



SP 3400SF/SP 3410SF

Quick Guide

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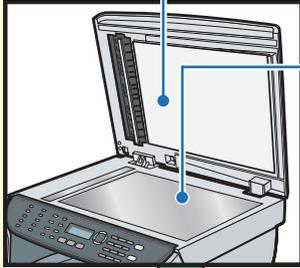
7

Read this manual carefully before you use the product and keep it handy for future reference. For safe and correct use, please be sure to read "Safety Information" before using the machine.

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Exterior



Exposure Glass Cover

Open this cover to place originals on the exposure glass.

Exposure Glass

Place originals here sheet by sheet.

ADF (Auto document feeder) Cover

Open this cover to remove originals jammed in the ADF.

Input Tray for the ADF

Place stacks of originals here. They will feed in automatically.

Output Tray for the ADF

Originals scanned with the ADF are output here.

Output Tray/Stop Fences

Printed paper is output here. Raise this fence to prevent paper from falling off.

Front Cover/Bypass Tray

Open this cover to replace the print cartridge or remove jammed paper. Pull open the bypass tray to load paper.

Tray 1

Tray 2 (option)

Control Panel

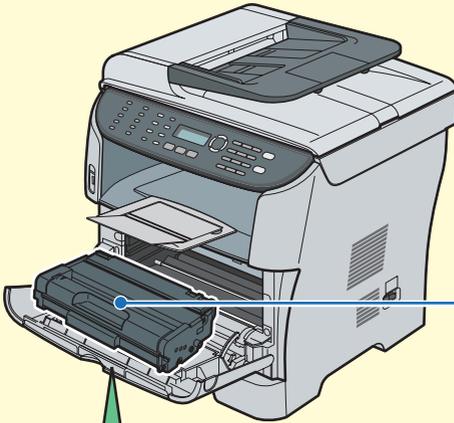
USB Flash Disk Port

Insert a USB flash disk to store scanned files using the Scan to USB function.



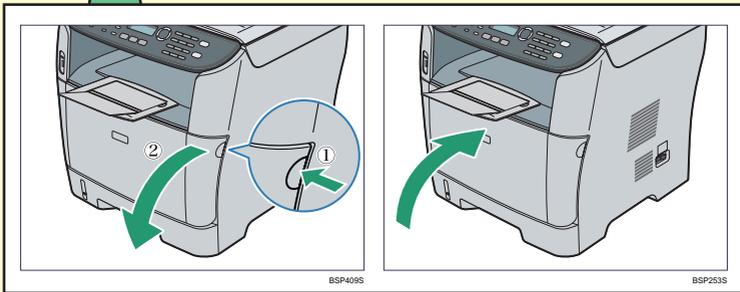
Interior

1



Print Cartridge

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



Control Panel

Screen

Displays current status and messages.

Menu keys

Press any of these four keys to display the menu for configuring the settings of the machine's current operation mode (copier, scanner, or fax).

- [↵] key

Press to exit to the previous level of the menu tree.

- [▲] [▼] keys

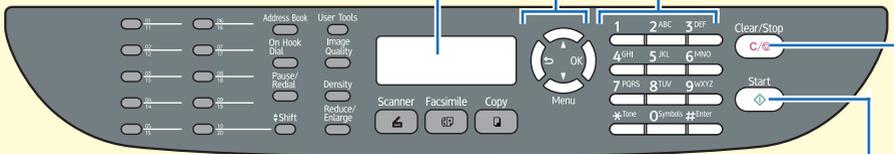
Press to scroll through the current level of the menu tree. When entering characters, press the [▲] or [▼] key to move the cursor left or right, respectively.

- [OK] key

Press to confirm settings or enter the next level of the menu tree.

Number keys

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



[Clear/Stop] key

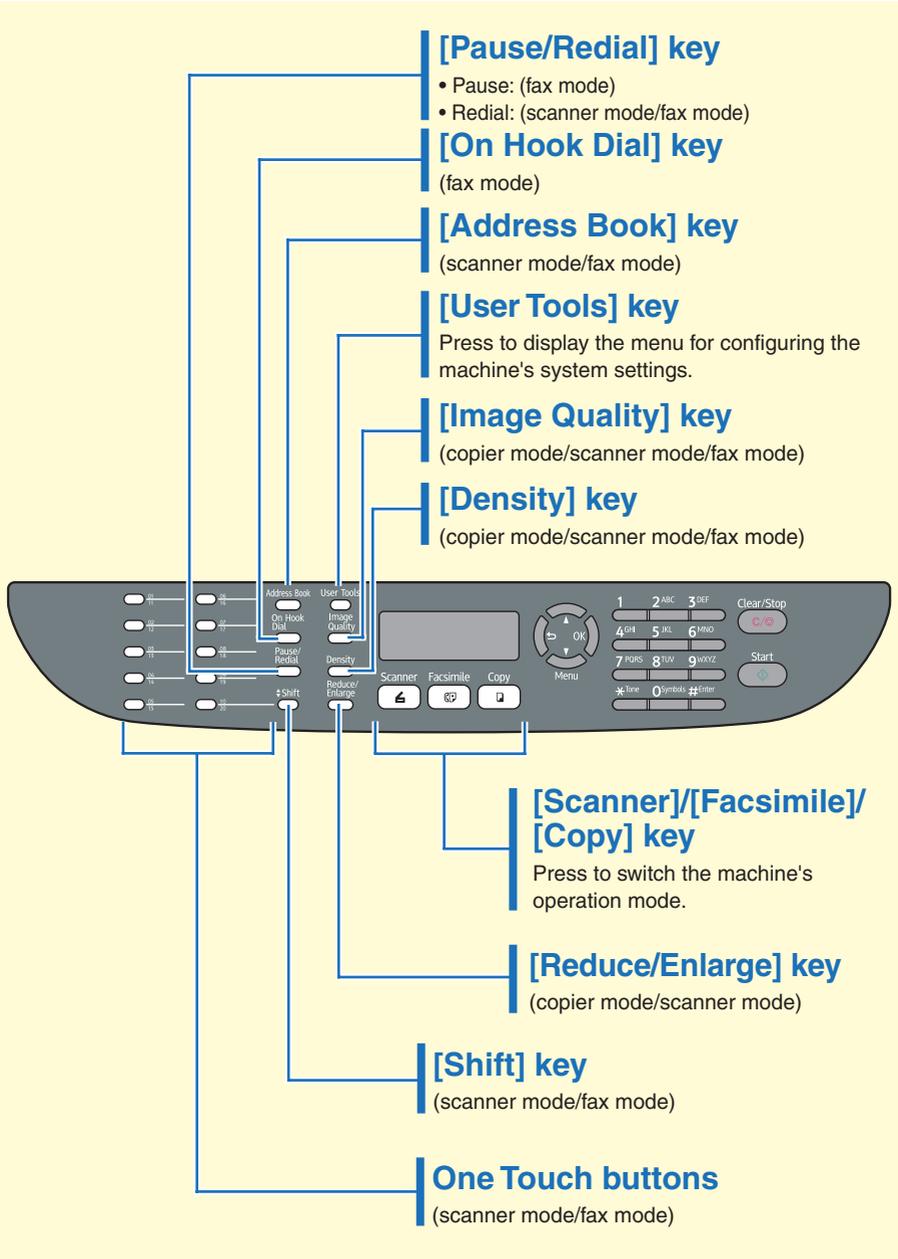
- While the machine is processing a job: press to cancel the current job.
- While configuring the machine: press to cancel the current setting and return to standby mode.
- While in standby mode: press to cancel temporary settings such as the image density or resolution.

[Start] key

Press to scan or copy, or start sending a fax.

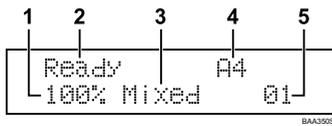
Control Panel

1



Initial Screen and Basic Operation

The following is the initial screen in copier mode.

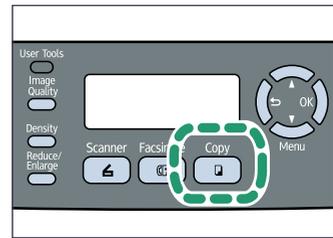


1. Reproduction ratio
2. Status of the machine
3. Copy quality
4. Paper size
5. Copy quantity

★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

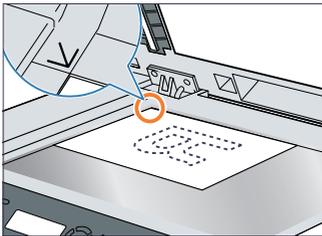
1 Press the [Copy] key.



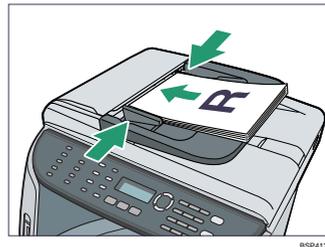
2 Place the original face down on the exposure glass or face up in the ADF.

Lift the ADF carefully without holding the input tray. Otherwise, the ADF might be damaged.

Exposure Glass



ADF



↓ Note

- If necessary, configure advanced photocopy settings. For more details, see "Advanced Photocopy Settings" on page 9.



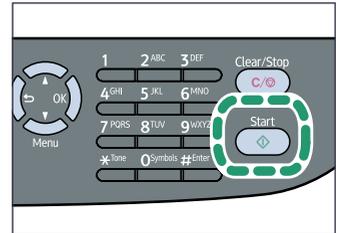
Initial Screen and Basic Operation

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

Note

- The maximum number of copies is 99.

4 Press the [Start] key.



Note

- To cancel photocopying, press the [Copy] key, and then press the [Clear/Stop] key.
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.
- If a scanning jam occurs in the ADF, copying is canceled immediately. In this case, copy the originals again starting from the jammed page.

Reference

- For information about originals, see "Getting Started", *User Guide*.

Advanced Photocopy Settings

❖ Making Enlarged or Reduced Copies

You can specify the reduction or enlargement ratio for the current job. There are two ways to set the scaling ratio: using a preset ratio or manually specifying a custom ratio.

1. Press the [Reduce/Enlarge] key.
2. Press the [Reduce/Enlarge] key or [▲][▼] keys to select the desired ratio, and then press the [OK] key.
3. If [Custom 25-400%] has been selected, specify the desired ratio using the number keys, and then press the [OK] key.

❖ Copying Multiple Pages onto One Sheet

★ Important

- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- To use this function, the paper size used for printing copies must be set to A4, Letter, or Legal.

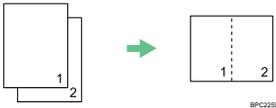
You can set 2-in-1/4-in-1 copy mode for the current job.

1. Press the [Reduce/Enlarge] key.
2. Press the [Reduce/Enlarge] key or [▲][▼] keys to select [2in1] or [4in1], and then press the [OK] key.
3. Press the [▲][▼] keys to select the desired printout format, and then press the [OK] key.

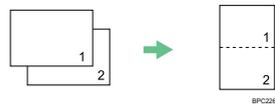
The following types of printout format can be selected depending on your preference.

Printout formats for 2-in-1 copying

[Portrait]

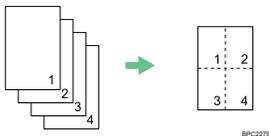


[Landscape]

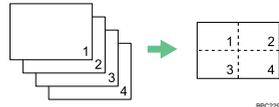


Printout formats for 4-in-1 copying

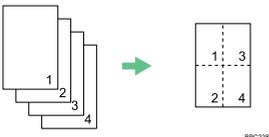
[Portrait Row]



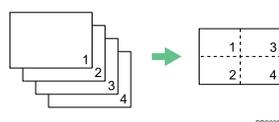
[Landscape Row]



[Portrait Column]



[Landscape Column]



Advanced Photocopy Settings

❖ Making 2-sided Copies Automatically (SP 3410SF)

★ Important

- This function is available with the SP 3410SF model only.
- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- Paper size must be A4, Letter, or Legal, and paper type must be thin, plain, recycled, color, preprinted or prepunched.

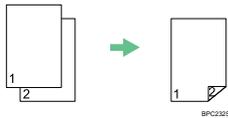
You can set the machine to copy in duplex copy mode.

1. Press the [Copy] key.
2. Press any menu key.
3. Press the [▲][▼] keys to select [Duplex Copy], and then press the [OK] key.
4. Press the [▲][▼] keys to select copy orientation from [Top to Top] or [Top to Bottom], and then press the [OK] key.
5. Press the [▲][▼] keys to select original orientation from [Portrait] or [Landscape], and then press the [OK] key.
6. Confirm the setting, and then press the [↵] key.
7. Press the [Clear/Stop] key to return to the initial screen.
"Duplex" appears on the display, indicating that the machine is now in duplex copy mode.

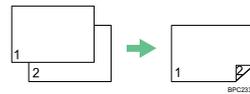
The following types of printout format can be selected depending on your preference.

Printout formats for Top-to-Top copying

[Portrait]

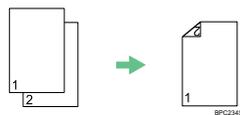


[Landscape]

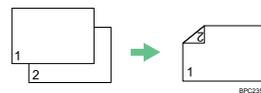


Printout formats for Top-to-Bottom copying

[Portrait]



[Landscape]



↓ Note

- After this function is set, all subsequent copies will be 2-sided, unless you cancel the setting by selecting [Off] for [Duplex Copy].

📖 Reference

- You can make 2-sided copies manually with the SP 3400SF model. For details, see "Making 2-sided Copies", *User Guide*.

❖ Adjusting Image Density

You can adjust the image density for the current job.

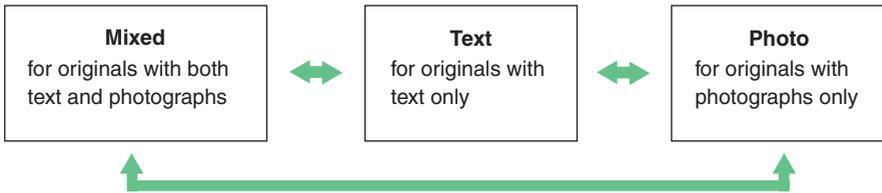
1. Press the [Density] key.
2. Press the [Density] key or [▲][▼] keys to select the desired density level, and then press the [OK] key.



❖ Selecting the Document Type

You can select the best document type for the original that you are scanning.

1. Press the [Image Quality] key.
2. Press the [Image Quality] key or [▲][▼] keys to select the desired document type, and then press the [OK] key.



2

Reference

- For more details about the copier function, see "Using the Copier Function", *User Guide*.
- If you would like to change the default settings of the machine, see "Configuring the Machine Using the Control Panel", *User Guide*.

Initial Screen and Basic Operation

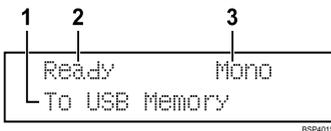
The following are the initial screens in scanner mode.

❖ Screen when a USB flash disk is not inserted in the machine



You can send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), or to the shared folder of a computer on a network (Scan to Folder).

❖ Screen when a USB flash disk is inserted in the machine



1. Indicates that the machine is in Scan to USB mode
2. Status of the machine
3. Color mode

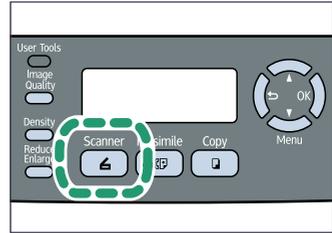
You can send scanned files to a USB flash disk (Scan to USB).

★ Important

- If a USB flash disk is inserted in the machine, scanning functions other than Scan to USB are not possible from the control panel.
- Scan to E-mail, Scan to FTP, and Scan to Folder destinations must be registered using Web Image Monitor in advance (the Scan to USB function does not require destinations registered). For details, see "Using the Scanner Function", *User Guide*.
- To send files via e-mail, SMTP and DNS settings must be configured properly in advance. For details, see "Configuring the Machine Using Web Image Monitor", *User Guide*.
- It is recommended that you call the receiver and confirm with them when sending important documents.
- Certain types of USB flash disks cannot be used for the Scan to USB function.
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

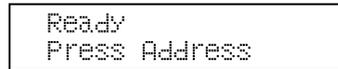
❖ Basic Operation for Scan to E-mail/FTP/Folder

1 Press the [Scanner] key.



BSP0445

Confirm that the screen on the right appears on the display.

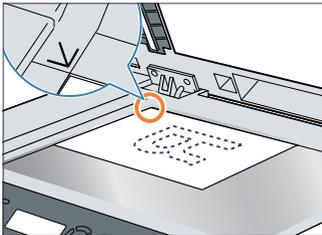


BSP2365

2 Place the original face down on the exposure glass or face up in the ADF.

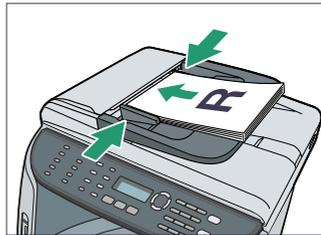
Lift the ADF carefully without holding the input tray. Otherwise, the ADF might be damaged.

Exposure Glass



BSP0865

ADF



BSP4125

3

↓ Note

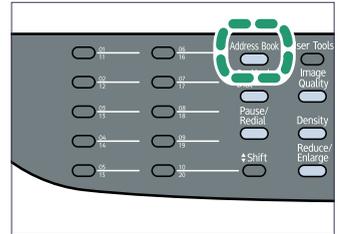
- If necessary, configure advanced scan settings. For more details, see "Advanced Scan Settings" on page 18.



Initial Screen and Basic Operation

3 Press the [Address Book] key.

You can press the [▲][▼] keys to scroll the address book.

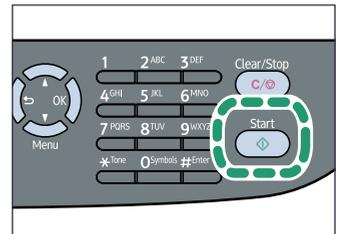


BSP108S

4 Search for the desired destination by entering the destination name using the number keys, and then press the [OK] key.

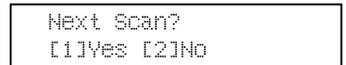
The screen changes to show the names that match the characters you enter.

5 Press the [Start] key.



BSP089S

Depending on the machine's settings, you may see the screen on the right on the display when scanning from the exposure glass. If you see this screen, proceed to the next step.



BSP402S

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

7 When all originals have been scanned, press [2] to start sending the scanned file.

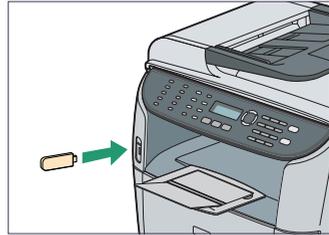


❖ Basic Operation for Scan to USB

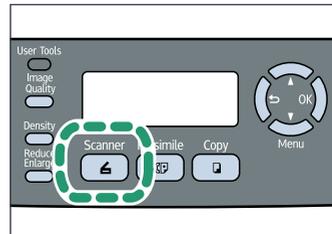
1 Insert your USB flash disk into the USB flash disk port.

↓ Note

- This machine does not support the use of USB flash disks connected to external USB hubs. Insert your USB flash disk directly into the USB flash disk port located at the top left corner of the machine.

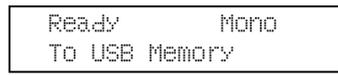


2 Press the [Scanner] key.



"Loading..." appears on the display. Wait until the display changes to show the screen on the right (the duration depends on your USB flash disk).

"Color" or "GrayScale" may appear instead of "Mono", depending on the machine's scanning mode.



3

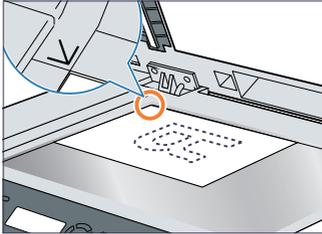


Initial Screen and Basic Operation

3 Place the original face down on the exposure glass or face up in the ADF.

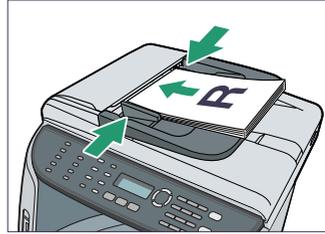
Lift the ADF carefully without holding the input tray. Otherwise, the ADF might be damaged.

Exposure Glass



BSP0665

ADF



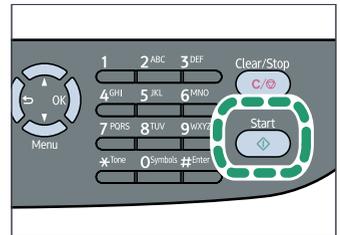
BSP4125

Note

- If necessary, configure advanced scan settings. For more details, see "Advanced Scan Settings" on page 18.

4 Press the [Start] key.

Depending on the machine's setting, the following screen appears on the display.



BSP0855

Black-and-white scanning mode

File Format?
[1]TIFF [2]PDF

BSP4045

Color or Grayscale scanning mode

File Format?
[1]JPG [2]PDF

BSP4055

5 Press [1] or [2] according to the desired file format.

Depending on the machine's settings, you may see the screen on the right on the display when scanning from the exposure glass. If you see this screen, proceed to step 6. If not, proceed to step 8.

Next Scan?
[1]Yes [2]No

BSP4025

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

7 When all originals have been scanned, press [2] to start sending the scanned file.

8 Confirm that "Ready" appears on the display.

The scanned file is created in the root directory of the USB flash disk.

9 Remove the USB flash disk from the machine.

Note

- To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.
- You can set the machine to create scanned files in black and white, color, or grayscale by changing the machine's default settings. For details, see "Configuring the Machine Using the Control Panel", *User Guide*.
- If paper is jammed in the ADF, the scan file is discarded. In this case, scan the entire originals again. To remove paper jams in the ADF, see "Removing from the ADF" page 38.

Reference

- You can also specify a destination using the One Touch buttons or [Pause/Redial] key. For details, see "Using the Scanner Function", *User Guide*.
- For information about originals, see "Getting Started", *User Guide*.

Advanced Scan Settings

❖ Specifying the Scanning Size

You can specify the scanning size according to the size of the current original.

1. Press the [Reduce/Enlarge] key.
2. Press the [Reduce/Enlarge] or [▲] [▼] keys to select the size of the original, and then press the [OK] key.

If you would like to specify a custom scanning size, see "Specifying the scanning size according to the size of the original", *User Guide*.

❖ Adjusting Image Density

You can adjust the image density for the current job.

1. Press the [Density] key.
2. Press the [Density] key or [▲] [▼] keys to select the desired density level, and then press the [OK] key.



❖ Specifying Resolution

You can specify the scan resolution for the current job.

1. Press the [Image Quality] key.
2. Press the [Image Quality] key or [▲] [▼] keys to select the desired resolution, and then press the [OK] key.

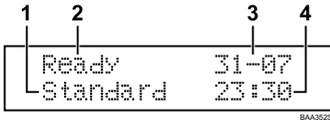
3

Reference

- For more details about the scanner function, including how to scan originals from a computer (TWAIN scanning), see "Using the Scanner Function", *User Guide*.
- If you would like to change the default settings of the machine, see "Configuring the Machine Using the Control Panel", *User Guide*.

Initial Screen and Basic Operation for Sending a Fax

The following is the initial screen in fax mode.

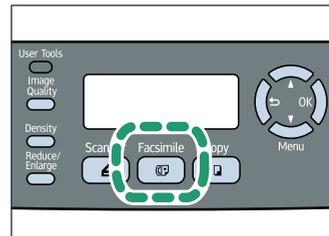


1. Resolution setting
2. Status of the machine
3. Current month and date
4. Current time

★ Important

- Make sure to establish a telephone line connection, and configure the settings for fax transmission in advance.
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.
- It is recommended that you call the receiver and confirm with them when sending important documents.

1 Press the [Facsimile] key.

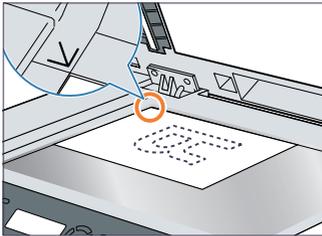


Initial Screen and Basic Operation for Sending a Fax

2 Place the original face down on the exposure glass or face up in the ADF.

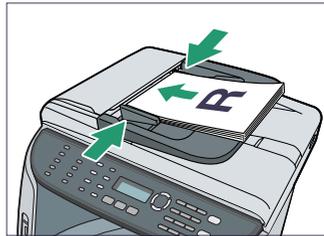
Lift the ADF carefully without holding the input tray. Otherwise, the ADF might be damaged.

Exposure Glass



BSP0885

ADF



BSP4125

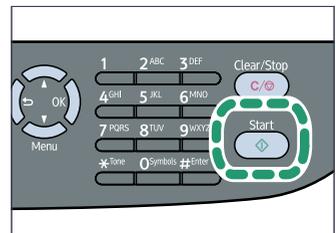
Note

- If necessary, configure the advanced scan settings. For details, see "Advanced Scan Settings" on page 22.

3 Enter the fax number (up to 40 characters) using the number keys.

4 Press the [Start] key.

Depending on the machine's settings, you will be prompted to place another original on the exposure glass. In this case, proceed to the next step.



BSP0885

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

If you do not press [1] within 60 seconds, the machine will start to dial the destination.

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

Note

- To cancel sending a fax, press the [Facsimile] key, and then press the [Clear/Stop] key.
- A fax number can contain 0 to 9, pause, "*", "#", and space.
- If necessary, insert a pause in a fax number. The machine pauses briefly before it dials the digits following the pause.
- To use tone services on a pulse-dialing line, insert "*" in a fax number. "*" switches the dialing mode from pulse to tone temporarily.
- If paper is jammed in the ADF, the jammed page has not been scanned properly. When the machine is in Immediate Transmission mode, resend the fax starting from the jammed page. When in Memory Transmission mode, scan the entire originals again.

Reference

- You can also specify a fax destination using the Quick Dial, Speed Dial, Broadcast, or Redial functions. For details, see "Using the Fax Function", *User Guide*.
- By default, the machine is set to print a transmission report automatically after a fax transmission. To change this setting, see "Configuring the Machine Using the Control Panel", *User Guide*.
- For information about originals, see "Getting Started", *User Guide*.

Advanced Scan Settings

❖ Adjusting Image Density

You can adjust the image density for the current job.

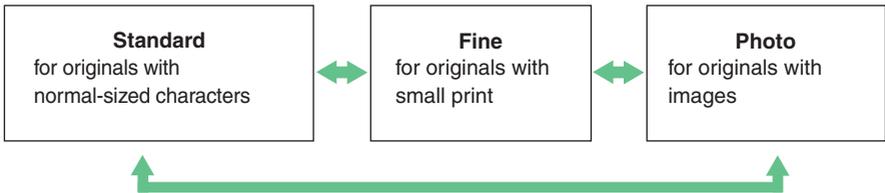
1. Press the [Density] key.
2. Press the [Density] or [▲][▼] keys to select the desired density level, and then press the [OK] key.



❖ Specifying Resolution

You can specify the scan resolution for the current job.

1. Press the [Image Quality] key.
2. Press the [Image Quality] or [▲][▼] keys to select the desired resolution setting, and then press the [OK] key.



📖 Reference

- For more details about the fax function, see "Using the Fax Function", *User Guide*.
- If you would like to change the default settings of the machine, see "Configuring the Machine Using the Control Panel", *User Guide*.

Error and Status Messages on the Screen

"X" indicates the parts of the messages that appear differently depending on a specific situation, such as the paper sizes, types, or tray names.

Message (alphabetical order)	Causes	Solutions
ADF JAM Open ADF Cover and Clear Jam	An original has been jammed inside the ADF.	<ul style="list-style-type: none"> Remove jammed originals, and then place them again. See "Removing from the ADF" on page 38. Check the originals are suitable for scanning. See "Placing Originals", <i>User Guide</i>.
BPTray Print Job SizeMismatch?Y/N	The paper size set for the document differs from the size of the paper in the tray.	Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job.
BPTray Print Job TypeMismatch?Y/N	The paper type set for the document differs from the type of the paper in the tray.	Press the [Start] key to begin printing, or press the [Clear/Stop] key to cancel the job.
Bypass Tray Paper Empty	The bypass tray has run out of paper.	Load paper to the bypass tray. See "Loading Paper in the Bypass Tray", <i>User Guide</i> .
Bypass Tray Paper Misfeed Jam	Paper has been jammed during printing.	Remove the jammed paper. See "Removing Bypass Tray Jam" on page 32.

Error and Status Messages on the Screen

Message (alphabetical order)	Causes	Solutions
Cancel Print JOB I/O TimeOut	The timeout period set in [I/O Timeout] expires when printing is frequently interrupted by data from other ports, or when printing data is large and takes time for processing.	If [I/O Timeout] is set to 15 seconds, increase the time period. For details, see "Machine Settings", <i>User Guide</i> .
Cover Open	A cover is open.	Close the cover completely.
Duplex Jam Duplex Misfeed Jam	Paper has been jammed during printing.	Remove the jammed paper. See "Removing Outer/Duplex Jam" on page 34.
File Access Fail Press Clear Key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.
File Create Fail Press Clear Key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.
Inner Jam	Paper has been jammed during printing.	Remove the jammed paper. See "Removing Inner/Lower/Upper Jam" on page 30.

Message (alphabetical order)	Causes	Solutions
Invalid USB Flash Press Clear Key	The Scan to USB function failed because a damaged USB flash disk was used.	Use a known working USB flash disk.
Life End Print Cartridge	The machine has run out of the indicated toner.	Replace the print cartridge. See "Print Cartridge" on page 41.
Lower Misfeed Jam	Paper has been jammed during printing.	Remove the jammed paper. See "Removing Inner/Lower/Upper Jam" on page 30.
Misinstall Print Cartridge	The print cartridge has not been installed or has not been installed correctly.	Reinstall the print cartridge. See "Print Cartridge" on page 41.
Near End Print Cartridge	The print cartridge is almost empty.	Prepare a new print cartridge.
Near Memory Full	Memory has almost reached capacity during sort copy.	If several originals are still to be scanned, it is recommended to start printing now, and copy the remaining originals separately. If originals are being scanned from the ADF, remove any remaining pages from the ADF.

Error and Status Messages on the Screen

Message (alphabetical order)	Causes	Solutions
No Profile Exist	No Quick Dial entry is associated with the One Touch button you pressed.	<ul style="list-style-type: none"> • Press a different One Touch button. • Assign a registered destination to the One Touch button. See "Registering Scan Destinations", <i>User Guide</i>.
Outer Jam	Paper has been jammed during printing.	Remove the jammed paper. See "Removing Outer/Duplex Jam" on page 34.
Scan USB Disconnect	The USB cable was disconnected while scanning from a computer.	Reconnect the USB cable properly, and then try the operation again.
TrayX Print Job SizeMismatch?Y/N	The paper size set for the document differs from the size of the paper in the tray.	Press the [Start] key to begin printing, or the [Clear/Stop] key to cancel the job.
TrayX Print Job TypeMismatch?Y/N	The paper type set for the document differs from the type of the paper in the tray.	Press the [Start] key to begin printing, or the [Clear/Stop] key to cancel the job.
Unsupported Device Press Clear Key	The Scan to USB function failed because a USB device other than a flash disk was used.	Use a USB flash disk.

Message (alphabetical order)	Causes	Solutions
Upper Misfeed Jam	Paper has been jammed during printing.	Remove the jammed paper. See "Removing Inner/Lower/Upper Jam" on page 30.
USB Flash Disconnect Press Clear Key	The Scan to USB function failed because the USB flash disk was removed before the operation could be completed.	Check that the USB flash disk is securely inserted in the machine. Do not pull out the USB flash disk until "Ready" appears on the display.
USB Flash Disk Full Press Clear Key	The Scan to USB function failed because there was not enough memory on the USB flash disk.	Use a USB flash disk with enough memory.
Write Protect Press Clear Key	The Scan to USB function failed because the machine could not access the USB flash disk properly.	Use a USB flash disk that is not password- or write-protected.

Printing or Scanning Problems

❖ Images are too dark or too light on the copied pages or scanned files

Image density is too dark or too light. Adjust the image density.

❖ Toner smears on the printed surface

Toner on the printed surface is not dry. Do not touch printed surfaces immediately after paper is output. Remove freshly output paper one by one, taking care not to touch printed areas.

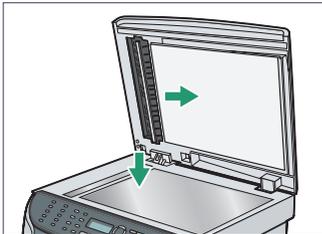
❖ Copied pages or scanned files are dirty

Toner or correction fluid on the original is not dry. Before placing originals on the exposure glass, make sure that toner or correction fluid is dry.

❖ The same area is dirty whenever making copies or scanning files

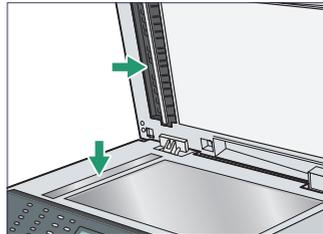
The exposure glass or ADF is dirty. Clean the exposure glass or ADF. Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture. For more details, see "Cleaning", *User Guide*.

Exposure Glass



BSP0795

ADF



BSP0805

Fax Transmission Problems

❖ Cannot send or receive faxes

The modular cable may be disconnected. Make sure that the modular cable is correctly connected. For more details, see "Connecting to a Telephone Line", *User Guide*.

❖ Cannot receive faxes even when sending them is possible

- A print cartridge is empty. Replace the print cartridge. For more details, see "Print Cartridge" on page 41.
- A tray is empty. Load paper into the tray. For more details, see "Loading Paper", *User Guide*.

❖ A fax you sent appears blank when received

The original was placed upside down. Place the original in the correct orientation. For more details, see "Placing Originals", *User Guide*.

❖ Cannot print the received faxes

- The paper tray is empty. Load paper in the paper tray. For more details, see "Loading Paper", *User Guide*.
- The tray for printing faxes does not contain A4, Letter, Legal, size paper. Change the tray setting, and load paper of the appropriate size. For more details, see "Fax System Settings", *User Guide*.

↓ Note

- If you cannot solve the problem, contact your local sales or service representative.

Removing Inner/Lower/Upper Jam

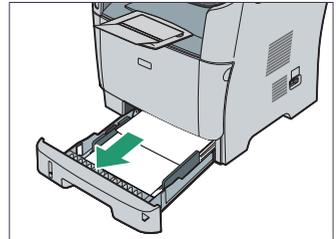
⚠ CAUTION

- The inside of this machine becomes very hot. Do not touch the parts labeled "⚠" (indicating a hot surface).

★ 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.

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



BSP118S

- 2** Carefully slide tray 1 back in until it stops.

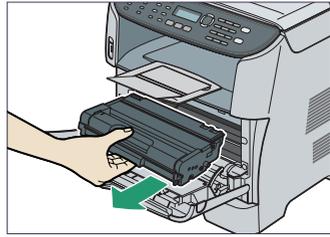
- 3** If paper is loaded in the bypass tray, remove the paper.

- 4** Close the bypass tray.

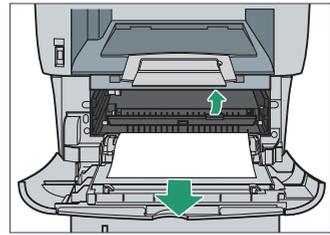
- 5** Push the side button to open the front cover, and then carefully lower it.

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

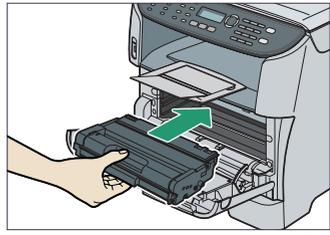
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your work-space.



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



8 Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



9 Using both hands, carefully push up the front cover until it closes.

↓ Note

- If paper is jammed in tray 2 but is difficult to locate, pull out tray 2 to remove it. After removing the paper, carefully push tray 2 all the way back inside the machine.
- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

Removing Bypass Tray Jam

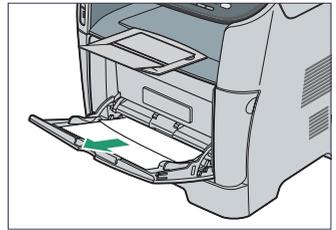
⚠ CAUTION

- The inside of this machine becomes very hot. Do not touch the parts labeled "⚠" (indicating a hot surface).

★ 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.

- 1** If paper is jammed in the bypass tray input area, remove the jammed paper carefully.



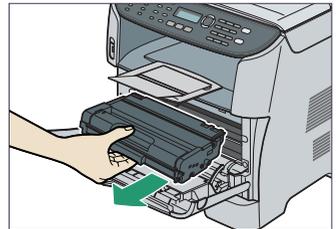
BSP2365

- 2** Close the bypass tray.

- 3** Push the side button to open the front cover, and then carefully lower it.

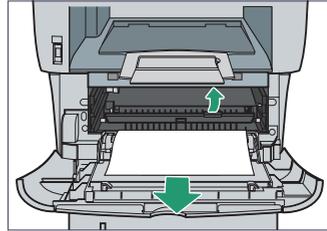
- 4** Carefully pull out the print cartridge horizontally, holding its center.

- 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 work-space.

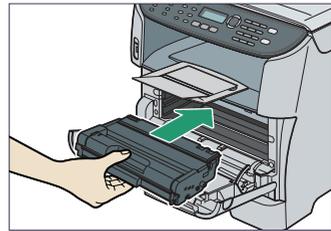


BSP0365

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



- 6** Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



- 7** Using both hands, carefully push up the front cover until it closes.

Note

- When closing the front cover, push the upper area of the cover firmly. After closing the cover, check that the error is cleared.

Removing Outer/Duplex Jam

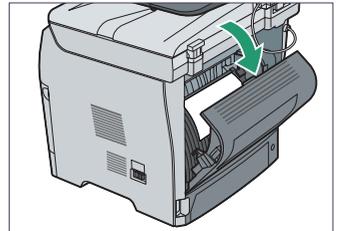
CAUTION

- The inside of this machine becomes very hot. Do not touch the parts labeled "" (indicating a hot surface).

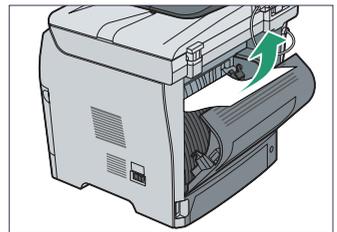
Important

- 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.

1 Open the rear cover.

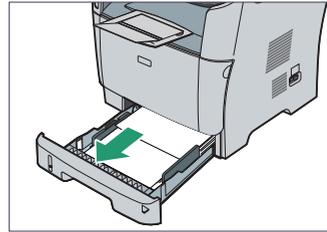


2 Remove the jammed paper carefully.



3 Close the rear cover.

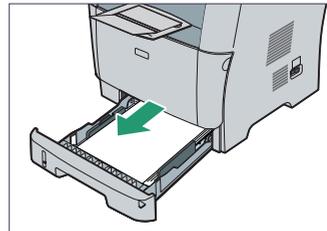
- 4** Pull tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.



BSP1185

- 5** Pull tray 1 out completely with both hands.

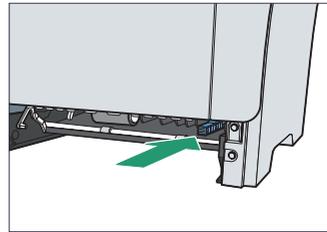
Place the tray on a flat surface.



BSP2395

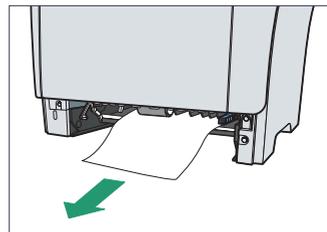
- 6** Push the blue lever.

Pushing the blue lever lowers the duplex transport unit.



BSP2375

- 7** If there is jammed paper, carefully remove it.



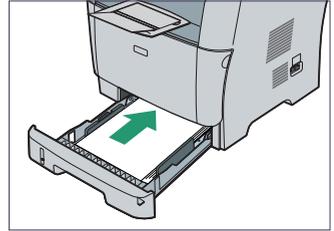
BSP1205

6



Removing Outer/Duplex Jam

- 
- 8** With the duplex transport unit still lowered, carefully slide tray 1 back in until it stops.



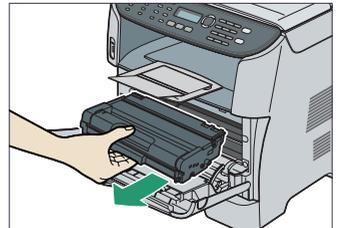
BSP0865

- 9** If paper is loaded in the bypass tray, remove the paper and close the bypass tray.

- 10** Push the side button to open the front cover, and then carefully lower it.

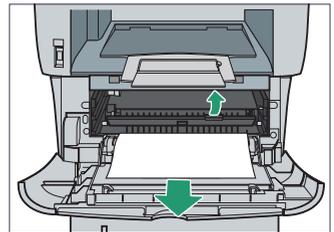
- 11** Carefully pull out the print cartridge horizontally, holding its center.

- 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.



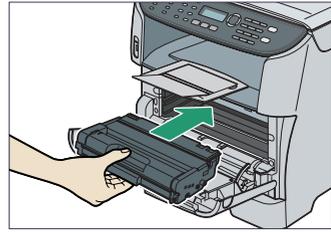
BSP0365

- 12** Lifting the guide plate, remove the jammed paper carefully.



BSP1215

- 13** Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



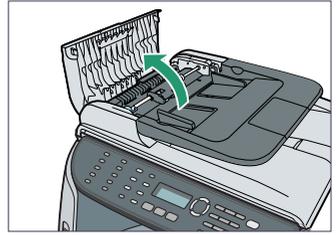
- 14** Using both hands, carefully push up the front cover until it closes.

Note

- When closing the covers, push the covers firmly. After closing the covers, check that the error is cleared.

Removing from the ADF

1 Open the ADF cover.



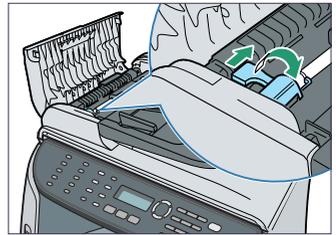
BSP1235

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



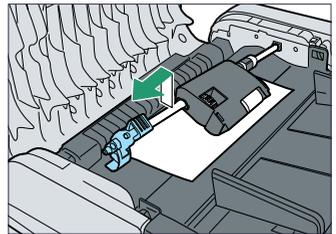
BSP1245

3 If you cannot pull out the jammed original easily, move the blue lever slightly to the machine rear, and then raise it to unlock the paper feed roller.



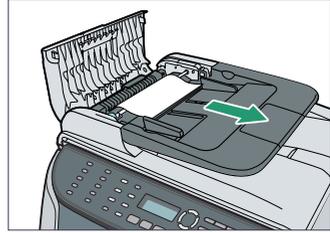
BSP1255

4 Lift the paper feed roller slightly and pull it out toward you.



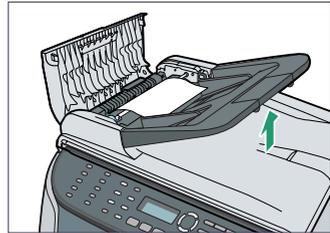
BSP1265

- 5** Gently pull the jammed original to remove it.



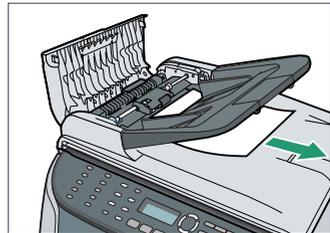
BSP1279

- 6** If you cannot pull out the jammed original easily, raise the input tray to see if the original is jammed in the output area.



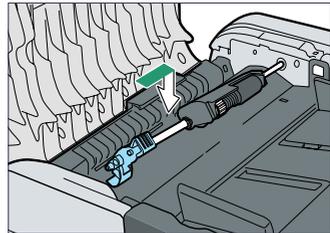
BSP1285

- 7** Gently pull the jammed original to remove it.



BSP1295

- 8** Put the paper feed roller back in with the roller part facing downwards.



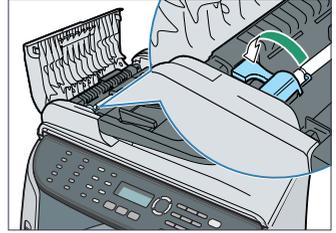
BSP1305

6



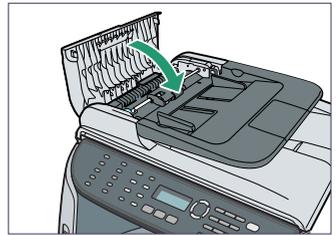
Removing from the ADF

- 
- 9 Lower the blue lever to lock the paper feed roller.



BSP1315

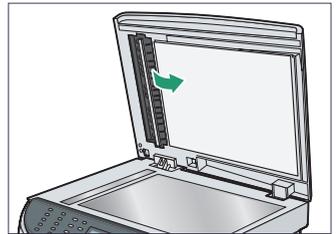
- 10 Close the ADF cover.



BSP2405

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

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



BSP1405

- 12 Close the ADF.

Before Replacing the Print Cartridge

WARNING

- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations.
- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.

CAUTION

- Keep toner (used or unused) and toner containers out of reach of children.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

Important

- Store print cartridges in a cool dark place.
- The actual number of printed pages varies 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. Early replacement of print cartridges might be necessary. Therefore, we recommend you always keep new print cartridges ready.
- For good print quality, we strongly advise you use genuine print cartridges only.
- The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Replacing the Print Cartridge

❖ Message for Preparing a Print Cartridge

Replace the print cartridge when "Near End Print Cartridge" appears on the screen.

↓ Note

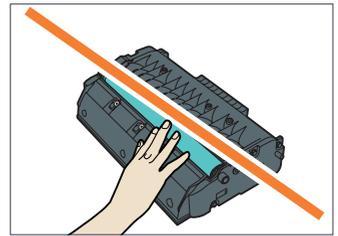
- To purchase print cartridges, contact your service representative.

❖ Message for Replacing a Print Cartridge

Replace the print cartridge when "Life End Print Cartridge" appears on the screen.

★ Important

- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Do not expose the print cartridge without its cover to direct sunlight for a long time.
- Do not touch the print cartridge's photo conductor unit.



BSP0245

- If toner runs out, you cannot print until the print cartridge is replaced.

⚠ CAUTION

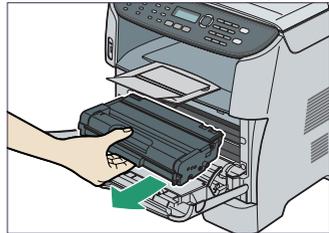
- The inside of this machine becomes very hot. Do not touch the parts labeled "⚠" (indicating a hot surface).

1 If paper is loaded in the bypass tray, remove the paper and close the bypass tray.

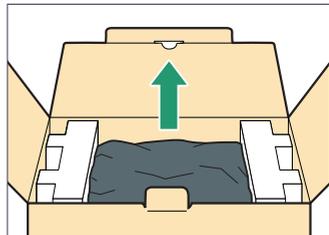
2 Push the side button to open the front cover, and then carefully lower it.

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

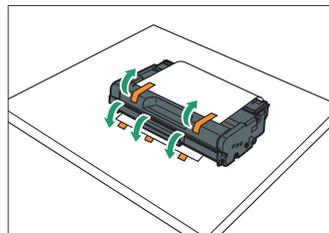
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the old print cartridge on paper or similar material to avoid dirtying your workspace.



4 Take the new print cartridge out of the box, and then take it out of the plastic bag.



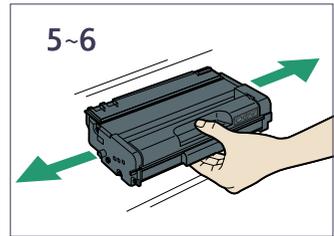
5 Place the print cartridge on a flat surface, and then remove the protection sheet.



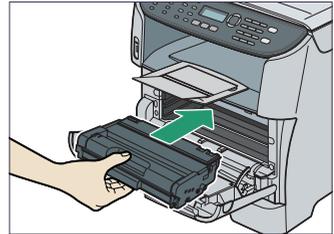
Replacing the Print Cartridge

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

Even distribution of toner within the bottle improves print quality.



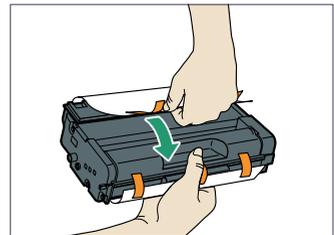
7 Slide the print cartridge in horizontally. When the cartridge can go no further, raise it slightly and push it fully in. Then push down on the cartridge until it clicks into place.



8 Carefully push up the front cover until it closes. Be careful not to trap your fingers.

After closing the front cover, wait until the initial screen is displayed.

9 Put the protective sheet you removed in step 5 on the old print cartridge. Then, put the old print cartridge into the bag, and then put it into the box.



Note

- Make sure to cover the old print cartridge with the protective sheet for recycling and environmental purposes.
- Comply with the print cartridge recycling program, whereby used print cartridges are collected for processing. For details, ask your sales or service representative.

Appendix

Where to Inquire

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

Saving Energy

This machine is equipped with the following Energy Saver modes: Energy Saver mode 1 and Energy Saver mode 2.

By default, this machine is set to enter Energy Saver mode 2 if it has been idle for 1 minute. The machine takes about 20 seconds to recover from Energy Saver mode 2.

According to your convenience, you can change how long the machine waits before entering Energy Saver mode 2 by configuring the [Power Saver] setting under [Admin Settings].

↓ Note

- Even if Energy Saver mode 2 is enabled, the machine will not enter Energy Saver mode 2 for two hours if [Low Humidity Mode] under [Machine Settings] is enabled.

📖 Reference

- For details about [Power Saver], see "Administrator Settings", *User Guide*.
- For details about [Low Humidity Mode], see "Machine Settings", *User Guide*.

❖ Opening Manuals

The "Manuals" CD-ROM provided with the machine contains manuals in HTML format and PDF. Install the manuals before using the machine. There are two ways to view the manuals.

- Double-click the manual icon on your desktop.
- On the [Start] menu, point to [All Programs], point to [Product Name], and then click [Manual Name].

↓ Note

- The menu options may appear differently, depending on the options chosen during installation.

📖 Reference

- For details about installing the manuals, see "Guide to the Machine", *User Guide*.

SP 3400SF/SP 3410SF

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