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MC361/MC561/CX2731 MFP

Advanced User Guide

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MC361/MC561/CX2731 MFP Advanced User's Guide

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Emergency First Aid _____

Take care with toner powder:

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

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

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

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

Note

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

Contents

About This Guide

Note, Important, Caution, Warning

Note

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

Important!

Indicates important information which you should read.

⚠ CAUTION!

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

⚠ WARNING!

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

Conventions Used _____

The following symbols are used in this guide:

- [   ]
  Placed around display screen menu items.

- <   >
  Indicates the name of a button on the control panel.

- "   "
  Placed around messages which appear on the display screen

The Term MFP _____

The units described in this manual are all multifunction units (copy, scan, fax, print). They are referred to throughout this book as "MFP," an abbreviation for multi-function product.

Copying

Using the Control Panel Arrow Keyss
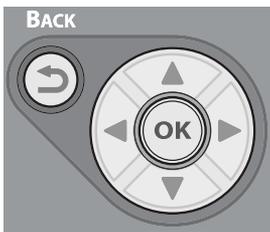
When using the arrow keys, press the key repetitively to go to the selection.

Loading Documents for Copying _

Note

For details on loading documents for scanning, see the Basic User's Guide on the DVD supplied with your MFP.

Auto Document Feed (ADF)
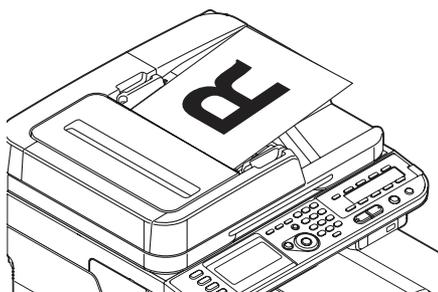
Portrait   **Landscape**
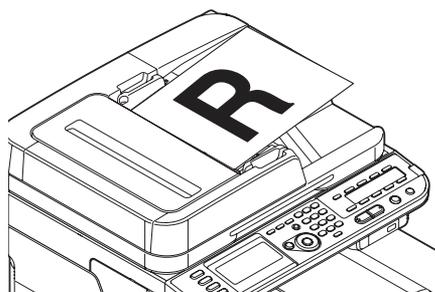
Manual Feed: Document Glass
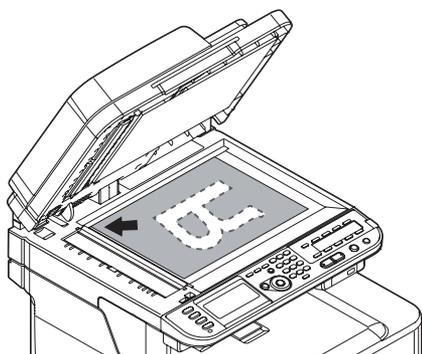
Portrait   **Landscape**
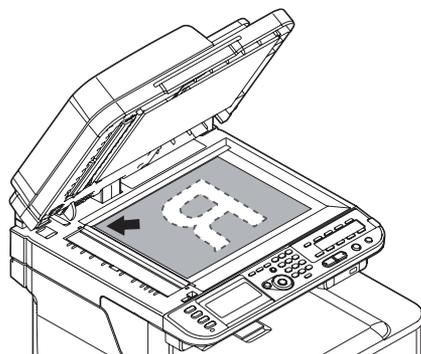
Collating Copies

Use the collating copies function to save you the effort of sorting copies manually.

1 Press the <COPY> key.

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

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

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

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

6 Press the left arrow key repetitively to back out to the copy standby screen.

7 Use the numeric keypad to enter the number of copies required.

8 Press the Mono Start or Color Start key.

Note

You can use both the ADF and document glass for a single job if you use the continuous scan mode. For details, refer to the Basic User's Guide on the DVD supplied with your MFP.

Multiple Pages on One Sheet _____

Known as N-in-1, this function allows you to copy multiple pages of documents onto one side of a single sheet of paper. Two or four pages can be printed onto one side.

Two Pages to One Sheet
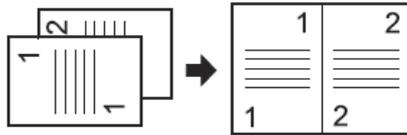
Four Pages to One Sheet, Vertical Setting
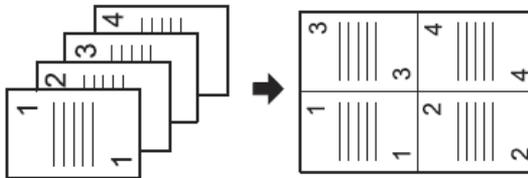
Four Pages to One Sheet, Horizontal Setting
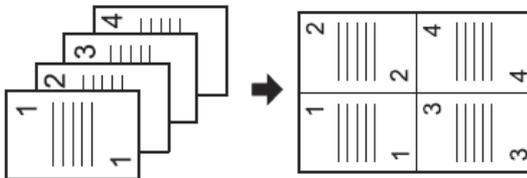
Notes

- Place your document so that the top is fed in first.
- Specify the appropriate orientation of the image in [Direction] to get the copy result you want.
- [Zoom] is automatically set to [Auto] when [N-in-1] is enabled. To specify the desired zoom ratio, set [N-in-1] first and then set [Zoom].
- A part of the document image may be missing on the copy depending on paper, document, and zoom ratio.
- The paper tray is automatically selected when [N-in-1] is enabled.

For details on loading documents for scanning, see the Basic User's Guide on the DVD supplied with your MFP.

1 Press the <COPY> key.

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

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

4 Press the down arrow key to select [N-in-1], then press <OK>.

5 Press the down arrow key to select a value, then press <OK>.

6 Press the left arrow repetitively to back out to the copy standby screen appears.

7 Use the numeric keypad to enter the number of copies required.

8 Press the Mono Start or Color Start key.

Note

- When you use the document glass, the continuous scan mode is automatically enabled. Follow the instructions which appear on the display.

- You can use both the ADF and document glass for a single job if you use the continuous scan mode. For details, refer to the Basic User's Guide on the DVD supplied with your MFP.

Multiple Copies on One Sheet_____

Known as Repeat, this function allows you to copy two or four copies of the image on a document onto one side of a single sheet of paper.

Repeat Two
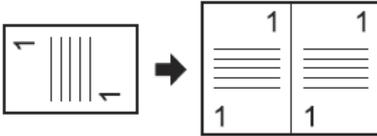
Repeat Four
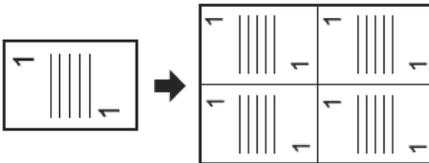
Note

- [Zoom] is automatically set to [Auto] when [Repeat] is enabled. To specify the desired zoom ratio, set [Repeat] first and then set [Zoom].

- Specify the appropriate orientation of the image in [Direction] to get the copy result you want.

- A part of the document image may be missing on the copy depending on paper, document, and zoom ratio.

- The paper tray is automatically selected when this function is enabled.

1 Press the <COPY> key.

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

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

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

5 Press the down arrow key to select a value, then press <OK>.

6 Press the left arrow key repetitively to back out to the copy standby screen.

7 Use the numeric keypad to enter the number of copies required.

8 Press the <Mono Start> or <Color Start> key.

Note
You can use both the ADF and document glass for a single job if you use the continuous scan mode. For details, refer to the Basic User's Guide on the DVD supplied with your MFP.

Copying Identification Cards _____

This function allows you to copy both sides of an ID card, such as a driver's license, onto one side of a piece of paper.

Notes

- Works only with the document glass. You cannot use the ADF for this function.

- Place the card so that the top of it is on the upper-left corner of the document glass, leaving a 2 mm scan margin.

- The MFP scans an area half the size of the specified paper. If the document is more than half the size of the paper size, the excess part is discarded.

1 Press the <COPY> key.

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

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

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

5 Press the left arrow key Eruptively to go back to the copy standby screen.

6 Place the card face down on the document glass.

7 Use the numeric keypad to enter the number of copies.

8 Press the Mono Start or Color Start key.

9 When the [Set the back side.] screen appears, turn the card over so that the back is face down on the document glass.

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

Erasing Edge Shadows _____

When you copy a document with the document cover open or when you copy a book, the edges may be printed with black shadows.

This function allows you to erase such shadows.

Note

You can set [Edge Erase] as a default so that you do not have to perform the following procedure every time you make copies.

1 Press the <COPY> key.

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

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

4 Press the down arrow key to select [Edge Erase], then press <OK>.

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

6 Enter a value for width using the numeric pad, then press <OK>.

7 Press the left arrow key eruptively to back out to the copy standby screen.

8 Use the numeric keypad to enter the number of copies.

9 Press the Mono Start or Color Start key.

Setting Margins _____ `

Setting margins is useful when you staple or punch holes in copies. You can set the top, right, bottom, or left margin by specifying the [Top] and [Left] values.

Note

- Depending on where you set the margins, a part of the document image may be missing on the copy.
- The specified margin values stay the same even when you change the zoom ratio.
- Specify the appropriate orientation of the image in [Direction] to get the copy result you want.
- You can set [Margin] as a default so that you do not have to perform the following procedure every time you make copies.

Margins: Simplex (One-Sided) Copies

1 Press the <COPY> key.

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

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

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

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

6 Press the up or down arrow key to specify the [Top] margin for [Front Margin], then press the right arrow key.

- To create a margin at the top of the output, specify a positive value.
- To create a margin at the bottom of the output, specify a negative value.

7 Press the down or up arrow key to specify the [Left] margin for [Front Margin], then press <OK>.

- To create a margin on the left side of the output, specify a positive value.

- To create a margin on the right side of the output, specify a negative value.

8   Press the left arrow key to back out to the copy start screen.

9   Use the numeric keypad to enter the number of copies.

10 Press the Mono Start or Color Start key.

# Margins: Duplex Copies

Note

When you make duplex copies with [Margin] engaged, you must specify the [Back] margin.

1   Press the <COPY> key.

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

3   Specify [Duplex Copy]

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

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

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

7   Press the down or up key to specify the [Top].
- To create a margin at the top of the output, specify a positive value.
- To create a margin at the bottom of the output, specify a negative value.

8   Press the down or up arrow key to specify the [Left] margin for [Front Margin], then press the right arrow key.
- To create a margin on the left side of the output, specify a positive value.
- To create a margin on the right side of the output, specify a negative value.

9   Press the down or up arrow key to specify the [Top] margin for the [Back Margin], then press the right arrow key.

- To create a margin at the top of the output, specify a negative value.
- To create a margin at the bottom of the output, specify a positive value.

Note

Specify the same absolute value (if one value is positive and the other is negative) set in the [Top] margin for both the [Front] and [Back] margins.

10 Press the down or up arrow key to specify the [Left] margin for [Back Margin], then press <OK>.
- To create a margin on the left side of the output, specify a negative value.
- To create a margin on the right side of the output, specify a positive value.

Note

Specify the same absolute value (if one value is positive and the other is negative) set in the [Left] margin for both the [Front] and [Back] margins.

11 Press the left arrow key repetitively to back out to the copy standby screen.

12 Use the numeric keypad to enter the number of copies.

13 Press the Mono Start or Color Start key.

Note

- The position of the margin is related to the [Direction] setting for the document.
  - If [Direction] is set to [Portrait], the short edges are located at the top and bottom and long edges are located to the right and left.
  - If [Direction] is set to [Landscape], the short edges are located to the right and left and the long edges are located at the top and bottom.
- When you use the document glass, the continuous scan mode is automatically enabled. Follow the instructions which appear on the display.
- [Margin] is disabled when all the values are set to [0].

Copy Different Length Documents

When you use the ADF, you can copy multiple documents having the same width but two different lengths at the same time onto their respective paper sizes.

Usable for the following length combinations:

- Letter and Legal-14

  or
- Letter and Legal 13.5

The default paper size must be set to letter.

Notes

- Enabling [Mixed Size] sets [Paper Feed] to [Auto]. [Mixed Size] is disabled when [Paper Feed] is set to other than [Auto].

- [Mixed Size] is available only when [Zoom] is set to [Fit to page(98%)] or [100%].

- You cannot set [Edge Erase] and [Mixed Size] at the same time.

- To enable more than one paper tray, press the <SETTING> key, then select [Paper Setup] > [Select Tray] > [Copy].

- When you use the MP tray, load paper in the MP tray *before entering* the [Mixed Size] menu.

In the instructions below, Tray1 and the MP tray are used. Legal 14 is loaded in Tray1 and Letter is loaded in the MP tray.

1 Load legal-14 paper in Tray 1 and letter paper in the MP Tray.

2 Press the <SETTING> key.

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

4 Select [Leal 14] as the [Paper Size] for Tray1 and [Letter] as the [Paper Size] for the MP Tray.

5 Press the left arrow key repetitively to go back to the main screen.

6 Press the <COPY> key.

7 Place your documents face up in the ADF.

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

9 Press the down arrow key to select [Mixed Size], then press <OK>.

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

11 Press the left arrow key repetitively until the copy standby screen appears.

12 Check that the following settings are displayed on the start screen:

[**Mixed Size**]: ON
[**Paper Feed**] Auto
[**Zoom**]:   100%
[**Scan Size**]: Legal 14

13 Use the numeric keypad to enter the number of copies.

14 Press the Mono Start or Color Start key.

Incompatible Settings _____

Some functions cannot be used in combination with other functions. For example, when you have specified [Margin], you cannot specify [N-in-1] and [Repeat].

If you try to select incompatible functions, a message explaining the problem appears on the display.

If you get such a message, you must disable the incompatible functions and then try again.

Disabling an Incompatible Function

To disable incompatible functions, return the function's setting to the default.

1 Press the <COPY> key.

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

3 Press the down arrow key to select the function you want to disable, then press <OK>.

4 Press the down arrow key to select the default value, then press <OK>.

5 Press the left arrow key repetitively to back out to the copy standby screen.

Note

For the default value of each function, see "Admin Setup" on page 171.

Faxing

Note

- To enter the [Admin Setup] menu, the administrator password is necessary. The default password is "aaaaaa".

- For details on how to specify a destination, refer to the Basic User's Guide on the DVD supplied with your MFP.

Using the Control Panel Arrow Keyss

When using the arrow keys, press the key repetitively to go to the selection.

Loading Documents _____

Note

For details on loading documents for scanning, see the Basic User's Guide on the DVD supplied with your MFP.

Auto Document Feed (ADF)
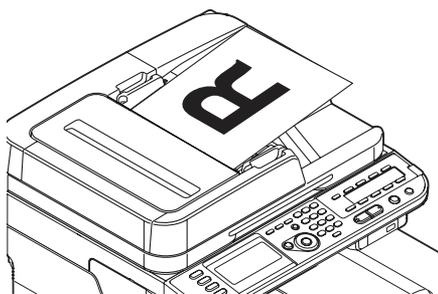
Portrait   **Landscape**
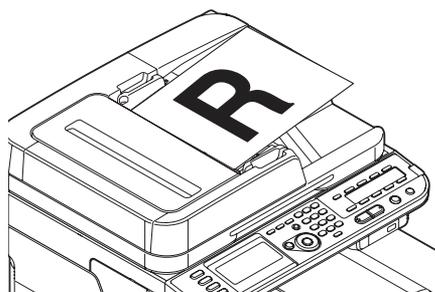
Manual Feed: Document Glass
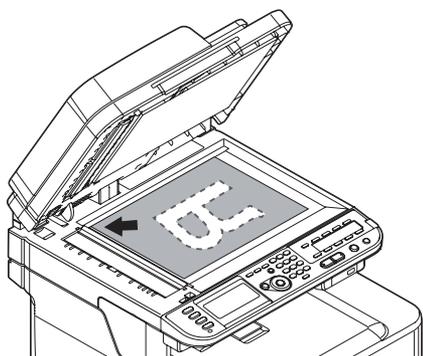
Portrait   **Landscape**
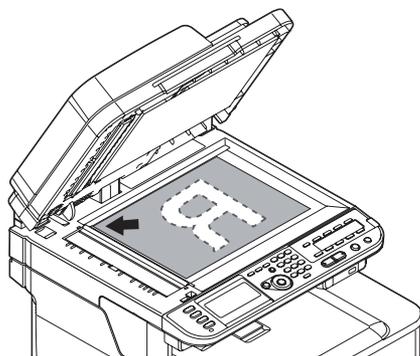
Duplex Documents _____

You can transmit duplex documents using the ADF.

Note
You cannot use the document glass for this procedure.

1 Place your document with text face up in the ADF.

2 Press the <FAX> key.

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

4 Press the down arrow key to select [Fax Functions], then press <OK>.

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

6 Press the down arrow key to select a value, then press <OK>. You can specify [Long edge bind] or [Short edge bind].

7 Press the left arrow key until the fax standby screen appears.

8 Specify a destination.

9 Press the <Mono Start> key to start transmission.

ADF and Document Glass _____

You can use both the ADF and the document glass when scanning documents for a fax job. This allows you to send a document and a part of a book as one fax.

1 Press the <FAX> key.

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

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

4 Press the down arrow key to select [Continue Scan], then press <OK>.

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

6 Press the left arrow key until the fax standby screen appears.

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

8 Specify a destination.

9 Press the <Mono Start> key.

10 When the [Set next document.] screen appears, place the next document with text face up in the ADF or face down on the document glass.

11 Press the down arrow key to select [Scan next page], then press <OK>.

12 Repeat steps 10 and 11 as necessary for each document you want to fax.

13 When all the documents are all scanned, press the down arrow key to select [Start Sending], then press <OK>.

Note

For details on how to stop scanning and to cancel transmission, refer to the Basic User's Guide on thee DVD supplied with your MFP.

Sender Name (TTI)

You can specify the sender name to be printed on faxes you send. You must register a Sender Name in advance.

Note

Make sure that [Sender Name] is enabled before using the following functions. For details, see the Setup Guide supplied with your MFP.

Registering a Sender Name

You can register up to three sender names.

Note

In the initial fax settings described in the Setup Guide, you specify [Sender ID], which is automatically registered to [Sender name 1].

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

6 Press the down arrow key to select [TTI Register/Edit], then press <OK>.

7 Press the down arrow key to select a sender's number, then press <OK>.

8 Enter a name containing up to 22 characters.

9 Use the arrow keys to select [Enter], then press <OK>.

10 Press the left arrow key to go back to the start screen.

Changing the Sender Name (TTI) Printed on a Fax

By default, the standard sender name is printed on faxes when you enable [Sender Name]. To use a sender name other than the standard one:

1 Press the <FAX> key.

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

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

4 Press the down arrow key to select [Sender Name Select], then press <OK>.

5 Press the down arrow key to select a sender name, then press <OK>.

6 Press the left arrow key to go back to the fax standby screen.

Changing the Standard Sender Name (TTI)

If you use a sender name frequently, we recommend that you specify it as the standard sender name.

Note

In the initial fax settings described in the Setup Guide, you specify [Sender ID]. By default, this value is used as the standard sender name.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select the name you want to use, then press <OK>.

8 Press the left arrow to go back to the start screen.

Setting a Prefix _____

You can add a prefix to a destination number. You can also attach a prefix when registering a number to speed dial.

Registering a Prefix

You must register the prefix to [PreFix] in advance. You can register up to 40 digits.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

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

8 Enter a prefix.

9 Use the arrow keys to select [Enter], then press <OK>.

10 Use the left arrow key to go back to the main screen.

Note

You can use symbols such as # and *. For details, see the Basic User's Guide on the DVD supplied with your MFP.

Using a Prefix When Transmitting Faxes

You can attach a prefix only when you enter a destination number using the ten-key pad. You cannot enter a prefix, then use speed dial.

Perform the following procedures when specifying a destination using the ten-key pad.

1   On the destination entry screen, press the down arrow key to select [**PreFix**], then press <OK>.

2   Enter a destination number.

3   Use the arrow keys to select [Enter], then press <OK>.

Using a Prefix When Registering a Number to Speed Dial

Even though you cannot use a Prefix before using a speed dial number, you can attach a prefix as part of a programmed speed dial number.

Perform the following procedures to register a number to speed dial.

Note

For details on how to register a number to speed dial, see the Basic User's Guide on the DVD supplied with your MFP.

1   On the fax number entry screen, press the up and left arrow keys to select [PreFix], then press <OK>.

The area code is displayed as "N".

2   Enter a fax number.

3   Use the arrow keys to select [Enter], then press <OK>.

Transcription Functions _____

Redialing

Automatic Redialing

The MFP automatically redials if the first fax transmission fails

- when the recipient MFP is busy or does not answer, or
- when a communication error happens.

Note

When the transmission continues to fail after the set number of redial attempts, the document stored in memory is erased and an error message prints out.

To set the number of redial attempts and their interval:

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Make sure that [Redial Tries] is selected, then press <OK>.

8 Press the down arrow key to specify the desired number of redial attempts, then press <OK>.

9 Press the down arrow key to select [Redial Interval], then press <OK>.

10 Press the down arrow key to specify the desired redial interval, then press <OK>.

11 Use the left arrow key to go back to the main screen.

Manual Redialing

To redial manually, specify the desired destination from the transmission history.

> **Note**
>
> For details on the transmission history, see the Basic User's Guide on the DVD supplied with your MFP.

Transmission in Real Time

By factory default, the scanned fax data is stored in memory before the MFP starts transmission. This is called memory transmission. In this mode, you do not have to wait for the MFP to finish transmission.

When you disable memory transmission, the fax data is scanned and transmitted instantly. This allows you to check that the fax is transmitted to its destination. This is called real time transmission.

> *Important!*
> - **You can scan only a single page when using the document glass for real time transmission.**
> - **While you are sending a fax using real time transmission, other jobs using the ADF and document glass cannot be done.**

To enable real time transmission:

1 Press the <FAX> key.

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

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

4 Press the down arrow key to select [Memory Tx], then press <OK>.

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

6 Place the document face up on the ADF or face down on the document glass.

7 Specify a destination.

8 Press the <Mono Start> key.

Manual Transmission

You can transmit faxes manually when the recipient uses manual reception mode or when you want to send a fax after talking on the phone.

Important!
- **You can scan only a single page when using the document glass for manual transmission.**
- **You need to connect an external telephone to the MFP to send faxes manually.**
- **The following functions are unavailable in manual transmission:**
  - **broadcast**
  - **transmission at the specified time**
  - **Fcode transmission**
  - **ID check transmission**
  - **check broadcast destinations**
  - **confirm dial**

Note
Although manual transmission is a kind of real time transmission, you do not have to disable memory transmission, as described above, before performing the following procedure.

1 Pick up the handset.

2 Dial a number.

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

4 Configure the fax functions if necessary.

5 When you hear a dial tone, press the <Mono Start> key to start the transmission.

6 Put down the handset.

When the transmission is complete, the MFP returns to the screen displayed before the manual transmission.

Transmit to Multiple Destinations

This function, known as Broadcast, allows you to transmit faxes to multiple destinations at the same time. You can specify up to 100 destinations using the ten-key pad, speed dial, and group lists of destinations.

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

2 Press the <FAX> key.

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

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

5 Specify a destination.

6 Repeat steps 5 to enter all the destinations.

7 When you have specified all the destinations, press the <Mono Start> key.

Note
- To cancel the operation, press the <RESET/LOGOUT> key.
- When [Check broadcast dest.] is enabled, the destination numbers are displayed before transmission.

Using the Group List

The group list is useful for broadcast transmission.

Note

For details on transmission using the group list, see the Basic User's Guide on the DVD supplied with your MFP.

Transmit at a Specified Time

This function allows you to instruct the MFP to transmit faxes at a specified time. When you set up a fax job to be sent later, the fax data is stored in memory and automatically sent at the specified time.

Up to 20 jobs can be scheduled up to one month in advance.

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

2 Press the <FAX> key.

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

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

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

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

7 Use the up and down arrow keys to select the desired date and time, then press <OK>.
   • To move back and forth between the boxes, use the right and left arrow keys.
   • Dates are displayed as [Date/Month].

8 Use the left arrow key to go back to the start screen.

9 Press the up arrow key to select [Add destination], then press <OK>.

10 Specify a destination.

11 Press the <Mono Start> key.

Note
- When you want to change the specified time of a reservation, cancel the reservation and make another one.
- You can make reservations for other fax jobs while the MFP is transmitting.
- For details on how to cancel a fax job, see the Basic User's Guide on the DVD supplied with your MFP.

Fcode Transmission _____

Fcode transmission uses sub addresses for communication in accordance with the standard of ITU-T. By creating and registering Fcode boxes, you can perform confidential communication and bulletin board communication.

You can register up to 20 Fcode boxes.

When registering an Fcode box, be sure to register a sub address, that is used to identify the Fcode box.

Fcode Confidential Communication

When an Fcode confidential box is set in the recipient fax MFP, you can perform confidential communication by specifying the sub address of the box.

Received data cannot be printed unless the specified PIN number is entered.

Fcode Bulletin Board Communication

When an Fcode bulletin box is set in the recipient MFP, you can transmit to and remove data from a bulletin box by specifying its sub address.

Registering Fcode Boxes

To perform Fcode communication, register an Fcode box. Be sure to register a sub address and a PIN number for each Fcode box.

Note

- Maximum number of characters is as follows:
    - Box Name: A maximum of 16 characters.
    - Sub-Address: A maximum of 20 digits including # and *.
    - ID Code: 4 digits.
- For details on how to enter text, see the Basic User's Guide on the DVD supplied with your MFP.

Registering an Fcode Box for Confidential Communication

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select a box number, then press <OK>.

8 Make sure that [Register/Edit] is selected, then press <OK>.

9 Make sure that [Confidential Box] is selected, then press <OK>.

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

11 Enter a box name.

12 Use the arrow keys to select [Enter], then press <OK>.

13 Press the down arrow key to select [Sub-Address], then press the right arrow key.

14 Enter a sub address.

15 Use the arrow keys to select [Enter], then press <OK>.

16 Press the down arrow key to select [PIN], then press the right arrow key.

17 Enter PIN number, then press <OK>.

Important!
The entered PIN number is not displayed. Be sure to write it down and keep it safe.

---

18 If necessary, specify [Hold time] to set a period to retain data.

   a) Press the down arrow key to select [Hold time], then press the right arrow key.

   b) Enter a value between 0 and 31 (days), then press <OK>.

Note
When [00] (day) is set, data is retained for an indefinite period.

19 Press <OK>.

Registering an Fcode Box for Bulletin Board Communication

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7   Press the down arrow key to select a box number, then press <OK>.

8   Make sure that [Register] is selected, then press <OK>.

To edit a registered Fcode Confidential Box, enter the PIN number and select [Edit].

9   Press the down arrow key to select [Bulletin Box], then press <OK>.

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

11 Enter a box name.

12 Use the arrow keys to select [Enter], then press <OK>.

13 Press the down arrow key to select [Sub-Address], then press the right arrow key.

14 Enter a sub address.

15 Use the arrow keys to select [Enter], then press <OK>.

16 Press <OK>.

Deleting Fcode Boxes

Important!
You cannot delete an Fcode box if there is data in it.

1   Press the <SETTING> key.

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

3   Enter the administrator password.

4   Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select the box number you want to delete, then press <OK>.

8 Enter the PIN number if necessary, then press <OK>.

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

10 Use the left and right arrow keys to select [Yes], then press <OK>.

Fcode Transmission Using a Sub Address

By entering a sub address, Fcode confidential transmission and Fcode bulletin board transmission can be done.

Note

Be sure to have the necessary sub address and PIN number on hand.

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

2 Press the <FAX> key.

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

4 Press the down arrow key to select [Fax Functions], then press (OK).

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

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

7 Enter the sub address of the box registered in the recipient MFP.

8 Use the arrow keys to select [Enter], then press <OK>.

9 Press the left arrow key to go back to the start screen.

10 Press the up arrow key to select [Add destination], then press <OK>.

11 Specify a destination.

12 Press the <Mono Start> key.

Fcode Polling Using a Sub Address

You can perform Fcode polling by entering the sub address of a sender MFP's bulletin box. This function makes a remote fax MFP transmit a fax in response to instructions from your MFP.

Note

You cannot receive data if the sender has a password on the bulletin box.

1 Press the <FAX> key.

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

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

4 Press the down arrow key to select [Fcode Polling], then press <OK>.

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

6 Enter the sub address of the bulletin box registered in the sender MFP.

7 Use the arrow keys to select [Enter], then press <OK>.

8 Press the left arrow key to go back to the start screen.

9 Press the up arrow key to select [Add Destination], then press <OK>.

10 Specify a destination.

11 Press the <Mono Start> key.

Storing Documents in a Bulletin Box

You can store one document in a bulletin box set up on your MFP.

Note

You must register a bulletin box in advance. For details on how to register a bulletin box, refer to "Registering Fcode Boxes" on P. 41.

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

2 Press the <SETTING> key.

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

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

5 Make sure that [Fcode Bulletin board] is selected, then press <OK>.

6 Press the down arrow key to select a box number, then press <OK>.

7 Make sure that [Over Write] is selected, then press <OK>.

Note: [Over Write] replaces the document currently in the box.

8 Use the arrow keys to select [Yes], then press <OK>.

Printing Documents Stored in a Box

When a document is received at an Fcode box, an Fcode reception notice is printed. Check the Fcode box number and print the stored document.

1 Press the <SETTING> key.

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

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

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

5 Press the down arrow key to select the desired box number, then press <OK>.

6 If necessary, enter the PIN number, then press <OK>.

7 Press the down arrow key to select the file number you want to print, then press <OK>.

8 User the arrow keys to select [Yes], then press <OK>.

Note

Confidential received documents are automatically deleted after printing.

Deleting Documents Stored in a Bulletin Box

You can delete documents stored in a bulletin box.

1   Press the <SETTING> key.

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

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

4   Make sure that [Fcode Bulletin board] is selected, then press <OK>.

5   Press the down arrow key to select the desired box number, then press <OK>.

6   User the arrow keys to select [Yes], then press <OK>.

Security Functions _____

The MFP has the following three security functions:

- ID check transmission

- Checking broadcast destination

- Pressing dial twice

These functions prevent you from transmitting faxes to the wrong destination.

ID Check Transmission

This function checks and matches the last four digits of the destination numbers with those registered in the destination MFP. If this function is enabled, the MFP will transmit faxes only when they match.

Note

- If the destination MFP has no registered fax number, the MFP does not transmit the fax.

- ID check transmission is unavailable when you transmit faxes manually.

Configuring ID Check Transmission

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Make sure that [ID Check Tx] is selected, then press <OK>.

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

9 Use the left arrow key to go back to the main screen.

Using ID Check Transmission

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

2 Press the <FAX> key.

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

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

5 Specify a destination.

6 Press the <Mono Start> key.

Check Broadcast Destination

When this function is enabled, a fax number confirmation screen is displayed before transmission starts. By factory default, this function is enabled.

Note
- The broadcast destination check function is available only when multiple destinations are specified.
- If [Confirm Dial] is also enabled, it is done first.
- The broadcast destination check function is unavailable when you transmit faxes manually.

Configuring Broadcast Destination

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Broadcast dest.], then press <OK>.

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

9 Use the left arrow key to go back to the main screen.

Using Broadcast Destination

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

2 Press the <**FAX**> key.

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

4 Specify all the destinations.

5 Press the <Mono Start> key.
A fax number confirmation screen appears. If you need to remove any of the numbers, press <OK> to select the one you wish to delete, then press the right arrow key. Select [Delete from Destination], then press <OK>.

6 Press the <Mono Start> key to start transmission.

Note

- If the destination number entered with the ten-key pad is wrong, delete it and re-specify the correct one.

- When many destinations are specified, you may not be able to check all of them at one time. Press the down arrow key to scroll down to check all the destinations.

Press Dial Twice (Confirm Dial)

This function requires you to verify any number entered using the numeric keypad by re-entering it. The fax is sent only if the two numbers match.

Note

- This function is unavailable when you specify the destination using speed dial.
- If you use symbols in the destination number, you must re-enter the symbols as well.
- This function is performed first when [Check broadcast dest.] is also enabled.
- This function is unavailable when you transmit faxes manually.

Configuring Confirm Dial

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Confirm Dial], then press <OK>.

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

9 Use the left arrow key to go back to the main screen.

Using Confirm Dial

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

2 Press the <FAX> key.

3 Enter a destination number using the numeric keypad.

4 Use the arrow keys to select [Enter], then press <OK>.
A screen that requires you to re-enter the destination number appears.

5 Enter the destination number again using the numeric keypad.

6 Use the arrow keys to select [Enter], then press <OK>.
The fax standby screen appears.

7 Press the <Mono Start> key to start transmission.

Fax Reception Settings

Reducing Received Images Larger than the Paper Size

Note
To enter the [Admin Setup] menu, the administrator password is necessary. The default password is "aaaaaa".

Parts of images that do not fit in the printable area of the specified paper size may be reduced, discarded, or printed on the next sheet of paper. For example, if an A4 size image is received and the specified paper size is letter, the bottom of the image is printed on the next sheet of paper.

You can avoid this situation by specifying a reduction rate and margin.

Specifying a Reduction Rate

Your MFP is set by default to automatically reduce received images to fit on the selected paper size: [**Rx Reduc. Rate**] is set to [**Auto**]. To change this setting to eliminate auto reduction:

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Rx Reduc. Rate], then press <OK>.

8 Press the down arrow key to select [100%], then press <OK>.

9 Use the left arrow key to go back to the main screen.

Specifying a Reduction Margin

The reduction margin is the threshold level which determines when to print part of the received image on the next page.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Reduc. Margin], then press <OK>.

8 Enter a value between 0 and 3.9-inch (0 and 99 mm), then press <OK>.

9 Use the left arrow key to go back to the main screen.

Note

- When the excess part is larger than the specified reduction margin, the excess part is printed on the next page.

- When the excess part is smaller than the specified reduction margin, the received image is reduced onto a single page.

- When you set [Rx Reduc. Rate] to [100%] and the excess part is smaller than the specified reduction margin, the excess part is discarded.

Changing the Buzzer Volume

To change the volume of the buzzer which sounds when there is an incoming fax or call:

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Buzzer Volume], then press <OK>.

8 Press the down arrow key to select a volume, then press <OK>.

9 Use the left arrow key to go back to the main screen.

Automatically Forwarding Faxes

You can set the MFP to automatically forward received faxes to a
specified destination. To do this, set the fax [Forwarding Setting] to
[ON.

Setting Up Fax Forward

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Forwarding Setting], then
       press <OK>.

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

9 Press the left arrow key to go up a level.

10 Press the down arrow key to select [Forwarding Number], then press <OK>.

11 Enter a forwarding number.

12 Use the arrow keys to select [Enter], then press <OK>.

13 Use the left arrow key to go back to the main screen.

Setting the Wait Time for a Response

Use this to set how long the MFP waits to respond to an incoming call and start receiving the fax.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press [OK].

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

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

7 Press the down arrow key to select [Ring Response], then press <OK>.

8 Press the down arrow key to select a time, then press <OK>.

9 Use the left arrow key to go back to the main screen,

Note

When the MFP is connected to a line supporting the number display function and a phone supporting the number display function is connected to the MFP, set [Waiting time for a response] to [5 sec.], [10 sec.], [15 sec.], or [20 sec.].

Faxing from a Computer_____

The fax driver allows you to send faxes directly from your computer to a destination via the MFP without printing the document.

This function is available only on the following Windows operating systems:

- Windows 7
- Windows Vista
- Windows Server 2008 R2
- Windows Server 2008
- Windows XP
- Windows Server 2003
- Windows 2000

Important!
Be sure the MFP fax driver is installed before performing the following procedure.

Sending a Fax from a Computer

Note
The following procedure uses the MC561 and Notepad as an example. The procedure may differ somewhat depending on the operating system and application you use.

1   Open the file you want to fax.

2   From the File drop-down menu, select Print.

3   Under Select Printer, select OKI MC561 (FAX).

4   To attach a cover sheet:

a) Click Preferences and select the Cover Sheet tab.

b) Select the "Add the same sheet to all addresses" or "Add a different sheet to each address" check box.

    c) From the format list, select the desired format.

- You can view an enlarged image of each format by clicking Zoom.

- Selecting the "Print the recipient's FAX number" check box prints the recipient fax number on the cover sheet.

- Selecting the "Print the recipient comment" check box prints comments registered in the phone book on the cover sheet.

- To add a custom cover sheet, click Custom cover sheet.

    d) If necessary, enter the sender name, fax number, and comment on the Sender tab to be printed on the cover sheet.

    e) Click OK.

5 Click Print.

6 On the Specifying numbers tab of the Settings dialog box, enter the destination name under Name.

7 Enter the destination fax number under FAX number.

8 Click Add<.

9 If necessary, add a destination from the phone book:

    a) Select the Phone Book tab.

    b) Select a destination, then click Add<,

10 Click OK to start transmitting.

Adding a Fax Number to the Phone Book

Note
- You cannot register two identical names. However, you can register the same fax numbers if the associated names are different.

- You can register up to 1,000 destinations.

1 Click "Start" and select "Devices and Printers".

2 Right-click the OKI MC561 icon and select "Printing preferences" > "OKI MC561 (FAX)".

3 On the "Setup" tab, click "Phone book".

4 From the "FAX number" menu, select "New (FAX number)".

5 In the "New (FAX number)" dialog box, enter a destination name under "Name".

6 Enter a destination fax number under "FAX number".

7 Enter any comments you wish under Comment.

8 Click OK.

9 From the FAX number menu, select Save.

10 Click OK on the confirmation window.

11 From the FAX number menu, select Exit.

Note

The name and fax number entered in this procedure are printed on the cover sheet.

Grouping Entries

By grouping the registered destinations, you can send faxes to multiple destinations at the same time.

1 Click Start and select Devices and Printers.

2 Right-click the OKI MC561 icon and select Printing preferences > OKI MC561 (FAX).

3 On the Setup tab, click Phone book.

4 From the FAX number menu, select New (Group).

5 In the New (Group) dialog box, enter a Group name.

6 Enter any comments you want under Comment.

7 Select an entry, then click Add->.

8 If necessary, register a fax number directly.

a) Click New (FAX number).

b) In the New (FAX number) dialog box, enter a destination name under Name.

c) Enter a destination fax number under FAX number.

d) Enter any comments you wish under Comment.

e) Click OK.

9 Click [**OK**] to save.
On the left column of the **Phone book**] dialog box, a new group is added. When you select a group, the fax numbers registered in the group are shown on the right column of the dialog box.

10 Click OK in the Confirmation window.

11 Select Exit from the Fax Number menu.

Sending a Fax to a Group

By using a group, you can specify multiple destinations in one operation.

1 Open the file you want to fax.

2 From the File menu, select Print.

3 From Select Printer, select OKI MC561 (FAX), then click Print.

4 On the Selecting Recipients dialog box, select the Phone book tab.

5 Select a group from the right column, then click Add<-.

6 Click [OK] to start transmission.

Canceling a Fax Job from a Computer

You can cancel a job while the data is being transmitted to the MFP.

1 Double-click the printer icon in the notification area.

2 Select the job to cancel in the print queue.

3 From the Document menu, select Cancel.

Note

Once the data is stored in the MFP, you cannot cancel the job from your computer. For details on how to cancel a fax job stored in the MFP memory, see the Basic User's Guide on the DVD supplied with your MFP.

Copying Phone Book Data from one Computer to Another

The following procedure explains how to export the phone book data from your computer and to import it to another computer.

Important!
- **You cannot export groups. However, each entry in a group is exported.**
- **Entries that are already registered are not imported.**

First, export the data from your computer

1 Click Start > Devices and Printers.

2 Right-click the OKI MC561 icon and select Printing preferences > OKI MC561 (FAX).

3 On the Setup tab, click Phone book.

4 From the Tools menu, select Export.

5 In the Export to file dialog box, specify where to save the file.

6 Enter a name for the file under File name, then click Save. The data of the phone book is exported as a CSV file in which entries are put in display order, being separated with a comma. The name comes first, followed by the number and comment.

7 Close the phone book.

8 Copy the created file to the other computer.

Next, import the data onto the other computer

1 Click Start > Devices and Printers.

2 Right-click the OKI MC561 icon and select Printing preferences > OKI MC561 (FAX).

3 On the Setup tab, click Phone book.

4 From the Tools menu, select Import.

5 On the Import Phone Book dialog box, specify the file you have copied.

6 Click Next.

7 From the FAX Number menu, select Save.

8 Click OK on the confirmation window.

9 From the FAX Number menu, click Exit.

Associating New Definition With Phone Book Format

If you want to import a CSV file with a format different from that of the phone book, select a CSV definition file and associate the definition with that of the phone book.

1 Click Start > Devices and Printers.

2 Right-click the OKI MC561 icon and select Printing preferences > OKI MC561 (FAX).

3 On the Setup tab, click Phone book.

4 From the Tools menu, select Import.

5 In the Import Phone Book dialog box, specify the CSV file to import under Choose a CSV File.

6 Select the "Setup relationship between the fields imported and phone book." check box and specify a CSV definition file.

7 Select Comma (,) under Field separation characters.

8 Click [Next].

9 Associate the definition you are importing with that of the phone book, then click OK.

10 From the FAX Number menu, click Save.

11 Click OK on the confirmation menu.

12 From the FAX Number menu, click Exit.

Scanning

Using the Control Panel Arrow Keys
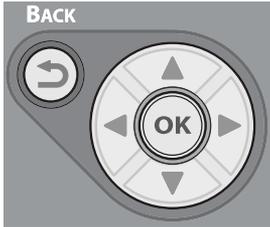
When using the arrow keys, press the key repetitively to go to the selection.

Scan to E-mail

Note

The following procedures assume that [Continuous Scan] is *disabled*.

For the basic procedures when [Continuous Scan] is enabled, refer to the Basic User's Guide on the DVD supplied with your MFP.

Setting Sender and Reply To Addresses

To set the e-mail address from which e-mails are sent and the address to which responses are sent.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4   Use the arrow keys to select [Enter], then press <OK>.

5   Use the down arrow key to select [Scanner Setup], then press <OK>.

6   Use the down arrow key to select [E-mail Setup], then press <OK>.

7   Use the down arrow key to select [From/Reply to], then press <OK>.

8   Use the down arrow key to select [From] or [Reply to], then press <OK>.

a) If you select [From]:

- Enter e-mail addresses.

- Use the arrow keys to select [Enter], then press <OK>.

b) If you select [Reply to]:

- Select a method to enter a destination.

- Specify a destination.

9   Use the left arrow key to go back to the main screen.

Creating Templates

You can record up to five templates with various subject lines and body text.

Registering a Subject

1   Press the <SETTING> key.

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

3   Enter the administrator password (the default password is "aaaaaa").

4   Use the arrow keys to select [Enter], then press <OK>.

5 Use the down arrow key to select [Scanner Setup], then press <OK>.

6 Use the down arrow key to select [E-mail Setup], then press <OK>.

7 Use the down arrow key to select [Template], then press <OK>.

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

9 Use the down arrow key to select a number, then press <OK>.

10 Enter the subject (up to 80 characters).

11 Use the arrow keys to select [Enter], then press <OK>.

12 Use the left arrow key to go back to the main screen.

Registering Body Text

1 Perform steps 1 to 7 in "Registering a Subject" above.

2 Press the down arrow key to select [**Edit Body**], then press <OK>.

3 Enter the body text (up to 256 characters).

4 Use the arrow keys to select [Enter], then press <OK>.

5 Use the left arrow key to go back to the main screen.

Using a Template

To use a templates for standardized e-mails.

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

2 Press the <SCAN> key.

3 Make sure that [E-mail] is selected, then press <OK>.

4 Press the down arrow key to select [Scan setting], then press <OK>.

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

6 Press the down arrow key to select [Subject] or [Email body], then press <OK>.

7 Press the down arrow key to select [Select Subject] or [Select Text], then press <OK>.

8 Press the down arrow key to select a subject or text, then press <OK>.

9 Press up arrow key to select [Add destination], then press <OK>.

10 Press the down arrow key to select an entry method, then press <OK>.

11 Specify a destination, then press <OK>.

12 Press the <Mono Start> or <Color Start> key.

Scanning and Internet Faxing

This section explains operations for scanning and internet faxing. The scan to local PC and the scan to remote PC cannot be used for the functions below.

In this section, the procedures are explained from the scan menu as an example. If you use the internet fax function, each setting can be configured from the [**S**can Setting] menu on the [Internet FAX Standby] screen.

Note

For details on how to start a scan job, refer to the Basic User's Guide on the DVD supplied with your MFP.

Specifying the File Name

You can specify or edit the file name of scanned documents.

1 On the [Scan Menu] screen (press the <Scan> key), select the scan mode you want, then press <OK>. If you select USB memory, skip step 2.

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

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

4   Enter a file name containing up to 64 characters.

5   Use the arrow keys to select [Enter], then press <OK>.

Note

If you do not specify the file name, the name specified by the factory default settings is used.

Changing the Scan Size

To specify the appropriate scan size for your document:

1   On the [Scan Menu] screen (press the <Scan> key), select the scan mode you want, then press <OK>. If you select [USBmemory], skip step 2.

2   Make sure that [Scan setting] is selected, then press <OK>.

3   Make sure that [Scan Size] is selected, then press <OKL>.

4   Press the down arrow key to select a value, then press <OK>.

Changing the Resolution

To select the appropriate resolution to scan your document to get optimum image quality.

1   On the [Scan Menu] screen, select the scan mode you want, then press <OK>. If you select [USBmemory], skip step 2.

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

3   Press the down arrow key to select [Quality], then press <OK>. For internet faxing, select [Resolution], then press <OK> and skip top step 5.

4   Press the down arrow key to select [Document Type], then press <OK>.

5   Press the down arrow key to select a value, then press <OK>.

Adjusting the Density

1 On the [Scan Menu] screen (press the <Scan> key), select the scan mode you want, then press <OK>. If you select [USBmemory], skip step 2.

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

3 Press the down arrow key to select [Image Quality], then press <OK>. For internet faxing, select [Density], then press <OK> and skip to step 5.

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

5 Use the up and down arrow keys to select a density value, then press <OK>.

Specifying the File Format

You can specify the file format of scanned documents as PDF, TIFF, JPEG or XPS.

Note

This function is only for routine scanning. Internet faxing cannot be used.

1   On the [Scan Menu] screen (press the <Scan> key), select the scan mode you want, then press <OK>. If you select [USB memory], skip step 2.

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

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

4   Press the down arrow key to select the type of color from [Color]—[Mono (Grayscale)], or [Mono (Binary)]—then press <OK>.

5   Press the down arrow key to select a file format, then press <OK>.

Note

If you selected [Mono (Binary)] in step 4, [JPEG] cannot be selected.

Encrypting PDFs: for Scanning Only

You can encrypt a scanned document created and saved in pdf format. You can set

- the encryption level,
- a password for opening the document,
- an authentication password used to control printing, extracting and editing the document,
  and
- permission.

The two passwords (opening and authentication) must be different. Each can have up to 32 characters.

You can set up two default passwords, plus an additional set of custom passwords.

Note

- This function is only for scanning. You cannot use this function for internet faxing.

- [Encrypted PDF] appears only when [PDF] is set to file format of [Color], [Mono (Grayscale)] or [Mono Binary].

Setting up the Default Passwords

You must have administrator privileges to set up the default opening and authentication passwords for scanning documents to a PDF file.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Encrypted PDF Setting], then press <OK>.

8 Press the down arrow key to select [Password for opening a document], then press <OK>.

9 Enter the opening password (containing up to 32 characters), that you wish to use as the default.

10 Use the arrow keys to select [Enter] and then press <OK>.

11 Press the down arrow key to select [Authentication password] and then press <OK>.

12 Enter the authentication password (containing up to 32 characters), that you wish to use as the default.

13 Use the arrow keys to select [Enter] and then press <OK>.

14 Use the left arrow key to go back to the main screen.

Setting Custom Encryption Passwords

1 On the [Scan Menu] screen, select the scan mode you want, then press <OK>.

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

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

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

5 Press the down arrow key to select the encryption level to [Low], [Middle], or [High], then press <OK>.

6 Select [Enable] to set the password for opening the document, then press <OK>.

7 Enter the password, then use the arrow keys to select [Enter], and press <OK>.

8 Re-enter the password, then use the arrow keys to select [Enter], and press <OK>.

9 Select [Enable] to set the authentication password, then press <OK>.

Note

If you select [Use the default password], the default authentication password is the one you set above (see page 72).

10 Enter the authentication password, then use the arrow keys to select [Enter], and press <OK>.

11 Re-enter the authentication password, then use the arrow keys to select [Enter], and press <OK>.

12 Select the permission to print the document. The selections depend on the encryption level set in step 5.

   a) For Low, select
   - - [Disable]
   - - [High Resolution]

   b) For Middle or High, select
   - - [Disable]
   - - [low resolution (150dpi)]
   - - [High Resolution]

13 Press <OK>.

14 Select the permission to copy the text and object, then press <OK>.

15 Select the permission to change the PDF file. THe selections depend on the encryption level set in step 5.

   a) For Low, select
   - - [Disable]
   - - [Enable to create notes]
   - - [Enable page layout]
   - - [Enable all operation excluding page extraction]

   b) For Middle or High, select
   - - [Disable]
   - - [Enable to create notes]
   - - [Enable page insertion deletion and rotation]
   - - [Enable all operation excluding page extraction]

16 Press <OK>.

17 Check the security settings, then press <OK>.

Note

The settings you selected in steps 12 through 15 appear on the display only when [Enable] is set for the authentication password or if [Use the default password] is selected.

Setting the Compression Level

1 On the [Scan Menu] screen (press the <Scan> key), select the scan mode you want, then press <OK>. If you select [USBmemory], skip step 2.

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

3 Press the down arrow key to select the [Compression Rate], then press <OK>. If you are using the internet fax function, go to step 5.

4 Press the down arrow key to select the color type (Color, Mono, etc.), then press <OK>.

5 Press the down arrow key to select a compression level of [High], [Medium], or [Low], then press <OK>.

Note

If you select [Mono (Binary)], you can select a compression level from [High], [Medium] or [Raw].

Setting Grayscale

You can set either grayscale or black-and-white (binary) to scan documents.

Note

This function is only for scanning. Internet faxing cannot be used.

1 On the [Scan Menu] screen (press the <Scan> key), select the scan mode you want, then press <OK>. If you select [USBmemory], skip step 2.

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

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

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

Drivers and Software _____

You can use scanner drivers and software when scanning documents. They allow you to scan documents and change settings easily from your computer.

Using the TWAIN Driver: Windows

The explanations in this section use the MC561 and PaperPort as an example.

Important!

- **Install the PaperPort before using this function.**
- **For details on how to start a scan job, see the Basic User's Guide on the DVD supplied with your MFP.**
- **For details on how to install software, refer to "Installing Utilities" on P. 212.**

Starting a Scan Job (for Windows)

Note

The procedure below uses PaperPort, Model MC561 and Scan To Remote PC with USB connections as an example.

For network instructions, or details on how to start a scan job, see the Basic User's Guide on the DVD supplied with the MFP.

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

2 Press the <Scan> key.

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

4 Start PaperPort on your computer.

5 Click [Select], then select [TWAIN: OKI MC561].
A window appears.

6   Click "Scan".

7   Click the desired button.
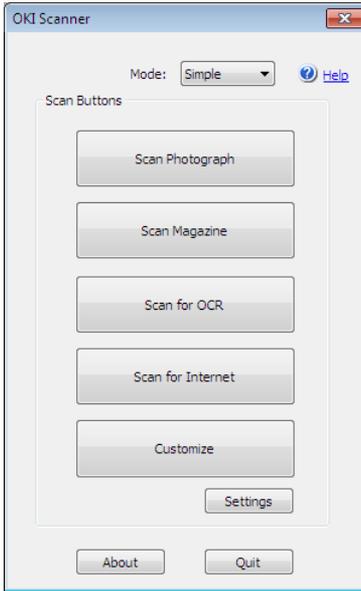
The scan job starts.

8   Click [Quit].

Note

The following buttons are registered as default settings.

- Scan Photograph
- Scan Magazine
- Scan for OCR
- Scan for Internet
- Customize

Changing Settings

You can adjust how the document is scanned by changing the driver setting.

The following explains the setting items.

Simple Mode

You can change the settings of the five registered buttons.

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

2 Press the <Scan> key.

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

4 Start PaperPort on your computer.

5 Click "Select", then select [TWAIN: OKI MC561].
A window appears.

6 Select "Simple" under "Mode".

7 Click "Settings".
A window appears.
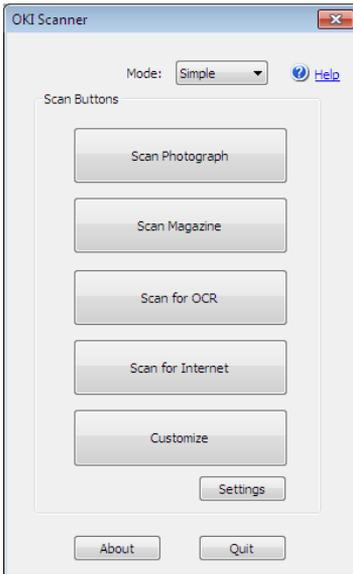
8 Click the scan button to change the settings.

9 Click "OK".

10 If you start a scan job, click the scan button you want.
If you want to finish the setting, click "Quit".

Advanced Mode

You can adjust in detail how a document is scanned.

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

2 Press the <Scan> key.

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

4 Start PaperPort on your computer.

5 Click Select, then select the scanner driver of the MFP.
A window appears.

6 Click ""Scan".

7 Select "Advanced" under "Mode".

8 Change the settings if necessary.

9 Click "Scan" to start scanning.
If you want to finish the setting, click "Quit".

Note
For details on how to change each setting, refer to the on- line help.

Using the TWAIN Driver: Macintosh OS X

Starting a Scan Job (for Macintosh)

1 Press the <SCAN> key.

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

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

4 Start Adobe Photoshop CS3 on your Mac.

5 Select "Import" under "File" and then select "OKI MC361_561 Twain" or "OKI MC361_561 Twain Network".

- If you select "OKI MC361_561 Twain" skip to step 9.
- The first time you select "OKI MC361_561 Twain Network", perform steps 6 through 8.
- If you are selecting "OKI MC361_561 Twain Network" for the second time, skip to step 9.

6 For the first network scan, the dialog box indicating that the tool for selecting a connection destination is started displays. Click "OK".

7 On the "Scan Settings" dialog box, select a connection destination to register host information if necessary, and then click "OK".

8 Select "Import" from "File" of Adobe Photoshop CS3 and select "OKI MC361_561 Twain Network".

The window appears.

9 Click "scan".

Scanning starts.

10 Select [Quit Photoshop] from [Photoshop].

Changing Settings (for Macintosh)

Simple Mode

You can change the settings of five registered buttons.

1 Follow the procedure for "Starting a Scan Job (for Macintosh)" through step 8.

2 Select "Simple" under "Mode".

3 Click "Settings".

4 Click "scan" to change the settings.

5 Click "OK".

6 If you start a scan job, click "scan".
If you want to finish the setting, click "Quit".

Advanced Mode

You can adjust in detail how a document is scanned.

1 Follow the procedure for "Starting a Scan Job (for Mac OS X)" on page 43 through step 8.

2 Select "Advanced" under "Mode".

3 Change the settings if necessary.

4 Click "Scan" to start scanning.

5 If you want to finish the setting, click "Quit".

Using WIA Driver: Windows Only

To use the WIA driver, the MFP must be connected to the computer via the USB port. It doe not work with networks.

Note
- The WIA driver does not support Mac OS X.
- *WIA 2.0:* supports Windows 7/ Windows Server 2008 R2.
- *WIA 1.0:* supports Windows Vista/ Windows Server 2008/ Windows XP/ Windows Server 2003.

Starting a Scan Job

Note
The explanations in this section use the MC561 and PaperPort as an example.

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

2 Press the <SCAN> key.

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

4 Start PaperPort on your computer.

5 Click "Select" and then click "WIA:MC361/561".

6 Click "Scan".

7 Select a paper feeding method.

8 Select a document type.

9 Specify the area to be scanned.

10 Click "Scan".

11 When scanning is complete, click "Finish".
The scanned image displays in PaperPort.

Using Windows FAX and Scan: Windows 7 Only

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

2 Press the <SCAN> key.

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

4 On your computer, click "Start" > "All programs" > "Windows FAX and Scan".

5 Click "New Scan".

6 Select "MC361/561" and click OK".

7 Make additional settings if necessary.
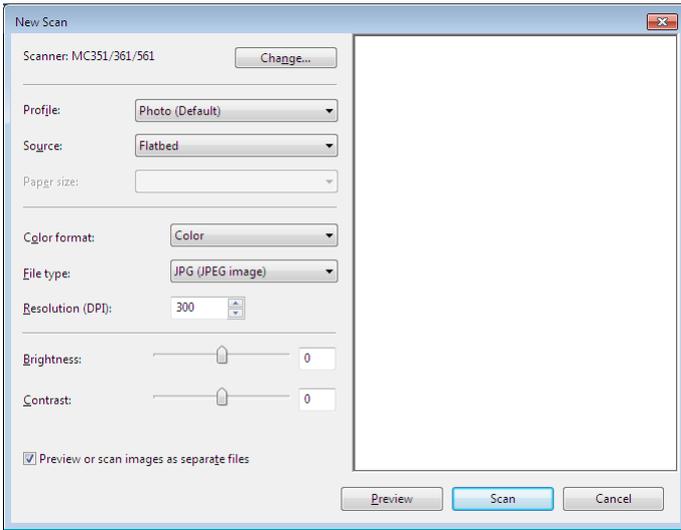
8 Click "Scan".

9 Exit "Windows FAX and Scan".

ActKey Software: Windows Only

Using the ActKey utility, you can start a scan job in specified settings with a click.

When ActKey is installed, Network Configuration is also installed simultaneously. For Network Configuration, refer to Refer to "Using Network Configuration" on P. 86.

Note

The following procedures are explained using the MC561 as an example.

Installing the Software

1 Insert the DVD supplied with your MFP in the CD/DVD drive.

2 Select your language and Model, and accept the license agreement.

3 Under "MFP software", select "ActKey".

4 Follow the on-screen instructions.

5 Click "Finish".

Starting the Software

Click "Start" > "All Programs" > "Okidata" > "ActKey" > "ActKey".

Starting ActKey when Scanning to a Local PC

You can set ActKey to start when you select [Local PC] on the MFP.

1 Click "Start" > "Operator panel".

2 Enter "Show Scanner and Camera" in "Search for Operator pane".

3 Click "Show Scanner and Camera" under "Devices and Printers".

4 Select "MC/361/561" and click "Properties".
If the "User Account Control" dialog box appears, click "Yes".

5 Click the "Events" tab.

6 Select an event under "Select an event".

7 Select the "Start this program" check box and then select "ActKey".

8 Repeat steps 6 and 7 until ActKey is set to all events.

9 Click "OK".

Fax Transmission of Scanned Documents

Using the fax service of the Windows component, you can send a scanned document.

Important!
- **The direction to load the paper is fixed.**
- **This function uses the fax service of the Windows component.**

---

1 Start ActKey on your computer.

2 Press the <SCAN> key on the control panel of the MFP.

3 Press the down arrow key to select [Remote PC], then press <OIK>.

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

5 Click "PC-Fax" on your computer.
The "Fax Sending Wizard" starts.

6 Follow the on-screen instructions to send a fax.

Setting the Scan Button

You can change the settings of four scan buttons.

1 Start ActKey.

2 Select "Button settings" from the "Options" menu.

3 Click a button you want to set.

4 Change the settings if necessary.

5 Click "OK".

Using Network Configuration

Network Configuration is a tool to set in advance when executing Scan To Local PC. In addition, if the information including the device and IP address of the computer, etc. is changed when performing network scan, the setting value can be changed by this tool.

When installing ActKey, Network Configuration is also installed simultaneously.

Network Configuration will be automatically attached to the taskbar when you restart your computer.

When starting Network Configuration, the scanner driver installed in the computer is displayed.
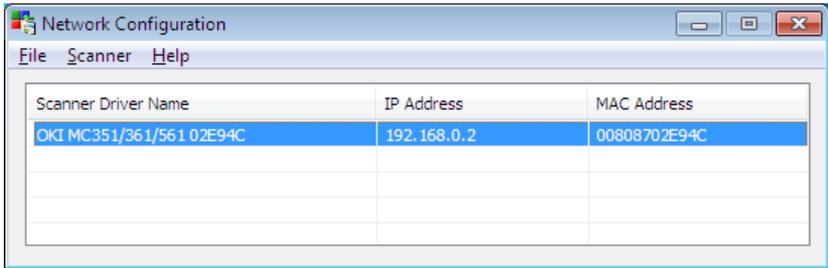
Changing a Scanner Driver Name

When a scanner driver name has been changed, select [Edit Driver Name] from the [Scanner] menu and then change the scanner driver name.

Changing the Setting Information of the MFP

When the IP address of the MFP and port number of the MFP have been changed, start Network Configuration and then select [**Edit Scanner**] from the [**Scanner**] menu.
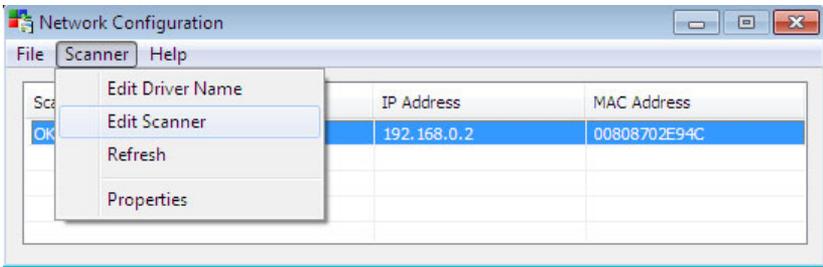
The setting value set in the current computer is displayed, and then change the IP address and port number of the MFP.
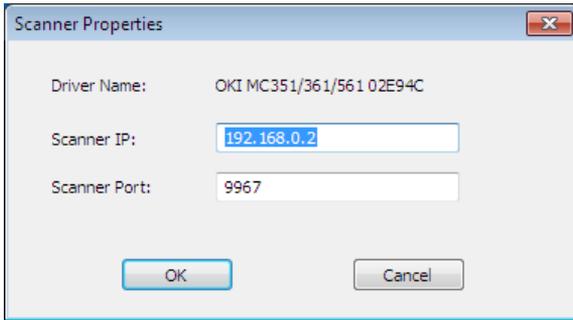
Setting Scan to Local PC

To execute Scan To Local PC, you need to register the computer name, IP address and port number in the MFP.

After installing the scanner driver, start Network Configuration and select the driver to be used. Then, select [Properties] form the [Scanner] menu and select the [Register] tab. As the computer information, the computer name, IP address and port number are displayed. The computer name does not have to be set since the computer's host name is automatically acquired.

Although the setting value of the computer is automatically displayed for the IP address, if multiple network cards are installed in the computer, multiple IP addresses are displayed. Select the IP address of the network card currently used. Further more, for the port number, the current setting is displayed. If you need to change, change the setting.

After all settings are complete. Click [Register] button to register the setting in the MFP.

If the MFP is tuned off and cannot be connected, an error occurs when registering. After registering, if the computer's name, IP address or

port number is changed, you need to register again with the above procedure.

Internet FAX & Scan To E-mail___

Note

To enter [Admin Setup] menu, a password is necessary. The default password is "aaaaaa".

MDN is a message to notify the sender if the recipient has received the document or not.

Enabling MDN and DSN Requests

To request MDN and DSN when you transmit internet faxes and e-mails:

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

6 Press the down arrow key to select [**E-mail Setup**], then press <OK>.

7 Press the down arrow key to select [**MDN Response**], then press <OK>.

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

9 Press the left arrow to go back to the main screen.

Enabling MDN Response

To transmit the MDN response when the MFP receives MDN requests:

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

6 Press the down arrow key to select [E-mail Setup], then press <OK>.

7 Press the down arrow key to select [Transmit or Not Transmit MDN Response] and then press <OK>.

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

9 Press the left arrow to go back to the main screen.

Scan to Local & Remote PCs_____

Note
To enter the [Admin Setup] menu, a password is necessary. The default password is aaaaaa.

Setting the PC Scan Mode

You can select either simple scan mode or secure scan mode for the scanning to local PC function.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [PC Scan Mode], then press <OK>.

8 Press the down arrow key to select a mode, then press <OK>.

9 Press the left arrow to go back to the main screen.

Enable the Network TWAIN Settings

Perform the following procedure to use the scan to local PC and scan to remote PC functions through to the network.

Important!
If you select [Disable] on this function, you cannot use scan to local PC and scan to remote PC via network.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Make sure that [Network TWAIN Setup] is selected, then press <OK>.

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

9 Press the left arrow to go back to the main screen.

Printing

Important!
- **The display and procedure may differ according to the operating system, the applications, and the version of the printer driver you are using. This section uses Windows 7 and Mac OS X 10.6, and Wordpad and TextEdit as examples.**
- **For additional information on the setting items on the printer driver, refer to its online help.**

Using the Control Panel Arrow Keyss

When using the arrow keys, press the key repetitively to go to the selection.

Manual Printing`

You can print a document feeding the print media one sheet at a time from the MP tray. After each page is printed, a message appears on the MFP display requesting that paper be loaded on the MP tray. Once the print media is loaded, select [Restart] on the message to continue printing.

Windows PCL/PCL XPS Printer Driver

1   Load print media on the MP tray.

2   In your application, open the file you want to print.

3   From the "File" menu, select "Print".

4 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

5 On the "Setup" tab, select "Multi Purpose Tray" from "Source".

6 Click "Paper Feed Option".

7 Select the MPT is Manual feed check box, then click "OK".

8 Configure other settings if necessary and then start printing.

9 If a request message appears on the display for loading paper on the MP tray, use the arrow keys to select [Restart], then press <OK>.

Windows PS Printer Driver

1 Load print media on the MP tray.

2 In your application, open the file you want to print.

3 From the "File" menu, select "Print".

4 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

5 Select the "Paper/Quality" tab.

6 Select "Multi-Purpose Tray" from "Paper Source".

7 Click "Advance".

8 Click "Multipurpose tray is handled as manual feed" and select "Yes" from the drop-down list.

9 Click "OK".

10 Configure other settings if necessary and then start printing on the print dialog.

11 If a request message appears on the display for loading paper on the MP tray, use the arrow keys to select [Restart], then press <OK>.

Mac OS X Printer Driver

1 Load print media on the MP tray.

2 In your application, open the file you want to print.

3 From the "File" menu, select "Print".

4 Select "Paper Feed" from the panel menu.

5 Select "All", then select "Multi-Purpose Tray".

6 Select "Printer Features" from the panel menu.

7 Select "Paper Feeding Option" from "Feature Sets".

8 Select "Multipurpose tray is treated as manual feed" check box.

9 Configure other settings if necessary and then start printing.

10 If a request message appears on the control panel for loading paper on the MP tray, use the arrow keys to select [Restart], then press <OK>.

Note

If the print dialog contains only two menus and does not contain the options you expect to see for Mac OS X 10.5 or later, click the disclosure triangle beside the "Printer" menu.

Envelopes

You can print on envelopes by changing the paper size setting, and using the MP tray and the rear exit (face up stacker).

Set the paper size of the MP tray to the appropriate envelope through the MFP control panel.

Note

- Envelopes should be loaded face-up with the short edge into the MFP and the flap toward the right.

- Test envelopes with the MFP before buying them in bulk.

- You cannot use duplex printing on envelopes.

For all Printer Drivers

1 Load envelopes on the MP tray, then press the set button inwards.

2 Open the Rear exit tray of the MFP.

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

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

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

6 Make sure [Paper Size] is selected, then press <OK>.

7 Press the down arrow key to select a type of envelope, then press <OK>.

8 Use the left arrow key to go back to the main screen.

9 On the computer, open the file you want to print.

10 Configure the paper size, paper source and orientation on the printer driver as follows.

Windows PCL/PCL XPS Printer Driver

1 Follow the steps under 'For all Printer Drivers" above.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 On the "Setup" tab, select a type of envelope from "Size".

5 Select "Multi Purpose Tray" from "Source".

6 Select the "Job Options" tab.

7 Select the orientation under "Orientation".

8 Configure other settings if necessary, then start printing.

Windows PS Printer Driver

1 Follow the steps under 'For all Printer Drivers" above.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 On the "Layout" tab, select orientation from "Orientation".

5 Select the "Paper/Quality" tab.

6 Select "Multi-Purpose Tray" from "Paper Source".

7 Click "Advanced".

8 Click "Paper Size" and select a type of envelope from the drop-down list.

9 Click "OK".

10 Configure other settings if necessary, then start printing.

Mac OS X Printer Driver

1 Follow the steps under 'For all Printer Drivers" above.

2 From the "File" menu, select "Page Setup".

3 Select a type of envelope from "Paper Size".

4 Select orientation from "Orientation" and then click "OK".

5 From the "File" menu, select "Print".

6 Select "Paper Feed" from the panel menu.

7 Select "All", then "Multi-Purpose Tray".

8 Configure other settings if necessary, then start printing.

Note

If the print dialog contains only two menus and does not contain the options you expect to see for the Mac OS X 10.5 or later, click the disclosure triangle beside the "Printer" menu.

Labels

You can print on labels by changing the media type setting, and using the MP tray and the rear exit tray (face up stacker).

Set the paper size and type for the MFP tray using the MFP control panel. Then, make print settings including paper size and paper tray using the printer driver.

Important!
You cannot use duplex printing on labels.

For all Printer Drivers

1 Load the labels on the MP tray, then press the set button inwards.

2 Open the face up stacker at the rear of the MFP.

3 Press the <SETTING> key.

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

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

6 Make sure [Paper Size] is selected, then press <OK>.

7 Press the down arrow key to select [A4] or [Letter], then press <OK>.

8 Press the down arrow key to select [Media Type], then press press <OK>.

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

10 Use the left arrow key to go back to the main screen.

11 On the computer, open the file you want to print.

12 Configure the paper source on the printer driver as follows.

Windows PCL/PCL XPS Printer Driver

1 Follow the steps under 'For all Printer Drivers" above.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 On the "Setup" tab, select "A4" or "Letter" under "Size".

5 Select "Multi Purpose Tray" from "Source".

6 Configure other settings if necessary and then start printing.

Windows PS Printer Driver

1 Follow the steps under 'For all Printer Drivers" above.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Paper/Quality" tab.

5 Select "Multi-Purpose Tray" from "Paper Source".

6 Click "Advanced".

7 Click Paper Size], then select "A4" or "Letter" from the drop-down list.

8 Click "OK".

9 Configure other settings if necessary and then start printing.

Mac OS X Printer Driver

1 Follow the steps under 'For all Printer Drivers" above.

2 From the "File" menu, select "Page Setup".

3 Select "A4" or "Letter" for the "Paper Size".

4 Select "Print" from the "File" menu.

5 Select " Paper" from the panel menu.

6 Select "All', then select "Multi-Purpose Tray".

7 Configure other settings if necessary and then start printing.

Custom Size Paper _____

You can register a custom paper size in the printer driver so you can
print on nonstandard paper such as banners.

Settable Custom Size Range

Tray 1

- Width: 4.1 to 8.5 inches (105 to 216 mm)
- Length: 5.8 to 14 inches (148 to 356 mm)

Tray 2

- Width: 5.8 to 8.5 inches (148 to 216 mm)
- Length: 8.3 to 14 inches (211 to 356 mm)

MP Tray

- Width: 2.5 to 8.5 inches (64 to 216 mm)
- Length: 5.0 to 52 inches (127 to 1321 mm)

Note

- Custom sizes may not be available in some applications.

- Media narrower than 3.9 inches (100 mm) can cause paper jams.

- For banner media over 14 inches (356mm) long, use the rear exit tray.

- If banner media runs over the supports on the MP Tray, hold the excess by hand.

- When using tray 1 or optional tray 2, you can use the custom setting only when [Paper Size] is set to [Custom] (press the <SETTING> key, then use the arrow keys > [Paper Setup] > [Tray 1] or [Tray 2] > [Paper Size] > [Custom]).

- The "Auto Tray Change" check box in the "Paper Feed Options" window is selected by default. When the tray runs out of paper during printing, the MFP automatically locates another tray and begins feeding paper from that tray. If you want to feed custom paper only from a particular tray, clear the "Auto Tray Change" check box.

Important!
These instructions assume that you have already enabled custom paper size in the MFP.

Windows PCL Printer Driver

1   Load the media in the MFP.

2   Click "Start" and select "Devices and Printers".

3   Right-click the OKI MC561 icon and select "Printing preferences" > "OKI MC561(PCL)".

4   On the "Setup" tab, click "Paper Feed Options".

5   Click "Custom Size".

6   Enter a name and the dimensions.

- Enter a name for the new size in the "Name" box.

- Enter its dimensions in the "Width" and "Length" boxes.

7 Click "Add" to save the custom paper size to the list and then click "OK".
  You can save up to 32 custom sizes.

8 Open the file you want to print.

9 Select the registered paper size and start printing.

Windows PS Printer Driver

1 Load the media in the MFP.

2 Click "Start" and select "Devices and Printers".

3 Right-click the OKI MC561 icon and select "Printing preferences" > "OKI MC561(PS)".

4 On the "Layout" tab, click "Advanced".

5 Click "Paper Size" and select "PostScript Custom Page Size" from the drop-down list.

6 Enter the dimensions in the "Width" and "Height" boxes, and click "OK" until the "Print Setup" dialog box is closed.

7 Open the file you want to print.

8 Select "PostScript Custom Page Size" for a paper size and start printing.

Windows PCL XPS Printer Driver

1 Load the media in the MFP.

2 Click "Start" and select "Devices and Printers".

3 Click a printer icon in "Printers and Faxes", then click "Print Server properties" on the top bar.

4 Select the "Forms: tab.

5 Select the "Create a new form" check box.

6 Enter the information under "Form name", "Paper size", and "Print area margins", then click "Save Form".

7 Click "Close".

8   Open the file you wish to print.

9   Select the form you created and start printing.

Mac OS X PS Printer Driver

1   Load the media in the MFP.

2   Open the file you want to print.

3   From the "File" menu, select "Page Setup".

4   Select "Manage Custom Sizes" from "Paper Size".

5   Click "+" to add an item to the list of custom paper sizes.

6   Double-click "Untitled" and enter a name for the custom paper size.

7   Enter the dimensions in the "Width" and "Height" boxes.

8   Click "OK".

9   Click "OK".

10 From the "File" menu, select "Print".

11 Configure other settings if necessary and then start printing.

Note

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 or later, click the disclosure triangle beside the "Printer" menu.

Multiple Pages on One Sheet _____

You can print multiple pages of a document onto a single side of a sheet of paper.

Windows PCL/PCL XPS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 On the "Setup" tab, select the number of pages to print on each sheet under "Finishing Mode".

5 Click "Options".

6 Specify your choices for "Page Borders", "Page layout", and "Bind Margin", and then click "OK".

7 Configure other settings if necessary and then start printing.

Windows PS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 On the "Layout" tab, select the number of pages to print on each sheet from "Pages per Sheet".

5 Specify the following settings.
  - Select the "Draw Borders" check box to draw borders between pages on each sheet.

  - Select "Advanced" > "Page per Sheet Layout" to set the layout of pages on each sheet.

6 Configure other settings if necessary and then start printing.

Mac OS X Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Layout" from the panel menu.

4 Select the number of pages to print on each sheet from "Pages per Sheet".

5 Specify each setting at "Border" and "Layout Direction".

6 Configure other settings if necessary and then start printing.

Duplex Printing _____

You can print on both sides of a sheet of paper.

- Usable Sizes: Letter, Legal 13, Legal 13.5, Legal 14, Executive, A4, A5, B5 16K, Custom
- Usable weight: 17 to 47 lb. US Bond (64 to 176 g/m^2)

> **Note**
>
> This function may not be available in some applications.
>
> For details on the paper sizes and paper weight that can be used for duplex printing, see the Basic User's Guide on the DVD supplied with your MFP.

Windows PCL/PCL XPS Printer Driver

1 Make sure the rear exit tray on the MFP is closed.

2 Open the file you want to print.

3 From the "File" menu, select "Print".

4 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

5 On the "Setup" tab, select "Long Edge" or "Short Edge" from "2-Sided Printing".

6 Configure other settings if necessary and then start printing.

Windows PS Printer Driver

1 Make sure the rear exit tray on the MFP is closed.W

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using)**.**

4 On the "Layout" tab, select "Flip on Long Edge" or "Flip on Short Edge" from "Print on Both Sides".

5 Configure other settings if necessary and then start printing.

Mac OS X Printer Driver

1 Make sure the rear exit tray on the MFP is closed.

1 Open the file you want to print.

2   From the "File" menu, select "Print".

3   Select "Layout" from the panel menu.

4   Select "Long-Edge binding" or "Short-Edge binding" from "Two-Sided" on the "Layout" panel.

5   Configure other settings if necessary and then start printing.

Note

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 or later, click the disclosure triangle beside the "Printer" menu.

Reducing/Enlarging Pages

You can print data formatted for one size page onto a different size page without modifying the print data.

Note

- This function may not be available in some applications.
- This function is not available with the Windows PS printer driver.

Windows PCL/PCL XPS Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4   On the "Setup" tab, click "Paper Feed Options".

5   Select the "Resize document to fit printer page" check box in "Fit to Page".

6 Select the scaling factor you need from the "Conversion" drop-down list and click "OK".

7 Configure other settings if necessary and then start printing.

Mac OS X Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Paper Handling" from the panel menu.

4 Select the "Scale to fit paper size" check box.

5 Select the paper size you want to use from "Output Paper Size".

6 Configure other settings if necessary and then start printing.

Note

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 or later, click the disclosure triangle beside the "Printer" menu.

Collating Pages

You can print copies of multiple sets of a multi-page document.

Note

This function may not be available in some applications.

Important!
Turn off the page collating mode in the application when you use this function with the Windows PS printer driver.

Windows Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Options" tab.

5 Select a number of copies to print from the "Copies" scrolling list and select the "Collate" check box.

6 Configure other settings if necessary and then start printing.

Mac OS X Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Uncheck the check box beside [Collate], then enter the number of copies to print under [Copies].

4 Select "Printer Features" from the panel menu.

5 Select "Job Option" from "Feature Sets" on the "Printer Features" panel.

6 Select the "Collate" check box.

7 Configure other settings if necessary and then start printing.

Note

If the print dialog contains only two menus and does not contain the options you expect to see for the Mac OS X 10.5 or later, click the disclosure triangle beside the "Printer" menu.

Setting the Page Order

You can set whether pages are printed in forward or reverse order to suit your needs.

If you want pages to be stacked in numeric order, forward order is usually appropriate with the face down stacker, and reverse order with the face up stacker.

If you are using the rear exit tray, set the print job to print in the reverse order to stack the paper in the order of the pages.

Notes
- Reverse order is not available with the Windows PCL/PCL XPS printer driver.
- If the rear exit tray (face up stacker) is not open, pages are output on the top exit tray (face down stacker).

The procedures below use the MC561 as an example.

Windows PS Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4   On the "Layout" tab, select "Front to Back" or "Back to Front" from "Page Order".

5   Configure other settings if necessary and then start printing.

Note
If "Page Order" does not appear, click "Start" > "Devices and Printers" > right-click the OKI MC561 icon > select "Printer

properties" > "OKI MC561(PS)" > "Advanced" > "Enable advanced printing features".

Mac OS X Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Select "Paper Handling" from the panel menu.

4   Select "Normal" or "Reverse" from "Page Order" on the "Paper Handling" panel.

5   Configure other settings if necessary and then start printing.

Note

If the print dialog contains only two menus and does not contain the options you expect to see for the Mac OS X 10.5 or later, click the disclosure triangle beside the "Printer" menu.

Booklet Printing _____

You can print multi-page documents with their pages ordered and arranged so that the final printed output can be folded into a booklet.

Important!

- **This function is not available with the Mac OS X printer driver.**
- **Watermarks are not printed properly with this function.**

The procedures below use the MC561 as an example.

Windows PCL/PCL XPS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 On the "Setup" tab, select "Booklet" at "Finishing Mode".

5 Click "Options", then set the booklet print options if necessary.
   - Select a signature size (the number of pages per side of each sheet of paper) from the "Signature" drop-down list.

   - Select the "Right to Left= check box and specify a bind margin if your document is going to be thick.

6 Click "OK".

7 Configure other settings if necessary and then start printing.

Windows PS Printer Driver

1 Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4   On the "Layout" tab, select "Booklet" at "Page Format".

5   Configure other settings if necessary and then start printing.

Note

If you cannot use this function, click "Start" > "Devices and Printers" > right-click the OKI MC561 icon > select "Printer properties" > "OKI MC561(PS)" > "Advanced" > select the "Enable advanced printing features" check box.

Cover Printing _____

You can feed the first page of a print job from one tray and the remaining pages from another tray. This function is useful when you want to use a kind of paper for a cover and another for body pages.

Important!
This function is not available with the Windows PS printer driver.

Windows PCL/PCL XPS Printer Driver

1   Load the cover media and interior pages media in the appropriate trays.

2   Open the file you want to print.

3   From the "File" menu, select "Print".

4   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

5   On the "Setup" tab, click "Paper Feed Options".

6   Select the "Use different source for first page" check box.

7 Select a source tray from "Source" and click "OK".
If necessary, select a paper weight from the "Weight" drop-down list.

8 Configure other settings if necessary and then start printing.

Mac OS X Printer Driver

1 Load the cover media and interior pages media in the appropriate trays.

2 Open the file you want to print.

3 From the "File" menu, select "Print".

4 Select "Paper Feed" from the panel menu.

5 Select "First Page From" and select source trays for the first page and the remaining pages.

6 Configure other settings if necessary and then start printing.

Note

If the print dialog contains only two menus and does not contain the options you expect to see for the Mac OS X 10.5 or later, click the disclosure triangle beside the "Printer" menu.

Poster Printing _____

You can print a poster by dividing a single document into parts, then enlarging each part and printing each one on a separate sheet of paper. You can then combine the separate sheets to create a poster.

Important!

You cannot use poster printing:

- **with the Windows PS printer driver or the Mac OS X printer driver.**
- **when you use a NetBEUI or IPP network.**
- **when you use the encrypted secure printing mode from a client computer sharing the MFP with a print server.**

For Windows PCL/PCL XPS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 On the "Setup" tab, select "PosterPrint" at "Finishing Mode".

5 Click "Options".

6 Set values for "Enlarge", "Add Registration Marks", or "Add Overlap" if necessary and press "OK".

7 Configure other settings if necessary and then start printing.

Note

- When making an A3 size poster from two A4 sheets, select A4 for the paper size and "2" for "Enlarge".
- If you cannot select this function, click "Start" > "Devices and Printers" > right-click the OKI MC561 icon > select "Printer properties" > "OKI MC561(PCL)" or "OKI MC561(PCL)" > "Advanced" > "Print Processor" >"MLLAPP3" > "OK".

Changing Print Quality _____

You can change the print quality to suit your needs.

Note

"Normal (600X600)" may produce better results for printing on a larger size of paper with the PS printer driver.

Windows Printer Drivers

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Option" tab

5 Select a print quality level under "Quality".

6 Configure other settings if necessary and then start printing.

Mac OS X Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Printer Features" from the panel menu.

4 Select "Job Options" from "Feature Sets".

5 Select a print quality level from "Quality".

6 Configure other settings if necessary and then start printing.

Note

If the print dialog contains only two menus and does not contain the options you expect to see for the Mac OS X 10.5 or later, click the disclosure triangle beside the "Printer" menu.

Enhancing Photos_____

Important!

- **This function is not available with the Windows PS printer driver and the Mac OS X printer driver.**
- **This function is not available when "File" > "Print" > "Preferences" > "Color" tab > "Office Document" check box is selected with the Windows PCL printer driver.**

Windows PCL/PCL XPS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Options" tab.

5 Select the "Photo enhance" check box.

6 Configure other settings if necessary and then start printing.

Emphasizing Fine Lines _____

Important!

- **This function is turned on by default.**
- **With some applications, if this function is turned on, the spaces in bar codes may become too narrow. If this happens, turn off this function.**

Windows Printer Drivers

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4   Select the "Job Options" tab.

5   Click the "Advanced".

6   Select the "Adjust ultra fine lines" check box and then click "OK".

7   Configure other settings if necessary and then start printing.

Mac OS X Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Select "Printer Features" from the panel menu.

4   Select "Image Option" from "Feature Sets".

5   Select the "Adjust ultra fine lines" check box.

6   Configure other settings if necessary and then start printing.

Auto Tray Selection _____

You can switch paper feed trays with the same size of paper configured on the printer driver automatically.

First, set the MP tray to be a target tray for auto selection on the operator panel. Then, set the auto selection of the tray with the printer driver.

Note

- Make sure to set a paper size for Tray1, Tray2 (optional) and the MP tray. Available paper size differs depending on each tray. For details, see the Basic User's Guide on the DVD supplied with the MFP.

- In the default settings, the [MP tray Usage] is [Not Used]. In such a case, the MP tray is not supported by the auto tray switching function.

- To enter the [Admin Setup] menu, an administrator password is necessary. The default password is "aaaaaa".

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

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

3   Enter the administrator password.

4   Use the arrow keys to select [Enter], then press <OK>.

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

6   Make sure that [Print menu] is selected, then press <OK>.

7   Make sure that [Tray Configuration] is selected, then press <OK>.

8   Press the down arrow key to select [MP Tray Usage], then press <OK>.

9   Press the down arrow key to select [When Mismatching], then press <OK>.

10 Use the left arrow key to go back to the main screen.

11 Specify a paper tray on the printer driver and start printing.

For Windows PCL/PCL XPS Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4   On the "Setup" tab, select "Automatically Select" from "Source".

5   Configure other settings if necessary and then start printing.

For Windows PS Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4   Select the "Paper/Quality" tab.

5   Select "Automatically Select" from "Paper Feed Source".

6   Configure other settings if necessary and then start printing.

For Mac OS X PS Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3 Select "Paper Feed" from the panel menu.

4 Select "All pages" and select "Auto Select".

5 Configure other settings if necessary and then start printing.

Note

If the print dialog contains only two menus and does not contain the options you expect to see for the Mac OS X 10.5 or 10.6, click the disclosure triangle beside the [Printer] menu.

Auto Tray Switching

You can switch paper feed trays automatically.

When the tray runs out of paper while printing, the MFP locates another tray with the same size of paper configured on the printer driver and begins feeding paper from that tray.

First set the MP tray to be a target tray for auto switching using the control panel on the MFP. Then, set the auto switching of the tray with the printer driver.

Important!
Make sure to set the same paper size, media type, and media weight for each tray used for auto tray switching. The available paper size differs depending on the tray.

Note

- In the default settings, the MP tray is not used on the auto tray switching mode.

- To enter the [Admin Setup] menu, an administrator password is necessary. The default password is "aaaaaa".

1. Press the <SETTING> key.

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

3. Enter the administrator password.

4. Use the arrow keys to select [Enter], then press <OK>.

5. Press the down allow key to select [Print Setup], then press <OK>.

6. Make sure that [Print menu], is selected, then press <OK>.

7. Make sure that [Tray Configuration] is selected, then press <OK>.

8. Press the down arrow key to select [MP Tray Usage], then press <OK>.

9. Press the down arrow key to select [When Mismatching], then press <OK>.

10. Use the left arrow key to go back out to the main screen.

11. Configure the paper source setting on the print dialog.

Windows PCL/PCL XPS Printer Driver

1. Open the file you want to print.

2. From the "File" menu, select "Print".

3. Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4. On the "Setup" tab, select "Paper Feed Options".

5. Check the "Auto Tray Change" box, then click "OK"

6. Configure other settings if necessary and then start printing.

Windows PS Printer Driver

1. Open the file you want to print.

2. From the "File" menu, select "Print".

3. Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 On the "Layout" tab, click "Advanced".

5 Click "Auto Tray Switch" under "Auto Tray Switch" and select "Auto Tray Switch" from the drop-down list.

6 Click "OK".

7 Configure other settings if necessary and then start printing.

Mac OS X Printer Driver

Mac OS X 10.5 to 10.6

1 Open the file you want to print.

2 From the "File" menu", select "Print".

3 Select "Printer Functions" from the panel menu.

4 Select "Paper Feed Options" from "Function Sets".

5 Check the "Auto Tray Switching" box.

6 Configure other settings if necessary and then start printing.

Mac OS X 10.3.9 to 10.4.11

1 Open the file you want to print.

2 From the "File" menu", select "Print".

3 Select "Error handling" from the panel menu.

4 Select "Switch to another cassette with the same paper size".

5 Configure other settings if necessary and then start printing.

Saving Toner _____

You can print your documents using less toner.

This function controls the amount of toner by brightening up the whole page image except the areas that have 100% black.

Important!

- **This function is invalid for 100% black.**
- **This function is disabled when you use the grayscale mode.**
- **This function is invalid in the following cases:**
  - **configuring the CMYK colors in the PostScript application.**
  - **setting the grayscale mode in the PostScript application.**
  - **using the application or operating system of CIE color.**

Note

The density of the printed images with this function may vary in degree, depending on the document being printed.

Windows PCL/PS Printer Drivers

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4   Select the "Color" tab.

5   Select the "Toner Save" check box.

6   Configure other settings if necessary and then start printing.

Windows /PCL XPS Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Options" tab.

5 Select the "Toner Save" check box.

6 Configure other settings if necessary and then start printing.

Note

In the Windows PCL and PCL XPS printer drivers, you can also select 'Office Document" on the "Color" tab which controls the amount of toner. The color density of he output image is even lower if you select both the toner save mode and the office document mode.

Mac OS X Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Color" from the panel menu.

4 Select "Toner Saving" check box.

5 Configure other settings if necessary and then start printing.

Secure Print _____

for MC561 and CX2731 MFP only

Note

The MFP must be equipped with an SD memory card to use this function.

You can assign a password to a print job so it can only be printed if the password is input at the MFP control panel.

Important!

- **If there is not enough space on the SD memory card for the spooled data, a message indicating the file system is full appears and the print job does not start.**

- **This function is not available with Windows PCL XPS or Mac OS X printer driver.**

Windows PCL/PS Printer Drivers

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4   Select the "Job Options" tab.

5   Select "Secure Print" under "Job Type".

6   Enter a job name in the "Job Name" box and a password in the "Job Password" box.
   -   If you select the "Request Job Name for each print job" check box, a prompt for the job name appears when you send the print job to the MFP.

7   Click "OK".

8   Configure other settings if necessary and then start printing.
   -   The print job is sent to the MFP, but is not printed.

9   Press the <PRINT> key on the MFP control panel.

10 Press the down arrow key to select [Print Job], then press <OK>.

11 Press the down arrow key to select [Stored Job], then press <OK>.

12 Enter your password in the [Password] box, then press <OK>.
   -   Press the <CLEAR> key if you enter a wrong number.

   Press the <STOP> key if you want to stop the job search.

13 Make sure [Print] is selected, then press <OK>.
   -   If you select [Delete], you can cancel the print job.

14 Enter the number of copies, then press <OK>.

Note
   •   If you forget the password for a job and do not print the job, the job will remain in the SD memory.
   •   To delete a job stored on the SD card, use the Configuration Tool utility.

Encrypted Secure Print _____

for MC561 and CX2731 MFP only

Note

The MFP must be equipped with an SD memory card to use this function.

You can encrypt your documents before sending them from a computer to the MFP, preventing unauthorized access to confidential information.

The documents are stored in an encrypted format on the SD memory card in the MFP until you enter the registered password at the MFP control panel.

An encrypted print job stored on the SD memory card is automatically deleted after printing or if it is not printed for more than a certain period of time. If an error occurs when the data is sent or if an unauthorized person is detected trying to access the job, it is automatically deleted.

Important!

- **If there is not enough space on the SD memory card for the spooled data, a message indicating the file system is full appears and the print job does not start.**
- **This function is not available with printer drivers for the 64-bit editions of Windows 7, Windows Server 2008, Windows Vista, Windows Server 2003, and Windows XP.**
- **This function is not available with the Windows PCL XPS or Mac OS X printer driver.**
- **You cannot use this function with the poster printing mode and the booklet mode with the Windows PCL printer driver if you share the MFP with a print server.**
- **When you use this function, clear the "Job Spool" check box. For details, see"Using a Print Buffer" on page 139.**
- **"Start" > "Devices and Printers" > the OKI MC561 icon > "Printer properties" > "OKI MC561(PS)" > "Device Settings" > "Print only Encrypted print data" can not be enabled with Windows Server 2008 and Windows Vista.**

Windows PCL/PS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Options" tab.

5 Select "Encrypted Secure Print".

6 Enter a password in the "Password" box and configure other options if necessary.

7 Click "OK".

8 Configure other settings if necessary and then start printing. The print job is sent to the MFP, but is not printed.

9 Press the <PRINT> key on the MFP control panel.

10 Press the down arrow key to select [Print Job], then press <OK>.

11 Press the down arrow key to select [Encrypted Job], then press <OK>.

12 Enter the password you set above in the [Password] box, then press <OK>.
Press the <CLEAR> key if you enter a wrong number.

Press the <STOP> key if you want to stop the job search.

13 Make sure [Print] is selected, then press <OK>.
If you select [Delete], you can delete the print job, and all of the encrypted jobs with the same password are deleted as well.

Watermark Printing _____

You can print pages with a watermark or text.

Note
- This function is not available with the Mac OS X printer driver.
- Watermarks are not printed properly during booklet printing.

Windows Printer Drivers

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select "Job Options" tab.

5 Click "Watermark".

6 Click "New".

7 Specify text, a size and an angle for the watermark and then click "OK".

8 Click "OK".

9 Configure other settings if necessary and then start printing.

Note

- Watermarks are printed over the text or images of documents in the default settings with the Windows PS printer driver. To print in the background of documents, check the "In Background" box in the "Watermark" window.

- Some applications will not print watermarks when "Background" is checked in the "Watermark" window. If this happens, try unchecking the "Background" box.

Overlays _____

For MC561 and CX2731 MFP only

You can print overlays such as logos or forms on documents.

The MFP must be equipped with an SD memory card for this function.

Important!

- **This function is not available with the Windows PCL XPS or Mac OS X printer driver.**
- **To use this function on a Windows PS printer driver, you need to log into your computer as an administrator.**

1 Use the Storage Device Manager utility to create an overlay and register it on the MFP.

Note

For details on how to create and register an overlay, see the Technical Reference Guide at http://my.okidata.com.

2 Define the overlay on the printer driver and start printing as follows.

Windows PCL Printer Driver

Note

An overlay is a group of up to three forms. When multiple forms are saved as an overlay, the last saved one is printed at the top.

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Options" tab.

5 Click "Overlay".

6 Select the "Print Using Active Overlays" check box.

7 Click "Define Overlays".

8 Enter a name for the overlay in the "Overlay Name" box.

9 Enter the ID of the form you registered using Storage Device Manager under "ID Value(s)".

10 Select the pages of the document on which to print the overlay from the "Print on Pages" drop-down list.

11 Click "Add".

12 Click "Close".

13 Select the overlay to use from the "Defined Overlays" and click "Add".

14 Click "OK".

15 Configure other settings if necessary and then start printing.

Windows PS Printer Driver

Note

An overlay is a group of up to three forms. When multiple forms are saved as an overlay, the last saved one is printed at the top.

1 Click "Start" and select "Devices and Printers".

2 Right-click the OKI MC561 icon and select "Printing preferences" > "OKI MC561(PS)".

3 Select the "Job Options" tab.

4 Click "Overlay".

5 Select "Use Overlay" from the drop-down list and click "New".

6 Enter the exact name of the overlay you registered using Storage Device Manager in the "Form Name" box and click "Add".

7 Enter a name for the overlay in the "Overlay Name" box.

8 Select the page of the document on which to print the overlay from the "Print on Pages" drop-down list.

9 Click "OK".

10 Select the overlay to use from the "Defined Overlay" list and then click "Add".

11 Click "OK".

12 Click "OK" to close the printer setup window.

13 Open the file you want to print.

14 Start printing on the print dialog.

Store Print Data _____

For MC561 and CX2731 MFP only

Note
The MFP must be equipped with an SD memory card to use this function.

You can store print data on the SD memory card installed on the MFP and print it as needed from the MFP control panel by entering the assigned password. The job will remain stored on the SD card until you delete it using the Storage Device Manager utility.

The MFP must be equipped with an SD memory card for this function.

Important!
- **If there is not enough space on the SD memory card for the spooled data, a message indicating the file system is full appears and the print job does not start.**
- **This function is not available with the Windows PCL XPS or Mac OS X printer driver.**
- **For details on how to install an SD memory card, see the Basic User's Guide on the DVD supplied with your MFP.**

Windows PCL/PS Printer Drivers

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Options" tab.

5 Check "Store to SD".

6 Enter a job name in the "Job Name" box and a password in the "Job Password" box.
If you check the "Request Job Name for each print job" box, a prompt for the job name appears when you send the job to the MFP.

7 Click "OK".

8 Configure other settings if necessary and then start printing.
The print job is sent to the MFP, but is not printed.

9 Press the <PRINT> key on the MFP control panel.

10 Press the down arrow key to select [Print Job], then press <OK>.

11 Press the down arrow key to select [Stored Job], then press <OK>.

12 Enter the password you set for the job in the [Password] box, then press <OK>.
- Press the <CLEAR> key if you enter a wrong number.
- Press the <STOP> key if you want to stop the job search.

13 Make sure [Print] is selected, then press <OK>.
- If you select [Delete], you can delete the print job.

14 Enter the number of copies, then press <OK>.

Change Default Settings

You can save the printer's default driver settings.

Important!
This function is not available with the Fax driver.

Notethe

The procedures below use MC561 as an example.

Windows Printer Drivers

1 Click "Start" and select "Devices and Printers".

2 Right-click the OKI MC561 icon, then select "Printing preferences" > "OKI MC561(PCL)" or "OKI MC561(PS)".

3 Configure the print settings to be used as the default.

4 Click "OK".

Mac OS X PS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Configure the print settings to use as the driver's default settings.

4 Select "Save As" from "Presets".

5 Enter a name for the settings and click "OK".

6 Click "Cancel".

7 To use the saved settings, select the name from 'Presets" in the print dialog box.

Using Printer Fonts _____

You can print your documents using pre-installed printer fonts by substituting them for TrueType fonts in the computer.

Important!

- **The printer fonts do not exactly duplicate the appearance of the TrueType fonts seen on screen.**
- **This function is not available with the Windows PCL XPS or Mac OS X printer driver.**
- **To use this function with the Windows PS printer driver you must be logged on your computer as an administrator.**
- **This function is not available in some applications.**

Note

The procedures below use the MC561 as an example.

Windows PCL Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Options" tab.

5 Click "Font".

6 Select the "Font Substitution" check box.

7 Specify which printer font you substitute for each TrueType font in the "Font Substitution Table".

8 Click "OK".

9 Configure other settings if necessary and then start printing.

Windows PS Printer Driver

1 Click "Start" and select "Devices and Printers".

2 Right-click the OKI MC561 icon and then select "Printer properties" > "OKI MC561(PS)".

3 Select the "Device Settings" tab.

4 Substitute a printer font for each TrueType font in the "Font Substitution Table".
- To specify the font substitution, click each TrueType font and select a printer font to substitute from the pull-down menu.

5 Click "OK".

6 Open the file you want to print.

7 From the "File" menu, select "Print".

8 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

9 On the "Layout" tab, click "Advanced".

10 Select "Substitute with Device Font" at "TrueType Font" and then click "OK".

11 Configure other settings if necessary and then start printing.

Using Computer Fonts _____

You can print your documents using TrueType fonts in the computer to retain the font appearance on screen.

___

Important!
This function is not available with the Windows PCL XPS or Mac OS X printer driver.

___

Windows PCL Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Options" tab.

5   Click "Font".

6   Clear the "Font Substitution" check box and then click "OK".

7   Select "Download as Outline Font" (font images are created by the printer) or "Download as Bitmap Font" (font images are created by the printer driver).

8   Configure other settings if necessary and then start printing.

Windows PS Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4   On the "Layout" tab, click "Advanced".

5   Click "TrueType Font" and select "Download as Softfont" from the drop-down list.

6   Click "OK".

7   Configure other settings if necessary and then start printing.

Using a Print Buffer _____

Note
The MFP must be equipped with an SD memory card to use this function.

You can spool a print job in the SD memory card installed in the MFP. This function frees memory on your computer so it can handle other tasks faster while the MFP is running in the background.

Important!

- **If there is not enough space on the SD memory card for the spooled data, a message indicating the file system is full appears and the print job does not start.**
- **This function is not available with the Windows PCL XPS or Mac OS X printer driver.**

Windows PCL/PS Printer Drivers

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 Select the "Job Options" tab.

5 Click "Advanced".

6 Select the "Job Spool" check box and click "OK".

7 Start printing on the print dialog.

Change Mono Print Speed _____

Note
To enter the [Admin Setup] menu, an administrator password is necessary. The default password is "aaaaaa".

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

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

8 Press the down arrow key to select [Mono-Print Speed], then press <OK>.

9 Select a speed mode, then press <OK>.
- **-** [Auto]: The default setting. This mode suffices for general usage.
- **-** [Color Print Speed]: Effective for a large color print job.
- **-** [Normal Print Speed]: Effective for a large print job with color and black-and-white pages mixed.

Printing to File _____

You can print a document to a file, without printing it out on paper.

Important!
You must be logged on your computer as an administrator.

Note
The procedures below use the MC561 as an example.

Windows PCL/PS Printer Drivers

1 Click "Start" and select "Devices and Printers".

2 Right-click the OKI MC561 icon and then select "Printer properties" > "OKI MC561(PCL)" or "OKI MC561(PS)".

3 Select the "Ports" tab.

4 Select "FILE:" from the port list and click "OK".

5 Start printing on the print dialog.

6 Enter the name for a file and then click "OK".

Mac OS X Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "PDF" on the print dialog and select a file format.

4 Enter the name for a file and select where to save it.

5 Click "Save".

Downloading PS Files_____

You can download PostScript files to the MFP and print them.

Important!
This function is available only when you are using a TCP/IP network.

OKI LPR Utility

1 Launch the OKI LPR Utility.

2 Select "Download" from the "Remote Print" menu.

3 Select the file to download and click "Open".
After finishing the download, the PostScript file is printed.

Printing Out PS Errors _____

You can print out a PostScript error when it occurs.

Important!
This function is not available with the Windows PCL or PCL XPS printer driver.

Windows PS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" (or "Properties", depending on the version of Windows you are using).

4 On the "Layout" tab, click "Advanced".

5 Click "Send PostScript Error Handler" under "PostScript Options" and select "Yes" from the drop-down list.

6 Click "OK" until the print setup dialog box is closed.

Mac OS X Printer Driver

Important!
This function is not available with the Mac OS X 10.5 or later.

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Error Handling" from the panel menu.

4 Select "Print details report"

5 Click "Print".

Changing Emulation Mode _____

Note
To enter the [Admin Setup] menu, an administrator password is necessary. The default password is "aaaaaa".

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Make sure [Personality] is selected, then press <OK>.

8 Press the down arrow key to select an emulation mode to use,
then press <OK>.

9 Use the left arrow key to go back to the main screen.

Job Macros (MC561 and CX2731 MFP Only)

This chapter explains how to make macros for jobs that you do frequently. You can register up to 10 macros for frequently used function settings for copying, scanning, faxing, internet faxing, and printing in the MFP and create shortcuts. This shortcut function, called "Job Macro", allows you to perform operations more simply and quickly.

You can create a macro for settings on the following functions:

- Copying (Color/Mono)
- Printing from USB Memory
- Scanning to e-mail
- Scanning to network PC
- Scanning to USB Memory
- Fax Sending
- Internet Fax Sending

Using the Control Panel Arrow Keyss

When using the arrow keys, press the key repetitively to go to the selection.

The <JOB MACRO> Key _____
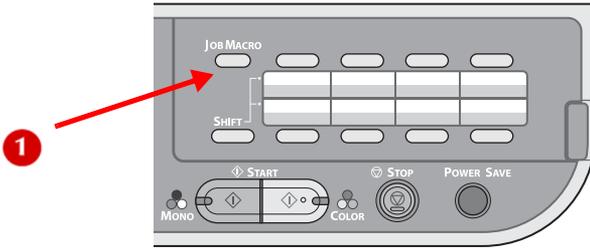
To create a macro, press the <JOB MACRO> key (1) on the control panel to open the job macro menu.

Important!
If the user authentication is enabled, log into the MFP before following the procedures below.

Creating a Macro _____

1   Specify the settings you want to register at the control panel.

2   Press the <JOB MACRO> key to open the job macro menu.

3   Press the down arrow key to select an entry number for the new macro, then press <OK>.

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

5   Review the settings using the down arrow key to scroll through them, then press <OK>.

6   Enter a title for the new macro.

7   Use the arrow keys to highlight Done], then press <OK>.

8   Press the let or right arrow keys to select [Yes] on the confirmation screen.

Using Macros _____

1   Press the <JOB MACRO> key to open the job macro menu.

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

3 Make sure [Restore] is selected, then press <OK>.

4 Check the settings, then press <OK>.

Note
Press the down arrow key to scroll the setting list on the screen.

5 Press the left or right arrow key to select [Yes] on the confirmation message.

Note
If the access control is enabled on the functions you want to use, a message appears indicating that you are not permitted to use them and the screen returns to the confirmation message. Select [No] to return to the job macro menu.

6 Start a job.

Editing a Macro Title

1 Press the <JOB MACRO> key to open the job macro menu.

2 Use the down arrow key to select the macro whose title you want to edit, then press <OK>.

3 Use the down arrow key to select [Title Edit], then press <OK>.

4 Review the settings using the down arrow key to scroll through them, then press <OK>.

5 Enter a new title.

6 Use the arrow keys to select [Enter], then press <OK>.

Deleting a Macro _____

1   Press the <JOB MACRO> key to open the job macro menu.

2   Use the down arrow key to select the macro you want to delete, then press <OK>.

3   Use the arrow keys to select [Delete], then press <OK>.

4   Press the left or right arrow key to select [Yes] on the confirmation screen.

MFP Menu

Using the Control Panel Arrow Keyss

When using the arrow keys, press the key repetitively to go to the selection.

Change Menu Settings _____

To change menu settings, an administrator password is necessary. The default password is "aaaaaa".

Admin Setup

For on-going changes to the MFP settings.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

5 Press the down arrow key to select the setup menu on which you want to change a setting, then press <OK>.

6 Specify the setting, then press <OK>.

7 Repeat steps 5 and 6 to make any additional changes.

8 Use the left arrow key to go back to the main menu.

Easy Setup

Easy Setup is used when first setting up the MFP.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

5 Press the down arrow key to select the setup menu on which you want to change a setting, then press <OK>.

6 Specify the setting, then press <OK>.

7 Repeat steps 5 and 6 to make any additional changes.

8 Use the left arrow key to go back to the main menu.

Print Current Settings _____

You can print and check the configuration or the job logs of the MFP.

1 Press the <SETTING> key.

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

3 Make sure [Configuration] is selected, then press <OK>.

4 Use the arrow keys to select [Yes] on the confirmation message display, then press <OK>.

Basic Menu _____

Menu	Description
Reports (see below)	Print reports.
Paper Setup (see page 155)	Accesses the paper settings.
Address Book (see page 157)	Create or edit the address book.
Phone Book (see page 158)	Create or edit the phone book.
Profile (see page 159)	Create or edit a profile.
Network Scan Destination (see page 163)	Sets network scan destination
Store Document Settings (see page 164)	Create or edit the document storing settings.
View Information (see page 165)	Accesses the MFP information.
Shutdown (see page 167)	Initiates a controlled shutdown of the MFP.
Easy Setup (see page 168)	Accesses the easy setup menu. To enter this menu, the administrator password is necessary.
Admin Setup (see page 171)	Accesses the administrator setup menu. To enter this menu, the administrator password is necessary.

Reports _____

- **Configuration: see below**
- **System: see page 153**
- **FAX (MC561 and CX2731 MFP only): see page 153**
- **E-mail/Internet Fax: see page 154**
- **Printer: see page 154**

Reports: Configuration

Prints a list of the current Configuration settings for the MFP.

Reports: System

Item		Description
File List		Prints a job file list.
Demo Page		Prints a demo page.
Error Log		Prints an error log.
Scan To Log		Prints the results of the jobs of Scan to E-mail, Scan to NetworkPC, or Scan to USB Memory. Display condition: [**Admin Setup**] > [**Management**] > [**Job Log Setup**] > [**Save Job Log**] is set to [**Enable**].
MFP Usage	Copies	Prints the total of the job logs. Specifies the number of pages to print in the [**Copies**] screen.
Network Information		Prints general information on the network.

Reports: Fax (MC561 and CX2731 MFP Only)

Item	Description
Speed Dial List	Prints the list of the fax numbers registered for speed dials.
Group List	Prints the list of the fax numbers registered under groups.

Item	Description
Fax Tx/Rx Log	Prints the list of the communication results of the latest 50 fax jobs received or sent.
Fcode Box List	Prints the list of Fcode boxes.

Reports: E-mail/Internet Fax

Item	Description
Journal Report	Prints the results of the latest 50 Internet Fax jobs.
Address Book	Prints the registered address list.

Reports: Printer

Item	Description
PCL Font List	Prints a list of PCL font samples.
PSE Font List	Prints a list of PostScript font samples.
PPR Font List	Prints a list of IBMPPR font samples.
FX Font List	Prints a list of EPSON FX font samples.
Color Tuning Pattern	Prints a color tuning pattern for adjusting gradation characteristics.
ColorProfile List	Prints a list of color profiles.

Paper Setup _____

— **Tray 1: see below**

— **Tray 2 (Optional): see page 155**

— **MP Tray: see page 155**

— **Select Tray: see page 156**

Paper Setup: Tray 1

Item		Default	Description
Paper Size		Letter	Selects paper size.
Custom	Width	8.5" (216 mm)	Selectable range: 4.1 to 8.5 inches (105 to 216 mm)
	Length	11" (279 mm)	Selectable range: 5.8 to 14.0 inches (148 to 356 mm)
Media Type		Plain	Selects paper type.
Media Weight		Medium	Selects paper weight.

Paper Setup: Tray 2 (Optional)

Item		Default	Description
Paper Size		Letter	Selects paper size.
Custom	Width	8.5" (216 mm)	Selectable range: 4.1 to 8.5 inches (105 to 216 mm)
	Length	11" (279 mm)	Selectable range: 5.8 to 14.0 inches (148 to 356 mm)
Media Type		Plain	Selects paper type.
Media Weight		Medium	Selects paper weight.

Paper Setup: MP Tray

Item	Default	Description
Paper Size	Letter	Selects paper size.

Item		Default	Description
Custom	Width	8.5" (216 mm)	Selectable range: 2.5 to 8.5 inches (64 to 216 mm)
	Length	11" (279 mm)	Selectable range: 5.0 to 52.0 inches (127 to 1321 mm)
Media Type		Plain	Selects paper type.
Media Weight		Medium	Selects paper weight.

Paper Setup: Select Tray

Item		Default	Description
Fax (MC561 and CX2731 MFP only)	Tray 1	ON	Selects a tray to use for received documents.
	Tray 2 (optional)	ON	
	MP tray	OFF	
Copy	Tray 1	ON (Prior)	Sets tray to use when [Paper Feed] is set to [Auto].
	Tray 2 (optional)	ON	
	MP tray	OFF	

Address Book _____

— **E-mail Address**
— **E-mail Group**

Address Book: E-mail Address

Item		Description
Edit/Register	Name	Sets destination name. Maximum 16 characters.
	E-mail Address	Sets an e-mail address. Maximum 80 characters.
	Group No	Selects a group.
Delete		Deletes the registered address.

Address Book: E-mail Group

Item		Description
Edit/Register	Name	Sets a group name. Maximum 16 characters.
	Address No.	Selects address numbers to include. Up to 100 addresses can be registered for a group.
Delete		Deletes the registered e-mail group.
Sort by Name		Sorts groups by name.
Sort By Number		Sorts groups by registered numbers.

Phone Book _____

(MC561 and CX2731 MFP only)

— **Speed Dial**

— **Group No**

Phone Book: Speed Dial

Item			Description
Edit	No.	Name	Sets destination name. Maximum 24 characters.
		Phone Number	Sets a fax number. Maximum 40 digits.
		Group No	Selects a group.
Delete			Deletes the registered speed dial.

Phone Book: Group No

Item			Description
Edit	No.	Name	Sets a group name. Maximum 16 characters.
		Speed Dial	Sets a speed dial. Up to 100 addresses can be registered for a group.
Delete			Deletes the registered group number.

Profile _____

— **Register/Edit: see below**

— **Delete: see page 162**

Profile: Register/Edit

Item	Default	Description
Profile Name	(NULL)	Sets profile name. Maximum 16 characters.
Protocol	CIFS	Selects protocol to use for storing files.
Target URL	(NULL)	Sets server address and directory to store the scanned data. Maximum 144 characters.
Port No.	445	Sets a port number. Range: 1 to 65535.
FTP Passive Mode	OFF	Sets whether to use the FTP Passive mode. FTP must be set as a protocol.
User Name	(NULL)	Sets a user name to use for logging onto the server. Maximum 32 characters.
Password	(NULL)	Sets a password to use when logging onto the server. Maximum 32 characters.
CIFS Character Set	UTF-16	Selects a character set to use in CIFS. CIFS must be set as a protocol.
Encode Communication	None	Selects an encryption method for communication. Not available when using CIFS protocol. Choices differ depending on the protocol selected.
Scan Size	Letter	Selects a scan size.

Item		Default	Description
Image Settings	Density	0	Sets the density of images.
	Document Type	Text/Photo	Sets the document image quality.
	Background Removal	3	Sets the default setup of the document background removal.
	Resolution	200 dpi	Selects a resolution for scanning.
	Contrast	0	Sets the document contrast.
	Hue	0	Sets the red-green color balance.
	Saturation	0	Sets the document color saturation.
	RGB Adjustment	R:0, G:0, B:0	Sets the RGB contrast.
File Name		(NULL)	Sets a file name. Maximum 64 characters. The following options can be set as the default file name: #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss)
Grayscale		OFF	Sets whether to scan a monochrome job in grayscale (ON) or in black and white (OFF).
File Format	Color	PDF	Sets a file format for scanning.
	Mono (Grayscale)	PDF	
	Mono (Binary)	PDF	
Encrypted PDF			
		Not Encrypt	Enables/disables PDF encryption.

Item			Default	Description
Encrypted PDF (cont.)	Encryption level		Medium	Sets the encryption level.
	Document open password		Disable	Sets a password to open an encrypted PDF. Maximum 32 characters. A document open password cannot be the same as the authority password.
	Authority password		Disable	Sets a password to control printing or editing an encrypted PDF. Maximum 32 characters. The authority password cannot be the same as the document open password.
	Authority	Permission to Print	Not Allowed	Sets the permission settings on an encrypted PDF. An authority password must be set.
		Permission to Extract Text/ Graphics	Not Allowed	
		Permission to Edit	Not Allowed	
Com- pression Rate	Color		Low	Sets a compression rate for scanning.
	Mono (Grayscale)		Low	
	Mono (Binary)		High	
Edge Erase	Setting		OFF	Sets whether to erase the edge shadow created in the perimeter of 2-page spread documents.

Item		Default	Description
	Width	0.2-inch (5 mm)	Sets an erasing width. Range: 0.2 to 2.0 inches (5 to 50 mm).

Profile: Delete / Sort

Item	Description
Delete	Deletes profiles
Sort By Name	Sorts profiles by name.
Sort By Number	Sorts profiles by their registered numerical order.

Network Scan Destination _____

Item		Default	Description
Edit	Destination	(NULL)	Sets a destination name. Maximum 16 characters.
	Destinatin Address	(NULL)	Sets a destination address. Maximum 64 characters.
	Port No.	9968	Sets a port number. Available range: 1 to 65535.
Delete			Deletes a destination.
Sort by Name			Sorts profiles by name.
Sort by Number			Sorts profiles by their registered numerical order.

Store Document Settings

Item			Description
Store	Fcode Bulletin board	Add	Stores documents in a bulletin box.
		Over Write	
Delete	Fcode Bulletin board		Deletes accumulated documents.
	Received Documents		
Print	Fcode Box		Prints accumulated documents.

View Information _____

— **System Information**

— **Network**

View Information: System Information

Item	Description
Serial No.	Indicates the serial number of the MFP.
Control No.	Indicates the asset number of the MFP.
Lot No.	Indicates the production lot number of the MFP.
CU Version	Indicates the version number of the control unit.
PU Version	Indicates the version number of the print unit.
Scanner Version	Indicates the version number of the scanner firmware.
Total Memory	Indicates the total capacity of all RAMs installed.
Flash Memory	Indicates the total capacities of all flash memories.
SD Card	Indicates the size of the SD memory card and the version of the file system.

View Information: Network

Item	Description
IPv4 address	Indicates the IPv4 address of the MFP. IP Version must be set to IPv4.
Subnet Mask	Indicates the subnet mask of the MFP. IP Version] must be set to [IPv4].
Gateway Address	Indicates the gateway address of the MFP. IP Version must be set to IPv4.
MAC Address	Indicates the MAC address of the MFP.
NIC Program Version	Indicates the version number of the network firmware.

Item	Description
IPv6 Address (Local)	Indicates the IPv6 address of the MFP. IP Version is set to IPv6.
IPv6 Address (Global)	Indicates the MFP's IPv6 address. IP Version must be set to IPv6.

Shutdown   _____

Item	Description
Shutdown	Initiates a controlled shutdown of the MFP.

Easy Setup _____

— **Date/Time Setting: see below**

— **FAX Setting (MC561 and CX2731 MFP only): see below**

— **Network Setting: see page 169**

— **Email Setting: see page 170**

Note

To enter the [Easy Setup] menu, an administrator password is necessary. The default password is "aaaaaa".

Easy Setup: Date/Time

Item		Description
Time Zone		Sets the time zone in relation to GMT. Range: -12:00 to +13:00. (15 minutes/increment)
Daylight Saving Time		Sets whether to enable daylight saving time.
Manual	Date	Sets the current date and time manually.
	Time	
Server	SNTP Server (Primary)	Sets the SNTP server to use for setting the current date and time. Maximum 64 characters.
	SNTP Server (Secondary)	

Easy Setup: Fax (MC561 and CX2731 MFP only)

Item	Description
FAX Number	Sets the fax number for the MFP. Maximum 20 characters.
Sender ID	Sets a sender ID. Maximum 22 characters.

Easy Setup: Network

	Item	Default	Description
Manual Setting	IP address	(NULL)	Sets the IP address: 000.000.000.000. to 255.255.255.255.
	Subnet Mask	(NULL)	Sets the subnet mask: 000.000.000.000. to 255.255.255.255.
	Default Gateway	(NULL)	Sets the default gateway address: 000.000.000.000. to 255.255.255.255.
	DNS Server (Primary)	(NULL)	Sets the IP address for a Primary DNS server: 000.000.000.000. to 255.255.255.255.
	DNS Server (Secondary)	(NULL)	Sets the IP address for a Secondary DNS server: 000.000.000.000. to 255.255.255.255.
	WIN Server (Primary)	(NULL)	Sets the name or the IP address for the primary WINS server: 000.000.000.000. to 255.255.255.255.
	WIN Server (Secondary)	(NULL)	Sets the name or the IP address for the secondary WINS server. Maximum 15 characters.
Auto Setting			Obtains an IP address automatically

Easy Setup: E-mail

Item		Default	Description
Mail Server Address		(NULL)	Sets the IP address or host name for the STMP server. Maximum 64 characters.
Set Sender's Address (from)		(NULL)	Sets an e-mail address for the MFP.
Authentication method			
SMTP Auth	User Name	(NULL)	Sets the user ID for the SMTP authentication. Maximum 64 characters.
	Password	(NULL)	Sets the password for the SMTP authentication. Maximum 64 characters.
POP before SMTP	POP3 Server	(NULL)	Sets the IP address or the host name for the POP3 server. Maximum 64 characters.
	User Name	(NULL)	Sets a user ID for the POP authentication. Maximum 64 characters.
	Password	(NULL)	Sets a password for the POP3 authentication. Maximum 16 characters.

Admin Setup_____

— **Copy Setup: see below**
— **Fax Setup: see page 173**
— **Internet Fax Setup: see page 176**
— **Scanner Setup: see page 177**
— **Print from USB Memory: see page 181**
— **Print Setup: see page 181**
— **Network Setup: see page 191**
— **Management: see page 198**
— **User Install: see page 203**

Note
To enter the [Admin Setup] menu, an administrator password is necessary. The default password is "aaaaaa".

Admin Setup: Copy Setup > Default Settings

Item		Default	Description
Scan Size		Letter	Sets the default scan size.
Duplex Copy		OFF	Sets the duplex (2-sided) function off or on.
Zoom		100%	Sets the default zoom ratio.
Sort		ON	Sets the default for collating copies.
Image Settings	Density	0	Sets the default density of images.
	Document Type	Text&Photo	Sets the default print quality when scanning documents.

Item			Default	Description
Image Settings	Resolution (Color)		Normal	Sets the default resolution.
	Background Removal		3	Sets the default background removal.
	Contrast		0	Sets the default contrast.
	Hue		0	Sets the default red-green color balance.
	Saturation		0	Sets the default saturation setting.
	RGB adjustment		R:0, G:0, B:0	Sets the default RGB contrast.
Direction			Portrait	Selects the default page orientation.
ID Card Copy			OFF	Sets the default for using the ID card copy mode.
Continue Scan			OFF	Sets whether or not to use the continue scan mode.
Mixed Size			OFF	Sets the default for the Mixed Size mode.
Margin	Margin		OFF	Sets the default margin settings.
	Front	Left	0	Rage: 0.0 to 1.0 inch in 0.04-inch increments (0 to ±25 mm in 1 mm increments)
		Top		
	Back	Left		
		Top		
Edge Erase	Setting		ON	Sets whether or not to erase the shade created in the surrounding of 2-page spread documents as the default.
	Width		0.1 inch (2 mm)	Sets an erasing width. Range: 0.2 to 2.0 inches (5 to 50 mm).

Admin Setup: Fax Setup

Item				Default	Description
Default Settings	Resolution			Normal	Sets the default image quality setting.
	Density			0	Sets the default image density.
	Scan Size			Letter	Sets the default scan size.
	Continue Scan			OFF	Sets whether or not to use the continue scan mode.
	TTI			ON	Sets whether or not to add the sender's name to the transmitted fax header.
	Transmit Confirmation Report			OFF	Sets whether or not to print the result of the transmission automatically.
	Memory Tx			ON	Sets whether to use memory transmission (ON) or real-time transmission (OFF).
Fcode Box	Register/Edit	Confidential Box	Box Name	(NULL)	Sets the name of confidential boxes. Maximum 16 characters.
			Sub-Address	(NULL)	Sets the sub-address for your confidential box. Maximum 20 characters.
			Hold time	00	Sets the hold time for your confidential box. Range: 00 to 31 days.
			I.D. Code	(NULL)	Sets the password for your confidential document box. Consists of four characters, each from 0 to 9.

Item				Default	Description
Fcode Box		Bulle-tin Box	Box Name	(NULL)	Sets a bulletin box name. Maximum 16 characters.
			Sub-Addres s	(NULL)	Sets a sub-address for your bulletin box. Maximum 20 characters.
	Delete				Deletes an Fcode box.
Secu-rity Func-tion	ID Check Tx			OFF	Sets whether or not to use the ID check trans-mission.
	Check broadcast dest.			ON	Sets whether or not to indicate the destination number before starting transmission.
	Confirm Dial			OFF	Sets whether or not to reenter the destination fax number before send-ing a fax.
Other Settings	Redial Tries			2 times	Sets the number of redial attempts. Range: 0 to 10 times.
	Redial Interval			1 minute	Sets the time between redial attempts. Range: 1 to 6 minutes.
	Ring Response			1 ring	Sets the number of rings required before receiv-ing an incoming fax.
	Dialing Pause Duration			2 seconds	Sets the dial pause time. Range: 0 to 10 seconds.
	Rx Reduc. Rate			Auto	Sets the reception reduction rate.
	Reduc. Margin			1/2-inch (24 mm)	Sets the threshold level of reception reduction. Range: 0 to 3.3 inches (0 to 85 mm).

Item		Default	Description
Other Settings	ECM Mode	ON	Sets whether or not to use the error correction mode.
	PreFix	(NULL)	Sets the dialing prefix. Maximum 40 digits.
	Received Time Stamp	OFF	Sets whether the time stamp is printed on incoming faxes.
	Print Check Message	ON	Sets whether the error content is reported when a transmission error occurs.
Fax basic Setting	Service Bit	OFF	If set to [**OFF**], some menu items are not displayed on the screen.
	Country Code	International	Selects your country code.
	H/Modem Rate (For Tx)	33.6 Kbps	Sets the default modem transmission speed.
	H/Modem Rate (For Rx)	33.6 Kbps	Sets the default modem reception speed.
	PBX Line	OFF	Sets whether or not to use a private branch exchange line.

Admin Setup: Internet Fax Setup > Default Settings (MC561 and CX2731 MFP only)

Item	Default	Description
Scan Size	Letter	Sets the default scan size.
Density	0	Sets the default density of images.
Resolution	Normal	Sets the default setting of resolution.
Background Removal	3	Sets the default setup of the background removal.
Continue Scan	OFF	Sets whether or not to use the continue scan mode by default.
Compression Rate	Low	Selects the default compression level.

Admin Setup: Scanner Setup

Item			Default Value	Description
Default Settings	Scan size		Letter	Sets the default scan size.
	Image Settings	Density	0	Sets the default image density.
		Document Type	Text & Photo	Sets the document image quality.
		Background Removal	3	Sets the default setup of the background removal.
		Resolution	200 dpi	Sets the default resolution setting.
		Contrast	0	Sets the default contrast setting.
		Hue	0	Sets the default red-green color balance.
		Saturation	0	Sets the default saturation setting.
		RGB	R:0, G:0, B:0	Sets the default RGB contrast.
	Continue Scan		OFF	Sets whether or not to set continuous scan as the default.
	Grayscale		OFF	Sets whether to scan a monochrome job in grayscale or in black and white.
	File Format	Color	PDF	Available defaults: PDF, TIFF, JPG, XPS.
		Mono (Grayscale)	PDF	Available defaults: PDF, TIFF, JPG, XPS.
		Mono (Binary)	PDF	Available defaults: PDF, TIFF, XPS.

Item			Default Value	Description
Default Settins	En- crypted PDF Set- ting	Document open password	(NULL)	Sets the default password to open an encrypted PDF. Maximum 32 characters.
		Permissions password	(NULL)	Sets a default password to control printing or editing on an encrypted PDF. Maximum 32 characters.
		Display Default Password	Disable	Sets whether or not the registered password is dis- played using asterisks (*) instead of each character. Disable = asterisks Enable = regular charac- ters.
	Com- pression Rate	Color	Low	Selects the default com- pression level.
		Mono (Grayscale)	Low	
		Mono (Binary)	High	
Default Settings	Edge Erase	Setting	OFF	Sets whether or not to erase the edge shadow created in the border of 2- page spread document.
		Width	0.2 inch (5 mm)	Sets the erasing width. Range: 0.2 to 2.0 inches (5 to 50 mm).

Item			Default Value	Description
Email Setup	File Name		(NULL)	Sets a file name of scanned images. Maximum 64 characters. The following options can be set as the default file name: #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddh-hmmss)
	Template	Edit Subject	(NULL)	Registers or edits standard e-mail subject text. Maximum 80 characters.
		Edit Body	(NULL)	Registers or edits standard e-mail body text. Maximum 256 characters.
	From / Reply To	From	(NULL)	Sets the e-mail address which is given to the [From] column. Maximum 80 characters.
		Reply to	(NULL)	Sets the e-mail address which is given to the [Reply to] column. Maximum 80 characters.
	Broadcast Destination		ON	Sets whether or not the e-mail address confirmation screen is displayed before sending an e-mail.
	MDN Response		OFF	Sets whether or not to request the MDN (message disposition notification) response.
	A/R Full Print		ON	Sets whether or not to print the Tx/Rx history reports automatically.

Item		Default Value	Description
Email Setup	MCF Report	ON	Sets whether or not to print a fax confirmation after transmission.
	Timeout of MCF Report	15 minutes	Sets the timeout for printing a fax confirmation after transmission. If the set period of time is exceeded, the report is automatically printed without the MDN response.
	Print Check Message	ON	Sets whether or not the error content is reported when a transmission error occurs.
USB Memory Setup	File Name	(NULL)	Sets the default setup for file names. Maximum 64 characters. The following options can be set as the default file name: #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddh-hmmss)
Twain Setup	Network TWAIN	ON	Sets whether or not to use the Network TWAIN.
	Port No.	9967	Sets the port number. Range: 1 to 65535.
	PC Scan Mode	Simple Scan Mode	Selects the default PC scan mode.
Twain Setup	Timeout Setting	5 minutes	Sets the timeout duration. Range: 1 to 30 minutes.
Scanner Calibration	Execute		Starts a scanner calibration.

Admin Setup: Print From USB Memory Setup > Default Settings

Item	Default	Description
Paper Feed	Tray 1 (Letter)	Sets the default feed tray.
Copies	1	Sets the number of copies.
Duplex	OFF	Sets whether to use the duplex function by default.
Binding	Long edge bind	Sets the default binding position for duplex printing.
Fit	ON	Sets whether to scale the page size of documents to fit the paper size.

Admin Setup: Print Setup

Item			Default	Description
Print menu	Tray Configuration	Paper Feed	Tray 1	Selects the default feed tray.
		Auto Tray Switch	ON	Enables/disables the automatic tray switch function.
		Tray Sequence	Down	Sets the selection order priority for automatic tray selection and automatic tray switching.
		MP Tray Usage	Do Not Use	[**When Mismatching**]: If a paper size or type in a tray is not matched to that of the print data, uses paper from the MP tray instead of the specified tray. [**Do Not Use**]: makes the MP tray unavailable in auto tray selection or switching.

Item			Default	Description
Print menu	Tray Con-figuration	Media Check	Enable	Enables/disables checking the paper size versus the document page size.
	Print Setup	Copies	1	Sets the number of copies to be printed. For local printing, this setting is invalid except for demo data. Range: 1 to 999.
		Duplex	OFF	Sets whether or not to use the duplex function by default.
		Binding	Long edge bind	Sets the default binding position for duplex printing.
		Resolution	600dpi	Sets the default resolution.
		Toner Save Mode	OFF	Sets whether or not to use the toner save mode to reduce the amount of toner used for imaging.
		Mono-Print Speed	Auto	Selects a print speed to suit your document type.
		Orientation	Portrait	Selects the default page orientation.
		Lines Per Page	64 lines	Sets the number of lines of text per page (PCL only). The default number of lines for A4 portrait is 64. The number differs depending on the size of paper in the feed tray.
		Edit Size	Cas-sette size	PCL only. Sets the size of the printable page area to match the size of the paper when no command is issued by the computer.

Item			Default	Description
Print menu	Print Setup	Width	8.5 inch (216 mm)	Sets the default width of the custom size paper. Range: 64 to 216 mm (2.5 to 8.5 inches).
		Length	11 inch (279 mm)	Selects the default length of the custom size paper. Available range: 127 to 1321 mm (5.0 to 52.0 inches).
	Printer Adjust	Manual Timeout	60 seconds	Sets how many seconds the MFP will wait for paper to be fed before cancelling a job.
		Wait Timeout	40 seconds	Sets how many seconds the MFP will wait when received data pauses before forcing a page eject. In PostScript emulation mode a job is canceled if timeout occurs.
		Print Mode without Color Toner	Alarm	Sets whether to print a job in black-and-white or pause it in an alarm state when a color toner empty error occurs.
		Jam Recovery	Enable	Sets whether or not the MFP will attempt to re-print any pages lost due to a paper jam once the jam has been cleared.
		Paper Black Setting	0	Sets values to make a fine adjustment to very visible faded print results or light specks (or streaks) results in plain paper black mode.

Item			Default	Description
Print menu	Printer Adjust	Paper Color Setting	0	Sets values to make a fine adjustment to very visible faded print results or light specks (or streaks) results in plain paper color mode.
		SMR Setting	0	Change the setting if the print quality is uneven.
		BG Setting	0	Change the setting if the background is dark.
	Print Position Adjust	Front X Adjust	0.00 mm	Adjusts the position of the whole printing image perpendicular to the direction of paper movement. Range: ±2.00 mm (0.25 mm increments).
		Front Y Adjust	0.00 mm	Adjusts the position of the whole printing image parallel to the direction of paper movement. Range: ±2.00 mm (0.25 mm increments).
	Print Position Adjust	Back X Adjust	0.00 mm	Adjusts the position of the image on the reverse side of a duplex print perpendicular to the direction of paper movement. Range: ±2.00 mm (0.25 mm increments).
		Back Y Adjust	0.00 mm	Adjusts the position of the image on the reverse side of a duplex print parallel to the direction of paper movement. Range: ±2.00 mm (0.25 mm increments).

Item			Default	Description
Print menu	Drum Cleaning		OFF	Sets whether to do a drum cleaning before printing in order to reduce horizontal white lines.
	Hex Dump		OFF	Prints out the data received from the host computer in hexidecimal code.
Color Menu	Density Control		Auto	Selects whether image density is automatically or manually adjusted.
	Adjust Density	Execute		Starts the auto density setup.
	Color Tuning/Print Pattern			Prints the color tuning pattern to help you adjust the color balance.
	Cyan Highlight		0	Adjusts color tone density for each color (cyan, magenta, yellow and black).
	Cyan Mid-1one		0	
	Cyan Dark		0	
	Magenta Highlight		0	
	Magenta Mid-1one		0	
	Magenta Dark		0	
	Yellow Mid-1one		0	
	Yellow MID-TONE		0	
	Yellow Dark		0	
	Black Highlight		0	
	Black MID-TONE		0	
	Black Dark		0	

Item		Default	Description
Color Menu	Cyan Darkness	0	Adjusts the darkness of each color (cyan, magenta, yellow and black).
	Magenta Darkness	0	
	Yellow Darkness	0	
	Black Darkness	0	
	Adjust Registration	Execute		Does an automatic color registration adjustment.
	CYAN Reg Fine Adj	0	Does a fine adjustment to the image position error of each color.
	MAGENTA Reg Fine Adj	0	
	YELLOW Reg Fine Adj	0	
	Ink Simulation	OFF	PS only. Sets the ink simulation.
	UCR	Low	Selects the amount of black used during color printing.
	CMY100% Density	Disable	Selects whether black areas are produced using 100% C, M, and Y, or black. 100% C, M, and Y results in a gloss-ier finish.
	CMYK Conversion	ON	When [**OFF**] is selected, the MFP simplifies the conversion process of CMYK data, which reduces processing time.

Item		Default	Description
Sys-tem Con-figura-tion Menu	Personality	Auto Emula-tion	Selects the emulation mode. When set to auto, the correct emulation is automatically selected each time a print job is received.
	Alarm release	Manual	[**Manual**]: non-critical warnings, such as requests for a different paper size, can be cleared by pressing the <RESET/LOGOUT> key. [Auto]: they are cleared when the print job resumes.
	Auto Continue	OFF	Sets whether the MFP automatically recovers from a memory over-flow.
	Error Report	OFF	Sets whether or not to print error details when a PostScript emulation error occurs.
PCL Setup	Font Source	Resident	Selects the location of the font to use.
	Font No.	I0	Selects the number of the font to use. Range: I0 to I90 when [Resi-dent] is selected
	Font Pitch	10.00 CPI	Sets the width of the PCL default font. Range: 0.44 to 99.99 CPI (character per inch).
	Font Height	12.00 point	Sets the height of the PCL default font. Range: 4.00 to 999.75 point.
	Symbol Set	PC-8	Selects a PCL symbol set.

Item			Default	Description
PCL Setup	A4 Print Width		78 Column	Sets a number of digits for automatic line feed on A4 paper.
	White Page Skip		OFF	Selects whether to print blank pages.
	CR Function		CR	Sets the MFP operation when receiving CR code.
	LF Function		LF	Sets the MFP operation when receiving LF code.
	Print Margin		Normal	Sets the area of the page that is non-printable.
	True Black		OFF	Selects whether black image data is printed by using black toner only or mixing CMYK.
	Pen Width Adjust		ON	Sets whether the thinnest line width is emphasized to look wider.
	Tray ID#	Tray 2	5	Sets a number to tray 2 (optional) and the MP tray for the paper feed destination command in PCL emulation. Range: 1 to 59.
		MP tray	4	
PS Setup	L1 Tray		TYPE1	Sets a type of tray numbering in PostScript print job. [**TYPE1**]: the tray numbering starts from 0. [**TYPE2**]: the tray numbering starts from 1.

Item		Default	Description
SIDM Setup	SIDM Manual ID#	2	Sets a number to SIDM Manual, MP and Tray ID.
	SIDM Manual2 ID#	3	
	SIDM MP Tray ID#	4	
	SIDM Tray1 ID#	1	
	SIDM Tray2 ID#	5	
IBM PPR Setup	Character Pitch	10 CPI	Sets character pitch in IBM PPR emulation.
	Font Condense	12 CPI to 20 CPI	Specifies 12 CPI pitch for condense mode.
	Character Set	SET-2	Selects a character set.
	Symbol Set	IBM-437	Selects a symbol set.
	Letter O Style	Disable	Sets the style that replaces 9BH with letter o and 9DH with a zero.
	Zero Character	Normal	Sets whether the zero is slashed or unslashed.
	Line Pitch	6 LPI	Sets the line spacing.
	White Page Skip	OFF	Selects whether blank pages are printed.
	CR Function	CR	Sets the MFP operation when receiving CR code.
	LF Function	LF	Sets the MFP operation when receiving LF code.
	Line Length	80 column	Sets the number of characters per line.
	Form Length	11.7 inch	Sets the length of paper.
	TOF Position	0.0 inch	Sets the top margin.
	Left Margin	0.0 inch	Sets the left margin.

Item		Default	Description
IBM PPR Setup	Fit to Letter	Disable	Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines), in the letter-size printable area.
	Text Height	Same	Sets the height of characters. [**Same**]: Regardless of CPI, character heights do not vary. [**Diff**]: As CPI varies, character heights vary.
EP-SON FX Setup	Character Pitch	10 CPI	Sets character pitch in EPSON FX emulation.
	Character Set	SET-2	Selects a character set.
	Symbol Set	IBM-437	Selects a symbol set.
	Letter O Style	Disable	Sets the style that replaces 9BH with letter o and 9DH with a zero.
	Zero Character	Normal	Sets whether the zero is slashed or unslashed.
EPSON FX Setup	Line Pitch	6 LPI	Sets the line spacing.
	White Page Skip	OFF	Selects whether blank pages are printed.
	CR Function	CR	Sets the MFP operation when receiving CR code.
	Line Length	80 column	Sets the number of characters per line.
	Form Length	11.7 inch	Sets the length of paper.
	TOF Position	0.0 inch	Sets the top margin.
	Left Margin	0.0 inch	Sets the left margin and edge of the paper.

Item		Default	Description
EPSON FX Setup	Fit to Letter	Disable	Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines), in the letter-size printable area.
	Text Height	Same	Sets the height of characters. [**Same**]: Regardless of CPI, the character heights are the same. [**Diff**]: As CPI varies, the character heights vary.

Admin Setup: Network Setup

Item		Default	Description
Network Setup	TCP/IP	Enable	Disables/ enables TCP/IP.
	IP Version	IPv4	Selects the IP version. TCP/IP protocol must be enabled.
	NetBEUI	Disable	Disables/ enables NetBEUI.
	NetBIOS over TCP	Enable	Sets whether to enable NetBIOS over TCP. Display condition: TCP/IP protocol is enabled and the IP version is set to IPv4.
	NetWare	Disable	Disables/ enables NetWare.
	EtherTalk	Disable	Disables/ enables EtherTalk.
	Frame Type	Auto	Selects a frame type. Netware must be enabled.

Item		Default	Description
Network Setup	IP Address Set	Auto	Sets the method of setting up IP address. TCP/IP protocol must be enabled and the IP version set to IPv4.
	IPv4 address	xxx.xxx.xxx.xxx	Sets an IP address. TCP/IP protocol must be enabled and the IP version set to IPv4.
	Subnet Mask	xxx.xxx.xxx.xxx	Sets a subnet mask. TCP/IP protocol must be enabled and the IP version set to IPv4.
	Gateway Address	xxx.xxx.xxx.xxx	Sets a gateway address. TCP/IP protocol must be enabled and the IP version set to IPv4.
	DNS Server (Primary)	xxx.xxx.xxx.xxx	Sets an IP address for primary DNS server. TCP/IP protocol must be enabled and the IP version set to IPv4.
	DNS Server (Secondary)	xxx.xxx.xxx.xxx	Sets an IP address for secondary DNS server. TCP/IP protocol must be enabled and the IP version set to IPv4.

Item		Default	Description
Network Setup	WIN Server (Primary)	xxx.xxx.xxx. xxx	Sets a name or an IP address for the WINS server. TCP/IP protocol must be enabled and the IP version set to IPv4.
	WIN Server (Secondary)	xxx.xxx.xxx. xxx	Sets a name or an IP address for the WINS server. TCP/IP protocol must be enabled and the IP version set to IPv4.
	Web	Enable	Enables/Disables access from a web browser. TCP/IP protocol must be enabled.
	Telnet	Disable	Enables/Disables access from the Telnet. TCP/IP protocol must be enabled.
	FTP	Disable	Enables/Disables access from FTP. TCP/IP protocol must be enabled.
	IPSec	Disable	This item is displayed and can be disabled only when IPSec is set to valid.
	SNMP	Enable	Enables/Disables access from SNMP. Netware and TCP/IP must be enabled.

Item		Default	Description
Network Setup	Network Scale	Normal	[**Normal**]: the MFP works effectively even when connected to a HUB that has a spanning tree feature. However, printer start up time gets longer when computers are connected to two or three small LANs. [**Small**]: computers can cover from two or three small LANs to a large LAN, but it may not work effectively when it is connected to a HUB with a spanning tree feature.
	HUB Link Setting	Auto Negotiate	Sets the hub linking method.
	Network PS-Protocol	RAW	Sets a PS protocol.
	Factory Defaults	Execute		The settings of the network, mail server, LDAP server, and secure protcol server are returned to the default settings.
Mail Server Setup	SMTP Server	(NULL)	Sets the IP address or host name for the SMTP server.
	SMTP Port	25	Sets the port number. Range: 1 to 65535
	SMTP Encryption	None	Selects an SMTP encryption method.

Item			Default	Description
Mail Server Setup	POP3 Server		(NULL)	Sets the IP address or host name for the POP3 server.
	POP3 Port		110	Sets the POP3 port number. Range: 1 to 65535.
	POP Encryption		None	Selects an encryption method. or e-mail transmission.
	Authentication method		None	Sets the certification for e-mail transmission.
	SMTP User ID		(NULL)	Sets a log-in name used for SMTP certification.
	SMTP Password		(NULL)	Sets a log-in password used for SMTP certification.
	POP User ID		(NULL)	Sets a log-in name on the server used for POP certification or for printing files attached to received e-mails.
	POP Password		(NULL)	Sets a log-in password onto the server used for POP certification or for printing files attached to received e-mails.
LDAP Server Setting	Server Setting	LDAP Server	(NULL)	Sets an IP address or host name for the LDAP server.
		Port No.	389	Sets a port number. Range: 1 to 65535.

Item			Default	Description
LDAP Server Setting	LDAP Server Setting	Timeout	30 seconds	Sets the timeout value for the search response from the LDAP server. Range 10 to 120 seconds.
		Max. Entries	100	Sets the maximum number of search results from the LDAP server.
		Search Root	(NULL)	Specifies a position to start searching the LDAP directory.
	Attribute	Name1	cn	Specifies an attribute used for searching.
		Name2	sn	
		Name3	givenName	
		E-mail Address	mail	
		Additional Filter	(NULL)	
	Authentication	Method	Anonymous	Sets the certification method.
		UserID	(NULL)	Sets a user ID for certification of the LDAP server. Maximum 80 characters. The authentication method for LDAP cannot be set to [Anonymous].

Item			Default	Description
LDAP Server Setting	Authen-tication	Password	(NULL)	Sets a certification password for the LDAP server. Maximum 32 char-acters. The authentication method for LDAP cannot be set to [Anonymous].
	Encryption		None	Sets the encryp-tion of communica-tion with the LDAP server.
Secure Print Server Setting	Domain		(NULL)	Sets a realm name for the Kelberos certification. Maximum 64 char-acters.

Admin Setup: Management

Item			Default	Description
Default Mode			Copy	Sets the default mode of the MFP.
Opera-tion Clear	Operation Timeout		3 minutes	Sets time of automatic reset. Range: 1 to 10 minutes.
	Clear After Job		OFF	Sets whether or not to reset after any job is completed.
Sound Control	Key Touch Tone Volume		Middle	Sets the volume of the key-touch tone.
	FAX Buzzer Volume		Middle	Sets the volume for transmission complete acknowledgment.
Local Inter-face[1]	USB Menu	Soft Reset	Disable	Enables/Disables the soft reset command.
		Speed	480 Mbps	Selects the maximum transfer speed of the USB interface.
		USB PS-Protocol	RAW	Selects a USB PS-protocol.
		Offline Receive	Disable	Sets whether to receive data in offline state or in recoverable error state.
		Serial Number	Enable	Sets whether or not to use a USB serial number.
System Setup	Access Control		Disable	Sets access control.

Item		Default	Description
LDAP Server Setting	User Authentification Method	Local	[Access Control] must be set to [User] or [Password].
	Unit of Measure	inch	Selects a display unit of measure.
	Date Format	mm/dd/yyyy	Selects a date format.
	Allow all reports to print	Disable	Sets whether or not to allow printing reports with personal information.
	Near life LED	Enable	Sets whether or not to light an LED when a near life warning occurs.
	Status in Near Life	Enable	Sets whether or not a message is displayed when a near life warning occurs.
	Address Information Lock Time Out	3 minutes	Sets time until a lock is released by the MFP when address book, telephone book, or profile is kept locked by the utilities. Range: 1 to 10 minutes.
	USB Memory interface	Enable	Change to [**Disable**] to disable the scan to USB and the print from USB memory functions.

Item		Default	Description
LDAP Server Setting	Panel contrast	0	Sets the LCD panel contrast. Range: ±10 (increments of 1).
Power Save	Power Save Time	30 minutes	Sets a time interval before the MFP enters the power save mode.
	Sleep Time	10 minutes	Sets a time interval before the MFP enters the sleep mode.
	Silent Mode	ON	Enables/Disables the silent mode.
Power Save	ECO Mode	ON	[**ON**]: the MFP starts a small print job before the temperature of the fixing device reaches the regulation degree, which allows you to conserve electricity. [**OFF**]: the MFP starts a print job only after the temperature of the fixing device reaches the regulation temperature.
Memory Setup	Receive Buffer Size	Auto	Sets the reception buffer size that local interface secures.
	Resource Save	OFF	Sets the resource save area.

Item			Default	Description
Flash Memory Setup[1]	Initialize	Execute		Initializes flash memory.
SD Card Setup[1]	Initialize	Execute		Initializes the (optional) SD memory card.
	Format Partition	PCL		Formats a partition on the SD memory card.
		Common		
		PS		
Storage Maintenance Setup	Check File System	Execute		Resolves a mismatch between the actual free space and displayed free space of file system, and recovers the control data.
	Erase SD card	Execute		Deletes the data in the SD memory card.
	Initial Lock		Enable	Sets whether to give permission to the setup change accompanied by initialization of flash memory or the optional SD memory card.
Encryption Setup	Job Limitation		Disable	[**Encrypted Job only**]: all requests for print except encryption certificated printing are truncated. The optional SD memory card must be installed.

Item			Default	Description
Lan-guage Maint Setup	Initialize[1]	Execute		Deletes down-loaded message files.
Admin Password			aaaaaa	Changes the administrator password. 6 to 12 characters are available.
Reset Settings[2]	Execute			Deletes job macros, fax send/receive data, and the history information, then returns the settings to their defaults.
Job Log Setup	Save Job Log[2]		Disable	Sets whether to save job logs.
	Job Log Clear[3]	Execute		Clears the saved job logs. [Save Job Log] must be set to [Enable].
Print Statis-tics	Supplies Report		Disable	Enables/Disables printing the con-sumables report.
	Reset Main Counter	Execute		Resets the main counter.
	Reset Supplies Counter	Execute		Resets the con-sumables counter.

1 A message appears confirming that making changes auto-matically restarts the system. Select [Yes] to continue. Select [No] to cancel.

2 A message appears confirming that continuing automatically restarts the system. Select [Yes] to continue. Select [No] to cancel.

3 A message appears confirming that continuing clears the job logs. Select [Yes] to continue. Select [No] to cancel.

Admin Setup: User Install

Item			Default	Description
Time Setup	Auto Setup	SNTP Server (Primary)	Manual Setup	Sets the SNTP server to use for setting the current date and time. Maximum 64 characters.
		SNTP Server (Secondary)		
	Manual Setup			Sets the current date and time manually.
Time Zone			+0:00	Sets your time zone in relation to GMT. Range: -12:00 to +13:00. (15 minute increments)
Set Daylight Saving			ON	Sets whether to enable or disable Daylight Savings mode
Power Save	Power Save Enable		ON	Enable/Disable power save mode.
	Sleep		ON	Enable/Disable the sleep mode.
High Humid Mode			OFF	Enables/Disables humidity mode.
MF(Tone)/DP(Pulse)			Tone	Selects the dial type.
Reception Mode			Fax Ready Mode	Sets the reception mode.
DRD Type			Type1	Selects the DRD (distinctive ring detection) type.
Dial Tone Detection			OFF	Sets whether to detect a dial tone.

Item		Default	Description
Busy Tone Detection		OFF	Sets whether or not to detect a busy tone.
Monitor Control		OFF	Selects: • Not to monitor • Monitor up to DIS • Execute monitoring during communication
Monitor Volume		Middle	Sets Monitor Volume.
TTI Register/Edit	TTI 1	(NULL)	Registers or changes the sender name (TTI). Maximum 22 characters.
	TTI 2		
	TTI 3		
Standard TTI		TTI 1	Selects the default sender's name from the registered list.
TTI Number		(NULL)	Registers your fax number.
TTI Calendar type		dd/mm/yyyy	Sets the TTI calendar date format.
Super G3		ON	Sets whether or not to use Super G3 (ultra high-speed communication mode).
Erase Privacy Data[1]	Execute		Deletes the registered privacy data. Job Accounting must be disabled.

1 A message appears confirming that continuing deletes all settings and registered data. Select [Yes] to continue. Select [No] to cancel.

Software Utilities

Note

For information on using the utilities, see their on-line Help or refer to the Technical Reference Manual at http://my.okidata.com.

Summary of Utilities

The DVD supplied with your MFP includes the printer drivers, utilities, and a network connection for downloading additional utilities from the Oki Data web site.

Additional information on the utilities is provided on the DVD to help you make your selections. To access this information, click

">> Tell Me More"

on the DVD screen, below the name of the utility:
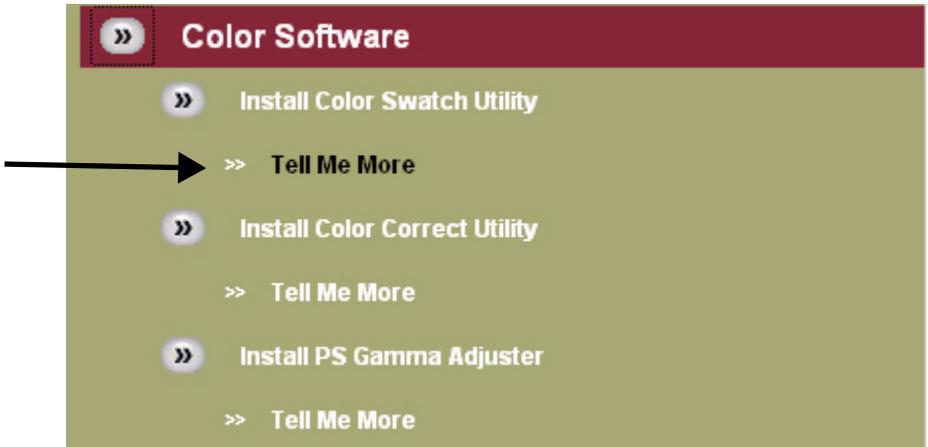
This brings up a series of screens with more information about the utility. For example:
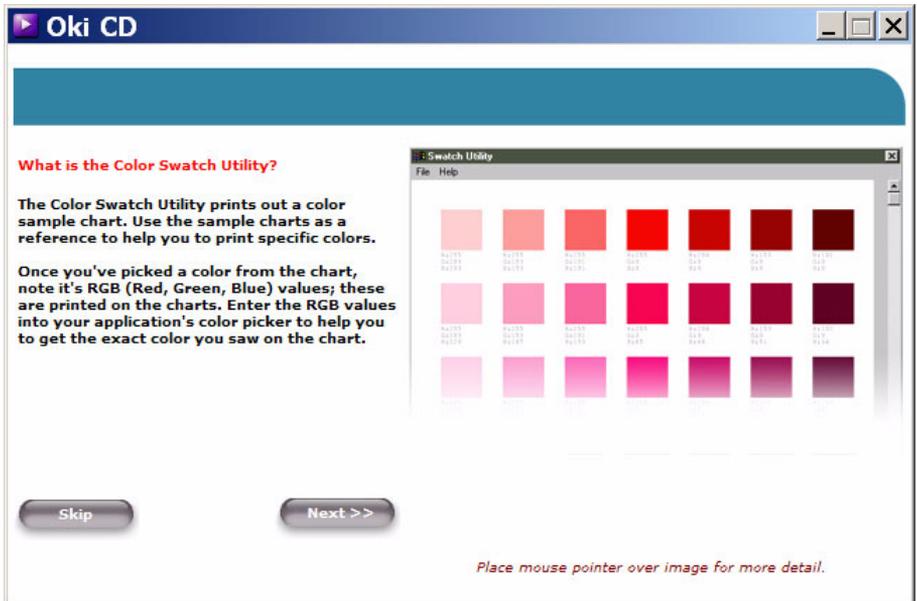
Windows Utilities

Utilities on the DVD

Color Software

- **Color Swatch Utility**
  Prints a color sample chart with RGB values for each color.

- **Color Correct Utility**
  Use to fix the specific colors which appear in Microsoft Office programs.
  Use to adjust gamma, hue and saturation tuning for fixing the overall appearance if a printed document.

- **PS Gamma Adjuster**
  Use to adjust the primary colors CMYK individually and to alter brightness, contrast and color balance.

Network Software

- **Network Card Setup**
  Use to configure settings for the network.

- **OKI LPR**
  You can print a document via the network connection, manage the print jobs, and check the MFP status.

- **Network Extension**
  You can check the settings of the MFP from the printer driver, as well as its options. This utility is installed automatically when you install the printer driver through a network connection.

Optional Utilities

- **Display Language**
  Use to set the language which appears on the control panel and which is used when the menu is printed.

- **PDF Print Direct**
  Prints a PDF file without launching any applications.

MFP Software
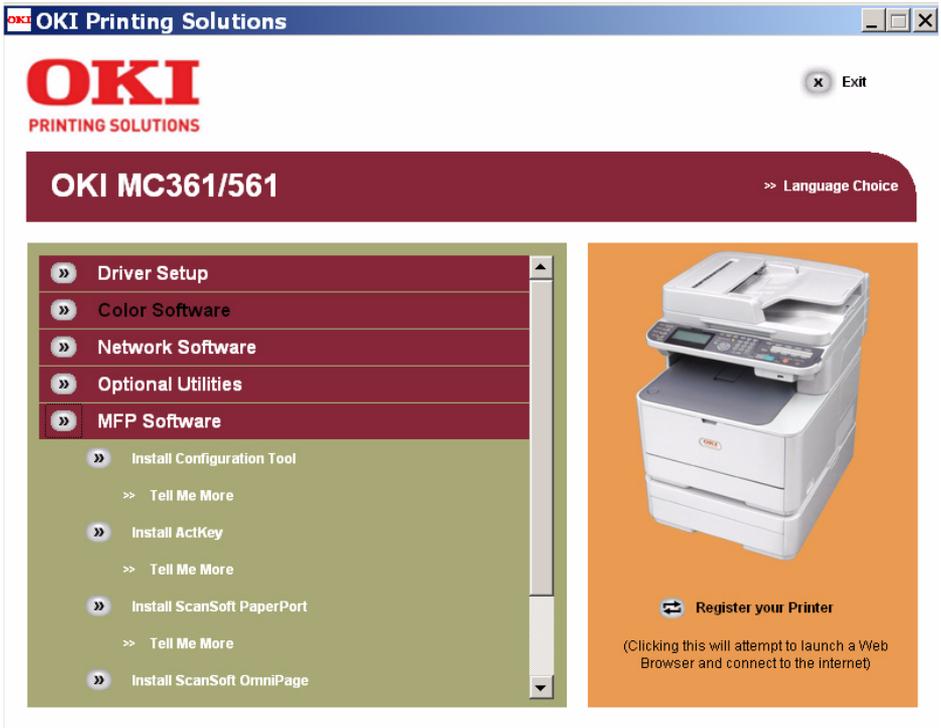
- **Configuration Tool**
  Use this tool to change the access control settings and menu on the MFP. You can also register e-mail addresses, speed dial numbers, profiles, PIN numbers, auto delivery settings and network scan settings.

- **ActKey**
  Starts a scan job easily and configures scan settings.

- **ScanSoft PaperPort**
  Scan documents to PDF, search PDFs, annotate and highlight PDFs, merge PDF files, create secure PDFs, etc.

- **ScanSoft OmniPage**
  Scan documents into files to edit, search and share.

Utilities Linked from the DVD to the Web Site

Internet Downloads
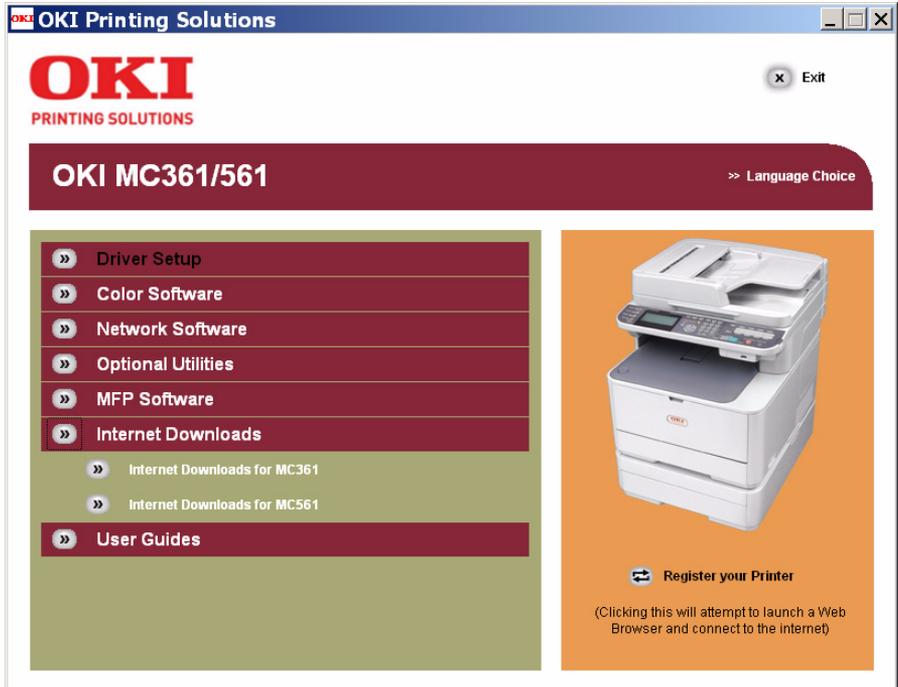
- **PrintSuperVision (MultiPlatform Edition)**
  Use to check setting information and information on consumables for multiple devices connected to the network.

- **Storage Device Manager**
  Use to register and to delete form data and to manage SPOOL jobs.

- **Print Job Accounting**
  Sets user names and user ID to the printer driver.

- **Profile Assistant**
  Registers and manages the ICC profile on the MFP's hard disk. The registered ICC profile uses custom match on the printer drivers' [Graphic Pro] mode.

- **TELNET**
  Use to make network settings for the MFP.

- **Web Driver Installer**
  Displays the MFP and other printer connected on the network. Use it to download the printer driver install module used to install the drivers to client computers.

Macintosh OS X Utilities

- **Color Correct Utility**
  Adjusts the color matching. Use it to adjust the tone of the palette color output. Also, you can adjust the hue and change the overall shade of the color output.

- **Network Scanner Setup Tool**
  This tool automatically launches the first time you select a scanner driver from an application. Use it to set the target equipment to connect to.

- **Profile Assistant**
  Registers and manages the ICC profile on the MFP's hard disk. The registered ICC profile uses custom match on the printer drivers' [Graphic Pro] mode.

- **PS Gamma Adjuster**
  Use to adjust the density of pictures by adjusting the CMYK color and halftone density of each color.

- **Print Control Client/Print Control**
  Sets user names and user ID to the printer driver.

- **Network Card Setup**
  Use to configure settings for the network.

- **Language Setup**
  Use to set the language which appears on the control panel and which is used when the menu is printed.

Installing Utilities _____

For Windows

You can install utilities you want to use in following procedures.

Installing From Driver/Manual DVD

1 Insert the Driver/Manual DVD into your computer.

2   Click [Run setup.exe].

3   Select your MFP and then click [Next].

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

5   Click [Device Configuration] or [Optional Software].

6   Select a utility you want to install.

7   Follow the on-screen instruction to complete the installation.

8   Click [Finish].

Downloading From Website to Install

1   Access the website of Oki.

2   Select the utility you want and then follow the on-screen instructions to download it.

3   Double-click the icon downloaded on your computer.

4   Follow the on-screen instructions to install it.

For Macintosh

You can install utilities you want to use in following procedures. You can use utilities without installing into your computer.

Launching From Driver/Manual DVD

1   Insert the Driver/Manual DVD into your computer.

2   Open the [Utility] folder.

3   Open the folder for the utility you want to install.

4   Double-click the icon you want.

Note

If you want to install a utility, drag the icon to the folder you want.

Downloading from Website to Install

1 Access the website of OKIdata.

2 Select the utility you want and then download it.

3 Double-click the icon.

4 Follow the instructions to install.

Adjusting Color

This chapter explains various color adjustment methods.

Control Panel _____

Using the Control Panel Arrow Keys

When using the arrow keys, press the key repetitively to go to the selection.

Note

- The following procedures assume that [Continuous Scan] is disabled. For the basic procedures when [Continuous Scan] is enabled, see the Basic User's Guide on the DVD supplied with your MFP.

- To enter the [Admin Setup] menu, an administrator password is necessary. The default password is "aaaaaa".

Adjusting Color Registration

The MFP automatically adjusts the color registration when it is turned on, when the top cover is opened or closed, and every time 400 pages are printed continuously.

You can also adjust the color registration manually if you are not satisfied with the quality of the color on the printouts.

1   Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Adjust Registration], then press <OK>.

8 Make sure that [Execute] is selected, then press <OK>.

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

10 Use the left arrow key to o back to the main screen.

Adjusting Density

The MFP automatically adjusts the density when the image drum cartridge is changed and every time 500 pages are printed continuously.

You can also adjust the density manually if you are not satisfied with the density of a printout.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Adjust Density], then press <OK>.

8 Make sure that [Execute] is selected, then press <OK>.

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

10 Press the left arrow key to go back to the main screen.

Fine Adjustment of Color Registration

You can precisely adjust the registration of each color if you are not satisfied with the results of auto color registration.

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [CYAN Reg Fine Adj], [MAGENTA Reg Fine Adj], or [YELLOW Reg Fine Adj], then press <ok>.

8 Press the up or down arrow keys to select the value you want, then press <ok<>.

9 Press the left arrow key to go back out to the main screen.

Note
To adjust a color in the direction of the paper feed, select a value within +1 to +3. To adjust a color in the opposite direction of the paper feed, select a value within -1 to -3.

Adjusting the Color Balance (Density)

You can select a light, medium, or dark density for each color.

Printing the Color Swatch

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select [Color Tuning/Print Pattern], then press <OK<>.

8 Press the left or right arrow key to select [Yes] on the confirmation screen, then press <OK>.

The color swatch prints.

Note

On the color tuning pattern, 44 squares are printed. The present setting of the light, medium, and dark colors are indicated with dashed lines. You can check the color to be tuned.

Adjusting the Color

1 Press the <SETTING> key.

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Press the down arrow key to select the color part you want to tune, then press <OK>.

8 Press the up or down arrow key to select the value you want, then press <OK>.

9 Press the left arrow key to go back to the main screen.

For Copying/Scanning

You can adjust the contrast and hue for copying and scanning documents. In the following procedure, the settings on the copying menu are explained as an example. You can adjust the same settings on the scan menu.

Adjusting Contrast

1 Press the <COPY> key.

2 Press the right arrow key to enter the [Change Settings] menu.

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

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

5 Press the left or right arrow key to select the value you want, then press <OK>.

Adjusting Hue

1 Press the <COPY> key.

2 Press the right arrow key to enter the [Change Settings] menu.

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

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

5 Press the left or right arrow key to select the value you want, then press <OK>.

Adjusting Saturation

1 Press the <COPY> key.

2 Press the right arrows key to enter [Change Settings] menu.

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

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

5 Press the up or down arrow key to select the value you want, then press <OK>.

Adjusting RGB Color

1 Press the <COPY> key.

2 Press the right arrow key to enter [Change Settings] menu.

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

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

5 Press the up or down arrow key to select the value you want, then press the right arrow key to set another color.

6 Repeat step 5 until you finish the setting for all colors, then press <OK>.

Using the Printer Driver _____

About Color Matching

Color Matching means adjusting the color (CMYK) of printed documents to match their appearance on the computer screen (RGB).

There are several means to perform color matching:

• Office Color
• Graphic Pro.
• Color (User Settings): PCL XPS driver only
• ColorSync: Macintosh only.

Color Matching (Office Color)

If you use business documents mainly, the Office Color is suitable. It manages and adjusts RGBs color to CMYK colors.

> ***Important!***
> **This function can support only RGB color data.**
> **If you want to manage CMYK color data, use Graphic Pro.**

Windows PCL/PS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" or "Properties", depending on the version of Windows you are using.

4 Select the "Color" tab and select "Office Color" and then click "OK".

Windows PCL XPS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "**Detailed Settings**".

4 Select the "**Color**" tab and select Color "**User Settings**", then click "**OK**".

Mac OS X Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Color" from the panel menu.

4 Select "Office Color" or "Automatic", then click "Print".

> **Note**
>
> If the printer options are not displayed in the "Print" dialog on the Mac OS X 10.5 or 10.6, click the triangular button at the side of the "Printer" menu.

Black Finish: Using Office Color or Graphics Pro

When you are printing in color, there are two types of black finish: composite black and the true black.

Composite black: the cyan, magenta, yellow and black toners are combined to print black. Suitable for printing color photographs. Composite black sometimes appears as dark brown.

True black: only black toner is used. Suitable for printing black text or graphics.

If you use **Office Color**, you can also select "Auto" which automatically selects the best method to print out the document.

For Windows PCL/PS Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" or "Properties", depending on the version of Windows you are using.

4   On the "Color" tab, select "Office Color" or "Graphic Pro", then click "Detail" ("Details" for PS).

5   Select the method to create black from "Black Finish".

6   Click "OK" to close the details window.

7   Click "OK".

For Windows PCL XPS Printer Driver

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3 Click "Preferences" or "Properties", depending on the version of Windows you are using.

4 Select the "Color" tab.

5 Select "Advanced Color" and then select a method to create black from "Black Finish".

6 Click "OK".

For Macintosh OS X

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Color" from the panel menu.

4 Select "Office Color" or "Graphic Pro", then click "Details".

5 Select the method to create black from "Black Finish".

6 Click "OK".

Note

If the printer options are not displayed in the "Print" dialog on the Mac OS X 10.5 or 10.6, click the triangular button at the side of the "Printer" menu.

Printing in Grayscale

You can print a color document in grayscale without any settings on the data.

For Windows

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" or "Properties", depending on the version of Windows you are using.

4 On the "Color" tab, select "Gray Scale".

5   Click "OK".

For Macintosh OS X

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Select "Color" from the panel menu.

4   Select "Grayscale Print".

5   Click "Print".

Overprinting Black

When you are printing black text on a printed color background, there are often small gaps of white between the text and the background. You can use this overprinting feature to eliminate the white gaps.

For Windows PCL/PCL XPS Printer Drivers

1   Open the file you want to print.

2   From the "File" menu, select "Print".

3   Click "Preferences" or "Properties", depending on the version of Windows you are using.

4 on the "Job Options" tab, select "Advanced".

5 Select the "Overprint Black Text" check box.

For Windows PS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" or "Properties", depending on the version of Windows you are using.

4 On the "Color" tab, select "Advanced".

5 Select the "Black Overprint" check box.

For Mac OS X Printer Driver

1 Open the file you want to print.

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

3 Select [**Color**] from the panel menu under the [**Printer**] and [**Presets**] menus.

4 Select [**Advanced**] on the [**Color**] panel and then select [**Black Overprint**] check box.

Simulating Print Results in Ink

You can simulate the output of a printing press by adjusting the CMYK color data for offset printing.

Important!

- **Windows PCL XPS printer driver cannot be used for this function.**
- **Mac OS X printer driver may not be available depending on the application.**
- **This function can be used when the "Office Color" or "Graphic Pro" is selected for "Color Mode".**

For Windows PCL/PS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" or "Properties", depending on the version of Windows you are using.

4 On the "Color" tab, select "Graphic Pro", then click "Details".

Note
For PS, driver, you can do a printer simulation with "Office Color" for business or other documents, then click "Advanced" and select the properties of the ink you wish to simulate from "CMYK Simulation".

5 Select the "Printer Simulation" check box.

6 Select an ink feature you want to simulate from "Simulation Target Profile" on "Input Profile" (or "Input"), then click [OK].

For Mac OS X Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Color" from the panel menu.

4 Select "Graphic Pro".

5 Click "Details" to select "Printer Simulation".

6 Select an ink feature you want to simulate from "Simulation Target Profile".

Color Separation Printing

You can use the color separation printing feature without any application.

Important!

- **Windows PCL and PCL XPS cannot be used for color separation printing.**
- **If you are using Adobe Illustrator, use the color separation function of the application. Turn off the color matching function of the printer driver.**

For Windows PS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" or "Properties", depending on the version of Windows you are using.

4 On the "Color" tab, select "Advanced".

5 Select the color you want from "Print Color Separations", then click "OK".

For Mac OS X Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Color" from the panel menu.

4 Select "Advanced".

5 Select the color you want from "Print Color Separations", then click "OK".

ColorSync for Macintosh

This is the color matching program used only for Macintosh.

Important!

• **Use an application that supports ColorSync.**

• **Be sure that the calibration and ICC profile setting of the monitor are completed.**

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Select "Color Matching" from the panel menu.

4 Select "ColorSync".

5 Under "Profile", select
   "OKI MC561 1200dpi (PS)"
   "OKI MC561 600 Multi (PS), or
   "OKI MC561 600 dpi (PS)".

6 Click "Print".

Note

• If you use a version other than Mac OS X 10.5 or 10.6, select "**St**andard" for "Color changing" on the "ColorSync" panel.

• If the printer options are not displayed in the "Print" dialog on the Mac OS X 10.5 or 10.6, click the triangular button at the side of the "Printer" menu.

Color Correct Utility _____

You can specify the colors on the palette selected in Microsoft Excel software etc. with the Color Correct Utility.

Important!

- **Apply settings for each printer driver.**
- **You must be logged on as an administrator to do color matching using the color correct utility.**
- **The test printing and sample printing cannot be used when the <SETTING> key > [Admin Setup] > [Management] > [Encryption Setup] > [Job Limitation] is set.**
- **For details on how to install the color correct utility, seethe Technical Reference Guide t http:// my.okidata.com).**

Changing Palette Color

For Windows

1 Click "Start" > "All Programs" > "Okidata" > "Color Correct Utility" > "Color Correct Utility".

2 Select "Office Palette Tuning", then click "Next".

3 Select the MFP and then click "Next".

4 Select the name the setting you want and then click "Print Sample".

The color sample is printed.

5 Click "Next".

6 Click "Print Palette".

The adjusting color sample is printed.

7 Compare the colors between the color palette on the screen and the printed adjusting color sample.

Note

Any color marked with a cross cannot be adjusted.

8 Click the color you want to adjust.

9 Check each adjustable range in the pull-down menu for X and Y.

Note

The adjustable value varies depending on the color.

10 Check the printed color sample to select the most suitable color you want within the adjustable range and then check the X and Y values.

11 Select the values you checked at step 10 and then click "OK".

12 Click "Print Palette" and check if the adjusted color is closer to the color you want and then click "Next".

Note

If you want to change the color more or change other colors, repeat steps 8 to 11.

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13 Enter a save name and then click "Save".

14 Click "OK".

15 Click "Finish".

For Macintosh
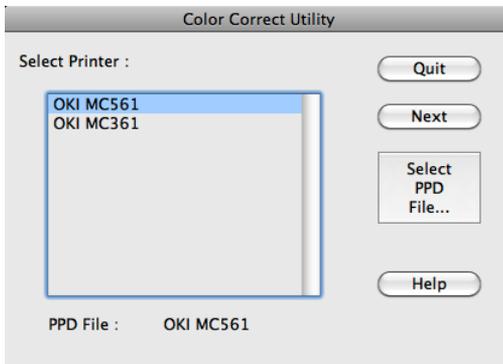
1 Launch the "Color Correct Utility".

2 Select the MFP and then click "Select PPD File".

3 Select a PPD file for the MFP and click "Open".

4 Click "Next".

5 Click "Office Palette Tuning".

6 Select the name of the setting you want and click "Print Swatches".
The Color sample is printed.

7 Click "Next".

8 Click "'Print Palette".

The Adjusting color sample is printed.

9 Compare the color between the color palette on the screen and printed adjusting color sample.

Note

Any colors marked with a cross cannot be adjusted.

10 Click the color you want to adjust.

11 Check each adjustable range from the pull-down menu for X and Y.

Note

The adjustable value varies depending on the color.

12 Check the printed color sample to select the most suitable color you want within the adjustable range and then check the X and Y values.

13 Select the values you checked in the previous step and click "OK".

14 Click "Print Palette" and check that the adjusted color is closer to the color you want.

Note

If you want to change the color more or change other colors, repeat steps 10 to 14.

15 Enter a name and click "Save".

16 To save the setting on the PPD file selected at step 3, click [Save].

17 Enter the administrator's name and password.

18 Click "Quit".

19 Click "OK".

20 Under "System Preferences" select "Print & Fax" to delete and re-register all printers for which adjustments were made.

Changing Gamma Value or Hue

You can adjust the tone by adjusting the gamma value, and the output color by adjusting the hue.

For Windows

1 Click "Start > "All Programs" > "Okidata" > "Color Correct Utility" > "Color Correct Utility".

2 Select "Hue & Saturation Tuning" and click "Next".

3 Select the MFP, then click "Next".

4 Select the standard mode, then click "Next".

5 Apply settings as necessary by adjusting the slide bar.

Note

If you select the "Use printer's unadjusted color" check box, 100% of each color is used for printing, and the hue slide bar is fixed.

6 Click "Test Print".

7 Check the print result.

8 Click "Next".

9 Enter a name and click "Save".

10 Click "OK".

11 Click "**Finish**".

For Macintosh OS X

1 Launch the Color Correct Utility].

2 Select the MFP, then click "Select PPD file".

3 Select a PPD file for the MFP and click "Open".

4 Click "Next".

5 Click "Gamma/Hue/Saturation Tuning".

6 Select the standard mode, then click "Next".

7 Apply settings if necessary by adjusting the slide bar.

8 Click "Print Test".

9 Check the print result.

10 Enter a name, then click "**Save**".

11 To save the setting on the PPD file selected at step 3, click "**Save**".

12 Enter the administrator password.

13 Click "**Quit**".

14 Click "OK".

15 Under "System Preferences", select "Print & Fax" to delete and re-register all printers for which adjustments were made.

Printing Using Adjusted Color Settings

Windows PCL/PS Printer Drivers

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" or "Properties", depending on the version of Windows you are using.

4 On the "Color" tab, select "Office Color", then click "Detail" ("Details" for PS).

5 Select the "User Setting" ("User Settings" for PS) and select the setting you created with the Color Correct Utility, then click "OK".

Windows PCLXS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Preferences" or "Properties", depending on the version of Windows you are using.

4 On the "Color" tab, select "Advanced Color".

5 Select "User Defined" under "Color Setting", then select he setting you created with the Color Correction utility.

6 Click "OK".

Macintosh OS X PS Printer Driver

1 Open the file you want to print.

2 From the "File" menu, select "Print".

3 Click "Office Color" on the "Color" panel.

4 Click "Options" to select the setting you created with the Color Correct Utility from "User Color Adjustment".

5 Click "OK".

Saving Color Correction Settings

You can save the adjusted color settings to a file.

Important!
The administrator's authority is needed for this function.

For Windows

1 Click "Start" > "All Programs" > "Okidata" > "Color Correct Utility" > "Color Correct Utility".

2 Select "Import/Export Color Settings", then click "Next".

3 Select the MFP, then click "Next".

4 Click "Export".

5 Select the file you want to export and then click "Export".

6 Specify the folder where the file is to be saved and then click "Save".

7 Click "OK".

8 Click "Finish".

For Macintosh OS X

1 Launch the Color Correct Utility.

2 Select the MFP, then click "Select PPD file" to select a file.

3 Select a PPD file for the MFP and click "Open".

4 Click "Next".

5 Click "Manage Color Settings".

6 Click "Export".

7 Select the file you want to export, then click "Export".

8 Specify the folder in which to save the settings, then click "Save".

9 Click "Cancel".

10 Click "Quit".

11 Click "OK".

Importing Color Correction Settings

You can import color correct settings from the files you have saved.

For Windows

1 Click "Start" > "All Programs" > "Okidata" > "Color Correct Utility" > "Color Correct Utility".

2 Select "Import/Export Color Settings", then click "Next".

3 Select the MFP, then click "Next".

4 Click ["Import".

5 Select the file you want and then click "Open".

6 Select the settings you want to import, then click "Import".

7 Check that the setting is imported properly, then click "Finish".

For Macintosh OS X

1 Launch the Color Correct Utility.

2 Select the MFP, then click "Select PPD file".

3 Select the PPD file and click "Open".

4 Click "Next".

5 Click "Manage Color Settings".

6 Click "Import".

7 Select the file you want and click "Open".

8 Select the setting you want to import, then click "Import".

9 To save the setting to the PPD file specified on step 3, click "Save".

10 Enter the user name and password with administrator rights and click "OK".

11 Click "Cancel".

12 Check that the setting is imported properly, then quit the Color Correct Utility.

Deleting Color Correction Settings

You can delete unnecessary setting files.

For Windows

1 Click "Start" > "All Programs" > "Okidata" > "Color Correct Utility" > "Color Correct Utility".

2 Select "Import/Export Color Setting", then click "Next".

3 Select the MFP and click "Next".

4 Select the file you want to delete, then click "Delete".

5 Click "Yes" to confirm the deletion.

6 Check that the setting is deleted properly, then click "Finish".

For Macintosh OS X

1 Launch the Color Correct Utility.

2 Select the MFP and then click "Select PPD file" to select a file.

3 Select the PPD file on the MFP and click "Open".

4 Click "Next".

5 Click "Manage Color Settings".

6 Select the setting you want to delete and then click "Delete".

7 Click "Yes" to confirm the deletion.

8 To save the setting to the PPD file specified on step 3, click "Save".

9 Enter the administrator password and click "OK".

10 Check that the setting is deleted properly, then click "Quit".

11 On the configuration screen, click "OK".

Color Swatch Utility: Windows only

You can print RGB color samples on the MFP using the Color Swatch Utility. The RGB values given for each RGB color sample can be entered in your application software to ensure that the color printed matches the color on the swatch.
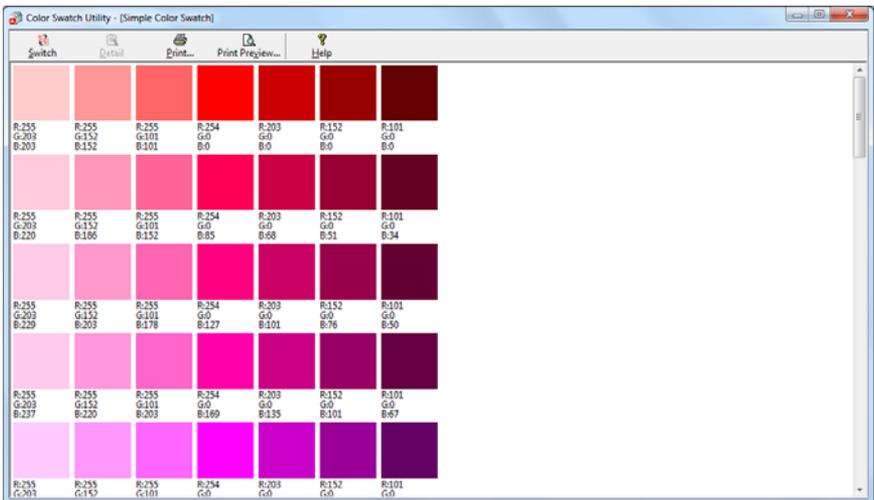
Important!

- **Macintosh cannot be used with this utility.**
- **For details on how to install the utility, see the Technical Reference at http://my.okidata.com.**

Printing a Color Swatch

1 Click "Start" > "All Programs" > "Okidata" > "Color Swatch Utility" > "Color Swatch Utility".

2 Click "Print".

3 Select the MFP under "Name".

4 Click "OK".

The color swatch prints.

5 Select the color you want and write down its RGB values.

Customizing the Color Sample

If you cannot find the color you want on the color swatch, follow the procedures below to customize the color.

1 Click "Switch".

2 Click "Detail".

3 Adjust the three slide bars until the color you want appears.

4 Click "Close".

5 Click "Print"

6 Select the MFP from "Name".

7 Click "OK".

Note

If you are not satisfied with the printing result, repeat from step 1.

Printing a File with the Color You Want

For details on how to specify the color on the application, read your application's manual.

When printing color sample's and the file you want, use the same printer driver setting values.

Issues

This chapter provides solutions to the problems you may encounter while operating your MFP.

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.

Note

In the following tables,

- "%COLOR%" indicates C (cyan), M (magenta), Y (yellow) or K (black).
- "%TRAY%" indicates tray 1, tray 2 (optional) or the MP tray.
- "%ERRCODE%" indicates an error code.

If the displayed message includes "Please see Help for details", you can check countermeasures for the error by pressing the <?HELP> key on the control panel.

General Error Messages

Code	Message	<STATUS> key	Cause/Remedy
	Inspection is required PU Flash Error	Blinks	Firmware error occurred. Call your local service dealer.
	Inspection is required PU Communication Error	Blinks	Firmware error occurred. Call your local service dealer.

Code	Message	<STATUS> key	Cause/Remedy
	%COLOR% Toner Low	Lights up*	The toner cartridge of the indicated color is low. Prepare a replacement toner cartridge. *If the <SETTING> key > [Admin Setup] > [Management] > [System setup] > [Near life LED] is set to [Disable], the <STATUS> key does not turn on.
417	Please install new K Toner cartridge. Please see Help for details.	Blinks*	The waste toner receptacle is full of waste toner. Replace it the K toner cartridge. *The <STATUS> key lights up when the message is displayed again.
550 551 552 553	%COLOR% Toner cartridge Regional Mismatch: %ERRCODE% Please see Help for details	Blinks	The toner cartridge is not a genuine Oki toner cartridge and may damage your MFP. 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 Regional 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

Code	Message	<STATUS> key	Cause/Remedy
614 615 616 617	%COLOR% Toner cartridge Regional Mismatch: %ERRCODE% Please see Help for details	Blinks	The toner cartridge is not a genuine Oki toner cartridge and may damage your MFP. 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 Regional Mismatch: %ERRCODE% Please see Help for details	Blinks	The toner cartridge is not a genuine Oki toner cartridge and may damage your MFP. 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 MFP. Use a genuine Oki toner cartridge for the indicated color.

Code	Message	<STATUS> key	Cause/Remedy
	Image Drum Unit Near Life	Lights up*	The image drum unit is near the end of its life.
			Prepare a replacement image drum unit.
	Please see Help for details		*If the <SETTING> key >[Admin Setup] > [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	Lights up*	The fuser unit is near the end of its life.
			Prepare a replacement fuser unit.
	Please see Help for details		*If the <SETTING> key > [Admin Setup] > [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.

Code	Message	\<STATUS\> key	Cause/Remedy
	Belt Unit Near Life	Lights up*	The belt unit is near the end of its life.
			Prepare a replacement belt unit.
	Please see Help for details		*If the \<SETTING\> key > [Admin Setup] > [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	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.
	Please see Help for details		Replace it with a new fuser unit.
	Please change Fuser Unit	Lights up	The fuser unit is at the end of its life.
			Replace it with a new fuser unit.
	Please see Help for details		
355	Please change Belt Unit: 355	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.
	Please see Help for details		Replace it with a new belt unit.

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.

Code	Message	<STATUS> key	Cause/Remedy
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 install New Image Drum 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 \356\200\204Close	Lights up	The file system is full.

Code	Message	<STATUS> key	Cause/Remedy
	File System is Write Protected Please see Help for details	Lights up	The file system to which you tried to write is write-protected.
	Memory Overflow Please see Help for details \356\200\204Close	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 \356\200\204Close	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 \356\200\204Close	Blinks	The MFP 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.

Code	Message	<STATUS> key	Cause/Remedy
	Accounting Log Buffer Full (Delete old logs)	Lights up	Old accounting logs are deleted because the accounting log buffer is full. New jobs can be executed after one of the following operations. • The log in the unit must be acquired by job accounting server software. • The setting of "Operation at Log Full" in job accounting server software must be changed to "Does not acquire logs".
	Accounting Log Writing Error Please see Help for details \356\200\204Close	Lights up	A job accounting log writing error occurred.
	Disk Use Failed %FS_ERR% Please see Help for details \356\200\204Close	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.

Code	Message	\<STATUS\> key	Cause/Remedy
	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 and reinstall the toner cartridge of the indicated color 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 and reinstall the toner cartridge of the indicated color properly. 540: Y 541: M 542: C 543: K
544 545 546 547	Please check %COLOR% Toner cartridge: %ERRCODE% Please see Help for details	Blinks	The toner cartridge lever of the indicated color is not locked properly. Check and lock the lever properly. 544: Y 545: M 546: C 547: K
	Please check Fuser Unit: %ERRCODE% Please see Help for details	Blinks	The fuser unit is not properly installed. Reinstall it properly.

Code	Message	<STATUS> key	Cause/Remedy
320	Please check Fuser Unit: 320 Please see Help for details	Blinks	The fuser unit is not properly installed. Reinstall it properly.
330	Please check 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 MFP off and wait for a while.
310 311 316	Check top cover: %ERRCODE% Close the top cover Please see Help for details	Blinks	The top cover is open. Close the top cover.
	ADF cover open Please see Help for details	Blinks	The ADF cover is open. Close the ADF cover.

Code	Message	<STATUS> key	Cause/Remedy
	Power Off and Wait for a while %ERRCODE%:C ondensing Error	Blinks	Condensation has formed in the MFP. Turn the MFP off and wait for a while.
	Power Off/On %ERRCODE%:D ownload Error	Blinks	An error occurred. Turn the MFP off and then on again. If the error is not resolved, call your local service dealer.
	Power Off/On %ERRCODE%:Er ror	Blinks	A fatal error occurred. Turn the MFP off and then on again. If the error is not resolved, call your local service dealer.
	Inspection is required %ERRCODE:Erro r	Blinks	A fatal error occurred. Call your local service dealer.
	Power Off/On %ERRCODE%:Er ror %FATALSTRING 1%	Blinks	A fatal error occurred. Turn the MFP off and then on again. If the same error occurs, turn the MFP off and then on again. If the error is not resolved, or the same error occurs again, call your local service dealer.

Code	Message	<STATUS> key	Cause/Remedy
	Document jam Please open the scanner unit and the top cover And, please check Please see Help for details	Blinks	A paper jam occurred in the scanner unit. Open the scanner unit and the top cover, and then remove the jammed paper.
	Lamp Error. Please call service. <%CODE%> Please see Help for details	Blinks	A lamp in the scanner unit is at the end of its life. Or, a document cannot be read normally because the optical system is dirty. Call your local service dealer.
	%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 MFP, pull out the cassette and close it again to correctly locate it.
430 431	Please close %TRAY%: %ERRCODE% 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 MFP, pull out the cassette and close it again to correctly locate it.

Code	Message	<STATUS> key	Cause/Remedy
	Inspection is required %ERRCODE%: SIP Error	Blinks	Processing of scanned image has failed. Turn the MFP off and then on again. If the error is not resolved, call your local service dealer.
	Please call service Scanner unit failed to detect printer unit	Blinks	An error occurred between the scanner and printer units. Turn the MFP off and then on again. If the error is not resolved, call your local service dealer.
	SIP Firmware Missing Please see Help for details	Blinks	A board failure has been detected. Turn the MFP off and then on again. If the error is not resolved, call your local service dealer.
	Wait a Moment Network Configuration Writing	Lights up	Changed network settings are being stored.

Error Messages: Copying

The following messages are displayed on the copy standby screen while using the copy function.

Code	Message	<STATUS> key	Cause/Remedy
	Cancelling Copy job	Lights up	A copy job is being cancelled. Wait for a while.
	Copy job Cancelled \356\200\204Close	Lights up	A copy job was cancelled.
	Off Line Mode	Lights up	The MFP is off line and cannot start a copy job. Press the <PRINT> key on the control panel and then select [Online/Offline] on the print menu screen.
	Restart 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: Faxing

The following messages are displayed on the display screen while using the fax function.

Code	Message	\<STATUS\> key	Cause/Remedy
	Received invalid data Please see Help for details \356\200\204Close	Blinks	The MFP received and deleted invalid data.
	Memory Overflow Rx	Blinks	The memory overflowed while receiving fax data. If you are doing other tasks simultaneously, finish them. Or, delete any unnecessary documents.
	Communication Error \356\200\204Close	Blinks	Fax sending or receiving is failed.
	Telephone Please see Help for details	Lights up	The telephone is being used. Wait for the call on the telephone lines to end.
	Memory Overflow Please see Help for details \356\200\204Close	Blinks	The memory overflowed while receiving a PC fax. Reduce the data size of the fax.

Code	Message	<STATUS> key	Cause/Remedy
	Off Line Mode	Lights up	The MFP is off line and cannot print received fax data. Press the <PRINT> key on the control panel and then select [Online/Offline] on the print menu screen.

Error Messages: Scanning

The following messages are displayed on the display screen while using the scan function.

Code	Message	<STATUS> key	Cause/Remedy
	Cancelling	Lights up	A ScanTo job is being cancelled.
	Cancelling transmission	Lights up	An email or file transmission is being cancelled.
	Memory Overflow Please see Help for details \356\200\204Close	Blinks	The memory overflowed while scanning data.
	USB Memory Full Please see Help for details \356\200\204Close	Blinks	The connected USB memory is full and cannot store data. Delete unnecessary files from the USB memory, or use a USB memory with enough available space.

Code	Message	<STATUS> key	Cause/Remedy
	Writing Failed Please see Help for details \356\200\204Close	Blinks	Writing to the connected USB memory failed. Remove the write-protection of the connected USB memory.
	USB Memory Disconnected Please see Help for details \356\200\204Close	Blinks	USB memory is not connected to the MFP and the MFP cannot store data. Be sure that the USB memory is connected to the MFP properly.
	Connect to PC Failed Please see Help for details \356\200\204Close	Blinks	The MFP failed to connect to a PC. Be sure that the MFP is connected to the PC properly.
	File Transmission Error Please see Help for details \356\200\204Close	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 \356\200\204Close	Blinks	An email transmission error occurred. Check the network configuration, cable connection and status, and the server status.

Code	Message	\<STATUS\> key	Cause/Remedy
	Check SMTP Settings Please see Help for details \356\200\204Close	Blinks	An error occurred while connecting to an SMTP server. • Check the network configuration, cable connection and status, and the server status. • Check the SMTP settings.
	Check POP3 Settings Please see Help for details \356\200\204Close	Blinks	An error occurred while connecting to a POP3 server. • Check the network configuration, cable connection and status, and the server status. • Check the POP3 settings.
	SMTP Login Failed Please see Help for details \356\200\204Close	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 \356\200\204Close	Blinks	An SMTP server does not support authentication.
	POP3 Login Failed Please see Help for details \356\200\204Close	Blinks	Logging in to a POP3 server failed. Check the login name and password for the server.

Code	Message	<STATUS> key	Cause/Remedy
	Getting Target IP Failed Check DHCP Settings Please see Help for details	Blinks	The MFP could not get IP address from DHCP server. Check the network configuration, cable connection and status, and the server status.
	Check DNS Settings Please see Help for details \356\200\204Close	Blinks	An error occurred while connecting to a DNS server, or the MFP failed to obtain IP address. • Check the network configuration, cable connection and status, and the server status. • Check the DNS settings.
	Check Server Setting Please see Help for details \356\200\204Close	Blinks	An error occurred while connecting to a file server. • Check the network configuration, cable connection and status, and the server status. • Check the server settings.
	Server Login Failed Please see Help for details \356\200\204Close	Blinks	Logging in to file server failed. Check the ID and password for the server.

Code	Message	<STATUS> key	Cause/Remedy
	Entering Directory Failed Please see Help for details \356\200\204Close	Blinks	The MFP failed to access the FTP server directory.
	Changing Data Transfer Type Failed Please see Help for details \356\200\204Close	Blinks	The MFP 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 \356\200\204Close	Blinks	The MFP failed to write to a file.
	Storage Space Full Please see Help for details \356\200\204Close	Blinks	The storage space of the server is full. The MFP failed to write to a file.
	Change File Name Please see Help for details \356\200\204Close	Blinks	A file name was unauthorized by the server. Change the file name.

Code	Message	<STATUS> key	Cause/Remedy
	Unsupported Server Please see Help for details \356\200\204Close	Blinks	The MFP does not support the specified server.
	Check Network Share Name Please see Help for details \356\200\204Close	Blinks	The name of a network shared folder is invalid. The MFP failed to establish a CIFS connection. Change the name of the shared folder.
	Insert USB Memory USB Memory Disconnected	Lights up	USB memory is disconnected. Insert a USB memory into the USB memory interface.
	Remove the connected USB device Unsupported USB device is connected.	Blinks	An unsupported USB device is connected. Disconnect the USB device.
	Remove the USB Hub. USBHub is connected	Blinks	USB hub is connected. This MFP does not support a USB hub. Disconnect the USB hub.

Error Messages: Printing

Code	Message	<STATUS> key	Cause/Remedy
	Off Line Mode	Lights up	The MFP is off line and cannot start a print job. Press the <PRINT> key on the control panel and then select [Online/Offline] on the print menu screen.
	Error Postscript \356\200\204Close	Lights up	A Postscript error occurred. This message is cleared by pressing the <STOP> key.
	Deleting data	Lights up	Cancelling 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	Cancelling data sent by a user who is not authorized by Job Accounting (optional) to print.
	Deleting encrypted job	Lights up	Deleting an encrypted job.
	File Erasing	Lights up	Erasing a secret file.

Code	Message	<STATUS> key	Cause/Remedy
	Erased Data Full Please see Help for details	Blinks	Secret files to be erased are full.
	Expired Secure Job Please see Help for details \356\200\204Close	Lights up	The MFP deleted an expired secure Job. This message is cleared by pressing the <STOP> key.
	Received invalid data Please see Help for details \356\200\204Close	Blinks	The MFP received and deleted invalid data.
500	Install Paper on MPTray Please set paper(%MEDIA_SIZE%) To cancel, select [Cancel]	Blinks	The MP tray is empty. Install the indicated size paper.
460 461 462	Tray Media Mismatch: %ERRCODE% 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.

Code	Message	<STATUS> key	Cause/Remedy
490 491 492	Install Paper on %TRAY%: %ERRCODE% Please set paper(%MEDIA_SIZE%) To cancel, select [Cancel]	Blinks	The indicated tray is empty. Install the indicated size paper.
430 431	Please close %TRAY%: %ERRCODE% To cancel, select [Cancel]	Blinks	A paper cassette of the indicated tray is not in the printer. Install the paper cassette.
	Access limitation error Monochrome printing was performed due to the color printing limitation Please see Help for details \356\200\204Close	Lights up	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 \356\200\204Close	Lights up	A color print job sent by a user who is not authorized for color printing is deleted.

Code	Message	\<STATUS\> key	Cause/Remedy
	Access limitation error Data was deleted due to the printing limitation Please see Help for details \356\200\204Close	Lights up	A print job sent by a user who is not authorized for printing is deleted.
	Warming Up	Lights up	The MFP is warming up, or cooling down. Wait for a while without turning off the MFP. This is not a malfunction of the MFP.
	Preparing	Lights up	The printer unit is not prepared for printing. Wait until this message disappears.

MC361/MC561/CX2731 MFP Advanced User's Guide

The Status Key _____

Checking the MFP's Status From the <STATUS> Key
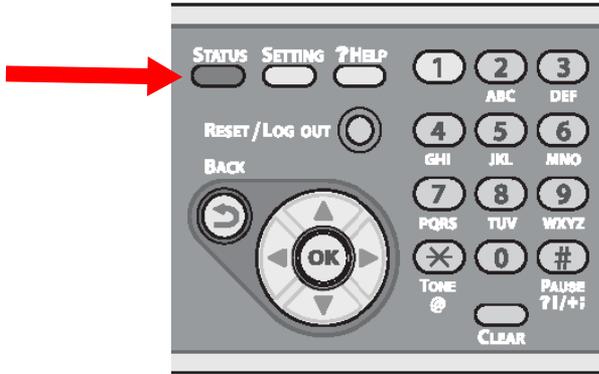
Checking the Trouble Status

The <STATUS> key blinks or lights up when any trouble is occurring in your MFP. Press it to check the trouble status.

1 Press the <STATUS> key on the control panel to open the status menu.

2 Be sure that [Trouble Status] is selected and then press <OK>.

3 Press the down arrow key to select the item you want to check and then press <OK>.

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 control panel to open the status menu.

2 Press the down arrow key to select [Device Status & Job Status] and then press <OK>.

3 Press the down arrow key to select the item you want to check and then press <OK>.

Unable to Print＿＿＿＿＿＿＿＿＿

Note

- If the following information does not solve the problem, call your local service dealer.

- For issues caused by an application, contact the manufacturer of the application.

General Causes

Common to Windows and Macintosh

Cause	Remedy
The MFP is in the sleep mode.	Press the <POWER SAVE> key on the control panel to enter the standby mode. If the sleep mode is inconvenient for you, disable it from the <SETTING> key > [Admin Setup] > [User Install] > [Power Save] > [Sleep].
The MFP is turned off.	Turn on the MFP.
An Ethernet or USB cable is unplugged.	Check that the cable is plugged into the MFP and computer properly.
Something is wrong with a cable.	Replace it with a new cable.
The MFP is off line.	Press the <PRINT> key on the control panel, and then select [On-Line].
The interface setting is disabled.	Check the setting of the interface being used from the control panel.
Something is wrong with the print function.	Check if you can print the configuration report.

For Windows

Cause	Remedy
The MFP is not set as the default printer.	Set the MFP 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.

Network Connection Problems

Common to Windows and Macintosh

Cause	Remedy
Using a crossover cable.	Use a straight cable.
The MFP is turned on before a cable was connected.	Connect cables before turning on the MFP.
The hub and the MFP 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
IP address is incorrect.	• Check that the same IP address is set for the MFP and the MFP's port setting on the computer. • If using Oki LPR Utility, check the IP address setting in Oki LPR Utility.

USB Connection Problems

Common to Windows and Macintosh

Cause	Remedy
Unsupported USB cable is being used.	Use a USB2.0 cable.
An USB hub is being used.	Directly connect the MFP to the computer.
Printer driver is not installed correctly.	Reinstall printer driver.

For Windows

Cause	Remedy
The MFP is off line.	Right-click the OKI MC561 icon and then select [See what's printing] (> [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 MFP to the computer.
A printer driver which uses a USB connection is installed.	Remove the other printer driver from the computer.

Unable to Install Driver _____

Note

- If the following information does not solve the problem, call your local service dealer.

- For problems caused by an application, contact the manufacturer of the application.

USB

For Windows

Symptom	Remedy
An icon of the MFP is not created on the [Devices and Printers] (or [Printers]/ [Printers and Faxes]) folder.	The printer driver is not installed correctly. Reinstall the printer driver correctly.

Symptom	Remedy
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 Driver/Manual DVD into the computer. 2. Click [Run setup.exe] and follow the on-screen instructions. 3. Select [Install printer driver completely] from [Driver Installation]. 3. On the [Printer port] screen, select [FILE] and then click [Next]. 4. Complete the setup following the on-screen instructions. 5. On the [Devices and Printers] (or [Printers]/[Printers and Faxes]), right-click the icon of the second or later driver and select [Printer properties]. 6. From the [Ports] tab, select [USBxxx] from the list.
The [Unable to install printer driver] error message is displayed.	Use Plug-and-Play. Follow the procedure below: 1. Ensure that the MFP and computer is turned off. 2. Connect a USB cable. 3. Turn on the MFP. 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 Driver/Manual DVD.

OS Restrictions_____

Restrictions: Windows 7 and Windows Server 2008 R2

Item	Symptom	Detail/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] 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] to run the installer or utility as an administrator. If you click [No], the installer or utility does not start.
Network Extension	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: Windows Server 2008 and Windows Vista

Item	Symptom	Detail/Remedy
Printer driver	[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] ([Continue] for Windows Vista) to run the installer or utility as an administrator. If you click [Cancel], 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] ([Continue] for Windows Vista) to run the installer or utility as an administrator. If you click [Cancel], the installer or utility does not start.
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] ([Continue] for Windows Vista) to run the installer or utility as an administrator. If you click [Cancel], 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] ([Continue] for Windows Vista) to run the installer or utility as an administrator. If you click [Cancel], the installer or utility does not start.

Item	Symptom	Detail/Remedy
	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 Halftone Utility	The [User Account Control] dialog appears.	When you launch an installer or utility, the [User Account Control] dialog may appear. Click [Yes] ([Continue] for Windows Vista) to run the installer or utility as an administrator. If you click [Cancel], 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: 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	Detail/Remedy
Printer driver	You cannot print a file when using the MFP as a shared printer on a network.	On the server, click [start] and then select [Control Panel] > [Security Center] > [Windows Firewall]. Select the [Exceptions] tab and select the [File and Printer Sharing] check box. Click [OK].
OKI LPR Utility	Unable to find a printer.	If the [Don't allow exceptions] check box is selected on the [General] tab of the Windows firewall, you cannot search for a printer in a segment that is connected to another router. Only printers within the same segment as the MFP are the search target. When you cannot find a printer, specify the IP address of the printer in the [Add Printer] or [Confirm Connections] screen.

Item	Symptom	Detail/Remedy
Storage Device Manager	Unable to search a printer.	If the [Don't allow exceptions] check box is selected on the [General] tab of Windows Firewall, you cannot search for a printer in a segment that is connected to another router. Only printers within the same segment as the MFP are the search target. When you cannot find a printer, enter the printer name (arbitrary) and IP address in [Printer] > [Add or Remove Printer] and click [OK].
Print Super Vision	Unable to access the MFP from a remote computer.	Click [start] and then select [Control Panel] > [Security Center] > [Windows Firewall]. Select the [Exception] tab and click [Add Program]. Select the following files and then click [Open] > [OK] > [OK]. • "(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 [Pop-up Blocker Settings] window, enter the URL of Print Super Vision in [Address of Web site to allow] and then click [Add]. Click [Close] > [OK].

Item	Symptom	Detail/Remedy
Driver Installer	Unable to find a printer.	If the [Don't allow exceptions] check box is selected on the [General] tab of Windows Firewall, you cannot search for a printer in a segment that is connected to another router. Only printers within the same segment as the MFP are the search target.
		Enter "*" in the fourth digit of the IP address range to search.
	Unable to access the MFP from a remote computer.	Click [start] and then select [Control 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 [Control 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].

Copying Issues

Notes

If the following information does not solve the problem, call your local service dealer.

Unable To Copy

Symptom	Point to check	Remedy
Unable to copy.	Is the MFP turned on?	Turn on the MFP.
	Is the MFP initializing?	Wait until initializing is done.
	Is your document properly loaded on the MFP?	Load the document properly on the MFP.
	Is there paper in the tray?	Load paper in the tray. Or, check that the paper casette is installed on the MFP.
	Is the proper size of paper for your document loaded in the tray?	Load the proper size of paper for your document.
	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)].

Symptom	Point to check	Remedy
	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.
	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].
	Is there a paper jam?	Check the error message and remove any jammed paper.
	Is there an empty toner cartridge?	Replace it with a new toner cartridge.
	Is the image drum unit at the end of its life?	Replace it with a new image drum unit.
	Is the fuser unit at the end of its life?	Replace it with a new fuser unit.
	Is the belt unit at the end of its life?	Replace it with a new belt unit.
	Are any covers on the MFP open?	Close all the covers.
	Is an error occurring?	Clear the error.
	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
Unable to copy.	Is the Continuous Scan mode on?	Select [Start sending] on the display screen.
	Is the MFP off line?	Press the <PRINT> key on the control panel, and then select [On-Line].
	Do you have access to make copies?	Enter your authorized PIN or user name and password.
Unable to copy mixed size documents.	Is [Mixed Size] set to [OFF]?	Set [Mixed Size] to [ON].
	Is the size of your document compatible for making mixed size copies?	Use documents of sizes supported for mixed size copying.
	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].
	Is there memory overflow?	Install additional RAM (optional), or reduce the number of documents.

The Copied Output Is Different from the Original Document

Symptom	Point to check	Remedy
The copied output is different from the original document.	Is [DuplexCopy] enabled?	Set [DuplexCopy] to [OFF].
	Is [Mixed Size] set to [ON]?	Set [Mixed Size] to [OFF].

Symptom	Point to check	Remedy
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.
	Is the zoom ratio properly set?	Set the proper zoom ratio.
	Is [Repeat] set to [ON]?	Set [Repeat] to [OFF].
A part of the document image is missing on the copied output.	Is [Edge Erase] set to [ON]?	Set [Edge Erase] to [OFF].
	Is [Margin] set to [ON]?	Set [Margin] to [OFF].
	Is [N-in-1] set to [ON]?	Set [N-in-1] to [OFF].

Trouble after Starting to Copy

Symptom	Point to check	Remedy
The MFP is slow to start copying.	Is [Warming Up] or [Preparing] displayed on the display screen?	The MFP 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.
	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.

Fax Issues

Note

If the following information does not solve the trouble, call your local service dealer.

Unable to Send a Fax

Symptom	Point to check	Remedy
Unable to send a fax.	Did you perform the correct procedure?	Check the appropriate procedure and try again.
	Did you specify the correct number?	If you use speed dial, print the speed dial list and check the entry.
	Did you specify the appropriate command line?	Specify the appropriate command line for your region.
	Is it due to the recipient MFP?	Contact the recipient and ask him to check the MFP status.
The MFP does not continuously scan a document.	Did you load the document correctly on the ADF?	Keep the leading edges of the pages in the document even.
	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 MFP does not send a fax even though you dialed the number and pressed <Mono Start>.	Did you specify the appropriate command line?	Specify the appropriate command line for your region.
	Did you load the document correctly?	Load the document correctly.
	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 <Mono Start>?	Press <Mono Start> first and then put down the handset.
The MFP does not start scanning (during memory transmission).	Did you load the document correctly?	Load the document correctly.
	Is there enough memory?	Check the available memory.

Unable to Receive a Fax

Symptom	Point to check	Remedy
Unable to receive a fax.	Did you specify the appropriate reception mode?	Check the reception mode
	Is there paper in the tray?	Load the paper.
	Is there a paper jam?	Check the error message and remove the jammed paper.
	Is the telephone cable correctly connected to the MFP?	Connect the telephone cable correctly.
	Is there enough memory?	Check the available memory.
Unable to receive a fax manually.	Did you put down the handset before pressing <Mono Start>?	Press <Mono Start> first and then put down the handset.
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
Unable to send or receive a fax.	Did you install an IP phone on the MFP in a broadband environment?	Press the <SETTING> key and select [Admin Setup] > [User Install] > [Super G3] > [OFF].

Wrong Paper Used for Received Faxes

Symptom	Point to check	Remedy
The MFP 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.

Scan Issues
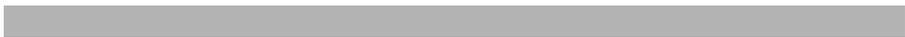
Note

If the following information does not solve the problem, call your local service dealer.
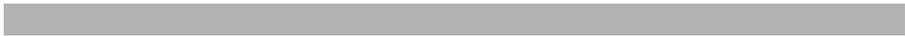
Symptom	Point to check	Remedy
Cannot start scan job.	Is the MFP turned on?	Turn on the MFP.
	Is the cable connected to the MFP?	Check the cable connections and connect them properly.
	Is there any damage to the cable?	Change the cable.
	Is the network setting done properly?	Do the network setting properly.
	Is an error occurring?	Follow the instructions displayed on the display screen of the MFP.

Symptom	Point to check	Remedy
Transmission and reception of e-mail cannot be done.	Did you connect the Ethernet cable after turning on the MFP?	Turn off the MFP. Connect the Ethernet cable and then turn on the MFP.
	Is the e-mail address of the MFP set?	Set the e-mail address of the MFP.
	Did you enter the wrong e-mail address?	Enter the correct e-mail address.
	Is the SMTP server address setting correct?	Check the SMTP server setting.
	Is the POP3 server address setting correct?	Check the POP3 server setting.
	Is the DNS server address setting correct?	Check the DNS server address setting.
	Is another job running?	Wait until the other job finishes.
	Is an error occurring?	Follow the instructions displayed on the display screen of the MFP.
Files cannot be saved in a network file folder.	Is the FTP/CIFS setting right?	Check the profile settings.
	Is an error occurring?	Follow the instructions displayed on the display screen of the MFP.

Print Issues _____

Note

If the following information does not solve the problem, call your local service dealer.

Symptom	Cause	Remedy
Vertical white lines appear.	The LED heads are dirty.	Wipe the LED heads with a soft tissue paper.
	The toner is low.	Replace the toner cartridge.
	Foreign materials may be present on the image drum.	Replace the image drum unit.
	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.
	The ADF document glass is dirty.	Clean the ADF document glass.
Printed images are fading vertically.	The LED heads are dirty.	Wipe the LED heads with soft tissue paper.
	The toner is low.	Replace the toner cartridge.
	The paper is unsuitable.	Use supported paper.

Symptom	Cause	Remedy
Printed images are light.	The toner cartridge is not installed properly.	Install the toner cartridge properly.
	The toner is low.	Replace the toner cartridge.
	The paper is moist.	Use paper stored in proper temperature and humidity conditions.
	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].
	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].
	Yellow and green are used in the original document.	If the original data was transmitted, ask the sender to change the color of the original document to black and white.

Symptom	Cause	Remedy
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.
	[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.
	The toner is low.	Replace the toner cartridge.
	The document glass and paper feed roller of the ADF are dirty.	Clean the document glass and paper feed roller.

Symptom	Cause	Remedy
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.
	If the interval of lines or spots is about 42 mm (1.5 inches), foreign materials may be present on the image drum unit.	Open and close the top cover, and print again.
	If the interval of lines or spots is about 87 mm (3.5 inches), the fuser unit is damaged.	Replace the fuser unit.
	The image drum unit has been exposed to light.	Place the image drum unit back into the MFP and leave it for a few hours. If it does not solve the problem, replace the image drum unit.
	The paper feed path is dirty.	Print a few test copies.
White area of paper is lightly stained.	The paper contains static electricity.	Use paper stored in proper temperature and humidity conditions.
	The paper is too thick.	Use thinner paper.
	The toner is low.	Replace the toner cartridge.
Periphery of letters is smudged.	The LED heads are dirty.	Wipe the LED heads with soft tissue paper.
	The paper is unsuitable.	Use recommended paper.
	The paper is moist.	Replace it with new paper.

Symptom	Cause	Remedy
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 MFP. 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].
	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].
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].

Symptom	Cause	Remedy
Color of the printed image is not what you expect.	The toner is low.	Replace the toner cartridge.
	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].
	The color adjustment has been modified.	Do color matching from the printer driver.
	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].

Symptom	Cause	Remedy
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.
	The document glass or white sheet on the under side of the document glass cover is dirty.	Clean the document glass and white sheet.
Dirt is printed.	The paper is moist.	Replace it with new paper.
	The paper is unsuitable.	Use supported paper.
	The document glass or white sheet on the under side of the document glass cover is dirty.	Clean the document glass and white sheet.
The entire page is printed black.	The MFP may be malfunctioning.	Call your local service dealer.
Nothing is printed.	Two or more sheets of paper are fed simultaneously.	Fan the paper well and load it again.
	The MFP may be malfunctioning.	Call your local service dealer.
	The back side of the document is being scanned.	Load the document properly.
White patches appear.	The paper is moist.	Replace it with new paper.
	The paper is unsuitable.	Use supported paper.
	The document glass is dirty.	Clean the document glass.

Symptom	Cause	Remedy
The entire page is dirty.	The document glass is dirty.	Clean the document glass.
	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 white sheet on the under side of the document glass cover is dirty.	Clean the paper holding roller and white sheet.
	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.
	An unsuitable document is loaded in the ADF.	Load a suitable document in the ADF.
	Foreign materials may be present on the ADF document glass.	Clean the ADF document glass.

Paper Feed Issues _____

Note

If the following information does not solve the trouble, call your local service dealer.

Symptom	Cause	Remedy
The document is not ejected from the MFP.	The document jammed.	Remove the jammed document and re-load it.
The document often jams.	The document is not appropriate for the MFP.	Use an appropriate document.
	The document guides are not correctly adjusted.	Adjust the document guides to the document.
	There is a piece of paper inside the ADF.	Open the document cover and remove any paper.
	The rollers in the ADF are not clean.	Clean the rollers in the ADF.

Symptom	Cause	Remedy
• The paper often jams. • Multiple sheets are fed at once. • The paper is fed at an angle.	The MFP is inclined.	Place the MFP on a flat surface.
	The paper is too light or too heavy.	Use the appropriate paper for the MFP.
	The paper is moist or has a static charge.	Use paper stored in proper temperature and humidity conditions.
	The paper is wrinkled, folded or curled.	Use appropriate paper for the MFP. Fix the reflexed paper.
	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.
	The edges of the paper are not kept even.	Fan the paper and even up the edges.
	There is only one sheet of paper in the tray.	Load several sheets of paper.
	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.
	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.
	Envelopes are not correctly loaded.	Load envelopes correctly.
	Paper, envelopes or labels whose weight is between 177 and 220 g/m² is loaded on the tray 1 and tray 2.	Load the paper, envelopes or labels whose weight is between 177 and 220 g/m² on the MP tray and use the face up stacker.

Symptom	Cause	Remedy
Paper does not feed into the MFP.	The setting of [**Source**] on the printer driver is not correctly specified.	Check the paper tray and select the correct tray in [Source] on the printer driver.
	You have specified manual feeding on the printer driver.	Load the paper on the MP tray. Then, on the control panel, select [Restart]. Or, on the printer driver, clear the [MPT is Manual feed] check box on [Paper feed options].
The MFP 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.
	The paper is light.	Press the <SETTING> key and then select [Paper Setup] > [(tray name)] > [Media Weight]. Then, specify a lighter weight.
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].
	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.

MFP Issues_____

Note

If the following information does not solve the problem, call your local service dealer.

Symptom	Cause	Remedy
Turned on the MFP, but it stays "Off-Line".	The AC cable is unplugged.	Turn off the MFP and then plug in the AC cable firmly.
	The power is out.	Check if the power is being supplied to the electric outlet.
The MFP does not operate.	The AC cable is not firmly plugged in.	Plug in the AC code firmly.
	The MFP is turned off.	Turn on the MFP.

Symptom	Cause	Remedy
The MFP does not start printing.	An error is displayed on the panel.	Check the error code and follow the on-screen instructions.
	The Ethernet or USB cable is unplugged.	Plug in the Ethernet or USB cable firmly.
	Something is wrong with the Ethernet or USB cable.	Use another Ethernet or USB cable.
	The MFP does not support your Ethernet or USB cable.	• 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.
	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 MFP is not selected.	Set the printer driver of the MFP 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 MFP is in the sleep mode.	Check if the <POWER SAVE> key lights up and press the <POWER SAVE> key to activate the MFP.

Symptom	Cause	Remedy
Print data is not transmitted to the MFP.	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 MFP is inclined.	Place the MFP on a flat surface.
	There is a piece of paper or unknown object inside the MFP.	Check the inside of the MFP and remove any objects.
	The top cover is open.	Close the top cover.
There is a buzzing sound.	The MFP 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.
It takes a while to start printing.	The MFP 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.
	The MFP may be cleaning the image drum unit.	Wait for a while.
	The MFP is adjusting the temperature of the fuser unit.	Wait for a while.
	The MFP 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] setting.	The [Density] setting is automatically changed according to the [RGB] setting. If the print result is not what you expected, change the [RGB] setting again.

Symptom	Cause	Remedy
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 MFP inside has become too high. The MFP is cooling off.	Wait for a while. When the MFP gets cooler, printing restarts automatically.
The specified settings such as the time setting have been erased.	The MFP was turned off for a long time or every day.	The life of the battery may have ended. Call your local service dealer.
The image data stored in memory has been erased.	More than 72 hours has passed after the MFP was turned off.	The stored image data is kept for 72 hours. A report is printed out but the erased data cannot be restored.
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] on the [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.
The printer driver is not correctly displayed on Macintosh.	The printer driver may not be operating correctly.	Uninstall the printer driver and install it again.

Power Outages_____

When the power goes out, the MFP behaves in the following way or the following operations are possible depending on the MFP's status:

Status	Behavior/Operation
During a call	You can continue talking.
During a fax transmission	The communication stops. When the electricity supply is restored, • the MFP automatically starts transmitting the fax whose transmission stopped and the subsequent data if it was a memory transmission. • the MFP 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. When the electricity supply is restored, the MFP automatically prints out the data successfully received and stored in memory.
Copying or printing	The printing process stops. 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.

• 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 MFP, the data for fax transmissions and received faxes is retained for 72 hours as long as it is stored in the MFP memory.

Erased Report

The MFP 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:

- Document type
- Fcode box number
- Fcode box name
- Destination/sender name
- Fcode secure communication/F code bulletin board communication
- Time communication started
- Number of pages of the received data
- Communication type

MFP Memory

Using the Control Panel Arrow Keyss

When using the arrow keys, press the key repetitively to go to the selection.

SD Memory Card_____

Initializing the SD Card (MC561 and CX2731 MFP only)

Important!
Initializing an SD memory card will *erase all data* stored on it.

Note
For protection against accidentally initializing the SD card—causing the loss of data stored on the card—the MFP default for

Initial Lock is enabled. Before you can initialize the SD card, you must first change the Initial Lock setting to disabled.

To enter the [Admin Setup] menu, an administrator password is required. The default password is "aaaaaa".

An SD memory card should be initialized before use when it has been used in another machine or if it is not properly recognized when it is installed in the MFP.

An SD memory card has three partitions. They are PS, Common, and PCL. You can either reformat the whole SD card or you can format particular partitions individually.

Formatting the Entire SD Card

Important!
When you reformat an entire SD memory card, the following data is deleted:

- **SData stored using [Secure Print], [Encrypted Secure Print], or [Store to SD Card]**
- **Font data**
- **Custom demo data**

To reformat the entire SD card:

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

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

6 Disable the Initial Lock:

    a) Press the down arrow key to select [Storage Maintenance Setup], then press <OK>.

    b) Press the down arrow key to select [Initial Lock], the press <OK>.

c) Press the down arrow key to select [Disable], then press <OK>.

d) Press the left arrow key to go back up to [Management], then [press <OK>.;

7 Reformat the SD card:

a) Press the down arrow key to select [SD Card Setup], then press <OK>.

b) Press the down arrow key to select [Initialize], then press <OK>.

c) A confirmation message appears. Select [Yes] to continue. Select [No] to cancel.

The MFP restarts.

8 Go back into the menu and re-enable the Initial Lock:

a) Press the <SETTING> key on the control panel.

b) Press the down arrow key to select [Admin Setup], then press <OK>.

c) Enter the password.

d) Use the arrow keys to select [Enter], then press <OK>.

e) Press the down arrow key to select [Management], then press <OK>.

f) Press the down arrow key to select [Storage Maintenance Setup], then press <OK>.

g) Press the down arrow key to select [Initial Lock], the press <OK>.

h) Press the down arrow key to select [Enable], then press <OK>.

9 Press the left arrow key to go back up to the main screen.

Formatting an Individual Partition on the SD Card

Important!
When you format a partition on the SD card, all data in that partition is deleted.

To format a particular partition:

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

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

6 Disable the Initial Lock:

    a) Press the down arrow key to select [Storage Maintenance Setup], then press <OK>.

    b) Press the down arrow key to select [Initial Lock], the press <OK>.

    c) Press the down arrow key to select [Disable], then press <OK>.

    d) Press the left arrow key to go back up to [Management], then [press <OK>.

7 Reformat the SD card partition:

    a) Press the down arrow key to select [SD Card Setup], then press <OK>.

    b) Press the down arrow key to select [**Format Partition**], then press <OK>.

    c) Press the down arrow key to select the partition you want to initialize, then press <OK>.

A message appears confirming you that making changes will automatically restart the system. Select [**Yes**] to continue. Select [**No**] to cancel.

    d) A confirmation message appears. Select [Yes] to continue. (Select [No] to cancel.)

The MFP restarts.

8 Go back into the menu and re-enable the Initial Lock:

    a) Press the <SETTING> key on the control panel.

    b) Press the down arrow key to select [Admin Setup], then press <OK>.

c) Enter the password.

d) Use the arrow keys to select [Enter], then press <OK>.

e) Press the down arrow key to select [Management], then press <OK>.

f) Press the down arrow key to select [Storage Maintenance Setup], then press <OK>.

g) Press the down arrow key to select [Initial Lock], the press <OK>.

h) Press the down arrow key to select [Enable], then press <OK>.

9 Press the left arrow key to go back up to the main screen.

Flash Memory

Initializing the Flash Memory

Flash memory has saved mail templates, font data, etc., stored on it.

Important!
When you initialize a flash memory, the data stored on it is deleted.Press the <SETTING> key on the control panel.

Note

For protection against accidentally initializing the SD card—causing the loss of data stored on the card—the MFP default for Initial Lock is enabled. Before you can initialize the SD card, you must first change the Initial Lock setting to disabled.

To enter the [Admin Setup] menu, an administrator password is required. The default password is "aaaaaa".

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

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

6 Disable the Initial Lock:

a) Press the down arrow key to select [Storage Maintenance Setup], then press <OK>.

b) Press the down arrow key to select [Initial Lock], the press <OK>.

c) Press the down arrow key to select [Disable], then press <OK>.

d) Press the left arrow key to go back up to [Management], then [press <OK>.

7 Reformat the Flash Memory:

a) Press the down arrow key to select [Flash Memory Setup], then press <OK>.

b) Make sure that [Initialize] is selected, then press <OK>.

c) Make sure that [Execute] is selected, then press <OK>.

d) A confirmation message appears. Select [Yes] to continue. (Select [No] to cancel.)

The MFP restarts.

8 Go back into the menu and re-enable the Initial Lock:

a) Press the <SETTING> key on the control panel.

b) Press the down arrow key to select [Admin Setup], then press <OK>.

c) Enter the password.

d) Use the arrow keys to select [Enter], then press <OK>.

e) Press the down arrow key to select [Management], then press <OK>.

f) Press the down arrow key to select [Storage Maintenance Setup], then press <OK>.

g) Press the down arrow key to select [Initial Lock], the press <OK>.

h) Press the down arrow key to select [Enable], then press <OK>.

9 Press the left arrow key to go back up to the main screen.

Resetting to Defaults _____

You can return the configured settings to their default.

Important!

When you initialize the equipment settings, the following data is deleted:

- **Stored documents on the Fcode bulletin board**
- **Fax jobs that have not been sent**
- **Received fax jobs in secure boxes**
- **Registered job macros**
- **Dialing logs**
- **E-mail logs**

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

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

3 Enter the administrator password.

4 Use the arrow keys to select [Enter], then press <OK>.

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

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

7 Make sure that [Execute] is selected, then press <OK>

8 A confirmation message appears. Select [Yes] to continue. (Select [No] to cancel.)

The MFP restarts.