

SG 3100SNw/SG 3110SFNw/SG 3120B SFNw

Operating Instructions User Guide

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Manuals for This Machine

Read this manual carefully before you use this machine.

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

- Media differ according to manual.
- A Web browser must be installed in order to view the html manuals.

Safety Information

This booklet contains important information about using the machine safely and correctly. Be sure to read this before using the machine.

Quick Installation Guide

This guide briefly explains how to unpack and install the machine.

Initial Guide for Scanner and Fax

This guide describes the installation and operation procedures for the machine's scanner and fax functions. For further details about these functions, see the User Guide.

User Guide (HTML)

This guide, which is on the CD-ROM, explains in detail how to use the machine.

The guide explains how to configure network and driver settings. It also explains how to configure and check machine settings using a Web browser and other utilities.

The guide also contains troubleshooting procedures, such as those related to printing and paper jams, and important information about types of paper and replacing consumables.

We recommend you install this guide on your computer so you can refer to it easily.

Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided
Safety Information	Yes	No
Quick Installation Guide	Yes	No
Initial Guide for Scanner and Fax	Yes	No
User Guide	No	Yes

Notice

Important

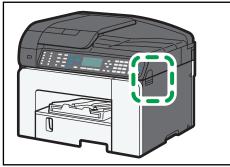
To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

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.

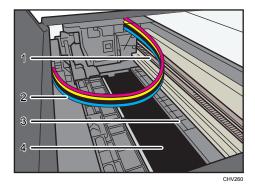
User's Notes

 High temperatures inside the machine can cause a breakdown. Do not lean anything against the vent or block it in any way.



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- Warm air from the vent is normal and not a cause for concern.
- Do not leave the scanner unit or right front cover open. If you do, dust or other matter might get inside the machine, and this will reduce print quality.
- During printing, do not move the machine or open its covers.
- Do not open the scanner unit or right front cover during printing. If you do, printing will stop.
- During printing, do not pull out a tray. Printing will stop and the paper will jam.
- Do not touch the feed belt, ink tubes, paper pressing board, or toothed rubber belt. Also, take care not to snag any cables or ink tubes with your sleeves.



- 1. Toothed rubber belt
- 2. Ink tubes
- 3. Paper pressing board
- 4. Feed belt
- Take care not to let paper clips and other foreign objects fall inside the machine.
- After you install the print cartridge and turn the machine on for the first time, the print head priming
 process will begin. This process sometimes clogs the print head. If this happens, perform the head
 cleaning procedure.
- During printing, do not turn off the power or unplug the power cord from the wall outlet.
- During printing, do not subject the machine to external shock such as that caused by tapping paper on it.
- When not using the machine, turn off the power.
- Do not place unsteady objects on the machine. If they fall, they will cause injury to users and/or damage to the machine.
- This machine is designed to have an operational life of 5 years or be good for 150,000 pages.
- This machine has an operational life of 5 years if used normally to produce up to 2,500 A4 prints
 a month. Exceeding these limits may reduce the operational life. The operational life also depends
 on the environment in which the machine is used.
- "Pages Printed" displays the number of pages printed. Use "Pages Printed" to estimate the number
 of pages that can be printed within the machine's remaining operational life. The machine's
 operational life is calculated based on the number of pages that it can print on plain paper in
 [Speed Priority] mode.
- Depending on your printing document, the ink collector unit may fill up sooner than normal.
 An "Ink Collector Almost Full" message appears shortly before the ink collector unit is full. Although the machine remains usable until the unit is completely full, contact your sales or service representative as early as possible (charge incurred).
- Print cartridges should be used up before their expiry date, ideally within six months of being removed from their packaging.

- Cartridges that are no longer usable for printing reserve a small quantity of ink for maintenance usage.
- Print cartridges and supplies comply with the manufacturer's safety specifications. To ensure safety and reliability, use genuine print cartridges and supplies.
- Single-sided copies are printed at higher density than duplex-printed copies.
- Printing hundreds of copies in a single day might cause the print head to clog the following day. If
 this happens, perform the head cleaning procedure.
- This machine performs regular automatic maintenance, after and during printing, to ensure consistent print quality. Maintenance is also performed when printing begins after a period of disuse.
- Color ink may be used even if you print all-black text or if you specify black and white printing. It
 may also be used for print head cleaning and refreshing, which are done to maintain machine
 performance.
- If the machine will not be used for a long time, turn its power off, disconnect the USB cable, and
 unplug the power cord from the wall outlet. Because the machine consumes a lot of ink for
 maintenance and print head cleaning when turned on after a long period of inactivity, we
 recommend you use the machine at least once a month.
- Do not move the machine while it is powered. Even when it is off, make sure the machine is on a level surface and safe from shock and vibration.
- Do not turn the machine off while it is busy. Make sure the machine is idle before turning it off.
- Condensation can form inside the machine if it is moved from a cold place to a warm place. Allow
 any condensation to fully evaporate by not turning the machine on for at least an hour after moving
 it.

Saving Color Copies

Followings are notes on saving color copies.

- Like most prints, color prints will fade if exposed to strong light or dampness and humidity for lengthy periods. Preserve the quality of your copies by storing them in a binder in a dark, dry place.
- Ink may melt when using solvent type adhesive agents for pasting prints.

How to Read This Manual

Be sure to read this section before anything else.

This guide uses Windows 7 procedures for its examples. Procedures and screens might vary depending on the operating system you are using.

Symbols

This manual uses the following symbols:



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



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

Reference

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

[]

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

Region A (mainly Europe and Asia)

Region B (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see page 18 "Model-Specific Information".

Notes

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

The color samples in this manual may differ slightly from the colors of actual copies.

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

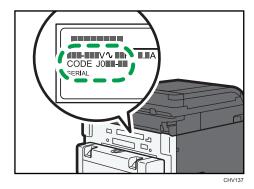
Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Model-Specific Information

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

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



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

Region A (mainly Europe and Asia)

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

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

Region B (mainly North America)

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

- CODE XXXX -17
- 100-120 V



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

Options and Consumables

Paper Feed Unit TK1160

This unit feeds paper in bulk.

Multi Bypass Tray BY1040

You can also feed paper from the bypass tray.

UNote

• For information about options and consumables, contact your sales or service representative.

Available Units and Options for Each Model

The available units and options differ depending on the model.

Unit/Option	SG 3100SNw	SG 3110SFNw
Paper Feed Unit	Optional	Optional
Multi Bypass Tray	Optional	Optional
PictBridge	Not Available	Standard Equipment
Fax Unit	Not Available	Standard Equipment
USB2.0	Standard Equipment	Standard Equipment

SG 3100SNw model does not support the PCL printer driver.

Feature Highlights

This section provides information about basic usage and some useful functions of the machine.



• Certain functions require special machine configuration.

Using the Machine as a Printer

To use this machine as a printer, two types of connection methods are available:

- USB connection
- Network connection

Connecting via USB

You can connect this machine directly to a computer using a USB cable.



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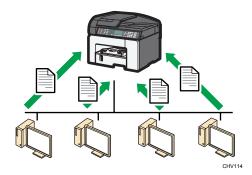
Preparation for printing via USB

- Connect the machine to a computer using a USB cable.
 For details, see page 76 "Connecting the Machine".
- 2. Install the printer driver on a computer.

For details, see page 74 "Confirming the Connection Method", see page 78 "Quick Install", see page 79 "Installing the Printer Drivers" and see page 143 "Installing the Printer Driver on a Macintosh".

Connecting via a network

You can connect this machine to a network and use it as a network printer.

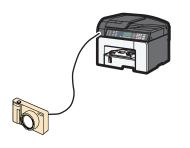


Preparation for printing via a network

- Connect the machine to the network.
 For details, see page 83 "Connecting the Machine via Ethernet Interface".
- Specify the network settings, such as the machine's IP address.
 For details, see page 85 "Network Settings for Ethernet and Wireless LAN".
- Install the printer driver on a computer.
 For details, see page 74 "Confirming the Connection Method", see page 92 "Quick Install", see page 93 "Installing the Printer Drivers" and see page 143 "Installing the Printer Driver on a Macintosh".

Printing directly from a Digital Camera (PictBridge) (SG 3110SFNw only)

You can connect a PictBridge-compatible digital camera to this machine using a USB cable. This allows you to directly print digital photographs by operating the digital camera.



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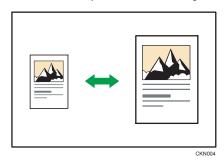
Connecting a Digital Camera for Printing.
 For details, see page 150 "Connecting a Digital Camera Using a USB Cable for Printing".

Using the Machine as a Copier

This section describes some useful functions of this machine when used as a copier.

Making enlarged or reduced copies

This machine is provided with enlargement and reduction functions for copying jobs.



1. Configure the setting using the [Reduce/Enlarge] key before starting the current job. For details, see page 160 "Making Enlarged or Reduced Copies".

Copying multiple pages onto a single sheet of paper and making two-sided copies

You can copy multiple pages of an original onto a single sheet of paper. You can also make two-sided copies by copying single-sided documents onto the front and back sides of the paper.

• Two-Sided



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Combine



Preparation for making two-sided copies

1. Configure the [2Sd/Comb] setting if copier mode is enabled. For details, see page 162 "Two-Sided".

Preparation for copying multiple images

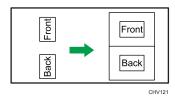
Configure the [2Sd/Comb] setting if copier mode is enabled.
 For details, see page 163 "One-Sided Combine" and see page 163 "Two-Sided Combine".

Copying both sides of an ID card onto one side of paper

You can copy the front and back sides of an ID card, or other small document, onto one side of a sheet of paper.



• This function is only available when the original is set on the exposure glass, not when it is set in the ADF.



Press the [ID Card Copy] key before starting the current job.
 For details, see page 165 "Copying Both Sides of an ID Card onto One Side of Paper".

Sorting the output paper

When making multiple copies of multiple pages, you can configure the machine to sort the output pages into sets.



Configure the [Sort] setting if copier mode is enabled.
 For details, see page 167 "Sorting Documents".

Using the Machine as a Scanner

There are two scanning methods: scanning from the computer (TWAIN scanning) and scanning using the control panel.

Scanning from the computer

TWAIN scanning allows you to operate the machine from your computer and scan originals into your computer directly.

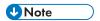
TWAIN scanning can be performed using a TWAIN-compliant application, such as Presto! PageManager.

TWAIN scanning is available with both USB and network connections.

Scanning using the control panel

Scanning using the control panel allows you to send scanned files via e-mail (Scan to E-mail), to an FTP server (Scan to FTP), to the shared folder of a computer on a network (Scan to Folder), or to a USB flash drive (Scan to USB).

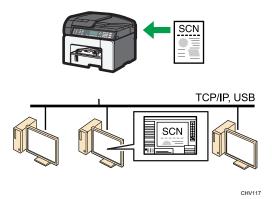
The Scan to E-mail, Scan to FTP, and Scan to Folder functions are available only through a network connection. No network connection is required for the Scan to USB function; you can send scanned files directly to a USB flash drive inserted into the front of the machine.



 The machine supports WIA scanning, an additional method of scanning originals from your computer. WIA scanning is possible if your computer is running Windows operating system and a WIA-compatible application. For more information, see the manual for your application.

Scanning from a computer

You can operate the machine from your computer and scan originals into your computer directly.



Preparation for scanning from a computer with USB connection

1. Connect the machine to a computer using a USB cable.

For details, see page 76 "Connecting the Machine".

2. Install the scanner driver on the computer.

For details, see page 74 "Confirming the Connection Method", see page 78 "Quick Install" and see page 102 "Installing the TWAIN Driver".

If a TWAIN-compliant application is not installed on the computer, install Presto!
 PageManager.

For details, see the instructions provided on the driver CD-ROM.

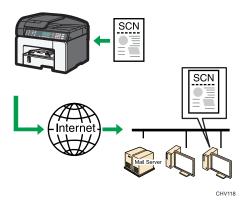
Preparation for scanning from a computer with network connection

- 1. Connect the machine to the network.
 - For details, see page 83 "Connecting the Machine via Ethernet Interface".
- Specify the network settings, such as the machine's IP address.
 For details, see page 85 "Network Settings for Ethernet and Wireless LAN".
- 3. Install the scanner driver on the computer.
 - For details, see page 74 "Confirming the Connection Method" and see page 102 "Installing the TWAIN Driver".
- 4. If a TWAIN-compliant application is not installed on the computer, install Presto! PageManager.

For details, see the instructions provided on the driver CD-ROM.

Sending scanned files via e-mail

You can send scanned files via e-mail using the control panel.

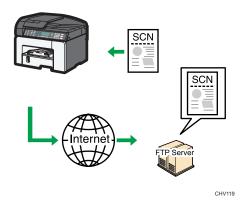


- 1. Connect the machine to the network.
 - For details, see page 83 "Connecting the Machine via Ethernet Interface".
- 2. Specify the network settings, such as the machine's IP address.
 - For details, see page 85 "Network Settings for Ethernet and Wireless LAN".

Register the destinations to the address book.
 For details, see page 279 "Registering an e-mail address".

Sending scanned files to an FTP server

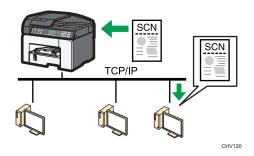
You can send scanned files to an FTP server using the control panel.



- Connect the machine to the network.
 For details, see page 83 "Connecting the Machine via Ethernet Interface".
- Specify the network settings, such as the machine's IP address.
 For details, see page 85 "Network Settings for Ethernet and Wireless LAN".
- Register the destinations to the address book.
 For details, see page 282 "Registering an FTP folder".

Sending scanned files to a computer's shared folder

You can send scanned files to the shared folder of a computer on a network using the control panel.



Connect the machine to the network.
 For details, see page 83 "Connecting the Machine via Ethernet Interface".

- Specify the network settings, such as the machine's IP address.
 For details, see page 85 "Network Settings for Ethernet and Wireless LAN".
- 3. Create a destination folder on the computer's hard disk drive, and configure it as a shared folder. For details, see your operating system's documentation.
- Register the destinations to the address book.
 For details, see page 280 "Register an SMB folder".

Sending scanned files to a USB flash drive (SG 3110SFNw only)

You can send and store scanned files on a USB flash drive using the control panel.

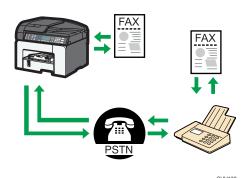


Insert a USB flash drive in the machine.
 For details, see page 178 "Basic Operation for Scan to USB (SG 3110SFNw only)".

Using the Machine as a Fax Machine (SG 3110SFNw only)

This section describes basic procedures for using this machine as a fax machine.

Using as a fax machine



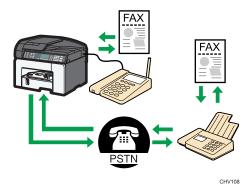
1. Connect the machine to the telephone line.

For details, see page 107 "Connecting to a Telephone Line (SG 3110SFNw only)".

- Configure the telephone network settings.
 For details, see page 105 "Configuring Telephone Network Settings (SG 3110SFNw only)".
- Configure the settings required for fax transmission.
 For details, see page 71 "Initial Setup".
- Register the destinations to the address book using the control panel.
 For details, see page 277 "Registering a fax number".

Using the machine with an external telephone

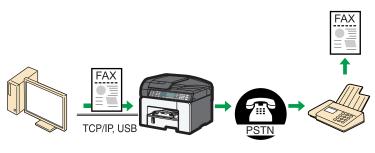
You can use this machine as a fax machine and also use the same telephone line for voice calls.



- Connect an external telephone to the machine.
 For details, see page 107 "Connecting to a Telephone Line (SG 3110SFNw only)".
- Select the fax reception mode.
 For details, see page 212 "Selecting Reception Mode".

Sending faxes from a computer (LAN-Fax)

You can send a document directly from a computer through this machine to another fax machine, without printing the document.



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Preparation for sending faxes from a computer connected via USB

- Connect the machine to a computer using a USB cable.
 For details, see page 76 "Connecting the Machine".
- Install the LAN-Fax driver on the computer.
 For details, see page 74 "Confirming the Connection Method", see page 78 "Quick Install" and see page 103 "Installing the LAN-Fax Driver (SG 3110SFNw only)".
- Register LAN-Fax destinations in the LAN-Fax address book.
 For details, see page 206 "Configuring the LAN-Fax Address Book".

Preparation for sending faxes from a computer connected via network

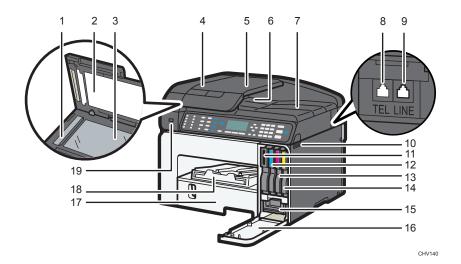
- Connect the machine to the network.
 For details, see page 83 "Connecting the Machine via Ethernet Interface".
- Specify the network settings, such as the machine's IP address.
 For details, see page 85 "Network Settings for Ethernet and Wireless LAN".
- Install the LAN-Fax driver on the computer.
 For details, see page 74 "Confirming the Connection Method" and see page 103 "Installing the LAN-Fax Driver (SG 3110SFNw only)".
- Register LAN-Fax destinations in the LAN-Fax address book.
 For details, see page 206 "Configuring the LAN-Fax Address Book".

1. About This Product

This chapter explains the names and functions of the machine's parts and options.

Guide to Components

Front View



1. Scanning glass

Originals that are loaded in the ADF are scanned here.

2. Cover for the exposure glass

Open this cover to place originals on the exposure glass.

3. Exposure glass

Place originals face down here for copying, scanning, or faxing.

4. ADF (Auto document feeder) cover

Open this cover to remove originals jammed in the ADF.

5. Input tray for the ADF

Place stacks of originals here. They will feed in automatically. This document feeder can be used for two-sided originals.

6. Output tray for the ADF

Originals scanned with the ADF are delivered from here.

7. Paper guide

Raise the paper guide to prevent A4 or letter size originals from falling from the machine.

8. External telephone connector (SG 3110SFNw only)

Connect an external telephone.

9. G3 (Analog) line interface connector (SG 3110SFNw only)

Connect a telephone line.

10. Vent

Air is vented here to prevent the inside of the machine from getting too warm. Do not lean anything against the vent or block it in any way. If the inside of the machine gets too warm, a breakdown could occur.

- 11. Print cartridge (black)
- 12. Print cartridge (cyan)
- 13. Print cartridge (magenta)
- 14. Print cartridge (yellow)
- 15. Ink collector unit

16. Right front cover

Normally, keep this cover closed. Open this cover only when you need to install or replace the print cartridge or the ink collector unit.

17. Tray 1

Load paper here.

Region B (mainly North America)

If you want to print on paper larger than A4 or letter size, pull the tray extension out.

18. Output ramp

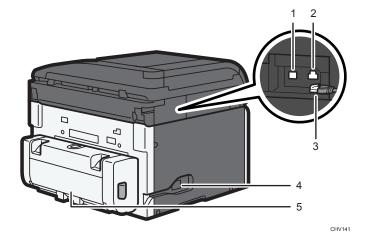
Prints are delivered on the output ramp.

Pull out when using large paper to keep the printed paper from falling.

19. USB flash drive port

Insert a USB flash drive for using the Scan to USB function or connect a digital camera using a USB cable for PictBridge printing.

Rear View



1. USB port

Port for connecting the USB2.0 interface cable.

2. Ethernet port

Port for connecting the 100BASE-TX or 10BASE-T cable.

3. Wireless LAN cable

Connect this to the Ethernet port if you are accessing the machine via wireless LAN.

4. Power inlet

Plug the power cord.

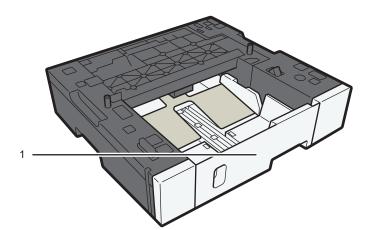
5. Duplex unit

Turns the paper over when performing duplex printing.

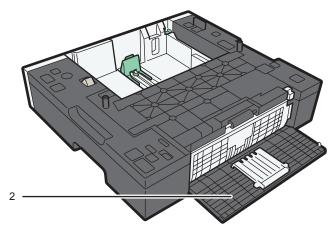
Paper Feed Unit

Using this unit can increase the number of loadable sheets by up to 250.

Front View



Rear View



CHV161

CHV160

1. Tray 2/Tray 3

If you want to print on paper larger than A4 or letter size, pull the tray extension out.

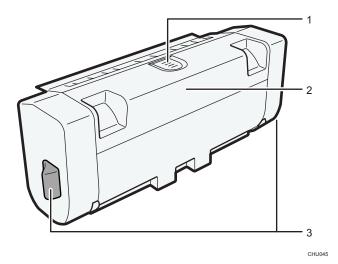
If you have attached two paper feed units one on top of the other, the unit on top is Tray 2, and the unit on the bottom is Tray 3.

2. Rear cover

Open to remove paper that has jammed inside the paper feed unit.

Duplex Unit

This unit allows the machine to automatically perform duplex printing.



1. Duplex unit cover button

Press to open the duplex unit cover.

2. Duplex unit cover

Open to remove paper that has jammed inside the duplex unit.

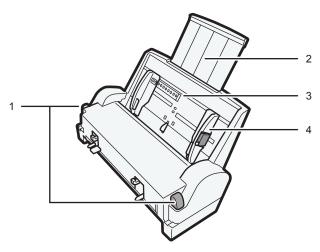
3. Catches for the duplex unit attachment and detachment

Press to unlock the duplex unit when detaching it. Do not press the catches when attaching.

If the catches for the duplex unit attachment and detachment are installed correctly, they will click. Make sure they click when attached.

Multi Bypass Tray

Use this tray to feed in sheets manually.



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1. Tabs for multi bypass tray attachment and detachment

Press to lock the multi bypass tray before attaching it or to unlock the tray before detaching it.

2. Bypass tray extension

Pull this out according to the paper size.

3. Bypass tray

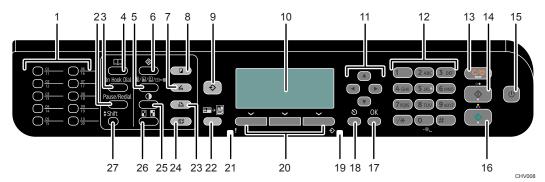
Load paper here.

4. Side paper guides

Adjust the position of the side paper guides to match the paper size. Squeeze the locking lever and push the side paper guides.

Control Panel

The control panels shown in the illustrations in this manual will not match the SG 3100SNw control panel exactly. This is because the illustrations show SG 3110SFNw control panels.



1. Quick Dial Keys

Press to select a scan or fax destination using entries registered as Quick Dial in the address book.

2. [Pause/Redial] key (SG 3110SFNw only)

Pause

Press to insert a pause in a fax number. The pause is indicated by "-".

Redial

Press to display the most recent destinations. This machine can store up to 10 fax destinations and one scanning destination.

3. [On Hook Dial] key (SG 3110SFNw only)

Press to use on-hook dialing to check the destination's status when sending a fax.

4. [Address Book] key

Press to select a scan or fax destination from the address book.

5. [Image Quality] key

Press to select scan quality for the current job.

- Copier mode: You can set "Original Type" to "Text", "Photo", or "Text/Photo". You can set "Print Quality" to "High Speed", "Standard", or "High Quality". You can also specify "Temporally Envelope Mode".
- Scanner mode: select the resolution.
- Fax mode: select from Standard, Detail, Fine, or Photo.

6. [User Tools] key

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

7. [Scanner] key

Press to switch to scanner mode. The key stays lit while the machine is in scanner mode.

8. [Copy] key

Press to switch to copier mode. The key stays lit while the machine is in copier mode.

9. [Program] key

Press to switch to Program mode. The key stays lit while the machine is in Program mode. The program executed by this function is registered from Device Setting Utility or Web Image Monitor.

For details about registering sets of specified settings, see page 306 "Using Device Setting Utility".

10. Screen

Displays the current machine status and messages.

11. Scroll keys

Press to move the cursor in the directions indicated by each scroll key.

When the machine is in standby mode, press and hold down the [▼] key for more than 3 seconds to perform head cleaning for all colors.

12. Number keys

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

13. [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.
- While in standby mode: Press to cancel temporary settings such as image density or resolution.

14. [B&W Start] key

Press to scan or copy in black and white, or start sending a fax.

15. [Power] Key

Press to turn the power on. The key's indicator remains lit. To turn the power off, press again. See page 53 "Turning On/Off the Power".

16. [Color Start] key

Press to scan or copy in color.

17. [OK] key

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

18. [Escape] key

Press to cancel the last operation or exit to the previous level of the menu tree.

19. Data In Indicator

This indicator flashes when the machine receives a print job and remains lit during printing.

20. Selection keys

Press the key that corresponds to an item shown on the bottom line of the screen to select it.

21. Alert Indicator

This indicator remains lit in red for any of the following conditions:

- Ink running out
- Paper jam
- · Cover open
- SC error

Application error

The SG 3110SFNw beeps if the indicator is lit. The volume of the beep can be adjusted on a five-level scale. The default setting is [Medium].

If an error message appears, check the message on the control panel and follow the instructions on page 375 "Error & Status Messages on the Display".

22. [ID Card Copy] key

Press to jump to the ID card copy setting menu.

When copying is complete, the initial screen will appear.

23. [Printer] key

Press to switch to printer mode. The key stays lit while the machine is in printer mode.

24. [Facsimile] key (SG 3110SFNw only)

Press to switch to fax mode. The key stays lit while the machine is in fax mode.

25. [Density] key

Press to adjust image density for the current job. Select from five levels of density.

26. [Reduce/Enlarge] key

Press to change the copy enlargement/reduction ratio in steps of 1% or fixed zoom ratio.

27. [Shift] key

Press to switch between Quick Dial numbers 1 to 10 and 11 to 20 when specifying a scan or fax destination using the Quick Dial keys.

Display

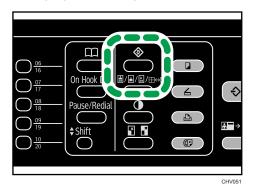
The display panel shows the machine status, error messages, and function menus.

Reference

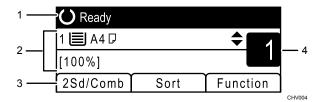
• For details about icons displayed on the screen, see page 42 "Icons Displayed on the Screen".

User tools

To display the menu, press the [User Tools] key.



Copy



1. Current status or messages

Displays the current status or messages.

2. Current settings

Displays the current tray and reproduction ratio settings.

3. Selection key items

If function names appear on the bottom, you can use them by pressing the corresponding selection keys.

4. Copy quantity

Displays the current copy quantity.

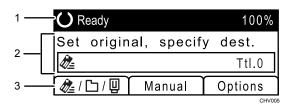


• The copy display is set as the default screen when the machine is turned on.

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Scanner



1. Current status or messages

Displays the current status or messages.

2. Current settings

The current scanner mode and destinations will be displayed.

• Icon

The current scanner mode (one of "Scan to E-mail", "Scan to folder (FTP)", or "Scan to USB") will be displayed.

• Destination field:

The scanned file destination will be displayed.

Number of registered address:

The number of registered address will be displayed.

3. Selection key items

If function names appear on the bottom, you can use them by pressing the corresponding selection keys.

Printer



1. Current status or messages

Displays the current status or messages.

2. Remaining ink

Cartridge replacement indicators. From left to right, the cartridge replacement indicators display the status of the black (K), cyan (C), magenta (M), and yellow (Y) print cartridges.

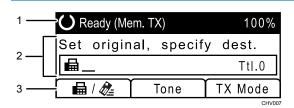
3. The amount of waste ink in the ink collector unit

You can check the replacement time for the ink collector unit.



You can also use Status Monitor to check the replacement time for each print cartridge and ink
collector unit. See page 365 "Checking the Consumables".

Fax (SG 3110SFNw only)



1. Current status or messages

Displays the current status or messages.

2. Current settings

The current fax mode and destinations will be displayed.

• Icon:

The current fax mode (fax or Internet fax) will be displayed.

• Destination field:

The current fax destination will be displayed.

• Number of registered address:

The number of registered address will be displayed.

3. Selection key items

If function names appear on the bottom, you can use them by pressing the corresponding selection keys.

Icons Displayed on the Screen

Display area of current status or messages

lcon	Description	
Œ	The machine is waiting to process jobs or is processing them.	
T	The machine cannot to receive jobs because it is performing maintenance or processing other jobs.	
€	The machine is sending a scan file by Scan to E-mail or Scan to Folder.	
,W,	The selected paper tray is empty.	

lcon	Description	
	The machine is being logged into with administrator privileges.	
(Nothing appears.)		

Display area of other items

lcon	Description
	A hierarchy of settings is provided for the displayed item.
	Multiple pages are provided for the configuration screen.
	Trays 1, 2, and 3 have sufficient paper.
⊎	Tray 1, 2, or 3 is empty.
E	The bypass tray has sufficient paper.
4	The bypass tray is empty.
	The amount of remaining ink is indicated in black.
	The icon without any alphabetic characters on its lower left indicates the amount of waste ink in the ink collector unit.
∐ ⇔ [?]	A non-genuine print cartridge was installed.
(These two icons appear alternately.)	
∐⇔ 	The print cartridge is almost empty.
(These two icons appear alternately.)	
&	In scanner mode, you can enter an e-mail address. In Internet fax mode, you can enter a destination.
= _	You can enter a fax number.
ਛ / &	You can switch between the fax and Internet fax modes.
<u> </u>	Select this to enter the Scan to Folder destination.
0	Scan to USB mode is enabled if a USB flash drive is inserted.
@ /G	You can switch between Scan to E-mail and Scan to Folder modes.

lcon	Description	
@ /□/ 0	You can switch between Scan to E-mail and Scan to USB modes. This icon is displayed if a USB flash drive is inserted.	
122	Select this to display the destination groups registered in the address book.	
[♥] [▲] [◀][▶]	Press the corresponding scroll key.	

If a Screen Requesting a Password Appears

If [User Restriction] is set to [On], enter the specified password when:

- The machine is turned on
- The [Escape] key is pressed
- The machine recovers from Energy Saver mode
- The machine recovers from System Reset



- "Authentication failed." appears if the password is wrong. Check the password.
- For details about specifying User Restriction, see page 249 "Administrator Tools".

Entering a password

When [User Restriction] is set to [On], the following message appears:

"Entered password is incorrect."

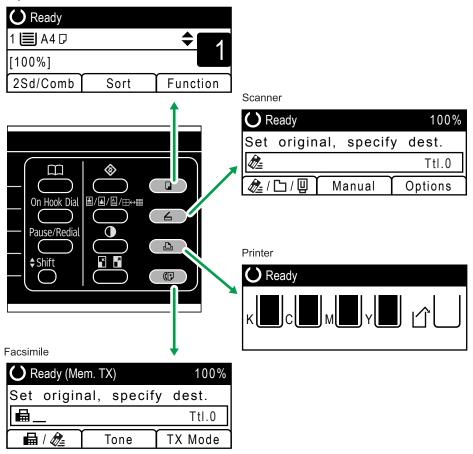
1. Enter a password (four to eight digits), and then press the [OK] key.

Changing Modes

You can switch between copier, scanner, and fax modes by pressing the corresponding keys. When you do this, the key you pressed lights. On the control panel, the initial screen of the selected mode appears.

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Copier



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Function priority

If the machine is rebooted by [System Auto Reset Timer] or turned off and then back on, it is reset and its initial settings are restored. You can specify the machine's initial settings using [Function Priority] in [General Features] under [System Settings]. The copy display is set as the default screen when the machine is turned on.



- You cannot switch modes during initial setup.
- To perform a function using the control panel, first press the function key to switch the display to the appropriate function screen.
- If you press a [Program] key, the programmed item corresponding to the selection key appears. By
 registering frequently-used functions to [Program] key, you can directly access those functions by
 pressing the corresponding keys.

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• If a printing error occurs while a function key other than the [Printer] key is lit, press the [Printer] key to view the error message.

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Attaching and Detaching Units and Options

WARNING

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

Attaching and Detaching the Paper Feed Unit

This section explains how to attach and detach the paper feed unit.

ACAUTION

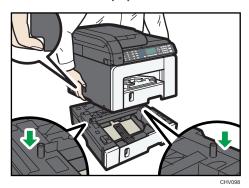
- The machine weighs around 15.3 kg (33.8 lb.).
- Grip the center area at the base of the machine's sides. Lift it slowly and do not strain your body.
- When moving the machine, remove the option. Careless handling and over exertion when lifting can result in breakage and/or injury.

• Before installing or removing options, always disconnect the power cord plugs from the wall outlet.

Attaching the paper feed unit

- 1. Press and hold down the [Power] key until it turns off, and then unplug the power cord.
- 2. Disconnect all the cable.
- 3. Take the paper feed unit out of the box, and remove the tape.
- 4. Position the paper feed unit close to the machine.

5. Align the connecting parts of the machine and paper feed unit, and then lower the machine onto the paper feed unit.



Grip the center area at the base of the machine's sides. Lift it slowly and do not strain your body.

6. Connect the power cord and other required cables.

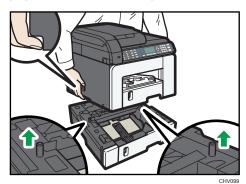


- Align the paper feed unit and machine using their corners.
- When the machine is placed on top of the paper feed unit, installation is complete.
- Do not tilt the machine.
- Make sure not to trap your fingers.
- Up to two paper feed units can be attached.
- To install two paper feed units, put the upper paper feed unit (tray 2) on the lower paper feed tray (tray 3) first, and then lower the machine onto the upper paper feed unit (tray 2).
- After attaching an option, check that the printer driver has recognized it. See page 137
 "Specifying Settings on [Accessories] Tab", page 146 "Displaying the Machine Status on a Macintosh".
- After attaching the paper feed unit, you must register where to start printing on paper loaded in the paper feed unit. See page 229 "Registration".

Detaching the paper feed unit

- 1. Press and hold down the [Power] key until it turns off, and then unplug the power cord.
- 2. Disconnect all the cable.

Remove the machine and place it on a nearby flat and stable surface, and then detach the paper feed unit from the place where the machine was installed.



Grip the center area at the base of the machine's sides. Lift it slowly and do not strain your body.

- 4. Place the machine in the previous place.
- 5. Connect the power cord and other required cables.



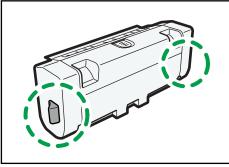
- Do not tilt the machine.
- Make sure not to trap your fingers.

Attaching and Detaching the Duplex Unit

This section explains how to attach and detach the duplex unit.



- Before installing or removing options, always disconnect the power cord plugs from the wall outlet.
- If the multi bypass tray is attached to the machine, turn the machine off and detach the multi bypass tray.
- If the catches for the duplex unit attachment and detachment are installed correctly, they will click. Make sure they click when attached.

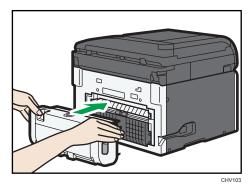


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 Press the catches for the duplex unit attachment and detachment to unlock the duplex unit when detaching it. Do not press the catches when attaching.

Attaching the duplex unit

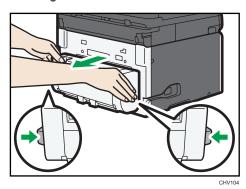
- 1. Press and hold down the [Power] key on the machine until it turns off, and then unplug the power cord.
- 2. Disconnect all the cable.
- Without pressing the catches on its sides, push the duplex unit all the way in until it clicks into place.



4. Connect the power cord and other required cables.

Detaching the duplex unit

- 1. Press and hold down the [Power] key until it turns off, and then unplug the power cord.
- 2. Disconnect all the cable.
- 3. Pressing the catches on both side of the duplex unit, detach the unit.



Attaching and Detaching the Multi Bypass Tray

This section explains how to attach and detach the multi bypass tray.

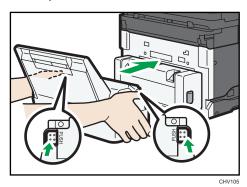
ACAUTION

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

- Before installing or removing options, always disconnect the power cord plugs from the wall outlet.
- Do not forcefully press down on the multi bypass tray. It may come off the machine and paper misfeeds or positioning problems may result.

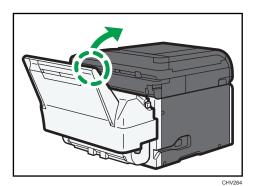
Attaching the multi bypass tray

- 1. Press and hold down the [Power] key until it turns off, and then unplug the power cord.
- 2. Disconnect all the cable.
- 3. Take the multi bypass tray out of the box, and remove the tape.
- 4. Attach the multi bypass tray while pressing the tabs on each side, and then push it in all the way.



Make sure to return the tabs to their original positions.

If the tabs do not return to their original positions, push the tray in while pulling up on its top left part as shown.



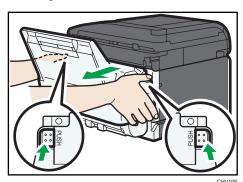
5. Connect the power cord and other required cables.



- After attaching an option, check that the printer driver has recognized it. See page 137
 "Specifying Settings on [Accessories] Tab", page 146 "Displaying the Machine Status on a
 Macintosh".
- After attaching the multi bypass tray, you must register where to start printing on paper loaded in the multi bypass tray. See page 229 "Registration".
- The coin screw on the underside of the multi bypass tray is used when setting the side fence.

Detaching the multi bypass tray

- 1. Press and hold down the [Power] key until it turns off, and then unplug the power cord.
- 2. Disconnect all the cable.
- 3. Remove any paper in the bypass tray.
- 4. If the bypass tray extension is pulled out, push it back in.
- 5. Pressing the tabs on each side of the multi bypass tray, detach the unit.



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Turning On/Off the Power



• When you turn the machine off, make sure you press and hold down the [Power] key. If you unplug the Power cord from the wall outlet, ink consumption for maintenance operations may increase.

Power supply

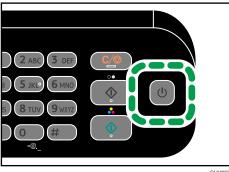
• [Power] key (right side of the control panel) Press to activate the machine. When the machine has finished warming up, all its functions are available.



- If the power switch is "On" but the machine is not used for a while, the machine automatically enters Energy Saver mode to reduce its power consumption. For details about the Energy Saver mode, see page 54 "Saving Energy" and page 237 "Timer Settings".
- If the "Temperature is too low. Cannot use the machine now. Please wait..." or "Temperature is too high. Cannot use the machine now. Please wait..." message appears, check the machine's environment is not too hot or cold. For details about the operating temperature range, see page 394 "Out of Printable Temperature Range".
- If power is restored after a power failure, the machine resumes the operation that it was performing before the power failure. If the machine was turned on before the power failure, it will turn on again. (For example, if a model installed with the fax function was receiving a fax before the power failure, it will resume fax reception.)

Turning On the Power

1. Press the [Power] key.



If the machine starts warming up, the [Power] key lits and the "Initializing..." message will be displayed.

If the machine becomes printable, the "Ready" message will be displayed.



• If the machine does not turn on when you press the [Power] key, make sure the power plug is properly inserted in the wall outlet.

Turning Off the Power

1. To turn the power off, hold the [Power] key down until the machine shuts down.

When the machine stops, the [Power] key and the display turn off.

If you select [Auto Power Off Timer] in the [Timer Settings] menu under [System Settings], the machine automatically turns off if it is idle for a specified time.



- Hold the [Power] key down until the on indicator flashes.
- To cut electricity consumption completely, press the [Power] key for one second, and check that the [Power] key is turned off. Then, unplug the power cord from the wall outlet.

Saving Energy

This machine has the following energy saving function.

Energy Saver Mode

To reduce its power consumption, this machine automatically enters Energy Saver mode if it is not used for a specified time.

You can specify how long the machine waits before it switches to Energy Saver mode.

Auto Power Off Timer

You can set the machine to turn off after it has been idle for a certain time.



- If the machine is in Energy Saver mode, the [Power] key remains lit but the display is turned off.
- The machine recovers from Energy Saver mode when:
 - The [Power] key on the control panel is pressed
 - The scanner unit is opened
 - · An original is loaded in the ADF
 - The right front cover is opened
 - A firmware update is received
 - A remote printing request (printing under the printer function or printing a received fax) is received
 - The handset is lifted

- The external telephone receives a call or a fax is received
- A LAN-Fax transmission request is received
- The time for sending a file in standby is reached

2. Preparing for Printing

This chapter explains how to install and set up the machine.

Setup Procedure

This section explains the tasks necessary for printing.

Install and set up the machine by following the steps in the order shown.

Step	Task	Reference for Full Details
1	Check the installation environment.	page 58 "Checking the Computer and Installation Area"
2	Check the supplied items.	page 63 "Checking the Supplied Items and Unpacking the Machine"
3	Attach the units and options.	page 47 "Attaching and Detaching Units and Options"
4	Install the print cartridges.	page 65 "Installing the Print Cartridges"
5	Plug the power cord in and turn the power on.	page 68 "Plugging in the Power Cord and Turning the Power On"
6	Initial Setup	page 71 "Initial Setup"
7	Load paper.	page 121 "Loading Paper"
8	Perform a test print.	page 260 "Printing a Configuration Page"
9	Confirm the connection method.	page 74 "Confirming the Connection Method"
10	Connect the machine and computer and install the software.	page 76 "Connecting the Computer and Installing the Software (USB Connection)"
		page 83 "Connecting the Computer and Installing the Software (Network Connection)"
		If you are using a Macintosh, see page 143 "Using the Machine with a Macintosh".

Checking the Computer and Installation Area

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

The Area Where the Machine Is to be Placed

WARNING

• Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

∴ WARNING

Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers
holding water or any other liquids, on or close to this machine. Fire or electric shock could result
from spillage or if such objects or substances fall inside this machine.

∴ WARNING

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

CAUTION

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

ACAUTION

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

ACAUTION

• Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

ACAUTION

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

2

ACAUTION

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

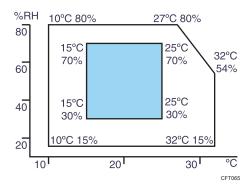


- To avoid malfunctions, position the machine away from the following:
 - direct sunlight
 - flow of air from air conditioners or heaters
 - radios, televisions, or other electronic devices
 - areas of high/low temperature and high/low moisture
 - humidifying appliances
 - oil stoves and ammonia-emitting appliances (such as diazo copiers)

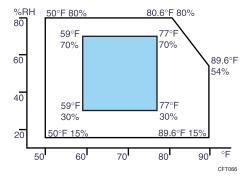
Choose a flat, stable area to install the machine.

- The surface should be level within two degrees, left to right and front to back.
- To prevent condensation, install the machine in an area where temperature and humidity conditions
 do not exceed those indicated in the diagram below.
- The machine may cease to print if these limitations are exceeded.

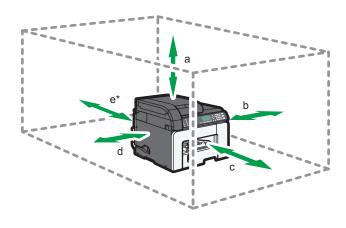
Region A (mainly Europe and Asia)



Region B (mainly North America)



- White area: Permissible Range
- Blue area: Recommended Range
- The diagram below shows the required clearance for loading paper, replacing print cartridges, and removing jammed paper



CHV033

- a. 59 cm (23.3 inches)
- b. 10 cm (4.0 inches)
- c. 45 cm (17.8 inches)
- d. 3 cm (1.2 inches)
- e. 13 cm (5.2 inches)
 - * A clearance of 30 cm (11.9 inches) is necessary if the multi bypass tray is attached.

Checking the Power Source

MARNING

Do not use any power sources other than those that match the specifications shown. Doing so
could result in fire or electric shock.

∴ WARNING

• Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

WARNING

• Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

MARNING

• Do not use extension cords. Doing so could result in fire or electric shock.

MARNING

Do not use power cords that are damaged, broken, or modified. Also, do not use power cords
that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could
result in fire or electric shock.

MARNING

 Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

∴ WARNING

• It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

MWARNING

The supplied power cord is for use with this machine only. Do not use it with other appliances.
 Doing so could result in fire or electric shock.

MARNING

 If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

WARNING

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

ACAUTION

• Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

Region A (mainly Europe and Asia)

• 220-240 V: 50/60 Hz, 0.7 A

Region B (mainly North America)

• 100-120 V: 60 Hz, 1.2 A

Checking the Computer to be Connected

To use this machine, computers must meet the following specifications:

- PC/AT-compatible computer with USB or network interface
- Operating system:

Windows XP/Vista/7 or later

Windows Server 2003/2003 R2/2008/2008 R2 or later

80-100 MB or more available hard disk space

· Operating system:

Mac OS X 10.5 Leopard or later

50 MB or more available hard disk space



• To operate this machine, your computer must have at least the amount of memory necessary to run its operating system.

Checking the Supplied Items and Unpacking the Machine

⚠ WARNING

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

ACAUTION

- The machine weighs around 15.3 kg (33.8 lb.).
- Grip the center area at the base of the machine's sides. Lift it slowly and do not strain your body.
- When moving the machine, remove the option. Careless handling and over exertion when lifting can result in breakage and/or injury.

Important

• Do not turn the machine on until you have read how to do so.



- 1. Open the box and take out all supplied items. Check that all the following items are present:
 - Power Cord
 - Starter cartridge Cyan
 - Starter cartridge Magenta
 - Starter cartridge Yellow
 - Starter cartridge Black

- Quick Installation Guide
- Safety Information
- Initial Guide for Scanner and Fax
- CD-ROM
- 2. Take off the protective covering.
- 3. Remove the plastic bag.
- 4. Lift the machine and move it to the place where you want to install it.

Grip the indented area at the base of the machine's sides, as shown. Lift and carry the machine slowly and carefully.



- 5. Remove the tape from the machine body.
- 6. Attach units and options.

See page 47 "Attaching and Detaching Units and Options".



- We recommend you keep the box, so you can use it again when moving the machine.
- USB and LAN cables are not supplied.

Installing the Print Cartridges

ACAUTION

• Keep ink and ink containers out of reach of children.

ACAUTION

 If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.

ACAUTION

 If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

ACAUTION

When removing jammed paper or replacing ink, avoid getting ink on your clothing. If ink comes
into contact with your clothing, wash the stained area with cold water. Hot water will set the ink
into the fabric and make removing the stain impossible.

ACAUTION

• When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

ACAUTION

 When removing the print cartridge, avoid putting your hand near the place where the print cartridge is installed. If ink comes in contact with your hands, wash them thoroughly with soap and water.

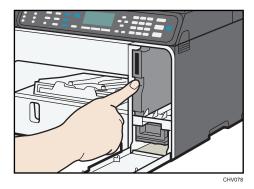
- When installing the print cartridge, do not touch the inside of the machine.
- Do not turn the machine on until you have read how to do so.



- Be sure to install the unused print cartridge that is supplied. Installing any other cartridge could
 result in incomplete ink filling and malfunction.
- Remove the packaging from the print cartridges.
 Do not touch the ink supply ports or silicon substrates of print cartridges.
- 2. Open the right front cover.



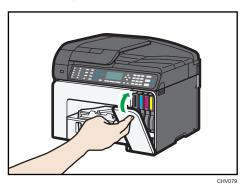
3. Check the orientation of each cartridge, and then install them gently.



Install in the following order from the left: black, cyan, magenta, and yellow.

- 4. Push in each cartridge.
- 5. Repeat steps 3 to 4 for all four cartridges.

6. Close the right front cover.



Plugging in the Power Cord and Turning the Power On

Before connecting the machine to a computer, connect the machine's power cord and turn the machine on.

∴ WARNING

Do not use any power sources other than those that match the specifications shown in this
manual. Doing so could result in fire or electric shock.

WARNING

• Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

∴ WARNING

• Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

WARNING

• Do not use extension cords. Doing so could result in fire or electric shock.

∴ WARNING

Do not use power cords that are damaged, broken, or modified. Also, do not use power cords
that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could
result in fire or electric shock.

WARNING

• Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

⚠WARNING

• It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

MARNING

• The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

MARNING

 If the power cord is damaged and its inner wires are exposed or broken, contact your sales or service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

MARNING

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

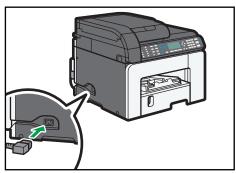
ACAUTION

• Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

ACAUTION

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

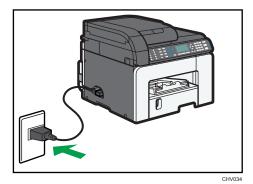
- Do not handle the machine while the cartridge is being filled.
- 1. Plug the power cord fully into the machine.



CHV139

2

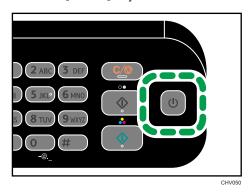
2. Plug the power cord fully into the wall outlet.



The surface should be level within two degrees.

Make sure the power cord is not trapped under the machine.

3. Press the [Power] key.



The machine starts feeding ink into its print heads.

Leave the machine idle for about six minutes until the message "Ready" appears.

Do not remove the plug from the wall outlet while the ink is being fed.

You might hear a clicking sound while the print heads are being filled. This is not a malfunction and it will stop after a while.

When ink is completely fed, the [Power] key stops flashing and remains lit.

Initial Setup

When you turn on the machine for the first time, a menu for configuring the settings described below will appear on the display. This section describes how to complete the Initial Setup.

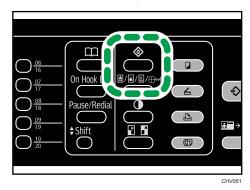


- Be sure to select the country of use. Selecting the wrong country may cause a fax transmission failure.
- Region B (mainly North America): The fax number code is required by international law. You cannot legally connect a fax machine to the telephone system if the fax number code is not programmed. Also, the fax header code and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

Display language

The language selected here is used for the display.

1. Press the [User Tools] key.



- 2. Press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to display [Language], and then press the [OK] key.
- 3. Press the [♠] or [▼] key to select the desired language, and then press the [OK] key.
- 4. Press the [Escape] key.

User fax number

The number entered here is used as the fax number of the machine. Numbers, space, and "+" can be used for a user fax number.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Fax Features], and then press the [OK] key.
- 5. Press the [♠] or [▼] key to display [General Settings/Adjust], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [Program Fax Information], and then press the [OK] key.
- 7. Press the $[\blacktriangle]$ or $[\blacktriangledown]$ key to display [Own Fax Number], and then press the [OK] key.

- 8. Enter the user fax number (up to 20 characters), and then press the [OK] key.
- 9. Press the [Escape] key.

User name

The name entered here is used as the fax sender name.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Fax Features], and then press the [OK] key.
- 5. Press the [♠] or [♥] key to display [General Settings/Adjust], and then press the [OK] key.
- 6. Press the [♠] or [♥] key to display [Program Fax Information], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Fax Header], and then press the [OK] key.
- Enter the user name (up to 32 characters), and then press the [OK] key.
 For details about entering characters, see page 134 "Entering Characters".
- 9. Press the [Escape] key.

Country settings

The country selected here is used for configuring the language and measurement unit display formats.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Fax Features], and then press the [OK] key.
- 5. Press the [♠] or [▼] key to display [Country Setting], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to select a country you want to specify, and then press the [OK] key.
- 7. Press the [Escape] key.

Date and time

The time and date entered here are used for the machine's internal clock.

- Date
 - Year, month, day
- Time

Hour, minute, second

Time format: 24-hour

- 1. Press the [User Tools] key.
- 2. Press [Login].

- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [♠] or [▼] key to display [System Settings], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Timer Settings], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [Set Date], and then press the [OK] key.
- 7. Specify the date, and then press the [OK] key.
- 8. Press the [▲] or [▼] key to display [Set Time], and then press the [OK] key.
- 9. Specify the time, and then press the [OK] key.
- 10. Press the [Escape] key.

Set time zone

You can set the machine's time zone to between UTC-12:00 and UTC+13:00.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [♠] or [▼] key to display [System Settings], and then press the [OK] key.
- 5. Press the [♠] or [♥] key to display [Administrator Tools], and then press the [OK] key.
- 6. Press the [♠] or [♥] key to display [Set Time Zone], and then press the [OK] key.
- 7. Specify the time.
- 8. Press [+] or [-] to set the time zone, and then press the [OK] key.
- 9. Press the [Escape] key.



 When the [Print Fax Header] setting is turned on, the registered user fax number, user name, and time and date of transmission appear on the header of every fax you send. For details about [Print Fax Header], see page 199 "Fax header print".

Confirming the Connection Method

This machine supports local and network connection.

Before installing the software, check how the machine is connected.



 The printer drivers do not support clustering technology under Windows Server 2003/2003 R2/2008.

Local connection

If the machine is connected via USB, install the necessary software by inserting the supplied CD-ROM into your computer and then clicking [Quick Install for USB]. See page 78 "Quick Install".

To install the following software applications, press the corresponding Installation Key:

Installation Key	Installed Software
Quick Install for USB	Printer driver
	TWAIN driver
	LAN-Fax driver (SG 3110SFNw)
	Device Setting Utility
PCL/RPCS Raster Printer Drivers	Printer driver
(SG 3110SFNw)	
Printer Driver (SG 3100SNw)	
TWAIN/WIA Driver	TWAIN driver
LAN-Fax Driver (SG 3110SFNw)	LAN-Fax driver

Network connection

If the machine is connected to a network, install the necessary software by inserting the supplied CD-ROM into your computer, and then clicking [Quick Install for Network], [PCL/RPCS Raster Printer Drivers] (SG 3110SFNw), [Printer Driver] (SG 3100SNw), [TWAIN/WIA Driver], or [LAN-Fax Driver] (SG 3110SFNw). See page 83 "Connecting the Computer and Installing the Software (Network Connection)".

To install the following software applications, press the corresponding Installation Key:

Installation Key	Installed Software
Quick Install for Network	Printer driver

Installation Key	Installed Software
PCL/RPCS Raster Printer Drivers	Printer driver
(SG 3110SFNw)	
Printer Driver (SG 3100SNw)	
TWAIN/WIA Driver	TWAIN driver
LAN-Fax Driver (SG 3110SFNw)	LAN-Fax driver



- With a network connection, you can use the Windows printer port to send print jobs to the printer directly (peer-to-peer transfer) or use the machine as a network printer and send print jobs to the machine from a client computer via a print server.
- To update the printer driver, download the latest driver from the manufacturer's Web site.

Connecting the Computer and Installing the Software (USB Connection)

After setting up the hardware and making a test print, connect the machine to your computer. This section explains how to connect the machine to a computer using a USB cable, and how to install the software using [Quick Install for USB], [PCL/RPCS Raster Printer Drivers] (SG 3110SFNw), [Printer Driver] (SG 3100SNw), [TWAIN/WIA Driver] and [LAN-Fax Driver] (SG 3110SFNw).

■ Reference

- For details about the connection method, see page 74 "Confirming the Connection Method".
- For details about the installing the printer driver only, see page 79 "Installing the Printer Drivers".
- For details about the installing the TWAIN driver only, see page 102 "Installing the TWAIN Driver".
- For details about the installing the LAN-Fax driver only, see page 103 "Installing the LAN-Fax Driver (SG 3110SFNw only)".
- For details about test print, see page 260 "Printing a Configuration Page".

Before Installing the Software

Connect the machine and computer via USB.

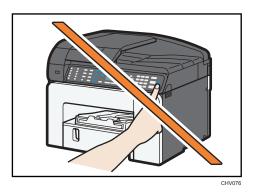


Even if the computer that you are connecting the machine to via USB is networked, you can still
connect the machine and computer according to the procedure explained in this section. For details
about sharing the printer, see page 80 "Sharing the printer".

Connecting the Machine



• Do not turn the machine on until you have read how to do so.



- 1. Make sure the machine is off.
- 2. Turn on the power of the computer.

Quit all applications currently running.

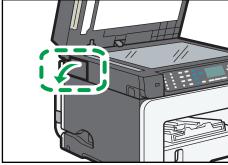
If the "Add New Hardware Wizard" appears, click [Cancel], and then turn the machine off.

3. Open the ADF cover.



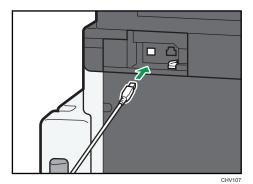
CHV25

4. Open the port cover.



HV257

Remove the seal on the USB port and then insert the USB cable's hexagonal (type B) plug firmly into the port.



- 6. Close the port cover.
- 7. Insert the USB cable's rectangular (type A) plug firmly into the computer's USB port.
- 8. Close the ADF cover, pressing it down firmly until it clicks.



· Check the shape and orientation of the USB cable's plug and insert it fully.

Quick Install

Follow the procedure below to install the printer driver, TWAIN driver, LAN-Fax driver (SG 3110SFNw) and Device Setting Utility.



- Only administrators can perform this installation. Log on as a member of the Administrators group.
- Do not turn the machine on until you have read how to do so.



1. Insert the CD-ROM in the CD-ROM drive.

Quit all other applications currently running.

2. Select a language for the interface, and then click [OK].

- 3. Click [Quick Install for USB].
- 4. Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].
- The installer starts. Follow the instructions that will be displayed.Although the warning may appear during installation, ignore it and continue with the installation.



- Although the Windows security warning may appear during installation, ignore it and continue with the installation.
- If the "Add New Hardware Wizard" appears, click [Cancel], and then turn the machine off.
- The installer launch automatically as Auto Run programs when you insert the CD-ROM. Auto Run
 might not work automatically with certain OS settings. If this is the case, double-click "SETUP.EXE",
 located on the CD-ROM root directory, or click [Run SETUP.EXE] in the [AutoPlay] dialog box.
- If a message prompting you to restart the computer appears, restart the computer.
- Confirm the printer driver is correctly installed by checking the [Power] key is lit, and then
 performing a test print. See page 260 "Printing a Configuration Page".

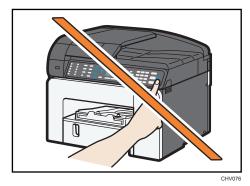
Installing the Printer Drivers

This section explains how to install only the printer driver when the machine is connected to a computer via USB. SG 3100SNw model does not support the PCL printer driver.

If you installed the printer driver by performing [Quick Install for USB], there is no need to install it again here.



- Only administrators can perform this installation. Log on as a member of the Administrators group.
- Do not turn the machine on until you have read how to do so.



Insert the CD-ROM in the CD-ROM drive.
 Quit all other applications currently running.

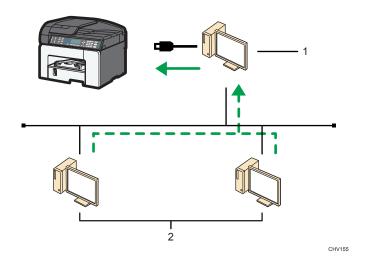
- 2. Select a language for the interface, and then click [OK].
- 3. Click [PCL/RPCS Raster Printer Drivers] or [Printer Driver].
- Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].
- 5. Follow the instructions that will be displayed. The installer starts.



- If the "Add New Hardware Wizard" appears, click [Cancel], and then turn the machine off.
- When you insert the CD-ROM, the installer launches. Auto Run might not work automatically with certain OS settings. If this is the case, double-click "SETUP.EXE", located on the CD-ROM root directory, or click [Run SETUP.EXE] in the [AutoPlay] dialog box. If the screen does not appear even when you double-click the [SETUP.EXE] icon, or if an error occurs during installation, access the CD-ROM drive from [My Computer] or [Explorer]. Double-click the [RP_SETUPXX.exe] icon, and then install the printer driver by following the instructions that appear on the screen.
- For details about sharing the printer, see page 80 "Sharing the printer".
- Confirm the printer driver is correctly installed by checking that the [Power] key is lit, and then
 performing a test print. To perform a test print, open the [Printer Properties] dialog box, click [Print
 Test Page] on the [General] tab. If the test page does not print properly, see page 341 "If Test Print
 Fails".
- If Windows Firewall is installed on the print server, configure exceptions in the firewall before using Status Monitor. For details about configuring the Windows Firewall settings, see page 385 "Status Monitor Does Not Open".

Sharing the printer

This section explains how to share the printer over a network by connecting it via USB. To share the printer, specify the settings for sharing it on the computer that it is connected to so that the computer acts as a printer server.



- 1. Server
- 2. Client computer

Setting up a server



- Only administrators can make this setting. Log on as a member of the Administrators group.
- 1. On the [Start] menu, click [Control Panel].

For Windows Server 2003/2003 R2, point to [Settings], and then click [Control Panel].

2. Click [Network and Internet].

For Windows Server 2008, click [Hardware and Sound].

For Windows XP, click [Network and Internet Connections].

For Windows Server 2003/2003 R2, click [Network Connections].

3. Click [Network and Sharing Center].

For Windows Server 2008, click [Printer].

For Windows XP, click [Network Connections].

4. Click [Change advanced sharing settings].

For Windows XP or Windows Server 2008, click [Local Area Connection] to highlight it, and then, in the [File] menu, click [Properties] and go to Step 6.

For Windows Vista, in the [Sharing and Discovery] section, click [Off] or [On] next to [Printer sharing], and then go to Step 6.

For Windows Server 2003/2003 R, select [LAN], click [Properties] in the [Files] menu, and then go to Step 6.

- 6. In [File and printer sharing], click [Turn on file and printer sharing].

For Windows XP or Windows Server 2003/2003 R2/2008, on the [General] tab, click [Client for Microsoft Networks].

For Windows Vista, check [Turn on printer sharing], and then click [Apply].

7. Click [Save changes].

For Windows XP or Windows Server 2003/2003 R2/2008, click [OK].

For Windows Vista, click [Continue], and then select the type of network you are using.

8. On the [Start] menu, click [Devices and Printers].

For Windows Vista or Windows Server 2008, point to [Control Panel] and [Hardware and Sound], and then click [Printers].

For Windows XP, click [Printers and Faxes].

For Windows Server 2003/2003 R2, point to [Settings], and then click [Printers and Faxes].

9. Right-click the machine you want to share, and then click [Printer properties].

For Windows XP or Windows Server 2003/2003 R2, right-click the machine you want to share, and then click [Sharing...].

10. Click the [Sharing] tab, and select the [Share this printer] check box.

For Windows Server 2008, on the [Sharing] tab, click [Shared as:].

For Windows Vista, click [Change saving options], and then check [Share this printer].

11. Click [OK].

For Windows XP/Vista, or Windows Server 2003/2003 R2/2008, click [Apply], and then click [OK].

Configure a computer connected to the network, where the print server is connected, as a client computer. See page 101 "Using as the Windows network printer".

Connecting the Computer and Installing the Software (Network Connection)

After setting up the hardware and making a test print, connect the machine to your computer. This section explains how to connect the machine to a computer via Ethernet or a wireless LAN, and how to use [Quick Install for Network], [PCL/RPCS Raster Printer Drivers] (SG 3110SFNw), [Printer Driver] (SG 3100SNw), [TWAIN/WIA Driver], and [LAN-Fax Driver] (SG 3110SFNw).

■ Reference

- For details about the connection method, see page 74 "Confirming the Connection Method".
- For details about test print, see page 260 "Printing a Configuration Page"

Before Installing the Software

Connect the machine and computer via Ethernet or wireless LAN. Then, specify the machine's network settings according to the network environment.

Connecting the Machine via Ethernet Interface

Be sure to install all necessary network equipment, such as hubs, etc. before connecting the Ethernet cable to the machine.

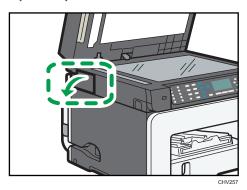
You can connect a 10BASE-T or 100BASE-TX cable to the machine.

- Ethernet cables are not supplied with this machine. Select your cable according to the network environment.
- 1. Open the ADF cover.

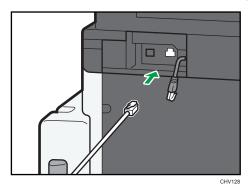


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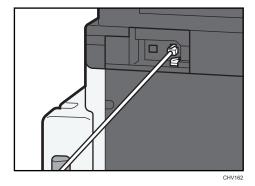
2. Open the port cover.



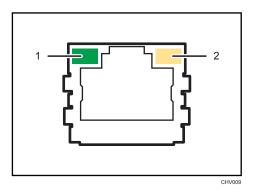
3. Pull the wireless LAN cable out, and then plug the Ethernet cable into the port.



4. Store the wireless LAN cable in its container.



5. Connect the other end of the cable to the machine's network, such as to a hub. Check the LEDs on the Ethernet port.



1. Indicator (green)

Lights whenever the machine is properly connected to the network.

2. Indicator (yellow)

Lights whenever the machine is sending or receiving data via the network.

- 6. Close the port cover.
- 7. Close the ADF cover, pressing it down firmly until it clicks.

Network Settings for Ethernet and Wireless LAN

Make the following network settings according to the network interface you are using.

The following table shows the settings that can be specified and their default factory values.

Setting Name	Value
Effct. Protocol	IPv4: Active
	IPv6: Inactive
Ethernet Speed	Auto Select
Machine IPv4 Address	Auto-Obtain (DHCP)
IPv4 Gateway Address	0.0.0.0
Machine IPv6 Address	-
IPv6 Gateway Address	-
IPv6 Stateless Setting	Active
Domain Name	Auto-Obtain (DHCP)
DNS Configuration	Auto-Obtain (DHCP)

Setting Name	Value
DDNS Configuration	Active
Permit SNMPv3 Communictn.	Encryption/Cleartext
Permit SSL/TLS Comm.	Ciphertext/Cleartext
Auto Email Notify	Inactive

The following example explains how to allocate an IPv4 address.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Interface Settings], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [Network], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Machine IPv4 Address], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Specify], and then press [IP Add.].
 The current IP address appears on the display.
- 9. Press the number keys to specify values in each field, and then press the [OK] key.

To get an IP address for the machine, contact your network administrator.

- 10. Specify "Subnet Mask" in the same way.
- 11. After you have made all the settings, press the [OK] key.

The specified settings are set and the initial screen reappears.

You can print the interface settings list to confirm the specified settings. For details, see page 245 "Print I/F Settings List".

- 12. Press the [Escape] key.
- 13. Turn the machine off.

Connecting the Machine via a Wireless LAN Interface

This section explains how to connect the machine to the network via a wireless LAN.



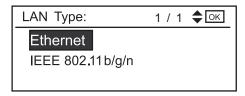
- Ad hoc mode is not supported.
- Ethernet and wireless LAN cannot be used at the same time.

- To switch from an Ethernet-based LAN to a wireless LAN, first plug the cable for the wireless LAN
 into the Ethernet board. Otherwise, wireless LAN cannot be used.
- You can select either "WEP" or "WPA" as the Security Method. Ask your network administrator for the security method of Wireless LAN to use.
- The factory default setting for [LAN Type] is [Ethernet].
- You can configure the security method via Web Image Monitor.

Switching a wireless LAN

To use a wireless LAN, you must switch [LAN Type] to [IEEE 802.11b/g/n].

- 1. Press the [User Tools] key.
- 2. Press [Login].
- Enter the login password, and then press the [OK] key.If this is the first time to do this, enter "000000" as the password.
- 4. Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Interface Settings], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [Network], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [LAN Type], and then press the [OK] key.
- 8. Press the [▲] or [▼] key to display [IEEE 802.11b/g/n], and then press the [OK] key.



9. After changing this setting, turn the machine off, and then turn it on again.

Setting the Easy Setup

Select [Easy Setup] if you want to configure wireless LAN settings using Wi-Fi Protected Setup (WPS).

Select either [PBC Method] or [PIN Method] that is correct to network connection via the access points you can use. Specify the settings according to your operating environment.

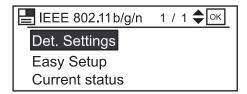
For details about the configuration and functions of the wireless LAN access point or router in use, see the manual supplied with the device.

PBC Method

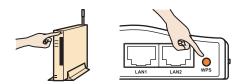
- 1. Start the wireless LAN access point.
- 2. Switch on the machine.

- 3. Press the [User Tools] key.
- 4. Press [Login].
- 5. Enter the login password, and then press the [OK] key.

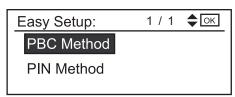
 If this is the first time to do this, enter "000000" as the password.
- 6. Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Interface Settings], and then press the [OK] key.
- 8. Press the [▲] or [▼] key to display [IEEE 802.11], and then press the [OK] key.
- 9. Press the [▲] or [▼] key to display [Easy Setup], and then press the [OK] key.



10. Press the WPS button on the access point.



11. Press the [▲] or [▼] key to display [PBC Method], and then press the [OK] key.



If the connection is successful, "Connection to AP has succeeded." will be displayed.

If the connection fails, "Connection to AP has failed." is displayed. If this is the case, go back to step 9. If the problem persists, check whether the access point is working properly. If the access point is working properly but the problem still persists, contact your sales or service representative.



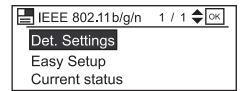
• If the access point cannot be detected within 120 seconds, the search session expires.

PIN Method

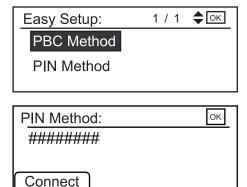
- 1. Start the wireless LAN access point.
- 2. Switch on the machine.
- 3. Press the [User Tools] key.

- 4. Press [Login].
- 5. Enter the login password, and then press the [OK] key.

 If this is the first time to do this, enter "000000" as the password.
- 6. Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Interface Settings], and then press the [OK] key.
- 8. Press the [▲] or [▼] key to display [IEEE 802.11], and then press the [OK] key.
- 9. Press the [▲] or [▼] key to display [Easy Setup], and then press the [OK] key.



10. Press the [▲] or [▼] key to display [PIN Method], and then press the [OK] key.



11. Enter the machine's PIN on the access point web page.



For details, see the manual supplied with the wireless LAN access point.

- 12. Execute WPS (PIN system) from the access point's web page.
- 13. Press [Connect].

If the connection fails, "Connection to AP has failed." is displayed. If this is the case, go back to step 11. If the problem persists, check whether the access point is working properly. If the access point is working properly but the problem still persists, contact your sales or service representative.

Setting the SSID

This section explains how to specify the Service Set Identifier (SSID).

To use wireless LAN, you must specify the SSID of the wireless access point that the machine will connect to for network access. Ask your network administrator for the SSID to use.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Interface Settings], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [IEEE 802.11], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Det. Settings], and then press the [OK] key.
- 8. Press the [▲] or [▼] key to display [SSID], and then press the [OK] key.
- 9. Press [SSID].

If an SSID has been set, you can check the current SSID setting.

10. Enter the characters, and then press the [OK] key.

The characters that can be used are ASCII 0x20-0x7e (32 characters).

The SSID can also be set using a Web Image Monitor.

- 11. Press the [OK] key.
- 12. Press the [Escape] key.

Setting the encryption

- 1. Press the [User Tools] key.
- 2. Press [Login].
- Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- 5. Press the [♠] or [▼] key to display [Interface Settings], and then press the [OK] key.
- Press the [▲] or [▼] key to display [IEEE 802.11], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Det. Settings], and then press the [OK] key.
- 8. Press the [▲] or [▼] key to display [Encryption], and then press the [OK] key.
- Press the [▲] or [▼] key to select [Inactive], [WEP], [WPA-PSK] or [WPA-EAP], and then
 press the [OK] key.
 - If you selected [WEP], specify the [Key Length].
 - If you selected [WPA-PSK] or [WPA-EAP], specify the WPA.

• If you do not need the encryption of the wireless LAN, select [Inactive], and then specify the [User Password].

Setting the WPA

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Interface Settings], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [IEEE 802.11], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Det. Settings], and then press the [OK] key.
- 8. Press [▲] or [▼] to display [WPA], and then press the [OK] key.
- Press the [▲] or [▼] key to select [WPA (TKIP)], [WPA (AES)], or [WPA2(AES)], and then
 press the [OK] key.

Setting the encryption key

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Interface Settings], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [IEEE 802.11], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Det. Settings], and then press the [OK] key.
- 8. Press the [♠] or [▼] key to display [Pre-shared Key Format], and then press the [OK] key.
- 9. Press the [▲] or [▼] key to select [Passphrase] or [Hex], and then press the [OK] key.
- 10. Press the [▲] or [▼] key to display [Pre-shared Key], and then press the [OK] key.
- 11. Enter the pre-shared key, and then press the [OK] key.
 - You can enter up to 8 to 63 characters for [Passphrase].
 - You can enter up to hexadecimal characters up to 64 for [Hex].
- 12. Press the [▲] or [▼] key to display [Key Length], and then press the [OK] key.
- 13. Press the [▲] or [▼] key to select [64bit] or [128bit], and then press the [OK] key.
- 14. Press the [▲] or [▼] key to display [Key Format], and then press the [OK] key.

- Press the [▲] or [▼] key to select [ASCII (5 digits)], [Hex (10 digits)], [ASCII (13 digits)] or [Hex (26 digits)], and then press the [OK] key.
 - If you selected [64bit] under [Key Length], you can enter 5 characters for [ASCII (5 digits)] or 10 characters for [Hex (10 digits)].
 - If you selected [128bit] under [Key Length], you can enter 13 characters for [ASCII (13 digits)] or 26 characters for [Hex (26 digits)].
- 16. Press the [▲] or [▼] key to display [Encryption Key], and then press the [OK] key.
- 17. Enter the encryption key, and then press the [OK] key.
 - If you selected [WPA-EAP] under [Encryption], or [WPA2(AES)] under [WPA], specify the [EAP Type].
 - If you use the authentication server, specify [EAP Type], [EAP User ID], [RADIUS User Name] and [RADIUS User Password] to enhance the security.

Setting the user password

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Interface Settings], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [IEEE 802.11], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Det. Settings], and then press the [OK] key.
- 8. Press the [▲] or [▼] key to display [User Password], and then press the [OK] key.
- 9. Enter the password, and then press the [OK] key.

Quick Install

Follow the procedure below to install the printer driver.

- Only administrators can perform this installation. Log on as a member of the Administrators group.
- Insert the CD-ROM in the CD-ROM drive.
 Quit all other applications currently running.
- 2. Select a language for the interface, and then click [OK].
- 3. Click [Quick Install for Network].

- 4. Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].
- 5. Follow the instructions that will be displayed. The installer starts.

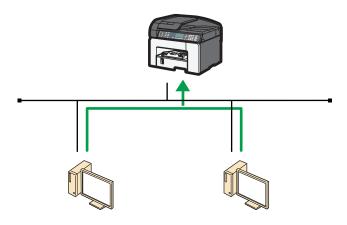


- Although the Windows security warning may appear during installation, ignore it and continue with the installation.
- The installer launch automatically as Auto Run programs when you insert the CD-ROM. Auto Run
 might not work automatically with certain OS settings. If this is the case, double-click "SETUP.EXE",
 located on the CD-ROM root directory, or click [Run SETUP.EXE] in the [AutoPlay] dialog box.
- If a message prompting you to restart the computer appears, restart the computer.
- Confirm the printer driver is correctly installed by checking the [Power] key is lit, and then performing a test print. See page 260 "Printing a Configuration Page".

Installing the Printer Drivers

For network connection, you can either perform direct printing (over a peer-to-peer network) using the Windows printer port, or access the printer as a network printer via the print server.

Using this printer as the Windows printing port



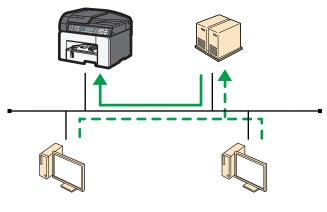
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Operating System	Available Ports
Windows Vista/7 Windows Server 2008/2008 R2	SmartDeviceMonitor for Client port Standard TCP/IP Port Internet Port LPR port WSD port
Windows XP Windows Server 2003/2003 R2	SmartDeviceMonitor for Client port Standard TCP/IP Port Internet Port LPR port

Using as a network printer

This printer can be used as the Windows network printer.

See page 101 "Using as the Windows network printer".



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Using the standard TCP/IP port

This section explains how to install the printer driver (TCP/IP) and set up the Standard TCP/IP Port.



• Only administrators can perform this installation. Log on as a member of the Administrators group.

- For Windows XP and Windows Server 2003/2003 R2, the Standard TCP/IP Port is unavailable
 in an IPv6 environment. In such a case, use the port with IPv4 or use the SmartDeviceMonitor for
 Client port.
- 1. Insert the CD-ROM in the CD-ROM drive.
 - Quit all applications currently running.
- 2. Select an interface language, and then click [OK].
- 3. Click [PCL/RPCS Raster Printer Drivers] or [Printer Driver].
- Read the entire license agreement carefully. If you accept its terms, click [I accept the
 agreement.], and then click [Next >].
- 5. Select the program you want to use, and then click [Next >]. (SG 3110SFNw)
 - Click [Connect to a printer port or LAN], and then click [Next>]. (SG 3100SNw)
 - To search for printers automatically, select [Search for printers automatically], and then follow the wizard's instructions.
 - To search for a printer by its IP address, select [Search for printers by specified IP Address], and then follow the wizard's instructions.
 - If you do not search for a printer, select [Do not search]. In this example procedure, [Do not search] is selected.
- 6. Select the model of printer you want to use.
- 7. Click [+] to display the printer settings.
- 8. Click [Port:], and then click [Add].
- 9. Click [Standard TCP/IP], and then click [OK].
- 10. Click [Next>].
- Enter the printer name or machine's IP address in the [Printer Name or IP Address] box, and then click [Next >].
- 12. Click [Finish].
- 13. If necessary, configure the default printer.
- 14. If necessary, configure the setting for sharing the printer.
- 15. Click [Continue].
 - The printer driver installation starts.
- 16. If you want to make initial settings for the printer, click [Set Now] or [OK].
- 17. Make initial settings, and then click [OK].
- 18. Select whether or not to open the Status Monitor automatically, and then click [Next>].
- 19. Click [Finish].

If a dialog box asking whether you want to restart now appears, select [Yes, restart now.], and then click [Finish].



- Although the Windows security warning may appear during installation, ignore it and continue with the installation.
- A message appears if there is a newer version of the printer driver already installed. If this is the
 case, you cannot install the printer driver using Auto Run. See page 369 "If a Message Appears
 during Installation".

Using the LPR port

This section explains how to install the printer driver (TCP/IP) and set up the LPR Port.



- Only administrators can perform this installation. Log on as a member of the Administrators group.
- 1. Insert the CD-ROM in the CD-ROM drive.

Quit all applications currently running.

- 2. Select an interface language, and then click [OK].
- 3. Click [PCL/RPCS Raster Printer Drivers] or [Printer Driver].
- 4. Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].
- 5. Select the program you want to use, and then click [Next >]. (SG 3110SFNw)

Click [Connect to a printer port or LAN], and then click [Next>]. (SG 3100SNw)

- To search for printers automatically, select [Search for printers automatically], and then follow the wizard's instructions.
- To search for a printer by its IP address, select [Search for printers by specified IP Address], and then follow the wizard's instructions.
- If you do not search for a printer, select [Do not search]. In this example procedure, [Do not search] is selected.
- 6. Select the model of printer you want to use.
- 7. Click [+] to display the printer settings.
- 8. Click [Port:], and then click [Add].
- 9. Click [LPR Port], and then click [OK].

If [LPR Port] does not appear, see Windows Help and install it.

- 10. Enter the machine's IP address in the [Name or address of server providing lpd] box.
- 11. Enter "lp" in the [Name or address of server providing lpd] box, and then click [OK].
- 12. If necessary, configure the default printer.
- 13. If necessary, configure the setting for sharing the printer.

14. Click [Continue].

The printer driver installation starts

- 15. If you want to make initial settings for the printer, click [Set Now] or [OK].
- 16. Make initial settings, and then click [OK].
- 17. Select whether or not to open the Status Monitor automatically, and then click [Next >].
- 18. Click [Finish].

If a dialog box asking whether you want to restart now appears, select [Yes, restart now.], and then click [Finish].



- Although the Windows security warning may appear during installation, ignore it and continue with the installation.
- A message appears if there is a newer version of the printer driver already installed. If this is the
 case, you cannot install the printer driver using Auto Run. See page 369 "If a Message Appears
 during Installation".

Using the WSD port

This section explains how to install the PCL printer driver using the WSD port.

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- The WSD port can be used under Windows Vista/7, or Windows Server 2008/2008 R2.
- Only administrators can perform this installation. Log on as a member of the Administrators group.
- You can connect to the machine only if both the machine and computer are on the same network segment, or "Network discovery" is enabled. For details, see Windows Help.

Windows 7, Windows Server 2008 R2

- 1. Quit all applications currently running.
- 2. On the [Start] menu, click [Computer].
- 3. Click [Network].

The [Network] window appears, and the device search begins automatically.

4. Right-click the machine icon, and then click [Install].

If the "Device driver software was not successfully installed" message appears, close the message, and then skip to step 5.

- 5. On the [Start] menu, click [Devices and Printers].
- 6. Click [Add a printer].
- 7. Click [Add a local printer].

- 8. Check the [Use an existing port:] check box, and select WSD port.
- 9. Click [Next].
- 10. Click [Have Disk...].
- 11. Insert the CD-ROM in the CD-ROM drive.

If the [AutoPlay] dialog box appears, click the [Close] button.

12. Click [Browse...], and then specify a location for the printer driver.

The Drivers are in the following folders on the supplied CD-ROM.

- RPCS raster printer driver for the 32-bit Windows
 DRIVERS\X86\RPCS_R\XP_VISTA\DISK1
- RPCS raster printer driver for the 64-bit Windows DRIVERS\X64\RPCS_R\X64\DISK1
- 13. Click [OK].
- 14. Select the printer you want to use, and then click [Next].
- 15. Follow the instructions on the screens.

According to your needs, you may change the machine name, configure the machine as a default printer and/or a shared printer, and print a test page.

16. Click [Finish].

If installation is successful, the machine icon connected to the WSD port is added to the [Devices and Printers] window.



- The port name that follows "WSD" uses random character strings. It cannot be changed freely.
- To stop installation of the selected driver, click [Cancel] before the installation is complete. When
 re-installing the WSD Port, right-click the machine icon in the [Network] window, and then click
 [Uninstall].

Windows Vista, Windows Server 2008

- 1. Quit all applications currently running.
- 2. On the [Start] menu, click [Network].

The [Network] window appears, and the device search begins automatically.

3. Right-click the machine icon, and then click [Install].

If the [User Account Control] dialog box appears, click [Continue].

4. Click [Locate and install driver software (recommended)].

If the [User Account Control] dialog box appears, click [Continue].

5. Click [Browse my computer for driver software (advanced)].

6. Insert the CD-ROM in the CD-ROM drive.

If the [AutoPlay] dialog box appears, click the [Close] button.

7. Click [Browse...], and then specify a location for the printer driver.

The Drivers are in the following folders on the supplied CD-ROM.

- RPCS raster printer driver for the 32-bit Windows
 DRIVERS\X86\RPCS_R\XP_VISTA\DISK1
- RPCS raster printer driver for the 64-bit Windows
 DRIVERS\X64\RPCS_R\X64\DISK1
- 8. Click [Next].

If the [Windows can't verify the publisher of this driver software] message appears, click [Install this driver software anyway].

9. Click [Close].

If installation is successful, the machine icon connected to the WSD port is added to the [Printers] window.



- The port name that follows "WSD" uses random character strings. It cannot be changed freely.
- To stop installation of the selected driver, click [Cancel] before the installation is complete. When re-installing the WSD Port, right-click the machine icon in the [Network] window, and then click [Uninstall].

Using the SmartDeviceMonitor for client port

This section explains how to install the printer driver (TCP/IP) and set up the SmartDeviceMonitor for Client port.



- For a 64-bit operating system, bidirectional communication is not possible if the SmartDeviceMonitor port is used. In such a case, it is recommended to use the Standard TCP/IP Port.
- Only administrators can perform this installation. Log on as a member of the Administrators group.
- To use the SmartDeviceMonitor for Client port, you need to download SmartDeviceMonitor for Client from the manufacturer's Web site. See page 112 "Downloading Utility Software".
- 1. Insert the CD-ROM in the CD-ROM drive.

Quit all applications currently running.

- Select an interface language, and then click [OK].
- 3. Click [PCL/RPCS Raster Printer Drivers] or [Printer Driver].

- 4. Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].
- 5. Select the program you want to use, and then click [Next >]. (SG 3110SFNw)

Click [Connect to a printer port or LAN], and then click [Next >]. (SG 3100SNw)

- To search for printers automatically, select [Search for printers automatically], and then follow
 the wizard's instructions.
- To search for a printer by its IP address, select [Search for printers by specified IP Address], and then follow the wizard's instructions.
- If you do not search for a printer, select [Do not search]. In this example procedure, [Do not search] is selected.
- 6. Select the model of printer you want to use.
- 7. Click [+] to display the printer settings.
- 8. Click [Port:], and then click [Add].
- 9. Click [SmartDeviceMonitor], and then click [OK].
- 10. Select [TCP/IP], and then click [Search].

A list of printers using TCP/IP appears.

11. Select the printer you want to use, and then click [OK].

If the printer you want to use does not appear, click [Specify address], and then enter the machine's IP address or host name.

- 12. If necessary, configure the default printer.
- 13. If necessary, configure the setting for sharing the printer.
- 14. Click [Continue].

The printer driver installation starts.

- 15. If you want to make initial settings for the printer, click [Set Now] or [OK].
- 16. Make initial settings, and then click [OK].
- 17. Select whether or not to open the Status Monitor automatically, and then click [Next >].
- 18. Click [Finish].

If a dialog box asking whether you want to restart now appears, select [Yes, restart now.], and then click [Finish].



- Although the Windows security warning may appear during installation, ignore it and continue with the installation.
- A message appears if there is a newer version of the printer driver already installed. If this is the
 case, you cannot install the printer driver using Auto Run. See page 369 "If a Message Appears
 during Installation".

Using as the Windows network printer

This section assumes that the client has already been configured to communicate with a print server. Do not begin the following procedure before the client is set up and configured correctly.

To use the print server, install the printer driver by selecting "Network printer server", and then select the shared printer.



- Only administrators and power users can perform this installation. Log on as a member of the Administrators or Power Users group.
- If you print with a print server connected to the printer using the SmartDeviceMonitor port,
 Recovery Printing and Parallel Printing cannot be used from the client.
- If you print with a Windows XP/Vista/7 or Windows Server 2003/2003 R2/2008 print server, notification functions of SmartDeviceMonitor may not be used with the client.
- 1. Insert the CD-ROM in the CD-ROM drive.
 - Quit all applications currently running.
- 2. Select an interface language, and then click [OK].
- 3. Click [PCL/RPCS Raster Printer Drivers] or [Printer Driver].
- 4. Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].
- Select the program you want to use, and then click [Next >]. (SG 3110SFNw)
 - Click [Connect to a printer port or LAN], and then click [Next >]. (SG 3100SNw)
 - To search for printers automatically, select [Search for printers automatically], and then follow the wizard's instructions.
 - To search for a printer by its IP address, select [Search for printers by specified IP Address], and then follow the wizard's instructions.
 - If you do not search for a printer, select [Do not search]. In this example procedure, [Do not search] is selected.
- 6. Select the model of printer you want to use.
- 7. Click [+] to display the printer settings.
- 8. Click [Port:], and then click [Add].
- 9. Click [Network Printer], and then click [OK].
- Double-click the computer name you want to use as a print server in the [Browse for Printer] window.
- 11. Select the printer you want to use, and then click [OK].
- 12. If necessary, configure the default printer.
- 13. If necessary, configure the setting for sharing the printer.

14. Click [Continue].

The printer driver installation starts.

- 15. If you want to make initial settings for the printer, click [Set Now] or [OK].
- 16. Make initial settings, and then click [OK].
- 17. Select whether or not to open the Status Monitor automatically, and then click [Next >].
- 18. Click [Finish].

If a dialog box asking whether you want to restart now appears, select [Yes, restart now.], and then click [Finish].



- The installer launch automatically as Auto Run programs when you insert the CD-ROM. Auto Run
 might not work automatically with certain OS settings. If this is the case, double-click "SETUP.EXE",
 located on the CD-ROM root directory, or click [Run SETUP.EXE] in the [AutoPlay] dialog box.
- Although the Windows security warning may appear during installation, ignore it and continue with the installation.
- A message appears if there is a newer version of the printer driver already installed. If this is the
 case, you cannot install the printer driver using Auto Run. See page 369 "If a Message Appears
 during Installation".
- If the Windows network printer settings are not configured correctly, installation will fail. In this
 case, cancel the installation and correctly configure the Windows Networks settings. For details
 about configuring the settings, see page 80 "Sharing the printer".

Installing Other Drivers

Installing the TWAIN Driver

Follow the procedure below to install the TWAIN driver only. To use the TWAIN scanner function, you need to install the TWAIN driver on the client computer.



- For Windows XP/Vista/7, Windows Server 2003/2003 R2/2008/2008 R2 log on as an administrator (a user with an administrator right).
- If the "Add New Hardware Wizard" appears when a USB connection is enabled, follow the instructions on the screen and install the required driver.
- 1. Insert the CD-ROM in the CD-ROM drive.

Quit all applications currently running.

- 2. Select an interface language, and then click [Next >].
- 3. Click [TWAIN/WIA Driver].

- 4. Click [Next>].
- Read the entire license agreement carefully. If you accept the agreement terms, click [Yes].
- 6. Check the installation result, and then click [Finish].



 After inserting the CD-ROM, the "Drivers & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].

Specifying [IO Type]

This section explains how to specify the TWAIN driver interface settings. For details about the TWAIN driver, see TWAIN driver's Help.

- 1. Launch the TWAIN driver.
- 2. Select [Network] check box, and then click [Search].

The computer searches the network for available machines.

When specifying the machine directly, enter the machine's IP address.

- 3. Select the machine's IP address from the dropdown list.
- 4. Click [OK].

The confirmation screen closes.

Installing the LAN-Fax Driver (SG 3110SFNw only)

Follow the procedure below to install the LAN-Fax driver only.



- For Windows XP/Vista/7, Windows Server2003/2003 R2/2008/2008 R2 log on as an administrator (a user with an administrator right).
- If the "Add New Hardware Wizard" appears when a USB connection is enabled, follow the instructions on the screen and install the required driver.
- 1. Insert the CD-ROM in the CD-ROM drive.

Quit all applications currently running.

- 2. Select an interface language, and then click [Next >].
- 3. Click [LAN-Fax Driver].
- 4. Click [Next>].
- Read the entire license agreement carefully. If you accept the agreement terms, click [Yes].
- 6. Select the model of printer you want to use, and then click [Next >].

7. Select [USB] or [TCP/IP], and then click [Next >].

If you select [TCP/IP], configure the port settings.

Although the warning may appear during installation, ignore it and continue with the installation.

8. Check the installation result, and then click [Finish].



• After inserting the CD-ROM, the "Drivers & Utilities" dialog box appears. If it does not, double-click the CD-ROM drive icon under [My Computer] or [Explorer], and then double-click [Setup.exe].

Configuring Telephone Network Settings (SG 3110SFNw only)

Selecting the Telephone Line Type

Select the telephone line type according to your telephone line service. There are two types: tone and pulse dial.

This function is not available in some regions.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Fax Features], and then press the [OK] key.
- Press the [♠] or [▼] key to display [Administrator Tools], and then press the [OK] key.
- 6. Press the [♠] or [▼] key to display [Select Dial/Push Phone], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to select the telephone line type appropriate for your telephone service, and then press the [OK] key.
- 8. Press the [Escape] key.

Selecting the Telephone Network Connection Type

Select the type of connection to the telephone network.

There are two types: public switched telephone network (PSTN) and private branch exchange (PBX). When your machine is connected through a PBX, set to [Extension]. If it is connected directly to the telephone network (PSTN), set to [Outside].

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Fax Features], and then press the [OK] key.
- Press the [♠] or [▼] key to display [Administrator Tools], and then press the [OK] key.
- Press the [▲] or [▼] key to display [G3 Analog Line], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Extension/Outside], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Extension] or [Outside], and then press the [OK] key.
- 9. Press the [Escape] key.

Setting the Outside Line Access Number

If the machine is connected to the telephone network through a PBX, set the dial number to access the outside line.



- Make sure to set the outside line access number that matches the setting of your PBX. Otherwise, you may not be able to send faxes to outside destinations.
- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Fax Features], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Administrator Tools], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [G3 Analog Line], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Outside Access No.], and then press the [OK] key.
- 8. Enter the outside line access number using the number keys, and then press the [OK] key.
- 9. Press the [Escape] key.

2

Connecting to a Telephone Line (SG 3110SFNw only)

You can connect the machine to the public switched telephone network (PSTN) directly or through a private branch exchange (PBX).

Also, you can connect an external telephone to use the same telephone line for voice calls.

Region B (mainly North America)

CAUTION

• To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.

Region B (mainly North America)

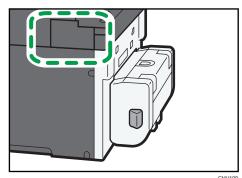
ATTENTION

• Pour réduire le risque d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG ou de section supérieure.

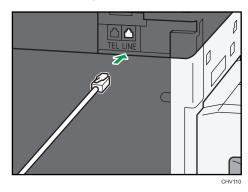
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- Make sure the connector is the correct type before you start.
- Region B (mainly North America): By law in the United States, you must program your phone number identification (your fax number) into your machine before you can connect to the public phone system.
- 1. Open the ADF cover.

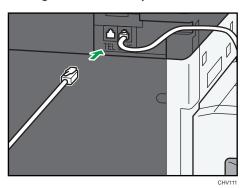




3. Connect a telephone line cord to LINE.

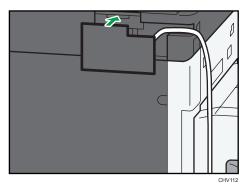


4. If using an external telephone, connect the telephone to TEL.

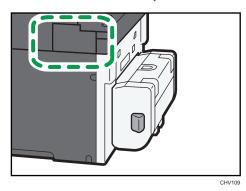


2





6. Attach the cable cover in place.



7. Close the ADF cover, pressing it down firmly until it clicks.

U Note

- After connecting the machine to the telephone line, configure the telephone network settings and fax reception mode.
- If your telephone has functions that are not compatible with this machine, those functions will not be usable.
- Confirm that you have registered user fax number and user name during Initial Setup. You can check the registered information in [Program Fax Information] under [Fax Features].

■ Reference

- For details about registering fax sender information, see page 71 "Initial Setup".
- For details about configuring the telephone network settings, see page 105 "Configuring Telephone Network Settings (SG 3110SFNw only)".
- For details about configuring fax reception mode, see page 212 "Selecting Reception Mode".
- For details about [Program Fax Information], see page 268 "Fax Features (SG 3110SFNw only)".

Installing and Opening the User Guide

Follow the procedure below to install the User Guide.

1. Insert the CD-ROM in the CD-ROM drive.

Quit all other applications currently running.

The installer launch automatically as Auto Run programs when you insert the CD-ROM. Auto Run might not work automatically with certain OS settings. If this is the case, double-click "SETUP.EXE", located on the CD-ROM root directory, or click [Run SETUP.EXE] in the [AutoPlay] dialog box.

- 2. Select a language for the interface, and then click [OK].
- 3. Click [Install manuals].
- 4. Read the entire license agreement carefully. If you accept its terms, click [I accept the agreement.], and then click [Next >].
- Confirm the location in which you want to install the User Guide, and then click [Next >].
 To change the installation location, click [Change...].
- Confirm the program folder in which you want to install the User Guide, and then click [Next >].
- 7. Click [Install].

Installation starts.

During installation, a message asking whether you want to create a desktop shortcut icon is displayed. Click [Yes] or [No] as appropriate.

- 8. When installation is complete, click [Finish].
- 9. Open the User Guide that you installed.

To open the manuals from an icon, double-click the icon on the desktop. To open the manuals from the [Start] menu, point to [All Programs], point to [Product Name], and then click [Product Name User Guide]. To open the User Guide from the status error message, see page 111 "Opening the User Guide When an Error Message Appears on the Status Monitor".



- Recommended browsers:
 - Internet Explorer 6 or later
 - Firefox 3.5 or later
 - Safari 4.0 or later
- Non-recommended browsers can display the simplified manual only.
- Depending on your computer's operating environment, the HTML manual you select will be one of the following:
 - Standard version

- · Simplified version
- If you are using an earlier or non-recommended browser and the simplified version of the
 documentation does not appear automatically, open index.htm, which can be found in the
 following folder on the CD-ROM: MANUAL_HTML\LANG\(language)\op_guide\int
- If you want to read the HTML manuals on a Macintosh, insert the CD-ROM in the CD-ROM drive, and then click [Read HTML manuals].
- Only administrators can perform this installation. Log on as a member of the Administrators group.
- The system requirements for installing the manuals are as follows:
 - Operating system: Windows XP/Vista/7, Windows Server 2003/2003 R2/2008
 - Minimum display resolution: 800 × 600 pixels
- To delete an installed manual, see page 344 "Removing the User Guide".

Opening the User Guide When an Error Message Appears on the Status Monitor

This section explains how to open the User Guide when Printer Status error message is displayed.

- 1. Check the error message.
- 2. Click [User Guide].

The browser opens, and then the User Guide appears.

Open the User Guide from here if a problem occurs while using the printer.

Opening the User Guide from the CD-ROM

This section explains how to open the User Guide from the supplied CD-ROM.

1. Insert the CD-ROM in the CD-ROM drive.

The installer launch automatically as Auto Run programs when you insert the CD-ROM. Auto Run might not work automatically with certain OS settings. If this is the case, double-click "SETUP.EXE", located on the CD-ROM root directory, or click [Run SETUP.EXE] in the [AutoPlay] dialog box.

- 2. Select a language for the interface, and then click [OK].
- 3. Click [Read HTML manuals].

The browser opens, and then the User Guide appears.

Downloading Utility Software

This section explains the utility software for this machine.

SmartDeviceMonitor for Client

SmartDeviceMonitor for Client allows you to manage and print various data such as files created with an application, images scanned with a scanner, and existing images as one document.

SmartDeviceMonitor for Client has the following functions:

- Checking printer supplies such as paper or ink
- · Checking results of print jobs executed from the computer

SmartDeviceMonitor for Client is available as a free download. Contact your local dealer for information on downloading the software.



• For details about the functionality, see Help of SmartDeviceMonitor for Client.

2

Paper

This section explains the available paper types and how to load paper.

Loadable Paper Sizes and Quantities

Tray 1

Туре	Size	Paper capacity
Plain/Inkjet Plain Paper	A4 (210 × 297 mm)	Load: 250 sheets
	A5 (148 × 210 mm)□	Stack: 100 sheets
	A6 (105 × 148 mm)□	
	B5 JIS (182 × 2 <i>57</i> mm)□	
	Letter (8 ¹ / ₂ × 11)□	
	Legal $(8^{1}/_{2} \times 14)^{D^{*}1}$	
	$8^{1}/_{2} \times 5^{1}/_{2}$	
	Executive $(7^1/_4 \times 10^1/_2)$	
	$8^{1}/_{2} \times 13^{2}$	
	8 ¹ / ₄ × 13 ^{D*1}	
	8 × 13D*1	
	16KD	
Plain/Inkjet Plain Paper	Custom paper sizes	Load: 250 sheets
		Stack: 100 sheets
	Vertical: 139.7- 297.0 mm	
	(5.50- 11.69 inches)	
	Horizontal: 88.0- 216.0 mm	
	(3.47- 8.50 inches)	
	Region B (mainly North America)	
	Vertical: 139.7- 356.0 mm	
	(5.50- 14.01 inches)	
	Horizontal: 88.0- 216.0 mm	
	(3.47- 8.50 inches)	

Туре	Size	Paper capacity
Glossy Paper	A4 (210 × 297 mm)□	Load: 20 sheets Stack: 1 sheet
Envelope	Com 10 Envelope $(4^1/_8 \times 9^1/_2)^{\square}$ Monarch Envelope $(3^7/_8 \times 7^1/_2)^{\square}$ C6 Envelope $(114 \times 162 \text{ mm})^{\square}$ C5 Envelope $(162 \times 229 \text{ mm})^{\square}$ DL Envelope $(110 \times 220 \text{ mm})^{\square}$	Load: 20 sheets Stack: 20 sheets

^{* 1} Region B (mainly North America)

Tray 2/Tray 3

Туре	Size	Paper capacity
Plain/Inkjet Plain Paper	A4 (210 × 297 mm)□	Load: 250 sheets
	A5 (148 × 210 mm)□	Stack: 100 sheets
	A6 (105 × 148 mm)□	
	B5 JIS (182 × 257 mm)□	
	Letter (8 ¹ / ₂ × 11)□	
	Legal $(8^1/_2 \times 14)$	
	Executive $(7^1/_4 \times 10^1/_2)$	
	8 ¹ / ₂ × 13□	
	8 ¹ / ₄ × 13□	
	8 × 13D	
Plain/Inkjet Plain Paper	Custom paper sizes	Load: 250 sheets
	Vertical: 148.0-356.0 mm	Stack: 100 sheets
	(5.50-14.01 inches)	
	Horizontal: 105.0- 216.0 mm	
	(4.14-8.50 inches)	
Glossy paper	A4 (210 × 297 mm)□	Load: 20 sheets
		Stack: 1 sheet

Bypass tray

Туре	Size	Paper capacity
Plain/Inkjet Plain Paper	A4 (210 × 297 mm)D	Load: 100 sheets
	A5 (148 × 210 mm)□	Stack: 100 sheets
	A6 (105 × 148 mm)□	
	B5 JIS (182 × 257 mm)□	
	Letter (8 ¹ / ₂ × 11)□	
	Legal (8 $^1/_2 \times 14$) \square	
	$8^{1}/_{2} \times 5^{1}/_{2} \square$	
	Executive $(7^1/_4 \times 10^1/_2)$	
	$8^{1}/_{2} \times 13\overline{\nu}$	
	8 ¹ / ₄ × 13 ^D	
	8 × 13 🗗	
	16KD	
Plain/Inkjet Plain Paper	Custom paper sizes *1	Load: 100 sheets
	Vertical: 127.0-1295.4 mm	Stack: 100 sheets
	(5.00-51.00 inches)	
	Horizontal: 55.0-216.0 mm	
	(2.17-8.50 inches)	
Glossy Paper	A4 (210 × 297 mm)□	Load: 1 sheet
		Stack: 1 sheet
Envelope	Com 10 Envelope $(4^1/_8 \times 9^1/_2)$	Load: 20 sheets
	Monarch Envelope $(3^7/_8 \times 7^1/_2)$	Stack: 20 sheets
	C6 Envelope (114 × 162 mm)	
	C5 Envelope (162 × 229 mm)D	
	DL Envelope (110 × 220 mm)	
Thick		Load: 20 sheets
(157-256 g/m ² (40 lb. bond 65 lb. Cover)		Stack: 20 sheets

 $^{^{*}}$ 1 Under the PCL driver, the available custom size is 139.7-355.9 mm (5.50-14.01 inches) (Vertical) × 55.0-216.0 mm (2.17-8.50 inches) (Horizontal).

Compatible paper sizes for duplex printing

Туре	Size
Plain/Inkjet Plain Paper	A4 (210 × 297 mm)□
	A5 (148 × 210 mm)□
	A6 (105 × 148 mm)□
	B5 JIS (182 × 257 mm)□
	Letter (8 ¹ / ₂ × 11) \Box
	$8^{1}/_{2} \times 5^{1}/_{2} \square$
	Executive $(7^1/_4 \times 10^1/_2)$
	16КД

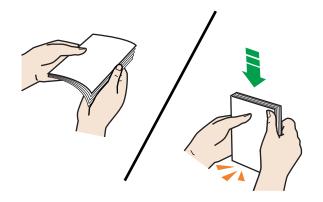


- For details about the usable paper thickness, see page 405 "Specifications".
- For precautions on handling paper, see page 118 "Paper type precautions".

Paper Handling Precautions

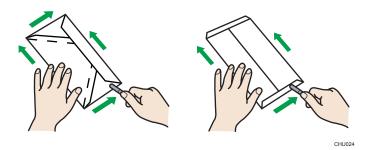
Loading precautions

- Load only supported paper in the paper tray.
- Load paper with the paper grain parallel to the feed direction.
- Do not load paper of different types at the same time.
- Before you load paper in the paper tray, remove all of the paper that is currently loaded in the tray.
- Pull the Tray 1-3 completely out before loading it with paper.
- Curled paper may jam. Straighten any curls within 2 mm (0.08 inches) before loading.



CHU023

Before loading envelopes, make sure their edges are sharply creased by rubbing the edges with a
pen or similar object.



Non-compatible paper

- wrinkled, folded, or damaged
- wavy at the ends
- curled
- absorbent
- dry and conducive to static buildup
- already printed on (such as the back of pre-printed paper)
- pre-printed (unless specified)
- heat sensitive/non-carbon
- too thick or thin
- pre-stitched
- glued or tacked
- stapled or clipped together
- dark in places
- irregular in length and proportion



• Even if compatible paper types are used, print quality may be lower than usual or paper jams may occur if the paper was improperly stored.

Paper storage precautions

If stored under adverse conditions, even paper suitable for printing can cause paper jams, poor print quality, or machine malfunctions. When you store paper, keep the following points in mind:

- Do not store paper in humid places.
- Do not store paper in direct sunlight.
- Store paper flat.
- Store unused paper in the original package.

Paper type precautions

Plain paper

• Use the bypass tray to print on thick paper (157 g/m² (40 lb. bond) or more).

Inkjet plain paper

- When printing on inkjet plain paper, in the [Printer Properties] dialog box, click [Inkjet Plain Paper]. This allows printing at higher quality.
- In the [Printer Properties] dialog box, when [Inkjet Plain Paper] is selected, only one-sided printing is possible. To print on both sides of a sheet, click [Plain].
- Use as soon as possible after opening the package.

Glossy paper

- The time it takes for the ink to dry depends on the kind of printed image and the environmental conditions. To ensure water and oil resistance, leave the printed sheet to dry for about a day.
- If the temperature exceeds 25 °C (77 °F) or the relative humidity exceeds 50%, problems
 with continuous feeding of glossy paper might occur. If this is the case, feed the sheets one by
 one.
- If you load multiple sheets of glossy paper and they do not feed in properly, feed them one by
- Ink smearing can be caused by environmental conditions (such as high humidity) and the type
 of image being printed (such as ink-heavy images). If smearing occurs, set [Select Print
 Quality:] to [Quality Priority] or [Speed Priority]. This may stop the ink smearing.
- Roller marks might appear on printed images.
- Duplex printing is not supported.
- When using these sheets, see the instructions supplied with them.

Envelopes

- Load envelopes carefully, because the printable area depends on the orientation. See page 119 "Printable area".
- Duplex printing is not supported.

Thick paper

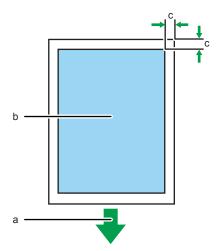
- Thick paper is heavier than 157 g/m² (42 lb.).
- You can insert paper with weights up to 256 g/m² (68 lb.) into the bypass tray.
- Insert paper with the print side face up into the bypass tray.
- Duplex printing is not supported.



• The ink may smear depending on the type of image. See page 363 "Prints are Unsatisfactory".

Printable area

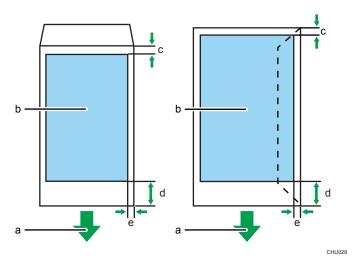
Printable and unprintable areas



CHU02

- a. Output Direction
- b. Printable Area
- c. Windows: 3 mm (0.12 inches), Mac: 4.2 mm (0.17 inches)

When printing on envelopes, the following print area limitations apply.



- a. Output Direction
- b. Printable Area
- c. 8 mm (0.4 inches)
- d. 38 mm (1.5 inches)
- e. 3 mm (0.2 inches)

Loading Paper

Load paper into the paper tray.



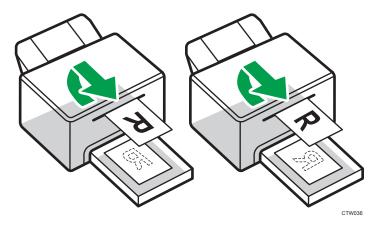
• When loading paper, take care not to trap or injure your fingers.

Tray 1-3

Load the paper with the side to be printed facing down.

In portrait format, the top of the document will coincide with the front edge of the sheet.

In landscape format, the top of the document will coincide with the right edge of the sheet.

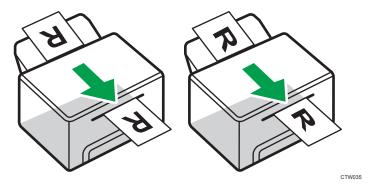


Bypass Tray

Place the paper with the side to be printed facing up.

In portrait format, the top of the document will coincide with the rear edge of the sheet.

In landscape format, the top of the document will coincide with the right edge of the sheet.



Printing on Envelopes

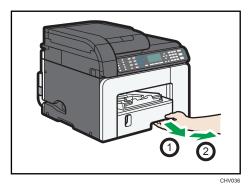


- Load paper with the print side face down in Tray 1.
- Load paper with the print side face up in the bypass tray.
- Before loading envelopes, make sure their edges are sharply creased by rubbing the edges with a
 pen or similar object.
- Load envelopes with their flaps closed.
- Depending on the application, the orientation in which the envelope must be loaded may change.

Envelope	Tray 1	Bypass Tray	
	Flap: Closed, on the right	Flap: Closed, on the right	

Loading Paper into Tray 1-3

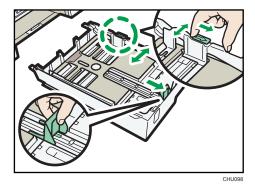
Hold the tray grip, pull the tray halfway out, lift it slightly (①), and then pull it out further (②).



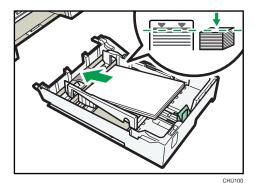
Pull the tray completely out. Take care not to drop it.

After pulling out the tray, check that no paper remains in the machine. If there are any remaining paper sheets, remove them.

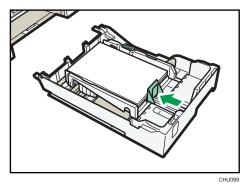
2. Pinch the catch of the paper guide on the right side, slide the paper guides to match the size of paper you want to load, and then push the end paper guide out until there is space between them.



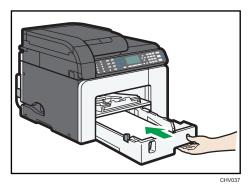
3. Load paper with the print side face down but not over the limit mark.



4. Squeeze the front end paper guide, and then slide it to meet the edge of the paper.

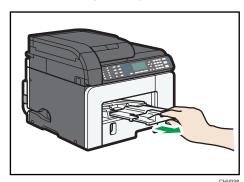


5. Push the tray gently in until it stops.



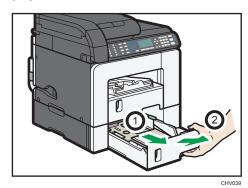
Before you push tray 1 in, make sure the output ramp is closed.

6. Pull out the output ramp extension.



Extending the Paper Tray To Load Paper

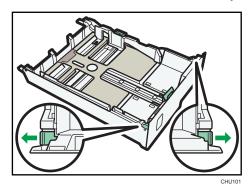
Hold the tray grip, pull the tray halfway out, lift it slightly (①), and then pull it out further (②).



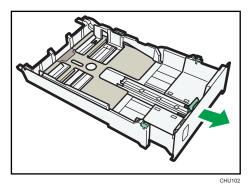
Pull the tray completely out. Take care not to drop it.

After pulling out the tray, check that no paper remains in the machine. If there are any remaining paper sheets, remove them.

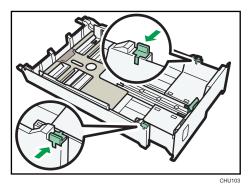
2. Slide both tabs to the outside of the tray, and then release the lock.



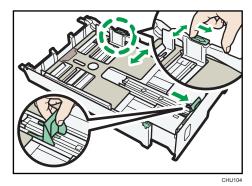
3. Pull out the tray extension.



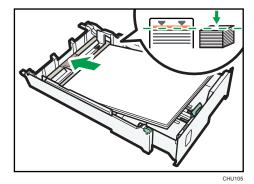
4. Slide both tabs to the original positions, and then lock the tray.



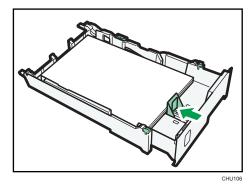
5. Pinch the catch of the paper guide on the right side, slide the paper guides to match the size of paper you want to load, and then push the end paper guide out until there is space between them.



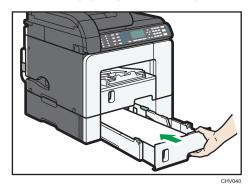
6. Load paper with the print side face down but not over the limit mark.



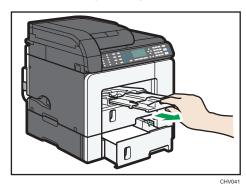
7. Squeeze the front end paper guide, and then slide it to meet the edge of the paper.



8. Push the tray gently in until it stops.



9. Pull out the output ramp extension.



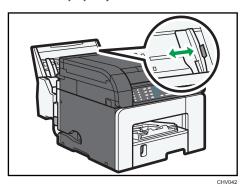
U Note

• Do not use the tray extension for A4 (Letter) size paper or smaller paper.

Loading Paper into Bypass Tray

This section explains how to load A4 sheets in bypass tray.

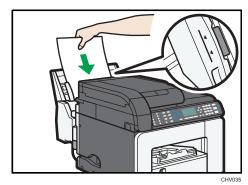
1. Pull out the bypass tray extension and adjust the position of the paper guide to match the size of the paper you want to load.



Press the lever on the side of the paper guide while moving the guide.

Adjust the position of the paper guide before loading paper.

2. Load paper with the print side face up but not over the limit mark.



Placing Originals

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

About Originals

This section describes the types of originals that can be placed and the parts of the original that are unscannable.

Recommended size of originals

This section describes the recommended size of the original.

Exposure glass

Up to 215.9 mm (8.5 inches) in width, up to 297 mm (11.7 inches) in length

ADF

- Paper size: 139.7 to 215.9 mm ($5^{1}/_{2}$ to $8^{1}/_{2}$ inches) in width, 139.7 to 355.6 mm ($5^{1}/_{2}$ to 14 inches) in length
- Paper weight: 50 to 110 g/m² (13 to 28 lb.)



- Only 1 sheet of an original can be placed on the exposure glass at a time.
- Up to 35 sheets of an original can be placed in the ADF at once (when using paper weighing 80 g/m², 20 lb.).

Types of originals not supported

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

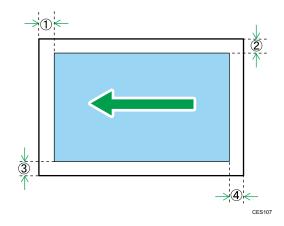
If placed on the exposure glass, the following types of original might result in gray or black lines appearing on prints:

- Originals larger or heavier than recommended
- Stapled or clipped originals
- Perforated or torn originals
- · Curled, folded, or creased originals
- · Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper

- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are wet with ink or white out

Unscannable image area

Even if you correctly place originals in the ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might not be scanned.



Margins when using exposure glass

	In copier mode	In scanner mode	In fax mode
① Тор	4.2 mm (0.17 inches)	0 mm	5 mm (0.2 inches)
② Right	4.2 mm (0.17 inches)	0 mm	4 mm (0.16 inches)
③ Left	4.2 mm (0.17 inches)	O mm	4 mm (0.16 inches)
④ Bottom	4.2 mm (0.17 inches)	O mm	5 mm (0.2 inches)

Margins when using ADF

	In copier mode	In scanner mode	In fax mode
① Тор	0 ± 3.5 mm (0 ± 0.14 inches)	0 ± 3.5 mm (0 ± 0.14 inches)	$0 \pm 3.5 \text{ mm } (0 \pm 0.14 \text{ inches})$
2 Right	0 ± 3 mm (0 ± 0.12 inches)	0 ± 3 mm (0 ± 0.12 inches)	0 ± 3 mm (0 ± 0.12 inches)
3 Left	0 ± 3 mm (0 ± 0.12 inches)	0 ± 3 mm (0 ± 0.12 inches)	0 ± 3 mm (0 ± 0.12 inches)
④ Bottom	0 ± 3.5 mm (0 ± 0.14 inches)	0 ± 3.5 mm (0 ± 0.14 inches)	0 ± 3.5 mm (0 ± 0.14 inches)

Placing Originals

This section describes the procedure for placing originals on the exposure glass and in the ADF.



Do not place originals before any correction fluid and ink has completely dried. Doing so may
make marks on the exposure glass that will appear on copies.



Because colors made by marker or highlighter pen on originals are difficult to reproduce, they
might not appear on copies, or might appear as different colors.

Placing originals on the exposure glass

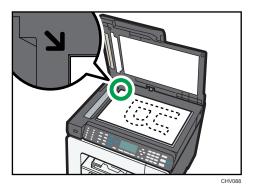
The exposure glass enables you to scan and send documents that cannot be fed into the ADF.



- Do not lift the ADF forcefully. Otherwise, the scanner unit might open or the cover of the ADF might be damaged.
- 1. Lift the ADF.

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

2. Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



3. Lower the ADF.

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

Placing originals in the ADF

By using the ADF, you can scan multiple pages at once.

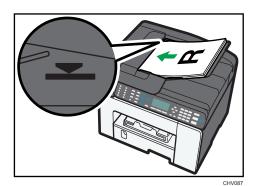


- Do not place different size originals in the ADF at once.
- Straighten curls in the originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the pages of your original before placing them in the ADF.
- Place the original squarely.
- 1. Adjust the guides according to the size of the original.



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2. Place the aligned originals face up but not over the limit mark in the ADF. The last page should be on the bottom.



Entering Characters

This section describes how to enter characters using the control panel when configuring the machine's settings.

Use the keys as follows to enter characters.

To enter a digit

Press a number key.

To delete a character

Press the [Clear/Stop] key.

To enter a fax number

• To enter a number

Use the number keys.

• To enter characters other than digits

"X": Press the [X] key.

"#": Press the [#] key.

Pause: Press the [Pause/Redial] key. "-" appears on the screen.

Tone: Press [Tone]. "T" appears on the screen.

To enter a name

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

To enter two characters that use the same number key successively, wait briefly after entering the first character.

For details about the characters you can enter, see page 419 "Available Characters".



- Characters you can enter depend on the setting you are configuring.
- If the number you entered is too large or too small for the setting, it will not be accepted.

3. Using the Printer Function

This chapter explains how to use the printer functions. The explanations below are based on RPCS Raster Printer Drivers.

Opening the Printer Driver Dialog Box

Opening the [Printer Properties] Dialog Box

1. On the [Start] menu, click [Devices and Printers].

For Windows Vista or Windows Server 2008, click [Control Panel]. Then click [Hardware and Sound], and then click [Printers].

For Windows XP, click [Printers and Faxes].

For Windows Server 2003/2003 R2, point to [Settings], and then click [Printers and Faxes].

2. Right-click the machine icon, and then click [Printer properties].

For Windows Vista/XP or Windows Server 2003/2003 R2/2008, right-click the machine icon, and then click [Properties].

Opening the [Printing Preferences] Dialog Box

1. On the [Start] menu, click [Devices and Printers].

For Windows Vista or Windows Server 2008, click [Control Panel]. Then click [Hardware and Sound], and then click [Printers].

For Windows XP, click [Printers and Faxes].

For Windows Server 2003/2003 R2, point to [Settings], and then click [Printers and Faxes].

2. Right-click the icon of the printer, and then click [Printing Preferences].

Opening from an Application

If you open the [Printing Preferences] dialog box from an application, the default settings appear. Change the settings as required and carry out printing.

Changes made here are only applicable to this application. If printing is performed using other applications, this setting will not be applied. Some applications may automatically change the printer driver settings.

The procedure below is an example for NotePad (included in the standard Windows package).

3

How to open the [Printing Preferences] dialog box differs depending on the application. From most applications, the [Printing Preferences] dialog box can be opened by clicking [Print...] or [Page Setup...] on the [File] menu, and then clicking [Preferences]. For details, see Help of the application.

- 1. On the [File] menu, click [Print...].
- 2. In the [Select Printer] area, select the name of this printer, and then click [Preferences].

3

Specifying Settings on [Accessories] Tab

Conditions for Bidirectional Communication

If bidirectional communication is enabled, the machine's information is automatically sent to your computer. You can also check the machine's status from your computer.

If bidirectional communication is enabled and the option is not recognized, turn the machine off, and then turn it on again.

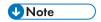
To support bidirectional communication, the following conditions must be met:

Connecting Machine via USB

- The computer supports bidirectional communications.
- The printer properties settings are specified for bidirectional communications.

Connecting Machine via Ethernet Interface

• The printer properties settings are specified for bidirectional communications.



 If you share a printer connected to the print server, bidirectional communication between the printer and client computer may not work depending on the Windows firewall setting. See page 385 "Status Monitor Does Not Open".

If Bidirectional Communication is Unavailable

This section explains how to configure the printer driver settings for the option attached to the machine and the size of the loaded paper. Perform this procedure if the machine and computer are not communicating bidirectionally.



- Only administrators can make this setting. Log on as a member of the Administrators group.
- 1. Open the [Printer Properties] dialog box.

See page 135 "Opening the [Printing Preferences] Dialog Box".

When you open the [Printer Properties] dialog box for the first time after installing the printer driver, or if you have not specified the attached options yet, a prompt to specify the options appears. In this case, click [OK].

- 2. Click the [Accessories] tab.
- 3. Select options installed from the [Options] area.
- 4. Click [Change Input Tray Settings...].
- 5. Select the tray from the [Input Tray:] list.

- 6. Select the paper size from the [Paper Size:] list.
- 7. Click [Modify Input Tray/Paper Size].
- 8. Click [OK].
- 9. Click [OK] to close the [Printer Properties] dialog box.



• If you add an optional tray to an existing printer, you must refresh the settings on the printer's [Accessories] tab.

3

Printing



- If you print on glossy paper, be sure to remove each sheet as it is delivered to the output ramp.
- 1. Load paper into paper tray.

How to load paper depends on the paper type. See page 113 "Loadable Paper Sizes and Quantities".

2. Open the [Printing Preferences] dialog box from the application.

See page 135 "Opening from an Application".

- 3. Click the [One Click Presets] tab.
- 4. Select the paper type from the [Paper Type:] list.

If you select [Inkjet Plain Paper], the machine will print on one side only. To print on both sides, select [Plain].

If necessary, specify different printer settings.

5. Click [OK].



- For details about specifying print settings, see the printer driver Help.
- For details about the number of sheets that you can load in the paper tray and that can be stacked on the output ramp, see page 118 "Paper type precautions".
- For precautions on handling paper, see page 116 "Loading precautions".
- For details about the printable area of a sheet, see page 119 "Printable area".
- When printing on both sides, content other than text is printed at lower density.
- If ink smears appear and characters are not properly formed when printing white text on a black background, select [High Speed] or [Speed Priority] in the [Select Print Quality:], and then print the job again.
- Under the PCL driver, the available custom size is 127.0-355.9 mm (5.00-14.01 inches) (Vertical)
 × 55.0-216.0 mm (2.17-8.50 inches) (Horizontal).

Print jobs can be canceled from either a machine or computer. How to cancel print jobs differs according to their job status. Check the job status first.

Canceling a print job already sent to the machine

Cancel the print job using the Status Monitor or pressing the [Clear/Stop] key.

Canceling a print job that is not sent to the machine

Cancel the print job from the taskbar of the computer.

Canceling Printing from the Status Monitor

Follow the procedure below to cancel a print job that is displayed on the Status Monitor.

- 1. Check that printing and the Status Monitor have started.
- 2. Click [Stop Printing].

It will take a few moments for printing to stop.



• For details about the Status Monitor and how to open the Status Monitor, see page 289 "Using the Status Monitor".

Canceling Printing Using the [Clear/Stop] Key

Follow the procedure below to cancel a print job that was already sent to the machine.

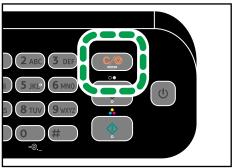
The [Clear/Stop] key cancels all print jobs being printed or that were received. If you do not want to cancel another person's print job that was sent later, it's possible to delete only the current print job.

Cancel only the print job being printed

1. Check that printing has started.

3

2. Press the [Clear/Stop] key.



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3. Press [Current].

"Reset the current job?" will appear on the machine's control panel.

4. Press [Yes].

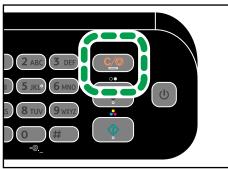
Only the print job being printed is deleted.

If there are other print jobs waiting, they will be printed after the current print job is deleted.

It takes time to cancel the print job.

Cancel all print jobs received

- 1. Check that printing has started.
- 2. Press the [Clear/Stop] key.



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3. Press [All Jobs].

"Are you sure you want to reset all jobs?" will appear on the machine's control panel.

4. Press [Yes].

All print jobs received will be canceled.

It takes time to cancel the print job.

Canceling Printing from the Taskbar

Follow the procedure below to cancel a print job in the printer queue.

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

3

Using the Machine with a Macintosh

The machine is compatible with Mac OS X 10.5 Leopard and later versions.

The operating environment for the printer driver depends on the application in use.

OS X Server is not supported.

The following hardware can be used:

- · Macintoshes that are PowerPC G4 or higher
 - The requirements for the memory and hard disk space depend on the operating system.
 - Other requirements: USB port or network port
- · Macintoshes that are Intel Core Duo or higher
 - The requirements for the memory and hard disk space depend on the operating system.
 - Other requirements: USB port or network port



• You can only use a network printer via a TCP/IP connection. You cannot use AppleTalk.

Installing the Printer Driver on a Macintosh

This section explains how to install the printer driver on a Macintosh and then register the printer in accordance with the type of connection.

The following procedures are based on Mac OS 10.6.x. The procedures for your machine might differ slightly from those shown if you are using a different version of Mac OS.



- You cannot install the printer driver while other applications are running. Be sure to close all
 applications before installing the printer driver.
- To install the printer driver, you must log on as administrator. For details, consult the administrator
 of the Macintosh in question.
- 1. Insert the CD-ROM in the CD-ROM drive.
- 2. Double-click the "product name.pkg" icon in the [RPCS_R] folder that is in the folder of the operating system you are using.
- 3. Click [Continue] three times.
- 4. Click [Agree].
- 5. Click [Install].

To select where to install the file, click [Change Install Location...].

6. Enter the administrator's user name and password, and then click [OK].

7. Click [Close].

Adding the Printer through a USB Connection via the Print & Fax Preferences Pane

Important

- Connect the machine to the USB port in advance and turn it on.
- On the [Apple] menu, click [System Preferences...], and then click the [Print & Fax].
- 2. From the list of printers, select a printer that is automatically recognized by plug-and-play, and then click [-] to delete it.
- Click [Delete Printer].For Mac OS X 10.5.x, click [OK].
- 4. Click [+].
- 5. Click [Default], and then make sure [Kind] is set to [USB].
- 6. Select the name of the printer you want to use.
- 7. Make sure the product name appears in the [Name] field, and then click [Add].
 To use an option, select the option in [Installable Options], and then click [Continue].
 The name of the added printer appears in [Print & Fax].
- 8. Click [Quit System Preferences].

Adding the Printer in the Print & Fax Panel Using Bonjour

You can configure the machine to print using Bonjour. You can connect to the machine either by Ethernet or wireless LAN.

Important

- Before printing, be sure to set [Bonjour] to [Active] using Web Image Monitor.
- On the [Apple] menu, click [System Preferences...], and then click the [Print & Fax].
- 2. Click [+].
- 3. Click [Default], and then select the printer. Make sure [Kind] is set to [Bonjour].
- 4. Make sure the product name appears in the [Name] field, and then click [Add].
 To use an option, select the option in [Installable Options], and then click [Continue].
 The name of the added printer appears in [Print & Fax].
- 5. Click [Quit System Preferences].

Adding the Printer through a Network Connection via the Print & Fax Preferences Pane

Mportant (

- Connect the machine to the network in advance and turn it on.
- Specify the machine's IP address on its control panel in advance.
- 1. On the [Apple] menu, click [System Preferences...], and then click the [Print & Fax].
- 2. Click [+].
- 3. Click [IP].
- 4. From the [Protocol:] menu, select [HP Jetdirect Socket].
- In the [Address:] field, enter the IP address or the host name of the printer you want to use.
- **6.** Select [Select Printer Software...] in the [Print Using:] field.

For Mac OS X 10.5.x, select [Select a driver to use...] in the [Printer Using:] field.

7. Select the name of the printer you want to use in the list, click [OK], and then click [Add].

For Mac OS X 10.5.x, select the name of the printer you want to use in the list, and then click [Add].

To use an option, select the option in [Installable Options], and then click [Continue].

The IP address of the added printer appears in [Print & Fax].

8. Click [Quit System Preferences].



 If printing is too slow with protocol [LPD (Line Printer Daemon)], select protocol [HP Jetdirect -Socket].

Printer Properties Pane on a Macintosh

This section describes the printer properties pane and explains how to open it.

The method for opening the printer properties pane on a Macintosh depends on the application in use.

For details, see the application's manual.

The procedure is explained using Mac TextEdit as an example.

Displaying the Page Setup Pane on a Macintosh

1. From the application's File menu, click [Page Setup...].

2. From the [Format for:] menu, select the printer you want to use.

If you want to use a printer connected to the network, select the printer according to its IP address.

Displaying the Print Pane on a Macintosh

- 1. From the application's File menu, select [Print...].
- 2. From the [Printer:] menu, select the printer you want to use.

If you want to use a printer connected to the network, select the printer according to its IP address. In the menu displaying the name of application (for example, TextEdit), you can select settings such as [Paper Feed] and [Printer Features].



Depending on the application, the printer driver settings may be automatically changed.

Displaying the Machine Status on a Macintosh

Using the Status Monitor, you can display the amount of ink left and other machine status details on the computer. You can also check any errors that occur in the print job queue window.

The print job queue window opens automatically when you execute a print command. Using the Status Monitor, you can also display the machine status without executing a print command.

To view the machine's status on your computer, bidirectional communication between the machine and computer must be established.

Displaying the [Maintenance Utility] on a Macintosh

- 1. On the [Apple] menu, click [System Preferences...], and then click the [Print & Fax].
- 2. Select the printer you want to use, and then click [Open Print Queue...].
 If you want to use a network printer, select the IP address or the host name of the printer.
- Click [Printer Setup], [Utility], [Open Printer Utility], and then click [OK].
 For Mac OS X 10.5.x, On the toolbar, click [Utility].

If [Maintenance Utility] is displayed, bidirectional communication is available.

Displaying the Status Monitor on a Macintosh

This section explains how to display the Status Monitor.

Open [Maintenance Utility].
 See page 146 "Displaying the [Maintenance Utility] on a Macintosh".

2. Click [Status Monitor].

Specifying Option Settings on a Macintosh

- 1. On the [Apple] menu, click [System Preferences...], and then click the [Print & Fax].
- 2. Select the printer you want to use, and then click [Options & Supplies...].
- 3. Click the [Driver] tab.
- 4. Select the option you want to use, and then click [OK].

Printing with a Macintosh

This section explains how to load paper in the paper tray and print on it.



- If you print on glossy paper, be sure to remove each sheet as it is delivered to the output ramp.
- 1. Load paper into paper tray.

How to load paper depends on the paper type. See page 113 "Loadable Paper Sizes and Quantities".

2. Open the Print pane.

See page 146 "Displaying the Print Pane on a Macintosh".

- 3. If necessary, select the paper tray from the [Paper Feed] settings.
- 4. Specify the color mode and printing mode from the [Setup] settings.

If you select [Inkjet Plain Paper], the machine will print on one side only. To print on both sides, select [Plain].

If necessary, specify other printer settings.

5. Click [Print].



- The vertical and horizontal resolutions will be the same.
- For details about the number of sheets you can load in the paper tray and that can be stacked on the output ramp, see page 113 "Loadable Paper Sizes and Quantities".
- For precautions on handling paper, see page 113 "Paper".
- For details about the printable area of a sheet, see page 119 "Printable area".
- When printing on both sides, the page content other than text is printed at lower density.

Canceling Printing on a Macintosh

You can cancel a print job from either the machine or the computer.

Canceling a print job from the machine

You can cancel the print job by pressing the [Clear/Stop] key.

See page 140 "Canceling Printing Using the [Clear/Stop] Key".

If the computer has not yet sent the print job to the printer

If you execute the print command, the print job queue window opens and the print job is queued. Using the print job queue window, you can cancel print jobs.

See page 148 "Canceling a Print Job from the Print Job Queue Window".

Canceling a Print Job from the Print Job Queue Window

You can delete a print job before, during, and after its being sent from the computer to the printer.

- 1. Check that the print job queue window opens.
- 2. In the print job queue window, select the print job you want to cancel.
- 3. Click [Delete Job] in the [Jobs] menu or [Delete] on the toolbar.

Opening Help on a Macintosh

Help is useful for learning about what the various settings do and how to specify them.

Displaying the Printer Driver Help from the Print Pane

1. Display the print pane.

page 145 "Printer Properties Pane on a Macintosh"

- 2. Click ?.
- Point to the Home button, hold down the mouse button until a menu appears, and then select [RPCS Raster Help].

Displaying the Printer Driver Help from the Mac Help

- 1. Click the Finder icon on the dock.
- From the [Help] menu, select [Mac Help].
- Point to the Home button, hold down the mouse button until a menu appears, and then select [RPCS Raster Help].

Software on the CD-ROM for Macintosh

Files for Macintosh

The following is a list of the files on the CD-ROM.

- RPCS raster printer driver for Mac OS X 10.5
- RPCS raster printer driver for Mac OS X 10.6
- Manuals

RPCS Raster Printer Drivers for Macintosh

This section gives the file locations of the different RPCS raster printer drivers and their system requirements.

File Location

The drivers are in the following folders on the supplied CD-ROM.

Mac OS X 10.5\RPCS_R

Mac OS X 10.6 or later\RPCS_R

System Requirements for the Printer Drivers

Computer

PowerPC G4 or higher/Intel-Based Macintosh

Operating Systems

Mac OS X 10.5 Leopard or later

• Display Resolution

Minimum SVGA 800 × 600 pixels



• For details about using the printer driver, see the printer driver Help.

Manuals for Macintosh

This section gives the location of the manuals.

File Location

The manuals are in the following folders on the supplied CD-ROM.

MANUAL_HTML\LIST

You can connect a PictBridge-compatible digital camera to this machine using a USB cable. This allows you to directly print photographs taken using the digital camera by operating the digital camera.

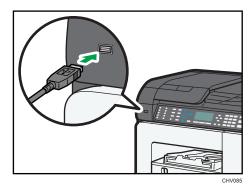
- Check your digital camera is PictBridge-compatible.
- Up to 999 images can be sent from the digital camera to the machine during one print transaction.
 If an attempt is made to send more images, an error message is sent to the camera and printing fails.
- Since printing conditions are specified on the digital camera, specifiable parameters depend on the digital camera. For details, see the manuals provided with the digital camera.
- This function is compatible with USB 2.0.

Connecting a Digital Camera Using a USB Cable for Printing

You can connect a PictBridge-compatible digital camera to the machine using a USB cable to directly print photographs.

Important

- Use the USB cable bundled with your digital camera.
- Make sure your digital camera supports PictBridge.
- Memory overflow errors can occur when printing a high-resolution image. If this happens, reduce
 the size of the data, and then try the operation again.
- 1. Make sure that both the machine and the digital camera are turned on.
- Connect the USB cable, and then connect the other end of the cable to your digital camera.



If your digital camera is connected to the machine properly, "PictBridge Sett." appears on the panel display of the machine.

- 3. On your digital camera, select the images you want to print, and then specify the printing conditions.
- 4. The machine receives the setting configurations from the digital camera and starts printing.

Disconnect the USB cable from the machine.



- Some digital cameras require settings for manual PictBridge operation. For details, see the manual provided with the digital camera.
- Some digital cameras require turning the power switch off for a manual PictBridge operation. For details, see the manual provided with the digital camera.
- When a digital camera is not connected to the machine, store the USB cable in a location where it will not be damaged.

Supported Functions

This machine can perform the following functions using its PictBridge feature.

The settings available for these functions are as follows:

- Single image printing
- Selected image printing
- All image printing
- All image Index printing
- Trimming
- · Specifying the number of print copies
- Date printing
- File name printing
- Paper size
- Image print size
- N-up layout
- · Printing quality
- Paper type specification



- This machine does not support the following functions:
 - DPOF printing
 - Margin-less printing

The setting parameters and their names may vary depending on the digital camera. For details, see
the manuals provided with the digital camera.

Index printing

Use this function to print all images at a reduced size.

The settings available for these functions are as follows:

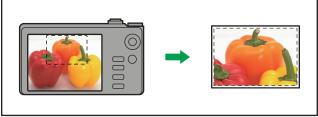
- A4 (210 × 297 mm, 8.3 × 11.7 inches)
 Horizontal images × vertical images: 7 × 10
- Letter (215.9 × 279.4 mm, 8¹/₂ × 11 inches)
 Horizontal images × vertical images: 7 × 10



- Depending on the digital camera, a form feed may be inserted after one set of images belonging to one type ends.
- The number of images for each size of paper is fixed.

Trimming

Use this function to print only inside of the trimming area specified on the digital camera.



CKN097

Dotted line indicates the trimming area specified on the camera.

Paper size

Use this function to print on paper with the size specified on the digital camera.

Paper size name	Actual size	
L (3.5 × 5 in)*	127 mm × 89 mm	
2L (5 × 7 in)*	178 mm × 127 mm	
Postcard	148 mm × 100 mm	

Paper size name	Actual size
Card Size*	85.6 mm × 54 mm
10 × 15 in	152 mm × 102 mm
4 × 6 in	152.4 mm × 101.6 mm
8 × 10 in	254 mm × 203.2 mm
Letter (8 ¹ / ₂ × 11 in)	279.4 mm × 216 mm
A4	297 mm × 210 mm
A5	210 mm × 148 mm
B5	257 mm × 182 mm

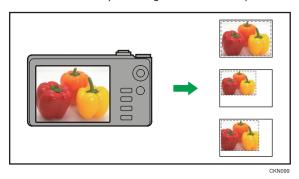
 * This function is not supported, although it appears on the digital camera display.



• Specify custom sizes for 10×15 in, 4×6 in, and 8×10 in.

Image print size

Use this function to print images with the size specified on the digital camera.



Dotted line indicates the image size specified on the camera.

You can specify the following image print sizes:

Fixed size

- 5 × 3.5 in
- 5 × 7 in
- 6 × 4 in
- 10 × 8 in

- 15 × 10 in
- 148 mm × 100 mm
- 89 mm × 55 mm



• An error occurs if the specified size is larger than the actual paper size.

N-up layout

Use this function to print 2, 3, 4, 6, or 8 images on the each sheet.

This function is available only with A4 or Letter ($8^{1}/_{2} \times 11$ in) size paper.



 Depending on the digital camera, a form feed may be inserted after one set of images belonging to one type ends.

Printing Quality

Use this function to print images at the selected printing quality.

Paper type specification

This function sends the machine's paper type information to the digital camera. The names of paper types displayed on the digital camera's screen are different to the names displayed on the machine. Use the table below to match the paper types.

To display a paper type name on the digital camera's screen, use the machine's control panel to set the paper type of the machine correctly.

Paper type detected by the digital camera	Paper type of the machine
Default	All Paper types
Plain Paper	Plain or recycled paper
Photo Paper	Inkjet Plain or inkjet postcard
Fast Photo Paper	Glossy Paper



• Recycled paper cannot be used on this machine.

Using the Control Panel to Configure

- Press the [▲] or [▼] keys to display [Page Size], [Paper Type], [Layout] or [Print Quality], and then press the [OK] key.
- 2. Change the settings by following instructions on the display, and then press the [OK] key.

When PictBridge Printing Does Not Work

This section explains likely causes and possible solutions for problems that can occur when PictBridge printing.

Problem	Cause	Solution	
PictBridge is not available.	There is a problem with the USB connection or the PictBridge settings.	Use the following procedure to check the connection and settings:	
		Disconnect and then reconnect the USB cable.	
		Check the PictBridge settings are enabled.	
		3. Disconnect the USB cable, and then turn off the machine. Turn the machine back on. When the machine has fully booted up, reconnect the USB cable.	
When two or more digital cameras are connected, the second and subsequent cameras are not recognized.	You have connected multiple digital cameras.	Connect one digital camera only. Do not connect multiple cameras.	
Printing is disabled.	The specified number exceeds the maximum number that can be printed at a time.	The maximum specifiable print quantity at a time is 999. Respecify the quantity to 999 or less, and then retry printing.	
Printing is disabled.	There is no paper of the specified size remaining.	There is no paper of the specified size remaining.	

Problem	Cause	Solution
Printing is disabled.	The paper size setting for this tray cannot be printed on the machine.	Select the paper size setting that can be printed on the machine.

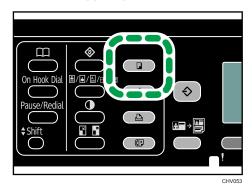
4. Using the Copier Function

This chapter explains how to use the copier functions.

Basic Operation in Copier Mode

This section explains the basic procedure for making photocopies.

1. Press the [Copy] key.



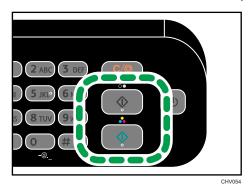
Make sure "Ready" appears on the screen.

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

To load the original, see page 131 "Placing Originals".

If necessary, configure advanced photocopy settings.

- 3. To make multiple copies, enter the number of copies using the number keys.
- 4. Press the [B&W Start] or [Color Start] key.



For some functions, you must press the [#] key after scanning your originals using the exposure glass.



• The maximum number of copies is 99.

- You can change the paper tray for the current job by pressing the [▲] or [▼] keys.
- You can select the paper tray for printing out copies in [Ppr Tray Priority: Copier] under [Tray Paper Setting]. For details, see page 234 "Tray Paper Setting".
- If paper is jammed in the ADF, the jammed page has not been scanned properly. For details about how to remove the paper jammed in the ADF, see page 357 "Removing Paper Jammed in the Auto Document Feeder".
- When printing copies on envelopes, press the [Image Quality] key, and then set [Temporally Envelope Mode] to [On]. Adjusting the head position allows you to resolve problems such as misalignment of vertical lines and blurred colors.

SADF Mode

In the SADF mode, you can feed multiple-page originals, which may be prone to multiple-feed, page by page from the ADF.

- 1. Press the [Copy] key.
- 2. Press [Function].
- Press the [▲] or [▼] keys to display [SADF Copy], and then press the [OK] key. Normally, the copier mode is set to [Normal Copy].
- 4. Place one page of an original, and then press the [B&W Start] or [Color Start] key.
- 5. If the machine prompts you to place another original, place the next page, and then press the [B&W Start] or [Color Start] key.

If [2Sd/Comb] has been enabled the second and subsequent pages will be fed automatically without pressing the [B&W Start] or [Color Start] key.

6. Press the [#] key after all originals have been scanned.



You cannot switch between [2Sd/Comb], [Sort] and [Reduce/Enlarge] during copying.

Canceling a Copy

Follow the procedure below to cancel copying.

While scanning the original

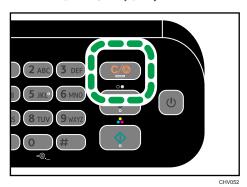
If copying is canceled while the machine is scanning the original, copying is canceled immediately and there is no printout.

When the original is set in the ADF, scanning stops after the current page has been fed.

While printing

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

1. Press the [Clear/Stop] key.



"Are you sure you want to stop copying?" will appear on the machine's control panel.

2. Press [Stop].

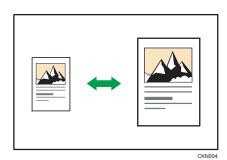
Making Enlarged or Reduced Copies

This section explains how to specify the reduction or enlargement ratio for the current job.

Scaling

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

Preset ratio



Region A (mainly Europe and Asia)

50% (A4 → A6)

61% (A4 → B6JIS)

65%

71% (A4 → A5, A5 → A6)

82% (B5JIS → A5)

93%

100%

115% (B5JIS → A4)

122% (A5 → B5JIS, A6 → B6JIs)

141% (A5 → A4, A6 → A5)

200% (A6 → A4)

400%

Region B (mainly North America)

50% (LT → HLT)

65%

73%

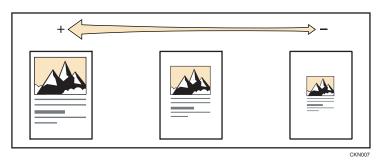
85%

93%

100%

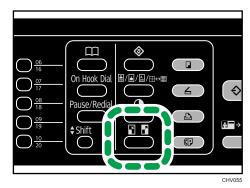
129% (HLT → LT) 155% (HLT → LG) 400%

Custom ratio



25% to 400% in 1% increments.

- 1. Press the [Copy] key.
- 2. Press the [Reduce/Enlarge] key.



- 3. Press [R/E].
- Press [Reduce] or [Enlarge], and then press the [▲] or [▼] keys to select the desired ratio, and then press the [OK] key.

If [Zoom] has been selected, specify the desired ratio using the number key, and then press the [OK] key.

5. Place the originals, and then the [B&W Start] or [Color Start] key.



- You can specify the presets displayed in [Reproduction Ratio] in [Copier Features]. For details, see page 261 "Copier Features".
- To always apply the same reproduction ratio, specify [Preset R/E Priority] in [Copier Features]. For details, see page 261 "Copier Features".

Two-Sided or Combined Copying

This section explains how to configure settings for two-sided copies and combine copies.

Two-Sided

This section explains how to configure settings for two-sided copies by copying single-sided documents onto the front and back sides of each sheet.



- The paper size must be A4 $^{\square}$, A5 $^{\square}$, A5 $^{\square}$, A5 $^{\square}$, A6 $^{\square}$, B5 $^{\square}$, B6 $^{\square}$, 8 $^{1}/_{2} \times 11{}^{\square}$, 8 $^{1}/_{2} \times 5^{1}/_{2}{}^{\square}$, $7^{1}/_{4} \times 10^{1}/_{2}{}^{\square}$, 16K $^{\square}$, 100 × 148 $^{\square}$, or 148 × 200 $^{\square}$.
- The paper type must be Plain Paper, Inkjet Postcard, or Postcard. If you set [Paper Type] to [Plain Paper], duplex copying can be carried out on inkjet plain paper.

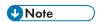
One-sided → Two-sided

Copies two 1-sided pages onto one two-sided page.

Original	Placing originals	Original Orientation	Orientation	Сору
A	A	ß.	Top to Top	→ A
	A		Top to Bottom	A Later III

- 1. Press the [Copy] key.
- 2. Press [2Sd/Comb].
- Press the [▲] or [▼] key to display [1 Sdd. Orig.->2 Sdd. Copy], and then press the [OK] key.
- 4. Press the [♠] or [▼] key to display the original orientation, and then press the [OK] key.
- 5. Press the [♠] or [▼] key to display the duplex orientation, and then press the [OK] key.
- 6. Place your originals, and then press the [B&W Start] or [Color Start] key.
 If you use the exposure glass or SADF mode, press the [#] key when all originals are scanned.





 If you want to use this function with a custom size paper, contact your sales or service representative.

One-Sided Combine

This section explains how to configure one-sided combine copy mode for the current job.

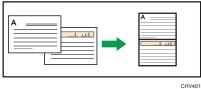
Two 1-Sided Pages → Combine One Side

Copies two 1-sided originals onto a sheet of paper.

Portrait



Landscape



- 1. Press the [Copy] key.
- 2. Press [2Sd/Comb].
- Press the [▲] or [▼] key to display [Combine: 2 orig.], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display the original orientation, and then press the [OK] key.
- 5. Place your originals, and then press the [B&W Start] or [Color Start] key.
 If you use the exposure glass or SADF mode, press the [#] key when all originals are scanned.

Two-Sided Combine

This section explains how to specify two-sided combine copy mode for the current job.

Four 1-Sided Pages → Combine Two Sides

Copies four 1-sided originals to one sheet with two pages per side.

1. Press the [Copy] key.

- 2. Press [2Sd/Comb].
- 3. Press the [▲] or [▼] key to display [Combine: 4 orig.], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display the original orientation, and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display the duplex orientation, and then press the [OK] key.
- 6. Place your originals, and then press the [B&W Start] or [Color Start] key.
 If you use the exposure glass or SADF mode, press the [#] key when all originals are scanned.

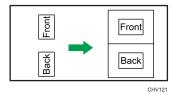
Copying Both Sides of an ID Card onto One Side of Paper

This section explains how to copy the front and back sides of an ID card, or other small document, onto one side of a sheet of paper.

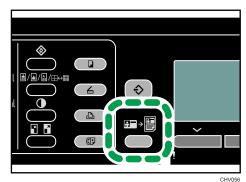
When copying onto A4 size paper, you can copy documents that are smaller than A5 size. Likewise, when copying onto a Letter ($8^{1}/_{2} \times 11$) size paper, you can copy documents that are smaller than Half Letter ($8^{1}/_{2} \times 5^{1}/_{2}$) size.

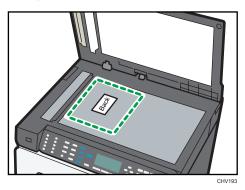


- This function is only available when the original is set on the exposure glass, not when it is set in the ADF.
- To use this function, the paper size used for printing copies must be set to A4 or Letter ($8^{1}/_{2} \times 11$).

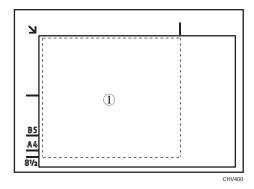


- 1. Press the [Copy] key.
- 2. Press the [ID Card Copy] key.





1 Load the card within the area indicated below.



4. Press the [B&W Start] or [Color Start] key.

A message prompting you to place the original so that the side to be scanned is facing up on the exposure glass appears on the display.

5. Within 60 seconds, place the original on the exposure glass so that the side to be scanned is facing up. After doing this, press the [B&W Start] or [Color Start] key again.

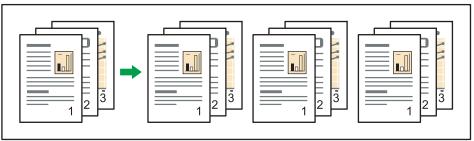
Use the same key ([B&W Start] or [Color Start]) for both sides.



- Regardless of the machine's reduction or enlargement ratio setting, an ID card copy will always be made at 100%.
- [ID Card Copy] is enabled, the following functions cannot be used: [2Sd/Comb], [Sort], [Reduce/Enlarge], [Printing Order], or [Ejection Method] functions.

Sorting Documents

This section explains how to use the Sort function to assemble copies as sets in sequential order.



CKN01

- 1. Press the [Copy] key.
- 2. Press [Sort].
- 3. Enter the number of copy sets using the number keys.
- 4. Place your originals, and then press the [B&W Start] or [Color Start] key.

Specifying the Scan Settings

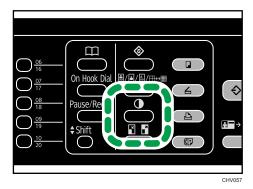
This section explains how to specify image density and quality for the current job.

Adjusting Image Density

This section describes how to adjust image density for the current job.

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

- 1. Press the [Copy] key.
- 2. Press the [Density] key.



3. Press [Lighter] or [Darker] to select the desired density level, and then press the [OK] key.



 You can change the machine's default [ADS Background] in [Copier Features] to always make copies with a specific density level. For details, see page 261 "Copier Features".

Selecting the Document Type According to Original

This section explains how to select the best document type for the original that you are scanning.

There are three document types:

Text

For originals that contain mainly text or printed characters.

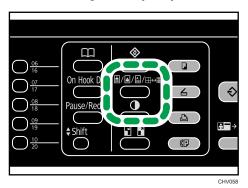
Text/Photo

For originals that contain both text and photographs or pictures.

Photo

For photographs or pictures.

- 1. Press the [Copy] key.
- 2. Press the [Image Quality] key.



- 3. Press the [▲] or [▼] keys to display [Original Type], and then press the [OK] key.
- Press the [▲] or [▼] keys to select the desired document type, and then press the [OK] key.



• You can change the machine's default [Original Type] in [Copier Features] to always make copies with a specific document type. For details, see page 261 "Copier Features".

Specifying the Resolution

This section explains how to specify resolution settings for copying.

If the Copier function is enabled, the resolution settings that can be specified depend on the paper type.

If you specify a resolution setting that cannot be used, the machine prints using [Standard] mode.

O: Usable

-: Unusable

Paper Type	High Speed	Standard	High Quality
Plain Paper	0	0	0
Inkjet Plain Paper	_	0	0
Thick Paper	_	0	0
Envelope	-	0	0
Postcard	0	0	0
Inkjet Postcard	_	0	0
Glossy Paper	-	0	-

- 1. Press the [Copy] key.
- 2. Press the [Image Quality] key.
- 3. Press the [▲] or [▼] keys to display [Print Quality], and then press the [OK] key.
- 4. Press the [▲] or [▼] keys to display [High Speed], [Standard] or [High Quality], and then press the [OK] key.

Specifying Image Quality and Paper Ejection Settings

This section explains how to specify image quality and paper ejection settings.

Original Size

You can specify the original size.

- Same as Tray Paper
- · Specify Size

Printing Order

You can specify whether to start printing with the first page or the last.

- From the first to the last
- From the last to the first

Ejection Method

You can specify whether to deliver the printed copies face up or face down.

- Face Up
- Face Down

Ejection method cannot be used for two-sided printing.

Color/Quality

Color Balance

Adjusts the overall color tone when the copy is reddish or bluish.

- Copy Quality
 - Soft/Sharp

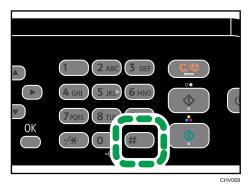
Adjusts the outline of an image.

Contrast

Adjusts the shades of an image.

1. Press the [Copy] key.

2. Press the [#] key.



- 3. Press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to display the menu, and then press the [OK] key.
- 4. Change settings by following instructions on the display, and then press the [OK] key.

Color Balance

- 1. Press the [Copy] key.
- 2. Press the [#] key.
- 3. Press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to display [Color/Quality], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Color Balance], and then press the [OK] key.
- 5. Select a color, and then press the [OK] key.
- 6. Press [Lighter] or [Darker] to select the color you want to adjust.
- 7. Press the [OK] key.

Soft/Sharp

- 1. Press the [Copy] key.
- 2. Press the [#] key.
- 3. Press the [▲] or [▼] key to display [Color/Quality], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Copy Quality], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Soft/Sharp], and then press the [OK] key.
- 6. Adjust the image quality by pressing [Soft] or [Sharp].
- 7. Press the [OK] key.

Contrast

- 1. Press the [Copy] key.
- 2. Press the [#] key.
- 3. Press the [▲] or [▼] key to display [Color/Quality], and then press the [OK] key.
- **4.** Press the [▲] or [▼] key to display [Copy Quality], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Contrast], and then press the [OK] key.
- 6. Adjust the image quality by pressing [Low] or [High].
- 7. Press the [OK] key.

5. Using the Scanner Function

This chapter explains how to use the scanner functions.

Scanning Using the Control Panel

Scanning using the control panel allows you to 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), or to a USB flash drive (Scan to USB).

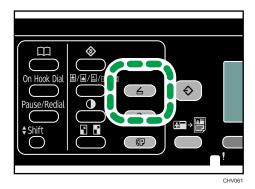
The Scan to E-mail, Scan to FTP, and Scan to Folder functions are available only through a network connection. No network connection is required for the Scan to USB function; you can send scanned files directly to a USB flash drive inserted into the front of the machine.

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

This section describes the basic operation for sending scanned files via e-mail, to an FTP server, or to a computer, depending on the specified destination.



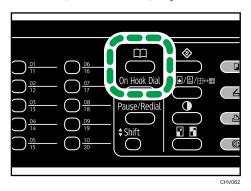
- When using the Scan to E-mail, Scan to FTP or Scan to Folder function, you must first register the
 destination in the address book. For details about registering destinations, see page 277 "Address
 Book".
- When using the Scan to E-mail, you must specify the name of the sender. For details, see page 182 "Specifying the E-mail Sender".
- 1. Press the [Scanner] key.



Confirm that "Set original, specify dest." is shown on the screen.

Place the original on the exposure glass or in the ADF.
 For details about placing originals, see page 131 "Placing Originals".

3. Press the [Address Book] key.



 Search for the desired destination by pressing the [▲] or [▼] key to scroll the address book, and then press the [OK] key.

For details about specifying the scan destination, see page 176 "Specifying the scan destination".

5. Press the [B&W Start] or [Color Start] key.

To scan in color, set [Original Type] to [Full Color: Text/Photo] in [Options].

To scan in black and white, set [Original Type] to anything except [Full Color: Text/Photo] in [Options].

- To cancel scanning, press the [Clear/Stop] key.
- When using the exposure glass, place the next original on the exposure glass, and then press
 the [B&W Start] or [Color Start] key. Repeat this step until all originals are scanned.

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

Reference

• For details about specifying the scan settings, see page 180 "Specifying the Scan Settings".

Specifying the scan destination

This section describes how to specify a destination using the following keys:

- · Quick Dial keys
 - Use these keys to specify destinations registered as Quick Dial entries Nos. 1 to 20.
- [Address Book] key

Press the [Address Book] key to specify a destination registered in the machine's address book.

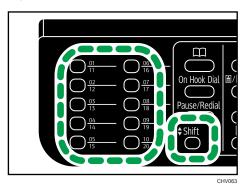
• [Pause/Redial] key

Press this to specify the last used destination as the destination for the current job.

Using the Quick Dial keys

Press the [Quick Dial] key that the Quick Dial entry you want to use is assigned to.

If you want to use Quick Dial entries Nos. 11 to 20, press the [Shift] key before the [Quick Dial] key.



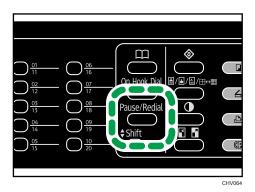
Using the [Address Book] key

- 1. Press the [Scanner] key.
- 2. Press the [Address Book] key.
- 3. Press the $[\blacktriangle]$ or $[\blacktriangledown]$ key to specify a search method, and then press the [OK] key.
 - Search by name: [Search by Name]
 Enter part of the name using the number keys.
 - Search by destination list: [Display List]
 Registered destinations are displayed in order.
 - Search by registration number: [Search by Registration No.]
 Enter the three-digit registration number using the number keys. The registered name is displayed.
 - Search by e-mail address: [Search by Email Address]
 Enter the e-mail address you want to search for. The registered address is displayed.
- 4. Select the destination you want.
- 5. Press the [OK] key.

Using the [Pause/Redial] key

You can specify the most recent destination specified as the destination for the current job.







- To add another destination, press [Add Dest], and then enter an e-mail address or its folder path.
 Press [♠] or [▼] to see the list of destinations that have been added so far.
- Press [Manual] to enter the destination manually. If you want to change the destination, press [EditDest], and then enter the new destination.
- If paper is jammed in the ADF, the jammed page has not been scanned properly. For details about how to remove the paper jammed in the ADF, see page 357 "Removing Paper Jammed in the Auto Document Feeder".

Basic Operation for Scan to USB (SG 3110SFNw only)

This section describes the basic operation for sending scanned files to a USB flash drive.

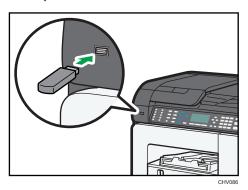
ACAUTION

• Keep USB flash memory devices out of reach of children. If a child accidentally swallows a USB flash memory device, consult a doctor immediately.

Important

- This machine does not support the use of USB flash drives connected to external USB hubs. Insert
 your USB flash drive directly into the USB flash drive port located at the top left corner of the
 machine.
- Certain types of USB flash drives cannot be used.

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



The message "Save Scn Data to USB" appears on the display.

- 2. Press the [Scanner] key.
- 3. Place the original on the exposure glass or in the ADF.
- 4. Press the [B&W Start] or [Color Start] key.

To scan in color, set [Original Type] to [Full Color: Text/Photo] in [Options].

To scan in black and white, set [Original Type] to anything except [Full Color: Text/Photo] in [Options].

- To cancel scanning, press the [Clear/Stop] key.
- When using the exposure glass, place the next original on the exposure glass, and then press
 the [B&W Start] or [Color Start] key. Repeat this step until all originals are scanned.

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

5. Wait until the message "Sending..." disappears.

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

6. Remove the USB flash drive from the machine.

Specifying the Scan Settings

This section describes how to specify the scanning size, image density, and resolution for the current job.

Specifying the Scanning Size According to the Size of the Original

This section describes how to specify the scanning size according to the size of the current original.

• A4 \square , A5 \square , A5 \square , A6 \square , A6 \square , B5 \square , 8 $^1/_2 \times 14\square$, 8 $^1/_2 \times 11\square$, 5 $^1/_2 \times 8^1/_2\square$, 8 $^1/_2 \times 5^1/_2$ $D_1 7^1/_4 \times 10^1/_2 D$

Default:

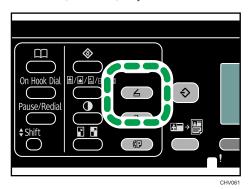
Region A (mainly Europe and Asia)

[A4D]

Region B (mainly North America)

 $[8^{1}/_{2} \times 11\Box]$

1. Press the [Scanner] key.



- 2. Press [Options].
- Press the [▲] or [▼] key to display [Scan Size], and then press the [OK] key.
- Press the [▲] or [▼] key to select the size of the original, and then press the [OK] key.

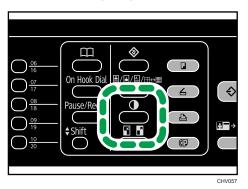
Adjusting Image Density

This section describes how to adjust image density for the current job.

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

1. Press the [Scanner] key.

2. Press the [Density] key.



3. Press [Lighter] or [Darker] to select the desired density level, and then press the [OK] key.



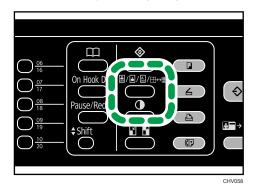
 You can change the machine's default [Background Density of ADS] in [Scanner Features] to always make scan data with a specific density level. For details, see page 264 "Scanner Features".

Specifying Resolution

This section describes how to specify the scan resolution for the current job.

There are three resolution settings. The higher the resolution, the higher the quality but greater the file size.

- 1. Press the [Scanner] key.
- 2. Press the [Image Quality] key.



Press the scroll keys to select [150dpi], [300dpi] or [600dpi], and then press the [OK] key.

You can select [600dpi] only if the original type is set to B&W.

Specifying the E-mail Sender

This section explains how to specify the e-mail sender.

To send e-mail, you must specify the name of the sender.

- 1. Press the [Scanner] key.
- 2. Press [Options].
- Press the [▲] or [▼] key to display [Sender's Name], and then press the [OK] key.
- Specify a desired destination using the [Quick Dial] keys or [Address Book] key.

Specifying Scan Type

Select a scanning method for the original.

To scan in color, set [Original Type] to [Full Color: Text/Photo] in [Options].

To scan in black and white, set [Original Type] to anything except [Full Color: Text/Photo] in [Options].

- 1. Press the [Scanner] key.
- 2. Press [Options].
- 3. Press the [▲] or [▼] key to display [Original Type], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to select a scan type, and then press the [OK] key.

Specifying Original Orientation

Select the top and bottom orientations for the scanned original on a client computer screen.

- 1. Press the [Scanner] key.
- 2. Press [Options].
- Press the [▲] or [▼] key to display [Original's Orientation], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to select the original orientation, and then press the [OK] key.

Specifying Attach Subject

Specify a subject line for the scanned document.

- 1. Press the [Scanner] key.
- 2. Press [Options].
- 3. Press the [▲] or [▼] key to display [Attach Subject], and then press the [OK] key.

4. Enter the subject (up to 128 characters), and then press the [OK] key.

For details about entering characters, see page 134 "Entering Characters".

Specifying File Types

To send by e-mail or Scan to FTP, select either of the following:

- [Single Page:TIFF/JPEG], [Single Page:PDF]
 - If you select a single-page file type when scanning multiple originals, a single-page file is created. The number of the files to be sent is the same as the number of pages scanned.
- [Multi-page:TIFF], [Multi-page:PDF]
 - If you select a multiple-page file type to scan multiple originals, scanned pages are combined and sent as a single file. The file types you can select differ depending on the scan settings and other conditions.
- 1. Press the [Scanner] key.
- 2. Press [Options].
- Press the [▲] or [▼] key to display [File Type], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to select a file type, and then press the [OK] key.
 - You can select JPEG or PDF only if the original type is set to color or gray.
 - You can select TIFF or PDF only if the original type is set to B&W.

Specifying File Name

You can specify a file name for the scanned file.

- 1. Press the [Scanner] key.
- 2. Press [Options].
- Press the [[▲]] or [[▼]] key to display [File Name], and then press the [OK] key.
- 4. Enter the file name (up to 128 characters), and then press the [OK] key.

For details about entering characters, see page 134 "Entering Characters".

Checking Job Information

You can check the details of a scanned file that is stored in memory.

- 1. Press the [Scanner] key.
- 2. Press [Options].

- 3. Press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to display [Job Information], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to confirm the job status.

To print the job information, press [Print].

Scanning from a Computer

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

TWAIN scanning is available with both USB and network connections.

The machine supports WIA scanning, an additional method of scanning originals from your computer. WIA scanning is possible if your computer is running a WIA compatible application. For more information, see the manual for your application.

Basic Operation for TWAIN Scanning

This section describes the basic TWAIN scanning operation.

TWAIN scanning is possible if your computer is running a TWAIN-compatible application. Presto! PageManager, which is provided on the driver CD-ROM, can be used for TWAIN scanning.

Listed below are some of the useful features of Presto! PageManager. Note that the Presto! PageManager features are subject to change depending on its version. For more details about Presto! PageManager's features and its contact information, see the manual for Presto! PageManager.

- Easily create electronic files by scanning originals using Scan Buttons.
- Create, edit, share, and backup files in various formats, including PDF, XPS, and many more.
- Display and sort files in thumbnail, list, and tile views.
- Stack related image and document files in different file formats.
- Extract text out of images using the OCR (Optical Character Recognition) function.
- Search for files with specific annotations, title, author, and memo information.
- Add annotations without affecting the original file with handy annotation tools, such as text, stamp, highlighter, freehand line, straight line, sticky note, and bookmark.
- Enhance images with a set of image tools such as crop, rotate, mirror, flip, invert, autoenhancement, brightness/contrast adjustment, color adjustment, and remove noise.

Scanning from a computer

The following procedure uses Windows 7 and Presto! PageManager as an example.

The procedure may vary depending on Presto! PageManager's version. For details, see the manual for Presto! PageManager.

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

On the [Start] menu, point to [All Programs], point to [Presto! PageManager X.XX], and then click [Presto! PageManager X.XX].

"X.XX" indicates the version of Presto! PageManager.

- 3. On the [File] menu, click [Select Source...].
- 4. In the [Select Source] dialog box, select the scanner, and then click [OK].
- 5. On the [Tools] menu, click [Scan Central Settings...].
- 6. Configure the scan settings as required, and then click [OK].
 For details, see the manual for Presto! PageManager.
- 7. On the [File] menu, click [Acquire Image Data...].
- In [Original Scan Method:], select [Exposure Glass] (when using the exposure glass) or [ADF] (when using the ADF).
- 9. Click [Scan].
- 10. On the [File] menu, click [Exit].

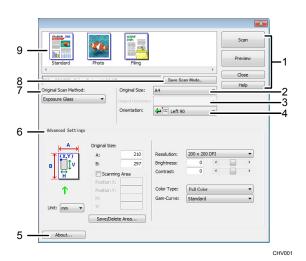


- If there are two or more scanners on the network, make sure you have selected the correct scanner. If you have not, click [Select Source...] on the [File] menu, and select the scanner again.
- You can use the launcher installed with Presto! PageManager to perform the following scan operations easily. For more details, see the manual for Presto! PageManager.
 - Scanning originals into another application.
 - Passing the scanned files to an OCR application.
 - Passing the scanned files to an e-mail application to send as attachments.
 - Saving the scanned files in a preset folder.

Settings you can configure in the TWAIN dialog box

This section explains the settings you can configure using the TWAIN dialog box.





1. Buttons

• Scan

Click to start scanning.

• Preview

Click to display a scanned image.

• Close

Click to close the user interface of the TWAIN driver.

• Help

Click to display Help.

2. Original Size:

Specify the size of the original. Ten default original regular sizes are available.

3. Original Orientation

Specify the orientation of the paper if a standard paper size is selected under [Original Size:].

4. Rotation:

Specify a page orientation.

5. About...

Displays the version of the TWAIN driver.

6. Advanced Settings

• Original Size:

Enter the values in [A:] and [B:] to specify a custom size.

• Resolution:

Specify the scan resolution.

• Brightness:

Specify the brightness.

• Contrast:

Specify the image contrast.

• Color Type:

Select the color you want to use from [Black & White], [Photo], [Grayscale] or [Full Color].

• Gam-Curve:

Adjust image outlines.

• Save/Delete Area...

Select to save or delete the [Original Size:] and [Scanning Area:] settings.

• Unit:

Select a unit of measurement: [mm], [inch], or [pixel].

• Scanning Area:

Check the [Scanning Area:] check box to specify a scan area.

Pos. X: upper-left X-coordinate of a scan area

Pos. Y: upper-left Y-coordinate of a scan area

H: horizontal length of the scan area

V: vertical length of the scan area

7. Original Scan Method:

Select either [Exposure Glass] to scan from the exposure glass or [ADF] to scan from the Automatic Document Feeder.

8. Save Scan Mode...

Select this check box to save the current settings.

9. Save/Delete Mode

Select a scan mode icon. The modes saved using [Save Scan Mode...] are displayed here.



 If the size of a scanned image is larger than the memory capacity, an error message appears and scanning is canceled. If this is the case, specify lower resolution settings and scan the original again.

6. Using the Fax Function (SG 3110SFNw only)

This chapter explains how to use the fax functions.

Sending a Fax

This section describes the transmission modes and the basic operations for sending a fax.



 It is recommended that you inform the receiver when you send a fax before sending important documents.

Selecting Transmission Mode

This section describes how to select the transmission mode.

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

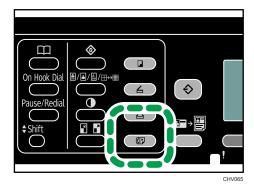
Memory transmission

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

Immediate transmission

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

1. Press the [Facsimile] key.



- 2. Press [TX Mode].
- 3. Press the [▲] or [▼] key to display [Mem./Immed. TX], and then press the [OK] key.

Internet Fax Transmission Overview

You can send faxes over the Internet. When you send faxes to Internet Fax destinations, the machine converts scanned images to TIFF-F format files and send them as attachments to e-mail.



- The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.
- Internet Fax delivery might be delayed due to network congestion. Use a public telephone line if the fax needs to be delivered in a timely manner.



- The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37 (Simple Mode).
- To use the Internet Fax function, network settings must be configured properly. For details about network settings, see page 83 "Connecting the Computer and Installing the Software (Network Connection)".
- Internet Fax transmission may take some time before it starts. The machine needs a certain amount of time to convert data in memory prior to transmission.
- Depending on e-mail environment conditions, you may not be able to fax large images.
- The "Photo" resolution is not available for Internet Faxes. Faxes will be sent using "Detail" resolution if "Photo" resolution has been specified.
- If the faxes are received on a computer, a viewer application needs to be installed in order to view
 the documents.

Basic Operation for Sending a Fax

This section describes the basic operation for sending a fax.

- 1. Press the [Facsimile] key.
- 2. Place the original on the exposure glass or in the ADF.

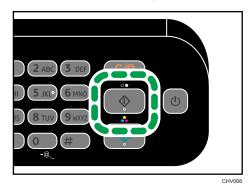
If paper is jammed in the ADF, the jammed page has not been scanned properly. For details about how to remove the paper jammed in the ADF, see page 357 "Removing Paper Jammed in the Auto Document Feeder".

3. Press [/ de] to switch the icon.

To send a normal fax, switch to the telephone () icon.

To send an Internet fax, switch to the e-mail (@) icon.

- 4. Enter the fax number (up to 50 characters) using the number keys, or specify a desired destination using the [Quick Dial] keys or [Address Book] key.
 - A fax number can contain 0 to 9, pause, "\(\frac{\text{\ti}\text{\texi{\text{\text{\text{\text{\text{\text{\text{\texi}\text{\text{\texi{\text{\texi{\texi{\texi{\texi{\texi{\texi{\texi{\texi{\texi{\texi{\texi\texi{\texi{\texi{\tiexi{\texi{\texi{\texi{\texi{\texi
 - For details about specifying the fax destination, see page 194 "Specifying the Fax Destination".
 - If the machine is connected to the telephone network through a PBX, make sure to enter the
 outside line access number specified in [Outside Access No.] before the fax number. For
 details about [Outside Access No.], see page 106 "Setting the Outside Line Access Number".
- 5. Press the [B&W Start] key.



- The machine prompts you to enter the fax number twice only when you dial the destination manually. If the fax numbers do not match, go back to step 3.
- When using the exposure glass, place the next original on the exposure glass, and then press
 the [B&W Start] key. Repeat this step until all originals are scanned.

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

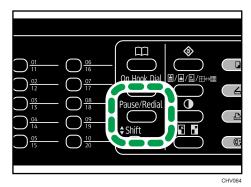


- When in Memory Transmission mode, you can enable the [Total Number of Calls] setting to set the
 machine to automatically redial the destination if the line is busy or an error occurs during
 transmission. For details about [Total Number of Calls] and [Fax Resend Interval], see page 270
 "Administrator Tools".
- When in Memory Transmission mode, the machine's memory may become full while scanning the
 originals. In this case, the screen prompts you to cancel the transmission or to send only the pages
 that have been scanned successfully.
- If you specify an Internet Fax destination in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.

Entering a pause

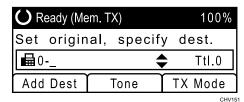
This section explains how to enter a pause.

Press the [Pause/Redial] key when dialing or storing a number to insert a pause of about two seconds.





- If you press the [Pause/Redial] key at the first digit, the Redial screen appears.
- A pause is shown as a "-" on the display.



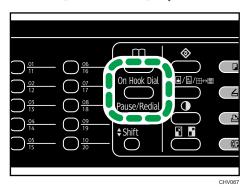
• You can also program numbers including pauses in the destination list.

Entering a tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line).

When you press [Tone], the machine dials the number using tonal signals. This section explains how to use the tone function with On Hook Dial as an example.

1. Press the [On Hook Dial] key.



- 2. Enter the fax number using the number keys.
- 3. Press [Tone].
- 4. Enter the number you want to tone dial using the number keys.
- 5. Press the [B&W Start] key.

Transmission starts.

If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals. After transmission, the standby display appears.



- Certain services may be unavailable even when using the Tone function.
- A tone is shown as a "T" on the display and the next numbers are dialed using tonal signals.

Canceling a fax

Follow the procedure below to cancel a fax job if:

The original is being scanned or transmitted

Use this procedure to cancel a fax job while the machine is scanning or sending the original.

If you cancel the fax job during broadcasting, only the fax that is sent to the current destination is canceled. The fax will be sent to the other destinations.

1. Press the [Clear/Stop] key.

The transmission is started

Use this procedure to cancel a fax job stored in memory.

- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- 3. Press the $[\blacktriangle]$ or $[\blacktriangledown]$ key to display [Job Information], and then press the [OK] key.
- 4. Press the [♠] or [♥] key to display [Check/Stop TX File], and then press the [OK] key.

- 5. Press the [♠] or [♥] key to select the desired destination, and then press the [OK] key.
- 6. Press [Stop TX], and then [Delete].

Specifying the Fax Destination

This section explains how to specify a destination when sending a fax.

In addition to entering a destination using the number keys, you can specify a destination using:

- Quick Dial keys
- [Address Book] key
- Broadcast function
- Redial function



6

• To modify a registered destination, press [EditDest], and then enter a new destination.

Specifying a destination using the Quick Dial keys

This section explains how to select a destination registered as a Quick Dial entry using the Quick Dial keys. For details about registering a Quick Dial entry, see page 277 "Registering a fax number".

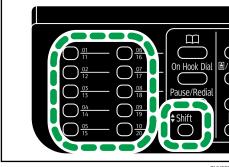
- 1. Press the [Facsimile] key.
- 2. Press [/ de] to switch the icon.

To send a normal fax, switch to the telephone () icon.

To send an Internet fax, switch to the e-mail (icon.

3. Press the [Quick Dial] key to which the desired Quick Dial entry is registered.

If you want to use Quick Dial entries Nos. 11 to 20, press the [Shift] key before the [Quick Dial] key.



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 You can check the registered names and fax numbers by printing a report. For details about printing the destination list, see page 416 "List of Printouts".

Specifying the destination using the [Address Book] key

This section explains how to select a destination registered in the machine's address book. For details about registering fax numbers, see page 277 "Registering a fax number".

- 1. Press the [Facsimile] key.
- 2. Press [/ de] to switch the icon.

To send a normal fax, switch to the telephone () icon.

To send an Internet fax, switch to the e-mail (4) icon.

- 3. Press the [Address Book] key.
- 4. Press the [▲] or [▼] key to select the searching method, and then press the [OK] key.
 - Search by name: [Search by Name]
 Enter part of the name using the number keys.
 - Search by destination list: [Display List]
 Registered destinations are displayed in order.
 - Search by registration number: [Search by Registration No.]
 Enter the three-digit registration number using the number keys. The registered name appears.
 - Search by fax number: [Search Fax Destination]
 Enter the fax number you want to search for. The registered name appears.
- 5. Select the destination you want.
- 6. Press the [OK] key.



 You can check the registered names and fax numbers by printing a report. For details about printing the destination list, see page 416 "List of Printouts".

Specifying the destination using the redial function

You can specify up to 10 recent destinations as the destination for the current job.

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

1. Press the [Facsimile] key.

2. Press [/ de] to switch the icon.

To send a normal fax, switch to the telephone () icon.

To send an Internet fax, switch to the e-mail (icon.

- 3. Press the [Pause/Redial] key.
- Select the destination you want to redial using the [▲] or [▼] key, and then press the [OK] key.

Specifying the destination using the broadcast function

You can send a fax to multiple destinations simultaneously. You can broadcast faxes to a maximum of 100 destinations (including both normal fax destinations and Internet Fax destinations).

Faxes are sent to destinations in the order they were specified.

- 1. Press the [Facsimile] key.
- 2. Press [vertex delication of the icon.

To send a normal fax, switch to the telephone () icon.

To send an Internet fax, switch to the e-mail (icon.

- 3. Add a destination by using one of the following methods:
 - To add a Quick Dial destination: press a corresponding [Quick Dial] key.
 - To add a destination to the machine's address book: press the [Address Book] key, select a
 destination, and then press the [OK] key.
 - To add a redial destination: press the [Pause/Redial] key, select a destination, and then press
 the [OK] key.
 - To add a manually-specified destination: enter the destination fax number using the number keys.
 - To clear all destinations: press the [Clear/Stop] key.
- 4. Press [Add Dest].

Press $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to see the list of destinations that have been added so far.

Go back to step 2 to add further destinations.



- If you specify multiple destinations in Immediate Transmission mode, the mode switches to Memory Transmission mode temporarily.
- If the destinations contain both normal fax destinations and Internet Fax destinations, the fax will be sent to the Internet Fax destinations first.
- Pressing the [Clear/Stop] key cancels a fax transmission to the current destination only. The fax will be sent to the other destinations.

Useful Sending Functions

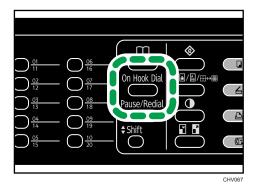
This section explains some useful fax functions.

Sending a fax using On Hook Dial

The On Hook Dial function allows you to check the destination's status while listening to the tone from the internal speaker. If you have an extra telephone, you can talk and send a fax in one call.



- This function is available in Immediate Transmission mode only.
- This function is not available with Internet Fax.
- 1. Press the [Facsimile] key.
- 2. Place the original.
- 3. Press the [On Hook Dial] key.



"On-HK" appears on the screen.

- 4. Specify the destination using the number keys.
 If you make a mistake, press the [Clear/Stop] key and try again.
- 5. If you hear a high pitched tone, press the [B&W Start] key.
- 6. Press [TX Mode], and then press the [B&W Start] key.
 For details about selecting the transmission mode, see page 189 "Selecting Transmission Mode".

Sending a fax after a conversation

An external telephone allows you to send a fax after finishing your conversation, without having to disconnect and redial.

1. Place the original.

For details about connecting an external telephone, see page 107 "Connecting to a Telephone Line (SG 3110SFNw only)".

- 3. Specify the destination using the external telephone.
- 4. When the other party answers, ask them to press their fax start button.
- 5. If you hear a high pitched tone, press the [B&W Start] key.
- 6. Press [TX Mode], and then press the [B&W Start] key.
- 7. Replace the handset.

Sending at a specific time (Send Later)

Using this function, you can instruct the machine to delay transmission of your fax document until a specified later time.

This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

- This function is unavailable with Immediate Transmission.
- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- 3. Press the [▲] or [▼] key to display [Send Later], and then press the [OK] key.
- 4. Press the [♠] or [▼] key to display [Send at Specified Time], and then press the [OK] key.
 To cancel the setting, select [Off], and then press the [OK] key.
- 5. Enter the time (24 hour format) using the number keys, and then press the [OK] key.

When entering numbers smaller than 10, add a zero at the beginning.

If you make a mistake, press the [Clear/Stop] key, before pressing the [OK] key.

- 6. Press the [Escape] key.
- 7. Specify a destination, and then press the [B&W Start] key.



- You can specify a time within 24 hours of the current time.
- You can cancel the transmission setup for Send Later. See page 193 "Canceling a fax".

Sender settings

The registered sender's name (user name) appears on the lists and report. If the sender is not registered in the Address Book, you must first register it.

- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- 3. Press the [▲] or [▼] key to display [Sender's Name], and then press the [OK] key.
- 4. Specify a desired destination using the [Quick Dial] keys or [Address Book] key.

Entering the subject

Enter a subject line for a fax when using Internet Fax.

- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- 3. Press the [▲] or [▼] key to display [Attach Subject], and then press the [OK] key.
- 4. Enter the subject (up to 128 characters), and then press the [OK] key.

For details about entering characters, see page 134 "Entering Characters".

You can press [User Text] to use the text phrases you registered. For details about registering text phrases, see page 233 "General Features".

Fax header print

If [Print Fax Header] is set to "On", the registered name is printed on the receiver's paper. In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch fax header off.

- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- 3. Press the [▲] or [▼] key to display [Print Fax Header], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [On], and then press the [OK] key.

Setting SUB codes for transmission

This section explains how to send a document with a SUB code as a confidential transmission.

A SUB code is an ID consisting of numbers, #, **, and spaces. Document transmitted with a SUB code is stored in the other party's memory, and not printed automatically. The other party inputs the SUB code to print the received document. Privacy can be mutually protected when transmitting a confidential document intended for a particular receiver, since only a person who knows the SUB code can print the document.

Documents can also be sent via facsimiles that have the Transfer Station function. This function helps you save costs when you send the same document to more than one place in a distant area, and saves time since many documents can be sent in a single operation.

☆ Important

- Documents can be sent to facsimiles that have the Personal Box function.
- A SUB code cannot be used with Internet Fax.
- Obtain the SUB code of the other party in advance.
- When sending a confidential document, inform the other party of the SUB code in advance.
- This machine cannot receive documents that are transmitted with a SUB code.
- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- 3. Press the $[^{\blacktriangle}]$ or $[^{\blacktriangledown}]$ key to display [SUB Code TX], and then press the [OK] key.
- Press the [▲] or [▼] key to display [On], and then press the [OK] key.
- 5. Press the [Escape] key.
- 6. Enter the fax number of a destination.
- 7. Press [SUB Code].
- Enter a SUB code, and then press the [OK] key.If you make a mistake, press the [Clear/Stop] key.
- 9. When a password is required, enter the SID code using the number keys, and then press the [OK] key.

When a SID code is not required, just press the [OK] key.

10. Press the [B&W Start] key.

Setting SEP codes for reception

This section explains how to enter a SEP code to request the destination to transmit a document.

You can receive a document stored in the destination's memory if the document has the same SEP code as the SEP code you entered.

This function enables the machine to receive documents from multiple destinations.

Important

- Documents can be received from facsimiles that have Information Boxes.
- A SEP code cannot be used with Internet Fax.
- To use this function, set [SEP Code RX] to [On].
- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- 3. Press the [▲] or [▼] key to display [SEP Code RX], and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [On], and then press the [OK] key.

- 5. Press the [Escape] key.
- 6. Enter the fax number of a destination.
- 7. Press [SEP Code].
- 8. Enter a SEP code, and then press the [OK] key.

If you make a mistake, press the [Clear/Stop] key.

When a password is required, enter the PWD code using the number keys, and then press the [OK] key.

When a PWD code is not required, just press the [OK] key.

10. Press the [B&W Start] key.



- You can enter numbers, #, **, and spaces.
- The SEP code is printed on lists and reports.

Specifying the Scan Settings

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

Adjusting image density

This section describes how to adjust image density for the current job.

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

- 1. Press the [Facsimile] key.
- 2. Press the [Density] key.
- 3. Press [Lighter] or [Darker] to select the desired density level, and then press the [OK] key.

Specifying the resolution

This section explains how to specify resolution settings for a scanning job.

Four resolution settings are available as follows:

Standard

Select this for a document with normal-sized characters.

Detail

Select this for a document with small print.

Fine

Select this setting if you want high image quality.

Photo

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

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



- The "Photo" resolution is not available for Internet Faxes. Faxes will be sent using "Detail" resolution if "Photo" resolution has been specified.
- If you selected [Standard], [Detail] or [Fine], the image density is adjusted automatically to send a
 fax.

Using the Fax Function from a Computer (LAN-Fax)

This section describes how to use the fax function of the machine from a computer.

You can send a document directly from a computer through this machine to another fax machine, without printing the document.



 This function is supported by Windows XP/Vista/7, and Windows Server 2003/2003 R2/2008/2008 R2.

Basic Operation for Sending Faxes from a Computer

This section describes the basic operation for sending faxes from a computer.

You can select the destination from the LAN-Fax address book or enter the fax number directly. You can send faxes to up to 150 destinations at one time.



- Before sending a fax, the machine stores all the fax data in memory. If the machine's memory
 becomes full while storing this data, the fax transmission will be canceled. If this happens, lower the
 resolution or reduce the number of pages and try again.
- The following procedure is based on Windows 7 as an example. If you are using another operating system, the procedure might vary slightly.
- 1. Open the file you want to send.
- 2. On the [File] menu, click [Print...].
- 3. Select the LAN-Fax driver as the printer, and then click [Print].
- 4. Specify a destination.
 - To specify a destination from the LAN-Fax address book:
 - Click the [Address Book] tab, and select the address book in [Address Book:], and then click [Open]. Select a destination in the destination list, and then click [Set as Destination].
 - Repeat this step to add more destinations.
 - To enter a fax number directly:
 - Click the [Specify Destination] tab, and enter a fax number (up to 128 digits) in [Fax Number:], and then click [Set as Destination].
 - Repeat this step to add more destinations.

For details, see page 210 "Editing a Fax Cover Sheet".

6. Click [Send].



- A fax number can contain 0 to 9, "P" (pause), "T(t)" (tone), "\(\frac{1}{4}\)", "\(\frac{1}{4}\)" and "-".
- To use tone services on a pulse-dialing line, insert "*\times" in a fax number. "\times" switches the dialing mode from pulse to tone temporarily.
- To delete an entered destination, select the destination in the [Destination List], and then click [Delete from List].

Canceling a fax

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

Canceling while the machine is receiving a fax from the computer

If the machine is shared by multiple computers, be careful not to cancel the fax of another user.

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

Canceling while sending a fax

Cancel the fax using the control panel.

- 1. Press the [Facsimile] key.
- 2. Press the [Clear/Stop] key.

Configuring Transmission Settings

This section describes how to configure transmission settings in the LAN-Fax driver's properties.

Properties are set separately for each application.

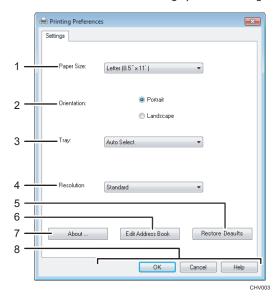
- 1. On the [File] menu, click [Print...].
- Select the LAN-Fax driver as the printer, and then click a button such as [Advanced Options] or [Printing Preferences...] to open the driver's properties.

LAN-Fax driver properties dialog box appears.

- 3. Click the [Settings] tab.
- 4. Configure settings as necessary, and then click [OK].

Settings you can configure in the LAN-Fax driver's properties

This section describes the settings you can configure in the LAN-Fax driver's properties.



1. Paper Size

Specifies a paper size of the document you are sending. If a paper size is specified in the application, that paper size will be used. Otherwise, the paper size specified here will be used.

2. Orientation

Specifies a page orientation.

3. Tray:

Specifies a tray for printing received faxes.

Auto Select

The size of prints is selected automatically to match the document size.

4. Resolution:

Specifies resolutions.

• Standard

Select this for a document with normal-sized characters.

Detail

Select this for a document with small print.

Fine

Select this setting if you want high image quality.

5. Restore Defaults

Restores the settings to their default values.

6. Edit Address Book

Click to open [Edit Address Book] dialog box.

Displays the version of the LAN-Fax driver.

8. Buttons

- OK
 - Click to save the settings and close this dialog.
- Cancel
 - Click to close this dialog without saving any changes.
- Help

Click to display Help.



The settings configured here are applicable for the current application only.

Configuring the LAN-Fax Address Book

This section describes the LAN-Fax address book. Configure the LAN-Fax address book on the computer. The LAN-Fax address book allows you to specify LAN-Fax destinations quickly and easily.

The LAN-Fax address book can contain up to 150 entries, including individual destinations and groups of destinations.



- You can configure separate LAN-Fax address book for each user account on your computer.
- You can import the LAN-Fax address book as required.

Opening the LAN-Fax address book

This section describes how to open the LAN-Fax address book.

You can open LAN-Fax address book from document. For details, see p.190 "Basic Operation for Sending Faxes from a Computer".



- The following procedure is based on Windows 7 as an example. If you are using another
 operating system, the procedure might vary slightly.
- 1. On the [Start] menu, click [Devices and Printers].

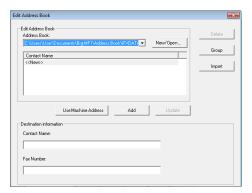
For Windows Vista or Windows Server 2008, click [Control Panel]. Then click [Hardware and Sound], and then click [Printers].

For Windows XP, click [Printers and Faxes].

For Windows Server 2003/2003 R2, point to [Settings], and then click [Printers and Faxes].

2. Right-click the LAN-Fax driver icon, and then click [Printing Preferences...].

3. Click [New/Open...].



Registering destinations

This section describes how to register destinations in the LAN-Fax address book.

- 1. Open the LAN-Fax address book.
- 2. Enter the destination and name.

You can enter a contact name and fax number.

3. Click [Add].

The destination is added to the destination list.

- 4. Click [Close].
- If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].

Modifying destinations

This section describes how to modify registered destinations.

- 1. Open the LAN-Fax address book.
- 2. Select the destination you want to edit so it is highlighted in the list.
- 3. Edit the data.
- 4. Click [Update].
- 5. Click [Close].
- 6. If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].

Registering groups

This section describes how to register groups of destinations.

A group can contain up to 10 individual destinations.

- 1. Open the LAN-Fax address book.
- 2. Click [Group].
- 3. Click [New].
- 4. Enter the group name, and then click [OK].

Select the destination you want to include in the group from the [Address Book] area, and then click [Add to Group].

To delete a destination from a group, select the destination you want to delete from [List of Group Members:], and then click [Delete Member].

- 5. Click [Close].
- 6. Click [Close].
- If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].

Modifying groups

This section describes how to modify registered groups.

- 1. Open the LAN-Fax address book.
- 2. Click [New/Open...], and then select the CSV file containing the address list to be edited.
- 3. Click [Group].
- 4. To add a destination to the group, select the destination you want to add from the [Address Book] area, and then click [Add to Group].
- 5. To delete a destination from the group, select the destination you want to delete from [List of Group Members:], and then click [Delete Member].
- 6. Click [Close].
- 7. Click [Close].
- 8. If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to guit editing, click [No].

To return to the editing display, click [Cancel].

Deleting individual destinations or groups

This section describes how to delete individual destinations or groups from the LAN-Fax address book.

 Open the LAN-Fax address book, select the destination you want to delete from the group list or address book, and then click [Delete].

A confirmation message appears.

- 2. Click [Yes].
- Click [Close].
- If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].



 A destination is automatically deleted from a group if that destination is deleted from the LAN-Fax address book.

Importing LAN-Fax address book data

This section describes how to import LAN-Fax address book data.

LAN-Fax address book data can be imported from files in CSV format.



- The following procedure is based on Windows 7 as an example. If you are using another
 operating system, the procedure might vary slightly.
- 1. Open the LAN-Fax address book.
- 2. Click [Import].
- 3. Select the CSV file, and then click [Open].
- 4. Select the corresponding items of [Contact Name] and [Fax Number].
- 5. Click [OK].
- 6. Enter the file name, and then click [Save].



- LAN-Fax address book data can be imported from CSV files whose character encoding is Unicode
 or ASCII.
- Group data cannot be imported.

- Up to 150 destinations can be registered in the LAN-Fax address book. If this limit is exceeded during importing, the remaining destinations will not be imported.
- You can import data from the address book stored in the machine.

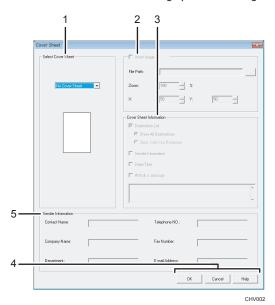
Editing a Fax Cover Sheet

This section describes how to edit a fax cover sheet in the LAN-Fax driver's properties.

- 1. On the [File] menu, click [Print...].
- 2. Select the LAN-Fax driver as the printer, and then click [Print]
- 3. Click [Edit Cover Sheet].
- 4. Configure settings as necessary, and then click [OK].

Settings you can configure for the fax cover sheets

This section describes the settings you can configure for the fax cover sheets.



1. Select Cover Sheet

Select a cover sheet style to send a fax with a cover sheet.

2. Insert Image

Specify a bitmap image you want to print on the cover sheet.

- File Path:
 Specify the path to the image file you want to use.
- Zoom:

Specify the magnification ratio you want to use. If an image is larger than the area specified, the image is trimmed to match the size of the area.

X

Specify values to move an image along the X-Position.

Y

Specify values to move an image along the Y-Position.

3. Cover Sheet Information

Destination List

Select this check box to print the receiver's information on the cover sheet.

Sender Information

Select this check box to print the sender's information on the cover sheet.

• Date/Time

Select this check box to print the date and time of the current system on the cover sheet.

Attach a message

Select this check box if you want to include your message in a fax you send. A message can contain up to 256 characters.

4. Buttons

Oł

Click [OK] if configuring the settings for the cover sheet is complete.

Cancel

Click [Cancel] to cancel the settings.

• Help

Click to display Help.

5. Sender Information

Enter the sender's information. Items that are not specified will not be printed on the cover sheet.

Contact Name:

Enter the sender's name. Up to 64 characters can be used for the sender's name.

• Company Name:

Enter the name of the sender's company. Up to 64 characters can be used for this name.

• Department:

Enter the name of the sender's department. Up to 64 characters can be used for this name.

• Telephone No.:

Enter the sender's telephone number. Up to 128 characters can be used for this number.

• Fax Number:

Enter the sender's fax number. Up to 128 characters can be used for this number.

• No./Email Address

Enter the sender's e-mail address. Up to 128 characters can be used for this address.

Receiving a Fax

This section describes fax reception functions.



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

Selecting Reception Mode

There are two ways you can set up the machine to handle incoming calls.

- Manual Reception mode (an external telephone required)
- Auto Reception mode

For details about receiving Internet Faxes, see page 214 "Forwarding Faxes".

Manual reception mode

When a telephone call comes in, the external telephone rings. If the call is a fax document, you must switch manually to facsimile mode.

Auto reception mode

When a telephone call comes in, the machine automatically receives it as a fax document. Use this setting on a dedicated fax line.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [▲] or [▼] key to display [Fax Features], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Reception Settings], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Switch Reception Mode], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Manual Reception] or [Auto Reception], and then
 press the [OK] key.
- 8. Press the [Escape] key.

Manual reception

This section describes the basic operation for receiving a fax when the reception mode is set to [Manual Reception] mode.

1. Pick up the handset of the external telephone to answer the call.

A normal telephone call starts.

- When you hear a fax calling tone, press the [Facsimile] key, and then press the [B&W Start] key.
- 3. Replace the handset.

Auto reception

When the reception mode is set to [Auto Reception] mode, the machine receives a fax automatically if the incoming call is a fax call and the external telephone rings when it receives voice calls.

To start a normal telephone call, pick up the handset, press the [Facsimile] key, and then press the [Clear/Stop] key. If you hear a fax calling tone, receive the fax manually. For details about manually receiving a fax, see page 212 "Manual reception".

Receiving an Internet Fax Message

You can set the machine to periodically check for e-mails (Internet Faxes) and receive them automatically, or you can manually check and receive them.



• This machine may not be able to receive e-mails in HTML format.

Automatic reception

When [Email Recept. Interval] is enabled, the machine periodically connects to the POP3 server to check for new e-mails, as specified in [Email Recept. Interval]. The machine will download new e-mails if there are any.

Manual reception

When [Email Recept. Interval] is disabled, use the control panel to manually connect to the POP3 server and check for new e-mails.

- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- Press the [^A] or [[▼]] key to display [Job Information], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Manual Email Reception], and then press the [OK] key.
- 5. Press the [B&W Start] key.
- 6. In the confirmation screen, press [Exit].

The machine checks for new e-mails and downloads them if there is any.

7. Press the [Escape] key.



• If the e-mail reception fails, an error notification e-mail will be sent to the original sender.

Forwarding Faxes

Specify whether or not to forward received fax messages to a registered receiver.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [▲] or [▼] key to display [Fax Features], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Administrator Tools], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [Forwarding], and then press the [OK] key.
- Press the [▲] or [▼] key to display [On(Print)] or [On(Not Print)], and then press the [OK] key.
 - [On(Print)]: The machine deletes the fax messages after they are forwarded and printed.
 - [On(Not Print)]: The fax messages are forwarded.
- 8. Specify the forwarding destination using the address book.

Reference

• For details about specifying the fax destination, see page 194 "Specifying the Fax Destination".

7. Machine Setup Menus

This chapter explains the menu items for configuring and adjusting machine settings.

Making Machine Settings Using the Control Panel

*1 Does not appear when using the SG 3100SNw.

Counter

You can check how many sheets have been printed.

Menu
Full Color Total
B&W Total
Printer:Full Clr
Economy Color

See page 221 "Counter".

Maintenance

You can adjust the print quality.

Menu	
Nozzle Check Pattern	
Clean Print-heads	
Flush Print-heads	
Head Position Adjust	
Registration	
Adjust Paper Feed	
Dry-delay (1 Sided)	
Dry-delay (2Sd)	
Paper Feed Test	

/

Menu
De-condensation
Ink Collector Unit
Restore Defaults

See page 222 "Maintenance".

System Settings

You can configure system settings.

Menu		
General Features		
Tray Paper Setting		
Timer Settings		
Interface Settings		
File Transfer		
Administrator Tools		

See page 233 "System Settings".

Printer Features

You can configure printer features.

Menu	
List/Test Print	
I/O Timeout	
PCL Menu [*] 1	
Display Paper Size Error	

See page 256 "Printer Features".

Copier Features

You can configure copier features.

Menu
Auto Image Dens. Priority
Original Type
Auto Tray Switching
Job End Call*1
Reproduction Ratio
Preset R/E Priority
ADS Background
Display Copy Size Error

See page 261 "Copier Features".

Scanner Features

You can configure scanner features.

Menu	
Scan Settings	
Destination List Settings	
Send Settings	

See page 264 "Scanner Features".

Fax Features * 1

You can configure fax features.

Menu		
General Settings/Adjust		
Reception Settings		
Email Settings		
Administrator Tools		
Country Setting		

Language

See page 268 "Fax Features (SG 3110SFNw only)".

You can select which language the menu is displayed in.

Menu
British English
French
German
Italian
Spanish
Dutch
Norwegian
Danish
Swedish
Polish
Portuguese
Hungarian
Czech
Finnish

See page 285 "Language".

User Code

You can restrict users and available functions by using user codes.

Menu		
Authentication. Setting		
Prog. Codes No.		
Program User Code		
Change Setting		

7

Menu

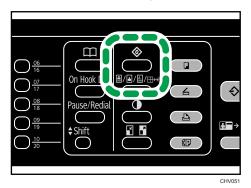
Delete User Code

See page 286 "User Code".

Changing Default Settings in the User Tools Menu

Mportant !

- To change the initial settings in the User Tools menu, you need to log into the machine.
- 1. Press the [User Tools] key.



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

To check the counter, select [Counter].

To adjust color registration or gradation, select [Maintenance].

To change the system settings, select [System Settings].

To change the printer features, select [Printer Features].

To change the copier features, select [Copier Features].

To change the scanner features, select [Scanner Features].

To change the fax features, select [Fax Features].

To change the language used on the display, select [Language].

- Press the [▲] or [▼] key to select the item, and then press the [OK] key.
- 4. Change settings by following instructions on the display, and then press the [OK] key.
- 5. Press the [Escape] key.



• Press both [User Tools] and [#] keys in the User Tools menu simultaneously, and press [Yes]. This allows you to reset resets the settings in [System Settings] and [Maintenance] back to their default values. (except for the values specified for "Set Date", "Set Time", and "Display/Print Counter").

How to Log In

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.

 If this is the first time to do this, enter "000000" as the password. For details about changing

passwords, see page 249 "Administrator Tools".

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Counter

You can check and print out the machine's counter figures.

Show

By selecting [Counter], you can check the number of pages printed in the following categories.

• Full Color Total

This counter shows the total number of sheets printed in color.

• B&W Total

This counter shows the total number of sheets printed in black and white.

• Printer:Full Clr

This counter shows the number of pages printed in color in the printer mode.

Economy Color*

This counter shows the total number of sheets printed in Economy Color.

* For details about checking the economy color, contact your service representative.

Print

You can print out the machine's page counts.



· Black and white files are counted as black and white prints even if color printing was specified.

Printing the Counter

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press [▲] or [▼] key to display [Counter], and then press the [OK] key.
- 5. To print the counter list, press [Print].
- 6. Press the [B&W Start] or [Color Start] key.

The counter numbers will be printed.

Maintenance

Using the [Maintenance] menu, you can specify machine maintenance settings for adjusting settings such as gradation and density.

Nozzle Check Pattern

Print a test pattern to check that print head nozzles become clogged.

If nozzle problems occur, print head nozzles become clogged and ink cannot be ejected properly. This will result in lower print quality.

Clean Print-heads

You can clean the print head.

Clean the head if certain colors are not printed or are printed faintly.

Head cleaning consumes ink.

Flush Print-heads

You can clean the print head more thoroughly.

Because head flushing consumes more ink than head cleaning, do it only if the print head cannot be cleaned properly by head cleaning.

Head Position Adjust

You can resolve problems such as lines that are printed vertically misaligned or blurred colors.

Registration

Print the test pattern and align the point where printing starts for each paper tray.

Adjust Paper Feed

If printed lines are horizontally misaligned or if images are printed unevenly, print the test pattern and adjust the paper feed setting.

Dry-delay (1 Sided)

To prevent single sides of each sheet of paper from being spoiled, specify long print delivery intervals so that the printed sides can be dry. A value you can specify for an interval is between 1 and 20 seconds.

Default: [Off]

Dry-delay (2Sd)

To prevent both sides of each sheet of paper from being spoiled, specify long print delivery intervals so that the printed sides can be dry. A value you can specify for an interval is between 1 and 20 seconds.

Default: [Off]

Paper Feed Test

You can eject a sheet of paper without printing anything on it.

7

De-condensation

To remove moisture from inside the machine, you can eject three sheets of paper without printing anything on them.

Ink Collector Unit

You can check the remaining capacity of the ink collector unit.

Restore Defaults

Restores adjusted values made under "Head Position Adjust", "Registration", and "Adjust Paper Feed" to their original values.



• To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".

Nozzle Check Pattern

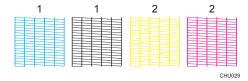
Follow the procedure below to check whether the print head nozzles are clogged up or not by printing a nozzle check test pattern.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [♠] or [♥] key to display [Maintenance], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Nozzle Check Pattern], and then press the [OK] key.
- 6. Press the [B&W Start] or [Color Start] key.

A test pattern is printed.

- 7. Press [Exit].
- 8. Press the [Escape] key.
- 9. Check the printed test pattern.

Printed Test Pattern



Using the test pattern, check for print head clogging and the number of the clogged head.

The number appearing above each color in the test pattern is the number of the print head.

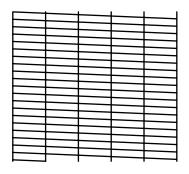
The print head for black and cyan is [Head 1].

The print head for yellow and magenta is [Head 2].

7

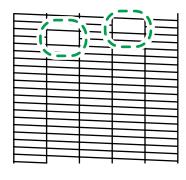
Check which print head is clogged by referring to the following illustration.

Normal



CFT168

When print heads are clogged



CFT16

If the print head is clogged, perform Head Cleaning. See page 224 "Clean Print-heads". If the problem persists, perform Head Flushing. See page 225 "Flush Print-heads".

Clean Print-heads

Follow the procedure below to perform a normal print head cleaning. Perform a head cleaning when a particular color cannot be printed or print images are blurred. Head cleaning consumes ink.

When the print cartridge is empty, replace it instead of performing a print head cleaning. After a print cartridge is replaced, a print head cleaning will be automatically performed.



- Do not turn the machine off during print head cleaning. If the machine is turned off during print head cleaning, start again from the beginning.
- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.

- 4. Press the [▲] or [▼] key to display [Maintenance], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Clean Print-heads], and then press the [OK] key.
- Press the [▲] or [▼] key to select the print head of the appropriate color.
- 7. Check an item by pressing the [] key, and then press the [OK] key.

To clean all the print heads, select [All Heads].

To clean the print head for black and cyan, select [Head 1].

To clean the print head for yellow and magenta, select [Head 2].

8. Press [Yes].

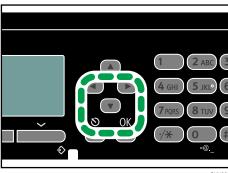
Head cleaning starts.

- 9. Press [Exit].
- 10. Press the [Escape] key.

No-Fuss Head Cleaning

You can perform a one-touch head cleaning for all colors.

Press and hold down the [▼] key for three seconds.



- 2. Press [Yes]. Head cleaning starts.
- 3. Press [Exit].

Flush Print-heads

Follow the procedure below to perform a thorough print head cleaning. Because head flushing consumes more ink than head cleaning, do it only if the print head cannot be cleaned properly by head cleaning.

When the print cartridge is empty, replace it instead of performing a print head cleaning. After a print cartridge is replaced, a print head cleaning will be automatically performed.

Important

- Do not turn the machine off during print head cleaning. If the machine is turned off during print head cleaning, start again from the beginning.
- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [▲] or [▼] key to display [Maintenance], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Flush Print-heads], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to select the print head of the appropriate color.
- 7. Check an item by pressing the [] key, and then press the [OK] key.

To clean all the print heads, select [All Heads].

To clean the print head for black and cyan, select [Head 1].

To clean the print head for yellow and magenta, select [Head 2].

8. Press [Yes].

Head flushing starts.

- 9. Press [Exit].
- 10. Press the [Escape] key.

Head Position Adjust

Adjusts the print head. Perform this operation if printed lines are vertically misaligned or printed colors are blurred.

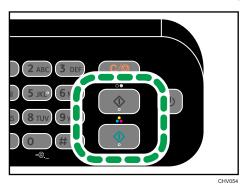
To check adjustment values, print test patterns applying "High Speed", "Standard", "High Quality" "Envelope" settings.

If there are several lines in the test pattern, check adjustment values for each line, and adjust the print head positions. If the adjustment value is set to "0", adjustment is not necessary. Adjust all lines so their adjustment values indicate "0".

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Maintenance], and then press the [OK] key.
- 5. Press the [♠] or [▼] key to display [Head Position Adjust], and then press the [OK] key.
- Press the [▲] or [▼] key to select the target's resolutions, and then press the [OK] key.

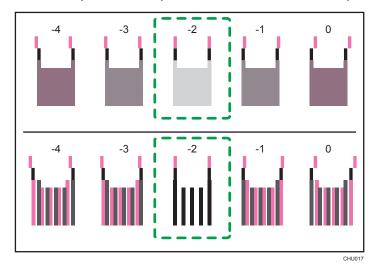
7

7. Press the [B&W Start] or [Color Start] key.



A test pattern to adjust print head positions is printed.

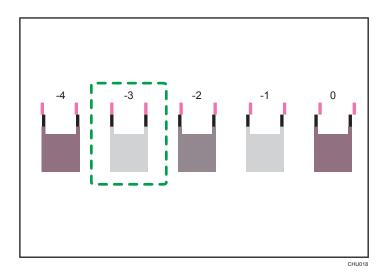
8. To determine the adjustment value, select the square that is faintest (closest to white). Alternatively, select the square whose internal lines overlap to form a single color.



Combined two-color lines form squares, and depending on line overlapping, (white) spaces between the lines are painted and look darker. Sometimes the colors of the lines are identical.

For this illustration, the adjustment value is "-2". Checking adjustment values for each item is required.

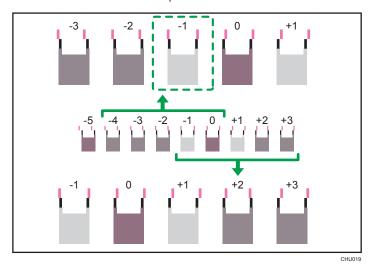
• If you cannot determine the adjustment value, select the square that is between the straightest lines.



Each vertical line is made of an upper part and lower part. If the print head is not properly positioned, the vertical line will be displayed as two disconnected lines, so that the line looks misaligned.

• If you still cannot determine the adjustment value, locate the square that is between adjacent squares whose lines form symmetry. Adjacent squares can be one or two places either side (at positions ±1 or ±2).

This illustration indicates an adjustment value that is set to "-1".



9. Press [Adjust].

If you have selected "High Quality" or "Envelope", skip to Step 11.

- 10. Select the items that you need to adjust, and then press the [OK] key.
- 11. Enter the optimal adjustment values from Step 8, and then press the [OK] key.
- 12. Press [Exit].

13. Press the [Escape] key.

Registration

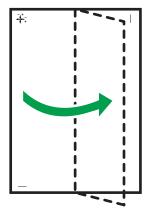
Follow the procedure below to adjust where to start printing on paper loaded in each paper tray after checking the test pattern printed.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Maintenance], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Registration], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to select a paper tray, and then press the [OK] key.
- 7. Press the [B&W Start] or [Color Start] key.

A test pattern to adjust the print start position is printed.

Check the optimal adjustment values on the printed test pattern.

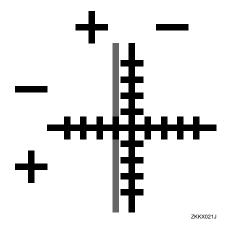
8. Fold the test pattern sheet in half lengthwise.



CFT06

9. The optimal adjustment value is the difference between the single vertical line and the cross's vertical line that you can see when the folded paper is held up to light. When the

difference is one calibration mark in the "+" direction, the optimal adjustment value for the [Main Scan] is "+1.0".



Fold the test pattern sheet in half widthwise, and then check the adjustment value for the [Sub Scan].

Adjustment values are in 0.1 increments.

- 11. Press [Adjust].
- Press the [▲] or [▼] key to enter the adjustment values (-4.0 to +4.0) in the [Main Scan] from step 9, and then press the [OK] key.
- 13. Press the [♠] or [▼] key to enter the adjustment values (-4.0 to +4.0) in the [Sub Scan] from step 10, and then press the [OK] key.
- 14. Press [Exit].
- 15. Press the [Escape] key.

Adjust Paper Feed

If horizontal lines are printed unaligned, print images are patchy, or black or white streaks are printed at regular intervals, print a test pattern, and then adjust the paper feed setting.

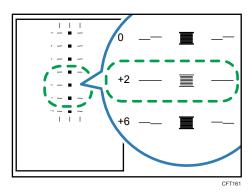
- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [▲] or [▼] key to display [Maintenance], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Adjust Paper Feed], and then press the [OK] key.
- 6. Press the [B&W Start] or [Color Start] key.

A test pattern to adjust paper feed is printed.

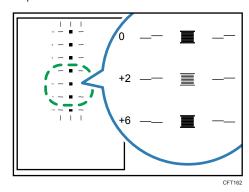
7

7. Check the optimal adjustment values on the printed test pattern.

The optimal adjustment value is the number that appears on the left of the lightest gray square with straight horizontal lines on both sides. When this number is "+2", the optimal adjustment value is "+2".



When horizontal lines beside the lightest gray square are broken, select the optimal adjustment value by referring to the lines broken in the opposite direction. When the "+2" square is the lightest gray square and the "+6" horizontal lines are broken in the opposite direction, the optimal adjustment value is between "+3" and "+5". After adjustment, check the adjustment result.



- 8. Press [Adjust].
- 9. Enter the adjustment value (-14 to +14) from Step 7, and then press the [OK] key.
- 10. Press [Exit].
- 11. Press the [Escape] key.



- If black or white streaks still appear after the adjustment, keep adjusting the value by 1 and executing "Adjust".
 - If black streaks appear, increase the adjustment value.
 - If white streaks appear, decrease the adjustment value.
- Keep adjusting the value and executing "Adjust" until the black or white streaks disappear.

De-condensation

If the "Service Call (57000) Cannot use the machine. Turn power off then on." message appears, there might be condensation inside the machine. You can dry the machine's interior by performing the decondensation procedure. See page 395 "Printer Error".

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Maintenance], and then press the [OK] key.
- Press the [♠] or [▼] key to display [De-condensation], and then press the [OK] key.
 Three sheets are fed through the machine without anything being printed on them.
- 6. Switch the machine off and then back on again.
 If the error message does not reappear, the machine's interior has fully dried.



- If the error persists, turn the machine off, leave it for an hour, and switch it back on. If this does not resolve the problem, contact your sales or service representative.
- If the paper is smeared with ink after being ejected, contact your sales or service representative.

7

System Settings

This section describes user tools in the [System Settings] menu.

General Features

This section describes the user tools in the [General Features] menu under [System Settings].

Prog/Change/Del User Text

You can register text phrases you often use when specifying settings, such as ".com" and "Regards".

You can register up to 20 entries.

Panel Key Sound (SG 3110SFNw only)

The beeper (key tone) sounds when a key is pressed.

- Lowest
- Low
- Medium
- High
- Off

Default: [Medium]

Warm-up Beeper (copier) (SG 3110SFNw only)

You can have the beeper sound when the machine becomes ready to copy after leaving Energy Saver mode, or when the power is turned on.

Default: [On]

If the [Panel Key Sound] setting is [Off], the beeper does not sound, whatever the [Warm-up Beeper] setting.

Function Priority

Specify the mode to be displayed immediately after the operation switch is turned on, or when System Reset mode is turned on.

SG 3100SNw

- Copier
- Printer
- Scanner

SG 3110SFNw

- Copier
- Printer

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- Scanner
- Facsimile

Default: [Copier]

Display Cntrst.

You can adjust the brightness of the display.

Default: [0] (the halfway/medium setting).

Key Repeat

You can enable or disable repetition of an operation if a key on the control panel is pressed continuously.

- Do not Repeat
- Normal
- Repeat Time: Medium
- Repeat Time: Long

Default: [Normal]

Measurement Unit

You can switch the measurement between "mm" and "inch".

Default:

Region A (mainly Europe and Asia)

mm

Region B (mainly North America)

[inch]



To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".

Tray Paper Setting

This section describes the user tools in the [Tray Paper Setting] menu under [System Settings].



If the specified paper size differs from the actual size of the paper loaded in the paper tray, a
misfeed might occur because the correct paper size was not detected.

Paper Size:Tray 1

Select the size of the paper loaded in the paper tray 1.

The paper sizes you can set for tray 1 are as follows:

Region A (mainly Europe and Asia)

```
A4\Box, A5\Box, A6\Box, B5 JIS\Box, 8^{1}/_{2} \times 11\Box, 8^{1}/_{2} \times 5^{1}/_{2}\Box, 7^{1}/_{4} \times 10^{1}/_{2}\Box, 16K, Postcard, 148 × 200, Jp Env #3\Box, Jp Env #4\Box, Yoh #4 Env\Box, Com10\Box, Monarch E.\Box, C6Env.\Box, C5Env. \Box, DL Env.\Box, Custom Size Region B (mainly North America) A4\Box, A5\Box, A6\Box, B5 JIS\Box, 8^{1}/_{2} \times 11\Box, 8^{1}/_{2} \times 14\Box, 8^{1}/_{2} \times 5^{1}/_{2}\Box, 7^{1}/_{4} \times 10^{1}/_{2}\Box, 8 × 13\Box, 8^{1}/_{2} \times 13\Box, 8^{1}/_{4} \times 13\Box,
```

16KD, PostcardD, 148 × 200D, Jp Env #3D, Jp Env #4D, Yoh #4 EnvD,

Com 10, Monarch E.D., C6Env.D., C5Env.D., DL Env.D., Custom Size

Default:

Region A (mainly Europe and Asia)

[A4D]

Region B (mainly North America)

 $[8^{1}/_{2} \times 11^{\square}]$

Custom Size:

Region A (mainly Europe and Asia)

You can specify a custom size of between 88.0 - 216.0 mm (3.47 - 8.50 inches) horizontally, and between 139.7 - 297.0 mm (5.50 - 11.69 inches) vertically.

Region B (mainly North America)

You can specify a custom size of between 88.0 - 216.0 mm (3.47 - 8.50 inches) horizontally, and between 139.7 - 356.0 mm (5.50 - 14.01 inches) vertically.

Paper Size:Tray2-3 (when the paper feed unit is installed.)

Select the size of the paper loaded in the paper tray 2-3.

The paper sizes you can set for tray 2-3 are as follows:

A4
$$\mathbb{D}$$
, A5 \mathbb{D} , A6 \mathbb{D} , B5 JIS \mathbb{D} , $8^1/_2 \times 11\mathbb{D}$, $8^1/_2 \times 14\mathbb{D}$, $7^1/_4 \times 10^1/_2\mathbb{D}$, $8 \times 13\mathbb{D}$, $8^1/_2 \times 13\mathbb{D}$, $8^1/_4 \times 13\mathbb{D}$, 16K \mathbb{D} , Custom Size

Default:

Region A (mainly Europe and Asia)

[A4D]

Region B (mainly North America)

$$[8^{1}/_{2} \times 11^{\square}]$$

You can specify a custom size of between 105.0 - 216.0 mm (4.14 - 8.50 inches) horizontally, and between 148.0 - 356.0 mm (5.83 - 14.00 inches) vertically.

/

Paper Size:Bypass (when the multi bypass tray is installed.)

Select the size of the paper loaded in the bypass tray.

The paper sizes you can set for bypass tray are as follows:

A4D, A5D, A6D, B5 JISD, $8^{1}/_{2} \times 11D$, $8^{1}/_{2} \times 14D$,

 $8^{1}/_{2} \times 5^{1}/_{2}$ \square , $7^{1}/_{4} \times 10^{1}/_{2}$ \square , 8×13 \square , $8^{1}/_{2} \times 13$ \square , $8^{1}/_{4} \times 13$ \square ,

16KD, PostcardD, 148 × 200D, Jp Env #3D, Jp Env #4D, Yoh #4 EnvD,

Com 10 , Monarch E. P., C6 Env. P., C5 Env. P., DL Env. P., Custom Size

Default:

Region A (mainly Europe and Asia)

[A4^D]

Region B (mainly North America)

 $[8^{1}/_{2} \times 11^{\Box}]$

You can specify a custom size of between 55.0 - 216.0 mm (2.17 - 8.50 inches) horizontally, and between 127.0 - 1259.4 mm (5.00 - 51.00 inches) vertically.

Paper Type:Tray 1

Set the display so you can see what type of paper is loaded in the paper tray 1.

The paper types you can set for the paper tray 1 are as follows:

[Plain Paper], [Inkjet Plain Paper], [Glossy Paper], [Inkjet Postcard], [Postcard], [Envelope]

Default: [Plain Paper]

Paper Type:Tray2-3 (when the paper feed unit is installed.)

Set the display so you can see what type of paper is loaded in the paper tray 2-3.

The paper types you can set for the paper tray 2-3 are as follows:

[Plain Paper], [Inkjet Plain Paper], [Glossy Paper]

Default: [Plain Paper]

Paper Type: Bypass (when the multi bypass tray is installed.)

Set the display so you can see what type of paper is loaded in the bypass tray.

The paper types you can set for the bypass tray are as follows:

[Plain Paper], [Inkjet Plain Paper], [Glossy Paper], [Inkjet Postcard], [Postcard], [Envelope], [Thick Paper]

Default: [Plain Paper]

Ppr Tray Priority: Copier

Specify the tray to supply paper for output.

- Tray 1
- Tray 2 (when the paper feed unit is installed.)

- Tray 3 (when the paper feed unit is installed.)
- Bypass Tray (when the multi bypass tray is installed.)

Default: [Tray 1]

Ppr Tray Priority: Printer

Specify the tray to supply paper for output.

- Tray 1
- Tray 2 (when the paper feed unit is installed.)
- Tray 3 (when the paper feed unit is installed.)
- · Bypass Tray (when the multi bypass tray is installed.)

Default: [Tray 1]

Auto Tray Select: Tray 1

If you set this to [On], Auto Tray Select is applied to the specified paper tray. Auto Tray Select allows the machine to automatically select the paper tray according to the paper size and type specified in the printer driver.

Default: [On]

Auto Tray Select: Tray 2-3 (when the paper feed unit is installed.)

If you set this to [On], Auto Tray Select is applied to the specified paper tray. Auto Tray Select allows the machine to automatically select the paper tray according to the paper size and type specified in the printer driver.

Default: [On]

Auto Tray Select: Bypass (when the multi bypass tray is installed.)

If you set this to [On], Auto Tray Select is applied to the specified paper tray. Auto Tray Select allows the machine to automatically select the paper tray according to the paper size and type specified in the printer driver.

Default: [On]



- To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".
- If you want to set the paper size to A5D or B6 JISD, contact your sales or service representative.

Timer Settings

This section describes the user tools in the [Timer Settings] menu under [System Settings].

Auto Power Off Timer

After a specified period has passed, following job completion, the machine automatically turns off, in order to conserve energy. This function is called "Auto Off".

The time can be set from 1 to 240 minutes, using the number keys.

For the [Auto Power Off Timer], specify the time to elapse before Auto Off.

You can specify this setting only if [Auto Power Off] is set to [On] in [Administrator Tools] in [System Settings]. The factory default setting of [Auto Power Off] is [Off].

Default: [60 min.]

Energy Saver Timer

Set the amount of time the machine waits before switching to lower-power mode after copying has finished or the last operation is performed.

The time can be set from 1 to 240 minutes, using the number keys.

Default: [15 min.]

System Auto Reset Timer

The System Reset setting automatically switches the screen to the function set in [Function Priority] when no operations are in progress. This setting is used to specify a system reset interval.

The time can be set from 10 to 999 seconds, using the number keys.

Default: [On], [60 sec.]

Copier Auto Reset Timer

Specify the time to elapse before the copier function is reset.

The time can be set from 10 to 999 seconds, using the number keys.

Default: [On], [60 sec.]

Facsimile Auto Reset Timer (SG 3110SFNw only)

Specify the time to elapse before the facsimile function is reset.

The time can be set from 10 to 999 seconds, using the number keys.

Default: [On], [60 sec.]

Printer Auto Reset Timer

Specify the time to elapse before the printer function is reset.

The time can be set from 10 to 999 seconds, using the number keys.

Default: [On], [60 sec.]

Scanner Auto Reset Timer

Specify the time to elapse before the scanner function is reset.

The time can be set from 10 to 999 seconds, using the number keys.

Default: [On], [60 sec.]

Set Date

Set the date for the machine's internal clock using the number keys.

To change between year, month, and day, press the $[\P]$ and $[\P]$ key.

Set Time

Set the time for the machine's internal clock using the number keys.

Enter the time using the 24-hour format (in 1 second increments).

Auto Logout Timer

Specify whether or not to automatically log out a user when the user does not operate the machine for a specified period of time after logging in.

The time can be set from 10 to 999 seconds, in one second increments, using the number keys.

Default: [On], [60 sec.]



• To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".

Interface Settings

This section describes the user tools in the [Interface Settings] menu under [System Settings].

Network

This section describes the user tools in the [Network] menu under [Interface Settings].

Machine IPv4 Address

Specify the machine's IPv4 network address.

- Auto-Obtain (DHCP)
- Specify

Default: [Auto-Obtain (DHCP)]

When you select [Specify], enter the IPv4 address and subnet mask as "xxx.xxx.xxx.xxx" ("x" indicates a number).

When you select [Specify], make sure that IPv4 address is different from that of another machines on the network.

The physical address (MAC address) also appears.

After changing this setting, turn the machine off, and then turn it on again.

IPv4 Gateway Address

A gateway is a connection or interchange point between two networks.

Specify the gateway address for the router or host computer used as a gateway.

After changing this setting, turn the machine off, and then turn it on again.

Default: 0.0.0.0

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Machine IPv6 Address

Displays the machine's IPv6 network address.

Link-Local Address

The machine's specified link-local address appears.

• Manual Config. Address

The machine's manually configured address appears.

• Stateless Address 1-5

The specified stateless address appears.

IPv6 Gateway Address

Displays the machine's IPv6 gateway address.

IPv6 Stateless Setting

Specify IPv6 Stateless Address Autoconfiguration.

After changing this setting, turn the machine off, and then turn it on again.

Default: [Active]

DNS Configuration

Make settings for the DNS server.

- Auto-Obtain (DHCP)
- Specify

Default: [Auto-Obtain (DHCP)]

When you select [Specify], enter the DNS Server IPv4 address as "xxx.xxx.xxx.xxx" ("x" indicates a number).

DDNS Configuration

Specify the DDNS settings.

Default: [Active]

Domain Name

Specify the domain name.

After changing this setting, turn the machine off, and then turn it on again.

- Auto-Obtain (DHCP)
- Specify

Default: [Auto-Obtain (DHCP)]

When you select [Specify], enter the domain name using up to 63 characters.

Effct. Protocol

Select protocols to use in the network.

After changing this setting, turn the machine off, and then turn it on again.

IPv4

Default: [Active]

IPv6

Default: [Inactive]

SMB Work Group

Specify the SMB work group.

Enter the computer name using up to 20 characters.

Ethernet Speed

Set the access speed for networks.

After changing this setting, turn the machine off, and then turn it on again.

- Auto Select
- 100Mbps Full Duplex
- 100Mbps Half Duplex
- 10Mbps Full Duplex
- 10Mbps Half Duplex

Default: [Auto Select]

Select a speed that matches your network environment. [Auto Select] should usually be selected.

Machine Setting	Settings of the connectable device
Auto Select * 1	Auto Select, 10Mbps Half Duplex, 100Mbps Half Duplex
10Mbps Full Duplex	100Mbps Full Duplex
10Mbps Half Duplex	Auto Select, 10Mbps Half Duplex
100Mbps Full Duplex	100Mbps Full Duplex
100Mbps Half Duplex	Auto Select, 100Mbps Half Duplex

^{*1} Terms will vary depending on the network.

LAN Type

Select the method of connection.

After changing this setting, turn the machine off, and then turn it on again.

- Ethernet
- IEEE 802.11b/g/n

Default: [Ethernet]

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Permit SNMPv3 Communictn.

Set the encrypted communication of SNMPv3.

- Encryption/Cleartext
- · Encryption Only

Default: [Encryption/Cleartext]

If you select [Encryption Only], you need to specify the encryption password for the machine.

Permit SSL/TLS Comm.

Set the encrypted communication of SSL/TLS.

- · Ciphertext Only
- Ciphertext Priority
- Ciphertext/Cleartext

Default: [Ciphertext/Cleartext]

If you select [Ciphertext Only], you need to install the SSL certificate for the machine.

Auto Email Notify

You can specify whether or not to send notification that a printer error has occurred to a particular e-mail address.

After changing this setting, turn the machine off and then back on.

Default: [Inactive]

Host Name

Specify the host name.

Enter the host name using up to 63 characters.

You cannot enter a host name starting or ending with a hyphen.

You cannot enter a host name starting with "RNP" or "rnp".

Machine Name

Specify the machine name.

Enter the machine name using up to 30 characters.

Restore Network Defaults

Resets the network settings to their default values.

IEEE 802.11

This section describes the user tools in the [IEEE 802.11] menu under [Interface Settings].

Be sure to make all settings.

Det. Settings

SSID

Enter the SSID (name of the wireless network) to identify the network.

• Encryption

Configure the wireless LAN encryption.

- Inactive
- WEP
- WPA-PSK
- WPA-EAP

Default: [Inactive]

WPA

Select the WPA cipher suite.

- WPA(TKIP)
- WPA(AES)
- WPA2(AES)

Default: [WPA(TKIP)]

• Pre-shared Key Format

Select [Passphrase] or [Hex].

- Passphrase
- Hex

Default: [Passphrase]

Pre-shared Key

Enter the pre-shared key in the format selected in [Pre-shared Key Format].

If you have selected [Passphrase] in [Pre-shared Key Format], enter 8 to 63 alphanumeric characters. If you have selected [Hex] in [Pre-shared Key Format], enter up to 64 hexadecimal digits.

· Key Length

Select 64 bit or 128 bit. This is required for specifying the encryption key setting.

- 64bit
- 128bit

Default: [64bit]

Key Format

Select ASCII or Hex. This is required for specifying the encryption key setting.

Items displayed if [Key Length] is set to [64bit]

- ASCII (5 digits)
- Hex (10 digits)

Items displayed if [Key Length] is set to [128bit]

- ASCII (13 digits)
- Hex (26 digits)
- Encryption Key

Configure the WEP encryption key.

EAP Type

Select the EAP type.

- PEAP
- TLS

Default: [PEAP]

EAP User ID

Enter the user ID to be used for EAP.

• RADIUS User Name

Enter the user name for accessing the RADIUS server.

RADIUS User Password

Enter the password for accessing the RADIUS server.

• User Password

Enter the password for PEAP authentication.

• Country Code

Easy Setup

PBC Method

WPS can be performed by push-button configuration (PBC).

PIN Method

WPS can be performed using the personal identification number (PIN).

Current status

You can check the following items:

- MAC Address
- Version
- SSID
- Channel Number
- BSSID

- Status
- Sent Packets
- Received Packets
- Easy Setup Status
- · Signal Strength
- TX Status

Print I/F Settings List

You can check items related to the network environment.

The configuration page shows the current network settings and network information.

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [[▲]] or [[▼]] key to display [System Settings], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Interface Settings], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to select [Print I/F Settings List], and then press the [OK] key.
- 7. Press the [B&W Start] key.

The configuration page is printed.

Precautions to Take When Connecting to a Network

Using DHCP

You can register the host name to a DNS server.

- Supported DHCP server operating systems are: Windows Server 2003/2003 R2/2008/2008 R2, and UNIX standard.
- The IP address acquired from DHCP can be checked on the interface settings list. For details
 about printing a configuration page, see page 245 "Print I/F Settings List".
- When there are multiple DHCP servers, make the same configuration for all. This printer uses information from the DHCP server that responds first.

File Transfer

This section describes the user tools in the [File Transfer] menu under [System Settings].

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SMTP Server

Specify the SMTP server name.

If DNS is in use, enter the host name.

If DNS is not in use, enter the SMTP server IPv4 address.

Default for "Port No.": 25

Enter the server name using up to 127 characters. Spaces cannot be entered.

Enter port number between 1 and 65535 using the number keys.

SMTP Authentication

Specify SMTP authentication (PLAIN, LOGIN, CRAMMD5). When sending e-mail to an SMTP server, you can enhance the SMTP server security level using authentication that requires entering the user name and password.

If the SMTP server requires authentication, set [SMTP Authentication] to [On], and then specify the user name and password.

Enter the user name and password to be set for the administrator's e-mail address when using Internet Fax.

User Name

Enter the user name using up to 20 characters.

Spaces cannot be entered. Depending on the SMTP server type, "realm" must be specified. Add "@" after the user name, as in "user name@realm".

• Email Address

Enter the e-mail address using up to 64 characters.

Password

Enter the password using up to 20 characters.

Spaces cannot be entered.

Default: [Off]

POP before SMTP

Specify POP authentication (POP before SMTP).

When sending e-mail to an SMTP server, you can enhance the SMTP server security level by connecting to the POP server for authentication.

Default: [Off]

If you set POP before SMTP to [On], specify the waiting time after authentication, user name, email address, and password.

• Wait Time after Auth.

Default: [300 sec.]

Specify [Wait Time after Auth.] from zero to 10,000 seconds, in increments of one seconds.

User Name

Enter the user name using up to 20 characters. Spaces cannot be entered.

Fmail Address

Enter the e-mail address using up to 64 characters. Spaces cannot be entered.

Password

Enter the password using up to 20 characters. Spaces cannot be entered.

To enable POP server authentication before sending e-mail via the SMTP server, set [POP before SMTP] to [On]. E-mail is sent to the SMTP server after the time specified for [Wait Time after Auth.] has elapsed.

If you select [On], enter server name in [POP3 Settings]. Also, check POP3 port number in [POP3 Settings].

POP3 Settings

Specify the POP3 server name for receiving e-mail.

The specified POP3 server name is used for [POP before SMTP].

Server Name

If DNS is in use, enter the host name.

If DNS is not in use, enter the POP3 server IPv4 address.

Enter POP3 server name using up to 127 characters. Spaces cannot be entered.

Port No.

Enter port number between 1 and 65535 using the number keys.

Default for "Port No.": [110]

Admin. Email Address

Specify the administrator's e-mail address.

On e-mailed scanned documents, if the sender is not specified this appears as the sender's address.

When sending e-mail under the Internet fax function, administrator's e-mail address will appear as the sender's address under the following conditions:

- The sender has not been specified and the machine's e-mail address has not been registered.
- The specified sender is not registered in the machine's address book and the machine's e-mail address has not been registered.

When conducting SMTP authentication for the transmitted files under the Internet fax function, the Administrator's e-mail address will appear in the "From:" box. If you have specified the user name and e-mail address in [SMTP Authentication], make sure to specify this setting.

On e-mailed scanned documents, if [Auto Specify Sender Name] is [Off], specify the sender.

Email Recept. Interval (SG 3110SFNw only)

Specify, in minutes, the time interval for receiving Internet faxes via POP3 server.

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Default: [Off]

If [On] is selected, the time can be set from 2 to 1440 minutes in increments of one minute.

Email Storage in Server (SG 3110SFNw only)

Specify whether or not to store received Internet fax e-mails on the POP3 server.

- Off
- All
- Errors Only

Default: [Off]

Default User Name/PW(Send)

Specify the user name and password required when sending scan files directly to a shared folder on a computer running Windows, or to an FTP server.

• SMB User Name

Enter in up to 20 characters.

SMB Password

Enter in up to 20 characters.

FTP User Name

Enter in up to 20 characters.

FTP Password

Enter in up to 20 characters.

Default Subject

Specify the default subject.

Enter [Default Subject] using up to 128 characters.

Auto Specify Sender Name

Set whether or not to specify the name of the sender when sending e-mail.

On

If you select [On], the specified e-mail address will appear in the "From:" box. If you do not specify the sender's address, the administrator's e-mail address will appear in the "From:" box.

If you do not specify the sender when sending a file by e-mail under the fax function, or if the specified e-mail address is not registered in the machine's address book, the machine's e-mail address will appear in the "From:" box. If the machine does not have an e-mail address, the administrator's e-mail address will appear in the "From:" box.

Off

If you select [Off], the specified e-mail address will appear in the "From:" box, but you cannot send e-mail without specifying the sender's e-mail address. Under the fax function, you cannot

send e-mail if the specified sender's e-mail address is not registered in the machine's address book.

Default: [Off]

Fax Email Account (SG 3110SFNw only)

Create an e-mail account used for receiving Internet faxes by specifying the following settings.

- Receive
 - Email Address

Enter an e-mail address using up to 64 characters.

User

Enter a user name using up to 20 characters.

Password

Enter a password using up to 20 characters.

• Do not Receive

Default: [Do not Receive]



• To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".

Administrator Tools

This section describes the user tools in the [Administrator Tools] menu under [System Settings].

[Administrator Tools] are used by the administrator. To change these settings, contact your administrator.

Display/Print Counter

Allows you to view and print the number of prints.

- Display/Print Counter
 - Total Prints
 - Copier:Full Clr
 - Copier:B&W
 - Printer:Full Clr
 - Printer:B&W
 - Printer: Econ. Clr*
 - Printer:B&W+Econ.*
 - Fax Print:B&W (SG 3110SFNw only)
 - 2 Sided
 - Full Clr Coverage

/

- B&W Coverage
- Econ. Clr Coverg.*
- B&W+Econ.Coverg.*
- Coverage 0

Indicates a print coverage ratio between 0 and 5%.

• Coverage 5

Indicates a print coverage ratio between 5 and 20%.

• Coverage 20

Indicates a print coverage ratio of 20% and higher.

- Send Total:Clr
- Send Total:B&W
- Fax TX (SG 3110SFNw only)
- Scan Send:Clr
- Scan Send:B&W
- * For details about checking the economy color, contact your service representative.
- About coverage counter

"Coverage" means a coverage ratio, and a coverage ratio of 100 indicates the total amount of one ink used for all printable area on a sheet of paper. To find a coverage ratio, compare a coverage ratio of 100 with the actual consumption of ink.

The total amount of ink indicated by a coverage ratio of 100 varies depending on ink colors.

To specify a coverage ratio per page for multiple colors, calculate the total coverage ratios of the multiple colors.

A Full Color Coverage count:

(Full Clr Coverage)=(Full Clr Coverage (K))+(Full Clr Coverage (C))+(Full Clr Coverage (M))+(Full Clr Coverage (Y))

Ex.:

Multiple color consumption on a sheet of paper

K: 3%, C: 8%, M: 7%, Y: 2%

(3% + 8% + 7% + 2% = 20%)

Full Clr Coverage: 00000020

• A coverage ratio calculation for full color printing per page:

(Full Clr Coverage)/(Full Color Total)

Ex.:

Full Color Total: 00000888

Full Clr Coverage: 00007692

7692 / 888 = 8.7%

Coverage figures are rounded off to one decimal place.



The print count ("Printer:Full Clr" and "Printer:B&W") displayed in the [Display/Print Counter] and the total count displayed in [Display/Print Counter] are different. The values the total counter displays include the numbers of the printed pages, test patterns, system configuration pages, or counter printouts, so the values may be greater than those on the [Counter] menu.

Address Book:Print List

You can print the destination list registered in the address book.

Destination List

Prints the list of names in the Address Book.

• Group Destination List

Prints the list of groups in the Address Book.

Address Book Management

You can add, change, or delete information registered in the address book.

For details, see page 277 "Address Book".

• Program/Change

You can register and change user information.

• Name

You can register a name.

Enter the names using up to 20 characters.

• Change Registration No.

You can register a Registration No.

• Auth. Info

You can register user names and passwords to be used when sending e-mail or sending files to folders.

• Fax Settings (SG 3110SFNw only)

You can register a fax number, SUB code, and SEP code.

• Email Settings

You can register an e-mail address.

• Folder Info

You can register the protocol, path, port number, and server name.

Add to Group

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You can put names registered in the address book into a group.

Delete

You can delete a name from the address book.

Restore Defaults

You can restore the default setting.

• Backup/Restore Addr. Book

You can back up the machine's address book to external storage or restore the backup copy from the external storage.

Backup requires a removable memory to be installed in this machine.

For details about installing and removing the memory, contact your sales or service representative.

Restore data overwrites address book data stored on the machine, and clears the counter of each registered user of the machine.

• Back Up

You can back up the machine's address book to external storage.

Restore

You can restore the backup copy of the address book from external storage.

You can also register and manage names in the address book using Web Image Monitor.

Prgrm./Change/Delete Group

Names registered in the address book can be added into a group. You can then easily manage the names registered in each group.

• Program/Change

You can register and change groups.

Name

You can register a name.

Enter a name using up to 20 characters.

• Change Registration No.

You can register a Registration No.

• Programd. User/Group

You can check the names or groups registered in each group.

• Register Group to

You can put groups registered in the address book into a group.

Delete

You can delete a group from the address book.

You can also register and manage groups in the address book using Web Image Monitor.

Prog/Chnge/Del LDAP Server

Program the LDAP server to find up e-mail destinations in the LDAP server Address Book directly.

This function is possible when sending scan files by e-mail using the scanner or fax function.

- Name
- Server Name
- · Search Base
- Port No.
- SSL
- Authentication
- Realm Name
- Srch. Conditns.
- Search Options

This function supports LDAP Version 2.0 and 3.0. Digest authentication can only be used under LDAP Ver.3.0.

To use the LDAP server, select [On] under LDAP Search.

To execute LDAP Search, be sure to specify, [Server Name], [Search Base], [Port No.], [Authentication], and [Search Conditn.].

LDAP Search

Specify whether or not to use the LDAP server for searching.

Default: [On]

If you select [Off], LDAP server list will not appear on the searching display.

Firmware Ver.

You can check the version of the firmware installed in this machine.

Auto Power Off

Specify whether or not to use [Auto Power Off].

Default: [Off]

Fixed USB Port

Specify whether or not to install the printer driver using the USB port.

Default: [Off]

USB Speed

You can specify the settings related to communication when the computer and machine are connected via USB. Usually, you do not need to change these settings.

After changing this setting, turn the machine off and then back on.

7

- Auto
- Full Speed

Default: [Auto]

Set Time Zone

You can set the machine's time zone.

Default:

Region

[±0.00]

Region B

[-5.00]

You can set the time zone to between -12:00 and +13:00.

Daylight Savng.

You can specify whether or not to apply daylight savings time (summer time).

Default: [Active]

You can specify the following:

Month

Specify which month daylight savings time starts from and ends in.

Week

Specify which week in the selected nth daytime savings time starts and ends in.

Day

Specify which day of the week to daylight savings time starts and ends on.

Time

Specify the times to start and end summer time.

Offset

Specify how much to put the clock forward during summer time.

You can specify the time offset in 30-minute steps.

User Restriction

You can apply restrictions according to users.

Default: [Off]

If you select [On], you can specify the password required for logging in.

Specify the password using a four- to eight-digit number.

The default password is blank.

Change Login PW

Specify the login password for accessing System Settings.

Change the password using a six-digit number.

Be sure not to forget the password. If you do forget it, a service representative will to have to return the machine to its default state. This will result in all data in the machine being lost and the service call may not be free of charge.

Default: [000000]

Auto Continue

You can specify how the machine handles a print job if it does not have a paper tray containing paper of the size and type specified in the printer driver.

Default: [On]

If you select "Off", the machine does not print until a paper tray containing paper of the size and type required for the print job is inserted.

Recycle Paper Mode

This function prevents nozzle clogging when using recycled paper or dry paper producing static electricity.

The electric field produced when printing on high-resistance paper may cause the print head nozzles to become clogged.

Default: [Off]



• To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".

Printer Features

This section describes the [Printer Features] settings.

Printer Features Menu

This section describes the user tools in the [Printer Features] menu.

List/Test Print

You can print lists of configurations on machine or the paper printings.

Config. Page

You can print the machine's current configuration values.

• PCL Config./Font Page (SG 3110SFNw only)

You can print the current PCL configuration.

Menu List

You can print a Menu List showing the Printer Features.

• Color Sample

You can print color samples.

Error Log

You can print error logs.

I/O Timeout

Specify how long the printer waits for the currently-connected interface to respond. When the specified time elapses, the machine can receive data from another interface.

If you make the I/O Timeout period too short, timeout might occur while data transfer is in progress. If this happens, the print job will be interrupted by a new job from another interface.

You can specify a timeout between 10 and 60 seconds.

Default: [15 seconds]

PCL Menu (SG 3110SFNw only)

Orientation

You can select the page orientation.

Portrait

Landscape

Default: [Portrait]

Form Lines

You can specify the number of lines per page between 5 and 128.

```
Default:
```

Region A (mainly Europe and Asia)

[64]

Region B (mainly North America)

[60]

Font Source

You can set the storage location of the default font.

- Resident
- RAM

Default: [Resident]

When you select [RAM], you can select only fonts downloaded to the printer RAM.

Font Number

You can specify the ID of the default font you want to use.

- 0 to 63
- 1 to 128

The value of "n" is the number of fonts downloaded to the printer RAM.

Point Size

You can specify the point size you want to use for the default font between 4 and 999.75 in 0.25 increments.

Default: [12.00]

This setting is effective only for a variable-space font.

Font Pitch

You can specify the number of characters per inch you want to use for the default font between 0.44 and 99.99 in 0.01 increments.

Default: [10.00]

This setting is effective only for fixed-space fonts.

Symbol Set

You can specify the character set of the selected font. The available options are as follows:

Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, VN Intl, VN US, MS Publ, Math-8, PS Math, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0

Default: [PC-8]

/

Courier Font

You can select a courier font type.

- Regular
- Dark

Default: [Regular]

Ext. A4 Width

You can extend the width of the printable area of A4 sheets by reducing side margin width.

Default: [Off]

Append CR to LF

You can specify whether or not to append a CR code to each LF code to print text data clearly.

Default: [Off]

Resolution

You can specify the print resolution in dots per inch.

Default: [600×300dpi]

Copies

Specify the number of pages to print.

This setting is disabled if the number of pages to print is specified by the printer driver.

The number of copies can be specified from 1 to 999 by increments of one.

Default: [1]

Duplex

You can select to have print on both sides of each page.

- Off
- Short Edge Bind
- · Long Edge Bind

Default: [Off]

Blank Page Print

Specify whether or not to print blank pages.

Default: [On]

Auto Tray Select

You can specify whether or not to automatically select the paper tray.

Default: [Off]

Prt. Err Report

Select this to have an error report printed when a printer or memory error occurs.

Default: [Off]

Image Density

You can adjust the density of the printing color.

- Light
- Normal
- Dark

Default: [Normal]

Page Size

You can select the default paper size.

The paper size you can select is as follows:

Default:

A4 \mathbb{P} , A5 \mathbb{P} , A5 \mathbb{P} , A6 \mathbb{P} , B5 JIS \mathbb{P} , B6 JIS \mathbb{P} , 8 $^1/_2 \times 11\mathbb{P}$, 8 $^1/_2 \times 14\mathbb{P}$, 8 $^1/_2 \times 5^1/_2\mathbb{P}$, 7 $^1/_4 \times 10^1/_2\mathbb{P}$, 8 × 13 \mathbb{P} , 8 $^1/_2 \times 13\mathbb{P}$, 8 $^1/_4 \times 13\mathbb{P}$, 16K \mathbb{P} , Postcard \mathbb{P} , 148 × 200 \mathbb{P} , Jp Env #3 \mathbb{P} , Jp Env #4 \mathbb{P} , Yoh #4 Env \mathbb{P} , Com 10 \mathbb{P} , Monarch E. \mathbb{P} , C6Env. \mathbb{P} , C5Env. \mathbb{P} , DL Env. \mathbb{P} , Custom Size

Region A (mainly Europe and Asia)

[A4D]

Region B (mainly North America)

 $[8^{1}/_{2} \times 11^{\square}]$

Memory Usage

Insufficient memory can cause printing to fail or a file's image data to not be printed. If this happens, you can specify the priority assigned to the printer's memory space. Select [Font Priority] if a file's image data is not printed. Select [Frame Priority] if printing fails due to insufficient memory.

- Frame Priority
- Font Priority

Default: [Frame Priority]

Paper Type

You can select the default paper type.

[Plain Paper], [Inkjet Plain Paper], [Glossy Paper], [Inkjet Postcard], [Postcard], [Envelope], [Thick Paper]

Default: [Plain Paper]

Preprinted Paper

You can enable this to print on pre-printed or pre-punched paper.

Default: [Off

Color Mode

You can select the default color mode.

- Color
- Economy Color
- Black & White

Default: [Color]

Display Paper Size Error

This function enables the printer to notify users if the paper in the tray does not match the paper size specified in the [Tray Paper Setting] menu.

If you select [Off], even if the paper size does not match, printing proceeds without an error being displayed.

Default: [On]



• To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".

Printing a Configuration Page

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [Printer Features], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [List/Test Print], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [Config. Page], and then press the [OK] key.
- 7. Press the [B&W Start] or [Color Start] key.

7

Copier Features

This section describes the [Copier Features] settings.

Copier Features Menu

This section describes the user tools in the [Copier Features] menu.

Auto Image Dens. Priority

You can specify whether auto image density is set to "On" or "Off" when the machine is turned on or the current mode setting is cleared. "Auto Image Dens. Priority" can be used only if copying in black-and-white mode is enabled and "Original Type" is set to "Text".

Default: [Off]

Original Type

You can specify which type of the original is available when the power is turned on or the current mode setting is cleared.

- Text
- Text/Photo
- Photo

Default: [Text/Photo]

Auto Tray Switching

If you load same size paper in two or more trays, the machine automatically shifts to the other tray using image rotation when the first tray runs out of paper (if [On] is selected.) This setting specifies whether to use auto tray switching or not.

Default: [On]

Job End Call (SG 3110SFNw only)

You can select whether or not to sound a buzzer when a copy is completed.

If [Panel Key Sound] of [General Features] ([System Settings]) is turned on, the machine beeps to notify you that it did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper, or a paper jam occurred.

Default: [On]

Reproduction Ratio

You can specify the enlargement and reduction ratios that appear if [R/E] is pressed on the copier screen.

You can register up to six frequently used reproduction ratios.

Region A (mainly Europe and Asia)

```
50% (A4 → A6)
61% (A4 → B6JIS)
65%
71% (A4 \rightarrow A5, A5 \rightarrow A6)
82% (B5JIS → A5)
93%
100%
115% (B5JIS → A4)
122% (A5 → B5JIS, A6 → B6JIs)
141% (A5 → A4, A6 → A5)
200% (A6 → A4)
400%
Region B (mainly North America)
50% (A4 → A6)
65%
73%
85%
93%
100%
129%
155% (HLT → LG)
400%
```

Preset R/E Priority

You can set the ratio with priority when [R/E] is selected.

Default: [100%]

Using the number keys, enter the ratio from "25-400" in units of 1%.

ADS Background

Specify the density level of auto image density.

Use auto image density to copy a document with its background image density automatically reduced.

Default: [3] (the halfway/medium setting)

Display Copy Size Error

This function enables the printer to notify users if the paper in the tray does not match the paper size specified in the [Tray Paper Setting] menu.

If you select [Off], even if the paper size does not match, printing proceeds without an error being displayed.

Default: [On]



• To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".

Scanner Features

This section describes the [Scanner Features] settings.

Scanner Features Menu

This section describes the user tools in the [Scanner Features] menu.

Scan Settings

This section describes the user tools in the [Scan Settings] menu under [Scanner Features].

Next Orig.:Exposure Glass

If you want to divide your originals and scan them separately using the exposure glass and then send them together as a single job, select [Continuous Wait], [Off], or [Set Wait Time] as the waiting status.

- Continuous Wait
- Off
- Set Wait Time

Default: [Set Wait Time], [60 sec.]

If [Off] is selected, the machine forwards the scan data as soon as it finishes scanning each original.

If [Set Wait Time] is selected, enter the wait time in seconds (3-999) for placing additional originals with the number keys. Scanning will start if additional originals are placed and the [B&W Start] or [Color Start] key is pressed within this time. You can end scanning and begin transmission by pressing the [#] key within this time. Once the specified time has elapsed, transmission starts automatically.

If [Continuous Wait] is selected, the machine will wait for additional originals until the [#] key is pressed. Scanning will start when additional originals are placed and the [B&W Start] or [Color Start] key is pressed. You can end scanning and begin sending by pressing the [#] key.

If originals are placed in the ADF, transmission will start without waiting for additional originals after all originals in the ADF have been scanned, regardless of the specified settings.

Auto Image Dens. Priority

You can set whether auto density is "On" or "Off" when the machine is turned on, reset, or modes are cleared. "Auto Image Dens. Priority" can be used only if scanning in black-and-white mode is enabled and "Original Type" is set to "Text".

Default: [On]

7

ADS Background(Full Clr.)

Characteristics due to the type of paper such as nonwhiteness like newspaper or transparent originals can be reduced by correcting the scanning density.

Default: [3] (the halfway/medium setting)

Destination List Settings

This section describes the user tools in the [Destination List Settings] menu under [Scanner Features].

Destination List Priority

Specify which of the following address books is used as the machine's default address book.

- Email Address
- Folder

Default: [Email Address]

Send Settings

This section describes the user tools in the [Send Settings] menu under [Scanner Features].

TWAIN Standby

When the machine is being used to send e-mail or a file, a scanning request to use the machine as a TWAIN scanner will switch the machine to the network TWAIN scanner function. This setting determines the delay until the machine switches to the network TWAIN scanner function.

- Set Time
- Immediate

Default: [Set Time], [10 sec.]

When [Set Time] is selected, you can enter the number of seconds to switch with the number keys (3-30 seconds). The machine will switch to the TWAIN scanner mode only when the time set here has elapsed after the last key operation.

When [Immediate] is selected, the machine will switch to the network TWAIN scanner mode immediately.

Compression (B&W)

Select whether or not to compress black and white scan files.

Default: [On]

The actual time required for file transfer will vary depending on the file size and network load.

Compress.(Gray/Full Clr)

Specify whether or not to compress multi-level (grayscale/full color) scan files.

Default: [On]

If you select [On], you can specify the compression level between one and five.

The image quality is better for lower compression, but the time required for file transfer increases accordingly.

The actual time required for file transfer will vary depending on the file size and network load.

Print&Del. Scanner Journal

Up to 60 transmission results can be checked on this machine. If the stored transmission results reach 60, select whether to print the transmission journal.

• Print and Delete All

If you select [Print and Delete All], the transmission journal is printed automatically. The printed journal is deleted.

Do not Print: Delete Oldest

If you select [Do not Print:Delete Oldest], the transmission results are deleted one by one as new results are stored.

• Do not Print: Disable Send

If you select [Do not Print: Disable Send], the transmission cannot be performed when the journal is full.

Default: [Print and Delete All]

Print Scanner Journal

The scanner journal is printed and deleted.

Delete Scanner Journal

The scanner journal is deleted without being printed.

Max. Email Size

Specify whether or not to set an e-mail size limit when an image is attached.

Default: [On], [2048KB]

When [On] is selected, specify a size limit (128-4096 KB) using the number keys.

If the e-mail size is limited for the SMTP server in use, specify this setting accordingly.

Divide&Send Email

This function can be used only if [On] is selected for [Max. Email Size].

Specify whether or not an image whose size exceeds the limit specified in [Max. Email Size] is divided and sent by multiple e-mails.

- On (per max. size)
- On (per page)
- Off

Default: [On (per max. size)], [5]

If [On (per max. size)] is selected, specify the Max. Number of Divisions (2-500) using the number keys.

If [On (per max. size)] is selected, received files may not be restored, depending on the type of e-mail software.

If the selected file type is either [Multi-page:TIFF] or [Multi-page:PDF], an image may not be divided even if [On (per page)] is selected.

If [No] is selected, e-mail is not sent if its size exceeds the limit, and an error message appears. The scan file is discarded.

Specify the maximum e-mail size so that the capacity of the SMTP server is not exceeded.

Insert Addit. Email Info

Specify whether to display e-mail information such as title, document name, and sender's name.

Default: [On]

The e-mail text which is a template cannot be changed.



• To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".

Fax Features (SG 3110SFNw only)

This section describes the [Fax Features] settings.

Fax Features Menu

This section describes the user tools in the [Fax Features] menu.

General Settings/Adjust

This section describes the user tools in the [General Settings/Adjust] menu under [Fax Features].

Adjust Sound Volume

Adjust the machine's volume levels if on hook mode is enabled or during immediate transmission.

You can adjust the machine's volume levels for the following:

• On Hook Mode

Default: [2] (the third lowest level)

At Transmission

Default: [2] (the third lowest level)

• At Reception

Default: [2] (the third lowest level)

At Dialing

Default: [2] (the third lowest level)

At Printing

Default: [On]

Program Fax Information

Program information to be shown on the display of the other machine and printed as a report. The following information can be programmed:

- Fax Header
- Own Fax Number

For details about specifying this setting, see page 71 "Initial Setup".

On Hook Release

Use this function to specify a time to cancel on hook mode after you transmit using on hook dialing.

Default: [3 minutes]

You can specify a release time between 1 and 15 minutes.

Reception Settings

This section describes the user tools in the [Reception Settings] menu under [Fax Features].

Switch Reception Mode

Specify the method for receiving fax documents.

- Manual Reception
- Auto Reception

Default: [Auto Reception]

For details about specifying this setting, see page 212 "Receiving a Fax".

Authorized Reception

Specify whether or not unwanted fax messages are screened out.

Default: [Off]

Print Reception Time

Specify whether or not the received date, time, and file number are printed at the bottom of received fax documents.

Default: [Off]

Reception File Setting

Specify whether received faxes are first stored in the machine's memory and then printed after all the pages have been received, or printed immediately page by page without being stored.

- Store
- Print

Default: [Store]

Timer for Prohibit. Print.

You can specify time periods during which the machine can print files it receives.

If the machine receives a file during such a period, it prints the file immediately. Otherwise, the file is stored in the machine's print queue and will be printed when the next period begins.

Default: [Off]

If you select [On], specify the value in [StartTm.] and [EndTime] so that printing is prohibited.

Smoothing

Specify whether or not to smoothly print low-resolution documents that are received.

Default: [On]

Paper Tray

Specify the tray to supply paper for output.

- Tray 1
- Tray 2

- Tray 3
- Bypass Tray
- Auto Select

Default: [Tray 1]

Email Settings

This section describes the user tools in the [Email Settings] menu under [Fax Features].

Internet Fax Settings

Specify whether or not to allow the use of the Internet Fax function.

Default: [On]

Maximum Email Size

When the other party has a limit on the size of e-mail messages that can be received, or sending data heavy e-mail causes problems, you can make settings to limit the size of sent e-mail. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.

Default: [Off]

When [On] is selected, specify a size limit between 128 and 4096 KB.

Administrator Tools

This section describes the user tools in the [Administrator Tools] menu under [Fax Features].

Print Journal

Prints a Journal. Up to 60 of the latest results of transmission/reception results can be checked on this machine.

Print TX Standby File List

Use this function to print the transmission standby file list.

Commun. Page Count

You can check the total number of transmitted and received pages.

· Pages sent:

Total number of transmitted pages.

• Pages rcvd:

Total number of received pages.

Memory Lock

When you switch Memory Lock on, received documents are stored in memory and not printed automatically. To print this document, enter the Memory Lock ID. A user without the ID cannot print the document.

This prevents unauthorized users from accessing the document. To use [Memory Lock], program the Memory Lock ID, and then switch Memory Lock on.

Default: [Off]

Forwarding

Specify whether or not to forward received fax messages to a registered receiver. This will forward all the files stored in the memory.

- On(Print)
- On(Not Print)
- Off

Default: [Off]

For details about forwarding, see page 214 "Forwarding Faxes".

Parameter Setting

Parameter setting allows you to customize various settings to suit your needs. To change function settings, set the parameter switches.

- Parameter Setting
- Home Position
- Parameter Settings List

You can print parameter setting list.

For details, see page 273 "Parameter Settings".

Program Memory Lock ID

Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.

A Memory Lock ID can be any four-digit number, except 0000.

Select Dial/Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

Dial and Push lines are available for selection. The available telephone types differ depending on the territory in which the machine will be used.

- Push Phone
- Dial Phone (10PPS)

Default: [Push Phone]

For details about specifying this setting, see page 105 "Configuring Telephone Network Settings (SG 3110SFNw only)".

G3 Analog Line

You need to make the following settings for the G3 analog line before you connect the machine to a standard G3 analog line.

_

• Extension/Outside

When your machine is connected through a PABX, set to [Extension]. If it is connected directly to the telephone network, set to [Outside].

Outside Access No.

Use this setting if your machine is connected to a PABX that requires you to dial a certain number such as "0" followed by a pause to connect to the outside line. By programming "0" as the PSTN Access Number, a pause will be inserted automatically after the "0" when dialing.

For details about specifying this setting, see page 105 "Configuring Telephone Network Settings (SG 3110SFNw only)".

Memory File Transfer

If the printer has stopped functioning or run out of ink or paper, you can transfer a file stored in facsimile memory to another machine for printing.

Fax Resend Interval

Specify the interval between resend attempts after memory transmission fails.

Default: [2 min.]

Enter a time interval between 1 and 5 minutes, using the number keys.

Total Number of Calls

Specify the maximum number of resends to be attempted after memory transmission fails.

Default: [2 time(s)]

The values that can be specified in [Total Number of Calls] depend on the region in which the machine is used.

Country Setting

This section describes the user tools in the [Country Setting] menu under [Fax Features].

Country Setting

Selects the country in which the machine is used.

The following settings change automatically, according to the country you select:

- Measurement unit
- Paper size
- Time zone
- Form Lines (PCL Menu)
- Page Size (PCL Menu)

You can select from the following countries:

/

Argentina, Australia, Brazil, Canada, Chile, China, EU, Hong Kong, India, Japan, Malaysia, Mexico, New Zealand, Russia, Singapore, South Africa, Thailand, Taiwan, USA, Vietnam Default: [USA]



• To change the default settings, see page 219 "Changing Default Settings in the User Tools Menu".

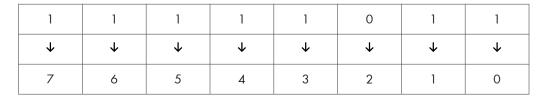
Parameter Settings

User parameters allow you to customize various settings to suit your needs. To change function settings, set the user parameter switches.

Switches and Bits

Each Parameters setting has a set of switches, and each of the switches consist of eight bits, whose values are "0" or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0" and "1".

Switch 00:



Parameter Settings List

Parameter settings are outlined below.

Switch	Bit	Function	0	1
00	7	Detect the dial tone when called	Call without the detection	Call after the
	6	Detect the dial tone when called (Before calling PSTN call number).	Call without the detection	Call after the detection*
	5	Detect the dial tone when called (After calling PSTN call number).	Call without the detection	Call after the detection*
	4	Detect the busy tone when transmitted.	Do not detect (process the Fax communication)	Detect (disconnect the line if line is busy.)*
01	4	Input Address Twice	Do not Use*	Use

^{*} This is a factory default.

Changing the user parameters

- It is recommended that you print and keep a user parameter list when you program or change a
 user parameter.
- Do not change any bit switches other than those shown on the previous pages.
- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [[▲]] or [[▼]] key to display [Fax Features], and then press the [OK] key.
- Press the [♠] or [▼] key to display [Administrator Tools], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [Parameter Setting], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Parameter Setting], and then press the [OK] key.
 If you want to specify the home position setting, select [Home Position].

To print the parameter settings list, select [Parameter Settings List], and then press the [B&W Start] or [Color Start] key.

- 8. Select the switch number you want to change using the scroll key, and then press the [OK] key.
- 9. Select the bit number you want to change.
- 10. Press the [OK] key.
- 11. Repeat Steps 8, 9, and 10 to change the switch settings.
- 12. After all the settings are finished, press the [Escape] key.

Home Position

You can specify the transmission settings that are applied after the power is turned on or the [Clear/Stop] key is pressed.

Home Position

- · Image density
 - One the five image density levels can be specified as the home position.
- Resolution
 - One of either Standard, Detail, or Fine can be specified as the home position.
- · Auto density
 - Auto density can be specified as the home position by setting this to on or off.
- Original type
 - One of Text, Photo or Text/Photo can be specified as the home position.
- Transmission mode
 - Either Immediate Transmission or Memory Transmission can be specified as the home position.
- Fax header
 - The fax header can be specified as the home position by setting this to on or off.

Home Position Parameter List

For details about setting parameters, see page 273 "Parameter Settings".

Do not change switches other than those listed.

Switch	Bit	ltem	0	1
00	3,2,1	Image density	000: Normal density* 001: The lightest density	
			010: The darkest density	
			110: Darker density	

Switch	Bit	ltem	0	1
00	5,4	Resolution	00: Standard*	
			01: Detail	
			10: Fine	
00	6	Auto density	Off*	On
01	1,0	Original type	00: Text	
			01: Photo	
			10:Text/Photo [*]	
02	1	Transmission mode	Memory transmission*	Immediate transmission
02	6,5	Fax header	Off*	On

^{*} This is a factory default.

Address Book

This section describes address book settings.

Registering information such as the names of users and their e-mail addresses in the address book allows you to manage them easily.

We recommend you back up the address book regularly.

- Address book data is stored on the memory. It can be lost if there is some kind of memory failure.
- The manufacturer shall not be responsible for any damages resulting data loss.
- You can register up to 150.

Fax Destination (SG 3110SFNw only)

Register a fax destination so you do not need to enter fax numbers each time, and can send documents that have been scanned in using the fax function.

- You can register fax destinations by selecting them from redial function.
- Registered Fax numbers can be used as sender's Fax numbers.

You can program the following items in a fax destination:

Fax number

Registers the destination's fax number. You can enter a fax number using up to 50 digits. You must include every digit in the number.

SUB code

Registering a SUB code allows you to use Confidential Transmission to send messages to the other fax machines which support a similar function called "SUB Code".

SEP code

Registering a SEP code allows you to use Polling Reception to receive faxes from the other fax machines which support Polling Reception, or Information Boxes.

Registering a fax number

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Administrator Tools], and then press the [OK] key.

- 6. Press the [▲] or [▼] key to display [Address Book Management], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Program/Change], and then press the [OK] key.
- Enter the registration number you want to program using the number keys, and then press the [OK] key.

You can automatically specify registration numbers 001-020 by pressing the Quick Dial keys.

Press [Search] to search by name, display destination list, registration No., fax destination, e-mail address, or folder name.

9. Enter the name, and then press the [OK] key.

You can enter a name of up to 20 characters.

- 10. Press [Dest.].
- 11. Press the [▲] or [▼] key to display [Fax Settings], and then press the [OK] key.
- 12. Enter the fax number using the number keys.
- 13. Press [Options] to specify optional settings such as "SUB Code", and "SEP Code".
- 14. Press [Exit].
- 15. Press the [OK] key.
- 16. Press [Exit].
- 17. Press the [OK] key.
- 18. Press the [Escape] key.



• For details about entering text, see page 134 "Entering Characters".

To program the SUB code

- 1. Press [Options].
- 2. Select the [▲] or [▼] key to display [SUB Code], and then press the [OK] key.
- 3. Enter the SUB code using the number keys, and then press the [OK] key.
- 4. Enter the password using the number keys, and then press the [OK] key.
- 5. Press [Exit].

To program the SEP code

- 1. Press [Options].
- 2. Select the [▲] or [▼] key to display [SEP Code], and then press the [OK] key.
- 3. Enter the SEP code using the number keys, and then press the [OK] key.

- 4. Enter the password using the number keys, and then press the [OK] key.
- 5. Press [Exit].

E-mail Destination

Register e-mail destinations so you do not need to enter an e-mail address every time, and can send scan files from scanner or fax function by e-mail.

• You can use the e-mail address as the sender's address when sending scan files in scanner mode.

Registering an e-mail address

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Administrator Tools], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Address Book Management], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Program/Change], and then press the [OK] key.
- Enter the registration number you want to program using the number keys, and then press the [OK] key.

You can automatically specify registration numbers 001-020 by pressing the Quick Dial keys.

Press [Search] to search by name, display destination list, registration No., fax destination, e-mail address, or folder name.

9. Enter the name, and then press the [OK] key.

You can enter a name of up to 20 characters.

- 10. Press [Dest.].
- Press the [♠] or [▼] key to display [Email Settings], and then press the [OK] key.

You can enter an e-mail address of up to 64 characters.

- 12. Enter the e-mail address using the number keys, and then press the [OK] key.
- Press the [▲] or [▼] key to display [Email/Internet Fax Dest.] or [Internet Fax Dest. Only], and then press the [OK] key.
- 14. Press [Exit].
- 15. Press the [OK] key.
- 16. Press the [Escape] key.

• For details about entering text, see page 134 "Entering Characters".

Registering Folders

By registering a shared folder, you can send scan files to it directly.

There are two protocols you can use:

• SMB

For sending files to shared Windows folders.

FTF

For sending files to an FTP server.



- For details about protocols, server names, and folder levels, consult your network administrator.
- Either SMB or FTP can be selected. If you specify the other protocol after configuring the settings, the previously specified values will be canceled.

Register an SMB folder

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- Press the [[▲]] or [[▼]] key to display [System Settings], and then press the [OK] key.
- Press the [▲] or [▼] key to display [Administrator Tools], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [Address Book Management], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Program/Change], and then press the [OK] key.
- Enter the registration number you want to program using the number keys, and then press the [OK] key.

You can automatically specify registration numbers 001-020 by pressing the Quick Dial keys.

Press [Search] to search by name, display destination list, registration No., fax destination, e-mail address, or folder name.

9. Enter the name, and then press the [OK] key.

You can enter a name of up to 20 characters.

- 10. Press [Dest.].
- 11. Press the [▲] or [▼] key to display [Auth. Info], and then press the [OK] key.

- 12. Press the [▲] or [▼] key to display [Folder Authentication], and then press the [OK] key.
- 13. Press the [▲] or [▼] key to display [Specify Other Auth. Info], and then press [User].

When [Do not Specify] is selected, the [SMB User Name] and [SMB Password] that you have specified in "Default User Name/PW(Send)" of [File Transfer] settings applies. For details, see page 245 "File Transfer".

- 14. Enter the login user name, and then press the [OK] key.
- 15. Press [Password].
- 16. Enter the password, and then press the [OK] key.
- 17. Enter the password again to confirm, and then press the [OK] key.
- 18. Press the [OK] key.
- 19. Press the [Escape] key.
- 20. Press the [▲] or [▼] key to display [Folder Info], and then press the [OK] key.
- 21. Press the [▲] or [▼] key to display [SMB], and then press the [OK] key.
- Press [Manual Entry] or [Browse Network] to specify the path entry method using [▲] or [▼], and then press the [OK] key.

To specify a folder, you can either enter the path manually or locate the folder by browsing the network. For details, see page 281 "To locate the folder manually" and page 282 "To locate the folder using Browse Network".

23. Press [Com.Test] to check the path is set correctly.

If the connection test fails, check the settings, and then try again.

- 24. Press [Exit].
- 25. Press the [Escape] key.
- 26. Press [Exit].
- 27. Press the [OK] key.
- 28. Press the [Escape] key.



- You can enter up to 20 characters for the user name.
- You can enter up to 20 characters for the password.
- For details about entering text, see page 134 "Entering Characters".

To locate the folder manually

Press the [▲] or [▼] key to display [Manual Entry], and then press the [OK] key.

2. Enter the path and then press the [OK] key.

For example: if the name of the destination computer is "User", and the folder name is "Share", the path will be \\User\Share.

If the format of the entered path is not correct, a message appears. Press [Exit], and then enter the path again.



- Enter the path using this format: "\\ServerName\\ShareName\\PathName".
- You can also enter an IPv4 address.
- You can enter a path using up to 128 characters.
- For details about entering text, see page 134 "Entering Characters".

To locate the folder using Browse Network

1. Press the [▲] or [▼] key to display [Browse Network], and then press the [OK] key.

The client computers sharing the same network as the machine appear.

Network display only lists client computers you are authorized to access.

- 2. Select a work group using the scroll keys, and then press the [OK] key.
- 3. Select a client computer using the scroll keys, and then press the [OK] key.

Shared folders under it appear.

You can press [Up] to switch between levels.

- 4. Select the folder you want to register using the scroll keys, and then press [Apply].
- 5. Press the [OK] key.

Registering an FTP folder

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [System Settings], and then press the [OK] key.
- Press the [♠] or [▼] key to display [Administrator Tools], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to display [Address Book Management], and then press the [OK] key.
- 7. Press the [▲] or [▼] key to display [Program/Change], and then press the [OK] key.

Enter the registration number you want to program using the number keys, and then press the [OK] key.

You can automatically specify registration numbers 001-020 by pressing the Quick Dial keys.

Press [Search] to search by name, display destination list, registration No., fax destination, e-mail address, or folder name.

9. Enter the name, and then press the [OK] key.

You can enter a name of up to 20 characters.

- 10. Press [Dest.].
- 11. Press the [▲] or [▼] key to display [Folder Info], and then press the [OK] key.
- 12. Press the [▲] or [▼] key to display [FTP], and then press the [OK] key.
- 13. Enter the server name, and then press the [OK] key.
- 14. If you want to change the port number, enter the new port number, and then press the [OK] key.

You can enter 1 to 65535.

15. If you want to change the path, enter the new path, and then press the [OK] key.

You can enter an absolute path, using this format: "/user/ home/username"; or a relative path, using this format: directory/sub-directory".

You can enter a path using up to 128 characters.

If you leave the path blank, the login directory is assumed to be the current working directory.

You can also enter an IPv4 address.

16. Press [Com.Test] to check the path is set correctly.

If the connection test fails, check the settings, and then try again.

- 17. Press [Exit].
- 18. Press the [Escape] key.
- 19. Press the [▲] or [▼] key to display [Auth. Info], and then press the [OK] key.
- 20. Press the [♠] or [♥] key to display [Folder Authentication], and then press the [OK] key.
- 21. Press the [▲] or [▼] key to display [Specify Other Auth. Info], and then press [User].

When [Do not Specify] is selected, the [FTP User Name] and [FTP Password] that you have specified in "Default User Name/PW(Send)" of [File Transfer] settings applies. For details, see page 245 "File Transfer".

- 22. Enter the login user name, and then press the [OK] key.
- 23. Press [Password].
- 24. Enter the password, and then press the [OK] key.
- 25. Enter the password again to confirm, and then press the [OK] key.
- 26. Press the [OK] key.

- 27. Press the [Escape] key.
- 28. Press [Exit].
- 29. Press the [OK] key.
- 30. Press the [Escape] key.



- You can enter up to 20 characters for the user name.
- You can enter up to 20 characters for the password.
- For details about entering text, see page 134 "Entering Characters".

Language

This section explains how to select the language used for the settings and messages displayed on the control panel.

- 1. Press the [User Tools] key.
- 2. Press the [▲] or [▼] key to display [Language], and then press the [OK] key.
- 3. Press the [▲] or [▼] key to select the language, and then press the [OK] key.
- 4. Press the [Escape] key.
- 5. Turn the machine off, and then turn it on again.

User Code

By registering a user code, you can restrict users and available functions by code.

If a user code is enabled, you need to specify the user code in the printer driver.

For details about specifying a user code in the printer driver, see the printer driver's Help.

Authentication. Setting

• Simple

Authentication is applied to print jobs with user code data.

Only print jobs with authenticated user codes and print jobs without user codes can be printed.

Entire

Authentication is applied to all print jobs.

Only print jobs with authenticated user codes can be printed.

Off

Authentication is not applied to print jobs.

Default: [Off]

Prog. Codes No.

You can check the number of registered user codes. Up to 20 user codes can be registered.

Program User Code

You can register user codes. Up to eight digits can be registered for each user code.

After registering a user code, specify the restrictions on functions for the applicable users.

B&W Printing

This allows only black-and-white printing.

· Economy Color Printing

This allows Level Color printing and black-and-white printing.

Full Color Printing

This allows the use of all print modes.

Default: [B&W Printing]

Change Setting

From the registered user codes, select the user code you want to change.

- · Change User Code
- Change Permission

Delete User Code

You can delete a user code.

- Select to Delete
- Delete All User Code

Specifying User Code Authentication

- 1. Press the [User Tools] key.
- 2. Press [Login].
- 3. Enter the login password, and then press the [OK] key.
- 4. Press the [▲] or [▼] key to display [User Code], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display [Authentication. Setting], and then press the [OK] key.
- 6. Press the [▲] or [▼] key to select the authentication method, and then press the [OK] key.
- 7. Press the [Escape] key twice.
- 8. Log out.

8. Monitoring and Configuring the Machine

This chapter explains how to monitor and configure the machine.

Using the Status Monitor

Using the Status Monitor, you can check the print job status, error messages, amount of remaining ink and other machine status information.

You can specify how to receive notification of print job status via the Status Monitor.

- 1. Open the [Printer Properties] dialog box.
- 2. Click the [Maintenance] tab.
- 3. Click [Status Monitor Settings].
- 4. From the list in the [Status Monitor display settings] area, select a method for launching the Status Monitor.
- 5. Press [OK] twice.



- For details about [Status Monitor Settings], see the printer driver Help.
- You can cancel printing from the Status Monitor. See page 140 "Canceling Printing from the Status Monitor".
- To check the amount of remaining ink, see page 319 "Replacing a Print Cartridge".
- To check the amount of waste ink, see page 325 "Replacing an Ink Collector Unit".
- To check the error messages on the Status Monitor, see page 385 "Status Monitor Errors".

Using Web Image Monitor

The following operations can be remotely performed using Web Image Monitor from a client computer.

- Displaying machine status or settings
- Making machine settings
- Making e-mail notification settings
- Making network protocol settings
- Performing maintenance
- Making security settings
- Making Internet Fax settings (SG 3110SFNw only)
- · Resetting the machine
- Updating the machine's firmware

Configuring the machine

To perform the operations from Web Image Monitor, TCP/IP is required. After the machine is configured to use TCP/IP, operations from Web Image Monitor become available.

Recommended Web browsers

• Windows:

Internet Explorer 6.0 or higher

Firefox 2.0 or higher

Mac OS:

Safari 2.0 or higher

Firefox 2.0 or higher



- If the previous versions of the Web browser above are used or JavaScript and cookies are not enabled with the Web browser used, display and operation problems may occur.
- Non-recommended Web browsers might not display certain screen elements correctly.
- If you are using a proxy server, change the Web browser settings. Contact your network administrator for information about the settings.
- The previous page may not appear even after the back button of a Web browser is clicked. If this
 happens, click the refresh button of a Web browser.

Displaying Top Page

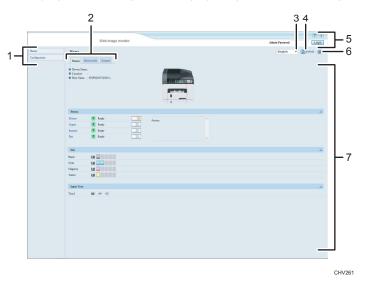
This section explains the Top Page and how to display Web Image Monitor.

1. Launch the Web browser.

2. In the address bar, enter "http://(machine's IP address or host name)/".

When setting SSL, a protocol for encrypted communication, under environment which server authentication is issued, enter "https://(machine's IP address or host name)/".

The displayed Web Image Monitor page is split into the following areas:



1. Menu Area

A menu appears.

2. Tab area

Details about each menu appear.

3. Language Selection Menu

Select a language.

If the displayed page is garbled when using an English language operating system, select "English" with the language selection menu.

4. Refresh

Click [Refresh] to update the currently displayed information.

5. Header area

You can check the firmware version by clicking 1. Check whether you need to update the firmware by comparing its version with that of the latest firmware via the Internet. You can change the machine settings by entering the Administrator Password to access the machine as an administrator.

6. Help

Use Help to view Help file contents.

7. Main Area

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



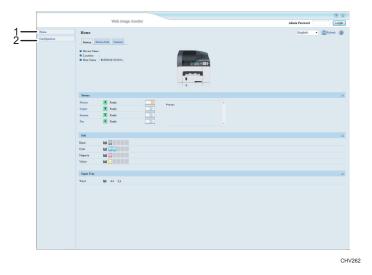
• To display Web Image Monitor, click [Web Image Monitor...] on the [Configuration/About] tab in the [Printing Preferences] dialog box.

Menu

This section explains the items in the Web browser menu.

Guest Mode

In the guest mode, machine status, settings, and print job status can be viewed, but the machine settings cannot be changed.



1. Home

The [Status], [Device Info], and [Counter] tab are displayed. Details of the tab menu are displayed on the work area.

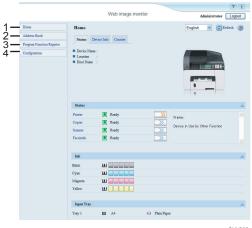
2. Configuration

Make system settings for the machine, interface settings, and security.

Administrator Mode

In the administrator mode, you can configure various machine settings.





CHV265

1. Home

The [Status], [Device Info], and [Counter] tab are displayed. Details of the tab menu are displayed on the work area.

2. Address Book

You can make the address book settings.

3. Program Function Register

You can store frequently used job settings.

4. Configuration

Make system settings for the machine, interface settings, and security.

Changing the Machine Settings

To change the machine settings, log in to the machine as the administrator.

- 1. Launch the Web browser.
- 2. In the address bar, enter "http://(machine's IP address or host name)/".
- 3. Enter the administrator password, and then click [Login].

If you are logging in for the first time, enter "000000" as the password.

To ensure security, it is important you change the password.

- 4. In the menu area, click [Configuration].
- 5. Specify the machine settings.
- 6. Click [OK].

The specified settings are transmitted to the machine.

Settings List

You can specify the following settings on each page of Web Image Monitor.

[Device Settings] area

• [System] page

You can specify [Device Name] and [Location].

• [Date/Time] page

You can specify [Set Date], [Set Time], [SNTP Setting], [SNTP Server Address], [SNTP Port No.], [SNTP Polling Interval], [Time Zone], [Set Daylight Saving], [Set Daylight Saving Time (Start)], [Set Daylight Saving Time (End)], and [Offset Time].

• [Email] page

For details about the items and descriptions, see page 298 "Notifying the Machine Status by E-mail".

• [Auto Email Notification] page

For details about the items and description, see page 298 "Notifying the Machine Status by E-mail".

• [File Transfer] page

You can specify [SMB User Name], [SMB Password], [FTP User Name], [FTP Password], and [Default Subject].

• [LDAP Server] page

Program the LDAP server to find up e-mail destinations in the LDAP server address book directly.

You can specify whether to enable or disable [LDAP Search].

• [Remote ROM Update] page

You can check the ROM firmware version and update the firmware as necessary. Download the latest update from the manufacturer's website and update the firmware according to the displayed instructions.

• [Administrator Authentication Management] page

You can specify [New Password].

• [Reset Device] page

You can restore the default settings for the network interface.

[Interface] area

• [Interface Settings] page

You can select either [Ethernet] or [Wireless LAN].

• [Ethernet]

You can specify [Network], [MAC Address], and [Ethernet Speed].

- [Wireless LAN Settings] page
 - [Status]

You can check [Product ID], [Version], [Band], [Channel Number], [BSSID], [MAC Address], [Current status], [Sent Packets], [Received Packets], [Easy Setup Status], [Signal Strength], and [TX Status].

• [Settings]

You can specify [SSID] and [Encryption].

• [WEP settings]

You can specify [Key Length], [Key Format], and [WEP Key].

• [WPA settings]

You can specify [WPA], [Pre-shared Key Format], [Pre-shared Key], [EAP-Type], [EAP User ID], [RADIUS User Name], [RADIUS User Password], and [User Key Password].

[Network] area

• [IPv4] page

You can specify whether to enable or disable [IPv4].

• [Ethernet]

You can specify [Host Name], [Workgroup Name], [DHCP], [IPv4 Address Save], [Domain Name], [IPv4 Address], [Subnet Mask], and [DDNS].

[Detailed Settings]

You can specify [Default Gateway Address], [DNS Server], [LPR], [DIPRINT], [WSD (Printer)], [LLTD], and [IPP].

• [IPv6] page

You can specify whether to enable or disable [IPv6].

• [Ethernet]

You can specify [Host Name], [Workgroup Name], [Domain Name], [Link-local Address], [Stateless Address], [Manual Configuration Address], [Prefix Length], and [DDNS].

• [Details]

You can specify [Default Gateway Address], [DNS Server 1], [DNS Server 2], [LPR], [DIPRINT], [LLTD] and [IPP].

• [DHCPv6] page

You can specify whether to enable or disable [DHCPv6].

• [Details]

You can specify [DHCPv6-lite/full], [Stateless Address], [DUID], [IAID], and [Option Update Interval].

• [Bonjour] page

You can specify whether to enable or disable IPv4 and IPv6 when using [Bonjour].

• [Ethernet]

Displays the local host name currently registered.

• [Details]

You can specify [Computer Name] and [Location].

• [Print Order Priority]

You can specify [DIPRINT], [LPR], and [IPP].

• [SNMP] page

You can specify whether to enable or disable [SNMP].

• [Protocol]

You can specify whether to enable or disable IPv4 and IPv6 when using [SNMP].

• [SNMPv1,v2 Setting]

You can specify [SNMPv1,v2 Function], [SNMPv1 Trap Communication], and [SNMPv2 Trap Communication].

• [Community]

You can configure up to ten SNMP communities.

[SNMPv3] page

You can specify whether to enable or disable [SNMP].

• [Protocol]

You can specify whether to enable or disable IPv4 and IPv6 when using [SNMP].

• [SNMPv3 Setting]

You can specify [SNMPv3 Function], [SNMPv3 Trap Communication], [Context Name], [Authentication Algorithm], and [Permit SNMPv3 Communication].

• [SNMPv3 Trap Communication Setting]

You can configure up to five SNMPv3 trap destinations.

• [Account(User)]

You can specify [Account Name(User)], [Authentication Password(User)], [Encryption Password(User)], and [Access Type(User)].

• [Account(Administrator)]

You can specify [Account(Administrator)], [Authentication Password(Administrator)], [Encryption Password(Administrator)], and [Access Type(Administrator)].

• [Restore Factory Defaults] page

You can reset the machine's configuration to the factory default.

[Security] area

- [Access Control] page
 - [IPv4]

You can configure up to five access control ranges.

• [IPv6]

You can configure up to five access control ranges and Mask settings.

• [Certificate Installation] page

You can specify [User Certificate], [Root Certificate], and [Delete All Certificate].

[Fax Initial Settings] area

• [Environment Settings] page

You can specify whether to enable or disable Internet Fax.

• [Fax Information]

You can specify [Fax Header] and [Own Fax Number].

• [Select Dial/Push Phone]

You can specify a line type when the device is connected to a G3 analog line.

- [Send / Reception Settings] page
 - [Transmission Settings]

You can specify whether or not to limit Internet Fax transmissions.

You can specify the maximum size in [Email Size].

• [Reception Settings]

You can specify [Switch Reception Mode] and [Print Reception Time] settings.

- [Fax Parameter Settings] page
 - [Automatic Printing Report]

You can specify [Journal], [Immediate Transmission Result Report], [Communication Result Report], and [Polling Reception Result Report] settings.

• [Email]

You can specify whether or not an error notification e-mail is sent if an error occurs during receipt of e-mail.

Notifying the Machine Status by E-mail

You can be notified of the machine status by e-mail on an occasion such as if the machine runs out of paper or paper is jammed.

The e-mail notifying the machine status will be sent to the e-mail address specified as the destination in advance. You can also specify the timing and status to notify.



Depending on your e-mail application, a phishing warning message might appear when you
receive e-mail. To stop this warning message appearing, see your e-mail application's Help for
details about registering trusted senders.

To use the e-mail notification functions, set [Auto Email Notification] to [On] on the [Email] page, and then specify an e-mail address and other required settings using Web Image Monitor. Only the administrator can change the [Auto Email Notification] settings.

The following status can be notified:

- The printer error has occurred.
- The ink has run out.
- The ink will run out soon.
- The Ink Collector Unit must be replaced now.
- The Ink Collector Unit must be replaced soon.
- The paper has run out.
- The paper has been jammed.
- The paper size is wrong.
- The paper type is wrong.
- The paper size and type are wrong.
- A cover is open.
- The specified part such as an ink collector unit or ink cartridges are not attached properly.
- The machine is out of its operational temperature range.
- The paper is jammed in the ADF.



- For details about specifying the machine setting, see page 249 "Administrator Tools"".
- For details about specifying the network interface setting, see page 293 "Changing the Machine Settings".

Ω

Specifying notification the printer status by e-mail

On the [Email] page, you can specify the basic and authentication settings for sending Email.

You can enable or disable [Auto Email Notification]. The "Administrator Email Address" will appear in the e-mail message. The "Device Email Address" will appear in the "From" box.

[Administrator Email Address]

Enter the administrator's e-mail address using up to 64 characters.

Default: Blank

[Auto Email Notification]

You can specify whether to enable or disable this function.

Default: [Off]

[SMTP]

You can specify the SMTP server name and SMTP Port No.. By specifying the SMTP authentication setting, you can send e-mails to destinations where the e-mail server carries out SMTP authentication.

By specifying the SMTP authentication setting, you can log on to SMTP servers which require authentication. The supported authentication protocols are: CRAM MD5, PLAIN, and LOGIN.

• [SMTP Server Name]

Enter the server name using up to 127 characters.

Default: Blank

• [SMTP Port No.]

Default: [25]

• [SMTP Authentication]

You can specify whether to enable or disable this function.

Default: [Off]

• [SMTP Auth. User Name]

Enter the user name using up to 20 characters.

Default: Blank

• [SMTP Auth. Password]

Enter the password using up to 20 characters.

Default: Blank

[POP before SMTP]

By specifying the SMTP authentication setting, you can send e-mails to destinations where the e-mail server carries out SMTP authentication.

By using POP before SMTP, you can log on to an SMTP server supporting POP before SMTP.

You can specify whether to use POP before SMTP, and specify the POP server name, POP port number, POP user name, and POP password.

• [POP before SMTP]

You can specify whether to enable or disable this function.

Default: [Off]

• [POP User Name]

Enter a user name using up to 20 characters.

Default: Blank

• [POP Password]

Enter a password using up to 20 characters.

Default: Blank

• [Timeout setting after POP Auth.]

In standby time following POP authentication (in seconds), you can specify how long the printer can wait for logging on to the SMTP server after logging on to the POP server.

Default: [300]

[POP3]

• [POP3 Server Name]

Enter the server name using up to 127 characters.

Default: Blank

[Email Communication Port]

• [POP3 Reception Port No.]

Default: [110]

[Fax Email Account]

[Fax Email Address]

Enter the device's e-mail address up to 64 characters.

Default: Blank

• [Receive Fax Email]

You can specify whether to use the [Receive Fax Email] or not.

Default: [Off]

• [Fax Email User Name]

Enter the user name using up to 20 characters.

Default: Blank

• [Fax Email Password]

Enter the password using up to 20 characters.

Default: Blank

Auto e-mail notification: Error notification by Email: Group 1-4

You can specify whether to enable or disable this function.

[Group Name]

Enter a group name using up to 20 characters.

Default: Blank

[Email Language]

You can select the language used for e-mail.

Default: [English]

[Subject]

Enter a subject using up to 32 characters.

Default: Blank

[Message]

Enter a message using up to 128 characters.

Default: Blank

[Notify Address]

• [Name]

Enter the name using up to 20 characters.

Default: Blank

• [Email Address]

Enter the e-mail address using up to 64 characters.

Default: Blank

• [Current Addresses:]

Displays the e-mail addresses currently registered in the group.

Auto e-mail notification: Detailed settings for error notification

[Call Service]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [0 minute(s)]

[Out of Ink]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [0 minute(s)]

[Ink Almost Empty]

• [Notify when error:]

Default: [Occurs]

• [Remaining:]

Default: [10 %]

[Replace Ink Collector Unit]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [0 minute(s)]

[Prepare new Ink Collector Unit]

• [Notify when error:]

Default: [Occurs]

• [Remaining:]

Default: [10 %]

[Out of Paper]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [O minute(s)]

[Paper Misfeed]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [0 minute(s)]

[Paper Size Error]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [O minute(s)]

[Paper Type Error]

• [Notify when error:]

Default: [Occurs]

Notify within:(minute(s))

Default: [0 minute(s)]

[Paper Size/Paper Type Error]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [0 minute(s)]

[Cover Open]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [0 minute(s)]

[Setting Error]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [0 minute(s)]

[Out of Printable Temperature Range]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [0 minute(s)]

[ADF Error]

• [Notify when error:]

Default: [Occurs]

• Notify within:(minute(s))

Default: [0 minute(s)]

Auto e-mail notification: Counter information notification

You can specify whether to enable or disable this function.

[Email Language]

You can select the language used for e-mail.

Default: [English]

[Subject]

Enter a subject using up to 32 characters.

Default: Blank

[Notify Address]

• [Name]

Enter the name using up to 20 characters.

Default: Blank

• [Email Address]

Enter the e-mail address using up to 64 characters.

Default: Blank

• [Current Addresses:]

Displays the e-mail addresses currently registered in the group.

Auto e-mail notification: Notify counter info.

You can specify whether to enable or disable this function.

[Method to Notify]

Default: [Per Month]

[Per Counter Value]

Default: [100]

[Date to Notify]

Default: [1]

About the Web Image Monitor Help

You can view help on the things you can do through Web Image Monitor.

- 1. Launch the Web browser.
- 2. In the address bar, enter "http://(machine's IP address or host name)/".



The Help top page appears.

If you click ② on the displayed page, you can view Help for that page.

Using Device Setting Utility

Using Device Setting Utility, you can check and change the machine's settings.



- To use Device Setting Utility, the machine must be connected to the client computer via USB connection.
- Before using Device Setting Utility, install Device Setting Utility from the provided "Drivers & Utilities" CD-ROM.

What you can do using Device Setting Utility

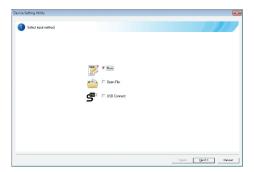
Device Setting Utility allows you to save the machine's settings in a file and change them on a computer. You can upload the changed settings to the machine.

You can specify the following:

- System Settings
- Network Settings
- Address Book
- Copier Features
- Fax Features
- Printer Features
- Scanner Features
- Program Function
- Device Information

Procedure

This section explains the basic operations of Device Setting Utility.



New

Click to create a new configuration file.

Open File

Click to change the current configuration file.

USB Connect

Click to display and change the machine's settings.

The procedure is used as an example for displaying and changing the machine's settings using "USB Connect".

- 1. On the [Start] menu, click [All Programs].
- 2. Click [Device Setting for Product Name].
- 3. Click [USB Connect].
- 4. Click [Next].
- 5. Select the setting you want to change from the list.
- 6. After changing the settings, click [Next].
- 7. Specify whether to save or upload the specified settings.

To save the specified settings, select [Save As...].

To directly upload the specified settings to the machine, select [Save to USB].

- 8. Click [Next].
- 9. Click [Finish].

Registering Destinations in the Address Book

This section describes how to register destinations using Device Setting Utility.

- 1. On the [Start] menu, click [All Programs].
- 2. Click [Device Setting for Product Name].
- 3. Click [New].
- 4. Click [Next].
- 5. Select [Address Book] from the list.
- 6. Click [Edit].
- 7. Select [Program User], and then click [OK].
- 8. Enter the necessary information, and then click [OK].
- 9. Click [Next] twice.

To save the specified settings, select [Save As...].

To directly upload the specified settings to the machine, select [Save to USB].

10. Click [Finish].

Registering Sets of Specified Settings

Using the Device Setting Utility, you can register sets of specified settings.

- 1. On the [Start] menu, click [All Programs].
- 2. Click [Device Setting for Product Name].
- 3. Click [USB Connect].
- 4. Click [Next].
- 5. Select [Program Function].
- 6. Click [Edit].
- 7. Enter the [Main Function], [Name (Line 1)], and [Name (Line 2)], and then click [OK].
- 8. Select the function you want to use, and then click [OK].

 If necessary, change [Details].
- 9. Click [Next] twice.

To save the specified settings, select [Save As...].

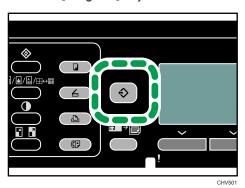
To directly upload the specified settings to the machine, select [Save to USB].

10. Click [Finish].

Using Registered Sets of Specified Settings

Using the Device Setting Utility, you can use the registered sets of specified settings on the machine.

1. Press the [Program] key.



2. Select the program you want to use, and then press the [OK] key.

SNMP

The Ethernet interface includes the Simple Network Management Protocol (SNMP) agent for UDP.

Using the SNMP manager, you can obtain printer data.

The default community name is "public". Using this community name, you can obtain MIB data.

Supporting MIB

SNMPv1/v2c/SNMPv3

- MIB-II
- PrinterMIB
- HostResourceMIB
- RicohPrivateMIB
- PrinterPortMonitorMIB
- IP Forwarding Table MIB

SNMPv3

- SNMPv2-MIB
- SNMP-FRAMEWORK -MIB
- SNMP-MPD-MIB
- SNMP-TARGET-MIB
- SNMP-NOTIFICATION-MIB
- SNMP-USER-BASED-SM-MIB
- SNMP-VIEW-BASED-AMC-MIB
- SNMP-COMMUNITY-MIB

Printing a Report for Checking the Machine's Settings, Status, and Communication Log

This section explains how to print a report containing information such as the machine's settings or status, the communication.

You can check the following:

- Menu List
- Destination List
- Group Destination List
- Print I/F Settings List
- Journal
- Immediate TX Result Report
- Communication Result Report
- Error Report
- Polling RX Result Report
- TX File List

Menu List

The machine's current settings are displayed.

You can check the following:

- Maintenance
- System Settings
- Copier Features
- Fax Features (SG 3110SFNw only)
- Printer Features
- Scanner Features
- Language

Destination List

The list of destinations registered in the machine's address book is displayed.

You can check the following:

• (Regist No.)

The destination's registration number is displayed.

Name

The destination name is displayed.

• Fax Dest./Email Address

Either fax numbers or e-mail addresses, or both are displayed.

Group Destination List

The list of groups registered in the machine's address book is displayed.

You can check the following:

• (Group No.)

The group number is displayed.

• Group Name

The registered group names are displayed.

• Group Details

The registration number of each destination included in the group is displayed.

Print I/F Settings List

The machine's current network and interface settings are displayed.

Journal

Fax communication results are displayed.

You can check the following:

• Date

The date of a fax communication is displayed.

• Time

The time a fax communication is displayed.

Destination

The destination name is displayed.

Mode

The mode adopted for a fax communication is displayed.

• TX time/RX time

The file transmission duration is displayed. If a transmission exceeds 99 minutes and 59 seconds, "*** seconds" is displayed.

• Page

The total number of faxed pages is displayed. If the total number of pages exceeds 999, "*** pages" is displayed.

Result

"OK" or "Error" is displayed as the communication status.

User Name

When sending by LAN-Fax, a sender name is printed.

• No.

The file number is displayed.

Immediate TX Result Report

Fax results by immediate transmission are displayed.

You can check the following:

• Date

The date of a fax communication is displayed.

• Time

The time of a fax communication is displayed.

Destination

The destination name is displayed.

Mode

The communication mode is displayed.

TX time

The file transmission duration is displayed. If a transmission exceeds 99 minutes and 59 seconds, "****seconds" is displayed.

• Page

The total number of faxed pages is displayed. If the total number of pages exceeds 999, "*** pages" is shown.

Result

"OK" or "Error" is displayed as the transmission status.

• No.

The file number is displayed.

Communication Result Report

Fax results by memory transmission are displayed.

You can check the following:

• Date

The date of a fax communication is displayed.

Time

The time of a fax communication is displayed.

Destination

The destination name is displayed.

Mode

The communication mode is displayed.

• Time

The file transmission duration is displayed. If a transmission exceeds 99 minutes and 59 seconds, "**** seconds" is displayed.

Page

The total number of faxed pages is displayed. If the total number of pages exceeds 999, "*** pages" is displayed.

Result

If a transmission is successful, "OK" is displayed.

If a transmission fails, an error code is displayed.

• E. 1) Hang up or line fail

A communication was interrupted because of a fax malfunction or telephone line noise problem.

• E. 2) Busy

The recipient's line is busy.

• E. 3) No answer

The recipient did not answer the call.

• E. 4) No facsimile connection

The recipient answered the call, but the fax communication failed.

• E. 5) Exceed max. Email size

An Internet fax transmission was interrupted because the machine's maximum mail size problem.

• No.

The file number is shown.

Error Report

If a communication fails, you will receive an error notification.

You can check the following:

Destination

The destination name is displayed.

• Mode

The communication mode is displayed.

Time

The file transmission duration is displayed.

Page

The number of the error page(s) is displayed.

• Result

If an error occurs, "Error" or an error code is displayed.

• No.

The file number is displayed.

Polling RX Result Report

Fax polling reception results are displayed.

You can check the following:

• No.

The file number is shown.

Mode

The mode adopted for a polling communication is displayed.

Destination

The destination name is displayed.

Result

If a communication completes normally, "OK" is displayed.

If a communication fails, an error code is displayed.

TX File List

A list of fax queues is displayed.

You can check the following:

• No.

The file number is shown.

Time

The time when the file was stored in memory is displayed.

Mode

The mode adopted for a transmission is displayed.

Destination

The destination name is shown.

Pg(s)

The total number of faxed pages is displayed. If the total number of pages exceeds 999, "*** pages" is shown.

Result

The transmission result is displayed.

• Page(s) not sent

The number of the page(s) not sent is displayed.

Printing the List

You can print lists manually.

The procedure is explained using Journal printing as an example.

For details about printing other lists and reports, see page 416 "List of Printouts".

- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- 3. Press the [▲] or [▼] key to display [Job Information], and then press the [OK] key.
- **4.** Press the [▲] or [▼] key to display [Print Journal], and then press the [OK] key.
- 5. Press the [B&W Start] or [Color Start] key.

Q

Checking the Communication Result

You can check the communication result on the screen.

- 1. Press the [Facsimile] key.
- 2. Press [TX Mode].
- 3. Press the [▲] or [▼] key to display [Job Information], and then press the [OK] key.
- Press the [▲] or [▼] key to display [TX File Status] or [RX File Status], and then press the [OK] key.
- 5. Press the [▲] or [▼] key to display the TX or RX status you want to check.

9. Maintenance

This chapter explains how to maintain and operate the machine.

Replacing a Print Cartridge

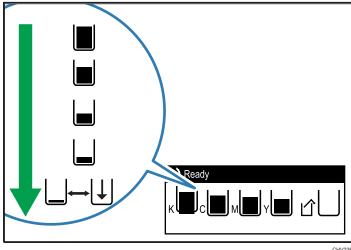
Checking the Remaining Ink

Follow the procedure below to check when to replace print cartridges using the Status Monitor or the cartridge replacement indicators.

Checking the remaining ink level on the display

You can check the remaining ink level by looking at the icon that appears above the cartridge replacement indicator.

K, C, M, and Y indicate black, cyan, magenta, and yellow, respectively.



If the ink will soon run out, the message "Low Ink Remaining" appears on the display.

Make sure you have a new print cartridge for the color indicated by the $| \cdot |$ or $| \cdot |$ icon.

If a print cartridge runs out of ink, the message "See instructions in front cover to replace ink cartridge." appears on the display.

Checking the remaining ink level on the Status Monitor

The cartridge status can be used to check when to replace the cartridge.

- 1. Open the [Printer Properties] dialog box.
 - See page 135 "Opening the Printer Driver Dialog Box".
- 2. Click the [Maintenance] tab.
- 3. Click [Display Status Monitor].
- 4. Check the cartridge status.

U Note

You can specify that the Status Monitor send a notification when the ink will soon run out. To do
this, open the printer driver dialog box, click [Status Monitor Settings] on the [Maintenance] tab,
and then select the [Notify cartridge replacement] check box.

Reference

 Be sure to insert the print cartridges correctly. If you insert them incorrectly, Status Monitor might not be able to detect the amount of ink that is remaining in the cartridges. See page 322 "Handling Print Cartridges".

Replacing a Print Cartridge

Clear any errors, such as when there is a paper jam or when no paper is loaded, before replacing a print cartridge.

ACAUTION

• Keep ink and ink containers out of reach of children.

ACAUTION

 If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.

ACAUTION

 If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

ACAUTION

When removing jammed paper or replacing ink, avoid getting ink on your clothing. If ink comes
into contact with your clothing, wash the stained area with cold water. Hot water will set the ink
into the fabric and make removing the stain impossible.

ACAUTION

• When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

ACAUTION

When removing the print cartridge, avoid putting your hand near the place where the print
cartridge is installed. If ink comes in contact with your hands, wash them thoroughly with soap
and water.

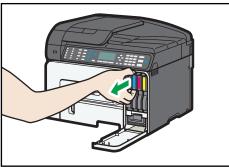
Important

- When installing the print cartridge, do not touch the inside of the machine.
- Carefully install a cartridge in the correct position.
- 1. Take the print cartridge out of the box.
- 2. Open the right front cover.



3. Take out the empty cartridges.

While taking out the cartridges, be sure to hold the machine firmly so that it does not move.

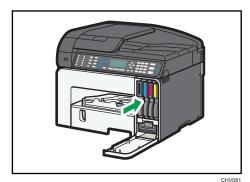


CTI/U0

4. Check the cartridges' orientation, and then install them carefully.

Install in the following order from the left: black, cyan, magenta, and yellow.

5. Push each cartridge fully in.



6. Close the right front cover.



Handling Print Cartridges

Important points about handling print cartridges are explained.

MARNING

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

ACAUTION

• Keep ink and ink containers out of reach of children.

ACAUTION

 If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.

ACAUTION

 If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

CAUTION

When removing jammed paper or replacing ink, avoid getting ink on your clothing. If ink comes
into contact with your clothing, wash the stained area with cold water. Hot water will set the ink
into the fabric and make removing the stain impossible.

CAUTION

• When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

CAUTION

 When removing the print cartridge, avoid putting your hand near the place where the print cartridge is installed. If ink comes in contact with your hands, wash them thoroughly with soap and water.

About print cartridges

- Print cartridges comply with the manufacturer's safety specifications. To ensure safety and reliability, use genuine print cartridges.
- When using the machine for the first time, install the print cartridges supplied with the machine.
- Do not reuse the supplied print cartridges.

Using print cartridges

- Print cartridges should be used up before their expiry date, ideally within six months of being removed from their packaging.
- Do not open the package of a print cartridge until the cartridge will be installed in the machine.
- Do not touch the print cartridges' ink inlets or chip contacts.
- · Do not shake print cartridges strongly. Ink may leak out.
- · Do not take apart print cartridges.
- Do not open the right front cover except when installing print cartridges. Do not turn off the
 power or unplug the power cord during the process of installing the cartridges.

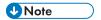
- Always confirm the color of a print cartridge before installing it.
- Do not remove a print cartridge once it has been installed unless necessary.
- Do not remove a print cartridge while printing is being performed. Printing will stop.

Storing print cartridges

• Store print cartridges at a temperature of between -30 and 43 °C (-22 to 109.4 °F).

Ink consumption

- To protect the print head and ensure print quality, the machine performs periodic maintenance and print head cleaning when it is turned on. Both operations consume ink.
- The amount of ink consumed during cleaning depends on the cartridge size.



• If you intend to use the machine after it has not been used for a long time, see page 335 "When Not Using for a Long Period of Time".

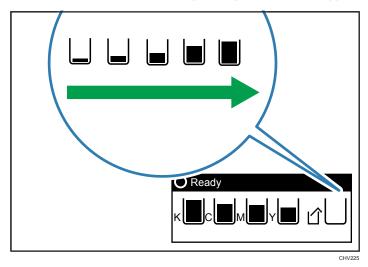
Replacing an Ink Collector Unit

Checking the Waste Ink Level

Follow the procedure below to check when to replace an ink collector unit using the Status Monitor or the waste ink full indicator.

Checking the waste ink level on the display

You can check the waste ink level by looking at the icon that appears above the waste ink full indicator.



If the ink collector unit is almost full, the message "Ink Collector Almost Full" appears on the display.

Make sure you have a new ink collector on hand.

If the ink collector unit is full, the message "Ink colletr. unit is full. Replace ink colletr. unit." appears on the display.

Replace the ink collector unit.

Checking the waste ink level on the Status Monitor

The ink collector unit status can be used to check when to replace the ink collector unit.

- Open the [Printer Properties] dialog box.
 See page 135 "Opening the Printer Driver Dialog Box".
- 2. Click the [Maintenance] tab.
- 3. Click [Display Status Monitor].

g

4. Check the ink collector unit status.

Replacing an Ink Collector Unit

⚠WARNING

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

ACAUTION

• Keep ink and ink containers out of reach of children.

ACAUTION

When replacing ink collector unit, avoid getting ink on your clothing. If ink comes into contact
with your clothing, wash the stained area with cold water. Hot water will set the ink into the
fabric and make removing the stain impossible.

ACAUTION

• If ink gets into contact with eyes, wash eyes immediately with running water. Consult a doctor if necessary.

ACAUTION

 If ink is ingested, induce vomiting by drinking a strong saline solution. Consult a doctor immediately.

ACAUTION

• When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

CAUTION

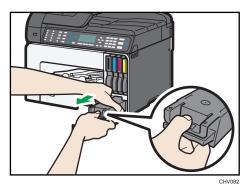
When removing the ink collector unit, avoid putting your hand near the place where the ink
collector unit is installed. If ink comes in contact with your hands, wash them thoroughly with
soap and water.

When removing the ink collector unit, do not touch the inside of the machine.

- Do not use an ink collector unit that has not been used for a long time.
- Do not touch the ink collector unit' chip contacts.
- Take care not to drop the ink collector unit.
- Take care not to drop the ink collector unit when putting it in the supplied plastic bag. The bag
 might tear, causing ink to spill.
- Make sure the ink collector unit is fully inserted. If it is not, ink will leak inside the machine.
- 1. Take the ink collector unit out of the box.
- 2. Open the right front cover.

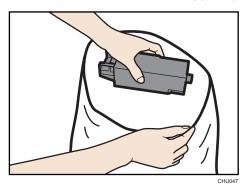


3. Wait at least five seconds, and then remove the full ink collector unit from the machine.



While pulling the unit out, keep the unit level and press on the area marked "PUSH".

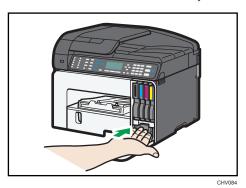
4. Put the Ink collector unit in the supplied plastic bag.



5. Insert the new ink collector unit.



6. Slide the ink collector unit carefully into the machine until you hear it click.



7. Close the right front cover.

a

Cleaning

Clean the outside of the machine regularly to maintain the condition of the machine.

WARNING

- The machine weighs around 15.3 kg (33.7 lb).
- Do not remove any covers or screws other than those explicitly mentioned in this manual. Inside
 this machine are high voltage components that are an electric shock hazard. Contact your sales
 or service representative if any of the machine's internal components require maintenance,
 adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock.

ACAUTION

 When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

To clean the exterior of the machine, wipe it with a soft, dry or damp cloth. If the dirt does not come off, wipe the machine first with a cloth moistened with a neutral detergent, then with a damp cloth, and finally with a dry cloth.

- Do not use volatile chemicals like benzene or thinner, or insecticides on the machine. Using these chemicals could deform, crack, or change the color of the machine.
- When wiping the machine with a cloth moistened with detergent, be sure to wipe only the exterior.

Cleaning the Power Cable Plug

This section describes precautions for cleaning the power cable plug.

∴ WARNING

- Be sure to disconnect the plug from the wall outlet at least once a year.
 - There are burn marks on the plug.
 - The prongs on the plug are deformed.
- If any of the above conditions exist, do not use the plug and consult your dealer or service representative. Use of the plug could result in fire or electric shock.

MARNING

- Be sure to disconnect the power cord from the wall outlet at least once a year.
 - The power cord's inner wires are exposed, broken, etc.
 - The power cord's coating has a crack or dent.
 - When bending the power cord, the power turns off and on.
 - Part of the power cord becomes hot.
 - The power cord is damaged.
- If any of the above conditions exist, do not use the power cord and consult your dealer or service representative. Use of the power cord could result in fire or electric shock.

CAUTION

• Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

Cleaning the Exposure Glass

The following procedure describes how to clean the exposure glass.

1. Lift the ADF.

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

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

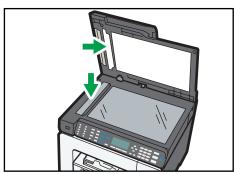


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Cleaning the ADF

The following procedure describes how to clean the ADF.

- 1. Lift the ADF.
 - Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.
- 2. Clean the parts indicated with arrows with a soft damp cloth and then wipe the same parts with a dry cloth to remove any remaining moisture.



Moving

The precautions when moving the machine a short distance or long distance are explained.

Moving a Short Distance

Take the following precautions when moving the machine a short distance - for instance, when attaching an optional paper tray or relocating the machine inside the same room.

ACAUTION

- Grip the center area at the base of the machine's sides. Lift it slowly and do not strain your body.
- When moving the machine, remove the option. Careless handling and over exertion when lifting can result in breakage and/or injury.

ACAUTION

• Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

ACAUTION

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

Important

- Be sure to keep the machine level. If it is unduly tilted, ink will leak from the ink collector.
- 1. Press and hold down the [Power] key until it turns off, and then unplug the power cord.
- 2. Disconnect the USB cable or Ethernet cable.
- 3. If options are installed, remove it.

See page 47 "Attaching and Detaching Units and Options".

4. Lift the machine and move it to the place where you want to install it.



Grip the indented area at the base of the machine's sides, as shown. Lift and carry the machine slowly and carefully.



- When you move the machine, unplug the power cord from the machine, too.
- Make sure the power cord is not trapped under the machine.

Moving a Long Distance

To transport the machine, put it in the box it came in. Do the same for any options.

For details, contact your sales or service representative.



- Do not remove the print cartridges.
- Remove the paper.



- The inside of the machine may become dirty if the machine is not level when transported.
- When you move the machine, also unplug the power cord from the machine.

Disposing

To dispose of this machine, consult with an authorized dealer.

When disposing of the machine by yourself, be sure to comply with local disposal regulations.

When Not Using for a Long Period of Time

If the machine will not be used for a long time, turn its power off, disconnect the USB cable, and then unplug it from the wall outlet. It is recommended to print at least once a month, because the machine consumes a considerable amount of ink for periodic maintenance and print head cleaning when turned on after a long period of inactivity.

CAUTION

 If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

ACAUTION

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

Be careful of the following:

- The nozzles of the print heads may dry out and become clogged. To prevent this, periodically print something. Even if you do not print anything, turn the machine on for a few minutes once every 20-25 days.
- If you do not use the machine for a long period of time, always check if the nozzles are clogged by printing a nozzle check test pattern. See page 223 "Nozzle Check Pattern". Clean the print heads as necessary, and then begin printing. See page 224 "Clean Print-heads".
- If you try to use the machine after it has been out of use for a long time, it may not print properly even if head cleaning is carried out several times. If this is the case, carry out head flushing. See page 225 "Flush Print-heads". If the print heads are still clogged, leave the machine for about ten minutes, and then print the nozzle check pattern. If the problem persists, turn the machine off and leave it for at least eight hours. This should unclog the print heads.

UNote

- After head cleaning is performed multiple times, clogged ink will dissolve over time, and normal printing may become possible.
- If there is no improvement after performing the steps above, contact sales or service representative.

10. Troubleshooting

This chapter explains troubleshooting procedures that are applicable to all functions of this machine and what to do when paper misfeed (become jammed inside the machine).

Software Cannot Be Installed

This section explains how to troubleshoot software installation problems under different environments.

Confirming Installation

Check whether the software has been installed.

Checking icons

If the printer driver is properly installed, the machine icon appears in the [Devices and Printers] window.

- Windows Vista, Server 2008
 The machine icon appears in the [Printer] window.
- Windows XP, Windows Server 2003/2003 R2
 The machine icon appears in the [Printers and faxes] window.

If the User Guide has been installed, its icon appears in [Product Name] in [All Programs] in the Start

If the icon does not appear, the software has not been installed.

Try installing the software again. See page 74 "Confirming the Connection Method".

Checking ports

In the [Printer Properties] dialog box, check that USB connection or network printer is selected for the port. To check the connection, perform a test print. If the test print is not printed, see page 341 "If Test Print Fails".

Checking Your Computer Environment

Check the system requirements for installing the software.

Quick Install for USB

The CD-ROM may not be inserted properly.

Check that the CD-ROM is inserted properly. Check also that it is not damaged and the CD-ROM drive is working properly.

Check that the power cord and USB cable are properly connected and not damaged.

The operating system is incompatible.

There is insufficient hard disk space.

Check that the computer's operating system is fully compatible with this machine. See page 58 "Checking the Computer and Installation Area".

Other applications are not closed.

When installing software, quit all other applications. Installation may be disrupted if other applications are open. Also, quit any anti-virus applications that are running.

The machine is turned on before installation.

Turn the machine off and then on, and then try "Quick Install for USB" again.

The USB connection does not work.

Turn the machine off, unplug the USB cable from the machine, launch "Quick Install for USB" again, and then turn the machine on when the dialog box confirming printer driver installation appears.

If this does not resolve the problem, press the [User Tools] key, change "USB Speed" to [Full Speed] in the "Administrator Tools" menu under "System Settings", and then uninstall the printer driver. Then delete the device, and restart "Quick Install for USB".

Windows made USB settings automatically.

Open Windows' Device Manager, and then, under [Universal Serial Bus controllers], remove any conflicting devices. Conflicting devices will be indicated by a yellow [!] or [?] icon. Take care not to accidentally remove required devices. For details, see page 343 "Deleting Devices".

An error occurs during the installation because the machine is recognized as an unidentified device.

Follow the troubleshooting procedure described in "The USB connection does not work" or "Windows made USB settings automatically" section.

Quick Install for Network

The CD-ROM may not be inserted properly.

Check that the CD-ROM is inserted properly. Check also that it is not damaged and the CD-ROM drive is working properly.

The power cord or Ethernet cable may not be properly connected.

Check that the power cord and Ethernet cable are properly connected and not damaged.

The operating system is incompatible.

There is insufficient hard disk space.

Check that the computer's operating system is fully compatible with this machine. See page 58 "Checking the Computer and Installation Area".

Other applications are not closed.

When installing software, quit all other applications. Installation may be disrupted if other applications are open. Also, quit any anti-virus applications that are running.

The machine's IP address has not been specified.

The computer and printer are not on the same network segment.

If the printer cannot be found and only "Printer Port" appears in the [Printer Selection] dialog box, either the machine's IP address is not specified or the computer and printer are not on the same network segment. Before installing the software, check the machine's IP address and the network environment. Alternatively, select "Printer Port" in the dialog box, and then install the printer driver.

Printer Driver Cannot Be Installed

This section explains how to troubleshoot printer driver installation problems.

The printer driver installer does not start.

An error occurs during installation.

- If the screen does not appear even when you double-click the [SETUP.EXE] icon, or if an error
 occurs during installation, access the CD-ROM drive from [Computer (or My Computer)] or
 [Explorer]. Double-click the [RP_SETUPXX.exe] icon, and then install the printer driver by following
 the instructions that appear on the screen.
- An error occurs if the path to the location of the stored data is too long. To install a printer driver downloaded from a Web site or copied from a CD-ROM, save the printer driver directly on the hard disk, and then install it.
- Add the printer without using the installer.

On the [Start] menu, click [Devices and Printers], click [Add a printer], and then install the printer driver according to the displayed instructions.

- Windows Vista, Windows Server 2008
 Click [Control Panel], [Hardware and Sound], [Printers], and then click [Add a printer].
- Windows XP, Windows Server 2003/2003 R2
 Click [Printers and Faxes], and then click [Add a printer].

For details about adding printers, see the Windows Help.

USB Connection is not Automatically Detected

If the USB connection is not automatically detected, do the following procedure:

1. Delete the printer driver.

See page 342 "Uninstalling the Printer Driver".

2. Delete the device.

See page 343 "Deleting Devices".

3. Run [Quick Install for USB] again.

See page 78 "Quick Install".

If these steps do not resolve the problem, contact your sales or service representative.

If Test Print Fails

This section explains how to troubleshoot Test Print problems.

The power cord or USB cable or Ethernet cable is not properly connected.

Check that the power cord and USB cable, Ethernet cable are properly connected.

The port connection is not properly set.

- 1. On the [Start] menu, click [Devices and Printers].
 - Windows Vista, Windows Server 2008
 Click [Control Panel], and then click [Printers] in [Hardware and Sound].
 - Windows XP
 - Click [Printers and Faxes].
 - Windows Server 2003/2003 R2
 Point to [Settings], and then click [Printers and Faxes].
- 2. Right-click the machine icon, and then click [Printer properties].
 - Windows XP/Vista, Windows Server 2003/2003 R2/2008 Click [Properties].
- 3. Click the [Ports] tab, and then check the printer port.

Select USB or network printer in the list when the selected port connection is something other than USB or network printer.

To connect via USB when USB does not appear in the list, you must re-install the printer driver. See page 340 "USB Connection is not Automatically Detected".

Ink feed is incomplete.

Ink begins automatically feeding into the print heads when the power of the machine is first turned on or when a cartridge is replaced.

Wait until ink feed is complete at which point the [Power] key stops blinking and remains lit.

A printer error has occurred.

Check the error message on the display, resolve the problem, and then perform the test print again.

If you cannot resolve the problem, contact your sales or service representative.

■ Reference

If the Status Monitor displays an error message, see page 385 "Status Monitor Errors".

Uninstalling

If software was installed incorrectly or incompletely, uninstall and then reinstall it.



 Before uninstalling software or deleting devices, turn off any other printers connected to your computer via USB, or disconnect the USB cable to the printers.



- · Screens vary according to the operating environment.
- To reinstall the software, restart Windows.

Reference

• When reinstalling the software, see page 74 "Confirming the Connection Method".

Uninstalling the Printer Driver

- The Status Monitor installed with the current printer driver is uninstalled when the current printer driver is uninstalled.
- 1. Press and hold down the [Power] key for one second.
- 2. On the [Start] menu, click [Devices and Printers].

For Windows Vista or Windows Server 2008, click [Control Panel], and then click [Printers] in [Hardware and Sound].

For Windows XP, click [Printers and Faxes].

Windows Server 2003/2003 R2, point to [Settings], and then click [Printers and Faxes].

3. Right click the machine icon, and then click [Remove device].

For Windows XP/Vista or Windows Server 2003/2003 R2/2008, right-click the machine icon, and then click [Delete].

4. Click [Yes].

The printer driver is uninstalled.

5. Select an arbitrary printer, and then click [Print server properties].

For Windows XP/Vista or Windows Server 2003/2003 R2/2008, click [Server Properties] on the [File] menu.

- 6. Click the [Drivers] tab.
- 7. In the [Installed printer drivers:] list, select [Printer Name], and then click [Remove].
 For Windows XP/Vista or Windows Server 2003/2003 R2/2008, go to Step 9.

- 8. Click [Remove driver and driver package], and then click [OK].
- 9. Click [Yes].

For Windows XP/Vista or Windows Server 2003/2003 R2/2008, go to Step 12.

- 10. Click [Delete].
- 11. Click [OK].
- 12. Click [Close].

For Windows 7 or Windows Server 2008 R2, go to Step 21.

For Windows Vista, go to Step 18.

- 13. On the [Tools] menu, click [Folder Options...].
- 14. Click the [View] tab.
- 15. In the [Advanced Settings:] box, click [Show hidden files and folders], and then deselect the [Hide extension for known file types] check box.
- 16. Click [OK].
- 17. On the [Start] menu, click [Search].
- 18. Click [All files and folders], and then enter the INF file name of the model (e.g., oemsetup.inf) in the [All or part of the file name:] field.

For Windows Vista, select [Other] in [Show only], and then enter the INF file name of the model in the [Search] field.

- In the [Look in:] box, select the hard disk on which Windows is installed, and then click [Search].
- 20. Right-click the file displayed as the search result, and then click [Delete].

The INF file is uninstalled.

- 21. Click [Yes].
- 22. Restart Windows.



To update the printer driver, download the latest driver from the manufacturer's Web site.

Deleting Devices

If Windows automatically establishes a USB connection because of an unauthorized device, you can delete the device and any others like it. Be sure not to delete necessary devices. If USB connection is established normally, you do not need to perform this procedure.

1. Turn the machine on.

2. On the [Start] menu, click [Control Panel].

For Windows Server 2003/2003 R2, point to [Settings], click [Control Panel], and then go to Step 4.

3. Click [System and Security].

For Windows XP or Windows Server 2003/2003 R2, click [Performance and Maintenance].

For Windows Vista or Windows Server 2008, click [Hardware and Sound].

4. Click [Device Manager] in [System].

For Windows XP or Windows Server 2003/2003 R2, click [System], and then click [Device Manager] on the [Hardware] tab.

For Windows Vista or Windows Server 2008, click [Device Manager].

- Click [USB Printing Support] or [Product Name].
- 6. Click [Action], and then click [Uninstall].
- 7. Click [OK].
- 8. Click [Close].

Removing the User Guide

Follow the procedure below to remove the User Guide installed on your computer.

Removing the User Guide using its [Uninstall] function

- 1. Press and hold down the [Power] key for one second.
- 2. On the [Start] menu, point to [All Programs].

For Windows Server 2003/2003 R2, point to [Programs].

- 3. Point to the installed [Product name], and then click [Uninstall User Guide].
- 4. Follow the instructions that appear to remove the User Guide.

Removing the User Guide using [Add/Remove Programs]

- 1. Press and hold down the [Power] key for one second.
- 2. On the [Start] menu, click [Control Panel].
- 3. Click [Uninstall a program] in [Programs].

For Windows XP or Windows Server 2003/2003 R2, click [Add or Remove Programs].

4. Select the installed [Product name User Guide], and then click [Uninstall].

For Windows XP or Windows Server 2003/2003 R2/2008 click [Change/Remove].

For Windows Vista, click [Uninstall/Change], and then click [Continue].

5. Follow the instructions that appear to remove the User Guide.

Printing Does Not Start

If printing fails, check the following:

Check the machine's power.

• The [Power] key is not lit.

Turn the machine on.

See page 53 "Turning On/Off the Power".

• The power indicator does not light up or blink despite the [Power] key being pressed.

Check whether the power cord is plugged into the receptacle properly.

Plug another appliance that works into the receptacle to determine whether the receptacle is all right.

If the problem persists, unplug the power cord and contact your sales or service representative.

Check the error message.

• If the error message appears on the display.

See page 375 "Error & Status Messages on the Display".

• If the error message appears on the Status Monitor

Click [User Guide] on the Status Monitor.

See page 385 "Status Monitor Errors".

Check the name associated with the printer's icon.

If you share the printer, make sure the name associated with the printer's icon does not exceed 32 characters.

Check the printer driver setting.

Click [Print Quality] in the [Detailed Settings] tab, and then check [Change Data Processing].

Checking the Version of the Printer Driver

If it is not the latest version, update the driver.

- Checking the version of the printer driver on a Windows
 - 1. Open the [Printer Properties] dialog box from the application.

See page 135 "Opening the [Printing Preferences] Dialog Box".

- 2. On the [Configuration/About] tab, click [About].
- 3. Check the version.
- · Checking the version of the printer driver on a Macintosh
 - 1. On the [Apple] menu, click [System Preferences...].
 - 2. Click the [Print & Fax].

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- 3. Select the printer you want to use from the printer list, and then click [Option and Supply].
- 4. On the [General] tab, check the displayed version number.
- Checking the version of the printer driver.
 - See page 398 "Updating the Driver".
- Use the Internet to find the latest version of the driver.
 - See manufacturer's Web site for the latest driver.
- Update the printer driver.
 - If you are using Windows, install the downloaded driver and check [Update the current printer driver] in the dialog box that allows you to select what to install.
 - If you are using a Macintosh, uninstall the current printer driver before installing the new one.

Paper Is Not Fed or Delivered Normally

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

Paper does not feed smoothly.

· Paper guides are not adjusted correctly.

The paper guides of the paper tray do not match the paper loaded. Adjust the paper guides and load the paper again.

See page 121 "Loading Paper".

• Paper is not loaded correctly.

The paper is not loaded correctly. Load the paper correctly.

See page 121 "Loading Paper".

· Paper is curled.

Remove the loaded paper and check if it is curled. If it is, straighten the curl within 2 mm (0.08 inches).

• Paper that is not compatible is loaded.

Remove the loaded paper and replace it with compatible paper.

See page 117 "Non-compatible paper".

Paper jams multiple times.

• Printing densely colored images on both sides.

When printing images containing areas of solid color that consume a lot of ink, we recommend single-sided printing.

• Paper is still jammed in the machine.

Pull the paper tray out, and then open the output ramp to check for jammed paper.

Multiple sheets of paper are fed at one time.

Load the paper again. Remove the paper from the paper tray, fan it well, and tap it on a flat surface such as a desk to even the edges. Check the position of the paper guides of the paper tray, and then load the paper again.

A double-feed may occur when using the bypass tray to print on paper that has a rough surface or that is friction prone.

If a double-feed occurs several times, use Trays 1, 2, or 3 to print.

See page 121 "Loading Paper".

Though a paper jam is cleared, paper does not feed.

When a paper jam occurs, clear the paper jam, and then press [FormFeed].

See page 350 "Using [FormFeed] to Remove Jammed Paper".

Tray 2/3 cannot be selected.

The printer driver cannot detect the tray2/3.

Open the [Printer Properties] dialog box. In [Tray 2/3] on the [Accessories] tab in the [Printer Properties] dialog box, check whether Tray 2/3 is shown as being attached.

See page 137 "Specifying Settings on [Accessories] Tab".

The bypass tray cannot be selected.

The printer driver cannot detect the bypass tray.

Open the [Printer Properties] dialog box. In [Bypass Tray] on the [Accessories] tab in the [Printer Properties] dialog box, check whether the bypass tray is shown as being attached.

See page 137 "Specifying Settings on [Accessories] Tab".

Paper is jammed in the duplex unit.

The duplex unit is correctly locked into position, but not locked.

Attach the duplex unit correctly.

See page 391 "Duplex Unit Not Detected".



 If an error is displayed on the Status Monitor, follow the instructions to resolve the problem. See page 385 "Status Monitor Errors".

Paper Jam

This explains how to remove a paper jam.



When removing jammed paper or replacing ink, avoid getting ink on your clothing. If ink comes
into contact with your clothing, wash the stained area with cold water. Hot water will set the ink
into the fabric and make removing the stain impossible.

ACAUTION

• When removing jammed paper or replacing ink, avoid getting ink on your skin. If ink comes into contact with your skin, wash the affected area thoroughly with soap and water.

ACAUTION

· When removing jammed paper, make sure not to trap or injure your fingers.

If a paper jam error message appears on the display or the Status Monitor, remove the paper according to the message.

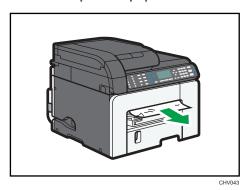
• Before installing or removing options, always disconnect the power cord plugs from the wall outlet.

U Note

- See page 350 "Using [FormFeed] to Remove Jammed Paper".
- See page 350 "Removing Paper Jammed in Tray 1".
- See page 352 "Paper Jam in Tray 2/3".
- See page 352 "Removing Paper Jammed in Tray 2/3".
- See page 354 "Removing Paper Jammed in the Multi Bypass Tray".
- See page 355 "Removing Paper Jammed under the Scanner Unit".
- See page 357 "Removing Paper Jammed in the Auto Document Feeder".
- See page 358 "Paper Jam in the Duplex Unit".
- See page 359 "Opening the Duplex Unit Cover to Remove Jammed Paper".
- See page 360 "Removing Paper Jammed in the Duplex Unit".
- See page 361 "Paper Jam in the Duplex Unit and Tray 2/3".
- See page 361 "Opening the Rear Cover to Remove Jammed Paper".

Using [FormFeed] to Remove Jammed Paper

- 1. Press [FormFeed].
- 2. Remove the jammed paper.



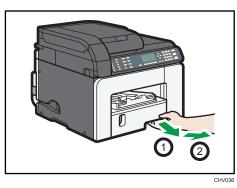
Printing starts.



- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Removing Paper Jammed in Tray 1

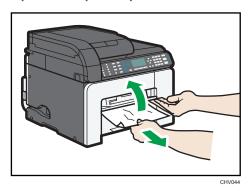
1. Hold the grip on Tray 1, lift the tray slightly (1), and then pull it out (2).



Pull the tray completely out. Take care not to drop it.

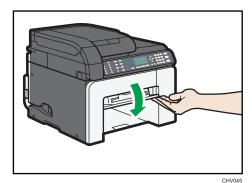
IU

2. Open the output ramp, and then remove the jammed paper.

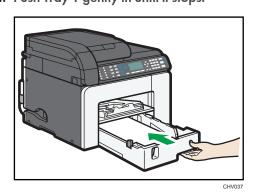


If you cannot remove the jammed paper or it is difficult to remove, the paper may be jammed inside the machine. Examine the paper carefully and remove.

3. Close the output ramp.



4. Push Tray 1 gently in until it stops.



Before pushing the paper tray in, make sure the output ramp is closed.

Printing starts.

Blank paper may be delivered after printing resumes.



- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Paper Jam in Tray 2/3

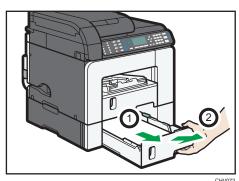
- Remove the paper jammed in Tray 2/3.
 See page 352 "Removing Paper Jammed in Tray 2/3".
- Open the rear cover and remove the jammed paper.
 See page 361 "Opening the Rear Cover to Remove Jammed Paper".



- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Removing Paper Jammed in Tray 2/3

1. Hold the grip on Tray 2/3, lift the tray slightly (1), and then pull it out (2).

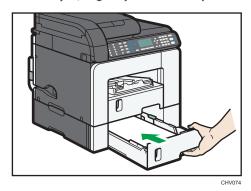


Pull the tray completely out. Take care not to drop it.

2. Remove the jammed paper.



3. Push Tray 2/3 gently in until it stops.



Printing starts.

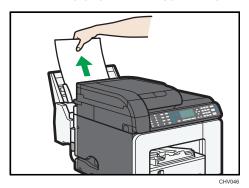
Blank paper may be delivered after printing resumes.



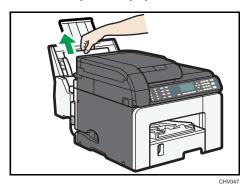
- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Removing Paper Jammed in the Multi Bypass Tray

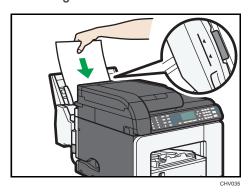
1. Remove any paper in the bypass tray.



2. Remove the jammed paper.



3. Load paper in the bypass tray with the side to be printed on facing up and without exceeding the sheet limit.

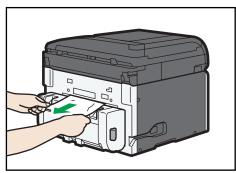


Printing starts.

Blank paper may be delivered after printing resumes.

If it is difficult to remove the jammed paper, detach the multi bypass tray to make it easier to access the jam.

- 1. Detach the multi bypass tray.
 - See page 50 "Attaching and Detaching the Multi Bypass Tray".
- 2. Remove the jammed paper from the rear of the machine.



CHV144

- 3. Reattach the multi bypass tray.
 - See page 50 "Attaching and Detaching the Multi Bypass Tray".
- 4. Load paper in the bypass tray with the side to be printed on facing up and without exceeding the sheet limit.

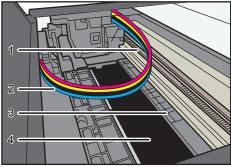


- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Removing Paper Jammed under the Scanner Unit



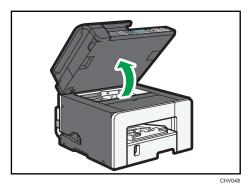
• Do not touch the toothed rubber belt, ink tubes, paper pressing board, feed belt. Also, take care not to snag any cables or ink tubes with your sleeves.



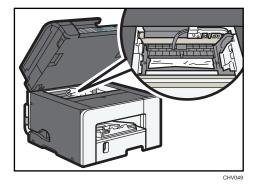
CHV260

1. Toothed rubber belt

- 2. Ink tubes
- 3. Paper pressing board
- 4. Feed belt
- 1. Open the scanner unit.

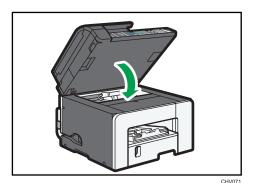


2. Remove the jammed paper through the scanner unit opening.



If the print head has stopped halfway, move it to either end.

3. Close the scanner unit.



Printing starts.

Blank paper may be delivered after printing resumes.

4. Print the nozzle check test pattern to make sure the print head's nozzles are not clogged.

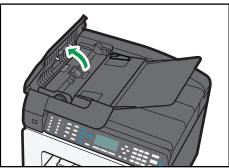
See page 223 "Nozzle Check Pattern".



- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Removing Paper Jammed in the Auto Document Feeder

1. Open the ADF cover.



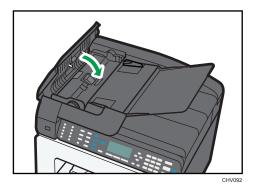
CHV09

2. Remove the jammed paper.



CHV091

3. Close the ADF cover.



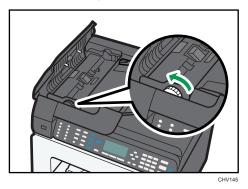
4. Press the [B&W Start] or [Color Start] key.

Printing starts.

Blank paper may be delivered after printing resumes.



- After you remove the jammed paper, the message "Reset XX original(s) on ADF, then press
 [Resume]." appears on the control panel. Reload the indicated number of originals, and then press
 [Resume] to resume scanning.
- If it is difficult to remove the jammed original, open the ADF cover, and then turn the knob as shown to remove the original.



- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Paper Jam in the Duplex Unit

1. Open the duplex unit cover and remove the jammed paper.

See page 359 "Opening the Duplex Unit Cover to Remove Jammed Paper".

IU

Detach the duplex unit and remove the jammed paper.
 See page 359 "Opening the Duplex Unit Cover to Remove Jammed Paper".

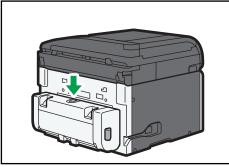


- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Opening the Duplex Unit Cover to Remove Jammed Paper

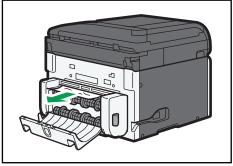


- If the multi bypass tray is attached to the machine, turn the machine off and detach the multi bypass tray. See page 50 "Attaching and Detaching the Multi Bypass Tray".
- Press the duplex unit cover button at the center of the bypass tray, and then open the duplex unit cover.



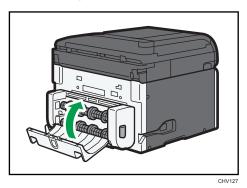
CHV10

2. Remove the jammed paper.



CHV101

3. Close the duplex unit cover.



Printing starts.

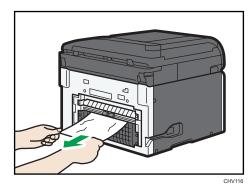
Blank paper may be delivered after printing resumes.



- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Removing Paper Jammed in the Duplex Unit

- 1. Detach the duplex unit.
 - See page 49 "Attaching and Detaching the Duplex Unit".
- 2. Remove the jammed paper from the rear of the machine.



3. Reattach the duplex unit.

See page 49 "Attaching and Detaching the Duplex Unit".



• Unless the duplex unit is attached correctly, paper jams may occur.

- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Paper Jam in the Duplex Unit and Tray 2/3

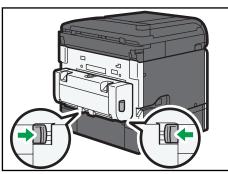
- Detach the duplex unit and remove the jammed paper.
 See page 359 "Opening the Duplex Unit Cover to Remove Jammed Paper".
- Open the rear cover and remove the jammed paper.
 See page 361 "Opening the Rear Cover to Remove Jammed Paper".



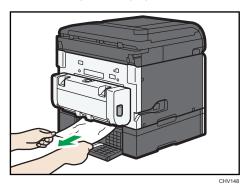
- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Opening the Rear Cover to Remove Jammed Paper

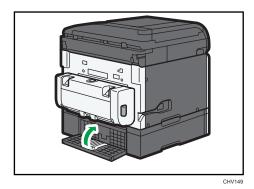
1. Slide the tabs on the sides to unlock, and then open the rear cover.



2. Remove the jammed paper.



3. Close the rear cover.



Make sure to return the tabs to their original positions.

Printing starts.

Blank paper may be delivered after printing resumes.



- Continue to remove the jammed paper according to subsequent error messages until the messages no longer appear. See page 349 "Paper Jam".
- If paper jams occur repeatedly, see page 347 "Paper Is Not Fed or Delivered Normally".

Print Results Are Not Satisfactory

If print quality is poor, check the machine and printer driver settings for problems. If no problems are apparent, check the print cartridge or other consumables. For details about handling paper, see page 113 "Paper". For details about handling the print cartridges, see page 322 "Handling Print Cartridges".



 If problems persist even after configuration checks indicate correct values, contact your sales or service representative.

Prints are Unsatisfactory

This section explains how to troubleshoot the machine when printing is uneven (due to the wrong amount of ink being used) or when prints are smudged, smeared, or blotchy.

Have you printed the nozzle check test pattern?

Print the nozzle check test pattern to check whether the print head nozzles are all ejecting ink properly, and, if necessary, carry out head cleaning or head-flushing.

- 1. Execute Nozzle Check to determine the number of the clogged print head.
- 2. Perform Head Cleaning for the clogged print head.
- 3. Execute Nozzle Check to determine whether the problem has been eliminated.
- 4. If the problem persists, do not use the machine for 5 to 10 minutes.

 By doing this, minute bubbles in the print head nozzle may disappear as the air in them dissolves into the ink, resulting in unclogging.
- 5. Execute Nozzle Check to determine whether the problem has been eliminated.

If the problem persists, repeat Steps 1 to 5 a few more times.

Also letting the machine stand idle after repeating the procedure may help eliminate the clogging.

If the problem persists, perform Steps 1 to 5 again, but instead of performing "Head-cleaning" in Step 2, perform "Head-flushing".

Head Flushing, which cleans the print head more thoroughly than Head Cleaning, consumes a lot of ink.

See page 223 "Nozzle Check Pattern", page 224 "Clean Print-heads" and page 225 "Flush Print-heads".

Has the machine not been used for a long time?

The ink may be dry or the nozzles of the print heads may be clogged. Print the nozzle check test pattern and clean the print heads as necessary.

See page 223 "Nozzle Check Pattern", page 224 "Clean Print-heads".

Have the print heads been aligned?

Blurred or double lines indicate the print heads are incorrectly positioned. Resolve this by selecting [Head Position]. If the problem persists, print the nozzle check test pattern and clean the print heads as necessary.

See page 223 "Nozzle Check Pattern", page 224 "Clean Print-heads" and page 225 "Flush Print-heads".

Is there a problem with the machine's location?

Make sure that the machine is level. Place the machine in a location where it will not be subject to shaking or excessive force.

See page 58 "Checking the Computer and Installation Area".

Have you performed registration?

Perform registration if the print start point indicates misalignment.

After attaching the paper feed unit, and the bypass tray, you must register where to start printing on paper loaded in each paper tray.

See page 229 "Registration".

Have you changed the paper feed setting?

If horizontal lines are printed unaligned, print images are patchy, or black or white streaks are printed at regular intervals, print a test pattern, and then adjust the paper feed setting.

See page 230 "Adjust Paper Feed".

Does the paper type setting match?

Make sure that the paper type setting of the printer driver matches the type of paper loaded.

See page 234 "Tray Paper Setting".

Are you printing on the wrong side of the paper?

Check which side should be printed on when using glossy paper. If you print on the wrong side, the quality of the printing may be lower and the inside of the machine may get dirty.

See page 118 "Paper type precautions", page 113 "Loadable Paper Sizes and Quantities".

Is the paper being used too thick or thin?

Check if the paper is compatible. The print heads will rub against paper that is too thick or thin, and this will cause smearing.

See page 113 "Loadable Paper Sizes and Quantities".

Have you touched the printed side of paper?

Avoid touching the printed side of paper. Particularly, avoid touching glossy paper that have just been printed because these require longer than normal to dry. Remove them one at a time from the output ramp without touching the printed side, and then let them dry fully.

See page 118 "Paper type precautions".

Is the paper loaded in the correct orientation?

Some paper cannot be loaded lengthwise depending on the size of the paper. Check the orientation in which the paper is loaded.

See page 113 "Loadable Paper Sizes and Quantities".

Are you printing densely colored images on both sides of paper?

When a large amount of ink is used to completely cover a side, one-sided printing is recommended.

Checking the Consumables

If you cannot find anything wrong with the printer or printer driver, check the consumables.

Is an old print cartridge being used?

Print cartridges should be used up before their expiry date, preferably within six months of being removed from their packaging.

Is a genuine print cartridge being used?

Using a cartridge other than a genuine print cartridge or using a cartridge refilled with ink will lower the print quality and could cause a breakdown. Use a genuine print cartridge.

See page 424 "Recommended Consumables".

Printer Problems

This section explains likely causes of and possible solutions for printer function problems.

Colors Do Not Match the Displayed Image

If there are differences between colors of the print results and the displayed image, refer to the following auestions:

Has the hue of colors been adjusted?

Since printed colors and screen colors are produced by different methods, a color printed and a color displayed on a screen can have different hues even though they are the "same" color. Use the color matching function to make the hue of printed colors and displayed colors closer.

For details about the color matching function, see the printer driver Help.

Has the nozzle check been performed?

The print heads may be clogged and the amount of ink may not be able to be regulated. Print the nozzle check test pattern and clean the print heads as necessary.

See page 223 "Nozzle Check Pattern", page 224 "Clean Print-heads".

Was printing done in black and white?

Check the color setting of the application and the color print setting of the printer driver.

See page 135 "Opening the Printer Driver Dialog Box".

Have the print quality settings been made?

In the [Select Print Quality:], select [Quality Priority] or [Speed Priority], and then print.

See page 135 "Opening the Printer Driver Dialog Box".

Does the paper type setting match?

Make sure that the paper type setting of the printer driver matches the type of paper loaded.

See page 135 "Opening the Printer Driver Dialog Box", page 234 "Tray Paper Setting".

Have you tried printing with glossy paper?

Try printing with glossy paper. The print results should be clearer.

Positions Do Not Match the Displayed Image

If the position of printed items differs from the position of displayed items, refer to the following questions:

Have the settings for page layout been made?

Check whether page layout settings have been made with the application.

Does the paper size setting match?

Make sure that the paper size selected in the [Print On:] list of the [Printer Properties] dialog box matches the size of the paper loaded.

Have the print heads been aligned?

When bidirectional printing is performed, select [Head Position] to align the print heads. If the problem persists, print the nozzle check test pattern and clean the print heads as necessary.

See page 226 "Head Position Adjust", page 223 "Nozzle Check Pattern" and page 224 "Clean Printheads".

Have you changed Printable area?

The problem may be solved by changing [Printable Area:] in the [Printer Properties] dialog box. On the [Detailed Settings] tab, set [Printable Area:] to [Maximum].

Have you changed Print Quality?

In [Print Quality] on the [Accessories] tab, select the [Uni-directional print only] check box. Note, however, that this will slow printing down.

Is Image Position set correctly?

On the [Detailed Settings] tab, select [Edit], and then click [Set Image Position...]. When the [Set Image Position] dialog box is displayed, specify [Adjust Image Position] correctly.

Other Problems

You may eliminate certain problems by changing the printer driver settings as described below:

Cannot print certain data properly when using a certain application, or cannot print image data properly.

- In the [Select Print Quality:], select [Quality Priority], and then print.
- On the [Detailed Settings] tab, select [Print Quality], and then select [Photographic], [Text], or [Thin lines] in [Dithering:].
- On the [Detailed Settings] tab, select [Driver Options], and then select the [Spool Data in EMF Format] check box.
- On the [Detailed Settings] tab, select [Print Quality], and then clear the [Adjust Photographs] and [Smooth Low Resolution Images] check boxes.
- On the [Detailed Settings] tab, select [Print Quality], and then select the [Change Data Processing] check box.

- On the [Detailed Settings] tab, select [Print Quality], and then select [Dark] or [Light] in [Density for Plain Paper Printing:].
- On the [Detailed Settings] tab, select [Print Quality], and then specify [Gray Reproduction:]
 correctly.

See page 135 "Opening the Printer Driver Dialog Box".

Some characters are garbled or missing.

- On the [Detailed Settings] tab, select [Driver Options], and then select the [Spool Data in EMF Format] check box.
- On the [Detailed Settings] tab, select [Print Quality], and then select the [Change Data Processing] check box.

See page 135 "Opening the Printer Driver Dialog Box".

Some characters are printed faintly or not printed.

- In the [Select Print Quality:], select [Quality Priority], and then print.
- On the [Detailed Settings] tab, select [Print Quality], and then select [Photographic], [Text], or [Thin lines] in [Dithering:].
- On the [Detailed Settings] tab, select [Driver Options], and then select the [Spool Data in EMF Format] check box.
- On the [Detailed Settings] tab, select [Print Quality], and then select the [Bold Text Adjustment] check box.
- On the [Detailed Settings] tab, select [Print Quality], and then specify [Gray Reproduction:]
 correctly.
- On the [Detailed Settings] tab, select [Print Quality], and then select the [Print All Text as Black] check box.

See page 135 "Opening the Printer Driver Dialog Box".

Printing is slow and takes time, which delays release of the application.

- In the [Select Print Quality:], select [Speed Priority] or [High Speed], and then print.
- On the [Detailed Settings] tab, select [Driver Options], and then select the [Spool Data in EMF Format] check box.
- On the [Detailed Settings] tab, select [Print Quality], and then clear the [Adjust Photographs] and [Smooth Low Resolution Images] check boxes.
- Close the resident application.

See page 135 "Opening the Printer Driver Dialog Box".

Printing stops halfway.

View the Status Monitor to check whether an error has occurred.

To print on pre-printed or pre-punched paper, select the [Use Preprinted/Prepunched Paper] check box in the [Detailed Settings] tab.

See page 385 "Status Monitor Errors".

Cannot carry out Layout print for Excel sheets.

In the [Printer Properties] dialog box, on the [Advanced Options] tab, select the [Increase Auto-keep Settings for Applications] check box.

See page 135 "Opening the Printer Driver Dialog Box".

Ink smudges and characters are not properly formed when printing white text on a black background.

In the [Select Print Quality:], select [Speed Priority] or [High Speed], and then print.

See page 135 "Opening the Printer Driver Dialog Box".

If a Message Appears during Installation

Message number 13, 14, 34, or 58 indicates the printer driver cannot be installed using Auto Run. Uninstall and then reinstall the printer driver as follows:

Double-click the [RP_SETUPXX.exe] icon in the [DRIVERS] folder on the CD-ROM, and then install the printer driver according to the displayed instructions.

Reference

• For details about uninstalling the printer driver, see page 342 "Uninstalling the Printer Driver".

Copier Problems

This section explains likely causes of and possible solutions for copier function problems.

If You Have Problems Using the Copier Function

Copies are not in correct order.

You placed the originals in the incorrect order.

To copy a multi-page original using the ADF, make sure the first page is topmost.

In addition, set [Printing Order] to [From the first to the last].

See page 171 "Specifying Image Quality and Paper Ejection Settings".

Copies are blank.

The original is not set correctly.

When using the exposure glass, face the originals down. When using the ADF, face them up. See, page 129 "Placing Originals".

Print Results Are Not Satisfactory (Copier Function)

This section explains likely causes of and possible solutions for unclear copies.

Black spots appear on the copy of a photographic print.

Because of high humidity, the photographic print has stuck to the exposure glass.

- Place an OHP transparency on the exposure glass, and then place the print on top of the OHP transparency.
- Place the print on the exposure glass, and then place two or three sheets of white paper on top of it. Leave the ADF open when copying.

A moire pattern is produced on copies.



Your original has a dot pattern image or many lines.

By switching "Original Type" from "Photo" to "Text/Photo" or from "Text/Photo" to "Photo", it may be possible to eliminate the moire pattern.

The same copy area is dirty whenever making copies.

The exposure glass, scanning glass, or ADF is dirty.

Clean them. See page 329 "Cleaning".

Copies appear dirty.

• Image density is too high.

Adjust the image density. See page 168 "Adjusting Image Density".

• Ink on printed surfaces is not dry.

Do not touch printed surfaces immediately after copying. Glossy paper requires more time than normal paper to dry. Remove freshly printed sheets one by one, taking care not to touch areas of print. See page 118 "Paper type precautions".

Black lines appear at the top and on the right side of an enlarged copy

If black lines appear at the top and on the right side of an enlarged copy of a small original, place a blank sheet of A4 or letter-size paper over the original after placing the original on the exposure glass.

Scanner Problems

This section explains likely causes of and possible solutions for scanner function problems.

If You Have Problems Using the Scanner Function

This section explains causes and remedies when scan results are not as expected.

The machine does not start scanning.

The ADF or ADF cover is open.

If the ADF or ADF cover is open, You cannot scan by ADF. Close ADF, or ADF cover.

The scanned image is dirty.

The exposure glass, scanning glass, or ADF is dirty.

Clean these parts. See page 329 "Cleaning".

The image is distorted or out of position.

The original was not pressed flat against the exposure glass.

Make sure that the original is pressed flat against the exposure glass.

The scanned image is upside down.

The original was placed upside down.

Place the original in the correct orientation. See page 129 "Placing Originals".

No image results from scanning.

The original was placed with the front and back reversed.

When the original is placed directly on the exposure glass, the side to be scanned must face down. When the original is fed via the ADF, the side to be scanned must face up. See page 129 "Placing Originals".

The printed image is partly cut off.

If [Same as original size] in the printer properties dialog box is selected for printing an image received by Scan to E-mail or Scan to FTP, the machine might detect the size of the image as custom size.

If this happens, specify the paper size in [Print On:].

Facsimile Problems

This section explains likely causes of and possible solutions for facsimile function problems.

If You Have Problems Using the Facsimile Function

This section explains likely causes of and possible solutions for transmission and reception-related problems.

Receiving is impossible though transmission is possible.

- Print cartridge is empty.
 - Replace the print cartridge. See page 319 "Replacing a Print Cartridge".
- The type of telephone line does not match the specified settings.
 Check the settings. See page 105 "Selecting the Telephone Line Type".

The machine failed to print received fax documents.

- The machine cannot print due to a cause such as running out of paper.
 - Load paper into the tray. See page 121 "Loading Paper".
- None of the trays contain the right size of paper for printing faxes.
 - Load paper of the required size in one of the trays.
- The selected paper type is not appropriate.
 - Select "Plain Paper" or "Inkjet Plain Paper".

Sent images are spotty.

The exposure glass, scanning glass, or ADF is dirty:

- Clean them. See page 329 "Cleaning".
- Make sure that ink or correction fluid is dry before placing originals. See page 118 "Paper type precautions".

Document appears blank at the other end.

The original was placed upside down.

Place it correctly. See page 129 "Placing Originals".

Both transmission and receiving are impossible.

The modular cable may be disconnected.

Make sure that the modular cord is correctly connected. See page 107 "Connecting to a Telephone Line (SG 3110SFNw only)".

Print Results Are Not Satisfactory (Facsimile Function)

This section explains the likely causes and possible solutions when a received fax cannot be printed properly.

Background of received images appears dirty./Images from the back of the page appear.

Image density is too high.

Adjust scan density. See page 201 "Specifying the resolution".

Error & Status Messages on the Display

This section explains what the messages that appear on the display mean and what to do when a particular message appears.

Depending on the "Auto Continue" settings specified on the administrator tools, some of the following messages might not appear. See page 249 "Administrator Tools".

Error Messages

Add ink: KCMY
See instructions in front
cover to replace ink
cartridge.

The ink has run out.

Install a new print cartridge.

See page 319 "Replacing a Print Cartridge".

Bypass tray is not set. Set bypass tray correctly.

The bypass tray has not been installed correctly.

Reset the bypass tray correctly.

See page 50 "Attaching and Detaching the Multi Bypass Tray", page 386 "No Paper/Tray Not Detected (Bypass Tray)".

Communication Error: (####)

Communication was lost during fax transmission or reception.

Contact the administrator.

Communication Error: #### Server

The connection with the FTP, LDAP, POP3, SMB, SMTP server, or USB memory was lost while sending or receiving data.

Contact the administrator.

Cannot connect to #### server.

The machine cannot access the FTP, LDAP, POP3, SMB, or SMTP server.

Contact the administrator.

IL

Cannot obtain IP address from #### server.

The machine cannot obtain an IP address from the FTP, LDAP, POP3, or SMTP server.

Contact the administrator.

Cannot specify the number that group has been programmed.

You are trying to enter the destination, but Group Dial was selected for the destination.

Cancel Group Dial.

Duplex unit cover is open. Close duplex unit cover.

The duplex unit cover is open.

Close the duplex unit cover.

See page 388 "Cover Open".

Duplex unit is not set. Set duplex unit correctly.

The duplex unit has not been installed correctly.

Reset the duplex unit correctly.

See page 391 "Duplex Unit Not Detected".

Exceeded max. email size. Sending email has been cancelled.

The machine is unable to send an e-mail, because its size has exceeded the maximum limit.

Exceeded maximum memory capacity.

There is not enough memory to receive a fax.

Exceeded max. memory capacity. Do you want to send the scanned data?

There is not enough memory to send a fax.

- Change the resolution setting, and then try sending/receiving the fax again.
 See page 201 "Specifying the resolution".
- Reduce the number of originals.

Exceeded max. number of

registrations.

The number of digits in the entered fax destination has exceeded the maximum limit.

Check if the entered fax destination is correct.

Failed to Connect:

Server

A connection with the FTP, LDAP, POP3, SMB, SMTP server, or USB memory is failed.

Contact the administrator.

FTP Server Error

Data sent from the machine has not been stored in the FTP server.

Contact the administrator.

Indep. Ink Cartridge

A non-genuine print cartridge was installed.

Use of non-genuine print cartridges or refilled print cartridges may reduce print quality or cause malfunctions.

Use genuine cartridges only.

See page 424 "Recommended Consumables".

Indep. Ink Cartridge: KCMY See instructions in front cover to replace ink cartridge.

A non-genuine print cartridge was installed.

Use of non-genuine print cartridges or refilled print cartridges may reduce print quality or cause malfunctions.

Use genuine cartridges only.

See page 424 "Recommended Consumables".

Ink Collector Almost Full

The ink collector unit is almost full.

Make sure you have a new ink collector on hand.

If a print cartridge starts running out of ink when the ink collector unit is almost full, the alert indicator will flash and a message informing you of the cartridge's low ink level will appear on the display.

Ink collctr. unit is full. Replace ink collctr. unit.

The ink collector unit is full.

Replace the ink collector unit.

See page 325 "Replacing an Ink Collector Unit".

Ink collector unit is not set. Set ink collector unit correctly.

The ink collector unit has not been installed correctly.

Reset the ink collector unit correctly.

See page 392 "Ink Collector Unit Not Detected".

Internal Unit Almost Full

Internal unit is a service replacement part.

For details about internal unit replacement, contact your sales or service representative.

Invalid Password:

Server

The password entered to access the FTP, LDAP, POP3, SMB, or SMTP server is invalid.

For future reference, make a note of the correct password and keep it safe.

Low Ink Remaining: KCMY

The ink will soon run out.

Make sure you have a new print cartridge for the color indicated by the Licon.

Memory is full.

Memory reached capacity.

Reduce the number of originals, and then try print or copy again.

Memory of SMTP server

is full.

The SMTP server's memory reached capacity during e-mail transmission.

Memory of USB device

is full.

An USB device reached capacity.

No destination is programmed in the specified number.

You pressed a Quick Dial key, but no destination is registered to that key.

You can fax more speedily by registering destinations for Quick Dial keys.

See page 194 "Specifying the Fax Destination".

Original Misfeed Remove paper then press Start key.

An original misfeed or a paper jam has occurred inside the ADF.

- Remove the jammed original and then set a new original in the ADF.
- Check the original is suitable for scanning.
- Open and close the ADF cover.

See page 357 "Removing Paper Jammed in the Auto Document Feeder".

Out of paper.

Load paper in Tray #.

The tray (Tray 1, 2, or Tray 3) has run out of paper.

Reload the paper tray.

See page 386 "No Paper/Tray Not Detected (Tray 1)", page 386 "No Paper/Tray Not Detected (Tray 2/3)".

Over Current Protection Remove the USB device and turn power off/on.

The over-current protection function is operating. Remove any USB devices, and then turn the power off and then back on.

Paper Misfeed: Bypass Tray Reset Paper.

A paper misfeed or a paper jam has occurred in the multi bypass tray.

Remove the jammed paper from the bypass tray.

See page 354 "Removing Paper Jammed in the Multi Bypass Tray".

Paper Misfeed: Duplex Unit Remove paper.

A paper misfeed or a paper jam has occurred in the duplex unit.

Open the duplex unit cover or detach the duplex unit, and then remove the jammed paper.

See page 358 "Paper Jam in the Duplex Unit".

Paper Misfeed: Guide Board Remove paper.

A paper misfeed or a paper jam has occurred in the rear cover or the duplex unit.

Open the rear cover or detach the duplex unit, and then remove the jammed paper.

See page 361 "Paper Jam in the Duplex Unit and Tray 2/3".

Paper Misfeed:Int. Path Remove misfed paper and press [FormFeed].

A paper misfeed or a paper jam has occurred in the scanner unit.

Open the scanner unit, remove the jammed paper, and then press [FormFeed].

See page 355 "Removing Paper Jammed under the Scanner Unit".

Paper Misfeed: Int. Path Press [FormFeed].

A paper misfeed or a paper jam has occurred in the scanner unit.

Remove the jammed paper, and then press [FormFeed].

See page 355 "Removing Paper Jammed under the Scanner Unit".

Paper Misfeed: Rear Remove Tray # or Duplex Unit then remove misfed paper.

A paper misfeed or a paper jam has occurred in Tray # (2 or 3) or the duplex unit.

Remove the tray or duplex unit, and then remove the jammed paper.

See page 361 "Paper Jam in the Duplex Unit and Tray 2/3".

Paper Misfeed: Tray # Reset Paper.

A paper misfeed has occurred in the tray (Tray 1, 2, or 3).

Try loading the paper again.

See page 350 "Removing Paper Jammed in Tray 1", page 352 "Paper Jam in Tray 2/3".

Paper Size Error Set correct size paper in Tray #.

The size of paper in the #### (Tray 1, 2, 3, or Bypass) is different from the size specified.

Load the paper of the size specified in the paper tray, and then change the paper size in the paper input menu accordingly.

Alternatively, press [FormFeed], select a paper tray containing paper of the specified size, and then print.

See page 387 "Paper Size Mismatch/Paper Type Mismatch (Tray 1)", page 387 "Paper Size Mismatch/Paper Type Mismatch (Tray 2/3)", page 387 "Paper Size Mismatch/Paper Type Mismatch (Bypass Tray)".

Paper Size Mismatch

Set paper of the following size in ####.

The size of paper in #### (Tray 1, 2, 3, or Bypass) is different from the size specified.

Load the paper of the size specified in the paper tray, and then change the paper size in the paper input menu accordingly.

Alternatively, press [FormFeed], select a paper tray containing paper of the specified size, and then print.

See page 387 "Paper Size Mismatch/Paper Type Mismatch (Tray 1)", page 387 "Paper Size Mismatch/Paper Type Mismatch (Tray 2/3)", page 387 "Paper Size Mismatch/Paper Type Mismatch (Bypass Tray)", page 388 "Paper Size Mismatch/Paper Type Mismatch (Auto Tray Select)".

Paper Size/Type Mismatch Change paper tray settings and press [FormFeed].

None of the paper trays is loaded with paper matching the size or type specified.

Change the paper tray settings to match the specified size or type of paper, and then press [FormFeed].

Paper Size/Type Mismatch Set A4, 8¹/₂x11, or 8¹/₂x14 plain paper.

The loaded paper is the wrong size or type.

To print a received file, load A4, letter ($8^{1}/_{2} \times 11$), or legal ($8^{1}/_{2} \times 14$) paper.

Paper Type Mismatch Set paper of the following type in Tray ####.

The type of paper in ####. (Tray 1, 2, 3, or Bypass) is different from the type specified.

Load the paper of the type specified in the paper tray, and then change the paper type in the paper input menu accordingly.

Alternatively, press [FormFeed], select a paper tray containing paper of the specified type, and then print.

See page 387 "Paper Size Mismatch/Paper Type Mismatch (Tray 1)", page 387 "Paper Size Mismatch/Paper Type Mismatch (Tray 2/3)", page 387 "Paper Size Mismatch/Paper Type Mismatch (Bypass Tray)".

Received data is invalid.

The type of data received cannot be printed by the machine.

Replace the handset.

The extension telephone is off the hook.

After using the telephone, replace the handset properly.

Reset XX original(s) on ADF, then press [Resume].

Reload originals in the ADF.

To resume scanning, press [Resume].

Right front cover is open. Close right front cover.

The right front cover is open.

Close the right front cover.

See page 389 "Cover Open / Print Cartridge(s) Not Detected".

Scanner unit or duplex unit is open. Close scanner unit or duplex unit.

The scanner unit is open.

Close the scanner unit.

See page 388 "Cover Open".

The duplex unit is not installed correctly.

Reinstall the duplex unit correctly.

See page 391 "Duplex Unit Not Detected".

Service Call (00000)
Cannot use the machine.

Turn power off then on.

An error has occurred.

Turn the machine off and then on.

If the message reappears, contact your sales or service representative.

Set ink cartridge correctly.

No print cartridge has been installed.

Install the print cartridge correctly.

See page 389 "Cover Open / Print Cartridge(s) Not Detected".

Set original(s) on ADF to use SADF Copy function.

The SADF copy function is enabled, but no original is loaded in the ADF. Load originals in the ADF.

See page 158 "SADF Mode".

Set original(s) on the exposure glass to use ID Card Copy function.

ID Card Copy is not available with the ADF.

Place the original on the exposure glass.

See page 165 "Copying Both Sides of an ID Card onto One Side of Paper".

SMB Server Error

Data sent from the machine has not been stored in the SMB server.

Contact the administrator.

Specified code does not match the programmed Memory Lock ID.

The specified code does not match the programmed Memory Lock ID.

Check the ID.

Temperature is too high. Cannot use the machine. Turn power off then on.

The temperature is abnormally high.

Check the installation area and relocate the machine.

See page 394 "Out of Printable Temperature Range".

Temperature is too high. Cannot use the machine now. Please wait...

The temperature is abnormally high.

Wait until the machine acclimates to the room temperature.

See page 394 "Out of Printable Temperature Range".

Temperature is too low. Cannot use the machine. Turn power off then on.

The temperature is abnormally low.

Check the installation area and relocate the machine.

See page 394 "Out of Printable Temperature Range".

Temperature is too low. Cannot use the machine

now. Please wait...

The temperature is abnormally low.

Wait until the machine acclimates to the room temperature.

See page 394 "Out of Printable Temperature Range".

This destination has already been programmed.

A destination that has already been selected using a Quick Dial Key has been selected again.

Tray # Rear Cover is open. Close Tray # Rear Cover.

The rear cover of Tray # (2 or 3) is open.

Close the rear cover.

See page 388 "Cover Open".

Unsupported USB Device

An unsupported USB device is connected.

Disconnect the USB device.

Flash drives and digital cameras are supported.

Unsupported USB Hub

USB hubs are not supported.

Disconnect the hub.

Used Ink Cartridge: KCMY See instructions in front cover to replace ink cartridge.

A used print cartridge has been installed.

Replace a new print cartridge for the color indicated.

See page 319 "Replacing a Print Cartridge".

Used ink collector unit. Set a new ink collector unit.

A used collector unit has been installed.

Replace it with a new one.

See page 325 "Replacing an Ink Collector Unit".

Status Monitor Errors

If an error occurs with the machine, the Status Monitor displays an error message. Click [User Guide...] to display the page corresponding to the error where you can check how to resolve the problem in more detail.

Depending on the "Auto Continue" settings specified on the administrator tools, some of the following messages might not appear. See page 249 "Administrator Tools".

Status Monitor Does Not Open

If the Status Monitor does not open for a shared printer, refer to the following questions:

Are the share settings correct?

- Check the share settings of the printer. The printer driver must also be installed on the client computer.
 - See page 80 "Sharing the printer", page 101 "Using as the Windows network printer".
- If Windows Firewall is installed on the print server, configure exceptions in the firewall before using the Status Monitor.
 - On Windows Firewall dialog box, click the [Exception] tab, and then select the [File and Print Sharing] check box.
 - 2. Click [Add Port...], make sure [TCP] is selected, and then enter "55665" in [Port number].

No Response from Machine

Follow the procedure below to check the port settings and the connection between the machine and computer.

- 1. Check that the power of the machine is on.
- 2. Make sure that the computer and machine are properly connected using a USB cable.
- 3. On the [Start] menu, click [Devices and Printers].

For Windows Vista or Windows Server 2008, click [Control Panel]. Then click [Hardware and Sound], and then click [Printers].

For Windows XP, click [Printers and Faxes].

For Windows Server 2003/2003 R2, point to [Settings], and then click [Printers and Faxes].

4. Right-click the machine icon, and then click [Printer properties].

For Windows Vista/XP or Windows Server 2003/2003 R2/2008, right-click the machine icon, and then click [Properties].

- 5. Click the [Ports] tab.
- 6. Check that USB is selected in the [Print to the following port:] list.



If you want to connect the machine to the network, check the operating environment, and then
change the port setting. For details about configuring the port, see page 99 " Using the
SmartDeviceMonitor for client port", page 94 "Using the standard TCP/IP port", and page 96
"Using the LPR port".

No Paper/Tray Not Detected (Tray 1)

Tray 1 has run out of paper or the tray is not installed correctly.

Follow the procedure below:

- Load paper into the paper tray.
 See page 121 "Loading Paper".
- Cancel the print job.
 See page 140 "Canceling Printing".

No Paper/Tray Not Detected (Tray 2/3)

Tray 2/3 has run out of paper or the tray is not installed correctly.

Follow the procedure below:

- Load paper into the paper tray.
 See page 121 "Loading Paper".
- Cancel the print job.
 See page 140 "Canceling Printing".

No Paper/Tray Not Detected (Bypass Tray)

The bypass tray has run out of paper or the multi bypass tray is not installed correctly.

Follow the procedure below:

- Load paper into the paper tray.
 See page 121 "Loading Paper".
- Attach the multi bypass tray properly.
 See page 50 "Attaching and Detaching the Multi Bypass Tray".
- Cancel the print job.

See page 140 "Canceling Printing".

Paper Size Mismatch/Paper Type Mismatch (Tray 1)

Tray 1 is not loaded with paper of the correct size or type.

Follow the procedure below:

• Change the paper settings.

See page 234 "Tray Paper Setting".

• Print by Form Feed.

Press [FormFeed], select a paper tray containing paper of the specified size or type, and then print.

• Cancel the print job.

See page 140 "Canceling Printing".

Paper Size Mismatch/Paper Type Mismatch (Tray 2/3)

Tray 2/3 is not loaded with paper of the correct size or type.

Follow the procedure below:

• Change the paper settings.

See page 234 "Tray Paper Setting".

• Print by Form Feed.

Press [FormFeed], select a paper tray containing paper of the specified size or type, and then print.

• Cancel the print job.

See page 140 "Canceling Printing".

Paper Size Mismatch/Paper Type Mismatch (Bypass Tray)

The bypass tray is not loaded with paper of the correct size or type.

Follow the procedure below:

• Change the paper settings.

See page 234 "Tray Paper Setting".

• Print by Form Feed.

Press [FormFeed], select a paper tray containing paper of the specified size or type, and then print.

• Cancel the print job.

See page 140 "Canceling Printing".

Paper Size Mismatch/Paper Type Mismatch (Auto Tray Select)

Paper tray is not loaded with paper of the correct size or type.

Follow the procedure below:

• Change the paper settings.

See page 234 "Tray Paper Setting".

• Print by Form Feed.

Press [FormFeed], select a paper tray containing paper of the specified size or type, and then print.

• Cancel the print job.

See page 140 "Canceling Printing".

Cover Open

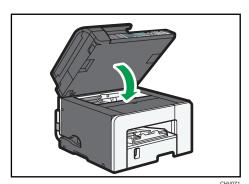
The scanner unit, duplex unit cover, or rear cover is open.

Close the cover.

If these covers are closed, open and close each of them again.

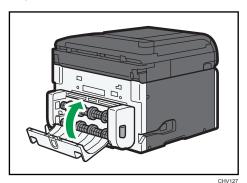
1. Close the cover.

Scanner unit



IU

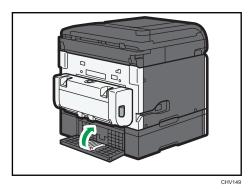
Duplex unit cover



To open the duplex unit cover, you need to detach the multi bypass tray. Reattach it after you close the duplex unit cover.

If the multi bypass tray is attached to the machine, turn the machine off and detach the multi bypass tray. See page 50 "Attaching and Detaching the Multi Bypass Tray".

Rear cover



Make sure to return the tabs to their original positions.

Cover Open / Print Cartridge(s) Not Detected

The right front cover is open.

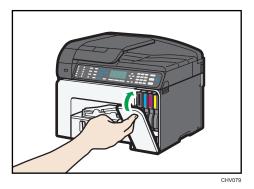
Close the right front cover.

Alternatively, the print cartridges are not installed or are installed incorrectly.

Install the print cartridges correctly.

If the cover is open:

1. Close the right front cover.



If the print cartridges are not installed or are installed incorrectly:

1. Open the right front cover.



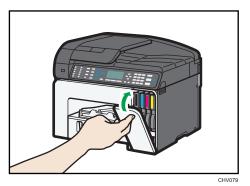
CHV07

2. Push the cartridge fully in.



CHV081

3. Close the right front cover.





- If the error persists, remove the print cartridge, and then reinstall it. Do this once only.
- If there is a problem with the print cartridge, try installing a new cartridge.
- For details about handling the print cartridges, see page 322 "Handling Print Cartridges".

Duplex Unit Not Detected

The duplex unit is not attached correctly or its cover is open.

Make sure the duplex unit is attached correctly and its cover is closed.

See page 49 "Attaching and Detaching the Duplex Unit", page 388 "Cover Open".

Cartridge Almost Empty

One of the print cartridges is almost empty.

Check which color print cartridge will soon have to be replaced, and then have a new cartridge handy.



- With glossy paper, if you print an image that needs a lot of ink, the machine may stop printing
 before the print is finished. An example of such an image is one containing a single large area of
 solid color, or one made up almost entirely of a few such areas.
- Do not carry out head cleaning or head flushing. If you do, the ink may run out.
- If you turn the machine off, and then turn it on again, the machine will send the ink in the print cartridge to the machine. During this, the ink in the print cartridge may run out.
- The amount of remaining ink shown in the cartridge replacement indicator is for reference only and
 may differ from the actual amount. Also, cartridges can become empty without a low ink warning
 appearing.

Cartridge Empty

The ink has run out.

Replace the cartridge.

However, you can print in black-and-white as long as there is K (black) ink in the print cartridge.

To resume printing, press the [FormFeed], and then the [OK] key.

If you continue this type of printing, the amount of ink consumed for the next print cartridge replacement will be greater than usual.

See page 319 "Replacing a Print Cartridge".



- If the cartridge is empty, head cleaning or flushing cannot be performed.
- If the ink runs out during printing, the machine may eject blank or partially printed sheets.

Used Cartridge

A used print cartridge was installed.

Replace the print cartridge.

See page 319 "Replacing a Print Cartridge".



- If the cartridge is empty, head cleaning or flushing cannot be performed.
- Cartridges that are no longer usable for printing reserve a small quantity of ink for maintenance usage. Make sure you do not install an empty print cartridge by mistake.
- Print cartridges should be used up before their expiry date, preferably within six months after its package is opened.

Ink Collector Unit Not Detected

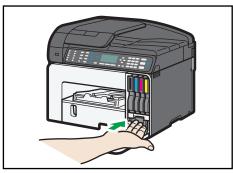
The ink collector unit is not attached correctly.

Attach the ink collector unit correctly.

1. Open the right front cover.

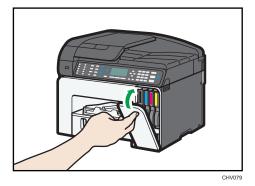


2. Attach the ink collector unit by pushing it in until it clicks. Take care not to spill the ink.



CHV084

3. Close the right front cover.



If the message reappears, contact your sales or service representative.

Ink Collector Unit Almost Full

The ink collector unit is almost full.

Have a new ink collector unit handy.



If a print cartridge starts running out of ink when the ink collector unit is almost full, the alert
indicator will flash and a message informing you of the cartridge's low ink level will appear on the
display.

Ink Collector Unit Full

The ink collector unit is full.

Replace the ink collector unit.

See page 325 "Replacing an Ink Collector Unit".

Used Ink Collector Unit

A used ink collector unit is installed.

Replace the ink collector unit.

See page 325 "Replacing an Ink Collector Unit".

Out of Printable Temperature Range

Printing is not possible because the printer is placed in a location that is too hot or cold.

Move the machine to a more suitable environment.

- 1. Press and hold down the [Power] key for one second.
- Place the machine in an environment where a temperature range is between 10 and 32 °C (50 and 89.6 °F).
- 3. Turn the machine on.



- If humidity is more than 54%, the upper temperature limit will be lower.
- Even after the power is turned on, the machine may remain in standby mode until it acclimates to the room temperature. If this happens, wait until the [Power] key stops flashing and stays lit.

Reference

• For details about what conditions the machine can be used under (ambient temperature and humidity range), see page 58 "Checking the Computer and Installation Area".

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Printer Error

An error has occurred in the machine.

Turn the machine off, and then turn it on again.



- If the machine is relocated from a cold area to a warm area or the machine is placed in a room where the temperature varies greatly, condensation may form inside the machine causing errors. If this happens, perform the decondensation procedure. See page 232 "De-condensation".
- If the error still does not clear after the machine acclimates to room temperature and the power is turned back on, contact your sales or service representative.

Maintenance Failed

Head cleaning, head flushing, or other maintenance operations have failed.

Run the maintenance again after clearing the error.

You can clear a maintenance error as follows:

- The machine receives another print job.
- Press [Exit].

Cannot Recover Error Page

If you resume printing after removing a paper jam, an error message may appear if some pages cannot be printed.

Follow the procedure below:

- Resume printing.
 - Press [Resume], and then the machine prints the remaining pages following the missed page(s).
- Cancel the print job.
 - See page 140 "Canceling Printing".

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11. Appendix

Updating the Firmware

Check the version of the firmware. If it is not the latest version, update the firmware.

To update the firmware, download the latest firmware from the manufacturer's Web site and install it.



- Under "Version", the version of the machine's firmware is displayed. You can check over the
 Internet whether you need to update the firmware by comparing its version with that of the latest
 version. You can also check the firmware version by opening the [Printing Preferences] dialog box
 and clicking [About] on the [Configuration/About] tab. For details about opening the [Printing
 Preferences] dialog box. See page 135 "Opening the [Printing Preferences] Dialog Box".
- You can also check the version on the system configuration page. See page 260 "Printing a Configuration Page".

Updating the Driver

If the driver in use is not the latest version, update it. You can download the latest version over the laternet.

Use the following procedure to check the version of the driver in use.

Checking the Current RPCS Raster Printer Driver Version

- 1. Open the [Printing Preferences] dialog box from the application.
 - See page 135 "Opening from an Application".
- 2. On the [Configuration/About] tab, click [About].
- 3. Check the version.
- 4. Click [OK].

Checking the Current PCL Printer Driver Version (SG 3110SFNw only)

1. On the [Start] menu, click [Devices and Printers].

For Windows XP, click [Printers and Faxes].

For Windows Vista or Windows Server 2008, click [Control Panel]. Then click [Hardware and Sound], and then click [Printers].

For Windows Server 2003/2003 R2, point to [Settings], and then click [Printers and Faxes].

- 2. Right-click the icon of the PCL printer driver, and then click [Printing Preferences].
- 3. On the [Setup] tab, click [About].
- 4. Check the version.
- 5. Click [OK].

Checking the Current TWAIN Driver Version

- 1. Open the TWAIN dialog box.
- 2. Click [About...].
- 3. Check the version.
- 4. Click [OK].

Ш

Checking the Current LAN-Fax Driver Version (SG 3110SFNw only)

1. On the [Start] menu, click [Devices and Printers].

For Windows XP, click [Printers and Faxes].

For Windows Vista or Windows Server 2008, click [Control Panel]. Then click [Hardware and Sound], and then click [Printers].

For Windows Server 2003/2003 R2, point to [Settings], and then click [Printers and Faxes].

- 2. Right-click the icon of the LAN-Fax driver, and then click [Printing preferences].
- 3. Click [About].
- 4. Check the version.
- 5. Click [OK].

Software on the CD-ROM

Files

The following is a list of the files on the CD-ROM.

- RPCS Raster Printer Driver for Windows XP/Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2
- PCL 5c Printer Driver for Windows XP/Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2
- PCL 6 Printer Driver for Windows XP/Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2
- TWAIN driver for Windows XP/Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2
- LAN-Fax driver for Windows XP/Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2
- Device Setting Utility for Windows XP/Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2
- Manuals
- ICM Color Profiles for Printer
- SETUP.EXE

RPCS Raster Printer Drivers

This section gives the file location of the RPCS raster printer driver and their system requirements.

File Location

The drivers are in the following folders on the supplied CD-ROM.

- RPCS raster printer driver for the 32-bit Windows DRIVERS\X86\RPCS_R\XP_VISTA\DISK1
- RPCS raster printer driver for the 64-bit Windows DRIVERS\X64\RPCS_R\X64\DISK1

System Requirements for the Printer Drivers

- Computer
 - PC/AT-compatible computer with USB interface
- Operating Systems
 - Windows XP/Vista/7 or Windows Server 2003/2003 R2/2008/2008 R2
- Display Resolution

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Minimum SVGA 800 × 600 pixels



- In a cluster configuration environment, you cannot autorun the printer driver install.
- For details about using the printer driver, see the printer driver Help.
- The printer drivers do not support clustering technology under Windows Server 2003/2003 R2/2008/2008 R2.

PCL Printer Drivers (SG 3110SFNw only)

This section gives the file locations of the different PCL 5c/6 printer drivers and their system requirements.

These drivers allow your computer to communicate with this printer via a printer language.

File Location

The Drivers are in the following folders on the supplied CD-ROM.

- PCL 5c printer driver for the 32-bit Windows DRIVERS\X86\PCL5C\XP_VISTA\(()anguage)
- PCL 5c printer driver for the 64-bit Windows DRIVERS\X64\PCL5C\X64
- PCL 6 printer driver for the 32-bit Windows DRIVERS\X86\PCL6\XP_VISTA\(language)
- PCL 6 printer driver for the 64-bit Windows DRIVERS\X64\PCL6\X64

System Requirements for the Printer Drivers

- Computer
 - PC/AT-compatible computer with USB interface
- Operating Systems
 - Windows XP/Vista/7 or Windows Server 2003/2003 R2/2008/2008 R2
- Display Resolution
 Minimum SVGA 800 × 600 pixels



- The printer drivers do not support clustering technology under Windows Server 2003/2003 R2/2008/2008 R2.
- For details about using the printer driver, see the printer driver Help.

TWAIN Driver

This section explains the file path to and system requirements of the TWAIN driver.

This driver is required to scan an original using a scanner. To use the machine as a network TWAIN scanner, this driver must be installed.

File Location

The TWAIN driver is in the following folders on the supplied CD-ROM.

- TWAIN driver for the 32-bit Windows
 DRIVERS\X86\TWAIN\XP_VISTA\(language)
- TWAIN driver for the 64-bit Windows DRIVERS\X64\TWAIN\X64

System Requirements

Computer

IBM PC Pentium II compatible with minimum 100 MB hard disk space.

Interface

USB 2.0

Network (TCP/IP)

Operating systems

Windows XP/Vista/7 or Windows Server 2003/2003 R2/2008/2008 R2

LAN-Fax Driver (SG 3110SFNw only)

This section explains the file path to and system requirements of the LAN-Fax driver.

This driver allows you to use LAN-Fax functions.

File Location

The LAN-Fax diver is in the following folders on the supplied CD-ROM.

- LAN-Fax driver for the 32-bit Windows
 DRIVERS\X86\PCFAX\XP_VISTA\(language)
- LAN-Fax driver for the 64-bit Windows DRIVERS\X64\PCFAX\X64

System Requirements

- Computer
 - Minimum specifications

CPU speed: Pentium 200 MHz

RAM: 128 MB

• Recommended specifications

CPU speed: Pentium 4/1.6 GHz

RAM: 256 MB

Interface

USB 2.0

Network (TCP/IP)

Operating systems

Windows XP/Vista/7 or Windows Server 2003/2003 R2/2008/2008 R2

Device Setting Utility

Using Device Setting Utility, you can register telephone numbers and e-mail addresses. This section explains Device Setting Utility's file storage location and system requirements.

File Location

Device Setting Utility is in the following folder on the supplied CD-ROM.

DEVSET

System Requirements

· Operating Systems

Windows XP/Vista/7 or Windows Server 2003/2003 R2/2008/2008 R2

Computer

IBM PC Pentium II compatible with minimum 100 MB hard disk space.

Interface

USB 1.1 and 2.0

Manuals

This section gives the location of the manuals.

File Location

The manuals are in the following folders on the supplied CD-ROM.

MANUAL_HTML

Electromagnetic Interference

If another electronic device is placed next to the machine, each will influence the other negatively. In the case of a television or radio, noise may be generated. If this happens, do the following:

- Move the television or radio as far as possible from the machine.
- Change the position of the antenna of the television or radio.
- Use a different wall outlet on a different circuit.

Specifications

General Function

Nozzles

Black: 192 nozzles

Cyan, magenta, and yellow: 192 nozzles per color

Paper sizes

Region A (mainly Europe and Asia)

A4□, A5□, A6□, B5 JIS□

Letter $(8^{1}/_{2} \times 11)^{\square}$, $5^{1}/_{2} \times 8^{1}/_{2}^{\square}$, Executive $(7^{1}/_{4} \times 10^{1}/_{2})^{\square}$, 16K $^{\square}$

Com10 Envelope $(4^{1}/_{8} \times 9^{1}/_{2})^{\square}$, Monarch Envelope $(3^{7}/_{8} \times 7^{1}/_{2})^{\square}$, C6 Envelope $(114 \times 162)^{\square}$, C5 Envelope $(162 \times 229)^{\square}$, DL Envelope $(110 \times 220)^{\square}$

Custom sizes:

139.7-297.0 mm (5.50-11.69 inches) (length) × 88.0-216.0 mm (3.46-8.50 inches) (width)

Region B (mainly North America)

A4□, A5□, A6□, B5 JIS□

Letter $(8^{1}/_{2} \times 11)^{\mathbb{D}}$, Legal $(8^{1}/_{2} \times 14)^{\mathbb{D}}$, $5^{1}/_{2} \times 8^{1}/_{2}^{\mathbb{D}}$, Executive $(7^{1}/_{4} \times 10^{1}/_{2})^{\mathbb{D}}$, $8^{1}/_{2} \times 13^{\mathbb{D}}$, $8^{1}/_{4} \times 13^{\mathbb{D}}$, $8 \times 13^{\mathbb{D}}$, $16K^{\mathbb{D}}$

Com10 Envelope $(4^{1}/_{8} \times 9^{1}/_{2})^{\square}$, Monarch Envelope $(3^{7}/_{8} \times 7^{1}/_{2})^{\square}$, C6 Envelope $(114 \times 162)^{\square}$, C5 Envelope $(162 \times 229)^{\square}$, DL Envelope $(110 \times 220)^{\square}$

Custom sizes:

139.7-356.0 mm (5.50-14.01 inches) (length) × 88.0-216.0 mm (3.46-8.50 inches) (width)

Paper sizes (Duplex Unit)

A40, A50, A60, B5 JISD

Letter $(8^{1}/_{2} \times 11)^{\square}$, $5^{1}/_{2} \times 8^{1}/_{2}^{\square}$, Executive $(7^{1}/_{4} \times 10^{1}/_{2})^{\square}$, $16K^{\square}$

Paper weight

60-163 g/m² (16 lb. BOND-90 lb. INDEX)

Paper capacity

250 sheets

Maximum paper capacity

850 sheets (with the tray 2, tray 3, and bypass tray installed)

Output ramp capacity

100 sheets

11

150 sheets (In terms of use under the general office environment)

The capacity may be less depending on the images printed.

Power source

Region A (mainly Europe and Asia)

220-240 V: 50/60 Hz 0.7 A (when fully equipped)

Region B (mainly North America)

100-120 V: 60 Hz 1.2 A (when fully equipped)

Power consumption

Average power consumption while printing:

Region A (mainly Europe and Asia)

SG 3100SNw

29.7 W (not including options)

• SG 3110SFNw

29.5 W (not including options)

Region B (mainly North America)

SG 3100SNw

30.2 W (not including options)

SG 3110SFNw

30.4 W (not including options)

Energy Saver mode:

• SG 3100SNw

Region A (Mainly Europe and Asia)

3.1 W

Region B (Mainly North America)

3.0 W

SG 3110SFNw

Region A (Mainly Europe and Asia)

4.2 W

Region B (Mainly North America)

4.0 W

To avoid any power consumption, disconnect the power plug from the wall outlet.

(Unplug the power plug only after making sure the [Power] key indicator is off.)

Power Consumption may differ depending on the conditions and environment of the machine.

Operating environment

Temperature: 10 to 32 °C (50 to 89.6 °F)

Humidity: 15-80% RH (maximum wet-bulb temperature: 25 °C (77 °F))

Printing may stop to protect the machine for conditions outside those described above.

Storage environment

Temperature: -30 to 43 °C (-22 to 109.4 °F)

Humidity: 15-80% RH

External dimensions

(W × D × H) $399 \times 436.5 \times 329.5$ mm (15.8 × 17.2 × 13.0 inches) (W × D × H) $399 \times 571 \times 507.5$ mm (15.8 × 22.5 × 20.0 inches) (when fully equipped)

Weight

Approximately 15.3 kg (33.8 lb.). (machine body with consumables)

Approximately 27.6 kg (60.9 lb.). (when fully equipped)

Noise emission*1

Sound Power Level

	Main unit only
During Printing	Speed priority: 59.7 dB(A)
Standby	45.3 dB(A)

Sound Pressure Level*2

	Main unit only
During Printing	Speed priority: 50.4 dB(A)
Standby	33.7 dB(A)

- *1 The preceding measurements made in accordance with ISO7779 are actual values.
- *2 Measured at the position of a bystander.

Auto document feeder

Original size (width): 139.7-215.9 mm (5.5-8.5 inches)

Original size (length) (1-sided): 139.7-355.6 mm (5.5-14 inches)

Original size (length) Fax Transmission (1-sided): 139.7-1000 mm (5.5-39.3 inches)

Original size (length) (2-sided): 155-355.6 mm (6.1-14 inches)

Paper capacity: 35 sheets (80 g/m², 20 lb.)

Paper weight: $50-110 \text{ g/m}^2 (13-28 \text{ lb})$

Printer Function

Print speed

Measurements according to the manufacturer's measurement system

Black and white: 29.0 ppm

Full color: 29.0 ppm

First print speed

• SG 3100SNw:

Black and white: 5.5 seconds or less (A4/Letter)

Full color: 6.5 seconds or less (A4/Letter)

• SG 3110SFNw:

Black and white: 5.5 seconds or less (A4/Letter)

Full color: 6.5 seconds or less (A4/Letter)

Print direction

Supports bidirectional, minimum distance printing

Print resolution

Max 1200 × 1200 dpi equivalent

Interface

USB 2.0 high speed

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

Wireless LAN (IEEE 802.11 b/g/n)

Wireless LAN

• Transmission Specification:

Based on IEEE 802.11b/g/n

• Data Transfer Speed:

Auto select from the following speed:

• 802.11b

1, 2, 5.5, 11 (Mbps)

• 802.11g

6, 9, 12, 18, 24, 36, 48, 54 (Mbps)

• 802.11n

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6.5, 7.2, 13, 13.5, 14.4, 15, 19.5, 21.7, 26, 27, 28.9, 30, 39, 40.5, 43.3, 45, 52, 54, 57.8, 58.5, 60, 65, 72.2, 81, 90, 108, 120, 121.5, 135, 150 (Mbps)

• Frequency Range:

Region A (mainly Europe and Asia)

2412 to 2472 Mhz (1 to 13 Channels)

Region B (mainly North America)

2412 to 2462 Mhz (1 to 11 Channels)

• Transmission Mode:

Infrastructure mode

Printer language

SG 3100SNw: RPCS Raster

SG 3110SFNw: RPCS Raster, PCL, PictBridge

Copier Function

Reduce/Enlarge

- Copies can be reduced or enlarged as follows:
 - Region A (mainly Europe and Asia)

400%: -

200% (enlarge area by 4): A6 → A4

141% (enlarge area by 2): A5 \rightarrow A4, A6 \rightarrow A5

122%: A5 → B5 JIS, A6 → B6 JIS

115%: B5 IIS → A4

100%

93%: -

82%: B5 JIS → A5

71% (reduce area by 1/2): A4 \rightarrow A5, A5 \rightarrow A6

65%: -

61%: A4 → B6 IIS

50% (reduce area by 1/4): A4 → A6

Region B (mainly North America)

400%: -

155%: HLT → LG

129%: HLT → LT

100%

93%:-

85%: -

73%: -

6.5%: -

50%: LT → HLT

Zoom ratio: 25 to 400%

Sort

You can scan files, and then print a specified number of copies in the order the files were stored.

Duplex

You cannot use the following copy paper with this function:

- Thick paper
- Envelope
- Glossy paper
- Postcard (if the original is loaded in the ADF)

If you set [Paper Type] to [Plain Paper], duplex copying can be carried out on inkjet plain paper.

Combine

If this mode is enabled, the machine selects an appropriate reproduction ratio automatically. The selection of a reproduction ratio depends on copy paper sizes and the number of originals.

ID card copy

- You can scan the front and back of an ID card, such as a driver's license, and print both sides
 on one side of a single sheet.
- You cannot use the ADF with this function.

Scanner Function

How to position originals

Machine:

Place originals on the exposure glass, and align them with the reference point in the top left corner.

ADF:

Load originals in the pass-through document feeder, and align them with the reference point at the center.

Scan speed

Mono

```
300 \times 300 \text{ dpi: } 11.6 \text{ ipm}
```

600 × 300 dpi: 5.8 ipm

600 × 600 dpi: 3.2 ipm

Color

300 × 300 dpi: 5.8 ipm 600 × 300 dpi: 2.9 ipm 600 × 600 dpi: 1.6 ipm

Scan type

Sheet, book, objects

Interface

· Scanning from the control panel

Ethernet (10BASE-T, 100BASE-TX), Wireless LAN (IEEE 802.11 b/g/n), USB2.0 Hi-Speed (Scan to USB)

• Scanning from a computer

Ethernet (10BASE-T, 100BASE-TX), Wireless LAN (IEEE 802.11 b/g/n), USB2.0 Hi-Speed

Maximum scan size

A4 (210 × 297 mm)/ Letter (8 $^{1}/_{2}$ × 11 inches)

Scan sizes automatically detectable from the exposure glass

None

Scan sizes automatically detectable from the ADF

None

Basic scanning resolution

600 × 600 dpi

Selectable scanning resolutions when using the E-mail / Scan to FTP / Scan to USB

B&W (1 bit): 150, 300, 600 dpi

Gray (8 bit): 150, 300 dpi Color (8 bit): 150, 300 dpi

Selectable scanning resolution when using TWAIN scanner

100, 150, 200, 300, 400, 600, 1200 dpi

Sendable file formats

TIFF, JPEG, PDF

Image compression type for black and white (two values)

TIFF (MH, MR, MMR)

Image compression type for gray scale/full color

JPEG

Network protocol

TCP/IP

Protocol for sending e-mail

SMTP, POP3

Protocol for Scan to FTP

FTP

Protocol for Scan to Folder

SMB

Number of pages that can be stored

The following numbers of pages (reference value) can be stored under Scan to E-mail / FTP / Folder / USB.

Scan Type	Scan Size	Resolution	Number of pages that can be stored
B&W	A4□	300 dpi	SG 3100SNw: 4
			SG 3110SFNw: 9
Color	A4D	300 dpi	SG 3100SNw: 1
			SG 3110SFNw: 2
Gray	A4D	300 dpi	SG 3100SNw: 2
			SG 3110SFNw: 4

Fax Function

Fax transmission and reception

Standard

G3

Scan line density

 $8 \times 3.85 / mm$ (203 × 98 dpi) (Standard)

 $8 \times 7.7 \text{ /mm}$ (203 × 196 dpi) (Detail/Photo)

 $8 \times 15.4 \text{ /mm} (203 \times 392 \text{ dpi}) (Fine)$

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Transmission time

G3: 3 seconds

Data compression method

MH, MR, MMR

Maximum scan size

A4 (210 × 297 mm)/ Legal (8 $^{1}/_{2}$ × 14 inches)

Transmission speed

G3: 33.6 k-2400 bps (auto shift down system)

Address book

Destination

150 items (Quick dial: 20 items)

Internet fax transmission and reception

Network

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

Wireless LAN (IEEE 802.11 b/g/n)

USB2.0 Hi-Speed

Transmit function

E-mail

Scan line density

 $8 \times 3.85 / mm (203 \times 98 dpi) (standard)$

8 × 7.7 /mm (203 × 196 dpi) (detail)

 $8 \times 15.4 \text{ /mm} (203 \times 392 \text{ dpi}) (fine)$

Maximum scan size

A4 $(210 \times 297 \text{ mm})$ / Legal $(81/2 \times 14 \text{ inches})$

Communication protocols

Transmission

SMTP, TCP/IP

Reception

POP3, TCP/IP

E-mail format

Single/Multi-part, MIME Conversion

Attached file forms: TIFF-F (MH, MR, MMR compression)

Internet communication

Send and receive e-mail with a computer that has an e-mail address

Authentication method

SMTP-AUTH, POP before SMTP

E-mail send functions

Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.

E-mail receive functions

Automatic detection and printing of appended TIFF-F files and ASCII text. Memory reception only.

Paper Feed Unit

Paper sizes

A40, A50, A60, B5 JIS0

Letter $(8^1/_2 \times 11)^{\mathbb{D}}$, Legal $(8^1/_2 \times 14)^{\mathbb{D}}$, Executive $(7^1/_4 \times 10^1/_2)^{\mathbb{D}}$, $8 \times 13^{\mathbb{D}}$, $8^1/_2 \times 13^{\mathbb{D}}$, $8^1/_4 \times 13^{\mathbb{D}}$, $16K^{\mathbb{D}}$

Custom sizes:

148.0-356.0 mm (5.83-14.01 inches) (length) × 105.0-216.0 mm (4.13-8.50 inches) (width)

Paper weight

60-105 g/m² (16 LB. BOND-28 LB. INDEX)

Paper capacity

250 sheets (A4 size paper (80 g/m², 20 lb. Bond))

Bypass Tray

Paper sizes

A4[□], A5[□], A6[□], B5 JIS[□]

Letter(8 $^{1}/_{2} \times 11$) 1 , Legal(8 $^{1}/_{2} \times 14$) 1 , $5^{1}/_{2} \times 8^{1}/_{2}$ 1 , Executive(7 $^{1}/_{4} \times 10^{1}/_{2}$) 1 , 8 $^{1}/_{2} \times 13$ 1 , 8 $^{1}/_{4} \times 13$ 1 , 8 1 , 16K 1

Com10 Envelope $(4^{1}/_{8} \times 9^{1}/_{2})^{\square}$, Monarch Envelope $(3^{7}/_{8} \times 7^{1}/_{2})^{\square}$, C6 Envelope $(114 \times 162)^{\square}$, C5 Envelope $(162 \times 229)^{\square}$, D1 Envelope $(110 \times 220)^{\square}$

Custom sizes:

127.0-1295.4 mm (5-51 inches) (length) × 55.0-216.0 mm (2.17-8.50 inches) (width)

Paper weight

 $60-256 \,\mathrm{g/m^2}$ (16 LB. BOND-140 LB. INDEX)

Paper capacity

100 sheets

List of Printouts

This section lists the printouts available from the machine's control panel.



• The printouts marked with an asterisk can only be printed by pressing the [B&W Start] key, not the [Color Start] key.

Printout	Print method	Tray	Size	Туре
Configuration page / PCL Config./Font Page (SG 3110SFNw only) / Menu list / Color Sample / Error Log	[User Tools] → [Printer Features] → [List/Test Print] → [Config. Page], [PCL Config./Font Page] (SG 3110SFNw only), [Menu List], [Color Sample] or [Error Log]	Tray 1	Region A: A4 or Letter Region B: A4, Legal, or Letter	Plain
Page counter sheet	[User Tools] → [Counter] → [Print]	Tray 1	Region A: A4 or Letter Region B: A4, Legal, or Letter	Plain
Test pattern (nozzle check)	[User Tools] → [Maintenance] → [Nozzle Check Pattern]	Tray 1	A4 or Letter	Plain
Test pattern (head position adjust)	[User Tools] → [Maintenance] → [Head Position Adjust] (High Speed, Standard, High Quality, Envelope)	Tray 1	A4 or Letter	Plain
Test pattern (registration)	[User Tools] → [Maintenance] → [Registration]	Selected tray	Region A: A4	Plain
Test pattern (adjust paper feed)	[User Tools] → [Maintenance] → [Adjust Paper Feed]	Tray 1	A4 or Letter	Plain

Printout	Print method	Tray	Size	Туре
Destination list*	[User Tools] → [System Settings] → [Administrator Tools] → [Address Book:Print List] → [Destination List]	Tray 1	Region A: A4 or Letter Region B: A4, Legal, or Letter	Plain
Group list*	[User Tools] → [System Settings] → [Administrator Tools] → [Address Book:Print List] → [Group Destination List]	Tray 1	A4 or Letter	Plain
I/F settings list	[User Tools] → [System Settings] → [Interface Settings] → [Print I/F Settings List]	Tray 1	Region A: A4 or Letter Region B: A4, Legal, or Letter	Plain
Journal	[User Tools] → [Fax Features] → [Administrator Tools] → [Print Journal]	Tray 1	Region A: A4 or Letter Region B: A4, Legal, or Letter	Plain
TX File List	[User Tools] → [Fax Features] → [Administrator Tools] → [Print TX Standby File List]	Tray 1	Region A: A4 or Letter Region B: A4, Legal, or Letter	Plain
Scanner Journal*	[User Tools] → [Scanner Features] → [Send Settings] → [Print Scanner Journal]	Tray 1	Region A: A4 or Letter Region B: A4, Legal, or Letter	Plain
Parameter Settings List	[User Tools] → [Fax Features] → [Administrator Tools] → [Parameter Setting] → [Parameter Settings List]	Tray 1	A4 or Letter	Plain

Printout	Print method	Tray	Size	Туре
Counter list	[User Tools] → [System Settings] → [Administrator Tools] → [Display/ Print Counter] → [Print]	Tray 1	Region A: A4 or Letter Region B: A4, Legal, or Letter	Plain

Available Characters

Fax Number

Key		N	um			key	/ pr	ess	3	
rvey	1	2	3	4	5	6	7	8	9	10
1	1									
2	2									
3	3									
4	4									
5	5									
6	6									
7	7									
8	8									
9	9									
0	0									
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Pause	 									
Tone	Т									
									CH	-IV165

E-mail Address/User Name/Password...etc

Number							N	lum	be	r of	ke	ур	res	s							
key	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	1																				
2	Α	В	O	а	b	O	2														
3	D	Е	F	d	е	f	3														
4	G	Ι	1	g	h	·-	4														
5	J	Κ	┙	j	k	-	5														
6	М	Ν	0	ш	n	0	6														
7	Р	Q	R	S	р	q	r	s	7												
8	Т	J	٧	t	u	٧	8														
9	W	Х	Υ	Z	w	х	У	z	9												
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CHIV/166

Folder Path

Number							Ν	lum	be	r of	ke	ур	res	s							
key	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	1																				
2	Α	В	С	а	b	С	2														
3	ם	Е	F	d	Ф	f	3														
4	G	Н	1	g	h	i	4														
5	J	Κ	L	j	k	ı	5														
6	М	Ν	0	m	n	0	6														
7	Р	Q	R	S	р	q	r	s	7												
8	Т	U	V	t	u	٧	8														
9	W	Х	Υ	Z	w	х	У	z	9												
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CHIV/167

Name: British English

Number		Number of key press 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29																											
key	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	1																												
2	Α	В	С	а	b	O	2																						
3	ם	Е	F	d	е	f	3																						
4	G	Н	ı	g	h	÷	4																						
5	J	Κ	L	j	k		5																						
6	М	Ν	0	ш	n	0	6																						
7	Р	Q	R	S	р	q	r	s	7																				
8	Т	U	٧	t	u	٧	8																						
9	W	Х	Υ	Z	w	Х	У	z	9																				
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CHV168

Name: Other languages

Number		Number of key press 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29																											
key	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	1																												
2	Α	Ã	Ä	Å	Æ	В	С	Ç	а	à	á	â	ã	ä	æ	b	С	Ç	2										
3	D	Е	É	F	d	е	è	é	ê	ë	f	3																	
4	G	Н	ı	g	h	i	ì	í	î	ï	4																		
5	J	K	L	j	k	1	5																						
6	М	N	Ñ	0	Õ	Ö	Ø	Œ	m	n	ñ	0	ò	ó	ô	õ	ö	ø	œ	6									
7	Р	Q	R	s	ß	р	q	r	s	7																			
8	Т	U	Ü	٧	t	u	ù	ú	û	ü	٧	8															П		
9	W	Х	Υ	Z	w	х	У	ÿ	z	9																			
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CHV169

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File Name: British English

Number	Number of key press																					
key	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1	1																					
2	Α	В	O	а	b	O	2															
3	D	Е	F	d	е	f	3															
4	G	Н	1	g	h	i	4															
5	J	Κ	L	j	k	ı	5															
6	М	Ν	0	m	n	0	6															
7	Р	Q	R	S	р	q	r	s	7													
8	Т	J	٧	t	u	V	8															
9	W	Х	Υ	Z	w	х	У	z	9													
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#	#																					

CHV170

File Name: Other languages

Number	Number of key press 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22																					
key	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1	1																					
2	Α	Ã	Ä	Å	Æ	В	С	Ç	а	à	á	â	ã	ä	æ	b	С	Ç	2			
3	О	Е	É	F	d	е	è	é	ê	ë	f	3										
4	G	Н	П	g	h	i	ì	ĺ	î	ï	4											
5	J	Κ	L	j	k	ı	5															
6	М	Ν	Ñ	0	õ	Ö	Ø	Œ	m	n	ñ	0	ò	ó	ô	õ	ö	ø	œ	6		
7	Ρ	Q	R	S	ß	р	q	r	s	7												
8	Т	U	Ü	V	t	u	ù	ú	û	ü	٧	8										
9	W	Х	Υ	Z	w	х	у	ÿ	z	9												
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CHV17

Wireless Settings: ID/User Name/Key (Other Than Hexadecimal Number)

	r Number of key press																															
Number		Number of key press 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 3																														
key	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
1	1																													П		
2	Α	В	C	а	b	С	2																							П		
3	D	Е	F	d	е	f	3																							П		
4	G	Н	1	g	h	i	4																									
5	J	Κ	L	j	k	Т	5																							П		
6	М	Ν	0	m	n	0	6																							П		
7	Р	Q	R	S	р	q	r	s	7																							
8	Т	U	٧	t	u	٧	8																									
9	W	Х	Υ	Z	w	х	У	z	9																							
0	0	Space	_		!	"	,	:	;	_	=	/	П	,	?	\$	@	%	&	+	()	[١]	{	}	<	>	~	^	`
*	*																															
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CHV172

Wireless Settings: User Password

Number	Number of key press																			
key	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1																			
2	Α	В	С	а	b	C	2													
3	ם	Ш	F	d	е	f	3													
4	G	Τ	ı	g	h	ï	4													
5	7	Κ	L	j	k	ı	5													
6	М	Ν	0	m	n	0	6													
7	Ρ	Q	R	S	р	q	r	s	7											
8	Т	U	V	t	u	٧	8													
9	W	Х	Υ	Z	w	х	У	z	9											
0	0	_		!	,	:	_	=	1	^	,	?	\$	@	%	&	+	{	}	۲
*	*																			
#	#																			

Wireless Settings: Key (Hexadecimal Number)

Number		N	um	ber	of	key	/ pr	ess	3	
key	1	2	3	4	5	6	7	8	9	10
1	1									
2	Α	В	С	а	р	С	2			
3	О	Е	F	d	е	f	3			
4	4									
5	5									
6	6									
7	7									
8	8									
9	9									
0	0									
*										
#										
									CI	-IV174

SMTP/POP3/FTP/LDAP Server Address...etc

Number	Г						N	lum	be	r of	ke	ур	res	s							
key	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
1	1																				
2	Α	В	C	а	b	С	2														
3	D	Е	F	d	е	f	3														
4	G	Н	I	g	h	ī	4														
5	J	Κ	L	j	k	ī	5														
6	М	Ν	0	m	n	0	6														
7	Р	Q	R	S	р	q	r	s	7												Π
8	T	U	٧	t	u	٧	8														
9	W	Х	Υ	Ζ	w	х	У	z	9												
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Where to Inquire

For inquiries, contact your sales or service representative.

Recommended Consumables

Consumables recommended for this machine are listed.

Purchase necessary consumables before your supply runs out.

For information about consumables, contact your sales or service representative.

- Print cartridges
- Ink Collector Unit

When Using Windows Terminal Service/Citrix Presentation Server/Citrix XenApp

The following explains how to use Windows Terminal Service and Maintenance.

Operating Environment

The following operating systems and Citrix Presentation Server/Citrix XenApp versions are supported.

Citrix Presentation Server 4.5/ Citrix XenApp 5.0/6.0

- Windows Server 2003/2003 R2
- Windows Server 2008/2008 R2

Supported Printer Drivers

When Windows Terminal Service is operating

- PCL printer drivers
- RPCS Raster driver

Limitations

The following limitations apply to the Windows Terminal Service environment.

These limitations are built in Windows Terminal Service or Citrix Presentation Server/Citrix XenApp.

Citrix Presentation Server/Citrix XenApp [Auto-creating client printers]

Using [Auto-creating client printers] can select a logical printer created by copying the client's local printer data to the Citrix Presentation Server/Citrix XenApp. We strongly recommend testing this function in your network environment before using it for your work.

- The settings for optional equipment will not be stored in the server after the equipment is
 disconnected. The settings for optional equipment will be restored to its defaults each time the
 client computer logs on to the server.
- When printing a large number of bitmap images or using the server in a WAN environment over dial-up lines such as ISDN, printing may not be possible or errors may occur, depending on data transfer rates.

Citrix Presentation Server/Citrix XenApp [Printer driver replication]

Using [Printer driver replication] can distribute printer drivers across all servers in a server farm. We strongly recommend testing this function in your network environment before using it for your work.

• If the printer drivers are not properly copied, install them directly onto each server.

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