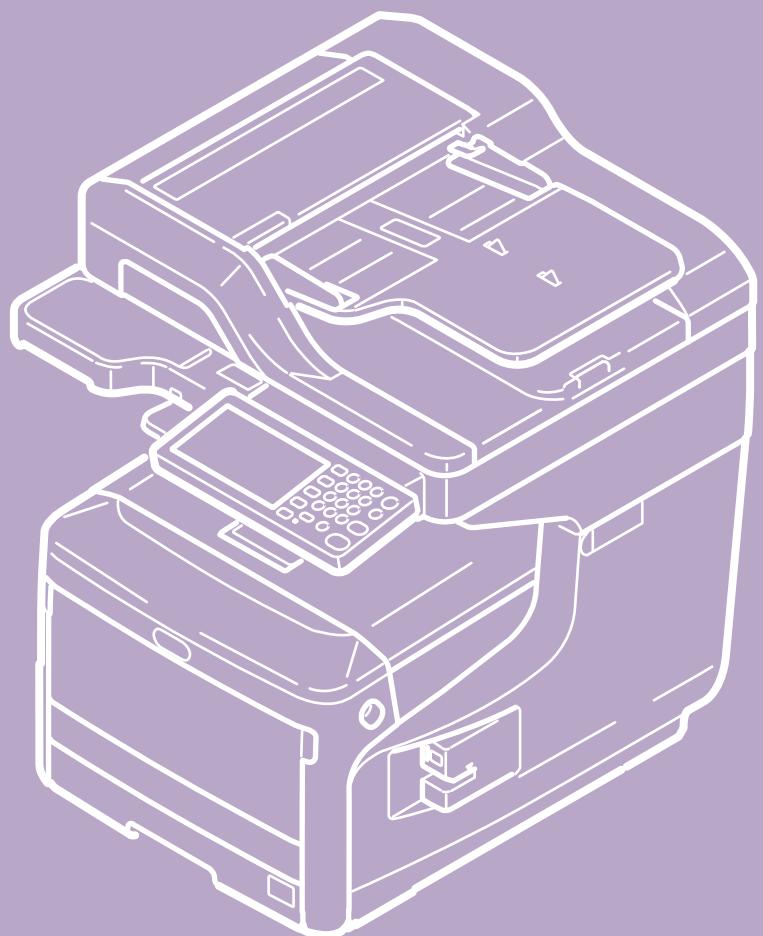


**OKI**

# User's Manual

**MC853/MC873/ES8453 MFP/ES8473 MFP**



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## Trademarks and Other Information

## License

## Contact Us



# Before starting

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- For Your Safety
- Cautions Topics to Safety
- General Cautions
- About This Manual

## For Your Safety

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Read the User's Manual (this manual) for your safety before using the product.

- ❖ Cautions Topics to Safety
- ❖ General Cautions

## Cautions Topics to Safety

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 <b>WARNING</b>	Indicates additional information which, if ignored or not followed, may result in personal injury or death.
 <b>CAUTION</b>	Indicates additional information which, if ignored, may result in personal injury.

# General Cautions

 <b>WARNING</b>		
 <p>Do not touch the safety switch inside this machine. High voltage may occur, resulting in electric shock. Also, a gear may rotate, resulting in injury.</p>	 <p>Do not use a highly combustible spray near this machine. Some parts inside the machine become very hot, possibly resulting in fire.</p>	 <p>If the cover becomes extremely hot, the machine emits smoke or odor, or you hear a strange sound, unplug the power plug from the outlet, and contact your dealer. Fire may result.</p>
 <p>If liquid such as water gets inside the machine, unplug the power plug from the outlet, and contact your dealer. Fire may result.</p>	 <p>If you drop a clip or other foreign objects into the machine, unplug the power plug from the outlet, and take the foreign objects out. Electric shock, fire, or injury may result.</p>	 <p>Do not perform any operation or disassembly other than instructed in the user manual. Electric shock, fire, or injury may result.</p>
 <p>If the machine is dropped or the cover is damaged, unplug the power plug from the outlet, and contact your dealer. Electric shock, fire, or injury may result.</p>	 <p>Unplug the power plug regularly, and clean the bases of and in between the plug blades. If the power plug is left plugged into the outlet for an extended period of time, dust adheres on the bases of the plug blades, and a short may occur, possibly resulting in fire.</p>	 <p>Do not vacuum spilled toner with an electric vacuum cleaner. Vacuuming spilled toner with an electric vacuum cleaner may result in ignition due to sparks from electric contacts or other reasons. If toner spills on the floor or other places, wipe the toner gently with a damp rag or other cloth while using care not to scatter the toner.</p>
 <p>Do not insert any object into a vent hole. Electric shock, fire, or injury may result.</p>	 <p>Do not place a cup filled with water or other objects on the machine. Electric shock or fire may result.</p>	 <p>Do not let pet urine or other liquid get inside this machine, or allow this machine to get wet. Electric shock or fire may result.</p>
 <p>When the machine cover is opened, do not touch the fuser. Burns may result.</p>	 <p>Do not throw the toner cartridge or image drum into a fire. The toner may ignite, resulting in burns.</p>	 <p>Do not connect the power cord, cables, or the ground wire in any way other than instructed in the user manual. Fire may result.</p>
 <p>Operation using an UPS (uninterruptible power supply) or inverter is not</p>		

guaranteed. Do not use an uninterruptible power supply or inverter.  
Fire may result.

<b>⚠ CAUTION</b>	
 Do not go near the paper output part when you turn the power on or when printing is in progress. Injury may result.	 Do not touch a broken liquid crystal display. Injury may result. If you get liquid (liquid crystal) spilled from the liquid crystal display into your eyes or mouth, immediately rinse with a large amount of water. Seek medical advice if necessary.
 Do not disassemble the image drum or toner cartridge, or force them open. You may inhale the scattered toner, or the toner may land on your hands or clothes, making them dirty.	 Do not put credit cards, USB Memory, etc. close to the clip tray on the document glass. Doing so may damage data.

#### **NOTE!**

This product is not intended for use in the immediate visual field on the display work place. To avoid disturbing reflections on the display work place, this product shall not be placed in the immediate field of vision.

# About This Manual

---

Various information about this manual is provided here. Read these sections before using this manual.

## ❖ How to Use This Manual

This section describes how to use and conditions of use of this manual.

## ❖ Disclaimer

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the result of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this manual will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

## ❖ Copyright of the manual

All rights reserved by Oki Data Corporation. No part of this document may be reproduced in any form or by any means without prior written permission from Oki Data Corporation.

© 2015 Oki Data Corporation

## ❖ Manual Composition

The following manual is included in this product.

- Setup Guide
- User's Manual ----- This manual (HTML manual)

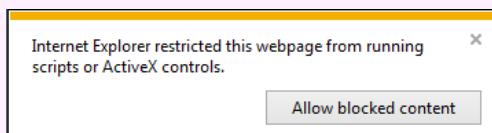
# How to Use This Manual

---

## ! Note

There are some restrictions to use this manual. Use care.

- The manual saved in a shared folder created on a network, etc. may not be correctly displayed. In such case, save the manual on a computer you are using.
- For your comfortable use this manual, recommended environments are as follows.  
With other than following environments, parts of display may be disturbed, and some function may not be used.
  - Windows: Internet Explorer 11.0 or later
  - Mac OS: Safari 7.0 or later
  - Display resolution: 1024 x 768 or more
- Some functions are restricted if your Web browser cannot use the cookie function or does not permit it.
- When you start this manual by clicking "index.html", the Active X console is displayed. Click [Allow blocked content].



- If tables in this manual are not correctly displayed, widen the well browser window.

## ❖ Screen Composition

This section describes the screen composition of this manual.

## ❖ How to Use the Table of Contents

This section describes how to utilize the table of contents, such as registration of favorite topics.

## ❖ Using the Search Function

This section describes how to search for topics that include entered keywords.

## ❖ Printing a Topic

This section describes how to print the topic you want to view.

## ❖ About Descriptions

This section describes marks, symbols, abbreviations, and other information in this manual.

# Screen Composition

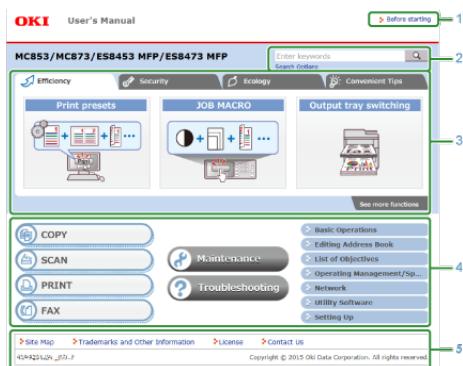
This manual is composed of the top page and body pages in each category.

## Top Page

### Content Page

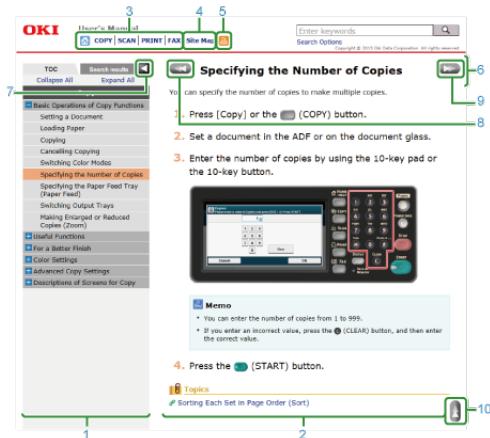
## Top Page

The top page is the first page that is displayed when you open this manual.



Number	Item	Description
1	Before Starting	This section describes how to use this manual, conditions of use of this manual, etc.. Read carefully before using this manual.
2		Searches for a word in this manual. <a href="#">Using the Search Function</a>
3	Functions	Put your mouse over to display "See more functions". Click to display useful functions. Switch four tabs to search for functions.
4	Links	Moves to the corresponding topic.
	Maintenance	Describes how to replace consumables and how to clean this machine.
	Troubleshooting	Describes how to solve problems.
	Setting Items	Describes how to set up this machine and register information before using.
5	FAQ	Open the FAQ web page.
	Site Map	Displays the site map of this manual.
	Trademarks and Other Information	Displays the trademarks in this manual.
	License	Displays the software license agreement and other licenses.
	Contacts	Displays the contact information.

## Content Page

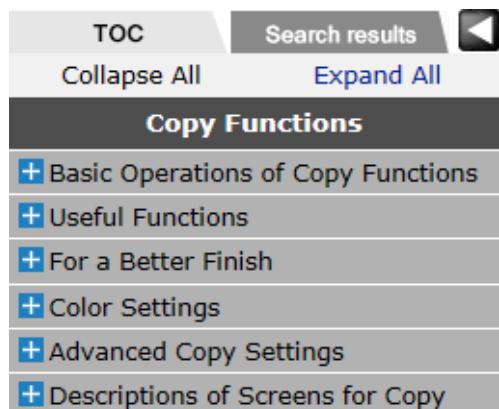


Number	Item	Description
1	Table of Contents Area	Displays a topic in a category in the content area by clicking a topic title. Some categories, such as Error Message Search do not have the contents area. <a href="#">How to Use the Table of Contents</a>
2	Content area	Displays a topic.
3		Returns to the top page.
	COPY	Displays [Using the Copy Functions].
	SCAN	Displays [Using the Scan Functions].
	PRINT	Displays [Using the Print Functions].
	FAX	Displays [Using the Fax Functions].
4	SITE MAP	Displays the site map of this manual.
5		Prints the selected topic. <a href="#">Printing a Topic</a>
6	Topic Title	Indicates the title of the displayed topic.
7		: Collapse all : Expand all
8		Displays the previous topic.
9		Displays the next topic.
10		Returns to the top of the displayed topic.

# How to Use the Table of Contents

---

This section describes the [TOC] tab on the top of the contents area.



## Memo

Click  to hide the contents area and widen the content area. Click  to shrink the content area and widen the contents area.

## [TOC] tab

The table of contents of the category to which the topic displayed on the right screen belongs is displayed.

A title with a  mark at the beginning has subtopics. Click the  mark to display the subtopics of the title. Also, click the  mark to close the subtopics.

- Click [Expand all] to display all the topic titles of the category.
- Click [Collapse all] to close all the expanded titles.

[Collapse All](#)[Expand All](#)

## Copy Functions

### Basic Operations of Copy Functions

- Setting a Document
- Loading Paper
- Copying
- Cancelling Copying
- Switching Color Modes
- Specifying the Number of Copies
- Specifying the Paper Feed Tray  
(Paper Feed)
- Switching Output Trays
- Making Enlarged or Reduced Copies (Zoom)

### Useful Functions

#### For a Better Finish

#### Color Settings

#### Advanced Copy Settings

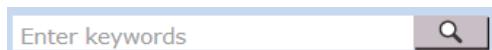
#### Descriptions of Screens for Copy

# Using the Search Function

You can enter a "word you want to search" or an "error message displayed on the touch panel" as a keyword to search for a specific topic from all the topics in this manual.

1. Enter the word you want to find in the search box at the top of the screen, and then click [  ].

Top page:



A search bar with a blue header containing the placeholder text "Enter keywords". To its right is a grey search button with a magnifying glass icon.

Content page:



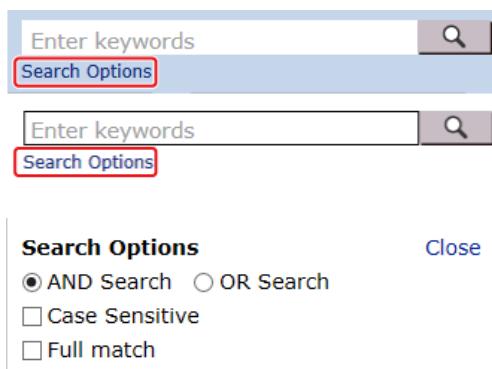
A search bar with a white header containing the placeholder text "Enter keywords". To its right is a grey search button with a magnifying glass icon.

Search results are displayed in a separate screen.

When entering multiplex words, input a space between the words. The topics that include all of the entered keywords are searched for.

## Search Options

Click search options and add options when searching to narrow searching range.



The image shows a "Search Options" dialog box. It has two tabs: "Search Options" (which is selected and highlighted with a red border) and "Close". Under the "Search Options" tab, there are three radio buttons: "AND Search" (selected, highlighted with a red border), "OR Search", "Case Sensitive", and "Full match".

## Memo

AND Search is set by default.

2. Click the title of the topic to view.

**Switching Color Modes**

Switches the **Color Modes**. You can use the following three **color modes**.

- > **Color**: All documents are copied in full color.
- > **Mono**: All documents are copied in black and white.
- > **Auto**: This machine detects the color of each page automatically. (Default) **Color** documents are copied in full color, black and white documents are copied in black and white. Copying becomes slow.

**Note**

- When [Auto] is selected, printout's colors may not look as you expected in the following cases. In such a case, set [Color] or [Mono].
- Here are some examples.
  - Documents with extremely small colored part
  - Dark-colored documents
  - Pale documents
  - Document with colored background

**Memo**

You can change the criteria for determining **color** document and black and white document from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Scanner Adjust] > [Auto Color Judge Level].

1. Press [Copy] or the (COPY) button.  
 2. Set a document in the ADF or on the document glass.  
 3. Press [Color Mode] on the [Basic] or [Image Settings] tab.  
 4. Select a **color mode**.

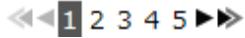
The topic is displayed on the right screen.

## Memo

To run a case sensitive search, select [Case-sensitive] check box, and then click .

### For the page number on the bottom of the search results screen

- 10 search results are displayed on 1 page. To change the page to display other 10 search results, click the page number.
- If 50 or fewer search results are found, only page numbers are displayed.



- If 51 or more search results are found, the following icons are displayed before and after the page numbers.

- ◀: Returns to the first page of the search results
- ▶: Proceeds to the last page of the search results
- ◀: Returns to the previous page of the search results
- ▶: Proceeds to the next page of the search results

# Printing a Topic

---

## Setting for Printing

### Printing the Displayed Topic

You can print the topic that is currently displayed.

## Setting for Printing

### Memo

You must check the setting of your Web browser by following the procedure below before printing for the first time.

1. Select [Print] from  of your Web browser.  
If the Web browser menu is not displayed, press the <F10> key.
2. Click [Print preview] from the drop-down list.
3. Click  (Page Setting).
4. Select the [Print background colors and images] check box.

## Printing the Displayed Topic

Print the topic displayed on the right screen.

1. When a topic is displayed, click  at the top of the screen.
2. Set printing settings, and then print.

# About Descriptions

[About Marks](#)

[About Symbols](#)

[About Illustrations](#)

Marks, symbols, illustrations, and other descriptions are provided.

Unless otherwise specified, this manual uses screenshots of the following screens.

- For Windows: Windows 7
- For Mac OS X: Mac OS X 10.9



## Memo

The descriptions in this manual may vary depending on your OS or model.

## About Marks

This manual uses the following marks.

Symbol	Meaning
A red circle with a white exclamation mark inside.	Indicates the cautions and restrictions for operating this machine correctly. Be sure to read to ensure that you can operate the machine correctly.
A blue square with a white information symbol inside.	Indicates information that is useful for using this machine. It is recommended to read.
A green chain link symbol.	Indicates a reference topic. Read when you need more information.
A yellow and red horizontal striped flag icon.	Indicates a related topic. Read when you need related information.
A thick vertical red bar.	Indicates a title within the topic. If you click the link, the topic is displayed.

## About Symbols

This section describes symbols and their meaning in this manual.

Symbol	Meaning
Illustration (button name)	Indicates a button (button name) on the operator panel of the machine.
[ ]	Indicates a menu name, item name, option, or other items that are displayed on the display screen.

	<p>Indicates a menu, window, or dialog box name that is displayed on the screen on a computer. They can be clearly distinguished in descriptions or illustrations in procedures.</p>
" "	<p>Indicates a message on the display screen or entered text. Indicates a file name on a computer. Indicates the topic title of a link destination.</p>
< >	Indicate a key on the computer keyboard.
>	Indicates how to display the required menu of the machine or computer.

## About Illustrations

The illustrations of MC873 are used in this manual as examples.

The illustrations of the touch panel used in this manual are displayed with the factory default settings.



### Memo

The descriptions in this manual may vary depending on your model.

# Setting Up

---

- Installation Requirements
- Checking the Accessories
- Unpacking and Installing the Machine
- Installing Options
- Turning the Machine On
- Setting Up This Machine
- Connecting This Machine to a Network
- Connecting via a USB Interface
- Connecting a Telephone Line
- Installing a Driver and Software to a Computer

# Installation Requirements

## Installation Environment

### Installation Space

## Installation Environment

Install the machine in the following environment.

Ambient temperature: 10°C to 32°C

Ambient humidity: 20% to 80% RH (relative humidity)

Maximum wet bulb temperature: 25°C

### Note

- Use care to prevent condensation. It may cause a malfunction.
- If installing your machine where the ambient humidity is 30% RH or below, use a humidifier or antistatic mat.
- The diffusion of dust, ozone, styrene, benzene, TVOC, and ultrafine particles conforms to the Eco Mark 155, "Printer" substance emission certification criteria. (Toner was tested by performing black and white and color printing with Oki Data genuine toner cartridges according to the appendix S-M of the Blue Angel RAL UZ-171:2012 test method.)
- Depending on the installation environment, the operation noise may be louder. If the noise bothers you, we suggest you to install the machine in the place away from you or in another room.

### WARNING

- ✖ Do not install this machine in a location where temperature becomes high or near open flames.
- ✖ Do not install this machine in a location where chemical reactions may occur (such as a laboratory).
- ✖ Do not install this machine near alcohol, thinners, or other flammable solvents.
- ✖ Do not install this machine in a location within the reach of children.
- ✖ Do not install this machine in an unstable location (such as on an unsteady stand or slanted location).
- ✖ Do not install this machine in a location with high level of humidity or dust, or in a location where the machine is exposed to direct sunlight.
- ✖ Do not install this machine in an environment where it is exposed to salty air or corrosive gas.
- ✖ Do not install this machine in a location where it is exposed to a high level of vibration.
- ✖ Do not install this machine in a location where its vent hole is blocked.

### CAUTION

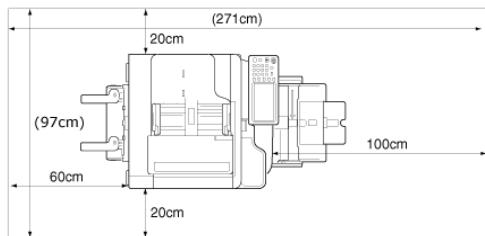
- Do not install this machine directly on a thick rug or carpet.
- Do not install this machine in a closed room or other locations with bad circulation and ventilation.
- If you use this machine in a small room continuously for an extended period of time, make sure to ventilate the room.
- Install this machine away from a source that emits strong magnetic fields or noise.
- Install this machine away from a monitor or television.
- Carry this machine by holding both its sides and slightly slanting its rear side down.

## Installation Space

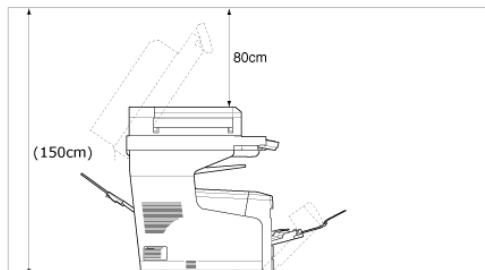
Install the machine on a flat surface that is wide enough to accommodate the legs of the machine.

Allow for enough room around the machine as shown in the following figures.

- Top view



- Side view



# Checking the Accessories

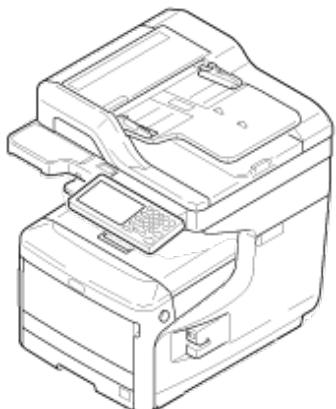
Check that you have everything shown below.

<b>CAUTION</b>	Injury may result.	
Lift this machine by 3 persons, because it weighs approximately 64 kg.		

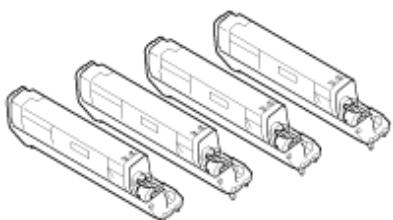
## Note

Be sure to use the supplied consumables or maintenance units first. If other consumables or maintenance units are used first, the life time may not be shown correctly or supplied consumables may not be applied.

- Main body



- Four image drums (black, yellow, magenta and cyan)
- Four starter toner cartridges (black, yellow, magenta and cyan)



For the MC models, the starter toner cartridges are installed in the image drums, which are installed in the machine before shipment.

## Note

The starter toner cartridge is not installed in the ES models. Install the toner cartridge that is included in this machine. Refer to "[Replacing the Image Drum](#)".

- Software DVD-ROM



- Power cord
- Telephone cable



- Core



### Memo

- LAN cables or USB cables are not included in the package. Prepare the cable that suits your computer separately.
- Packaging and cushioning materials are used when transporting the machine. Do not dispose packaging materials as they may be used in the future.

# Unpacking and Installing the Machine

This section describes how to unpack and install the machine.

## CAUTION

Injury may result.



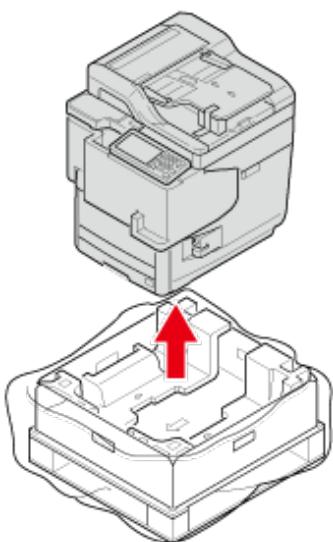
Lift this machine by 3 persons, because it weighs approximately 64 kg.

## Note

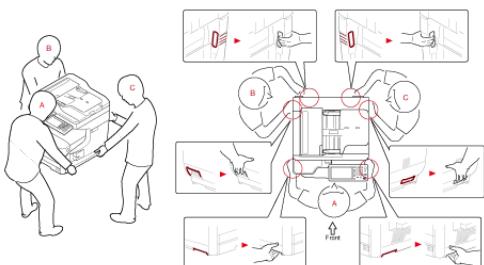
- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.
- Packaging and cushioning material is required for transporting the machine. Do not dispose of it, and keep it for future use.

1. Remove the machine from the box, and then remove cushioning material and the plastic bag from the machine.

A set of accessories is packed within the cushioning material.



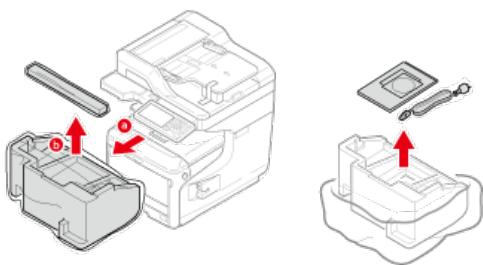
2. Lift the machine, and then place it where it is to be installed.



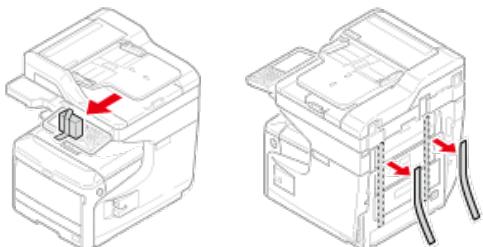
## Note

Do not open the scanner unit until step 6.

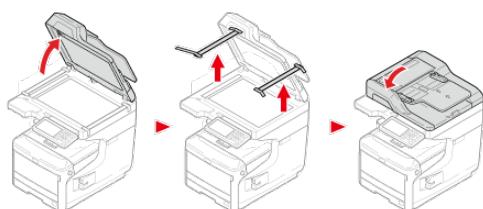
**3.** Take the accessories out.



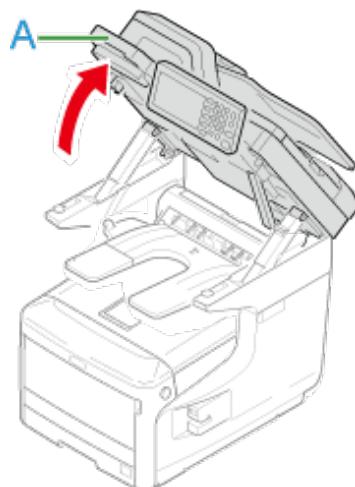
**4.** Remove the cushioning materials and protection tapes.



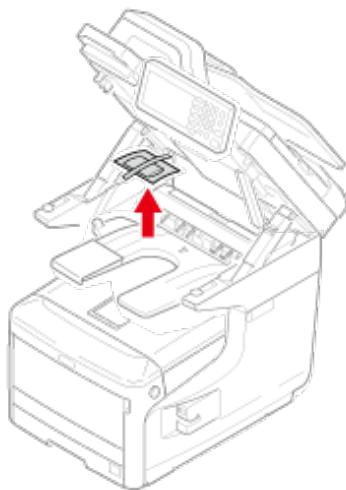
**5.** Remove the protection tapes.



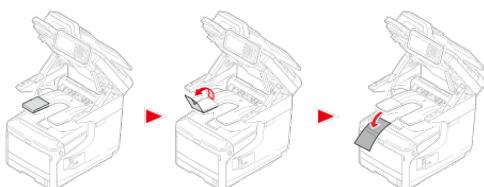
**6.** Hold the handle (A) to open the scanner unit.



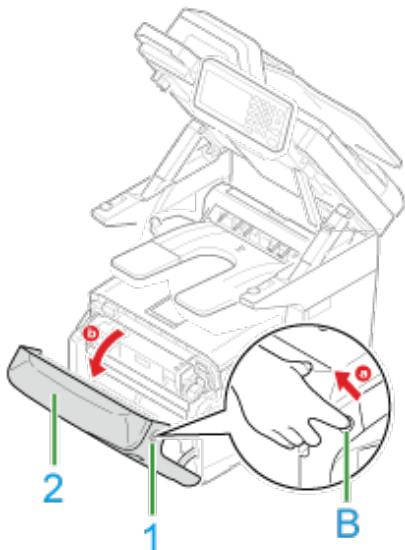
**7.** Remove the desiccant pack and protective sheet attached to the transparent part.



**8.** Remove the protective sheet.



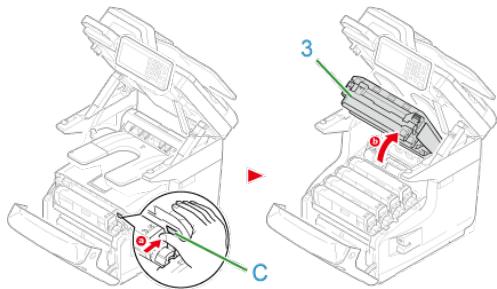
**9.** Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



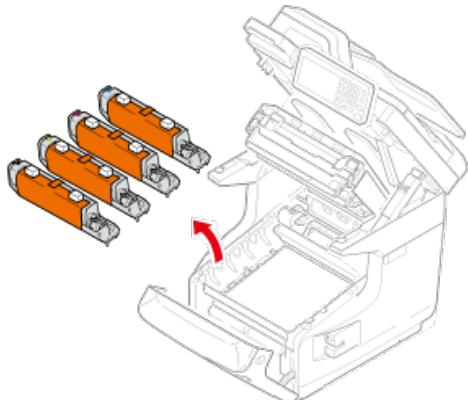
**Note**

Open the front cover gently. If opening rapidly, an MP tray may open.

**10.** Press the button (C) and open the Output Tray (3).



**11.** Take all four image drums out.



**Note**

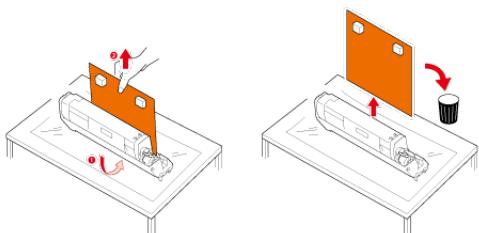
- Do not expose the image drum to light for 5 minutes or more.
- Do not touch the shiny green surface at the bottom of the image drum.

**12.** Remove the protective sheets from four image drums.

(1) Place an image drum on a newspaper.

Remove a tape stuck on a protective sheet and open it.

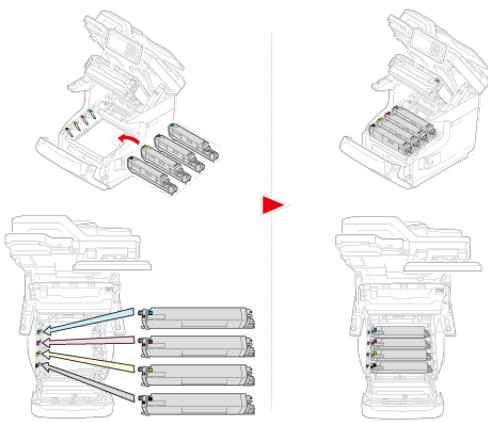
(2) Pull out a protective sheet in the direction of the arrow.



**Note**

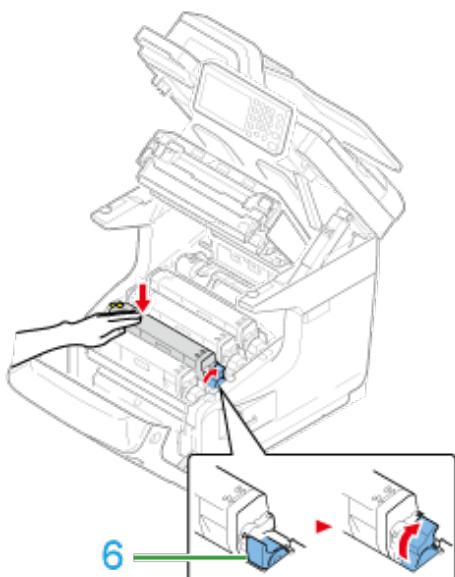
Do not turn the blue lever of the toner cartridge.

**13.** Put all four image drums back into the machine.

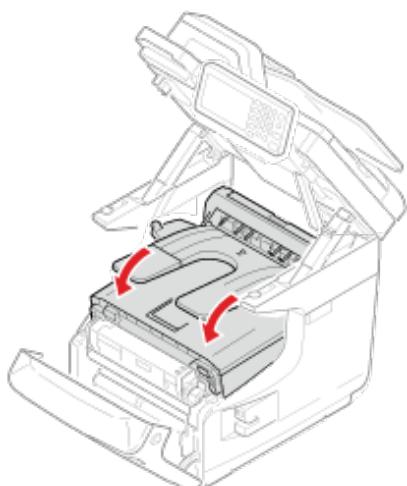


- 14.** Turn the blue lever of the toner cartridge backward until its top aligns on the ► mark.

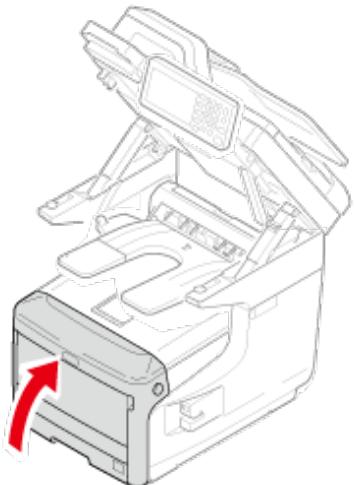
Turn the levers of all 4 toner cartridges.



- 15.** Close the output tray.



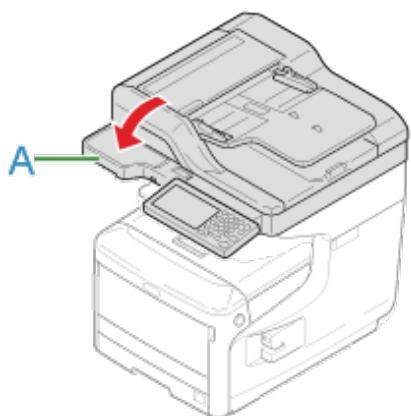
- 16.** Close the front cover.



**! Note**

- The front cover cannot be closed securely if the output tray is not closed.
- When the error message that the output tray or front cover is open does not disappear from the operator panel's display screen, make sure they are closed securely.

17. Hold the handle (A) to close the scanner unit.



# Installing Options

---

The following optional parts are provided for the machine.

- Additional tray unit
- Wireless LAN module

## Note

Be sure to turn the machine off and unplug the power cord and all the cables before installing the option. Installing the option with the machine turned on may cause the machine and option to malfunction.

- [Installing the Additional Tray Unit\(s\) to the Machine](#)
- [Installing the Wireless LAN module](#)

# Installing the Additional Tray Unit(s) to the Machine

If you want to load more paper, install additional tray units. You must set the printer driver after installing.

## Installing the Additional Tray Unit(s)

### Setting the Printer Driver

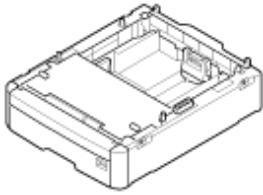
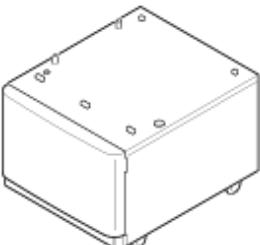
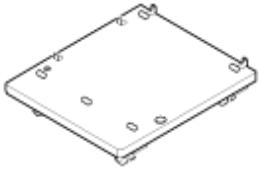
#### Setting Additional Tray(s) to the Windows PCL Printer Driver

#### Setting Additional Tray(s) to the Windows XPS Printer Driver

#### Setting Additional Tray(s) to the Windows PS Printer Driver

#### Setting Additional Tray(s) to the Mac OS X Printer Driver

## Installing the Additional Tray Unit(s)

Additional Tray Unit	Cabinet	Caster Base
		

### Note

Be sure to turn the machine off and unplug the power cord and all the cables before installing the additional tray. Installing the additional tray with the machine turned on may cause the machine and additional tray to malfunction.

## Available Combinations

Machine + Cabinet
Machine + Additional Tray + Cabinet
Machine + Additional Tray + Additional Tray + Caster Base
Machine + Additional Tray + Additional Tray + Additional Tray + Caster Base

This section describes how to install three additional trays as an example.

If you use the cabinet, install in the same manner.



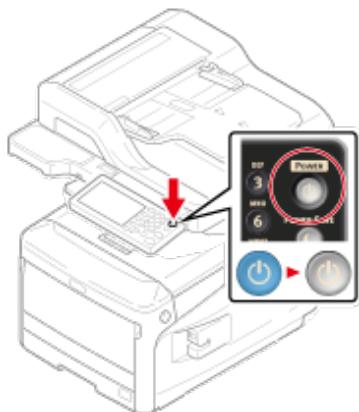
**Injury may result.**



Lift this machine by 3 persons, because it weighs approximately 64 kg.

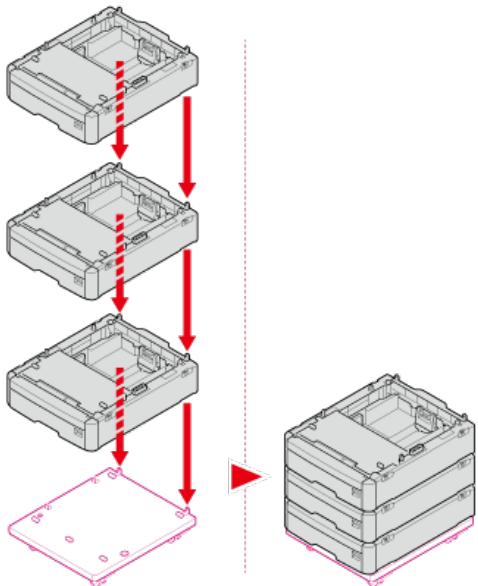
1. Turn the machine off, and then unplug the power cord and all the

cables.

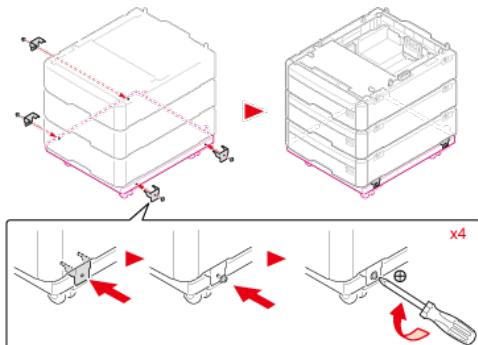


 [Turning the Machine Off](#)

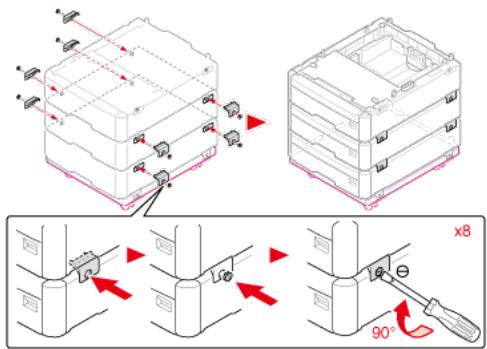
2. Stack 3 additional trays on the caster base aligning a back side of each tray.



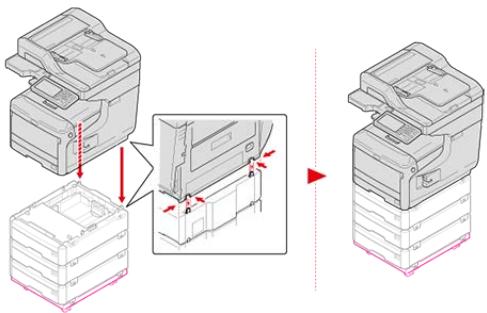
3. Screw the additional trays on the caster base.



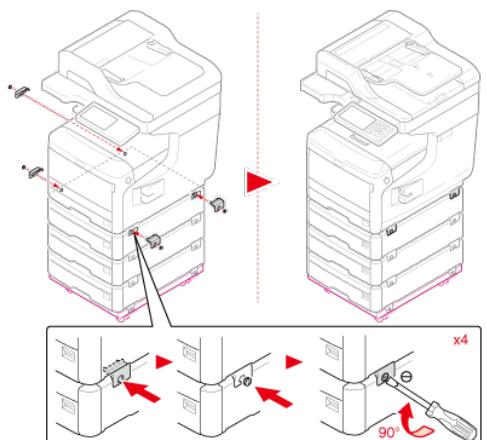
4. Join the additional trays.



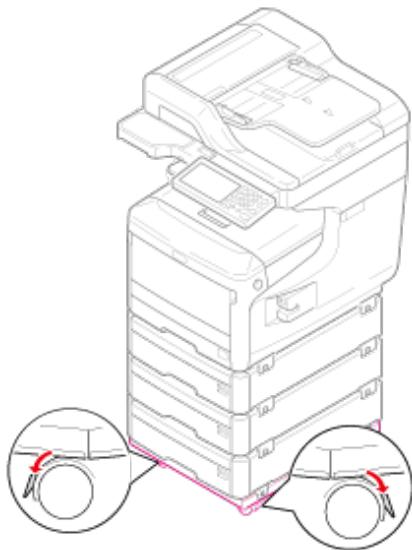
5. Place the machine on the additional trays gently aligning the back sides of the machine and the additional trays.



6. Join the machine and additional trays.

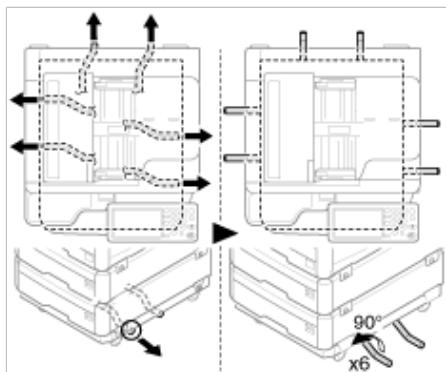


7. Lock the casters.

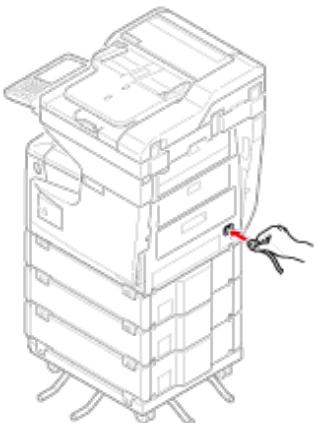


## 8. Set the tip-over protection tools.

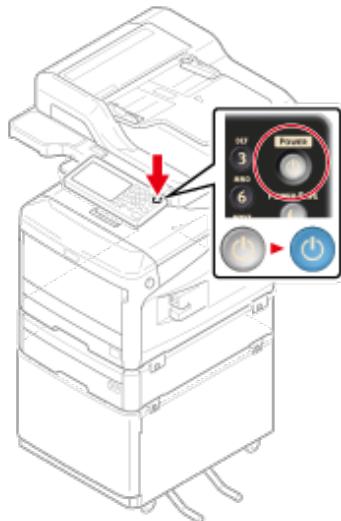
You can find two tip-over protection tools on the left and right sides of the caster base, and also two tools on its back side. Pull them straight out, then turn them 90 ° counter-clockwise until they click.



## 9. Plug the power cord and the unplugged cables.



## 10. Press the power switch for approximately a second.



When the machine is turned on, the power switch LED lamp is lit.



### Note

- Do not push the machine with the ADF or scanner unit open.
- Do not apply force from above to the cassettes when they are pulled out.
- Do not push the machine from the back with the cassettes pulled out.

## Setting the Printer Driver

If the additional tray unit(s) are installed, set the tray(s) to a printer driver.

### Note

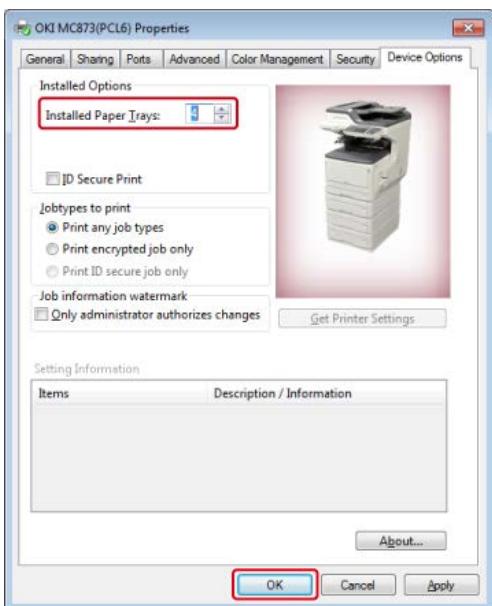
- To follow this procedure, you must log in to a computer as the administrator.
- If your Mac OS applies to the following conditions, the information about the installed option is automatically obtained, not requiring you to set the printer driver.
  - If the USB connection or the network connection with Bonjour is used and you install the option to the machine before installing the driver
- The Windows XPS printer driver is not available with Windows Server 2003.
- You must register the printer driver in the computer in advance.

 [Installing a Driver and Software to a Computer](#)

## Setting Additional Tray(s) to the Windows PCL Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click [OKI MC873], and then select [OKI MC873(PCL6)] from [Printer properties].

- 3.** Select the [Device Options] tab.
- 4.** Enter the total number of trays and then click [OK].

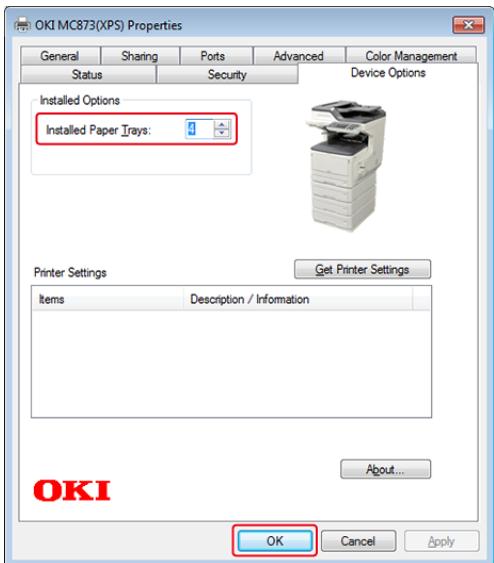


#### Memo

If a TCP/IP network connection is used, click [Get Printer Settings] to set the driver automatically.

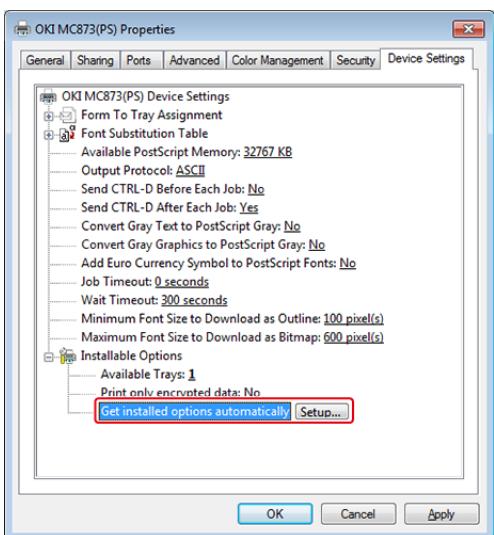
### Setting Additional Tray(s) to the Windows XPS Printer Driver

- 1.** Click [Start], and then select [Devices and Printers].
- 2.** Right-click [OKI MC873], and then select [OKI MC873(XPS)] from [Printer properties].
- 3.** Select the [Device Options] tab.
- 4.** Enter the total number of trays and then click [OK].



## Setting Additional Tray(s) to the Windows PS Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click [OKI MC873], and then select [OKI MC873(PS)] from [Printer properties].
3. Select the [Device Settings] tab.
4. Select [Get installed options automatically] for [Installable Options], and then click [Setup].



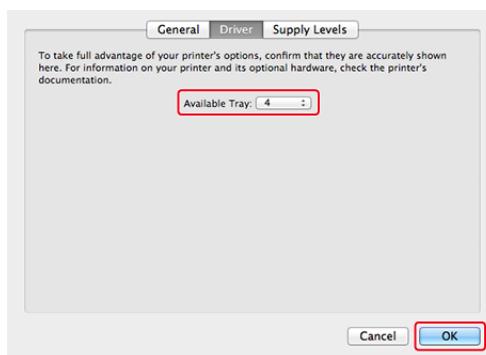
### Memo

When using a USB connection, select the total number of trays for [Available Trays] in [Installable Options].

5. Click [OK].

## Setting Additional Tray(s) to the Mac OS X Printer Driver

1. Select [System Preferences] from the Apple menu.
2. Click [Print & Scan].
3. Select the machine, and then click [Options & Supplies].
4. Select the [Driver] tab.
5. Select the total number of trays for [Available Tray], and then click [OK].



# Installing the Wireless LAN module

---

Installing the optional wireless LAN module to the machine allows you to use the wireless LAN function.

## Note

The wireless LAN module may not be available in some countries and regions.

1. Turn the machine off, and then unplug the power cord.

## Note

Wait for at least 1 minute after unplugging the power cord, and then proceed to the next step.

2. Open the connector cover by pressing the knob of the cover.
3. Connect the connector of the connection cable to the wireless LAN module, and then install the module to the machine.
4. Close the connector cover.
5. Turn the machine on.
6. Press [Device Settings] > [AdminSetup] > [User Install].
7. Press [Enable] for [Wireless Module].

# Turning the Machine On

For details of power supply, see "About the Power Supply" in "Turning the Machine On or Off".

1. Plug the power cord into the power connector.



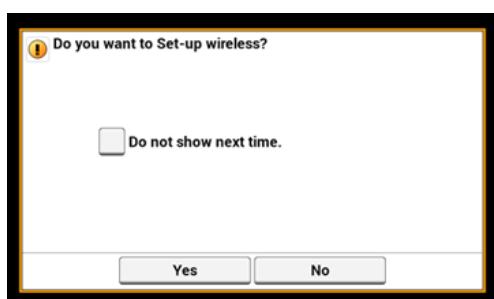
2. Plug the power cord into the outlet.
3. Check that no documents are set on the document glass or in the ADF, and the ADF cover is closed.
4. Press the power switch for approximately a second.



When the machine is turned on, the power switch LED lamp is lit.



When the machine is turned on for the first time after the wireless LAN board is attached, the wireless setting screen is displayed.

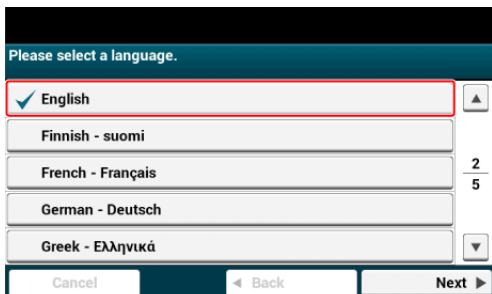


- If you select [Yes], the wireless LAN setting is performed.
- If you select [Do not show next time.], the wireless setting is not performed. The wireless setting screen is not displayed any more.
- If you select [No], the wireless LAN setting is not performed. The wireless setting screen is displayed every time you turn the machine on.

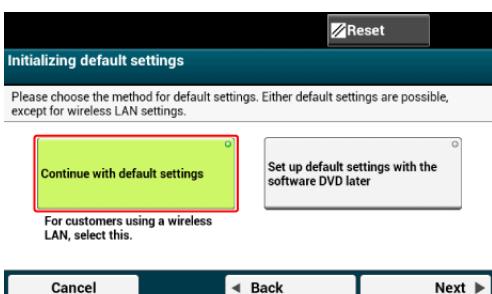
# Setting Up This Machine

Follow the on-screen instructions to set required information.

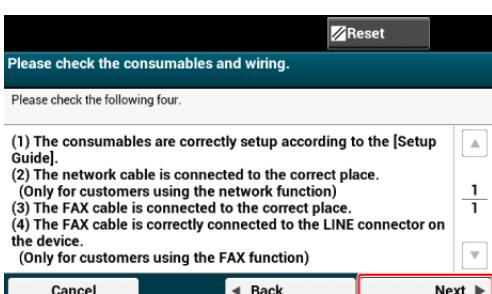
1. Press [English] and proceed to the next screen.



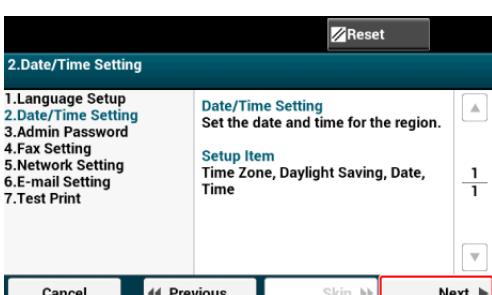
2. Press [Continue with default settings] and proceed to the next screen.



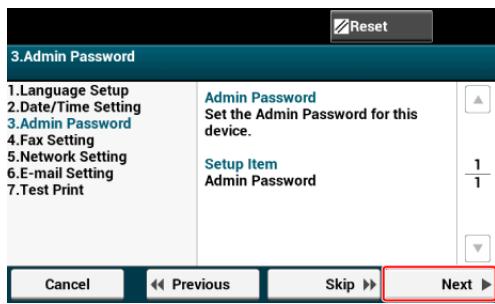
3. Check the content displayed on the screen and press [Next].



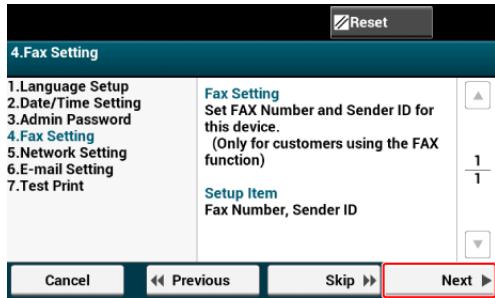
4. Press [Next] and set the date and time.



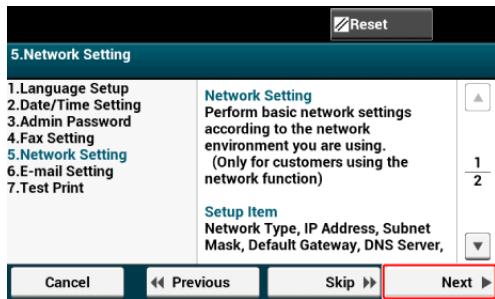
5. Press [Next] and set the administrator password.



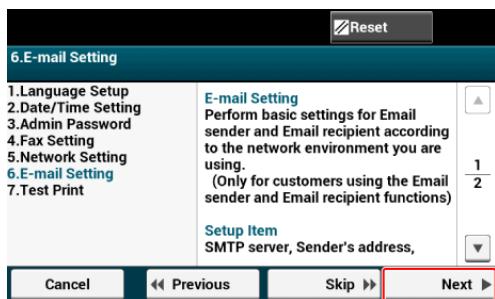
6. Press [Next] and set the fax number and sender's information.



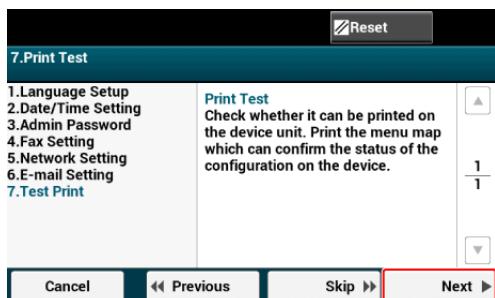
7. Press [Next] and set the essential network information.



8. Press [Next] and set the information related to E-mail.

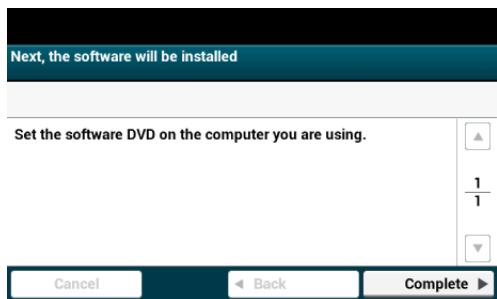


9. Press [Next] and print the configuration list.



## 10. Now the machine is set up.

Here is the procedure to install the software into your computer.



# Connecting This Machine to a Network

Connect the machine to a wireless LAN or a network with a LAN cable, and then enter the IP address of the machine and other network information from the operator panel. You can set the IP address manually or automatically.

## Note

The machine cannot connect to a wired LAN and wireless LAN at the same time. If using a wireless LAN, do not connect a LAN cable to the machine.

### [Connecting to a Wireless LAN \(Only When the Wireless LAN Module is Mounted\)](#)

#### [Connecting with a LAN Cable](#)

## Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted)

Connect this machine to a network with a wireless LAN.

## Note

Wireless LAN module (optional) is required.

Read the following cautions carefully before using this machine in a wireless LAN environment.

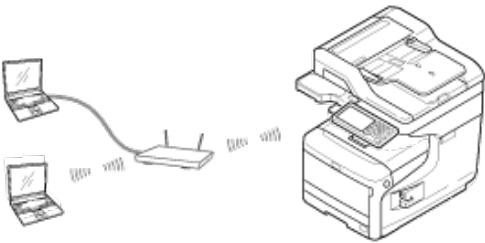
- The machine cannot connect to a wired LAN and wireless LAN at the same time. If using a wireless LAN, do not connect a LAN cable to this machine.
- If the machine is used in a wireless network environment, the machine does not enter Deep Sleep mode but enters Sleep mode.
- Do not place any electric products that emit weak radio waves (such as microwaves or digital cordless telephones) close to the machine.
- If there is metal, aluminum sash, or a reinforced concrete wall between the machine and wireless LAN access points, connections may be harder to be established.
- The communication speed of a wireless LAN connection may be slower than that of a wired LAN or USB connection depending on the environment. If you want to print big data such as a photo, it is recommended to print with a wired LAN or USB connection.

## Preparations to use a wireless LAN

The machine can connect to a wireless LAN environment via wireless LAN access points (WPS supported).

Check whether your wireless LAN access point supports the following environment before using.

Item	Value
Standard	IEEE 802.11 a/b/g/n
Access method	Infrastructure mode



## Checking the wireless LAN setting method

Check whether your wireless LAN access point supports WPS, and then select a setting method.

If your access point supports WPS, refer to "[Connecting with WPS](#)", and if you are not sure whether your access point supports WPS, refer to "[Selecting a Wireless LAN Access Point from the Operator Panel to Connect](#)".

### Connecting with WPS

If a wireless LAN access point supports WPS, you can connect to the wireless LAN with the WPS button.

### Selecting a Wireless LAN Access Point from the Operator Panel to Connect

If a wireless access point does not support WPS, you can specify a wireless LAN access point you want to use from the wireless LAN access points that the printer detects to establish a connection.

### Setting from the Operator Panel Manually to Connect

Set the wireless LAN access point information (the SSID, encryption method, and encryption key) manually to connect to the wireless LAN.

### Checking That Connection is Established Correctly

This section describes the procedure for checking by using the printer whether a connection to a wireless LAN is properly established.

## Connecting with a LAN Cable

If there is no DHCP server on a network, you must set the IP address on a computer or machine manually.

Even if you are instructed to set a unique IP address that is specified by your network administrator, Internet service provider, or router manufacturer, you must set the IP address to the computer and machine manually.

### Note

- Complete the network setting of the computer before this procedure.
- You must log in as the administrator.
- If you set an IP address manually, contact your network administrator or Internet service provider for the IP address to use. If the IP address is set incorrectly, the network may go down or Internet access may be disabled.

### Memo

- If you construct a small network that consists of only the machine and a computer, set IP addresses as shown below (according to RFC1918).
  - For the computer

IP address: 192.168.0.1 to 254  
Subnet mask: 255.255.255.0  
Default gateway: Not used  
DNS server: Not used

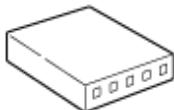
- For the machine

IP address setting: Manual  
IP address: 192.168.0.1 to 254 (Select a different value from the computer's IP address.)  
Subnet mask: 255.255.255.0  
Default gateway: 0.0.0.0  
Network scale: Small

- To set [Network Scale], select [Device Settings] > [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting] > [Network Scale] > [Small].

## 1. Prepare a LAN cable and hub.

Prepare a LAN cable (category 5 or higher, twist pair, straight) and hub.



## 2. Turn the machine and computer off.

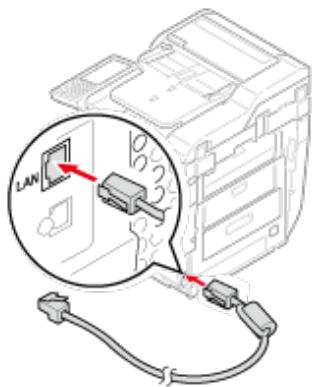
 [Turning the Machine Off](#)

## 3. Attach the core to the LAN cable.

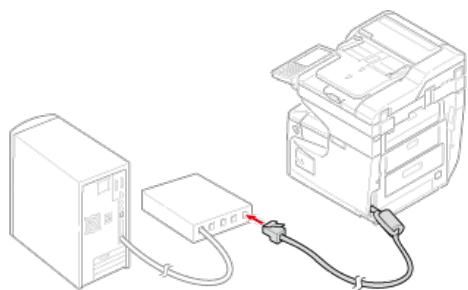
Wind the LAN cable in a single loop at 2 to 3 cm from the end of the cable, and then attach the core to the looped cable.



## 4. Insert one end of the LAN cable into the network interface connector.



5. Insert the other end of the LAN cable into the hub.



6. Turn the machine on.



# Connecting via a USB Interface

## Note

USB connection is disabled by factory default. You need to change the USB mode setting before connecting this machine to a computer with a USB cable. Select [AdminSetup] - [Management] - [Local Interface] - [USB Menu], and then change [USB Assignment] from [IPP] to [Legacy].

## 1. Prepare a USB cable.

USB cables are not included in the package. Prepare a USB 2.0 cable separately.



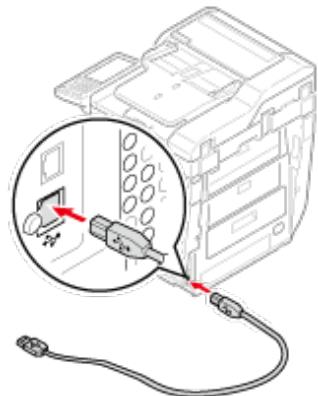
## Memo

If you want to connect in USB 2.0 Hi-Speed mode, use a Hi-Speed USB 2.0 USB cable.

## 2. Turn the machine and computer off.

 [Turning the Machine Off](#)

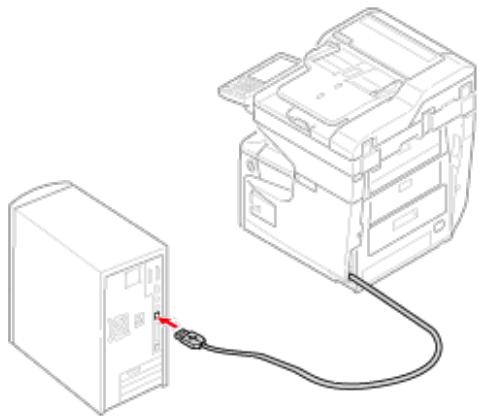
## 3. Insert one end of the USB cable into the USB interface connector on the machine.



## Note

Do not insert the USB cable into the network interface connector. It may cause a malfunction.

## 4. Insert the other end of the USB cable into the USB interface connector on the computer.



 **Note**

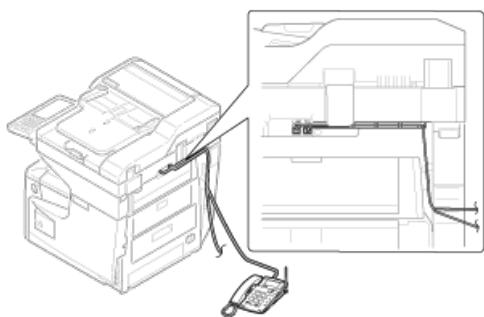
For Windows, do not insert the other end of the USB cable into the computer until an instruction is displayed on the screen when the driver installation is in progress.

# Connecting a Telephone Line

This section describes how to connect a telephone line for fax transmissions. Be sure to connect the telephone line that suits your environment before sending or receiving faxes.

The telephone line connection method varies depending on your environment. Connect the telephone line that suits your environment by referring to the illustrations in this manual.

Set the telephone line in the recess of the machine so that it is not to be loose.



## Note

You cannot connect an ISDN line directly. To connect, use a terminal adaptor (TA) and connect to the LINE connector of the machine.

[Connecting to the Public Line \(If Using Only for Faxes\)](#)

[Connecting to the Public Line \(If Connecting a Telephone to the Machine\)](#)

[Connecting to the ADSL Environment](#)

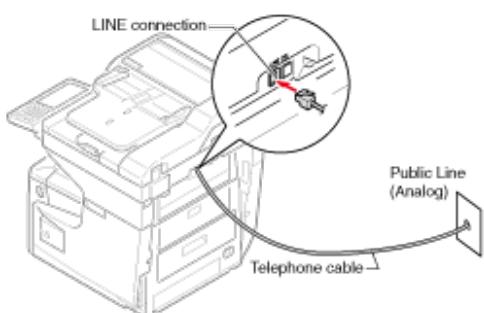
[Connecting the Optical IP telephone](#)

[Connecting a CS Tuner or Digital Television](#)

[Connecting PBX, Home Telephone or Business Phone](#)

[Connecting as an Extension Telephone](#)

## Connecting to the Public Line (If Using Only for Faxes)



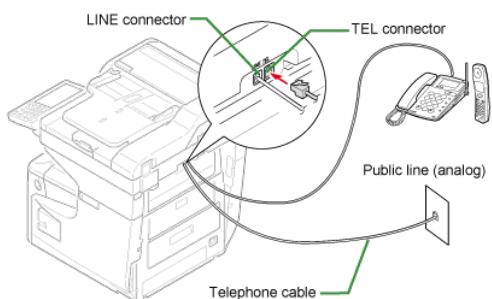
No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)

1. Plug one end of the included telephone cable (1) into the LINE connector (2) of the machine and the other end into a public line (analog) (3).

 **Note**

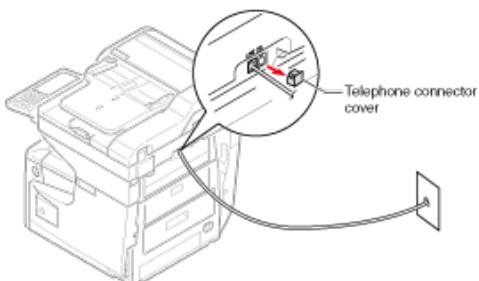
Do not plug the cable into the TEL connection by mistake.

## Connecting to the Public Line (If Connecting a Telephone to the Machine)



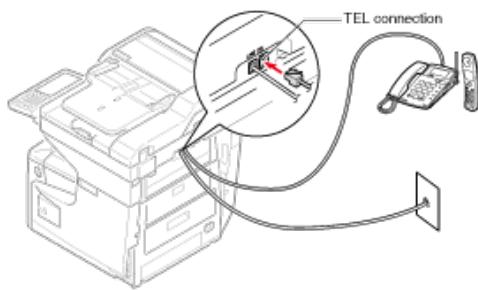
No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)
4	Telephone connector cover
5	TEL connector

1. Plug one end of the included telephone cable (1) into the LINE connector (2) of the machine and the other end into a public line (analog) (3).
2. Remove the telephone connector cover (4).



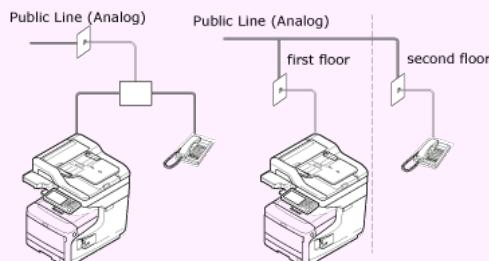
3. Plug the external telephone cable into the TEL connector (5) of the machine.

A telephone that is connected to the machine is called an external telephone.



### **! Note**

- Only one telephone can be connected to the machine.
- Do not connect the telephone to the machine in parallel. If you connect the telephone to the machine in parallel, the following problems occur, resulting in the machine not functioning correctly.
  - If you pick up the handset of the telephone that is connected in parallel while the machine is sending or receiving a fax, the fax image may be corrupted or a communication error may occur.
  - If the incoming call is a voice call, the telephone may ring late or stop halfway, and if the incoming call is a fax, the machine may not be able to receive the fax.

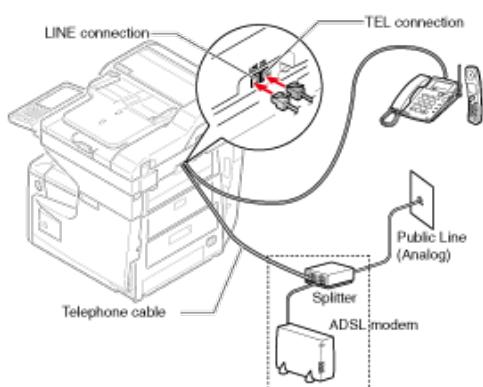


- If you connect a telephone with the fax function, disable the fax function (disable fax reception) before using.

### **Memo**

In the case of direct interconnection, separate construction work is required. Contact your telephone company.

## Connecting to the ADSL Environment



No.	Name
1	Telephone cable

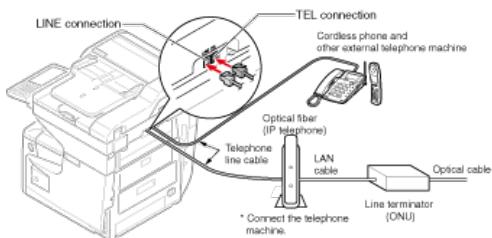
2	LINE connector
3	Public line (analog)
4	TEL connector
5	Splitter
6	ADSL modem

1. Plug the included telephone cable (1) that is connected to the ADSL modem (6) into the LINE connector (2) of the machine.
2. Remove the telephone connector cover.
3. Plug the external telephone cable into the TEL connector (4) of the machine.

#### Memo

- If a fax dial fails, set [Dial Tone Detection] to [OFF].  
 User Install
- If a fax transmission or reception fails, set [Super G3] to [OFF].  
 User Install

## Connecting the Optical IP telephone



No.	Name
1	Telephone cable
2	LINE connector
3	TEL connector
4	Optical IP telephone corresponding telephone * Insert into the telephone cable jack.
5	LAN cable
6	Optical Network Unit (ONU)
7	Optical cable

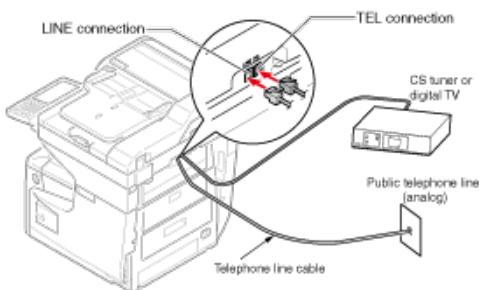
1. Plug the included telephone cable (1) that is connected to the Optical IP telephone into the LINE connector (2) of the machine.

- 2.** Remove the telephone connector cover.
- 3.** Plug the external telephone cable into the TEL connector (3) of the machine.

#### Memo

- If a fax dial fails, set [Dial Tone Detection] to [OFF].
-  **User Install**
- If a fax transmission or reception fails, set [Super G3] to [OFF].
-  **User Install**

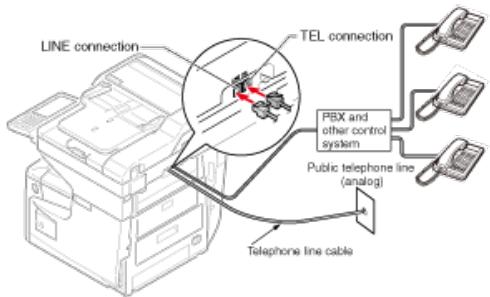
## Connecting a CS Tuner or Digital Television



No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)
4	TEL connector
5	CS tuner or digital television

- 1.** Plug the included telephone cable (1) that is connected to the public line (analog) (3) into the LINE connector (2) of the machine
- 2.** Remove the telephone connector cover.
- 3.** Plug the telephone cable (1) that is connected to the CS tuner or digital television (5) into the TEL connector (4) of the machine.

## Connecting PBX, Home Telephone or Business Phone



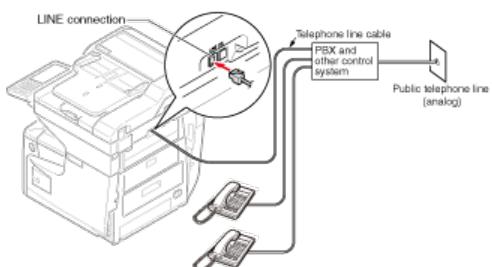
No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)
4	TEL connector
5	Control device including PBX, etc.

1. Plug the included telephone cable (1) that is connected to the public line (analog) (3) into the LINE connector (2) of the machine.
2. Plug the telephone cable (1) that is connected to a control device such as PBX (5) into the TEL connector (4) of the machine.

#### Memo

- Home Telephone is a simple switcher for home use, which connects multiple telephones with one or two telephone lines, enabling you to use extension and door phones.
- Business Phone is a simple switcher, which accommodates three or more telephone lines, with which many telephones can be shared, allowing for extension phones or other usage.

## Connecting as an Extension Telephone



No.	Name
1	Telephone cable
2	LINE connector
3	Public line (analog)
4	Control device including PBX, etc.

1. Plug one end of the included telephone cable (1) into the LINE

connector (2) of the machine and the other end into a control device such as a PBX (4).

 **Memo**

If you connect to a PBX (private branch exchange), set the PBX line to ON.

 **Fax Setup**

# Installing a Driver and Software to a Computer

When using the print, scan, and fax functions of this machine from your computer, you must install the printer driver, scanner driver, and fax driver that meet your computer.

Install the driver with the "Software DVD-ROM".

You can install other utility software besides drivers using the "Software DVD-ROM".

For the utility software that can be used on the machine, refer to the following.

 [List of Utility Software](#)

## For Windows

Connect this machine to the Internet or connect to a computer with a USB cable, and then start installing.

### Note

Check the status of this machine before installing. This machine is turned on. For network connection, this machine is connected to the network via a network cable and required information such as IP address is already set. USB connection is disabled by factory default. You need to change the USB mode setting before connecting this machine to a computer with a USB cable. Select [AdminSetup] - [Management] - [Local Interface] - [USB Menu], and then change [USB Assignment] from [IPP] to [Legacy], and then connect the computer and the machine via a USB cable.

1. Insert the included "Software DVD-ROM" into a computer.
2. When [Auto Play] is displayed, click [Run setup.exe].

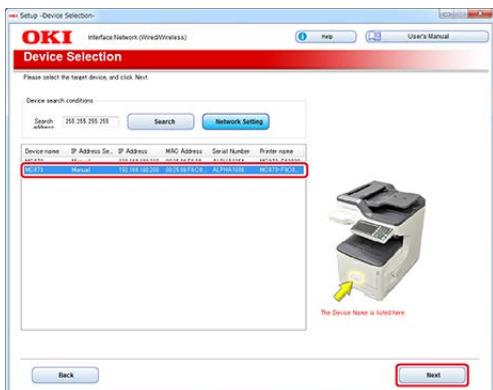


### Memo

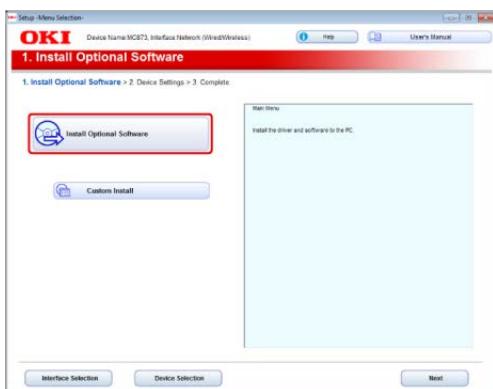
If the [User Account Control] dialog box is displayed, click [Yes].

3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Accept].

5. Read [Environment advice], and then click [Next].
6. Select [Network(Wired/Wireless)] or [USB] in accordance to the connection method of the machine and computer, and then click [Next].
7. Select the model name of the machine, and then click [Next].



8. Click [Install Optional Software].



Installation starts.

### Memo

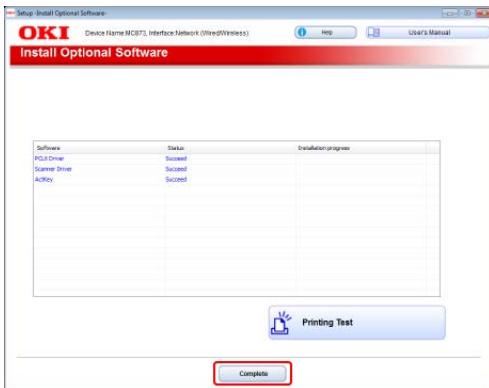
The following software is installed.

- PCL6 Printer Driver
- Scanner Driver
- ActKey

Install other software from Custom Install.

### [Installing Software](#)

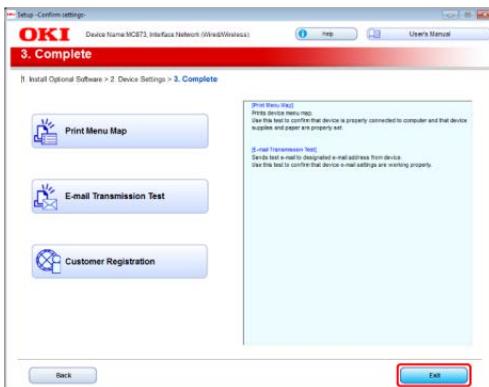
9. Make sure that the software is successfully installed, and then click [Complete].



## 10. Click [Next].



## 11. Click [Exit].



## For Mac OS X

This section describes how to install the PS printer driver and scanner driver.

For installation of utilities, see the following.

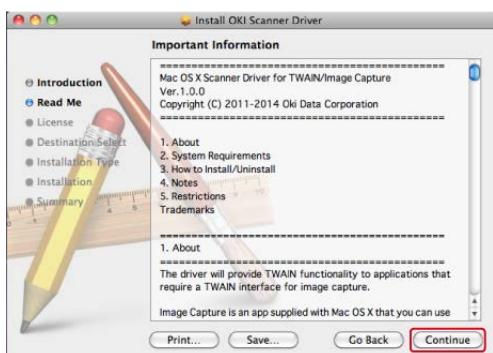
### [Installing Software](#)

#### **Note**

USB connection is disabled by factory default. You need to change the USB mode setting before connecting this machine to a computer with a USB cable. Select [AdminSetup] - [Management] - [Local Interface] - [USB Menu], and then change [USB Assignment] from [IPP] to [Legacy].

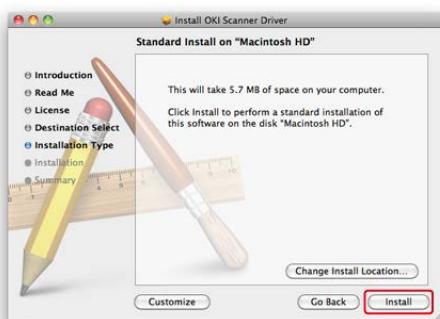
### **Install the Mac OS X scanner driver.**

1. Make sure that the machine and a computer are connected and the machine is turned on, and then insert the included "Software DVD-ROM" into the computer.
2. Double-click the [OKI] icon on the desktop.
3. [Drivers] > [Scanner] > Double-click [Installer for OSX10.8-10.10] or [Installer for OSX10.6-10.7] in accordance to your Mac OS X version.
4. Click [Continue].
5. Click [Continue].
6. Check that the displayed content, and then click [Continue].



7. Read the license agreement, and then click [Continue].
8. Click [Agree].
9. Click [Install].

To change the driver installation location, click [Change Install Location].



10. Enter the administrator name and password, and then click [OK].
11. Click [Continue Installation].
12. Click [Restart].



## **Install the Mac OS X printer driver.**

When the installation is complete, print a test page in step 14.

1. Make sure that the machine and a computer are connected and the machine is turned on.
2. Insert the "Software DVD-ROM" into a computer.
3. Double-click the [OKI] icon on the desktop.
4. [Drivers] > [PS] > Double-click [Installer for OSX].
5. Enter the administrator password, and then click [OK].  
Follow the on-screen instructions to complete the installation.
6. Select [System Preferences] from the Apple menu.
7. Click [Print & Scan].
8. Click [+].



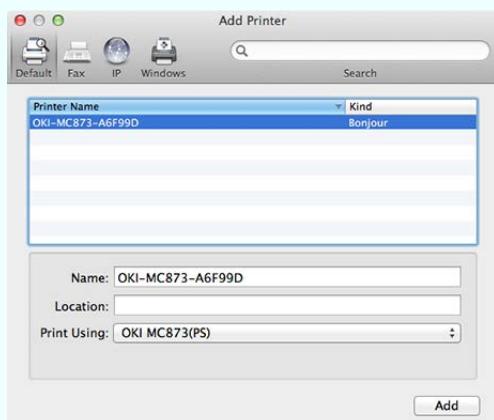
9. Click [Default].
10. Select the machine , and then make sure that [OKI MC873(PS)] is displayed for [Use].

Types of Names	Displayed in the Connection	Methods List
----------------	-----------------------------	--------------

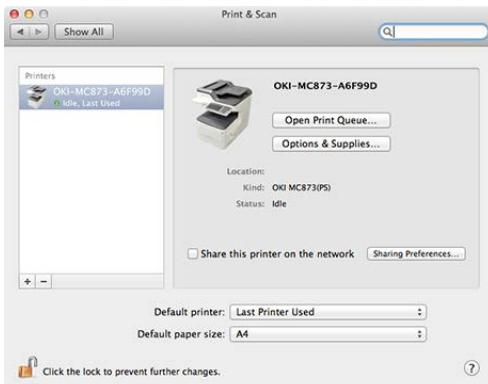
Network	OKI-MC873 (last 6 digits of MAC address)	Bonjour
USB	OKI DATA CORP MC873	USB

## Memo

To change the name, enter a new name into [Name:].



11. Click [Add].
12. When [Installable options] is displayed, click [Continue].
13. Make sure that the machine is added to [Printers] and [OKI MC873(PS)] is displayed for [Kind].



## Note

If [OKI MC873(PS)] is not displayed for [Kind] correctly, click [-], delete the machine from [Printers], and then newly perform steps 8 to 12.

14. Click [Open Print Queue...].
15. Select [Print Test Page] from the [Printers] menu.



# Copy

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## ▶ Basic Operations of Copy Functions

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## ▶ Useful Functions

---

## ▶ For a Better Finish

---

## ▶ Color Settings

---

## ▶ Advanced Copy Settings

---

## ▶ Descriptions of Screens for Copy

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# Basic Operations of Copy Functions

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- Setting a Document
- Loading Paper
- Copying
- Cancelling Copying
- Switching Color Modes
- Specifying the Number of Copies
- Specifying the Paper Feed Tray (Paper Feed)
- Switching Output Trays
- Making Enlarged or Reduced Copies (Zoom)

# Setting a Document

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This chapter describes how to set the document on this machine.

- [Setting a Document](#)
- [Copying Different Size Documents \(Mixed Size\)](#)

# Loading Paper

---

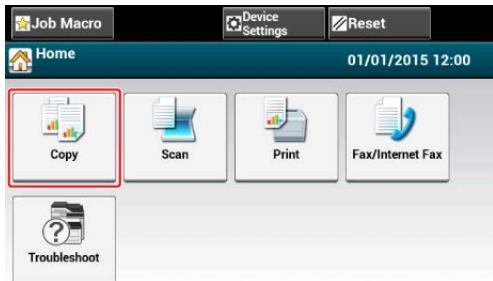
This chapter describes paper that can be loaded in the paper feed sources on the machine.

- [Loading Paper](#)
- [Setting Output Tray](#)

# Copying

1. Press [Copy] or the (COPY) button on the operator panel.

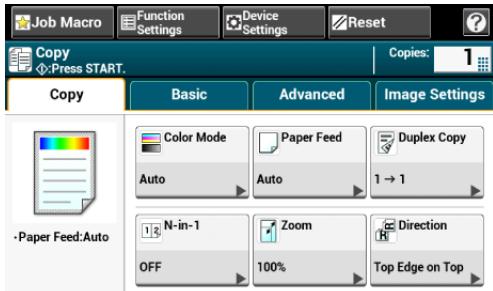
The touch panel display switches to the copy top screen.



2. Set a document in the ADF or on the document glass.

3. Set the copy setting if necessary.

- [Useful Functions](#)
- [For a Better Finish](#)
- [Color Settings](#)
- [Advanced Copy Settings](#)



4. Press the (START) button.

## Memo

You can ring a tone when copying is complete.

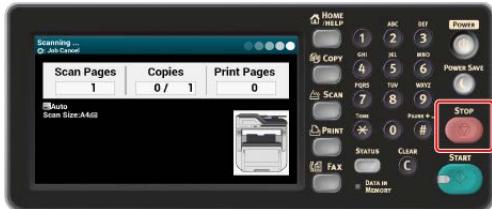
- [Adjusting Volume](#)

# Cancelling Copying

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You can cancel copying before a message is displayed to inform you that copying is complete.

1. Press the  (STOP) button when scanning the document.



# Switching Color Modes

Switches the Color Modes. You can use the following three color modes.

- Color: All documents are copied in full color.
- Mono: All documents are copied in black and white.
- Auto: This machine detects the color of each page automatically. (Default) Color documents are copied in full color, black and white documents are copied in black and white. Copying becomes slow.

## Note

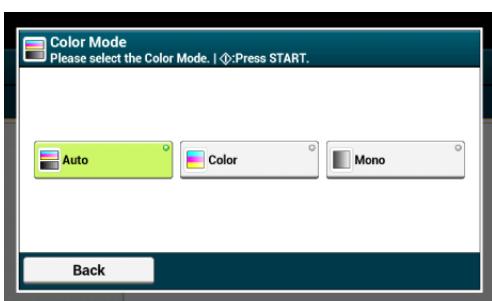
- When [Auto] is selected, printout's colors may not look as you expected in the following cases. In such a case, set [Color] or [Mono].
- Here are some examples.
  - Documents with extremely small colored part
  - Dark-colored documents
  - Pale documents
  - Yellowish documents
  - Documents with colored background

## Memo

You can change the criteria for determining color document and black and white document from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Scanner Adjust] > [Auto Color Judge Level].

## Scanner Setup

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Color Mode] on the [Basic] or [Image Settings] tab.
4. Select a color mode.



5. Press the  (START) button.



# Specifying the Number of Copies

You can specify the number of copies to make multiple copies.

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Enter the number of copies by using the 10-key pad or the 10-key button.



## Memo

- You can enter the number of copies from 1 to 999.
- If you enter an incorrect value, press the  (CLEAR) button, and then enter the correct value.

4. Press the  (START) button.

## Topics

 [Sorting Each Set in Page Order \(Sort\)](#)

# Specifying the Paper Feed Tray (Paper Feed)

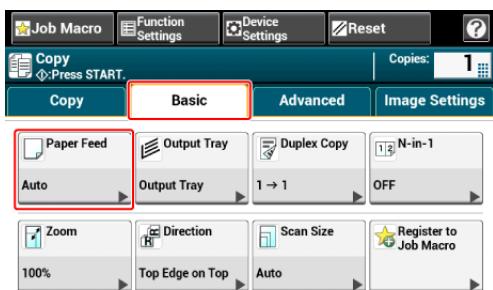
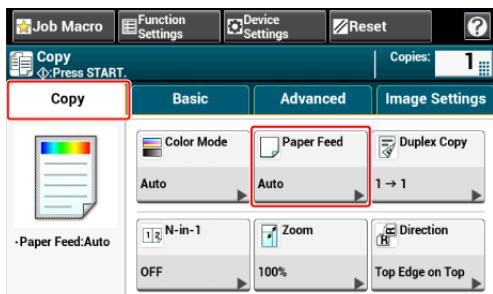
Setting the Paper Feed Tray to Tray 1/Tray 2/Tray 3/Tray 4  
Using the MP (Multi-Purpose) Tray

## Setting the Paper Feed Tray to Tray 1/Tray 2/Tray 3/Tray 4

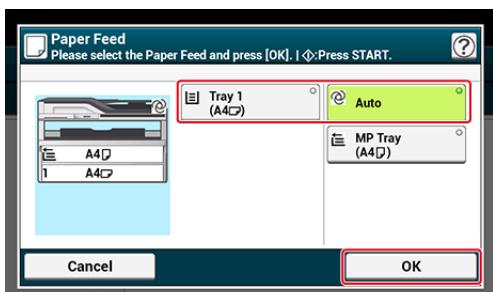
1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Paper Feed] on the [Copy] or [Basic] tab.



Alternatively, you can set this setting from [Function Settings].



4. Select a tray, and then press [OK].



## 5. Press the (START) button.

### Memo

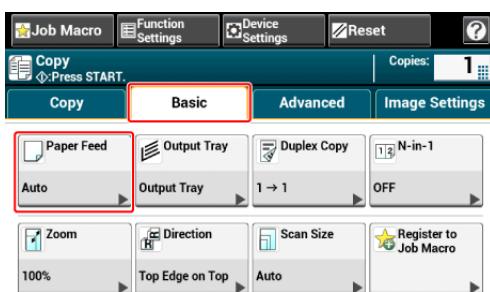
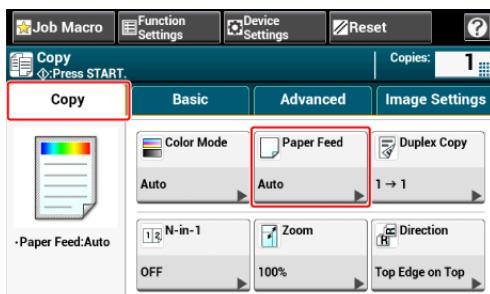
- To use the MP (Multi-Purpose) tray with [Paper Feed] being set to [Auto], press [Device Settings], and then select [Paper Setup] > [Select Tray] > [Copy] > [MP Tray] > [ON] or [ON(Prior)].
- [Tray 2]/[Tray 3]/[Tray 4] are displayed only when the optional tray units are installed.
- If [Paper Feed] is set to [Auto], you can select a paper tray that holds A3, A4, A4, A5, A5, A6, B4, B5, B5, Tabloid, Letter, Letter, Legal13/13.5/14, Executive, Statement, Statement, Folio, or 8.5 SQ paper. To use a different paper size, select the paper tray in the [Paper Feed] setting.

## Using the MP (Multi-Purpose) Tray

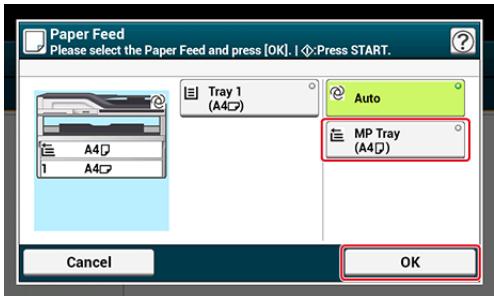
- Press [Copy] or the (COPY) button.
- Set a document in the ADF or on the document glass.
- Press [Paper Feed] on the [Copy] or [Basic] tab.

### Memo

Alternatively, you can set this setting from [Function Settings].



- Select [MP Tray], and then press [OK].

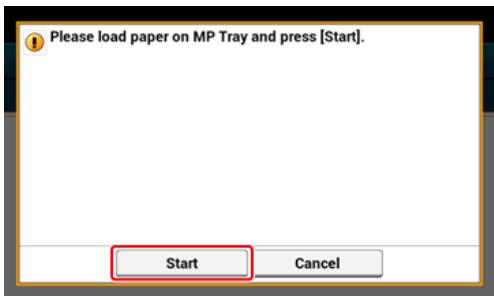


- Load paper in the MP tray.

Loading Paper

- Press the (START) button.

- Check the message, and then press [Start].



- Press [OK].

# Switching Output Trays

Switches output trays for printed paper.

## Note

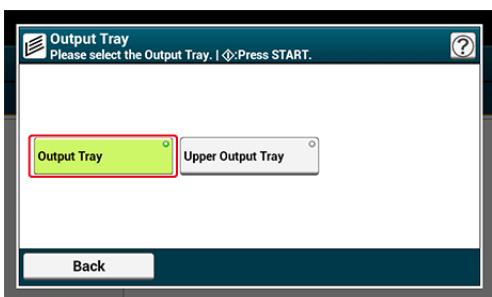
Check that the Rear Output Tray on the rear side of the machine is closed.

While the Rear Output Tray is open, paper is always output to the Rear Output Tray.

## Memo

- The default setting for output tray can be changed from [Device Settings] > [Paper Setup] > [Output Tray] > [Copy].
- When paper remains on the upper output tray, the LED blinks.  
Not to blink the LED, from [Device Settings] > [Admin Setup] > [Management] > [System Setup] > Set [Enable] for [Near Life LED].

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Output Tray] on the [Basic] tab.
4. Select an Output Tray.



5. Press the  (START) button.

# Making Enlarged or Reduced Copies (Zoom)

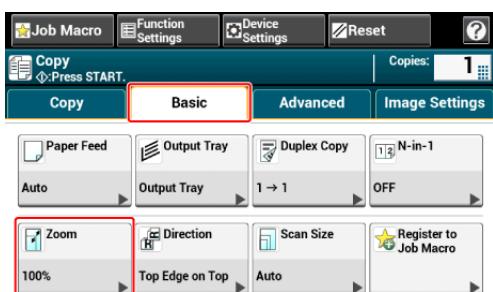
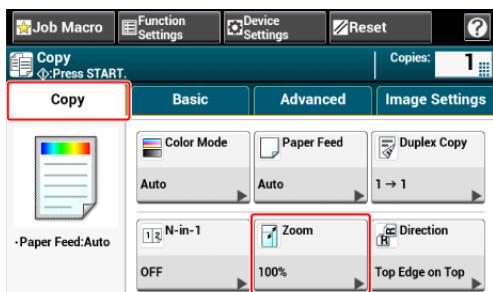
## Note

You can use [Auto] only if copying on A3, A4 , A4 , A5 , A5 , A6 , B4, B5 , B5 , Tabloid, Letter , Letter , Legal13/13.5/14, Executive , Statement , Statement , Folio, or 8.5 SQ paper.

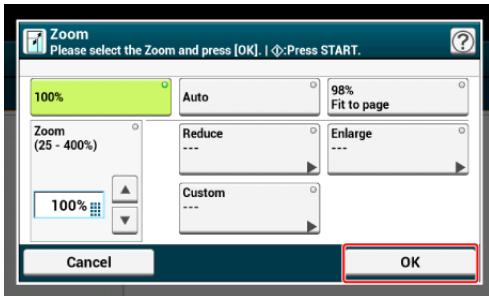
1. Press [Copy] or the 
2. Set a document in the ADF or on the document glass.
3. Press [Zoom] on the [Copy] or [Basic] tab.

## Memo

Alternatively, you can set this setting from [Function Settings].



4. Set the zoom rate.
  - When using [Auto]  
**(1)** Select [Auto], and then press [OK].
  - When selecting a preset zoom rate  
**(1)** Select a zoom value, and then press [OK].  
Available rate settings:
    - To set other zoom rate  
**(1)** Press [Reduce] or [Enlarge].
    - (2)** Specify a zoom rate.



### Memo

If [Fit to page(98%)] is selected and the size of the document and the paper are the same, the document is reduced to fit the paper.

- When setting the zoom rate by using the 10-key pad

(1) Enter the zoom rate from 25 to 400% by using the 10-key pad or pressing ▲ ▼ on the touch panel, and then press [OK].

### Memo

- You can set the rate in units of 1%.
- If you enter an incorrect value, press the (CLEAR) button, and then enter the correct value.

- When setting different zoom rates for vertical and horizontal axes

(1) Press [Custom].

(2) Specify the zoom rates for vertical and horizontal axes.

Enter the zoom rate from 25 to 400% by using the 10-key pad or pressing ▲ ▼ on the touch panel, and then press [OK].

### Memo

- When setting different zoom rates for vertical and horizontal axes, you need to specify the feeding tray.
- You can set the rate in units of 1%.
- If you enter an incorrect value, press the (CLEAR) button, and then enter the correct value.

## 5. Press the (START) button.

### Memo

- If [Paper Feed] is set to [Auto], [Zoom] is automatically set to [100%]. To select a different rate, set [Paper Tray], and then set [Zoom].
- If [Paper Feed] is set to [Auto], the paper tray is automatically selected according to the selected zoom rate. To use a specific paper tray, reset [Paper Feed] again.
- Even if [Paper Feed] is set to [Auto], you cannot select a paper tray that holds paper other than A3, A4, A4, A5, A5, A6, B4, B5, B5, Tabloid, Letter, Letter, Legal13/13.5/14, Executive, Statement, Statement, Folio, or 8.5 SQ. In this case, specify from [Paper Feed].
- If [Paper Feed] is set to [Auto], the [Paper Feed] setting automatically changes by setting [Zoom] to [Auto]. A message is displayed on the touch panel to inform you that the setting

has been changed.

# Useful Functions

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This chapter describes various settings for copying, such as N-in-1 and duplex printing.

## Memo

Settings on the copy top screen is temporarily enabled. To change the default settings, select [Device Settings] > [Admin Setup] > [Copy Setup] > [Default Settings].

## Copy Setup

- Copying on Both Sides of Paper (Duplex Copy)
- Combining Multiple Pages on One Sheet of Paper (N-in-1)
- Changing the Scan Size (Scan Size)
- Sorting Each Set in Page Order (Sort)
- Enabling Continuous Scan Mode (Continuous Scan)
- Copying Different Size Documents (Mixed Size)
- Resetting Copy Settings (Reset)
- Cancelling a Setting
- Changing the Document Orientation (Direction)
- Interrupting Current Job to Perform a Copy Job

# Copying on Both Sides of Paper (Duplex Copy)

## Available Printing Methods

### Note

- Use plain paper of a standard size. Use of paper other than paper of standard sizes may cause paper jams.

#### >Loading Paper

- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.

#### Changing the Document Orientation (Direction)

1. Press [Copy] or the  (COPY) button.

2. Set a document in the ADF or on the document glass.

### Memo

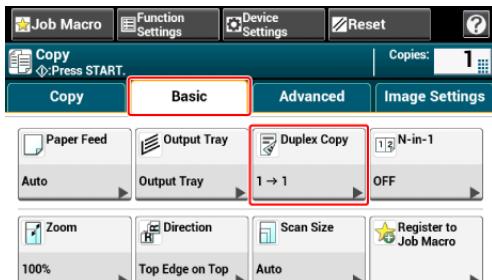
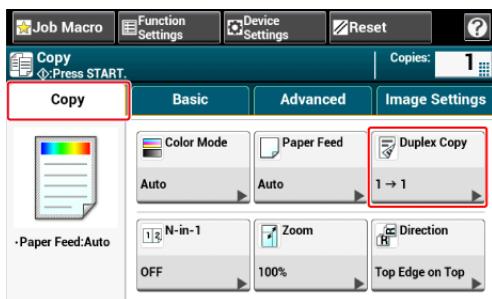
- When printing duplex documents on the both sides of paper or on the single side of paper, set the documents in the ADF.
- When making duplex copies from simplex documents using the document glass, Continuous Scan mode is automatically enabled. Follow the on-screen instructions.

#### Enabling Continuous Scan Mode (Continuous Scan)

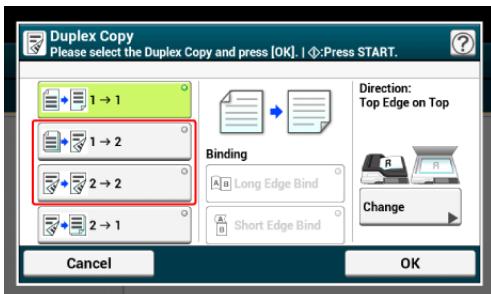
3. Press [Duplex Copy] on the [Copy] or [Basic] tab.

### Memo

Alternatively, you can set this setting from [Function Settings].



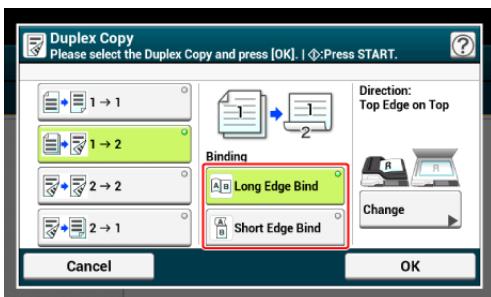
#### 4. Select a duplex copy mode.



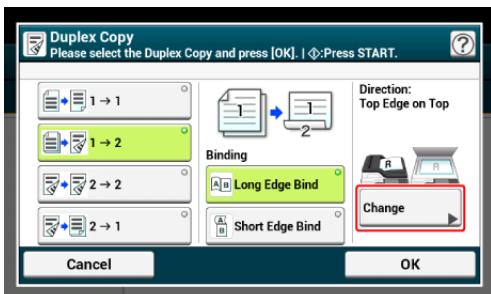
##### Memo

To make simplex copies so that each of the front and back sides of a duplex document can be copied on one side of different sheets of paper, select [2→1].

#### 5. Select a binding method.



#### 6. To change the document orientation, press [Change].



##### [Changing the Document Orientation \(Direction\)](#)

#### 7. Press [OK].

#### 8. Press the (START) button.

### Topics

You can change other copy settings.

[Useful Functions](#)

[For a Better Finish](#)

[Color Settings](#)

[Advanced Copy Settings](#)

It is recommended to set a margin when you want to staple or punch holes in duplex copies.

## Available Printing Methods

- Simplex document → Duplex copies with the long edge bound

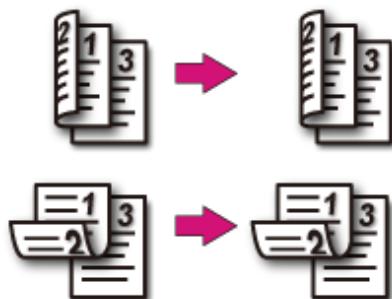


- Simplex document → Duplex copies with the short edge bound



- Duplex documents → Duplex copies with the long edge bound or the short edge bound

Set a document in the ADF.



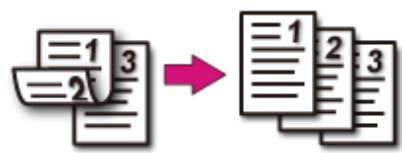
- Duplex documents with the long edge bound → Simplex copies

Set a document in the ADF.



- Duplex documents with the short edge bound → Simplex copies

Set a document in the ADF.



# Combining Multiple Pages on One Sheet of Paper (N-in-1)

## Printing Methods That Can be Set

You can copy two, four, or eight pages of a document into one side of a single sheet of paper.

Setting [Duplex Copy] at the same time can save more sheets of paper.

### Note

- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.

#### Changing the Document Orientation (Direction)

- If [N-in-1] is enabled, [Zoom] is automatically set to [Auto]. To specify a zoom rate, set [N-in-1], and then [Zoom].

#### Making Enlarged or Reduced Copies (Zoom)

- A part of the document may not be copied properly depending on the paper size, document size or specified rate.
- If [N-in-1] is enabled you cannot select [Auto] for paper feeding source. Select the paper tray to be used.

1. Press [Copy] or the  (COPY) button.

2. Set a document in the ADF or on the document glass.

### Memo

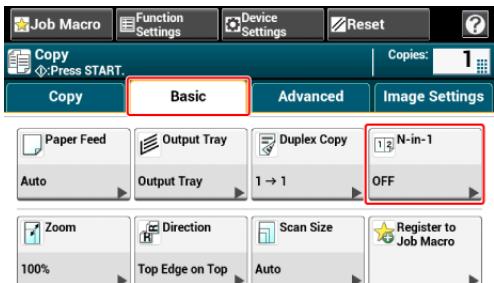
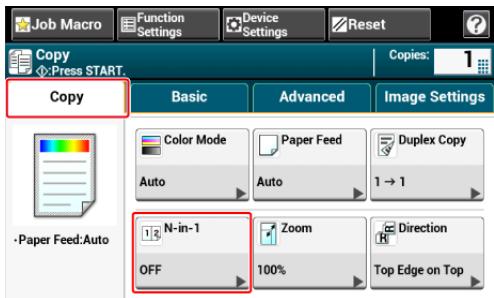
- When using the document glass, Continuous Scan mode is automatically enabled. Follow the on-screen instructions.
- Continuous Scan mode enables you to copy multiple documents at once. You can use both the ADF and document glass for copying multiple documents as a single job.

#### Enabling Continuous Scan Mode (Continuous Scan)

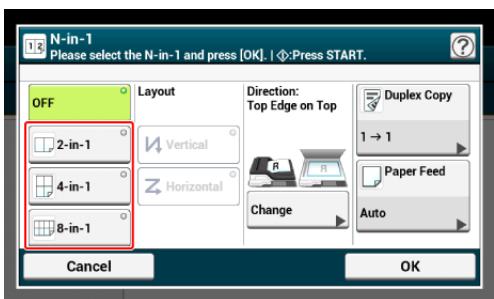
3. Press [N-in-1] on the [Copy] or [Basic] tab.

### Memo

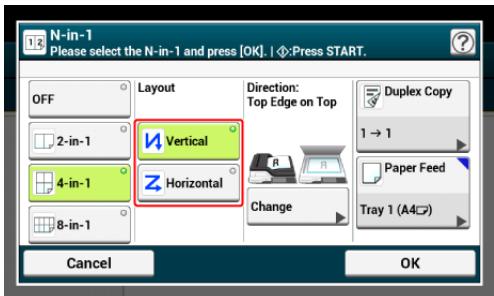
Alternatively, you can set this setting from [Function Settings].



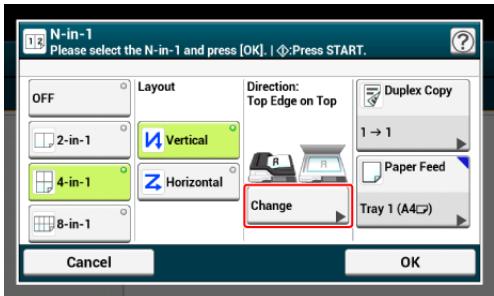
#### 4. Select an N-in-1 method.



#### 5. Select a layout.



#### 6. To change the document orientation, press [Change].



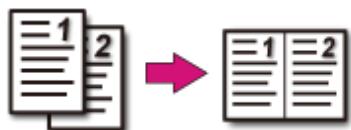
[Changing the Document Orientation \(Direction\)](#)

#### 7. Change other settings if necessary, and then press [OK].

8. Press the (START) button.

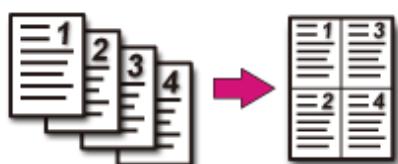
## Printing Methods That Can be Set

### ■ Two sheets → One side of a sheet

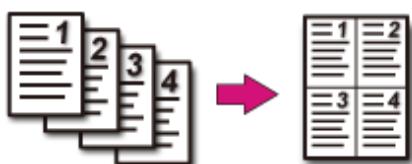


### ■ Four sheets → One side of a sheet

- Vertical

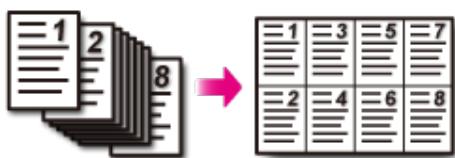


- Horizontal

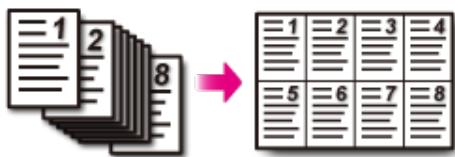


### ■ Eight sheets → One side of a sheet

- Vertical



- Horizontal



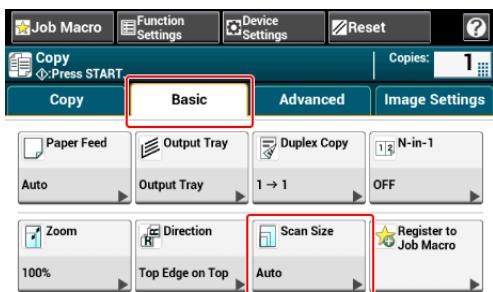
# Changing the Scan Size (Scan Size)

You can select the appropriate size of the document to be scanned.

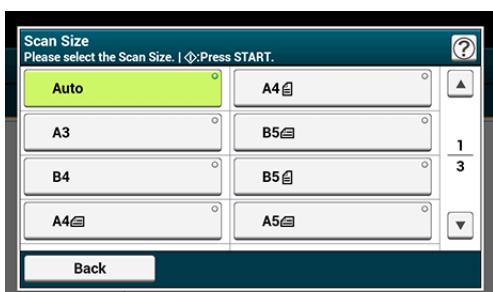
1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Scan Size] on the [Basic] tab.

## Memo

Alternatively, you can set this setting from [Function Settings].



4. Select a size.



## Memo

- Both ADF and the document glass automatically detect the following document sizes.

Basis	Detectable sizes
AB	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Folio
Letter	Tabloid, Letter  , Letter  , Legal14, Executive  , Statement 

\* If Legal14 is detected in the Letter series, the value between Legal13, Legal13.5, and Legal14 which is specified from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] > [Auto detect Scan Size] > [Legal Size] is set as Scan Size.

- If the machine cannot detect document size with the scan size setting set to [Auto], the scanning size selection screen appears when the start button is pressed.

5. Press the  (START) button.



# Sorting Each Set in Page Order (Sort)

The sort function is enabled by factory default.

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.

## Memo

- Continuous Scan mode enables you to copy multiple documents at once.
- You can use both the ADF and document glass for copying multiple documents as a single job.

 [Enabling Continuous Scan Mode \(Continuous Scan\)](#)

3. Check that [Sort] on the [Advanced] tab is set to [ON].

## Memo

Pressing [Sort] switches between [ON] and [OFF].



4. Enter the number of copies.
5. Press the  (START) button.

# Enabling Continuous Scan Mode (Continuous Scan)

This function is useful when you want to copy multiple books.

To scan multiple sets of documents and make copies as a single job, enable the Continuous Scan mode. This mode is useful when using the [Sort], [N-in-1], or [Duplex Copy] function.

In Continuous Scan mode, you can copy your documents from the ADF, document glass, or both of them.

- 🔗 Sorting Each Set in Page Order (Sort)
- 🔗 Combining Multiple Pages on One Sheet of Paper (N-in-1)
- 🔗 Cancelling Copying

1. Press [Copy] or the  (COPY) button.
2. Set the first sheet of a document in the ADF or on the document glass.

## Memo

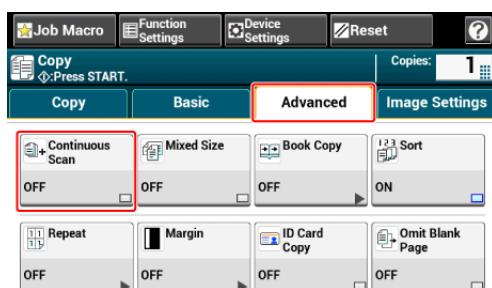
When making N-in-1 and/or duplex copies by using the document glass, the [Please set next document] screen is displayed after scanning the documents even if [Continuous Scan] is set to [OFF].

3. Press [Continuous Scan] on the [Advanced] tab.

[Continuous Scan] is set to [ON].

## Memo

Pressing [Continuous Scan] switches between [ON] and [OFF].

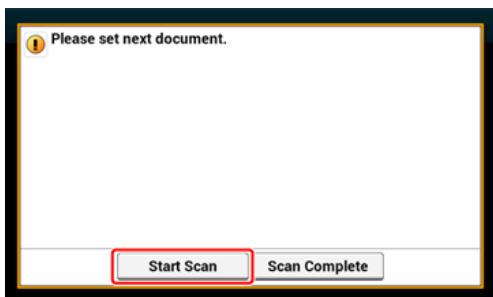


4. Enter the number of copies by using the 10-key pad.
5. Press the  (START) button.
6. When the [Please set next document.] screen is displayed, set the next document in the ADF or on the document glass.

## Note

When changing the place to set the next document, be sure to remove the document from the place you used first.

**7. Press [Start Scan].**



**8. When scanning all sets of the documents is complete, press [Scan Complete].**

 **Memo**

If you press [Scan Complete] after scanning all the documents with multiple copies (2 or more) being set for [Copies], the remaining number of copies is copied.

# Copying Different Size Documents (Mixed Size)

You can set multiple documents having the same width but different lengths in the ADF so that they can be copied on their respective paper sizes.

## Note

- You can use this mixed-size function only for the following combinations.
- Specify the size of the larger document for the document size.

Small Size	Large Size	Remarks
A4 	A3	
A4 	Folio	
A5 	A4 	*
B5 	B4	*
Letter 	Legal13	
Letter 	Legal13.5	
Letter 	Legal14	
Letter 	Tabloid	
Statement 	Letter 	*

\* Available only one-sided scanning and one-sided printing.

- If [Mixed Size] is enabled, [Paper Feed] cannot be selected. The paper tray that matches the document is automatically selected to feed the paper.
- [Mixed Size] is available only if [Zoom] is set to [98% Fit to page] or [100%].
- You cannot set [Edge Erase] and [Mixed Size] at the same time.
- To use multiple sheets of paper, press [Device Settings], and then select [Paper Setup] > [Select Tray] > [Copy] to enable [MP tray].
- When you use the MP tray, load paper in the MP tray, and then display the [Mixed Size] menu.

## Memo

This section covers an example of A3 loaded in Tray 1 and A4  loaded in the MP tray.

1. Load A3 paper in Tray 1, and then load A4  paper in the MP tray.
2. Set the paper size dial of the Tray 1 to [A3].

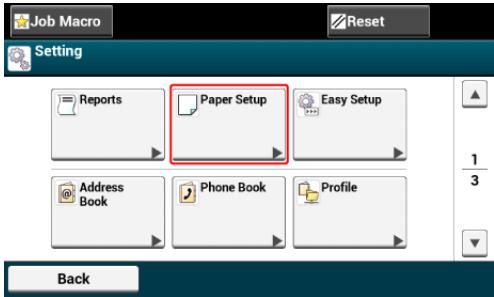
## Memo

You can use only standard paper for this function.

3. Press [Device Settings].



4. Press [Paper Setup].



5. Press [MP tray] and [Paper Size] in order, and then select [A4].

6. Press [Back] until the home screen is displayed.

7. Press [Copy] or the (COPY) button.

8. Set a document that is mixed with A4 and A3 sizes in the ADF.

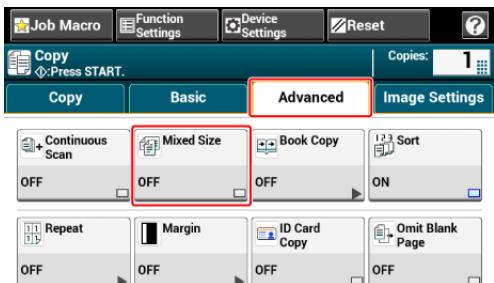
Loading Paper

9. Press [Mixed Size] on the [Advanced] tab.

[Mixed Size] is set to [ON].

Memo

Pressing [Mixed Size] switches between [ON] and [OFF].



10. Check that the following settings are displayed on the copy start screen.

- ❖ [Mixed Size]: ON
- ❖ [Paper Feed]: Auto
- ❖ [Zoom]: 100%

- [Scan size]: Auto

11. Enter the number of copies by using the 10-key pad if necessary.
12. Press the  (START) button.

### Note

When using the Mixed Size function, be careful about the binding position of duplex documents.

When copying mixed-size duplex documents, specify the binding position for the bigger documents and bind smaller documents in the same direction as the bigger ones. (Their binding positions may not be the same.)

- Example 1: For A3/A4 
  - For A3 documents with long-edge binding, set A4  documents with short-edge binding. (When loading in the ADF, set the documents so that their binding positions align to the top or bottom of the ADF.)
  - For A3 documents with short-edge binding, set A4  documents with long-edge binding. (When loading in the ADF, set the documents so that their binding positions align to the left or right of the ADF.)
- Example 2: For Legal/Letter 
  - For Legal documents with long-edge binding, set Letter  documents with long-edge binding. (When loading in the ADF, set the documents so that their binding positions align to the top or bottom of the ADF.)
  - For Legal documents with short-edge binding, set Letter  documents with short-edge binding. (When loading in the ADF, set the documents so that their binding positions align to the left or right of the ADF.)

# Resetting Copy Settings (Reset)

You can reset the copy function you changes to their default settings in the following ways.

## Auto Reset

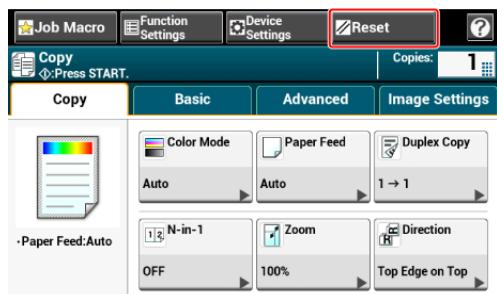
If you do not perform any operation for a certain period of time, all the copy settings for your copy job are reset to their default settings. The auto reset time is set to 3 minutes by factory default.

### Memo

The auto reset time can be changed from [Device Settings] > [Admin Setup] > [Device Management] > [Screen Auto Reset] > [Reset Time].

## Using [Reset] on the Touch Panel

If you press [Reset] on the copy top screen or each setting screen, the settings for your copy job return to their default settings.



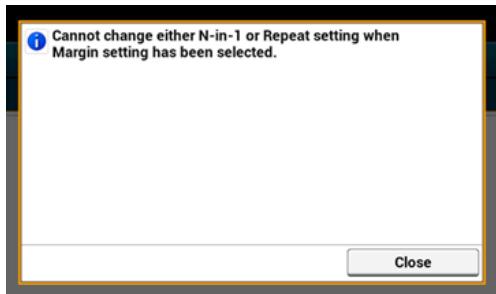
### Memo

When copying is complete, press [Reset] to reset the default settings for the next user.

# Cancelling a Setting

If you set multiple copy functions at the same time, you may not be able to use these functions depending on the combination. In such a case, a message is displayed.

For example, if [Margin] is specified, [N-in-1] and [Repeat] cannot be set.



Cancel the setting of a function with low priority among the ones that are displayed in the message, and then set the function you want to use again.

To cancel the setting of any function, reset the setting to the default setting.

## Memo

If you have changed the default value from the factory default setting, select the changed default value.

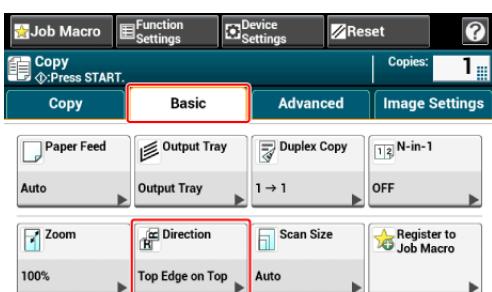
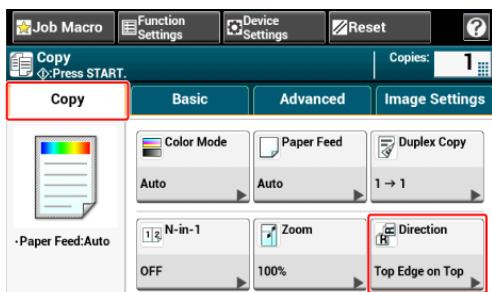
## Administrator Setup

1. Select a function to cancel on each tab on the copy top screen or from [Function Settings].
2. Set the default setting again.

# Changing the Document Orientation (Direction)

You can select [Top Edge On Top] or [Top Edge On Left] for the document orientation. Specify the appropriate orientation to get the copy result you want.

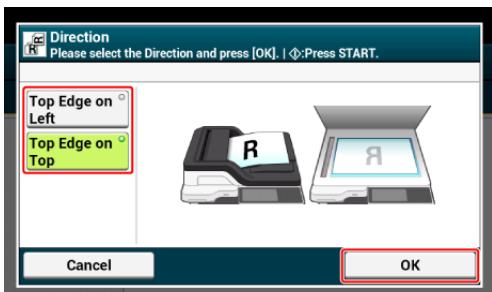
1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Direction] on the [Copy] or [Basic] tab.



## Memo

Alternatively, you can set this setting from [Function Settings].

4. Select the document orientation, and then press [OK].



## Memo

If you press [Cancel], the screen returns to the previous screen without saving the changes.

5. Press the  (START) button.



# Interrupting Current Job to Perform a Copy Job

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To perform interrupt copying, follow the procedure below.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times, and press [Admin Setup].
3. Enter the administrator name and password, and then press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Copy Setup].
5. Press [Interrupt], and then make sure that [Interrupt] is set to [Enable].
6. Press  (Start) while printing, you can interrupt the current job to copy a new document.

## For a Better Finish

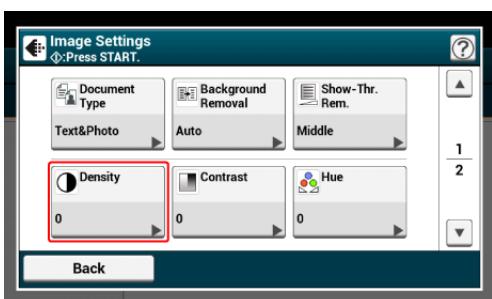
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- Adjusting the Density (Density)
- Selecting the Document Type (Document Type)
- Specifying the Scan Resolution (Resolution)
- Copying a Document with a Colored Background Clearly (Background Removal)
- Erasing Edge Shadows (Edge Erase)
- Erasing Shadow Lines (Center Erase)
- Erasing Outside of Documents (Outside Erase)
- Removing Show-Through (Show-Through Removal)

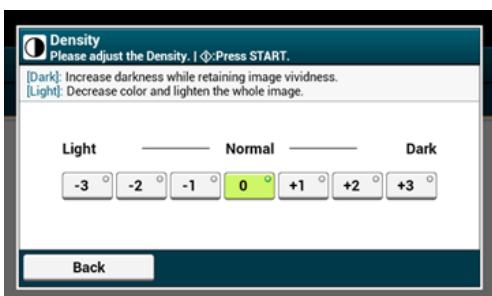
# Adjusting the Density (Density)

You can adjust the copy density in seven levels.

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Density] on the [Image Settings] screen on the [Image Settings] tab.



4. Select density.



## Memo

[0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

5. Press the  (START) button.

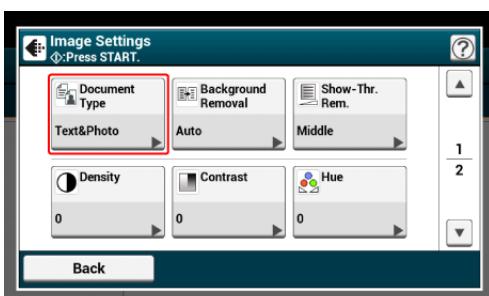
# Selecting the Document Type (Document Type)

You can select a document type from [Text], [Text&Photo], [Photo], or [Photo (Glossy)] to make copies at the most suitable quality.

## Note

- If you select [Text], the gray level may be reduced depending on the document.
- If you select [Photo] or [Photo (Glossy)], fine texts or lines may be blurred depending on the document.
- If you select [Photo (Glossy)], images may be bright.

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Document Type] on the [Image Settings] screen on the [Image Settings] tab.



4. Select a document type.



## Memo

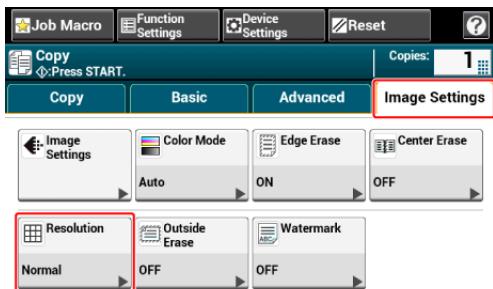
- [Text]: Set when copying a text document.
- [Text&Photo]: Set when copying a document having texts and photos. The well-balanced text and photo are reproduced on an image.
- [Photo]: Set when copying photos and graphic documents. Images are reproduced with the focus on grayscales.
- [Photo (Glossy)]: Set when copying a glossy photography or photo documents printed on glossy inkjet paper. Images are reproduced with the focus on grayscales in consideration of the glossiness.

5. Press the  (START) button.

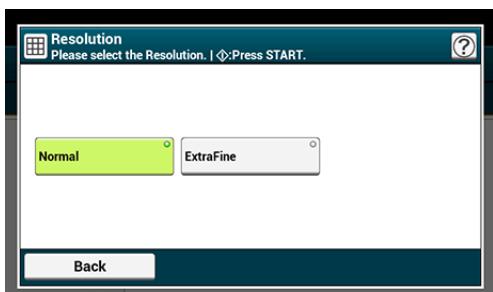
# Specifying the Scan Resolution (Resolution)

You can change the resolution to scan a document.

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Resolution] on the [Image Settings] tab.



4. Select a resolution.



## Memo

- Resolution setting is available only when the color mode is set to "Auto" or "Color".
- If you select [ExtraFine], the reproducibility and gray level of fine lines or small characters will be improved.

5. Press the  (START) button.

# Copying a Document with a Colored Background Clearly (Background Removal)

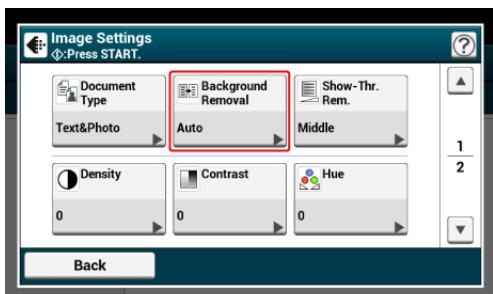
To adjust a level of the document background removal, you can select Auto or OFF, or adjust in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

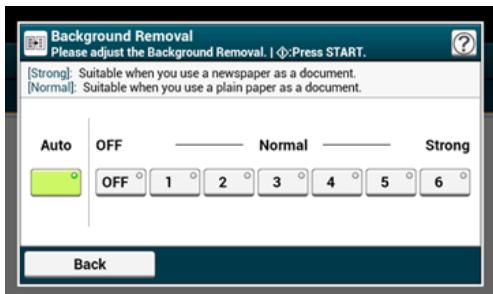
## Note

- If a greater value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.
- In the following cases, background color may not be correctly detected and not be eliminated successfully.
  - When a custom-size document is loaded
  - When a document with the front edge folded is loaded
  - When a document missing the front edge or an oblique document is loaded
  - When a document having a hole near the front edge is loaded
  - When a document is placed without aligning it with the guide on the document glass

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Background Removal] on the [Image Settings] screen on the [Image Settings] tab.



4. Select a value.



## Memo

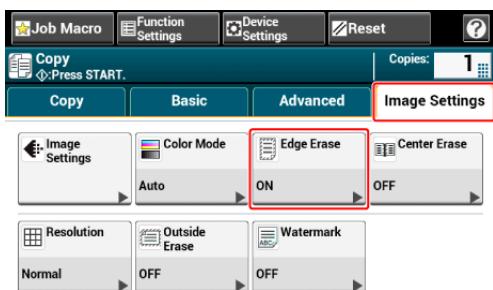
[3] for [Background removal] is the standard level. To increase a level of the document background removal, select [4], [5], or [6]. To decrease a level of the document background removal, select [2], [1], or [OFF] (no removal).

5. Press the  (START) button.

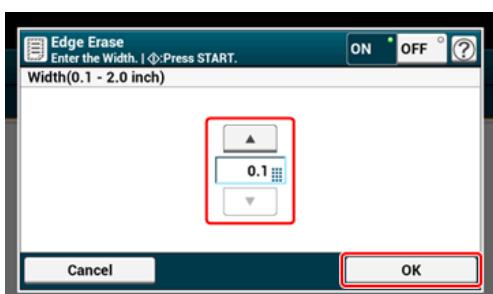
# Erasing Edge Shadows (Edge Erase)

When you copy a document with the document glass cover opened or when you copy a book, a black shadow may appear around the edges on the printed copy. This function enables you to erase the black shadow.

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Edge Erase] on the [Image Settings] tab.



4. Enter a value from 2 to 50 mm (0.1 to 2.0 inches) in [Width] by using the 10-key pad or by pressing  $\blacktriangle$  and  $\blacktriangledown$ , and then press [OK].

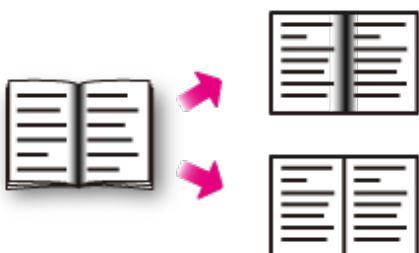


5. Press the  (START) button.

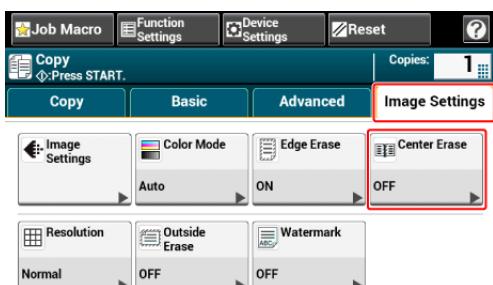
# Erasing Shadow Lines (Center Erase)

When copying documents with the document glass cover open, or copying a book or magazine, shadow lines may appear in the printouts.

You can eliminate the shadow lines from the printouts.



1. Press [Copy] or the  (COPY) button.
2. Set a document on the document glass.
3. Press [Center Erase] on the [Image Settings] tab.



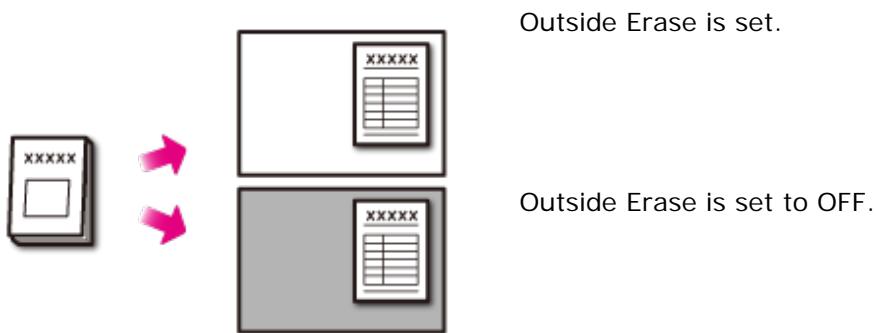
4. Enter a value from 1 to 50 mm (0.1 to 2.0 inches) in [Width] by using the 10-key pad or by pressing  $\blacktriangle$  and  $\blacktriangledown$ , and then press [OK].



5. Press the  (START) button.

# Erasing Outside of Documents (Outside Erase)

When copying a thick document such as a book on the document glass, a clearance between the document glass and document glass cover causes the outside of the document to be dark like a shadow. The Outside Erase function erases the outside of the documents.



## ! Note

- When copying documents from the ADF or with the ADF or document glass cover firmly closed, the function becomes disabled.
- When the function is enabled, manually adjust the background removal. The Auto Background Removal function is disabled. When Background Removal is set to Auto, Level 3 is applied.
- When copying documents with slashes or of complicated shapes, documents and outside documents may not be correctly detected.

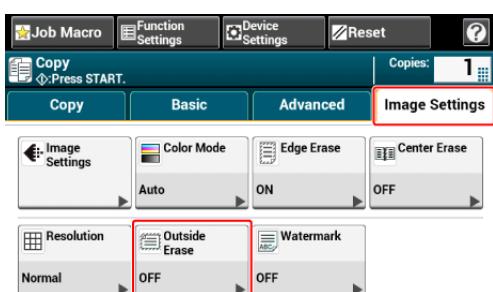
1. Press [Copy] or the  (COPY) button.

2. Set a document on the document glass.

## ! Note

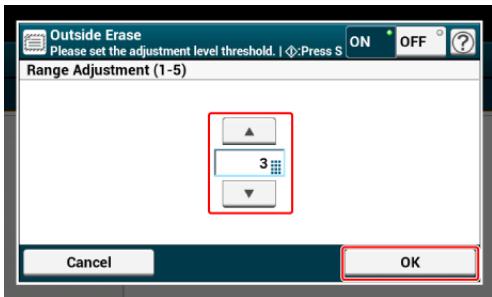
- Do not use the function under a light. Shadows may not be erased successfully.
- Widely open the ADF or document glass cover.  
If the ADF or document glass cover opens insufficiently, documents and outside documents may not be correctly detected.
- Strong light is emitted while copying. Do not look straight at the document glass surface.

3. Press [Outside Erase] on the [Image Settings] tab.



4. Enter a value from 1 to 5 in [Range Adjustment] by using the 10-

key pad or by pressing ▲ and ▼, and then press [OK].



If there are any problems with the standard level (3), adjust the criteria in the following steps.

- ❖ If the outside of the document is not erased, increase the value on the criteria.
- ❖ If dark parts inside the document are erased, decrease the value on the criteria.

5. Press the (START) button.

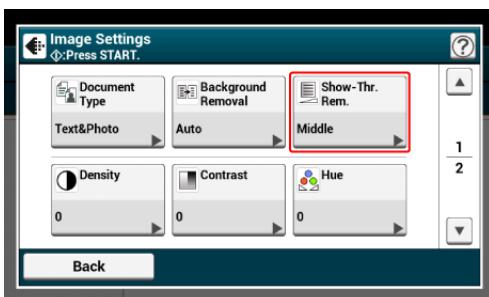
# Removing Show-Through (Show-Through Removal)

Show-Through Removal removes show-through of text from the reverse side. You can select the removal level from OFF, Low, Middle, or High.

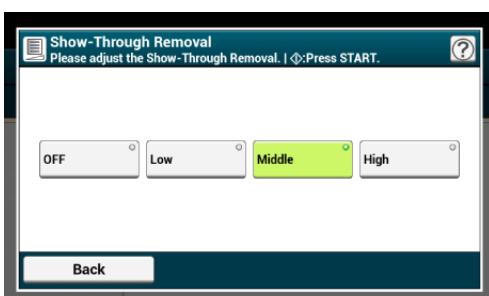
## Note

- This function is enabled only when [Background Removal] is set to [Auto].
- This function is enabled only when [Document Type] is set to [Text] or [Text&Photo].

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Show-Thr. Rem.] on the [Image Settings] screen on the [Image Settings] tab.



4. Select a value.



## Memo

- [Middle] is set by default.
- If light color becomes too faint with Middle (default value), set to [Low] (show-through may not be removed completely).
- If show-through is not completely removed with Middle (default value), set to [High] (light color may not be represented).
- For documents printed only one side or when reproducing light color, set to [OFF]. (For documents printed on two side, show-through remains.)

5. Press the  (START) button.



## Color Settings

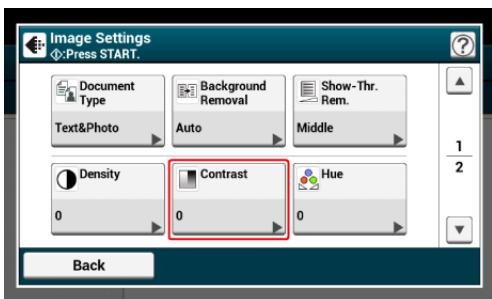
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- ❖ Adjusting the Contrast (Contrast)
- ❖ Adjusting Hue for Color Copy
- ❖ Adjusting Saturation
- ❖ Adjusting RGB

# Adjusting the Contrast (Contrast)

Differences between bright and dark sections on a document are adjusted to make images and texts easier to view and read.

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Contrast] on the [Image Settings] screen on the [Image Settings] tab.



4. Select a value.



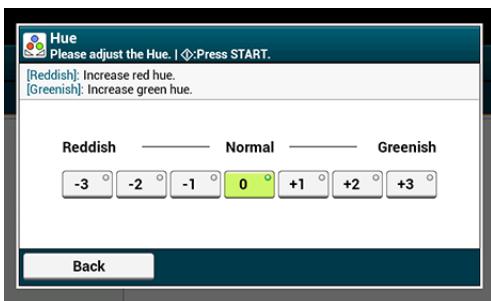
5. Press the  (START) button.

# Adjusting Hue for Color Copy

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Red/green balance adjustment. Reddish: Enhance red. Greenish: Enhance green.

1. Press [Copy] or the  (COPY) button.
2. Press [Image settings] on the [Image Settings] tab.
3. Press [Hue].
4. Select a value.



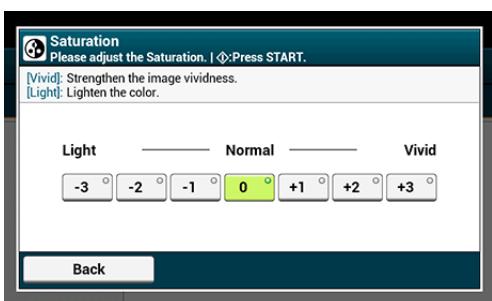
5. Press the  (START) button.

# Adjusting Saturation

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Saturation setting. Vivid: Enhance image sharpness. Light: Mute color.

1. Press [Copy] or the  (COPY) button.
2. Press [Image settings] on the [Image Settings] tab.
3. Press [Saturation].
4. Select a value.



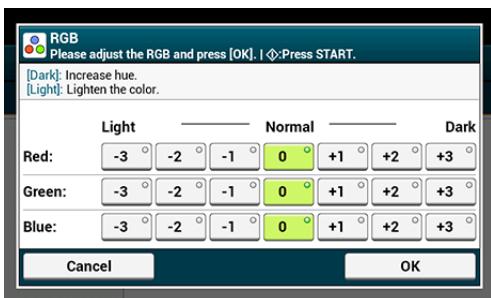
5. Press the  (START) button.

# Adjusting RGB

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Adjust RGB contrast settings.

1. Press [Copy] or the  (COPY) button.
2. Press [Image settings] on the [Image Settings] tab.
3. Press [RGB].
4. Select a value each for RGB, and then press [OK].



5. Press the  (START) button.

## Advanced Copy Settings

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- Making Multiple Copies on a Sheet of Paper (Repeat)
- Copying Two-Page Spread Separately onto Two Sheets (Book Copy)
- Adding a Stamp (Watermark)
- Copying Both Sides of a Card to One Side (ID Card Copy)
- Setting Margins (Margin)
- Skipping White Pages When Copying (White Page Skip)

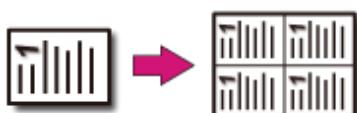
# Making Multiple Copies on a Sheet of Paper (Repeat)

This function enables you to repeatedly copy the same document on one side of a sheet of paper. The document can be repeated two, four, or eight times.

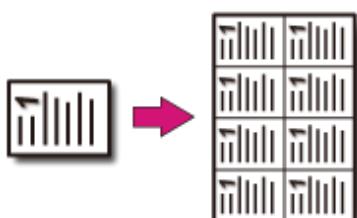
- Two repeat



- Four repeat



- Eight repeat



## ! Note

- If [Repeat] is enabled, [Zoom] is automatically set to [Auto]. To specify a zoom rate, enable [Repeat], and then set [Zoom].
- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.  
[🔗 Changing the Document Orientation \(Direction\)](#)
- A part of the document may not be copied depending on the paper, document, or zoom rate.
- If the repeat function is enabled, the paper tray is automatically set.

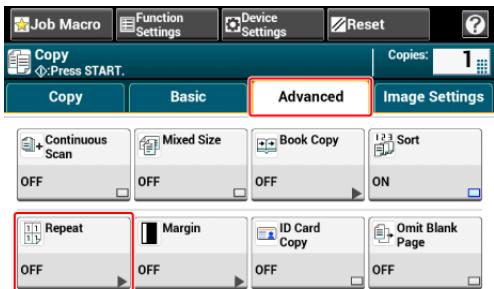
1. Press [Copy] or the (COPY) button.
2. Set a document in the ADF or on the document glass.

## Memo

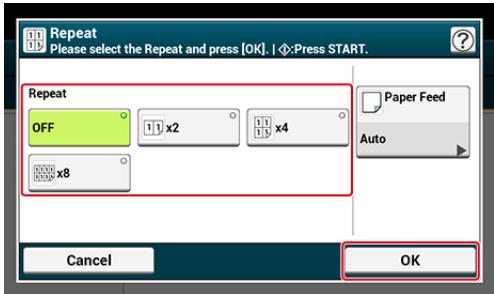
Continuous Scan mode enables you to copy multiple documents at once.

[🔗 Enabling Continuous Scan Mode \(Continuous Scan\)](#)

3. Press [Repeat] on the [Advanced] tab.



4. Select a repeat method, and then press [OK].



#### Memo

If you press [Paper Feed], you can set a paper feed tray.

[Specifying the Paper Feed Tray \(Paper Feed\)](#)

5. Press [OK].
6. Press the (START) button.

# Copying Two-Page Spread Separately onto Two Sheets (Book Copy)

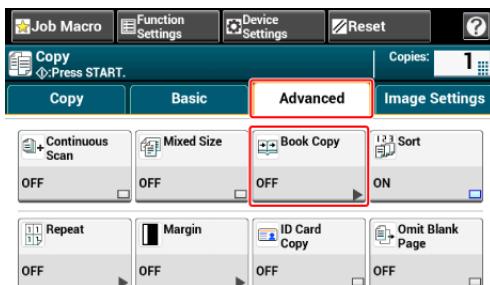
Copies two-spread pages of bound documents onto separate sheets of paper.



## Note

- You cannot use the ADF for this function. Always use the document glass.
- Place two-spread document with the face down on the document glass.
- Only A3, A4 , B4, Tabloid, and Letter size documents are available.
- A part of the document may not be copied depending on the paper, document, or zoom rate.

1. Press [Copy] or the (COPY) button.
2. Set a document on the document glass.
3. Press [Book Copy] on the [Advanced] tab.



4. Select the binding direction of the document to be copied.

Left side bound



Right side bound



5. Select the paper tray in which available paper is loaded.

(1) Press [Tray] and select paper.

(2) Select the paper tray in which available paper is loaded.

6. Press the (START) button.



# Adding a Stamp (Watermark)

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You can stamp a date, sequential page numbers, or any character string when copying.

## Note

- Character strings are printed in black.
- The font Universe Medium is used for character strings.

1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Watermark] on the [Image Settings] tab.
4. Press [Page Number] to set the start page number and printing position.
5. Press [String] to specify the characters and printing position.
6. Press [Font Size] and specify character size.
7. Press the  (START) button.

# Copying Both Sides of a Card to One Side (ID Card Copy)

This function enables you to copy both sides of an ID card, such as a driver's license, on one side of a sheet of paper.

## Note

- You cannot use the ADF for this ID Card Copy function.
- Set the ID card with the upper side facing leftward.
- 2 mm from the edge of the document glass is the scan margin.
- The machine scans an area half the size of the specified paper. If the document is more than half the size of the paper size, the excess part is discarded.

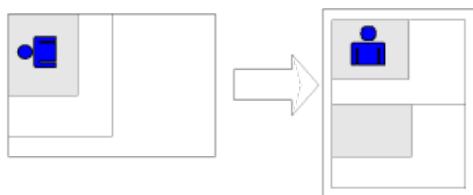
1. Press [Copy] or the  (COPY) button.
2. Press [ID Card Copy] on the [Advanced] tab.  
[ID Card Copy] is set to [ON].

## Memo

Pressing [ID Card Copy] switches between [ON] and [OFF].



3. Set your card with the front side down on the document glass.



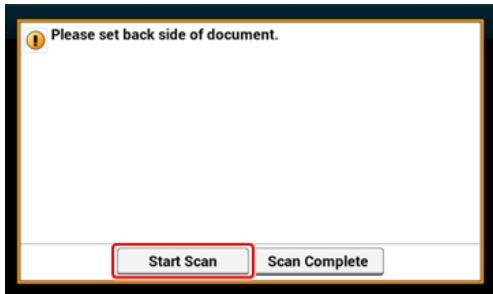
4. Enter the number of copies.
5. Press the  (START) button.
6. When the [Please set back side of document.] screen is displayed, place your card with the back side down on the document glass.



## Memo

If you press [Scan Complete], only the front side is copied without scanning the back side.

7. Press [Start Scan].



# Setting Margins (Margin)

[Copying with Margins on One Side](#)

[Copying with Margins on Both Sides](#)

The margin function enables you to set margins. This function is useful when you want to staple or punch holes in copies. You can set the top, bottom, right, and left margins by specifying the [Top] and [Left] values.

## For Portrait Printing



- Specifying the left margin is suitable for long edge binding printing.
- Specifying the top margin is suitable for short edge binding printing.

## For Landscape Printing



- Specifying the left margin is suitable for short edge binding printing.
- Specifying the top margin is suitable for long edge binding printing.

### Note

- A part of a document may not be copied.
- The specified margin values stay active even after you change the zoom rate.
- To copy a document in your preferred orientation, specify the orientation in [Direction] in advance.

[Changing the Document Orientation \(Direction\)](#)

### Memo

- If all the values are set to [0], [Margin] is disabled.
- You can set [Margin] as default so that you do not have to set margins every time you make copies.
- The value of the margin can be changed from [Device Settings] > [Admin Setup] > [Copy Setup] > [Default Settings] > [Margin].

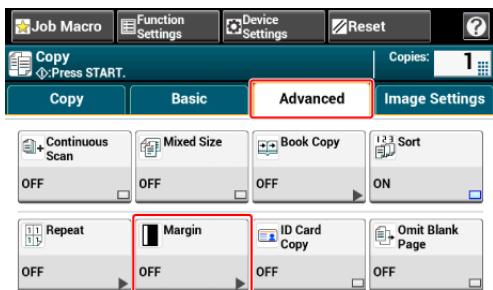
## Copying with Margins on One Side

Set margins to a simplex document before copying.

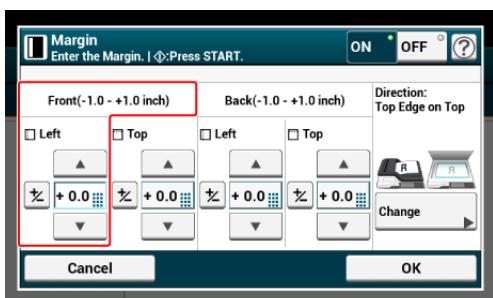
Set [Direction] correctly.

#### Changing the Document Orientation (Direction)

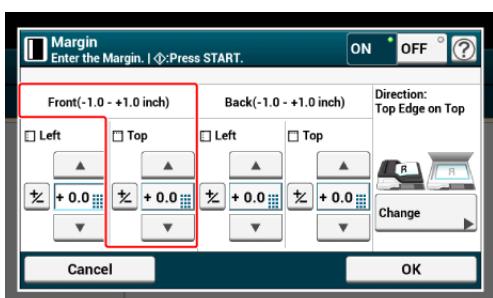
1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Margin] on the [Advanced] tab.



4. To set the left or right margin, specify a margin in [Front] by using the 10-key pad or by pressing  $\blacktriangle$ ,  $\blacktriangledown$ , and  $[+/-]$ .
  - ❖ To create a margin on the left side of the output, specify a positive value.
  - ❖ To create a margin on the right side of the output, specify a negative value.



5. To set the top or bottom margin, specify a margin in [Top] of [Front] by using the 10-key pad or by pressing  $\blacktriangle$ ,  $\blacktriangledown$ , and  $[+/-]$ , and then press [OK].
  - ❖ To create a margin at the top of the output, specify a positive value.
  - ❖ To create a margin at the bottom of the output, specify a negative value.



## Memo

- You do not need to specify the [Back] margin when copying on a single side.
- If you press [Cancel], the screen returns to the previous screen without saving the changes.

## 6. Press the (START) button.

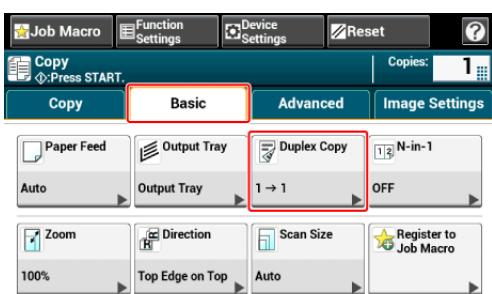
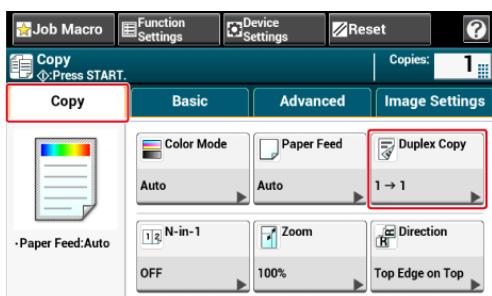
### Copying with Margins on Both Sides

When you make duplex copies with [Margin] enabled, you must specify the document direction as well as the [Back] margin.

Set [Direction] correctly.

#### Changing the Document Orientation (Direction)

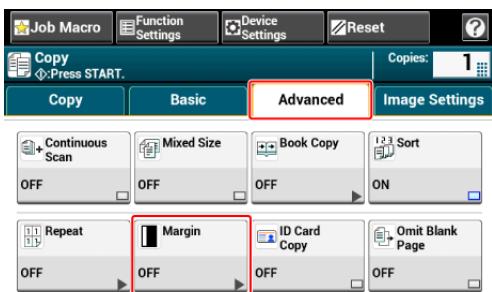
1. Press [Copy] or the  (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [Duplex Copy] on the [Copy] or [Basic] tab.



## 4. Set [Duplex Copy].

#### Copying on Both Sides of Paper (Duplex Copy)

## 5. Press [Margin] on the [Advanced] tab.

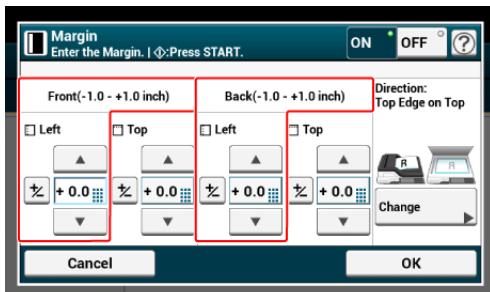


## 6. Set each margin of [Front] and [Back].

- For portrait documents with long edge binding

### (1) Enter values in [Left].

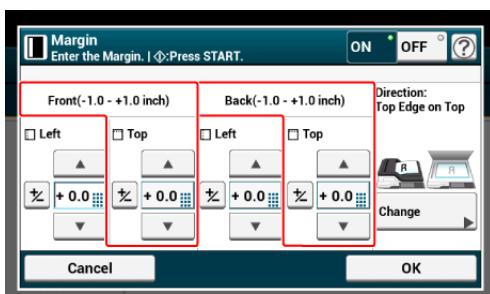
- Enter a positive value in [Front].
- Enter a negative value in [Back].



- For portrait documents with short edge binding

### (1) Enter values in [Top].

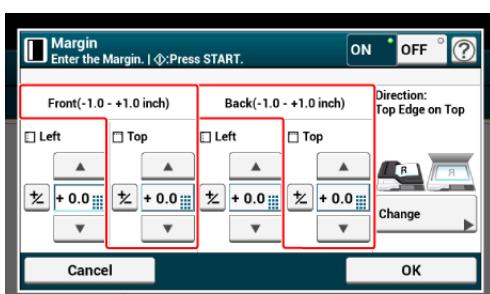
- Enter a positive value in [Front].
- Enter a negative value in [Back].



- For landscape documents with long edge binding

### (1) Enter values in [Top].

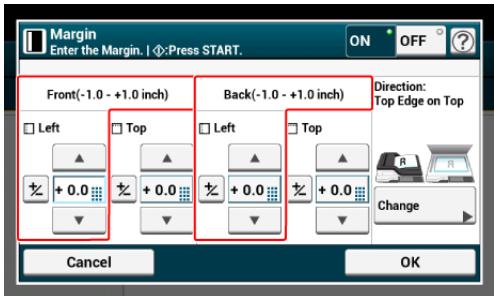
- Enter a positive value in [Front].
- Enter a negative value in [Back].



- For landscape documents with short edge binding

### (1) Enter values in [Left].

- Enter a positive value in [Front].
- Enter a negative value in [Back].



7. Press the  (START) button.

### Memo

- The margins' positions conform to [Direction].
- When using the document glass, Continuous Scan mode is automatically enabled. Follow the on-screen instructions.

# **Skiping White Pages When Copying (White Page Skip)**

If blank pages are included in the scanned document, you can skip the blank pages when copying.



## **Note**

- Blank pages may not be detected correctly in the following cases.
  - Halftone documents
  - Documents with extremely small printed area (e.g. blank pages with page numbers)
- When N-in-1 is applied, pages are moved up if white pages are omitted.
- If you make duplex copies of two-sided documents including blank pages, two sides of copies and originals may not correspond.

## **Memo**

You can change the criteria for determining blank pages from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Scanner Adjust] > [White Page Skip Level].

[Scanner Setup](#)

1. Press [Copy] or the (COPY) button.
2. Set a document in the ADF or on the document glass.
3. Press [White Page Skip] on the [Advanced] tab.
4. Select White Page Skip.  
[White Page Skip] is set to [ON].
5. Press the (START) button.

## **Descriptions of Screens for Copy**

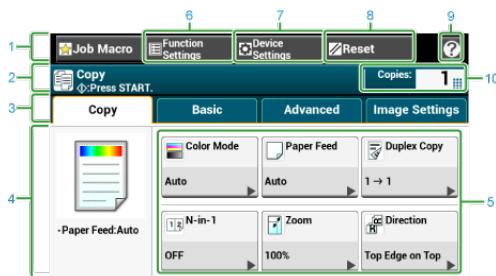
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- Names and Functions of Screen Items for Copy

# Names and Functions of Screen Items for Copy

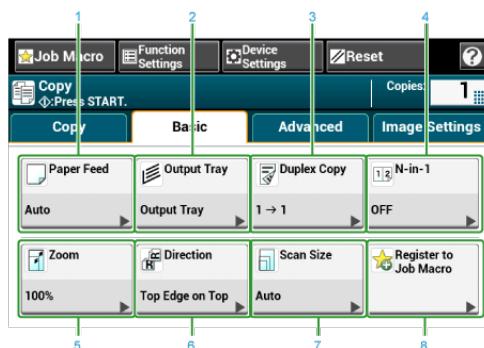
This section describes the items of the screens.

## [Copy] Tab



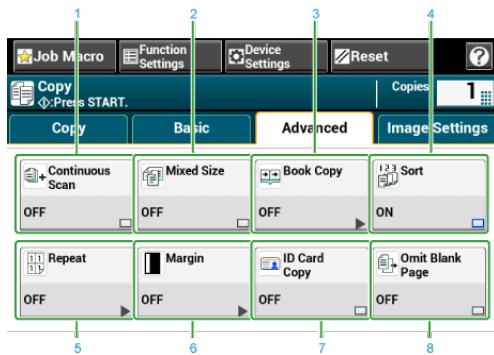
	Item	Description
1	Stationary button area	Displays buttons that appear on the screen at all times.
2	Title and operation guide area	Displays the title of the current screen and provides guide for possible operations.
3	Tab labels	Displays labels for tabs. Press a label to switch between tabs.
4	Main area	Displays a preview of copy output that will be produced with the current settings.
5	Shortcut buttons	Displays shortcut buttons for using certain copy functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
6	Function Settings	Displays the current settings. The setting can be changed for certain functions.
7	Device Settings	Specifies various settings such as Administrator Setting.
8	Reset	Returns the settings for the current copy job to their default settings.
9	Help icon	Displays Help topics.
10	Copies	Specifies the number of copies to make.

## [Basic] Tab



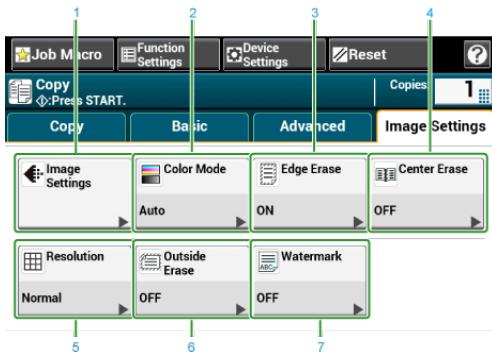
	<b>Item</b>	<b>Description</b>
1	Paper Feed	Specifies the tray to set the copy paper.
2	Output Tray	Specifies the output tray.
3	Duplex Copy	Makes copies on both sides of paper.
4	N-in-1	Combines multiple pages on one sheet of paper.
5	Zoom	Specifies the zoom rate for making enlarged or reduced copies.
6	Direction	Specifies the orientation according to the document, TopEdgeOnTop or TopEdgeOnLeft.
7	Scan Size	Specifies the scan size according to the size of the document.
8	Register to Job Macro	Registers current settings to Job Macro.

## ④ [Advanced] Tab



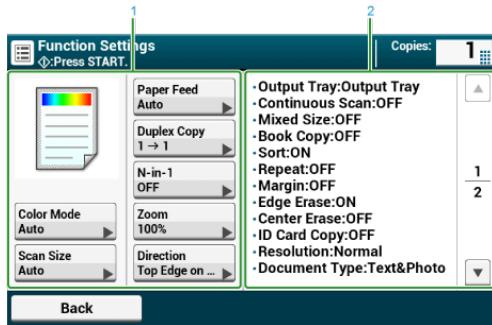
	<b>Item</b>	<b>Description</b>
1	Continuous Scan	Scans multiple sets of documents as a single copy job.
2	Mixed Size	Scans multiple documents having the same width but different lengths in the ADF, so that they can be copied on their respective paper sizes.
3	Book Copy	Copies two-spread pages of bound documents onto separate sheets of paper.
4	Sort	Sorts multiple sets of copies in the same page order as the document.
5	Repeat	Repeatedly copies the same document on one side of a sheet of paper (two or four times).
6	Margin	Specifies top, bottom, right, or left margin on printed copy.
7	ID Card Copy	Copies both sides of an ID card, such as a driver's license, on one side of a sheet of paper.
8	White page skip	Skips blank page when copying.

## ⑤ [Image Settings] Tab



	Item	Description
1	Image Settings	Specifies the following image settings: Document Type, Background Removal, Density, Contrast, Hue, Saturation, and RGB.
2	Color Mode	Specifies color mode to copy a document.
3	Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned image when scanning, for example, a book.
4	Center Erase	Eliminates shadow lines when scanning a book or magazine.
5	Resolution	Specifies the resolution to scan a document.
6	Outside Erase	Eliminates shadow lines outside of document when scanning a book or magazine.
7	Watermark	Stamps text when copying.

## Function Settings Screen

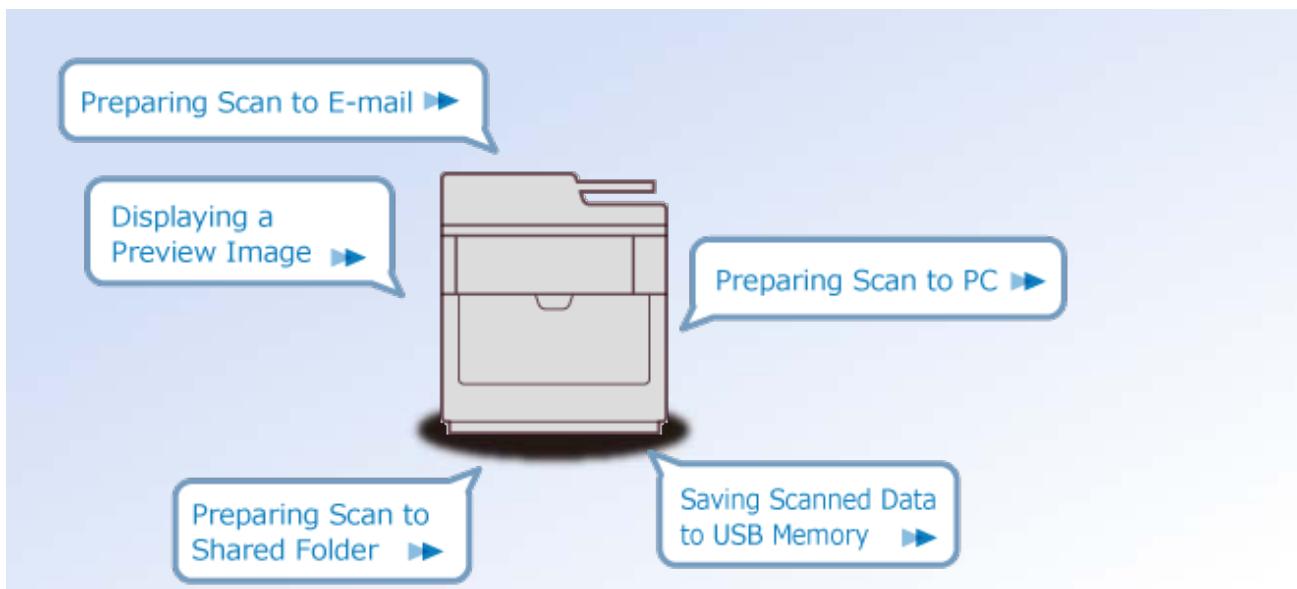


	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not displayed in the setting display area 1.



# Scan

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- ▶ Basic Operations of Scan Functions
- ▶ Sending Scanned Data as an E-mail Attachment
- ▶ Sending Scanned Data to a Computer
- ▶ Saving Scanned Data in USB Memory
- ▶ Saving Scanned Data in a Shared Folder
- ▶ Scanning from a Computer
- ▶ Descriptions of Screens for Scan

## Basic Operations of Scan Functions

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- Setting a Document
- Setting to Scan a Document
- Displaying a Preview Image
- Cancelling Scanning
- Other Settings to Scan

## Setting a Document

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This section describes how to set a document.

- [Setting a Document](#)
- [Scanning Documents of Different Sizes \(Mixed Size\)](#)

# Setting to Scan a Document

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This section describes useful scan functions. You can set the scan functions to produce the optimum image quality if necessary. The scan functions can be used for Scan To E-mail, Scan To USB Memory, and Scan To Shared Folder.

- Specifying a Document Type
- Specifying a Scan Resolution
- Adjusting the Density
- Scanning a Document with a Colored Background Clearly (Background Removal)
- Removing Show-Through (Show-Through Removal)
- Adjusting the Contrast
- Adjusting the Hue
- Adjusting the Saturation
- Adjusting RGB
- Erasing Edge Shadows (Edge Erase)
- Erasing Shadow Lines (Center Erase)

# Specifying a Document Type

If you select a document type, the document can be scanned at the most suitable quality.

1. Press [Scan] or the (SCAN) button.
2. Set a document in the ADF or on the document glass.

## Setting a Document

### Memo

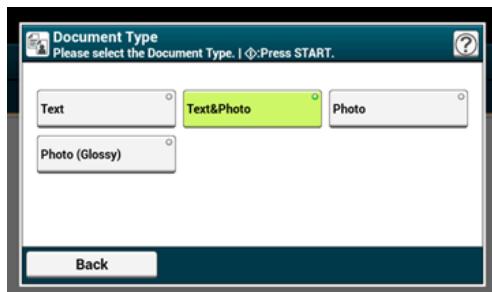
When scanning a document with the machine, a document in the ADF is given priority. Check that there is no document in the ADF when using the document glass.

3. Select a scan method.

## Sending Scanned Data as an E-mail Attachment Saving Scanned Data in USB Memory Saving Scanned Data in a Shared Folder

Specify a destination by following the procedure for the selected scan method.

4. Press [Image Settings] on the [Image Settings] tab.
5. Press [Document Type] and press a document type.



### Memo

- [Text]: Set when copying a text document.
- [Text/Photo]: Set when copying a document having texts and photos. The well-balanced text and photo are reproduced on an image.
- [Photo]: Set when copying photos and graphic documents. Images are reproduced with the focus on grayscales. In [Photo] mode, it takes longer to scan.
- [Photo (Glossy)]: Set when copying a glossy photography or photo documents printed on glossy inkjet paper. Images are reproduced with the focus on grayscales in consideration of the glossiness.

### Note

- If you select [Text], the gray level may decrease depending on the document.
- If you select [Photo] or [Photo (Glossy)], fine texts or lines may be blurred depending on the document. It takes longer to scan.

- If you select [Photo (Glossy)], images may be bright.

6. Change other settings if necessary, and then press the  (START) button.

# Specifying a Scan Resolution

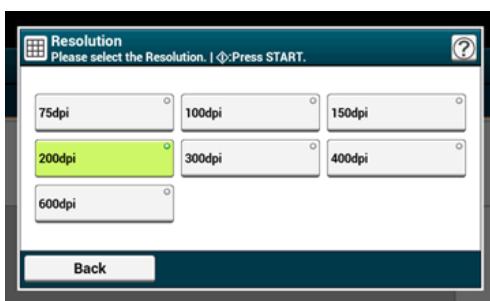
Specify a resolution to scan a document to obtain the most suitable quality.

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.

-  Sending Scanned Data as an E-mail Attachment
-  Saving Scanned Data in USB Memory
-  Saving Scanned Data in a Shared Folder

Specify a destination by following the procedure for the selected scan method.

4. Press [Image Settings] on the [Image Settings] tab.
5. Press [Resolution] and press a resolution.



6. Change other settings if necessary, and then press the  (START) button.

# Adjusting the Density

You can adjust the density in seven levels.

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.

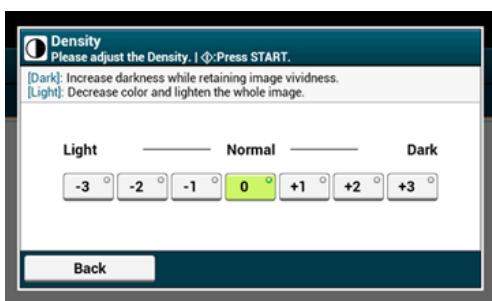
 Sending Scanned Data as an E-mail Attachment

 Saving Scanned Data in USB Memory

 Saving Scanned Data in a Shared Folder

Specify a destination by following the procedure for the selected scan method.

4. Press [Image Settings] on the [Image Settings] tab.
5. Press [Density] and press a density level.



## Memo

[0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

6. Change other settings if necessary, and then press the  (START) button.

# Scanning a Document with a Colored Background Clearly (Background Removal)

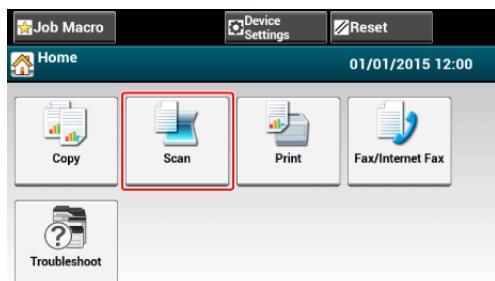
To adjust a level of the document background removal, you can select Auto or OFF, or adjust in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

## Note

- In the following cases, background color may not be correctly detected and not be eliminated successfully.
  - When a custom-size document is loaded
  - When a document with the front edge folded is loaded
  - When a document missing the front edge or an oblique document is loaded
  - When a document having a hole near the front edge is loaded
  - When a document is placed without aligning it with the guide on the document glass
- If a greater value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.

## 1. Press [Scan] or the (SCAN) button.



## 2. Set a document in the ADF or on the document glass.

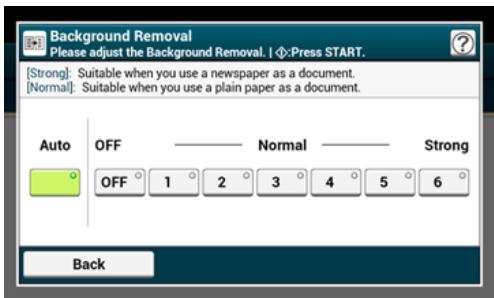
## 3. Select a scan method.

-  [Sending Scanned Data as an E-mail Attachment](#)
-  [Saving Scanned Data in USB Memory](#)
-  [Saving Scanned Data in a Shared Folder](#)

Specify a destination by following the procedure for the selected scan method.

## 4. Press [Image Settings] on the [Image Settings] tab.

## 5. Press [Background Removal] and press a value.



6. Change other settings if necessary, and then press the (START) button.

# Removing Show-Through (Show-Through Removal)

Show-Through Removal removes show-through of text from the reverse side. You can select the removal level from OFF, Low, Middle, or High.

## Note

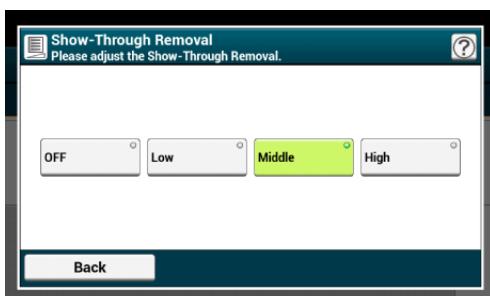
- This function is enabled only when [Background Removal] is set to [Auto].
- This function is enabled only when [Document Type] is set to [Text] or [Text&Photo].

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.

-  Sending Scanned Data as an E-mail Attachment
-  Saving Scanned Data in USB Memory
-  Saving Scanned Data in a Shared Folder

Specify a destination by following the procedure for the selected scan method.

4. Press [Image Settings] on the [Image Settings] tab.
5. Press [Show-Thr. Rem.] and press a value.



## Memo

- [Middle] is set by default.
- If light color becomes too faint with Middle (default value), set to [Low] (show-through may not be removed completely).
- If show-through is not completely removed with Middle (default value), set to [High] (light color may not be represented).
- For documents printed only one side or when reproducing light color, set to [OFF]. (For documents printed on two side, show-through remains.)

6. Change other settings if necessary, and then press the  (START) button.



# Adjusting the Contrast

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Differences between bright and dark sections on a document are adjusted to make images and texts easier to view and read.

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.

-  [Sending Scanned Data as an E-mail Attachment](#)
-  [Saving Scanned Data in USB Memory](#)
-  [Saving Scanned Data in a Shared Folder](#)

Specify a destination by following the procedure for the selected scan method.

4. Press [Image Settings] on the [Image Settings] tab.
5. Press [Contrast] and press a value.



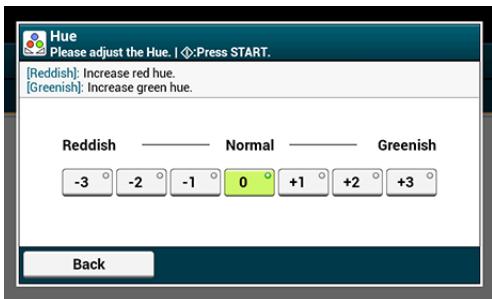
6. Change other settings if necessary, and then press the  (START) button.

# Adjusting the Hue

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1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.
  -  [Sending Scanned Data as an E-mail Attachment](#)
  -  [Saving Scanned Data in USB Memory](#)
  -  [Saving Scanned Data in a Shared Folder](#)

Specify a destination by following the procedure for the selected scan method.
4. Press [Image Settings] on the [Image Settings] tab.
5. Press [Hue] and press a value.

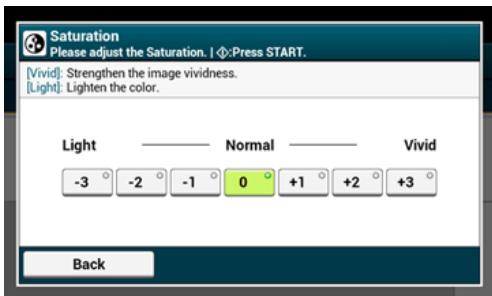


6. Change other settings if necessary, and then press the  (START) button.

# Adjusting the Saturation

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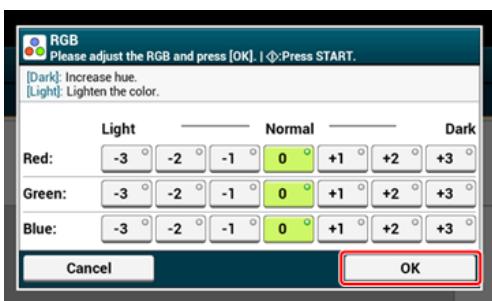
1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.
  -  [Sending Scanned Data as an E-mail Attachment](#)
  -  [Saving Scanned Data in USB Memory](#)
  -  [Saving Scanned Data in a Shared Folder](#)Specify a destination by following the procedure for the selected scan method.
4. Press [Image Settings] on the [Image Settings] tab.
5. Press [Saturation] and press a value.



6. Change other settings if necessary, and then press the  (START) button.

# Adjusting RGB

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.
  -  [Sending Scanned Data as an E-mail Attachment](#)
  -  [Saving Scanned Data in USB Memory](#)
  -  [Saving Scanned Data in a Shared Folder](#)Specify a destination by following the procedure for the selected scan method.
4. Press [Image Settings] on the [Image Settings] tab.
5. Press [RGB] and press a value for Red, Green, Blue respectively, and then press [OK].



6. Change other settings if necessary, and then press the  (START) button.

# Erasing Edge Shadows (Edge Erase)

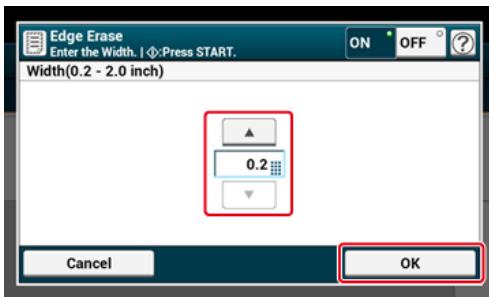
When you scan a document with the document glass cover opened or when you scan a book, a black shadow may appear around the edges on the scanned image. The edge erase function allows you to erase the black shadow.

## Memo

[Edge Erase] is set to [ON], and [Width] to 5 mm by factory default.

The default value of the edge width to erase can be changed from [Admin Setup] > [Scanner Setup] > [Default Settings] > [Edge Erase] > [ON] > [Width].

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.
  -  [Sending Scanned Data as an E-mail Attachment](#)
  -  [Saving Scanned Data in USB Memory](#)
  -  [Saving Scanned Data in a Shared Folder](#)Specify a destination by following the procedure for the selected scan method.
4. Press [Edge Erase] on the [Image Settings] tab.
5. Enter a value from 5 to 50 mm (0.2 to 2.0 inches) in [Width] by using the 10-key pad or pressing   on the touch panel, and then press [OK].

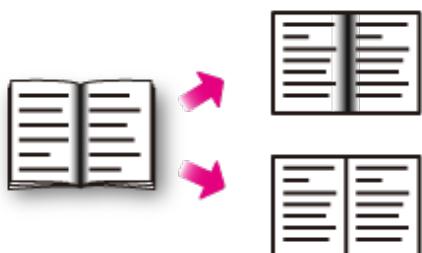


6. Change other settings if necessary, and then press the  (START) button.

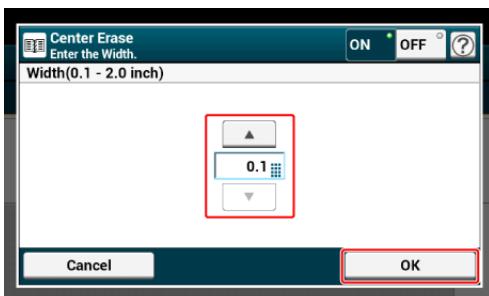
# Erasing Shadow Lines (Center Erase)

When scanning documents with the document glass cover open, or scanning a book or magazine, shadow lines may appear in the scanned images.

You can eliminate the shadow lines from the scanned images.



1. Press [Scan] or the (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.
  - [Sending Scanned Data as an E-mail Attachment](#)
  - [Saving Scanned Data in USB Memory](#)
  - [Saving Scanned Data in a Shared Folder](#)Specify a destination by following the procedure for the selected scan method.
4. Press [Center Erase] on the [Image Settings] tab.
5. Enter a value from 1 to 50 mm (0.1 to 2.0 inches) in [Width] by using the 10-key pad or pressing on the touch panel, and then press [OK].



6. Change other settings if necessary, and then press the (START) button.

# Displaying a Preview Image

Using the Preview function, you can check the scanned image on the touch panel before saving or sending.

## Note

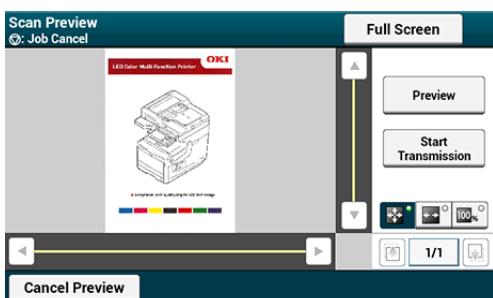
- The image previewed on the display does not completely match the printout. Use the function to check the content or orientation of scanned documents.
- For the Scan To Computer, Remote Scan, or WSD Scan function, Preview is not available.

- Press [Scan] or the (SCAN) button.
- Set a document in the ADF or on the document glass.
- Select a scan method.
- Press [Preview] on the [Advanced] tab to set it to [ON].

## Memo

Pressing [Preview] switches between [ON] and [OFF].

- Press the (START) button.
- When preview image is displayed, check the scanned image.



## Memo

- There are three methods to display preview images.
  - : Displays full page.
  - : Displays across the width of the screen.
  - : Displays the scanned page at the same magnification.
- Press [Full Screen] to display the preview image in full screen.
- Use , , , and to scroll the preview image.
- When scanning multiple pages of documents, use the navigation button to switch between the pages.
  - : Displays the previous page.
  - : Displays the next page.

- : Displays any page. Press this button and enter page number you want to display.
- If you set the next document on the ADF or document glass and press button, the machine scans the document and displays the scanned document.
- Press button to close the preview screen and cancel sending.

**7.** Press [Start Transmission].

# Cancelling Scanning

This chapter describes how to cancel scanning.

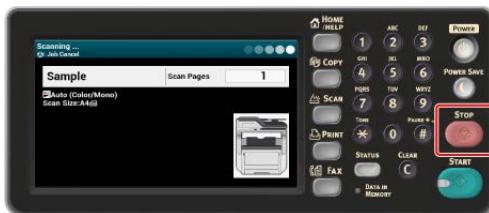
## Cancelling Scanning from the Operator Panel

### Cancelling Scanning from a Computer

## Cancelling Scanning from the Operator Panel

You can cancel scanning while a message is being displayed to inform you that scanning is in progress.

1. Press the  (STOP) button.



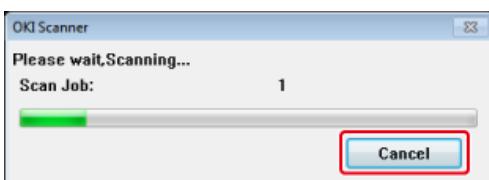
### Note

You cannot cancel when you are performing Scan To Computer or Remote Scan.

## Cancelling Scanning from a Computer

When performing Scan To Computer or Remote Scan, you can cancel scanning while a message is being displayed to inform you that scanning is in progress.

1. Click [Cancel] in the scanning dialog box.



# Other Settings to Scan

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This section describes useful scan functions. You can set the scan functions to produce the optimum image quality if necessary. The scan functions can be used for Scan To E-mail, Scan To USB Memory, and Scan To Shared Folder.

- Scanning Multiple Documents Continuously (Continuous Scan)
- Specifying a Scan Size
- Scanning a Duplex Document (Duplex Scan)
- Skipping White Pages When Scanning (White Page Skip)
- Changing the Document Orientation (Direction)
- Scanning Documents of Different Sizes (Mixed Size)
- Specifying a File Name
- Specifying a Color Mode
- Specifying a File Format
- Specifying a File Compression Rate
- Encrypting a PDF File

# Scanning Multiple Documents Continuously (Continuous Scan)

To scan multiple documents as a single job, enable Continuous Scan mode.

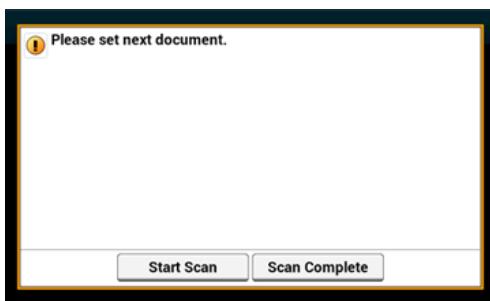
In Continuous Scan mode, you can scan your documents from the ADF, document glass, or both of them.

1. Press [Scan] or the  (SCAN) button.
2. Set the first sheet of a document in the ADF or on the document glass.
3. Select a scan method.
  -  [Sending Scanned Data as an E-mail Attachment](#)
  -  [Saving Scanned Data in USB Memory](#)
  -  [Saving Scanned Data in a Shared Folder](#)Specify a destination by following the procedure for the selected scan method.
4. Press [Continuous Scan] on the [Advanced] tab to set it to [ON].

## Memo

Pressing [Continuous Scan] switches between [ON] and [OFF].

5. Change other settings if necessary, and then press the  (START) button.
6. When the [Please set next document] screen is displayed, set the next document in the ADF or on the document glass.



## Note

If you set the next document to a different place, remove the document from the place you used first.

7. Press [Start Scan].

- 8.** When scanning all sets of the documents is complete, press [Scan Complete].

# Specifying a Scan Size

You can specify the suitable size to scan a document.

1. Press [Scan] or the (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.

🔗 Sending Scanned Data as an E-mail Attachment

🔗 Saving Scanned Data in USB Memory

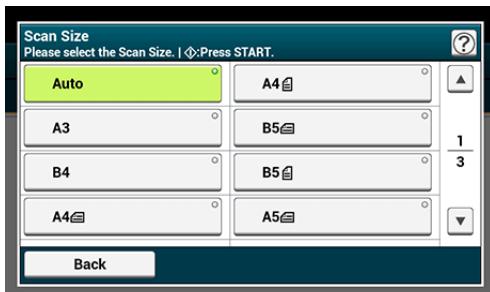
🔗 Saving Scanned Data in a Shared Folder

Specify a destination by following the procedure for the selected scan method.

4. Follow the procedure in the table below to press [Scan Size].

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Basic] tab > [Scan Size]
Scan To USB Memory	[Scan To USB Memory] tab > [Scan Size]
Scan To Shared Folder	[Basic] tab > [Scan Size]

5. Select a size.



## Memo

- Both ADF and the document glass automatically detect the following document sizes.

Basis	Detectable sizes
AB	A3, A4 (horizontal), A4 (vertical), A5 (horizontal), A5 (vertical), A6 (horizontal), B4, B5 (horizontal), B5 (vertical), Folio
Letter	Tabloid, Letter (horizontal), Letter (vertical), Legal14, Executive (horizontal), Statement (vertical)

\* If Legal14 is detected in the Letter series, the value between Legal13, Legal13.5, and Legal14 which is specified from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] > [Auto detect Scan Size] > [Legal Size] is set as Scan Size.

- If the machine cannot detect document size, the scanning size selection screen appears.

6. Change other settings if necessary, and then press the (START) button.



# Scanning a Duplex Document (Duplex Scan)

## Note

- Use standard size plain paper. Use of paper other than standard size plain paper may cause paper jams.
- To scan a duplex document, set the document in the ADF.

1. Press [Scan] or the  (SCAN) button.

2. Set a document in the ADF.

3. Select a scan method.

 Sending Scanned Data as an E-mail Attachment

 Saving Scanned Data in USB Memory

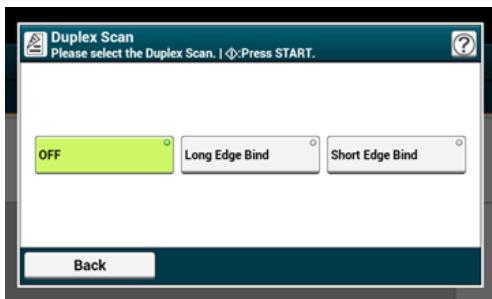
 Saving Scanned Data in a Shared Folder

Specify a destination by following the procedure for the selected scan method.

4. Follow the procedure in the table below to press [Duplex Scan].

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Advanced] tab > [Duplex Scan]
Scan To USB Memory	[Scan To USB Memory] tab > [Duplex Scan]
Scan To Shared Folder	[Basic] tab > [Duplex Scan]

5. Select a printing method.



6. Change other settings if necessary, and then press the  (START) button.

# Skipping White Pages When Scanning (White Page Skip)

If blank pages are included in documents, you can skip the blank pages from the scanned results.



## ! Note

- Blank pages may not be detected correctly in the following cases.
  - Halftone documents
  - Documents with extremely small printed area (e.g. blank pages with page numbers)

## 🔗 Memo

You can change the criteria for determining blank pages from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Scanner Adjust] > [Blank Page Skip Level].

[🔗 Scanner Setup](#)

1. Press [Scan] or the (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.
  - [🔗 Sending Scanned Data as an E-mail Attachment](#)
  - [🔗 Saving Scanned Data in USB Memory](#)
  - [🔗 Saving Scanned Data in a Shared Folder](#)Specify a destination by following the procedure for the selected scan method.
4. Press [White Page Skip] on the [Advanced] tab to set it to [ON].

## 🔗 Memo

Pressing [White Page Skip] switches between [ON] and [OFF].

5. Change other settings if necessary, and then press the (START) button.



# Changing the Document Orientation (Direction)

You can specify the orientation of images.

Specify the top edge position of the image.

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.

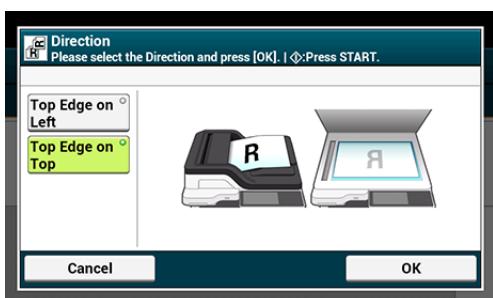
 [Sending Scanned Data as an E-mail Attachment](#)

 [Saving Scanned Data in USB Memory](#)

 [Saving Scanned Data in a Shared Folder](#)

Specify a destination by following the procedure for the selected scan method.

4. Press [Direction] on the [Image Settings] tab, [Advanced] tab, or [Basic] tab.
5. Select a direction.



6. Change other settings if necessary, and then press the  (START) button.

# Scanning Documents of Different Sizes (Mixed Size)

You can set multiple documents having the same width but different lengths in the ADF and scan them in their respective paper sizes.

## Note

- You can use this mixed-size function only for the following combinations.
- Specify the larger size for the document size.

Small Size	Large Size	Remarks
A4 	A3	
A4 	Folio	
A5 	A4 	*
B5 	B4	*
Letter 	Legal13	
Letter 	Legal13.5	
Letter 	Legal14	
Letter 	Tabloid	
Statement 	Letter	*

\* Available only one side scanning.

- For the Scan To Computer, Remote Scan, and WSD Scan function, Mixed Size is not available.

1. Press [Scan] or the  (SCAN) button.

2. Set a document in the ADF.

3. Select a scan method.

-  Sending Scanned Data as an E-mail Attachment
-  Saving Scanned Data in USB Memory
-  Saving Scanned Data in a Shared Folder

Specify a destination by following the procedure for the selected scan method.

4. Follow the procedure in the table below to press [Mixed Size] and set it to [ON].

Scan method	
Scan To E-mail	[Advanced] tab > [Mixed Size]
Scan To USB Memory	[Basic] tab > [Mixed Size]
Scan To Shared Folder	[Basic] tab > [Mixed Size]

## Memo

Pressing [Mixed Size] switches between [ON] and [OFF].

5. Change other settings if necessary, and then press the  (START) button.

 **Note**

When using the Mixed Size function, be careful about the binding position of duplex documents.

When scanning mixed-size duplex documents, specify the binding position for the bigger documents and bind smaller documents in the same direction as the bigger ones. (Their binding positions may not be the same.)

- Example 1: For A3/A4

For A3 documents with long-edge binding, set A4 documents with short-edge binding.  
(When loading in the ADF, set the documents so that their binding positions align to the top or bottom of the ADF.)

For A3 documents with short-edge binding, set A4 documents with long-edge binding.  
(When loading in the ADF, set the documents so that their binding positions align to the left or right of the ADF.)

- Example 2: For Legal/Letter

For Legal documents with long-edge binding, set Letter documents with long-edge binding.  
(When loading in the ADF, set the documents so that their binding positions align to the top or bottom of the ADF.)

For Legal documents with short-edge binding, set Letter documents with short-edge binding.  
(When loading in the ADF, set the documents so that their binding positions align to the left or right of the ADF.)

# Specifying a File Name

---

You can specify a name of a scanned data file.

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.

-  [Sending Scanned Data as an E-mail Attachment](#)
-  [Saving Scanned Data in USB Memory](#)
-  [Saving Scanned Data in a Shared Folder](#)

Specify a destination by following the procedure for the selected scan method.

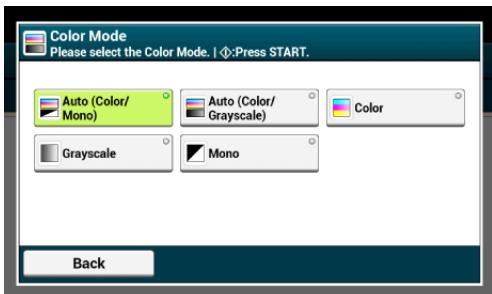
4. Press [File Name] on the [Advanced] tab.
5. Enter a file name, and then press [OK].  
You can enter up to 64 characters.
6. Change other settings if necessary, and then press the  (START) button.

# Specifying a Color Mode

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.
  -  [Sending Scanned Data as an E-mail Attachment](#)
  -  [Saving Scanned Data in USB Memory](#)
  -  [Saving Scanned Data in a Shared Folder](#)Specify a destination by following the procedure for the selected scan method.
4. Follow the procedure in the table below to press [Color mode].

Scan method	Display on the touch panel and operation procedures
Scan To E-mail	[Basic] tab > [Color Mode]
Scan To USB Memory	[Scan To USB Memory] tab > [Color Mode]
Scan To Shared Folder	[Basic] tab > [Color Mode]

5. Select a color mode.



## Memo

- When [Auto(Color/Grayscale)] is enabled, this machine detects the color of each page automatically. Color documents are scanned in full color; black and white documents are scanned in grayscale.
- When [Auto(Color/Mono)] is enabled, this machine detects the color of each page automatically. Color documents are scanned in full color; black and white documents are scanned in black and white.
- You can change the criteria for determining color document and black and white document from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Scanner Adjust] > [Auto Color Judge Level].

## [Scanner Setup](#)

6. Change other settings if necessary, and then press the  (START) button.



# Specifying a File Format

You can specify a file format of a scanned document.

1. Press [Scan] or the (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.

🔗 Sending Scanned Data as an E-mail Attachment

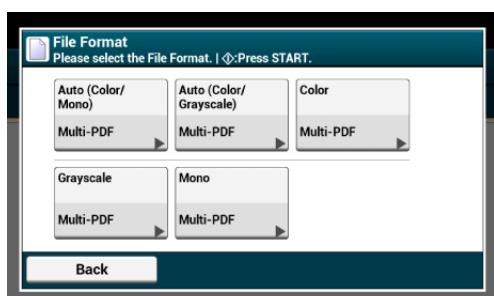
🔗 Saving Scanned Data in USB Memory

🔗 Saving Scanned Data in a Shared Folder

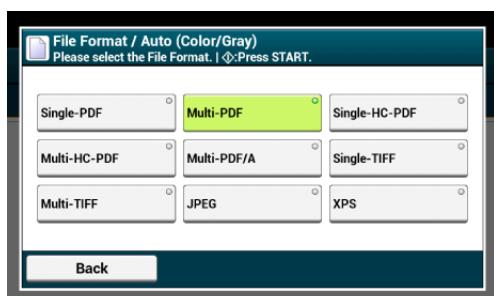
Specify a destination by following the procedure for the selected scan method.

4. Press [File Format] on the [Image Settings] tab.
5. Press a file format.

The screen that appears when [Auto (color/Gray)] is selected is shown as an example.



6. Press a file format.



The available file formats vary depending on the selected color type.

Color type	File format
Auto (Color/Gray)	Single-PDF, Multi-PDF, Single-HC-PDF, Multi-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG, XPS
Auto (Color/Mono)	Single-PDF, Multi-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, XPS
Color	Single-PDF, Multi-PDF, Single-HC-PDF, Multi-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG, XPS
Grayscale	Single-PDF, Multi-PDF, Single-HC-PDF, Multi-HC-PDF, Multi-PDF/A, Single-

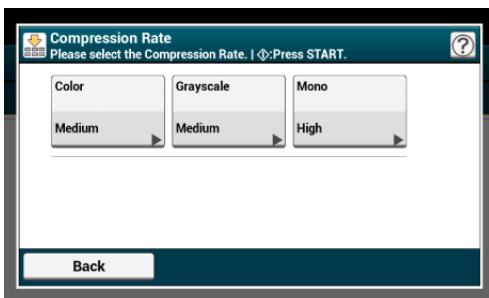
	TIFF, Multi-TIFF, JPEG, XPS
Mono	Single-PDF, Multi-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, XPS

7. Change other settings if necessary, and then press the  (START) button.

# Specifying a File Compression Rate

1. Press [Scan] or the (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.
  - alink icon Sending Scanned Data as an E-mail Attachment
  - alink icon Saving Scanned Data in USB Memory
  - alink icon Saving Scanned Data in a Shared Folder

Specify a destination by following the procedure for the selected scan method.
4. Press [Compression Rate] on the [Image Settings] tab.
5. Select a compression rate.



6. Select a compression rate.



7. Select a color type.
8. Change other settings if necessary, and then press the (START) button.

# Encrypting a PDF File

When converting a scanned document to a PDF file, you can encrypt the file. You can set an encryption level, a document open password, a permission password, and use permissions for the created PDF file. The higher the encryption level is, the higher the security level is.

A document open password is intended to open an encrypted PDF file. A document open password cannot be the same as a permission password. You can enter up to 32 characters.

A permission password is intended to control printing, extracting, editing, or other operations for encrypted PDF files. A permission password cannot be the same as a document open password. You can enter up to 32 characters.

## Note

- [Encrypted PDF] can be selected only if [File Format] is set to [PDF] or [HC-PDF]. [PDF/A] cannot be selected.
- To encrypt a PDF file, you must set a document open password or permission password.

## Memo

- The permission setting items for printing and editing a PDF file vary depending on the encryption level.
- A permission to print a document, a permission to extract text and graphic, and a permission to change a document are displayed only if you select [Enable] or [Apply Default Password] for [Permissions Password].

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Select a scan method.
  -  [Sending Scanned Data as an E-mail Attachment](#)
  -  [Saving Scanned Data in USB Memory](#)
  -  [Saving Scanned Data in a Shared Folder](#)Specify a destination by following the procedure for the selected scan method.
4. Press [Encrypted PDF] on the [Image Settings] tab.
5. Press [Encrypt], select encryption level, and then press [Next].
6. To set a document open password, press [Enable] or [Apply Default Password].

To select [Apply Default Password], you must register the default password from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] > [Encrypted PDF Setting] in advance.

  -  [Administrator Setup](#)
7. Enter a password, and then press [OK].

You can enter up to 32 characters.

8. Enter the password again, and then press [OK].
9. To set a permission password, press [Enable] or [Apply Default Password].
10. Enter a password, and then press [OK].

A permission password cannot be the same as a document open password. You can enter up to 32 characters.
11. Enter the password again, and then press [OK].
12. Select a permission to print, and then press [Next].
13. Select a permission to extract, and then press [Next].
14. Select a permission to edit, and then press [Next].
15. Check the security setting, and then press [Yes].
16. Change other settings if necessary, and then press the  (START) button.

# Sending Scanned Data as an E-mail Attachment

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- Before Using Scan To E-mail
- Using Scan To E-mail
- Specifying a Destination (Direct Entry)
- Specifying a Destination (Address Book or Group List)
- Specifying a Destination (One-touch Button)
- Specifying a Destination (Transmission History)
- Specifying a Destination (Searching the LDAP Server)
- Setting the Sender's Address
- Setting the Reply Address
- Specifying a Subject
- Registering Body Text
- Using a Template
- Saving Transmission Data

# Before Using Scan To E-mail

## Register the E-mail Address of the Machine and Server Information

If using Scan To E-mail, Internet Fax, or Scan To Fax Server, you must register the e-mail setting information in this machine in advance. You register the e-mail address of the machine that is used as the destination and the mail server, but the settings vary depending on the provider with which you make a contract for e-mail usage. Have the setting information ready to fill in the following sheet.

### Setting Information Sheet

Item	Description	Example	Entry column for your information * Write down Memos here about the details you have checked or your settings.
Sender	The e-mail address that is used for sending e-mails from the machine	mc873@test.co.jp	(Within 80 characters)
SMTP server	The server address that is used for sending e-mails	smtp.test.co.jp	
POP3 server	The server address that is used for receiving e-mails	pop3.test.co.jp	
Authentication method	Mail transmission server authentication	SMTP	
SMTP user ID	The account name of the mail transmission server	OKIMC873	
SMTP password	The password of the mail transmission server	okimc873	
POP user ID	The account name of the mail reception server	user	
POP password	The password of the mail reception server	okimc873	
The name of the e-mail transmission destination	The name of the recipient to whom you want to send with Scan To E-mail or Internet Fax	user	
E-mail address	The e-mail address of the recipient to whom you want to send with Scan To E-mail or Internet Fax	user@test.co.jp	

You can register the e-mail address of this machine and server information in the following three ways. This manual recommends to use the operator panel or the Web page where you can enter information with the computer keyboard.

- Registering from the Web page

- Registering from the Operator Panel

## Registering from the Web page

You can register and edit the e-mail address of this machine and server information with the Web page of this machine. When registering and editing the server information, the content in the setting information sheet is required.

The setting procedure varies depending on the protocol that the machine uses for receiving e-mails.

### Memo

- The setting information is provided from your provider when you make a contract. If you do not have the setting information, check with your provider or network administrator.
- If you do not have any e-mail address that this machine uses, obtain the e-mail address by making a contract with a provider or using other ways.

- Setting the Reception Protocol

- Easy Setup

## Registering from the Operator Panel

You can register and edit the e-mail address of the machine and server information with the operator panel on the machine. When registering and editing the server information, the content in the setting information sheet is required.

Set the reception method for the machine to receive e-mails. If you want to receive and print e-mail attachment files that are sent to the machine, select [POP3] or [SMTP] to suit your e-mail setting environment. If you do not want to receive e-mails, select [Disable].

### Note

If you use a free mail server or any mail server other than that is provided by your Internet service provider, You cannot set with Easy Setup.

If you press [Device Settings], and then select [Admin Setup] > [Network Menu] > [Mail Server Setup], the detailed mail server settings are displayed on the screen where you can perform the setting.

### Memo

- The setting information is provided from your provider when you make a contract. If you do not have the setting information, check with your provider or network administrator.
- If you do not have any e-mail address that this machine uses, obtain the e-mail address by making a contract with a provider or using other ways.

- Setting the Reception Protocol

- Easy Setup



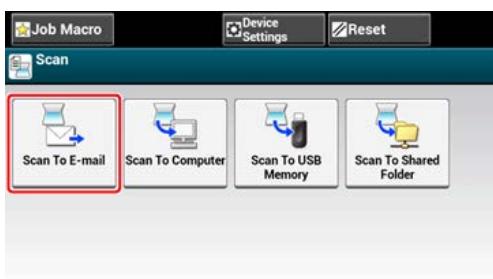
# Using Scan To E-mail

Set a network and e-mail setting before using the Scan To E-mail function.

 [Connecting This Machine to a Network](#)

 [Before Using Scan To E-mail](#)

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Press [Scan To E-mail].



If the access control is enabled and E-mail address of the user who currently logs in is registered, the E-mail address of the user is automatically entered in [To].

## **Memo**

Here, you can add a destination with a one-touch button. A destination is added to [To].  
To add multiple destinations, press another one-touch button.

4. Check the [Scan To E-mail] tab is selected.

To select [Cc] or [Bcc], press [To] several times.

5. Specify a destination.

Specify a destination in one of the following ways.

-  [Specifying a Destination \(Direct Entry\)](#)
-  [Specifying a Destination \(Address Book or Group List\)](#)
-  [Specifying a Destination \(One-touch Button\)](#)
-  [Specifying a Destination \(Transmission History\)](#)
-  [Specifying a Destination \(Searching the LDAP Server\)](#)

6. Set scan settings if necessary.

-  [Displaying a Preview Image](#)
-  [Specifying a Document Type](#)
-  [Specifying a Scan Resolution](#)
-  [Scanning Multiple Documents Continuously \(Continuous Scan\)](#)
-  [Adjusting the Density](#)
-  [Setting to Scan a Document](#)

 Other Settings to Scan

7. Press the  (START) button.

# Specifying a Destination (Direct Entry)

---

Enter an e-mail address directly on the operator panel.

## Memo

Set an e-mail address in the following steps.

- A destination of scanned data: Step 5 in "[Using Scan To E-mail](#)"
- A reply destination of a received e-mail: Step 9 in "[Setting the Sender's Address](#)"

1. Press [Manual Input] on the [Scan To E-mail] or [Basic] tab.
2. Enter an e-mail address.  
You can enter up to 80 characters.
3. Press [OK].

# Specifying a Destination (Address Book or Group List)

You can select a destination from the address book or group list. You must register destinations in the address book or group list in advance.

For details on how to add an e-mail address to the address book or group list, refer to "[E-mail Address](#)".

## Memo

Set an e-mail address in the following steps.

- A destination of scanned data: Step 5 in "[Using Scan To E-mail](#)"
- A reply destination of a received e-mail: Step 9 in "[Setting the Sender's Address](#)"

1. Press [Address Book] or [Group List] on the [Scan To E-mail] or [Basic] tab.
2. Select the transmission destination or group.

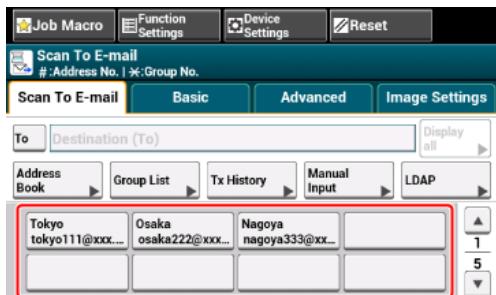
You can select multiple items.



3. When you complete the selection of all the destinations, press [OK].

# Specifying a Destination (One-touch Button)

You can select an e-mail address registered in the address book with a one-touch button.



To select the speed dial numbers 09 to 40 that are assigned to one-touch buttons, press ▲ or ▼ to switch between the screens.

# Specifying a Destination (Transmission History)

## Memo

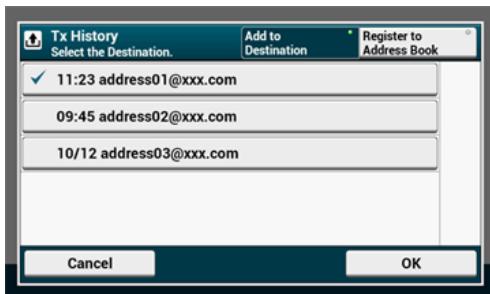
Set an e-mail address in the following steps.

- A destination of scanned data: Step 5 in "[Using Scan To E-mail](#)"
- A reply destination of a received e-mail: Step 9 in "[Setting the Sender's Address](#)"

**1.** Press [Tx History] on the [Scan To E-mail] or [Basic] tab.

**2.** Select the destination.

You can select multiple items.



**3.** When you complete the selection of all the destinations, press [OK].

# Specifying a Destination (Searching the LDAP Server)

[For Simple Search](#)

[For Advanced Search](#)

You can search for a destination from a list on the LDAP server. There are two search methods, as shown below.

- [Simple Search]: You can run a search with only one keyword as a user name. You can only search for character strings included in usernames, and not in e-mail addresses.
- [Advanced Search]: You select search conditions to search for items that include all the specified keywords or any of the keywords. You can specify user names or e-mail addresses as search keywords.

Up to 100 search results are displayed.

For details on setting the LDAP server, refer to "[Setting the LDAP Server](#)".



## Memo

Set an e-mail address in the following steps.

- A destination of scanned data: Step 5 in "[Using Scan To E-mail](#)"
- A reply destination of a received e-mail: Step 9 in "[Setting the Reply Address](#)"

## For Simple Search

1. Press [LDAP] on the [Scan To E-mail] or [Basic] tab.
2. Press [Simple Search].
3. Enter a keyword to search for a user name in the LDAP server.
4. Press [OK] to start searching.



5. When the search results are displayed, press the destination.  
You can select multiple items.
6. When you complete the selection of all the destinations, press [OK].

7. Press [Back] to return to the start screen.

## For Advanced Search

1. Press [LDAP] on the [Scan To E-mail] or [Basic] tab.
2. Press [Advanced Search].
3. Select [OR] or [AND] for [Search Method].
4. Press [User name].
5. Enter the keyword to search for.
6. Press [OK].
7. Press [E-mail Address].
8. Enter the keyword to search for.
9. Press [OK].
10. Press [OK] to start searching.
11. When the search results are displayed, press the destination.  
You can select multiple items.
12. When you complete the selection of all the destinations, press [OK].
13. Press [Back] to return to the start screen.

## Setting the Sender's Address

---

1. Press [Device Settings] on the operator panel.
2. Press ▲ or ▼ several times to select [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Scanner Setup].
5. Press [E-mail Setup].
6. Press [From/Reply To].
7. Press [From].
8. Enter an e-mail address.
9. Press [OK].
10. Press [Back] until the top screen is displayed.

## Setting the Reply Address

---

1. Press [Device Settings] on the operator panel.
2. Press ▲ or ▼ several times to select [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Scanner Setup].
5. Press [E-mail Setup].
6. Press [From/Reply To].
7. Press [Reply To].
8. Specify a destination.
9. Press [Back] until the top screen is displayed.

## Specifying a Subject

---

You can register up to five templates with a variety of subjects and body text.

1. Press [Device Settings] on the operator panel.
2. Press ▲ or ▼ several times to select [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Scanner Setup].
5. Press [E-mail Setup].
6. Press [Template].
7. Press [Edit Subject].
8. Select a number from [Subject1] to [Subject5].
9. Enter a subject.  
You can enter up to 80 characters.
10. Press [OK].
11. Press [Back] until the top screen is displayed.

## Registering Body Text

---

1. Press [Device Settings] on the operator panel.
2. Press ▲ or ▼ several times to select [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Scanner Setup].
5. Press [E-mail Setup].
6. Press [Template].
7. Press [Edit Body].
8. Select a number from [Body1] to [Body5].
9. Enter body texts.  
You can enter up to 256 characters.
10. Press [OK].
11. Press [Back] until the top screen is displayed.

# Using a Template

---

You can use subjects and body texts that are registered as a template in standard e-mails.

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Press [Scan To E-mail].
4. Press the [Advanced] tab.
5. Press [E-mail Setup].
6. Press [Subject] or [E-mail Body].
7. Press [Select Subject] or [Select Text].
8. Press the subject or body to select.
9. Press the [Scan To E-mail] tab to select an entry method.
10. Specify a destination.
11. Press the  (START) button.

## Topics

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 [Setting the Sender's Address](#)

## Saving Transmission Data

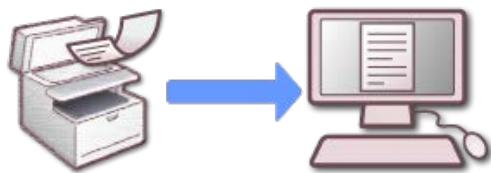
---

You can save data sent via Scan To E-mail, etc. For details, refer to "[Saving Sent and Received Data \(Transmission Data Save\)](#)".

# Sending Scanned Data to a Computer

---

You can send a scanned image to a computer that is connected via a network or USB interface. Scan a document set on the machine by operating from the operator panel.



- Before Using Scan To Computer
- Before Using WSD Scan
- Registering a Computer That is Connected
- Removing Computer
- Setting to Start ActKey When Using Scan To Computer
- How to Use Scan To Computer

# Before Using Scan To Computer

[Before Using Scan To Computer with ActKey](#)

[Before Using Scan To Computer with WSD Scan](#)

[Before Using Scan To Computer with Image Capture \(Mac OS X\)](#)

[Setting to Use Network TWAIN](#)

To use the Scan To Computer function, you need the following settings depending on your OS and connection method.

## Note

To connect the machine to a network, set the following.

- Set the [TCP/IP] setting of the machine to [Enable].
- Match the IP version between the machine and a computer.
- Set the DNS server.

## Memo

- You cannot send an image to multiple computers at the same time with this function.
- The required software varies depending on the OS of your computer and the function to use. Install the appropriate software.

On the Windows computer, Scan To Computer function can be used with ActKey or WSD Scan.

Refer to the following.

 [Before Using Scan To Computer with ActKey \(Windows\)](#)

 [Before Using Scan To Computer with WSD Scan \(Windows\)](#)

If you use Mac OS X, you can use Image Capture.

Refer to the following.

 [Before Using Scan To Computer with Image Capture \(Mac OS X\)](#)

## Before Using Scan To Computer with ActKey

### 1. Set the machine for using Scan To Computer.

Refer to the following.

 [Setting for Using Network TWAIN \(Network Connection\)](#)

### 2. Install the scanner driver and ActKey.

 [Installing a Driver and Software to a Computer](#)

If you use the network connection, perform the following steps.

### 3. Register a destination computer that is used for Scan To Computer

in the machine.

 [Registering a Computer That is Connected](#)

 **Memo**

- Your computer may automatically be registered when the scanner driver is installed.
- If the computer information, such as computer name or IP address is changed, you need to newly register the information.

**4. Start Network Configuration.**

Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tool] > [Network Configuration].

Once installed, it automatically starts when you log on.

## Before Using Scan To Computer with WSD Scan

- 1. Set the machine for using WSD Scan on the machine.**
- 2. Install this machine as a WSD device to a connected computer.**

For details, see "Before Using WSD Scan".

When the machine is installed in the computer, the computer is also registered to the machine as a destination computer for WSD Scan.

## Before Using Scan To Computer with Image Capture (Mac OS X)

If you use Mac OS X, you can use Image Capture.

- 1. Set the machine for using Scan To Computer.**  
Refer to the following.  
 [Setting for Using Network TWAIN \(Network Connection\)](#)
- 2. Install the Mac OS X scanner driver.**  
 [Installing a Driver and Software to a Computer](#)  
For the USB connection, proceed to step 4.
- 3. Register a destination computer that is used for Scan To Computer in the machine. (For the network connection)**  
 [Registering a Computer That is Connected](#)

 **Memo**

If the computer information, such as computer name or IP address is changed, you need to newly register the information.

- 4. Start Image Capture, and then select this machine from the list on the left side of Image Capture.**

## Setting to Use Network TWAIN

Enable the Network TWAIN function so that you can use the Scan to Computer function on a computer that is connected via a network.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times, and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press [Scanner Setup].
5. Press [TWAIN Setup].
6. Make sure that [Network TWAIN] is set to [ON].

### Memo

Pressing [Network TWAIN] switches between [ON] and [OFF].

7. Press [Back] until the home screen is displayed.

# Before Using WSD Scan

- [About WSD Scan](#)
- [Setting to Use WSD Scan](#)
- [Installing This Machine as a WSD Device to a Computer](#)
- [Setting a Binding Position for Duplex Scanning](#)

## About WSD Scan

This section describes how to set a computer to use the WSD Scan function. To use the WSD Scan function, install the machine to the computer.

You can set WSD Scan from Scan To Computer or Remote Scan via a network.

To use WSD Scan, the machine must be connected to a computer with the following installed via a network: Windows 8.1/ Windows 8/ Windows Vista/ Windows 7/ Windows Server 2012/ Windows Server 2012 R2/ Windows Server 2008/ Windows Server 2008 R2

Check the network connection before starting the procedure below.

 [Connecting This Machine to a Network](#)

## Setting to Use WSD Scan

To use the Scan To Computer (WSD Scan) function and the Remote Scan (WSD Scan) function via the WSD Scan connection, follow the procedure below.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times to select [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Scanner Setup].
5. Press [WSD Scan Setup].
6. Check that [WSD Scan] is set to [Enable].

### Memo

Pressing [WSD Scan] switches between [Enable] and [Disable].

7. Press [Back] until the home screen is displayed.

## Installing This Machine as a WSD Device to a Computer

Install this machine as a WSD Scan device with a Windows computer that supports WSD Scan so that you can use the WSD Scan function.

### Note

- If a computer for WSD Scan recognizes this machine and the IP address of this machine is changed, you must register from the beginning. Uninstall this machine, and then install it again.
- Before starting this installation, check that Network Search is enabled.

From [Control Panel], click [Network and Internet] > [Network and Sharing Center] > [Change advanced sharing settings], select [Turn on network discovery] for [Network discovery], and then click [Save Changes].

### Memo

You can register up to 50 computers in this machine.

## **Installing This Machine in a Computer**

1. Select [Network] from the [Start] menu.  
The devices that are connected to the network are displayed.
2. Right-click the MC873 icon under [Multifunction Devices], and then select [Install].  
If the [User Account Control] dialog box is displayed, click [Yes].
3. When a balloon message is displayed to inform you that the installation is complete on the task bar, click the balloon to check the details, and then click [x (Close)].  
Check the device installation on the machine as follows.

## **Checking That the Machine is Connected to a Computer**

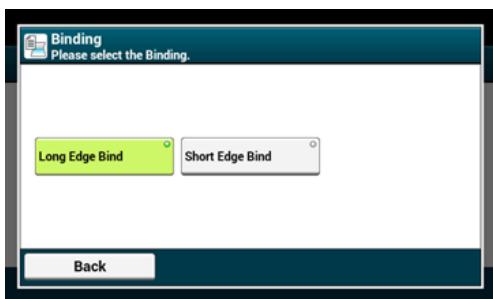
1. Press [Scan] or the  (SCAN) button.
2. Press [Scan To Computer].
3. Press [Select A Connecting PC].
4. Press [From WSD Scan].
5. Check that a computer is displayed on this machine as a connection destination of WSD Scan.

## **Setting a Binding Position for Duplex Scanning**

To set a binding position for duplex scanning with Scan To Computer and Remote Scan via

WSD Scan, follow the procedure below.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times to select [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press [Scanner Setup].
5. Press [WSD Scan Setup].
6. Press [Binding].
7. Select a binding position.



8. Press [Back] until the home screen is displayed.

# Registering a Computer That is Connected

Register the name of the destination computer, IP address, and port number before using Scan To Computer on the Network TWAIN.

[Registering a Computer from the Operation Panel](#)

[Using Network Configuration \(Windows Only\)](#)

[Using the Network Scanner Setup Tool \(Mac OS X Only\)](#)

## Registering a Computer from the Operation Panel

You can register a computer on the same network as a scanning destination.

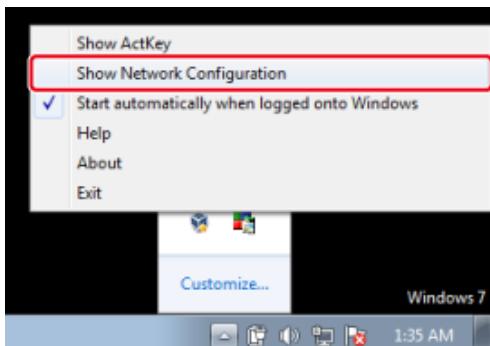
1. Press [Device Settings].
2. Press ▲ or ▼ several times to select [Network Scan Destination].
3. Press [Register] of a registration location.  
To edit a registered group number, select [Edit].
4. Enter a destination in [Destination].
5. Enter a destination.  
You can enter up to 16 characters.
6. Press [OK].
7. Press [Destination Address].
8. Enter an IP address, host name, or computer name.  
You can enter up to 64 characters.
9. Press [OK].
10. Press [Port No.].
11. Enter a port number, and then press [OK].
12. Press [Close] on a confirmation screen.
13. Press [Back] until the home screen is displayed.

## Using Network Configuration (Windows Only)

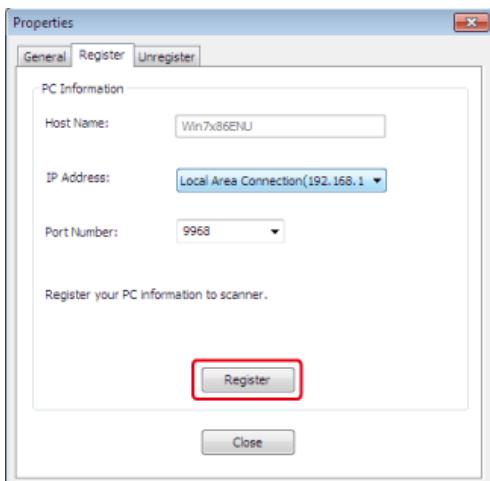
To change the computer name and IP address of your computer after the scanner driver is installed, start the Network Configuration, select the driver, and then change the registered

information for Scan To Computer.

1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].
2. Right-click [Show Network Configuration] in the task tray.



3. Select the scanner driver to be used, and then select [Properties] from the [Scanner] menu.
4. Click the [Register] tab.



As the computer information, the computer name, IP address and port number are displayed. You do not need to set the computer name, because the computer's host name is automatically acquired.

Although the setting value of the computer's IP address is automatically displayed, if multiple network cards are installed in the computer, multiple IP addresses are displayed. Select the IP address of the network card that is currently used. Change the current setting for the port number that is displayed if necessary.

5. After all settings are complete, click the [Register] button to register the setting to the machine.

If the machine is tuned off and cannot be connected, an error occurs when registering. If the computer information, such as computer name, IP address, and port number, is changed, you need to newly register the information following the procedure above.

## Using the Network Scanner Setup Tool (Mac OS X Only)

1. Select [Application] > [OKIDATA] > [Scanner] > [Network Scanner Setup Tool].
2. Select the machine from the [Scan Settings] dialog box, click [Register], register [Name] and Host in the [Register host address], and then click [OK].

# Removing Computer

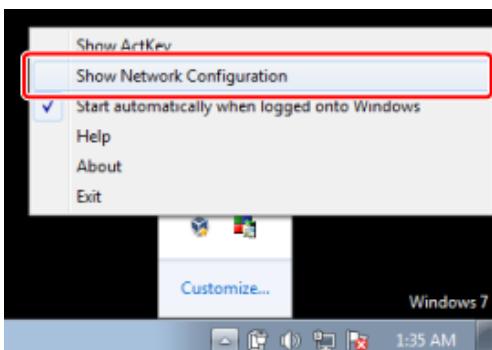
## Deleting a Registered Computer

You can delete a computer that is registered in this machine as a scanning destination.

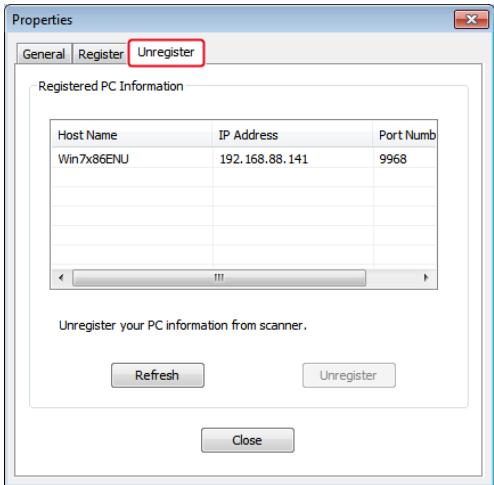
1. Press [Device Settings].
2. Press ▲ or ▼ several times to select [Network Scan Destination].
3. Press [Delete] of an item to delete.
4. Press [Yes] on the confirmation.
5. Press [Back] until the home screen is displayed.

## Using Network Configuration (Windows Only)

1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].
2. Right-click [Show Network Configuration] in the task tray.



3. Select [Properties] from the [Scanner] menu.
4. Click the [Unregister] tab.



5. Select the computer name to unregister, and then click [Unregister].

## Setting to Start ActKey When Using Scan To Computer

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You can set so that ActKey can start when you select [Scan To Computer] on the machine.

1. Click [Start], and then select [Devices and Printers].
2. Right-click [OKI MC873], and then [Scan properties].  
If the [User Account Control] dialog box is displayed, click [Yes].
3. Click the [Events] tab.
4. Select an event from [Select an event].
5. Select [Start this program], and then select [ActKey].
6. Repeat steps 4 and 5 so that all events are set to [ActKey].
7. Click [OK].

# How to Use Scan To Computer

[Using ActKey \(Windows\)](#)

[Using WCD Scan](#)

[Using Image Capture \(Mac OS X\)](#)

To use Scan to Computer, you must prepare the following:

 [Before Using Scan To Computer](#)

The procedure depends on the operation system of your computer and connection method.

On the Windows computer, Scan To Computer function can be used with ActKey or WSD Scan.

See the following:

 [Using ActKey \(Windows\)](#)

 [Using WCD Scan](#)

If you use Mac OS X, you can use Image Capture.

See the following:

 [Using Image Capture \(Mac OS X\)](#)

## Using ActKey (Windows)

You can use ActKey to display the scanned image on an application, save the image in a folder, or start a fax transmission application.

### Memo

- If you use ActKey via network, start Network Configuration in advance.
- Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].

1. Press [Scan] or  (Scan).
2. Set a document in the ADF or on the document glass.
3. Press [Scan To Computer].  
If [Select A Connecting PC] does not appear, proceed to step 7.
4. Press [Select A Connecting PC].
5. Press [From Network] or [From USB Interface] in accordance with the connection method of the machine and computer.
6. For the network connection, select a destination computer to which the data is sent.

If the targeted computer is not displayed, register the computer to the machine.

#### Registering a Computer That is Connected

## 7. Press [Select An Application].

### Memo

- If you select [Application], the application that you specify [Application-1] of ActKey or dedicated application for Windows starts, and then the scanned image is displayed on the application.
- If you select [Folder], the scanned document is saved in the specified folder.
- If you select [PC-FAX], a fax transmission application starts. After sending the scanned document, send a fax with the fax transmission application on your computer.

## 8. Select the destination.

## 9. Press (START).

ActKey starts automatically, and then the scanner driver starts scanning.

## Using WCD Scan

### Memo

- To start duplex scanning, turn the setting on, and then set a document in the ADF. The machine cannot scan the both side of the document set on the document glass even if you turn duplex scanning on.
- If you use the scanner application on a computer, a document is scanned with the scanner type of the scan profile setting on the computer, regardless of the place where the document is set or the [Duplex Scan] setting.

## 1. Press [Scan] or (Scan).

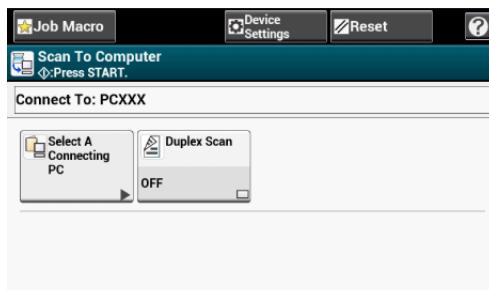
## 2. Set a document in the ADF or on the document glass.

## 3. Press [Scan To Computer].

## 4. Press [Select A Connecting PC].

## 5. Press [From WSD Scan].

## 6. Select a destination computer to which the data is sent.



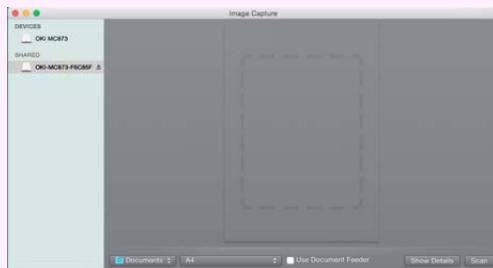
## 7. Press (START).

### Using Image Capture (Mac OS X)

Start Image Capture included to Mac OS X as standard to capture scanned images.

#### Note

- A document on a flatbed scanner can be scanned to the A4 size only.
- A file can be saved only in JPEG.
- When scanning via network connection, start Image Capture in advance. Select a device from a list that is displayed on the left side of the Image Capture screen.
- Use Image Capture in the standard view. This function cannot be used in the detail view.



1. Press [Scan] or (Scan).
2. Set a document in the ADF or on the document glass.
3. Press [Scan To Computer].  
If [Select A Connecting PC] does not appear, proceed to step 7.
4. Press [Select A Connecting PC].
5. Press [From Network] or [From USB Interface] in accordance with the connection method of the machine and computer.
6. For the network connection, select a destination computer to which the data is sent.  
If the targeted computer is not displayed, register the computer to the machine.  
[Registering a Computer That is Connected](#)
7. Press [Select An Application].

#### Memo

If you select [Application] or [PC-FAX] on Mac OS X, the same action as when [Folder] is selected takes place.

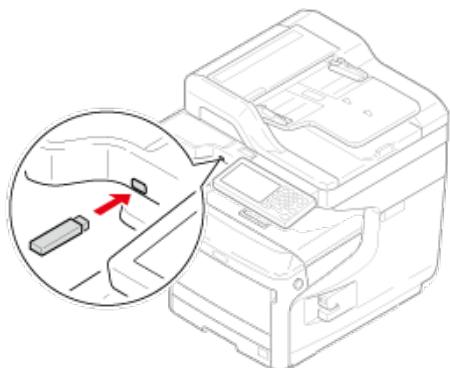
8. Select the destination.

**9.** Press  (START).

# Saving Scanned Data in USB Memory

To save scanned data to USB Memory, follow the procedure below.

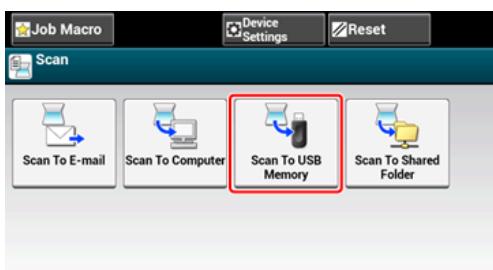
1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Insert USB Memory into the USB port.



## Note

Insert USB Memory straight into the USB port. Inserting USB Memory at a wrong angle may damage the USB port.

4. Press [Scan To USB Memory].



5. Set scan settings if necessary.

## Memo

Press [Preview] on the [Advanced] tab to preview the scanned image.

6. Press the  (START) button.
7. When a message is displayed to inform you that you can remove USB Memory from the port, remove it.



## Saving Scanned Data in a Shared Folder

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- Before Using Scan To Shared Folder
- How to Use Scan To Shared Folder
- Changing Registered Destination (Profile)
- Deleting a Registered Destination (Profile)

# Before Using Scan To Shared Folder

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[Creating a Shared Folder in a Computer](#)

[Registering a Destination \(Profile\)](#)

[Registering a Destination \(Profile\) from Configuration Tool](#)

[Registering a Destination \(Profile\) from the Web Page](#)

[Registering a Destination \(Profile\) from the Operator Panel](#)

## Creating a Shared Folder in a Computer

Create a shared folder in a computer in which the scanned document is saved.

1. Click [Start] on the Windows task bar, right-click [Computer], and then click [Properties].
2. Check the name of [Computer name].  
You need the computer name you checked when you register the destination in the machine. Write it down.
3. Close the window.
4. Create a folder in which documents are saved on the computer.
5. Right-click the created folder, and then click [Properties].
6. Click the [Sharing] tab, and then click [Advanced Sharing].
7. Select the [Share this folder] check box, and then click [Permissions].
8. Select the [Allow] check box of [Change] in [Permissions for Everyone], and then click [OK].
9. Click [OK].

## Registering a Destination (Profile)

Register the created shared folder in the machine so that the folder can be used for Scan To Shared Folder.

When you perform Scan To Shared Folder, you send data to the profile that you specify as a destination.

You can register up to 50 profiles.

You can register a destination (profile) in the following three ways. This manual recommends to use Configuration Tool or the Web page where you can enter information

with the computer keyboard.

## Registering a Destination (Profile) from Configuration Tool

This section describes the registration method that uses the Configuration Tool on a computer.

If you click  (Save to device), the changed settings are reflected to this machine.

### Note

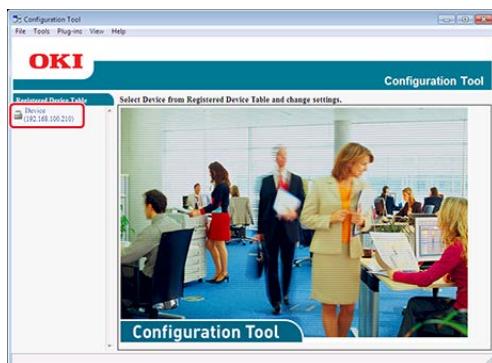
- To use the Profile Manager, install the User Setting plug-in. You can install the User Setting plug-in at the same time as when installing Configuration Tool or install the plug-in later.

#### Installing Software

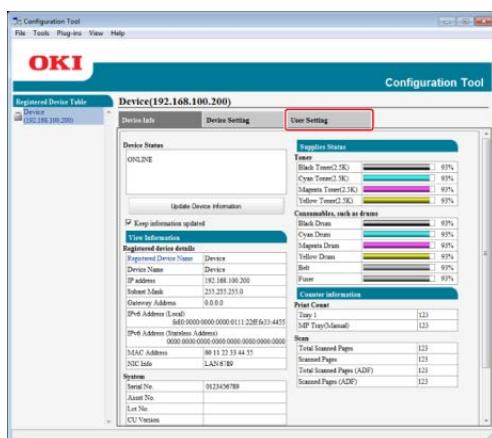
- You must register the machine in Configuration Tool in advance.

#### Starting Configuration Tool

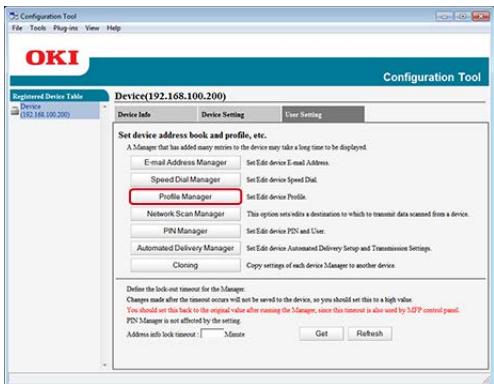
- Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- Select the machine from [Registered Device Table].



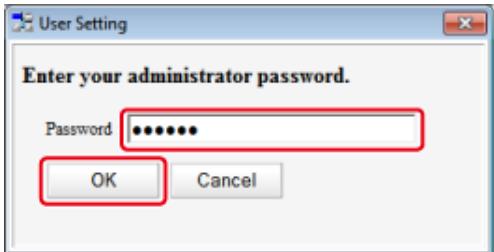
- Select the [User Setting] tab.



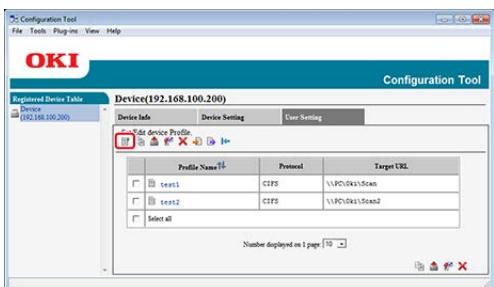
- Click [Profile Manager].



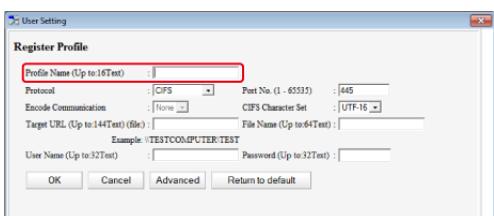
- Enter the administrator password, and then click [OK].



- Click (New).



- Enter the name of a transmission destination in [Profile Name].



- Select [CIFS] for [Protocol] to register a shared folder.
- Enter the path of the shared folder that you set on the computer in [Target URL].
- Enter the port number to use in [Port No.].
- If access privileges are set to the shared folder, enter the user name and password in [User Name] and [Password].
- Select [Encode Communication] and [CIFS Character Set] if

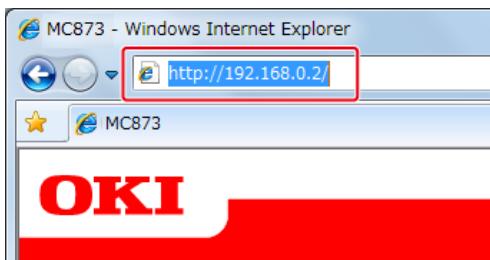
necessary.

13. Enter [File Name] if necessary.
14. Click [Advanced], and then set the advanced settings.
15. Click [OK].
16. Click  (Save to device).

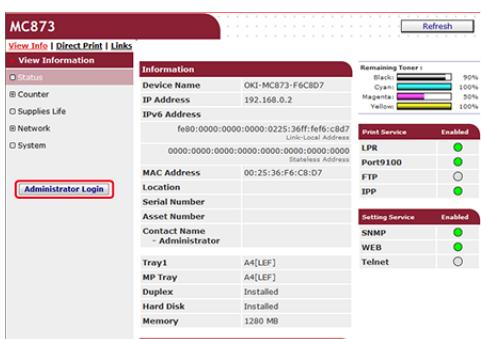
## Registering a Destination (Profile) from the Web Page

This section describes the registration method that uses the Web page on a computer.

1. Start a Web browser.
2. Enter the URL, "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.  
About the IP Address of this machine, refer to "[Checking the Information of the Machine](#)".



3. Click [Administrator Login].



4. Enter "admin" in [User Name] and the administrator password of the machine in [Password], and then click [OK].

For Mac OS X, enter "admin" in [Name] and the administrator password of the machine in [Password], and then click [Login].

5. Click [SKIP].

The screenshot shows the 'Identification' section with fields for Device Name (OKI-MC873-F6C8D7), Short Device Name (MC873-F6C8D7), Location, Asset Number, and Contact Name. Under 'Protocol', TCP/IP is set to Enable and NetBIOS over TCP is also set to Enable. At the bottom are OK, SKIP, and Do not show this page again buttons.

6. Click [List] at the top of the screen.
7. Click [Profile] on the left side of the screen.
8. Click [New].

The screenshot shows a 'Profile List' screen with a single entry named 'test1'. There are buttons for New, Delete, and Edit.

9. Enter the name of a transmission destination in [Profile Name].

The screenshot shows the 'Profile Settings' screen for a new profile named 'test1'. It includes fields for Protocol (CIFS), Target URL (\TEST\TEST), Port Number (445), User Name (test), Password (\*\*\*\*\*), CIFS Character Set (UTF-16), and Encode Communication (None). Buttons for Submit and Cancel are at the bottom.

10. Select [CIFS] for [Protocol] to register a shared folder.
11. Enter the path of the shared folder that you set on the computer in [Target URL].
12. Enter the port number to use in [Port Number].
13. If access privileges are set to the shared folder, enter the user name and password in [User Name] and [Password].
14. Select [CIFS Character Set] and [Encode Communication] if necessary.
15. Set [Detail] if necessary.

## 16. Click [Submit].

### Registering a Destination (Profile) from the Operator Panel

This section describes how to register profiles from the operator panel.

1. Press [Device Settings] on the touch panel.
2. Press [Profile].



3. Select a number, and then press [Register].
4. Enter a profile name, and then press [Next].
5. Select a setting, and then press [Next].
6. Enter the values of the transmission destination computer name and the shared folder name in the "\the transmission destination computer name\the shared folder name" format.  
Example: \\PC1\share

#### Memo

- If there is no DNS server in the network, you cannot specify the computer with the computer name (the transmission destination computer name). In such a case, use the IP address of the computer to set.

Example: \\192.168.0.3\share

7. Press [Next].
8. If access privileges are set to the shared folder, enter the user name and password in [User Name] and [Password].

#### Note

- If domain management is performed, enter "User name@domain name".
- If domain management is performed and you cannot establish a connection even after entering "User name@domain name", delete "@domain name".
- Also, access the Web page of this machine, select [Admin Setup] > [Network Menu], and then set the NetBIOS domain name in [Workgroup name] in [NBT].

- For the domain name, check with your network administrator.

- 9.** Press [Next].
- 10.** Set other items if necessary.
- 11.** Press [OK].

# How to Use Scan To Shared Folder

This section describes how to operate Scan To Shared Folder.

Scanned data is converted into a PDF, JPEG, TIFF, or XPS file. PDF is set by factory default.

Set a network and shared folder default setting before using the Scan To Shared Folder function.

 [Connecting This Machine to a Network](#)

 [Before Using Scan To Shared Folder](#)

## Memo

The following procedure uses the factory default setting.

**1.** Press [Scan] or the  (SCAN) button.

The touch panel display switches to the scan top screen.

**2.** Set a document in the ADF or on the document glass.

**3.** Press [Scan To Shared Folder].

**4.** Press [Select Profile].

If a profile is not displayed, check the Scan To Shared Folder settings.

 [Before Using Scan To Shared Folder](#)

**5.** Select a profile.

## Memo

Press [Preview] on the [Advanced] tab to preview the scanned image.

**6.** Set scan settings if necessary.

**7.** Press the  (START) button.

# Changing Registered Destination (Profile)

You can change a destination (profile) in the following three ways. This manual recommends to use Configuration Tool or the Web page where you can enter information with the computer keyboard.

[Changing a Destination \(Profile\) from Configuration Tool](#)

[Changing a Destination \(Profile\) from the Web page](#)

[Changing a Destination \(Profile\) from the Operator Panel](#)

## Changing a Destination (Profile) from Configuration Tool

This section describes the change and deletion methods that use Configuration Tool on a computer.

If you click  (Save to device), the changed settings are reflected to this machine.

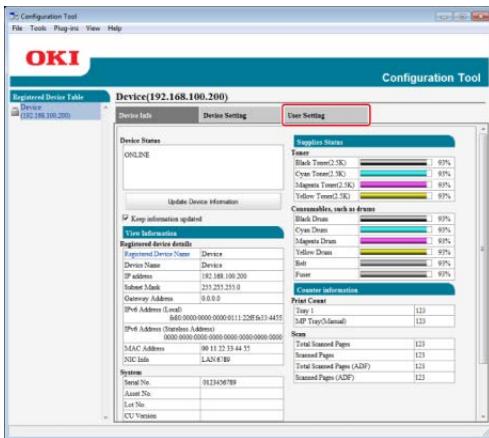
### Note

- To use the Profile Manager, install the User Setting plug-in. You can install the User Setting plug-in at the same time as when installing Configuration Tool or install the plug-in later.
  -  [Installing Software](#)
  -  [Starting Configuration Tool](#)

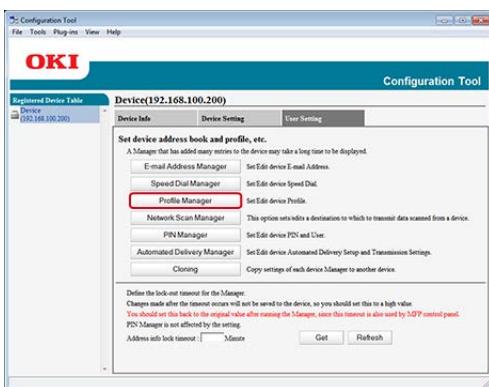
- Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- Select the machine from [Registered Device Table].



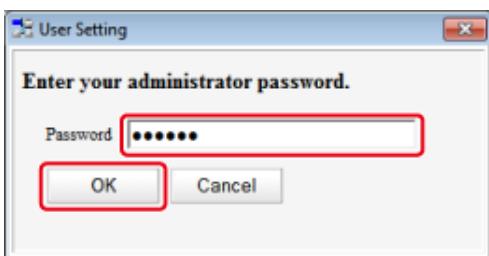
- Select the [User Setting] tab.



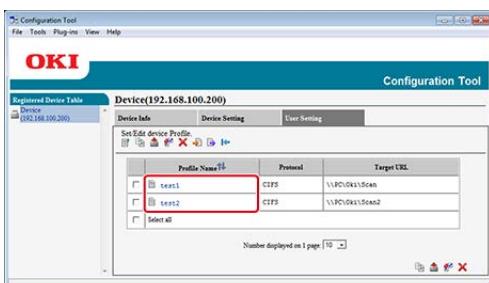
#### 4. Click [Profile Manager].



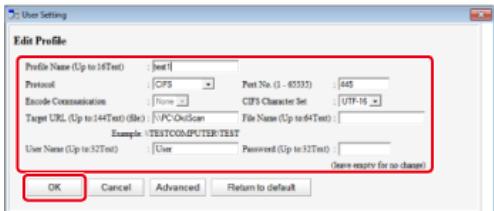
#### 5. Enter the administrator password, and then click [OK].



#### 6. Click a profile name to change.



#### 7. Edit the profile, and then click [OK].



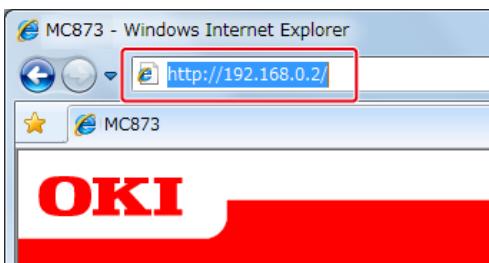
8. Click  (Save to device).

## Changing a Destination (Profile) from the Web page

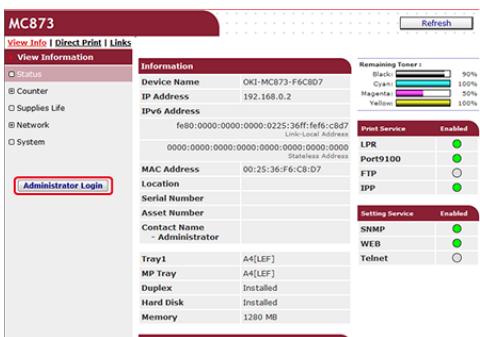
This section describes how to change destinations using the Web page on a computer.

1. Start a Web browser.
2. Enter the URL, "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine, refer to "[Checking the Information of the Machine](#)".



3. Click [Administrator Login].



4. Enter "admin" in [User Name] and the administrator password of the machine in [Password], and then click [OK].  
For Mac OS X, enter "admin" in [Name] and the administrator password of the machine in [Password], and then click [Login].
5. Click [SKIP].

MC873

<b>Identification</b>	
Device Name	OKI-MC873-F6C8D7 <small>(Max.31 characters) This is the device's identity on the network (sysname, and Device Name).</small>
Short Device Name	MC873-F6C8D7 <small>(Max.15 characters) A maximum of 15 characters can be used (alpha/numeric characters and '-' are acceptable).</small>
Location	<input type="text"/> <small>(Max.255 characters)</small>
Asset Number	<input type="text"/> <small>(Max.32 characters)</small>
Contact Name - Administrator	<input type="text"/> <small>(Max.255 characters)</small>
<b>Protocol</b>	
TCP/IP	Enable
NetBIOS over TCP	Enable ▾

Do not show this page again.

6. Click [List] at the top of the screen.
7. Click [Profile] on the left side of the screen.

MC873

[View Info](#) | [Paper Setup](#) | **List** | [Admin Setup](#) | [Job List](#) | [Direct Print](#) | [Transmission Settings](#) | [Links](#)

<b>List</b>	<b>Profile</b>
<input checked="" type="checkbox"/> <a href="#">Profile</a>	<a href="#">New</a> <a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/> <a href="#">NetworkScan</a>	
Profile List:	
test1	

Profile Counter 1 / 50

8. Click a profile to change.

OKI

MC873

[View Info](#) | [Paper Setup](#) | **List** | [Admin Setup](#) | [Job List](#) | [Direct Print](#) | [Transmission Settings](#) | [Links](#)

<b>List</b>	<b>Profile</b>
<input checked="" type="checkbox"/> <a href="#">Profile</a>	<a href="#">New</a> <a href="#">Delete</a> <a href="#">Edit</a>
<input type="checkbox"/> <a href="#">NetworkScan</a>	
Profile List:	
<b>test1</b>	

Profile Counter 1 / 50

9. Click [Edit].
10. Edit the profile if necessary.

**Profile Settings**

Profile Name	test1 <small>(Max.16 characters)</small>
Protocol	CIFS ▾
Target URL	\TEST\TEST <small>(Max.144 characters) Example: \TESTCOMPUTER\TEST</small>
Port Number	445 <small>(1-65535)</small>
User Name	test <small>(Max.32 characters)</small>
Password	**** <small>(Max.32 characters)</small>
CIFS Character Set	UTF-16 ▾
Encode Communication	None ▾

[Detail](#)

Press Submit to send changes. Press Cancel to clear changes.

11. Click [Submit].

## Changing a Destination (Profile) from the Operator Panel

- 1.** Press [Device Settings] on the touch panel.
- 2.** Press [Profile].
- 3.** Select a number, and then press [Edit].
- 4.** Select an item to change.
- 5.** Change the item, and then press [OK].
- 6.** To change multiple items, repeat steps 4 to 5.
- 7.** Press [Back].
- 8.** Press [OK] to register the setting.

# Deleting a Registered Destination (Profile)

You can delete a destination (profile) in the following three ways. This manual recommends to use Configuration Tool or the Web page where you can enter information with the computer keyboard.

[Deleting a Destination \(Profile\) from Configuration Tool](#)

[Deleting a Destination \(Profile\) from the Web page](#)

[Deleting a Destination \(Profile\) from the Operator Panel](#)

## Deleting a Destination (Profile) from Configuration Tool

This section describes the change and deletion methods that use Configuration Tool on a computer.

If you click  (Save to device), the changed settings are reflected to this machine.

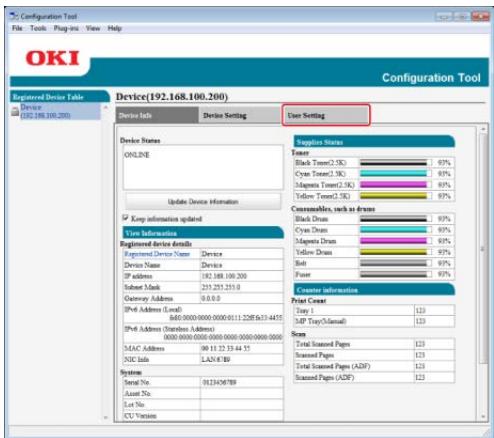
### Note

- To use the Profile Manager, install the User Setting plug-in. You can install the User Setting plug-in at the same time as when installing Configuration Tool or install the plug-in later.
  -  [Installing Software](#)
  - You must register the machine in Configuration Tool in advance.
    -  [Starting Configuration Tool](#)

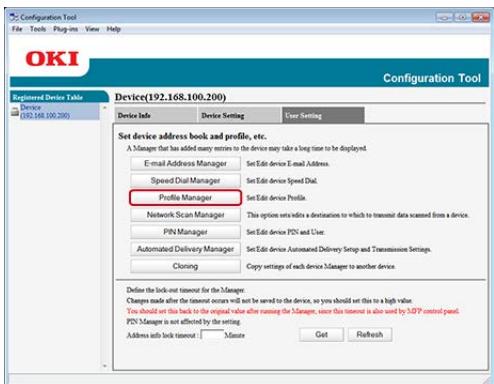
- Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- Select the machine from [Registered Device Table].



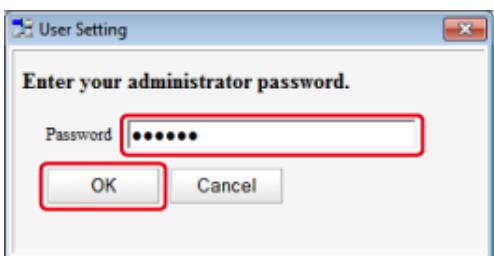
- Select the [User Setting] tab.



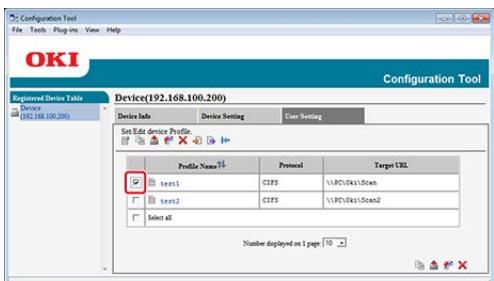
#### 4. Click [Profile Manager].



#### 5. Enter the administrator password, and then click [OK].



#### 6. Click a profile name to delete.



#### 7. Click (Delete).



To delete all the destinations (profiles), click (Delete all).

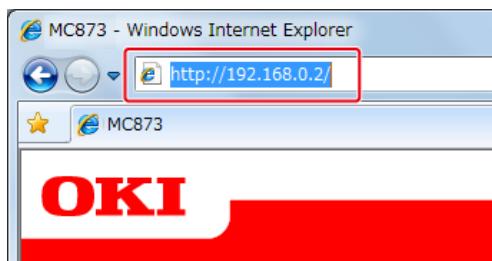
8. Click  (Save to device).

## Deleting a Destination (Profile) from the Web page

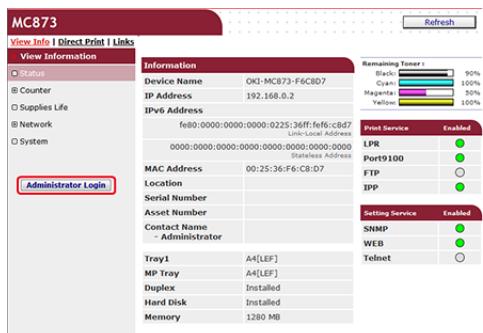
This section describes the registration and deletion methods that use the Web page on a computer.

1. Start a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine, refer to "[Checking the Information of the Machine](#)".



3. Click [Administrator Login].



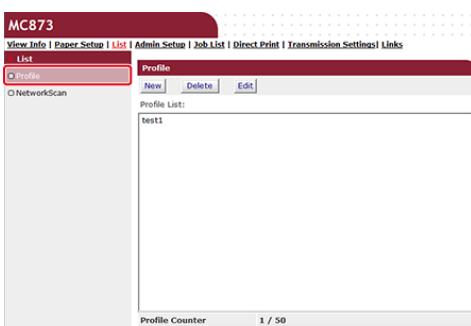
4. Enter "admin" in [User Name] and the administrator password of the machine in [Password], and then click [OK].

For Mac OS X, enter "admin" in [Name] and the administrator password of the machine in [Password], and then click [Login].

5. Click [SKIP].



6. Click [List] at the top of the screen.
7. Click [Profile] on the left side of the screen.



8. Click a profile to delete.



9. Click [Delete].
10. Click [OK] in a dialog box.

## Deleting a Destination (Profile) from the Operator Panel

1. Press [Device Settings] on the touch panel.
2. Press [Profile].
3. Select a number, and then press [Delete].
4. When a confirmation screen is displayed, press [Yes].

### Topics

[Changing Registered Destination \(Profile\)](#)



# Scanning from a Computer

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Remote Scan allows you to start the scan function of the machine and scan documents from a computer.

- [Before Using Remote Scan](#)
- [How to Use Remote Scan](#)
- [Using ActKey \(Windows\)](#)
- [Using the TWAIN Driver \(Windows\)](#)
- [Using the WIA Driver \(Windows Only\)](#)
- [Using Image Capture \(Mac OS X\)](#)

# Before Using Remote Scan

[Before Using Remote Scan with the ActKey, TWAIN Driver, WIA Driver](#)

[Before Using Remote Scan with WSD Scan](#)

[Before Using Remote Scan with Image Capture \(Mac OS X\)](#)

[Setting to Use Remote Scan](#)

[Selecting a Remote Scan Mode](#)

Before using the remote scan function, you need the following settings corresponding to the connection method and OS of your computer.

## Note

When connecting the machine to the network, set the followings.

- Set [TCP/IP] to [Enable].
- Match the IP version between the machine and a computer.
- Set the DNS server.

## Memo

The required software varies depending on the OS of your computer and the function to use.  
Install the appropriate software.

On the Windows computer, Remote Scan function can be used with ActKey, TWAIN Driver, WIA Driver, or WSD Scan.

Refer to the following.

 [Before Using Remote Scan with ActKey, TWAIN Driver, or WIA Driver](#)

 [Before Using Remote Scan with WSD Scan](#)

If you use Mac OS X, you can use Image Capture.

Refer to the following.

 [Before Using Remote Scan with Image Capture \(Mac OS X\)](#)

## Before Using Remote Scan with the ActKey, TWAIN Driver, WIA Driver

### 1. Set the machine for using Remote Scan.

Refer to the following.

 [Setting to Use Remote Scan](#)

### 2. Set the type of stand-by mode for Remote Scan.

Refer to the following.

 [Selecting a Remote Scan Mode](#)

### 3. Install the scanner driver and ActKey.

 [Installing a Driver and Software to a Computer](#)

For the USB connection, setting is complete.

### 4. Register a computer that is used for Secure Scan in the machine.

(Only when you use Secure Scan.)

 [Registering a Computer That is Connected](#)

#### Memo

- Your computer may automatically be registered when the scanner driver is installed.
- If the computer information, such as computer name or IP address is changed, you need to newly register the information.

## Before Using Remote Scan with WSD Scan

### 1. Set the machine for using WSD Scan on the machine.

### 2. Set the type of stand-by mode for Remote Scan.

 [Before Using WSD Scan](#)

### 3. Install this machine as a WSD device to a connected computer.

For details, see "Before Using WSD Scan".

When the machine is installed in the computer, the computer is also registered to the machine as a destination computer for WSD Scan.

## Before Using Remote Scan with Image Capture (Mac OS X)

If you use Mac OS X, you can use Image Capture.

### 1. Set the machine for using Remote Scan.

 [Before Using Scan To Computer](#)

### 2. Set the type of stand-by mode for Remote Scan.

Refer to the following.

 [Selecting a Remote Scan Mode](#)

### 3. Install the Mac OS X scanner driver.

 [Installing a Driver and Software to a Computer](#)

For the USB connection, setting is complete.

### 4. Register a computer that is used for Secure Scan in the machine.

(Only when you use Secure Scan.)

 [Registering a Computer That is Connected](#)

#### Memo

If the computer information, such as computer name or IP address is changed, you need to newly register the information.

## Setting to Use Remote Scan

Enable the Network TWAIN function so that you can use the Remote Scan function on a computer.

### Note

If you set this function to [OFF], you cannot use the Scan To Computer function and Remote Scan.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times to select [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press [Scanner Setup].
5. Press [TWAIN Setup].
6. Check that [Network TWAIN] is set to [ON].

### Memo

Pressing [Network TWAIN] switches between [ON] and [OFF].

7. Press [Back] until the home screen is displayed.

## Selecting a Remote Scan Mode

There are three Remote Scan modes: Simple Scan, Manual Scan, and Secure Scan.

In Simple Scan mode, you can start scanning anytime if the machine is in standby status.

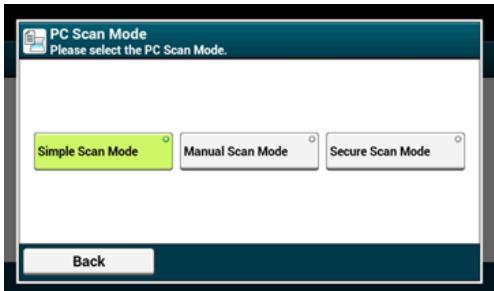
In Manual Scan mode, you must turn Remote Scan on the touch panel before starting scanning.

In Secure Scan mode, you can operate only from a specified computer. Only one computer can be connected at a time.

If you perform a remote scan via the WSD Scan connection, you can start scanning only from computers that are already registered in this machine, regardless of the Remote Scan modes.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times to select [Admin Setup].

- 3.** Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
- 4.** Press [Scanner Setup].
- 5.** Press ▲ or ▼ several times to select [PC Scan Mode].



- 6.** Select a scan mode, and then press [OK].
- 7.** Press [Back] until the home screen is displayed.

# How to Use Remote Scan

---

[Simple Scan Mode](#)

[Manual Scan Mode](#)

[Secure Scan Mode](#)

You can send scanned images to a computer that is connected via a network or USB interface. You can scan documents set on the machine by operating on the computer.

To use Remote Scan, you must prepare the following:

## Before Using Remote Scan

Set the machine in the stand-by mode for Remote Scan before starting scanning on the computer. The procedure depends on the Remote Scan mode.

See the following:

 [Simple Scan Mode](#)

 [Manual Scan Mode](#)

 [Secure Scan Mode](#)

The required operation on the computer depends on the operation system of your computer and connection method.

On the Windows computer, ActKey, TWAIN compatible applications (TWAIN Driver), WIA compatible applications (WIA Driver, WSD Scan) can be used.

 [Using ActKey \(Windows\)](#)

 [Using the TWAIN Driver \(Windows\)](#)

 [Using the WIA Driver \(Windows Only\)](#)

If you use Mac OS X, you can use Image Capture.

 [Using Image Capture \(Mac OS X\)](#)

## Simple Scan Mode

In the Simple Scan mode, you can start scanning from a computer while the default screen is displayed on the operator panel.

### Memo

Scanning can be started only if the machine displays the screen shown as follows.

[Device Settings] > [Admin Setup] > [Management] > [Default Mode]

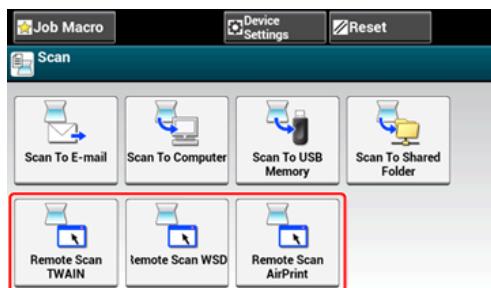
1. Press  (Home).
2. Set a document in the ADF or on the document glass.
3. Start a scan program on a computer.
4. Start scanning from the program.

- [!\[\]\(fac76cef93168b8a6266b556b343aead\_img.jpg\) Using ActKey \(Windows\)](#)
- [!\[\]\(da86a3973704435daa3f16ee4623ccab\_img.jpg\) Using the TWAIN Driver \(Windows\)](#)
- [!\[\]\(a749f392724a59b4354421e1772d0262\_img.jpg\) Using the WIA Driver \(Windows Only\)](#)
- [!\[\]\(7b556b107a489af76ae3100217fd4ed2\_img.jpg\) Using Image Capture \(Mac OS X\)](#)

## Manual Scan Mode

Manual Scan Mode starts the scan function from the computer after setting the Remote Scan mode from the operator panel.

1. Press [Scan] or the  (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Press one of the remote scan button corresponding to the scanning software to turn the machine into the standby mode for the remote scan.



### Memo

To display the remote scan buttons, you must set [PC Scan Mode] to [Manual Scan Mode] on the touch panel.

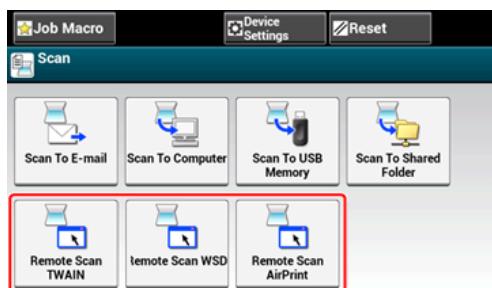
4. Start a scanning software on the computer.
  5. Perform the scan operation on the software.
- [!\[\]\(7f9e12e9aaf43eefdb74f141970e1433\_img.jpg\) Using ActKey \(Windows\)](#)
  - [!\[\]\(0311a067ad0e58fa31ee424961c0307d\_img.jpg\) Using the TWAIN Driver \(Windows\)](#)
  - [!\[\]\(0958fad07ce3dbc6165662b02eb75dfc\_img.jpg\) Using the WIA Driver \(Windows Only\)](#)
  - [!\[\]\(13a2dc8615bfeddcf8578883c119a8e9\_img.jpg\) Using Image Capture \(Mac OS X\)](#)

## Secure Scan Mode

In the Secure Scan mode, set the machine in the stand-by mode for Remote Scan from a computer on which you specified the machine as a destination, and then start scanning on the computer. Only one computer can be connected at a time.

1. Press [Scan] or the  (SCAN) button.

- Set a document in the ADF or on the document glass.
- Press one of the remote scan button corresponding to the scanning software to turn the machine into the standby mode for the remote scan.



**Memo**

To display the remote scan buttons, you must set [PC Scan Mode] to [Secure Scan Mode] on the touch panel.

- Press [From Network] or [From USB Interface] in accordance with the connection method of the machine and computer.
- For the network connection, select a computer to be connected, and then press [OK].

**Memo**

If the targeted computer is not displayed, register the computer to the machine.

[Registering a Computer That is Connected](#)

- Start a scan program on a computer.
- Start scanning from the program.

[Using ActKey \(Windows\)](#)

[Using the TWAIN Driver \(Windows\)](#)

[Using the WIA Driver \(Windows Only\)](#)

[Using Image Capture \(Mac OS X\)](#)

# Using ActKey (Windows)

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ActKey enables you to start scanning according to the specified settings just by clicking a button.

- ▶ [About ActKey](#)
- ▶ [Installing ActKey](#)
- ▶ [Scanning from ActKey](#)
- ▶ [Sending Scanned Data by Fax](#)
- ▶ [Changing the Setting of Each ActKey Button](#)
- ▶ [Using Network Configuration \(Windows Only\)](#)

## About ActKey

---

ActKey enables you to start scanning according to the specified settings just by clicking a button.

### Memo

- ActKey does not support Mac OS X.
- When you install ActKey, Network Configuration is also installed at the same time.

## Installing ActKey

---

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].  
If the [User Account Control] dialog box is displayed, click [Yes].
3. Select a language, read the license agreement, and then click [Agree].
4. Read the environment advice, and then click [Next].
5. Select a model, and then click [Next].
6. Select a connection type, and then click [Next].
7. Click [Custom Install].
8. Select only the [ActKey] check box, and then click [Install].
9. Install the software by following the instructions.
10. Click [Finish].

# Scanning from ActKey

## Memo

- To scan using ActKey, preparation procedure such as installation of the scanner driver is required.

### Before Using Remote Scan

- You also need to set the machine in the stand-by mode for Remote Scan before starting scanning on the computer.

### How to Use Remote Scan

1. Set a document in the ADF or on the document glass.

2. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [ActKey].

If the scanner selection screen is displayed, select [OKI Universal Twain USB] for a USB connection or [OKI Universal Twain \*\*\*\*\* (\*; the last six digits of the MAC address)] for a network connection, and then click [OK].

3. Click a scan button.



Scanning starts.

A scanned image is opened with a selected application, saved in a folder, or sent with PC-FAX according to the scan button you click.

## Memo

- If you select [Application1] or [Application2], the application specified by ActKey or Default program in Windows, which associates with the file type starts, and the scanned document is displayed in the application.
- If you select [Folder], the scanned document is saved in the specified folder.
- If you select [PC-Fax], the fax transmission application starts, and the scanned document is sent to the application. Send a fax with the fax transmission software on your computer.

# Sending Scanned Data by Fax

You can send a scanned document with the fax service of the Windows component.

## Note

- After scanning a document, you cannot change the orientation of the image on an application.
- This function uses the fax service of the Windows component.



## Memo

- For the PC-FAX transmission function, the resolution is fixed to 200 dpi and the color mode is fixed to black and white.
- To scan using ActKey, preparation procedure such as installation of the scanner driver is required.

### Before Using Remote Scan

- You also need to set the machine in the stand-by mode for Remote Scan before starting scanning on the computer.

### How to Use Remote Scan

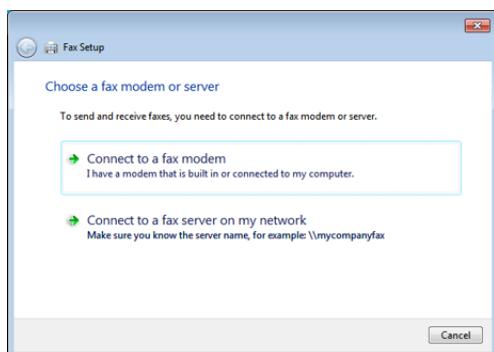
1. Set a document in the ADF or on the document glass.

2. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [ActKey].

3. Click [PC-FAX] on a computer.



[Fax Setup] starts.



4. Send a fax by following the on-screen instructions.



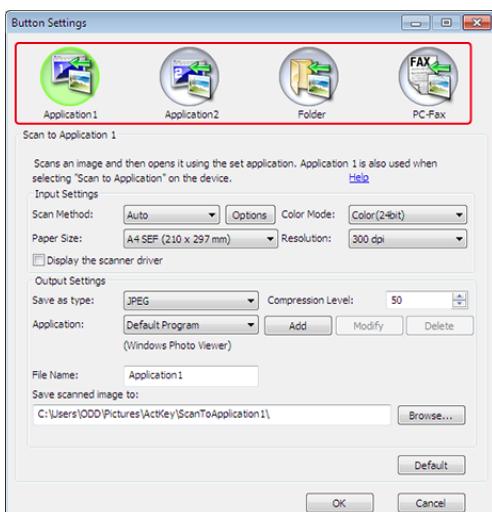
# Changing the Setting of Each ActKey Button

You can change the settings of each of four scan buttons.

1. Start ActKey.
2. Select [Button settings] from the [Options] menu.



3. Click a button to set.



4. Change the setting if necessary.

## Memo

- The default save destination is automatically created when ActKey is installed.
- The scanned data is saved in the save destination folder with "file name (date) sequential number".

5. Click [OK].

# Using Network Configuration (Windows Only)

[About Network Configuration](#)

[Registering the Machine \(New Machine\) to Network Configuration](#)

[Setting Scan To Computer](#)

[Changing the Setting Information of the Registered Machine](#)

[Deleting Computer Information Registered in the Machine](#)

## About Network Configuration

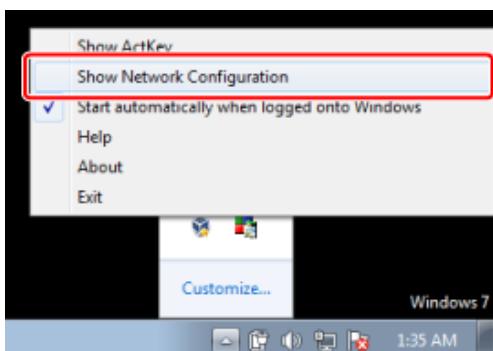
Network Configuration is a tool to set in advance when performing Scan To Computer. Also, if information, such as the IP address of the machine or computer, is changed when performing a network scan, you can change the setting values with this tool.

When you install ActKey, Network Configuration is also installed at the same time.

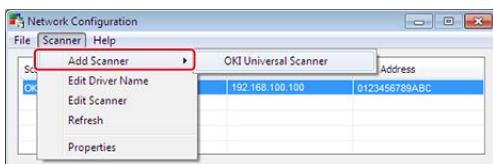
When you start a computer, Network Configuration is automatically included in the task bar.

## Registering the Machine (New Machine) to Network Configuration

1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].
2. Right-click [Show Network Configuration] in the task tray.



3. Select a scanner driver to use, and then select [Add Scanner] from the [Scanner] menu.



4. Select the scanner driver name to be added.

## Setting Scan To Computer

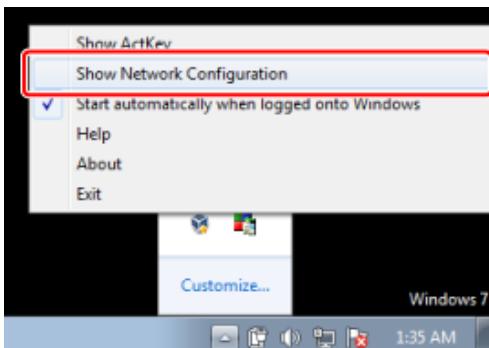
To perform Scan To Computer, you must register the computer name, IP address, and port number to the machine.

For details, see "Using Network Configuration (Windows Only)" in "[Registering a Computer That is Connected](#)".

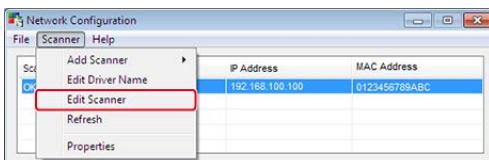
## Changing the Setting Information of the Registered Machine

Change the IP address and port number of the machine.

1. Click [Start], and then select [All Programs] > [Okidata] > [ActKey] > [Tools] > [Network Configuration].
2. Right-click [Show Network Configuration] in the task tray.

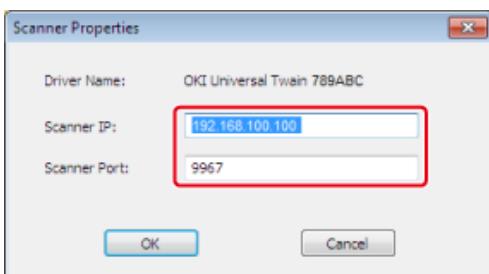


3. Select the scanner driver and select [Edit Scanner] from the [Scanner] menu.



The setting value that is currently set to the computer is displayed.

4. Change to the IP address and port number of the machine.



## Deleting Computer Information Registered in the Machine

For details, see "Using Network Configuration (Windows Only)" in "[Removing Computer](#)".



# Using the TWAIN Driver (Windows)

[Scanning](#)

[Changing Settings in Simple Mode](#)

[Changing Settings in Advanced Mode](#)

How to start scanning from an application on a computer after setting the Remote PC from the operator panel of the machine.

## Note

To use this function, a TWAIN-compatible application (such as Adobe Photoshop CS3) must be installed.

## Memo

- This section uses Adobe Photoshop CS3 as an example.
- This section describes the procedure when using Remote Scan with a USB connection.
- To scan using TWAIN Driver, preparation procedure such as installation of the scanner driver is required.

### Before Using Remote Scan

- You need to set the machine in the stand-by mode for Remote Scan before starting scanning on the computer.

### How to Use Remote Scan

## Scanning

1. Set a document in the ADF or on the document glass.
2. Start Adobe Photoshop CS3 on the computer.
3. Click [Import] from [File], and then select the scanner driver of the machine.
4. Click [Scan].
5. Click a scan button.



6. Click [Quit].
7. If you do not scan other pages or the back side, click [Quit].

#### Memo

The five buttons ([Scan Photograph], [Scan Magazine], [Scan for OCR], [Scan for Internet], [Customize]) are registered as the default settings.

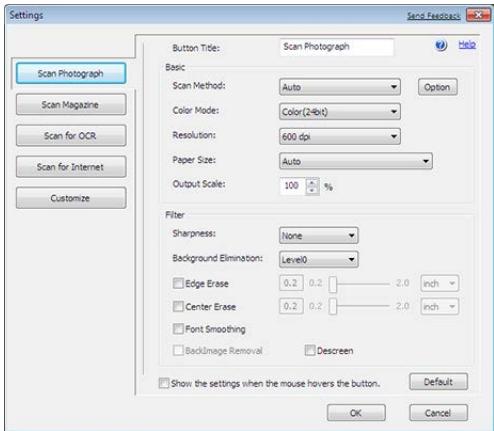
## Changing Settings in Simple Mode

You can adjust how a document is scanned by changing the driver settings.

The following explains each setting item.

You can change the settings of five registered buttons.

1. Set a document in the ADF or on the document glass.
2. Start Adobe Photoshop CS3 on the computer.
3. Click [Import] from [File], and then select the scanner driver of the machine.
4. Click [Scan].
5. Select [Simple] from [Mode].
6. Click [Settings].



7. Click a scan button to change the setting.
8. Click [OK].
9. To start scanning, click the scan button.

## Changing Settings in Advanced Mode

You can adjust how a document is scanned in details.

1. Set a document in the ADF or on the document glass.
2. Start Adobe Photoshop CS3 on the computer.
3. Click [Import] from [File], and then select the scanner driver of the machine.
4. Click [Scan].
5. Select [Advanced] from [Mode].
6. Change the setting if necessary.
7. Click [Scan] to start scanning.

# Using the WIA Driver (Windows Only)

This section describes how to start scanning from a WIA compatible application via USB or WSD Scan connection.

## Memo

- The WIA driver does not support the network scan function. Connect the machine to a computer via a USB interface or WSD Scan.
- The WIA driver does not support Mac OS X.
- The WIA 2.0 driver supports Windows 8.1/Windows Server 2012 R2/Windows 8/Windows Server 2012/Windows 7/Windows Server 2008 R2.
- The WIA 1.0 driver supports Windows Vista/Windows Server 2008/Windows Server 2003.

To scan using WIA Driver, preparation procedure such as installation of the scanner driver is required.

## Before Using Remote Scan

You also need to set the machine in the stand-by mode for Remote Scan before starting scanning on the computer.

## How to Use Remote Scan

## Scanning

### Memo

The following procedure uses PaperPort as an example.

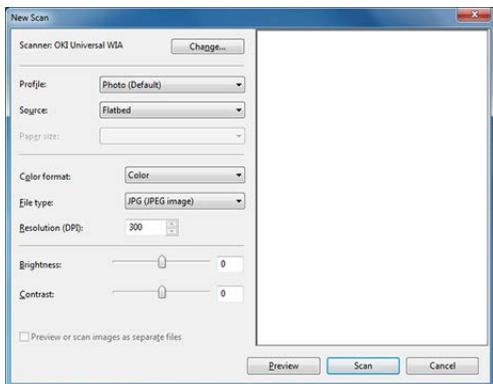
1. Set a document in the ADF or on the document glass.
2. Start Adobe Photoshop CS3 on the computer.
3. Select [Import] from [File], and then select [WIA: OKI Universal WIA] for the USB connection or select [WIA-OKI-XXXXX] for the WSD scan.
4. Click [Scan].
5. Select a paper feed method.
6. Select an image type.
7. Specify the area to scan.
8. Click [Scan].
9. To complete scanning, click [Cancel].

- 10.** If you do not scan other pages or the back side, click [Quit].

## Using Windows Fax and Scan

"Windows FAX and Scan" is a function available with Windows 8/Windows 7/Windows Vista.

- 1.** Set a document in the ADF or on the document glass.
- 2.** Click [Start] on a computer, and then select [All Programs] > [Windows FAX and Scan]. (For Windows 8, right-click on the [Start] screen, and then select [All Programs] > [Windows FAX and Scan].)
- 3.** Click [New Scan].
- 4.** Select [OKI Universal WIA], and then click [OK].
- 5.** Set the setting if necessary.



- 6.** Click [Scan].
- 7.** Exit [Windows FAX and Scan].

# Using Image Capture (Mac OS X)

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## Scanning

### Changing Settings

To scan using Image Capture, preparation procedure such as installation of the scanner driver is required.

#### Before Using Remote Scan

You also need to set the machine in the stand-by mode for Remote Scan before starting scanning on the computer.

#### How to Use Remote Scan

The ICA driver does not support Windows.

The ICA driver does not support Mac OS X 10.6.7 or earlier.

## Scanning

1. Set a document in the ADF or on the document glass.
2. Start Image Capture on the computer.
3. Select the machine from the list on the left side of the Image Capture screen.
4. Click [Scan].  
Scanning starts.
5. Select [Close Image Capture] from [Image Capture].

## Changing Settings

You can adjust how a document is scanned by changing the driver settings.

The following explains each setting item.

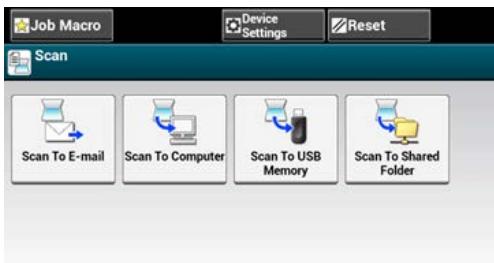
If you display detailed information, you can adjust how a document is scanned in details.

1. Set a document in the ADF or on the document glass.
2. Start Image Capture on the computer.
3. Select the machine from the list on the left side of the Image Capture screen.
4. Click [Display the detailed information].

- 5.** Change the setting if necessary.
- 6.** Click [Scan].

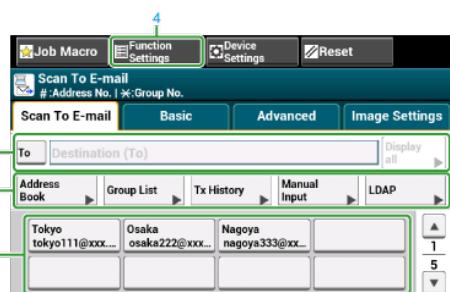
# Descriptions of Screens for Scan

This section describes the items of the screen.



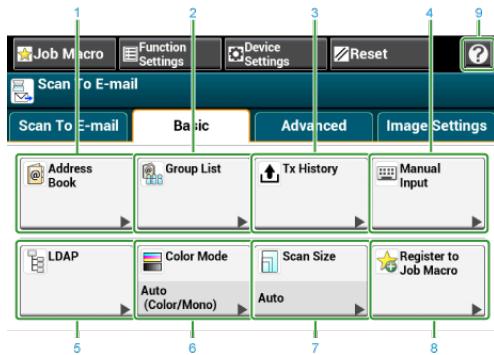
## Scan To E-mail Screen

- [Scan To E-mail] Tab



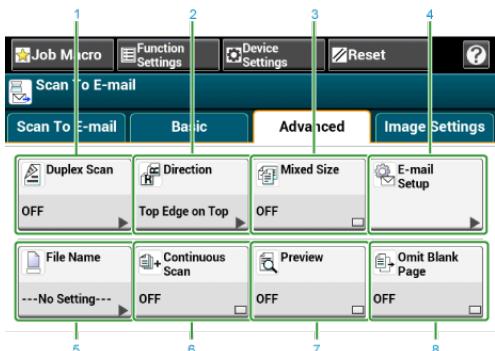
Item	Description
1 Destination area	Select a destination e-mail address. The selected e-mail address appears in this area. If at least 1 destination is specified, you can press [Display all] to edit, add, or delete a destination.
2 Shortcut buttons	Displays shortcut buttons for using certain scan functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
3 One touch buttons	Displays destinations assigned to one-touch buttons. Press a button to add a destination.
4 Function Settings	Displays the current settings. The setting can be changed for certain functions.

- [Basic] Tab



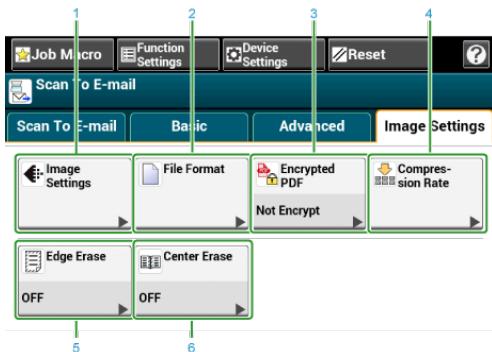
	<b>Item</b>	<b>Description</b>
1	Address Book	Displays e-mail addresses registered in the Address Book. Select an e-mail address as a destination from the Address Book.
2	Group List	Displays a list of groups in which e-mail addresses are registered. Select a group as a destination from the Group List.
3	Tx History	Displays a transmission history. Select a destination from the transmission history.
4	Manual Input	Enter an e-mail address manually to use it as a destination.
5	LDAP	Search for an e-mail address from the LDAP server to use it as a destination. There are two search methods: Simple Search and Advanced Search.
6	Color Mode	Specifies color mode to scan a document.
7	Scan Size	Specifies the scan size to scan a document.
8	Register to Job Macro	Registers current settings to Job Macro.
9		Displays Help topics.

▪ [Advanced] Tab



	<b>Item</b>	<b>Description</b>
1	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
2	Direction	Specifies the orientation of images.
3	Mixed Size	Scans documents of different sizes.
4	E-mail Setup	Specifies an e-mail address as a reply destination. If the recipient replies to the received e-mail, the reply is sent to the e-mail address specified here. Specifies the subject of the e-mail. Specifies the body of the e-mail.
5	File Name	Specifies a file name for the scanned file. If not specified, the file will be named according to the factory default setting.
6	Continuous Scan	Scans multiple documents as a single job.
7	Preview	Specifies whether to preview scanned images.
8	White Page	Skips blank pages when scanning.

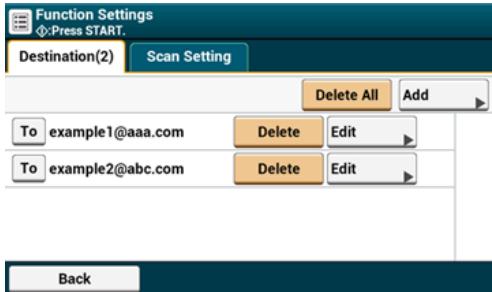
▪ [Image Settings] Tab



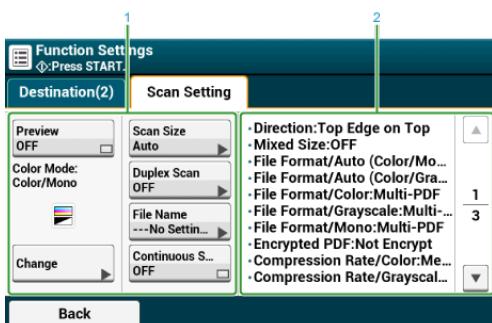
	<b>Item</b>	<b>Description</b>
1	Image Settings	Specifies the following image settings: density, document type, resolution, background removal, contrast, hue, saturation, and RGB.
2	File Format	Specifies a file format for the scanned file.
3	Encrypted PDF	Creates an encrypted (password-protected) scanned file. This function is available only when the file format is set to PDF or HC-PDF.
4	Compression Rate	Specifies a compression level for the scanned file.
5	Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned file when scanning, for example, a book.
6	Center Erase	Eliminates shadow lines when scanning a book or magazine.

▪ [Function Settings] > [Destination] Tab

Add, edit or delete a destination to which a document is sent.



▪ [Function Settings] > [Scan Setting] Tab



	<b>Item</b>	<b>Description</b>
1	Setting display area 1	Displays the current settings for displayed items.

2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.
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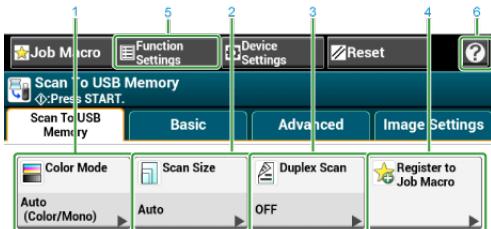
## Scan To Computer Screen



	Item	Description
1	Select A Connecting PC	Specifies a list of computers connected to this machine. Select a computer as a destination.
2	Help icon (question mark)	Displays Help topics.

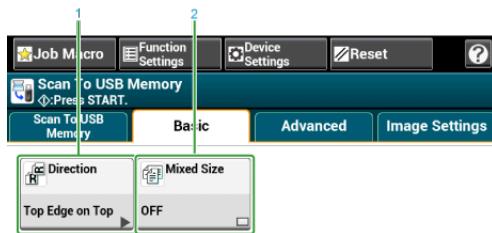
## Scan To USB Memory Screen

- [Scan To USB Memory] Tab



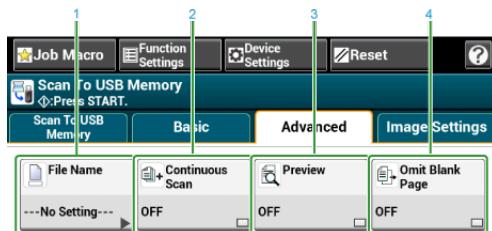
	Item	Description
1	Color Mode	Specifies color mode to scan a document.
2	Scan Size	Specifies the scan size according to the size of the document.
3	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
4	Register to Job Macro	Registers current settings to Job Macro.
5	Function Settings	Displays the current settings. The setting can be changed for certain functions.
6	Help icon (question mark)	Displays Help topics.

## [Basic] Tab



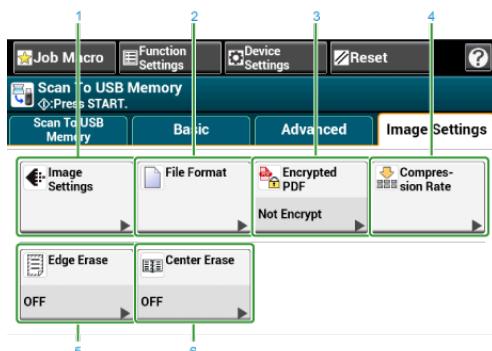
	Item	Description
1	Direction	Specifies the orientation of images.
2	Mixed Size	Scans documents of different sizes.

## ▪ [Advanced] Tab



	Item	Description
1	File Name	Specifies a file name for the scanned file. If not specified, the file will be named according to the factory default setting.
2	Continuous Scan	Scans multiple documents as a single job.
3	Preview	Specifies whether to preview scanned images.
4	White Page Skip	Skips blank pages when scanning.

## ▪ [Image Settings] Tab

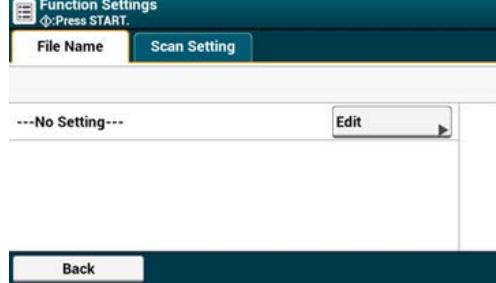


	Item	Description
1	Image Settings	Specifies the following image settings: Density, Document Type, Resolution, Background Removal, Contrast, Hue, Saturation and RGB.

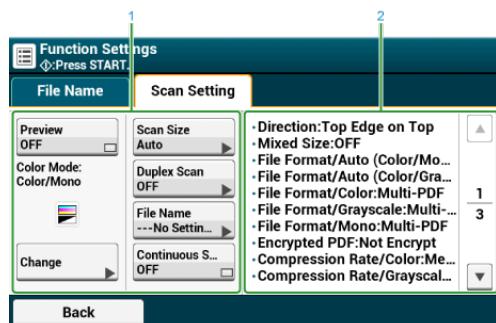
2	File Format	Specifies a file format for the scanned file.
3	Encrypted PDF	Creates an encrypted (password-protected) scanned file. This function is available only when the file format is set to PDF or HC-PDF.
4	Compression Rate	Specifies a compression level for the scanned file.
5	Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned file when scanning, for example, a book.
6	Center Erase	Eliminates shadow lines when scanning a book or magazine.

❖ [Function Settings] > [File Name] Tab

Edit a file name of a scanned document.



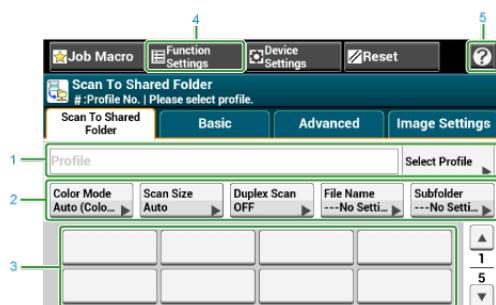
❖ [Function Settings] > [Scan Setting] Tab



	Item	Description
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

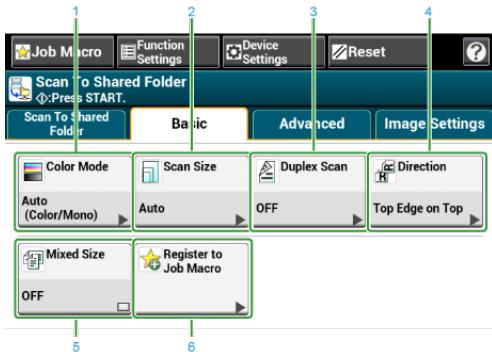
## Scan To Shared Folder Screen

❖ [Scan To Shared Folder] Tab



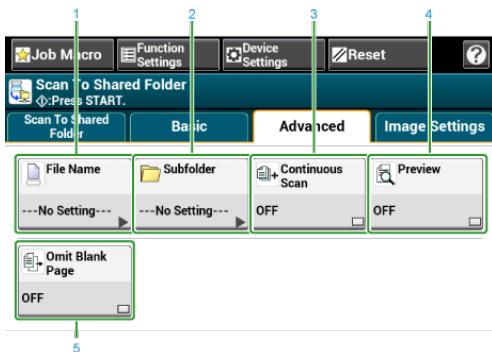
	<b>Item</b>	<b>Description</b>
1	Profile area	Select a destination profile from [Select Profile]. The selected profile appears in this area.
2	Shortcut buttons	Displays shortcut buttons for using certain scan functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
3	One touch buttons	Displays destinations assigned to one-touch buttons. Press a button to add a destination.
4	Function Settings	Displays the current settings. The setting can be changed for certain functions.
5		Displays Help topics.

▪ [Basic] Tab



	<b>Item</b>	<b>Description</b>
1	Color Mode	Specifies color mode to scan a document.
2	Scan Size	Specifies the scan size to scan a document.
3	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
4	Direction	Specifies the orientation of images.
5	Mixed Size	Scans documents of different sizes.
6	Job Macro	Registers current settings to Job Macro.

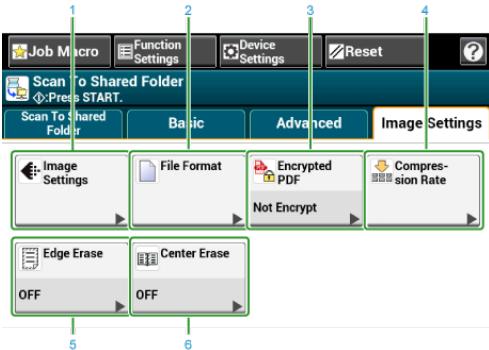
▪ [Advanced] Tab



	<b>Item</b>	<b>Description</b>
1	File Name	Specifies a file name for the scanned file.

		If not specified, the file will be named according to the factory default setting.
2	Subfolder	Specifies a sub folder in which to save the scanned document. If not specified, the scanned data will be saved in the root folder.
3	Continuous Scan	Scans multiple documents as a single job.
4	Preview	Specifies whether to preview scanned images.
5	White Page Skip	Skips blank pages when scanning.

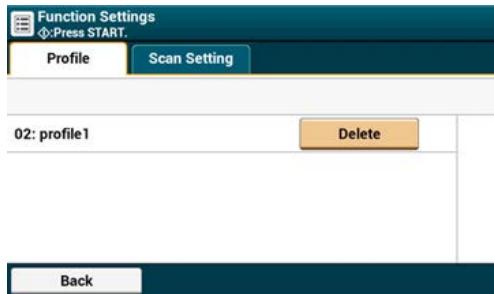
▪ [Image Settings] Tab



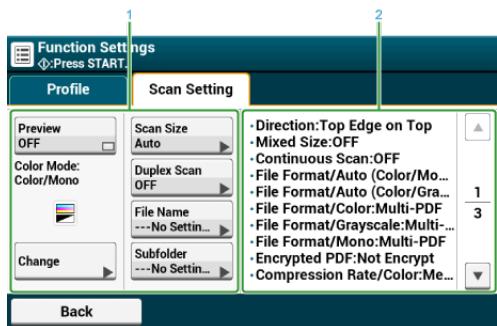
Item	Description
1 Image Settings	Specifies the following image settings: Density, Document Type, Resolution, Background Removal, Contrast, Hue, Saturation and RGB
2 File Format	Specifies a file format for the scanned file.
3 Encrypted PDF	Creates an encrypted (password-protected) scanned file. This function is available only when the file format is set to PDF or HC-PDF.
4 Compression Rate	Specifies a compression level for the scanned file.
5 Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned file when scanning, for example, a book.
6 Center Erase	Eliminates shadow lines when scanning a book or magazine.

▪ [Function Settings] > [Profile] Tab

Delete a selected profile on the [Profile] tab.



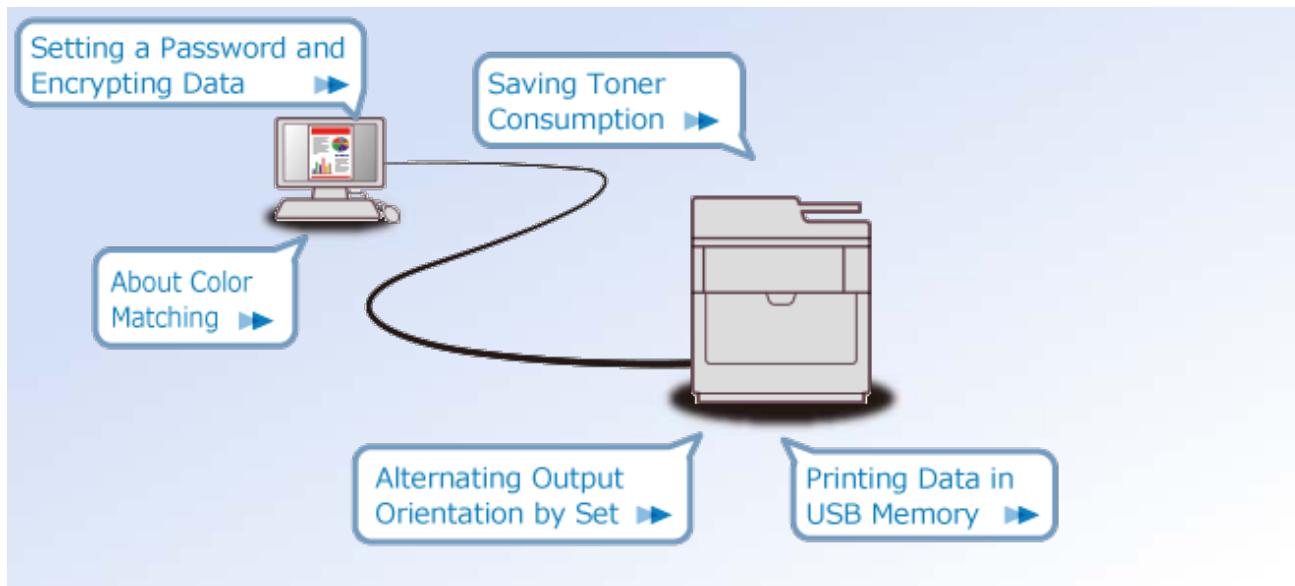
▪ [Function Settings] > [Scan Setting] Tab



	<b>Item</b>	<b>Description</b>
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

# Print

This chapter describes information about various ways to print using this machine.



- ▶ Basic Operations of Print Functions
- ▶ Printing on Various Types of Paper
- ▶ Printing with Various Settings from a Computer
- ▶ Saving Paper, Saving Toner
- ▶ Adjusting Color on the Computer
- ▶ For a Better Finish
- ▶ Useful Functions
- ▶ Printing Confidential Document
- ▶ Descriptions of Screens for Print

## Basic Operations of Print Functions

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- ❖ Loading Paper
- ❖ Printing from a Computer (Windows)
- ❖ Printing from a Computer (Mac OS X)
- ❖ Cancelling a Print Job

# Loading Paper

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This chapter describes paper that can be loaded in the paper trays of this machine.

- [Loading Paper](#)
- [Printing on Envelopes](#)
- [Setting Output Tray](#)

# Printing from a Computer (Windows)

You can set a paper size, paper tray, and paper weight, and paper type with the printer driver.

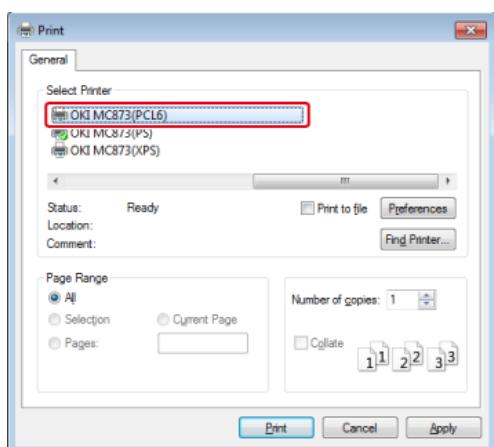
[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Windows XPS Printer Driver](#)

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select the printer driver.



4. Click [Preferences].
5. Select a paper size from [Size] on the [Setup] tab.

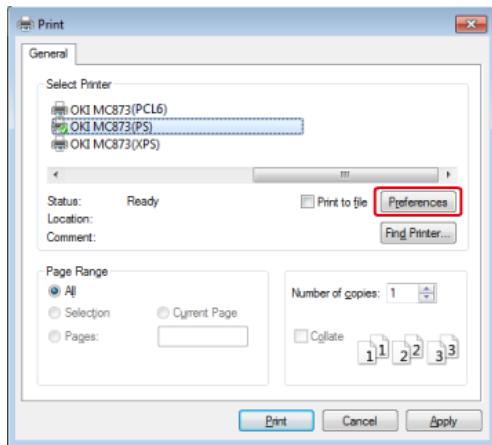


6. Select a paper tray from [Source].
7. Select a paper type from [Type].
8. Select a paper weight option from [Weight].

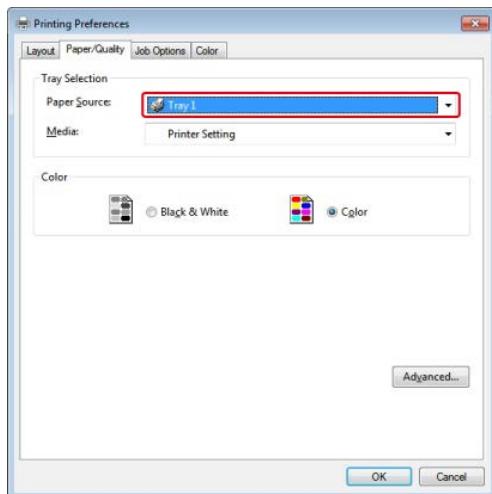
9. Click [OK].
10. Click [Print] on the [Print] Screen.

## For Windows PS Printer Driver

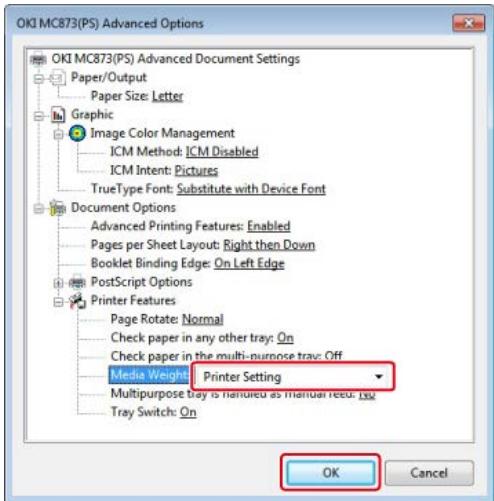
1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select the PS printer driver.
4. Click [Preferences].



5. Select the paper tray from [Paper Source] on the [Paper/Quality] tab.



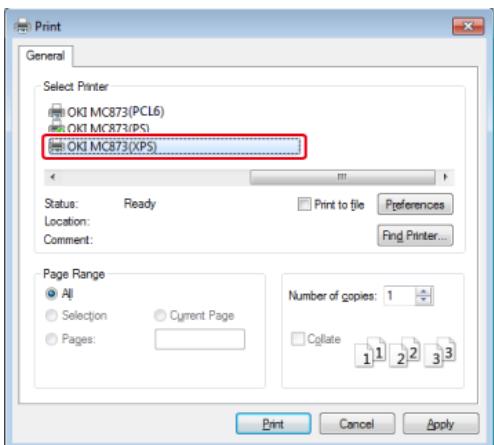
6. Click [Advanced].
7. Select a paper weight option from [Media Weight], and then click [OK].



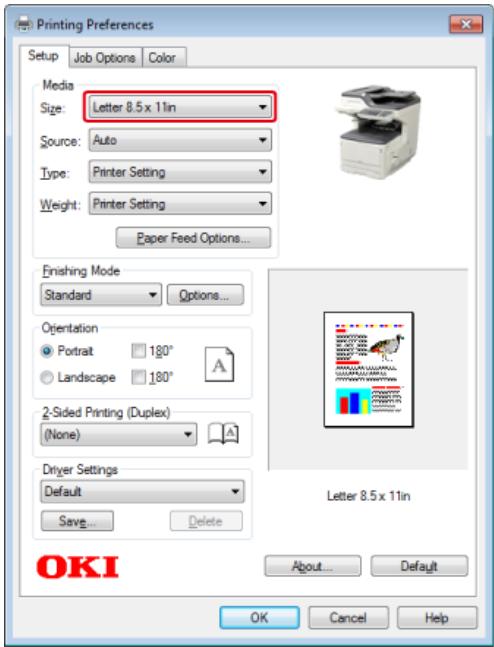
8. Click [OK] on the [Print Preferences] screen.
9. Click [Print] on the [Print] screen.

## For Windows XPS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select the printer driver.



4. Click [Preferences].
5. Select a paper size from [Size] on the [Setup] tab.



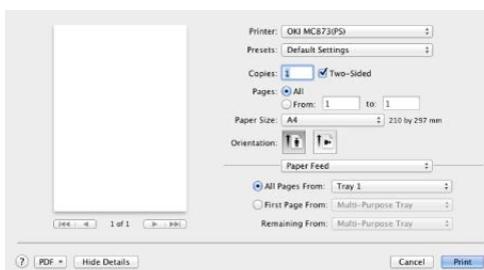
6. Select a paper tray from [Source].
7. Select a paper type from [Type].
8. Select a paper weight option from [Weight].
9. Click [OK].
10. Click [Print] on the [Print] Screen.

# Printing from a Computer (Mac OS X)

## For Mac OS X

You can set a paper size, paper tray, and paper weight, and paper type with the printer driver.

1. Open the file to print.
2. Select [Print] from the [File] menu.

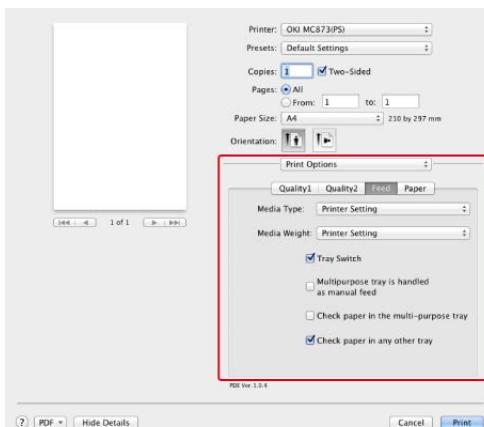


3. Select the machine from [Printer].
4. Select the paper size from [Paper Size].
5. Select the paper tray for [All Pages From] on the [Paper Feed] panel.

### Memo

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

6. Select a paper weight option for [Media Weight] on the [Print Options] panel.



**7.** Click [Print].

# Cancelling a Print Job

You can cancel a print job by deleting the job in the job list from the operator panel.

## Note

- The pages that are ready to be printed on this machine will be printed without changes.
- If the operator panel indicates that printing is in progress for a long time, delete the print job from the computer.

### 1. Press the (STATUS) button.

The touch panel display switches to the status screen.

### 2. Press the [Device Information] tab.

### 3. Press [Job List].

### 4. Select the job you want to delete, and press [Delete].

### 5. Press [Yes] on the confirmation screen.

The print data is deleted.

# Printing on Various Types of Paper

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- ❖ Printing on Envelopes
- ❖ Printing on Labels
- ❖ Printing on Long Paper
- ❖ Printing on Custom Size Paper

# Printing on Envelopes

## Loading Envelopes

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

### Note

- Curling or creasing may occur after printing. Be sure to perform a test print to check that no problems exist.
- Load envelopes with the address side up in the direction as described below.
  - If you are using envelopes with the flap (for gluing) on the long edge (Monarch, Com-10, DL, C5), load them with the flap folded so that the flap is on the left side when fed.
- Duplex printing is not available for envelopes.

## Loading Envelopes

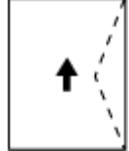
When printing on envelopes, change the paper size setting, and use the MP tray and rear output tray.

### 1. Load envelopes in the MP tray.

Com-10, DL, C5



C4



### 2. Open the rear output tray.

### 3. Press [Device Settings] on the touch panel.

### 4. Press [Paper Setup].

### 5. Press [MP Tray].

### 6. Press [Media Type].

### 7. Press the size of envelopes you use.

### 8. Press [Back] until the home screen is displayed.

Next, set printing settings from a printer driver.

## Topics

Available envelope types.

### Loading Paper

The manual feed mode is available for envelopes.

### Printing Manually One by One

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select [Envelope\*] from [Size] on the [Setup] tab.  
\* Select an envelope type.
5. Select [Multi Purpose Tray] from [Source].
6. Select [Landscape] from [Orientation].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

### Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver to print.

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Page Setup] from the [File] menu.
3. Select the envelope size from [Size], [Landscape] from [Orientation], and then click [OK].
4. Select [Print] from the [File] menu.
5. Click [Preferences].
6. Select [Multi-Purpose Tray] from [Paper Source] on the

[Paper/Quality] tab.

7. Click [OK].
8. Change other settings if necessary, and then click [Print].

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select the envelope size from [Paper Size] and select the orientation from [Orientation].

### Memo

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

4. Select [Multi-Purpose Tray] for [All Pages From] on the [Paper Feed] panel.
5. Change other settings if necessary, and then click [Print].

# Printing on Labels

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## Loading Labels

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

Set a paper size and paper type for the MP tray from the operator panel. Then, set a paper size, paper tray, and other printing settings with a printer driver.

### Note

Duplex printing is not available for labels.

## Loading Labels

When printing on labels, change the paper type and paper size setting, and use the MP tray and rear output tray.

1. Load labels in the MP tray.
2. Open the rear output tray.
3. Press [Device Settings] on the touch panel.
4. Press [Paper Setup].
5. Press [MP Tray].
6. Press [Paper Size].
7. Press [A4] or [Letter].
8. Press [Media Type].
9. Press [Labels].
10. Press [Back] until the home screen is displayed.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.

- 3.** Click [Preferences].
- 4.** Select [A4 210x297mm] or [Letter 8.5x11in] from [Size] on the [Setup] tab.
- 5.** Select [Multi Purpose Tray] from [Source].
- 6.** Change other settings if necessary, and then click [OK].
- 7.** Click [Print] on the [Print] screen.

 **Memo**

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select an envelope size from [Size] in the [Setup] tab to print.

## For Windows PS Printer Driver

- 1.** Open the file to print.
- 2.** Select [Page Setup] from the [File] menu.
- 3.** Select [A4] or [Letter] from [Size], [Portrait] or [Landscape] from [Orientation], and then click [OK].
- 4.** Select [Print] from the [File] menu.
- 5.** Click [Preferences].
- 6.** Select [Multi-Purpose Tray] from [Paper Source] on the [Paper/Quality] tab.
- 7.** Click [OK].
- 8.** Change other settings if necessary, and then click [Print].

## For Mac OS X

- 1.** Open the file to print.
- 2.** Select [Print] from the [File] menu.
- 3.** Select [Letter] or [A4] from [Paper Size] and select the orientation from [Orientation].

 **Memo**

If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.

If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

4. Select [Multi-Purpose Tray] for [All Pages From] on the [Paper Feed] panel.
5. Change other settings if necessary, and then click [Print].

# Printing on Long Paper

## [Loading Long Paper](#)

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

Set a paper size for the MP tray from the operator panel. Then, register a paper size with a printer driver.

### **Note**

- Register the paper size so that the length is longer than the width. You cannot set the length that is shorter than the width.
- This function may not be available for some applications.
- If the paper length exceeds 356 mm, the print quality may not be guaranteed even if the paper is used under the recommended conditions.

## Loading Long Paper

When printing on long paper, change the paper type setting, and use the MP tray and rear output tray.

1. Load paper in the MP tray.
2. Open the rear output tray.
3. Press [Device Settings] on the touch panel.
4. Press [Paper Setup].
5. Press [MP Tray].
6. Press [Paper Size].
7. Select [Custom].
8. Press [Custom] to set a paper size within the following range, and then click [OK].
  - Width: 64 to 297 mm
  - Length: 90 to 1321 mm
9. Press [Back] until the home screen is displayed.

## **Topics**

Available long paper

 Loading Paper

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select [User Defined Size] from [Size] on the [Setup] tab.

### Memo

You can select the paper size from [Banner \*\*\* x \*\*\*] if the paper size is set to 210.0 x 900.0 mm, 215.0 x 900.0 mm, 215.0 x 1200.0 mm, 297 x 900 mm, or 297 x 1200 mm.

5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.

### Memo

For the Windows XPS printer driver, click [Start] > [Devices and Printers] and create a new paper size in the [Forms] tab for [Print server properties] on the top bar in the window. And then select the paper size created in the [Print server properties] dialog box from [Paper size] on the [Settings] tab.

## For Windows PS Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon, and then select [Printing Preferences] > [OKI MC873(PS)].
3. Click [Advanced] on the [Layout] tab.
4. Click [Paper Size], select [PostScript Custom Page Size] from the drop-down list, and then enter values in [Width] and [Height].
5. Press [OK] until the print setting dialog box is closed.
6. Open a file to print from a computer.
7. Change other settings if necessary, and then click [OK].

8. Click [Print] on the [Print] screen.

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select [Manage Custom Sizes] from [Paper Size].
4. Click [+] to add an item to the list of custom paper sizes.
5. Double-click [Untitled], and then enter a name of the long paper size.
6. Enter values in [Width] and [Height].
7. Click [OK].
8. Select the registered paper size from [Paper Size].

### Memo

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

9. Select [Multi-Purpose Tray] for [All Pages From] on the [Paper Feed] panel.
10. Change other settings if necessary, and then click [Print].

# Printing on Custom Size Paper

## [Loading Custom Size Paper](#)

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

Set a custom paper size and paper type on the operator panel. Then, register a paper size with a printer driver.

Available paper size

Tray 1	Width 105 to 297 mm (4.1 to 11.7 inches), Length 148 to 431.8 mm (5.8 to 17 inches)
Tray 2/3/4 (Optional)	Width 148 to 297 mm (5.8 to 11.7 inches), Length 182 to 431.8 mm (5.8 to 17 inches)
MP tray	Width 64 to 297 mm (2.5 to 52 inches), Length 90 to 1321 mm (3.5 to 52 inches)

## Note

- Register paper in portrait, and load paper in a tray in portrait.
- If the paper length exceeds 432 mm (17 inches), use the Rear Output Tray.
- This function may not be available for some applications.
- If the paper length exceeds 432 mm (17 inches), the print quality cannot be guaranteed.
- If paper is so long that it exceeds the paper supports of the MP tray, support the paper with your hands.
- It is not recommended to use a paper width of less than 100 mm (3.9 inches), because paper jams may result.
- About available paper sizes for each tray and for duplex printing

## Loading Paper

- The auto tray switch function is set to [ON] by factory default. When a tray runs out of paper during printing, another tray automatically starts feeding paper. To feed custom size paper from a specified tray, set the auto tray switch function to [OFF].
- If images are not correctly printed on large size paper, selecting [Standard (600x600dpi)] for [Print Quality], image in the PS printer driver may allow for correct printing.

## Loading Custom Size Paper

When printing on custom paper size, change the paper type setting, and specify a paper tray.

1. Load paper that can be set to the custom size in Tray 1, Tray 2, 3 or 4 (optional).
2. Press [Device Settings] on the touch panel.

- 3.** Press [Paper Setup].
- 4.** Press [Tray1], [Tray2], [Tray3] or [Tray4].
- 5.** Press [Paper Size].
- 6.** Select [Custom].
- 7.** Press [Custom] to set a paper size within the following range, and then click [OK].
- 8.** Change other settings if necessary.
- 9.** Press [Back] until the home screen is displayed.

### For Windows PCL Printer Driver

- 1.** Click [Start], and then select [Devices and Printers].
- 2.** Right-click the OKI MC873 icon, and then select [Printing Preferences] > [OKI MC873(PCL6)].
- 3.** Click [Paper Feed Options] on the [Setup] tab.
- 4.** Click [Custom Size].
- 5.** Enter a name of the new size in [Name].
- 6.** Enter values in [Width] and [Length].
- 7.** Click [Add] to save the custom paper size to the list, and then click [OK].  
You can save up to 32 custom sizes.
- 8.** Click [OK] until the [Printing Preferences] dialog box is closed.
- 9.** Open a file.
- 10.** Select [Print] from the [File] menu.
- 11.** Click [Preferences].
- 12.** Specify a registered paper size.
- 13.** Change other settings if necessary, and then click [OK].
- 14.** Click [Print] on the [Print] screen.

## Memo

For the Windows XPS printer driver, click [Start] > [Devices and Printers] and create a new paper size in the [Forms] tab for [Print server properties] on the top bar in the window. And then select the paper size created in the [Print server properties] dialog box from [Size] on the [Settings] tab.

## For Windows PS Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon, and then select [Printing Preferences] > [OKI MC873(PS)].
3. Click [Advanced] on the [Layout] tab.
4. Click [Paper Size], and then select [PostScript Custom Page Size] from the drop-down list.
5. Click [Edit Custom Page Size].
6. Enter values in [Width] and [Length], and then click [OK].

### Note

You cannot set [Offsets Relative to Paper Feed Direction].

7. Click [OK] until the print setting dialog box is closed.
8. Open a file.
9. Select the paper size for the registered paper.
10. Change other settings if necessary, and then click [OK].
11. Click [Print] on the [Print] screen.

## For Mac OS X

### Note

You can set a paper size out of the available range in the printer driver, resulting in improper printing. Set a paper size within the available range.

1. Open the file to print.
2. Select [Print] from the [File] menu.

- 3.** Select [Manage Custom Sizes] from [Paper Size].
- 4.** Click [+] to add an item to the list of custom paper sizes.
- 5.** Double-click [Untitled], and then enter a name of the custom paper size.
- 6.** Enter values in [Width] and [Height].
- 7.** Click [OK].
- 8.** Select the paper size created from [Paper Size].
- 9.** Change other settings if necessary, and then click [Print].

 **Memo**

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

# Printing with Various Settings from a Computer

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- Printing Manually One by One
- Enlarging or Reducing to Fit the Specified Paper Size
- Printing Only the Cover from a Different Tray
- Making a Booklet
- Dividing a Document to Print on Some Sheets for Making a Poster
- Adding Semi-transparent Text (Watermarks)
- Overlaying Forms or Logos (Overlay)
- Outputting a Document to a File Instead of Printing on Paper
- Storing Frequently-printed Documents in the Printer
- Printing E-mail Attachment Files

# Printing Manually One by One

- [For Windows PCL Printer Driver](#)
- [For Windows PS Printer Driver](#)
- [For Mac OS X](#)

You can print one sheet at a time by loading paper in the MP tray.

The "Paper request on MP Tray." message is displayed on the operator panel every time you print one page. To continue printing, select [Print Resume].

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select [Multi Purpose Tray] from [Source] on the [Setup] tab.
5. Click [Paper Feed Options].
6. Select the [Use MP tray as manual feed] check box, and then click [OK].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.
9. When a message is displayed on the touch panel, load paper in the MP tray, and then press [Start].

If the message is not displayed, press [Print].

When printing a multiple page document, the same message is displayed every time you print one page.

### Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Multi Purpose Tray] from [Source] on the [Setup] tab. And then, click [Paper Feed Options] and select the [Use MP tray as manual feed] checkbox.

## For Windows PS Printer Driver

1. Open the file to print.

- 2.** Select [Print] from the [File] menu.
- 3.** Click [Preferences].
- 4.** Select [Multi-Purpose Tray] from [Paper Source] on the [Paper/Quality] tab.
- 5.** Click [Advanced].
- 6.** Click [Multipurpose tray is handled as manual feed], and then select [Yes].
- 7.** Change other settings if necessary, and then click [OK].
- 8.** Click [Print] on the [Print] screen.
- 9.** When the message is displayed on the touch panel, load paper in the MP tray and press [Start].  
If the message is not displayed, press [Print].  
When printing a multiple page document, the same message is displayed every time you print one page.

## For Mac OS X

- 1.** Open the file to print.
- 2.** Select [Print] from the [File] menu.
- 3.** Select [Multi-Purpose Tray] for [All Pages From] on the [Paper Feed] panel.

### Memo

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

- 4.** Select [Print Options] from the panel menu.
- 5.** Select [Multipurpose tray is handled as manual feed] check box in the [Feed] tab.
- 6.** Change other settings if necessary, and then click [Print].
- 7.** When the message is displayed on the touch panel, load paper in

the MP tray and press [Start].

If the message is not displayed, press [Print].

When printing a multiple page document, the same message is displayed every time you print one page.

# Enlarging or Reducing to Fit the Specified Paper Size

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

You can print on different paper sizes without changing the print data.

## Note

This function may not be available for some applications.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select a paper size to edit from [Size] on the [Setup] tab.
5. Select the [Resize document to fit printer page] check box, and then select a paper size to print.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

## Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Paper Feed Options] in [Media] in the [Setup] tab, and then click [Conversion].

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Resize document to fit printer page] check box on the [Job Options] tab.

- 5.** Select the paper size, and then click [OK].
- 6.** Change other settings if necessary, and then click [OK].
- 7.** Click [Print] on the [Print] screen.

## For Mac OS X

- 1.** Open the file to print.
- 2.** Select [Print] from the [File] menu.
- 3.** Select the [Scale to fit paper size] check box on the [Paper Handling] panel.
- 4.** Select a paper size to use from [Destination Paper Size].
- 5.** Change other settings if necessary, and then click [Print].

# Printing Only the Cover from a Different Tray

[For Windows PCL Printer Driver](#)

[For Mac OS X](#)

You can feed the first page of a print job from one tray and the remaining pages from another tray.



## Note

This function is not available with the Windows PS printer driver.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Click [Paper Feed Options] on the [Setup] tab.
5. Select the [Use different source for first page] check box, and then click [OK].
6. Select a paper tray from [Source], and then click [OK].  
Select a paper type from [Type] and media weight from [Weight] if necessary.
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.



## Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Paper Feed Options] in [Media] in the [Setup] tab, and then click [Use different source for first page].

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.

- 3.** Select [Paper Feed] from the panel menu.
- 4.** Select [First Page From], and then select a tray to feed the first page.
- 5.** Select a tray to feed the remaining pages from [Remaining From].
- 6.** Change other settings if necessary, and then click [Print].

# Making a Booklet

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

## Note

- This function may not be available for some applications.
- This function is not available on Mac OS X.
- Watermarks may not be printed properly with this function.
- This function is disabled when performing encrypted authentication printing from a client computer that shares this machine via the print server.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select [Booklet] from [Finishing Mode] on the [Setup] tab.
5. Click [Options], and then set booklet printing settings if necessary.
  - [Signature]: Specify a unit of pages to be bound.
  - [2 pages]: Print two pages on one page.
  - [Right to Left]: Print a booklet that is opened from the right.
  - [Bind Margin]: Set a margin.
6. Click [OK].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

## Memo

- To make an A5 booklet by using A4 paper, select [A4] from [Size] on the [Setup] tab.
- If this function is not available with the Windows PCL printer driver, select [Start] > [Devices and Printers], right-click the OKI MC873 icon, and then select [Printer properties] > [OKI MC873(PCL6)] > the [Advanced] tab > [Print processor] > [OKX055PP] > [OK].
- For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Finishing Mode] in the [Setup] tab.

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select [Booklet] from [Page Format] on the [Layout] tab.
5. Select the [Draw Borders] check box if necessary.
6. Click [Advanced].
7. Click [Booklet Binding Edge], and then set margins.

### Memo

- To make a right-fold booklet (a booklet with its binding on the right side when the first page is facing up), select [On Right Edge].
- To make an A5 booklet by using A4 paper, select [A4] from [Paper Size].

8. Press [OK] until the print setting dialog box is closed.
9. Change other settings if necessary, and then click [OK].
10. Click [Print] on the [Print] screen.

# Dividing a Document to Print on Some Sheets for Making a Poster

## For Windows PCL Printer Driver

You can create a poster by printing a document onto multiple sheets of paper, and then combining the sheets afterwards.

### Note

- This function is not available when you are using the IPP network.
- This function is not available with the Windows PS printer driver or on Mac OS X.
- This function is disabled when performing encrypted authentication printing from a client computer that shares this machine via the print server.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu
3. Click [Preference].
4. Click [Poster Print] from [Finishing Mode] on the [Setup] tab.
5. Click [Options].
6. Set values to [Enlarge], [Add Registration Marks], and [Add Overlap] if necessary, and then click [OK].  
To make an A3 poster using two sheets of A4 paper, select [A4] for the paper size, and then select [2] for [Zoom].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

### Memo

- If this function is not available with the Windows PCL printer driver, select [Start] > [Devices and Printers], right-click the OKI MC873 icon, and then select [Printer properties] > [OKI MC873(PCL6)] > the [Advanced] tab > [Print processor] > [OKX055PP] > [OK].
- For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Finishing Mode] in the [Setup] tab.



# Adding Semi-transparent Text (Watermarks)

For Windows PCL Printer Driver

For Windows PS Printer Driver

## Note

- This function is not available on Mac OS X.
- Watermarks are not printed properly for booklet printing.
- When the [Background] check box is selected on the [Watermark] screen, a watermark may not be printed depending on the application. In such a case, clear the [Background] check box.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Extend] tab.
5. Click [Watermarks].
6. Click [New].
7. Specify the text, size, and angle, and then click [OK].
8. Click [OK].
9. Change other settings if necessary, and then click [OK].
10. Click [Print] on the [Print] screen.

## Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Watermarks] in the [Job Options] tab.

## For Windows PS Printer Driver

1. Open the file to print.

- 2.** Select [Print] from the [File] menu.
- 3.** Click [Preferences].
- 4.** Click [Watermark] on the [Job Options] tab.
- 5.** Click [New].
- 6.** Enter text that is printed as a watermark in [Text] in [Watermarks].
- 7.** Set [Font], [Size], or other settings if necessary, and then click [OK].
- 8.** Check that the watermark to print is selected, and then click [OK].
- 9.** Change other settings if necessary, and then click [OK].
- 10.** Click [Print] on the [Print] screen.

# Overlaying Forms or Logos (Overlay)

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

You can print overlays (such as logos or forms) on a document. An overlay is a group of forms. You can register three forms to an overlay. The forms are overlaid in order of registration and printed. The form that is registered last is printed on the top.

## Note

This function is not available with the Windows XPS printer driver or on Mac OS X.

## Memo

In advance, you can create a form, and then register it in this machine.

[!\[\]\(d26a31f55f124f41d259d41a624956c6\_img.jpg\) Registering Forms \(Form Overlay\)](#)

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Extend] tab.
5. Click [Overlays].
6. Select the [Print Using Active Overlays] check box.
7. Click [Define Overlays].
8. Enter a name of the overlay in [Overlay Name].
9. Enter the ID of the form you registered with the Storage Manager plug-in for Configuration Tool in [ID].
10. Select the pages of the document on which to print the overlay from [Print on Pages].
11. Click [Add].
12. Click [Close].

- 13.** Select an overlay to use from [Defined Overlays], and then click [Add].
- 14.** Click [OK].
- 15.** Change other settings if necessary, and then click [OK].
- 16.** Click [Print] on the [Print] screen.

## For Windows PS Printer Driver

### Note

To use this function with the Windows PS printer driver, you must log in to a computer as the administrator.

- 1.** Click [Start], and then select [Devices and Printers].
- 2.** Right-click the OKI MC873 icon, and then select [Printing Preferences] > [OKI MC873(PS)].
- 3.** Click [Overlays] on the [Job Options] tab.
- 4.** Select [User Overlay] from the drop-down list, and then click [New].
- 5.** Enter the form name that you registered with the Storage Manager plug-in for Configuration Tool in [Form Name], and then click [Add].
- 6.** Enter a name of the overlay in [Overlay Name].
- 7.** Select the pages of the document on which to print the overlay from [Print on Pages].

### Memo

To apply an overlay by specifying the pages, select [Custom], and then enter the pages to which to apply the overlay in [Custom Pages].

- 8.** Click [OK].
- 9.** Select an overlay to use from [Defined Overlays], and then click [Add].
- 10.** Click [OK].

- 11.** Change other settings if necessary, and then click [OK].
- 12.** Open the file to print.
- 13.** Select [Print] from the [File] menu.
- 14.** Click [Print] on the [Print] screen.

# Outputting a Document to a File Instead of Printing on Paper

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[For Windows Printer Driver](#)

[For Mac OS X](#)

You can output a document to a file.



## Note

You must log in to a computer as the administrator.

## For Windows Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon and then select [Printer properties] > [OKI MC873(\*)].  
\* Select a driver type to use.
3. Select the [Ports] tab.
4. Select [FILE:] from the port list, and then click [OK].
5. Open a file.
6. Select [Print] from the [File] menu.
7. Click [Print].
8. Enter the name of a file, and then click [OK].

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [PDF] in the print dialog box, and then select a file format.
4. Enter the name of a file, select a save destination, and then click [Save].



# Storing Frequently-printed Documents in the Printer

[Storing from a Computer in This Machine \(Windows PCL Only\)](#)

[Storing from a Computer in This Machine \(Windows PS Only\)](#)

[Printing the Stored Document from This Machine](#)

Store a print job in the internal Memory of the printer. When printing, call a print job by entering the password from the operator panel.

## Note

- If you cannot store the spooled data due to insufficient free space in the Memory, a message is displayed to inform you that the file system is full, and the print job is not executed.
- This function is not available with the Windows XPS printer driver or on Mac OS X.

## Storing from a Computer in This Machine (Windows PCL Only)

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. Select [Store for Re-print].
6. Enter a job name in [Job Name] and a password in [Job Password].
7. If you select the [Request Job Name for each printer job] check box, a prompt is displayed to ask the job name when you send the job to this machine.
8. Click [OK].
9. Set other settings if necessary.

The print job is only sent to the printer, and it is not printed yet.

## Storing from a Computer in This Machine (Windows PS Only)

1. Open the file to print.

- 2.** Select [Print] from the [File] menu.
- 3.** Click [Preferences].
- 4.** Select the [Job Options] tab.
- 5.** Click [Store for Re-print] from [Job Type].
- 6.** Enter a job name in [Job Name] and a password in [Personal ID Number (PIN)].
- 7.** If the [Request Job Name for each printer job] check box is selected, a screen asking a job name appears when a job is sent.
- 8.** Click [OK].
- 9.** Set other settings if necessary, and then click [OK].
- 10.** Click [Print] on the [Print] screen.

The print job is only sent to the printer, and it is not printed yet.

## Printing the Stored Document from This Machine

- 1.** Press [Print] or the  (PRINT) button.  
The touch panel display switches to the print top screen.
- 2.** Press [Stored Job].
- 3.** Enter the password , and then press [OK].  
A job searching starts.

### Memo

The password is the one you specified on a computer when printing.

- To clear an incorrect entry, press  (CLEAR).
- To stop a job search, press  (STOP).

- 4.** Press [Print].  
To cancel the print job, select [Delete].



# Printing E-mail Attachment Files

- [Setting a POP Server](#)
- [Setting an SMTP Server](#)

To use this function, you must set the e-mail reception settings on a POP server or SMTP server.

## Note

- The following file formats are supported.  
PDF (v1.7), JPEG, TIFF (V6 Baseline)
- For the number of copies, duplex printing or other printing settings, the current settings on the [Admin Setup] menu are applied.

## Memo

- Up to 10 files, each of which is a maximum of 8 MB, can be printed.
- You can switch output destinations for printouts of attachment files from [E-mail/I-Fax] of [Output Tray]. (Only for MC873 Series)
  -  [Setting Output Tray](#)
  - You can forward attachment file of received E-mail.
  -  [Forwarding Received Document Data to an E-mail Destination or Shared Folder \(Auto Delivery\)](#)

## Setting a POP Server

### Memo

If the POP server does not support SSL encryption, you may not receive e-mails correctly.

1. Open the Web page of this machine.  
[How to log in to the Web page](#)  
 [Log In as the Administrator](#)
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [E-mail] > [Receive Settings].
5. Select [POP3], and then click [To STEP2].
6. Follow the on-screen instructions to set detailed settings.

## Memo

- Set the mail server you are using correctly. If your mail server does not support the APOP protocol, you may not receive e-mails correctly.
- If you want to specify the domain name of the mail server, set the DNS server in the [TCP/IP] setting.

7. Click [Submit].

## Setting an SMTP Server

1. Open the Web page of this machine.

How to log in to the Web page

 [Log In as the Administrator](#)

2. Log in as the administrator.

3. Select [Admin Setup].

4. Select [Network] > [E-mail] > [Receive Settings].

5. Select [SMTP], and then click [To STEP2].

6. Follow the on-screen instructions to set detailed settings.

7. Click [Submit].

## Saving Paper, Saving Toner

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- Printing on Both Sides of Paper (Duplex Printing)
- Saving Toner
- Combining Multiple Pages onto One Sheet of Paper

# Printing on Both Sides of Paper (Duplex Printing)

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

You can print on both sides of a sheet of paper.

- Duplex printing is available for the following paper sizes.

A3, A4, A5 , B4, B5, B6 , Letter, Legal (13 inches), Legal (13.5 inches), Legal (14 inches), Tabloid, Executive , 8.5SQ (8.5in x 8.5in), Folio, 8K (270mm x 390mm, 273mm x 394mm, 260mm x 368mm), 16K (197 mm x 273 mm, 195 mm x 270 mm, 184 mm x 260 mm), Custom size

- Duplex printing is available for the following media weight.

64 to 220g/m<sup>2</sup> (17 to 58 lb)

Do not use media weight other than the above, because paper jams may occur.



This function may not be available for some applications.



## Memo

When printing on custom size paper, duplex printing is available for the following width and length ranges.

- Width: 128 to 297 mm (5.0 to 11.7 inches)
- Length: 182 to 431.8 mm (7.2 to 17 inches)

## For Windows PCL Printer Driver

1. Close the rear output tray.
2. Open the file to print.
3. Select [Print] from the [File] menu.
4. Click [Preferences].
5. Select [Long Edge] or [Short Edge] from [2-Sided Printing] on the [Setup] tab.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.



## Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [2-Sided Printing (Duplex)] in the [Setup] tab.

## For Windows PS Printer Driver

1. Close the rear output tray.
2. Open the file to print.
3. Select [Print] from the [File] menu.
4. Click [Preferences].
5. Select [Flip on Long Edge] or [Flip on Short Edge] from [Print on Both Sides] on the [Layout] tab.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

## For Mac OS X

1. Close the rear output tray.
2. Open the file to print.
3. Select [Print] from the [File] menu.
4. Select [Long-Edge binding] or [Short-Edge binding] from [Two-Sided] on the [Layout] panel.



## Memo

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

5. Change other settings if necessary, and then click [Print].



# Saving Toner

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

Printing is possible with less toner.

The amount of toner can be saved in three levels.

- [Printer setting]: Conforms to the printer setting.
- [Off]: Prints at a normal density without saving toner.
- [Save Level Low]: Prints at a somewhat lower density level.
- [Save Level Middle]: Prints at a low density.
- [Save Level High]: Prints at a very low density.



## Note

If using this function, only [Normal (600x600)] or [Fast (600x600)] can be specified as the print quality.



## Memo

The density of the image that is printed with this function may vary depending on the printed document.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Setup] tab.
5. Select the amount of toner to save from [Toner saving].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.



## Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Toner Saving] in the [Job Options] tab.

## **For Windows PS Printer Driver**

- 1.** Open the file to print.
- 2.** Select [Print] from the [File] menu.
- 3.** Click [Preferences].
- 4.** Select the [Color] tab.
- 5.** Select the amount of toner to save from [Toner Saving].
- 6.** Change other settings if necessary, and then click [OK].
- 7.** Click [Print] on the [Print] screen.

## **For Mac OS X**

- 1.** Open the file to print.
- 2.** Select [Print] from the [File] menu.
- 3.** Select [Print Options] from the panel menu.
- 4.** Select the amount of toner to save from [Toner Saving] in the [Quality2] tab.
- 5.** Change other settings if necessary, and then click [Print].

# Combining Multiple Pages onto One Sheet of Paper

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

You can print multiple pages of a document onto a single side of a sheet of paper.

## Note

- This function reduces the page size of your document for printing. The center of the printed image may not be in the center of the paper.
- This function may not be available for some applications.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the number of pages to print on each sheet at [Finishing Mode] on the [Setup] tab.
5. Click [Options].
6. Set each setting at [Page Borders], [Page layout], and [Bind Margin], and then click [OK].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

## Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Finishing Mode] in the [Setup] tab and set the details from [Options].

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.

3. Click [Preferences].
4. Select [Pages per Sheet] on the [Layout] tab.

 **Note**

[Draw Borders] and [Pages per Sheet Layout] are not available with Windows Server 2003.

5. Select a value from the drop-down list.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select the number of pages to print on each sheet from [Pages per Sheet] on the [Layout] panel.

 **Memo**

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

4. Set each setting at [Border] and [Layout Direction].
5. Change other settings if necessary, and then click [Print].

# Adjusting Color on the Computer

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- Printing Color Data in Grayscale
- About Color Matching
- Color Matching (Automatic)
- Color Matching (Office Color)
- Color Matching (Graphic Pro)
- Color Matching (No Color Matching)
- Simulating Printing Results for Ink
- Color Separation
- Correcting Color Registration Error Manually
- Correcting Density Manually
- Make Minor Adjustment for Color Registration
- Adjusting Color Balance (Density)
- Adjusting Color with Software

# Printing Color Data in Grayscale

You can print color documents in grayscale.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences] or [Properties].
4. On the [Setup] tab, select [Monochrome].
5. Click [OK].



Selecting [Monochrome] on the printer driver enables you to print a color document in grayscale even when the cyan, magenta, and yellow toners are empty.

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences] or [Properties].
4. Select the [Color] tab and select [Greyscale].
5. Click [OK].



- Set grayscale printing on the [Job Options] tab.

Selecting [Greyscale] on the printer driver enables you to print a color document in grayscale even when the cyan, magenta, and yellow toners are empty.

- For the Windows XPS printer driver, follow the steps for the Windows PS printer driver.

## For Mac OS X

1. Open the file to print.
2. From the [File] menu, select [Print].

- 3.** Select [Color] from the panel menu.
- 4.** Select [Grayscale].
- 5.** Click [Print].

 **Memo**

Selecting [Grayscale] on the printer driver enables you to print a color document in grayscale even when the cyan, magenta, and yellow toners are empty.

## About Color Matching

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Color Matching means managing and adjusting documents color to keep it consistent between input and output devices.

There are two color matching functions: [Office Color] and [Graphic Pro] ([Color (User Settings)] if you use an XPS driver). If you use Mac OS X, you can also use [ColorSync] function to do color matching.

# Color Matching (Automatic)

If you use business documents mainly, Automatic is suitable. Color matching is applied when RGB color space print data is converted to CMYK color space for the printer.

## Note

- This function can support only RGB color data.
- If you want to manage CMYK color data, use the Graphic Pro function.

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Click [Detail...] in the [Setup] tab and select [Automatic], and then click [OK].

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Select the [Color] tab and select [Automatic], and then click [OK].

## Memo

For the Windows XPS printer driver, follow the steps for the Windows PS printer driver and select [Auto Color] in the [Color] tab.

## For Mac OS X

1. Open the file to print.

- 2.** From the [File] menu, select [Print].
- 3.** Select the [Color] tab.
- 4.** Select [Automatic] for [Color] and then click [Print].

 **Memo**

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

# Color Matching (Office Color)

If you use business documents mainly, Office Color is suitable. Color matching is applied when RGB color space print data is converted to CMYK color space for the printer.

## Note

- This function can support only RGB color data.
- If you want to manage CMYK color data, use the Graphic Pro function.

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Click [Detail...] in the [Setup] tab and select [Office Color], and then click [OK].

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Select the [Color] tab and select [Office Color], and then click [OK].

## Memo

For the Windows XPS printer driver, follow the steps for the Windows PS printer driver and select [Color Mode] in the [Color] tab.

## For Mac OS X

1. Open the file to print.

- 2.** From the [File] menu, select [Print].
- 3.** Select [Color] from the panel menu.
- 4.** Select [Office Color] for [Color] and then click [Print].

 **Memo**

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

# Color Matching (Graphic Pro)

The Graphic Pro function is suitable for using the DTP software. You can specify the simulation of printing with the CMYK output devices.

## Note

- Link profiles for CMYK cannot be specified with the Windows PCL printer driver.
- This function is not available with the Windows XPS printer driver.

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Click [Detail...] in the [Setup] tab and select [Graphic Pro], and then click [OK].

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Select the [Color] tab and select [Graphic Pro], and then click [OK].

## For Mac OS X

1. Open the file to print.
2. From the [File] menu, select [Print].
3. Select [Color] from the panel menu.
4. Select [Graphic Pro] for [Color] and then click [Print].



# Color Matching (No Color Matching)

You can print in the specified color without colors being adjusted by a printer or a printer driver. This function is suitable for colors matched with an application.

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Click [Detail...] in the [Setup] tab and select [No Color Matching], and then click [OK].

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Select [Color] tab and select [No Color Matching], and then click [OK].



### Memo

For the Windows XPS printer driver, follow the steps for the Windows PS printer driver and select [Color Mode] in the [Color] tab, and then select [Disabled] for [Color Matching].

## For Mac OS X

1. Open the file to print.
2. From the [File] menu, select [Print].
3. Select [Color] from the panel menu.

**4.** Select [No Color Matching] for [Color] and then click [Print].

# Simulating Printing Results for Ink

You can simulate output such as that of an offset printing press by adjusting the CMYK color data.

## Note

- Windows XPS printer driver cannot be used for this function.
- Mac OS X PS printer driver may not be available depending applications.
- This function can be used when the [Office Color] or [Graphic Pro] is selected for [Color Mode].

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Click [Detail...] in the [Setup] tab and select [Graphic Pro].
5. Select [Printer Simulation].
6. Select an ink feature you want to simulate from [Simulation Target Profile] on [Input Profile] and click [OK].

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Select the [Color] tab and select [Graphic Pro], and then click [Detail].

You can do a printer simulation with [Office Color], for business or other documents, then click [Advanced], and select the properties of the ink you want to simulate from [CMYK Ink Simulation].

- 5.** Select the [Printer Simulation] check box.
- 6.** Select an ink feature you want to simulate from [Simulation Target Profile] on [Input] and click [OK].

## For Mac OS X

- 1.** Open the file to print.
- 2.** From the [File] menu, select [Print].
- 3.** Select [Color] from the panel menu.
- 4.** Select [Graphic Pro].
- 5.** Click [Options] to select [Printer Simulation].
- 6.** Select an ink feature you want to simulate from [Simulation Target Profile].

### Memo

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If no print options but two menu options are displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

# Color Separation

You can print by separating each color without using any applications.

## Note

- Windows PCL/XPS printer driver cannot be used for this function.
- If you are using Adobe Illustrator, use the color separation function of the application. Turn off the color matching function of the printer driver.

[For Windows PS Drivers](#)

[For Mac OS X](#)

## For Windows PS Drivers

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Select the [Color] tab and select [Advanced].
5. Select the color you want to separate from [Print Color Separations] and then click [OK].

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select the [Print Options] panel.
4. Select [Print Color Separations] in the [Quality 2] tab and click [Print].

## Memo

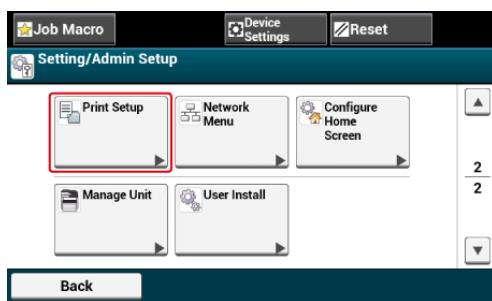
- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.



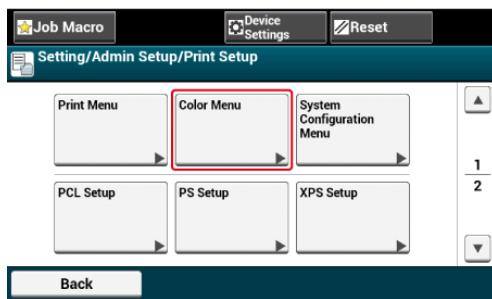
# Correcting Color Registration Error Manually

The machine automatically adjusts color registration when the machine turns on or the output trays are opened/closed. You can manually adjust color registration from the operation panel if necessary.

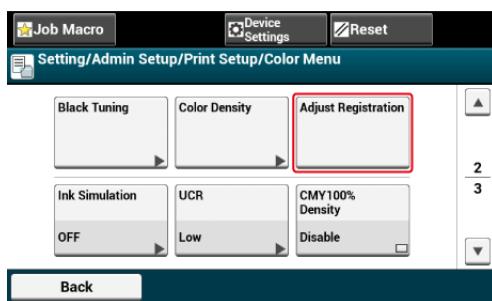
1. Press [Device Setting].
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Print Setup].



5. Press [Color Menu].



6. Press [Adjust Registration].



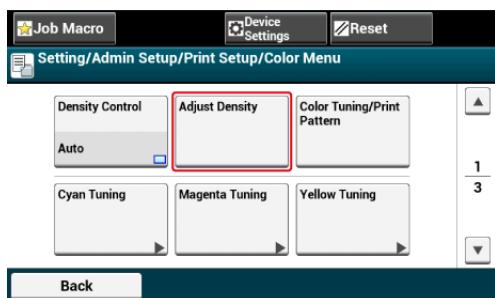
7. Press [Yes].



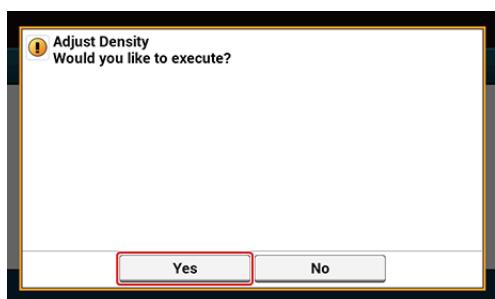
# Correcting Density Manually

This machine automatically adjusts color registration when an image drum cartridge is replaced or when 500 sheets are printed. You can manually adjust color registration from the operation panel if necessary.

1. Press [Device Setting].
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Print Setup].
5. Press [Color Menu].
6. Press [Adjust Density].



7. Press [Yes].



# Make Minor Adjustment for Color Registration

Misalignment between black and cyan, magenta, or yellow is called color registration error.

This machine automatically corrects color registration errors on a regular basis. In some conditions, color registration error may be conspicuous. For color registration errors in the feeding direction, you can perform finer adjustment manually. Adjust the conspicuous parts from the actual print result.

This section describes how to finely adjust color registration for cyan. To adjust other colors, perform in the same procedure.

1. Press [Device Settings].
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Print Setup].
5. Press [Color Menu].
6. Press [CMY Reg Fine Adj].
7. Press [Cyan Reg Fine Adj].
8. Select value, and then press [Yes].

## Memo

If the color misaligns upward to the feeding direction, select +1 to +3, if the color misaligns downward, select -1 to -3.

9. Press the  (HOME) button.
10. Start printing.

If the color registration error is still conspicuous, repeat the steps above.

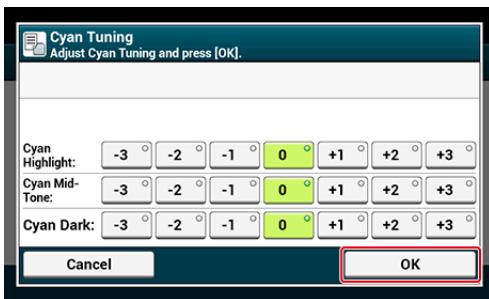
# Adjusting Color Balance (Density)

When you adjust the shade to suit your preferences, operate from the operator panel.

To specify, darken or lighten pale part (Highlight), middle tone part (Mid-tone), and dark part (Dark) of each color.

This section describes how to adjust for cyan. When adjusting other colors, perform the same procedure to all colors and parts you want to adjust.

1. Press [Device Setting].
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Print Setup].
5. Press [Color Menu].
6. Press [Color Tuning/Print Pattern] and [Yes] to print color adjustment pattern.
7. Press [Cyan Tuning].
8. The sliders for Highlight, Mid-Tone, and Dark are displayed. Select the values, and then press [OK].



## Memo

To darken a little, select +1 to +3, to lighten a little, select -1 to -3.

9. Press the  (HOME) button.
10. Start printing.  
Repeat the procedure until the color shade meets your preferences.



## Adjusting Color with Software

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- Adjusting Color with PS Gamma Adjuster Utility

## For a Better Finish

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- Enhancing Photos
- Printing with a Specified Resolution
- Emphasizing Fine Lines
- Specifying the Font to Use
- Changing Black Finish
- Eliminating White Gap Between Text and Background (Overprinting Black)

# Enhancing Photos

---

You can print photographs more vividly.



## Note

This function is not available with the Windows PS/XPS printer drivers or on Mac OS X.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences] or [Properties].
4. Select the [Job Options] tab.
5. Select the [Photo Enhance] check box.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

# Printing with a Specified Resolution

[For Windows Printer Driver](#)

[For Mac OS X](#)

You can change the print quality if necessary.

## Memo

If printing on large-size paper with the Windows PS printer driver or Mac OS X PS printer driver, using [Normal (600x600)] may improve the print quality.

## For Windows Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. Select a print quality level from [Quality].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select the [Print Options] panel.
4. Select a desired value from [Quality] in the [Quality 1] tab.
5. Change other settings if necessary, and then click [Print].



# Emphasizing Fine Lines

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[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

When [Adjust ultra fine lines] on the printer driver is turned on, you can prevent blurry small letters or fine lines.

Bar code gaps or other gaps may narrow depending on the application. In such a case, turn this function off.



## Note

This function is not available with the Windows XPS printer driver.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. Click [Advanced].
6. Select [Adjust ultra fine lines] and select [On] for [Settings], and then click [OK].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.

- 5.** Click [Advanced].
- 6.** Check the [Adjust ultra fine lines] check box, and then click [OK].
- 7.** Change other settings if necessary, and then click [OK].
- 8.** Click [Print] on the [Print] screen.

### For Mac OS X

- 1.** Open the file to print.
- 2.** Select [Print] from the [File] menu.
- 3.** Select [Quality1] from tabs.
- 4.** Check the [Adjust ultra fine lines] check box in the [Quality 1] tab.
- 5.** Change other settings if necessary, and then click [Print].

# Specifying the Font to Use

[Print Using the Printer Fonts](#)

[Print Using the Fonts of Computer](#)

## Print Using the Printer Fonts

### Note

- The printer fonts do not exactly duplicate the appearance of the TrueType fonts displayed on the screen.
- This function is not available with the Windows XPS printer driver or Mac OS X PS printer driver.
- This function may not be available for some applications.

### For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Extend] tab.
5. Click [Fonts].
6. Select the [Font Substitution] check box in [TrueType Font Output Type].
7. Specify the printer font to use instead of TrueType fonts in [Font Substitution Table].
8. Click [OK].
9. Change other settings if necessary, and then click [OK].
10. Click [Print] on the [Print] screen.

### For Windows PS Printer Driver

1. Right-click the OKI MC873 icon and then select [Printer properties] > [OKI MC873(PS)].

- 2.** Double-click [Font Substitution Table] on the [Device Settings] tab.
- 3.** Click a TrueType font, and then select a printer font to be used to substitute the TrueType font from the list.
- 4.** Click [OK].
- 5.** Open a file to print from a computer.
- 6.** Select [Print] from the [File] menu.
- 7.** Click [Preferences].
- 8.** Click [Advanced] on the [Layout] tab.
- 9.** Click [TrueType Font], and then select [Substitute with Device Font].
- 10.** Click [OK].
- 11.** Change other settings if necessary, and then click [OK].
- 12.** Click [Print] on the [Print] screen.

## Print Using the Fonts of Computer

You can print your documents by using TrueType fonts in a computer to reproduce the same font appearance as on the screen.

### Note

This function is not available with the Windows XPS printer driver or on Mac OS X.

### For Windows PCL Printer Driver

- 1.** Open the file to print.
- 2.** Select [Print] from the [File] menu.
- 3.** Click [Preferences].
- 4.** Select the [Extend] tab.
- 5.** Click [Fonts].
- 6.** Clear the [Font Substitution] check box in [TrueType Font Output Type], select one of the following output formats, and then click

[OK].

- ❖ Download as outline font  
Creates font images in the printer.
- ❖ Download as bitmap font  
Creates font images using the printer drivers.

**7.** Change other settings if necessary, and then click [OK].

**8.** Click [Print] on the [Print] screen.

#### **For Windows PS Printer Driver**

- 1.** Open the file to print.
- 2.** Select [Print] from the [File] menu.
- 3.** Click [Preferences].
- 4.** Click [Advanced] on the [Layout] tab.
- 5.** Click [TrueType Font], and then select [Download as Softfont].
- 6.** Click [OK].
- 7.** Change other settings if necessary, and then click [OK].
- 8.** Click [Print] on the [Print] screen.

# Changing Black Finish

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You can change the black finish when printing in color. The black finish setting can be used when [Office Color] or [Graphic Pro] is selected in the printer driver.

There are two types of black finish: composite black (made from CMYK toner) and true black (made from black toner only).

There are two types of black finishes; one is composed of cyan (C), magenta (M), yellow (Y) and black (K) toners, and the other is composed of a black (K) toner only. A black finish using CMYK toners is suitable for printing photographs. A black finish using a black toner only is suitable for printing black text or graphics.

If you use the [Office Color] function, you can also select the auto. If Automatic is selected, the suitable method is selected automatically to print out the document.

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Click [Detail...] in the [Setup] tab, select [Office Color] or [Graphic Pro], and then click [Detail].
5. Select the method to create black from [Black Finish].
6. Click [OK] to close the Details window.
7. Click on [OK].

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Select [Color] tab and select [Office Color] or [Graphic Pro] and then click [Detail].

- 5.** Select the method to create black from [Black Finish].
- 6.** Click [OK] to close the Details window.
- 7.** Click on [OK].

 **Memo**

For the Windows XPS printer driver, follow the steps for the Windows PS printer driver and select [Color Mode] in the [Color] tab, and then select the method to create black from [Black Finish].

## For Mac OS X

- 1.** Open the file to print.
- 2.** From the [File] menu, select [Print].
- 3.** Select [Color] from the panel menu.
- 4.** Select [Office Color] or [Graphic Pro] and then click [Options].
- 5.** Select the method to create black from [Black Finish].
- 6.** Click on [OK].

 **Memo**

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If no print options but two menu options are displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

# Eliminating White Gap Between Text and Background (Overprinting Black)

Depending on the conditions of use, you can set black to overprint and reduce the white gap between black letters and colored background.

## Note

- This function cannot be used with some applications.
- This function can be used when printing only text over a background color.
- If the toner layer is thick, the toner may not be fixed firmly.

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. On the [Job Options] tab, Select [Advanced].
5. Set [Overprint Black] to [On].

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click on [Preferences] or [Properties].
4. Select the [Color] tab and select [Advanced].
5. Select the [Black Overprint] check box.

## Memo

For the Windows XPS printer driver, follow the steps for the Windows PS printer driver and select [Advanced] in the [Job Options] tab, and then select the [Overprint Black] check box.

## For Mac OS X

1. Open the file to print.
2. From the [File] menu, select [Print].
3. Select the [Print Options] panel.
4. Select the [Black Overprint] check box in the [Quality 1] tab.

### Memo

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

## Useful Functions

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- Collating a Multiple Page Document in Units of Copies
- Printing from the Last Page of a Document
- Alternating Output Orientation by a Copy
- Selecting a Tray Automatically for the Specified Paper
- Switching to Another Paper Feed Tray Automatically When a Tray Runs Out Of Paper
- Selecting Output Tray
- Changing the Default Settings with a Printer Driver
- Saving Frequently-Used Settings in the Printer Driver to Use
- Storing Print Data in This Machine before Printing
- Printing without Opening a PDF File (PDF Print Direct)
- Printing Data in USB Memory

# Collating a Multiple Page Document in Units of Copies

- [For Windows PCL Printer Driver](#)
- [For Windows PS Printer Driver](#)
- [For Mac OS X](#)

You can print a multiple page document in units of copies.

## Note

This function may not be available for some applications.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. Select the number of print copies from [Copies], and then select the [Collate] check box.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

## Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and set [Copies] and [Collate] in the [Job Options] tab.

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Enter the number of print copies in [Copies], and then select the [Collate] check box on the [Job Options] tab.

5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Enter the number of copies in [Copies]. Deselect the [Collate pages] check box in the [Paper Handling] tab.
4. Select [Print Options] on the panel menu, and then click [Collate] check box in the [Paper] tab.

### Memo

Printing is performed without using the printer's Memory when [Paper Handling] is selected on the panel menu and the [Collate pages] check box is selected.

5. Change other settings if necessary, and then click [Print].

# Printing from the Last Page of a Document

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

You can print in forward or reverse page order to suit your needs.

When using the upper output tray, print in the forward page order to stack printouts in forward page order.

When using the rear output tray, print in the reverse page order to stack printouts in forward page order.

## Note

If the rear output tray is not open, printouts are output to the upper output tray.

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select [Front to Back] or [Back to Front] from [Page Order] on the [Layout] tab.
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.

## Memo

If [Page Order] is not displayed, select [Start] > [Devices and Printers], right-click the OKI MC873 icon, select [Printer properties] > [OKI MC873(PS)] > the [Advanced] tab, and then select the [Enable advanced printing features] check box.

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select [Reverse] for [Page Order] on the [Paper Handling] panel.

4. Change other settings if necessary, and then click [Print].

# Alternating Output Orientation by a Copy

You can alternate the output orientation by a set of printouts.

Printouts are output alternately in portrait or landscape orientation so that you can easily handle multiple sets of printouts.

## Memo

- Be sure to load paper in the portrait and landscape orientations in the paper feed trays in advance.
- Available paper sizes:  
A4, A5, B5, Letter, 16K (184 x 260 mm), 16K (195 x 270 mm), 16K (197 x 273 mm)

[For Windows Printer Driver](#)

[For Mac OS X](#)

## For Windows Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preference].
4. For PCL printer driver, select the [Job Options] tab, for PS/XPS printer driver, select the [Job Options] tab.
5. Enter the number of print copies in [Copies], and then select the [Collate] check box.
6. Select the [Rotate Sort] check box.
7. Click [Print] on the [Print] screen.

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Enter the number of copies in [Copies].
4. Select [Collate pages] on the [Paper Handling] panel.
5. Select the [Print Options] panel, select [Collate] and [Page Rotate]

in the [Paper] tab.

6. Change other settings if necessary, and then click [Print].

# Selecting a Tray Automatically for the Specified Paper

[Setting the MP Tray](#)

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

[For Mac OS X](#)

You can automatically select a tray (paper cassette (Tray 1/2/3 or Tray 4)) or the MP tray that holds paper of the same size that is set with the printer driver. Trays switch in accordance with the [Tray Sequence] setting.

## Memo

Be sure to set the paper size and weight for paper cassettes and the MP tray on the display screen.

## Loading Paper

## Setting the MP Tray

Set the MP tray as a target of the auto tray selection.

1. Press [Device Settings] on the home screen.
2. Press [Paper Setup].
3. Press [MP Tray].
4. Press [MP Tray Usage].
5. Press [Normal Tray].

## Memo

[MP Tray Usage] is set to [Do Not Use] by factory default.

6. Press [Back] until the home screen is displayed.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].

4. Select [Auto] from [Source] on the [Setup] tab.
5. Change other settings if necessary, and then click [OK].
6. Click [Print] on the [Print] screen.

#### Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Auto] from [Source] in the [Setup] tab.

### For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select [Automatically Select] from [Paper Source] on the [Paper/Quality] tab.
5. Click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

### For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select [Auto Select] from [All Pages From] on the [Paper Feed] panel.
4. Change other settings if necessary, and then click [Print].

# Switching to Another Paper Feed Tray Automatically When a Tray Runs Out Of Paper

## Setting Trays for the Auto Tray Switching

For Windows PCL Printer Driver

For Windows PS Printer Driver

For Mac OS X

When the specified tray runs out of paper, the machine can continue to print from another tray if paper of the same paper size and weight is loaded in the paper cassettes (Tray 1/2/3 and Tray 4) and the MP tray.

To use this function, enable the auto tray switching function on the touch panel first. Then, set the auto tray switching function with the printer driver.

### Note

Be sure to set the same values (paper size, media type, media weight) for each tray used for the auto tray switch function. Available paper sizes vary depending on the tray.

 Loading Paper

## Setting Trays for the Auto Tray Switching

1. Press [Device Settings] on the home screen.
2. Press [Paper Setup].
3. Check that [Auto Tray Switch] is set to [ON].

### Memo

- Pressing [Auto Tray Switch] switches between [ON] and [OFF].
- Trays switch in accordance with the [Tray Sequence] setting.

4. Press [Back] until the home screen is displayed.

Next, set printing settings from a printer driver.

## For Windows PCL Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].

4. Click [Paper Feed Options] on the [Setup] tab.
5. Select the [Auto Tray Change] check box, and then click [OK].
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

#### Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Tray Change] from [Paper Feed Options] in the [Setup] tab.

## For Windows PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Click [Advanced] on the [Layout] tab.
5. Click [Tray Switch] and then select [ON].
6. Click [OK].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select [Print Options] from the panel menu.
4. Check the [Tray Switch] check box in the [Feed] tab.
5. Change other settings if necessary, and then click [Print].



# Selecting Output Tray

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You can select the tray to output printouts.

## For Windows Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. If you use the MC873 Series, select the desired tray from [Output Tray].
6. Click [Print] on the [Print] screen.

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select the [Print Options] panel.

### Memo

- If setting details are not displayed in the print dialog box for Mac OS X 10.7 to 10.10, click [Show Details] at the bottom of the dialog box.
- If the print option is not displayed in the print dialog box for Mac OS X 10.6.8, click the disclosure triangle next to the [Printer] drop-down list.

4. If you use the MC 873 Series, select the desired tray from [Output Bin] in the [Paper] tab.
5. Click [Print].

# Changing the Default Settings with a Printer Driver

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For Windows Printer Driver

For Mac OS X

You can use frequently-used printing settings as the printer driver's default settings.

## For Windows Printer Driver

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon, and then select [Printing Preferences] > [OKI MC873(\*)].  
\* Select a driver type to use.
3. Set the printing settings to use as the driver's default settings.
4. Click [OK].

## For Mac OS X

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select [Show Presets] from [Presets].
4. Clear the [Reset Presets Menu to "Default Settings" After Printing] check box.
5. Click [OK].
6. Select a preset that is used as the driver's default settings from [Presets].
7. Click [Print].

# Saving Frequently-Used Settings in the Printer Driver to Use

Registering Frequently-used Settings

Printing with Registered Settings

## Registering Frequently-used Settings

You can save the printer driver settings.

### Note

This function is not available with the Windows PS printer driver.

### Memo

You can save up to 14 settings.

### Registering the Windows PCL Driver Settings

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon, and then select [Printing preferences] > [OKI MC873(\*)].  
\* Select a driver type to use.
3. Set the printing settings to save.
4. Click [Save] in [Driver Setting] on the [Setup] tab.
5. Enter a name to save the settings, and then click [OK].  
If you select the [Include media settings] check box, the paper setting on the [Setup] tab is also saved.
6. Click [OK] to close the print setup dialog box.

### Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select [Save] from [Driver Settings] in the [Setup] tab.

### Registering the Mac OS X PS Printer Driver Settings

### Note

- The default settings on the [Page Setup] dialog box cannot be changed.
- The operation of the settings that are saved with a different printer driver cannot be guaranteed. Save the settings with a name that you can distinguish.

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Set the printing settings to save.
4. Select [Save Current Settings as Preset] from [Presets].
5. Enter a name to save the settings, and then click [OK].

## Printing with Registered Settings

### Note

This function is not available with the Windows PS printer driver.

### For Windows PCL Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select a setting to use from [Driver Setting] on the [Setup] tab.
5. Click [OK].
6. Click [Print] on the [Print] screen.

### Memo

For the Windows XPS printer driver, follow the steps for the Windows PCL printer driver and select the setting you use from [Driver Settings] in the [Setup] tab.

### For Mac OS X PS Printer Driver

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Select a setting to use from [Presets].

**4.** Click [Print].

# Storing Print Data in This Machine before Printing

[For Windows PCL Printer Driver](#)

[For Windows PS Printer Driver](#)

You can spool print jobs to the Memory that is integrated in this machine. This allows you to finish your work on your computer early, which makes it possible for your computer to process other tasks while this machine is operating in the background.

## Note

- If you cannot store the spooled data due to insufficient free space in the internal Memory of this machine, a message is displayed to inform you that the file system is full, and the print job is not executed.
- This function is not available with the Windows XPS printer driver or on Mac OS X.

## For Windows PCL Printer Driver

1. Open the file to open.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. Click [Advanced].
6. Select [Job Spool], and select [On] for [Settings], and then click [OK].
7. Change other settings if necessary, and then click [OK].
8. Click [Print] on the [Print] screen.

## For Windows PS Printer Driver

1. Open the file to open.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.

- 5.** Click [Advanced].
- 6.** Check the [Job Spool] check box, and then click [OK].
- 7.** Change other settings if necessary, and then click [OK].
- 8.** Click [Print] on the [Print] screen.

# Printing without Opening a PDF File (PDF Print Direct)

[For Windows](#)

[For Mac OS X](#)

You can send a PDF file to this machine to directly print it. With PDF Print Direct, you can omit opening the PDF file with an application, such as Adobe Reader.

## Note

The paper size depends on the [PDF Paper Size] setting from [Device Settings] > [Admin Setup] > [Print Setup] > [PS Setup].

## Memo

For Windows, install PDF Print Direct beforehand.

[List of Utility Software](#)

## For Windows

1. Check that the OKI MC873(\*) icon is in the [Devices and Printers] folder.  
\* Select a driver type to use.
2. Right-click a PDF file to print, and then select [PDF Print Direct].
3. Select a printer to use.  
To set the user authentication function with the selected printer driver, select [User Auth] from the [Printer Setting] menu.
4. To print an encrypted file, select the [Setting Password] check box, and then enter the password.  
If the same password is to be used again, click [Save Password].
5. Change other settings if necessary, and then click [Print].

## For Mac OS X

1. Select [Print & Scan] in [System Preferences].
2. Check that the OKI MC873(\*) icon is listed.  
\* Select a driver type to use.
3. Drag the icon of the driver to the desktop or Dock.

4. Drag the file you want to print to the driver icon.

# Printing Data in USB Memory

[Printing Data in USB Memory](#)

[Cancelling a Print Job](#)

[Specifying the Paper Feed Tray \(Paper Feed Tray\)](#)

[Printing on Both Sides of Paper \(Duplex Printing\)](#)

[Printing to Fit the Paper Size \(Fitting\)](#)

[Switching Output Trays \(Only For MC873 Series\)](#)

[Specifying the Number of Copies \(Number of Copies\)](#)

[Printing with Specified Color Mode](#)

## Note

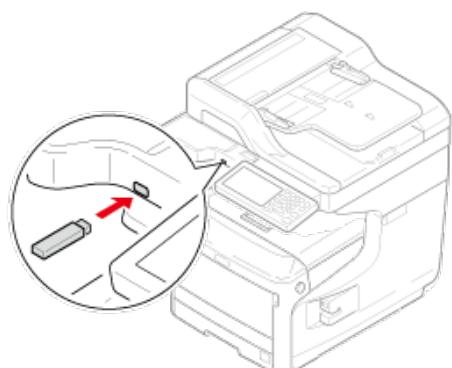
- Not all USB Memory is guaranteed to use. (USB Memory with security functions are not supported.)
- USB hubs and external USB HDDs are not supported.
- Encrypted PDF files are not supported.

## Memo

- The following file systems are supported: FAT12, FAT16, FAT32.
- Supported file formats: PDF(v1.7), JPEG, PDF, TIFF(v6 baseline), XPS, PRN (PS, PCL, XPS)
- Up to 32 GB USB Memory is supported.
- Up to 100 files in supported file formats that are saved in USB Memory are displayed in the file list.
  - If 100 or more files are saved in USB Memory, the file list is not displayed properly.
  - USB Memory with a directory structure of 20 or more levels may not be read properly.
  - A file path exceeding 240 characters may not be read correctly.
- You can print one file in USB Memory at a time.

## Printing Data in USB Memory

### 1. Insert USB Memory into the USB port.

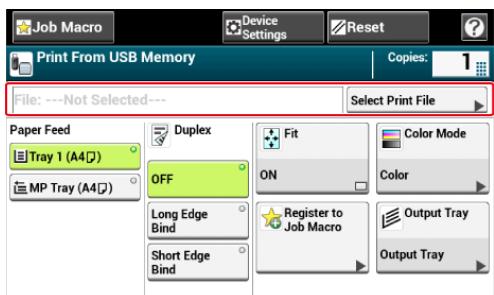


2. Press [Print] or the  (PRINT) button.

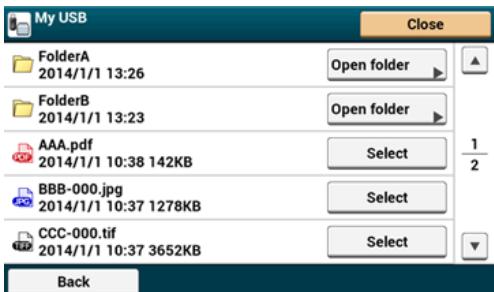
3. Press [Print From USB Memory].



4. Press [Select Print File].



5. Select the folder that has the file you want to print.



6. Set printing settings if necessary.

7. Press the  (START) button.

8. When a message is displayed to inform you that you can remove USB Memory from the port, remove it.

## Cancelling a Print Job

You can cancel a print job from USB Memory by pressing the  (STOP) button.

You can cancel a print job until a message is displayed to inform you that printing is complete.

### Note

The pages that are ready to be printed on this machine will be printed without changes.

## 1. Press the (STOP) button.

Printing is cancelled and the screen returns to the print start screen.

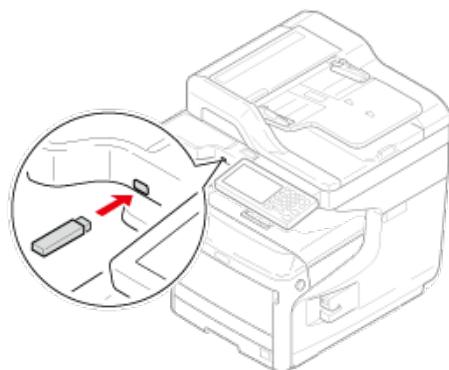


## Specifying the Paper Feed Tray (Paper Feed Tray)

### Note

When printing a PRN file, the paper tray specification follows the driver settings at the time of file creation.

## 1. Insert USB Memory into the USB port.

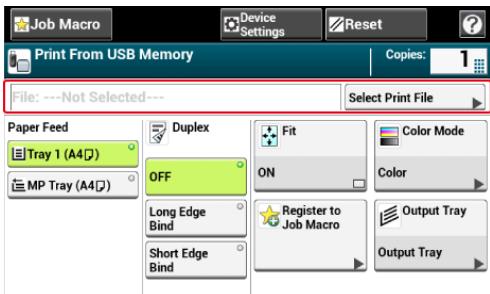


## 2. Press [Print] or the (PRINT) button.

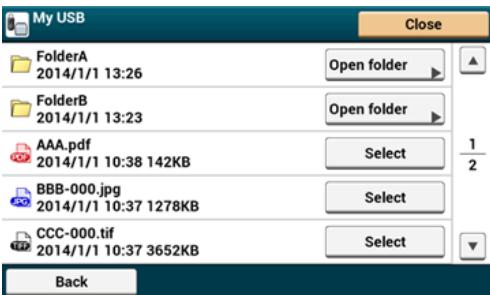
## 3. Press [Print From USB Memory].



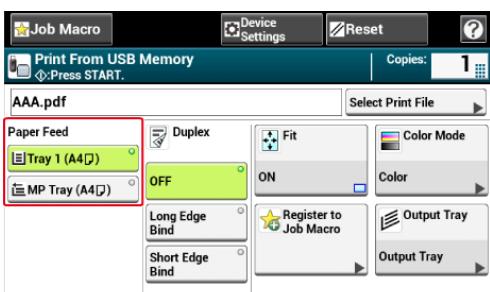
## 4. Press [Select Print File].



5. Select the folder that has the file you want to print.



6. Select a paper tray.



### Memo

[Tray 2]/[Tray 3]/[Tray 4] is displayed if the optional second tray unit is installed.

7. Press the (START) button.

## Printing on Both Sides of Paper (Duplex Printing)

You can select 1-sided (simplex) or 2-sided (duplex) printing. When performing duplex printing, you can select a binding position.

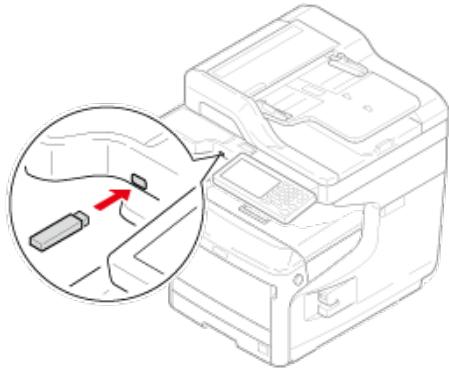
### Note

When printing a PRN file, the duplex printing settings follow the driver settings at the time of file creation.

About long edge binding and short edge binding

[Copying on Both Sides of Paper \(Duplex Copy\)](#)

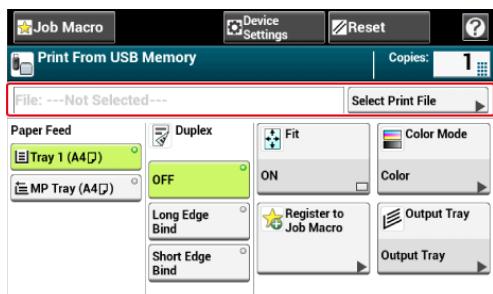
1. Insert USB Memory into the USB port.



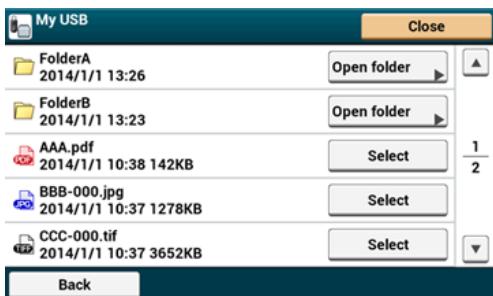
- 2.** Press [Print] or the (PRINT) button.
- 3.** Press [Print From USB Memory].



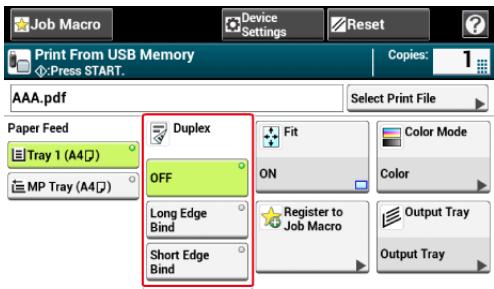
- 4.** Press [Select Print File].



- 5.** Select the folder that has the file you want to print.



- 6.** Press [Long Edge Bind] or [Short Edge Bind].



### Memo

Setting [Duplex] to [OFF] is for simplex printing.

[Copying on Both Sides of Paper \(Duplex Copy\)](#)

7. Press the (START) button.

## Printing to Fit the Paper Size (Fitting)

If the page size of a file to print is larger or smaller than the valid printing area, the page size is automatically adjusted to fit the paper size.

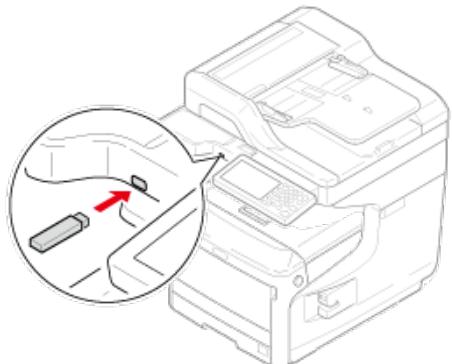
### Note

When printing a PRN file, this setting does not work.

### Memo

This function is set to [ON] by the factory default setting.

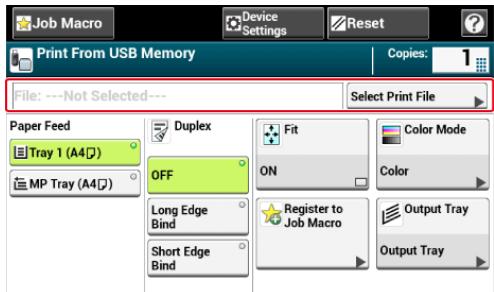
1. Insert USB Memory into the USB port.



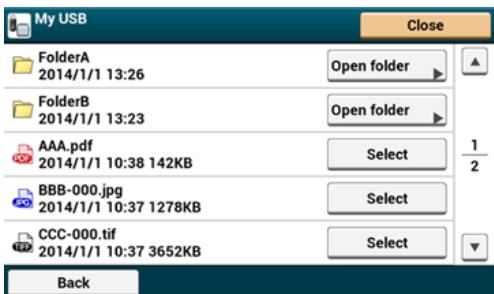
2. Press [Print] or the (PRINT) button.
3. Press [Print From USB Memory].



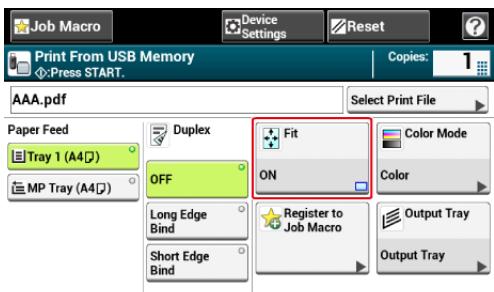
#### 4. Press [Select Print File].



#### 5. Select the folder that has the file you want to print.



#### 6. Press [Fit] to select [ON] for fitting.



#### Memo

Set [Fit] to [OFF] when you do not need to fit page.

#### 7. Press the (START) button.

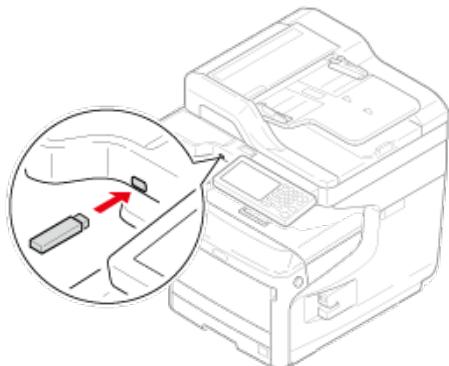
### Switching Output Trays (Only For MC873 Series)

Switches output trays.

### Note

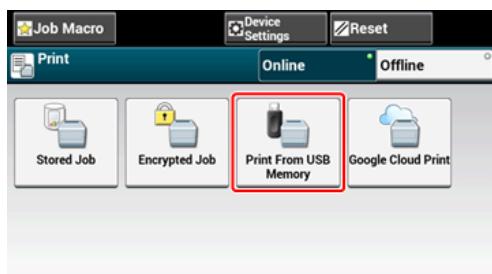
- Check that the rear output tray on the rear side of the machine is closed.
- If the rear output tray is open, paper is always output to the rear output tray.
- For a PRN file, the output tray setting depends on the driver setting when the file is created.

## 1. Insert USB Memory into the USB port.

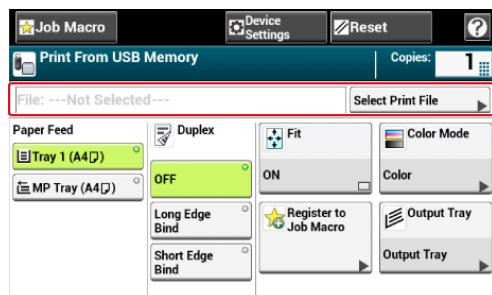


## 2. Press [Print] or the (PRINT) button.

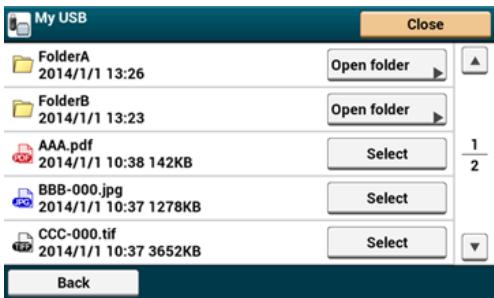
## 3. Press [Print From USB Memory].



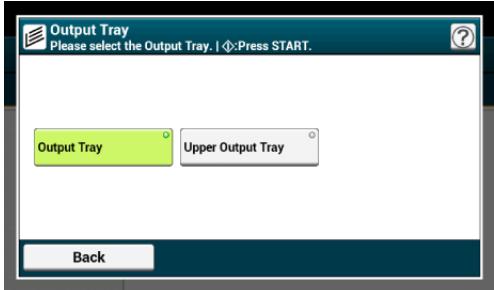
## 4. Press [Select Print File].



## 5. Select the folder that has the file you want to print.



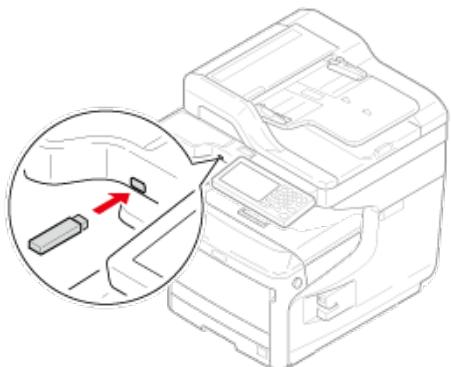
## 6. Select the output tray.



## 7. Press the (START) button.

### Specifying the Number of Copies (Number of Copies)

#### 1. Insert USB Memory into the USB port.

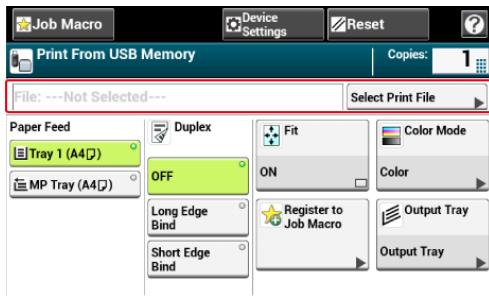


#### 2. Press [Print] or the (PRINT) button.

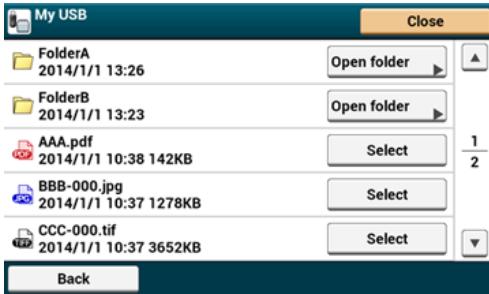
#### 3. Press [Print From USB Memory].



#### 4. Press [Select Print File].



- Select the folder that has the file you want to print.



- Enter the number of copies.

#### Memo

- You can enter the number of copies from 1 to 999.
- If you enter an incorrect value, press the (CLEAR) button, and then enter the correct value. If you press the (CLEAR) button, the value returns to the original setting value.

- Press the (START) button.

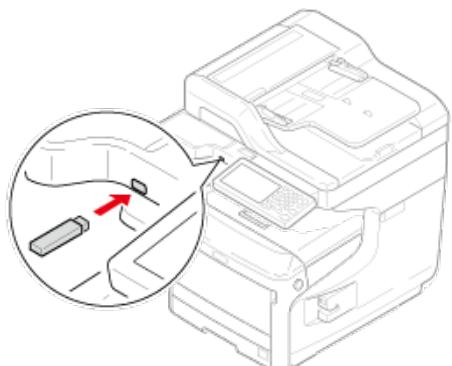
## Printing with Specified Color Mode

You can select color or monochrome when printing.

#### Note

This setting is not available when printing a PRN file.

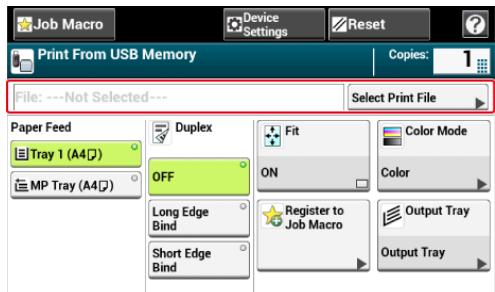
- Insert USB Memory into the USB port.



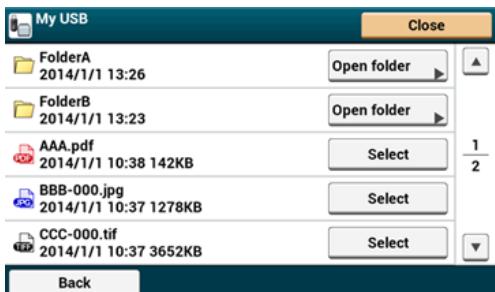
2. Press [Print] or the  (PRINT) button.
3. Press [Print From USB Memory].



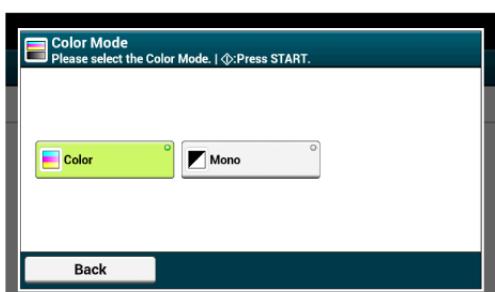
4. Press [Select Print File].



5. Select the folder that has the file you want to print.



6. Press [Color Mode].
7. Select [Color] or [Mono].



8. Press  (START).



## Printing Confidential Document

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- ❖ Setting a Password to the Print Data (Authentication Print)
- ❖ Setting a Password and Encrypting the Print Data (Encrypted Authentication Print)
- ❖ Encrypting Printing Data and Requiring User Authentication before Printing (ID Secure Job)

# Setting a Password to the Print Data (Authentication Print)

For Windows PCL Printer Driver

For Windows PS Printer Driver

## Note

- If you cannot store the spooled data due to insufficient free space in the Memory, a message is displayed to inform you that the file system is full, and the print job is not executed.
- This function is not available with the Windows XPS printer driver or on Mac OS X.

## For Windows PCL Printer Driver

1. Open the file to open.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. Select [Secure Print] from [Job Type].  
If you select the [Request Job Name for each printer job] check box, a prompt is displayed to ask the job name when you send the print job to this machine.
6. Enter a job name in [Job Name] and a password in [Job Password].
7. Click [OK].
8. Change other settings if necessary, and then click [OK].
9. Click [Print] on the [Print] screen.
10. Press [Print] or the  (PRINT) button from the operator panel.
11. Press [Stored Job].
12. When printing, enter the password that you set on the computer, and then press [OK].
13. Press [Print].

## Note

If you forget your password that is set to a job and do not print the job sent to this machine, the job remains in the internal Memory.

## For Windows PS Printer Driver

1. Open the file to open.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. Select [Secure Print] from [Job Type].
6. Enter a job name in [Job Name] and a password in [Personal ID Number (PIN)].

If you select the [Request Job Name for each printer job] check box, a prompt is displayed to ask the job name when you send the print job to this machine.

7. Click [OK].
8. Change other settings if necessary, and then click [OK].
9. Click [Print] on the [Print] screen.

The print job is only sent to the machine, and it is not printed yet.

### Note

If you forget your password that is set to a job and do not print the job sent to this machine, the job remains in the internal Memory.

# Setting a Password and Encrypting the Print Data (Encrypted Authentication Print)

## Setting the Password/Encrypting a File on a Computer (Windows PCL/PS Only)

### Printing an Encrypted/Password-protected Document from This Machine

You can encrypt your documents before sending them from a computer to this machine. The document is unprinted and saved in an encrypted format in the internal Memory of this machine until you enter the registered password on the operator panel. You can prevent unauthorized access to confidential information.

#### Note

- If you cannot store the spooled data due to insufficient free space in the internal Memory of this machine, a message is displayed to inform you that the file system is full, and the print job is not executed.
- This function is not available with the Windows XPS printer driver or on Mac OS X.
- You cannot use this function with the poster printing function and the booklet printing function with the Windows PCL printer driver if you share this machine via the print server.
- When you use this function, clear the [Give Priority to the host release] check box.

 [Storing Print Data in This Machine before Printing](#)

## Setting the Password/Encrypting a File on a Computer (Windows PCL/PS Only)

You can encrypt a file to print. The encrypted data is saved in the Memory of this machine. You cannot print the data until you enter the password on the operator panel.

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. Select [Encrypted Secure Print].
6. Enter a password in [Password].
7. Click [OK].
8. Set other settings if necessary.

The encrypted and password-protected print job is only sent to this machine, and it is not printed yet.



## Memo

The print job saved in the Memory is automatically deleted if the printing is complete or not printed for a certain period of time. If an error occurs while sending the data or the job is altered after being sent, the job is automatically deleted.

## Printing an Encrypted/Password-protected Document from This Machine

Print an encrypted and password-protected print job saved in the internal Memory of this machine.

1. Press [Print] or the  (PRINT) button.
2. Press [Encrypted Job].
3. When printing, enter the password that you set on the computer, and then press [OK].
4. Press [Print].

To cancel the print job, select [Delete].

All the encrypted jobs with the same password are deleted.

# Encrypting Printing Data and Requiring User Authentication before Printing (ID Secure Job)

You can encrypt classified information and send it to this machine with the information of the user who is currently logging in the computer. The document is saved in the internal Memory storage of this machine and printed when you enter the same user name as the one entered in the computer and operate to print.

This function prevents unauthorized accesses to classified information and makes it efficient because you do not need to enter password for each job.

## Note

- To use this function, enable the access control function and log in the machine and computer with the same user information.
- If you cannot store the spooled data due to insufficient free space in the internal Memory of this machine, a message is displayed to inform you that the file system is full, and the print job is not executed.
- This function is only available with the Windows PCL printer driver.
- If you share this machine via network using a print server, you cannot use this function with the poster printing function or the booklet printing function.
- When you use this function, clear the [Give Priority to the host release] check box.

 [Storing Print Data in This Machine before Printing](#)

## Setting the ID Secure Job Setting on a Computer (Windows PCL Only)

Specify "ID Secure Job" for the job type.

Encrypted ID secure jobs are sent to the machine with the information of the user who is currently logging in.

The encrypted secure jobs cannot be printed unless you log in the machine using the same user information as that you used on the computer.

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Preferences].
4. Select the [Job Options] tab.
5. Select [ID Secure Print].  
If the ID secure job is unavailable, select [Start] > [Devices and Printers], right-click the [OKI MC873] icon, select [OKI MC873(PCL)] from [Printer properties], and then select [ID Secure Job] in the [Device Options] tab to enable it.
6. Click [OK].
7. Set other settings if necessary.

The ID secured print job is sent to the machine, and printing does not start yet.

### Memo

The print job saved in the Memory is automatically deleted if the printing is complete or if the job is not printed after a certain period of time elapses. If an error occurs while sending the data or the job is altered after being sent, the job is automatically deleted.

## Printing Saved ID Secured Documents from This Machine

Print an ID secured job saved in the internal Memory storage of this machine.

1. Log in the machine with the user information you used on the computer.

You can use any types of authentications (User name/Password, PIN, IC card).

2. Press [Print] or  (Print).

3. Press [ID Secure Print].

If you log in with the administrator rights, select whether to display ID secured jobs for all users at first.

If you select [Yes], all ID secured jobs saved in the machine are displayed.

If you select [No], only your own ID secured jobs are displayed.

4. When ID secured jobs are listed, press [Print] for a desired job. To print all the displayed ID secured jobs, press [All Print].

Press [Delete] to delete selected ID secured job and press [All Delete] to delete all the ID secured jobs currently displayed.

When you display all the ID secured jobs with the administrator rights, you can delete jobs but cannot print jobs on that screen.

## **Descriptions of Screens for Print**

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- ❖ About Screens and Functions of Each Printer Driver
- ❖ Names and Functions of Screen Items for Print

## About Screens and Functions of Each Printer Driver

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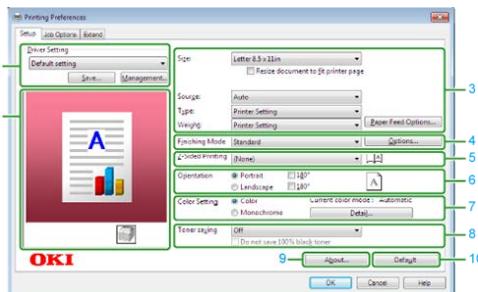
This section describes about screens and functions of each printer driver.

- [Windows PCL Printer Driver](#)
- [Windows XPS Printer Driver](#)
- [Windows PS Printer Driver](#)
- [Mac OS X PS Printer Driver](#)

# Windows PCL Printer Driver

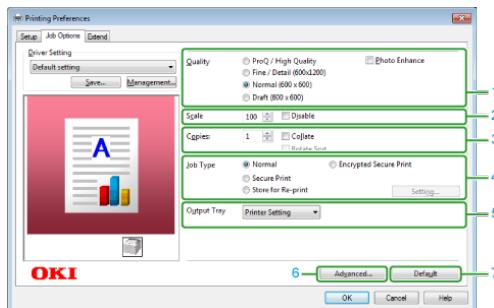
You can switch between the [Setup], [Job Options], and [Extend] tabs for settings.

## ③ [Setup] Tab



	Item	Description
1	Driver Settings	Saves your settings.
2	Preview	Displays a preview image of the printed result.
3	Media	Specifies the paper size, type, weight, paper feed method, or other settings.
4	Finishing Mode	Specifies the multi-page printing, booklet printing, poster printing, or other settings.
5	2-Sided Printing (Duplex)	Specifies this setting when you want to perform duplex printing.
6	Orientation	Specifies the printing direction.
7	Color Setting	Switches between color printing and monochrome printing.
8	Toner saving	Decreases the print density to save toner.
9	About	Displays the version of the printer driver.
10	Default	Resets the settings on the tab to their default settings.

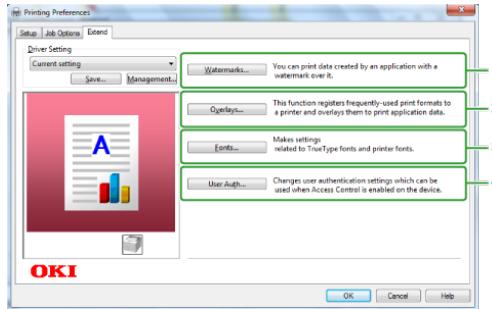
## ④ [Job Options] Tab



	Item	Description
1	Quality	Specifies the resolution for printing.
2	Scale	Specifies the enlargement/reduction rate for printing.
3	Copies	Specifies the number of copies to print.

4	Job Type	Specifies the print type.
5	Output Tray	Specifies output destination of printouts.
6	Advanced	Sets other printing settings.
7	Default	Resets the settings on the tab to their default settings.

## [Extend] Tab

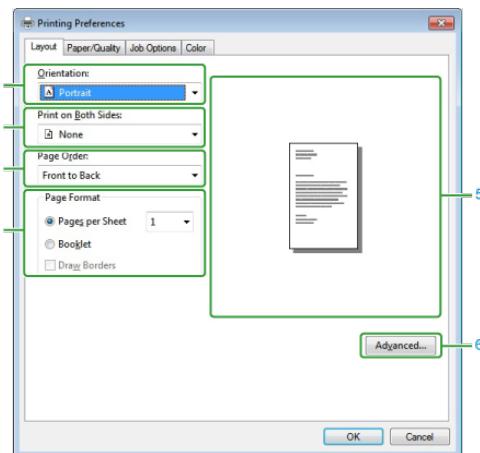


	Item	Description
1	Watermarks	Specifies when you want to use stamp print.
2	Overlays	Specifies when you want to use overlay print.
3	Fonts	Specifies TrueType fonts and printer fonts.
4	User Authentication	Specifies the user authentication.

# Windows PS Printer Driver

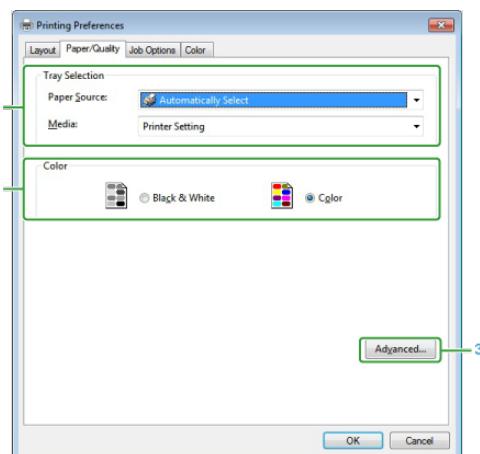
You can switch between the [Layout], [Paper/Quality], [Job Options] and [Color] tabs for settings.

## ❖ [Layout] Tab



	Item	Description
1	Orientation	Specifies the printing direction.
2	Print on Both Sides	Specifies this setting when you want to perform duplex printing.
3	Page Order	Specifies a page order to print.
4	Page Format	Specifies the number of pages that is printed on a sheet of paper and booklet printing.
5	Preview	Displays a preview image of the printed result.
6	Advanced	Allows you to set detailed settings for print quality and a paper size.

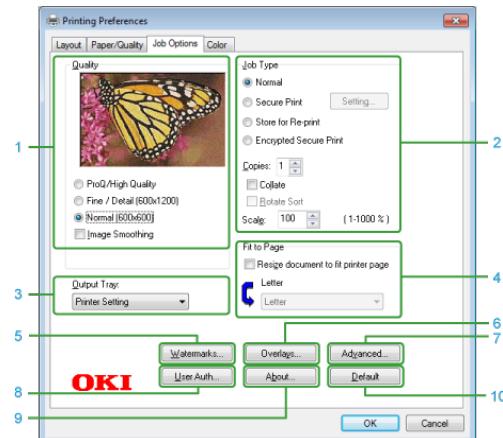
## ❖ [Paper/Quality] Tab



	Item	Description
1	Tray Selection	Changes the paper feed tray.

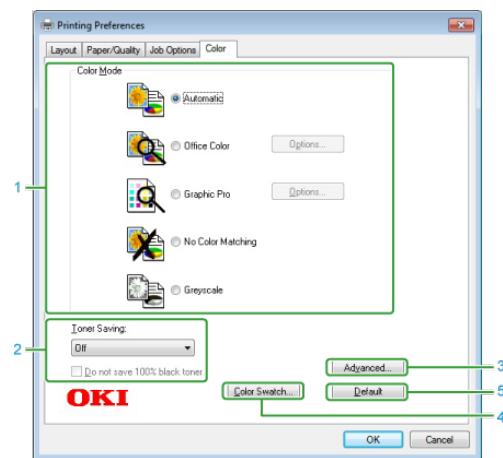
2	Color	Selects Color or Black & White.
3	Advanced	Allows you to set detailed settings for print quality and a paper size.

## Job Options Tab



Item	Description
1 Quality	Specifies the resolution for printing. If you set [Toner Saving], the print density decreases to save toner.
2 Job Type	Specifies the job type and the number of copies to print. [JOB PIN] can be used if [Secure Print] or [Store for Re-print] is selected. If you select the [Collate] check box, multiple documents are printed in units of copies.
3 Output Tray	Specifies output destination of printouts.
4 Fit to Page	If you select the [Resize document to fit printer page] check box, a document is printed on paper of a different size from that of the document.
5 Watermark	Specifies when you want to use stamp print.
6 Overlays	Specifies when you want to use overlay print.
7 Advanced	Sets other print options.
8 User Auth	Specifies the user authentication.
9 About	Displays the version of the printer driver.
10 Default	Resets the settings on the tab to their default settings.

## Color Tab

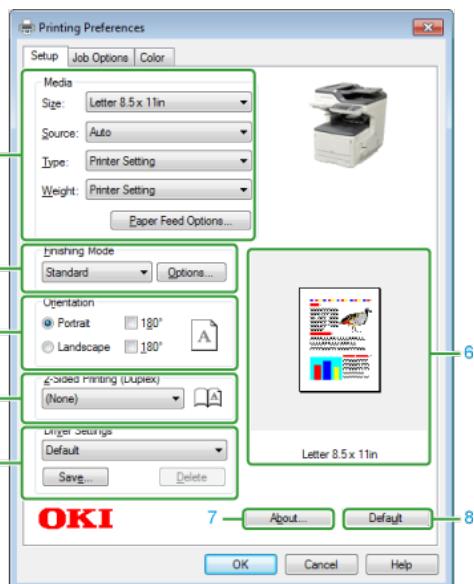


	<b>Item</b>	<b>Description</b>
1	Color Mode	Specifies the color adjustment for color printing.
2	Toner Saving	Saves toner when printing.
3	Advanced	Sets some other printing settings.
4	Color Swatch	Starts Color Swatch Utility.
5	Default	Resets the settings on the tab to their default settings.

# Windows XPS Printer Driver

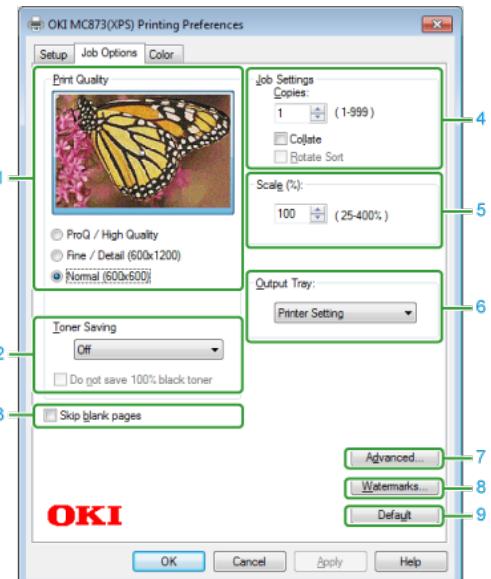
You can switch between the [Setup] and [Job Options] tabs for settings.

## Setup Tab



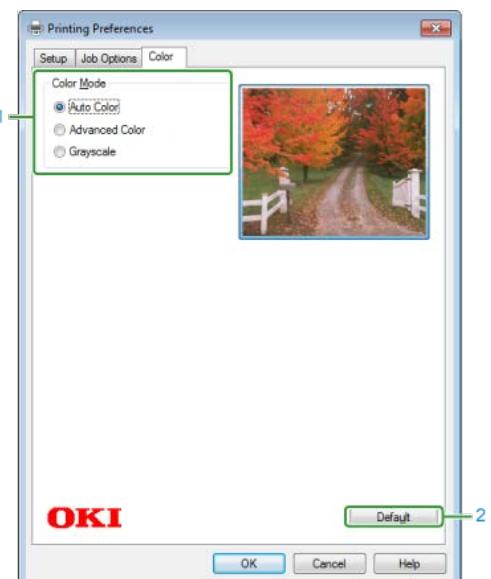
	Item	Description
1	Media	Specifies the paper size, type, weight, paper feed method, or other settings.
2	Finishing Mode	Specifies the multi-page printing, booklet printing, and poster printing.
3	Orientation	Specifies the printing direction.
4	2-Sided Printing (Duplex)	Specifies when you want to use 2-Sided Printing.
5	Driver Settings	Saves your settings.
6	Preview	Displays a preview image of the printed result.
7	About	Displays the version of the printer driver.
8	Default	Resets the settings on the tab to their default settings.

## Job Options Tab



	Item	Description
1	Print Quality	Specifies the resolution for printing.
2	Toner Saving	Decreases the print density to save toner.
3	Skip blank pages	Does not print blank pages by selecting this check box.
4	Job Settings	Specifies the number of copies and other settings to print.
5	Scale	Specifies the enlargement/reduction rate for printing.
6	Output Tray	Specifies output destination of printouts.
7	Advanced	Displays the Advanced screen.
8	Watermarks	Specifies when you want to use stamp print.
9	Default	Resets the settings on the tab to their default settings.

## ④ [Color] Tab



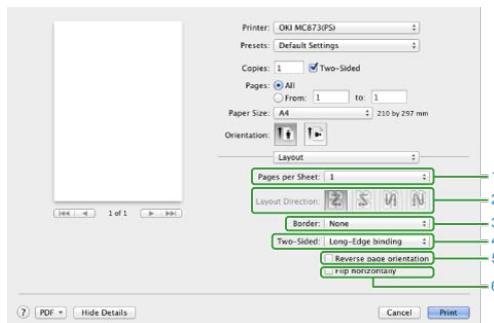
	Item	Description
1	Color Mode	Specifies the color printing method.
2	Default	Resets the settings on the tab to their default settings.



# Mac OS X PS Printer Driver

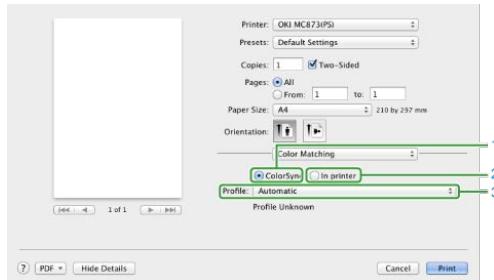
You can switch between the [Layout], [Color Matching], [Paper Handling], [Paper Feed], [Cover Page], [Color], [Print Options], [User Authentication], [Supply Levels] panels for settings.

## ④ [Layout] Panel



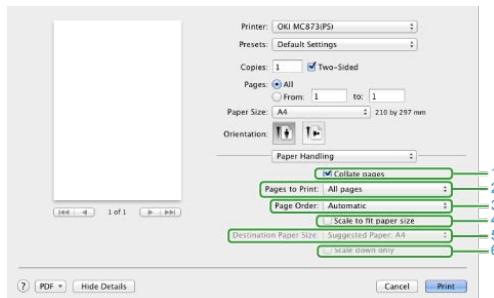
	Item	Description
1	Pages per Sheet	Selects the number of pages that is printed on a sheet of paper.
2	Layout Direction	Specifies the layout that is applied when printing multiple pages on a sheet of paper.
3	Border	Specifies a type of a boundary.
4	Two-Sided	Specifies when performing duplex printing.
5	Reverse page orientation	Reverses the direction of a page to print by selecting this check box.
6	Flip horizontally	Flips left and right to print by selecting this check box.

## ⑤ [Color Matching] Panel



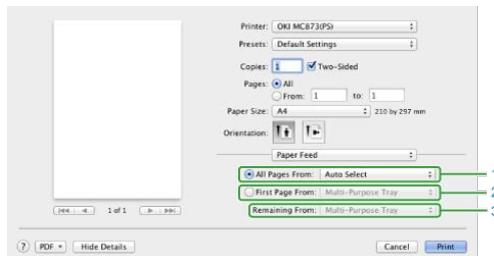
	Item	Description
1	ColorSync	Specifies the ColorSync function.
2	In printer	Performs color matching with this machine.
3	Profile	Specifies a profile.

## ⑥ [Paper Handling] Panel



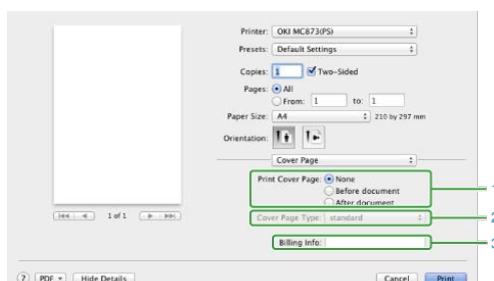
	<b>Item</b>	<b>Description</b>
1	Collate pages	Prints in units of copies by selecting this check box.
2	Pages to Print	Specifies pages to print.
3	Page Order	Specifies a page order to print.
4	Scale to fit paper size	Prints to fit a paper size. A document may not be printed correctly depending on the setting. Enlarges or reduces a document to fit the output paper size by selecting this check box.
5	Destination Paper Size	Selects the output paper size when the [Scale to fit paper size] check box is selected.
6	Scale down only	Only reduces a document to fit the output paper size by selecting this check box.

## ● [Paper Feed] Panel



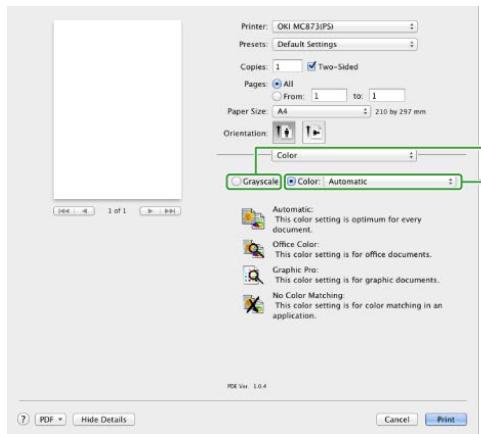
	<b>Item</b>	<b>Description</b>
1	All Pages From	Specifies the paper feed tray. If you specify [Auto Select], a tray is automatically selected.
2	First Page From	Select this setting to print only the first page from the specified tray.
3	Remaining From	Select this setting to print the remaining pages from the specified tray.

## ● [Cover Page] Panel



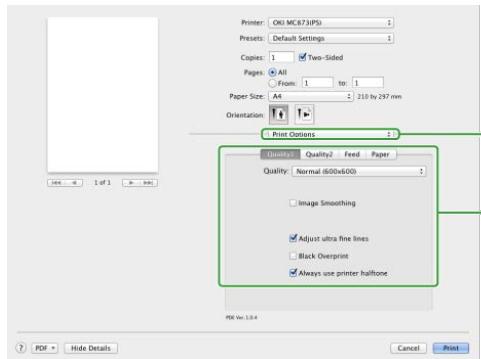
	<b>Item</b>	<b>Description</b>
1	Print Cover Page	Specifies the cover printing.
2	Cover Page Type	Specifies a string when printing the cover.
3	Billing Info	This function is not available.

## ✳️ [Color] Panel



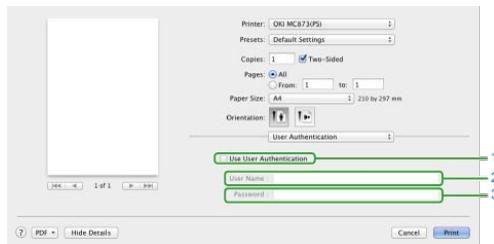
	<b>Item</b>	<b>Description</b>
1	Grayscale	Specifies to use monochrome printing.
2	Color	Specifies alignment to color mode when printing in color.

## ✳️ [Print Options] Panel



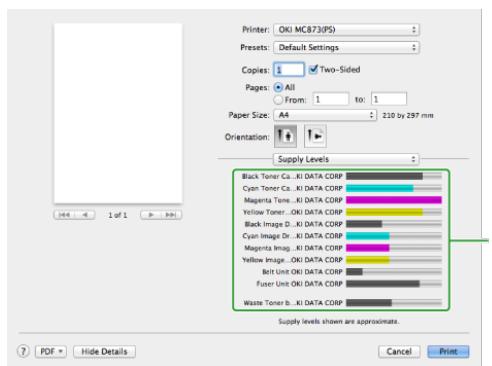
	<b>Item</b>	<b>Description</b>
1	Print Options	Specifies alignment to the items that have been set such as print quality, paper type, etc.
2	Items Setup	Specifies the setup items conforming to the print setup tab.

## ✳️ [User Authentication] Panel



	<b>Item</b>	<b>Description</b>
1	User Authentication	Select this check box if you set user authentication when printing.
2	User Name	The user name for user authentication.
3	Password	The password for user authentication.

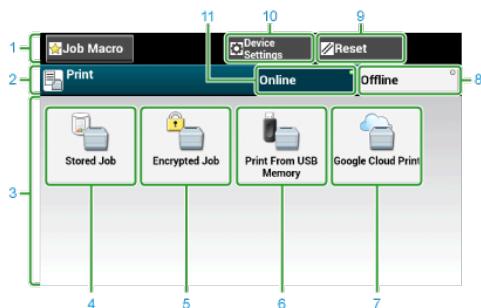
## ④ [Supply Levels] Panel



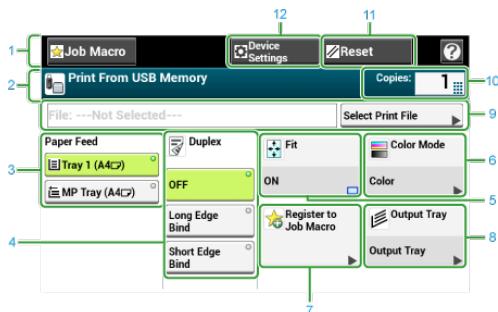
	<b>Item</b>	<b>Description</b>
1	Consumables	Displays the remaining amount of consumables.

# Names and Functions of Screen Items for Print

This section describes the items of the screen.



	Item	Description
1	Stationary button area	Displays buttons that appear on the screen at all times.
2	Title and operation guide area	Displays the title of the current screen and provides guide for possible operations.
3	Main area	Displays a preview of copy output that will be produced with the current settings.
4	[Stored Job]	Prints a password-protected document stored in the machine.
5	[Encrypted Job]	Prints a password-protected and encrypted document stored in the machine.
	ID Secure Print	Print encrypted documents secured based on the information saved in the machine. This button is not available if the access control is set to [Disable].
6	[Print From USB Memory]	Prints a print data stored in USB Memory directly.
7	[Google Cloud Print]	Prints a print data received from Google Cloud Print manually.
8	[Offline]	Switches this machine offline.
9	[RESET]	Returns the settings for the current print job to their default settings.
10	[Device Settings]	Specifies various settings such as Administrator Setting.
11	[Online]	Switches this machine online.



	Item	Description
1	Stationary button area	Displays buttons that appear on the screen at all times.

2	Title and operation guide area	Displays the title of the current screen and provides guide for possible operations.
3	Paper Feed	Specifies the tray to set the copy paper.
4	Duplex	Prints on the both sides of paper.
5	Fit	Prints adjusting the page size to fit the selected paper.
6	Color Mode	Specifies color mode to copy a document.
7	Register to Job Macro	Registers current settings to Job Macro.
8	Output Tray	Specifies the output tray.
9	Select Print file	Select files to print.
10	Copies	Specifies the number of copies to make.
11	Reset	Returns the settings for the current copy job to their default settings.
12	Device Settings	Specifies various settings such as Administrator Setting.

# Fax

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- ▶ Basic Operations of Fax Functions
- ▶ Sending a Fax via the Internet
- ▶ Setting Scanning for Transmission
- ▶ Settings for Transmission
- ▶ Setting for Receptions
- ▶ Performing Confidential Communication and Bulletin Board Communication (Fcode Communication)
- ▶ Useful Functions
- ▶ Sending Fax from a Computer
- ▶ Sending Data to the Fax Server
- ▶ Descriptions of Screens for Fax

# Basic Operations of Fax Functions

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This chapter describes faxes that are sent and received by using the standard telephone line.

- ▶ Before Sending and Receiving Faxes
- ▶ Sending a Fax (Procedure)
- ▶ Setting a Document
- ▶ Specifying a Destination (Direct Entry)
- ▶ Specifying a Destination (Phone Book)
- ▶ Specifying a Destination (One-touch Button)
- ▶ Specifying a Destination (Transmission History and Reception History)
- ▶ Deleting a Specified Destination
- ▶ Displaying a Preview Image
- ▶ Cancelling a Fax Transmission
- ▶ Receiving a Fax
- ▶ Checking the Communication Status/Transmission and Reception History

# Before Sending and Receiving Faxes

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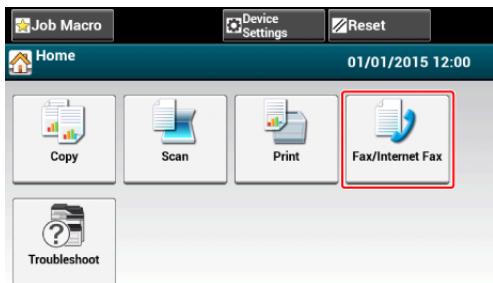
Prepare for sending and receiving faxes.

 [Connecting a Telephone Line](#)

# Sending a Fax (Procedure)

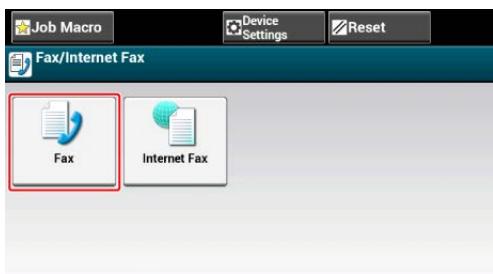
1. Press [Fax/Internet Fax] or the (FAX) button.

The touch panel display switches to the fax/Internet fax top screen.



2. Set a document in the ADF or on the document glass.

3. Press [Fax].



4. Specify a destination.

Specify a destination in one of the following ways.

- 🔗 [Specifying a Destination \(Direct Entry\)](#)
- 🔗 [Specifying a Destination \(Phone Book\)](#)
- 🔗 [Specifying a Destination \(One-touch Button\)](#)
- 🔗 [Specifying a Destination \(Transmission History and Reception History\)](#)

5. Change settings if necessary.

## Memo

- If you press the (START) button without changing anything, the following (factory default) settings are applied for scanning and sending a document.
  - [Scan Size]: Auto
  - [Resolution]: Normal
  - [Density]: 0
- You can change the default settings with [Admin Setup].
  - 🔗 [Fax Setup](#)
- When [Rotate Tx] is ON, A4 is sent as A4 and Letter is sent as Letter respectively.

-  [Scanning Multiple Documents Continuously on the Document Glass \(Continuous Scan \(Glass\)\)](#)
-  [Scanning Multiple Documents Continuously with the ADF \(Continuous Scan \(ADF\)\)](#)
-  [Scanning a Duplex Document \(Duplex Scan\)](#)
-  [Specifying a Scan Resolution \(Resolution\)](#)
-  [Setting Scanning for Transmission](#)
-  [Erasing Edge Shadows When Sending \(Edge Erase\)](#)

 **Memo**

Enable [Preview] on the [Advanced] tab to preview the image to send.

6. Press the  (START) button.

# Setting a Document

About Documents That Can be Set

Setting in the ADF

Setting on the Document Glass

This section describes how to set documents.

## About Documents That Can be Set

### About Where to Set a Document

Set a document in the ADF or on the document glass to copy, scan, or fax the document.

#### ADF

<b>Scannable size</b>	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Tabloid, Letter  , Letter  , Legal 13/13.5/14, Executive  , Statement  , Statement  , Folio
<b>Paper capacity</b>	100 sheets (80 g/m <sup>2</sup> )
<b>Paper weight</b>	60 to 120 g/m <sup>2</sup> (16 to 32 lb)

#### Document glass

<b>Scannable size</b>	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Tabloid, Letter  , Letter  , Legal 13/13.5/14, Executive  , Statement  , Statement  , Folio
<b>Document thickness</b>	Up to 20 mm

### Memo

Duplex scan is not available for A5 , A6, B5 , Statement .

### Note

For documents on which adhesives, ink, or correction fluid is used, make sure that they have completely dried before setting.

### About Documents That Cannot be Set

You cannot set the following documents in the ADF. Use the document glass, instead.

- Documents with holes or tears
- Badly curled or rolled documents
- Damp documents
- Documents that are stuck together due to static electricity
- Carbon-backed documents

- Cloth, metal sheets, OHP films
- Stapled, clipped, or taped documents
- Documents that are pasted each other, or documents with glue
- Glossy documents
- Coated documents

Observe the following to avoid damaging the document glass.

- When copying a thick document, do not press on it on the document glass.
- Place a hard document gently.
- Do not set a document that has sharp protrusions.

## Symbols Indicating Document Orientation

-  This symbol indicates that the document is placed in the vertical orientation from the front of this machine.  
For the ADF, place the document in such a way as to feed the long edge first.
-  This symbol indicates that the document is placed in the horizontal orientation from the front of this machine.  
For the ADF, place the document in such a way as to feed the short edge first.
- When setting an A4  document in the ADF



- When setting an A4  document in the ADF

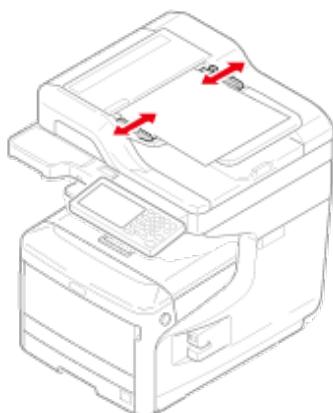


## Setting in the ADF

1. Set a document face up in the ADF.
2. Align the document guide to the document width.

### Note

- If ADF paper feed problems often occur, reduce the number of document pages to set.
- Documents of up to 100 sheets (80 gsm) and 10 mm high can be loaded regardless of the size.
- For curled documents, make sure that the document guides fit to the document width.



### Memo

The machine automatically detects the following document sizes.

Basis	Detectable sizes
AB	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Folio
Letter	Tabloid, Letter  , Letter  , Legal14, Executive  , Statement 

\*If Legal14 is detected in the Letter series, the value between Legal13, Legal13.5, and Legal14 which is specified from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] > [Auto detect Scan Size] > [Legal Size] is set as Scan Size.

## Setting on the Document Glass

1. Open the document glass cover.
2. Set a document face down on the document glass.

### Note

Do not press the document glass forcefully.



### 3. Close the document glass cover gently.

#### Memo

The machine automatically detects the following document sizes.

Basis	Detectable sizes
AB	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Folio
Letter	Tabloid, Letter  , Letter  , Legal14, Executive  , Statement 

\*If Legal14 is detected in the Letter series, the value between Legal13, Legal13.5, and Legal14 which is specified from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] > [Auto detect Scan Size] > [Legal Size] is set as Scan Size.

#### Note

When the document is set on the document glass, the document size is detected after the document glass cover is closed.

Be sure to close the document glass cover.

# Specifying a Destination (Direct Entry)

You can directly enter a destination fax number by using the 10-key pad.

## Memo

Specify a destination in step 4 in "[Sending a Fax \(Procedure\)](#)".

1. Press [Manual Dial] in the [Fax] tab.
2. Enter a destination fax number by using the 10-key pad or the 10-key button.

You can enter up to 40 digits.



3. Press [OK].

## About the Dial Function

When entering a destination fax number, you can use the following functions.

### "-", "Prefix", and "Flash"

Enter each sign by pressing its sign displayed on the fax number entry screen.

- - (Hyphen)
  - Inserts a hyphen to the entered fax number.
- Prefix
  - Inserts a prefix number that is registered in advance. "N" is inserted when entering.
- Flash
  - Orders your PBX (Private Branch Exchange) to connect you with PSTN (Public Switched Telephone Network). "F" is entered when entering.

### "Pause", "#"

Enter with the < # > key on the 10-key pad. Pressing the < # > key switches between "P" and "#".

- Pause
  - Pauses 2 seconds when dialing. You can enter as many pauses as you want. "P" is inserted when entering.

- # (Pound)

Sends "#" to the telephone line if [MF(Tone)/DP(Pulse)] is set to [Tone]. "#" is inserted when entering.

## "Tone", "\*"

Enter with the < \* > key on the 10-key pad. Pressing the < \* > key switches between "T" and "\*".

- Tone

Switches to tone dialing if [MF(Tone)/DP(Pulse)] is set to [Pulse]. "T" is inserted when entering.

- \* (Asterisk)

Sends "\*" to the telephone line if [MF(Tone)/DP(Pulse)] is set to [Tone]. "\*" is inserted when entering.

## Topics

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### [Sending a Fax \(Procedure\)](#)

[Specifying a destination in other methods](#)

### [Specifying a Destination \(Phone Book\)](#)

### [Specifying a Destination \(One-touch Button\)](#)

### [Specifying a Destination \(Transmission History and Reception History\)](#)

# Specifying a Destination (Phone Book)

You can select a destination from numbers that are registered in the speed dial list or the group list. You must register numbers in advance.

## Fax Numbers

### Memo

- Specify a destination in step 4 in "[Sending a Fax \(Procedure\)](#)".
- You can enter up to 1000 destinations in the speed dial list.
- You can enter up to 32 groups.

**1.** Press [Speed Dial] or [Group List] on the [Fax] or [Basic] tab.

**2.** Press a destination or group.

The check mark on the left side of the destination or group turns on. You can select multiple destinations.

**3.** When you complete the selection of all the destinations, press [OK].

## Topics

### [Sending a Fax \(Procedure\)](#)

Specifying a destination in other methods

### [Specifying a Destination \(Direct Entry\)](#)

### [Specifying a Destination \(One-touch Button\)](#)

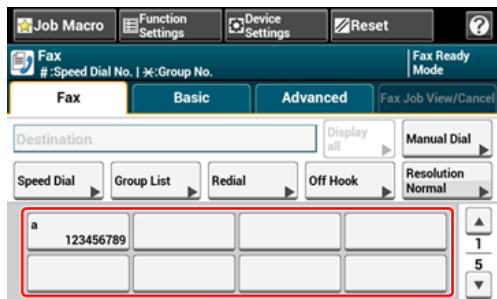
### [Specifying a Destination \(Transmission History and Reception History\)](#)

# Specifying a Destination (One-touch Button)

You can select a fax number that is registered in the speed dial list with a one-touch button.

## Memo

Specify a destination in step 4 in "[Sending a Fax \(Procedure\)](#)".



To select the one-touch button 09 to 40 that are assigned to one-touch buttons, press ▲ or ▼ to switch between the screens.

## Topics

 [Sending a Fax \(Procedure\)](#)

Specifying a destination in other methods

 [Specifying a Destination \(Direct Entry\)](#)

 [Specifying a Destination \(Phone Book\)](#)

 [Specifying a Destination \(Transmission History and Reception History\)](#)

# Specifying a Destination (Transmission History and Reception History)

You can select a destination from the most recent 50 records in the transmission history or reception history.

## Note

The reception history that is displayed on the panel shows receptions with Fcode polling only.

 [Performing Confidential Communication and Bulletin Board Communication \(Fcode Communication\)](#)

## Memo

Specify a destination in step 4 in "[Sending a Fax \(Procedure\)](#)".

1. Press [Redial] on the [Fax] tab.

2. Press a destination.

The check mark on the left side of the destination turns on. You can select multiple destinations.

3. When you complete the selection of all the destinations, press [OK].

## Topics

 [Sending a Fax \(Procedure\)](#)

Specifying a destination in other methods

 [Specifying a Destination \(Direct Entry\)](#)

 [Specifying a Destination \(Phone Book\)](#)

 [Specifying a Destination \(One-touch Button\)](#)

# Deleting a Specified Destination

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## Memo

Delete addresses specified in step 4 of "Sending a Fax (Procedure)".

1. Press [Display All] on the [Fax] tab.
2. Press [Delete] of a destination to delete.
3. When you complete the selection of all the destinations to delete, press [Back].
  - If you have deleted all the destinations, the screen automatically returns to the start screen.

# Displaying a Preview Image

Using the preview function, you can check the scanned image on the touch panel before sending fax.

## Note

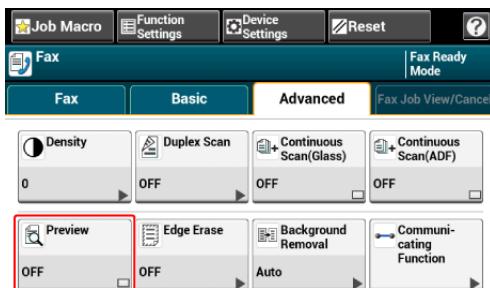
- The image previewed on the display does not completely match the printout. Use the function to check the content or orientation of scanned documents.
- For the real time transmission and manual transmission, preview images cannot be displayed.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Specify a destination.
5. Press [Preview] in the [Advanced] tab to set to [ON].

## Memo

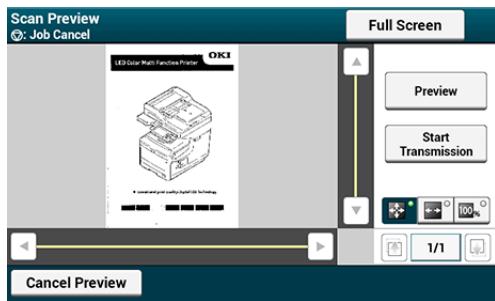
Pressing [Preview] switches [ON] and [OFF].

- ❖ When sending a fax
  -  [Sending a Fax \(Procedure\)](#)
- ❖ When sending an Internet fax
  -  [Sending an Internet Fax \(Procedure\)](#)
- ❖ When sending data to the file server
  -  [Basic Procedure for Scan to Fax Server](#)



6. Change settings if necessary.
7. Press the  (START) button.
8. Check the image to be faxed on the preview screen. Press [Start]

## Transmission] after checking.



### Memo

- There are three methods to display preview images.
  - : Displays full page.
  - : Displays across the width of the screen.
  - : Displays the scanned page at the same magnification.
- Press the **Full Screen** button to display the preview image in full screen.
- Use , , , and to scroll the preview image.
- When scanning multiple pages of documents, use the navigation button to switch between the pages.
  - : Displays the previous page.
  - : Displays the next page.
  - : Displays any page. Press this button and enter page number you want to display.
- If you set the next document on the ADF or document glass and press the **Preview** button, the machine scans the document and displays the scanned document.
- Press the **Cancel Preview** button to close the preview screen and cancel sending.

# Cancelling a Fax Transmission

[Cancelling During a Transmission](#)

[Cancelling a Reserved Transmission](#)

## Cancelling During a Transmission

You can cancel a fax transmission when a message is displayed and scanning is in progress.

1. Press the  (STOP) button.



## Cancelling a Reserved Transmission

You can cancel a reserved transmission job.

### Note

If you select broadcast, the broadcast job is cancelled.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Press [Fax].
3. Press the [Fax Job View/Cancel] tab.
4. Press [Delete] of a job to cancel.

### Memo

A fax that is being sent is displayed on the top of the list.

5. Press [Yes] on a confirmation screen.

## Receiving a Fax

---

This section describes how to check the received fax.

- [Printing Received Fax Images](#)
- [Printing a Received Fax](#)
- [Paper Size Priority](#)

# Printing Received Fax Images

[Available Recording Size](#)

[Rotate Printing](#)

[Paper Size Priority](#)

[Threshold](#)

## Available Recording Size

Approximately 4.2 mm from the edges cannot be printed. Therefore, received images may be reduced or partially cut off to print. The part that can be printed out is called the available recording size.

## Rotate Printing

This machine automatically measures width and length of received images and select the appropriate paper loaded.

If the orientation of the received image differs from that of loaded paper, the image is automatically rotated before printing.

## Paper Size Priority

Received images usually printed on the same size of paper as that of the sender's.

If the same-size paper is not loaded on this machine, alternative paper is selected in the following priority order.

### Memo

Check the priority of the paper size.

### Paper Size Priority

## Threshold

Threshold means the value that determines the position to reduce or cut off to fit on page when the received image exceeds the effective recording size.

### Memo

Change threshold.

### Setting a Print Method for When a Received Image Exceeds Paper Size

Recording Size List

Document Size	Rx Reduc. Rate	
	Auto	100%

Standard size document



Original size

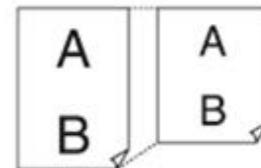
\* May slightly be reduced.



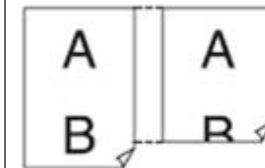
Original size

Banner (longer than standard size)

When the excessive length is within the range of the threshold

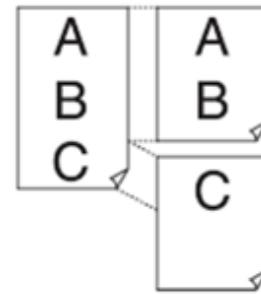


Reduced to fit on the page.

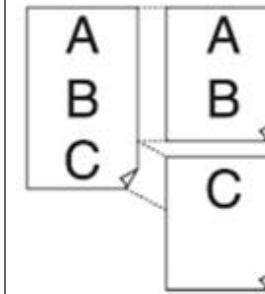


Original size. The excess is cut off.

When the excessive length is larger than the threshold



Original size. The excess is printed on the next page.



Original size. The excess is printed on the next page.

# Printing a Received Fax

## Selecting a Tray to Use

### If You Cannot Print a Received Fax

A received fax is automatically printed. You can specify a paper tray to use.

#### Note

Do not pull the paper tray out during printing.

#### Memo

- Use only plain or recycled paper.

Available paper size is as follows.

Basis	Available Paper Size
AB	A3, A4  , A4  , A5  , A5  , B4, B5  , B5  , Folio
Letter	Tabloid, Letter  , Letter  , Legal13, Legal13.5, Legal14, Statement  , Statement 

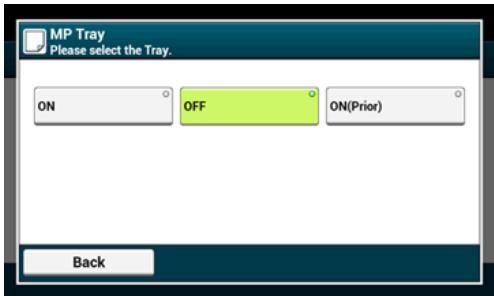
If [Device Settings] > [Admin Setup] > [Management] > [System Setup] > [Default Paper Size] is set to A4, see AB series. If set to Letter, see Letter series.

- If a received fax is larger than a specified paper size, the fax is reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings.

 [Setting a Print Method for When a Received Image Exceeds Paper Size](#)

## Selecting a Tray to Use

1. Press [Device Settings] on the touch panel.
2. Press [Paper Setup].
3. Press [Select Tray].
4. Press [Fax].
5. Specifies a tray to use.
6. Select a setting.



- The paper tray with [ON(Prior)] set is used ahead of another tray that holds paper of the same size.
- The MP tray is set to [OFF] by factory default.

7. Press [Back] until the home screen is displayed.

#### Memo

You can specify the output destination for received faxes.

 [Switching Output Trays](#)

## If You Cannot Print a Received Fax

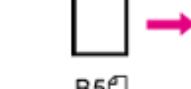
Even if the machine cannot print received faxes due to a lack of paper or paper jams, the machine can receive data of up to 400 sheets. (However, this amount varies depending on the remaining Memory space or document content.) If the machine cannot print received faxes due to a lack of paper or paper jams, refer to the following items to solve a problem. If the problem is solved, printing automatically starts.

 [Loading Paper](#)

 [If Paper Jams Occur](#)

# Paper Size Priority

The received faxes are printed according to the paper size priority in the table below.

Document size on the sender's machine	Paper Size Priority
A3 	 →  (86%) →  (70%) →  (61%) →  (50%)
B4 	 →  (81%) →  (70%) →  (57%)
A4 	 →  (86%) →  (86%) →  (70%)
B5 	 →  →  (81%) → 
A5 	 →  →  → 

# Checking the Communication Status/Transmission and Reception History

This section describes how to check fax transmission and reception.

[Checking the Communication Status](#)

[Checking the Transmission History and Reception History](#)

## Checking the Communication Status

You can check whether a fax is being sent properly when the fax transmission job is in progress.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Press [Fax].
3. Select the [Fax Job View/Cancel] tab.
4. Check the job content.

## Checking the Transmission History and Reception History

You can check the transmission history and reception history.

### Note

The reception history that is displayed on the panel shows receptions with Fcode polling only.

 [Performing Confidential Communication and Bulletin Board Communication \(Fcode Communication\)](#)

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Press [Fax].
3. Press [Redial] on the [Fax] tab.
4. Select the [Tx History] tab or [Rx History] tab.
5. Check the history content.

### Memo

When a fax transmission is in progress, you can check the transmission status on the [Fax Job View/Cancel] screen.

 [Checking the Transmission History](#)



# Sending a Fax via the Internet

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- About the Internet Fax Function
- Sending an Internet Fax (Procedure)
- Receiving an Internet Fax
- Specifying a Destination (Direct Entry)
- Specifying a Destination (Address Book/Group List)
- Specifying a Destination (One-touch Button)
- Specifying a Destination (Transmission History)
- Specifying a Destination (LDAP Server)
- Checking, Deleting or Changing a Specified Destination
- Setting Scanning for Transmission
- Checking the Transmission History

# About the Internet Fax Function

The Internet Fax function allows you to send and receive faxes through an Internet line. When using standard faxes through a standard telephone line, charges are incurred depending on the distance. However, if using the Internet line, charges do not fluctuate regardless of the distance, allowing you to reduce more costs than standard faxes.

If you use the Internet Fax function, the fax data is converted to a TIFF file, and sent as an e-mail attachment file. The data is sent immediately after scanning is complete, and the data is not saved in the Memory of this machine. You can specify only e-mail addresses for the destination.

## Memo

- You can set the following document sizes. Any document that contains different paper sizes cannot be used.
  - Document sizes that can be set in the ADF: A3, A4 , A4 , A5 , A6 , B4, B5 , Tabloid, Letter , Letter , Legal13/13.5/14, Executive , Statement , or Folio
  - Document sizes that can be set on the document glass: A3, A4 , A4 , A5 , A6 , B4, B5 , Tabloid, Letter , Letter , Legal13/13.5/14, Executive , Statement , or Folio
- The document data may not be printed correctly depending on the recipient's machine.
- Before using the Internet Fax function, you must set a server.

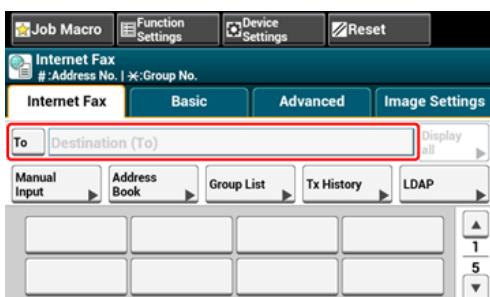
### Before Using Scan To E-mail

- A4  is sent as A4  and Letter  is sent as Letter  respectively.
- Documents larger than A4 are automatically reduced to A4 and sent.

# Sending an Internet Fax (Procedure)

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Check that [To] is selected.

To select [Cc] or [Bcc], press [To] several times.



5. Enter a destination e-mail address.

- [🔗 Specifying a Destination \(Direct Entry\)](#)
- [🔗 Specifying a Destination \(Address Book/Group List\)](#)
- [🔗 Specifying a Destination \(One-touch Button\)](#)
- [🔗 Specifying a Destination \(Transmission History\)](#)
- [🔗 Specifying a Destination \(LDAP Server\)](#)

6. Set scan settings if necessary.

## Memo

If you press (START) without changing anything, the following (factory default) settings are applied for scanning and sending a document.

- [Scan Size]: Auto
- [Resolution]: Normal
- [Density]: 0

- [🔗 Scanning Multiple Documents Continuously \(Continuous Scan\)](#)
- [🔗 Adjusting the Density \(Density\)](#)
- [🔗 Specifying a Scan Resolution \(Resolution\)](#)
- [🔗 Setting Scanning for Transmission](#)

## Memo

To view a preview image, press [Preview] in the [Advanced] tab to set to [ON].

**7.** Press  (START).

# Receiving an Internet Fax

---

A received Internet Fax is automatically printed.

To receive Internet Faxes, you must set the e-mail reception settings in advance.

## Before Using Scan To E-mail

If you want to forward an Internet Fax, you can use the auto delivery function.

## Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)

### Memo

You can switch output destinations for printouts of attachment files from [E-mail/I-Fax] of [Output Tray].

## Setting Output Tray

# Specifying a Destination (Direct Entry)

Enter an e-mail address directly on the touch panel.

## Memo

Specify a destination in step 5 in "[Sending an Internet Fax \(Procedure\)](#)".

### 1. Press [Manual Input].

An e-mail address can be entered by pressing [Destination (To)].

### 2. Enter an e-mail address.

You can enter up to 80 characters.

 [Entering Characters](#)

### 3. Press [OK].

## Topics

 [Sending an Internet Fax \(Procedure\)](#)

Specifying a destination in other methods

 [Specifying a Destination \(Address Book/Group List\)](#)

 [Specifying a Destination \(One-touch Button\)](#)

 [Specifying a Destination \(Transmission History\)](#)

 [Specifying a Destination \(LDAP Server\)](#)

# Specifying a Destination (Address Book/Group List)

You can select a destination from the address book or group list. You must register destinations in the address book or group list in advance.

## Before Using Scan To E-mail

### Note

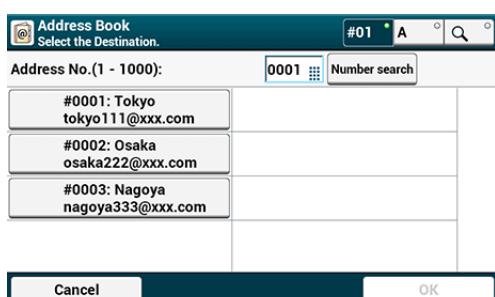
If you specify a reply destination of an Internet Fax, you cannot specify a group.

### Memo

- Specify a destination in step 5 in "Sending an Internet Fax (Procedure)".
- You can register up to 1000 destinations in the address book.
- You can register up to 32 groups.

- Press [Address Book] or [Group List] on the [Internet Fax] or [Basic] tab.
- Select the transmission destination or group.

You can select multiple items.



- When you complete the selection of all the destinations, press [OK].

## Topics

### Sending an Internet Fax (Procedure)

Specifying a destination in other methods

### Specifying a Destination (Direct Entry)

### Specifying a Destination (One-touch Button)

### Specifying a Destination (Transmission History)

### Specifying a Destination (LDAP Server)

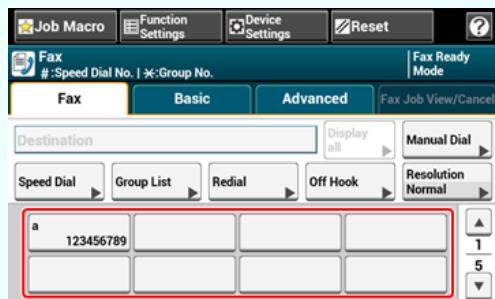


# Specifying a Destination (One-touch Button)

You can select an e-mail address that is registered to the speed dial list with a one-touch button.

## Memo

Specify a destination in step 5 in "Sending an Internet Fax (Procedure)".



To select the speed dial numbers 09 to 40 that are assigned to one-touch buttons, press ▲ or ▼ to switch between the screens.

## Topics

 [Sending an Internet Fax \(Procedure\)](#)

Specifying a destination in other methods

 [Specifying a Destination \(Direct Entry\)](#)

 [Specifying a Destination \(Address Book/Group List\)](#)

 [Specifying a Destination \(Transmission History\)](#)

 [Specifying a Destination \(LDAP Server\)](#)

# Specifying a Destination (Transmission History)

You can select a destination from the transmission history.

## Note

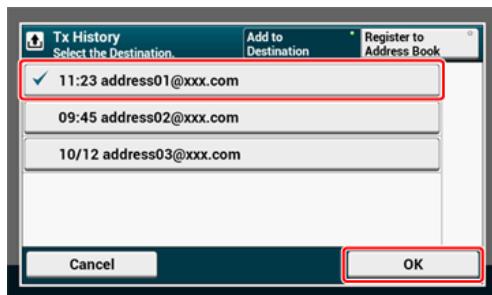
The transmission history displays only sent faxes whose destinations were directly entered.

## Memo

Specify a destination in step 5 in "[Sending an Internet Fax \(Procedure\)](#)".

1. Press [Tx History] on the [Internet Fax] or [Basic] tab.
2. Select the destination, and then press [OK].

You can select multiple items.



## Topics

 [Sending an Internet Fax \(Procedure\)](#)

Specifying a destination in other methods

 [Specifying a Destination \(Direct Entry\)](#)

 [Specifying a Destination \(Address Book/Group List\)](#)

 [Specifying a Destination \(One-touch Button\)](#)

 [Specifying a Destination \(LDAP Server\)](#)

# Specifying a Destination (LDAP Server)

[For Simple Search](#)

[For Advanced Search](#)

You can search for a destination from a list on the LDAP server. There are two search methods, as shown below.

- [Simple Search]: You can run a search with only one keyword as a user name. You can only search for character strings included in usernames, and not in e-mail addresses.
- [Advanced Search]: You select search conditions to search for items that include all the specified keywords or any of the keywords. You can specify user names or e-mail addresses as search keywords.

Up to 100 search results are displayed.

For details on setting the LDAP server, refer to "[Setting the LDAP Server](#)".



## Memo

Specify a destination in step 5 in "[Sending an Internet Fax \(Procedure\)](#)".

## For Simple Search

1. Press [LDAP] on the [Internet Fax] or [Basic] tab.
2. Press [Simple Search].
3. Enter a keyword to search for a user name in the LDAP server.  

4. Press [OK].



5. When the search results are displayed, press the destination.
6. When you complete the selection of all the destinations, press [OK].
7. Press [Back] to return to the start screen.



## Topics

- [Sending an Internet Fax \(Procedure\)](#)  
Specifying a destination in other methods
- [Specifying a Destination \(Direct Entry\)](#)
- [Specifying a Destination \(Address Book/Group List\)](#)
- [Specifying a Destination \(One-touch Button\)](#)
- [Specifying a Destination \(Transmission History\)](#)

## For Advanced Search

1. Press [LDAP] on the [Internet Fax] or [Basic] tab.
2. Press [Advanced Search].
3. Press [Search Method].
4. Select [OR] or [AND].
5. Press [User Name].
6. Enter the keyword to search for.
  - [Entering Characters](#)
7. Press [OK].
8. Press [E-mail Address].
9. Enter the keyword to search for.
10. Press [OK].
11. Press [OK] to start searching.
12. When the search results are displayed, press the destination.
13. When you complete the selection of all the destinations, press [OK].
14. Press [Back] to return to the start screen.



## Topics

- [Sending an Internet Fax \(Procedure\)](#)  
Specifying a destination in other methods
- [Specifying a Destination \(Direct Entry\)](#)
- [Specifying a Destination \(Address Book/Group List\)](#)

-  [Specifying a Destination \(One-touch Button\)](#)
-  [Specifying a Destination \(Transmission History\)](#)

# Checking, Deleting or Changing a Specified Destination

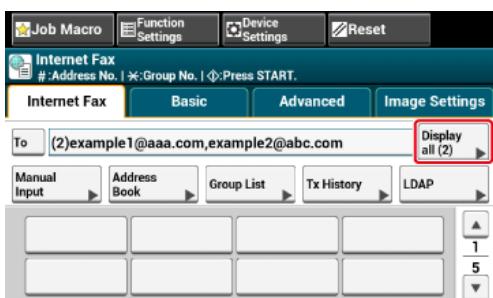
[Checking a Destination](#)

[Deleting a Destination](#)

[Changing the Destination Type](#)

## Checking a Destination

1. Press [Display all] on the [Internet Fax] tab.



2. Press and hold on the destination to check.

Press [Edit] to change the destination, if necessary.



## Deleting a Destination

1. Press [Display all] on the [Internet Fax] tab.

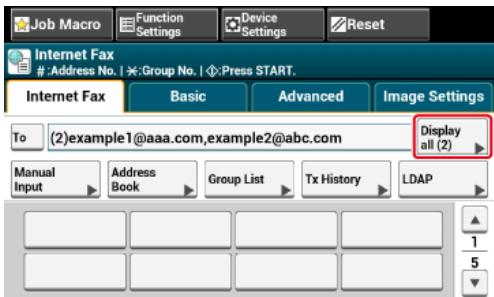


2. Press [Delete] on the destination to delete.



## Changing the Destination Type

1. Press [Display all] on the [Internet Fax] tab.



2. Press [To] to change a destination type.



# Setting Scanning for Transmission

This section describes the scan settings for Internet Fax transmissions.

## Memo

If using Scan to Fax Server, the following scan settings are not available.

- Setting a reply destination
- Editing an e-mail
- Specifying a file name (file name)
- Scanning a duplex document (duplex scan)

- ▶ [Scanning Multiple Documents Continuously \(Continuous Scan\)](#)
- ▶ [Adjusting the Density \(Density\)](#)
- ▶ [Specifying a Scan Resolution \(Resolution\)](#)
- ▶ [Specifying a Scan Size \(Scan Size\)](#)
- ▶ [Scanning a Document with a Colored Background Clearly \(Background Removal\)](#)
- ▶ [Setting a Reply Destination](#)
- ▶ [Editing an E-mail](#)
- ▶ [Specifying a File Name \(File Name\)](#)
- ▶ [Scanning a Duplex Document \(Duplex Scan\)](#)
- ▶ [Specifying a File Compression Rate \(Compression Rate\)](#)

# Scanning Multiple Documents Continuously (Continuous Scan)

You can scan a fax transmission document from the ADF and document glass. For example, you can send a document and a part of a book as a single fax job.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Select the [Advanced] tab.
5. Press [Continuous Scan].

[Continuous Scan] is set to [ON].

## Memo

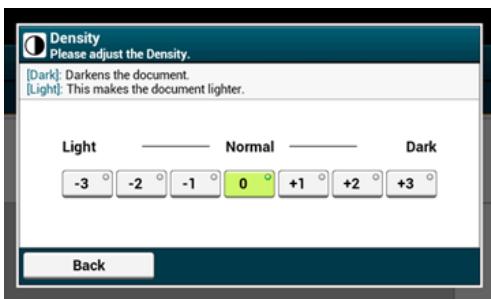
Pressing [Continuous Scan] switches between [ON] and [OFF].

6. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Address Book/Group List\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History\)](#)
  -  [Specifying a Destination \(LDAP Server\)](#)
7. Press the  (START) button to start scanning the first document.
8. When [Please set next document] is displayed, set the next document.
9. Press [Start Scan].
10. Repeat steps 8 and 9 for each fax transmission document if necessary.
11. When scanning all sets of the documents is complete, press [Scan Complete].

# Adjusting the Density (Density)

You can adjust the density in seven levels.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Density] on the [Image Settings] tab.
5. Select density.



## Memo

- Alternatively, you can set this setting from [Function Settings].
- [0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest). To decrease the density, select [-1], [-2], or [-3] (lightest).

6. Specify a destination.

- [🔗 Specifying a Destination \(Direct Entry\)](#)
- [🔗 Specifying a Destination \(Address Book/Group List\)](#)
- [🔗 Specifying a Destination \(One-touch Button\)](#)
- [🔗 Specifying a Destination \(Transmission History\)](#)
- [🔗 Specifying a Destination \(LDAP Server\)](#)

7. Change other settings if necessary, and then press the (START) button.

## Topics

You can change other settings for fax transmissions.

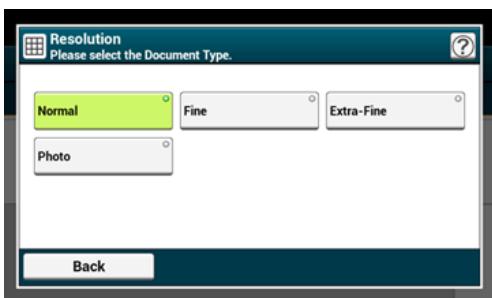
- [🔗 Setting Scanning for Transmission](#)
- [🔗 Sending an Internet Fax \(Procedure\)](#)



# Specifying a Scan Resolution (Resolution)

You can change a resolution to scan a document to the value to obtain the most suitable quality.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Resolution] on the [Image Settings] tab.
5. Select a resolution.



## Memo

If you select [Photo], it takes long to scan a document.

6. Specify a destination.
  - [Specifying a Destination \(Direct Entry\)](#)
  - [Specifying a Destination \(Address Book/Group List\)](#)
  - [Specifying a Destination \(One-touch Button\)](#)
  - [Specifying a Destination \(Transmission History\)](#)
  - [Specifying a Destination \(LDAP Server\)](#)
7. Change other settings if necessary, and then press the (START) button.

## Topics

You can change other settings for fax transmissions.

- [Setting Scanning for Transmission](#)
- [Sending an Internet Fax \(Procedure\)](#)

# Specifying a Scan Size (Scan Size)

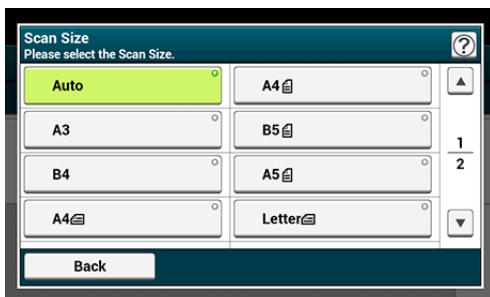
You can specify the suitable size to scan a document.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Scan Size] on the [Basic] tab.

## Memo

Alternatively, you can set this setting from [Function Settings].

5. Select a size.



## Memo

- Both ADF and the document glass automatically detect the following document sizes.

Basis	Detectable Sizes
AB	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Folio
Letter	Tabloid, Letter  , Letter  , Legal14, Executive  , Statement 

\*If Legal14 is detected in the Letter series, the value between Legal13, Legal13.5, and Legal14 which is specified from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] > [Auto detect Scan Size] > [Legal Size] is set as Scan Size.

- If the machine cannot detect document size with the [Scan Size] setting is set to [Auto], the scanning size selection screen appears when the start button is pressed.
- A4  is sent as A4  and Letter  is sent as Letter  respectively.

6. Specify a destination.

- [!\[\]\(8c3618f1ae396dfe0c0bb45703cd5ab1\_img.jpg\) Specifying a Destination \(Direct Entry\)](#)
- [!\[\]\(20c5d860ae88065f7f820da1735a69e1\_img.jpg\) Specifying a Destination \(Address Book/Group List\)](#)
- [!\[\]\(f638fff37b7f3fd82b9eaf6ab02976ff\_img.jpg\) Specifying a Destination \(One-touch Button\)](#)
- [!\[\]\(8aa8a2dec3a8cc0bacc67dfa1c74338c\_img.jpg\) Specifying a Destination \(Transmission History\)](#)
- [!\[\]\(18eb14e74c167691fb99d7bcd9a55d28\_img.jpg\) Specifying a Destination \(LDAP Server\)](#)

- 7.** Change other settings if necessary, and then press the  (START) button.

## Topics

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You can change other settings for fax transmissions.

-  [Setting Scanning for Transmission](#)
-  [Sending an Internet Fax \(Procedure\)](#)

# Scanning a Document with a Colored Background Clearly (Background Removal)

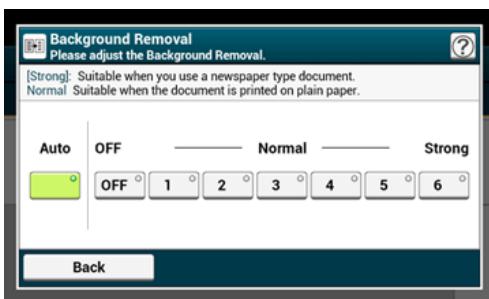
To adjust a level of the document background removal, you can select Auto, OFF, or adjustments in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

## Note

- If a greater (brighter) value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.
- In the following cases, background color may not be correctly detected and the background may not be eliminated successfully.
  - When a custom-size document is loaded
  - When a document with the front edge folded is loaded
  - When a document missing the front edge or an oblique document is loaded
  - When a document having a hole near the front edge is loaded
  - When a document is placed without aligning it with the guide on the document glass

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Background Removal] on the [Image Settings] tab.
5. Select a value.



## Memo

To increase a level of the document background removal, select [4], [5], or [6]. To decrease a level of the document background removal, select [2], [1], or [OFF] (no removal).

6. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Address Book/Group List\)](#)

-  [Specifying a Destination \(One-touch Button\)](#)
-  [Specifying a Destination \(Transmission History\)](#)
-  [Specifying a Destination \(LDAP Server\)](#)

7. Change other settings if necessary, and then press the  (START) button.

## Topics

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You can change other settings for fax transmissions.

-  [Setting Scanning for Transmission](#)
-  [Sending an Internet Fax \(Procedure\)](#)

# Setting a Reply Destination

---

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Reply To] on the [Advanced] tab.
5. Enter a reply destination, and then press [OK].
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Address Book/Group List\)](#)
  -  [Specifying a Destination \(LDAP Server\)](#)
6. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Address Book/Group List\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History\)](#)
  -  [Specifying a Destination \(LDAP Server\)](#)
7. Change other settings if necessary, and then press the  (START) button.

## Topics

---

You can change other settings for fax transmissions.

-  [Setting Scanning for Transmission](#)
-  [Sending an Internet Fax \(Procedure\)](#)

# Editing an E-mail

---

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Subject] on the [Advanced] tab.
5. Press [Select Subject].
6. Select a subject.

If you select [Manual Input] in step 5, enter a subject, and then press [OK].

## Memo

When directly entering, you can enter up to 80 characters.

### Entering Characters

7. Press [E-mail Body] on the [Advanced] tab.
8. Press [Select Text].
9. Select a text.

If you select [Manual Input] in step 8, enter a text, and then press [OK].

## Memo

When directly entering, you can enter up to 256 characters.

10. Specify a destination.

-  Specifying a Destination (Direct Entry)
-  Specifying a Destination (Address Book/Group List)
-  Specifying a Destination (One-touch Button)
-  Specifying a Destination (Transmission History)
-  Specifying a Destination (LDAP Server)

11. Change other settings if necessary, and then press the  (START) button.

## Topics

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### Specifying a Subject

You can change other settings for fax transmissions.

-  Setting Scanning for Transmission
-  Sending an Internet Fax (Procedure)

# Specifying a File Name (File Name)

You can specify a name of a scanned data file.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [File Name] on the [Advanced] tab.
5. Enter a file name, and then press [OK].

You can enter up to 64 characters.

 [Entering Characters](#)

## Memo

If you do not specify a file name, the factory default setting name is used.

6. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Address Book/Group List\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History\)](#)
  -  [Specifying a Destination \(LDAP Server\)](#)
7. Change other settings if necessary, and then press the  (START) button.

## Topics

You can change other settings for fax transmissions.

-  [Setting Scanning for Transmission](#)
-  [Sending an Internet Fax \(Procedure\)](#)

# Scanning a Duplex Document (Duplex Scan)

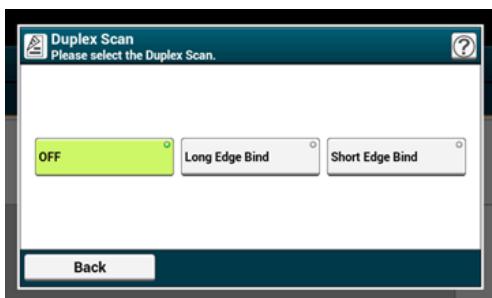
You can send a duplex document with the ADF.

## Note

You cannot use the document glass for this operation.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF.
3. Press [Internet Fax].
4. Press [Duplex Scan] on the [Advanced] tab.
5. Select a setting.

You can specify [Long Edge Bind] or [Short Edge Bind].



6. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Address Book/Group List\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History\)](#)
  -  [Specifying a Destination \(LDAP Server\)](#)
7. Change other settings if necessary, and then press the  (START) button.

## Topics

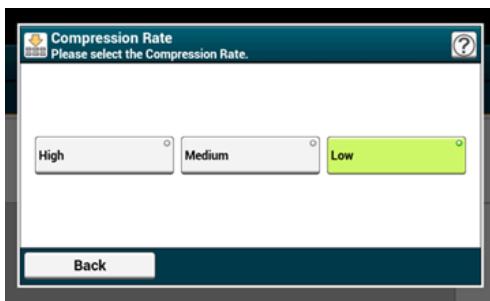
You can change other settings for fax transmissions.

-  [Setting Scanning for Transmission](#)
-  [Sending an Internet Fax \(Procedure\)](#)

# Specifying a File Compression Rate (Compression Rate)

You can specify the appropriate compression level.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Internet Fax].
4. Press [Compression Rate] on the [Advanced] tab.
5. Select a compression rate.



6. Specify a destination.
  - [🔗 Specifying a Destination \(Direct Entry\)](#)
  - [🔗 Specifying a Destination \(Address Book/Group List\)](#)
  - [🔗 Specifying a Destination \(One-touch Button\)](#)
  - [🔗 Specifying a Destination \(Transmission History\)](#)
  - [🔗 Specifying a Destination \(LDAP Server\)](#)
7. Change other settings if necessary, and then press the (START) button.

## 0 Topics

You can change other settings for fax transmissions.

- [🔗 Setting Scanning for Transmission](#)
- [🔗 Sending an Internet Fax \(Procedure\)](#)

## Checking the Transmission History

---

You can check the transmission history.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Press [Internet Fax].
3. Press [Tx History] on the [Internet Fax] or [Basic] tab.
4. Check the transmission history.

# Setting Scanning for Transmission

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- Scanning a Duplex Document (Duplex Scan)
- Specifying a Scan Resolution (Resolution)
- Sending a Fax to Multiple Destinations at the Same Time
- Specifying a Scan Size (Scan Size)
- Adjusting the Density (Density)
- Scanning a Document with a Colored Background Clearly (Background Removal)
- Erasing Edge Shadows When Sending (Edge Erase)
- Disclosing a Sender Name (Originator) to the Recipient
- Changing the Sender Name That is Printed on Faxes
- Printing Transmission Results Automatically (Transmit Conf. Report)
- Registering the Sender Name (Originator)
- Changing the Standard Originator Name
- Adding a Prefix (Prefix)
- Setting the Number of Redial Attempts and Redial Intervals

# Scanning a Duplex Document (Duplex Scan)

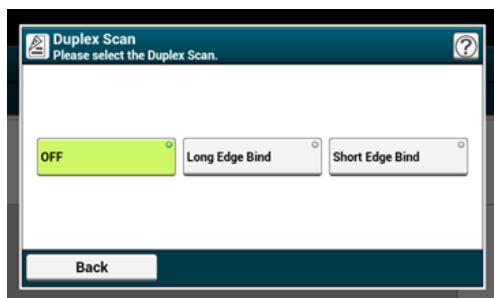
You can send a duplex document by fax with the ADF.

## Note

You cannot use the document glass for this operation.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF.
3. Press [Fax].
4. Press [Duplex Scan] on the [Advanced] tab.
5. Select a setting.

You can specify [Long Edge Bind] or [Short Edge Bind].



6. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Phone Book\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History and Reception History\)](#)
7. Change other settings if necessary, and then press the  (START) button.

## Topics

You can change other settings for fax transmissions.

-  [Setting Scanning for Transmission](#)
-  [Sending a Fax \(Procedure\)](#)

# Specifying a Scan Resolution (Resolution)

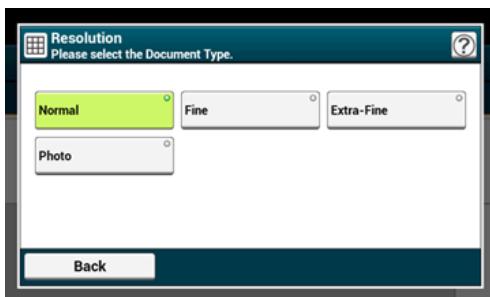
You can select a resolution to obtain the most suitable quality.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Resolution] on the [Fax] or [Basic] tab.

## Memo

Alternatively, you can set this setting on the [Basic] tab or from [Function Settings].

5. Select a resolution.



## Memo

- [Extra-Fine] may not be available depending on the receiver's machine.
- If you select [Fine], [Extra-Fine], or [Photo], it takes long to scan a document.

6. Specify a destination.

-  [Specifying a Destination \(Direct Entry\)](#)
-  [Specifying a Destination \(Phone Book\)](#)
-  [Specifying a Destination \(One-touch Button\)](#)
-  [Specifying a Destination \(Transmission History and Reception History\)](#)

7. Change other settings if necessary, and then press the (START) button.

## Topics

You can change other settings for fax transmissions.

-  [Setting Scanning for Transmission](#)
-  [Sending a Fax \(Procedure\)](#)



# Sending a Fax to Multiple Destinations at the Same Time

You can send a fax to multiple destinations. You can specify up to 100 destinations by using the 10-key pad, speed dial, or group list.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Phone Book\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History and Reception History\)](#)
5. Repeat step 4 to enter all the destinations.
6. Change other settings if necessary, and then press the  (START) button.
7. Check the destinations set from the list screen and press the  (START) button.

## Memo

You can delete specified addresses.

## Memo

- To cancel operation, press [RESET] on the touch panel.
- A group list is useful when you want to broadcast. Register a group list before sending a fax in advance.
  -  [Specifying a Destination \(Phone Book\)](#)
  - If [Broadcast Destination] is enabled, destination numbers are displayed before sending.
  -  [Fax Setup](#)
  - You can cancel a fax transmission.
  -  [Cancelling a Fax Transmission](#)

# Specifying a Scan Size (Scan Size)

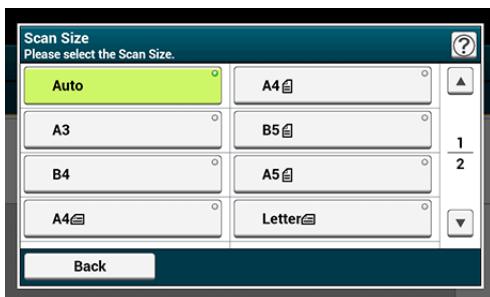
You can select the suitable size to scan a document.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Scan Size] on the [Basic] tab.

## Memo

Alternatively, you can set this setting from [Function Settings].

5. Select a size.



## Memo

- Both ADF and the document glass automatically detect the following document sizes.

Basis	Detectable Sizes
AB	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Folio
Letter	Tabloid, Letter  , Letter  , Legal14, Executive  , Statement 

\*If Legal14 is detected in the Letter series, the value between Legal13, Legal13.5, and Legal14 which is specified from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] > [Auto detect Scan Size] > [Legal Size] is set as Scan Size.

- If the machine cannot detect document size with the [Scan Size] setting is set to [Auto], the scanning size selection screen appears when the start button is pressed.
- Documents in B5 or A5 are sent as documents in A4.
- When [Rotate Tx] is ON, A4  is sent as A4  and Letter  is sent as Letter  respectively.

6. Specify a destination.

-  [Specifying a Destination \(Direct Entry\)](#)
-  [Specifying a Destination \(Phone Book\)](#)
-  [Specifying a Destination \(One-touch Button\)](#)
- 

7. Change other settings if necessary, and then press the  (START) button.

## Topics

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You can change other settings for fax transmissions.

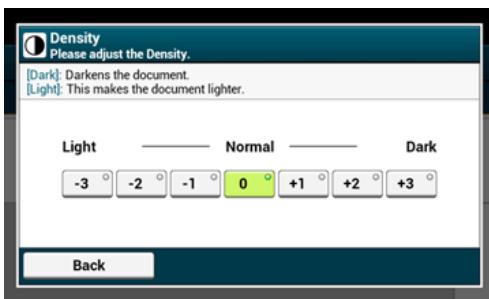
 [Setting Scanning for Transmission](#)

 [Sending a Fax \(Procedure\)](#)

# Adjusting the Density (Density)

You can adjust the scan density in seven levels.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Density] on the [Advanced] tab.
5. Select density.



## Memo

- Alternatively, you can set this setting from [Function Settings].
- [0] is the standard value. To increase the density, select [+1], [+2], or [+3] (darkest).  
To decrease the density, select [-1], [-2], or [-3] (lightest).

6. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Phone Book\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History and Reception History\)](#)
7. Change other settings if necessary, and then press the (START) button.

## Topics

You can change other settings for fax transmissions.

-  [Setting Scanning for Transmission](#)
-  [Sending a Fax \(Procedure\)](#)

# Scanning a Document with a Colored Background Clearly (Background Removal)

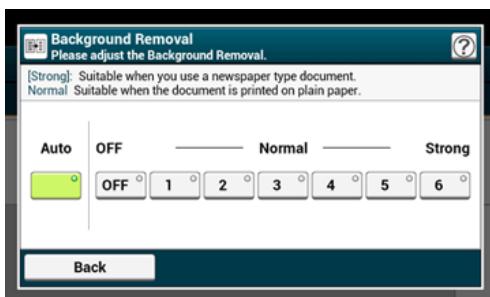
To adjust a level of the document background removal, you can select Auto, OFF, or adjustments in six levels.

If you select [Auto], the background is automatically removed in a level that suits the document.

## Note

- If a greater (brighter) value of the background removal is set, fine lines, texts or light colors may not be reproduced depending on the document.
- In the following cases, background color may not be correctly detected and the background may not be eliminated successfully.
  - When a custom-size document is loaded
  - When a document with the front edge folded is loaded
  - When a document missing the front edge or an oblique document is loaded
  - When a document having a hole near the front edge is loaded
  - When a document is placed without aligning it with the guide on the document glass

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Background Removal] on the [Advanced] tab.
5. Select a value.



## Memo

To increase a level of the document background removal, select [4], [5], or [6]. To decrease a level of the document background removal, select [2], [1], or [OFF] (no removal).

6. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Phone Book\)](#)

-  [Specifying a Destination \(One-touch Button\)](#)
-  [Specifying a Destination \(Transmission History and Reception History\)](#)

7. Change other settings if necessary, and then press the  (START) button.

## Topics

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You can change other settings for fax transmissions.

-  [Setting Scanning for Transmission](#)
-  [Sending a Fax \(Procedure\)](#)

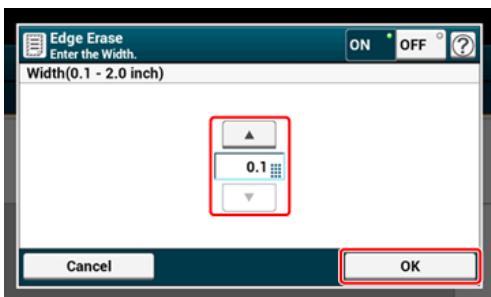
# Erasing Edge Shadows When Sending (Edge Erase)

A black shadow may be scanned around the edges of the scanned document. The edge erase function allows you to erase the black shadow.

## Memo

- [Edge Erase] is set to [OFF] by factory default.
- The default value of the edge width to erase can be changed from [Admin Setup] > [Fax Setup] > [Default Settings] > [Edge Erase] > [ON] > [Width].

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Edge Erase] on the [Advanced] tab.
5. Enter a value from 2 to 50 mm (0.1 to 2.0 inches) in [Width] by using the 10-key pad or pressing  $\Delta$   $\nabla$  on the touch panel, and then press [OK].



## Memo

If you press [Cancel], the screen returns to the previous screen without saving the changes.

6. Specify a destination.
  - [Specifying a Destination \(Direct Entry\)](#)
  - [Specifying a Destination \(Phone Book\)](#)
  - [Specifying a Destination \(One-touch Button\)](#)
  - [Specifying a Destination \(Transmission History and Reception History\)](#)
7. Change other settings if necessary, and then press the (START) button.

## Topics

You can change other copy settings.

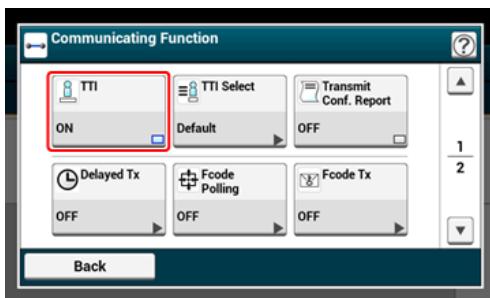
 [Setting Scanning for Transmission](#)

 [Sending a Fax \(Procedure\)](#)

# Disclosing a Sender Name (Originator) to the Recipient

You can set the machine so that a sender name (originator) can be printed on sent faxes. [TTI] is enabled by factory default, resulting in the name that you specify with [Sender ID] printed.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Check that [TTI] is set to [ON].



## Memo

Pressing [TTI] switches between [ON] and [OFF].

You can change the sender name (originator) to use.

## Easy Setup

6. Specify a destination.
  - Specifying a Destination (Direct Entry)
  - Specifying a Destination (Phone Book)
  - Specifying a Destination (One-touch Button)
  - Specifying a Destination (Transmission History and Reception History)
7. Change other settings if necessary, and then press the (START) button.

## Topics

- Changing the Sender Name That is Printed on Faxes
- Registering the Sender Name (Originator)

You can change other settings for fax transmissions.

- Setting Scanning for Transmission
-

 Sending a Fax (Procedure)

# Changing the Sender Name That is Printed on Faxes

---

[TTI] is enabled by factory default, resulting in the name that you specify with [Sender ID] printed on faxes as [Standard TTI]. To use any sender name (originator) other than [Standard TTI], follow the procedure below.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press [TTI Select].

To select an originator, you must register the sender name (originator) in advance.

 [Registering the Sender Name \(Originator\)](#)

6. Select an originator name.
7. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Phone Book\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History and Reception History\)](#)
8. Change other settings if necessary, and then press the  (START) button.

## Topics

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 [Disclosing a Sender Name \(Originator\) to the Recipient](#)

You can change other settings for fax transmissions.

 [Setting Scanning for Transmission](#)

 [Sending a Fax \(Procedure\)](#)

# Printing Transmission Results Automatically (Transmit Conf. Report)

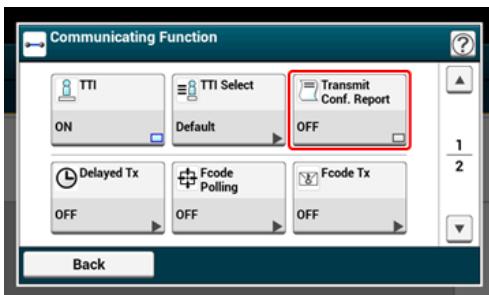
Set whether to automatically print transmission results.

## Memo

To change the default value, change it from [Admin Setup] > [Fax Setup] > [Default Settings] > [Transmit Conf. Report].

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press [Transmit Confirmation].

[Transmit Conf. Report] is set to [ON].



## Memo

Pressing [Transmit Conf. Report] switches between [ON] and [OFF].

6. Specify a destination.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Phone Book\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History and Reception History\)](#)
7. Change other settings if necessary, and then press the  (START) button.

## Topics

You can change other settings for fax transmissions.

### [Setting Scanning for Transmission](#)

 Sending a Fax (Procedure)

# Registering the Sender Name (Originator)

You can change the sender name (originator) that is printed on a sent fax. To change the name, you must register the originator name in advance.

Before using the following function, check that the [TTI] setting is enabled.

## Disclosing a Sender Name (Originator) to the Recipient

### Note

Only use alphanumeric characters for [Sender ID].

### Memo

If you set [Sender ID], the name is automatically registered to [TTI 1].

### Easy Setup

You can register up to three sender names (originators).

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [User Install].
5. Press ▲ or ▼ several times and press [TTI Register/Edit].
6. Press an originator number to register.
7. Enter a name.  
You can enter up to 22 characters.
8. Press [OK].
9. Press [Back] until the home screen is displayed.

## Topics

### Disclosing a Sender Name (Originator) to the Recipient

### Changing the Sender Name That is Printed on Faxes



# Changing the Standard Originator Name

---

If you have the sender (originator) name that is frequently used, it is recommended to specify the name as the standard originator name.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [User Install].
5. Press ▲ or ▼ several times and press [Standard TTI].
6. Select a sender name (originator) to use.
7. Press [Back] until the home screen is displayed.

## Topics

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-  [Disclosing a Sender Name \(Originator\) to the Recipient](#)
-  [Changing the Sender Name That is Printed on Faxes](#)

# Adding a Prefix (Prefix)

Registering a Prefix

Using a Prefix When Sending a Fax

Using a Prefix When Registering a Speed Dial Number

You can add a prefix to a destination number. You can also attach a prefix when registering a number to speed dial.

## Registering a Prefix

You must register the prefix to [Prefix] in advance. You can enter up to 40 digits.

You can use symbols, such as "#" or "\*".

 Specifying a Destination (Direct Entry)

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Other Settings].
6. Press ▲ or ▼ several times and press [Prefix].
7. Enter a prefix.
8. Press [OK].
9. Press [Back] until the home screen is displayed.

## Using a Prefix When Sending a Fax

You can attach a prefix only when you enter a destination number by using the 10-key pad. To specify a destination by using the 10-key pad, follow the procedure below.



### Note

You cannot use the speed dial after entering a prefix.

 Specifying a Destination (Direct Entry)

1. Press [PreFix:N] on the destination entry screen.

The prefix is displayed as "N".

2. Enter a destination number.
3. Press [OK].

## Using a Prefix When Registering a Speed Dial Number

You can add a prefix to a speed dial number.

### Fax Numbers

1. Press [PreFix:N] on the fax number entry screen for speed dial registration.
2. Enter a fax number.  
 [Specifying a Destination \(Direct Entry\)](#)
3. Press [OK].

# Setting the Number of Redial Attempts and Redial Intervals

---

If the fax transmission fails, the machine automatically redials. If the recipient's line is busy, the recipient's machine does not answer, or a communication error occurs, the sender's machine also automatically redials. You can set the number of redial attempts and the intervals of redial attempts.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Other Settings].
6. Press [Redial Tries].
7. Enter the number of redial tries.
8. Press [OK].
9. Press [Redial Interval].
10. Enter the redial interval.
11. Press [OK].
12. Press [Back] until the home screen is displayed.

## Memo

If the transmission failed a specified number of times for redial attempts, the document that is stored in Memory is erased and an error message is printed out.

 [Specifying a Destination \(Transmission History and Reception History\)](#)

## Settings for Transmission

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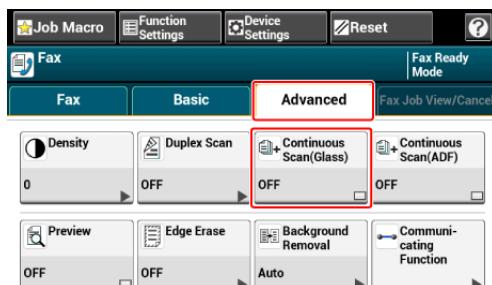
- Scanning Multiple Documents Continuously on the Document Glass (Continuous Scan (Glass))
- Scanning Multiple Documents Continuously with the ADF (Continuous Scan (ADF))
- Sending at a Specified Date and Time (Delayed Tx)
- Sending While a Document is being Scanned (Memory Transmission/Real time Transmission)
- Sending a Fax after Calling (Manual Transmission)
- Manual Sending (On-hook dial)
- Preventing Wrong Fax Transmissions

# Scanning Multiple Documents Continuously on the Document Glass (Continuous Scan (Glass))

## ! Note

- For continuous scanning, the settings related to the image settings, such as resolution, density, and scan size, cannot be changed.
- If documents of different sizes are used, part of documents may be missed when being sent. (Example: If an A4 document is set first and an A3 document is set for continuous scanning, for part of the A3 document is missed because the machine scans the center part of the A3 document (in the same range as A4 ).)

- Press [Fax/Internet Fax] or the (FAX) button.
- Set a document on the document glass.
- Press [Fax].
- Press [Continuous Scan(Glass)] on the [Advanced] tab and set it to [ON].



## Memo

Pressing [Continuous Scan(Glass)] switches between [ON] and [OFF].

- Select the [Fax] tab.
- Specify a destination.
  - [Specifying a Destination \(Direct Entry\)](#)
  - [Specifying a Destination \(Phone Book\)](#)
  - [Specifying a Destination \(One-touch Button\)](#)
  - [Specifying a Destination \(Transmission History and Reception History\)](#)
- Press the (START) button to start scanning the first document.
- When [Please set next document] is displayed, set the next document.

- 9.** Press [Start Scan].
- 10.** Repeat steps 8 and 9 for each fax transmission document if necessary.
- 11.** When scanning all sets of the documents is complete, press [Scan Complete].

## Topics

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You can cancel a fax during a transmission.

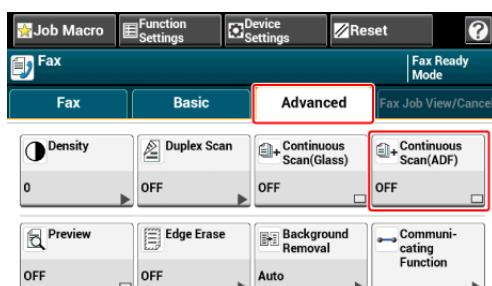
 [Cancelling a Fax Transmission](#)

# Scanning Multiple Documents Continuously with the ADF (Continuous Scan (ADF))

## ! Note

- For continuous scanning, the settings related to the image settings, such as resolution, density, and scan size, cannot be changed.
- If documents of different sizes are used, part of documents may be missed when being sent. (Example: If an A4 document is set first and an A3 document is set for continuous scanning, for part of the A3 document is missed because the machine scans the center part of the A3 document (in the same range as A4 ).)

- Press [Fax/Internet Fax] or the (FAX) button.
- Set a document in the ADF.
- Press [Fax].
- Press [Continuous Scan(ADF)] on the [Advanced] tab and set it to [ON].



## Memo

Pressing [Continuous Scan(ADF)] switches between [ON] and [OFF].

- Select the [Fax] tab.
- Specify a destination.
  - [Specifying a Destination \(Direct Entry\)](#)
  - [Specifying a Destination \(Phone Book\)](#)
  - [Specifying a Destination \(One-touch Button\)](#)
  - [Specifying a Destination \(Transmission History and Reception History\)](#)
- Press the (START) button to start scanning the first document.
- When [Please set next document] is displayed, set the next document.

- 9.** Press [Start Scan].
- 10.** Repeat steps 8 and 9 for each fax transmission document if necessary.
- 11.** When scanning all sets of the documents is complete, press [Scan Complete].

## Topics

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You can cancel a fax during a transmission.

 [Cancelling a Fax Transmission](#)

# Sending at a Specified Date and Time (Delayed Tx)

You can send a fax at specified date and time. If you specify time to send a fax, the fax data is saved in the Memory of this machine and the fax is automatically sent at the specified date and time.

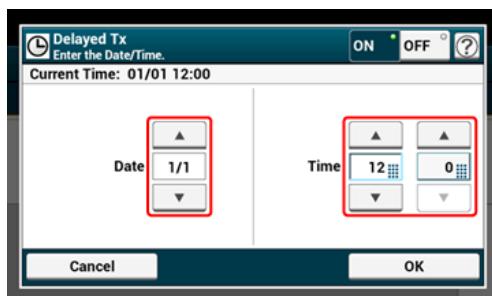
You can set up to 20 fax transmissions with the acceptable range of reservation up to 1 month later.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press [Delayed Tx].

## Memo

- To change the specified reservation time, cancel it and make a new reservation.
-   [Cancelling a Fax Transmission](#)
- You can reserve a different fax transmission even if the machine is sending a fax.

6. Specify the date and time at which to send the fax by using the 10-key pad or by pressing ▲ or ▼.
  - Date and time are displayed in order of date, time, and minute.



7. Press [OK].
8. Specify a destination.
  -   [Specifying a Destination \(Direct Entry\)](#)
  -   [Specifying a Destination \(Phone Book\)](#)
  -   [Specifying a Destination \(One-touch Button\)](#)
  -   [Specifying a Destination \(Transmission History and Reception History\)](#)
9. Change other settings if necessary, and then press the (START) button.

button.

## Topics

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You can change other settings for fax transmissions.

 [Setting Scanning for Transmission](#)

 [Sending a Fax \(Procedure\)](#)

# Sending While a Document is being Scanned (Memory Transmission/Real time Transmission)

There are two types of automatic transmissions: Memory transmission which allows you to start sending a fax after the document is scanned, and Real time transmission which allows you to send a fax while the document is being scanned.

## ▪ Memory transmission

Memory transmission is a method to send a fax after the document is scanned in the Memory of this machine. You can take the document out without having to wait until the transmission is complete, saving your time.

## ▪ Real time transmission

Real time transmission is a method to send a fax directly to the recipient without scanning the document in the Memory of this machine. The transmission starts immediately after you complete transmission operation, allowing you to check that the data is sent to the recipient.

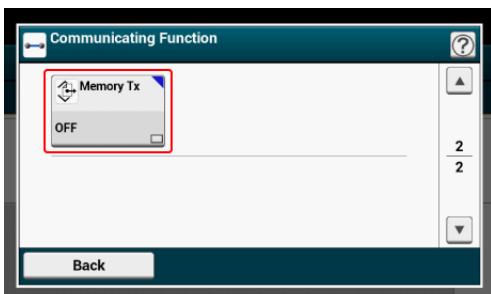
[Memory Tx] is set by factory default.

To enable real time transmission, follow the procedure below.

### ! Note

- For the real time transmission and manual transmission, preview images cannot be displayed.
- If using the document glass with real time transmission, only one page can be scanned.
- You cannot perform an operation that uses the ADF or document glass while a fax is being sent with real time transmission.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press ▲ or ▼ several times and press [Memory Tx] to set it to [OFF].



### Memo

Pressing [Memory Tx] switches between [ON] and [OFF].

## 6. Specify a destination.

- [!\[\]\(5e4cb5bace71f53a8820fbc792b97652\_img.jpg\) Specifying a Destination \(Direct Entry\)](#)
- [!\[\]\(ab92c8c16d0c0bdbe14ae2d028103042\_img.jpg\) Specifying a Destination \(Phone Book\)](#)
- [!\[\]\(39478db6a839328c366a9efb01db5c36\_img.jpg\) Specifying a Destination \(One-touch Button\)](#)
- [!\[\]\(2c09ed34014050ffbf3e5bee39387a4d\_img.jpg\) Specifying a Destination \(Transmission History and Reception History\)](#)

## 7. Change other settings if necessary, and then press the (START) button.

### Topics

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You can change other settings for fax transmissions.

- [!\[\]\(5f04f27ad6a837670d614227ae579f3c\_img.jpg\) Setting Scanning for Transmission](#)
- [!\[\]\(64af5df636d14a6e2f8630130711b20a\_img.jpg\) Sending a Fax \(Procedure\)](#)

# Sending a Fax after Calling (Manual Transmission)

If the recipient's machine is in manual reception mode, or you want to make a call before sending a fax, send the fax manually.

## Note

- To send a fax manually, you must connect an external telephone to the machine in advance. Before connecting an external telephone, check how to connect the telephone to the machine.

### Connecting a Telephone Line

- When sending manually, you cannot use the following functions.
  - Broadcast
  - Delayed transmission
  - Fcode transmission
  - ID check transmission
  - Check broadcast destinations
  - Confirm dial

## Memo

- You do not need to disable Memory transmission.
- Even if the machine displays the start screen of any function other than the fax function, you can perform manual transmission by picking the handset up.

- Set a document in the ADF.
- Pick up the handset of the external telephone connected to the machine.
- Dial the destination number with the external telephone.
- Set fax functions if necessary.
- When you hear a beep, press the  (START) button.  
Transmission starts.
- Put the handset down.

## Memo

If you put the handset back and the transmission is complete, the screen of the machine returns to the screen that is displayed before the manual transmission.



## Manual Sending (On-hook dial)

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You can check the receiving tone from the destination machine, and then send a fax.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Off Hook] on the [Fax] tab or [Basic] tab.
5. Enter a destination fax number by using the 10-key pad on the operator panel.
6. After you hear the receiving tone (beep) of the destination machine, press the  (START) button.

# Preventing Wrong Fax Transmissions

Secure fax functions allow you to prevent wrong fax transmissions.

This machine has the following three security functions for fax transmissions.

## ☒ ID Check Transmission

This function checks whether the last four digits of the dialed number match with those registered in the recipient's machine. If this function is enabled, the sender's machine sends faxes only when they match.



### Memo

- If the recipient's machine has no registered fax number, faxes are not sent.
- ID check transmission is not available with manual transmissions.

## ☒ Checking Broadcast Destinations

When the check broadcast destinations function is enabled, a fax number confirmation screen is displayed before transmission starts. By factory defaults, this function is enabled.



### Memo

- The check broadcast destinations function is available only if multiple destinations are specified.
- If [Confirm Dial] is also enabled, the confirm dial function is executed first.
- The check broadcast destinations function is not available with manual transmission.

## ☒ Confirm Dial

If the confirm dial function is enabled, when you enter the destination number by using the 10-key pad, you are asked to re-enter the destination number. The fax is sent only if these two numbers match.



### Memo

- The confirm dial function is not available when you specify the destination by using a speed dial.
- If the destination number includes symbols, re-enter the symbols as well.
- If [Checking Broadcast Destination] is also enabled, the confirm dial is executed first.
- The confirm dial is not available with manual transmission.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "aaaaaaa" respectively.

4. Press [OK].
5. Press [Fax Setup].
6. Press [Security Function].
7. Press a desired security function and set it to [ON].

# Setting for Receptions

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- Setting the Reception Mode
- Setting a Tray to Print Received Documents
- Switching Output Trays
- Setting a Print Method for When a Received Image Exceeds Paper Size
- Duplex Printing
- Setting So That You Can Hear Line Monitor Sound
- Forwarding a Fax to Another Fax Number
- Setting the Waiting Time from When an Incoming Call Arrives to When Reception Starts (Response Waiting Time)
- Setting When to Ring the External Telephone (Tel Priority Mode)
- Setting Fax Detection Mode
- Setting the T/F Timer
- Setting TAD Mode
- Block Junk Fax
- Previewing a Received Fax

# Setting the Reception Mode

## Fax Ready Mode

When Receiving Calls and Faxes (Tel/Fax Ready Mode)

When Connecting an Answering Machine (Ans/Fax Ready Mode)

When Using as a Telephone Normally (Tel Ready Mode)

When Using the DRD Function (DRD)

There are five fax reception modes: [Fax Ready Mode], [Tel/Fax Ready Mode], [Ans/Fax Ready Mode], [Tel Ready Mode], and [DRD]. The reception operation varies depending on the reception mode. When you change the fax reception mode, check the reception behavior. In reception mode other than [Fax Ready Mode], you must connect a telephone to the machine. A telephone that is connected to the machine is called an external telephone.

When a fax reception is in progress, the sender's information is displayed on the display screen. Even if the reception is complete, the [DATA IN MEMORY] indicator lights as long as the data is saved in the Memory of this machine.



## Memo

- Change the reception mode in [Admin Setup] > [User Install].

### User Install

- If Memory overflow occurs during data reception, the reception is canceled. In such a case, ask the sender to send the fax again.

## Fax Ready Mode

This mode is the factory default setting. If [Fax Ready Mode] is set, the machine automatically receives faxes.

If you use the machine only for faxes, this mode is recommended.

## When Receiving Calls and Faxes (Tel/Fax Ready Mode)

If [Tel/Fax Ready Mode] is set, the machine automatically determines whether an incoming call is a voice call or fax, allowing you to use a telephone and fax. To receive calls, you must connect an external telephone to the machine in advance.

### Receiving a Fax

Fax reception automatically starts.

### Receiving a Call

When receiving a call, the telephone starts ringing. Pick up the handset of the external telephone to answer the call. To receive a fax, press the  (START) button.

## Memo

- Before connecting an external telephone, check how to connect the telephone to the machine.
-  [Connecting a Telephone Line](#)
- If you often receive calls, it is recommended to enable [Tel Priority Mode].
-  [Setting When to Ring the External Telephone \(Tel Priority Mode\)](#)
- If the connected telephone is remotely located, you can receive faxes by dialing the remote switchover number. When dialing the remote switchover number, enter the next digit of the number within 3 seconds of dialing the previous digit.
-  [Instructing a Fax Reception from a Telephone Remotely \(Remote Switchover Number\)](#)
- The external telephone may not ring properly depending on the type of your telephone.

## When Connecting an Answering Machine (Ans/Fax Ready Mode)

If [Ans/Fax Ready Mode] is set, you can use the answering machine function of the external telephone and fax. Connect an external telephone with the answering machine function equipped in advance.

### ▪ Receiving a Fax

The answering machine rings, a response message is played, and fax reception automatically starts.

### ▪ Receiving a Call

The answering machine rings, a response message is played, and a message recording starts.

## Memo

- [Ans/Fax Ready Mode] may not work properly depending on the answering machine function of your external telephone or the sender's machine.
- Before connecting an external telephone, check how to connect the telephone to the machine.

### [Connecting a Telephone Line](#)

## When Using as a Telephone Normally (Tel Ready Mode)

If you often use the external telephone that is connected to the machine, [Tel Ready Mode] is recommended.

### ▪ Receiving a Call

When receiving a call, the external telephone starts ringing.

### ▪ Receiving a Fax

When receiving a signal, the external telephone starts ringing. Pick up the handset of the external telephone, and then press the  (START) button. To resume a talk after the fax reception, do not hang up the handset. After the reception is complete, you can talk.



## Memo

Before connecting an external telephone, check how to connect the telephone to the machine.

### Connecting a Telephone Line

## When Using the DRD Function (DRD)

If you use the distinctive ring detection (DRD) function that is provided by a telephone company, this mode is recommended.

# Setting a Tray to Print Received Documents

A received fax is automatically printed. You can specify a paper tray to use.

## Note

Do not pull the paper tray out during printing.

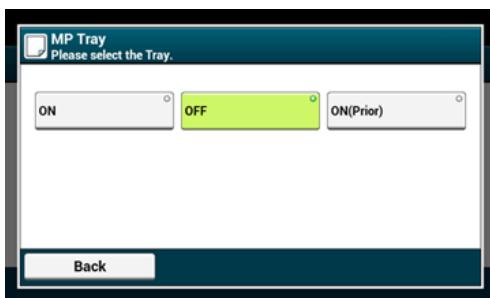
If the machine cannot print received faxes due to a lack of paper or paper jams, the machine can receive data of up to 400 sheets. (However, this amount varies depending on the remaining Memory space or document content.) If the machine cannot print received faxes due to a lack of paper or paper jams, refer to the following items to solve a problem. If the problem is solved, printing automatically starts.

 [Loading Paper](#)

 [If Paper Jams Occur](#)

 [Checking the Communication Status/Transmission and Reception History](#)

1. Press [Device Settings] on the touch panel.
2. Press [Paper Setup].
3. Press [Select Tray].
4. Press [Fax].
5. Select a paper tray to set.
6. Select a setting.



- The paper tray with [ON(Prior)] set is used ahead of another tray that holds paper of the same size.
- The MP tray is set to [OFF] by factory default.

7. Press [Back] until the home screen is displayed.

## Memo

- Use only plain or recycled paper.
- Available paper sizes are A3, A4, A5, B4, B5, Tabloid, Letter, Legal 13, Legal 13.5, Legal 14, Statement, Folio.

Basis	Available Paper Size for Printing Received Fax

AB	A3, A4  , A4  , A5  , A5  , B4, B5  , B5  , Folio
Letter	Tabloid, Letter  , Letter  , Legal 13/13.5/14, Statement  , Statement 

#### [Paper Size Priority](#)

- If a received fax is larger than a specified paper size, the fax is reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings.

#### [Setting a Print Method for When a Received Image Exceeds Paper Size](#)

# Switching Output Trays

Switches output destinations for received fax.

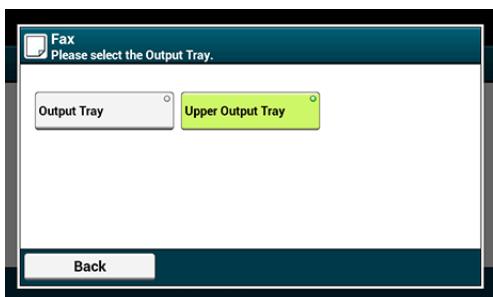
## Note

- Check that the rear output tray on the rear side of the machine is closed.
- If the rear output tray is opened, paper is always output to the rear output tray.

## Memo

- If paper remains on the upper output tray, LED flashes.
- Not to flash LED, from [Device Settings] > [Admin Setup] > [Management] > [System Setup], set [Output Tray Paper Exist Lamp] to [Disable].

1. Press [Device Settings] on the touch panel.
2. Press [Paper Setup].
3. Press ▲ or ▼ several times and press [Output Tray].
4. Press [Fax].
5. Select an output tray.



6. Press [Back] until the home screen is displayed.

# Setting a Print Method for When a Received Image Exceeds Paper Size

Specifying a Reduction Ratio

Specifying a Threshold Value

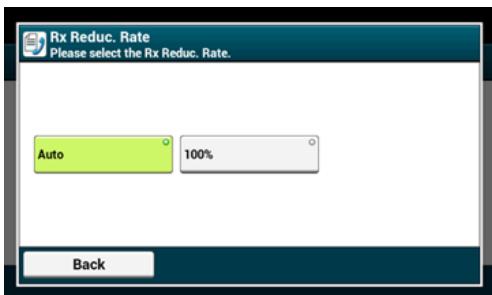
The excess from the specified paper is reduced or discarded, or printed on the next sheet of paper. For example, if the machine receives a fax that is larger than A4 with A4 paper specified, the excess of the image is printed on the next sheet of paper.

You can avoid such situation by specifying a reduction ratio.

## Specifying a Reduction Ratio

The reduction rate determines whether or not the machine automatically reduces the received image to the specified paper size. [Auto] automatically reduces the image and [100%] prints the image without reduction. [Rx Reduc. Rate] is set to [Auto] by factory default.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Other Settings].
6. Press [Rx Reduc. Rate].
7. Select a reduction ratio.



8. Press [Back] until the home screen is displayed.

## Specifying a Threshold Value

The threshold value determines whether or not to print part of the received image on the next page.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Other Settings].
6. Press ▲ or ▼ several times and press [Reduc. Margin].
7. Enter a value between 0 and 100 (mm) (0.0 to 3.9 inches), and then press [OK].
8. Press [Back] until the home screen is displayed.

#### Memo

- If the excess is larger than the specified reduction threshold value, the excess is printed on the next page.
- If the excess is smaller than the specified reduction threshold value, the received image is reduced and printed on the next page.
- If [Rx Reduc. Rate] is set to [100%] and the excess from the paper size is smaller than the specified threshold value, the excess is discarded.

# Duplex Printing

## Available Printing Methods

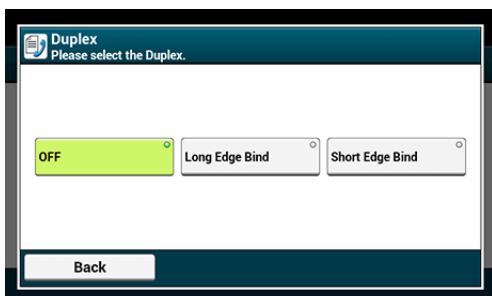
Prints received fax images on both sides of paper.

### Note

Use plain paper of a standard size. Use of paper other than paper of standard sizes may cause paper jams.

#### Loading Paper

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Other Settings].
6. Press ▲ or ▼ several times and press [Duplex].



Setting [Duplex] to [OFF] is for simplex printing.

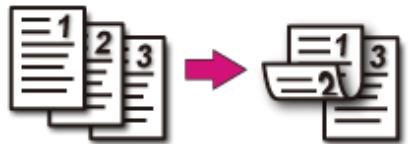
7. Select a setting.
8. Press [Back] until the home screen is displayed.

## Available Printing Methods

### Duplex prints with the long edge bound



**Duplex prints with the short edge bound**

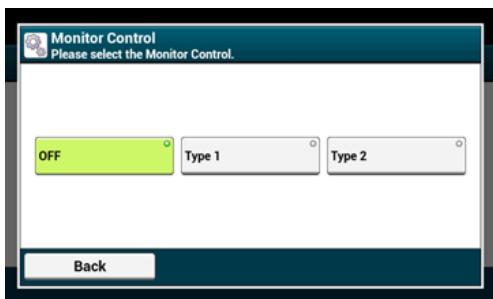


# Setting So That You Can Hear Line Monitor Sound

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To hear the monitor sound during fax transmission and reception, set as described below.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [User Install].
5. Press ▲ or ▼ several times and press [Monitor Control].
6. Select a monitor control.



7. Press [Back] until the home screen is displayed.

# Forwarding a Fax to Another Fax Number

If [Forwarding Setting] is enabled, you can automatically forward received faxes to a specified destination as fax documents.

## Note

- If [Forwarding Setting] is enabled, the machine does not print received faxes.
- If [Reception Mode] is set to [Tel Ready Mode], the forwarding function is disabled.

Register a forward destination by following the procedure below.

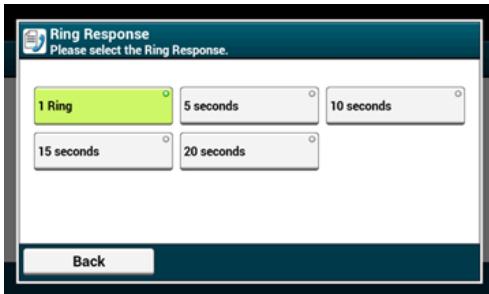
1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Fax Setting].
6. Press [Forwarding Setting].
7. Press [ON].
8. Enter a forward destination number.
9. Press [OK].
10. Press [Back] until the home screen is displayed.

# Setting the Waiting Time from When an Incoming Call Arrives to When Reception Starts (Response Waiting Time)

---

Set the waiting time from when the machine receives an incoming call to when the machine starts the fax reception.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Select [Fax Setup].
5. Select [Other Settings].
6. Press ▲ or ▼ several times and press [Ring Response].
7. Select a waiting time.

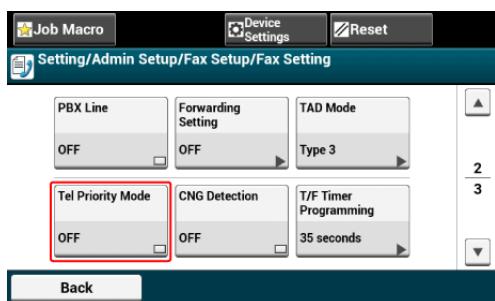


8. Press [Back] until the home screen is displayed.

# Setting When to Ring the External Telephone (Tel Priority Mode)

Set when the external telephone and the machine ring in Tel/Fax Ready mode.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Fax Setting].
6. Press ▲ or ▼ several times and press [Tel Priority Mode] and set it to [ON].



## Memo

Pressing [Tel Priority Mode] switches between [ON] and [OFF].

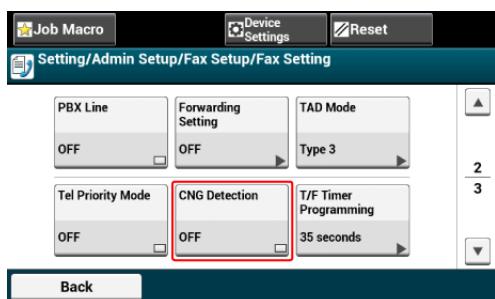
- ❖ [ON]: The sender is assumed to make a voice call. The telephone rings early.
- ❖ [OFF]: The sender is assumed to send a fax. When the machine determines that the sender wants to make a voice call, the telephone rings.

7. Press [Back] until the home screen is displayed.

# Setting Fax Detection Mode

Set the machine so that it can determine whether the sender is sending a fax while the recipient is holding the handset of the external telephone after picking it up to answer the call when the telephone rings in Tel/Fax Ready mode.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Fax Setting].
6. Press ▲ or ▼ several times and press [CNG Detection] and set it to [ON].



## Memo

Pressing [CNG Detection] switches between [ON] and [OFF].

- ❖ [ON]: The machine detects fax beep signals, and then automatically starts receiving a fax.
- ❖ [OFF]: If the sender is sending a fax, the machine receives a fax with manual reception.

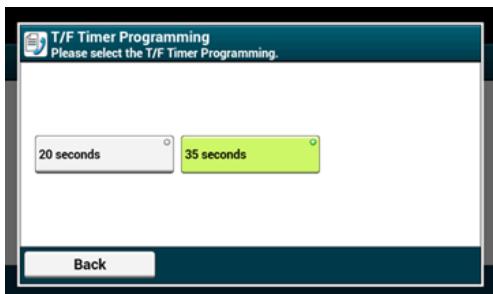
7. Press [Back] until the home screen is displayed.

## Setting the T/F Timer

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Set the time before the machine starts receiving a fax automatically if an incoming call is not answered in Tel/Fax Ready mode or Ans/Fax Ready mode.

1. Press [Device Settings] on the touch panel.
2. Press **▲** or **▼** several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Fax Setting].
6. Press **▲** or **▼** several times and press [T/F Timer Programming].
7. Select a T/F time.



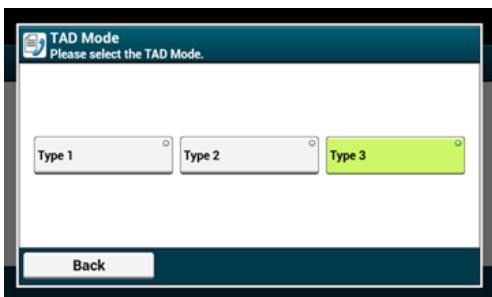
- ❖ [20 seconds]: If an incoming call is not answered within 20 seconds, the machine starts receiving a fax automatically.
- ❖ [35 seconds]: If an incoming call is not answered within 35 seconds, the machine starts receiving a fax automatically.

8. Press [Back] until the home screen is displayed.

# Setting TAD Mode

Set an operation type in Ans/Fax Ready mode.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Fax Setting].
6. Press [TAD Mode].
7. Select a type.



- ❖ [Type 1]: Fax signal detection starts immediately after the answering machine/telephone responds. If the sender is sending a fax, the fax reception starts automatically.

When the answering machine finishes responding, the fax reception starts.

If there is a problem with a fax reception, using this type may improve the problem.

- ❖ [Type 2]: Fax signal detection starts immediately after the answering machine/telephone responds. If the sender is sending a fax, the reception starts automatically.

Even after the answering machine finishes responding, the fax reception does not start.

If you usually receive calls, use this type.

- ❖ [Type 3]: Fax signal detection starts in 15 seconds after the answering machine/telephone responds. If the sender is sending a fax, the reception starts automatically.

When the answering machine finishes responding, the fax reception starts.

Use this type for normal use.

8. Press [Back] until the home screen is displayed.



# Block Junk Fax

Registering (If Selecting [OFF] or [Mode1])

Registering (If Selecting [Mode2] or [Mode3])

Deleting a Registered Number

You can block unwanted faxes by setting to receive faxes only from registered speed dial numbers, or rejecting reception from specific registered numbers.

There are three ways to block unwanted junk faxes.

Mode	Description
Mode 1	This mode rejects the senders who are not registered in the speed dial numbers. If the last four digits of a registered fax number match the sender ID, reception is allowed.
Mode 2	This mode rejects the senders with the numbers that are registered to block junk faxes. Register four to eight digits of a fax number. You can enter up to 10 numbers.
Mode 3	This mode is a combination of Mode 1 and Mode 2. This mode rejects the senders who are not registered in the speed dial numbers. This mode also rejects the senders who are registered to block junk faxes.
OFF	Junk faxes are not blocked.

## Registering (If Selecting [OFF] or [Mode1])

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Other Settings].
6. Press [Block Junk Fax List].
7. Press [Settings].
8. Select [OFF] or [Mode1].

## Registering (If Selecting [Mode2] or [Mode3])

Register the numbers of the senders from whom you want to block junk faxes.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Other Settings].
6. Press [Block Junk Fax List].
7. Press [Settings].
8. Select [Mode2] or [Mode3].
9. Press [Registered List].
10. Select a registered box, and then press [Register].

#### Memo

To change a number that has already been registered, press [Edit] for the box in which the number you want to change is registered.

11. Enter the last four to eight digits of the telephone number to block junk faxes by using the 10-key pad.
12. Press [OK].
13. Press [Close] on a confirmation screen.
14. To continue registering another number, repeat the procedure from step 10.

### Deleting a Registered Number

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.

- 4.** Press [Fax Setup].
- 5.** Press [Other Settings].
- 6.** Press [Block Junk Fax List].
- 7.** Press [Registered List].
- 8.** Select a registered box, and then press [Delete].
- 9.** Press [Yes] on a confirmation screen.

The number is deleted.

 **Memo**

If you select [No], the number is not deleted, and you return to step 9.

- 10.** To continue deleting another number, repeat the procedure from step 8.

# Previewing a Received Fax

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Before printing received faxes, you can check the preview image on the touch panel.

Only faxes received after "Secure Receive" is set can be previewed.

Make sure that the [DATA IN MEMORY] indicator lights up.

## Setting Secure Reception

You can print received faxes after previewing.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times, and press [Store Document Settings].
3. Press [Received Documents].
4. If the password entry screen appears, enter a 4-digit password you entered when setting secure receive.  
The list of received faxes appears.
5. Press [Preview] for a document to print.
6. Press [Print].
7. Press [Yes] on the confirmation screen.  
Printing received document starts.
8. Press [Back] until the home screen is displayed.

# **Performing Confidential Communication and Bulletin Board Communication (Fcode Communication)**

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This section describes the confidential communication and bulletin board communication using Fcode communication.

- [About Fcode Communication](#)
- [Registering an Fcode Box](#)
- [Deleting a Registered Fcode Box](#)
- [Sending a Fax to a Destination Confidential Box \(Fcode Transmission\)](#)
- [Printing a Document That is Received in the Confidential Box of This Machine](#)
- [Receiving a Document That is Saved in a Destination Bulletin Board Box by Fax \(Fcode Polling\)](#)
- [Saving a Document in a Bulletin Board Box of This Machine](#)
- [Deleting a Document in a Bulletin Board Box of This Machine](#)

# About Fcode Communication

---

Fcode communication uses sub addresses for communication in accordance with the ITU-T standard. You can create and register Fcode boxes, allowing you to perform confidential communication and bulletin board communication.

You can register up to 20 Fcode boxes.

When registering an Fcode box, be sure to register a sub address. A sub address is used to identify the Fcode box.

- ❖ Fcode Confidential Communication

If an Fcode confidential box is set in the recipient's machine, you can specify the sub address of the box, allowing you to perform confidential transmission.

To print a received document, you must enter the specified PIN number. This function is useful when sending or receiving a document that needs security protection.

 [Sending a Fax to a Destination Confidential Box \(Fcode Transmission\)](#)

 [Printing a Document That is Received in the Confidential Box of This Machine](#)

- ❖ Fcode Bulletin Board Communication

If an Fcode bulletin board box is set in the sender's machine, you can retrieve a document from a bulletin box by specifying its sub address.

 [Receiving a Document That is Saved in a Destination Bulletin Board Box by Fax \(Fcode Polling\)](#)

You can store documents in the bulletin board box of the machine.

 [Saving a Document in a Bulletin Board Box of This Machine](#)

# Registering an Fcode Box

[Registering a Confidential Box](#)

[Registering a Bulletin Board Box](#)

To perform Fcode communication, register an Fcode box. There are two types of Fcode boxes: Fcode confidential boxes and Fcode bulletin board boxes. Be sure to register a sub address and a PIN number (Fcode confidential communication only) for each Fcode box.

## Registering a Confidential Box

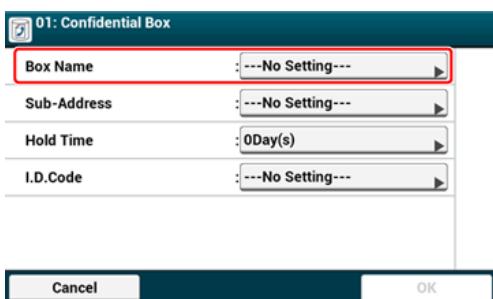
You can register a confidential box to the machine, allowing you to receive a fax data that you do not want to expose to third persons with Fcode communication.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Fcode Box].
6. Press [Register] of a box number.

### Memo

To edit a registered Fcode confidential box, enter the PIN number, and then select [Edit].

7. Press [Confidential Box].
8. Press the registration button of [Box Name].



9. Enter a box name.



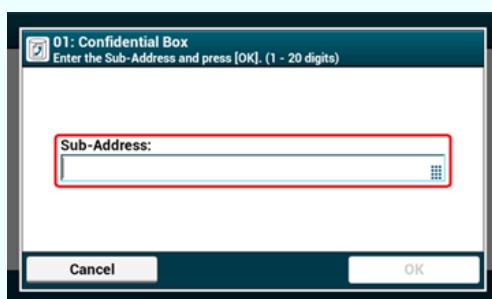
### Memo

You can enter up to 16 characters.

10. Press [OK].
11. Press the registration button of [Sub-Address].
12. Enter a sub address.



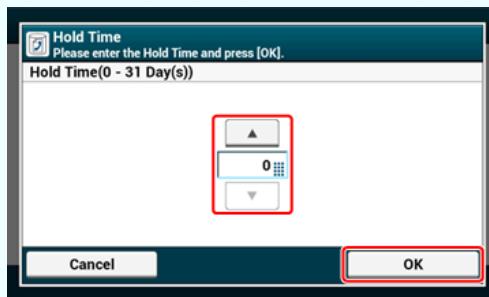
You can enter up to 20 characters including # or \*.



13. Press [OK].
14. Press the registration button of [Hold Time].
15. Enter a value between 0 and 31 (days), and then press [OK].



- Set [Hold Time] if necessary.
- If you set [0] (days), the document is indefinitely retained.



16. Press the registration button of [I.D. Code].
17. Enter a 4-digit PIN number, and then press [OK].



The entered PIN number is not displayed. Be sure to write the PIN number down and keep it safe.



18. Press [OK].

## Registering a Bulletin Board Box

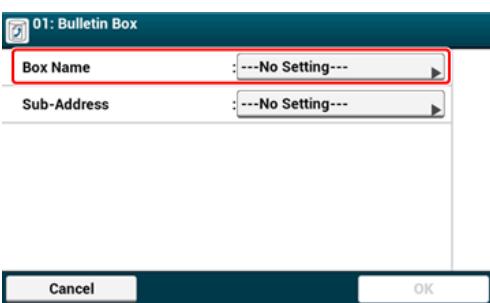
If you register a bulletin board box to the machine, you can have the other party retrieve a document that is registered in the bulletin board box any time upon transmission request from the other party.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Fcode Box].
6. Press [Register] of a box number.

### Memo

To edit a registered Fcode bulletin board box, select [Edit].

7. Press [Bulletin Box].
8. Press the registration button of [Box Name].



9. Enter a box name.



## Memo

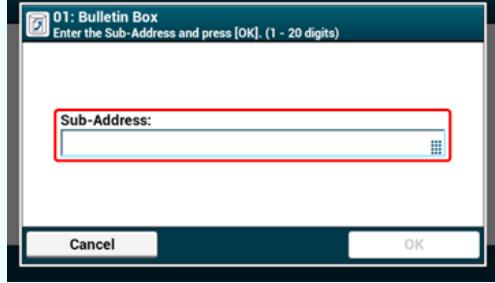
You can enter up to 16 characters.

10. Press [OK].
11. Press the registration button of [Sub-Address].
12. Enter a sub address, and then press [OK].



## Memo

You can enter up to 20 characters including # or \*.

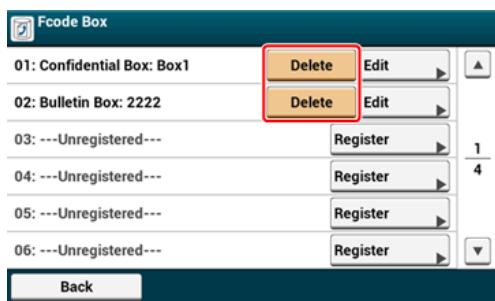


13. Press [OK].

# Deleting a Registered Fcode Box

You can delete unnecessary Fcode confidential boxes and Fcode bulletin board boxes.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Fcode Box].
6. Press [Delete] of a box number to delete.



7. Enter a PIN number if necessary, and then press [OK].

## Memo

To delete a confidential box, enter the PIN number.

8. Press [Yes] on a confirmation screen.

# Sending a Fax to a Destination Confidential Box (Fcode Transmission)

You can perform Fcode confidential transmission by entering the sub address that is registered to an Fcode confidential box of the recipient's machine. Check the destination sub address before sending.

1. Press [Fax/Internet Fax] or the (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Press [Communicating Function] on the [Advanced] tab.
5. Press [Fcode Tx].
6. Enter the sub address of the box that is registered to the recipient's machine.

The sub address is up to 20 characters in length.



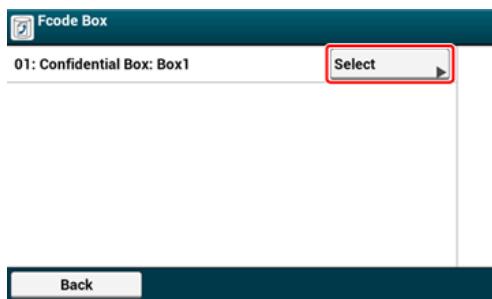
7. Press [OK].
8. Press [Back].
9. Add a destination on the [Fax] tab.
  - 🔗 Specifying a Destination (Direct Entry)
  - 🔗 Specifying a Destination (Phone Book)
  - 🔗 Specifying a Destination (One-touch Button)
  - 🔗 Specifying a Destination (Transmission History and Reception History)
10. Change other settings if necessary, and then press the (START) button.



# Printing a Document That is Received in the Confidential Box of This Machine

When an Fcode confidential box that is set to the machine receives a document, an Fcode reception notice is printed. Check the Fcode box number, and then print the stored document.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Store Document Settings].
3. Press [Fcode Box].
4. Press [Select] of a box number.



5. Enter a PIN number, and then press [OK].
6. Press [Print] of a file number to print.
7. Press [Yes] on a confirmation screen.

## Memo

Received documents in an Fcode confidential box are automatically deleted after printing.

# Receiving a Document That is Saved in a Destination Bulletin Board Box by Fax (Fcode Polling)

You can perform Fcode polling communication (Fcode polling) by entering the sub address of an Fcode bulletin board box that is registered to the sender's machine. With this function, the sender's machine sends a fax in response to instructions from your machine.

## Note

If a password is set to a bulletin board box of the sender's machine, your machine cannot receive a fax.

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Press [Fax].
3. Press [Communicating Function] on the [Advanced] tab.
4. Press [Fcode Polling].
5. Enter the sub address of the bulletin board box that is registered to the sender's machine.  
The sub address is up to 20 characters in length.
6. Press [OK].
7. Press [Back].
8. Add a destination on the [Fax] tab.
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Phone Book\)](#)
  -  [Specifying a Destination \(One-touch Button\)](#)
  -  [Specifying a Destination \(Transmission History and Reception History\)](#)
9. Press  (START) button.

## Memo

Documents that are received with Fcode polling are automatically printed.



# Saving a Document in a Bulletin Board Box of This Machine

---

You can store only one document in an Fcode bulletin board box of the machine. The saved document is overwritten by a new document. To store a document, you must register a bulletin board box in advance.

## Registering an Fcode Box

1. Set a document in the ADF or on the document glass.
2. Press [Device Settings] on the touch panel.
3. Press ▲ or ▼ several times and press [Store Document Settings].
4. Press [Fcode Bulletin Board].
5. Press [Over Write] of a box number.
6. Press [Yes] on a confirmation screen.

### Memo

A document that is stored in an Fcode bulletin board box is not deleted even if the recipient retrieves the document.

# **Deleting a Document in a Bulletin Board Box of This Machine**

---

You can delete a document that is saved in a bulletin board box.

- 1.** Press [Device Settings] on the touch panel.
- 2.** Press ▲ or ▼ several times and press [Store Document Settings].
- 3.** Press [Fcode Bulletin Board].
- 4.** Press [Delete] of a box number.
- 5.** Press [Yes] on a confirmation screen.

## **Memo**

A document that is stored in an Fcode bulletin board box is not deleted even if the recipient retrieves the document.

## Useful Functions

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- Instructing a Fax Reception from a Telephone Remotely (Remote Switchover Number)
- Setting Secure Reception
- Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)
- Saving Sent and Received Data (Transmission Data Save)

# Instructing a Fax Reception from a Telephone Remotely (Remote Switchover Number)

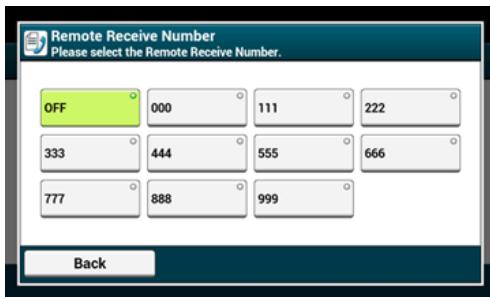
---

If the connected telephone is remotely located, you can switch the machine to the fax reception operation by dialing the remote switchover number on the telephone.

If the connected telephone is not a push line, press the tone button on the telephone to switch to tone (push) signals before dialing the remote switchover number.

When dialing the remote switchover number, enter the next digit of the number within 3 seconds of dialing the previous digit.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Fax Setup].
5. Select [Fax Setting].
6. Press [Remote Receive Number].
7. Select a number.



8. Press [Back] until the home screen is displayed.

# Setting Secure Reception

[Setting Secure Reception](#)

[Printing an Image Stored with Secure Reception](#)

## Setting Secure Reception

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Fax Setup].
5. Press [Security Function].
6. Press [Secure Receive].
7. Press [Setting].
8. Enter a 4-digit number by using the 10-key pad, and then press [OK].

### Note

When previewing or printing received faxes, you need to enter the password you set in this step. If you press [OK] without entering a password, previewing and printing can be performed without entering a password.

### Memo

To disable the secure reception, press [Setting], and then press [OFF] in step 7.

## Printing an Image Stored with Secure Reception

Print an image that is received by fax and stored in Memory.

Check that the [DATA IN MEMORY] lamp lights up.

If the lamp is off, there are no images that are received by fax and stored in Memory.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Store Document Settings].



3. Press [Received Documents].
4. If a password has been set, enter a 4-digit password.  
A list of received documents is displayed.
5. Press [Print All] to print all received documents or [Print] to print an individual document.
  - ❖ To delete all received documents, press [Delete All].
  - ❖ To preview received documents individually, press [Preview] for the document you want to preview.
  - ❖ To delete received documents one by one, press [delete] for each document to be deleted.
6. Press [Back] until the home screen is displayed.

#### Memo

- If [Yes] is set for [Delete After Print], the received document will be deleted after it is printed.
- If [No] is set for [Delete After Print], the received document will remain even after it is printed.

# Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)

This section describes the auto delivery function and how to set it.

The auto delivery function automatically forwards received data to specified destinations. You can specify up to five e-mail addresses and one network folder as destinations.

You can use this function for received faxes, Internet Faxes, and e-mail attachment files. The data is forwarded as a PDF or TIFF file depending on the file format of the received data.

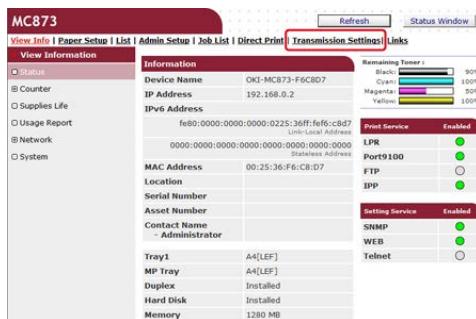
You can register up to 100 sets of forwarding destinations for the auto delivery function.

## 1. Open the Web page of this machine.

- About the IP Address of this machine, refer to "Checking the Information of the Machine" on "Basic Operations".

## 2. Log in as the administrator.

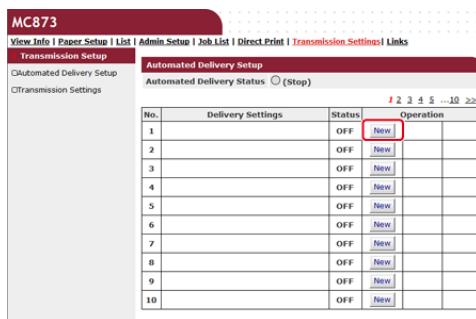
## 3. Select [Transmission Settings].



You must set a server in advance.

### Setting the Reception Protocol

## 4. Click [New] on the [Automated Delivery Setup] page.



## 5. Enter a name in [Automated Delivery].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	OFF	▼
Search field	<input type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail - address: -	- - -
	<a href="#">Edit</a>	
Folder:	Folder: -	<a href="#">Edit</a> <a href="#">Delete</a>
Print	OFF	▼

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 6. Select [ON] for [Automated Delivery].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail - address: -	- - -
	<a href="#">Edit</a>	
Folder:	Folder: -	<a href="#">Edit</a> <a href="#">Delete</a>
Print	OFF	▼

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 7. Select the check box of a required item for [Search field].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail - address: -	- - -
	<a href="#">Edit</a>	
Folder:	Folder: -	<a href="#">Edit</a> <a href="#">Delete</a>
Print	OFF	▼

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 8. Select [OFF] for [Print].

To print the received data, select [ON].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a>	
	<input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail To : oki@mail.co.jp address: - - - <a href="#">Edit</a>	
	Folder: 1 <a href="#">Edit</a> <a href="#">Delete</a>	
Print	OFF	

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 9. Click [Edit] in [Deliver To].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a>	
	<input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail To : oki@mail.co.jp address: - - - <a href="#">Edit</a>	
	Folder: 1 <a href="#">Edit</a> <a href="#">Delete</a>	
Print	OFF	

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 10. Enter a destination e-mail address, and then click [Add].

**Edit**

E-mail address	To : <input type="text" value="oki@mail.co.jp"/> <a href="#">Add</a>
	<a href="#">Address Book</a> <a href="#">Group</a>
Address List	<input type="text"/> <a href="#">Delete selected address</a> <a href="#">Delete all</a>

[OK](#) [Back](#)

## 11. Check that the entered address is displayed in [Address List], and then click [OK].

**Edit**

E-mail address	To : <input type="text" value="oki@mail.co.jp"/> <a href="#">Add</a>
	<a href="#">Address Book</a> <a href="#">Group</a>
Address List	<input type="text" value="To : oki@mail.co.jp"/> <a href="#">Delete selected address</a> <a href="#">Delete all</a>

[OK](#) [Back](#)

## 12. Click [Edit] in [Deliver to].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail To : oki@mail.co.jp address: - - - <a href="#">Edit</a> Folder: 1 <a href="#">Edit</a> <a href="#">Delete</a>	
Print	OFF ▼	

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

To specify a network folder, register a destination (profile) in advance.

#### 🔗 Before Using Scan To Shared Folder

### 13. Select a destination from [Profile List], and then click [OK].

**Profile**

Profile List	TEST1
--------------	-------

[OK](#) [Back](#)

### 14. Click [Submit].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail To : oki@mail.co.jp address: - - - <a href="#">Edit</a> Folder: 1 <a href="#">Edit</a> <a href="#">Delete</a>	
Print	OFF ▼	

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

#### Memo

- If [Forwarding Setting] is enabled, received faxes are not automatically delivered with this function.
- A received fax is delivered as a PDF file.
- If a received e-mail attachment file is not a PDF, JPEG, or TIFF file, the file is not forwarded.
- The body text of received e-mails cannot be forwarded.

- The size of data that this function can handle is limited.
- If the Memory card space of the machine is insufficient to save received faxes, Internet Faxes or e-mail attachment files, the transmission data is not automatically delivered.

# Saving Sent and Received Data (Transmission Data Save)

This section describes the transmission data save function and how to set it.

The transmission data save function automatically saves sent e-mails (Internet fax, FaxServer), received e-mails (Internet fax), sent faxes, and received faxes in a specified network folder. For sent e-mails, only attachment files are saved. You can only specify one network folder for each setting, but you can specify a different save destinations for sent data and received data respectively.

The data is saved as a PDF or TIFF file depending on the file format of the source data.

## Note

The transmission data save function is not available when using the following functions.

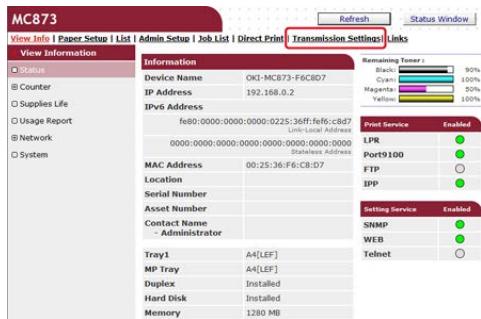
- Real time transmission
- Polling transmission by using Fcode bulletin board communication
- Reception by using Fcode confidential communication
- Secure Receive

## 1. Open the Web page of this machine.

- About the IP Address of this machine, refer to "[Checking the Information of the Machine](#)" on "Basic Operations".

## 2. Log in as the administrator.

## 3. Select [Transmission Settings].



You must set a server in advance.

[Before Using Scan To E-mail](#)

## 4. Select [Transmission Settings].

The screenshot shows the 'Transmission Settings' section of the MC873 printer's control panel. At the top, there are tabs for 'View Info', 'Paper Setup', 'List', 'Admin Setup', 'Job List', 'Direct Print', 'Transmission Setting', and 'Links'. Below the tabs, there are two main sections: 'Automated Delivery Setup' and 'Transmission Settings'. Under 'Automated Delivery Setup', there is a table titled 'Automated Delivery Status' with 10 rows. Each row contains a number (1-10), a 'Delivery Settings' column with 'OFF' and 'New' status, and an 'Operation' column. A red box highlights the 'Edit' button in the first row. At the bottom of this section, there are buttons for 'OK' and 'Back'.

## 5. Select a data category to save, and then click [Edit].

This screenshot shows the 'Transmission Settings' page with the 'Category' dropdown set to 'Sent E-mail (Internet Fax, FaxServer)'. The 'Status' dropdown is set to 'OFF'. There are four 'Edit' buttons in the table, each with a red box around it. The first 'Edit' button is highlighted.

## 6. Select [ON].

This screenshot shows the 'Sent E-mail Settings' dialog box. The 'Sent E-mail (Internet Fax, FaxServer)' dropdown is set to 'ON'. Below it, there is a 'Category' dropdown and a 'Select Profile List' button. At the bottom, there are 'Submit' and 'Cancel' buttons, and a note: 'Press Submit to send changes. Press Cancel to clear changes.'



The items in the screen is depending on your selected category.

## 7. Click [Select Profile List].

This screenshot shows the 'Sent E-mail Settings' dialog box again. The 'Sent E-mail (Internet Fax, FaxServer)' dropdown is set to 'ON'. The 'Select Profile List' button is highlighted with a red box. At the bottom, there are 'Submit' and 'Cancel' buttons, and a note: 'Press Submit to send changes. Press Cancel to clear changes.'

Register a profile in advance.

[Before Using Scan To Shared Folder](#)

## 8. Select a data save destination from [Profile List], and then click [OK].

This screenshot shows the 'Profile' dialog box. On the left, there is a 'Profile List' section containing a single entry: 'TEST1'. This entry is highlighted with a red box. At the bottom, there are 'OK' and 'Back' buttons, with 'OK' also having a red box around it.

## 9. Click [Submit].

Sent E-mail Settings

Sent E-mail (Internet Fax, FaxServer)	ON
Category	1
<input type="button" value="Select Profile List"/>	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Press Submit to send changes. Press Cancel to clear changes.

## Memo

- Repeat steps 5 to 9 until you complete setting all the categories of data to save.
- A sent or received fax is saved as a PDF file.
- If a sent or received e-mail attachment file is not a PDF, JPEG, or TIFF file, the file is not saved.
- The body text of an e-mail cannot be saved.
- The size of data that this function can handle is limited.
- If the Memory space of the machine is insufficient to save received and sent faxes, Internet Faxes or e-mail attachment files, the transmission data is not saved.

# Sending a Fax from a Computer

---

- Sending a PC Fax
- Sending a Fax from a Computer with a Cover Sheet
- Sending a PC Fax to Multiple Destinations at the Same Time
- Cancelling a PC Fax Transmission
- Managing the PC Fax Phone Book

# Sending a PC Fax

[Specifying a Destination \(Direct Entry\)](#)

[Specifying a Destination \(Phone Book\)](#)

You can send a fax from a computer by using the fax driver. You can send a fax to a destination via this machine directly from a computer without printing a document.

Install the fax driver in advance.

 [Installing a Driver and Software to a Computer](#)

## Note

- Do not turn the machine off when a fax is being sent from a computer to the machine.
- This function is available for Windows OS only.

## Memo

This section uses Notepad as an example.

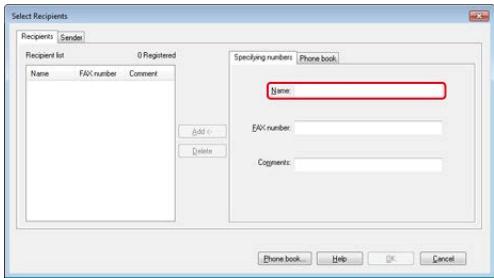
1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [OKI MC873(FAX)] from [Select Printer], and then click [Print].
4. Specify a destination.  
For details, see the following:
  -  [Specifying a Destination \(Direct Entry\)](#)
  -  [Specifying a Destination \(Phone Book\)](#)
5. Click [OK].

## Specifying a Destination (Direct Entry)

## Memo

Specify a destination in step 4 in "Sending a PC Fax".

1. Enter a destination name in [Name] on the [Specifying numbers] tab in [Recipients].



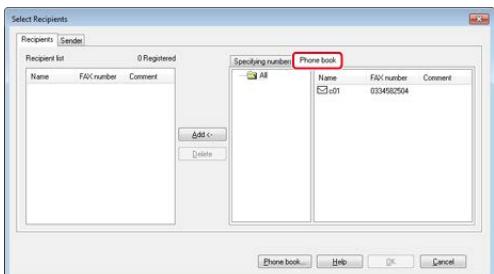
2. Enter the fax number of the destination in [FAX number].
3. Enter comments in [Comments] if necessary.
4. Click [Add<-].
5. Repeat steps 1 to 4 to enter all the destinations.
6. Click [OK].

## Specifying a Destination (Phone Book)



Specify a destination in step 4 in "Sending a PC Fax".

1. Select the [Phone book] tab in [Recipients].



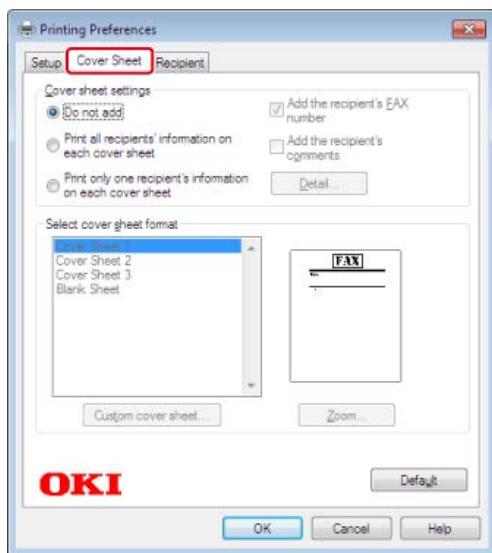
2. Select a destination, and then click [Add<-].
3. Repeat steps 1 and 2 to enter all the destinations.
4. Click [OK].

# Sending a Fax from a Computer with a Cover Sheet

## Note

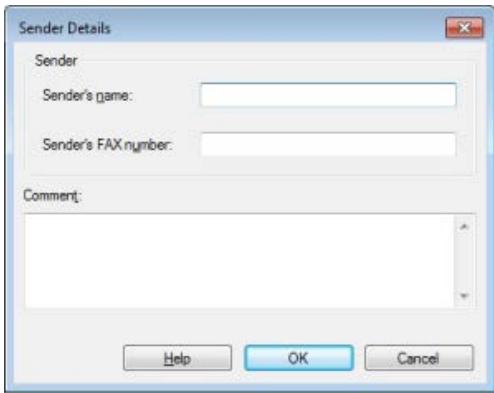
If you select [Print all recipients' information on each cover sheet] and send to multiple destinations at the same time (broadcasting), the cover sheet is sent to the destinations with the following information printed: all transmission destinations' names and fax numbers (only when set), and comments in the phone book (only when set). Use care when broadcasting to multiple outside destinations.

1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [OKI MC873(FAX)] from [Select Printer].
4. Click [Preferences].
5. Select the [Cover Sheet] tab.



6. Select [Print all recipients' information on each cover sheet] or [Print only one recipient's information on each cover sheet].
7. Select a format to use from [Select cover sheet format].
  - To display an enlarged image of each format, click [Zoom].
  - To print the recipient's fax number on the cover sheet, select the [Add the recipient's FAX number] check box.
  - To print comments that are registered to the phone book on the cover sheet, select the [Add the recipient's comments] check box.
  - To add a custom cover sheet design, click [Custom cover sheet].
8. Enter the sender's name, fax number, and comment to print on the

cover sheet on the [Sender Details] dialog by clicking [Detail].



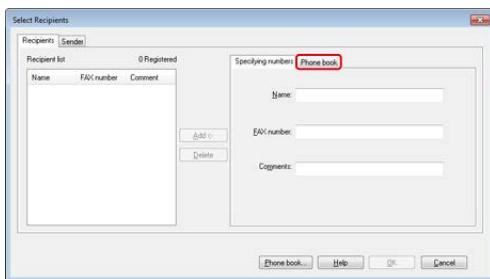
9. Click [OK].
10. Select [OKI MC873(FAX)] from [Select Printer], and then click [Print].
11. Specify a destination.  
[🔗 Sending a PC Fax](#)
12. Click [OK].

# Sending a PC Fax to Multiple Destinations at the Same Time

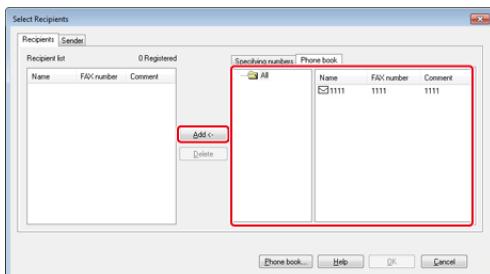
If you use a group, you can specify multiple destinations just by performing one operation.

[Managing the PC Fax Phone Book](#)

1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [OKI MC873(FAX)] from [Select Printer], and then click [Print].
4. Select the [Phone book] tab in [Recipients].



5. Select a group from the right field, and then click [Add<->].



6. Click [OK] to start the transmission.

# Cancelling a PC Fax Transmission

---

You can cancel a fax transmission from a computer while the data is being sent to the machine.

## Note

- You cannot cancel a fax transmission from a computer after the data is saved in the machine.
- For details on how to cancel a fax transmission that is saved in the Memory of this machine, refer to "Cancelling a Reserved Transmission" in "[Cancelling a Fax Transmission](#)".

1. Double-click the printer icon on the tool bar.
2. Select the job to cancel in the print queue.
3. Select [Cancel] from the [Document] menu.

# Managing the PC Fax Phone Book

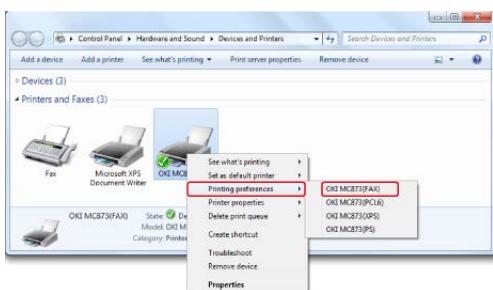
This section describes how to edit the phone book for PC Fax from your computer.

## Registering a Destination Fax Number

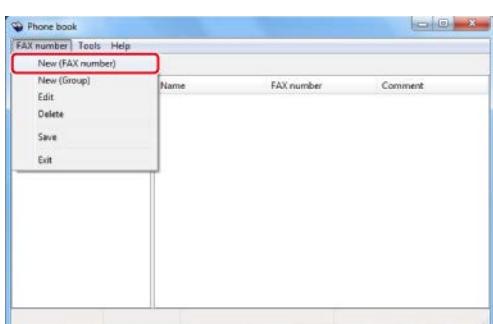
### Note

You cannot register the same name. You can register the same fax number with a different name.

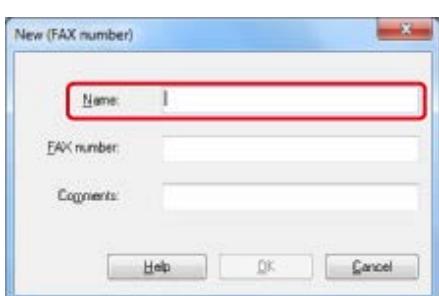
1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon, and then select [Printing preferences] > [OKI MC873(FAX)].



3. Click [Phone book] on the [Setup] tab.
4. Select [New (FAX number)] from the [FAX number] menu.



5. Enter a destination name in [Name] in the [New (FAX number)] dialog box.



6. Enter the fax number of the destination in [FAX number].
7. Enter comments in [Comments] if necessary.
8. Click [OK].
9. Select [Save] from the [FAX number] menu.
10. Click [OK] in the confirmation window.
11. Select [Exit] from the [FAX number] menu.

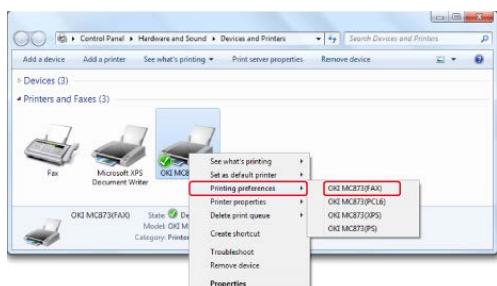
### Memo

- You can register up to 1000 destinations.
- The name and fax number that are entered by following the procedure can be printed on the cover sheet.

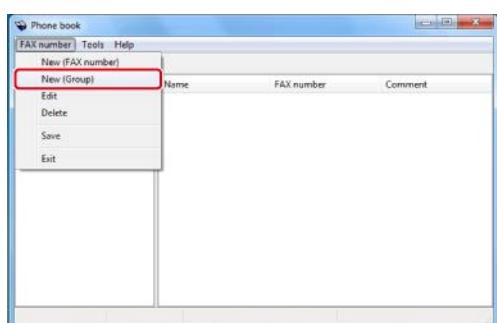
## Registering Multiple Destinations as a Group

If you group registered destinations, you can send a fax to multiple destinations at the same time.

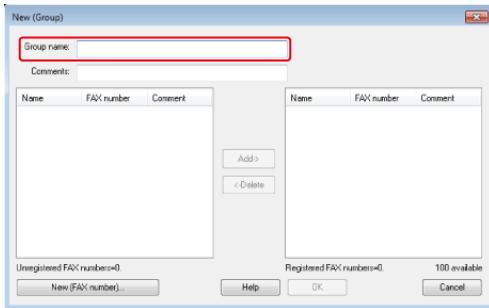
1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon, and then select [Printing preferences] > [OKI MC873(FAX)].



3. Click [Phone book] on the [Setup] tab.
4. Select [New (Group)] from the [FAX number] menu.



5. Enter a group name in [Group name] in the [New (Group)] dialog box.



6. Enter comments in [Comments] if necessary.
7. Select the destination to register in the group, and then click [Add->].

 **Memo**

Click [New (FAX number)] if necessary.

 [Managing the PC Fax Phone Book](#)

8. When you complete the addition of the required fax numbers, click [OK].

The new group is added in the left field in the [Phone book] dialog box. If you select a group, the fax numbers that are registered in the group are displayed in the right field of the dialog box.

9. Select [Save] from the [FAX number] menu.
10. Click [OK] in the confirmation window.
11. Select [Exit] from the [FAX number] menu.

## Exporting the Phone Book Data to a CSV File (Export)

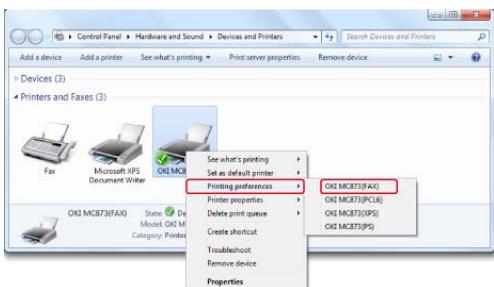
The import/export function enables you to manage fax numbers in the phone book that is created with a different computer. If you follow the procedure below, you can export a phone book that is created with your computer so that the phone book can be used on a different computer.

 **Note**

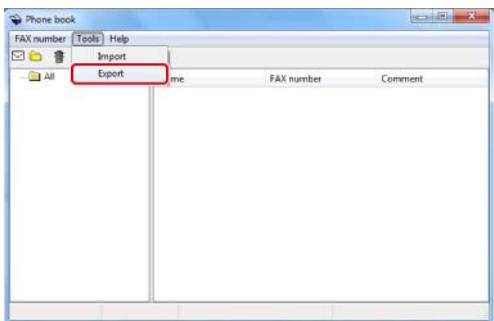
You cannot export any group, but you can export each entry in the phone book.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon, and then select [Printing]

preferences] > [OKI MC873(FAX)].



3. Click [Phone book] on the [Setup] tab.
4. Select [Export] from the [Tools] menu.



5. Select a save destination in the [Export to file] dialog box.
6. Enter the name of a file, and then click [Save].

The phone book data is exported as a CSV file. The entries are separated with commas, and displayed in order of display in the CSV file. They are saved in order of the names, fax numbers, and comments.

7. Close the phone book.

## Importing the Phone Book Data That is Exported to a CSV File (Import)

The import function enables you to import fax numbers in the phone book that is created with a different computer into your computer.

### Note

Registered entries are not imported.

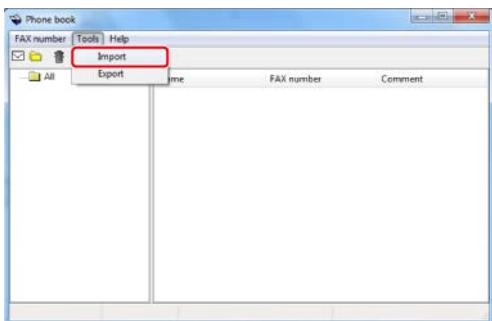
### Importing the Phone Book Data

1. Copy the exported phone book to a different computer.
2. Click [Start], and then select [Devices and Printers].
3. Right-click the OKI MC873 icon, and then select [Printing

preferences] > [OKI MC873(FAX)].



4. Click [Phone book] on the [Setup] tab.
5. Select [Import] from the [Tools] menu.

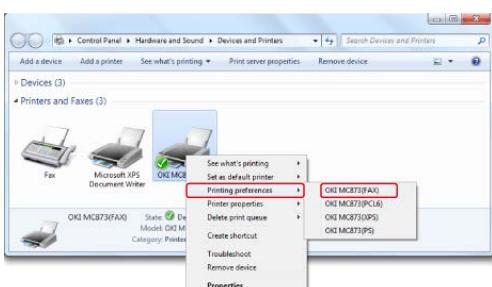


6. Specify the copied file for [Choose a CSV file] in the [Import Phone Book] dialog box.
7. Click [Browse] to select a file.
8. Click [Next].

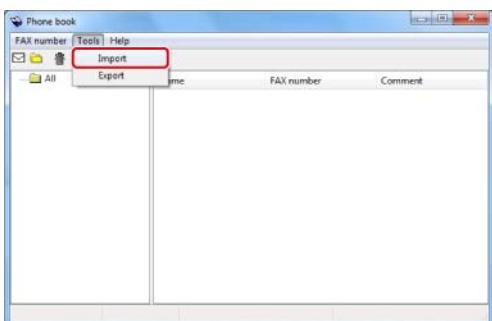
#### **Associating a New Definition with the Phone Book Format**

If you want to import a CSV file with the format that is different from that of the phone book, select a CSV definition file and associate the definition with the phone book format.

1. Copy the exported phone book to a different computer.
2. Click [Start], and then select [Devices and Printers].
3. Right-click the OKI MC873 icon, and then select [Printing preferences] > [OKI MC873(FAX)].



4. Click [Phone book] on the [Setup] tab.
5. Select [Import] from the [Tools] menu.



6. Specify the CSV file to import in [Choose a CSV file] in the [Import Phone Book] dialog box.
7. Select the [Setup relationship between the fields imported and phone book] check box.
8. Specify a CSV definition file in [Choose a CSV Definition file] if necessary.  
Select [Comma(,)] for [Field Delimiter].

 **Memo**

You can continue operating even if you do not specify a definition file. If you do not specify a definition file, select whether to save a new definition file in the dialog box that is displayed after step 7.

9. Click [Next].
10. Associate the definition that you are importing with the phone book definition, and then click [OK].
11. Select [Save] from the [FAX number] menu.
12. Click [OK] in the confirmation window.
13. Select [Exit] from the [FAX number] menu.

 **Topics**

 [Managing the PC Fax Phone Book](#)



## Sending Data to the Fax Server

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- Basic Procedure for Scan to Fax Server
- Enabling the Scan to Fax Server Function
- Editing a Destination E-mail Address
- Editing E-mail Body Text

# Basic Procedure for Scan to Fax Server

This section explains the basic procedure for sending data to the fax server.

The fax server function allows you to send fax data as an e-mail attachment file. The scanned document is converted to a TIFF file. The data is not saved in Memory, and is sent immediately after scanning. You just specify an e-mail address as a destination.

You must enable the Scan to Fax Server function in Admin Setup.

## Enabling the Scan to Fax Server Function

If Scan to Fax Server function is enabled, fax receptions and transmissions that use a telephone line are disabled.

Set a network and e-mail default setting before using the Scan to Fax Server function.

## Connecting This Machine to a Network

## Before Using Scan To E-mail

### Memo

- You can not use mixed size documents.
- The document data that is sent with the Scan to Fax Server function may not be printed properly depending on the recipient's unit.
- The details on the Scan to Fax Server function are the same as those on the Scan To E-mail function.

## Sending Scanned Data as an E-mail Attachment

1. Press [Fax/Internet Fax] or the  (FAX) button.
2. Set a document in the ADF or on the document glass.
3. Press [Fax].
4. Specify a destination.
  -  Specifying a Destination (Direct Entry)
  -  Specifying a Destination (Phone Book)
  -  Specifying a Destination (Transmission History and Reception History)
5. Change other settings if necessary.

### Memo

- Turn [Preview] on the [Advanced] tab to ON and press [Preview] to preview the image to send.
- When [Rotate Tx] is set to ON, A4  documents are rotated and sent as A4  documents and Letter  documents are rotated and sent as Letter  documents.

6. Press the  (START) button.

## Topics

You can change other settings for fax transmissions.

 [Setting Scanning for Transmission](#)

 [Sending a Fax \(Procedure\)](#)

# Enabling the Scan to Fax Server Function

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To enable the Scan to Fax Server function, follow the procedure below in Admin Setup.

## Note

If the Scan to Fax Server function is enabled, the fax function is disabled.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [FaxServer Function].
5. Press [Environmental Settings].
6. Press [FaxServer Function].
7. Press [ON].
8. Press [Yes] on a confirmation screen.  
The machine automatically restarts.

# Editing a Destination E-mail Address

A prefix and suffix are used in the following format. The "Fax number" in this format is a number that is selected in the "Add Destination" item.

"Prefix + Fax number + Suffix"

For example, if you set "FAX=" as the prefix and set "@faxserver" as the suffix and perform the Scan to Fax Server function, the e-mail destination (To:) is set as "FAX=012-345-6789@faxserver".

## Note

Set the prefix and suffix according to the e-mail reception specifications of the fax server. The virtual domain and others may be required to be set on the mail server due to the certain fax server operating environment.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [FaxServer Function].
5. Press [Environmental Settings].
6. Press [PreFix].
7. Enter a prefix, and then press [OK].
8. Press [Suffix].
9. Enter a suffix, and then press [OK].
10. Press [Back] until the home screen is displayed.

## Editing E-mail Body Text

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If [Text] is set to [ON], the text is added to the e-mail. If your fax server supports the transmission of e-mail text, the text is included in the fax transmission data.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [FaxServer Function].
5. Press [Environmental Settings].
6. Press [Text].  
[Text] is set to [ON].
7. Press [Back] until the home screen is displayed.
8. Press [Fax/Internet Fax] or the  (FAX) button.
9. Press [Internet Fax].
10. Press [E-mail Body] on the [Advanced] tab.
11. Press [Select Text].
12. Select a text.

If you select [Manual Input] in step 11, enter a text, and then press [OK].

### Memo

When directly entering, you can enter up to 256 characters.

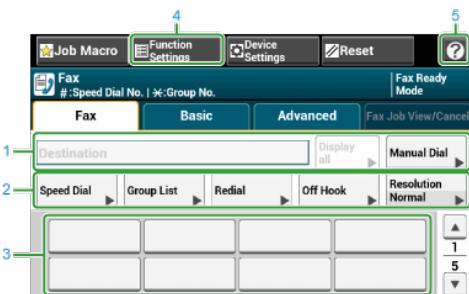
## **Descriptions of Screens for Fax**

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- ❖ Names and Functions of Screen Items for Fax
- ❖ Names and Functions of Screen Items for Internet Fax

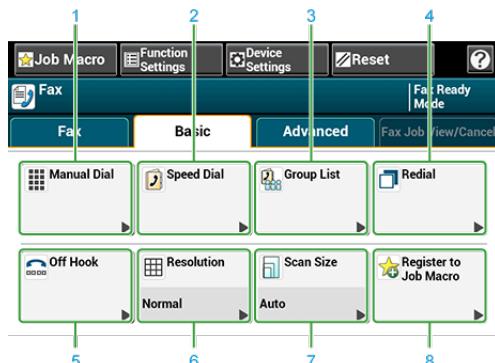
# Names and Functions of Screen Items for Fax

## [Fax] Tab



	Item	Description
1	Destination area	Select a fax destination. The selected fax destination appears in this area. If at least 1 destination is specified, you can press [Display all] to edit, add, or delete a destination.
2	Shortcut buttons	Displays shortcut buttons for using fax functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
3	One touch buttons	Displays destinations assigned to one-touch buttons. Press a button to add a destination.
4	Function Settings	Displays the current settings. The setting can be changed for certain functions.
5		Displays Help topics.

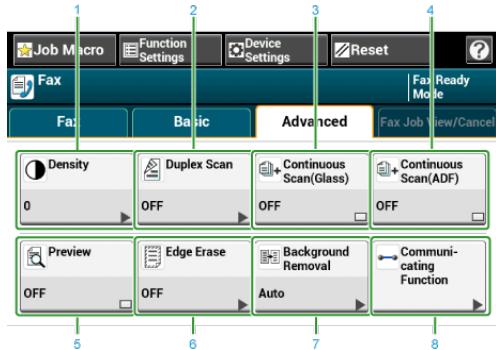
## [Basic] Tab



	Item	Description
1	Manual Dial	Enter a fax number manually to use it as a destination.
2	Speed Dial	Displays destinations registered in the speed dial list. Select a destination from the speed dial list.
3	Group List	Displays a list of groups in which fax destinations are registered.

		Select a group as a destination from the Group List.
4	Redial	Displays a list of recently used destinations. Select a destination from the recent records.
5	Off Hook	Sends a fax by Off Hook dialing. Call the destination, and start sending a fax manually when you hear a receiving tone (beep) of the destination machine.
6	Resolution	Specifies the resolution to scan a document.
7	Scan Size	Specifies the scan size to scan a document.
8	Register to Job Macro	Registers current settings to Job Macro.

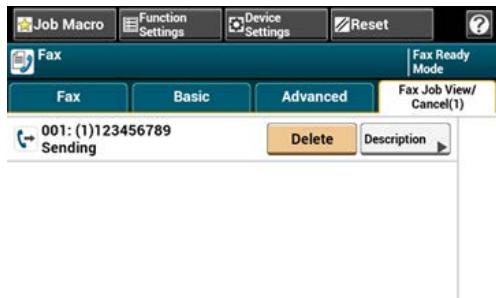
## ■ [Advanced] Tab



	Item	Description
1	Density	Adjusts a level of scan density.
2	Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
3	Continuous Scan (Glass)	Scans multiple documents as a single job using the document glass.
4	Continuous Scan (ADF)	Scans multiple documents as a single job using the ADF.
5	Preview	Displays fax images to send on the touch panel.
6	Edge Erase	Eliminates a black shadow that may appear around the edges on the scanned file when scanning, for example, a book.
7	Background Removal	Removes background.
8	Communicating Function	Specifies the following settings: TTI, TTI Select, Transmit Confirmation, Delayed Tx, Fcode Polling, Fcode Tx.

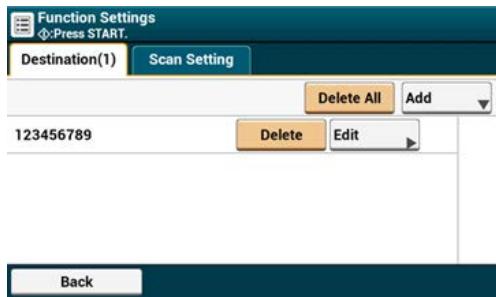
## ■ [Fax Job View/ Cancel] Tab

Cancels a transmission or see the detail of the job that is proceeding.

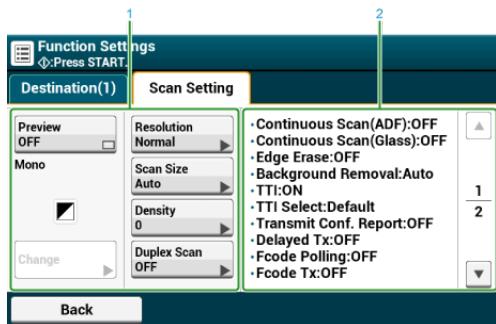


## ✳️ [Function Settings] > [Destination] Tab

Add, edit or delete a destination to which a fax is sent.



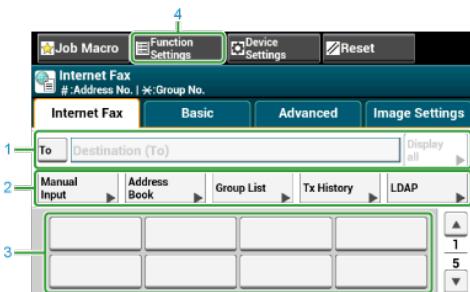
## ✳️ [Function Settings] > [Scan Setting] Tab



	<b>Item</b>	<b>Description</b>
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.

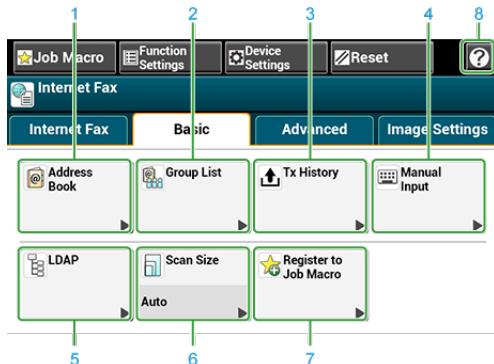
# Names and Functions of Screen Items for Internet Fax

## [Internet Fax] Tab



	Item	Description
1	Destination area	Select a fax destination. The selected fax destination appears in this area. If at least 1 destination is specified, you can press [Display all] to edit, add, or delete a destination.
2	Shortcut buttons	Displays shortcut buttons for using fax functions. The screen image shows the factory default setting. The setting can be changed by Administrator Setting.
3	One touch buttons	Displays destinations assigned to one-touch buttons. Press a button to add a destination.
4	Function Settings	Displays the current settings. The setting can be changed for certain functions.

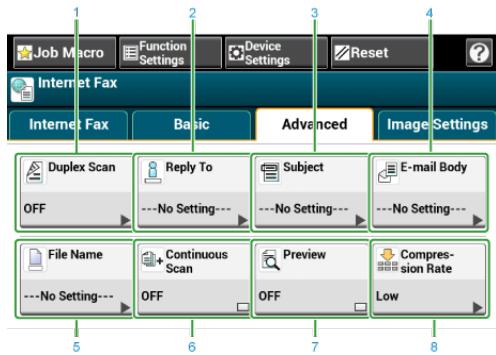
## [Basic] Tab



	Item	Description
1	Address Book	Displays e-mail addresses registered in the Address Book. Select an e-mail address as a destination from the Address Book.
2	Group List	Displays a list of groups in which e-mail addresses are registered. Select a group as a destination from the Group List.
3	Tx History	Displays a transmission history. Select a destination from the transmission history.
4	Manual Input	Enter an e-mail address manually to use it as a destination.

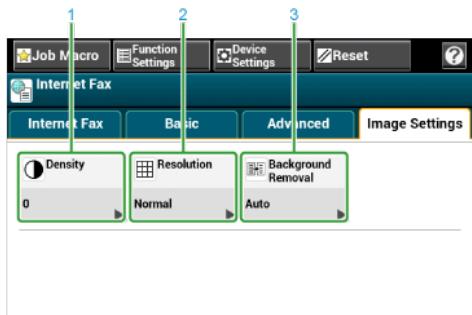
5	LDAP	Search for an e-mail address from the LDAP server to use it as a destination. There are two search methods: Simple Search and Advanced Search.
6	Scan Size	Specifies the scan size to scan a document.
7	Register to Job Macro	Registers current settings to Job Macro.
8		Displays Help topics.

## ✳ [Advanced] Tab



Item	Description
1 Duplex Scan	Specifies duplex scanning. Set this function when scanning both sides of a document.
2 Reply To	Specifies an e-mail address as a reply destination. If the recipient replies to the received e-mail, the reply is sent to the e-mail address specified here.
3 Subject	Specifies the subject of the e-mail.
4 E-mail Body	Specifies the body of the e-mail.
5 File Name	Specifies a file name for the scanned file. If not specified, the file will be named according to the factory default setting.
6 Continuous Scan	Scans multiple documents as a single job.
7 Preview	Displays fax images to send on the touch panel.
8 Compression Rate	Specifies a compression level for the scanned file.

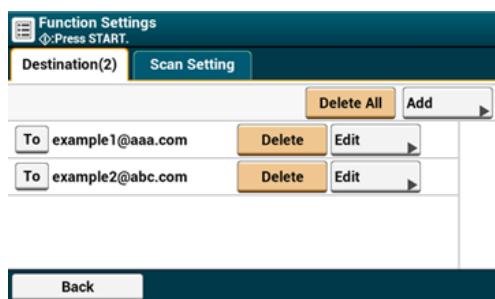
## ✳ [Image Settings] Tab



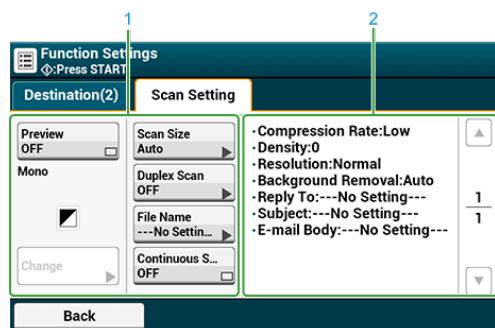
	<b>Item</b>	<b>Description</b>
1	Density	Adjusts a level of scan density.
2	Resolution	Specifies the resolution to scan a document.
3	Background Removal	Adjusts a level of the document background removal.

## ✿ [Function Settings] > [Destination] Tab

Add, edit or delete a destination to which a document is sent.



## ✿ [Function Settings] > [Scan Setting] Tab



	<b>Item</b>	<b>Description</b>
1	Setting display area 1	Displays the current settings for displayed items.
2	Setting display area 2	Displays a list of settings that are not set by items displayed in setting display area 1.



# Maintenance

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This category describes consumable replacements and cleaning to ensure a comfortable use of the machine for a longer life. This category also describes the updates and removals of driver(s) on a computer connected to the machine.



## Memo

The procedures for replacing consumables and cleaning the parts can be seen from the operator panel. Press [Troubleshooting] on the touch panel.

### ▪ Replacing Consumables

This section describes how to replace the consumables.

### ▪ Cleaning Each Part of the Machine

This section describes how to clean each part of the machine.

### ▪ Updating Installed Drivers

This section describes how to update computer drivers. You must log in the administrator to complete this procedure.

### ▪ Removing Installed Drivers

This section describes how to remove computer drivers. You must log in the administrator to complete this procedure.

### ▪ Initializing Memory and Settings

This section describes how to initialize Memory and settings saved in the machine.

# Replacing Consumables

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This section describes how to replace consumables.

- [Cautions When Replacing](#)
- [Replacing the Toner Cartridge](#)
- [For K \(black\) Toner Cartridge Only](#)
- [For C \(cyan\), M \(magenta\), Y \(yellow\) Toner Cartridge](#)
- [Replacing the Image Drum](#)
- [Replacing the Image Drum and Toner Cartridge at the Same Time](#)
- [Replacing the Belt Unit](#)
- [Replacing the Fuser Unit](#)
- [Replacing the Feed Roller \(Tray 1/Tray 2/Tray 3/Tray 4\)](#)
- [Replacing the Feed Roller \(MP Tray\)](#)
- [Replacing the Stapler Cartridge](#)

# Cautions When Replacing

Observe the following cautions when replacing.

<b>⚠ WARNING</b>		
 Do not throw the toner or toner cartridge into a fire. The toner scatters, resulting in burns.	 Do not store a toner cartridge in a location where it is exposed to open flames. The toner may ignite, resulting in fire or burns.	 Do not vacuum spilled toner with an electric vacuum cleaner. Vacuuming spilled toner with an electric vacuum cleaner may result in ignition due to sparks from electric contacts or other reasons. If toner spills on the floor or other places, wipe the toner with a damp rag or other cloth.

<b>⚠ CAUTION</b>		
 Some parts inside the machine become very hot. Do not touch the locations around a "CAUTION HOT" label. Burns may result.	 Keep toner cartridges out of the reach of children. If a child accidentally swallows toner, immediately seek medical advice.	 If you inhale toner, gargle with a large amount of water, and move to a place with fresh air. Seek medical advice if necessary.
 If toner lands on your hands or other areas of skin, wash thoroughly with soap and water.	 If toner gets into your eyes, immediately rinse with a large amount of water. Seek medical advice if necessary.	 If you swallow toner, spit it out. Seek medical advice if necessary.
 When handling a paper jam or replacing toner cartridges, use care not to let your clothes or hands get dirty with toner. If toner lands on your clothes, wash with cold water. If toner gets hot by washing with hot water or other methods, the toner will stain the fabric and become impossible to remove.	 Do not disassemble the image drum or toner cartridge. You may inhale the scattered toner, or the toner may land on your hands or clothes, making them dirty.	 Store used toner cartridges by putting them into a bag while using care not to scatter the toner.



## Note

- Use Oki Data genuine consumables to ensure optimum performance of the products.
- Charges for services for problems caused by the use of consumables other than Oki data genuine consumables are incurred, regardless of the warranty or in the maintenance contract. (Although the use of non-genuine consumables does not always result in problems, use extra care when using them.)

# Replacing the Toner Cartridge

This section describes how to recognize the replacement period of Toner Cartridges.

When the "[COLOR] Toner Low" message ("[COLOR]" indicates C (cyan), M (magenta), Y (yellow) or K (black)) which appears on the display screen, prepare a replacement toner cartridge.

When the "[COLOR] Toner Empty" appears and printing is stopped, replace the toner cartridge.

## Memo

Even if the cyan (blue), magenta (red) or yellow toner cartridges run out, you can print in black and white by selecting [Monochrome] or [Grayscale]. However, please replace the toner cartridge quickly after it runs out, as not doing so may cause the image drum to be damaged.

## Note

- Have a new toner cartridge ready, as the print quality declines after more than one year following breaking the seal.
- If you replace the toner cartridge/image drum while it is being used, the amount of toner used will not be counted normally.
- By opening and closing the output tray after the message "Color toner has run out" is displayed, you are able to print. However further printing operations will not be possible after that. Please replace the toner cartridge as failure to do so may damage the image drum.
- Toner powder may spill if you remove a toner cartridge before the toner runs out.

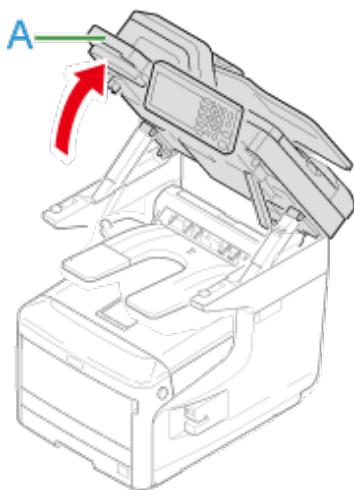
- [For K \(black\) Toner Cartridge Only](#)
- [For C \(cyan\), M \(magenta\), Y \(yellow\) Toner Cartridge](#)

## For K (black) Toner Cartridge Only

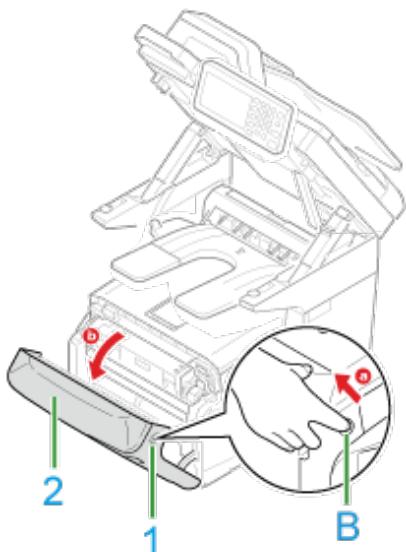
### Memo

When replacing the C, M, Y toner cartridges, refer to "[For C \(cyan\), M \(magenta\), Y \(yellow\) Toner Cartridge](#)".

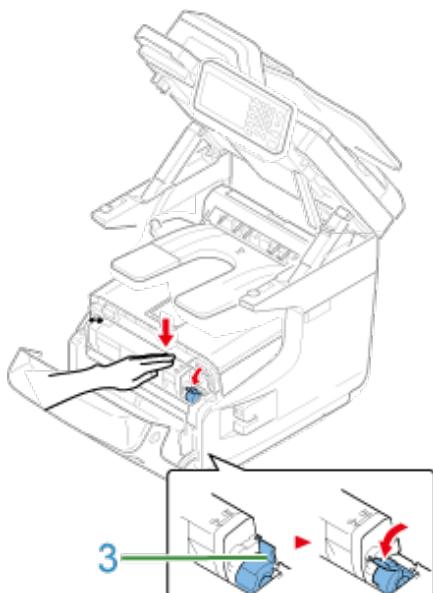
1. Prepare a new [K] toner cartridge.
2. Hold the handle (A) to open the scanner unit.



3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.

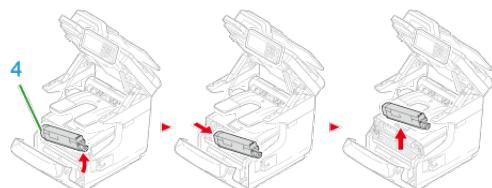


4. Turn the blue lever (3) of the toner cartridge toward you until its top aligns on the ► mark.



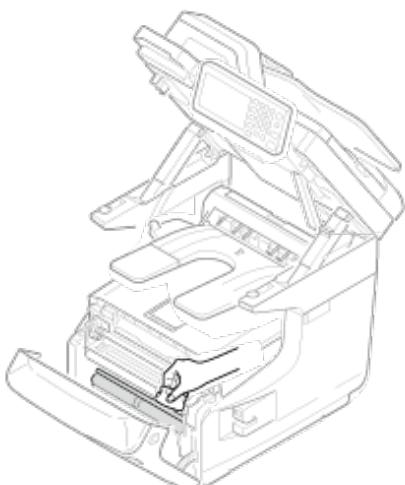
5. Lift the toner cartridge (4) from the right side, and remove it from the machine.

<b>WARNING</b>	Possible to get burned.	
Do not throw used toner cartridge in the fire. They may explode, and the toner inside may fly off and cause getting burned.		

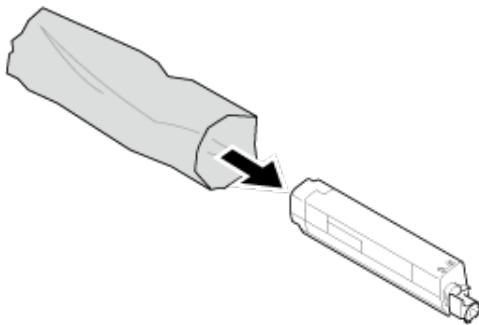


**Note**

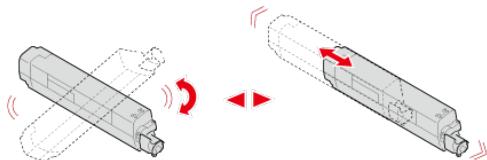
When toner powder drops to the paper feeding area inside the machine, wipe it off with a wet cloth that has been well wrung.



6. Unpack a new toner cartridge.



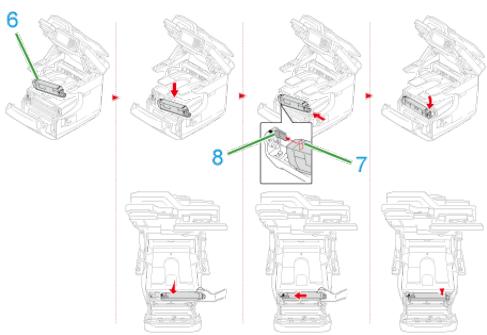
7. Shake the cartridge several times vertically and horizontally.



8. Remove the tape (5) from the toner cartridge.



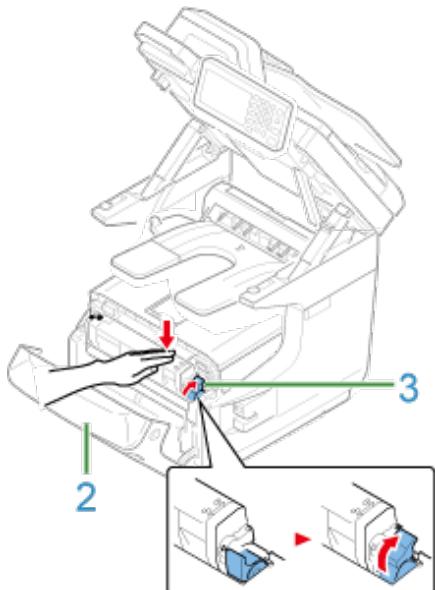
9. Insert a new toner cartridge (6) by aligning its left side indentation (7) with the protrusion (8) on the image drum so the toner cartridge and image drum [K] color label align. Then insert the right side gently into place.



**Note**

Do not insert a toner cartridge without removing the tape.

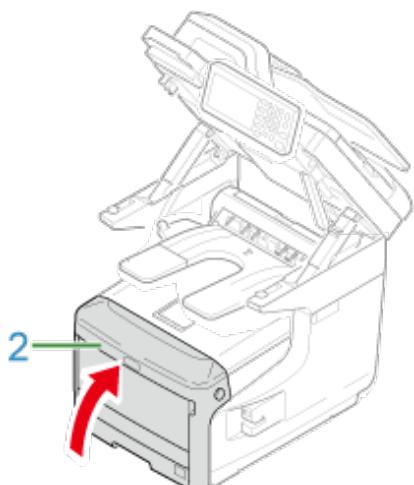
10. Turn the blue lever (3) of the toner cartridge backward until its top aligns on the ► mark while pressing the toner cartridge.



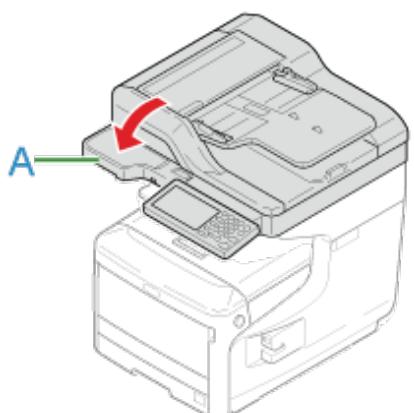
**11.** Close the front cover (2).

**Note**

The front cover cannot be closed if the output tray is not closed securely.



**12.** Hold the handle (A) to close the scanner unit.



**13.** Please recycle toner cartridges.

 **Memo**

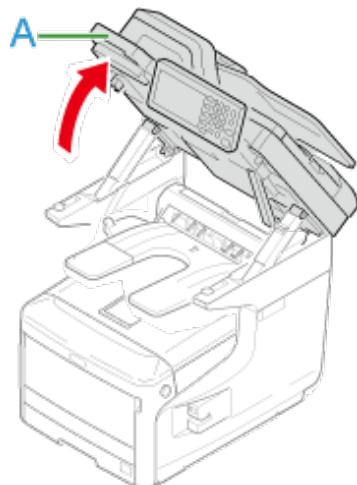
If you have to dispose of used toner cartridges, put them into polyethylene bags or other container, and be sure to follow the regulations or instructions of your local government.

## For C (cyan), M (magenta), Y (yellow) Toner Cartridge

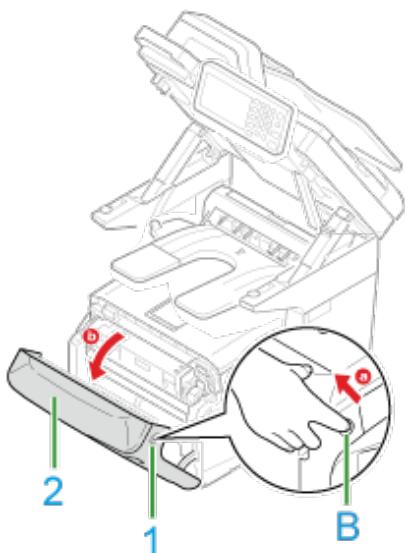
### Memo

When replacing only the K toner cartridge, refer to "For K (black) Toner Cartridge Only".

1. Prepare new toner cartridges.
2. Hold the handle (A) to open the scanner unit.



3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



4. Press the button (C) and open the Output Tray (3).

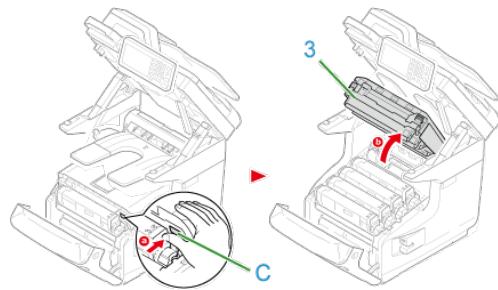


**CAUTION**

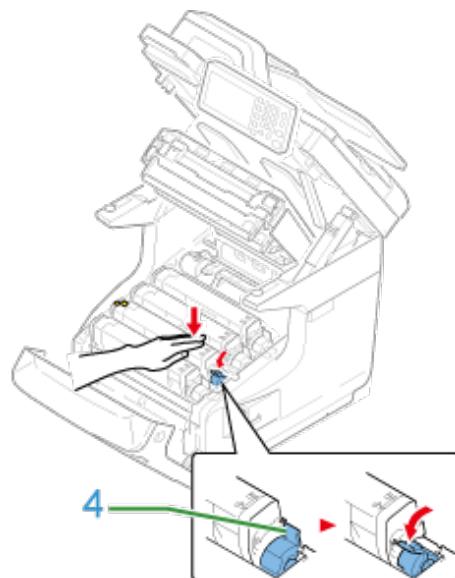
Possible to get burned.



The fuser unit is extremely hot. Do not touch it.

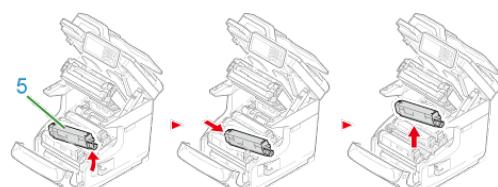


5. Identify an empty toner cartridge by its label color.
6. Turn the blue lever (4) of the toner cartridge toward you until its top align on the ► mark.

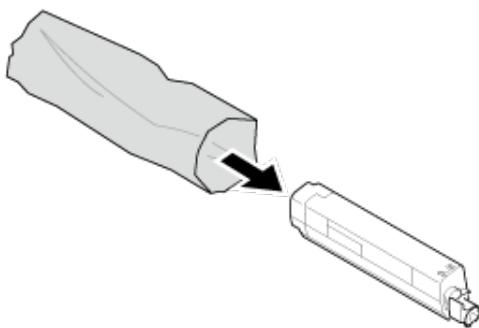


7. Lift the toner cartridge (5) from right side, and remove it from the machine.

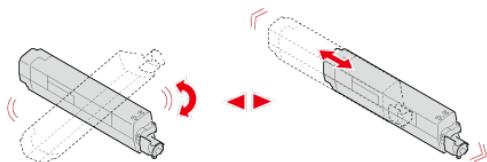
 <b>WARNING</b>	Possible to get burned.	
Do not throw used toner cartridge in the fire. They may explode, and the toner inside may fly off and cause getting burned.		



8. Unpack a new toner cartridge.



9. Shake the cartridge several times vertically and horizontally.



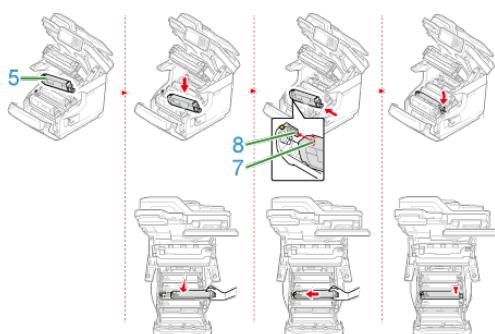
10. Remove the tape (6) from the toner cartridge.



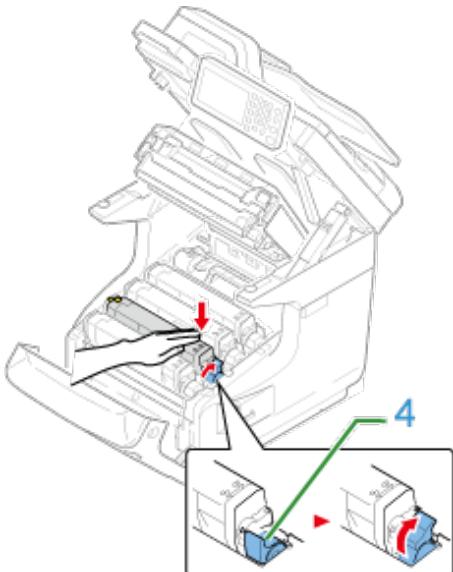
11. Insert a new toner cartridge (5) by aligning its left side indentation (7) with the protrusion (8) on the image drum so the toner cartridge and image drum color labels align. Then insert the right side gently into place.

**Note**

Do not insert a toner cartridge without removing the tape.



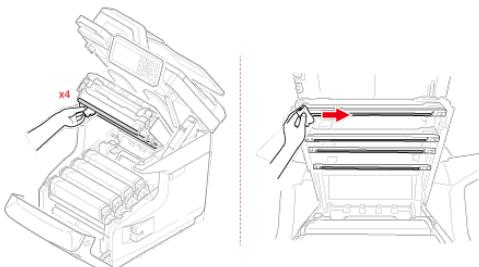
12. Turn the blue lever (4) of the toner cartridge backward until its top align on the ► mark while pressing the toner cartridge.



**! Note**

If the toner cartridge is not securely attached, printing quality may deteriorate.

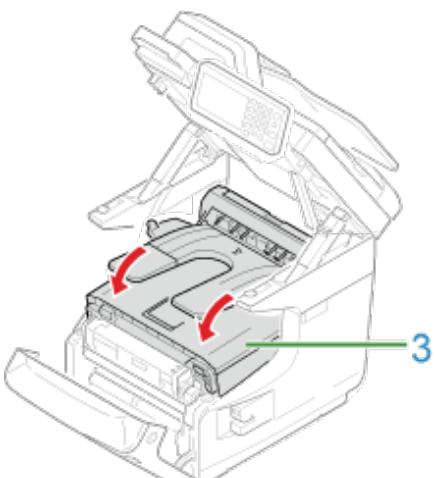
13. Wipe the lens of the LED head with a soft tissue paper lightly.



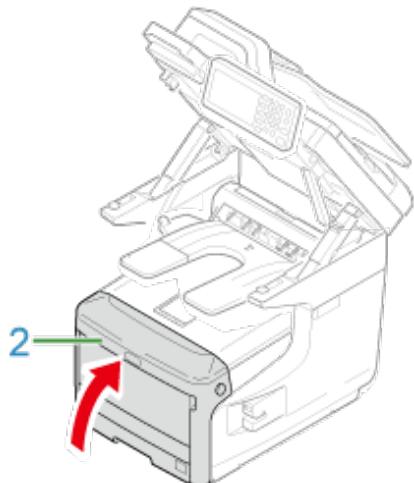
**! Note**

Do not use solvents, such as methyl alcohol or thinners. They damage the LED head.

14. Close the Output Tray (3) by pushing the both sides of the Output Tray (3) firmly.



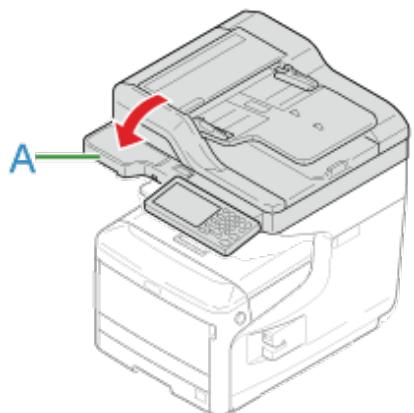
**15.** Close the front cover (2).



**Note**

The front cover cannot be closed if the output tray is not closed securely.

**16.** Hold the handle (A) to close the scanner unit.



**17.** Please recycle toner cartridges.

**Memo**

If you have to dispose of used toner cartridges, put them into polyethylene bags or other container, and be sure to follow the regulations or instructions of your local government.



# Replacing the Image Drum

This section describes how to recognize the replacement period of an image drum, and how to replace the image drum.

## Before Replacing

### Replacing the Image Drum Only

## Before Replacing

When the "[COLOR] Image Drum Near Life" message appears on the display screen, prepare a replacement image drum. If you continue printing, the message "[COLOR] Image Drum Life" will be displayed and printing will stop.

When the "Please install new Image Drum Unit." message is displayed and printing stops, replace the image drum.

When using A4 paper (simplex printing), the estimated replacement cycle of an image drum is approximately 30,000 pages. This estimation assumes the standard use condition (three pages are printed at a time). Printing one page at a time reduces the drum lifetime approximately by half.

The actual number of printed pages may be less than half the above estimation depending on the printing conditions.

### Note

- The actual number of pages you can print with the image drum depends on how you use the machine. It may be less than half the above estimation depending on the printing conditions.
- Printing quality may deteriorate after 1 year following the unpacking of the toner cartridge. Replace the toner cartridge with a new one.
- Though opening and closing the output tray may extend the life of an image drum for a while, it is recommended to replace it soon after the "Install New image drum" is displayed.
- When the [Device Setting] > [Admin Setup] > [Management] > [System Setup] > [Near Life Status] is set to [Disable], the "[COLOR] Image Drum Near Life" message does not appear.

## Replacing the Image Drum Only

This section describes how to replace the image drum when you want to continue using the toner cartridge.

### Note

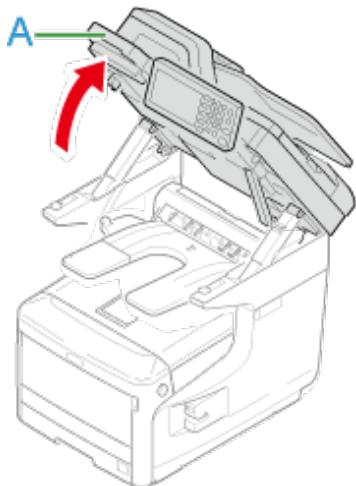
- If you use a new image drum with the toner cartridges currently in use, the remaining amount indication of the toner cartridges will not display correctly. The messages "[COLOR] Image Drum Near Life" or "[COLOR] Image Drum Life" may also be displayed soon after replacement.
- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.
- Use Oki Data genuine consumables to ensure optimum performance of the products.
- Charges for services for problems caused by the use of consumables other than Oki data

genuine consumables are incurred, regardless of the warranty or in the maintenance contract. (Although use of non-genuine consumables does not always result in problems, use extra care when using them.)

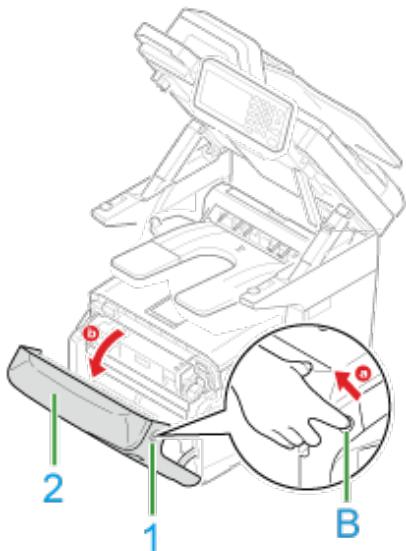
### Memo

You can change the setting for displaying the "[COLOR] Image Drum Near Life" message. Set from [Device Setting] > [Admin Setup] > [User Install] > [Drum Near Life Timing]. Available values are from 500 to 5,000 (in 500 increments).

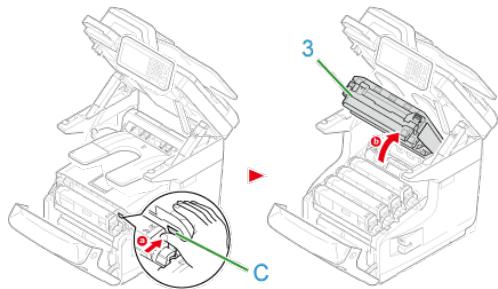
1. Prepare new image drum.
2. Hold the handle (A) to open the scanner unit.



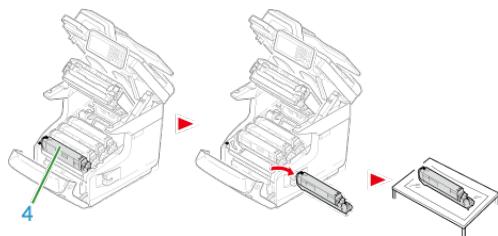
3. Insert your finger into the recess on the lever (B) side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



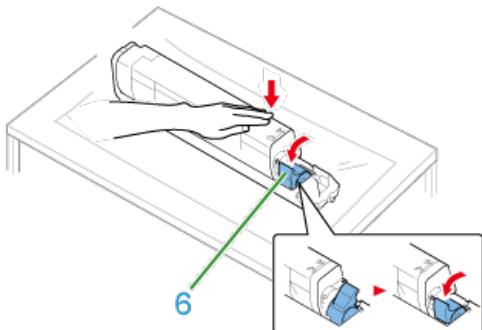
4. Press the button (C) and open the Output Tray (3).



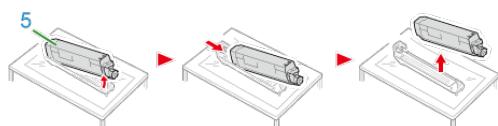
5. Identify the image drum that reached its lifetime by its label color.
6. Remove the image drum (4) from the machine and place the image drum on a flat surface.



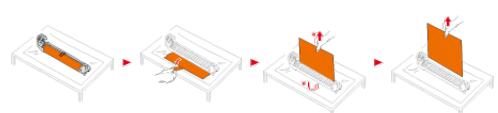
7. Turn the blue lever (6) of the toner cartridge toward you until its top align on the ► mark while pressing the toner cartridge.



8. Lift the toner cartridge (5) from the right side, and remove it from the image drum.



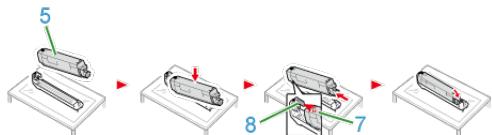
9. Unpack a new image drum and place it on a flat surface.
10. Remove the protective sheets.



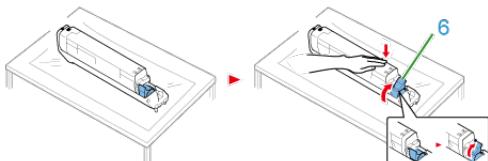
11. Remove the toner cover.



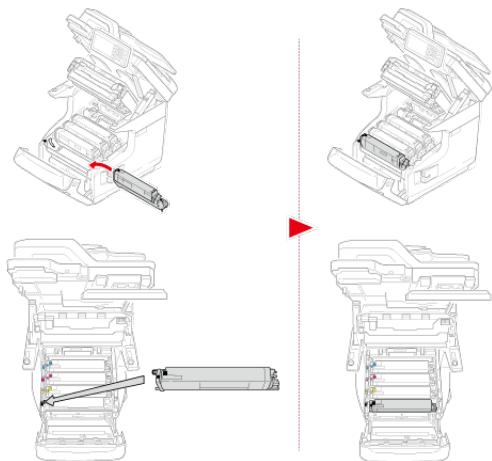
12. Insert the toner cartridge (5) removed in step 8 by aligning its left side indentation (7) with the protrusion (8) on the image drum so that the toner cartridge and image drum color label align. Then insert the right side gently into place.



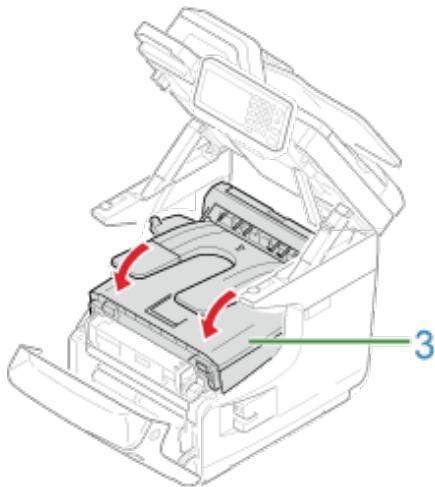
13. Turn the blue lever (6) of the toner cartridge backward until its top align on the ► mark while pressing the toner cartridge.



14. Check the label color of the new image drum and place the drum into the machine.



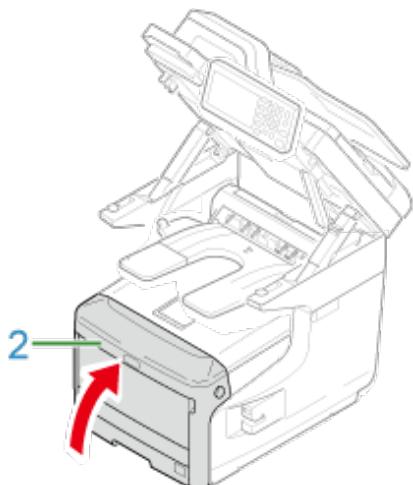
15. Close the Output Tray (3) by pushing the both sides of the Output Tray (3) firmly.



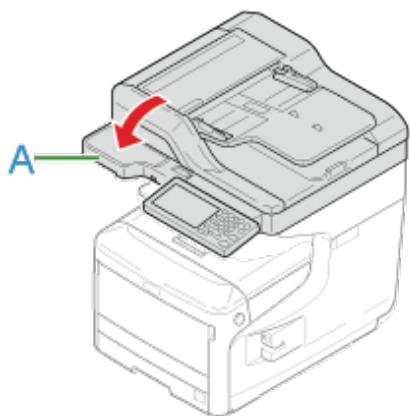
**16.** Close the front cover (2).

**Note**

The front cover cannot be closed if the Output Tray is not closed securely.



**17.** Hold the handle (A) to close the scanner unit.



**18.** Please recycle image drums.

**Memo**

If you must dispose of an image drum, put it in a plastic bag or similar container and

dispose of it in accordance with your municipality's ordinances or guidelines.

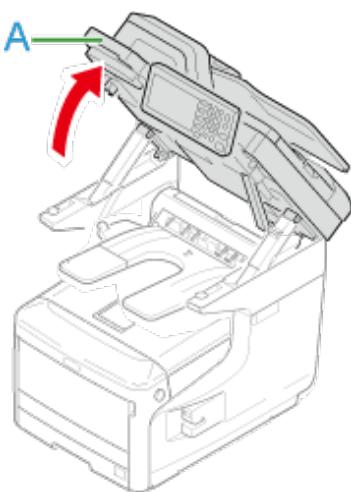
# Replacing the Image Drum and Toner Cartridge at the Same Time

This section describes how to replace the image drum and toner cartridge with new ones at the same time.

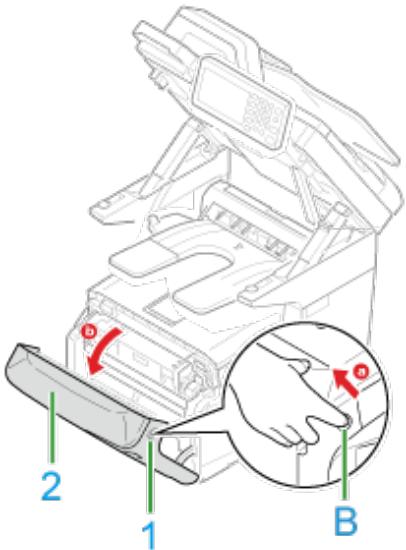
## Note

- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Do not leave the image drum for 5 minutes or more even under room light.
- Use Oki Data genuine consumables to ensure optimum performance of the products.
- Charges for services for problems caused by the use of consumables other than Oki data genuine consumables are incurred, regardless of the warranty or in the maintenance contract. (Although use of non-genuine consumables does not always result in problems, use extra care when using them.)

1. Prepare new image drum and toner cartridge.
2. Hold the handle (A) to open the scanner unit.

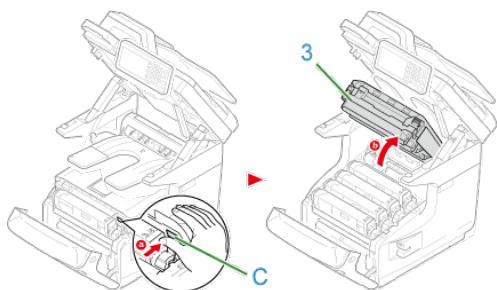


3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.

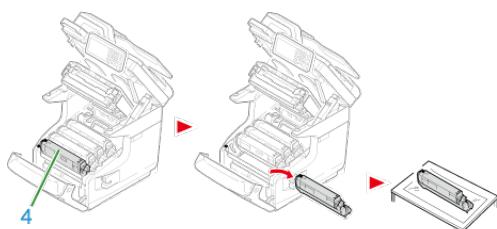


4. Press the button (C) and open the Output Tray (3).

<b>CAUTION</b>	Possible to get burned.	
The fuser unit is extremely hot. Do not touch it.		



5. Identify an empty toner cartridge by its label color.
6. Remove the image drum (4) from the machine and place it on a flat surface.



<b>WARNING</b>	Possible to get burned.	
Do not throw used image drum and toner cartridge in the fire. They may explode, and the toner inside may fly off and cause getting burned.		

**7.** Unpack a new image drum and place it on the flat surface.

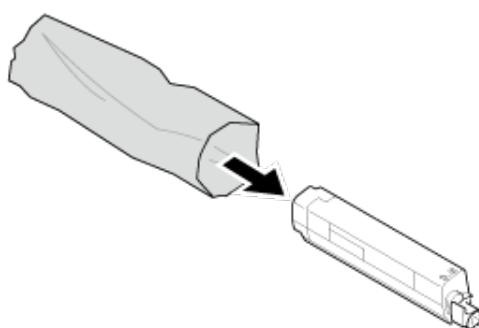
**8.** Remove the protective sheets.



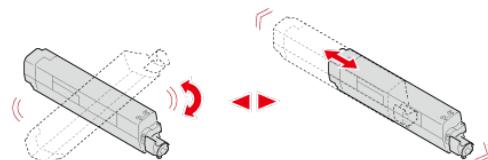
**9.** Remove the toner cover.



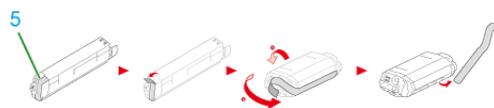
**10.** Unpack a new toner cartridge.



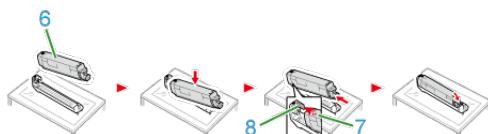
**11.** Shake the cartridge several times vertically and horizontally.



**12.** Remove the tape (5) from the toner cartridge.



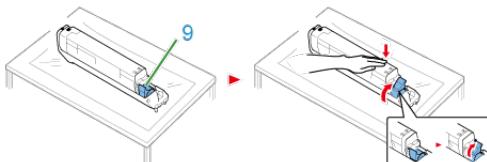
**13.** Insert a new toner cartridge (6) by aligning its left side indentation (7) with the protrusion (8) on the image drum so that the toner cartridge and image drum color label align. Then insert the right side gently into place.



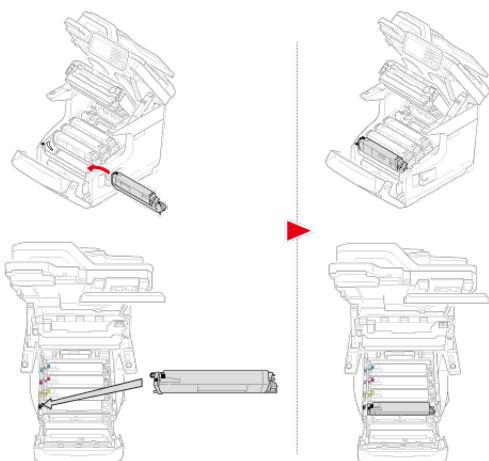
## Memo

For the installation method, refer to "Replacing the Toner Cartridge".

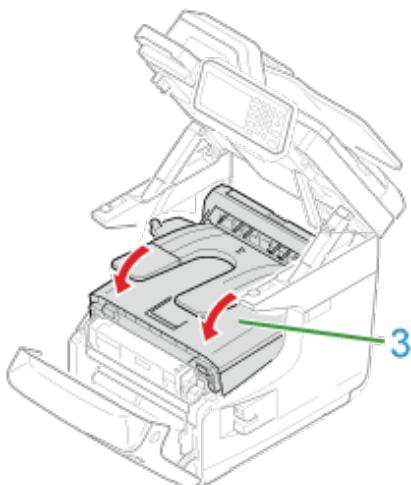
14. Turn the blue lever (9) of the toner cartridge backward until its top align on the ▶ mark while pressing the toner cartridge.



15. Check a label color of a new image drum and place the drum into the machine.



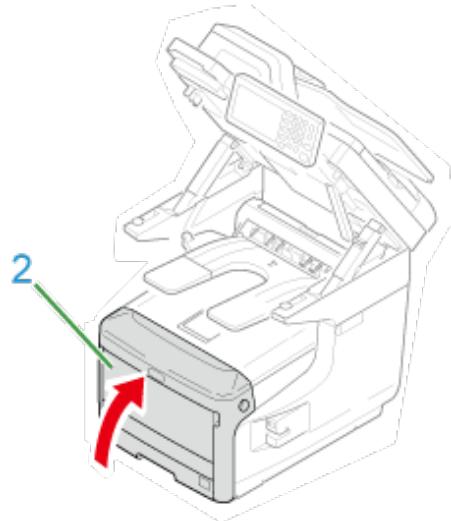
16. Close the Output Tray (3) by pushing the both sides of the Output Tray (3) firmly.



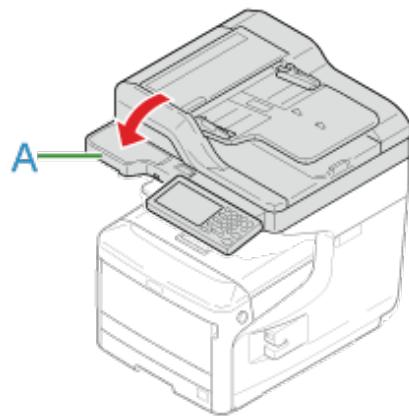
17. Close the front cover (2).

### Note

The front cover cannot be closed if the Output Tray is not closed securely.



18. Hold the handle (A) to close the scanner unit.



19. Please recycle image drums and toner cartridges.

 **Memo**

If you must dispose of an image drum, put it in a plastic bag or similar container and dispose of it in accordance with your municipality's ordinances or guidelines.

# Replacing the Belt Unit

When the "Belt Unit Near Life" message appears on the display screen, prepare a replacement belt unit. You can keep printing approximately 2,000 pages until the next message appears.

When the "Change Belt Unit" message appears, replace the belt unit.

The life expectancy of the belt unit is approximately 80,000 pages for A4 simplex printing (three pages per job).

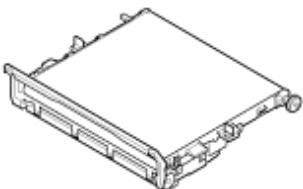
## Note

- The actual number of pages you can print with the belt unit depends on how you use it.
- Though opening and closing the output tray may extend the life of the belt unit somewhat, you should replace it soon after the "Change Belt Unit" is displayed to prevent malfunction.
- If you replace the belt unit, use it until the end of its useable life. If you remove the belt unit and install and use another one before its usable life has expired, the use life will not be correctly displayed.
- When the [Device Setting] > [Admin Setup] > [Management] > [System Setup] > [Near Life Status] is set to [Disable], the [Belt Unit Near Life] message does not appear.
- The image drum (the green tube) is very delicate. Handle it carefully.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1,500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.

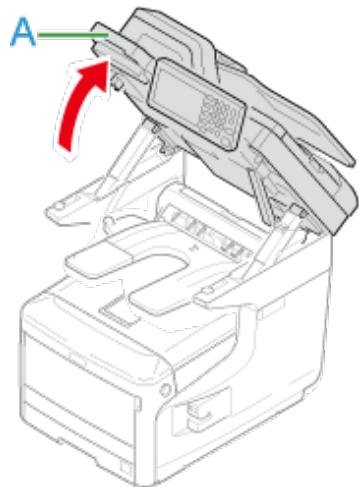
## Memo

You can change the setting for displaying the "Belt Unit Near Life" message. Set from [Device Setting] > [Admin Setup] > [User Install] > [Belt Near Life Timing]. Available values are from 500 to 5,000 (in 500 increments).

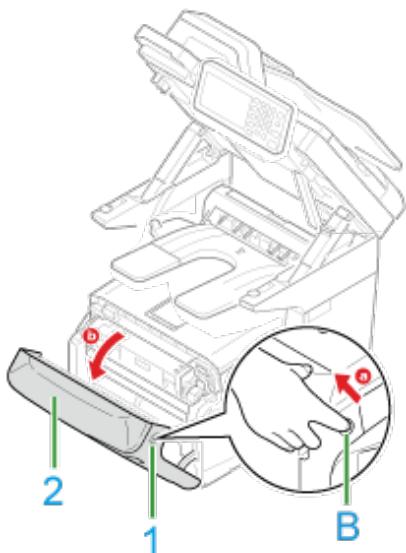
### 1. Prepare a replacement belt unit.



### 2. Hold the handle (A) to open the scanner unit.

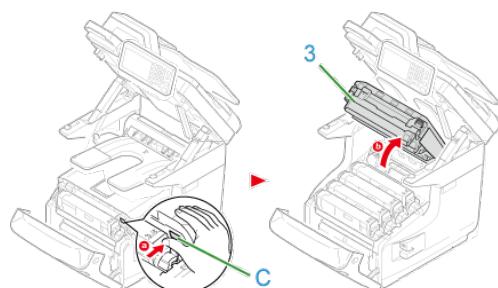


3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



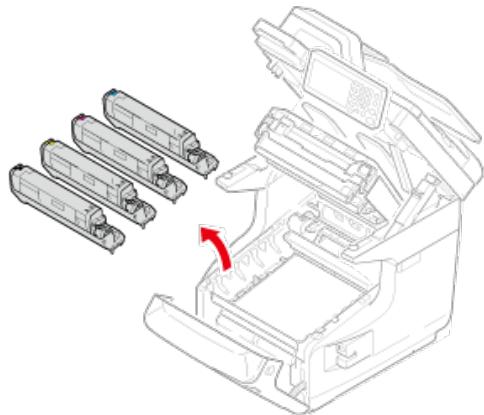
4. Press the button (C) and open the Output Tray (3).

<b>CAUTION</b>	Possible to get burned.	
The fuser unit is extremely hot. Do not touch it.		

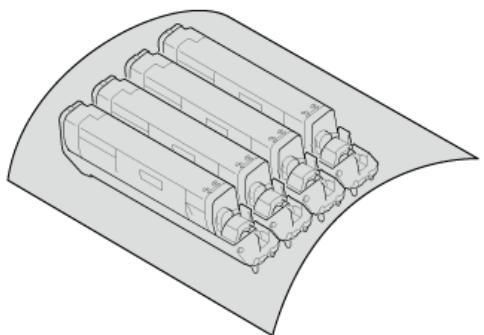


5. Take all the four image drums out of the machine, and then place

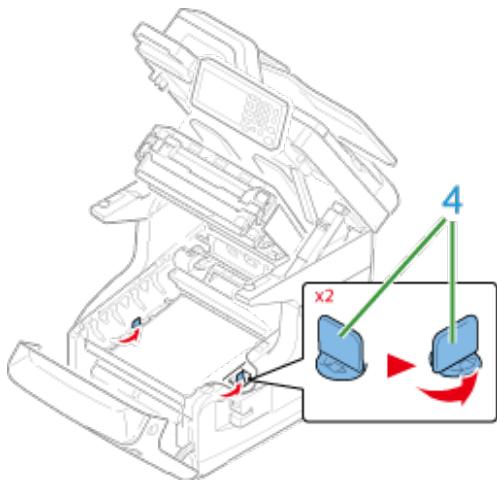
them on a flat surface.



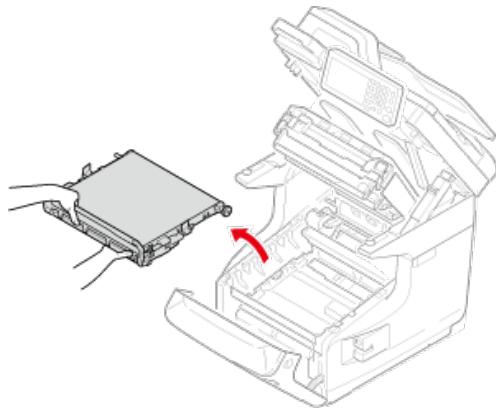
6. Cover the image drums you took out with paper so that the image drums do not expose to the light.



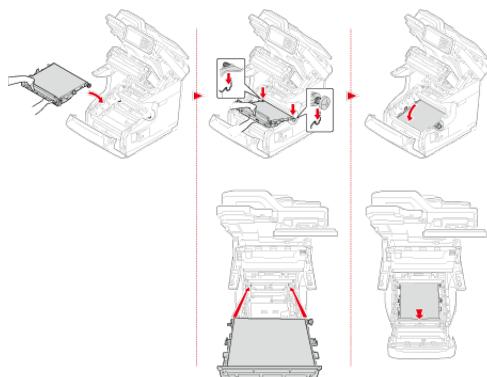
7. Turn the blue locks (4) on each side of the belt unit in direction of the arrow to unlock.



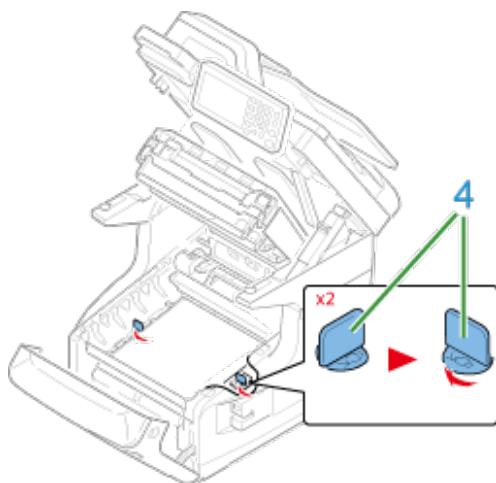
8. Remove the belt unit by holding the blue lever.



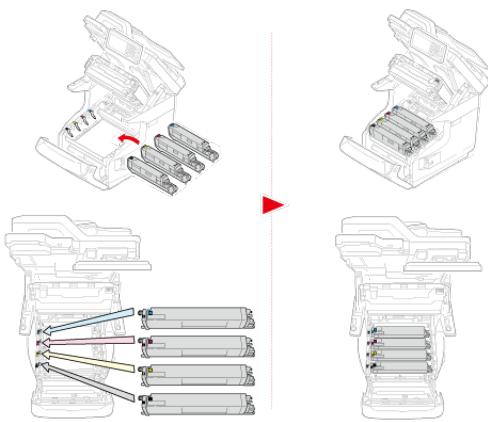
9. Hold the handle of a new belt unit with your hand and support lower part with other hand. Set the belt unit into the machine.



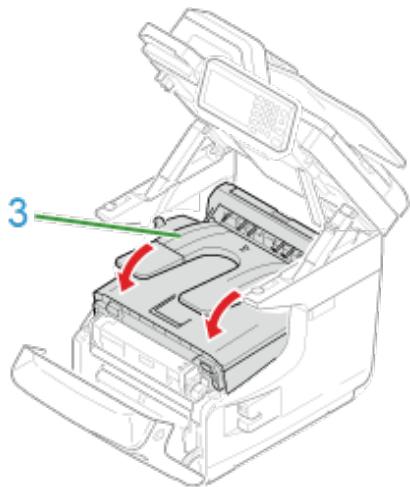
10. Turn the blue locks (4) on each side of the belt unit in direction of the arrow.



11. Return all the four image drums to the machine.



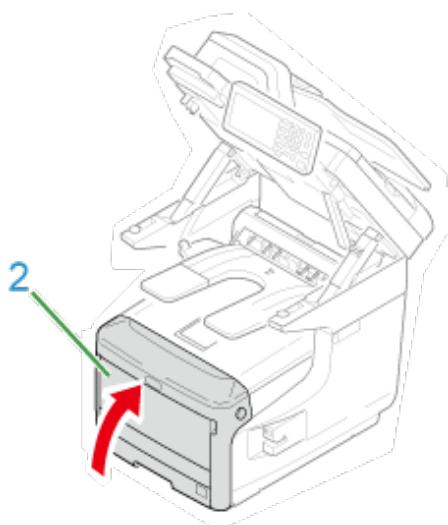
12. Close the Output Tray (3) by pushing the both sides of the Output Tray firmly.



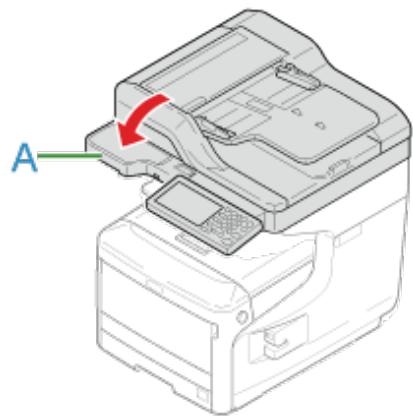
13. Close the front cover (2).

 **Note**

The front cover cannot be closed if the Output Tray is not closed securely.



14. Hold the handle (A) to close the scanner unit.



## 15. Please recycle belt unit.

### Memo

If you must dispose of a belt unit, put it in a plastic bag or similar container and dispose of it in accordance with your municipality's ordinances or guidelines.

# Replacing the Fuser Unit

When the "Fuser Unit Near Life" message appears on the display screen, prepare a replacement fuser unit. You can keep printing approximately 2,500 pages until the next message appears.

When the "Change Fuser Unit" message appears, replace the fuser unit.

The life expectancy of the fuser unit is up to 100,000 pages for A4 simplex printing.

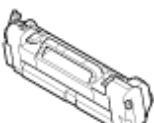
## Note

- The actual number of pages you can print with the fuser unit depends on how you use it.
- Though opening and closing the Output Tray may extend the life of the fuser unit somewhat, you should replace it soon after "Change Fuser Unit" is displayed to prevent malfunction.
- If you replace the fuser unit, use it until the end of its useable life. If you remove the fuser unit and install and use another one before its usable life has expired, the use life will not be correctly displayed.
- When the [Device Setting] > [Admin Setup] > [Management] > [System Setup] > [Near Life Status] is set to [Disable], the [Fuser Unit Near Life] message does not appear.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1,500 lux). Even under the normal interior light, do not leave it for more than 5 minutes.

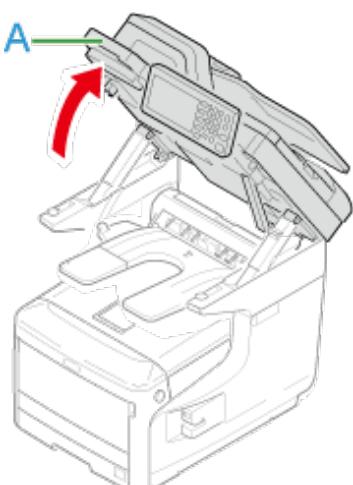
## Memo

You can change the setting for displaying the "Fuser Unit Near Life" message. Set from [Device Setting] > [Admin Setup] > [User Install] > [Fuser Near Life Timing]. Available values are from 500 to 5,000 (in 500 increments).

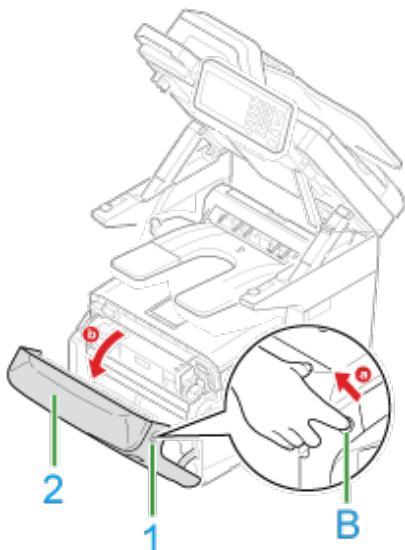
### 1. Prepare a new fuser unit.



### 2. Hold the handle (A) to open the scanner unit.

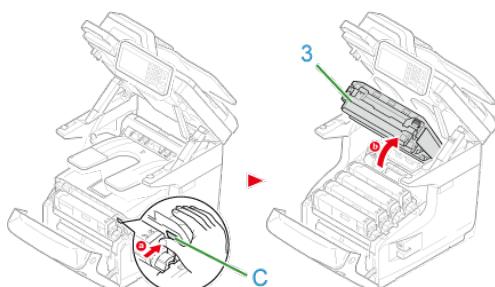


3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.

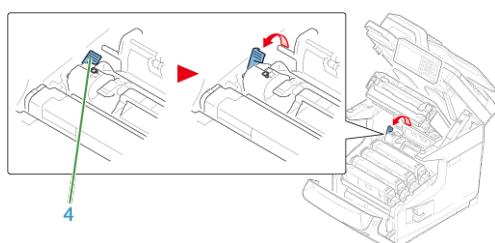


4. Press the button (C) and open the Output Tray (3).

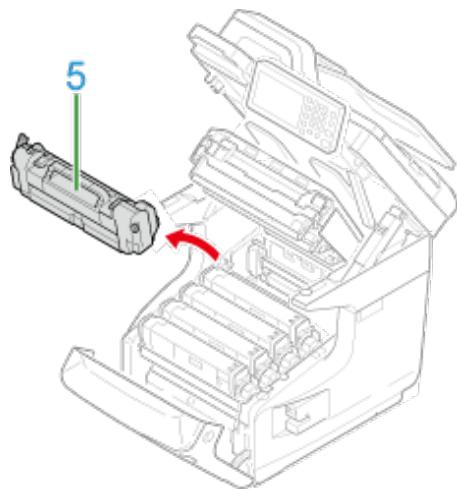
<b>CAUTION</b>	Possible to get burned.	
Since the fuser unit gets hot, carry out the operation carefully, and when lifting it up you must hold it by the handle. Do not try to hold it whilst it is hot. Wait until it has cooled down and then carry out the operation.		



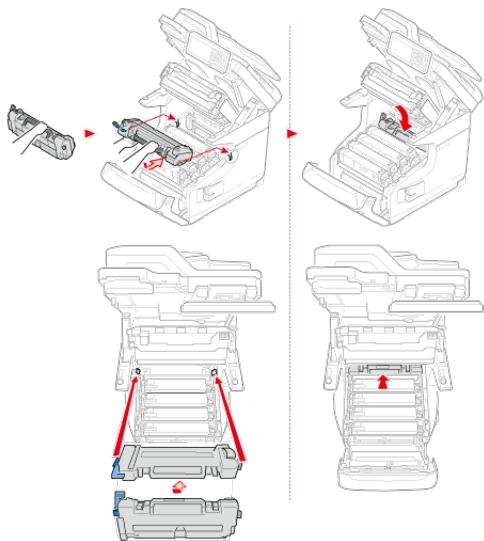
5. Pull forward the left locking lever (4) of the fuser unit to unlock.



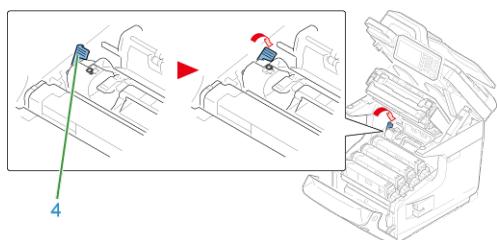
6. Hold the fuser unit handle (5) and lift the fuser unit out of the machine.



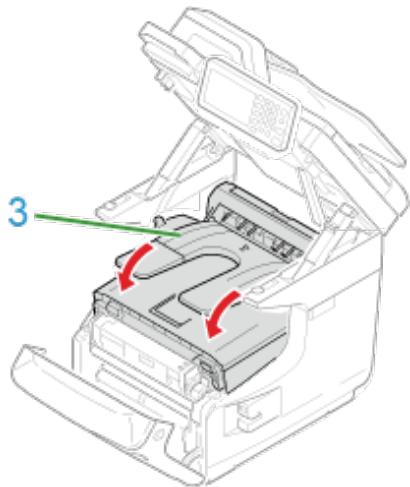
7. Hold the handle and place the new fuser unit into the machine.



8. Push back the left locking lever (4) of the fuser unit to lock.



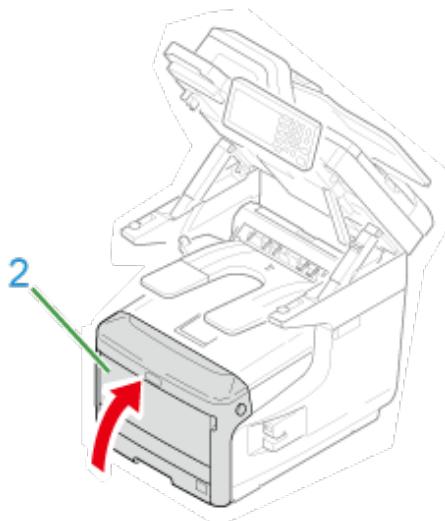
9. Close the Output Tray (3) by pushing the both sides of the Output Tray firmly.



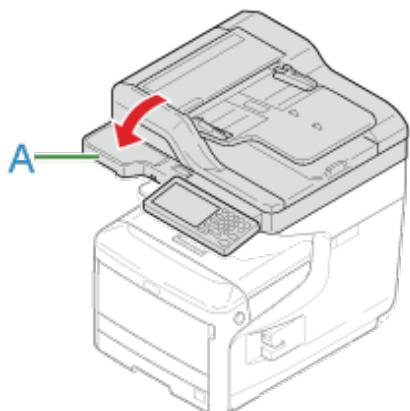
## 10. Close the front cover (2).

### Note

The front cover cannot be closed if the output tray is not closed securely.



## 11. Hold the handle (A) to close the scanner unit.



## 12. Please recycle fuser unit.

### Memo

If you must dispose of a fuser unit, put it in a plastic bag or similar container and dispose of it in accordance with your municipality's ordinances or guidelines.

# Replacing the Feed Roller (Tray 1/Tray 2/Tray 3/Tray 4)

For Tray 1 and Tray 2/Tray 3/Tray 4 (Optional)

## Memo

- The number of pages you can print with a paper feed roller depends on environment and paper.
- If paper jams persists even after cleaning the paper feed roller, replacing the paper feed roller is recommended.

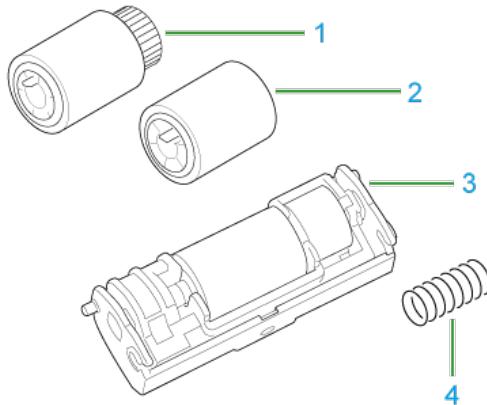
## For Tray 1 and Tray 2/Tray 3/Tray 4 (Optional)

The paper feed roller for Tray 1 differs from those for Tray 2/3/4 in form. Identify the tray on which paper feed roller is to be replaced before preparing a new paper feed roller.

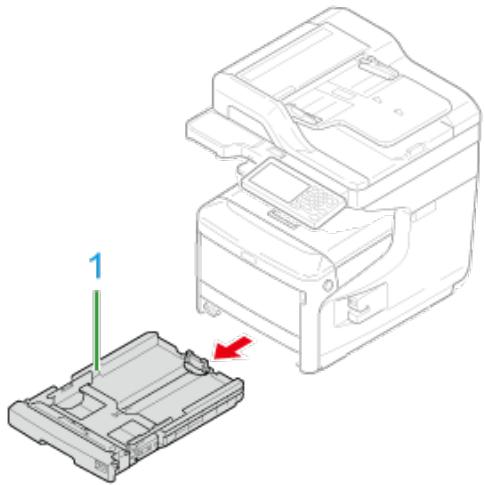
The procedure for replacing the paper feed roller for Tray 1 is described here as an example. The same procedure is applicable to those of Tray 2/3/4.

1. Make sure that you have everything mentioned below in the paper feed roller set for Tray 1.

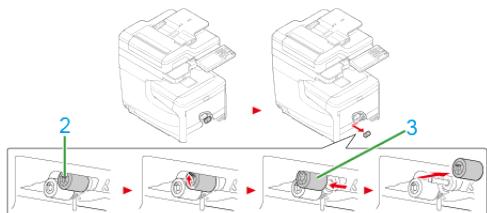
- (1) Paper feed roller (with gear)
- (2) Paper feed roller (without gear)
- (3) Separating roller
- (4) Spring



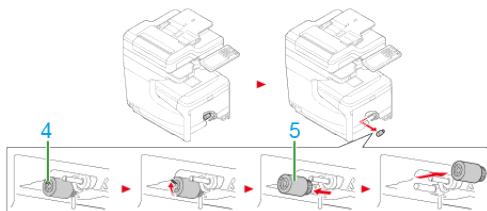
2. Pull out the paper cassette (1).



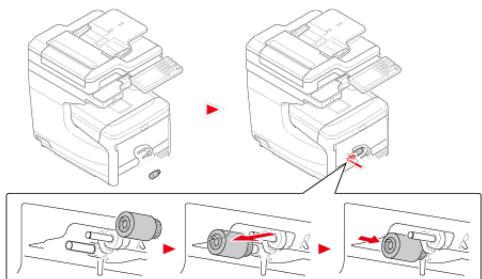
3. While opening the tabs (2) on the paper feed roller in the front of the paper cassette outward and slide the paper feed roller (3) to the left to remove.



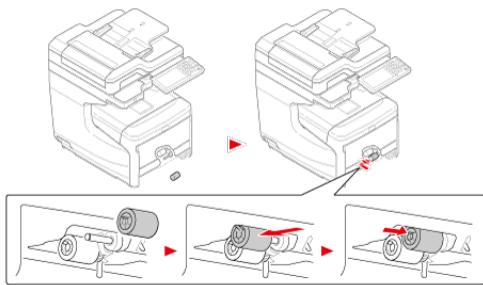
4. While opening the tabs (4) on the paper feed roller in the back of the paper cassette outward and slide the feed roller (5) to the left to remove.



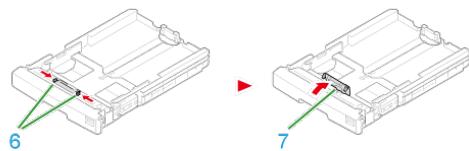
5. Attach a new paper feed roller (with gear) to the axis in the back.



6. Attach a new paper feed roller (without gear) to the axis in the front.



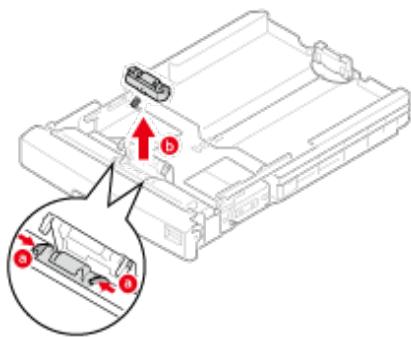
7. Remove paper from a paper cassette.
8. While pressing the two tabs (6) in the front of the paper cassette, open the cover (7) of the separating roller.



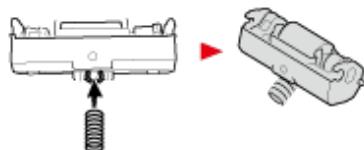
9. Press the parts embedded in the projections on the both sides of paper cassettes inward and remove the separating roller and spring.

 **Note**

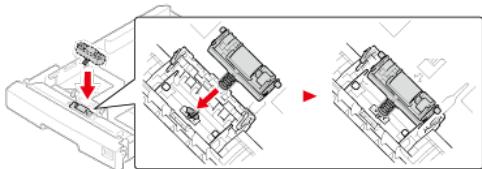
For Tray 2/3/4, removed springs are used later. Do not dispose them.



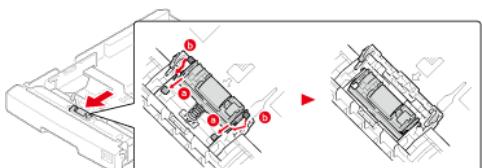
10. Attach a new spring to a new separating roller. (For Tray 2/3/4, use the springs removed in Step 9.)



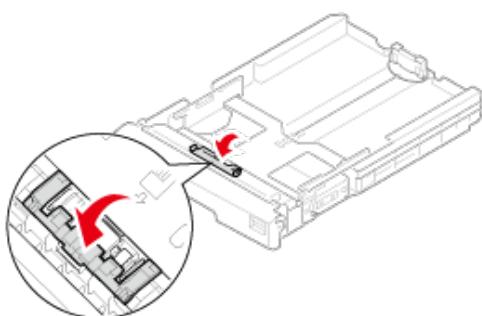
11. Set the spring to the paper cassette and push the separating roller into the paper cassette.



12. Fit the projections of the paper cassette into the dimples on the both sides of the separating roller.



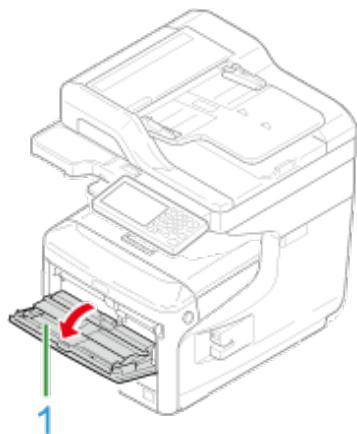
13. Close the separating roller cover.



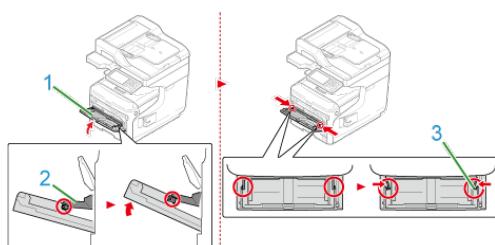
14. Load paper in the paper cassette and insert the paper cassette into this machine.

## Replacing the Feed Roller (MP Tray)

1. Prepare the paper feed rollers for the MP tray.
2. Open the MP tray (1) forward by inserting your fingers into the front recesses.



3. Slightly lifting the MP tray (1), press the right arm (2) inward, then unlock the tab (3).



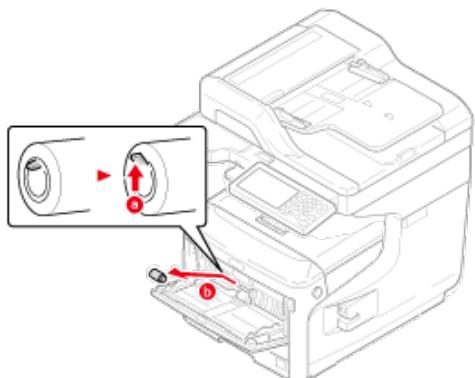
4. In the same manner, slightly lifting the MP tray, press the left arm inward, then unlock the tab.
5. Open the paper set cover until it touches to the machine body.



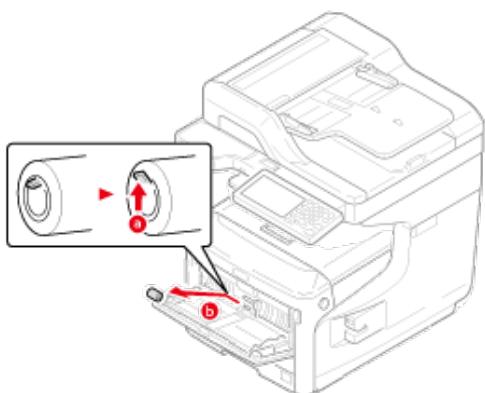
Open the tabs on the upper paper feed roller outward and slide the

**6.**

paper feed roller to the left to remove.



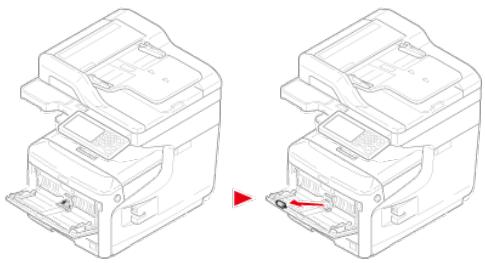
- 7.** Keep pressing the separating roller cover, open the tabs on the lower paper feed roller outward and slide the paper feed roller to the left to remove.



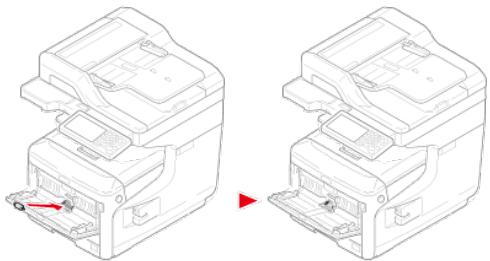
- 8.** Keep pressing the center of the MP tray and open the separating roller cover forward.



- 9.** Remove the separating roller.



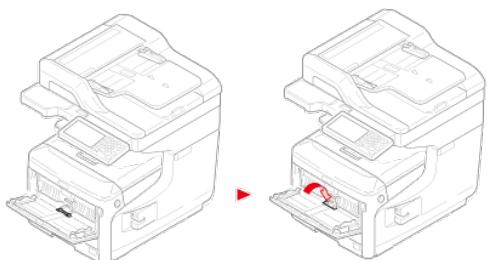
10. Keep pressing the center of the MP tray and set a new separating roller.



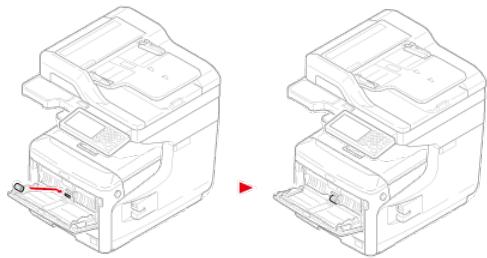
 **Memo**

Do not touch the rubber part of the roller.

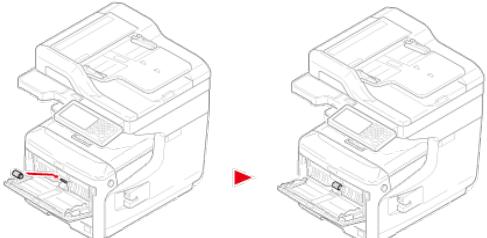
11. Close the separating roller cover.



12. Set the paper feed roller (without gear) to the lower axis.



13. Set the paper feed roller (with gear) to the upper axis.



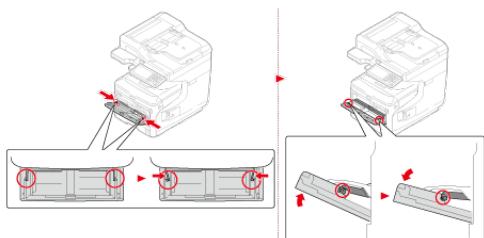
- 14.** Lower the paper set cover.



- 15.** While pressing the right arm on the MP tray, slightly lift the MP tray and hook the tab.

**! Note**

Closing the MP tray without putting the tab back in place may crack the paper set cover.  
Be sure to put it back in place.



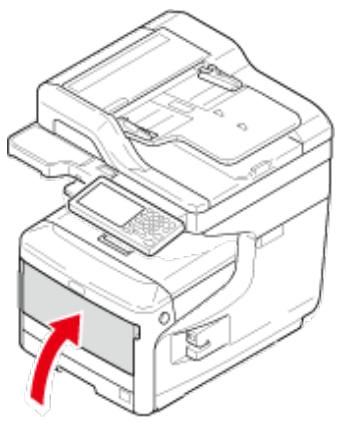
- 16.** In the same manner, while pressing the left arm on the MP tray, slightly lift the MP tray and hook the tab.

**! Note**

Closing the MP tray without putting the tab back in place may crack the paper set cover.  
Be sure to put it back in place.

- 17.** Close the MP tray.

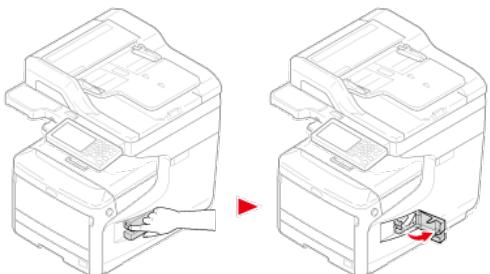
If the MP tray cannot be closed, press the paper setting part of the MP tray downward to put the paper set cover back in place.



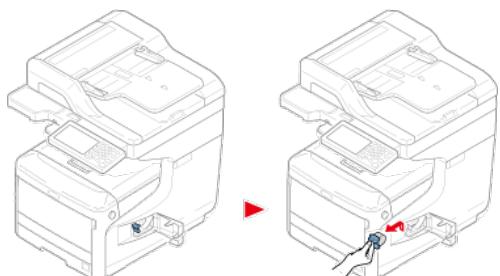
# Replacing the Stapler Cartridge

---

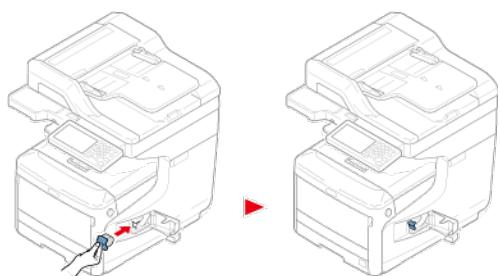
1. Open the stapler cover.



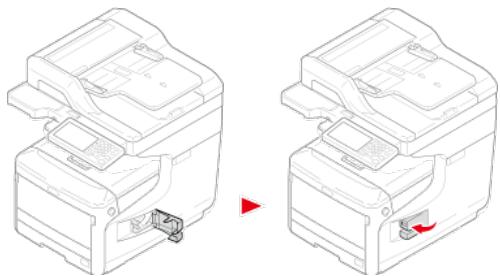
2. Remove the empty cartridge.



3. Attach the new cartridge.



4. Close the stapler cover.



# Cleaning Each Part of the Machine

---

This section describes how to clean the machine and parts.

- [Cleaning the Surface of the Machine](#)
- [Cleaning the Document Glass](#)
- [Cleaning the Document Feed Rollers and Document Holding Rollers](#)
- [Cleaning the Paper Feed Rollers \(Tray 1/Tray 2/Tray 3/Tray 4\)](#)
- [Cleaning the Paper Feed Rollers \(MP Tray\)](#)
- [Cleaning the LED Head](#)

# Cleaning the Surface of the Machine

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## Note

- Do not use benzine, thinners, or alcohol, because they may damage the plastic parts of the machine.
- Do not lubricate the machine with oil. Do not apply oil.

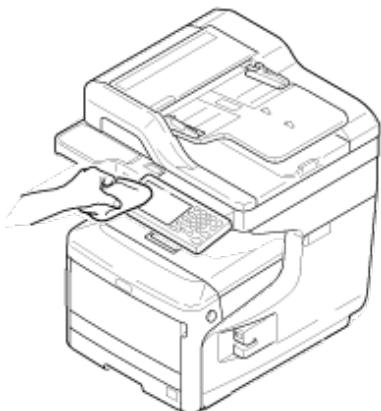
**1.** Turn the machine off.

 [Turning the Machine Off](#)

**2.** Wipe the surface of the machine with a soft cloth that has been slightly moistened with water or neutral detergent and then squeezed well.

## Note

Do not use other than water or neutral detergent.



**3.** Dry the surface of the machine with a dry soft cloth.

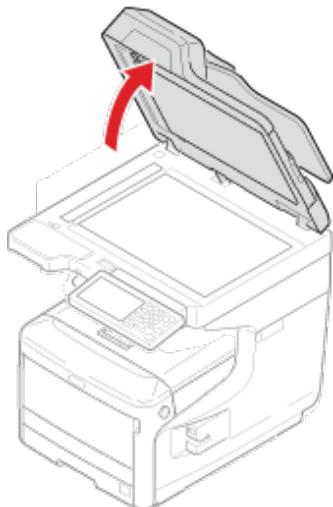
# Cleaning the Document Glass

Clean the document glass once a month to maintain image quality of the printouts.

## Note

Do not use benzine, thinners, or alcohol. They may damage the plastic parts of the machine.

1. Open the document glass cover.



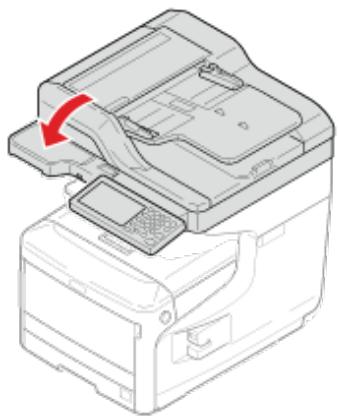
2. Wipe the ADF document holding pad, document glass, and ADF document glass gently with a soft cloth that has been slightly moistened with water and squeezed well.



## Memo

If the document glass surface and document holding pad are very dirty, wipe gently with a soft cloth that has been moistened with neutral detergent and squeezed well, and then wipe again with a soft cloth that has been slightly moistened with water and squeezed well.

3. Close the document glass cover.



# Cleaning the Document Feed Rollers and Document Holding Rollers

If the document feed rollers in the ADF are contaminated with ink, toner particles or paper dust, documents and outputs get dirty and a paper jam may occur. Clean the ADF once a month to prevent these problems.

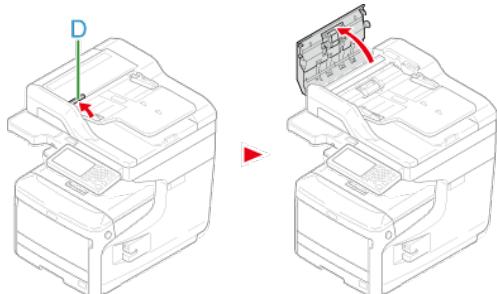
## Note

Do not use benzine, thinners, or alcohol. They may damage the plastic parts of the machine.

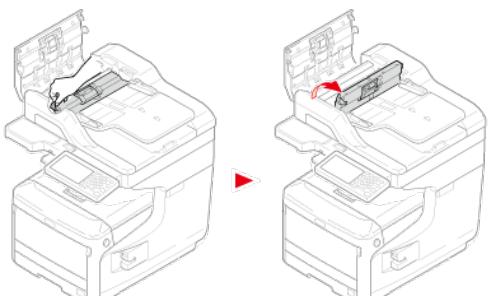
1. Check the ADF cover.



2. Pull the ADF cover open lever (D) and open the ADF cover.

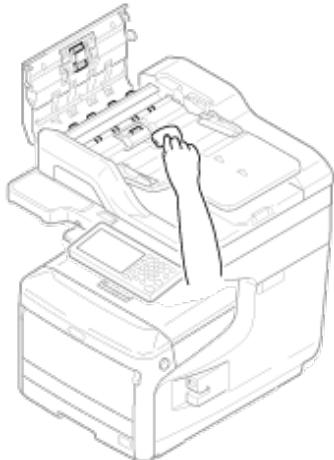


3. Open the Roller cover.

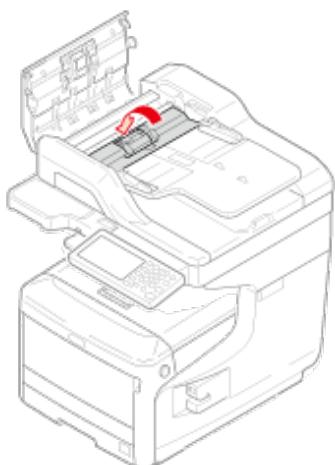


4. Wipe the document feeding rollers with a soft cloth lightly moistened with water. Wipe the whole surface of the roller while

turning it with your hand.



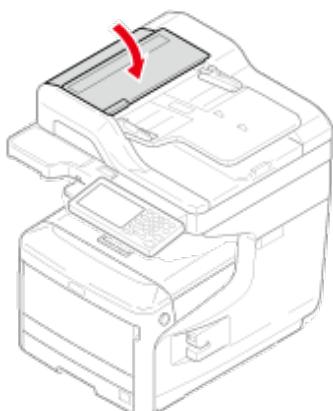
**5.** Push and close the Roller cover.



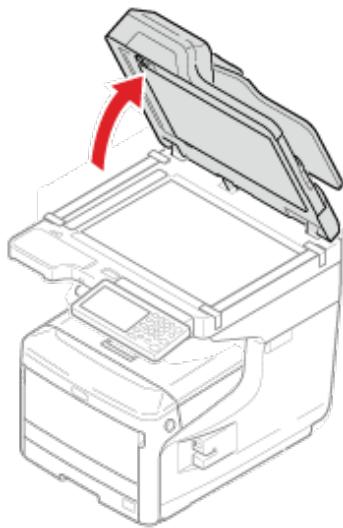
 **Memo**

If the document feed roller is very dirty, wipe gently with a soft cloth that has been moistened with neutral detergent and squeezed well, and then wipe again with a soft cloth that has been slightly moistened with water and squeezed well.

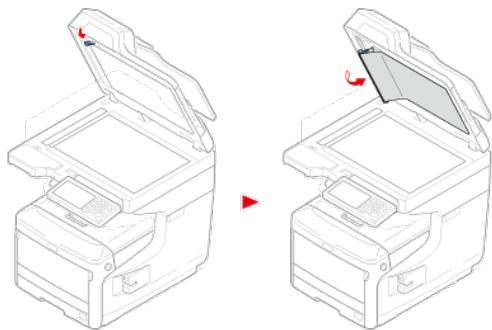
**6.** Close the ADF cover.



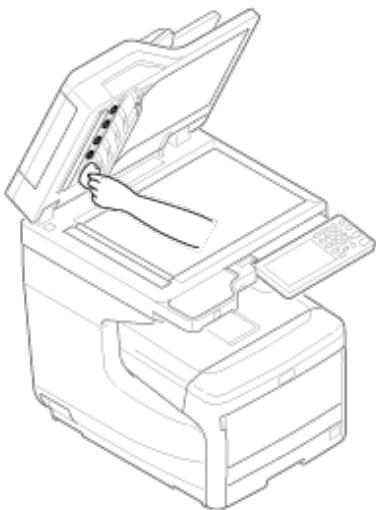
**7.** Open the scanner unit.



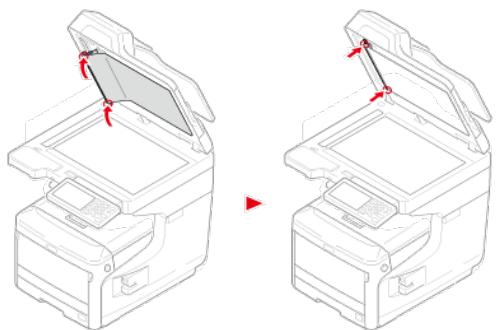
8. Pull the lever and open the document holding pad.



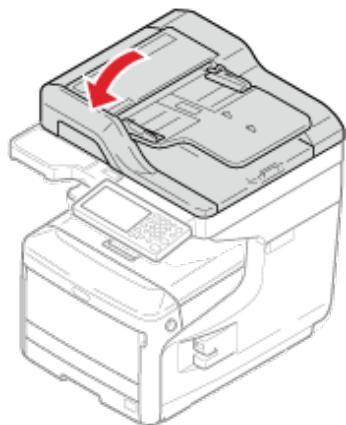
9. Wipe the paper feed roller with a soft cloth that has been moistened with water and then squeezed well.



10. Put the document holding pad back in place.



11. Close the scanner unit.



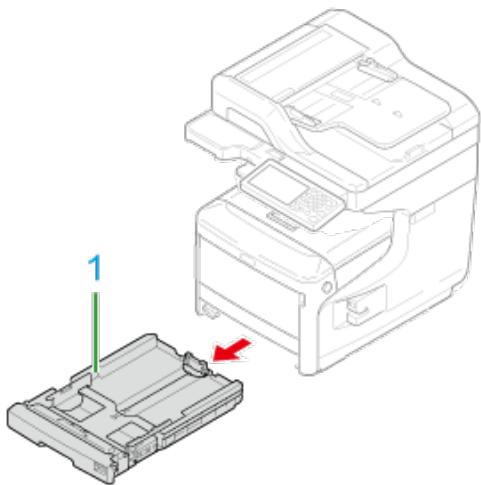
# Cleaning the Paper Feed Rollers (Tray 1/Tray 2/Tray 3/Tray 4)

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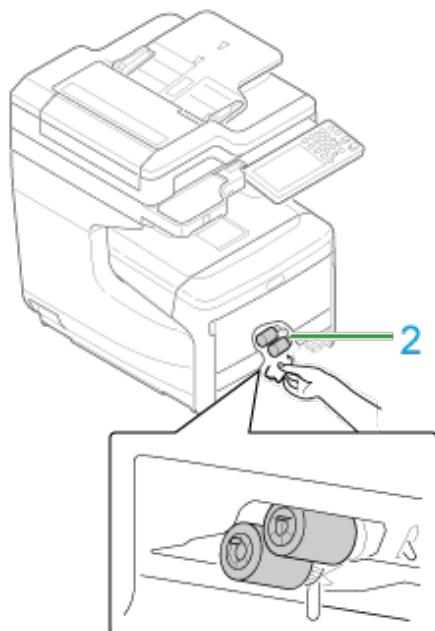
Clean the paper feed roller in the paper tray and the rollers inside the machine.

An example of Tray 1 is covered in the following procedure, and the same procedure applies to Tray 2/3/4.

1. Pull out the tray (1).

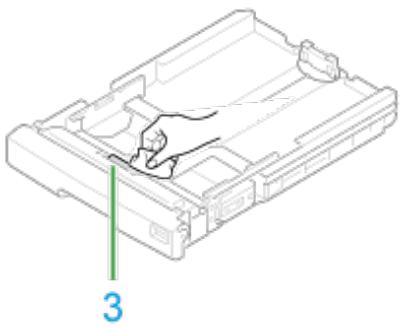


2. Wipe the two paper feed rollers (2) inside the machine with a wet cloth that has been wrung out well.



3. Remove paper loaded in the tray.

4. Wipe the paper feed roller (3) on the tray with a wet cloth that has been wrung out well.



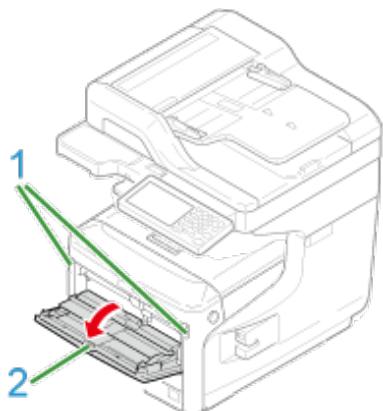
5. Load paper in the tray.
6. Push the tray back into the machine.
7. Close the tray.



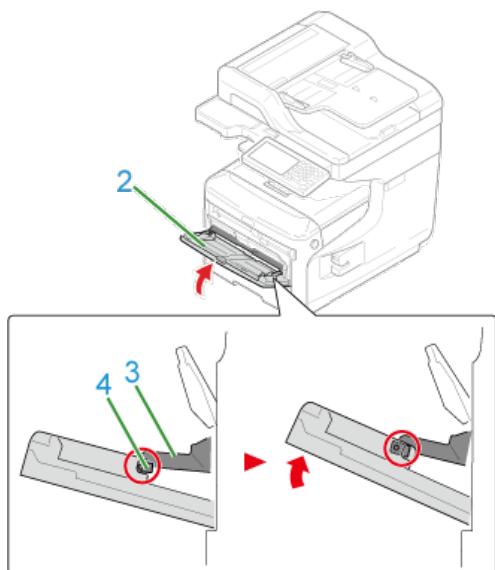
## Cleaning the Paper Feed Rollers (MP Tray)

Clean the paper feed rollers in the MP tray.

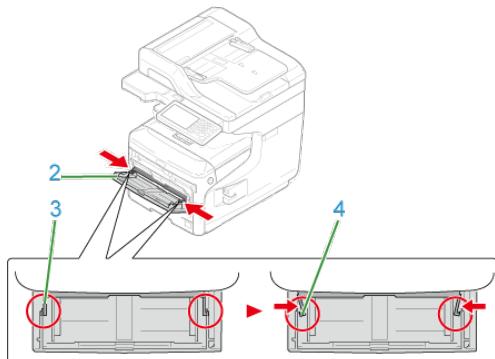
1. Open the MP tray (2) forward by inserting your fingers into the front recesses (1).



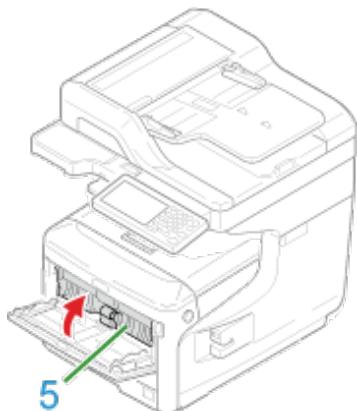
2. Slightly lifting the MP tray (2), press the right arm (3) inward, then unlock the tab (4).



3. In the same manner, slightly lifting the MP tray (2), press the left arm (3) inward, then unlock the tab (4).



4. Open the paper set cover (5) until it touches to the machine body.

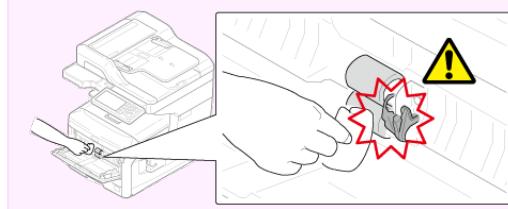


5. Wipe the rollers.

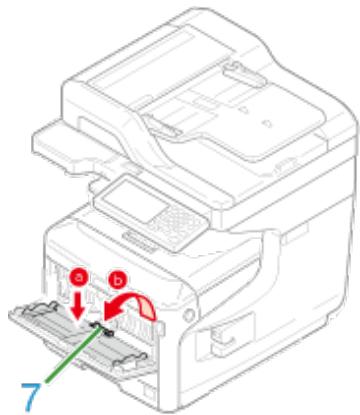


**! Note**

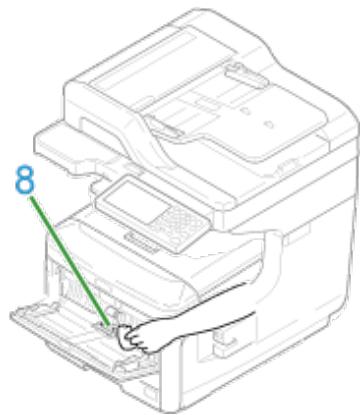
Do not damage the paper end sensor lever when cleaning the rollers.



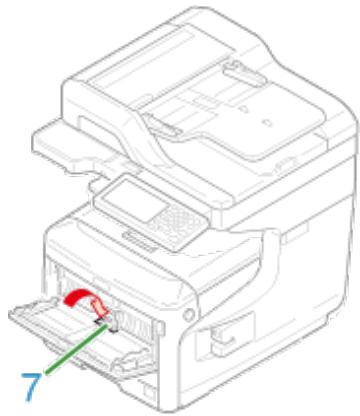
6. Open the separation roller cover (7) forward while pressing the center part of the MP tray.



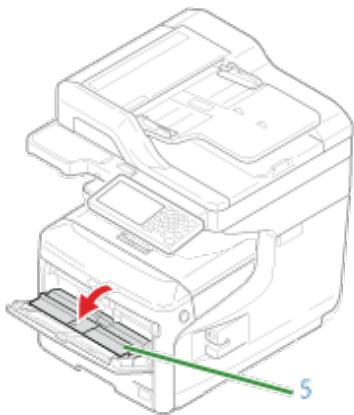
7. Wipe the separation rollers (8) with a wet cloth that has been wrung out well.



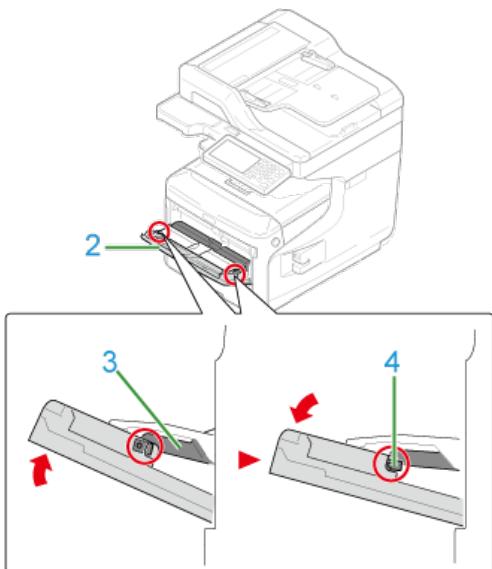
8. Close the separation roller cover (7).



9. Lower the paper set cover (5).



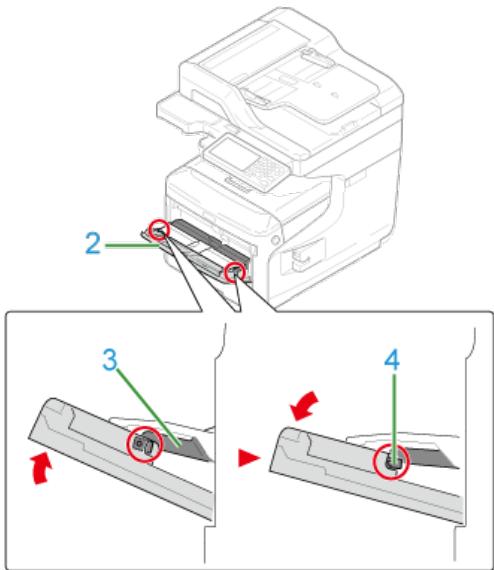
10. While pressing the right arm (3) on the MP tray (2) inward, slightly lift the MP tray (2) and hook the tab (4).



**Note**

Closing the MP tray without putting the tab back in place may crack the paper set cover.  
Be sure to put it back in place.

11. In the same manner, while pressing the left arm (3) on the MP tray (2) inward, slightly lift the MP tray (2) and hook the tab.

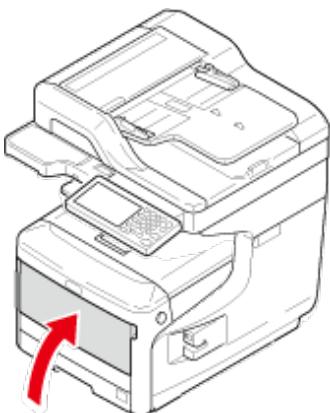


 **Note**

Closing the MP tray without putting the tab back in place may crack the paper set cover. Be sure to put it back in place.

## 12. Close the MP tray.

If the MP tray cannot be closed, press the paper setting part of the MP tray downward to put the paper set cover back in place.



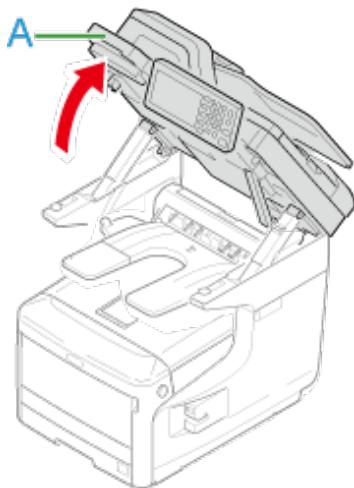
# Cleaning the LED Head

Clean the LED head if vertical white lines appear, images are faded, or the periphery of letters are smudged in the printouts.

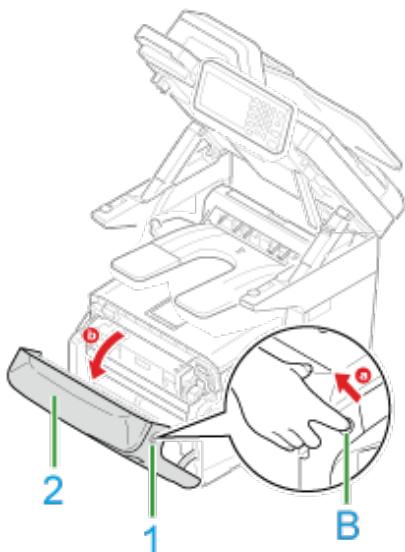
## Note

- Do not use solvents, such as methyl alcohol or thinners, because they may damage the LED head.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for 5 minutes or more.

1. Hold the handle (A) to open the scanner unit.



2. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



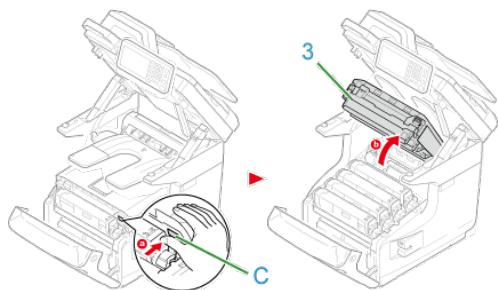
3. Press the button (C) and open the Output Tray (3).

**CAUTION**

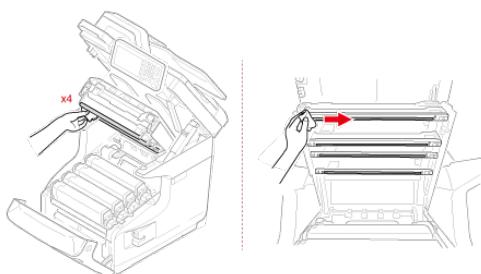
Possible to get burned.



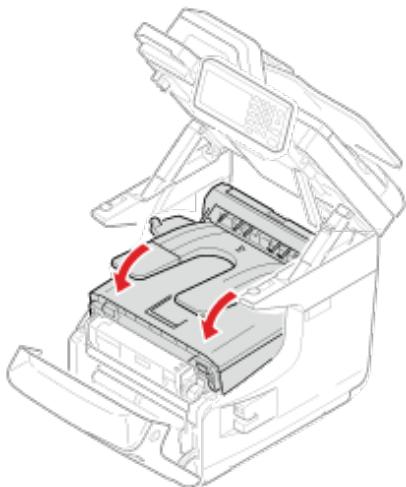
The fuser unit is extremely hot. Do not touch it.



4. Wipe the four lenses of the LED heads with a soft tissue paper lightly.



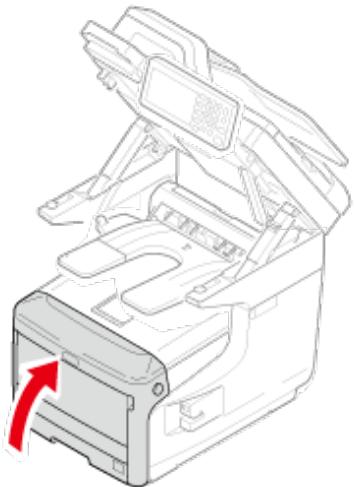
5. Close the Output Tray by pushing the both sides of the Output Tray firmly.



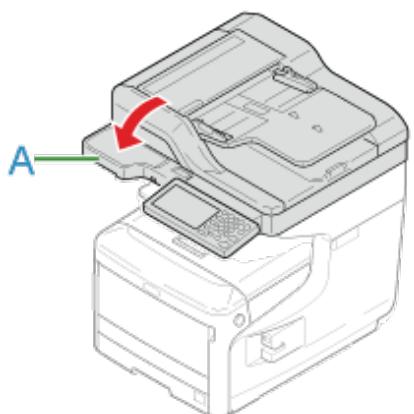
6. Close the front cover.

**Note**

The front cover cannot be closed if the Output Tray is not closed securely.



7. Hold the handle (A) to close the scanner unit.



# Updating Installed Drivers

---

This section describes how to update printer drivers that are installed in a computer. You must have the administrator rights for the computer to complete this procedure.

- ❖ Updating the Printer Driver (Windows)
- ❖ Updating the Fax Driver (Windows)
- ❖ Updating the Scanner Driver (Windows)
- ❖ Updating the Printer Driver (Mac OS X)
- ❖ Updating the Scanner Driver (Mac OS X)

# Updating the Printer Driver (Windows)

Check details on the latest driver on the Oki Data Web site.

## Note

You must log in as the administrator to perform this procedure.

1. Double-click the downloaded file.

## Memo

If the [User Account Control] dialog box is displayed, click [Yes].

2. Select a language, and then click [OK].
3. Read the license agreement, and then click [Agree].
4. Install the driver by following the instructions.

If the driver of the previous version is already installed, the screen to select updating will be displayed. Follow the instructions.

Also, rebooting the computer may be required before updating the driver.

5. If the [Program Capability Assistant] dialog box is displayed after installation, be sure to click [This program installed correctly].

# Updating the Fax Driver (Windows)

Check details on the latest driver on the Oki Data Web site.

## Note

You must log in as the administrator to perform this procedure.

1. Double-click the downloaded file.

## Memo

If the [User Account Control] dialog box is displayed, click [Yes].

2. Select a language, and then click [OK].
3. Read the license agreement, and then click [Agree].
4. Install the driver by following the instructions.

If the driver of the previous version is already installed, the screen to select updating will be displayed. Follow the instructions.

Also, rebooting the computer may be required before updating the driver.

5. If the [Program Capability Assistant] dialog box is displayed after installation, be sure to click [This program installed correctly].

# Updating the Scanner Driver (Windows)

---

Check details on the latest driver on the Oki Data Web site.



## Note

You must log in as the administrator to perform this procedure.

- 1.** Double-click the downloaded file.  
The file is extracted, and then the installer starts.
- 2.** Install the driver by following the instructions.

# Updating the Printer Driver (Mac OS X)

---

Check details on the latest driver on the Oki Data Web site.

## Note

You must log in as the administrator to perform this procedure.

### 1. Remove the driver.

 [Removing the Printer Driver \(Mac OS X\)](#)

### 2. Install a new driver.

 [Installing a Driver and Software to a Computer](#)

# Updating the Scanner Driver (Mac OS X)

---

Check details on the latest driver on the Oki Data Web site.



## Note

You must log in as the administrator to perform this procedure.

1. Remove the scanner driver.

[Removing the Scanner Driver \(Mac OS X\)](#)

2. Install a new scanner driver.

[Installing a Driver and Software to a Computer](#)

# Removing Installed Drivers

---

This section describes how to remove the printer driver that is installed in a computer. You must have the administrator rights for the computer to complete this procedure.

- ❖ [Removing the Printer Driver \(Windows\)](#)
- ❖ [Removing the Fax Driver \(Windows\)](#)
- ❖ [Removing the Scanner Driver \(Windows\)](#)
- ❖ [Removing the Printer Driver \(Mac OS X\)](#)
- ❖ [Removing the Scanner Driver \(Mac OS X\)](#)

# Removing the Printer Driver (Windows)

## Note

- You must log in as the administrator to perform this procedure.
- Restart the computer before removing the driver.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon, and then select [Remove device].  
To remove a printer driver among multiple printer drivers, select [Remove Print Queue] > [OKIMC873(\*)].  
\* Select a driver type to remove.
3. When a confirmation message is displayed, click [Yes].

## Note

When a message is displayed to inform you of the device in use, restart a computer, and then repeat steps 1 to 2.

4. Select an icon in [Printers and Faxes], and then click [Print server properties] on the top bar.
5. Select the [Drivers] tab.
6. If [Change Driver Settings] is displayed, click it.
7. Select a driver to remove, and then click [Remove].
8. When a message is displayed to ask you to select whether you want to remove the driver only or the driver and package from the system, select to remove the driver and package, and then click [OK].
9. When a confirmation message is displayed, click [Yes].
10. When the [Remove Driver Package] dialog box is displayed, click [Delete] > [OK].

## Note

If removal is rejected, restart the computer, and then repeat steps 4 to 10.

11. Click [Close] in the [Print Server Properties] dialog box.

**12.** Restart the computer.

# Removing the Fax Driver (Windows)

## Note

- You must log in as the administrator to perform this procedure.
- Restart the computer before removing the driver.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the OKI MC873 icon, and then select [Remove device].  
To remove a printer driver among multiple printer drivers, select [Remove device] > [OKIMC873(\*)].  
\* Select a driver type to remove.
3. When a confirmation message is displayed, click [Yes].

## Note

When a message is displayed to inform you of the device in use, restart a computer, and then repeat steps 1 to 2.

4. Select an icon in [Printers and Faxes], and then click [Print server properties] on the top bar.
5. Select the [Drivers] tab.
6. If [Change Driver Settings] is displayed, click it.
7. Select a driver to remove, and then click [Remove].
8. When a message is displayed to ask you to select whether you want to remove the driver only or the driver and package from the system, select to remove the driver and package, and then click [OK].
9. When a confirmation message is displayed, click [Yes].
10. When the [Remove Driver Package] dialog box is displayed, click [Delete] > [OK].

## Note

If removal is rejected, restart the computer, and then repeat steps 4 to 10.

11. Click [Close] in the [Print Server Properties] dialog box.

**12.** Restart the computer.

## Removing the Scanner Driver (Windows)

---

 **Note**

You must log in as the administrator to perform this procedure.

1. Click [Start], and then select [Control Panel] > [Uninstall a program].
2. Select [OKI Universal Scanner], and then click [Uninstall].
3. If the [User Account Control] dialog box is displayed, click [Yes].
4. When a confirmation message is displayed, click [Yes].
5. Click [Finish] on the "Uninstallation Complete" screen.

# Removing the Printer Driver (Mac OS X)

[For Mac OS X 10.9 to 10.10](#)

[For Mac OS X 10.7 to 10.8](#)

[For Mac OS X 10.6.8](#)



## Note

You must log in as the administrator to perform this procedure.

### For Mac OS X 10.9 to 10.10

1. Select [System Preferences] from the Apple menu.
2. Select [Printers & Scanners].
3. Select a device to remove, and then click [-].  
If a confirmation message is displayed, click [Delete Printer].
4. Close the [Printers & Scanners] dialog box.
5. Insert the "Software DVD-ROM" into a computer.
6. Double-click [OKI] > [Drivers] > [PS] > [Uninstaller].
7. Follow the on-screen instructions, enter the administrator password, and then click [OK] until the uninstallation procedure is complete.
8. Remove the "Software DVD-ROM" from the computer.

### For Mac OS X 10.7 to 10.8

1. Select [System Preferences] from the Apple menu.
2. Select [Print & Scan].
3. Select a device to remove, and then click [-].  
If a confirmation message is displayed, click [Delete Printer].
4. Close the [Print & Scan] dialog box.
5. Insert the "Software DVD-ROM" into a computer.

- 6.** Double-click [OKI] > [Drivers] > [PS] > [Uninstaller].
- 7.** Follow the on-screen instructions, enter the administrator password, and then click [OK] until the uninstallation procedure is complete.
- 8.** Remove the "Software DVD-ROM" from the computer.

### **For Mac OS X 10.6.8**

- 1.** Select [System Preferences] from the Apple menu.
- 2.** Select [Print & Fax].
- 3.** Select a device to remove, and then click [-].  
If a confirmation message is displayed, click [Delete Printer].
- 4.** Close the [Print & Fax] dialog box.
- 5.** Insert the "Software DVD-ROM" into a computer.
- 6.** Double-click [OKI] > [Drivers] > [PS] > [Uninstaller].
- 7.** Follow the on-screen instructions, enter the administrator password, and then click [OK] until the uninstallation procedure is complete.
- 8.** Remove the "Software DVD-ROM" from the computer.

## Removing the Scanner Driver (Mac OS X)

---

 **Note**

You must log in as the administrator to perform this procedure.

- 1.** From the hard disk, select [Library] > [Image Capture] > [Devices].
- 2.** Delete "OKI Scanner".
- 3.** From the hard disk, select [Applications] > [OKIDATA] > [Scanner].
- 4.** Delete the "Network Scanner Setup Tool".
- 5.** Restart the computer.

# Initializing Memory and Settings

---

Initialize Memory and settings saved in the machine.

- [Initializing Flash Memory](#)
- [Initializing the Device Settings](#)
- [Initializing the Network Settings](#)
- [Initializing the Job Macro and Fax Transmission and Reception Data](#)

# Initializing Flash Memory

Saved e-mail templates and other data are stored in Memory.

Initialize Memory by following the procedure below.

## Note

When you initialize Memory, the following data is deleted.

- The job data saved with [Secure Print], [Encrypted Secure Print], [Store to Printer] or [ID Secure Job].
- Custom demo data
- Form data

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Management].
5. Press [Storage Maintenance Setup].
6. Press [Initial Lock] to change the display to [Disable].
7. Press [Back].
8. Press [Flash Memory Setup] or select a storage to format from "HDD Setup".
9. Press [Initialize].
10. If HDD is selected in Step 9, press [Format Partition], and then select from the following types. The menu in Step 11 appears only when "HDD Setup" is selected.

Available selection types:

PCL,	Common,	PS
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## Memo

Select from 2 ways of initializing Memory.

- [Initialize]: Initializes the range of open area of Flash (displayed on File List).
- [Format Partition]: Initializes user information.

**11.** Press [Yes] on the confirmation screen.

# Initializing the Device Settings

You can return the configured settings to their default.

## Note

When you initialize the device settings, the following data is deleted.

- Stored documents in the Fcode bulletin board box
- Fax jobs that have not been sent
- Fax jobs received in the Fcode confidential box
- Registered job macros
- Dialing logs
- E-mail logs

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Management].
5. Press [Reset Settings].  
A message is displayed confirming you that continuing automatically restarts the system. Select [Yes] to continue.

# Initializing the Network Settings

[Initializing from Setting Menus of this Machine](#)

[Initializing from the Operator Panel of this Machine \(Boot Menu\)](#)



## Note

This procedure initializes all the network settings.

### Initializing from Setting Menus of this Machine

You can restore the network settings to the factory default settings.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Network Menu].
5. Press [Network Setup].
6. Press [Factory Defaults].
7. Press [Yes].

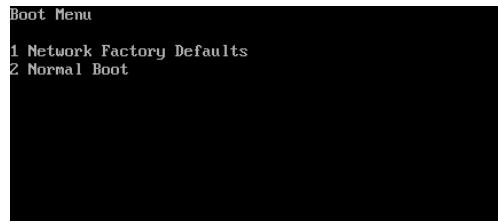
The network card is rebooted to initialize the settings.

### Initializing from the Operator Panel of this Machine (Boot Menu)

If you cannot initialize from the configuration menu of this machine, you can initialize from the operator panel.

1. Turn the machine on while pressing and holding "6" on the 10-key pad.  
The OKI's logo is displayed.
2. Enter the administrator password.  
The factory default administrator password is "aaaaaaa".
3. Press "#" on the 10-key pad.  
The [Boot Menu] screen is displayed.

- 4.** Press "1" on the 10-key pad.



- 5.** Press "1" on the 10-key pad.



# Initializing the Job Macro and Fax Transmission and Reception Data

You can restore the equipment settings to the factory default settings.

## Note

When you initialize the equipment settings, the following data is deleted.

- Stored documents in the Fcode bulletin board box
- Fax jobs that have not been sent
- Fax jobs received in the Fcode confidential box
- Registered job macros
- Dialing logs
- E-mail logs
- Received fax data (including images received with Secure Receive)

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [OK].
5. Press ▲ or ▼ several times and press [Management].
6. Press [Reset Settings].  
The "If executed, this machine will automatically reboot" message is displayed. Select [Yes] to continue.

# Troubleshooting

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- If Paper Jams Occur
- If a Document Jam Occurs
- If the STATUS Button on the Operator Panel Lights Up or Flashes
- Copy Problems
- Print Problems
- Scan Problems
- Fax Problems
- About Problems with Printing Results
- Problems about Software
- Problems on the Machine or Paper
- Network Problems
- AirPrint Problems
- Google Cloud Print Problems
- Fax Error Codes
- If an Error Message is Displayed on the Operator Panel

## Memo

What if you cannot find expected search results?

If you cannot find expected search results, please read "[Using the Search Function](#)".

## If Paper Jams Occur

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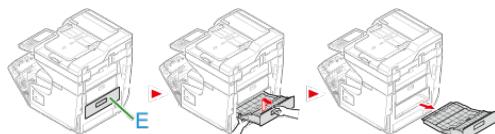
- If the Error Code is "370", "371", "373"
- If the Error Code is "372"
- If the Error Code is "380"
- If the Error Code is "381"
- If the Error Code is "382", "383", "385", "389"
- If the Error Code is "384"
- If the Error Code is "390"
- If the Error Code is "391", "392", "393" or "394"

## If the Error Code is "370", "371", "373"

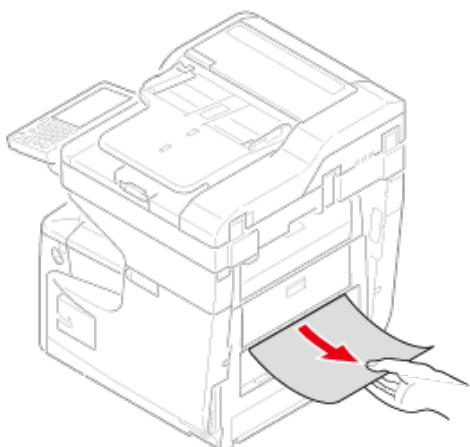
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A paper jam has occurred around the duplex unit.

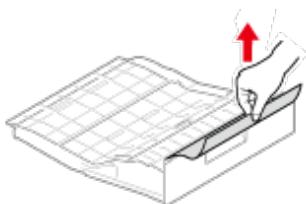
1. Take out the duplex unit (E) by pulling it obliquely upward while holding the center recess on the back of the machine.



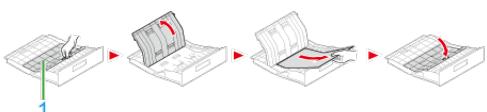
2. Check for jammed paper inside the machine. If jammed paper remains, remove it.



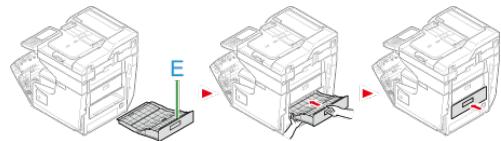
3. Check for jammed paper in the duplex unit. If jammed paper remains, pull it out gently. Check the back side of the duplex unit and remove jammed paper gently if it remains.



4. Open the upper duplex unit cover (1) and check for jammed paper. If jammed paper remains, pull it out gently and close the cover.



5. Replace the duplex unit (E) into the machine.



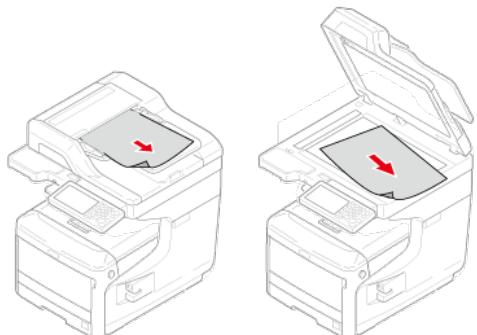
Task is complete.

## If the Error Code is "372"

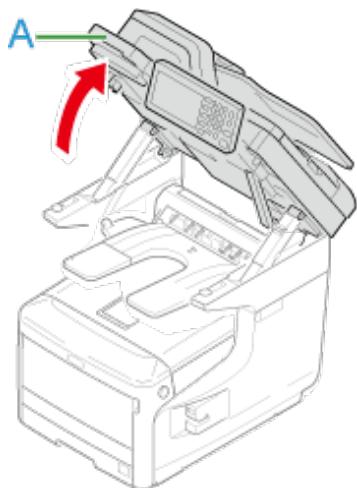
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A paper jam has occurred around the front cover.

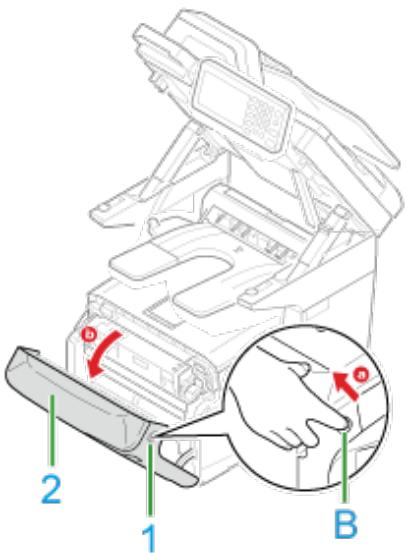
1. Remove a document from the ADF or document glass.



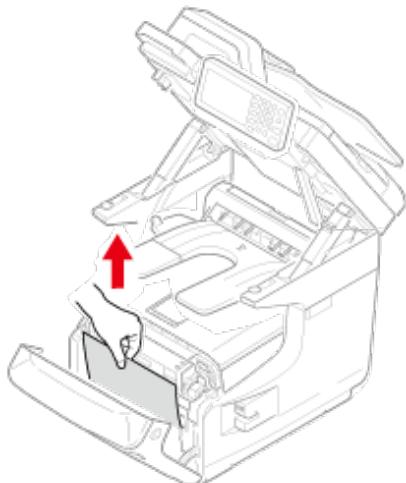
2. Hold the handle (A) to open the scanner unit.



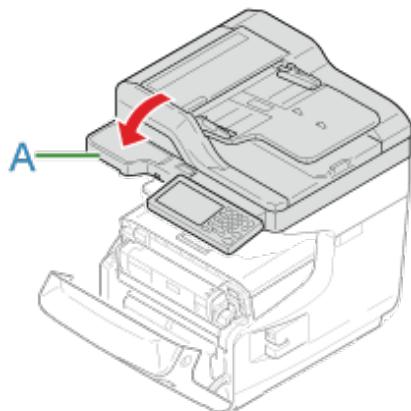
3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



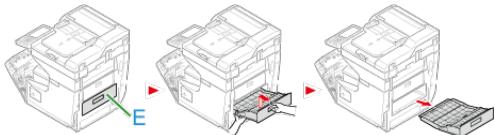
4. Remove the jammed paper gently in the direction of the arrow if an edge of jammed paper can be seen, and then go to step 11. If you cannot find jammed paper, go to step 5.



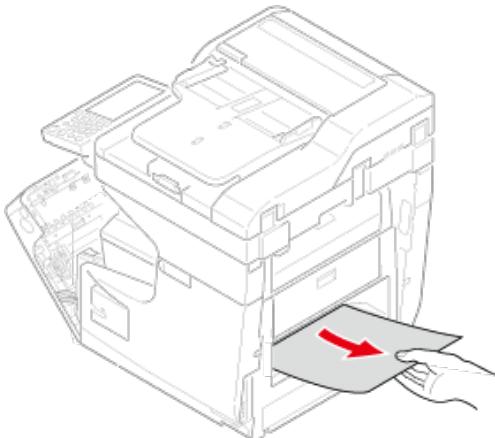
5. Hold the handle (A) to close the scanner unit.



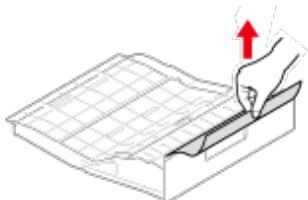
6. Take out the duplex unit (E) by pulling it obliquely upward while holding the center recess on the back of the machine.



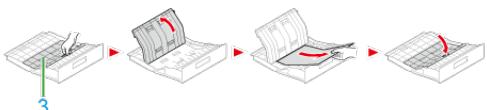
7. Check for jammed paper inside the machine. If jammed paper remains, remove it.



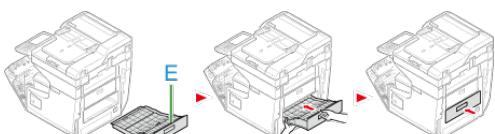
8. Check if paper remains in the duplex unit. If jammed paper remains, pull it out gently. Check the back side of the duplex unit and remove jammed paper gently if it remains.



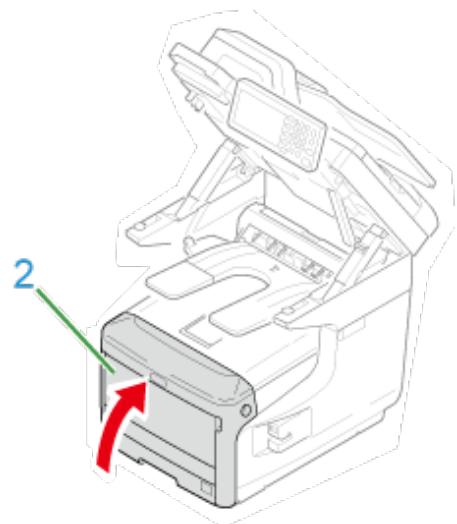
9. Open the upper duplex unit cover (3) and check for jammed paper. If jammed paper remains, remove it, and close the cover.



10. Replace the duplex unit (E) to the machine.



11. Close the front cover (2).

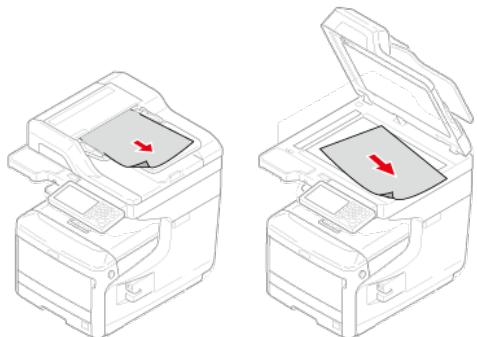


## If the Error Code is "380"

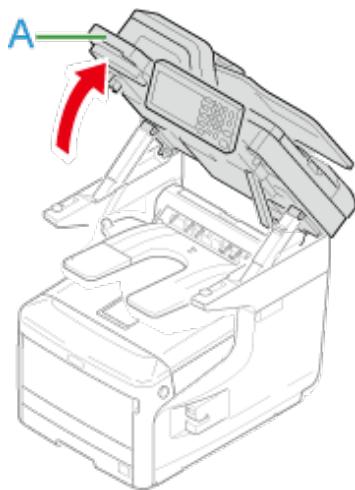
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A paper jam has occurred around the front cover.

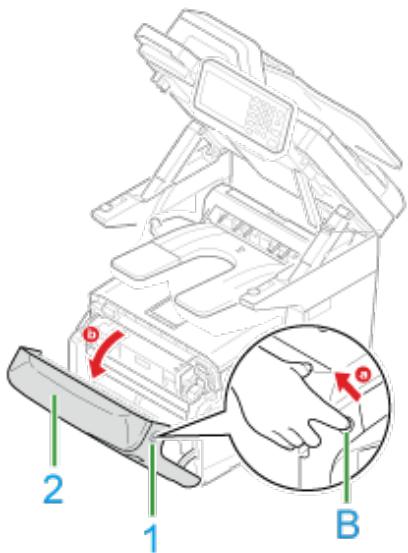
1. Remove a document from the ADF or document glass.



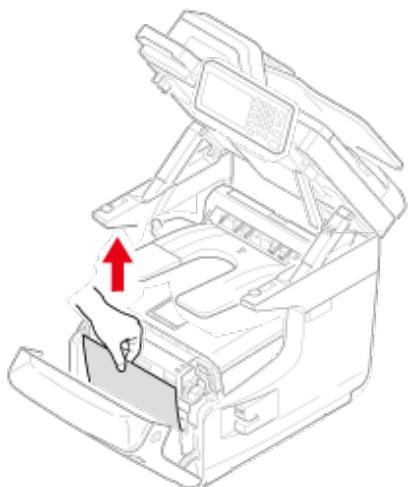
2. Hold the handle (A) to open the scanner unit.



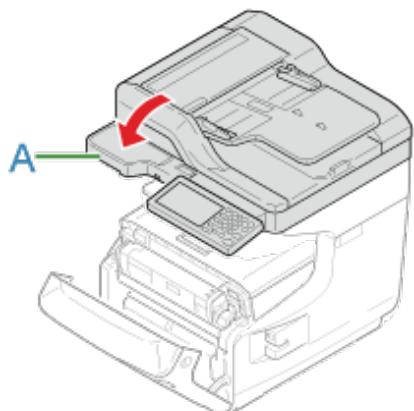
3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



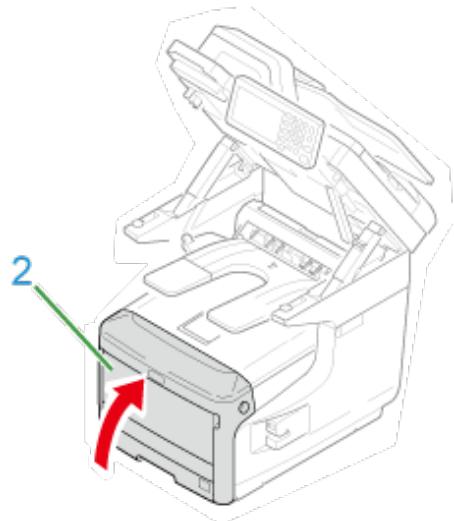
4. Remove the jammed paper gently in the direction of the arrow if an edge of jammed paper can be seen.



5. Hold the handle (A) to close the scanner unit.



6. Close the front cover (2).



Task is complete.

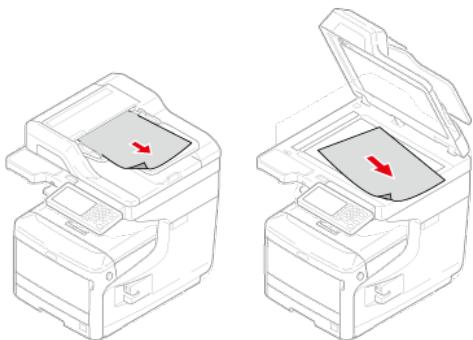
## If the Error Code is "381"

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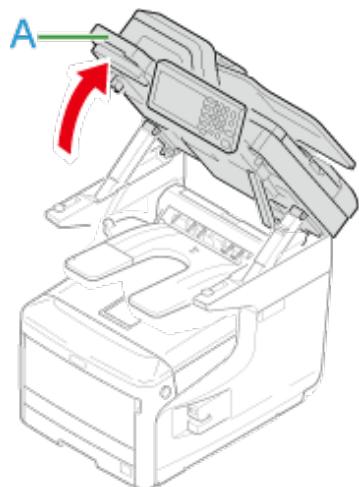
If the "Paper jam has occurred. Please open the scanner unit and the output tray to check." message is displayed, a paper jam has occurred near the fuser unit or the image drum.

Remove the jammed paper by following the procedure below.

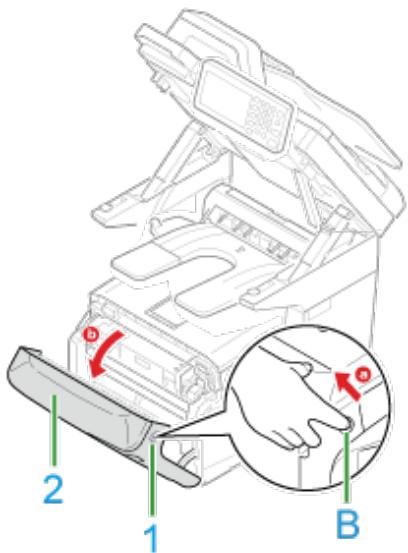
1. Remove a document from the ADF or document glass.



2. Hold the handle (A) to open the scanner unit.

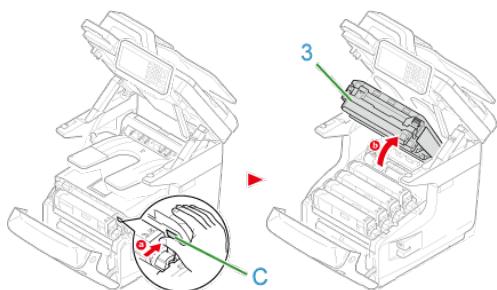


3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.

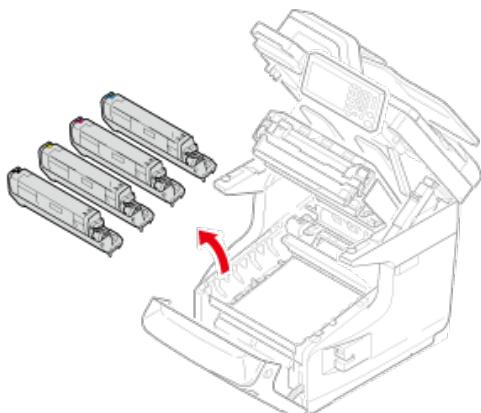


4. Press the output tray open button (C) and open the output tray (3).

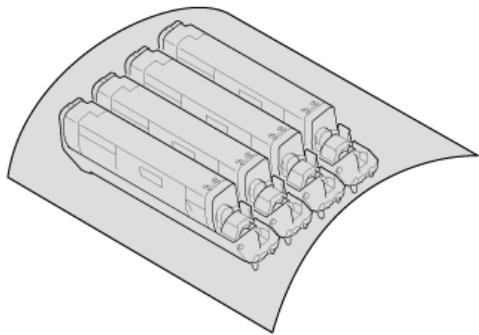
<b>CAUTION</b>	Possible to get burned.	
The fuser unit is extremely hot. Do not touch it.		



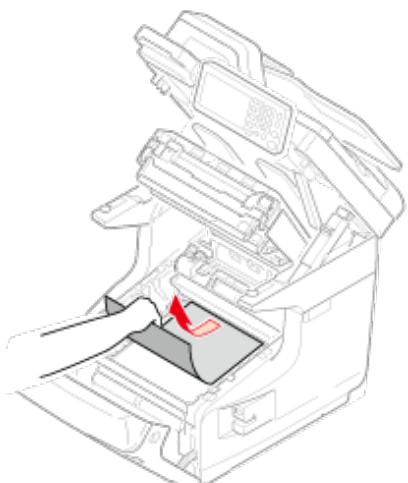
5. Remove all four image drums and place them on a flat surface.



6. Cover the removed image drums with paper so that the image drums are not exposed to light.

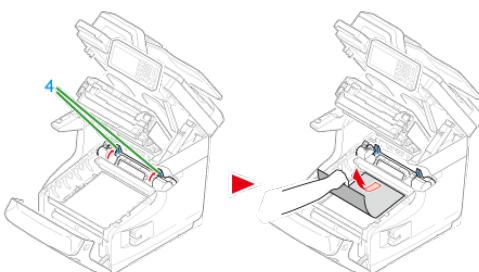


7. Pull out the jammed paper gently to the rear of the machine (the direction of the arrow) if an edge of jammed paper can be seen.

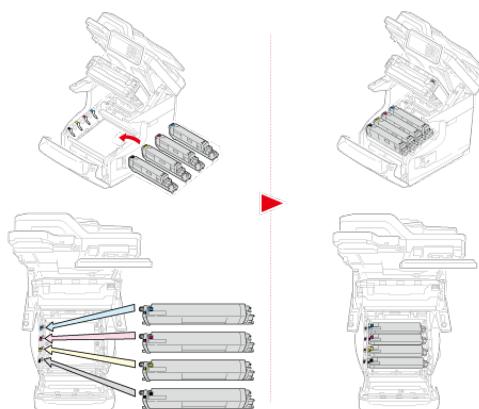


Pull out the jammed paper gently while lifting the release levers (4) on the fuser unit if an edge of jammed paper cannot be seen.

If an edge of jammed paper still remains inside the unit, pull out the jammed paper gently to the rear of the machine.



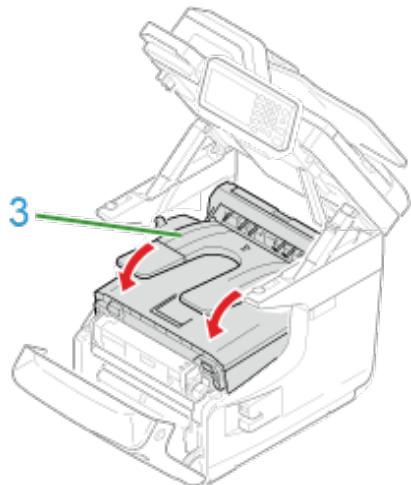
8. Return all four image drums into the machine carefully.



- 9.** Close the output tray (3) by pushing the both sides of the cover firmly.

 **Memo**

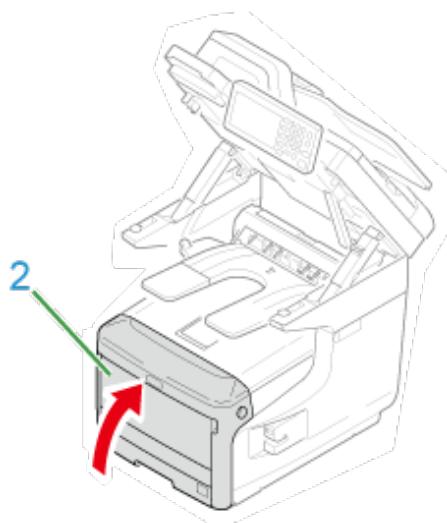
When closing the output tray, beware of the front cover. The front cover may open and the output tray may pop up.



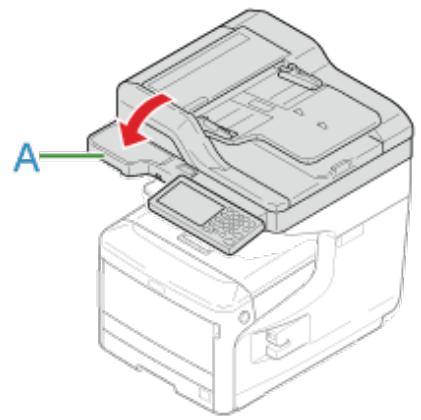
- 10.** Close the front cover (2).

 **Note**

The front cover cannot be closed if the output tray is not closed securely.



- 11.** Hold the handle (A) to close the scanner unit.



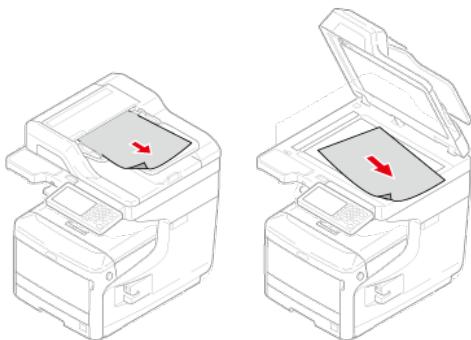
## If the Error Code is "382", "383", "385", "389"

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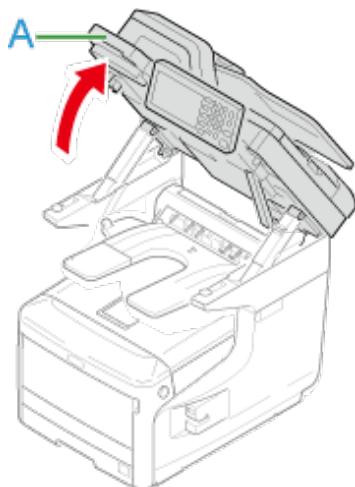
If the "Paper jam has occurred. Please open the scanner unit and the output tray to check." message is displayed, a paper jam has occurred near the image drum.

Remove the jammed paper by following the procedure below.

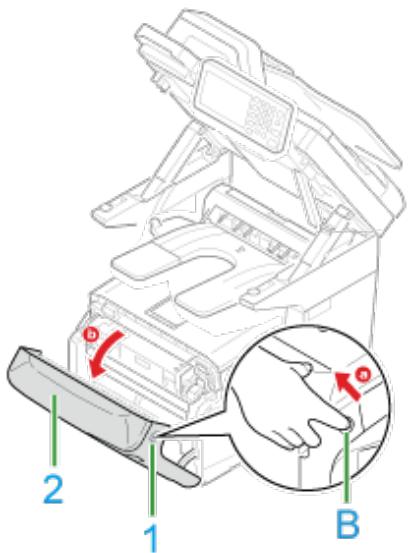
1. Remove a document from the ADF or document glass.



2. Hold the handle (A) to open the scanner unit.

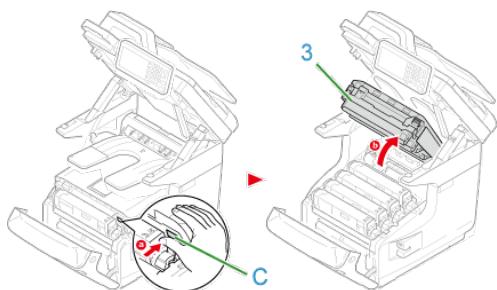


3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.

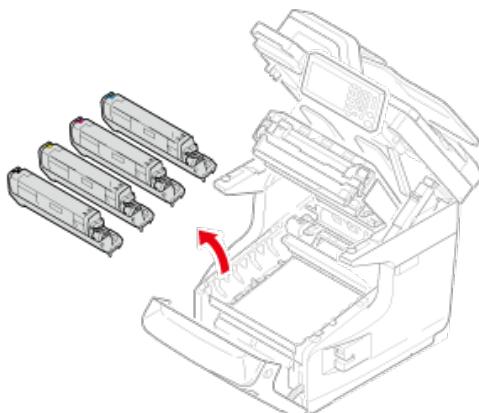


4. Press the output tray open button (C) and open the output tray (3).

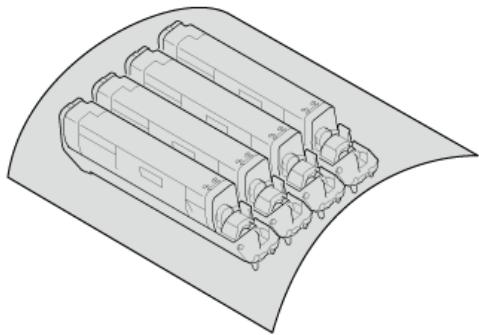
<b>CAUTION</b>	Possible to get burned.	
The fuser unit is extremely hot. Do not touch it.		



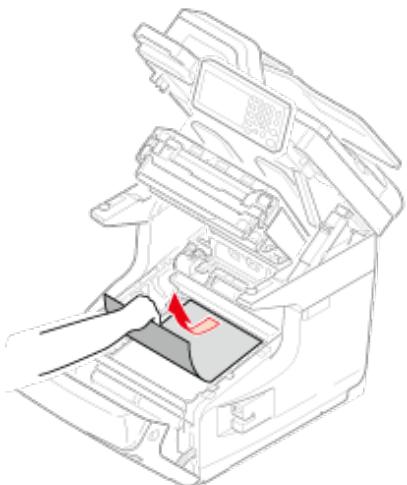
5. Remove all four image drums and place them on a flat surface.



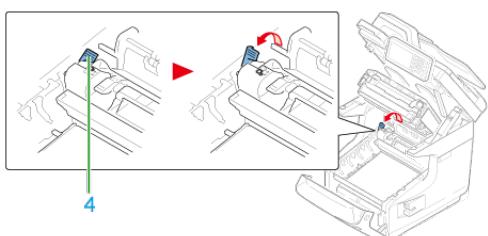
6. Cover the removed image drums with paper so that the image drums are not exposed to light.



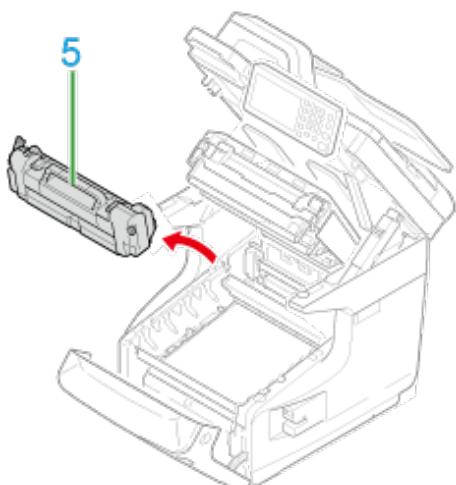
7. Remove the jammed paper remaining inside of the unit.



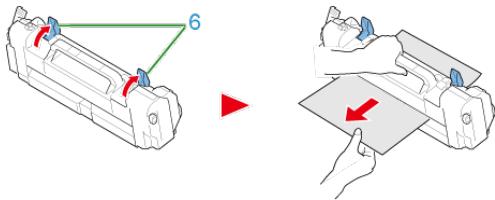
8. Lift the left lock lever (4) of the fuser unit forward.



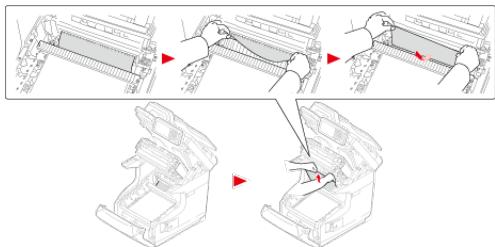
9. Hold the fuser unit handle (5) and lift the fuser unit out of the machine.



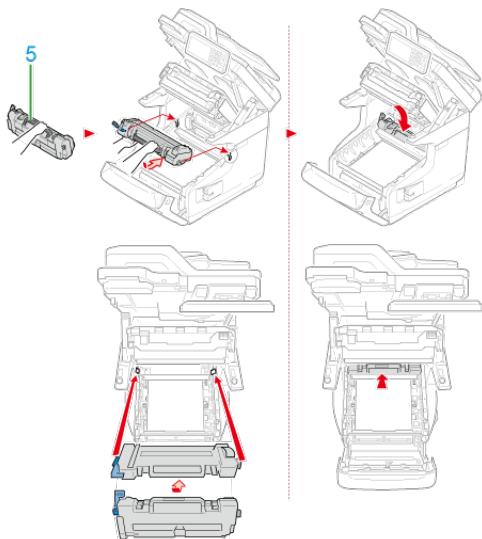
- 10.** Lift the release levers (6) on the fuser unit, and pull out the jammed paper forward gently.



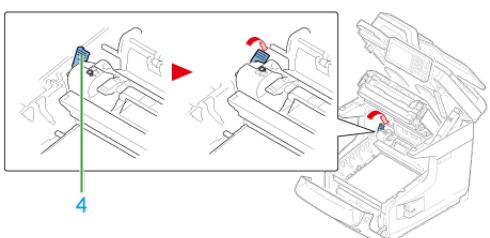
- 11.** If jammed paper remains in the machine, hold the both sides of the paper to remove it gently.



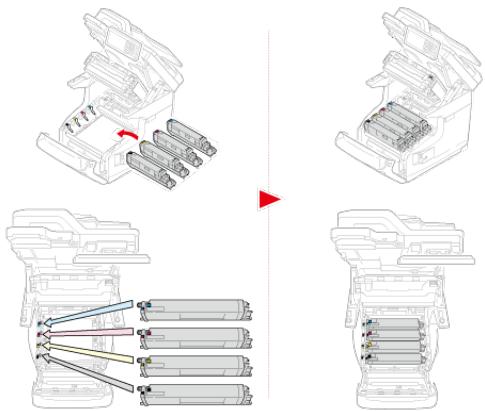
- 12.** Hold the fuser unit handle (5) and place the fuser unit into the machine.



- 13.** Push the left lock lever (4) of the fuser unit backward.



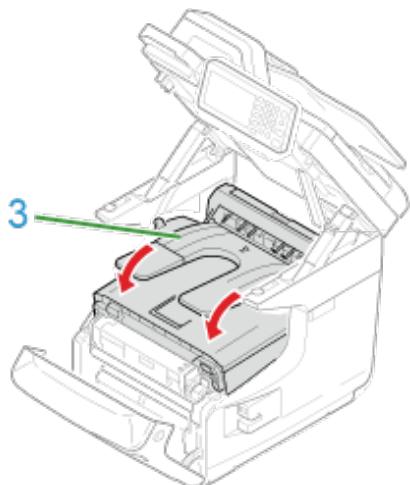
- 14.** Return all four image drums into the machine carefully.



15. Close the output tray (3) by pushing the both sides of the cover firmly.

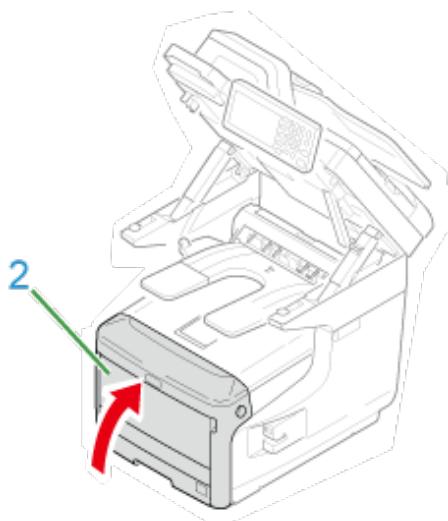
 **Memo**

When closing the output tray, beware of the front cover. The front cover may open and the output tray may pop up.

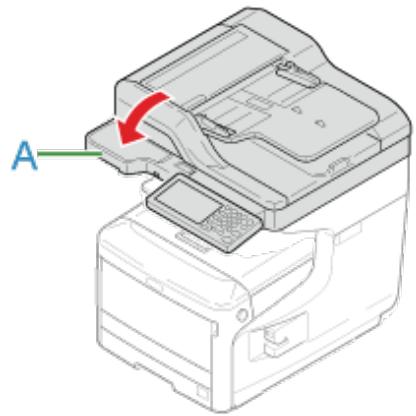


16. Close the front cover (2).

Cannot close the front cover securely if the output tray is not closed.



**17.** Hold the handle (A) to close the scanner unit.

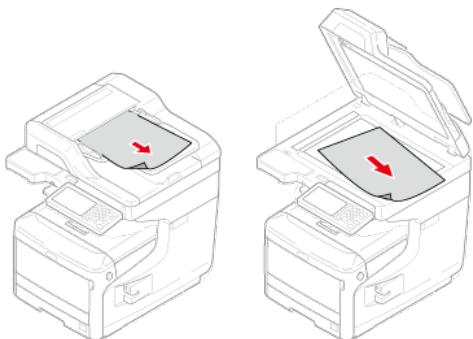


## If the Error Code is "384"

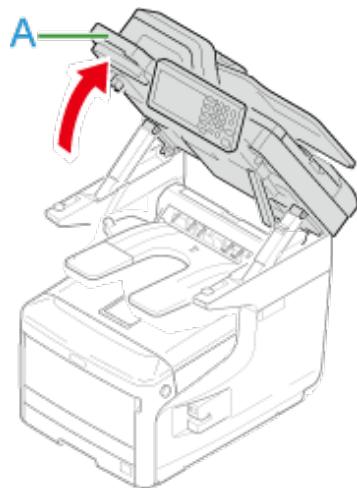
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Paper jams near the upper output tray. Follow the instructions to remove the jammed paper.

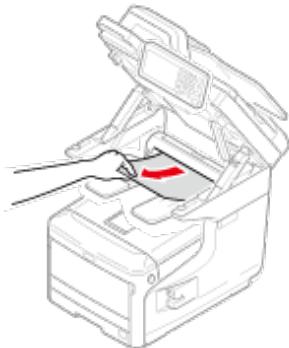
1. Remove a document from the ADF and document glass.



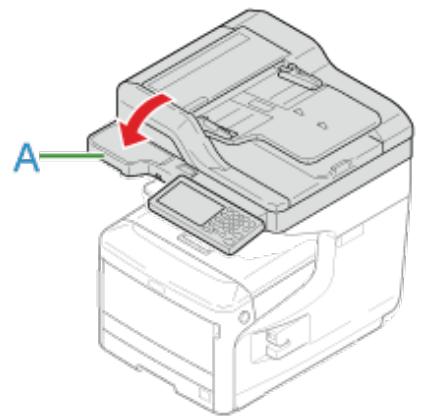
2. Hold the handle (A) to open the scanner unit.



3. Remove the jammed paper.



4. Hold the handle (A) to close the scanner unit.



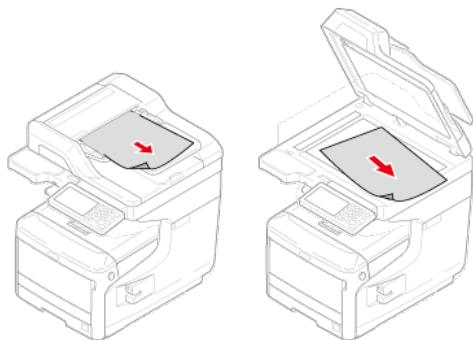
## If the Error Code is "390"

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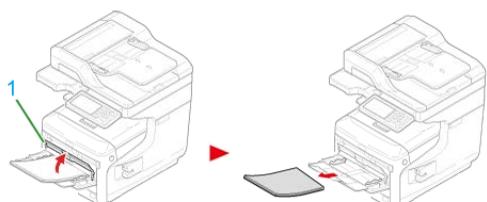
If the "Paper jam has occurred. Please open the scanner unit and the output tray to check." message is displayed, a paper jam has occurred near the paper feed entrance.

Remove the jammed paper by following the procedure below.

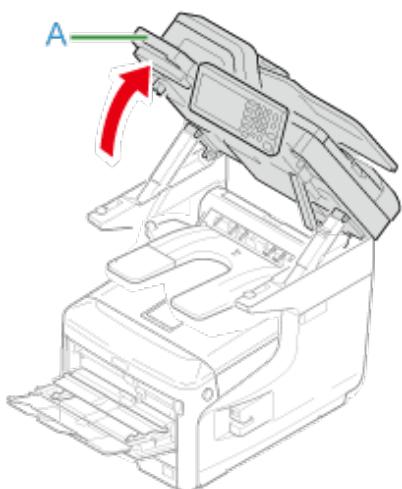
1. Remove a document from the ADF and document glass.



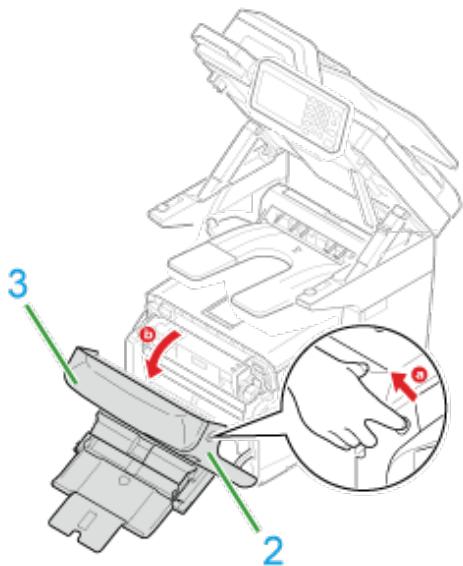
2. If there is any paper on the MP tray, lift the paper set cover (1) and take it out.



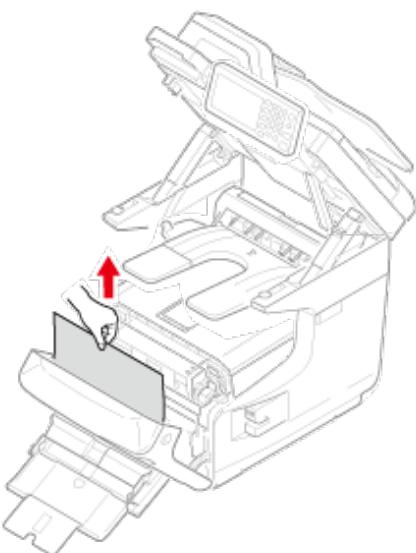
3. Hold the handle (A) to open the scanner unit.



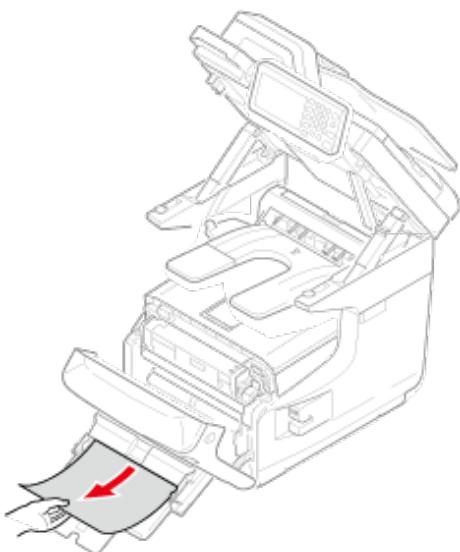
4. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (2) to open the front cover (3) forward.



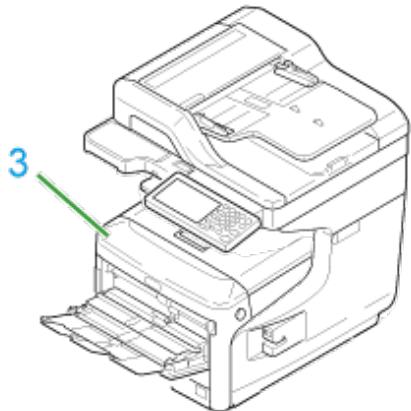
5. Remove the jammed paper gently by pulling the edge of paper.



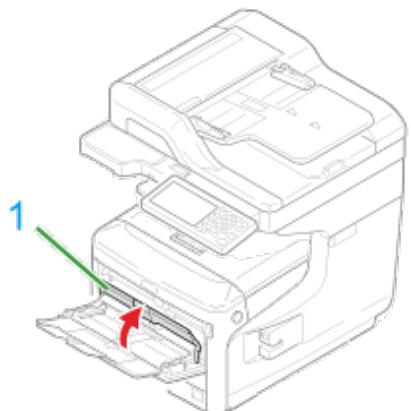
Remove the paper from the back gently if the edge of paper cannot be seen.



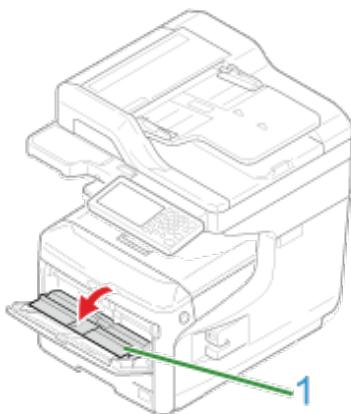
6. Close the front cover (3).



7. If loading paper on MP tray, lift the paper set cover (1) and set the paper with the print side face up.



8. Lower the paper set cover (1).



Task is complete.

## If the Error Code is "391", "392", "393" or "394"

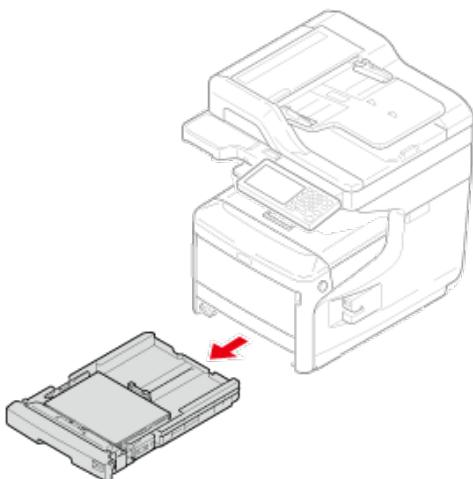
A paper jam has occurred while feeding paper from a paper tray.

### Note

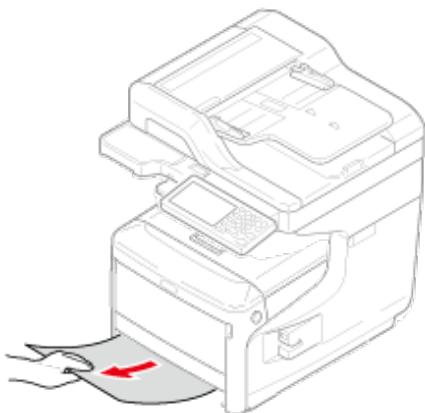
If paper jams occur frequently, clean the paper feed rollers. For details, refer to "[Cleaning the Paper Feed Rollers \(Tray 1/Tray 2/Tray 3/Tray 4\)](#)".

This procedure uses Tray 1 as an example.

1. Gently pull out from the machine the tray for which an error is indicated.



2. Remove the jammed paper.



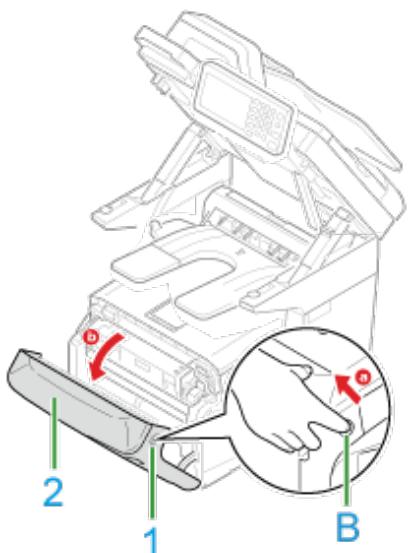
### Note

If jammed paper cannot be found, check the positions of paper guides and paper stopper in the tray and ensure that paper is correctly loaded.

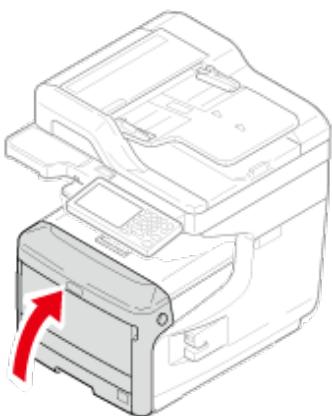
3. Push the tray back into the machine.



4. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



5. Close the front cover.



## If a Document Jam Occurs

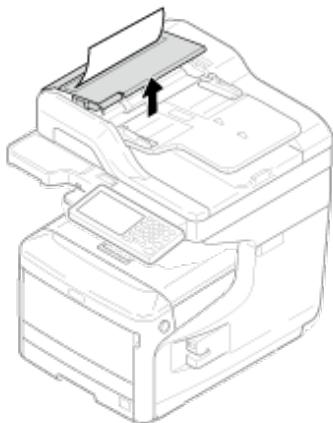
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- If a Document is Visible in the Paper Path
- If a Document Jams in the ADF (Automatic Document Feeder)

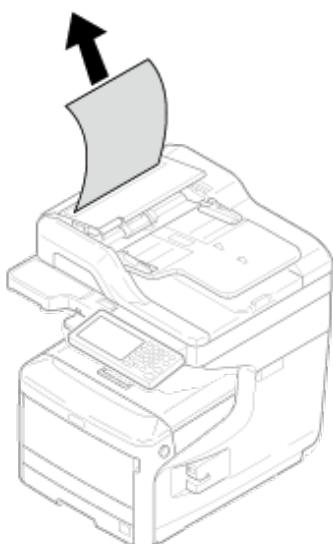
## If a Document is Visible in the Paper Path

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1. Open the ADF cover.



2. Pull out the document upward.



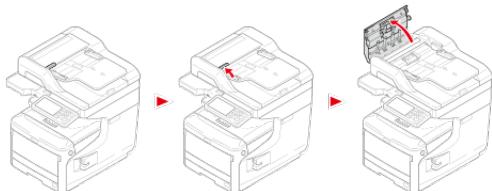
3. Close the ADF cover.

Remove the document on the document tray, and then close the ADF cover.  
Otherwise, documents may be torn or folded.

## If a Document Jams in the ADF (Automatic Document Feeder)

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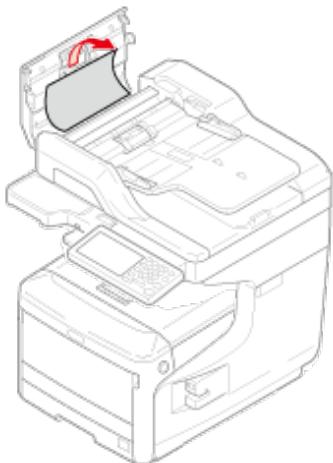
1. Pull the ADF cover open lever to open the ADF cover.



2. Remove the jammed document. Proceed to step 4 if you cannot remove the jammed document.

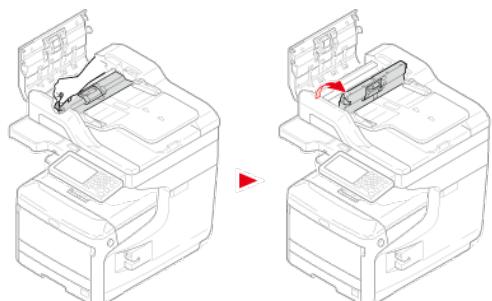
**Note**

Do not try to remove the document by force.

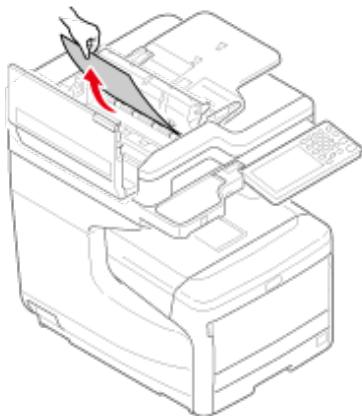


3. If you were able to remove the document, proceed to step 7.

4. Open the inner cover.



5. If you can see the edge of the jammed document, pull it out gently.



6. If you were able to remove the document, close the inner cover and proceed to step 7.



7. Close the ADF cover.

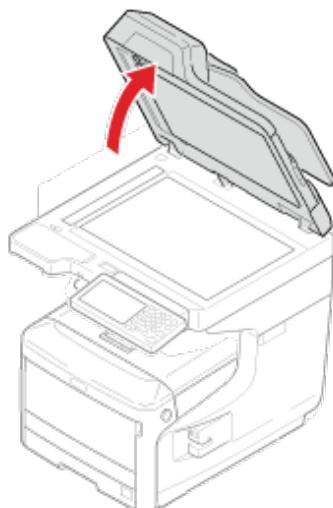
If you cannot see the jammed document, proceed to step 8.

This completes the procedure.

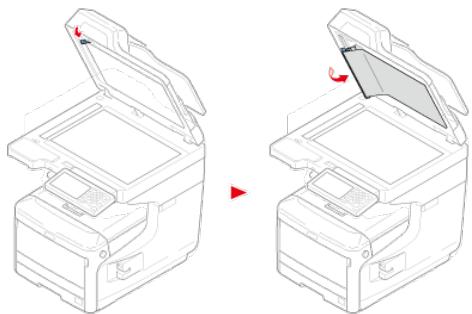
Remove the document on the document tray, and then close the ADF cover.

Otherwise, documents may be torn or folded.

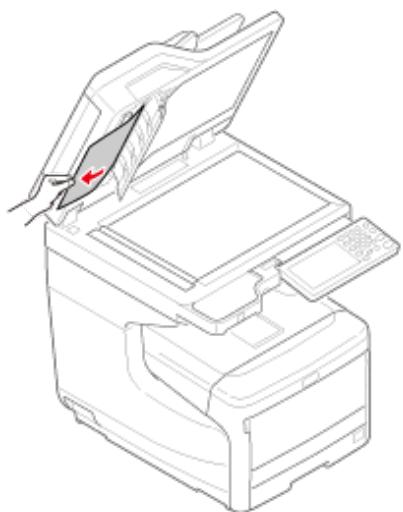
8. Open the document holder cover.



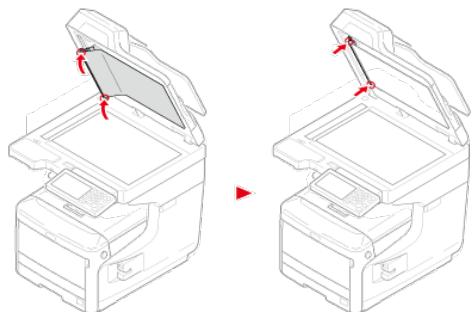
**9.** Pull down the lever to open the document holding pad.



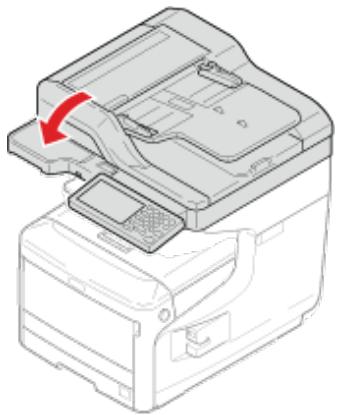
**10.** Pull the jammed paper slowly to remove it.



**11.** Return the document holding pad to its original position.



**12.** Close the document holder cover.



This completes the procedure.

 **Memo**

If an error occurs while copying, the copying gets canceled.

# If the STATUS Button on the Operator Panel Lights Up or Flashes

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Checking the Problem Status

Checking the Device Situation and Job Status

You can check the status of this machine by using the  (STATUS) button.

## Checking the Problem Status

If any problem occurs in this machine, the  (STATUS) button lights up or flashes. Press the  (STATUS) button, and check the problem status.

1. Press the  (STATUS) button.
2. Press [System Status].
3. Select an item.

## Checking the Device Situation and Job Status

You can check the residual life of consumables, the counter information, and the job list from the  (STATUS) button.

1. Press the  (STATUS) button.
2. Press [Device Information].
3. Select an item.
4. Press [Close] or [Back].

# Copy Problems

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## Memo

If you cannot solve a problem with the following solutions, contact your dealer.

- Unable to Copy
- The Copied Output is Different from the Original
- Other Problems (Copy)

# Unable to Copy

Symptom	Point to check	Solution	Reference
Unable to copy.	Is the machine turned on?	Turn the machine on.	 <a href="#">Turning the Machine On</a>
	Is the machine being initialized?	Wait until initialization is complete.	-
	Is your document set properly?	Set the document properly.	 <a href="#">Setting a Document</a>
	Is there paper in the tray?	Load paper in the tray. Check that the paper cassette is installed in the machine.	 <a href="#">Loading Paper</a>
	Is the proper size paper for the document loaded in the tray?	Load the proper size paper for the document.	 <a href="#">Loading Paper</a>
	Is the paper tray selectable if [Paper Feed] is set to [Auto]?	Press [Device Settings], select [Paper Setup] > [Select Tray] > [Copy] > the paper tray on which the paper you use is loaded, and then select [ON] or [ON(Prior)].	 <a href="#">Specifying the Paper Feed Tray (Paper Feed)</a>
	Is the loaded paper compatible with duplex printing?	Duplex copying cannot be performed depending on the paper size, paper type, or paper weight. Load the appropriate paper for duplex printing, and then set the paper size, document type, and document weight correctly.	 <a href="#">Loading Paper</a>
	Is the media type of the paper tray set to [Plain] or [Recycled]?	If [Paper feed] is set to [Auto], set the media type for the paper tray to [Plain] or [Recycled].	 <a href="#">Loading Paper</a>
	Is there a paper jam?	Check an error message, and then remove any jammed paper.	 <a href="#">If Paper Jams Occur</a>
	Is there an empty toner cartridge?	Replace the empty toner cartridge with a new toner cartridge.	 <a href="#">Replacing the Toner Cartridge</a>
	Does the image drum reach its lifetime?	Replace the image drum with a new image drum.	 <a href="#">Replacing the Image Drum</a>
	Does the fuser unit reach its lifetime?	Replace the fuser unit with a new one.	 <a href="#">Replacing the Fuser Unit</a>
	Does the belt unit reach its lifetime?	Replace the belt unit with a new one.	 <a href="#">Replacing the Belt Unit</a>
	Are any covers on the machine opened?	Close all the covers.	-
	Has any error occurred?	Clear the error.	 <a href="#">Error Message List</a>

	Is another job in progress?	Start copying after the other job is complete.	-
	Is a print job from a computer or other device in progress?	Wait until printing is complete.	-
	Is a fax being sent in real time?	Wait until the transmission is complete.	-
	Is Continuous Scan mode on?	Select [Scan completed] on the display screen.	 <a href="#">Enabling Continuous Scan Mode (Continuous Scan)</a>
	Is the machine offline?	Press the  (PRINT) button, and then select [Online/Offline].	 -
	Are you authorized to make copies?	Enter the authorized PIN or user name and password.	 <a href="#">Enabling the Access Control</a>
Unable to copy mixed size documents.	Is [Mixed Size] set to [OFF]?	Set [Mixed Size] to [ON].	 <a href="#">Copying Different Size Documents (Mixed Size)</a>
	Is the size of your document supported for making mixed size copies?	Use documents sizes supported for mixed size copying.	 <a href="#">Copying Different Size Documents (Mixed Size)</a>
	Is paper of the required sizes loaded?	Load paper of the required sizes on each paper tray. The paper trays need to be set to [ON] or [ON(Prior)] from [Device Settings] > [Paper Setup] > [Select Tray] > [Copy].	-
Unable to sort copies.	Is [Sort] set to [OFF]?	Set [Sort] to [ON].	 <a href="#">Sorting Each Set in Page Order (Sort)</a>
	Is Memory full?	Reduce the number of document pages. Check the free space in Memory. Delete unnecessary jobs in Memory.	 <a href="#">Checking the Free Space in Memory</a>  <a href="#">Deleting Unnecessary Jobs from Memory</a>



# The Copied Output is Different from the Original

Symptom	Point to check	Solution	Reference
The copied output is different from the original document.	Is [Duplex Copy] set?	Set [Duplex Copy] to [OFF(Simplex)].	 <a href="#">Copying on Both Sides of Paper (Duplex Copy)</a>
	Is [Mixed Size] set to [ON]?	Set [Mixed Size] to [OFF].	 <a href="#">Copying Different Size Documents (Mixed Size)</a>
The size of the copied output is different from the size of the original document.	Is the proper size paper for the document loaded in the paper tray?	Load the proper size paper for the document.	 <a href="#">Loading Paper</a>
	Is the zoom rate properly set?	Set the proper zoom rate.	 <a href="#">Making Enlarged or Reduced Copies (Zoom)</a>
	Is [Repeat] enabled?	Set [Repeat] to [OFF].	 <a href="#">Making Multiple Copies on a Sheet of Paper (Repeat)</a>
	Is [Book Copy] enabled?	Turn [Book Copy] to OFF.	 <a href="#">Copying Two-Page Spread Separately onto Two Sheets (Book Copy)</a>
A part of the document image is missing on the copied output.	Is [Edge Erase] set to [ON]?	Set [Edge Erase] to [OFF].	 <a href="#">Erasing Edge Shadows (Edge Erase)</a>
	Is [Center Erase] enabled?	Turn [Center Erase] to OFF.	 <a href="#">Erasing Shadow Lines (Center Erase)</a>
	Is [Outside Erase] enabled?	Turn [Outside Erase] to OFF.	 <a href="#">Erasing Outside of Documents (Outside Erase)</a>
	Is [Margin] set to [ON]?	Set [Margin] to [OFF].	 <a href="#">Setting Margins (Margin)</a>
	Is [N-in-1] enabled?	Set [N-in-1] to [OFF].	 <a href="#">Combining Multiple Pages on One Sheet of Paper (N-in-1)</a>
Color documents are copied in black and white.	Is color selection set to [Auto]?	Set the color selection to [Color].	 <a href="#">Switching Color Modes</a>
	The following documents may be copied in black and white. <ul style="list-style-type: none"><li>▪ Documents with extremely small colored</li></ul>	You can change the criteria for determining color document and black and white document from [Auto Color Judge Level].	 <a href="#">Scanner Setup</a>

	<p>part</p> <ul style="list-style-type: none"> <li>▪ Dark-colored documents</li> <li>▪ Pale documents</li> </ul>		
Black and white documents are copied in color.	<p>Is the color selection set to [Auto]?</p> <p>The following documents may be copied in color.</p> <ul style="list-style-type: none"> <li>▪ Yellowed documents</li> <li>▪ Documents with colored background</li> </ul>	<p>Set the color selection to [Mono].</p> <p>You can change the criteria for determining color document and black and white document from [Auto Color Judge Level].</p>	 <a href="#">Switching Color Modes</a>  <a href="#">Scanner Setup</a>

## Other Problems (Copy)

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Symptom	Point to check	Solution	Reference
It takes a long time to start copying.	Is [Warming Up] or [Preparing] displayed on the display screen on the operator panel?	The machine is preparing. Wait until the copy is started.	-
A copy job is cancelled.	Has any error occurred?	A copy job is cancelled when a specific error occurs while copying. Clear the error, and then start copying again.	 Error Message List
	Is there paper in the MP tray?	When copying using paper from the MP tray, check whether enough paper is loaded in the MP tray before starting copying. Press [Device Settings], select [Paper Setup] > [Select Tray] > [Copy] > [MP Tray], and then check that [ON] or [ON(Prior)] is selected.	-

# Print Problems

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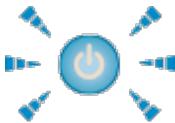
## Memo

- If you cannot solve a problem with the following solutions, contact your dealer.
- For problems caused by an application, contact the manufacturer of the application.

- ❖ Unable to Print
- ❖ Network Connection Problems
- ❖ Wireless LAN Connection Problems
- ❖ USB Connection Problems

# Unable to Print

- Common to Windows and Mac OS X

Cause	Solution	Reference
The machine is in Sleep mode or Deep Sleep mode.	Press the  (POWER SAVE) button to enter standby status.	 Setting Power Save Mode
The machine is turned off.	Turn the machine on.	 Turning the Machine On
A LAN cable or USB cable is unplugged.	Check that the cable is plugged into the machine and computer properly.	 Connecting This Machine to a Network
There may be a problem with a cable.	Replace the cable with a new cable.	-
The machine is offline.	Press the  (PRINT) button, and then select [Online/Offline].	-
An error message is displayed on the display screen of the operator panel.	Check the error messages displayed on the screen display or press [?] on the touch panel.	 Error Message List
The interface setting is disabled.	Whether there is a consistency with the machine's settings and the network connection environment, check the settings of the interface that you are using on the operator panel.	 Connecting This Machine to a Network
There is a problem with the print function.	Check if the menu map can be printed.	 Checking the Information of the Machine
The power switch LED lamp quickly flashes at approximately 0.3-second intervals.  	A malfunction may occur in the machine. Unplug the power cord immediately, and then contact your dealer.	-

- For Windows

Cause	Solution	Reference
The machine is not set as the default printer.	Set the machine as the default printer. Right-click the OKI MC873 icon on the [Devices and Printers] folder, and then select [Set as Default Printer] (if multiple drivers are installed, select [OKI MC873(*)]). * Select the required driver type.	-
The output port of the printer driver is incorrect.	Select the output port for connecting the LAN cable or USB cable.	-

The machine is processing data from another interface.	Wait until printing is complete.	-
[Received invalid data] is displayed on the display screen and the machine does not print.	Press [Device Settings], select [Admin Setup] > [Print Setup] > [Print menu] > [Printer Adjust] > [Timeout Injob], and then select a longer time. The factory default setting is 40 seconds.	-

# Network Connection Problems

- Common to Windows and Mac OS X

Cause	Solution	Reference
Using a cross cable.	Use a straight cable.	-
The machine was turned on before a cable was connected.	Connect cables before turning the machine on.	 <a href="#">Connecting This Machine to a Network</a>
There is a problem with the compatibility with the hub.	Press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting] > [HUB Link Setting], and then change the setting.	-
The network connection setting is incorrect.	This machine cannot connect to a wired LAN and wireless LAN at the same time. To connect to a wired network, set the network connection to wired.	 <a href="#">Connecting This Machine to a Network</a>

- For Windows

Cause	Solution	Reference
The IP address is incorrect.	<ul style="list-style-type: none"><li>Check that the same IP address is set for the machine and the machine's port setting on the computer.</li><li>Check that the IP address is not duplicated by another device.</li><li>Check that the correct IP address, subnet mask, and gateway address are set.</li><li>If using OKI LPR Utility, check the IP address setting with OKI LPR Utility.</li></ul>	 <a href="#">Easy Setup</a>  <a href="#">Printing by Using OKI LPR Utility</a>
All pages are not printed.	If you are using the WSD port, change it to the standard TCP/IP port.	-

# Wireless LAN Connection Problems

- Common to Windows and Mac OS X

Cause	Solution	Reference
The network connection setting is incorrect.	This machine cannot connect to a wired LAN and wireless LAN at the same time. To connect to a wireless network, set the network connection to wireless.	 <a href="#">Connecting This Machine to a Network</a>
Not connected to a wireless access point. (If wireless LAN module is fitted)	<ul style="list-style-type: none"> <li>Check that the wireless access point power is switched on.</li> <li>Check the wireless access point settings, and then try the manual settings or automatic settings.</li> <li>Restart the wireless LAN function.</li> <li>Press [Device Settings], select [Admin Setup] &gt; [Network Menu] &gt; [Network Setup] &gt; [Wireless Setting], and then select [Wireless reconnection].</li> <li>Install this machine in a place with a good view and near a wireless access point. (We suggest that the distance between the machine and the access point be 30 m or less.)</li> </ul> <p>If there is metal, aluminum sash, or a reinforced concrete wall between the machine and wireless access points, connections may be harder to be established.</p> <p>Do not place any electric appliances that emit weak radio waves (such as microwaves or digital cordless telephones) close to the machine.</p>	 <a href="#">Connecting This Machine to a Network</a>

- For Windows

Cause	Solution	Reference
The IP address is incorrect.	<ul style="list-style-type: none"> <li>Check that the same IP address is set for the machine and the machine's port setting on the computer.</li> <li>Check that the IP address is not duplicated by another device.</li> <li>Check that the correct IP address, subnet mask, and gateway address are set.</li> <li>If using OKI LPR Utility, check the IP address setting with OKI LPR Utility.</li> </ul>	 <a href="#">Easy Setup</a>  <a href="#">Printing by Using OKI LPR Utility</a>
All pages are not printed.	If you are using the WSD port, change it to the standard TCP/IP port.	-



# USB Connection Problems

- Common to Windows and Mac OS X

Cause	Solution	Reference
An unsupported USB cable is used.	Use a USB 2.0 cable.	-
A USB hub is used.	Directly connect the machine to the computer.	 <a href="#">Connecting via a USB Interface</a>
A printer driver is not installed correctly.	Reinstall the printer driver.	 <a href="#">Installing a Driver and Software to a Computer</a>

- For Windows

Cause	Solution	Reference
[USB Assignment] is set to [IPP].	Press [Device Settings], and then select [AdminSetup] > [Management] > [Local Interface] > [USB Menu] > [USB Assignment] > [Legacy].	 <a href="#">Management</a>
The machine is offline.	Right-click the OKI MC873 icon on the [Devices and Printers] folder, and then select [See print jobs] (if multiple drivers are installed, select [OKI MC873(*)]). In the dialog box, select the [Printer] menu and then clear the check of [Use Printer Offline]. * Select the required driver type.	-
A switch, buffer, extension cable, or USB hub is used.	Directly connect the machine to the computer.	 <a href="#">Connecting via a USB Interface</a>
Another printer driver that works when connected via a USB interface is installed.	Remove the other printer driver from the computer.	-

# Scan Problems

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## Memo

If you cannot solve a problem with the following solutions, contact your dealer.

- Unable to Scan
- Unable to Send and Receive E-Mail
- Unable to Save Files in a Network Folder
- Network Connection Problems
- Wireless LAN Connection Problems

## Unable to Scan

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Point to check	Solution	Reference
Is the machine turned off?	Turn the machine on.	 <a href="#">Turning the Machine On</a>
Is the cable connected to the machine?	Check the cable connections, and then connect the cables properly.	 <a href="#">Connecting This Machine to a Network</a>
Is there any damage to the cable?	Change the cable.	-
Is the network setting correct?	Set the network setting correctly.	 <a href="#">Connecting This Machine to a Network</a>
Has any error occurred?	Follow the on-screen instructions on the display screen of the machine.	 <a href="#">Error Message List</a>

# Unable to Send and Receive E-Mail

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Point to check	Solution	Reference
Did you connect the LAN cable after turning the machine on?	Turn the machine off. Connect the LAN cable before turning the machine on.	 <a href="#">Turning the Machine Off</a>
Is the E-mail address of the machine set?	Set the e-mail address of the machine.	 <a href="#">Before Using Scan To E-mail</a>
Is the entered e-mail address correct?	Enter the correct e-mail address.	 <a href="#">Before Using Scan To E-mail</a>
Is the SMTP server address correct?	Check the SMTP server setting.	 <a href="#">Before Using Scan To E-mail</a>
Is the POP3 server address correct?	Check the POP3 server setting.	 <a href="#">Before Using Scan To E-mail</a>
Is the DNS server address correct?	Check the DNS server setting.	 <a href="#">Easy Setup</a>
Is another job in progress?	Wait until the other job is complete.	-
Has any error occurred?	Follow the on-screen instructions on the display screen of the machine.	 <a href="#">Error Message List</a>
The network connection setting is incorrect.	This machine cannot connect to a wired LAN and wireless LAN at the same time. To connect to a wired network, set the network connection to wired. To connect to a wireless network, set the network connection to wireless.	 <a href="#">Connecting This Machine to a Network</a>
Not connected to a wireless access point.	<ul style="list-style-type: none"> <li>▪ Check that the wireless access point power switch is turned on.</li> <li>▪ Check the wireless access point settings, and then perform the manual settings or automatic settings.</li> <li>▪ Restart the wireless LAN function.</li> <li>▪ Press [Device Settings], select [Admin Setup] &gt; [Network Menu] &gt; [Network Setup] &gt; [Wireless Setting], and then select [Wireless reconnection].</li> </ul>	 <a href="#">Connecting This Machine to a Network</a>



## Unable to Save Files in a Network Folder

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Point to check	Solution	Reference
Is the FTP/CIFS setting correct?	Check the profile settings.	 <a href="#">Before Using Scan To Shared Folder</a>
Has any error occurred?	Follow the on-screen instructions on the display screen of the machine.	 <a href="#">Error Message List</a>

# Network Connection Problems

- Common to Windows and Mac OS X

Cause	Solution	Reference
Using a cross cable.	Use a straight cable.	-
The machine was turned on before a cable was connected.	Connect cables before turning the machine on.	 <a href="#">Connecting This Machine to a Network</a>
There is a problem with the compatibility with the hub.	Press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting] > [HUB Link Setting], and then change the setting.	-
The network connection setting is incorrect.	This machine cannot connect to a wired LAN and wireless LAN at the same time. To connect to a wired network, set the network connection to wired.	 <a href="#">Connecting This Machine to a Network</a>

- For Windows

Cause	Solution	Reference
The IP address is incorrect.	<ul style="list-style-type: none"><li>Check that the same IP address is set for the machine and the machine's port setting on the computer.</li><li>Check that the IP address is not duplicated by another device.</li><li>Check that the correct IP address, subnet mask, and gateway address are set.</li><li>If using OKI LPR Utility, check the IP address setting with OKI LPR Utility.</li></ul>	 <a href="#">Easy Setup</a>  <a href="#">Printing by Using OKI LPR Utility</a>

# Wireless LAN Connection Problems

- Common to Windows and Mac OS X

Cause	Solution	Reference
The network connection setting is incorrect.	This machine cannot connect to a wired LAN and wireless LAN at the same time. To connect to a wireless network, set the network connection to wireless.	 <a href="#">Connecting This Machine to a Network</a>
Not connected to a wireless access point. (If wireless LAN module is fitted)	<ul style="list-style-type: none"><li>Check that the wireless access point power is switched on.</li><li>Check the wireless access point settings, and then try the manual settings or automatic settings.</li><li>Restart the wireless LAN function.</li><li>Press [Device Settings], select [Admin Setup] &gt; [Network Menu] &gt; [Network Setup] &gt; [Wireless Setting], and then select [Wireless reconnection].</li><li>Install this machine in a place with a good view and near a wireless access point. (We suggest that the distance between the machine and the access point be 30 m or less.)</li></ul> <p>If there is metal, aluminum sash, or a reinforced concrete wall between the machine and wireless access points, connections may be harder to be established.</p> <p>Do not place any electric appliances that emit weak radio waves (such as microwaves or digital cordless telephones) close to the machine.</p>	 <a href="#">Connecting This Machine to a Network</a>

- For Windows

Cause	Solution	Reference
The IP address is incorrect.	<ul style="list-style-type: none"><li>Check that the same IP address is set for the machine and the machine's port setting on the computer.</li><li>Check that the IP address is not duplicated by another device.</li><li>Check that the correct IP address, subnet mask, and gateway address are set.</li><li>If using OKI LPR Utility, check the IP address setting with OKI LPR Utility.</li></ul>	 <a href="#">Easy Setup</a>  <a href="#">Printing by Using OKI LPR Utility</a>

# Fax Problems

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## Memo

If you cannot solve a problem with the following solutions, contact your dealer.

- Unable to Send a Fax
- Unable to Receive a Fax
- Unable to Send or Received a Fax
- Other Problems (Fax)
- Fax Error Codes

# Unable to Send a Fax

Symptom	Point to check	Solution	Reference
Unable to send a fax.	Did you send in the correct procedure?	Check the procedure, and then try again.	<a href="#">Sending a Fax (Procedure)</a>
	Did you specify the correct fax number?	If you are using speed dial, print the speed dial list to check the registration.	<a href="#">Specifying a Destination (Direct Entry)</a> <a href="#">Specifying a Destination (Phone Book)</a> <a href="#">Specifying a Destination (One-touch Button)</a> <a href="#">Specifying a Destination (Transmission History and Reception History)</a>
	Did you specify the appropriate dial type?	Specify the appropriate dial type for your region.	<a href="#">User Install</a>
	Has any problem occurred at the recipient machine?	Ask the recipient to have the recipient's machine ready for reception.	-
A document cannot be sent continuously.	Did you set the document correctly in the ADF?	Set the document after aligning the leading edge.	<a href="#">Setting a Document</a>
After dialing, even if the  (START) button is pressed, the machine cannot send a fax.	Did you specify the appropriate dial type?	Specify the appropriate dial type for your region.	<a href="#">User Install</a>
	Is the document set properly?	Set the document properly.	<a href="#">Setting a Document</a>
	Did you dial the correct number?	Dial the correct number.	-
	Is the recipient's line busy?	Wait until the line is opened, and then try again.	-
Unable to send a fax manually.	Did you put the handset down before pressing the  (START) button?	Press the  (START) button first.	<a href="#">Sending a Fax after Calling (Manual Transmission)</a>
A document cannot be scanned during Memory transmission.	Is the document set properly?	Set the document properly.	<a href="#">Setting a Document</a>
	Is Memory full?	Check the reserved transmission. Print the documents received with the confidential transmission. Delete the documents stored in the bulletin board box.	<a href="#">Sending at a Specified Date and Time (Delayed Tx)</a> <a href="#">Printing a Document That is Received in the Confidential Box of This Machine</a> <a href="#">Receiving a Document That is Saved in a Destination Bulletin</a>

		Delete the documents stored in the Secure Receive.	Board Box by Fax (Fcode Polling)  Setting Secure Reception
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# Unable to Receive a Fax

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Symptom	Point to check	Solution	Reference
Unable to receive a fax.	Did you specify the appropriate reception mode?	Check the reception mode.	 <a href="#">Setting the Reception Mode</a>
	Is there paper in the tray?	Load the paper.	 <a href="#">Loading Paper</a>
	Is there a paper jam?	Check an error message, and then remove any jammed paper.	 <a href="#">If Paper Jams Occur</a>
	Is a telephone cable connected to the machine and telephone line correctly?	Connect the telephone cable correctly.	 <a href="#">Connecting a Telephone Line</a>
	Is Memory full?	Check the reserved transmission. Check whether paper jams or paper runs out.	 <a href="#">Cancelling a Fax Transmission</a>  <a href="#">If Paper Jams Occur</a>
		Print the documents received with the confidential transmission. Delete the documents stored in the bulletin board box. Delete the documents stored in the Secure Receive.	 <a href="#">Printing a Document That is Received in the Confidential Box of This Machine</a>  <a href="#">Deleting Unnecessary Jobs from Memory</a>  <a href="#">Setting Secure Reception</a>
Unable to receive a fax manually.	Did you put the handset down before pressing the  (START) button?	Press the  (START) button first.	 <a href="#">Setting the Reception Mode</a>
Fcode polling reception is not available.	Did the sender store a polling document in a bulletin box?	Ask the sender to store the polling document.	-

## Unable to Send or Received a Fax

---

Symptom	Point to check	Solution	Reference
Unable to send or receive a fax.	Did you install an IP phone on the machine in a broadband environment?	Press [Device Settings], and then select [Admin Setup] > [User Install] > [Super G3] > [OFF].	 User Install

## Other Problems (Fax)

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Symptom	Point to check	Solution	Reference
The received fax is not printed on the appropriate paper.	Did you specify any paper type in a tray other than [Plain] or [Recycled] in [Media Type]?	Specify [Plain] or [Recycled] in [Media Type] for the paper type in the tray.	 <a href="#">Setting a Print Method for When a Received Image Exceeds Paper Size</a>
Junk faxes are received.	Is [Block Junk Fax] set to [OFF]?	Press [Device Settings] > [AdminSetup] > [Fax Setup] > [Other Settings] > [Block Junk Fax] > Set [Setting] to [Mode1].	 <a href="#">Block Junk Fax</a>

## Fax Error Codes

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Error Code	Description
01	Your control stopped the communication.
02	The capacity didn't match with the destination. Check the dest. machine.
03	Your control stopped the communication.
11	A document read error occurred. Try again.
14	Memory Overflow.
19	Your control stopped the communication.
21	No dial tone was detected. Check phone line connection.
22	The destination machine did not respond. Check the machine.
23	The destination didn't receive the communication. Check the destination.
24	No dial tone was detected. Check phone line connection.
25	No dial tone was detected. Check phone line connection.
26	No dial tone was detected. Check phone line connection.
27	The line was busy. Try again.
32	The start of communication in Super G3 mode was not completed.
35	Rx failed as there was no applicable Fcode box.
36	Rx was cancelled as the Fcode box was full.
37	Polling Tx failed as there was no applicable Fcode box.
38	Polling Tx was cancelled as the Fcode box was not accessible.
39	Rx was cancelled as the Fcode box was not accessible.
40	The destination machine did not respond. Check the machine.
41	Tx failed with the minimum speed. Try again.
43	There was no response from the destination machine. Check the machine.
45	There was no response from the destination machine. Check the machine.
46	There was no response from the destination machine. Check the machine.
47	The wrong signal was received. Check the destination machine.
48	The capacity didn't match with the destination. Check the dest. machine.
49	The destination machine did not respond. Check the machine.
4A	Through ID check Tx, the destination was not in agreement with ID.
4B	Rx was rejected by Block Junk Fax function.
4C	The capacity didn't match with the destination. Check the dest. machine.
4D	The capacity didn't match with the destination. Check the dest. machine.
51	Error in myself.
52	Rx was cancelled as the image was not received correctly.

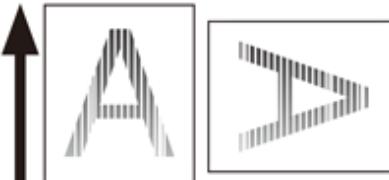
60	The destination machine did not respond. Try again.
65	The destination machine did not respond. Try again.
66	The destination machine could not receive the document properly.
67	The wrong signal was received. Check the destination machine.
69	The wrong signal was received. Check the destination machine.
6A	There were pages which could not be received correctly.
80	Error in myself.
82	The start of communication in SuperG3 mode was not completed.
83	The start of communication in SuperG3 mode was not completed.
84	Error in myself.
90	Too many characters.

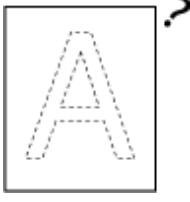
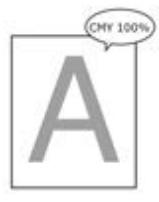
# About Problems with Printing Results



## Memo

If you cannot solve a problem with the following solutions, contact your dealer.

List of Examples of Problems	
Vertical White Lines Appear  Paper feeding direction	Printed Images are Fading Vertically  Paper feeding direction
Printed Images are Light 	White Spots and Lines Appear 
Dew Condensation Appears on Printed Paper	Vertical Lines Appear  Paper feeding direction
Horizontal Lines and Spots Appear Periodically  Paper feeding direction	White Area on Paper is Lightly Stained 
The Periphery of Characters is Smudged 	The Entire Paper Area is Lightly Stained When Printing on Envelopes or Coated Paper 

Toner Comes Off When Printed Paper is Rubbed	Uneven Gloss
	
Black or White Dots Appear	Dirt is Printed
	
The Entire Page is Printed Black	Nothing is Printed
	
White Patches Appear	The Entire Page is Dirty
	
The Peripheral Area of the Page is Dirty	The Printed Image is Skewed
	
Color of the printed image is not what you expect	Solid printing of CMY 100% is too light
	

# Vertical White Lines Appear

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Cause	Solution	Reference
The LED head is dirty.	Wipe the LED head with a soft tissue paper.	<a href="#">Cleaning the LED Head</a>
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	<a href="#">Replacing the Toner Cartridge</a>
The lightproof film of the image drum is dirty.	Wipe the lightproof film with a soft tissue paper.	-
The image drum is not installed properly.	Install the image drum properly.	<a href="#">Replacing the Image Drum</a>
The ADF document glass is dirty.	Clean the ADF document glass.	<a href="#">Cleaning the Document Glass</a> <a href="#">Cleaning the Document Feed Rollers and Document Holding Rollers</a>
There may be foreign objects in the image drum.	Replace the image drum.	<a href="#">Replacing the Image Drum</a>

# Printed Images are Fading Vertically

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Cause	Solution	Reference
The LED head is dirty.	Wipe the LED head with a soft tissue paper.	<a href="#">Cleaning the LED Head</a>
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	<a href="#">Replacing the Toner Cartridge</a>
The paper is unsuitable.	Use recommended paper.	<a href="#">Loading Paper</a>

# Printed Images are Light

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Cause	Solution	Reference
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	 <a href="#">Replacing the Toner Cartridge</a>
The paper is damp.	Use paper stored under proper temperature and humidity conditions.	 <a href="#">Loading Paper</a>
The paper is unsuitable.	Use recommended paper.	 <a href="#">Loading Paper</a>
The paper is unsuitable. The settings of the media type and weight are incorrect.	Press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Type] and [Media Weight]. Or, select a thicker values for [Media Weight].	 <a href="#">Loading Paper</a>
Recycled paper is used.	Press [Device Settings], and then select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Type] and [Media Weight].	 <a href="#">Loading Paper</a>

## White Spots and Lines Appear

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Cause	Solution	Reference
The paper is damp or dry.	Use paper stored under proper temperature and humidity conditions.	 <a href="#">Loading Paper</a>

## Dew Condensation Appears on Printed Paper

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Cause	Solution	Reference
The paper is damp.	Use paper stored under proper temperature and humidity conditions.	 <a href="#">Loading Paper</a>
The machine is printing when the temperature and humidity conditions are high.	Use the machine under proper temperature and humidity conditions.	 <a href="#">Installation Requirements</a>

# Vertical Lines Appear

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Cause	Solution	Reference
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	<a href="#">Replacing the Toner Cartridge</a>
The document glass and document feed roller of the ADF are dirty.	Clean the document glass and document feed roller.	<a href="#">Cleaning the Document Glass</a> <a href="#">Cleaning the Document Feed Rollers and Document Holding Rollers</a>
The image drum is damaged.	Replace the image drum.	<a href="#">Replacing the Image Drum</a>

# Horizontal Lines and Spots Appear Periodically

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Cause	Solution	Reference
If the intervals of lines or spots are approximately 94 mm (3.7 inches), the green tube of the image drum is damaged or dirty.	Lightly wipe the image drum with a soft tissue paper. Replace the image drum if it is damaged.	<a href="#">Replacing the Image Drum</a>
If the intervals of lines or spots are approximately 40 mm (1.6 inches), there may be foreign objects in the image drum.	Open and close the output tray, and then print again.	-
The image drum has been exposed to light.	Place the image drum back into the machine, and then do not use for a few hours. If the problem persists, replace the image drum.	<a href="#">Replacing the Image Drum</a>
The paper feed path is dirty.	Print a few test copies.	<a href="#">Copying</a>

## White Area on Paper is Lightly Stained

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Cause	Solution	Reference
The paper has a static charge.	Use paper stored under proper temperature and humidity conditions.	 <a href="#">Loading Paper</a>
The paper is too thick.	Use thinner paper.	 <a href="#">Loading Paper</a>
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	 <a href="#">Replacing the Toner Cartridge</a>

## The Periphery of Characters is Smudged

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Cause	Solution	Reference
The LED head is dirty.	Wipe the LED head with a soft tissue paper.	 <a href="#">Cleaning the LED Head</a>
The paper is unsuitable.	Use recommended paper.	 <a href="#">Loading Paper</a>
The paper is damp.	Replace the damp paper with new paper.	 <a href="#">Loading Paper</a>

## The Entire Paper Area is Lightly Stained When Printing on Envelopes or Coated Paper

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Cause	Solution	Reference
The toner may stick to the whole area of the envelope or coated paper.	This is not a malfunction. Coated paper is not recommended.	-

# Toner Comes Off When Printed Paper is Rubbed

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Cause	Solution	Reference
The settings of the media type and weight are incorrect.	Press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper values for [Media Weight]. Or, select a thicker value for [Media Weight].	 <a href="#">Loading Paper</a>
Recycled paper is used.	Press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select a thicker value for [Media Weight].	 <a href="#">Loading Paper</a>

## Uneven Gloss

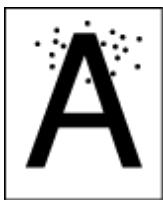
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Cause	Solution	Reference
The settings of the media type and weight are incorrect.	Press [Device Settings], select [Paper Setup] > the paper tray you are using, and then select the proper value for [Media Weight]. Or, select a thicker value for [Media Weight].	 <a href="#">Loading Paper</a>

## Black or White Dots Appear

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Cause	Solution	Reference
The paper is unsuitable.	Use recommended paper.	<a href="#">Loading Paper</a>
If the intervals of lines or spots are approximately 94 mm (3.7 inches), the green tube of the image drum is damaged or dirty.	Lightly wipe the image drum with a soft tissue paper. Replace the image drum if it is damaged.	<a href="#">Replacing the Image Drum</a>
The document glass or document holding pad is dirty.	Clean the document glass and document holding pad.	<a href="#">Cleaning the Document Glass</a>

# Dirt is Printed

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Cause	Solution	Reference
The paper is damp.	Replace the damp paper with new paper.	 <a href="#">Loading Paper</a>
The paper is unsuitable.	Use recommended paper.	 <a href="#">Loading Paper</a>
The document glass or document holding pad is dirty.	Clean the document glass and document holding pad.	 <a href="#">Cleaning the Document Glass</a>

## The Entire Page is Printed Black

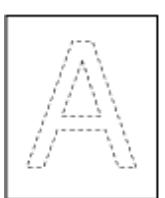
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Cause	Solution	Reference
A malfunction may occur in the machine.	Contact your dealer.	-

# Nothing is Printed

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Cause	Solution	Reference
Two or more sheets of paper are fed at the same time.	Fan the paper well and load the paper again.	 <a href="#">Loading Paper</a>
The document is set upside down.	Set the document properly.	 <a href="#">Setting a Document</a>
A malfunction may occur in the machine.	Contact your dealer.	-

# White Patches Appear

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Cause	Solution	Reference
The paper is damp.	Replace the damp paper with new paper.	 <a href="#">Loading Paper</a>
The paper is unsuitable.	Use recommended paper.	 <a href="#">Loading Paper</a>
The document glass is dirty.	Clean the document glass.	 <a href="#">Cleaning the Document Glass</a>

# The Entire Page is Dirty

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Cause	Solution	Reference
The document glass is dirty.	Clean the document glass.	<a href="#">Cleaning the Document Glass</a>
The image on the back side of a duplex document is printed.	If the duplex document is thin, the image on the back side may be printed. Lighten the density.  Change Show-Through Removal setting or lighten the density.	<a href="#">Adjusting the Density (Density)</a> <a href="#">Removing Show-Through (Show-Through Removal)</a>

# The Peripheral Area of the Page is Dirty

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Cause	Solution	Reference
The document feed roller or document holding pad is dirty.	Clean the document feed roller and document holding pad.	<a href="#">Cleaning the Document Feed Rollers and Document Holding Rollers</a>
The paper size is bigger than the size of the document (when the zoom rate is set to 100%).	Use paper of the same size as the document.	<a href="#">Making Enlarged or Reduced Copies (Zoom)</a> <a href="#">Enlarging or Reducing to Fit the Specified Paper Size</a> <a href="#">Setting a Print Method for When a Received Image Exceeds Paper Size</a>
The document orientation is different from the paper orientation.	Set the document orientation to suit paper.	<a href="#">Changing the Document Orientation (Direction)</a>
The document is not reduced at the rate that suits the paper size.	Reduce the document at the rate that suits the paper size.	<a href="#">Making Enlarged or Reduced Copies (Zoom)</a> <a href="#">Enlarging or Reducing to Fit the Specified Paper Size</a> <a href="#">Setting a Print Method for When a Received Image Exceeds Paper Size</a>

# The Printed Image is Skewed

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Cause	Solution	Reference
The document is set improperly.	Set the document properly.	 <a href="#">Setting a Document</a>
An unsuitable document is set in the ADF.	Set a suitable document in the ADF.	 <a href="#">Setting a Document</a>
There may be foreign objects on the ADF document glass.	Clean the ADF document glass.	 <a href="#">Cleaning the Document Glass</a>  <a href="#">Cleaning the Document Feed Rollers and Document Holding Rollers</a>

# Color of the printed image is not what you expect

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Cause	Solution	Reference
The toner is low.	If "Toner Low" or "Toner Empty. Replace with new Toner Cartridge." appears, replace the toner cartridge.	 <a href="#">Replacing the Toner Cartridge</a>
The setting of [Black Finish] is not suitable for the application.	On the printer driver, select [Composite Black (CMYK)] of [True Black (K)] for [Black Finish].	 <a href="#">About Screens and Functions of Each Printer Driver</a>
The color adjustment has been modified.	Do color matching from the printer driver.	 <a href="#">Color Matching (Office Color)</a>  <a href="#">Color Matching (Graphic Pro)</a>
The color balance is out of adjustment.	Press [Device Settings] > [Admin Setup] > [Color Setup], and adjust density or color balance.	 <a href="#">Correcting Density Manually</a>  <a href="#">Adjusting Color Balance (Density)</a>
Color registration is out of alignment.	Open and close the output tray. Or, press [Device Settings] > [Admin Setup] > [Color Setup], and then [Adjust Registration].	 <a href="#">Print Setup</a>

## Solid printing of CMY 100% is too light

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Cause	Solution	Reference
[CMY100% Density] is set to [Disable].	Press [Device Settings] > [Admin Setup] > [Color Setup] > [CMY100% Density], and then select [Enable].	-

## Problems about Software

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- ❖ Problems on Configuration Tool
- ❖ Problems on a Web Browser
- ❖ Problems on Other Software
- ❖ About Restrictions on Each OS

# Problems on Configuration Tool

## ■ [Device Setting] tab

- Cloning

Symptom	Cause	Solution	Reference
A copy destination device is not displayed on the screen.	The model name of the copy destination device is different. Cloning functions only between the devices with the same model name.	Check the model name of the copy destination device.	-
If multiple devices are specified as copy destinations, copying cannot be made to some of the devices.	The entered administrator password is different from the administrator password of the device to which copying cannot be made.	Check the administrator password of the device to which copying cannot be made.	-

## ■ [User Setting] tab

- E-mail Address Manager

Symptom	Cause	Solution	Reference
Some items cannot be edited.	The items are locked because other functions use them.	Unlock the used item before editing.	-
Cannot edit at all	The items are locked because this machine is being set from another computer.	Wait until setting from another computer is complete. Alternatively, interrupt setting from another computer before editing.	-
Cannot set the edits to this machine	Editing is timed out.	Set a longer time-out period for this machine before editing. Press [Device Settings], select [Admin Setup] > [Management] > [System Setup] > [Address Information Lock Time Out], and then enter any period of time.	 Management

- Speed Dial Manager

Symptom	Cause	Solution	Reference
Some items cannot be edited.	The items are locked because other functions use them.	Unlock the used item before editing.	-
Cannot edit at all	The items are locked because this machine is being set from another computer.	Wait until setting from another computer is complete. Alternatively, interrupt setting from another computer before editing.	-
Cannot	Editing is timed out.	Set a longer time-out period for this	 Management

set the edits to this machine		machine before editing. Press [Device Settings], select [Admin Setup] > [Management] > [System Setup] > [Address Information Lock Time Out], and then enter any period of time.	
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- Profile Manager

Symptom	Cause	Solution	Reference
Some items cannot be edited.	The items are locked because other functions use them.	Unlock the used item before editing.	-
Cannot edit at all	The items are locked because this machine is being set from another computer.	Wait until setting from another computer is complete. Alternatively, interrupt setting from another computer before editing.	-
Cannot set the edits to this machine	Editing is timed out.	Set a longer time-out period for this machine before editing. Press [Device Settings], select [Admin Setup] > [Management] > [System Setup] > [Address Information Lock Time Out], and then enter any period of time.	 Management

- Network Scan Manager

Symptom	Cause	Solution	Reference
Some items cannot be edited.	The items are locked because other functions use them.	Unlock the used item before editing.	-
Cannot edit at all	The items are locked because this machine is being set from another computer.	Wait until setting from another computer is complete. Alternatively, interrupt setting from another computer before editing.	-
Cannot set the edits to this machine	Editing is timed out.	Set a longer time-out period for this machine before editing. Press [Device Settings], select [Admin Setup] > [Management] > [System Setup] > [Address Information Lock Time Out], and then enter any period of time.	 Management

- Cloning

Symptom	Cause	Solution	Reference
A copy destination device is not displayed on the screen.	The model name of the copy destination device is different. Cloning functions only between the devices with the same model name.	Check the model name of the copy destination device.	-
If multiple devices are specified as copy destinations, copying cannot be made to some of the devices.	The entered administrator password is different from the administrator password of the device to which copying cannot be made.	Check the administrator password of the device to which copying cannot be made.	-

<p>Copying cannot be made to a device by performing cloning with the following functions.</p> <ul style="list-style-type: none"> <li>▪ E-mail Address Manager</li> <li>▪ Speed Dial Manager</li> <li>▪ Profile Manager</li> <li>▪ Network Scan Manager</li> <li>▪ Auto Delivery Manager</li> </ul>	<p>Information that is to be replaced in the copy destination device is locked because it is being edited or used.</p>	<p>Unlock the used information before performing cloning.</p>	<p>-</p>
<p>If I perform cloning with Auto Delivery Manager, the following settings are also copied.</p> <ul style="list-style-type: none"> <li>▪ E-mail Address Manager</li> <li>▪ Speed Dial Manager</li> <li>▪ Profile Manager</li> </ul>	<p>If e-mails or speed dials are used for the auto delivery settings of the copy source device, these settings also need to be copied at the same time.</p>	<p>To copy only the auto delivery settings, delete the e-mail, speed dial, or other settings from the copy source device before performing cloning.</p>	<p>-</p>

## [Alert Info] tab

Symptom	Cause	Solution	Reference
<p>Cannot enable an alert on the [Alert Info(Detect and notify of device events)] screen</p>	<p>[Save the Log setup] in this machine is disabled.</p>	<p>Follow the procedure below:</p> <ol style="list-style-type: none"> <li>1. Press [Device Settings], select [Admin Setup] &gt; [Management] &gt; [Job Log Setup] &gt; [Save Job Log], and then select [Enable].</li> <li>2. Press [Yes] on the confirmation screen to reboot the machine.</li> <li>3. Click [Update device] on the [Alert Info(Detect and notify of device events)] screen.</li> </ol>	 Management



## Problems on a Web Browser

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Symptom	Point to check	Solution
Unable to connect with the machine	A LAN cable is unplugged.	Check that the cable is plugged into the machine and computer properly.
	The IP address is incorrect.	Check the IP address of the machine and enter it correctly.

# Problems on Other Software

## Memo

- If you cannot solve a problem with the following solutions, contact your dealer.
- For problems caused by an application, contact the manufacturer of the application.

## USB Connection Problems (For Windows)

Symptom	Cause/solution	Reference
An icon for the machine is not created on the [Devices and Printers] folder.	The printer driver is not installed correctly. Reinstall the printer driver correctly.	 <a href="#">Installing a Driver and Software to a Computer</a>
When a printer driver is already installed, another printer driver cannot be installed.	Perform [Custom Install] by following the procedure described in the reference.	 <a href="#">Installing a Driver and Software to a Computer</a>
The [Unable to install printer driver] error message is displayed.	Use Plug-and-Play. Follow the procedure below: <ol style="list-style-type: none"><li>1. Check that the machine and computer are turned off.</li><li>2. Connect a USB cable.</li><li>3. Turn the machine on.</li><li>4. Turn the computer on.</li><li>5. When the [Found New Hardware Wizard] is displayed, follow the on-screen instructions to complete the setup.</li></ol>	-

# About Restrictions on Each OS

Windows 8/ Windows Server 2012/ Windows 7/ Windows Vista/ Windows Server 2008 R2/ Windows Server 2008

Windows Server 2003 Service Pack 1

This chapter describes about the restrictions for the printer drivers or utilities.

## Windows 8/ Windows Server 2012/ Windows 7/ Windows Vista/ Windows Server 2008 R2/ Windows Server 2008

Item	Symptom	Cause/solution
Printer driver	[Help] is not displayed.	The Help function is not supported.
	The [User Account Control] dialog box is displayed.	When you start an installer or utility, the [User Account Control] dialog box may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No] or [Cancel], the installer or utility does not start.
Network Extension	[Help] is not displayed.	The Help function is not supported.
	The [User Account Control] dialog box is displayed.	When you start an installer or utility, the [User Account Control] dialog may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No], the installer or utility does not start.
	The [Program Capability Assistant] dialog box is displayed.	If the [Program Capability Assistant] dialog box is displayed after installation (including if you stop installation before it is complete), be sure to click [This program installed].
Color Correct Utility	The [User Account Control] dialog box is displayed.	When you start an installer or utility, the [User Account Control] dialog may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No], the installer or utility does not start.
	The [Program Capability Assistant] dialog box is displayed.	If the [Program Capability Assistant] dialog box is displayed after installation (including if you stop installation before it is complete), be sure to click [This program installed correctly].
ColorSwatchUtility	The [User Account Control] dialog box is displayed.	When you start an installer or utility, the [User Account Control] dialog may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No], the installer or utility does not start.
	The [Program Capability Assistant] dialog box is displayed.	If the [Program Capability Assistant] dialog box is displayed after installation (including if you stop installation before it is complete), be sure to click [This program installed correctly].

	displayed.	
PS Gamma Adjuster	The [User Account Control] dialog box is displayed.	When you start an installer or utility, the [User Account Control] dialog may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No], the installer or utility does not start.
	The [Program Capability Assistant] dialog box is displayed.	If the [Program Capability Assistant] dialog box is displayed after installation (including if you stop installation before it is complete), be sure to click [This program installed correctly].
ActKey	The [User Account Control] dialog box is displayed.	When you start an installer or utility, the [User Account Control] dialog may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No], the installer or utility does not start.
Configuration Tool	The [User Account Control] dialog box is displayed.	When you start an installer or utility, the [User Account Control] dialog may be displayed. Click [Yes] or [Continue] to run the installer or utility as the administrator. If you click [No], the installer or utility does not start.

## Windows Server 2003 Service Pack 1

### Notes for Windows Firewall

On Windows Server 2003 Service Pack 1, the Windows firewall function is enhanced. The following restrictions may apply to printer drivers and utilities.

Item	Symptom	Cause/solution
Printer driver	Unable to print a file when using this machine as a shared printer on a network.	On the server, click [start], and then select [Control Panel] > [Windows Firewall]. Select the [Exceptions] tab, select the [File and Printer Sharing] check box, and then click [OK].
OKI LPR Utility	Unable to find a printer.	If the [Don't allow exceptions] check box is selected on the [General] tab of the Windows firewall, you cannot search for a printer in a segment that is connected to another router. Only printers within the same segment as the printer are the search target. If you cannot find a printer, specify the IP address of the printer on the [Add Printer] or [Confirm Connections] screen.



## **Problems on the Machine or Paper**

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- ❖ Problems on the Machine
- ❖ Problems on Document and Paper
- ❖ If a Power Failure Occurs

# Problems on the Machine



If you cannot solve a problem with the following solutions, contact your dealer.

Symptom	Cause	Solution	Reference
Nothing is displayed on the display screen after turning the machine on.	The power cord is unplugged.	Turn the machine off, and then plug in the power cord firmly.	-
	The power is out.	Check whether the power is supplied to the outlet.	-
The machine does not operate.	The power cord is not firmly plugged in.	Plug in the power cord firmly.	-
	The machine is turned off.	Turn the machine on.	<a href="#">Turning the Machine On</a>
The power switch LED lamp quickly flashes at approximately 0.3-second intervals. 	A malfunction may occur in the machine.	Unplug the power cord immediately, and then contact your dealer.  	-
The power switch LED lamp lights, the (POWER SAVE) button is turned on and nothing is displayed on the operation panel.	The screen saver screen is displayed on the operator panel.	Touch the operation panel.	-
The output tray and front cover cannot be closed.	The belt unit and image drums are not properly installed.	Remove the four image drums and reinstall the belt unit. If the blue locks on the both sides of the belt unit are not locked, the output tray and front cover cannot be closed.	<a href="#">Replacing the Belt Unit</a>
The machine does not start printing.	An error is displayed.	Check the error code, and then follow the on-screen instructions.	<a href="#">Error Message List</a>
	A LAN cable or USB cable is unplugged.	Plug in a LAN cable or USB cable firmly.	<a href="#">Connecting This Machine to a Network</a>
	There may be a problem with a LAN cable or USB cable.	Use another LAN cable or USB cable.	-
	A LAN cable or USB cable does not meet the	<ul style="list-style-type: none"> <li>• Use a USB 2.0 cable.</li> <li>• </li> </ul>	-

	standard.	Use an Ethernet 10BASE-T/ 100BASE-TX cable.	
	There may be a problem with the print function.	Press [Device Settings], select [Reports] > [Configuration], and print out the configuration list to check the printing performance.	 <a href="#">Checking the Information of the Machine</a>
	A communication protocol is disabled.	Press [Device Settings], select [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting], and then enable the communication protocol that you are using.	-
	A printer driver is not selected.	Set the printer driver of the machine as the default printer.	-
	The output port of the printer driver is incorrect.	Specify the output port for connecting a LAN cable or USB cable.	-
The document glass is covered with condensation.	The machine may be used in a humid place or in a place where the temperature and humidity widely vary.	Use machine under proper temperature and humidity conditions. Wipe the document glass with a soft, dry, and clean cloth. If the inside the document glass is covered with condensation, wait a while until the condensation disappears.	 <a href="#">Installation Requirements</a>
Nothing is displayed on the display screen.	The machine is in Sleep mode or Deep Sleep mode.	Check the  (POWER SAVE) button flashes, and then start the machine by pressing the  (POWER SAVE) button.	 <a href="#">Saving Power Consumption with the Power Save Function</a>
Print data is not sent.	A LAN cable or USB cable is damaged.	Connect a new cable.	-
	The time-out period set on the computer has elapsed.	Set a longer time-out period.	-
There is an abnormal sound.	The machine is inclined.	Place the machine on a flat surface.	-
	There are waste paper or foreign objects inside the machine.	Check inside the machine, and then remove any objects.	-
	The output tray is opened.	Close the output tray.	-
There is a buzzing sound.	The machine is printing on heavy or light paper when the temperature inside is high.	This is not a malfunction. You can proceed with the operation.	-
The machine does not start printing immediately.	The machine is warming up to exit Power Save, Sleep mode, or Deep Sleep mode.	You can set to extend the time of period for entering Power Save mode, Sleep mode or Deep Sleep mode	 <a href="#">Saving Power Consumption with the Power Save</a>

		by following the procedure below. Press [Device Settings], and then select [Management] > [Power Save] > [Power Save Time] > [Sleep Time].	Function
	The machine may be cleaning the image drum.	Wait for a while.	-
	The machine is adjusting the temperature of the fuser unit.	Wait for a while.	-
	The machine is processing data from another interface.	Wait until printing is completed.	-
Even if the [Density] setting is changed, printing results do not change.	The settings for [RGB] are changed.	The [Density] setting goes together with the [RGB] setting. They move within an appropriate range.	 <a href="#">Adjusting the Density (Density)</a>
Printing stops halfway.	The temperature inside the machine rises due to continuous printing for a long time, resulting in the temperature being adjusted.	Wait for a while. When the machine reaches the suitable temperature, printing restarts automatically.	-
The specified settings such as the time setting have been erased.	The machine is left turned off for a long time, or turn the machine on and off every time you use the machine.	The battery may reach its lifetime. Contact your dealer.	-
Free space in Memory is insufficient.	The print data is complicated.	Simplify the print data.	-
All pages are not printed.	The WSD port is used.	Change the print port to Standard TCP/IP Port.	-
Printing is slow.	Printing process is also processed in the computer.	Use a computer with faster processing speed.	-
	You have selected [High Quality (Multiple tones)] on the [Print Job Options] tab of the printer driver.	Select [Fine / Detail (600x1200)] or [Normal (600x600)] on the [Job Options] tab of the printer driver.	-
	The print data is complicated.	Simplify the print data.	-
The printer driver is not correctly displayed.	The printer driver may not be operating correctly.	Uninstall the printer driver, and then install it again.	 <a href="#">Removing the Printer Driver (Windows)</a>  <a href="#">Removing the Printer Driver (Mac OS X)</a>  <a href="#">Installing Software</a>
The machine turns off automatically.	If the machine is not used for a certain period of	Press [Device Settings], select [Admin Setup] >	 <a href="#">Saving Power Consumption</a>

	time (the factory default is 4 hours), the machine turns off automatically. This function is called Auto Power Off.	[User Install] > [Power Setup] > [Auto Power Off], and then disable the function.	with the Power Save Function
The web page does not open.	The IP address is incorrect.	Check the IP address to the machine, and then enter proper value.	 <a href="#">Open the Web Page of This Machine</a>
	The LAN cable is disconnected.	Make sure that the LAN cable is securely connected.	 <a href="#">Connecting This Machine to a Network</a>

# Problems on Document and Paper



If you cannot solve a problem with the following solutions, contact your dealer.

Symptom	Cause	Solution	Reference
The document is not ejected from the machine.	The document jammed.	Remove the jammed document, and then set it again.	<a href="#">Setting a Document</a>
The document often jams.	The document is not appropriate.	Use an appropriate document.	<a href="#">Setting a Document</a>
	The document guides are not aligned.	Adjust the document guides to the document.	<a href="#">Setting a Document</a>
	There is a piece of paper inside the ADF.	Open the ADF cover to check.	<a href="#">If a Document Jam Occurs</a>
	The document feed roller of the ADF is dirty.	Clean the document feed roller of the ADF.	<a href="#">Cleaning the Document Feed Rollers and Document Holding Rollers</a>
▪ Paper often jams. ▪ Multiple sheets of paper are pulled in at the same time. ▪ Paper is pulled in at an angle.	The machine is inclined.	Place the machine on a flat surface.	-
	The paper is too light or too heavy.	The paper is too light or too heavy. Use the appropriate paper for the machine.	<a href="#">Loading Paper</a>
	The paper is damp or has a static charge.	Use paper stored under proper temperature and humidity conditions.	<a href="#">Loading Paper</a>
	The paper is wrinkled, folded, or curled.	Use the appropriate paper for the machine. Fix the curled paper.	<a href="#">Loading Paper</a>
	The back side of the paper is printed.	The paper that has been printed once cannot be used in Tray 1 and Tray 2/3/4. Load the paper in the MP tray for printing.	-
	The edges of the paper are not aligned.	Fan a stack of the paper well, and then align the edges of the paper.	<a href="#">Loading Paper</a>
	There is only one sheet of paper in the tray.	Load multiple sheets of paper.	-
	You added new paper onto the paper that is already loaded in the tray.	Remove the already loaded paper, stack up it onto the new paper, and then align the edges of all the paper.	<a href="#">Loading Paper</a>
	Paper is loaded at an	For Tray 1 and Tray 2/3/4, adjust	<a href="#">Loading</a>

	angle.	the paper guide and paper stopper to the paper. For the MP tray, adjust the manual feeding paper guide to the paper.	Paper
	Envelopes are loaded in the wrong direction.	Load the envelopes correctly.	 <a href="#">Loading Paper</a>
	Paper, envelopes, or labels whose weight is 221 to 256 g/m <sup>2</sup> (56 to 95 lb) is loaded in Tray 1 and Tray 2/3/4.	Load the paper, envelopes, or labels whose weight is 221 to 256 g/m <sup>2</sup> (56 to 95 lb) is in the MP tray.	 <a href="#">Loading Paper</a>
	The rear output tray is not closed firmly.	Close the rear output tray firmly.	 <a href="#">Setting Output Tray</a>
Paper is not fed.	The [Paper Feeding Source] setting on the printer driver is specified incorrectly.	Check the paper tray, and then select the correct tray in [Paper Feeding Source] on the printer driver.	-
	The manual feeding is specified on the printer driver.	Load paper in the MP tray, and then select [Start] on the operator panel.  Alternatively, disable the [Use MP tray as manual feed] setting on the printer driver.	 <a href="#">Printing Manually One by One</a>
Paper is not fed from Tray 2/3/4 (optional).	Tray 2/3/4 is not set with the printer driver.	Set Tray 2/3/4 with the printer driver.	 <a href="#">Installing the Additional Tray Unit(s) to the Machine</a>
Even after the jammed paper was removed, the machine does not work.	-	Open and close the output tray.	-
Paper is curled. Paper is creased.	The paper is damp or has a static charge.	Use paper stored under proper temperature and humidity conditions.	 <a href="#">Loading Paper</a>
	The paper is light.	Press [Device Settings], select [Paper Setup] > [(tray name)] > [Media Weight], and then specify a lighter weight.	 <a href="#">Loading Paper</a>
The paper twists around the rollers in the fuser unit.	The settings of media weight and type are incorrect.	Press [Device Settings], select [Paper Setup] > [(tray name)] > [Media Type]/[Media Weight], and then specify the appropriate values.  Alternatively, specify heavier weight in [Media Weight].	 <a href="#">Loading Paper</a>
	The paper is light.	Use heavier paper.	-
	There are nearly solid fill on the leading edge of the paper.	Insert a margin into the leading edge of the paper.  For duplex printing, insert a margin into the bottom edge of the paper as well.	-
The paper twists around the	Paper is too light or thin.	Use heavier paper.	-

rollers in the belt unit.		Or load the paper in the different direction. (If the paper is set in landscape orientation, set the paper in the horizontal orientation.)	
A corner of paper is folded (edge folded).	Paper is curled.	Use paper stored under proper temperature and humidity conditions.	-
The paper is twinkled when printing on envelopes.	The paper is damp.	Use paper stored under proper temperature and humidity conditions.	 <a href="#">Loading Paper</a>
	The machine is printing when the temperature and humidity conditions are high.	Set [High Humid Mode] of [User Install] to [ON] on [Admin Setup].	 <a href="#">User Install</a>
	If you cannot solve a problem with the above solutions	Load the envelope with the flap (for gluing) on the printer side, and then set the reverse page orientation (180°) on the printing preferences.	 <a href="#">About Screens and Functions of Each Printer Driver</a>

# If a Power Failure Occurs

## ■ The operation of the machine

If a power failure occurs, the machine operates as follows.

### ! Note

- Since the machine is not turn on automatically, turn it on by pressing the power switch after the power is restored.
- The operation that uses an uninterruptible power supply (UPS) or inverter is not guaranteed. Do not use an uninterruptible power supply (UPS) or inverter.

Machine's Status	Operation
During a call	You can continue talking.
During a transmission	The transmission stops halfway. When the power is restored, <ul style="list-style-type: none"><li>If a Memory transmission is used, the machine automatically retransmits from the page on which the transmission stopped.</li><li>If a real time transmission is used, the machine does not send the data again. Set the document, and then specify the destination again to start the transmission.</li></ul>
During a reception	The reception stops halfway. If the machine received one or more pages, the erased report is printed after the power is restored. A received image is not printed.
Copying or printing a list	Printing stops halfway. When the power is restored, start the print job again.
Idle	You cannot start another copy, fax, scan, or print job. You also cannot receive another fax.

## ■ Stored fax data

- Backing up data in Memory

The image data stored in the Memory is retained even if a power failure occurs or you turn the machine off.

- Erased report

If the fax data in Memory is lost, an erased report is printed automatically.

The following documents are eligible for an erased report.

- Fcode Box Document
- Documents received in Memory
  - An erased report informs you of the following items of deleted data.
- Document type
- Fcode box number

- Fcode box name
- Destination name
- Fcode confidential communication/Fcode bulletin board communication
- Time when communication started
- Number of received pages

### Memo

If a fax is received with the manual reception, Fcode polling reception, or Fcode confidential reception, its reception type is also printed.

# AirPrint Problems

## Note

- The machine may take a few minutes to connect to a network after turning the machine on. Check that the machine is connected to the network before printing.
- If using Mac OS X or iOS, upgrade to the latest version before use.

Symptom	Point to check	Solution	Reference
The "No AirPrint Printers Found" message is displayed on an iOS device.	Is the machine turned on?	Turn the machine on. If the machine is turned on, turn it off and then back on, and then check whether the problem is solved.	 <a href="#">Turning the Machine On or Off</a>
	Is the machine connected to the same network as the iOS device?	Check that the machine is displayed on the print screen of the iOS device. If the machine is not displayed, check the IP address.	 <a href="#">Easy Setup</a>
The printer connected via USB is not found.	Is the USB setting set to "IPP" ?	Press [Device Settings] > [AdminSetup] > [Management] > [Local Interface] > [USB Menu] > [USB Assignment] > Select [IPP].	-
Unable to print.	Is the machine turned on?	Turn the machine on. If the machine is turned on, turn it off and then back on, and then check whether the problem is solved.	 <a href="#">Turning the Machine On or Off</a>
	Is the machine connected to the same network as the iOS device?	Check that the machine is displayed on the print screen of the iOS device. If the machine is not displayed, check the IP address.	 <a href="#">Easy Setup</a>
	Is the latest firmware version installed?	Check the firmware version of this machine and iOS device. If the version of the firmware is not the latest, update to the appropriate version from the OKI web site or Apple web site.	-
	Is there paper in the tray?	Check the message informing you that paper runs out.	 <a href="#">Error Message List</a>  <a href="#">If the STATUS Button on the Operator Panel Lights Up or Flashes</a>
	Is there toner in the toner cartridge?	Check the message informing you that toner runs out.	 <a href="#">Error Message List</a>  <a href="#">If the STATUS Button on the Operator Panel Lights Up or</a>

		Flashes
Is AirPrint set to [Enable]?	Press [Device Settings], and check the status of [AirPrint]. When [Disable] is displayed, AirPrint is not available.	-
Is an error displayed?	Check the error message or the  (STATUS) button.	 <a href="#">Error Message List</a>  <a href="#">If the STATUS Button on the Operator Panel Lights Up or Flashes</a>

# Google Cloud Print Problems

Symptom	Point to check	Solution	Reference
The machine cannot be registered in Google Cloud Print.	-	Register again from the beginning.	 <a href="#">Setting Google Cloud Print</a>
Unable to print.	Is the machine registered in Google Cloud Print correctly?	Register the machine in Google Cloud Print correctly.	 <a href="#">Checking Google Cloud Print Registrations</a>  <a href="#">Setting Google Cloud Print</a>
	Is there any error in the connection status of the machine?	Open the Web page of this machine, and check the connection by following the procedure below. Select [Admin Setup] > [View Information] > [Network] > [Google Cloud Print], and then check [XMPP Status] and [HTTP Status]. If [Error(error code)] is displayed, refer to "Error code is displayed" in this topic.	-
	Do you use a corporate internal network?	Check that the XMPP(5222) port is opened. For detail on the network, contact your network administrator.	-
Even after the machine was deleted from Google Cloud Print, the registration information remains on the management screen.	Did you delete the registration information with the machine connected to a network?	Delete the machine on the management screen of Google Cloud Print.	 <a href="#">Checking That Deletion is Complete</a>
Even after the machine was deleted from Google Cloud Print, the registration information remains in the machine.	Did you delete the machine on the management screen of Google Cloud Print?	Delete the registration information from the operator panel of the machine.	 <a href="#">Checking That Deletion is Complete</a>

## An error code is displayed on the panel

If an error occurs, the error code (8-digit alphanumeric value) is displayed on the operator panel of the machine. Check the first three characters, or last two digits of the error code, and then follow the procedure of the error code list.

- Error code list

An "x" in the error code list means any alphanumeric characters.

Error code	Solution	Reference
00000000	The machine is operating normally.	-

10axxx13	A connection error with the HTTP server (server authentication error).	 <a href="#">About Importing the CA Licenses of the Proxy Server</a>
10bxxx13	Access the Web page ( <a href="http://(IP address of this machine)"><code>http://(IP address of this machine)</code></a> ) of the machine, and then check the imported CA license. Alternatively, update the firmware.	
10cxxx13		
10axxx16	A connection error with the proxy server (server authentication error).	 <a href="#">About Importing the CA Licenses of the Proxy Server</a>
10bxxx16	Access the Web page ( <a href="http://(IP address of this machine)"><code>http://(IP address of this machine)</code></a> ) of the machine, and then check the imported CA license. Alternatively, update the firmware.	
10cxxx16		
103xxx83	A connection error with the XMPP server (server authentication error).	 <a href="#">About Importing the CA Licenses of the Proxy Server</a>
10bxxx83	Access the Web page ( <a href="http://(IP address of this machine)"><code>http://(IP address of this machine)</code></a> ) of the machine, and then check the imported CA license. Alternatively, update the firmware.	
103xxx86	A connection error with the proxy server (server authentication error).	 <a href="#">About Importing the CA Licenses of the Proxy Server</a>
10bxxx86	Access the Web page ( <a href="http://(IP address of this machine)"><code>http://(IP address of this machine)</code></a> ) of the machine, and then check the imported CA license. Alternatively, update the firmware.	
xxxxxx11	An error with the DNS server has occurred. Check the DNS server setting of the machine.	 <a href="#">Checking Google Cloud Print Registrations</a>
xxxxxx12	Failed to connect to the HTTP server. The connection cannot be established due to your network environment. Check with your network administrator.	-
xxxxxx13	An HTTP server connection error. The connection cannot be established due to your network environment. Check with your network administrator.	-
xxxxxx14	An error with the DNS server has occurred. Check the DNS server setting of the machine or the setting of the proxy server name.	 <a href="#">Checking Google Cloud Print Registrations</a>
xxxxxx15	Failed to connect to the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	 <a href="#">Checking Google Cloud Print Registrations</a>
xxxxxx16	A proxy server connection error. The connection cannot be established due to your network environment. Check with your network administrator.	 -
xxxxxx17	An authentication error of the proxy server. Check the proxy server setting of the machine. If the problem cannot be solved, check with your network administrator.	 <a href="#">Checking Google Cloud Print Registrations</a>
xxxxxx81	An error with the DNS server has occurred. Check the DNS server setting of the machine.	 <a href="#">Checking Google Cloud Print Registrations</a>
xxxxxx82	Failed to connect to the XMPP server. Check that the XMPP(5222) port is opened. If the problem cannot be solved, check with your network	-

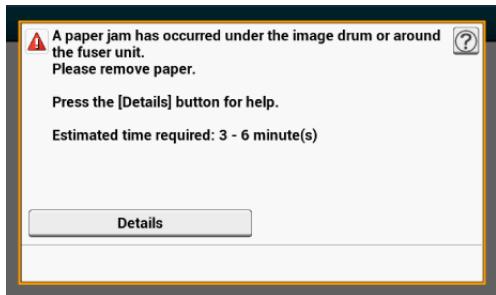
	administrator.	
xxxxxx83	<p>Failed to connect to the XMPP server.            Check that the XMPP(5222) port is opened.            If the problem cannot be solved, check with your network administrator.</p>	-
xxxxxx84	<p>An error with the DNS server has occurred.            Check the DNS server setting of the machine or the setting of the proxy server name.</p>	 <a href="#">Checking Google Cloud Print Registrations</a>
xxxxxx85	<p>Failed to connect to the proxy server.            Check the proxy server setting of the machine.            If the problem cannot be solved, check with your network administrator.</p>	 <a href="#">Checking Google Cloud Print Registrations</a>
xxxxxx86	<p>A connection error with the proxy server.            Check that the XMPP(5222) port is opened.            If the problem cannot be solved, check with your network administrator.</p>	-
xxxxxx87	<p>An authentication error of the proxy server.            Check the proxy server setting of the machine.            If the problem cannot be solved, check with your network administrator.</p>	 <a href="#">Checking Google Cloud Print Registrations</a>

# If an Error Message is Displayed on the Operator Panel

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If an error occurs in this machine, an error message and/or an error code (a 3-digit number) is displayed on the operator panel.

In such a case, the  (STATUS) button lights up or flashes.



If you are not sure how to solve a problem, enter the error message or error code into "Error Message List", and then check the error cause and its solution.

- [Error Message List](#)

## Error Message List

### Wait a moment. Network initializing ...

The network is being initialized.

Wait for a while until the machine connects to the network.

### Checking File System

File system in the hard disk is being checked. Wait for a while.

### Inspection is required. PU Flash Error

Turn the machine off, and then back on. If the same error occurs, contact your dealer.

### Inspection is required. PU Communication Error

Turn the machine off, and then back on. If the same error occurs, contact your dealer.

### Offline Mode

The machine is offline. Press the Online button to set it to [Online].

### Data present.

Data remains unprinted.

### Deleting data.

The job was cancelled or user is unauthorized.

### Warming up.

The machine is adjusting the temperature of the fuser unit. Wait for a while.

### Preparing ...

Color registration and density are being adjusted. Wait for a while.

### Updating firmware. Do not turn OFF the power.

The programs on the machine are being updated.

Do not turn the machine off until the update completes.

The machine automatically restarts after the update completes.

### Toner Low.

The toner indicated on the screen is low. Have a new toner cartridge ready.

### Waste Toner Full Replace with new Toner Cartridge.

Waste toner is full. Replace the toner cartridge with a new one.

C: Cyan (blue), M: Magenta (red)

### C Non Recommended Toner.

An optimum C (Cyan, blue) toner cartridge is not installed.

Use a toner cartridge that matches your machine.

### M Non Recommended Toner.

An optimum M (Magenta, red) toner cartridge is not installed.

Use a toner cartridge that matches your machine.

### Y Non Recommended Toner.

An optimum Y (Yellow) toner cartridge is not installed.

Use a toner cartridge that matches your machine.

### K Non Recommended Toner.

An optimum K (Black) toner cartridge is not installed.

Use a toner cartridge that matches your machine.

### Error Postscript

A postscript error has occurred.

### Image Drum Near Life.

The image drum indicated on the screen is near life. Have a new image drum ready.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

### Fuser Near Life.

The fuser unit is near life. Have a new fuser unit ready.

### Belt Unit Near Life.

The belt unit is near life. Have a new belt unit ready.

## Fuser Unit Life. Install New Fuser Unit.

The fuser unit reaches its lifetime.

Replace the fuser unit with a new one.

## Belt Unit Life. Install New Belt Unit.

The belt unit reaches its lifetime.

Replace the belt unit with a new one.

## Toner empty. Replace with new Toner Cartridge.

The toner indicated on the screen is empty. Replace the empty toner cartridge with a new one.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

## Toner cartridge not installed.

A color toner cartridge indicated on the screen is not installed.

Install the toner cartridge.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

## Image Drum Life. Please install new Image Drum Unit.

The image drum indicated on the screen reaches its lifetime.

Replace the image drum with a new one.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

## TRAY is empty.

No paper is loaded in the tray. Load paper.

## File System is full.

Memory in the file system is full.

Delete unnecessary files.

## The File System is write-protected.

The file you are trying to write is write-protected.

Check the file name.

## Insufficient page Memory to collate.

Insufficient Memory error has occurred during collate printing.

Reduce the number of pages to print.

## **Insufficient Memory. Error: 014**

Memory full error has occurred during PC Fax reception. Press [Close].

## **Unauthorized user, job cancelled.**

Unauthorized job was sent or unauthorized user attempted to print or send a fax. Data was deleted. Contact your administrator to use this machine.

## **File erasing ...**

Files stored for authentication print are being deleted.

Wait for a while.

## **Deleting encrypted authentication print data.**

Files stored for encrypted authentication print are being deleted. Wait for a while.

## **Erased Data Full**

Files supposed to be deleted are full. Erase the files.

## **Secure job storage period exceeded.**

Files whose authentication print data storage period expired were automatically deleted.

## **Disk Read/Write Error**

An error has occurred in the file system. Press [Close].

## **Flash Error**

An error has occurred when firmware was being updated.

Contact the administrator.

## **Invalid print data received.**

Invalid print data or PC fax data was received. To erase the message, press [Close].

If you performed authentication printing, the data was deleted because it was incomplete. Print again.

## **Received data has been discarded because Job Type is restricted.**

Data whose job type is not defined in the acceptable job type settings was received. The data was discarded without being processed.

Select a job type defined in the acceptable job type settings for [Job Type] of the printer driver and print again.

**Manual Request.**

Print on paper fed manually. Load paper in the MP tray.

**Please change [MEDIA\_SIZE] [MEDIA\_TYPE] in [TRAY]. Error: 461, 462, 463, 464**

The size and type of fed paper do not match those indicated on the screen. Use the same size and type of paper selected on the application.

**Please change [MEDIA\_SIZE] [MEDIA\_TYPE] in MP Tray Error: 460**

The size and type of paper loaded in the MP tray do not match those indicated on the screen. Make sure that the size and type of paper loaded in the MP tray match those selected on the application.

**Wait a moment. Message Data processing ...**

Messages to be displayed on the machine are being updated. Wait for a while.

**Wait a moment. Message Data writing ...**

Messages to be displayed on the machine are being updated. Wait for a while.

**Restart the machine. Writing message data has been complete.**

Messages to be displayed on the machine are now updated.

Turn the machine off, and then back on.

Wait for a while.

**Please check data. Message Data Write Error**

Updating messages to be displayed on the machine failed.

Make sure that you use right data for this machine.

**Wait a moment. Network Configuration writing ...**

Network settings for this machine is changed. The new settings are being stored. Wait for a while.

**Wait a moment. Network initializing ...**

Network settings for this machine are initializing.

**Paper [TRAY] is empty Set [MEDIA\_SIZE] Error: 490, 491, 492, 493, 494**

No paper is loaded in the indicated tray. Load paper of the displayed size.

**[TRAY] cassette is missing. Open and Close the indicated cassette. Error: 440, 441, 442, 430, 431, 432, 433**

The tray is not installed. Install the cassette. If the cassette is already inserted, pull it out, and then insert it again.

**Insufficient Memory. Error: 420**

Data is too complicated. Memory full error has occurred during processing. Reduce the volume of the print data.

**Waste Toner Full Replace with new Toner Cartridge. Error: 414, 415, 416, 417**

Waste toner of the toner cartridge is full. Opening and closing the front cover can resume printing for a while, but it may damage the image drum. Replace the toner cartridge with a new one as soon as possible.

C: Cyan (blue), M: Magenta (red)

**Toner empty. Replace with new Toner Cartridge. Error: 410, 411, 412, 413**

The indicated cartridge ran out of toner.

Opening and closing the front cover can resume printing for a while, but it may damage the image drum. Replace the toner cartridge with a new one as soon as possible.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

**Incompatible C Toner. Error: 552, 556, 616, 622**

The installed C (Cyan, blue) toner cartridge is not optimum.

We recommend using an optimum toner cartridge.

**Incompatible M Toner. Error: 551, 555, 615, 621**

The installed M (Magenta, red) toner cartridge is not optimum.

We recommend using an optimum toner cartridge.

**Incompatible Y Toner. Error: 550, 554, 614, 620**

The installed Y (Yellow) toner cartridge is not optimum.

We recommend using an optimum toner cartridge.

**Incompatible K Toner. Error: 553, 557, 617, 623**

The installed K (Black) toner cartridge is not optimum.

We recommend using an optimum toner cartridge.

**Toner Not Installed. Error: 610, 611, 612, 613**

A color toner cartridge indicated on the screen is not installed.

Install the toner cartridge.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

### Image Drum Sensor Error Check Image Drum. Error: 540, 541, 542, 543

The sensor error has occurred in the image dram indicated on the screen.

Uninstall the image dram, and then install it again.

If the message persists, uninstall the toner cartridge and install it again.

If the toner cartridge is not installed, install it.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

### Multiple sheets of paper have been fed. Reset Paper in [TRAY]. Error: 401

The indicated tray fed multiple sheets of paper at a time.

Remove the cassette from the tray, and then load paper again.

### Paper Size Error. Reset Paper in [TRAY]. Error: 400

Paper size error has occurred in the indicated tray. Make sure that the size made by paper loaded in the tray matches the setting made by the paper size dial in the paper cassette. Load paper according to the paper size and direction set for the paper size dial.

If the setting made by the paper size dial is wrong, cancel printing first, set the paper size dial, and then print again.

Make sure that the cassette does not feed multiple sheets of paper at a time after starting printing. If it happens, remove paper, and then load paper correctly.

### Paper jam has occurred. Open the front cover and remove the paper. Error: 390

Paper jammed via the paper feed path from the MP tray.

If the edge of the jammed paper is not visible, open the front cover and remove the paper.

### Paper jam has occurred. Pull out the [TRAY] cassette and then remove the paper. Error: 391, 392, 393, 394

A paper jammed via the paper feed path from the indicated tray.

Pull out the cassette, and then remove paper. If multiple sheets of paper are fed at a time, remove paper and reload paper.

Make sure that the paper stoppers are set in the right position.

### Paper jam has occurred. Open the front cover and remove the paper. Error: 372, 380

Paper jammed in the paper feed path of the machine. Open the front cover and remove the jammed paper.

**A paper jam has occurred under the image drum or around the fuser unit. Please remove paper. Error: 381, 382, 383, 348, 389**

A paper jam has occurred inside the machine.

Open the cover and remove jammed paper.

**A paper jam has occurred under the image drum or around the fuser unit. Please remove paper. Error: 381, 382, 383, 348, 389**

Paper jammed near the duplex printing unit.

Pull out the duplex unit on the back of the machine, and then remove jammed paper.

**The 2-Sided Printing unit is not set correctly. Error: 360**

The duplex unit is not properly installed. Install the duplex unit.

**Image Drum Life. Please install new Image Drum Unit. Error: 350, 351, 352, 353**

The image dram indicated on the screen reaches its lifetime.

Replace the image drum with a new one.

Opening and closing the cover can resume printing for a while. Replace with a new one as soon as possible, however.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

**Image Drum Life. Please install new Image Drum Unit. Error: 560, 561, 562, 563, 564, 565, 566, 567**

The image dram indicated on the screen reaches its lifetime.

Replace the image drum with a new one.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

**Image Drum Life. Please install new Image Drum Unit. Error: 680, 681, 682, 683**

Printing has stopped because the image dram indicated on the screen reached its lifetime. Replace with a new image dram to print.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

**Fuser Unit Life. Install New Fuser Unit. Error: 354**

The fuser unit reaches its lifetime.

Replace the fuser unit with a new one.

Opening and closing the cover can resume printing for a while. Replace with a new one as soon as possible for maintaining the print quality.

**Belt Unit Life. Install New Belt Unit. Error: 355**

The belt unit reaches its lifetime.

Replace the belt unit with a new one.

Opening and closing the cover can resume printing for a while. Replace with a new one as soon as possible for maintaining the print quality.

### The Fuser Unit is not installed correctly. Reset Fuser Unit. Error: 348

The fuser unit is not properly installed. Remove and re-install the fuser unit. If the error persists after re-installing, replace the fuser unit with a new one.

### Waste Toner Full. Install New Belt Unit. Error: 356

Waste toner of the belt unit is full. Replace the belt unit with a new one. Opening and closing the cover can resume printing. Printing stops after 500 sheets are printed.

### Toner cartridge not properly installed. Error: 544, 545, 546, 547

A color toner cartridge indicated on the screen is not installed.

Make sure that the lever on the toner cartridge is fully turned and the protective tape is removed.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

### Image Drum not properly installed. Check Image Drum. Error: 340, 341, 342, 343

The indicated image drum is not installed correctly.

Remove and re-install the image drum.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

### The Fuser Unit is not installed correctly. Reset Fuser Unit. Error: 320

The fuser unit is not properly installed. Remove and re-install the fuser unit.

### Belt Unit not installed correctly. Re-set the Belt Unit. Error: 330

The belt unit is not properly installed. Remove and re-install the belt unit.

### [COVER] Open. Error: 310, 311, 587

Indicated cover is open. Close the cover.

Error: 310 The output tray, 311 The front cover, 587 The upper output tray

### Please check data. Program Data Write Error

An error occurred when firmware was being updated.

Use a correct update file.

### Power OFF/ON

Turn the machine off, and then back on.

If the same error occurs, contact your dealer.

### Inspection is required.

Turn the machine off, and then back on.

If the same error occurs, contact your dealer.

### Cancelling ...

The cancel button was pressed while copying. The copy job is being cancelled. Wait for a while.

### Automatic document feeder (ADF) cover is open.

The ADF cover of the scanner is open. Close the cover.

### Document jam has occurred. Open the automatic document feeder (ADF) cover on the scanner to check.

Paper jammed in the ADF of the scanner.

Open the ADF cover and remove jammed paper.

### Scanner lamp error check the lamp.

Light volume of the scanner is low. Contact your dealer.

### Power OFF/ON Carriage Error <1>

An error has occurred on the carriage of the scanner. Turn the machine off, and then back on.

If the same error occurs, contact your dealer.

### USB Memory Full

Scan To USB Memory was cancelled because the USB Memory is full.

Check the free space in the USB Memory.

### Writing to USB Memory failed.

The USB Memory is write-protected. Unlock the protection.

### USB Memory disconnected.

The USB Memory was removed while performing Scan To USB Memory.

### Connect to PC failed.

No destination computer was found for Scan to Computer. Make sure that your computer is turned on and recordable.

To erase the message, press [Close].

### Insufficient Memory occurred during Rx.

Memory full error has occurred during fax reception. Ensure available Memory.

### Communication Error

An error has occurred during fax transmission or fax reception.

### Telephone

The external phone is in use.

### File Transmission Error

An error such as a malfunction of the server or disconnection of a network cable has occurred while performing Scan To shared folder.

Check the network connection.

To erase the message, press [Close].

### E-mail Transmission Error

An error such as a malfunction of the server or disconnection of a network cable has occurred while performing Scan To E-mail. Check the network connection.

To erase the message, press [Close].

### Please check SMTP settings.

Cannot connect to the SMTP server. Check the network settings.

### Please check POP3 settings.

Cannot connect to the POP3 server. Check the network settings.

### SMTP Login failed.

An attempt to log into the SMTP server ended up an authentication error.

Check the network settings.

### SMTP Auth. Unsupported

The SMTP server does not support the authentication system.

Check the network settings.

### **POP3 Login failed.**

An attempt to log into the POP3 server ended up an authentication error.

Check the network settings.

### **Getting target IP failed. Please Check DHCP settings.**

The DHCP server cannot be detected. Check the network connection.

### **Please check DNS settings.**

Cannot connect to the DNS server. Check the network connection.

### **Please check Server settings.**

Cannot connect to the file server. Check the network settings.

### **Server Login failed.**

Logging into the file server failed. Check the server settings.

### **Entering directory failed.**

Connecting to the directory of the FTP server failed. Check the server settings.

### **Changing data Transfer Type failed.**

File transmission failed because the file transfer type was not accepted by the FTP server. Change the FTP transfer type to "binary".

### **File writing failed.**

Files sent using Scan To shared folder could not be written. Check the access rights for the shared folder.

### **FTP destination Full.**

Memory in the FTP server is low. Delete unnecessary files and ensure the free space.

### **Please change File Name.**

The specified file name is not acceptable. Check the FTP server settings and change the file name.

### **Device communication protocol not supported.**

The server does not support CIFS or FTP. Check the server settings.

**Please check Network Share Name.**

The name of the network shared folder is not correct. Check the folder name.

**Please check data. Program Data Write Error**

An error has occurred when program was being updated.

**Please insert USB Memory.**

Scan To USB Memory or print from USB Memory with USB Memory not inserted was attempted.

Insert USB Memory.

**[TRAY] cassette missing.**

The cassette in the indicated tray is pulled out.

Install the cassette.

**Access Limitation Error** Monochrome printing was performed due to the color printing limitation.

A color print job was converted to a mono print job due to an unauthorized user. Contact your administrator for color printing.

**Access Limitation Error** Data was deleted due to the color printing limitation.

A color print job was deleted due to an unauthorized user. Contact your administrator for color printing.

**Restricted access error** Data deleted due to printing restrictions.

A print job was deleted due to an unauthorized user. Contact your administrator for printing.

**Incompatible USB device connected.** Remove the connected USB device.

An unsupported USB device is connected. Remove the USB device.

**Please remove the connected USB device.** USB device has not been recognized.

The connected USB device was not recognized. Remove the USB device.

**Please remove the USB Hub.** USB Hub is connected.

A USB hub is connected. Remove the USB hub. This machine does not support USB hub.

## **Inspection is required. SIP Error**

Turn the machine off, and then back on. If the same error occurs, contact your dealer.

## **Please call service. Scanner unit failed to detect printer unit.**

Turn the machine off, and then back on. If the same error occurs, contact your dealer.

## **HDD Error 0**

While initializing this machine, a hard disk which needs formatting was detected.

## **HDD Error 250**

While initializing this machine, a damaged file for encrypted authentication printing was found. Format the hard disk again.

## **Accounting Log buffer is near full.**

The accounting log buffer is almost full.

Acquire the log and free the buffer.

## **Accounting Log Writing Error**

An accounting log writing error has occurred.

To erase the message, press [Close].

## **Job Log Database Error**

A data base access error has occurred while writing or reading the job log. Turning the machine off and on may resolve the problem.

To erase the message, press [Close].

## **Accounting Log Buffer Full (Delete old logs)**

Old logs were deleted, because accounting log buffer was full. Acquire the log and free the buffer.

## **Power OFF/ON**

Turn the machine off, and then back on. If the same error occurs, contact your dealer.

## **A decoding error occurred. Check the image data.**

An error has occurred in the image data sent to this machine. Check the image data.

**Process has been canceled as there is no space on the device. Please free up enough Memory space by reducing usage and try again.**

Processing data was cancelled due to Memory full.

Reduce the usage on the device to ensure available Memory, and then retry.

**Process has been canceled by a device error. After maintenance or change of the device, please try again.**

Processing data was cancelled because an error occurred on the device.

Repair or replace the device, and then retry.

**Access denied to PC. Please check PC.**

Connecting to a computer failed when performing Scan to Computer. Check the settings on the computer.

**Deleting data.**

This machine ran out of color toner. Color print data is being deleted.

**Error PDF**

The PDF file is damaged.

**This PDF file is password protected.**

This PDF file is password protected. Enter a password to print.

**Valid password required to print document.**

This PDF needs authentication. Enter a password to print.

**No communication with the SNTP server.**

Obtaining current time from the SNTP server failed. Check the server.

**USB Memory disconnected.**

The USB Memory was removed while printing from USB Memory. Do not remove USB Memory while printing is in progress.

**Cannot open the file.**

The specified file could not be Opened. Check the file.

**Cannot read the file.**

Files could not be read. Check the device where the files are stored.

**File loading from USB.**

Data is being read from USB Memory.

Press the Stop button to cancel reading.

**An error occurred. Scanning is pending.**

Printing has stopped due to an error.

**Image Drum Sensor Error.**

The toner sensor error has occurred in the image dram indicated on the screen.

**Printing was stopped. Rear Output Tray was opened during printing. Open the Output Tray. Error code: 409**

The rear output tray was moved while printing.

Place the rear output tray in the correct position, and then open and close the output tray.

**Toner empty. Replace with new Toner Cartridge.**

The indicated cartridge ran out of toner.

Replace the empty toner cartridge with a new one.

**Wait Timeout in menu is disabled. Printing is disabled except by USB. Clear page buffer and enable time out in menu.**

Wait Timeout is disabled.

**Insufficient Memory occurred during Fax Tx reservation.**

Insufficient Memory error has occurred during Scan To fax.

**Insufficient Memory.**

Insufficient Memory error has occurred during fax reception.

**E-mail receiving has been cancelled.**

E-mail reception was cancelled.

Check the file format and size of the attached file.

## Wireless settings are incomplete.

Wrong values are set or items remain unset in the wireless LAN settings. Check the wireless settings.

## Not connected to wireless access point.

No wireless LAN access points are found.

Make sure that the access point is turned on.

Disconnect and re-connect to wireless LAN.

## Wireless startup failed.

Restart the machine. If the error persists, contact your dealer.

## Firmware Update Error Please try again. If network doesn't work, please try firmware update over USB.

Updating the firmware failed. Update again.

## Registering with Google Cloud Print. Don't turn off the power until registration is complete.

This machine is being registered to the Google Cloud Print service. Wait for a while.

## Deleting from Google Cloud Print.

This machine is being removed from the Google Cloud Print service. Wait for a while.

## Caution, unknown Consumable detected Go to User Manual "Trouble Shooting" to restore operation

Use of consumables that are not specified by OKI Data may deteriorate printing quality and result in the printer not functioning to its capabilities.

Charges for services for problems caused by the use of consumables that are not specified by OKI Data are incurred even in the warranty period or maintenance contract period, or the services are not covered by the maintenance contract.

If you accept these risks and use consumables that are not specified by OKI Data, do the following:

Turn the machine off.

Holding the [Clear] button, turn the machine on.

Release the [Clear] button when "RAM CHECK 100%" is displayed.

This operation log is recorded in the printer.

If you have any questions, contact your dealer.

## Replace the image drum. [PAGES] Pages Left.

The image drum indicated on the screen reaches its lifetime.

Replace the image drum with a new one.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

### Replace the image drum. Print Quality Not Guaranteed.

The image drum indicated on the screen reaches its lifetime.

Replace the image drum with a new one.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

### Receiving data timeout.

Data could not be received within a certain period of time.

### IPv4 address is conflicted. Please change IPv4 address.

The IP address assigned to this machine is duplicated with that of another device.

Check the IP addresses, and then assign another IP address.

### Incompatible [COLOR] Image Drum. Error: 984, 685, 686, 687, 690, 691, 692, 693, 700, 701, 702, 703, 704, 705, 706, 707

Non-optimum image drum is installed.

C: Cyan (blue), M: Magenta (red), Y: Yellow, K: Black

### C Image Drum Not Installed. Error: 696

Cyan (blue) image drum is not installed.

Install the image drum.

### M Image Drum Not Installed. Error: 695

Magenta (red) image drum is not installed.

Install the image drum.

### Y Image Drum Not Installed. Error: 694

Yellow image drum is not installed.

Install the image drum.

### K Image Drum Not Installed. Error: 697

Black image drum is not installed.

Install the image drum.

Blank pages were detected on all pages. Please check how the document was set.

Scanned pages are all blank. Turn over the document.

In order to set paper that cannot be output to the Upper Output Tray, the paper was output from Output Tray. To turn off this display, press the [Close] button.

Check the type of the specified paper.

Press [Close].

Simplex printing was performed as the paper setting did not allow duplex printing.

Duplex printing is not available on the specified paper.

Check the size and thickness of paper.

Press [Close].

Multi-purpose tray has not been set to be used as the tray, so multiple copies have been printed. Please verify multi-purpose tray settings. Press [Close] button to remove this dialog

MP tray setting is set to [Do Not Use]. Change the MP tray setting.

Output Paper Full. Remove the paper on [TRAY]. Error: 480, 485

Paper in the output tray is full.

Remove the handout.

Changing Language. Panel operation is disabled.

Display language is being changed.

Wait for a while.

Language Change Failed. Error num: %CODE%

Switching display languages failed. Press the power button to turn the machine off, and then back on.

Detected an abnormality of internal database. The data must be deleted. After pressing [Format], the data will be deleted, and then reboot.

Data base is beyond restoration.

To delete the data base, press [Format].

Cannot print because your Summary Account balance is 0. User name for Printing: [USERNAME] Summary Account Name for Insufficient Balance: [ACCOUNTNAME] To continue the print job, increase the balance and select [Start]. To increase the

balance, please contact the device administr. To cancel the print job, select [Cancel].

The number of print jobs excesses the limit. No more print jobs are authorized. Contact your administrator.



# Basic Operations

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- Names of Components
- Basic Operations on the Operator Panel
- Turning the Machine On or Off
- Loading Paper
- Setting a Document
- Setting Output Tray
- Saving Power Consumption with the Power Save Function
- Reducing Power Consumption by Automatically Turning the Machine Off
- Adjusting Volume
- Simultaneous Operation (Multitasking)
- Checking the Information of the Machine
- Using the Offline Stapler
- Easy Setup
- Profile
- Configure One Touch Button
- JOB MACRO

# Names of Components

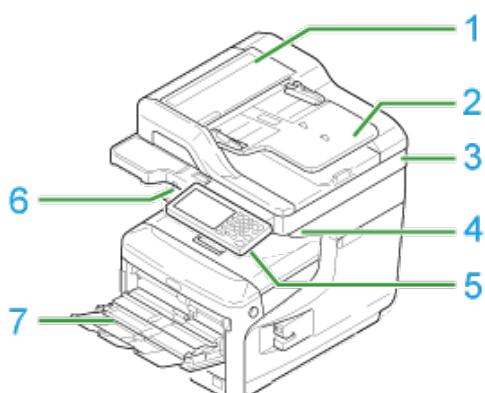
The chapter describes the name of each component.

Front View

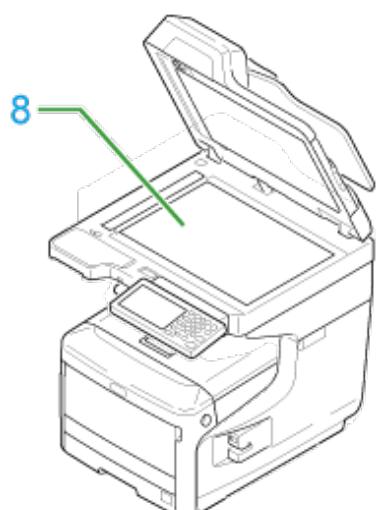
Rear View

Inside of the machine

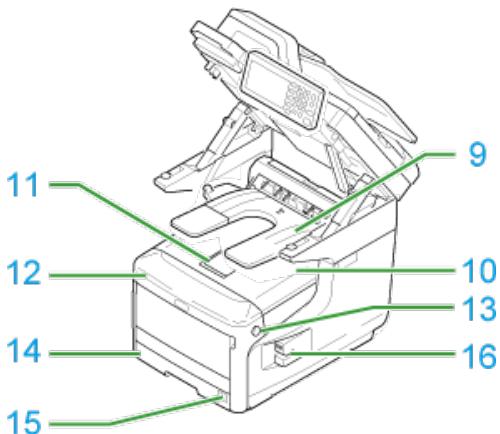
## Front View



No.	Name
1	Auto document feeder (ADF) cover
2	Document tray
3	Scanner unit
4	Document glass cover
5	Operator panel <a href="#">Basic Operations on the Operator Panel</a>
6	USB port
7	Multipurpose (MP) tray

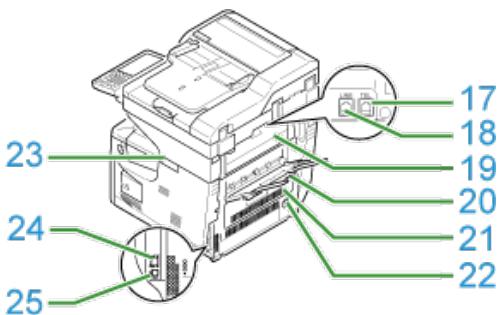


No.	Name
8	Document glass



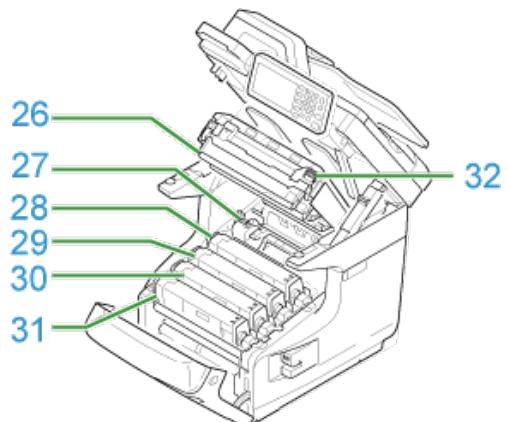
No.	Name
9	Upper output tray
10	Output tray
11	Paper supporter
12	Front cover
13	Front cover open lever
14	Tray 1
15	Paper size dial
16	Offline stapler

## Rear View



No.	Name
17	Telephone connector (for connecting an external telephone)
18	LINE connector
19	Output tray cover
20	Rear output tray
21	Duplex unit
22	Power connector
23	Wireless LAN module cover
24	Network interface connector

## Inside of the machine



No.	Name
26	LED head
27	Fuser
28	Toner cartridge / Image drum (C: cyan)
29	Toner cartridge / Image drum (M: magenta)
30	Toner cartridge / Image drum (Y: yellow)
31	Toner cartridge / Image drum (K: black)
32	Open button

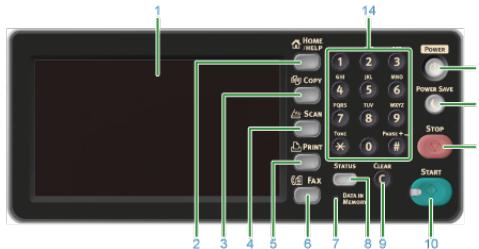
## **Basic Operations on the Operator Panel**

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- ❖ Names and Functions
- ❖ Name and Functions on the Touch Panel
- ❖ How to Customize the Touch Panel
- ❖ Adjusting Brightness
- ❖ Adjusting Angle
- ❖ Entering Characters

# Names and Functions

This section describes the names and functions of components on the operator panel.



No.	Name	Function
1	Touch panel	Allows you to select or set an item by pressing a displayed icon.
2	[HOME] button	Displays the home screen.
3	[COPY] button	Displays the copy function screen.
4	[SCAN] button	Displays the scan function screen.
5	[PRINT] button	Displays the print function screen.
6	[FAX] button	Displays the fax function screen.
7	DATA IN MEMORY indicator	Lights up when data remains in Memory.
8	[Status] button	Displays the status menu. Flashes/lights up if there is an error status. You can check the remaining amount of consumables and fax communication status.
9	[CLEAR] button	Executes the following operations by pressing, or pressing and holding this key according to the entry item. <ul style="list-style-type: none"><li>▪ Minimizes a setting value.</li><li>▪ Enters zero in a setting value.</li><li>▪ Clears the entry.</li><li>▪ Clears the selected item.</li></ul>
10	[START] button	Starts copying, scanning, faxing, or printing from USB Memory.
11	[STOP] button	Cancels copying, fax transmissions, or other jobs.
12	[POWER SAVE] button	Enters or exits the power saving mode. In Power Save mode, lights up in green; In Sleep mode, flashes in green (every 3 seconds); In Deep Sleep mode, flashes in green (every 6 seconds). <a href="#">Saving Power Consumption with the Power Save Function</a>
13	[POWER] button.	Turns this machine on or off.
14	10-key pad	Enters numbers, alphabets, and symbols.



 **Note**

- When changing the angle of the operator panel, use care not to let your hands be caught between this machine and the operator panel. Injury may result.
- Do not press the touch panel hard or poke it with a pointed object. It may damage the touch panel and cause malfunction.

# Name and Functions on the Touch Panel

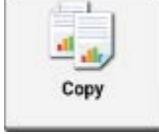
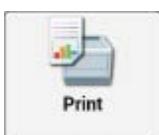
When this machine turns on, the home screen is displayed on the touch panel.

## Home Screen



### Memo

The screen image shows the factory default setting. The screen that appears by pressing the (HOME) button can be changed by [Admin Setup] > [Management] > [Default Mode].

	Item	Description	
1	Stationary button area	Displays buttons that appear on the screen at all times. Displays the following items. <ul style="list-style-type: none"><li>▪ [Job Macro]</li><li>▪ [Function Settings]</li><li>▪ [Device Settings]</li><li>▪ [RESET]</li><li>▪ [Logout]</li><li>▪ Antenna mark: appears when the wireless LAN is enabled.</li><li>▪ [?]</li></ul> Only available buttons are displayed on the selected menu.	
2	Title and operation guide area	Displays the title of the current screen and provides guide for possible operations.	
3	Main area	  	Press to use the copy functions. Press to use the scan functions. Press to use the print functions.

		Press to use the fax functions.
		<p>The following steps and functions are displayed.</p> <ul style="list-style-type: none"> <li>▪ Change Consumable &amp; Maintain (Toner cartridges, Image drums, Belt units, Fuser units)</li> <li>▪ Maintain and Care for the Unit (Feeder Rollers, LED head, Scanner reader)</li> </ul>

## ▣ How to View the Screen of Each Function

The following descriptions use the [Basic] tab of the copy function as an example.



	Item	Description
1	Stationary button area	Displays buttons that appear on the screen at all times. Only available buttons are displayed on the selected menu.
2	Title and operation guide area	Displays the title of the current screen and provides guide for possible operations.
3	Tab labels	Displays labels for tabs. Press a label to switch between tabs. If any setting is changed from its default setting, ▶ is displayed. 
4	Main area	Displays a preview of copy output that will be produced with the current settings. The current setting is displayed on each button. <About marks on a button> ▶: Indicates that the setting is changed from its default setting. ▶: Indicates that the next page exists. [ ] / [ ]: Indicates that the setting is turned on or off.

### Memo

You can enter a value in the field with  displayed by using the 10-key pad.

### Topics

About the top screen of each function



-  [Names and Functions of Screen Items for Copy](#)
-  [Descriptions of Screens for Scan](#)
-  [Names and Functions of Screen Items for Print](#)
-  [Names and Functions of Screen Items for Fax](#)
-  [Names and Functions of Screen Items for Internet Fax](#)

# How to Customize the Touch Panel

Setting a Home Icon on the Home Screen

Functions That Can be Set to a Home Icon on the Home Screen

Setting a Shortcut Button of Each Function

You can customize home icons and shortcut buttons on the home screen and the top screen of each function to fit your needs.

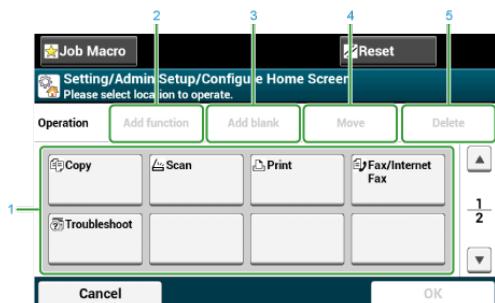
## Setting a Home Icon on the Home Screen



### Memo

You can register 16 icons.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Configure Home Screen].
5. Press the button whose setting you want to change.  
The shortcut button setting screen is displayed.
6. Operate the touch panel according to the changes you want to make.



Item	Description
1 Layout preview area	Displays the locations of the shortcut buttons.
2 Add function	Inserts a function into the location where ↓ is indicated in the layout preview area.
3 Add blank	Inserts an empty button into the location where ↓ is indicated in the layout preview area.

		layout preview area.
4	Move	Moves the selected button to a specified location.
5	Delete	Deletes the function that is registered to the selected button.

## 7. Press [OK].

### Functions That Can be Set to a Home Icon on the Home Screen

You can register the following functions.

- Copy\*
- Fax/Internet Fax\*
- Fax
- Internet Fax
- Scan\*
- Scan To E-mail
- Scan To Shared Folder
- Scan To USB Memory
- Scan To Computer
- Remote Scan TWAIN
- Remote Scan WSD
- Print\*
- Stored Job
- Encrypted Job
- Print From USB Memory
- Job Macro
- Google Cloud Print
- Troubleshooting\*

\* indicates the factory default setting.

### Setting a Shortcut Button of Each Function

The number of shortcut buttons that can be set varies depending on the function.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Follow the procedure in the table below.

Functions whose settings you want to change	Display on the touch panel and operation procedures
Copy	Press [Copy Setup] > [Configure Shortcuts].
Scan To E-mail	Press [Scanner Setup] > [E-mail Setup] > [Configure Shortcuts].
Scan To Shared Folder	Press [Scanner Setup] > [Shared Folder Setup] > [Configure Shortcuts].
Fax Sending	Press [Fax Setup] > [Configure Shortcuts].
Internet Fax Sending	Press [Internet Fax Setup] > [Configure Shortcuts].
Scanning to Fax Server	Press [FaxServer Function] > [Configure Shortcuts].

5. Press the button whose setting you want to change.

6. Select a function to register.

 **Memo**

Each shortcut button registered cannot be deleted. It can be replaced by a different shortcut button.

7. Press [OK].

## Adjusting Brightness

---

To change the brightness of the touch panel on the operator panel, perform the procedure below.

You can adjust the brightness of screen during operation and in the Power Save mode respectively.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times, and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times, and press [Management].
5. Press [System Setup].
6. Press ▲ or ▼ several times, and press [Panel Brightness During Operating] or [Panel Brightness While Power Save].
7. Enter value and press [OK].

Available values are from 1 to 7. The bigger the number is, the brighter the screen gets.

## Adjusting Angle

---

You can change the angle of the operator panel.

1. Hold the both sides of the touch panel and adjust to a desired angle.

# Entering Characters

Entering with the Touch Panel

Entering with the 10-key Pad

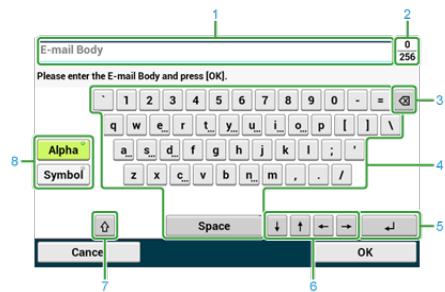
## Entering with the Touch Panel

When you need to enter characters while you are setting an item, the following entry screen is displayed.

You can enter uppercase and lowercase alphabets, numbers, and symbols.

### About the entry screen

The number of buttons in the entry screen differs depending on the input.



	Item	Description
1	text entry field	Displays the entered characters.
2	The number of entered characters/the maximum number of characters that can be entered	Indicates the maximum number of characters that can be entered and the number of entered characters.
3	Back Space	Deletes a character just before the cursor.
4	Character panel	Enters characters. The character type switches depending on the entry mode.
5	Return button	Puts a line break. This button appears when entering body text of an E-mail.
6	Left button/right button/up button/down button	Moves the cursor left, right, up, or down.
7	Capital Lock	Switches between the uppercase and lowercase characters.
8	Entry mode button	Switches the entry mode (types of characters) for entering text.

### Entering Characters

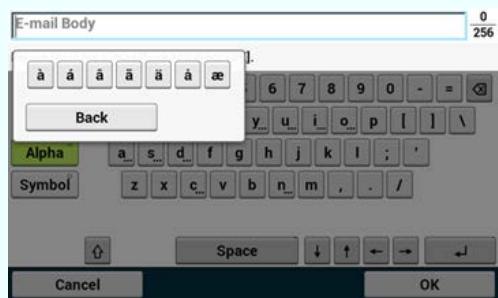
1. Press the touch panel.

2. When the entry is complete, press [OK] or [Next].

### Memo

To enter a diacritical mark, press and hold a character button with [...] shown. When a diacritical mark appears, press the character you want to enter.

The screen below shows an image when holding down the "a" button.



## Switching the Entry Mode (Numbers Alphabetic Characters)

1. Press [Alpha] or [Symbol].

### Memo

[RU] may be shown in case of Russian, and [EL] in case of Greek. In case of other languages, only [Alpha] and [Symbol] may be shown.

## Switching the Entry Mode (Uppercase Lowercase)

1. Press the button to switch between the uppercase and lowercase characters.

## Deleting an Entered Character

1. Use the back space (tentative name) button on the touch panel or the  (CLEAR) button.

The character before the cursor () is deleted.

### Memo

Press [], [], [], or [] to move the cursor () to the character next to the character to delete.

## Entering with the 10-key Pad



You can enter the numbers labeled on each key.

### Note

It is impossible to enter the alphabet.

Please enter the alphabet from the touch panel.

### Deleting an Entered Character

To delete the character to the left of the cursor, press the  (CLEAR) button.

To clear characters you entered in a row, press and hold the  (CLEAR) button.



# Turning the Machine On or Off

## About the Power Supply

The power supply must meet the following conditions.

AC	110 to 127VAC (Range 99 to 140VAC)
	220 to 240VAC (Range 198 to 264VAC)
Frequency	50/60 Hz ± 2%

### Note

- If the power supply is unstable, use a voltage regulator.
- The maximum power consumption of the machine is 1400 W. Check that the power supply is sufficient.
- The operation that uses an uninterruptible power supply (UPS) or inverter is not guaranteed. Do not use an uninterruptible power supply (UPS) or inverter.

 <b>WARNING</b>	<b>Fire or electric shock may result.</b>	 
<ul style="list-style-type: none"><li>▪ Be sure to turn this machine off before connecting and disconnecting the power cord and the ground wire.</li><li>▪ Be sure to connect the ground wire to the designated ground terminal. If this machine cannot be grounded, contact your dealer.</li><li>▪ Be sure not to connect the ground wire to the ground of a water pipe, gas pipe or telephone line, or to a lightning rod.</li><li>▪ Be sure to connect the ground wire before connecting the power cord to the outlet. Also, be sure to unplug the power cord from the outlet before disconnecting the ground wire.</li><li>▪ Be sure to plug or unplug the power cord by holding its power plug.</li><li>▪ Securely plug the power cord into the outlet.</li><li>▪ Do not plug or unplug the power cord with wet hands.</li><li>▪ Install the power cord in a location where users cannot step on it, and do not place any object on the power cord.</li><li>▪ Do not bundle or tie the power cord.</li><li>▪ Do not use a damaged power cord.</li><li>▪ Do not overload the outlet.</li><li>▪ Do not connect the power cords of this machine and other electric products to the same outlet. If the power cord of this machine is connected to the same outlet as other electric products, especially an air conditioning machine, copier, or shredder, this machine may malfunction due to electrical noise. If you have to connect the power cord of this machine to the same outlet as other products, use a commercially available noise filter or noise cut transformer.</li><li>▪ Use the power cord included in this machine, and plug the cord directly into the outlet. Do not use the power cords of other products for this machine.</li><li>▪ Do not use an extension cord. If you have to use an extension cord, use a cord rated 15A or higher.</li><li>▪</li></ul>		

- Use of an extension cord may result in this machine malfunctioning due to AC voltage drop.
- Do not turn this machine off or unplug the power cord during printing.
- If you do not use this machine for an extended period of time due to holidays, trips, or other reasons, unplug the power cord.
- Do not use the power cord included in this machine for other products.

- [Turning the Machine On](#)
- [Turning the Machine Off](#)

# Turning the Machine On

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1. Plug the power cord into the power connector.



2. Plug the power cord into the outlet.
3. Check that no documents are set on the document glass or in the ADF, and the ADF cover is closed.
4. Press the power switch for approximately a second.



When the machine is turned on, the power switch LED lamp is lit.

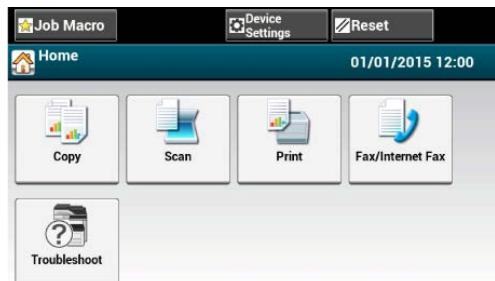


When the machine is turned on for the first time after the wireless LAN board is attached, the wireless setting screen is displayed.



- If you select [Yes], the wireless LAN setting is performed.
-

- If you select [Do not show next time.], the wireless setting is not performed. The wireless setting screen is not displayed any more.
  - If you select [No], the wireless LAN setting is not performed. The wireless setting screen is displayed every time you turn the machine on.
5. The machine enters standby status, and then the home screen is displayed.



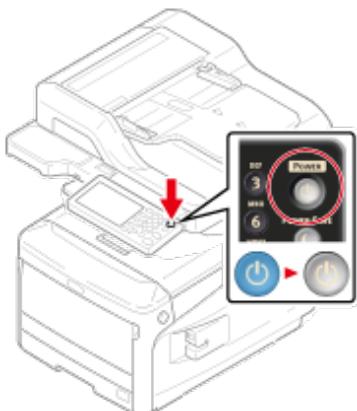
# Turning the Machine Off

## ! Note

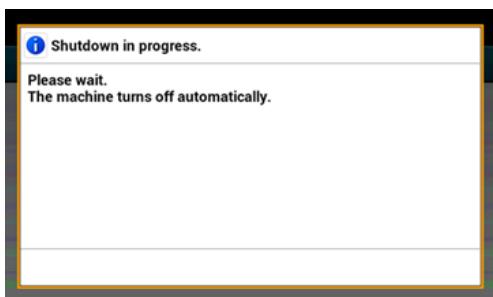
- Check that the machine is not receiving a fax or other data from a computer before shutting down.
- Press and hold the power switch for 5 seconds or more to force shut down the machine. Use this method only if a problem occurs.

For troubleshooting of this machine, refer to "Troubleshooting".

### 1. Press the power switch for approximately a second.



The "Shutdown in progress. Please wait. The machine turns off automatically." message is displayed, and the power switch LED lamp flashes at approximately one-second intervals.



After a while, the machine automatically turns off, and the power switch LED lamp goes out.



## What You Should Do If You Do Not Use This Machine for an Extended Period of Time

If you do not use this machine for an extended period of time due to holidays, trips, or other reasons, unplug the power cord from the outlet.

## Memo

This machine does not have functional failures if the power cord is unplugged for an extended period of time (four weeks or more).

# Loading Paper

This chapter describes various information about paper that can be loaded in a paper tray of this machine.

To set paper type and weight, press [Device Settings] > [Paper Setup] and press the tray you want to use, and then select [Media Type] or [Media Weight].

## About Paper Types That Can be Loaded and Storage Methods

Paper storage

About Paper Sizes, Weight, and Number of Sheets That Can be Loaded

Loading Paper

Loading Envelopes

## About Paper Types That Can be Loaded and Storage Methods

### Available paper types

To perform high-quality printing, be sure to use the supported paper types that satisfy requirements, such as material, weight, or paper surface finishing. Use digital photo print paper.

If you print on paper that is not recommended by Oki Data, check the print quality and the movement of the paper thoroughly in advance to ensure that there are no problems.

Paper type	Paper type and paper size (mm) (The value enclosed with brackets is indicated in inches.)		Paper weight
Plain paper	A3	297 x 420	64 to 256 g/m <sup>2</sup> (17 to 68 lb) For duplex printing, 64 to 220 g/m <sup>2</sup> (7 to 58 lb)
	A4	210 x 297	
	A5	148 x 210	
	A6	105 x 148	
	B4	257 x 364	
	B5	182 x 257	
	B6	128 x 182	
	B6 Half	91 x 128	
	Letter	215.9 x 279.4 (8.5 x 11)	
	Legal 13	215.9 x 330.2 (8.5 x 13)	
	Legal 13.5	215.9 x 342.9 (8.5 x 13.5)	
	Legal 14	215.9 x 355.6 (8.5 x 14)	
	Executive	184.2 x 266.7 (7.25 x 10.5)	

#### Note

If you set paper that is 216 mm (8.5 inches) wide or narrower, printing becomes slower.

	Statement	(5.5 x 8.5)	
	8.5" SQ	(8.5 x 8.5)	
	Folio (210 x 330 mm)	210 x 330	
	8K (270 x 390 mm)	270 x 390	
	8K (273 x 394 mm)	273 x 394	
	8K (260 x 368 mm)	260 x 368	
	16K (184 x 260 mm)	184 x 260	
	16K (195 x 270 mm)	195 x 270	
	16K (197 x 273 mm)	197 x 273	
	4x6inch	(4 x 6)	
	5x7inch	(5 x 7)	
	Custom	Width: 64 to 297 Length: 90 to 1321	64 to 256 g/m <sup>2</sup> (17 to 68 lb)
Envelope	Monarch	98.4 x 190.5 (3.875 x 7.5)	Envelopes must be made of paper of 85 g/m <sup>2</sup> (24 lb), and their flaps must be folded.
	Com-9	98.4 x 225.4 (3.875 x 8.875)	
	Com-10	104.8 x 241.3 (4.125 x 9.5)	
	DL	110 x 220 (4.33 x 8.66)	
	C5	162 x 229 (6.4 x 9)	
	C6	114 x 162 (4.49 x 6.38)	
Label	A4	210 x 297	0.1 to 0.2 mm
	Letter	8.5 x 11 (215.9 x 279.4)	
Partly-printing paper	Subject to plain paper		64 to 256 g/m <sup>2</sup> (17 to 68 lb)
Color paper	Subject to plain paper		64 to 256 g/m <sup>2</sup> (17 to 68 lb)

## Recommended paper

The machine supports a variety of print media, including a range of paper weights and sizes. This section describes how to choose and use media. To obtain the best performance, use 75 to 90 g/m<sup>2</sup> plain paper that is designed for use in copiers and laser printers. Use of heavily embossed or very rough textured paper is not recommended. Pre-printed stationery can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process.

- Envelopes

Envelopes must be free from twists, curls or other deformations. The envelopes must

also be of the rectangular flap type, with glue that remains intact when subjected to hot roll pressure fusing in the machine. Window envelopes are not suitable.

- Labels

Labels must be of the type recommended for use in copiers and laser printers, in which the base carrier page is entirely covered by labels. Other types of label stocks may damage the machine due to the labels peeling off during the printing process.

## Paper storage

Store paper under the following conditions to maintain quality.

- Inside a cabinet or other dry and dark place
- On a flat surface
- Temperature: 20°C
- Humidity: 50% RH (relative humidity)

Do not store paper in the places as shown below:

- Directly on the floor
- Where paper is exposed to direct sunlight
- Near the inside of an exterior wall
- On an uneven surface
- Where static electricity may be generated
- Where temperature excessively rises high and temperature rapidly changes
- Near this machine, an air conditioner, a heater, or duct

### Note

- Do not unwrap paper until just before you use.
- Do not leave paper unwrapped for a long period. Doing so may result in printing problems.

## About Paper Sizes, Weight, and Number of Sheets That Can be Loaded

The following paper types and tray capacity can be loaded in each tray.

### Loading in Tray 1

Available paper size	Tray capacity	Paper weight
A3	300 sheets	Light
A4	(if paper weight is 80 g/m <sup>2</sup> )	(64 to 82 g/m <sup>2</sup> )
A5*		Medium Light
A6*		(83 to 90 g/m <sup>2</sup> )
B4		Medium
B5		(91 to 105 g/m <sup>2</sup> )
B6		Heavy
Tabloid		(106 to 128 g/m <sup>2</sup> )
Letter		Ultra Heavy1
Legal (13 inches)		(129 to 188 g/m <sup>2</sup> )

Legal (13.5 inches)	Ultra Heavy2 (189 to 220 g/m <sup>2</sup> )
Legal (14 inches)	
Executive	
Statement*	
8.5" SQ (8.5 x 8.5 inches)	
Folio (210 x 330 mm)	
8K (270 x 390 mm)	
8K (273 x 394 mm)	
8K (260 x 368 mm)	
16K (184 x 260 mm)	
16K (195 x 270 mm)	
16K (197 x 273 mm)	
Custom	

\*Paper cannot be used for duplex printing.

## 3 Loading in Tray 2/3/4 (Optional)

Available paper size	Tray capacity	Paper weight
A3	535 sheets	Light
A4	(if paper weight is 80 g/m <sup>2</sup> )	(64 to 82 g/m <sup>2</sup> )
A5*		Medium Light
B4		(83 to 90 g/m <sup>2</sup> )
B5		Medium
Tabloid		(91 to 105 g/m <sup>2</sup> )
Letter		Heavy
Legal (13 inches)		(106 to 128 g/m <sup>2</sup> )
Legal (13.5 inches)		Ultra Heavy 1
Legal (14 inches)		(129 to 188 g/m <sup>2</sup> )
Executive		
8.5" SQ (8.5 x 8.5 inches)		
Folio (210 x 330 mm)		
8K (270 x 390 mm)		
8K (273 x 394 mm)		
8K (260 x 368 mm)		
16K (184 x 260 mm)		
16K (195 x 270 mm)		
16K (197 x 273 mm)		
Custom		

### ! Note

- Weight of paper loaded on an additional tray unit is 64 to 176g/m<sup>2</sup>.
- The specified paper weight of Ultra Heavy1 is described as 129 to 188 g/m<sup>2</sup>, but the printable weight is up to 176 g/m<sup>2</sup>.

\* Paper cannot be used for duplex printing.



## Loading in the MP Tray

Available paper size	Tray capacity	Paper weight
A3	100 sheets	Light
A4	(if paper weight is 80 g/m <sup>2</sup> )	(64 to 82 g/m <sup>2</sup> )
A5*	10 sheets (envelopes)	Medium Light
A6*		(83 to 90 g/m <sup>2</sup> )
B4		Medium
B5		(91 to 105 g/m <sup>2</sup> )
B6		Heavy
Tabloid		(106 to 128 g/m <sup>2</sup> )
Letter		Ultra Heavy1
Legal (13 inches)		(129 to 188 g/m <sup>2</sup> )
Legal (13.5 inches)		Ultra Heavy2
Legal (14 inches)		(189 to 220 g/m <sup>2</sup> )
Executive		Ultra Heavy3
Statement*		(221 to 256 g/m <sup>2</sup> )
8.5" SQ (8.5 x 8.5 inches)		
Folio (210 x 330 mm)		
8K (270 x 390 mm)		
8K (273 x 394 mm)		
8K (260 x 368 mm)		
16K (184 x 260 mm)		
16K (195 x 270 mm)		
16K (197 x 273 mm)		
Index Card (3x5inch)*		
4x6inch*		
5x7inch*		
Custom		
Com-10*		
Monarch*		
DL*		
C5*		
C4		

\* Paper cannot be used for duplex printing.

## Loading Paper

Paper can be loaded in the following three trays; Tray 1, Tray 2, Tray 3, and MP tray.

Load envelopes or labels in the MP tray.

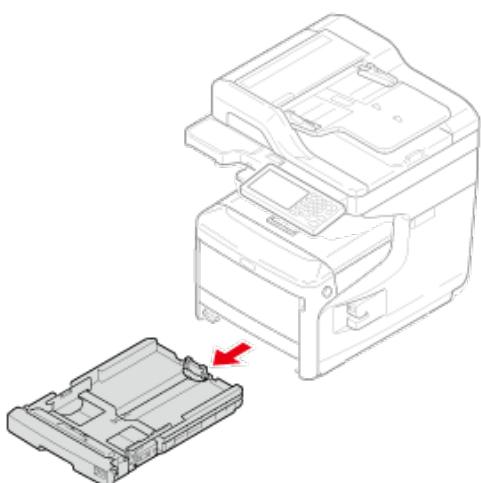
### Loading in Tray 1 or Tray 2/3/4

The following procedure describes how to load paper in Tray 1 or Tray 2/3/4 (optional).

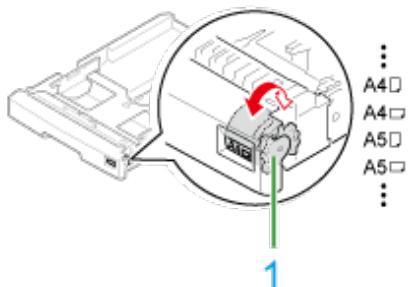
#### Note

The following procedure uses Tray 1 as an example, and the same procedure applies to Tray 2/3/4 (optional).

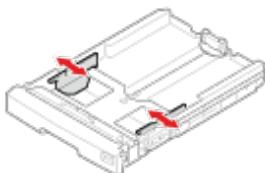
1. Pull the paper cassette out.



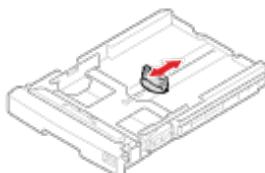
2. Set the paper size dial (1) to match the loading paper size.



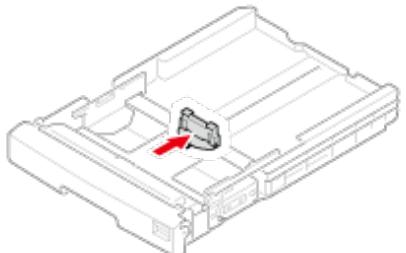
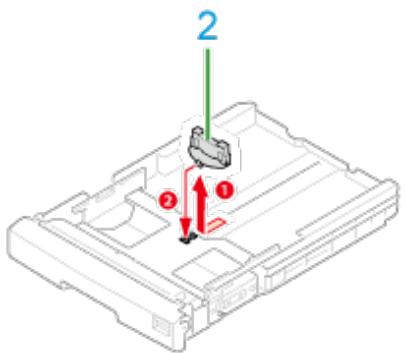
3. Slide the paper guide to the width of paper to be loaded.



4. Slide the paper stopper to the length of paper to be loaded.



When loading the A6 size paper, move the paper stopper (2) forward and remove it once, then install it on the metal part. Slide the paper support in the direction of the arrow and fix it.



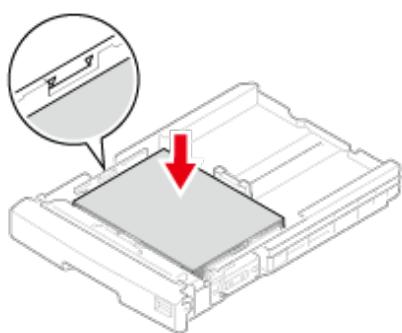
5. Fan a stack of paper well, and then align the edges of the paper.



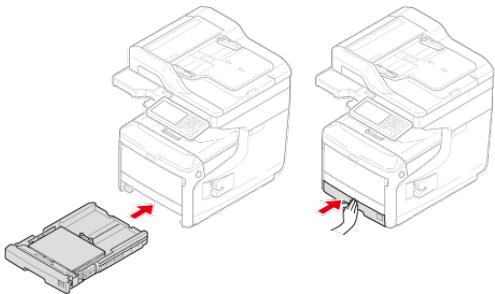
6. Load paper with the print side face down.

 **Note**

Do not load paper above the "▽" mark on the paper guide.



7. Secure the loaded paper with the paper guide.
8. Check if a size of loaded paper matches the setting of paper size dial.
9. Push the paper cassette until it stops.



If loading a paper that you cannot select the size with a paper size dial options, set the dial to [Other], and then set a paper size on the operator panel.

10. Press [Device Settings] on the touch panel.
11. Press [Paper Setup].
12. Press the tray in which paper is loaded.
13. Set [Paper Size], [Media Type], and [Media Weight].
14. Press [Back] until the home screen is displayed.

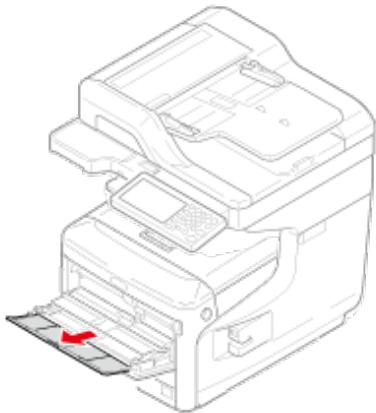
#### **Loading in the MP Tray**

The following procedure describes how to load paper in the MP tray.

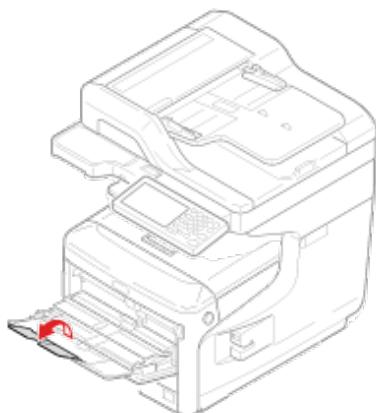
1. Open the MP tray forward by inserting your fingers into the front recesses.



2. Pull out the paper support by holding the center part of it.



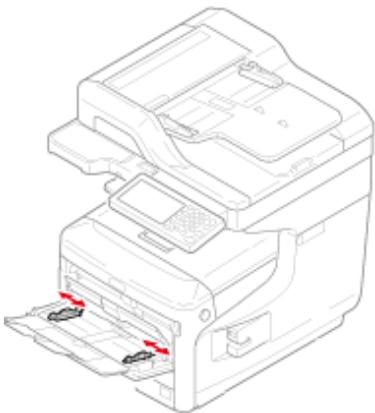
3. Open the sub support.



4. Open the paper set cover.



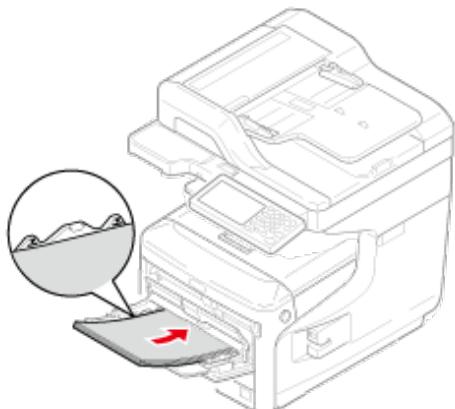
5. Adjust the manual feeding paper guide to the width of paper to be loaded.



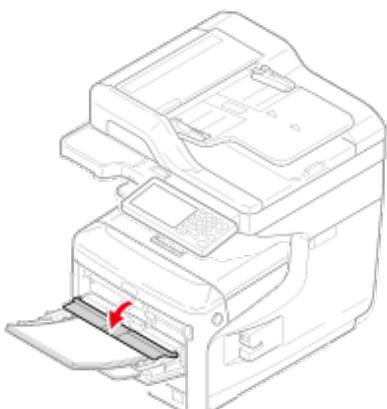
6. Insert the paper with the print side up until its edge touches the paper feed entrance.

 **Note**

Do not load paper above the "▽" mark.



7. Close the paper set cover.



 **Note**

When a printer is in the power saving mode, press the <POWER SAVE> button to restore from the mode.

8. Set [Paper Size], [Media Type], and [Media Weight] on the paper

setup screen.

**9.** Press [Close].

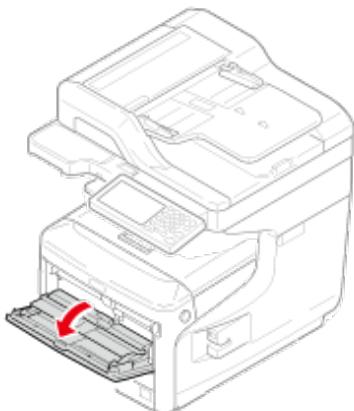
**! Note**

- Do not load paper in different sizes, types, or weights.
- When adding paper, remove paper loaded in the MP tray, properly align edges of both bundles of paper, and then load them.
- Do not insert objects other than paper in the MP tray.

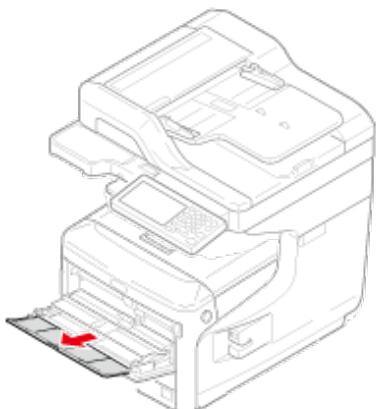
## Loading Envelopes

This section describes how to load envelopes in the MP tray.

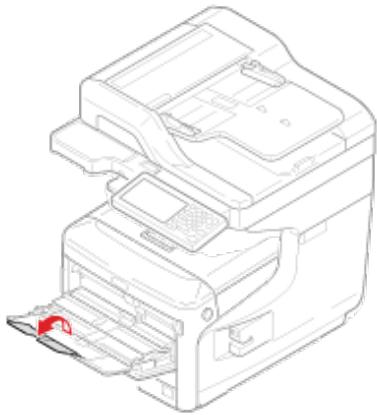
**1.** Open the MP tray forward by inserting your fingers into the front recesses.



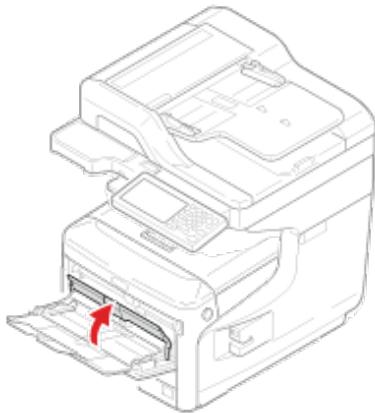
**2.** Pull out the paper support by holding the center part of it.



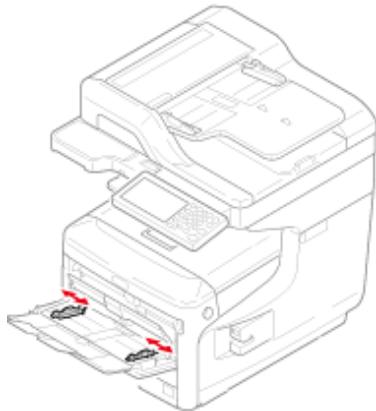
**3.** Open the sub support.



4. Open the paper set cover.



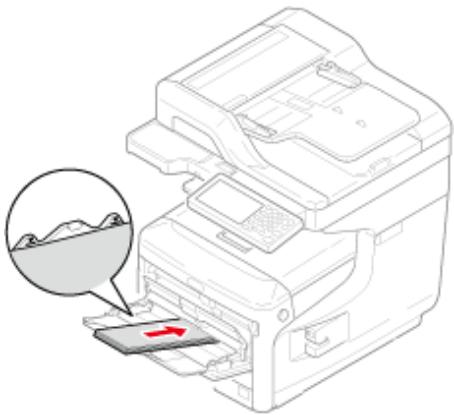
5. Adjust the manual feeding paper guide to the width of an envelope to be loaded.



6. Load an envelope with the print side up until its edge touches the paper feed entrance.

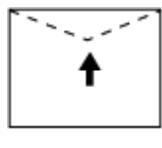
 **Note**

Do not load envelopes above the "▽" mark.



Com-10, DL, C5

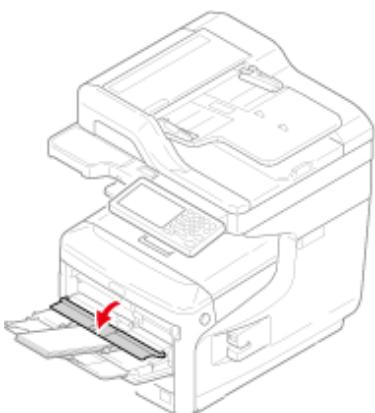
C4



#### Memo

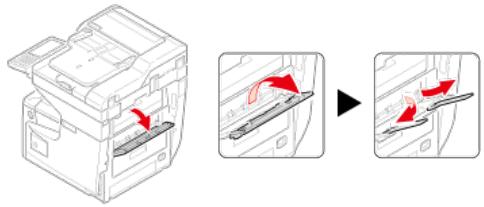
If you are using envelopes with the flap (for gluing) on the long edge (Com-10, DL, C5), load them with the flap folded so that the flap is on the left side when fed.

### 7. Close the document set cover.



### 8. Open the rear output tray.





# Setting a Document

This chapter describes how to set the document on this machine.

## About Documents That Can be Set

### Setting in the ADF

### Setting on the Document Glass

## About Documents That Can be Set

### >About Where to Set a Document

Set a document in the ADF or on the document glass to copy, scan, or fax the document.

#### ADF

<b>Scannable size</b>	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Tabloid, Letter  , Letter  , Legal 13/13.5/14, Executive  , Statement  , Statement  , Folio, 8.5 SQ
<b>Paper capacity</b>	100 sheets (80 g/m <sup>2</sup> ) or maximum rise of 10 cm (4 inches)
<b>Paper weight</b>	60 to 120 g/m <sup>2</sup> (16 to 32 lb)

#### Document glass

<b>Scannable size</b>	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Tabloid, Letter  , Letter  , Legal 13/13.5/14, Executive  , Statement  , Statement  , Folio, 8.5 SQ
<b>Document thickness</b>	Up to 20 mm

### Memo

Duplex scan is not available for A5 , A6, B5 , Statement .

### Note

For documents on which adhesives, ink, or correction fluid is used, make sure that they have completely dried before setting.

### About Documents That Cannot be Set

You cannot set the following documents in the ADF. Use the document glass, instead.

- Documents with holes or tears
- Documents folded or damaged
- Badly curled or rolled documents
- Damp documents
- Documents that are stuck together due to static electricity
- Carbon-backed documents

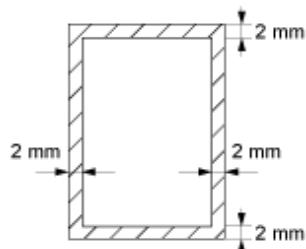
- Cloth, metal sheets, OHP films
- Stapled, clipped, or taped documents
- Documents that are pasted each other, or documents with glue
- Glossy documents
- Coated documents

Observe the following to avoid damaging the document glass.

- When copying a thick document, do not press on it on the document glass.
- Place a hard document gently.
- Do not set a document that has sharp protrusions.

## About the Scannable Area When Copied

Texts or images within the 2 mm area from the edges of standard paper cannot be scanned with the copy function.



## Symbols Indicating Document Orientation

-  This symbol indicates that the document is placed in the vertical orientation from the front of this machine.  
For the ADF, place the document in such a way as to feed the long edge first.
-  This symbol indicates that the document is placed in the horizontal orientation from the front of this machine.  
For the ADF, place the document in such a way as to feed the short edge first.
- When setting an A4  document in the ADF



- When setting an A4  document in the ADF



## Setting in the ADF

### 1. Set a document face up in the ADF.

If [Direction] is set to [Top Edge on Top], set the document so that its left edge is pulled into the ADF first.



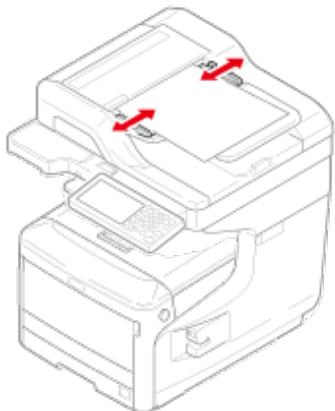
If [Direction] is set to [Top Edge on Left], set the document so that its top edge is pulled into the ADF first.



### 2. Align the document guide to the document width.

#### Note

- If ADF paper feed problems often occur, reduce the number of document pages to set.
- Documents of up to 100 sheets (80 g/m<sup>2</sup>) and 10 mm high can be loaded regardless of the size.
- For curled documents, make sure that the document guides fit to the document width.



### Memo

The machine automatically detects the following document sizes.

Series	Detectable sizes
AB	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Folio
Letter	Tabloid, Letter  , Letter  , Legal14, Executive  , Statement 

\* If Legal14 is detected in the Letter series, the value between Legal13, Legal13.5, and Legal14 which is specified from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] > [Auto detect Scan Size] > [Legal Size] is set as Scan Size.

## Setting on the Document Glass

1. Open the document glass cover.
2. Set a document face down on the document glass.

If a document is portrait, align its top edge with the upper-left corner of the glass.



If a document is landscape, align its right edge with the upper-left corner of the glass.



### Note

Do not press the document glass forcefully.



### 3. Close the document glass cover gently.

You must change the [Direction] setting to suit the document orientation (portrait or landscape) in advance.

About the [Direction] setting

 [Changing the Document Orientation \(Direction\)](#)

### Memo

The machine automatically detects the following document sizes.

Series	Detectable sizes
AB	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Folio
Letter	Tabloid, Letter  , Letter  , Legal14, Executive  , Statement 

\* If Legal14 is detected in the Letter series, the value between Legal13, Legal13.5, and Legal14 which is specified from [Device Settings] > [Admin Setup] > [Scanner Setup] > [Default Settings] > [Auto detect Scan Size] > [Legal Size] is set as Scan Size.

 **Note**

When the document is set on the document glass, the document size is detected after the document glass cover is closed.

Be sure to close the document glass cover.

# Setting Output Tray

## Upper Output Tray/Output Tray

## Rear Output Tray

The machine outputs paper to the Output tray, Upper Output Tray (only for MC873 Series) or Rear output tray. Paper types that can be output to each tray are as follows.

1. Press [Device Settings] on the touch panel.
2. Press [Paper Setup].
3. Press ▲ or ▼ several times and press [Output Tray].
4. Set the output tray you want to use for each function.

Available paper for output trays.

Output tray	Supported paper type	Capacity
Output tray	<ul style="list-style-type: none"><li>▪ Plain paper</li><li>▪ Recycled paper</li></ul>	250 sheets (80 g/m <sup>2</sup> )
Upper output tray (Only for MC873 Series)	<ul style="list-style-type: none"><li>▪ Plain paper</li><li>▪ Recycled paper</li></ul>	100 sheets (80 g/m <sup>2</sup> )
Rear output tray	<ul style="list-style-type: none"><li>▪ Plain paper</li><li>▪ Recycled paper</li><li>▪ Envelope</li><li>▪ 3x5inch, 4x6inch, 5x7inch</li><li>▪ Label</li></ul>	<ul style="list-style-type: none"><li>▪ 100 sheets (80 g/m<sup>2</sup>)</li><li>▪ 10 sheets (thick paper and envelopes)</li></ul>

### Note

Do not open or close the Rear output tray during printing. Paper jams may result.

## Upper Output Tray/Output Tray

Use these output trays for plain paper. Paper is output with the printed side down.

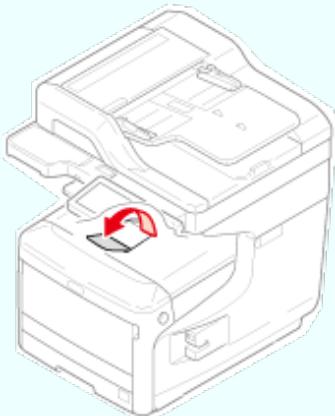
They are not available for envelopes, labels, or long paper.

Check that the rear output tray on the rear side of the machine is closed. While the rear output tray is open, paper is always output to the Rear Output Tray.



### Memo

Open the paper support so that outputs do not slip down from the output tray.

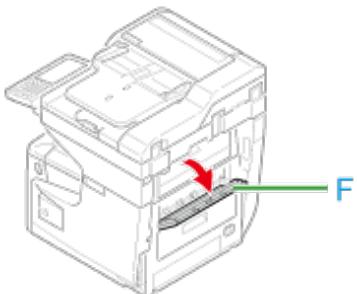


## Rear Output Tray

Use rear output tray when printing on envelopes, labels, or long paper.

Paper is output with the printed side up. Plain paper is also available for this output tray.

1. Open the rear output tray (F) on the rear side of the machine.



2. Unfold the paper support.



3. Open the sub support.



# Saving Power Consumption with the Power Save Function

The machine has three Power Save modes: Power Save, Sleep, and Deep Sleep.

If you do not use the machine for a certain period of time, the machine automatically enters Power Save mode, saving power consumption. Alternatively, you can switch the machine to Power Save mode by pressing the  (POWER SAVE) button.

- [Setting Power Save Mode](#)
- [Setting Sleep Mode](#)
- [About Restrictions in Sleep Mode and Deep Sleep Mode](#)

The procedures for switching the machine to each mode and conditions to exit each mode are shown in the table below.

Power Save mode	Procedure for switching the machine to each mode	Condition to switch to each mode	Machine status	Condition to exit each mode
Power Save mode	After a certain period of time passes <sup>*1</sup> , or press the  (POWER SAVE) button	-	The backlight on the operator panel turns off. The  (POWER SAVE) button lights up in green.	Press a button on the operator panel. Print data, a fax, or other data is received. Set the document in the ADF. Open or close the document glass cover.
Sleep mode	After a certain period of time passes <sup>*2</sup>	A certain function <sup>*3</sup> is enabled.	The screen on the operator panel turns off. The  (POWER SAVE) button flashes in green (every 3 seconds).	Press the  (POWER SAVE) button. Print data, a fax, or other data is received. Set the document in the ADF. Open or close the document glass cover.
Deep Sleep mode	After a certain period of time passes <sup>*2</sup>	A certain function <sup>*3</sup> is disabled.	The screen on the operator panel turns off. The  (POWER SAVE) button flashes in green (every 6 seconds).	Same conditions as Sleep mode are applied or there are restrictions to exit Deep Sleep <sup>*4</sup> .

\*1 If the machine idles for a certain period of time (1 minute by factory default), the machine automatically enters Power Save mode. To change the time to enter Power Save mode, refer to "[Setting Power Save Mode](#)".

\*2 If the machine idles for a certain period of time (15 minutes by factory default) in Power Save mode, the machine automatically enters Sleep mode or Deep Sleep mode. To change the time to enter Sleep mode or Deep Sleep mode, refer to "[Setting Sleep Mode](#)".

\*3 For details on the applicable function, refer to "[Setting Sleep Mode](#)".

\*4 For details on the restrictions, refer to "[About Restrictions in Sleep Mode and Deep Sleep Mode](#)".

## Using the Operator Panel

You can set Power Save mode from the operator panel.

Set the length of idle time before entering Power Save mode.

1. Press [Device Settings] on the touch panel.



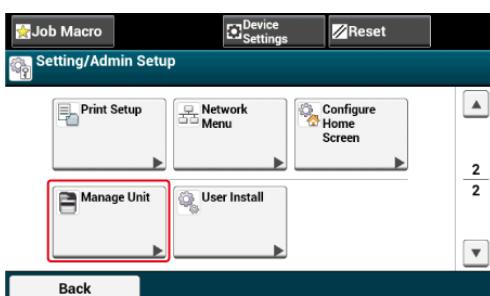
2. Press ▲ or ▼ several times and press [Admin Setup].



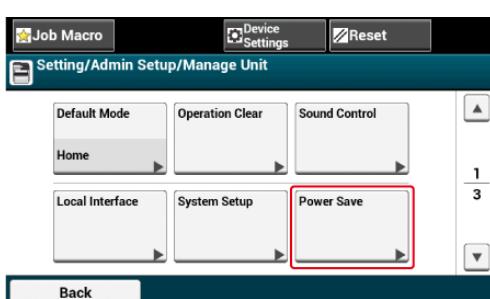
3. Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "aaaaaaa" respectively.

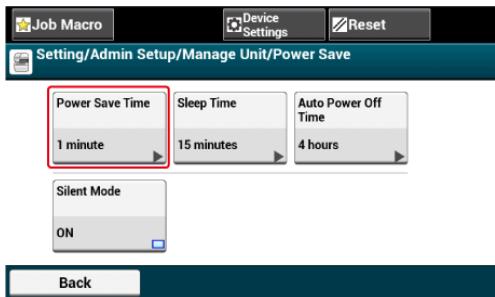
4. Press ▲ or ▼ several times and press [Management].



5. Press [Power Save].

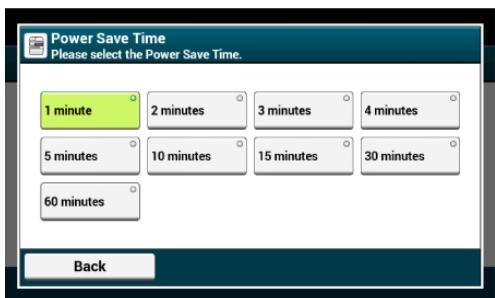


**6.** Press [Power Save Time].



**7.** Select transition time.

The factory default setting is 1 minute.



# Setting Power Save Mode

If you do not use the machine for a certain period of time, the machine automatically enters Power Save mode, saving power consumption.

Alternatively, you can press the (POWER SAVE) button to manually switch the machine to Power Save mode. If you press the (POWER SAVE) button in Power Save mode, the machine returns to standby status.

In Power Save mode, the (POWER SAVE) button lights up.



## ✖ Exiting Power Save Mode to Standby Mode

To exit Power Save mode to standby status, press the (POWER SAVE) button.

### Memo

- When this machine receives data from a computer or other devices, this machine returns to standby status.
- Also, when the document is set in the ADF or the document glass cover is opened/closed, this machine returns to the standby status.

You can register Power Save mode in the following three ways.

### ❖ Using the Web Page of This Machine from a Computer

This section describes how to set Power Save mode from the Web page. You must log in as the administrator to set this setting.

### ❖ Using Configuration Tool (Windows Only)

This section describes how to set Power Save mode from the Configuration Tool. You must enter the administrator password to set this setting.

### ❖ Using the Operator Panel

This section describes how to set Power Save mode from the operator panel on the machine. You must enter the administrator password to set this setting.

# Using the Web Page of This Machine from a Computer

---

You can set Power Save mode from the Web page of this machine.

1. Open the Web page of this machine.
  - How to log in to the Web page
  -  [Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Click [Admin Setup].
4. Click [Management] > [Power Save].
5. Select the transition time from [Power Save Time], and then click [Submit].

Available transition time settings

1 minute*, 15 minutes,	2 minutes, 30 minutes,	3 minutes, 60 minutes	4 minutes,	5 minutes,	10 minutes,
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\* indicates the factory default setting.

# Using Configuration Tool (Windows Only)

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You can set Power Save mode from Configuration Tool.

Set the length of idle time before entering Power Save mode.

For details on Configuration Tool, refer to "[Using Configuration Tool](#)".

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Click the [Device Setting] tab.
4. Click [Menu settings].
5. Click  (Display administrator settings).
6. Enter the administrator password, and then click [OK].
7. Click ► in order of [Admin Setup] > [Management] > [Power Save].
8. Select the transition time from [Power Save Time], and then click  (Save to device).

Available transition time settings

1 minute*	2 minutes	3 minutes	4 minutes	5 minutes	10 minutes
15 minutes	30 minutes	60 minutes			

\* indicates the factory default setting.

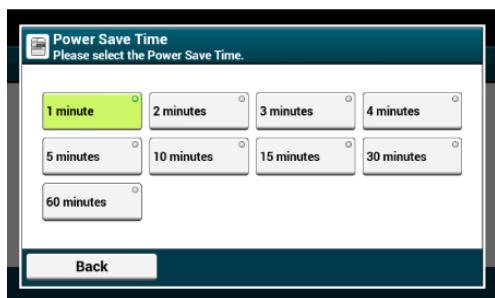
# Using the Operator Panel

---

You can set Power Save mode from the operator panel.

Set the length of idle time before entering Power Save mode.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Management].
5. Press [Power Save].
6. Press [Power Save Time].
7. Select transition time.



# Setting Sleep Mode

When a set period of time elapses, this machine enters Sleep mode from Power Save mode. In Sleep mode, the status of this machine is almost the same as when this machine is turned off.

In Sleep mode, the  (POWER SAVE) button flashes.

## Note

- If an error has occurred, the machine does not enter Sleep mode.
- If a delayed transmission is reserved, the machine does not enter Sleep mode.
- If a fax transmission is waiting for a redial, the machine does not enter Sleep mode.
- If the wired network connection is switched to the wireless network connection, the machine does not enter Deep Sleep mode but enters Sleep mode.
- If the wireless network connection is switched to the wired network connection, the machine enters Deep Sleep mode.

## Exiting Sleep Mode or Deep Sleep Mode to Standby Mode

To exit Sleep mode to standby status, press the  (POWER SAVE) button.

## Memo

- When this machine receives data from a computer or other devices, this machine returns to standby status.
- Also, when the document is set in the ADF or the document glass cover is opened/closed, this machine returns to the standby status.

You can register Sleep mode in the following three ways.

### Using the Web Page of This Machine from a Computer

This section describes how to set Sleep mode from the Web page. You must enter the administrator password to set this setting.

### Using Configuration Tool (Windows Only)

This section describes how to set Sleep mode from Configuration Tool. You must enter the administrator password to set this setting.

### Using the Operator Panel

This section describes how to set Sleep mode from the operator panel of this machine. You must enter the administrator password to set this setting.

# Using the Web Page of This Machine from a Computer

---

You can set Sleep mode from the Web page of this machine.

Set the length of idle time before entering Sleep mode.

## 1. Open the Web page of this machine.

- ❖ How to log in to the Web page

 [Checking or Changing the Settings of This Machine from a Computer](#)

## 2. Log in as the administrator.

## 3. Click [Admin Setup].

## 4. Click [Management] > [Power Save].

## 5. Select the transition time from [Sleep Time], and then click [Submit].

Available transition time settings

1 minute,	2 minutes,	3 minutes,	4 minutes,	5 minutes,	10 minutes,
15 minutes*,	30 minutes,	60 minutes			

\* indicates the factory default setting.

## Topics

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 [About Restrictions in Sleep Mode and Deep Sleep Mode](#)

# Using Configuration Tool (Windows Only)

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You can set Sleep mode from Configuration Tool.

Set the length of idle time before entering Sleep mode.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Click the [Device Setting] tab.
4. Click [Menu settings].
5. Click  (Display administrator settings).
6. Enter the administrator password, and then click [OK].
7. Click  in order of [Admin Setup] > [Management] > [Power Save].
8. Select the transition time from [Sleep Time], and then click  (Save to device).

Available transition time settings

1 minute,	2 minutes,	3 minutes,	4 minutes,	5 minutes,	10 minutes,
15 minutes*,	30 minutes,	60 minutes			

\* indicates the factory default setting.

## Topics

---

 About Restrictions in Sleep Mode and Deep Sleep Mode

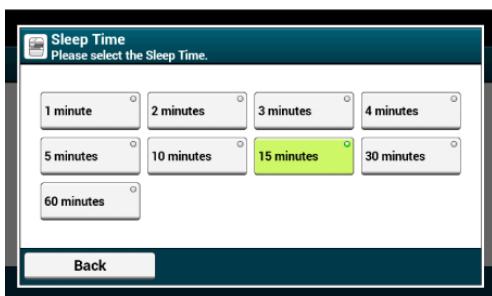
# Using the Operator Panel

---

You can set Sleep mode from the operator panel.

Set the length of idle time before entering Sleep mode.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Management].
5. Press [Power Save].
6. Press [Sleep Time].
7. Select transition time.



# About Restrictions in Sleep Mode and Deep Sleep Mode

This section describes the restrictions when the machine is in Sleep mode or Deep Sleep mode.

If the machine displays an error, the machine does not enter Sleep mode or Deep Sleep mode.

In Sleep mode, the network function is restricted as follows.

## The machine does not enter Deep Sleep mode

The machine does not enter Deep Sleep mode in the following cases.

- IPSec is enabled
- A TCP connection is established

Example: A connection is established with Telnet or FTP.

When the transition time to enter Sleep mode or Deep Sleep mode from Power Save mode elapses and the connection is disconnected, the machine enters Sleep mode.

- E-mail reception is enabled
- Wireless LAN is enabled
- Google Cloud Print is enabled
- LLTD is enabled
- HUB Link Status is 1000BASE-T
- IPv6 Global Address is assigned
- Access Control in the Access Control settings is enabled and Local IC Card or LDAP IC Card in the Authentication Method is enabled.

### Memo

To switch the machine to Deep Sleep mode, disable IPSec or e-mail reception.

## Cannot print

In Deep Sleep mode, you cannot use the following protocols to print.

- IPv6
- NBT
- WSDPrint

## Cannot search or set

In Deep Sleep mode, you cannot search or set by using the following functions and protocols.

- NBT
- PnP-X
- UPnP
- LLTD
-

MIB\*

\* References with some supported MIB (the Get command) are possible in Deep Sleep mode.

## **Protocols that have the client function do not operate**

In Deep Sleep mode, the following protocols that have the client function do not operate.

- E-mail alert\*<sup>2</sup>
- SNMP Trap
- WINS\*<sup>1</sup>
- SNTP\*<sup>2</sup>

\*1 The elapse time in Deep Sleep mode is not included in the intervals of WINS update time.

WINS regular updates are not performed in Deep Sleep mode, possibly resulting in names that are registered in the WINS server being deleted.

\*2 The elapse time in Deep Sleep mode is not included in the intervals of the e-mail alert notification time and the intervals of the NTP server update time.

## **The machine automatically enters Sleep mode from Deep Sleep mode**

In a network environment where a large number of packets are sent, the machine automatically exits Deep Sleep mode to Sleep mode and responds.

Also, if a terminal that runs searches with Bonjour, such as Mac or iPhone, is connected to the same network, the machine automatically exits Deep Sleep mode to Sleep mode and responds.

This machine automatically enters Deep Sleep mode after a certain period of time.

# Reducing Power Consumption by Automatically Turning the Machine Off

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If you do not use the machine for a certain period of time, the machine automatically enters Auto Power Off and turns off. To use the machine again, turn the machine on.

## ▪ [About the Auto Power Off Function Setting Items](#)

This section describes three setting items that decide the Auto Power Off operation.

## ▪ [Setting Auto Power Off](#)

This section describes how to set the transition time to enter Auto Power Off. To set this setting, the administrator password is required.

# About the Auto Power Off Function Setting Items

---

There are three types of Auto Power Off settings.

- [Enable]: If you do not use the machine for a certain period of time, the machine automatically turns off.
- [Auto Config]: The machine does not automatically turn off in the following cases.
  - A LAN cable is connected to the network interface connector.
  - A telephone cable is connected to the LINE connector.
  - Wireless LAN is enabled.
- [Disable]: The Auto Power Off function is disabled. The machine does not automatically turn off.

## Note

- If an error has occurred, the machine does not automatically turn off.
- If a delayed transmission is reserved, the machine does not automatically turn off.
- If a fax transmission is waiting for a redial, the machine does not automatically turn off.

# Setting Auto Power Off

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You can register Auto Power Off in the following three ways.

- ❖ [Using the Web Page of This Machine from a Computer](#)

This section describes how to set Auto Power Off from the Web page. You must enter the administrator password to set this setting.

- ❖ [Using Configuration Tool \(Windows Only\)](#)

This section describes how to set Auto Power Off from Configuration Tool. You must enter the administrator password to set this setting.

- ❖ [Using the Operator Panel](#)

This section describes how to set Auto Power Off from the operator panel of this machine. You must enter the administrator password to set this setting.

# Using the Web Page of This Machine from a Computer

## Setting Auto Power Off

### Setting the Transition Time

You can set Auto Power Off from the Web page of this machine.

## Setting Auto Power Off

1. Open the Web page of this machine.
  - ▶ How to log in to the Web page
  -  [Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Click [Admin Setup].
4. Click [User Install] > [Power Setup].
5. Select [Auto Power Off], and then click [Submit].

Available value settings:

Enable	Auto Config*	Disable
--------	--------------	---------

\* indicates the factory default setting.

## Setting the Transition Time

1. Open the Web page of this machine.
  - How to log in to the Web page
  -  [Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Click [Admin Setup].
4. Click [Management] > [Power Save].
5. Select [Auto Power Off Time], and then click [Submit].

Available value settings:

1 hour	2 hours	3 hours	4 hours*	8 hours	12 hours	18 hours
24 hours						

\* indicates the factory default setting.



## Using Configuration Tool (Windows Only)

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You can set Auto Power Off from Configuration Tool.

Set the length of idle time before entering Auto Power Off.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Click the [Device Setting] tab.
4. Click [Menu settings].
5. Click  (Display administrator settings).
6. Enter the administrator password, and then click [OK].
7. Click ► in order of [Admin Setup] > [Management] > [Power Save].
8. Select the transition time from [Auto Power Off Time], and then click  (Save to device).

Available transition time settings:

1 hour,	2 hours,	3 hours,	4 hours*,	8 hours,	12 hours,	18 hours,
24 hours						

\* indicates the factory default setting.

# Using the Operator Panel

[Enabling Auto Power Off](#)

[Setting the Transition Time](#)

## Enabling Auto Power Off

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [User Install].
5. Press [Power Setup].
6. Press [Auto Power Off].
7. Select the value.

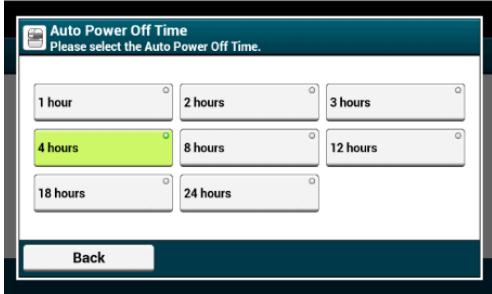
Available value settings:

Enable,      Auto Config\*,      Disable

\* indicates the factory default setting.

## Setting the Transition Time

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Management].
5. Press [Power Save].
6. Press [Auto Power Off Time].
7. Select transition time.



# Adjusting Volume

[Adjusting the Key Touch Tone Volume on the Operator Panel](#)

[Adjusting Copy Buzzer Volume](#)

[Adjusting Fax Buzzer Volume](#)

[Adjusting Paper JAM Buzzer Volume](#)

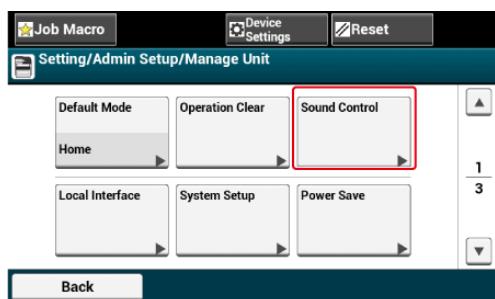
This chapter describes how to adjust the volume of the sound that the machine emits such as the key touch tone volume of the operator panel.

## Adjusting the Key Touch Tone Volume on the Operator Panel

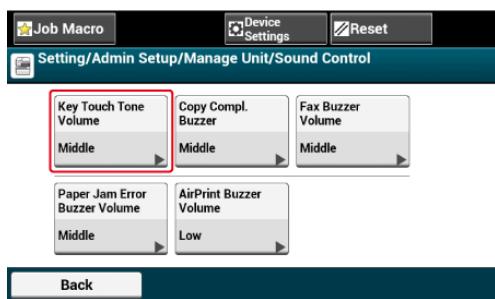
1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "aaaaaaa" respectively.

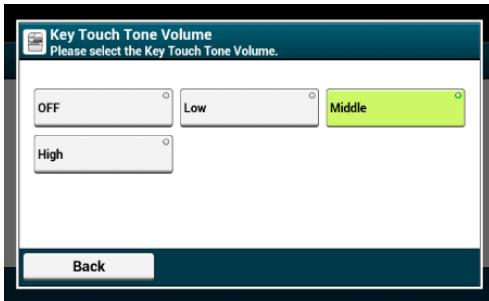
4. Press ▲ or ▼ several times and press [Management].
5. Press [Sound Control].



6. Press [Key Touch Tone Volume].



7. Select a volume level.



## Adjusting Copy Buzzer Volume

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Management].
5. Press [Sound Control].
6. Press [Copy Buzzer Volume].
7. Select a volume level.

## Adjusting Fax Buzzer Volume

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Management].
5. Press [Sound Control].
6. Press [FAX Buzzer Volume].
7. Select a volume level.

## Adjusting Paper JAM Buzzer Volume

- 1.** Press [Device Settings] on the touch panel.
- 2.** Press ▲ or ▼ several times and press [Admin Setup].
- 3.** Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
- 4.** Press ▲ or ▼ several times and press [Management].
- 5.** Press [Sound Control].
- 6.** Press [JAM Buzzer Volume].
- 7.** Select a volume level.

# Simultaneous Operation (Multitasking)

This machine can operate several functions simultaneously. For details, refer to the following table.

## Note

- You cannot use the operator panel while the machine reads documents.
- During the simultaneous operation, each operation performance may be deteriorated.
- Depending on the machine condition, such as Memory full, simultaneous operation may not be accepted.

✓: Available      ✗: Not available

First task	Second task				
	Copy	Fax transmission	Fax reception	Scan To Shared Folder/Scan To E-mail/Scan To USB Memory	Printing from a computer
Copy	✓ *2	✓	✓ *2	✓	✓ *2
Fax transmission	✓	✓ *1	✗	✓	✓
Fax reception	✓ *2	✓ *1	✗	✓	✓ *2
Scan To Shared Folder	✓	✓	✓	✓	✓
Scan To E-Mail	✓	✓	✓	✓ (Except for E-mail)	✓
Scan To USB Memory	✗	✗	✓	✗	✓
Printing from a computer	✓ *2	✓	✓ *2	✓	✓ *2

\*1 If the first task is sending, the second task is suspended until the first task is completed.

\*2 When the first task completes, the second task starts to be printed.

# Checking the Information of the Machine

You can print and check the configuration or the job logs of this machine.

1. Press [Device Settings] on the touch panel.
2. Press [Reports].



3. Select the category of a report to print.
4. Select a report to print.

If the administrator login screen is displayed, enter administrator name and password.

The factory default administrator name and password are "admin" and "aaaaaa" respectively.

5. Press [Yes] on a confirmation screen.

## Note

If [Admin Setup] > [Management] > [System Setup] > [Allow All Reports To Print] is set to [Disable], log in as the administrator to print the following reports.

- Scan To Log
- Speed Dial List
- Group List
- Fax Log
- Address Book

Item	Description	
Configuration	Prints detailed settings of this machine.	
System	File List	Prints a list of job files.
	Demo Page	Prints a demo page.
	Error Log	Prints an error log.
	Scan To Log	Prints the results of the jobs of Scan To E-mail, Scan To Shared Folder, or Scan To USB Memory. Display condition: [Admin Setup] > [Management] > [Job Log Setup] > [Save Job Log] is set to [Enable].
	MFP Usage	Copies Prints the total of the job logs. Specifies the number of pages to print on the [Copies] screen.

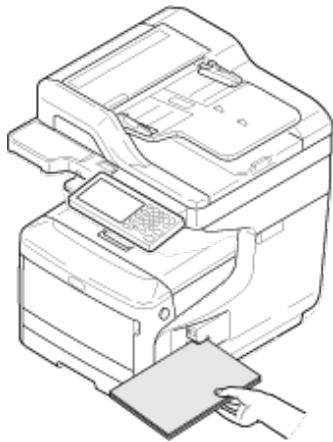
	Network Information	Prints general information on the network.
Fax	Speed Dial List	Prints the list of the fax numbers registered for speed dials.
	Group List	Prints the list of the fax numbers registered in groups.
	Fax Tx Log	Prints the list of the transmission results of the latest 100 fax jobs.
	Fax Rx Log	Prints the list of the reception results of the latest 100 fax jobs.
	Fax Tx/Rx Log	Prints the list of the transmission and reception results of the latest 100 fax jobs.
	Daily Tx/Rx Log Report	Prints Tx/Rx report for communications within 24 hours.
	Fcode Box List	Prints the list of Fcode boxes.
	Block Junk Fax	Prints the address list for Block Junk Fax.
E-mail/Internet Fax	Journal Report	Prints the transmission and reception results of the latest 50 Internet Fax, Scan To E-mail, and e-mail attachment files.
	Address Book	Prints the registered address list.
Print	PCL Font List	Prints a list of PCL font samples.
	PSE Font List	Prints a list of PSE font samples.
	PPR Font List	Prints a list of IBMPPR font samples.
	FX Font List	Prints a list of EPSON FX font samples.
	Color Tuning Pattern	Prints a color tuning pattern.
	Color Profile List	Prints a color profile list.

## Using the Offline Stapler

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1. Insert paper deeply into the stapler.

Paper is automatically stapled.

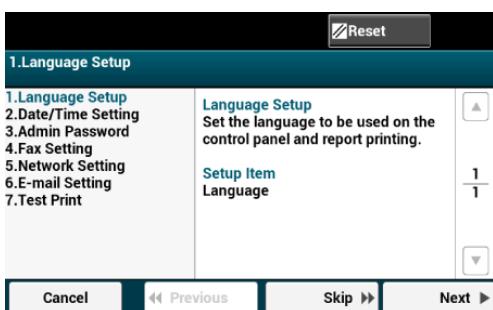


2. Remove paper.

# Easy Setup

In [Easy Setup], you can change the settings of date/time, fax, network, e-mail function by using [Device Settings] on the operator panel.

1. Press [Device Settings] on the touch panel.
2. Press [Easy Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Follow the on screen instructions.



Item	Description		
Language Setting	Sets the language that is displayed on the operator panel.		
Date/Time Setting	Sets the GMT time zone. Sets daylight saving to ON or OFF. Sets the SNTP server to use for setting the current date and time. You can enter up to 64 characters. Sets the current date and time manually.		
Admin Password	New Password Enter Password (Verify)	Changes the administrator password. 6 to 12 characters can be used.	
Fax Setting	Fax Number	SNTP Server (Primary)	Sets the fax number of this machine. You can enter up to 40 digits.
	Sender ID	SNTP Server (Secondary)	Sets the sender's information. You can enter up to 22 characters.
Network	Network Type	Sets a wired LAN or	

Setting			wireless LAN.	
Wireless Setting (If wireless LAN module fitted)	Automatic Setup (WPS)	WPS-PBC	WPS-PBC is executed.	
		WPS-PIN	WPS-PIN is executed.	
	Wireless Network Selection	A list of access point name found in the search	Displays a list of wireless LAN access points' names that are found in a search.	
		Manual Setup	Enter an SSID.	
			Selects the security of the wireless LAN function. "WPA2-EAP" can set only in Web.	
		WEP Key		
		WPA Encryption Type	Select a WPA2-PSK encryption type. Displays if [WPA2-PSK] is selected for [Security].	
		WPA Pre-shared Key	Enter the Pre-shared Key. Displays if [WPA2-PSK] is selected for [Security].	
	Wireless reconnection		Wireless reconnection is executed.	
	IP Address			Sets the IP address. You can enter up to 15 characters.
	Subnet Mask			Sets the subnet mask. You can enter up to 15 characters.
	Default Gateway			Sets the gateway address. You can enter up to 15 characters.
	DNS Server (Primary)			Sets the IP address for a Primary DNS server. You can enter up to 15 characters.
	DNS Server (Secondary)			Sets the IP address for a Secondary DNS server. You can enter up to 15 characters.
	WINS Server (Primary)			Sets the name or the IP address for the WINS server. You can enter up to 15 characters.
	WINS Server (Secondary)			Sets the name or the IP address for the WINS server. You can enter up to 15 characters.
E-mail Setting	Mail Server Address			Sets the IP address or host name for the SMTP server. You can enter up to 64 characters.
	Set Sender's Address (From)			Sets an e-mail address for this machine.

Receive Setting	Sets the protocol to be used for receiving e-mails.
Authentication Method	Sets the authentication method.
SMTP User ID	Sets the login ID to the server used for SMTP authentication. You can enter up to 64 characters.
SMTP Password	Sets the password to the server used for SMTP authentication. You can enter up to 64 characters.
POP3 Server	Sets the IP address or host name for the POP3 server. You can enter up to 64 characters.
POP User ID	Sets the login ID to the server used for POP authentication. You can enter up to 64 characters.
POP Password	Sets the password to the server used for POP authentication. You can enter up to 16 characters.
Test	Sends a test mail to the Mail Server. You can check if communication between your machine and the mail server works normally.
Test Print	Performing test printing allows you to check if the consumables and paper are properly set.



# Profile

---

You can create and edit a profile.

1. Press [Device Settings] on the touch panel.

2. Press [Profile].

3. Select a number, and then press [Register].

To edit registered profile, press [Edit].

4. Change the setting, and then press [OK].

Press [Back] until [OK] is displayed at the bottom of the touch panel if necessary.

5. Press [Back] until the home screen is displayed.

Item	Factory default setting	Description
Edit / Register	No.	-
	Profile Name	(NULL)
	Protocol	CIFS
	Network Path	(NULL)
	User Name	(NULL)
	Password	(NULL)
Transmission Option	Encode Communication	None
	Port No.	445
	PASV Mode	OFF
	CIFS Character Set	UTF-16
Scan Setting	Scan Size	Auto

Image Settings	Density	0	Sets the density of images.	
	Document Type	Text & Photo	Sets the image quality of documents.	
	Background Removal	Auto	Sets the background removal of documents.	
	Resolution	200 dpi	Selects a resolution for scanning.	
	Contrast	0	Sets the contrast of documents. The default value is the value set on [Admin Setup] menu.	
	Hue	0	Sets the red-green color balance. The default value is the value set on [Admin Setup] menu.	
	Saturation	0	Sets the color saturation of documents. The default value is the value set on [Admin Setup] menu.	
	RGB	Red : 0 Green : 0 Blue : 0	Sets the RGB contrast. The default value is the value set on [Admin Setup] menu.	
	File Name		(NULL) Sets a file name. You can enter up to 64 characters. The following options can be set.*1 #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yyymmddhhmmss)	
	Color Mode		Auto (Color / Mono) Sets scanning color.	
	File Format	Auto (Color / Mono)	Multi-PDF	Sets a file format for scanning.
		Auto (Color / Grayscale)	Multi-PDF	
		Color	Multi-PDF	
		Grayscale	Multi-PDF	
		Mono	Multi-PDF	
Compression Rate	Color	Medium	Sets a compression rate for scanning.	
	Grayscale	Medium		
	Mono	High		
Edge Erase	Setting	OFF	Sets whether to erase the edge shadow created in the surrounding of 2-page spread documents.	

	Width	5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to 50 mm (0.2 to 2.0 inches)
Center Erase	Setting	OFF	Sets whether to eliminate the shadow lines in the center of the two-spread document.
	Width	5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to 50 mm (0.2 to 2.0 inches)
Mixed Size		OFF	Sets whether to distinguish the document size when scanning documents of different sizes.
Direction		Top Edge on Top	Selects the default page orientation of documents.
White Page Skip		OFF	Sets whether to enable or disable the white page skip function.
Encrypted PDF	Encrypted PDF		Not Encrypt
	Encryption Level		Medium
	Document Open Password		Disable  Sets a password to open an encrypted PDF file. A document open password cannot be the same as a permission password. To encrypt a PDF file, you must set a document open password or permission password. You can enter up to 32 characters.
	Password Password (Verify)	(NULL)	Enter a password (twice).
	Permissions Password		Disable  Sets a password to control printing, extracting or editing an encrypted PDF file. A permission password cannot be the same as a document open password. To encrypt a PDF file, you must set a document open password or permission password. You can enter up to 32 characters.
		(NULL)	Enter a password (twice).
Permission	Permission	Not	Sets the permission settings

		To Print	Allowed	on an encrypted PDF file. Display Condition: the permission password is set.
		Permission To Extract	Not Allowed	
		Permission To Edit	Not Allowed	
Delete				Deletes profiles.
Sort By Name				Sorts profile by alphabetical order.
Sort By Number				Sorts profile by registered numerical order.
Search				Searches for a profile.
Register to Free No.				Registers to an empty.
Jump				Moves to the page that includes the entered number.

\*1 For profiles, "#n" or "#d" can be specified for [File Name].

If specifying "#n": 5-digit serial number from 00000 to 99999

If specifying "#d": Date and time when a file is created. 12-digit number in yyymmddhhmmss format

yy:	Year created (the last two digits of the Christian Era)	hh:	Hours created (00 to 23)
mm:	Month created (01 to 12)	mm:	Minute created (00 to 59)
dd:	Date created (01 to 31)	ss:	Second created (00 to 59)

\* The date and time when a file is created are values of the timer of MC873.

An example of file name specification (if the file format is PDF)

If specifying "Data#n": Saved as file names such as "Data0000.pdf" and "Data0001.pdf".

If specifying "File#d": Saved as file names such as "File090715185045.pdf".

If specifying "Scan": "Scan.pdf" is created first, and then data is saved with the name of "Scan#.pdf".

For "#d", refer to the above.

If nothing is specified: "Image.pdf" is created first, and then data is saved with the name of "Image#d.pdf".

For "#d", refer to the above.

### Note

File names registered in profiles are applied when executing Scan To Shared Folder.

When performing auto delivery using profiles with these file names, the above names are not applied.

The file name at auto delivery is fixed to "yyymmddhhmmss\_xxxxxxxx.pdf". The part of "yyymmddhhmmss" is date and time when a file is created for the above "#d", and the part of "\_xxxxxxx" is additional 8-digit alphanumeric characters (meaningless value) so as not to duplicate other files.



# Configure One Touch Button

You can set frequently used destinations stored in the machine such as the address book to the one touch buttons. For each function, up to 40 destinations can be set to the one touch buttons.

1. Press [Device Settings] on the touch panel.
2. Press [Configure One Touch Button].
3. Select a function that you want to set for the one touch buttons.
4. Select a button to which you want to set a destination from [01:] to [40:].
5. Press [Replace].

A list of destinations that can be registered is displayed.

## Memo

- If you press [Replace], a destination can be registered or other destination can be replaced by a new one.
- If you press [Delete], a destination will be deleted from the one touch button.

6. Select a destination.
7. Press [OK] when the setting is finished.
8. Press [Back] until the home screen is displayed.

Item	Factory default setting	Description
Fax	-	Sets a fax number to a one touch button.
Internet Fax	-	Sets an E-mail address to a one touch button.
Scan To E-mail	-	Sets an E-mail address to a one touch button.
Scan To Shared Folder	-	Sets a folder property to a one touch button.

# JOB MACRO

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Registering a Frequently-used Setting as a Macro

Using a Registered Macro

Editing a Macro Title

Checking the Macro Content

Deleting a Registered Macro

You can register macros for frequently used function settings for copying, scanning, faxing, Internet faxing, and printing in the machine and create shortcuts. This "Job Macro" allows you to perform operations more simply and quickly.

You can create a macro for settings on the following functions.

- ❖ Copying
- ❖ Printing from USB Memory
- ❖ Scanning to e-mail
- ❖ Scanning to network PC
- ❖ Scanning to USB Memory
- ❖ Fax Sending
- ❖ Internet Fax Sending
- ❖ Scanning to Fax Server



If the user authentication is enabled, log in to the machine before creating or editing a macro.



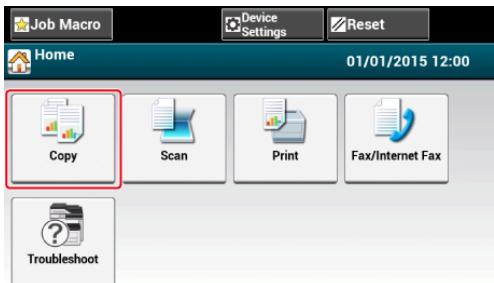
You can register up to 16 macros.

## Registering a Frequently-used Setting as a Macro

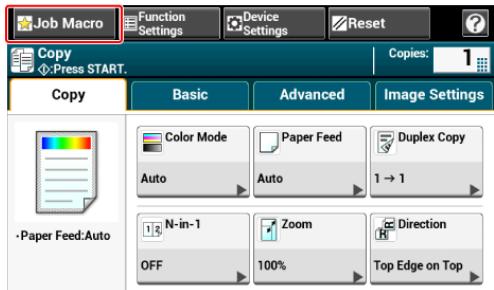
You can create a macro for a frequently-used setting.

### ❖ Registering Newly

1. Press [Copy] on the touch panel.



**2.** Press [Job Macro] on the touch panel.

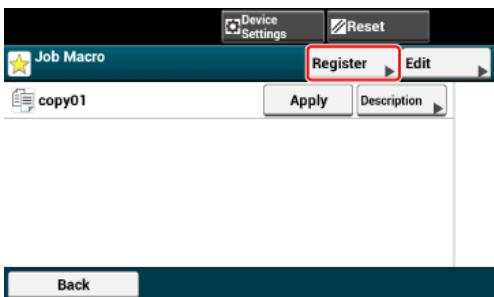


**Memo**

The Job Macro list screen also appears if [Register to Job Macro] is pressed in the following operation procedure. In this case, proceed to step 4.

Function	Display on the touch panel and operation procedures
Copy	[Basic] tab > [Register to Job Macro]
Scan To E-mail	[Basic] tab > [Register to Job Macro]
Scan To USB Memory	[Scan To USB Memory] tab > [Register to Job Macro]
Scan To Computer	[Basic] tab > [Register to Job Macro]
Print from USB Memory	[Register to Job Macro]
Fax Sending	[Basic] tab > [Register to Job Macro]
Internet Fax Sending	[Basic] tab > [Register to Job Macro]
Scanning to Fax Server	[Basic] tab > [Register to Job Macro]

**3.** Press [Register] in the Job Macro list screen.



**4.** Check the setting, and then press [Yes].

**5.** Enter a new macro name.



## 6. Press [OK].

A confirmation screen is displayed.

## Using a Registered Macro

You can use a macro by reading out it.

### 1. Press [Job Macro] on the touch panel.

### 2. Select a macro to use, and then press [Apply].

If the access control is enabled on the functions you want to use, a message is displayed to inform you that you are not permitted to use them, and the screen returns to the JOB MACRO menu.

### 3. Perform a job.

## Editing a Macro Title

You can edit a macro title.

### 1. Press [Job Macro].

### 2. Press [Edit].

### 3. Select a macro, and then press [Title Edit].

### 4. Enter a new title.

### 5. Press [OK].

## Checking the Macro Content

### 1. Press [Job Macro].

### 2. Select a macro, and then press [Description].

### 3. Check the content, and then press [Back].

If you press [Apply] instead of [Back], the macro is applied.

## Deleting a Registered Macro

You can delete a macro.

### 1. Press [Job Macro].

- 2.** Press [Edit].
- 3.** Select a macro, and then press [Delete].  
A confirmation screen is displayed.
- 4.** Press [Yes].

# Editing Address Book

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- E-mail Address
- Fax Numbers

## E-mail Address

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- Registering an E-mail Address from a Computer
- Registering E-mail Group from a Computer
- Deleting a Registered Destination from a Computer
- Deleting a Registered E-mail Group from a Computer
- Importing and Exporting Destination E-mail Addresses
- Registering an E-mail Address from the Operator Panel
- Registering E-mail Group from the Operator Panel
- Registering E-mail Address from the History
- Deleting a Registered Destination from the Operator Panel
- Deleting a Registered E-mail Group from the Operator Panel

# Registering an E-mail Address from a Computer

If you use the E-mail Address Manager of Configuration Tool, you can register and edit a destination e-mail address.

You can register up to 1000 e-mail addresses in the address book.

If you click  (Save to device), the changed settings are reflected to the machine.

## Note

- To use the E-mail Address Manager, install the User Setting plug-in. You can install the User Setting plug-in at the same time as when installing Configuration Tool or install the plug-in later.

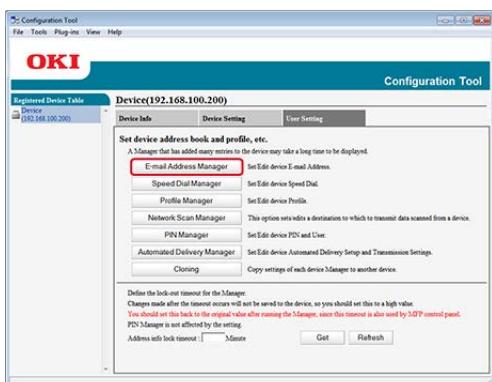
### [Installing Software](#)

- You must register the machine in Configuration Tool in advance.
  -  [Starting Configuration Tool](#)
  -  [Using Configuration Tool](#)
- About icons used in Configuration Tool
  -  [List of Icons used in Configuration Tool](#)

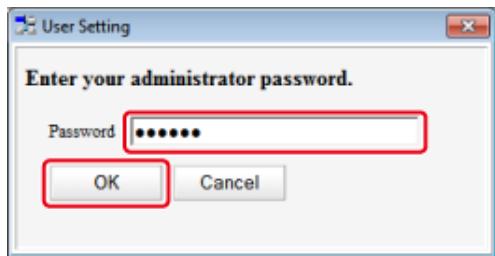
- Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- Select the machine from [Registered Device Table].



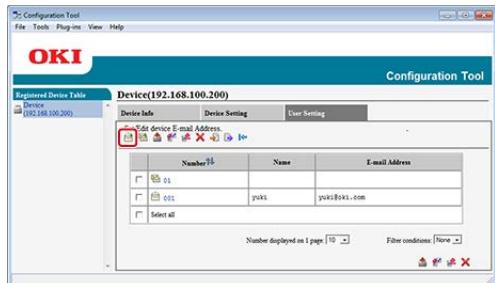
- Select the [User Setting] tab.
- Click [E-mail Address Manager].



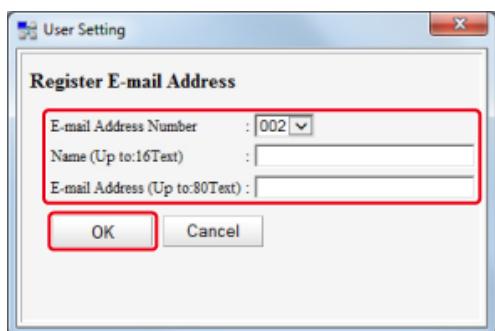
5. Enter the administrator password, and then click [OK].



6. Click (New(E-mail Address)).



7. Enter an e-mail address, and then click [OK].



8. Click (Save to device).

# Registering E-mail Group from a Computer

If you use the E-mail Address Manager of Configuration Tool, you can register multiple registered e-mail addresses as a group. If you specify a group as a destination, you can send an e-mail to multiple e-mail addresses at a time.

You can create up to 32 e-mail address groups.

If you click  (Save to device), the changed settings are reflected to the machine.

## Note

- To use the E-mail Address Manager, install the User Setting plug-in.

### [Installing Software](#)

- You must register Configuration Tool in the machine in advance.

### [Starting Configuration Tool](#)

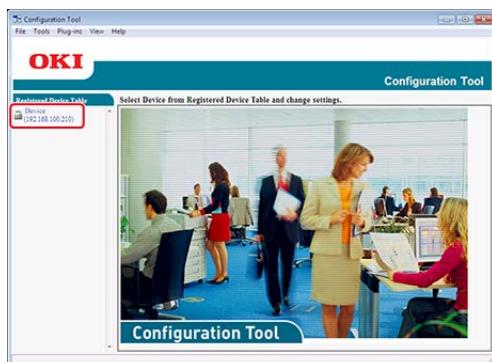
### [Using Configuration Tool](#)

- About icons used in Configuration Tool

### [List of Icons used in Configuration Tool](#)

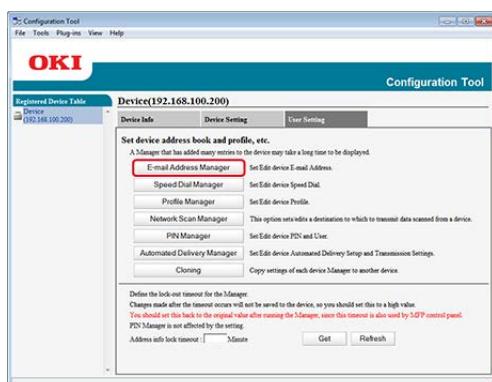
**1.** Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

**2.** Select the machine from [Registered Device Table].

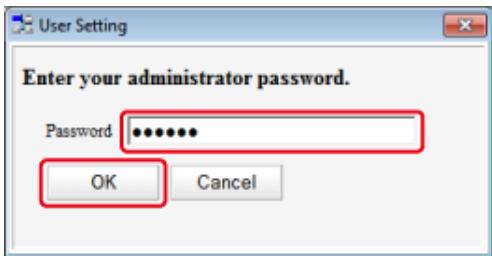


**3.** Select the [User Setting] tab.

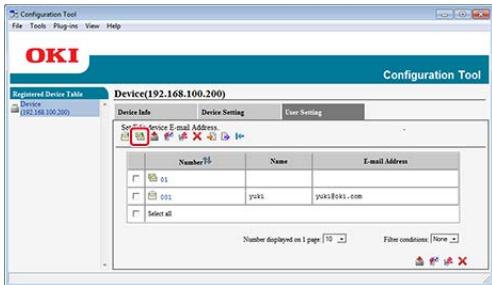
**4.** Click [E-mail Address Manager].



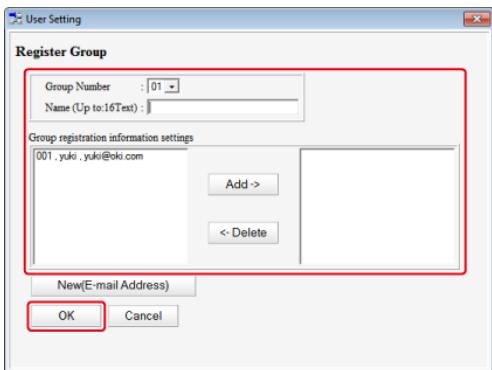
5. Enter the administrator password, and then click [OK].



6. Click (New(Group)).



7. Register a group, and then click [OK].



8. Click (Save to device).

# Deleting a Registered Destination from a Computer

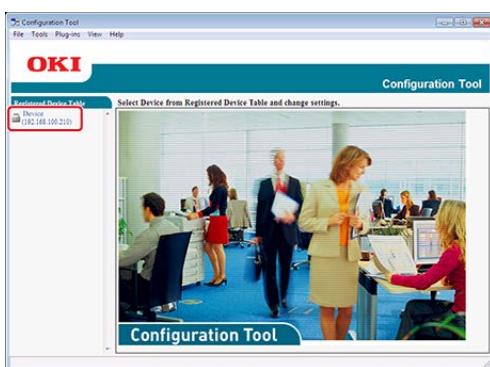
If you use the E-mail Address Manager of Configuration Tool, you can delete a registered e-mail address.

If you click  (Save to device), the changed settings are reflected to the machine.

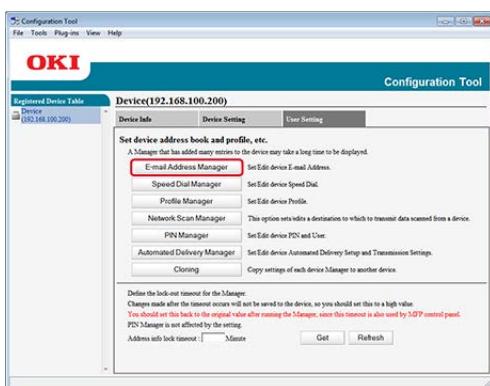
About icons used in Configuration Tool

 [List of Icons used in Configuration Tool](#)

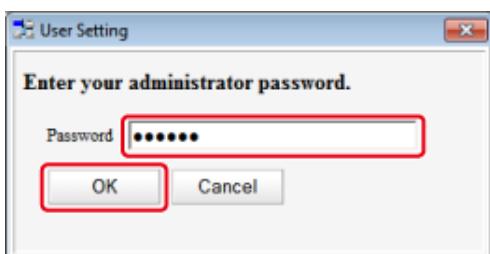
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



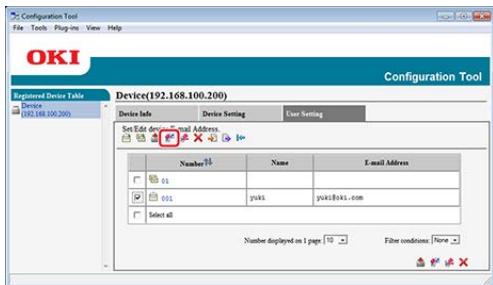
3. Select the [User Setting] tab.
4. Click [E-mail Address Manager].



5. Enter the administrator password, and then click [OK].



**6.** Select an E-mail address to delete, and then click  (Delete).



 **Memo**

- If you click  (Delete and Sort), the selected destination is deleted and the subsequent numbers move up.
- If you click  (Delete all), all the destinations or groups are deleted.

**7.** Click  (Save to device).

# Deleting a Registered E-mail Group from a Computer

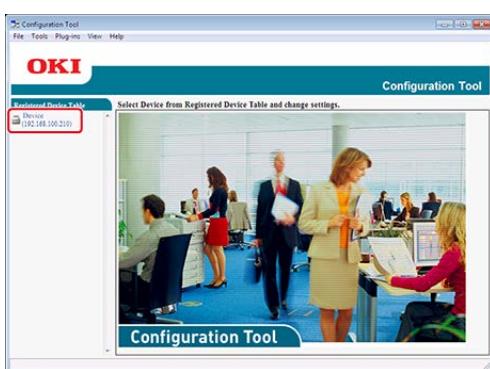
If you use the E-mail Address Manager of Configuration Tool, you can delete a registered e-mail address from the address book.

If you click  (Save to device), the changed settings are reflected to the machine.

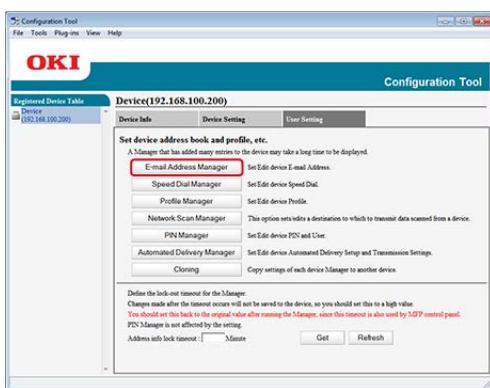
About icons used in Configuration Tool

 [List of Icons used in Configuration Tool](#)

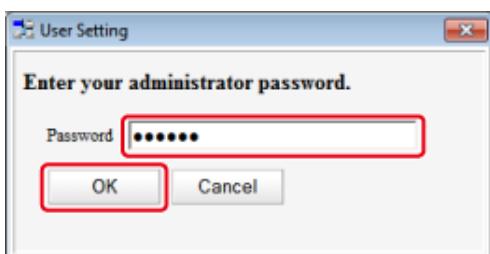
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



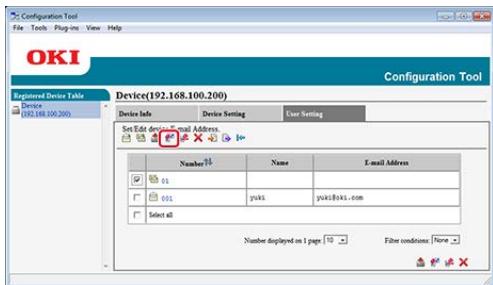
3. Select the [User Setting] tab.
4. Click [E-mail Address Manager].



5. Enter the administrator password, and then click [OK].



6. Select a group to delete, and then click  (Delete).



 **Memo**

If you click  (Delete all), all the destinations or groups are deleted.

7. Click  (Save to device).

# Importing and Exporting Destination E-mail Addresses

## Exporting Addresses to a File

### Importing Addresses from a File

If you use the E-mail Address Manager of Configuration Tool, you can import and export the e-mail address or group of the address book. The following section describes some functions.

If you click  (Save to device), the changed settings are reflected to the machine.

#### Note

To use the E-mail Address Manager, install the User Setting plug-in.

About how to install the plug-in

#### [Installing Software](#)

About icons used in Configuration Tool

#### [List of Icons used in Configuration Tool](#)

## Exporting Addresses to a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the addresses you want to export from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [E-mail Address Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Click  (Export to file).
7. Enter the name of a file to be saved and the name of the save destination folder, and then click [Save].

#### Note

After exporting, the edited CSV file may not restore properly.

## Importing Addresses from a File

- 1.** Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- 2.** Select the machine to which you want to import the addresses from [Registered Device Table].
- 3.** Select the [User Setting] tab.
- 4.** Click [E-mail Address Manager].
- 5.** Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
- 6.** Click  (Import from file).
- 7.** Click [Open] from [Select CSV File].
- 8.** Select the file to import, and then click [Open].
- 9.** Click [Next].
- 10.** Select the settings to import, and then click [Import].
- 11.** Click  (Save to device).

 **Memo**

CSV files exported from Outlook Express (Windows Mail and Windows Live Mail) can also be restored.

# Registering an E-mail Address from the Operator Panel

For details on character entry methods, refer to "[Entering Characters](#)".

1. Press [Device Settings] on the touch panel.
2. Press [Address Book].
3. Press [E-mail Address].
4. Select a number, and then press [Register].



## Memo

You cannot select any numbers that are specified with the auto delivery function.

5. Press the registration button of [Name].
6. Enter a name, and then press [OK].  
You can enter up to 16 characters.
7. Press the registration button of [E-mail Address].
8. Enter an e-mail address, and then press [OK].
9. Press [OK].

# Registering E-mail Group from the Operator Panel

You can register an e-mail group from [Group No.] in [E-mail Address].

1. Press [Device Settings] on the touch panel.
2. Press [Address Book].
3. Press [E-mail Group].
4. Select a number, and then press [Register].



## Memo

To edit a registered address, select [Edit].

5. Press the registration button of [Name].
6. Enter a name, and then press [OK].  
You can enter up to 16 characters.
7. Press the registration button of [Address No.].
8. Select an e-mail address, and then press [OK].  
The check box is selected. You can select multiple e-mail addresses.
9. Press [OK].

# Registering E-mail Address from the History

You can add an e-mail address to the address book from the transmission history.

## Note

The transmission history displays only sent faxes whose destinations were directly entered.

1. Press [Scan] or the  (SCAN) button.
2. Press [Scan To E-mail].
3. Press [Tx History].
4. Press [Register to Address Book].
5. Select an E-mail address, and then press [Register].
6. Press [Register to free number].

## Memo

- When overwriting a registered number, select the number, and then press [Overwrite].
- You cannot select any numbers that are specified with the auto delivery function.

7. Press the registration button of [Name].
  8. Enter a name, and then press [OK].  
You can enter up to 16 characters.
  9. Press [OK].
10. Repeat steps 3 to 9 until you complete registering all the e-mail addresses.

# Deleting a Registered Destination from the Operator Panel

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## Note

You cannot select any e-mail addresses that are specified with the auto delivery function.

1. Press [Device Settings] on the touch panel.
2. Press [Address Book].
3. Press [E-mail Address].
4. Select a number, and then press [Delete].
5. Press [Yes] on a confirmation screen.

## **Deleting a Registered E-mail Group from the Operator Panel**

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- 1.** Press [Device Settings] on the touch panel.
- 2.** Press [Address Book].
- 3.** Press [E-mail Group].
- 4.** Select a number, and then press [Delete].
- 5.** Press [Yes] on a confirmation screen.

# Fax Numbers

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- Registering a Fax Number from a Computer
- Registering a Group Number from a Computer
- Deleting a Registered Fax Number from a Computer
- Deleting a Registered Group Dial Number from a Computer
- Importing and Exporting Speed Dials of Destinations
- Registering a Fax Number from the Operator Panel
- Registering a Group Number from the Operator Panel
- Deleting a Registered Fax Number from the Operator Panel
- Deleting a Registered Group Dial Number from the Operator Panel
- Registering Fax Number from the History
- Configure One Touch Button

# Registering a Fax Number from a Computer

If you use the Speed Dial Manager of Configuration Tool, you can register and edit a destination speed dial.

You can register up to 1000 destinations to speed dial.

If you click  (Save to device), the changed settings are reflected to the machine.

## Note

- To use the Speed Dial Manager, install the User Setting plug-in.
- For details on how to install the plug-in, refer to "[Installing Software](#)".
- You must register the machine in Configuration Tool in advance.

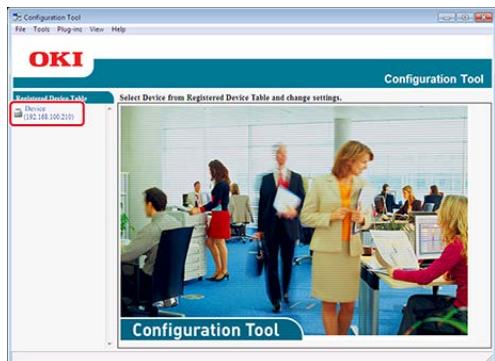
 [Starting Configuration Tool](#)

 [Using Configuration Tool](#)

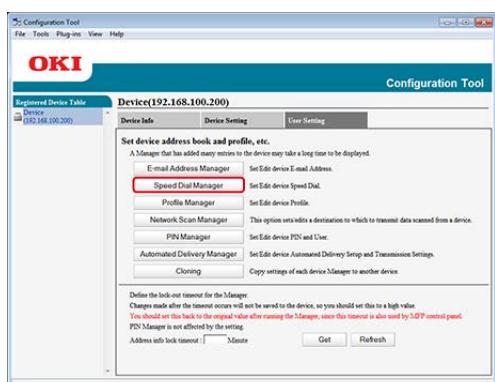
- About icons used in Configuration Tool

 [List of Icons used in Configuration Tool](#)

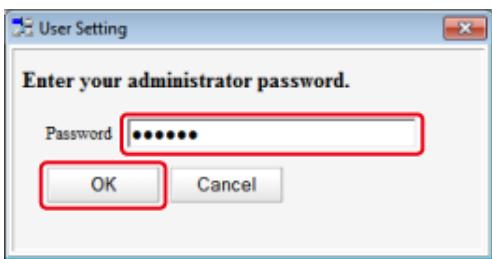
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



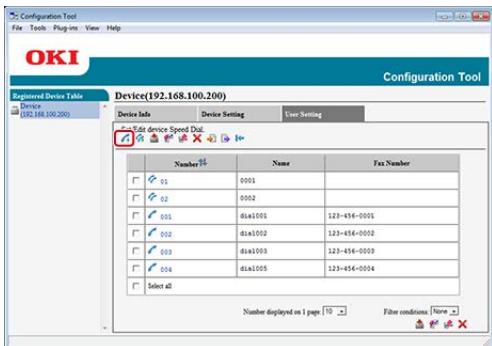
3. Select the [User Setting] tab.
4. Click [Speed Dial Manager].



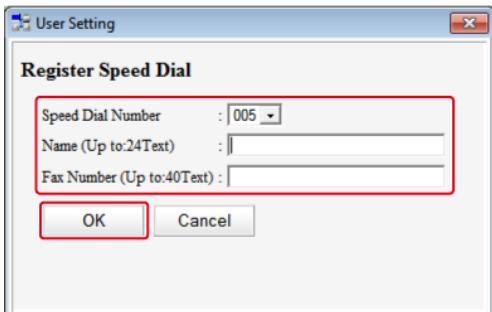
5. Enter the administrator password, and then click [OK].



6. Click (New(Speed Dial)).



7. Enter a fax number, and then click [OK].



8. Click (Save to device).

# Registering a Group Number from a Computer

If you use the Speed Dial Manager of Configuration Tool, you can register multiple registered speed dials as a group.

You can create up to 32 groups, and register the entire groups as speed dial numbers.

If you click  (Save to device), the changed settings are reflected to the machine.

## Note

- To use the Speed Dial Manager, install the User Setting plug-in.
- For details on how to install the plug-in, refer to "[Installing Software](#)".
- You must register the machine in Configuration Tool in advance.

 [Starting Configuration Tool](#)

 [Using Configuration Tool](#)

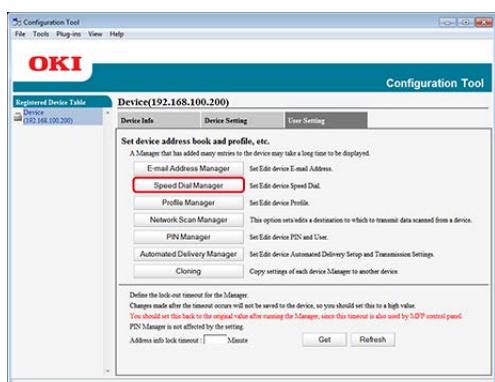
- About icons used in Configuration Tool

 [List of Icons used in Configuration Tool](#)

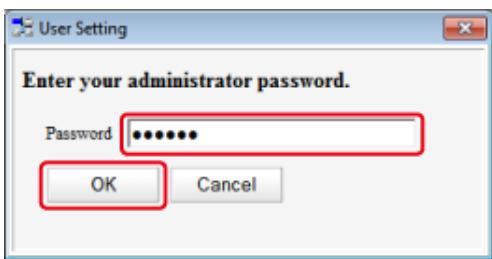
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



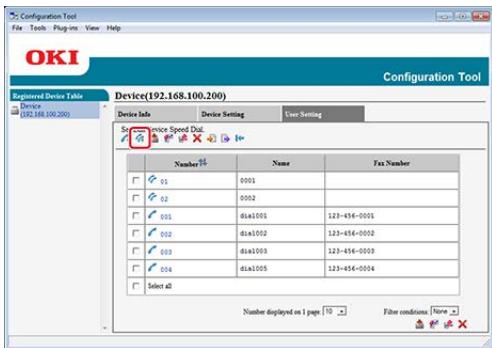
3. Select the [User Setting] tab.
4. Click [Speed Dial Manager].



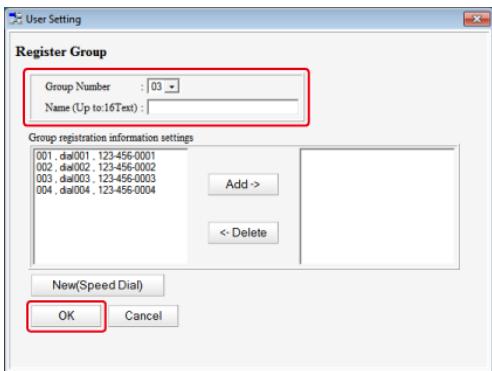
5. Enter the administrator password, and then click [OK].



6. Click  (New(Group)).



7. Register a group, and then click [OK].



8. Click  (Save to device).

# Deleting a Registered Fax Number from a Computer

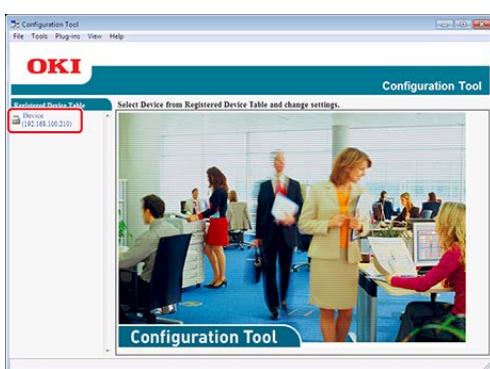
If you use the Speed Dial Manager of Configuration Tool, you can delete registered speed dials.

If you click  (Save to device), the changed settings are reflected to the machine.

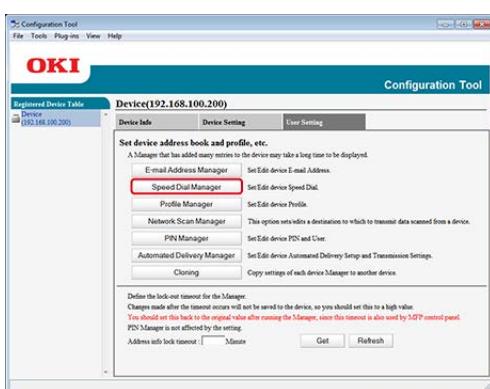
About icons used in Configuration Tool

 [List of Icons used in Configuration Tool](#)

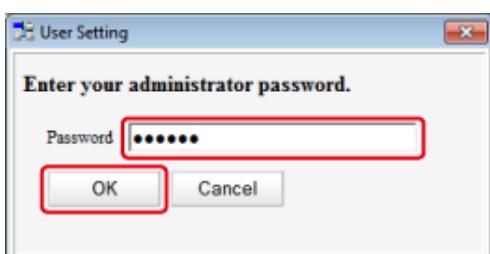
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



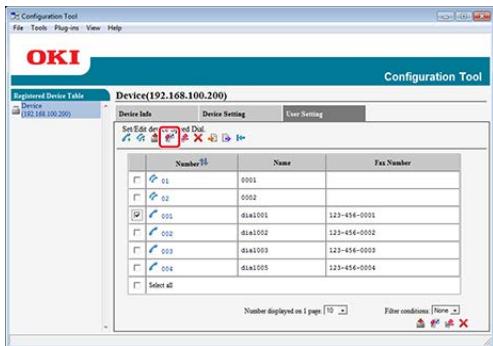
3. Select the [User Setting] tab.
4. Click [Speed Dial Manager].



5. Enter the administrator password, and then click [OK].



**6.** Select the destination to delete, and then click  (Delete).



### Memo

- If you click (Delete and Sort), the selected destination is deleted and the subsequent numbers move up.
- If you click (Delete all), all the destinations or groups are deleted.

**7.** Click  (Save to device).

# Deleting a Registered Group Dial Number from a Computer

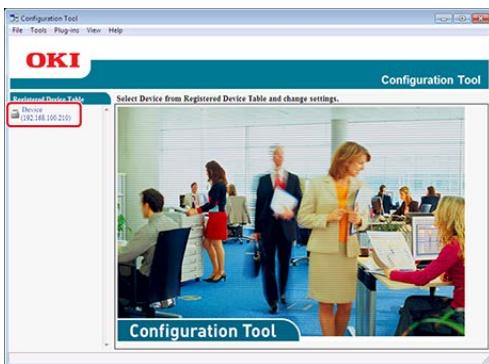
If you use the Speed Dial Manager of Configuration Tool, you can delete registered speed dial groups.

If you click  (Save to device), the changed settings are reflected to the machine.

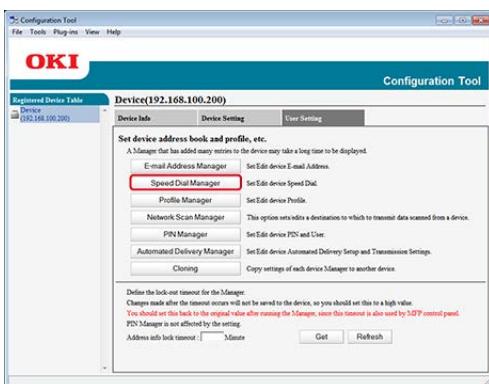
About icons used in Configuration Tool

 [List of Icons used in Configuration Tool](#)

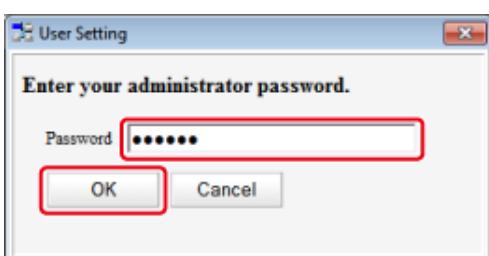
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].



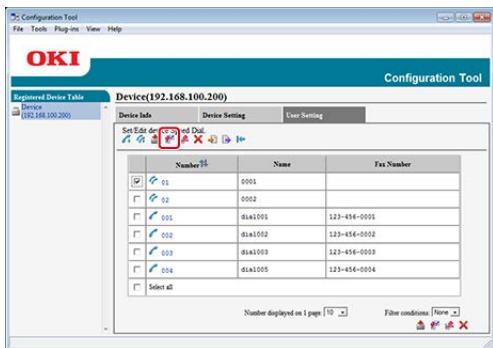
3. Select the [User Setting] tab.
4. Click [Speed Dial Manager].



5. Enter the administrator password, and then click [OK].



6. Select the group to delete, and then click  (Delete).



 **Memo**

If you click  (Delete all), all the destinations or groups are deleted.

7. Click  (Save to device).

# Importing and Exporting Speed Dials of Destinations

## Exporting Speed Dials to a File

### Importing Speed Dials to a File

If you use the Speed Dial Manager of Configuration Tool, you can import and export the speed dial or group of destinations. The following section describes some functions.

If you click  (Save to device), the changed settings are reflected to the machine.

#### Note

To use Speed Dial Manager, install the User Setting plug-in.

- About how to install the plug-in
  -  [Installing Software](#)
  - About icons used in Configuration Tool
    -  [List of Icons used in Configuration Tool](#)

## Exporting Speed Dials to a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the speed dials you want to export from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Speed Dial Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Click  (Export to file).
7. Enter the name of a file, select a save destination folder, and then click [Save].

#### Note

After exporting, the edited CSV file may not restore properly.

## Importing Speed Dials to a File

- 1.** Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- 2.** Select the machine to which you want to import the speed dials from [Registered Device Table].
- 3.** Select the [User Setting] tab.
- 4.** Click [Speed Dial Manager].
- 5.** Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
- 6.** Click  (Import from file).
- 7.** Click [Open] from [Select CSV File].
- 8.** Select the file to import, and then click [Open].
- 9.** Click [Next].
- 10.** Select the settings to import, and then click [Import].
- 11.** Click  (Save to device).

 **Memo**

CSV files exported from Outlook Express (Windows Mail and Windows Live Mail) can also be restored.

# Registering a Fax Number from the Operator Panel

You can register up to 1000 destinations to speed dial.

You can create up to 32 groups, and register the entire groups as speed dial numbers.

## Registering a Fax Number One by One

For details on character entry methods, refer to "[Entering Characters](#)".

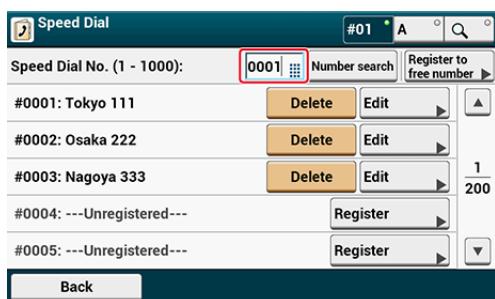
### Memo

The numbers that are registered in groups with the [Speed Dial] function synchronize the numbers that are registered in groups with the [Group No.] function.

1. Press [Device Settings] on the touch panel.
2. Press [Phone Book].



3. Press [Speed Dial].
4. Select a speed dial number, and then press [Register].



5. Press the registration button of [Name].
6. Enter a name.  
You can enter up to 24 characters.
7. Press [OK].
8. Press the registration button of [Fax Number].

**9.** Enter a fax number.

You can enter up to 40 digits.

**10.** Press [OK].

# Registering a Group Number from the Operator Panel

For details on character entry methods, refer to "[Entering Characters](#)".

## Memo

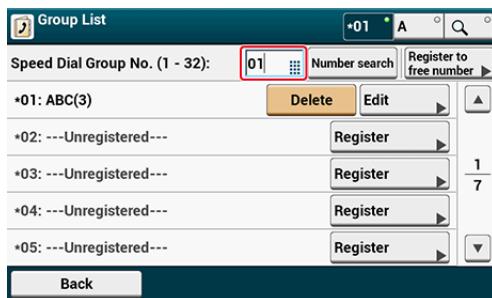
The numbers that are registered in groups with the [Speed Dial] function synchronize the numbers that are registered in groups with the [Group No] function.

1. Press [Device Settings] on the touch panel.
2. Press [Phone Book].



3. Press [Group No].
4. Select a group number, and then press [Register].

The check box is selected. You can select multiple items.



5. Press the registration button of [Name].
6. Enter a name.  
You can enter up to 16 characters.
7. Press [OK].
8. Press the registration button of [Speed Dial].
9. Select speed dial numbers, and then press [OK].
10. Press [OK].



# Deleting a Registered Fax Number from the Operator Panel

## Note

You cannot delete the speed dial numbers that are used with the reserved transmission or auto delivery.

1. Press [Device Settings] on the touch panel.
2. Press [Phone Book].



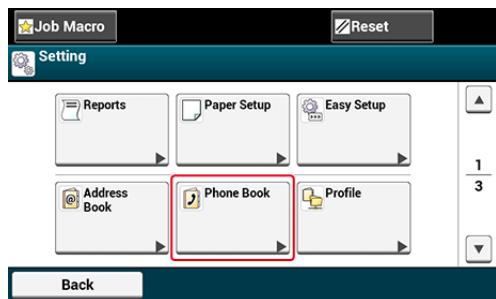
3. Press [Speed Dial].
4. Select a speed dial number, and then press [Delete].
5. Press [Yes] on a confirmation screen.

# Deleting a Registered Group Dial Number from the Operator Panel

## Memo

Even if you delete a group, the numbers that are registered as the speed dial numbers are not deleted.

1. Press [Device Settings] on the touch panel.
2. Press [Phone Book].



3. Press [Group No.].
4. Select a group number, and then press [Delete].
5. Press [Yes] on a confirmation screen.

# Registering Fax Number from the History

You can register fax numbers as speed dial numbers from the fax transmission history and the reception history.

1. Press [Fax] or the (FAX) button.
2. Press [Fax].
3. Press [Redial].
4. Press [Tx History] or [Rx History].
5. Press [Register to Speed Dial].
6. Select a speed dial number, and then press [Register].
7. Press [Register to free number].



## Memo

- When overwriting a registered number, select the number, and then press [Over Write].
- You cannot select any numbers that are specified with the auto delivery function.

8. Press the registration button of [Name].
9. Enter a name, and then press [OK].  
You can enter up to 24 characters.
10. Press [OK].
11. Repeat steps 3 to 10 until you complete registering all the dial number.

# Configure One Touch Button

You can set frequently used destinations stored in the machine such as the address book to the one touch buttons. For each function, up to 40 destinations can be set to the one touch buttons.

1. Press [Device Settings] on the touch panel.
2. Press [Configure One Touch Button].
3. Select a function that you want to set for the one touch buttons.
4. Select a button to which you want to set a destination from [01:] to [40:].
5. Press [Replace].

A list of destinations that can be registered is displayed.

## Memo

- If you press [Replace], a destination can be registered or other destination can be replaced by a new one.
- If you press [Delete], a destination will be deleted from the one touch button.

6. Select a destination.
7. Press [OK] when the setting is finished.
8. Press [Back] until the home screen is displayed.

Item	Factory default setting	Description
Fax	-	Sets a fax number to a one touch button.
Internet Fax	-	Sets an E-mail address to a one touch button.
Scan To E-mail	-	Sets an E-mail address to a one touch button.
Scan To Shared Folder	-	Sets a folder property to a one touch button.

# List of Objectives

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- Replacing Consumables
- Solve Problems with the Machine
- Save Consumables and Costs
- Enhance Security
- Improve Efficiency
- Utilize a Paper Document As Data
- Moving or Transporting This Machine
- Checking the Status of This Machine

# Replacing Consumables

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- For K (black) Toner Cartridge Only
- For C (cyan), M (magenta), Y (yellow) Toner Cartridge
- Replacing the Image Drum
- Replacing the Image Drum and Toner Cartridge at the Same Time
- Replacing the Belt Unit
- Replacing the Fuser Unit
- Replacing the Feed Roller (Tray 1/Tray 2/Tray 3/Tray 4)
- Replacing the Feed Roller (MP Tray)

# Solve Problems with the Machine

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- [Check an Error with the Machine](#)
- [Solve Problems in Each Function](#)
- [Solve Problems with a Computer](#)
- [Solve Problems with the Print Results](#)
- [Other Problems](#)

## Check an Error with the Machine

You can check a solution to an error when an error message is displayed on the operator panel.

- [!\[\]\(9604283881f8ee006b566282f81a1dbe\_img.jpg\) If an Error Message is Displayed on the Operator Panel](#)
- [!\[\]\(1a86f64b542414f00501fce0efcfbad9\_img.jpg\) If Paper Jams Occur](#)
- [!\[\]\(0f8a2f86b0f977bdf63fc41cf84d3c4d\_img.jpg\) If a Document Jam Occurs](#)
- [!\[\]\(715073f529344c3a0f7b5b680d227c8a\_img.jpg\) If the STATUS Button on the Operator Panel Lights Up or Flashes](#)

## Solve Problems in Each Function

- [!\[\]\(107cda56005731c6a6ac627fa1c1d5fe\_img.jpg\) Copy Problems](#)
- [!\[\]\(599327f7abaf23e6f1b58abfd84b6eb8\_img.jpg\) Scan Problems](#)
- [!\[\]\(7e2b1f764fd9082b74cecc4c1e1f48c9\_img.jpg\) Print Problems](#)
- [!\[\]\(8e02ba163608b06bcedc9360471d9f35\_img.jpg\) Fax Problems](#)
- [!\[\]\(47c7513f24e8bf0869e0985d1d2f0ec7\_img.jpg\) AirPrint Problems](#)
- [!\[\]\(408566fcf564e35e5b566ef1df676ca9\_img.jpg\) Google Cloud Print Problems](#)

## Solve Problems with a Computer

You can check a solution to a problem with a computer.

- [!\[\]\(c465a193bc0c5ffa5e4ba1397c7f112e\_img.jpg\) Problems on Other Software](#)
- [!\[\]\(651df3b6f8bd21faa9139b3ef01c399a\_img.jpg\) Problems on Configuration Tool](#)
- [!\[\]\(9e5d5c58e9ac0ce7d5c05a650537f32b\_img.jpg\) About Restrictions on Each OS](#)

## Solve Problems with the Print Results

You can check the cause of a problem with the print results and its solution.

- [!\[\]\(4ff55792fd18fe8942c3cfdac69209bf\_img.jpg\) About Problems with Printing Results](#)

## Other Problems

- [!\[\]\(7811b5d02187d0fb51bf3b840c8ad97b\_img.jpg\) Problems on Document and Paper](#)
- [!\[\]\(ee29b84a32894b0c9ea5102aa4738b77\_img.jpg\) If a Power Failure Occurs](#)

 Problems on the Machine or Paper

 Troubleshooting

# Save Consumables and Costs

Save Paper

Save Money on Electricity

Reduce Fax Communication Costs

Reduce Printing Costs

## Save Paper

### ▣ Tips for Saving on Copying

The duplex copy function that enables you to copy on both sides of paper, the N-in-1 function that enables you to copy multiple documents on a sheet of paper, and the ID card copy function that enables you to copy both sides of an ID card on one side of paper are available.

-  [Copying on Both Sides of Paper \(Duplex Copy\)](#)
-  [Combining Multiple Pages on One Sheet of Paper \(N-in-1\)](#)
-  [Copying Both Sides of a Card to One Side \(ID Card Copy\)](#)

### ▣ Tips for Saving on Printing

The duplex printing function that enables you to print on both sides of paper, and the multi-page printing function that enables you to print multiple pages on a sheet of paper are available.

-  [Printing on Both Sides of Paper \(Duplex Printing\)](#)
-  [Combining Multiple Pages onto One Sheet of Paper](#)

### ▣ Tips for Saving on Faxing

- The auto delivery function that enables you to receive a fax as an e-mail attachment file is available. You can check the fax content by e-mail, allowing you to save paper by printing necessary documents only.
  -  [Forwarding Received Document Data to an E-mail Destination or Shared Folder \(Auto Delivery\)](#)
- The PC Fax function that enables you to send a document in a computer directly. You can save paper, because you do not need to print a document to send.
  -  [Sending a PC Fax](#)
- The duplex print function that enables you to print on both sides of paper.
  -  [Duplex Printing](#)

## Save Money on Electricity

Use the Power Save mode function. You can set this machine so that it can automatically enter Power Save mode after a certain period of time passes.

-  [Saving Power Consumption with the Power Save Function](#)

## Reduce Fax Communication Costs

### ▣ Specifying the Transmission Time

Use the delayed transmission function. You can specify a night-time period or another time period to send a fax during which communication costs are low.

 [Sending at a Specified Date and Time \(Delayed Tx\)](#)

### ▣ Using the Internet Line

Use the Internet Fax function. You can reduce more costs than standard faxes, because you send and receive faxes through the Internet line.

 [Sending an Internet Fax \(Procedure\)](#)

## Reduce Printing Costs

Use the toner save mode function. You can reduce more toner consumption than usual when printing.

 [Saving Toner](#)

# Enhance Security

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- Secure a Document to Print
- Convert a Paper Document into an Encrypted PDF File
- Restrict Machine Users and Available Functions
- Prevent Wrong Fax Transmission
- Restrict Computers on Which Remote Scan Can be Used

## Secure a Document to Print

### **Assign a Password to a Document So That Third Persons Cannot View**

Use the authentication print function. If you assign a password to a document in advance, the document can be printed only when the same password is entered from the operator panel.

 [Setting a Password to the Print Data \(Authentication Print\)](#)

### **Encrypt a Document to Protect from Illegal Access**

Use the encrypted authentication print function. If you assign a password to a document in advance, the document can be printed only when the same password is entered from the operator panel. Also, the document is encrypted before being sent from a computer, protecting the information from illegal access.

 [Setting a Password and Encrypting the Print Data \(Encrypted Authentication Print\)](#)

### **Encrypt Document and Require User Authentication before Printing**

Use the authentication print function. The user information currently logging in is automatically obtained and attached encrypted print job so that you do not need to enter a password. To use the function, enable the access control setting of the machine and log into the machine with the same user information as that you use on a computer.

 [Encrypting Printing Data and Requiring User Authentication before Printing \(ID Secure Job\)](#)

## Convert a Paper Document into an Encrypted PDF File

Use the PDF encryption function. You can set an encryption strength level, a password required for opening a file, and other settings.

 [Encrypting a PDF File](#)

## Restrict Machine Users and Available Functions

Use the access control function. You can restrict machine users and available functions.



## Prevent Wrong Fax Transmission

Use the security functions for sending faxes. The functions are useful for preventing wrong fax transmission.

 Preventing Wrong Fax Transmissions

## Restrict Computers on Which Remote Scan Can be Used

You can restrict computers on which Remote Scan can be used.

 Registering a Computer That is Connected

# Improve Efficiency

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Simplify Setting Operations When Printing from a Computer

Register Frequently-used Destinations

Set This Machine Remotely

Customize the Home Screen for My Own Use

Distinguish Output Destinations by a Job

## Simplify Setting Operations When Printing from a Computer

Use the quick specification of printing settings function. You can register settings that you specify when printing from a computer, allowing you to set the time-consuming settings quickly.

 [Saving Frequently-Used Settings in the Printer Driver to Use](#)

## Register Frequently-used Destinations

Use the address book function and the phone book function. You can register frequently-used e-mail and fax transmission destinations, allowing you to specify a destination easily just by selecting from registered ones when sending a document.

- Registering an E-mail Destination
  -  [E-mail Address](#)
- Registering a Fax Destination
  -  [Fax Numbers](#)
- Registering an Internet Fax Destination
  -  [E-mail Address](#)

## Set This Machine Remotely

### From a Web Browser

You can set each setting of this machine on the Web page from a computer.

 [Web Page of This Machine](#)

### From a Computer Running on Windows

You can set each setting of this machine with Configuration Tool from a computer.

 [Using Configuration Tool](#)

## Customize the Home Screen for My Own Use

You can set shortcut buttons in the home screen for functions that are placed deep in the

menu hierarchy.

 [How to Customize the Touch Panel](#)

## Distinguish Output Destinations by a Job

You can specify output destinations respectively for copy jobs, printing received fax, printing from the PC, etc.

- Printouts of a copy job
  -  [Switching Output Trays](#)
- Printouts of received fax
  -  [Switching Output Trays](#)
- Printouts of PC printing
  -  [About Screens and Functions of Each Printer Driver](#)
- Printouts of data in a USB Memory
  -  [Printing Data in USB Memory](#)
- Printouts of E-mail attachment files or received Internet fax
  -  [Printing E-mail Attachment Files](#)

# Utilize a Paper Document As Data

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[Send or Save a Document As Data](#)

[Receive a Received Fax As an E-mail Attachment File](#)

[Save a Received Fax to a Folder in a Computer](#)

## Send or Save a Document As Data

### **Send a Scanned Document as an E-mail Attachment File**

Use the Scan to E-mail function. You can convert a scanned document into a PDF file or another data file format, and send the file as an e-mail attachment file.

 [Using Scan To E-mail](#)

### **Scanned Document to a Shared Folder in a Computer**

Use the Scan to Shared Folder function. You can convert a scanned document into a PDF file or another data file format, and save the file to a shared folder.

 [How to Use Scan To Shared Folder](#)

### **Save a Scanned Document to USB Memory**

Use the Scan to USB Memory function. You can convert a scanned document into a PDF file or another data file format, and save the file to USB Memory that is connected to this machine.

 [Saving Scanned Data in USB Memory](#)

### **Send a Scanned Document to an Application on a Computer**

Use the Scan to PC function. You can send a scanned document to an application, and edit an image.

 [Sending Scanned Data to a Computer](#)

## Receive a Received Fax As an E-mail Attachment File

Use the auto delivery function. You can check a received document as an e-mail attachment file, allowing you to discard the file without printing it if it is an unnecessary document.

 [Forwarding Received Document Data to an E-mail Destination or Shared Folder \(Auto Delivery\)](#)

## Save a Received Fax to a Folder in a Computer

Use the auto delivery function and the transmission data save function. You can save and manage a received fax to a shared folder as data without printing it.

 [Forwarding Received Document Data to an E-mail Destination or Shared Folder \(Auto Delivery\)](#)

 Saving Sent and Received Data (Transmission Data Save)

# Moving or Transporting This Machine

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This section explains how to move or transport your machine.

## ▪ [Moving This Machine](#)

This section describes cautions for moving this machine.

## ▪ [Transporting This Machine](#)

This section describes cautions for transporting this machine.

## **Checking the Status of This Machine**

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- ❖ Web Page of This Machine

# Operating Management/Specifications

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- Changing the Administrator Password
- Administrator Setup
- Management Software
- User Authentication (Access Control)
- Account Management
- Moving/Transporting This Machine
- Specifications

# Changing the Administrator Password

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It is recommended to change the administrator password to protect your security. Write the new password down and keep it safe.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press ▲ or ▼ several times and press [Management].
5. Press ▲ or ▼ several times and press [Admin Password].
6. Enter a new password, and then press [OK].
7. Enter the password again.
8. Press [OK].

 **Note**

Be careful not to forget the administrator password.

# Administrator Setup

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You can change the administrator setup. To change the setting, follow the steps below.

The factory default administrator name and password are "admin" and "aaaaaa", respectively. Use them if any administrator names have not been registered yet.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].
4. Touch an item you want to change, and then change the setting.

The settings that you can change in [Admin Setup] are as follows.

If you change the default setting from the [Admin Setup] menu, and want to reflect the changed default on the touch panel immediately, press the (HOME) button, the (COPY) button, the (SCAN) button, the (PRINT) button or the (FAX) button to switch the function.

- [Copy Setup](#)

You can check and change the default settings of the copy functions for this machine.

- [Fax Setup](#)

You can check and change the default settings of the fax functions and other various basic settings.

- [FaxServer Function](#)

You can check and change the default settings of the FaxServer function for this machine.

- [Internet Fax Setup](#)

You can check and change the default settings of the Internet Fax function for this machine.

- [Scanner Setup](#)

You can check and change the default settings of the scanner functions and other various basic settings.

- [Print From USB Memory Setup](#)

You can check and change the default settings of the Print from USB Memory function for this machine.

- [Print Setup](#)

You can check and change a tray configuration, print settings, and other various settings of the print functions.

- [Network Menu](#)

You can check and change various settings for a network and servers.

- [Configure Home Screen](#)

Set the home screen with home icons.

- [Management](#)

You can check and change the time to reset the screen on the operator panel, Power Save

mode, and other various settings related to the machine management.

#### ❖ **User Install**

You can check and change the time zone, time, and other various default settings required for managing this machine.

# Copy Setup

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Item		Factory default setting	Description	
Default Settings	Color Mode	Auto	Select Auto / Color / Mono (Grayscale).	
	Scan Size	Auto	Sets the default scan size.	
	Duplex Copy	OFF(Simplex)	Sets the default setting of whether to turn duplex copying on or off, and the default binding position.	
	Zoom	100%	Sets the default zoom rate.	
	Sort	ON	Sets whether to collate copied documents by default.	
Image Settings	Density	0	Sets the default density.	
	Document Type	Text & Photo	Sets the default image quality.	
	Resolution	Normal	Sets the default resolution.	
	Background Removal	Auto	Sets the default background removal.	
	Show-Through Removal	Middle	Sets the default value of the show-through removal function.	
	Outside Erase	Setting	OFF	Sets whether to enable or disable the outside erase function.
		Range Adjustment	3	Sets the criteria of the outside erase function.
	Contrast	0	Sets the default contrast.	
	Hue	0	Sets the default value of the hue.	
	Saturation	0	Sets the default value of the saturation.	
	RGB	0	Sets the default value of RGB contrast.	
Direction		Top Edge On Top	Selects the default page orientation of documents.	
ID Card Copy		OFF	Sets whether to use the ID card copy mode by default.	
Continuous Scan		OFF	Sets whether to use Continuous Scan mode.	
Mixed Size		OFF	Sets whether different sized documents are copied on each size paper by default.	
Margin	Setting	OFF	Sets the default margins.	
	Front	Left	0 mm (0 inch)	Available range: 0 to ±25 mm (0.0 to 2.0 inch) (1 mm increment)
		Top		
	Back	Left		

		Top				
Edge Erase	Setting		ON	Sets whether to erase the shade created in the surrounding of 2-page spread documents by default.		
	Width		2 mm (0.1 inch)	Sets an erasing width. Available range: 2 to ±50 mm (0.1 to 2.0 inch) (1 mm increment)		
Center Erase	Setting		OFF	Sets whether to eliminate the shadow lines in the center of the two-spread document.		
	Width		1 mm (0.1 inch)	Sets an erasing width. Available range: 1 to ±50 mm (0.1 to 2.0 inch) (1 mm increment)		
White Page Skip			OFF	Sets whether to enable or disable the white page skip function.		
Watermark	Page Number	Setting	OFF	Sets whether to add the page number as watermarks.		
		Start Number	1	Sets the start number of the page number.		
		Position	Lower Right	Sets the printing position of the page number.		
	String	User Name	OFF	Sets whether to add the user name as watermarks.		
		Model Name	OFF	Sets whether to add the model name as watermarks.		
		Date / Time	OFF	Sets whether to add the date and time as watermarks.		
		Free Word	OFF	Sets whether to add a character string as watermarks.		
		String	(NULL)	Sets a character string. You can register up to 64 alphanumeric characters.		
		Position	Lower Left	Sets the printing position of the character string.		
	Font Size		10 point	Sets the font size. Available range: 8 to 24 points		
Configure Shortcuts			01: Scan Size 02: Paper Feed 03: Duplex Copy 04: N-in-1 05: Zoom 06: Direction	Sets the shortcut button for the [Copy] tab.		
Interrupt			OFF	Sets whether to enable or disable the Interrupt function.		



# Fax Setup

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Item		Factory default setting	Description		
Default Settings	Resolution	Normal	Sets the default image quality.		
	Background Removal	Auto	Sets the default setting of the background removal.		
	Density	0	Sets the default density to scan.		
	Scan Size	Auto	Sets the default scan size.		
	Continuous Scan(Glass)	OFF	Sets whether to use Continuous Scan.		
	Continuous Scan(ADF)	OFF			
	Preview	OFF	Sets the preview image of sending image.		
	Edge Erase	Setting	Sets whether to erase the edge shadow created on Fax scan image.		
		Width	2 mm (0.1 inch) Sets an erasing width created on Fax scan image.		
	TTI	ON	Sets whether to add the sender's name to the header of the sent fax by default.		
	Transmit Confirmation Report	OFF or ON	Sets whether to automatically print transmission results by default.		
	Memory Tx	ON	Sets whether to use Memory transmission (ON) or real-time transmission (OFF) by default.		
Configure Shortcuts		01: Manual Dial 02: Speed Dial 03: Group List 04: Redial 05: Off Hook 06: Resolution	Sets the shortcut button for the [Fax] tab.		
Fcode Box	Edit / Register	Confidential Box	Box Name	(NULL)	Sets the name for confidential boxes. You can enter up to 16 characters.
			Sub-Address	(NULL)	Sets the sub-address for confidential box. You can enter up to 20 characters.
			Hold Time	0	Sets the hold time for confidential box. Available range: 0 to 31 days
			I.D.Code	(NULL)	Sets the password for confidential box. Register a 4-digit numerical

				number only.
Bulletin Box	Box Name	(NULL)	Sets a bulletin box name. You can enter up to 16 characters.	
	Sub-Address	(NULL)	Sets the sub-address for bulletin box. You can enter up to 20 characters.	
Delete				Deletes an Fcode box.
Security Function	ID Check Tx		OFF	Sets whether to use the ID check transmission.
	Broadcast Destination		ON	Sets whether to indicate the transmission destination number before starting broadcast transmission.
	Confirm Dial		OFF	Sets whether to reenter the transmission destination fax number before sending a fax.
	Secure Receive	Setting	OFF	Sets whether to store a received fax in the Memory of this machine without printing immediately.
		Password	(NULL)	Sets the password that is entered when printing a received fax image that is stored in the Memory of this machine.
		Delete after printing	Yes	Sets whether to delete a fax image after printing.
Other Settings	Redial Tries		2 time(s)	Sets the number of redial attempts. Available range: 0 to 9 times
	Redial Interval		1 minute(s)	Sets the time between redial attempts. Available range: 0 to 5 minutes
	Block Junk Fax	Setting	OFF	Sets Block Junk mode Fax.
		Registered List	Register / Edit	(NULL) Register / Edit addresses for Block Junk Fax. Display condition: To set [Mode2] or [Mode3], [Admin Setup] > [Other Settings] > [Block Junk Fax] > [Setting].
		Delete		Delete addresses for Block Junk Fax. Display condition: To set [Mode2] or [Mode3], [Admin Setup] > [Other Settings] > [Block Junk Fax] > [Setting].
	Ring Response		1 Ring	Sets the number of rings required before receiving an incoming fax.
	Dialing Pause Duration		2 second(s)	Sets the dial pause time. Available range: 0 to 10 seconds
	Rx Reduc. Rate		Auto	Sets the reception reduction rate.
	Reduc. Margin		24 mm (0.9 inch) or 100 mm	Sets the threshold level of reception reduction. Available range: 0 to 100 mm (0 to

	(3.9 inch)	3.9 inches)
ECM Mode	ON	Sets whether to use the error correction mode.
PreFix	(NULL)	Sets the dialing prefix. You can enter up to 40 digits.
Received Time Stamp	OFF	Sets whether to print the time stamp on received faxes.
Print Check Message	ON	Sets whether to report the error content if a transmission error occurs.
Duplex	OFF	Sets simplex or duplex for printing received fax and the binding position for duplex printing.
Rotate Tx	ON	Sets whether to enable or disable the Rotate Tx function.
Fax Setting	Service Bit	OFF If set to OFF, some menu items are not displayed on the screen.
	Country Code	International or U.S.A Sets the country code.
	A/R Full Print	ON Sets whether to print the list of the communication results automatically after every 50 communications.
	Daily Tx/Rx Log Report	Setting OFF Enables / disables to print a daily report.
		Print Time 0 Hour 0 Minute 0 Second Sets the date and time for printing the daily report.
	Tone For Echo (For Transmission)	Disable Displays only if Service Bit is ON.
	Tone For Echo (For Reception)	Disable Displays only if Service Bit is ON.
	H/Modem Rate (For Tx)	33.6 Kbps Sets the default modem reception transmission speed while the machine is sending a fax.
	H/Modem Rate (For Rx)	33.6 Kbps Sets the default value of the modem transmission speed while the machine is receiving a fax.
	Attenuator	10 dB, Range: 0 - 15 dB Enter Attenuator. Displays only if Service Bit is ON.
	MF Attenuator	8 dB, Range: 0 - 15 dB Enter MF(Tone) Attenuator. Displays only if Service Bit is ON.
	Pulse Make Ratio	40%, Range: 33, 39, 40% Sets to make rate of DP (10 pps) during call. Displays only if Service Bit is ON and Tone / Pulse setting is PULSE.
	Pulse Dial Type	N, Range: N, 10-N, N+1 Sets the pulse type for dialing. Displays only if Service Bit is ON and Tone / Pulse setting is PULSE.
	MF(Tone) Duration	100 milliseconds, Enter MF(Tone) Duration. Displays only if Service Bit is ON and Tone / Pulse setting is PULSE.

		Range: 75, 85, 100 mseconds	Pulse setting is TONE.
Calling Timer		60 mseconds, Range: 1 - 255 seconds	Displays only if Service Bit is ON.
PBX Line		OFF	When connecting to PBX (internal exchange), put it to [ON].
Forwarding Setting	Forwarding Setting	OFF	Sets whether to enable the fax forwarding mode.
	Forwarding Number	(NULL)	Sets a fax number used for the fax forwarding mode.
TAD Mode		Type 3	<p>Sets an operation type in Tel / Fax Ready mode.</p> <p>[Type 3]: A fax signal is detected in 15 seconds from when the answering machine answers. Normally, use this type.</p> <p>[Type 1]: A fax signal is detected right after the answering machine answers, and then the reception starts. If you have any fax reception problems, they may be improved if this type is set.</p> <p>[Type 2]: A fax signal is detected right after the answering machine answers. Set this type if you usually use this machine as a phone.</p>
Tel Priority Mode		OFF	<p>Sets when the external telephone and the machine ring in Tel / Fax Ready mode.</p> <p>[ON]: The sender is assumed to make a voice call. The telephone rings early.</p>
CNG Detection		OFF	Sets whether to determine whether the sender is sending a fax during the off the hook condition in Tel / Fax Ready mode.
T/F Timer Programming		35 seconds	Sets when to start the auto fax reception if the communication does not start even after an incoming call arrives in Tel / Fax Ready mode or Ans / Fax Ready mode.
Soft Ringer Volume		High	Sets a phone ring volume in Tel / Fax Ready mode.
Remote Receive Number		OFF	Sets a remote switch over number.



# FaxServer Function

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Item		Factory default setting	Description
Environmental Settings	FaxServer Function	OFF	Sets whether to use scanning to fax server.
	Prefix	(NULL)	Sets to prefix code for scanning to fax server.
	Suffix	@faxserver	Sets to suffix code for scanning to fax server.
	Text	OFF	Sets whether to add body text.
Default Settings	Scan Size	Auto	Sets the default scan size.
	Density	0	Sets the default density.
	Resolution	Normal	Sets the default resolution.
	Background Removal	Auto	Sets the default setting of the background removal.
	Continuous Scan	OFF	Sets whether to use Continuous Scan mode by default.
	Preview	OFF	Sets the preview image of sending image.
	Compression Rate	Low	Selects the default compression level.
Configure Shortcuts		01: Manual Dial 02: Speed Dial 03: Group List 04: Tx History 05: Scan Size	Sets the shortcut button for the [Internet Fax] tab.
Security Function	Broadcast Destination	ON	Sets whether to indicate the transmission destination number before starting broadcast transmission.
	Confirm Dial	OFF	Sets whether to reenter the transmission destination fax number before sending.
Other Settings	Rotate Tx	ON	Sets whether to enable or disable the Rotate Tx function.

# Internet Fax Setup

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Item	Factory default setting	Description
Default Settings	Scan Size	Auto Sets the default scan size.
	Density	0 Sets the default density.
	Resolution	Normal Sets the default resolution.
	Background Removal	Auto Sets the default background removal.
	Continuous Scan	OFF Sets whether to use Continuous Scan mode by default.
	Preview	OFF Sets the preview image of sending image.
	Compression Rate	Low Selects the default compression level.
Configure Shortcuts	01: Manual Input 02: Address Book 03: Group List 04: Tx History 05: LDAP	Sets the shortcut button for the [Internet Fax] tab.

# Scanner Setup

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Item		Factory default setting	Description
Default Settings	Color Mode	Auto (Color / Mono)	Sets the default scanning color.
	Scan Size	Auto	Sets the default scan size.
	Auto Scan Size	Default Size	Sets the standard size for automatic detection of document size.
		Legal Size	Legal14 Sets the document length when the legal document is automatically detected.
	Direction	Top Edge on Top	Selects the default page orientation of documents.
	Mixed Scan	OFF	Sets whether to distinguish the document size when scanning documents of different sizes.
	Image Settings	Density	0 Sets the default density.
		Document Type	Text&Photo Sets the image quality of documents.
		Background Removal	Auto Sets the default background removal.
		Show-Through Removal	Middle Sets the default value of the show-through removal function.
		Resolution	200dpi Sets the default resolution.
		Contrast	0 Sets the default contrast.
		Hue	0 Sets the default red-green color balance.
		Saturation	0 Sets the default saturation.
		RGB	R:0 G:0 B:0 Sets the default RGB contrast.
	Continuous Scan	OFF	Sets whether to use Continuous Scan mode by default.
	Preview	OFF	Sets the preview image of sending image.
File Format	Auto(Color / Mono)	Multi-PDF	Selects the default file format. [Auto(Color / Grayscale)]/ [Color]/ [Grayscale] can be selected from Multi-PDF, Multi-HC-PDF, Single-PDF, Single-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG and XPS.
	Auto(Color / Grayscale)	Multi-PDF	[Auto(Color / Mono)]/ [Mono] can be selected from Multi-PDF, Single-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF and XPS.
	Color	PDF	
	Grayscale	PDF	
	Mono	PDF	
Encrypted PDF Setting	Document Open Password	(NULL)	Sets the default password to open an encrypted PDF. A document open password cannot be the same as a permission password. You can enter up to

			32 characters.
	Permissions Password	(NULL)	Sets the default password to control printing or editing on an encrypted PDF file. A permission password cannot be the same as a document open password. You can enter up to 32 characters.
	Display Default Password	Disable	Sets whether the registered password is displayed or not displayed on the password selection screen for the document open password or permission password. [Disable]: Displays the registered default password using* instead of each character. [Enable]: Displays the registered default password as it is.
Compression Rate	Color	Medium	Selects a default compression level.
	Grayscale	Medium	
	Mono	High	
Edge Erase	Setting	OFF	Sets whether to erase the edge shadow created in the surrounding of 2-page spread documents.
	Width	5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to ±50 mm (0.2 to 2.0 inches) (1 mm increment)
Center Erase	Setting	OFF	Sets whether to eliminate the shadow lines in the center of the two-spread document.
	Width	5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to ±50 mm (0.2 to 2.0 inches) (1 mm increment)
	White Page Skip	OFF	Sets whether to enable or disable the white page skip function.
E-mail Setup	Configure Shortcuts	01: Address Book 02: Group List 03: Tx History 04: Manual Input 05: LDAP	Sets the shortcut button for the [Scan To E-mail] tab.
	File Name	(NULL)	Sets a file name. You can enter up to 64 one-byte characters. The following options can be set.*1 #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss) (yymmddhhmmss)
Template	Edit Subject	(NULL)	Registers or edits e-mail subject text. You can enter up to 80 characters.

	Edit Body	(NULL)	Registers or edits e-mail body. You can enter up to 256 characters.
From / Reply To	From	(NULL)	Sets the e-mail address that is displayed in the [From] field. You can enter up to 80 characters.
	E-mail Sender ID	(NULL)	Sets the sender name that is displayed in the [From] field. You can enter up to 32 characters.
Reply To	Address Book	(NULL)	Sets the e-mail address that is displayed in the [Reply to] column. You can enter up to 80 characters.
	Manual Input	(NULL)	
	LDAP	(NULL)	
Broadcast Destination	ON		Sets whether an e-mail address confirmation screen is displayed before broadcasting the e-mail.
MDN Response	OFF		Sets whether to request the MDN (message disposition notification) response.
A/R Full Print	OFF		Set whether to print the transmission and reception history reports automatically.
MCF Report	OFF		Sets whether to print a confirmation after transmission of Internet fax and Scan To E-mail.
Timeout of MCF Report	15 minutes		Sets the timeout for printing a confirmation after transmission of Internet fax and Scan To E-mail. If the setting period of time is exceeded, the report is automatically printed without the MDN response.
Print Check Message	OFF		Sets whether to report the error content if a transmission error occurs.
USB Memory Setup	File Name	(NULL)	<p>Sets the default file name. You can enter up to 255 characters.</p> <p>The following options can be set as the default file name.*1</p> <p>#n: adding a serial number from 00000 to 99999</p> <p>#d: adding the date of a file creation (yymmddhhmmss) (yymmddhhmmss)</p>
Shared Folder Setup	Configure Shortcuts	01: Color Mode 02: Scan Size 03: Duplex Scan 04: File Name 05: SubFolder	Sets the shortcut button for the [Scan To Shared Folder] tab.
TWAIN Setup	Network TWAIN	ON	Sets whether to use the Network TWAIN.
	Port No.*2	9967	Sets the port number. Available range: 1 to 65535

WSD Scan Setup	WSD Scan	Enable	Specifies whether to use WSD Scan.	
	Binding	Long Edge Bind	Sets the default binding position.	
PC Scan Mode		Simple Scan Mode	Selects the default PC scan mode.	
Scanner Adjust	Scanner Calibration	Execute	Executes scanner calibration.	
	Auto Color Judge Level	4	Sets the criteria of document color. Available range: 1 to 5	
	White Page Skip Level	3	Sets the criteria of white page. Available range: 1 to 5	
	Multi Feed Check	Setting	Sets whether to enable or disable multiple feed detection function.	
		Detection Accuracy	Normal	Sets the accuracy of multiple feed detection.
		Detection Cycle	Low	Sets the cycle of multiple feed detection.

\*1 For profiles, "#n" or "#d" can be specified for [File Name].

If specifying "#n": 5-digit serial number from 00000 to 99999

If specifying "#d": Date and time when a file is created. 12-digit number in yyymmddhhmmss format

yy: Year created (the last two digits of the Christian Era)      hh: Hours created (00 to 23)

mm: Month created (01 to 12)      mm: Minute created (00 to 59)

dd: Date created (01 to 31)      ss: Second created (00 to 59)

\* The date and time when a file is created are values of the timer of MC873.

An example of file name specification (if the file format is PDF)

If specifying "Data#n": Saved as file names such as "Data0000.pdf" and "Data00001.pdf".

If specifying "File#d": Saved as file names such as "File090715185045.pdf".

If specifying "Scan": "Scan.pdf" is created first, and then data is saved with the name of "Scan#.pdf".

For "#d", refer to the above.

\*2 To enable the changed setting, the network card must be restarted. Follow the instructions on the confirmation screen that is displayed when changing the settings, and restart the network card.



## Print From USB Memory Setup

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Item		Factory default setting	Description
Default Settings	Color / Mono	Color	Select Color / Mono (Grayscale).
	Paper Feed	Tray 1	Specify a paper tray to use.
	Copies	1	Sets the number of copies.
	Duplex	OFF	Turns the duplex printing function on or off. [OFF]: simplex printing [Long Edge Bind]: duplex printing for long-edge binding [Short Edge Bind]: duplex printing for short-edge binding
	Fit	ON	Specify whether to match the paper.

# Print Setup

[Print Menu](#)  
[Color Menu](#)  
[System Configuration Menu](#)  
[PCL Setup](#)  
[PS Setup](#)  
[XPS Setup](#)  
[IBM PPR Setup](#)  
[EPSON FX Setup](#)  
[Encrypted Secure Print Setup](#)

## Print Menu

Item		Factory default setting	Description
Print Setup	Copies	1 Set(s)	Sets the number of copies. For local printing, this setting is invalid except for demo data. Available range: 1 to 999
	Duplex	OFF	Turns the duplex printing function on or off. [OFF]: simplex printing [Long Edge Bind]: duplex printing for long-edge binding [Short Edge Bind]: duplex printing for short-edge binding
	Media Check	Enable	Sets whether to check an inconsistency between the page size and the paper size in the tray.
	Override A4 / Letter	Yes	Set the function that automatically switches paper to print from A4 to Letter if a tray runs out of A4 paper and Letter paper is loaded, or from Letter to A4 if a tray runs out of Letter paper.
	Resolution	600dpi	Sets the resolution.
	Toner Save	Toner Save Level	Sets the amount of toner to be saved. This setting is enabled when copying, printing, printing received faxes, and printing from USB Memory.
		Color	[All]: Toner Save is applied to all colors including 100% black. [Except100%Black]: Toner Save is applied to all colors other than 100% black. This function is only applied to the print function.
	Mono-Print Mode	Auto	Sets the print mode for black-and-white pages.
	Orientation	Portrait	Sets the page orientation.
	Edit Size	Cassette	Sets the size of the printable page area if the size is

	size	not specified with the paper edit size command from a computer.
Width / Length	210 mm (8.3 inch) or 216 mm (8.5 inch)	Sets the width of a custom paper size. Available range: 64 to 297 mm (2.5 to 11.7 inches)
	297 mm (11.7 inch) or 279 mm (11.0 inch)	Sets the length of a custom paper size. Available range: 90 to 1,321 mm (3.5 to 52.0 inches)
Printer Adjust	Manual Timeout	60 seconds Sets for how many seconds the machine waits for paper to be fed before cancelling a job when using the manual feeder.
Timeout Injob	40 seconds	Sets for how many seconds the machine waits until pages are output from when the processing of the received data stops.
	Timeout Local	40 seconds Sets how long each port is left opened after a job is complete. (The network is excluded.)
Timeout Network	90 seconds	Sets how long the network port is left opened after a job is complete.
	Print Mode Without Color Toner	Alarm
Jam Recovery	Enable	Sets whether to print the pages again that are not printed due to a paper jam after the jam is cleared.
	Paper Black Setting	0 Adjusts finely if the black contrast becomes weak or blots or lines become conspicuous when printing on plain paper. If fine blots or lines appear, decrease the value. If the dark part becomes light, increase the value.
Paper Color Setting	0	Adjusts finely if the color contrast becomes weak, or blots or lines become conspicuous when printing on plain paper. If fine blots or lines appear, decrease the value. If the dark part becomes light, increase the value.
	Transparency Black Setting	0 Adjusts finely if the black contrast becomes weak, or blots or lines become conspicuous when printing on special paper. If fine blots or lines appear, decrease the value. If the dark part becomes light, increase the value.
Transparency Color Setting	0	Adjusts finely if the color contrast becomes weak, or blots or lines become conspicuous when printing on special paper. If fine blots or lines appear, decrease the value. If the dark part becomes light, increase the value.
	SMR Setting	Black 0 Yellow 0 Magenta 0 Cyan 0 Corrects variations in print results caused by temperature and humidity conditions and differences in print density and frequency. Change the setting if the print quality is uneven.
BG Setting	Black 0	Corrects variations in print results caused by temperature and humidity conditions and differences

		Yellow	0	in print density and frequency. Change the setting if the background is dark.		
		Magenta	0			
		Cyan	0			
	Moisture Control		Off	Sets whether to enable the condensation control.		
	Narrow Paper Speed		Mode1	Sets the printing speed of narrow paper.		
	Warmup Control		Off	Sets how warmup is performed.		
Print Position Adjust	Tray 1	X Adjust	0 mm	<ul style="list-style-type: none"> <li>• X Adjust: Adjusts the position of the entire printing image perpendicular to the direction of paper movement. Available range: ±2.00 mm (0.25 increments).</li> <li>• Y Adjust: Adjusts the position of the entire printing image parallel to the direction of paper movement. Available range: ±2.00 mm (0.25 increments).</li> <li>• Duplex X Adjust: Adjusts the position of the image on the back side of a duplex print perpendicular to the direction of paper movement. Available range: ±2.00 mm (0.25 increments).</li> <li>• Duplex Y Adjust: Adjusts the position of the image on the back side of a duplex print parallel to the direction of paper movement. Available range: ±2.00 mm (0.25 increments).</li> </ul>		
		Y Adjust	0 mm			
		Duplex X Adjust	0 mm			
		Duplex Y Adjust	0 mm			
	Tray 2/3/4 (Optional)	X Adjust	0 mm			
		Y Adjust	0 mm			
		Duplex X Adjust	0 mm			
		Duplex Y Adjust	0 mm			
	MP Tray	X Adjust	0 mm			
		Y Adjust	0 mm			
		Duplex X Adjust	0 mm			
		Duplex Y Adjust	0 mm			
Drum Cleaning		OFF	Sets whether to clean the drum before printing. The image quality improvement may be expected.			
Hex Dump		OFF	Prints out the data received from the host computer in hex. To finish printing, turn the machine off.			

## Color Menu

Item	Factory default setting	Description
Density Control	Auto	Select "Auto" or "Manual" for adjusting density.
Adjust Density	-	Adjusting density is performed right after this menu is selected.
Color Tuning / Print Pattern	-	A test page is printed for checking the adjusting value to be entered for any other C/M/Y/K Tuning menus.
Cyan Tuning	Cyan Highlight	0 Adjust the value for Highlight / Mid-tone / Dark of each color within a range of -3 to +3.

	Cyan Mid-Tone	0	+ : Adjusted to be darker. - : Adjusted to be lighter.
	Cyan Dark	0	
Magenta Tuning	Magenta Highlight	0	
	Magenta Mid-Tone	0	
	Magenta Dark	0	
Yellow Tuning	Yellow Highlight	0	
	Yellow Mid-Tone	0	
	Yellow Dark	0	
Black Tuning	Black Highlight	0	
	Black Mid-Tone	0	
	Black Dark	0	
Cyan Density		0	Adjust the total density of each color within a range of -3 to +3. + : Adjusted to be darker. - : Adjusted to be lighter.
Magenta Density		0	
Yellow Density		0	
Black Density		0	
Adjust Registration			Color registration adjustment is performed.
Ink Simulation	Ink Simulation	OFF	Sets the ink simulation. This setting is enabled only for PS language jobs.
UCR	UCR	Low	Adjusts the level of under color removal.
CMY100% Density	CMY100% Density	Disable	Selects whether to use halftone for C, M, Y 100% density.
CMYK Conversion	CMYK Conversion	ON	Selects whether to use simple (quick) mode when performing CMYK Conversion.  This menu setting is disabled if using the ink simulation function.

## System Configuration Menu

Item	Factory default setting	Description
Personality	Auto	Selects the emulation mode. If auto is set, the correct emulation is automatically selected every time a print job is received.
Alarm Release	Manual	If [Manual] is set, non-critical warnings, such as requests for a different paper size, can be cleared by pressing [RESET]. If [Auto] is set, the warnings are cleared when the print job resumes.
Auto Continue	OFF	Sets whether the machine automatically recovers from a Memory overflow.

Error Report	OFF	Sets whether to print error details if PostScript errors occur.
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## PCL Setup

Item	Factory default setting	Description
Font Source	Resident	Selects the location of the font to use.
Font No.	I0	Selects the font number to use. Available range: I0 to I90 if [Resident] is set/C1 to C4 if [Resident 2] is set.
Font Pitch	10.00 CPI	Sets the width of the PCL default font. Available range: 0.44 to 99.99 CPI. (0.01CPI increments)
Font Height	12.00 point(s)	Sets the height of the PCL default font. Available range: 4.00 to 999.75 point. (0.25 point increments)
Symbol Set	PC-8	Selects a PCL symbol set.
A4 Print Width	78 Column	Sets the number of digits for automatic line feed on A4 paper.
White Page Skip	OFF	Selects whether to print blank pages.
CR Function	CR	Sets the machine operation when receiving CR code.
LF Function	LF	Sets the machine operation when receiving LF code.
Print Margin	Normal	Sets the nonprintable area of the page.
True Black	OFF	Selects whether to print black image data using mixed CMYK or print using black toner only.
Pen Width Adjust	ON	Sets whether to emphasize thin lines so that the lines look thicker.
Tray ID#	Tray 1 Tray 2 (Optional) Tray 3 (Optional) Tray 4 (Optional) MP Tray	1 5 20 21 4 Sets a value that specifies a tray with the PCL paper source specification command. Available range: 1 to 59

## PS Setup

Item	Factory default setting	Description
L1 Tray	Type 1	Set the paper tray number for the Level 1 operator. [Type 1]: The effective number for paper tray starts from 1. [Type 2]: The effective number for paper tray starts from 0.
Network PS-	RAW	Specifies PS communication protocol mode of data from

Protocol		Network.
USB PS-Protocol	RAW	Specifies PS communication protocol mode of data from USB.
PDF Paper Size	Current Tray Size	Set the paper size when printing with PDF Direct Print.
PDF Scaling Size	99%	Sets reduction rate for PDF when [PDF Paper Size] is set to [Scaling Size].

## XPS Setup

Item	Factory default setting	Description
DigitalSignature	OFF	Sets the DigitalSignature functions.
DiscardControl	Auto	Sets the DiscardControl function.
MC Mode	ON	Sets the MarkupComaptibility function.
Unzip Mode	Speed	Sets the XPS file decompression method.
White Page Skip	OFF	Selects whether to output blank pages in XPS.

## IBM PPR Setup

Item	Factory default setting	Description
Character Pitch	10 CPI	Specifies character pitches in IBM PPR emulation.
Font Condense	12CPI to 20CPI	Specifies 12CPI pitches for Condense Mode.
Character Set	SET-2	Specifies a character set.
Symbol Set	IBM-437	Specifies a symbol set.
Letter O Style	Disable	Specifies the style that replaces 9BH with letter o and 9DH with a zero.
Zero Character	Normal	Sets the zero to be slashed or unslashed.
Line Pitch	6 LPI	Specifies the line spacing.
White Page Skip	OFF	Selects whether to print blank pages.
CR Function	CR	Selects a carriage return from [CR] or [CR+LF].
LF Function	LF	Selects a line feed from [LF] or [LF+CR].
Line Length	80 Column	Specifies the number of characters per line.
Form Length	11.7 inch or 11 inch	Specifies the length of paper.
TOF Position	0.0 inch	Specifies the distance from the top edge of paper to where the cut is to be made.
Left Margin	0.0 inch	Specifies the distance from the left edge of paper to where the cut

		is to be made.
Fit To Letter	Disable or Enable	Sets the printing mode that can fit paper to the printable area equivalent to 11 inches (66 lines).
Text Height	Same	Sets the height of a character. SAME: The height stays the same regardless of CPI. DIFF: The height varies according to CPI.
Cont Paper Mode	Off	Sets to Landscape the edit direction of paper supported by A3 printer.

## EPSON FX Setup

Item	Factory default setting	Description
Character Pitch	10 CPI	Specifies character pitches.
Character Set	SET-2	Specifies a character set.
Symbol Set	IBM-437	Specifies a symbol set.
Letter O Style	Disable	Specifies the style that replaces 9BH with letter o and 9DH with a zero.
Zero Character	Normal	Sets the zero to be slashed or unslashed.
Line Pitch	6 LPI	Specifies the line spacing.
White Page Skip	OFF	Selects whether to print blank pages.
CR Function	CR	Select a carriage return from [CR] or [CR+LF].
Line Length	80 Column	Specifies the number of characters per line.
Form Length	11.7 inch or 11 inch	Specifies the length of paper.
TOF Position	0.0 inch	Specifies the distance from the top edge of paper to where the cut is to be made.
Left Margin	0.0 inch	Specifies the distance from the left edge of paper to where the cut is to be made.
Fit To Letter	Disable or Enable	Sets the printing mode that can fit paper to the printable area equivalent to 11 inches (66 lines).
Text Height	Same	Sets the height of a character. SAME: The height stays the same regardless of CPI. DIFF: The height varies according to CPI.
Cont Paper Mode	Off	Sets to Landscape the edit direction of paper supported by A3 printer.

## Encrypted Secure Print Setup

Item	Factory default	Description
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	<b>setting</b>	
Verify job option	Disable	<p>Set whether to verify a job before printing.</p> <p>If enabled, the machine verifies that the job is not altered before starting printing. The security is enhanced, however it will take longer to start printing.</p>
Erase job option	Zero out once	<p>Set how to delete a job.</p> <p>You can overwrite deleted data so that it will not be restored.</p> <p>If enabled, it will take longer to delete.</p> <p>Available value: No overwrite/Zero out once/Multiple random overwrites</p>
Keep job for	2 hours	<p>Set the storage period of jobs.</p> <p>If the set period elapses after jobs are stored, the jobs will be automatically deleted.</p> <p>Available value:</p> <p>15 minutes/30 minutes/1 hour/2 hours/4 hours/8 hours/12 hours/1 day/2 days/3 days/4 days/5 days/6 days/7 days</p>



# Network Menu

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Item		Factory default setting	Description
Network Setup	Network Setting	TCP/IP	Enable Sets whether to enable TCP/IP.
		NetBIOS over TCP	Enable Sets whether to enable NetBIOS over TCP/IP. Display condition: TCP/IP protocol is enabled.
		IP Address Set	Auto Sets the method of assigning an IP address.
		IPv4 Address	192.168.100.100 Sets an IP address. Display condition: TCP/IP protocol is enabled.
		Subnet Mask	255.255.255.0 Sets a subnet mask. Display condition: TCP/IP protocol is enabled.
		Gateway Address	0.0.0.0 Sets a gateway address. Display condition: TCP/IP protocol is enabled.
		DHCPv6	Disable Selects enable / disable of DHCP when IPv6 is used.
		DNS Server (Primary)	0.0.0.0 Sets the IP address for a Primary DNS server. Display condition: TCP/IP protocol is enabled.
		DNS Server (Secondary)	0.0.0.0 Sets the IP address for a Secondary DNS server. Display condition: TCP/IP protocol is enabled.
		WINS Server (Primary)	0.0.0.0 Sets the name or the IP address for the WINS server. Display condition: TCP/IP protocol is enabled.
		WINS Server (Secondary)	0.0.0.0 Sets the name or the IP address for the WINS server.

			Display condition: TCP/IP protocol is enabled.
Proxy	Disable	Sets whether to use proxy.	
Proxy Server	(NULL)	Sets the name or IP address of the proxy server. You can enter up to 15 characters.	
Proxy Server Port No.	8080	Sets the port number of the proxy server.	
Proxy User ID	(NULL)	Sets the user ID to connect to the proxy server.	
Proxy Password	(NULL)	Sets the password to connect to the proxy server.	
Web	Enable	Sets whether to enable access from a Web browser.  Display condition: TCP/IP protocol is enabled.	
Telnet	Disable	Sets whether to enable access from the Telnet.  Display condition: TCP/IP protocol is enabled.	
FTP	Disable	Sets whether to enable access with FTP.  Display condition: TCP/IP protocol is enabled.	
IPSec	Disable	This item is displayed only if IPSec is set to valid. This item can be changed to disable only.	
SNMP	Enable	Sets whether to enable access from SNMP.  Display condition: TCP/IP is enabled.	
Network Scale	Normal	[Normal]: The machine operates effectively even if connected to a HUB with the spanning tree function. However, the machine takes longer to start up if	

				it is connected to a small LAN that consists of two or three computers. [Small]: This setting covers a small LAN that consists of two or three computers to a large LAN, but the machine may not operate efficiently if it is connected to a HUB with the spanning tree function.
	Gigabit Network		Disable	Sets whether to enable access with Gigabit Ethernet.
	HUB Link Setting		Auto	Sets the hub linking method. Normally, select [Auto Negotiate].
Wireless Setting (If wireless LAN module fitted)	Automatic Setup (WPS)	WPS-PBC	-	WPS-PBC is executed.
		WPS-PIN	-	WPS-PIN is executed.
	Wireless Network Selection	A list of access point name found in the search	-	Displays a list of wireless LAN access points' names that are found in a search.
	Manual Setup	SSID	(NULL)	Enter an SSID.
		Security	Disable	Selects the security of the wireless LAN function. "WPA2-EAP" can set only in Web.
		WEP Key	(NULL)	Enter the WEP key.
		WPA Encryption Type	AES	Select a WPA2-PSK encryption type. Displays if [WPA2-PSK] is selected for [Security].
		WPA Pre-shared Key	(NULL)	Enter the Pre-shared Key. Displays if [WPA2-PSK] is selected for [Security].
	Wireless reconnection		-	Wireless reconnection is executed.
Enabling Wired Communications			-	Switch wireless network connection to wired network connection. This item is

			displayed if wireless communications are enabled.
	Factory Defaults	-	The settings of the network, mail server, LDAP server, and secure protocol server are returned to the default settings.
Mail Server Setup	SMTP Server	(NULL)	Sets the IP address or server name for the SMTP server.
	SMTP Port	25	Sets the port number for the SMTP server. Normally, use the default setting. Available range: 1 to 65535
	SMTP Encryption	None	Selects an encryption method in the SMTP communication.
	Receive Setting	Disable	Sets the protocol to be used for receiving e-mails.
	POP3 Server	(NULL)	Sets the IP address or server name for the POP3 server.
	POP3 Port	110	Sets the port number prepared by POP3 on the POP3 server. Available range: 1 to 65535
	POP Encryption	None	Selects an encryption method in the POP communication.
	Authentication Method	No Authentication	Selects an authentication method for e-mail transmissions.
	SMTP User ID	(NULL)	Sets the login name to the server used for SMTP authentication.
	SMTP Password	(NULL)	Sets a login password to the server used for SMTP authentication.
	POP User ID	(NULL)	Sets a login name to the server used for POP certification or for printing received

			e-mail attachment files.
	POP Password	(NULL)	Sets a login password to the server used for POP certification or for printing received e-mail attachment files.
LDAP Server Setting	Server Setting	LDAP Server	(NULL) Sets the IP address or server name for the LDAP server.
	Port No.	389	Sets the port number for the LDAP server. Available range: 1 to 65535
	Timeout	30 second(s)	Sets the timeout value for the search response from the LDAP server. Available range: 10 to 120 seconds
	Max. Entries	100 entries	Sets the maximum number of search results from the LDAP server.
	Search Root	(NULL)	Specifies a position to start searching the LDAP directory.
Attribute	Name1	cn	Specifies the attribute name searched for as the user name.
	Name2	sn	
	Name3	givenName	
	E-mail Address	mail	Specifies the attribute name searched for as an e-mail address.
	Additional Filter	(NULL)	Specify the attribute name to be added when searching.
Authentication	Method	Anonymous	Sets the authentication method. For Digest-MD5, the DNS server must be set. For Secure Protocol, the secure protocol server must be set.
	User ID	(NULL)	Sets a user ID for LDAP server authentication. You can enter up to 80 characters. Display condition: the LDAP

			authentication method is not set to [Anonymous].
	Password	(NULL)	Sets a password for LDAP server authentication. You can enter up to 32 characters. Display condition: the LDAP authentication method is not set to [Anonymous].
	Encryption	None	Sets the encryption of communication to the LDAP server.
Secure Protocol Server Setting	Domain	(NULL)	Sets a realm name for the Kerberos certification. You can enter up to 64 characters.

### Memo

To apply the settings that are changed on the [Network Menu] menu, you must restart a network card. Restart the network card according to a confirmation screen that is displayed when you change settings.



## Configure Home Screen

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Factory default setting	Description
Copy	Register frequently-used functions on the Home Screen.
Scan	
Print	
Fax/Internet Fax	
Troubleshoot	

# Management

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Item		Factory default setting	Description	
Default Mode		Home	Sets the default mode screen of this machine.	
Operation Clear	Operation Timeout	3	Sets time for automatic reset of screen to begin. Available range: 1 to 10 minutes	
	Clear After Job	OFF	Sets whether to reset after job is completed.	
Sound Control	Key Touch Tone Volume	Middle	Sets the volume of the key-touch tone.	
	Copy Buzzer Volume	Middle	Sets the volume for the copy complete sound.	
	FAX Buzzer Volume	Middle	Sets the volume for the transmission complete sound.	
	JAM Buzzer Volume	Middle	Sets the volume for the paper jam alert tone.	
	AirPrint Buzzer Volume	Low	Sets the AirPrint confirmation operation sound.	
Local Interface*1	USB Menu	USB	Enable	Sets whether to enable USB.
		Soft Reset	Disable	Sets whether to enable the soft reset command.
		Speed	480Mbps	Selects the maximum transfer speed of USB interface.
		Offline Receive	Disable	Set whether to receive data in offline state or in recoverable error state.
		Serial Number	Enable	Sets whether to use a USB serial number.
		USB Assignment	IPP	Selects IPP-USB or Legacy for USB assignment.  When scanning via USB, select Legacy.
System Setup	Access Control		Disable	Sets access control.
	User Authentication Method		Local	Display condition: [Access Control] is set to [User] or [Password].
	Unit of Measure		Millimeter or Inch	Selects a displayed unit (millimeter / inch).
	Default Paper Size		A4 or Letter	Sets the default paper size.
	Date Format		dd/mm/yyyy or mm/dd/yyyy	Sets the date format.
	Allow All Reports To Print		Disable	Sets whether to allow printing reports with personal information.
	Near Life LED		Enable	Sets whether to light an LED if a near life warning occurs.
	Status in Near Life		Enable	Sets whether to display a message if a near life warning occurs.

	Address Information Lock Time Out	30 minute(s)	Sets time until a lock is released by the machine when an address book, telephone book, or profile is kept locked by the utilities. Available range: 1 to 60 minutes	
	USB Memory Interface	Enable	If [Disable] is set, the Scan To USB Memory and the print from USB Memory functions cannot be used.	
	Panel Brightness During Operating	7	Sets the LCD panel brightness. Available range: 1 to 7 (1 increments)	
	Panel Brightness While Power Save	0	Sets the LCD panel brightness. Available range: 0 to 7 (1 increments)	
	Panel Calibration	Execute	Executes LCD panel calibration.	
	Output Tray Paper Exist Lamp	Enable	Selects whether to flash LED when paper remains on the Upper Output Tray. Only for the models mounted the Upper Output Tray.	
Power Save	Power Save Time	1 minute	Sets when to enter Power Save mode.	
	Sleep Time	15 minutes	Sets when to enter Sleep mode.	
	Auto Power Off Time	4 hours	Sets when to enter Auto Power Off.	
	Silent Mode	ON	Specifies a print preparation operation when entering standby status from Sleep mode. If [ON] is set: it is quiet as there is no print preparation. If [OFF] is set: there is a rotation noise of the image to perform print preparation but you can start first printing early.	
	ECO Mode*1	ON	If [ON] is set: Printing starts even before the temperature of the fuser reaches the prescribed degrees, if the job is small. If [OFF] is set: Printing starts after the temperature of the fuser reaches the prescribed degrees.	
	Memory Setup	Receive Buffer Size	Auto	Sets the reception buffer size that local interface secures.
		Resource Save	OFF	Sets the resource save area.
Flash Memory Setup*1	Initialize	Execute	Initializes a flash Memory. Display condition: [Initial Lock] is set to [Disable].	
HDD Setup*1	Initialize	Execute	Initializes a hard disk. Display condition: [Initial Lock] is set to [Disable].	
	Format Partition	PCL	(NULL)	Formats a partition.
		Common	(NULL)	
		PS	(NULL)	
Storage Maintenance Setup	Check File System	Execute	Resolves any mismatch between actual Memory and displayed Memory available in a file system and performs administration data (FAT information) recovery.	
	Check All Sectors	Execute	Performs recovery of a defective HDD sector	

			information and a file system mismatch as mentioned above.
	Erase HDD	Execute	This function erases all data on the hard disk.
	Initial Lock	Enable	Sets whether to give permission to change settings associated with the Memory initialization.
Encryption Setup	Job Limitation	Disable	If [Encrypted Job only] is selected, all requests for print except encrypted authentication printing are ignored. If [ID Secure Job only] is selected, all printing jobs except for ID secured jobs are ignored.
Language Maint Setup	Select Language	English	Selects display language for the LCD panel.
	Initialize*1	Execute	Deletes downloaded message files.
Admin Password	New Password Enter password (Verify)	aaaaaa	Changes the administrator password. 6 to 12 characters can be used.
Reset Settings*2		Execute	Deletes job macros, fax transmission / reception data, and the history information, and returns the settings to the default.
Job Log Setup	Clear Job Log*3	Execute	Clears the saved job logs.
Print Statistics	Supplies Report	Disable	Sets whether to print the consumable counter's report.
	Reset Main Counter	Execute	Resets the main counter.
	Reset Supplies Counter	Execute	Reset the consumable counter. Display condition: [Supplies Report] is set to [Active].

\*1 A message is displayed to confirm the equipment restarts automatically when changes have been made. Select [Yes] to continue. Select [No] to cancel.

\*2 A message is displayed to confirm the equipment restarts automatically when executed. Select [Yes] to continue. Select [No] to cancel.

\*3 A message is displayed to confirm that all job logs are deleted when executed. Select [Yes] to continue. Select [No] to cancel.



# User Install

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Item	Factory default setting	Description
Time Zone	00:00	Sets the time GMT zone. Available range: -12:00 to +13:00 (15 minutes / increment)
Daylight Saving	ON	Sets whether to enable the Daylight Saving mode.
Time Setup	Auto Setup	SNTP Server (Primary)
		SNTP Server (Secondary)
	Manual Setup	2001/1/1 0:00
Power Setup	Auto Power Off	Auto Config
High Humid Mode	OFF	Sets whether to enable the humidity mode.
Drum Near Life Timing	3000	Sets the timing for the near life warning for the drum cartridges.
Fuser Near Life Timing	2500	Sets the timing for the near life warning for the fuser unit.
Belt Near Life Timing	2000	Sets the timing for the near life warning for the belt unit.
MF (Tone) / DP (Pulse)	Tone	Select a dial type. Tone Pulse
Reception Mode	Fax Ready Mode	Sets a reception mode.

			Fax Ready Mode Tel / Fax Ready Mode Ans / Fax Ready Mode Tel Ready Mode DRD (Distinctive Ring Detection)
DRD Type	Type 1		Set Distinctive Ring Detection. Type 1 Type 2 Type 3 Type 4
Dial Tone Detection*2	OFF		Sets whether to detect a dial tone.
Busy Tone Detection	ON		Sets whether to detect a busy tone.
Monitor Control	OFF		Select from three choices. OFF: Not to monitor. Type 1: Monitor till receiving / sending the first valid facsimile signal. Type 2: Execute Type 1 monitoring during communication.
Monitor Volume	Middle		Sets the Monitor Volume. OFF Low Middle High
TTI Register / Edit	TTI 1	(NULL)	Registers or changes the transmission terminal identification (the name of a sender). You can enter up to 22 characters.
	TTI 2		
	TTI 3		
Standard TTI	TTI 1		Selects the default sender's name

		from the registered list. TTI 1 TTI 2 TTI 3
TTI Number	(NULL)	Register the fax number of this machine.
TTI Calendar Type	dd/mm/yyyy or mm/dd/yyyy	Sets the calendar date format of sender's information.
Super G3	ON	Sets whether to use Super G3 (ultra high-speed communication mode).
Wireless Module	Disable	
Erase Privacy Data*1	Execute	Deletes the registered privacy data. Display condition: The job accounting is invalid.

\*1 A message is displayed to confirm the equipment restarts. Select [Yes] to continue. Select [No] to cancel.

\*2 When you set the dial tone detection setting to [ON], the machine does not dial if the dial tone is not detected.

# Management Software

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- ❖ Using Configuration Tool
- ❖ Web Page of This Machine

# User Authentication (Access Control)

This section describes the user authentication and access control functions.

The user authentication and access control functions allow you to limit the functions available to each user. If access control is enabled, the user authentication is required before using this machine. If the authentication succeeds, only functions specified in advance can be used.

Your machine has the following three methods of user authentication.

- User name and password
- PIN (personal identification number)
- IC card

To control access to the machine, register users in advance. You can register up to 5,000 users.

If access control is enabled, according to the setting, the user must enter user name and password, PIN, or IC card information to log in to the machine.

## Note

The settings for fax transmission also apply to fax transmission from a computer.

To perform user authentication and access control, one of the following operations is required.

- Registering a user information from the Web Page  
 [Registering Users](#)
- Registering a PIN from Configuration Tool  
 [Registering a PIN](#)

## Topics

- Managing users from the Web Page  
 [Access Control](#)
- Registering a user name and password from Configuration Tool  
 [Registering a User Name and Password](#)
- To enable the user limit, change the setting.  
 [Enabling the Access Control](#)
- To use the machine, log in with the registered user name and password, PIN, or IC card information.  
 [About Operation If the Access Control is Enabled](#)
- When you log in with a user name and password, see the following.
  -  [Printing in the Windows Environment](#)
  -  [Printing in the Mac OS X Environment](#)
  -  [Faxing in the Windows Environment](#)



# Enabling the Access Control

Before enabling access control of the machine, you need to register user information on the web page of the machine.

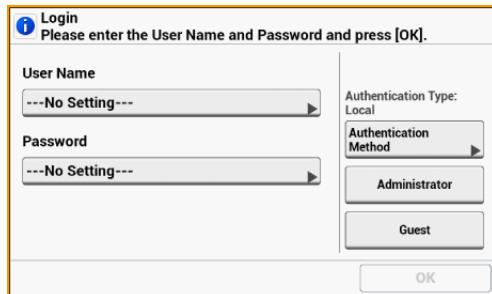
## Access Control

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [OK].
5. Press [Management].
6. Press [System Setup].
7. Press [Access Control] to set it to [Enable].

### Memo

Pressing [Access Control] switches between [Enable] and [Disable].

When the access control is enabled, the following screen appears (when the authentication type is Local).



# About Operation If the Access Control is Enabled

[Log into This Machine \(For General Users\)](#)

[Log into This Machine \(For the Administrator\)](#)

[Log Out from This Machine](#)

If your user information is not registered, press [Guest] to log in.

## Log into This Machine (For General Users)

1. Enter the user name, and then press [OK].
2. Enter the password, and then press [OK].

### Memo

If you want to log in with PIN or IC card information, press [Authentication Method] on the portal login screen to change.

3. Press [OK].

If the authentication succeeds, the home screen is displayed.

## Log into This Machine (For the Administrator)

1. Press [Administrator].
2. Enter the administrator name, and then press [OK].
3. Enter the administrator password, and then press [OK].
4. Press [OK].

If the authentication succeeded, the home screen is displayed.

## Log Out from This Machine

When you have finished operations, be sure to log out of the machine.

1. Press [Logout].
2. Press [Yes] on a confirmation screen.

### Memo

If you do not operate the panel for a certain period of time, you are automatically logged out.



# Printing in the Windows Environment

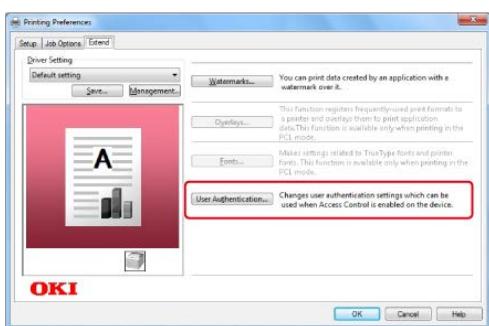
## Note

You cannot use the XPS printer driver for this function.

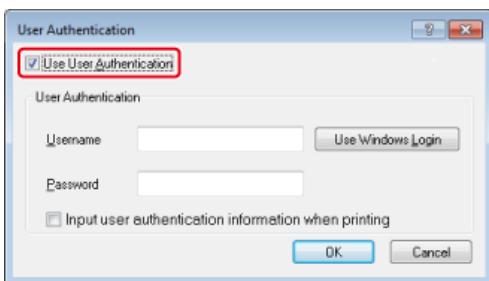
## Memo

The following procedure uses Notepad and PCL driver as an example.

1. Select [Print] from the [File] menu.
2. Select the necessary printer driver in [Select Printer], and then click [Preferences].
3. Select the [Extend] tab.
4. Click [User Authentication].



5. Select the [Use User Authentication] check box.



6. Enter the user name in [Username] and the password in [Password].

If you click [Use Windows Login], your login name on Windows is automatically entered.

7. Click [OK].
8. Click [OK], and then click [Print].



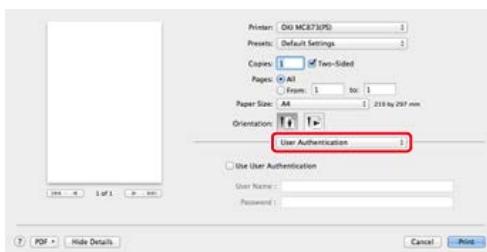
# Printing in the Mac OS X Environment



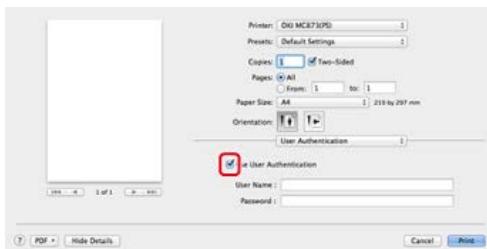
## Memo

The following procedure usesTextEdit as an example. The descriptions may vary depending on your application.

1. Select [Print] from the [File] menu.
2. Select the printer driver of this machine.
3. Select [User Authentication] from the panel menu.



4. Select the [Use User Authentication] check box.



5. Enter the user name in [User Name] and the password in [Password].
6. Click [Print].

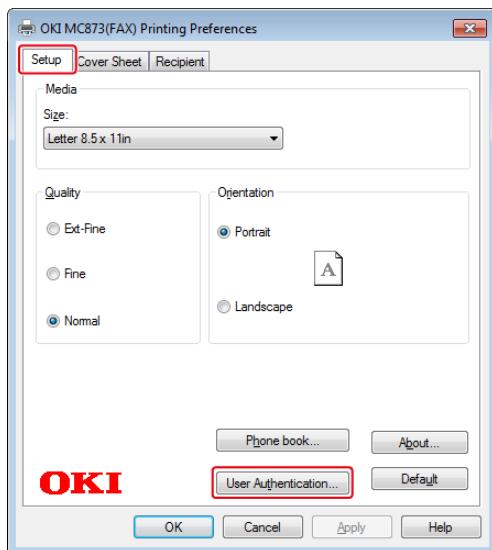
# Faxing in the Windows Environment



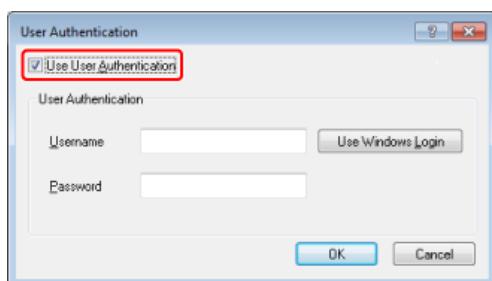
## Memo

The following procedure uses Notepad as an example. The description may vary depending on your application.

1. Select [Print] from the [File] menu.
2. Select the fax driver of this machine in [Select Printer], and then click [Preferences].
3. Click [User Authentication] on the [Setup] tab.



4. Select the [Use User Authentication] check box.



5. Enter the user name in [Username] and the password in [Password].

If you click [Use Windows Login], your login name on Windows is automatically entered.

6. Click [OK].
7. Click [OK], and then click [Print].



# Account Management

---

## Note

If you use Print Job Accounting, this function cannot be used together.

When the access control is enabled, you can control amount of print jobs for each user or common account (an account shared by the users) using the web page of the machine.

Once user information is registered, an account is automatically assigned to each user. Common accounts should be registered by administrators.

Administrators need to set limit amount (points) of usage to each account.

And then assign a number of points to each job, for example, XX points for color copying, etc.

Each time users print, corresponding numbers of points are subtracted from their accounts. Users whose remaining points reach 0 cannot print.

- Before enabling the account management, you need to register user information.

### [Access Control](#)

- To enable the account management, follow the procedure below.

### [Enabling Account Management](#)

- To assign an account to each user and set numbers of points to jobs, follow the procedure below.

### [Setting a Number of Points to Each Account](#)

- Creating shared account

#### [Creating a Shared Account](#)

- To set numbers of points to jobs, follow the procedure below.

#### [Setting Paper Points/Toner Points](#)

- To copy or print from a computer, follow the procedure below.

#### [Printing When Account Management is Enabled](#)

- If you cannot print, see the following.

#### [Precautions when Operating](#)

# Enabling Account Management

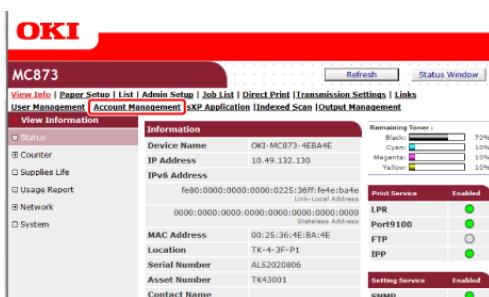
1. Open the Web page of the machine.

[Open the Web Page of This Machine](#)

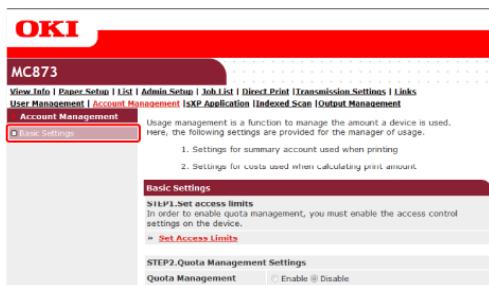
2. Log in as the administrator.

[Log In as the Administrator](#)

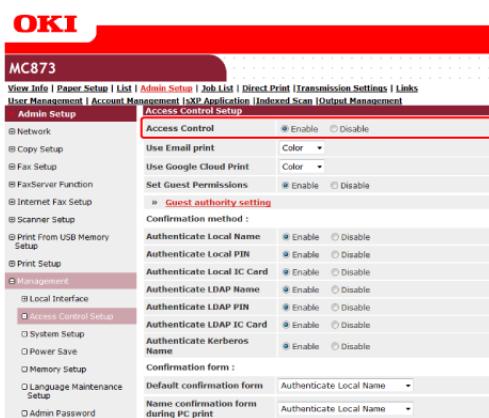
3. Click [Account Management].



4. Click [Basic Settings].



5. Enable the access control in [STEP1.Set access limits], and then click [Submit].



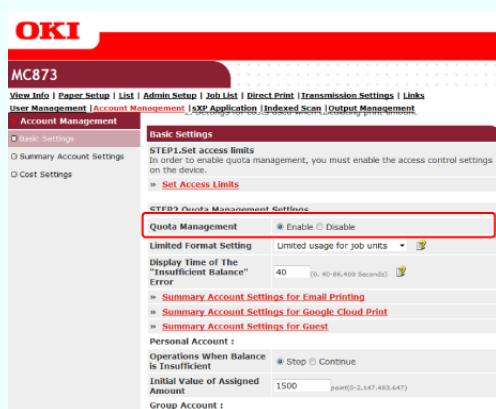
## Note

When the access control is enabled, the login screen appears on the touch panel.

## 6. Enable [Quota Management] in [STEP2. Quota Management Settings], and then click [Submit].

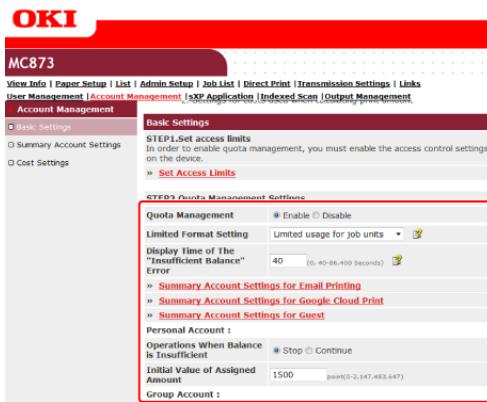


The quota management means managing amount of usage.



## 7. Set each item following the on-screen instructions, and then click [Submit].

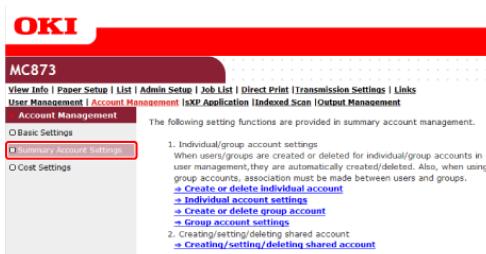
- ❖ Limited Usage Mode: Set an action when your points are insufficient.
- ❖ Display Time of The "Insufficient Balance" Error: When you do not have enough points to perform the job, the error screen appears on the operator panel. Set the period of time for displaying the error screen.
- ❖ Operations When Balance is Insufficient: Set whether to cancel or continue printing when the remaining points reach 0.



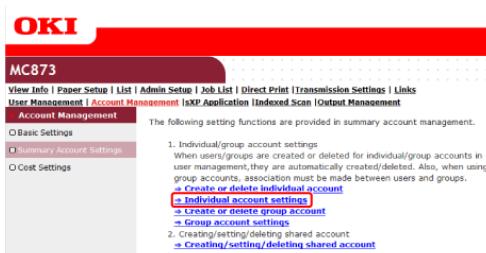
# Setting a Number of Points to Each Account

Set a number of points to each account.

1. Open the Web page of the machine.
2. Log in as the administrator.
3. Click [Account Management].
4. Click [Summary Account Settings].



5. Click [Individual Account Settings].



6. Click a user whom you set a number of points.



7. Enter assigned amount, balance, and set operation when balance is insufficient. Points are charged for each print job.

## Memo

For the balance, you cannot enter a number larger than that for the assigned amount.

The screenshot shows the "Individual Account Settings" form. It includes fields for "User Name" (SampleUser), "Assigned Amount" (1500), and "Balance" (1500). A note at the top right says "\*required input.". Below these, there's a section for "Operations When Balance is Insufficient" with radio buttons for "Stop" and "Continue". At the bottom are "Submit" and "Cancel" buttons.

**8.** Click [Submit].

# Creating a Shared Account

Create a shared account which can be used by the users.

1. Open the Web page of the machine.
2. Log in as the administrator.
3. Click [Account Management].
4. Click [Summary Account Settings].
5. Click [Creating/setting/deleting shared account].

The screenshot shows the OKI MC873 web interface. The top navigation bar includes links like View Info, Paper Setup, List, Admin Setup, Job List, Direct Print, Transmission Settings, and Links. Below this is a secondary navigation bar with User Management, Account Management (which is selected and highlighted in red), IXP Application, Indexed Scan, and Output Management. The main content area is titled 'Account Management' and contains several sections: Basic Settings, Summary Account Settings (which is checked and highlighted in red), and Cost Settings. A note states: 'The following setting functions are provided in summary account management.' It lists two categories: 1. Individual/group account settings (with sub-options like Create or delete individual account, Individual group accounts, Create or delete group account, Group account settings) and 2. Creating/setting/deleting shared account (with sub-option Creating/setting/deleting shared account). The 'Creating/setting/deleting shared account' option is specifically highlighted with a red box.

6. Click [+].

The screenshot shows the 'Shared Account' creation page. It has a 'Delete' button and a table with two rows. The first row has a checkbox and the value 'share1'. The second row has a checkbox and a red box highlighting the value '2'. This indicates the user is creating a new shared account entry.

7. Enter [Shared Account Name], [Assigned Amount], and [Balance], and then set [Operation When Balance is Insufficient].

The screenshot shows the 'Shared Account Settings' page, specifically 'STEP1 Creating shared account'. It has fields for Shared Account Name (with a red box highlighting it), Assigned Amount (1500), and Balance (1500). Below these is an 'Operations When Balance is Insufficient' section with radio buttons for Stop and Continue. The 'Stop' option is selected. The entire 'Shared Account Name' input field is highlighted with a red box.

The screenshot shows 'STEP2 Access permission settings of shared accounts'. It includes a note: 'Selects the Role to allow the use of shared account that you created.' Below this are two tables: 'Role list' containing 'sampleRole' and 'Role Which Allows Use' which is currently empty. There are 'Add>>' and '<>Delete' buttons between the tables. At the bottom are 'Submit' and 'Cancel' buttons.

8. Set a role which can use the shared account.

For the role, see Access Control.

## Access Control

**Shared Account Settings**

STEP1 Creating shared account

Shared Account Name	share1	*required input
Assigned Amount *	5000	point(0 - 2,147,483,647)
Balance *	5000	point(-2,147,483,648 - 2,147,483,647)
Operations When Balance Is Insufficient	<input checked="" type="radio"/> Stop <input type="radio"/> Continue	

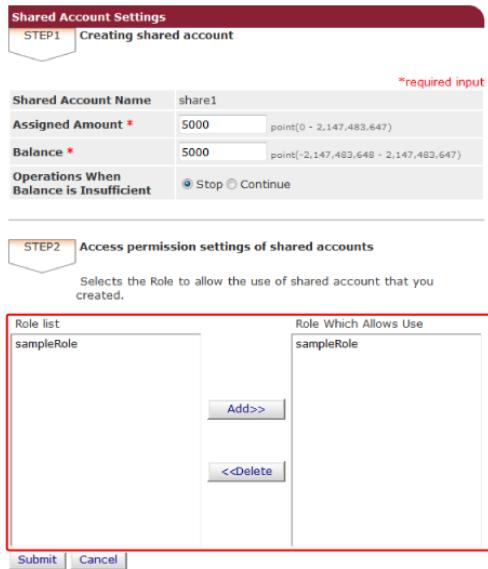
STEP2 Access permission settings of shared accounts

Selects the Role to allow the use of shared account that you created.

Role list	sampleRole
Role Which Allows Use	sampleRole

Add>> <<Delete

Submit Cancel



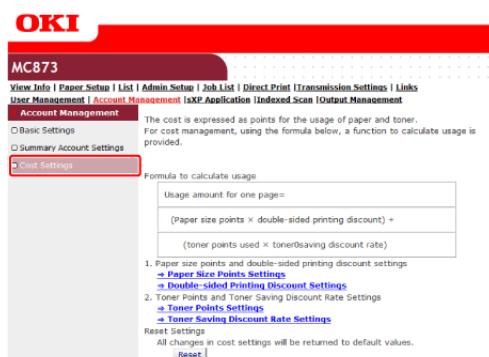
9. Click [Submit].

# Setting Paper Points/Toner Points

Set numbers of points for paper size and Color/Mono (Grayscale). For example, you can set so that bigger size paper needs more points or color printing needs more points than grayscale printing. Points are charged on a page-by-page basis, so when you print two pages, you need twice as much as the set rate.

In addition, you can apply point reduction system for two-sided printing or saving toner to print.

1. Open the Web page of the machine.
2. Log in as the administrator.
3. Click [Account Management].
4. Click [Cost Settings].



5. Set paper size points, toner points.

## Memo

The default value for each paper size point is calculated based on the area ratio of the paper to A4 paper.

Paper Size Point Settings			
Paper size	Paper points (0-1,000)	Toner points (0-1,000)	
		Mono(K)	Color(C,M,Y)
A3	36	60	260
A3 NOBI Paper	43	71	310
A3 Wide Paper (SRA3)	42	69	300
A4	18	30	130
A5	9	15	65
A6	4	7	32
A4 Wide (SRA4)	21	35	150
C4 Envelope	21	36	155
C5 Envelope	11	18	77
C6 Envelope	5	9	38

6. Set reduction rate for two-side printing and saving toner.

**Discount Rate Settings**

Double-sided printing discount	50	(%)
Toner saving discount rate		
Low	15	(%)
Middle	25	(%)
High	50	(%)

**Submit** **Cancel** Press Submit to send changes. Press Cancel to clear changes.

To restore the factory default settings, click [Reset].

7. Click [Submit].

# Printing When Account Management is Enabled

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For copying, printing from USB Memory, Secure Print, Encrypted Secure Print, ID Secure Print, follow the procedure below.

1. Log into the machine.
2. If several accounts are available, select an account to use.



## Memo

To switch accounts, log out from the current account, and then log into another account.

3. Perform required operation.

When printing from a computer, see "[Printing in the Windows Environment](#)".

## Precautions when Operating

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If the Account Management is enabled and the remaining points run out, printing stops and the job will automatically be deleted after a certain period of time (The factory default setting is 40 seconds.) elapses.

If jobs are not executed, ask your administrator for checking your balance in [Summary Account Settings]. The period of time from when the shortage of points is detected to when the machine deletes the job can be set on the web page of the machine.

If printing stops due to point shortage, you need to cancel the current job or add points and complete printing to execute the next print jobs.

### Memo

Contact the administrator if you want to check your balance yourself.

## **Moving/Transporting This Machine**

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- ❖ Moving This Machine
- ❖ Transporting This Machine

## Moving This Machine

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**CAUTION**

**Injury may result.**



Lift this machine by 3 persons, because it weighs approximately 64 kg.

- 1.** Turn the machine off.

[Turning the Machine On or Off](#)

- 2.** Unplug all the cables.

- Power cord
- LAN or USB cable
- Telephone cable

- 3.** Remove any paper from the paper trays.

- 4.** Fold the tip-over protection tools.

- 5.** Lift up this machine, and then move it to a new location.

# Transporting This Machine



**Injury may result.**



Lift this machine by 3 persons, because it weighs approximately 64 kg.



**Burns may result.**



Do not touch the fuser, because it is very hot.



- Use extra care when handling the image drum (the green cylinder), because it is fragile.
- Do not expose the image drum to direct sunlight or strong light (approximately 1,500 lux or more). Even under room lighting, do not leave the image drum for five minutes or more.

## 1. Turn the machine off.

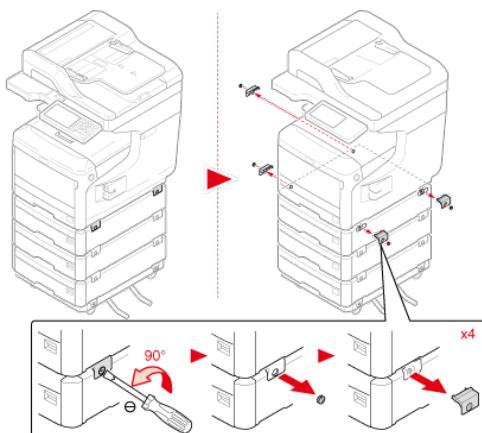
[Turning the Machine On or Off](#)

## 2. Unplug all the cables.

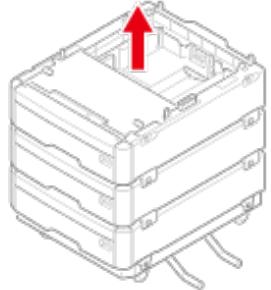
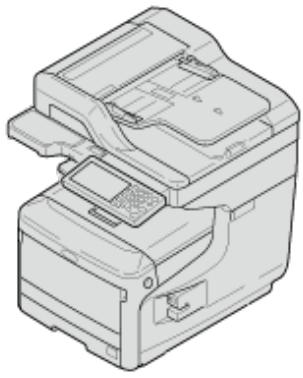
- ❖ Power cord
- ❖ LAN or USB cable
- ❖ Telephone cable

## 3. Remove any paper from the paper trays.

## 4. If the optional additional tray unit or cabinet is installed, remove the 4 lock pieces.



## 5. Lift up the machine to remove the additional tray unit.



6. Attach the packing material to the machine.

 **Note**

Use the packing box and packing material attached to this machine when purchased.

7. Lift up the machine, and put it in the packing box.

# Specifications

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- General Specifications
- Copier Specifications
- Fax Specifications
- PC Fax Specifications
- Internet Fax Specifications
- Scanner Specifications
- Scan to E-mail Specifications
- Scan to Shared Folder Specifications
- Scan to USB Memory Specifications
- Scan to Computer Specifications
- Printing Specifications
- Printing from USB Memory Specifications
- Network Specifications
- Wireless LAN Specifications (Option)

# General Specifications

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MFP Model		Model Number
MC853/MC873/ES8453 MFP/ES8473 MFP		N35200A, N35200B
Item		MC853/MC873/ES8453/ES8473
CPU		PPC464FP 800 MHz
Memory	Resident	DDR2 32 bit 1.28 GB
ROM		64 MB
HDD		2.5"SATA 250 GB
Weight		62 kg (including consumables)
Dimensions		563 (W) x 600 (D) x 700 (H)
Power supply		N35200A: 110 - 127 VAC 50/60 Hz ±2% N35200B: 220 - 240 VAC 50/60 Hz ±2%
Power consumption	Typical operation	850 W
	Idle	120 W
	Peak	1400 W
	Sleep mode	Less than 30 W (w/o option)
	Deep sleep mode	Less than 3 W (w/o option)
	Power save mode	Less than 30 W (w/o option)
	Off mode	Less than 0.15 W
Operating condition	Operating	Temperature : 10 - 32°C, Humidity : 20 - 80% RH
	Idle	Temperature : 0 - 43°C, Humidity : 10 - 90% RH
Interface		USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX/1000BASE-T IEEE802.11 b/g/n/a Wireless LAN (Option)
Display	Graphics panel	Color touch panel 7 inches, WVGA (800 x 480)
Supported OS		Windows 8.1/ Windows Server 2012 R2/ Windows 8/ Windows Server 2012/ Windows 7/ Windows Vista/ Windows Server 2008 R2/ Windows Server 2008/ Windows Server 2003 Mac OS X 10.6.8 to 10.10

# Copier Specifications

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Item		MC853/ES8453	MC873/ES8473
Document size	ADF	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Tabloid, Letter  , Letter  , Legal 13/13.5/14, Executive  , Statement  , Statement  ,	
	Document glass	A3, A4  , A4  , A5  , A5  , A6  , B4, B5  , B5  , Tabloid, Letter  , Letter  , Legal 13/13.5/14, Executive  , Statement  , Statement  ,	Folio, 8.5 SQ
First copy time	Color	12.5 seconds (ADF/Document glass)	
	Mono	12.5 seconds (ADF), 11.5 seconds (Document glass)	
Copies		Up to 999	
Copy speed	Color	Up to 23 cpm	Up to 35 cpm
	Mono	Up to 23 cpm	Up to 35 cpm

# Fax Specifications

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Item		MC853/MC873/ES8453/ES8473
Compatibility		ITU-T G3/Super G3
Compression method		MH, MR, MMR,JBIG
Modem speed		Up to 33.6 Kbps
Lines		PSTN, PBX
Line interface		RJ11 x 2 (Line/TEL)
Document size	ADF	A3, A4  , A4  , A5  , B4, B5  , Tabloid, Letter  , Letter  , Legal 13/13.5/14, Statement  , Folio
	Document glass	A3, A4  , A4  , A5  , B4, B5  , Tabloid, Letter  , Letter  , Legal 13/13.5/14, Statement  , Folio
Transmission speed		Approx. 2 seconds/page (ITU-T, MMR, Normal)
Stored document Memory size		8 MB
Storage document capacity		Up to 400 pages (ITU-T no.1, MMR, Normal)
Resolution	Normal	8 dots x 3.85 line/mm
	Fine	8 dots x 7.7 line/mm
	Photo	8 dots x 7.7 line/mm
	Extra-Fine	8 dots x 15.4 line/mm

## PC Fax Specifications

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Item	MC853/MC873/ES8453/ES8473
Interface	USB 2.0 (Hi-Speed), Ethernet 10BASE-T/100BASE-TX/1000BASE-T IEEE802.11 b/g/n/a Wireless LAN (Option)
Supported OS	Windows 8.1, Windows Server 2012 R2, Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows Server 2003

# Internet Fax Specifications

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Item	MC853/MC873/ES8453/ES8473
Communication protocol	SMTP, POP3, MIME
File format TIFF	TIFF

# Scanner Specifications

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Item		MC853/MC873/ES8453/ES8473
Scanner type		Document Glass with ADF function
Image sensor		Color CIS
Light source		LED
Document thickness	ADF	60 - 120 g/m <sup>2</sup> (16 - 32 lb)
	Document glass	20 mm
ADF document capacity		100 sheets (80 g/m <sup>2</sup> )
Scanning area	ADF	105 x 148 - 297 x 431.8 mm (4.13 x 5.8 - 11.7 x 17 inches)
	Document glass	297 x 431.8 mm (11.7 x 17 inches) or less
Scanning speed	Color	Approx. 1.2 seconds/page (A4, 300 x 300 dpi, ADF simplex)
	Mono	Approx. 1.2 seconds/page (A4, 300 x 300 dpi, ADF simplex)

## Scan to E-mail Specifications

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Item	MC853/MC873/ES8453/ES8473
Communication protocol	SMTP, POP3, MIME
File format	PDF (supported encryption/High compressed), M/S-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS
Mail server authentication	SMTP-AUTH, POP3

## Scan to Shared Folder Specifications

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Item	MC853/MC873/ES8453/ES8473
Communication protocol	FTP, HTTP, CIFS
File format	PDF (supported encryption/High compressed), M/S-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS

## Scan to USB Memory Specifications

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Item	MC853/MC873/ES8453/ES8473
Connectivity interface	USB2.0 Host IF
Storage device	USB Memory (Up to 32 GB) Not all USB Memory products are guaranteed to work.
Supported file system	FAT12, FAT (FAT16), FAT32
File format	PDF (encryption/High compressed), M-TIFF (RAW/G3/G4 compressed), JPEG (JFIF) (color/grayscale only), XPS

## Scan to Computer Specifications

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Item		MC853/MC873/ES8453/ES8473
Communication protocol	Windows	TWAIN, WIA, WSD
	Mac OS X	ICA
File format		TWAIN, WIA, ICA: PDF, TIFF, JPEG, BMP, PCX, GIF, TGA, PNG, WMF WSD: JPEG, PNG, TIFF, BMP

# Printing Specifications

---

Item	MC853/ES8453	MC873/ES8473
Printing method	Dry electrophotographic recording method with LED (Light-emitting diode)	
Emulation T	PostScript 3, PCL5C, PCL6 (XL), EPSON FX, IBM ProPrinter, XPS, PDF (v1.7 or earlier)	
Resident fonts	PCL: 87 european fonts PS: 80 european fonts	
Resolution	600 x 600 dpi, 600 x 1200 dpi, 600 x 600 dpi 2 bit	
Color	Yellow, Magenta, Cyan, Black	
Print speed	<ul style="list-style-type: none"> <li>• A4 Simplex: Up to 23 ppm Duplex: Up to 19 ppm</li> <li>• Letter Simplex: Up to 23 ppm Duplex: Up to 19 ppm</li> </ul>	<ul style="list-style-type: none"> <li>• A4 Simplex: Up to 35 ppm Duplex: Up to 27 ppm</li> <li>• Letter Simplex: Up to 35 ppm Duplex: Up to 27 ppm</li> </ul>
First print out time	Standby	9.5 seconds or less
	Power save	27 seconds
Paper size	Tray 1	Legal 13/13.5/14, Letter, Executive, Tabloid, Statement, 8.5 inches SQ, Folio, A3, A4, A5, A6, B4, B5, B6, 8K (260 x 368 mm, 270 x 390 mm, 273 x 394 mm), 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), Custom size
	Additional tray unit (Optional)	Legal 13/13.5/14, Letter, Executive, Tabloid, 8.5 inches SQ, Folio, A3, A4, A5, B4, B5, 8K (260 x 368 mm, 270 x 390 mm, 273 x 394 mm), 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), Custom size
	MP Tray	Legal 13/13.5/14, Letter, Executive, Tabloid, Statement, 8.5 inches SQ, Folio, A3, A4, A5, A6, B4, B5, B6, Index card (3 x 5 inches), 4 x 6 inches, 5 x 7 inches, Banner up to 52 inches, 8K (260 x 368 mm, 270 x 390 mm, 273 x 394 mm), 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), C4, C5, DL, Com-10, Custom size
	Duplex Printing	Legal 13/13.5/14, Letter, Executive, Tabloid, A3, A4, A5, B4, B5, B6, 8.5 inches SQ, Folio, 8K (260 x 368 mm, 270 x 390 mm, 273 x 394 mm), 16K (197 x 273 mm, 195 x 270 mm, 184 x 260 mm), Custom size
	Custom size	<ul style="list-style-type: none"> <li>• Tray 1 105 - 297 mm (W), 148, 182 - 431.8 mm (L) (4.1 - 11.7 inches (W), 5.8, 7.2 - 17.0 inches (L))</li> <li>• Additional tray unit (optional) 148 - 297 mm (W), 182 - 431.8 mm (L) (5.8 - 11.7 inches (W), 7.2 - 17.0 inches (L))</li> <li>• MP tray 64 - 297 mm (W), 90 - 1321 mm (L) (2.5 - 11.7 inches (W), 3.5 - 52 inches (L))</li> <li>• Duplex 128 - 297 mm (W), 182 - 431.8 mm (L) (5.0 - 11.7 inches (W), 7.2 - 17.0 inches (L))</li> </ul>

	17.0 inches (L))
Media type	Plain paper (64 g/m <sup>2</sup> - 256 g/m <sup>2</sup> ), Envelopes, Label
Feeding method	Automatic feeding from Tray 1, MP tray and Additional tray unit (optional), Manual feeding from MP tray
Paper loading capacity	<ul style="list-style-type: none"> <li>• Tray 1 300 sheets (less than 80 g/m<sup>2</sup>), total thickness 30 mm or lower.</li> <li>• MP tray 100 sheets (less than 80 g/m<sup>2</sup>) and total thickness 10 mm or lower, 10 envelopes (85 g/m<sup>2</sup>).</li> <li>• Additional tray unit (optional) 535 sheets of Standard paper /80 g/m<sup>2</sup> and total thickness 53 mm or lower.</li> </ul>
Output method	Face up/Face down
Paper output capacity	<ul style="list-style-type: none"> <li>• Output Tray 250 sheets (less than 80 g/m<sup>2</sup>)</li> <li>• Upper Output Tray 100 sheets (less than 80 g/m<sup>2</sup>)</li> <li>• Rear Output Tray 100 sheets (less than 80 g/m<sup>2</sup>), 10 sheets (ultra-heavy/envelopes)</li> </ul>
Print guaranteed area	6.35 mm or more from the paper edge (not applicable to special media such as envelopes)
Print precision	Print beginning: ± 2 mm, paper skew: ± 1 mm/100 mm Image expansion: ± 1 mm/100 mm (80 g/m <sup>2</sup> )
Warm-up time	<ul style="list-style-type: none"> <li>• From power on 32 seconds (at room temperature 25°C, rated voltage)</li> <li>• From power save mode 27 seconds (at room temperature 25°C, rated voltage)</li> </ul>
Usage Environment Conditions	<ul style="list-style-type: none"> <li>• When in operation 10 - 32°C/ Relative Humidity of 20 - 80% (maximum wet bulb temperature of 25°C, maximum dry bulb temperature of 2°C)</li> <li>• When not in operation 0 - 43°C/ Relative Humidity of 10 - 90% (maximum wet bulb temperature of 26.8°C, maximum dry bulb temperature of 2°C)</li> </ul>
Conditions for the guarantee of print quality	<ul style="list-style-type: none"> <li>• Operating Range Temperature 10°C, humidity 20 to 80% RH Temperature 32°C, humidity 20 to 60% RH Humidity 20% RH, temperature 10 to 32°C Humidity 80% RH, temperature 10 to 27°C</li> <li>• Full-color Print Quality Assured Range Temperature 17 to 27°C, humidity 50 to 70% RH</li> </ul>
Consumables, Maintenance Unit	Toner cartridges, Image drums, Staple, Belt unit, Fuser unit, Feed roller set



## Printing from USB Memory Specifications

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Item	MC853/MC873/ES8453/ES8473
Interface	USB 2.0 (High Speed) Host IF
Storage device	USB Memory (Up to 32 GB) Not all USB Memory products are guaranteed to work.
Supported file system	FAT12, FAT (FAT16), FAT32
File format	PDF (v1.7, Does not support encrypted PDF), JPEG, TIFF (TIFF 6.0 Baseline), XPS, PRN (PS/PCL/XPS)

# Network Specifications

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Item	MC853/MC873/ES8453/ES8473
Interface	Ethernet 10BASE-T/100BASE-TX/1000BASE-T, IEEE802.11 a/b/g/n Wireless LAN
Protocol	TCP/IPv4, TCP/IPv6, NetBIOS over TCP, LPR, Port9100, IPP, FTP, HTTP, TELNET, SMTP, POP3, SNMPv1/v3, DHCP, DHCPv6, DNS, DDNS, UPnP, WINS, SLP, Bonjour, SNTP, LLTD, Web Services Discovery (WSD), SSL/TLS, IPSec, CIFS, SMB (Version 1.0), LDAPv3, Kerberos

# Wireless LAN Specifications (Option)

Item	
Wireless LAN standard	IEEE802.11a/b/g/n conformity (2.4 GHz / 5 GHz)
Transfer rate	IEEE802.11n: Max 150 Mbps IEEE802.11g: Max 54 Mbps IEEE802.11b: Max 11 Mbps IEEE802.11a: Max 54 Mbps
Antenna system	Built-in Antenna1T1R
Security	Disable, WPA2-PSK, WPA2-EAP

## Regulatory wireless LAN statements

- FCC Statement
- IC Statement
- Europe-CE Declaration of conformity.

### FCC statement

#### FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

### IC statement

This device complies with Part 15 of FCC Rules and Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of this device.

Le présent appareil est conforme aux la partie 15 des règles de la FCC et CNR d'Ubdustrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le

brouillage est susceptible d'en compromettre le fonctionnement.

This Class [B] digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe [B] est conforme à la norme NMB-003 du Canada.

**Caution (FCC/IC):**

5.15-5.25 GHz band is restricted to indoor operations only.

La bande 5150-5250 MHz est restreints à une utilisation à l'intérieur.

This equipment complies with FCC/IC radiation exposure limits set forth for an uncontrolled environment and meets the FCC radio frequency (RF) Exposure Guidelines and RSS-102 of the IC radio frequency (RF) Exposure rules. This equipment should be installed and operated keeping the radiator at least 20 cm or more away from person's body.

Cet équipement est conforme aux limites d'exposition aux rayonnements énoncées pour un environnement non contrôlé et respecte les règles les radioélectriques (RF) de la FCC lignes directrices d'exposition et d'exposition aux fréquences radioélectriques (RF) CNR-102 de l'IC. Cet équipement doit être installé et utilisé en gardant une distance de 20 cm ou plus entre le dispositif rayonnant et le corps.

**Europe - CE Declaration of Conformity**



This equipment complies with the essential requirements of the European Union directive 1999/5/EC.

The telecommunications functionality of this product may be used in the following EU and EFTA countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.

# Network

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- ❖ AirPrint
- ❖ Google Cloud Print
- ❖ Network-Topics Software
- ❖ Network Settings
- ❖ Network Problems

# AirPrint

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Using AirPrint (Print/Scan/FaxOut Service) allows you to print, scan, and send a fax from a Mac without installing drivers. Also, you can print from an iPhone, iPad and iPod touch with using AirPrint (Print). An overview of AirPrint is provided, and the basic settings are described here.

- ❖ [About AirPrint \(Print/Scan/FaxOut Service\)](#)
- ❖ [Setting AirPrint \(Print/Scan/FaxOut Service\)](#)
- ❖ [Registering the Machine in a Computer \(Mac OS X\)](#)
- ❖ [Printing with AirPrint \(Print\)](#)
- ❖ [Scanning with AirPrint \(Scan\)](#)
- ❖ [Sending a Fax with AirPrint \(FaxOut Service\)](#)

## About AirPrint (Print/Scan/FaxOut Service)

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AirPrint (Print/Scan/FaxOut Service) is a function that enables you to easily print, scan, and send a fax from a Mac. Also, you can print from an iPhone, iPad and iPod touch with using AirPrint (Print). The mobile device or Mac automatically detects this machine.

With AirPrint (Print), you can easily print a photo, e-mail, Web page or other displays on the screen just by tapping the screen a few times.

AirPrint (Scan) is a feature to send scanned image on this machine to a Mac.

AirPrint (FaxOut Service) is a FAX sending function that is provided by Apple Inc. AirPrint (FaxOut Service) allows you to send faxes directly from a Mac.

These features require to connect this machine to a Mac via a wired LAN, wireless LAN, or USB cable.

For more information about AirPrint, visit the Apple Inc. website.

# Setting AirPrint (Print/Scan/FaxOut Service)

Connect this machine to the same network as a mobile device.

This machine supports infrastructure mode.

## Note

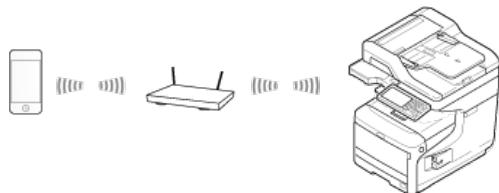
This machine does not support ad-hoc mode.

This machine is connected to a mobile device via wireless access points.

This machine is connected to the access points with a wired or wireless LAN.

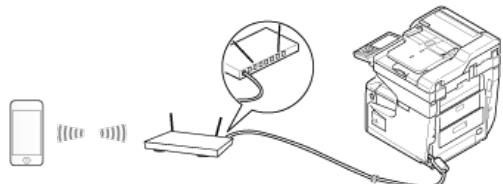
If you want to connect with a wireless LAN, set the wireless LAN in advance.

## Connecting This Machine to a Network



If using a router or hub as an access point on a wired LAN, connect this machine to the router or hub with a LAN cable.

## Connecting This Machine to a Network



To use AirPrint from a Mac computer, connect this machine to the Mac.

To print by using AirPrint (Print), you must configure settings from the terminal side.  
Proceed to "[Printing with AirPrint \(Print\)](#)".

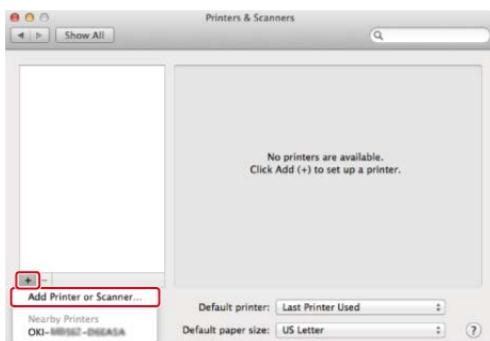
# Registering the Machine in a Computer (Mac OS X)

If you use AirPrint (Print/Scan/FaxOut Service) for the first time, you must add the machine to a computer.

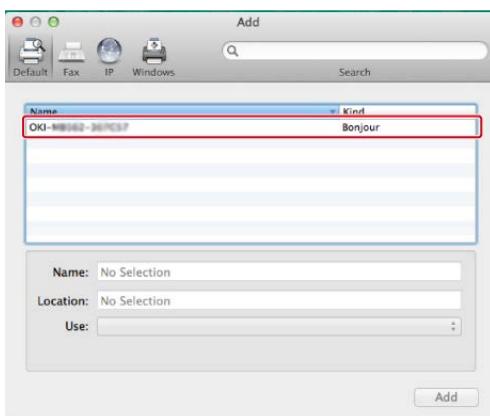
## Memo

The screen of Mac OS X 10.10 is used as an example.

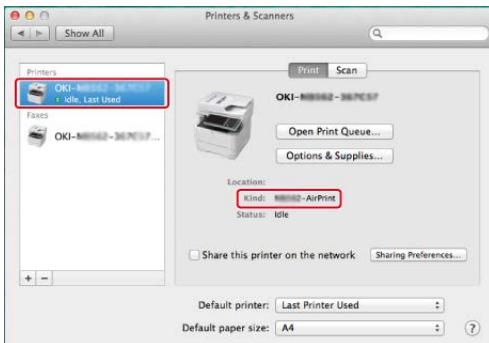
1. Turn the machine and computer on to establish a connection.
2. Select [System Preferences] from the Apple menu.
3. Click [Printers & Scanners].
4. Click [+], and then click [Add Printer or Scanner].



5. Select [OKI-MC873-\*\*\*\*\*] and then click [Add].



6. Check that the machine is displayed in [Printers], and [OKI MC873-AirPrint] is displayed in [Kind].



## 7. Close [Printers & Scanners].

# Printing with AirPrint (Print)

[Printing from an iOS Device](#)

[Printing from a Computer \(Mac OS X\)](#)

Before using AirPrint with Mac OS X, register this machine on the computer.

 [Registering the Machine in a Computer \(Mac OS X\)](#)

## Printing from an iOS Device

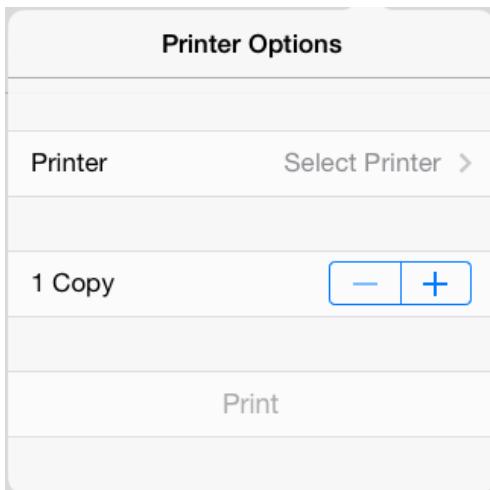
1. Open a file.
2. Tap  (Action).
3. Tap  (Print).

The name of the printer model that you used most recently and exists on the same network is displayed.

### Note

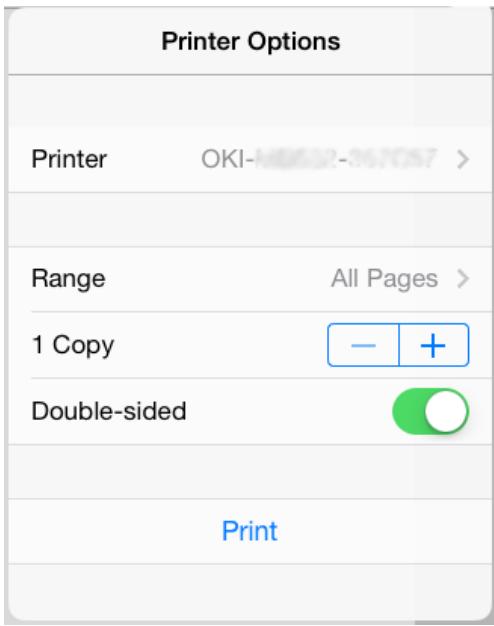
If you print for the first time and any model name other than this machine is displayed, select this machine in step 4.

4. Tap [Printer] to select your machine.



The functions that this machine supports are displayed.

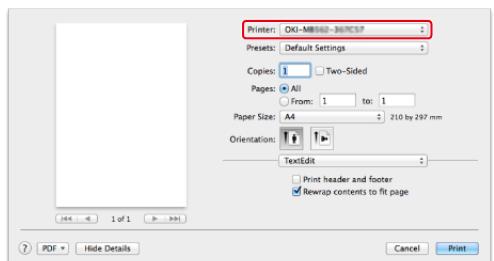
5. Set options.



6. Tap [Print].

## Printing from a Computer (Mac OS X)

1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [OKI-MC873] from [Printer].



4. Set options.
5. Click [Print].

# Scanning with AirPrint (Scan)

## Selecting a Remote Scan Mode

Simple Scan Mode

Manual Scan Mode

Secure Scan Mode

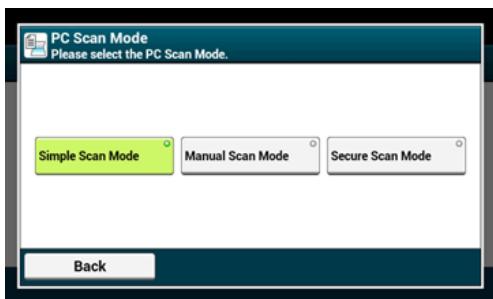
Before using AirPrint with Mac OS X, register this machine on the computer.

 Registering the Machine in a Computer (Mac OS X)

## Selecting a Remote Scan Mode

There are three Remote Scan modes: Simple Scan, Manual Scan, and Secure Scan.

1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
4. Press [Scanner Setup].
5. Press [PC Scan Mode].



6. Select a scan mode, and then press [OK].
7. Press [Back] until the home screen is displayed.

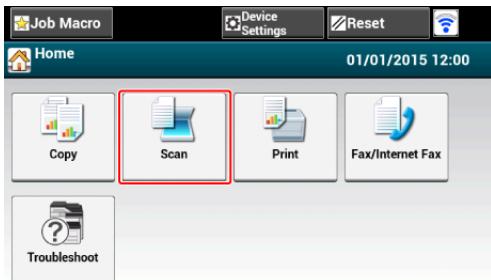
## Simple Scan Mode

1. Confirm that this machine is in the standby mode (home screen).
2. Set a document in the ADF or on the document glass.

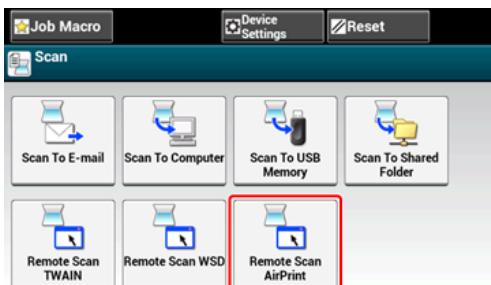
3. Start a scan program on the computer.
4. Click a scan button in the scan program.

## Manual Scan Mode

1. Press the  (SCAN) button.



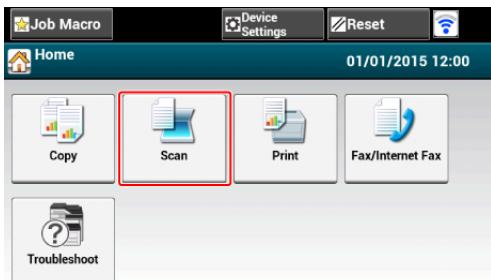
2. Set a document in the ADF or on the document glass.
3. Press [Remote Scan AirPrint].



4. Start a scan program on the computer.
5. Click a scan button in the scan program.

## Secure Scan Mode

1. Press the  (SCAN) button.



2. Set a document in the ADF or on the document glass.

- 3.** Press [Remote Scan AirPrint].
- 4.** Start a scan program on the computer.
- 5.** Click a scan button in the scan program.

# Sending a Fax with AirPrint (FaxOut Service)

Before using AirPrint with Mac OS X, register this machine on the computer.

## Registering the Machine in a Computer (Mac OS X)

### Memo

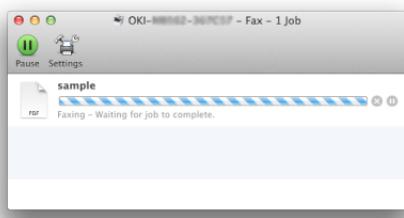
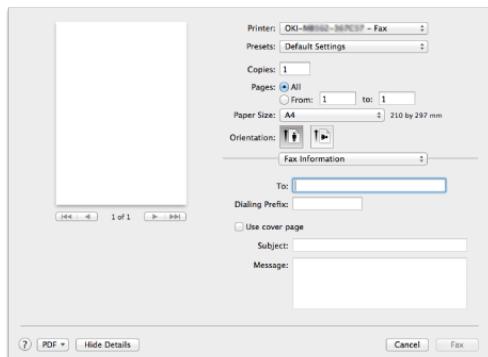
The screen of Mac OS X 10.10 is used as an example.

1. Open a file.
2. Select [Print] from the [File] menu.
3. Select [OKI-MC873-\*\*\*\*\*-Fax] from [Printer].
4. Enter the destination.

Enter [Dialing Prefix], and check [Use cover page] as necessary.

You can specify multiple destinations.

5. Select [Fax].



To display this screen, open [Open Print Queue] of [Printers & Scanners] from [System Preferences] before procedures.

To cancel, select [x].

# Google Cloud Print

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Google Cloud Print is a print service provided by Google that enables you to print from a mobile phone, smartphone, computer, or other network devices. An overview of Google Cloud Print is provided, and the basic settings and management are described here.

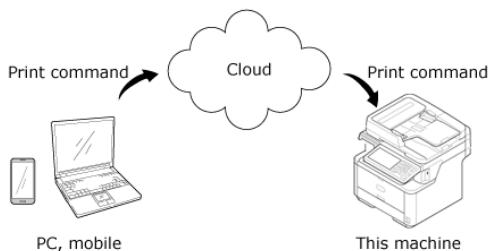
- [About Google Cloud Print](#)
- [Setting Google Cloud Print](#)
- [Printing with Google Cloud Print](#)
- [Checking Google Cloud Print Registrations](#)
- [Checking or Changing the Use of Cloud Service Settings](#)
- [Deleting the Registered Information](#)
- [Checking That Deletion is Complete](#)
- [About Importing the CA Licenses of the Proxy Server](#)

# About Google Cloud Print

The machine supports Google Cloud Print.

Google Cloud Print is a print service that enables you to output data to a printer from a mobile phone, smartphone, computer, or other devices via the Internet.

With Google Cloud Print, you can send documents or images to a specified printer from anywhere. For example, you can print from your computer at home to a printer in your office, or from the application you always use to your printer at home - such printing can be easily achieved. There is no need to install drivers or download software.



To use Google Cloud Print, you must prepare the following.

▪ **This machine**

When setting Google Cloud Print, the machine must be connected to the Internet.

 **Connecting This Machine to a Network**

 **Memo**

Since Google Cloud Print establishes communications via the Internet, it is recommended to employ security measures.

- Restrict communications from the Internet with a firewall or other security system.
- Change the administrator password that is provided by the machine from the default value.

▪ **Network devices**

The network devices are computers or mobile devices that are connected to the Internet.  
Set up Google Cloud Print or perform print operations from supported applications.

▪ **Google account**

This account is required for setting up Google Cloud Print or printing from a supported application.

▪ **Supported application**

Applications that run on a network device and allow for Google Cloud Print.

For details on supported OSs and applications, visit the Google Web site. The recommended browser is Google Chrome.

 [Google Web site \(<http://www.google.com/cloudprint/learn/apps.html>\)](http://www.google.com/cloudprint/learn/apps.html)

▪ **Network**

Used between the network devices and the Cloud, and the Cloud and the machine.

Google Cloud Print does not support IPv6.



# Setting Google Cloud Print

To use Google Cloud Print, a Google account is required. This section describes how to register the machine in Google Cloud Print using a Google account.

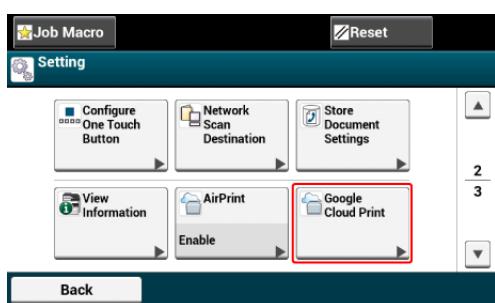
If you already have an account, there is no need to create a new account. Proceed to step 3.

## Memo

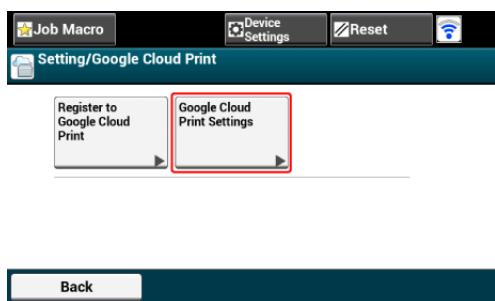
- To enter the [Google Cloud Print] menu, the administrator name and password are required. The factory default administrator name and password are "admin" and "aaaaaa" respectively.
- Although this manual describes the procedure for setting the servers from the operator panel, it is recommended to set the servers from the Web page of this machine if you can operate from a computer.

To check from the Web page, select [Admin Setup] > [Network] > [TCP/IP] in "About Items That Can be Set or Checked".

1. Access the Google Web site from a computer, smartphone, or other mobile device.  
🔗 Google Web site (<https://accounts.google.com/signup>)
2. Create a Google account by following the on-screen instructions.
3. Check the IP address, subnet mask, and gateway address of the machine are set correctly.
4. Press [Device Settings] on the touch panel.
5. Press [Google Cloud Print].



6. Press [Google Cloud Print Settings].



## 7. Enter the administrator name and password and press [OK].

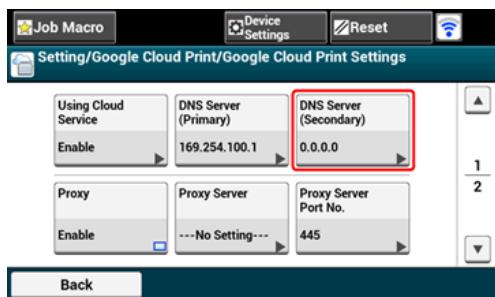
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.

## 8. Check the [DNS Server (Primary)] setting value.

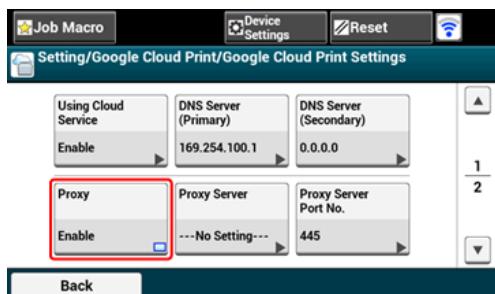
Since [0.0.0.0] indicates that the value is not set correctly, set the IP address that suits your environment.



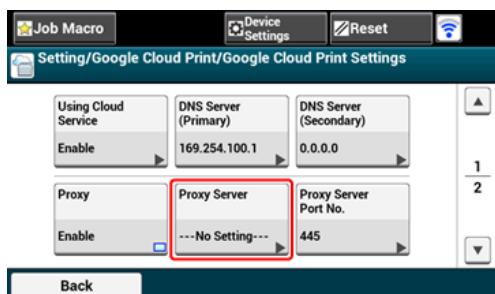
If the secondary DNS server is used, check the [DNS Server (Secondary)] setting value.



If the proxy server is used, press [Proxy] to [Enable], and then proceed to step 10.



## 9. Press [Proxy Server].



## 10. Enter a server name.

You can enter up to 64 characters.

11. Press [OK].

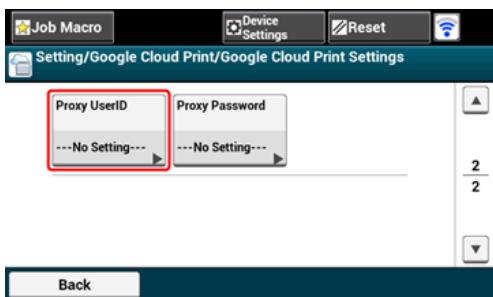
12. Press [Proxy Server Port No.].



13. Enter the proxy server port number.

14. Press [OK].

15. Press [Proxy User ID].

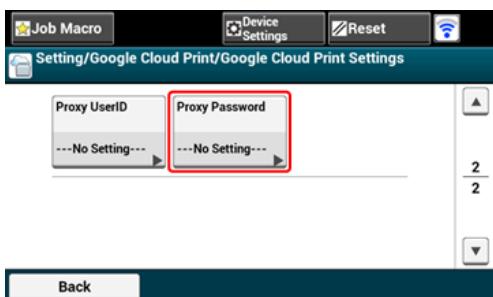


16. Enter the proxy user ID.

You can enter up to 64 characters.

17. Press [OK].

18. Press [Proxy Password].



19. Enter the proxy password.

You can enter up to 64 characters.

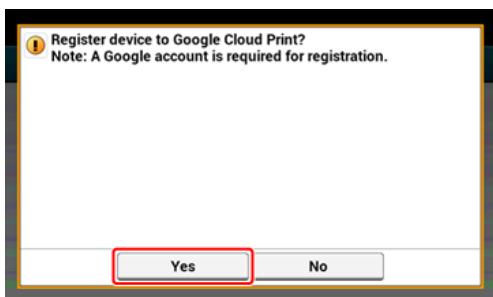
### Memo

For the setting values, contact your network administrator.

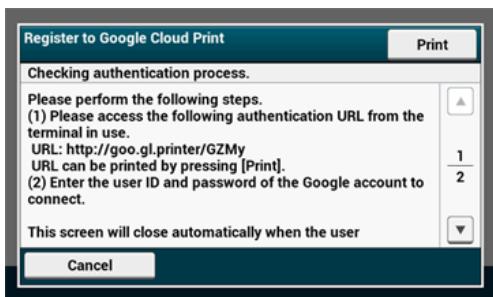
- 20.** Press [OK].
- 21.** Press [Back] to return to the [Google Cloud Print] menu.
- 22.** Press [Register to Google Cloud Print].



- 23.** Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
- 24.** When the [Register device to Google Cloud Print? Note: A Google account is required for registration.] message is displayed, select [Yes].



- 25.** The authentication destination URL is displayed.

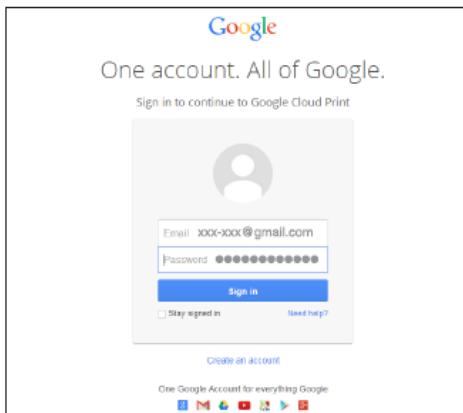


Press [Print] and the authentication destination URL is printed.

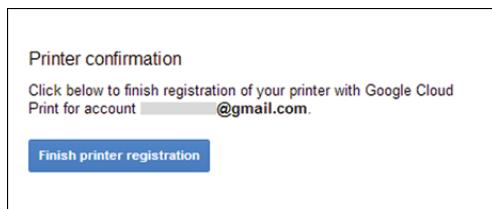
### **Note**

- There is a time restriction for registration (authentication) processing (approximately 10 minutes).
- Proceed to step 32 within the time restriction to complete the registration.
- If you cannot complete within the time restriction and an error message is displayed, return to step 23, and then register again.

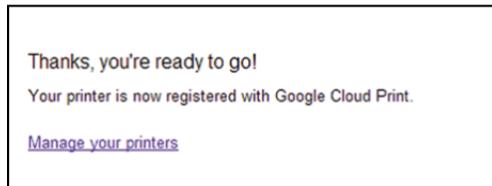
- 26.** Access the authentication destination URL that you printed in step 27 from a computer or mobile device.
- 27.** When the Google account login screen is displayed, enter the Google account information, and then click [Sign in].



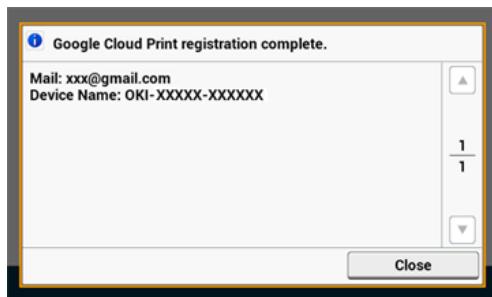
- 28.** When the registration screen is displayed, click [Finish printer registration].



- 29.** Wait until the [Thanks, you're ready to go!] message is displayed.



- 30.** When the registration content and completion message is displayed on the operator of the machine, check the message by scrolling the screen.





# Printing with Google Cloud Print

[Printing Automatically](#)

[Printing Manually](#)

[Changing Printing Settings](#)

[Cancelling Printing](#)

Set when to start printing when the machine receives print data from Google Cloud Print.

## Note

- Set the Google Cloud Print function before using Google Cloud Print.

### Google Cloud Print

- The print quality may not be the same as when printing with the printer driver or printing from the machine.
- PDF files with transparency effects applied may not be printed correctly.
- Encrypted PDF files may not be printed.

## Printing Automatically

When the machine receives the print data, it is automatically printed.

1. Check that the machine is turned on.
2. Start an application that supports Google Cloud Print from a computer or mobile device.

### Memo

Google Cloud Print supports Google Chrome, Gmail, Google Drive, or other applications.

3. Tap the wrench icon or the drop-down list in the application, and then select [Print] from the displayed drop-down list.
4. Select the registered machine on the displayed screen.
5. Set the printing settings, and then print.

### Memo

- To print, use the Google account that you used to register the machine in Google Cloud Print.
- To print with a different Google account, you must set the [Share] settings that are provided by the Google Cloud Print service.

## Printing Manually

Print manually if you cannot print automatically or you want to print immediately after receiving data.

1. Check that the machine is turned on.
2. Press [Print] or the  (PRINT) button.
3. Press [Google Cloud Print].



4. Press [Yes] on the confirmation screen.
5. If the print data exists on the Google Cloud Print service, printing starts.

### Memo

To print manually, set [Using Cloud Service] to [Enable] or [Pause].

For details on [Using Cloud Service], refer to "[Checking or Changing the Use of Cloud Service Settings](#)".

## Changing Printing Settings

To change printing settings, select [Option] on the printer selection screen that is displayed when you print from a supported application.

You cannot change printing settings from the machine.

## Cancelling Printing

To cancel during printing, cancel from the machine.

### Cancelling a Print Job

To cancel before printing, delete a print job from the management screen of Google Cloud Print.

 The Google Cloud Print administrator screen (<https://www.google.com/cloudprint>)



# Checking Google Cloud Print Registrations

Checking from the Management Screen of Google Cloud Print

Checking from the Web Page

Checking from the Operator Panel

You can check whether the machine is registered in Google Cloud Print in one of the following three ways.

## Checking from the Management Screen of Google Cloud Print

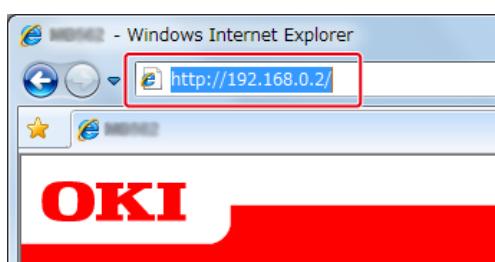
1. Access the Google Web site from a computer, smartphone, or other mobile device.  
🔗 Google Web site (<https://accounts.google.com>)
2. Enter the Google account information, and then click [Sign in].
3. Click [Print].

The registered printers are displayed.

## Checking from the Web Page

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine, refer to "Checking the Information of the Machine" on "Basic Operations".



3. Click [Administrator Login].

**Information**

Device Name	OKI-B4400D-38PCNA
IP Address	192.168.0.2
IPv6 Address	FE80::0000:0000:0000:0000:36ff:fe00:704a Link-Local Address 0000:0000:0000:0000:0000:0000:0000:0000 Global Address
MAC Address	00:00:00:00:00:00
Location	
Serial Number	
Asset Number	
Contact Name	- Administrator
Tray1	Letter
MP Tray	Letter
Duplex	Installed
Memory	512 MB

### Memo

The factory default user name and password for [Administrator Login] are "admin" and "aaaaaa", respectively.

4. Click [SKIP].
5. Click [View Information].
6. Click [Network].
7. Check that [Registered] is displayed for [Google Cloud Print].

## Checking from the Operator Panel

1. Press (SETTING).
2. Press ▼ to select [Google Cloud Print], and then press (OK).
3. Check that the following three items are displayed.



# Checking or Changing the Use of Cloud Service Settings

Checking the Use of Cloud Service Settings

Changing from the Web page

Changing from the Operator Panel

You can check and edit the Google Cloud Print settings.

## Checking the Use of Cloud Service Settings

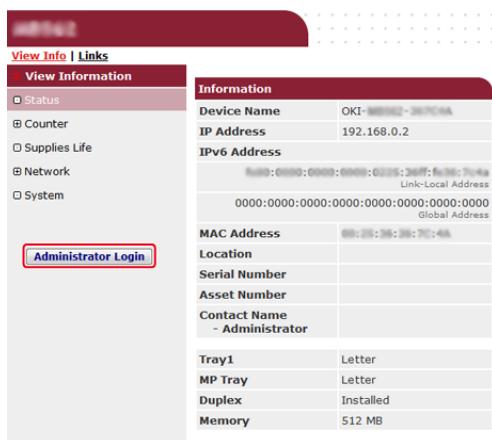
Check the use status of the Cloud service from the Web page of this machine.

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine, refer to "[Checking the Information of the Machine](#)" on "Basic Operations".



3. Click [Administrator Login] on the top screen.



### Memo

The factory default user name and password for [Administrator Login] are "admin" and "aaaaaa", respectively.

4. Click [SKIP].

5. Click [View Information].
6. Click [Network].
7. Click [Google Cloud Print].
8. Click [Using Cloud Service].

The use status is displayed. There are three use statuses:

Enable: You can print automatically or manually.

Pause: You can print manually. Set this status if you do not want to print automatically.

Disable: You cannot print. Set this status if you want to suspend the use of Google Cloud Print or other cases.

## Changing from the Web page

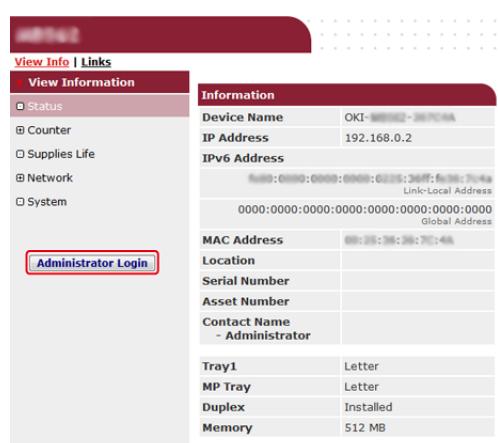
Change the Use of Cloud Service settings from the Web page of this machine.

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine, refer to "[Checking the Information of the Machine](#)" on "Basic Operations".



3. Click [Administrator Login] on the top screen.



The factory default user name and password for [Administrator Login] are "admin" and "aaaaaaa", respectively.

4. Click [SKIP].
5. Click [View Information].
6. Click [Network].
7. Click [Google Cloud Print].
8. Click [Using Cloud Service].
9. Change settings.

## Changing from the Operator Panel

1. Press [Device Settings] on the touch panel.
2. Press [Google Cloud Print].
3. Press [Google Cloud Print Settings].
4. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
5. Press [Using Cloud Service].
6. Select the type of settings.

# Deleting the Registered Information

Delete the information about the machine that is registered in Google Cloud Print by following the procedure below.

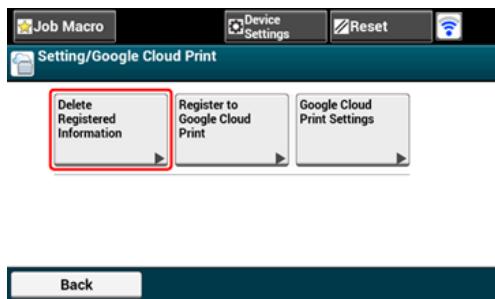
1. Check that the machine is connected to a network.

## Memo

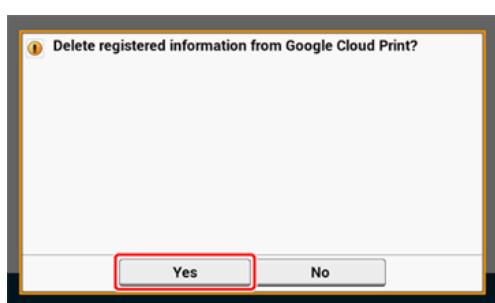
If you delete the information with the machine connected to a network, the registration information on the Google Cloud Print administrator screen is also deleted at the same time.

 The Google Cloud Print administrator screen (<https://www.google.com/cloudprint>)

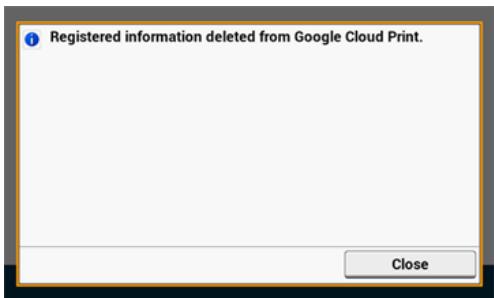
2. Press [Device Settings] on the touch panel.
3. Press [Google Cloud Print].
4. Press [Delete Registered Information].



5. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
6. Press [Yes] on the confirmation screen.



7. When the deletion is complete, the following screen is displayed.



# Checking That Deletion is Complete

- Checking from the Management Screen of Google Cloud Print
- Checking from the Web Page
- Checking from the Operator Panel
- If the Registration Information Remains on the Google Cloud Print Administrator Screen
- If You Deleted the Information on the Google Cloud Print Administrator Screen

You can check whether the machine is deleted from Google Cloud Print in one of the following three ways.

## Checking from the Management Screen of Google Cloud Print

1. Access the Google Web site from a computer, smartphone, or other mobile device.  
🔗 Google Web site (<https://accounts.google.com>)
2. Enter the Google account information, and then click [Sign in].
3. Click [Print].  
Check that the machine is not displayed.

## Checking from the Web Page

1. Open a Web browser.
2. Enter "http://(The IP address of the machine)" in the address bar, and then press the <Enter> key.
3. Click [Administrator Login] on the top screen.

### Memo

The factory default user name and password for [Administrator Login] are "admin" and "aaaaaa", respectively.

4. Click [SKIP].
5. Click [View Information].
6. Click [Network].

7. Check that [Registered] is displayed for [Google Cloud Print].

## Checking from the Operator Panel

1. Press [Device Settings] on the touch panel.
2. Press [Google Cloud Print].
3. Check that the two items, [Register to Google Cloud Print] and [Google Cloud Print Settings] are displayed.

## If the Registration Information Remains on the Google Cloud Print Administrator Screen

If you delete the registration information by following the procedure in "Deleting the Registered Information" with the machine not being connected to a network, the registered machine may remain on the Google Cloud Print administrator screen (<https://www.google.com/cloudprint>). In such a case, delete the machine on the Google Cloud Print administrator screen.

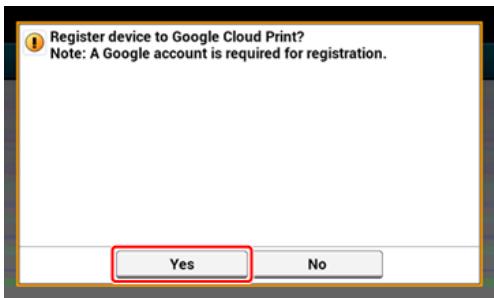
## If You Deleted the Information on the Google Cloud Print Administrator Screen

If you deleted the registered machine on the Google Cloud Print administrator screen (<https://www.google.com/cloudprint>), the registration information remains in the machine. In such a case, delete the registration information from the operator panel of the machine.

1. Press [Device Settings] on the touch panel.
2. Press [Google Cloud Print].
3. Press [Delete Registered Information].



4. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaa" respectively.
5. Press [Yes] on the confirmation screen.



## About Importing the CA Licenses of the Proxy Server

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You can import the CA licenses from the Web page of this machine ([http://\(The IP address of this machine\)](http://(The IP address of this machine))).

Specify the certificate that is issued by the certificate authority trusted by the proxy server.  
You can import a PEM, DER, or PKCS#7 file.



### Memo

For details on your network, contact your network administrator.

## **Network-Topics Software**

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- [Web Page of This Machine](#)
- [Using Configuration Tool](#)
- [Printing by Using OKI LPR Utility](#)
- [Network Extension](#)
- [Using Network Card Setup \(Mac OS X\)](#)

# Network Settings

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- Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted)
- Connecting with a LAN Cable
- Initializing the Network Settings
- Setting the DHCP Server

# Connecting to a Wireless LAN (Only When the Wireless LAN Module is Mounted)

Connect this machine to a network with a wireless LAN.

## Note

Wireless LAN module (optional) is required.

Read the following cautions carefully before using this machine in a wireless LAN environment.

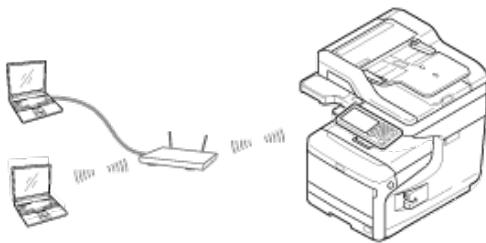
- The machine cannot connect to a wired LAN and wireless LAN at the same time. If using a wireless LAN, do not connect a LAN cable to this machine.
- If the machine is used in a wireless network environment, the machine does not enter Deep Sleep mode but enters Sleep mode.
- Do not place any electric products that emit weak radio waves (such as microwaves or digital cordless telephones) close to the machine.
- If there is metal, aluminum sash, or a reinforced concrete wall between the machine and wireless LAN access points, connections may be harder to be established.
- The communication speed of a wireless LAN connection may be slower than that of a wired LAN or USB connection depending on the environment. If you want to print big data such as a photo, it is recommended to print with a wired LAN or USB connection.

## Preparations to use a wireless LAN

The machine can connect to a wireless LAN environment via wireless LAN access points (WPS supported).

Check whether your wireless LAN access point supports the following environment before using.

Item	Value
Standard	IEEE 802.11 a/b/g/n
Access method	Infrastructure mode



## Checking the wireless LAN setting method

Check whether your wireless LAN access point supports WPS, and then select a setting method.

If your access point supports WPS, refer to "[Connecting with WPS](#)", and if you are not sure whether your access point supports WPS, refer to "[Selecting a Wireless LAN Access Point from the Operator Panel to Connect](#)".

### Connecting with WPS

If a wireless LAN access point supports WPS, you can connect to the wireless LAN with the WPS button.

- ❖ [Selecting a Wireless LAN Access Point from the Operator Panel to Connect](#)

If a wireless access point does not support WPS, you can specify a wireless LAN access point you want to use from the wireless LAN access points that the printer detects to establish a connection.

- ❖ [Setting from the Operator Panel Manually to Connect](#)

Set the wireless LAN access point information (the SSID, encryption method, and encryption key) manually to connect to the wireless LAN.

- ❖ [Checking That Connection is Established Correctly](#)

This section describes the procedure for checking by using the printer whether a connection to a wireless LAN is properly established.

# Connecting with WPS

If a wireless LAN access point supports WPS, you can easily connect to the wireless LAN with the easy setup button (WPS button).

Connect by following the procedure below.

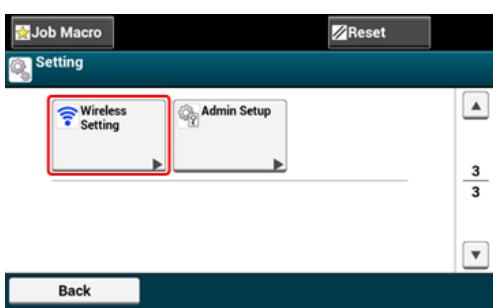
1. Check the position of the WPS button by referring to the instruction manual that is included in a wireless LAN access point or other document.
2. Check that the wireless LAN access point starts and is operating properly.
3. Turn the machine on.

## Memo

If the following screen is displayed, press [Yes], and then proceed to step 6.

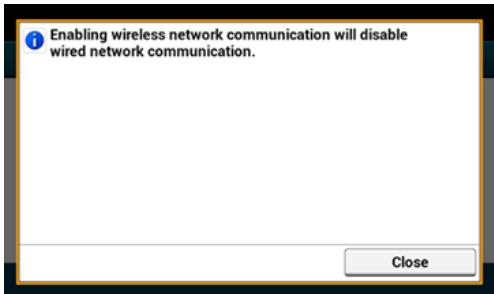


4. Press [Device Settings].
5. Press [Wireless Setting].

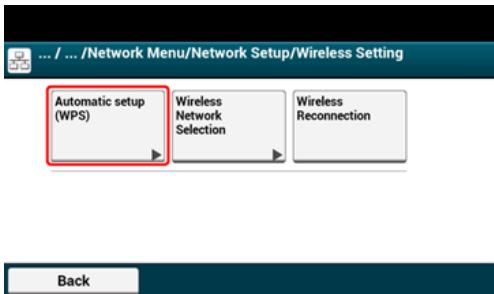


6. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.

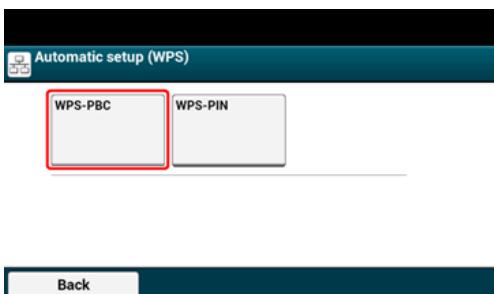
The following message is displayed for approximately 5 seconds.



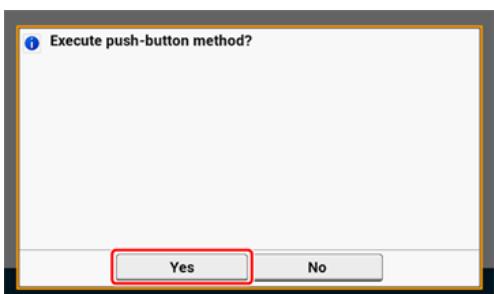
**7.** Press [Automatic Setup (WPS)].



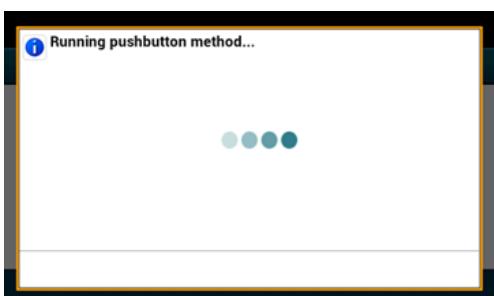
**8.** Press [WPS-PBC].



**9.** Press [Yes].



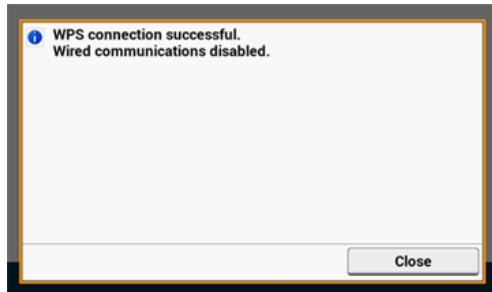
The machine starts searching for wireless LAN access points. The following screen is displayed for approximately 2 minutes, during which press and hold the WPS button for the wireless LAN access point for a few seconds.



## Note

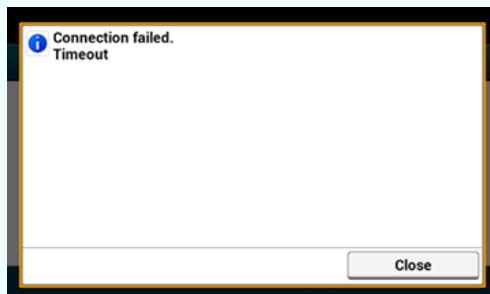
You cannot operate the panel when WPS is in progress.

When the following screen is displayed, the setting of the wireless LAN is complete.



## Memo

- If the following screen is displayed, repeat the procedure from step 8.



- [Overlap] is displayed when multiple WPS push buttons are pressed almost at the same time at two or more wireless LAN access points and connection is not established. Wait for a while, and then try again.

## Topics

 [Checking That Connection is Established Correctly](#)

# Selecting a Wireless LAN Access Point from the Operator Panel to Connect

If a wireless LAN access point does not support WPS, you can specify a wireless LAN access point you want to use from the wireless LAN access points that the machine detects to establish a connection. In such a case, you must enter an encryption key.

Set by following the procedure below.

1. Check the SSID and encryption key by referring to the instruction manual that is included in a wireless LAN access point or other documents, and write the information down.

## Memo

- An SSID is also called a network name, ESSID or ESS-ID.
- An encryption key is also called a network key, security key, password or Pre-shared Key.

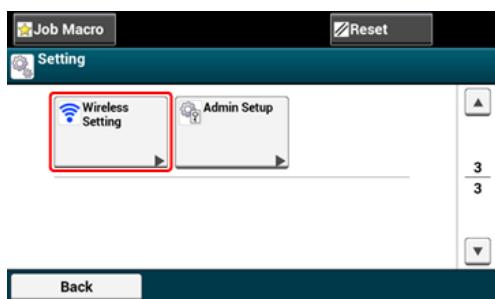
2. Check that the wireless LAN access point starts and is operating properly.
3. Turn the machine on.

## Memo

If the following screen is displayed, press [Yes], and then proceed to step 6.



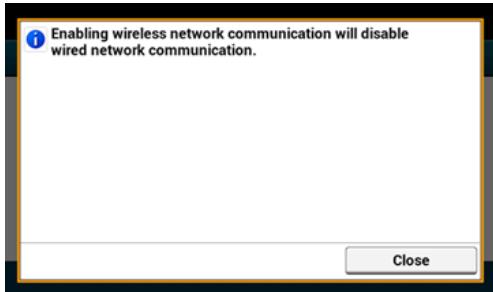
4. Press [Device Settings].
5. Press [Wireless Setting].



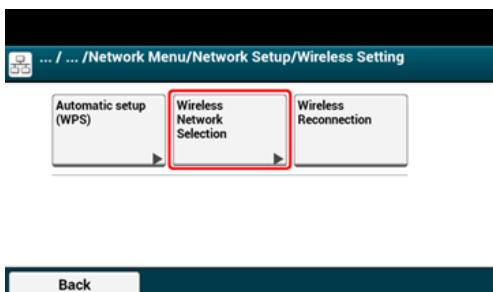
## 6. Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "aaaaaaa" respectively.

The following message is displayed for approximately 5 seconds.



## 7. Press [Wireless Network Selection].



The machine starts searching for wireless LAN access points. Wait for a while.

## 8. Select a wireless LAN access point to connect, and then press [Select].



### Note

If only [Manual Setup] is displayed, or the SSID of the wireless LAN access point you want to use is not included in the list, set by following the procedure in "[Setting from the Operator Panel Manually to Connect](#)".

The encryption key entry screen that is suitable for the encryption method of the selected wireless LAN access point is displayed.

## 9. Enter the encryption key, and then press [OK].

### Memo

The encryption key varies depending on the wireless LAN access point or security.

- If the [Enter the Pre-shared Key.] message is displayed

Item	Description
Security	WPA2-PSK
Encryption key	Enter the Pre-shared Key.

- If the [To make this setting, make the changes from the web page.] message is displayed

Item	Description
Security	WPA2-EAP

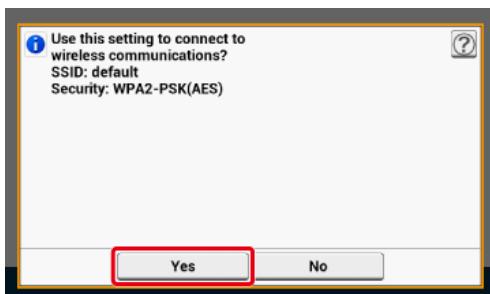
Set from the Web page of this machine.

 [Open the Web Page of This Machine](#)

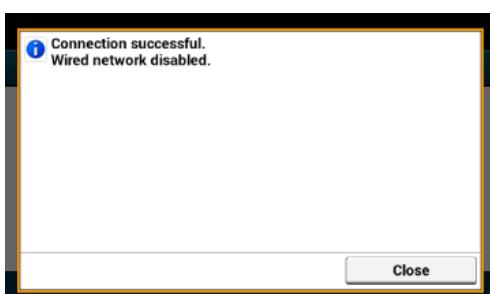
- If neither of the above two cases is applied

Item	Description
Security	Disable
Encryption key	No entry is required.

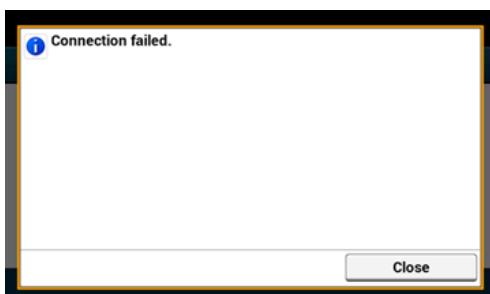
## 10. If the displayed SSID is the same as the SSID that you prepared in step 1, press [Yes].



When the following screen is displayed, the setting of the wireless LAN is complete.



If the following screen is displayed, repeat the procedure from step 5.





## Topics

🔗 Checking That Connection is Established Correctly

# Setting from the Operator Panel Manually to Connect

Set the wireless LAN access point information (the SSID, encryption method and encryption key) manually to connect to the wireless LAN.

Set by following the procedure below.

1. Check the SSID and encryption key by referring to the instruction manual that is included in a wireless LAN access point or other documents, and write the information down.

## Note

If the encryption method is WPA2-EAP, set from the Web page of this machine.

For details, open the Web page of this machine and click [Admin Setup] > [Network] > [Wireless Setting] > [Manual Setup].

 [Open the Web Page of This Machine](#)

## Memo

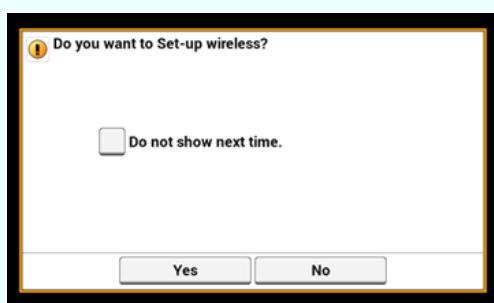
- An SSID is also called a network name, ESSID, or ESS-ID.
- An encryption key is also called a network key, security key, password, or Pre-shared Key.

2. Check that the wireless LAN access point starts and is operating properly.

3. Turn the machine on.

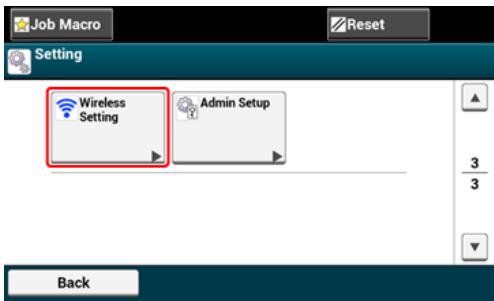
## Memo

If the following screen is displayed, press [Yes], and then proceed to step 6.



4. Press [Device Settings].

5. Press [Wireless Setting].



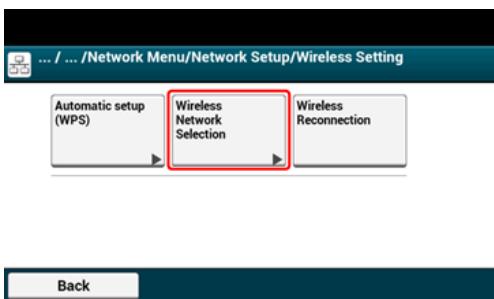
## 6. Enter the administrator name and password and press [OK].

The factory default administrator name and password are "admin" and "aaaaaaa" respectively.

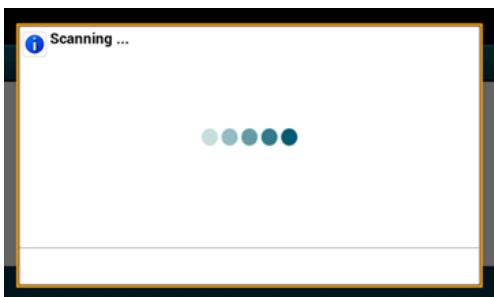
The following message is displayed for approximately 5 seconds.



## 7. Press [Wireless Network Selection].



The machine starts searching for wireless LAN access points. Wait for a while.



A list of SSIDs of valid wireless LAN access points is displayed.

## 8. Press [Manual Setup].



9. Enter the SSID, and then press [Next].

**! Note**

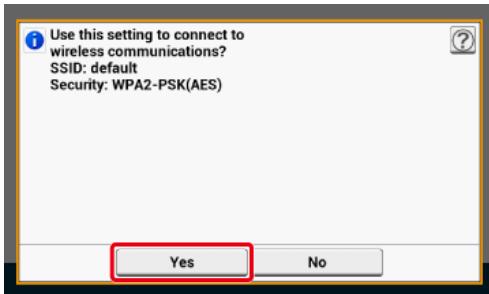
The SSID is case sensitive. Enter the SSID correctly.

10. Select the encryption method that you selected in step 1, and then press [Next].

**Memo**

The encryption key varies depending on the wireless LAN access point or security.

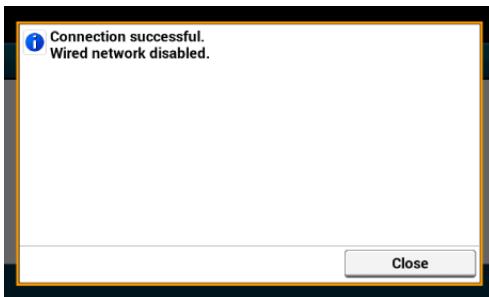
11. Select AES and then press [Next].
12. Enter the Pre-shared Key, and then press [Next].
13. If the displayed content is the same as that you prepared in step 1, press [Yes].



### Memo

It takes approximately 30 seconds for the machine to detect the wireless LAN access point.

When the following screen is displayed, the setting of the wireless LAN is complete.



If the machine cannot detect the specified wireless LAN access point, the following screen is displayed. In such a case, the specified wireless LAN access point may not be operating properly, or the entered information (the SSID, encryption method, and encryption key) may be wrong. Check.



### Topics

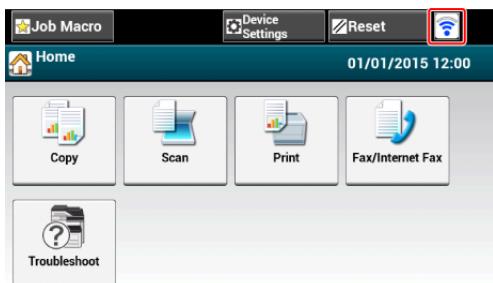
#### Checking That Connection is Established Correctly

# Checking That Connection is Established Correctly

This section describes the procedure for checking whether a connection is established to a wireless LAN correctly with the machine.

Check by following the procedure below.

1. If the antenna mark is displayed at the top right of the touch panel, the connection is established correctly.



## Memo

The antenna mark may not be displayed on some screens such as the copy top screen.

## If the wireless LAN connection is unstable

If the wireless LAN connection is unstable, read the cautions in "[Connecting This Machine to a Network](#)" in this manual, and then change the positions of the machine and wireless LAN access point. If you cannot find a solution even after reading the cautions, bring the machine and the wireless LAN access point close to each other.

# Connecting with a LAN Cable

If there is no DHCP server on a network, you must set the IP address on a computer or machine manually.

Even if you are instructed to set a unique IP address that is specified by your network administrator, Internet service provider, or router manufacturer, you must set the IP address to the computer and machine manually.

## Note

- Complete the network setting of the computer before this procedure.
- You must log in as the administrator.
- If you set an IP address manually, contact your network administrator or Internet service provider for the IP address to use. If the IP address is set incorrectly, the network may go down or Internet access may be disabled.

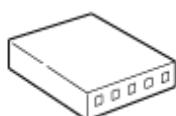


## Memo

- If you construct a small network that consists of only the machine and a computer, set IP addresses as shown below (according to RFC1918).
  - For the computer  
IP address: 192.168.0.1 to 254  
Subnet mask: 255.255.255.0  
Default gateway: Not used  
DNS server: Not used
  - For the machine  
IP address setting: Manual  
IP address: 192.168.0.1 to 254 (Select a different value from the computer's IP address.)  
Subnet mask: 255.255.255.0  
Default gateway: 0.0.0.0  
Network scale: Small
- To set [Network Scale], select [Device Settings] > [Admin Setup] > [Network Menu] > [Network Setup] > [Network Setting] > [Network Scale] > [Small].

## 1. Prepare a LAN cable and hub.

Prepare a LAN cable (category 5 or higher, twist pair, straight) and hub.



## 2. Turn the machine and computer off.

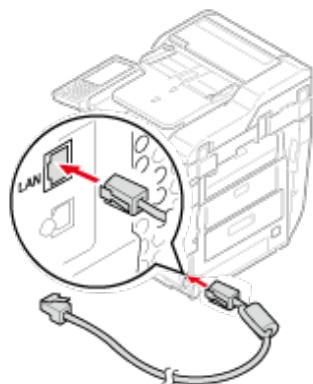
 Turning the Machine Off

**3.** Attach the core to the LAN cable.

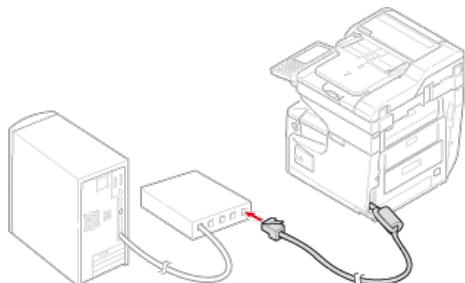
Wind the LAN cable in a single loop at 2 to 3 cm from the end of the cable, and then attach the core to the looped cable.



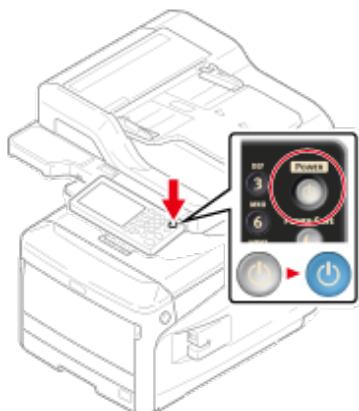
**4.** Insert one end of the LAN cable into the network interface connector.



**5.** Insert the other end of the LAN cable into the hub.



**6.** Turn the machine on.





# Initializing the Network Settings

[Initializing from Setting Menus of this Machine](#)

[Initializing from the Operator Panel of this Machine \(Boot Menu\)](#)

## Note

This procedure initializes all the network settings.

## Initializing from Setting Menus of this Machine

You can restore the network settings to the factory default settings.

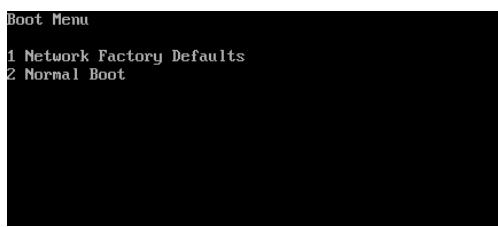
1. Press [Device Settings] on the touch panel.
2. Press ▲ or ▼ several times and press [Admin Setup].
3. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
4. Press [Network Menu].
5. Press [Network Setup].
6. Press [Factory Defaults].
7. Press [Yes].

## Initializing from the Operator Panel of this Machine (Boot Menu)

If you cannot initialize from the configuration menu of this machine, you can initialize from the operator panel.

1. Turn the machine on while pressing and holding "6" on the 10-key pad.
2. Enter the administrator name and password and press [OK].  
The factory default administrator name and password are "admin" and "aaaaaaa" respectively.
3. Press "#" on the 10-key pad.  
The [Boot Menu] screen is displayed.

- 4.** Press "1" on the 10-key pad.



- 5.** Press "1" on the 10-key pad.



# Setting the DHCP Server

DHCP assigns an IP address to each host on a TCP/IP network.

## Note

To print via a network, this machine must have an IP address. For details on how to assign a static IP address, refer to the manual of your DHCP server.

## Memo

The following procedure is explained using Windows Server 2008 R2 as an example. The steps and menus may vary depending on your operation system.

1. Click [Start], and then select [Administrative Tools] > [Server Manager].  
If [DHCP] is already displayed in [Administrative Tools], proceed to step 8.
2. Select [Add Roles] from [Roles Summary].
3. Click [Next] in [Add Roles Wizard].
4. Select the [DHCP Server] check box, and then click [Next].
5. Set the settings by following the on-screen instructions, if necessary.
6. Check the setting on the [Confirm Installation Selection] screen, and then click [Install].
7. When the installation is complete, click [Close].
8. Click [Start], and then select [Administrative Tools] > [DHCP] to start the [DHCP] wizard.
9. Select a server to use from the DHCP list.
10. Select [New Scope] from the [Action] menu.
11. Set the settings by following the on-screen instructions in [New Scope Wizard] if necessary.

## Memo

- Be sure to set the default gateway.
- Select [Yes, I want to activate the scope now] on the [Active Scope] screen.

- 12.** Click [Finish].
- 13.** Select the new scope from the DHCP list, and then select [Reservations].
- 14.** Select [New Reservation] from the [Action] menu.
- 15.** Set the settings.
- 16.** Click [Add].
- 17.** Click [Close].
- 18.** Select [Exit] from the [File] menu.

## Network Problems

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- ✖ Unable to print from network
  - 🔗 [Unable to Print](#)
- ✖ Unable to save scanned images in a network folder
  - 🔗 [Unable to Save Files in a Network Folder](#)

# Utility Software

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- [List of Utility Software](#)
- [Installing Software](#)
- [Web Page of This Machine](#)
- [Adjusting Color with PS Gamma Adjuster Utility](#)
- [Using Configuration Tool](#)
- [About ActKey](#)
- [Printing by Using OKI LPR Utility](#)
- [Network Extension](#)
- [Using the Network Scanner Setup Tool \(Mac OS X Only\)](#)
- [Using Network Card Setup \(Mac OS X\)](#)
- [Print Job Accounting Client](#)

# List of Utility Software

## Windows Utilities

## Mac OS X Utilities

This section describes utilities you can use on this machine. For how to use each utility, refer to its topic.

## Windows Utilities

Item	Relevant function	Description	System requirements	References
PS Gamma Adjuster	Print	You can adjust the color density used for photographs.	Windows 8.1/ Windows Server 2012 R2/ Windows 8/ Windows Server 2012/ Windows 7/ Windows Vista/ Windows Server 2008 R2/ Windows Server 2008/ Windows Server 2003	 <a href="#">Adjusting Color with PS Gamma Adjuster Utility</a>
Configuration Tool	Settings	You can set the access control settings of this machine, change the menu, and register the e-mail address, speed dials, profiles, PIN number, auto delivery settings, and network scan settings.	Windows 8.1/ Windows Server 2012 R2/ Windows 8/ Windows Server 2012/ Windows 7/ Windows Vista/ Windows Server 2008 R2/ Windows Server 2008/ Windows Server 2003	 <a href="#">Using Configuration Tool</a>
PDF Print Direct	Printing	Prints out PDF files without launching any applications.	Windows 8.1/ Windows Server 2012 R2/ Windows 8/ Windows Server 2012/ Windows 7/ Windows Vista/ Windows Server 2008 R2/ Windows Server 2008/ Windows Server 2003	<a href="#">Printing without Opening a PDF File (PDF Print Direct)</a>
ActKey	Scan	Use when forwarding a scanned image to the specified application or saving in the specified folder in the computer, sending a fax with the PCFax Software.	Windows 8.1/ Windows Server 2012 R2/ Windows 8/ Windows Server 2012/ Windows 7/ Windows Vista/ Windows Server 2008 R2/ Windows Server 2008/ Windows Server 2003	 <a href="#">About ActKey</a>
OKI LPR Utility	Print	You can check printing via the network connection, the print	Windows 8.1/ Windows Server 2012 R2/ Windows 8/ Windows	 <a href="#">Printing by Using OKI LPR Utility</a>

		management, and the status of this machine.	Server 2012/ Windows 7/ Windows Vista/ Windows Server 2008 R2/ Windows Server 2008/ Windows Server 2003	
Network Extension	Management	You can check the settings of this machine and option settings from the printer driver. This utility is automatically installed when installing a printer driver via a network connection.	Windows 8.1/ Windows Server 2012 R2/ Windows 8/ Windows Server 2012/ Windows 7/ Windows Vista/ Windows Server 2008 R2/ Windows Server 2008/ Windows Server 2003  The computer running on TCP/IP	 <a href="#">Network Extension</a>

## Mac OS X Utilities

Item	Relevant function	Description	System Requirements	References
PS Gamma Adjuster	Print	You can adjust the color density used for photographs.	Mac OS X 10.6.8 to 10.10	 <a href="#">Adjusting Color with PS Gamma Adjuster Utility</a>
Color Correct Utility	Print	Adjust the Color Matching.  You can change the overall trend of output colors by adjusting the palette color output, gamma value, hue or saturation of the primary colors.		 <a href="#">Using the Network Scanner Setup Tool (Mac OS X Only)</a>
Network Scanner Setup Tool	Scan	This utility is activated when you select the scanner driver from the application and select a connected device.  You do not need to set the connection destination once it is set.		 <a href="#">Using the Network Scanner Setup Tool (Mac OS X Only)</a>
Network Card Setup	Settings	You can set a network.		 <a href="#">Using Network Card Setup (Mac OS X)</a>



# Installing Software

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[For Windows](#)

[For Mac OS X](#)

Install the utility you want to use by following the procedure below.

## For Windows

Install utility software by using the Software DVD-ROM.

- PCL6 Printer Driver
- PS Printer Driver
- XPS Printer Driver
- Fax Driver
- Scanner Driver
- ActKey
- OKI LPR Utility
- Configuration Tool
- PDF Print Direct
- Print Job Accounting Client

Connect the machine to a computer via a network or USB interface.

### Note

Check the status of this machine before installing.

- This machine is turned on.
- This machine is connected to a network with a network cable and the IP address or other settings are set.
- USB connection is disabled by factory default. You need to change the USB mode setting before connecting this machine to a computer with a USB cable.

Select [Admin Setup] - [Management] - [Local Interface] - [USB Menu], and then change [USB Assignment] from [IPP] to [Legacy].

1. Insert the "Software DVD-ROM" into a computer.
2. When [AutoPlay] is displayed, click [Run Setup.exe].



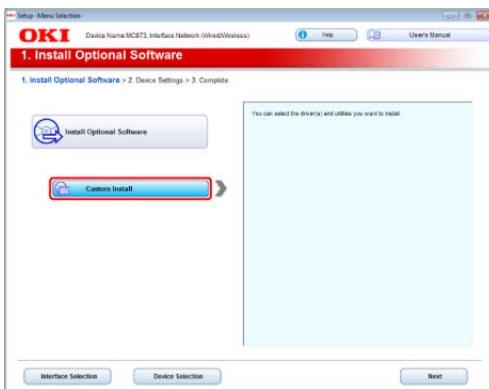
### Memo

If the [User Account Control] dialog box is displayed, click [Yes].

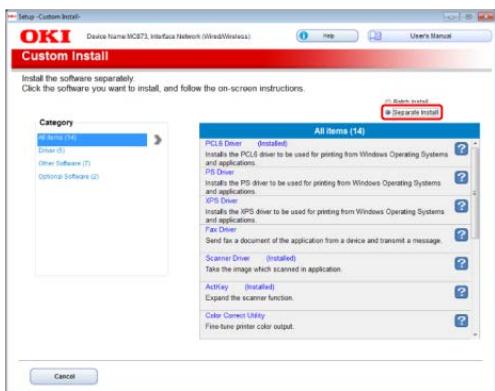
3. Select a language from the drop-down list.
4. Read the license agreement, and then click [Accept].
5. Read Environmental advice for Users and click [Next].
6. Select [Network (Wired/Wireless)] or [USB] corresponding to your connection environment, and then click [Next].
7. Select the model name of this machine, and then click [Next].



8. Click [Custom Install].



## 9. Click [Separate Install].



## 10. Click a driver or software to install.

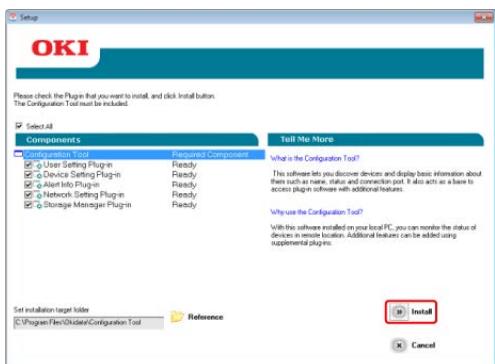
Installation starts.

### Memo

The procedure below varies depending on the selected software.

The procedure below uses the installation of the Configuration Tool as an example.

## 11. Select plug-ins you want to install and click [Install].



Install starts.

## 12. When installation is complete, click [Close].

## For Mac OS X

You can copy a utility by dragging to any location. You can also run a utility directly from the "Software DVD-ROM".

1. Insert the included "Software DVD-ROM" into a computer.
2. From [OKI] > double-click the [Utilities] folder.
3. Copy the folder of a utility to install by dragging to any location.

### Memo

To start utility software, double-click the software icon in the folder.



# Web Page of This Machine

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You can make network settings or menu settings from the Web page of this machine.

- [Open the Web Page of This Machine](#)
- [Log In as the Administrator](#)
- [Changing the Administrator Password](#)
- [Checking or Changing the Settings of This Machine from a Computer](#)
- [Encrypting Communication with SSL/TLS](#)
- [Encrypting Communication with IPSec](#)
- [Forwarding Received Document Data to an E-mail Destination or Shared Folder \(Auto Delivery\)](#)
- [Limiting by Using an IP Address \(IP Filtering\)](#)
- [Limiting by Using a MAC Address \(MAC Address Filtering\)](#)
- [E-mail Alert](#)
- [Checking the Status of This Machine by Using SNMPv3](#)
- [Connecting This Machine to the Authentication Network by Using IEEE802.1X](#)
- [Setting the LDAP Server](#)
- [Setting the Reception Protocol](#)
- [Access Control](#)
- [About Items That Can be Set or Checked](#)

# Open the Web Page of This Machine

## >About the Operating Environment



### Memo

- Set the security setting for the Web page to the middle level, or enable Cookie.
- To enter the [Admin Setup] menu, the administrator password is required.
- To change settings of the machine on the Web page, you must log in as the administrator of the machine.

The description uses the following environment as an example.

- Device name: MC873
- IP address of the machine: 192.168.0.2

- Start a Web browser.
- Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine, refer to "[Checking the Information of the Machine](#)".



### Note

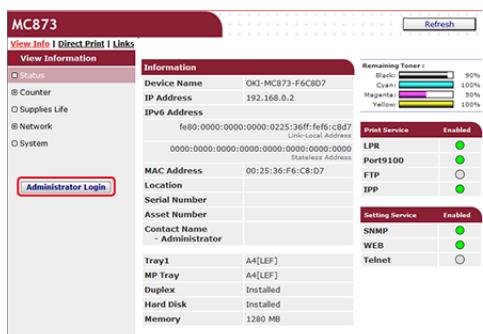
If the IP address includes a value in one or two digits, do not enter "0" before the value. Communications may not be performed correctly.

- An example of a correct entry: http://192.168.0.2/
- An example of an incorrect entry: http://192.168.000.002/

# Log In as the Administrator

To change settings of the machine on the Web browser, you must log in as the administrator of the machine.

## 1. Click [Administrator Login].



## 2. Enter "admin" in [User Name] and the current password in [Password], and then click [OK].



### Memo

The password is the same as the "administrator password" on the operator panel.

## 3. Set the machine information that can be checked on a network, click [OK] or [SKIP].

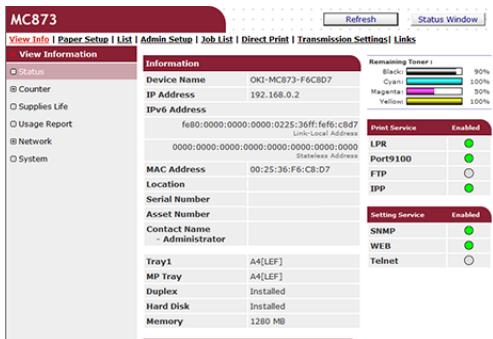


### Note

- To omit the setting, click [SKIP].
- To not display from the next login, select the [Do not show this page again.] check

box, and then click [OK] or [SKIP].

#### 4. The following screen is displayed.



#### **Note**

The following items are for developers and not available for general users.

- Indexed Scanning
- sXP Application
- OutputManagement

# Changing the Administrator Password

You can change the administrator password of this machine from the Web page. The administrator password specified on the Web page is used when logging from the Web page or operator panel.

1. Open the Web page of this machine.
  - How to log in to the Web page  
[Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Management] > [New Admin Password].
5. Enter a new password in [New Password].

## Memo

- You can enter 6 to 12 alphanumeric characters for the password.
- The password is case sensitive.

6. Re-enter the new password in [New Admin Password (Verify)].

The password is not be displayed. Write down the password and keep it in a safe place.

7. Click [Submit].

The new settings take effect when the network function of this machine restarts.

## Memo

You do not need to restart the machine. The next time you log in as the administrator, you can use the new password.

# Checking or Changing the Settings of This Machine from a Computer

[About the Operating Environment](#)

[Open the Web Page of This Machine from a Computer](#)

[Log In as the Administrator](#)

You can operate the following from the Web page of this machine.

The Web page can be used for Windows and Mac OS X.

- Displaying the status of the machine
- Creating a profile
- Setting a tray, network, default setting of a function, and the machine
- Displaying a list of jobs
- Printing a PDF file without using the printer driver
- Setting auto delivery and transmission data save
- Linking to frequently-used Web pages

## About the Operating Environment



### Memo

- Check whether your browser is set as follows.
- Set the security setting for the Web page to the middle level, or enable Cookie.
- To enter the [Admin Setup] menu, the administrator password is required. The factory default password is "aaaaaa".
- To change settings of the machine on the Web page, you must log in as the administrator of the machine.

About how to set a network



[Connecting This Machine to a Network](#)

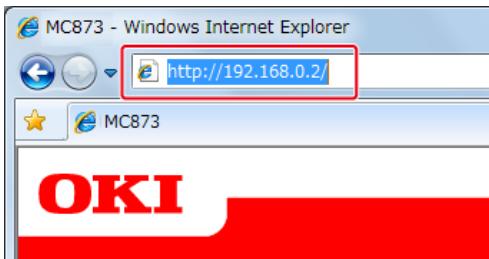
The description uses the following environment as an example.

- Device name: MC873
- IP address of the machine: 192.168.0.2

## Open the Web Page of This Machine from a Computer

1. Start a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine, refer to "[Checking the Information of the Machine](#)".



### Note

If the IP address includes a value in one or two digits, do not enter "0" before the value. Communications may not be performed correctly.

- An example of a correct entry: http://192.168.0.2/
- An example of an incorrect entry: http://192.168.000.002/

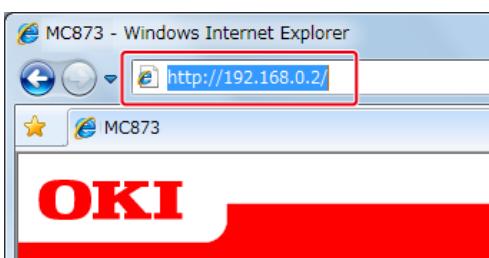
## Log In as the Administrator

### Note

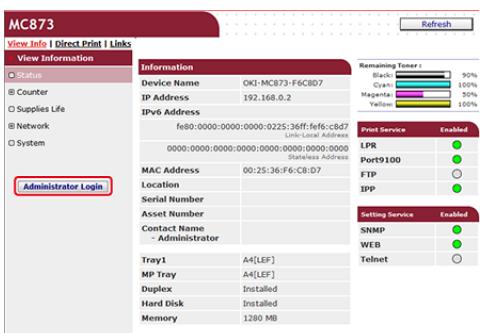
To change settings of this machine on the Web browser, you must log in as this administrator of this machine.

1. Start a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.

About the IP Address of this machine, refer to "[Checking the Information of the Machine](#)".



3. Click [Administrator Login].



4. Enter "admin" in [User Name] and the current password in

[Password], and then click [OK].



### Memo

The password is the same as the "administrator password" on the operator panel.

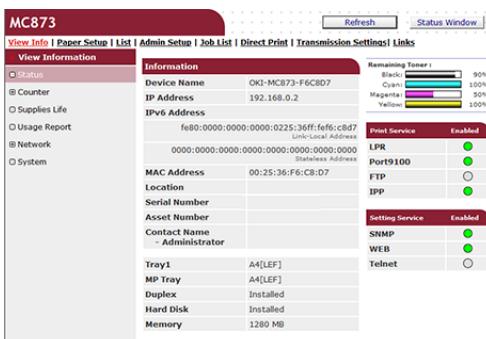
5. Set the machine information that can be checked on a network, click [OK] or [SKIP].



### Note

- To omit the setting, click [SKIP].
- To not display from the next login, select the [Do not show this page again.] check box, and then click [OK] or [SKIP].

6. The following screen is displayed.



### Topics

Change the administrator password in the following way.

#### Changing the Administrator Password



# Encrypting Communication with SSL/TLS

---

You can encrypt communication between your computer and this machine. Communication is encrypted with SSL/TLS in the following cases. When you set HTTPS communication, you can use a certificate that is pre-installed in this machine.

## ▪ [Creating a Certificate](#)

You can use a certificate when sending data to this machine that is connected to a network. This section describes how to create a certificate by using the Web page.

## ▪ [Importing a Certificate](#)

This section describes how to import a certificate and a private key from the Web page.

## ▪ [Exporting a Certificate](#)

This section describes how to export a certificate.

## ▪ [Enabling Encryption Settings](#)

You must enable encryption after creating a certificate. This section describes how to enable encryption by using the Web page.

## ▪ [Setting This Machine as the IPP Printer in a Windows Environment](#)

If you enable IPP print, you can send print data to this machine via the Internet. This section describes how to enable IPP print in a Windows environment.

## ▪ [Setting This Machine as the IPP Printer in a Mac OS X Environment](#)

If you enable IPP print, you can send print data to this machine via the Internet. This section describes how to enable IPP print in a Mac OS X environment.

# Creating a Certificate

You can create a certificate on the Web page. You can use the following three certificates.

- Pre-installed certificate
- Self-signed certificate
- Authority-issued certificate

## Note

- Before you create a certificate, be sure to delete the pre-installed certificate.
- If you change the IP address of this machine after creating the certificate, the certificate becomes invalid. Be sure not to change the IP address of this machine after creating the certificate.

## 1. Open the Web page of this machine.

How to log in to the Web page

 [Checking or Changing the Settings of This Machine from a Computer](#)

## 2. Log in as the administrator.

## 3. Select [Admin Setup].

## 4. Select [Network] > [Security] > [SSL/TLS].

## 5. Specify detailed settings by following the on-screen instructions.

### Memo

The IP address of this machine is set to [Common Name].

## 6. Check the settings, and then click [OK].

- In the case of a self-signed certificate, close the Web page by following the on-screen instructions, proceed to "[Enabling Encryption Settings](#)".
- If you want to obtain a certificate issued by the certificate authority, proceed to step 7.

## 7. Send the CSR to a certificate authority by following the on-screen instructions.

## 8. Click [OK].

## 9. Install a certificate from a certificate authority by following the on-screen instructions.

## 10. Click [Submit].

Proceed to "[Enabling Encryption Settings](#)".



# Importing a Certificate

---

1. Open the Web page of this machine.
  - How to log in to the Web page
  - [🔗 Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Click [Admin Setup].
4. Select [Network] > [Security] > [SSL/TLS].
5. Select [Using Certificate and Private Key after imported] to import a certificate.

 **Memo**

You can import a certificate in PKCS#12 format.

# Exporting a Certificate

---

You can export a certificate on the Web page.

For functions that communicate with SSL/TLS, a procedure to trust the exported certificate is required on the computer.

Import the exported certificate of this machine into the trusted certificate store of the computer to trust the certificate.

## 1. Open the Web page of this machine.

[How to log in to the Web page](#)

 [Checking or Changing the Settings of This Machine from a Computer](#)

## 2. Log in as the administrator.

## 3. Click [Admin Setup].

## 4. Select [Network] > [Security] > [SSL/TLS].

## 5. Select [Export Certificate] to export a certificate.



You can export a certificate in PEM format.

# Enabling Encryption Settings

---

After creating a certificate, perform the following procedure to enable encryption.

If you enable encryption, communication is encrypted immediately after the settings is changed from the Web page.

1. Open the Web page of this machine.
  - How to log in to the Web page
  -  [Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [Security] > [SSL/TLS].
5. Select [Enable] for the protocol to which apply the encryption.
6. Click [Submit].

# Setting This Machine as the IPP Printer in a Windows Environment

---

Add this machine to your computer as an IPP printer.

1. Click [Start], and then select [Devices and Printers] > [Add a Printer].
2. Select [Add a network, wireless or Bluetooth printer] in the [Add Printer] wizard.
3. Select [The printer that I want isn't] from the list of available printers.
4. Select [Select a shared printer by name].
5. Enter "http://(The IP address of this machine)/ipp" or "http://IP address of this machine)/ipp/lp", and then click [Next].
6. Click [Have Disk].
7. Insert the "Software DVD-ROM" into the computer.
8. Enter the following value in [Copy manufacturer's files from], and then click [Use].
  - For PCL driver: "D:\Drivers\\_PCL"
  - For XPS driver: "D:\Drivers\XPS"
  - For PS driver: "D:\Drivers\PS"



The above value is an example of the DVD-ROM drive is set to the D drive.

9. Select the INF file, and then click [Open].
10. Click [OK].
11. Select a model, and then click [OK].
12. Click [Next].
13. Select [Finish].
14. Print the test page after installation is complete.



# Setting This Machine as the IPP Printer in a Mac OS X Environment

---

Add this machine to a computer as an IPP printer.

1. Insert the "Software DVD-ROM" into the computer, and then install the driver.  
[🔗 Installing Software](#)
2. Select [System Preferences] from the Apple menu.
3. Click [Print & Scan].
4. Click [+].
5. Click the [IP] tab.
6. Select [IPP (Internet Printing Protocol)] from [Protocol].
7. Enter the IP address of this machine in [Address].
8. Enter "ipp/lp" in [Queue].
9. Click [Add].
10. Click [Continue].
11. Check that the machine is registered in [Print & Scan].

# Encrypting Communication with IPSec

---

You can encrypt communication between your computer and the machine.

The communication is encrypted by IPSec. When IPSec is enabled, encryption is applied for all the applications by using IP protocols.

You can specify up to 50 hosts by their IP addresses. When a host that is not registered tries to access the machine, it is rejected. When you try to access a host that is not registered, the attempt is invalid.

Be sure to configure the machine in advance, before configuring your computer.

## Memo

You must have a pre-shared key readied in advance.

### ▪ Setting This Machine

This section describes the settings you need to set on the printer to enable IPSec. You must log in to the Web page as the administrator to complete this setting.

### ▪ Setting a Computer

This section describes the settings you need to set on a computer to enable IPSec. You must set the printer before this setting.

# Setting This Machine

To enable IPSec, you must set this machine by using the Web page in advance.

## Note

- If IPsec is set to this machine and the host, IPSec communication is established. If IPsec is not set to the host, IPSec communication is not established.
- Do not forget to take notes of the values specified in this procedure. These values are necessary when setting IPSec on a computer.

1. Open the Web page of this machine.
  - ❖ How to log in to the Web page
  -  [Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [Security] > [IPSec].
5. Specify detailed settings by following the on-screen instructions.

## Memo

You must enable either [AH] or [ESP] in the [Phase2 Proposal] setting.

6. Click [Submit].

The new settings take effect when the network function of this machine restarts.

## Note

If you were unable to set up IPSec due to the inconsistency of the parameters that were specified, you cannot access the Web page. In such a case, disable the IPSec from the operator panel of this machine or initialize the network settings.

## Topics

Proceed to setting a computer.

 [Setting a Computer](#)

# Setting a Computer

---

[Creating an IP Security Policy](#)

[Setting Key Exchange](#)

[Setting an IP Filter](#)

[Setting Filter Actions](#)

[Assigning an IP Security Policy](#)

Set IPSec to a computer.

Follow the procedure below, and be sure to perform all the steps in order.



## Memo

Set this machine before setting the computer.

[Setting This Machine](#)

## Creating an IP Security Policy

1. Click [Start], and then select [Control Panel] > [System and Security] > [Administrative Tools].
2. Double-click [Local Security Policy].
3. Click [IP Security Policies on Local Computer] in the [Local Security Policy] window.
4. Select [Create IP Security Policy] from the [Action] menu.
5. Click [Next] in [IP Security Policy Wizard].
6. Enter [Name] and [Description], and then click [Next].
7. Clear the [Activate the default response rule (earlier versions of Windows only)] check box, and then click [Next].
8. Select the [Edit Properties] check box, and then click [Finish].

## Setting Key Exchange

1. Select the [General] tab in the New IP Security Policy Properties window.

- 2.** Click [Settings].
- 3.** Enter a value (minutes) in [Authenticate and generate a new key after every] in the [Key Exchange Settings] window.

 **Note**

Specify the same value as [Lifetime] in the "Phase1 Proposal" setting in "[Setting This Machine](#)". Enter a value in minutes in this step even if [Lifetime] is specified in seconds.

- 4.** Click [Methods].
- 5.** Click [Add] in the [Key Exchange Security Methods] window.
- 6.** Specify [Integrity algorithm], [Encryption algorithm], and [Diffie-Hellman group].

 **Note**

Select the same value specified in [IKE Encryption Algorithm], [IKE Hush Algorithm], and [Diffie-Hellman group] in the "Phase1 Proposal" setting in "[Setting This Machine](#)".

- 7.** Click [OK].
- 8.** Select [OK] in the [Key Exchange Security Methods] window.
- 9.** Click [OK] in the [Key Exchange Settings] window.

## Setting an IP Filter

- 1.** Select the [Rules] tab in the IP security policy properties window.
- 2.** Click [Add].
- 3.** Click [Next] in [Security Rule Wizard].
- 4.** Select [This rule does not specify a tunnel] on the [Tunnel Endpoint] screen, and then click [Next].
- 5.** Select [All Network Connections] on the [Network Type] screen, and then click [Next].
- 6.** Click [Add] on the [IP Filter List] screen.
- 7.** Click [Add] in the [IP Filter List] window.
- 8.** Click [Next] on [IP Filter Wizard].

- 9.** Click [Next] on the [IP Filter Description and Mirrored property] screen.
- 10.** Click [Next] on the [IP Traffic Source] screen.
- 11.** Click [Next] on the [IP Traffic Destination] screen.
- 12.** Click [Next] on the [IP Protocol Type] screen.
- 13.** Click [Finish].

## Setting Filter Actions

- 1.** Click [OK] in the [IP Filter List] window.
- 2.** Select a new IP filter from the list on the [Security Rule Wizard], and then click [Next].
- 3.** Click [Add] on the [Filter Action] screen.
- 4.** Click [Next] in the [Filter Action Wizard].
- 5.** Enter [Name] and [Description] on the [Filter Action Name] screen.
- 6.** Select [Negotiate security] on the [Filter Action General Options] screen, and then click [Next].
- 7.** Select [Do not allow unsecured communication] on the [Communicating with computers that do not support IPsec] screen, and then click [Next].
- 8.** Select [Custom] on the [IP Traffic Security] screen, and then click [Settings].
- 9.** Set in the [Custom Security Method Settings] window, and then click [OK].

### Note

Select the same value specified in [IKE Encryption Algorithm], [IKE Hash Algorithm], and [Diffie-Hellman group] in the "Phase1 Proposal" setting in "[Setting This Machine](#)".

- 10.** Click [Next] on the [IP Traffic Security] screen.
- 11.** Select the [Edit Properties] check box, and then click [Finish].

## Assigning an IP Security Policy

1. If you want to enable Key PFS, select the [Use session key perfect forward secrecy (PFS)] check box in the [Filter Action Properties] window.
2. If you perform IPSec communication with the IPv6 global address, select the [Accept unsecured communication, but always respond using IPsec] check box.
3. Click [OK].
4. Select the new filter action, and then click [Next].
5. Select the authentication method on the [Authentication Method] screen, and then click [Next].
6. Click [Finish].
7. Click [OK] in the New IP Security Policy Properties window.
8. Select the new IP security policy in the [Local Security Policy] window.
9. Select [Assign] from the [Action] menu.
10. Check that [Yes] is displayed for [Policy Assigned] for the new IP security policy.
11. Click [x] in the [Local Security Policy] window.



# Forwarding Received Document Data to an E-mail Destination or Shared Folder (Auto Delivery)

This section describes the auto delivery function and how to set it.

The auto delivery function automatically forwards received data to specified destinations. You can specify up to five e-mail addresses and one network folder as destinations.

You can use this function for received faxes, Internet Faxes, and e-mail attachment files. The data is forwarded as a PDF or TIFF file depending on the file format of the received data.

You can register up to 100 sets of forwarding destinations for the auto delivery function.

## 1. Open the Web page of this machine.

- About the IP Address of this machine, refer to "Checking the Information of the Machine".

## 2. Log in as the administrator.

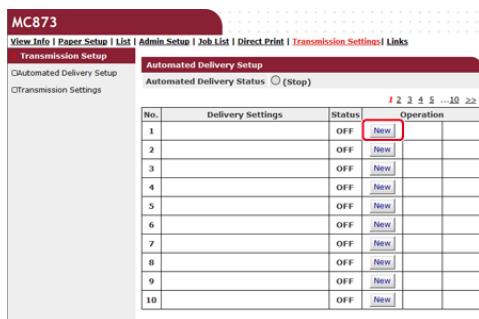
## 3. Select [Transmission Settings].



You must set a server in advance.

### 🔗 Before Using Scan To E-mail

## 4. Click [New] on the [Automated Delivery Setup] page.



## 5. Enter a name in [Automated Delivery].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	OFF	▼
Search field	<input type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail - address: -	- - -
	<a href="#">Edit</a>	
Folder:	Folder: -	<a href="#">Edit</a> <a href="#">Delete</a>
Print	OFF	▼

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 6. Select [ON] for [Automated Delivery].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail - address: -	- - -
	<a href="#">Edit</a>	
Folder:	Folder: -	<a href="#">Edit</a> <a href="#">Delete</a>
Print	OFF	▼

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 7. Select the check box of a required item for [Search field].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail - address: -	- - -
	<a href="#">Edit</a>	
Folder:	Folder: -	<a href="#">Edit</a> <a href="#">Delete</a>
Print	OFF	▼

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 8. Select [OFF] for [Print].

To print the received data, select [ON].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a>	
	<input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail To : oki@mail.co.jp address: - - - <a href="#">Edit</a>	
	Folder: 1 <a href="#">Edit</a> <a href="#">Delete</a>	
Print	OFF	▼

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 9. Click [Edit] in [Deliver To].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a>	
	<input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail To : oki@mail.co.jp address: - - - <a href="#">Edit</a>	
	Folder: 1 <a href="#">Edit</a> <a href="#">Delete</a>	
Print	OFF	▼

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

## 10. Enter a destination e-mail address, and then click [Add].

**Edit**

E-mail address	To : <input type="text" value="oki@mail.co.jp"/> <a href="#">Add</a>
	<a href="#">Address Book</a> <a href="#">Group</a>
Address List	<input type="text"/> <a href="#">Delete selected address</a> <a href="#">Delete all</a>

[OK](#) [Back](#)

## 11. Check that the entered address is displayed in [Address List], and then click [OK].

**Edit**

E-mail address	To : <input type="text" value="oki@mail.co.jp"/> <a href="#">Add</a>
	<a href="#">Address Book</a> <a href="#">Group</a>
Address List	<input type="text" value="To : oki@mail.co.jp"/> <a href="#">Delete selected address</a> <a href="#">Delete all</a>

[OK](#) [Back](#)

## 12. Click [Edit] in [Deliver to].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail To : oki@mail.co.jp address: - - - <a href="#">Edit</a> Folder: 1 <a href="#">Edit</a> <a href="#">Delete</a>	
Print	OFF ▼	

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

To specify a network folder, register a destination (profile) in advance.

#### 🔗 Before Using Scan To Shared Folder

### 13. Select a destination from [Profile List], and then click [OK].

**Profile**

Profile List	TEST1
--------------	-------

[OK](#) [Back](#)

### 14. Click [Submit].

**Automated Delivery Setup**

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery	FX	(1-15 characters)
Automated Delivery	ON	▼
Search field	<input checked="" type="checkbox"/> Received E-mail(InternetFAX) <a href="#">Preferences</a> <input checked="" type="checkbox"/> Received Fax <a href="#">Preferences</a>	
Deliver To	E-mail To : oki@mail.co.jp address: - - - <a href="#">Edit</a> Folder: 1 <a href="#">Edit</a> <a href="#">Delete</a>	
Print	OFF ▼	

[Submit](#) [Back](#) When you want to set above, press "Submit" button.  
When you want to move to other page, press "Back" button.

#### Memo

- If [Forwarding Setting] is enabled, received faxes are not automatically delivered with this function.
- A received fax is delivered as a PDF file.
- If a received e-mail attachment file is not a PDF, JPEG, or TIFF file, the file is not forwarded.
- The body text of received e-mails cannot be forwarded.

- The size of data that this function can handle is limited.
- If the Memory card space of the machine is insufficient to save received faxes, Internet Faxes or e-mail attachment files, the transmission data is not automatically delivered.

# Limiting by Using an IP Address (IP Filtering)

You can control access to the machine by using an IP address. You can set whether to allow for setting or printing from a specified IP address. IP filtering is disabled by factory default.

## Note

- Be sure to specify the correct IP address. An incorrect entry of an IP address does not allow for access to the printer by using the IP protocol.
- If you enable IP filtering, access to hosts that are not specified in this setting is rejected.

1. Open the Web page of this machine.
  - ▶ How to log in to the Web page
  -  [Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [Security] > [IP Filtering].
5. Specify detailed settings by following the on-screen instructions.

## Note

- If nothing is registered in [Administrator's IP Address to Register], any access to the machine may not be allowed depending on the specified IP address range.
- If you use a proxy server, [Your Current Local Host/Proxy IP Address] and the IP address of your host may not match.

6. Click [Submit].

The new settings take effect when the network function of this machine restarts.

## Memo

You can use only IPv4 for IP filtering.

# Limiting by Using a MAC Address (MAC Address Filtering)

You can control access to the machine by using a MAC address. You can allow for or reject access from a specified MAC address.

## Note

Be sure to specify the correct MAC address. An incorrect entry of a MAC address does not allow for access to the machine from a network.

1. Open the Web page of this machine.
  - ▶ How to login to the Web page  
[Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [Security] > [MAC Address Filtering].
5. Specify detailed settings by following the on-screen instructions.

## Note

- If nothing is registered in [Administrator's MAC Address to Register], access to the machine may not be allowed depending on the specified MAC address.
- If you use a proxy server, [Your Current Local Host/Proxy MAC Address] and the MAC address of your host may not match.

6. Click [Submit].

The new settings take effect when the network function of this machine restarts.

## Memo

You cannot specify to accept or to reject for each address.

## Setting to Send an E-mail from This Machine Only if an Error Occurs

To use this function, you need to set up your mail server in advance.

1. Open the Web page of this machine.
  - ▶ How to log in to the Web page  
[Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [E-mail] > [Alert Settings].
5. Enter an e-mail address to receive a notification in [Failure Notification Settings].
6. Click [Setting] of the entered e-mail address.  
If you want to apply the notification conditions to another address, click [Copy].
7. Select [Upon occurrence of an event] in [Way of E-mail Alerting], and then click [To Step 2].
8. Specify detailed settings by following the on-screen instructions.  
If you insert a check in any errors or warnings that require notification, a window to specify the time difference between the sending of the notification and the occurrence of the error is displayed.
9. Click [OK].
10. Click [View a summary of current configuration] to check the current settings, and then click [x] to close the window.  
You can check the current settings of up to two addresses in the main window. Select the address you want to check from the list box.
11. Click [Submit].  
The new settings take effect when the network function of this machine restarts.

## Setting to Send an E-mail from This Machine Regularly

1. Open the Web page of this machine.

▶ How to log in to the Web page

🔗 Checking or Changing the Settings of This Machine from a Computer

2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [E-mail] > [Alert Settings].
5. Enter an e-mail address to receive a notification in [Failure Notification Settings].
6. Click [Setting] of the entered e-mail address.  
If you want to apply the notification conditions to another address, click [Copy].
7. Select [Periodically] in [Way of E-mail Alerting], and then click [To Step 2].
8. Specify detailed settings by following the on-screen instructions.
9. Click [OK].
10. Click [View a summary of current configuration] to check the current settings, and then click [x] to close the window.  
You can check the current settings of up to two addresses in the main window. Select the address you want to check from the list box.
11. Click [Submit].  
The new settings take effect when the network function of this machine restarts.

 **Memo**

If any failure that is not eligible for notification, an e-mail is not sent.



# Checking the Status of This Machine by Using SNMPv3

---

If you use an SNMP manager that supports SNMPv3, you can encrypt the machine management with SNMP.

1. Open the Web page of this machine.
  - How to log in to the Web page  
[🔗 Checking or Changing the Settings of This Machine from a Computer](#)
2. Log in as the administrator.
3. Select [Admin Setup].
4. Select [Network] > [SNMP] > [Settings].
5. Specify detailed settings by following the on-screen instructions.
6. Click [Submit].

The new settings take effect when the network function of this machine restarts.



## Memo

An SNMP agent is implemented. You can confirm and change the machine settings with a commercially available SNMP agent. For the MIB in the machine, refer to the "Software DVD-ROM", and check the "README" file in the [Misc] > [MIB Files] folder.

# Connecting This Machine to the Authentication Network by Using IEEE802.1X

---

This machine supports IEEE802.1X authentication. With this authentication function, you can set the machine, that is connected to a network, deny connection except for specific computers.

## ▪ Setting by Using PEAP

EAP authentication must be performed after computer connection is authenticated by enabling IEEE802.1X. This section describes how to set PEAP, which is an EAP authentication type. You must log in as the administrator to complete this setting.

## ▪ Setting by Using EAP-TLS

EAP authentication must be performed after computer connection is authenticated by enabling IEEE802.1X. This section describes how to set EAP-TLS, which is an EAP authentication type. You must log in as the administrator to complete this setting.

# Setting by Using PEAP

---

This machine supports the IEEE802.1 authentication.

Set up this machine and the computer before following the procedure below.

About initial setup and IP address

## Easy Setup

### 1. Open the Web page of this machine.

- How to log in to the Web page

 [Checking or Changing the Settings of This Machine from a Computer](#)

### 2. Log in as the administrator.

### 3. Select [Admin Setup].

### 4. Select [Network] > [IEEE802.1X].

### 5. Select [Enable] from [IEEE802.1X].

### 6. Select [PEAP] from [EAP Type].

### 7. Enter a user name in [EAP User].

### 8. Enter a password in [EAP Password].

### 9. Select [Authenticate Server], and then click [Import].

### 10. Enter the file name of the CA certificate, and then click [OK].

Specify the certificate issued by the certificate authority that the RADIUS server obtained. You can import a PEM, DER, and PKCS#7 file.

### 11. Click [Submit].

The new settings take effect when the network function of this machine restarts.

### 12. Turn the machine off after this machine becomes online.

### 13. Connect the LAN cable to the network interface connector.

### 14. Connect the LAN cable to the authentication port of an authentication switch.

### 15. Turn the machine on.

### 16. Set up this machine.



# Setting by Using EAP-TLS

---

This machine supports the IEEE802.1X authentication.

Set up this machine and the computer before following the procedure below.

About initial setup and IP address

## Easy Setup

**1.** Open the Web page of this machine.

▪ How to log in to the Web page

 [Open the Web Page of This Machine](#)

**2.** Log in as the administrator.

**3.** Select [Admin Setup].

**4.** Select [Network] > [IEEE802.1X].

**5.** Select [Enable] for [IEEE802.1X].

**6.** Select [EAP-TLS] for [EAP Type].

**7.** Enter a user name in [EAP User].

**8.** Select [Do not use SSL/TLS Certificate for EAP authentication], and then click [Import].

**9.** Enter the file name of the certificate.

You can only import a PKCS#12 file.

**10.** Enter the password of the certificate, and then click [OK].

**11.** Select [Authenticate Server], and then click [Import].

**12.** Enter the file name of the CA certificate, and then click [OK].

Specify the certificate issued by the certificate authority that the RADIUS server obtained. You can import a PEM, DER, and PKCS#7 file.

**13.** Click [Submit].

The new settings take effect when the network function of this machine restarts.

**14.** Turn the machine off after this machine becomes online.

**15.** Connect the LAN cable to the network interface connector.

**16.** Connect the LAN cable to the authentication port of an

authentication switch.

**17.** Turn the machine on.

**18.** Set up this machine.

# Setting the LDAP Server



## Memo

For details on the LDAP server and encryption setting, contact your network administrator.

### 1. Open the Web page of this machine.

How to log in to the Web page

[Checking or Changing the Settings of This Machine from a Computer](#)

### 2. Log in as the administrator.

How to log in as the administrator

[Checking or Changing the Settings of This Machine from a Computer](#)

### 3. Select [Admin Setup].

### 4. Select [Network] > [LDAP].

### 5. Enter the domain name or IP address of the LDAP server in [LDAP Server].

### 6. Enter the port number of the LDAP server in [Port Number].

### 7. Specify a value of time-out to wait for the search results in [Timeout].

### 8. Specify the maximum number of the search result entries in [Max. Entries].

### 9. Specify a BaseDN to access the LDAP server in [Search Root].

### 10. Enter attribute names to search as the user name in [User Name].

Be sure to enter a value in [Name 1].

### 11. Enter an e-mail address to search for in [Mail Address].

### 12. Specify a search condition in [Additional Filter] if necessary.

### 13. Select a necessary authentication method in [Method].



## Note

If you select [Anonymous] or [Simple], user authentication using LDAP fails. You must select [Digest-MD5] or [Secure Protocol] if you want to set the LDAP server for the user authentication.

 **Memo**

- If you select [Digest-MD5], you must set the DNS server.
- If you select [Secure Protocol], you must set both the DNS server and secure protocol server.

14. If you select other than [Anonymous] in step 13, specify the user ID and password to log in to the LDAP server.
15. Select the encryption method in [Encryption].
16. Click [Submit].

The new settings take effect when the network function of this machine restarts.

## Setting the Reception Protocol

---

You can set reception protocol (POP3, SMTP, etc.) so that the machine can receive e-mail.

1. Open a Web browser.
2. Enter "http://(The IP address of this machine)" in the address bar, and then press the <Enter> key.
3. Click [Administrator Login].
4. Enter "admin" in [User Name] and the administrator password of the machine in [Password], and then click [OK].  
For Mac OS X, enter "admin" in [Name] and the administrator password of the machine in [Password], and then click [Login].
5. Click [SKIP].
6. Click [Admin Setup] at the top of the screen.
7. Click [Network] > [Mail Server] on the left side of the screen.
8. Set the mail server based on the information on the setting information sheet if necessary.
9. Click [Submit].
10. Click [E-mail] > [Receive Settings] on the left side of the screen.
11. Select [POP3], and then click [To STEP2].
12. Set the POP3 protocol if necessary.
13. Click [Submit].

# Access Control

---

Before enabling access control of the machine, you need to register user information on the web page of the machine.

Each user information has a role and once the access control is enabled, users can only perform operations that are allowed to each role.

You can create groups and manage several users in a group.

- [Registering Users](#)
- [Registering Roles](#)
- [Registering Groups](#)
- [Setting the LDAP Authorization](#)

# Registering Users

---

1. Open the Web page of the machine.

 [Open the Web Page of This Machine](#)

2. Log in as the administrator.

 [Log In as the Administrator](#)

3. Click [User Management].

4. Click [User List].

5. Specify the user type.

- ❖ Local User: Register user information to the machine.
- ❖ LDAP User: User registered to the LDAP server. LDAP server authentication setting is required.
- ❖ Kerberos Users: Users registered to the Kerberos server. Kerberos server authentication setting is required.

6. Click [+].

7. When the user information setting screen appears, enter the required information.

- ❖ User name: Enter a user name.
- ❖ Password: Enter a password.
- ❖ Display Name: Enter a display name.
- ❖ E-mail address: Enter your mail address.
- ❖ Language Code: Enter the language code.
- ❖ PIN: Enter your PIN.
- ❖ Card ID: Enter your ID card information.
- ❖ Role: Set your role.
- ❖ Group: Set the group you belong to.

8. Press [Submit].

# Registering Roles

---

Each user has a role and acceptable operations are limited depending on the role.

Two or more roles can be assigned to a user.

For example, you can create roles for posts of duty and departments, and then assign acceptable operations to each role.

Controllable operations by roles are as follows:

- ❖ Copy
- ❖ Scan to Fax Server
- ❖ Scan To E-mail
- ❖ Scan To USB Memory
- ❖ Scan To Fax
- ❖ Sending data to a fax server
- ❖ Internet fax transmission
- ❖ Printing from a computer
- ❖ Printing from USB Memory

**1.** Open the Web page of the machine.

 [Open the Web Page of This Machine](#)

**2.** Log in as the administrator.

 [Log In as the Administrator](#)

**3.** Click [User Management].

**4.** Click [Role List].

**5.** Click [+].

**6.** When the Role information screen appears, enter the required information.

- ❖ Role Name: Enter a role name.
- ❖ Role Description: Enter explanation for the role, etc.
- ❖ Permission: Set to allow or forbid each operation or no authority to any operations.  
If no authority is set, operations that are allowed with other roles are forbidden.
- ❖ Local User List: Add users to that role.
- ❖ Kerberos User List: Add Kerberos users to that role.

**7.** Click [Submit].

You can copy registered roles to add.

Press [Copy] on the right of the role name to display the role information screen, and then change items if required and register.



# Registering Groups

---

You can create groups and manage several users in a group. You can register up to 1,000 groups. You can register up to 5,000 users in a group.

1. Open the Web page of the machine.

 [Open the Web Page of This Machine](#)

2. Log in as the administrator.

 [Log In as the Administrator](#)

3. Click [User Management].

4. Click [Group List].

5. Click [+].

6. When the group information screen appears, enter the required information.

- Group Name: Enter a group name.
- Group Description: Enter explanation for the group, etc.
- Local User List: Add users to that group.
- Kerberos User List: Add Kerberos users to that group.

7. Click [Submit].

You can copy registered roles to add.

Press [Copy] on the right of the group name to display the group information screen, and then change items if required and register.

# Setting the LDAP Authorization

---

1. Open the Web page of the machine.

[!\[\]\(c5affc9712f89ae8f5768f63977caa9c\_img.jpg\) Open the Web Page of This Machine](#)

2. Log in as the administrator.

[!\[\]\(31f72ae7823da6637ff713bd637ef0d2\_img.jpg\) Log In as the Administrator](#)

3. Click [User Management].

4. Click [LDAP Authentication Settings].

5. Click [LDAP Authentication Settings].

6. Enter LDAP Key to obtain each information.

[Cache authentication information] in [User information cash settings] sets whether to save LDAP authentication information into the cash on the machine.

## Memo

- Cache authentication information is a function which automatically switches to cash authentication when the machine cannot communicate with the LDAP server.
- You can set an expiration date for the cache authentication information on a daily basis. The expiration date means length of time that elapses since the last successful online authentication. The elapsed time is watched on a per-user basis.

7. Press [Submit].

8. Click [Role Assignment Regulations].

9. Click [+] to add rules to assign roles.

10. When the Role assignment screen appears, enter the required information.

11. Press [Submit].

# About Items That Can be Set or Checked

## View Information

The screenshot shows the 'View Information' page for an MC873 printer. It includes sections for Status, Counter, Supplies Life, Usage Report, Network, and System. Key details include:

- Device Name:** OKI-MC873-F6CB07
- IP Address:** 192.168.0.2
- IPv6 Address:** fe80::0000:0000:0000:0235:34ff:fe6c:c6d7
- MAC Address:** 00:25:36:F6:C6:D7
- Serial Number:** [redacted]
- Contact Name:** - Administrator
- Tray1:** A4[LEF]
- MP Tray:** A4[LEF]
- Duplex:** Installed
- Hard Disk:** Installed
- Memory:** 1280 MB

Consumable levels (Remaining Toner):

Black	90%
Cyan	100%
Magenta	100%
Yellow	100%

Network Services (Enabled):

LPR	Enabled (green)
Port9100	Enabled (green)
FTP	Enabled (green)
IPP	Enabled (green)

Setting Services (Enabled):

SNMP	Enabled (green)
WEB	Enabled (green)
Telnet	Enabled (green)

Item	Description
Status	Displays the current status of the machine. All the warnings and errors that have occurred on the machine are displayed as "Alert information". You can also check the operating status of each network service, a list of machine information, and the IP address that is set to the machine.
Counter	Displays the number of printouts by printing or scanning.
Supplies Life	Displays the remaining amount and lifetime of consumables.
Usage Report	Displays the print statistics results.
Network	You can check general information, the status of TCP/IP, maintenance information, and other Network setting information.
System	Displays the machine information.

## Paper Setup

This function is displayed only if you log in as the administrator of the machine.

The screenshot shows the 'Paper Setup' page for an MC873 printer. It includes sections for Paper Configuration and Select Tray.

**Paper Configuration:** Describes the paper or media loaded in the printer's paper trays.

Tray	Paper Size	Media Type	Media Weight
Tray1	Cassette Size	Plain	Light
MP Tray	A4[LEF]	Plain	Light

Notes:

- If "Paper Size" is LEGAL14, LEGAL13\_5, LEGAL13, please click the following.
- Specify custom paper sizes for each tray.

**Select Tray:**

Fax	Tray1	ON
	MP Tray	OFF
Copy	Tray1	ON(Prior)
	Tray4	ON
	MP Tray	OFF

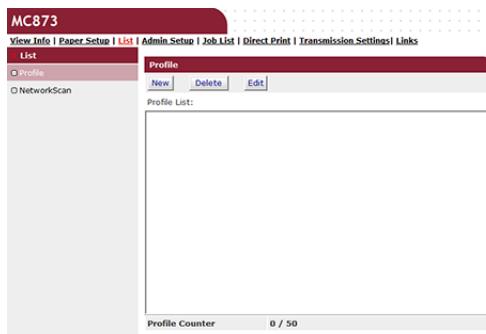
Buttons: Submit, Cancel.

Item	Description
Tray Configuration	You can set a paper size for each tray, custom paper, and other settings. When using the printer driver, the values that are set with the printer driver are given priority over these settings.
Select Tray	Select a tray that is used when a received document is printed or paper is automatically selected.

Paper Input Options	Sets tray switch and a priority order.
Duplex Last Page	Sets whether to perform duplex printing if the last page is a simplex page.

## ☒ List

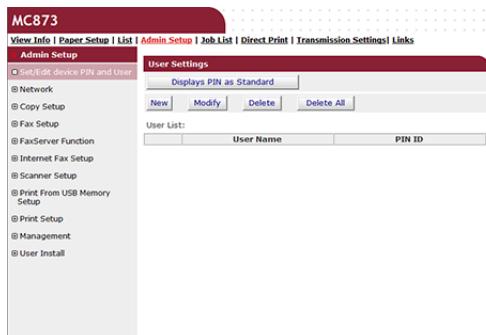
This function is displayed only if you log in as the administrator of the machine.



Item	Description
Profile	You can set information that is required for performing Scan to Network PC, and register it as a profile. You can set a protocol, save destination URL, file name, density, document size, color format, monochrome format, and other settings to a profile.
NetworkScan	Registers, deletes, and edits a destination for a network scan.

## ☒ Admin Setup

This function is displayed only if you log in as the administrator of the machine.



### ❖ Network

Item	Description	
General Network Settings	Sets the general network settings.	
Wireless Setting	Sets the wireless settings.	
TCP/IP	Sets TCP/IP information.  <a href="#">Easy Setup</a>	
NBT	Sets NetBIOS over TCP information.	
Mail Server	Sets a mail server.	
E-mail	Receive Settings	Sets an e-mail receive settings.  <a href="#">Before Using Scan To E-mail</a>

	Alert Settings	Sets the function that enables you to receive e-mail alerts about events that have occurred on the machine.   <a href="#">E-mail Alert</a>
SNMP	Settings	Sets SNMP.
	Trap	Sets SNMP Trap.
IPP	Settings	Sets the function that enables you to perform IPP print.
	Authentication	Sets authentication.
Google Cloud Print		Sets Google Cloud Print information.
Windows Rally		Sets Windows Rally information.
IEEE802.1X		Sets IEEE802.1X/EAP information.
Secure Protocol Server		Sets secure protocol server information.
LDAP		Sets LDAP information.
Security	Protocol ON/OFF	Stops a network protocol and network service that are not used.
	IP Filtering	Restricts access by using IP addresses. Access from outside your company is also supported. However, this function requires sufficient knowledge about IP addresses. Some settings may result in serious problems that prevent you from accessing the machine via a network.
	MAC Address Filtering	Restricts access by using MAC addresses. Access from outside your company is also supported. However, this function requires sufficient knowledge about MAC addresses. Some settings may result in serious problems that prevent you from accessing the machine via a network.
	SSL/TLS	Encrypts communications between a computer (client) and the machine.
	IPSec	Sets the encryption for communications between a computer (client) and the machine, and settings to prevent tampering.
	Change Network Password	Changes the administrator password. The default value of the password is the last six digits of the MAC address.
Maintenance	Reset/Restore	Restarts and resets a network. Even if you access the Web page from the Web browser after restarting, the Web page is not displayed until the restart is complete. Resetting restores the IP address to its default status, resulting in information you manually set being lost. In such a case, the Web page cannot be displayed.
	Network Scale	Improves operation efficiency on a network. This setting is very effective when a hub that has the spanning tree function is used, or a computer and the machine are connected one-on-one with a cross cable.

#### ▪ Copy Setup

You can set the image quality, density, scan size, margins, edge erase, duplex, and other settings.

#### ▪ Fax Setup

Item	Description
Default Settings	Sets the image quality, density, and other default settings for sending faxes.
Security Function	Sets security for sending faxes.
Other Settings	Sets other settings for sending faxes.

▪ FaxServer Function

Item	Description
Environmental Settings	Sets the environmental settings.
Default Settings	Sets the default settings.
Security Function	Sets the security settings.
Other Settings	Sets other settings for sending data to the fax server.

▪ Insernet Fax Serup

Sets Internet Fax.

▪ Scanner Setup

Item	Description
Default Settings	Sets the image quality, density, and other default settings for scanning.
E-mail Setup	Sets e-mail settings that are required for performing Scan to E-mail.
USB Memory Setup	Sets USB Memory settings for performing Scan to USB Memory.
TWAIN Setup	Sets TWAIN.
WSD Scan Setup	Sets WSD Scan.
PC Scan Mode	Sets PC Scan mode.
Auto Color Judge Level	Sets Auto Color Judge Level.

▪ Print From USB Memory Setup

Set Print From USB Memory.

▪ Print Setup

Item	Description	
Print Menu	Print Setup	Sets the number of copies, resolution, and other settings. When using the printer driver, the values that are set with the printer driver are given priority over these settings.
	Printer Adjust	Sets manual timeout, jam recovery, and other print adjustment settings.
	Print Position Adjust	Adjusts front X, front Y, back X and back Y positions.
	Drum Cleaning	Sets cleaning of an image drum.
	Hex Dump	Displays all the received print data in hex. To exit this mode, restart the machine.
Color Menu	Sets Color settings.	
System Configuration Menu	Sets operation modes, alarm release, and other machine operation settings for each situation.	
Emulation	PCL Setup	Sets PCL.
	PS Setup	Sets PS.
	XPS Setup	Sets XPS.
	IBM PPR Setup	Sets IBM PPR Setup.

	EPSON FX Setup	Sets EPSON FX Setup.
Encrypted Secure Print Setup	Job Verification	Set whether to verify a job before printing. If enabled, security is enhanced because the machine verifies that the job is not altered before starting printing, however it will take longer to start printing.
	Erase job option	Set how to delete a job. You can overwrite deleted data so that it will not be restored. If enabled, it will take longer to delete.
	Storage Period of Jobs	Set the storage period of jobs. If the set period elapses after jobs are stored, the jobs will be automatically deleted.

#### ❖ Management

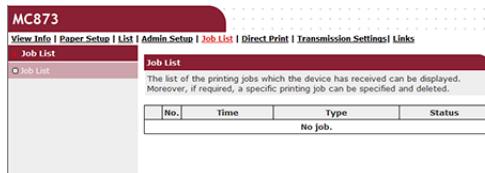
You can set device settings.

Item		Description
Local Interface	USB Menu	Sets USB.
System Setup		Sets access control, display units, and other settings.
Power Save		Sets power save settings.
Memory Setup		Sets the reception buffer size and resource save area.
Language Maint Setup		Sets Language settings.
Admin Password		Sets an administrator password.
Reset Settings		Initializes all the data that is set in "Management", including speed dial, copy and fax function settings.

#### ❖ User Install

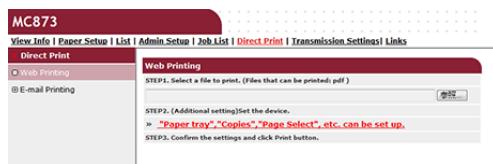
Item		Description
Power Setup		Sets Auto power off and Power supply Return.
Fax Setup		Sets a fax line, sender, and other settings.
Time Setup		Sets the time to the machine.  <b>! Note</b> If you select [Auto], you cannot set the time from the operator panel.
Other Settings		Sets High humid mode.

## ❖ Job List



Item		Description
Job List		Displays a list of print jobs that are sent to the machine. You can delete unnecessary jobs.

## Direct Print

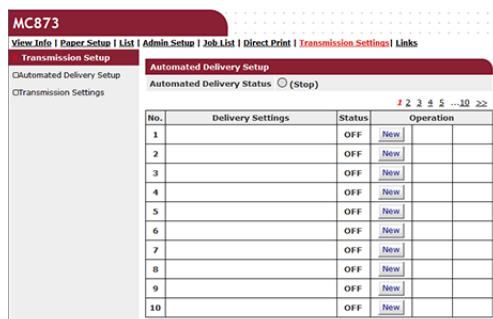


The screenshot shows the 'Web Printing' section of the Direct Print setup. It includes a file selection area for PDF files, a note about setting up the device, and a confirmation step.

Item	Description	
Web Printing	Specifies and prints a PDF file.	
E-mail Printing	E-mail Printing	Prints a PDF, JPEG and TIFF file if it is attached on an e-mail that the machine receives.
	Receive Settings	Sets an e-mail receive settings.

## Transmission Settings

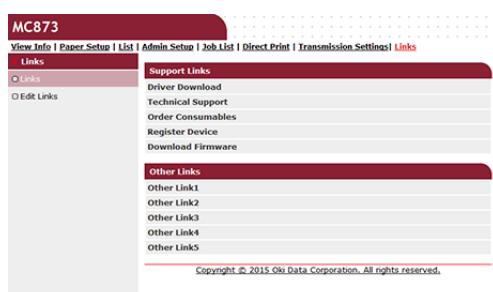
This function is displayed only if you log in as the administrator of the machine.



The screenshot shows the 'Automated Delivery Setup' section of the transmission settings. It includes a status indicator, a table for delivery logs, and a page navigation bar.

Item	Description
Automated Delivery Setup	Sets the function that enables you to automatically convert a received fax into an e-mail and send it, and the function that enables you to automatically deliver a received e-mail.
Transmission Settings	Sets the function that enables you to save received and sent faxes and e-mail data to a server and other storages.
Automated Delivery Log	Displays the automated delivery logs. Display condition: [Admin Setup] > [Management] > [Job Log Setup] > [Save Job Log] is set to [Enable].
Transmission Log	Displays the transmission logs. Display condition: [Admin Setup] > [Management] > [Job Log Setup] > [Save Job Log] is set to [Enable].

## Links



The screenshot shows the 'Links' section of the MC873 interface. It includes sections for support links (Driver Download, Technical Support, Order Consumables, Register Device, Download Firmware) and other links (Other Link1 through Other Link5).

<b>Item</b>	<b>Description</b>
Links	Displays the links that are set by the manufacturer, and the links that are set by your administrator.
Edit Links	Your administrator can set any URLs. Five support links and five other links can be registered. Include "http://" in an entered URL.

# Adjusting Color with PS Gamma Adjuster Utility

You can adjust the half-tone density of CMYK colors printed by the printer. Use this function if the color in a photograph or graphic is too dark.

## Note

- This function can be used with PS Printer Driver.
- With Windows, the [Gamma Adjuster] menu or its content may not be displayed on the [Color] tab of the printer driver after registering a halftone adjustment name in [Custom Gamma Adjustment]. In such a case, restart your computer.
- Using the halftone adjustment may cause printing to become slower. If you want to prioritize speed, uncheck [Gamma Adjuster] check box in the [Color] tab for the windows print driver, or select [None] for [Custom gamma] in the [Quality2] tab on the [Print Options] panel for the Mac OS X printer driver.
- Applications that were started before registering [Gamma Curve Name] must be restarted before printing.
- Some applications allow you to specify dot gain compensation and halftone adjustment when printing or have the function that includes such settings in an EPS file. To use such functions provided by the application, uncheck [Gamma Adjuster] check box in the [Color] tab for the windows print driver, or select [None] for [Custom gamma] in the [Quality2] tab on the [Print Options] panel for the Mac OS X printer driver.
- The "Select Printer" list of PS Gamma Adjuster displays model names. If more than one printer of the same model exist in the [Printer and Device] folder, the registered [Gamma Curve Name] is applied to all same-model printers.

How to install PS Gamma Adjuster

## List of Utility Software

 For Windows PS Printer Driver

 For Mac OS X PS Printer Driver

## For Windows PS Printer Driver

### Registering an Adjusted Halftone

1. Click [Start], and then select [All Programs] > [Okidata] > [PS Gamma Adjuster] > [PS Gamma Adjuster].
2. Select [MC873(PS)] from [Select Printer].
3. Click [New].
4. Adjust the halftone.

Edit the graph or enter the gamma value or the tone density in the text box to adjust the halftone.

5. Enter a setting name in [Gamma Curve Name], and then click

[OK].

6. Click [Add].
7. Click [Apply].
8. Click [OK].
9. Click [Exit] to exit PS Gamma Adjuster Utility.

#### **Printing with a Registered Halftone**

1. Open the file to print.
2. Select [Print] from the [File] menu.
3. Click [Properties].
4. Check the [Gamma Adjuster] check box on the [Color] tab.
5. Select the registered halftone adjustment name.
6. Change other settings if necessary, and then click [OK].
7. Click [Print] on the [Print] screen.

### **For Mac OS X PS Printer Driver**

#### **Registering an Adjusted Halftone**

1. Start PS Gamma Adjuster.
2. Click [New].
3. Adjust the halftone.  
Edit the graph or enter the gamma value or the tone density in the text box to adjust the halftone.
4. Enter a setting name in [Gamma Curve Name], and then click [Save].
5. Click [Select PPD].
6. Select a PPD file to register an adjusted halftone, and then click [Open].

- 7.** Select the created halftone adjustment, and then click [Add].
- 8.** Click [Save].
- 9.** Select [Print & Scan] in [System Preferences].
- 10.** Delete the registered printer to which the adjustment has been made, and then register the printer again.

 **Memo**

- Do not click the [Configure] button that is displayed while the printer is being registered.
- If a dialog box in which you can select a printer option is displayed while the printer is being registered, click [Cancel], and then register the printer again.

### **Printing with a Registered Halftone**

- 1.** Open the file to print.
- 2.** Select [Print] from the [File] menu.
- 3.** Select the [Print Options] panel.
- 4.** Select the created halftone adjustment from [Custom gamma] in the [Quality2] tab.
- 5.** Change other settings if necessary, and then click [Print].

# Using Configuration Tool

---

In the Configuration Tool, you can manage multiple machines and change settings. For e-mail address settings and registering/deleting speed dials, see "Editing Address Book".

The Configuration Tool functions are as follows.

- [Starting Configuration Tool](#)
- [List of Icons used in Configuration Tool](#)
- [Removing This Machine](#)
- [Checking the Status of This Machine](#)
- [Setting the Device Setting Plug-in](#)

This section describes how to save settings to a file and restore settings from a file.

- [Setting Profiles](#)

This section describes how to export profiles that are registered in this machine to a file, and how to import profiles you want to register in this machine from a file.

- [Setting a Network Scan](#)

This section describes how to export network scan information that is registered in this machine, and how to delete the registered network scan information from this machine.

- [Cloning Settings](#)

This section describes how to clone various settings of this machine.

- [Setting the Alert Info Plug-in](#)

This section describes how to display a message on a computer when a print job or another job is complete by using the Alert Info plug-in.

- [Setting the Network Setting Plug-in](#)

This section describes how to set the IP address of your machine, enable or disable device settings (Web), and set the display of the Web page by using the Network Setting plug-in.

- [Registering Forms \(Form Overlay\)](#)

You can register such as logos to the machine as forms, and then print overlays. This section describes how to register forms.

- [Checking the Free Space in Memory](#)

This section describes how to check the free space in Memory by using Configuration Tool.

- [Deleting Unnecessary Jobs from Memory](#)

You can delete print jobs in Memory by using Configuration Tool.

- [Registering a PIN](#)

- [Registering a User Name and Password](#)

# Starting Configuration Tool

[Registering This Machine](#)

[How to Start Configuration Tool](#)

[Names and Functions of Screen Items for Configuration Tool](#)

The following five types of plug-ins are available for Configuration Tool.

- User Setting Plug-in
- Device Setting Plug-in
- Alert Info Plug-in
- Network Setting Plug-in
- Storage Manager Plug-in

How to install Configuration Tool.

 [Installing Software](#)

## Registering This Machine

If you install this machine for the first time, register it in Configuration Tool.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Register Device] from the [Tools] menu.



Search results are displayed.

3. Select this machine, and then click [Register].
4. Click [Yes] on a confirmation screen.

## How to Start Configuration Tool

Start Configuration Tool plug-in by following the procedure below.

- Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

The start screen is displayed.

- Select the machine from [Registered Device Table].

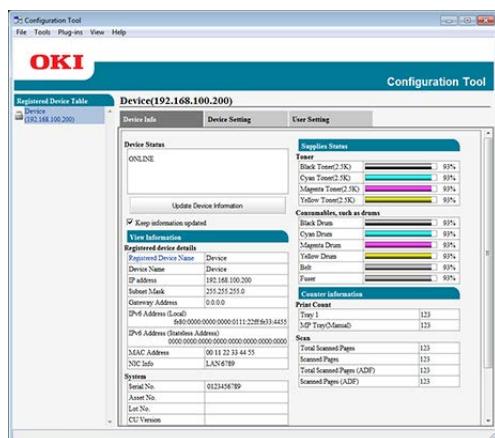
The [Device Info] screen is displayed.

## Names and Functions of Screen Items for Configuration Tool

This section describes the name and function of each screen.

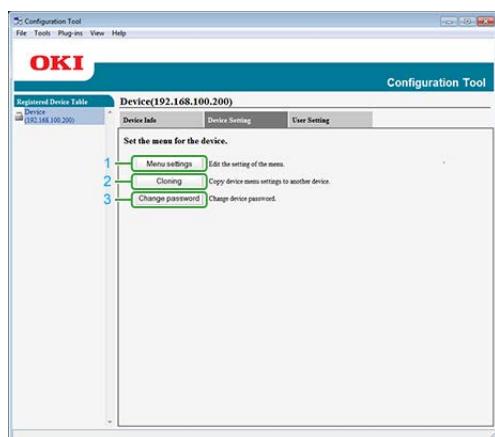
### [Device Info] tab

The status and information of the machine are displayed.



### [Device Setting] tab

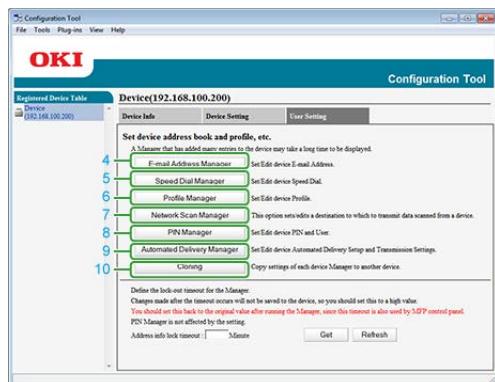
Set the device menu.



	Item	Description
1	Menu Settings	Edit the setting of the menu.
2	Cloning	Copy device menu settings to another device.
3	Change password	Change device password.

## [User Setting] tab

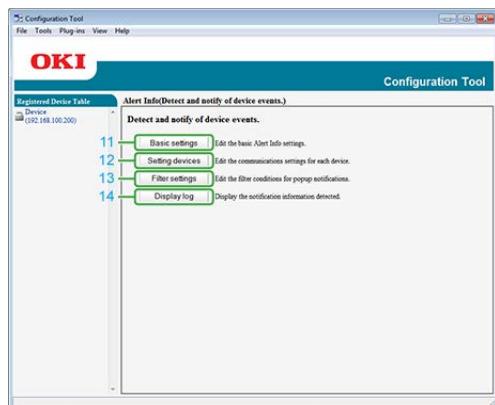
Set the device address book, profile, or other settings.



	Item	Description
4	E-mail Address Manager	Set/Edit device E-mail Address.
5	Speed Dial Manager	Set/Edit device Speed Dial.
6	Profile Manager	Set/Edit device Profile.
7	Network Scan Manager	This option sets/edits a destination to which to transmit data scanned from a device.
8	PIN Manager	Set/Edit device PIN and User.
9	Automated Delivery Manager	Set/Edit device Automated Delivery Setup and Transmission Settings.
10	Cloning	Copy settings of each device Manager to another device.

## [Alert Info] plug-in

Detect a device event and sends a notification.

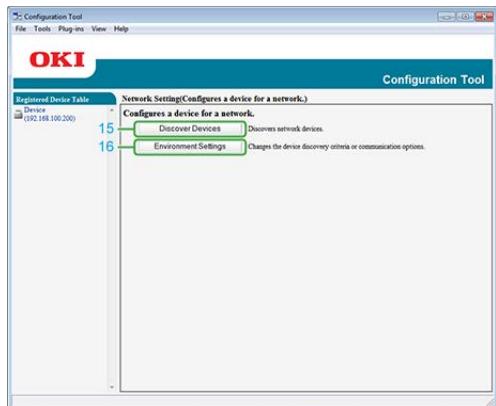


	Item	Description
11	Basic settings	Edit the basic Alert Info settings.
12	Setting devices	Edit the communications settings for each device.
13	Filter settings	Edit the filter conditions for popup notifications.
14	Display log	Display the notification information detected.



## [Network Setting] plug-in

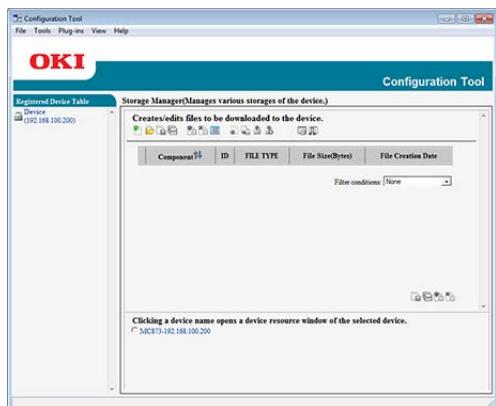
Set the device network.



	Item	Description
15	Discover Devices	Discovers network devices.
16	Environment Settings	Changes the device discovery criteria or communication options.

## [Storage Manager] plug-in

Create or edit a file to download to a device.



- Registration and deletion of form data
- Management of a stored job

## List of Icons used in Configuration Tool

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	<b>Icon name</b>	<b>Description</b>
	New(E-mail Address)	Registers a new e-mail address.
	New(Group)	Registers a new e-mail address group.
	New(Speed Dial)	Registers a new speed dial number.
	New(Group)	Registers a new speed dial number group.
	New	Registers a new profile.
	Create by Copying	Copy content of items whose check boxes are selected, and create a new document profile.
	New(PIN)	Registers a new PIN number.
	New(User)	Registers a new user.
	LDAP server	Specifies LDAP server for referring to the user related to the PIN.
	Displays PIN as Standard	Switches to the list display based on the PIN codes.
	Displays User as Standard	Switches to the list display based on the user names.
	New	Register a new automatic setting delivery number.
	Reread Settings	Reloads the setting information of this machine.
	Save to device	Saves the settings in the machine.

	Delete	Deletes the specified items.
	Delete and Sort	Deletes the specified items, and then moves up other items.
	Delete all	Deletes all items.
	Export to file	Exports the current settings to a file.
	Import from file	Imports the settings from a file.
	Return to top page	Returns to the top page.
	Back	Returns to the previous page.
	Return to before changes	Cancels the last change.
	Display administrator settings	Displays the administrator setting.
	Backup settings	Saves settings of the device displayed on the screen in a file.
	Restore settings	Restores the settings of the device that are stored in an external file.
	Discover Devices	Searches for the machine again.
	Environment Settings	Changes search conditions for this machine.
	Device Settings	Changes the IP address of the machine.
	Restart device	Restarts the machine.
	Change Password	Changes the network password.

	Display Web Page	Display the Web page of this machine.
	New Project	Creates a new project.
	Open Project	Opens a project.
	Save Project	Saves a project.
	Save as...	Saves the project under a name.
	Add File to Project	Adds a file to a project.
	Remove file from project	Deletes a file from a project.
	Open a macro file filtering window	Displays a filtering screen of the PCL form file.
	Create download file	Creates a download file.
	Send download file to printer	Sends a download file.
	Send project file to printer	Sends a project.
	Send file(s) to printer	Sends a file.
	Open a job Management window	Displays the job control screen.
	Open an Administrator Functions window	Displays the administrator function screen.



## Removing This Machine

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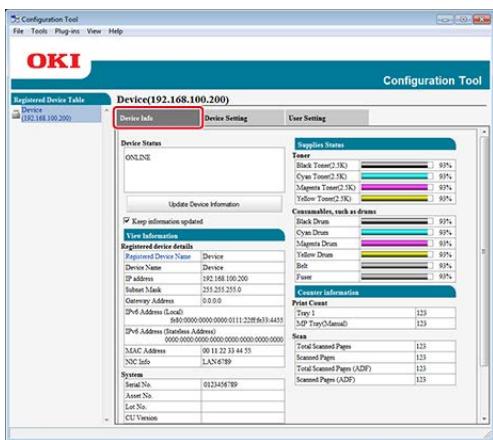
You can remove a registered machine.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Right-click the machine from [Registered Device Table].
3. Select [Remove device].
4. Click [Yes] on a confirmation screen.

# Checking the Status of This Machine

You can check the status and information of this machine.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [Device Info] tab.



## Memo

- If this machine is connected to the network, [Device Status] is displayed.
- To update information, click [Update Device Information].

# Setting the Device Setting Plug-in

[Saving Settings to a File](#)

[Restoring Settings from a File](#)

[Setting a Password](#)

With the Device Setting plug-in, you can change the machine menu and copy settings to another device.

If you click  (Save to device), the changed settings are reflected to the machine.

Before using the following functions, install the Device Setting plug-in.

How to install plug-ins

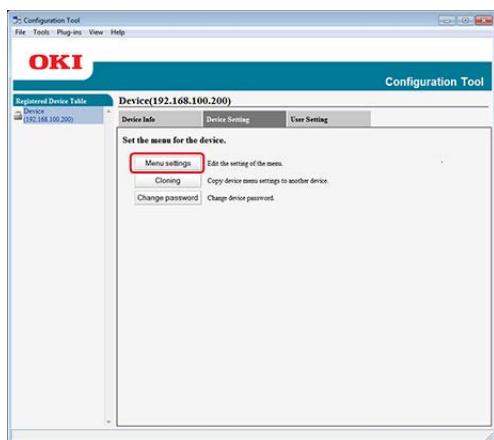
 [Installing Software](#)

About icons

 [Starting Configuration Tool](#)

## Saving Settings to a File

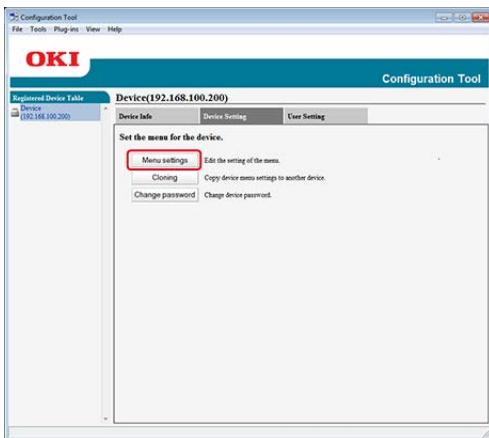
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [Device Setting] tab.
4. Click [Menu settings].



5. Click  (Backup settings).
6. Enter the name of a file, select a save destination folder, and then click [Save].

## Restoring Settings from a File

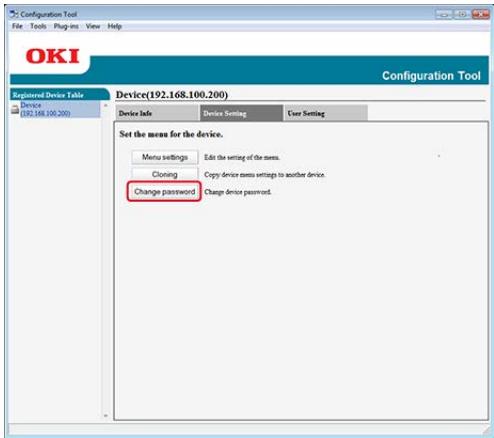
1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [Device Setting] tab.
4. Click [Menu settings].



5. Click (Restore settings).
6. Check the content of the displayed message, and then click [Yes].
7. Select the file to restore, and then click [Open].
8. Click (Save to device).

## Setting a Password

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [Device Setting] tab.
4. Click [Change password].



5. Enter the current password and a new password, and then click [OK].

# Setting Profiles

## Exporting Profiles to a File

## Importing Profiles from a File

You can register and edit profiles on this machine using Profile Manager in the User Setting plug-in. The following section describes some functions.

If you click  (Save to device), the changed settings are reflected to the machine.

### Note

Before using Profile Manager, install the User Setting plug-in.

How to install plug-ins

#### [Installing Software](#)

About profiles

#### [Profile](#)

About icons

#### [Starting Configuration Tool](#)

## Exporting Profiles to a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the profiles you want to export from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Profile Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Click  (Export to file).
7. Enter the name of a file, select a save destination folder, and then click [Save].

### Note

After exporting, the edited CSV file may not restore properly.

## Importing Profiles from a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine to which you want to import the profiles from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Profile Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Click  (Import from file).
7. Select the file to import, and then click [Open].
8. Select the settings to import, and then click [Import].
9. Click  (Save to device).

# Setting a Network Scan

[Exporting Network Scan Settings to a File](#)

[Importing Network Scan Settings from a File](#)

[Deleting Network Scan Settings](#)

Network Scan Manager in the User Setting plug-in allows you to register and edit addresses to use for the network scan functions such as Scan to PC. The following section describes some functions.

If you click  (Save to device), the changed settings are reflected to the machine.

Before using Network Scan Manager, install the User Setting plug-in.

How to install plug-ins

 [Installing Software](#)

About icons

 [Starting Configuration Tool](#)

## Exporting Network Scan Settings to a File

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the network scan settings you want to export from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Network Scan Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Click  (Export to file).
7. Enter the name of a file, select a save destination folder, and then click [Save].

### Note

After exporting, the edited CSV file may not restore properly.

## Importing Network Scan Settings from a File

- 1.** Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- 2.** Select the machine to which you want to import the network scan settings from [Registered Device Table].
- 3.** Select the [User Setting] tab.
- 4.** Click [Network Scan Manager].
- 5.** Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
- 6.** Click  (Import from file).
- 7.** Select the file to import, and then click [Open].
- 8.** Select the settings to import, and then click [Import].
- 9.** Click  (Save to device).

## Deleting Network Scan Settings

- 1.** Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- 2.** Select the machine from [Registered Device Table].
- 3.** Select the [User Setting] tab.
- 4.** Click [Network Scan Manager].
- 5.** Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
- 6.** Select the destination to delete.
- 7.** Click  (Delete).
- 8.** Click [Yes] on a confirmation screen.
- 9.** Click  (Save to device).



# Cloning Settings

---

[Cloning the Settings of This Machine](#)

[Cloning User Settings](#)

## Cloning the Settings of This Machine

You can copy machine's settings to a different device.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the settings you want to clone from [Registered Device Table].
3. Select the [Device Setting] tab.
4. Click [Cloning].
5. Select a cloning destination, and then click [Execute].
6. Enter the password for the cloning source and target, and then click [OK].

## Cloning User Settings

You can copy user settings to a different device.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine that has the settings you want to clone from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [Cloning].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Select a cloning destination to and cloning settings.
7. Click [Execute].

8. Enter the password for the cloning source and target and click [OK].

Results are displayed.

# Setting the Alert Info Plug-in

[Basic Settings](#)

[Device Settings](#)

[Filter Settings](#)

[Checking Logs](#)

You can use the Alert Info plug-in to display a message on your computer when a job is complete. As a special term for this software, completion of a job is called an "event".

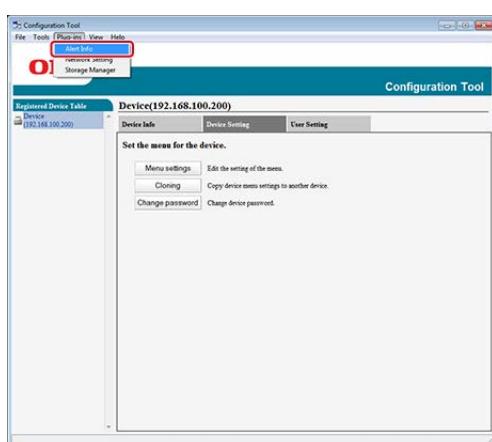
## Note

- Before using the following functions, install the Alert Info plug-in.  
[How to install plug-ins](#)
-  [Installing Software](#)
- The Alert Info plug-in can be used with devices connected to the network.
- The time and time zone of this machine must be consistent with those of your computer.

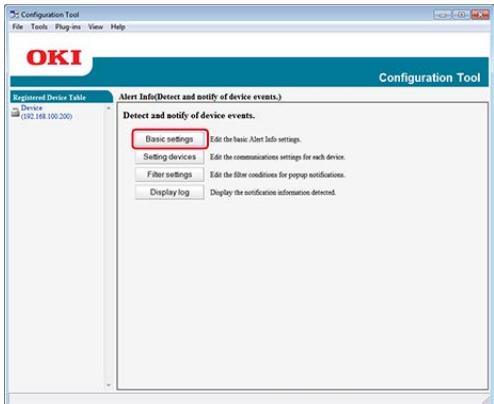
## Basic Settings

You can set basic settings of the Alert Info plug-in.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Alert Info] from the [Plug-ins] menu.



3. Select [Basic settings].

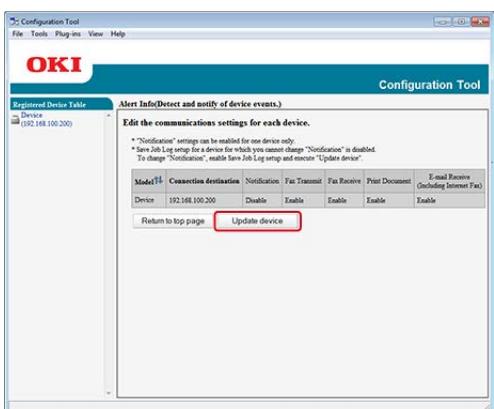


4. Change the setting if necessary.
5. Click [Update].

## Device Settings

The Alert Info plug-in settings can be changed for each device.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Alert Info] from the [Plug-ins] menu.
3. Select [Setting devices].
4. Click [Update device].

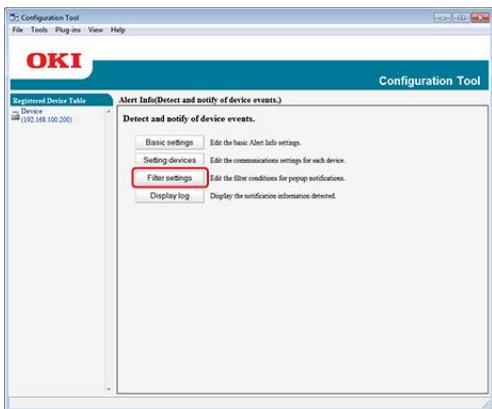


5. Select a device to set.
6. Change the settings if necessary, and then click [OK].

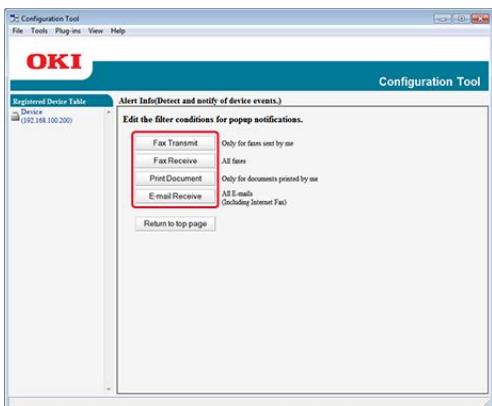
## Filter Settings

You can set display alert conditions for sending and receiving faxes, printing the document, or receiving e-mails and Internet faxes.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Alert Info] from the [Plug-ins] menu.
3. Select [Filter settings].



4. Change the setting if necessary.



5. Click [OK].

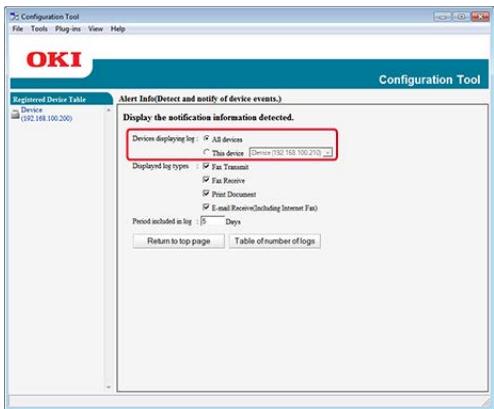
#### Memo

Up to 300 senders can be registered as e-mail, Internet fax, or fax sender.

## Checking Logs

Using the event log, you can check whether there are any records about the machine that is registered.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Alert Info] from the [Plug-ins] menu.
3. Select [Display log].



## Memo

- You can check the total number of recorded events in [Log Number List].
- You can check details of recorded logs in [Log details].

# Setting the Network Setting Plug-in

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- [Searching for the Machine on a Network](#)
- [Specifying Search Conditions](#)
- [Changing the IP Address](#)

You can set a network with Configuration Tool. Before setting, install the Network Setting plug-in.

How to install plug-ins

## [Installing Software](#)

About how to Make Network Settings

## [Connecting This Machine to a Network](#)

About icons

## [Starting Configuration Tool](#)

## **Searching for the Machine on a Network**

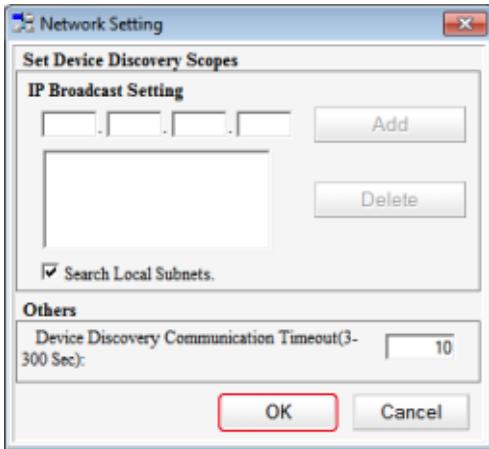
You can search for this machine.

- 1.** Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- 2.** Select [Network Setting] from the [Plug-ins] menu.
- 3.** Select [Discover Devices].

Search results are displayed.

## **Specifying Search Conditions**

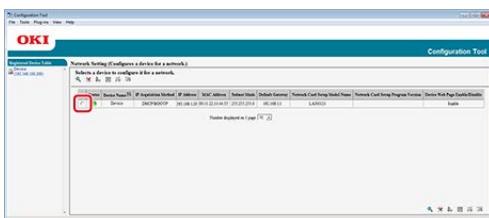
- 1.** Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- 2.** Select [Network Setting] from the [Plug-ins] menu.
- 3.** Select [Environment Settings].
- 4.** Change the search conditions if necessary, and then click [OK].



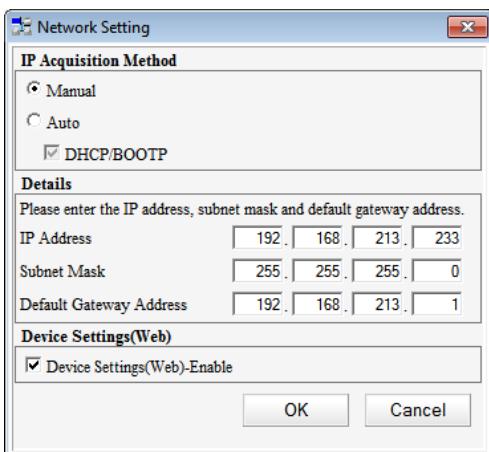
## Changing the IP Address

You can change the IP address for this machine.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Network Setting] from the [Plug-ins] menu.
3. Select [Discover Devices].
4. Select the machine from the device list.



5. Click (Device Settings).
6. Change the setting if necessary.



7. Click [OK].

8. Enter the network password, and then click [OK].

The default password is the last six alphanumerical digits of the MAC address.

9. Click [OK] to restart this machine.

# Registering Forms (Form Overlay)

## Creating a Form

### Registering the Form to the Machine Using Configuration Tool

You can register such as logos to the machine as forms, and then print overlays. This section describes how to register forms.

About how to Print Overlays

#### Overlaying Forms or Logos (Overlay)

##### Note

- Before using the function, install the Storage Manager plug-in.  
How to install plug-ins  
 [Installing Software](#)
- The Windows XPS printer driver cannot be used.

## Creating a Form

1. Click [Start], and then select [Devices and Printers].
2. Right-click the printer icon, and then select the necessary printer driver from [Printer Properties].
3. Select the [Ports] tab, select the [FILE] check box from [Port], and then click [Configure Port].
4. Create a form to register on the machine.  
If using the Windows PCL printer driver, proceed to step 9.
5. Select [Print] from the [File] menu.
6. Click [Preferences] (or [Properties]).
7. Select the [Extend] tab, and then click [Overlays].
8. Select [Create Form].
9. Start printing.
10. Enter the file name under which you want to save.
11. Return [Printer Port] from the [Ports] tab.

## Registering the Form to the Machine Using Configuration Tool

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Storage Manager] from the [Plug-ins] menu.
3. Click  (New Project).
4. Click  (Add File to Project), and then select a created form file.  
The form is added to the project.
5. Click the form file.
6. Enter [ID], and then click [OK].

### Note

Do not change [Target Volume] and [Path].

7. Select the machine from the bottom of the Storage Manager Plug-in window.
8. Click  (Send project file to printer).
9. Click [OK].

# Checking the Free Space in Memory

---

You can check the free space in Memory using the Storage Manager plug-in.

## Note

Before using the function, install the Storage Manager plug-in.

How to install plug-ins

 [Installing Software](#)

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Storage Manager] from the [Plug-ins] menu.
3. Click the device name in the device selection area at the bottom of the Storage Manager plug-in screen.

The storage, volume name, size, free space, location name, label, status, file name, size, and comment are displayed by communicating with the device.

# Deleting Unnecessary Jobs from Memory

You can delete print jobs in Memory using the Storage Manager plug-in.

## Note

- Before using the function, install the Storage Manager plug-in.  
How to install plug-ins  
 [Installing Software](#)
- Encrypted authorized print jobs cannot be deleted with the Storage Manager plug-in.

1. Click [Start], and then select [All Programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select [Storage Manager] from the [Plug-ins] menu.
3. Click  (Open a job Management window).
4. To view a specific user's print jobs, enter the password, and then click [Apply job password].

## Memo

To view all the print jobs, enter the administrator password, and then click [Apply administrator password]. The factory default administrator password is "aaaaaa".

5. Select a job to delete, and then click  (Remove file from project).
6. Click [OK].

# Registering a PIN

- [Creating a new PIN](#)
- [Changing PIN Settings](#)
- [Deleting a PIN](#)
- [Exporting a PIN to a File](#)
- [Importing a PIN from a File](#)

You can restrict access to this machine by using a PIN.

If you click  (Save to device), the changed settings are reflected to this machine.

## Note

If you use Configuration Tool to register PIN, the access control method will be changed and you cannot use some functions such as role-based access control.

## Creating a new PIN

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Click  (New(PIN)).
7. Enter the PIN number you want to use.
8. Set each items if necessary, and then press [OK].
9. Click  (Save to device).

## Changing PIN Settings

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].

- 2.** Select the machine from [Registered Device Table].
- 3.** Select the [User Setting] tab.
- 4.** Click [PIN Manager].
- 5.** Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaaa".
- 6.** Select the PIN number you want to change the setting.
- 7.** Set each items if necessary, and then click [OK].
- 8.** Click  (Save to device).

## Deleting a PIN

- 1.** Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- 2.** Select the machine from [Registered Device Table].
- 3.** Select the [User Setting] tab.
- 4.** Click [PIN Manager].
- 5.** Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaaa".
- 6.** Select the check box of the PIN you want to delete.
- 7.** Click  (Delete).
- 8.** Click [Yes] on a confirmation screen.
- 9.** Click  (Save to device).

## Exporting a PIN to a File

- 1.** Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
- 2.** Select the machine that has the PIN you want to export from [Registered Device Table].
- 3.** Select the [User Setting] tab.

4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Click  (Export to file).
7. Enter the file name, select the folder to save the file, and then click [Save].

 **Note**

The CSV file that is edit after exported may not restore properly.

## Importing a PIN from a File

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine to which you want to import the PIN from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Click  (Import from file).
7. Select the file to import, and then click [Open].
8. Select the settings to import, and then click [Import].
9. Click  (Save to device).



# Registering a User Name and Password

- [Creating a New User](#)
- [Changing User Settings](#)
- [Deleting a User](#)

You can restrict access to this machine by using a user name and password.

If you click  (Save to device), the changed settings are reflected to this machine.

## Note

If you use Configuration Tool to register user name and password, the access control method will be changed and you cannot use some functions such as role-based access control.

## Creating a New User

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Click  (New(User)).
7. Enter the user name and password.

### Memo

You cannot use "admin" as a new user name.

8. Select either an existing PIN from [PIN Number] or select [New].
9. If you select [New], enter the PIN number in [New PIN Number], set each value if necessary, and then click [OK].
10. Click [Close].
11. Click  (Save to device).

## Changing User Settings

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Select the user name to change.
7. Change settings if necessary, and then click [OK].
8. Click  (Save to device).

## Deleting a User

1. Click [Start], and then select [All programs] > [Okidata] > [Configuration Tool] > [Configuration Tool].
2. Select the machine from [Registered Device Table].
3. Select the [User Setting] tab.
4. Click [PIN Manager].
5. Enter the administrator password, and then click [OK].  
The factory default password is "aaaaaa".
6. Select the check box of the user you want to delete.
7. Click  (Delete).
8. Click [Yes] on a confirmation screen.
9. Click  (Save to device).



# About ActKey

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ActKey enables you to start scanning according to the specified settings just by clicking a button.

## Memo

- ActKey does not support Mac OS X.
- When you install ActKey, Network Configuration is also installed at the same time.

 [Before Using Remote Scan](#)

 [Using ActKey \(Windows\)](#)

# Printing by Using OKI LPR Utility

[Starting OKI LPR Utility](#)

[Registering a Printer to OKI LPR Utility](#)

[Adding a Comment to a Registered Printer](#)

[Checking the Status of a Registered Printer](#)

[Forwarding Print Jobs to a Registered Printer](#)

[Printing the Same Document from the Registered Multiple Printers](#)

[Opening the Web Page of the Registered Printer](#)

[Following the IP Address of the Registered Printer Automatically](#)

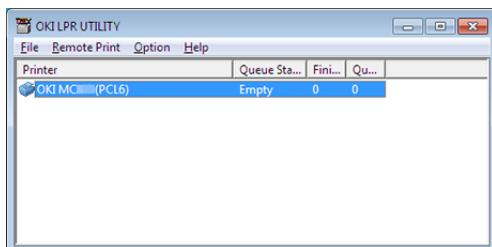
[Setting the OKI LPR Utility Port Number](#)

[Uninstalling OKI LPR Utility \(Uninstall\)](#)

[Sending a File to a Printer That is Registered in OKI LPR Utility](#)

[Deleting an Unnecessary Print Job](#)

You can perform a print job via a network, manage print jobs, and check the machine status by using OKI LPR Utility.



To use OKI LPR Utility, TCP/IP must be enabled.

## Note

OKI LPR Utility cannot be used for shared printers. Use the standard TCP/IP port.

[How to install OKI LPR Utility](#)

 [Installing Software](#)

## Starting OKI LPR Utility

1. Click [Start], and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [OKI LPR Utility].

## Registering a Printer to OKI LPR Utility

Add a printer to OKI LPR Utility.

## Note

- You must have the administrator rights.
- If you cannot add a printer, exit OKI LPR Utility, and then follow the procedure below.
  - Click [Start] > [All Programs] > [Okidata] > [OKI LPR Utility], right-click [OKI LPR Utility], and then select [Run as administrator] to start.

### Memo

You cannot add the printer that is already registered in OKI LPR Utility. To change the port, select [Confirm Connections] from [Remote Print].

1. Start OKI LPR Utility.
2. Select [Add Printer] from the [Remote Print] menu.  
If the "You do not have sufficient privileges to complete this action." message is displayed, follow the procedure described in "If you cannot add a printer..." above.
3. Select [Printer Name], and then enter the IP address.  
Network printers and printers connected to the LPR port are not displayed.
4. When selecting a network printer, select [Discover].
5. Click [OK].

### Adding a Comment to a Registered Printer

You can add a comment to identify the printer that you have added to OKI LPR Utility.

1. Start OKI LPR Utility.
2. Select a printer.
3. Select [Confirm Connections] from the [Remote Print] menu.
4. Enter a comment, and then click [OK].
5. Select [Show comments] from the [Option] menu.

### Checking the Status of a Registered Printer

1. Start OKI LPR Utility.
2. Select a printer.
3. Select [Printer Status] from the [Remote Print] menu.

### Forwarding Print Jobs to a Registered Printer

This section describes how to forward selected print jobs to a registered printer using the OKI LPR Utility. This section also describes how to automatically forward a print job to a different registered printer when a problem occurs on the forward destination printer.

## Forwarding the Selected Print Jobs

### Note

- Print jobs can only be forwarded to an OKI printer of the same model as your printer.
- Before forwarding a job, you must add an OKI printer of the same model.

1. Start OKI LPR Utility.
2. Select [Job Status] from the [Remote Print] menu.
3. To forward a print job, select a job, select [Redirect] from the [Job] menu, and then select the destination printer.

## Forwarding Print Jobs Automatically

If you are unable to print because the selected printer is busy, offline, out of paper, or due to other reasons, you can set so that a print job can be automatically forwarded to another OKI model printer.

### Note

- Print jobs can only be forwarded to the same OKI model printer as the one you are using.
- Before forwarding a job, you must add another same OKI model printer.
- You must log in as the administrator.

1. Start OKI LPR Utility.
2. Select the printer to set.
3. Select [Confirm Connections] from the [Remote Print] menu.
4. Click [Details].
5. Select the [Automatic Job Redirect Used] check box.
6. To forward jobs only if an error occurs, select the [Redirect only at the time of an error] check box.
7. Click [Add].
8. Enter the forwarding destination IP address, and then click [OK].
9. Click [OK].

## Printing the Same Document from the Registered Multiple Printers

You can print from multiple printers with a single command.

### Note

- This function enables you to send a print command to multiple remote printers so that they can print at the same time.
- You must have the administrator rights.

1. Start OKI LPR Utility.
2. Select the printer to set.
3. Select [Confirm Connections] from the [Remote Print] menu.
4. Click [Details].
5. Select the [Print to more than one printer at a time] check box.
6. Click [Options].
7. Click [Add].
8. Enter the IP address of the printer from which you want to print at the same time, and then click [OK].
9. Click [OK].

## Opening the Web Page of the Registered Printer

You can open the Web page of this machine from OKI LPR Utility.

1. Start OKI LPR Utility.
2. Select a printer.
3. Select [Web Setting] from the [Remote Print] menu.

### Memo

You cannot open the Web page when the Web port number has been changed.

For details, see "Setting the OKI LPR Utility Port Number".

## Following the IP Address of the Registered Printer Automatically

You can set so that you can maintain the connection with the original printer even after the IP address of the printer changes.

### Note

You must have the administrator rights.

### Memo

The IP address may change if DHCP dynamically assigns IP addresses or the network administrator manually changes the IP address of the printer.

1. Start OKI LPR Utility.
2. Select [Setup] from the [Option] menu.
3. Select the [Auto Reconnect] check box, and then click [OK].

## Setting the OKI LPR Utility Port Number

1. Select a printer.
2. Select [Confirm Connections] from the [Remote Print] menu.
3. Click [Details].
4. Enter the port number in [Port Numbers].
5. Click [OK].

## Uninstalling OKI LPR Utility (Uninstall)

### Note

You must have the administrator rights.

1. Check that OKI LPR Utility is closed.
2. Click [Start], and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [Uninstall OKI LPR Utility].  
If the [User Account Control] dialog box is displayed, click [Yes].
3. Click [Yes] on a confirmation screen.

## Sending a File to a Printer That is Registered in OKI LPR Utility

If there is a printer that is connected via a network and registered in OKI LPR Utility, you can download the print data.

- 1.** Click [Start] on a computer, and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [OKI LPR Utility].
- 2.** Select the printer to which the data is downloaded.
- 3.** Select [Download] from [Remote Print].
- 4.** Select a file, and then click [OK].

The file is sent to the printer.

## Deleting an Unnecessary Print Job

You can use OKI LPR Utility to delete unnecessary print jobs.

- 1.** Click [Start] on a computer, and then select [All Programs] > [Okidata] > [OKI LPR Utility] > [OKI LPR Utility].
- 2.** Select [Job Status] from the [Remote Print] menu.
- 3.** Select a job to delete.
- 4.** Select [Delete Job] from the [Job] menu.

The unnecessary job is deleted.

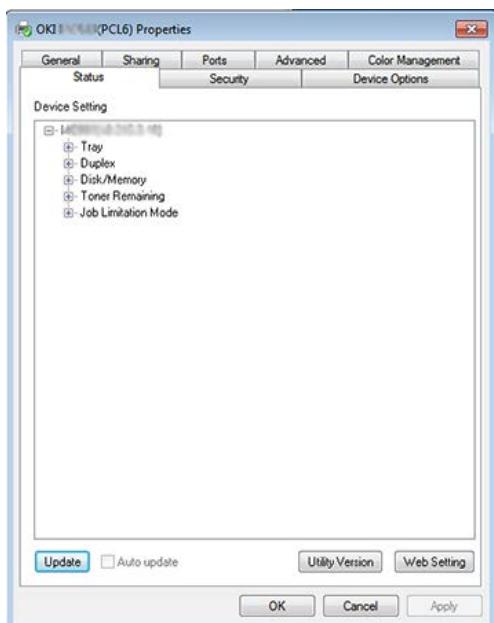


# Network Extension

- [About Network Extension](#)
- [Showing Printer Propaties](#)
- [Checking the Settings of the Machine](#)
- [Set Options Automatically](#)
- [Uninstall the Utility](#)

## About Network Extension

In Network Extension, you can check the settings on this machine and set the composition of the options.



In order to use Network Extension, TCP/IP needs to be activated.

### Note

This requires administrator rights.

### Memo

- Network Extension is automatically installed when installing a printer driver through a TCP/IP network.
- Network Extension works in conjunction with the printer driver. Do not install only Network Extension.
- Network Extension only functions when the printer driver is connected to OKI LPR port or the standard TCP/IP port.

## Showing Printer Propaties

To use Network Extension, open the printer properties screen.

1. Click [Start], and then select [Devices and Printers].
2. Right-click the printer icon, and then select [Printer properties].

## Checking the Settings of the Machine

You can check the settings of this machine.

1. Start the printer properties screen.

 [About Screens and Functions of Each Printer Driver](#)

2. Select the [Status] tab.
3. Click [Update].
4. Click [OK].

Click [Web Setting] to start the webpage automatically. You can change settings of this machine on this webpage screen.

 [Web Page of This Machine](#)

### Memo

The [Option] tab may not be displayed properly when using Network Extension in unsupported environments.

## Set Options Automatically

You can get the composition of options of the connected machine and automatically set the printer driver.

1. Start the printer properties screen.

 [About Screens and Functions of Each Printer Driver](#)

2. Select the [Device Options] tab.
3. Click [Get Printer Settings].
4. Click [OK].

### Memo

You cannot configure this when using Network Extension in unsupported environments.

## Uninstall the Utility

1. Click [Start], and then select [Control Panel] > [Programs] > [Uninstall a program].
2. Select [OKI Network Extension], and then click [Uninstall].
3. Follow the instructions on the screen and complete the uninstallation.

# Using the Network Scanner Setup Tool (Mac OS X Only)

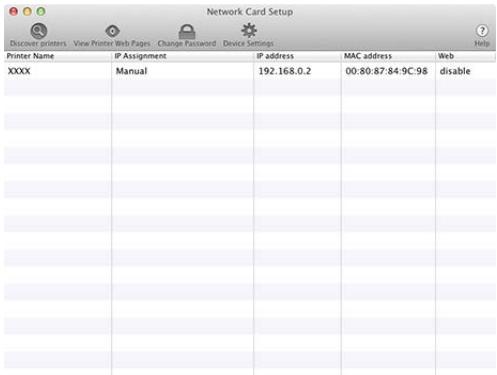
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This section describes about the Network Scanner Setup Tool which is a tool for setting the connection destination.

## Before Using WSD Scan

# Using Network Card Setup (Mac OS X)

You can use Network Card Setup to configure the network.



To use Network Card Setup, TCP/IP must be activated.

- Setting the IP Address
  - Configuring Web Settings
  - Quitting Network Card Setup

## Setting the IP Address

1. Start Network Card Setup.  
 [Installing Software](#)
  2. Select this machine from the list.
  3. Select [IP Address Settings] from the [Operations] menu.
  4. Change other settings if necessary, and then click [Save].
  5. Enter the password, and then click [OK].
    - The default password is the last six alphanumerical digits of the MAC address.
    - The password is case sensitive.
  6. Click [OK] to enable new settings.

The network card of this machine restarts.

# Configuring Web Settings

You can set the network settings for this machine by starting Network Card Setup.

## Enabling Web Settings

- ## 1. Start Network Card Setup.

 [Installing Software](#)

- 2.** Select this machine from the list.
- 3.** Select [Web Settings] from the [Operations] menu.
- 4.** Check [Device web settings will be enabled], and then click [Save].
- 5.** Enter the password, and then click [OK].
  - The default password is the last six alphanumerical digits of the MAC address.
  - The password is case sensitive.
- 6.** Click [OK] in a confirmation window.

 **Opening the Web page**

- 1.** Starts Network Card Setup.

 [Installing Software](#)
- 2.** Select this machine from the list.
- 3.** Select [Show Device Webpage] from the [Operations] menu.

The Web page opens, and the machine status page is displayed.

## Quitting Network Card Setup

- 1.** Select [Quit] from the [Network Card Setup] menu.

# Print Job Accounting Client

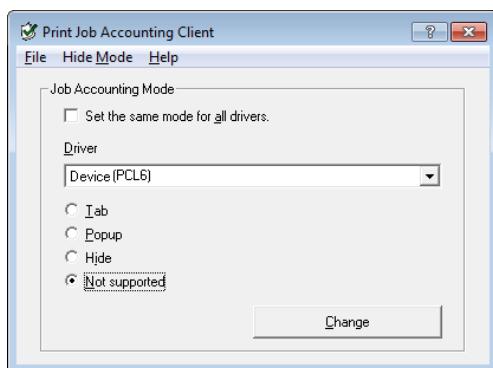
Print Job Accounting Client is software that sets user information in the printer driver for using the job account function or authorizing access to the machine.

[Setting in the Windows Environment](#)

[Setting in the Mac OS X Environment](#)

## Setting in the Windows Environment

You can set a user name and user ID to the printer driver.



### Note

If you update or reinstall a printer driver, Job Accounting mode becomes invalid, requiring you to set the mode again. However, if you are using the function that enables you to set the same mode to all the printer drivers, you do not need to set the mode again.

### Setting the User Name and Job Account ID

You can set the user name and Job Account ID in the printer driver properties.

1. Click [Start], and then select [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].
2. Select the driver to set from the list of drivers.  
If you want to set all the printer drivers to the same mode, select the [Set the same mode for All drivers.] check box.
3. Select [Tab], and then click [Change].  
A window is displayed.
4. Click [OK].
5. Select [Close] from the [File] menu.
6. Click [Start], and then select [Devices and Printers].

- 7.** Right-click the OKI MC873 icon, and then select [Printer Properties].
- 8.** Select the [Job Accounting] tab, enter the user name and job accounting ID, and then click [OK].

### **Setting Popup Mode**

When using this function, you must enter the user name and job account ID each time you start a print job.

- 1.** Click [Start], and then select [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].
- 2.** Select the driver to set from the list of drivers.  
If you want to set all the printer drivers to the same mode, click the [Set the same mode for All drivers] check box.
- 3.** Select [Popup], and then click [Change].  
A window is displayed.
- 4.** Click [OK].
- 5.** Select [Close] from the [File] menu.

### **Setting a Job Account ID for Each User in Hide Mode**

The system manager can create and register an ID file in which job account IDs and user names that are tied to user names for logging in to Windows are described in advance. Users do not need to enter their user names and job account IDs when printing, as they can be identified with this software.

Use Hide Mode for shared printers.

- 1.** Create an ID file using Notepad or spreadsheet software.

#### **Memo**

- Describe user names and user IDs in an ID file in the following order.  
A login user name (a user name that is entered to log in to Windows), a user ID (a user ID that is tied to the login user name).
- The user name can be omitted. If the user name is omitted, the login user name is used as the user name.
- Separate each item with a comma.
- If using spreadsheet software, describe a login user name, job account ID, and user name on each line for each user.

- 2.** Save the file in "CSV" extension format.
- 3.** Click [Start], and then select [All Programs] > [Okidata] > [Print Job Accounting Client] > [Change Job Accounting Mode].

**4.** Select the driver to set from the list of drivers.

If you want to set all the printer drivers to the same mode, click the [Set the same mode for All drivers] check box.

**Note**

If you are using a shared printer, do not use the function that enable you to set all the print drivers to the same mode. If printing on the client side of a shared printer, account information is not output.

**5.** Select [Hide], and then click [Change].

**6.** Click [OK].

**7.** Select [Import ID File] from the [Hide Mode] menu.

**8.** Specify the ID file you created in step 1, and then click [Open].

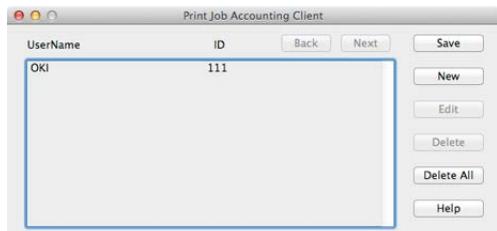
**9.** Clear the [Set fixed Job Account ID for all users] check box from the [Hide Mode] menu.

**10.** Select [Close] from the [File] menu.

## Setting in the Mac OS X Environment

This is client software for Print Job Accounting.

You can set the user name and user ID in the printer driver.



### Registering a User ID

**1.** Start the Print Job Accounting client.

**2.** Click [New].

**3.** Enter the Mac OS X login name, new user name, new user ID, and then click [Save].

**4.** Click [Save].

5. Enter the password, and then click [OK].

6. Exit the Print Job Accounting client.

### Registering Multiple Users at the Same Time

You can register multiple user IDs and user names at the same time by using a CSV file.

#### Memo

The following procedure usesTextEdit as an example.

1. StartTextEdit.
2. Enter in the order of login name, user ID, and user name, separated with commas.
3. Save the file in a CSV format.
4. Start the Print Job Accounting client.
5. Select [Import] from the [File] menu.
6. Select the CSV file you created in step 3, and then click [Open].
7. Click [Save].
8. Enter the password, and then click [OK].
9. Exit the Print Job Accounting client.

### Changing a User ID and User Name

You can change the user name and user ID.

1. Start the Print Job Accounting client.
2. Select the user to change, and then click [Edit].
3. Enter the new user ID and user name, and then click [Save].
4. Click [Save].
5. Enter the password, and then click [OK].
6. Exit the Print Job Accounting Client.

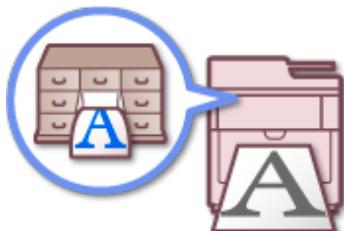
### Deleting a User ID and User Name

You can delete the username and user ID.

- 1.** Start the Print Job Accounting client.
- 2.** Select the user to delete, and then click [Delete].
- 3.** Click [Save].
- 4.** Enter the password, and then click [OK].
- 5.** Exit the Print Job Accounting client.

# Make It More Convenient

**Print Frequently Used Documents Directly from the Operator Panel**



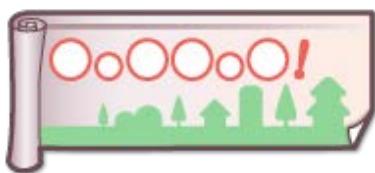
 Storing Frequently-printed Documents in the Printer

**Easily Print from USB Memory without Using your Computer**



 Printing Data in USB Memory

**Create Your Own Banners**



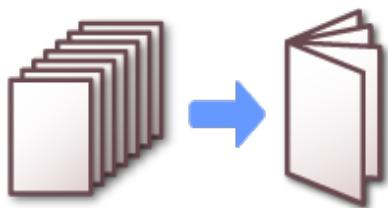
 Printing on Long Paper

**Create Your Own Event Posters**



 Dividing a Document to Print on Some Sheets for Making a

**Create Your Own Saddle-bound Booklets**



 Making a Booklet

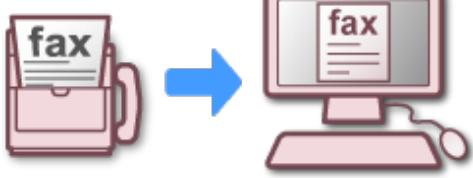
**Send Paperless Faxes from Your Computer**



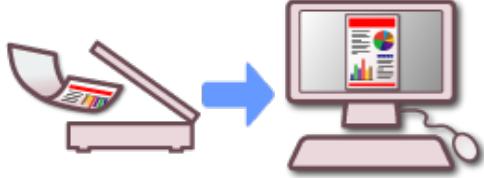
 Sending a PC Fax

**Preview Incoming Faxes via E-mail**

**Scan Bulky Documents to Reduce Clutter**



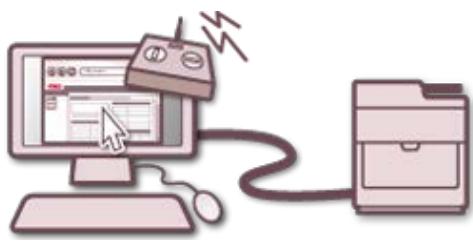
[Forwarding Received Document Data to an E-mail Destination](#)



[Sending Scanned Data to a Computer](#)

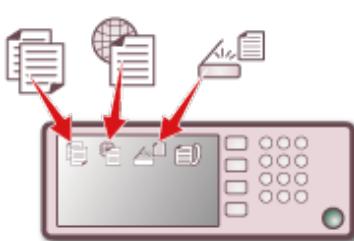
[Scanning from a Computer](#)

### Change the Settings Remotely



[Starting Configuration Tool](#)  
 [Open the Web Page of This Machine](#)

### Customize the Touch Panel to Suit Your Preferences



[How to Customize the Touch Panel](#)



# Print Frequently Used Documents Directly from the Operator Panel

---

In business, you often need to print documents for people to write on, such as fax forms or in-company Memos. How do you handle standardized forms such as these?

Do you use your computer to print them out each time? Do you make copies of each form whenever they are needed? If you think this is too much trouble, we recommend using the "Stored Job" function to store each document as a Print Job on the machine.

With this function, you can store your frequently used standardized documents in the machine's Memory and print them directly from the Operator Panel whenever you need them. This ability to print without having to start up your computer can help you save precious time.

## Storing Frequently-printed Documents in the Printer



## Example of Other Convenient Usage

- Printing of questionnaire
- Printing of product flyers and tourist information

# Easily Print from USB Memory without Using your Computer

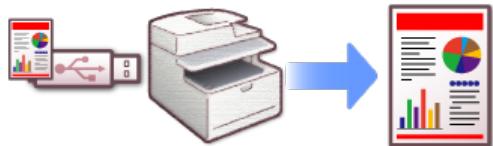
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Have you ever been in a sticky situation where you needed to quickly print more copies of your presentation documents, but did not have easy access to a computer?

In this case, we recommend using the "Printing Data in USB Memory" function, which enables you to print documents without using a computer.

You can print files stored in USB Memory without using a printer driver. Simply insert USB Memory that contains the data that you want to print into the machine's USB port, and use the Operator Panel to perform printing.

## Printing Data in USB Memory



## Example of Other Convenient Usage

Printing the data in USB Memory customers brought

## Create Your Own Banners

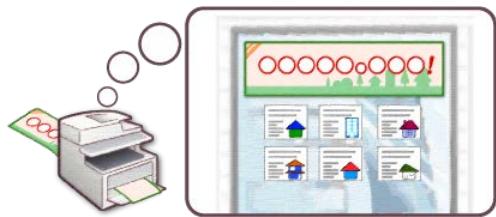
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Banners with large, eye-grabbing text are effective tools for generating publicity. They can attract attention to your big sales campaign or new product launch event, and they are good for school events and comMemoration ceremonies. Have you ever wanted to use one, but hesitated because of the trouble of having to order it or because of the cost?

In this case, we recommend using the "Printing on Long Paper" function, which enables you to print on elongated paper.

With an OKI Data printer, you can design a banner on your computer, and then print the data whenever and however many times you need it. You can also use this function to print large-as-life copies of your favorite panorama photos.

### [Printing on Long Paper](#)



# Create Your Own Event Posters

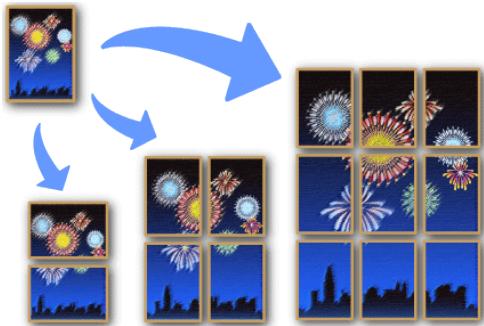
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Have you ever wanted to use display panels for an exhibition, or posters that guide the way to a venue? Have you ever just wanted to create your own posters because you did not need enough to place an order with another company?

In this case, we recommend using the "Poster Print" function.

The function works by dividing a poster into several parts, and printing the enlarged portions on multiple sheets of paper. By gluing the separately printed sheets together, you can create a rather large poster.

## Dividing a Document to Print on Some Sheets for Making a Poster



## Example of Other Convenient Usage

- Printing Event Notification Poster for Nursery and Kindergarten
- Printing the Price List and Menu List

# Create Your Own Saddle-bound Booklets

For an event such as a private group trip, a printed guide can make the experience more enjoyable. Printing the information in booklet form makes it compact and easy to carry. However, do you have any idea how to create a booklet?

In this case, we recommend using the "Booklet Print" function.

With this function, you can arrange the pages into the appropriate order for printing. You can then use a commercially available booklet stapler to create a true saddle-bound booklet.

## Making a Booklet



## Example of Other Convenient Usage

Printing of Product Catalogue

### Memo

When you want to put a different types of the cover.

### Printing Only the Cover from a Different Tray

# Send Paperless Faxes from Your Computer

---

Do you find it troublesome to create documents on your computer, print them out, take them to the fax machine, and then dial the number? Do you ever dial the wrong number? Have you ever been distressed over losing an important document after you faxed it?

In this case, we recommend using the "PC Fax" function, which enables you to send faxes directly from your computer.

With this function, files on your computer are faxed directly to the recipient, eliminating the need to print them out first. In addition to saving time and money, you can also keep your peace of mind by saving the data on your computer.

## Sending a PC Fax

- It is troublesome to transmit after printing



- If you are using the PC Fax, you can avoid the waste of paper and time.



## Preview Incoming Faxes via E-mail

---

Offices can receive a lot of unnecessary faxes, and it is a ridiculous waste of paper to print all of them out. Have you ever wanted to check the contents of incoming faxes, and print only the ones that are important?

In this case, we recommend using the "Auto Delivery" function.

With this function, you can forward incoming faxes to your computer and receive them as e-mail attachments. With the ability to check the contents of faxes on your computer screen, you can simply delete the ones that are not important, without printing them out.

We also recommend using the "Transmission Data Save" function in combination with "Auto Delivery". This function enables you to save a record of all incoming and outgoing messages on the server, which you can access at any time.

 [Forwarding Received Document Data to an E-mail Destination or Shared Folder \(Auto Delivery\)](#)

 [Saving Sent and Received Data \(Transmission Data Save\)](#)



# Scan Bulky Documents to Reduce Clutter

---

How do you store your valuable paper records, or important paper documents that have been annotated with handwritten notes? In business, new paper documents are generated every day. Before you know it, you may find yourself buried under a mountain of paper.

To prevent this type of situation, we recommend scanning your paper documents, converting them to PDF format, and storing them on a computer.

With the "Scan To Computer" function, you can use the machine's Operator Panel to save the scanned data to your computer. With the "Remote Scan" function, you can operate the machine via your computer and select the location to store the scanned data. By scanning documents and saving them to your computer, you can reduce the risk of misplacing, damaging, or losing them, while making it easier to retrieve them. At the same time, you can reduce the clutter around your desk, enabling you to work more efficiently. The "Remote Scan" function, which is useful when scanning photographs and images, allows you to preview the scanned data on your computer so that you can adjust the colors and image quality.

- 🔗 [Sending Scanned Data to a Computer](#)
- 🔗 [Scanning from a Computer](#)



## ▣ Example of Other Convenient Usage

Processing with Data of the Product Introducing Documentation

# Change the Settings Remotely

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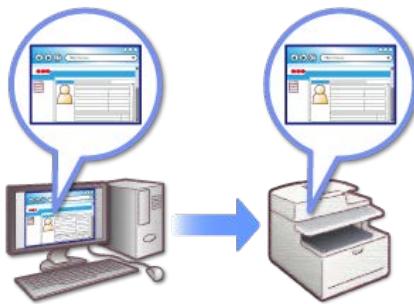
Say you need to update all of the data in the address book on the machine. That means you must also update the settings on all of the other machines, including those that are located on other floors. If you have numerous machines in various locations, it may be a time-consuming process to change the settings on each and every machine.

In this case, we recommend using the "Configuration Tool" or "Web page" function.

"Configuration Tool" is an application that runs on your computer. If you do not have the application or if you are using a mobile device, the "Web page" function is useful. These functions enable you to change and manage the settings from a remote location, without operating the machine directly.

 [Starting Configuration Tool](#)

 [Open the Web Page of This Machine](#)



# Customize the Touch Panel to Suit Your Preferences

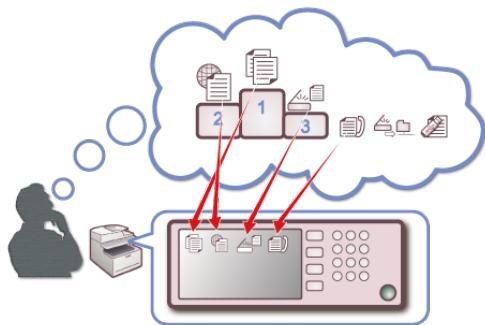
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There are probably some functions that you use every day, but do you have to navigate through various tabs and menus to reach them? Do you ever press the wrong button along the way and have to start over? Have you ever wished you could quickly select the functions that you frequently use?

In this case, the [Shortcut] function is convenient.

With this function, you can eliminate the stress of having to select the functions each time, by moving deeply nested functions, as well as functions from different tabs, up to the top screen. By customizing the touch panel, you can work more efficiently.

## How to Customize the Touch Panel



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	This product complies with the requirements of the Council Directives 2004/108/EC (EMC), 2006/95/EC (LVD), 1999/5/EC (R&TTE), 2009/125/EC (ErP) and 2011/65/EU(RoHS), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage, Radio & Telecommunications Terminal Equipment, Energy related Products and Restriction on the use of certain Hazardous Substances in electrical and electronic equipment.

The following cables were used to evaluate this product for EMC directive 2004/108/EC compliance, and configurations other than this may affect that compliance.

CABLE TYPE	LENGTH (METER)	CORE	SHIELD
Power	1.8	✗	✗
USB	5.0	✗	✓
LAN	15.0	✓	✗

Telephone	3.0	X	X
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## **EMERGENCY FIRST AID**

Take care with toner powder:



If swallowed, give small amounts of cold water and seek medical attention. DO NOT attempt to induce vomiting.

If inhaled, move the person to an open area for fresh air. Seek medical attention.

If it gets into the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention.

Spillages should be treated with cold water and soap to help reduce risk of staining skin or clothing.

## **MANUFACTURER**

Oki Data Corporation,  
4-11-22 Shibaura, Minato-ku,  
Tokyo 108-8551,  
Japan

For all sales, support and general enquiries contact your local distributor.

## **IMPORTER TO THE EU/AUTHORISED REPRESENTATIVE**

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Surrey, TW20 0HJ  
United Kingdom  
For all sales, support and general enquiries contact your local distributor.

## **ENVIRONMENTAL INFORMATION**





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json-c

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# Contact Us

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