QUICK GUIDE

d-COLOR MF3100

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1 Introduction

1 Introduction

This [Quick Guide] uses illustrations to describe operating procedures for the most commonly used functions in an easy-to-understand way.

Start by using this manual to become proficient with the useful functions that this machine offers.

For details on the various functions, refer to the User's Guides on the User's Guide CD/DVD included with this machine.

In order to operate the machine safely and properly, be sure to read the safety information on page 1-5 of this manual before use.

In addition, this manual contains the following information. Be sure to read the manual before using the machine.

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine

The illustrations and screens used in this manual may appear slightly different from views of the actual equipment and screens.

1.1 Environmental Information

ENERGY STAR®

As an ENERGY STAR® Partner, this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

Environmental benefits of power management

Electricity consumption of a device depends on both its properties and the way of using the device.

Suitable power management setting offers you resource saving usage way. By setting the time to go into power saving modes (e.g. sleep mode) shorter (or optimal), electricity consumption can be reduced.

Recycled Paper

This product can print on recycled paper and environmental stewardship initiatives certified paper which complies with European standard EN 12281 as well as virgin paper. In addition it can print on lighter paper, 64g/m^2 for example. Using such light paper contributes to resources-saving.

Duplex printing

With a product which has a duplex unit, you can print on both sides of paper automatically.

Using this function leads to reducing consumption of natural resources and your cost.

Attached printer driver provides this duplex printing function as initial setting in your computer (The setting can be changed after installation manually).

1.2 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure that you observe all of the precautions that appear in different sections of this manual.

KM_Ver.08_OE

Reference

- Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

Be sure to observe the safety precautions.

This manual contains the instructions that should be strictly observed at all times to prevent injury to yourself and other persons as well as damage to property.

Injuries and damage that might be caused by using the product improperly are classified according to the following symbols.

Pictorial indication	Description
⚠ WARNING	Improper handling can cause serious injury or death.
⚠ CAUTION	Improper handling can cause minor injury or damage to houses and property.

These are some of major exemplary graphical symbols

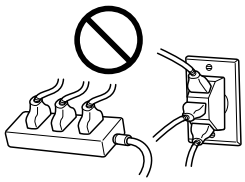
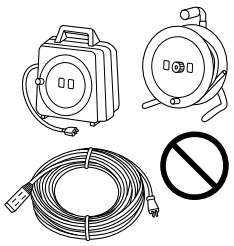
Graphic symbols	Descriptions	Graphic symbols	Descriptions	Graphic symbols	Descriptions
	General prohibition		Do not disassemble		Do not touch
	General instruction		Ground/Earth		Unplug from outlet
	General precaution		High temperature		Electrical shock hazard

Power source connection

⚠ WARNING

Use only the power cord supplied in the package. If a power cord is not supplied, use only the power cord and plug that are specified in the user documentation. Failure to use this cord could result in a fire or electrical shock. If the power cord supplied in the package cannot be used in the country where this product was sold, use a power cord that meets the following conditions or contact your Technical Representative. • The power cord has voltage and current rating appropriate for the rating plate on this machine. • The power cord meets regulatory requirements for the area. • The power cord is provided with grounding pin/terminal.	
Do not use the power cord to other products. Failure to do that could result in a fire or electrical shock.	

WARNING

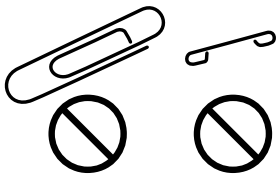
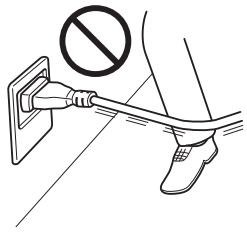
Do not scratch, abrade, place a heavy object on, heat, twist, bend, step on, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.	
Do not use the power source voltage other than being specified on the machine. Failure to do that could result in a fire or electrical shock.	
Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.	
Do not use an extension cord. Use of an extension cord could cause a fire or electric shock. If the power cord furnished with the product is not long enough to be plugged into a wall outlet, contact your Technical Representative.	
Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.	
Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.	
Make sure to ground this product. (Connect the power cord to an electrical outlet that is equipped with a grounding terminal.) Failure to do so and an unlikely event of leakage could result in a fire or electrical shock.	

CAUTION

The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.	
Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.	
Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.	
Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.	

Installation

WARNING

Keep this bag away from babies and children. Do not use in cribs, beds, carriages, or playpens. The thin film may cling to nose and mouth and prevent breathing. This bag is not a toy.	
Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your Technical Representative or your authorized service representative.	
Make sure that the power cord is placed on a site in which no person would step on or trip over it. Stepping on or tripping over the power cord could heat the power cord, resulting in a fire or electric shock.	

CAUTION

<If instructed to use fixing legs> When the product has been installed, fix the product using the fixing legs. Not using the fixing legs could cause the product to move or topple over.	
Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.	
Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.	
Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.	
Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.	
When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.	

Using the product

WARNING

Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.	
Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.	
Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your Technical Representative or your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.	
Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your Technical Representative or your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.	
Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.	
<If an RFID module (limited only to 13.56 MHz) for use in inside-the-machine proximity communication or IH fusing (limited only to 20.05 kHz to 100 kHz) is being used> This machine generates a weak magnetic field. If you experience any unusual symptoms with your implantable medical equipment (cardiac pacemaker, etc.) while near the machine, move away from the machine and see a doctor immediately.	
<If a non-contact IC card reader is being used> If you use an implantable medical equipment (cardiac pacemaker, etc.), do not bring the IC card reader close from the implant within 12 cm at all times. The radio waves may affect implantable medical equipment (cardiac pacemaker, etc.) operations.	

CAUTION

Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.	
The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. A burn could result.	
Unplug the product when you will not use the product for long periods of time.	
When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.	
Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.	

Consumables

WARNING

Do not throw toner or a container that contains toner (e.g., toner cartridge, PC drum unit, imaging unit, and developing unit) into an open flame. The hot toner may scatter and cause burns or other damage.	

CAUTION

Do not leave toner-related parts (e.g., toner cartridge, PC drum unit, imaging unit, and developing unit) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.	
Do not store toner-related parts (e.g., toner cartridge, PC drum unit, imaging unit, and developing unit) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.	
Do not force open the toner-related parts (e.g., toner cartridge, PC drum unit, imaging unit, and developing unit). If toner tumbles from the toner bottle, take utmost care to avoid inhaling it or even getting skin contact.	
If toner lands on your skin or clothing, wash thoroughly with soap and water.	
If you inhale toner, move to a place with fresh air and gargle with a lot of water repeatedly. Should you get symptoms such as coughing, seek medical advice.	
If you get toner into your eyes, immediately rinse them with running water for over 15 minutes. Seek medical advice if irritation persists.	
If you swallow toner, rinse out your mouth and drink a few glasses of water. Seek medical advice if necessary.	
Never touch the electrical contacts of the toner cartridge or the imaging unit, as an electrostatic discharge may damage the product.	
<If instructed to replace the fusing unit> The fusing section is extremely hot. Before replacing the fusing unit, be sure to open doors and covers of the machine. Then, leave the machine to stand idle for a specified period of time and make sure that the fusing section has cooled down to room temperature. Failure to follow these instructions could result in a burn.	

1.3 Regulation notices

GS Certification

This product is GS-certified for the KONICA MINOLTA branded model bizhub C3110.

The equipment is not intended for use at a video workstation in compliance with BildscharbV.

CE Marking (Declaration of Conformity) for users of the European Union (EU)

This product complies with the following EU directives:
2004/108/EC, 2006/95/EC, 2009/125/EC

This declaration is valid for the areas of the European Union (EU) or EFTA only.

This device must be used with a shielded interface cable.

The use of non-shielded interface cables is likely to result in interference with radio communications and is prohibited under 2004/108/EC rules.

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)

FCC: Declaration of Conformity

Product Type	Multi Function Peripherals
Product Name	d-COLOR MF3100
Options	PF-P14, MK-P04, FK-512, HD-P06, AU-201

This device complies with Part 15 of the FCC Rules
Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and
(2) this device must accept any interference received, including interference that may cause undesired operation.

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.

⚠WARNING

- The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.
- This device must be used with a shielded interface cable.
- The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 5) (for Canada users)

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.

This device must be used with a shielded interface cable.

The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under ICES-003.

Electromagnetic Interference

This product must be used with a shielded interface cable.

The use of non-shield cables is likely to result in interference with radio communications and is prohibited under CISPR 22 and local rules.

Laser Safety

This product employs a Class 3B laser diode having maximum power of 22 mW and wavelength of 770-800 nm.

This product is certified as a Class 1 laser product per IEC 60825-1: 2007. Since the laser beam is concealed by protective housings, the product does not emit hazardous laser radiation as long as the product is operated according to the instructions in this manual.

Internal Laser Radiation

Maximum average radiation power: 13.6 µW at the laser aperture of the print head unit.

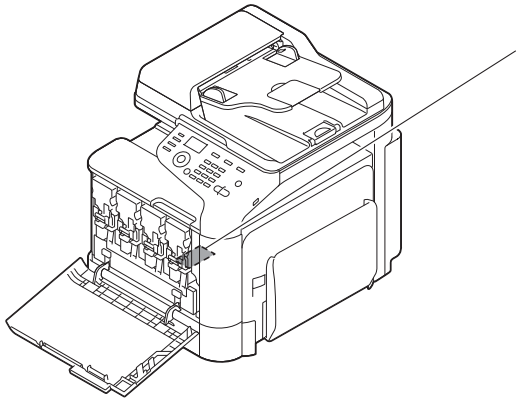
Wavelength: 770-800 nm

This product employs a Class 3B laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.



CDRH regulations

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-13 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

⚠CAUTION
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

- This is a semiconductor laser. The maximum power of the laser diode is 22 mW and the wavelength is 770-800 nm.

For European users

⚠CAUTION
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

- This is a semiconductor laser. The maximum power of the laser diode is 22 mW and the wavelength is 770-800 nm.

For Denmark users

⚠ADVARSEL
Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

- Dette er en halvlederlaser. Laserdiodens højeste styrke er 22 mW og bølgelængden er 770-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE

KLASS 1 LASER APPARAT

⚠VAROITUS
Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

- Tämä on puolijohdelaser. Laserdiodin sunrin teho on 22 mW ja aallonpituus on 770-800 nm.

⚠VARNING
Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

- Det här är en halvledarlaser. Den maximala effekten för laserdioden är 22 mW och våglängden är 770-800 nm.

⚠VAROITUS

- Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

⚠VARNING

- Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen

For Norway users

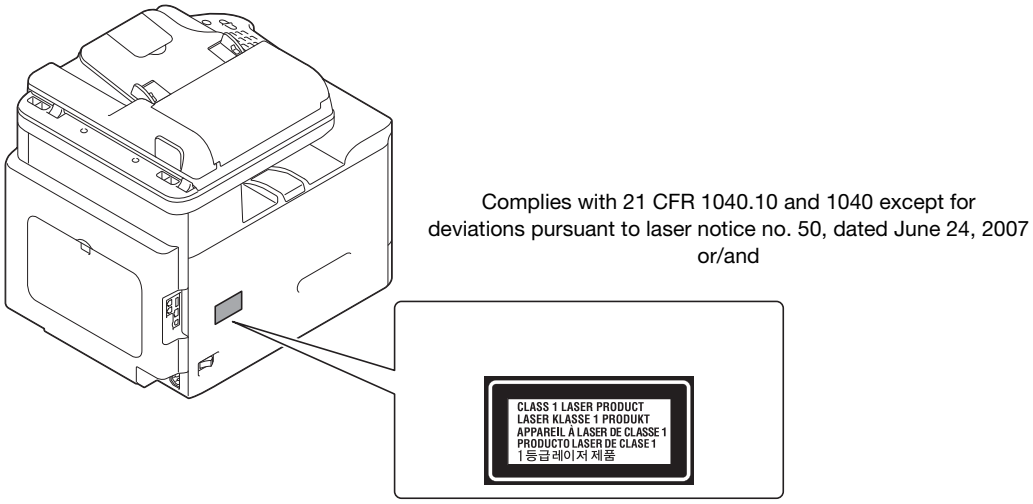
⚠ADVARSEL!

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

- Dette en halvleder laser. Maksimal effekt till laserdiode er 22 mW og bølgelengde er 770-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.



Ozone Release

During print operation, a small quantity of ozone is released. This amount is not large enough to harm anyone adversely.However, be sure the room where the machine is being used has adequate ventilation, especially if you are printing a high volume of materials, or if the machine is being used continuously over a long period.

Dégagement d’ozone

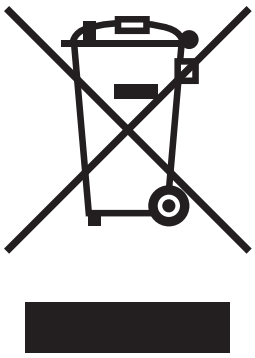
En cours de fonctionnement, l’imprimante ne dégage qu'une faible quantité d’ozone, insuffisante pour provoquer un quelconque malaise personnel. Veillez cependant à ce que la pièce dans laquelle la machine est installée soit aérée de manière adéquate, notamment si vous imprimez de gros volumes ou si l'imprimante est longtemps utilisée en continu.

Acoustic noise (for European users only)

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

For EU member states only

This symbol means: Do not dispose of this product together with your household waste!



Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.

This product complies with RoHS (2011/65/EU) Directive.

USB Host

Connect USB devices (Memory, Authentication, Hub etc.) devices directly to the USB host. If an extension cable is used, electromagnetic interference could occur.

1.4 Regulatory notices for telecommunication terminal equipment

This section contains regulatory information pertaining to products that contain telecommunication terminal equipment such as facsimile.

1.4.1 Special Notice to User

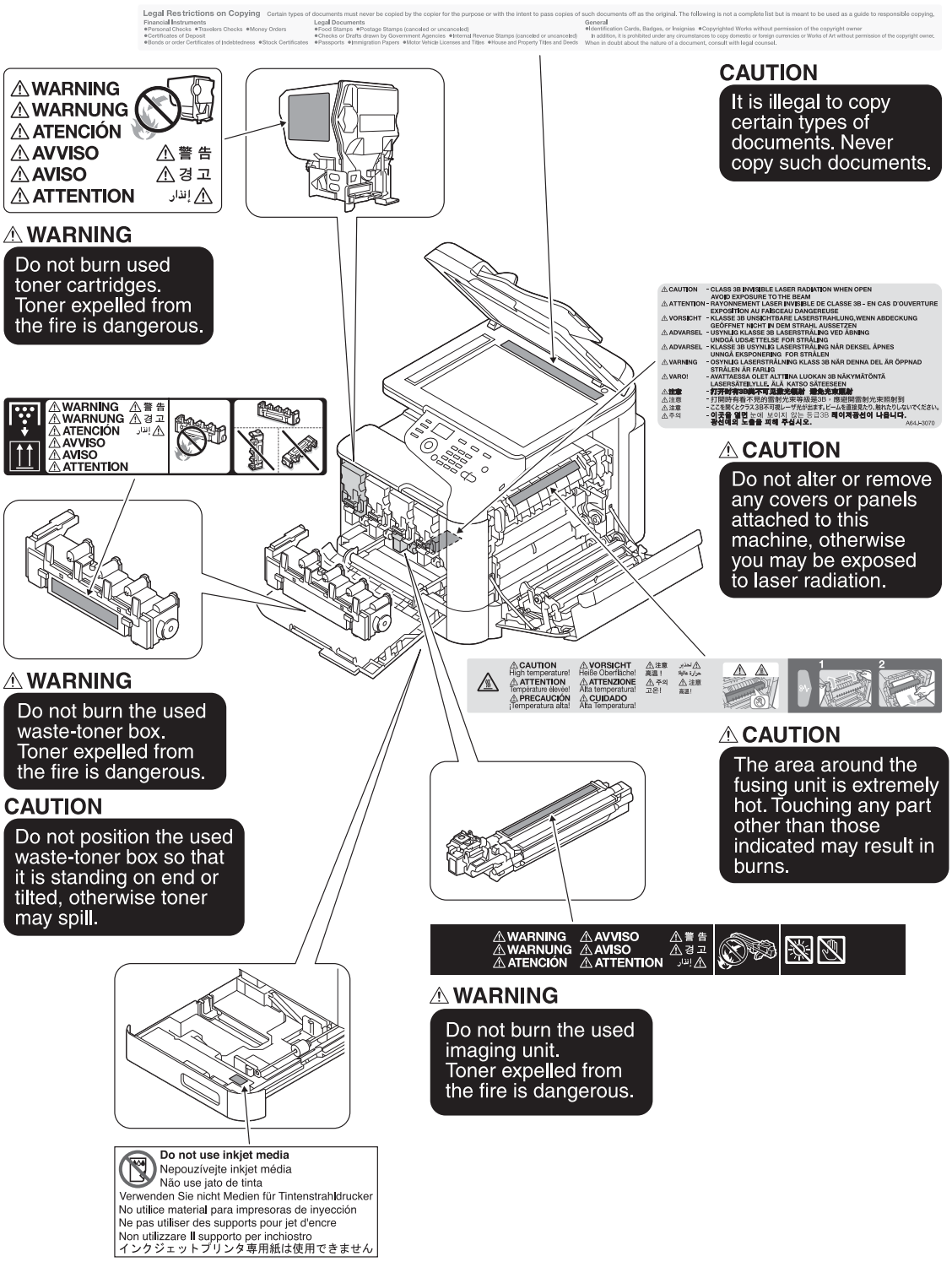
For Europe

The Facsimile has been approved in accordance with Council Decision 1999/ 5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of problems, you should contact your equipment supplier in the first instance.

1.5 Caution notations and labels

Safety precaution notations and labels appear on this machine at the following positions.Be very careful that an accident does not occur when operations such as removing paper jams and staple jams are performed.



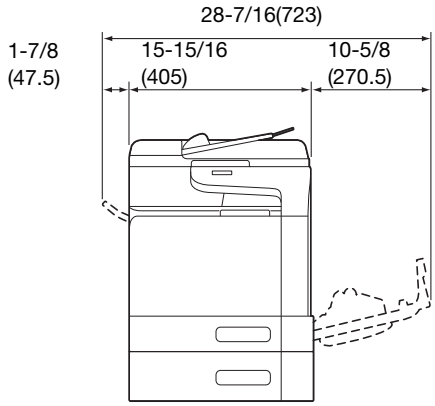
NOTICE

Do not remove caution labels or notations. If any caution label or caution notation is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or notation is damaged, please contact your service representative.

1.6 Space requirements

To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.

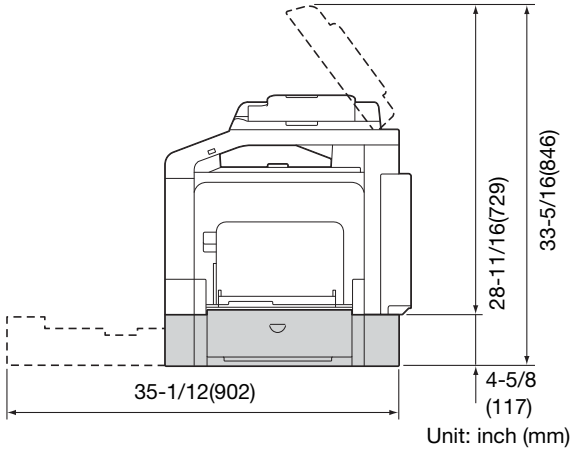
Front view



Unit: inch (mm)

Right view (with optional devices installed)

The hatched parts indicate optional devices in this figure.



Unit: inch (mm)

1.7 Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage fluctuation: Maximum + 6%/- 10% (at 110V to 127V AC), ± 10% (at 220V to 240V AC)
- Frequency fluctuation: Maximum ± 3 Hz (at 50 Hz/60 Hz)

- Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 50°F (10°C) to 86°F (30°C) with fluctuations of no more than 18°F (10°C) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

Storage of copies

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

Data stored in this machine

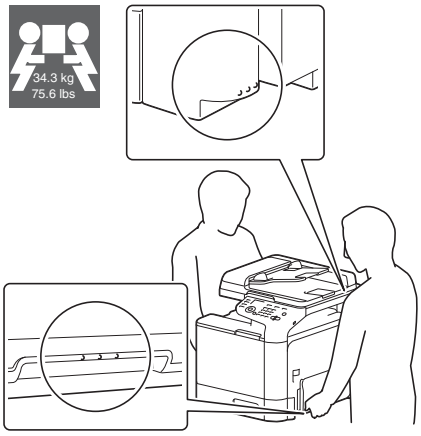
For the machine with hard disk, it is suggested to delete all data stored in all hard disk areas using the overwrite all data function to prevent leakage of data prior to transfer or disposal of the machine, or returning of the leased machine.

For details of the overwrite all data function, refer to the User's Guide CD/DVD. Contact your service representative before deleting data.

It is recommended to backup HDD periodically as the measures for HDD defect. For the detail information of HDD backup, contact your service representative.

Precautions for Carrying the Machine

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



1.8 Legal restrictions on reproduction

Certain types of originals must never be reproduced with the purpose or intent to pass reproductions of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible reproduction.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to reproduce domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

NOTICE

This machine provides the forgery prevention function in order to prevent financial instruments from being reproduced illegally.

We appreciate your understanding that printed images may infrequently have some noise or image data may not be stored under certain circumstances due to this forgery prevention function.

2 About Manuals

2 About Manuals

2.1 About Manuals

This guide describes basic procedures required to use this machine and how to configure initial settings. For information on the detailed functions and operation procedures, refer to the user's guide included in the **User's Guide CD/DVD-ROM**.

To use this product safely, be sure to read Chapter "1 Introduction" before using this machine.

2.2 User's Guides

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

Manual title	Overview
[Quick Guide] (This 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.

2.3 User's Guide CD/DVD-ROM

The **User's Guide CD/DVD-ROM** is included in the machine package. The CD/DVD-ROM includes the user's guides required to use this machine.

From the top page, click the button of the desired user's guide. The PDF file of the user's guide opens.

2.3.1 Operating environment

Item	Description
Supported operating systems	Microsoft Windows XP (SP3) / Windows Vista (SP2) / Windows 7 (SP1) / Windows 8 Apple Mac OS X 10.4/10.5/10.6/10.7/10.8
Supported browsers*	For Windows • Internet Explorer 6.x/7.x/8.x/9.x/10.x • Firefox 3.5 or later / ESR 10.0 or later For Mac OS • safari 2.x/3.x/4.x/5.x/6.x
Required application	For Windows • Adobe Reader 9.x/10.x/11.x For Mac OS • Adobe Reader 8.x/9.x/10.x/11.x
Display resolution	1024 × 768 pixels or more

* JavaScript must be enabled.

2.4 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

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**.

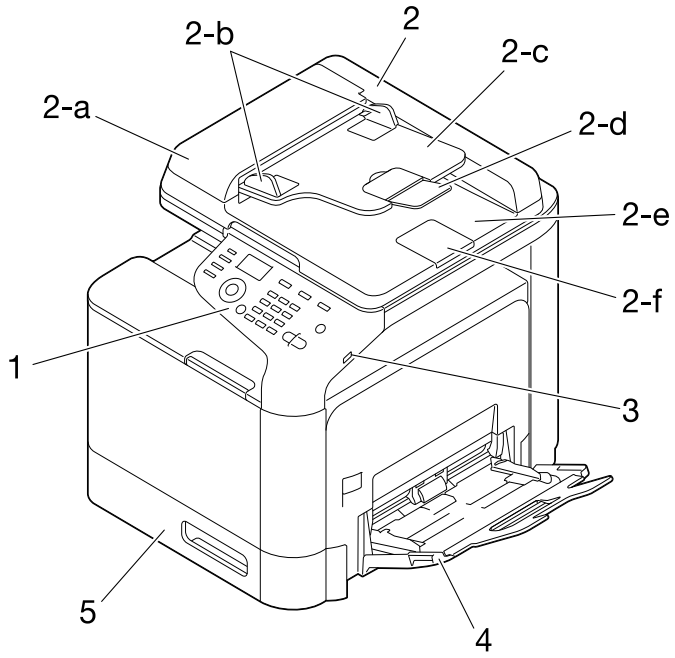
3 Overview of This Machine

3 Overview of This Machine

3.1 About This Machine

3.1.1 Name of each part

Front side



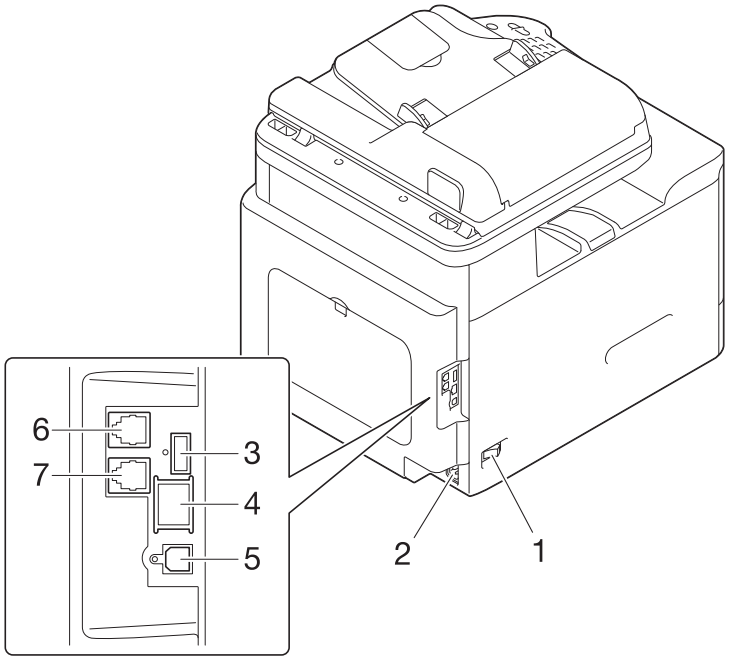
No.	Name
1	**Control Panel**
2	**Automatic Document Feeder (ADF)**
2-a	**ADF Feed Cover**
2-b	**Document Guide**
2-c	**Document Feed Tray**
2-d	**Extension Tray**
2-e	**Document Output Tray**
2-f	**Document Stopper**
3	**USB Host Port**
4	**Manual Feed Tray**
5	**Tray 1**

Tips

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

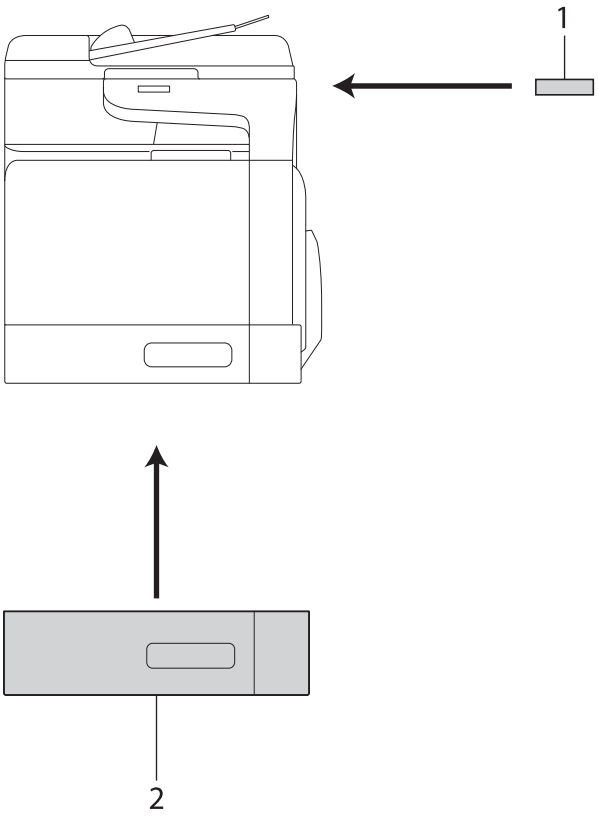
Rear side

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**

3.1.2 Option configuration



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].*

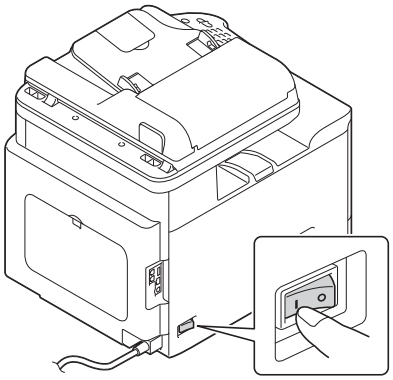
3.2 About Power Supply

3.2.1 Turning the Power Switch ON or OFF

1 Connect the power cable to this machine.

2 Connect the power cable 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.*

3.2.2 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:

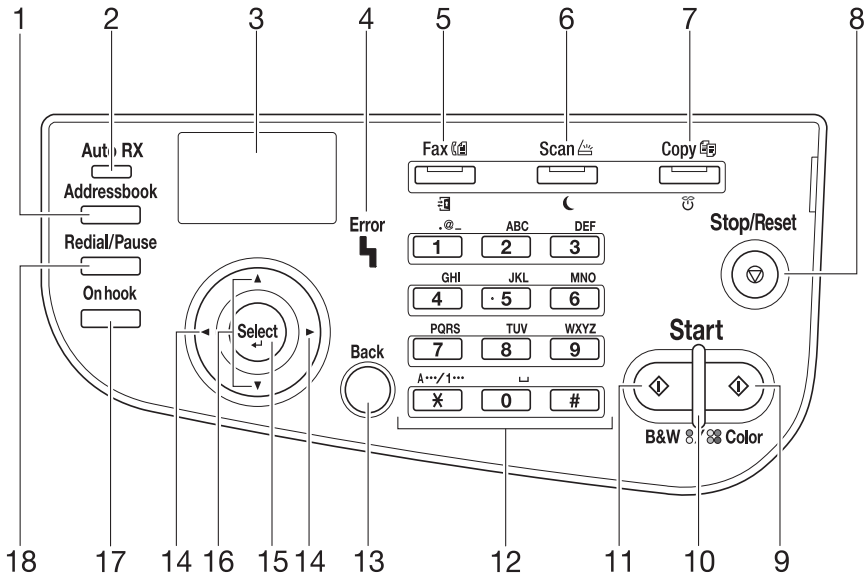
- An optional **i-Option LK-111** is employed and the ThinPrint function is enabled.
- An optional **Authentication Unit** is connected.

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] - [SleepMdPwrConsump] (Default: [Enabled])

3.3 Control Panel

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.



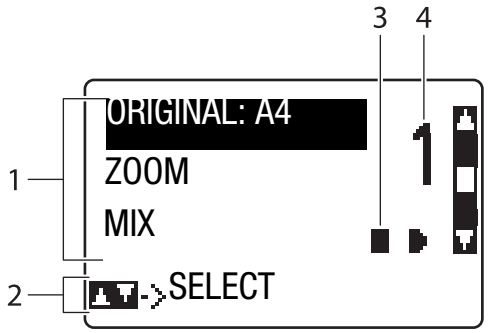
No.	Name	Description
1	**Addressbook**	Recalls the registered target destination (Favorites, Address Book, Group, or Program).
2	**Auto RX Indicator**	Lights up when the fax receiving mode is set to Auto RX.
3	**Message Window**	Displays Utility items or messages.
4	**Error Indicator**	Lights up when an error has occurred. It also flashes when a service call has occurred.
5	**Fax/Access**	• 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 [User's Guide: Introduction].
6	**Scan/Sleep**	• Shifts to Scan mode. Lights up green in Scan mode. • Holding down this key shifts to Sleep mode. For details, refer to page 3-7.
7	**Copy/Power**	• 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 3-7.
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**	Indicates the status of this machine via the lamp color, flashing, or a lamp lighting up. • 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.
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 3-12.
13	**Back**	• Cancels the entered character or numeric value. • Returns to the previous screen. • Cancels the displayed setting.

No.	Name	Description
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**	• 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.

3.4 Screen Layout

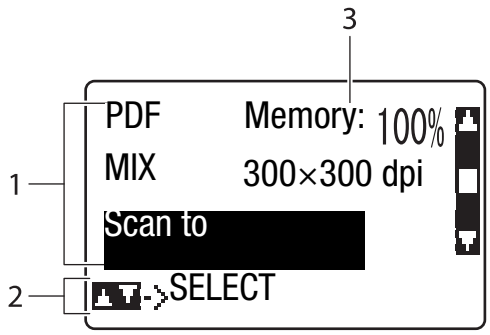
3.4.1 Main screen

Copy mode



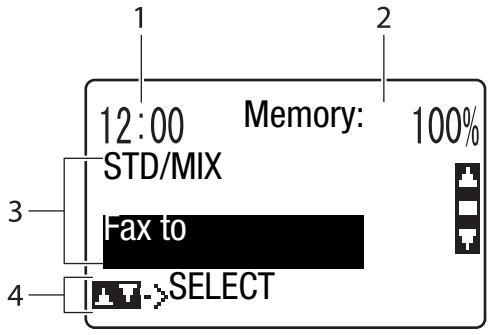
No.	Display	Details
1	Copier settings	Check the current setting or change various settings. For details, refer to [User's Guide: Copy].
2	Status	Displays a message depending on your operating status.
3	Copy density	Displays the copy density.
4	Number of copies	Displays the number of copies.

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.

3.4.2 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.

3.5 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.

4 Loading Paper

4 Loading Paper

4.1 Paper

4.1.1 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
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.

4.1.2 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 215.9 mm), 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)

Tips

- When printing is carried out, the area with the exception of a 3/16 inch (4.2 mm) border around the edges of the paper, is used as the printable area on all sizes of paper. 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)".

4.1.3 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.

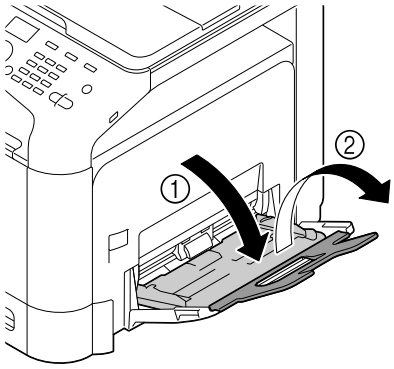
4.2 Loading paper into the Manual Feed Tray

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

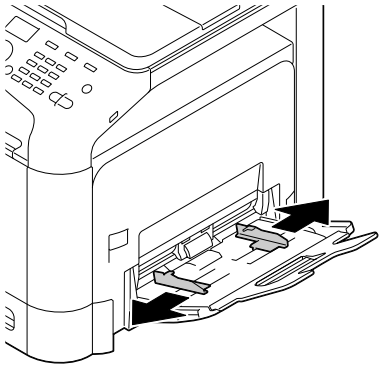
To use the **Manual Feed Tray**, load paper and specify the paper type.

✔ For details on the available paper types and sizes, refer to page 4-3.

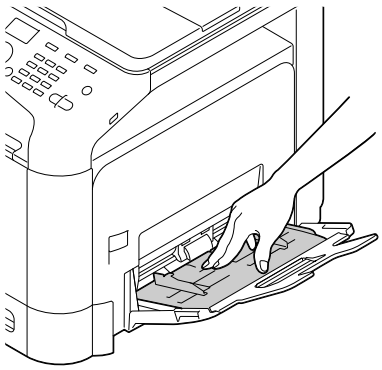
1 Open the **Manual Feed Tray**.



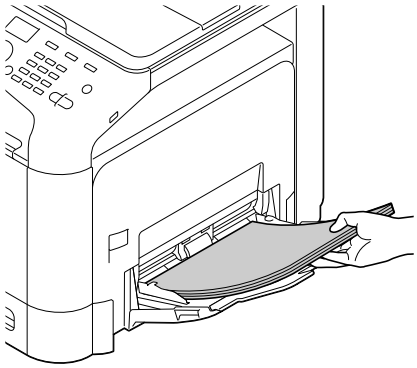
2 Spread out the paper guide.



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.



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.

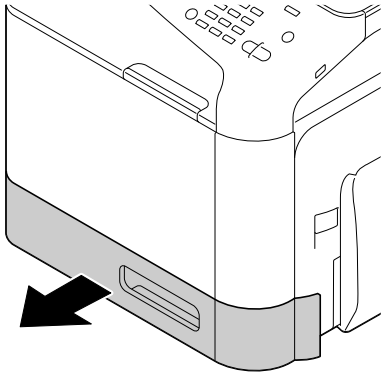
➔ To configure settings: [UTILITY] - [Paper Settings] - [Manual]

4.3 Loading paper into Tray 1

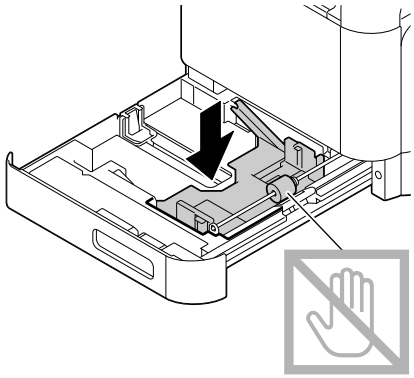
✔ For details on the available paper types and sizes, refer to page 4-3.

✔ **Tray 2** is available when the optional **Lower Feeder Unit** is installed. For details on how to load paper into **Tray 2**, refer to [User's Guide: Introduction].

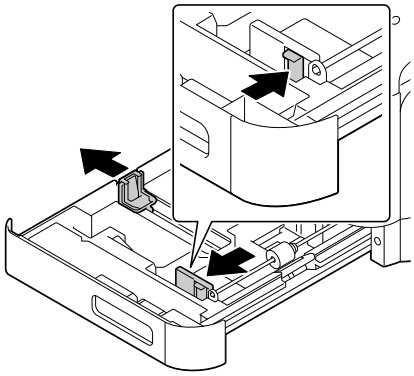
1 Pull out **Tray 1**.



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

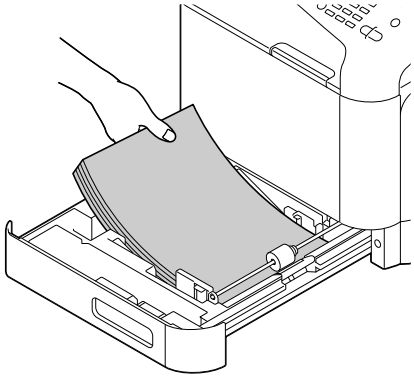


3 Spread out the paper guide.



4 Load paper into the tray with the print side facing up.

➔ 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**. When loading custom sized paper, also specify the paper size.

➔ To configure settings: [UTILITY] - [Paper Settings] - [Tray1]

5 Initial Settings of This Machine

5 Initial Settings of This Machine

5.1 Preparation for network connection (for administrators)

Checking a LAN cable for connection

Check that a LAN cable connected to the network is connected to the LAN port of this machine.

For details on the cable connection port, refer to page 3-4.

Assigning an IP address

If this machine has a fixed IP address, manually enter the IP address, subnet mask, and default gateway address.

In the **Control Panel**, select [UTILITY] - [Admin Settings] - [ETHERNET] - [TCP/IP] - [IPv4 Settings], then configure the following settings.

Settings	Description
[IP ADDRESS]	When manually specifying the IP address, enter the fixed IP address assigned to the machine.
[SUBNET MASK]	When manually specifying the IP address, enter the subnet mask.
[DEFAULT GATEWAY]	When manually specifying the IP address, enter the default gateway.
[IP App Auto Setg]	When automatically specifying the IP address, select the method for automatic retrieval. • [DHCP]: [ON] is specified by default. • [BOOTP]: [OFF] is specified by default. • [ARP/PING]: [OFF] is specified by default. • [AUTO IP Settings]: Fixed to [ENABLE].

Tips

- To check the IP address assigned to this machine, print out the Configuration Page. To print out the Configuration Page, select [REPORT/STATUS] - [REPORT] - [Configuration Page] on the main screen.

5.2 Preparation for fax (for administrators)

Checking the modular cable connection

Check that a modular cable is connected between the LINE port and the relevant telephone line.

For details on the cable connection port, refer to page 3-4.

Specifying the type of telephone line

Specify the type (dialing method) of telephone line to which this machine is to be connected. The dialing method must be correctly specified to ensure communication can take place.

To configure settings: [UTILITY] - [Admin Settings] - [Fax Settings] - [Line Param Setting] - [Dialing Method]

Preparing to use the machine in a Private Branch Exchange (PBX) environment

When you use this machine in a PBX environment, register an outside line number.

To configure settings: [UTILITY] - [Admin Settings] - [Fax Settings] - [PBX CX Settings]

Selecting a receiving method

Methods of receiving faxes include the following: This machine receives faxes automatically, and the user receives faxes manually. Set the receiving method to suit your environment.

To configure settings: [UTILITY] - [Admin Settings] - [Fax Settings] - [Line Param Setting] - [RX MODE]

Registering the sender information

Register the name of this machine and the company name (sender name) as well as the fax number of the machine.

The information you registered is added to faxes to be sent and output to faxes as a sender record when being printed on receiving machines.

To configure settings: [UTILITY] - [Admin Settings] - [Fax Settings] - [Header Information]

Setting the date and time for the machine

Set the date and time in this machine to have them printed on sent and received faxes. The date and time you set will be the reference time for the Timer TX that enables communication to take place at a preset time.

To configure settings: [UTILITY] - [Admin Settings] - [System Settings] - [CLOCK]

5.3 Hard disk (HDD) setting (for administrators)

To encrypt and protect data saved on the hard disk of this machine, configure a hard disk encryption setting.

If a hard disk encryption setting is configured, the hard disk is formatted, and data saved on the hard disk is erased. Therefore, we recommend that you finish a hard disk encryption setting before using this machine.

To configure settings: [UTILITY] - [Admin Settings] - [Security Settings] - [HDD Settings] - [HDD EncryptSetting]

Tips

This function is available when an optional **Hard Disk** is installed.

Related setting (for the administrator)

- When enabling the Enhanced Security Mode to use this machine, you need to configure a hard disk encryption setting. For details on the Enhanced Security Mode, refer to [User's Guide: Description of Utility Keys] - Chapter 6 "Admin Settings" - "EnhancedSecurityMd".

6 Basic Usage

6 Basic Usage

6.1 Using the print function (Windows environment)

This section describes how to configure print settings in Windows environment.

Reference

For details on how to configure print settings in the Mac OS environment, refer to [User's Guide: Print].

For details on how to configure print settings in Linux environment, refer to [User's Guide: Applied Functions].

6.1.1 Printer driver

Before using this machine as a printer, you need to install the printer driver on your computer.

The following types of printer drivers are available. Select the printer driver that meets your printing aims.

Printer driver	Page description language	Description
PCL driver	PCL6	This is a standard driver for printing general office originals. Among the three drivers, this driver provides the fastest printing speed.
PS driver	PostScript 3 Emulation	This driver is effective for high-definition printing of data created in PostScript-supporting application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is important.
XPS driver	XPS	Developed after Windows Vista, this driver supports XML Paper Specification (XPS). This driver has several advantages, including high-quality reproduction of translucence.

6.1.2 Preparation for printing (network connection)

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine.

For details on the cable connection port, refer to page 3-4.

Checking the network settings

Print out the Configuration Page, then check that an IP address is assigned to this machine.

To print out the Configuration Page, select [REPORT/STATUS] - [REPORT] - [Configuration Page] on the main screen.

Reference

If no IP address is displayed, you need to set up the network. For details, refer to page 5-3.

Installing the printer driver

Use the installer to install the printer driver on your computer.

✔ Administrator privileges are required to perform this task.

✔ Use the **Driver & Utilities CD/DVD-ROM**.

1 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.

➔ Make sure that the installer starts, then go to Step 2.

➔ If the installer does not start, open the printer driver folder on the CD/DVD-ROM, double-click [Set-up.exe], then go to Step 3.

➔ If the [User Account Control] window appears, click [Continue] or [Yes].

2 Click [Printer/FAX].

3 Read the license agreement, then click [AGREE].

4 Check the contents of the [Readme] window, then click [Next].

5 Select [Install printers/MFPs], then click [Next].

Connected printers are detected.

➔ In Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, you can select [Preference for IPv4] or [Preference for IPv6]. The address has the preference when detected in both IPv4 and IPv6.

6 Select this machine, then click [Next].

➔ If this machine is not detected, restart it.

➔ You do not need to change the printing method from [Normal Printing] (Port 9100) unless otherwise specified by the administrator. This guide describes how to configure the [Normal Printing] (Port 9100) setting.

➔ As the printing method, you can select [Normal Printing], [Internet Printing] (IPP), or [Secure Printing] (IPPS). For details on the printing method, refer to [User's Guide: Print].

➔ Among the connected printers, only the target model is automatically detected and displayed. If multiple target models are displayed, check the IP addresses.

➔ If the connection to this machine cannot be recognized, it is not displayed in the list. In such a case, select [Specify the Printer/MFP Except for the Above. Select (IP Address, Host Name...)], then manually specify the IP address and host name of this machine.

7 Select the check box of the printer driver you want to install, then click [Next].

➔ For features of each printer driver, refer to page 6-3.

8 Check the components to be installed, then click [Install].

9 If necessary, change the printer name or print a test page, then click [Finish].

The installation process of the printer driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine.
[Print Setting]	Changes the default print settings of this machine, if necessary.
[Print Test page]	If necessary, print a test page to check that printing process works correctly.

Reference

When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 6-6.

6.1.3 Preparation for printing (USB connection)

Changing the installation settings (Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2)

If you are using Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, change the computer settings before installing the printer driver.

1 Open the [Control Panel] window.

- ➔ In Windows 8.1, click [⊙] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].
- ➔ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel].
- ➔ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel].
- ➔ In Windows 7/Server 2008 R2, open the Start menu, then click [Control Panel].

2 Click [System and Security] - [System].

3 Click [Advanced system settings] on the menu in the left-hand pane.

The [System Properties] window appears.

4 In the [Hardware] tab, click [Device Installation Settings].

5 Select [No, let me choose what to do], select [Never install driver software from Windows Update.], then click [Save Changes].

- ➔ After you have installed the printer driver, change the setting back to [Yes, do this automatically (recommended)].

6 Click [OK] to close the [System Properties] window.

Installing the printer driver

Use the installer to install the printer driver on your computer.

✔ Administrator privileges are required to perform this task.

✔ Use the **Driver & Utilities CD/DVD-ROM**.

1 Connect a USB cable to the USB port of this machine.

- ➔ For details on the cable connection port, refer to page 3-4.
- ➔ If a wizard window for adding new hardware opens, click [Cancel].

2 Insert the printer driver CD/DVD-ROM into the CD/DVD-ROM drive of the computer.

- ➔ Make sure that the installer starts, then go to Step 3.
- ➔ If the installer does not start, open the printer driver folder on the CD/DVD-ROM, double-click [Setup.exe], then go to Step 4.
- ➔ If the [User Account Control] window appears, click [Continue] or [Yes].

3 Click [Printer/FAX].

4 Read the license agreement, then click [AGREE].

5 Check the contents of the [Readme] window, then click [Next].

6 Select [Install printers/MFPs], then click [Next].

USB-connected printers are detected.

7 Select this machine, then click [Next].

8 Select the check box of the printer driver you want to install, then click [Next].

➔ For features of each printer driver, refer to page 6-3.

9 Check the components to be installed, then click [Install].

10 If necessary, change the printer name or print a test page, then click [Finish].

The installation process of the printer driver is then completed.

Settings	Description
[Review]	Displays the installed components for checking.
[Rename Printer]	Changes this machine name, if necessary.
[Property]	Sets the optional operating environment of this machine.
[Print Setting]	Changes the default print settings of this machine, if necessary.
[Print Test page]	If necessary, print a test page to check that printing process works correctly.

Reference

When you finish installing the printer driver, configure the default settings of the printer driver. For details, refer to page 6-6.

6.1.4 Initial settings of the printer driver

When you use this machine for the first time, configure the printer driver so that it contains information such as what options are installed on this machine and whether or not authentication settings have been configured.

1 Display the printer window.

➔ In Windows 8.1, click [⊕] in the Start window, then click [Control Panel] - [Hardware and Sound] - [View devices and printers].

➔ In Windows 8, right-click the Start window, then click [All apps] - [Control Panel] - [Hardware and Sound] - [View devices and printers].

➔ In Windows Server 2012/Server 2012 R2, open the Start window, then click [Control Panel] - [Hardware] - [View devices and printers].

➔ In Windows 7/Server 2008 R2, open the Start menu, then click [Devices and Printers].

➔ In Windows Vista/Server 2008, click the Start menu, and select [Control Panel] - [Hardware and Sound] - [Printers].

➔ In Windows XP/Server 2003, click the Start menu, then select [Printers and Faxes].

2 Open the printer properties.

➔ In Windows 7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2, right-click the icon of the installed printer, and from [Printer properties], click the displayed printer name.

➔ In Windows XP/Vista/Server 2003/Server 2008, right-click the icon of the installed printer, then click [Properties].

The [Properties] window appears.

3 In the [Configure] tab, configure the information such as what options are installed on this machine and whether or not authentication settings have been configured.

➔ By default, [Auto] in [Acquire Settings...] is enabled. The information on this machine is automatically obtained and reflected to [Device Option].

➔ When [Auto] in [Acquire Settings...] is disabled, clicking [Acquire Device Information], obtains and reflects the information on this machine to [Device Option].

➔ If you cannot communicate with this machine or you are using a USB connection in Windows XP or Server 2003 environment, manually configure a setting in [Device Option]. Select the item to change from the list, and set a value in [Setting].

4 Click [OK].

6.1.5 How to print

1 Open data of the original using the application software. From the [File] menu, select [Print].

2 In [Printer Name] (or [Select Printer]), make sure that the desired printer has been selected.

➔ The [Print] dialog box varies depending on the application software.

3 Specify the print range and the number of copies to print.

4 Click [Properties] (or [Preferences]) to change the print settings of the printer driver, if necessary.

➔ The print settings you have changed here return to the default values when you exit the application software.

➔ For details on the print settings of the printer driver, refer to [User's Guide: Print].

5 Click [Print].

Printing is executed.

6.2 Using the scan function

6.2.1 Available operations in the scan function

The original data scanned by this machine can be sent to a computer or server, or saved on the hard disk of the machine.

The scan function provides the following sub-functions.

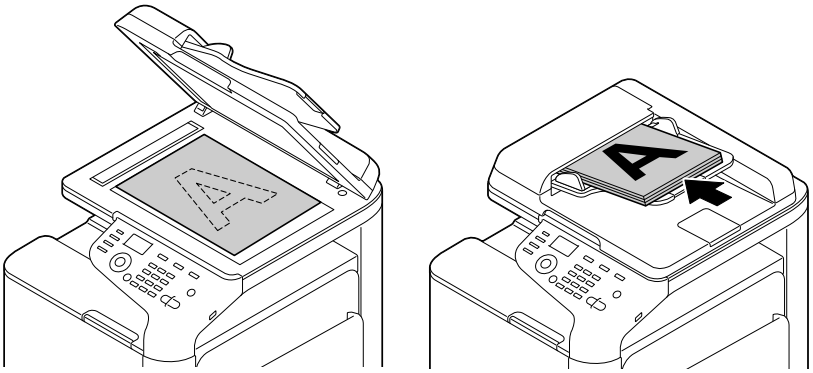
Function	Description
Scan to E-mail	Sends a converted file to any E-mail address as an E-mail attachment.
SMB Send	Sends a converted file to a shared folder of a computer. To use this function, specify your computer or file server as a destination.
FTP TX	Sends a converted file to the FTP server. This function is useful when transferring a file through the FTP server.
WebDAV Send	Sends a converted file to the WebDAV server. This function is useful when transferring a file through the WebDAV server.
Save to HDD	Saves the original data scanned by this machine on the built-in hard disk. The original data saved on the hard disk can be downloaded via the Web browser on your computer. **Note** This function is available when an optional **Hard Disk** is installed.
Save to USB Memory	Saves the original data scanned by this machine in the USB memory device connected to the machine.
WS Scan	Imports original data by issuing a scan instruction from a computer without configuring complicated system settings, or sends original data scanned by this machine to a computer. This function is supported by Windows of Vista or later.
TWAIN/WIA Scan	Converts the original data scanned by this machine into a file, and imports it from a computer on the network using TWAIN/WIA-compatible applications.

Reference

It may be necessary to make the following settings prior to using the scan function. For details on how to use each function, refer to [User's Guide: Scan].

6.2.2 How to scan

1 Load the original.



2 Press the **Scan** key.

3 Specify the destination.

➔ You can select the desired destination from the pre-registered destination list, or directly enter destination information. For details on how to register a destination, refer to page 6-17.

4 Specify scan transmission options.

➔ On the main screen (Scan mode), press the ▲ or ▼ key to select the setting you want to change.

5 Press the **Start** key.

➔ To scan in color, press the **Start (Color)** key. To scan in black and white, press the **Start (B&W)** key.

➔ If you press the **Stop/Reset** key while scanning the original, scan processing stops, and the confirmation screen appears to check whether you wish to cancel the job. To stop sending, cancel the job.

Sending starts.

6.3 Using Fax Functions

6.3.1 Fax functions

The Fax is a communication function that uses a telephone line to send scanned originals (paper) or to receive data sent from remote machines. This machine has various features for fax operations, including those enabling the user to change scan settings according to the original and to save incoming faxes in memory.

The following describes precautions that should be observed when using fax functions.

- To use the fax function, the optional **Fax Kit** and **Mount Kit** are required.
- This machine can be connected to the following types of telephone lines.

- Public switch telephone network (including fax communication line)
- PBX (Private Branch Exchange, 2-wire)

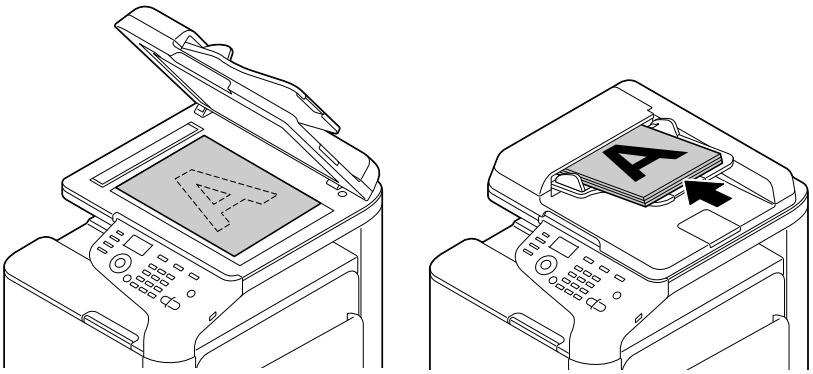
- Fax data cannot be sent or received in color.
- You cannot connect a business phone as an external telephone.
- The call waiting function cannot be used simultaneously.
- If a dedicated digital line is multiplexed in an enterprise network, fax transmission speed may be limited, or the Super G3 fax may not be available.
- Communication errors may occur on rare occasions due to factory default settings. This is because the multiplex device limits the frequency band of the line to the utmost limit based on the assumption that the line is intended for voice communication. Also, these restrictions differ depending on the devices that are connected to the network. For details, contact your network administrator.

Reference

To use the fax function, the operating environment must be configured on this machine in advance. For details, refer to page 5-4.

6.3.2 How to Send

1 Load the original.



2 Press the **Fax** key.

3 Enter a fax number.

➔ You can select the desired destination from the pre-registered destination list, or directly enter destination information. For details on how to register a destination, refer to page 6-17.

➔ Fax broadcasting can be performed by specifying multiple destinations.

4 Specify fax transmission options.

➔ On the main screen (Fax mode), press the ▲ or ▼ key to select the setting you want to change.

5 Press the **Start** key.

➔ If you press the **Stop/Reset** key while scanning the original, scan processing stops, and the confirmation screen appears to check whether you wish to cancel the job. To stop sending, cancel the job.

Sending starts.

6.3.3 Introduction of fax transmission function

This section describes convenient fax transmission functions. For details on how to use each function, refer to [User's Guide: Fax].

Function	Overview
Timer TX	Timer TX automatically starts sending at a specified time if the time is pre-specified.
Check Dest. & Send	Check Dest. & Send checks the fax number specified for the fax transmission against the destination fax number (CSI) and sends the fax only when they match.
F-Code TX	F-Code TX specifies the F code (SUB address and sending ID) to send a fax. Confidential communication and relay distribution request are available. • The confidential communication function is designed to communicate with specific people using a Confidential RX User Box that requires a registered number and a password. • Relay distribution request is a function that the relay station, which has received a fax, distributes the received fax to a pre-registered group.
Quick Memory TX	Fax transmission starts concurrently with scanning one page. The total number of pages transmitted can be entered in the sender record.
Polling TX	Polling TX stores a file beforehand on the internal hard disk and sends it out upon a request for reception (polling request) from the recipient.

6.3.4 Introduction of fax receiving function

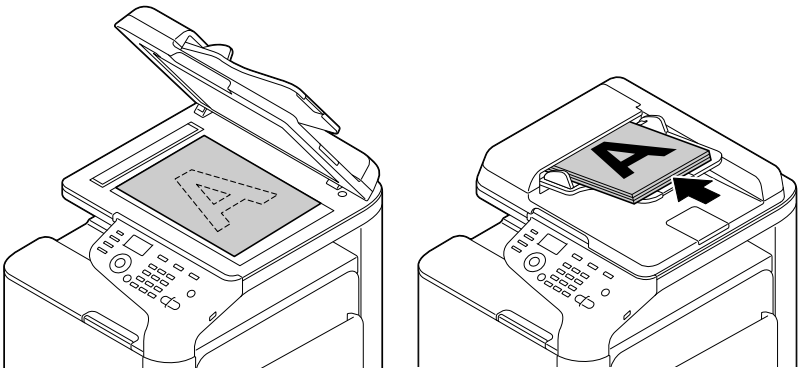
This section describes the convenient fax receiving functions. For details on how to use each function, refer to [User's Guide: Fax].

Function	Overview
Forward TX	Forward TX is a function that transfers a received fax to a pre-specified destination (fax or E-mail destination).
Memory RX	Memory RX saves a received fax in this machine's memory without printing it. You can check the contents of the received fax and print out only the required one.
Polling RX	Polling RX receives a polling file saved in a sending machine as instructed from this machine.
PC-Fax RX	PC-Fax RX saves the received fax in memory. The saved fax can be printed or downloaded if necessary.
Night RX	Night RX prohibits printing of faxes received in the pre-specified nighttime zone.

6.4 Using the copy function

6.4.1 How to copy

1 Load the original.



2 Press the **Copy** key.

3 If necessary, configure copy settings.

➔ On the main screen (Copy mode), press the ▲ or ▼ key to select the setting you want to change.

4 If necessary, specify the number of copies using the **Keypad**.

➔ To re-enter the number of copies, press the **Back** key.

5 Press the **Start** key.

The original is scanned, and copying starts.

➔ To copy in color, press the **Start (Color)** key. To copy in black and white, press the **Start (B&W)** key.

➔ If you press the **Stop/Reset** key, the confirmation screen appears to check whether to cancel the job. To stop copying, cancel the job.

6.4.2 Introduction of copy function

This section describes the convenient copy functions. For details on how to use each function, refer to [User's Guide: Copy].

Function	Overview
[Original Size]	Select the size of the original to be scanned.
[Zoom]	You can copy an original image enlarged or reduced by an arbitrary zoom ratio.
[Quality] - [Original Type]	Select the optimum settings for the original to copy it at the optimum image quality level.
[Quality] - [DENSITY]	Adjust the density of a copy image.
[Quality] - [Bkgd. Removal]	Adjust the background density of an original with the colored background such as newspaper or an original made from recycled paper.
[Quality] - [Sharpness]	Sharpen the edges of the image to improve legibility. Smoothen the rough contour or sharpen the blurred image.
[Tray Select]	Specify the paper tray to make a copy.
[Original > Output]	Copy an original onto both sides of paper.
[ID CARD COPY]	When you want to copy cards, such as an insurance card, a driver license card and a business card, you can arrange the front and back sides of the card on a single page and copy the images on to the same side of one sheet. This can reduce the number of sheets used.
[Finishing]	You can select whether to sort the output sheets or group them when printing multiple sets of copies.
[Combine]	Copy the 1-sided original on both sides of paper, or copy the 2-sided original on both sides or on a single side of sheets of paper.
[Separate Scan]	If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

6.5 Printing a file stored in USB memory

Tips

This function is available when an optional **Hard Disk** is installed.

Supported USB memory devices

USB memory devices that have the following specifications can be connected to this machine.

Item	Specifications
Supported media	USB memory device (USB 2.0 supported)
File system	FAT32
File Type	PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx), and PPML (.ppml/.vdx/.zip)

Tips

Note the following points when connecting a USB memory device to this machine.

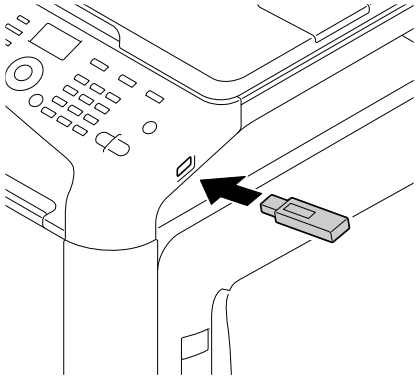
- Use the USB connector on the side that is near the **Control Panel**.
- Do not disconnect the USB memory device while saving a file to the USB memory or printing a file in the USB memory.
- Only use a USB memory device on this machine. Do not use other USB devices (such as a hard disk unit or USB switching hub).
- When this machine is starting up, do not insert or remove the USB memory device to/from the USB port.
- Do not disconnect the USB memory device directly after connecting it.

Tips

However, the encrypted PDF file cannot be printed.

How to print

1 Connect a USB memory device to the USB port of this machine.



2 On the main screen (Copy mode), press the ▲ or ▼ key to select [USB/HDD], then press the **Select** key.

3 Select [MEMORY DIRECT], then press the **Select** key.

4 Select [File List], then press the **Select** key.

➔ To display a JPEG or TIFF file, select [TYPE OF FILES] in [PDF,XPS,JPEG,TIFF].

5 Select a file to print, then press the **Select** key.

➔ If the target file is included in a folder, select the folder.

➔ Up to 99 folders and files in all can be displayed.

➔ Folders in level 7 or higher cannot be displayed.

6 If necessary, change the setting of the paper size, duplex printing, number of copies, or collate function.

Settings	Description
[PAPER SIZE]	Select the size of paper for printing. The paper size can be specified when the selected file type is TIFF or JPEG.
[DUPLEX]	Select whether or not to print data on one side or both sides of sheets of paper. To print data on both sides, select the binding position.
[COPIES]	Specify the number of copies you want to print.
[Collate]	When printing multiple copies of data, select whether or not to feed out copies separately one by one, such as in the following order: "12345", "12345", and "12345".

7 Press the **Start** key.

➔ To print in color, press the **Start (Color)** key. To print in black and white, press the **Start (B&W)** key.

Printing starts.

6.6 Address Registration

Address book

Registering a frequently used destination on this machine will save you the trouble of having to enter it each time you send data. A destination registered on this machine is called an Address Book.

Up to 250 address books can be registered.

Reference

*Address books can also be registered using **Web Connection**. For details, refer to [User's Guide: Applied Functions].*

Registering a fax destination

Register the destination fax numbers.

1 Select [UTILITY] - [One-Touch Reg] - [Fax], then press the **Select** key.

2 Type in the target one-touch dial number using the **Keypad**, then press the **Select** key.

3 Enter [Name] (using up to 72 characters), then press the **Select** key.

4 When setting the target destination in [Favorites] (frequently used destinations), select [YES], then press the **Select** key.

5 Enter the destination fax number, then press the **Select** key.

- ➔ The available keys are number keys (**0** to **9**), **#**, and ✱.
- ➔ If you press the **Redial/Pause** key, you can insert a pause. If you insert a pause, **Message Window** is displayed in the [P].
- ➔ In a Private Branch Exchange (PBX) environment, press the **#** key to automatically connect to the outside line.
- ➔ To correct the entered contents, press the **Back** key.

Tips

If you enter the one-touch dial number of the registered destination and press the **Select** key, you can edit or delete the destination.

- To edit a registered destination, select [EDIT] to edit the registered contents.
- To delete a registered destination, select [DELETE].

Registering E-mail addresses

Register destination E-mail addresses.

1 Select [UTILITY] - [One-Touch Reg] - [E-mail], then press the **Select** key.

2 Type in the target one-touch dial number using the **Keypad**, then press the **Select** key.

3 Enter [Name] (using up to 72 characters), then press the **Select** key.

4 When setting the target destination in [Favorites] (frequently used destinations), select [YES], then press the **Select** key.

5 Enter the E-mail address as a destination (using up to 320 characters), then press the **Select** key.

Tips

If you enter the one-touch dial number of the registered destination and press the **Select** key, you can edit or delete the destination.

- To edit a registered destination, select [EDIT] to edit the registered contents.
- To delete a registered destination, select [DELETE].

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DICHIARAZIONE CE DI CONFORMITA' del COSTRUTTORE secondo ISO/IEC 17050
MANUFACTURER'S CE DECLARATION of CONFORMITY according to ISO/IEC 17050

OLIVETTI S.p.A Via Jervis, 77 - IVREA (TO) - ITALY

Dichiara sotto la sua responsabilita' che il prodotto:
Declares under its sole responsibility that the product:

Categoria generale:	**Apparecchiature per la Tecnologia dell' Informazione**
Equipment category:	***Information Technology Equipment***
Tipo di apparecchiatura:	**Copiatrice Laser digitale Multifunzionale**
Product type:	***Multifunctional Digital Laser Copier***
Modello/*Product name*:	**d-Color MF3100**
Opzioni/*Options:*	**PF-P14, AU-201, HD-P06, FK-512**

è conforme e soddisfa i requisiti essenziali di **Compatibilità Elettromagnetica, Consumo Energetico e Sicurezza** previsti dalle Direttive:
is in compilance and fulfills the essential requirements of Electromagnetic Compatibility, Electrical Power Consumption and Electrical Safety as prescribed by the Directives:

2004/108/CE del 15 Dicembre 2004 (EMC) - *2004/108/EC dated 15th December 2004*
2009/125/CE del 21 Ottobre 2009 (ErP) - *2009/125/EC dated 21st October 2009*
2006/95/CE del 12 Dicembre 2006 (LVD) - *2006/95/EC dated 12th December 2006*
2011/65/UE del 8 Giugno 2011 (RoHS) - *2011/65/EU dated 8th June 2011*

in quanto progettato e costruito in conformità alle seguenti Norme Armonizzate:
since designed and manufactured in compliance with the following European Harmonized Standards:

EN 55022:2010 (Limits and methods of measurements of radio interference characteristics of Information Technology Equipment) / Class B
EN 61000-3-2:2006 + A1:2009 + A2:2009 (Electromagnetic Compatibility (EMC) - Part 3: Limits - Section 2: Limits for harmonic current emissions (equipment input current ≤ 16 A per phase)
EN 61000-3-3:2008 (Electromagnetic Compatibility (EMC) - Part 3: Limits - Section 3: Limitation of voltage fluctuations and flicker in low voltage supply systems for equipment with rated current up to and including 16A)
EN 55024:2010 (Electromagnetic Compatibility – Information technology equipment – Immunity characteristics – Limits and methods of measurement)
EN 62311:2008 (Assessment of electronic and electrical equipment related to human exposure restrictions for electromagnetic fields (0 Hz - 300 GHz))
EN 60950-1:2006 + A11:2009 + A1:2010 + A12:2011 (Safety of Information Technology Equipment, including electrical business equipment)
EN 60825-1:2007 (Radiation Safety of laser products, equipment classification, requirements and user's guide)
EN 50581:2012 (Technical documentation for the assessment of electrical and electro electronic products with respect to the restriction of hazardous substances)
ES 203 021-1:V2.1.1, ES 203 021-2:V2.1.2, ES 203 021-3:V2.1.2 (Referred Voluntary Requirements)
EG 201 120:V1.1.1, EG 201 121:V1.1.3 (Referred Voluntary Requirements)
1275/2008/EC (Ecodesign requirements for standby and off mode electric power consumption)

La conformità ai suddetti requisiti essenziali viene attestata mediante l'apposizione della **Marcatura CE** sul prodotto.
*Compliance with the above mentioned essential requirements is shown by affixing the **CE marking** on the product.*

Ivrea, 2 April 2014
Ivrea, 2nd April 2014

Walter Fontani
Quality Director
Olivetti S.p.A.

Note: 1) La Marcatura CE è stata apposta nel 2014
Notes: 1) CE Marking has been affixed in 2014
2) Il Sistema della Qualità è conforme alle norme serie UNI EN ISO 9000.
2) The Quality System is in compliance with the UNI EN ISO 9000 series of Standards