

olivetti



QUICK GUIDE

d-COLORMF2400

Code: 569503en

PUBLICATION ISSUED BY:

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Your attention is drawn to the following actions which could compromise the conformity attested to above, as well as the characteristics of the product:

- incorrect electrical power supply;
 - incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual supplied with the product;
 - replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel.
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Introduction

1

Introduction

Thank you for purchasing this machine.

This Quick Guide provides an introduction to, and illustrations for, basic machine operations and frequently used functions. For details on the various functions, refer to the Printer/Copier/Scanner User's Guide and the Facsimile User's Guide on the Documentation CD/DVD.

In order to ensure the safe use of this product, be sure to read the Safety Information Guide before using the machine.

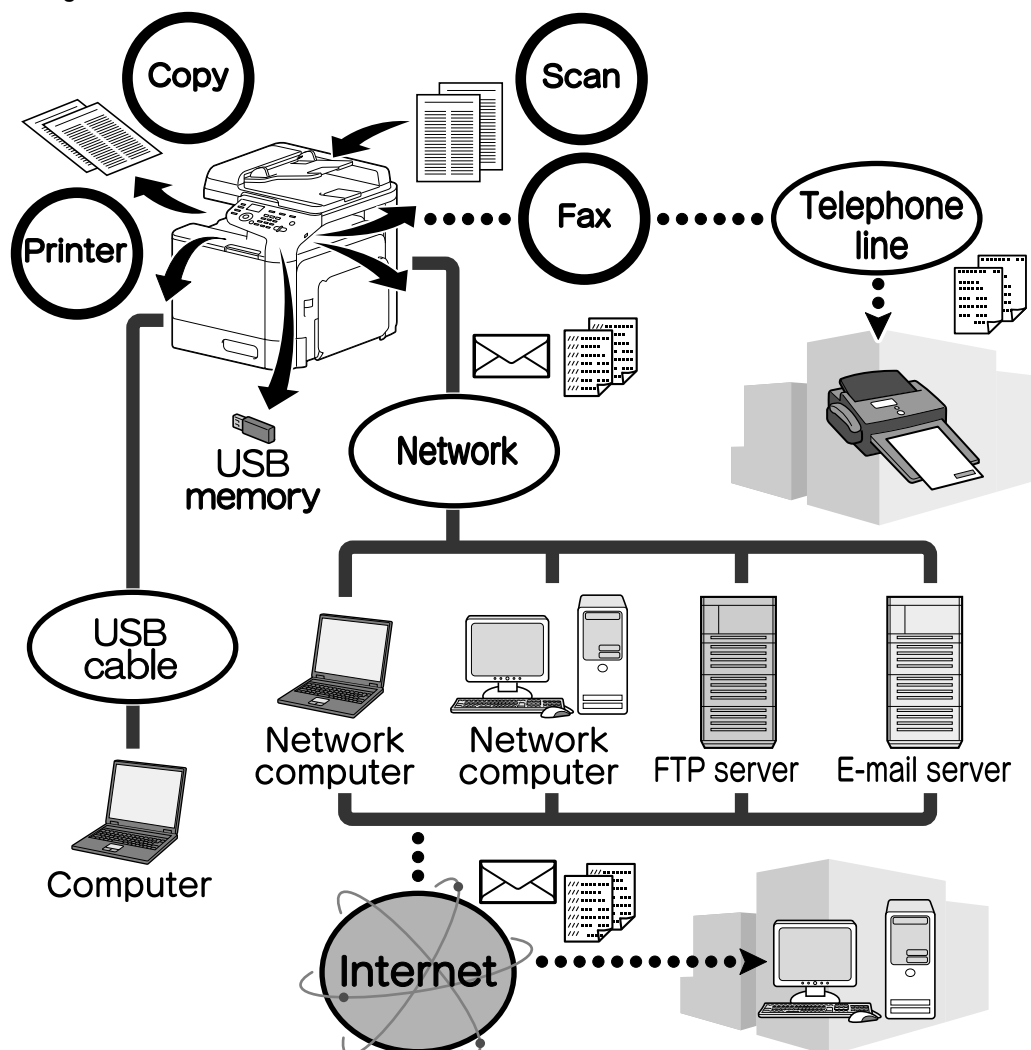
Introduction to the Documentation CD/DVD

Documentation	Use/Benefit
Installation Guide	This manual provides details on the initial operations that must be performed in order to use this machine, such as setting up the machine and installing the drivers.
Printer/Copier/Scanner User's Guide	This manual provides details on general daily operations, such as using the drivers and control panel and replacing consumables.
Facsimile User's Guide	This manual provides details on general fax operations, such as sending and receiving faxes and using the control panel.
Reference Guide	This manual provides details on installing the Macintosh and Linux drivers and on specifying settings for the network.
Quick Guide (this manual)	This manual provides an introduction to, and illustrations for, basic machine operations and frequently used functions.

Available features

d-Color MF2400 is a digital color multifunctional peripheral that eases the workflow and satisfies any application or office environment.

This machine provides copy, fax, scanning and printing functions, essential to any business, to support efficient document management.



Print operations

When printing from the computer, various settings can be specified, for example, the paper size, image quality, color tone and layout. The printer driver can easily be installed from the enclosed Drivers CD/DVD.

Copy operations

High-quality copies can be printed at a high speed. Vivid copies in color or black and white can be produced to meet any need. The many Application functions greatly assist in reducing office costs and increasing efficiency.

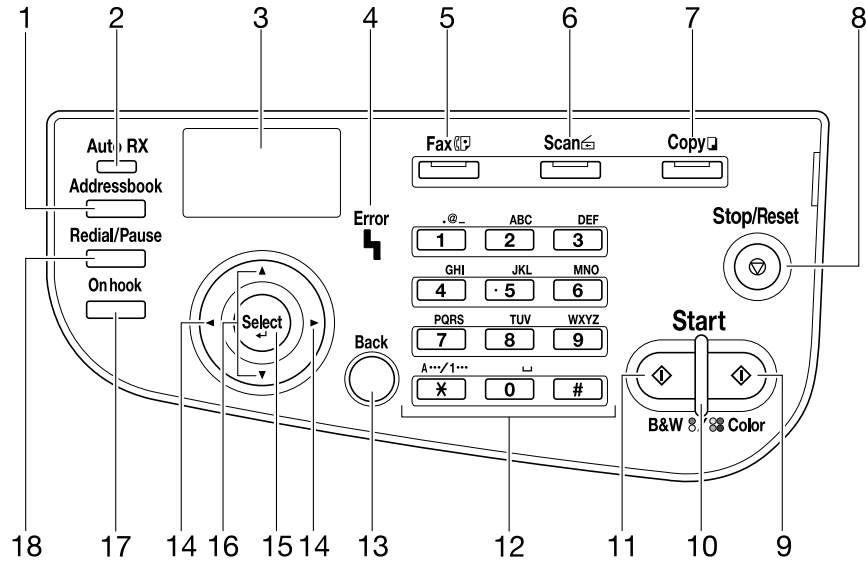
Scan operations

Paper documents can quickly be converted to digital data. This converted data can conveniently be transmitted through the network. In addition, this machine can be used as a scanner with a variety of TWAIN- or WIA-compatible applications.

Fax operations

Not only documents scanned with this machine but also computer data can be faxed. A single fax can be sent to multiple destinations at one time, and a received fax can be forwarded.

Control panel



No.	Name	Function
1	Addressbook key	Displays the information registered in the favorite list, speed dial destinations and group dial destinations.
2	Auto RX indicator	Lights up when the automatic receiving function is selected.
3	Message window	Displays settings, menus, and messages.
4	Error indicator	Indicates an error condition.
5	Fax key/LED	Enters Fax mode. Lights up in green to indicate that the machine is in Fax mode.
6	Scan key/LED	Enters Scan mode. (Scan to E-mail, Scan to FTP, Scan to a shared folder on a computer, Scan to PC, or Scan to USB Memory) Lights up in green to indicate that the machine is in Scan mode.
7	Copy key/LED	Enters Copy mode. Lights up in green to indicate that the machine is in Copy mode.
8	Stop/Reset key	Returns the settings to their defaults and stops functions.
9	Start (Color) key	Starts color copying, scanning or faxing.
10	Start indicator	Lights up in blue when copying and fax transmission are possible. Lights up in orange when copying and fax transmissions are not possible, for example, during warm-up or if an error has occurred.
11	Start (B&W) key	Starts monochrome copying, scanning or faxing.
12	Keypad	Enters desired number of copies. Enters fax numbers, mail addresses, and names of recipients.
13	Back key	Clears the specified number of copies and entered text. Press to return to the previous screen. Press to cancel the setting that is currently displayed.
14	◀/▶ keys	Moves left and right through menus, options, or choices.
15	Select key	Press to select the setting that is currently displayed.
16	▲/▼ keys	Moves up and down through menus, options, or choices.
17	Onhook key	Sends and receives transmissions with the receiver on the hook.
18	Redial/Pause key	Recalls the last number dialed. Inserts a pause when a number is dialed.

*Replacing
consumables*

2

Replacing consumables

When it is time to replace consumables or take any other action, a message prompting the user to replace the consumable or take the appropriate action will appear in the touch panel.

If such a message appears, follow the appropriate procedure to replace the consumable, or take the required action.



For details on replacing the waste toner bottle, transfer roller, transfer belt or fuser unit, refer to chapter 8, "Replacing Consumables", of the Printer/Copier/Scanner User's Guide.

Replacing the toner cartridge

Note

Install the toner cartridge at the location indicated by the color of the label. Attempting to forcibly install a toner cartridge may cause damage.

Before installing the new toner cartridge, shake it up and down five to ten times.

Keep used toner cartridges in their plastic bags inside their boxes to be collected by your service representative.



CAUTION

Handling toner and toner cartridges

- Do not burn toner or the toner cartridge. Toner expelled from the fire may cause burns.



CAUTION

Precautions for toner spills

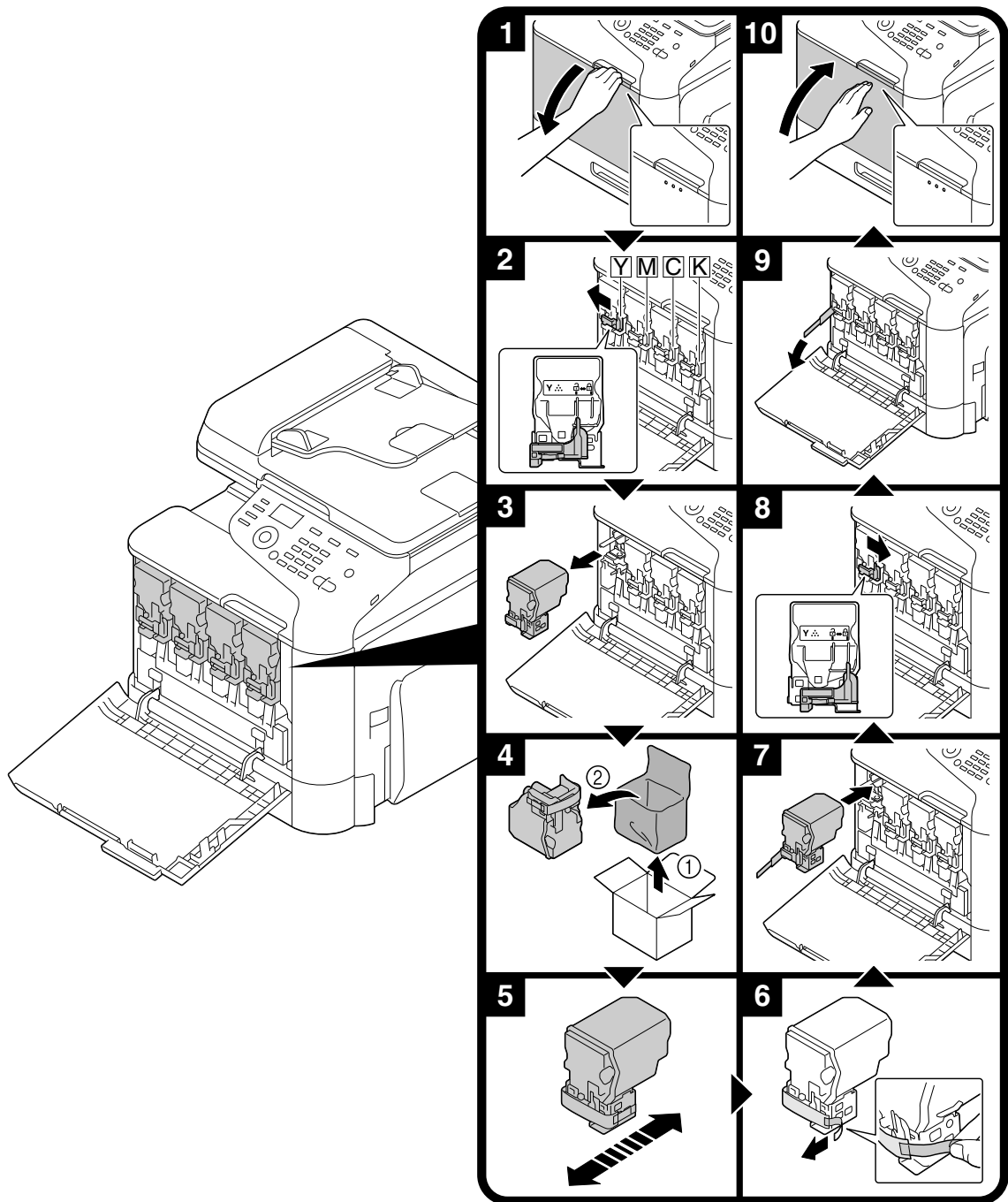
- Be careful not to spill toner inside the machine or get toner on your clothes or hands.

- If your hands become soiled with toner, immediately wash them with soap and water.

- If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

The following procedure describes how to replace a toner cartridge.

The procedure for replacing toner cartridge is the same for all toner colors. As an example, the procedure for replacing the yellow toner cartridge is described.



Replacing the imaging unit

Note

Keep used imaging units in their black plastic bags inside their boxes to be collected by your service representative.

The imaging unit may be easily damaged by light. Leave the imaging unit in the black plastic bag until immediately before it is to be installed.



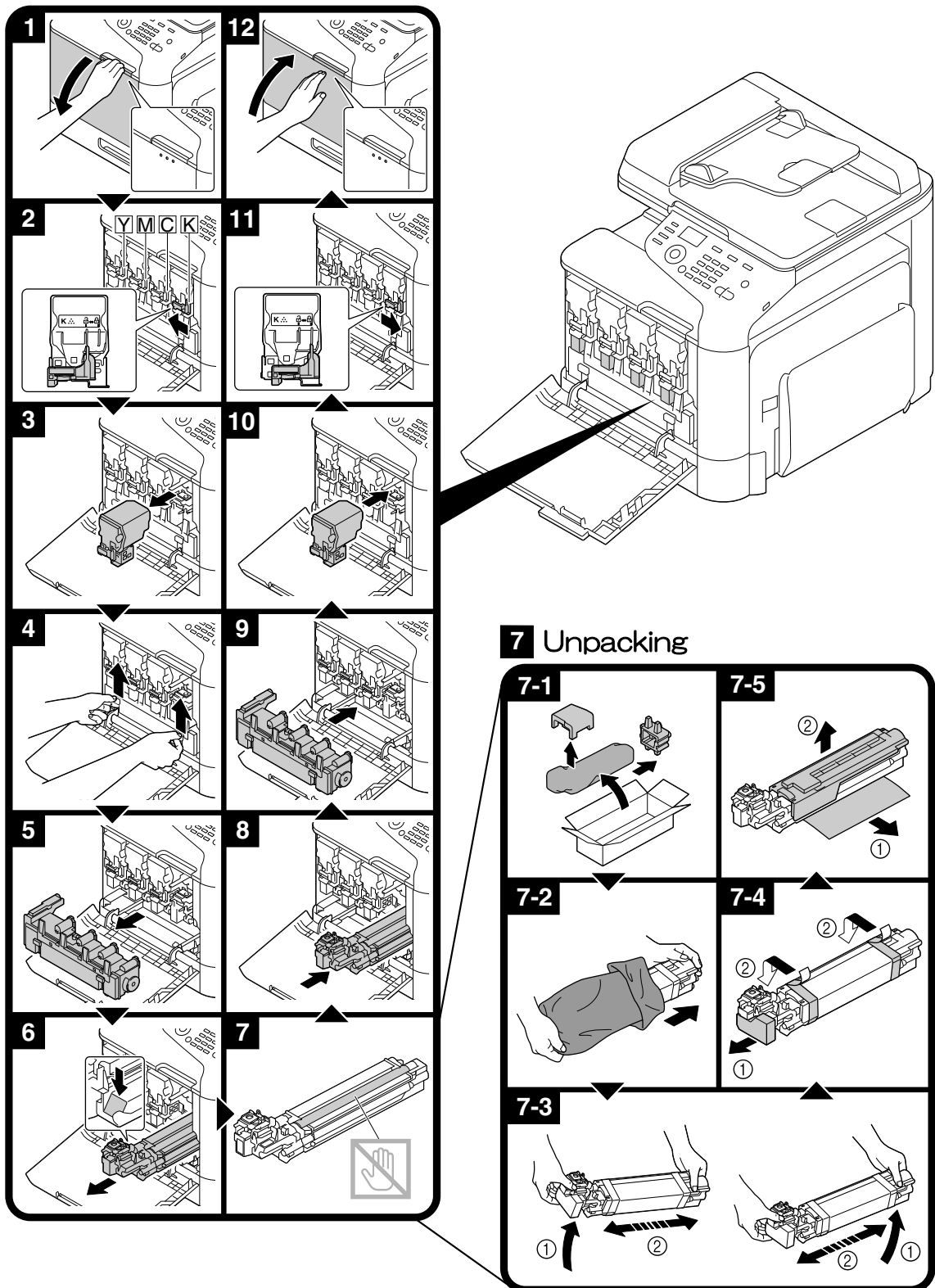
CAUTION

Precautions for toner spills

- Be careful not to spill toner inside the machine or get toner on your clothes or hands.
 - If your hands become soiled with toner, immediately wash them with soap and water.
 - If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.
-

The following procedure describes how to replace an imaging unit.


The procedure for replacing imaging unit is the same for all imaging unit colors. As an example, the procedure for replacing the black imaging unit is described.



Print operations

3

Print operations


 For details, refer to the Help for the printer driver.


Basic print operation

This section contains information on the general operation for printing.

Before printing

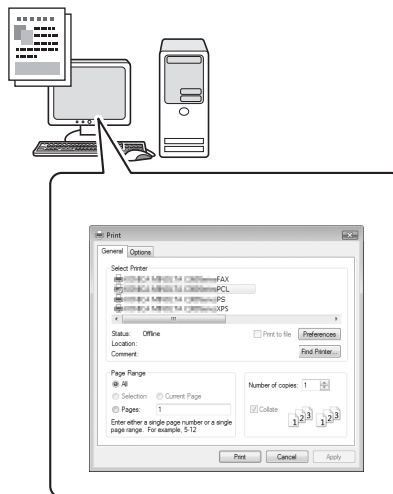
Send print data from an application on the computer through the printer driver to this machine. In order to print, a printer driver must first be installed on the computer to be used. The printer driver can easily be installed with the installer on the enclosed Drivers CD/DVD.

 *The following printer drivers can be used with this machine.*
Windows: PCL driver, PS driver or XPS driver
Macintosh: OS X driver
Linux: Linux PS driver

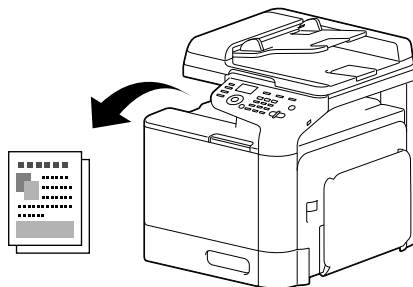
 *Before printing, connect this machine to a computer via either a USB or network connection. In order to establish a network connection, the network settings must first be specified. Network settings should be specified by the administrator. Network settings can also be specified by using Web Connection. For details, refer to chapter 2 of the Printer/Copier/Scanner User's Guide and chapter 9 and 10 of the Reference Guide.*

Printing

- 1 Create a document in the application, and then select the print command.
- 2 In the Print dialog box, select the printer.



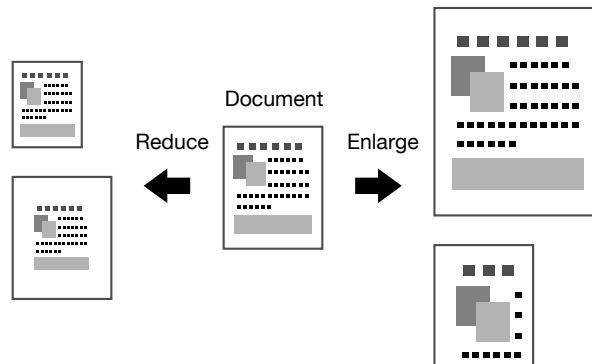
- If necessary, display the printer driver settings dialog box, and then specify the printing settings.
- 3 The specified pages and number of copies are printed.



Zoom

Specify the enlargement or reduction ratio.

The print is automatically enlarged or reduced to the size specified here when it differs from the Original Size setting and [Zoom] is set to [Auto].

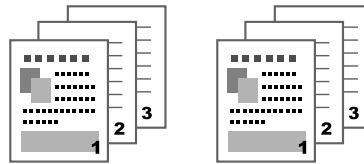


Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Page Attributes

Collate

When printing multiple copies, select the Collate function to print each copy as a complete set (1, 2, 3, ..., 1, 2, 3, ...).

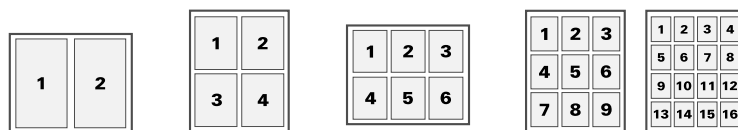


Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Printer Features

N-up

Multiple document pages can be reduced and printed together on a single page.

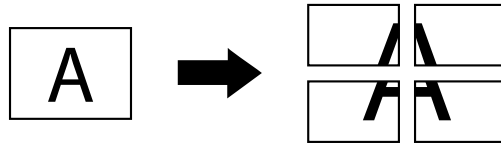


Windows PCL/PS/XPS drivers: Layout tab

Macintosh OS X driver: Layout

Poster

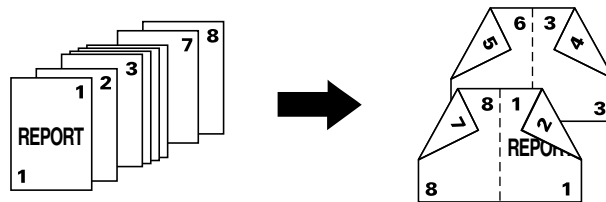
A single document page can be enlarged and printed on multiple sheets of paper.



Windows PCL driver: Layout tab

Booklet

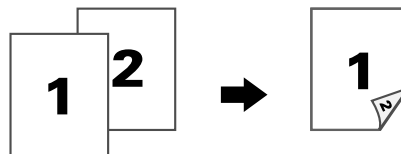
Document pages can be printed in the form of a booklet.



Windows PCL/PS/XPS drivers: Layout tab

Duplex

Document pages can be printed on both sides of the paper.

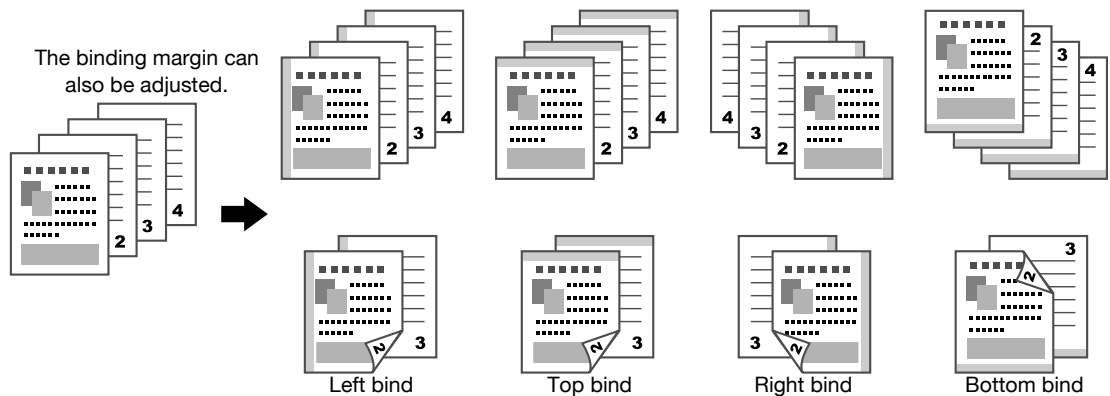


Windows PCL/PS/XPS drivers: Layout tab

Macintosh OS X driver: Layout

Binding Position/Binding Margin

Specify the binding position for bound documents. The width of the page margins can also be adjusted.

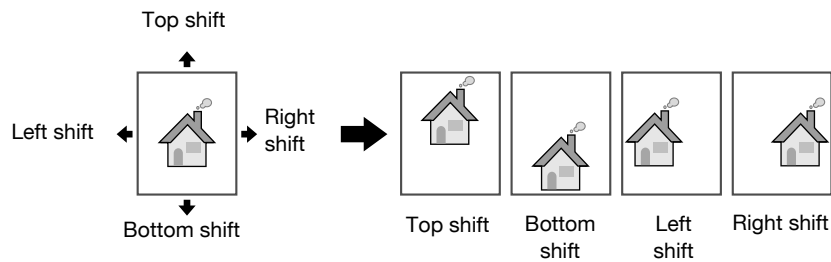


Windows PCL/PS/XPS drivers: Layout tab

Macintosh OS X driver: Layout

Image Shift

The entire image can be printed shifted to one side, for example, to create a left or right margin.

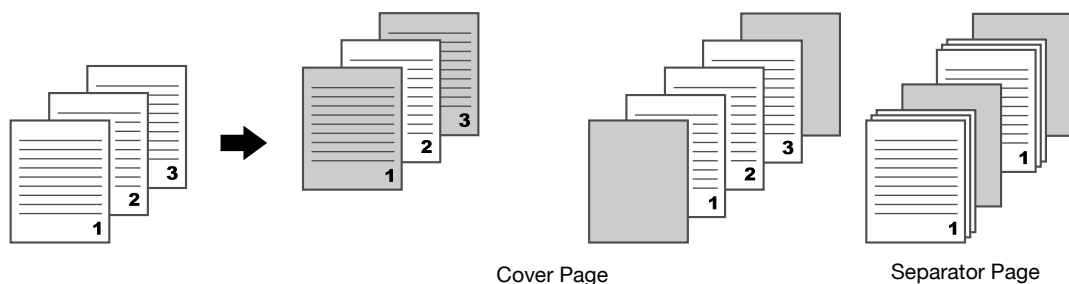


Windows PCL driver: Layout tab

Cover Page/Separator Page

The front and back cover pages can be printed on different paper. Otherwise, blank paper can be added as front and back cover pages and inserted as separator pages.

A different paper tray can be selected for the paper that is used.

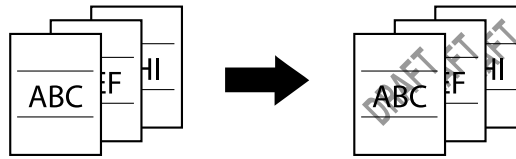


Windows PCL/PS/XPS drivers: Cover Page tab

Macintosh OS X driver: Cover Page

Watermark

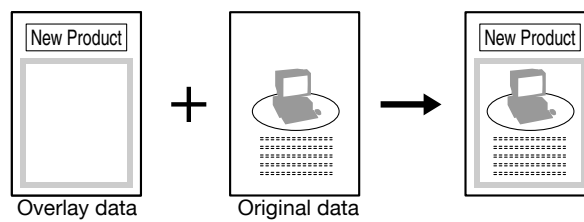
The document can be printed overlapping a watermark (text stamp).



Windows PCL/PS/XPS drivers: Watermark/Overlay tab

Overlay

The document can be printed overlapping separate overlay data.



Windows PCL/PS/XPS drivers: Watermark/Overlay tab

Select Color

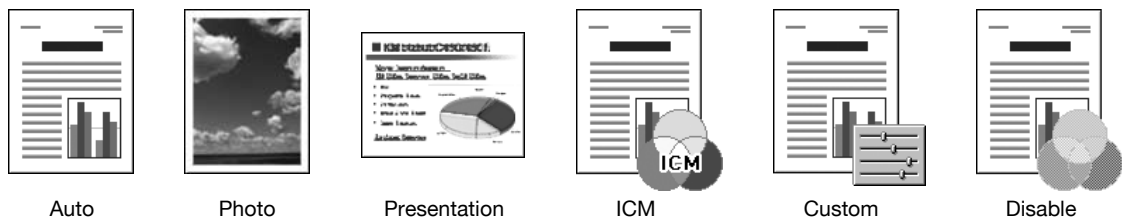
Select whether the document will be printed in Color or Grayscale.

Windows PCL/PS/XPS drivers: Quality tab

Macintosh OS X driver: Color Options

Quick Color

The document can be printed with the image quality appropriate for the document's contents.



Windows PCL/PS/XPS drivers: Quality tab

Macintosh OS X driver: Color Options

Copy operations

4

Copy operations

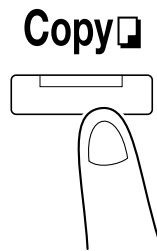


For details, refer to chapter 6, "Using the Copier", of the Printer/Copier/Scanner User's Guide.

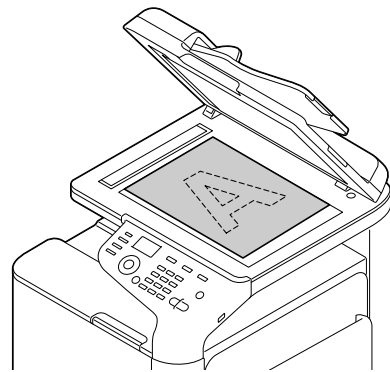
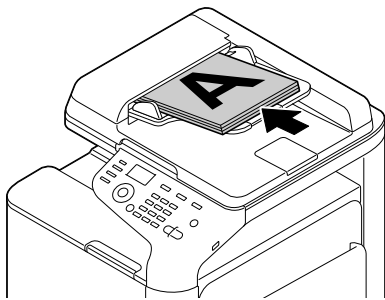
Basic copy operation

This section contains information on the general operation for copying.

- 1 Press the **Copy** key to enter Copy mode.



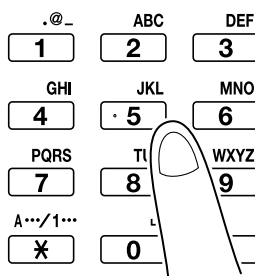
- 2 Place the document in the ADF or on the original glass.



- 3 Specify the desired copy settings.

4 Using the keypad, specify the desired number of copies.

- To change the number of copies, press the **Back** key, and then type in the desired number.



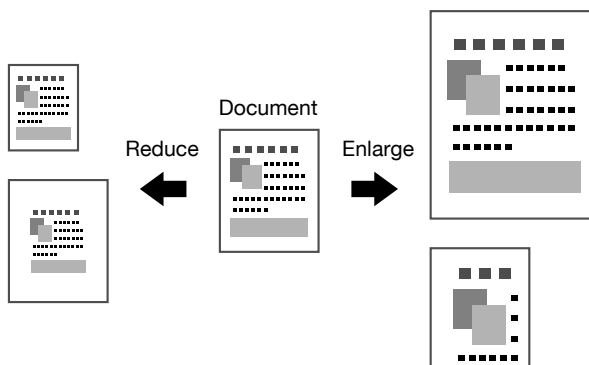
5 To make a color copy, press the **Start (Color)** key.

To make a black-and-white copy, press the **Start (B&W)** key.

- When making double-sided copies using the original glass, [NEXT PAGE?] appears in the message window. Place the second document page on the original glass, and then press the **Select** key.
- To scan double-sided document pages using the ADF, place the document in the ADF for the back side to be scanned, and then press the **Select** key.
- If the **Stop/Reset** key is pressed while copying, [JOB CANCEL] appears in the message window. To stop copying, select [YES]. To continue copying, select [NO].

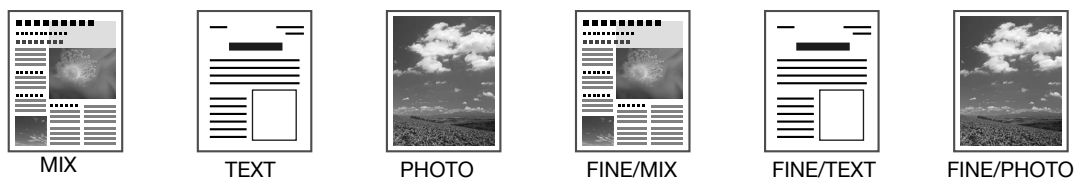
Zoom Ratio

Specify the enlargement or reduction ratio.



Document Type

The document can be copied with the image quality appropriate for the document's contents.



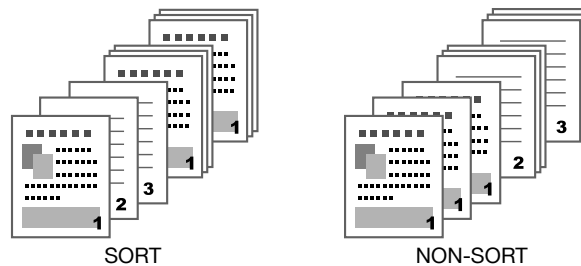
Copy Density

The copy density can be adjusted.



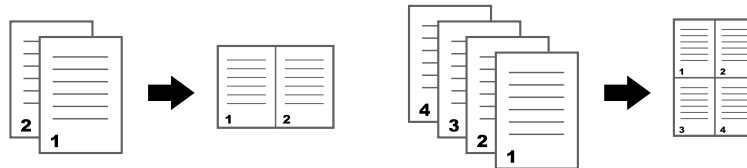
Collated (Sort) Copying

When printing multiple copies, select [SORT] to print each copy as a complete set (1, 2, 3, ..., 1, 2, 3, ...). To print the multiple copies of each page before printing the next page (1, 1, 1, ..., 2, 2, 2, ...), select [NON-SORT].



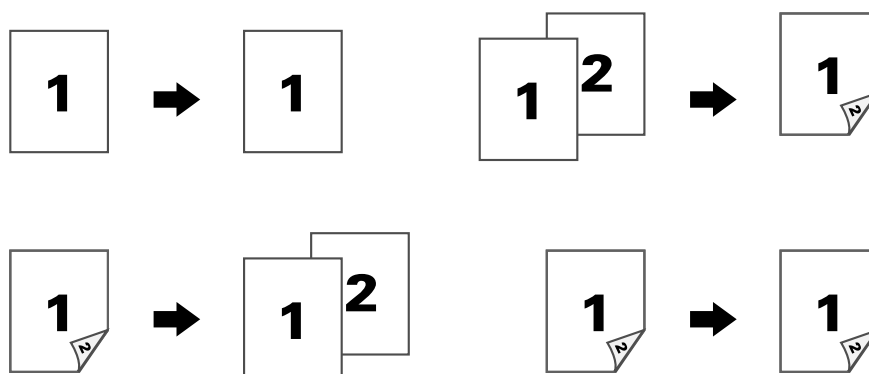
2in1/4in1 Copying

The document images of multiple pages (2 or 4) can be reduced and printed together on a single page.



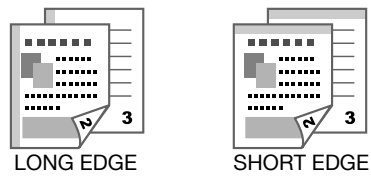
Simplex/Duplex Copying

Both the document and the copy can be specified as single-sided or double-sided.



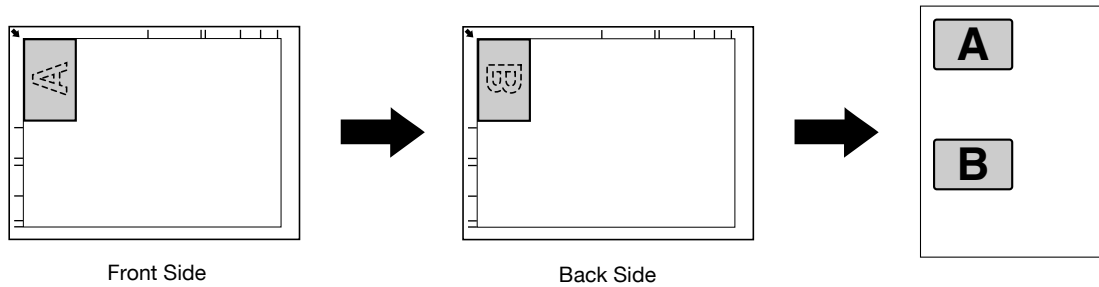
Binding Position

Specify the binding position for bound documents.



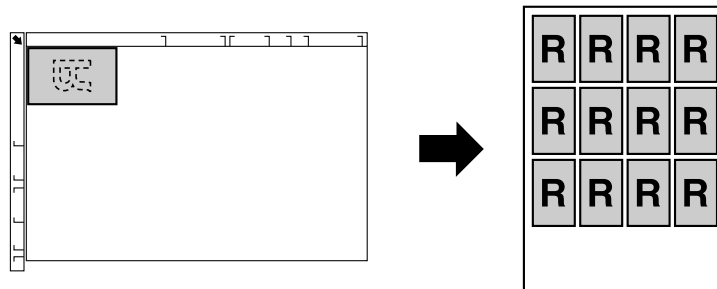
ID Card Copying

The back and front of a document, such as a certificate, are copied at full size on a single sheet of paper.



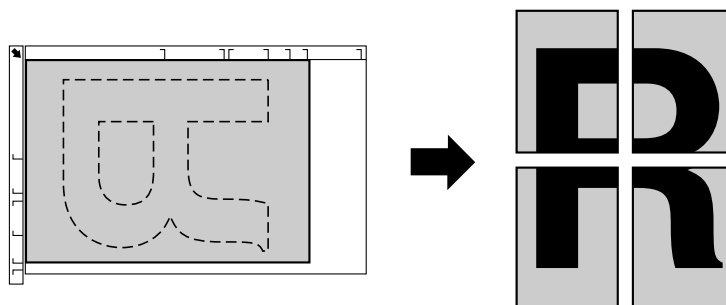
Repeat Copying

Small documents, such as memos, are tiled and printed on a single page. This function allows you to copy small documents at their actual size.



Poster Copying

The length and width of the scanned document are each enlarged 200%, and printed on four pages.



Scan operations

5

Scan operations

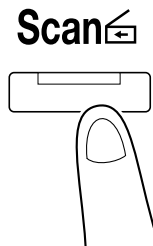


For details, refer to chapter 7, "Using the Scanner, of the Printer/Copier/Scanner User's Guide.

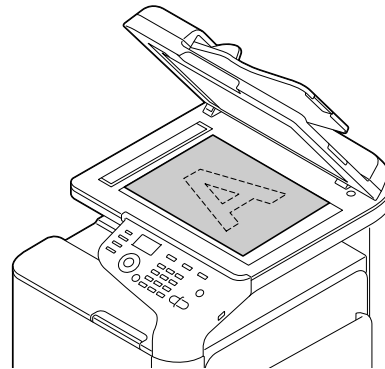
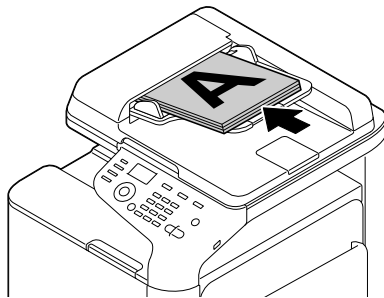
Basic scan operation

This section contains information on the general operation for scanning.

- 1 Press the **Scan** key to enter Scan mode.



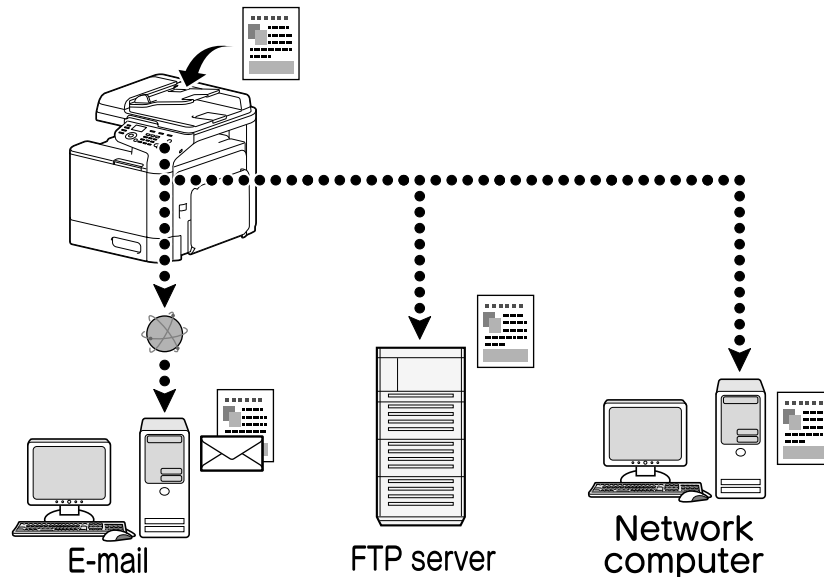
- 2 Place the document in the ADF or on the original glass.



- 3 Specify the desired scan settings.
- 4 Specify the destination.
 - If destinations have already been registered, a registered destination can be selected.
 - To directly type in the destination address, use the keypad.
 - A document can be sent to multiple destinations at the same time (broadcast transmission).
- 5 To scan color scans, press the **Start (Color)** key.
To scan black and white scans, press the **Start (B&W)** key.
 - To scan double-sided document pages using the ADF, place the document in the ADF for the back side to be scanned, and then press the **Select** key.
 - If the **Stop/Reset** key is pressed while copying, [JOB CANCEL] appears in the message window. To stop copying, select [YES]. To continue copying, select [NO].

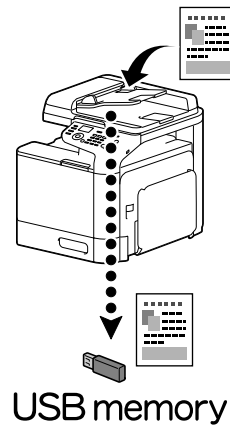
Scan to E-mail/FTP/SMB

Scan data can be sent via the network to a specified address (e-mail address, FTP address or SMB address). The address can be typed in directly, or an address registered on the machine can be selected.



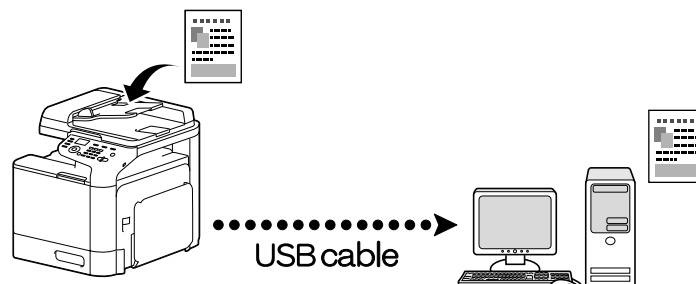
Scan to USB Memory

Scan data can be saved to a USB memory device plugged into the USB HOST port of this machine.



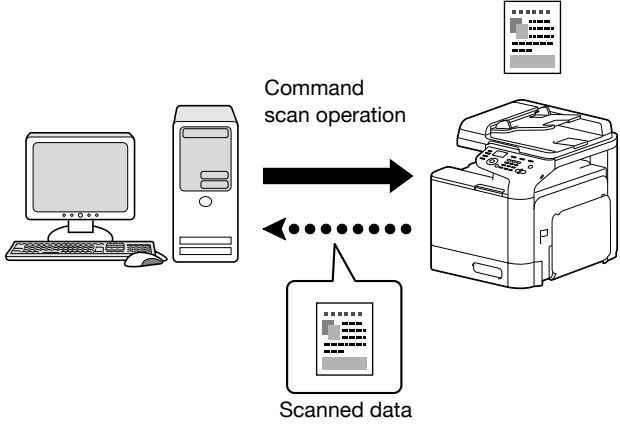
Scan to PC

Scan data can be sent to a computer connected to this machine. This function can be used only if this machine is connected to a computer with a USB cable.



Scanning from a computer application

Documents can be scanned from a computer connected to this machine via a network. Scanning settings can be specified and the scanning operation can be performed from TWAIN- or WIA-compatible applications.



Fax operations

6

Fax operations

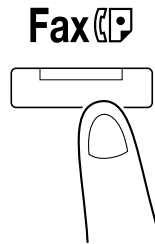


For details, refer to the Facsimile User's Guide.

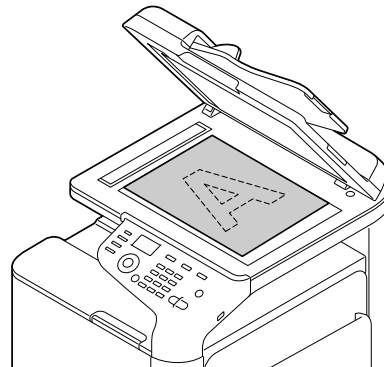
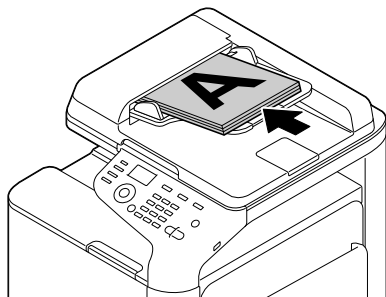
Basic fax operation

This section contains information on the general operation for faxing.

- 1 Press the **Fax** key to enter Fax mode.



- 2 Place the document in the ADF or on the original glass.



- 3 Specify the desired scan settings.

- 4 Specify the destination.

- If fax numbers have already been registered, a registered destination can be selected.
- When directly entering the fax number, use the keypad to type in the number.
- A document can be sent to multiple destinations at the same time (broadcast transmission).

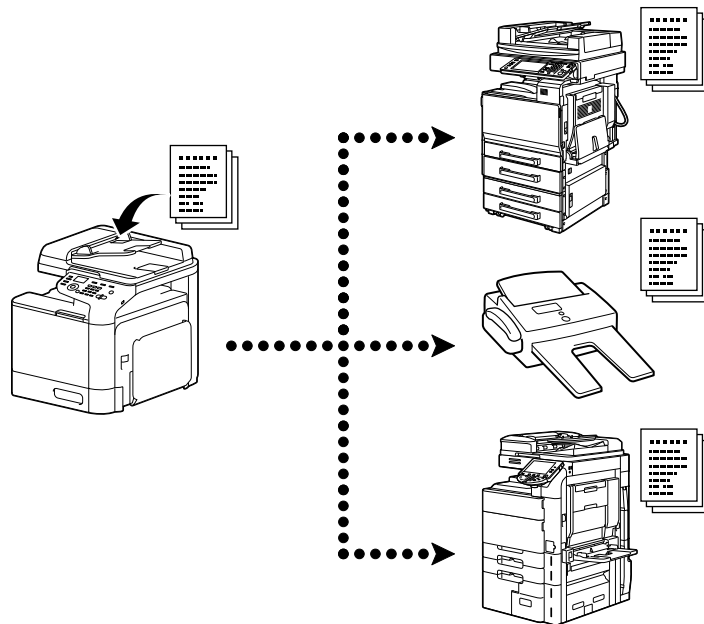
- 5 Press the **Start** key.

The fax is sent.

- The fax is sent in black and white regardless of whether the **Start (Color)** key or the **Start (B&W)** key is pressed.
- To scan multiple pages from the original glass, [NEXT PAGE?] appears in the message window. Place the second document page on the original glass, and then press the **Select** key.
- If the **Stop/Reset** key is pressed while copying, [JOB CANCEL] appears in the message window. To stop copying, select [YES]. To continue copying, select [NO].

Broadcast transmission

A fax can be sent to multiple recipients in a single transmission.

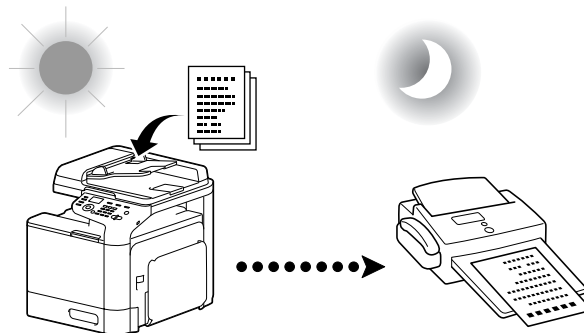


 For details, refer to chapter 3, "Sending Faxes", of the Facsimile User's Guide.

Timer transmission

A document can be scanned and stored in the memory to be sent at a specified time.

Timer transmission can be combined with broadcast transmission.

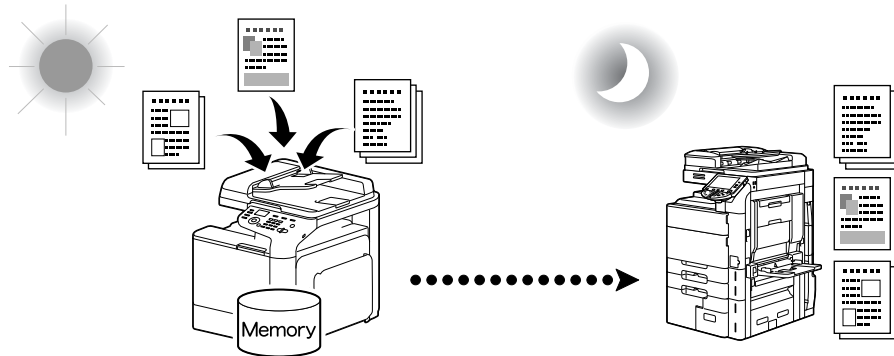


The scanned document is sent at the specified time.

 For details, refer to chapter 3, "Sending Faxes", of the Facsimile User's Guide.

Batch transmission

Multiple documents can be scanned and stored in the memory of this machine to be sent together to a single destination at a specified time.

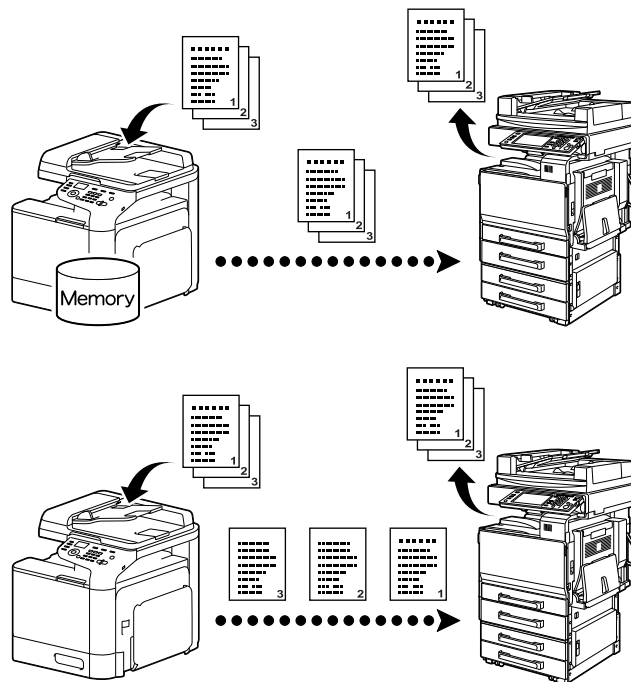


For details, refer to chapter 3, "Sending Faxes", of the Facsimile User's Guide.

Memory transmission/Direct transmission

With memory transmission, the fax transmission starts after the entire document is scanned and stored in the memory.

With direct transmission, the transmission is performed in real time in the transmission sequence of the destinations.

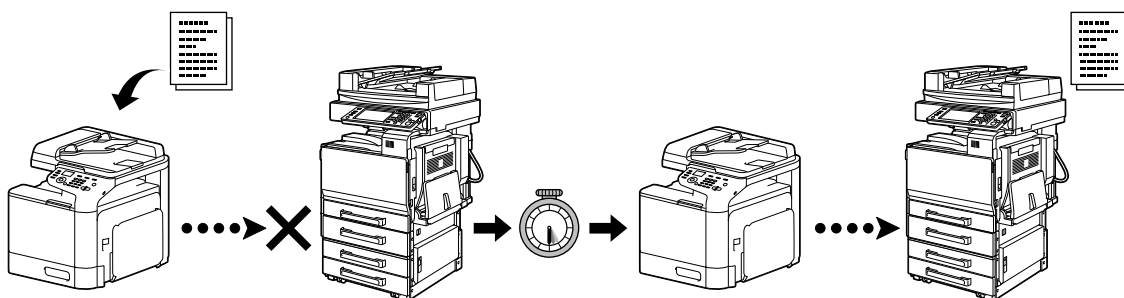


For details, refer to chapter 3, "Sending Faxes", of the Facsimile User's Guide.

Redialing

Dialing the same recipient again is called "redialing".

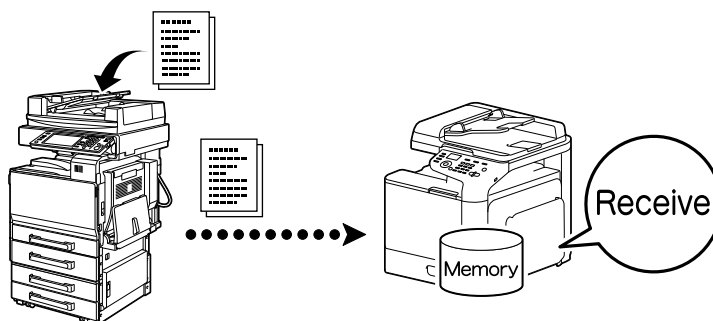
If the fax cannot be sent, for example, when the recipient's line is busy, the fax number can be dialed again after some time has passed.



 For details, refer to chapter 3, "Sending Faxes", of the Facsimile User's Guide.

Memory reception

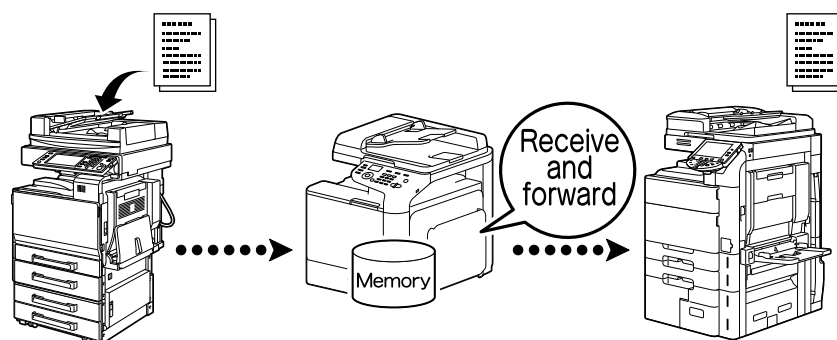
With memory reception, received documents are force-saved in the memory. Then, the received document can be printed from the memory when desired.



 For details, refer to chapter 5, "Receiving Faxes", of the Facsimile User's Guide.

Received document forwarding

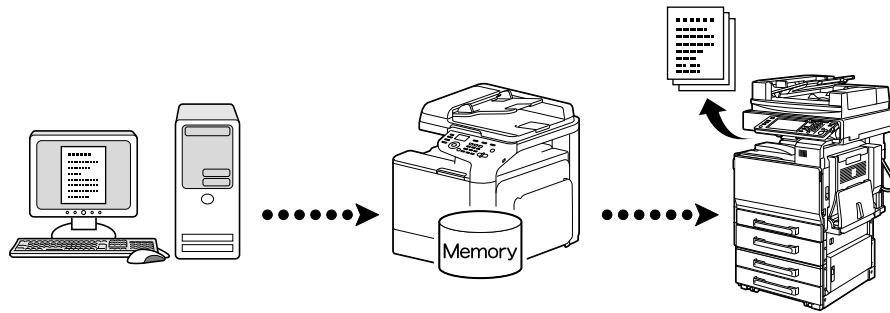
Received documents can be forwarded to a previously specified destination. Forwarding destinations are specified by the administrator.




 For details, refer to chapter 5, "Receiving Faxes", of the Facsimile User's Guide.

PC-FAX transmission

Using a fax driver, a fax can be sent directly from a Windows-compatible computer.



 For details, refer to chapter 4, "Faxing From a Computer (PC-FAX)", of the Facsimile User's Guide.

Appendix

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