

# SHARP®

LASER PRINTER

MODEL: MX-B350P  
MX-B450P

# User's Manual

Click to jump to the table of contents of the desired chapter.



## BEFORE USING THE MACHINE

Functions of the machine and procedures for placing originals and loading paper



## PRINTER

Using the printer function



## TROUBLESHOOTING

What to do when a paper misfeed or other problem occurs



## SYSTEM SETTINGS

Configuring settings to make the machine easier to use



## WEB PAGES

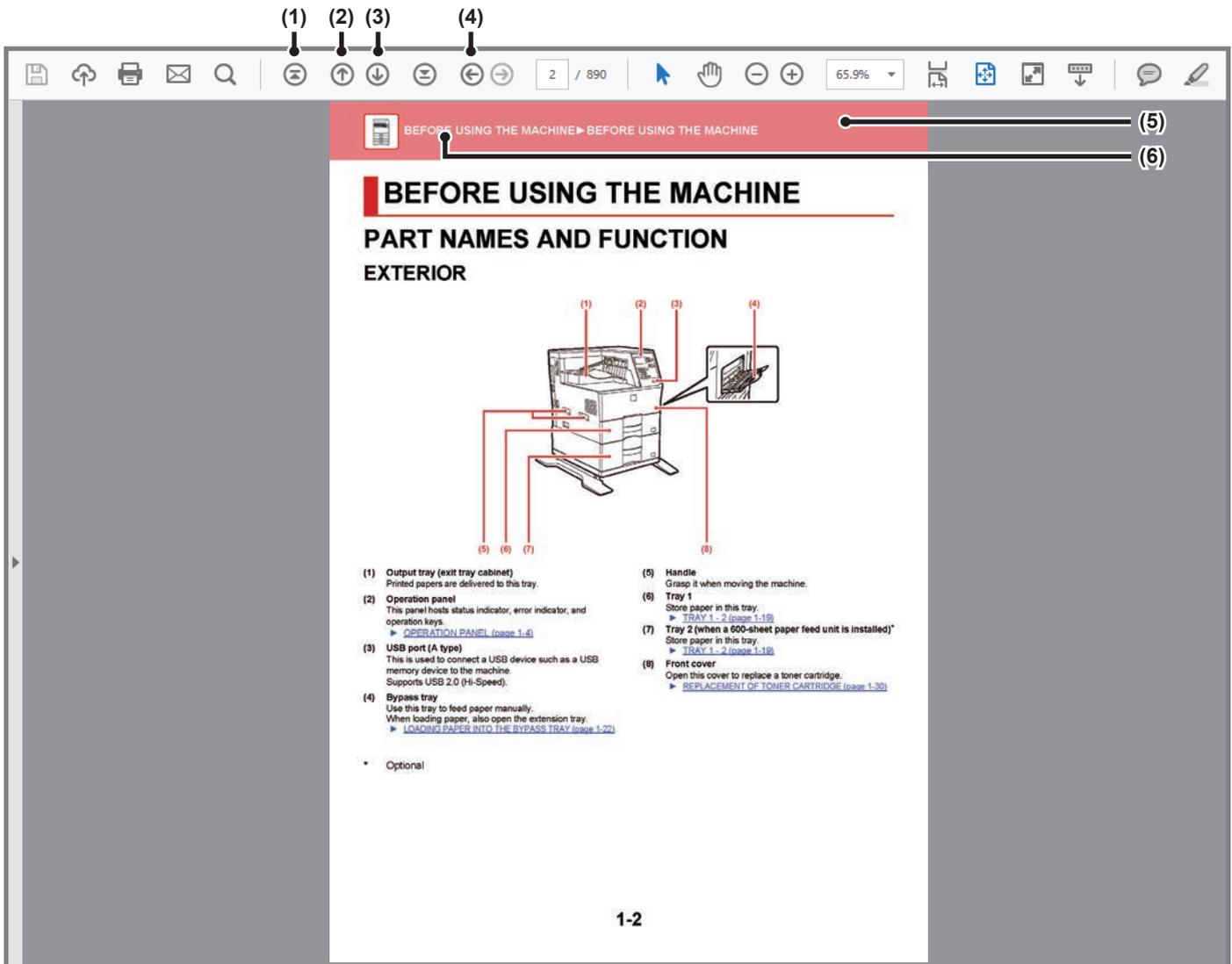
Machine settings configured from the Web page



# HOW TO USE THIS MANUAL

Click a button below to move to the page that you wish to view.

The following explanation assumes that Adobe Acrobat Reader is being used (Some buttons do not appear in the default state.).



**(1) Return to top page button**

If an operation does not proceed as expected, click this button to start over again.

**(2) Back one page button**

Displays the previous page.

**(3) Forward one page button**

Displays the next page.

**(4) Return to previously displayed page button**

Displays the page that was displayed before the current page.

**(5) Title button**

Displays the page of the title indicated by the button.

**(6) Contents button**

Displays the contents of each chapter.  
For example, if the current page is part of the printer chapter, the table of contents of the printer chapter appears.



If a button does not appear, refer to Adobe Reader Help to display the button.

# ABOUT OPERATION MANUAL

This manual explains how to use the MX-B350P/MX-B450P laser printer.

## Please note

- For information on installing the drivers and software cited in this manual, please refer to the Software Setup Guide.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in a Windows environment are primarily for Windows® 10. The screens may be different depending on the version of the operating system or the software application.
- The explanations of screens and procedures in a Mac OS environment are based on Mac OS X v10.12. The screens may be different depending on the version of the operating system or the software application.
- Wherever "MX-xxxx" appears in this manual, please substitute your model name for "xxxx".
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest SHARP Service Department.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest SHARP Service Department.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

## Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

## Illustrations and the operation panel and display shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that paper feed unit is installed on the MX-B450P.

For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

## Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation that could result in death or serious personal injury. This alerts you to a situation that could result in personal injury or damage to properties.		This explains how to stop or correct an operation.
	This alerts you to a situation where there is a risk of machine damage or failure.		This describes a routine work relevant to system setting mode.
	This supplements function or operation procedure.		



# BEFORE USING THE MACHINE

## BEFORE USING THE MACHINE

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## CHARACTER ENTRY

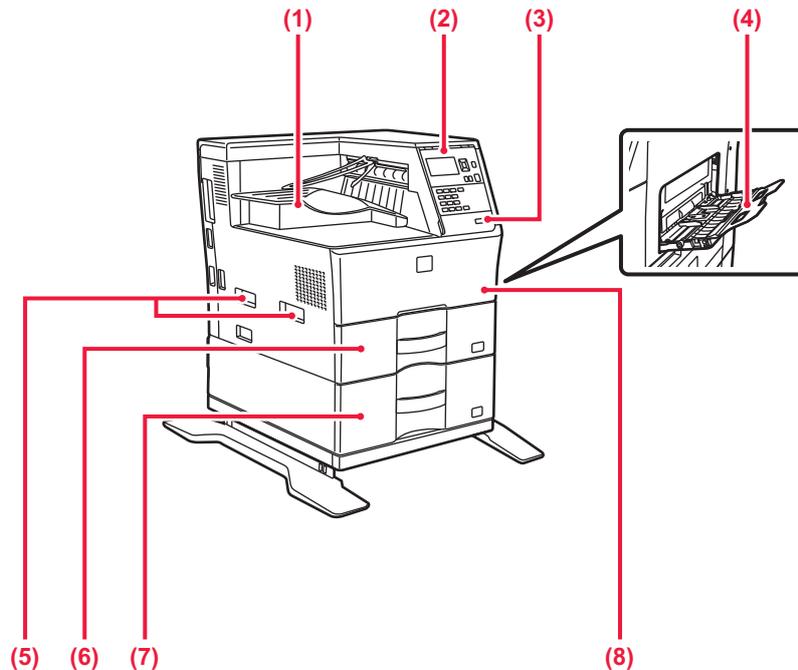
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# BEFORE USING THE MACHINE

## PART NAMES AND FUNCTION

### EXTERIOR

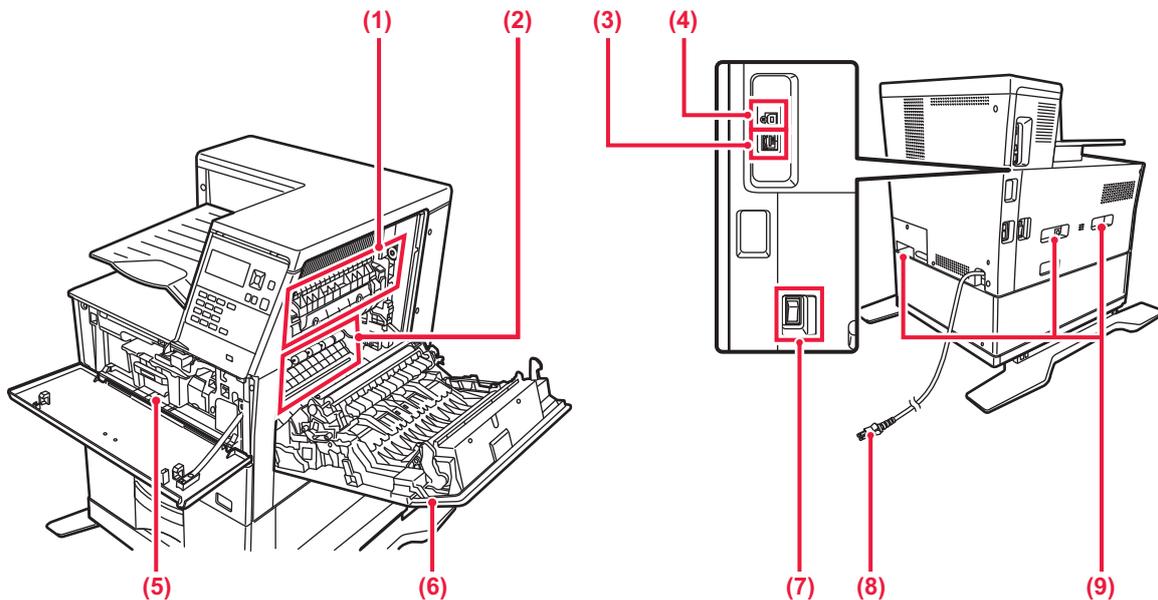


- (1) **Output tray (exit tray cabinet)**  
Printed papers are delivered to this tray.
- (2) **Operation panel**  
This panel hosts status indicator, error indicator, and operation keys.  
► [OPERATION PANEL \(page 1-4\)](#)
- (3) **USB port (A type)**  
This is used to connect a USB device such as a USB memory device to the machine.  
Supports USB 2.0 (Hi-Speed).
- (4) **Bypass tray**  
Use this tray to feed paper manually.  
When loading paper, also open the extension tray.  
► [LOADING PAPER INTO THE BYPASS TRAY \(page 1-22\)](#)
- (5) **Handle**  
Grasp it when moving the machine.
- (6) **Tray 1**  
Store paper in this tray.  
► [TRAY 1 - 2 \(page 1-19\)](#)
- (7) **Tray 2 (when a 600-sheet paper feed unit is installed)\***  
Store paper in this tray.  
► [TRAY 1 - 2 \(page 1-19\)](#)
- (8) **Front cover**  
Open this cover to replace a toner cartridge.  
► [REPLACEMENT OF TONER CARTRIDGE \(page 1-30\)](#)

\* Optional



## INTERIOR, SIDE AND BACK



**(1) Fusing unit**

Heat is applied here to fuse the transferred image onto the paper.



The fusing unit is hot. Take care not to burn yourself when removing a misfeed.

**(2) Photoconductive drum unit**

Images are formed on the photoconductive drum.



Do not touch or damage the photoconductive drum and the transfer roller. This may cause a defective image.

**(3) LAN connector**

Connect the LAN cable to this connector when the machine is used on a network. Use a shielded LAN cable.

**(4) USB port (B type)**

The machine does not use this connector.

**(5) Toner cartridge**

This cartridge contains toner. When the toner in a cartridge runs out, replace with new one.

► [REPLACEMENT OF TONER CARTRIDGE \(page 1-30\)](#)

**(6) Side cover**

Open this cover to remove a paper misfeed.

**(7) The main power switch**

Use this switch to turn on the power for the machine. ► [TURNING ON THE POWER \(page 1-9\)](#)

**(8) Power plug**

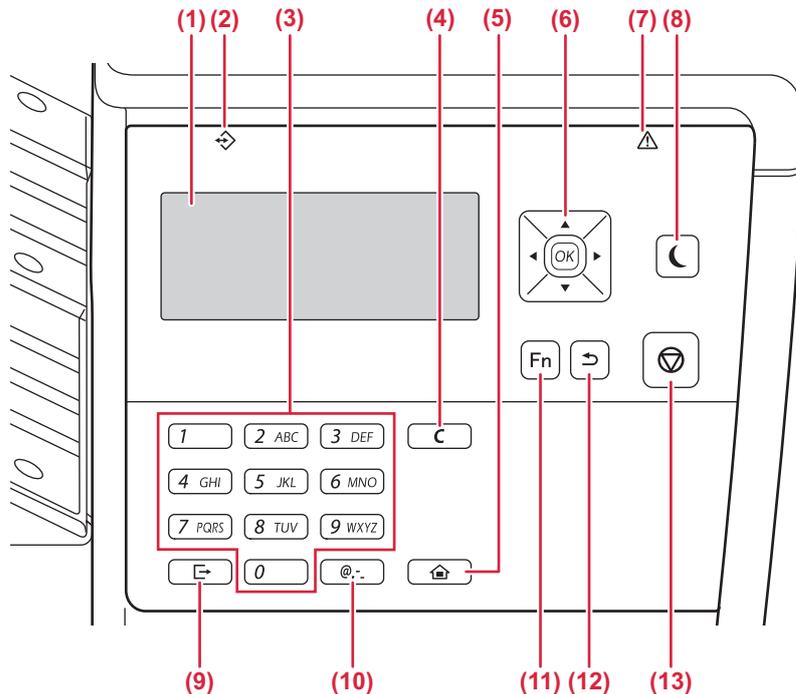
**(9) Handle**

Grasp it when moving the machine.



# OPERATION PANEL

This section describes the names and functions of the respective parts of the operation panel.



- (1) **Display**  
Shows various messages.  
► [DISPLAY \(page 1-6\)](#)
- (2) **Status indicator**  
The indicator lights solidly or blinks to indicate the status of a job.
- (3) **Numeric keys**  
Enter characters/numbers.
- (4) **[C] key**  
Press to clear an enter character of printers.
- (5) **[HOME] key** (🏠)  
Press to return the display to the home screen.
- (6) **Arrow keys**  
Press to move the highlighting (which indicates that an item is selected) in the display.
- (7) **Error indicator**  
Lights solidly or blinks to indicate the status of the error.
- (8) **[ENERGY SAVE] key / indicator** (☾)  
Press to enter the energy save mode.
- (9) **[LOGOUT] key** (☞)  
Press this key to log out after you have logged in and used the machine.
- (10) **[SYMBOL] key** (@, -)  
Press to enter a symbol when entering characters.
- (11) **[SPECIAL FUNCTION] key** (Fn)  
Press to set the paper size and configure system settings.
- (12) **[BACK] key** (↩)  
Press to return the display to the previous screen.
- (13) **[STOP] key** (⏹)  
Press this key to stop a print job.



# PERIPHERAL DEVICES

Peripheral devices can be installed on the machine to increase its range of functionality.

The peripheral devices are generally optional. However, some models include certain peripheral devices as standard equipment.

(As of April, 2018)

Product name	Product number	Description
600-sheet paper feed unit	MX-CS14	Additional tray. A maximum of 600 sheets of paper can be loaded into the tray. One paper feed unit can be installed.
High stand	MX-DS22	This is an additional dedicated stand. The stand has legs to prevent toppling.
Low stand	MX-DS23	



# DISPLAY

This section explains how to use the display.

## LEFT MENU AND RIGHT MENU

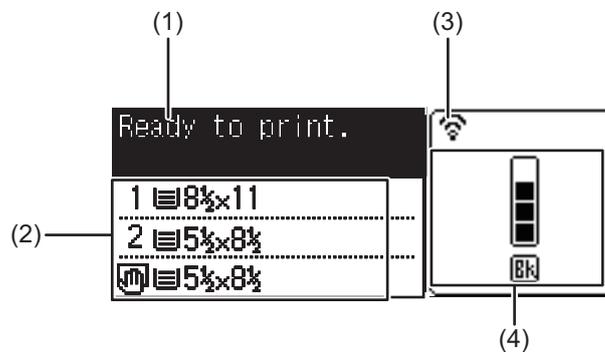
### HOME SCREEN

The machine is set at the factory to return the display to the home screen one minute after a print job is finished or when the [HOME] key () is pressed (auto clear function).

In the default state the display shown below appears. The default state of the display may vary depending on settings in the system settings.



The auto clear time can be changed in the system settings.



#### (1) Message display

Messages are displayed regarding machine status and operation.

#### (2) Paper size display

The size of paper loaded in each tray is displayed.

#### (3) Connection status display

Displayed when wireless LAN is on.

	Wireless infrastructure mode: Connecting
	Wireless infrastructure mode: Not connected
	Wired + wireless access point mode
	Connection failure of wireless LAN device inside machine

#### (4) Toner level display

The remaining amount of toner is displayed.

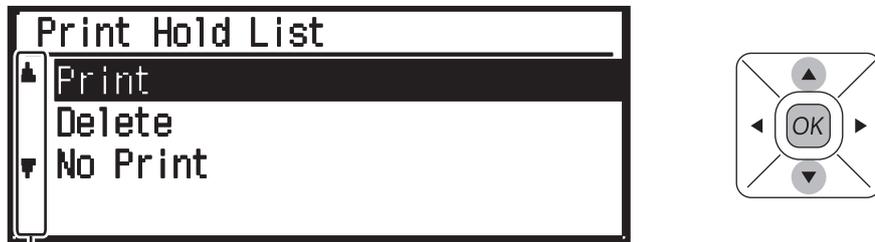
	76 to 100%
	51 to 75%
	26 to 50%
	1 to 25%
	0%



## HOW TO USE THE DISPLAY

### Selecting an item with the arrow keys (up/down)

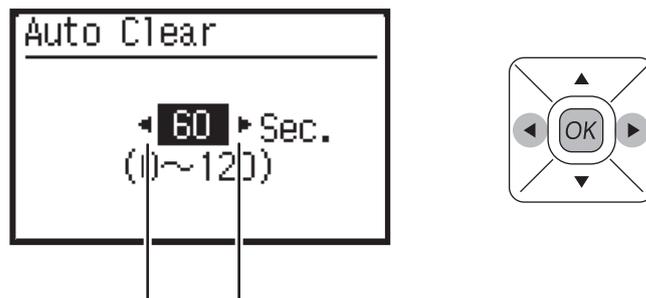
Use the up/down arrow keys (indicated in this manual by [▼][▲]) to move to and select (highlight) a setting item in the selection screen. Press the [OK] key to display the screen of the selected setting item. Press [OK] in the setting screen to save your settings.



The [▼][▲] icons appear in the selection screen of settings that use the up/down arrow keys.

### Selecting an item with the arrow keys (left/right)

The left/right arrow keys (indicated in this manual by [◀][▶]) are used to set the exposure and numbers in setting screens. Press the [OK] key to save your settings.



The [◀][▶] icons appear in setting screens that use the left/right arrow keys.

Use the [BACK] key (↶) to return to the previous setting screen.





## Status indicator and error indicator

The status indicator and the error indicator lights solidly or blinks to indicate the status of the machine.

	Error indicator (red)	Status indicator (green)	
		Pattern 1	Pattern 2
Solidly	Errors that do not stop machine operation, such as almost out of toner.	Job in progress, such as paper feeding or output.	Ready state or other state where jobs can be accepted.
Blinks	Errors that stop machine operation, such as misfeeds and out of toner.	Print data is being received	
On/Blinking Priority	Blinking Priority	Blinking Priority	Blinking Priority



- **To set the status indicated by the status indicator**

Select [System Settings (administrator)] → [Device Control] → [Status Light Setting].

- **To set the error indication**

Select [System Settings (administrator)] → [Device Control] → [Error Light Setting].



# TURNING ON THE POWER

This section describes how to turn on/off the machine's power and how to restart the machine. The power switch is located on the left side of the machine.

## Turning on the power

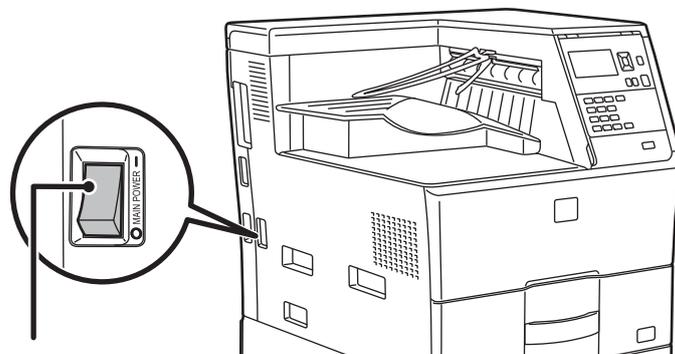
Turn the main power switch to the " | " position.

## Turning off the power

Turn the main power switch to the "○" position.

## Restart the machine

Turn the main power switch off and then on.



The main power switch

---

 Turn off the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

- 
-  • The machine is set at the factory to return the display to the home screen one minute after a print job is finished or when the [HOME] key () is pressed (auto clear function). The "Auto clear" time can be changed in the system settings. ([► page 4-12](#))
- The machine is initially set to automatically enter ENERGY SAVE mode if not used for printing, for a preset period of time. This setting can be changed in the system settings. ([► page 4-13](#))
-



# Eco

## ECO FUNCTIONS OF THE MACHINE

These functions help save power consumption by managing operations of sections prone to high power consumption. The machine provides two power-saving modes.

Function	Description	Page
<b>AUTO POWER SHUT-OFF MODE</b>	If no operations take place, this mode will turn off the power to the operation panel and the fusing unit, and makes the machine wait in the lowest power consumption state. Although the power-saving rate is higher, the wakeup time is longer. When "ENTER AUTO POWER SHUT-OFF AFTER THE REMOTE JOB" is enabled, the machine returns to auto power shut-off mode after being wakened from auto power-shut off mode and printing a job.	1-10
<b>PREHEAT MODE</b>	This mode lowers the temperature of the fusing unit and makes the machine wait in low power consumption state. Compared to Auto Power Shut-Off Timer, the power-saving rate is lower, but the wakeup time is shorter.	1-11

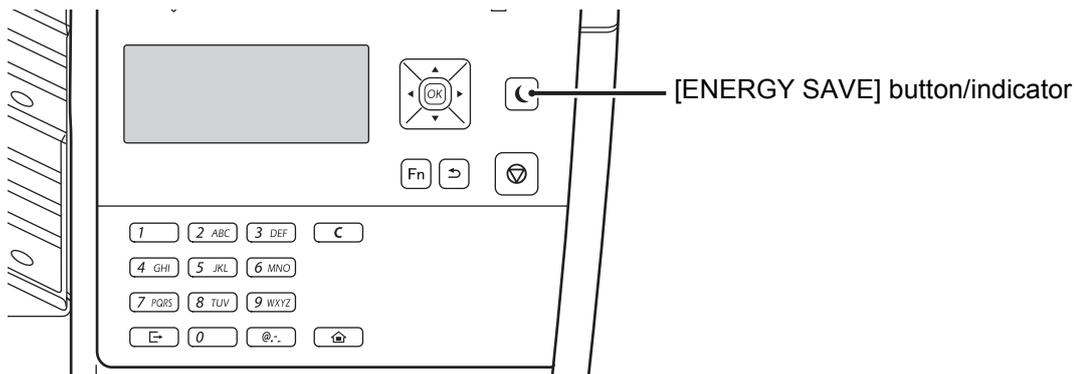
## AUTO POWER SHUT-OFF MODE

This mode turns off the power to the operation panel and the fusing unit, and makes the machine wait in the lowest power consumption state.

Auto Power Shut-Off Timer will activate when the set duration of time elapses in waiting status without executing a job. Compared to preheat mode, the power-saving rate is considerably higher but the wakeup time is longer.

The [ENERGY SAVE] button blinks when the machine is in Auto Power Shut-Off Timer.

Auto Power Shut-Off Timer is also activated by pressing the [ENERGY SAVE] button while the [ENERGY SAVE] button is not lit.



### To set Auto Power Shut-Off Timer:

In "System Settings (administrator)", select [Energy Save] → [Auto Power Shut-Off Timer].



## PREHEAT MODE

This mode lowers the temperature of the fusing unit and makes the machine wait in low power consumption state. Preheat mode will activate when the set duration of time elapses in waiting status without executing a job. Compared to Auto Power Shut-Off Mode, the amount of energy saved is less and the wakeup time is shorter. In preheat mode the display turns off. Normal operation automatically resumes when a key on the operation panel is pressed, or a print job is received.

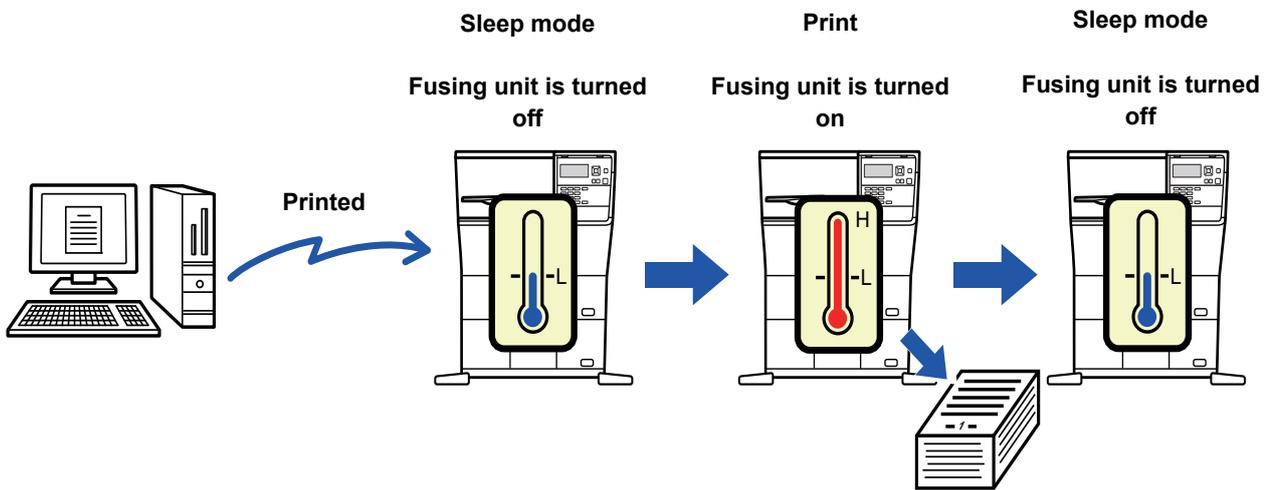


### To set preheat mode:

In "System Settings (administrator)", select [Energy Save] → [Preheat Mode].

## ENTER AUTO POWER SHUT-OFF AFTER THE REMOTE JOB

Printing in Auto Power Shut-Off Timer turns on the power, and then the machine returns to Auto Power Shut-Off Mode immediately after completing the print job.



### To set "Enter Auto Power Shut-Off after the Remote Job":

In "System Settings (administrator)", select [Energy Save] → [Enter Auto Power Shut-Off after the Remote Job].



# USER AUTHENTICATION MODE

When user authentication mode is enabled, a count is kept of the pages printed by each account. The page counts can be viewed in the display.

This function is enabled in the system settings. ([User Authentication \(page 4-10\)](#))

Up to 30 can be stored.

## USING USER AUTHENTICATION MODE

When user authentication mode is turned on, the account number entry screen is displayed. Enter your account number (five-digit identification number) as explained below before operating the machine.

```
Enter your user
number.
User #: [REDACTED]
```

---

**1**

### Enter your account number (five digits) with the numeric keys.

As the account number is entered, the hyphens (-) change to asterisks (\*). If you enter an incorrect digit, press [C] key and re-enter the correct digit.

---

**2**

### When the job is finished, press the [LOGOUT] key (⏏).



- When a valid account number is entered, the current count of the account will appear in the message display of the base screen. After 6 seconds (factory default setting), the base screen appears. ([►page 1-6](#))
- If an invalid account number is entered in step 1, the account number entry screen reappears.
- When [A Warning when Login Fails \(page 4-10\)](#) in the system settings is enabled, a warning message will appear and operation will not be permitted for 1 minute if an invalid account number is entered 3 times in a row.

```
Prints: 00,057,600
```



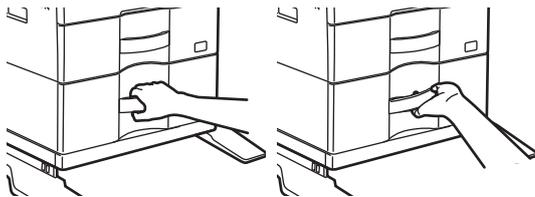
# UNIVERSAL DESIGN IN THE MACHINE

The structure of the machine and the software are designed to allow all people to use the machine with ease.

## UNIVERSAL DESIGN RELATED TO OPERATION

### Grip handle on paper trays

The grip-type handles allow easy use from above or below. By simply placing your hand on a handle and gently pulling forward, a tray can be withdrawn. The trays can be manipulated in a natural manner.



### Changing of key response time

The response time of the keys can be changed as needed.

In "System Settings" (administrator), select [Operation Settings] → [Key Press Time] and [Disable Auto Key Repeat].

- **Key Press Time**

This setting is used to set the duration of time that a key must be pressed to take effect. The time can be set from 0 to 1.5 seconds in increments of 0.5 seconds.

By lengthening the time setting, key input can be prevented when a key is pressed accidentally. Keep in mind, however, that when a longer setting is selected more care is required when pressing keys to ensure that key input is registered.

- **Disable Auto Key Repeat**

This is used to disable key repeat.

Key repeat causes a setting to change continuously not only each time the key is pressed but while a key is pressed.



## UNIVERSAL DESIGN FEATURES

The machine has design features and settings that are compatible with universal design.

### Easy-to-use user interface

- **Multi-language display**

The language used in the display can be changed to another language such as English or French.

Select the desired language in "System Settings (administrator)" → [Operation Settings] → [Language Setting].

► [Language Setting \(page 4-12\)](#)

### Easier operation at the machine

- **Darkened output tray color**

Output tray colors are darkened to make it easy to distinguish the tray to which a job has been output.

- **On right side of operation panel**

Located on the right side of the operation panel, this allows smooth removal of paper without interfering with the output tray.

### Simple toner replacement

- **Toner box can be opened with one hand**

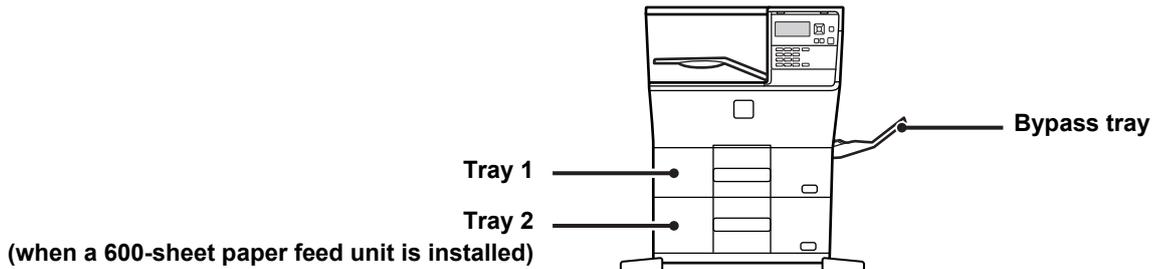
The box that contains a toner cartridge can be easily opened with one hand.



# LOADING PAPER

## IMPORTANT POINTS ABOUT PAPER

### NAMES AND LOCATIONS OF TRAYS



## APPLICABLE PAPER TYPES

This section describes paper types that can be used and those that cannot be used. All types of paper other than plain paper are referred to as special media.



- Various types of paper are commercially available, some of which cannot be used on the machine. Before using any paper, consult the dealer or nearest SHARP Service Department.
- The image quality and toner fusibility of paper may change due to ambient conditions, operating conditions, and paper characteristics, resulting in image quality inferior to that of Sharp standard paper. Before using any paper, consult the dealer or nearest SHARP Service Department.
- The use of non-recommended or non-usable paper may result in skewed feeding, misfeeds, poor toner fusing (the toner does not adhere to the paper well and can be rubbed off), or machine failure.
- The use of non-recommended paper may result in misfeeds or poor image quality. Before using non-recommended paper, check whether printing can be performed properly.



## Useable paper

### Specifications of plain paper, heavy paper and thin paper

Plain Paper	Plain Paper 1	16 lbs. bond to 24 lbs. bond (60 g/m <sup>2</sup> to 89 g/m <sup>2</sup> )
	Plain Paper 2	24 lbs. bond to 28 lbs. bond (90 g/m <sup>2</sup> to 105 g/m <sup>2</sup> )
Heavy paper	Heavy paper 1	28 lbs. bond to 65 lbs. cover (106 g/m <sup>2</sup> to 176 g/m <sup>2</sup> )
	Heavy paper 2	65 lbs. cover to 80 lbs. cover (177 g/m <sup>2</sup> to 220 g/m <sup>2</sup> )
Thin paper		13 lbs to 16 lbs (55 g/m <sup>2</sup> to 59 g/m <sup>2</sup> )



- For paper specifications, see the specifications in the "Start Guide".
- Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper. Before using any paper, consult the dealer or nearest SHARP Service Department.
- If the paper that was output is significantly curled, remove the paper from the cassette, turn the paper over so it is face down, and resume use.

### Specifications of paper that can be used for two-sided printing

Paper Type	Plain, Recycled, Color, Letter Head, Pre-Printed, Punched
Paper Size	8-1/2" x 14", 8-1/2" x 13-1/2", 8-1/2" x 13-2/5", 8-1/2" x 13", 8-1/2" x 11", 5-1/2" x 8-1/2", A4, B5, A5

**Types of paper that can be set in each tray**

- For detailed information on the sizes and types of paper that can be loaded into each tray of the machine, see "SPECIFICATIONS" in the "Start Guide".
- Recycled paper, colored paper and pre-punched paper must meet the same specifications as plain paper. Before using any paper, consult the dealer or nearest SHARP Service Department.

	Tray 1	Tray 2 <sup>*1</sup>	Bypass tray
Plain Paper 1 <sup>*2</sup>	Permitted	Permitted	Permitted
Plain Paper 2 <sup>*2</sup>	Permitted	Permitted	Permitted
Heavy Paper 1 <sup>*3</sup>	-	Permitted	Permitted
Heavy Paper 2 <sup>*3</sup>	-	Permitted	Permitted
Thin Paper	-	Permitted	Permitted
Pre-Printed	Permitted	Permitted	Permitted
Recycle Paper	Permitted	Permitted	Permitted
Letter Head	Permitted	Permitted	Permitted
Pre-Punched	Permitted	Permitted	Permitted
Color	Permitted	Permitted	Permitted
Labels	-	-	Permitted
Glossy Paper	-	-	Permitted
Transparency	-	-	Permitted
Envelope	-	-	Permitted

\*1 when a 600-sheet paper feed unit is installed

\*2 "Plain Paper 1" is plain paper 16 to 24 lbs. bond (60 to 89 g/m<sup>2</sup>), "Plain Paper 2" is plain paper 24 to 28 lbs. bond (90 to 105 g/m<sup>2</sup>).

\*3 "Heavy Paper 1" is heavy paper up to 65 lbs. cover (176 g/m<sup>2</sup>), "Heavy Paper 2" is heavy paper up to 80 lbs. cover (220 g/m<sup>2</sup>).



## Setting orientation of the print side

The setting orientation varies for the print side of paper, depending on the tray used. For "Letter Head" and "Pre-Printed", set the paper in the reverse orientation.

Place with the print side facing the direction indicated below.

Tray	In normal status	With letter head or pre-printed paper set
Trays 1 - 2	Facing up	Facing down
Bypass	Facing down	Facing up

## Paper that cannot be used

- Embossed paper
- Tab paper
- Special media for an ink jet printer  
(fine paper, glossy paper, glossy film, etc.)
- Carbon paper or thermal paper
- Pasted paper
- Paper with clips
- Paper with fold marks
- Torn paper
- Oil-feed transparency film
- Thin paper less than 15 lbs (55 g/m<sup>2</sup>)
- Heavy paper as thick as 80lbs. cover (220 g/m<sup>2</sup>) over
- Irregularly shaped paper
- Stapled paper
- Damp paper
- Curled paper
- Paper whose print side or reverse side has been already printed on by another printer or multifunction device.
- Paper with a wave-like pattern due to moisture absorption
- Paper with creases
- Paper with dust

## Non-recommended paper

- Iron-on transfer paper
- Perforated paper



# TRAY 1 - 2

A maximum of 500 sheets of paper from size 5-1/2" x 8-1/2" to 8-1/2" x 11" (A6 to A4) can be loaded into tray 1.  
(150 sheets when the paper is A6)

A maximum of 600 sheets of paper from size 5-1/2" x 8-1/2" to 8-1/2" x 14" (A5 to A4) can be loaded into tray 2.



If you loaded paper of a different type or size from the paper previously loaded, be sure to check the settings in "[TRAY SETTINGS \(page 1-27\)](#)". Incorrect setting affects automatic paper selection action. It may cause print failure, printing on paper of a wrong size or type or paper misfeeds.



Do not place heavy objects on the tray or press down on the tray.



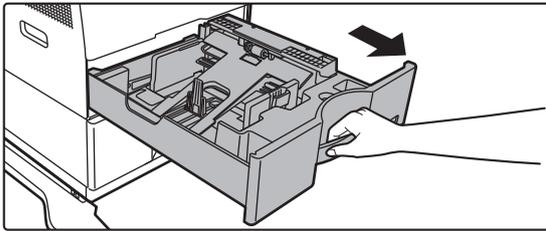
### To set the paper type or size

Press the [SPECIAL FUNCTION] key (**Fn**) and set in [Paper Size Set] or [Paper Type Set].

► [TRAY SETTINGS \(page 1-27\)](#)

1

## Tray 1

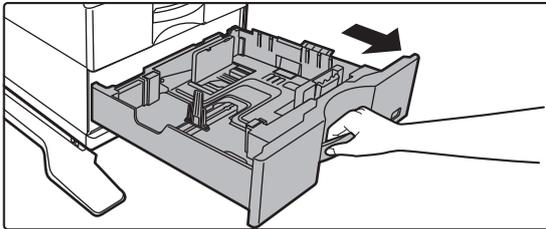


## Pull out the paper tray.

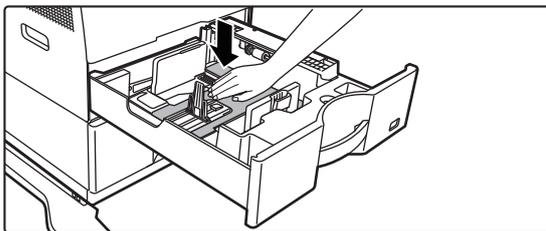
Gently pull the tray out until it stops.

To load paper, go to step 3. To load a different size of paper, go to the next step.

## Tray 2

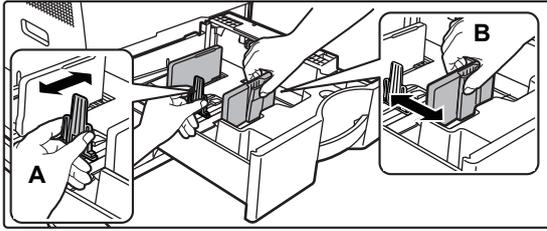


When using the tray 1, push the center of the pressure plate down until it locks into place.





2

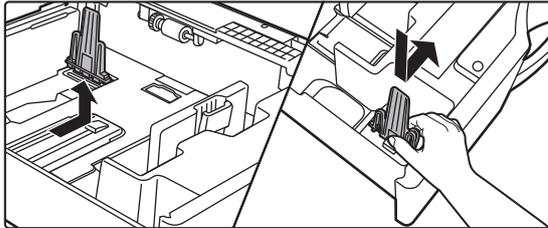


**Adjust guide plates A and B to match the longitudinal and transversal dimensions of the paper to be loaded.**

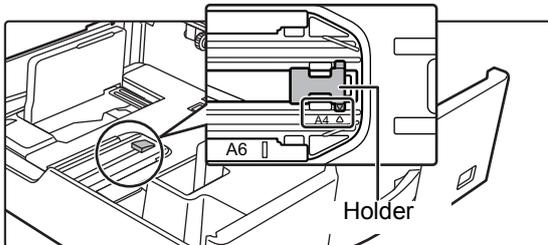
The guide plates A and B are slidable. Squeeze the separator plate lever and slide to the desired paper size. Adjust to the non-standard paper size so that the paper will not be too loose or too tight.



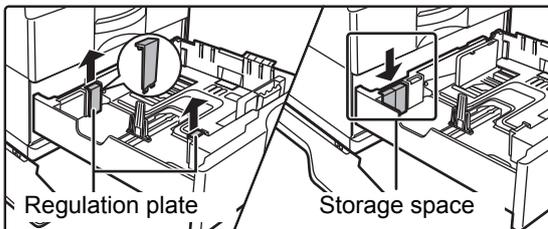
- When loading 8-1/2" x 14" paper in tray 2, remove divider plate A. Move divider plate A all the way to the paper feed opening (right side), and pull up.



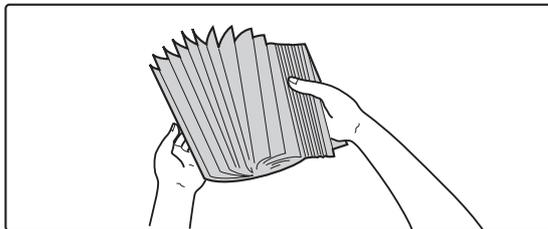
- When setting 8-1/2" x 14" size paper in tray 2, check if the holder in the cassette is positioned at A4 (8-1/2" x 14" in tray 2).



- When setting 8-1/2" x 11" size paper in tray 2, remove the 2 regulation plates with green color on the front and back side of the tray before setting the paper. The plates are contained in the inside storage space of the back side of the tray.



3

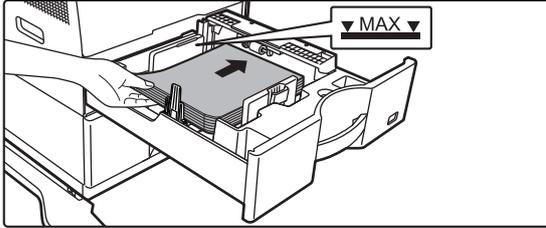


**Fan the paper.**

Fan the paper well before loading it. If the paper is not fanned, multiple sheets may feed at once and cause a misfeed.



4



### Insert the paper into the tray.

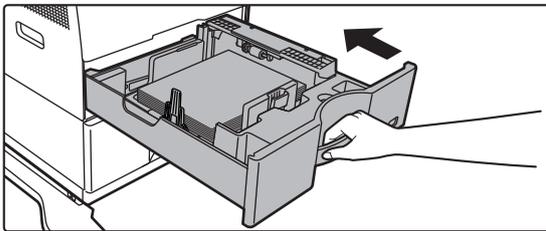
Load the paper with the print side facing up. The stack must not be higher than the indicator line (Tray 1: maximum of 500 sheets (Maximum of 150 sheets of A6 paper), tray 2: maximum of 600 sheets).



- If a paper misfeed occurs, turn the paper over and/or around, and reload.
- If the paper is curled, fix the curl before loading the paper.
- Adjust the divider plate so that there is no gap between the paper and divider plate.
- Do not add paper.
- Do not load the paper as shown below.



5



### Gently push the paper tray into the machine.

Push the tray firmly all the way into the machine slowly. Forcefully inserting the paper may cause skewed feeding and paper misfeeds.



# LOADING PAPER INTO THE BYPASS TRAY

Use the bypass tray for printing on plain paper, envelopes, label sheets, and other special media.

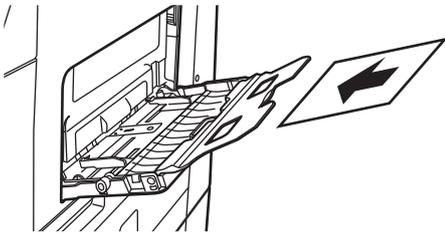
Up to 50 sheets of paper can be loaded (Heavy paper weighing between 28 lbs. bond and 80 lbs. cover: 20 sheets, envelope: 10 sheets) for continuous printing, just like operation using other trays.



- When using plain paper other than Sharp standard paper or special media other than SHARP-recommended transparency film, glossy paper, or when printing on the reverse side of paper that has been printed on one side, load paper one sheet at a time. Loading more than one sheet at a time will cause misfeeds.
- Before loading paper, straighten any curling in the paper.
- When adding paper, remove any paper remaining in the bypass tray, combine it with the paper to be added, and reload as a single stack. If paper is added without removing the remaining paper, a misfeed may result. Loading more sheets than the specified number of sheets or the limit may cause paper misfeeds.
- After loading paper in the bypass tray, always check the paper type and size.

## How to place the original

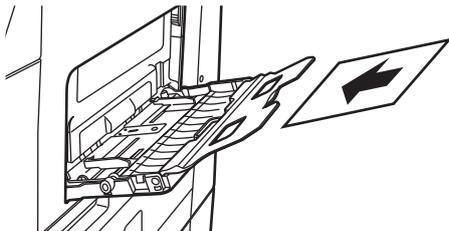
Load paper in landscape orientation.



## Inserting transparency film



- Use SHARP-recommended transparency film.
- When loading multiple sheets of transparency film into the bypass tray, fan the sheets several times before loading.
- When printing on transparency film, remove each sheet as it is printed and output from the machine. Allowing sheets to stack in the output tray may result in curling.

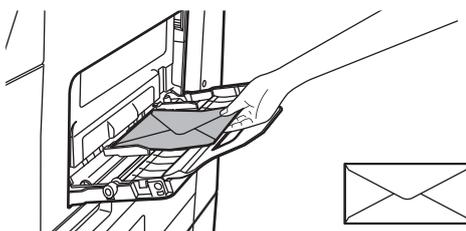


## Loading envelopes

When inserting envelopes in the bypass tray, place them aligned to the left side in the orientation shown below.

Only the front side of envelopes can be printed or copied on. Place the front side facing down.

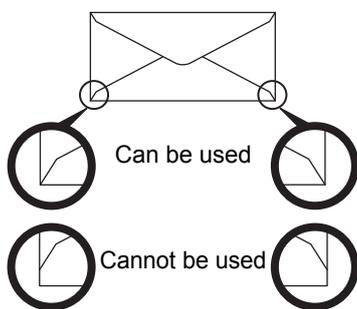
Fold the flap and make a sharp crease at the fold.





## Important points when using envelopes

- Do not print on both sides of an envelope. This may result in misfeeds or poor print quality.
- Restrictions apply to some types of envelopes. For more information, consult a qualified service technician.
- Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure.
- Fold the flap of the envelope and make a sharp crease at the fold. A misfeed may occur if the flap is up.
- Do not use the following envelopes:
  - Those with a metal piece, a plastic hook or a ribbon hook
  - Those with a string for closing
  - Those with a window
  - Those with a lining
  - Those with an uneven surface, finished with titling or emboss
  - Duplex envelopes or those with adhesive or other synthetic material for sealing
  - Hand-made envelopes
  - Those containing air inside
  - Those damaged with a crease, fold mark or tear



- Envelopes with the corner gluing position on the back not aligned with the corner edge should not be used as it may cause creasing.
- Print quality is not guaranteed in the area 13/32" (10 mm) around the edges of the envelope.
- Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than three layers.
- Print quality is not guaranteed on envelopes having peel off flaps for sealing the envelopes.

## Important points when using label sheets

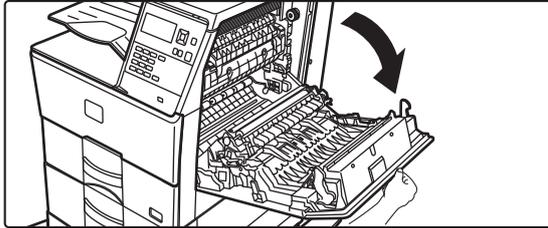
- For more information, consult the dealer or nearest SHARP Service Department.
- Some labels may have to be loaded into the bypass tray in the specified orientation. Follow such instructions. If a form is already printed on the labels, and the print images and the preprinted form do not line up, adjust the application or printer driver settings to rotate the print images.
- Do not use the following types of label sheets.
  - Label sheets without an adhesive copy or label copy
  - Label sheets with adhesive exposed
  - Label sheets with a specified feeding direction that is not supported by the machine
  - A label sheet that has already been fed or has some labels removed
  - Label sheets consisting of multiple sheets
  - Label sheets that do not support laser printing
  - Label sheets that cannot withstand heat
  - Label sheets that have perforations in the backing paper
  - Label sheets with slits in the backing paper
  - Non-standard label sheets
  - Label sheets with adhesive that has deteriorated due to prolonged storage or otherwise
  - Label sheets with cutouts that expose the backing paper
  - Curled or otherwise deformed label sheets
  - Torn or creased label sheets



## Fusing unit pressure adjusting levers

In some cases damage to the envelopes or smudging may occur even if envelopes within the specifications are used. This problem may be alleviated by shifting the fusing unit pressure adjusting levers from their "normal pressure position" to the "lower pressure position". Follow the procedure on the this page.

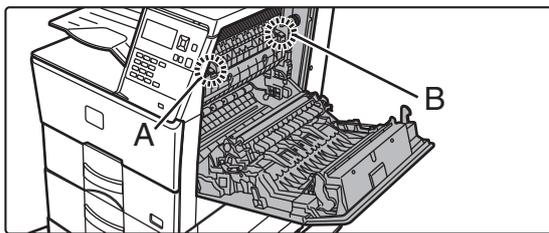
1



**Open out the side cover.**

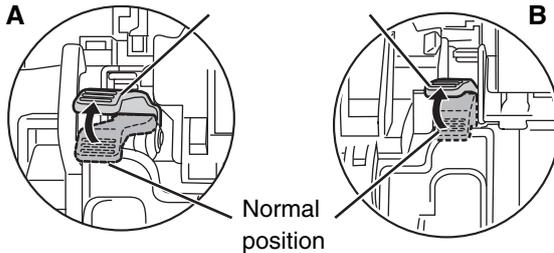
Gently open the cover.

2



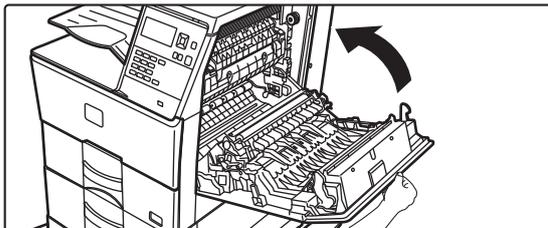
**Move the fusing unit pressure adjusting levers (two) to the lower pressure position as shown.**

Lower pressure position



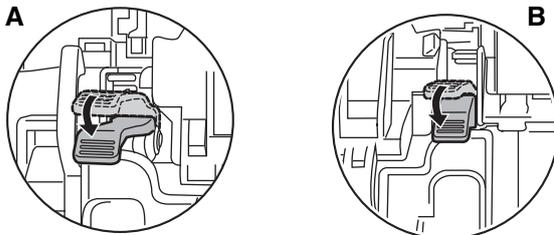
Normal position

3



**Close the side cover.**

4



**Return the lever to the normal position when finished feeding envelopes.**



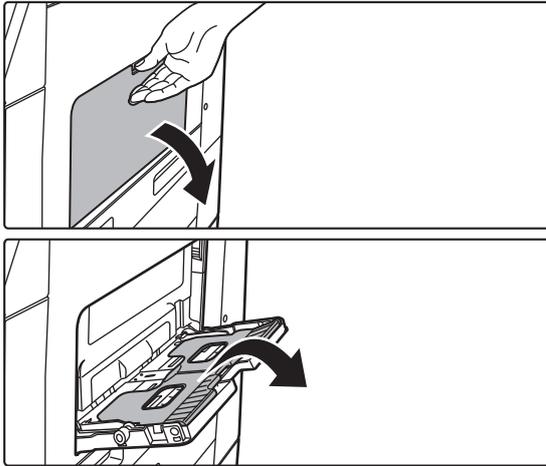
The fusing unit is hot. Take care not to burn yourself when operating the fusing unit pressure adjusting levers.



Be sure to return the levers to the "normal pressure position" before printing on paper other than envelopes. Otherwise, fusing problems, paper misfeeds, or equipment failure may occur.

## Loading paper

1



Open the bypass tray and the extension tray.



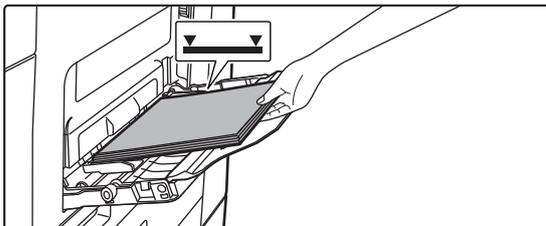
Do not place heavy objects on the bypass tray or press down on the tray.

2



Push the center of the pressure plate down until it locks into place.

3



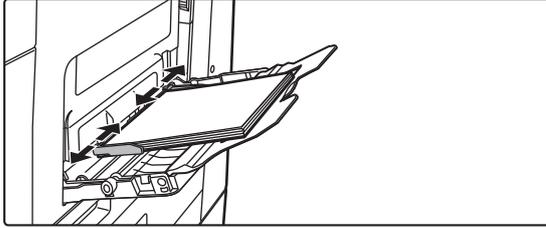
Load the paper with the print side facing down.

Insert the paper along the bypass tray guides all the way into the bypass tray until it stops slowly. Inserting the paper with excessive force may cause the leading edge to fold back. Inserting the paper too loosely may cause skewed feeding or misfeeds.

The paper must not exceed the maximum number of sheets and must not be higher than the indicator line.



4



**Set the bypass tray guides correctly to the width of the paper.**

Adjust the bypass tray guides so that they slightly contact the loaded paper.



- Do not forcefully push in paper that you are loading. This may cause misfeeds.
- If the bypass tray guides are set wider than the paper, move the bypass tray guides in until they correctly fit the width of the paper. If the bypass guides are set too wide, the paper may skew or be creased.



# TRAY SETTINGS

These programs are used to change the paper size and type setting of a tray, and auto tray switching.

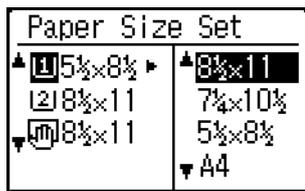
## Changing the paper size setting of a tray

If the size of the loaded paper is different from the size shown in the display, follow the steps below to change the paper size setting of the tray.

The paper size setting cannot be changed during printing or when a misfeed has occurred. However, if the machine is out of paper or out of toner, the paper size setting can be changed during printing.

See [APPLICABLE PAPER TYPES \(page 1-15\)](#) for information on the specifications for the types and sizes of paper that can be loaded in the paper trays.

Press the [SPECIAL FUNCTION] key (Fn), and press the [▼] or [▲] key to select "Paper Size Set".



Press the [▼] or [▲] key to select the paper tray for which the paper size is being changed.

Press the [▶] key and press the [▼][▲] keys to select the paper size.

Press the [OK] key.



[1]: Shows tray "1".

[2]: Shows tray "2".

[B]: Shows Bypass tray.

For the paper trays and tray numbers, see [Types of paper that can be set in each tray \(page 1-17\)](#).

## Disabling (enabling) auto tray switching

When auto tray switching is enabled and paper runs out during printing, the job will continue using paper from a different tray if that tray has the same size of paper in the same type. (This function does not operate when using the bypass tray.)

This function has been enabled at the factory. If you prefer to disable the function, follow the steps below.

Press the [SPECIAL FUNCTION] key (Fn), select "Paper Size Set", and press the [▼] key repeatedly until "Auto Tray Switching" appears.



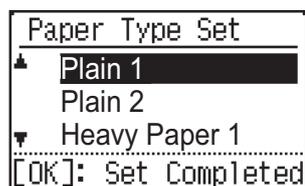
To re-enable auto tray switching, press the [OK] key that a checkmark appears.

## Changing the paper type of a tray

To change the paper type setting for a tray, follow the steps below.

Press the [SPECIAL FUNCTION] key (Fn), select "Paper Type Set", select the tray with the [▼] or [▲] key, and press the [OK] key. Select the desired paper type and press the [OK] key.

See [APPLICABLE PAPER TYPES \(page 1-15\)](#) for information on the specifications for the types and sizes of paper that can be loaded in the paper trays.





# MAINTENANCE

This section explains how to check the total count, adjust the display contrast, clean the machine, and replace the toner cartridge.

## CHECKING THE TOTAL OUTPUT COUNT

You can check by pressing the [SPECIAL FUNCTION] key (Fn) and selecting "Total Count" in the function menu screen. The total output count can be used as a guideline for cleaning. When the total output count exceed "99,999,999", the counts return to "0".

Total Count	:	10,705
▲ Prints	:	00,008,362
Others	:	00,002,343
▼		



- Each two-sided sheet that is output is counted as two pages.
- Blank prints are included in the count.
- If the last page of a two-sided printing job is blank, it is not included in the count.

## ADJUSTING THE DISPLAY CONTRAST

The contrast of the display can be adjusted as explained below.

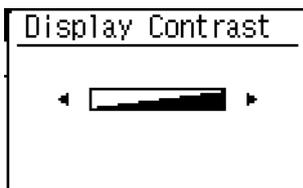
**1**

**Press the [SPECIAL FUNCTION] key (Fn).**

The "Special function" screen will be appear.

**2**

**Select "Display Contrast" with the [▼] or [▲] key.**

**3**

**Press the [OK] key.**

The "Display contrast" screen will be appear.

**4**

**Adjust the contrast with the [◀] or [▶] key.**

To reset the contrast to the default setting, press the [C] key.

**5**

**Press the [SPECIAL FUNCTION] key (Fn).**

You will return to the base screen.



## REGULAR MAINTENANCE

To ensure that the machine continues to provide top quality performance, periodically clean the machine.



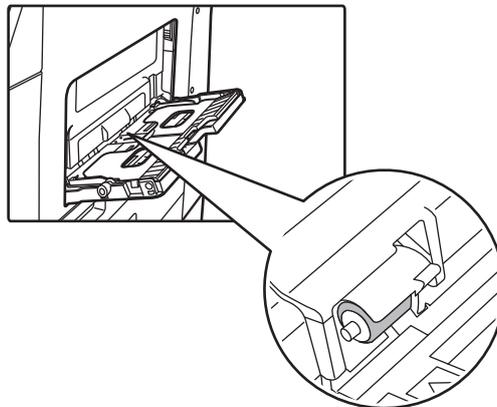
**Do not use a flammable spray to clean the machine. If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.**



**Do not use thinner, benzene, or similar volatile cleaning agents to clean the machine. These may degrade or discolor the housing.**

## CLEANING THE BYPASS FEED ROLLER

If paper misfeeds frequently occur when feeding envelopes or heavy paper through the bypass tray, wipe the surface of the feed roller with a clean soft cloth moistened with water or a neutral detergent.



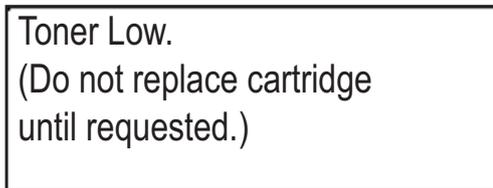


# REPLACEMENT OF TONER CARTRIDGE

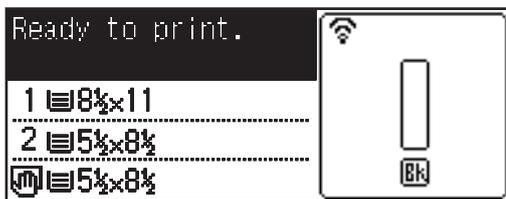
Always replace the toner cartridge after the "Change the toner cartridge." message appears. You should keep one set of replacement toner cartridges on hand so that you can replace a toner cartridge immediately when toner runs out.

## Replacement message

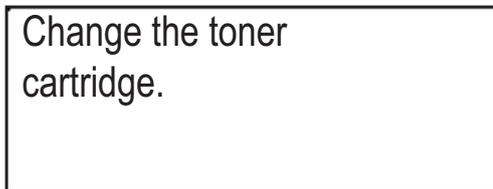
When this message appears, prepare a toner cartridge for replacement.



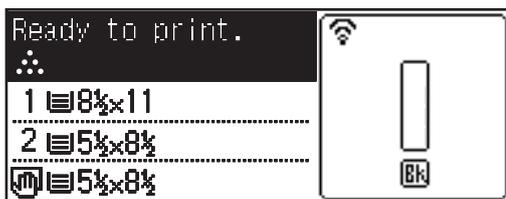
When you press the any key, the dialog above will be deleted and the screen will change to the following screen.



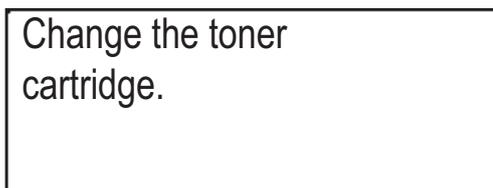
If you continue printing, the following message appears. When this message appears, prepare a toner cartridge for replacement and replace it. In this state, printing is possible. However, this message does not appear during printing.



When you press the any key, the dialog above will be deleted and the screen will change to the following screen.

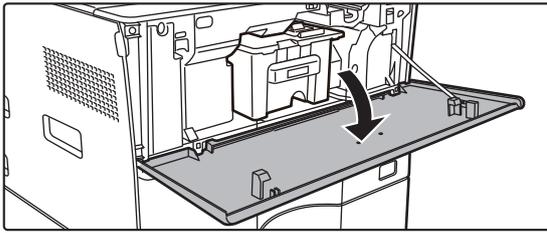


If you continue to use the machine, the follow message will appear when the toner runs out. Once the machine enters this state, printing can not be carried out until the toner cartridge is replaced.



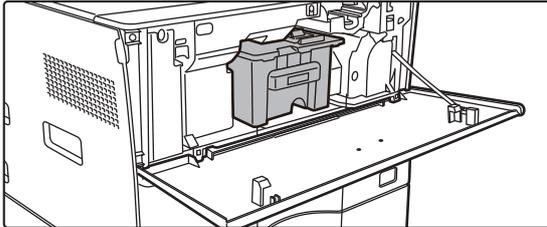


1



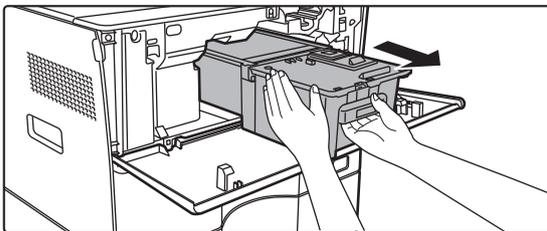
Open the front cover.

2



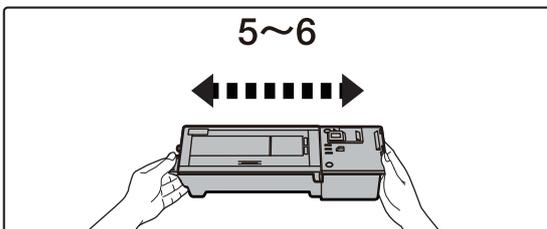
**Pull the toner cartridge toward you.**

Gently pull out the toner cartridge horizontally.  
If the cartridge is pulled out abruptly, toner may spill out.



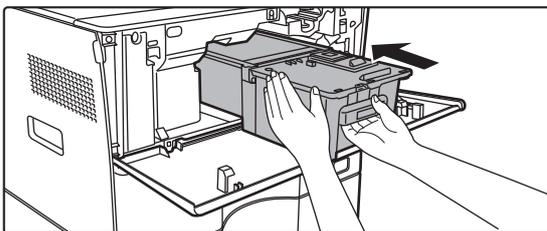
Hold the toner cartridge with both hands as shown and slowly pull it out of the machine.

3



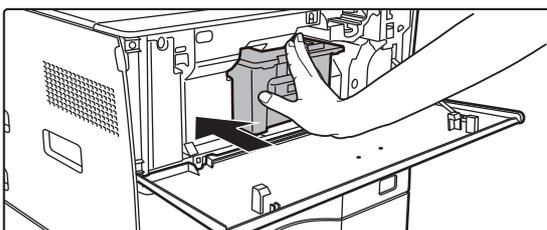
**Take out a new toner cartridge from its package and shake it horizontally five or six times.**

4



**Slowly insert the new toner cartridge on the level.**

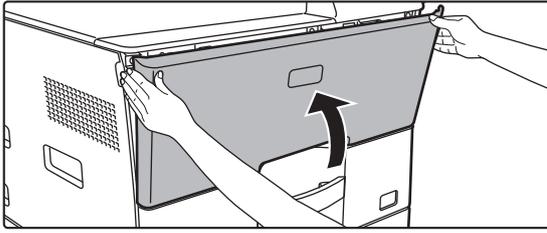
5



**Press in firmly until you hear a "click" sound.**



6



### Close the front cover.

After the toner cartridge is replaced, the machine automatically enters image adjustment mode. Do not open the front cover while this is occurring.



- Do not throw a toner cartridge into a fire. Toner may fly and cause burns.
- Store toner cartridges out of reach of small children.
- If a toner cartridge is stored upright, the toner may harden and become unusable. Always store toner cartridges on their side.
- If a toner cartridge other than a SHARP-recommended toner cartridge is used, the machine may not attain full quality and performance and there is a risk of damage to the machine. Be sure to use a SHARP-recommended toner cartridge.



- Depending on your conditions of use, the color may become light or the image blurred.
- Your service technician will collect used toner cartridges.
- When the percentage falls to "25-0%", keep a toner cartridge for replacement purposes before toner runs out.



# CHARACTER ENTRY

---

This section explains how to enter and edit characters for names of rapid dial numbers, Speed Dial numbers, and group keys, as well as account names, program names, and search characters for the address list.

## CHARACTERS THAT CAN BE ENTERED

### Characters that can be entered for names

The following characters can be entered:

- Up to 36 characters can be entered for a name.  
However, up to 18 characters can be entered for an account name or sender's name.
- Upper case alphabet, lower case alphabet, numbers, special characters, symbols.

### Characters that can be used for search characters

The following characters can be used:

- Up to 10 characters can be entered for search characters.
- Upper case alphabet, lower case alphabet, numbers, special characters.



- Search characters are normally the first 10 characters of the name entered for a destination.
  - Search characters are used when storing and using auto dial keys and numbers.
  - When a destination name includes a symbol, the symbol cannot be stored as a search character.
  - Search characters can be edited.
-



Characters are entered by pressing the numeric keys on the operation panel. The letters entered with each numeric key are shown below.



Key	Characters that can be entered
1	1 Space
2	a b c 2 A B C
3	d e f 3 D E F
4	g h i 4 G H I
5	j k l 5 J K L
6	m n o 6 M N O
7	p q r s 7 P Q R S
8	t u v 8 T U V
9	w x y z 9 W X Y Z
0	0
@,.-	#@.-_!/"\$%&'()+,;:=<>?[]{}*



To enter two characters in succession that require the same key, press the [►] key to move the cursor after entering the first character.

Example: Entering "ab" (when directly entering an e-mail address)

Press the [2] key once, press the [►] key once to move the cursor, and then press the [2] key twice.



# PRINTER

## PRINTER FUNCTION OF THE MACHINE

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# PRINTER FUNCTION OF THE MACHINE

To enable printing from your computer, a printer driver must be installed.  
See the table below to determine which printer driver to use in your environment.

## Windows environment

Printer driver type
<b>PCL6</b> The machine support the Hewlett-Packard PCL6 printer control languages.
<b>PS</b> <ul style="list-style-type: none"><li>• This printer driver supports the PostScript® 3™ page description language developed by Adobe Systems Incorporated, and enables the machine to be used as a PostScript® 3™ compatible printer.</li><li>• If it is desired to use the Windows standard PS printer driver, the PPD driver must be used.</li></ul>



- To install the printer driver and configure settings in a Windows environment, see the Software Setup Guide.
- The User's Manual mainly uses PCL6 printer driver screens to explain how to print in a Windows environment. The printer driver screens may differ slightly depending on the printer driver you are using.

## Mac OS Environment

Printer driver type
<b>PS</b> This printer driver supports the PostScript® 3™ page description language developed by Adobe Systems Incorporated, and enables the machine to be used as a PostScript® 3™ compatible printer.



- To install the printer driver and configure settings in a Mac OS environment, see the Software Setup Guide.



# PRINTING IN A WINDOWS ENVIRONMENT

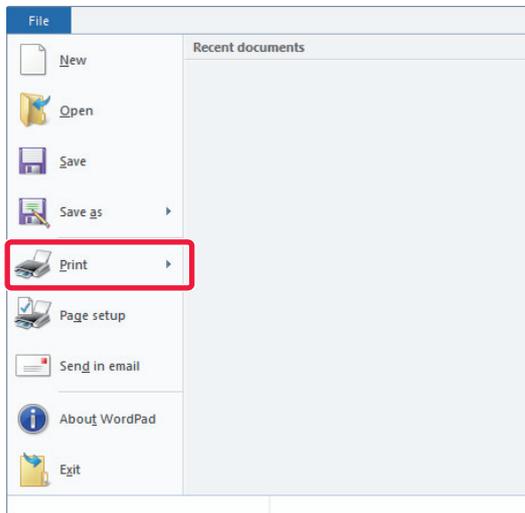
## BASIC PRINTING PROCEDURE

The following example explains how to print a document from "WordPad", which is a standard accessory application in Windows.



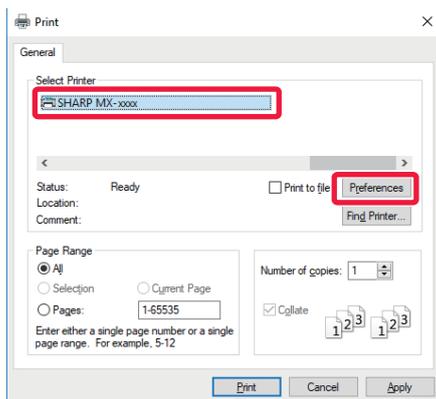
- The menu used to execute printing may vary depending on the application.
- The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.
- The machine name that normally appears in the [Printer] menu is [MX-xxxx]. ("xxxx" is a sequence of characters that varies depending on the machine model.)

1



Select [Print] from the [File] menu of WordPad.

2

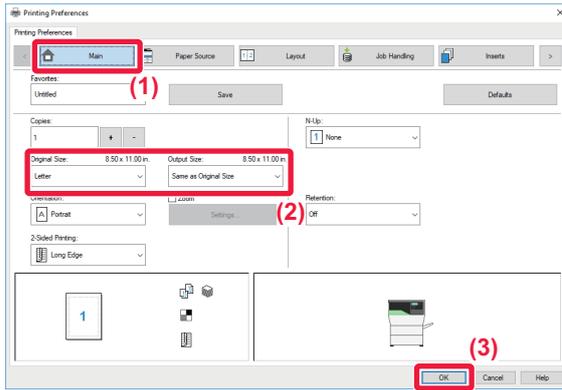


Select the printer driver for the machine and click the [Preferences] button.

The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.



3



### Select print settings.

(1) Click the [Main] tab.

(2) Select the original size.

- You can register up to seven user-defined sizes in the menu. To store an original size, select [Custom Paper] or one of [User1] to [User7] from the menu, and click the [OK] button.
- To select settings on other tabs, click the desired tab and then select the settings.
  - ▶ [PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP \(page 2-6\)](#)
- If an original size larger than the largest paper size that the machine supports is set, select the paper size for printing in "Output Size".
- If an "Output Size" different from the "Original Size" is selected, the print image will be adjusted to match the selected paper size.

(3) Click the [OK] button.

4

### Click the [Print] button.

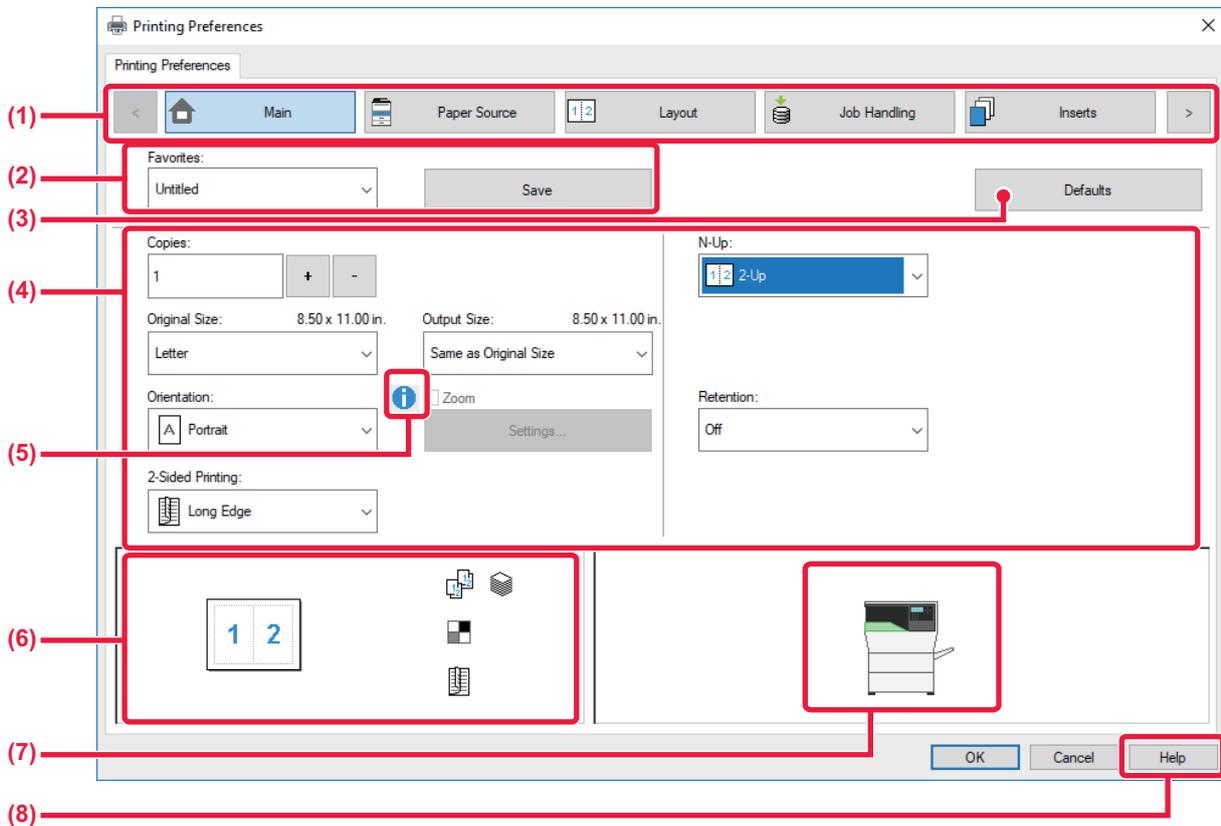
Printing begins.



# PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP

The printer driver settings screen consists of 8 tabs. Click a tab to select the settings on that tab.

You can check information on each of the settings in the Help screen. Click the [Help] button at the bottom right of the screen.



**(1) Tabs: Click** **to change the tabs shown.**

- [Main]: Frequently used functions are grouped on this tab. The settings are also on other tabs, and each setting on this tab is linked to the corresponding setting on the other tab.
- [Paper Source]: Set the size and type of paper used for printing, and the paper tray.
- [Layout]: Select functions related to the layout such as two-sided printing and booklet.
- [Job Handling]: Set retention and user authentication.
- [Inserts]: Select cover insertion functions.
- [Stamp]: Select the watermark or stamp function.
- [Image Quality]: Select various image quality settings.
- [Detailed Settings]: Select tandem print and other detailed print settings.

**(2) Favorites**

Settings configured on each tab at the time of printing can be saved as Favorite.

► [FREQUENTLY USED FUNCTIONS \(page 2-10\)](#)

**(3) [Defaults]**

Return the settings on the currently selected tab to their default state.

**(4) Setup Items**

Displays the settings on each tab.

**(5) Information icon( )**

Some restrictions exist on the combinations of settings that can be selected in the printer driver properties window. When a restriction exists on a selected setting, an information icon ( ) will appear next to the setting. Click the icon to view an explanation of the restriction.



**(6) Print image**

This lets you visually check how the current settings affect the print image. Finishing settings is indicated by icons.

**(7) Machine image**

This shows the options that are installed on the machine, and the paper trays and output trays that are used.

**(8) [Help] button**

Displays the Help window of the printer driver.



- Help can be displayed for a setting by clicking the setting and pressing the [F1] key.
- You can click the  button in the upper right corner of the settings screen and then click a setting to show Help for that setting in a sub-window.

## SELECTING THE PAPER

Before printing, check the paper sizes, paper types, and paper remaining in the machine's trays. To check the most recent tray information, click the [Tray Status] button in the [Paper Source] tab.

The "Output Size" setting and the "Paper Tray" setting are related as follows:

**• When "Paper Tray" is set to [Auto Select]**

The tray that contains paper of the size and type selected in "Output Size" and "Paper Type" is automatically selected.

**• When "Paper Tray" is set to any setting other than [Auto Select]**

The specified tray is used for printing regardless of the "Output Size" setting.

When you have set "Paper Type" to [Bypass Tray], be sure to select "Paper Type". Check the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate paper type.

**• When "Paper Type" is set to [Auto Select]**

A tray with plain paper or recycled paper of the size specified in "Output Size" is automatically selected. (The factory default setting is plain paper only.)

**• When "Paper Type" is set to anything other than [Auto Select]**

A tray with the specified type of paper and the size specified in "Output Size" is used for printing.



Special media such as envelopes can also be placed in the bypass tray.

For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-22\)](#)".



When [Administrator Settings (administrator)] → [Default Settings] → [Bypass Settings] → [Enable Detected Paper Size in Bypass Tray ] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray ] (enabled by factory default) is enabled in "Web page", printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.

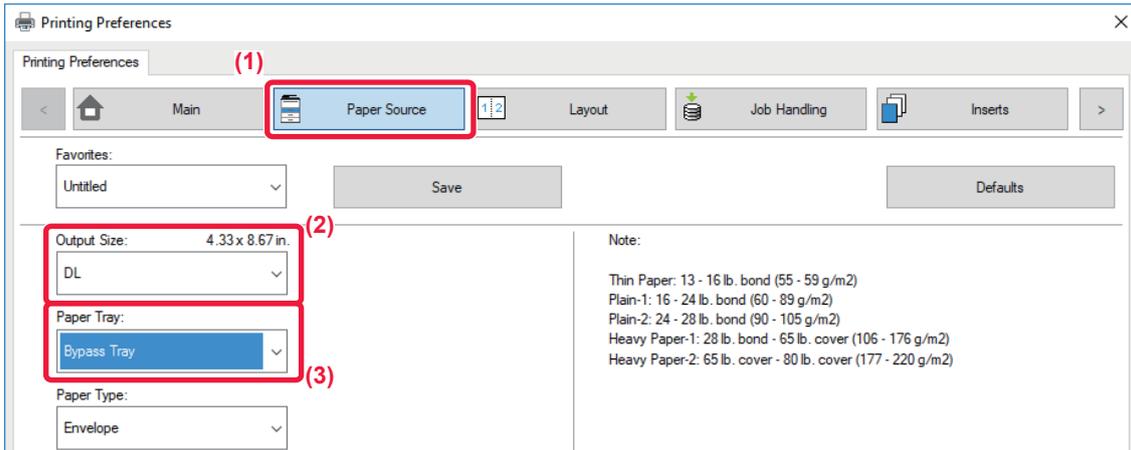


# PRINTING ON ENVELOPES

The bypass tray can be used for envelope printing.



- For the types of paper that can be used in the bypass tray, see "[APPLICABLE PAPER TYPES \(page 1-15\)](#)".
- For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-22\)](#)".
- For more information on the procedure for loading paper, see "[SELECTING THE PAPER \(page 2-7\)](#)".
- It is recommended that you carry out a test print to check the print result before using an envelope.
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "[ROTATING THE PRINT IMAGE 180 DEGREES \(ROTATE 180 DEGREES\) \(page 2-30\)](#)".



(1) Click the [Paper Source] tab.

(2) Select the envelope size from the "Output Size" menu.

When [Output Size] is set to envelope, [Paper Type] is automatically set to [Envelope].

When "Original Size" is set to envelope on the [Main] tab and "Output Size" is set to [Same as Original Size], "Paper Type" is automatically set to [Envelope].

(3) Select [Bypass Tray] in "Paper Tray".

When [Administrator Settings (administrator)] → [Default Settings] → [Bypass Settings] → [Enable Selected Paper Type in Bypass Tray] (enabled by factory default) is enabled in "Web page", set the paper type of the bypass tray to [Envelope].



# PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

The user information (such as User Number) that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.



- If you have configured "Printing Policy" on the [Configuration] tab so that user authentication is always performed, users are required to be authenticated for each print job. This is done by entering authentication information in a dialog box that appears each time printing is performed.
- The machine's user authentication function cannot be used when the PPD driver\* is installed and the Windows standard PS printer driver is used.  
For this reason, the machine can be configured to prohibit users from executing printing unless their user information is stored in the machine.  
\* The PPD driver enables the machine to print using the Windows standard PS printer driver.



To prohibit printing by users whose user information is not stored in the machine:  
In "System Settings (administrator)", select [User Control] → [Disable Print by Inv. User].

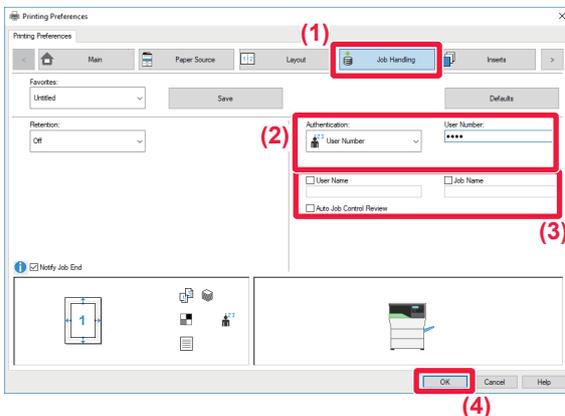
1

**In the printer driver properties window of the application, select the printer driver of the machine and click the [Preferences] button.**



The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

2



**Enter your user information.**

**(1) Click the [Job Handling] tab.**

**(2) Enter your user information.**

When authentication is performed by user number, select [User Number] and enter your 5 to 8 digit user number.

**(3) Enter the user name and job name as necessary.**

- Click the [User Name] checkbox, and enter your user name using up to 32 characters. The entered user name will appear on the display of the machine. If you do not enter a user name, your PC login name will appear.
- Click the [Job Name] checkbox, and enter a job name using up to 30 characters. The entered job name will appear as a file name on the display of the machine. If you do not enter a job name, the file name set in the application will appear.
- To have a confirmation window appear before printing starts, select the [Auto Job Control Review] checkbox.

**(4) Click the [OK] button to execute printing.**



# FREQUENTLY USED FUNCTIONS

## SAVING SETTINGS AT THE TIME OF PRINTING

Settings configured on each of the tabs at the time of printing can be saved as Favorite. Saving frequently used settings or complex settings under an assigned name makes it easy to select those settings the next time you need to use them. Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.



### Deleting saved settings

In step 2 of "[USING SAVED SETTINGS \(page 2-11\)](#)", select the user settings that you want to delete and click the [Delete] button.

## 1

Select the machine's printer driver from the print window of the application, and click the [Preferences] button.



The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

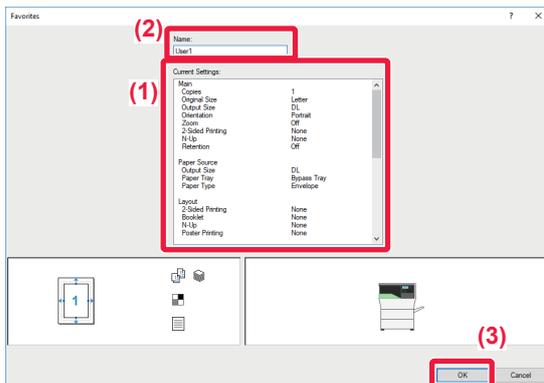
## 2



### Register Print Settings.

- (1) Configure the print settings on each tab.
- (2) Click the [Save] button.

## 3



### Check and save the settings.

- (1) Check the displayed settings.
- (2) Enter a name for the settings using up to 20 characters.
- (3) Click the [OK] button.



## USING SAVED SETTINGS

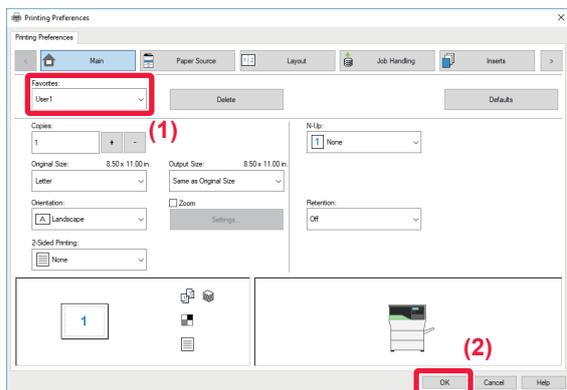
You can specify the saved favorites through just one click to apply frequently used settings or complicated settings to your printing.

- 1 Select the machine's printer driver from the print window of the application, and click the [Preferences] button.**



The button that is used to open the printer driver properties window (usually [Property] or [Preferences]) may vary depending on the application.

2



**Select favorite settings.**

- (1) Select the favorite settings you want to use.**
- (2) Click the [OK] button.**

3

**Start printing.**

## CHANGING THE PRINTER DRIVER DEFAULT SETTINGS

You can change the default settings of the printer driver.

Changes you have made in the printer driver properties window when you execute printing from the application are returned to the default settings specified here when you exit the application.

1

**Click the [Start] button, select [Settings] → [Device] → [Devices and Printers].**

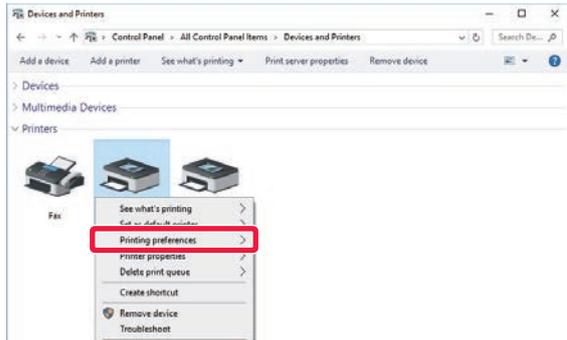


In Windows 8.1/Windows Server 2012, right-click the [Start] button, select [Control Panel] → [View devices and printers] (or [Devices and Printers]).

In Windows 7/Windows Server 2008, click the [Start] button, select [Devices and Printers].



2



Right-click the printer driver icon of the machine and select [Printing preferences].

3

**Configure the settings and click the [OK] button.**

For explanations of the settings, see printer driver Help.



# PRINTING IN A Mac OS ENVIRONMENT

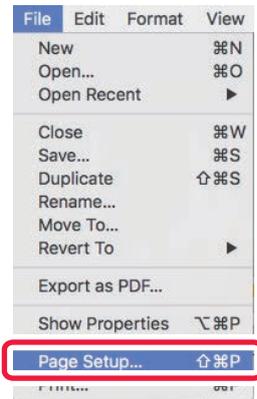
## BASIC PRINTING PROCEDURE

The following example explains how to print a document from the standard accessory application "TextEdit" in Mac OS X.



- To install the printer driver and configure settings in a Mac OS environment, see the Software Setup Guide.
- The menu used to execute printing may vary depending on the application.

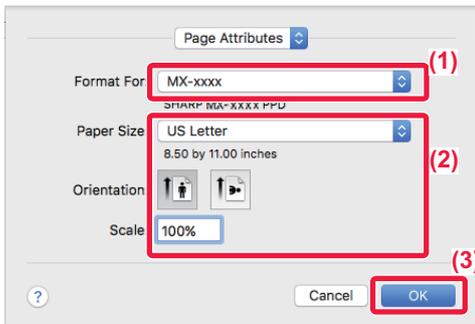
1



Select [Page Setup] from the [File] menu and select the printer.

If the printer drivers appear as a list, select the name of the printer driver to be used from the list.

2



Select paper settings.

(1) Make sure that the correct printer is selected.

(2) Select paper settings.

Paper size, paper orientation, and enlarge/reduce settings can be selected.

(3) Click the [OK] button.

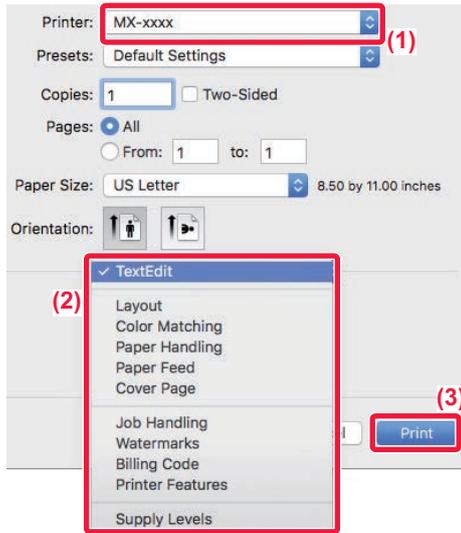
3



Select [Print] from the [File] menu.



4



Select print settings.

- (1) Make sure that the correct printer is selected.
- (2) Select an item from the menu and configure the settings as needed.
- (3) Click the [Print] button.

## SELECTING THE PAPER

This section explains the [Paper Feed] settings in the print settings window.

- **When [Auto Select] is selected:**  
A tray that is set for plain or recycled paper (only plain paper in the factory default setting) of the size specified in "Paper Size" on the page setup screen is automatically selected.
- **When a paper tray is specified:**  
The specified tray is used for printing regardless of the "Paper Size" setting on the page setup screen. For the bypass tray, also specify the paper type. Check that the paper type that is set for the bypass tray of the machine, check that paper of that type is actually loaded into the bypass tray, and then select the appropriate bypass tray (paper type).
- **When a paper type is specified:**  
A tray with the specified type of paper and the size specified in "Paper Size" on the page setup screen is used for printing.



Special media such as envelopes can also be placed in the bypass tray. For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-22\)](#)".



When [Administrator Settings (administrator)] → [Default Settings] → [Bypass Settings] → [Enable Detected Paper Size in Bypass Tray] (disabled by factory default) or [Enable Selected Paper Type in Bypass Tray] (enabled by factory default) is enabled in "Web page", printing will not take place if the paper size or paper type specified in the printer driver is different from the paper size or paper type specified in the settings of the bypass tray.



# PRINTING ON ENVELOPES

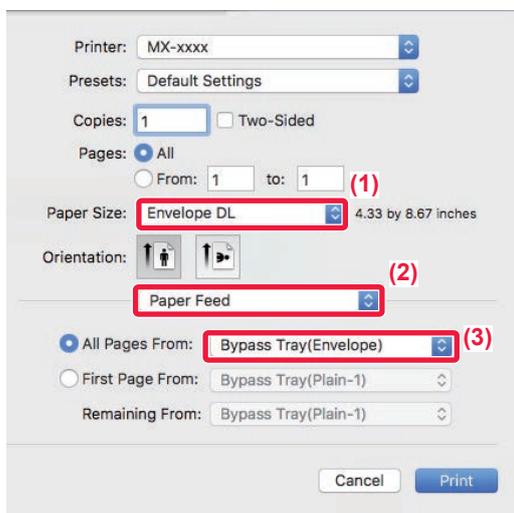
The bypass tray can be used for envelope printing.



- For the types of paper that can be used in the bypass tray, see "[APPLICABLE PAPER TYPES \(page 1-15\)](#)".
- For the procedure for loading paper in the bypass tray, see "[LOADING PAPER INTO THE BYPASS TRAY \(page 1-22\)](#)".
- For more information on the procedure for loading paper, see "[SELECTING THE PAPER \(page 2-14\)](#)".
- When using media such as envelopes that can be loaded only in a specific orientation, you can rotate the image 180 degrees. For more information, see "[ROTATING THE PRINT IMAGE 180 DEGREES \(ROTATE 180 DEGREES\) \(page 2-30\)](#)".
- It is recommended that you carry out a test print to check the print result before using an envelope.

Select the envelope size in the settings of the application ("Page Setup" in many applications) and then perform the following steps.

1



## Select print settings.

- (1) Select the envelope size from the "Paper Size" menu.
- (2) Select [Paper Feed].
- (3) Select the [Bypass Tray (Envelope)] from the "All Pages From" menu.



When [Administrator Settings (administrator)] → [Default Settings] → [Bypass Settings] → [Enable Selected Paper Type in Bypass Tray] (enabled by factory default) is enabled in "Web page", set the paper type of the bypass tray to [Envelope].



# PRINTING WHEN THE USER AUTHENTICATION FUNCTION IS ENABLED

The user information (such as login name and password) that must be entered varies depending on the authentication method being used, so check with the administrator of the machine before printing.

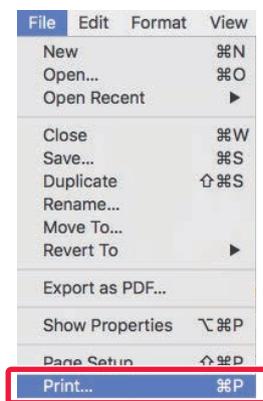


The menu used to execute printing may vary depending on the application.



To prohibit printing by users whose user information is not stored in the machine:  
In "System Settings (administrator)", select [User Control] → [Disable Print by Inv. User].

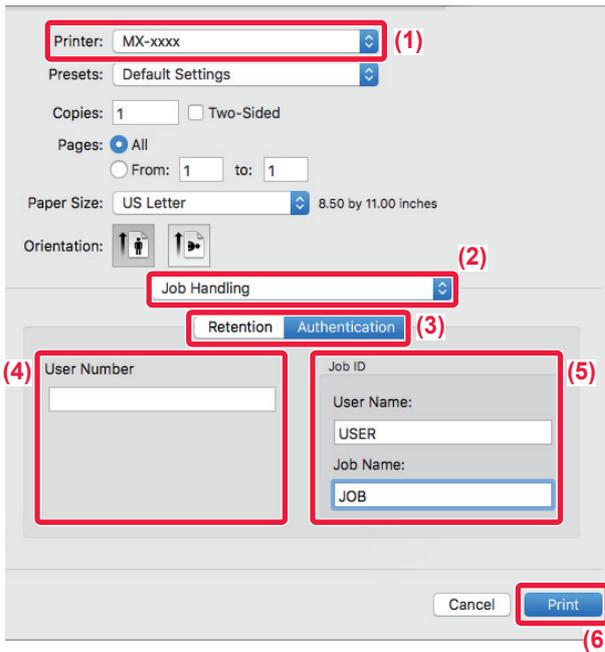
1



In the application, select [Print] from the [File] menu.



2



**Enter your user information.**

- (1) **Make sure that the machine's printer name is selected.**
- (2) **Select [Job Handling].**
- (3) **Click the [Authentication] tab.**

**(4) Enter your user information.**

When authentication is carried out using the user number, enter your user number (5 to 8 digits) in "User Number".

**(5) Enter the user name and job name as necessary.**

- **User Name**  
Enter your user name using up to 32 characters. The entered user name will appear on the display of the machine. If you do not enter a user name, your PC login name will appear.
- **Job Name**  
Enter a job name using up to 80 characters. The entered job name will appear as a file name on the display of the machine. If you do not enter a job name, the file name set in the application will appear.

**(6) Click the [Print] button.**



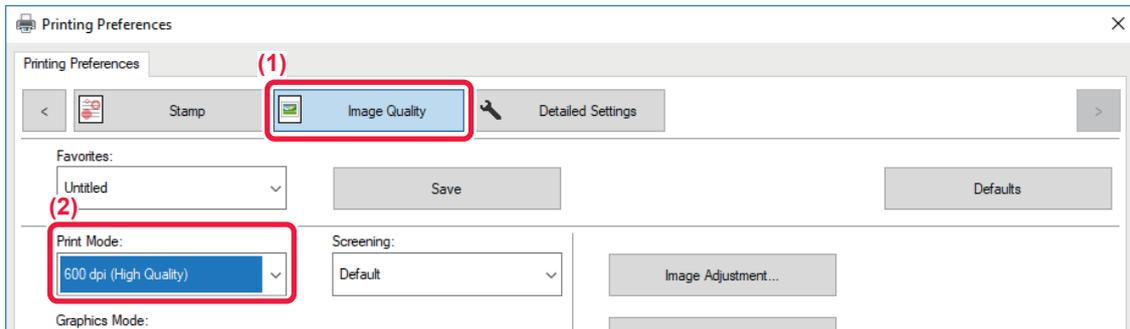
# FREQUENTLY USED FUNCTIONS

## SELECTING THE RESOLUTION

The following two selections are available for "Print Mode" (resolution):

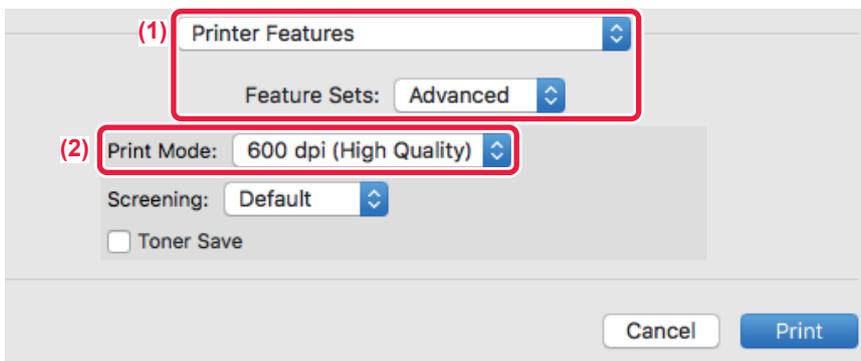
600 dpi	This mode is suitable for printing data such as regular text or a table.
600 dpi (High Quality)	The print quality of photos and text are high.

### Windows



- (1) Click the [Image Quality] tab.
- (2) Select "Print Mode".

### Mac OS



- (1) Select [Printer Features] and then select [Advanced].
- (2) Select "Print Mode".

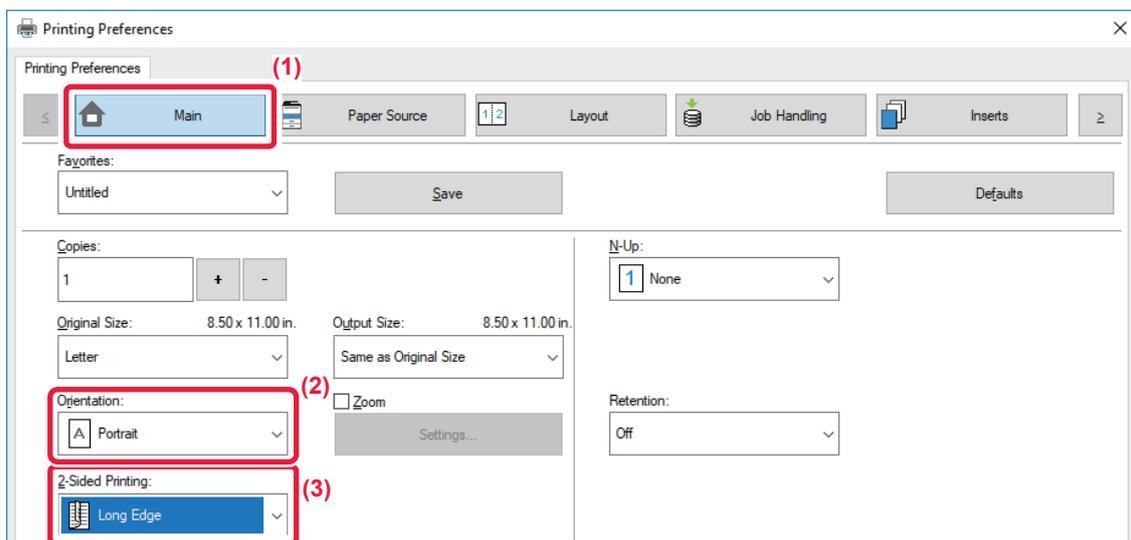


# 2-SIDED PRINTING

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. 2-sided printing also helps conserve paper.

Paper orientation	Print results	
Portrait	Long Edge 	Short Edge 
	Short Edge 	Long Edge 
	The pages are printed so that they can be bound at the left or right side.	The pages are printed so that they can be bound at the top.

## Windows



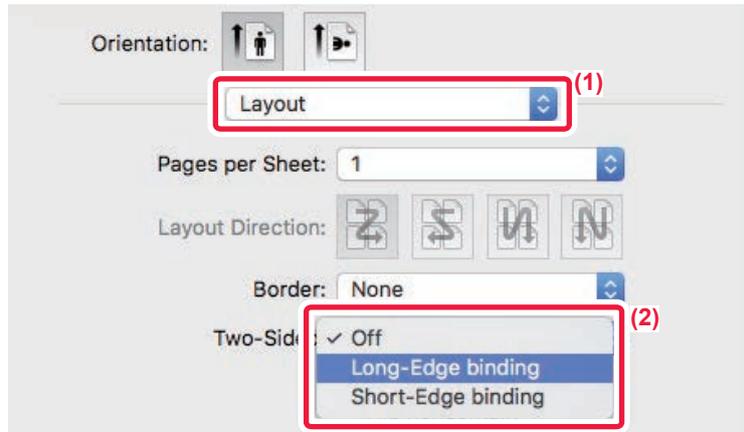
- (1) Click the [Main] tab.
- (2) Select the paper orientation.
- (3) Select [Long Edge] or [Short Edge].



If necessary, you can select the method of implementing 2-sided printing. Click the [Other Settings] button on the [Detailed Settings] tab, and select the mode from "Duplex Style".



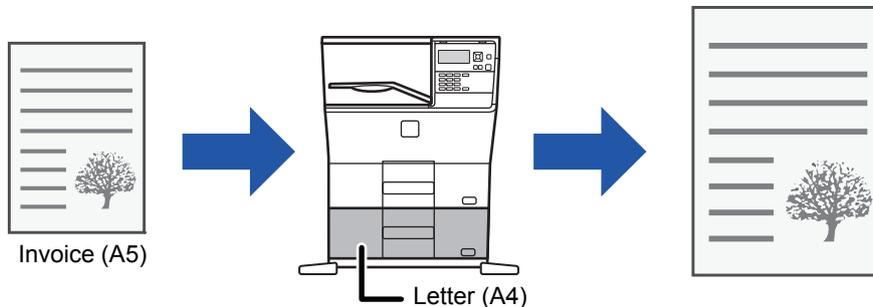
Mac OS



- (1) Select [Layout].
- (2) Select [Long-Edge binding] or [Short-Edge binding].

## FITTING THE PRINT IMAGE TO THE PAPER

This function automatically enlarges or reduces the print image to match the size of the paper loaded in the machine. This function is convenient when enlarging an Invoice or A5 size document to letter or A4 size to make it easier to view, or when printing a document on paper that is different in size from the original document.

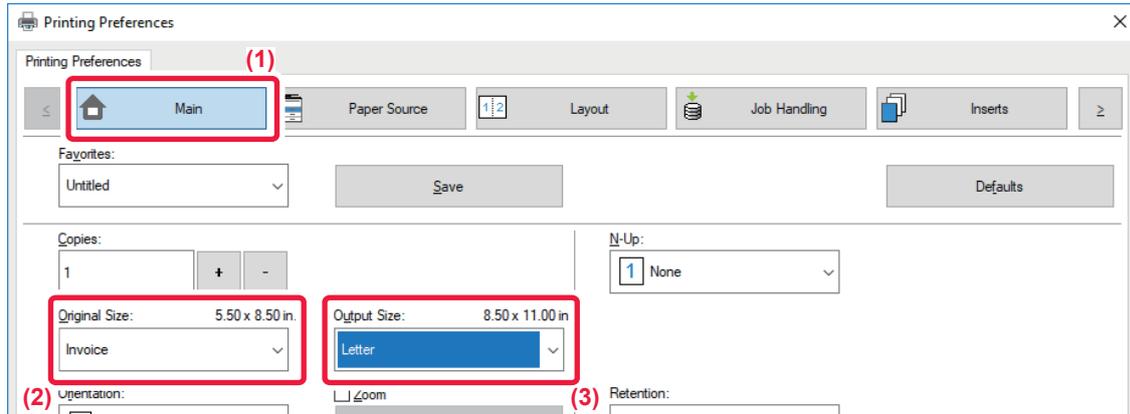


If A0, A1 or A2 size is selected in "Original Size", A4 (or Letter) is automatically selected in "Output Size".

The following example explains how to print an Invoice (or A5) size document on a letter (or A4) size paper.

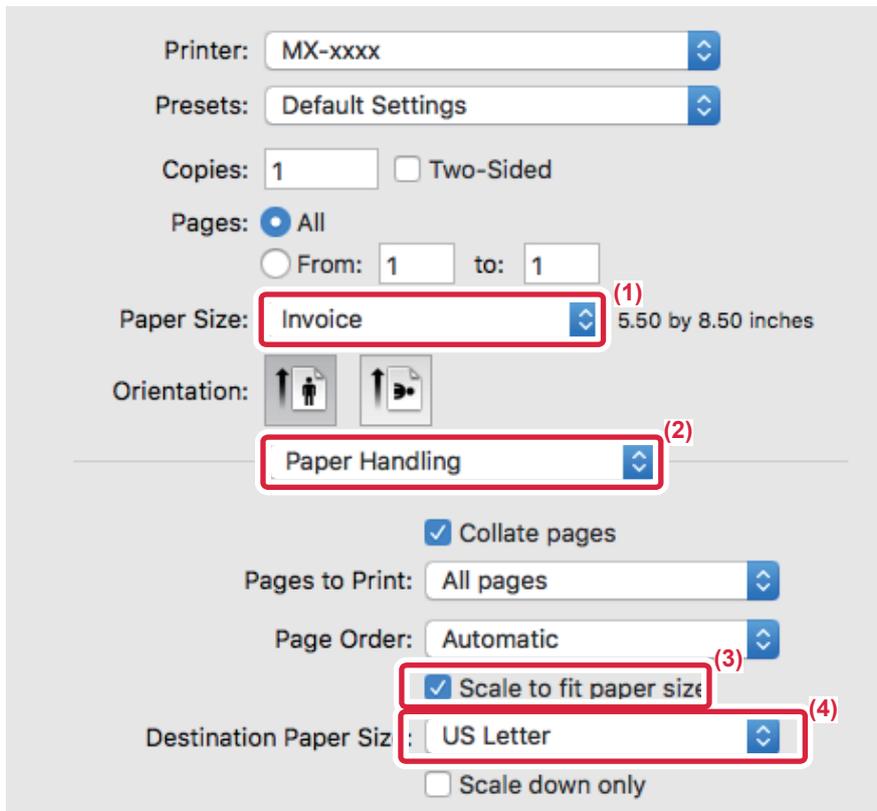


## Windows



- (1) Click the [Main] tab.
- (2) Select the original size from [Original Size] (for example: Invoice).
- (3) Select the actual paper size to be used for printing from [Output Size] (for example: Letter).  
If the output size is larger than the original size, the printed image will be automatically enlarged.

## Mac OS



- (1) Check the paper size for the print image (for example: Invoice).
- (2) Select [Paper Handling].
- (3) Select [Scale to fit paper size].
- (4) Select the actual paper size to be used for printing (for example: Letter).



# PRINTING MULTIPLE PAGES ON ONE PAGE

This function reduces the print image and prints multiple pages on a single sheet of paper. You can print only the first page in the original size and print multiple reduced pages on the subsequent sheets.

For example, when [2-Up] (2 pages per sheet) or [4-Up] (4 pages per sheet) is selected, the following print results will be obtained, depending on the selected page order.

This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. When used in combination with 2-sided printing, this function saves more paper.

N-Up (Pages per sheet)	Print results		
	Left to Right	Right to Left	Top To Bottom (When the print orientation is landscape)
2-Up (2 pages per sheet)			

N-Up (Pages per sheet)	Right, and Down	Down, and Right	Left, and Down	Down, and Left
4-Up (4 pages per sheet)				



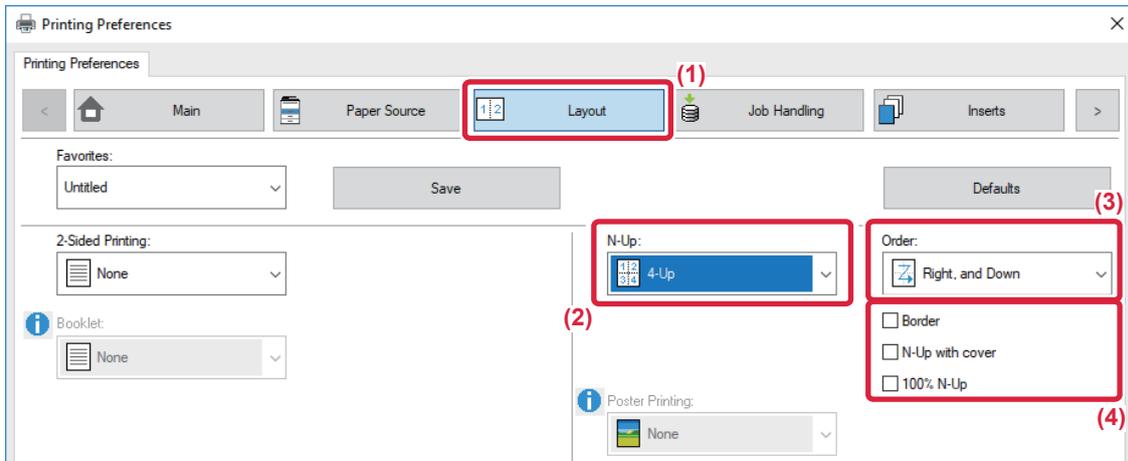
- [N-Up] that can be set on the [Layout] tab can also be set on the [Main] tab. ("Order" can only be set in the [Layout] tab.)
- Note the following when printing multiple pages on one sheet:
  - The page orders for 6-Up, 8-Up, 9-Up, and 16-Up are the same as for 4-Up.
  - In a Windows environment, the page order can be viewed in the print image in the printer driver properties window.
  - In a Mac OS environment, the page orders are displayed as selections.
  - In a Mac OS environment, the number of pages that can be printed on a single sheet is 2, 4, 6, 9, or 16. Printing 8 pages on one sheet is not supported.



The function for printing only the first page normally can only be used in the PCL6 printer driver.

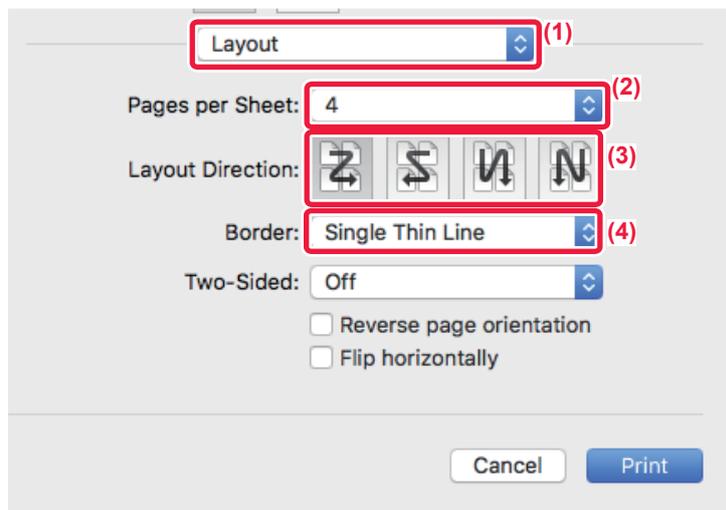


## Windows



- (1) Click the [Layout] tab.
- (2) Select the number of pages per sheet.
- (3) Select the order of the pages.
- (4) If you wish to print borderlines, click the [Border] checkbox so that the checkmark  appears.
  - To print the first page normally (as a cover), select the [N-Up with cover] checkbox (  ). (PCL6 only)
  - When [100% N-Up] is selected (  ) for jobs, the pages will be printed at the full size of the original. If you select [Border] at this time, only the border will be printed.

## Mac OS



- (1) Select [Layout].
- (2) Select the number of pages per sheet.
- (3) Select the order of the pages.
- (4) If you wish to print borderlines, select the desired type of borderline.

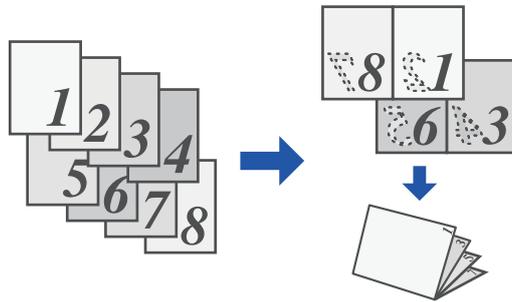


# CONVENIENT PRINTING FUNCTIONS

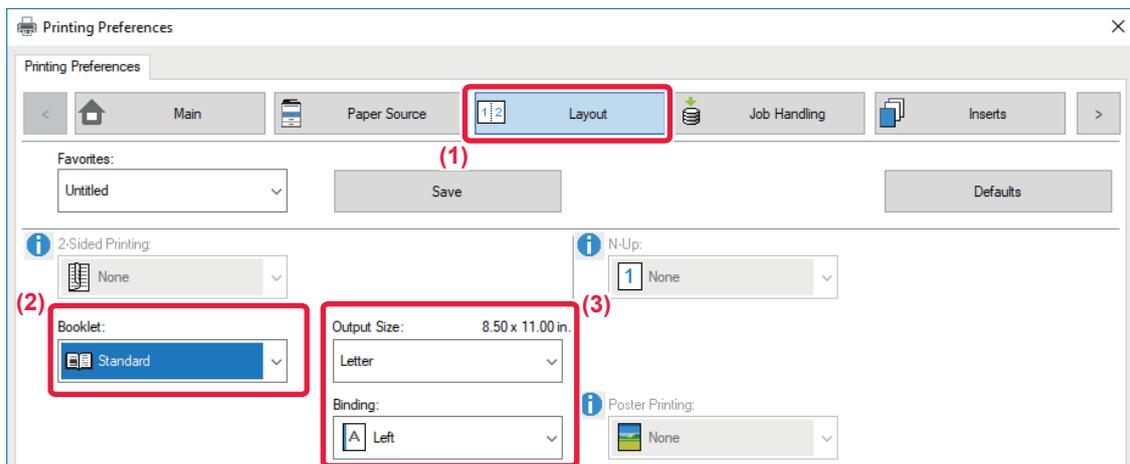
## CONVENIENT FUNCTIONS FOR CREATING PAMPHLETS AND POSTERS

### CREATE A PAMPHLET (BOOKLET)

The pamphlet function prints on the front and back of each sheet of paper so that the sheets can be folded and bound to create a pamphlet.



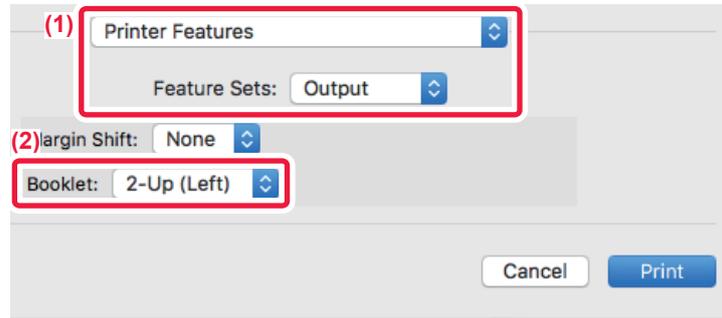
#### Windows



- (1) Click the [Layout] tab.
- (2) Select [Standard] in "Booklet".  
The printed image will be enlarged or reduced to fit the paper selected in "Output Size".
- (3) Select the specified output size and the binding edge.



## Mac OS

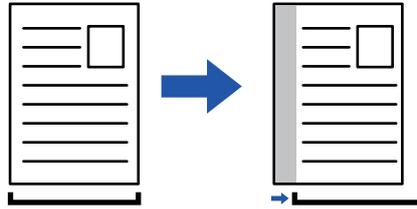


- (1) Select [Printer Features] and then select [Output].
- (2) Select [2-Up (Left)], [2-Up (Right)], [Tiled (Left)] or [Tiled (Right)].



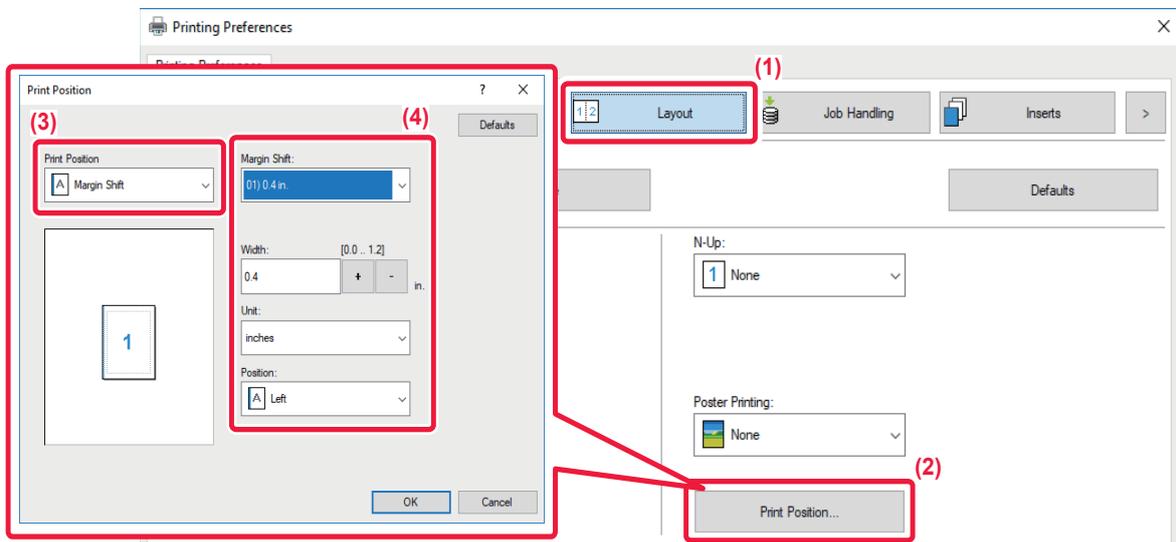
# PRINTING WITH MARGIN SHIFT SETTING (MARGIN)

This function shifts the print image to increase the margin at the left, the right, or the top of the paper.



By shifting the image, the part of the image that is outside the print area will not be printed.

## Windows

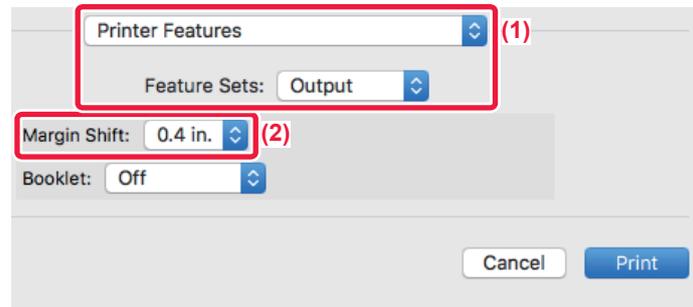


- (1) Click the [Layout] tab.
- (2) Click the [Print Position] button.
- (3) Select [Margin Shift].
- (4) Select the shift width.

Select from the "Margin Shift" menu. If you wish to configure another numeric setting, select the setting and click   buttons or directly enter the number.



## Mac OS



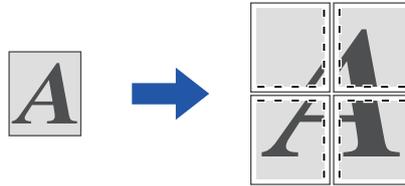
- (1) Select [Printer Features] and then select [Output].
- (2) Select "Margin Shift".



## CREATE A LARGE POSTER (POSTER PRINTING)

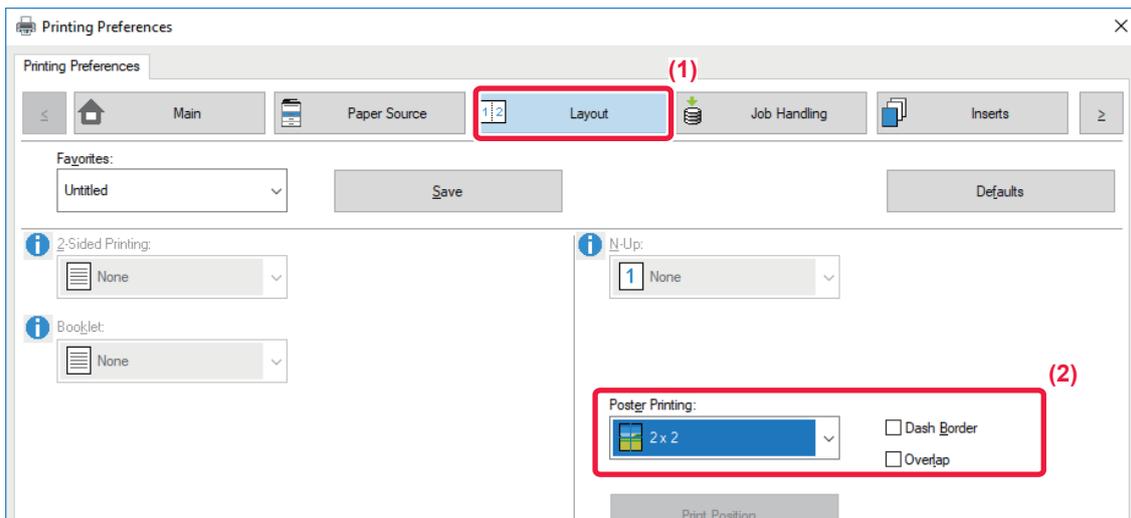
One page of print data is enlarged and printed using multiple sheets of paper (4 sheets (2 x 2), 9 sheets (3 x 3) or 16 sheets (4 x 4)). The sheets can then be attached together to create a large poster.

To enable precise alignment of the edges of the sheets during attachment, borderlines can be printed or overlapping edges can be created (overlap function).



This function is available in a Windows environment.

### Windows



(1) Click the [Layout] tab.

(2) Select the number of sheets to be used in "Poster Printing".

If you wish to print borderlines and/or use the overlap function, click the corresponding checkboxes so that the  appears.



# FUNCTIONS TO ADJUST THE SIZE AND ORIENTATION OF THE IMAGE

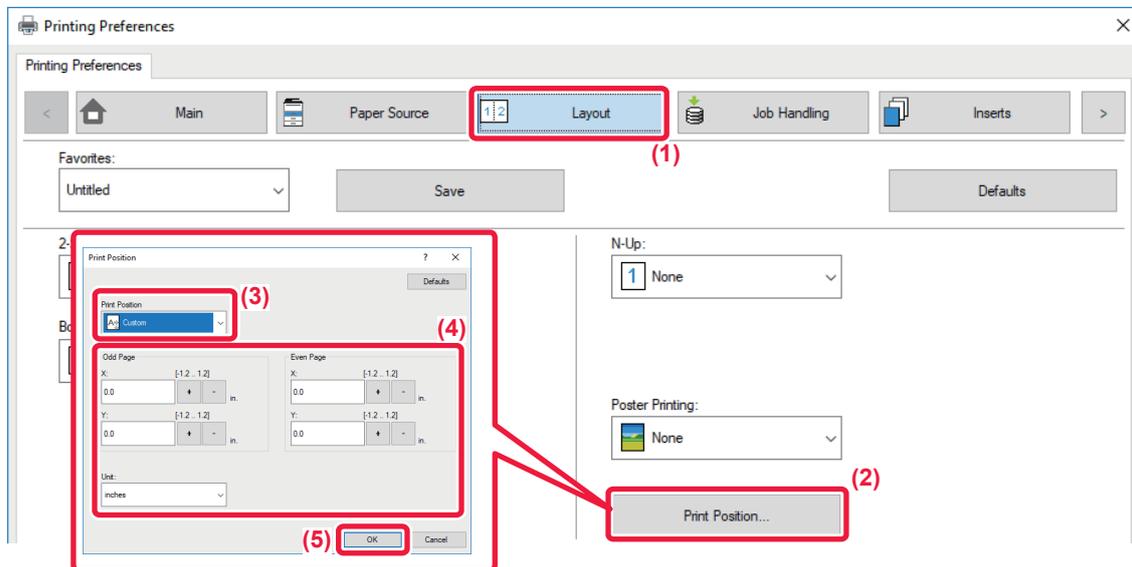
## ADJUST PRINT POSITION ON ODD AND EVEN PAGES SEPARATELY (PRINT POSITION)

This function sets different print positions (margins) separately for odd and even pages and prints the pages.



This function is available in a Windows environment.

### Windows

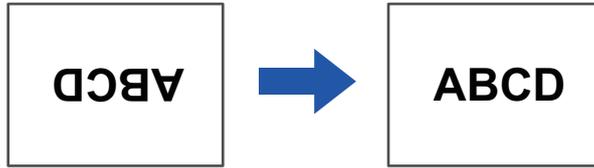


- (1) Click the [Layout] tab.
- (2) Click the [Print Position] button.
- (3) Select [Custom].
- (4) Set the amount of shifting of the print position for odd-numbered pages and even-numbered pages.
- (5) Click the [OK] button.

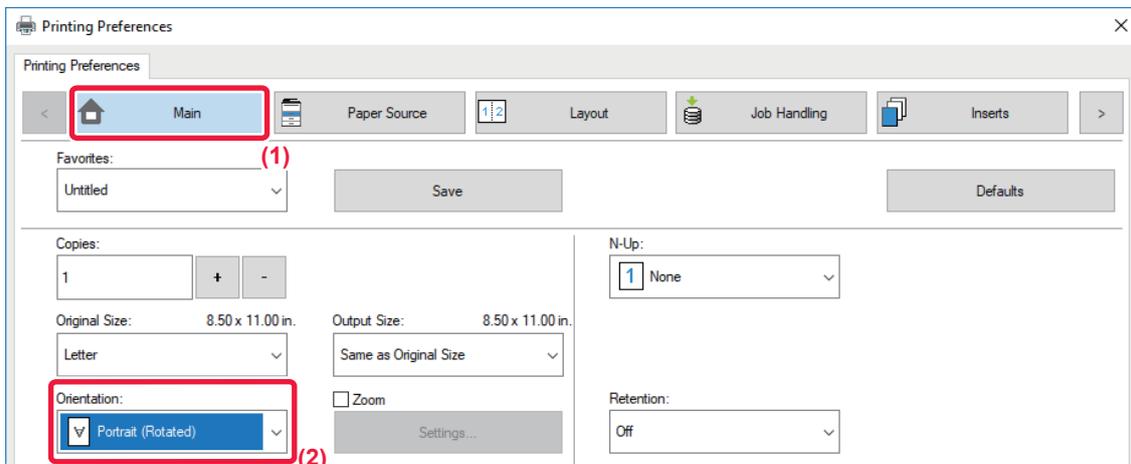


# ROTATING THE PRINT IMAGE 180 DEGREES (ROTATE 180 DEGREES)

This feature rotates the image 180 degrees so that it can be printed correctly on paper that can be loaded in only one orientation (such as envelopes or paper with punch holes).

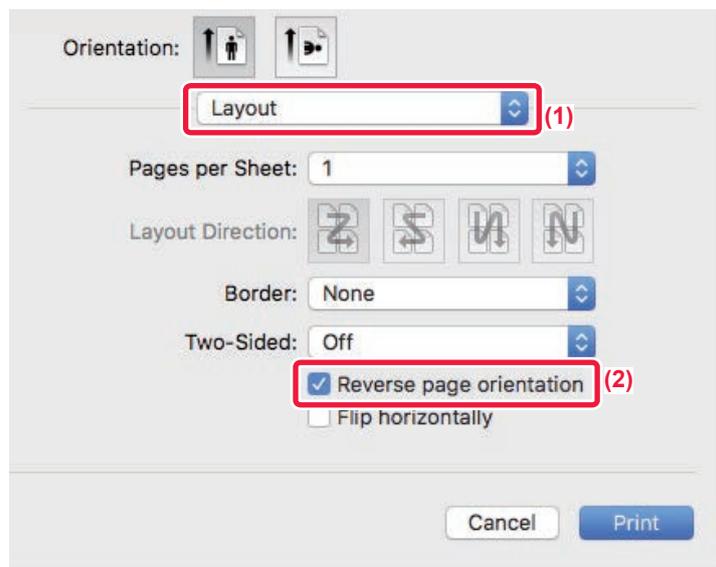


## Windows



- (1) Click the [Main] tab.
- (2) Select [Portrait (Rotated)] or [Landscape (Rotated)] in "Orientation".

## Mac OS



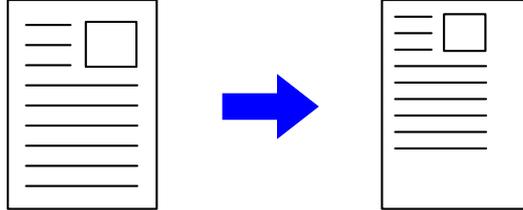
- (1) Select [Layout]
- (2) Select the [Reverse page orientation] checkbox so that  appears.



# ENLARGING/REDUCING THE PRINT IMAGE (ZOOM SETTING/ENLARGE OR REDUCE)

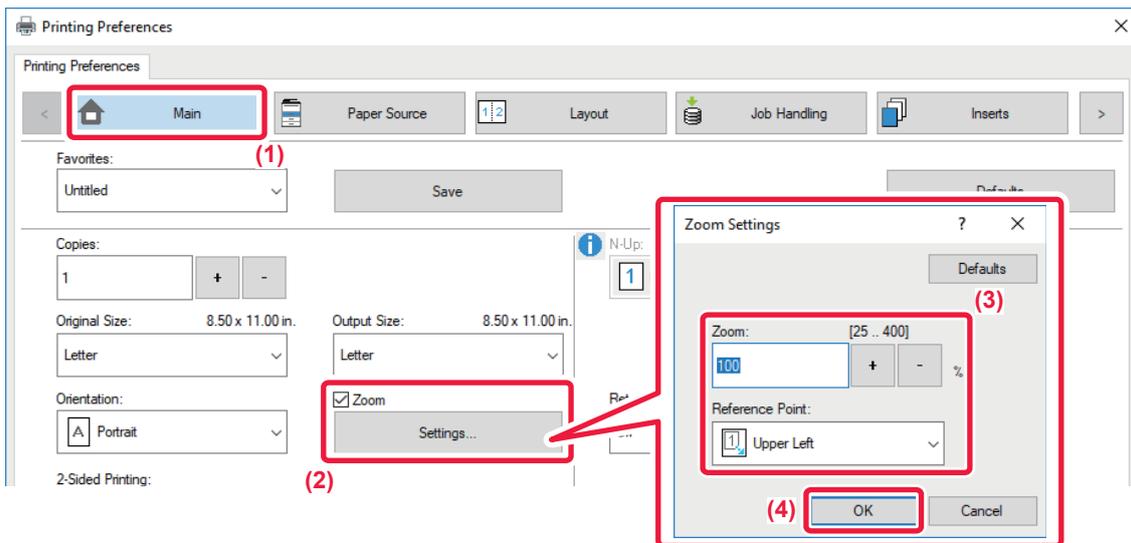
This function enlarges or reduces the image to a selected percentage.

This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.



When using the PS printer driver (Windows), you can set the width and length percentages separately to change the proportions of the image.

## Windows



(1) Click the [Main] tab.

(2) Click the [Zoom] checkbox so that  appears, and click the [Settings] button.

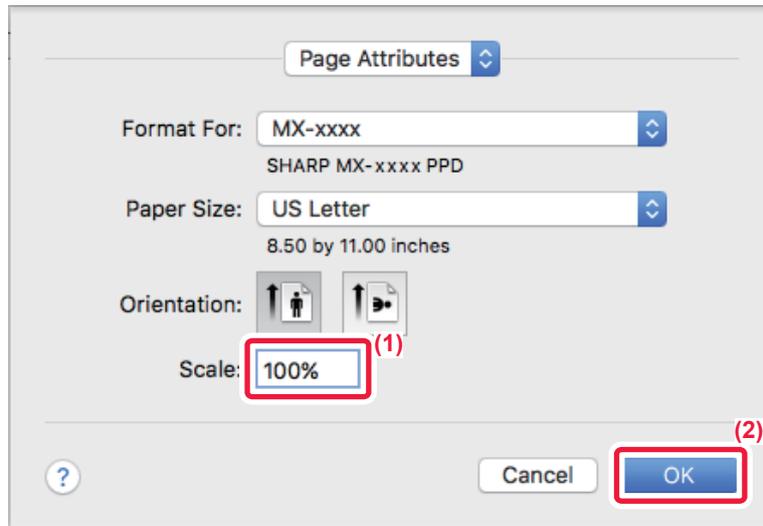
(3) Enter the percentage.

By clicking the   button, you can specify the value in increments of 1%. In addition, select [Upper Left] or [Center] for the base point on the paper.

(4) Click the [OK] button.



Mac OS

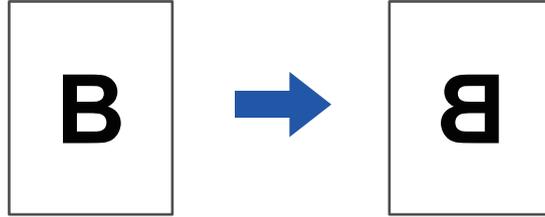


- (1) Select [Page Setup] from the [File] menu and enter the ratio (%).
- (2) Click the [OK] button.



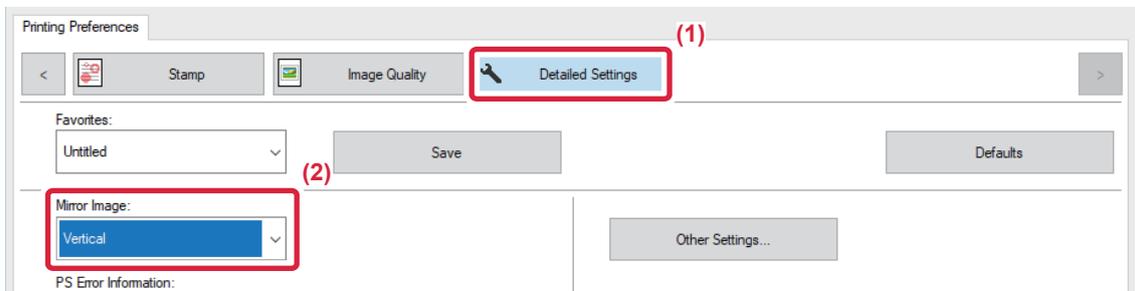
# PRINT A MIRROR-IMAGE (MIRROR-IMAGE REVERSE/ VISUAL EFFECTS)

The image is reversed to create a mirror image.  
This function is conveniently used to print a design for a woodblock print or other printing medium.



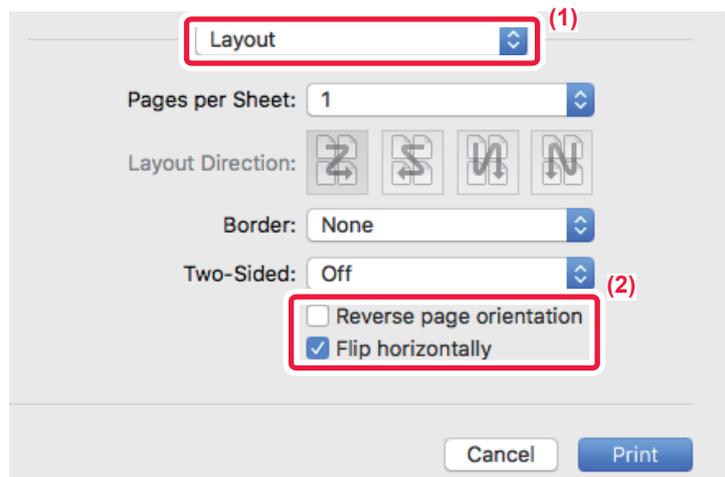
In a Windows environment, this function is only available when using the PS printer driver.

## Windows



- (1) Click the [Detailed Settings] tab.
- (2) If you wish to reverse the image horizontally, select [Horizontal]. If you wish to reverse the image vertically, select [Vertical].

## Mac OS



- (1) Select [Layout].
- (2) Select the [Flip horizontally] checkbox (  ).



# IMAGE ADJUSTING FUNCTION

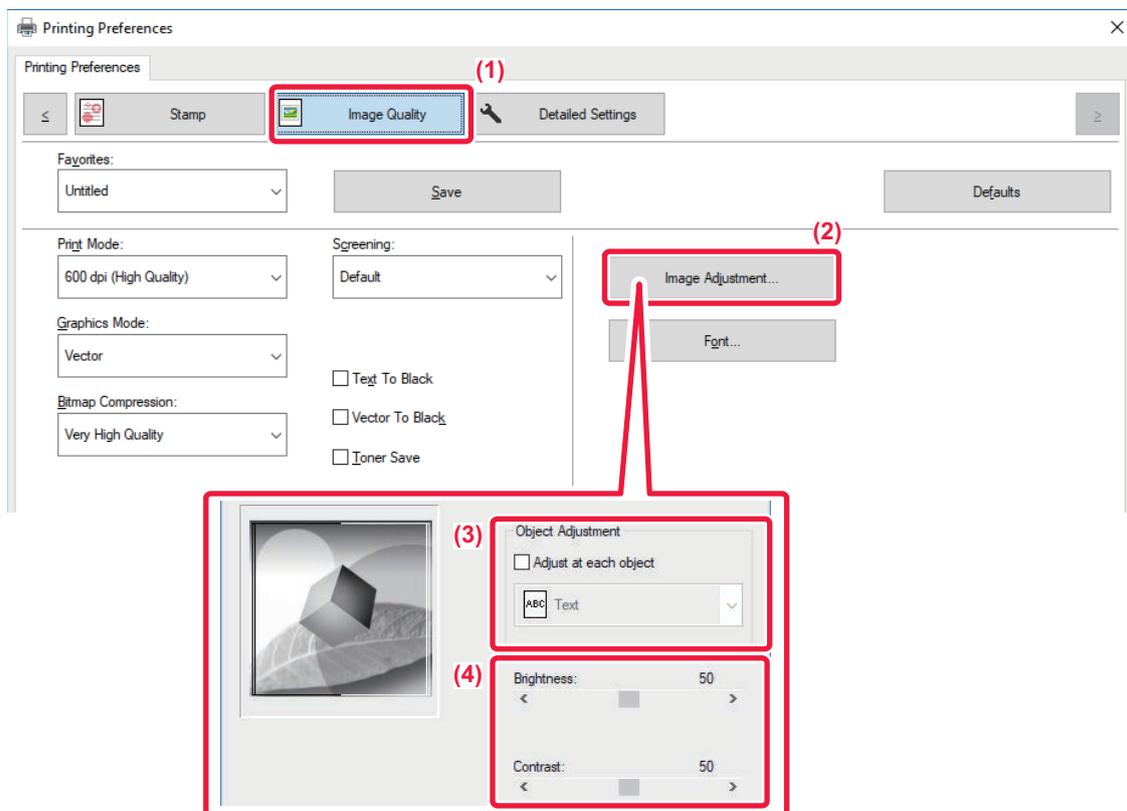
## ADJUST THE BRIGHTNESS AND CONTRAST OF THE IMAGE (IMAGE ADJUSTMENT)

This function adjusts the brightness and contrast in the print settings when a photo or other image is printed. This function makes simple corrections even if image editing software is not installed on your computer.



This function is available in a Windows environment.

### Windows

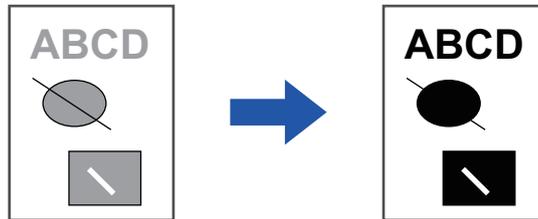


- (1) Click the [Image Quality] tab.
- (2) Click the [Image Adjustment] button.
- (3) To adjust objects (text, graphics, photos) individually, select the [Adjust at each object] checkbox () and select the object.
- (4) Drag the slide bar  or click   buttons to adjust the image.



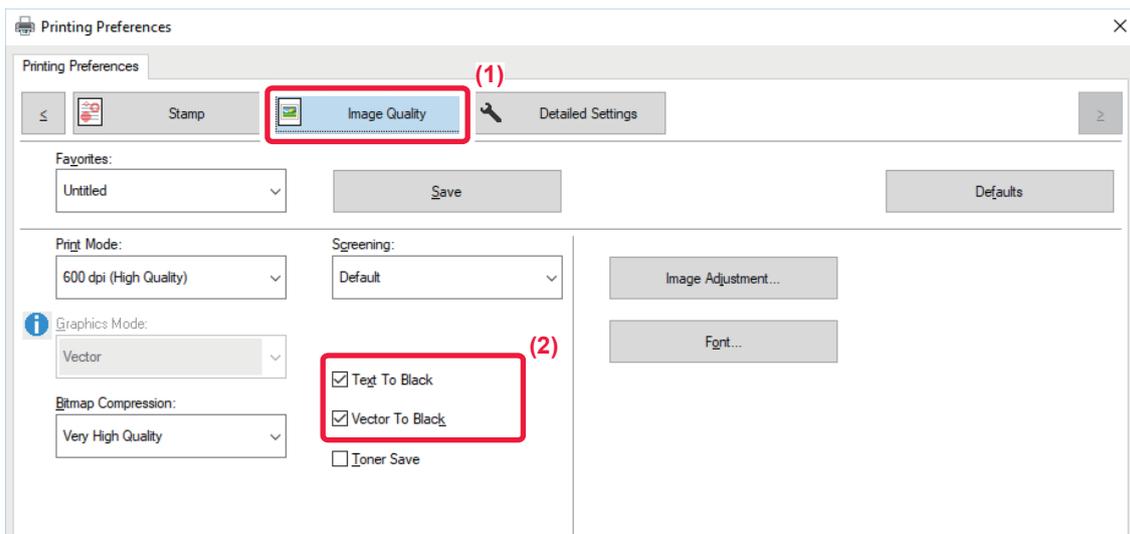
# PRINTING FAINT TEXT AND LINES IN BLACK (TEXT TO BLACK/VECTOR TO BLACK)

When printing a color image in grayscale, text and lines that are drawn in faint colors are printed in black. This function allows you to bring out color text and lines that are faint and difficult to see when printed in grayscale.



- Raster data such as bitmap images cannot be adjusted.
- This function is available in a Windows environment.

## Windows



- (1) Click the [Image Quality] tab.
- (2) Select the [Text To Black] checkbox and/or the [Vector To Black] checkbox so that  appears.
  - When [Text To Black] is selected, all text other than white text is printed in black.
  - When [Vector To Black] is selected, all vector graphics other than white lines and areas are printed in black.

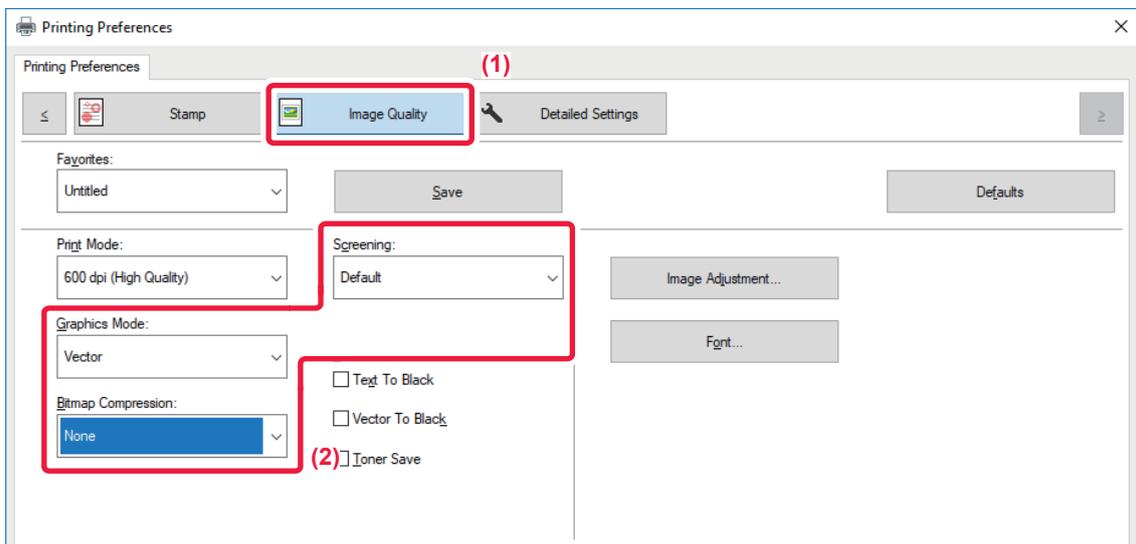


# SELECTING IMAGE SETTINGS TO MATCH THE IMAGE TYPE

Preset settings are available in the machine's printer driver for various uses.

<b>Graphics mode</b>	Select the graphics mode from "Raster" or "Vector".
<b>Bitmap compression</b>	The data compression ratio of bitmap is set. If the ratio is higher, the image quality becomes lower.
<b>Screening</b>	Select the screening to modify the image to suit specific preferences, according to the appropriate image processing method.

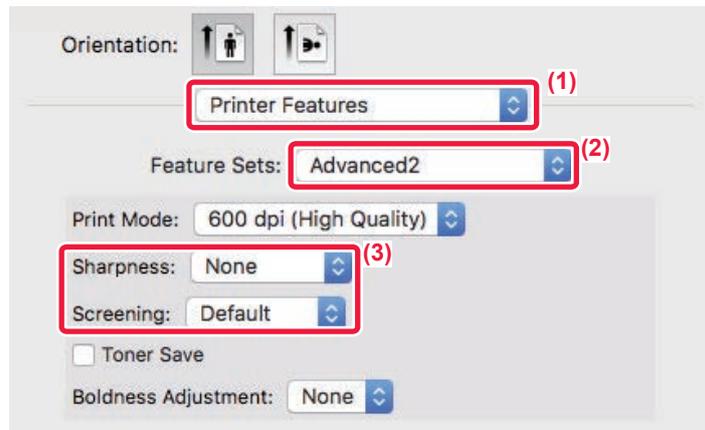
## Windows



- (1) Click the [Image Quality] tab.
- (2) Specify the settings.



## Mac OS



- (1) Select [Printer Features].
- (2) Click the [Advanced2] tab.
- (3) Specify the settings.

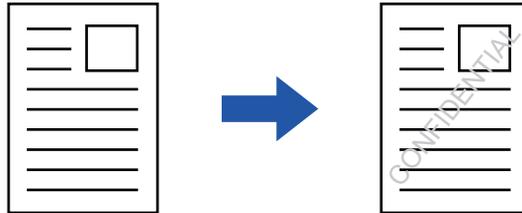


# FUNCTIONS TO COMBINE TEXT AND IMAGES

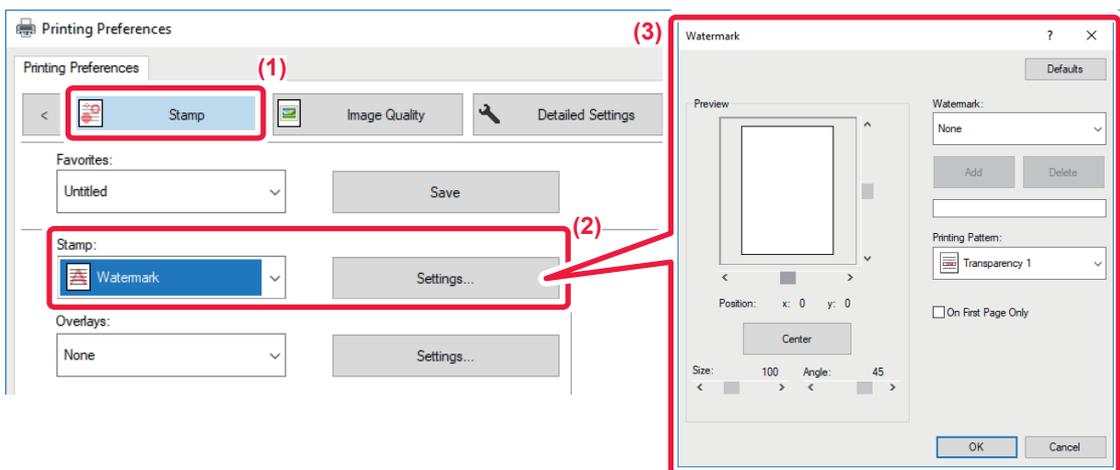
## ADDING A WATERMARK TO PRINTED PAGES (WATERMARK)

This function adds faint shadow-like text as a watermark in the background of the printed image. The size and angle of the watermark text can be adjusted.

The watermark text can be selected from the previously registered text in the list. When necessary, you can enter text to create an original watermark.



### Windows



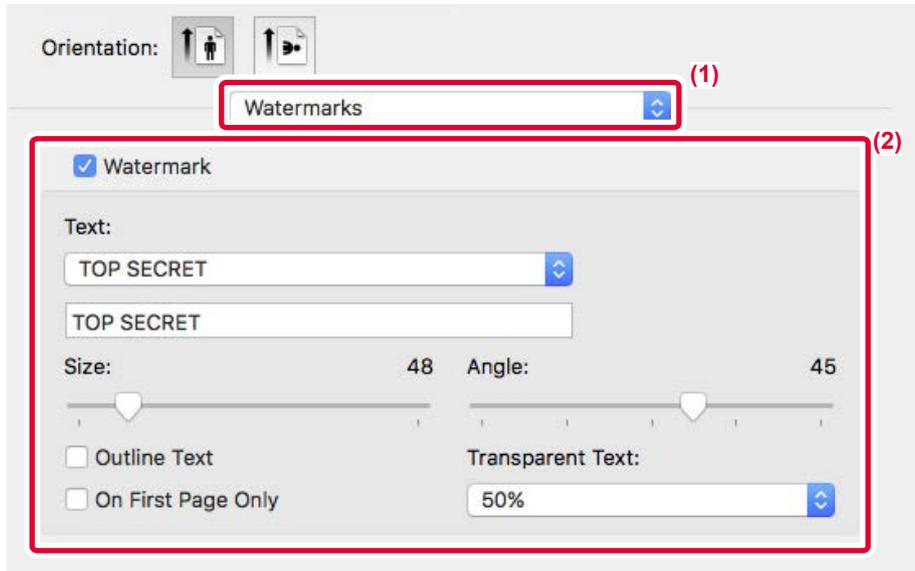
- (1) Click the [Stamp] tab.
- (2) Select [Watermark] from "Stamp" and click the [Settings] button.
- (3) Select the watermark to be used and click the [OK] button.



If you want to create a new watermark, enter the text of the watermark in the text box and click the [Add] button.



Mac OS



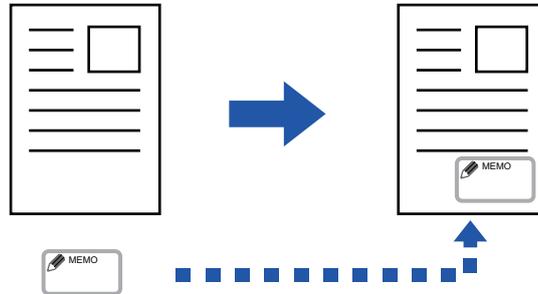
- (1) Select [Watermarks].
- (2) Click the [Watermark] checkbox and configure watermark settings.
  - Configure detailed watermark settings such as selection of the text.
  - Adjust the size and angle of the text by dragging the slide bar .



# PRINTING AN IMAGE OVER THE PRINT DATA (IMAGE STAMP)

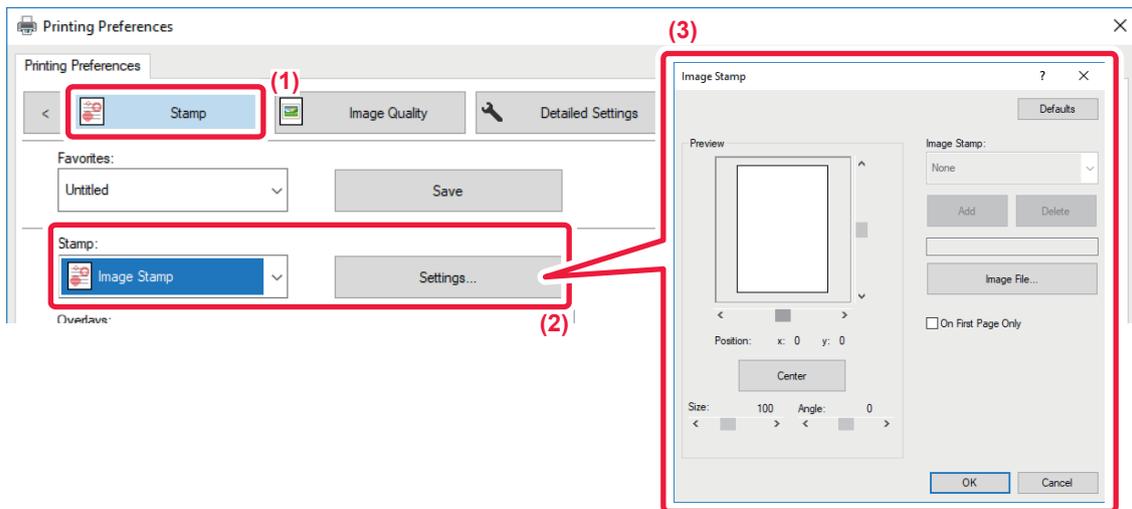
This function prints a bitmap or JPEG image stored on your PC over the print data.

This function prints a frequently used image or an icon of your own creation as if it is stamped on the print data. The size, position, and angle of the image can be adjusted.



This function is available in a Windows environment.

## Windows



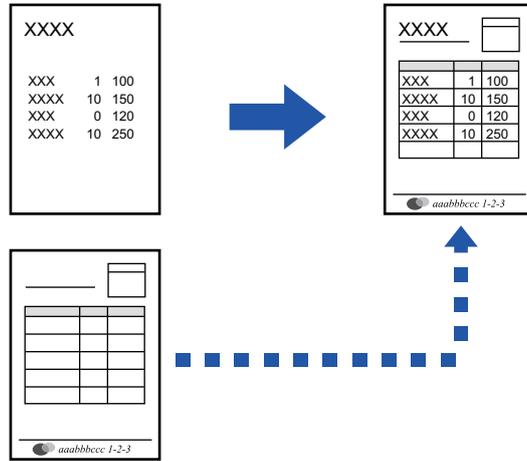
- (1) Click the [Stamp] tab.
- (2) Select [Image Stamp] from "Stamp" and click the [Settings] button.
- (3) Select the image stamp to be used, and click the [OK] button.
  - If an image stamp has already been stored, it can be selected from the menu.
  - If you have not stored an image stamp, click the [Image File], select the file you wish to use for the image stamp, and click the [Add] button.



# OVERLAY A FIXED FORM ON THE PRINT DATA (OVERLAYS)

This function overlays data on a fixed form you have prepared.

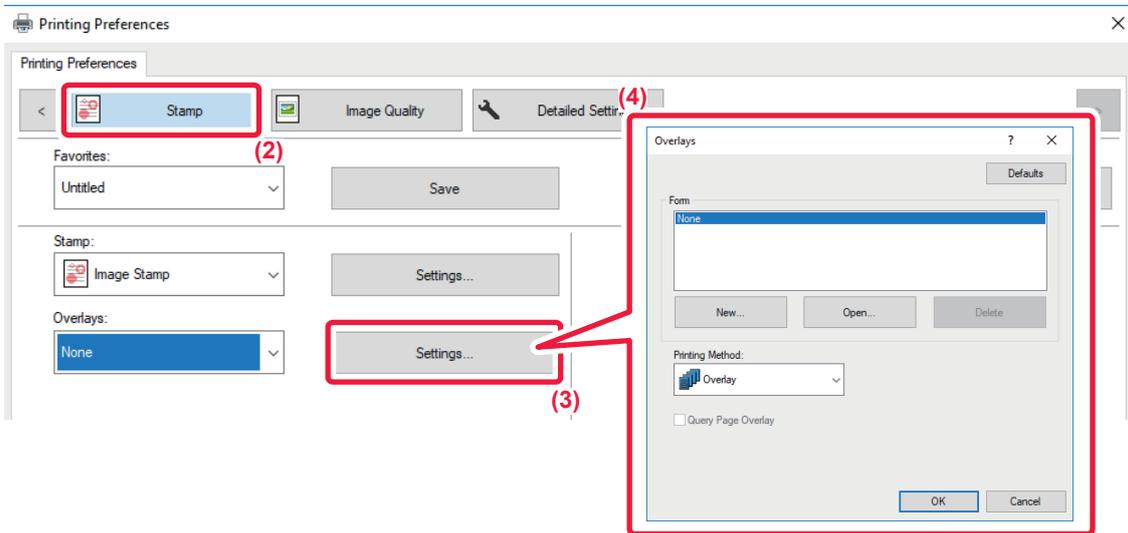
By creating table rulings or a decorative frame in an application different from that of the text file and registering the data as an overlay file, an attractive print result can be easily obtained without the need for complex manipulations.



This function is available in a Windows environment.

## Windows

### Creating an overlay file



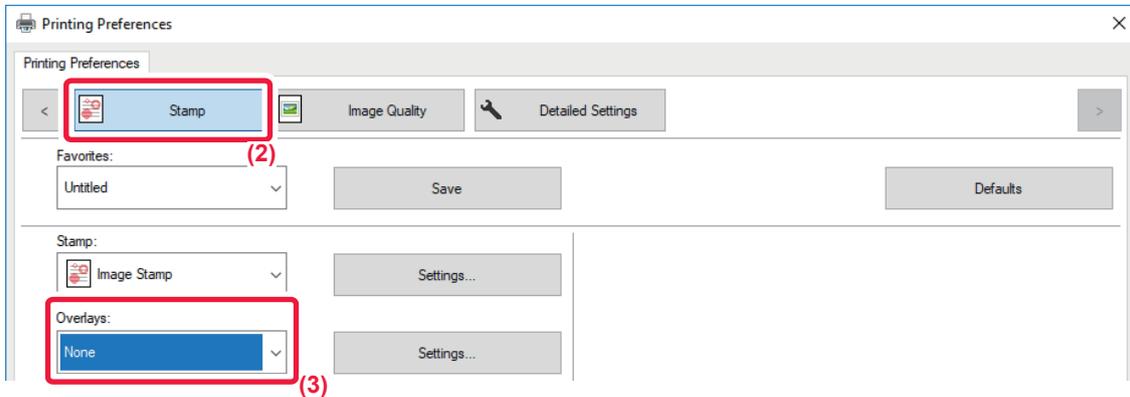
- (1) Open the driver properties window from the application that is used for creating overlay data.
- (2) Click the [Stamp] tab.
- (3) Click the [Settings] button.
- (4) Click the [New] button and specify the name and folder to be used for the overlay file that you wish to create.

The file will be created when the settings are completed and printing is started.



- When printing is started, a confirmation message will appear. The overlay file will not be created until the [Yes] button is clicked.
- When you click the [Open] button, the existing overlay file is registered.

## Printing with an overlay file



(1) Open the driver properties window from the application that is used for printing with an overlay file.

(2) Click the [Stamp] tab.

(3) Select an overlay file.

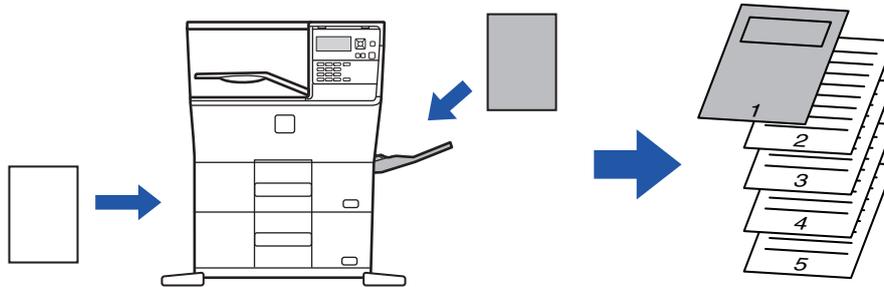
A previously created or stored overlay file can be selected from the menu.



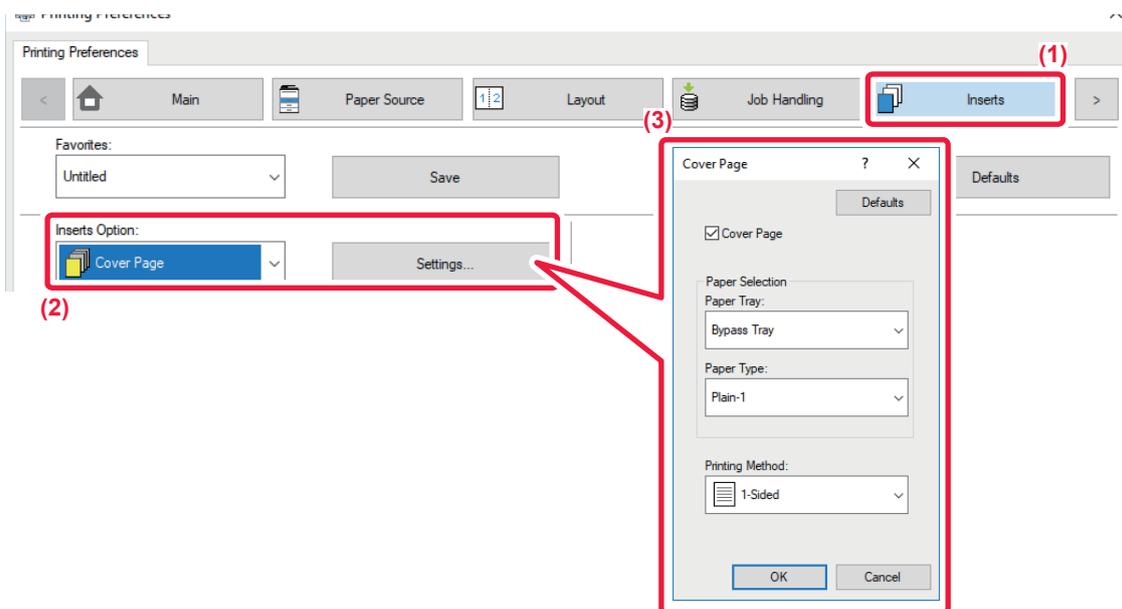
# PRINT FUNCTIONS FOR SPECIAL PURPOSES

## INSERTING COVERS (COVER PAGE)

The front cover of a document is printed on paper that is different from the other pages. Use this function when you wish to print only the front cover on heavy paper



### Windows



- (1) Click the [Inserts] tab.
- (2) Select [Cover Page] from [Inserts Option], and click the [Settings] button.
- (3) Select the paper insertion settings.

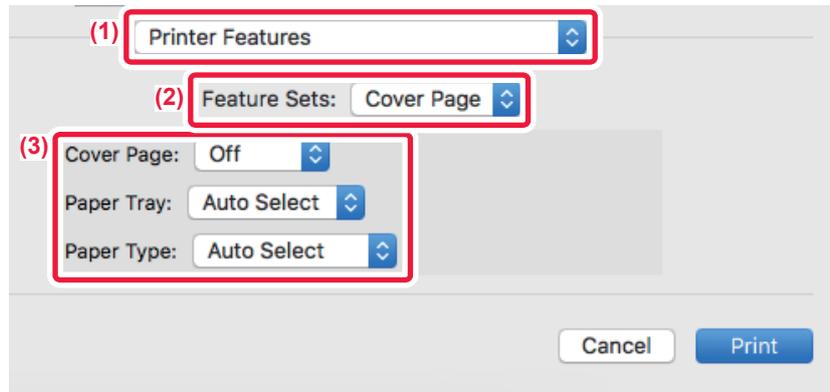
Click the [Cover Page] checkbox , and then select the paper tray and paper type.



When [Bypass Tray] is selected in "Paper Tray", be sure to select the "Paper Type" and load that type of paper in the bypass tray.



## Mac OS



(1) Select [Printer Features].

(2) Select [Cover Page].

(3) Select the cover insertion settings.

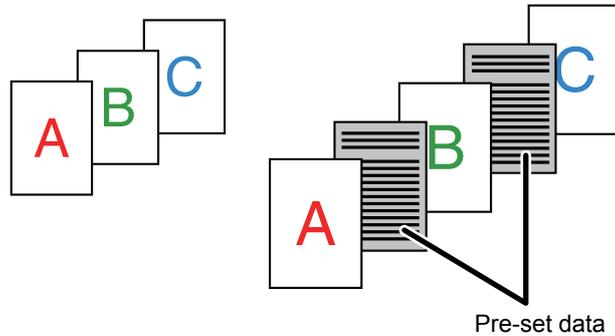
Select the print setting, paper tray, and paper type for the front and back covers.



# INSERT PRESET DATA BEFORE OR AFTER EACH PAGE (PAGE INTERLEAVE)

This function inserts a preset data item into every page during printing.

You can easily create documents with opened page spread that is made up of text on the left-hand page and a memo space on the right-hand page.



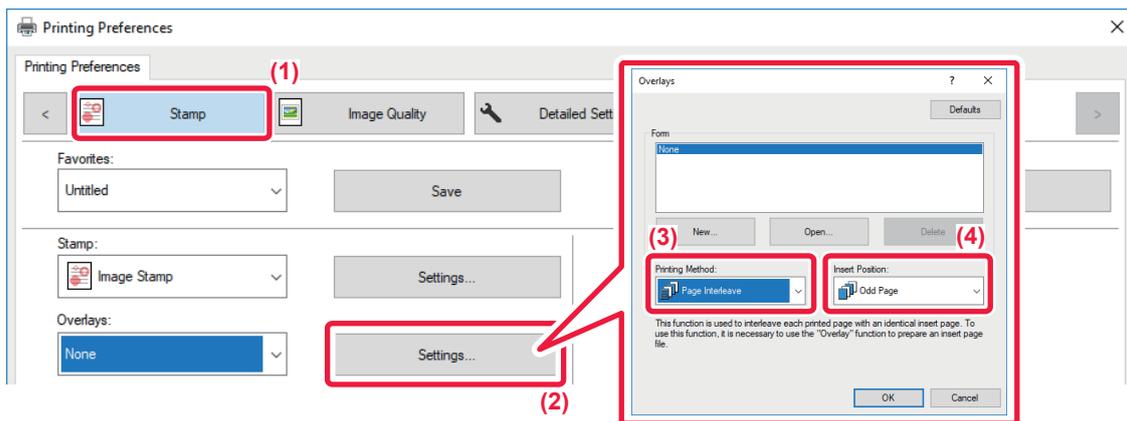
- This function is available in a Windows environment.
- This function can be used when the PCL6 printer driver is used.

## Windows



You have to create page data to be inserted in advance.

For the procedure for creating page data, see "[Creating an overlay file \(page 2-41\)](#)" in "[OVERLAY A FIXED FORM ON THE PRINT DATA \(OVERLAYS\) \(page 2-41\)](#)".



- (1) Click the [Stamp] tab.
- (2) Click the [Settings] button.
- (3) Select [Page Interleave] from the "Printing Method".
- (4) Set the overlay data to be inserted and set its insertion position.



# CHANGING THE RENDERING METHOD AND PRINTING JPEG IMAGES (USE DRIVER TO RENDER JPEGS)

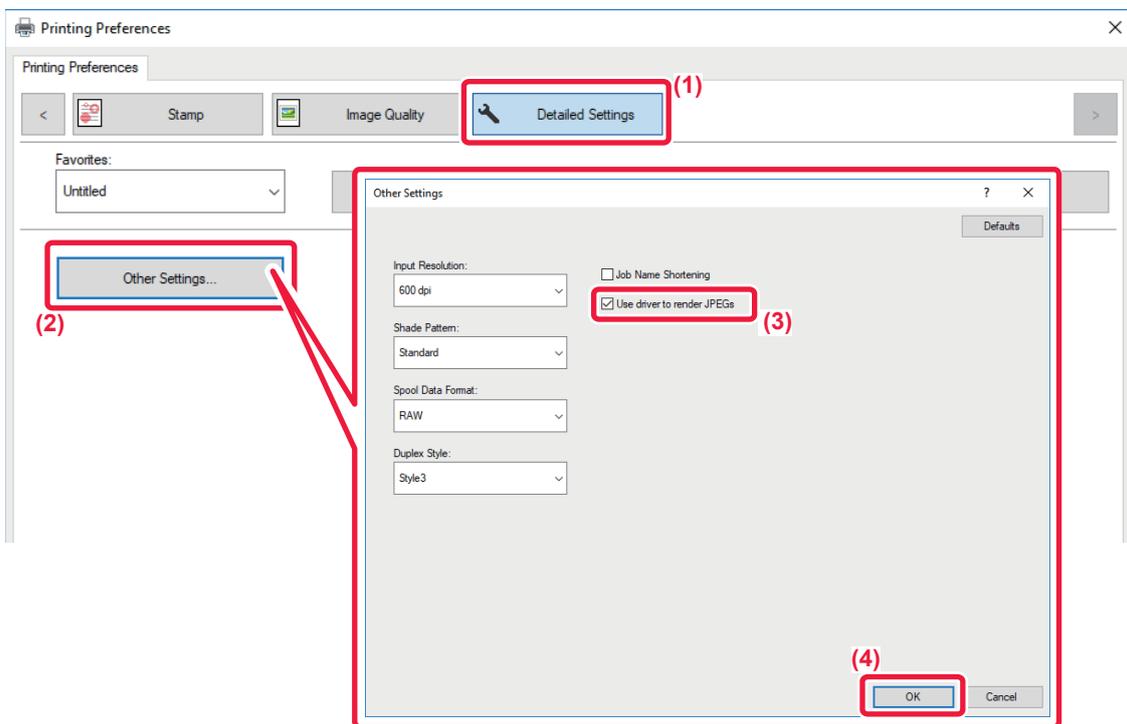
In some situations, a document containing a JPEG image may not be printed correctly. This can be solved by changing the way the JPEG image is rendered.

When you print an original containing JPEG images, this function allows you to select whether the images are rendered in the printer driver or the machine.



- This function is available in a Windows environment.
- When images are rendered in the printer driver, it may take time until the printing is completed.

## Windows



- (1) Click the [Detailed Settings] tab.
- (2) Click the [Other Settings] button.
- (3) Click the [Use driver to render JPEGs] checkbox so that  appears.
- (4) Click the [OK] button.

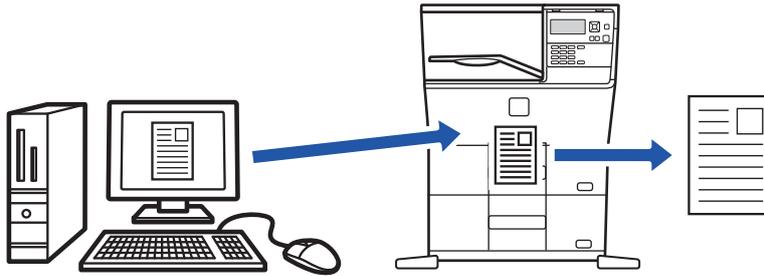


# CONVENIENT PRINTER FUNCTIONS

## SAVING AND USING PRINT FILES (RETENTION)

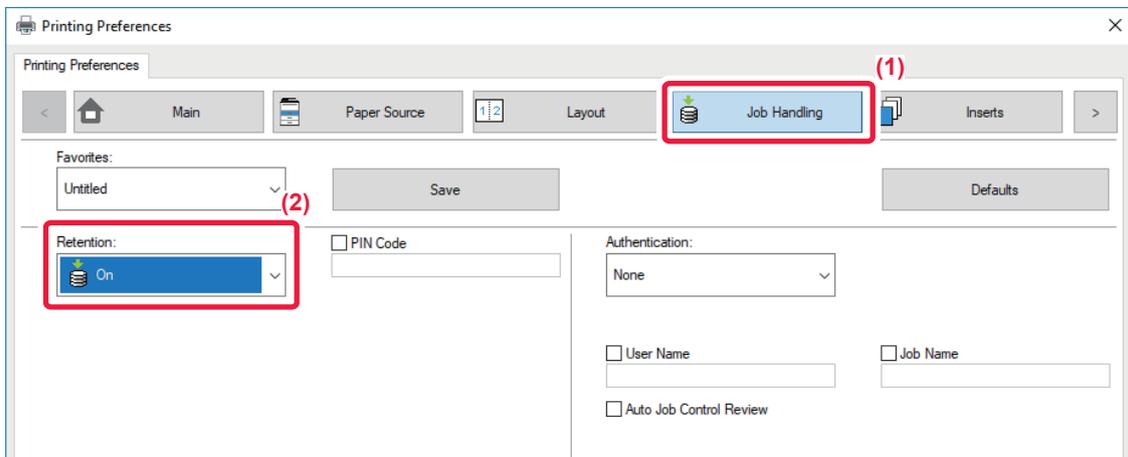
This function is used to store a print job as a file on the machine, allowing the job to be printed from the operation panel. When printing from a computer, a PIN code (5 to 8 digits) can be set to maintain the secrecy of information in a stored file.

When a PIN code is set, the PIN code must be entered to print a stored file from the machine.



- Print data is erased when the power is turned off.
- Print data that exceeds 5 MB cannot be saved.
- A maximum of 5 files can be saved.

### Windows



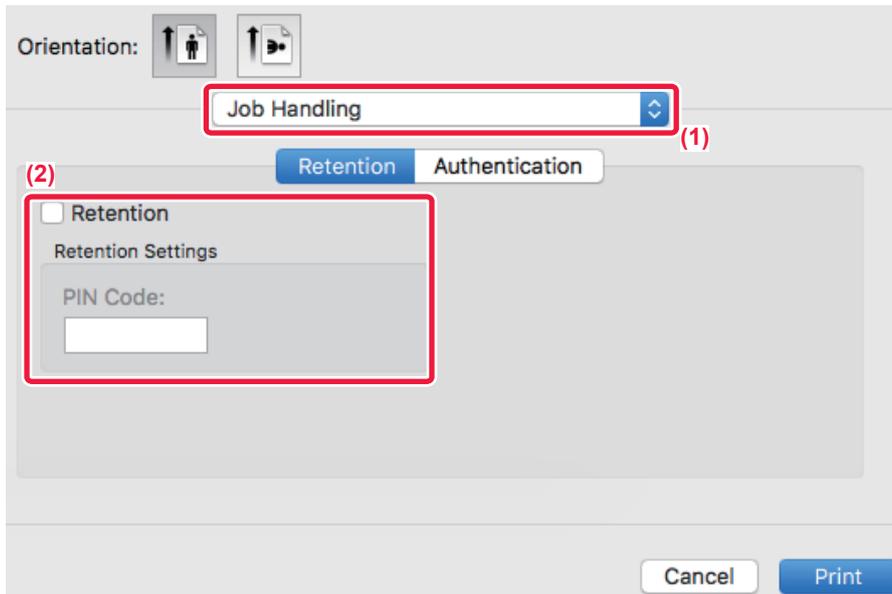
(1) Click the [Job Handling] tab.

(2) Select [On] in "Retention".

To enter a PIN code (5 to 8 digit number), click the [PIN Code] checkbox .



Mac OS



(1) Select [Job Handling].

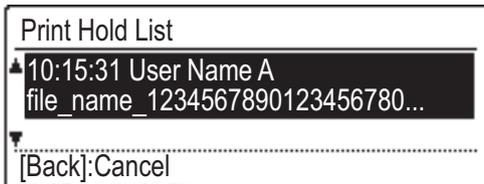
(2) Select [Retention].

After you have entered a PIN code (a 5 to 8-digit number), click the button to lock the PIN code. This allows you to readily set the same PIN code the next time you use it.

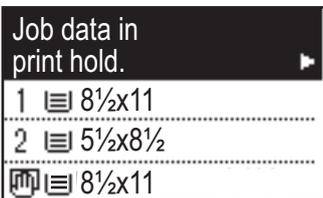
### Printing a job stored by retention

When retention is performed, the display appears as follows:

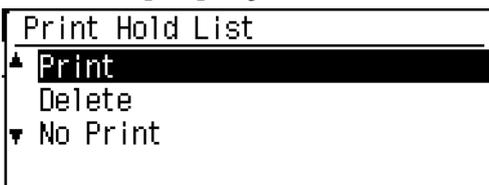
(1) Select the print job with the [▲][▼] keys.



If the screen appears as below, press the [▶] key to display the list of print hold jobs.



(2) Press the [OK] key.





**(3) Print or delete the print job with the [ ▲ ][ ▼ ] keys.**

Select "Print" to print the job.

Select "Delete" to delete the job without printing it.

Selecting "No Print" returns you to step 1.

**(4) Press the [OK] key.**

The print job is printed or deleted. If a pin code is set, the job will be printed or deleted after you enter the pin code with the numeric keys and press the [OK] key.

Print Hold List	
Please enter PIN Code.	
PIN Code	: <input type="password"/>
[Back]:Cancel	



# PRINTING WITHOUT THE PRINTER DRIVER

## EXTENSION OF PRINTABLE FILES

When you do not have the printer driver installed on your PC, or when the application used to open a file that you wish to print is not available, you can print directly to the machine without using the printer driver.

The file types (and corresponding extensions) that can be printed directly are shown below.

File Type	TIFF	JPEG	PCL	PS	PDF, Encrypt PDF, Compact PDF, PDF/A, Compact PDF/A
Extension	tiff, tif	jpeg, jpg, jpe, jfif	pcl, prn, txt	ps, prn	pdf



- Some files may not print correctly even if shown in the above table.
- A PDF that has a password cannot be printed.



# DIRECTLY PRINTING A FILE IN USB MEMORY

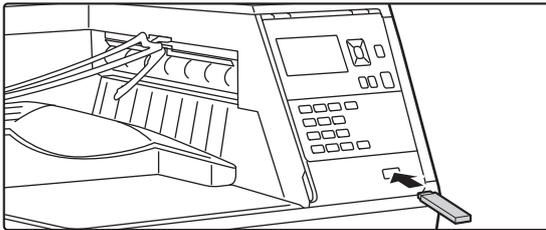
Files in a USB memory device connected to the machine are printed from the operation panel of the machine without using the printer driver.

When the printer driver of the machine is not installed on your PC, you can copy a file into a commercially available USB memory device and connect the device to the machine to print the file directly.



Use a FAT32 USB memory device with a capacity of no more than 32 GB.

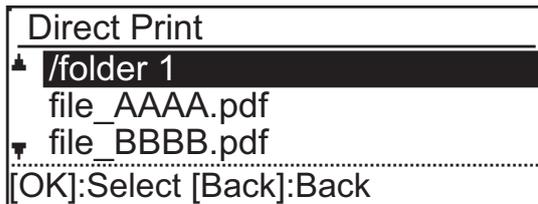
1



## Connect the USB memory device to the machine.

When the USB memory device is connected in the machine, folders and printable files in the USB memory will be appeared.

2



## Select the file that you wish to print with [▲] or [▼] key.

A name with "/" to its left is the name of a folder in the USB memory. To display the files and folders in a folder, select the folder and press the [OK] key.



- A total of 100 files and folders can be displayed.
- Press the [BACK] key (↵) to move up one folder level.

3

## Press the [OK] key.

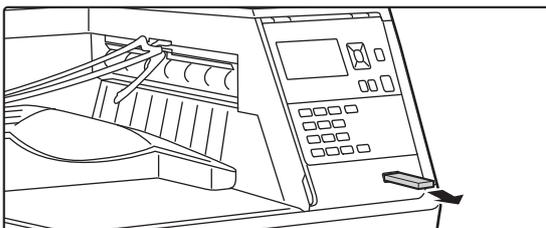
4

## Select "Print" with the [▲] or [▼] key and then press the [OK] key.

When forwarding of the selected file is completed, printing starts.

Print settings can be selected in the machine's Web page. However, if a file that includes print settings (PCL, PS) is selected, the file's print settings will be applied.

5



## Remove the USB memory device from the machine.



## CANCELING A PRINT JOB FROM THE MACHINE

When [STOP] key (⏏) is pressed while showing "Printing" on the display after starting a print job, the confirmation screen whether or not to cancel the print job will appear. Then select "Yes" to cancel the printing.



# DIRECTLY PRINTING FROM A COMPUTER

## FTP PRINT

You can print a file from your PC by simply dragging and dropping the file onto the FTP server of the machine.

### Performing FTP print

Type "ftp://" and then the IP address of the machine in the address bar of your PC's Web browser as shown below.

**Example: ftp://192.168.1.28**

In Windows, enter ftp://<IP address of machine> in Explorer, and drag and drop the file you want to print to that window. Printing will automatically begin.



- If you selected a PS or PCL file that includes print conditions, the print conditions in the file will be given priority.
  - When user authentication is enabled in the settings of the machine, the print function may be restricted. For more information, ask your administrator.
-



# APPENDIX

## PRINTER DRIVER SPECIFICATIONS LIST

For information on the setting items, refer to printer driver Help.

► [PRINTER DRIVER SETTINGS SCREEN / REFERRING TO HELP \(page 2-6\)](#)

Function			PCL6	PS	Windows PPD*1	Mac OS PPD*1
Tab (Windows)	Item	Page				
Main	Copies	-	1 - 999	1 - 999	1 - 999	1 - 999
	Collate	-	Yes	Yes	Yes	Yes
	Original Size	<a href="#">2-4</a>	Yes	Yes	Yes	Yes
	Output Size	<a href="#">2-4</a>	Yes	Yes	No	No
	Orientation	<a href="#">2-30</a>	Yes	Yes	Yes	Yes
	Scale to fit Paper Size	<a href="#">2-20</a>	No	No	No	Yes
	Zoom	<a href="#">2-31</a>	Yes*2	Yes	No	No
	2-Sided	<a href="#">2-19</a>	Yes	Yes	Yes	Yes
	N-Up	<a href="#">2-22</a>	2, 4, 6, 8, 9, 16	2, 4, 6, 8, 9, 16	2, 4, 6, 9, 16	2, 4, 6, 9, 16
	Staple	-	No	No	No	No
	Document Filing	-	No	No	No	No
	Retention	<a href="#">2-47</a>	Yes	Yes	No	Yes
	Color Mode	-	No	No	No	No
Paper Source	Output Size	<a href="#">2-4</a>	Yes	Yes	No	No
	Paper Tray	<a href="#">2-7</a>	Yes	Yes	Yes	Yes
	Paper Type	<a href="#">2-7</a>	Yes	Yes	Yes	Yes
	Tray Status	<a href="#">2-7</a>	Yes	Yes	No	No
Finishing	Staple	-	No	No	No	No
	Punch	-	No	No	No	No
	Fold	-	No	No	No	No
	Offset	-	No	No	No	No
	Output	-	No	No	No	No
	Separator Page	-	No	No	No	No



Function			PCL6	PS	Windows PPD*1	Mac OS PPD*1	
Tab (Windows)	Item	Page					
Layout	2-Sided		2-19	Yes	Yes	Yes	Yes
	Chapter Inserts		-	No	No	No	No
	Booklet		2-24	Yes	Yes	Yes	Yes
	N-Up	Page No.	2-22	2, 4, 6, 8, 9, 16	2, 4, 6, 8, 9, 16	2, 4, 6, 9, 16	2, 4, 6, 9, 16
		Repeat	-	No	No	No	No
		Order	2-22	Yes	Yes	No	Yes
		Border	2-22	Yes	Yes	No	Yes
		N-Up with cover	2-22	Yes	No	No	No
		100% N-Up	2-22	Yes	Yes	No	No
	Poster Printing		2-28	Yes	Yes	No	No
	Print Position	Margin Shift	2-26	0 inch to 1.2 inch (10mm to 30mm)	0 inch to 1.2 inch (10mm to 30mm)	Yes	Yes
Tab Shift		-	No	No	No	No	
Custom		2-29	Yes	Yes	No	No	
Job Handling	Print Release		-	No	No	No	No
	Document Filing		-	No	No	No	No
	Create PDF for PC Browsing		-	No	No	No	No
	Print and Send		-	No	No	No	No
	Notify Job End		-	No	No	No	No
	Retention		2-47	Yes	Yes	No	Yes
	Authentication		2-9	Yes	Yes	No	Yes
Inserts	Cover		2-43	Yes	Yes	Yes	Yes
	Transparency Inserts		-	No	No	No	No
	Carbon Copy		-	No	No	No	No
	Tab Paper		-	No	No	No	No
Stamp	Watermark		2-38	Yes	Yes	Yes	Yes
	Image Stamp		2-40	Yes	Yes	No	No
	Overlay		2-41	Yes	Yes	No	No
	Hidden Pattern		-	No	No	No	No
	Copies Stamp		-	No	No	No	No
Image Quality	Print Mode		2-18	Yes	Yes	Yes	Yes
	Graphics Mode		-	Yes	No	No	No
	Bitmap Compression		-	Yes	Yes	No	No
	Sharpness		-	No	No	No	No
	Screening		2-36	Yes	Yes	Yes	Yes
	Smoothing		-	No	No	No	No
	Text To Black		2-35	Yes	Yes	No	No



Function			PCL6	PS	Windows PPD*1	Mac OS PPD*1	
Tab (Windows)	Item	Page					
Image Quality	Vector To Black	2-35	Yes	Yes	No	No	
	Toner Save *3	-	Yes	Yes	Yes	Yes	
	Color Mode	-	No	No	No	No	
	Image Type	-	No	No	No	No	
	Advanced Color	-	No	No	No	No	
	Image Adjustment	2-34	Yes	Yes	No	No	
	Font	-	Yes	Yes	Yes	No	
	Line Width	-	No	No	No	No	
	Boldness Adjustment	-	No	No	No	No	
Detailed Settings	Mirror Image	2-33	No	Yes	Yes	Yes	
	PS Error Information	-	No	Yes	Yes	No	
	PS Pass-Through	-	No	Yes	No	No	
	Job Compression	-	No	Yes	No	No	
	Tandem Print	-	No	No	No	No	
	Disable Blank Page Print	-	No	No	No	No	
	Custom Image Registration	-	No	No	No	No	
	Other Settings						
	• Input Resolution	-	Yes	Yes	No	No	
	• Shade Pattern	-	Yes	No	No	No	
	• Spool Data Format	-	Yes	Yes	No	No	
	• Printable Area	-	No	No	No	No	
	• Rip Style	-	No	No	No	No	
	• Duplex Style	2-19	Yes	Yes	No	No	
	• CMYK Image Enhancement	-	No	No	No	No	
	• Job Name Shortening	-	Yes	Yes	No	No	
	• Use driver to render JPEGs	2-46	Yes	Yes	No	No	
	• Thicken Fine Lines	-	No	No	No	No	
	• Fine Text	-	No	No	No	No	
	• Fine Edge	-	No	No	No	No	
• Text/Line control	-	No	No	No	No		
• Text/Line knockout control	-	No	No	No	No		
• Photo Image	-	No	No	No	No		
• Image Enhancement	-	No	No	No	No		

\*1 The specifications of each function in Windows PPD and Mac OS PPD vary depending on the operating system version and the application.

\*2 The horizontal and vertical proportion cannot be set separately.

\*3 This setting may not operate in some applications and operating systems.



# TROUBLESHOOTING

## TROUBLESHOOTING

- NETWORK PROBLEMS ..... 3-2
- PRINTING PROBLEMS ..... 3-3
- INDICATORS AND DISPLAY MESSAGES ..... 3-7**

## PAPER JAM

- MISFEED REMOVAL ..... 3-8**
  - MISFEED IN THE BYPASS TRAY ..... 3-8
  - MISFEED IN THE MACHINE ..... 3-10
  - MISFEED IN THE PAPER TRAY 1 ..... 3-14
  - MISFEED IN THE PAPER TRAY 2 (Option) ... 3-15



# TROUBLESHOOTING

This chapter describes troubleshooting and misfeed removal.

If you encounter a problem when using the machine, check the following troubleshooting guide before calling for service. If you cannot resolve the problem using the troubleshooting guide, turn off the main switch, disconnect the power cord from the power outlet, and contact your dealer.

If you experience difficulty using the machine, check the following troubleshooting guide before calling for service. Many problems can be easily resolved by the user. If you are unable to solve the problem using the troubleshooting guide, turn off the power switch and unplug the machine, and contact your SHARP Service Department.

"\*\*\_\*\*" represents a code consisting of numbers and letters. When contacting your dealer, inform your dealer of the code that is displayed.

## NETWORK PROBLEMS

Problem	Cause and solution	Page
The machine does not connect to the network.	<b>The LAN cable is disconnected.</b> → Make sure that the LAN cable is firmly inserted in the connectors on the machine and your computer. To connect the cable, see the "Software setup guide".	1-3
	<b>Is the machine configured for use on the same network as the computer?</b> → The machine cannot be used if it is not connected to the same network as the computer, or if it is not configured for use on the network. For more information, consult your network administrator.	—



## PRINTING PROBLEMS

In addition to this section, troubleshooting information can also be found in the README files for each of the software programs. To view a README file, see "SOFTWARE SETUP GUIDE".

Problem	Cause and solution	Page
<b>The machine does not operate.</b>	<b>The machine is not plugged into a power outlet.</b> → Plug the machine into a grounded outlet.	–
	<b>Power switch OFF.</b> → Turn the power switch ON.	1-9
	<b>The machine is warming up.</b> → The machine requires some time to warm up after the power switch is turned on. While the machine is warming up, settings can be performed but printing is not possible.	1-10
	<b>The front cover or the side cover is not completely closed.</b> → Close the front cover or the side cover.	–
	<b>The machine is in auto power shut-off mode.</b> → When auto power shut-off mode has activated, only the [ENERGY SAVE] indicator (☾) blinks; all other indicators and the display are off. The machine returns to normal operation when the [ENERGY SAVE] key (☾) is pressed, when a print job is started.	1-10
	<b>Misfeed occurs.</b> → To remove the misfeed, see "MISFEED REMOVAL".	3-8
	<b>The tray is out of paper.</b> → Load paper.	1-15



Problem	Cause and solution	Page
Paper misfeed.	<b>The paper is outside of the specified size and weight range.</b> → Use paper within the specified range.	1-15
	<b>Paper curled or damp.</b> → Do not use curled or crimped paper. Replace with dry paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	—
	<b>Paper is not loaded properly.</b> → Make sure the paper is properly installed.	1-15
	<b>Pieces of paper inside machine.</b> → Remove all pieces of misfed paper.	3-8
	<b>Several sheets of paper stick together.</b> → Fan the paper well before loading it.	—
	<b>A paper misfeed has occurred in the tray.</b> → Turn the paper over and/or turn it around, and reload.	3-14
	<b>Too much paper is loaded in the tray.</b> → If the stack of paper is higher than the indicator line on the tray, remove some of the paper and reload so that the stack does not exceed the line.	1-19
	<b>The guides on the bypass tray do not match the width of the paper.</b> → Adjust the guides to match the width of the paper. If the paper guide presses too hard against the paper, a misfeed may occur. Adjust the guide so that it lightly contacts the paper.	1-22
	<b>The bypass tray extension is not pulled out.</b> → When loading paper, open the extension.	1-22
Paper size for a paper tray cannot be set.	<b>Printing is performed.</b> Set the paper size after printing is complete.	—
	<b>The machine has stopped temporarily due to running out of paper or a misfeed.</b> → Load paper or remove the misfeed, and then set the paper size.	3-8
A print job stops before it is finished.	<b>The paper output tray is full.</b> → Remove the output in the paper output tray to resume printing.	—
	<b>The tray is out of paper.</b> → Load paper.	1-15
The display turns off.	<b>Any other indicators turned off.</b> → If other indicators are lit, the machine is in "Preheat mode". Press any key on the operation panel to resume normal operation.	1-11
	<b>[ENERGY SAVE] indicator (☾) blinks.</b> → The machine is in auto power shut-off mode. Press the [ENERGY SAVE] key (☾) to resume normal operation.	1-10
Lighting fixture flickers.	<b>The same power outlet being used is for the lighting fixture and the machine.</b> → Connect the machine to a power outlet which is not used for other electric appliances.	—



Problem	Cause and solution	Page
<b>The machine does not print.</b> (Status indicator does not blink.)	<b>The machine is not correctly connected with your computer.</b> → Check both ends of the printer cable and make sure you have a solid connection. Try a known good cable. For information on cables, see "SPECIFICATIONS (START GUIDE)".	1-3
	<b>Your machine is not selected correctly in the current application for the print job.</b> → When choosing "Print" from the "File" menu located in applications, be sure you have selected "SHARP MX-XXXX" (where XXXX is the model name of your machine) printer displayed in the "Print" dialog box.	—
	<b>The printer driver has not been installed properly.</b> → Follow these steps to check and see if the printer driver is installed. 1 Click the "Start" button → "Settings" button → "Devices" → "Printers and Scanner". In Windows 7, click the "Start" button, click "Devices and Printers". 2 If the "SHARP MX-XXXX" printer driver icon is shown but you still cannot print, the printer driver may not have been installed correctly. In this case, delete the software and then reinstall it.	—
	<b>The port setting is not correct.</b> → Printing is not possible if the printer driver port setting is not correct. Set the port correctly. For more information, see the Software Setup Guide.	—
	<b>Printing is disabled.</b> → If "CANCEL JOBS OF INVALID ACCOUNTS" is enabled in the system settings, printing will not be possible. Consult the administrator.	4-10
<b>The machine does not print.</b> (Status indicator was blinking.)	<b>The tray size settings are not the same on the machine and in the printer driver.</b> → Make sure that the same tray paper size is set on the machine and in the printer driver. To change the tray's paper size setting on the machine, see <a href="#">TRAY SETTINGS (page 1-27)</a> or see Software Setup Guide to change it in the printer driver.	2-7 2-14
	<b>The specified size of paper has not been loaded.</b> → Load the specified size of paper in the paper tray.	1-15
<b>Printing is slow.</b>	<b>Simultaneous use of two or more application software programs.</b> → Start printing after quitting all unused application software programs.	—
<b>The printed image is light and uneven.</b>	<b>The paper is loaded so that printing takes place on the back side of the paper.</b> → Some paper types have a front and back side. If the paper is loaded so that printing takes place on the back side, toner will not adhere well to the paper and a good image will not be obtained.	1-15



Problem	Cause and solution	Page
<b>The printed image is dirty.</b>	<b>You are using paper that is outside the specified size and weight range.</b> → Use paper within the specified range.	1-15
	<b>Paper curled or damp.</b> → Do not use curled or crimped paper. Replace with dry paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	—
	<b>You did not set sufficient margins in the paper settings of your application.</b> → The top and bottom of the paper may be dirty if the margins are set outside of the specified print quality area. → Set the margins in the software application within the specified print quality area.	—
	<b>Black dots or smudges appear on the printed output.</b> → Run fixing cleaning mode. The letter "V" is printed on a sheet of paper and the fusing unit is cleaned.	4-11
<b>The printed image is skewed or it runs off the paper.</b>	<b>The paper loaded in the tray is not the same size as that specified in the printer driver.</b> → Check if the "Paper Size" options suit the size of the paper loaded in the tray. If the "Fit To Paper Size" setting is activated, make sure that the paper size selected from the drop-down list is the same as the size of the loaded paper.	—
	<b>The orientation of document setting is not correct.</b> → Click the "Main" tab in the printer driver setup screen, and verify if the "Image Orientation" option is set to your requirements.	—
	<b>Paper is not loaded properly.</b> → Make sure the paper is properly loaded.	1-15
	<b>You did not correctly specify the margins for the application in use.</b> → Check the layout of the document margins and the paper size settings for the application you are using. Also check if the print settings are specified correctly to suit the paper size.	—
<b>Wrinkles appear in the paper or the image disappears in places.</b>	<b>The paper is outside of the specified size and weight range.</b> → Use paper within the specified range.	1-15
	<b>Paper curled or damp.</b> → Do not use curled or crimped paper. Replace with dry paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	—
	<b>The fusing unit pressure adjusting levers were not returned to their original positions</b> → If the fusing unit pressure adjusting levers are not returned, poor toner adhesion, smudging, and lines may occur. Be sure to press both levers down to return to their original positions.	3-12



# INDICATORS AND DISPLAY MESSAGES

If one of the following messages appears in the display, take prompt action as instructed by the message.

Message	Action
Maintenance	It is time for regular maintenance. Contact your SHARP Service Department.
Maintenance required. Call for service.	Maintenance required soon. Contact your SHARP Service Department.
⚠ Call for service. * *-**	Turn off the power and then turn it back on. If this does not clear the message, write down the 2-digit main code and 2-digit sub-code ("* *-**"), turn off the power, and promptly contact your SHARP Service Department.
Toner Low. (Do not replace cartridge until requested.)	The toner cartridge must be replaced soon.
⚠ Check the toner cartridge.	Check to see if the toner cartridge has been installed properly.
Change the toner cartridge.	Replace the toner cartridge as explained in <a href="#">REPLACEMENT OF TONER CARTRIDGE (page 1-30)</a> .
⚠ Remove paper from the center tray.	The number of sheets in the output tray has reached the limit. Remove the paper.
⚠ Load <* *> paper into tray <* *>.	The paper size specified for the tray is different from the actual size. <a href="#">▶LOADING PAPER (page 1-15)</a>

<\* \*>: Tray number

<\* \*>: Size of paper that should be loaded



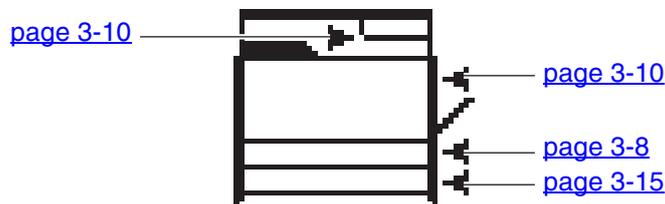
# PAPER JAM

## MISFEED REMOVAL

When a misfeed occurs during printing, the message " ⚠ Clear paper path." and the location of the misfeed will appear. Check the location and remove the misfeed.

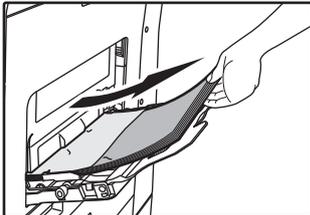


The paper may tear when you remove a misfeed. In this event, be sure to remove all torn pieces of paper from the machine.



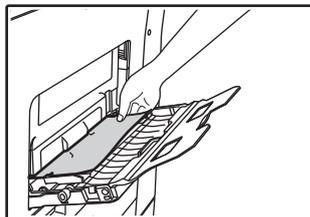
## MISFEED IN THE BYPASS TRAY

1



Remove any paper remaining in the bypass tray.

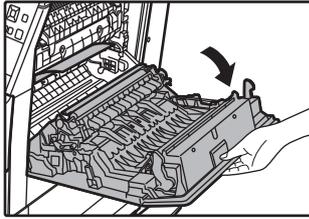
2



Gently remove the misfed paper from the bypass tray.



3



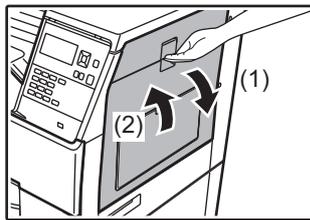
Grasp the side cover open/close handle, and gently open the side cover.

4

Turn the paper feed knob and feed out the paper that is inside.

► [Misfeed in the paper feed area A \(page 3-11\)](#)

5



Close the auxiliary tray and then the bypass tray, grasp the side cover open/close handle, and gently open and close the side cover.

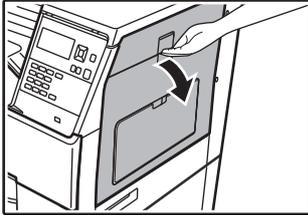
The message " ⚠ Clear paper path." will be cleared and printing will be possible.



## MISFEED IN THE MACHINE

To remove a misfeed from inside the machine, open the side cover, check whether the misfeed occurred in "A", "B", or "C" below, and follow the misfeed removal procedure.

1



Open the bypass tray and the side cover.



If paper remains in the bypass tray, remove the paper.

► [MISFEED IN THE BYPASS TRAY \(page 3-8\)](#)

2

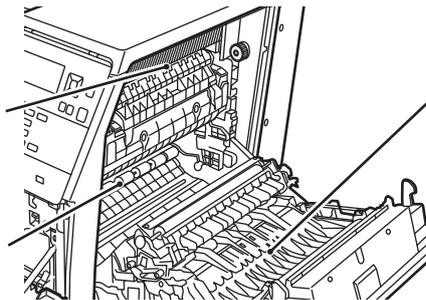
Check the misfeed location. Remove the misfed paper following the instructions for each location in the illustration below.

### Area B

If the misfed paper is visible here, go to [Misfeed in the fusing area B \(page 3-12\)](#).

### Area A

If paper is misfed here, go to [Misfeed in the paper feed area A \(page 3-11\)](#).



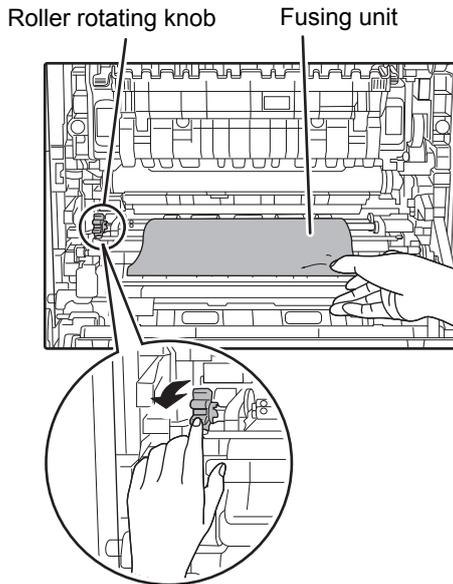
### Area C

If paper is misfed here, go to [Misfeed in the transport area C \(page 3-13\)](#).



## Misfeed in the paper feed area A

1



**Carefully remove the misfed paper. Turn the roller rotating knob in the direction of the arrow to assist in removing it.**

Be careful not to tear the misfed paper during removal.



The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or injury.



When removing misfed paper, do not touch or damage the photoconductive drum and the transfer roller.

2

### Close the side cover.

The message " ⚠ Clear paper path." will be cleared and printing will be possible.



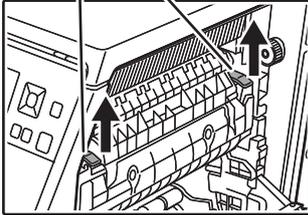
- When closing the side cover, press on around the handle.
- If the message does not clear, check again to make sure that no pieces of paper remain.



## Misfeed in the fusing area B

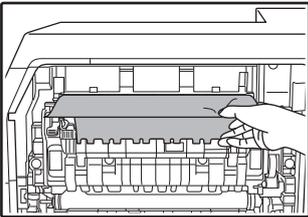
1

Fusing unit pressure adjusting levers



**Lift the fusing unit pressure adjusting levers to allow easier removal.**

2



**Remove the misfed paper.**

Be careful not to tear the misfed paper during removal.

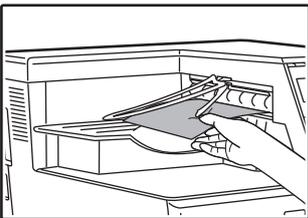


**The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or injury.**



- When removing misfed paper, do not touch or damage the photoconductive drum and the transfer roller.
- Be careful about unfixed toner on the misfed paper not to soil your hands or clothes.

3



**If the misfed paper cannot be removed, remove the paper by pulling it into the paper output area.**

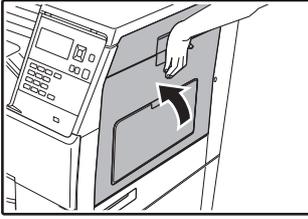
Be careful not to tear the misfed paper during removal.

4

**Lower the fusing unit pressure adjusting levers, to return them to their operating positions.**



5



### Close the side cover.

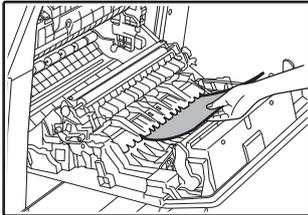
The message " ⚠ Clear paper path." will be cleared and printing will be possible.



- When closing the side cover, press on the handle.
- If the paper was torn, make sure that no torn pieces remain in the machine.
- If the message does not clear, check again to make sure that no pieces of paper remain.

## Misfeed in the transport area C

1



### Remove the misfed paper.

Be careful not to tear the misfed paper during removal.

2

### Return the duplex conveyor lever to its original position and close the side cover.

The message " ⚠ Clear paper path." will be cleared and printing will be possible.



- When closing the side cover, press on around the handle.
- If the paper was torn, make sure that no torn pieces remain in the machine.
- If the message does not clear, check again to make sure that no pieces of paper remain.



# MISFEED IN THE PAPER TRAY 1



Make sure that there is no misfed paper in the tray before pulling it out.

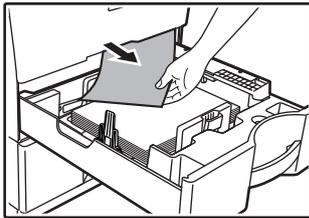
► [MISFEED IN THE MACHINE \(page 3-10\)](#)

1

**Open the side cover and remove the misfed paper.**

► [MISFEED IN THE MACHINE \(page 3-10\)](#)

2



**Lift and pull out the upper paper tray and remove the misfed paper.**

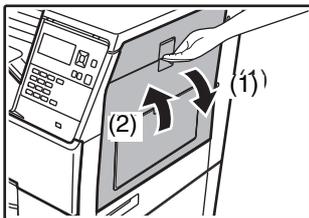
Be careful not to tear the misfed paper during removal.

3

**Push the upper paper tray in completely.**

Push the tray in completely.

4



**Grasp the side cover open/close handle, and gently open and close the side cover.**

The message " ⚠ Clear paper path." will be cleared and printing will be possible.

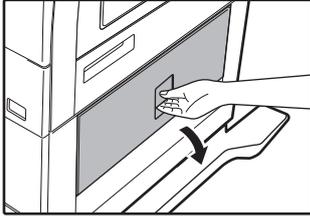


- When closing the side cover, press on the handle.
- If the message does not clear, check again to make sure that no pieces of paper remain.



## MISFEED IN THE PAPER TRAY 2 (Option)

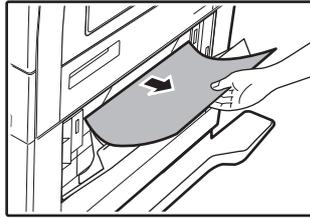
1



### Open the lower side cover.

Grasp the handle to open the lower side cover.

2



### Remove the misfed paper.

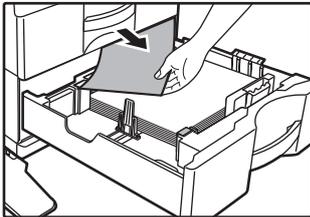
Be careful not to tear the misfed paper during removal.

3

### Close the lower side cover.

The message " ⚠ Clear paper path." will be cleared and printing will be possible.

4



### If the misfed paper is not seen in step 2, lift and pull out the lower paper tray and remove the misfed paper.

Be careful not to tear the misfed paper during removal.

5

### Close the lower paper tray.

Push the tray in completely.



If the message does not clear, check again to make sure that no pieces of paper remain.



# SYSTEM SETTINGS

## PURPOSE OF THE SYSTEM SETTINGS

<b>PROGRAMS RELATED TO ALL FUNCTIONS OF THE MACHINE</b> .....	<b>4-2</b>
<b>PROGRAMMING AN ADMINISTRATOR PIN CODE</b> .....	<b>4-2</b>
• PROGRAMMING AN ADMINISTRATOR PIN CODE .....	4-2

## SYSTEM SETTINGS LIST

## USING THE SYSTEM SETTINGS

## SYSTEM SETTINGS

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• Initial Setting .....	4-8
• Printer .....	4-8
• Network .....	4-8
• User Control .....	4-10
• Device Control .....	4-11
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• Energy Save .....	4-13
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• Gray Adjustment .....	4-14
• Security Settings .....	4-14



# PURPOSE OF THE SYSTEM SETTINGS

The system settings are used by the administrator of the machine to enable or disable functions to suit the needs of your workplace.

## PROGRAMS RELATED TO ALL FUNCTIONS OF THE MACHINE

These programs are used to enable user authentication mode, adjust power consumption, and manage peripheral devices.

When user authentication mode is enabled for a function, a valid account number must be entered in order to use the function. (If a valid account number is not entered, the function cannot be used.)

When user authentication mode is enabled for the printer function, an account number must be entered at the user's computer when the print command is selected. (Depending on the system settings, a job may be printed even if an incorrect account number is entered, and thus care must be taken when managing printer page counts.) If "Disable Print by Inv. User" is enabled in the system settings, printing will be prohibited if an invalid account number is entered.)

## PROGRAMMING AN ADMINISTRATOR PIN CODE

The administrator PIN code is a 5-digit number that must be entered in order to access the system settings. The administrator (administrator of the machine) should change the default administrator PIN code that was set at the factory to a new 5-digit number. Be sure to remember the new administrator PIN code, as it must be entered each time the system settings are subsequently used. (Only one administrator PIN code can be programmed.)

Refer to the Start Guide for the factory default administrator PIN code.

To change the administrator PIN code, see "[PROGRAMMING AN ADMINISTRATOR PIN CODE \(page 4-2\)](#)".

## PROGRAMMING AN ADMINISTRATOR PIN CODE

**1**

**Press the [SPECIAL FUNCTION] key (Fn).**

The special function screen will appear.

**2**

**Select "System Settings" with the [▼] or [▲] key.**

**3**

**Press the [OK] key.**

The administrator PIN code entry screen appears.



4

**Use the numeric keys to enter the five-digit administrator PIN code.**

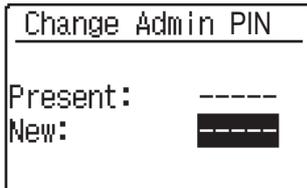
- If this is the first time you are programming the administrator PIN code, enter the factory default code. (Refer to the Start Guide)
- "✖" appears for each digit that you enter.
- The special modes screen will appear with "Change Admin PIN" selected.

5

**Press the [OK] key.**

The administrator PIN code change screen appears.

6



**Enter the new 5-digit administrator PIN code with the numeric keys.**

Any 5 digits can be used for the administrator PIN code.

7

**Press the [OK] key.**

- The previously programmed administrator PIN code is replaced by the new administrator PIN code.
- Press the [CA] key to return to the base screen.



# SYSTEM SETTINGS LIST

## Programs for general use of the machine

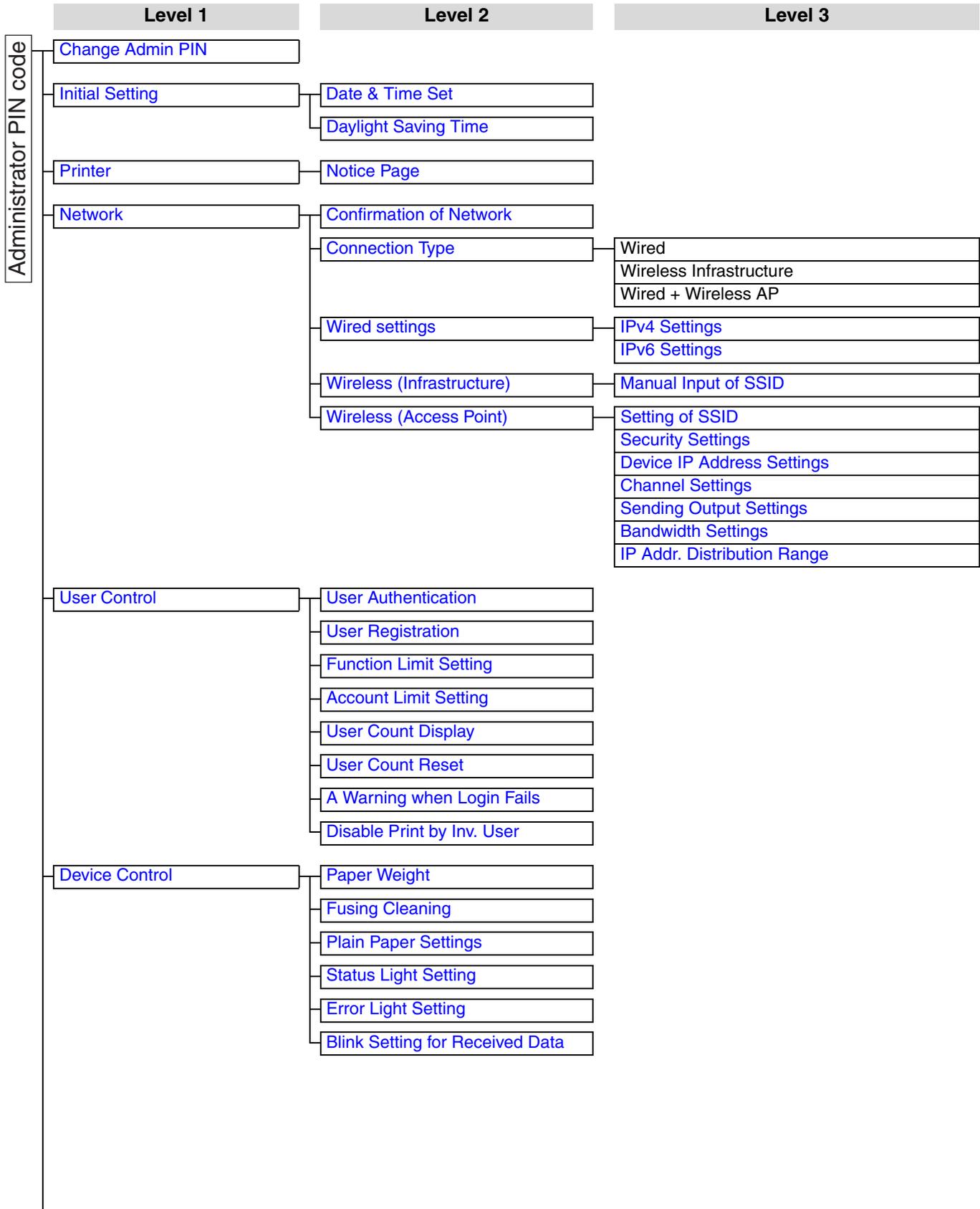
Program name	Page
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# Administrator settings menu

The system settings are accessed via the following menu structure. Refer to this menu when enabling or disabling the settings that are explained beginning on [page 4-8](#). Some settings contain an additional level of settings (a settings screen).





Level 1	Level 2	Level 3
Operation Setting	Auto Clear	
	Language Setting	
	Message Time	
	Key Touch Sound	
	Keys Touch Sound At Initial Point	
	Key Press Time	
	Disable Auto Key Repeat	
	Disable Paper Size Set	
Energy Save	Auto Power Shut-Off	
	Auto Power Shut-Off Timer	
	Preheat Mode	
	Enter Auto Power Shut-Off after the Remote Job	
	Toner Save Mode	
List Print	User Info. Print	
Gray Adjustment	Tone Adjustments	
Security Settings	IPsec Settings	
	Initialize Private Data and Data in Machine	



# USING THE SYSTEM SETTINGS

**1** Press the [SPECIAL FUNCTION] key (Fn).

**2** Select "System Settings" with the [▼] or [▲] key and press the [OK] key.

**3**

Enter admin  
PIN Code.

Admin PIN Code:



**Enter the administrator PIN code with the numeric keys.**

- "✖" appears for each digit that you enter.
- The mode selection screen appears.

**4**

Mode Select

▲ Change Admin PIN

Initial Setting

Printer

▼ Network

**Select the desired mode with the [▼] or [▲] key.**

**5**

**Press the [OK] key.**

**6**

**Select the desired setting with the [▼] or [▲] key.**

**7**

**Press the [OK] key and follow the instructions in the setting screen.**

Several settings will have checkboxes in front of them. To enable a function (make a checkmark appear), press the [OK] key. To disable the setting, press the [OK] once again to remove the checkmark. To configure a setting that has a checkbox, go to step 8.

**8**

**To use another setting for the same mode, select the desired setting with the [▼] or [▲] key.**

To use a setting for a different mode, press the [BACK] key (↩) and select the desired mode. To exit the system settings, press the [HOME] key (🏠).



# SYSTEM SETTINGS

## Change Admin PIN

Use this function to change administrator PIN code. To change the administrator PIN code, see "[PROGRAMMING AN ADMINISTRATOR PIN CODE \(page 4-2\)](#)".

## Initial Setting

The default settings for operation of the machine can be configured. Select the [Initial Setting] to configure the settings.

### Date & Time Set

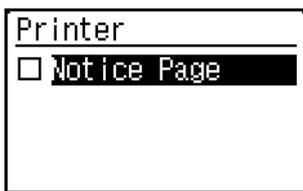
Use this to set the date and time in the machine's built-in clock.

### Daylight Saving Time

Enable daylight saving time.

## Printer

Settings related to the printer function can be configured. Select the [Printer] to configure the settings.

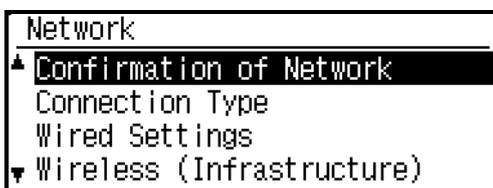


### Notice Page

Set whether a notice page is printed when printing does not take place due to an error such as memory full.

## Network

Network settings are described below. Select the [Network] key to configure the settings.



## Confirmation of Network

Confirm network settings.

## Connection Type

You can change the machine's network connection type.

## Wired settings

### IPv4 Settings

When using the machine on a TCP/IP (IPv4) network, use this setting to configure the IP address of the machine. The settings are shown below.

#### Enable DHCP

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.

#### IPv4 Address

Enter the IP address of the machine.

#### Subnetmask

Enter the Subnetmask

#### Default Gateway

Enter the Default Gateway.

### IPv6 Settings

When using the machine on a TCP/IP (IPv6) network, use this setting to configure the IP address of the machine.

The settings are shown below.

#### Enable IPv6 Protocol

Enable this setting.

#### Enable DHCPv6

Use this setting to have the IP address obtained automatically using DHCP (Dynamic Host Configuration Protocol). When this setting is enabled, it is not necessary to manually enter an IP address.

#### Manual Address

Enter the IP address of the machine.

#### Prefix Length

Enter the prefix length (0 to 128).

#### Default Gateway

Enter the IP Gateway address.



- If DHCP is used, the IP address assigned to the machine may change automatically. If the IP address changes, printing will not be possible.
- In an IPv6 environment, the machine can use LPD protocol.



## Wireless (Infrastructure)

This sets connection using wireless infrastructure mode.

### Manual Input of SSID

Enter up to 32 half-width characters for the SSID.

#### • Security Type

Select the security type.

(none/WEP/WPA/WPA2-mixed Personal/WPA2 Personal)

#### • Setting of Encrypt

Select the encryption method based on the "Setting of Security Type" setting.

(none, WEP, AES/TKIP, AES)

#### • Security Key Settings

Set the security key used for wireless connection.

WEP	5 half-width numeric digits, 10 hexadecimal (64 bit) digits, 13 half-width numeric digits, or 26 hexadecimal (128 bit) digits
WPA/WPA2 -mixed Personal	8 to 63 half-width numeric digits or 64 hexadecimal digits
WPA2 Personal	

## Wireless (Access Point)

This sets connection using wireless access point mode.

### Setting of SSID

Enter up to 32 half-width characters for the SSID.

### Security Settings

#### • Security Type

Select the security type.

(none/WEP/WPA/WPA2-mixed Personal/WPA2 Personal)

#### • Setting of Encrypt

Select the encryption method based on the "Setting of Security Type" setting.

(none, WEP, AES/TKIP, AES)

#### • Security Key Settings

Set the security key used for wireless connection.

WEP	5 half-width numeric digits, 10 hexadecimal (64 bit) digits, 13 half-width numeric digits, or 26 hexadecimal (128 bit) digits
WPA/WPA2 -mixed Personal	8 to 63 half-width numeric digits or 64 hexadecimal digits
WPA2 Personal	

### Device IP Address Settings

Set the IP address of the access point.

### Channel Settings

Set the channel used for the access point.

### Sending Output Settings

Set the transmission output of the access point.

### Bandwidth Settings

Set the frequency band of the access point.

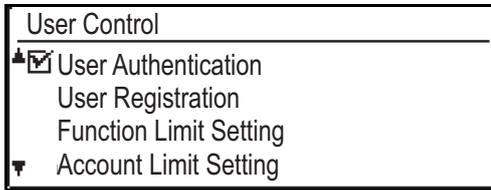
### IP Addr. Distribution Range

Set the lease range and lease period of the IP address used for the access point.



## User Control

User Control is used to configure settings for user authentication. Select the [User Control] to configure the settings.



### User Authentication

These settings enable or disable user authentication and specify the authentication method.

When user authentication is enabled, each user of the machine is registered. When a user logs in, settings for that user are applied.

### User Registration

Users can be added, deleted, and changed.



- When entering a user number, the [OK] key is not enabled until 5 digits have been entered.
- If the [C] key is pressed during entry of a user number, the displayed user number changes to "-----".

### Function Limit Setting

Set functions that all users or a specific user can use.

- Print /USB Memory Direct Print

Set the paper limits for printing.



For the users that are prohibited to use Printer, using USB Memory Direct Print will be prohibited even if they have been permitted to use it.

### Account Limit Setting

Printing paper limits can be set for all users or specific users.

## User Count Display

This setting is used to display the print page counts of each account, and the usage limits for printing. Misfed pages are not included in the page counts.

Switch to the page counts in other modes for the same account, as well as the page limits, with the [◀] or [▶] key.

To change to a different account number, press the [▼] or [▲] key.

### User Count Reset

This setting is used to reset the print page counts of an individual account, or all accounts, to zero.

## A Warning when Login Fails

When this setting is enabled, the machine will not allow operation for one minute if an incorrect account number is entered three times in a row. During this time, "This operation is disabled. Please contact your administrator." will appear in the display.

This setting is only effective when "User Authentication" has been enabled for print mode.

### Disable Print by Inv. User

When enabled, this setting cancels a print job if no account number is entered or an invalid account number is entered. This setting is only effective when "User Authentication" has been enabled for print mode.

The function is initially enabled (factory default setting).



Pages printed by invalid account numbers are added to the page count of "Others" (account number).



## Device Control

These settings are used to configure settings for hardware functions of the machine. To access one of these settings, select "Device Control" in the mode selection screen, select the desired setting in the device control screen, and press the [OK] key.



### Paper Weight

The temperature of toner fusing is controlled according to the weight of the paper that is used. Apply this setting to plain, recycled, punched, pre-printed, letter head, colour, and user type paper. Select from "16 to 24 lbs. (60g/m<sup>2</sup> - 79g/m<sup>2</sup>)" and "24+ to 28 lbs. (80g/m<sup>2</sup> - 105g/m<sup>2</sup>)".



- Be sure to use only paper that is in the same weight range as the weight range set here. Do not mix in other standard paper that differs from the set range.
- When settings are changed, the changes will take effect after the machine is restarted. To restart the machine, see [TURNING ON THE POWER \(page 1-9\)](#).

### Fusing Cleaning

Use this function to clean the machine's fusing unit when dots or other dirt appear on the printed side of the paper. When this function is executed, "V" printed paper is output and the fusing unit is cleaned.



- If improvement is not noticed after the first time you use the function, try executing the function again.

## Plain Paper Settings

In this machine, paper type is divided between plain paper 1 and plain paper 2.

When printing on plain paper with a printer driver that is not compatible with plain paper 1 and plain paper 2, you can set which paper type to use for printing

### Status Light Setting

Set the operation of the status indicator on the machine. Select from "Pattern 1", "Pattern 2", or "Not Use". For explanations of the patterns, refer to "[Status indicator and error indicator \(page 1-8\)](#)".

### Error Light Setting

Set the operation of the error indicator when an error occurs on the machine. Select whether the indicator lights or blinks depending on the error status, only blinks, or is not used.

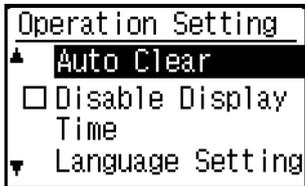
### Blink Setting for Received Data

Set whether the status indicator blinks when print data has been received or received data is held.



## Operation Setting

These settings are used to configure various settings related to the operation panel. To access one of these programs, select "Operation Setting" in the mode selection screen, select the desired setting in the operation setting screen, and press the [OK] key.



### Auto Clear

This function returns to the default settings if the operation panel is not used for the duration of time set with this setting. Time selections are "0 sec.", "10 sec.", "20 sec.", "60 sec.", "90 sec." and "120 sec."

The factory default setting is 60 seconds. Select "Auto Clear" and press the [OK] key

Select the desired time with the [◀] or [▶] key. If you do not want auto clear to operate, select "0".

### Language Setting

This setting is used to select the display language. Select "Language Setting", press the [OK] key, and follow the steps below.

## Message Time

This setting is used to set the length of time that messages appear in the display (this applies to messages that appear for a certain length of time and then automatically disappear.)

Select from "Short (3 sec.)", "Normal (6 sec.)", or "Long (9 sec.)".

The factory default setting is "Normal (6 sec.)".

## Key Touch Sound

This setting is used to set the length of the key touch sound that is heard each time a key is pressed.

The initial factory setting is "Short".

Select the desired length with the [▼] or [▲] key.

To turn the key touch sound off, select "Off".

## Keys Touch Sound At Initial Point

This setting is used to select whether or not a beep will sound at preset base settings as you press a key to select a setting.

The factory default setting is no beep.

## Key Press Time

This setting is used to set the duration of time that a key must be pressed to take effect.

A longer setting can be selected to prevent keys pressed accidentally from taking effect. Keep in mind, however, that when a longer setting is selected more care is required when pressing keys to ensure that the key input is registered.

The initial factory setting is "Minimum".

## Disable Auto Key Repeat

This setting is used to stop a setting from changing continuously when the [▼] or [▲] key is held down (auto key repeat will not operate). When this setting is enabled, a key must be pressed repeatedly instead of holding it down.

Auto key repeat is initially set to operate (factory default setting).

## Disable Paper Size Set

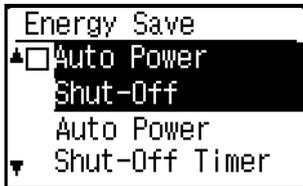
This setting is used to disable "Paper Size Set" in the Special Modes menu. When disabled, "Paper Size Set" cannot be used when the [SPECIAL FUNCTION] key (Fn) is pressed, which prevents users other than the administrator from easily changing the paper size setting.

"Disable Paper Size Set" is initially disabled (factory default setting).



## Energy Save

These settings are used to configure energy saving settings. To access one of these settings, select "Energy Save" in the mode selection screen, and select the desired setting in the energy save screen, and then press the [OK] key.



### Auto Power Shut-Off

This setting is used to enable auto power shut-off mode, which automatically turns off the power to the fusing unit if the operation panel is not used for a certain duration of time.

Enabling auto power shut-off mode helps conserve energy, preserve natural resources, and reduce environmental pollution.

The function is initially enabled.



Rather than disabling the auto power shut-off feature, it is recommended that you first try lengthening the time set in "[Auto Power Shut-Off Timer](#)" (see below). In most cases a suitable timer setting will allow work to proceed with minimal delay and still enable you to enjoy the benefits of power conservation.

### Auto Power Shut-Off Timer

This setting is used to set the duration of time until auto power shut-off mode activates when the operation panel is not used. Using this function helps conserve energy, preserve natural resources, and reduce environmental pollution.

The factory default setting is "1 min."

"1 min.", "3 min.", "5 min.", "10 min.", "15 min.", "30 min.", "45 min.", "60 min.", "75 min.", "90 min.", "105 min." or "120 min." can be selected for the duration of time. Select a setting that suits your work conditions.

## Preheat Mode

This setting is used to set the duration of time until preheat mode, which automatically lowers the fusing unit temperature, activates when the operation panel is not used. Using this function helps conserve energy, preserve natural resources, and reduce environmental pollution.

The factory default setting is "1 min."

"1 min.", "3 min.", "5 min.", "10 min.", "15 min.", "30 min.", "45 min.", "60 min.", "75 min.", "90 min.", "105 min." or "120 min." can be selected for the duration of time. Select a setting that suits your work conditions.

### Enter Auto Power Shut-Off after the Remote Job

When the machine completes a print job received from the PC, the machine immediately returns to the Auto Power Shut-Off mode.

## Toner Save Mode

You can reduce the amount of toner used for printing.



Toner Save Mode is only effective when the machine's printer driver is not used. When the printer driver is used, the printer driver setting takes precedence. This function may not operate in some applications and operating systems.

## List Print

This is used to print lists and reports that are only for use by the administrator of the machine.

Select the [List Print], and then select the list to print.

User Info. Print	The user name, user number, paper used, paper limits, and function permission settings can be printed for each user.
------------------	--



## Gray Adjustment

### Tone Adjustments

This function is used to adjust each of the density levels (low, mid, and high).

- (1) Select [Gray Adjustment] on the operation panel and press [OK] key.
- (2) Select [Tone Adjustments] and press [OK] key, then Tone Adjustments setting screen appears.

Enter each number in the range of 1 to 7 to the colors of Bk (Black).

Initially the setting screen for [Low] level appears. You can change the screen for [Middle] and [High] with [▼][▲] keys. Factory default number is set to "4" respectively. Increasing the number will make the print darker and decreasing the number will make it lighter.

## Security Settings

The following settings are related to security. Select the [Security Settings] to configure the settings.



### IPsec Settings

IPsec can be used for data transmission/reception on a network.

#### Enable IPsec

Specify whether or not IPsec is used for transmission.

#### IKEv1 Settings

Configure the IKEv1 settings.

##### Pre-Shared Key

Enter the Pre-Shared Key to be used for IKEv1.

##### SA Lifetime (time)

Set the SA lifetime.

##### IKE Lifetime

Set the IKE lifetime.

### Initialize Private Data and Data in Machine

The system-set values can be restored to the factory default state after eliminating the data stored in the machine.

- Current values set for system settings
- Current values set for network settings
- User information > User registration information
- User information > Paper limits
- User information > Function usage restrictions
- User information > User counts (Excluding default users)
- Product key



# WEB PAGES

## WEB FUNCTIONS IN THE MACHINE

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# WEB FUNCTIONS IN THE MACHINE

## ABOUT THE WEB PAGES

The machine includes a built-in Web server. The Web server is accessed using a Web browser on your computer. The Web pages include both pages for users and pages for the administrator. In the user Web pages, users can monitor the machine, and select printer configuration settings. In the administrator Web pages, the administrator can configure the machine's settings, and passwords. Only the administrator is allowed to configure these settings.

## HOW TO ACCESS THE WEB PAGE

Use the following procedure to access the Web pages.

---

### 1 Open the Web browser on your computer.

Recommended Web browsers:  
Internet Explorer: 11 or later (Windows®)  
Firefox (Windows®), Safari (Mac OS®),  
Chrome (Windows®):  
Latest version or immediately previous major release

---

### 2 In the "Address" field of your Web browser, enter the IP address that has been configured in the machine.

When the connection is completed, the Web page will appear in your Web browser.  
► [ABOUT THE WEB PAGES \(FOR USERS\) \(page 5-3\)](#)

---

### 3 When finished, close the Web pages.

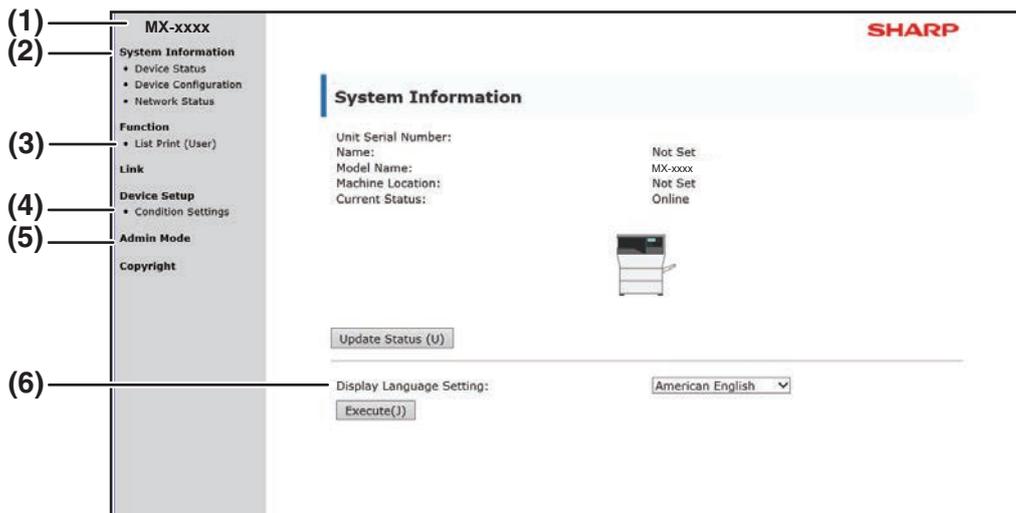
When you have finished using the Web pages, click the  (close) button in the top right corner of the page.

---



# ABOUT THE WEB PAGES (FOR USERS)

When you access the user Web pages in the machine, the following page will appear in your browser. A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item.



**(1) Menu frame**

Click a setting in the menu to configure it.

**(2) System Information**

Shows the current status of the machine and model name.

- Device Status  
Shows the current status of the machine, paper trays, output trays, toner and other supplies, and page counts.  
Out of paper and other warnings appear in red.
- Device Configuration  
Shows what options are installed.
- Network Status  
Shows the network status. Information on "General" and "TCP/IP" is shown on the respective pages.

**(3) List Print**

You can print out the various settings that you have selected.

**(4) Condition Settings**

Configure basic printer settings and printer language settings.

- [CONFIGURING THE PRINTER CONDITION SETTINGS \(page 5-4\)](#)

**(5) Admin Mode**

To open the Web pages for the administrator, click here and then enter the administrator's user name and password.

- [ABOUT THE WEB PAGES \(FOR THE ADMINISTRATOR\) \(page 5-7\)](#)
- [PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE \(\[Passwords\]\) \(page 5-9\)](#)

**(6) Display Language Setting**

Select the desired language setting from the pull-down menu.



# CONFIGURING THE PRINTER CONDITION SETTINGS

The printer condition settings allow basic printer settings to be configured. The following items can be set:

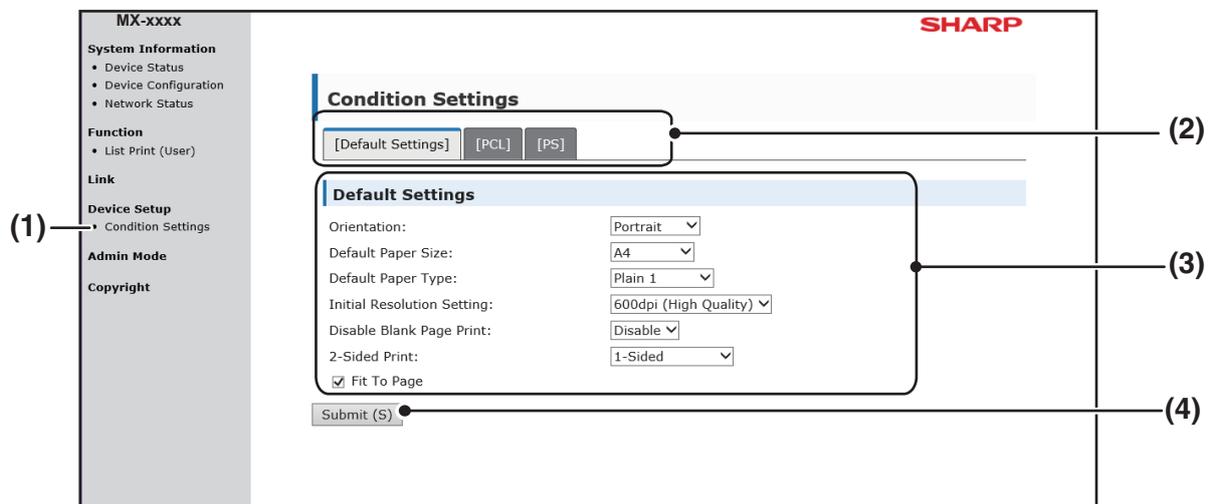
- "Default Settings" ► [page 5-5](#): Basic settings that are mainly used when the printer driver is not used.
- "PCL Settings" ► [page 5-6](#): PCL symbol set, font, line feed code, and other settings.



When the printer driver is used and the same settings are configured both in the printer driver and in the above screens, the settings configured in the printer driver override the settings in the above screens. If a setting is available in the printer driver, use the printer driver to configure the setting.

## HOW TO CONFIGURE THE SETTINGS

To display the Condition Settings screen, click [Condition Settings] in the menu frame.



**(1) Condition Settings**

This displays the page for configuring the printer condition settings.

**(2) Default Settings/ PCL/PS**

Select the type of condition settings that you wish to configure.

**(3) Settings**

The factory default settings are displayed. Change the settings as desired by selecting from drop-down lists.

► [PRINTER CONDITION SETTINGS \(page 5-5\)](#).

**(4) Submit**

Click to store the Web page settings in the machine.



# PRINTER CONDITION SETTING MENU

Condition Settings	
Default Settings	Factory default settings
Orientation	Portrait
Default Paper Size	Letter
Default Paper Type	Plain 1
Default Resolution	600dpi (High Quality)
Disable Blank Page Print	Disable
2-Sided Print	2-Sided (Book)
Fit To Page	ON

Condition Settings	
PCL Settings	Factory default settings
Symbol Set	PC-8
Font	0: Courier (internal font)
Line Feed Code	CR=CR; LF=LF; FF=FF
PS Settings	
Factory default settings	
Print PS Errors	Disable

## PRINTER CONDITION SETTINGS

Factory default settings are indicated in bold.

### Default Settings

Item	Settings	Description
Orientation	<b>Portrait</b> , Landscape	This sets the orientation of the printed page. Select [Portrait] when the image is longer in the vertical direction, or [Landscape] when the image is longer in the horizontal direction.
Default Paper Size	<b>Letter</b> , Invoice, Executive, A4, B5, A5,	Set the default paper size used for printing.
Default Paper Type	<b>Plain1</b> , Plain 2, Letter head, Pre-printed, Pre-punched, Recycled, Color	Set the type of paper used for printing.
Default Resolution	600dpi, <b>600dpi (High Quality)</b>	Set the printing resolution.
Disable Blank Page Print	Enable, <b>Disable</b>	When this is specified, blank pages with no print data will not be printed.
2-Sided Print	1-Sided, <b>2-Sided (Book)</b> , 2-Sided (Tablet)	When [2-Sided (Book)] is selected, two-sided printing takes place so as to allow binding at the left side. When [2-Sided (Tablet)] is selected, two-sided printing takes place so as to allow binding at the top.
Fit To Page	<b>ON</b> , OFF	Set whether the printed image is fit to the size of the paper.



## PCL Settings

Item	Settings	Description
Symbol Set	Select one of 35 sets.	This specifies which country's characters (PCL symbol set) are assigned to certain of the symbols in the character code list. The factory default setting is [PC-8].
Font	Select one internal font.	This specifies which PCL font to use for printing. One font can be specified from among the internal fonts. The factory default setting is [0: Courier].
Line Feed Code	<b>CR=CR; LF=LF; FF=FF,</b> CR=CR+LF; LF=LF; FF=FF, CR=CR; LF=CR+LF; FF=CR+FF, CR=CR+LF; LF=CR+LF; FF=CR+FF	This specifies the line break code by means of a combination of the "CR" (return) code, "LF" (line break) code, and "FF" (page break) code. The factory default setting is printing based on the transmitted code. The setting can be changed by selecting one of four combinations.

## PostScript settings

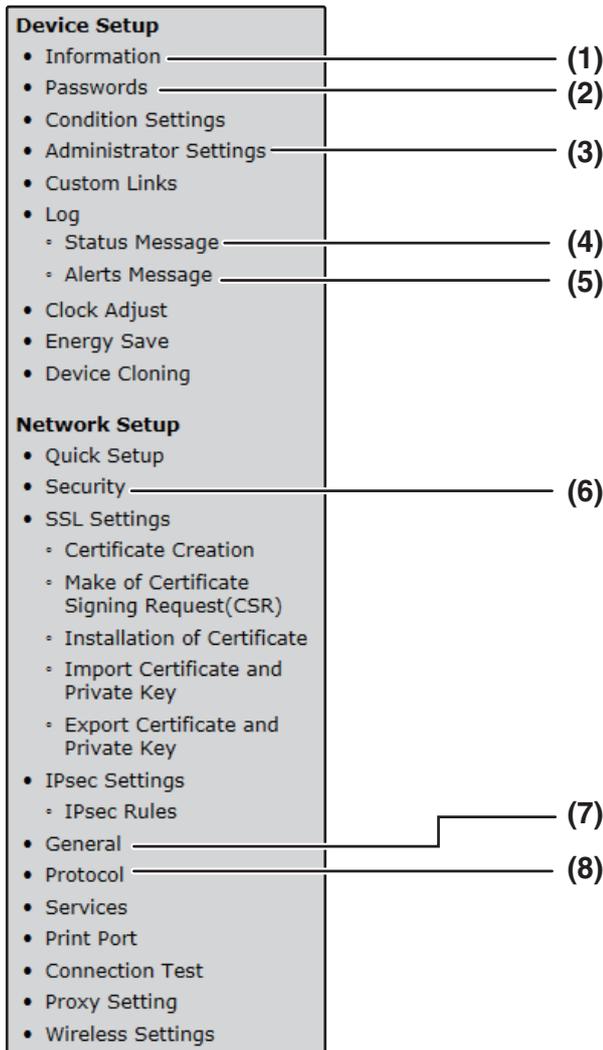
Item	Settings	Description
Print PS Errors	Enable, <b>Disable</b>	When this setting is enabled, an error description is printed each time a PostScript error occurs.



# ABOUT THE WEB PAGES (FOR THE ADMINISTRATOR)

In addition to the menus that appear for users, other menus that can only be used by the administrator appear in the administrator Web pages.

A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to configure settings for that item. Settings that can only be configured by the administrator are explained here.



## (1) Information

Configure machine identification information for the status & alert E-mail function.

► [INFORMATION SETUP \(page 5-12\)](#)

## (2) Passwords

To protect the Web site, the system administrator can establish passwords. Enter a password that you would like to establish and click the [Submit] button.

One password can be established for the administrator and one password can be established for users.

► [PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE \(\[Passwords\]\) \(page 5-9\)](#)

## (3) Administrator Settings

Setting changes can be prohibited and interface settings can be configured.

► [ADMINISTRATOR SETTINGS \(page 5-10\)](#)

## (4) Status Message

Configure parameters required for sending status messages, such as destination addresses and time schedules.

► [STATUS MESSAGE SETUP \(page 5-13\)](#)

## (5) Alerts Message

Store destination addresses for alert messages.

► [ALERTS MESSAGE SETUP \(page 5-13\)](#)

## (6) Security

Unused ports can be disabled for greater security and port numbers can be changed.

## (7) Services

Configure information concerning the e-mail, DNS, SNMP, Kerberos and mDNS system.

► [SMTP SETUP \(page 5-12\)](#)

## (8) Print Port

Configure settings for LPD, Raw, WSD and FTP print.



# CONFIGURING SMTP AND DNS SERVER SETTINGS

The procedures for using [Quick Setup] are explained here. [Quick Setup] is used to quickly configure only the required settings for "SMTP" and "DNS" servers. These settings are normally configured first.

SMTP server: SMTP is used to transmit e-mail.

To use these transmission methods, your SMTP server settings must be configured.

DNS server: If you entered a host name in "Primary SMTP Server" or "Secondary SMTP Server" of "SMTP", you must also configure your DNS server settings

1

## Network Setup

- Quick Setup
- Security
- SSL Settings
- Certificate Creation

Click [Quick Setup] in the menu frame.

2

Enter the required information in "SMTP" and "DNS".

3

When you have completed all of the entries, click [Submit].

The entries will be stored.



If you need to configure advanced settings for the SMTP and DNS servers, follow the procedures below.

- Click [Services] in the menu frame to display the services setup screen. Select the desired server and then configure the required parameters for that server.



# PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ([Passwords])

Passwords can be set (click [Passwords] in the menu frame) to restrict Web page access and protect settings. The administrator must change the password from the factory default setting. The administrator must also take care to remember the new password. The next time the Web pages are accessed, the new password must be entered. A password can be set for the administrator and a password can be set for users.

1

**Click [Passwords] in the menu frame.**

2

**Enter the current password in "Admin Password".**

When establishing a password for the first time, enter "admin" in "Admin Password".



Be sure to enter "admin" in lower case (passwords are case sensitive).

3

**Enter passwords in "User Password" and "Admin Password".**

- A maximum of 255 characters and/or numbers can be entered for each password (passwords are case sensitive).
- Be sure to enter the same password in "Confirm Password" as you did in "New Password".

4

**When you have finished entering all items, click [Submit].**

The entered password is stored.

After setting the password, turn the machine power off and then back on.



When prompted to enter a user name, a user should enter "users" and an administrator should enter "admin" in "User Name". In "Password", the respective password for the entered user name should be entered.



# ADMINISTRATOR SETTINGS

The administrator settings are used to prohibit changes to the [Condition Settings] and to configure interface settings.

- "Default settings": Select the setting for which you wish to prohibit changes.
- "Paper Weight" : The temperature of toner fusing is controlled according to the weight of the paper that is used.
- "Interface settings": Enable monitoring of data sent to the network port and set restrictions.

## CONFIGURING A SETTING IN THE ADMINISTRATOR SETTINGS

**1**

Click [Administrator Settings] in the menu frame.

The "Default Settings" screen of the [Administrator Settings] will appear. If you wish to select a setting in the "Default Settings" screen, go to step 3.

**2**

Click the desired setting, and make a selection for the setting in the screen that appears.

See "[ADMINISTRATOR SETTINGS \(page 5-10\)](#)" for descriptions of the settings.

**3**

Click [Submit] to store the entered information.

## ADMINISTRATOR SETTINGS

When "YES, NO" appears in the "Settings" column, "YES" is selected when a checkmark appears in the checkbox of the item, and "NO" is selected when checkmark does not appear.

### Default settings

Item	Settings	Description
Prohibit Test Page Printing	YES, NO	This setting is used to prohibit printing of a printer test page.
Disable Default Setting Changes	YES, NO	This setting is used to prohibit changes to the default condition settings.
A4/Letter Size Auto Change	YES, NO	When printing an 8-1/2" x 11" size image, this setting allows A4 size paper to be used if 8-1/2" x 11" size paper is not loaded.
Enable Detected Paper Size in Bypass Tray	YES, NO	This is used to prohibit printing when the paper size specified for a print job is different from the paper size inserted in the bypass tray.
Enable Selected Paper Type in Bypass Tray	YES, NO	This is used to prohibit printing when the paper type specified for a print job is different from the paper type inserted in the bypass tray.
List Prints	1-Sided, 2-Sided Print	When printing lists and reports, switch between 1-sided printing and 2-sided printing.



## Paper Weight

Item	Settings	Description
Paper Weight	<b>16 - 24 lb</b> <b>(60 - 89 g/m<sup>2</sup>)</b> 24+ - 28 lb. (90 - 105 g/m <sup>2</sup> )	These are used to control the toner fusing temperature according to the weight of the paper.

## Plain Paper Settings

Item	Settings	Description
Plain Paper Settings	<b>Plain 1,</b> Plain 2	Set the weight of the plain paper to be used. The weight of Plain Paper 1 is 16 - 24 lb. (60 - 89g/m <sup>2</sup> ), and the weight of Plain Paper 2 is 24+ - 28 lb. (90 - 105g/m <sup>2</sup> ).

## Interface settings

Item	Settings	Description
I/O Timeout	1- <b>60</b> - 999 (sec)	During reception of a print job, if remaining data is not received after the time set here elapses, the port connection is broken and the next print job is begun.
Emulation Switching	<b>Auto</b> , PostScript, PCL	Select the printer language. When [Auto] is selected, the language is automatically selected from the data sent to the printer. Unless errors occur frequently, do not change the setting from [Auto] to another setting.
Port Switching Method	<b>Switch at End of Job</b> , Switch after I/O Timeout	Select the method for switching network ports.



# E-MAIL STATUS AND E-MAIL ALERT SETTINGS

These functions send information on machine use (print count, etc.) and error conditions (paper misfeed, out of paper, out of toner, etc.) via e-mail to the administrator of the machine or the dealer.

## INFORMATION SETUP

Machine identification information for the status and alert e-mail functions is configured in the "Information Setup" screen. The entered information will be included in status and alert e-mail messages.

---

### 1 Click [Information] in the menu frame.

The "Information Setup" screen will appear.

---

### 2 Enter the machine information.

---

### 3 Click [Submit] to store the entered information.

---

## SMTP SETUP

The Status and alert e-mail functions use SMTP (Simple Mail Transport Protocol) to send e-mail. The following procedure is used to set up the e-mail environment. This must be done by the system administrator or other person familiar with the network.

---

### 1 Click [Services] in the menu frame.

The "Services Setup" screen will appear.

---

### 2 Click [SMTP].

---

### 3 Enter the information required to set up the e-mail environment.

---

### 4 Click [Submit] to store the entered information.

---



## STATUS MESSAGE SETUP

Use the status message function to send the current counter information, including print count and total output count, based on the specified schedule. The destinations can be set for administrators and dealers respectively.

**1****Click [Status Message] in the menu frame.**

The "Status Message Setup" screen will appear.

**2****Enter the required information, including the destination addresses and time schedule.****3****Click [Submit] to store the entered information.**

When the E-mail Status settings are completed, printer count information will be sent periodically by e-mail to the specified e-mail addresses.



If you quit the browser before clicking [Submit], the settings will be canceled. To send printer information immediately to the specified e-mail addresses, click [Send Now].

## ALERTS MESSAGE SETUP

Use the alert message function to send alert information, such as empty toner and paper and trouble including paper misfeeds, to specified destinations when such problems occur. The destinations can be set for administrators and dealers respectively.

To set up the alert message, follow the procedure below.

**1****Click [Alerts Message] in the menu frame.**

The "Alerts Message Setup" screen will appear.

**2****Enter the destination addresses.****3****Click [Submit] to store the entered information.**

If these parameters are set, event information for the printer will be transmitted to the specified addresses via E-mail each time a specified event occurs. The meaning of each event item is shown below.

(Example)

Paper Jam: A paper misfeed has occurred.

Toner Low: Toner is low.

Toner Empty: Toner must be added.

Paper Empty: Paper must be loaded.



If you quit the browser before clicking [Submit], the settings will be canceled.

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