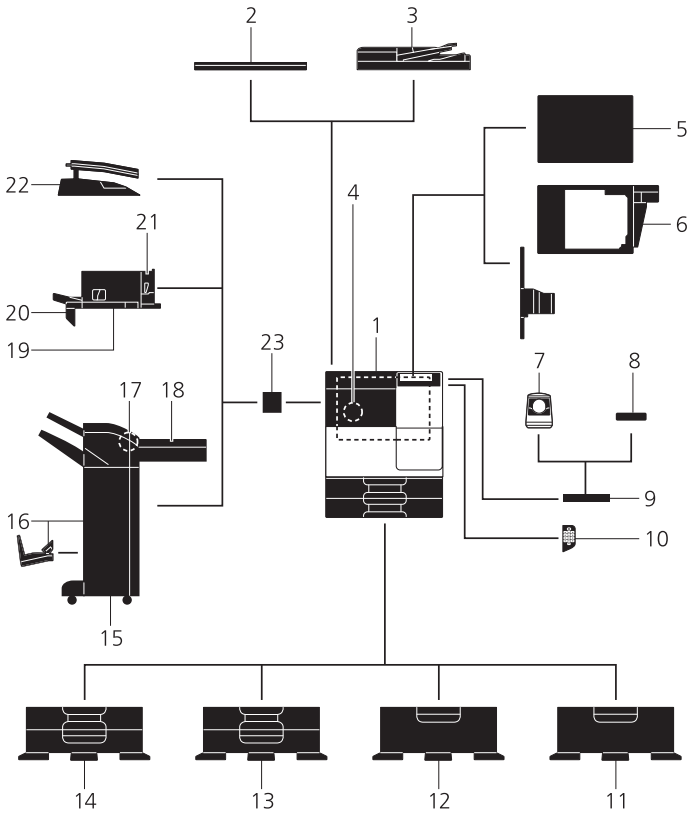
D330A Series
Quick Start Guide

About This Machine

4

1. Optional components

List of optional components



No.	Name	Descriptions
1	Main unit	Scans the original in the scanner section, and prints a scanned image in the printer section. This unit is referred to as **"this machine"** or **"the main unit"** in the manual.
2	Original Cover OC-513	Used to fix the loaded originals.
3	Reverse Automatic Document Feeder DF-633	Automatically feeds and scans originals by page. This unit also reverses and automatically scans 2-sided originals. This unit is referred to as **ADF** in the manual.
4	Fax Kit FK-513	Used to operate this machine as a fax machine. When you use this machine as a fax machine, the optional **Expanded Memory Unit** must also be installed in this machine.
5	Clean Unit CU-101	Collects small particles (UFP) generated in this machine to prevent them from escaping this machine. The **Mount Kit MK-748** is required to install the **Clean Unit CU-101**.
6	Mount Kit MK-748	This unit is required to install the **Clean Unit CU-101**.

No.	Name	Descriptions
7	Authentication Unit AU-102	Performs user authentication by scanning vein patterns in the finger. The **Working Table WT-515** is required to install the **Authentication Unit AU-102**. To install, the **Local Interface Kit EK-608** or Local Interface **Kit EK-609** is required.
8	Authentication Unit AU-201S	Performs user authentication by scanning information recorded on the IC card or NFC-compatible Android terminal. The **Mount Kit MK-735** is required to install the **Authentication Unit AU-201**S. This unit can also be installed on the **Working Table WT- 515**. To install, the **Local Interface Kit EK-608** or **Local Interface Kit EK- 609** is required.
9	Working Table WT-515	This is used when the **Authentication Unit AU-102** or **Authentication Unit AU-201S** is installed.
10	Keypad KP-101	It is equipped on the side of the **Control Panel**. Allows you to operate this machine or enter a number by using hardware keys.
11	Desk DK-518	Used to install this machine on the floor.
12	Paper Feed Cabinet PC-418	Allows you to load up to 2500 sheets of 8-1/2 e 11 (A4) size.
13	Paper Feed Cabinet PC-218	Allows you to load up to 500 sheets respectively in the top and bottom trays.
14	Paper Feed Cabinet PC-118	Allows you to load up to 500 sheets in the top tray and use the bottom tray as a storage box.
15	Finisher FS-539	Sorts, groups and staples printed paper before outputting it. To install the **Finisher FS-539**, the **Relay Unit RU-514** and **Mount Kit MK-603** are required. In addition, the **Paper Feed Cabinet PC-118, PC-218,** or **PC-418** or **Desk DK-518** must be installed on this machine.
16	Finisher FS-539 SD	Sorts, groups, staples, folds, and binds printed paper before outputting it. To install the **Finisher FS-539 SD**, the **Relay Unit RU-514** and **Mount Kit MK-603** are required. In addition, the **Paper Feed Cabinet PC-118, PC-218, or PC-418** or **Desk DK-518** must be installed on this machine.
17	Punch Kit PK-524	Install this unit onto the **Finisher FS-539/FS-539 SD**. This unit supports the punching function.
18	Relay Unit RU-514	This unit is required to install the **Finisher FS-539/FS-539 SD** on this machine.
19	Finisher FS-533	Install this unit onto the output tray of this machine. Sorts, groups and staples printed paper before outputting it. The **Mount Kit MK-602** and **Mount Kit MK-603** are required to install the **Finisher FS-533**.
20	Mount Kit MK-602	This unit is required to install the **Finisher FS-533**.

No.	Name	Descriptions
21	Punch Kit PK-519	Install this unit onto the **Finisher FS-533**. This unit supports the punching function.
22	Job Separator JS-506	Install this unit onto the output tray of this machine. This unit sorts printed sheets. The **Mount Kit MK-603** is required to install the **Job Separator JS-506**.
23	Mount Kit MK-603	This unit is required to install the **Finisher FS-539/FS-539 SD/FS-533** or **Job Separator JS-506** on this machine.

List of other optional components

The following options are built into this machine and are not shown in the figure.

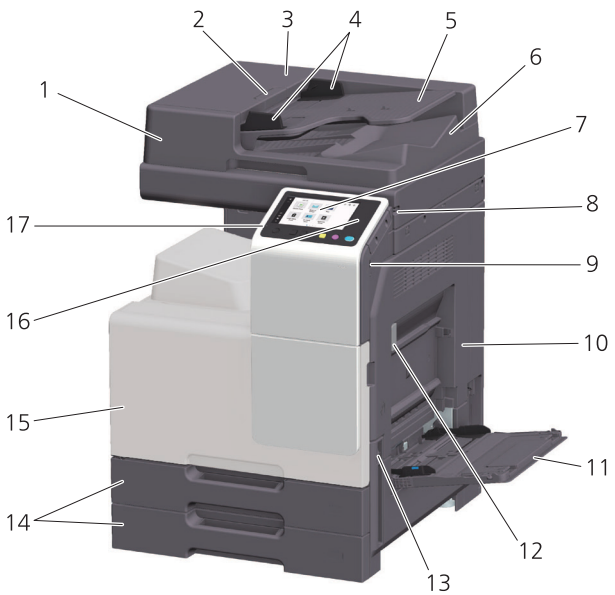
No.	Name	Descriptions
1	Local Interface Kit EK-608	Install this unit when using the voice guidance function. The speaker and USB port are added.
2	Local Interface Kit EK-609	Install this unit when using the voice guidance function or the connection function with a Bluetooth LE-compatible iOS terminal. The speaker, USB port, and receiving device for Bluetooth LE communication are added.
3	i-Option LK-102	Allows you to add the PDF processing function.
4	i-Option LK-104	Allows you to add the voice guidance function.
5	i-Option LK-105	Allows you to add the searchable PDF function.
6	i-Option LK-106	Used to add a bar code font that is one of special fonts.
7	i-Option LK-107	Used to add a unicode font that is one of special fonts.
8	i-Option LK-108	Used to add an OCR font that is one of special fonts. In the standard, the OCR-B font (PostScript) is available. Installing this option allows use of the OCR-A font (PCL).
9	i-Option LK-110	Allows you to convert a file into the DOCX or XLSX type or generate a high functionality and the high-quality data generation function. This option includes the function licenses for **i-Option LK-102** and **i-Option LK-105**. To purchase this option, you do not need to purchase **i-Option LK-102** and **i-Option LK-105.** For details on the addable functions, refer to the HTML User's Guide.
10	i-Option LK-111	Allows you to add the ThinPrint function.
11	i-Option LK-114	Allows you to add the serverless pull printing function.
12	i-Option LK-115	Allows you to add TPM (Trusted Platform Module). Security enhancement is realized by encrypting confidential information such as certificates and passwords of this machine.
13	i-Option LK-116	Allows you to add the virus scan function.

No.	Name	Descriptions
14	i-Option LK-117	Allows you to add the IP fax (SIP) function.
15	Upgrade Kit UK-221	Allows you to use this machine in a wireless network environment.
16	Heater HT-509	Prevents paper in a paper tray from being affected by humidity. The Heater HT-509 can be mounted when you purchase the Paper Feed Cabinet PC-118, PC-218, or PC-418.
17	Power Supply BOX MK-734	Used to turn on or off the operation of Heater HT-509 for paper feed cabinet. The **Power Supply BOX MK-73**4 can be mounted when you purchase the **Paper Feed Cabinet PC-118**, **PC-218** or **PC-418** or **Desk DK-518**.
18	Mount Kit MK-735	Required to have **Authentication Unit AU-201S** built in to the main unit.
19	Expanded Memory Unit EM-907	Used to increase the storage capacity to add functions.

2. Name of each component (main unit)

Front

This figure shows the main unit equipped with Reverse Automatic Document Feeder DF-633.

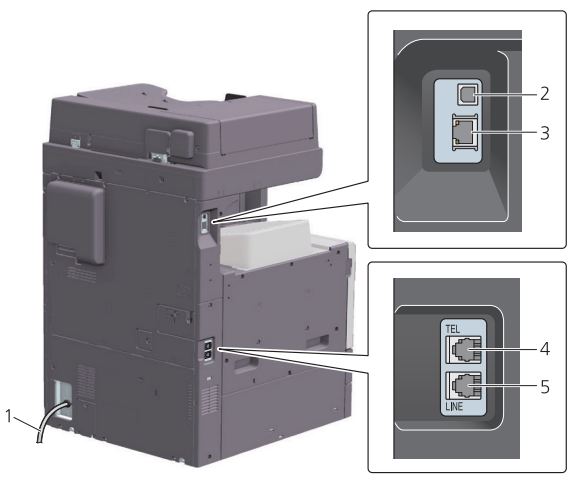


No.	Name	Descriptions
1	Reverse Automatic Document Feeder	Automatically feeds and scans originals by page. This unit also reverses and automatically scans 2-sided originals. This unit is referred to as ADF in the manual.
2	Left Cover Release Lever	Used to open the Left Cover.
3	Left Cover	Open the Left Cover when clearing a paper jam.
4	Lateral Guide	Adjust this guide along the width of the original.
5	Original Tray	Load the original face up in this tray.
6	Original Output Tray	The scanned original is fed out onto this tray.
7	Control Panel	Used to configure various settings in this machine.
8	Stylus Pen	Used to select a menu on the Touch Panel, or enter characters.
9	USB Port (Type A) USB2.0/1.1	Used to connect a USB flash drive to this machine.
10	Right Door	Open this door to clear a paper jam.
11	Bypass Tray	Used to print data on irregularly size paper, thick paper, transparencies, postcards (4 e 6 (A6 Card)), envelopes, or label sheets.
12	Right Door Release Lever	Used to lock the Right Door.

13	Main Power Switch	Press this switch to turn the machine on or off.
14	Tray 1, Tray 2	Allows you to load up to 500 sheets of plain paper.
15	Front Door	Open this door to replace the Toner Cartridge , Waste Toner Box, or Drum Unit, and to clean the Print Head Glass.
16	Mobile Touch Area	This area is used to associate this machine with an NFC-compatible Android terminal or an iOS terminal compatible with Bluetooth LE.
17	Power key	Switches this machine to the Power Save mode.

Side/rear

The illustration shows the main unit with **Reverse Automatic Document Feeder DF-633**, and **Fax Kit FK- 513**.



No.	Name	Descriptions
1	Power Cord	Used to supply power to this machine.
2	USB Port (Type B) USB2.0/1.1	Connect to this port when using this machine as a USB-connected printer.
3	Network Connector (10Base-T/100Base-TX/1000Base-T)	Connect to this port when using this machine as a network printer or network scanner.
4	Jack for connecting a telephone (TELPORT1)	Used to connect a telephone cord.
5	Telephone Jack 1 (LINE PORT1)	Used to connect a general telephone subscriber line.

Tips

- The network port of this product is following No.2 and No.3. A port is activated when a network port inserts a cable.

3. Power supply

This machine provides the Main Power Switch and Power key.

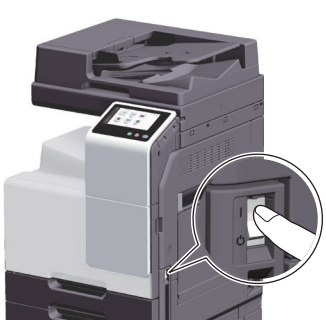
No.	Name	Descriptions
1	Main Power Switch	Turns the main power of this machine on or off. For details on how to turn the main power on or off, refer to page 17.
2	Power key	Switches this machine to the Power Save mode. This function reduces power consumption and has a greater power saving effect. For details on how to use the Power key, refer to HTML User's Guide.

Notice

- While printing, do not turn the Main Power Switch off or press the Power key. Otherwise, it may lead to a paper jam.
- If the Main Power Switch is turned off or the Power key is pressed while this machine is running, the system deletes the currently loaded data or communicating data as well as queued jobs.

Turning the power on and off

1 When turning the main power on, press | of the Main Power Switch.



The Start key lights up orange, and the start screen is displayed on the Touch Panel.

2 When turning the main power off, press ⏻ of the **Main Power Switch**.

Notice

- When restarting this machine, turn the Main Power Switch off and on again after 10 or more se conds have passed. Not doing so may result in an operation failure.

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About Panels

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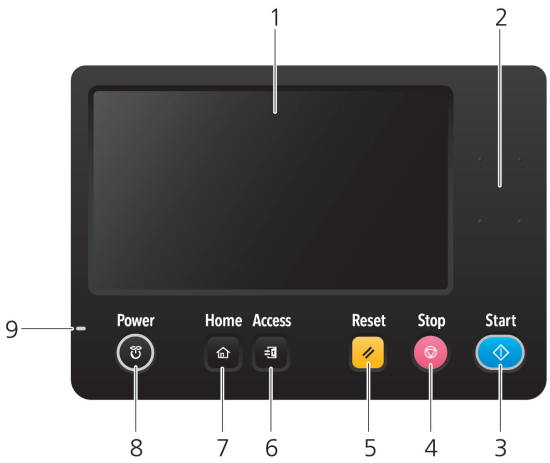
1. Control Panel

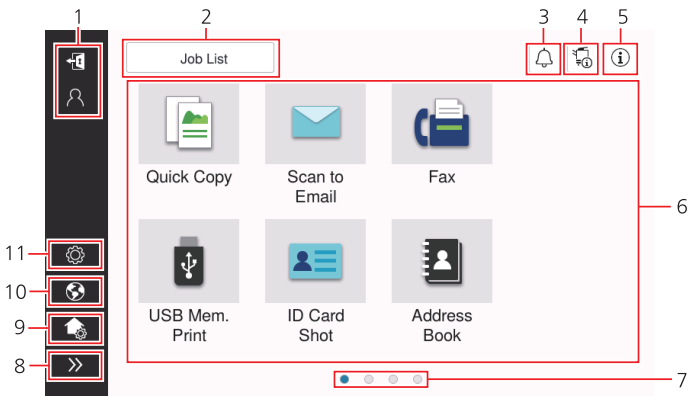


No.	Name	Descriptions
1	Touch Panel	Displays setting screens and messages. Directly press this panel to carry out operations.
2	Mobile Touch Area	This area is used to associate this machine with an NFC-compatible Android terminal or an iOS terminal compatible with Bluetooth LE.
3	Start	Press this key to start an operation such as printing.
4	Stop	Press this key to temporarily stop an active print job. ● To restart, press the **Start** key. ● To delete, select a target job in the currently stopped screen, and also tap **[Delete]**.
5	Reset	Returns the setting you entered or changed to the default.
6	Access	Use this key to perform authentication in the Login screen if user authentication or account track is installed on this machine. Pressing the **Access** key while logged in will log you out of this machine.
7	Home	Displays the home screen.
8	**Power** key	Switches this machine to the Power Save mode. For details on how to use the **Power** key, refer to HTML User's Guide.
9	Warning Indicator	Indicates the status of this machine by the lamp color, flashing, or a lamp lighting up. ● Flash (orange): Warning ● Light-up (orange): The machine is stopped.

2. Touch Panel

Home screen

The layout of the home screen is as follows.



No.	Name	Descriptions
1	User/Account Name	Displayed when user authentication and account track are enabled. Opening the left area displays the name of the current login user or the account name. Tapping logs out.
2	[Job List]	Displays active or standby jobs. If necessary, you can check job logs or print a communication report. This list displays the operation status of the current job on the [Job List] key when it is running. If necessary, you can stop the active job using the Stop key displayed next to the **[Job List]** key.
3	Notification icon	You can check warnings or notices related to the status of this machine.
4	Device information icon	You can check the current date and time, free space in memory, and toner level. The corresponding device information is displayed when: ● A nonstandard USB flash drive is connected to this machine; ● Device information logs are spooled; ● Image logs are transferred; ● This machine is in fax redial wait state; ● This machine is receiving data; ● This machine is sending data; ● An E-mail server (POP) connection error occurs; or ● The enhanced security mode is enabled.
5	Information icon	Displays a message for users.
6	Function key	Displays shortcut keys assigned to any function.
7	Page Indicator	You can check the currently displayed page number.

No.	Name	Descriptions
8	Left area open/close icon	Opens or closes the left area. Opening the left area displays the names of the icons in the left area.
9	[Customize Home screen]	Sets the function keys to display on the home screen.
10	[Language]	Temporarily changes the language to be displayed on the panel. This option is displayed when **[Temporarily Change Language]** is set to ON.
11	[Utility]	Configure settings of this machine or check the use status of this machine.

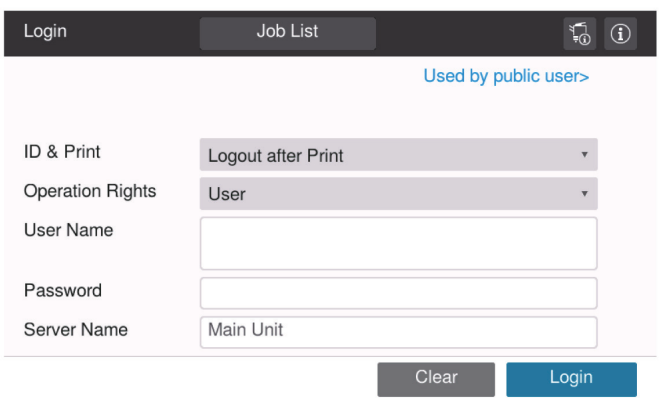
3. Login methods

When user authentication is enabled:

When user authentication is enabled on this machine, the login screen is displayed. Enter the user name and the password, and perform user authentication.

- ✔ The contents of the login screen may vary depending on the authentication setting of this machine.
- ✔ If Public User Access (unregistered users) is enabled, you can tap **[Used by public user]** on the login screen to operate this machine without authentication.

1 Enter the user name and password.



2 When **[Server Name]** is displayed, select the server to perform authentication.
➔ The default authentication server is selected by default.

3 When **[Operation Rights]** is displayed, select the login user's operation privileges.
➔ To log in as a registered user, select **[User]**.
➔ To log in as an administrator, select **[Administrator]**.
➔ To log in as a User Box administrator, select **[User Box Administrator]**.

4 When **[Authentication Method]** is displayed, select the authentication method.

5 Tap **[Login]**.

When authentication succeeds, you can operate this machine. The user name is displayed on the screen during login. If the login screen for account track is displayed, perform account track after this. For details on the account track operation, refer to page 21.

6 When the target operation is completed, select to log out.
➔ If this machine is left for a certain period of time during login (default: **[1]** min.), you are logged out automatically.

7 Tap **[Yes]** on the logout confirmation screen.

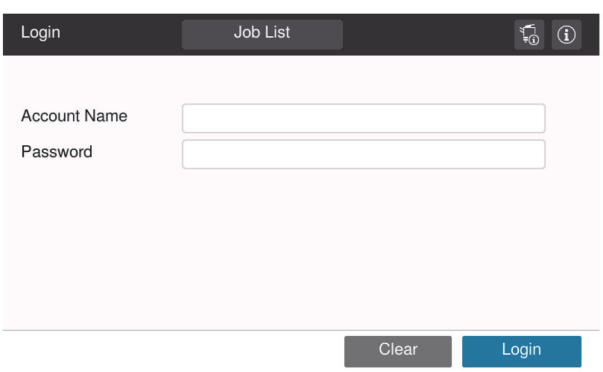
When account track is enabled:

When account track is enabled on this machine, the login screen is displayed. Enter the account name and the password to perform account track.

✔ The contents of the login screen may vary depending on the authentication setting of this machine.

1 Enter the account name and password.

➔ When performing account track using only the password, the keypad is displayed on the login screen. If the password is numeral alone, it is possible to enter the password using the keypad. If the password contains a character, tap the **[Password]** entry area, and then enter the password.



2 Tap **[Login]**.

When authentication succeeds, you can operate this machine. The account name is displayed on the screen during the log in process. When user authentication and account track are enabled together, the user name is displayed on the screen.

3 When the target operation is completed, select to log out.

➔ If this machine is left for a certain period of time during login (default: [1] min.), you are logged out automatically.

4 Tap **[Yes]** on the logout confirmation screen.

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Loading the Original and Paper

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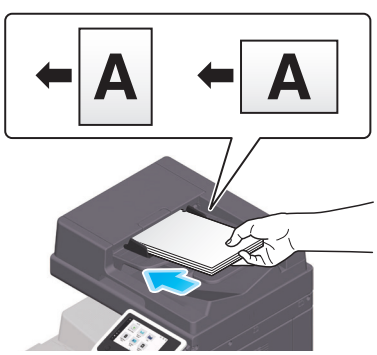
1. Load the original

The original loading methods are classified into two types: loading the original into the ADF (Automatic Document Feeder), and directly loading the original onto the Original Glass.
Select the appropriate one for your requirements.

1.1 Loading the original into the ADF

This function is useful when you want to scan an original containing multiple pages, or a sheet original of different sizes.

- Place original pages so that the first one is at the top.
- Load the original with the scanning side facing up.
- Slide the **Lateral Guide** to suit the original size.



1.2 Placing the original on the Original Glass

This function is useful when you want to scan a small original such as a book, magazine, or business card.

- Place the original with the scanning side facing down.
- Align the original with the mark ◣ at the left back of the **Original Glass**.

2. Loading paper

No paper setting is required because frequently used paper is loaded during general use.
This section describes how to use paper that is not usually loaded into a paper tray.
The methods for loading envelopes, postcards, label sheets, and index paper are as follows.

2.1 Loading paper in Tray 1 to Tray 2

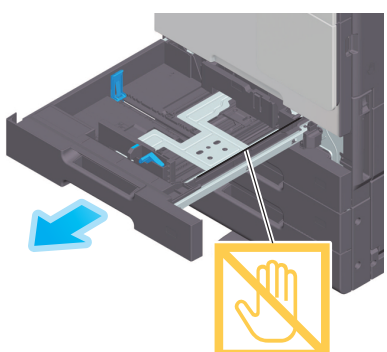
Up to 500 sheets of plain paper can be loaded into each tray.

Applicable paper types

Plain paper, single-side-only paper, special paper, thick paper, letterhead, colored paper, recycled paper

How to load a paper

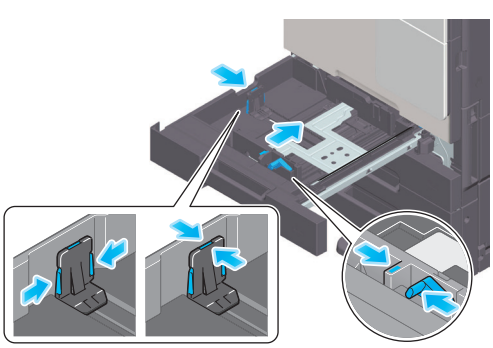
1 Pull out the tray.



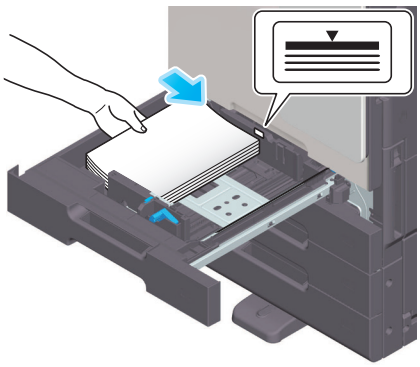
Notice

- Be careful not to touch the Film.

2 Slide the Lateral Guide to fit the size of the loaded paper.



3 Load paper into the tray with the print side facing up.



4 When loading paper other than plain paper, specify the paper type.

➔ For details on how to specify the paper type, refer to the HTML User's Guide.

2.2 Loading paper into the Bypass Tray

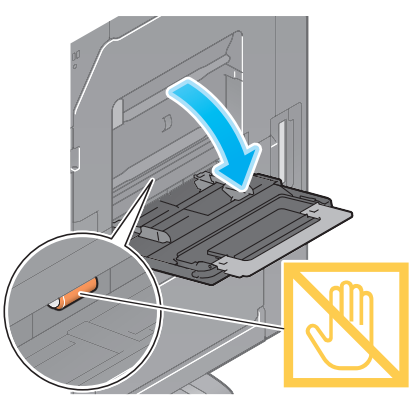
When selecting a paper size other than for paper trays or printing on envelopes or transparencies, use the Bypass Tray. To use the Bypass Tray, specify the paper type and paper size.

Applicable paper types

Plain paper, single-side-only paper, special paper, thick paper, postcard (4 e 6 (A6 Card)), transparency, letterhead, colored paper, envelope, label sheets, index paper, recycled paper, and banner paper

How to load paper

1 Open the **Bypass Tray**.

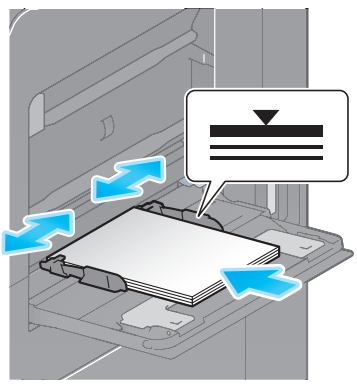


➔ To load large-sized paper, pull out the **Tray Extension**.

Notice

- Be careful not to touch the surface of the Paper Feed Rollers with your hand.

2 Load paper with the print side facing down, then align the **Lateral Guide** to the paper.
➔ Insert paper into the tray until their edges are pressed against the back.



Notice

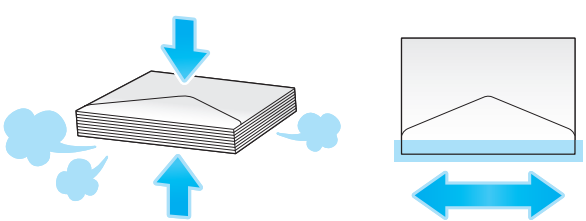
- Do not load an excessive number of sheets such that the top of the stack is higher than the , ◤mark. If paper is curled, flatten it before loading it.

3 Specify the paper type and paper size.
➔ For details on how to specify the paper type and paper size, refer to the HTML User's Guide.

2.3 Loading envelopes

Precautions when using envelopes

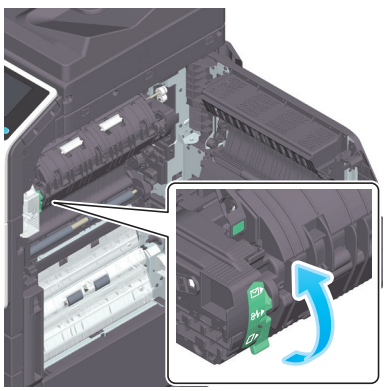
- Remove air from the envelope(s), and securely press along the flap fold line.
- Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body.
- The flap side of envelopes cannot be printed on.
- When loading envelopes with flaps opened, also select the standard size that matches them. You do not have to measure the size of the envelope with the flap opened to set the size as a cus tom-sized envelope.

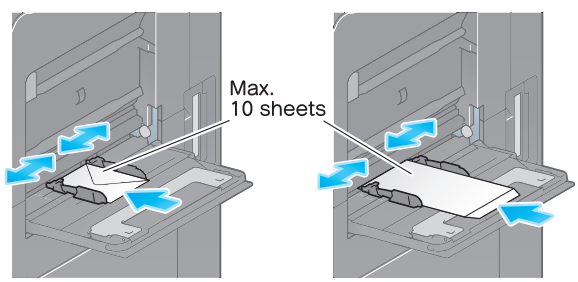


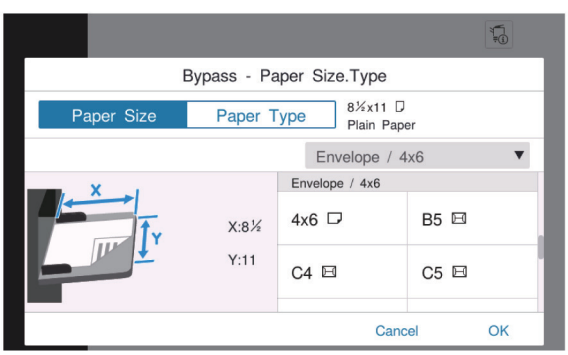
Up to 10 envelopes can be loaded into the tray.

- Move the Fusing Adjustment Lever up to the envelope position (top).
- Load envelopes with the flap part facing up.

- Align the Lateral Guide with the envelope size.
- Select the desired envelope size from **[Envelop/4 e6] ([Envelop/A6 Card])** of **[Paper Size]**.\







When envelope printing has been completed, return the **Fusing Adjustment Lever** to the normal printing position (bottom).

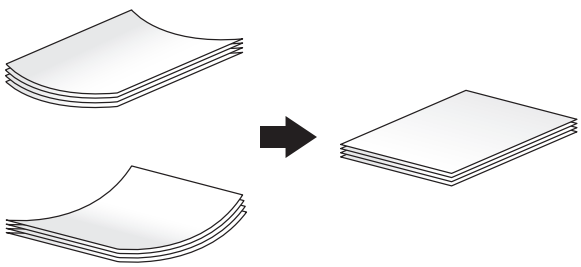
⚠ Caution

- **The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.**

2.4 Loading postcards

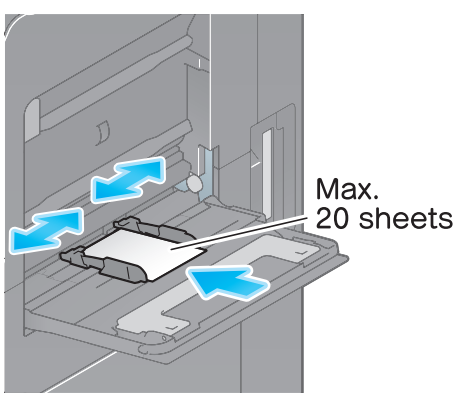
Precautions when using postcards

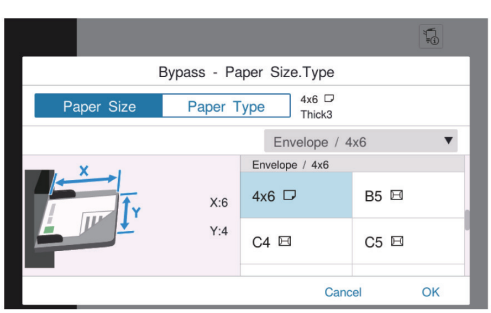
- When loading curled postcards, uncurl them.
- When using postcards other than 4 e 6 (A6 Card), confirm its size, and select **[Paper Size] - [Custom Size]** to specify the size.



Up to 20 postcards can be loaded into the tray.

- Load postcards with the print side facing down.
- Align the Lateral Guide with the postcard size.
- Select the desired postcard size from **[Envelop/4x6]** (**[Envelop/A6 Card]**) of **[Paper Size]**.

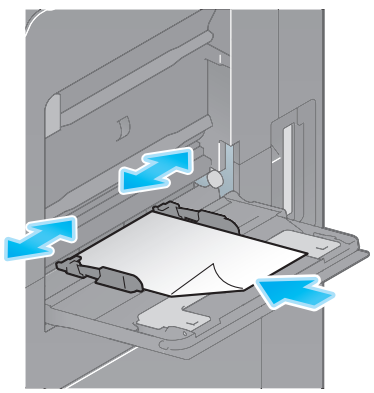


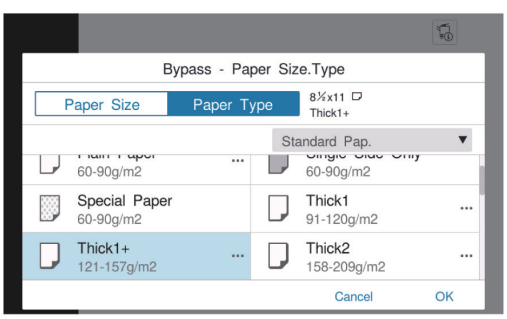


2.5 Loading label sheets

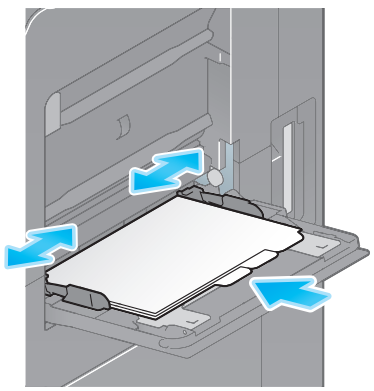
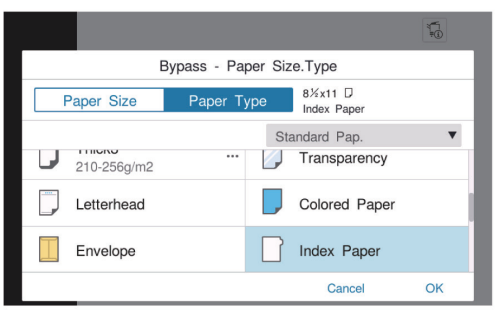
A label sheet consists of the front-side paper (print side), sticking layer, and pasteboard (template). Peel off the pasteboard, then you can stick the label to other objects. Up to 20 label sheets can be loaded into the tray.

- With the print side facing down, load label sheets as shown in the figure.
- Align the Lateral Guide with the label sheet size.
- Select **[Thick 1+]** from **[Paper Type]**.





2.6 Loading index papers

Up to 20 index papers can be loaded into the tray.

- With the print side facing down, align the tab side as shown below.
- Align the Lateral Guide with the index sheet size.
- Select **[Index Paper]** from **[Paper Type]**.