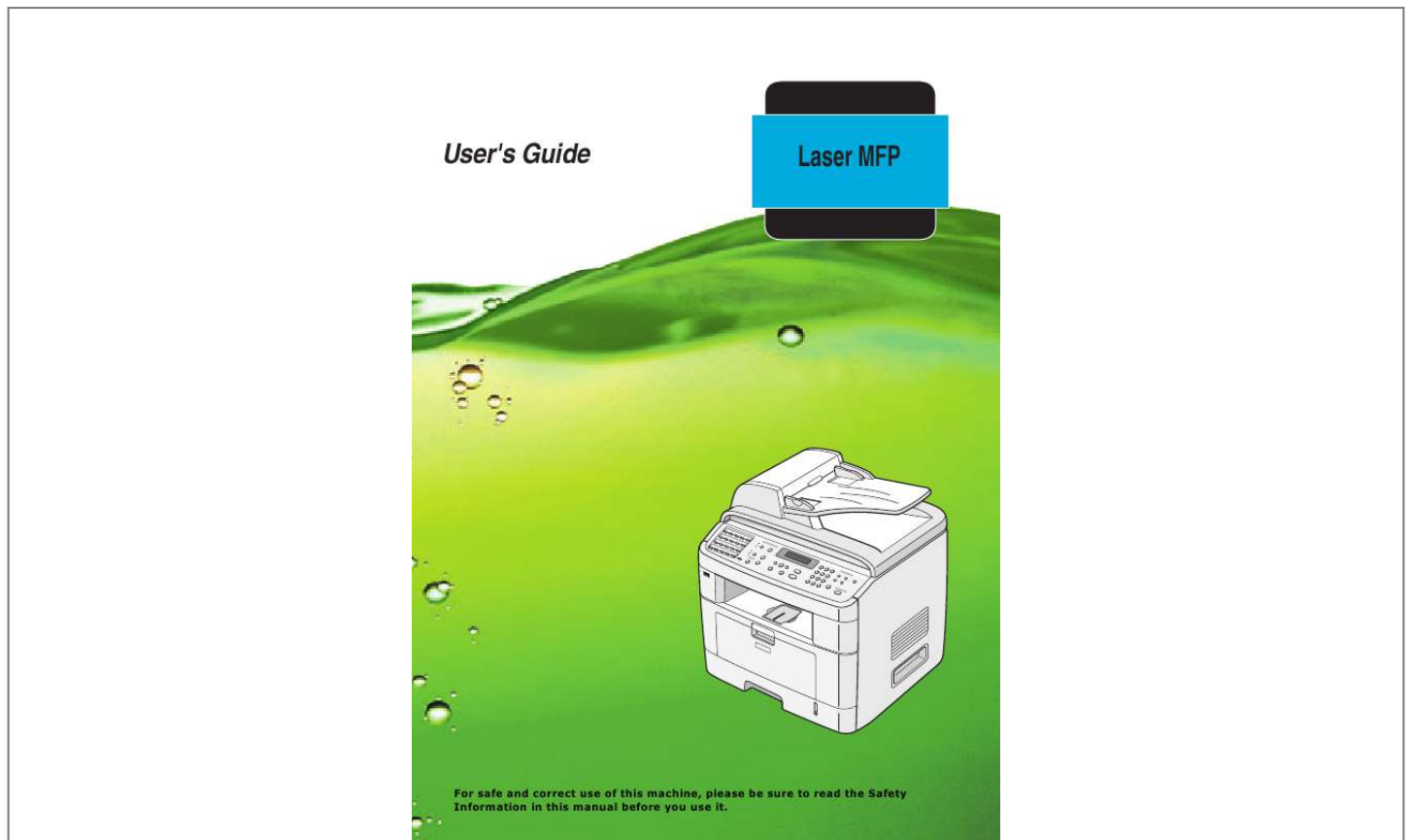




Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO FX-200. You'll find the answers to all your questions on the RICOH AFICIO FX-200 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH AFICIO FX-200
User guide RICOH AFICIO FX-200
Operating instructions RICOH AFICIO FX-200
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Instruction manual RICOH AFICIO FX-200



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Manual abstract:

SmarThru also lets you access scanned images that you can then email from your computer. Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect incidental or consequential damages as a result of handling or operating the machine. Copyright © 2005. · Centronics is a trademark of Centronics Data Computer Corporation. · IBM and IBM PC are trademarks of International Business Machines Corporation. · PCL and PCL 6 are trademarks of Hewlett-Packard company. · Microsoft, Windows, Windows 98, Windows Me, Windows 2000, Windows NT 4.0, and Windows XP are registered trademarks of Microsoft Corporation. · TrueType is trademark of Apple Computer, Inc. · Adobe® , Adobe PhotoDeluxe and Adobe Photoshop are registered trademarks of Adobe Systems Incorporated. · All other brand or product names are trademarks of their respective companies or organizations. i Safety Information When using this machine, the following safety precautions should always be followed. Safety During Operation In this manual, the following important symbols are used: WARNING: Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury. CAUTION: Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

WARNING: · Connect the power cord directly into a wall outlet and never use an extension cord. · Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged. · To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual. · Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs: · You spill something into the machine. · You suspect that your machine needs service or repair.

· The external housing of your machine has been damaged. · Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame. · Disposal can take place at our authorized dealer. · Dispose of the used toner bottle in accordance with the local regulations. · Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur. ii CAUTION: · Protect the machine from dampness or wet weather, such as rain and snow. · Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.

· When you disconnect the power plug from the wall outlet, always pull the plug (not the cable). · Do not allow paper clips, staples, or other small metallic objects to fall inside the machine. · Keep toner (used or unused) and toner bottle out of the reach of children. · Be careful not to cut yourself on any sharp edges when you reach inside the product to remove misfed sheets of paper or masters. · For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer. · The inside of the machine could be very hot. Do not touch the parts with a label indicating the " ". Otherwise, an injury might occur. Power Supply The socket-outlet shall be in stalled near the product and shall be easily accessible.

Ozone Safety This product generates ozone during operation. Normally, the ozone level is safe for operators. If ozone odor may appear, ventilate the room. For Fax or Telephone When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following; Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool. Avoid using a telephone during an electrical storm.

There may be a remote risk of electric shock from lightning. Do not use a telephone in the vicinity of a gas leak to report the leak. Use only No. 26 AWG or larger telecommunication line cord. SAVE THESE INSTRUCTIONS Laser Safety: This equipment is considered a class I laser device. This equipment contains a 5 milliwatt, 770795 nanometer wavelength, AlGaAs laser diode. The following marking is attached on the back of the equipment. Caution: Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. iii For North America CDRH Regulations This equipment complies with requirements of 21 CFR subchapter J for class I laser products. This equipment contains a 5 milliwatt, 770-795 nanometer wavelength, AlGaAs laser diode. This equipment does not emit hazardous radiation, since the beam is totally enclosed during all customer modes of operation and maintenance. Caution: Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. Mercury Safety LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS. For details see lamprecycle.org, etae.

org, or call 1-800-336-MSDS (6737) iv Declaration of Conformity Notice to Users in EEA Countries This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity. Notice to Users Accessing Analog PSTN in EEA Countries This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance. Aficio FX200/D5m520pf/AC120/Aficio FX200L/D5m520pfl/AC120L : The CE declaration of Conformity is available on the Internet at URL : http://www.ricoh.co.jp/fax/ce_doc IS 2020S : The CE declaration of Conformity is available on the Internet at URL : <http://www.dankainternational.com/fax> Correct Disposal of This Product (Waste Electrical & Electronic Equipment) (Applicable in the European Union and other European countries with separate collection systems) This marking shown on the product or its literature, indicates that it should not be disposed with other household wastes at the end of its working life. To prevent possible harm to the environment or human health from uncontrolled waste disposal, please separate this from other types of wastes and recycle it responsibly to promote the sustainable reuse of material resources.



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Household users should contact either the retailer where they purchased this product, or their local government office, for details of where and how they can take this item for environmentally safe recycling. Business users should contact their supplier and check the terms and conditions of the purchase contract.

This product should not be mixed with other commercial wastes for disposal.

v Positions of Labels and Hallmarks for WARNING and CAUTION Labels This machine has labels for WARNING and CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated. *This label is stuck to hot surfaces. Be careful not to touch these areas.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch: means POWER ON.

means POWER OFF. vi NOTICE Note to users in the United States of America Notice: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures: · Reorient or relocate the receiving antenna. · Increase the separation between the equipment and receiver. · Connect the equipment into an outlet on a circuit different from that to which the receiver is connected. · Consult the dealer or an experienced radio /TV technician for help. Caution Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Notice about the Telephone Consumer Protection Act (Valid in USA only). The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your FAX machine, refer to "Setting the Machine ID" in this manual. Follow the steps provided there to enter the business identification and telephone number of the terminal or business. This information is transmitted with your document by the FAX HEADER feature. In addition to the information, be sure to program the date and time into your machine. vii USA FCC Requirements 1. This equipment complies with Part 68 of the FCC rules and requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXXX.

If requested, this number must be provided to the telephone company. 2. This equipment uses the RJ11C USOC jack. 3. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for detail. 4. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). 5.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right t

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You can: Print with excellent quality and speed · You can print up to 1200 dpi [Best]. See page 4.8. · Your machine prints A4-sized paper at up to 20 ppm and letter-sized paper at up to 22 ppm (pages per minute). Handle paper flexibly · Multipurpose Tray supports letterhead, envelopes, labels, transparencies, custom-sized materials, postcards, and heavy paper.

A 50-sheet Multipurpose Tray supports plain paper. · The Standard 250-sheet input tray (Tray1) and optional 250-sheet input tray (Tray2) supports A4/letter-sized paper. Create professional documents · Print Watermarks. You can customize your documents with words, such as "Confidential." See page 4.18. · Print Posters. The text and pictures of each page of your document are magnified and printed across the sheet of paper and taped together to form a poster. See page 4.14.

Save time and money · You can print multiple pages on one single sheet of paper to save paper. · You can use preprinted forms and letterhead on plain paper. See "Using Overlays" on page 4.21 · This machine automatically conserves electricity by substantially reducing power consumption when not printing. 1.2

INTRODUCTION · International ENERGY STAR® Office Equipment Program The International ENERGY STAR® Office Equipment Program encourages energy conservation by promoting energy efficient computers and other office equipment. The program backs the development and dissemination of products that feature energy saving functions. It is an open program in which manufacturers participate voluntarily. Targeted products are computers, monitors, printers, facsimiles, copiers, scanners, and multifunction devices. Energy Star standards and logos are internationally uniform.

Expand the machine capacity · This machine has 32 MB of memory which can be expanded to 160 MB. · You can install an optional 250-sheet tray in your machine. This tray reduces how often you have to add paper to the machine. · A Network interface enables network printing. Print in various environments · You can print in Windows 98/Me/NT 4.

0/2000/XP. · Your machine comes with both the USB and Parallel interface.



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The Parallel interface is available depending on your country. · You can also use a Network interface. Use a USB flash drive If you have a USB flash drive, you can use it in various ways with your machine.

· You can scan documents and save them on the USB flash drive. · You can directly print data stored on the USB flash drive. · You can manage the USB flash drive. · You can back up data and restore backup files to the machine's memory. 1 INTRODUCTION 1.3 Understanding Component Locations These are the main components of your machine: Front View Document Cover Document Guides Automatic Document Feeder Document Input Tray Document Output Tray USB Flash Drive Port Document Glass Control Panel Front Output Tray (Face Down) Front Door Toner Cartridge Paper Output Extension Paper Level Indicator Paper Tray (Tray 1) Multipurpose Tray Optional Paper Tray (Tray 2) 1.4 INTRODUCTION Rear View 1 Rear Door Control Board Cover Rear Output Slot (Face Up) Power Switch AC Power Cord Connector Network Port Parallel Connector USB Connector Line Jack EXT Jack Tray 2 Cable Connector INTRODUCTION 1.5 Control Panel Functions Copy Lighten Normal Darken Special Copy Darkness No. of Copies Facsimile Resolution Broadcasting Facsimile Phone Book Redial/Pause Original Type Text Text/Photo Photo Enter Clear/Stop On Hook Dial Symbols Scanner Shift Scan-to Reduce/Enlarge Menu Upper Level Start Direct Print 1 Shift Allows you to store frequently-dialed fax numbers and dial them with the touch of a few buttons. Allows you to shift the one-touch buttons to the numbers 21 through 40.

Allows you to access a list of your PC software programs that an image can be scanned to. You must create the scan list using the Printer Settings Utility provided with this machine. Also allows you to scan and save documents in a USB flash drive, and manage it when it is inserted into the USB port of your machine. See Chapter 10, Installing a USB Flash Drive. Adjusts the brightness of the documents for the current copy job. Selects the document type for the current copy job. Selects the number of copies. Allows you to use special copy features, such as Clone, Collation, Auto Fit, 2 Sides on 1 page, 2/4 Up (multiple pages on a sheet), and Poster copying. Makes a copy smaller or larger than the original. Displays the current status and prompts during an operation. Turns on when the toner cartridge is empty. 2 S c a n n e r Scan-to Darkness Original Type 3 C O P Y No. of Copies Special Copy Reduce/Enlarge 4 5 Uses to scroll through the available options for the selected menu item. 1.6 INTRODUCTION Enter Confirms the selection on the display. Enters Menu mode and scrolls through the menus available. Sends you back to the upper menu level. Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies. Starts a job. Dials a number or enters alphanumeric characters. 1 Menu Upper Level 5 Clear/Stop Start 6 Symbols Facsimile Allows you to enter fax number, and shows memory status and fax reception mode. Adjusts the resolution of the documents for the current fax job. Allows you to send a fax to multiple destinations. Allows you to store frequently-dialed fax numbers as one or two-digit speed dial or group dial numbers for automatic dialing and edit the stored numbers. Also allows you to print a Phone Book list. In Standby mode, redials the last number or in Edit mode, inserts a pause into a fax number. Engages the telephone line. Allows you to directly print files stored on a USB flash drive when it is inserted into the USB port in the front of your machine. Resolution Broadcasting 7 F A X Phone Book Redial/Pause On Hook Dial 8 Direct Print INTRODUCTION 1.

7 MEMO 1.8 INTRODUCTION 2 GETTING STARTED This chapter gives you step-by-step instructions for setting up your machine. This chapter includes: · Setting Up Your Machine Unpacking Installing the Toner Cartridge Loading Paper Making Connections Turning the Machine On · Setting Up the Machine System Changing the Display Language Setting the Machine ID Setting the Date and Time Setting the Paper Size and Type Setting Sounds Using the Save Modes · Installing Software About the Software Installing the Software in Windows Repairing Software Removing Software Using the Set IP Using the Printer Settings Utility Setting Up Your Machine Unpacking 1 Remove the machine and all accessories from the packing carton. Make sure that the machine has been packed with the following items: Starter Toner Cartridge AC Power Cord* Telephone Line Cord* (for North America and China only) Quick Install Guide Control Panel Guide Safety Information CD-ROM** Brand plaque*** *The appearance of the power cord and the telephone line cord may differ depending on your country's specifications. **The CD-ROM contains the printer drivers, the Scanner drivers, the Set IP, the Printer Settings Utility, the SmarThru software, the user's guide, and the Adobe Acrobat Reader program. ***May already be affixed to the machine in some regions. NOTES: · Components may differ from country to country. · You should use the telephone line cord which is supplied with your machine. If you are replacing it with another vendor's, it should be AWG #26 or lower gauge. · Power cord must be plugged into a grounded power socket.

2.2 GETTING STARTED 2 Remove the packing tape from the front, back, and sides of the machine. 2 Tape 3 Gently pull the scan lock label until it comes away from the machine. This will pull the scanner locking switch into the FORWARD (Unlocked) position automatically. Scan Lock Label NOTE: When you are moving the machine or do not intend to use it for a long period of time, move the scanner locking switch BACKWARD to the lock position, as shown. To scan or copy a document, the switch must be unlocked. GETTING STARTED 2.3 Selecting a Location Select a level, stable place with adequate space for air circulation. Allow extra space for opening doors and trays. The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity.

Do not set the machine close to the edge of your desk or table. Clearance Space · Front: 482.6 mm (enough space so that the paper tray can be removed) · Back: 100 mm (enough space for ventilation) · Right: 100 mm · Left: 100 mm (enough space for ventilation) 2.4 GETTING STARTED Installing the Toner Cartridge 1 Open the front door. 2 2 Remove the starter toner cartridge from its bag. Gently roll the cartridge 5 or 6 times to distribute the toner. Thoroughly rolling the cartridge will assure maximum copies per cartridge.



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NOTES: · If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric. · To prevent damage, do not expose the toner cartridge to light for more than a few minutes.

Cover it with a piece of paper, if left exposed for more than a few minutes. · Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area. GETTING STARTED 2.5 3 Hold the toner cartridge by the handle. Slowly insert the cartridge into the opening in the machine. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place completely. Groove Tab 4 Close the front door. Make sure that the door is securely closed. NOTE: When printing text at 5% coverage, you can expect a toner cartridge life of approximately 5,000 or 3,500 pages.

(3,500 pages for the toner cartridge that is shipped with the machine.) 2.6 GETTING STARTED Loading Paper The paper tray can hold a maximum of 250 sheets of 20 lb plain paper. To load a stack of Letter-sized paper: 2 1 Pull open the paper tray and remove it from the machine. 2 Fan the edges of the paper stack to separate the pages.

Then tap the stack on a flat surface to even it up. 3 Insert the paper stack into the paper tray with the side to be printed on facing down. NOTE: If you want to load a different sized paper, you need to adjust the paper guides. For details, see page 2.9.

GETTING STARTED 2.7 4 Pay attention to the paper limit mark on both inside walls of the tray. Paper overloading may cause paper jams. 5 Insert and slide the paper tray back into the machine. NOTE: After you load paper, you need to set up your machine for the paper type and size you loaded. See page 2.21 for copying and faxing, or page 4.6 for PC-printing. The settings made from the printer driver override the settings on the control panel. 2.

8 GETTING STARTED Changing the Size of the Paper in the Paper Tray To load longer sizes of paper, such as Legal-sized paper, you need to adjust the paper guides to extend the paper tray. 1 After pressing and unlatching the guide lock, slide the paper length guide out completely to extend the paper tray to its full length. 2 2 After inserting paper into the tray, squeeze the length guide and slide it until it lightly touches the end of the paper stack. For paper smaller than Letter size, adjust the front paper length guide so that it lightly touches the paper stack. GETTING STARTED 2.9 3 Squeeze the width guide, as shown and slide it to the stack of paper until it lightly touches the side of the stack. NOTES: · Do not push the paper width guide far enough to cause the materials to warp. · If you do not adjust the paper width guide, it may cause paper jams. 2.10 GETTING STARTED Making Connections 1 Plug one end of the telephone line cord into the LINE jack on the machine and the other end into the wall jack.

2 To the wall jack If you want to use your machine to receive both faxes and voice calls, you will need to connect a telephone and/or answering machine to your machine. GETTING STARTED 2.11 NOTE: In the United Kingdom, if a three-wire type (SHUNT-wire, older equipment) telephone or answering machine is connected to the EXT jack on the machine, the external equipment will fail to ring when receiving an incoming call as the machine is designed to operate with the latest technology. To prevent this incompatibility, use two-wire (newer equipment) telephones or answering machines. 2.

12 GETTING STARTED 2 Connect a USB cable to the USB connector on your machine. 2 To the USB port on your computer If you want to use a parallel printer cable, purchase only an IEEE-1284 compliant parallel cable and connect it to the parallel connector on your machine. Push the metal clips down to fit inside the notches on the cable plug. To the parallel port on your computer NOTES: · You only need to connect one of the cables mentioned above. Do not use the parallel and the USB cables at the same time.

· If you are using a USB cable, you must be running Windows 98/ Me/2000/XP. GETTING STARTED 2.13 If you want to use a network cable, plug one end of the Ethernet cable (UTP cable with RJ.45 connector) into the Ethernet network port on the machine and the other end of the cable into a network LAN connection. To the network LAN connection NOTE: You can configure the network parameters using the control panel; see page A.4. 2.14 GETTING STARTED Turning the Machine On 1 Plug one end of the supplied three-pronged electrical cord into the AC socket on the machine and the other end into a properly grounded AC outlet. 2 2 Press the power switch to turn the machine on. "Warming Up Please Wait" appears on the display indicating that the machine is now on.

To the AC wall jack To view your display text in another language, see page 2.16. WARNING: The fuser area inside of the machine becomes very hot when in use. Take care not to burn your fingers when you access this area. GETTING STARTED 2.15 Setting Up the Machine System Changing the Display Language To change the language that displays on the control panel, follow these steps: 1 Press Menu until "Machine Setup" appears on the top line of the display. 2 Press the scroll button () until "Language" appears on the bottom line of the display. 3 Press Enter. The current setting appears on the bottom line of the display. 4 Press the scroll button () until the language you want appears on the display.

5 Press Enter to save the selection. 6 To return to Standby mode, press Clear/Stop. 2.16 GETTING STARTED Setting the Machine ID In some countries, you are required by law to indicate your fax number on any fax you send. The Machine ID, containing your telephone number and name (or company name), will be printed at the top of each page sent from your machine.

2 1 Press Menu until "Machine Setup" appears on the top line of the display. The first available menu item, "Machine ID," displays on the bottom line. 2 Press Enter. The display asks you to enter the fax number. If there is a number already set, the number appears.

3 Enter your fax number using the number keypad. NOTE: If you make a mistake while entering numbers, press the button to delete the last digit. 4 Press Enter when the number on the display is correct. The display asks you to enter an ID. 5 Enter your name or the company name using the number keypad. You can enter alphanumeric characters using the number keypad, and include special symbols by pressing the 0 button. For details on how to use the number keypad to enter alphanumeric characters, see "Entering Characters Using the Number Keypad" on page 2.18. If you want to enter the same letter or number in succession (e.



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SS, AA, 777), enter one digit, move the cursor by pressing the button and enter the next digit. If you want to insert a space in the name, you can also use the button to move the cursor to skip the position. 6 Press Enter when the name on the display is correct. 7 To return to Standby mode, press Clear/Stop.

GETTING STARTED 2.17 Entering Characters Using the Number Keypad As you perform various tasks, you need to enter names and numbers. For example, when you set up your machine, you enter your name (or your company's name) and telephone number. When you store one-, two-, or three-digit speed dial or group dial numbers, you may also enter the corresponding names. To enter alphanumeric characters: 1 When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display.

For example, to enter the letter O, press 6, labeled with "MNO." Each time you press 6, the display shows a different letter, M, N, O, and finally 6. You can enter special characters, such as space, plus sign, and etc.. For details, see "Keypad Letters and Numbers" on page 2.

19. O Symbols 2 To enter additional letters, repeat step 1. If the next letter is printed on the same button, move the cursor by pressing the button and then press the button labeled with the letter you want. The cursor will move to the right and the next letter will appear on the display. You can enter a space by pressing 1 twice.

3 When you finish entering letters, press Enter. 2.18 **GETTING STARTED Keypad Letters and Numbers Key 1 2 3 4 5 6 7 8 9 0 Assigned numbers, letters, or characters** 1 A D G J M P T W + Space B E H K N Q U X C F I L O R V Y , 2 3 4 5 6 S 8 Z . 9 ' / * # & 0 7 2 **Changing Numbers or Names** If you make a mistake while entering a number or name, press the button to delete the last digit or character. Then enter the correct number or character. Inserting a Pause

With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up one-touch or speed dial numbers. To insert a pause, press Redial/Pause at the appropriate place while entering the telephone number. A "-" appears on the display at the corresponding location.

GETTING STARTED 2.19 Setting the Date and Time The current date and time are shown on the display when your machine is on and ready to work. For this machine, all of your faxes will have the date and time printed on them. NOTE: If power to the machine is cut off, you need to reset the correct time and date once the power has been restored. 1 Press Menu until "Machine Setup" appears on the top line of the display. 2 Press the scroll button (or) to display "Date & Time" on the bottom line and press Enter. 3 Enter the correct time and date using the number keypad. Month Day Year Hour Minute = 01 ~ 12 = 01 ~ 31 = requires four digits = 01 ~ 12 (12-hour mode) 00 ~ 23 (24-hour mode) = 00 ~ 59 NOTE: The date format may differ from country to country. You can also use the scroll button (or) to move the cursor under the digit you want to correct and enter a new number. 4 To select "AM" or "PM" for 12-hour format, press the button or any number button.

or When the cursor is not under the AM or PM indicator, pressing the or button immediately moves the cursor to the indicator. You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see page 2.

21. 5 Press Enter when the time and date on the display is correct. When you enter a wrong number, the machine beeps and does not proceed to the next step. If this happens, just reenter the correct number. 2.

20 **GETTING STARTED Changing the Clock Mode** You can set your machine to display the current time using either a 12-hour or 24-hour format. 1 Press Menu until "Machine Setup" appears on the top line of the display. 2 2 Press the scroll button (or) until you see "Clock Mode" on the bottom line and press Enter. The clock mode currently set for the machine displays. 3 Press the scroll button (or) to select the other mode and then press Enter to save the selection. 4 To return to Standby mode, press Clear/Stop. **Setting the Paper Size and Type** After loading paper in the paper tray, the standard Tray1, Multipurpose tray, or optional Tray2, you need to set the paper size and type using the control panel buttons. These settings will apply to copy and fax modes. For PC-printing, you need to select the paper size and type in the application program you use on your PC. 1 Press Menu.

The display shows "Paper Setting" on the top line of the display. 2 Press the scroll button (or) to display "Paper Size" on the bottom line and press Enter to access the menu item. The first item, "Tray Paper," displays on the bottom line. If the optional Tray 2 is installed, "Tray1 Size" displays on the bottom line. 3 Use the scroll button (or) to select the paper tray you want to use and press Enter. 4 Use the scroll button (or) to find the paper size you are using and press Enter to save it. 5 Press Upper Level. **GETTING STARTED 2.21** 6 Press the button to scroll to "Paper Type" and press Enter to access the menu item. 7 Use the scroll button (or) to find the paper type you are using and press Enter to save it.

8 To return to Standby mode, press Clear/Stop. **Setting Sounds** You can control the following sounds: · Speaker: You can turn on or off the sounds from the telephone line through the speaker, such as the dial tone or a fax tone. With this option set to "Comm." the speaker is on until the remote machine answers. · Ringer: You can adjust the ringer volume.

· Key Sound: With this option set to "On", a key tone sounds each time a key is pressed. · Alarm Sound: You can turn the alarm sound on or off. With this option set to "On" an alarm tone sounds when an error occurs or fax communication ends. · You can adjust the volume level using the On Hook Dial button. Speaker, Ringer, Key Sound, and Alarm Sound 1 Press Menu until "Sound/Volume" appears on the top line of the display.

2 Press the scroll button (or) to scroll through the options. Press Enter when you see the desired sound option. 3 Press the scroll button (or) to display the desired status or volume for the option you have selected. You will see the selection on the bottom line of the display. For the ringer volume, you can select "Off," "Low," "Med," and "High." Setting "Off" means that the ringer does not sound. The machine works normally even if the ringer is turned off. 2.22

GETTING STARTED 4 Press Enter to save the selection.



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The next sound option appears.

5 If necessary, repeat steps 2 through 4. 6 To return to Standby mode, press Clear/Stop. 2 Speaker Volume 1 Press On Hook Dial. A dial tone sounds from the speaker. 2 Press the scroll button (or) until you hear the volume you want. The display shows the current volume level. 3 Press On Hook Dial to save the change and return to Standby mode. NOTE: You can adjust the speaker volume only when the telephone line is connected. GETTING STARTED 2.23 Using the Save Modes Power Save Mode Power Save mode allows your machine to reduce power consumption when it is not in actual use.

You can turn this mode on and select a length of time for which the machine waits after a job is printed before it switches to a reduced power state. 1 Press Menu until "Machine Setup" appears on top line of the display. 2 Press the scroll button (or) until "Power Save" appears on the bottom line. Press Enter. 3 Press the scroll button (or) to display "On" on the bottom line and press Enter.

Selecting "Off" means that the power save mode is deactivated. 4 Press the scroll button (or) until the time setting you want appears. The available options are 5, 10, 15, 30, and 45 (minutes). 5 Press Enter to save the selection. 6 To return to Standby mode, press Clear/Stop.

Scan Lamp Save Mode Scan Lamp Save mode allows you to save the scan lamp. The scan lamp under the document glass automatically turns off when it is not in actual use to reduce power consumption and extend the life of the lamp. The lamp automatically wakes up after some warm-up time when you start scanning. You can set the length of time for which the scan lamp waits after a scan job is completed before it switches to the power save mode. 1 Press Menu until "Machine Setup" appears on top line of the display. 2 Press the scroll button (or) until "Scan PWR Save" appears on the bottom line. Press Enter. 2.24 GETTING STARTED 3 Press the scroll button (or) until the time setting you want appears on the bottom line. The available time options are 0,

5, 1, 4, 8, and 12 (hours). 4 Press Enter to save the selection. 5 To return to Standby mode, press Clear/Stop. 2 GETTING STARTED 2.25 Installing Software About the Software You must install the printer software using the supplied CD-ROM after you have set up your machine and connected it to your computer. The CD-ROM provides you with the following software: Programs for Windows To use your machine as a printer and scanner in Windows, you must install the MFP driver. You can install selectively or all the following components: · Printer Driver- Use this driver to take full advantage of your printer's features. · Scanner Driver- TWAIN and Windows Image Acquisition (WIA) driver are available for scanning documents on your machine. · Printer Settings Utility- This program is automatically installed when you install the MFP driver. The Printer Settings Utility window provides the following tabs: Scan Settings, Phonebook, Printer, and Firmware Update.

For information about using the program, see page 2.48. · Network Scan Driver- Your machine use the Network Scan program for scanning images. For information about using the program, see page 6.12.

· Set IP- The Set IP can detect printers in the same network and display the network information. In addition, this application can configure the network information of the machine. In order to use this program, you have to install TCP/IP protocol in your PC. · Multi Direct Print Type S IPP port- The Multi Direct Print Type S IPP port is system component that enables you to print on IPP(Internet Printing Protocol) 1.1 compatible printers from Windows applications.

· SmarThru- It is the accompanying Windows-based software for your multifunctional machine. Allows you to edit a scanned image in many ways using a powerful image editor and to send the image by e-mail. You can also open another image editor program installed in your Windows, like Adobe PhotoShop, from SmarThru. For details, please refer to the onscreen help supplied on the SmarThru program. 2.26 GETTING STARTED Printer Driver Features Your printer drivers support the following standard features: · Paper source selection · Paper size, orientation and media type · number of copies · Toner Save · Print quality option · Multiple pages per sheet (N-up) · Fit to page printing · Scale printing · Different source for first page · Watermark · Overlay · TrueType fonts option 2 GETTING STARTED 2.27 Installing the Software in Windows System Requirements Before you begin, ensure that your system meets the minimum requirements. Item Operating system Requirements Windows 98/Me/NT 4.0/2000/XP Windows 98/ Me/NT 4.0/2000 Windows XP Windows 98/

0/2000 Windows XP Free disk space Internet Explorer Windows 98/ Me/NT 4.0/2000 Windows XP 5.0 or higher Pentium II 400 MHz or higher Pentium III 933 MHz or higher 64 MB or higher 128 MB or higher 300 MB or higher 1 GB or higher Pentium III 933 MHz Pentium IV 1 GHz 128 MB 256 MB 1 GB 5 GB 5.5 Recommended CPU RAM NOTES: · For Windows NT 4.0/2000/XP, the system administrator should install the software. · Printer driver does not support Windows 95. 2.28 GETTING STARTED Installing Software for Local Printing A local printer is a printer directly attached to your computer using the printer cable, such as a USB or parallel cable. If your printer is attached to a network, skip this step and see "Installing Software for Network Printing" on page 2.34.

You can install the printer software using the typical or custom method. NOTES: · Cancel the "New Hardware Found" window when your computer boots up. · Make sure that your machine is turned on and connected to your computer's parallel port or USB port before installing software. Windows NT 4.0 do not support the USB connection.

· Printer driver does not support Windows 95. 2 Typical Installation for local printing This is recommended for most users. All components (Printer Driver, Scanner Driver and Printer Settings Utility) necessary for printer operations will be installed. 1 Make sure that the printer is connected to your computer and powered on. 2 Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click Start and then Run. Type X:\setup.exe, replacing "X" with the letter which represents your drive and click OK. 3 Click Next. · If necessary, select a language from the drop-down list. GETTING STARTED 2.29 · Install SmarThru: Installs the SmarThru program. If you click to install SmarThru on this screen, page 2.41.

· View User's Guide: Allows you to view the User's Guide and Administrator Guide.



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If your computer doesn't have Adobe Acrobat, click on this option and it will automatically install Adobe Acrobat Reader for you. 4 Select Typical installation for a local printer. Click Next. NOTES: If your printer is not already connected to the computer, the following window will appear. After connecting the printer, click Next. If you don't want to connect the printer at this time, click Next, and No on the following screen. Then the installation will start and a test page will not be printed at the end of the installation. 5 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click Next. Otherwise, just click Next and skip to step 7. 2.30 GETTING STARTED 6 If the test page prints out correctly, click Yes. If not, click No to reprint it. 7 Click Finish.

2 NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Repairing Software" on page 2.43. Custom Installation for local printing You can choose individual components to install. 1 Make sure that the printer is connected to your computer and powered on. 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click Start and then Run. Type X:\setup.exe, replacing "X" with the letter which represents your drive and click OK. GETTING STARTED 2.31 3 Click Next. If necessary, select a language from the drop-down list. Install SmarThru: Installs the SmarThru program. If you click to install SmarThru on this screen, page 2.

41. View User's Guide: Allows you to view the User's Guide and Administrator Guide. If your computer doesn't have Adobe Acrobat, click on this option and it will automatically install Adobe Acrobat Reader for you. 4 Select Custom installation. Click Next. 5 Select your local printer and click Next. 2.32 GETTING STARTED NOTES: If your printer is not already connected to the computer, the following window will appear. 2 After connecting the printer, click Next. If you don't want to connect the printer at this time, click Next, and No on the following screen.

Then the installation will start and a test page will not be printed at the end of the installation. 6 Select the components to be installed and click Next. 7 After the installation is finished, a window asking you to print a test page appears. If you choose to print a test page, select the checkbox and click Next. Otherwise, just click Next and skip to step 9.

8 If the test page prints out correctly, click Yes. If not, click No to reprint it. GETTING STARTED 2.33 9 Click Finish. Installing Software for Network Printing When you connect your printer to a network, you must first configure the TCP/IP settings for the printer.

After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network. You can install the printer software using the typical or custom method. Typical Installation for Network Printing This is recommended for most users. All components (Printer Driver, Scanner Driver, Network Scan, Set IP, Multi Direct Print Type S IPP port) necessary for printer operations will be installed. In Windows 98/Me and NT 4.0, Multi Direct Print Type S will be installed as a network printer port, too. 1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see "Basic TCP/IP Settings" on page 1-3 of the Administrator Guide. 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears.

2.34 GETTING STARTED If the installation window does not appear, click Start and then Run. Type X:\setup.exe, replacing "X" with the letter which represents your drive and click OK. 2 3 Click Next. If necessary, select a language from the drop-down list. Install SmarThru: Installs the SmarThru program. If you click to install SmarThru on this screen, page 2.41. View User's Guide: Allows you to view the User's Guide and Administrator Guide. If your computer doesn't have Adobe Acrobat, click on this option and it will automatically install Adobe Acrobat Reader for you. 4 Select Typical installation for a network printer. Click Next. GETTING STARTED 2.35 5 The list of printers available on the network appears.

Select the printer you want to install from the list and then click Next. If you do not see your printer on the list, click Update to refresh the list, or select Add TCP/IP Port to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer. To find a shared network printer (UNC Path), select Shared Printer [UNC] and enter the shared name manually or find a shared printer by clicking the Browse button.

NOTES: If you want to set a specific IP address on a specific network printer, click the Set IP Address button.

The Set IP Address window appears. Do as follows: a. Select a printer to be set with a specific IP address from the list. b. Configure an IP address, subnet mask, and gateway for the printer manually and click Configure to set the specific IP address for the network printer. c. When your computer asks you to confirm your selection, click Yes. 2.36 GETTING STARTED 6 After the installation is finished, a window appears asking you to print a test page. If you so desire, select the corresponding checkbox(es) and click Finish.

Otherwise, just click Finish. 2 NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Repairing Software" on page 2.43. Custom Installation for Network Printing You can choose individual components to install and set a specific IP address. 1 Make sure that the printer is connected to your network and powered on. For details about connecting to the network, see the Administrator Guide. 2 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. GETTING STARTED 2.

37 If the installation window does not appear, click Start and then Run. Type X:\setup.exe, replacing "X" with the letter which represents your drive and click OK. 3 Click Next. If necessary, select a language from the drop-down list.

Install SmarThru: Installs the SmarThru program. If you click to install SmarThru on this screen, page 2.41. View User's Guide: Allows you to view the User's Guide and Administrator Guide. If your computer doesn't have Adobe Acrobat, click on this option and it will automatically install Adobe Acrobat Reader for you.

4 Select Custom installation.



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Click Next. 2.38 GETTING STARTED 5 The list of printers available on the network appears. Select the printer you want to install from the list and then click Next. 2 · If you do not see your printer on the list, click Update to refresh the list, or select Add TCP/IP Port to add your printer to the network. To add the printer to the network, enter the port name and the IP address for the printer. · To find a shared network printer (UNC Path), select Shared Printer [UNC] and enter the shared name manually or find a shared printer by clicking the Browse button. NOTES: 8 If you want to set a specific IP address on a specific network printer, click the Set IP Address button. The Set IP Address window appears.

Do as follows: a. Select a printer to be set with a specific IP address from the list. b. Configure an IP address, subnet mask, and gateway for the printer manually and click Configure to set the specific IP address for the network printer. c. When your computer asks you to confirm your selection, click Yes. GETTING STARTED 2.39 6 Select the components to be installed and click Next. 7 After selecting the components, the following window appears. You can also change the printer name, set the printer to be shared on the network, set the printer as the default printer, and change the port name of each printer. Click Next. To install this software on a server, select the Setting up this printer on a server checkbox. 8 After the installation is finished, a window appears asking you to print a test page. If you so desire, select the corresponding checkbox(es) and click Finish. 2. 40 GETTING STARTED Otherwise, just click Finish. 2 NOTE: After setup is complete, if your printer driver doesn't work properly, reinstall the printer driver. See "Repairing Software" on page 2.43. Installing the SmarThru 4 1 Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, click Start and then Run. Type X:\setup.exe, replacing "X" with the letter which represents your drive and click OK. 2 Click Install SmarThru. 3 Click Next. 4 Follow the on-screen instructions and click Next. 5 Click Next. GETTING STARTED 2.41 6 Select the installation type and click Next.

The software installation supports two types of setup: · Typical: The program will be installed with the most common options and is recommended for most users. · Custom: You may choose the options you want to install. If you select the Custom installation, you may choose the components you want to install. Click Next. · Basic SmarThru components: to use the basic SmarThru 4 applications and core service. · Scan component: to scan the original document and save it in an application or folder, email it, or publish it on a web site. · Image component: to edit an images you have saved as a graphic file. · Copy component: to produce professional quality copies. · Print component: to print images you have saved. 7 Follow the on-screen instructions to complete the installation.

8 When the installation is finished, click Finish. 2.42 GETTING STARTED Repairing Software Repair is required if your installation fails or the software does not work properly. This Repair procedure does not physically repair SmarThru software. Printer driver, Scanner driver, Printer Settings Utility and Set IP programs could be repaired.

2 1 Start Windows. 2 3 From the Start menu select Programs or All Programs Type 103 Maintenance. Select Repair and click Next. NOTES: If your printer is not already connected to the computer, the following window will appear. · After connecting the printer, click Next. · If you don't want to connect the printer at this time, click Next, and No on the following screen. Then the installation will start and a test page will not be printed at the end of the installation. 4 Select the components you want to reinstall and click Next. If you select Printer Driver Type 103 PCL 6, the window asking you to print a test page appears. Do as follows: a. To print a test page, select the check box and click Next. b. If the test page prints out correctly, click Yes. If it doesn't, click No to reprint it. 5 When the reinstallation is done, click Finish.

GETTING STARTED 2.43 Removing Software Uninstall is required if you are upgrading the software or if your installation fails. You can uninstall the item you want using the Windows uninstallShield. Uninstalling the MFP Driver 1 Start Windows. 2 From the Start menu select Programs or All Programs Type 103 Maintenance. 3 Select Remove and then click Next. Then you will see a component list so that you can remove any of them individually. If you want to uninstall the printer driver, check Printer Driver Type 103 PCL 6. If you want to uninstall the Scanner driver, select Scanner Driver (TWAIN/WIA). If you want to uninstall the Printer Settings Utility, check Printer Settings Utility.

If you want to uninstall the Set IP, check Set IP. 4 Select the components you want to remove and then click Next. 5 When your computer asks you to confirm your selection, click Yes. The selected driver and all of its components are removed from your computer. 6 After the software is removed, click Finish.

2.44 GETTING STARTED Uninstalling the SmarThru NOTE: Before beginning uninstallation, ensure that all applications are closed on your computer. A system reboot is required after the software is uninstalled. 2 1 From the Start menu, select Programs. 2 Select SmarThru 4, and then select Uninstall SmarThru 4.

3 When your computer asks you to confirm, click OK. 4 Click Finish. You may be prompted to restart your computer. In this case you must shut the computer down and then restart it before the changes will be saved. Uninstalling the Network Scan Driver 1 Start Windows. 2 From the Start menu select Programs or All Programs ScanClair Type 103 Uninstall ScanClair Type 103. 3 When your computer asks you to confirm, click OK. 4 Click Finish. GETTING STARTED 2.45 Using the Set IP The Set IP can detect printers in the same network and display the network information.

In addition, this application can configure the network information of the printer that has own network interface card. Installing Set IP 1 Place the CD-ROM in the CD-ROM drive. Installation will start automatically. If the CD-ROM driver does not automatically run: Select Run from the Start menu, type X:\setup.exe in the Open box (Where "X" is the drive letter for the CD-ROM drive) and click OK. 2 Click Next. 3 Select Custom installation or Typical installation for a network printer. Click Next. 4 Select your printer and then click Next. NOTES: If your printer is not already connected to the computer, the following window will appear. · After connecting the printer, click Next.



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