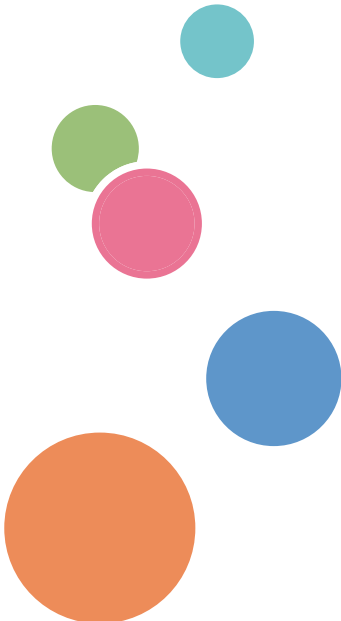




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# 1. Guide to the Machine

---

## How to Read This Manual

1

---

### Introduction

---

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

---

### Legal Prohibition

---

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

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

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

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

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### Disclaimer

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

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

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

Two kinds of size notation are employed in this manual.

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

## About IP Address

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

## Differences in Performance/Functions between Different Models

The differences in main performance/functions between different models are as follows:

	SP 210	SP 212Nw
Type	Type 1	Type 2
PCL driver	Not available	Available
GDI driver	Available	Not available
Ethernet Port (Network)	Not available	Available
Wireless LAN	Not available	Available
Web Image Monitor	Not available	Available

## Note to Administrator

### Password

Certain configurations of this machine can be password-protected to prevent unauthorized modifications by others. We strongly recommend you to create your own password immediately.

The following are the operations that can be password-protected:

- Configuring the [System Settings], [Network Settings], [IPsec Settings], or [Administrator Tools] menu using Web Image Monitor

By default, the access to the machine via Web Image Monitor is not password-protected.

The setting for configuring the password can be found in [Administrator Settings].

#### Note

- For details about setting a password, see page 53 "Configuring the Administrator Settings".

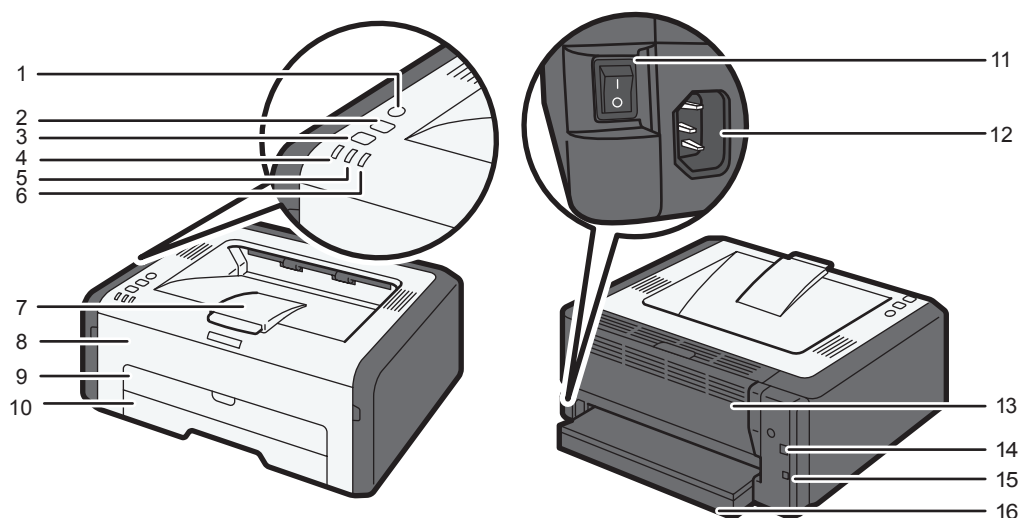
# Guide to Components

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

## Exterior

### ★ Important

- Type 1 models do not come with an Ethernet port.
- Type 1 models do not have the [Wi-Fi] key.
- Only Type 2 models can print the test page using the [作业重设] key.



DCT831

### 1. [Wi-Fi] key

To switch to wireless LAN, press this key.

By holding down the key, you can display the menu for configuring the WPS using the PIN code or when in PBC mode.

### 2. [作业重设] key

Press this key to cancel an ongoing print job. You can also print the test page by switching the power on while holding this key down and not releasing the key until 13 seconds have elapsed.

### 3. [停止/开始] key

You can use this key to print on the back of paper in duplex printing and to execute forced printing.

You can also print the configuration page or maintenance page by switching the power on while holding this key down and not releasing the key until 13 seconds have elapsed. The maintenance page is printed with Type 1 model and the configuration page is printed with Type 2 model.

**4. Power Indicator**

This indicator lights up blue when the machine is turned on. It flashes when a print job is received and while printing is in progress.

**5. Alert Indicator**

This indicator flashes in red if the paper jams, and lights continuously if another error occurs.

**6. Toner/Paper End Indicator**

This indicator lights up when the machine runs out of paper and when the toner is not set correctly.

**7. Stop Fences**

Raise this fence to prevent paper from falling off.

**8. Front Cover**

Open this cover to replace consumables or clear a paper jam.

**9. Bypass Tray**

This tray can hold one sheet of plain paper.

**10. Tray 1**

This tray can hold up to 150 sheets of plain paper.

**11. Power Switch**

Use this switch to turn the power on or off.

**12. Power Connector**

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

**13. Rear Cover**

Open this cover to deliver sheets face up or remove jammed paper.

**14. USB Port**

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

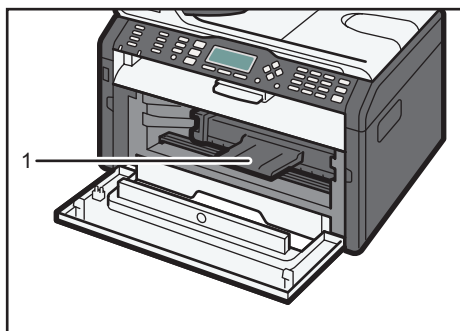
**15. Ethernet Port**

Use this port to connect the machine to a network using a network cable.

**16. Tray Cover**

Attach this cover when you extend the tray.

## Interior



DCT064

### 1. Print Cartridge

A replacement consumable that is required to make prints on paper. For details about replacing the cartridge, see page 61 "Replacing the Print Cartridge".

# About Operation Tools

This section explains the operation tools of this machine.

## ★ Important

- Depending on the model, Web Image Monitor may not be available. For details about model-specific differences, see page 6 "Differences in Performance/Functions between Different Models".

### Smart Organizing Monitor

Install this utility on your computer from the included CD-ROM before using it. Using Smart Organizing Monitor, you can check the machine's status, configure its settings, and use other functions. For details about how to use Smart Organizing Monitor, see page 56 "Using Smart Organizing Monitor".

### Web Image Monitor

You can check the machine's status and configure its settings by accessing the machine via Web Image Monitor. For details about how to use Web Image Monitor, see page 33 "Using Web Image Monitor".

# Installing the Driver and Software

## Network Quick Install

1

1. Turn on the power of the computer.
2. Insert the CD-ROM into the CD-ROM drive.
3. Select a language and product for the interface, and then click [OK].
4. Click [Network Quick Install].
5. Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].
6. Select [Add a new printer], and then click [Next>].
7. Select the printer detection method, and then click [Next>].

To search for printers automatically, select [Search for printers automatically].

To search for a printer by its IP address, select [Search for printers by specified IP Address].

To select a port or specify a new port, select [Select a port or specify a new port]. If a dialog box for selecting the port type appears, it is recommended to select the standard TCP/IP port.

8. Follow the instructions in the installation wizard.

## Smart Organizing Monitor

1. Turn on the power of the computer.
2. Insert the CD-ROM into the CD-ROM drive.
3. Select a language and product for the interface, and then click [OK].
4. Click [Smart Organizing Monitor].
5. Follow the instructions in the installation wizard

### Note

- For information about USB Quick Install, see the Setup Guide.

# Configuring Network Settings

This section explains how to configure network settings.

## ★ Important

- Ethernet and wireless LAN settings cannot be enabled at the same time.

---

## Configuring the IP Address Settings Using the Smart Organizing Monitor

---

The procedure for configuring network settings differs depending on whether IP address information is assigned automatically by the network (DHCP), or manually.

## ↓ Note

- For details about configuring the IPv4 address, see the Setup Guide.
- For details about printing the configuration page, see page 56 "Using Smart Organizing Monitor".

---

## Specifying settings to receive an IPv6 address automatically

---

## ★ Important

- A DHCP server is required on the network for the machine to receive an IPv6 address automatically.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor Status].

If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.

4. Click the [User Tools] tab.
5. Click [Printer Configuration].
6. Enter the access code, and then click [OK].  
The default access code is "Admin". Enter "Admin" if it has not been changed. Case is significant.
7. Click the [IPv6] tab.
8. Select [Enable] in [IPv6 DHCP:].
9. Select [Enable] in [IPv6:], and then click [OK].
10. Click [Close].

## Assigning the machine's IPv6 address manually

### ★ Important

- The IPv6 address assigned to the machine must not be used by any other device on the same network.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor Status].

If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.

4. Click the [User Tools] tab.
5. Click [Printer Configuration].
6. Enter the access code, and then click [OK].  
The default access code is "Admin". Enter "Admin" if it has not been changed. Case is significant.
7. Click the [IPv6] tab.
8. Select [Disable] in [IPv6 DHCP:].
9. Select [Enable] in [IPv6:].
10. Enter values in [Manual address:], [Prefix length:], and [Gateway:], and then click [OK].
11. Click [Close].

## Wireless LAN Setup

This section explains how to configure the wireless LAN settings manually using Smart Organizing Monitor. For easy setup using WPS (Wi-Fi Protected Setup), see Wi-Fi Settings Guide.

### ★ Important

- If DHCP is enabled, specify the wireless LAN settings over a wired connection, and then reestablish the connection using the wireless IP address.

## Configuring the Infrastructure mode using Smart Organizing Monitor

### ★ Important

- Ensure that the router, access point, or device equipped with a wireless LAN, etc., is turned on.
- Check the authentication method and the name of the router, access point, or device equipped with a wireless LAN (SSID/IBSS) in advance.

1. On the [Start] menu, click [All Programs].

2. Click [Smart Organizing Monitor for SP xxx Series].

3. Click [Smart Organizing Monitor Status].

If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.

4. Click the [User Tools] tab.

5. Click [Printer Configuration].

6. Enter the access code, and then click [OK].

The default access code is "Admin". Enter "Admin" if it has not been changed. Case is significant.

7. On the [Network 1] tab, set [Wireless Function:] to [Active].

8. On the [Wireless] tab, set [Manual Setup] to [Configuration Method].

9. In [SSID], enter the SSID in [Wireless LAN Setting].

10. Set [Communication Mode] to [Infrastructure].

11. In the [Authentication] box, select the authentication method.

12. In the [Encryption] box, select the encryption method.

If you have selected [WPA2-PSK] or [Mix Mode WPA/WPA2] in [Authentication], proceed to Step 17.

13. In the [WEP Key Length] box, select [64 bit] or [128 bit].

14. In the [WEP Transmit Key ID] box, select the ID.

15. In the [WEP Key Format] box, select [Hexadecimal] or [ASCII].

16. In [WEP Key], enter the password.

If you have specified [WEP key], proceed to Step 18.

17. In [WPA Passphrase], enter the password.

18. Click [OK].

19. Click [Close].

20. Press the [Wi-Fi] key.

21. Check the result.

**Connection has succeeded:**

The [Wi-Fi] key changes from flashing to continuous lighting.

**Connection has failed:**

The alert indicators start flashing, then, after 30 seconds, the alert indicator goes out and the power indicator lights continuously.

## Configuring the Ad hoc mode using Smart Organizing Monitor

### ★ Important

- In Ad Hoc network, every device must be manually assigned an IP address for TCP/IP if there is no DHCP server.
- In Ad Hoc mode, only Open System or WEP encryption is supported. WPA2-PSK and Mix Mode WPA2/WPA authentication methods are not supported.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor Status].

If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.

4. Click the [User Tools] tab.
5. Click [Printer Configuration].
6. Enter the access code, and then click [OK].

The default access code is "Admin". Enter "Admin" if it has not been changed. Case is significant.

7. On the [Network 1] tab, set [Wireless Function:] to [Active].
8. On the [Wireless] tab, set [Manual Setup] to [Configuration Method].
9. In [SSID], enter the SSID in [Wireless LAN Setting].
10. Set [Communication Mode] to [Ad-Hoc].
11. In the [Ad-Hoc Channel] box, select the channel number.
12. In the [Authentication] box, select the authentication method.
13. In the [Encryption] box, select the encryption method.
14. In the [WEP Key Length] box, select [64 bit] or [128 bit].
15. In the [WEP Transmit Key ID] box, select the ID.
16. In the [WEP Key Format] box, select [Hexadecimal] or [ASCII].
17. In [WEP Key], enter the password.
18. Click [OK].
19. Click [Close].
20. Press the [Wi-Fi] key.
21. Check the result.

**Connection has succeeded:**

The [Wi-Fi] key changes from flashing to continuous lighting.

**Connection has failed:**

The alert indicators start flashing, then, after 30 seconds, the alert indicator goes out and the power indicator lights continuously.

**Note**

- For details about how to use Smart Organizing Monitor, see page 56 "Using Smart Organizing Monitor".

## 2. Loading Paper

### Supported Paper

#### Paper Size

- A4
- $8\frac{1}{2}$  "  $\times$  11 " (Letter)
- $8\frac{1}{2}$  "  $\times$  14 " (Legal)
- B5 JIS
- $5\frac{1}{2}$  "  $\times$   $8\frac{1}{2}$  " (Half Letter)
- $7\frac{1}{4}$  "  $\times$   $10\frac{1}{2}$  " (Executive)
- A5
- A6
- B6 JIS
- 16K (197  $\times$  273 mm)
- 16K (195  $\times$  270 mm)
- 16K (184  $\times$  260 mm)
- Custom Size

The following paper sizes are supported as custom paper sizes:

- Horiz  
Tray1: Approximately 100-216 mm (3.9-8.5 inches)  
Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)
- Vert  
Approximately 148-356 mm (5.8-14 inches)

#### Paper Type

- Plain Paper (65-99 g/m<sup>2</sup> (17-26 lb.))
- Recycled Paper (75-90 g/m<sup>2</sup> (20-24 lb.))
- Thin Paper (52-64 g/m<sup>2</sup> (14-17 lb.))
- Thick Paper (100-130 g/m<sup>2</sup> (26.6-34 lb.))

#### Paper Capacity

- Tray1  
150 sheets  
(70 g/m<sup>2</sup>, 19 lb.)

- Bypass Tray  
1 sheet  
(70 g/m<sup>2</sup>, 19 lb.)

# Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- GelJet special paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.

Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)

- Special paper, such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

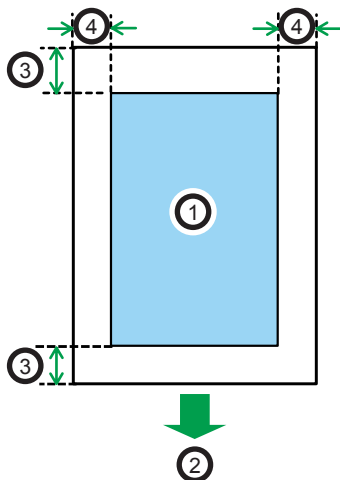
## Note

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

## Print Area

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

**From the printer driver**



CHZ904

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

### ↓ Note

- The print area may vary depending on the paper size and printer driver settings.
- To adjust the print position, specify [Registration: Tray 1] or [Registration: Bypass Tray] on the [Maintenance] tab in Smart Organizing Monitor.

# Loading Paper

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

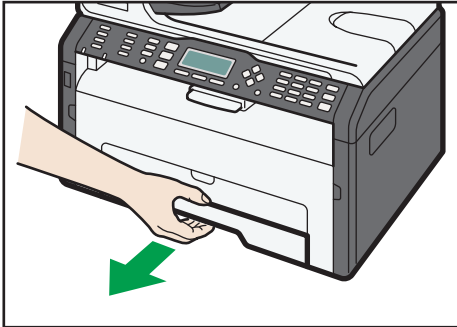
## ★ Important

- When loading paper, be sure to configure the paper size and paper type for the bypass tray and Tray 1. When printing a document, specify the paper size and paper type and select the paper tray in the printer driver so that the settings configured when paper is loaded can be used for printing.

2

## Loading Paper into Tray 1

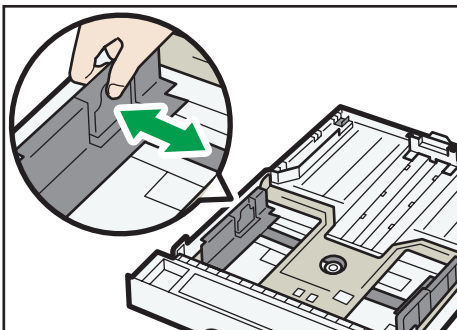
1. Pull Tray 1 out slowly, and then remove it using both hands.



DCT063

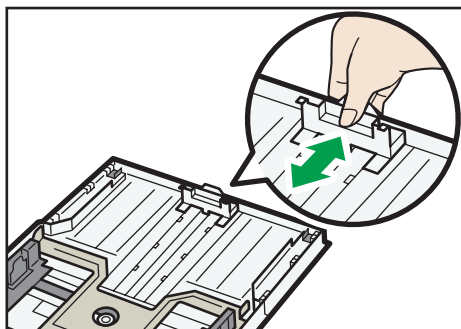
Place the tray on a flat surface.

2. Pinch the clips on the side paper guides and slide them to match the standard size.



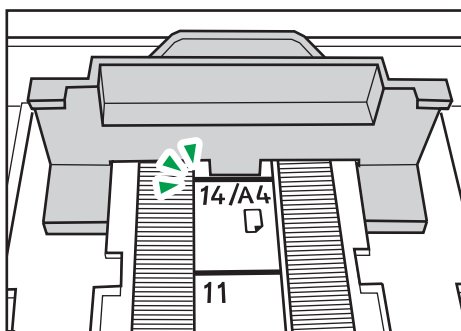
DCT030

3. Pinch the end paper guide and slide it inward to match the standard size.



DCT031

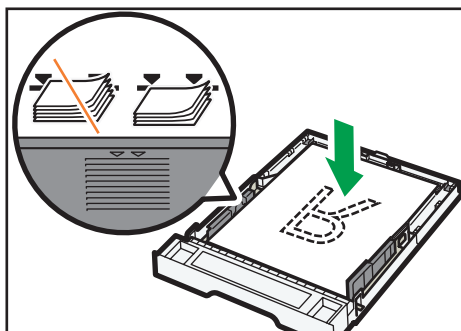
When loading A4 size paper, align the paper guide to the following position:



DCT041

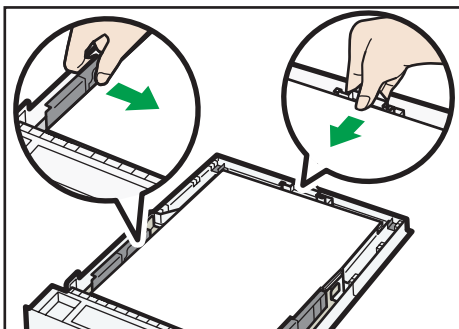
4. Fan the paper before loading it in the tray.
5. Load the new paper stack print side down.

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



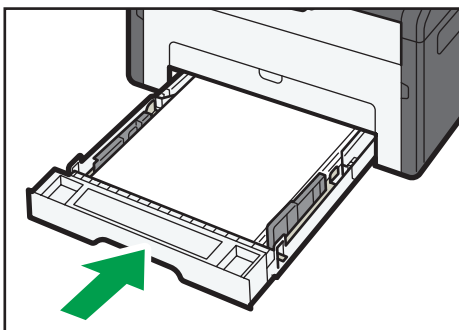
DCT032

6. Check there are no gaps between the paper and the paper guides (both side and end paper guides).



DCT049

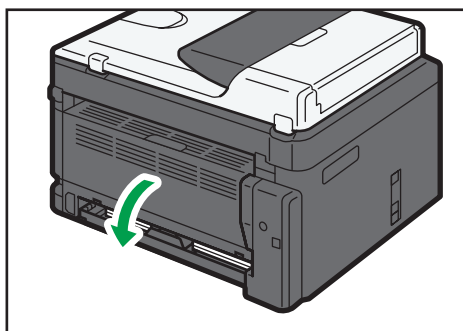
7. Carefully push Tray 1 straight into the machine.



DCT011

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

To deliver the sheets face up, open the rear cover.

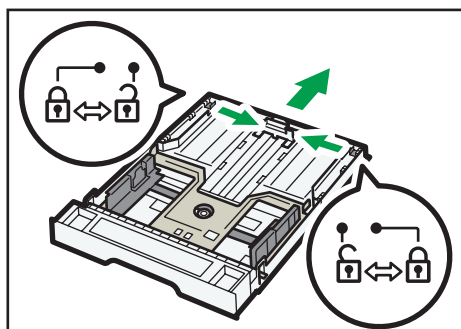


DCT037

## Extending Tray 1 to load paper

1. Pull Tray 1 out slowly, and then remove it using both hands.

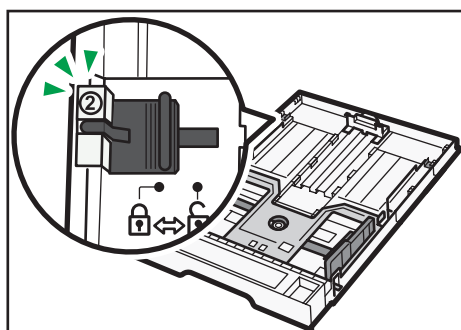
2. Release the extender locks on both sides of the tray, and then pull out the extender.



DCT034

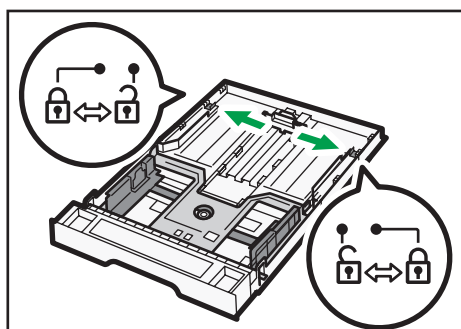
Make sure the extender's inner surface and the scale are aligned.

You can adjust the length of the extender in three steps. When using A4 size paper, adjust the length to the position indicated by the mark "2" in the tray.



DCT042

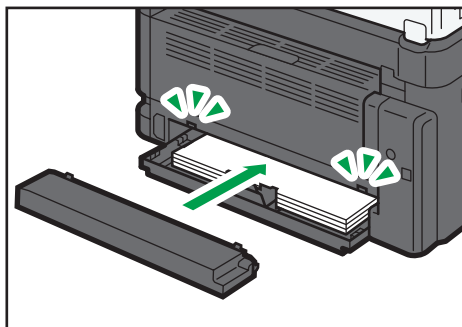
3. Pull out the extender and lock it.



DCT033

4. Follow Steps 2 to 7 in "Loading Paper into Tray 1".

### 5. Attach the tray cover.



DCT038

#### ↓ Note

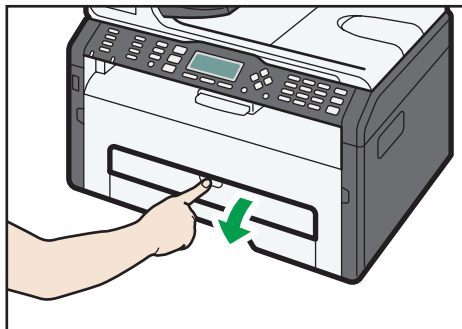
- Legal paper or custom-size paper longer than A4 must be loaded without attaching the tray cover.

## Loading Paper into Bypass Tray

#### ★ Important

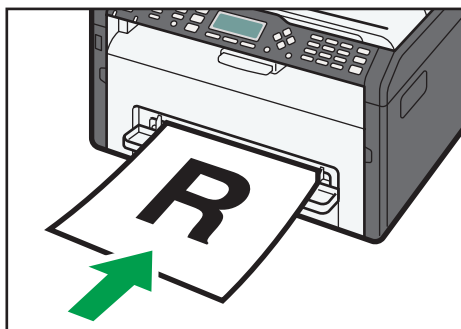
- Do not load paper in the bypass tray unless the message "Ready" appears in Smart Organizing Monitor.

### 1. Open the bypass tray.



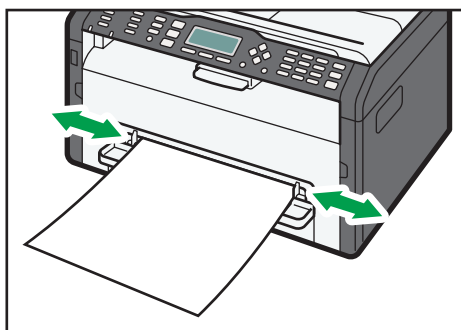
DCT029

2. Slide the side guides outward, load paper with the print side up, and then push in until it stops against the machine.



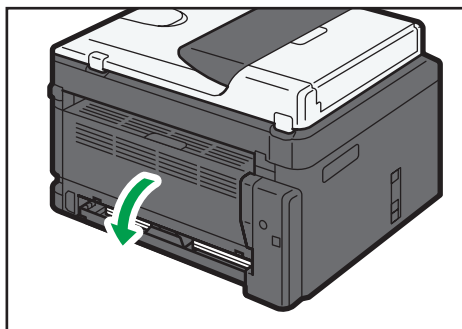
DCT013

3. Adjust the side guides to the paper width.



DCT014

To deliver the sheets face up, open the rear cover.



DCT037

---

## Specifying Paper Type and Paper Size Using Smart Organizing Monitor

---

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

## Specifying the paper type and paper size

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor Status].

If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.

4. On the [User Tools] tab, click [Printer Configuration].
5. Click the [Paper Input] tab.
6. Select the paper type and paper size setting for the desired tray, and then click [OK].
7. Click [Close].

## Changing the custom paper size

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor Status].

If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.

4. On the [User Tools] tab, click [Printer Configuration].
5. On the [Paper Input] tab, select [Custom Paper Size] in the [Paper Size:] list of the paper tray in use.
6. In the [Unit:] list, select [mm] or [inch].
7. In the [Horizontal:] box and [Vertical:] box, specify the width and length.
8. Click [OK].
9. Click [Close].

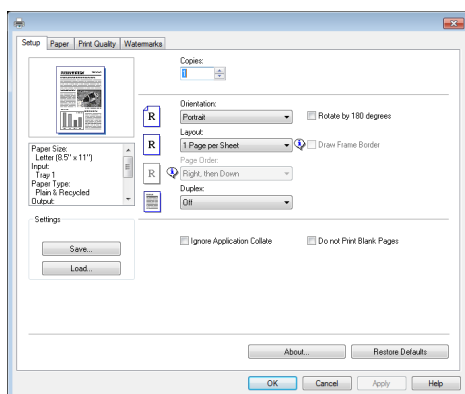


# 3. Printing Documents

## Basic Operation

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

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



2. Change any print settings if necessary.

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

3. When setting changes are completed, click [OK].

4. Print the document using the print function in the document's native application.

### Note

- If a paper jam occurs, printing stops halfway. Open the front cover, remove the print cartridge, and then remove the jammed paper. If the paper cannot be removed in this way, remove it by opening the fusing cover. Printing will resume automatically once the cover is closed.

## Printing on Both Sides of Sheets

### ★ Important

- This function cannot be available with the bypass tray.
1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
  2. On the [Setup] tab, in the [Duplex:] list box, select how you want to open the bound output.
  3. After making any additional settings, click [OK].

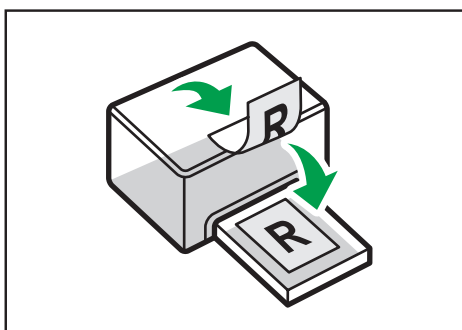
#### 4. Start printing.

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

#### 5. Take out all of the prints from the output tray and place them in Tray 1.

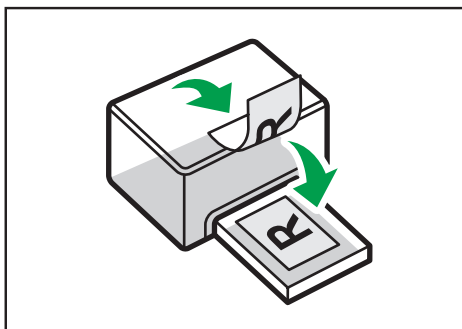
To print on the reverse side of the prints, turn them over so that the blank side faces down and place them in Tray 1. Fan the paper well before loading it.

##### Portrait



DCT005

##### Landscape



DCT006

#### 6. Press the [停止/开始] key.

##### Note

- If the rear cover is open, the paper is delivered face up from the rear. Rearrange the printed sheets in the correct order.

## Canceling a Print Job

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

## Canceling a print job before printing has started

---

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

### Note

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

3

## Canceling a print job while printing

---

1. Press the [作业重设] key.



# 4. Configuring the Machine Using Utilities

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## Using Web Image Monitor

### Note

- To operate the machine via Web Image Monitor, you must first configure the machine's TCP/IP or wireless LAN settings. For details, see page 40 "Configuring the Network Settings".

### Available operations

The following operations can be performed remotely using Web Image Monitor on a computer:

- Displaying the machine's status or settings
- Configuring the machine's settings
- Configuring the network settings
- Configuring the IPsec settings
- Printing reports
- Setting the administrator password
- Resetting the machine's configuration to the factory default
- Creating backup files of the machine's configuration
- Restoring the machine's configuration from backup files

### Supported Web browsers

- Internet Explorer 6 – 11
- Firefox 3.0 – 23

## Displaying Top Page

When you access the machine using Web Image Monitor, the top page appears in your browser's window.

### 1. Launch the Web browser.

### 2. In the Web browser's address bar, enter "http://(machine's IP address)/" to access the machine.

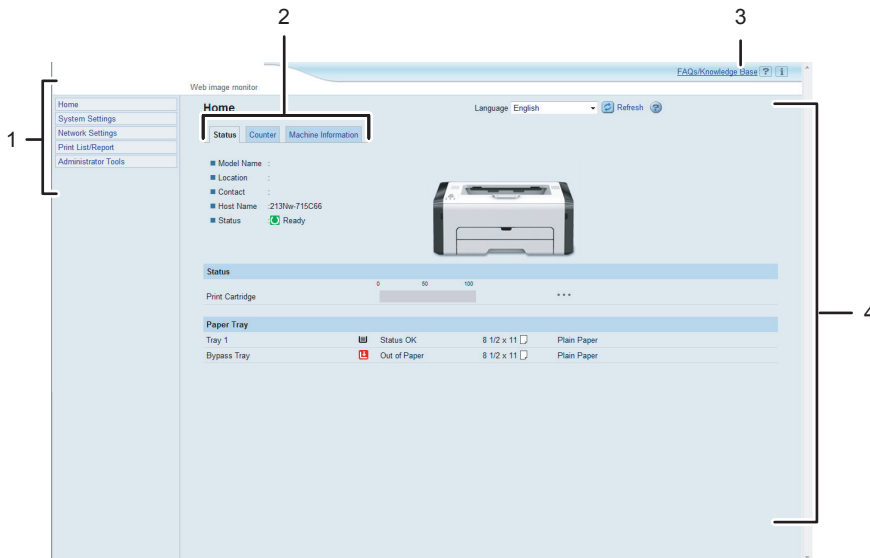
If a DNS or WINS server is used and the machine's host name has been specified, you can enter the host name instead of the IP address.

The top page of Web Image Monitor appears.

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### Top page

Every Web Image Monitor page is divided into the following areas:



DCT856

### 1. Menu area

Clicking a menu shows its contents in the main area.

### 2. Tab area

Contains tabs for switching between information and settings you want to see or configure.

### 3. FAQs/Knowledge Base

Provides answers to frequently asked questions and other useful information about using this machine.

An internet connection is required to view this information.

#### 4. Main area

Displays the contents of the item selected in the menu area.

Information in the main area is not automatically updated. Click [Refresh] at the upper-right in the main area to update the information. Click the Web browser's [Refresh] button to refresh the entire browser screen.

#### Note

- If you use an older version of a supported Web browser or the Web browser has JavaScript and cookies disabled, display and operation problems may occur.
- If you are using a proxy server, configure the Web browser settings as necessary. For details about the settings, contact your network administrator.
- The previous page may not appear even if the back button of the Web browser is clicked. If this happens, click the refresh button of the Web browser.
- The FAQs (Frequently Asked Questions)/Knowledge Base are not available in certain languages.

4

## Changing the Interface Language

Select the desired interface language from the [Language] list.

# Checking the System Information

Click [Home] to display the main page of Web Image Monitor. You can check the current system information on this page.

This page contains three tabs: [Status], [Counter], and [Machine Information].

## Status Tab

Item	Description
Model Name	Shows the name of the machine.
Location	Shows the location of the machine as registered on the [SNMP] page.
Contact	Shows the contact information of the machine as registered on the [SNMP] page.
Host Name	Shows the host name specified in [Host Name] on the [DNS] page.
Status	Shows the current messages on the machine's display.

## Status

Item	Description
Print Cartridge	Toner level status may not be displayed.

## Paper Tray

Item	Description
Tray 1	Shows the current state and paper size/type setting of Tray 1.
Bypass Tray	Shows the current state and paper size/type setting of the bypass tray.

## Counter Tab

### Print Counter

Item	Description
Page Total	Displays the total number of pages printed.

## Machine Information Tab

### Machine Information

Item	Description
Firmware Version	Shows the version of firmware installed on the machine.
Engine FW Version	Shows the version of firmware for the machine engine.
Machine ID	Shows the identification number of the machine.
Total Memory	Shows the total memory installed on the machine.

## Configuring the System Settings

Click [System Settings] to display the page for configuring the system settings.

This page contains the following tabs: [Tray Paper Settings] and [Interface].

### Tray Paper Settings Tab

#### Tray 1

Item	Description
Paper Size	Select the paper size for Tray 1 from the following: A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 16K (197 × 273mm), 16K (195 × 270mm), 16K (184 × 260mm), Custom Size
Paper Type	Select the paper type for Tray 1 from the following: Plain Paper, Recycled Paper, Thick Paper (100 to 130g/m <sup>2</sup> ), Thin Paper (52 to 64g/m <sup>2</sup> )

#### Bypass Tray

Item	Description
Paper Size	Select the paper size for the bypass tray from the following: A4, B5 JIS, A5, B6 JIS, A6, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 7 1/4 × 10 1/2, 16K (197 × 273mm), 16K (195 × 270mm), 16K (184 × 260mm), Custom Size
Paper Type	Select the paper type for the bypass tray from the following: Plain Paper, Recycled Paper, Thick Paper (100 to 130g/m <sup>2</sup> ), Thin Paper (52 to 64g/m <sup>2</sup> )

#### Size mismatch detection

Item	Description
Size mismatch detection	Select whether to set the machine to report an error if the paper size does not match the print job's settings.

---

## Interface Tab

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### Interface

Item	Description
Fixed USB Port	<p>Specifies whether the same printer can be used for multiple machines or not under USB connection.</p> <p>If this setting is enabled, the same printer driver you have installed in your computer can be used with any machine other than the one originally used for installation, if the machine is of the same model.</p> <p>If disabled, you must install the printer driver separately for individual machines, because the machine other than the original will be recognized as a new device upon USB connection.</p>

# Configuring the Network Settings

Click [Network Settings] to display the page for configuring the network settings.

This page contains the following tabs: [Network Status], [IPv6 Configuration], [Network Application], [DNS], [Auto E-mail Notification], [SNMP], [SMTP], [POP3], and [Wireless].

**★ Important**

- Depending on the settings you change, the machine might need to be restarted.

## Network Status Tab

### General Status

Item	Description
Ethernet Speed	Shows the type and speed of the network connection.
IPP Printer Name	Shows the name used to identify the machine on the network.
Network Version	Shows the version of the machine's network module (a part of the machine firmware).
Ethernet MAC Address	Shows the Ethernet MAC address of the machine.
Active Interface	Shows the active communication method.

### TCP/IP Status

Item	Description
DHCP	Select whether the machine should receive a dynamic IPv4 address automatically using DHCP. To use DHCP, select [Active]. When enabled, the items below cannot be configured.
IP Address	Enter the IPv4 address for the machine.
Subnet Mask	Enter the subnet mask of the network.
Gateway	Enter the IPv4 address of the network gateway.

## IPv6 Configuration Tab

### IPv6

Item	Description
IPv6	<p>Select whether to enable or disable IPv6. You cannot disable IPv6 using Web Image Monitor if the machine is currently in use in an IPv6 environment.</p> <p>When disabled, [DHCP], [Manual Configuration Address], [Prefix Length], and [Gateway Address] below cannot be configured.</p>

### IPv6 Address

Item	Description
DHCP	Select whether or not the machine obtains its IPv6 address from a DHCP server.
IP Address (DHCP)	Displays the IPv6 address obtained from the DHCP server when [DHCP] is set to [Active].
Stateless Address	Displays up to four stateless auto addresses.
Gateway Address	Displays the machine's default gateway address.
Link-local Address	Displays the link local address of the machine. The link local address is an address that is valid only inside the local network (local segment).
Manual Configuration Address	Enter the machine's IPv6 address. Can contain up to 39 characters.
Prefix Length	Enter the prefix length, using a value between 0 and 128.
Gateway Address	Enter the default gateway's IPv6 address. Can contain up to 39 characters.

## Network Application Tab

### Network Print Setting

Item	Description
IPP	Select to enable network printing using Internet Print Protocol (via TCP port 631/80).

Item	Description
FTP	Select to enable network printing using an embedded FTP server in the machine (via TCP port 20/21).
RAW	Select to enable network raw printing.
Port No.	Enter the TCP port number to use for raw printing. The valid range is 1024 to 65535, except 53550 and 49999 (default is 9100).
LPR	Select to enable network printing using LPR/LPD (via TCP port 515).

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**mDNS Setting**

Item	Description
mDNS	Select to enable Multicast DNS (via UDP port 5353). If disabled, the item below cannot be configured.
Printer Name	Enter the name of the machine. Can contain up to 32 characters.

**DNS Tab****DNS**

Item	Description
DNS Method	Select whether to specify domain name servers manually or receive DNS information from the network automatically. When set to [Auto-Obtain (DHCP)], [Primary DNS Server], [Secondary DNS Server], and [Domain Name] below become unavailable.
Primary DNS Server	Enter the IPv4 address of the primary DNS.
Secondary DNS Server	Enter the IPv4 address of the secondary DNS.
Domain Name	Enter the IPv4 domain name for the machine. Can contain up to 32 characters.
IPv6 DNS Method	Select whether to specify the domain server manually or have the machine obtain its DNS information automatically.  When set to [Auto-Obtain (DHCP)], [Primary IPv6 DNS Server], [Secondary IPv6 DNS Server], and [IPv6 Domain Name] below become unavailable.

Item	Description
Primary IPv6 DNS Server	Enter the IPv6 address of the primary IPv6 DNS server. Can contain up to 39 characters.
Secondary IPv6 DNS Server	Enter the IPv6 address of the secondary IPv6 DNS server. Can contain up to 39 characters.
IPv6 Domain Name	Enter the IPv6 domain name of the machine. Can contain up to 32 characters.
DNS Resolve Priority	Select whether to give priority to IPv4 or IPv6 for DNS name resolution.
DNS Timeout (seconds)	Enter the number of seconds the machine waits before considering a DNS request to have timed out (1 to 999 seconds).
Host Name	Enter a host name for the machine. Can contain up to 15 characters.

## Auto E-mail Notification Tab

### E-mail Notification 1/E-mail Notification 2

Item	Description
Display Name	Enter a sender name for notification e-mail. Can contain up to 32 characters.
E-mail Address	Enter the address of the recipient of the alert email. Can contain up to 64 characters.
Paper Misfeed	Select to send an alert e-mail to the specified address if a paper jam occurs.
Replace Print Cartridge Soon	Select to send an alert e-mail to the specified address if toner becomes low.
Replace Print Cartridge	Select to send an alert e-mail to the specified address if toner runs out.
Out of Paper	Select to send an alert e-mail to the specified address if paper runs out.
Call Service	Select to send an alert e-mail to the specified address if the machine requires servicing.
Cover Open	Select to send an alert e-mail to the specified address if a cover is open.

## SNMP Tab

### SNMP

Item	Description
SNMP	Select whether to enable the machine to use SNMP services.

### Trap

Item	Description
Target Trap	Select whether to enable the machine to send traps to the management host (NMS). When disabled, [SNMP Management Host 1] and [SNMP Management Host 2] below become unavailable.
SNMP Management Host 1	Enter the IP address or host name of a management host. Can contain up to 64 characters.
SNMP Management Host 2	Enter the IP address or host name of a management host. Can contain up to 64 characters.

### Community

Item	Description
Get Community	Enter the community name to use for authentication of Get requests. Can contain up to 32 characters.
Trap Community	Enter the community name to use for authentication of Trap requests. Can contain up to 32 characters.

### System

Item	Description
Location	Enter the location of the machine. The location entered here is displayed on the main page. Can contain up to 64 characters.
Contact	Enter the contact information of the machine. The contact information entered here is displayed on the main page. Can contain up to 64 characters.

## SMTP Tab

### SMTP

Item	Description
Primary SMTP Server	Enter the IP address or host name of the SMTP server. Can contain up to 64 characters.
Port No.	Enter the port number for SMTP (1 to 65535).
Authentication Method	Select an authentication method from the following: [Anonymous]: The user name and password are not necessary. [SMTP]: The machine supports NTLM and LOGIN authentication. [POP before SMTP]: The POP3 server is used for authentication. When sending e-mails to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.
User Name	Enter the user name for logging in to the SMTP server. Can contain up to 32 characters.
Password	Enter the password for logging in to the SMTP server. Can contain up to 32 characters.
Device E-mail Address	Enter the machine's e-mail address. This address is used as the sender's address of e-mail messages sent from this machine, such as notification e-mails. Can contain up to 64 characters.
Server Timeout (seconds)	Enter the number of seconds the machine waits before considering an SMTP operation to have timed out (1 to 999).

## POP3 Tab

### POP3 Settings

Item	Description
POP3 Server	Enter the IP address or host name of the POP3 server for e-mail reception. The POP3 server specified here will be used for [POP before SMTP]. Can contain up to 64 characters.
User Account	Enter the user name for logging in to the POP3 server. Can contain up to 32 characters.

Item	Description
User Password	Enter the password for logging in to the POP3 server. Can contain up to 32 characters.
Authentication	Select an authentication method from the following: [None]: Password will not be encrypted. [APOP Authentication]: Password will be encrypted. [Auto]: Password will be encrypted or not encrypted according to the POP3 server's settings.

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## Wireless Tab

### Wireless LAN Status

Item	Description
Wireless LAN Status	Displays the status of the connection to the wireless LAN.
MAC Address	Displays the MAC address.
Communication Mode	Displays the communication mode that the machine is connecting in.
SSID	Displays the SSID of the access point that the machine is connected to.
Channel	Displays the channel information of the current wireless LAN settings if [Ad-Hoc] is selected for [Communication Mode].
Wireless Signal Status	Displays the strength of the wireless signal that is being received.
Wireless	Specifies whether or not to use the wireless LAN.

### Wireless LAN Settings

Item	Description
SSID	Enter the SSID of the access point. The SSID can contain up to 32 characters. When you click [Scan List], a list of available access points is displayed. You can select the SSID from the list.

Item	Description
Communication Mode	Select the mode to connect in. If the machine will be connected to a wireless router or access point, select [Infrastructure]. If the machine will be connected to a device equipped with a wireless LAN directly, select [Ad-Hoc].
Ad-Hoc Channel	If [Ad-Hoc] is selected for [Communication Mode], select a channel.
Authentication	Select an authentication method. If [Ad-Hoc] is selected for [Communication Mode], you can select only [Open System] and [Shared Key].
Encryption	Select an encryption method. If [Ad-Hoc] is selected for [Communication Mode], you can select only [None] and [WEP].
WPA Passphrase	If [WPA2-PSK] or [Mixed Mode WPA/WPA2] is selected for [Authentication], enter the WPA encryption key.
WEP Key Length	If [WEP] is selected for [Encryption], select 64 bits or 128 bits for the length of the encryption key.
WEP Transmit Key ID	Select an ID number to identify each WEP key in case multiple WEP connections are configured.
WEP Key Format	Select a format for entering the WEP key.
WEP Key	Enter the WEP key. The number and type of characters you can enter vary depending on the length and format selected for the key. See the following: <ul style="list-style-type: none"> <li>• WEP key length: [64bit], Format: [Hexadecimal] WEP key max length: 10 characters (0-9, A-F, a-f)</li> <li>• WEP key length: [64bit], Format: [ASCII] WEP key max length: 5 characters (0x20-0x7e)</li> <li>• WEP key length: [128bit], Format: [Hexadecimal] WEP key max length: 26 characters (0-9, A-F, a-f)</li> <li>• WEP key length: [128bit], Format: [ASCII] WEP key max length: 13 characters (0x20-0x7e)</li> </ul>

 **Note**

- If you are configuring the connection settings manually, check the SSID, authentication method, or encryption key of the access point or wireless router in advance.

## Configuring the IPsec Settings

Click [IPsec Settings] to display the page for configuring the IPsec settings.

This page contains the following tabs: [IPsec Global Settings] and [IPsec Policy List].

### ★ Important

- This function is available only when an administrator password is specified.

### IPsec Global Settings Tab

Item	Description
IPsec Function	Select whether to enable or disable IPsec.
Default Policy	Select whether to allow for the default IPsec policy.
Broadcast and Multicast Bypass	Select the services that you do not want to apply IPsec from the following: [DHCPv4], [DHCPv6], [SNMP], [mDNS], [NetBIOS], [UDP Port 53550]
All ICMP Bypass	Select whether to apply IPsec to ICMP packets (IPv4 and IPv6) from the following:  [Active]: All ICMP packets will be bypassed without IPsec protection. "ping" command (echo request and echo reply) is not encapsulated by IPsec.  [Inactive]: Some ICMP message types will be bypassed without IPsec protection.

### IPsec Policy List Tab

Item	Description
No.	IPsec policy number.
Name	Displays the name of the IPsec policy.
Address Settings	Displays the IP address filter of the IPsec policy as below: Remote address/Prefix length
Action	Displays the action of the IPsec policy as "Allow", "Drop", or "Require Security".

Item	Description
Status	Displays the status of the IPsec policy as "Active" or "Inactive".

To configure IPsec policies, select the desired IPsec policy, and then click [Change] to open the "IPsec Policy Settings" page. The following settings can be made on the "IPsec Policy Settings" page.

### IP Policy Settings

Item	Description
No.	Specify a number between 1 and 10 for the IPsec policy. The number you specify will determine the position of the policy in the IPsec Policy List. Policy searching is performed according to the order of the list. If the number you specify is already assigned to another policy, the policy you are configuring will take the number of the earlier policy, and the earlier policy and any subsequent policies will be renumbered accordingly.
Activity	Select whether to enable or disable the policy.
Name	Enter the name of the policy. Can contain up to 16 characters.
Address Type	Select IPv4 or IPv6 as the type of IP address to be used in IPsec communication.
Local Address	Displays the IP address of this printer.
Remote Address	Enter the IPv4 or IPv6 address of the device with which to communicate. Can contain up to 39 characters.
Prefix Length	Enter the prefix length of the Remote Address, using a value between 1 and 128. If this setting is left blank, "32" (IPv4) or "128" (IPv6) will be automatically selected.
Action	<p>Specify how the IP packets are processed from the following:</p> <ul style="list-style-type: none"> <li>• [Allow]: IP packets are both sent and received without IPsec applied to them.</li> <li>• [Drop]: IP packets are discarded.</li> <li>• [Require Security]: IPsec is applied to IP packets that are both sent and received.</li> </ul> <p>If you have selected [Require Security], you must configure [IPsec Settings] and [IKE Settings].</p>

**IPsec Settings**

Item	Description
Encapsulation Type	<p>Specify the encapsulation type from the following:</p> <ul style="list-style-type: none"> <li>• [Transport]: Select this mode to secure only the payload section of each IP packet when communicating with IPsec compliant devices.</li> <li>• [Tunnel]: Select this mode to secure every section of each IP packet. We recommend this type for communication between security gateways (such as VPN devices).</li> </ul>
Security Protocol	<p>Select the security protocol from the following:</p> <ul style="list-style-type: none"> <li>• [AH]: Establishes secure communication that supports authentication only.</li> <li>• [ESP]: Establishes secure communication that supports both authentication and data encryption.</li> <li>• [ESP&amp;AH]: Establishes secure communication that supports both data encryption and authentication of packets, including packet headers. Note that you cannot specify this protocol when [Tunnel] is selected for [Encapsulation Type].</li> </ul>
Authentication Algorithm for AH	<p>Specify the authentication algorithm to be applied when [AH] or [ESP&amp;AH] is selected for [Security Protocol] from the following:</p> <p>[MD5], [SHA1]</p>
Encryption Algorithm for ESP	<p>Specify the encryption algorithm to be applied when [ESP] or [ESP&amp;AH] is selected for [Security Protocol] from the following:</p> <p>[None], [DES], [3DES], [AES-128], [AES-192], [AES-256]</p>
Authentication Algorithm for ESP	<p>Specify the authentication algorithm to be applied when [ESP] is selected for [Security Protocol] from the following:</p> <p>[MD5], [SHA1]</p>
Life Time	<p>Specify the life time of the IPsec SA (Security Association) as a time period or data volume. The SA will expire when the time period you specify elapses or the volume of data you specify reaches the volume carried.</p> <p>If you specify both a time period and a data volume, the SA will expire as soon as either is reached, and a new SA will then be obtained by negotiation.</p> <p>To specify the life time of the SA as a time period, enter a number of seconds.</p> <p>To specify the life time of the SA as a data volume, enter a number of KBs.</p>

Item	Description
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

### IKE Settings

Item	Description
IKE Version	Displays the IKE version.
Encryption Algorithm	Specify the encryption algorithm from the following: [DES], [3DES], [AES-128], [AES-192], [AES-256]
Authentication Algorithm	Specify the authentication algorithm from the following: [MD5], [SHA1]
IKE Life Time	Specify the life time of the ISAKMP SA as a time period. Enter a number of seconds.
IKE Diffie-Hellman Group	Select the IKE Diffie-Hellman Group to be used in the generation of the IKE encryption key from the following: [DH1], [DH2]
Pre-Shared Key	Specify the PSK (Pre-Shared Key) to be used for authentication of a communicating device. Can contain up to 32 characters.
Key Perfect Forward Secrecy	Select whether to enable or disable PFS (Perfect Forward Secrecy).

# Printing Lists/Reports

Click [Print List/Report] to display the page for printing reports. Then, select an item and click [Print] to print out information for that item.

## Print List/Report

Item	Description
Configuration Page	Prints general information about the machine and its current configuration.
Test Page	Prints a test page for checking the printing condition.
PCL Font List	Prints the current configuration and installed PCL font list.
Maintenance Page	Prints the maintenance page.

### ↓ Note

- Reports cannot be printed via Web Image Monitor if other jobs are printing. Before printing reports, confirm that machine is not printing.
- Reports will be printed on A4, Letter or Legal size paper. Load one of these sizes of paper into the tray before printing reports.

# Configuring the Administrator Settings

Click [Administrator Tools] to display the page for configuring the administrator settings.

This page contains the following tabs: [Administrator], [Reset Settings], [Backup Setting], [Restore Setting], and [Help Source File Setting].

## Administrator Tab

### Administrator Settings

Item	Description
New Password	Enter the new administrator password. Can contain up to 16 characters.
Confirm New Password	Enter the same password again, to confirm.

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## Reset Settings Tab

### Reset Settings

Item	Description
Reset Network Settings	Select to restore settings configured under the [Network Settings] and [Administrator Tools].
Reset Menu Settings	Select to restore settings that are not related to the network to their defaults.
Reset IPsec Settings	Select to clear the IPsec settings.

#### ↓ Note

- [Reset IPsec Settings] appears only when the administrator password is specified.

## Backup Setting Tab

#### ★ Important

- When sending the machine for repair, it is important that you create backup files in advance. The machine's settings are returned to the default after repair.

### Backup Setting

Item	Description
Back up Network Settings	Backs up settings configured under the [Network Settings] and [Administrator Tools].
Back up Menu Settings	Backs up settings that are not related to the network.
Back up IPsec Settings	Backs up the IPsec settings to a file.

Follow the procedure below to create configuration backup files.

1. Select the radio button for the type of data you wish to back up.
2. Enter the administrator password if required.
3. Click [OK].
4. Click [Save] in the confirmation dialog box.
5. Navigate to the location to save the backup file.
6. Specify a name for the file, and click [Save].

#### Note

- [Back up IPsec Settings] appears only when the administrator password is specified.

### Restore Setting Tab

#### Important

- When the machine is returned from repair, it is important that you restore the machine's settings from the backup files. The machine's settings are returned to the default after repair.

### Restore Setting

Item	Description
File to Restore	Enter the path and name of the file to restore, or click [Browse...] to select the file.

Follow the procedure below to restore configuration backup files.

1. Click [Browse...].
2. Navigate to the directory containing the backup file to restore.
3. Select the backup file, and click [Open].
4. Enter the administrator password if required.
5. Click [OK].

 **Note**

- If the settings are not restored successfully, an error message appears. Try again to restore the file completely.

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## Help Source File Setting Tab

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### Help Source File Setting

Item	Description
Help Source File	Enter the address (URL) of the Help button. Up to 50 alphanumeric characters can be entered.

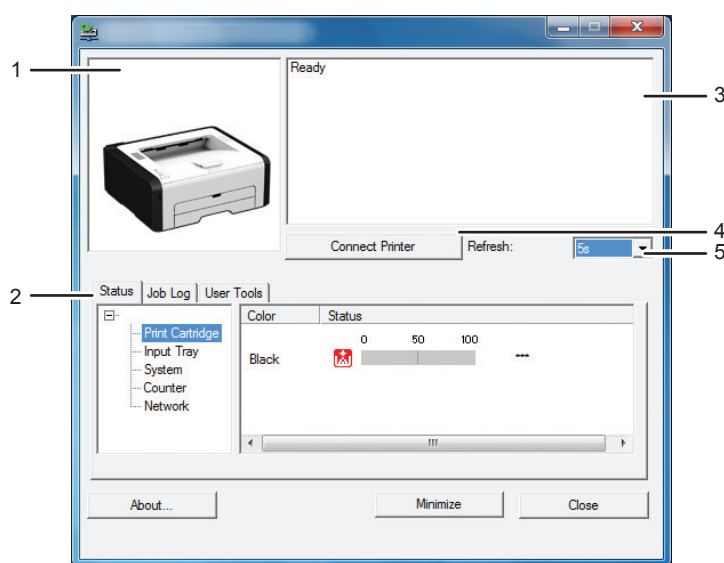
# Using Smart Organizing Monitor

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

## ★ Important

- Some items might not appear, depending on the model type you are using.

## Checking the Status Information



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### 1. Image area

Displays the status of this machine with an icon.

### 2. Status area

- Printer Name
- Print Cartridge  
Toner level status may not be displayed.
- Input Tray  
You can check the following information about the input trays.  
[Input Tray], [Status], [Paper Size], [Paper Type]  
Displays the type of the paper loaded into each input tray.
- System  
Displays the system information about the printer, such as the model name, system version, and memory size.
- Counter

Displays information about the counters.

- Network

Displays network details such as the printer's IP address and network-related comments.

### 3. **Message area**

Displays the status of this machine with a message.

For details about error messages, see page 77 "Error and Status Messages Appear on Smart Organizing Monitor".

### 4. **[Connect Printer] button**

Click to select a printer driver.

### 5. **[Refresh:]**

Specify the automatic update of the display.

4

## Configuring the Machine Settings

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

### 1. On the [Start] menu, click [All Programs].

### 2. Click [Smart Organizing Monitor for SP xxx Series].

### 3. Click [Smart Organizing Monitor Status].

If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.

### 4. On the [User Tools] tab, click [Printer Configuration].

### 5. Enter the access code.

The default access code is "Admin".

### 6. Change the settings if necessary.

Before selecting a different tab, click [Apply].

### 7. Click [OK].

### 8. Click [Close].

## Access Code

The configurable functions depend on the authority of the access code you enter.

- Administrator

All tabs in the [Printer Configuration] dialog box are available.

- General users

Only the [Paper Input] tab is available.

## Tab Settings

---

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

### Paper Input tab

- You can change paper size and other paper settings.

### Maintenance tab

- You can adjust print starting positions.

### System tab

- You can set basic functions required to use the printer. The printer can be used on factory-set defaults, but the configuration can be changed depending on the condition of the user.
- The changed condition holds even if the printer is turned off.
- The access code can be changed on this tab.

### IPv6, Network 1, Network 2 and Network 3 tabs

- You can set configurations about network connection and communication.
- The following operations are possible on these tabs:
  - Checking the printer name, active protocol, and other printer information
  - Making interface settings, including the timeout setting and protocol settings
  - Checking or making TCP/IP settings
  - Checking or making SMTP and SNMP settings
  - Checking or making Alert settings

### Wireless LAN Settings tab

- You can set configurations about wireless LAN network connection and communication.
- The following operations are possible on the tab:
  - Checking the wireless LAN status
  - Connecting wireless LAN manually
  - Connecting with one touch using WPS

### Printer Tab

- You can set configurations about PCL.

---

## Printing the Configuration Page

---

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].

**3. Click [Smart Organizing Monitor Status].**

If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.

**4. On the [User Tools] tab, select [Configuration Page] in the [List/Test Print] list.****5. Click [Print].****↓ Note**

- You can check the firmware version on the configuration page or maintenance page. By updating the firmware, you can resolve problems or add a number of new functions. For details about updating the firmware, see the Firmware Update Guide. The Firmware Update Guide can be downloaded from our Web site.



# 5. Maintaining the Machine

## Replacing the Print Cartridge

### ★ Important

- This machine does not monitor the remaining toner level, and no message will be displayed to prompt the user to replace the print cartridge if the machine runs out of toner. Replace the print cartridge if the printed image suddenly becomes pale or blurred.
- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time.
- For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.
- The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

1. Open the front cover, and then carefully lower it.
2. Carefully pull out the print cartridge horizontally, holding its center.

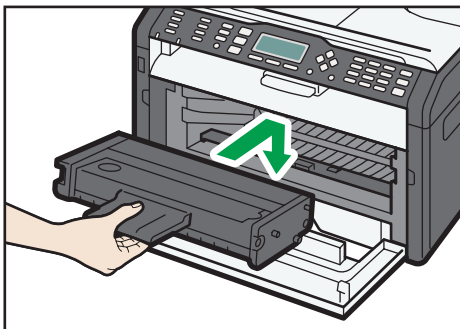


DCT024

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

Shake the print cartridge horizontally in the direction. The first few printed pages may appear blurred or smeared if the cartridge has not been shaken properly.

5. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



DCT026

6. Carefully push up the front cover until it closes.

## Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

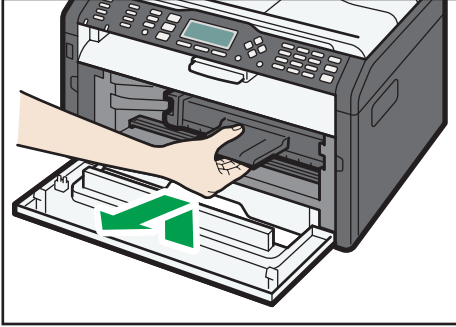
Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow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

### ★ Important

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

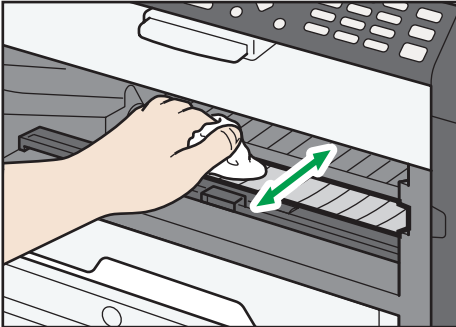
## Cleaning the Inside of the Machine

1. Open the front cover, and then carefully lower it.
2. Carefully pull out the print cartridge horizontally, holding its center.



DCT024

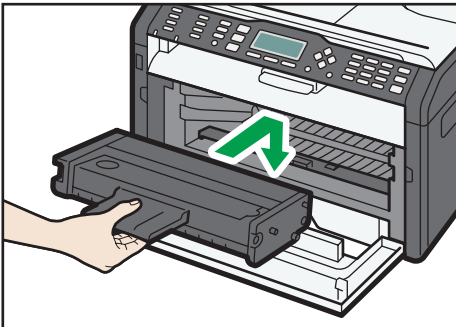
3. Use a cloth to wipe the inside of the machine toward and away from yourself.



DCT040

Wipe carefully so as not to touch any protrusions inside the machine.

4. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



DCT026

5. Carefully push up the front cover until it closes.

# 6. Troubleshooting

## Common Problems

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

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	<ul style="list-style-type: none"><li>• Make sure that the power plug is firmly inserted into the wall outlet.</li><li>• Make sure that the wall outlet is not defective by connecting another working device.</li></ul>
Pages are not printed.	The USB cable or network cable is not connected correctly.	Reconnect the USB cable or network cable.
Strange noise is heard.	The consumable is not properly installed.	Check that the consumable is properly installed.


 **Note**

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

## Paper Feed Problems

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

Problem	Solution
Paper does not feed smoothly.	<ul style="list-style-type: none"> <li>• Use supported types of paper. See page 17 "Supported Paper".</li> <li>• Load paper correctly, making sure that the paper guides are properly adjusted. See page 21 "Loading Paper".</li> <li>• If the paper is curled, straighten the paper.</li> <li>• Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it in the tray.</li> </ul>
Paper jams occur frequently.	<ul style="list-style-type: none"> <li>• If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.</li> <li>• Avoid printing on both sides of paper when printing images that contain large areas of solid color, which consume a lot of toner.</li> <li>• Use supported types of paper. See page 17 "Supported Paper".</li> <li>• Load paper only as high as the upper limit markings on the paper guide.</li> </ul>
Multiple sheets of paper are fed at one time.	<ul style="list-style-type: none"> <li>• Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk.</li> <li>• Make sure that the paper guides are in the right position.</li> <li>• Use supported types of paper. See page 17 "Supported Paper".</li> <li>• Load paper only as high as the upper limit markings on the paper guide.</li> <li>• Check that paper was not added while there was still some left in the tray.</li> </ul> <p>Only add paper when there is none left in the tray.</p>

Problem	Solution
Paper gets wrinkles.	<ul style="list-style-type: none"> <li>Paper is damp. Use paper that has been stored properly.</li> <li>Paper is too thin. See page 17 "Supported Paper".</li> <li>If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.</li> </ul>
The printed paper is curled.	<ul style="list-style-type: none"> <li>Load the paper upside down in the input tray.</li> <li>Paper is damp. Use paper that has been stored properly.</li> </ul>
<p>Images are printed diagonally to the pages.</p> 	If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

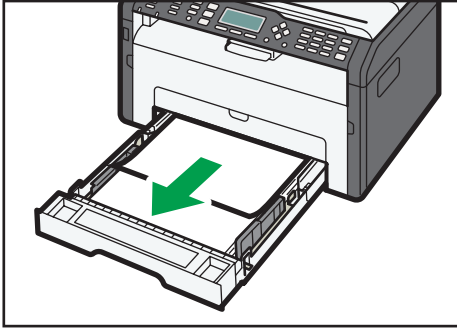
## Removing Printing Jams

### ★ Important

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

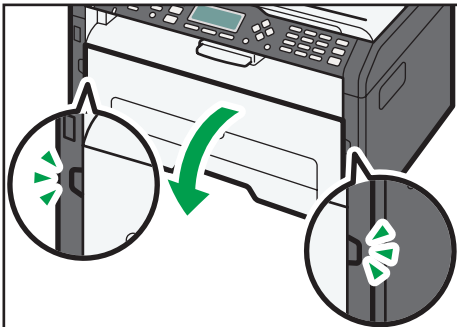
## Removing Jammed Paper from Tray 1

1. Pull Tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.



DCT012

2. Carefully slide Tray 1 back in until it stops.
3. Open the front cover, and then carefully lower it.



DCT027

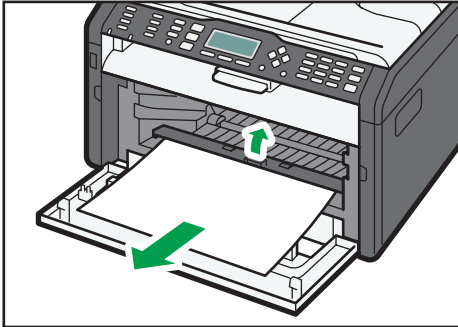
4. Carefully pull out the print cartridge horizontally, holding its center.



DCT024

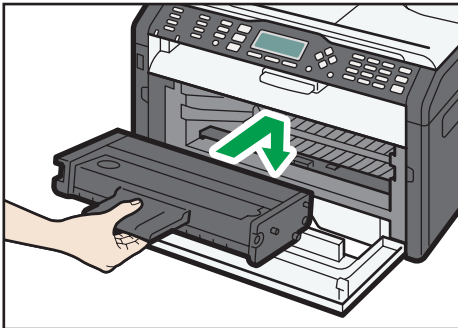
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

5. Lifting the guide plate, remove the jammed paper carefully.



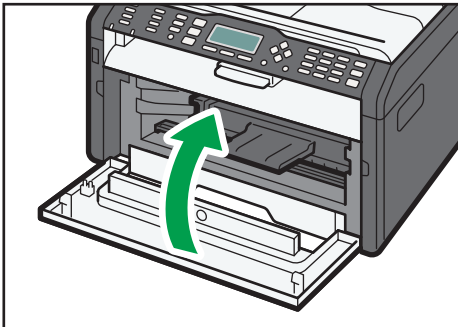
DCT025

6. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



DCT026

7. Carefully push up the front cover until it closes.



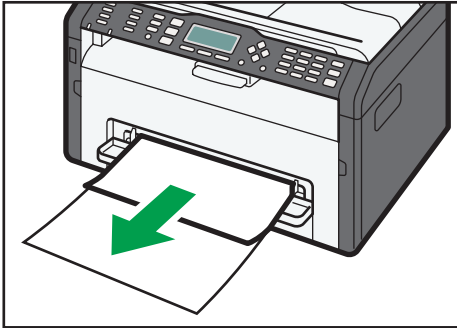
DCT028

If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

## Removing Jammed Paper from the Bypass Tray

### ★ Important

- Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.
1. If paper is jammed in the bypass tray input area, remove the jammed paper carefully.



DCT015

6

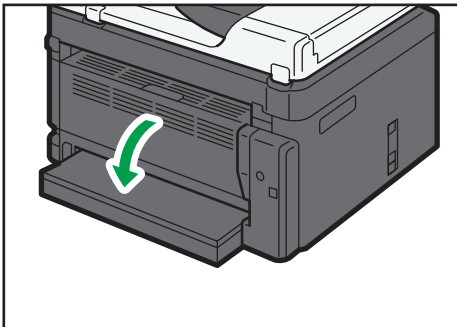
2. Close the bypass tray.
3. Follow Steps 3 to 7 in "Removing Jammed Paper from Tray 1".

If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

## Opening the Rear Cover to Remove Jammed Paper

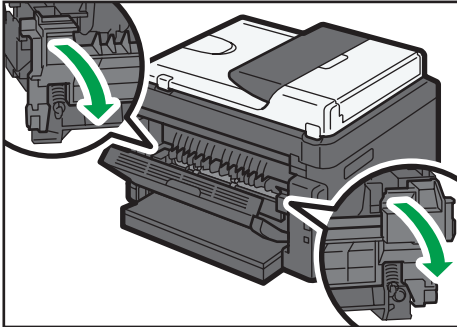
### ★ Important

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



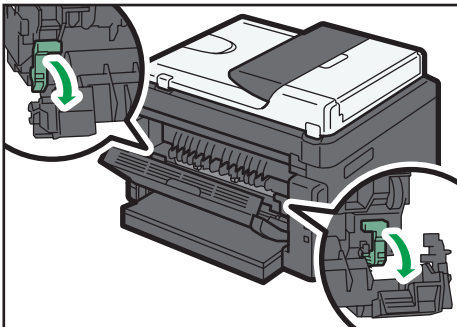
DCT022

2. Open the fusing cover.



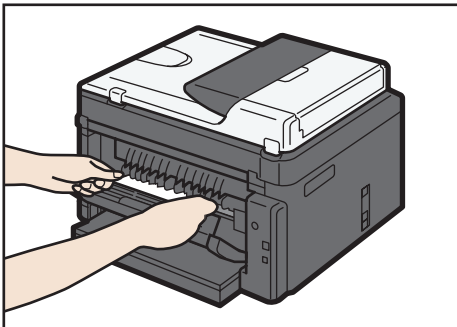
DCT035

3. Push the levers on the sides down with your thumbs.



DCT036

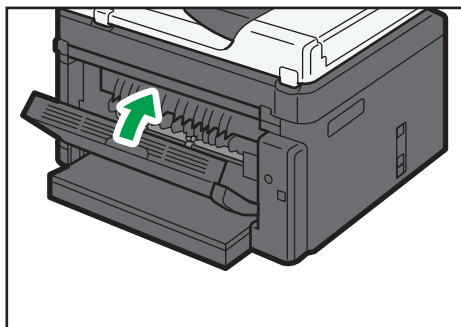
4. Remove the jammed paper carefully.



DCT068

5. Push the levers on the sides up with your thumbs.
6. Close the fusing cover.

**7. Close the rear cover.**



DCT023

# Print Quality Problems

## Checking the Condition of the Machine

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

Possible Cause	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
An unsupported type of paper is used.	Make sure that the paper being used is supported by the machine. See page 17 "Supported Paper".
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See page 17 "Supported Paper".
A non-genuine print cartridge is being used.	Non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See page 81 "Consumables".
An old print cartridge is being used.	Print cartridges should be opened before their expiration date and used within six months of being opened.
The machine is dirty.	See page 61 "Maintaining the Machine", and clean the machine as required.

## Printer Problems

Problem	Solution
An error occurs.	<p>If an error occurs when printing, change the computer or printer driver settings.</p> <ul style="list-style-type: none"> <li>• Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it.</li> <li>• Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too.</li> <li>• Check that the latest printer driver is being used.</li> </ul>
A print job is canceled.	<ul style="list-style-type: none"> <li>• Set I/O Timeout to a larger value than the current settings.</li> </ul>
There is considerable delay between the print start command and actual printing.	<ul style="list-style-type: none"> <li>• Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while.</li> <li>• To speed up printing, reduce the printing resolution using the printer driver.</li> </ul>
The whole printout is blurred.	<ul style="list-style-type: none"> <li>• Paper is damp. Use paper that has been stored properly. See page 17 "Supported Paper".</li> <li>• If you enable [Toner Saving], printing is generally less dense.</li> <li>• Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.</li> </ul>
Cannot print properly when using a certain application, or cannot print image data properly.  Some characters are printed faintly or not printed.	<ul style="list-style-type: none"> <li>• Change the print quality settings.</li> </ul>
The print position is misaligned.	<p>Adjust the print position by specifying [Registration: Tray 1] or [Registration: Bypass Tray] on the [Maintenance] tab in Smart Organizing Monitor.</p>

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## Print Positions Do Not Match Display Positions

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

Possible Cause	Solution
Page layout settings are not configured properly.	Check that the page layout settings are properly configured in the application.

# Error and Status Indicate on the Control Panel

The LED on the operation panel indicates the machine status, including any errors.

LED			Status	Solution
Toner/ Paper End	Alarm	Power		
-	-	On	The power is on.	The status is normal.
-	-	Flashing	Importing data.	The status is normal.
On	-	On	<ul style="list-style-type: none"><li>• The print cartridge is not set correctly.</li><li>• The tray has run out of paper.</li></ul>	<ul style="list-style-type: none"><li>• Set the print cartridge again correctly.</li><li>• Load paper into the tray.</li></ul>
-	Flashing	On	A paper jam has occurred in the machine.	Use Web Image Monitor or Smart Organizing Monitor to determine where the paper jam is, and then remove the jammed paper. See page 66 "Paper Feed Problems".
-	On	On	A cover is open.	Confirm that all the covers are closed completely.
-	On	On	Another type of error has occurred.	Use Web Image Monitor or Smart Organizing Monitor to check the error, and then take appropriate measures. See page 33 "Using Web Image Monitor" or page 56 "Using Smart Organizing Monitor".
On	On	On	A malfunction has occurred.	Contact your sales or service representative.

# Error and Status Messages Appear on Smart Organizing Monitor

"X" represents a displayed message that varies according to the situation.

Message	Causes	Solutions
<p>No Response from I/O Device</p> <p>Check the cable, power cord, and main switch.</p>	<ul style="list-style-type: none"> <li>• The power cable of the machine is not plugged in.</li> <li>• The power of the machine is not turned ON.</li> <li>• The USB cable is not connected.</li> </ul>	<ul style="list-style-type: none"> <li>• Check the printer power cord.</li> <li>• Check the printer power switch is on.</li> <li>• Check the USB cable is properly connected.</li> </ul>
<p>Tray Not Detected or No Paper</p> <p>The indicated paper source tray is not set properly, or no paper loaded.</p> <p>Check the indicated tray.</p>	<p>Tray 1 has run out of paper.</p> <p>The bypass tray has run out of paper.</p>	<p>Load paper into Tray 1. See page 21 "Loading Paper".</p> <p>Load paper into the bypass tray. See page 21 "Loading Paper".</p>
<p>Paper Misfeed X</p>	<p>A paper jam has occurred in the machine.</p>	<p>Remove the jammed paper. See page 66 "Paper Feed Problems".</p>
<p>Printing has been interrupted because of the memory overflow.</p>	<p>The data is too large or complex to print.</p>	<p>Select [600 x 600 dpi] in [Resolution:] to reduce the size of data. For details, see the printer driver Help.</p>
<p>Waste Toner full</p> <p>No printing is available.</p> <p>Open the indicated cover, and then replace Print Cartridge.</p>	<p>The waste toner bottle is full.</p>	<p>Replace the print cartridge.</p>

Message	Causes	Solutions
Unit Not Detected Open the indicated cover, and then replace Print Cartridge.	The print cartridge has not been installed.	Reinstall the print cartridge. See page 61 "Replacing the Print Cartridge".

# 7. Appendix

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## Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- Replace the print cartridge if the printed image suddenly becomes pale or blurred.

# Moving and Transporting the Machine

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

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

## ★ Important

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

### 1. Be sure to check the following points:

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

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

## ↓ Note

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

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## Disposal

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

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## Where to Inquire

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

# Consumables

## Print Cartridge

Print cartridge	Average printable number of pages per cartridge <sup>*1</sup>
Black	2,600 pages

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

### Note

- Unless a print cartridge is replaced before toner runs out, printing will become impossible. To facilitate cartridge replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges are not covered by warranty. However, if there is a problem, contact the store where you purchased them.
- The supplied print cartridge can print approximately 1,000 pages.
- This machine periodically performs cleaning. During cleaning, toner will be used to maintain print quality.

# Specifications of the Machine

This section lists the machine's specifications.

## General Function Specifications

### Configuration

Desktop

### Print process

Laser electrostatic transfer

### Maximum paper size for printing

216 mm × 356 mm (8.5 × 14 inches)

### Warm-up time

Less than 25 seconds (23 °C, 71.6 °F)

### Paper sizes

A4, 8 1/2 " × 11 " (Letter), 8 1/2 " × 14 " (Legal), B5, 5 1/2 " × 8 1/2 " (Half Letter), 7 1/4 " × 10 1/2 " (Executive), A5, A6, B6, 16K (197 × 273 mm), 16K (195 × 270 mm), 16K (184 × 260 mm), Custom Paper Size

#### Note

- The following paper sizes are supported as custom paper sizes:
  - Width  
Tray1: Approximately 100-216 mm (3.9-8.5 inches)  
Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)
  - Length  
Approximately 148-356 mm (5.8-14 inches)

### Paper type

Plain Paper (65-99 g/m<sup>2</sup> (17-26 lb.)), Recycled Paper (75-90 g/m<sup>2</sup> (20-24 lb.)), Thin Paper (52-64 g/m<sup>2</sup> (14-17 lb.)), Thick Paper (100-130 g/m<sup>2</sup> (26.6-34 lb.))

### Paper input capacity

- Tray 1  
150 sheets (70 g/m<sup>2</sup>, 19 lb.)
- Bypass Tray  
1 sheet (70 g/m<sup>2</sup>, 19 lb.)

**Maximum loading height**

15.5 mm (0.6 inches)

**Paper output capacity**

- Output Tray  
50 sheets (70 g/m<sup>2</sup>, 19 lb.)
- Rear  
1 sheet (70 g/m<sup>2</sup>, 19 lb.)

**Memory**

128 MB

**Power requirements**

220-240 V, 5 A, 50/60 Hz

**Power consumption**

- Maximum power consumption  
762 W
- Energy Saver mode 1  
35.4 W
- Energy Saver mode 2  
2.9 W

**Machine dimensions (Width × Depth × Height)**

402 × 360 × 165 mm (15.8 × 14.2 × 6.5 inches)

**Weight (machine body with consumables)**

Approximately 7.2 kg (16 lb.) or less

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**Printer Function Specifications**

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**Printing speed**

22 pages per minute (A4)

**Resolution**

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

**First print speed**

10 seconds or less (From the completion of data processing to the completion of paper delivery)

**Interface**

- Ethernet (10BASE-T, 100BASE-TX)
- USB 2.0

- Wi-Fi

**Printer language**

GDI, PCL

# Trademarks

Firefox is a registered trademark of the Mozilla Foundation.

Microsoft, Windows, Windows Server, Windows Vista, and Internet Explorer are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

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

The proper names of Internet Explorer 6, 7, 8, 9, 10 and 11 are as follows:

Microsoft® Internet Explorer® 6

Windows® Internet Explorer® 7

Windows® Internet Explorer® 8

Windows® Internet Explorer® 9

Internet Explorer® 10

Internet Explorer® 11

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

- The product names of Windows XP are as follows:

Microsoft® Windows® XP Professional

Microsoft® Windows® XP Home Edition

Microsoft® Windows® XP Professional x64 Edition

- The product names of Windows Vista are as follows:

Microsoft® Windows Vista® Ultimate

Microsoft® Windows Vista® Business

Microsoft® Windows Vista® Home Premium

Microsoft® Windows Vista® Home Basic

Microsoft® Windows Vista® Enterprise

- The product names of Windows 7 are as follows:

Microsoft® Windows® 7 Home Premium

Microsoft® Windows® 7 Professional

Microsoft® Windows® 7 Ultimate

Microsoft® Windows® 7 Enterprise

- The product names of Windows 8 are as follows:

Microsoft® Windows® 8

Microsoft® Windows® 8 Pro

Microsoft® Windows® 8 Enterprise

- The product names of Windows 8.1 are as follows:  
Microsoft® Windows® 8.1  
Microsoft® Windows® 8.1 Pro  
Microsoft® Windows® 8.1 Enterprise
- The product names of Windows Server 2003 are as follows:  
Microsoft® Windows Server® 2003 Standard Edition  
Microsoft® Windows Server® 2003 Enterprise Edition
- The product names of Windows Server 2003 R2 are as follows:  
Microsoft® Windows Server® 2003 R2 Standard Edition  
Microsoft® Windows Server® 2003 R2 Enterprise Edition
- The product names of Windows Server 2008 are as follows:  
Microsoft® Windows Server® 2008 Foundation  
Microsoft® Windows Server® 2008 Standard  
Microsoft® Windows Server® 2008 Enterprise
- The product names of Windows Server 2008 R2 are as follows:  
Microsoft® Windows Server® 2008 R2 Foundation  
Microsoft® Windows Server® 2008 R2 Standard  
Microsoft® Windows Server® 2008 R2 Enterprise
- The product names of Windows Server 2012 are as follows:  
Microsoft® Windows Server® 2012 Foundation  
Microsoft® Windows Server® 2012 Essentials  
Microsoft® Windows Server® 2012 Standard
- The product names of Windows Server 2012 R2 are as follows:  
Microsoft® Windows Server® 2012 R2 Foundation  
Microsoft® Windows Server® 2012 R2 Essentials  
Microsoft® Windows Server® 2012 R2 Standard  
Microsoft® Windows Server® 2012 R2 Datacenter

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