SP C220S

Quick Guide

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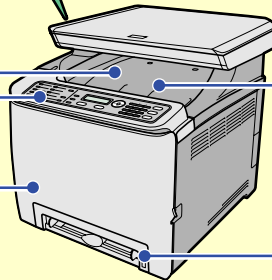
Names and Locations

Exterior
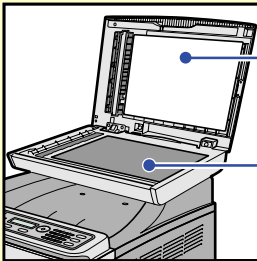
Exposure Glass Cover
Open this cover to place originals on the exposure glass.

Exposure Glass
Place originals here sheet by sheet.

Top Cover
Open this cover to replace the print cartridges.
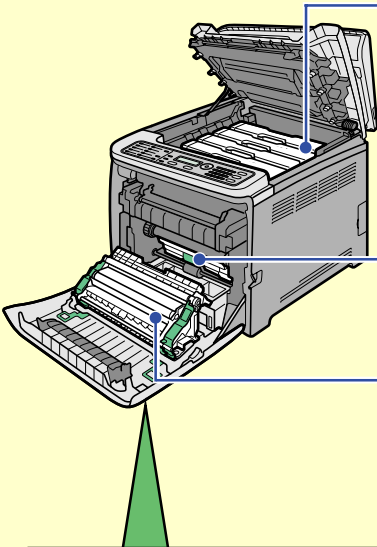
Tray 1

Front Cover
Open this cover to replace the waste toner bottle or remove jammed paper.
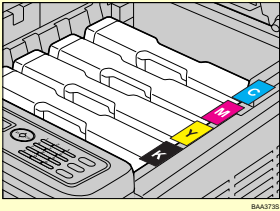
Control Panel

Output Tray
Printed paper is output here.

Interior

Print Cartridges
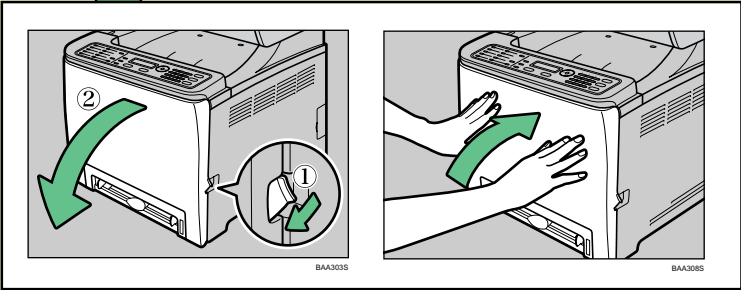Load from the machine rear, in the order of cyan (C), magenta (M), yellow (Y), and black (K).

BAA373S

Waste Toner Bottle
Collects excess toner during printing.

Transfer Unit
Remove this unit when replacing the waste toner bottle.

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Names and Locations

Control Panel

Screen
Displays current status and messages.

Menu keys
Press any of these four keys to enter the menu for configuring the machine.
• [⇄] key
Press to exit to the previous level of the menu tree.
• [▲] [▼] keys
Press to scroll through the current level of the menu tree. When entering characters, press the [▲] or [▼] key to move the cursor left or right, respectively.
• [OK] key
Press to confirm settings or enter the next level of the menu tree.

Number keys
Use to enter numerical values when specifying settings such as copy quantities, or enter letters, when specifying names.
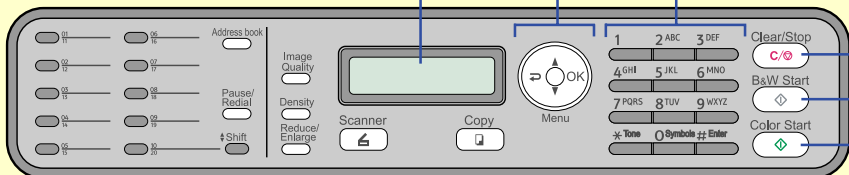
[Clear/Stop] key
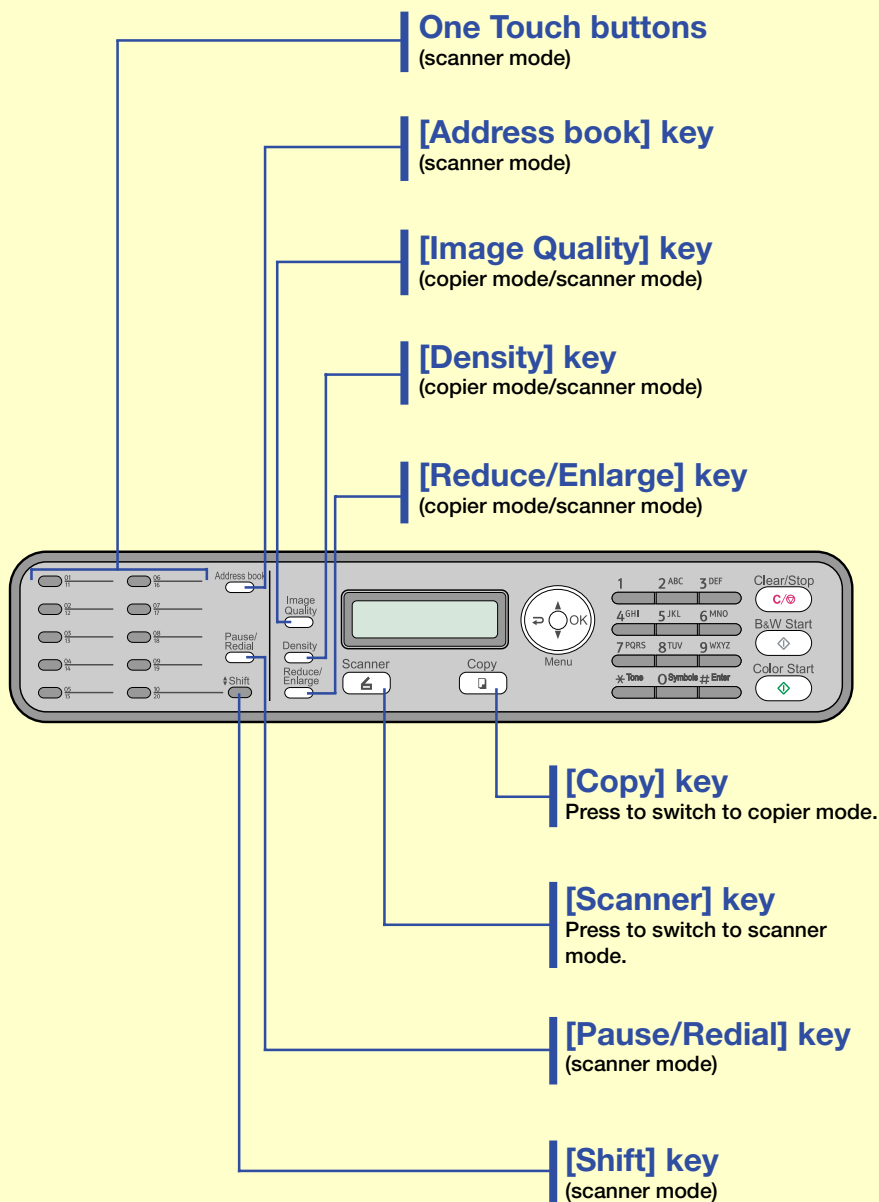• While the machine is processing a job: press to cancel the current job.
• While configuring the machine: press to cancel the current setting and return to standby mode.
• While in standby mode: press to cancel temporary settings such as the image density or resolution.

[B&W Start] key
Press to scan or copy in black and white.

[Color Start] key
Press to scan or copy in color.

1

4

One Touch buttons
(scanner mode)

[Address book] key
(scanner mode)

[Image Quality] key
(copier mode/scanner mode)

[Density] key
(copier mode/scanner mode)

[Reduce/Enlarge] key
(copier mode/scanner mode)

1

[Copy] key
Press to switch to copier mode.

[Scanner] key
Press to switch to scanner mode.

[Pause/Redial] key
(scanner mode)

[Shift] key
(scanner mode)

Using the Copier Function

Initial Screen

The following is the initial screen in copier mode.

1   2   3   4   5

```
 Ready      A4
100% Mixed   01
```
BAA350S
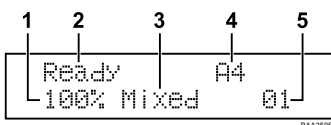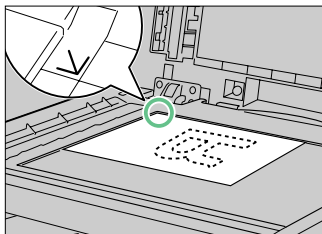
1. Reproduction ratio
2. Status of the machine
3. Copy quality
4. Paper size
5. Copy quantity

Basic Operation

1 **Press the [Copy] key.**

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2 **Place the original face down on the exposure glass.**

BAA357S
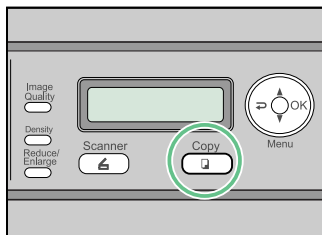
💧**Note**

• If necessary, configure advanced photocopy settings. For more details, see "Advanced Photocopy Settings" on page 8.
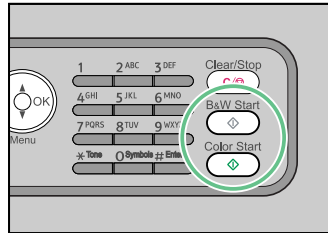
3 To make multiple copies, enter the number of copies using the number keys.

Note

• The maximum number of copies is 99.

4 Press the [B&W Start] or [Color Start] key.

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Note

• To cancel photocopying, press the [Copy] key, and then press the [Clear/Stop] key.
• If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.

Reference

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

Using the Copier Function

Advanced Photocopy Settings

❖ Making Enlarged or Reduced Copies

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

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

❖ Adjusting Image Density

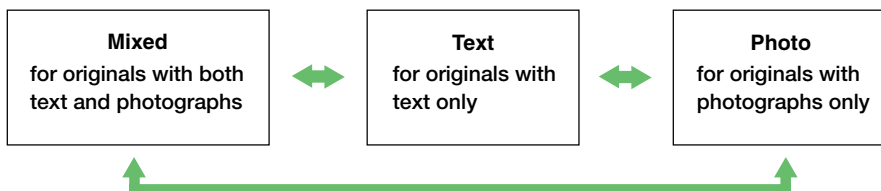You can adjust the image density for the current job.

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

(Lightest)   (Darkest)

❖ Selecting the Document Type

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

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

| Mixed	Text	Photo
for originals with both text and photographs	for originals with text only	for originals with photographs only

Reference

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

Using the Scanner Function

Initial Screen

The following is the initial screen in scanner mode.

```
 Ready
 Press Address
```
BAA401S
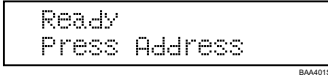
Basic Operation

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

⭐**Important**

• Scan destinations must be registered using a Web browser in advance. For details, see "Using the Scanner Function", *User Guide*.
• To send files via e-mail, SMTP and DNS settings must be configured properly in advance. For details, see "Configuring the Machine Using a Web Browser", *User Guide*.
• It is recommended that you call the receiver and confirm with them when sending important documents.
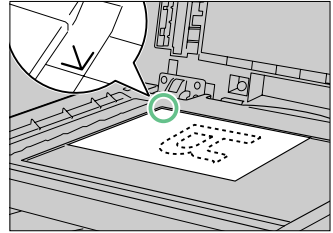
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1 **Press the [Scanner] key.**

BAA366S
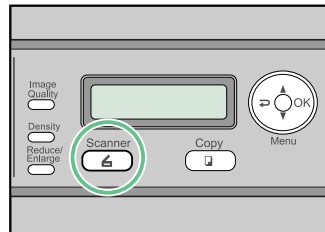
Using the Scanner Function

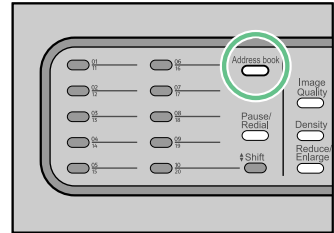**2** Place the original face down on the exposure glass.

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Note

• If necessary, configure advanced scan settings. For more details, see "Advanced Scan Settings" on page 12.

3 Press the [Address book] key.

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

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

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

5 Press the [B&W Start] key or the [Color Start] key.

Depending on the machine's settings, you may be prompted to place another original on the exposure glass. In this case, proceed to the next step.
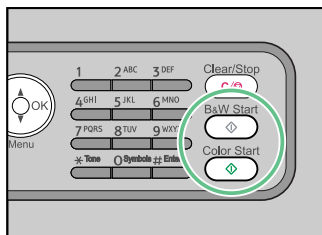
BAA354S

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

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

🔽 **Note**

• To cancel scanning, press the [Scanner] key, and then press the [Clear/Stop] key. The scan files are discarded.

📑 **Reference**

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

3

Using the Scanner Function

Advanced Scan Settings

❖ Specifying the Scanning Size
You can specify the scanning size according to the size of the original for the current job.
1. Press the [Reduce/Enlarge] key.
2. Press the [Reduce/Enlarge] or [▲][▼] keys to select the size of the original, and then press the [OK] key.
   If you would like to specify a custom scanning size, see "Specifying the scanning size according to the size of the original", *User Guide.*

❖ Adjusting Image Density
You can adjust the image density for the current job.
1. Press the [Density] key.
2. Press the [Density] key or [▲][▼] keys to select the desired density level, and then press the [OK] key.

▓□□□□ ⬌ ▓▓□□□ ⬌ ▓▓▓□□ ⬌ ▓▓▓▓□ ⬌ ▓▓▓▓▓
(Lightest)   (Darkest)

❖ Specifying Resolution
You can specify the resolution for scanning the original for the current job.
1. Press the [Image Quality] key.
2. Press the [Image Quality] key or [▲][▼] keys to select the desired resolution, and then press the [OK] key.

🔖 Reference

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

3

Error Messages

Error and Status Messages on the Screen (in alphabetical order)

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

Message	Causes	Solutions
Bypass Tray Paper Empty	The bypass tray has run out of paper.	Load paper to the bypass tray. See "Loading Paper in the Bypass Tray", *User Guide*.
Bypass Tray Paper Size Mismatch?Y/N	The paper size set for the document differs from the size of the paper in the tray.	Press the [B&W Start] key or [Color Start] key to begin printing, or press the [Clear/Stop] key to cancel the job.
Bypass Tray Paper Type Mismatch?Y/N	The paper type set for the document differs from the type of the paper in the tray.	Press the [B&W Start] key or [Color Start] key to begin printing, or press the [Clear/Stop] key to cancel the job.
Cancel Print JOB I/O TimeOut	The timeout period set in [I/O Timeout] expires when printing is frequently interrupted by data from other ports, or when printing data is large and takes time for processing.	If [I/O Timeout] is set to 15 seconds, increase the time period. For details, see "Machine Settings", *User Guide*.
Cancel Print JOB Memory Over Flow	When performing printing on Legal size paper under certain print quality setting, print data becomes large and the job may be canceled.	If using the PCL or DDST printer driver, set [Gradation] in [Print Quality] to [Speed] or [Standard]. If using the PostScript 3 printer driver, set [Print Quality] in [Printer Features] to [Standard] or [High Quality].
Cover Open	A cover is open.	Close the cover completely.

4

Error Messages

Message	Causes	Solutions
Inner Jam	Paper has been jammed in the machine.	Remove the jammed paper. See "Removing Paper Jams" on page 16.
Life End X Toner Cartridge	The machine has run out of the indicated toner.	Replace the indicated print cartridge. See "Replacing Print Cartridges" on page 21.
Lower Misfeed Jam	Paper has been jammed in the machine.	Remove the jammed paper. See "Removing Paper Jams" on page 16.
Misinstall Toner X	The print cartridge has not been installed or has not been installed correctly.	Reinstall the print cartridge. See "Replacing Print Cartridges" on page 21.
Near End X Toner	The print cartridge is almost empty.	Prepare a new print cartridge.
No Profile Exist	No Quick Dial entry is associated with the One Touch button you pressed.	• Press a different One Touch button. • Assign a registered destination to the One Touch button. See "Registering Scan Destinations", *User Guide*.
Outer Jam	Paper has been jammed in the machine.	Remove the jammed paper. See "Removing Paper Jams" on page 16.
Paper Tray Misfeed Jam	Paper has been jammed in the paper tray.	Remove the jammed paper. See "Removing Paper Jams" on page 16.
TrayX Paper Size Mismatch?Y/N	The paper size set for the document differs from the size of the paper in the tray.	Press the [B&W Start] key or [Color Start] key to begin printing, or the [Clear/Stop] key to cancel the job.

4

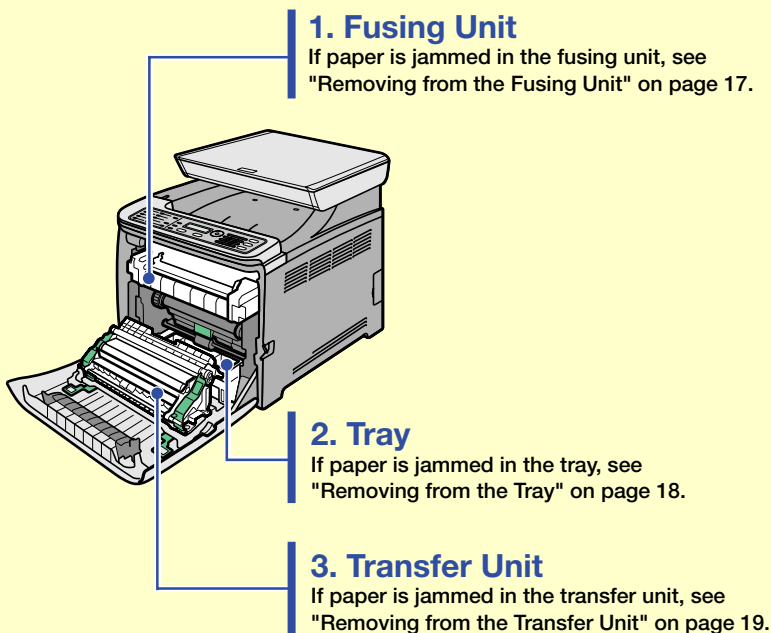| Message	Causes	Solutions
TrayX Paper Type Mismatch?Y/N	The paper type set for the document differs from the type of the paper in the tray.	Press the [B&W Start] key or [Color Start] key to begin printing, or the [Clear/Stop] key to cancel the job.
Upper Misfeed Jam	Paper has been jammed in the machine.	Remove the jammed paper. See "Removing Paper Jams" on page 16.

4

Removing Paper Jams

Removing Jammed Paper

⭐ **Important**

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

Paper Jam Positions

If a paper jam occurs, paper may be jammed inside the machine. If paper is jammed inside the machine, check the following positions, in the indicated order, to locate the jammed paper.

1. Fusing Unit
If paper is jammed in the fusing unit, see "Removing from the Fusing Unit" on page 17.

2. Tray
If paper is jammed in the tray, see "Removing from the Tray" on page 18.

3. Transfer Unit
If paper is jammed in the transfer unit, see "Removing from the Transfer Unit" on page 19.

Removing from the Fusing Unit

⚠ CAUTION

- The inside of this machine becomes very hot. Do not touch the parts labeled " ⚠ " (indicating a hot surface).
- The fusing section of this machine might be very hot. Caution should be taken when removing jammed paper.

⭐Important

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

1 **Pull the opening lever on the front cover, and then carefully lower the front cover.**

2 **Lower the blue fusing unit lever, and pull out the jammed paper carefully.**

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BAA305S
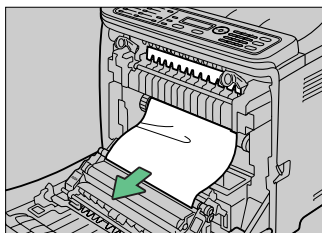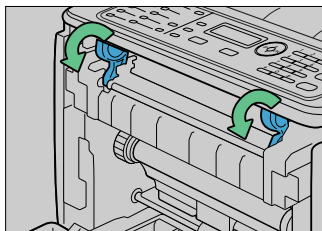
If you cannot find the jammed paper, check for it by pulling down the guide.

BAA306S
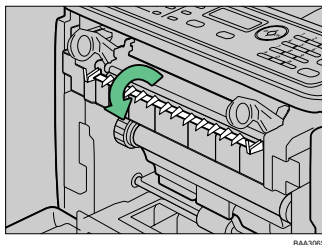
Removing Paper Jams

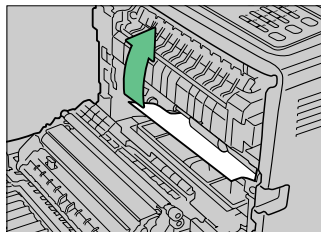**3** **Using both hands, carefully push up the front cover until it closes.**

Note

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

Removing from the Tray

1 **Pull the opening lever on the front cover, and then carefully lower the front cover.**
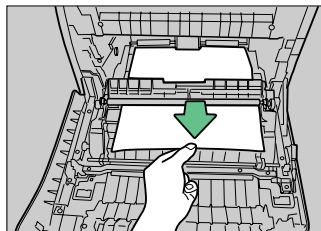
2 **Pull out the jammed paper carefully.**

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If paper has become jammed inside the transfer unit, pull the paper forward.

Note

• Do not pull out the paper tray (Tray 1).

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

Note

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

5

Removing from the Transfer Unit

1 Pull the opening lever on the front cover, and then carefully lower the front cover.

2 Carefully remove any paper that is jammed under the transfer unit.

If you cannot find the jammed paper, look inside the machine
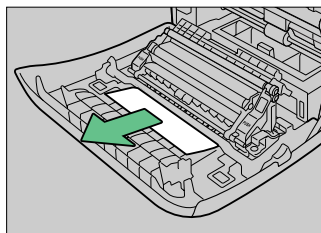
BAA311S

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

🔻**Note**

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

5

Troubleshooting

Printing or Scanning Problems

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

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

❖ Toner smears on the printed surface.

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

❖ Copied pages or scanned files are dirty.

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

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

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

BAA083S
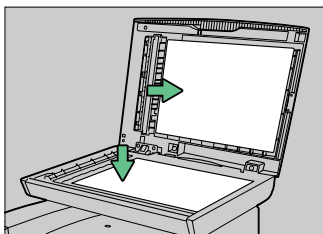
⬇Note

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

Replacing Print Cartridges

⚠ WARNING

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

⚠ CAUTION

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

⭐ **Important**

- Store print cartridges in a cool dark place.
- The actual number of printed pages varies depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time. Early replacement of print cartridges might be necessary. Therefore, we recommend you always keep new print cartridges ready.
- For good print quality, we strongly advise you use genuine print cartridges only.
- The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

7

Replacing Print Cartridges

Messages for Preparing Print Cartridges

Prepare the indicated print cartridge when any of the following messages appear on the screen:

- "Near End K Toner"
- "Near End M Toner"
- "Near End C Toner"
- "Near End Y Toner"

🔽Note

- To purchase print cartridges, contact your service representative.

Messages for Replacing Print Cartridges

Replace the indicated print cartridge when any of the following messages appear on the screen:

- "Life End K Toner Cartridge"
- "Life End M Toner Cartridge"
- "Life End C Toner Cartridge"
- "Life End Y Toner Cartridge"

⭐Important

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

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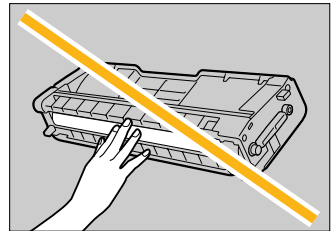
• When removing print cartridges, be careful not to touch the Laser Scanning Unit on the underside of the upper cover (the white area in the illustration).


BAA358S
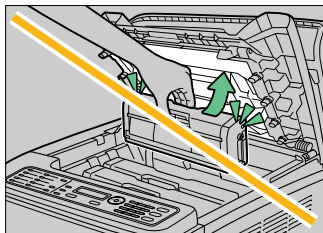
• If cyan, magenta, or yellow toner runs out, you can print in black and white using just the black toner. Change the color mode setting to Black and White using the machine's driver.
• If black toner runs out, you cannot print in black and white or color until the black print cartridge is replaced.

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1 **Pull up the lever on the top cover, and then carefully raise the top cover.**
Make sure that the exposure glass cover is closed.

BAA315S
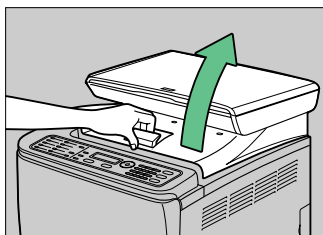
**2** **Tilt the print cartridge forward and pull it out.**

• Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
• Place the old print cartridge on paper or similar material to avoid dirtying your workspace.
• The toner color is indicated by the label on each print cartridge.
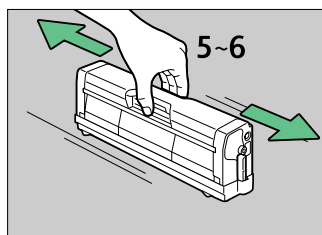

BAA316S

7
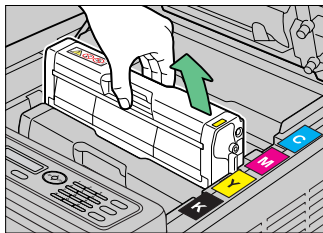
Replacing Print Cartridges

3 Take the new print cartridge out of the box, and then take it out of the plastic bag.
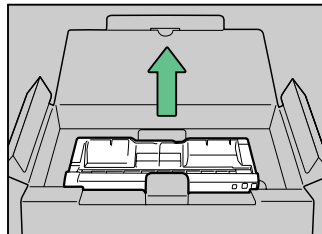
BAA317S

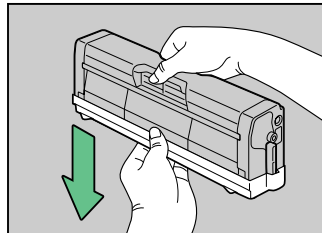**4** Hold the print cartridge and shake it from side to side five or six times.

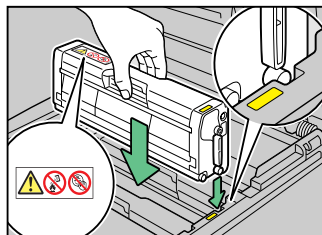Even distribution of toner within the bottle improves print quality.

5~6

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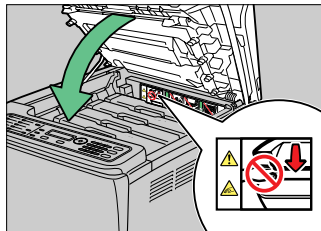**5** Remove the cover from the print cartridge.

BAA319S

6 Check that the toner color and location correspond, and carefully insert the print cartridge vertically.
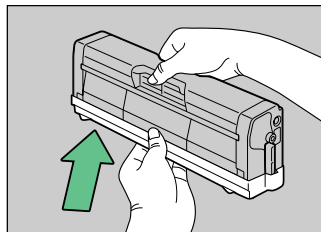
BAA320S

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7 Using both hands, hold the center of the top cover and close the cover carefully. Be careful not to trap your fingers.

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

BAA321S

8 Put the cover that you removed in step 5 on the old print cartridge. Then, put the old print cartridge into the bag, and then put it into the box.

BAA322S

🔽 **Note**

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

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Where to Inquire

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

Saving Energy

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

By default, this machine is set to enter Energy Saver mode 2 if it has been idle for 30 minutes. In Energy Saver mode 2, the machine's power consumption becomes lower than in normal state. The machine takes about 1 minute to recover from Energy Saver mode 2.

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

🔻Note

If the machine is in Energy Saver mode 2 for 24 hours continuously, the machine automatically returns to normal state and performs self-maintenance.

📄Reference

For details about [Power Saver], see "Administrator Settings", *User Guide*.

> ### ❖ Opening Manuals
>
> The "Manuals" CD-ROM provided with the machine contains manuals in HTML format and PDF. Install the manuals before using the machine. There are two ways to view the manuals.
>
> • Double-click the manual icon on your desktop.
> • On the [Start] menu, point to [All Programs], point to [Product Name], and then click [Manual Name].
>
> 🔻Note
>
> • The menu options may appear differently, depending on the options chosen during installation.
>
> 📄Reference
>
> • For details about installing the manuals, see "Guide to the Machine", *User Guide*.

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Quick Guide