



INTRODUCTION

d-COLOR MF3100



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Introduction

1 Introduction

1.1 Welcome

Thank you for purchasing this machine.

To obtain maximum performance from this product and to learn how to use it effectively, please read this User's Guide as necessary.

1.2 User's Guides

User's guides included in User's Guide CD/DVD-ROM

Manual title	Overview
[Quick Guide]	This guide describes notes and precautions that should be followed in order to use this machine safely. Please be sure to read this manual before using this machine. This guide also describes how to perform basic operations and configure initial settings of this machine.
[User's Guide: Introduction]	This guide contains information that is useful to know before beginning to operate this machine, such as the name of each part and how to turn the power on and off, use the Control Panel , and load an original or paper.
[User's Guide: Print]	This guide describes how to install the printer driver as well as basic usage and applications.
[User's Guide: Copy]	This guide describes various methods to make copies.
[User's Guide: Scan]	This guide describes scan transmission operations and necessary preparations. You can scan a paper document, convert it to digital data, and send the result to the computer or server.
[User's Guide: Fax]	This guide describes fax operations and necessary preparations.
[User's Guide: PC-FAX]	This guide describes PC- Fax operations and necessary preparations. You can send the original data created on the computer by fax directly without printing it out to paper.
[User's Guide: Advanced Functions]	This guide describes how to install optional license kits and functions that can be used by installing the license kits.
[User's Guide: Maintenance/Troubleshooting]	This guide describes how to replace consumables, clean this machine, and perform troubleshooting.
[User's Guide: Description of Utility Keys]	This guide describes Utility settings such as [User Settings] and [Admin Settings] for this machine.
[User's Guide: Applied Functions]	This guide describes the special usages of this machine such as how to use Web Connection , manually install the printer driver, configure print settings using Linux, and use the authentication unit.

1.3 Notations and symbols used in this manual

Procedural instruction

- ✓ This check mark symbol shows a precondition of a procedure.
- 1 This format number "1" represents the first step.
- 2 This format number represents the order of consecutive steps.
 - This symbol indicates a supplementary explanation of a procedural instruction.

Symbols used in this manual

WARNING

- This symbol indicates that a failure to heed the instructions may lead to death or serious injury.

CAUTION

- This symbol indicates that a failure to heed the instructions may lead to mishandling that may cause injury or property damage.

NOTICE

This symbol indicates a risk that may result in damage to this machine or documents. Follow the instructions to avoid property damage.



Tips

This symbol indicates supplemental information of a topic as well as options required to use a function.



Reference

This symbol indicates reference functions related to a topic.



Related setting

This shows the settings related to a particular topic for any user.



Related setting (for the administrator)

This shows the settings related to a topic only for administrators.

Product and key names

Notations used in this manual	Description
[]	This presents a key name in the Message Window or computer screen, or the name of a user's guide.
Bold text	This presents a key name, part name, product name, or option name on the Control Panel .

2

Before Using This Function

2 Before Using This Function

2.1 CD/DVD-ROM supplied with this machine

Driver & Utilities CD/DVD-ROM

Item	Overview
[Printer/FAX]	Allows you to install the printer driver and fax driver. For details, refer to [User's Guide: Print] and [User's Guide: PC-FAX].
[Scanner]	Allows you to install the scanner driver. For details, refer to [User's Guide: Scan].
[Utilities]	Various utilities are provided to optimize functions of this machine. Clicking this displays the download page.

The CD/DVD-ROM also contains various user's guides.

For details on the user's guide types, refer to page 1-3.

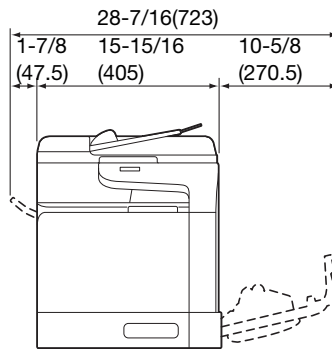
2.2 Installation location and environment

2.2.1 Installation location

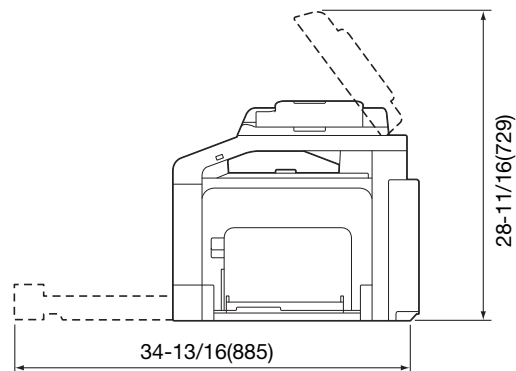
To simplify tasks such as operations, consumable replacement, or inspection, create an installation environment as shown below.

Unit: Inch (mm)

Front view

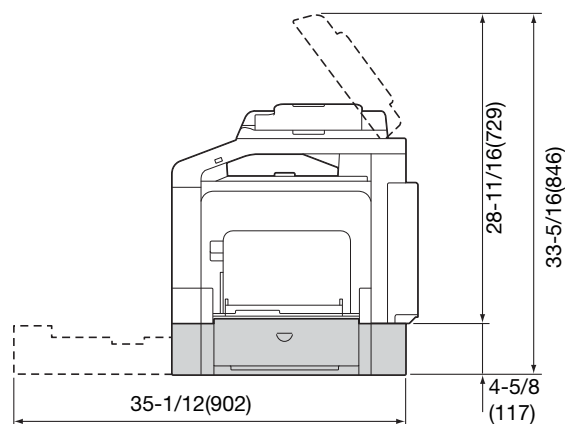


Right view



Right view (with optional devices installed)

The hatched parts indicate optional devices in this figure.



2.2.2 Installation environment

Install this machine in a location that can support its weight, including consumables and paper.

Configuration	Weight
Main unit (including consumables)	Approx. 75-5/8 lb (34.3 kg)
Main unit (including packages)	Approx. 95-7/16 lb (43.3 kg)

Install this machine in the place shown below.

- Stable and horizontal (inclination around this machine: 1 degree or less) location with a hard, even surface
- To check whether the installation location is level, use a normal round pencil. If the pencil rolls, the location is not horizontal. Ensure this machine is horizontal, and make sure that there are no objects such as cables caught under this machine.
- Location close to a dedicated power outlet that is grounded
- Location close to your computer
- Sufficiently spacious location that ensures ease of use and appropriate air ventilation
- Location in which ambient temperature is 50°F to 86°F (10°C to 30°C) and humidity is 15% to 85%

Do not install this machine in the locations described below.

- Location exposed to direct sunlight
- Location in which excessive differences in temperature and humidity are detected due to close proximity to a heater or cooling equipment
- Location exposed to direct flame or combustible materials
- Location close to equipment such as a copy machine or air-conditioner that generates noise, or equipment such as a refrigerator that generates a strong magnetic or electromagnetic force
- Location close to water, water pipes, or fluid (drink) containers, corrosive chemicals, or corrosive gases such as ammonia
- Location in which fine metallic pieces such as clips or staples are scattered
- Location subject to thumping vibrations

Tips

- Do not connect to the same power outlet as that used for a high-current equipment.
- If this machine is installed in or moved to an environment subject to excessive changes in temperature, condensation will form in this machine, which may reduce printing quality. If condensation is detected, leave this machine for approximately 1 hour before using it to adjust to the environment.
- When using a humidifier or vaporizer in the room where this machine is installed, use purified or distilled water. If impurities in water are emitted into the air, they will collect in this machine and reduce printing quality.

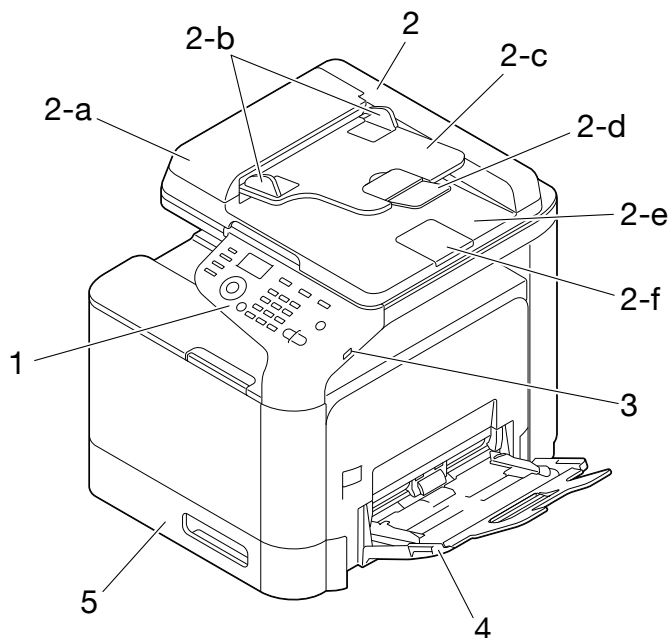
A large, bold, black number '3' is centered within a gray square. The square is positioned to the left of the text 'About This Machine'.

About This Machine

3 About This Machine

3.1 Checking the name of each part

Front side

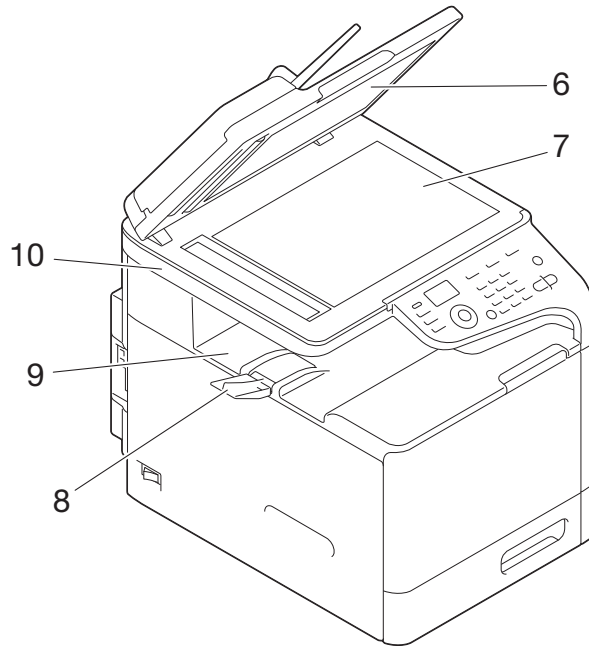


No.	Name
1	Control Panel
2	Automatic Document Feeder (ADF)
2-a	ADF Feed Cover
2-b	Document Guide
2-c	Document Feed Tray
2-d	Extension Tray
2-e	Document Output Tray
2-f	Document Stopper
3	USB Host Port
4	Manual Feed Tray
5	Tray 1

Tips

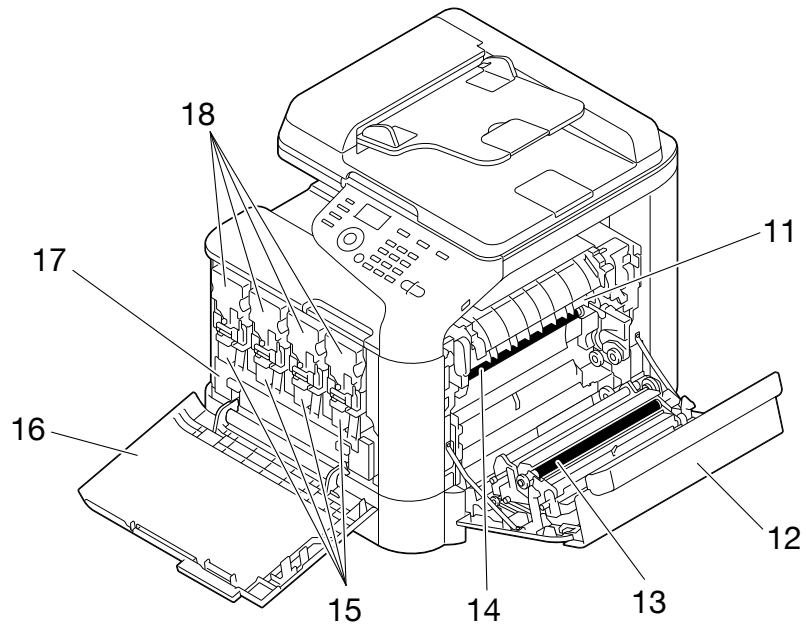
- To scan the legal-size original using the **ADF**, fold the **Document Stopper** outward.

View with **Automatic Document Feeder (ADF)** opened



No.	Name
6	Original Cover Pad
7	Original Glass
8	Extension Tray
9	Output Tray
10	Scanner Unit

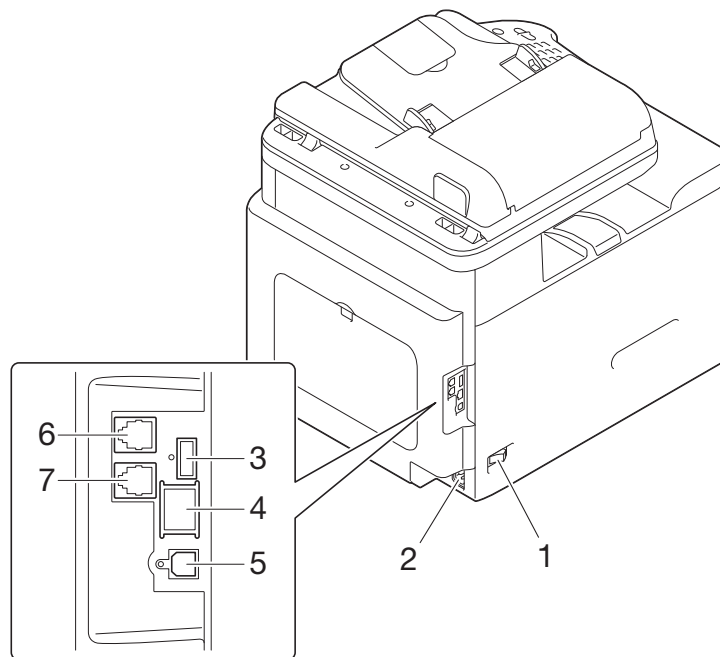
View with **Front Door** and **Right Door** opened



No.	Name
11	Fuser Unit
12	Right Door
13	Transfer Roller
14	Transfer Belt Unit
15	Imaging Unit
16	Front Door
17	Waste Toner Bottle
18	Toner Cartridge

Rear side

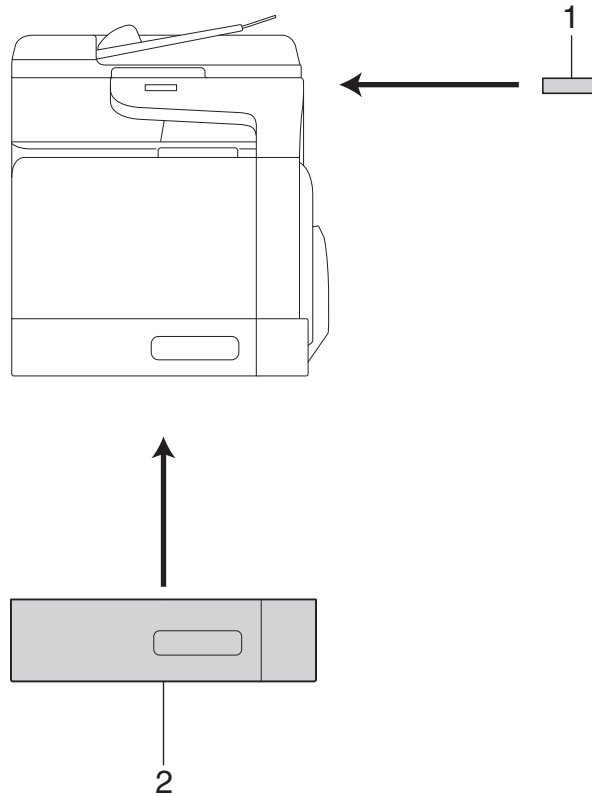
This view shows the machine with the optional **Fax Kit FK-512** and **Mount Kit MK-P04** installed.



No.	Name
1	Power Switch
2	Power Connection
3	USB Port (for authentication unit)
4	Ethernet (LAN) Port (1000Base-T/100Base-TX/10Base-T)
5	USB Port (Type B)
6	LINE (telephone line) Jack
7	TEL (telephone) Jack

3.2 Checking the option configuration

List of optional components



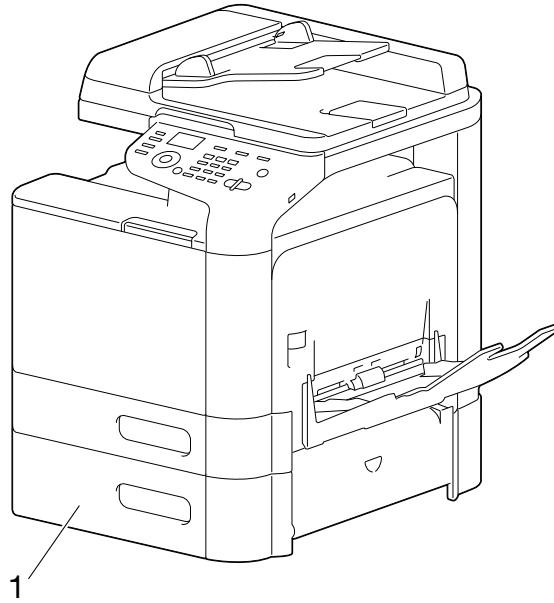
No.	Name	Description
1	Authentication Unit AU-201	Performs user authentication by scanning information recorded on the IC card.
2	Lower Feeder Unit PF-P14	Allows you to load up to 500 sheets.

The following optional components are built into this machine and are not shown in the figure above.

3	Hard Disk HD-P06	Increases the HDD capacity and extends functions.
4	i-Option LK-106	Used to add a bar code font, which is one of special fonts. This function is available when an optional Hard Disk is installed.
5	i-Option LK-107	Used to add a unicode font, which is one of special fonts. This function is available when an optional Hard Disk is installed.
6	i-Option LK-108	Used to add an OCR font, which is one of special fonts. This function is available when an optional Hard Disk is installed.
7	i-Option LK-111	Supports the ThinPrint function, which is one of a number of advanced functions.
8	Fax Kit FK-512	Used to operate this machine as a fax machine.
9	Mount Kit MK-P04	Required when installing the Fax Kit FK-512 .

Reference

For details on how to register **i-Option** license kits, refer to [User's Guide: Advanced Functions].

Front view (with optional devices installed)

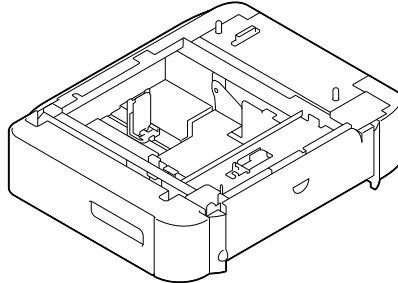
No.	Name
1	Lower Feeder Unit PF-P14 (Tray 2)

3.3 Installing optional units

3.3.1 Installing Lower Feeder Unit (Tray 2)

Configuration of Lower Feeder Unit

Lower Feeder Unit (with 500-sheet paper tray)

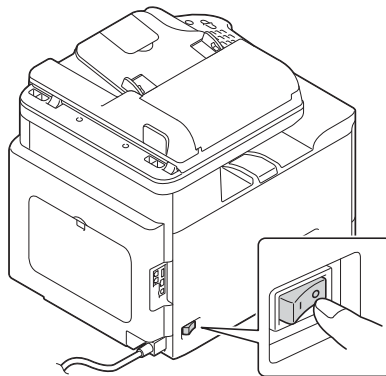


Installing the Lower Feeder Unit

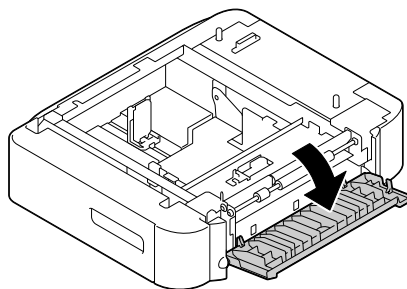
⚠ CAUTION

- This printer contains consumables. When moving the printer, keep it level so that toner does not spill from it.

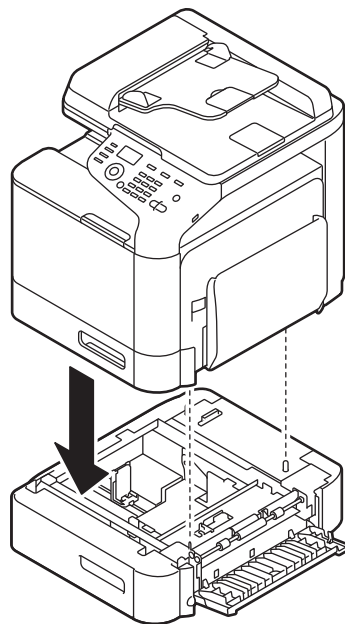
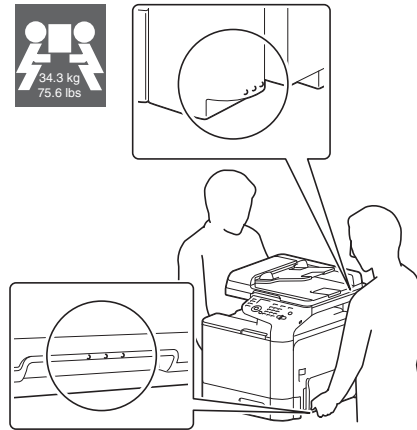
- 1 Turn the printer power off, then remove all cables.



- 2 Prepare the **Lower Feeder Unit**.
 - Be sure to place the **Lower Feeder Unit** on a level surface.
- 3 Open the Right Door of the **Lower Feeder Unit**.
 - Be sure to open the Right Door of the **Lower Feeder Unit** before setting the printer.



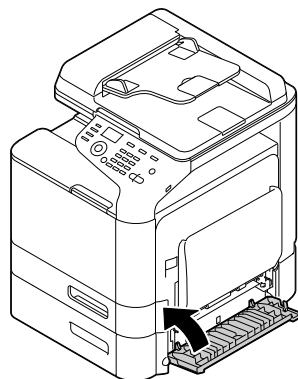
- 4 The printer must be held by two people. Correctly set the **Lower Feeder Unit** by aligning the positioning pins with the pin receiving holes at the bottom of the printer.



NOTICE

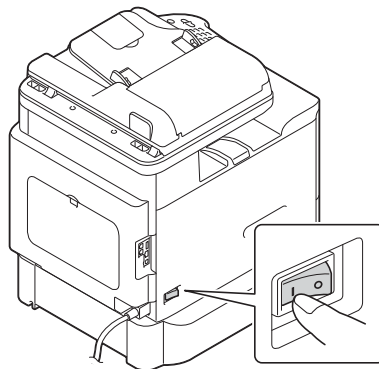
This printer weighs approximately 75-5/8 lb (34.3 kg), including consumables. Two people are always required to lift the printer.

- 5 Close the Right Door of the **Lower Feeder Unit**.



- 6 Connect the interface cable.

- 7 Connect the power cable, then turn the printer power on.



- 8 On the main screen, select [REPORT/STATUS] - [REPORT] - [Configuration Page] to print out the Configuration Page, then check that the **Lower Feeder Unit** is installed.
- 9 Check that the installed **Lower Feeder Unit** is correctly recognized by the printer driver.
→ For details, refer to [User's Guide: Print].

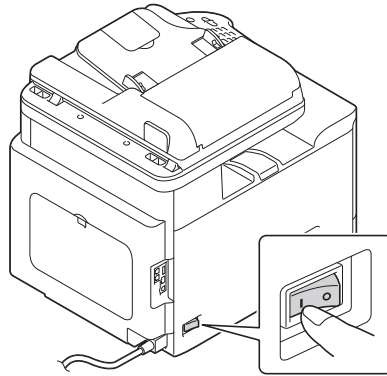
4

Turning the Power ON or OFF

4 Turning the Power ON or OFF

4.1 Turning the Power Switch ON or OFF

- 1 Connect the **Power Cord** to this machine.
- 2 Connect the **Power Cord** to the power outlet.
- 3 When turning the main power on, press | of the **Power Switch**.



This displays the screen showing that the machine is running the start-up process.
When the main screen appears, this machine is ready to operate.

- 4 When turning the main power off, press ○ of the **Power Switch**.

NOTICE

*While printing, do not turn the **Power Switch** off or press the **Power** key. Otherwise, it may lead to a paper jam.*

*If the **Power Switch** is turned off or the **Power** key is pressed while this machine is running, the system deletes the currently loaded data or communicating data as well as queued jobs.*

*When restarting this machine, turn the **Power Switch** off and on again after 10 or more seconds have elapsed. Not doing so may result in an operation failure.*

4.2 Switching to Power Save mode

Hold down the **Scan/Sleep** or **Copy/Power** key to switch this machine to Power Save mode.

When each key is held down, the status of this machine changes as shown below.

Key	Status of this machine	Status of Start Indicator	Print / Fax RX	Description
Scan/Sleep	Sleep	Flash: Blue	Enable	Turns off the backlight of the Message Window to reduce power consumption. If a fax or print job is received, it is printed while Sleep mode is maintained in the active state. Operating the Control Panel returns to Normal mode.
	Deep Sleep	Flash: Blue	Enable	Reduces power consumption further than when in Sleep mode. The display of the Message Window is turned off completely. If a fax or print job is received, this machine shifts to Sleep mode to make prints, then returns to Deep Sleep mode. The time required to return to Normal mode is longer than that required to return from Sleep mode. Operating the Control Panel returns to Normal mode.
Copy/Power	ErP Auto Power OFF	Flash: Orange	Disable	This function provides a more significant power saving effect than Deep Sleep mode, which is close to the state where the main power is turned off. To enable the machine to return to Normal mode from the ErP Auto Power OFF status, press the Copy/Power key again.

Tips

If this machine is switched to Sleep mode in factory settings, it automatically shifts to Deep Sleep mode that reduces power consumption further than when in Sleep mode.

However, this machine cannot be shifted to Deep Sleep mode if:

- An optional **i-Option LK-111** is employed and the ThinPrint function is enabled.
- An optional **Authentication Unit** is connected.

Related setting (for the administrator)

When this machine is in Sleep mode, you can select whether or not to shift to Deep Sleep mode that reduces power consumption further than when in Sleep mode.

To configure settings: [UTILITY] - [Admin Settings] - [System Settings] - [Pwr Sup/Pwr Sav] - [SleepMdPwr-Consump] (Default: [Enabled])



Loading the Original

5 Loading the Original

5.1 Loading the original into the ADF

Original available for ADF

Item	Specifications
Original types	Plain paper (13-5/16 lb to 29-1/4 lb (50 g/m ² to 110 g/m ²))
Max. original size	A4 or Legal Fax only: 8-1/2 inches (216 mm) × 19-11/16 inches (500 mm)
Original loading capacity	Max. 50 sheets (21-1/4 lb (80 g/m ²))

Do not load the following originals into the **ADF**. Doing so may cause an original paper jam, or damage the originals.

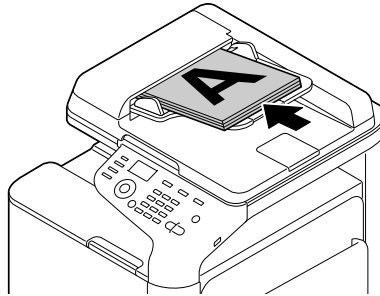
- Wrinkled, folded, curled, or torn originals
- Highly translucent or transparent originals, such as transparencies or diazo photosensitive paper
- Coated originals such as carbon-backed paper
- Original that is less than basic weight 13-5/16 lb (50 g/m²) or greater than 29-1/4 lb (110 g/m²)
- Originals that are bound, for example, with staples or paper clips
- Originals that are bound in booklet form
- Originals with pages bound together with glue
- Originals with pages that have had cutouts removed or that are cutouts
- Label sheets
- Offset printing masters
- Photographic Paper
- Glossy original such as gloss coated paper

Loading the original into the ADF

The **ADF** feeds original sheets one by one in order from the top, and automatically loads them. It also loads a 2-sided original automatically.

The **ADF** is helpful when loading a large number of original.

- 1 Put the first page of an original at the top, and load the original into the **Document Feed Tray** with the side to be photocopied facing upward.



→ Load the original so that its top side is placed at the back. When loading in a different orientation, be sure to specify the loading direction of originals.

NOTICE

*Do not load more than 50 sheets at a time into **Document Feed Tray**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause the originals to jam, damage the originals, and/or cause **ADF** failure. However, if the original contains more than 50 pages, it can be scanned separately.*

- 2 Slide the **Document Guide** to fit the loaded original.

5.2 Loading the original onto the Original Glass

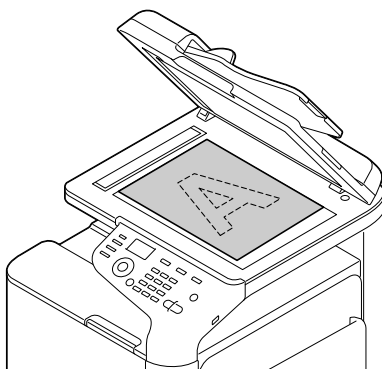
Original available on the Original Glass


Item	Specifications
Original types	Sheets, books (two-page spread), cards, three-dimensional objects
Max. original size	A4
Original loading capacity	Max. 6-5/8 lb (3 kg)

Loading the original onto the Original Glass

Using the **Original Glass** allows you to scan an original such as a book or card, which is not available in the **ADF**.

- 1 Open the **ADF**.
- 2 Load the original into the **Original Glass** with the side to be photocopied facing downward.



- Place the top side of the original at the back, and align the original to the  mark at the left rear of the **Original Scale**. When loading in a different orientation, be sure to specify the loading direction of originals.
- When copying a highly transparent original such as transparencies or tracing paper, place a blank sheet that is the same size as the original on the original to enable clear scanning.

NOTICE

Do not place an original heavier than 3 kg on the original glass. Furthermore, do not use excessive force to press down on a book or any other form of original that must be spread on the original glass. Otherwise, the machine may be damaged or a failure may occur.

- 3 Close the **ADF**.

NOTICE

*When placing a thick book or a three-dimensional object on the original glass, you do not need to close the **ADF** to scan it. A bright light may be emitted through the **Original Glass**. Be careful not to look directly at it. Note, however, that the light coming through the original glass is not a laser beam, and will not expose the user to related hazards.*



Loading Paper

6 Loading Paper

6.1 Paper

6.1.1 Checking the available paper types

Paper type	Paper weight	Paper capacity
Plain paper Recycled paper Two-side unavailable paper ^{*1}	15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²)	Manual Feed Tray: 100 sheets Tray 1: 250 sheets Lower Feeder Unit (Tray 2): 500 sheets
Thick 1	24-3/16 lb to 39-7/8 lb (91 g/m ² to 150 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Thick 2	40-3/16 lb to 55-7/8 lb (151 g/m ² to 210 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Glossy paper 1	26-5/8 lb to 34-1/16 lb (100 g/m ² to 128 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Glossy paper 2	34-5/16 lb to 42 lb (129 g/m ² to 158 g/m ²)	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Postcard	-	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Envelope	-	Manual Feed Tray: 10 sheets
Label sheet	-	Manual Feed Tray: 20 sheets Tray 1: 20 sheets
Letterhead ^{*2}	-	Tray 1: 20 sheets

^{*1} Paper on which you will not print on both sides (for example, when something has already been printed on the front side).

^{*2} Paper where company names, preset text, and other text have already been printed.

NOTICE

Paper other than plain paper is referred to as special paper. When loading special paper into the paper tray, specify the correct paper type. Otherwise, it may result in a paper jam or image error.

6.1.2 Checking the available paper sizes

Paper feed port	Allowable sizes
Manual Feed Tray	A4, A5, A6, B5 (JIS), B6 Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2), Invoice (5-1/2 × 8-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, Folio (8-1/4 × 13), Government Legal (8-1/2 × 13), 8-1/2 × 13-1/2, 16K, Kai 16, Kai 32 Postcard (100 mm × 148 mm), Reply postal card (148 mm × 200 mm) Photo Size 4 × 6 Envelope #10, Western-style envelope #6, Envelope DL, Western-style envelope #2, End-opening envelope #3, End-opening envelope #4 B5 (ISO), UK Quarto (8 × 10), Government letter (8 × 10-1/2) Width: 3-5/8 to 8-1/2 inches (92.0 mm to 215.9mm), Length: 5-13/16 to 14 inches (148.0 mm to 355.6 mm)
Tray 1	A4, A5, A6, B5 (JIS), B6 Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Invoice (5-1/2 × 8-1/2) Government legal (8-1/2 × 13) 16K, Kai 16, Kai 32, Postcard (100 mm × 148 mm), Reply postal card (148 mm × 200 mm) Photo Size 4 × 6 UK Quarto (8 × 10), Government letter (8 × 10-1/2) Width: 3-5/8 to 8-1/2 inches (92.0 mm to 215.9 mm), Length: 5-13/16 to 11-11/16 inches (148.0 mm to 297.0 mm)
Lower Feeder Unit (Tray 2)	A4, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), Executive (7-1/4 × 10-1/2), Folio (8-1/4 × 13)
Auto Duplex Unit	A4, B5 (JIS) Legal (8-1/2 × 14), Letter (8-1/2 × 11), SP Folio (8-1/2 × 12-11/16), Executive (7-1/4 × 10-1/2) Foolscap (8 × 13), 8-1/8 × 13-1/4, Folio (8-1/4 × 13), Government legal (8-1/2 × 13), 8-1/2 × 13-1/2, 16K Government letter (8 × 10-1/2), UK Quarto (8 × 10), Kai 16 Width: 7-3/16 to 8-1/2 inches (182 mm to 216 mm), Length: 10-1/8 to 14 inches (254 mm to 356 mm)

Tips

- The area, excluding 3/16 inches (4.2 mm) from the paper edge, is used as the printable area on all paper sizes. When configuring a user setting of the page size using the application, specify the paper size within the printable area so that the optimal result is obtained.
- On an envelope, it is only possible to print on the front (address) side. Also, the result of printing on the seal overlapping part on the front side cannot be assured. The area that cannot be assured varies depending on envelope types.
- The page margin setting is determined depending on your application. If the default paper size or margin is selected, there may be some part of the paper that is not able to be printed on. To obtain the optimal result, configure the custom size setting so that an image is included in the printable area of this machine.
- Specify the custom size in the range of the numeric values shown in the table above using the printer driver.
- When custom-size paper with dimensions larger than width 8-1/4 inches (210 mm) and length 11 inches (279 mm) is used in **Tray 1**, trailing edges will be loaded in the bent state due to the tray structure. (Maximum length 11-11/16 inches (297 mm)) To load such custom-size paper, use the **Manual Feed Tray** or load up to 100 sheets in **Tray 1**.
- In Mac OS X environment, the maximum size of the **Manual Feed Tray** that can be used for 2-sided printing is "width 8-1/2 inches (216 mm) x length 14 inches (355 mm)".

6.1.3 Precautions for correct operations

Unavailable paper

Do not load the following types of paper into the tray. Not observing these precautions may lead to reduced print quality, a paper jam, or machine damage.

- Paper that has been printed on using a heat-transfer printer or an inkjet printer
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Paper that is damp, perforated, or that has been hole punched
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Treated paper such as carbon-backed paper, thermal paper, pressure-sensitive paper, or iron-on transfer paper
- Paper that has been decorated with foil or embossing
- Paper of a non-standard shape (paper that is not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc., attached
- Paper with different paper quality (roughness) on the front and back sides
- Paper that is too thin or too thick
- Paper containing static electricity
- Acidic paper
- Other types of unavailable paper

Storing paper

To store paper, be sure to note the following points.

- Store paper on an even, horizontal surface, and do not take the paper out of its packaging until it is loaded into a tray. If paper is left for a long period of time outside its package, it may cause a paper jam.
- When not using paper that has been taken out of its package once, return it to the original package and store it in a horizontal, cool, dark place.
- Do not store paper in locations or in environments that are:
 - Too humid
 - Exposed to direct sunlight
 - Subject to high temperatures (95°F (35°C) or more)
 - Too dusty
- Do not set paper against the other or store it vertically.

Tips

When purchasing a large quantity of paper or special paper, carry out a trial print to check the printing quality in advance.

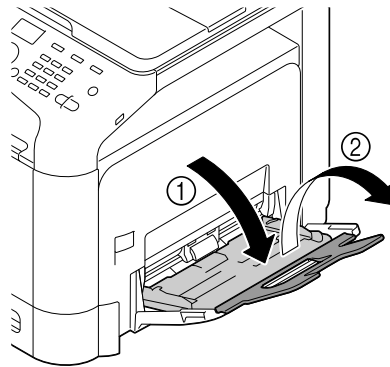
6.2 Loading paper into the Manual Feed Tray

How to load paper into the Manual Feed Tray

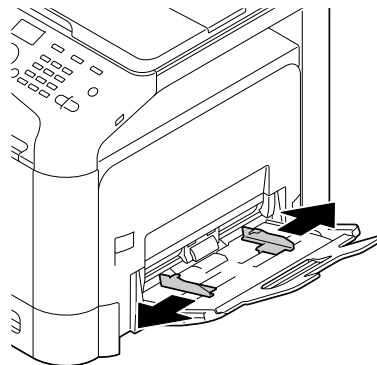
When selecting a paper size other than for paper trays, use the **Manual Feed Tray**.

To use the **Manual Feed Tray**, load paper and specify the paper type.

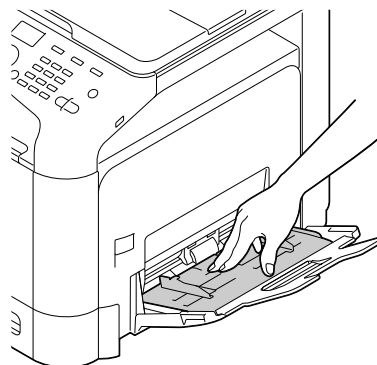
- 1 Open the **Manual Feed Tray**.



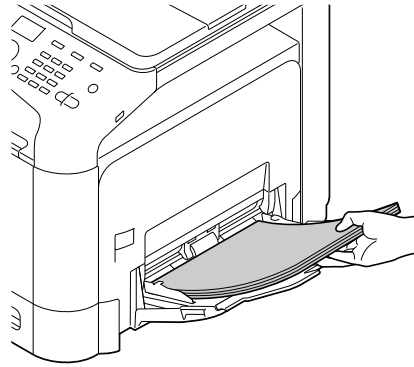
- 2 Spread out the paper guide.



- 3 Push up the center of the flip-top plate until the lock latches (white) at the right and left are locked.



- 4 With the side to be printed on facing down, insert the paper as far as possible into the feed slot.
 - For details on the available paper sizes, refer to page 6-3.
 - For details on how to load postcards, refer to page 6-7.
 - For details on how to load envelopes, refer to page 6-8.

**NOTICE**

Load paper within the guide indicating the upper limit.

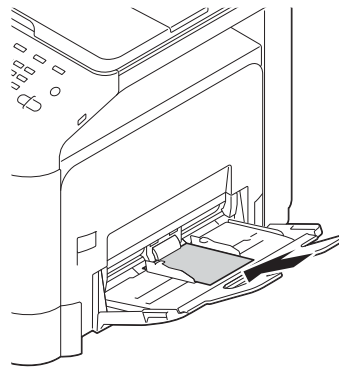
If paper is curled, flatten it before loading.

- 5 Align the paper guide to the paper size.
- 6 Change the paper type and paper size on the **Control Panel**. When loading custom sized paper, also specify the paper size.
 - To configure settings: [UTILITY] - [Paper Settings] - [Manual]

Loading postcards

Up to 20 postcards can be loaded into the tray at a time.

- 1 With the print side facing down, load a postcard as shown in the figure.



- 2 Align the paper guide to the paper size.
- 3 Change the paper type and paper size on the **Control Panel**.
 - To configure settings: [UTILITY] - [Paper Settings] - [Manual]

**Reference**

When printing data stored on a computer onto a postcard, use the [Basic] tab of the printer driver to configure settings. For details, refer to [User's Guide: Print].

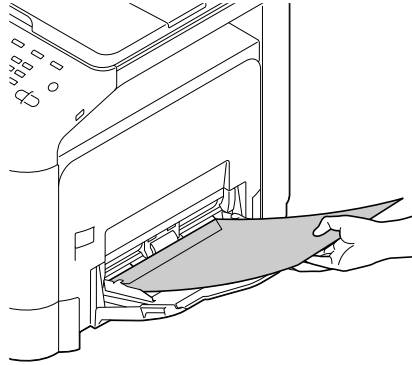
Loading envelopes

Up to 10 envelopes can be loaded into the tray at a time.

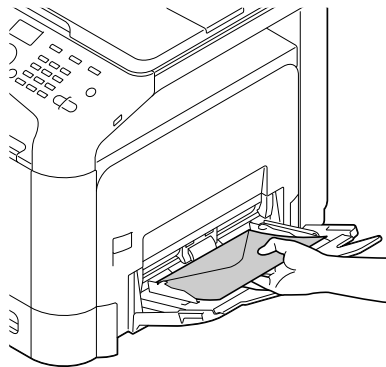
NOTICE

Before loading, remove air from the envelope(s), and securely press along the flap fold line. Otherwise, it will result in wrinkles or a paper jam.

- 1 Position so the flap part is facing up, and load an envelope as shown in the figure.



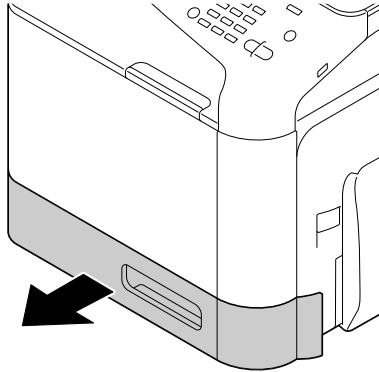
- If a cap is in the long side of an envelope (western-style envelope #2, western-style envelope #6, or envelope DL), load the cap into the machine side.



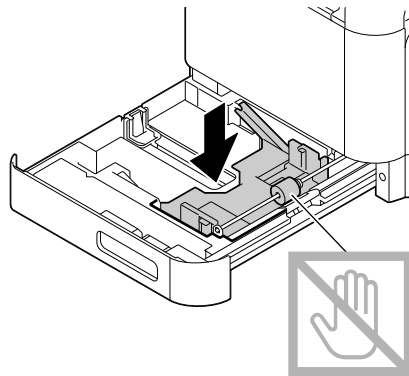
- 2 Align the paper guide to the paper size.
- 3 Change the paper type and paper size on the **Control Panel**.
 - To configure settings: [UTILITY] - [Paper Settings] - [Manual]

6.3 Loading paper into Tray 1

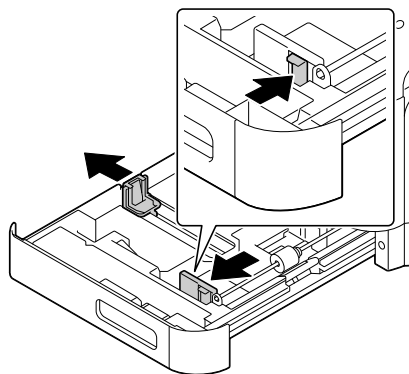
- 1 Pull out Tray 1.



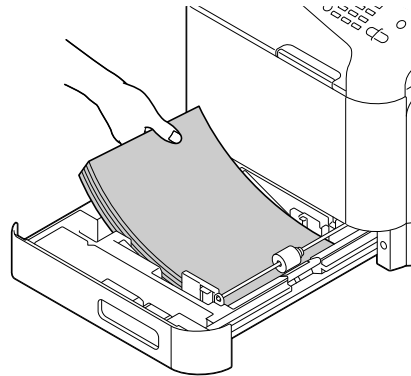
- 2 Press the flip-top plate down until it is locked.



- 3 Spread out the paper guide.



- 4 Load paper into the tray with the print side facing up.
 - For details on the available paper sizes, refer to page 6-3.
 - Load a postcard or reply postal card, turning the short side to the right-hand side of the tray.

**NOTICE**

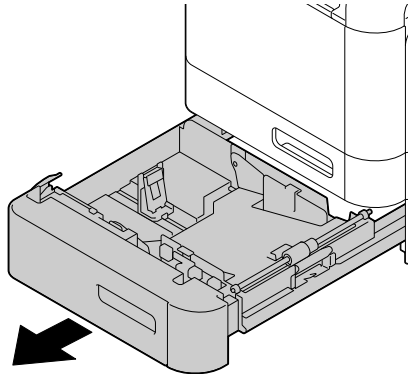
*Do not load the sheets up to the point where the top of the stack is higher than the ▼ mark.
If paper is curled, flatten it before loading.*

- 5 Align the paper guide to the paper size.
- 6 Close **Tray 1**.
- 7 Change the paper type and paper size on the **Control Panel**.
 - To configure settings: [UTILITY] - [Paper Settings] - [Tray1]

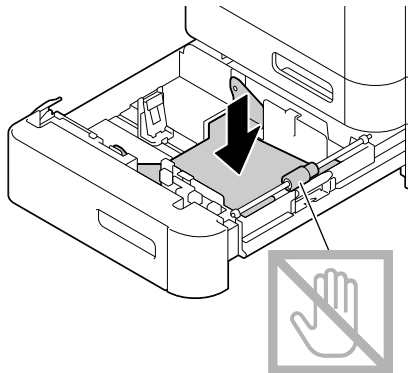
6.4 Loading paper into Tray 2

✓ Tray 2 is available when the optional **Lower Feeder Unit** is installed.

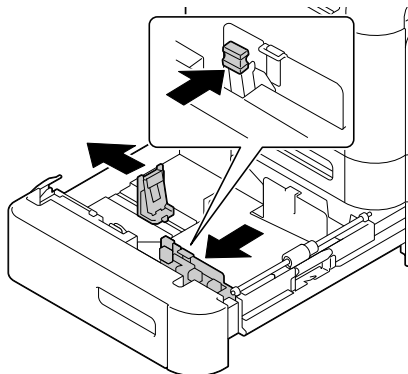
1 Pull out Tray 2.



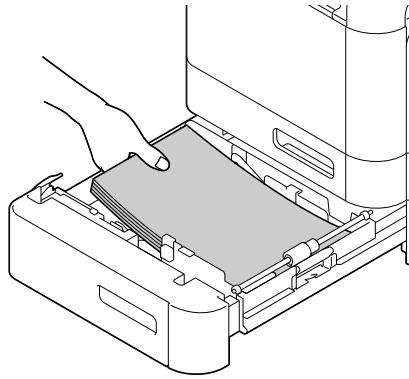
2 Press the flip-top plate down until it is locked.



3 Spread out the paper guide.



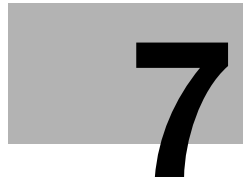
- 4 Load paper into the tray with the print side facing up.
 - For details on the available paper sizes, refer to page 6-3.

**NOTICE**

Do not load the sheets up to the point where the top of the stack is higher than the ▼ mark.

If paper is curled, flatten it before loading.

- 5 Align the paper guide to the paper size.
- 6 Close **Tray 2**.
- 7 If necessary, change the paper type on the **Control Panel**.
 - To configure settings: [UTILITY] - [Paper Settings] - [Tray2]
 - The paper size is automatically set.

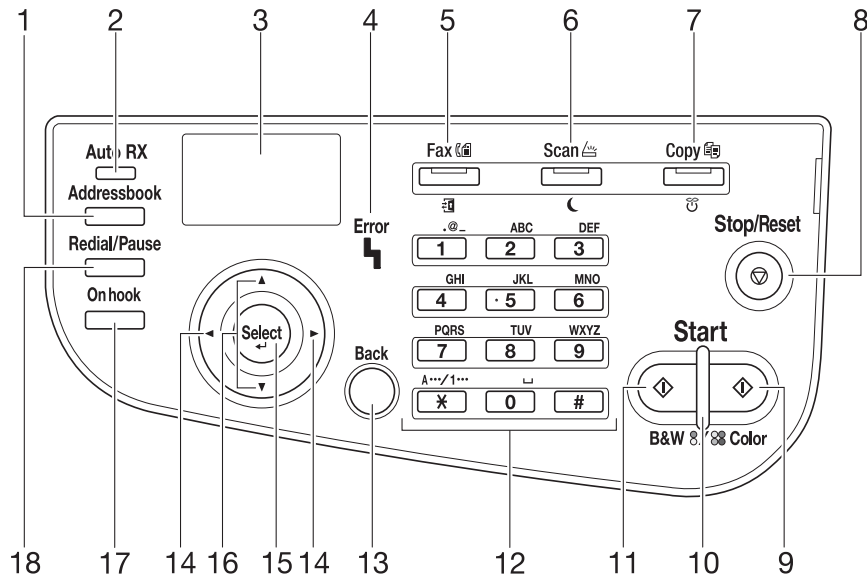


Control Panel

7 Control Panel

7.1 Names and functions of the Control Panel keys

The **Control Panel** on the top of this machine allows you to directly operate this machine. The **Message Window** displays a message that indicates the status of this machine or the required operations.



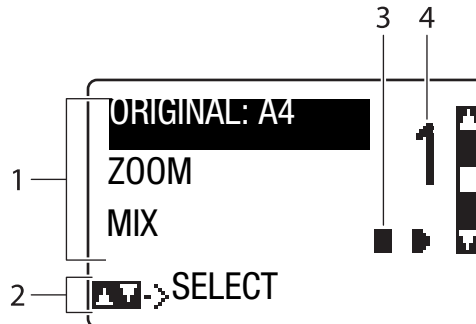
No.	Name	Description
1	Addressbook	Recalls the registered target destination (Favorites, Address Book, Group, or Program).
2	Auto RX Indicator	Lights up when the fax receiving mode is set to Auto RX.
3	Message Window	Displays Utility items or messages.
4	Error Indicator	Lights up when an error has occurred. It also flashes when a service call has occurred.
5	Fax/Access	<ul style="list-style-type: none"> Shifts to Fax mode. Lights up green in Fax mode. If user authentication is enabled on this machine, hold down this key to log in or log out. For details, refer to page 8-3.
6	Scan/Sleep	<ul style="list-style-type: none"> Shifts to Scan mode. Lights up green in Scan mode. Holding down this key shifts to Sleep mode. For details, refer to page 4-4.
7	Copy/Power	<ul style="list-style-type: none"> Shifts to Copy mode. Lights up green in Copy mode. Holding down this key shifts to ErP Auto Power Off mode. For details, refer to page 4-4.
8	Stop/Reset	Cancels a changed setting or stops a function.
9	Start (Color)	Starts copying, scanning, or sending a fax in color.
10	Start Indicator	<p>Indicates the status of this machine via the lamp color, flashing, or a lamp lighting up.</p> <ul style="list-style-type: none"> Lights up blue: This machine is ready to begin operating. Flashes blue: This machine is in Power Save mode, but it can receive faxes or execute print jobs. Flashes orange: This machine is not ready to begin operating because it is in Power Save mode. Lights up orange: This machine is not ready to begin operating.
11	Start (B&W)	Starts copying, scanning, or sending a fax in black and white.

No.	Name	Description
12	Keypad	Enter the number of copies. Also, enter the fax number, E-mail address, name, and other items. For details on how to enter characters, refer to page 7-7.
13	Back	<ul style="list-style-type: none">• Cancels the entered character or numeric value.• Returns to the previous screen.• Cancels the displayed setting.
14	◀/▶	Moves the cursor right or left.
15	Select	Determines the selected menu item.
16	▲/▼	Moves the cursor up or down.
17	On hook	Places the machine into the off-hook mode. Pressing this key again returns to the on-hook mode.
18	Redial/Pause	<ul style="list-style-type: none">• Displays the fax number to which the last fax was sent by specifying the destination using Direct Input.• Inserts a pause into the fax number to be used for sending.

7.2 Screen layout

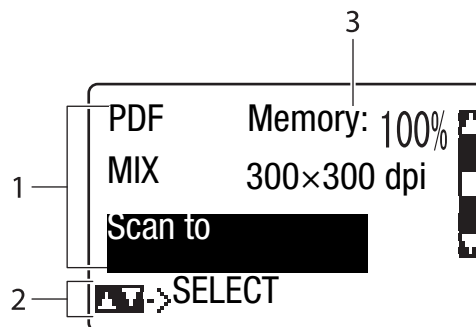
7.2.1 Main screen

Copy mode



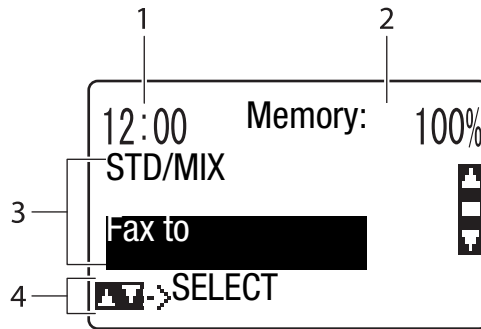
No.	Display	Details
1	Copier settings	Check the current setting or change various settings. For details, refer to [User's Guide: Copy].
2	Status	Displays a message depending on your operating status.
3	Copy density	Displays the copy density.
4	Number of copies	Displays the number of copies.

Scan mode



No.	Display	Details
1	Scan settings	Check the current setting or change various settings. For details, refer to [User's Guide: Scan].
2	Status	Displays a message depending on your operating status.
3	Free space	Displays the free memory space in percentage form (%).

Fax mode



No.	Display	Details
1	Time	Displays the current time. To specify the time, select [UTILITY] - [Admin Settings] - [System Settings] - [CLOCK].
2	Free space	Displays the free memory space in percentage form (%).
3	Fax settings	Check the current setting or change various settings. For details, refer to [User's Guide: Fax].
4	Status	Displays a message depending on your operating status.

7.2.2 Help screen

If an error such as a paper jam has occurred, press the ► key; the help screen appears to help you perform error processing.

7.3 Entering Characters

Enter digits, characters, and symbols using the **Keypad**.

Changing the entry mode

The entry mode shifts in the order of alphabet characters -> digits each time the **✕** key on the **Control Panel** is pressed.

Display	Description
[A...]	Alphabet character entry mode
[1...]	Digit entry mode

Available characters

The available characters vary depending on the entry mode. The following characters are available in each entry mode.

Keypad	[1...] Digit entry mode	[A...] Alphabet character entry mode
1	1	.,'?!"1-()@/;:_
2	2	ABC2abc
3	3	DEF3def
4	4	GHI4ghi
5	5	JKL5jkl
6	6	MNO6mno
7	7	PQRS7pqrs
8	8	TUV8tuv
9	9	WXYZ9wxyz
0	0	(space)0
#	#	+&/*=!?()%[]^'{} \$, :

Tips

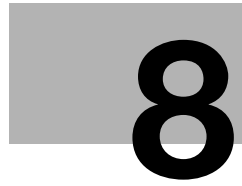
- On the fax number entry screen, an asterisk, "*", is displayed if the **✕** key is pressed.
- To delete all characters you entered, hold down the **Back** key.
- To delete some characters you entered, press the **◀** or **▶** key to move the cursor to the character you want to delete, then press the **Back** key.
- To continuously enter characters using the same key, type the first character, then press the **▶** key to type the next character.
- To enter a space, press the **0** key once in the alphabet character entry mode.

7.4 REPORT/STATUS

To display the REPORT/STATUS menu, press the ▲ or ▼ key on the main screen of each mode to select [REPORT/STATUS], then press the **Select** key.

This menu allows you to check the total number of sheets printed on this machine or the fax sending and receiving results, and print various reports.

Settings	Description
[Counter]	Check the total number of pages printed on this machine on a function or color basis. For details, refer [User's Guide: Maintenance/Troubleshooting].
[Remaining Supply]	Check the status of consumables (consumption level). For details, refer to [User's Guide: Maintenance/Troubleshooting].
[TX/RX RESULT]	Check the fax sending and receiving results (maximum 300 jobs).
[REPORT]	Print various reports. Select the report you want to print, then press the Start key to start printing. <ul style="list-style-type: none"> • [Configuration Page]: Prints a list that contains setting details of this machine. • [PS FONT LIST]: Prints a list of PS fonts built in to this machine. • [PCL FONT LIST]: Prints a list of PCL fonts built in to this machine. • [Remaining Supply]: Prints a list of directories on the hard disk.



Login Screen

8 Login Screen

If user authentication is enabled on this machine, the Login screen appears.

- If an optional **Authentication Unit** is installed, place the IC card on the **Authentication Unit**. If authentication succeeds, you can log in to this machine.
- To log in to this machine as a public user, select [Public login] on the login screen, then press the **Select** key or hold down the **Fax/Access** key.

Tips

- To employ user authentication, an optional **Hard Disk** is required.
- To employ IC card user authentication, the setting by your service engineer is required in addition to optional **Hard Disk** and **Authentication Unit**. For details, contact your service representative.
- To log out from this machine, hold down the **Fax/Access** key on the main screen when logging in.
- If you do not operate this machine for a certain period of time during login, you will be logged out automatically.

Reference

For details on how to configure user authentication settings, refer [User's Guide: Applied Functions].

For details on IC card authentication, refer [User's Guide: Applied Functions].

*If an optional **Authentication Unit** is installed, the ID & Print function is available. For details on the ID & Print function, refer to [User's Guide: Print].*



9

Specifications

9 Specifications

9.1 Checking the specifications of this machine

Item	Description	
Name	d-COLOR MF3100	
Type	Flatbed, reverse automatic document feeder, desktop type printer	
Color mode	Full Color	
Scanning resolution	600 dpi × 300 dpi , 600 dpi × 600 dpi (with hard disk installed)	
Writing resolution	At copying: 600 dpi × 600 dpi At printing: 600 dpi × 600 dpi (Standard mode) 1200 dpi × 1200 dpi (High quality mode)	
Gradation	256	
Memory size	1 GB	
HDD	320 GB	
Originals	Sheets, books, objects (Max. weight limit: 6-5/8 lb (3 kg))	
Max. original size	A4 or Legal (ADF only)	
Print size	Paper size	Main unit: Width: 3-5/8 to 8-1/2 inches (92 mm to 216 mm), Length: 5-13/16 to 11-11/16 inches (148 mm to 297mm) Manual Feed Tray: Width: 3-5/8 to 8-1/2 inches (92 mm to 216 mm), Length: 5-13/16 to 14 inches (148 mm to 356 mm) Supported up to 11 inches (279.4 mm) in length when the width exceeds 8-1/4 inches (210 mm).
	Image chipping width	Leading edge or trailing edge: 3/16 inches (4.2 mm) or less, Left or right: 3/16 inches (4.2 mm) or less
Warm-up time (73.4 °F (23 °C), std. voltage)	Time period from when the Power Switch is turned on to when this machine is ready for printing 120 V: 38 sec. or less 220 V: 38 sec. or less 230 V: 38 sec. or less 240 V: 38 sec. or less Time period from when Sleep mode is released to when this machine is ready for printing while the Power Switch is on 120 V: 35 sec. or less 220 V: 38 sec. or less 230 V: 35 sec. or less 240 V: 33 sec. or less	
First copy time	Full color: 17.0 sec. or less, Black: 13.0 sec. or less (Standard) Full color: 14.0 sec. or less, Black: 10.0 sec. or less (Fastest)	
Copy speed	31 sheets/min. (A4, plain paper), 32.5 sheets/min. (Letter (8-1/2 × 11 inches), plain paper)	
Paper handling/paper capacity	Paper tray, 1 level (universal cassette: 250 sheets) Manual Feed Tray 100 sheets	
Paper weight	Main unit: 15-15/16 lb to 55-7/8 lb (60 g/m ² to 210 g/m ²) Manual Feed Tray: 15-15/16 lb to 55-7/8 lb (60 g/m ² to 210 g/m ²)	
Number of continuous copies	1 to 99 sheets	

Item	Description	
Auto duplex	Paper size	Width: 7-3/16 to 8-1/2 inches (182 mm to 216 mm), Length: 10 to 14 inches (254 mm to 356 mm)
	Paper weight	15-15/16 lb to 55-7/8 lb (60 g/m ² to 210 g/m ²)
Stacking capacity	150 sheets (plain paper), 10 sheets (special paper)	
Power supply	AC 110 V, 9 A, 60 Hz AC 120 V, 8.3 A, 60 Hz AC 127 V, 8.5 A, 60 Hz AC 220 V to 240 V, 4.5 A, 50/60 Hz	
Max. power consumption	110 V: 990 W 120 V: 990 W 127 V: 1070 W 220 V to 240 V: 1.08 kW	
Dimensions [W] × [D] × [H]	17-9/16 inches (446.5 mm) × 21-7/16 inches (544 mm) × 18-3/4 inches (476 mm) (Main unit + ADF (excluding projections on some parts))	
Space Requirements [W] × [D] × [H]	26-5/8 inches (675.5 mm) × 34-13/16 inches (885 mm) e 27-11/16 inches (703 mm) (View with Paper Feeder Unit pulled out and Manual Feed Tray and ADF opened (excluding the extension part of the Output Tray))	
Weight	Approx. 75-5/8 lb (34.3 kg (including consumables))	

Fax function specifications

Item	Specifications
Communication	Super G3
Compatible lines	Public switch telephone network (including fax communication line) PBX lines
Line density	Ultra Fine: 600 dpi × 600 dpi Super Fine: 16 dot/mm × 15.4 line/mm, 400 dpi × 400 dpi Fine: 8 dot/mm × 7.7 line/mm, 200 dpi × 200 dpi Normal: 8 dot/mm × 3.85 line/mm Faxes are transmitted at any of the above scanning line densities according to the capabilities of a recipient's machine.
Modem speed	2400/4800/7200/9600/12000/14400/16800/19200/ 21600/24000/26400/28800/31200/33600 bps
Compression	JBIG, MMR, MR, MH
Sending paper size	Max. A4 Long original: 8-1/2 inches × 19-11/16 inches (216 mm × 500 mm) (in use of ADF)
Recording paper size	Max. legal
Transmission speed	Approx. 3 sec. * Time when sending an our standard A4 original including 700 characters with the normal image quality (8 dot/mm × 3.85 line/mm) in super G3 mode (ITU-T V.34 base 33.6 kbps or more) with JBIG.
Address Book	250 destinations
Program	50 destinations
Group	20 destinations
Sequential multiple station transmission	Max. 500 destinations (Max. 250 destinations when dialing using the keypad)

9.2 Checking the specifications of optional devices

Lower Feeder Unit PF-P14

Item	Specifications
Model number	PF-P14
Paper type	Plain paper, recycled paper (15-15/16 lb to 23-15/16 lb (60 g/m ² to 90 g/m ²))
Paper size	A4, B5 (JIS) Legal (8-1/2 inches × 14 inches), Letter (8-1/2 inches × 11 inches, Executive (7-1/4 inches × 10-1/2 inches), Government legal (8-1/2 inches × 13 inches)
Paper capacity	500 sheets
Power supply	Supply from machine
Dimensions [W] × [D] × [H]	17-5/8 inches (447 mm) × 20-7/16 inches (519 mm) × 4-5/8 inches (117 mm)
Weight	Approx. 17-5/8 lb (8.0 kg)

Authentication Unit AU-201

Item	Specifications	
Name	Card Authentication Unit AU-201	
Dimensions [W] × [D] × [H]	3-5/8 inches (92 mm) × 2-1/2 inches (64 mm) × 5/8 inches (16 mm)	
Weight	Approx. 1/4 lb (0.1 kg)	
Power supply	Power feeding from USB port	
System conditions (operating state)	Ambient temperature	32°F to 104°F (0°C to 40°C)
	Humidity	20% to 85% (No condensation)
System conditions (non-operating state)	Ambient temperature	-4°F to 122°F (-20°C to 50°C)
	Humidity	20% to 85% (No condensation)
Radio law division	Self-guided read-write communication facility	
Applicable card	FeliCa (IDm), SSFC, FCF, FCF (campus), MIFARE (UID)	
Acquired standard	VCCI class B	
Compatible computer	Computer	PC-AT compatible machine
	CPU	Conforms to the recommended operating environment of your operating system.
	Memory (RAM)	Conforms to the recommended operating environment of your operating system.
	Free space on hard disk	600 MB or more
	Monitor	800 × 600 pixels or more
	Network	Must be configured with the correct TCP/IP or IPX/SPX protocol settings.
	Application	Microsoft Internet Explorer 6.0 (SP1) or later Windows XP: Microsoft .NET Framework 2.0 (SP2 or later) Windows Vista/8: Microsoft .NET Framework 3.5 (SP1 or later) Windows 7 is equipped with .NET Framework required to operate Data Administrator as the standard.
	Interface	Conforms to USB 1.1.
Supported operating systems	For the supported operating systems, refer to Re-adme.	

9.3 Standard operating life of consumables and periodic replacement parts

Item	Standard average operating life
Print Unit	Approx. 30,000 pages (Continuous printing)
Toner Cartridge	Toner Cartridge supplied with the product: Approx. 5,000 pages (3 pages/job) Toner Cartridge for replacement: Approx. 5,000 pages (3 pages/job)
Waste Toner Bottle	Approx. 6,500 pages (full color)
Secondary Transfer Unit	Approx. 100,000 pages (3 pages/job)
Fuser Unit	Approx. 100,000 pages (3 pages/job)
Transfer Unit	Approx. 100,000 pages (3 pages/job)
Media Feed Roller	Approx. 300,000 pages

Tips

- The above indicates a numeric value for 1-sided printing with A4- or letter-size paper. The actual operating life varies (decreases) depending on printing conditions (printing ratio, paper size, etc.), printing method such as the continuous printing (a print job of four pages on average is optimal for consumables) or the intermittent printing (when a print job of one page is executed multiple times), and the paper type such as thick paper printing. It is also affected by the ambient temperature and humidity.
- In a color printer, all toners are consumed in minute amounts regardless of black and white printing or color printing at the time of initialization by machine power-on or -off or automatic adjustment to maintain printing quality. Even when printing in black and white, color toners are consumed, and their cartridges must be replaced.

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