



SP 100SF

Operating Instructions

User Guide

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1. Guide to the Machine

How to Read This Manual

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Disclaimer

Contents of this manual are subject to change without prior notice.

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

Two kinds of size notation are employed in this manual.

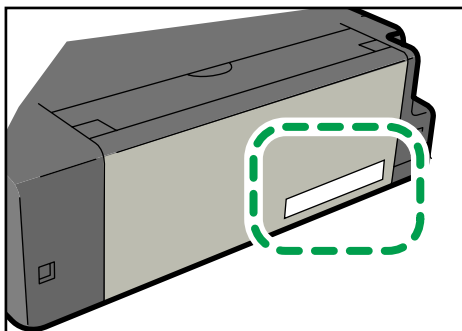
Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

Model-Specific Information

1

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



CHZ966

The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

 **Region A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -22, -27
- 220-240V

 **Region B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -11, -17
- 120V

Note

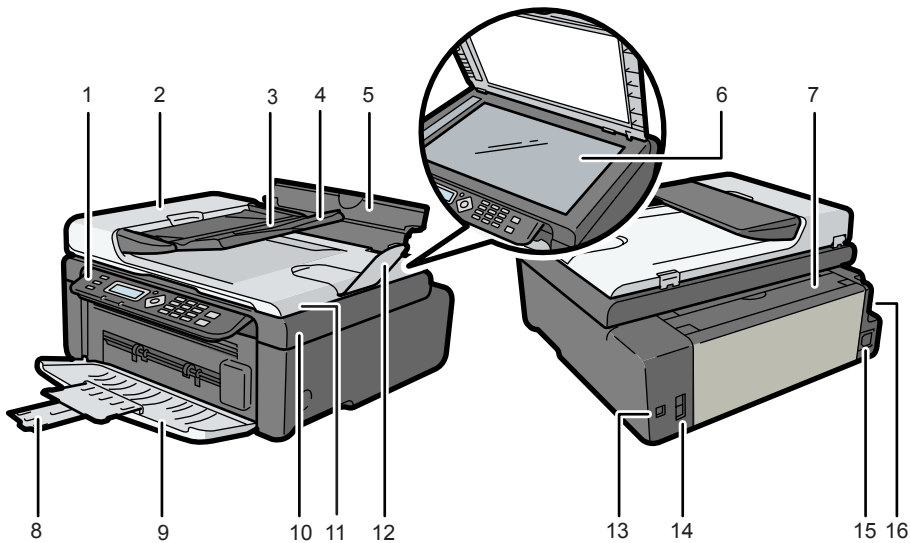
- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

Guide to Components

This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions.

1

Exterior



CH2967

1. Control Panel

Contains a screen and keys for machine control.

2. ADF Cover

Open this cover to remove originals jammed in the ADF.

3. Input Tray for the ADF

Place stacks of originals here. They will feed in automatically. This tray can hold up to 15 sheets of plain paper.

4. Tray Extension for the ADF

Pull out this tray extension to hold the originals.

5. Input Tray

This tray can hold up to 50 sheets of plain paper.

6. Exposure Glass

Place originals here sheet by sheet.

7. Input Tray Cover

Set this cover up and pull out the paper source tray to load paper.

8. Tray Extension

Pull out and extend this tray extension to hold the output paper.

9. Front Cover

Open this cover to pull out the output tray before printing.

10. Maintenance Cover

Lift up this cover to replace consumables or clear a paper jam.

11. Auto Document Feeder (Exposure Glass Cover)

The auto document feeder (ADF) is integrated with the exposure glass cover. Open this cover to place documents on the exposure glass.

12. Tray Extension

Pull out this tray extension to hold the originals.

13. USB Port

Use this port to connect the machine to a computer using a USB cable.

14. Line and TEL Connector

- Upper connector: External Telephone Connector. For connecting an external telephone.
- Lower connector: G3 (analog) Line Interface Connector. For connecting a telephone line.

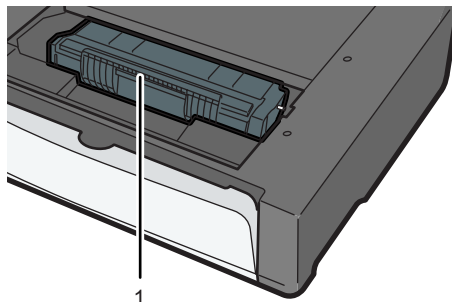
15. Power Connector

Connect the power cord to the machine here. Insert the other end of the cable into a nearby wall outlet.

16. Power Switch

Use this switch to turn the power on or off.

Interior



CHZ004

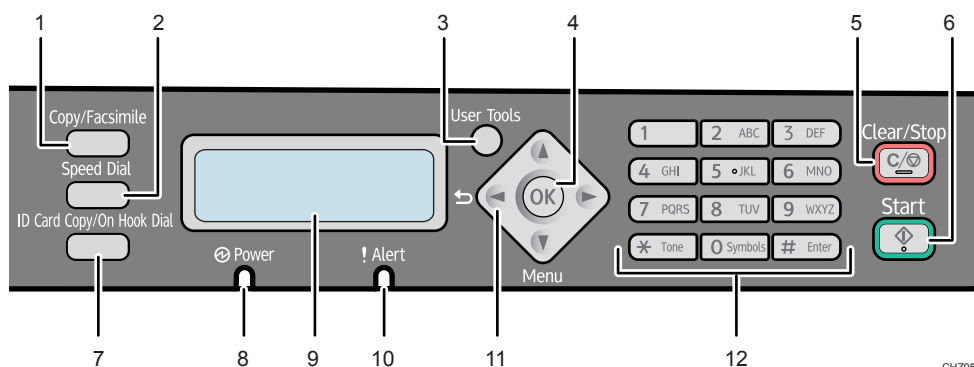
1. Print Cartridge

A replacement consumable that is required to make prints on paper. It needs to be replaced after approximately every 2000 pages printed. For details about replacing the cartridge, see p.97 "Replacing the Print Cartridge".

Control Panel

★ Important

- The actual control panel may look different from the illustration below, depending on the country of use.



1. [Copy/Facsimile] Key

Use this button to switch the machine to copier or fax mode.

2. [Speed Dial] Key

Use this button to send a fax using a registered speed dial number.

3. [User Tools] Key

Press to display the menu for configuring the machine's system settings.

4. [OK] Key

Use this key to confirm settings, and setting values, or move to the next menu level.

5. [Clear/Stop] Key

Use this button to cancel or stop a print job, document copying, fax transmission/reception, and other actions in progress.

6. [Start] Key

Use this button to start fax transmit/receive or copy.

7. [ID Card Copy/On Hook Dial] Key

When the machine is in copier mode, use this button to perform an ID copy or modify ID copy settings.

When the machine is in fax mode, use this button to perform on-hook dialing or stop dialing a registered destination.

8. Power Indicator

This indicator lights up blue when the machine is turned on. It flashes when a print job is received and while printing, scanning, or fax transmission/reception is in progress.

9. Screen

Displays current status and messages.

10. Alert Indicator

This indicator lights up red when the machine runs out of paper or consumables, when the paper settings do not match the settings specified by the driver, or when other abnormalities occur. It flashes slowly when the machine is running out of toner.

11. Scroll Keys

Press these keys to move the cursor in each direction.

12. Number Keys

Use to enter numerical values when specifying settings such as fax numbers and copy quantities, or enter letters when specifying names.

Installing the Driver and Software

You can install the necessary driver for this machine using the included CD-ROM.

The operating systems compatible with the drivers and software for this machine are: Windows XP/Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2.

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

Important

- **Be sure to disconnect the USB cable from the machine and turn the machine off before beginning the installation.**

Quick Install

Use Quick Install to install the printer driver, TWAIN driver, and WIA driver from the CD-ROM.

1. Close all applications except this manual.
2. Insert the CD-ROM into the CD-ROM drive.
3. From the CD-ROM menu, click [USB Quick Install].
4. Follow the instructions in the installation wizard.

Upgrading or Deleting the Printer Driver

Upgrading the printer driver

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer model you want to modify, and then click [Printer properties].
3. Click the [Advanced] tab.
4. Click [New Driver...], and then click [Next].
5. Click [Have Disk...].
6. Click [Browse...], and then select the printer driver location.
7. Click [OK], and then specify the printer model.
8. Click [Next].
9. Click [Finish].
10. Click [OK] to close the printer properties window.

11. Restart the computer.

Deleting the printer driver

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to delete, and then click [Remove device].
3. Click [Yes].
4. Click any printer icon, and then click [Print server properties].
5. Click the [Drivers] tab.
6. Click the [Change Driver Settings] button if it is displayed.
7. Click [Remove...].
8. Select [Remove driver and driver package.], and then click [OK].
9. Click [Yes].
10. Click [Delete].
11. Click [OK].
12. Click [Close] to close the print server properties window.

Installing the Smart Organizing Monitor

Smart Organizing Monitor is a utility that allows you to modify the machine's settings or view the machine's status from your computer. For details, see p.14 "What is Smart Organizing Monitor?".

1. Close all applications except this manual.
2. Insert the CD-ROM into the CD-ROM drive.
3. From the CD-ROM menu, click [Smart Organizing Monitor].
4. Select a language for Smart Organizing Monitor.
5. Follow the instructions in the installation wizard.

Initial Setup

When you turn this machine on for the first time, you must set the following items. Select each setting using the [▲], [▼], or number keys, and then press the [OK] key.

- [Language]
- [Country Code]
- [Year]
- [Month]
- [Day]
- [Hour]
- [Minute]

What is Smart Organizing Monitor?

1

Install this utility on your computer from the included CD-ROM before using it.

Smart Organizing Monitor provides the following functions:

- Displays the status of the machine
Displays paper jam messages and other error messages.
- Paper size and type settings
Displays the settings for paper sizes or types available on this machine.
- Print test and configuration pages
Prints List/Report to check the list of settings for this machine and other information.
- Modify the system settings
Use to change custom paper size settings and other settings on this machine.
- Modify the Speed Dial
Register, change, or delete Speed Dial settings. Simplified Chinese can be used to specify the destination.

For details about basic instructions on how to use Smart Organizing Monitor, see p.93 "Configuring the Machine Using Smart Organizing Monitor".

2. Loading Paper

Supported Paper

Paper Size

- A4
- 8 1/2" x 11" (Letter)
- B5
- 5 1/2" x 8 1/2" (Half Letter)
- 7 1/4" x 10 1/2" (Executive)
- A5
- A6
- B6
- 16K (197 x 273 mm)
- 16K (195 x 270 mm)
- 16K (184 x 260 mm)
- Custom Paper Size

The following paper sizes are supported as custom paper sizes:

- Approximately 90-216 mm (3.6-8.5 inches) in width
- Approximately 148-297 mm (5.8-11.7 inches) in length

Paper Type

- Plain Paper (65-104 g/m² (20-24 lb.))
- Recycled Paper (65-104 g/m² (20-24 lb.))
- Thin Paper (60-64 g/m² (16 lb.))
- Thick Paper (105 g/m² (28 lb.))

Paper Capacity

50 sheets

(80 g/m², 20 lb.)

Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- GelJet special paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.
Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper and carbon paper
- Paper whose weight is heavier or lighter than the limitation
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

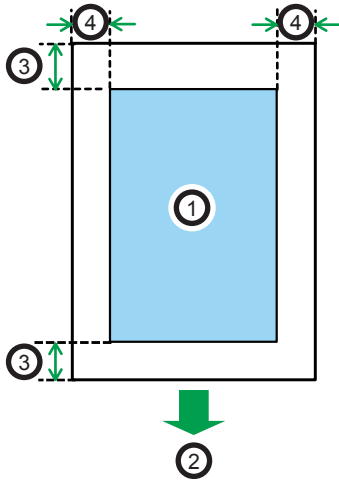
↓ Note

- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.

Print Area

The diagram below shows the area of the paper that the machine can print on.

From the printer driver



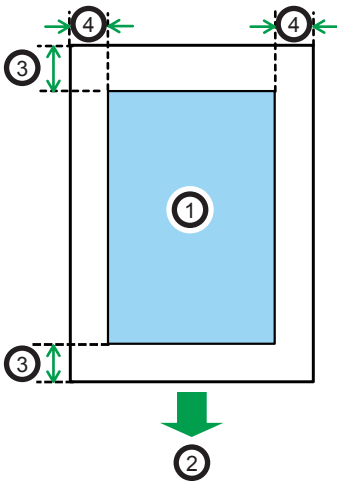
CH2904

1. Print area
2. Feed direction
3. Approx. 4.2 mm (0.2 inches)
4. Approx. 4.2 mm (0.2 inches)

↓ Note

- The print area may vary depending on the paper size and printer driver settings.

Copier function



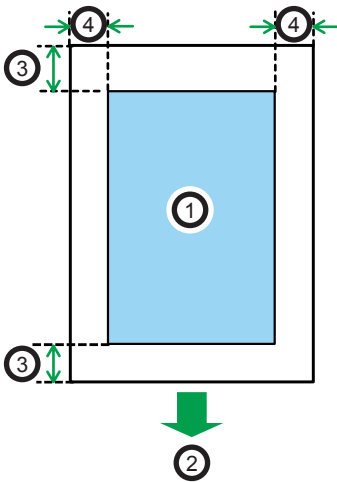
CH2904

1. Print area
2. Feed direction
3. Approx. 4 mm (0.2 inches)
4. Approx. 3 mm (0.1 inches)

↓ Note

- The print area may vary depending on the paper size.

Fax function



CH2904

1. Print area
2. Feed direction

3. Approx. 4.2 mm (0.2 inches)

4. Approx. 4.2 mm (0.2 inches)

 **Note**

- The print area may vary depending on the paper size.

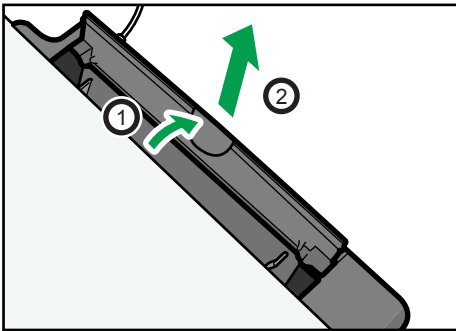
Loading Paper

Load a stack of paper for printing in the input tray on the back of the machine.

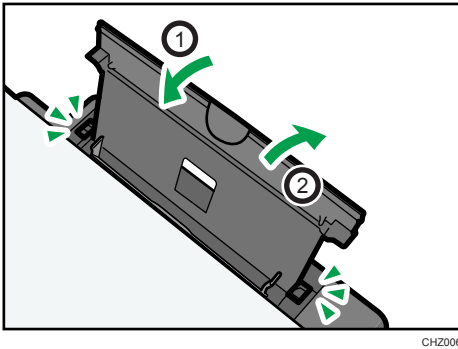
★ Important

- When loading paper, be sure to configure the size and type of paper. When printing a document, specify the paper size and type in the printer driver so that the settings configured when paper is loaded can be used for printing.

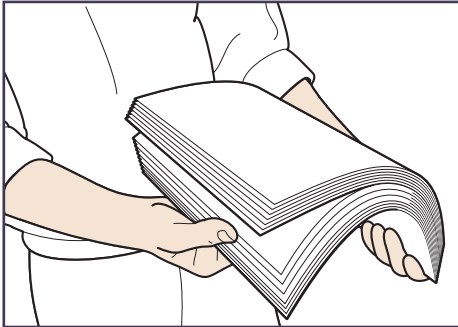
1. Open the input tray cover and pull out the tray.



2. After pulling out the tray, tilt it back and forth, and then attach the end of the input tray to the machine.

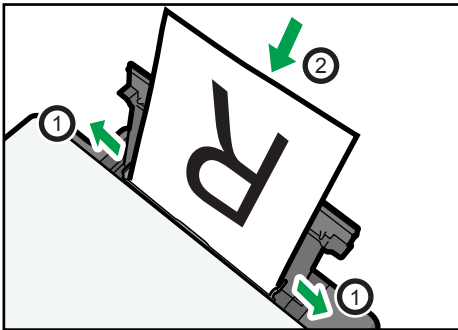


3. Fan the paper before loading it in the tray.



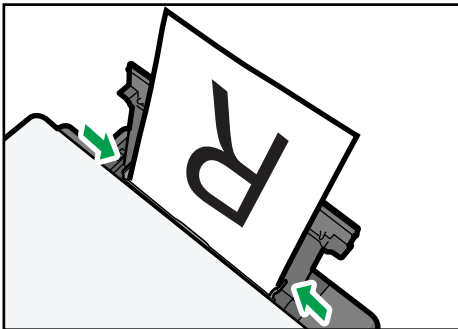
CBK254

4. Slide the paper guide on both sides outward, and then load the paper print side up until it stops.



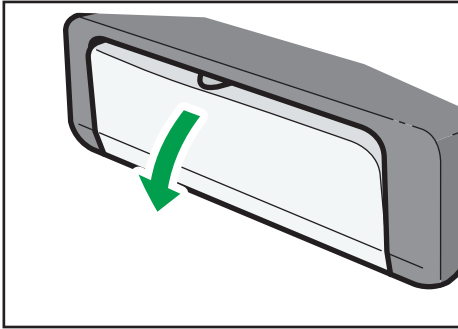
CHZ007

5. Adjust the paper guide on both sides to fit the paper width.



CHZ008

6. Open the front cover and tray extension.

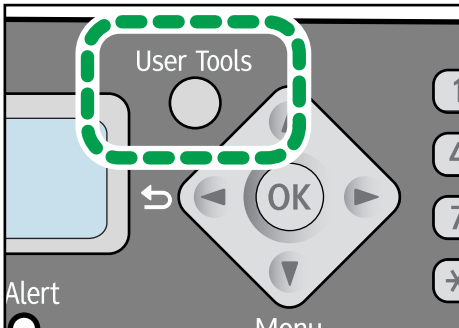


CH2027

Specifying Paper Type and Paper Size Using Control Panel

Specifying the paper type

1. Press the [User Tools] key.

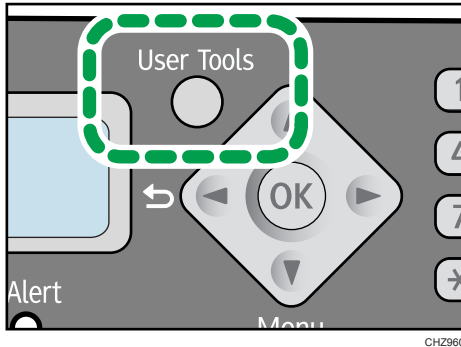


CH2960

2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Paper Type], and then press the [OK] key.
5. Press the [▼] or [▲] key to select the paper type, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

Specifying the standard paper size

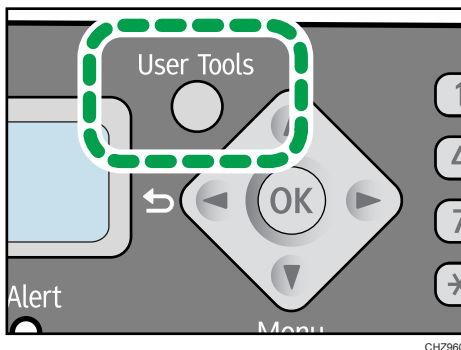
1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Paper Size], and then press the [OK] key.
5. Press the [▼] or [▲] key to select the paper size, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

Specifying a custom paper size

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Tray Paper Settings], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Paper Size], and then press the [OK] key.
5. Press the [▼] or [▲] key to select [Custom], and then press the [OK] key.
6. Press the [▼] or [▲] key to select [mm] or [inch], and then press the [OK] key.
7. Press the [▼] or [▲] key to select the width, and then press the [OK] key.

8. Press the [OK] key.
9. Press the [▼] or [▲] key to select the length, and then press the [OK] key.
10. Press the [OK] key.
11. Press the [User Tools] key to return to the initial screen.

Specifying Paper Type and Paper Size Using Smart Organizing Monitor

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

Specifying the paper type and paper size

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP 100 Series].
3. Click [Smart Organizing Monitor for SP 100 Series Status].
4. On the [Status] tab, click [Change...].
5. Select the paper type and paper size, and then click [OK].
6. Click [Close].

Changing the custom paper size

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP 100 Series].
3. Click [Smart Organizing Monitor for SP 100 Series Status].
4. On the [User Tool] tab, click [Printer Configuration].
5. On the [System] tab, select [mm] or [inch] in the [Measurement Unit:] list.
6. In the [Horizontal: (90 to 216 mm)] box, enter the width.
7. In the [Vertical: (148 to 297 mm)] box, enter the length.
8. Click [OK].
9. Click [Close].

Placing Originals

This section describes the types of originals you can set and how to place them.

About Originals

2

Recommended size of originals

Exposure glass

- Up to 216 mm (8.5 ") in width, up to 297 mm (11.7 ") in length

ADF

- Paper size: 140 to 216 mm (5 1/2 " to 8 1/2 ") in width, 128 to 297 mm (5.0 " to 11.7 ") in length
- Paper weight: 60 to 90 g/m² (16 to 24 lb.)

Up to 15 sheets of an original can be placed in the ADF at once (when using paper weighing 80 g/m², 20 lb.).

Types of originals not supported by the Auto Document Feeder

If placed in the ADF, the following types of originals might be damaged, become jammed, or result in gray or black lines appearing on prints:

- Originals larger or heavier than the recommended amount
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

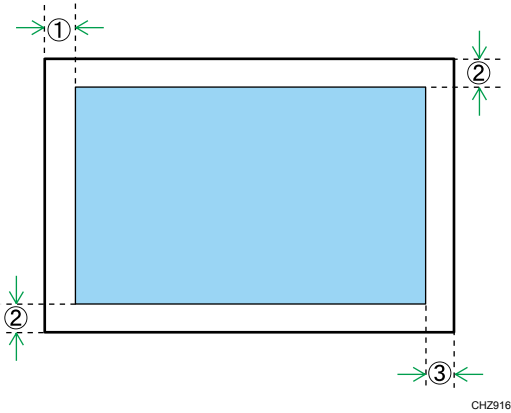
- Originals that are wet with toner or white out

Unscannable image area

Even if you correctly place originals, margins of a few millimeters on all four sides of the original may not be scanned.

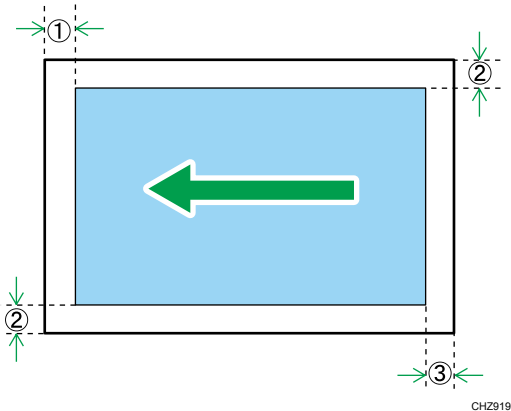
2

Margins when using exposure glass



1. Approx. 4.1 mm (0.2 inches)
2. Approx. 3 mm (0.1 inches)
3. Approx. 4 mm (0.2 inches)

Margins when using ADF

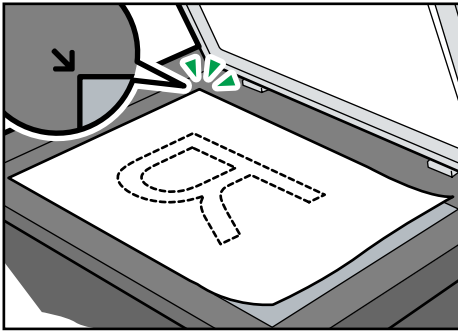


1. Approx. 4.1 mm (0.2 inches)
2. Approx. 3 mm (0.1 inches)
3. Approx. 4.3 mm (0.2 inches)

Placing Originals on the Exposure Glass

★ Important

- Do not place originals until all correction fluid or toner becomes completely dry. Doing so may create marks on the exposure glass that will appear on copies.
1. Lift the exposure glass cover.
 2. Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



CHZ009

3. Lower the exposure glass cover.

Hold down the cover with your hands when using thick, folded, or bound originals and when the cover cannot be lowered completely.

Placing Originals in the Auto Document Feeder

★ Important

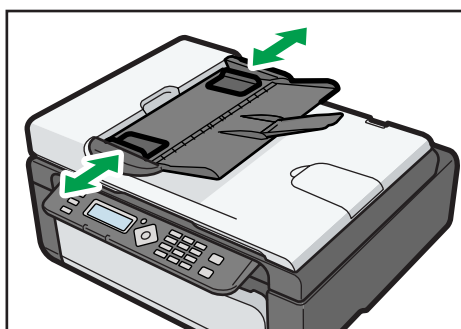
- Do not place originals mixed with different in the ADF all at once.
- To prevent multiple sheets from being fed at once, fan the pages of your original before placing them in the ADF.

1. Open the input tray for the ADF.



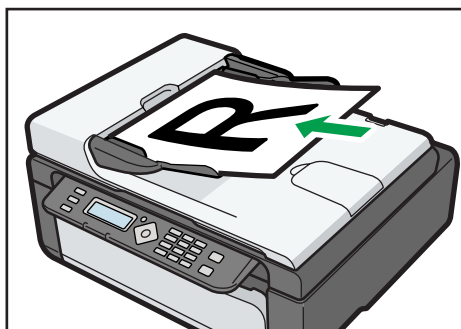
CHZ010

2. Adjust the guides according to the size of the originals.



CHZ011

3. Place the aligned originals face up in the ADF. The last page should be on the bottom.



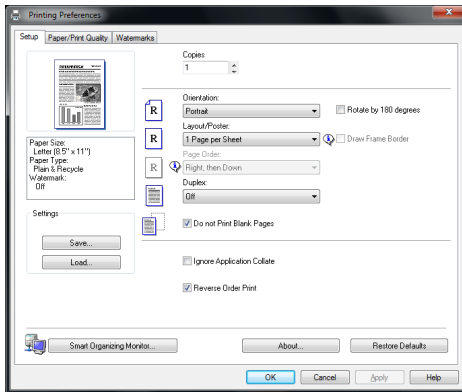
CHZ012

3. Printing Documents

Basic Operation

Use the printer driver to print a document from your computer.

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.



2. Change any print settings if necessary.

The following print settings can be specified using the printer driver:

- Printing multiple pages on a sheet
- Splitting a single page across multiple sheets
- Printing on both sides of sheets
- Not having blank pages printed
- Having prints sorted
- Saving printer driver settings
- Recalling and deleting saved printer properties settings
- Printing on a custom size paper
- Printing a large paper size document on smaller size paper
- Reducing and enlarging a document size
- Changing the print resolution
- Saving on toner when printing
- Changing the dithering pattern
- Having text stamped on prints

For details about each setting items, click [Help].

3. When setting changes are completed, click [OK].
4. Print the document using the print function in the document's native application.

Note

- If a paper jam occurs, printing stops when the current page has printed. Open the maintenance cover to remove the jammed paper. Printing will resume automatically after the maintenance cover is closed. If the maintenance cover is not opened to remove jammed paper, press the [Start] key to resume printing.

3

Printing on Both Sides of Sheets

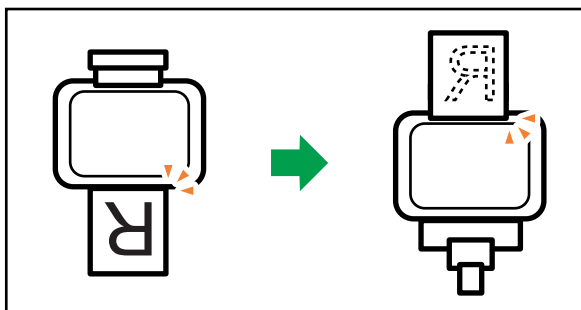
1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. On the [Setup] tab, in the [Duplex:] list box, select how you want to open the bound output.
3. After making any additional settings, click [OK].
4. Start printing.

The machine prints only the one sides of pages first, and then displays on Smart Organizing Monitor screen a message to reload the outputs turned over.

5. Take out all of the prints from the output tray and place them in the input tray.

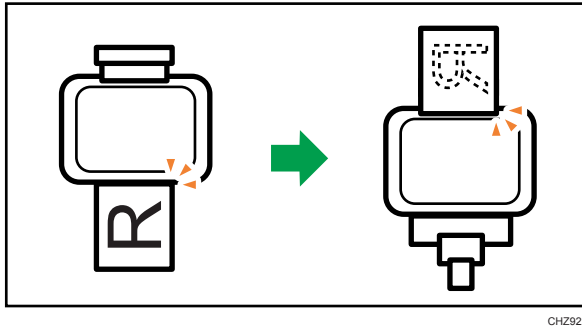
To print on the reverse side of the prints, turn them over so that the blank side faces up and place them in the input tray.

Portrait



CH2921

Landscape



6. Press the [Start] key.

Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started

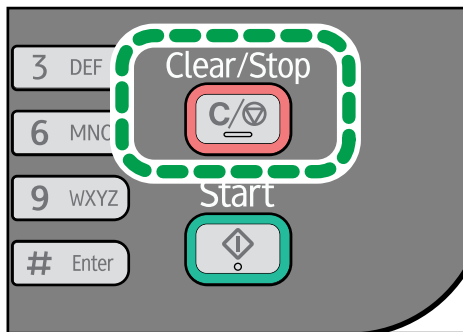
1. Double-click the printer icon on the task tray of your computer.
2. Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].

↓ Note

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel a large print job.

Canceling a print job while printing

1. Press the [Clear/Stop] key.



2. Press the [1] key.

If a Paper Mismatch Occurs

If the paper size or type does not match the print job's settings, the machine reports an error. There are two ways to resolve this error:

Continue printing using mismatched paper

Use the form-feed function to ignore the error and print using mismatched paper.

Reset the print job

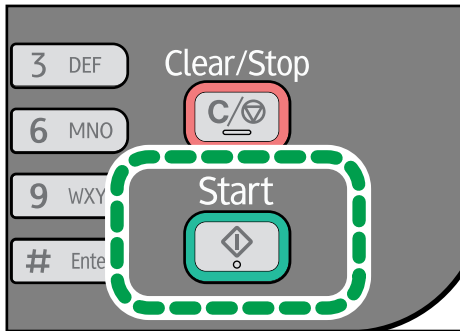
Cancel printing.

3

Continuing Printing Using Mismatched Paper

If the paper is too small for the print job, the printed image will be cropped.

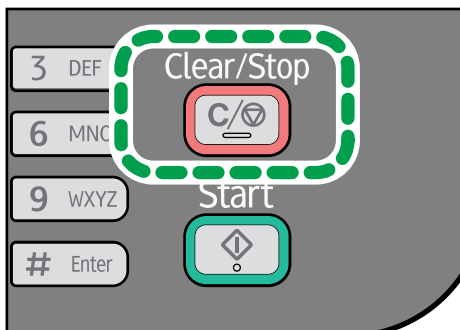
1. If the error message is displayed, press the [Start] key.



CHZ962

Resetting the Print Job

1. If the error message is displayed, press the [Clear/Stop] key.



CHZ961

4. Copying Originals

Copier Mode Screen

When the machine is turned on, the copier screen appears first.

When the fax screen is shown on the display, press the [Copy/Facsimile] key on the control panel to switch to the copier screen.

Standby mode screen

| | |
|--------|---------------|
| Copier | A4 |
| 100% | Text/Photo 01 |

- First line:

Displays the function and paper size specified on the machine. The following five functions are available:

- Copier, ID Card Copy, Sort, 2 Sided Copy, 2 Sided/Sort
- Second line:

Displays the copy magnification ratio or combine setting ([2 on 1] or [4 on 1]), document type, and the number of copies.

↓ Note

- The start-up mode can be specified in the [Function Priority] setting under [System Settings].

Basic Operation

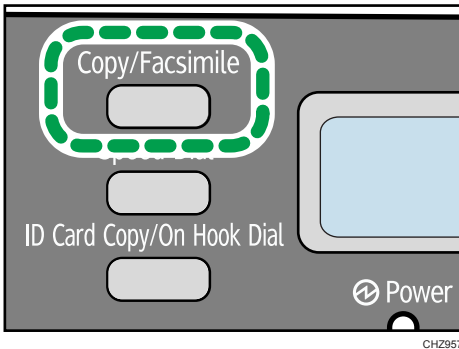
★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under [Copier Features].

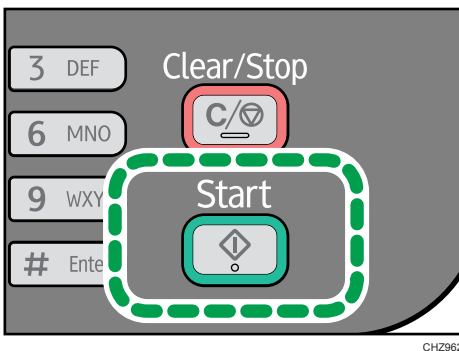
1. Make sure that the copier mode screen is displayed.

When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen.

4



2. Place the original on the exposure glass or in the ADF.
3. To make multiple copies, enter the number of copies using the number keys.
4. Press the [Start] key.



↓ Note

- If a paper jam occurs, printing stops when the current page has printed. Open the maintenance cover to remove the jammed paper. Printing will resume automatically after the maintenance cover is closed. If the maintenance cover is not opened to remove jammed paper, press the [Start] key to resume printing.

- If a scanning jam occurs in the ADF, copying is canceled immediately. If this happens, copy the originals again starting from the jammed page.

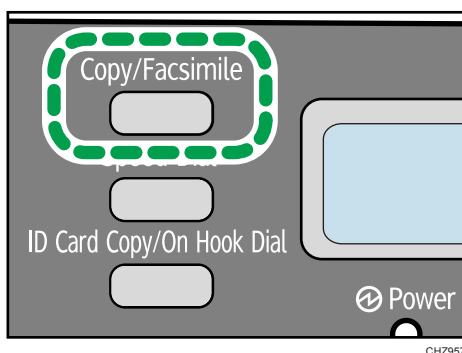
Canceling a Copy

If copying is canceled while the machine is scanning the original, copying is canceled immediately and there is no printout. When the original is placed in the ADF, scanning stops when the current page is fed.

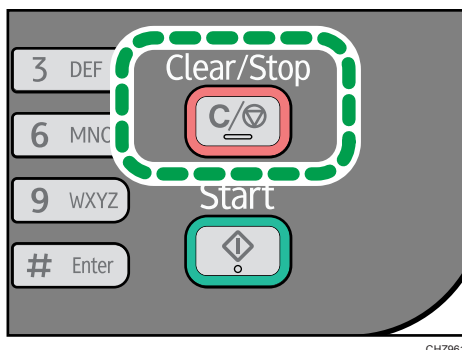
If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

1. Make sure that the copier mode screen is displayed.

When the fax mode screen is displayed, press the [Copy/Facsimile] key to switch to the copier mode screen.



2. Press the [Clear/Stop] key.

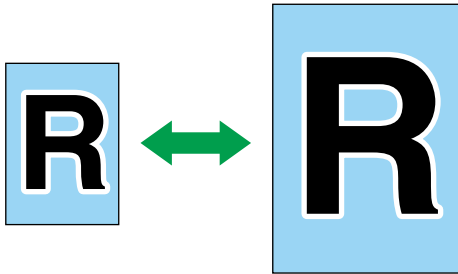


3. Press the [1] key.

Making Enlarged or Reduced Copies

There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio.

Preset ratio



CES103

🌐 **Region A** (mainly Europe and Asia)
50%, 71%, 82%, 93%, 122%, 141%, 200%

🌐 **Region B** (mainly North America)
50%, 65%, 78%, 93%, 129%, 155%, 200%

Custom ratio

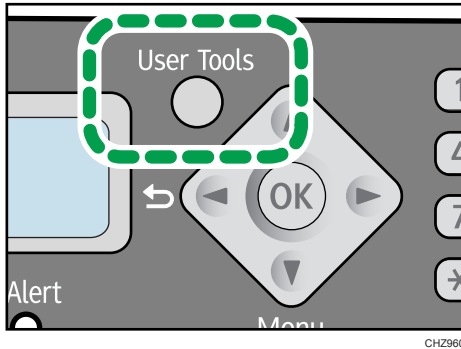


CES106

25% to 400% in 1% increments.

Specifying Reduce/Enlarge

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Copier Features], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Reduce/Enlarge], and then press the [OK] key.
4. Press the [▼] or [▲] key to select the ratio, and then press the [OK] key.
If [Zoom: 25-400%] has been selected, enter the ratio using the number keys, and then press the [OK] key.
5. Press the [User Tools] key to return to the initial screen.

Combining Multiple Pages

Scanned pages of the original can automatically be scaled down so that two or four pages can be printed at once on a single sheet of paper.

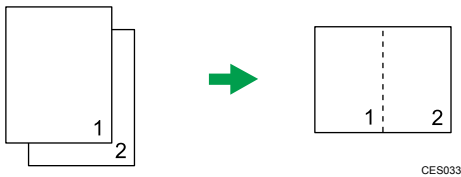
★ Important

- To use this function, the paper size used for printing copies must be set to A4 or Letter.

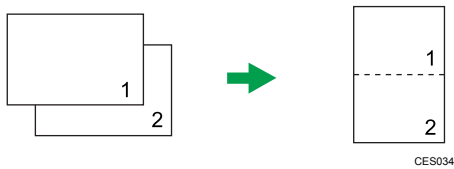
2 on 1

You can copy two pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following:

- Portrait



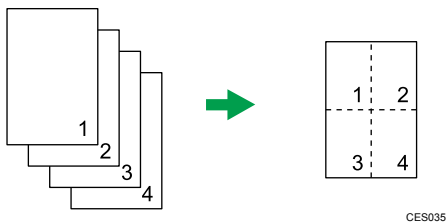
- Landscape



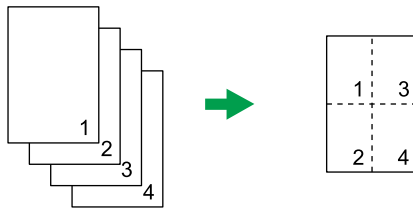
4 on 1

You can copy four pages of an original onto a single sheet of photocopied paper. Depending on the orientation of the original, the printout format can be selected from the following:

- Portrait: L to R

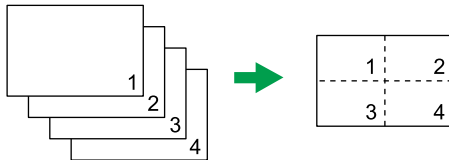


- Portrait: T to B



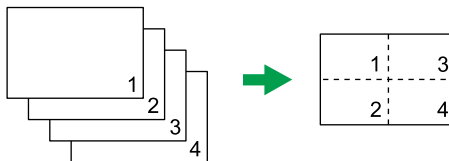
CES036

- Landscape: L to R



CES037

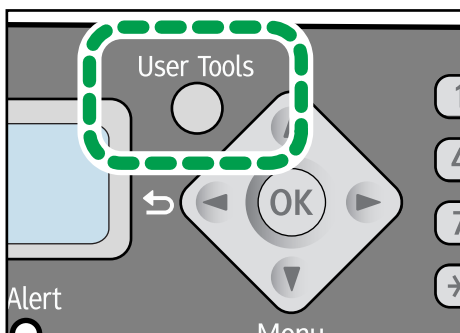
- Landscape: T to B



CES038

Specifying Combine

1. Press the [User Tools] key.

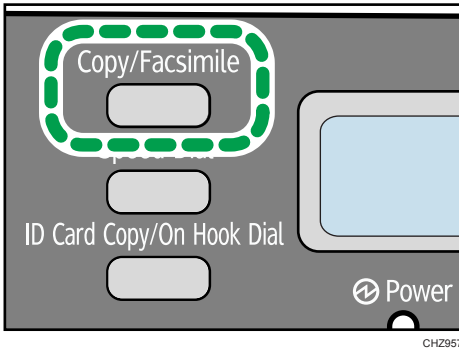


CHZ960

2. Press the [▼] or [▲] key to select [Copier Features], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Combine], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [2 on 1] or [4 on 1], and then press the [OK] key.
5. Press the [▼] or [▲] key to select the printout format, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

7. Make sure that the copier mode screen is displayed.

When the fax mode screen is appears, press the [Copy/Facsimile] key to switch to the copier mode screen.

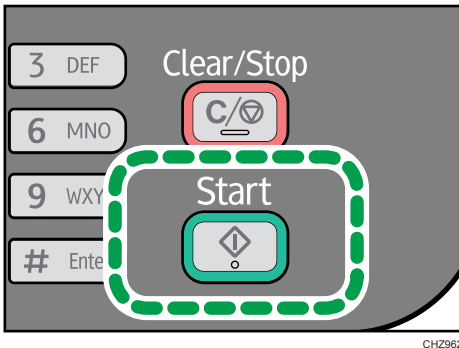


4

8. Place the original on the exposure glass or in the ADF.

9. To make multiple copies, enter the number of copies using the number keys.

10. Press the [Start] key.



When you place the original on the exposure glass, perform the following steps to scan the subsequent pages of the original.

11. When the current page is scanned, place the next page on the exposure glass, and then press the [Start] key.

12. Repeat Step 11 until all the pages of the original are scanned.

When [Sort] is disabled, the scanned pages automatically print two pages in [2 on 1] mode and four pages in [4 on 1] mode.

When [Sort] is enabled, scan all the pages and then press the [OK] key to start printing copies of them.

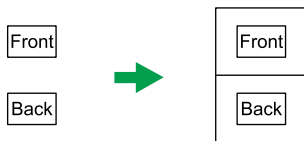
Copying Both Sides of an ID Card onto One Side of Paper

This section describes how to copy the front and back sides of an ID card or other small documents onto either side of a sheet of paper.

When copying onto A4 paper, you can copy documents that are smaller than A5. Likewise, when copying onto Letter size paper, you can copy documents that are smaller than Half Letter size.

★ Important

- To use this function, the paper size used for printing copies must be set to A4 or Letter.



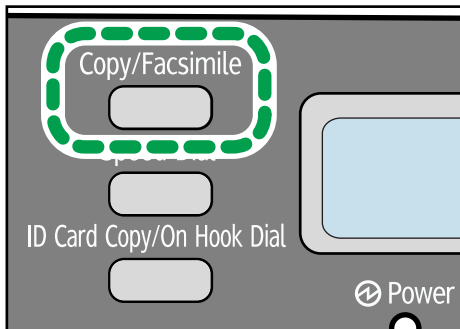
CES165

4

Copying an ID Card

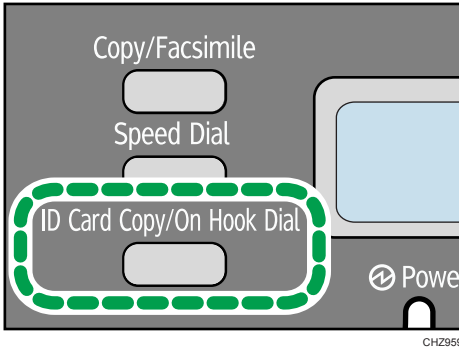
1. Make sure that the copier mode screen is displayed.

When the fax mode screen appears, press the [Copy/Facsimile] key to switch to the copier mode screen.



CH2957

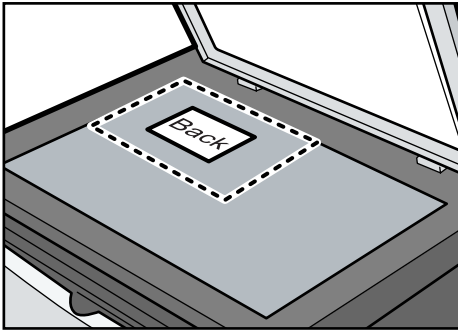
2. Press the [ID Card Copy/On Hook Dial] key.



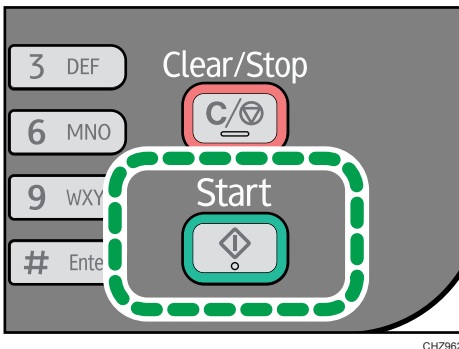
4

3. To make multiple copies, enter the number of copies using the number keys.
4. Place the original front side down with the top to the rear of the machine on the exposure glass.

Place the original in the center of the A5/Half Letter scan area.



5. Press the [Start] key.



6. Within 30 seconds, place the original back side down with the top to the rear of the machine on the exposure glass, and then press the [Start] key.

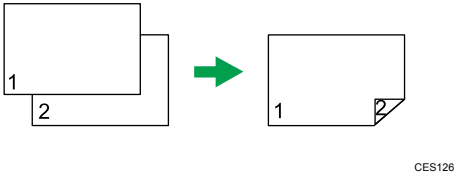
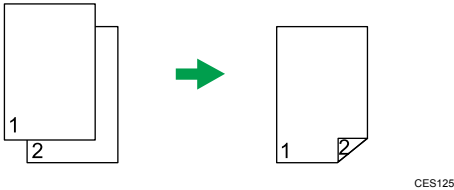
Making 2-sided Copies

★ Important

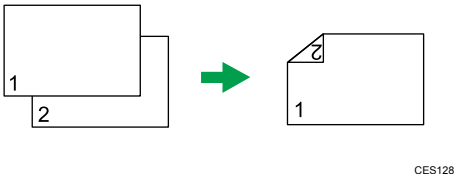
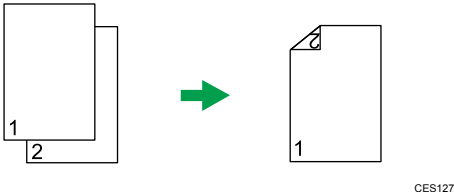
- To use this function, the paper size used for printing copies must be set to A4 or Letter.

You can select top-to-top or top-to-bottom binding, in either portrait or landscape orientation.

Top to Top

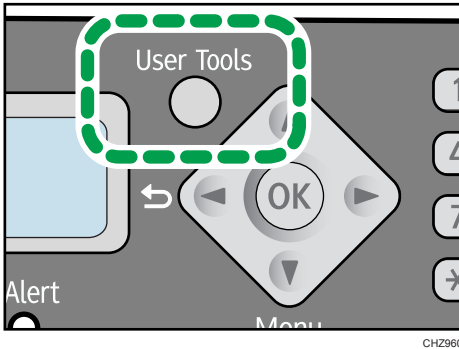


Top to Bottom



Specifying 2 Sided Copy

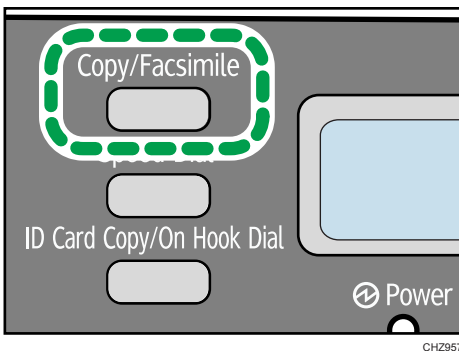
1. Press the [User Tools] key.



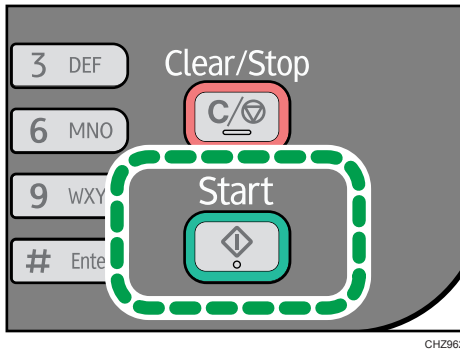
4

2. Press the [▼] or [▲] key to select [Copier Features], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [2 Sided Copy], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Top to Top] or [Top to Bottom], and then press the [OK] key.
5. Press the [▼] or [▲] key to select the orientation, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.
7. Make sure that the copier mode screen is displayed.

When the fax mode screen is appears, press the [Copy/Facsimile] key to switch to the copier mode screen.



8. Place the original on the exposure glass or in the ADF.
9. To make multiple copies, enter the number of copies using the number keys.

10. Press the [Start] key.

When you place the original in the ADF, all the pages are automatically scanned and then only the pages on one side are copied sequentially. Proceed to Step 12.

When you place the original on the exposure glass, perform the following steps to scan the subsequent pages.

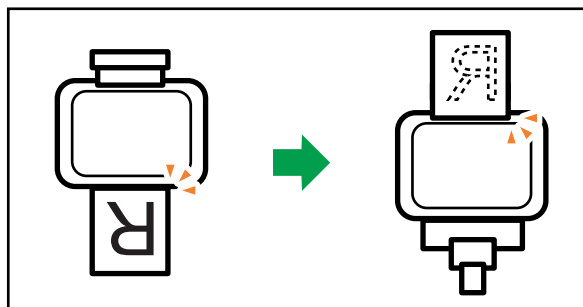
11. When the current page is scanned, place the next page on the exposure glass, and then press the [Start] key.

When [Sort] is disabled, the machine prints only the one sides of pages first.

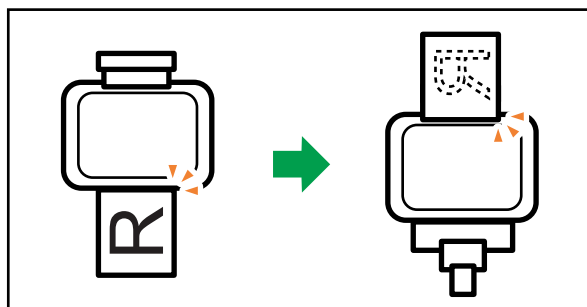
When [Sort] is enabled, scan all the pages, and then press the [OK] key to start printing copies of them.

12. Take out all of the prints from the output tray and place them in the input tray.

To print on the reverse side of the prints, turn them over so that the blank side faces up and place them in the input tray.

Portrait

Landscape



CH2922

4

13. Press the [Start] key.

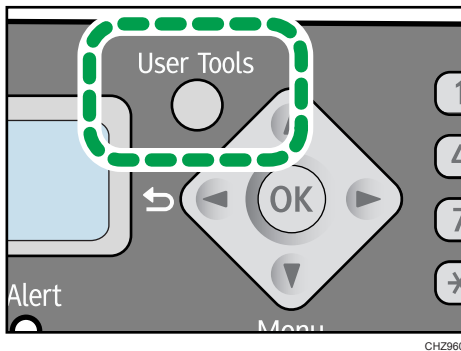
Specifying the Scan Settings

This section describes how to specify image density and scan quality for the current job.

Adjusting Image Density

There are five image density levels. The higher the density level, the darker the printout.

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Copier Features], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Density], and then press the [OK] key.
4. Press the [▼] or [▲] key to select the density level, and then press the [OK] key.
5. Press the [User Tools] key to return to the initial screen.

Selecting the Document Type According to Original

There are three document types:

Text

Select this when the original contains only text and no photographs or images.

Photo

Select this when the original contains only photographs or images. Use this mode for the following types of original:

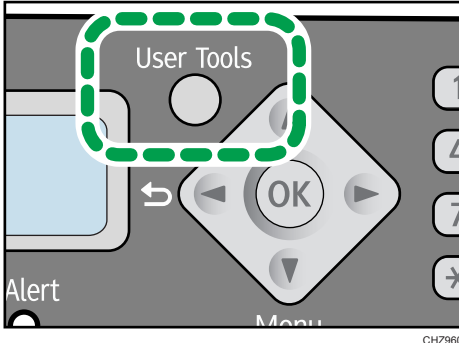
- Photographs
- Pages that are entirely or mainly composed of photographs or images, such as magazine pages.

Text/Photo

Select this when the original contains both text and photographs or images.

Specifying the Original Type

1. Press the [User Tools] key.



4

2. Press the [▼] or [▲] key to select [Copier Features], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Original Type], and then press the [OK] key.
4. Press the [▼] or [▲] key to select the document type, and then press the [OK] key.
5. Press the [User Tools] key to return to the initial screen.

5. Scanning from a Computer

Basic Operation

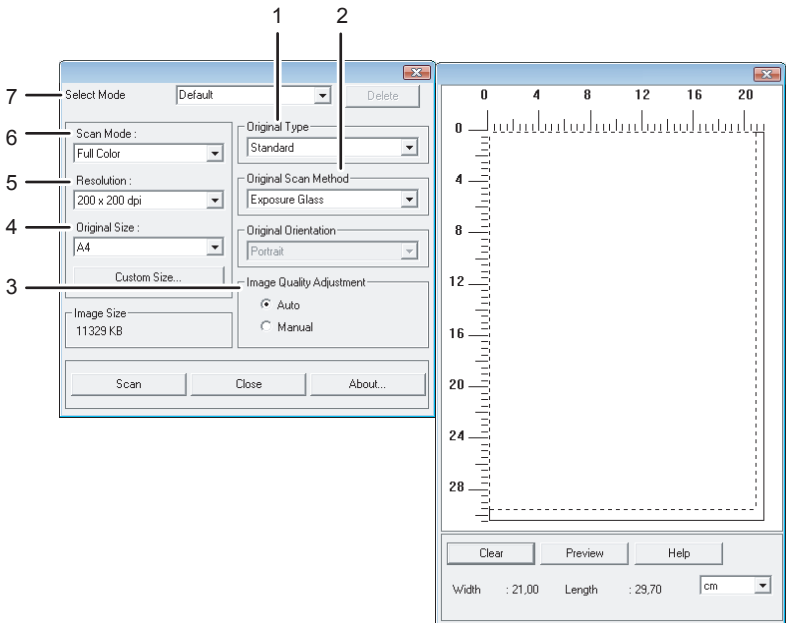
Scanning from a computer (TWAIN scanning and WIA scanning) allows you to operate the machine from your computer and scan originals into your computer directly.

TWAIN Scanning

TWAIN scanning is possible if your computer is running a TWAIN-compatible application.

1. Place the original.
2. Open the properties dialog box for this machine using a TWAIN-compatible application.
3. Configure the scan settings as required, and then click [Scan].

Settings you can configure in the TWAIN dialog box



CH2973

1. Original Type

According to your original, select a setting from the list of options detailed below.

- [Standard] (Auto change to Full color, 200dpi × 200dpi)
- [Photo] (Auto change to Full color, 600dpi × 600dpi)

- [Filing] (Auto change to Text, 200dpi × 200dpi)
- [OCR] (Auto change to Text, 400dpi × 400dpi)

2. Original Scan Method

Specify the method to scan originals.

If [ADF] is selected in [Original Scan Method], specify the orientation of the original.

3. Image Quality Adjustment

You can adjust the image quality. The scan settings that can be adjusted are as follow: Rotation, Curve, Brightness/Contrast, Level, Color Balance, and Hue/Saturation. When [Auto] is selected, the default values will be applied to all settings. When [Manual] is selected, all settings can be adjusted as required.

4. Original Size:

Select the scanning size. If you select [Custom Size...], enter the scanning size directly in the edit box.

5. Resolution:

Select a resolution from the list.

If [Text], [Text/Photo], or [Photo] is selected in [Scan Mode:], the scan resolution cannot be set 1200 dpi × 1200 dpi or higher.

6. Scan Mode:

Select from [Full Color], [Grayscale], [Photo], [Text], or [Text/Photo].

7. Select Mode

Up to ten scan settings can be saved. The default value is applied when [Default] is selected.

↓ Note

- For details, see the TWAIN driver help.

Basic Operation for WIA Scanning

1. Place the original.
2. On the [Start] menu, click [Devices and Printers].
3. Right-click the icon of the printer model you want to use, and then click [Start scan].
4. Configure the scan settings as required, and then click [Scan].
5. Click [Import].

6. Sending and Receiving a Fax

Fax Mode Screen

When the machine is turned on, the copier screen appears first.

When the copy screen appears, press the [Copy/Facsimile] key on the control panel to switch to the fax screen.

Standby mode screen

| | |
|----------|-------|
| Ready | 12-31 |
| Standard | 16:00 |

- First line
Displays the current machine status, month, and date.
- Second line
Displays the current resolution settings and time.

↓ Note

- The start-up mode can be specified in the [Function Priority] setting under [System Settings].

Setting the Date and Time

1. Press the [User Tools] key.
2. Press the [▼] or [▲] key to select [System Settings], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Set Date/Time], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Set Date], and then press the [OK] key.
5. Enter the current year using the number keys, and then press the [OK] key.
6. Enter the current month using the number keys, and then press the [OK] key.
7. Enter the current day using the number keys, and then press the [OK] key.
8. Press the [▼] or [▲] key to select [Set Time], and then press the [OK] key.
9. Enter the current hour using the number keys, and then press the [OK] key.
10. Enter the current minute using the number keys, and then press the [OK] key.
11. Press the [User Tools] key to return to the initial screen.

↓ Note

- If an incorrect time or date is input, the machine automatically corrects it to the nearest valid time or date.

Entering Characters

To enter characters, use keys as follows:

To enter a digit

Press a number key.

To delete a character

Press the [▲] key one second.

To enter a fax number

- To enter a number
Use the number keys.
- To enter characters other than digits
 “*”: Press the [*] key.
 “#”: Press the [#] key.
 Pause: Press the [ID Card Copy/On Hook Dial] key.
 Space: Press the [▼] key one second.

To enter a name

Letters, numbers, and symbols can be entered using the number keys.

To enter two characters that use the same number key successively, press the [▼] key after entering the first character.

| Number key | Number of key press | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------|---------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 1 | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | A | B | C | a | b | c | 2 | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | D | E | F | d | e | f | 3 | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | G | H | I | g | h | i | 4 | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | J | K | L | j | k | l | 5 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | M | N | O | m | n | o | 6 | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | P | Q | R | S | p | q | r | s | 7 | | | | | | | | | | | | | | | | | | | | | | |
| 8 | T | U | V | t | u | v | 8 | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | W | X | Y | Z | w | x | y | z | 9 | | | | | | | | | | | | | | | | | | | | | | |
| 0 | 0 | - | . | ! | “ | , | ; | : | ^ | ` | _ | = | / | | ' | ? | \$ | @ | % | & | + | (|) | [|] | { | } | < | > | | |
| * | * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # | # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

CH2903

Registering Fax Destinations

This section describes how to register fax destinations in the Address Book using the control panel.

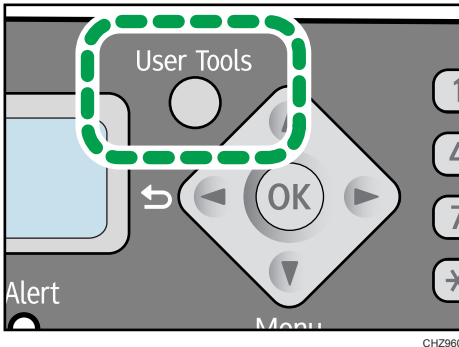
The Address Book can also be edited using Smart Organizing Monitor. For details, see the Smart Organizing Monitor Help.

★ Important

- The Address Book data may become damaged or lost unexpectedly. The manufacturer shall not be held responsible for any damages resulting from such data loss.

Registering Fax Destinations

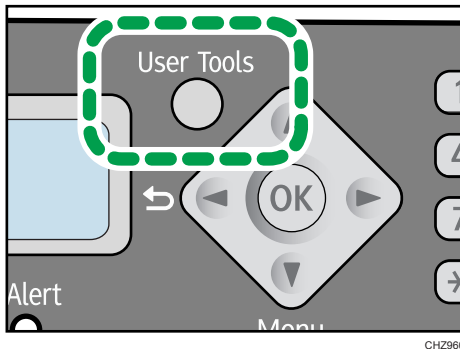
1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Address Book], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Fax Speed Dial Dest.], and then press the [OK] key.
4. Press the [▼] or [▲] key to select the Dial number, and then press the [OK] key.
5. Enter the fax number using the number keys, and then press the [OK] key.
6. Enter the fax name using the number keys, and then press the [OK] key.
7. Press the [User Tools] key to return to the initial screen.

Modifying or Deleting Fax Destinations

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Address Book], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [Fax Speed Dial Dest.], and then press the [OK] key.
4. Press the [▼] or [▲] key to select the Speed Dial number, and then press the [OK] key.
5. Modify the fax number using the [▼], [▲], and number keys, and then press the [OK] key.
To delete the fax destination, use the [▲] key to delete all numbers, and then press the [OK] key. Proceed to Step 7.
6. Modify the fax name using the [▼], [▲], and number keys, and then press the [OK] key.
7. Press the [User Tools] key to return to the initial screen.

Configuring Fax Destinations Using Smart Organizing Monitor

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP 100 Series].
3. Click [Smart Organizing Monitor for SP 100 Series Status].
4. On the [User Tool] tab, click [Printer Configuration].
5. Click the [Fax] tab.
6. To add a fax destination, specify [No.: (00 to 99)], [Destination:], and [Fax Number:], and then click [Apply] in the [Speed Dial] area.
7. To modify a fax destination, select the destination in [Speed Dial Destination List:], and then modify [Destination:] or [Fax Number:]. To apply the changes, click [Apply] in the [Speed Dial] area.
8. To delete a fax destination, select the destination in [Speed Dial Destination List:], and then click [Delete].

9. Click [Apply] located in the lower part of the window.
10. Click [OK].
11. Click [Close].
12. Click [OK].

Sending a Fax

★ Important

- It is recommended that you call the receiver and confirm that they received the fax after sending important documents.

A fax number can contain 0 to 9, pause, "*", "#", and space.

If necessary, insert a pause in the fax number. The machine pauses briefly before it dials the digits following the pause. You can specify the length of the pause time in the [Pause Time] setting under fax transmission settings.

To use tone services on a pulse-dialing line, insert "*" in the fax number. "*" switches the dialing mode from pulse to tone temporarily.

If the machine is connected to a telephone network through a PBX, be sure to enter the outside line access number specified in [PBX Access Number] before the fax number.

↓ Note

- No separator characters or spaces can be entered before the fax number.

Selecting Transmission Mode

There are two transmission modes: Memory Transmission and Immediate Transmission.

Memory Transmission

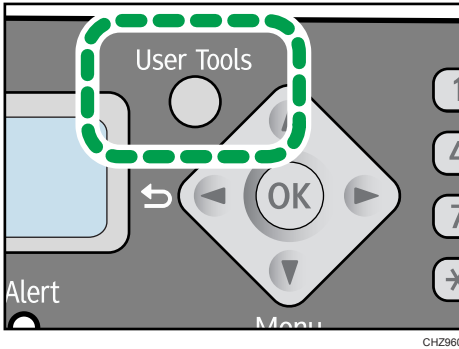
In this mode, the machine scans several originals into memory and sends them all at once. This is convenient when you are in a hurry and want to take the document away from the machine. In this mode, you can send a fax to multiple destinations.

In Memory Transmission mode, a single job can contain up to 10 pages, and the maximum of 5 jobs can be stored in the machine.

Immediate Transmission

In this mode, the machine scans the original and faxes it simultaneously, without storing it in memory. This is convenient when you want to send an original quickly. In this mode, you can only specify one destination.

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Fax Features], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [TX Settings], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Immediate TX], and then press the [OK] key.
5. Press the [▼] or [▲] key to select [Off], [On], or [Next Fax Only], and then press the [OK] key.

6

For Memory Transmission, select [Off].

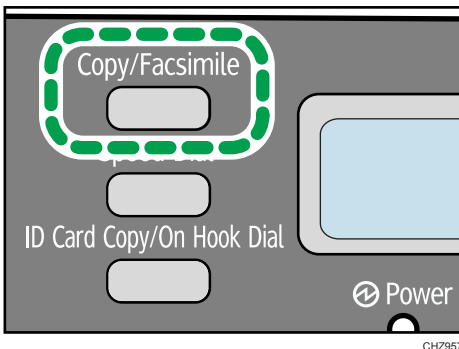
For Immediate Transmission, select [On] or [Next Fax Only].

6. Press the [User Tools] key to return to the initial screen.

Basic Operation for Sending a Fax

1. Make sure that the fax mode screen is displayed.

When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.

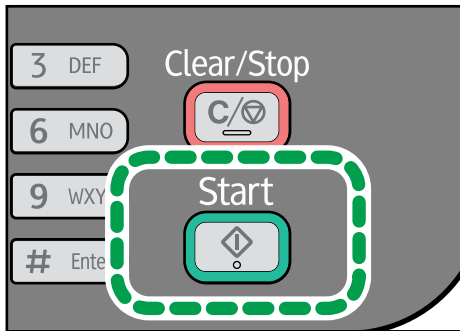


2. Place the original on the exposure glass or in the ADF.

3. Enter the fax number using the number keys.

If the machine is connected to a telephone network through a PBX, be sure to enter the outside line access number specified in [PBX Access Number] before the fax number.

4. Press the [Start] key.



Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the destination fax number. If the fax numbers do not match, go back to step 3.

When you place original on the exposure glass and Memory Transmission mode is enabled, perform the following steps to scan the subsequent pages of the original.

5. If you have more originals to scan, press the [1] key within 60 seconds, place the next original on the exposure glass, and then press the [OK] key. Repeat this step until all originals are scanned.

6. When all originals have been scanned, press the [2] key to start sending the fax.

↓ Note

- If Memory Transmission mode is enabled, the machine's memory may become full while scanning the originals. If this happens, the screen prompts you to cancel the transmission or to send only the pages that have been scanned successfully.

Canceling a fax

Follow the procedure below to cancel sending a fax.

When in Memory Transmission mode

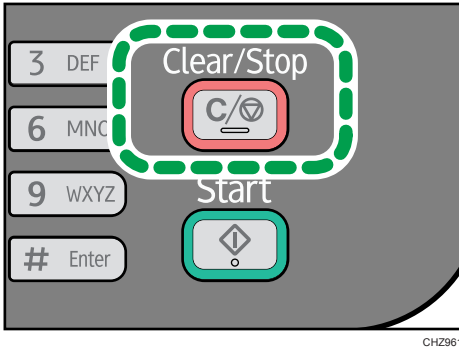
If you cancel sending a fax while the machine is scanning the original, the machine will not send the document.

If you cancel sending a fax during transmission, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

When in Immediate Transmission mode

If you cancel sending a fax while the machine is scanning the original, the fax transmission process is canceled immediately. In this case, an error is displayed on the other party's machine.

1. Press the [Clear/Stop] key.



2. Press the [1] key.

Note

- If you cancel sending a fax while broadcasting, only the fax to the current destination is canceled. The fax will be sent to the subsequent destinations as normal.

6

Specifying the Fax Destination

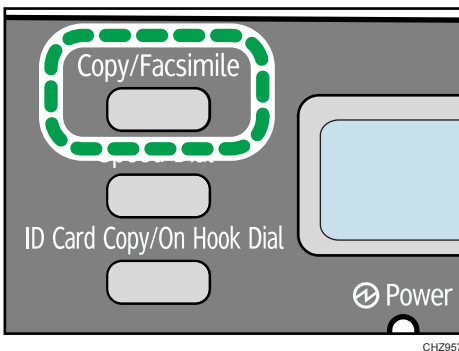
Other than entering the destination fax number using the number keys, you can specify destinations using the following functions:

- Using Speed Dial
- Using the Broadcast function
- Using the Redial function

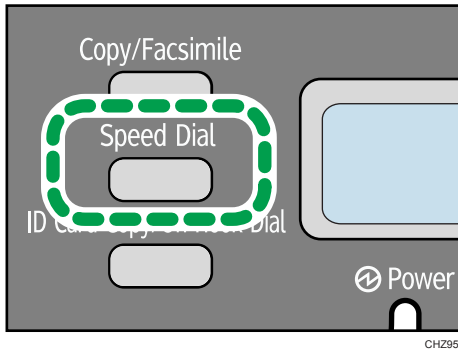
Specifying the destination using Speed Dial

1. Make sure that the fax mode screen is displayed.

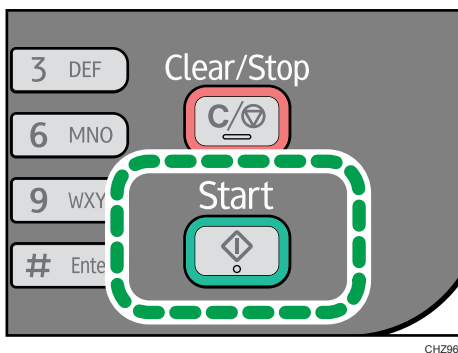
When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.



2. Place the original on the exposure glass or in the ADF.
3. Press the [Speed Dial] key.



4. Enter the Speed Dial number using the number keys, and then press the [OK] key.
5. Press the [Start] key.



When you place original on the exposure glass and Memory Transmission mode is enabled, perform the following steps to scan the subsequent pages of the original.

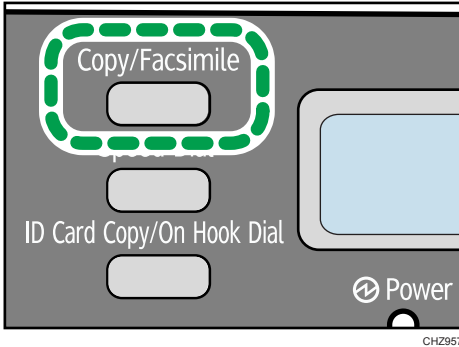
6. If you have more originals to scan, press the [1] key within 60 seconds, place the next original on the exposure glass, and then press the [OK] key. Repeat this step until all originals are scanned.
7. When all originals have been scanned, press the [2] key to start sending the fax.

Specifying the destination using the broadcast function

You can send a fax to multiple destinations simultaneously.

1. Make sure that the fax mode screen is displayed.

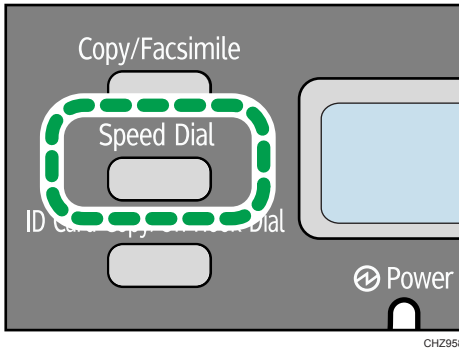
When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.



2. Place the original on the exposure glass or in the ADF.
3. Add a destination by using one of the following methods:

To add a Speed Dial destination

1. Press the [Speed Dial] key.



2. Select a destination using the number keys, and then press the [OK] key.
3. Press the [OK] key.

To add a manually-specified destination

1. Enter the destination fax number using the number keys.
2. Press the [OK] key.

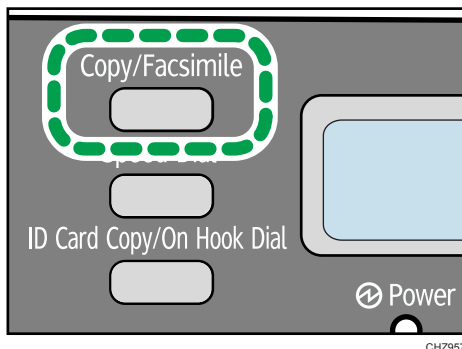
4. Go back to step 3 to add further destinations.
5. Press the [Start] key.

Specifying the destination using the redial function

This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination each time.

1. Make sure that the fax mode screen is displayed.

When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.

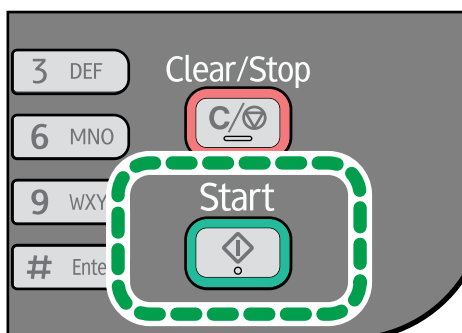


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2. Place the original on the exposure glass or in the ADF.

3. Press the [▼] or [▲] key to select [Redial], and then press the [OK] key.

4. Press the [Start] key.



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Useful Sending Functions

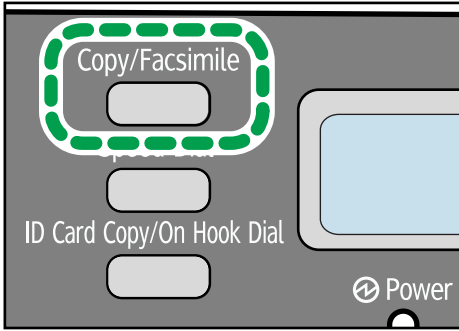
You can confirm the status of the other party's machine easily before sending a fax by using the On Hook Dial function. If you have an extra telephone, you can talk and send a fax in one call.

Sending a fax using On Hook Dial

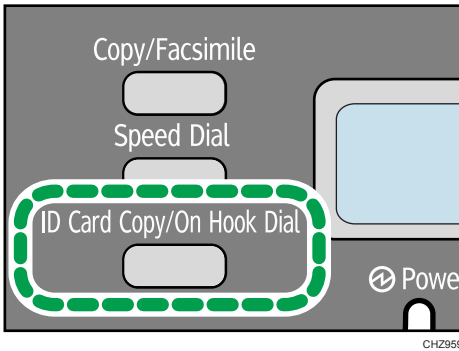
The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. This function is useful when you want to ensure that the fax will be received.

1. Make sure that the fax mode screen is displayed.

When the copier mode screen is displayed, press the [Copy/Facsimile] key to switch to the fax mode screen.



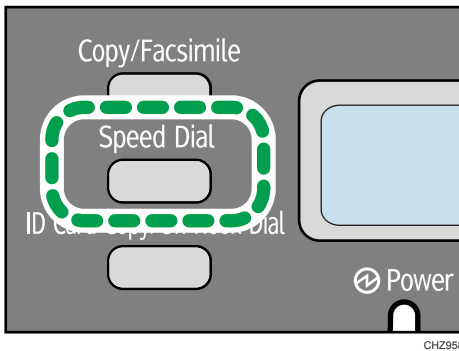
2. Place the original on the exposure glass or in the ADF.
3. Press the [ID Card Copy/On Hook Dial] key.



4. Add a destination by using one of the following methods:

To add a Speed Dial destination

1. Press the [Speed Dial] key.



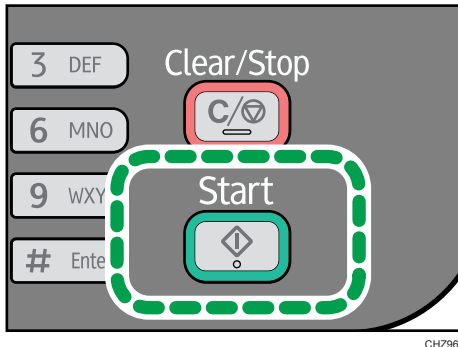
2. Select a destination using the number keys, and then press the [OK] key.
3. Press the [OK] key.

To add a manually-specified destination

1. Enter the destination fax number using the number keys.

2. Press the [OK] key.

5. Press the [Start] key.



6. Press the [1] key.

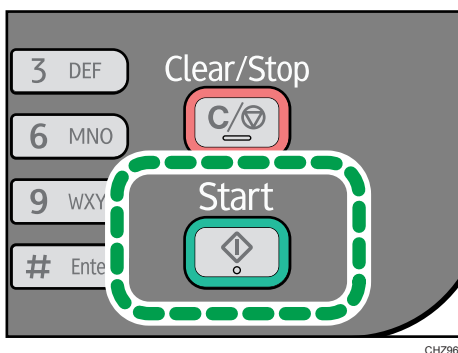
7. Press the [Start] key.

Sending a fax after a conversation

6

An external telephone allows you to send a fax after finishing your conversation, without having to disconnect and redial. This function is useful when you want to ensure that the fax will be received.

1. Place the original.
2. Pick up the handset of the external telephone.
3. Specify the destination using the external telephone.
4. When the other party answers, ask them to press their fax start button.
5. Press the [Start] key.



6. Press the [1] key.

7. Press the [Start] key.

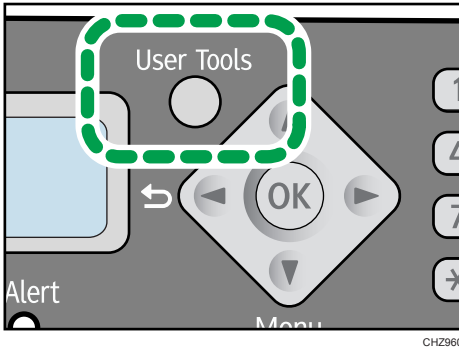
8. Replace the handset.

Specifying the Scan Settings

Adjusting image density

There are five image density levels. The darker the density level, the darker the printout.

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Fax Features], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [TX Settings], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Density], and then press the [OK] key.
5. Press the [▼] or [▲] key to select the density level or [Erase Background], and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

Specifying the resolution

Standard

Select this when the original is a printed or typewritten document with normal-sized characters.

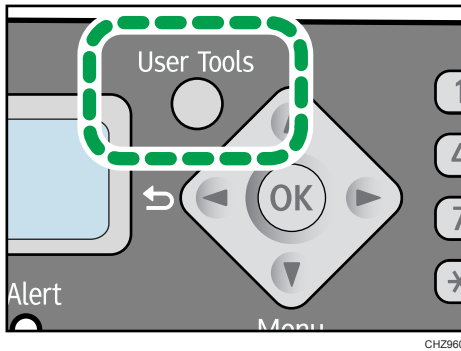
Detail

Select this when the original is a document with small print.

Photo

Select this when the original contains images such as photographs or shaded drawings.

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Fax Features], and then press the [OK] key.
3. Press the [▼] or [▲] key to select [TX Settings], and then press the [OK] key.
4. Press the [▼] or [▲] key to select [Resolution], and then press the [OK] key.
5. Press the [▼] or [▲] key to select the resolution settings, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

Receiving a Fax

★ Important

- When receiving an important fax, we recommend you confirm the contents of the received fax with the sender.

↓ Note

- The maximum number of fax pages that can be received and stored in the machine's memory is 100 pages (50 jobs).
- An external telephone is required to use this machine as a telephone.
- Only A4 or Letter size paper can be used for printing faxes.

Selecting Reception Mode

The reception modes are as follows:

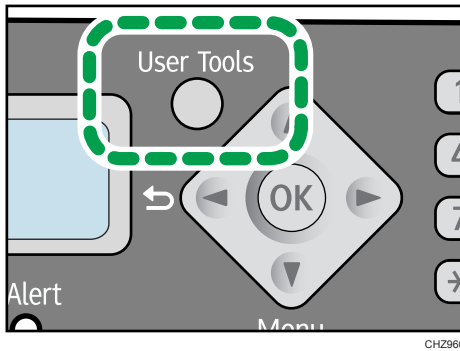
When using the machine only as a fax machine

- Manual mode
In this mode, you must answer calls with the [ID Card Copy/On Hook Dial] key. If a call is a fax call, you have to start the fax reception manually.
- Auto mode
In this mode, the machine automatically answers all incoming calls in fax reception mode.

When using the machine with an external phone

- Manual mode
In this mode, you must answer calls with an external telephone. If a call is a fax call, you have to start the fax reception manually.
- Auto mode
In this mode, the machine automatically answers all incoming calls in fax reception mode.
If you answer a call with the external telephone while the machine is ringing, the telephone call is normal. If you hear a fax calling tone or no sound, receive the fax manually.

1. Press the [User Tools] key.

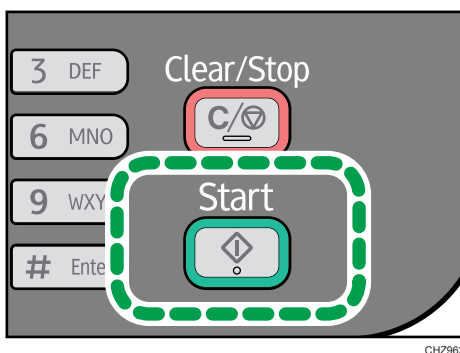


2. Press the [▼] or [▲] keys to select [Fax Features], and then press the [OK] key.
3. Press the [▼] or [▲] keys to select [RX Settings], and then press the [OK] key.
4. Press the [▼] or [▲] keys to select [Switch RX Mode], and then press the [OK] key.
5. Press the [▼] or [▲] keys to select the reception mode, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

6

Receiving a fax in Manual mode

1. Pick up the handset of the external telephone to answer the call.
Press the [ID Card Copy/On Hook Dial] key if no external telephone is connected.
2. When you hear a fax calling tone or no sound, switch to fax mode using the [Copy/Facsimile] key, and then press the [Start] key.



3. Press the [3] key.
4. Press the [Start] key.
5. Replace the handset.
Press the [ID Card Copy/On Hook Dial] key if no external telephone is connected.

Receiving a fax in Auto mode

When the reception mode is set to Auto mode, the machine automatically answers all incoming calls in fax reception mode.

↓ Note

- You can specify the number of times the machine rings before answering a call in the [Number of Rings] setting under [Fax Features].
- If you answer a call with the external telephone while the machine is ringing, a normal telephone call starts. If you hear a fax calling tone or no sound, receive the fax manually.

Lists/Reports Related to Fax

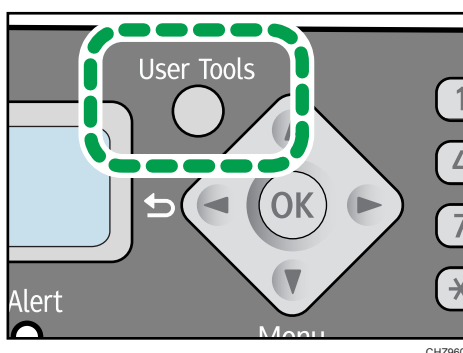
The lists and reports related to the fax function are as follow:

- Fax Journal
Prints a fax transmission and reception journal for the last 100 jobs.
- TX Status Report
Prints out the latest Transmission result.
- TX Standby File List
Prints a list of unsent fax jobs remaining in the machine's memory.
- Power Failure Report
Prints a report when the machine's power has been interrupted while sending or receiving a fax, or images stored in the machine's memory have been lost due to the machine being turned off for a prolonged period of time.
- Fax Speed Dial List
Prints a list of Speed Dial entries.

7. Configuring the Machine Using the Control Panel

Basic Operation

1. If you want to configure the machine's system settings, press the [User Tools] key.



2. Press the [▼] or [▲] key to select the settings you want to use.

The machine's default settings are grouped into the following six categories:

- [System Settings], [Printer Features], [Copier Features], [Fax Features], [Address Book], [Print List/Report].

3. To confirm setting items and values displayed, press the [OK] key.

4. To go back to the previous item, press the [◀] key.

↓ Note

- To return to the initial screen, press the [◀] key the same amount of times as the number of selected items, or press the [User Tools] key once.

Copier Features Settings

Sort

Configures the machine to sort the output pages into sets when making multiple copies of a multi-page document (P1, P2, P1, P2...).

Default: [Off]

- On
- Off

Original Type

Specifies the content of originals so that the copy quality can be optimized.






Default: [Text/Photo]

- Text
Select this when the original contains only text and no photographs or images.
- Photo
Select this when the original contains photographs or images. Use this mode for the following types of original:
 - Photographs
 - Pages that are entirely or mainly composed of photographs or images, such as magazine pages.
- Text/Photo
Select this when the original contains both text and photographs or images.

Density

Specifies the image density for photocopying.


Default: 


-  (Lightest)
- 
- 
- 
-  (Darkest)

Reduce/Enlarge

Specifies the percentage by which copies are enlarged or reduced.

Default: [100%]

-  (mainly Europe and Asia)
50%, 71%, 82%, 93%, 100%, 122%, 141%, 200%, Zoom: 25-400%

-  **Region B** (mainly North America)
50%, 65%, 78%, 93%, 100%, 129%, 155%, 200%, Zoom: 25-400%

Combine

Select this to photocopy two or four pages of an original onto a single sheet of paper.

Default: **[Off]**

- Off
- 2 on 1
 - Portrait
 - Landscape
- 4 on 1
 - Portrait: L to R
 - Portrait: T to B
 - Landscape: L to R
 - Landscape: T to B

For details, see p.40 "Combining Multiple Pages".

2 Sided Copy

Sets the machine to make 2-sided copies by copying single-sided documents onto the front and back sides of each sheet.

Default: **[Off]**

- Off
- Top to Top
 - Portrait
 - Landscape
- Top to Bottom
 - Portrait
 - Landscape

For details, see p.45 "Making 2-sided Copies".

Toner Saving

Reduces toner consumption when printing. When this setting is enabled, print quality may be degraded.

Default: **[Off]**

- Off
- On

Fax Features Settings

TX Settings

Immediate TX

Sets the machine to send a fax immediately when the original is scanned.

Default: **[Off]**

- Off
Select this when using Memory Transmission.
- On
Select this when using Immediate Transmission.
- Next Fax Only
Select this when using Immediate Transmission for the next transmission only.

Resolution

Specifies the resolution to use for scanning originals.

Default: **[Standard]**






- Standard
Select this when the original is a printed or typewritten document with normal-sized characters.
- Detail
Select this when the original is a document with small print.
- Photo
Select this when the original contains images such as photographs or shaded drawings.

Density

Specifies the image density to use for scanning originals.

[Erase Background] is not available, when [Resolution] is set to [Photo].

Default: **[Erase Background]**

-  (Lightest)
- 
- 
- 
-  (Darkest)
- Erase Background

Pause Time

Specifies the length of pause time when a pause is inserted between the digits of a fax number.

Default: **3** seconds

- 1 to 15 seconds, in 1 second increments

Auto Redial

Sets the machine to redial the fax destination automatically when the line is busy or a transmission error occurs.

Default: **[On]**

- Off
- On

If [Auto Redial] is set to [On], the redial count and interval can be specified.

The redial count is 3 times.

The redial interval is 5 minutes.

Print Fax Header

Sets the machine to add a header to every fax you send. The header includes the current date and time, user fax name and number, Session number, and page information.

Default: **[On]**

- Off
- On

RX Settings

Switch RX Mode

Specifies the reception mode.

Default: **[Auto]**

- Auto

The machine automatically answers all incoming calls in fax reception mode.

- Manual

The machine rings when it receives incoming calls. The machine receives faxes only when you manually receive faxes.

Auto Reduction

Sets the machine to reduce the size of a received fax if it is too large to print on a single sheet of paper.

Note that the machine only reduces the size down to maximum by 74%. If further reduction is required to fit the fax on a single sheet, it will be printed on separate sheets without being reduced.

Default: [On]

- Off
- On

Sort

Begins printing from the last page when the data has been received within the memory.

Default: [Off]

- Off
- On

Number of Rings

Specifies the number of times the machine rings before it starts to receive faxes in [Switch RX Mode] is [Auto].

Default: 3 times

- 3 to 5 times, in increments of 1

Add Footer

Sets the machine to add a footer to every fax you received.

Default: [On]

- Off
- On

7

Del. TX Standby File

Deletes unsent fax jobs remaining in the machine's memory.

This function is only performed when selected.

- Delete File
To delete a fax job, select the job you want to delete.
- Delete All Files
To delete all fax jobs.

Comm. Settings

ECM Transmission

Sets the machine to automatically resend parts of the data that are lost during transmission.

Default: [On]

- Off
- On

ECM Reception

Sets the machine to automatically receive parts of the data that are lost during reception.

Default: **[On]**

- Off
- On

Dial Tone Detect

Sets the machine to automatically detect a dial tone before dialing the destination.

Default: **[Detect]**

- Detect
- Do not Detect

Transmission Speed

Specifies the transmission speed for the fax modem.

Default: **[33.6 Kbps]**

- 33.6 Kbps
- 14.4 Kbps
- 9.6 Kbps
- 7.2 Kbps
- 4.8 Kbps
- 2.4 Kbps

Reception Speed

Specifies the reception speed for the fax modem.

Default: **[33.6 Kbps]**

- 33.6 Kbps
- 14.4 Kbps
- 9.6 Kbps
- 7.2 Kbps
- 4.8 Kbps
- 2.4 Kbps

Dial/Push Phone

Specifies the line type of the telephone line.

To configure this setting, contact your telephone company and select the setting based on your telephone line. Selecting the wrong setting may result in transmission errors.

Default: **[Push Phone]**

- Push Phone
- Dial Phone (1OPPS)

PSTN / PBX

Sets the machine to connect to a public switched telephone network (PSTN) or a private branch exchange (PBX).

Default: **[PSTN]**

- PSTN
- PBX

PBX Access Number

Specifies the dial number to access the external line when the machine is connected to a PBX.

Make sure that this setting matches your PBX settings. Otherwise, you may not be able to send faxes to external destinations.

Default: **9**

- 0 to 999

Fax No. Confirmation

If this setting is enabled, when trying to send a fax by manually entering a fax number, the user will be prompted to re-enter the number for confirmation. If the numbers do not match, the fax cannot be sent.

Default: **[Off]**

- Off
- On

Report Print Set.

TX Status Report

Sets the machine to print a transmission report automatically after a fax transmission.

Default: **[EveryTX: With Image]**

- Error Only
Prints a report when a transmission error occurs.
- Error: With Image
Prints a report with an image of the original when transmission error occurs.
- Every TX
Prints a report for every fax transmission.
- EveryTX: With Image
Prints a report with an image of the original for every fax transmission.
- Do not Print

Fax Journal

Sets the machine to print a fax journal automatically for every 100 fax jobs (both sent and received).

Default: [**Auto Print**]

- Auto Print
- Do not Auto Print

Address Book Settings

Fax Speed Dial Dest.

Fax numbers and names can be registered in the speed dial list. Up to 100 entries can be registered.

To register a fax name containing double-byte characters, use Smart Organizing Monitor.

For details, see p.56 "Registering Fax Destinations".

System Settings

Tray Paper Settings

Paper Size

Specifies the paper size.

 **Region A** (mainly Europe and Asia)

Default: [A4]

 **Region B** (mainly North America)

Default: [LT (8 1/2 x 11)]

- A4, B5, A5, B6, A6, LT (8 1/2 x 11), HLT (5 1/2 x 8 1/2), EXE (7 1/4x10 1/2), 16K (197x273mm), 16K (195x270mm), 16K (184x260mm), Custom

Paper Type

Specifies the paper type.

Default: [Plain Paper]

- Plain Paper, Recycled Paper, Thin Paper, Thick Paper

Adjust Sound Volume

Specifies the volume of the sounds produced by the machine.

Select the setting for each item from [Off], [Low], [Middle], or [High].

Panel Key Sound

Specifies the volume of the beep sound when a key is pressed.

Default: [Middle]

Alarm Volume

Specifies the volume of the alarm sound when an operation error occurs.

Default: [Middle]

On Hook Mode

Specifies the volume of the sound from the speaker during On Hook mode.

Default: [Middle]

Copy Job End Tone

Specifies the volume of the beep sound when a copy job is complete.

Default: [Off]

Copy Job Error Tone

Specifies the volume of the beep sound when a copy job error occurs.

Default: [Middle]

Print Job End Tone

Specifies the volume of the beep sound when a print job is complete.

Default: [Off]

Print Job Error Tone

Specifies the volume of the beep sound when a print job error occurs.

Default: [Middle]

Scan Job End Tone

Specifies the volume of the beep sound when a scan job is complete.

Default: [Off]

Scan Job Error Tone

Specifies the volume of the beep sound when a scan job error occurs.

Default: [Middle]

Fax TX End Tone

Specifies the volume of the beep sound when a fax transmission is complete.

Default: [Middle]

Fax TX Error Tone

Specifies the volume of the beep sound when a fax transmission error occurs.

Default: [Middle]

Fax RX End Tone

Specifies the volume of the beep sound when a fax reception is complete.

Default: [Middle]

Fax RX Error Tone

Specifies the volume of the beep sound when a fax reception error occurs.

Default: [Middle]

Set Date/Time

Set Date

Sets the date of the machine's internal clock.

- Year: 2000 to 2099
- Month: 1 to 12
- Day: 1 to 31

Set Time

Sets the time of the machine's internal clock.

- Hour: 0 to 23

- Minute: 0 to 59

Program Fax Info.

Specifies the user information for sending a fax.

- Own Fax Number

Specifies the fax number of the machine using up to 20 characters, including 0 to 9, space, and "+".

- Own Name

Specifies the name of the machine using up to 20 characters.

Function Priority

Specifies the mode that is activated when the power is turned on.

Default: **[Copier]**

- Copier
- Facsimile

Energy Saver Mode

Sets the machine to enter Energy Saver Mode, Energy Saver Mode 1 or Energy Saver Mode 2, to reduce power consumption. The machine recovers from Energy Saver Mode when it receives a print job, prints a received fax, TWAIN scan directions from the computer, or when the any key is pressed.

Energy Saver Mode 1

The machine enters Energy Saver Mode 1 if the machine has been idle for about 30 seconds. It takes less time to recover from Energy Saver Mode 1 than from power-off state or Energy Saver Mode 2, but power consumption is higher in Energy Saver Mode 1 than in Energy Saver Mode 2.

Default: **[Off]**

- Off
- On

Energy Saver Mode 2

The machine enters Energy Saver Mode 2 after the period of time specified for this setting has passed. The machine consumes less power in Energy Saver Mode 2 than in Energy Saver Mode 1, but it takes longer to recover from Energy Saver Mode 2 than from Energy Saver Mode 1.

Default: **[On]** (1 minute)

- On (1 to 30 minutes, in 1 minute increments)

Language

Specifies the language used on the screen and in reports.

- English, German, French, Italian, Spanish, Dutch, Swedish, Norwegian, Danish, Finnish, Portuguese, Czech, Hungarian, Polish, Russian, Portuguese (BR), Turkish

Country Code

Selects the country in which the machine is used. The country code you specify determines the time and date display format and the default values of the fax transmission-related settings.

Make sure to select the country code correctly. Selecting a wrong country code may cause failures in fax transmissions.

Default: [USA]

Fixed USB Port

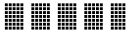





Specifies whether the same driver can be used for multiple machines or not under USB connection.

Default: [Off]

- On
The same driver you have installed on your computer can be used with any machine other than the one originally used for installation as long as the machine is the same model.
- Off
You must install the driver separately for individual machines, because a machine that is not the original will be recognized as a new device upon USB connection.

Print Cartridge

Displays information about consumables.

-  (New)
- 
- 
- 
- 
-  (Needs replacing)

Low Humidity Mode

When the machine is used in a low humidity environment, black stripes with a few millimeters width may appear. Selecting [On] should prevent such black stripes from appearing.

Default: [Off]

- On
- Off

Registration

Adjusts the position of the input tray. Adjust the value by using the [▼] or [▲] key.

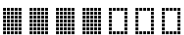
Default: 0



- Horizontal (-15 to +15 mm, in 1 mm increments)

- Vertical (-15 to +15 mm, in 1 mm increments)

Adjust Image Density

Adjusts the density of printing.

Default: 

-  (Lightest)
- 
- 
- 
- 
- 
- 
-  (Darkest)

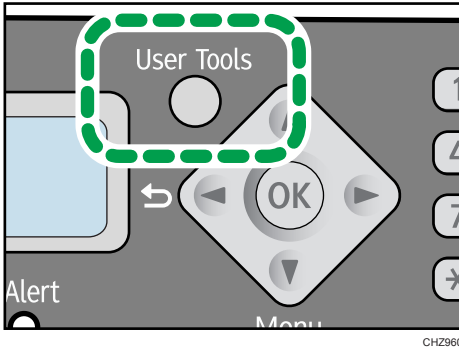
Reset Settings

- Reset All Settings
Resets all settings to the factory default, except for the language, date and time, and fax Speed Dialing settings.
- Clear Address Book
Deletes all fax speed dial entries.

Printing Lists/Reports

Printing the Configuration Page

1. Press the [User Tools] key.



2. Press the [▼] or [▲] key to select [Print List/Report], and then press the [OK] key.
3. Press the [▼] or [▲] key to select types of report, and then press the [OK] key.

Types of Report

Configuration Page

Prints the machine's general information and current configuration.

Test Page

Checks the results of print position adjustment.

Fax Journal

Prints a fax transmission and reception journal for the last 100 jobs.

TX Status Report

Prints the latest transmission report.

TX Standby File List

Prints a list of unsent fax jobs remaining in the machine's memory.

Fax Speed Dial List

Prints a list of Speed Dial entries.

Printer Features Settings

I/O Timeout

Timeout: USB

Specifies how many seconds the machine waits for print data and if the data is interrupted while being sent from the computer via USB. If the machine does not receive any data within the specified time, the machine only prints the data it has received.

Default: **60** sec.

- Off
- 15 sec.
- 60 sec.
- 300 sec.

Auto Continue

Sets the machine to ignore errors on paper size or type and continue printing. The printing stops temporarily if an error is detected, and resumes automatically after about ten seconds, depending on the settings specified in the control panel.

Default: [**Off**]

- On
- Off

Sub Paper Size

Sets the machine to print onto paper of another size if the specified paper is not loaded in tray. Alternative sizes are preset to A4 and Letter.

Default: [**Off**]

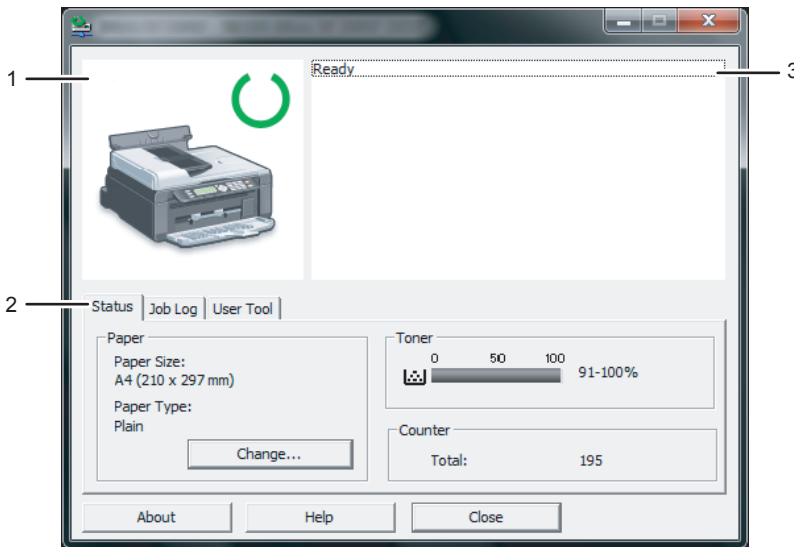
- On
- Off

8. Configuring the Machine Using Smart Organizing Monitor

Checking the System Information

The state and status information of the machine can be checked using Smart Organizing Monitor.

Checking the Status Information



CH2920

1. Image area

Displays the status of this machine with an icon.

2. Status area

- Paper Size
Displays the paper size configured on the machine.
- Paper Type
Displays the paper type configured on the machine.
- Toner
The remaining toner level is displayed in ten levels.
- Counter
Displays the number of pages that have been printed by the machine.

3. Message area

Displays the status of this machine with a message.

For details about error messages, see p.121 "Error and Status Messages Appear on the Smart Organizing Monitor".

Printing the Configuration Page

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP 100 Series].
3. Click [Smart Organizing Monitor for SP 100 Series Status].
4. On the [User Tool] tab, select [Configuration Page] in the [List / Test:] list.
5. Click [Print].

Configuring the Machine Settings

Smart Organizing Monitor is used to modify the machine's settings.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP 100 Series].
3. Click [Smart Organizing Monitor for SP 100 Series Status].
4. On the [User Tool] tab, click [Printer Configuration].
5. Change the settings if necessary.
6. Click [OK].
7. Click [Close].

Tab Settings

This section provides a tab-by-tab overview of the machine settings that can be modified using Smart Organizing Monitor. For more information on each setting item, see the Smart Organizing Monitor Help.

System tab

- Register custom paper sizes.
- Adjust the printing position or density to improve the printing quality when printed results are not satisfactory.
- Enable or disable Energy Saver Mode, and specify the amount of time that will elapse before switching to it.
- Update the machine firmware.

Fax tab

- Specify the fax name and number of the machine.
- Register, edit, and delete speed dial entries.

Updating the Firmware

★ Important

- In no event shall the company be held liable to customers for damages of any kind resulting from use or loss of use of this software.
- The company shall also not be held liable for any disputes between the customer and third parties resulting from any use or loss of use of this software.
- To make sure that a firmware update has successfully completed, print the configuration page before and after the update.
- Never disconnect the USB cable during a firmware update.
- Disconnect any unnecessary cables from the machine when running a firmware update.
- If necessary, modify power management settings on your computer in advance so that the computer will not enter standby or sleep mode when during a firmware update.
- Download the firmware from the manufacturer's Web site.

To update the firmware, use the Smart Organizing Monitor from Windows.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP 100 Series].
3. Click [Smart Organizing Monitor for SP 100 Series Status].
4. On the [User Tool] tab, click [Printer Configuration].
5. On the [System] tab, click [Printer Firmware Update...].
6. Click [OK].
7. Specify the location of the DWN file, and then click [Open].
8. After a message is displayed on the Smart Organizing Monitor to indicate that the firmware update has completed, turn the machine's power Off and then On again.

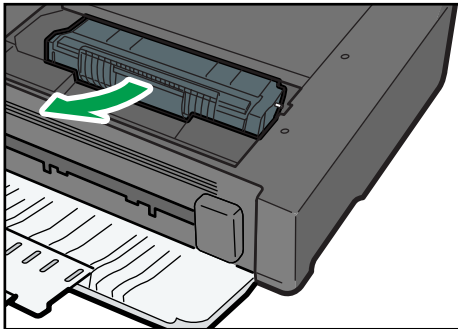
9. Maintaining the Machine

Replacing the Print Cartridge

★ Important

- If “Out of Toner / Print Cartridge” is displayed in the control panel, replace the print cartridge by following the procedure described below.
- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time.
- For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.
- The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

1. Open the maintenance cover.
2. Hold the grips of the print cartridge, and then pull it out of the machine.

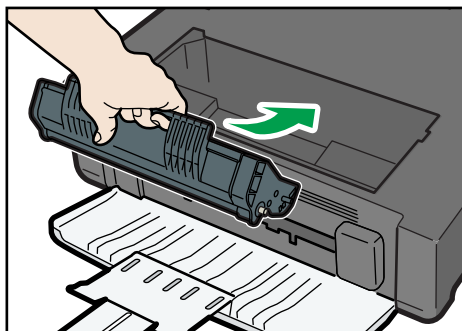


CHZ013

3. Take the new print cartridge out of the box, and then take it out of the plastic bag.
4. Hold the print cartridge and shake it from side to side five or six times.

Even distribution of toner within the bottle improves print quality.

5. Hold the grips of the print cartridge, and then insert it into the machine until it stops.



CHZ017

6. Close the maintenance cover.

Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

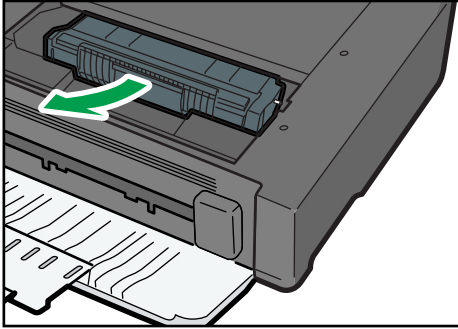
Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

Important

- To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzene and thinner, or spray insecticide on the machine.
- If there is dust or grime inside the machine, wipe with a clean, dry cloth.
- You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.
- Do not allow paper clips, staples, or other small objects to fall inside the machine.

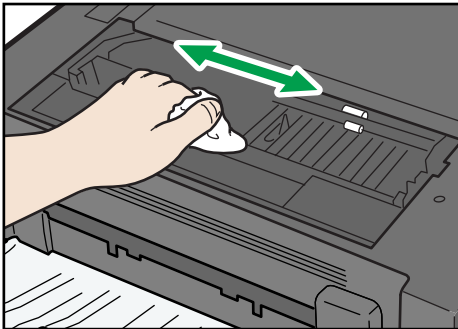
Cleaning the Inside of the Machine

1. Open the maintenance cover.
2. Hold the grips of the print cartridge, and then pull it out of the machine.



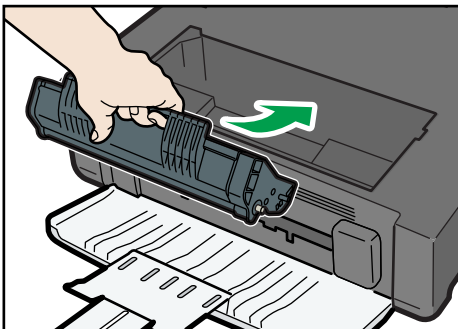
CHZ013

3. Using a cloth, wipe the inside of the machine.



CHZ028

4. Hold the grips of the print cartridge, and then insert it into the machine until it stops.



CHZ017

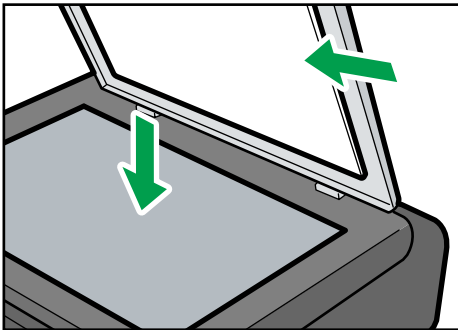
5. Close the maintenance cover.

Cleaning the Exposure Glass

1. Lift the exposure glass cover.

Be careful not to hold the input tray when lifting the exposure glass cover, for the tray might be damaged.

2. Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.



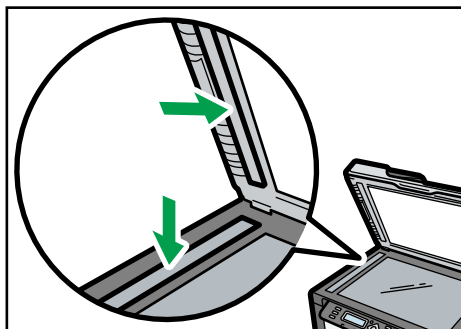
CHZ020

Cleaning the Auto Document Feeder

1. Lift the ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

- ### 2. Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.



CHZ021

10. Troubleshooting

Common Problems

This section describes how to troubleshoot common problems that may occur while operating the machine.

| Problem | Possible cause | Solution |
|-------------------------------|--|--|
| The machine does not turn on. | The power cord is not connected properly. | <ul style="list-style-type: none">• Make sure that the power plug is firmly inserted into the wall outlet.• Make sure that the wall outlet is not defective by connecting another working device. |
| Pages are not printed. | <ul style="list-style-type: none">• The USB cable is not connected correctly.• Front cover is closed. | <ul style="list-style-type: none">• Reconnect the USB cable.• Open the front cover and tray extension. |
| Strange noise is heard. | The consumable is not properly installed. | Confirm that the consumable is properly installed. |


Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

| Problem | Solution |
|---|---|
| Paper does not feed smoothly. | <ul style="list-style-type: none"> • Use supported types of paper. See p. 15 "Supported Paper". • Load paper correctly, making sure that the paper guides are properly adjusted. See p.20 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it bottom in the tray. |
| Paper jams occur frequently. | <ul style="list-style-type: none"> • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large areas of solid color, which consume a lot of toner. • Use supported types of paper. See p. 15 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. |
| Multiple sheets of paper are fed at one time. | <ul style="list-style-type: none"> • Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See p. 15 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. • Check that paper was not added while there was still some left in the tray. <p>Only add paper when there is none left in the tray.</p> |

| Problem | Solution |
|---|--|
| Paper gets wrinkles. | <ul style="list-style-type: none"> • Paper is damp. Use paper that has been stored properly. See p.15 "Supported Paper". • Paper is too thin. See p.15 "Supported Paper". • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. |
| The printed paper is curled. | <ul style="list-style-type: none"> • Load the paper upside down in the paper tray. • Paper is damp. Use paper that has been stored properly. See p.15 "Supported Paper". |
| <p>Images are printed diagonally to the pages.</p>  | <p>If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.</p> |

Removing Printing Jams

★ Important

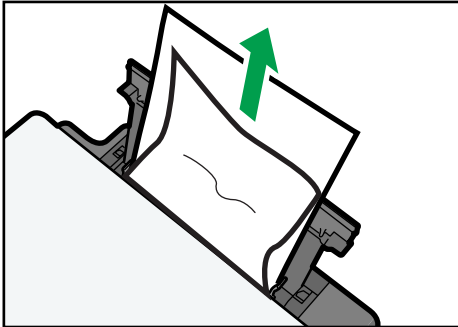
- Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.
- Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.
- Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.
- Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.

If paper jams inside the machine

★ Important

- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.

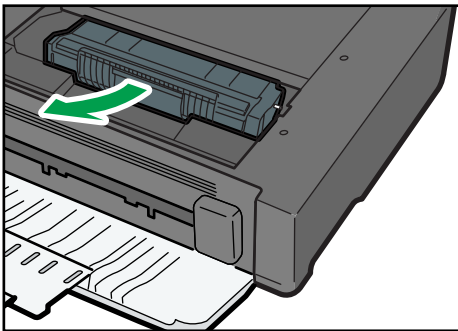
1. Pull out the jammed paper carefully.



CHZ024

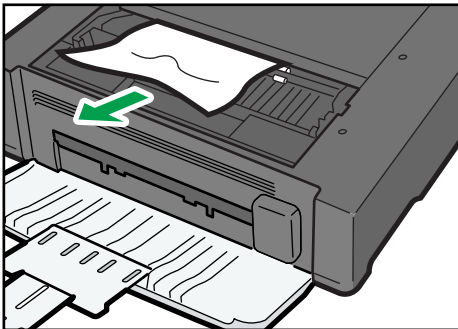
If you cannot find the misfed paper, look inside the machine.

2. Open the maintenance cover.
3. Hold the grips of the print cartridge, and then pull it out of the machine.

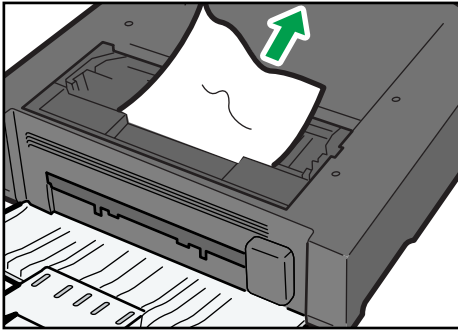


CHZ013

4. Pull out the misfed paper by holding both sides of paper. Be careful not to get toner dust on your hands or clothes.

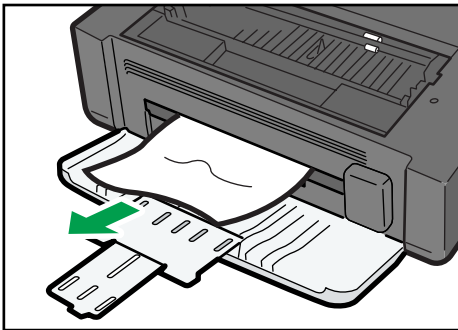


CHZ015



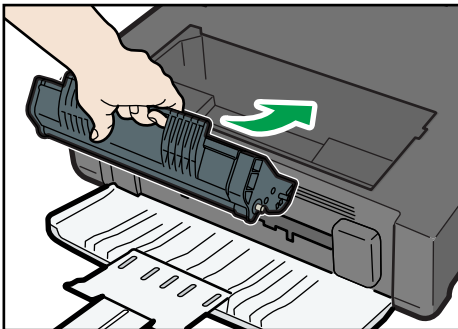
CHZ025

5. If it is difficult to remove the jammed paper out of the main unit, remove the jammed paper from the output tray side.



CHZ026

6. Hold the grips of the print cartridge, and then insert it into the machine until it stops.

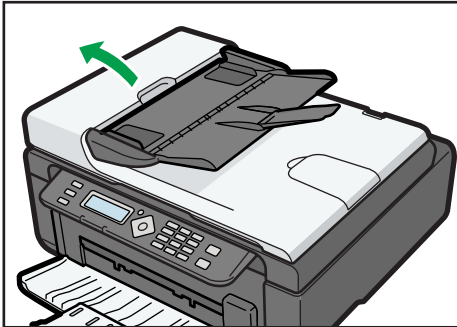


CHZ017

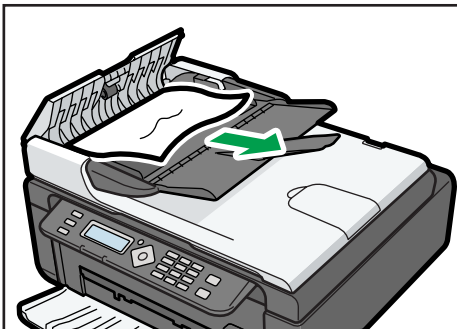
7. Close the maintenance cover.

Removing Scanning Jams

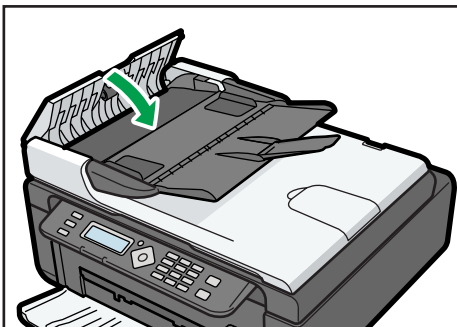
1. Open the ADF cover.



2. Gently pull the jammed original to remove it. Be careful not to pull the original too hard, as it may rip.

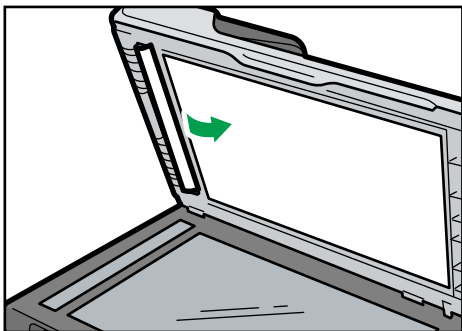


3. Close the ADF cover.



4. Lift the ADF, and if there is original remaining in the ADF, gently pull the jammed original to remove it.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.



CHZ022

5. Close the ADF.

Print Quality Problems

Checking the Condition of the Machine

If there is a problem with the quality of printing, first check the condition of the machine.

| Possible Cause | Solution |
|---|--|
| There is a problem with the machine's location. | Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock. |
| Unsupported types of paper is used. | Make sure that the paper being used is supported by the machine. See p.15 "Supported Paper". |
| The paper type setting is incorrect. | Make sure that the paper type setting of the printer driver matches the type of paper loaded. See p.15 "Supported Paper". |
| A non-genuine print cartridges is being used. | Non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See p. 125 "Consumables". |
| An old print cartridges is being used. | Print cartridges should be opened before their expiration date and used within six months of being opened. |
| The machine is dirty. | See p.97 "Maintaining the Machine", and clean the machine as required. |

Printer Problems

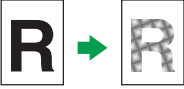
| Problem | Solution |
|--|--|
| An error occurs. | <p>If an error occurs when printing, change the computer or printer driver settings.</p> <ul style="list-style-type: none"> • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used. |
| A print job is canceled. | <ul style="list-style-type: none"> • Set I/O Timeout to a larger value than the current settings. |
| There is considerable delay between the print start command and actual printing. | <ul style="list-style-type: none"> • Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while. • To speed up printing, reduce the printing resolution using the printer driver. |
| The whole printout is blurred. | <ul style="list-style-type: none"> • Paper is damp. Use paper that has been stored properly. See p. 15 "Supported Paper". • If you enable [Toner Saving], printing is generally less dense. • Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized. |
| <p>Cannot print properly when using a certain application, or cannot print image data properly.</p> <p>Some characters are printed faintly or not printed.</p> | <ul style="list-style-type: none"> • Change the print quality settings. |

Print Positions Do Not Match Display Positions

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

| Possible Cause | Solution |
|---|--|
| Page layout settings have not been configured. | Check that the page layout settings are properly configured in the application. |
| The paper size setting does not match the paper loaded. | Make sure the paper size selected in the printer properties dialog box matches the size of the paper loaded. |

Copier Problems

| Problem | Solution |
|--|--|
| Photocopied paper is blank. | The original was placed with the front and back reversed. See p.25 "Placing Originals". |
| Copied pages are too dark or too light. | Adjust the image density. |
| Copied pages do not look the same as the originals. | Select the correct scan mode according to the type of original. |
| Black spots appear when photocopying a photographic print. | The original may have stuck to the exposure glass due to high humidity. Place the original on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the exposure glass cover open when copying. |
| A moire pattern is produced.  | The original probably has heavily lined or dotted areas. Switching the setting for image quality between [Photo] and [Text/Photo] may eliminate the moire pattern. |
| Photocopied paper is dirty. | <ul style="list-style-type: none"> • Image density is too high. Adjust the image density. • Toner on the printed surface is not dry. Do not touch printed surfaces immediately after copying. Remove freshly printed sheets one by one, taking care not to touch printed areas. • The scanning part is dirty. • Before placing originals on the exposure glass, make sure that toner or correction fluid is dry. |
| When copying from the exposure glass, the print area of the copy is out of alignment with the original. | Place the original copy side down, making sure that it is aligned to the rear left corner and pressed flat against the exposure glass. |

Scanner Problems

| Problem | Solution |
|--|--|
| The scanned image is dirty. | <ul style="list-style-type: none">• The scanning part is dirty.• Before placing originals on the exposure glass, make sure that toner or correction fluid is dry. |
| The scanned image is distorted or out of position. | The original was moved during scanning. Do not move the original during scanning. |
| The scanned image is upside down. | The original was placed upside down. Place the original in the correct orientation. See p.25 "Placing Originals". |
| The scanned image is blank. | The original was placed with the front and back reversed. |
| The scanned image is too dark or too light. | Adjust the image density. |

Fax Problems

When an error code appears on the fax journal or TX status report

The table below describes the meaning of error codes that appear under "Status" on the fax journal or TX status report, and what to do when a particular error code appears.

TX Status Report

| Error Code | Solution |
|----------------------------|--|
| Err:1) | <p>The line was not connected correctly. The fax transmission did not finish successfully. There was a problem with either the transmission or reception.</p> <ul style="list-style-type: none"> • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. • If the problem persists, contact your sales or service representative. <p>Dial tone could not be detected.</p> <ul style="list-style-type: none"> • Set [Dial Tone Detect] to [Do not Detect]. |
| Err:2) Err:3) Err:4) | <p>Dial fails when trying to send faxes.</p> <ul style="list-style-type: none"> • Confirm that the fax number you dialed is correct. • Confirm that the destination is a fax machine. • Confirm that the line is not busy. • You may need to insert a pause between dial digits. Press the [ID Card Copy/On Hook Dial] key after, for example, the area code. • Confirm that [PSTN / PBX] under [Fax Features] is set properly for your connection method to the telephone network. See p.78 "Fax Features Settings". |
| Err:5) | <p>The [Clear/Stop] key was pressed while the fax was being sent or the original was being scanned. Send the fax again. When the error reoccurs even if the [Clear/Stop] key has not pressed, consult your service representative.</p> |

Fax Journal

| Error Code | Cause | Solution |
|------------|--|--|
| 0001 | The recipient's fax machine does not support G3 standard. | Select a transmission speed supported by the recipient fax machine, and resend the fax. |
| 0071 | Memory is full. | Print, send, or delete the jobs stored in the memory. |
| 0080 | The recipient's fax machine did not respond within 35 seconds. | Send the fax again. Contact the recipient and ask them to check that their fax machine is working properly. To send a fax to an international destination, enter a pause before the recipient's fax/telephone number. |
| 008D | The recipient's fax machine is out of paper. | Contact the recipient and ask them to load paper. |
| 00A0 | Sending fax was canceled manually. | Send the fax again. |
| 00A1 | The original is jammed. | Remove the jammed original. |
| 00FF | Redialing failed. | Make sure the recipient's fax number is correct, and check that the telephone line is properly connected. |

When other problems occur

The table below describes how to troubleshoot problems that do not produce an error code.

| Problem | Solution |
|--|--|
| Cannot send faxes. | Confirm the error code, and then perform the appropriate procedure to resolve the problem. |
| Cannot receive faxes even when sending them is possible. | <ul style="list-style-type: none"> A print cartridge is empty. Replace the print cartridge. See p.97 "Replacing the Print Cartridge". The input tray is empty. Load paper in the input tray. See p.20 "Loading Paper". If fax reception mode is manual mode, you must receive the fax manually. See p.70 "Receiving a Fax". |

| Problem | Solution |
|---|--|
| Cannot print received faxes. | <ul style="list-style-type: none"> • The input tray is empty. Load paper in the input tray. See p.20 "Loading Paper". • The input tray does not contain paper of the right size. Load paper of the right size in the input tray. |
| Faxes you sent appear spotty or dirty when received. | <ul style="list-style-type: none"> • The exposure glass or ADF is dirty. See p.102 "Cleaning the Auto Document Feeder". • Before placing originals on the exposure glass, make sure that ink or correction fluid is dry. |
| A fax you sent appears blank when received. | The original was placed upside down. Place the original in the correct orientation. See p.25 "Placing Originals". |
| Dirty spots may appear, or an image from the reverse side shows through copy received by the recipient. | Image density is too high. Adjust the image density. |
| Dial fails when trying to send faxes. | Confirm the error code, and then perform the appropriate procedure to resolve the problem. |

Error and Status Indicate on the Control Panel

Messages on the Screen

| Message | Causes | Solutions |
|--|--|--|
| Misfeed: Std. Tray Out of Paper | Paper has been jammed in the paper tray. The input tray has run out of paper. | <ul style="list-style-type: none"> Remove the jammed paper. See p.97 "Maintaining the Machine". Load paper to the input tray. See p.20 "Loading Paper". |
| Misfeed: Inner/ Outer | Paper has been jammed in the machine. | <ul style="list-style-type: none"> Remove the jammed paper. See p.104 "Paper Feed Problems". |
| Misfeed: ADF Open Cov. Rmv. Paper | An original has been jammed inside the ADF. | <ul style="list-style-type: none"> Remove jammed originals, and then place them again. See p.104 "Paper Feed Problems". Check the originals are suitable for scanning. See p.25 "Placing Originals". |
| Set Correct Size Ppr Press Start or Stop | The paper for making copies, printing faxes or Auto Report is not loaded. | Load the appropriate size paper. |
| Set Correct Size Ppr Press Start to Print | The paper for printing fax or Auto Report is not loaded. | Load A4 or Letter size paper in the input tray. |
| Cover Open | A cover is open. | Close the maintenance cover completely. |
| Memory Overflow Press Start or Stop | Memory has reached capacity during sort copy. | If several originals are still to be scanned, it is recommended to start printing now, and copy the remaining originals separately. If originals are being scanned from the ADF, remove any remaining pages from the ADF. |
| Cannot Print Fax Change Paper Size | An appropriate size paper for printing faxes is not loaded. | Load A4 or Letter size paper in the input tray. |
| Cannot Print Open Front Cover | Front cover is closed. | Open the front cover completely. |

| Message | Causes | Solutions |
|--|---|---|
| Cannot Print Report Change Paper Size | An appropriate size paper for printing Report is not loaded. | Load A4 or Letter size paper in the input tray. |
| Out of Toner Print Cartridge | The machine has run out of the toner. | Replace the print cartridge. See p.97 "Replacing the Print Cartridge". |
| Toner Almost Empty Print Cartridge | The print cartridge is almost empty. | Prepare a new print cartridge. |
| On Hook | The machine has been off-hook for an extended period of time. | Press the [ID Card Copy/On Hook Dial] key. |
| Connection Failed Dial Failed TX Comm. Error RX Comm. Error | The line could not be connected correctly. | <ul style="list-style-type: none"> • Confirm that the telephone line is properly connected to the machine. • Disconnect the telephone line from the machine, and connect a standard telephone in its place. Confirm that you can make calls using the telephone. If you cannot make calls this way, contact your telephone company. |
| Memory Overflow | The machine's memory reached capacity while storing a fax in memory before transmission. | Resend the fax in parts as several smaller individual faxes, or send at a lower resolution. |
| RX Memory Overflow | The machine was not able to print the received fax, or the machine's memory reached capacity while receiving a fax because the document was too large. | The received fax was too large. Ask the sender to resend the document in parts as several smaller individual faxes, or to send at a lower resolution. |
| Memory Data Lost | Data in the memory was deleted due to a memory fault. | Prints Power Failure Report and recovers from the error automatically. |
| Cancel Printing I/O Timeout | The timeout period set in [I/O Timeout] expires when printing is frequently interrupted by data from other ports, or when printing data is large and takes time for processing. | Set [I/O Timeout] to a larger value than the current setting. For details, see p.91 "Printer Features Settings". |

| Message | Causes | Solutions |
|--|---|--|
| Cannot Print Memory Overflow | The data is too large or complex to print. | Select [600 x 600 dpi] in [Resolution] to reduce the size of data. For details, see the Printer Driver Help. |
| Paper Size Mismatch Press Start or Stop | The paper size set for the document differs from the size of the paper. | Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job. |
| Paper Type Mismatch Press Start or Stop | The paper type set for the document differs from the type of the paper. | Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job. |
| Scan USB Disconnect | The USB cable was disconnected while scanning from a computer. | Reconnect the USB cable properly, and then try the operation again. |
| Fax Job Memory Over | The number of fax jobs in memory (unsent or unprinted faxes) has reached maximum, so new jobs cannot be stored. | Wait until pending jobs have been transmitted or printed. |
| No Destination | The fax could not be sent. | Confirm that the destination is a fax machine. |
| Numbers Do not Match | The fax could not be sent. | Confirm that the fax number you dialed is correct. |
| Cannot Copy Change Paper Size | An appropriate size paper for making copies is not loaded. | Load the appropriate size paper. |

Error and Status Messages Appear on the Smart Organizing Monitor

| Message | Causes | Solutions |
|--|--|--|
| Printer Power Off (Communication Error) | <ul style="list-style-type: none"> The power cable of the machine is not plugged in. The power of the machine is not turned ON. The USB cable is not connected. | <ul style="list-style-type: none"> Check the printer power cord. Check the printer power switch is on. Check the USB cable is properly connected. |
| Out of Paper / Misfeed | Paper is not loaded in the machine's input tray, or paper jam has occurred. | <p>If paper is not loaded, load paper in the input tray. For details about loading paper, see p.20 "Loading Paper".</p> <p>If paper is jammed inside the machine, remove the jammed paper. For details about removing jammed paper, see p.104 "Paper Feed Problems".</p> |
| Paper Size Mismatch | The paper size specified on the machine and the size specified in the printer driver do not match. | For details about specifying the paper size setting on the machine, see p.20 "Loading Paper". For details about changing the paper size setting in the printer driver, see the printer driver Help. |
| Paper Type Mismatch | The paper type specified on the machine and the type specified in the printer driver do not match. | For details about changing the paper type setting of the machine, see p.20 "Loading Paper". For details about changing the paper type setting in the printer driver, see the printer driver Help. |
| Toner Almost Empty | The print cartridge is almost empty. | Prepare a new print cartridge. |
| Out of Toner | The machine has run out of the toner. | Replace the print cartridge. See p.97 "Replacing the Print Cartridge". |
| Memory Overflow | The data is too large or complex to print. | Select [600 x 600 dpi] in [Resolution:] to reduce the size of data. For details, see the printer driver Help. |
| Front Cover Closed | Front cover is closed. | Open the front cover completely. |

11. Appendix

Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.

Moving and Transporting the Printer

This section provides cautions that you must follow when moving the machine both short and long distances.

Repack the machine in its original packing materials when moving it a long distance.

★ Important

- **Be sure to disconnect all cables from the machine before transporting it.**
- **The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.**
- **Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.**
- **Do not remove the print cartridge when moving the machine.**
- **Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.**

1. Be sure to check the following points:

- The power switch is turned off.
- The power cord is unplugged from the wall outlet.
- All other cables are unplugged from the machine.

2. Lift the machine using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.

↓ Note

- If you intend to move the machine over a long distance, you must pack it well. Take care not to tip or tilt the machine during transit.
- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire other topics not included in this manual.

Consumables

Print Cartridge

| Print cartridge | Average printable number of pages per cartridge *1 |
|-----------------|--|
| Black | 2,000 pages |

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 with the image density set as the factory default. ISO/IEC 19752 is an international standard for measurement of printable pages, set by the International Organization for Standardization.

↓ Note

- Unless a print cartridges is replaced before toner runs out, printing will become impossible. To facilitate cartridge replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges are not covered by warranty. However, if there is a problem, contact the store where you purchased them.
- The supplied print cartridge can print approximately 500 pages.
- This machine periodically performs cleaning. During cleaning, toner will be used to maintain print quality.

Specifications of the Machine

This section lists the machine's specifications.

General Function Specifications

Configuration

Desktop

Print process

Laser electrostatic transfer

Maximum paper size for scanning of exposure glass

216 mm × 297 mm (8.5 × 11.7 inches)

Maximum paper size for scanning of ADF

216 mm × 297 mm (8.5 × 11.7 inches)

Maximum paper size for printing

216 mm × 297 mm (8.5 × 11.7 inches)

Warm-up time

Less than 25 seconds (23 °C, 71.6 °F)

Paper sizes

A4, 8 1/2" × 11" (Letter), B5, 5 1/2" × 8 1/2" (Half Letter), 7 1/4" × 10 1/2" (Executive), A5, A6, B6, 16K (197 × 273 mm), 16K (195 × 270 mm), 16K (184 × 260 mm), Custom Paper Size

↓ Note

- The following paper sizes are supported as custom paper sizes:
 - Approximately 90-216 mm (3.6-8.5 inches) in width
 - Approximately 148-297 mm (5.8-11.7 inches) in length

Paper type

Plain Paper (65-104 g/m² (20-24 lb.)), Recycled Paper (65-104 g/m² (20-24 lb.)), Thin Paper (60-64 g/m² (16 lb.)), Thick Paper (105 g/m² (28 lb.))

Paper output capacity

10 sheets (80 g/m², 20 lb.)

Paper input capacity

50 sheets (80 g/m², 20 lb.)


ADF capacity


15 sheets (80 g/m², 20 lb.)

Memory

32 MB

Power requirements

 **Region A** (mainly Europe and Asia)
220-240 V, 4 A, 50/60 Hz

 **Region B** (mainly North America)
120 V, 8 A, 60 Hz

Power consumption

- Maximum power consumption
70 W
- Energy Saver mode 1
60 W or less
- Energy Saver mode 2
5 W or less

Machine dimensions (Width × Depth × Height)

402 × 412 × 205 mm (15.8 × 16.2 × 8.1 inches)

Weight (machine body with consumables)

Approximately 9.0 kg (19.9 lb.) or less

Printer Function Specifications

Printing speed

13 pages per minute (A4/Letter)

Resolution

600 × 600 dpi (maximum: 1200 × 600 dpi)

First print speed

13 seconds or less (From the start of data reception to the end of print delivery)

Interface

USB 2.0

Printer language

DDST

Copier Function Specifications

Maximum resolution (scanning and printing)

- Exposure glass
Scanning: 600 × 600 dpi
Printing: 600 × 600 dpi
- ADF
Scanning: 600 × 300 dpi
Printing: 600 × 600 dpi



First copy speed (A4/Letter, at 23 °C, 71.6 °F)

32 seconds or less

Multiple copy speed

13 pages per minute

Reproduction ratio

- Fixed ratio:
 -  **Region A** (mainly Europe and Asia)
50%, 71%, 82%, 93%, 122%, 141%, 200%
 -  **Region B** (mainly North America)
50%, 65%, 78%, 93%, 129%, 155%, 200%
- Zoom ratio:
25% to 400%

Copy quantity

99

Scanner Function Specifications

Maximum scanning area (horizontal × vertical)

- Exposure glass
216 × 297 mm (8.5 × 11.7 inches)
- ADF
216 × 297 mm (8.5 × 11.7 inches)

Maximum resolution when scanning from a computer (TWAIN)

- Exposure glass
4800 × 4800 dpi

- ADF
600 × 600 dpi

Maximum resolution when scanning from a computer (WIA)

600 × 600 dpi

Scanning time

Black and white: 3.9 seconds or less

Color: 7.9 seconds or less (A4/200 dpi/Compressed)

Not including transfer time.

ADF throughput

Black and white: 75.3 mm per second

Color: 37.6 mm per second (200 dpi)

Fax Function Specifications

Access line

- Public switched telephone networks (PSTN)
- Private branch exchange (PBX)

Transmission mode

ITU-T Group 3 (G3)

Scan line density

8 dots per mm × 3.85 line per mm (200 × 100 dpi)

8 dots per mm × 7.7 line per mm (200 × 200 dpi)

Transmission time

3 seconds (8 dots per mm × 3.85 line per mm, 33.6 kbps, MMR, ITU-T # 1 chart)

Transfer rate

33.6 kbps to 2400 bps (auto shift down system)

Data compression methods

MH, MR, MMR

Memory capacity

Transmission: Up to 5 jobs; up to 10 pages per job

Reception: Up to 50 jobs; up to 100 pages in the total of all jobs

Address book

- Speed dial
100 items

- Number of redials for Fax

1

Trademarks

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Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

- The product names of Windows XP are as follows:
 - Microsoft® Windows® XP Professional Edition
 - Microsoft® Windows® XP Home Edition
 - Microsoft® Windows® XP Professional x64 Edition
- The product names of Windows Vista are as follows:
 - Microsoft® Windows Vista® Ultimate
 - Microsoft® Windows Vista® Business
 - Microsoft® Windows Vista® Home Premium
 - Microsoft® Windows Vista® Home Basic
 - Microsoft® Windows Vista® Enterprise
- The product names of Windows 7 are as follows:
 - Microsoft® Windows® 7 Starter
 - Microsoft® Windows® 7 Home Premium
 - Microsoft® Windows® 7 Professional
 - Microsoft® Windows® 7 Ultimate
 - Microsoft® Windows® 7 Enterprise
- The product names of Windows Server 2003 are as follows:
 - Microsoft® Windows Server® 2003 Standard Edition
 - Microsoft® Windows Server® 2003 Enterprise Edition
 - Microsoft® Windows Server® 2003 Web Edition
 - Microsoft® Windows Server® 2003 Datacenter Edition
- The product names of Windows Server 2003 R2 are as follows:
 - Microsoft® Windows Server® 2003 R2 Standard Edition
 - Microsoft® Windows Server® 2003 R2 Enterprise Edition
 - Microsoft® Windows Server® 2003 R2 Datacenter Edition
- The product names of Windows Server 2008 are as follows:
 - Microsoft® Windows Server® 2008 Foundation

- Microsoft® Windows Server® 2008 Standard
- Microsoft® Windows Server® 2008 Enterprise
- Microsoft® Windows Server® 2008 Datacenter
- Microsoft® Windows Server® 2008 for Itanium-based Systems
- Microsoft® Windows® Web Server 2008
- Microsoft® Windows® HPC Server 2008
- Microsoft® Windows Server® 2008 Standard without Hyper-V™
- Microsoft® Windows Server® 2008 Enterprise without Hyper-V™
- Microsoft® Windows Server® 2008 Datacenter without Hyper-V™
- The product names of Windows Server 2008 R2 are as follows:
 - Microsoft® Windows Server® 2008 R2 Foundation
 - Microsoft® Windows Server® 2008 R2 Standard
 - Microsoft® Windows Server® 2008 R2 Enterprise
 - Microsoft® Windows Server® 2008 R2 Datacenter
 - Microsoft® Windows Server® 2008 R2 for Itanium-based Systems
 - Microsoft® Windows® Web Server R2 2008
 - Microsoft® Windows® HPC Server R2 2008

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