finish**].



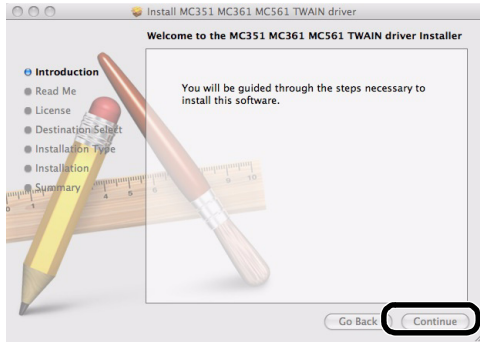
For Mac OS X

- 1 Ensure that your machine and the computer are turned on and connected, and then insert the "Software CD-ROM" into the computer.
- 2 Double-click [**OKI**] on the desk top.
- 3 Double-click [**Drivers**] > [**Scanner (TWAIN)**] > [**MC351_MC361_MC561 TWAIN**].

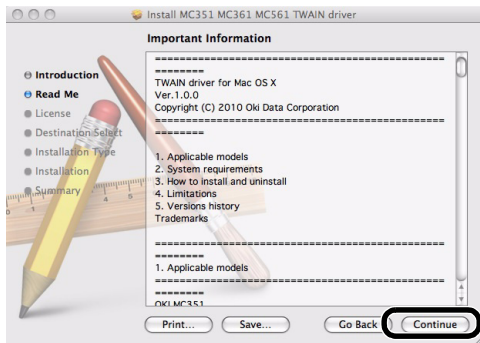
4 Click [Continue].



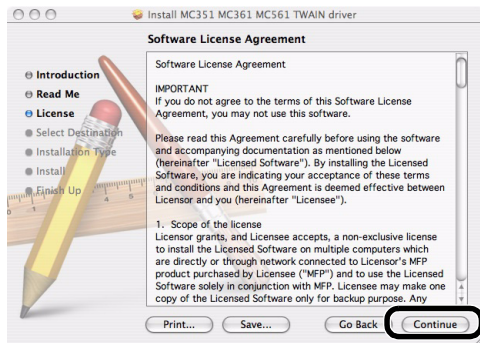
5 Click [Continue].



6 Read the information displayed and then click [Continue].



7 Read the license agreement and then click [Continue].

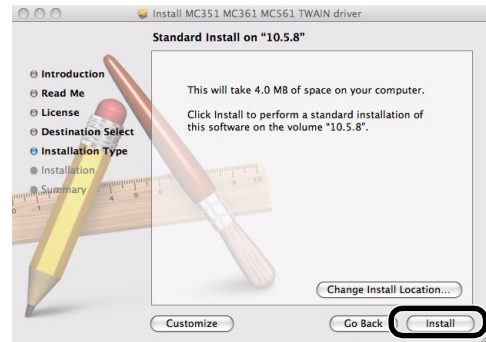


8 Click [Agree].



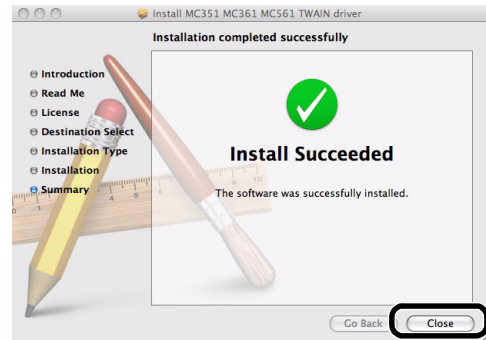
9 Click [Install].

If necessary, click [Change Install Location] to specify the location to install the driver.



10 Enter the administrator's name and password and then click [OK].

11 Click [Close].



● Scanning Methods


This section explains the basic operation of the scan function. In scan mode, you can use five scan functions, scan to e-mail, scan to USB memory, scan to network computer, scan to local computer and PC scan. You can select these functions after pressing <SCAN> key.

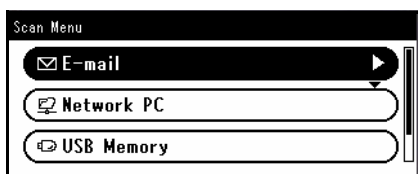
Reference

- The scan function supports the Continuous Scan mode. For details on the [**Continue Scan**] functions, refer to "Enabling Continuous Scan Mode (Continuous Scan)" P. 77.




Scan to E-mail

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

- 1 Press the <SCAN> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Make sure [**E-mail**] is selected and then press .



Memo

- Here you can add addressees by using one-touch keys. You can add addresses with [**To**]. Thereafter, you can add multiple addresses using the one-touch keys.
- 4 Make sure [**Add Destination**] is selected and then press .
 - 5 Make sure [**To**] is selected and then press . Press the ▼ to select [**Cc**] or [**Bcc**] and then press .
 - 6 Specify a destination. You can specify a destination by direct input or from the address book, groups, e-mail histories, LDAP or one-touch key.
 - 7 Press  or .

Specifying a Destination

You can specify a destination in the following six ways:




- Using the address book
- Using a group list
- Using the e-mail history
- Direct input
- Using LDAP search
- Using the one-touch key pad

Perform any of the following operations at the step 6 of "Scan to E-mail" stated above.

■ Using the Address Book or Group List



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


Reference

- For how to register destinations in the address book or group list, refer to "Registering Address Book" P. 105.
- 1 Press the ▼ to select [**Address book**] or [**Group list**] and then press .
 - 2 Press the ▼ to select the destination or group you want and then press . The check box is selected. You can select multiple entries.
 - 3 When you have selected all the destinations, press the ►.
 - 4 Make sure that [**Complete**] is selected and then press .
 - 5 Press the ◀ to return to start screen.

■ Using E-mail History


You can select a destination from transmission histories.

- 1 Press the ▼ to select [**Tx History**] and then press .
- 2 Press the ▼ to select a destination and then press . The check box is selected. You can select multiple entries.

- 3 When you have selected all the destinations, press the ►.
- 4 Make sure that [**Complete**] is selected and then press .
- 5 Press the ◀ to return to start screen.


■ Direct Input

You can enter a destination directly using the onscreen keyboard.

- 1 Press the ▼ to select [**Direct Input**] and then press .
- 2 Enter a destination e-mail address up to 80 characters.

Reference

- For how to enter texts, refer to "Entering Text Using the Operator Panel" P. 27.

- 3 Select [**Enter**] and then press .
- 4 Press the ◀ to return to start screen.

■ Using LDAP Search

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

You can select either [**Simple Search**] or [**Advanced Search**] for the method of searching.





[**Simple Search**] only searches for a single keyword as a username. Also, with Simple Search you can only search for character strings included in usernames. You cannot search for character strings in e-mail addresses.

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


Reference

- For the LDAP server setting, refer to User's Manual Advanced.








□ For Simple Search



- 1 Press the ▼ to select [**LDAP**] and then press .
- 2 Check that [**Simple Search**] is selected and press .
- 3 Enter a keyword to search for a user name on the LDAP server.
- 4 Select [**Enter**] and then press  to start searching.
- 5 When the search results appear, press the ▼ to select the destination you want and then press .

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

- 6 When you have selected all the destinations, press the ►.
- 7 Make sure that [**Complete**] is selected and then press .
- 8 Press the ◀ to return to start screen.

□ For Advanced Search

- 1 Press the ▼ to select [**LDAP**] and then press .
- 2 Press ▼ to select [**Advanced Search**] and then press .
- 3 Check that [**Simple Search**] is selected and press ►.
- 4 Select either [**OR**] or [**AND**] and press .
- 5 Press ▼, select [**User Name**], and then press ►.
- 6 Enter the keyword to search for.
- 7 Select [**Enter**] and then press .
- 8 Press ▼, select [**E-mail Address**], and then press ►.
- 9 Enter the keyword to search for.
- 10 Select [**Enter**] and then press .
- 11 Press  to start searching.
- 12 When the search results appear, press the ▼ to select the destination you want and then press .

The check box is selected. You can select multiple addresses.
- 13 When you have selected all the destinations, press the .
- 14 Make sure that [**Complete**] is selected and then press .
- 15 Press the ◀ to return to start screen.

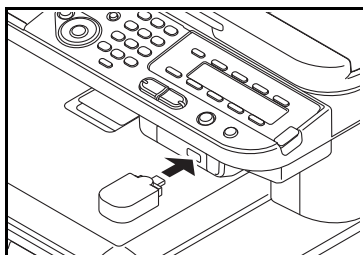
Scan to USB Memory

You can save the scanned document in a USB memory.

 Reference


- For the specifications of USB memory that you can use, please refer to "Print From USB Memory Specifications" P. 177.

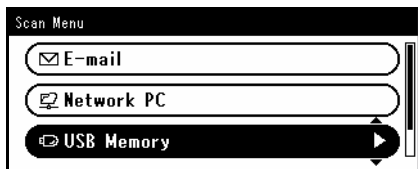
- 1 Press the **<SCAN>** key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Insert the USB memory into the USB memory interface of the machine.







 Note

- Insert the USB memory into the USB port straight. If it is not inserted with a correct angle, the USB port may be damaged.

- 4 Press the ▼ to select [**USB Memory**] and then press .



- 5 Press the ▼ to scanning settings if necessary.
- 6 Press   or  .
- 7 Remove the USB memory from the port after the message is displayed indicating that it is OK to remove the USB memory.


Scan to Network PC

You can send a scanned document to a server on the network.


The document is scanned and converted to a PDF, JPEG, TIFF, or XPS file. The factory default setting is PDF.

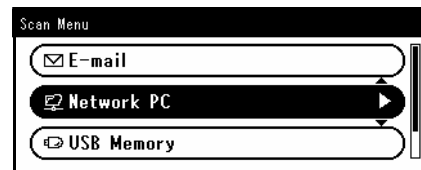
 Note







- Check that the machine is connected to the network.
- It is necessary to set up Scan To Network PC in advance.

 Reference

- For the Scan To Network PC setup, please refer to "Setting Up Scan To Network PC" P. 48.



- 1 Press the **<SCAN>** key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Network PC**] and then press .



- 4 Check that [**Select Profile**] is selected and then press .
- 5 Press the ▼ to select a profile and then press .
- 6 Press   or  .

Scan to Local PC

You can save the scanned data into your local computer.

When you press the  or , the scan job starts and the ActKey utility and the TWAIN driver start automatically. You can send the scanned document to a specified application, save it in a specified folder, or send it by fax.

The machine can be connected to USB interface or network, but only a computer can be connected at the same time.

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


! Note

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

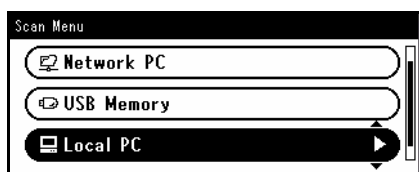
Reference



- For details on how to enable the network TWAIN setting, refer to the User's Manual Advanced.
- For details on how to install the ActKey utility, refer to the User's Manual Advanced.



■ Connecting via USB

- 1 Press the <SCAN> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [Local PC] and then press .

If the Network TWAIN setting is set to [Disable], proceed to the step 6.



- 4 Check that [Select A Connecting PC] is selected and then press .
- 5 Press the ▼ to select [From USB Interface] and then press .

- 6 Press the ▼ to select [Select An Application] and then press .
- 7 Press the ▼ to select where to send the scanned document and then press .

Selectable location Values to send:







Application Folder PC-FAX

- 8 Press  or .

Memo

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

■ Connecting via Network

- 1 Press the <SCAN> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [Local PC] and then press .
- 4 Check that select [Select A Connecting PC] is selected and then press .
- 5 Check that [From Network] is selected and then press .
- 6 Press the ▼ to select the computer you want and then press .
- 7 Press the ▼ to select [Select An Application] and then press .
- 8 Press the ▼ to select where to send the scanned document and then press .

- 9 Press  or .

Memo

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

Scan to Remote PC

This function launches the TWAIN driver from a utility installed on a PC (ActKey, PaperPort, Image, Adobe Photoshop CS3, etc.) and starts scanning.

Connect the machine to a computer via USB or a network.

For PC Scan function, there are two modes; simple scan mode and secure scan mode. In simple mode you can start a scan job easily. In secure scan mode, only the operation from the specified computer can be done. Only a computer can be connected at the same time.

Memo

- For the following procedure, ActKey will be used as an example for Windows, and Adobe Photoshop CS3 for Mac OS X. The items in this manual may differ depending on the application you are using.

Note

- Connect the machine to a computer via USB or a network.
- Install an application (ActKey, PaperPort, etc.) and a scanner driver before starting a scan job.
- If you connect the machine to network, follow these instructions.
 - Set [TCP/IP] setting to [Enable].
 - Conform the IP version of the machine to that of your computer.
 - Set up the DNS server.
 - Enable the network TWAIN setting.
- When in Secure Scan Mode, the administrator needs to register the computer information for carrying out security scans from the control panel or the web site beforehand.
- For Mac OS X, when carrying out a network scan for the first time, you need to set the connection target when using a driver. When you use the driver for the first time, the connection target selection tool will launch. You do not need to set the connection target after the first time.

Reference

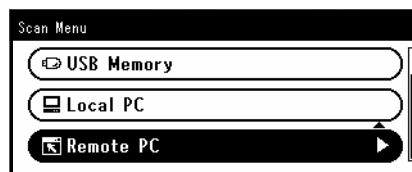
- For details on how to install a scanner driver, refer to "Installing Scanner Drivers (TWAIN/WIA Driver)" P. 95.

Simple Scan Mode

For Windows

- Press the <SCAN> key on the operator panel.
- Place your document with text face up in the ADF or face down on the document glass.

- Press the ▼ to select [Remote PC] and then press (OK).



- Start ActKey on your computer.
- Click the scan button you want. The scan job starts.

Scan Button Name:

Application1, Application2, Folder, PC-Fax

Memo

- If you select [Application1] or [Application2], the specified application starts and the scanned document is displayed on the application.
- If you select [Folder], the scanned document is saved in the specified folder.
- If you select [PC-FAX], the application for fax transmission starts and the scanned document is sent to the application. Send a fax with the fax transmission software on your computer.

For Mac OS X

- Press the <SCAN> key on the operator panel.
- Place your document with text face up in the ADF or face down on the document glass.
- Press the ▼ to select [Remote PC] and then press (OK).
- Start Adobe Photoshop CS3 on your computer.
- Select [Import] from [File] to select [OKI MC351_361_561 Twain] or [OKI MC351_361_561 Twain Network].
 - If you select [OKI MC351_361_561 Twain], proceed to the step 9.
 - If you select [OKI MC351_361_561 Twain Network] and the network scan is the second or more scanning, proceed to the step 9.
- For the first network scan, the dialog box indicating that the tool of connection destination selection is started is displayed, and then click [OK].
- Select a connection destination in the [Scan Settings] dialog box, and register the host information if necessary. Then, click [OK].

- 8 Select [**Import**] from [**File**] of Adobe Photoshop CS3 to select [**OKI MC351_361_561 Twain Network**].

The window appears.



- 9 Click a scan button.

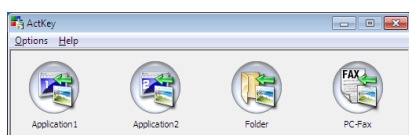
Scanning starts.

- 10 Select [**Quit Photoshop**] from [**Photoshop**].

Secure Scan Mode (For Network Connection)

■ For Windows

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and the press **OK**.
- 4 Check that [**Select a connecting PC**] is selected and then press **OK**.
- 5 Check that [**From Network**] is selected and then press **OK**.
- 6 Press the ▼ to select the destination you want and then press **OK**.
- 7 Press  or .
- 8 Start the ActKey on your computer.
- 9 Click a scan button.



■ For Mac OS X

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and the press **OK**.
- 4 Check that [**Select a Connecting PC**] is selected and then press **OK**.
- 5 Check that [**From Network**] is selected and then press **OK**.

- 6 Press the ▼ to select the destination you want and then press **OK**.

- 7 Press  or .

- 8 Start the Adobe Photoshop CS3 on your computer.

- 9 Select [**Import**] from [**File**] to select [**OKI MC351_361_561 Twain Network**].

If you select [**OKI MC351_361_561 Twain Network**] and the network scan is the second or more scanning, proceed to the step 13.

- 10 For the first network scan, the dialog box indicating that the tool of connection destination selection is started is displayed, and then click [**OK**].

- 11 Select a connection destination in the [**Scan Settings**] dialog box, and register the host information if necessary. Then, click [**OK**].

- 12 Select [**Import**] from [**File**] of Adobe Photoshop CS3 to select [**OKI MC351_361_561 Twain Network**].

The window appears.



- 13 Click a scan button.

Scanning starts.

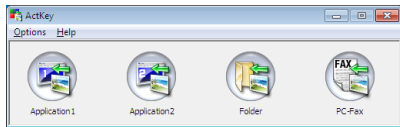
- 14 Select [**Quit Photoshop**] from [**Photoshop**].

Secure Scan Mode (For USB Connection)



■ For Windows

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and the press **OK**.
- 4 Check that [**Select a connecting PC**] is selected and then press **OK**.
- 5 Press the ▼ to select [**From USB interface**] and then press **OK**.
- 6 Press  or .
- 7 ActKey start on the computer.

- 8 Click the Scan button.



■ For Mac OS X

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ▼ to select [**Remote PC**] and the press (OK).
- 4 Check that [**Select a connecting PC**] is selected and then press (OK).
- 5 Press the ▼ to select [**From USB Interface**] and then press (OK).
- 6 Press  or .
- 7 Start Adobe Photoshop CS3 on your computer.
- 8 Select [**Import**] from [**File**] to select [**OKI MC351_361_561 Twain Network**].
- 9 Click a scan button.
Scanning starts.
- 10 Select [**Quit Photoshop**] from [**Photoshop**].

Canceling the Current Scan Job

Scanning will stop while the message saying that the document is being read is displayed.

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

Note

- You cannot cancel with Scan to Local PC and Scan to Remote PC.

● Registering Address Book

This section explains how to register and deleted the address book and group list.

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

Address Book

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

Registering and Editing

Reference

- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Address Book**] and then press **OK**.
- 3 Make sure that [**E-mail Address**] is selected and then press **OK**.
- 4 Press the ▼ to select a number and then press **OK**.
You cannot select a number which is specified in Auto Deliver function.
- 5 Make sure that [**Register**] is selected and then press **OK**.
If editing registered addresses, select [**Edit**].
- 6 If necessary, specify a name.
 - a) Make sure that [**Name**] is selected and then press the ►.
 - b) Enter a name up to 16 characters.
 - c) Select [**Enter**] and then press **OK**.
- 7 Press the ▼ to select [**E-mail Address**] and then press ►.
- 8 Enter an e-mail address up to 80 characters and then press **OK**.
- 9 Press **OK**.

Registering From Transmission History

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

! Note

- The sending history only displays recipient addresses to which an internet fax was sent by directly entering the recipient's address.

- 1 Press the <**SCAN**> key on the operator panel.
- 2 Make sure that [**E-mail**] is selected and then press **OK**.
- 3 Press the ▼ to select [**E-mail Tx History**] and then press **OK**.
- 4 Press the ▼ to select the entry you want and then press **OK**.
- 5 Check the entry and then press the ►.
- 6 Make sure [**Register To Address Book**] is selected and then press **OK**.
- 7 Repeat the steps 4 to 9 in "Registering and Editing".
The e-mail address is automatically entered. You do not have to enter it manually.

Deleting

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Address Book**] and then press **OK**.
- 3 Make sure that [**E-mail Address**] is selected and then press **OK**.
- 4 Press the ▼ to select an entry number and then press **OK**.
- 5 Press the ▼ to select [**Delete**] and then press **OK**.
- 6 Press the ◀ or ▶ to select [**Yes**] on the confirmation screen and then press **OK**.

! Note

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









Group List

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

Registering and Editing

Reference






- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Address Book**] and then press .
- 3 Press the ▼ to select [**E-mail Group**] and then press .
- 4 Press the ▼ to select a group number and then press .
- 5 Make sure that [**Register**] is selected and then press .
If editing registered group numbers, select [**Edit**].
- 6 Make sure that [**Name**] is selected and then press the ►.
- 7 Enter a name up to 16 characters.
- 8 Select [**Enter**] and then press .
- 9 Press the ▼ to select [**Address Number**] and then press ►.
- 10 Press the ▼ to select the desired e-mail address from the address book and then press .
The check box is selected. You can select multiple entries.
- 11 When you have selected all the desired e-mail addresses, press the ►.
- 12 Make sure that [**Complete**] is selected and then press .
- 13 Press .

Memo

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

Deleting

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Address Book**] and then press .
- 3 Press the ▼ to select [**E-mail Group**] and then press .
- 4 Press the ▼ to select a group number and then press .
- 5 Press the ▼ to select [**Delete**] and then press .
- 6 Press the ◀ or ▶ to select [**Yes**] on the confirmation screen and then press .

● Registering Network Scan Destinations

This section explains how to register a PC connected to the Network.

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

Memo

- You can also register network-connected PCs with ActKey in Network Configuration. You can register network-connected PCs with Network Configuration, however, you cannot edit or delete them. For details, refer to User's Manual Advanced.

Registering and Editing

Reference

- For details on how to enter text, refer to "Entering Text Using the Operator Panel" P. 27.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Network Scan Destination**] and then press **OK**.
- 3 Press the ▼ to select an IP address or domain name and then press **OK**.
- 4 Make sure that [**Register**] is selected and then press **OK**.
If editing registered numbers, select [Edit].
- 5 Make sure that [**Destination**] is selected and then press **OK**.
- 6 Enter a destination.
A destination up to 16 characters.
- 7 Select [**Enter**] and then press **OK**.
- 8 Press the ▼ to select [**Destination Address**] and then press ►.
- 9 Enter an IP address or a Host PC name.
An IP address or a name up to 64 characters.
- 10 Select [**Enter**] and then press **OK**.
- 11 Press the ▼ to select [**Port No.**] and then press ►.
- 12 Enter a port number and then press **OK**.
- 13 Press **OK**.
- 14 Press the ◀ until the top screen is displayed.

Deleting

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Network Scan Destination**] and then press **OK**.
- 3 Press the ▼ to select a number and then press **OK**.
- 4 Press the ▼ to select [**Delete**] and then press **OK**.
- 5 Press the ◀ or ► to select [**Yes**] on the confirmation screen and then press **OK**.
- 6 Press the ◀ until the top screen is displayed.

5. Using as a Printer

This chapter describes how to print documents from a computer or USB memory.

● Printing from a Computer

This section explains how to print from a computer.



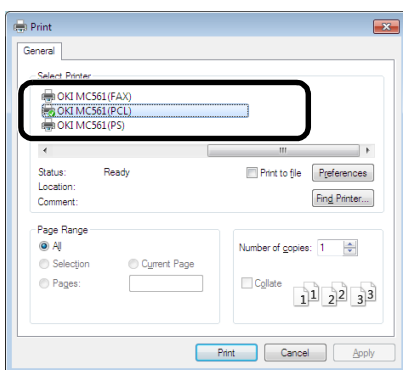
- This section uses Wordpad in Windows and TextEdit in Mac OS X as examples. The display and procedure may differ according to the operating system, the applications, and the version of the printer driver you are using.
- For additional information on the setting items on the printer driver, refer to its online help.

Printing

- 1 Open the file you want to print from an application.
- 2 Configure the print settings on the printer driver screen and start printing.
The following explains how to configure the paper size, the paper source, and the media weight on each printer driver you are using. For how to set by each printer driver, refer to the following instructions.

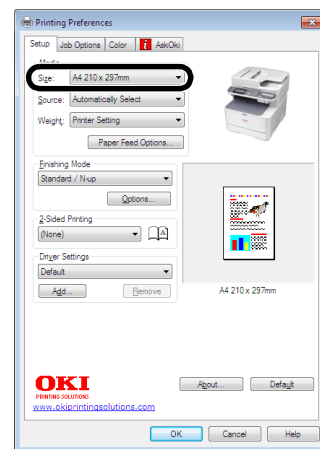
For Windows PCL/PCL XPS Printer Driver

- 1 From the **[File]** menu of an application, select **[Print]**.
- 2 Select the printer driver you want to use.



- 3 Click **[Preferences]**.

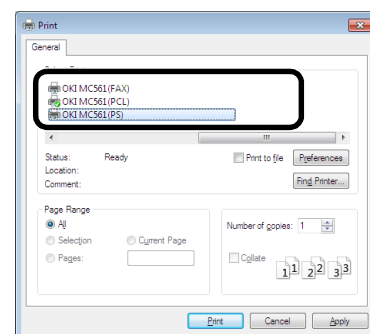
- 4 On the **[Setup]** tab, select a paper size from **[Size]**.



- 5 Select a tray from **[Source]**.
- 6 Select a media weight from **[Weight]**.
- 7 Click **[OK]**.
- 8 Click **[Print]**.

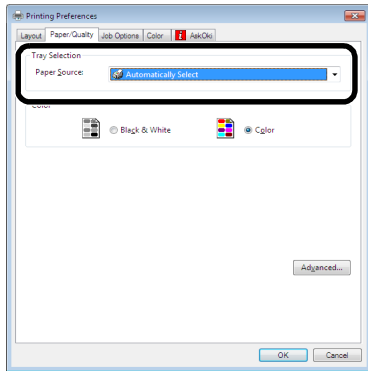
For Windows PS Printer Driver

- 1 From the **[File]** menu, select **[Print]** to open the print dialog.
- 2 Select the printer driver you want to use.

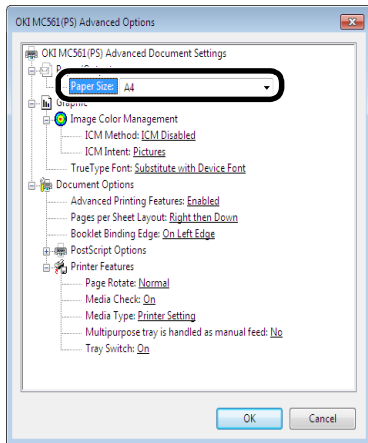


- 3 Click **[Preferences]**.

- 4 Select the [**Paper/Quality**] tab.
- 5 Select a tray from [**Paper Source**].



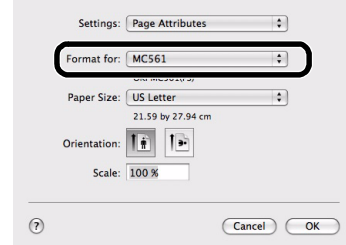
- 6 Click [**Advanced**].
- 7 Click [**Paper Size**] and select a paper size from the drop-down list.



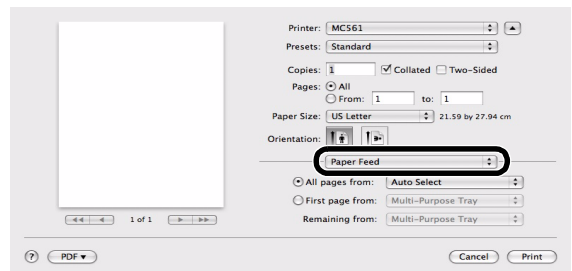
- 8 Click [**Media Type**] and select the media type from the drop-down list.
- 9 Click [**OK**].
- 10 Click [**OK**].
- 11 Click [**Print**].

For Mac OS X PS Printer Driver

- 1 From the [**File**] menu, select [**Page Setup**].
- 2 Select the printer you want to use from [**Format For**].

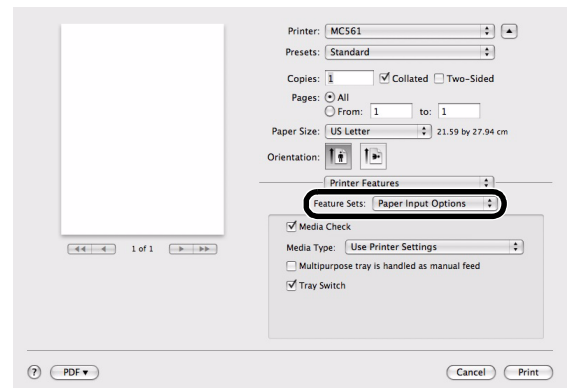


- 3 Select a paper size from [**Paper Size**] and then click [**OK**].
- 4 From the [**File**] menu, select [**Print**].
- 5 Select [**Paper Feed**] from the panel menu.



- If the print dialog contains only two menus and does not contain the options you expect to see on the Mac OS X 10.5 to 10.6, click the disclosure triangle beside the [**Printer**] menu.

- 6 Select a tray on the [**Paper Feed**] panel.
- 7 Select [**Printer Features**] from the panel menu.
- 8 Select [**Paper Input Options**] from [**Features Sets**].



- 9 Select a media type from [**Media Type**].

10 Click [**Print**].

Memo

- For general use, [**Printer Setting**] suffices for a paper weight. When you select [**Printer Setting**], the paper weight setting configured on the equipment setting menu at the operator panel of the machine is applied.

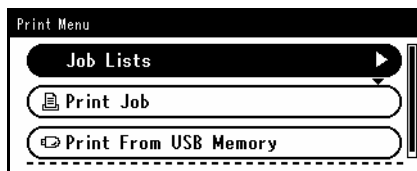
Reference

- If you select [**Automatically Select**] for a paper source, the tray with the designated paper type is automatically selected. For details on the automatic selection of trays, refer to the User's Manual Advanced.
- If you select the MP tray for a paper source, the paper must be loaded on the MP tray. For details on how to load paper on the MP tray, refer to "Loading Paper on the MP Tray" on P. 68.

Canceling a Print Job

You can cancel a print job from a computer by deleting the job in the job list from the operator panel.

- 1 Press the <**PRINT**> key on the operator panel to open the print menu.



- 2 Make sure [**Job Lists**] is selected and then press **OK**.
- 3 Press the **▼** to select the job you want to cancel and then press **OK**.
- 4 Make sure [**Cancel**] is selected and then press **OK**.
- 5 Press the **◀** or **▶** on the confirmation screen to select [**Yes**] and then press **OK**.

Note

- Pages that are ready to be printed on the machine are printed without change.
- If the display indicating that data is being printed on the operator panel is left for a long time, delete a print job on a computer.

● Printing From USB Memory

This section explains how to print from the USB memory. Inserting the USB memory into the machine, you can print the document stored in it directly.

! Note

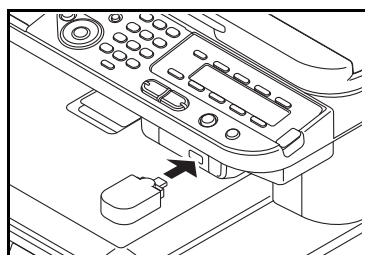
- Not all USB memory products are guaranteed to work. (USB memory with security functions is not supported.)
- A USB hub and an external USB HDD are not supported.
- Encrypted PDF is not supported.

Memo

- The following file systems are supported: FAT12, FAT16, FAT32.
- The following file formats are supported: JPEG, PDF (v1.7), M-TIFF (v6 Baseline), PRN (PCL, PS).
- Up to 32 GB capacity of USB memory is supported.
- Up to 100 files in supported file formats stored in USB memory are displayed on the file list.
 - If more files are stored in USB memory, the list of the stored files may not be displayed properly.
 - USB memory with a directory structure of 20 or more levels may not be read properly.
 - Files with passwords exceeding 240 characters may not be read correctly.
- You can select and print one file in your USB memory at a time.

Starting a Print Job

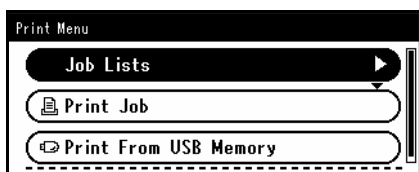
1 Insert the USB memory into the USB port on the machine.



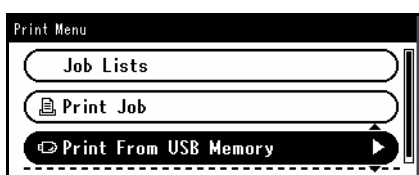
! Note

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

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



3 Press the ▼ to select the [**Print From USB Memory**] and then press **OK**.



4 Check that [**Select Print File**] is selected and then press **OK**.

If a file to be printed is not stored in the folder, proceed to the step 7.

5 Press the ▼ to select the folder with the file to print in it and then press **OK**.

6 Press the ▼ to select [**Open folder.**] and then press **OK**.

Repeat step 5 and 6 until the file to print is displayed.

Memo

- If [**Folder Property**] is selected, you can check the folder information.

7 Press the ▼ to print a file and then press **OK**.

8 Press the ▼ to select [**Select a file**] and then press **OK**.

Memo

- If [**File Property**] is selected, you can check the file information.

9 Perform print settings if necessary.

Reference

- "Configuring Print Settings" on P. 112

10 Press or to start printing.

- 11 Remove the USB memory from the port after a message is displayed indicating that it is OK to remove the USB memory.

Configuring Print Settings

You can configure the settings for printing from USB memory on the [**Print Setup**] menu. Perform the following procedure at step 9 of "Printing From USB Memory" on P. 111 in "Starting a Print Job".

Changing the Paper Type (Paper Feed)

You can select the paper source.

Note

- When printing a PRN file, the setting of the paper tray follows the driver settings at the time of file creation.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.
- 2 Check that [**Paper Feed**] is selected and then press **OK**.
- 3 Press the ▼ to select the desired value and then press **OK**.

Selectable Paper Tray Values:

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

*indicates the factory default.

- 4 Press the ◀ to return to the start screen.

Memo

- [**Tray 2**] is displayed only when the second tray unit is installed as an option.

Changing the Number of Copies (Copies)

You can set the number of copies to print.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.
- 2 Press the ▼ to select [**Copies**] and then press **OK**.
- 3 Enter a number of copies and then press **OK**. You can enter 1 to 999.
- 4 Press the ◀ to return to the start screen.

Doing Duplex Printing (Duplex)

You can make 1-sided (simplex) or 2-sided (duplex) printouts.

Note

- When printing a PRN file, setting of double-sided printing follows the driver settings at the time of file creation.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.
- 2 Press the ▼ to select [**Duplex**] and then press **OK**.
- 3 Press the ▼ to select [**ON**] for duplex printing or [**OFF**] for simplex printing and then press **OK**.
- 4 Press the ◀ to return to the start screen.

Setting the Binding Position (Binding)

You can select the binding position of duplex printouts.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.
- 2 Press the ▼ to select [**Binding**] and then press **OK**.
- 3 Press the ▼ to select [**Long edge bind**] to bind at the long edge of the paper or [**Short edge bind**] to bind at the short edge of the paper and then press **OK**.
- 4 Press the ◀ to return to the start screen.

Reference

- For details on long edge binding and short edge binding, refer to "Making Duplex Copies (Duplex Copy)" on P. 77.

Fitting Pages (Fit)

You can match the page size to the paper size when printing.

If the page size of a file to print is larger or smaller than the effective print area, the page size is resized to fit the paper size.

Note

- When printing a PRN file, these settings do not work.

Memo

- This function is set to [**ON**] by default.

- 1 Press the ▼ to select [**Print Setup**] and then press **OK**.

- 2 Press the ▼ to select [**Fit**] and then press **OK**.
- 3 Press the ▼ to select [**ON**] for matching the paper size or [**OFF**] for not resizing the page size and then press **OK**.
- 4 Press the ◀ to return to the start screen.

Canceling a Print Job

You can cancel a print job from the USB memory by pressing the <**STOP**> key on the operator panel.

Printing will stop while a message is displayed saying that printing is finished.

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

! Note

- Pages that are ready to be printed on the machine are printed without change.

6. User Authentication and Access Control

This chapter explains the user authentication and access control functions.

● About User Authentication and Access Control

The user authentication and access control functions allow you to limit the functions available to each user. If the access control is enabled, the user authentication is required before using the machine. If the authentication succeeds, functions specified in advanced can be only used.

Your machine has the following two methods of user authentication:

- PIN (personal identification number)
- User name and password

To control access to the machine, register a PIN (personal identification number) or a user name and password to each user in advance. You can register up to 100 PINs and 100 sets of user name and password.

If the access control is enabled, according to the setting, the user must enter the PIN or the user name and password to log into the machine or to print from a computer.

Access control can be applied to the following functions:

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

! Note

- Scan to Mail settings also apply to sending internet faxes.
- Settings for sending faxes also apply to sending faxes from a computer.

The following conditions are required to enable the user authentication and access control functions:

- Configuration Tool on Network/USB connected computers (PIN/Username and password)
- Website (PIN)

Reference

- For details on Configuration Tool, refer to the User's Manual Advanced.

● Authentication by PIN

This section explains how to enable the access control using the authentication by PIN and how to operate when the access control is enabled.

Registering a PIN

Before enabling the user authentication and access control, be sure to register a PIN for each user. You must be the administrator to register PINs.

To register a PIN, launch PIN Manager from Configuration Tool.

Reference

- For details on how to register a PIN from Configuration Tool, refer to the User's Manual Advanced.

Memo

- You can also register a PIN from a web browser or Print Control.

Enabling Access Control

You must be the administrator to control access to the machine.

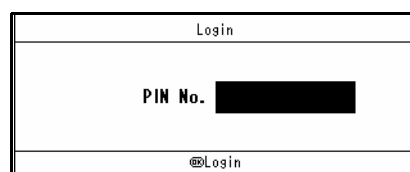
- Press the **<SETTING>** key on the operator panel.
- Press the ▼ to select [**Admin Setup**] and then press **OK**.
- Enter the administrator password.
The default password is "aaaaaa".
- Select [**Enter**] and then press **OK**.
- Press the ▼ to select [**Management**] and then press **OK**.
- Press ▼ to select [**System Setup**] and then press **OK**.
- Make sure that [**Access Control**] is selected and then press **OK**.
- Press the ▼ to select [**PIN**] and then press **OK**.
- Press the ◀ until the message of "Access Control has been enabled." is displayed.

Operation When PIN Authentication Is Enabled

Logging Into the Machine

■ For General Users

- Enter your PIN No. using the ten-key pad on the operator panel.



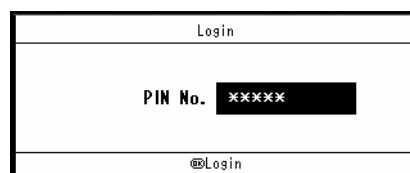
- Press **OK**.

If authentication succeeds, the top screen appears.

■ For the Administrator

- Enter "000000" using the ten-key pad on the operator panel.

The PIN No. of the administrator is "000000". You cannot change the value.



- Press **OK**.

- When the password entry screen appears, enter the administrator password.

The default password is "aaaaaa".

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

If authentication succeeds, the top screen appears.

Logging Out of the Machine

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

- Press the ◀ until the top screen appears.
- Press the **<RESET/LOG OUT>** key on the operator panel.

- Press the ◀ or ▶ on the confirmation screen to select [Yes] and then press (OK).

Memo

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

Operation From a Computer

To control access to operations from a computer, you need to install Print Control Client on the computer in advance.

Memo

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

Reference

- For details on Print Control, refer to the User's Manual Advanced.

■ Printing (for Windows)

Memo

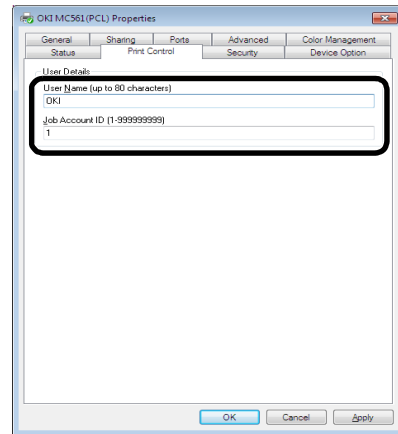
- This procedure uses NotePad and PCL driver as an example. The procedures and menus may differ depending on the OS you use.

- Click [Start] > [All Programs] ([Programs] for Windows 2000) > [Okidata] > [Print Control Client] > [Change Print Control Mode].

On the [User Account Control] window, click [Yes]. (Click [Continue] for Windows Vista.)

- Select the printer driver you want in [Driver].
- Select the [Tab] check box and then click [Change].
- Click [OK].
- From the [File] menu, select [Close].
- Click [Start] and select [Devices and Printers].
- Right-click the OKI MC561 icon and select [Printer properties] > [OKI MC561(*)].
* Select the type of driver you want.
- Select the [Print Control] tab.

- Enter the user name in [User Name] and the PIN in [Job Account ID].



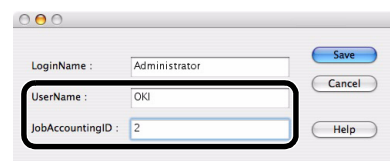
- Click [OK].
- Open the file you want to print.
- From the [File] menu, select [Print].
- Select the printer driver you selected in step 7 and then click [Print].

■ Printing (For Mac OS X)

Memo

- This procedure uses Text Edit as an example. The procedures and menus may differ depending on the OS you use.

- Put the Software CD-ROM into the computer.
- Double click on the [OKI] icon on your desktop.
- Double-click on [Utility].
- Copy the [JA Client] folder by dragging and dropping to the place you want.
- Open the [JA Client] folder you opened, and double click on [Print Job Accounting] ([Print JobAccounting] for Mac OS X 10.3.9).
- Click [New].
- Enter the username into [UserName] and enter the PIN into [JobAccountingID].



- Click [Save].
- Click [Save].

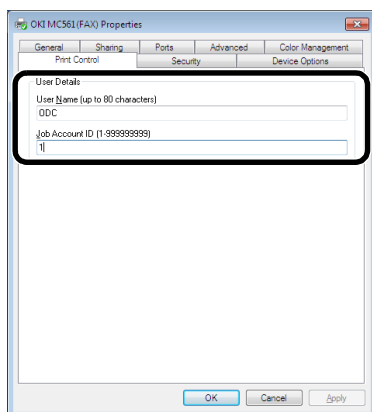
- 10 If a message is displayed asking you to input the user password, enter the password and click **[OK]**.
- 11 Open the file to print.
- 12 Select **[Print]** from the **[File]** menu.
- 13 Select your machine and click **[Print]**.

■ Sending Faxes from Your Computer (Windows only)

Memo

- In the following procedure, Notepad is used as an example. The items here may differ depending on the application you are using.

- 1 Click **[Start]** > **[All Programs]** > **[Okidata]** > **[Print Control Client]** > **[Change Print Control Mode]**.
On the **[User Account Control]** window, click **[Yes]**.
- 2 Select the printer driver you want in **[Driver]**.
- 3 Select the **[Tab]** check box and then click **[Change]**.
- 4 Click **[OK]**.
- 5 From the **[File]** menu, select **[Close]**.
- 6 Click **[Start]** and select **[Devices and Printers]**.
- 7 Right-click the OKI MC561 icon and select **[Printer properties]** > **[OKI MC561(*)]**.
- 8 Select the **[Print Control]** tab.
- 9 Enter the user name in **[User Name]** and the PIN in **[Job Account ID]**.



- 10 Click **[OK]**.
- 11 Open the file you want to fax.
- 12 From the **[File]** menu, select **[Print]**.
- 13 Select the printer driver you selected in step 7 and then click **[Print]**.

Reference

- For details on how to send a fax from a computer, refer to the User's Manual Advanced.

● Authentication by User Name and Password

This section explains how to enable the access control using the authentication by the user name and password and how to operate when the access control is enabled.

Registering User Name and Password

Before enabling user authentication and access control, be sure to register a user name and a password for each user. You must be the administrator to register user names and passwords.

To register a user name and password, launch PIN Manager from Configuration Tool.

Reference

- For details on how to register a user name and password from Configuration Tool, refer to the User's Manual Advanced.

Enabling Access Control

You must be the administrator to control access to the machine.

- 1 Press the <**SETTING**> key on the operator panel.
- 2 Press the ▼ to select [**Admin Setup**] and then press **OK**.
- 3 Enter the administrator password.
The default password is "aaaaaa".
- 4 Select [**Enter**] and then press **OK**.
- 5 Press the ▼ to select [**Management**] and then press **OK**.
- 6 Press the ▼ to select [**System Setup**] and then press **OK**.
- 7 Make sure that [**Access Control**] is selected and then press **OK**.
- 8 Press the ▼ to select [**User/Password**] and then press **OK**.
- 9 Press the ▼ to select [**User Authentication Method**] and then press **OK**.
- 10 Make sure that [**Local**] is selected and then press **OK**.

Reference

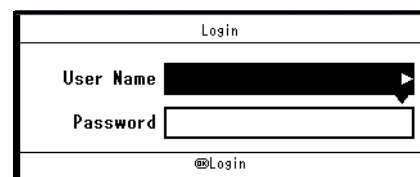
- When you select [**LDAP**] or [**Secure Protocol**], the server settings are necessary. For details, refer to the User's Manual Advanced.

- 11 Press the ◀ until the message of "Access Control has been enabled." is displayed.

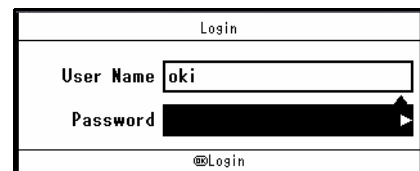
Operation When User Name and Password Authentication is Enabled

Logging Into the Machine

- 1 Make sure that [**User Name**] is selected and then press the ▶.



- 2 Enter your name.
- 3 Select [**Enter**] and then press **OK**.
- 4 Make sure that [**Password**] is selected and then press the ▶.



- 5 Enter your password.
- 6 Select [**Enter**] and then press **OK**.
- 7 Press on the [**Login**] screen, press **OK**.
If authentication succeeds, the top screen appears.

Reference

- For details on how to enter text, refer to "Entering Text Using the Operator Panel" on P. 27.

Logging Out of the Machine

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

- 1 Press the ◀ until the top screen appears.
- 2 Press the <**RESET/LOG OUT**> key on the operator panel.

- Press the ◀ or ▶ on the confirmation screen to select [Yes] and then press (OK).

Memo

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

Operation From the Computer

Memo

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

■ Printing (for Windows)

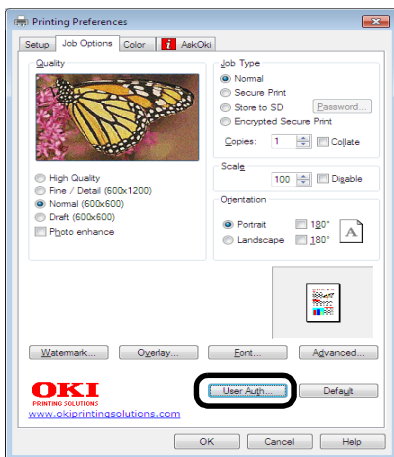
Note

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

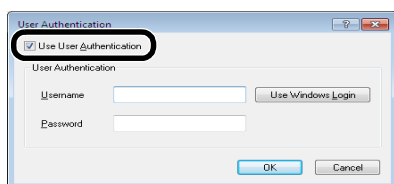
Memo

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

- Open the file you want to print.
- From the [File] menu, select [Print].
- Select the printer driver you want in [Select Printer] and click [Preferences].
- Select the [Job Options] tab.
- Click [User Auth].



- Select the [Use User Authentication] check box.



- Enter the user name in [Username] and the password in [Password] respectively. Clicking [Use Windows Login] automatically enters your login name on Windows.

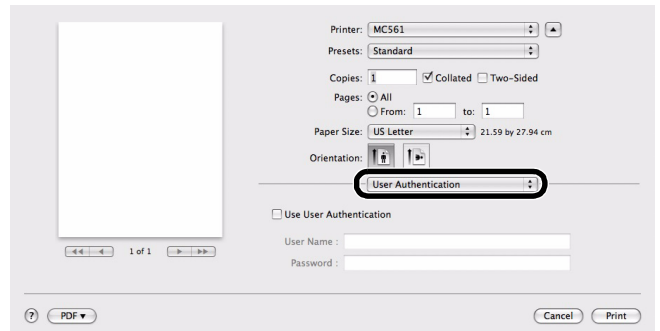
- Click [OK].
- Click [OK] and then click [Print].

■ Printing (for Mac OS X)

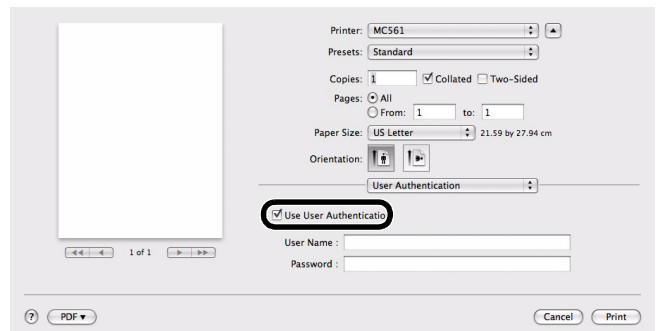
Memo

- This procedure uses Text Edit as an example. The procedures and menus may differ depending on the OS you use.

- Open the file you want to print.
- From the [File] menu, select [Print].
- Select your machine's printer driver.
- Select [User Authentication] from the panel menu.



- Select the [Use User Authentication] check box.



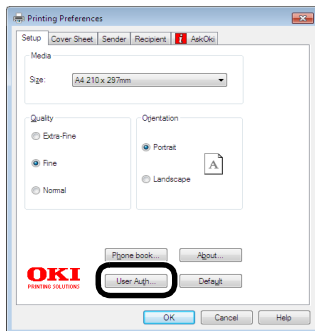
- Enter the user name in [User Name] and the password in [Password] respectively.
- Click [Print].

■ Faxing From a Computer (For Windows Only)

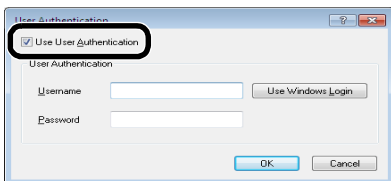
Memo

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

- 1 Open the file you want to fax.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select your machine's fax driver in [**Select Printer**] and click [**Preferences**].
- 4 On the [**Setup**] tab, click [**User Auth**].



- 5 Select the [**Use User Authentication**] check box.



- 6 Enter the user name in [**Username**] and the password in [**Password**] respectively. Clicking [**Use Windows Login**] automatically enters your login name on Windows.
- 7 Click [**OK**].
- 8 Click [**OK**] and then click [**Print**].

Reference

- For details on how to send a fax from a computer, refer to the User's Manual Advanced.

7. Troubleshooting

This chapter provides solutions to the problems you may encounter while operating your machine.

Paper Jams

This section explains how to clear paper jams.

Reference

- For details on the location of each component of the machine, refer to "Cleaning Your Machine" on P. 168.
- For details on the location of each component of the machine, refer to "Names of Components" on P. 14.

Checking Error Messages

When a paper jam occurs, the [Paper jam] or [Document jam] message appears on the display screen and the <STATUS> key on the operator panel blinks. The error code and description differ according to where the paper jam occurs.



Check the error code that appears from the list below and refer to the relevant procedure to clear paper jams.

Error code	Message	Reference page
370	Paper Jam Occurs: 3##	P.121
371	Please open the scanner unit and the top cover. And, please check.	P.121
372		P.121
380	Please see Help for details.	P.124
381		P.124
382		P.124
385		P.124
389		P.124
390		P.125
391	Paper Jam Occurs: 3##	P.126
392	Please pull out the paper cassette of the indicated tray. And, please check.	P.126
	Please see Help for details.	
	Document Jam Occurs. Please open the scanner unit and the ADF cover. And, please check.	P.126
	Please see Help for details.	

Clearing Paper Jams

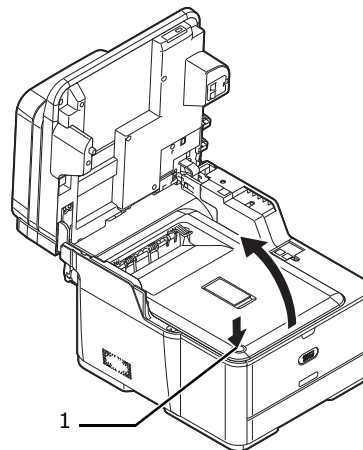
⚠ CAUTION	Possible to get burned.	⚠
<ul style="list-style-type: none"> • Since the fuser unit right is extremely hot, perform the operation with care. The handle is not so hot. Hold the handle when you lift up the fuser unit. If it is still hot, wait for a while until the fuser unit gets cool and then perform the operations. 		

Note

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

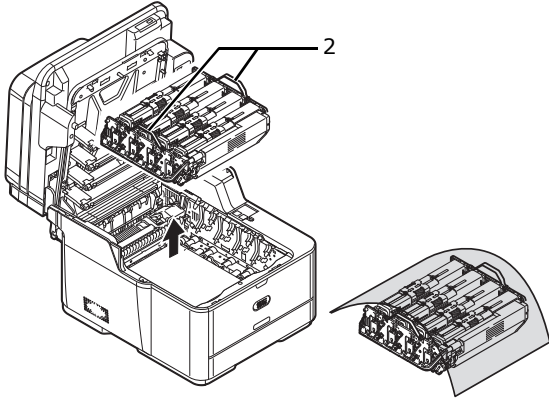
Error Code 370, 371, 372

- 1 Remove any documents from the document tray if any.
- 2 Open the scanner unit.
- 3 Press the top cover open button (1) and open the top cover.

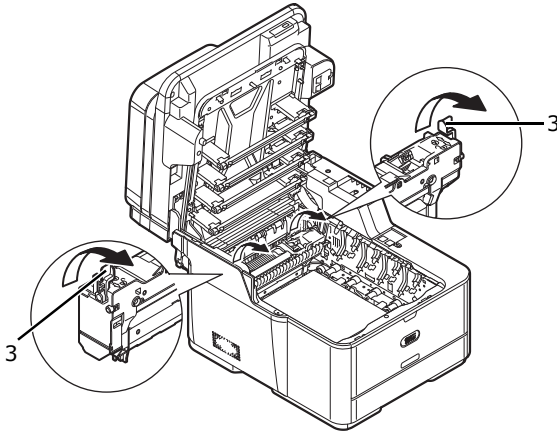


- 4** Hold the blue handles (2) of the image drum unit with both hands and lift it out of the machine, and then place it on a flat surface.

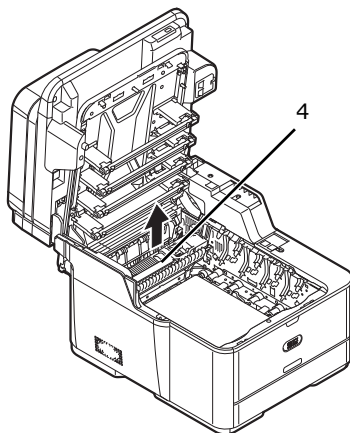
Cover the image drum unit with black paper or a black bag.



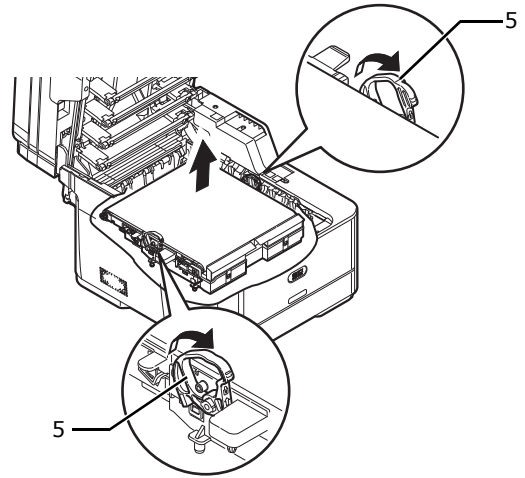
- 5** Pull the lock levers (3) on each side of the fuser unit to unlock.



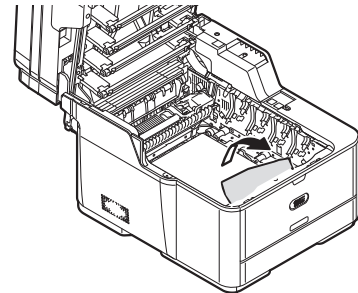
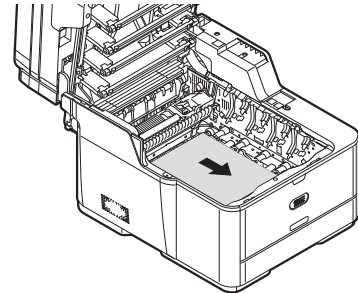
- 6** Hold the fuser unit handle (4) and lift the fuser unit out of the machine.



- 7** Insert your finger into the blue lock lever (5) on the both sides of the belt unit, and pull the lock lever to take the belt unit out.

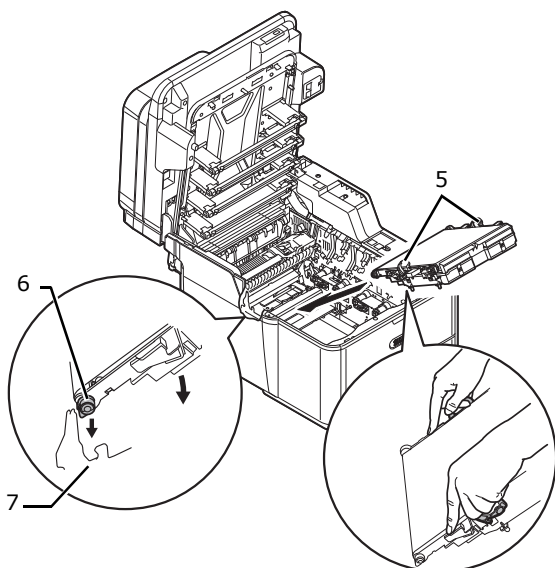


- 8** Remove any jammed paper in the direction of the arrow.

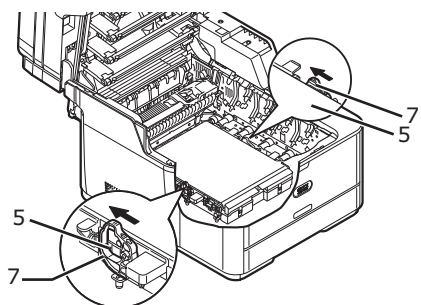


- 9** Hold the blue lock lever (5) on the both sides of the belt unit with both hands and place it in the machine.

Hook the roller (6) in both edges of the belt unit on the groove (7) in the machine, and place the rear end of the belt unit.

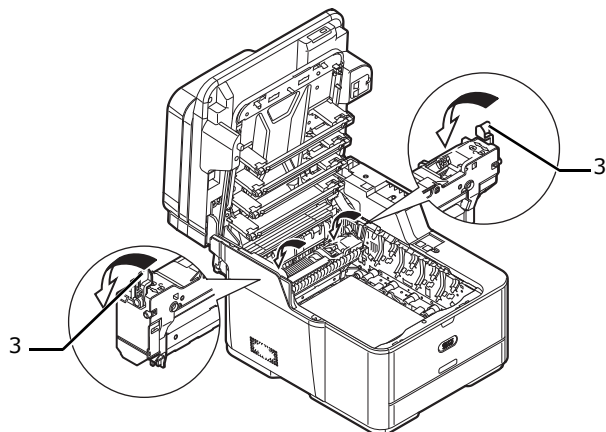


- 10** Push the lock levers (5) of the belt unit to lock.

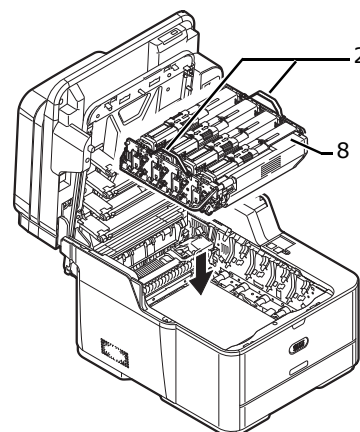


- 11** Hold the fuser unit handle and place the fuser unit into the machine.

- 12** Push the lock levers (3) on each side of the fuser unit to lock.



- 13** Hold the blue handles (2) of the image drum unit with both hands and place it into the machine so that the K toner cartridge can be positioned in the front (8).

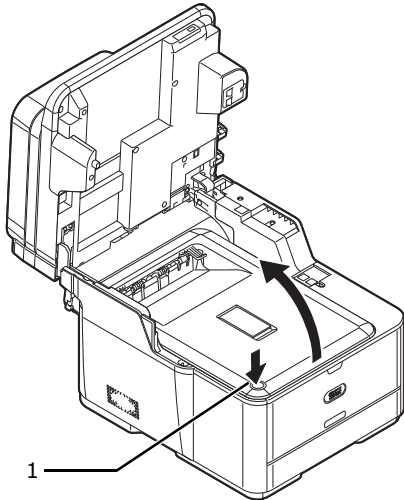


- 14** Close the top cover.

- 15** Close the scanner unit.

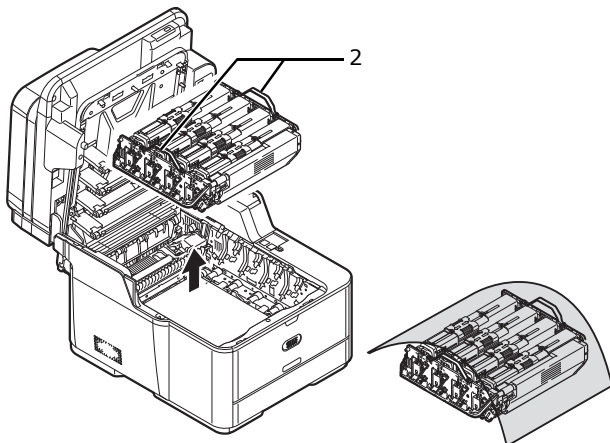
Error Code 380, 381, 382, 385, 389

- 1 Remove any documents from the document tray if any.
- 2 Open the scanner unit.
- 3 Press the top cover open button (1) and open the top cover.

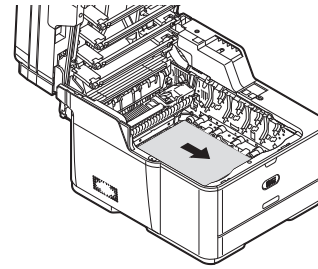


- 4 Hold the blue handles (2) of the image drum unit with both hands and lift it out of the machine, and then place it on a flat surface.

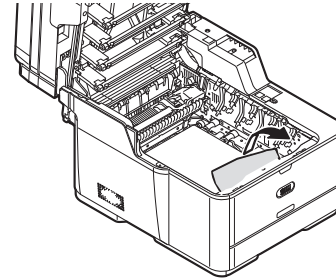
Cover the image drum unit with black paper or a black bag.



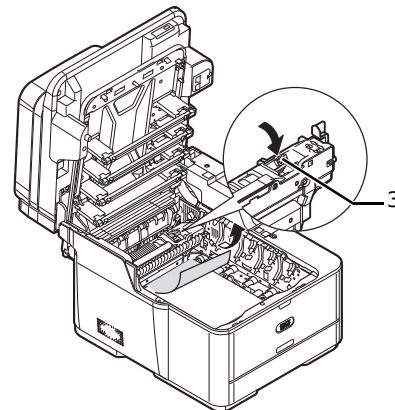
- 5 Remove any jammed paper in the direction of the arrow.



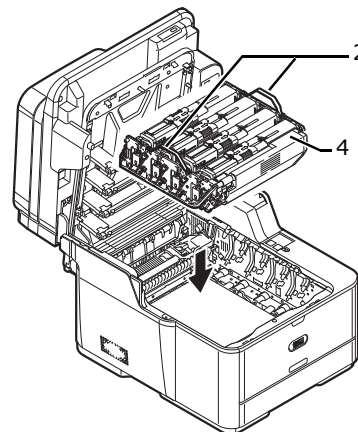
If jammed paper is in the front inside the machine, pull it in the direction of the arrow.



If jammed paper is inside the fuser unit, pull it while pushing the blue lever (3) of the fuser unit in the direction of the arrow.



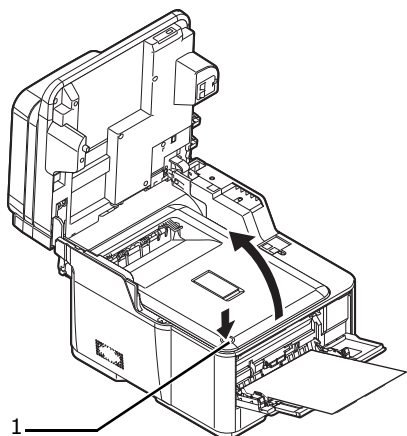
- 6 Hold the blue handles (2) of the image drum unit with both hands and place it into the machine so that the K toner cartridge can be positioned in the front (4).



- 7 Close the top cover.
- 8 Close the scanner unit.

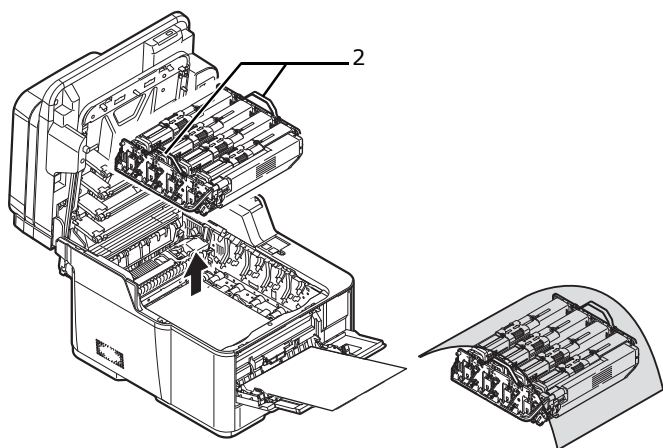
Error Code 390

- 1 Remove any documents from the document tray if any.
- 2 Open the scanner unit.
- 3 Press the top cover open button (1) and open the top cover.

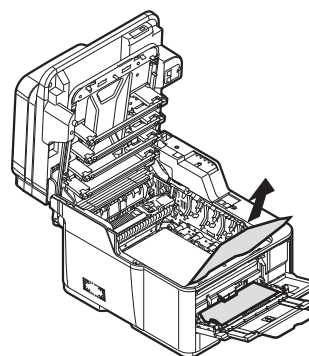
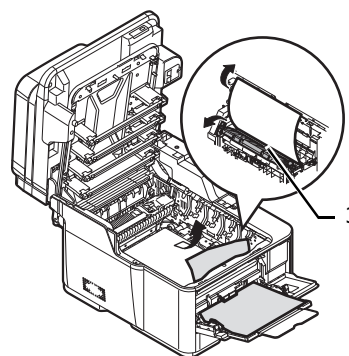


- 4 Hold the blue (2) handles of the image drum unit with both hands and lift it out of the machine, and then place it on a flat surface.

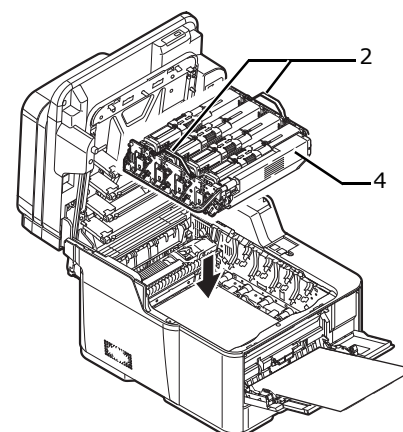
Cover the image drum unit with black paper or a black bag.



- 5 Open the transparent cover (3) inside the machine and remove the paper.



- 6 Hold the blue handles (2) of the image drum unit with both hands and place it into the machine so that the K toner cartridge can be positioned in the front (4).



- 7 Close the top cover.
- 8 Close the scanner unit.

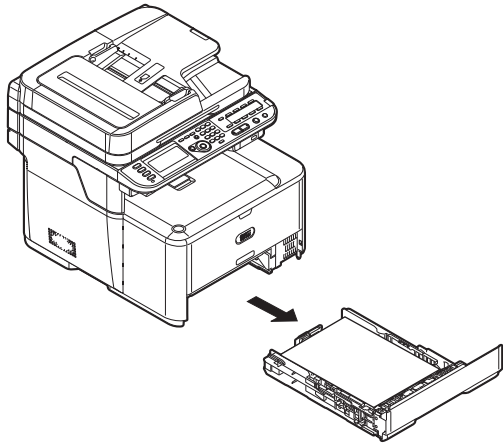
Error Code 391, 392

Error Code 391 indicates an error in Tray1 and Error Code 392 indicates a paper jam in Tray2.

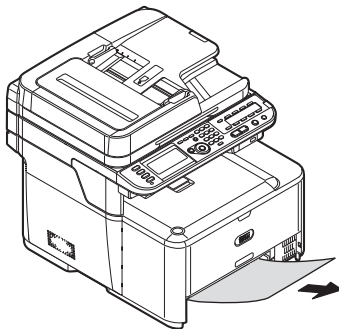


- The following procedure uses tray 1 as an example.

- 1 Pull out and remove the paper cassette of the indicated tray.



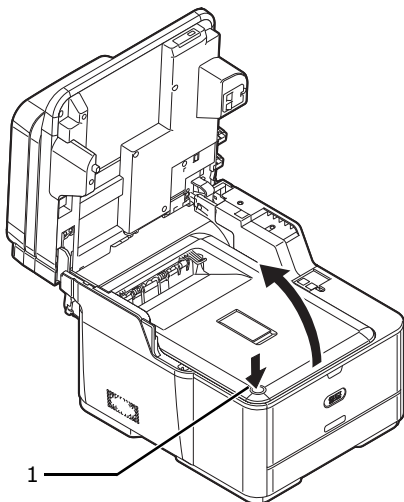
- 2 Remove jammed paper.



- 3 Return the tray into the machine.

- 4 Open the scanner unit.

- 5 Press the top cover open button (1) and open the top cover.



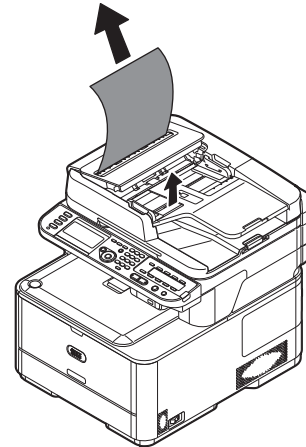
- 6 Close the top cover.

- 7 Close the scanner unit.

Document Jam Occurred

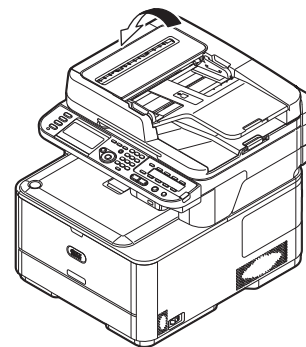
■ When you can see the document In the Duplex Paper Path

- 1 Open the ADF cover, and pull out the document upward.

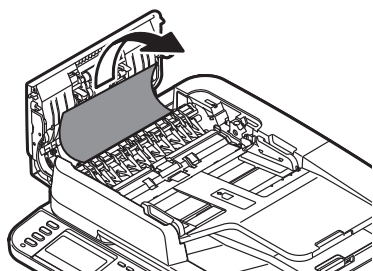


■ When you can see the document Inside the ADF

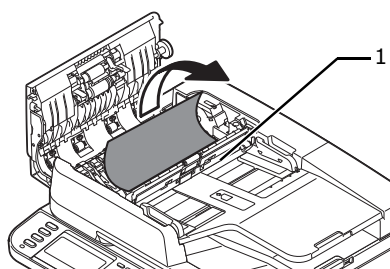
- 1 Remove any documents from the document tray if any.
- 2 Open the ADF cover.



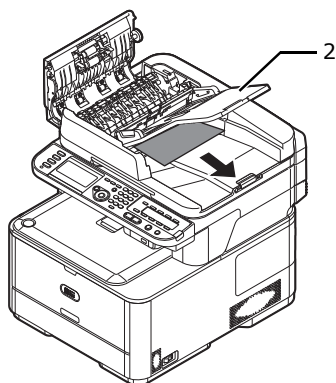
- 3** Hold jammed document by the top edge, and gently pull it out.



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



If the edge of the document cannot be seen in the ADF, lift the document tray (2) and then pull out the document.



Pull down the document tray.

- 4** Close the ADF cover.


● Error Messages

This section explains the causes and remedies for the error messages displayed on the display screen and the function of the <STATUS> key.

Error Messages Displayed on the Screen

 Memo

- In the following lists:
 - "%COLOR%" indicates C (cyan), M (magenta), Y (yellow) or K (black)
 - "%TRAY%" indicates tray 1, tray 2 or the MP tray
 - "%ERRCODE%" indicates an error code
 - "%FS_ERR%", "%CODE%", and "%FATALSTRING1%" indicate detailed information of errors
 - "%MEDIA_SIZE%" indicates paper size
 - "%MEDIA_TYPE%" indicates a paper type
- If the displayed message includes "Please see Help for details", you can check countermeasures for the error by pressing the <?HELP> key on the operator panel.
- If in the displayed message there is "(OK) to Close", press (OK) on the control panel to remove the error.

 Reference

- For details on the function of the <STATUS> key, refer to "Checking the Machine's Status From the <STATUS> Key" on P. 140.

General Error Messages for All Functions

Error code	Message	<Status> key	Cause/Remedy
	Inspection is required. PU Flash Error	Blinks	Firmware error occurred. Contact Oki Data's customer support center.
	Inspection is required. PU Communication Error	Blinks	Firmware error occurred. Contact Oki Data's customer support center.
	%COLOR% Toner Low. Please see Help for details.	Lights up*	The toner cartridge of the indicated color is low. Prepare a new toner cartridge. * If the <SETTING> key > [Admin Setup] > [Device Management] > [System setup] > [Near life LED] is set to [Disable], the <STATUS> key does not turn on.
417	Please install new K Toner cartridge. : 417 Please see Help for details.	Blinks	The waste toner receptacle is full of waste toner. Replace it the K toner cartridge.
550 551 552 553	%COLOR% Toner Cartridge Region Mismatch: %ERRCODE% Please see Help for details.	Blinks	The toner cartridge is not a genuine Oki toner cartridge and may damage your machine. Use a genuine Oki toner cartridge for the indicated color. 550 : Y 551 : M 552 : C 553 : K
554 555 556 557	%COLOR% Toner Cartridge Region Mismatch: %ERRCODE% Please see Help for details.	Blinks	The toner cartridge is not intended for use with this model. Use a toner cartridge which is intended for use with this model. 554 : Y 555 : M 556 : C 557 : K

Error code	Message	<Status> key	Cause/Remedy
614 615 616 617	%COLOR% Toner Cartridge Region Mismatch: %ERRCODE% Please see Help for details.	Blinks	The toner cartridge is not a genuine Oki toner cartridge and may damage your machine. Use a genuine Oki toner cartridge for the indicated color. 614 : Y 615 : M 616 : C 617 : K
620 621 622 623	%COLOR% Toner Cartridge Region Mismatch: %ERRCODE% Please see Help for details.	Blinks	The toner cartridge is not a genuine Oki toner cartridge and may damage your machine. Use a genuine Oki toner cartridge for the indicated color. 620 : Y 621 : M 622 : C 623 : K
	Non Genuine %COLOR% Toner cartridge. Please see Help for details.	Lights up	The toner cartridge is not a genuine Oki toner cartridge and may damage your machine. Use a genuine Oki toner cartridge for the indicated color.
	Image Drum Unit Near Life. Please see Help for details.	Lights up*	The image drum unit is near the end of its life. Prepare a replacement image drum unit. * If the <SETTING> key > [Admin Setup] > [Device Management] > [System setup] > [Status in Near life] is set to [Enable] and [Near life LED] is set to [Disable], the <STATUS> key does not turn on. If [Status in Near life] is set to [Disable], this message is not displayed and the <STATUS> key does not turn on.
	Fuser Unit Near Life. Please see Help for details.	Lights up*	The fuser unit is near the end of its life. Prepare a replacement fuser unit. * If the <SETTING> key > [Admin Setup] > [Device Management] > [System setup] > [Status in Near life] is set to [Enable] and [Near life LED] is set to [Disable], the <STATUS> key does not turn on. If [Status in Near life] is set to [Disable], this message is not displayed and the <STATUS> key does not turn on.
	Belt Unit Near Life. Please see Help for details.	Lights up*	The belt unit is near the end of its life. Prepare a replacement belt unit. * If the <SETTING> key > [Admin Setup] > [Device Management] > [System setup] > [Status in Near life] is set to [Enable] and [Near life LED] is set to [Disable], the <STATUS> key does not turn on. If [Status in Near life] is set to [Disable], this message is not displayed and the <STATUS> key does not turn on.
354	Please change Fuser Unit. : 354 Please see Help for details.	Blinks	The fuser unit is at the end of its life. This error indicates the end of its life according to the counter, and the current job is stopped. Replace it with a new fuser unit.
	Please change Fuser Unit. Please see Help for details.	Lights up	The fuser unit is at the end of its life. Replace it with a new fuser unit.
355	Please change Belt Unit. : 355 Please see Help for details.	Blinks	The belt unit is at the end of its life. This error indicates the end of its life according to the counter, and the current job is stopped. Replace it with a new belt unit.

Error Messages

Error code	Message	<Status> key	Cause/Remedy
356	Please change Belt Unit. : 356 Please see Help for details.	Blinks	The belt unit is at the end of its life. Replace it with a new belt unit.
	Please change Belt Unit. Please see Help for details.	Lights up	The belt unit is at the end of its life. Replace it with a new belt unit.
410 411 412 413	%COLOR% Toner Empty. %ERRCODE% Please see Help for details.	Blinks	The toner cartridge of the indicated color is empty. Replace it with a new toner cartridge. 410 : Y 411 : M 412 : C 413 : K
	%COLOR% Toner Empty. : Please see Help for details.	Lights up	The toner cartridge of the indicated color is empty. Replace it with a new toner cartridge.
610 611 612 613	%COLOR% Toner cartridge not installed. : %ERRCODE% Please see Help for details.	Blinks	The toner cartridge of the indicated color is not properly installed. Reinstall it properly. 610 : Y 611 : M 612 : C 613 : K
	%COLOR% Toner cartridge not installed. Please see Help for details.	Lights up	The toner cartridge of the indicated color is not properly installed. Reinstall it properly.
	Please change Fuser Unit. Please see Help for details.	Lights up	The image drum unit is at the end of its life. Replace it with a new image drum unit.
	%TRAY% Empty. Please see Help for details.	Lights up	The indicated tray is empty. Load paper in the tray.
	File System is Full. Please see Help for details.	Lights up	The file system is full.
	File System is Write Protected. Please see Help for details.	Lights up	The file system to which you tried to write is write-protected.

Error code	Message	<Status> key	Cause/Remedy
	Memory Overflow. Please see Help for details. Ⓞ to Close	Blinks	The memory overflowed. If you perform other tasks simultaneously, finish them and try again. If that does not work, reduce the print resolution.
420	Memory Overflow. : 420 Please see Help for details. Ⓞ to Close	Blinks	The memory overflowed. Reduce the print resolution. If that does not work, reduce the size of the print data.
	Access limitation error. Deleted unauthorized user data. Please see Help for details. Ⓞ to Close	Blinks	The machine deleted the job of an unauthorized user.
	Accounting Log Buffer is Near Full. Please see Help for details.	Lights up	The job accounting log buffer is nearly full.
	Accounting Log Buffer Full (Delete old logs)	Lights up	Old accounting logs are deleted because the accounting log buffer is full.
	Accounting Log Writing Error Please see Help for details. Ⓞ to Close	Blinks	A job accounting log writing error occurred.
	Disk Operation Error %FS_ERR%. Please see Help for details. Ⓞ to Close	Blinks	A disk operation error occurred.
	Check Data Message Data Write Error : %CODE%. Please see Help for details.	Blinks	Failed to write message data to be uploaded. Contact Oki Data's customer support center.
	Please check %COLOR% Toner cartridge. Please see Help for details.	Lights up	Something is wrong with the toner sensor of the indicated color during printing. Check that the toner cartridge of the indicated color is installed properly.
540 541 542 543	Please check %COLOR% Toner cartridge. : %ERRCODE% Please see Help for details.	Blinks	Something is wrong with the toner sensor of the indicated color. Check that the toner cartridge of the indicated color is installed properly. 540 : Y 541 : M 542 : C 543 : K

Error Messages

Error code	Message	<Status> key	Cause/Remedy
544 545 546 547	Please check %COLOR% Toner cartridge. : %ERRCODE% Please see Help for details.	Blinks	The toner cartridge of the indicated color is not locked properly. Check the lock lever is properly slid to the left. 544 : Y 545 : M 546 : C 547 : K
370 371 372 380 381 382 385 389 390	Paper Jam: %ERRCODE% Please open the scanner unit and the top cover. Please see Help for details.	Blinks	Paper jam occurred. Remove the jammed paper.
391 392	Paper Jam: %ERRCODE% Please pull out the paper cassette of the indicated tray. Please see Help for details.	Blinks	Paper jam occurred while feeding paper from the indicated tray. Remove the jammed paper. 391 : Tray1 392 : Tray2
348	Reinstall the fuser unit. :348 Please see Help for details.	Blinks	The fuser unit is not properly installed. Reinstall it properly.
320	Reinstall the fuser Unit. : 320 Please see Help for details.	Blinks	The belt unit is not properly installed. Reinstall it properly.
330	Reinstall the Belt unit. : 330 Please see Help for details.	Blinks	The belt unit is not properly installed. Reinstall it properly.
321	Power Off and wait for a while. : 321 Please see Help for details.	Blinks	Motor Driver IC overheat is detected. Turn the machine off and wait for a while.
310	Please check the top cover.: %ERRCODE% Please close the top cover. Please see Help for details.	Blinks	The top cover is open. Close the top cover.
	Check ADF cover. Please see Help for details.	Blinks	The ADF cover is open. Close the ADF cover.

Error code	Message	<Status> key	Cause/Remedy
	Restart the device. %ERRCODE%: Error	Blinks	An error occurred in the device. Turn the machine off and then on again. If the error is not resolved, contact Oki Data's customer support center.
	Inspection is required. %ERRCODE%: Error	Blinks	An error occurred in the device. Contact Oki Data's customer support center.
	Restart the device. %ERRCODE%: Error %FATALSTRING1%	Blinks	An error occurred in the device. Turn the machine off and then on again. If the same error occurs, turn the machine off and then on again. If the error is not resolved, or the same error occurs again, contact Oki Data's customer support center.
	Document Jam Please open the scanner unit and the ADF cover. Please see Help for details.	Blinks	A document jam occurred. Open the ADF cover, and then remove the jammed paper.
	Lamp Error. Please call service. <%CODE%> Please see Help for details.	Blinks	Indicates that the lamp error is occurred. This message is displayed because of the light intensity of lamp is weaker. Contact Oki Data's customer support center.
	%TRAY% missing. Please see Help for details.	Lights up	A paper cassette is not in the indicated tray. Insert the paper cassette into the indicated tray. If the cassette is already inserted in the machine, pull out the cassette and set it again to correctly locate it.
430 440	Please close %TRAY%.: 430,440 To cancel, select [Cancel]	Blinks	A paper cassette is not in the indicated tray. Insert the paper cassette into the indicated tray. If the cassette is already inserted in the machine, pull out the cassette and set it again to correctly locate it.
	Inspection is required. %ERRCODE%: SIP Error	Blinks	Processing of scanned image has failed. Turn the machine off and then on again. If the error is not resolved, contact Oki Data's customer support center.
	Please call service. Scanner unit failed to detect printer unit.	Blinks	An error occurred between the scanner and printer units. Turn the machine off and then on again. If the error is not resolved, contact Oki Data's customer support center.
	SIP Firmware Missing. Please see Help for details.	Blinks	A board failure has been detected. Turn the machine off and then on again. If the error is not resolved, contact Oki Data's customer support center.
	Wait a moment. Network initializing ...	Lights up	Changed network settings are being stored.
085	Please change SD Card	Blinks	The contents of the SD memory card cannot be read normally. If the same card is used further, the same error may occur. Replace the SD memory card.

Error Messages for Copying

The following messages are displayed on the display screen of the operator panel while using the copy function.

Error code	Message	<Status> key	Cause/Remedy
	Off Line Mode.	Lights up	The machine is off line and cannot start a copy job. Press the <PRINT> key on the operator panel and then select [Online/Offline] on the print menu screen.
	Do you wish to resume scanning?	Lights up	Scanning for a copy job is suspended because an error occurred, but now the error is resolved. To restart scanning the remaining documents, set the documents in the ADF and then select [Yes].

Error Messages for Faxing

The following messages are displayed on the display screen of the operator panel while using the fax function.

Error code	Message	<Status> key	Cause/Remedy
	Received invalid data. Please see Help for details. Ⓞ to close	Blinks	The machine received and deleted unauthorized PC fax data. While the machine received the PC fax data, the connection with the computer might be unstable. Check the connection between the machine and the computer.
	Memory Overflow Rx Ⓞ to close	Blinks	The memory overflowed while receiving fax data. Ensure the memory capacity by any of the following operations. ● if the time specification for fax transmission is set, cancel it. ● Delete documents stored in F-code box. Or this message may be displayed when an error occurs in the machine. Release the error.
	Communication error Ⓞ to close	Blinks	Fax transmission and reception is canceled due to errors.
	Telephone Please see Help for details.	Lights up	The telephone is being used. Wait for the call on the telephone lines to end.

Error code	Message	<Status> key	Cause/Remedy
	Memory Overflow. Please see Help for details. Ⓞ to close	Blinks	The memory overflowed while receiving PC fax data. Ensure the memory capacity by any of the following operations. ● if the time specification for fax transmission is set, cancel it. ● Delete documents stored in F-code box. Or this message may be displayed when an error occurs in the machine. Release the error. If the error is not resolved, reduce the data to be transmitted as PC Fax.
	Off Line Mode.	Lights up	The machine is off line and cannot print received fax data. Press the <PRINT> key on the operator panel and then select [Online/Offline] on the print menu screen.

Error Messages for Scanning

The following messages are displayed on the display screen while using the scan function.

Error code	Message	<Status> key	Cause/Remedy
	Cancelling.	Lights up	A ScanTo job is being cancelled.
	Cancelling transmission.	Lights up	An e-mail or file transmission is being cancelled.
	Memory Overflow. Please see Help for details. Ⓞ to close	Blinks	The memory overflowed while scanning data.
	USB Memory Full. Please see Help for details. Ⓞ to close	Blinks	The USB memory is full and cannot store data. Delete unnecessary files from the USB memory, or use a USB memory with enough available space.
	Writing Failed. Please see Help for details. Ⓞ to close	Blinks	Writing to the USB memory failed. Remove the write-protection of the connected USB memory.
	USB Memory disconnected. Please see Help for details. Ⓞ to close	Blinks	USB memory is not connected to the machine and the machine cannot store data. Be sure that the USB memory is connected to the machine properly.
	Connect to PC failed. Please see Help for details. Ⓞ to close	Blinks	The machine failed to connect to a PC. Be sure that the machine is connected to the PC properly.

Error Messages

Error code	Message	<Status> key	Cause/Remedy
	File Transmission Error Please see Help for details. Ⓞ to close	Blinks	A file transmission error occurred. Check the network configuration, cable connection and status, and the server status.
	E-mail Transmission Error Please see Help for details. Ⓞ to close	Blinks	An e-mail transmission error occurred. Check the network configuration, cable connection and status, and the server status.
	Please check SMTP settings. Please see Help for details. Ⓞ to close	Blinks	An error occurred while connecting to an SMTP server. <ul style="list-style-type: none"> ● Check the network configuration, cable connection and status, and the server status. ● Check the SMTP settings.
	Please check POP3 settings. Please see Help for details. Ⓞ to close	Blinks	An error occurred while connecting to a POP3 server. <ul style="list-style-type: none"> ● Check the network configuration, cable connection and status, and the server status. ● Check the POP3 settings.
	SMTP Login Failed. Please see Help for details. Ⓞ to close	Blinks	Logging in to an SMTP server failed. Check the login name and password for the server.
	SMTP Auth. Unsupported. Please see Help for details. Ⓞ to close	Blinks	An SMTP server does not support authentication.
	POP3 Login Failed. Please see Help for details. Ⓞ to close	Blinks	Logging in to a POP3 server failed. Check the login name and password for the server.
	Getting Target IP Failed. Check DHCP Settings. Please see Help for details.	Blinks	The machine could not get IP address from DHCP server. Check the network configuration, cable connection and status, and the server status.

Error code	Message	<Status> key	Cause/Remedy
	Please check DNS settings. Please see Help for details. Ⓞ to close	Blinks	An error occurred while connecting to a DNS server, or the machine failed to obtain IP address. <ul style="list-style-type: none"> ● Check the network configuration, cable connection and status, and the server status. ● Check the DNS settings. ● Check the [Target URL] in the profile, and check that the computer name has been correctly set. ● If there is no DNS server on the network, set the IP address, not the computer name, in the profile [Target URL]. ● If the username is managed from the domain, input "Username @ Domainname" on [Username] settings.
	Please check Server setting. Please see Help for details. Ⓞ to close	Blinks	An error occurred while connecting to a file server. <ul style="list-style-type: none"> ● Check the network configuration, cable connection and status, and the server status. ● Check the server settings. ● If the username is managed from the domain, input "Username @ Domainname" on [Username] settings.
	Server Login Failed. Please see Help for details. Ⓞ to close	Blinks	Logging in to file server failed. Check the ID and password for the server.
	Entering Directory Failed. Please see Help for details. Ⓞ to close	Blinks	The machine failed to access the FTP server directory.
	Changing Data Transfer Type Failed. Please see Help for details. Ⓞ to close	Blinks	The machine failed to transmit a file to an FTP server. Change the data transfer type for the file.
	File Writing Failed. Please see Help for details. Ⓞ to close	Blinks	The machine failed to write to a file. <ul style="list-style-type: none"> ● Check that the username set on the computer and the [Username] set on the profile match one another. ● It is possible that the settings are configured to not allow writing to common folders. Check the folder shared settings.
	Storage Space Full. Please see Help for details. Ⓞ to close	Blinks	The storage space of the server is full. The machine failed to write to a file.

Error Messages

Error code	Message	<Status> key	Cause/Remedy
	Please change File Name. Please see Help for details. Ⓞ to close	Blinks	A file name was unauthorized by the server. ● Change the file name. ● If using an FTP server to save data with Scan to Network PC, there are some machines that cannot be connected correctly due to mismatching character codes used. Change [Host side Japanese Kanji code]. If using a Mac for the FTP server, change [Host side Japanese Kanji code] to [UTF-8].
	Unsupported Server. Please see Help for details. Ⓞ to close	Blinks	The machine does not support the specified server. If using NAS to save data with Scan to Network PC, in rare cases there are machines that cannot connect correctly with CIFS. Change the profile [CIFS Character Set] to [Shift-JIS] from [UTF-16].
	Please check Network Share Name. Please see Help for details. Ⓞ to close	Blinks	The name of a network shared folder is invalid. ● The machine failed to establish a CIFS connection. ● Change the name of the shared folder.
	Please remove the connected USB device. Unsupported USB device is connected.	Blinks	Indicates that the unsupported USB device was connected. This message will be displayed until the unsupported USB device disconnected.
	Remove the USB Hub. USB Hub is connected.	Blinks	USB hub is connected. This machine does not support a USB hub. Disconnect the USB hub.

Error Messages for Printing

Error code	Message	<Status> key	Cause/Remedy
	Off Line Mode.	Lights up	The machine is off line and cannot start a print job. Press the < PRINT > key on the operator panel and then select [Online/Offline] on the print menu screen.
	Postscript Error Ⓞ to close	Blinks	A Postscript error occurred.
	PDF Cache Write Error	Lights up	Writing failed while caching a PDF, as there was no space on an SD card or in memory. ● Increase the amount of free capacity on the SD memory card. (MC561dn only). ● Increase the amount of memory (for cases other than MC561dn).
	PDF Error Ⓞ to close	Lights up	A methodology error was detected in a PDF. Please check whether the PDF file opened correctly.

Error code	Message	<Status> key	Cause/Remedy
	This PDF file is password-protected. Ⓞ to close	Lights up	This is a PDF file with the encryption function enabled. When printing an encrypted PDF file, open it in your computer and then print it.
	This PDF file can only be printed with the owner password. Ⓞ to close	Lights up	This is a PDF file with the encryption function enabled. When printing an encrypted PDF file, open it in your computer and then print it.
	Deleting data.	Lights up	Labelling received data.
		Lights up	If a paper jam occurs while the <SETTING> key > [Admin Setup] > [Print Setup] > [Print menu] > [Printer Adjust] > [Jam Recovery] is set to [Disable], the remaining print job is cancelled.
		Lights up	Labelling data sent by a user who is not authorized by Print Control to print.
	Deleting encrypted job.	Lights up	Deleting an encrypted job.
	File Erasing.	Lights up	Erasing a secret file.
	Erased Data Full. Please see Help for details.	Blinks	Secret files to be erased are full.
	Expired Secure Job. Please see Help for details. Ⓞ to close	Blinks	The machine deleted an expired secure job.
	Received invalid data. Please see Help for details. Ⓞ to close	Blinks	The machine deleted an expired secure Job.
500	Please install paper on MP Tray. Please set paper (%MEDIA_SIZE%) To cancel, select [Cancel]	Blinks	The MP tray is empty. Load the indicated size paper.
460 461 462	Tray Media Mismatch: %ERRCODE% Please install paper (%MEDIA_SIZE% %MEDIA_TYPE%) on %TRAY%.	Blinks	The paper size or type in the indicated tray differs from that specified for the tray. Load the indicated size or type of paper.
490 491 492	Tray Media Mismatch: %ERRCODE% Please install paper (%MEDIA_SIZE% %MEDIA_TYPE%) on %TRAY%.	Blinks	The indicated tray is empty. Load the indicated size paper.
430 440	Please close %TRAY%.: 430,440 To cancel, select [Cancel]	Blinks	A paper cassette of the indicated tray is not in the machine. Install the paper cassette.

Error code	Message	<Status> key	Cause/Remedy
	Access limitation error Monochrome printing was performed Due to the color printing limitation. Please see Help for details. Ⓞ to close	Blinks	A color print job sent by a user who is not authorized for color printing is printed in monochrome.
	Access limitation error Data was deleted due to the color printing limitation. Please see Help for details. Ⓞ to close	Blinks	A color print job sent by a user who is not authorized for color printing is deleted.
	Access limitation error Data was deleted due to the printing limitation. Please see Help for details. Ⓞ to close	Blinks	A print job sent by a user who is not authorized for printing is deleted.
	Warming Up.	Lights up	The machine is warming up, or cooling down. Wait for a while without turning off the machine. This is not a malfunction of the machine.
	Preparing.	Lights up	The printer unit is not prepared for printing. Wait until this message disappears.

Checking the Machine's Status From the <STATUS> Key

From the <STATUS> key on the operator panel, you can check the status of your machine.



Checking the Trouble Status

The <STATUS> key blinks or lights up when any trouble is occurring in your machine. Press it to check the trouble status.

- 1 Press the <STATUS> key on the operator panel to open the status menu.
- 2 Be sure that [**System Status**] is selected and then press Ⓞ.
- 3 Press the ▼ to select the item you want to check and then press Ⓞ.

Checking the Device and Job Status

You can check the device status, such as the residual life of the consumable items, and job lists from the <STATUS> key.

- 1 Press the <STATUS> key on the operator panel to open the status menu.
- 2 Press the ▼ to select [**Device Information**] and then press Ⓞ.
- 3 Press the ▼ to select the item you want to check and then press Ⓞ.

● Other Troubles

This section explains the troubles you may encounter while operating your machine and how to solve them.

Unable to Print from a Computer



- If the following information does not solve the trouble, contact Oki Data's customer support center.
- For troubles caused by an application, contact the manufacturer of the application.

General Causes

■ Common to Windows and Mac OS X

Cause	Remedy	Reference
The machine is in the sleep mode.	Press the < POWER SAVE > key on the operator panel to enter the standby mode. If the sleep mode is not used, disable it from the < SETTING > key > [Admin Setup] > [User Install] > [Power Save] > [Sleep].	P.20
The machine is turned off.	Turn on the machine.	P.19
An Ethernet or USB cable is unplugged.	Check that the cable is plugged into the machine and computer properly.	-
Something is wrong with a cable.	Replace it with a new cable.	-
The machine is off line.	Press the < PRINT > key on the operator panel, and then select [On-Line].	-
An error message is displayed on the display screen of the operator panel.	"Error Messages Displayed on the Screen" on P. 128 or press the < ?HELP > key on the operator panel.	P.128
The interface setting is disabled.	Check the setting of the interface being used from the operator panel.	Advanced
Something is wrong with the print function.	Check if you can perform configuration print.	P.73

■ For Windows

Cause	Remedy	Reference
The machine is not set as the default printer.	Set the machine as the default printer.	-
The output port for the printer driver is incorrect.	Select the output port to which the Ethernet or USB cable is connected.	-
A print job from another interface is in progress.	Wait until the print job is done.	-
[Received invalid data] is displayed on the display screen and printing cannot be done.	Press the < SETTING > key and select [Admin Setup] > [Print Setup] > [Print menu] > [Printer Adjust] > [Wait Timeout], and then select a longer time. The default setting is 40 seconds.	-
A print job is automatically canceled.	If using Print Job Control, the print job is not authorized to print, or the Job Accounting log buffer may be full.	Advanced

Network Connection Problems

■ Common to Windows and Mac OS X

Cause	Remedy	Reference
Using a crossover cable.	Use a straight cable.	-
The machine is turned on before a cable was connected.	Connect cables before turning on the machine.	P.31
The hub and the machine are incompatible or have some problem.	Press the < SETTING > key and select [Admin Setup] > [Network Menu] > [Network Setup] > [HUB Link Setting], and then select [10BASE-T HALF].	-

■ For Windows

Cause	Remedy	Reference
IP address is incorrect.	<ul style="list-style-type: none"> ● Check that the same IP address is set for the machine and the machine's port setting on the computer. ● If using LPR Utility, check the IP address setting in LPR Utility. 	P.45

USB Connection Problems

■ Common to Windows and Mac OS X

Cause	Remedy	Reference
Unsupported USB cable is being used.	Use a USB2.0 cable.	-
An USB hub is being used.	Directly connect the machine to the computer.	P.40
Printer driver is not installed correctly.	Reinstall printer driver.	P.40

■ For Windows

Cause	Remedy	Reference
The machine is off line.	Right-click the OKI MC561 icon and then select [See print jobs] (> [OKI MC561(*)] when multiple drivers are installed). In the dialog box, select the [Printer] menu and then clear the check of [Use Printer Offline]. * Select the type of driver you want.	-
A switch, buffer, extension cable or USB hub is being used.	Directly connect the machine to the computer.	P.40
A printer driver which uses a USB connection has been installed.	Remove the other printer driver from the computer.	-

Unable to Install a Printer Driver Successfully



- If the following information does not solve the trouble, contact Oki Data's customer support center.
- For troubles caused by an application, contact the manufacturer of the application.

USB Connection Problems

■ For Windows

Cause	Remedy	Reference
An icon of the machine is not created on the [Devices and Printers] folder.	The printer driver is not installed correctly. Reinstall the printer driver correctly.	P.40
Only the first printer driver is installed even if multiple printer drivers are selected to install.	Follow the procedure below to install a second and subsequent printer drivers: 1. Insert the "Software CD-ROM" into the computer. 2. Click [Run setup.exe] and follow the on-screen instructions. 3. Select [Custom Installation (Printer)] from [Driver Installation]. 4. Click [Next]. 5. Select [Local Printer] and then click [Next]. 6. On the [Select printer port] screen, select [FILE] and then click [Next]. 7. Complete the setup following the on-screen instructions. 8. On the [Devices and Printers], right-click the icon of the second or later driver and select [Printer properties] ([OKI MC561(*)] when multiple drivers are installed). *Select the type of driver you want. 9. From the [Ports] tab, select [USBxxx] from the list. 10. Click [OK].	-
The [Unable to install printer driver] error message is displayed.	Use Plug-and-Play. Follow the procedure below: 1. Ensure that the machine and computer is turned off. 2. Connect a USB cable. 3. Turn on the machine. 4. Turn on the computer. 5. When the Found New Hardware Wizard is displayed, follow the on-screen instructions to complete the setup. For details, refer to [README.TXT] in the "Software CD-ROM".	-

Restrictions on Each OS

Restrictions on Windows 7/Windows Vista/Windows Server 2008 R2/ Windows Server 2008

Item	Symptom	Cause/Remedy
Printer drivers	[Help] is not displayed.	The [Help] function is not supported on PS printer drivers.
	The [User Account Control] dialog appears.	When you launch an installer or utility, the [User Account Control] dialog may appear. Click [Yes] or [Continue] to run the installer or utility as an administrator. If you click [No], the installer or utility does not start.
Network Extension	[Help] is not displayed.	The [Help] function is not supported.
	The [User Account Control] dialog appears.	When you launch an installer or utility, the [User Account Control] dialog may appear. Click [Yes] or [Continue] to run the installer or utility as an administrator. If you click [No], the installer or utility does not start.
	The [Program Capability Assistant] dialog appears.	If the [Program Capability Assistant] dialog appears after an installation (including if you stop an installation before it is completed), make sure to click [This program installed correctly].
Color Correct Utility	The [User Account Control] dialog appears.	When you launch an installer or utility, the [User Account Control] dialog may appear. Click [Yes] or [Continue] to run the installer or utility as an administrator. If you click [No], the installer or utility does not start.
	The [Program Capability Assistant] dialog appears.	If the [Program Capability Assistant] dialog appears after an installation (including if you stop an installation before it is completed), make sure to click [This program installed correctly].
Color Swatch Utility	The [User Account Control] dialog appears.	When you launch an installer or utility, the [User Account Control] dialog may appear. Click [Yes] or [Continue] to run the installer or utility as an administrator. If you click [No], the installer or utility does not start.
	The [Program Capability Assistant] dialog appears.	If the [Program Capability Assistant] dialog appears after an installation (including if you stop an installation before it is completed), make sure to click [This program installed correctly].
PS Gamma Adjuster	The [User Account Control] dialog appears.	When you launch an installer or utility, the [User Account Control] dialog may appear. Click [Yes] or [Continue] to run the installer or utility as an administrator. If you click [No], the installer or utility does not start.
	The [Program Capability Assistant] dialog appears.	If the [Program Capability Assistant] dialog appears after an installation (including if you stop an installation before it is completed), make sure to click [This program installed correctly].

Restrictions on Windows Server 2003 Service Pack 1 and Windows XP Service Pack 2

■ Restrictions on Windows Firewall

On Windows Server 2003 Service Pack 1 and Windows XP Service Pack 2, the Windows firewall functionality is enhanced. The following restrictions may apply to printer drivers and utilities.



- The following procedures are explained using Windows XP Service Pack 2 as an example. The procedure and menu names may differ on Windows Server 2003 Service Pack 1.

Item	Symptom	Cause/Remedy
Printer driver	You cannot print a file when using the machine as a shared printer on a network.	On the server, click [start] and then select [Operator panel] > [Security Center] > [Windows Firewall]. Select the [Exceptions] tab and select the [File and Printer Sharing] check box. Click [OK].
LPR Utility	Unable to find a machine.	If the [Don't allow exceptions] check box is selected on the [General] tab of the Windows firewall, you cannot search for a machine in a segment that is connected to another router. Only machines within the same segment as the machine are the search target. When you cannot find a machine, specify the IP address of the machine in the [Add Printer] or [Confirm Connections] screen.
Storage Device Manager	Unable to search a machine.	If the [Don't allow exceptions] check box is selected on the [General] tab of Windows Firewall, you cannot search for a machine in a segment that is connected to another router. Only machines within the same segment as the machine are the search target. When you cannot find a machine, enter the machine name (arbitrary) and IP address in [Printer] > [Add or Remove Printer] and click [Add].
Print Super Vision	Unable to access the machine from a remote computer.	Click [start] and then select [Operator panel] > [Security Center] > [Windows Firewall]. Select the [Exception] tab and click [Add Program]. Select the following files and then click [Open] > [OK] > [OK]. <ul style="list-style-type: none"> • "(J2EE location)\jdk\bin\java.exe" • "(J2EE location)\jdk\bin\javaw.exe" • "(J2EE location)\jdk\jre\bin\java.exe" • "(J2EE location)\jdk\jre\bin\javaw.exe"
	Pop-up windows are blocked.	If you are using Internet Explorer, pop-up windows may be blocked. On Internet Explorer, select [Internet Options] from the [Tools] menu. Select the [Privacy] tab and click [Settings] on the [Pop-up Blocker] area. On the [Popup Blocker Settings] window, enter the URL of Print Super Vision in [Address of Web site to allow] and then click [Add]. Click [Close] > [OK].

Other Troubles

Item	Symptom	Cause/Remedy
Web Driver Installer	Unable to find a machine.	If the [Don't allow exceptions] check box is selected on the [General] tab of Windows Firewall, you cannot search for a machine in a segment that is connected to another router. Only machines within the same segment as the machine are the search target. Enter "*" in the fourth digit of the IP address range to search.
	Unable to access the machine from a remote computer.	Click [start] and then select [Operator panel] > [Security Center] > [Windows Firewall]. Select the [Exception] tab and click [Add Port]. Add the port number of the web site on which Driver Installer is installed. Click [start] and then select [Operator panel] > [Performance and Maintenance] > [Administrative Tools]. Double-click [Component Services] and change the access authority of the component for Driver Installer. For details on how to configure the settings, refer to the readme file stored in [start] > [All Programs] > [Okidata] > [Driver Installer] > [Readme].

Restrictions on Mac OS X 10.6

Item	Symptom	Cause/Remedy
TWAIN driver	Unable to scan by image capture.	<ul style="list-style-type: none"> ● Scan is available only when the computer is connected by USB. ● In the image capture, the user interface of TWAIN driver is not displayed. Use the user interface of the image capture and then scan data.

Restrictions on Mac OS X 10.5

Item	Symptom	Cause/Remedy
TWAIN driver	Unable to scan by image capture.	In the image capture, if the computer is connected to the network, display the user interface of the TWAIN driver before using. To display the user interface of the TWAIN driver, after starting the image capture, select [Browse Devices] from the [Devices] menu of the image capture and then open the device browser. Select a driver and click use [Use TWAIN UI].

Restrictions on Mac OS X 10.4

Item	Symptom	Cause/Remedy
TWAIN driver	Unable to scan by image capture	In the image capture, if the computer is connected to the network, display the user interface of the TWAIN driver before using. To display the user interface of the TWAIN driver, after starting the image capture, select [Browse Devices] from the [Devices] menu of the image capture. Select a driver in [TWAIN devices] and then check the checkbox of [Use TWAIN software] shown in the lower right screen.

Restrictions on Mac OS X 10.3.9

Item	Symptom	Cause/Remedy
TWAIN driver	Unable to scan by image capture	If connecting to a computer and a network, use Image Capture with the TWAIN driver user interface displayed. In order to display the TWAIN driver user interface, after launching Image Capture, select [Environment Settings] from the [Image Capture] menu. Select the [Scanner] tab and put a check in the [Use TWAIN Software When Possible] checkbox.
	The scanner is not displayed in the device browser of the image capture.	Log into the computer again.

Copying Troubles



- If the following information does not solve your trouble, contact Oki Data's customer support center.

Unable To Copy

Symptom	Point to check	Remedy	Reference
Unable to copy.	Is the machine turned on?	Turn on the machine.	P.19
	Is the machine initializing?	Wait until initializing is done.	-
	Is your document properly loaded on the machine?	Load the document properly on the machine.	P.72
	Is there paper in the tray?	Load paper in the tray. Or, check that the paper cassette is installed on the machine.	P.66
	Is the proper size of paper for your document loaded in the tray?	Load the proper size of paper for your document.	P.66
	Is the paper tray selectable when [Paper Feed] is set to [Auto]?	Press the <SETTING> key and select [Paper Setup] > [Select Tray] > [Copy] > the paper tray on which the paper you use is loaded, and then select [ON] or [ON(Prior)].	-
	Is the loaded paper compatible with duplex printing?	Duplex copying cannot be done depending on the paper size, document type, or document weight. Load the right paper for duplex printing and configure the paper size, document type, and document weight correctly.	P.66
	Is the media type of the paper tray set to [Plain] or [Recycled]?	When setting [Paper feed] to [Auto], set the media type for the paper tray to [Plain] or [Recycled].	P.69
	Is there a paper jam?	Check the error message and remove any jammed paper.	P.121
	Is there an empty toner cartridge?	Replace it with a new toner cartridge.	P.161
	Is the image drum unit at the end of its life?	Replace it with a new image drum unit.	P.163
	Is the fuser unit at the end of its life?	Replace it with a new fuser unit.	P.166
	Is the belt unit at the end of its life?	Replace it with a new belt unit.	P.165
	Are any covers on the machine open?	Close all the covers.	P.14
	Is an error occurring?	Clear the error.	P.128
Is another job in progress?	Start copying after the other job is complete.	-	
Is a print job from a computer or other device in progress?	Wait until printing is complete.	-	
Is a fax being transmitted in real time?	Wait until the transmission is complete.	-	

Symptom	Point to check	Remedy	Reference
Unable to copy.	Is the Continuous Scan mode on?	Select [Scan completed] on the display screen.	P.77
	Is the machine off line?	Press the < PRINT > key on the operator panel, and then select [On-Line/Off-Line].	-
	Do you have access to make copies?	Enter your authorized PIN or user name and password.	P.114
Unable to copy mixed size documents.	Is [Mixed Size] set to [OFF]?	Set [Mixed Size] to [ON].	Advanced
	Is the size of your document compatible for making mixed size copies?	Use documents of sizes supported for mixed size copying.	Advanced
	Is paper of all the sizes of your original loaded?	Load paper of the required sizes on each paper tray. The paper trays need to be set to [ON] or [ON (Prior)] from the < SETTING > key > [Paper Setup] > [Select Tray] > [Copy].	-
Unable to sort copies.	Is [Sort] set to [OFF]?	Set [Sort] to [ON].	Advanced
	Is there memory overflow?	Install additional RAM (optional), or reduce the number of documents.	P.23

The Copied Output Is Different from the Original Document

Symptom	Point to check	Remedy	Reference
The copied output is different from the original document.	Is [DuplexCopy] enabled?	Set [DuplexCopy] to [OFF].	P.77
	Is [Mixed Size] set to [ON]?	Set [Mixed Size] to [OFF].	Advanced
The size of the copied output is different from the size of the original document.	Is the proper size paper for the document loaded on the paper tray?	Load the proper size paper for the document.	P.66
	Is the zoom ratio properly set?	Set the proper zoom ratio.	P.76
	Is [Repeat] set to [ON]?	Set [Repeat] to [OFF].	Advanced
A part of the document image is missing on the copied output.	Is [Edge Erase] set to [ON]?	Set [Edge Erase] to [OFF].	Advanced
	Is [Margin] set to [ON]?	Set [Margin] to [OFF].	Advanced
	Is [N-in-1] set to [ON]?	Set [N-in-1] to [OFF].	Advanced

Troubles after Starting to Copy

Symptom	Point to check	Remedy	Reference
The machine is slow to start copying.	Is [Warming Up] or [Preparing] displayed on the display screen?	The machine is preparing. Wait until it starts copying.	-
A copy job is cancelled.	Is any error occurring?	A copy job is cancelled when specific errors occur while copying. Clear the error and start the copy job again.	P.128
	Is there paper on the MP tray?	When copying using paper from the MP tray, check if enough paper is loaded on the MP tray before starting to copy. And, press the < SETTING > key and select [Paper Setup] > [Select Tray] > [Copy] > [MP tray], and then check that [ON] or [ON (Prior)] is selected.	-

Faxing Troubles





- If the following information does not solve the trouble, contact Oki Data's customer support center.

Unable to Send a Fax

Symptom	Point to check	Remedy	Reference
Unable to send a fax.	Did you perform the correct procedure?	Check the appropriate procedure and try again.	P.80
	Did you specify the correct number?	If you use speed dial, print the speed dial list and check the entry.	P.81 Advanced
	Did you specify the appropriate dial line type?	Specify the appropriate dial line type for your region.	P.62
	Is it due to the recipient machine?	Contact the recipient and ask him to check the machine status.	-
The machine does not continuously send a document.	Did you load the document correctly on the ADF?	Keep the leading edges of the pages in the document even.	P.72
	Did you load a document other than A4, letter or legal 13/13.5/14 on the ADF?	Only A4, letter, and legal 13/13.5/14 size documents can be sent from the ADF.	-
The machine does not send a fax even though you dialed the number and pressed .	Did you specify the appropriate dial line type?	Specify the appropriate dial line type for your region.	P.62
	Did you load the document correctly?	Load the document correctly.	P.72
	Did you dial the correct number?	Dial the correct number.	-
	Is the recipient's line busy?	Wait until the line is open and try again.	-
Unable to transmit a fax manually.	Did you put down the handset before pressing ?	Press first and then put down the handset.	Advanced
The machine does not start scanning (during memory transmission).	Did you load the document correctly?	Load the document correctly.	P.72
	Is there enough memory?	Check the available memory.	Advanced

Unable to Receive a Fax

Symptom	Point to check	Remedy	Reference
Unable to receive a fax.	Did you specify the appropriate reception mode?	Check the reception mode	P.85
	Is there paper in the tray?	Load the paper.	P.66
	Is there a paper jam?	Check the error message and remove the jammed paper.	P.121
	Is the telephone cable correctly connected to the machine?	Connect the telephone cable correctly.	P.59
	Is there enough memory?	Check the available memory.	Advanced
	Did you connect to the line supporting the Number Display?	The machine does not support the line supporting the "Number Display". To use the machine connecting the line supporting the "Number Display" and a phone supporting the Number Display connected to the TEL connection of the machine, set [Ring Response] of the machine to any of [10 sec.], [15 sec.] and [20 sec.]	Advanced
Unable to receive a fax manually.	Did you put down the handset before pressing  ?	Press  first and then put down the handset.	P.85
	Did you answer the phone after one call.	If you use the phone supporting the "Number Display", when answering the phone after one call, you may be unable to receive a fax manually. You should answer the phone after 2 or more calls.	-
F code polling fails and an error message is printed out.	Did the sender store a document in a bulletin box?	Contact the sender and ask him to store the polling document.	-

Unable to Send or Receive a Fax

Symptom	Point to check	Remedy	Reference
Unable to send or receive a fax.	Did you install an IP phone on the machine in a broadband environment?	Press the < SETTING > key and select [Admin Setup] > [User Install] > [Super G3] > [OFF].	-

The Machine Does Not Select the Appropriate Paper for the Received Fax

Symptom	Point to check	Remedy	Reference
The machine does not select the appropriate size paper for the received fax.	Did you specify other than [Plain] or [Recycled] in [Media Type] for the paper tray used for fax reception?	Specify [Plain] or [Recycled] in [Media Type] for the paper tray used for fax reception.	Advanced

Scanning Troubles



- If the following information does not solve the trouble, contact Oki Data's customer support center.

Symptom	Point to check	Remedy	Reference
Cannot start scan job.	Is the machine turned on?	Turn on the machine.	P.19
	Is the cable connected to the machine?	Check the cable connections and connect them properly.	P.30
	Is there any damage to the cable?	Change the cable.	P.30
	Is the network setting done properly?	Do the network setting properly.	P.45
	Is an error occurring?	Follow the instructions displayed on the display screen of the machine.	P.128
Transmission and reception of e-mail cannot be done.	Did you connect the Ethernet cable after turning on the machine?	Turn off the machine. Connect the Ethernet cable and then turn on the machine.	P.31
	Is the e-mail address of the machine set?	Set the e-mail address of the machine.	P.46
	Did you enter the wrong e-mail address?	Enter the correct e-mail address.	P.46
	Is the SMTP server address setting correct?	Check the SMTP server setting.	P.46
	Is the POP3 server address setting correct?	Check the POP3 server setting.	P.46
	Is the DNS server address setting correct?	Check the DNS server address setting.	P.46
	Is another job running?	Wait until the other job finishes.	-
	Is an error occurring?	Follow the instructions displayed on the display screen of the machine.	P.128
Files cannot be saved in a network file folder.	Is the FTP/CIFS setting right?	Check the profile settings.	P.57
	Is an error occurring?	Follow the instructions displayed on the display screen of the machine.	P.128

Image Quality Troubles



- If the following information does not solve your trouble, contact Oki Data's customer support center.

Symptom	Point to check	Remedy	Reference
Vertical white lines appear.	The LED heads are dirty.	Wipe the LED heads with a soft tissue paper.	P.170
	The toner is low.	Replace the toner cartridge.	P.161
	Foreign materials may be present on the image drum.	Replace the image drum unit.	P.163
	The light-shielding film of the image drum unit is dirty.	Wipe the film with a soft tissue paper.	-
	The image drum unit is not installed properly.	Install the image drum unit properly.	P.163
	The ADF document glass is dirty.	Clean the ADF document glass.	P.168

Symptom	Point to check	Remedy	Reference
Printed images are fading vertically.	The LED heads are dirty.	Wipe the LED heads with soft tissue paper.	P.170
	The toner is low.	Replace the toner cartridge.	P.161
	The paper is unsuitable.	Use supported paper.	-
Printed images are light.	The toner cartridge is not installed properly.	Install the toner cartridge properly.	P.161
	The toner is low.	Replace the toner cartridge.	P.161
	The paper is moist.	Use paper stored in proper temperature and humidity conditions.	P.65
	The paper is unsuitable.	Use supported paper.	-
	The paper is unsuitable. The settings of media type and width are incorrect.	Press the <SETTING> key and select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Type] and [Media Weight]. Or, select the thicker values for [Media Weight].	P.69
	The paper is recycled.	Press the <SETTING> key and select [Paper Setup] > the paper tray you are using, and then select the thicker values for [Media Weight].	P.69
Printed images are partially faded. White spots and lines appear.	The paper is too moist or dry.	Use paper stored in proper temperature and humidity conditions.	P.65
	[Paper Black Setting] or [Paper Color Setting] is improperly configured.	Press the <SETTING> key and select [Admin Setup] > [Print Setup] > [Print menu] > [Printer Adjust], and then change the value for [Paper Black Setting] or [Paper Color Setting].	-
Vertical lines appear.	The image drum unit is damaged.	Replace the image drum unit.	P.163
	The toner is low.	Replace the toner cartridge.	P.161
	The document glass and paper feed roller of the ADF are dirty.	Clean the document glass and paper feed roller.	P.168
Horizontal lines and spots appear periodically.	If the interval of lines or spots is about 94 mm (4 inches), the image drum (the green tube) is damaged or dirty.	Lightly wipe the image drum with soft tissue paper. Replace the image drum unit if it is damaged.	P.163
	If the interval of lines or spots is about 30 mm (1.5 inches), foreign materials may be present on the image drum unit.	Open and close the top cover, and print again.	-
	If it happens every 90 mm or so, there is damage to the fuser unit.	Change the fuser unit.	P.166
	The image drum unit has been exposed to light.	Place the image drum unit back into the machine and leave it for a few hours. If it does not solve the problem, replace the image drum unit.	P.163
	The paper feed path is dirty.	Print a few test copies.	-

Other Troubles

Symptom	Point to check	Remedy	Reference
White area of paper is lightly stained.	The paper contains static electricity.	Use paper stored in proper temperature and humidity conditions.	P.65
	The paper is too thick.	Use thinner paper.	-
	The toner is low.	Replace the toner cartridge.	P.161
Periphery of letters is smudged.	The LED heads are dirty.	Wipe the LED heads with soft tissue paper.	P.170
	The paper is unsuitable.	Use recommended paper.	-
	The paper is moist.	Replace it with new paper.	P.66
The entire paper area is lightly stained when printing on envelopes or coated paper.	The toner may be sticking to the whole area of the envelope or coated paper.	This is not a malfunction of the machine. Coated paper is not recommended.	-
Toner comes off when it is rubbed.	The settings of media type and width are incorrect.	Press the <SETTING> key and select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Type] and [Media Weight]. Or, select the thicker values for [Media Weight].	P.69
	The paper is recycled.	Press the <SETTING> key and select [Paper Setup] > the paper tray you are using, and then select the thicker values for [Media Weight].	P.69
Glossiness is not uniform.	The settings of media type and width are incorrect.	Press the <SETTING> key and select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Type] and [Media Weight]. Or, select the thicker values for [Media Weight].	P.69
Color of the printed image is not what you expect.	The toner is low.	Replace the toner cartridge.	P.161
	The setting of [Black Finish] is not suitable for the application.	On the printer driver, select [Composite Black (CMYK)] of [True Black (K)] for [Black Finish].	Advanced
	The color adjustment has been modified.	Do color matching from the printer driver.	Advanced
	The color balance is out of adjustment.	Press the <SETTING> key and select [Admin Setup] > [Print Setup] > [Color Menu], and then do [Adjust Density].	-
	Color registration is out of alignment.	Open and close the top cover. Or, press the <SETTING> key and select [Admin Setup] > [Print Setup] > [Color Menu], and then do [Adjust Registration].	-
Solid printing of CMY 100% is too light.	[CMY100% Density] is set to [Disable].	Press the <SETTING> key and select [Admin Setup] > [Print Setup] > [Color Menu] > [CMY100% Density], and then select [Enable].	-
Black or white dots appear.	The paper is unsuitable.	Use supported paper.	-
	When the interval of the dots is about 94 mm (4 inches), the image drum (the green tube) is damaged or dirty.	Lightly wipe the image drum with a soft tissue paper. Replace the image drum unit when it is damaged.	P.163
	The document glass or the document holding pad is dirty.	Clean the document glass and the document holding pad.	P.168

Symptom	Point to check	Remedy	Reference
Dirt is printed.	The paper is moist.	Replace it with new paper.	P.66
	The paper is unsuitable.	Use supported paper.	-
	The document glass or the document holding pad is dirty.	Clean the document glass and the document holding pad.	P.168
The entire page is printed black.	The machine may be malfunctioning.	Contact Oki Data's customer support center.	-
Nothing is printed.	Two or more sheets of paper are fed simultaneously.	Fan the paper well and load it again.	P.66
	The machine may be malfunctioning.	Contact Oki Data's customer support center.	-
	The back side of the document is being scanned.	Load the document properly.	P.72
White patches appear.	The paper is moist.	Replace it with new paper.	P.66
	The paper is unsuitable.	Use supported paper.	-
	The document glass is dirty.	Clean the document glass.	P.168
The entire page is dirty.	The document glass is dirty.	Clean the document glass.	P.168
	When the document is double sided, the image on the back side is printed through.	When the document is thin, the back side image may be printed through. Lighten the density.	-
The peripheral area of the page is dirty.	The paper holding roller or the document holding pad is dirty.	Clean the paper holding roller and the document holding pad.	P.168
	The paper size is bigger than the size of the document (when the zoom ratio is set to 100%).	Use paper of the same size as the document.	-
	The orientation of the document and paper are different.	Set the proper orientation of the document.	-
	The zoom ratio is set improperly.	Set the zoom ratio properly according to the paper size.	-
The printed image is skewed.	The document is loaded improperly.	Load the document properly.	P.72
	An unsuitable document is loaded in the ADF.	Load a suitable document in the ADF.	P.72
	Foreign materials may be present on the ADF document glass.	Clean the ADF document glass.	P.168

Feeding Troubles



- If the following information does not solve the trouble, contact Oki Data's customer support center.

Symptom	Point to check	Remedy	Reference
The document is not ejected from the machine.	The document jammed.	Remove the jammed document and re-load it.	P.121
The document often jams.	The document is not appropriate for the machine.	Use an appropriate document.	P.71
	The document guides are not correctly adjusted.	Adjust the document guides to the document.	P.72
	There is a piece of paper inside the ADF.	Open the document cover and remove any paper.	P.121
	The rollers in the ADF are not clean.	Clean the rollers in the ADF.	P.168

Other Troubles

Symptom	Point to check	Remedy	Reference
<ul style="list-style-type: none"> ● The paper often jams. ● Multiple sheets are fed at once. ● The paper is fed at an angle. 	The machine is inclined.	Place the machine on a flat surface.	-
	The paper is too light or too heavy.	Use the appropriate paper for the machine.	P.63
	The paper is moist or has a static charge.	Use paper stored in proper temperature and humidity conditions.	P.65
	The paper is wrinkled, folded or curled.	Use appropriate paper for the machine. Fix the re-flexed paper.	P.63
	Something is already printed on the back side of the paper.	You cannot use paper that has been printed on for tray 1 and tray 2. Load it on the MP tray for printing.	P.68
	The edges of the paper are not kept even.	Fan the paper and even up the edges.	P.66
	There is only one sheet of paper in the tray.	Load several sheets of paper.	P.66
	You have added new paper onto the paper already loaded in the tray.	Remove the already loaded paper, stack it onto the new paper, even up the edges and load the paper with the old paper on top.	P.66
	The paper is loaded at an angle.	For tray 1 and tray 2, adjust the paper width guide and stopper to the paper. For the MP tray, adjust the paper width guide to the paper.	P.66
	Envelopes are not correctly loaded.	Load envelopes correctly.	P.68
Paper, envelopes or labels whose weight is between 177 and 220 g/m ² is loaded on the tray 1 and tray 2.	Load the paper, envelopes or labels whose weight is between 177 and 220 g/m ² on the MP tray and use the face up stacker.	P.68 P.71	
Paper does not feed into the machine.	The setting of [Paper Feeding Source] on the printer driver is not correctly specified.	Check the paper tray and select the correct tray in [Paper Feeding Source] on the printer driver.	-
	You have specified manual feeding on the printer driver.	Load the paper on the MP tray. Then, on the operator panel, select [Restart]. Or, on the printer driver, clear the [MPT is Manual feed] check box on [Paper feed options].	P.68 Advanced
The machine does not start processing even though you have removed the jammed paper.	-	Open and close the top cover.	-
The paper gets folded or wrinkled.	The paper is moist or has a static charge.	Use paper stored in proper temperature and humidity conditions.	P.65
	The paper is light.	Press the < SETTING > key and then select [Paper Setup] > [(tray name)] > [Media Weight]. Then, specify a lighter weight.	P.69
The paper twists around the rollers in the fuser unit.	The settings of media weight and type are incorrect.	Press the < SETTING > key and then select [Paper Setup] > [(tray name)] > [Media Type]/ [Media Weight]. Then, specify the appropriate values. Or, specify the heavier weight in [Media Weight].	P.69
	The paper is light.	Use heavier paper.	-
	There is an image or text on the leading edge of the paper.	Have a margin on the leading edge of the paper. For duplex printing, leave a margin in the leading and bottom edges.	-

Machine Troubles



- If the following information does not solve the trouble, contact Oki Data's customer support center.

Symptom	Point to check	Remedy	Reference
Turned on the machine, but it stays "Off-Line".	The AC cable is unplugged.	Turn off the machine and then plug in the AC cable firmly.	-
	The power is out.	Check if the power is being supplied to the electric outlet.	-
The machine does not operate.	The AC cable is not firmly plugged in.	Plug in the AC code firmly.	-
	The machine is turned off.	Turn on the machine.	P.19
The machine does not start printing.	An error is displayed on the panel.	Check the error code and follow the on-screen instructions.	P.128
	The Ethernet or USB cable is unplugged.	Plug in the Ethernet or USB cable firmly.	P.31 P.40
	Something is wrong with the Ethernet or USB cable.	Use another Ethernet or USB cable.	-
	The machine does not support your Ethernet or USB cable.	<ul style="list-style-type: none"> • Use a USB 2.0 compatible cable. • Use an Ethernet 10BASE-T/100BASE-TX compatible cable. 	-
	Something may be wrong with the printing function.	Press the <SETTING> key and select [Reports] > [Configuration] and print out the configuration list to check the printing performance.	P.73
	The interface is disabled.	Press the <SETTING> key and select [Admin Setup] > [Network Menu] > [Network Setup] and enable the interface you are using.	-
	The printer driver of the machine is not selected.	Set the printer driver of the machine as the default printer.	-
The specified port of the printer driver is wrong.	Specify the port the Ethernet or USB cable is connected to.	-	
The display screen is blank.	The machine is in the sleep mode.	Check if the <POWER SAVE> key lights up and press the <POWER SAVE> key to activate the machine.	P.20
Print data is not transmitted to the machine.	The Ethernet or USB cable is broken.	Connect a new cable.	-
	The time-out period set on the computer has passed.	Set a longer time-out period.	-
There is an abnormal sound.	The machine is inclined.	Place the machine on a flat surface.	-
	There is a piece of paper or unknown object inside the machine.	Check the inside of the machine and remove any objects.	-
	The top cover is open.	Close the top cover.	-
There is a buzzing sound.	The machine is printing on the heavy or thin paper when the temperature inside is high.	This is not a malfunction. You can proceed with the operation.	-

Other Troubles

Symptom	Point to check	Remedy	Reference
It takes a while to start printing.	The machine is warming up from the power save or sleep mode.	Press the <SETTING> key and select [Admin Setup] > [User Install] > [Power Save Enable]/ [Sleep] and disable both modes.	P.20
	The machine may be cleaning the image drum unit.	Wait for a while.	-
	The machine is adjusting the temperature of the fuser unit.	Wait for a while.	-
	The machine is processing a data from another interface.	Wait until the process finishes.	-
The print result does not change though you have changed the [Density] setting.	You have also changed the [RGB Adjustment] setting.	The [Density] setting is automatically changed according to the [RGB Adjustment] setting. If the print result is not what you expected, change the [RGB Adjustment] setting again.	-
A print job has stopped in the middle of the printing process.	As a result of processing print jobs continuously, the fuser unit has become hot. The fuser unit is cooling off.	Wait for a while. When the fuser unit gets cooler, printing restarts automatically.	-
	As a result of processing print jobs continuously for a long time, the temperature in the machine inside has become too high. The machine is cooling off.	Wait for a while. When the machine gets cooler, printing restarts automatically.	-
	While color printing and color copying, if using reading or scanning mode for faxed documents, all printing will stop and then restart. This only happens with MC561dn.		-
The specified settings such as the time setting have been erased.	The machine was turned off for a long time or every day.	The life of the battery may have ended. Contact Oki Data's customer support center.	-
Memory is insufficient.	You have been launched Multiple applications.	Close the applications you are not using.	-
It takes a long time to finish printing.	The processing speed of the computer may be slowing down the print job.	Use a computer with faster processing speed.	-
	You have selected [High Quality (Multiple tones)] on the [Print Job Options] tab of the printer driver.	Select [Fine / Detail (600x1200)] or [Normal (600x600)] on the [Job Options] tab of the printer driver.	-
	The print data is complicated.	Make the data simpler.	-
	When in reading or scanning mode for faxed documents and color printing or color copying, printing will slow down. This only happens with MC561dn.		-
The printer driver is not correctly displayed on Mac OS X.	The printer driver may not be operating correctly.	Uninstall the printer driver and install it again.	Advanced

When the Power Goes Out

Machine Behavior

When the power goes out, the machine behaves in the following way:

Machine's Status	Behavior
During a call	You can continue talking.
During transmitting a fax	The communication stops. When the electricity supply is restored, <ul style="list-style-type: none"> ● The machine automatically starts transmitting the fax whose transmission stopped and the subsequent data if it was a memory transmission. ● The machine does not transmit the data if it was a real time transmission. Set the document and specify the destination again to start transmission.
Receiving a fax	The transmission stops in the middle of the operation. When the electricity supply is restored, the machine automatically prints out the data successfully received and stored in memory.
Copying or printing a list	The printing process stops in the middle of the operation. When the power is restored, start the job again.
Idle	You cannot start another copy, fax, scan, or print job. You also cannot receive another fax.

! Note

- We do not warrant operation when an uninterruptible power system (UPS) or inverter is used.

Stored Fax Data

■ Backing Up Data in Memory

Even if the power goes out or you turn off the machine, the data for fax transmissions and received faxes is retained for 72 hours as long as it is stored in memory.

■ Erased Report

The machine automatically prints out an erased report if the fax data in the memory is lost. The report shows what data is lost by listing the following information:

- F Code Box Document
- Documents Received at Alternate Recipients

The deletion notification will inform you of the next item after the deleted data.

- Document type
- F-code box number
- F-code box name
- Destination name
- F-code Confidential communication/F-code bulletin board communication
- Time communication started
- Received number of pages

📝 Memo





- The communication type is printed when it was manual reception, F-code polling, F-code secure reception or F-code bulletin board reception.











8. Maintenance

This chapter explains how to replace consumables, clean the machine, and move or transport the machine.

● Replacing Consumable Items

This section explains how to replace consumable items.

 WARNING		
 Do not throw the toner or toner cartridge into the fire. Doing so may cause toner splashes leading to burns.	 Do not keep the toner cartridge in places close to the fire. It may catch the fire, which cause fire and burns.	 Do not vacuum spilled toner powder. If vacuuming, it may cause ignition due to the sparks from electric contacts. Toner spillage on the floor should be wiped off by wet clothes.

 CAUTION		
 There are high temperature parts in the device. Do not touch the periphery of the label "Caution High Temperature", which may cause burns.	 Keep the toner cartridge out of reach of young children. If young children swallow toner powder, follow the doctor's direction immediately.	 If toner powder is inhaled, gargle with large amounts of water and move the person to the open area for fresh air. Follow the doctor's direction if necessary.
 If the toner powder sticks to your skin like your hands, wash with soap.	 If the toner gets into the eyes, flush with plenty of water immediately. Follow the doctor's direction if necessary.	 If you swallow toner powder, take large amounts of water to weaken the toner. Follow the doctor's direction if necessary.
 When handling a paper jam, or replacing the toner cartridge, make sure not to get your cloth and hands dirty. When toner powder stains on your cloth, wash with cold water. If you wash with hot water, the toner may be soaked into the cloth; it may be difficult to clean.	 Do not disassemble the toner cartridge. Toner powder may fly upward, and you may inhale the toner powder or may get your cloth and hands dirty.	 Keep a used toner cartridge in a bag so that the toner powder can not fly upward.

 **Note**

- Use only genuine Oki Data consumable items to ensure optimum quality.
- A service for a problem due to use of other consumable items other than genuine OKI consumables will cost you even in the charge-free warranty period or in the maintenance contract period.

Replacing Toner Cartridges

Life Duration of Toner Cartridge

When the [%COLOR% Toner Low] message ("%COLOR%" indicates C (cyan), M (magenta), Y (yellow) or K (black)) appears on the display screen, prepare a replacement toner cartridge. You can keep printing approximately 200 pages until the next message appears.

When the [%COLOR% Toner Empty] appears and printing is stopped, replace the toner cartridge.

Even if the cyan (blue), magenta (red) or yellow toner cartridges run out, you can print in black and white by selecting [Monochrome] or [Grayscale] at the time of printing on the printer driver. However, please replace the toner cartridge quickly after it runs out, as not doing so may cause the image drum to be damaged.

The life expectancy of the toner cartridge is as follows (for A4 simplex printing with default density, according to ISO/IEC 19798):

The starter toner cartridge is the toner cartridge that comes with the product at the time of purchase.

- When replacing only a toner cartridge

Model	Type	Number of printable pages	
MC361dn	Starter toner cartridge	C, M, Y, K	1000 pages
	Toner cartridge	C, M, Y, K	2000 pages
	Toner cartridge (Medium)	K	3500 pages
MC561dn	Starter toner cartridge	C, M, Y, K	2000 pages
	Toner cartridge	C, M, Y, K	2000 pages
	Toner cartridge (Medium)	K	3500 pages
	Toner cartridge (Large)	C, M, Y, K	5000 pages

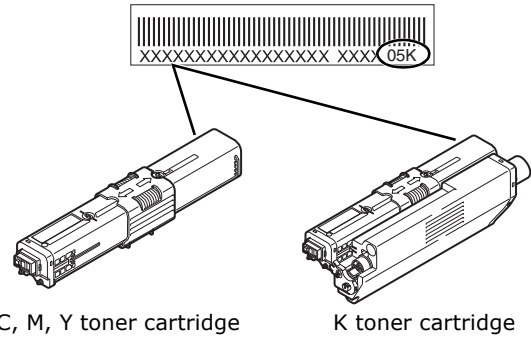
! Note

- The actual life of the toner cartridge differs depending on the usage.

How to Distinguish between Toner Cartridges

You can distinguish between toner cartridges by the three digits under the barcodes attached to them.

- 05K : C, M, Y and K toner cartridge (large)
- 02K : Toner cartridge
- 35K : K toner cartridge





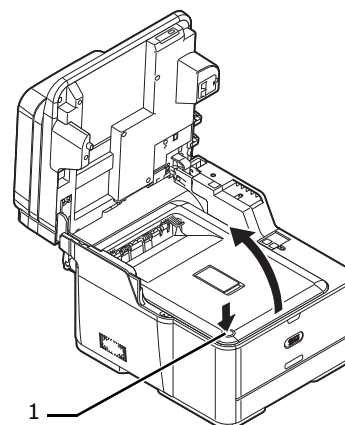
! Note

- Have a new print cartridge ready, as the print quality declines after more than one year following breaking the seal.
- If you replace the toner cartridge/image drum unit while it is being used, the amount of toner used will not be counted in the normal way.
- By opening and closing the top cover after the message [Color toner has run out] is displayed, you are able to print approximately 100 copies of A4 ISO patterns (approximately 5 times 20 pages), however further printing operations will not be possible. Please exchange the toner cartridge as it may cause faults in the image drum unit.

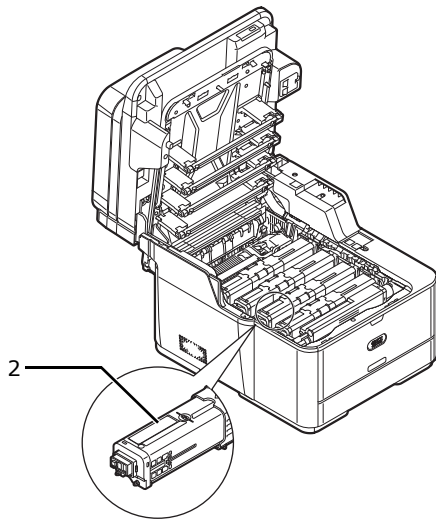
Procedure for Replacement

- 1 Prepare a new replacement toner cartridge.
- 2 Open the scanner unit.
- 3 Press the top cover open button (1) and open the top cover.

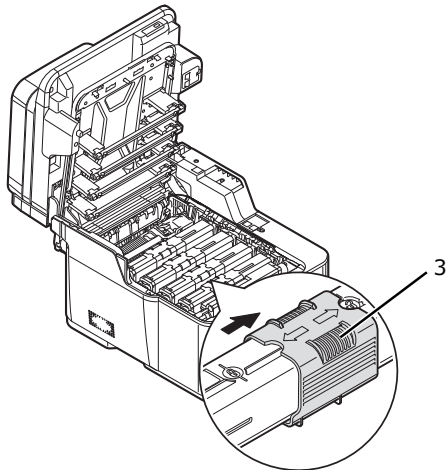
 CAUTION	Possible to get burned.	
<ul style="list-style-type: none"> • The fuser unit is extremely hot. Do not touch it. 		



- 4 Identify an empty toner cartridge by its label color (2).

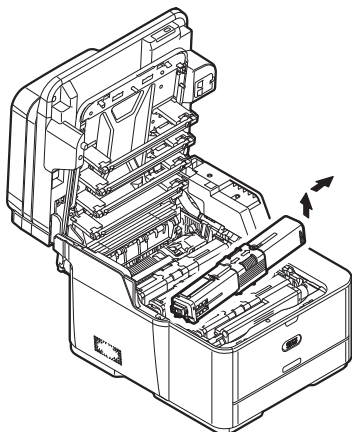


- 5 Slide the blue lock (3) of the toner cartridge to the right to unlock.



- 6 Lift the toner cartridge diagonally, pull it up in a crosswise direction.

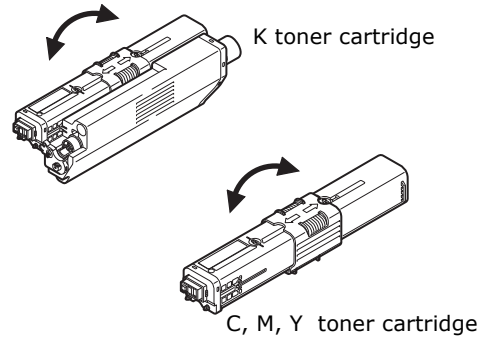
	WARNING Possible to get burned.	
<ul style="list-style-type: none"> Do not throw a used toner cartridge in the fire. They may explode, and the toner inside may fly off and cause getting burned. 		



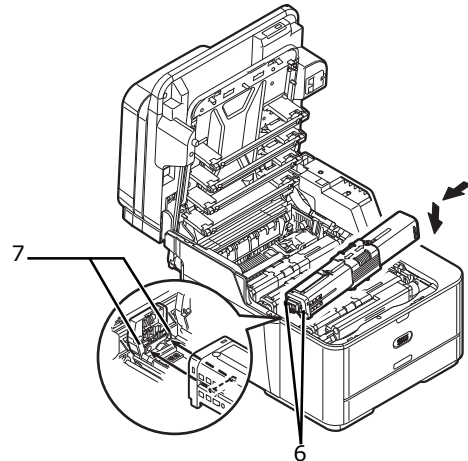
- 7 Unpack the replacement toner cartridge, and gently shake it up and down, and from side to side.

Memo

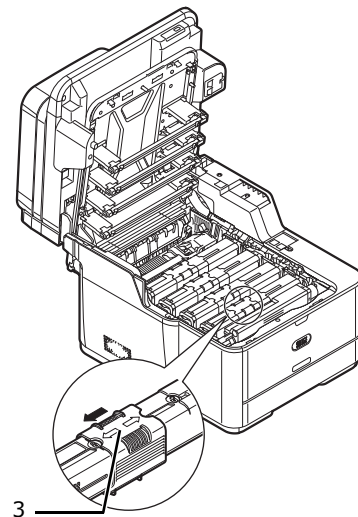
- The Shape of the K (black) toner cartridge is different from other cartridges.



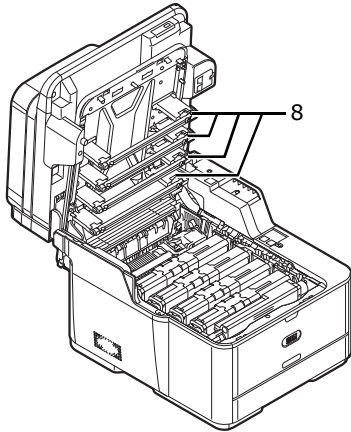
- 8 By aligning the new toner cartridge color label and that of the image drum unit, align and insert the part of the toner cartridge sticking out on the left side (6) into the hole in the image drum unit (7), and then fix the right side well into place.



- 9 Slide the blue lock (3) of a toner cartridge to the left side to lock.



- 10** Lightly wipe the four LED heads (8) with soft tissue paper.



- 11** Close the top cover.

- 12** Close the scanner unit.

Memo

- If you dispose of a toner cartridge by necessity, put it in a polyethylene bag or something and then dispose of it in accordance with your municipality's ordinances or guidelines.

Replacing the Image Drum Unit

Life Duration of Image Drum Unit

When the [**Image Drum Unit Near Life**] message appears on the display screen, prepare a replacement image drum unit. If you continue printing, the message [Please Replace the Image Drum Unit] will be displayed and printing will stop.

A guideline for replacing the image drum unit is every 20,000 pages or so for A4 sized paper (with single-sided printing). However, this number of pages is for printing with general conditions (3 pages at a time). Printing one page at a time reduces the drum life by about half.

The actual number of printed pages may be halved again relative to the above guideline, depending on the printing conditions.

If you continue to print more than the above, the machine will force the printing to stop.

! Note

- The actual number of pages you can print with the image drum unit depends on how you use it. The above guideline may be reduced by more than half, depending on the conditions of printing.

! Note

- Though opening and closing the top cover may extend the life of a image drum unit for a while, it is recommended to replace it soon after the [**Install New Image Drum Unit**] is displayed.
- The print quality may deteriorate after the toner cartridge has been unpacked for a year. Replace it with a new one.
- When the <**SETTING**> key > [**Admin Setup**] > [**Management**] > [**System Setup**] > [**Status in Near Life**] is set to [**Disable**], the [**Image Drum Unit Near Life**] message does not appear.



Procedure for Replacement

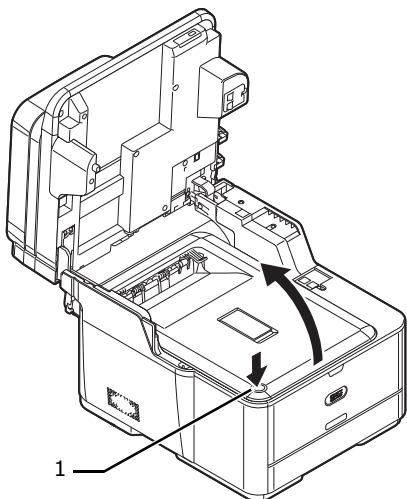
! Note

- The image drum (the green tube) is very delicate. Handle it carefully.
- Do not expose the image drum unit to direct sunlight or very bright interior light (approximately more than 1500lux). Even under the normal interior light, do not leave it for more than 5 minutes.
- In order for the machine to have its full performance, please use original Oki Data consumables.
- If you use consumables other than Oki Data original ones and a fault occurs, dealing with it will be charged for, regardless of whether it is in the free fault service period. (This is not for all faults occurring with non-original Oki Data products, however, please bear this in mind when using them.)
- There is one toner cartridge for each color on the image drum.



- 1** Prepare a replacement image drum unit and toner cartridges.
- 2** Open the scanner unit.

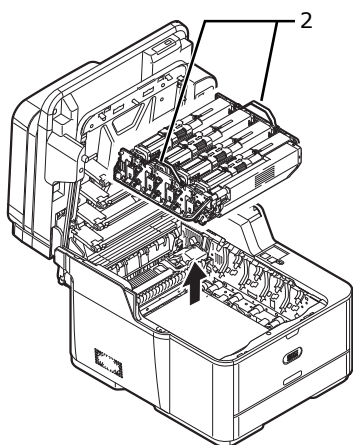
3 Press the top cover open button (1) and open the top cover.

 CAUTION	Possible to get burned.	
<ul style="list-style-type: none"> • The fuser unit is extremely hot. Do not touch it. 		



4 Hold the blue handles (2) of the image drum unit with both hands and remove the image drum unit from the machine.

 WARNING	Possible to get burned.	
<ul style="list-style-type: none"> • Do not throw a used toner cartridge in the fire. They may explode, and the toner inside may fly off and cause getting burned. 		



5 Take the new image drum out of its packaging and remove all packing pieces. Slide the colored collars to the left to lock the priming cartridges in position.

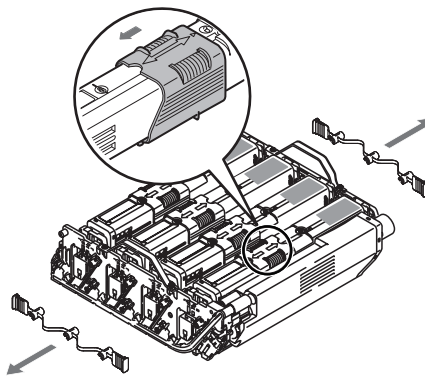
! Note

- Slide the colored collar in a single swift motion.

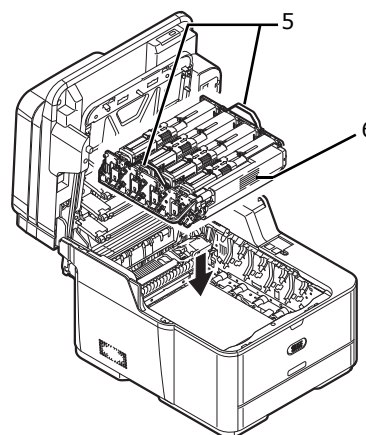
! CAUTION

- The priming cartridges (supplied with the new image drum) can be identified by the orange label on the top surface. You must use these cartridges to prime your new

image drum before use. Do not re-install your old toner cartridges at this time.



6 Hold the blue handles (5) of the new replacement image drum unit with both hands and place it into the machine so that the K toner cartridge is positioned in the front (6).



7 Close the top cover.

! Note

- The machine will automatically start the priming process.
- The priming process takes approximately 4 minutes to complete. During this time, the Status LED will flash and the LCD screen will illuminate. Ignore any on-screen messages.
- When the priming process is complete, the engine noise will stop and the light on the LCD screen will go out. The Status LED will continue to flash. If your machine has a Power Save button, this will illuminate.

8 Open the top cover.

9 Remove the priming cartridges. Place into the recycle bags supplied.

10 Remove the original toner cartridges from the old image drum (removed in step 4) and reinstall into your machine.

Reference

- Steps 7-9 in "Procedure for Replacement" in "Replacing Toner Cartridges" (P. 161)

11 Close the top cover.

12 Close the scanner unit.

Memo

- If you dispose of a toner cartridge by necessity, put it in a polyethylene bag or something and then dispose of it in accordance with your municipality's ordinances or guidelines.

Replacing the Belt Unit

Life Duration of Belt Unit

When the [**Belt Unit Near Life**] message appears on the display screen, prepare a replacement belt unit. You can keep printing approximately 750 pages until the next message appears.

When the [**Please change Belt Unit**] message appears, replace the belt unit.

The life expectancy of the belt unit is approximately 60,000 pages for A4 simplex printing (three pages per job).

Note

- The actual number of pages you can print with the belt unit depends on how you use it.

Note

- Though opening and closing the top cover may extend the life of a belt unit for a while, it is recommended to replace it soon after the [**Please change Belt Unit**] is displayed.
- If you replace the belt unit, use it until the end of its useable life. If you remove the belt unit and install and use another one before its usable life has expired, the use life will not be correctly displayed.
- When the <SETTING> key > [**Admin Setup**] > [**Management**] > [**System Setup**] > [**Status in Near Life**] is set to [**Disable**], the [**Belt Unit Near Life**] message does not appear.

Procedure for Replacement

Note

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

1 Prepare a replacement Belt Unit.



2 Turn off the machine.

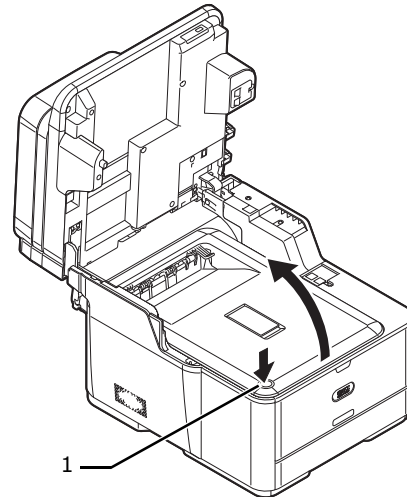
Reference

- "Turning Off Your Machine" (P. 19)

3 Open the scanner unit.

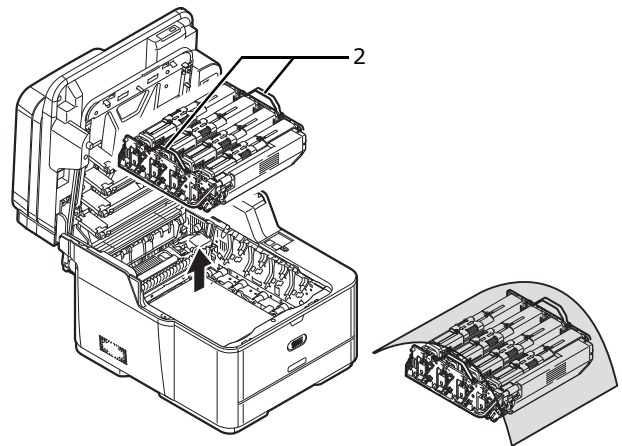
4 Press the top cover open button (1) and open the top cover.

 CAUTION	Possible to get burned.	
<ul style="list-style-type: none"> • The fuser unit is extremely hot. Do not touch it. 		

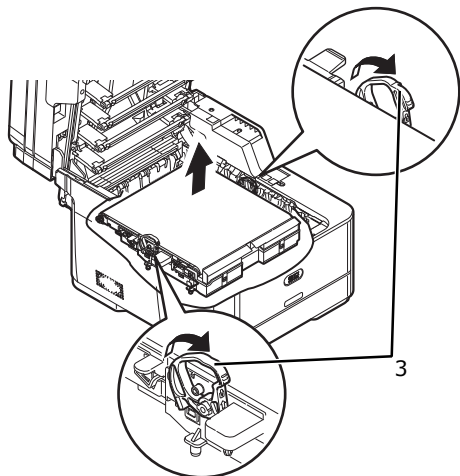


5 Hold the blue handles (1) of the image drum unit with both hands and lift it out of the machine, and then place it on a flat surface.

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



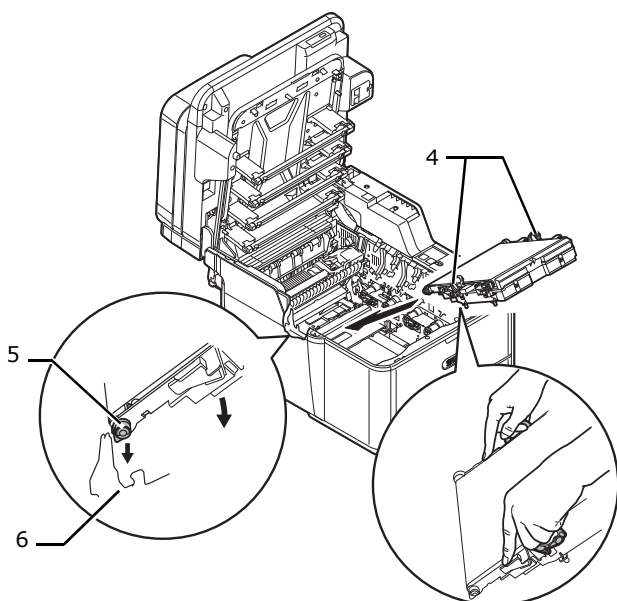
- 6** Turn the lock levers (3) on each side of the belt unit toward you, hold the lock levers with both hands and then remove the belt unit.



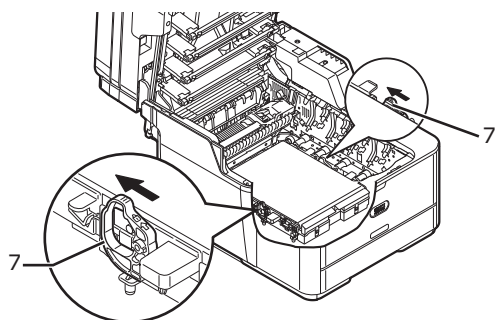
- 7** Unpack the new replacement belt unit.

- 8** Hold the blue lock levers (4) of the replacement belt unit with both hands and place it into the machine.

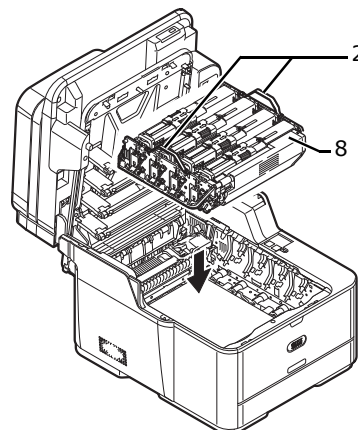
Hook the roller (5) in both edges of the belt unit on the groove (6) in the machine, and place the rear end of the belt unit.



- 9** Turn the lock levers (7) of the replacement belt unit away from you.



- 10** Hold the blue handles (2) of the image drum unit with both hands and place it into the machine so that the K toner cartridge can be positioned in the front (8).



- 11** Close the top cover.

- 12** Close the scanner unit.

Memo

- If you dispose of a toner cartridge by necessity, put it in a polyethylene bag or something and then dispose of it in accordance with your municipality's ordinances or guidelines.

Replacing the Fuser Unit

Life Duration of Fuser Unit

When the [**Fuser Unit Near Life**] message appears on the display screen, prepare a replacement fuser unit. You can keep printing approximately 750 pages until the next message appears.

When the [**Please change Fuser Unit**] message appears, replace the fuser unit.

The life expectancy of the fuser unit is up to 60,000 pages for A4 simplex printing.

! Note

- The actual number of pages you can print with the fuser unit depends on how you use it.

! Note

- Though opening and closing the top cover may extend the life of a fuser unit for a while, it is recommended to replace it soon after the [**Please change Fuser Unit**] is displayed.
- If you replace the fuser unit, use it until the end of its useable life. If you remove the fuser unit and install and use another one before its usable life has expired, the use life will not be correctly displayed.
- When the <**SETTING**> key > [**Admin Setup**] > [**Management**] > [**System Setup**] > [**Status in Near Life**] is set to [**Disable**], the [**Fuser Unit Near Life**] message does not appear.

Replacement Procedure

Note



- Do not expose the image drum unit to direct sunlight or very bright interior light (approximately more than 1500lux). Even under the normal interior light, do not leave it for more than 5 minutes.

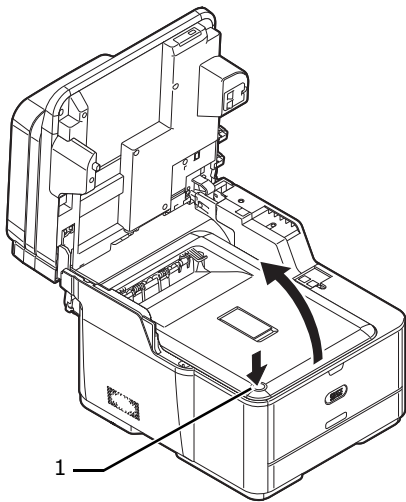
- 1 Prepare the new fuser unit.
- 2 Turn off your machine.

Reference

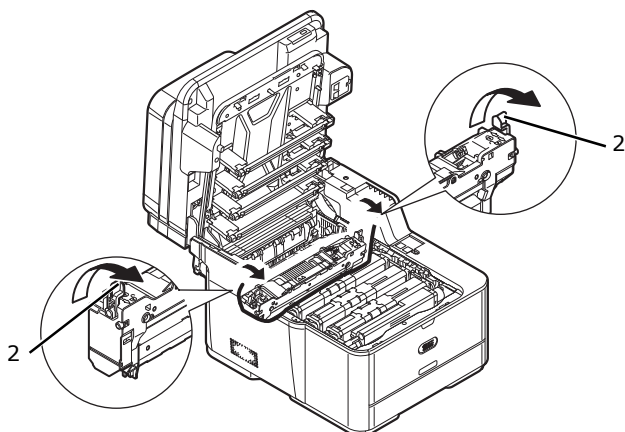
- "Turning Off Your Machine" (P. 19)

- 3 Open the scanner unit.
- 4 Press the top cover open button (1) and open the top cover.

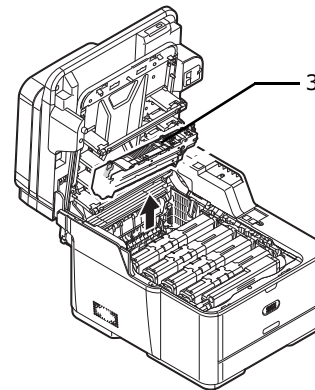
 CAUTION	Possible to get burned.	
<ul style="list-style-type: none"> Since the fuser unit gets hot, carry out the operation carefully, and when lifting it up you must hold it by the handle. Do not try to hold it whilst it is hot. Wait until it has cooled down and then carry out the operation. 		



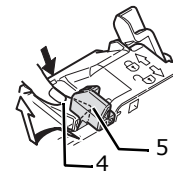
- 5 Pull the locking levers (2) on each side of the fuser unit to unlock.



- 6 Hold the fuser unit handle (3) and lift the fuser unit out of the machine.



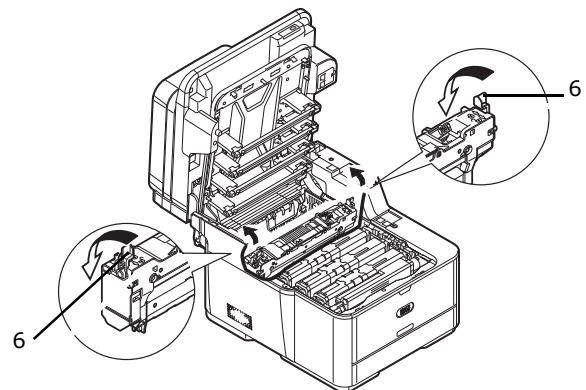
- 7 Unpack the replacement fuser unit.
- 8 Remove the orange stopper (5) while pressing the blue lever (4) of the fuser unit in the direction of the arrow.



Note

- Keep the orange stopper. It is necessary to transport the machine.

- 9 Hold the fuser unit handle and place the fuser unit into the machine.
- 10 Push the locking levers (6) on each side of the fuser unit to lock.



- 11 Close the top cover.
- 12 Close the scanner unit.

Memo

- If you dispose of a toner cartridge by necessity, put it in a polyethylene bag or something and then dispose of it in accordance with your municipality's ordinances or guidelines.

● Cleaning Your Machine

This section explains how to clean each part of your machine.

Cleaning the Surface of the Machine

! Note

- Do not use benzene, thinners, or alcohol as a cleaning agent. They may damage the plastic parts of the machine.
- Do not lubricate your machine with oil.

1 Turn off your machine.

Reference

- "Turning Off Your Machine" (P. 19)

2 Wipe the surface of the machine with a soft cloth lightly moistened with water or neutral detergent.

3 Dry the surface of the machine with a dry soft cloth.

Cleaning the Document Glass

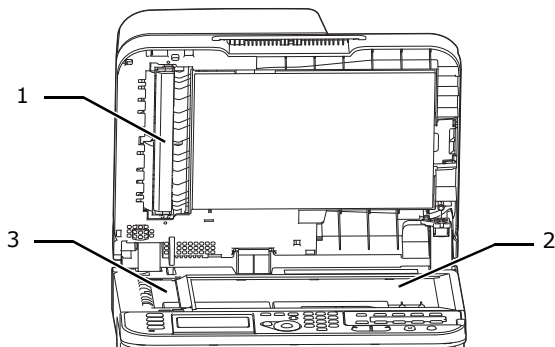
It is recommended to clean the document glass once a month to maintain image quality of the printouts.

! Note

- Do not use benzene, thinners, or alcohol as a cleaning agent. They may damage the plastic parts of the machine.

1 Open the document glass cover.

2 Wipe the document holding pad (1), document glass (2) and ADF document glass (3) surface with a soft cloth lightly moistened with water.



3 Close the document glass cover.

Memo

- If the document glasses surface and the document holding pad get too dirty, wipe them with a soft cloth lightly moistened with neutral detergent, and then wipe it again with a soft cloth lightly moistened with water.

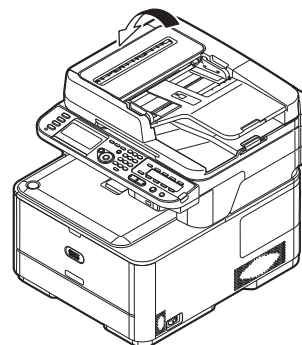
Cleaning Document Feeding Rollers in the ADF

If the document feeding rollers in the ADF are contaminated with ink, toner particles or paper dust, documents and outputs get dirty and a paper jam may occur. To prevent this, it is recommended to clean the rollers once a month.

! Note

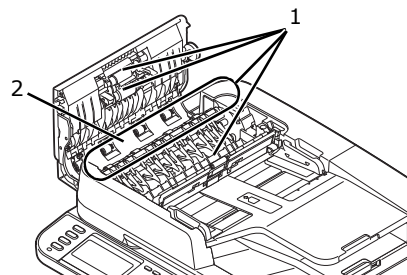
- Do not use benzene, thinners, or alcohol as a cleaning agent. They may damage the plastic parts of your machine.

1 Open the ADF cover.



2 Wipe the document feeding rollers (1) and surface of the Guide (2) with a soft cloth lightly moistened with water.

Wipe the whole surface of the roller while turning it with your hand.



3 Close the ADF cover.

Memo

- If the rollers get too dirty, wipe them with a soft cloth lightly moistened with neutral detergent, and then wipe it again with a soft cloth lightly moistened with water.

Cleaning Paper Feed Rollers

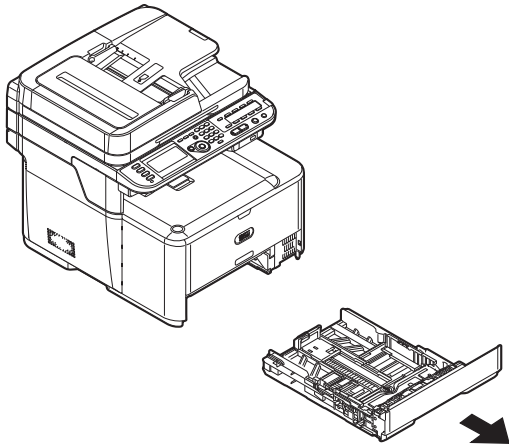
Clean the paper feed rollers if paper jams occur frequently.

For Tray 1 and Tray 2

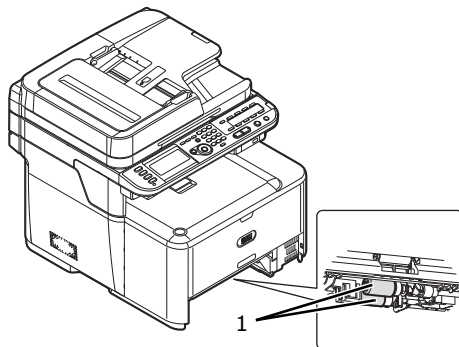
Memo

- The following images use tray 1 as an example, but the same procedure applies to tray 2.

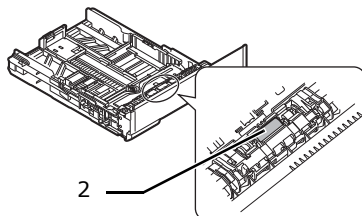
1 Pull out the Tray.



2 Wipe the paper feed rollers (1) inside the machine with a soft cloth lightly moistened with water.



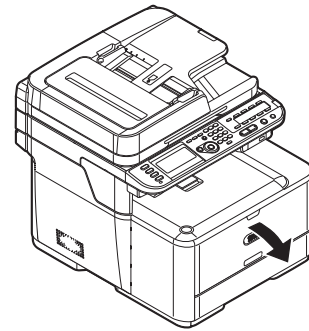
3 Wipe the paper feed roller (2) on the Tray.



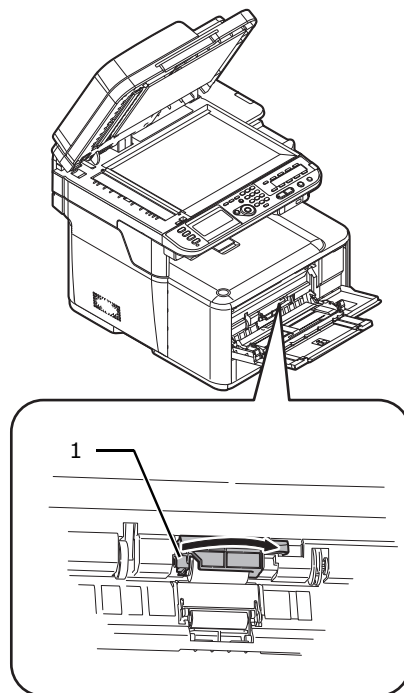
4 Push the Tray back into the machine.

For MP Tray

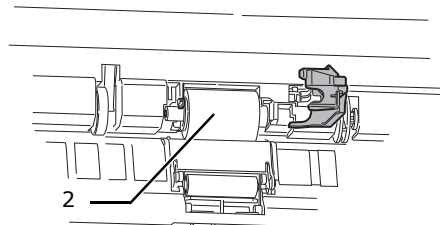
1 Open the MP tray.



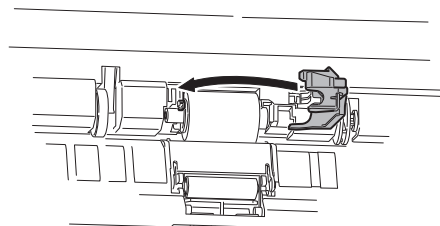
2 While pressing the tab (1) of the paper feed roller cover to the right, open the cover.



3 Wipe the paper feed roller (2) with a soft cloth lightly moistened with water.



4 Close the cover of the paper feed roller.



5 Close the MP tray.

Cleaning LED Heads

Clean the LED heads if vertical white lines appear, images are fading vertically, or the periphery of letters is smudged in the printouts. Dirt on the LED heads may also cause paper jams.

! Note

- Do not use methyl alcohol or thinners as a cleaning agent. They may damage the LED heads.
- Do not expose the image drum unit to direct sunlight or very bright interior light (approximately more than 1500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.



1 Turn off your machine.

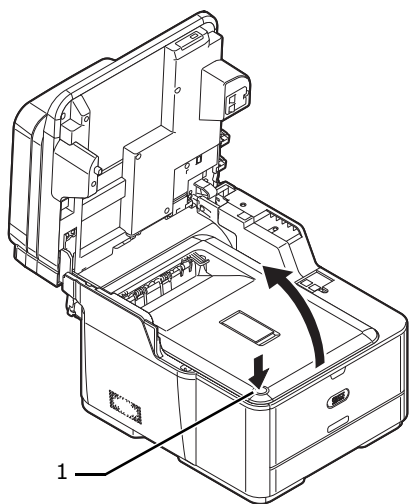
Reference

- "Turning Off Your Machine" (P. 19)

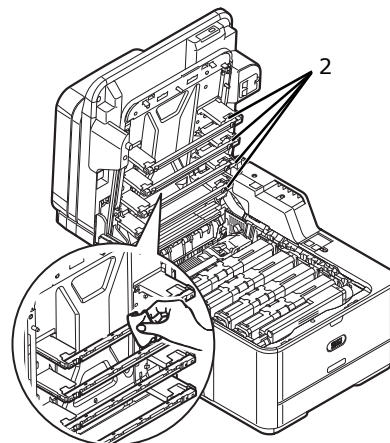
2 Open the scanner unit.

3 Press the top cover open button (1) and open the top cover.

 CAUTION	Possible to get burned.	
• The fuser unit is extremely hot. Do not touch it.		



4 Lightly wipe the lenses (2) of the LED heads with soft tissue paper.



5 Close the top cover.

6 Close the scanner unit.

● Moving Your Machine

This section explains how to move or transport your machine.

Moving Your Machine

CAUTION It may cause injury.

- At least two people are needed to lift the machine safely because it weighs about 29 Kg.

1 Turn off your machine.

Reference

- "Turning Off Your Machine" (P. 19)

2 Unplug all the cables.

- AC cable and ground wire
- Ethernet or USB cable
- Telephone cable(s)

3 Remove any paper from the paper trays.

4 lift your machine and move it to a new location.

Transporting Your Machine

CAUTION It may cause injury.

- At least two people are needed to lift the machine safely because it weighs about 29 Kg.

CAUTION Possible to get burned.

- The fuser unit is extremely hot. Do not touch it.

Note

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

1 Turn off your machine.

Reference

- "Turning Off Your Machine" (P. 19)

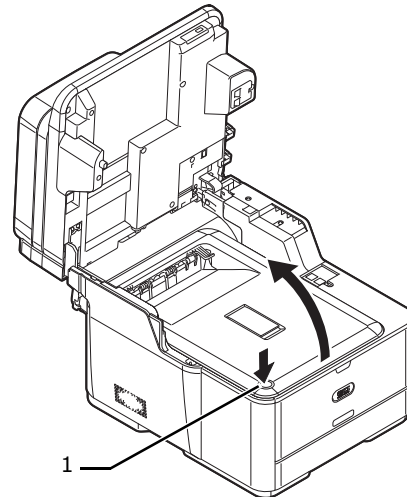
2 Unplug all the cables.

- AC cable and ground wire.
- Ethernet or USB cable.
- Telephone cable(s)

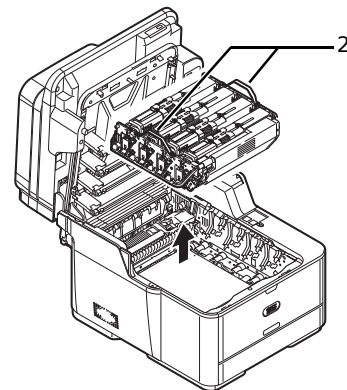
3 Remove any paper from the paper trays.

4 Open the scanner unit.

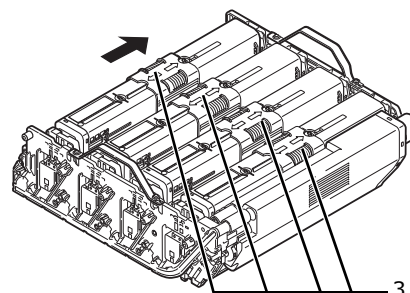
5 Press the top cover open button (1) and open the top cover.



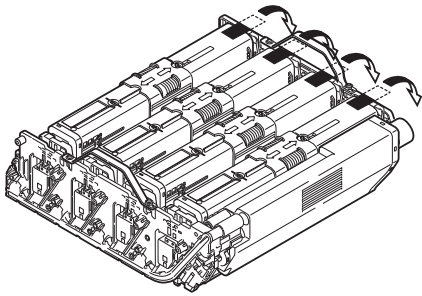
6 Hold the blue handles (2) of the image drum unit with both hands and lift it out of the machine, and then place it on a flat surface.



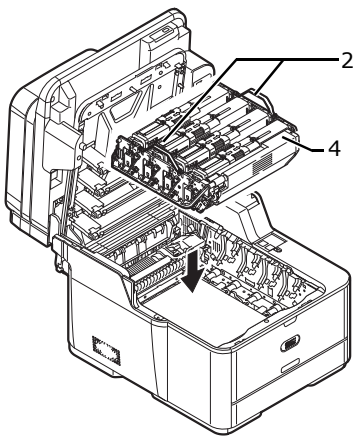
7 Slide the blue locks (3) of each toner cartridge to the right to unlock. Slide all locks of four toner cartridges.



- 8** Secure the four toner cartridges to the image drum unit with vinyl tape.



- 9** Hold the blue handles of the image drum unit (2) with both hands and place it into the machine so that the K toner cartridge (4) can be positioned in the front.

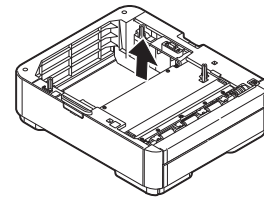
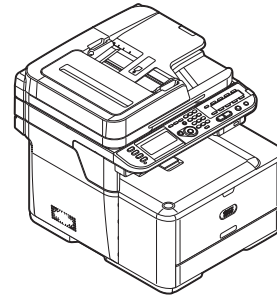
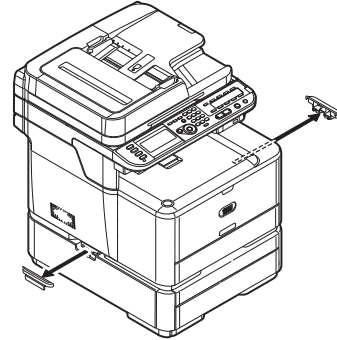


- 10** Close the top cover.

- 11** Close the scanner unit.

- 12** Remove the optional second tray unit from the main unit if it is installed.

Remove the lock parts and lift your machine, and then remove the second tray unit.



- 13** Protect your machine with packing materials.

- 14** Lift your machine and put it in a box.

! Note

- Use the packing materials attached to your machine when purchased.
- Remove the vinyl tape to secure the image drum unit and toner cartridges after transporting or when reinstalling.

9. Appendix

This chapter explains the specifications of your machine and information on consumables and optional components.

● Specifications

MFP Model	Model Number
MC361dn	N34306B
MC561dn	N34307B













■ General Specifications

		MC361dn	MC561dn
CPU		<ul style="list-style-type: none"> ● Printer controller PowerPC464 , 400 MHz ● Scanner controller ARM9 max 266 MHz 	
Memory	Resident	<ul style="list-style-type: none"> ● Printer controller 256 MB ● Scanner controller 128 MB 	
	Option	256 MB/512 MB	
Flash RAM	Printer Controller	NAND : 128 MB NOR : 8 MB Serial NOR : 512 KB	
	Scanner Controller	NAND : 64 MB NOR : 8 MB	
Storage Device		-	SD memory card <ul style="list-style-type: none"> ● Resident 4 GB ● Optional 16 GB
Weight		29 kg (including consumables)	
Dimensions		427(W) x 509(D) x 444(H) mm	
Power supply		220VAC - 240VAC, 50/60 Hz ± 2%	
Power consumption		<ul style="list-style-type: none"> ● Typical operation MC361dn : 500 W MC561dn : 570 W ● Idle MC361dn/MC561dn : 100 W ● Peak MC361dn/MC561dn : 1170 W ● Sleep mode MC361dn/MC561dn : Less than 1.5 W ● Power save mode MC361dn/MC561dn : Less than 20 W 	
Operating condition		<ul style="list-style-type: none"> ● Operating Temperature : 10 to 32°C, humidity : 20 to 80% RH ● Idle Temperature : 0 to 43°C, humidity : 10 to 90% RH 	
Interface		USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX	
Display		Graphics panel 84.1(W) x 33.6(H) mm, 320 x 128 dots	

Specifications

	MC361dn	MC561dn
Supported OS	<ul style="list-style-type: none"> ● Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows XP, Windows Server 2003, Windows 2000 ● Mac OS X 10.3.9-10.6 Please refer to the operating environment.	

■ Copier Specifications

	MC361dn	MC561dn
Document size	ADF	A6  , B5  , A5  , A4  , letter  , legal 13/13.5/14, executive 
	Document glass	A6  , B5  , A5  , A4  , letter  , executive 
First copy Time	Color	17 seconds (document glass, high resolution) 14 seconds (document glass, normal resolution)
	Mono	12 seconds (document glass, high resolution)
Copies	Up to 99	

■ Fax Specifications

	MC361dn	MC561dn
Compatibility	ITU-T G3/Super G3	
Compression method	MH, MR, MMR, JBIG	
Modem speed	Up to 33.6 Kbps	
Lines	PSTN, PBX Line	
Line interface	RJ11 x 2 (Line/TEL)	
Document size	ADF	A4, letter, legal 13/13.5/14
	Document glass	A4, letter
Transmission speed	3 seconds/page (ITU-T, MMR, 200 x 100 dpi)	
Stored document memory size	4 MB	
Storage document capacity	Up to 200 pages (ITU-T, MMR, 200 x 100 dpi)	
Resolution	<ul style="list-style-type: none"> ● Standard 8 x 3.85 line/mm ● Fine 8 x 7.7 line/mm ● Photo 8 x 7.7 line/mm ● ExFine 8 x 15.4 line/mm 	

■ PC Fax Specifications

	MC361dn	MC561dn
Compatibility	EIA-592 Class 2 Extended AT Command	
Interface	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX	
Supported OS	Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows XP, Windows Server 2003, Windows 2000	

■ Internet Fax Specifications

	MC361dn	MC561dn
Communication protocol	SMTP, POP3, MIME	
File format	TIFF	

■ Scanner Specifications

	MC361dn	MC561dn
Scanner type	Document Glass with ADF function	
Image sensor	Color CIS	
Light source	LED	
Document thickness	ADF	60 to 105 g/m ² (16 to 28 lb)
	Document glass	20 mm
ADF document capacity	50 sheets (80 g/m ²)	
Scanning area	ADF	105 x 148 - 215.9 x 355.6 mm (4.13 x 5.8 - 8.5 x 14 inches)
	Document glass	105 x 148 - 215.9 x 296.9 mm (4.13 x 5.8 - 8.5 x 11.69 inches)
Scanning speed	Color	Approx. 3 seconds/page (A4, 300 x 300 dpi, document glass/ADF simplex)
	Mono	Approx. 2 seconds/page (A4, 300 x 300 dpi, document glass/ADF simplex)

■ Scan To E-mail Specifications

	MC361dn	MC561dn
Communication protocol	SMTP, POP3, MIME	
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS (color/grayscale only)	
Mail server authentication	SMTP-AUTH, POP3	
Supported mail server application	Lotus Domino Mail Server 5.0, Microsoft Exchange 2000 Server, Red Hat 7.0 Sendmail	
Supported LDAP server	Windows Server 2008 Active Directory, Windows Server 2003 Active Directory, Windows 2000 Server Active Directory, Lotus Notes/Domino 7.0	
Supported mail application	Microsoft Office Outlook 2000, Microsoft Outlook Express 5.0/6.0, Windows Mail (Windows Vista), Windows Live Mail, Mail (MAC built-in application), Lotus Notes/Domino R5	

■ Scan To Network PC Specifications

	MC361dn	MC561dn
Communication protocol	FTP, HTTP, CIFS	
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS	

■ Scan To USB Memory Specifications

	MC361dn	MC561dn
Connectivity interface	USB2.0 Host IF	
Storage device	USB memory (Up to 32 GB) Not all USB memory products are guaranteed to work.	
Supported file system	FAT12, FAT (FAT16), FAT32	
File format	PDF (supported Encryption), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS	

■ Scan To Local PC Specifications

	MC361dn	MC561dn
Communication protocol	Windows	TWAIN, WIA
	Mac OS X	TWAIN, ICA
File format	PDF, TIFF, JPEG, BMP, PCX, GIF, TGA, PNG, WMF, EMF	

■ Printing Specifications

	MC361dn	MC561dn
Printing method	Dry electrophotographic recording method with LED (Light-emitting diode)	
Emulation T	PCL6 (XL3.0 and PCL5c), PostScript 3	
Resident fonts	PCL: 86 european fonts PS: 80 european fonts	
Resolution	600 x 600 dpi, 600 x 1200 dpi, 600 x 600 dpi 2bit	
Color	Yellow, magenta, cyan, black	
Print speed (A4)	<ul style="list-style-type: none"> ● Color Simplex: 22 ppm Duplex: 12 ppm ● Mono Simplex: 24 ppm Duplex: 13 ppm ● 600 x 600 x 2 bit 22 ppm 	<ul style="list-style-type: none"> ● Color Simplex: 26 ppm Duplex: 14 ppm ● Mono Simplex: 30 ppm Duplex: 16 ppm ● 600 x 600 x 2 bit 22 ppm
First print out time	Standby	<ul style="list-style-type: none"> ● Color 9 seconds ● Mono 8.5 seconds
	Power save	Less than 41 seconds
Paper size	Tray1	Legal 13/13.5/14, letter, executive, A4, A5, B5, A6, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)
	Tray2 (Optional)	Legal 13/13.5/14, letter, executive, A4, A5, B5, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)
	MP Tray	Legal 13/13.5/14, letter, executive, A4, A5, B5, A6, C5, DL, Com-9, Com-10, Monarch, index card (3 x 5 inch), photo size (4 x 6 inch/5 x 7 inch), custom size, banner up to 52 inch, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm)
	Duplex Printing	Legal 13/13.5/14, letter, executive, A4, A5, B5, 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), Custom size
	Custom size	<ul style="list-style-type: none"> ● Tray 1 105 x 148-216 x 356 mm (4.1 x 5.8-8.5 x 14 inches) ● Tray 2 (optional) 148 x 210-216 x 356 mm (5.8 x 8.3-8.5 x 14 inches) ● MP tray 64 x 127-216 x 1321 mm (2.5 x 5-8.5 x 52 inches)
Media type	Standard paper (64 g/m ² - 220 g/m ²), envelopes, label.	

	MC361dn	MC561dn
Feeding method	Automatic feeding from the tray 1, MP tray and tray 2 (optional), Manual feeding from MP tray	
Paper loading capacity	<ul style="list-style-type: none"> ● Tray 1 250 sheets of Standard paper /80 g/m², total thickness 25mm or lower. ● MP tray 100 sheets of Standard paper /80 g/m² and total thickness 10mm or lower, 10 envelopes/ weight of 85 g/m². ● Tray 2 (optional) 530 sheets of Standard paper /80 g/m², total thickness 53 mm or lower. 	
Output method	Face up/Face down	
Paper output capacity	<ul style="list-style-type: none"> ● Face up 100 sheets (less than 80 g/m²), 10 sheets (ultra-heavy/envelopes) ● Face down 150 sheets (less than 80 g/m²) 	
Print guaranteed area	6.35 mm or more from the paper edge (not applicable to special media such as envelopes)	
Print precision	Print beginning:± 2 mm, paper skew:± 1 mm/100 mm, image expansion:± 1 mm/100 mm (80 g/m ²)	
Warm-up time	<ul style="list-style-type: none"> ● From power on Less than 60 seconds ● From power save mode Less than 32 seconds 	
Usage Environment Conditions	<ul style="list-style-type: none"> ● When in operation 10~32°C / Relative Humidity of 20~80% (maximum wet bulb temperature of 25°C, maximum dry bulb temperature of 2°C) ● When not in operation 0~43°C / Relative Humidity of 10~90% (maximum wet bulb temperature of 26.8°C, maximum dry bulb temperature of 2°C) 	
Conditions for the guarantee of print quality	Temperature 10°C, humidity 30 to 73% RH/temperature 32°C, humidity 30 to 54% RH/humidity 30% RH, temperature 10 to 32°C/humidity 80% RH, temperature 10 to 27°C/color printing, temperature 17 to 27°C/humidity 50 to 70% RH	
Consumables, Maintenance Unit	Toner cartridges, image drum unit, belt unit, fuser unit	

■ Print From USB Memory Specifications

	MC361dn	MC561dn
Interface	USB 2.0 (High Speed) Host IF	
Storage device	USB memory (Up to 32 GB) Not all USB memory products are guaranteed to work.	
Supported file system	FAT12, FAT (FAT16), FAT32	
File format	PDF (v1.7, Does not support encrypted PDF), JPEG, TIFF (TIFF 6.0 Baseline), PRN (PS/PCL)	

■ Network Specifications

	MC361dn	MC561dn
Interface	Ethernet 10BASE-T/100BASE-TX	
Protocol	TCP/IPv4, TCP/IPv6, SMTP, POP3, HTTP, SNMPv1/v3, DHCP, DNS, LPR, Port9100, BOOTP, ARP, FTP, CIFS, LDAP, SLP, Bonjour (Rendezvous), Web Services Discovery (WSD), NetWare, EtherTalk, NetBEUI	
Supported browsers	Microsoft IE 6.0 or later, Safari 3 or later, Firefox 3.0 or later	

● About Consumables and Optional Components

For information about the following consumables and optional components, refer to your local supplier.

Product name	Model name	Description
Toner Cartridge Black	44469818	Standard toner cartridges
Toner Cartridge Yellow	44469755	
Toner Cartridge Magenta	44496756	
Toner Cartridge Cyan	44469757	
Toner Cartridge Black (High capacity)	44469806	High-capacity toner cartridges (for MC561dn only)
Toner Cartridge Yellow (High capacity)	44469725	
Toner Cartridge Magenta (High capacity)	44469726	
Toner Cartridge Cyan (High capacity)	44469728	
Image drum unit	44494203	Image drum unit (4-color 1-piece)
Belt unit	44472203	Belt unit
Fuser unit	44472604	Fuser unit
Second Tray Unit	44472103	Used to load more paper.
256MB RAM	44302203	Used to increase memory.
512MB RAM	44302207	Used to increase memory.
SD Memory Card (for MC561dn only)	44301003	This SD memory card is 16 GB. Used to increase memory. (4 GB SD memory card is preinstalled on MC561dn.)

! Note

- In order for the consumables and options to have their full performance, please use original Oki Data consumables. If you use consumables other than original Oki Data ones, the print quality may start to decrease and the full performance may not be realized. If you use consumables other than Oki original ones and a fault occurs, dealing with it will be charged for, regardless of whether it is in the free fault service period. (This is not for all faults occurring with non-original Oki Data consumables, however, please carefully bear this in mind when using them.)
- Toner cartridges or image drum units that have been opened for more than one year reduce print quality. Prepare new ones in advance.
- Do not open any of the consumable's packages until you are ready to use them.
- Store consumables and optional components in an environment of between 0 and 35°C and in an ambient humidity of between 20 and 85% RH, and away from direct sunlight.
- Please do not store in a place where the surrounding temperature or humidity is too high, or where they change rapidly.
- Store consumables and optional components where children cannot reach them.

● Basic steps in Windows

These are the steps for displaying the driver setting window from [**Printer**] / [**Printer and FAX**] folder for Windows OS used for examples in this manual other than Windows 7.



- The steps for Windows Server 2008 R2 are the same as for Windows 7.
- If you have multiple drivers installed, the icons for each driver are displayed in the [**Printer**] / [**Printer and FAX**] folder. Please follow the below steps using the drivers you want to set/check. Please follow the below steps using the drivers you want to set/check.

Displays the Property screen

■ For Windows Vista/Windows Server 2008

- 1 Click [**Start**], and select [**Control Panel**] > [**Printer**].
- 2 Right-click on the OKI MC561 icon, and select [**Properties**].

■ For Windows XP/Windows Server 2003

- 1 Click [**Start**], and select [**Printers and Faxes**] .
- 2 Right-click on the OKI MC561 icon, and select [**Properties**].

■ For Windows 2000

- 1 Click [**Start**], and select [**Settings**] > [**Printers**].
- 2 Right-click on the OKI MC561 icon, and select [**Properties**].

Displays the printer setting screen

■ For Windows Vista/Windows Server 2008

- 1 Click [**Start**], and select [**Control Panel**] > [**Printer**].
- 2 Right-click on the OKI MC561 icon, and select [**Printing Preferences**].

■ For Windows XP/Windows Server 2003

- 1 Click [**Start**], and select [**Printers and Faxes**].
- 2 Right-click on the OKI MC561 icon, and select [**Printing Preferences**].

■ For Windows 2000

- 1 Click [**Start**], and select [**Settings**] > [**Printers**].
- 2 Right-click on the OKI MC561 icon, and select [**Printing Preferences**].

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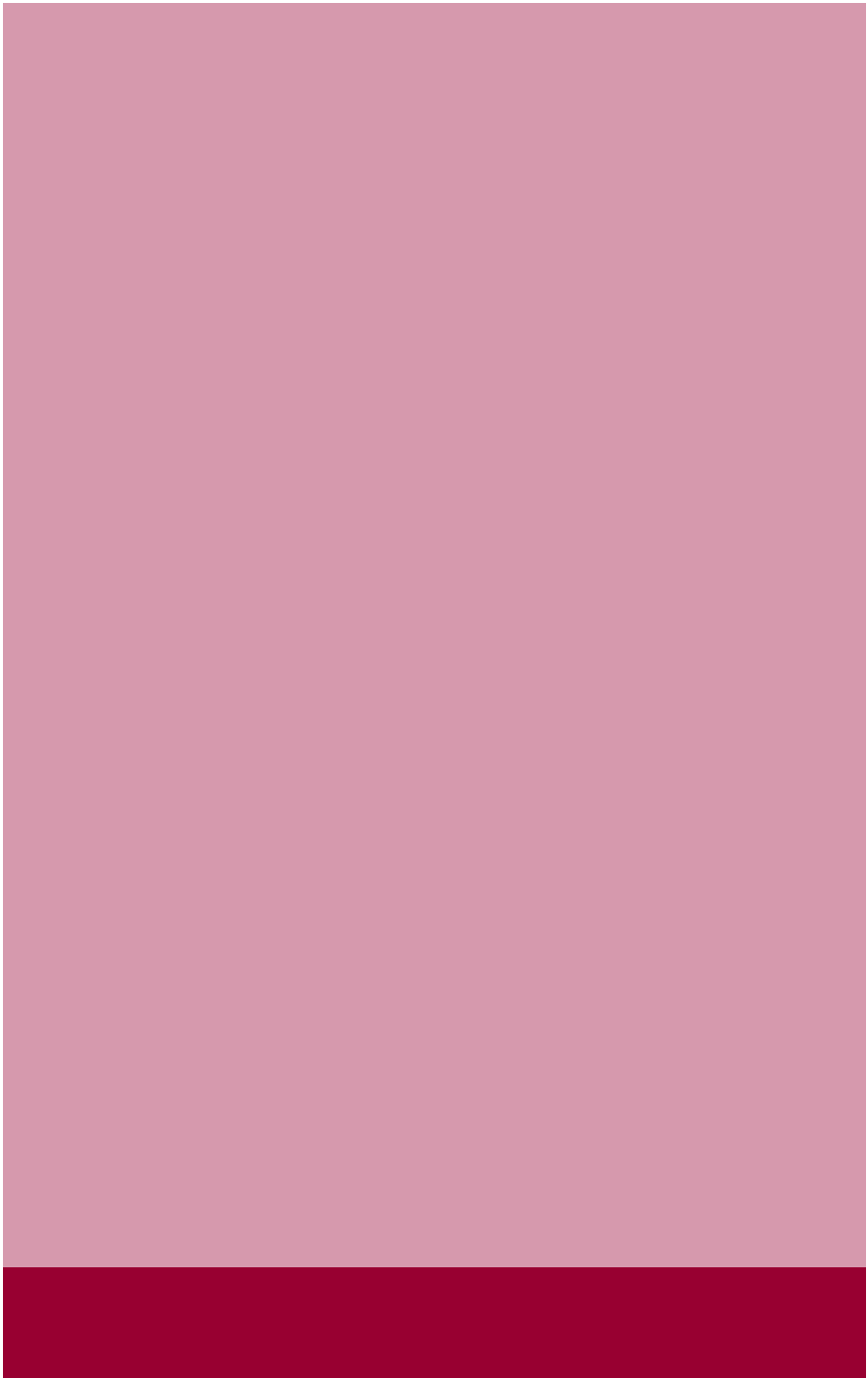
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