

# TABLE OF CONTENTS

## 1. Getting Started

- Before You Start..... 9
  - How to Read the Manuals..... 9
  - Model-Specific Information..... 10
  - List of Options..... 11
- Manuals for This Machine..... 12
- Guide to Names and Functions of Components..... 14
  - Guide to Components..... 14
  - Guide to the Names and Functions of the Control Panel..... 19
  - Guide to the Names and Functions of the Control Panel Screen..... 22
- Using the Screen on the Control Panel..... 28
  - Changing Modes by Pressing the Icons..... 28
  - Available Characters and How to Enter Them..... 29
  - Customizing the [Home] Screen..... 31
- Logging in to the Printer..... 37
  - User Code Authentication Using the Control Panel..... 37
  - User Code Authentication Using a Printer Driver..... 37
  - Logging In Using the Control Panel..... 38
  - Logging Out Using the Control Panel..... 38
  - Logging In Using a Printer Driver..... 38
  - Logging In Using Web Image Monitor..... 39
  - Logging Out Using Web Image Monitor..... 40
  - User Lockout Function..... 40
  - Changing the Login Password..... 40
- Downloading Utility Software..... 43
  - Device Manager NX Accounting/Device Manager NX Lite..... 43

## 2. Setting Up the Printer

- Printer Set Up Procedure..... 45
- Install Location..... 47
- Checking the Contents of the Box..... 50
- Unpacking..... 51
- Installing Options..... 57
  - Order of Option Installation..... 57

---

Attaching the Paper Feed Unit.....	57
Installing the Hard Disk.....	59
Installing the Interface Units.....	63
Installing SD Card Options.....	66
Connecting the Power Cord.....	70
Turning On/Off the Power.....	73
Turning On the Power.....	73
Turning Off the Power.....	73
Saving Energy.....	74
Selecting the Display Language.....	77
Connecting the Printer.....	78
Connecting to the Gigabit Ethernet Interface.....	78
Connecting to the USB (Type B) Interface.....	80
Connecting a Device to the Printer's USB Host Interface.....	81
Connecting to the IEEE 1284 Interface.....	83
Connecting to the Wireless LAN Interface.....	85
Connecting to the USB Device Server.....	88
Configuration.....	90
Ethernet Configuration.....	90
Wireless LAN Configuration.....	93
Specifying an IP address for the USB Device Server.....	97
Test Printing.....	100
Interpreting the Configuration Page.....	100

### 3. Loading Paper

---

Paper Loading Procedure.....	105
Paper Size Specifications.....	106
Paper Type Specifications.....	108
Paper Precautions.....	110
Loading Paper into Paper Trays.....	113
When Loading Paper Larger than A4 or 8 <sup>1</sup> / <sub>2</sub> × 11.....	115
Loading Paper into the Bypass Tray.....	119
Loading Orientation-Fixed Paper or Two-Sided Paper.....	121
Loading Envelopes.....	123

---

Paper Settings.....	125
Specifying a Paper Size.....	125
Specifying a Paper Type.....	126
Registering Unique Names to Paper Types.....	127
Configuring Envelope Settings Using the Control Panel.....	129

#### 4. Printing

---

Displaying the Printer Driver Settings Screen.....	131
Displaying the Printer Driver Properties with Windows.....	131
Displaying the Printer Driver Properties in Mac OS X.....	133
Standard Printing.....	134
Printing with Windows (PCL 6/PostScript 3).....	134
Printing with Windows (PCL 5e/5c).....	135
Printing with Mac OS X.....	136
Convenient Print Functions.....	138
Printing on Both Sides of a Page.....	138
Combining Multiple Pages onto a Single Page.....	138
Poster.....	140
Booklet Printing.....	141
Collate.....	142
Conserving Toner when Printing.....	143
Watermarks.....	143
Printing Documents that Are Not Authorized for Duplication.....	144
Cover Sheet.....	147
Slip Sheets.....	148
Registering Classification Codes.....	149
Banner Page.....	151
Using Convenient Print Functions with Windows (PCL 6/PostScript 3).....	152
Using Convenient Print Functions with Windows (PCL 5e/5c).....	155
Using Convenient Print Functions with Mac OS X.....	158
Printing on Envelopes.....	166
Printing on Envelopes with Windows (PCL 6/PostScript 3).....	166
Printing on Envelopes with Windows (PCL 5e/5c).....	166
Printing on Envelopes with Mac OS X.....	167

---

Spool Printing.....	169
Displaying the Spooled Job List.....	169
Specifying the Printer Behavior.....	171
Applying the Settings Specified in the Printer Driver or Commands when Printing.....	171
Preventing Documents from Being Left Unattended or Taken By Mistake.....	172
Specifying How to Process Jobs with Errors.....	172
Printing Stored Documents.....	176
Storing a Document.....	177
Printing Stored Documents.....	179
Deleting Stored Documents.....	185
Managing Jobs.....	186
Types of Screens to Manage Jobs.....	186
Checking Jobs in the Job List.....	187
Changing the Order of the Jobs.....	188
Holding Jobs.....	189
Deleting Jobs.....	189
Checking the Job History.....	189
Printing Files from a Memory Storage Device.....	191
Direct Printing from a Memory Storage Device.....	191
Direct Printing from a Digital Camera.....	197
Canceling a Print Job.....	205
Before Printing Starts.....	205
While Printing Is in Progress.....	205
If an Error Occurs with the Specified Paper Size and Type.....	207
Printing from a Selected Tray.....	207
Changing the Paper Tray Settings.....	208
Proceeding with Printing Using the Bypass Tray.....	208
Canceling a Print Job.....	209
Checking Error Logs.....	210

## **5. Configuring and Managing the Printer**

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Displaying the Printer Configuration Screens Using the Control Panel.....	211
Configuring Printer Settings from the [Menu] key.....	211
Configuring Printer Settings from the [User Tools] key.....	212

---

Printer Configuration Items List (SP C340DN).....	213
Paper Input.....	213
Maintenance (SP C340DN).....	214
List/Test Print (SP C340DN).....	216
System (SP C340DN).....	216
Print Settings (SP C340).....	219
Security Options (SP C340DN).....	222
Device Setting Information (SP C340DN).....	224
Host Interface (SP C340DN).....	224
Language (SP C340DN).....	226
Extended Features (SP C340DN).....	226
Function Details of the Printer Configuration Items (SP C340DN).....	227
Paper Input (SP C340DN).....	227
Maintenance (SP C340DN).....	229
List/Test Print (SP C340DN).....	233
System (SP C340DN).....	234
Print Settings (SP C340DN).....	243
Security Options (SP C340DN).....	253
Device Setting Information (SP C340 DN).....	255
Host Interface (SP C340DN).....	255
Language (SP C340DN).....	263
Extended Features (SP C340DN).....	263
Memory Erase Status.....	263
Printer Configuration Items List (SP C342DN).....	264
System Settings (SP C342DN).....	264
Printer Features (SP C342DN).....	276
XPS Menu (SP C342DN).....	281
Extended Feature Settings (SP C342DN).....	282
Address Book Mangmnt (SP C342DN).....	282
Tray Paper Settings (SP C342DN).....	282
Edit Home (SP C342DN).....	284
Remote Services (SP C342DN).....	284
Switch Display Language (SP C342DN).....	284

---

Maintenance: Print (SP C342DN).....	284
Maintenance: Image (SP C342DN).....	285
Function Details of the Printer Configuration Items (SP C342DN).....	286
System Settings.....	286
Printer Features.....	312
Extended Feature Settings.....	326
Address Book Mangmnt.....	326
Tray Paper Settings.....	326
Edit Home.....	327
Remote Services.....	327
Switch Display Language.....	327
Maintenance: Print.....	327
Maintenance: Image.....	329
Using a Print Server.....	331
Configuring a Print Server.....	331
Monitoring and Configuring the Printer.....	332
Using Web Image Monitor.....	332
Printer Status Notification by E-mail.....	343
Registering the Address Book.....	350
Address Book.....	350
Address Book Backup and Restore.....	351
Registering User Information.....	352
Authentication Information.....	355
Registering Users to a Group.....	358
Registering LDAP Authentication.....	362
Checking Which Functions Are Available.....	363
Setting Up LDAP Authentication.....	365
Configuring the LDAP Server.....	365
Configuring the Realm.....	368

## 6. Troubleshooting

---

When a Panel Tone Beeps.....	371
When Checking the Indicator Lamps, Status Icons, and Messages on the Control Panel.....	372
Indicators.....	372

---



Checking Printer Status and Settings.....	372
When the Indicator Lamp for the [Check Status] Key Is Lit or Flashing.....	373
If USB Connection Fails.....	376
When Messages Are Displayed.....	377
Status Messages.....	377
Alert Messages (Displayed on the Control Panel).....	378
Alert Messages (Printed on Error Logs and Reports).....	387
When You Cannot Print.....	397
When the Data In Indicator Does Not Light Up or Flash.....	400
Other Printing Problems.....	401
When You Cannot Print Properly.....	401
Paper Misfeeds Occur Frequently.....	406
Additional Troubleshooting.....	410
The Printed Image is Different from the Image on the Computer.....	414
When Printer Is Not Functioning Properly.....	417
When PictBridge Printing Does Not Work.....	419
Removing Jammed Paper.....	420
Paper Misfeed Message (A).....	420
Misfeed Bypass Tray.....	422
Paper Misfeed Message (B).....	423
Paper Misfeed Message (Y).....	425
Paper Misfeed Message (Z).....	426

## **7. Maintenance and Specifications**

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General Requirements.....	427
Precautions.....	427
Saving Printouts.....	428
Backing Up Hard Disk Data.....	428
Moving the Printer.....	430
Cleaning the Printer.....	432
Precautions When Cleaning the Printer.....	432
Cleaning the Paper Tray, Friction Pad, and the Paper Feed Roller.....	432
Cleaning the Registration Roller.....	435
Cleaning the Toner Density Sensor.....	436

---

Cleaning the Power Cord Plug.....	438
Adjusting the Color Registration.....	440
Correcting the Color Gradation.....	441
Flow of Manual Gradation Correction.....	441
Resetting the Gradation Correction Value to the Default Value.....	444
Adjusting Printing Position.....	445
Replenishing and Replacing Consumables.....	449
Replacing the Print Cartridge.....	449
Replacing Other Consumables.....	451
Consumables.....	454
Print Cartridge.....	454
Waste Toner Bottle.....	454
Intermediate Transfer Unit.....	455
Maintenance Kit.....	455
Specifications.....	457
Specifications for the Printer.....	457
Specifications for 500-sheet Paper Feed Unit.....	461
Specification for Hard Disk.....	462
Specifications for Wireless LAN Interface Board.....	462
Specifications for IEEE 1284 Interface Board.....	463
Specifications for USB Device Server.....	463
Information for This Printer.....	464
User Information on Electrical & Electronic Equipment  <b>Region A</b> .....	464
EMC Directive.....	465
Note for the Battery and/or Accumulator Symbol (For EU countries only)  <b>Region A</b> .....	465
Environmental Advice for Users  <b>Region A</b> .....	465
Notes for users in the state of California  <b>Region B</b> .....	466
ENERGY STAR Program.....	466
Environmental protection expiration date for use.....	468
Fixed form sentences 11 _ china environmental labeling notice _ LP_Title Sentence 1.....	468
Appendix.....	469
Trademarks.....	469



# 1. Getting Started

This section describes the symbols used in the manuals supplied with the printer, available options, and names and functions of components.

## Before You Start

### How to Read the Manuals

#### Symbols used in the manuals

This manual uses the following symbols:

##### **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

##### **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

##### **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.



Indicates the key sequence order you should perform using the control panel.

Example:

Select [Host Interface] ▶ Press [OK]

(Select [Host Interface], and then press the [OK] key.)

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

 **Region B** (mainly North America)

Differences in the functions of Region A and Region B models are indicated by the two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see page 10 "Model-Specific Information".

## Disclaimer

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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.

## Notes

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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.

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

Some illustrations in this manual might be slightly different from the machine.

## About IP addresses

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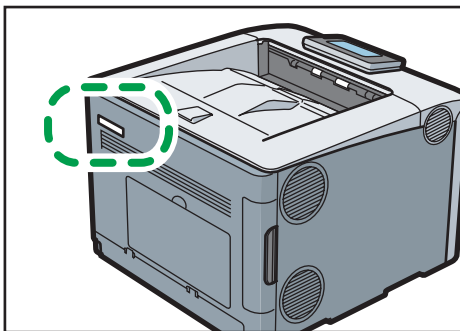
In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

## Model-Specific Information

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This section explains how to identify the region to which your printer belongs.

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



CZV925

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

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

If the label contains the following, your printer is a Region A model:

- CODE XXXX -27

- 220–240 V

 **Region B** (mainly North America)

If the label contains the following, your printer is a Region B model:

- CODE XXXX -17
- 120–127 V

 **Note**

- Dimensions in this manual are given in two measurement units: metric and imperial. If your printer is a Region A model, refer to the metric units. If your printer is a Region B model, refer to the imperial units.

## List of Options

This section provides a list of options for this printer and the names commonly used in this manual.

Option name	Description
Paper Feed Unit TK1220	500-sheet paper feed unit
Hard Disk Drive Option Type P10*	Hard disk
IEEE 802.11 Interface Unit Type M24	Wireless LAN interface board
IEEE 1284 Interface Board Type M19	IEEE 1284 interface board
USB Device Server Option Type M19*	USB device server board
Camera Direct Print Card Type P10*	Camera direct print card
VM CARD Type P10	VM card
XPS Direct Print Option Type P10*	XPS card

\* These options are available for PS 342DN.

# Manuals for This Machine

Read this manual carefully before using this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

## ★ Important

- The method for viewing the manual depends on the manual.
- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the HTML manuals.

## User Guide

Summaries are provided below for the operating instructions regarding the basic usage of this machine, frequently used functions, and troubleshooting when an error message appears.

## Read This First

Before using the machine, be sure to read the "Safety Information" section of this manual. It describes the regulations and environmental conformance.

## Quick Installation Guide

Describes procedures from unpacking the machine to connecting it to a computer.

## Operating Instructions

Provides detailed information about the operation of the machine in HTML format. The following are the main topics of the manual:

- Getting Started
- Setting Up the Printer
- Loading Paper
- Printing
- Configuring and Managing the Printer
- Troubleshooting
- Maintenance and Specifications

## Extended Feature Settings

Describes how to configure the extended features using the control panel or Web Image Monitor.

## Security Guide

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Before Using This Printer", Security Guide.

Be sure to read this manual when configuring the enhanced security functions or user and administrator authentication.

### **Driver Installation Guide**

Explains how to install and configure the drivers.

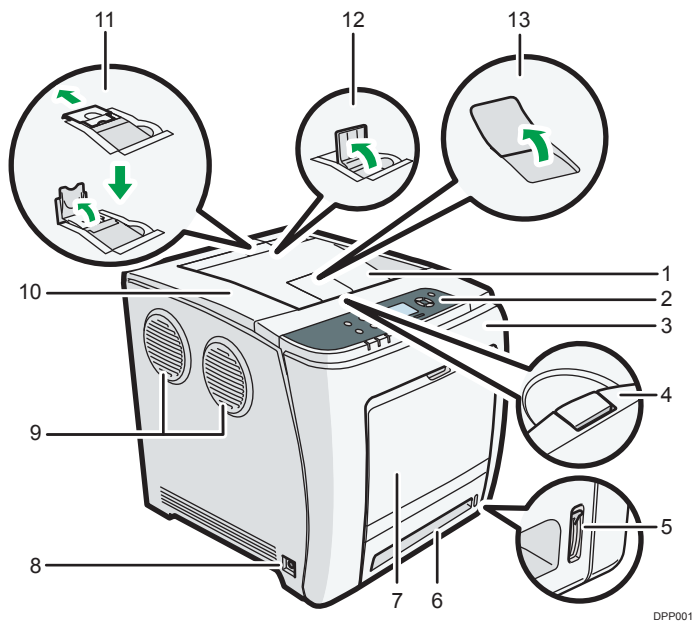
# Guide to Names and Functions of Components

## Guide to Components

### **⚠ CAUTION**

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

### Exterior: Front view



#### **1. Standard tray**

Output is stacked here with the print side down.

#### **2. Control panel**

For details, see page 19 "Guide to the Names and Functions of the Control Panel".

#### **3. Front cover**

Open this cover when replacing the waste toner bottle, etc., or removing jammed paper.

Pull the right side lever to open the front cover.

#### **4. Top cover open lever**

Pull this lever upward to open the top cover.

**5. Remaining paper indicator**

Indicates the approximate amount of paper remaining in the tray.

**6. Standard paper feed tray (Tray 1)**

Up to 500 sheets of plain paper can be loaded.

For details about the sizes and types of paper that can be used, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".

**7. Bypass tray**

Up to 100 sheets of plain paper can be loaded.

For details about the sizes and types of paper that can be used, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".

**8. Main power switch**

Use this switch to turn the power on and off.

Perform the shutdown procedure before turning the power off. For details about how to shut down the printer, see page 73 "Turning Off the Power".

**9. Ventilation holes**

Prevent overheating.

**10. Top cover**

Open this cover to replace the print cartridge

**11. Stop Fence (Legal-size prints)**

Raise the rear fence to prevent Legal-size prints from falling behind the printer.

After using the stop fence, be sure to return it to its original position. The fence may be damaged if it is hit with something or excessive force is applied.

**12. Stop Fence (A4/Letter-size prints)**

Raise the front fence to prevent A4 or letter-size prints from falling behind the printer.

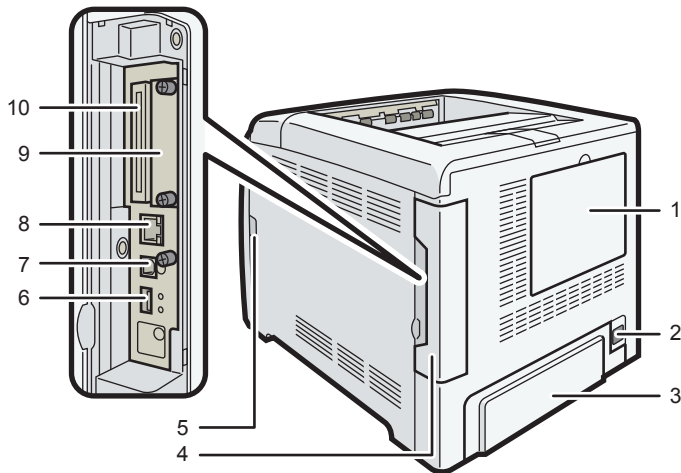
After using the stop fence, be sure to return it to its original position. The fence may be damaged if it is hit with something or excessive force is applied.

**13. Standard Tray Extension**

Use this to support sheets that come out curled after they are printed.

Flip open the extension by pushing down on the end that is toward the rear of the printer.

## Exterior: Rear view



### 1. Memory cover

Remove this cover to install the optional hard disk.

### 2. Power connector

Connect the power cord to the printer. Insert the other end into an electrical outlet.

### 3. Rear cover

Raise this cover and attach the paper tray cover when loading paper larger than A4 or letter size paper.

### 4. Cable cover

Remove this cover to install the optional interface units and the SD card, and to connect various cables.

### 5. Front cover open lever

Pull this lever to open the front cover.

### 6. USB port A

Connect external devices such as a digital camera, a card authentication device, etc.

### 7. USB port B

Use a USB cable to connect the printer to a computer.

### 8. Ethernet port

Use a network interface cable to connect the printer to a network.

### 9. Optional interface board slot

Optional interface boards can be inserted.

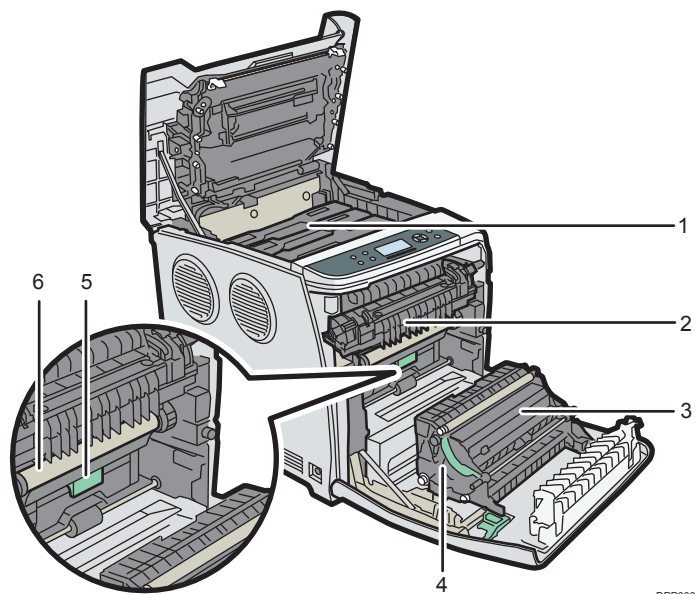
Insert an optional wireless LAN interface board, IEEE 1284 interface board, or USB device server.

### 10. Expansion card slots

Remove the cover to install SD cards.



## Interior: Front view



DPP003

### 1. Print cartridge

Loads from the printer rear, in the order of black (K), cyan (C), magenta (M), and yellow (Y).

Messages appear on the screen when the print cartridge needs to be replaced, or a new cartridge needs to be prepared.

For details about the messages that appear on the screen when consumables need to be replaced, see page 449 "Replenishing and Replacing Consumables".

### 2. Fusing unit

Messages appear on the screen when the fusing unit needs to be replaced, or a new fusing unit needs to be prepared.

For details about the messages that appear on the screen when consumables need to be replaced, see page 449 "Replenishing and Replacing Consumables".

### 3. Transfer roller

If the message appears on the control panel, replace the transfer roller, which is included with the intermediate transfer unit.

For details about the messages that appear on the screen when consumables need to be replaced, see page 449 "Replenishing and Replacing Consumables".

Replace the transfer roller and the intermediate transfer unit together.

### 4. Paper Transfer Unit

Remove this unit when replacing the waste toner bottle, intermediate transfer unit.

### 5. Waste toner bottle

Collects toner that is wasted during printing.

Messages appear on the screen when the waste toner bottle needs to be replaced, or a new waste toner bottle needs to be prepared.

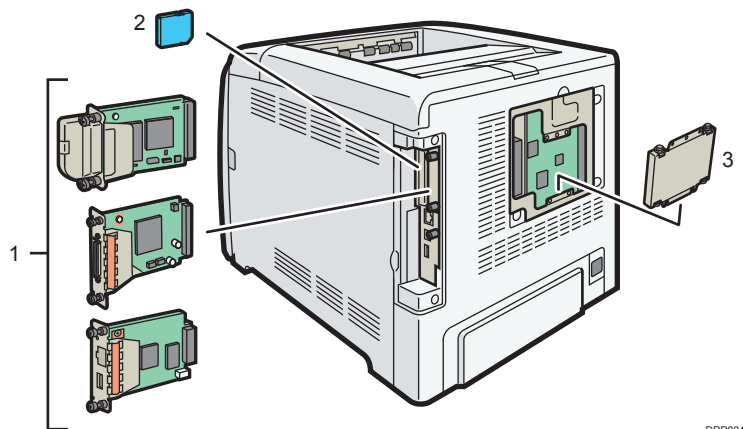
For details about the messages that appear on the screen when consumables need to be replaced, see page 449 "Replenishing and Replacing Consumables".

## 6. Intermediate transfer unit

Messages appear on the screen when the intermediate transfer unit needs to be replaced, or a new intermediate transfer unit needs to be prepared.

For details about the messages that appear on the screen when consumables need to be replaced, see page 449 "Replenishing and Replacing Consumables".

## Guide to functions of the printer's internal options



DPP004

### 1. Optional interface units

- Wireless LAN board  
Allows you to communicate over wireless LAN.
- IEEE 1284 interface board  
Allows you to connect to an IEEE 1284 cable.
- USB device server  
Allows you to add an Ethernet port to the printer and use two IP addresses at the same time.

To attach this option, see page 63 "Installing the Interface Units".

### 2. SD memory card options

- Camera direct print card  
Allows you to directly print images taken with a PictBridge-compatible digital camera.
- VM card  
With this card, you can install embedded software applications.
- XPS card  
Allows you to print XPS files.

To attach this option, see page 66 "Installing SD Card Options".

### 3. Hard disk

Allows you to store documents to be printed.

To attach this option, see page 59 "Installing the Hard Disk".

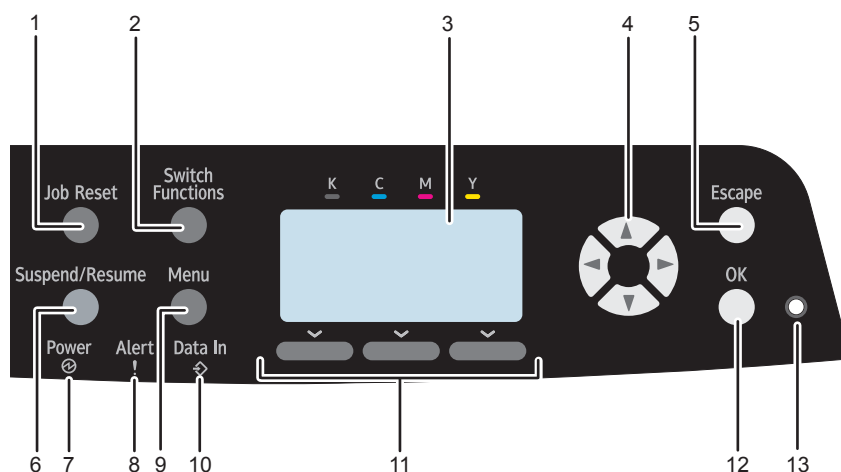
#### ↓ Note

- If you want to use two or more SD cards that can be inserted in the same slot, contact your sales or service representative.

## Guide to the Names and Functions of the Control Panel

This illustration shows the control panel of the printer.

### SP C340DN



DPP299

#### 1. [Job Reset] key

Press to cancel the current print job.

#### 2. [Switch Functions] key

Press this key to switch between the operation screen of the printer function and the function screens of the extended features currently in use.

#### 3. Display

Displays current printer status and error messages.

Entering energy saver mode turns off the back light. For details about energy saver mode, see page 74 "Saving Energy".

#### 4. Scroll keys

Press these keys to move the cursor in each direction.

When the [▲] [▼] [◀] [▶] keys appear in this manual, press the applicable key for the direction that you want to move the cursor.

#### 5. [Escape] key

Press this key to cancel an operation or return to the previous display.

#### 6. [Suspend/Resume] key

Press this to suspend the print job currently being processed. The indicator remains lit as long as the job is suspended.

To resume the job, press this key again. The suspended job will resume automatically when the time specified in [Auto Reset Timer] elapses (default: **60 seconds**).

For details about the [Auto Reset Timer] setting, see page 233 "Timer Settings (SP C340DN)".

#### 7. Power indicator

Lights up when the printer is ready to receive data from a computer. Flashes when the printer is warming up or receiving data. It is unlit when the power is off or when the printer is in energy saver mode.

#### 8. Alert indicator

Lights up or flashes when a printer error occurs.

Steady red: printing is not possible, or is possible but print quality cannot be ensured.

Flashing yellow: the printer will soon require maintenance or a replacement consumable such as print cartridge.

Follow the instructions that appear on the display.

#### 9. [Menu] key

Press this key to configure and check the current printer settings.

Press to change the default settings to meet your requirements. See page 211 "Displaying the Printer Configuration Screens Using the Control Panel".

#### 10. Data in indicator

Flashes when the printer is receiving data from a computer. The data in indicator is lit if there is data to be printed.

#### 11. Selection keys

Correspond to the function items at the bottom line on the display.

Example: When this manual instructs you to press [Option], press the selection key on the left below the initial screen.

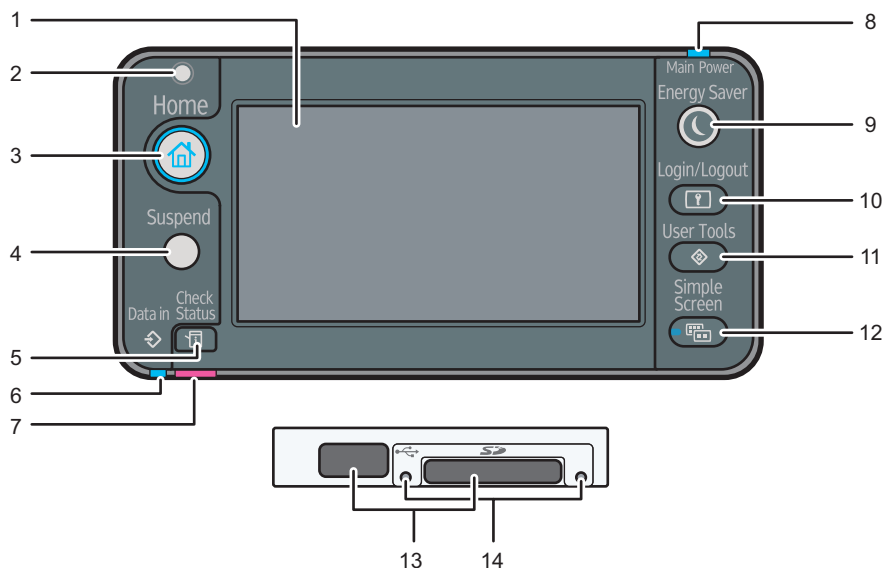
#### 12. [OK] key

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

#### 13. Light sensor

The sensor that detects the ambient light level when the ECO Night Sensor function is enabled.

## **SP C342DN**



CZV005

### 1. Display panel

Displays function keys, operation status, and messages. See page 22 "Guide to the Names and Functions of the Control Panel Screen".

### 2. Light Sensor

Indicates that the sensor that detects the ambient light level when the ECO Night Sensor function is enabled.

### 3. [Home] key

Press to display the [Home] screen. For details, see page 24 "Using the [Home] screen".

### 4. [Suspend] key

Press this key to suspend a print job. The key lights up while the job is suspended.

### 5. [Check Status] key

Press to check the printer's system status, operational status of each function, and current jobs. You can also display the job history and the printer's maintenance information.

### 6. Data In indicator

Flashes when the printer is receiving print jobs from a computer. The indicator lights up when there is data to be printed.

### 7. Check Status indicator

Lights up or flashes when a printer error occurs.

Steady red: Printing is not possible.

Flashing yellow: The printer will soon require maintenance or a replacement consumable such as a print cartridge. Printing is possible, but print quality cannot be ensured.

Follow the instructions that appear on the display.

### 8. Power indicator

Remains lit while the power is on. It is not lit when the power is off or when the printer is in energy saver mode.

**9. [Energy Saver] key**

Press to switch to and from Sleep mode. See page 74 "Saving Energy". When the printer is in Sleep mode, the [Energy Saver] key flashes slowly.

**10. [Login/Logout] key**

Press to log in or log out.

**11. [User Tools] key**

Press to change the default settings as needed. See page 212 "Configuring Printer Settings from the [User Tools] key".

**12. [Simple Screen] key**

Press to switch to the simple screen. See page 28 "Switching screen patterns".

**13. Media slots**

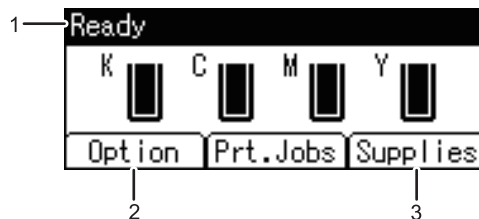
Insert an SD card or a USB flash memory device.

**14. Media access lamp**

Lights up when a memory storage device is inserted in the media slot or is being accessed.

## Guide to the Names and Functions of the Control Panel Screen

### SP C340DN



DPP083

**1. Operational Status or Messages**

Displays the printer status and messages.

**2. [Option]**

Press to display the following items:

- Form Feed
- Error Log

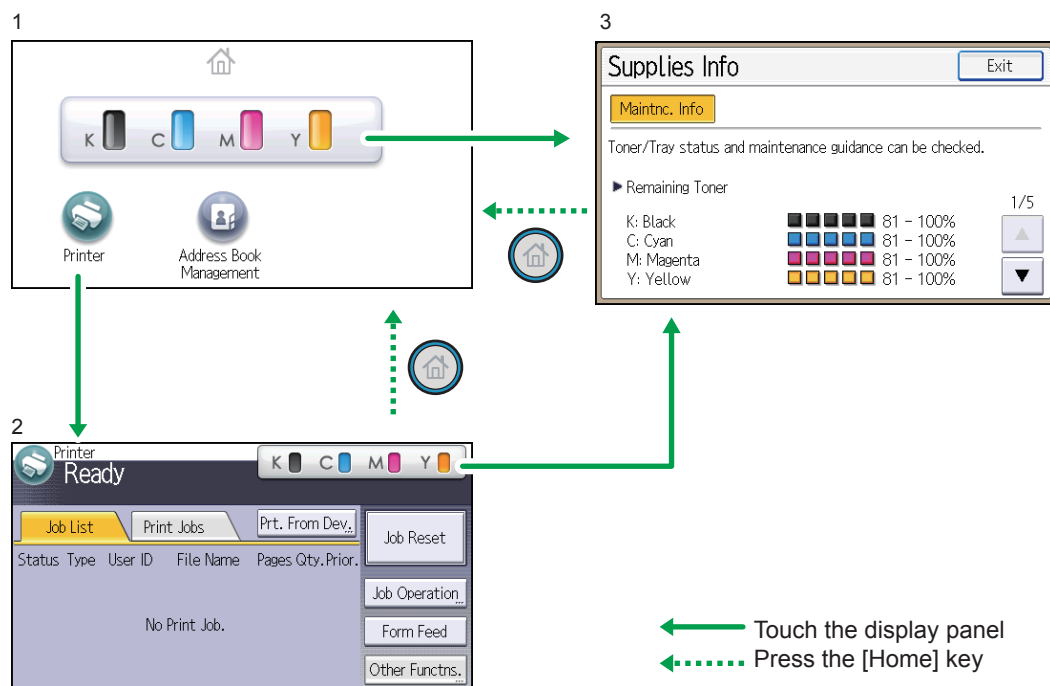
**3. [Supplies]**

Press to display the information about printer supplies.

**Note**

- By default, the remaining amount of toner is displayed. To avoid displaying the remaining amount of toner, set [Display Supply Info] to [Off] in [General Settings] under [Maintenance].

## SP C342DN



CZV301

### 1. [Home] screen

Displays function and shortcut icons. For details, see page 24 "Using the [Home] screen".

The [Home] screen is set as the default screen when the printer is turned on. You can change this default setting under Function Priority. See page 286 "System Settings".

### 2. [Printer] screen

Displays operation status, messages, and function menus. For details, see page 25 "Using the [Printer] screen".

### 3. [Supplies Info] screen

Checks the printer status, such as toner, paper, and waste toner levels.

#### ↓ Note

- After finishing a job, the printer waits a specified length of time, then restores its settings to the default values specified under Function Priority. This function is called "System Reset". For the procedure for specifying default settings under Function Priority, see page 286 "System Settings".
- To change the length of time that the printer waits before restoring its settings to their default values, use the Printer Auto Reset Timer setting. See page 286 "System Settings".

## Using the [Home] screen

This function is available for SP 342DN only.

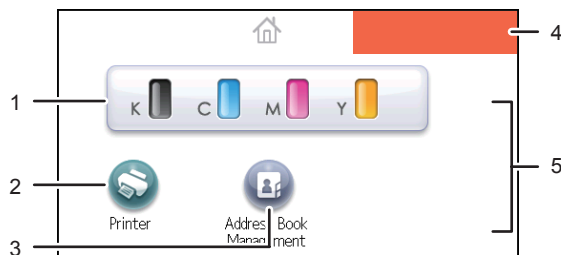
To display the [Home] screen, press the [Home] key.

Each function has its own icon, and these icons are displayed on the [Home] screen.

You can add shortcuts to frequently used embedded software applications to the [Home] screen. The icons of added shortcuts appear on the [Home] screen. The embedded software applications can be called easily by pressing the shortcut icons.

### ★ Important

- Do not apply strong impact or force to the screen. Doing so will damage the screen. Maximum force allowable is approx. 30 N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8 N.)



CZV302

### 1. Supply Information icon

Press to display the [Supplies Info] screen to check toner, paper, and waste toner levels.

### 2. [Printer]

Press to display the [Printer] screen.

### 3. Shortcut icon area

You can add shortcuts to embedded software applications to the [Home] screen. For details about registering shortcuts, see page 32 "Adding icons to the [Home] screen".

### 4. Home screen image

You can display an image such as a corporate logo on the [Home] screen. To change the image, see page 35 "Displaying the image on the [Home] screen".

### 5. ▲/▼

Press to switch pages when icons are not displayed on one page.

### ↓ Note

- When a software application to be embedded is installed, the function icon for the application is displayed on the [Home] screen.
- You can change the order of the icons. For details, see page 33 "Changing the order of icons on the [Home] screen".



## Using the [Printer] screen

This function is available for SP C342DN only.

The display panel shows the operation status, messages, and function menus.

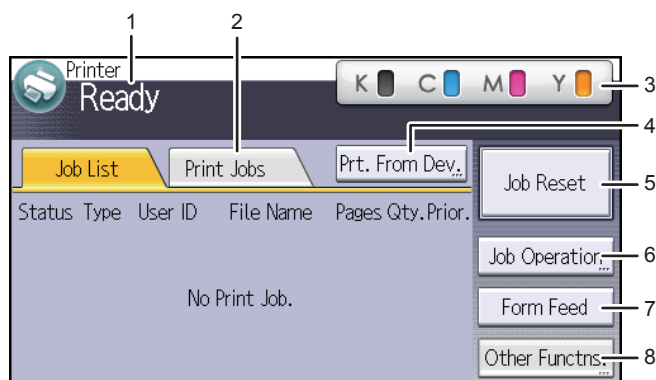
The function items displayed serve as selector keys. You can select or specify an item by lightly pressing these keys.

When you select or specify an item on the display panel, it is highlighted such as **Change**. Keys appearing as **Change** cannot be used.

### ★ Important

- Do not apply strong impact or force to the screen. Doing so will damage the screen. Maximum force allowable is approx. 30N (approx. 3 kgf). (N = Newton, kgf = Kilogram force. 1 kgf = 9.8N.)

The [Home] screen is set as the default screen when the printer is turned on.



CZV303

### 1. Operational status or messages

Displays the current printer status, such as "Ready", "Offline", and "Printing...". Information (user ID and document name) about the print job appears in this section.

### 2. [Print Jobs]

Press to display print jobs sent from a computer.

### 3. Supply Information

You can check the remaining toner. Press to display the [Supplies Info] screen.

### 4. [Prt. From Dev.]

Press to display the screen for directly printing files stored on memory storage devices.

### 5. [Job Reset]

Press to cancel the current print job.

If you press it when the Hex Dump is selected, Hex Dump is canceled.

**6. [Job Operation]**

Press to suspend a job being processed.

**7. [Form Feed]**

Press to print all the data left in the printer's input buffer.

**8. [Other Functns.]**

Press to display the error logs and status of spooled jobs.

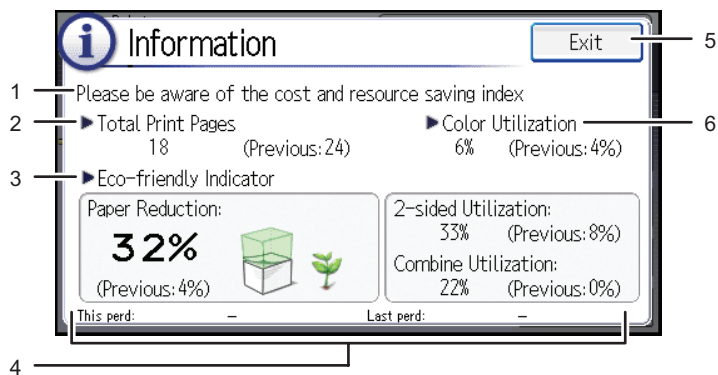
## Using the [Information] screen

This function is available for SP C342DN only.

To raise environmental awareness, you can configure the printer to show users the amount of paper saved by using the various paper saving functions of the printer.

The color utilization ratio is also displayed on the [Information] screen.

When user authentication is enabled, the screen is displayed when you log in to the printer. When user authentication is not enabled, the screen is displayed after the printer returns from Sleep mode or after a system reset. The [Information] screen appears when the power is turned on, regardless of the authentication settings.



CZV304

**1. Message**

Displays messages from the administrator.

**2. Total Print Pages**

Displays the total number of pages printed in the current count period and the previous count period.

**3. Eco-friendly Indicator**

- Paper Reduction: Shows the amount of paper saved by using the duplex and combine printing functions. The value indicates the percentage of paper saved from the total of all the paper used. As the percentage increases, the stack of paper decreases and the flower grows. When the ratio is 76% or more, the flower starts to bloom.
- 2 sided Utilization:

Displays the ratio of 2-sided prints to the total number of prints.

- **Combine Utilization:**

Displays the ratio of combined prints to the total number of prints.

#### 4. **Count periods**

Displays the current and previous count periods.

#### 5. **[Exit]**

Press this to close the [Information] screen and return to operation.

#### 6. **Color Utilization**

Displays the ratio of color prints to the total number of prints.

#### **Note**

- Depending on the printer settings, the [Information] screen may not be displayed. For details, see Security Guide.
- You can also use Web Image Monitor to check the usage status. For further details, see Web Image Monitor Help.
- Under [Eco-friendly Counter Period/Administrator Message] in [System Settings], you can check "Count Period", "Administrator Message", "Display Information Screen", and "Display Time". Only the administrator can change the settings. For details, see Security Guide.

# Using the Screen on the Control Panel

This function is available for SP C342DN only.

This section explains how to use the screen on the control panel.

## Changing Modes by Pressing the Icons

### Switching screen patterns

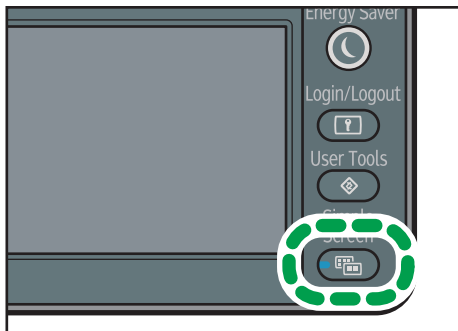
This section explains how to switch to the simple screen and the keys that are displayed.

When you press the [Simple Screen] key, the screen changes from the initial display to the simple screen.

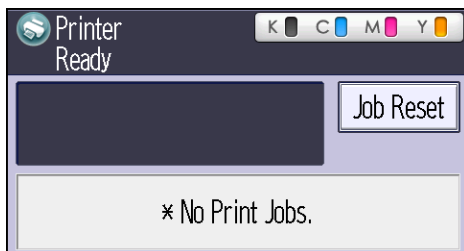
Only the main functions are shown on the simple screen.

Larger letters and keys are displayed, making operations easier.

#### 1. Press the [Simple Screen] key.



This illustration shows the simple display of the [Printer] screen.



To increase the screen contrast, press the [Simple Screen] key again.

#### ↓ Note

- To return to the initial display from the high contrast screen, press the [Simple Screen] key again.

- Certain keys do not appear on the simple screen.

## Available Characters and How to Enter Them

This section explains how to enter text.

When you enter a character, it appears at the position of the cursor. If there is a character already at the cursor position, a newly entered character appears next to the character.

You can enter the following characters:

- Alphabetic characters
- Symbols
- Numerals

0123456789

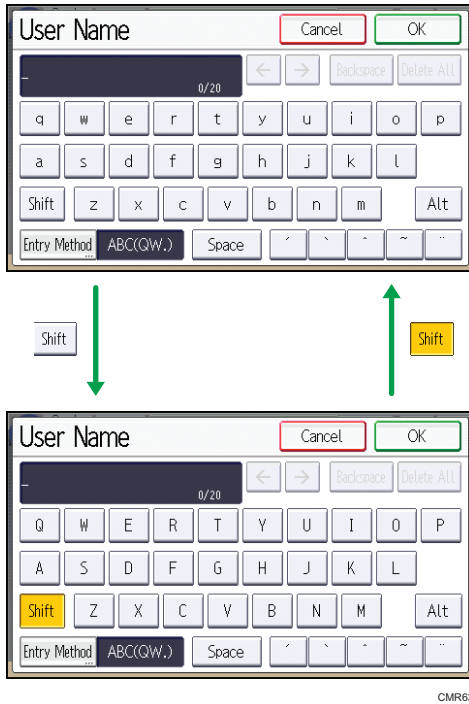
- User Text



### Entering letters

1. Press the letters you want to enter.

Press [Shift] to switch between uppercase and lowercase.



CMR639

### Entering symbols

1. Change the characters.

[Entry Method] ▶ [Symbol] ▶ [OK]

### Entering numbers

1. Change the characters.

[Entry Method] ▶ [Number] ▶ [OK]

### Deleting characters

1. Press [Backspace] or [Delete All] to delete characters.

### Entering User Text

You can select and use a user text that is registered to [Program/Change/Delete User Text]. For details, see page 286 "General Features".

1. Change the characters.

[Entry Method] ▶ [User Text] ▶ [OK] ▶ Select the User Text you want to use ▶ [OK]

### Note

- Greek text can be input for some areas. To enter Greek text, press [Greek] in [Entry Method]. To return to alphabet input, press [Alphabet(QWERTY)] in [Entry Method].

## Keyboard Layout

Generally, the QWERTY keyboard appears.

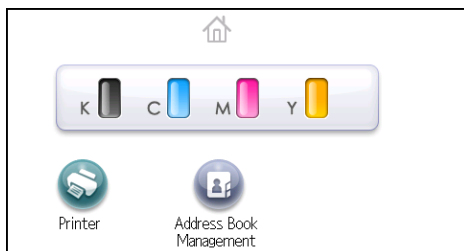


The layout of the keyboard varies depending on the set display language. To use the QWERTY keyboard, press the key displayed on the lower left of the screen, and change the layout of the keyboard. For details about the display language, see page 77 "Selecting the Display Language".

## Customizing the [Home] Screen

You can add shortcuts to frequently used embedded software applications in the [Home] screen. The embedded software applications can be recalled easily by pressing the shortcut icons. You can rearrange the order of the function and shortcut icons.

For details about the items on the [Home] screen, see page 22 "Guide to the Names and Functions of the Control Panel Screen".



Depending on the authentication settings, there are two kinds of [Home] screens:

- Default [Home] screen

This screen is displayed when the authentication function is not enabled or when the authentication function is enabled and you are logged in as an administrator. The default [Home] screen is also used as the initial screen of a user's [Home] screen. When the default [Home] screen is customized, the initial screen of a user's [Home] screen is also changed.

- User's [Home] screen

This screen is for each user. To use a user's [Home] screen, enable the authentication. The use of a user's [Home] screen can be limited. For details, see Security Guide.

You can customize the [Home] screen to make it more accessible. The default [Home] screen and user's [Home] screen can be customized separately. When customizing the default [Home] screen, use User Tools or Web Image Monitor. When customizing a user's [Home] screen, use Web Image Monitor. The following contents can be customized:

- Adding icons

When an embedded software application is installed, a function icon for the application is displayed on the [Home] screen.

- Changing the icon order

You can change the order of the function and shortcut icons. For details, see page 33 "Changing the order of icons on the [Home] screen".

- Registering the image

You can display a favorite image on the upper right on the [Home] screen. For details, see page 35 "Displaying the image on the [Home] screen".

#### **Note**

- Depending on the printer settings, a user's [Home] screen cannot be used. For details, see Security Guide.
- When customizing a user's [Home] screen, the contents of the default [Home] screen are not changed.
- When customizing the default [Home] screen after making a user's [Home] screen, the settings for the user's [Home] screen that have already been registered are not changed.
- The following number of shortcut icons can be displayed on a page:
  - On the simple screen: three icons
  - On the standard screen (with supply information displayed): three icons
  - On the standard screen (without supply information displayed): six icons

## **Adding icons to the [Home] screen**

---

You can also review icons of functions and embedded software applications that you deleted from the [Home] screen.

#### **Note**

- Shortcut names of up to 32 characters can be displayed in a standard screen.
- You can register up to 72 function and shortcut icons. Delete unused icons if the limit is reached. For details see page 34 "Deleting an icon on the [Home] screen".



- You can change the position of icons. For details, see page 33 "Changing the order of icons on the [Home] screen".

In the following procedure, a shortcut to an embedded software application is registered to the [Home] screen.

### For using Web Image Monitor

1. **Log in to Web Image Monitor as an administrator.**  
For details, see page 333 "Displaying the top page".
2. **Point to [Device Management], and then click [Device Home Management].**
3. **Click [Edit Icons].**
4. **Point to [+Icon can be added.] of the position that you want to add, and then click [+Add].**
5. **Select the function or shortcut icon you want to add.**
6. **Click [OK] four times.**

### For using User Tools

1. **Press the [User Tools] key, and then select the icon you want to add.**

[Edit Home] ▶ [Add Icon] ▶ [Select Icon to Add] ▶ Select the type of the icon to be added ▶  
Select the icon to be added

2. **Specify the position where the selected icon is added.**

[Select Destination] ▶ Specify the position where [Blank] is displayed

#### ↓ Note

- Press  on the upper-right corner of the [Select Destination] screen to check the position on the simple screen.

## Changing the order of icons on the [Home] screen

You can change the order of the function and shortcut icons on the [Home] screen to make them more accessible.

The initial and simple screens are the same in order of icons.

### For using Web Image Monitor

1. **Log in to Web Image Monitor as an administrator.**  
For details, see page 333 "Displaying the top page".
2. **Point to [Device Management], and then click [Device Home Management].**
3. **Click [Edit Icons].**

**4. Drag the icon that you want to move, and then drop it to the new position.**

The icon switches position if another icon is already registered in a destination.

To move the icon to another page, drag it to the destination page on the thumbnail displayed on the right of the screen. After the page is switched, drop the icon at the new position.

**5. Press [OK] three times.****For using User Tools****1. Press the [User Tools] key, and then select the icon you want to move.**

[Edit Home] ▶ [Move Icon] ▶ [Select Icon to Move] ▶ Select an icon that you want to move

**2. Specify the position where the selected icon is added.**

[Select Destination] ▶ Specify the position you want to move

**Note**

- Press  on the upper-right corner of the screen to check the position on the simple screen.

**Deleting an icon on the [Home] screen**

Delete unused function or shortcut icons. You can display only the icons of functions and shortcuts that you use.

**Note**

- Even if a function icon or shortcut icon for an embedded software application on the [Home] screen is deleted, the application or function is not deleted.

**For using Web Image Monitor****1. Log in to Web Image Monitor as an administrator.**

For details, see page 333 "Displaying the top page".

**2. Point to [Device Management], and then click [Device Home Management].****3. Click [Edit Icons].****4. Drag the icon that you want to delete, and then drop it in the trash box on the left of the screen.****5. Click [OK] three times.****For using User Tools****1. Press the [User Tools] key, and then select the icon you want to delete.**

[Edit Home] ▶ [Delete Icon] ▶ Select an icon that you want to delete ▶ [OK]

## Displaying the image on the [Home] screen

You can display an image such as a corporate logo on the [Home] screen.

To load an image, store it in the following format:

**File format:**

JPEG

**Number of pixels:**

180 × 40 pixels

**Maximum file size:**

15 KB

To load an image using the User Tools, store it on an SD card. Specify a file path and name as follows:

**File path:**

(root):\custom\_ui\image

**File name:**

insert

**Note**

- The image displayed on the default [Home] screen is also displayed on each user's [Home] screen. Different images cannot be displayed on individual user's [Home] screens.

### For using Web Image Monitor

**1. Log in to Web Image Monitor as an administrator.**

For details, see page 333 "Displaying the top page".

**2. Point to [Device Management], and then click [Device Home Management].**

**3. Click [Home Screen Settings].**

**4. Select [Insert Image] in the [Insert Image] box.**

To change the image, select [Select Another Image], and then select a new image.

To delete the image, select [Delete Image], and then click [OK] twice.

**5. Click [Browse], and then select a file.**

**6. Click [OK].**

### For using User Tools

**1. Insert an SD card into the media slot.**

For details about the procedure for inserting an SD card, see page 192 "Inserting/removing a memory storage device".

2. Press the [User Tools] key, and then register an image.

[Edit Home] ▶ [Insert Image on Home Screen] ▶ [Insert Image on Home Screen] ▶ [OK]

3. Remove the SD Card.

For details about the procedure for removing an SD card, see page 192 "Inserting/removing a memory storage device".

## Restoring the [Home] screen default

---

To restore the default [Home] screen, use the User Tools. When the default [Home] screen is restored, the settings return to their factory defaults.

To restore the user's initial [Home] screen, use Web Image Monitor. When the user's initial [Home] screen is restored, the setting returns to the default [Home] screen.

### ↓ Note

- When embedded software applications are installed, the application icons are not deleted even if the default [Home] screen is restored.

### For using Web Image Monitor

1. Log in to Web Image Monitor as an administrator.

For details, see page 333 "Displaying the top page".

2. Point to [Device Management], and then click [Device Home Management].
3. Click [Restore Default Icon Display].
4. Click [OK] twice.

### For using User Tools

1. Press the [User Tools] key, and then restore the default icon display.

[Edit Home] ▶ [Restore Default Icon Display] ▶ [OK]

# Logging in to the Printer

If Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is active, the authentication screen appears on the display. The printer only becomes operable after entering your own login user name and login password.

For SP C342DN, you need to enter your user code to use the printer if User Code Authentication is enabled.

If you can use the printer, you can say that you are logged in. When you go out of the operable state, you can say that you are logged out. After logging in the printer, be sure to log out of it to prevent unauthorized usage.

## ★ Important

- Ask the user administrator for the information you need to enter to be authenticated. For details about user authentication, see Security Guide.
- User Code to enter on User Code Authentication is the numerical value registered in the Address Book as "User Code".

## User Code Authentication Using the Control Panel

This function is available for SP C342DN only.

This section explains the procedure for logging in to the printer when User Code Authentication is set.

### 1. Enter a user code to authenticate.

[Enter] ▶ Enter a user code ▶ [OK] ▶ [OK]

## User Code Authentication Using a Printer Driver

This section explains the procedure for logging in to the printer using a printer driver while User Code Authentication is active.

If User Code Authentication is active, specify the user code in the printer properties of the printer driver. For details, see the printer driver Help.

## ↓ Note

- When you have logged in with User Code Authentication using the printer driver, you are logged out automatically when printing is complete.

## Logging In Using the Control Panel

This section explains the procedure for logging in to the printer when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

### SP C340DN

1. Press the [Menu] key.
2. Press [Login] ▶ Enter a login user name ▶ Press [OK]
3. Enter a login password ▶ Press [OK]

When the user is authenticated, the screen for the function you are using appears.

### SP C342DN

1. Enter user information to authenticate.

[Login] ▶ Enter a login user name ▶ [OK] ▶ Enter a login password ▶ [OK]

## Logging Out Using the Control Panel

This section explains the procedure for logging out the printer when Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set.

### ★ Important

- To prevent use of the printer by unauthorized persons, always log out when you have finished using the printer.

### SP C340DN

1. Press the [Menu] key.
2. Press [Logout] ▶ Press [Yes]

### SP C342DN

1. Press the [Login/Logout] key, and then press [Yes].

## Logging In Using a Printer Driver

Enter your login user name and password as registered in the printer. You need only do this the first time you access the printer.

The PCL printer driver supports User Code Authentication.

The procedure is explained below using Windows 7 as an example:

**1. Open the printer properties dialog box, and then click the [Advanced Options] tab.**

For details about displaying printer driver properties dialog box, see page 131 "Displaying the Printer Driver Properties with Windows".

**2. Select the [User Authentication] check box.**

**3. Configure the following settings:**

- [Driver Encryption Key...]

If you want to encrypt the login password, enter the driver encryption key already set on the printer.

**4. Click [OK] to close the printer properties dialog box.**

**5. Open the printing preferences dialog box.**

**6. Specify the user authentication setting.**

**PCL 5e/5c**

Click [Authentications...] in the [Valid Access] tab.

**PCL 6**

Click [Authentication...] in the [Job Setup] menu under the [Detailed Settings] tab.

**7. Enter a login user name and login password already set on the printer or the server for user authentication.**

Be sure to enter the same login user name and login password that is registered on the printer or the server.

If you do not enter a valid login user name and login password, printing will not start.

**8. Click [OK] to close the [Authentication] dialog box.**

**9. Click [OK] to close the printing preferences dialog box.**

**↓ Note**

- Depending on the application in use, the authentication settings specified in this procedure may not take effect.

## Logging In Using Web Image Monitor

This section explains the procedure for logging in to the printer via Web Image Monitor.

For details, see page 333 "Displaying the top page".

**↓ Note**

- For User Code Authentication, enter a user code in the [Login User Name] box, and then click [Login].

- The procedure may differ depending on the Web browser used.

---

## Logging Out Using Web Image Monitor

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This section explains the procedure for logging out the printer via Web Image Monitor.

1. Click [Logout] to log out.

### ↓ Note

- Delete the cache memory of a Web browser after logging out.

---

## User Lockout Function

---

This printer has the User Lockout function.

If an incorrect password is entered the number of times specified by the administrator, the User Lockout function prevents further login attempts under the same user name.

If the User Lockout function is applied, authentication will fail even if the correct password is entered and it will not be possible to use the printer.

For details about canceling the Lockout setting, see Security Guide.

---

## Changing the Login Password

---

You can use alphanumeric characters and symbols when registering a login user password.

You can register up to 128 single-byte characters.

The password is case-sensitive. Keep this in mind when registering the password.

### ★ Important

- **Do not disclose the password to anyone else. Similarly, do not write the password down and leave it where others can see it.**
- **Change the password periodically.**
- **Make the password difficult to guess.**

### Password Policy

This printer has a password policy.

Only passwords meeting the specified criteria for level of complexity and minimum number of characters can be registered. For details about the criteria, see Security Guide.

Passwords can contain the following characters:

- Upper case letters: A to Z (26 characters)
- Lower case letters: a to z (26 characters)



- Numbers: 0 to 9 (10 characters)
- Symbols: (space) ! " # \$ % & ' ( ) \* + , - . / : ; < = > ? @ [ \ ] ^ \_ ` { | } ~ (33 characters)

Some characters are not available, regardless of whether they can be entered using the keyboard or the control panel.

## Changing the login password using the control panel

This function is available for SP C342DN only.

1. Press the [User Tools] key.
2. Press the [Login/Logout] key, and then log in to the printer.

[Login] ▶ Enter a login user name ▶ [OK] ▶ Enter a login password ▶ [OK]

3. Select the user whose password you want to change.

[Address Book Mangmnt] ▶ [Change] ▶ [All Users] ▶ Select the user

4. Change the login password.

[Auth. Info] ▶ [Auth. Info at Login] ▶ [Change] for "Login Password" ▶ Enter a new login password ▶ [OK] ▶ Enter the login password again ▶ [OK] ▶ [OK] ▶ [Exit] ▶ [OK]

## Changing the login password using Web Image Monitor

1. Start Web Image Monitor.

For details, see page 333 "Displaying the top page".

2. Point to [Device Management], and then click [Address Book].
3. Select the user or group.
4. Click [Change].
5. Select the [User Authentication] check box in the [Authentication Management] area.
6. Click [Go to Next].
7. Click [On] next to [Change Login Password].
8. Enter the new password in the [Login Password] box.
9. Enter the new password in the [Confirm Login Password] box.
10. Click [Go to Next].
11. Click [OK].
12. Click [Logout].

## Changing the login password for the printer driver

---

1

1. Open the printing preferences dialog box.
2. Specify the user authentication setting.

### **PCL 5e/5c**

Click [Authentications...] in the [Valid Access] tab.

### **PCL 6**

Click [Authentication...] in the [Job Setup] menu under the [Detailed Settings] tab.

3. Enter a login password already set on the printer or the server for user authentication.  
Be sure to enter the same login password that is registered on the printer or the server.  
If you do not enter a valid login password, printing will not start.
4. Click [OK] to close the [Authentication] dialog box.
5. Click [OK] to close the printing preferences dialog box.

# Downloading Utility Software

This section explains the utility software for this printer.

1

## Device Manager NX Accounting/Device Manager NX Lite

Device Manager NX Accounting/Device Manager NX Lite is an application that monitors network printers. It can monitor multiple network printers using IP address. We recommend that network administrators use this application.

Device Manager NX Lite is available as a free download. For Device Manager NX Accounting, contact your local dealer for information on downloading the software.

### Note

- For details about the functionality, see the manual for Device Manager NX Accounting/Device Manager NX Lite.
- Device Manager NX can use the data generated by SmartDeviceMonitor for Admin.



## 2. Setting Up the Printer

This chapter explains the procedures for setting up the printer and installing options.

### Printer Set Up Procedure

Use the following procedure to set up the printer:

2

#### **SP C340DN**

**1. Select a suitable location for your printer.**

For details, see page 47 "Install Location".

**2. Take the printer out of its box.**

- Check the items that come with the printer.

For details, see page 50 "Checking the Contents of the Box".

- Remove the protective materials and adhesive tape.

For details, see page 51 "Unpacking".

**3. Install the optional unit(s) and board(s) to the printer as necessary.**

For details, see page 57 "Installing Options".

**4. Load paper in the paper feed tray.**

For details, see page 105 "Loading Paper".

**5. Plug in the power cord, and then turn on the printer.**

For details, see page 70 "Connecting the Power Cord", and page 73 "Turning On/Off the Power".

**6. Select the language used on the display.**

For details, see page 77 "Selecting the Display Language".

**7. Print a test page.**

For details, see page 100 "Test Printing".

**8. Connect the printer to your network.**

For details, see page 78 "Connecting the Printer".

**9. Configure the printer's network settings.**

For details, see page 90 "Configuration".

**10. Install the printer driver.**

For details, see Driver Installation Guide.

#### **SP C342DN**

**1. Load paper in the paper feed tray.**

For details, see page 105 "Loading Paper".

**2. Plug in the power cord, and then turn on the printer.**

For details, see page 70 "Connecting the Power Cord", and page 73 "Turning On/Off the Power".

**3. Select the language used on the display.**

For details, see page 77 "Selecting the Display Language".

**4. Print a test page.**

For details, see page 100 "Test Printing".

**5. Connect the printer to your network.**

For details, see page 78 "Connecting the Printer".

**6. Configure the printer's network settings.**

For details, see page 90 "Configuration".

**7. Install the printer driver.**

For details, see Driver Installation Guide.

# Install Location

The printer's location should be carefully chosen because environmental conditions greatly affect its performance.

## **WARNING**

- Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

- Do not use flammable sprays or solvents in the vicinity of this machine. Also, avoid placing these items in the vicinity of this machine. Doing so could result in fire or electric shock.

## **CAUTION**

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

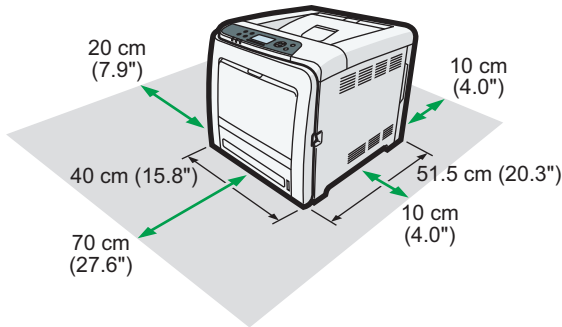
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

## **Important**

- **Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.**
- **Do not place the printer directly on the floor.**

### Space Required for Installation

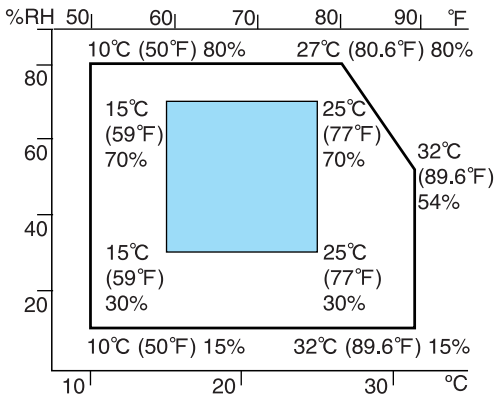
The recommended (or minimum) space requirements are as follows:



DPP079

### Optimum Environmental Conditions

Permissible and recommended temperature and humidity ranges are as follows:



CBK019

- White area: Permissible Range
- Blue area: Recommended Range

**Note**

- The printer must be level within 3 mm, 0.1" from both front to rear and left to right.

### Ventilation

When you use this printer in a confined space without good ventilation for a long time or print large quantities, you might detect an odd smell.

This might cause the output paper to also have an odd smell.

When you detect an odd smell, regularly ventilate in order to keep the workplace comfortable.

- Set up the printer so that it does not directly ventilate towards people.
- Ventilation should be more than 30 m<sup>3</sup>/hr/person.

### New machine smell

When a printer is new, it might have a unique smell. This smell will subside in about one week.

When you detect an odd smell, sufficiently ventilate and circulate the air in the room.



## Environments to Avoid

Do not use the printer in the following environments:

### ★ Important

- Areas exposed to direct sunlight or strong light
- Dusty areas
- Areas with corrosive gases
- Areas that are excessively cold, hot, or humid
- Areas directly exposed to currents of hot, cold, or room-temperature air from air conditioners
- Areas directly exposed to radiant heat from heaters
- Locations near air conditioners, heaters, or humidifiers
- Locations near other electronic equipment
- Locations subject to frequent strong vibration

## Power Source

Connect the power cord to a power source of the following specification:

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

220–240 V, 50/ 60 Hz, 5 A

 **Region B** (mainly North America)

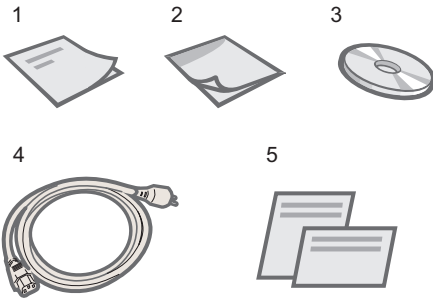
120–127 V, 60 Hz, 9 A

## Checking the Contents of the Box

Make sure that you find all the items listed below.

**★ Important**

- If there are any missing or defective items, contact your sales representative.



CYN095

1. Manual: "Read This First"
2. Manual: "Quick Installation Guide"
3. CD-ROM: "Printer Drivers and Manuals"
4. Power Cord
5. Additional Documentation

**↓ Note**

- This package does not include an interface cable. Purchase one as necessary to connect to the printer.

# Unpacking

This procedure is applied to SP C342DN only.

To protect it from shock and vibration during transit, this printer comes packaged in cushioning foam and secured with tape. Remove the protective materials after placing the printer in the location where it will be installed.

## ⚠ WARNING

- The following explains the warning messages on the plastic bag used in this product's packaging.
  - Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

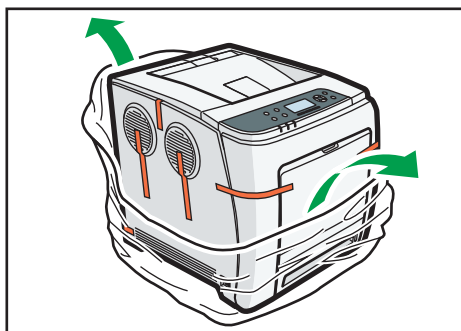
## ⚠ CAUTION

- The printer weighs approximately 29 kg (64 lb.).
- When moving the printer, hold the handles located on both sides, and then lift it slowly. Lifting it carelessly or dropping it may cause an injury.

## ★ Important

- The removed tape is sticky. Be careful not to let the sticky side touch your skin or clothes.
- Do not grip the tray area when lifting the printer.
- Make sure that paper clips, staples, or other small metallic objects do not fall inside the printer.

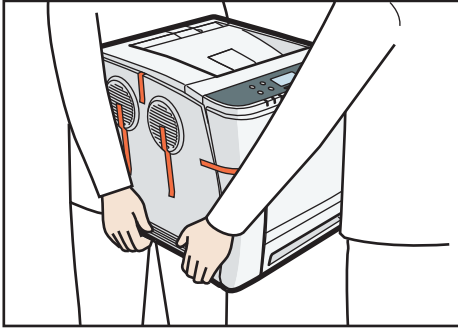
### 1. Remove the plastic bag.



DFP005

### 2. Lift the printer with two people by using the inset grips on both sides of the printer.

Lower the printer slowly and carefully to prevent getting your hands stuck.

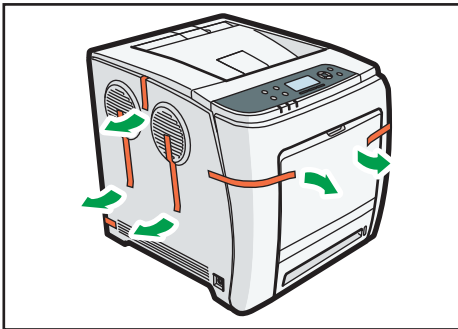


DFP006

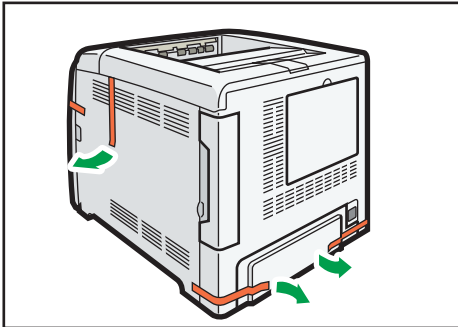
When moving the printer, do not hold the following parts. Doing so may cause them to break.

- The handle on the standard paper feed tray
- The underside of the bypass tray

**3. Remove the tape.**

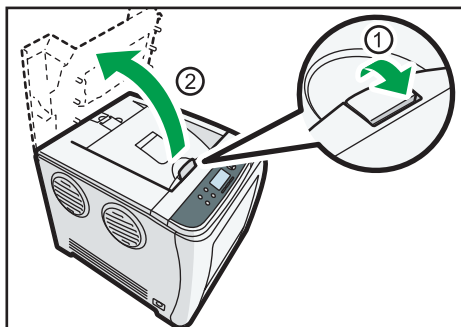


DFP007



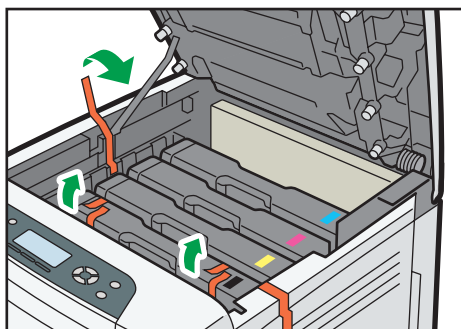
DFP008

4. Pull the top cover open lever upward to open the top cover.

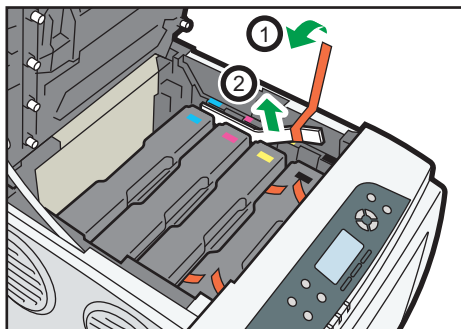


DFP009

5. Remove the tape.

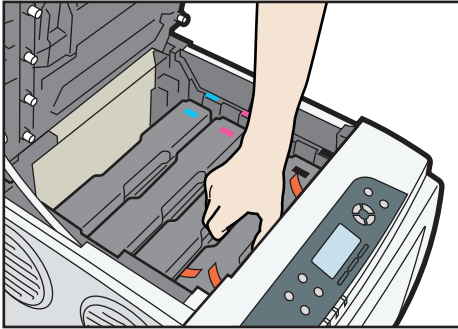


DFP010



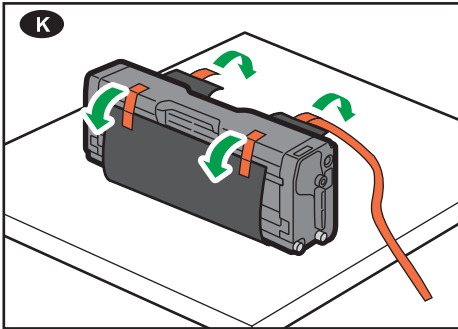
DFP011

**6. Remove the print cartridges.**



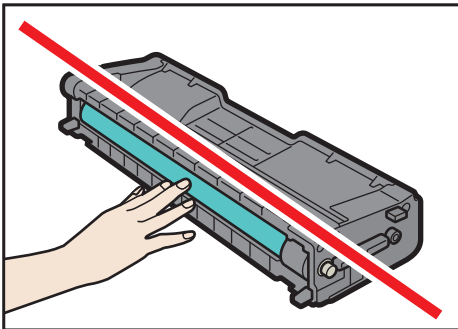
DFF012

When taking out the black print cartridge, be sure to place it on a flat surface, and then remove the protection sheet also.



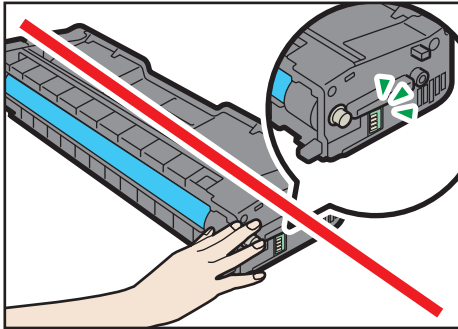
DPP080

Do not touch the print cartridge's photo conductor unit.



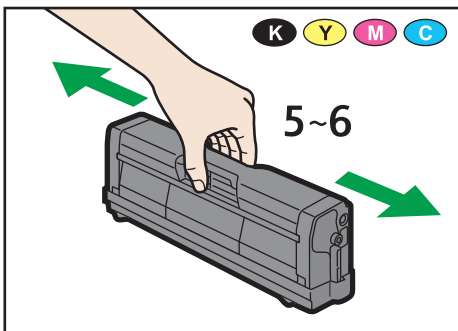
DPP081

Do not touch a metal part.



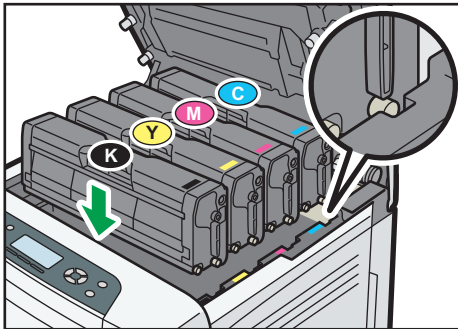
DFP013

7. Hold the print cartridge and shake it from side to side five or six times.



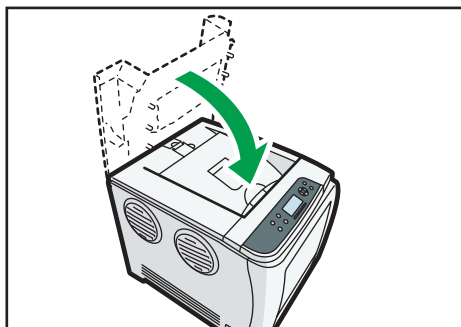
DFP082

8. Return the print cartridges to its original position.



DFP014

**9. Close the top cover with both hands carefully.**



DFP015

When you have finished unpacking, do the following:

- If you want to use the printer with optional accessories installed, see page 57 "Installing Options".
- If you want to use the printer without optional accessories installed, see page 105 "Loading Paper".

For details about settings up the printer, see page 45 "Printer Set Up Procedure".



# Installing Options

By installing options, you can improve printer performance and expand the available features.

## Order of Option Installation

2

When installing multiple options, the following order is recommended:

**1. Attach the paper feed unit.**

Attach the paper feed unit to the bottom of the printer.

**2. Install the hard disk.**

**3. Install the optional interface board.**

Install in the slot of the printer.

Only one interface board can be installed.

**4. Insert SD card options.**

Insert in the SD card slot of the printer.

There are two slots for SD cards.

Each slot supports different types of SD cards.

If you want to use two or more SD cards that can be inserted in the same slot, contact your sales or service representative.

## Attaching the Paper Feed Unit

You can install a 500-sheet paper feed unit.

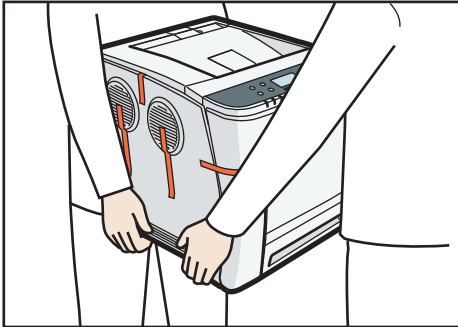
### CAUTION

- The printer weighs approximately 29/30 kg (63.9/66.1 lb.). When moving the printer, hold the handles located on both sides, and then lift it slowly. Lifting it carelessly or dropping it may cause an injury.

### Important

- Do not place the printer directly on the floor.
  - When attaching multiple options, attach the paper feed unit first.
1. Turn the printer off and unplug the power cord.
  2. Remove the packaging from the paper feed unit.

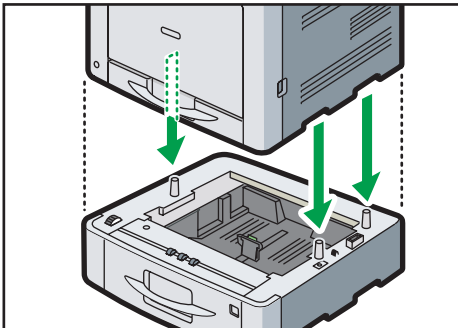
**3. Lift the printer using the inset grips on both sides of the printer.**



When moving the printer, do not hold the following parts. Doing so may cause them to break.

- The handle on the standard paper feed tray
- The underside of the bypass tray

**4. There are three upright pins on the optional paper feed unit. Align them with the holes on the underside of the printer, and then carefully lower the printer.**



**5. Plug in the power cord, and then turn on the printer.**

**6. Print the configuration page to confirm that the unit was attached correctly.**

**Note**

- To check whether the optional paper feed unit was correctly attached, print the configuration page, and check "Attached Equipment" on the configuration page. If the unit was attached correctly "Tray 2" will appear.
- For information about printing the configuration page, see page 100 "Test Printing".
- If the optional paper feed unit was not installed properly, repeat the procedure from the beginning. If it cannot be installed correctly even after trying the installation a second time, contact your sales or service representative.
- To use the paper feed unit, configure the printer options in "Accessories" in the printer driver. For details about opening "Accessories", see "Configuring Option Settings for the Printer", Driver Installation Guide.

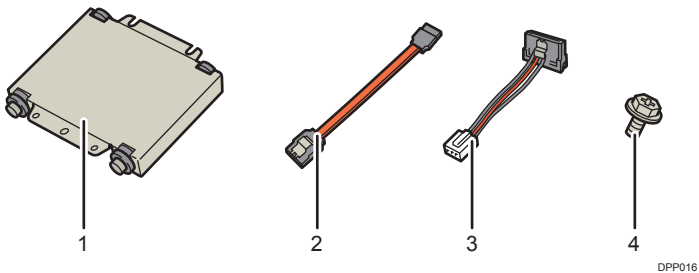
## Installing the Hard Disk

This procedure is applied to SP C342DN only.

### ★ Important

- Do not touch the inside of the controller board compartment. Doing so may cause a printer malfunction or a burn.
- Before beginning the installation, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the memory expansion units.
- Do not subject the memory expansion unit to physical shocks.
- Before using the new hard disk, you must configure settings in the printer driver.

#### 1. Check the contents of the package.



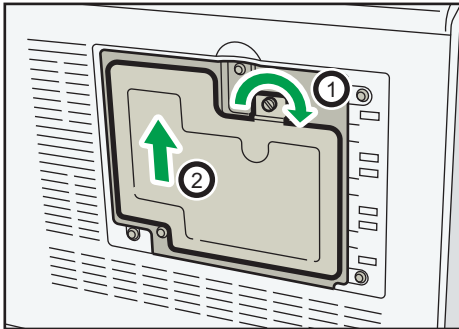
1. Hard disk
2. Flat cable
3. Power cord
4. Screws (3)

#### 2. Remove the memory cover.



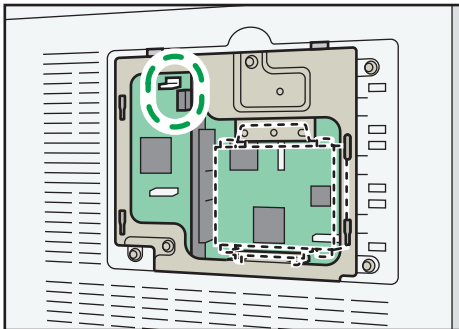
DFP017

3. Loosen the screw by using a coin, and then slide the inner cover to the top to remove it.



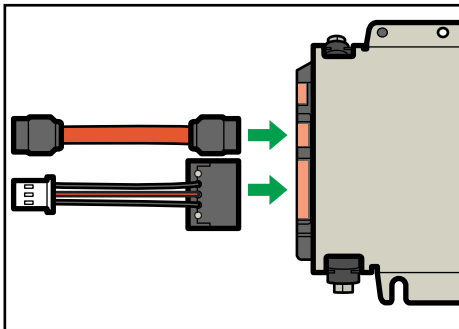
DFP018

4. Install the hard disk in the indicated position.



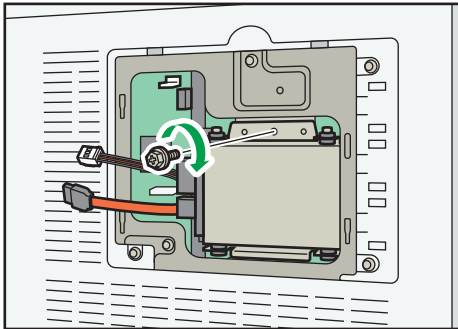
DFP019

5. Connect the flat cable and power cord to the hard disk.



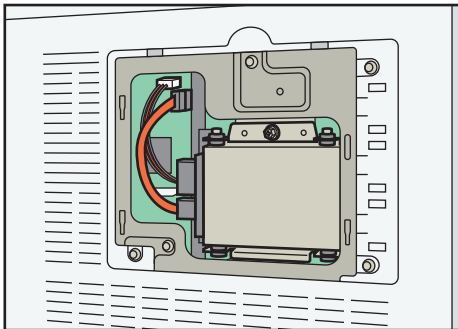
CSJ162

6. Fasten the hard disk to the printer with the screws.



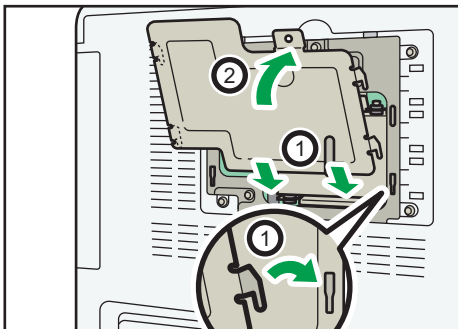
DFP020

7. Connect the flat cable and power cord to the board of the printer.



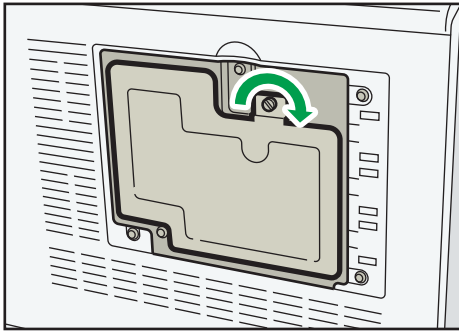
DFP021

8. Insert the two lower protrusions of the supplied inner cover, and then the left protrusion, into the notches on the printer.



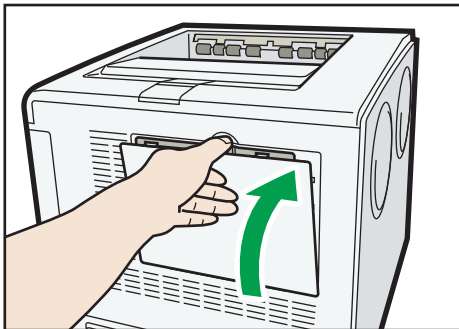
DFP022

**9. Tighten the screw.**



DFP023

**10. Attach the memory cover.**



DFP024

**11. Plug in the power cord, and then turn on the printer.**

**12. Print the configuration page to confirm the installation.**

**↓ Note**

- Check that the hard disk was correctly installed by printing the configuration page. If it is correctly installed, "Hard Disk" will appear for "Device Connection" on the configuration page. For details about printing the configuration page, see page 100 "Test Printing".
- If the hard disk was not installed properly, repeat the procedure from the beginning. If it cannot be installed correctly even after trying the installation a second time, contact your sales or service representative.
- To use the installed hard disk, configure the printer options in "Accessories" in the printer driver. For information about opening "Accessories", see "Configuring Option Settings for the Printer", Driver Installation Guide.

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## Installing the Interface Units

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### ★ Important

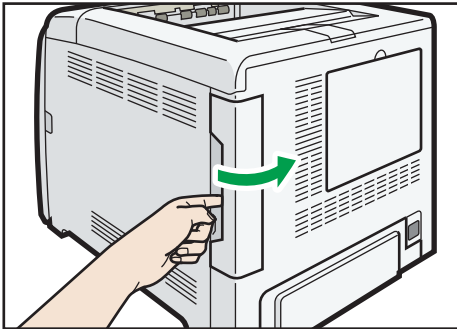
- Before beginning work, ground yourself by touching something metal to discharge any static electricity. Static electricity can damage the interface units.
- Do not subject the interface units to physical shocks.

2

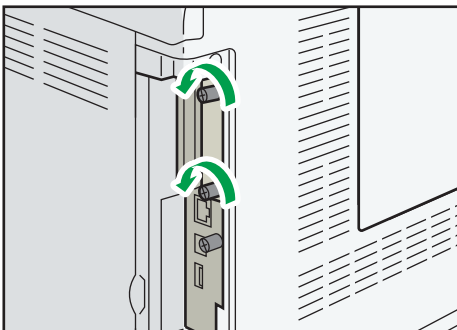
### Installing the Wireless LAN interface board

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1. Check the contents of the package.
2. Turn the printer off and unplug the power cord.
3. Remove the cable cover.

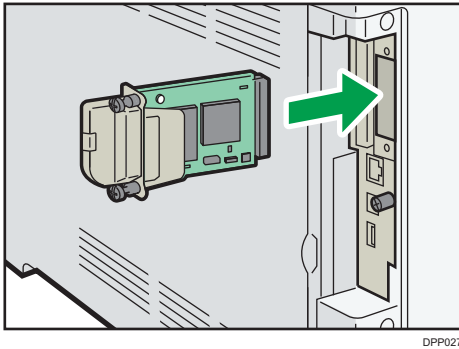


4. Loosen the two screws and remove the slot cover.



The removed cover will not be reused.

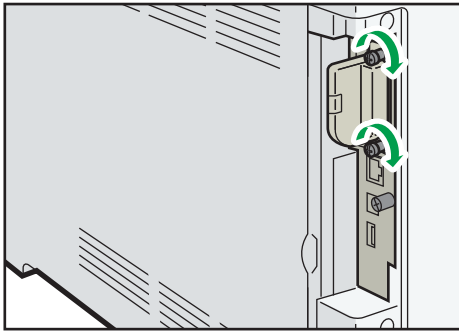
**5. Fully insert the interface board.**



DPP027

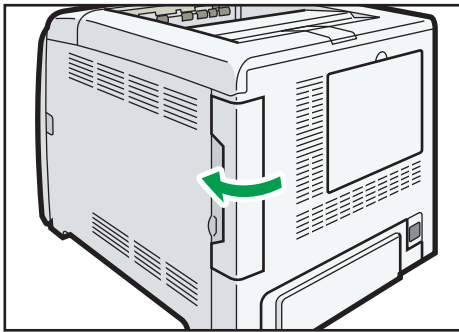
Check that the interface board is firmly connected to the controller board.

**6. Tighten the two screws to secure the interface board.**



DPP028

**7. Attach the cable cover.**



DPP029

**8. Plug in the power cord, and then turn on the printer.**

**9. Print the configuration page to confirm that the board was attached correctly.**

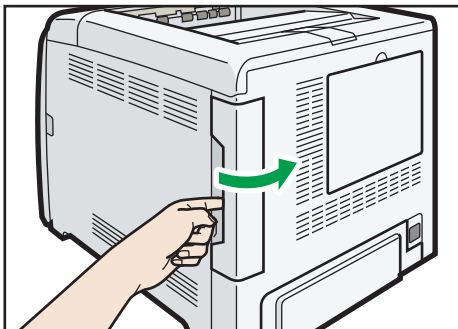


**Note**

- Check that the board was correctly installed by printing the configuration page. If it is correctly installed, "Wireless LAN" will appear for "Device Connection" on the configuration page. For details about printing the configuration page, see page 100 "Test Printing".
- If the board was not installed properly, repeat the procedure from the beginning. If it cannot be installed correctly even after trying the installation a second time, contact your sales or service representative.
- Before using the board, you must configure settings from the printer control panel. For details, see page 93 "Wireless LAN Configuration".

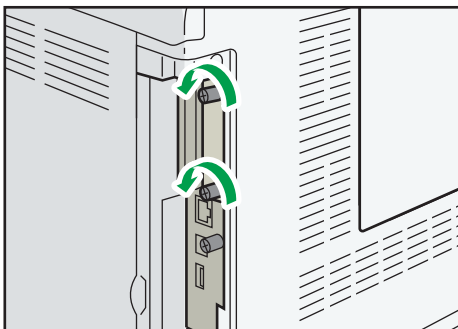
## Installing the IEEE 1284 interface board

1. Check the contents of the package.
2. Turn the printer off and unplug the power cord.
3. Remove the cable cover.



DPP025

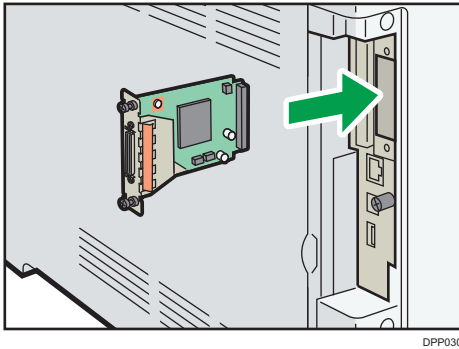
4. Loosen the two screws and remove the slot cover.



DPP026

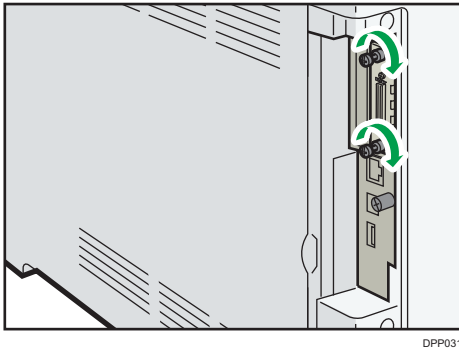
The removed cover will not be reused.

**5. Fully insert the IEEE 1284 interface board.**



Check that the IEEE 1284 interface board is firmly connected to the controller board.

**6. Tighten the two screws to secure the interface board.**



**7. Plug in the power cord, and then turn on the printer.**

**8. Print the configuration page to confirm that the board was attached correctly.**

**Note**

- Check that the board was correctly installed by printing the configuration page. If it is correctly installed, "Parallel Interface" will appear for "Device Connection" on the configuration page. For details about printing the configuration page, see page 100 "Test Printing".
- If the board was not installed properly, repeat the procedure from the beginning. If it cannot be installed correctly even after trying the installation a second time, contact your sales or service representative.

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## Installing SD Card Options

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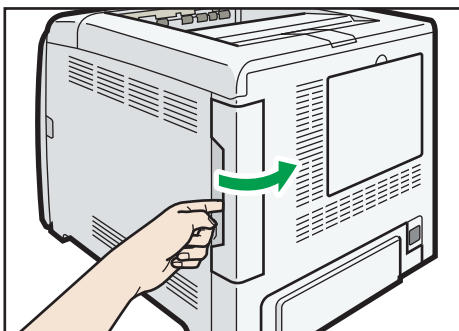
This procedure is applied to SP C342DN only.

**⚠ CAUTION**

- Keep SD cards out of reach of children. If a child swallows an SD card, consult a doctor immediately.

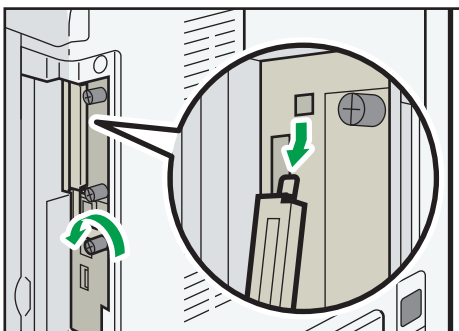
**★ Important**

- Do not subject the card to physical shocks.
1. Turn the printer off and unplug the power cord.
  2. Remove the cable cover.



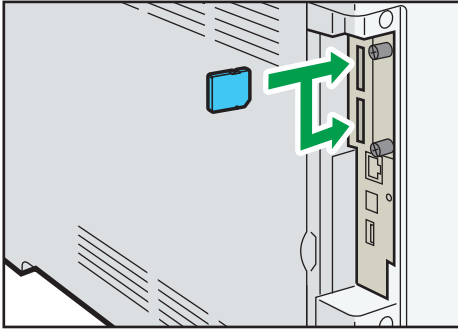
DPP025

3. Loosen the screw and remove the SD card slot cover at an angle.



DPP032

4. Insert the SD card into the slot until it clicks.

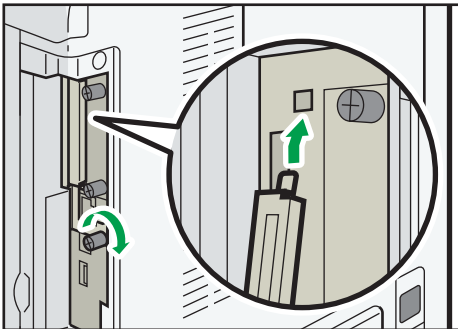


DPP033

If you insert only one SD card, use the upper slot. If you insert two SD cards simultaneously, use both slots. If you insert the optional VM card, use only the lower slot.

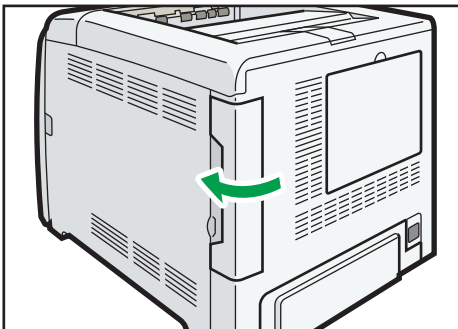
If you want to use two or more SD cards simultaneously, contact your service representative.

5. Hook the SD card slot cover onto the opening, attach it flat against the controller board, and then fasten it using the screw.



DPP034

6. Attach the cable cover.



DPP029

7. Plug in the power cord, and then turn on the printer.
8. Check that the SD card was installed correctly.

**Note**

- You can confirm that the SD card was installed correctly by checking the control panel menu or configuration page.
  - VM card: Make sure [Java™/X] appears when the [Switch Functions] key is pressed.
  - Camera direct print card: Printing the configuration page, if the camera direct print card is installed properly, "PictBridge" will appear for "Printer Language" in "System Reference". For details about printing the configuration page, see page 100 "Test Printing".
  - XPS card: Printing the configuration page, if the XPS card is installed properly, "XPS" will appear for "Printer Language" in "System Reference". For details about printing the configuration page, see page 100 "Test Printing".
- If the card is not installed properly, repeat the procedure from the beginning. If it cannot be installed correctly even after trying the installation a second time, contact your sales or service representative.
- Do not touch the card while the printer is in use. It may come loose, even if pushed only slightly. The slot cover must be reattached.

# Connecting the Power Cord

## **WARNING**

- Do not use any power sources other than those that match the specifications shown. Doing so could result in fire or electric shock.
- Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.
- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.
- Do not use extension cords. Doing so could result in fire or electric shock.
- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.
- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.
- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.
- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.
- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.
- Be sure to disconnect the plug from the wall outlet at least once a year and check for the following:
  - There are burn marks on the plug.
  - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.
- Be sure to disconnect the power cord from the wall outlet at least once a year and check for the following:
  - The power cord's inner wires are exposed, broken, etc.

**⚠ WARNING**

- The power cord's coating has a crack or dent.
- When bending the power cord, the power turns off and on.
- Part of the power cord becomes hot.
- The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

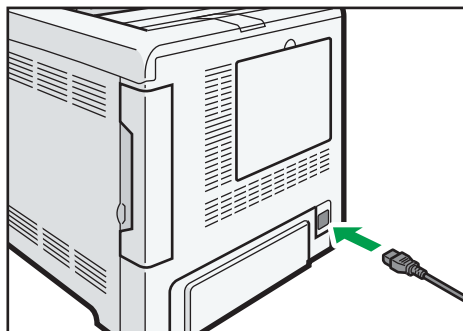
**⚠ CAUTION**

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.
- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.
- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.
- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.
- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

**★ Important**

- Do not turn off the main power switch immediately after turning it on. Doing so may result in damage to the hard disk or memory, leading to a malfunction.
- Do not turn off the main power switch until the printer has finished starting up. Doing so may result in a malfunction.

**1. Plug the power cord into the rear of the printer.**



DPP035

For details about turning on the power, see page 73 "Turning On/Off the Power".



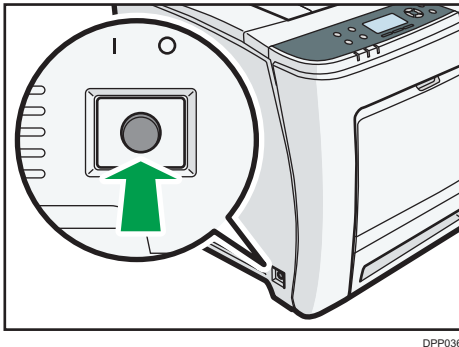
# Turning On/Off the Power

This section explains how to turn on/off the printer.

## Turning On the Power

2

1. Make sure the power cord is firmly plugged into the wall outlet.
2. Push the main power switch.



The power indicator turns on.

### ↓ Note

- After you switch the main power on, a screen may appear to indicate that the printer is initializing. Do not switch the power off during this process. Initialization takes about three minutes.

## Turning Off the Power

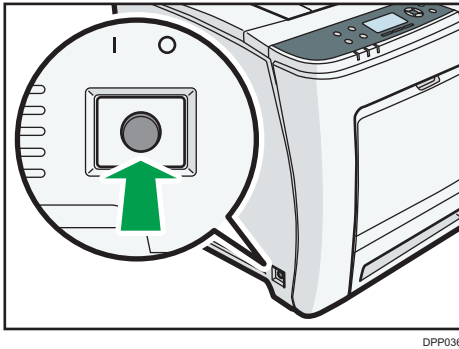
### ⚠ CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

### ★ Important

- Do not press and hold the main power switch when turning off the printer. Doing so shuts down the printer forcefully and may damage the hard disk causing a malfunction of the printer.
- Before unplugging the power cord plug, turn off the power switch and make sure the power switch indicator turns off. Not doing so may result in damage to the hard disk or memory, leading to a malfunction.
- Do not turn off the power while the printer is in operation.

**1. Push the main power switch.**



The main power is turned off automatically when the shutdown process is complete.

If the shutdown process is not complete within the period of time displayed on the screen, contact your service representative.

---

## **Saving Energy**

---

This printer has the following energy saving functions:

### **Fusing Unit Off Mode**

If you do not use the printer for a certain period after an operation, the display will turn off and the printer goes into Fusing Unit Off mode. The printer uses less electricity in Fusing Unit Off mode.

When the printer is in Fusing Unit Off mode, the display is on but the fusing unit heater is off to save energy. In this mode, you can change the printer settings on the control panel. However, the printer must exit this mode to print.

You can change the amount of time that the printer waits before switching to Fusing Unit Off mode under [Fusing Unit Off Mode Timer]. For details, see:

- page 234 "System (SP C340DN)" (for SP C340DN)
- page 288 "Timer Settings" (for SP C342DN)

To exit Fusing Unit Off mode, do one of the following:

- Display the [Maintenance] screen on the control panel (for SP C340DN)
- Display the [Maintenance: Print] or [Maintenance: Image] screen on the control panel (for SP C342DN)
- Operate the control panel when [Exit Fusing Unit Off Mode] is set to [On Operating Control Panel]
- Start print jobs

## Sleep mode

If the printer remains inactive for a specified period after entering Fusing Unit Off mode, it enters Sleep mode to further reduce the power consumption. The printer also enters Sleep mode when:

- The printer waits before entering Sleep mode is set in [Sleep Mode Timer]
- It is the day and time specified in [Weekly Timer]

When the printer is in Sleep mode, only the [Energy Saver] key and the [Check Status] key are usable. (for SP C342DN)

The printer can print jobs from computers.

You can change the amount of time that the printer waits before switching to Sleep mode.

For details about setting [Sleep Mode Timer] and [Weekly Timer], see:

- page 234 "System (SP C340DN)" (for SP C340DN)
- page 288 "Timer Settings" (for SP C342DN)

To exit Sleep mode, do one of the following:

- Press one of the keys on the control panel (for SP C340DN)
- Press the [Energy Saver] key or [Check Status] key (for SP C342DN)
- Start print jobs

## ECO Night Sensor

ECO Night Sensor can detect darkness and automatically turn off this product's power.

If ECO Night Sensor is enabled and detects darkness in a room after the lights are turned off, the sensor automatically turns the power off and reduces the power consumption of this product to 1W or less.

The default settings of ECO Night Sensor are enabled.

To change the settings, see:

- page 234 "System (SP C340DN)" (for SP C332DN)
- page 300 "Administrator Tools" (for SP C333DN)

### ★ Important

- The ECO Night Sensor function's factory default is [Auto Power Off Only]. If the printer is located in an environment where the ambient light level is low (such as in a hallway or a location with motion sensor lighting), it is advisable that you either keep this function disabled or adjust its sensitivity.
- You can configure the printer to automatically turn its power on when it detects an increase in the ambient light level. The printer may also react to daylight and turn its power on. If the printer is located in an environment where it is exposed to direct sunlight, it is advisable that you do not change the factory default configuration and only enable [Auto Power Off Only].

### ↓ Note

- When the printer is in Sleep mode, the [Energy Saver] key flashes slowly. (for SP C342DN)

- The energy saving functions will not activate when:
  - Communicating with external devices
  - The hard disk is active
  - A warning message is displayed
  - The service call message is displayed
  - Paper is jammed
  - The printer's covers are opened
  - Toner is being replenished
  - The printer settings screen is displayed
  - Fixed warm-up is in progress
  - Data is being processed
  - Operations are suspended during printing
  - The Data In indicator is on or flashing
  - The sample print, locked print, hold print, or stored print screen is displayed
  - Accessing the printer using Web Image Monitor
- The printer consumes less energy when in Sleep mode, but it takes longer to start printing.
- If two or more energy saving functions are set, the function for which the predetermined conditions to enter energy saving mode are met takes effect first.

# Selecting the Display Language

You can change the language used on the display. English is set as the default language.

## **SP C340DN**

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Language] ▶ Press [OK]
2. Select the language you want to use ▶ Press [OK]

## **SP C342DN**

1. Press the [User Tools] key, and then change the display language.

["language name"] ▶ Press the button repeatedly until the language you want to use appears

# Connecting the Printer

This section explains how to identify the printer's interface and connect the printer according to the network environment.

## 2

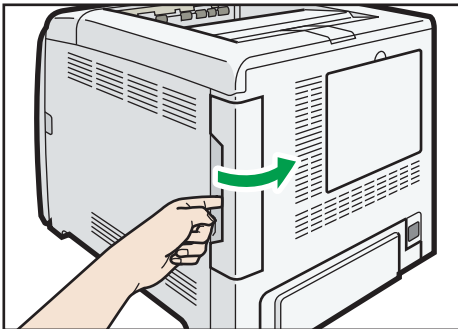
### Connecting to the Gigabit Ethernet Interface

This section explains how to connect an Ethernet interface cable to the Gigabit Ethernet port.

**★ Important**

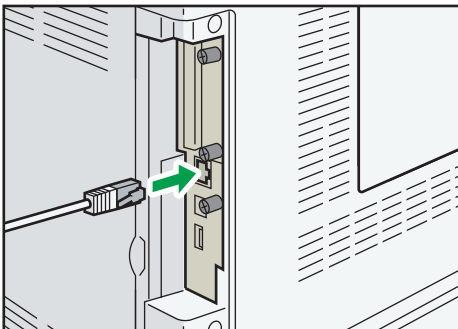
- If the main power switch is on, turn it off.
- Use the Unshielded Twisted Pair Cable (UTP) or Shielded Twisted Pair Cable (STP) and Category type 5 or more.

1. Make sure the power is switched off.
2. Remove the cable cover.



DPP025

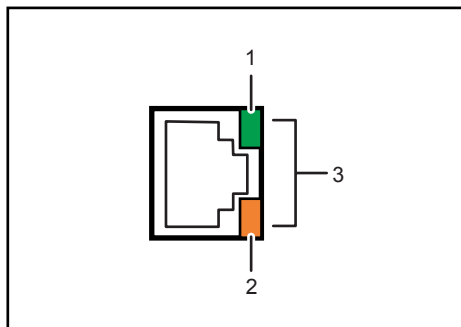
3. Connect the Ethernet interface cable to the Gigabit Ethernet port.



DPP037

4. Connect the other end of the Ethernet interface cable to a network connection device such as a hub.

## 5. Turn on the main power switch of the printer.



CSJ304

### 1. Indicator (green)

When 10BASE-T is operating, the LED is lit green. When 100BASE-TX is operating or the printer is not connected to a network, it is turned off.

### 2. Indicator (orange)

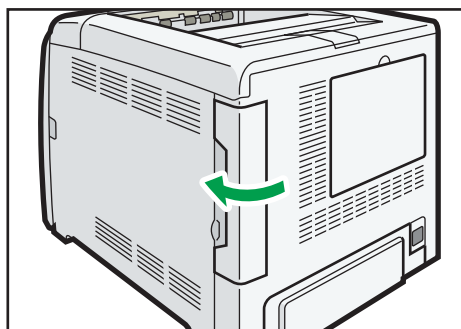
When 100BASE-TX is operating, the LED is lit orange. When 10BASE-T is operating or the printer is not connected to a network, it is turned off.

### 3. Indicators (both orange and green)

When 1000BASE-T is operating, both LEDs are lit.

The LEDs turn off when the Ethernet cable is disconnected or the printer is in Sleep Mode.

## 6. Attach the cable cover.



DPP029

### ↓ Note

- Use an Ethernet interface cable that supports the speed that you selected for "Ethernet Speed". If you select [Auto Select: Enable 1 Gbps] for "Ethernet Speed", use an Ethernet interface cable that supports 1000BASE-T.
- Check the type of the plug before connecting.
- Do not pull the connected cable forcefully. Make sure the cable is properly connected. Otherwise, it might become disconnected or somebody might trip on it.
- Using a cable with some connectors or converters may result in an improper connection.

---

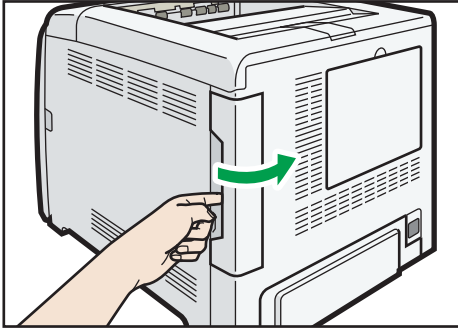
## Connecting to the USB (Type B) Interface

---

This section explains how to connect a USB 2.0 (Type B) interface cable to the USB 2.0 port.

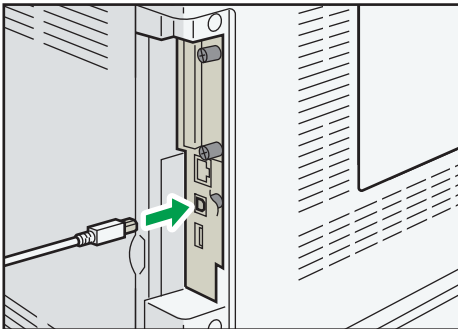
**★ Important**

- If the main power switch is on, turn it off.
1. Make sure the power is switched off.
  2. Remove the cable cover.



DPP025

3. Connect a USB 2.0 (Type B) interface cable to the USB port B.

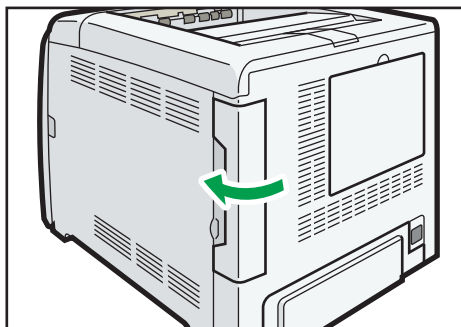


DPP038

4. Connect the other end to the USB 2.0 port on the host computer.



### 5. Attach the cable cover.



DPP029

#### ↓ Note

- This printer does not come with a USB interface cable. Make sure you purchase the appropriate cable for the printer (connector shape) and your computer.
- Use a five meter (16.4 foot) or shorter cable that supports USB 2.0 (Type B) interface.
- Check the type of the plug before connecting.
- Do not pull the connected cable forcefully. Make sure the cable is properly connected. Otherwise, it might become disconnected or somebody might trip on it.
- Using a cable with some connectors or converters may result in an improper connection.

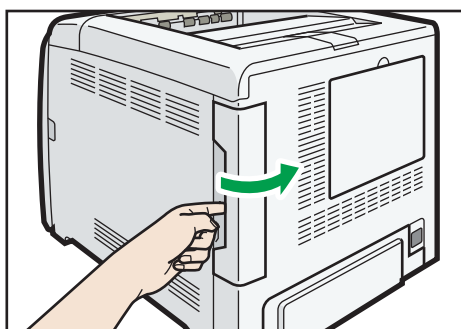
## Connecting a Device to the Printer's USB Host Interface

This section explains how to connect a device to the printer's USB host interface.

#### ★ Important

- When connecting the card authentication device, be sure to turn off the main power.
- When connecting a digital camera, make sure the printer and the digital camera are turned on.

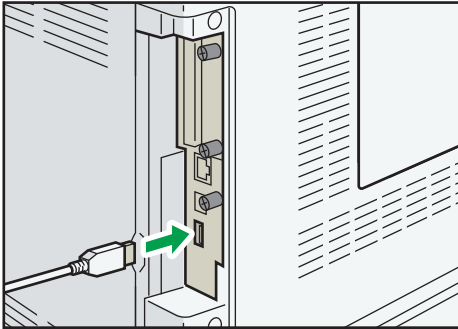
1. Make sure the power is switched off.
2. Remove the cable cover.



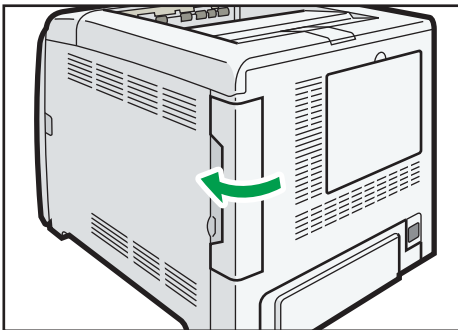
DPP025

**3. Connect one end of the USB interface device to the printer's USB port A.**

If you are using a USB interface cable, connect the other end to a device such as a card authentication device.



**4. Attach the cable cover.**

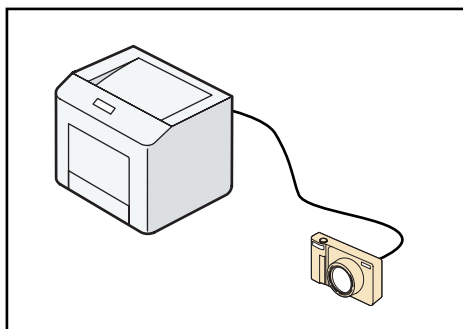


**Note**

- This printer does not come with a USB interface cable. Make sure you purchase the appropriate cable for the printer (connector shape) and the device.
- Use a five meter (16.4 foot) or shorter cable that supports USB Host Interface.
- Check the type of the plug before connecting.
- Do not pull the connected cable forcefully. Make sure the cable is properly connected. Otherwise, it might become disconnected or somebody might trip on it.
- Using a cable with some connectors or converters may result in an improper connection.

**Digital camera connection**

This printer supports direct printing, which allows you to print images taken with a digital camera by connecting the camera directly to the printer. The following explains how to connect the printer to a digital camera.



CSJ305

**★ Important**

- This function is available for SP C342DN only.
  - This function requires the camera direct print card.
  - Make sure your digital camera supports PictBridge.
  - Use the USB interface cable that was included with your digital camera.
1. Check that the printer and digital camera are turned on.
  2. Remove the cable cover.
  3. Connect the USB interface cable to USB port A on the printer and to your digital camera.
  4. When a digital camera is not connected to the printer, store the USB interface cable in a location where it will not be damaged.

**↓ Note**

- For the printing method, see page 197 "Direct Printing from a Digital Camera".

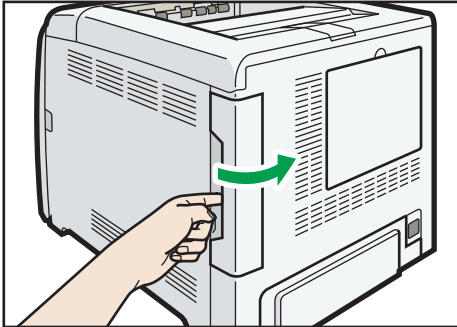
## Connecting to the IEEE 1284 Interface

This section explains how to connect an IEEE 1284 interface cable to the IEEE 1284 interface board.

**★ Important**

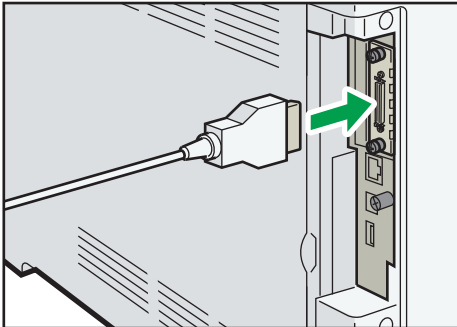
- If the main power switch is on, turn it off.
  - For connection to the IEEE 1284 interface board, use a half pitch 36-pin interface cable.
1. Make sure the main power switch on the printer is off.
  2. Turn off the main power switch of the host computer.

**3. Remove the cable cover.**



DPP025

**4. Connect an IEEE 1284 interface cable to the IEEE 1284 port.**



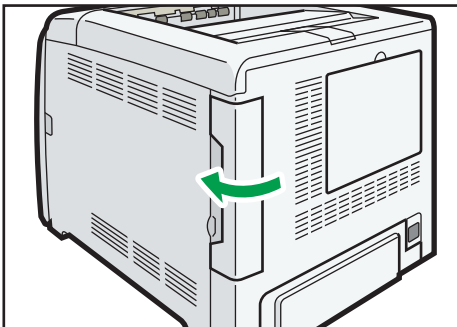
DPP040

You might have to use a conversion adapter to connect the cable to the interface. For details about acquiring a conversion adapter, contact your sales or service representative.

**5. Connect the other end of the cable into the interface connector on the host computer.**

Before connecting the cable to the computer, check the shape of the connector. Connect the cable firmly.

**6. Attach the cable cover.**



DPP029

**7. Turn on the main power switch of the printer.**

## 8. Turn on the host computer.

If Windows operating system is used, a printer driver installation screen might appear when the computer is turned on. If this happens, click [Cancel] on the screen.

### ↓ Note

- This printer does not come with an IEEE 1284 interface cable. Make sure you purchase the appropriate cable for the printer (connector shape) and your computer.
- Use a five meter (16.4 foot) or shorter IEEE 1284 compatible cable that is compatible with the host computer.

## Connecting to the Wireless LAN Interface

This section describes how to connect to the wireless LAN interface.

### ↓ Note

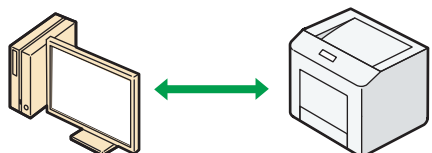
- Check the printer's IPv4 address and subnet mask, or the IPv6 address settings.
- For details about how to specify the IPv4 address and subnet mask from the control panel of the printer, see page 93 "Wireless LAN Configuration".
- Before using this printer with a wireless LAN interface, you must select [Wireless LAN] in [LAN Type].

## Specifying Wireless LAN Settings

You can specify wireless LAN settings either by directly connecting the printer to the computer in Ad Hoc mode or by using a router or other wireless access point in Infrastructure mode.

In Ad Hoc mode, it is necessary to manually specify the connection settings, such as SSID. In Infrastructure mode, the connection settings can be specified automatically if using a wireless access point supporting Wi-Fi Protected Setup (WPS).

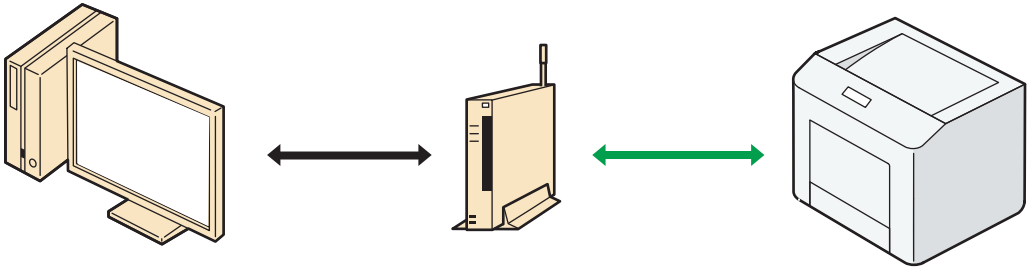
### 802.11 Ad-hoc Mode



DPP279

For details about how to specify wireless LAN settings from the control panel on the printer, see page 93 "Wireless LAN Configuration".

### Infrastructure Mode



For details about how to specify wireless LAN settings automatically using WPS with the WPS button or a PIN code, see page 93 "Configuring a Wireless LAN Using Easy Setup (When Using a Wireless Access Point Supporting WPS)".

**Note**

- When using a wireless access point not supporting WPS, it is necessary to specify the connection settings manually even in Infrastructure mode. For details, see page 94 "Configuring a wireless LAN manually".

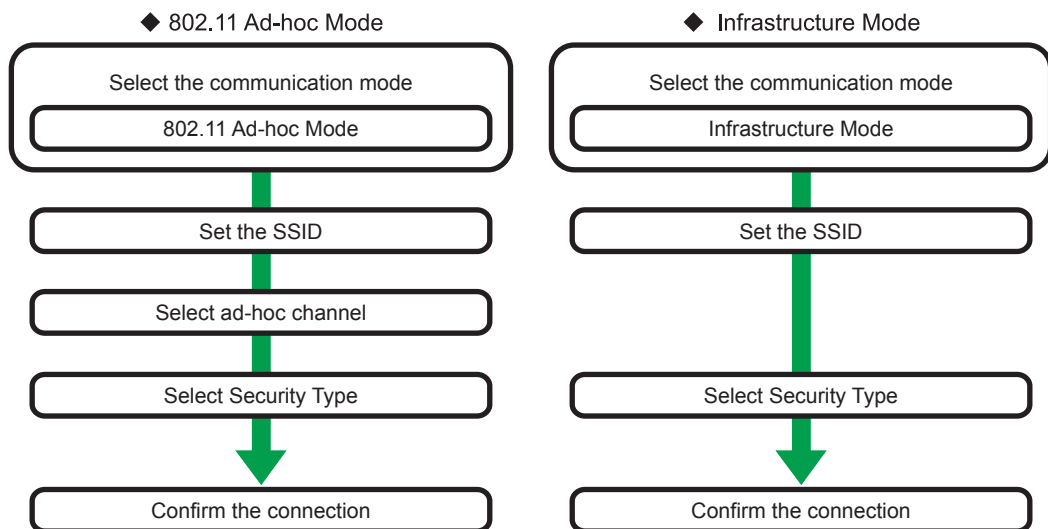
### Setup procedure

---

This section explains how to setup a wireless LAN interface.

Two methods of setting up wireless LAN are available: automatic setup by using WPS (Wi-Fi Protected Setup), and manual setup by entering required information such as SSID.

To configure the wireless LAN settings manually, display the screen for Wireless LAN configuration, and then use the following procedure:



#### Note

- When [802.11 Ad-hoc Mode] is selected in Communication Mode, select the channel for [Ad-hoc Channel]. Set a channel that matches the type of wireless LAN being used. For details about setting the Ad-hoc Channel, see page 93 "Wireless LAN Configuration".
- For details about security type settings, see Security Guide.

## Checking the signal

This section explains how to check the printer's radio wave status.

When using in infrastructure mode, you can check the printer's radio wave status using the control panel.

### SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Host Interface] ▶ Press [OK]
2. Select [Wireless LAN] ▶ Press [OK]
3. Select [Wireless LAN Signal] ▶ Press [OK]

The printer's radio wave status appears.

### SP C342DN

1. Press the [User Tools] key, and then display the [Wireless LAN] screen.

[System Settings] ▶ [Interface Settings] ▶ [Wireless LAN]

2. Check the radio wave status.

[Wireless LAN Signal] ▶ Check the radio wave status ▶ [Exit]

## Connecting to the USB Device Server

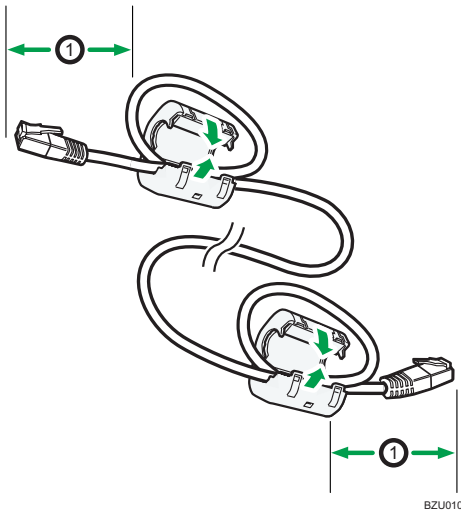
2

This section explains how to connect an Ethernet interface cable to the USB device server.

The network interface cable connected to the USB device server must use a ferrite core to prevent RF interference.

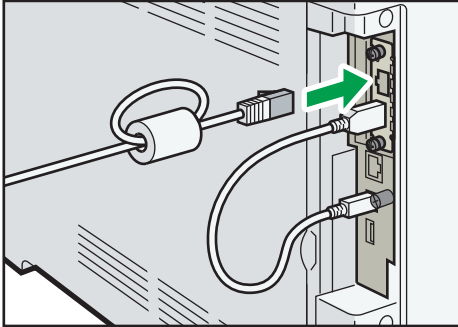
**★ Important**

- Be sure to turn off the power switch of the printer before connecting or disconnecting the Ethernet interface cable.
1. Make a loop at a distance of a few centimeters (1) from each end of the Ethernet interface cable, and then attach to each loop the ferrite core provided with the USB device server.





2. Connect one end of the Ethernet interface cable to the Ethernet port of the USB device server.



DPP041

You can use either a straight or crossover Ethernet cable for connecting to the USB device server.

3. Connect the other end of the cable to the Ethernet port of the computer to be used for setup.

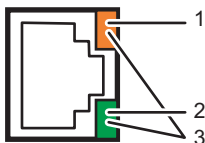
After setup is complete, connect this end of the Ethernet cable to a network device, such as a hub.

4. Connect the power plug of the printer to the wall outlet and turn the printer on.

It may take several seconds for the printer to recognize the USB device server. If you have disconnected the USB cable, connect the USB cable again.

#### LED indications

If the USB device server is attached properly, the LEDs on the Ethernet port light up as follows:



DBQ903

1. During 100BASE-TX operation, the upper LED lights up in yellow.
2. During 10BASE-T operation, the lower LED lights up in green.
3. During 1000BASE-T operation, both LEDs light up.

# Configuration

This section describes supported network connections and settings for IP addresses and wireless LAN security.

## 2

### Ethernet Configuration

Configure the printer for the network using the control panel.

After configuring network settings, you can print the configuration page to confirm the settings. For details, see page 100 "Test Printing".

#### ★ Important

- **Contact your network administrator for information about configuring network settings.**

#### ↓ Note

- For details about setting items and their default values, see:
  - page 255 "Host Interface (SP C340DN)" (for SP C340DN)
  - page 291 "Interface Settings" (for SP C342DN)
- You can also use Web Image Monitor to configure the IP address-related settings. For details, see Web Image Monitor Help.

### Specifying an IP address (no DHCP)

If you want to use the printer on a network without using DHCP or want to use a static IP address, use the following procedure to assign a specific IPv4 address to the printer. Before making any changes, contact your network administrator to obtain the IP address, subnet mask, and gateway address to be specified on the printer.

#### SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Host Interface] ▶ Press [OK]
2. Select [Network] ▶ Press [OK]
3. Select [Effective Protocol] ▶ Press [OK]
4. Select [IPv4] ▶ Press [OK]
5. Select [Active] ▶ Press [OK] ▶ Press [Escape]
 

Set other protocols you need to set in the same way.
6. Select [Machine IPv4 Address] ▶ Press [OK]
7. Select [Specify] ▶ Press [IP Add.] ▶ Specify the IPv4 address for the printer ▶ Press [OK]

8. Press [Subnet M] and [Gateway] to specify the subnet mask and gateway address in the same manner.
9. Make sure [Specify] is selected ▶ Press [OK]

## SP C342DN

1. Press the [User Tools] key, and then display the [Network] screen.

[System Settings] ▶ [Interface Settings] ▶ [Network]

2. Enable IPv4 protocol, and then specify the IPv4 address.

- [Effective Protocol]  
Enable IPv4 protocol.  
Press [Active] under "IPv4" ▶ [OK]
- [Machine IPv4 Address]  
Specify the printer's IPv4 address and subnet mask.  
[Specify] ▶ [Machine IPv4 Address] ▶ Enter the IP address ▶ [OK] ▶ [Subnet Mask] ▶ Enter the subnet mask ▶ [OK] ▶ [OK]
- [IPv4 Gateway Address]  
Specify the IPv4 gateway address for the printer.  
Enter the gateway address ▶ [OK]

## Receiving an IP address automatically (DHCP)

Follow the procedure below to set the printer to receive an IP address automatically using DHCP. The DHCP feature is active by default, so this procedure is only required if you have changed the default settings.

### ★ Important

- When [Auto-Obtain (DHCP)] is selected, you cannot configure the IP address, subnet mask, or gateway address.

## SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Host Interface] ▶ Press [OK]
2. Select [Network] ▶ Press [OK]
3. Select [Machine IPv4 Address] ▶ Press [OK]

#### 4. Select [Auto-Obtain (DHCP)] ▶ Press [OK]

You can check the detected addresses by pressing [IP Add.], [Subnet M], and [Gateway].

### SP C342DN

#### 1. Press the [User Tools] key, and then display the [Network] screen.

[System Settings] ▶ [Interface Settings] ▶ [Network]

#### 2. Enable IPv4 protocol, and then specify the IPv4 address.

- [Effective Protocol]  
Enable IPv4 protocol.  
Press [Active] under "IPv4" ▶ [OK]
- [Machine IPv4 Address]  
Specify the printer's IPv4 address.  
[Auto-Obtain (DHCP)] ▶ [OK]

### Setting Ethernet Speed

You can set the speed that the printer will use for Ethernet communication. Usually, you should set the printer to select the Ethernet speed automatically. This setting allows two interfaces to determine the optimum speed when they are connected.

#### ★ Important

- A connection cannot be established if the selected Ethernet speed does not match your network's transmission speed.
- To reduce the power consumption of network devices, the default Ethernet speed of the printer does not exceed 100BASE-TX (100 Mbps). To communicate using a higher speed, enable 1000BASE-T (1 Gbps) communication by selecting the following from [Ethernet Speed]:
  - [Auto Select: Enable 1 Gbps] (for SP C340DN)
  - [AutoSelct:Enable 1 Gbps] (for SP C342DN)

### SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Host Interface] ▶ Press [OK]
2. Select [Network] ▶ Press [OK]
3. Select [Ethernet Speed] ▶ Press [OK]
4. Select the Ethernet speed ▶ Press [OK]

## SP C342DN

1. Press the [User Tools] key, and then display the [Network] screen.

[System Settings] ▶ [Interface Settings] ▶ [Network]

2. Select the Ethernet speed.

[Ethernet Speed] ▶ Select the Ethernet speed ▶ [OK]

2

## Wireless LAN Configuration

### ★ Important

- This feature is available only when the optional wireless LAN interface board is installed.
- Ethernet and wireless LAN cannot be used at the same time.
- To use a wireless LAN, you must set the IP address, subnet mask, gateway address, DHCP, Frame Type (NW), and active protocol. For details, see page 90 "Ethernet Configuration".
- For details about setting items and their default values, see:
  - page 255 "Host Interface (SP C340DN)" (for SP C340DN)
  - page 291 "Interface Settings" (for SP C342DN)

### Configuring a Wireless LAN Using Easy Setup (When Using a Wireless Access Point Supporting WPS)

If the wireless access point in use supports WPS, the wireless LAN connection settings and security settings can be automatically configured in Infrastructure mode.

## SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Host Interface] ▶ Press [OK]
2. Select [Network] ▶ Press [OK]
3. Select [LAN Type] ▶ Press [OK]
4. Select [Wireless LAN] ▶ Press [OK] ▶ Press [Escape]
5. Select [Wireless LAN] ▶ Press [OK]
6. Select [Wireless LAN Easy Setup] ▶ Press [OK]
7. Select [Push Button Method] or [PIN Code Method] ▶ Press [OK]

If you select [Push Button Method], press the WPS button on the wireless LAN access point.

If you select [PIN Code Method], enter the displayed PIN code in the Registrar.

### 8. Press [Start]

When Wireless LAN Easy Setup is complete, press [OK].

## SP C342DN

### 1. Press the [User Tools] key, and then display the [Network] screen.

[System Settings] ▶ [Interface Settings] ▶ [Network]

### 2. Select Wireless LAN as the network interface to be used.

[LAN Type] ▶ [Wireless LAN] ▶ [OK]

### 3. Press [Exit].

### 4. Display the [Wireless LAN Easy Setup] screen.

[Wireless LAN] ▶ [Wireless LAN Easy Setup]

### 5. Set up a Wireless LAN using WPS.

- [Push Button]  
Press the WPS button on the wireless LAN access point ▶ Press [Connect] on the screen
- [PIN Code]  
Enter the displayed PIN code in the Registrar ▶ on the wireless access point's webpage, and then press [Connect] on the screen.

## Configuring a wireless LAN manually

To set up a wireless LAN manually, specify the transmission mode and SSID (Service Set Identifier) of the wireless access point that the printer will use for network access.

Ask your network administrator for the SSID.

## SP C340DN

### Setting the communication mode

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Host Interface] ▶ Press [OK]
2. Select [Network] ▶ Press [OK]
3. Select [LAN Type] ▶ Press [OK]
4. Select [Wireless LAN] ▶ Press [OK] ▶ Press [Escape]

5. Select [Wireless LAN] ▶ Press [OK]
6. Select [Communication Mode] ▶ Press [OK]
7. Select the transmission mode of the wireless LAN ▶ Press [OK]
8. If [802.11 Ad-hoc Mode] is selected for [Communication Mode], select [Ad-hoc Channel] ▶ Press [OK]
9. Select the Ad-hoc channel ▶ Press [OK]

Select an Ad-hoc channel according to the IEEE 802.11 standard you are using.

- When using IEEE 802.11 b/g:  
Channels 1–11
- When using IEEE 802.11 a:  
Channels 36, 40, 44, and 48
- When using IEEE 802.11 n:  
Channels 1–11, 36, 40, 44, and 48

#### ↓ Note

- The transmission mode of the wireless LAN can also be set using Web Image Monitor. For details, see Web Image Monitor Help.

### Setting the SSID

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [Host Interface] ▶ Press [OK]
2. Select [Wireless LAN] ▶ Press [OK]
3. Select [SSID Setting] ▶ Press [OK]
4. [SSID] ▶ [Enter] ▶ Enter the SSID ▶ Press [OK]

You can switch between lower/upper case letters and numeric characters by pressing [ab/AB/12].

The characters that can be used are ASCII 0 × 20-0 × 7e (32 bytes).

#### ↓ Note

- The SSID can also be set using Web Image Monitor. For details, see Web Image Monitor Help.

## SP C342DN

### Setting the communication mode

1. Press the [User Tools] key, and then display the [Network] screen.

[System Settings] ▶ [Interface Settings] ▶ [Network]

## 2. Select Wireless LAN as the network interface to be used.

[LAN Type] ▶ [Wireless LAN] ▶ [OK]

## 3. Press [Exit].

## 4. Press [Wireless LAN], and then specify the transmission mode and the channel to be used for transmission.

- [Communication Mode]  
Specify the transmission mode for the Wireless LAN.  
[802.11 Ad-hoc Mode] or [Infrastructure Mode] ▶ [OK]
- [Ad-hoc Channel]  
Select an Ad-hoc channel.  
Select a channel ▶ [OK]

Select an Ad-hoc channel according to the IEEE 802.11 standard you are using.

- When using IEEE 802.11 b/g:  
Channels 1–11
- When using IEEE 802.11 a:  
Channels 36, 40, 44, and 48
- When using IEEE 802.11 n:  
Channels 1–11, 36, 40, 44, and 48

### ↓ Note

- The transmission mode of the wireless LAN can also be set using Web Image Monitor. For details, see Web Image Monitor Help

## Setting the SSID

### 1. Press the [User Tools] key, and then display the [Wireless LAN] screen.

[System Settings] ▶ [Interface Settings] ▶ [Wireless LAN]

### 2. Enter the SSID.

[SSID Setting] ▶ [Enter SSID] ▶ Enter the SSID ▶ [OK] ▶ [OK]

### ↓ Note

- The SSID can also be set using Web Image Monitor. For details, see Web Image Monitor Help.



## Cautions when using a wireless LAN

A wireless LAN uses radio waves instead of cables to send and receive data. Because radio waves usually pass through walls and other obstructions, the following problems may arise if you do not configure wireless security settings.

### Information leakage

Information such as IDs, passwords, credit card numbers, and e-mail content may be seen by an unauthorized third party.

### Unauthorized network access

- Damage to or alteration of data and/or system configurations by viruses or other malware.
- Impersonation of legitimate network users, resulting in data theft.
- Theft of sensitive or confidential data.

To minimize the possibility of these threats, it is recommended that you check the available features of this printer, wireless access points, and other equipment that uses the wireless LAN, and configure security settings for the wireless LAN.

For details about the wireless LAN security settings such as WEP, WPA2, and IEEE 802.1X, see Security Guide.

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## Specifying an IP address for the USB Device Server

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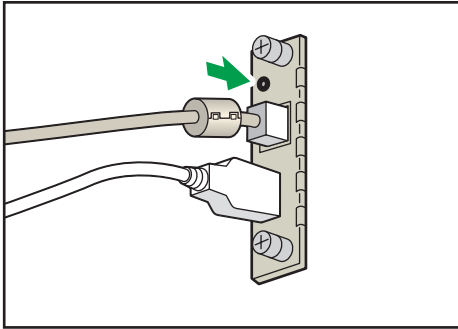
Specify the IP address for the USB device server manually.

You can share the printer among multiple networks by specifying an IP address of a segment different from that of the printer.

To change the IP address for the USB device server, access the setting screen for the printer using a web browser. For details about the setting items, see the USB device server's Help.

### ★ Important

- **To use the USB device server in an IPv6 environment, it is necessary to change the network settings in an IPv4 environment first.**
- **The printer status does not appear on your computer because the USB device server does not support bidirectional communication.**
- **You cannot set the IP address for the USB device server using the control panel of the printer.**
- **If you forget the IP address of the USB device server or have changed it from its default, follow the procedure below to initialize the USB device server settings:**
  1. **Turn off the main power of the printer.**
  2. **Press and hold the switch on the interface using a pointed tool such as a pen, and turn on the printer.**



3. Both the upper and lower LEDs of the Ethernet port light up. Be sure to check the upper LED turns off and the lower LED lights up in yellow, and then release the switch.

- Confirm the IP address of your computer before starting setup. The default IP address for the USB device server is "192.168.100.100", and the default subnet mask is "255.255.255.0". To perform the initial setup of the USB device server, set the IP address for your computer to "192.168.100.XXX" (XXX: 0 to 255), and the subnet mask to "255.255.255.0". It is recommended to make a note of the current IP address before changing it.

1. Enter "http://192.168.100.100/" in the address bar of the Web to access the setting screen of the printer.
2. Click [Network Settings].
3. Enter "root" as the user name, and then click [OK].
4. Specify the IP address, Subnet Mask, and Default Gateway.
 

When DHCP is enabled, the IP address can be obtained automatically from a network device with the DHCP server function.
5. Configure the other settings as necessary, and then click [Submit].
6. Exit the web browser.
7. Disconnect the Ethernet interface cable from the computer used for setup, and then connect the cable to a network device, such as a hub.
8. Set the IP address of the USB device server in the printer driver used for printing.

#### ↓ Note

- The default administrator password is not specified. It is recommended that you specify the administrator password on the [Maintenance Information] screen by using up to seven alphanumeric characters.
- The default network settings of the USB device server are as follows:
  - DHCP/BOOTP: Disable
  - IP Address: 192.168.100.100
  - Subnet Mask: 255.255.255.0

- Default Gateway: 0.0.0.0
- Network PnP: Enable
- mDNS: Enable
- LAN Interface: Auto
- Primary WINS Server: 0.0.0.0
- Secondary WINS Server: 0.0.0.0
- It is recommended to use Internet Explorer 5.5 or later, Firefox 2.0.0 or later, or Safari 1.0.3 or later to display the setting screen for the USB device server.
- The USB device server does not support "Quick Install".
- To print using Port 9100 or LPR, see "Using the Standard TCP/IP port" in Driver Installation Guide in the CD-ROM provided with the printer and make the following settings:
  1. Specify the IP address for the USB device server using the "Add Standard TCP/IP Printer Port Wizard".
  2. Select "Custom" for the device type.
  3. For Port 9100, select "Raw" as the protocol, and then specify "9100" for the port number. For LPR, select "LPR" as the protocol, and then specify "lp" as the queue name.
- For IPP printing, see "Using the IPP Port" in Driver Installation Guide in the CD-ROM provided with the printer. To specify the URL of the printer during the procedure for adding printers, enter "http://(IP address of the USB device server) /ipp/lp".

## Test Printing

After configuring network settings, print the configuration page to confirm the settings. For details about network settings, see page 90 "Configuration".

### ★ Important

- The configuration page is printed on A4 or Letter (8 1/2" × 11") size paper. If no A4 or Letter paper is loaded in the paper trays, the configuration page is printed on the paper fed from the tray with priority.

### SP C340DN

Press the [Menu] key, and then select the setting items using the [▼] or [▲] key.

1. Select [List/Test Print] ▶ Press [OK]
2. Select [Config. Page] ▶ Press [OK]

### SP C342DN

1. Press the [User Tools] key, and then display the [List / Test Print] screen.

[Printer Features] ▶ [List / Test Print]

2. Print the configuration page.

[Configuration Page]

## Interpreting the Configuration Page

This section describes the configuration page.

### SP C340DN

#### System Reference

- Machine ID  
Displays the serial number assigned to the board by its manufacturer.
- Total Memory  
Displays the total amount of memory (SDRAM) installed on the printer.
- Total Counter  
Displays the total number of pages printed by the printer to date.
- Firmware Version
  - Printer

Displays the version number of the printer firmware.

- System

Displays the version number of the system firmware.

- Engine

Displays the version number of the printer engine.

- NIB

Displays the version number of the network interface.

- Device Connection

This item(s) appears when the device option(s) is installed.

- Printer Language

Displays the version number of the printer language.

- Attached Equipment

Displays the installed optional equipment.

- Consumption Status

Displays the supply status.

### **Paper Input**

Displays the settings made under the Paper Input menu.

### **Maintenance**

Displays the settings made under the Maintenance menu.

### **System**

Displays the settings made under the System menu.

### **Machine Modes**

Displays the settings made under the Machine Modes menu.

### **PCL Menu**

Displays the settings made under the PCL Menu.

### **PS Menu**

Displays the settings made under the PS Menu.

### **PDF Menu**

Displays the settings made under the PDF Menu.

### **Host Interface**

Displays the settings made under the Host Interface menu.

When the network uses DHCP, the actual IPv4 address, subnet mask, and gateway address appear in parentheses on the configuration page.

## Interface Information

Displays the interface information.

## Virtual Printer

Displays whether the virtual printer is active or inactive.

## SP C342DN

2

## System Reference

- Machine ID  
Displays the serial number assigned to the board by its manufacturer.
- Total Memory  
Displays the total amount of memory (SDRAM) installed on the printer.
- Total Counter  
Displays the total number of pages printed by the printer to date.
- Firmware Version
  - Printer  
Displays the version number of the printer firmware.
  - System  
Displays the version number of the system firmware.
  - Engine  
Displays the version number of the printer engine.
  - LCDC  
Displays the version number of the panel display.
  - NIB  
Displays the version number of the Network interface.
- Device Connection  
This item(s) appears when the device option(s) is installed.
- Printer Language  
Displays the version number of the printer language.
- Attached Equipment  
Displays the installed optional equipments.
- Consumption Status  
Displays the supply status.

## Paper Input

Displays settings made under Tray Paper Settings menu.

**Maintenance**

Displays the settings made under the Maintenance menu.

**System**

Displays settings made under the System menu.

**PCL Menu**

Displays settings made under PCL Menu.

**PS Menu**

Displays settings made under PS Menu.

**PDF Menu**

Displays settings made under PDF Menu.

**Host Interface**

Displays settings made under the Interface Settings menu.

When DHCP is active on the network, the actual IPv4 address, subnet mask and gateway address appear in parentheses on the configuration page.

**Interface Information**

Displays the interface information.

**Maintenance: Image**

Displays settings made under Maintenance: Image menu.

**Maintenance: Print**

Displays settings made under Maintenance: Print menu.

**System Settings**

Displays settings made under System Settings menu.

**Virtual Printer**

Displays whether the virtual printer is active or inactive.

**Note**

- The printed items vary depending on the installed options and printer settings.





# 3. Loading Paper

This chapter describes available trays for each paper size and type, and explains how to load paper in paper trays.

## Paper Loading Procedure

To achieve the print results you expect, it is important to select an appropriate input tray according to the size, type, and weight of the paper you want to use for printing. You also need to specify the paper size and type properly using the control panel or Web Image Monitor, and/or the paper size dial on the tray.

Follow the procedure below to load paper.

- 1. Check the paper tray available for the size, type, and weight of the paper you want to use for printing.**

For details about available paper trays for each paper size and type, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".

- 2. Change the paper size and type settings for the tray you selected.**

Use the control panel of the printer or Web Image Monitor to change the paper size and type.



For details about changing paper settings using the control panel, see page 125 "Paper Settings".

- 3. Load paper into the tray.**

For details about loading paper, see page 113 "Loading Paper into Paper Trays" or page 119 "Loading Paper into the Bypass Tray".

For details about loading envelopes, see page 123 "Loading Envelopes".










## Paper Size Specifications

The following tables show the paper sizes that can be loaded in each paper tray. The "Paper size" column shows the names of paper sizes and their dimensions in millimeters and inches. The  and  icons indicate the paper orientation in relation to the printer body.







The letters in the tables indicate the following:





- A: Select the paper size using the control panel.
- ✓: You can print on both sides of paper.
- -: Not supported

### Metric sizes

Paper size name	Actual size	Bypass tray	Tray 1	Trays 2	Two-sided
A4 	210 × 297 mm	A	A	A	✓
A5 	148 × 210 mm	A	A	-	-
A6 	105 × 148 mm	A	A	-	-
B5 	182 × 257 mm	A	A	-	✓
B6 	128 × 182 mm	A	-	-	-
C5 Env 	162 × 229 mm	A	-	-	-
C6 Env 	114 × 162 mm	A	-	-	-
DL Env 	110 × 220 mm	A	-	-	-
16K 	195 × 267 mm	A	A	-	✓

### Imperial sizes

Paper size name	Actual size	Bypass tray	Tray 1	Trays 2	Two-sided
8 <sup>1</sup> / <sub>2</sub> × 14 	8.5" × 14"	A	A	-	✓
8 <sup>1</sup> / <sub>2</sub> × 13 <sup>2</sup> / <sub>5</sub> 	8.5" × 13.4"	A	A	-	✓
8 <sup>1</sup> / <sub>2</sub> × 13 	8.5" × 13"	A	A	-	✓
8 <sup>1</sup> / <sub>2</sub> × 11 	8.5" × 11"	A	A	A	✓
8 <sup>1</sup> / <sub>4</sub> × 13 	8.25" × 13"	A	A	-	✓
8 × 13 	8" × 13"	A	A	-	✓

Paper size name	Actual size	Bypass tray	Tray 1	Trays 2	Two-sided
$7\frac{1}{4} \times 10\frac{1}{2}$ 	7.25" x 10.5"	A	A	-	✓
$5\frac{1}{2} \times 8\frac{1}{2}$ 	5.5" x 8.5"	A	-	-	-
$4\frac{1}{8} \times 9\frac{1}{2}$ 	4.125" x 9.5"	A	-	-	-
$3\frac{7}{8} \times 7\frac{1}{2}$ 	3.875" x 7.5"	A	-	-	-

### Custom Size Specifications

You can also load custom size paper by specifying horizontal and vertical sizes.

The following tables show the custom paper sizes that can be loaded in each tray.

#### Metric sizes

Tray	Horizontal size (One-sided)	Vertical size (One-sided)	Horizontal size (Two-sided)	Vertical size (Two-sided)
Bypass tray	64.0 to 216.0 mm	125.0 to 1260.0 mm	90 to 216.0 mm	240 to 356.0 mm
Tray 1	148.0 to 216.0 mm	210.0 to 356.0 mm	90.0 to 216.0 mm	240 to 356.0 mm

#### Imperial sizes

Tray	Horizontal size (One-sided)	Vertical size (One-sided)	Horizontal size (Two-sided)	Vertical size (Two-sided)
Bypass tray	2.52 to 8.50"	4.93 to 49.60"	3.55 to 8.50"	9.45 to 14.01"
Tray 1	5.83 to 8.50"	8.27 to 14.01"	3.55 to 8.50"	9.45 to 14.01"

## Paper Type Specifications

The following table show the paper types that can be loaded in each tray. See “Paper weight” table for the actual paper weight indicated by numbers in the “Paper weight No.” column. Use both tables to specify the correct paper type for the paper you are using.

The letters in the tables indicate the following:

- A: Supported
- ✓: You can print on both sides of paper.
- -: Not supported

3

Paper type	Paper weight No.	Bypass tray	Tray 1	Trays 2	Two-sided
Thin Paper	1	A	A	A	✓
Plain Paper	2	A	A	A	✓
Middle Thick Paper	3	A	A	A	✓
Thick Paper 1	4	A	A	A	-
Thick Paper 2	5	A	A	A	-
Thick Paper 3	6	A	-	-	-
Recycled Paper	2	A	A	A	✓*3
Color Paper	2	A	A	A	✓*3
Special Paper 1	1 to 2	A	A	-	✓*3
Special Paper 2	3 to 4	A	A	-	✓*3
Special Paper 3	5 to 6	A	A	A	-
Letterhead Paper	2	A	A	A	✓*3
Preprinted Paper	2	A	A	A	✓*3
Bond Paper	2	A	-	-	-
Cardstock Paper	2	A	A	A	✓*3
Label Paper	2	A	A	-	-
Glossy Paper	2	A	A	-	-

Paper type	Paper weight No.	Bypass tray	Tray 1	Trays 2	Two-sided
Envelope	2	A	-	-	-
Coated Paper(Glossy)	4	A	A	-	-
Coated Paper(Matted)	4	A	-	-	-

### Paper weight

No.	Paper weight
1	60–65 g/m <sup>2</sup> (15–18 lb. BOND)
2	66–74 g/m <sup>2</sup> (18–20 lb. BOND)
3	75–90 g/m <sup>2</sup> (20–24 lb. BOND)
4	91–105 g/m <sup>2</sup> (24–34 lb. BOND)
5	106–163 g/m <sup>2</sup> (34 lb. BOND–90 lb. INDEX)
6 <sup>*1</sup>	164–220 g/m <sup>2</sup> (90 lb. INDEX–80 lb. COVER)

\*1 Paper weight No. 6 is available for the bypass tray only.

\*2 It is not necessary to specify the paper weight for this paper type.

\*3 Duplex printing is available with paper of weight No. 1 to 5.

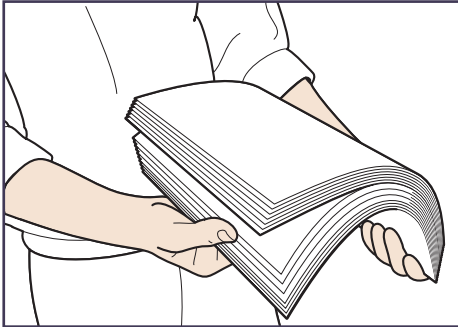
## Paper Precautions

### CAUTION

- Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.

### Precautions

- Do not use acidic paper because it accelerates the deterioration of the drum unit and surrounding parts.
- If paper jams occur or multiple sheets are fed at once, fan the paper before loading it.



CBK254

- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them upon the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- For details about available paper sizes and types for each paper tray, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".
- Depending on the environment where the printer is being used, you might at times hear a rustling noise from paper moving through the printer. This noise does not indicate a malfunction.

### Unusable Paper

To prevent errors and misfeeds, do not use:

- Paper for inkjet printers, thermal fax paper, art paper, paper with perforated lines, hemmed-edge paper, OHP transparencies, and window envelopes
- Bent, folded, or creased paper, perforated paper, slippery paper, torn paper, rough paper, thin paper with little stiffness, and paper with a dusty surface

#### Note

- Errors can occur if you print onto sides that are already printed. Be sure to print onto blank sides only.

- Even supported types of paper may cause paper jams or malfunctions if they have been improperly stored.
- If you print onto rough grain paper, the output image might be blurred.
- Do not load sheets that have already been printed by another printer.

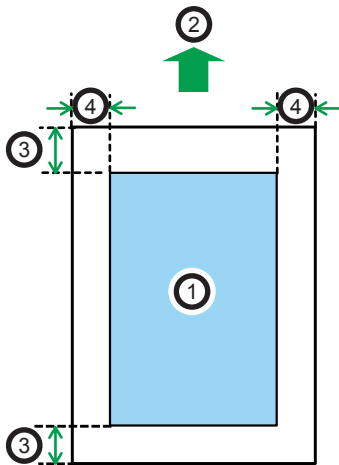
### Paper Storage

When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.
- Do not store paper vertically.
- Once opened, store paper in plastic bags.

### Print Area

The following shows the recommended print area for paper printed with this printer:



CEC244

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

#### Note

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

- Depending on the printer driver settings, you may be able to print outside the recommended print area. However, the actual output may not come out as desired, or a paper feed problem may occur.



# Loading Paper into Paper Trays

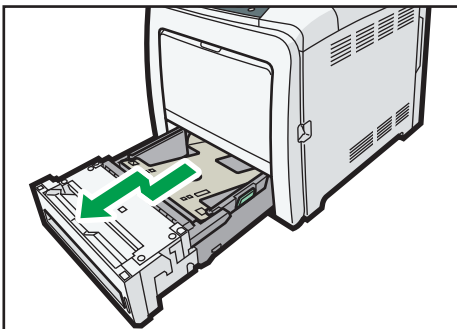
In the following example procedure, paper is loaded into Tray 1.

## **⚠ CAUTION**

- When loading paper, take care not to trap or injure your fingers.

## **★ Important**

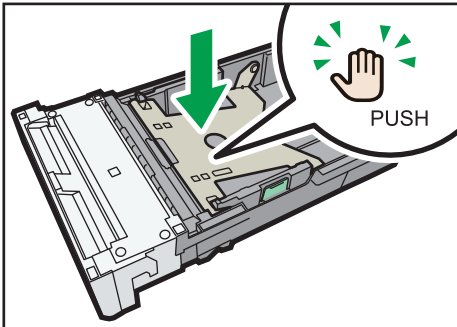
- For details about trays that can be loaded for each paper size and type, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".
  - Be sure to select the correct paper size and feed direction using the paper size dial on the tray. Otherwise, the printer might be damaged, or printing problems might occur.
  - Make sure the paper stack does not exceed the upper limit mark inside the paper tray. Excessive stacking can cause paper jams.
  - If paper jams occur frequently, flip the paper stack in the tray.
  - Do not mix different types of paper in the same paper tray.
  - After loading paper, specify the paper size using the control panel or paper size dial, and paper type using the control panel. When printing a document, specify the same paper size and type in the printer driver as specified on the printer.
  - Do not move the side paper guides and end paper guide forcefully. Doing so may damage the tray.
  - Do not slide the paper tray in forcefully when inserting the loaded tray into the printer. Otherwise, the side and end guides or the paper guide of the bypass tray might move.
  - When loading label paper, load it one by one.
1. Pull the tray carefully until it stops, lift the front side of the tray, and then pull it out of the printer.



DPP042

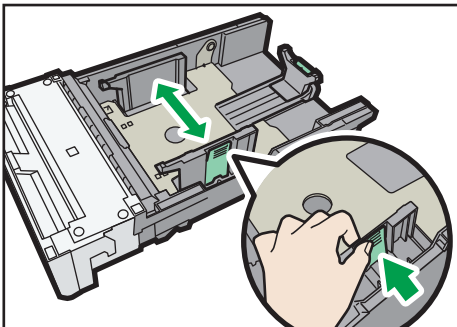
Place the tray on a flat surface.

2. Push the metal plate down until it clicks into place to lock.



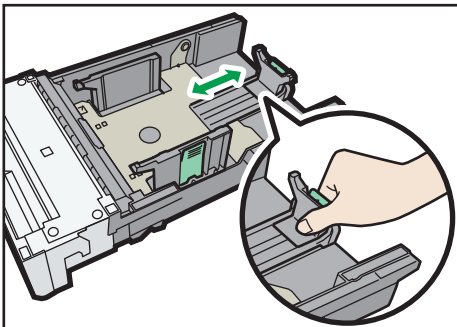
DPP043

3. Squeeze the clip on the side paper guide and slide it to match the paper size.



DPP044

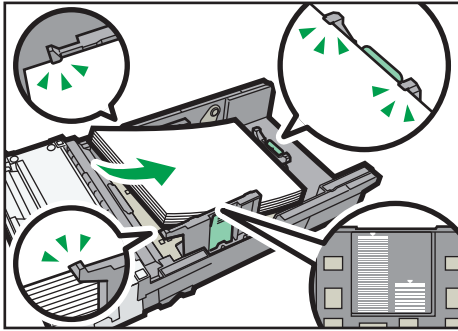
4. Squeeze the end guide and slide it inward to match the standard size.



DPP045

5. Load the new paper stack print side up.

Make sure paper is not stacked higher than the upper limit (upper line) marked inside the tray.



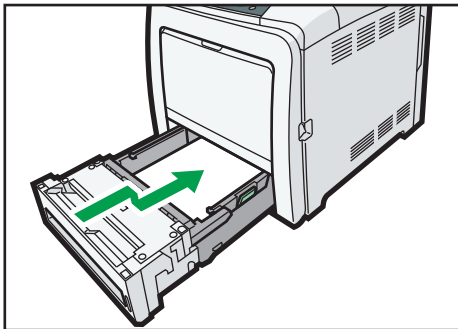
DPP046

### 6. Adjust the paper guides to close any gaps.

Do not move paper loaded in the tray more than a few millimeters.

Moving the loaded paper excessively may cause damage to paper edges on the openings of the tray's lifting plate, resulting in sheets being folded or becoming jammed.

### 7. Lift the front side of the tray, and then slide it into the printer carefully until it stops.



DPP047

To avoid paper jams, make sure the tray is securely inserted.

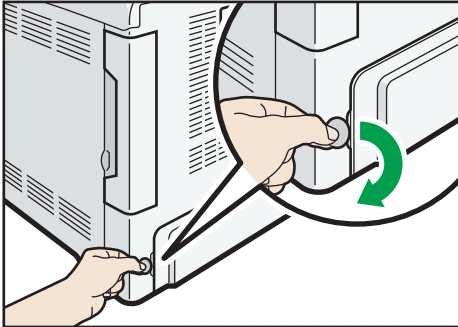
#### ↓ Note

- When loading paper longer than 297 mm into Tray 1, extend the tray. For details, see page 115 "When Loading Paper Larger than A4 or 8<sup>1</sup>/<sub>2</sub> × 11".
- Before loading Postcard or 148 × 200 mm paper, straighten any curls within 2 mm (0.1 inch) upward and 0 mm (0 inches) downward on the tray.
- Letterhead paper must be loaded in a specific orientation. For details, see page 121 "Loading Orientation-Fixed Paper or Two-Sided Paper".
- You can load envelopes into Tray 1. Envelopes must be loaded in a specific orientation. For details, see page 123 "Loading Envelopes".

## When Loading Paper Larger than A4 or 8<sup>1</sup>/<sub>2</sub> × 11

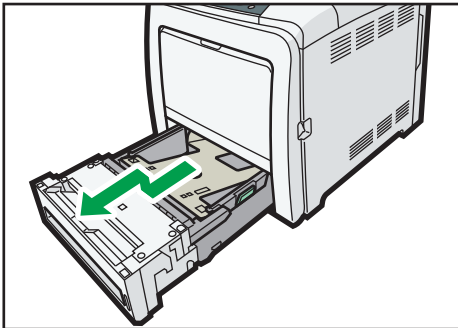
When loading paper longer than 297 mm into Tray 1, extend the tray.

1. Remove the rear cover using a coin.



DPP048

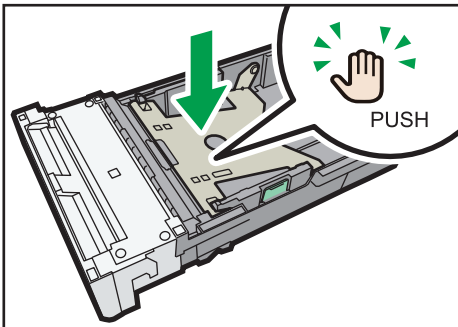
2. Pull the tray carefully until it stops, lift the front side of the tray, and then pull it out of the printer.



DPP042

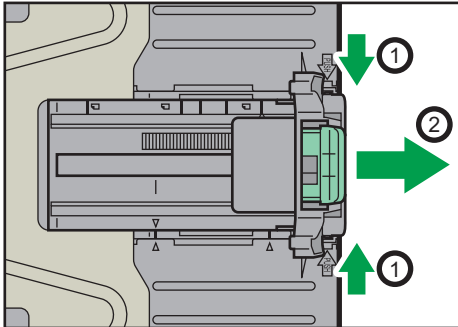
Place the tray on a flat surface.

3. Push the metal plate down until it clicks into place to lock.



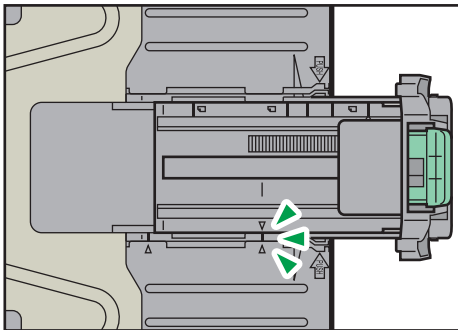
DPP043

4. Squeeze the extender in the "PUSH" direction, and then pull out the extender until it stops (you will hear a click).



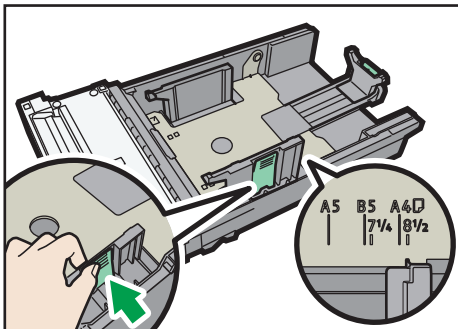
DPP049

After extension, make sure the arrows on the extender and tray are aligned.



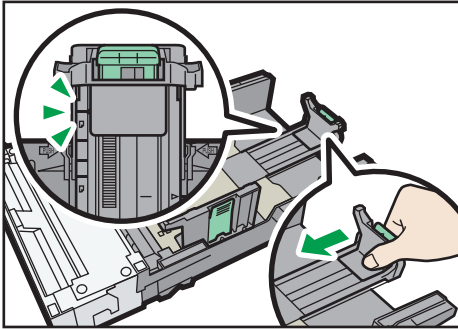
DPP050

5. Squeeze the clip on the side paper guide, and then slide it to match the legal paper size.



DPP051

6. Squeeze the front end paper guide and slide it inward to match the legal paper size.



DPP052

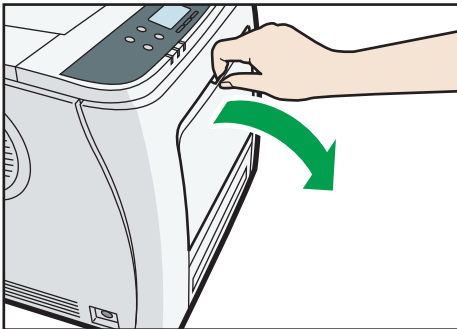
**Note**

- When loading A4, 8 1/2 × 11, or smaller paper, do not extend the tray. Otherwise, a paper jam may occur.

# Loading Paper into the Bypass Tray

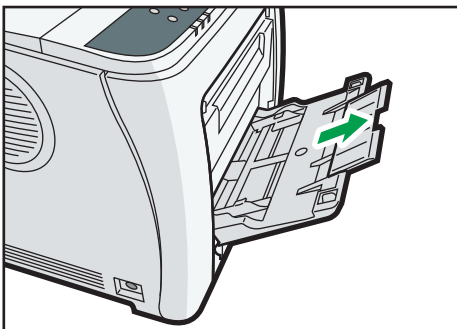
## ★ Important

- For details about trays that can be loaded for each paper size and type, see page 106 "Paper Size Specifications" and page 108 "Paper Type Specifications".
  - Make sure the paper stack does not exceed the upper limit mark. Excessive stacking can cause paper jams.
  - Do not mix different types of paper.
  - After loading paper, specify the paper size and type using the control panel. When printing a document, specify the same paper size and type in the printer driver as specified on the printer.
  - When loading label paper, load it one by one.
  - When printing on paper that is longer than A4<sup>□</sup>, load only a single sheet of paper on the bypass tray at a time, and hold the paper so it is fed correctly. Also, make sure to check in advance the print quality of the type of paper you intend to use. How paper is fed or print quality will be differs depending on the type or thickness of paper.
1. While pressing and holding the bypass tray open lever in the upper center of the bypass tray, pull the tray open.



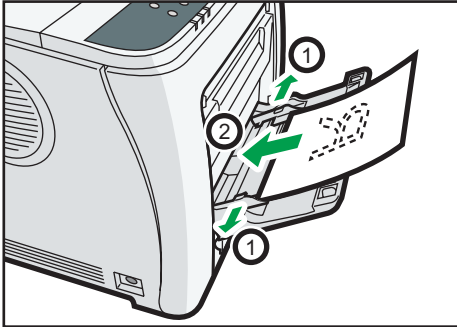
DPP053

Pull the extender out when loading paper larger than A4<sup>□</sup> or 8<sup>1</sup>/<sub>2</sub> × 11<sup>□</sup>.

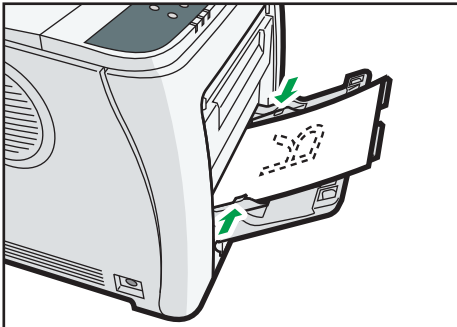


DPP054


2. Slide both sides of the paper guide outward, and then load paper print side up until it stops.
3. Slide both sides of the paper guide outward, and then load paper print side down until it stops.



4. Adjust both sides of the paper guide to match the paper width.



**Note**

- When using the bypass tray, it is recommended that you set the paper direction to .
- Before loading Postcard or 148 × 200 mm paper, straighten any curls within 2 mm (0.1 inch) upward and 0 mm (0 inches) downward on the tray.
- Letterhead paper must be loaded in a specific orientation. For details, see page 121 "Loading Orientation-Fixed Paper or Two-Sided Paper".
- You can load envelopes into the bypass tray. Envelopes must be loaded in a specific orientation. For details, see page 123 "Loading Envelopes".