

**C3200n**

## **User's Guide**



**59370401**

## Copyright Information

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### Document Information

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C3200n User's Guide

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### Disclaimer

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

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<http://www.my.okidata.com>

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### Regulatory Information

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As an ENERGY STAR® Program Participant, the manufacturer has determined that this product meets the ENERGY STAR guidelines for energy efficiency.



This product complies with the requirements of the Council Directives 89/336/EEC (EMC), 73/23/EEC (LVD) and 1999/5/EC (R&TTE), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage and Radio & Telecommunications Terminal Equipment.

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# Notes, Cautions, etc.

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## **NOTE**

A note appears like this. A note provides additional information to supplement the main text which helps you to use and understand the product.

## **Important!**

An important message appears like this. An important message provides supplemental information which can prevent potential problems.

## **CAUTION!**

A caution appears like this. A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

## ***WARNING!***

A warning appears like this. A warning provides additional information which, if ignored, may result in a risk of personal injury.

# Introduction

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Your new printer is designed with advanced features to give you clear, vibrant color printing and crisp black and white pages at high speed on a range of print media.

## Features

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- Up to 12 pages per minute full color.
- Up to 20 pages per minute in black and white.
- 600 x 1200 dpi (dots per inch) print resolution.
- Single Pass Color Digital LED technology.
- Hiper-C emulation.
- 10 Base-T and 100 Base-TX network connection.

## Options

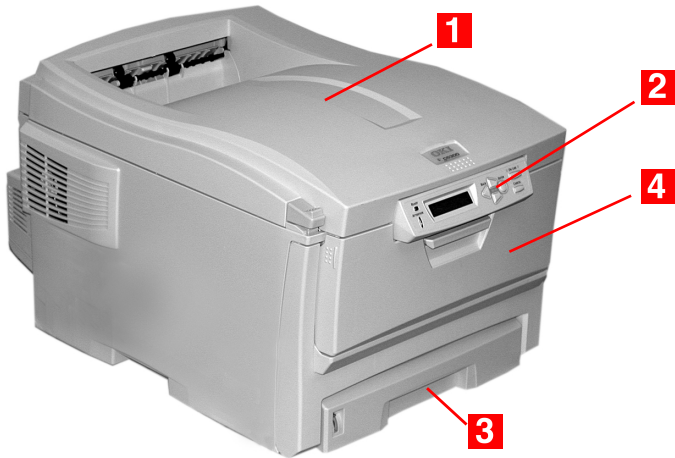
---

- Duplex Unit: see page 119.  
for automatic two-sided printing
- Additional Memory: see page 117  
64 MB or 256 MB
- Second Paper Tray: see page 118.  
capacity 530 sheets 20-lb. paper

# Printer Overview

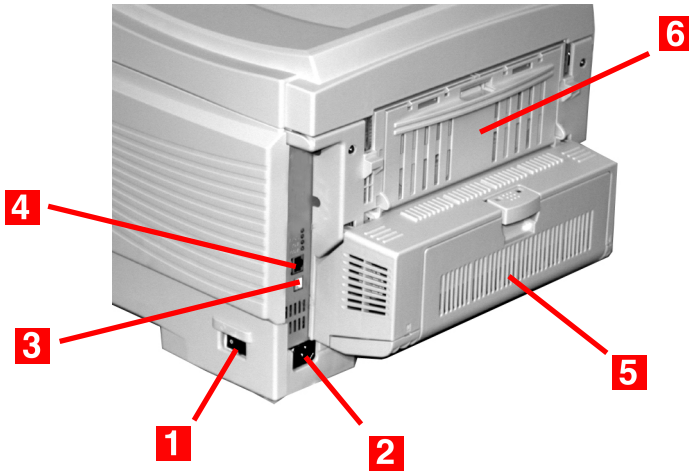
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## Front View



- 1.** Output Stacker, face down  
Standard printed copy delivery point.  
Holds up to 250 sheets of 20-lb. (75 g/m<sup>2</sup>) paper.
- 2.** Operator Panel  
Menu driven operator controls and LCD display panel  
Can be changed to show different languages: see page 9.
- 3.** PaperTray  
Standard paper tray.  
Holds up to 300 sheets of 20-lb. (75 g/m<sup>2</sup>) paper.
- 4.** Multi-Purpose Tray  
Used for feeding transparencies, heavier paper stocks, envelopes and other special media.  
Also for manual feeding of single sheets when required.

## Rear View

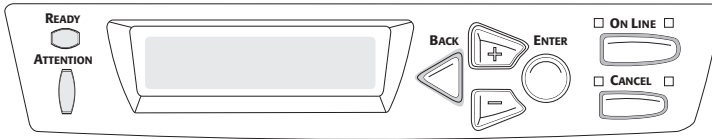


1. On/Off Switch
2. Socket for Power Cord
3. USB Interface
4. Network Interface
5. Optional Duplex Unit
6. Rear Stacker (face up)  
Capacity 100 sheets

When the rear paper stacker is folded down, paper exits the printer through the rear of the printer and is stacked face up. This is used for labels, heavy print media, envelopes and custom paper sizes. When used in conjunction with the Multi-Purpose Tray, the paper path through the printer is essentially straight. This avoids bending the print media around curves in the paper path and makes paper feeding more reliable.



## Changing the display language



1. Press MENU + repeatedly until you see

---

SYSTEM CONFIG MENU  
POWER SAVE DELAY TIME

---

2. Press ENTER.
3. Press MENU + repeatedly until you see

---

SYSTEM CONFIG MENU  
LANGUAGE

---

4. Press ENTER.
5. Press MENU + and/or MENU - repeatedly until you see the language you wish to select.
6. Press ENTER to select this language.
7. Press ON LINE to exit the menu and return the printer to standby.

# Paper Recommendations

Your printer can handle a variety of print media, including a range of paper weights and sizes, transparencies, labels and envelopes. This section provides general advice on choice and use of media.

## CAUTION!

**Print media must be able to withstand 446°F (230°C) for 0.2 second.**

## Paper Weights

Designation	Weight	Feed Tray	Duplexer?	Exit Tray
Light	16-19 lb. US Bond (60-71 g/m <sup>2</sup> )	Tray 1 Tray 2	No	Top <sup>a</sup> Rear <sup>b</sup>
Medium	20-27 lb. US Bond (75-101 g/m <sup>2</sup> )	Tray 1 Tray 2 MP Tray	Yes	Top Rear
Heavy	28-32 lb. US Bond (105-120 g/m <sup>2</sup> )	Tray 1 Tray 2 MP Tray	Yes (restricted to 28 lb. maximum)	Rear Only
Ultra Heavy	33-54 lb. US Bond (124-203 g/m <sup>2</sup> )	Tray 2 <sup>c</sup> MP Tray	No	Rear Only

- a. Face Down Stacker
- b. Face Up Stacker
- c. 47 lb. (177 g/m<sup>2</sup>) maximum for Tray 2

# Media Types

---

## Paper

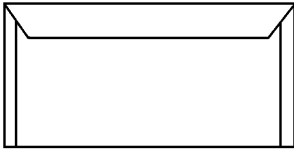
The best performance is obtained when using paper designed for use in copiers and laser printers. Suitable types include:

- Hammermill® Laser Printer Radiant White, 24 lb. US Bond (90 g/m<sup>2</sup>)
- Xerox® 4024, 20 lb. US Bond (75 g/m<sup>2</sup>)
- Oki® 52206101 Bright White Proofing Paper, 32 lb. US Bond (120 g/m<sup>2</sup>)

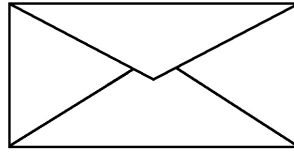
## Recommendations

- Check [www.my.okidata.com](http://www.my.okidata.com) for the latest information on recommended papers for your printer.
- Paper should be stored flat, away from moisture, direct sunlight and heat sources.
- **The use of heavily laid or textured paper will seriously affect the life of the image drum and give poor print quality.** Print quality can be improved by changing the media setting to 'Ultra Heavy.' However, this will reduce the output speed and prevent the use of the duplex option.
- *Avoid:*
  - Damp, damaged or curled paper.
  - Very smooth, shiny or glossy paper.
  - Heavily embossed letterhead paper, very rough paper or paper that has a large grain difference between the two sides.
  - Paper with perforations, cut-outs or ragged edges.
  - Carbon paper, recycled paper, NCR paper, photosensitive paper, pressure sensitive paper or thermal transfer paper.

## Envelopes



**Yes**



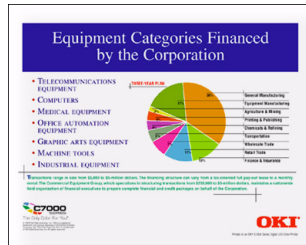
**No**

- Use only recommended envelopes  
Oki 52206301 and 52206302:  
For more information, see "Print Media, Oki" in your *Handy Reference Guide* or [www.my.okidata.com](http://www.my.okidata.com).
- Envelopes should be stored flat and away from moisture, direct sunlight and heat sources.
- Don't use envelopes with windows or metal clasps.
- Don't use damp, damaged or curled envelopes.

### **CAUTION**

**Print media must be able to withstand 446°F (230°C) for 0.2 second.**

# Transparencies



- Use only recommended transparencies (3M CG3720, Oki 52205701).
- Avoid office transparencies designed for use by hand with marker pens. *These will melt in the fuser and cause damage.*

## Labels

- Avery 5161 White Laser Labels (letter size) work well with your printer. Check [www.okidata.com](http://www.okidata.com) for the latest information on media for your printer.
- Use only labels designed for use in color laser printers and photocopiers.

## CAUTION!

- Labels should cover the entire carrier sheet.
- Carrier sheet or adhesive must not be exposed to any part of the printer

## Auto Switching

If you have identical paper stock loaded in the Multi-Purpose Tray or the optional Second Paper Tray, you can have the printer automatically switch to the other tray when the current tray runs out of paper. This function is enabled in the Print Menu.

# Paper Size, Feed, and Exit

## Tray 1 and Optional Tray 2

	Feed		Exit	
Paper size	Tray 1	Tray 2	Top <sup>a</sup>	Rear <sup>b</sup>
Letter (8½ x 11")	S, D <sup>c</sup>	S, D	S, D	S, D
Legal-14 (8½ x 14")	S, D	S, D	S, D	S, D
Legal-13.5 (8½ x 13.5")	S, D	S, D	S, D	S, D
Legal-13 (8½ x 13")	S, D	S, D	S, D	S, D
Executive (7¼ x 10½")	S, D	S, D	S, D	S, D
A4 (210 x 297 mm)	S, D	S, D	S, D	S, D
A5 (145 x 210 mm)	S, D	S, D	S, D	S, D
A6 (105 x 148 mm)	S	Not Usable	Not Usable	S
B5 (182 x 257 mm)	S, D	S, D	S, D	S, D
Custom	S: <i>min.</i> 3.94 x 5.83" [100 x 148 mm], D: <i>min.</i> 5.8 x 8.25" [148 x 210 mm] S, D: <i>max.</i> 8.5 x 14" [215.9 x 355.6 mm]	S: <i>min.</i> 3.94 x 5.83" [100 x 148 mm], D: <i>min.</i> 5.8 x 8.25" [148 x 210 mm] S, D: <i>max.</i> 8.5 x 14" [215.9 x 355.6 mm]	S, D	Not Usable.

- Use the Top Exit (Face Down Stacker) only for paper up to 47 lb. US Bond (98 lb. Index, 177 g/m<sup>2</sup>).
- Switch to the Rear Exit (Face Up Stacker) when you are printing paper heavier than 47 lb. US Bond (98 lb. Index, 177 g/m<sup>2</sup>).

c. S = Simplex; D = Duplex (printing on both sides)

## Multi-Purpose Tray

Use the Multi-Purpose (MP) Tray for printing card stock, labels, envelopes and transparencies. Or load a stack of letterhead stationery to switch to as needed.

- A stack of media about 3/8" (10 mm) high can be loaded into the MP Tray, equivalent to about 10 envelopes or 50 transparencies.
- Media should be loaded print side *up*, top edge facing into the printer.
- Generally, the rear exit (Face Up Stacker) is used with the MP Tray.

### **Important!**

The duplex unit can be used for paper only, at weights up to 28 lb. US Bond (105 g/m<sup>2</sup> metric, 58 lb. Index). Do not use the duplex (two-sided printing) function for labels, envelopes, transparencies, or paper heavier than 28 lb. US Bond.



Paper size	Feed	Exit	
	MP Tray	Rear <sup>a</sup>	Top <sup>b</sup>
Letter (8½ x 11")	Yes	Yes	Yes
Legal-14 (8½ x 14")	Yes	Yes	Yes
Legal-13.5 (8½ x 13.5")	Yes	Yes	Yes
Legal-13 (8½ x 13")	Yes	Yes	Yes
Executive (7¼ x 10½")	Yes	Yes	Yes
A4 (210 x 297 mm)	Yes	Yes	Yes
A5 (145 x 210 mm)	Yes	Yes	Yes
B5 (182 x 257 mm)	Yes	Yes	Yes
Envelopes (COM-10)	Yes	Yes	No
Custom: min. 3.94 to 5.83" [100 x 148 mm]; max. 8½ x 14" [216 x 356 mm], or banner <sup>c</sup>	Yes	Yes	No

- a. Use the Rear Exit (Face Up Stacker) for heavy paper, transparencies, envelopes, and labels.
- b. Use the Top Exit (Face Down Stacker) only for paper up to 47 lb. US Bond (98 lb. Index, 177 g/m<sup>2</sup>).
- c. Banner specifications:
  - Length: up to 47" (1.2 m)
  - Width Range = 8¼ to 8½" (210 to 215.9 mm)
  - Weight Range = 28 to 34 lb. US Bond (105 to 128 g/m<sup>2</sup>)
  - Path = Rear Exit (Face Up Stacker) only
  - Feed one sheet at a time.

## Paper Exits

---

### Face Down (Top Exit)

- Holds up to 250 sheets of 20-lb. US Bond (42 lb. Index, 75 g/m<sup>2</sup> metric) standard paper
- Handles paper stocks up to 47 lb. US Bond (98 lb. Index, 176 g/m<sup>2</sup> metric).
- Pages are printed in reading order (page 1 first; last page on top, facing down).

### Face Up (Rear Exit)

The face up stacker at the rear of the printer should be opened and the tray extension pulled out when required for use. In this condition paper will exit via this path, regardless of driver settings.

- The face up stacker can hold up to 100 sheets of 20 lb. US Bond (42 lb. Index, 75 g/m<sup>2</sup>) standard paper.
- Handles stocks up to 54 lb. US Bond (113 lb. Index, 113 lb. Index, 203 g/m<sup>2</sup> metric).
- Papers are printed face up: for multi-page documents, select reverse order printing in your application Print dialog box so that the stack is in correct order.

#### **NOTE**

Always use this stacker and the Multi-Purpose Tray for paper stocks heavier than 47 lb. US Bond (98 lb. Index, 176 g/m<sup>2</sup> metric).

## Duplex Unit (Optional) ---

This option provides automatic two-sided printing on the same range of paper sizes as optional Tray 2 (i.e. all Tray 1 sizes except A6), using paper from 20 to 28-lb. US Bond (42 to 58 lb. Index, 75 to 105 g/m<sup>2</sup> metric).

# Loading Paper

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## Trays 1 and 2

---

### NOTE

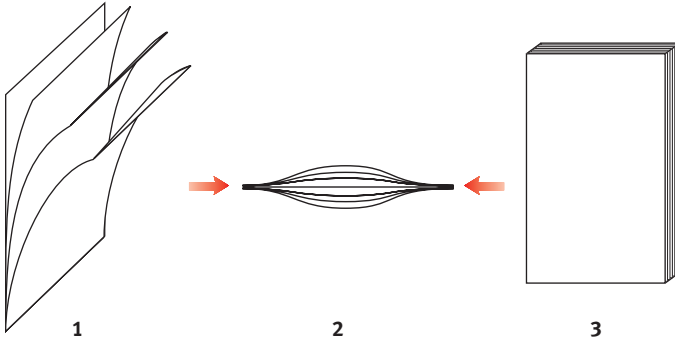
If you have the optional second paper tray installed:

- If you are printing from the 1st (upper) tray, you can pull out the 2nd (lower) tray and reload it while the printer is printing.
- If you are printing from the 2nd (lower) tray, *do not pull out the 1st (upper) tray while printing*. This will cause a paper jam.

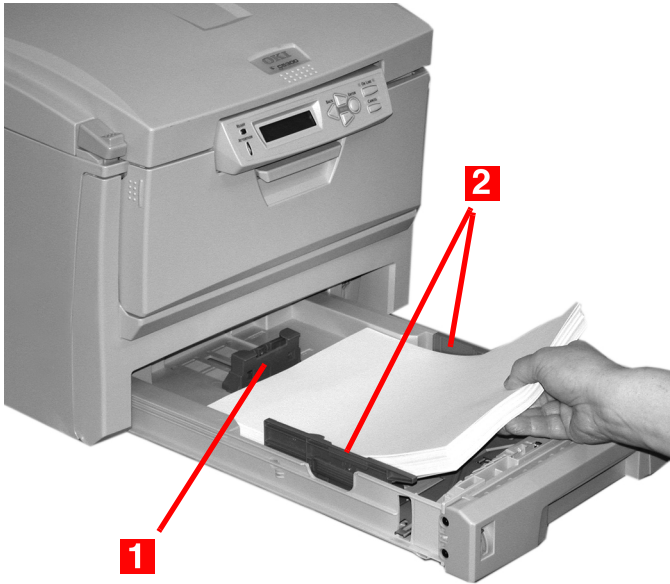
1. Remove the paper tray from the printer.



2. Fan the paper to be loaded at the edges (1) and in the middle (2), then tap the edges of the stack on a flat surface to make it flush again (3).

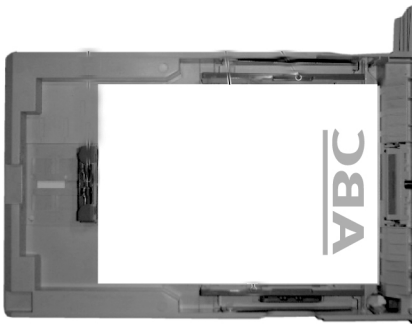


3. Load paper print side down, making sure the rear stopper (1) and paper guides (2) are snug against the paper.



### NOTE

Load letterhead paper face *down*, with the top edge aimed towards the front of the printer.



4. Gently close the paper tray.



### NOTE

To prevent paper jams:

- Do not leave space between the paper and the guides and rear stopper.
- Do not overfill the paper tray. Capacity depends on the type of paper stock.
- Do not load damaged paper.
- Do not load paper of different sizes or types at the same time.
- Do not pull the paper tray out during printing (except as described above for the 2nd tray).

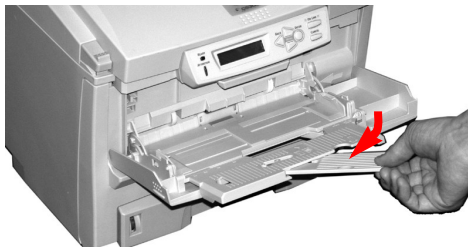
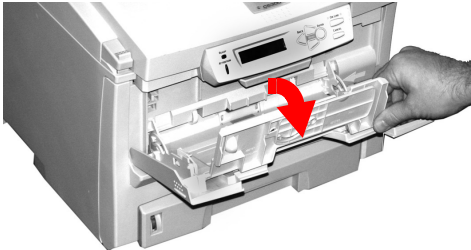
# Multi-Purpose (MP) Tray

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## NOTE

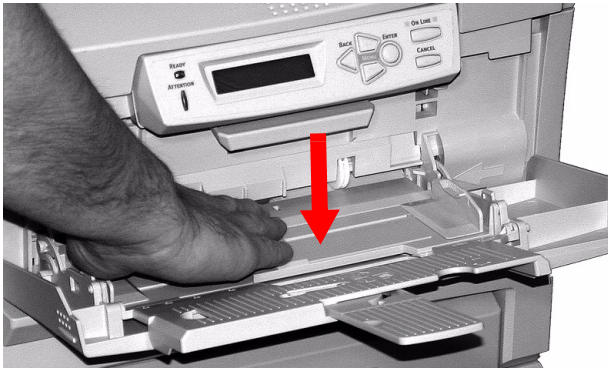
The MP Tray will take a stack of media about 3/8" (10 mm) high, equivalent to about 10 envelopes or 50 transparencies. Do not exceed the 3/8" (10 mm) media stack height.

1. Open the MP Tray.

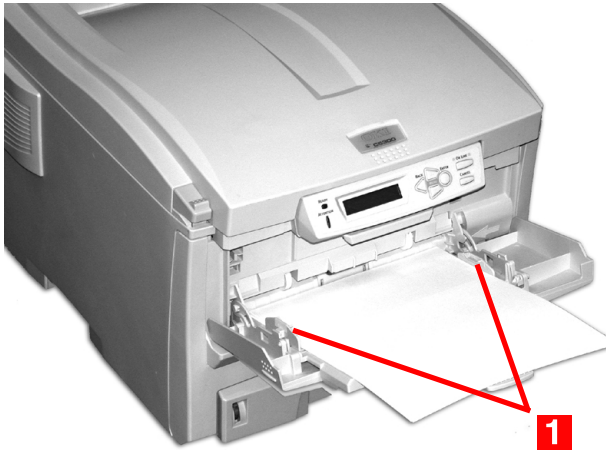




2. Press down on the loading platform.



3. Load the print media and adjust the guides (1) to the size media being used.



- Letterhead stationery:
  - For single-sided printing, load with pre-printed side *up* and the top edge *into* the printer.
  - For two-sided (duplex) printing, load with pre-printed side *down* and top edge *away from* the printer. (Optional duplex unit must be installed.)
- Envelopes: load print side up (flap down) with top edge to the left and short edge into the printer. Do not select duplex printing on envelopes.

4. Press the blue tray latch (1) toward the paper stack to lift the paper platform into the feed position.



# Consumables

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## Life Expectancy

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### **Toner Cartridge**

Life expectancy approximately 1,500 pages, assuming about 5% coverage, which means that 5% of the addressable dots in an image are printed with this color of toner. See “Toner Cartridge” on page 28.

### **Image Drum**

Life expectancy approximately 15,000 pages, assuming an average of 3 pages per print job. If the average print job is longer than this, the image drums could last longer, but if the average print job is shorter, then image drums will be used more quickly. See “Image Drum” on page 36.

### **Transfer Belt**

Life expectancy about 50,000 letter-size pages. See “Belt Unit” on page 45.

### **Fuser**

Life expectancy about 45,000 letter-size pages. See “Fuser” on page 51.

# Replacing Consumables

---

## Toner Cartridge



---

REPLACE TONER  
nnn: zzzz TONER EMPTY

---

nnn: ZZZZ =

410: YELLOW

411: MAGENTA

412: CYAN

413: BLACK

Toner Color	Oki Order #
Black	43034804
Cyan	43034803
Magenta	43034802
Yellow	43034801

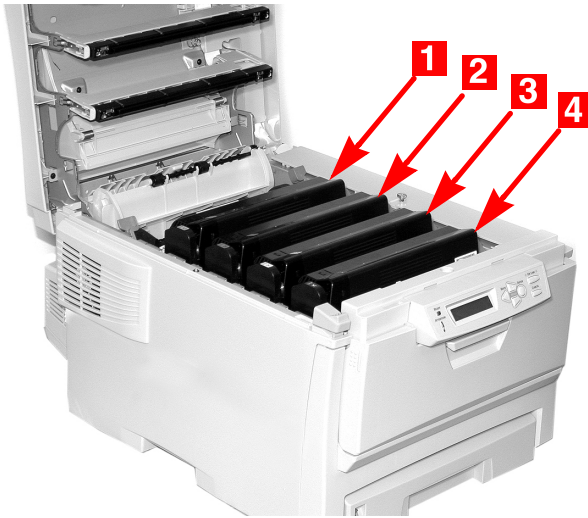
1. Press the cover release. Open the printer's top cover fully.



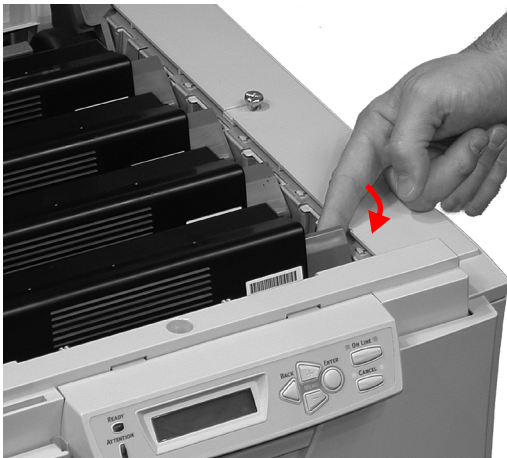
***WARNING!***

***If the printer has been powered on, the fuser is HOT. This area is clearly labelled. Do not touch it.***

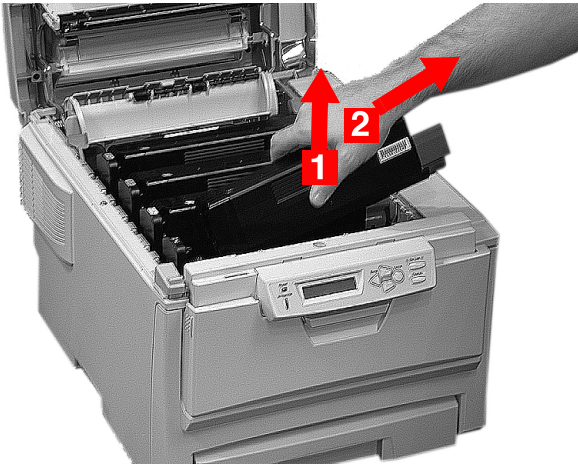
2. Note the positions of the four cartridges: Cyan (1), Magenta (2), Yellow (3), Black (4).



3. Pull the colored toner release lever on the cartridge to be replaced towards the front of the printer.  
Shown: replacement of the black toner cartridge



4. Lift the right-hand end of the cartridge. Then, pull the cartridge to the right to release the left-hand end. Remove the toner cartridge. Discard it in accordance with your local regulations.



5. Unpack the new toner cartridge. Gently shake it *from side to side* to loosen and distribute the toner evenly inside the cartridge.

# Install Toner Cartridge



- 6. Remove the adhesive tape from the underside of the cartridge.



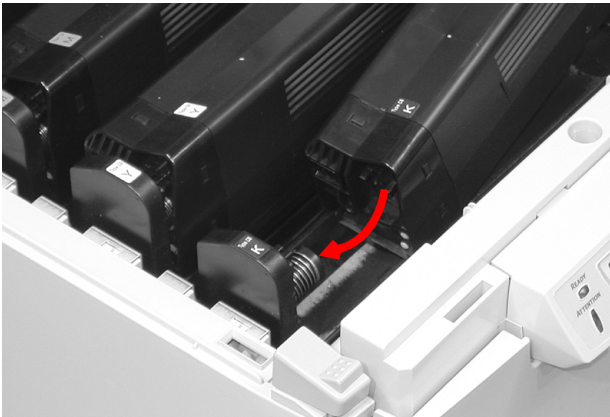
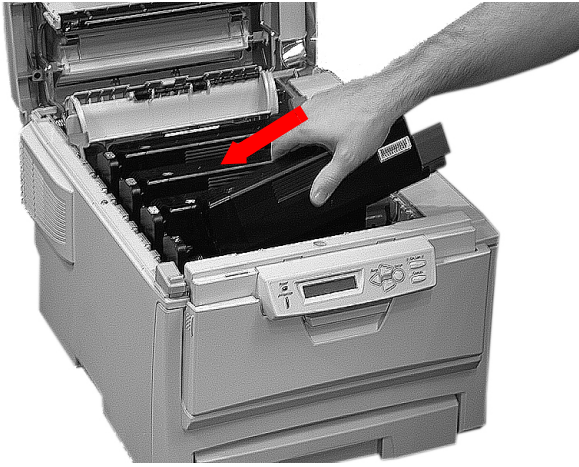
## CAUTION!

**Do not touch the toner release lever until the toner cartridge is installed in the image drum. If you do, it will open the toner release slot and spill toner.**

- 7. Hold the cartridge by its top center with the colored release lever to the right. Insert the left end of the

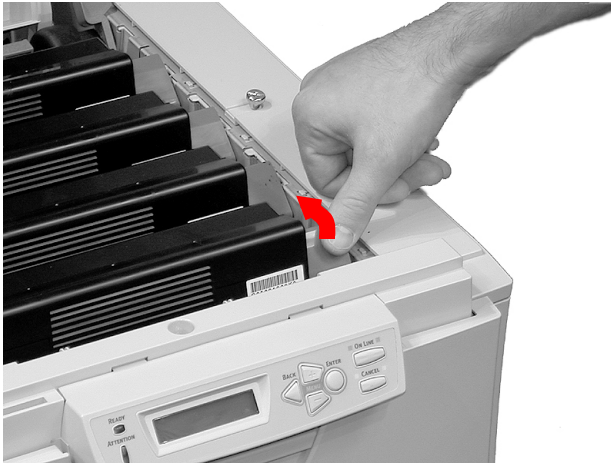


cartridge into the top of the image drum. Push it firmly against the spring on the drum unit.



- 8.** Lower the right end of the cartridge into the image drum unit. Press it firmly down in place. Then, push the

colored lock lever back to open the toner slot and lock it in place.



## Important!

The lever should move easily.

If it does not, **STOP!**

Push down on the toner cartridge to be sure that it is properly seated in the image drum. Press back on the lever again.

To avoid toner spillage, do NOT open the toner release lever until the toner cartridge is firmly seated in the image drum.

- 9.** Use the provided LED lens cleaner. Gently wipe the LED.



- 10.** Close and latch the top cover.



# Image Drum



---

REPLACE IMAGE DRUM  
nnn: ZZZZ DRUM LIFE

---

nnn: ZZZZ =

350: YELLOW

351: MAGENTA

352: CYAN

353: BLACK

Drum Color	Oki Order #
Black	42126661
Cyan	42126660
Magenta	42126659
Yellow	42126658

## Important!

The image drum includes a new toner cartridge. The life expectancy of the cartridge will be reduced as the toner charges the new drum.

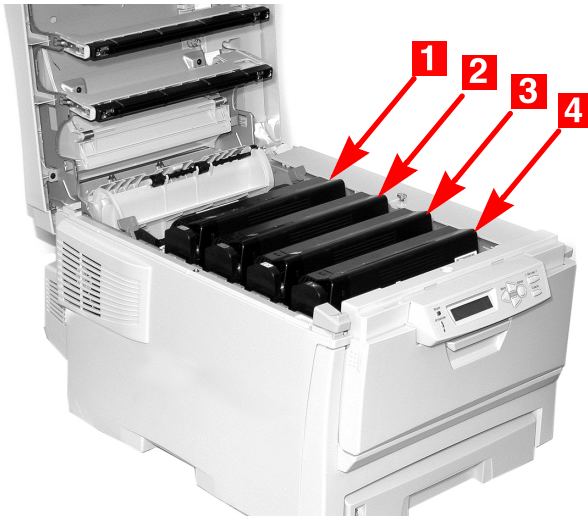
1. Press the cover release and open the top cover fully.



***WARNING!***

***If the printer has been powered on, the fuser is HOT. This area is clearly labelled. Do not touch it.***

2. Note the positions of the four image drums: Cyan (1), Magenta (2), Yellow (3), Black (4).



3. Lift the image drum, complete with its toner cartridge, out of the printer. Discard it in accordance with your local regulations.

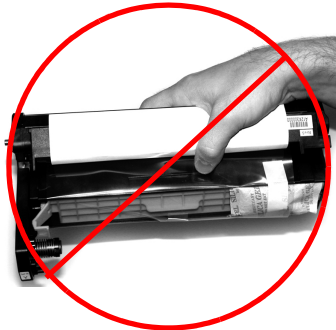
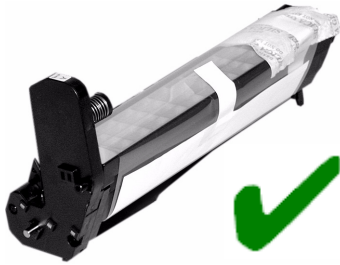


4. Unpack the new image drum.

### CAUTION!

#### Image drum handling

The image drum contains toner. To avoid spilling toner, be careful to *keep it upright*.



## CAUTION!

The green surface at the base of each image drum is very delicate and light sensitive.

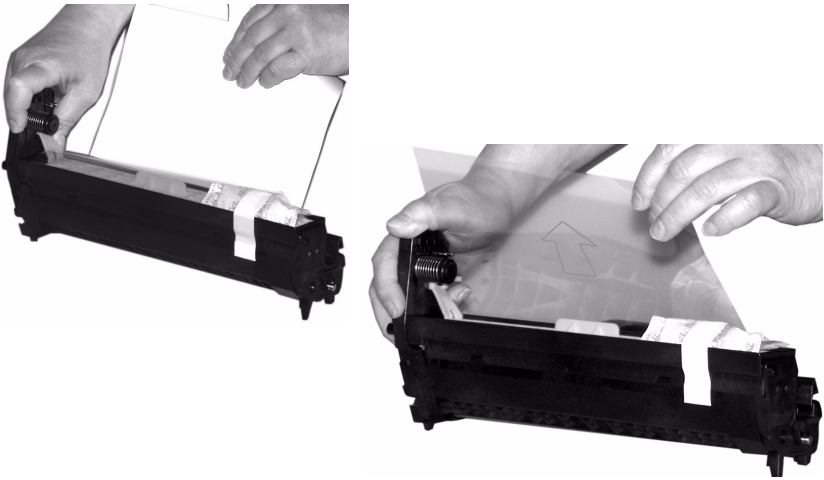
- Do not touch the green surface.
- Never expose the drum to direct sunlight or to very bright room lighting.
- Do not expose it to normal room light for more than 5 minutes.
- If the image drum must be out of the printer for longer than 5 minutes, place the image drum inside a black plastic bag or carefully place it in a drawer or cabinet to keep it away from light.

Grasp the white tape tab and peel the tape off the drum.





5. Remove the paper sheet. Then, remove the clear plastic film.



6. If present, remove the silica gel pack.



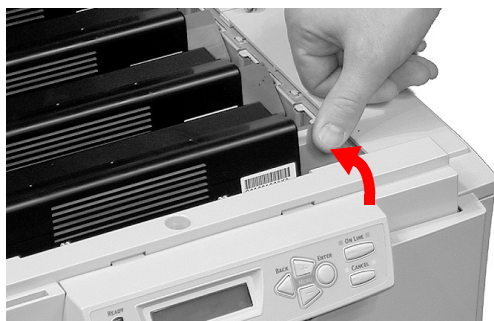
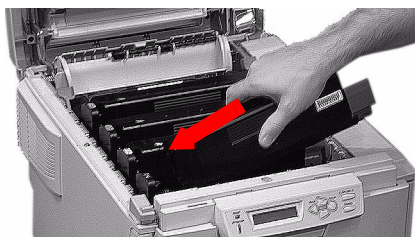
7. Place the image drum in the printer.



8. Remove the orange drum seal.



9. Install the new toner cartridge in the image drum. See page 32, ff., for more information.



**10.** Use the provided LED lens cleaner. Gently wipe the LED.



**11.** Close and latch the top cover.



## Belt Unit

Oki 42158711

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REPLACE BELT  
355: belt life

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The belt unit is located under the four image drums. This unit requires replacement approximately every 50,000 pages.

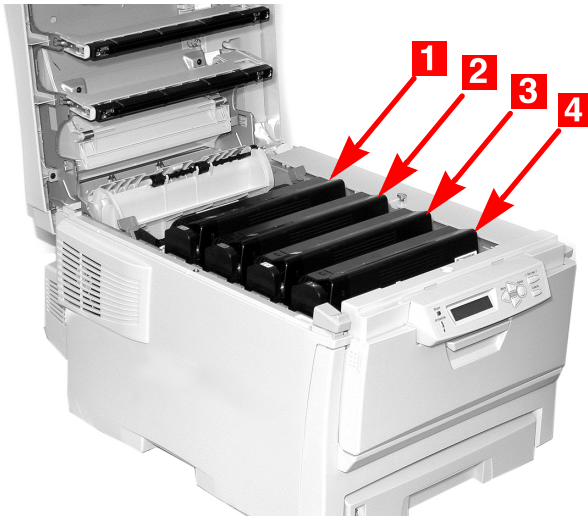
1. Press the cover release and open the top cover fully.



### **WARNING!**

**If the printer has been powered on, the *fuser is HOT*. This area is clearly labelled. Do not touch it.**

2. Note the positions of the four image drums: Cyan (**1**), Magenta (**2**), Yellow (**3**), Black (**4**). **It is essential that they go back in the correct order!**



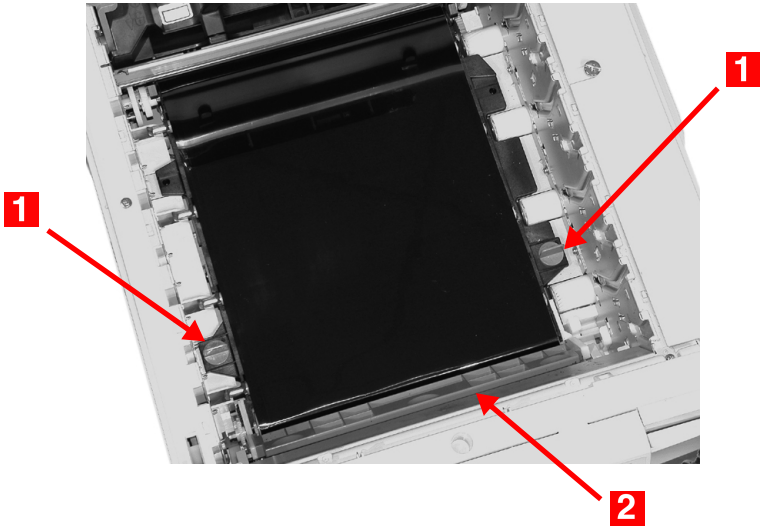
3. Lift each of the image drum units out of the printer. Place them on a *flat* surface in a safe place away from direct sources of heat and light.

## CAUTION!

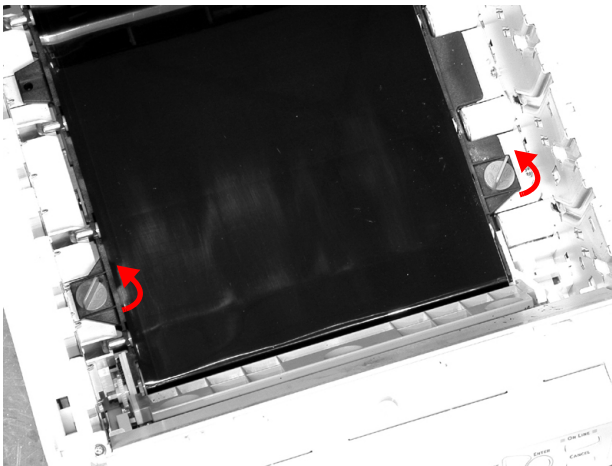
The green surface at the base of each image drum is very delicate and light sensitive.

- Do not touch the green surface.
- Never expose the drum to direct sunlight or to very bright room lighting.
- Do not expose it to normal room light for more than 5 minutes.
- If the image drum must be out of the printer for longer than 5 minutes, place the image drum inside a black plastic bag or carefully place it in a drawer or cabinet to keep it away from light.

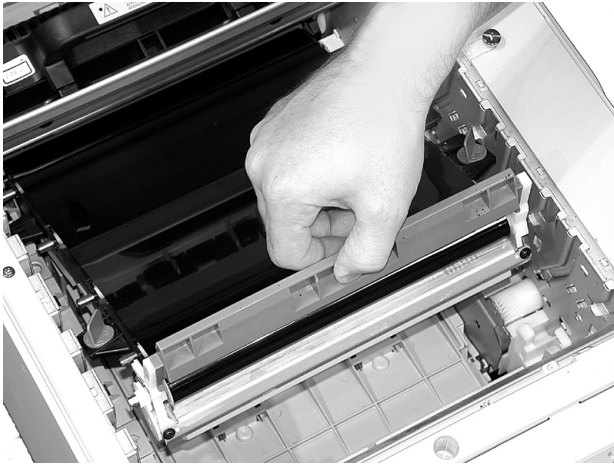
4. Locate the two blue locks (1) and the handle (2).



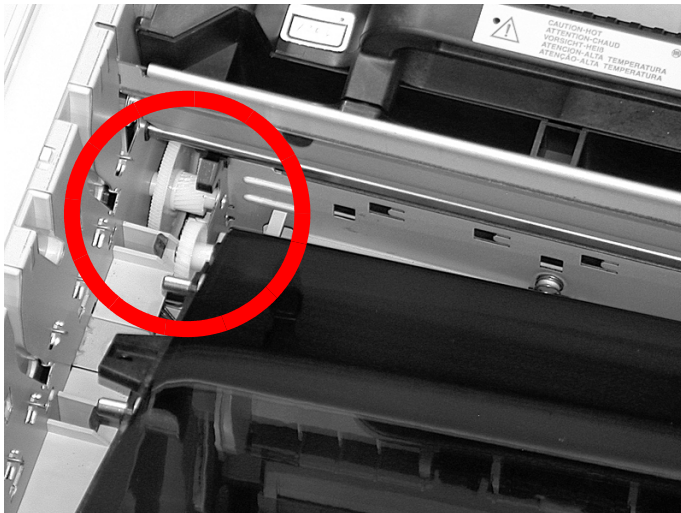
5. Turn the two locks about 45° *counterclockwise* to release the belt.



6. Pull up the handle and lift the belt unit out of the printer.

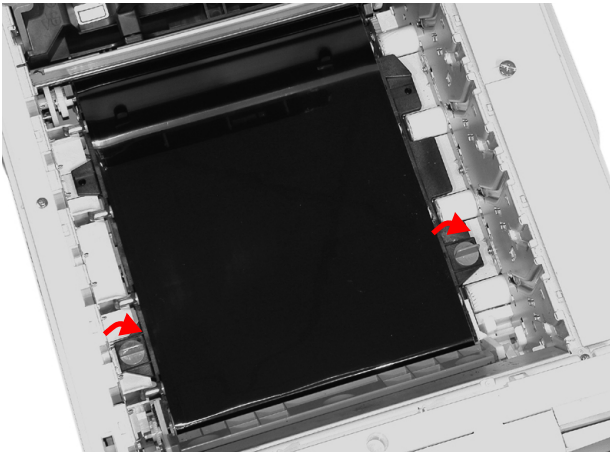


7. Unpack the new belt unit. Hold it with the blue handle toward the front of the printer.
8. Place the drive gear at the back of the belt unit in the gear at the left rear corner of the printer. Lower the belt unit into the printer.

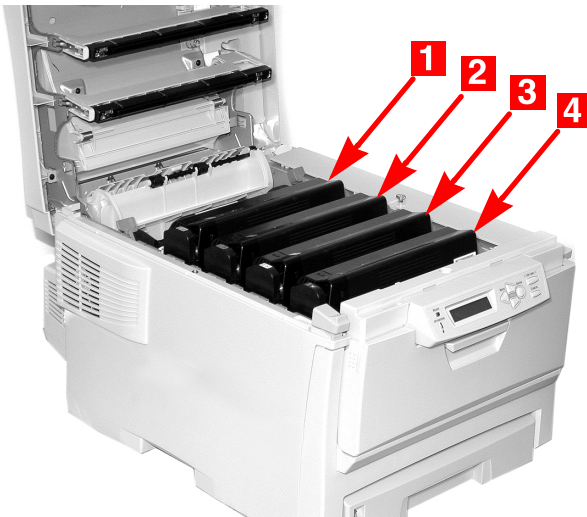




9. Turn the two belt locks about 45° clockwise to secure the belt unit in place.



10. Place the four image drums/toner cartridges back in the printer (**1 = Cyan, 2 = Magenta, 3 = Yellow, 4 = Black**). ***It is essential that they go back in the correct order!***



**11.** Close and latch the top cover.



## Fuser

Oki 42625501 (120V)

Oki 42625502 (230V)



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REPLACE FUSER  
354: Fuser Life

---

### ***WARNING!***

**If the printer has been powered on, the *fuser is HOT.***

**This area is clearly labelled.**

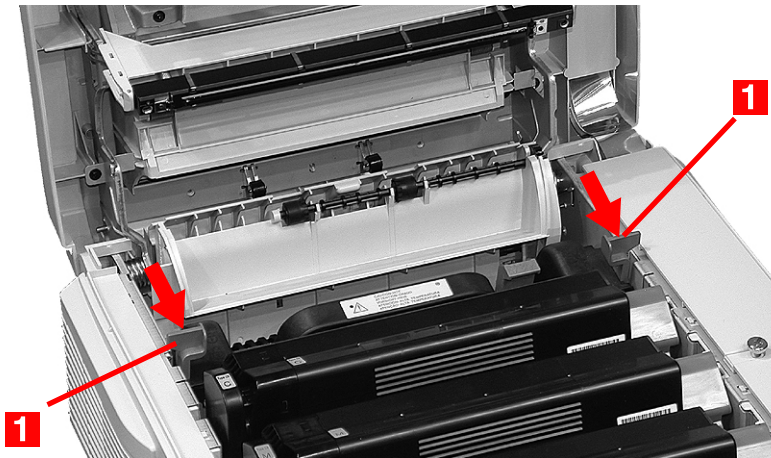
**Handle the fuser with extreme care. Hold it only by its handle, which is only mildly warm to the touch.**

**If in doubt, switch the printer off. Wait at least 10 minutes for the fuser to cool before opening the printer cover.**

1. Press the cover release. Fully open the printer's top cover.



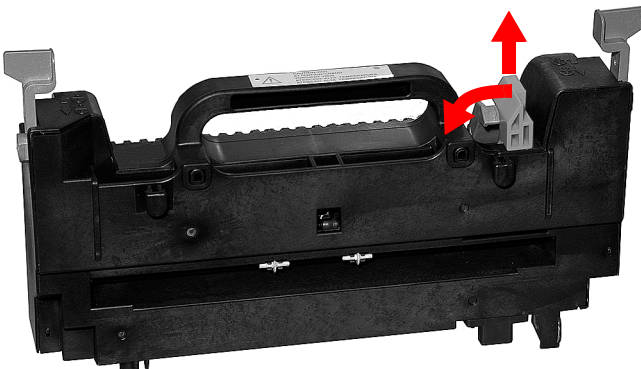
2. Pull the two blue fuser lock levers (1) towards the front of the printer.



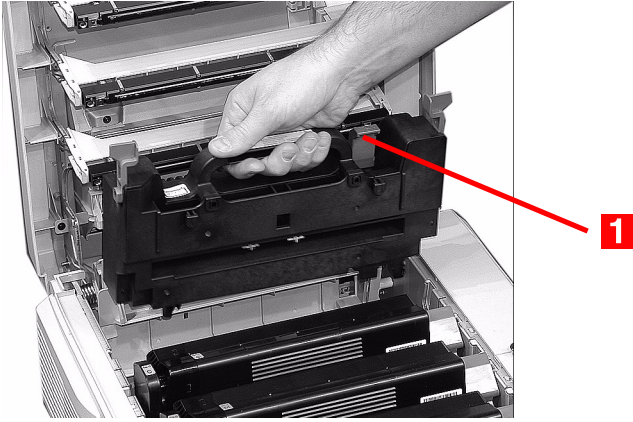
3. Hold the fuser **by its handle**. Lift the fuser out of the printer. *If the fuser is still warm, place it on a flat surface which will not be damaged by heat.* After letting the fuser cool down, discard it.



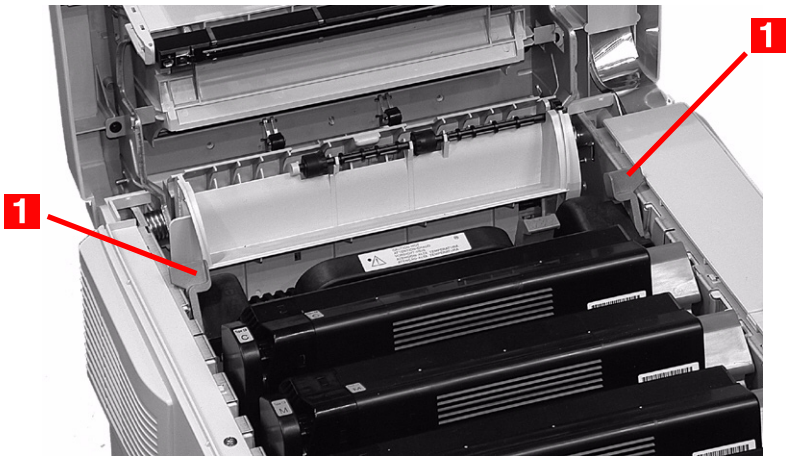
4. Remove the new fuser from its packaging. Remove any packing tape.
5. Push the orange transport lock to the left to release it. You'll hear it snap. Remove it.



6. Hold the new fuser by the handle. The fuser pressure release lever (1) should be on the right. Lower the fuser into the printer.



7. Push the two blue retaining levers (1) toward the rear of the printer to lock the fuser in place.



8. Close and latch the top cover.



# Menus

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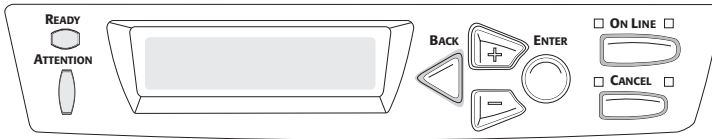
This section lists the menus accessed via the controls on the printer's operator panel and displayed in the LCD window.

Many of these settings can be overridden by settings in the printer driver. However, several of the driver settings can be left at "Printer Setting," which will then default to the settings entered in these printer menus



# Changing Menu Settings

---



1. Press + to enter the menu mode.
2. Press +/- to scan through the available menus until the menu you wish to enter appears on the display.

## NOTE

The menus and their various listings vary depending on which options you have installed on your printer.

3. Press ENTER to enter the menu.
4. Use +/- to move up and down through the items in the selected menu. When the item you want to change is displayed, press ENTER to edit that item.
5. Use +/- to move up and down through the available settings for this item.
6. When the setting you wish to use appears on the display, press ENTER.  
*An asterisk (\*) appears next to the setting, and the setting flashes.*
7. To finish:
  - a. If you are through making settings in the menu, press ON LINE to engage the setting and exit the menu.
  - b. If you wish to make additional changes in the menu, press BACK to engage the setting.
    - To change another setting in the same menu, use +/- to move through the list of menu items to the one you wish to change, then follow steps 5 through 7.
    - To change the setting for an item in a different menu, press BACK again, then follow steps 2 through 7.

## Example: Power Save Time

To change the time interval for the printer to wait before going into Power Save mode (default setting is 60 MIN):

1. Press + to enter the menu mode.
2. Press + and/or - repeatedly until you see

---

SYS CONFIG MENU

---

3. Press ENTER to go into the Sys Config Menu.

---

POW SAVE TIME  
60 MIN \*

---

4. Press ENTER to select the Power Save Time item.  
*The value on the second line of the display begins flashing.*

---

POW SAVE TIME  
60 MIN \*

---

5. Press + repeatedly until the interval (e.g., 240 MIN) you wish to select appears on the second line.

---

POW SAVE TIME  
240 MIN

---

6. Press ENTER to select the new setting:  
*An asterisk appears on the second line of the display.*

---

POW SAVE TIME  
240 MIN \*

---

7. Press ON LINE to engage the new setting and to exit the menu.  
*The printer returns to standby mode.*

# Menu Defaults

---

## Information, Print, and Media Menus

Note: Menus/Items with a dagger (†) only appear when the appropriate option (e.g., Duplex Unit, Second Paper Tray, etc.) is installed.

Menu	Item	Default Setting
INFORMATION MENU	PRINT MENU MAP	[EXECUTE]
	DEMO1	[EXECUTE]
PRINT MENU	COPIES	1
	DUPLEX†	OFF
	PAPER FEED	TRAY1
	AUTO TRAY SWITCH	ON
	TRAY SEQUENCE	DOWN
	MP TRAY USAGE	DO NOT USE
	MEDIA CHECK	ENABLE
	MONO-PRINT SPEED	AUTO SPEED
MEDIA MENU	TRAY1 PAPERSIZE	LETTER
	TRAY1 MEDIATYPE	PLAIN
	TRAY1 MEDIAWEIGHT	MEDIUM
	TRAY2 PAPERSIZE†	LETTER
	TRAY2 MEDIATYPE†	PLAIN
	TRAY2 MEDIAWEIGHT†	MEDIUM
	MPT PAPERSIZE	LETTER
	MPT MEDIATYPE	PLAIN
	MPT MEDIAWEIGHT	MEDIUM
	UNIT OF MEASURE	INCH
	X DIMENSION	8.5 INCH
	Y DIMENSION	11.0 INCH

## Color, System Configuration, and USB Menus

Note: Menus/Items with a dagger (†) only appear when the appropriate option (Duplex Unit, Second Paper Tray, etc.) is installed.

Menu	Item	Default Setting
COLOR MENU	DENSITY CONTROL	AUTO
	ADJUST DENSITY	[EXECUTE]
	AJST REGISTRATION	[EXECUTE]
	C REG FINE AJST	0
	M REG FINE AJST	0
	Y REG FINE AJST	0
SYS CONFIG MENU	POW SAVE TIME	60 MIN
	CLRABLE WARNING	ON
	MANUAL TIMEOUT	60 SEC
	WAIT TIMEOUT	90 SEC
	LOW TONER	CONTINUE
	JAM RECOVERY	ON
	ERROR REPORT	OFF
	LANGUAGE	ENGLISH
USB MENU	SOFT RESET	DISABLE
	SPEED	480Mbps

## Network and Memory Menus

Note: Menus/Items with a dagger (†) only appear when the appropriate option (Duplex Unit, Second Paper Tray, etc.) is installed.

Menu	Item	Default Setting
NETWORK MENU	TCP/IP	ENABLE
	NETBEUI	DISABLE
	IP ADDRESS SET	AUTO
	IP ADDRESS	192.168.100.100
	SUBNET MASK	255.255.255.000
	GATEWAY ADDRESS	192.168.100.254
	INITIALIZE NIC?	[EXECUTE]
	WEB/IPP	ENABLE
	TELNET	ENABLE
	FTP	ENABLE
	SNMP	ENABLE
	LAN	NORMAL
	HUB LINK SETTING	AUTO NEGOTIATE
MEMORY MENU†	RECEIVE BUF SIZE	AUTO
	FLASH INITIALIZE	[EXECUTE]

## System Adjust and Maintenance Menus

Note: Menus/Items with a dagger (†) only appear when the appropriate option (Duplex Unit, Second Paper Tray, etc.) is installed.

Menu	Item	Default Setting
SYS ADJUST MENU†	X ADJUST	0.00 MILLIMETER
	Y ADJUST	0.00 MILLIMETER
	DUPLEX X ADJUST	0.00 MILLIMETER
	DUPLEX Y ADJUST	0.00 MILLIMETER
	DRUM CLEANING	OFF
MAINTENANCE MENU	MENU RESET	[EXECUTE]
	SAVE MENU	[EXECUTE]
	POWER SAVE	ENABLE
	PAPER BLACK SET	0
	PAPER COLOR SET	0
	TRNSPR BLACK SET	0
	TRNSPR COLOR SET	0

# Usage Menu

Menu	Item	Default Setting
USAGE MENU	TOTAL PAGE COUNT	nnnn
	TRAY1 PAGE COUNT	nnnn
	TRAY2 PAGE COUNT†	nnnn
	MPT PAGE COUNT	nnnn
	COLOR PAGE COUNT	nnnn
	MONO PAGE COUNT	nnnn
	K DRUM LIFE	REMAINING nn%
	C DRUM LIFE	REMAINING nn%
	M DRUM LIFE	REMAINING nn%
	Y DRUM LIFE	REMAINING nn%
	BELT LIFE	REMAINING nn%
	FUSER LIFE	REMAINING nn%
	K TONER	REMAINING nn%
	C TONER	REMAINING nn%
	M TONER	REMAINING nn%
	Y TONER	REMAINING nn%

# Printer Menus

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## Information Menu

Item	Action	Explanation
PRINT MENU MAP	EXECUTE	Prints the MenuMap (menu listing) with current settings shown. Information about your printer is also shown at the top of each MenuMap page.
DEMO1	EXECUTE	Prints the built-in Demo page.



## Print Menu

### Notes:

Factory default settings are shown in **bold**.

Settings with a dagger (†) only appear when the appropriate option (e.g., Duplex Unit, Second Paper Tray, etc.) is installed.

Item	Settings	Explanation
COPIES	<b>1</b> to 999	Enter the number of copies of a document to be printed.
PAPER FEED	<b>TRAY1</b> TRAY2† MP TRAY	Selects the default tray for paper feed.
AUTO TRAY SWITCH	<b>ON</b> OFF	If two trays contain identical print media, the printer can switch to an alternate tray when the current tray runs out in the middle of a print job.
TRAY SEQUENCE	<b>DOWN</b> UP PAPER FEED TRAY	Sets the sequence in which the printer will seek an alternate tray with the same media size should the currently selected tray run out of media while printing a job.
MP TRAY USAGE	<b>DO NOT USE</b> WHEN MISMATCHXXX	If a document to be printed demands a paper size not installed in the selected tray, the printer can automatically feed from the Multi-Purpose Tray instead. If this function is not enabled, the printer will stop and request that the correct size be loaded.
MEDIA CHECK	<b>ENABLE</b> DISABLE	Set to DISABLE if you do not wish the printer to check to see if the size paper loaded in the selected tray matches that required for the document being printed.

<b>Item</b>	<b>Settings</b>	<b>Explanation</b>
MONO- PRINT SPEED	AUTO SPEED MONO 24PPM COLOR SPEED MIXED SPEED	<p>Sets the print engine speed.</p> <p>If you are printing only color documents, switch to COLOR SPEED.</p> <p>If you are printing only monochrome documents, switch to MONO 24PPM.</p> <p>AUTO SPEED sets the speed of printing based on whether the first page is color or monochrome.</p> <p>If you are printing a document with a color cover followed by mostly monochrome pages, use MIXED SPEED.</p>

## Media Menu

### Notes:

- Factory default settings are shown in **bold**.
- Items with a dagger (†) only appear when the appropriate option (e.g., Duplex Unit, Second Paper Tray, etc.) is installed.

Item	Settings	Explanation
TRAY1 PAPERSIZE	A4, A5, A6, B5, LEGAL14, LEGAL13.5, LEGAL13, <b>LETTER</b> , EXECUTIVE, CUSTOM	Defines the size of paper loaded in Tray 1.
TRAY1 MEDIATYPE	<b>PLAIN</b> LETTERHEAD BOND RECYCLED ROUGH	Defines the type of media loaded in Tray 1. This will help the printer to adjust its internal operating parameters, such as engine speed and fusing temperature.
TRAY1 MEDIAWEIGHT	LIGHT, <b>MEDIUM</b> , HEAVY	Adjusts the printer for the weight of paper stock loaded in the tray. See "Paper Weights" on page 10.
TRAY2 PAPERSIZE†	A4, A5, B5, LEGAL14, LEGAL13.5, LEGAL13, <b>LETTER</b> , EXECUTIVE, CUSTOM	Defines the size of paper loaded in optional Tray 2.
TRAY2 MEDIATYPE†	<b>PLAIN</b> , LETTERHEAD, BOND, RECYCLED, ROUGH	Defines the type of media loaded in optional Tray 2.
TRAY2 MEDIAWEIGHT†	LIGHT, <b>MEDIUM</b> , HEAVY	Adjusts the printer for the weight of paper stock loaded in optional Tray 2.
MPT PAPERSIZE	<b>LETTER</b> , EXECUTIVE, LEGAL14, LEGAL13.5, LEGAL13, A4, A5, A6, B5, CUSTOM, COM-9 ENVELOPE, COM-10 ENVELOPE, MONARCH ENV, DL ENVELOPE, C5 ENVELOPE	Defines the size of paper to be fed from the Multi-Purpose Tray.

Item	Settings	Explanation
MPT PAPERTYPE	<b>PLAIN</b> , LETTERHEAD, TRANSPARENCY, LABELS, BOND, RECYCLED, CARD STOCK, ROUGH	Defines the type of media to be fed from the Multi-Purpose Tray so that the printer can adjust its internal parameters for the media.
MPT MEDIAWEIGHT	<b>MEDIUM</b> , HEAVY, ULTRA HEAVY	Defines the media weight to be fed from the Multi-Purpose Tray.
UNIT OF MEASURE	MILLIMETER <b>INCH</b>	Defines the unit of measure for the next two items.
X-DIMENSION	3 to 8.5 INCH Default = <b>8.5 INCH</b>	Defines the width of paper defined by the "CUSTOM" settings.
Y-DIMENSION	5 to 35.5 INCH Default = <b>11 INCH</b>	Defines the length of paper defined by the "Custom" settings. Note that media of up to 47" (1.2 m) in length can be fed one sheet at a time from the Multi-Purpose Tray-for banner printing.

## Color Menu

Note: Factory default settings are shown in **bold**.

The printer automatically adjusts color balance and density at appropriate intervals, optimizing the printed output for bright white paper viewed in natural daylight conditions. The items on this menu provide a means of changing the default settings for special or particularly difficult print jobs. Settings revert to their default values when the next print job is complete.

Item	Settings	Explanation
DENSITY CONTROL	<b>AUTO</b> MANUAL	AUTO = image density is automatically adjusted: <ul style="list-style-type: none"> <li>• at power on</li> <li>• when a new image drum or toner cartridge is installed</li> <li>• at intervals of 100, 300 and 500 drum counts</li> </ul> Auto adjustment takes up to 55 seconds. Switch to manual only if you wish to initiate Density Control manually using the printer menu.
ADJUST DENSITY	[EXECUTE]	Selecting this will perform the auto density set up.
AJST REGISTRATION	[EXECUTE]	Performs automatic color registration adjustment. Normally this is done at power on and when the top cover is opened and then closed. This process accurately aligns the cyan, magenta and yellow images to the black image.
C REG FINE ADJUST M REG FINE ADJUST Y REG FINE ADJUST	-3 to + 3 in increments of 1 Default = <b>0</b>	Performs fine adjustment of image timing in relation to the black image component. A positive setting will darken the color; a negative setting will lighten the color.

## System Configuration Menu

Note: Factory default settings are shown in **bold**.

Items	Settings	Explanation
POW SAVE TIME	5 15 30 <b>60</b> 240	Adjusts the time before the printer automatically switches into power saving mode. In this mode power consumption is reduced, but when a job is sent the printer will require a warm-up time of up to 1 minute before printing can begin.
CLEARABLE WARNING	<b>ON</b> JOB	When ON, non-critical warnings, such as requests for a different paper size, can be cleared by pressing the <b>ON LINE</b> button. When set to JOB, they are only cleared when the print job resumes.
MANUAL TIMEOUT	OFF 30 <b>60</b>	Specifies how many seconds the printer will wait for paper to be fed before cancelling the job.
WAIT TIMEOUT	5 to 300 SEC Default = <b>90</b> seconds	Specifies how many seconds the printer will wait when received data pauses before forcing a page eject.
LOW TONER	<b>CONTINUE</b> STOP	Specifies whether the printer should continue printing after a low toner condition is detected. If you change this to STOP, when low toner is detected, the printer goes off line.
JAM RECOVERY	<b>ON</b> OFF	Specifies whether the printer should perform jam recovery after a paper jam has occurred. If ON, the printer will attempt to print again any pages lost due to a paper jam once the jam has been cleared.
ERROR REPORT	ON <b>OFF</b>	Change this to ON if you wish the printer to print the error details when an error occurs.

<b>Items</b>	<b>Settings</b>	<b>Explanation</b>
LANGUAGE	<b>English</b> German French Italian Spanish Swedish Norwegian Danish Dutch Turkish Portuguese Polish	Sets the language used for the display window and printed reports.

## USB Menu

Note: Factory default settings are shown in **bold**.

Item	Settings	Explanation
SOFT RESET	ENABLE <b>DISABLE</b>	Enables or disables the SOFT RESET command.
SPEED	<b>480Mbps</b> 12Mbps	Sets the maximum transfer speed for the USB interface.
SERIAL NUMBER	<b>ENABLE</b> DISABLE	ENABLE allows your computer to identify the printer by its USB interface serial number.



# Network Menu

Note: Factory default settings are shown in **bold**.

Item	Settings	Explanation
TCP/IP	<b>ENABLE</b> DISABLE	Enables or disables this network protocol.
NETBEUI	ENABLE <b>DISABLE</b>	Enables or disables this network protocol.
IP ADDRESS SET	<b>AUTO</b> MANUAL	Change this to Manual to specify the IP address through the front panel (see next entry). Required for non-DHCP networks.
IP ADDRESS	xxx.xxx.xxx.xxx Default = 198.168.100.100	Current assigned IP address. To change: <ul style="list-style-type: none"><li>• Press ENTER.</li><li>• Use <b>+/-</b> keys to increment first octet.</li><li>• Press ENTER to move on to the next octet.</li><li>• Use <b>+/-</b> keys to increment second octet.</li><li>• Press ENTER to move on to the next octet.</li><li>• Use <b>+/-</b> keys to increment third octet.</li><li>• Press ENTER to move on to the last octet.</li><li>• Use <b>+/-</b> keys to increment 1st octet.</li><li>• Press ENTER to register the new address.</li></ul>
SUBNET MASK	xxx.xxx.xxx.xxx Default = 255.255.255.000	Current assigned subnet mask. To change, proceed as above.
GATEWAY ADDRESS	xxx.xxx.xxx.xxx Default = 192.168.100.254	Current assigned gateway address. To change, proceed as above.
INITIALIZE NIC?	[EXECUTE]	Initializes the network card.

Item	Settings	Explanation
WEB/IPP	<b>ENABLE</b> DISABLE	Enables or disables Web config. facility and Internet Printing Protocol. This item will not appear in the menu if TCP/IP is set to DISABLE.
TELNET	<b>ENABLE</b> DISABLE	Enables or disables Telnet config. facility. This item will not appear in the menu if TCP/IP is set to DISABLE.
FTP	<b>ENABLE</b> DISABLE	Enables or disables communication via FTP. This item will not appear in the menu if TCP/IP is set to DISABLE.
SNMP	<b>ENABLE</b> DISABLE	Enables or disables SNMP protocol.
LAN	<b>NORMAL</b> SMALL	Normal = Global network Small = Local network
HUB LINK SETTING	<b>AUTO NEGOTIATE</b> 100BASE-TX FUL 100BASE-TX HALF 10BASE-T FULL 10BASE-T HALF	Sets full or half duplex for communication via a network hub.

## Memory Menu

Note: Factory default settings are shown in **bold**.

Item	Settings	Explanation
RECEIVE BUF SIZE	<b>AUTO</b> 0.5MB 1MB 2MB 4MB 8MB 16MB	Sets the size of the receive buffer.
FLASH INITIALIZE	[EXECUTE]	Initializes Resident Flash memory. When ENTER is pressed, the following message displays. ARE YOU SURE? YES=ENTER/NO=CANCEL Press ENTER. The following message displays: EXECUTE NOW? YES=ENTER/NO=CANCEL Press ENTER, then turn the printer off. The request to execute FLASH initialization is put into the memory and initialization is executed when the power is turned back on.

# System Adjust Menu

## Notes:

- Factory default settings are shown in **bold**.
- Items with a dagger (†) only appear when the Duplex Unit is installed.

Item	Settings	Explanation
X ADJUST	-2.00MILLIMETER TO +2.00MILLIMETER Default = <b>0.00</b>	Adjusts overall print position horizontally in 0.25 increments.
Y ADJUST	-2.00MILLIMETER TO +2.00MILLIMETER Default = <b>0.00</b>	Adjusts overall print position vertically in 0.25 increments.
DUPLEX X ADJUST†	-2.00MILLIMETER TO +2.00MILLIMETER Default = <b>0.00</b>	Adjusts overall print position of print face horizontally in 0.25 increments.
DUPLEX Y ADJUST†	-2.00MILLIMETER TO +2.00MILLIMETER Default = <b>0.00</b>	Adjusts overall print position of print face vertically in 0.25 increments.
DRUM CLEANING	<b>OFF</b> ON	If you are experiencing horizontal white lines on your printed pages, enter the menu and temporarily change this setting to ON, then send a one page print job. This will cause an extra blank sheet to print, cleaning the drum prior to printing. <b>Careful!</b> Leaving this set to ON will reduce the image drum life.

## Maintenance Menu

Note: Factory default settings are shown in **bold**.

Item	Settings	Explanation
MENU RESET	[EXECUTE]	Resets menus to the default settings.
SAVE MENU	[EXECUTE]	Saves current menu settings as default values. At confirmation prompt, press <b>ENTER</b> to confirm save, or CANCEL.
POWER SAVE	<b>ENABLE</b> DISABLE	Change this setting to Disable if you do not want the printer to enter the power save mode after the specified time.
PAPER BLACK SETTING	-2 to +2 in increments of 1 Default = <b>0</b>	Used for small adjustment when you experience faded print or light specks / streaking in monochrome printing on white paper. Select a higher value to reduce fading, or a lower value to reduce specks or streaking in high density print areas.
PAPER COLOR SETTING	-2 to +2 in increments of 1 Default = <b>0</b>	As above, but for color printing.
TRANSPR BLACK SETTING	-2 to +2 in increments of 1 Default = <b>0</b>	As above, but for mono printing on transparencies.
TRANSPR COLOR SETTING	-2 to +2 in increments of 1 Default = <b>0</b>	As above, but for color printing on transparencies.

## Usage Menu

This menu is for information only. It provides an indication of total usage of the printer and the expected life left in its consumable items. This is particularly useful if you do not have a full set of replacement consumables on hand and you need to know how soon you will need them.

- Items with a dagger (†) only appear when the appropriate option (e.g., Duplex Unit, Second Paper Tray, etc.) is installed.

Item	Explanation
TOTAL PAGE COUNT	The total number of pages printed.
TRAY1 PAGE COUNT	The total number of pages fed from Tray 1.
TRAY2 PAGE COUNT†	The total number of pages fed from optional Tray 2. Appears only if the optional Second Paper Tray is installed. See "Second Paper Tray" on page 118.
MPT PAGE COUNT	The total number of pages fed from the Multi-Purpose Tray.
COLOR PAGE COUNT	The total number of pages printed in color.
MONO PAGE COUNT	The total number of pages printed in monochrome.
K DRUM LIFE C DRUM LIFE M DRUM LIFE Y DRUM LIFE BELT LIFE FUSER LIFE	Percentage of life remaining in these consumable items is indicated as nn%.
K TONER C TONER M TONER Y TONER	Current remaining toner is indicated as nn%. 3k= standard cartridge 5K= high-capacity cartridge

# Paper Jams

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## General Information

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Jams can occur due to paper misfeeding from a paper tray or at any point along the paper path.

When a jam occurs, the printer immediately stops, and the control panel displays an error message. This message tells you where the first sheet is jammed.

All jammed sheets must be removed in order to restore the printer to normal operation.

Once you clear a jam and close the cover, you may see a new jam message indicating another jammed sheet which must be cleared. This is especially likely if you are printing a multi-page document or multiple copies of a single document.

Once all jams have been cleared, the printer should automatically try to reprint any pages lost due to paper jams. If it doesn't, check the Jam Recovery setting in the System Configuration Menu. It must be set to ON. See "Changing Menu Settings" on page 57.

- Jam 370: see page 92
- Jam 371: see page 95
- Jam 372: see page 90
- Jam 373: see page 92
- Jam 380: see page 90
- Jam 381: see page 84
- Jam 382: see page 80
- Jam 383: see page 92
- Jam 390: see page 100
- Jam 391: see page 98
- Jam 392: see page 98

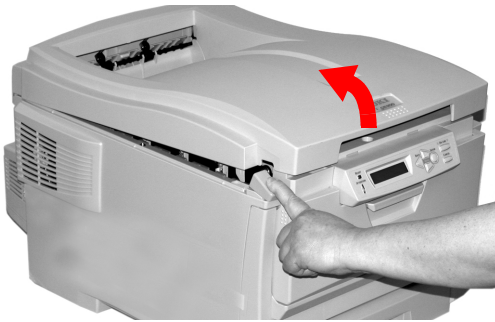
# Jam 382

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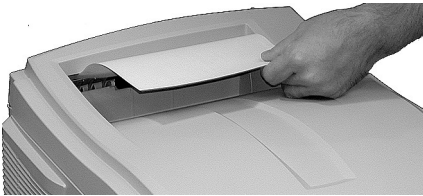
## OPEN TOP COVER 382: Paper Jam

---

1. Open the top cover.

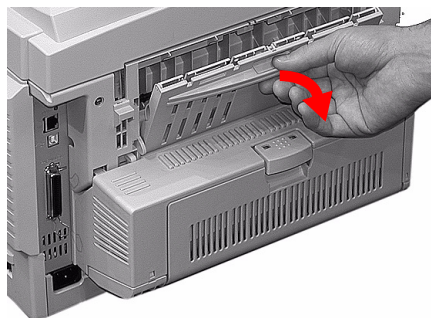


2. Gently pull the sheet out.
  - If the sheet does *not* come out easily, go to the next step.
  - If the sheet does come out, close the cover.

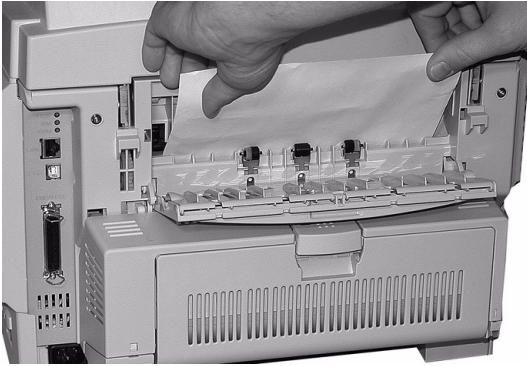




**3. Lower the rear exit tray.**



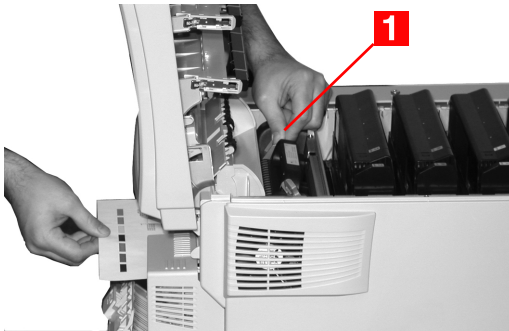
4. Pull out the jammed sheet.



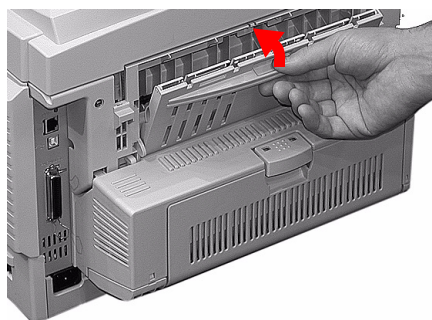
## Important!

### **WARNING! The fuser may be HOT!**

If the sheet is difficult to remove, it is partially jammed in the fuser. To get it out, reach around the top cover and press down on the fuser pressure release lever (1) before pulling the sheet out. Then let go of the fuser pressure release lever.



5. Close the rear exit.



6. Close the top cover.



# Jam 381

---

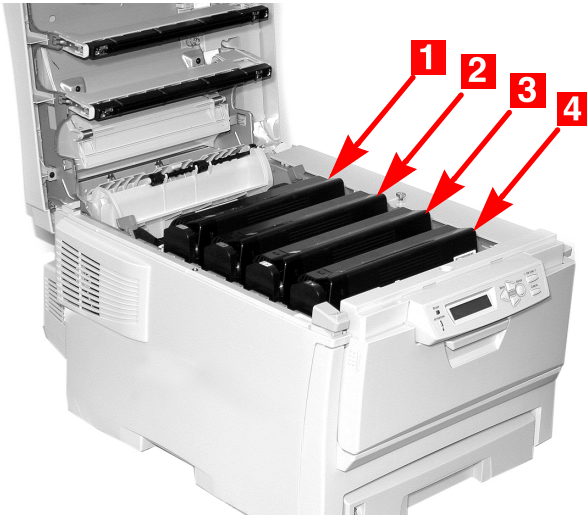
## OPEN TOP COVER 381: Paper Jam

---

1. Press the cover release. Fully open the printer's top cover.



2. Note the positions of the four image drums: Cyan (1), Magenta (2), Yellow (3), Black (4). *It is essential that they go back in the correct order!*



***WARNING!***

**If the printer has been powered on, the fuser is hot. This area is clearly labelled. Do not touch it.**

3. Lift each of the image drum/toner cartridge units out of the printer. Place them on a *flat* surface in a safe place *away from direct sources of heat and light*.



## **CAUTION!**

**The green surface at the base of each image drum is very delicate and light sensitive.**

- **Do not touch the green surface.**
- **Never expose the drum to direct sunlight or to very bright room lighting.**
- **Do not expose it to normal room light for more than 5 minutes.**
- **If the image drum must be out of the printer for longer than 5 minutes, place the image drum inside a black plastic bag or carefully place it in a drawer or cabinet to keep it away from light.**

4. Remove any sheets of paper on the belt unit.



### **CAUTION!**

**Do not use any sharp or abrasive objects to separate sheets from the belt. This may damage the belt surface.**

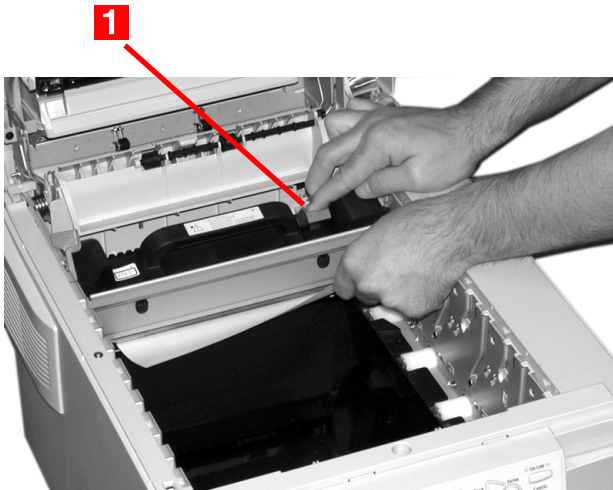
## NOTE

**Warning!** If the printer has been printing, the fuser will be *HOT!*

If the sheet is well advanced into the fuser (only a short length is still visible), do not attempt to pull it back. See step 4 under "Jam 382" .

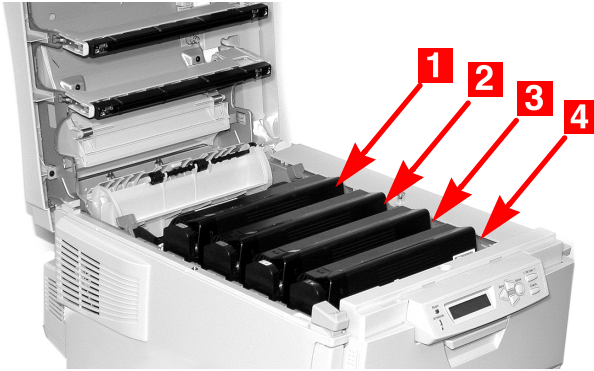
To remove a sheet trapped in the fuser:

1. Grasp the edge of the sheet.
2. Push the fuser pressure release lever (1) towards the front and down.
3. Lift out the sheet.
4. Let go of the fuser pressure release lever.





5. Place the four image drums/toner cartridges back in the printer. Be sure to place them in the proper sequence (**1** = Cyan, **2** = Magenta, **3** = Yellow, **4** = Black).



6. Close the top cover.



# Jam 372 and 380

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OPEN FRONT COVER  
nnn: PAPER JAM

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nnn = 372 or 380.

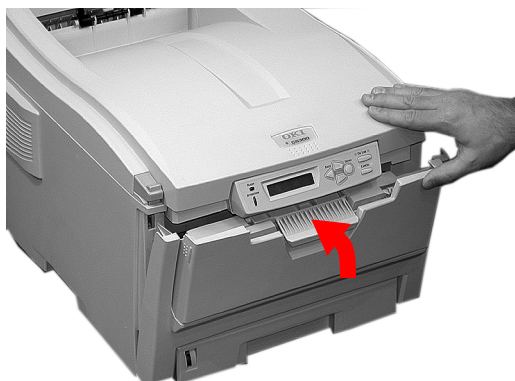
1. Lift the front cover release. Pull open the front cover.



2. Remove any jammed sheets.



**3. Close the front cover.**



# Jam 370, 373 and 383

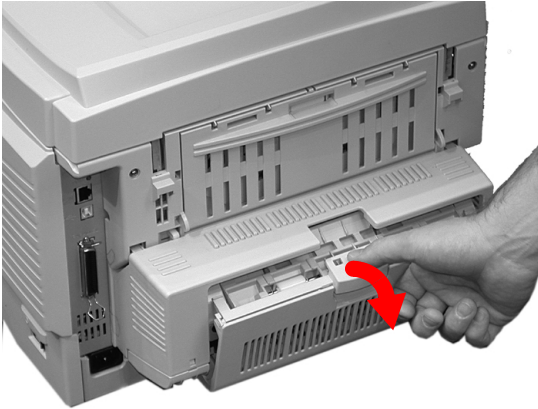
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OPEN DUPLEX COVER  
nnn: PAPER JAM

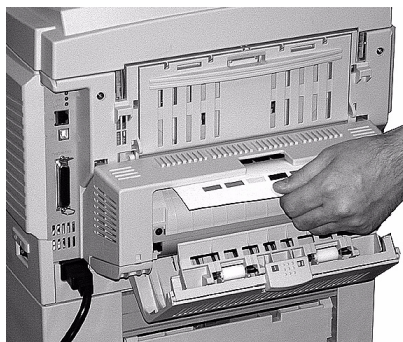
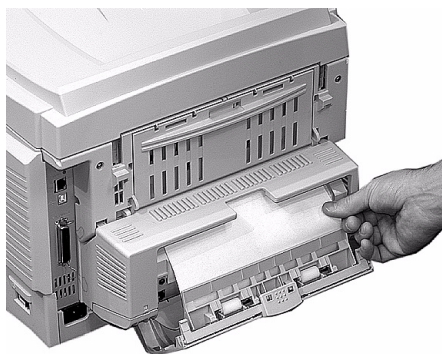
---

nnn = 370, 373, 383

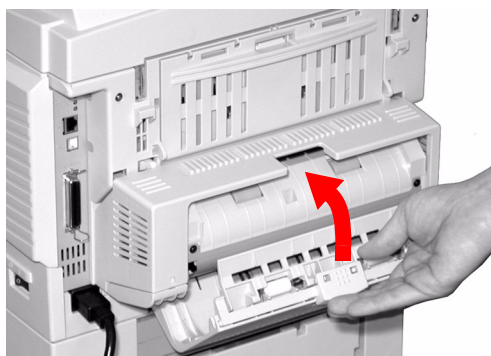
1. Press the duplex cover release. Open the duplexer cover.



**2. Remove any jammed sheets.**



3. Close the duplex unit cover.



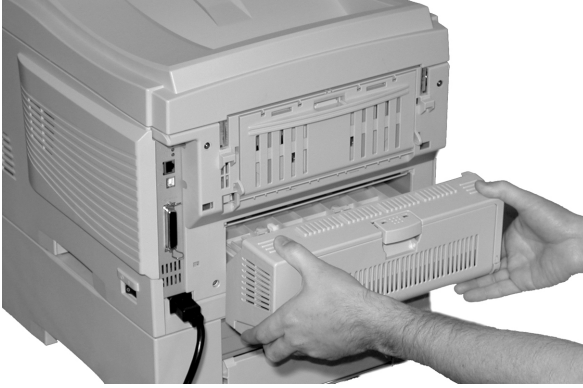
# Jam 371

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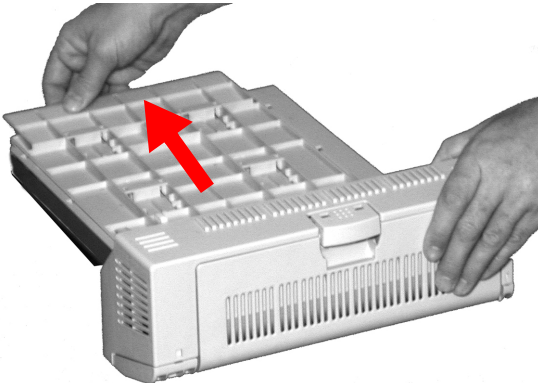
## OPEN DUPLEX COVER 371: Paper Jam

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1. Turn off the printer.
2. Pull out the duplexer.



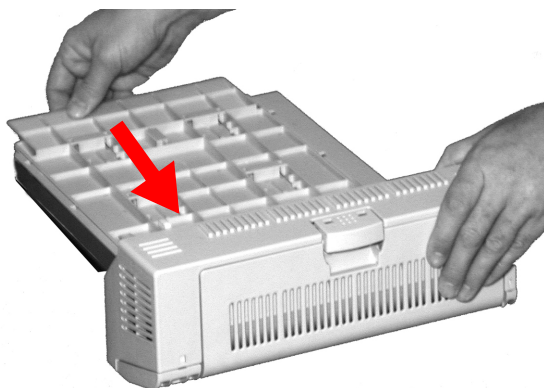
3. Pull the duplexer lid to unlock it.



4. Open the lid. Remove the jammed sheet.

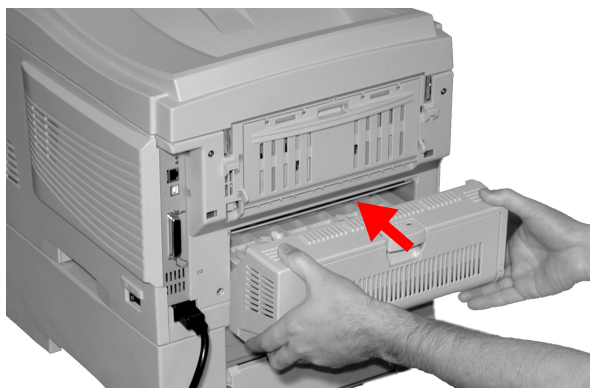


5. Close the lid. Push it back to lock it in place.





6. Push the duplexer back into the printer.



7. Turn on the printer

## Jam 391 and 392

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OPEN FRONT COVER  
nnn: PAPER JAM

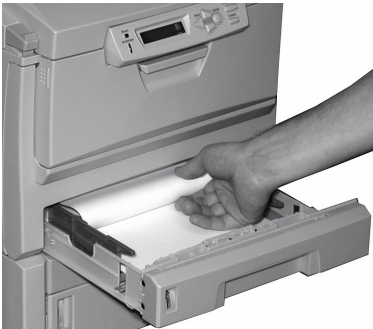
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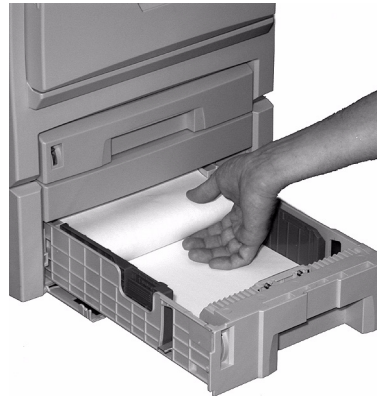
OPEN FRONT COVER  
392: PAPER JAM

---

1. Pull out the appropriate tray.  
391 = Tray 1  
392 = Optional Tray 2.
2. Remove any sheet jammed as it exited the tray.



**391**



**392**

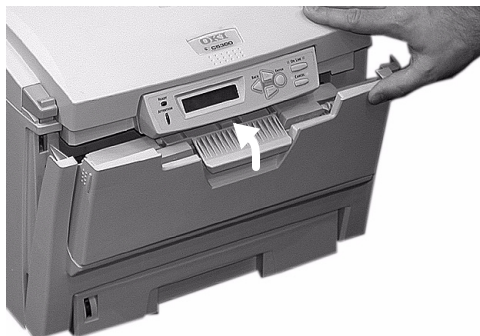
3. Open the front cover.



4. Remove any jammed sheets.



5. Close the front cover.



## Jam 390

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CHECK MP TRAY  
390: Paper Jam

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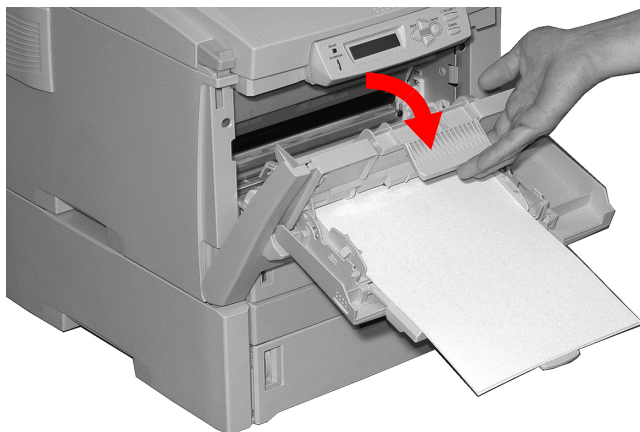
### If the Sheet Has Just Begun to Enter the Printer

1. Gently pull the sheet out of the printer.

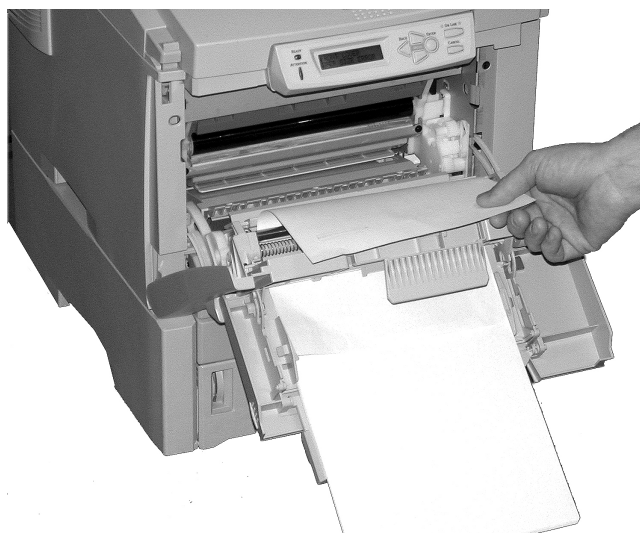


## If the Sheet Can't Easily Be Pulled Out from the Front

1. Lift the front cover release. Pull open the front cover.



2. Remove any jammed sheets.



**3.** Close the front cover.



# Troubleshooting

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## General Information

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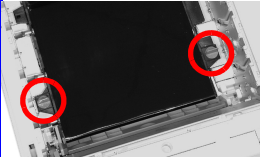
This section provides information to help you deal with problems that may arise when using the printer.

Troubleshooting is divided into the following sections:

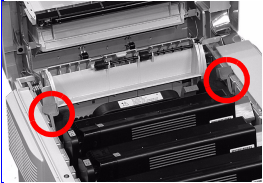
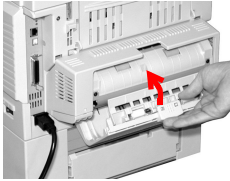
- "Display Panel Messages" see page 104
- "Paper Jams" see page 108
- "Print Quality Problems" see page 109
- "USB Problems" see page 112
- "Application error" see page 114
- "General Protection Fault" see page 114
- "Paper Size Change Request" see page 115
- "Printer does not go online" see page 115
- "Printer makes a strange noise" see page 115
- "Printer takes a long time to start printing" see page 115
- "Printing cancels" see page 116
- "Printing does not start" see page 116
- "Printing is slow" see page 116

## Display Panel Messages

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Message	Meaning	What to Do
* TONER SENSOR ERROR	Flashes across the second line of the display: the indicated color toner (*) is missing from the printer.	Open the top cover and make sure the indicated toner is there and properly seated in the printer: C = Cyan, Y = Yellow, M = Magenta, K = Black.
ADD MORE MEMORY 420: MEMORY OVERFLOW	The document size is too large for the printer's memory.	Reduce the size of the document. If this happens frequently, install additional memory (see "RAM Memory" on page 117).
CANCELLING JOB (JAM)	The setting for Jam Recovery in the menu has been changed to off and a paper jam has occurred. Any unprinted data is being deleted.	Clear the jam and resend the missing pages of the print job.
CHECK BELT 330: BELT MISSING	The belt unit is not properly installed.	Open the top cover and lift out the black (K) and Yellow (Y) image drums, placing them on a <i>flat</i> surface. Check to be sure that the belt unit latches are fully in the latched position:  then reinstall the image drums.



Message	Meaning	What to Do
CHECK FUSER 320: FUSER MISSING	The fuser unit is not properly installed.	<p>Open the top cover and check to be sure that the fuser unit is properly seated in the printer and that the lock levers are pushed all the way toward the back of the printer:</p> 
CHECK MP TRAY 390: PAPER :JAM	Paper has jammed while exiting the MP Tray.	Clear the jam. See "Jam 390" on page 100.
CLOSE COVER 316: DUPLEX COVER OPEN	The duplex cover is open or not properly latched.	<p>Close the duplex cover:</p> 
CLOSE COVER nnn: COVER OPEN	Either the top cover or the front cover is open.	Be sure both the top cover and the front cover are firmly closed.
INSTALL PAPER CASSETTE 430: TRAY 1 MISSING	Tray 1 is not installed in the printer.	Install the missing tray.
INSTALL PAPER CASSETTE 440: TRAY 1 OPEN	Tray 1 is not properly installed in the printer.	Make sure the tray is pushed fully into the printer.

<b>Message</b>	<b>Meaning</b>	<b>What to Do</b>
LOAD mmm AND PRESS ONLINE SWITCH 490: MP TRAY EMPTY	Print job from MP Tray has been received and the MP Tray is empty.	Load the requested media (mmm) in the MP Tray and press ON-LINE.
LOAD mmm nnn: tttt EMPTY	A print job has been received and the indicated paper tray is empty.	Load mmm media in the indicated (tttt) tray.
LOAD mmm/ppp AND PRESS ONLINE SWITCH nnn: tttt MEDIA MISMATCH	The media type in the indicated tray (tttt) does not match that specified in the print job being processed.	Load the appropriate media in the tray and press ON-LINE.
LOAD mmm/ppp AND PRESS ONLINE SWITCH nnn: tttt SIZE MISMATCH	The media size (mmm) and/or type (ppp) loaded in the indicated tray (tttt) does not match that specified in the print job being processed.	Load the appropriate media in the tray and press ON-LINE.
OPEN DUPLEX COVER nnn: PAPER JAM	Paper has jammed entering or exiting the duplexer.	Clear the jam. See page 92 and page 95.
OPEN FRONT COVER nnn: PAPER JAM	Paper jam.	Clear the jam. See page 90 and page 98
OPEN TOP COVER nnn: PAPER JAM	Paper jam.	Clear the jam. See page 80 and page 84.
ORDER xxx	Appears on the second line of the display to indicate that consumable xxx (e.g., belt, fuser, toner, image drum) is nearing end of life.	Make sure you have a replacement unit on hand.
POWER ON/OFF 300: NETWORK ERROR	An error has occurred involving the network.	Shut the printer off, then turn it back on. If the message still appears, check with your network administrator.
PRESS ONLINE SW INVALID DATA	The printer has received invalid data.	Press ON-LINE. Reprocess and resend the print job.

Message	Meaning	What to Do
REPLACE TONER nnn: * TONER EMPTY	The indicated toner needs replacement.	Replace the indicated toner: 410: Y = Yellow 411 M = Magenta 412: C = Cyan 413: K = Black
REPLACE YYYY nnn: YYYY LIFE	The indicated component is nearing end of life and should be replaced.	Replace the indicated component: YYYY = Fuser, Belt, C Drum, Y Drum, M Drum, K Drum.
tttt EMPTY	Appears on the second line of the display to indicate that ttt tray has run out of media.	Load media in tray tttt.
xxx LIFE	Appears on the second line of the display to indicate that consumable xxx (e.g., belt, fuser, image drum) will need to be replaced soon.	Replace the indicated item.
YYYY nnn: FATAL ERROR	An error has occurred which requires service. YYYY = the general cause. nnn = error number.	Try turning off the printer then turning it back on. If this does not remedy the problem, write down the message including the error number "nnn," then call your authorized Oki Data Service Dealer for service. <b>Note:</b> If you see a series of octets containing letters and numbers scrolling across the display, be sure to write these down also and report them to the Service Dealer.

# Paper Jams

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## If paper jams are frequent

- More than one sheet feeds at a time.
- Paper curls.
- Paper feeds at an angle.

Possible cause	Remedy
The printer is not horizontal.	Place the printer on a stable, level surface.
The paper is too thin.	Use the correct type of paper. See "Paper Weights" on page 10.
The paper is moist or affected by static.	Store paper within specified temperature and humidity levels. See "Specifications" on page 120.
The paper is creased or wrinkled.	Remove the creased/wrinkled paper from the feed tray.
The paper is not aligned correctly.	Adjust tray or manual feed guides.
Paper doesn't feed.	Correct paper feed selection in the Properties Setup tab in the printer driver.

## Jam is cleared, but printer does not print.

Possible cause	Remedy
The top cover has not remained open until all paper jams have been cleared.	Removing a paper jam is not sufficient: Raise and <i>gently</i> lower the top cover, especially if the paper jam has been removed from behind the front cover.

# Print Quality Problems

---

## Blurred print (letter edges)

Possible cause	Remedy
LED is dirty.	Clean LED with lens cleaner or soft tissue.
Cannot print desired color because toner is low.	Replace toner cartridge. See "Toner Cartridge" on page 28.

## Blurred print (one side of page)

Possible cause	Remedy
Top cover is not properly closed.	Press the cover release latch and open, then close, the cover.
One or more of the toner cartridges is not seated properly.	Open the top cover and check to be sure that each toner cartridge is fully seated and that each toner cartridge lock lever is pushed all the way back.

## Fading. in patches

Possible cause	Remedy
The paper is moist.	Store paper within specified temperature and humidity levels. See page 120.

## Fading, Vertically

Possible cause	Remedy
LED head is dirty.	Clean LED head with lens cleaner or soft tissue.
Toner is low.	Change toner cartridge.
Paper is unsuitable for printer.	Use recommended paper.

## Light Print

Possible cause	Remedy
The toner cartridge is incorrectly installed.	Reinstall the toner cartridge. See page 28.
Toner is low.	Change toner cartridge. See page 28.
The paper is moist.	Store paper within specified temperature and humidity levels. See page 120.
Paper is unsuitable for printer.	Use recommended paper. See page 10.

## Lines, Black, Vertical

Possible cause	Remedy
Image drum is damaged.	Replace image drum. See page 36.
Toner is low.	Change toner cartridge. See page 28.
Periodic black lateral lines or spots.	<ul style="list-style-type: none"><li>• If the lines or spots occur at intervals of approximately 44 to 94 mm, the green surface of the image drum is damaged or dirty. If damaged, replace the image drum cartridge. See page 36. If dirty, wipe the image drum gently with soft tissue. If this does not work, replace the image drum. See page 36.</li><li>• If the lines or spots occur at intervals of approximately 113 mm, the fuser roller is damaged. Change the fuser. See page 51.</li></ul>
The image drum has been exposed to light.	Remove the image drum from the printer and store it in a dark place for several hours. If this does not work, replace the image drum. See page 36.

## Lines, White, Vertical

Remedy
Clean LED head with lens cleaner or soft tissue.
Change toner cartridge.

## Remedy

Change image drum.

## Shading on unprinted sections

Possible cause	Remedy
Paper has been affected by static electricity.	Store paper within specified temperature and humidity levels. See "Specifications" on page 120.
Paper is too thick.	Use recommended paper. See "Paper Weights" on page 10.
Toner is low.	Replace toner cartridge . See "Toner Cartridge" on page 28.

## Toner rubs off when you rub the printed surface.

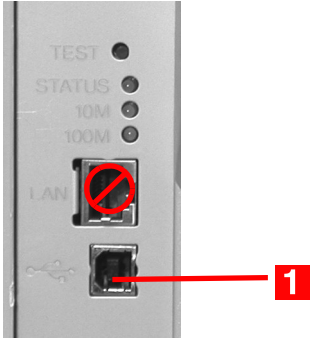
Possible cause	Remedy
Media Weight and Media Type settings may not be appropriate.	Set the value of media weight in the menu to the next heaviest one (MEDIA MENU →YYY MEDIA WEIGHT).
Packing materials were left on the fuser when it was installed.	<b>Careful!</b> Fuser may be <b>HOT!</b> Open the top cover and check to be sure that all the packing materials were removed from the fuser. To remove the fuser see "Fuser" on page 51.

# USB Problems

## Cannot configure for USB connection

### NOTE

Windows NT 4.0 does not support USB. Windows 98 upgraded from Windows 95 may not support USB.

Possible cause	Remedy
USB cable does not meet specifications.	Use USB cable to specification Ver.1.1.1.
Interface is disabled.	Check that USB interface is set to Enable in the menu (USB MENU →USB →ENABLE).
Configuration procedure was not correctly followed or cancelled.	Configure again from the beginning.
USB cable is disconnected or faulty.	Reconnect or try another cable.
A USB hub is being used.	The printer cannot be used with a USB hub. Connect the printer and computer directly.
The USB cable is installed in the Ethernet port.	Make sure the USB cable is plugged into the black USB port (1) on the printer: 



## Cannot print

- PRNUSBx write error is displayed.

Possible cause	Remedy
Interface is disabled.	In the printer menu settings, enable the USB interface (USB MENU →USB →ENABLE).
Printer is switched OFF.	Turn on the printer.
Printer interface cable is disconnected.	Reconnect the printer interface cable.
A converter, buffer, extension cable or USB hub is being used.	Test by connecting the printer and computer directly.
Printer driver output port is incorrect.	Set correct output port to which the printer interface cable is connected.
Printer is not selected in the printer driver.	Select the printer or set to default printer.
Incorrect printer driver is being used.	Delete this printer driver and install correct printer driver from the CD supplied with your printer.

## Application error \_\_\_\_\_

or

## General Protection Fault \_\_\_\_\_

Possible cause	Remedy
Application is not suitable for the operating system.	Upgrade the application.
Memory is insufficient for number of applications running.	Close all other applications.
Print file is corrupted.	Correct or recreate the file.
Memory is insufficient for application.	Increase computer's memory.
Printer driver is incorrectly configured.	Correctly configure printer driver.

## Paper Size Change Request \_\_\_\_\_

Possible cause	Remedy
Paper loaded in tray is different size from that formatted in software application.	Either change paper in tray to match size formatted in application and press ON-LINE to continue, or continue printing on existing paper by pressing ON-LINE.

## Printer does not go online \_\_\_\_\_

Possible cause	Remedy
Bad connection	Switch off the printer and disconnect the power cable. Reconnect the power cable and switch the printer on. If this does not clear the fault, call for service.

## Printer makes a strange noise \_\_\_\_\_

Possible cause	Remedy
The printer is not horizontal.	Place the printer on a stable, level surface.
There are scraps of paper or other foreign matter inside the printer.	Check the inside of the printer and remove any such objects.
The top cover is not firmly shut.	Press the left and right sides of the top cover.

## Printer takes a long time to start printing

Possible cause	Remedy
The printer has to warm up returning from power save mode.	In the printer menu settings, set power save to a higher value to increase the length of time before entering power save mode (SYS CONFIG MENU → POW SAVE TIME).

Possible cause	Remedy
The image drum carries out a cleaning process to ensure print quality, which takes time.	Wait until this process has been completed.
The fuser unit adjusts temperature, which takes time.	Wait until this process has been completed.
The printer is processing data from another interface.	Wait until this data is processed.

## Printing cancels

---

Possible cause	Remedy
The printer interface cable is faulty.	Replace the printer interface cable.
The time out setting is too short.	Reset time out in the menu to a higher value (SYS CONFIG MENU →WAIT TIMEOUT).

## Printing does not start

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Possible cause	Remedy
Printer error	Check the control panel. If an error message is displayed, correct the problem.

## Printing is slow

---

Possible cause	Remedy
Print processing is carried out by the computer.	Use a computer with a faster processor.
Print resolution is set high.	Set lower print resolution in the printer driver Job Options tab.
Data is too complex.	Simplify data.

# Options

---

The following options are available for your printer:

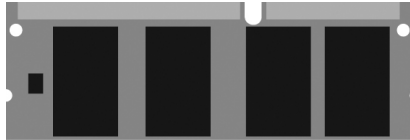
- Additional RAM memory (see below)
- Second Paper Tray (see page 118)
- Duplex Unit, for two sided printing (see page 119)

Instructions for installing these options are found in the packaging with the option.

## RAM Memory

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### **Oki 70042801, 70042901**



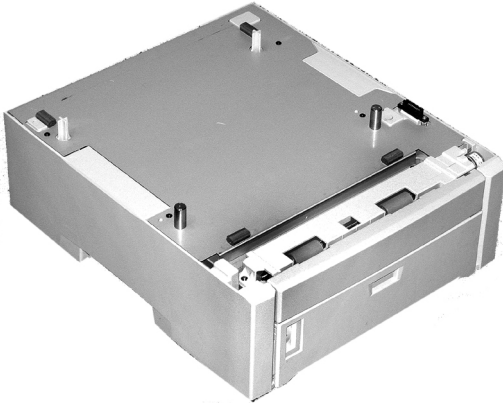
The basic printer comes equipped with 32 MB of main memory. This can be upgraded with an additional memory board containing

- 64 MB (Oki 70042801), increasing the memory to 96 MB  
or
- 256 MB (Oki 70042901), increasing the memory to 288 MB.

# Second Paper Tray

---

**Oki 42158511**



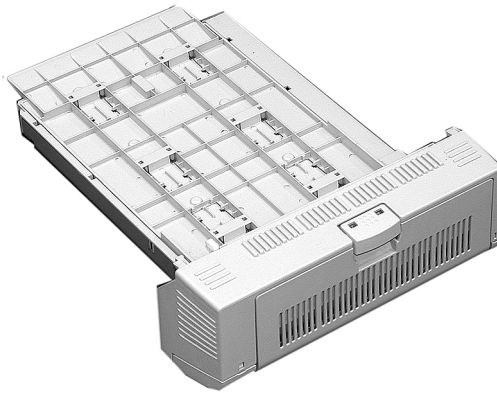
The second paper tray takes:

- Up to 530 sheets of 20-lb. paper.
- All the same size media as Tray 1 except A6.
- Paper weight range 16 to 57 lbs. (60 to 203 g/m<sup>2</sup>).

# Duplex Unit

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**Oki 42158411**



The duplex unit adds the function of two sided printing and enables booklet printing. The duplex unit slides straight into the rear of the printer and requires no tools to install.

The duplex unit handles:

- Paper sizes

letter, legal-14, legal-13.5, legal-13, A4, A5, B5, and custom

Width 5.8" to 8.5" [148 to 215.9 mm]

Length 8¼" to 14" [210 to 355.6 mm]).

- Paper weights

from 20 to 28 lbs. (42 to 58 lb. Index, 75 to 105 g/m<sup>2</sup> metric).

# Specifications

Item	Specification
Dimensions	16.61" W x 22.09" D x 13.58" H (422 mm W x 561 mm D x 345 mm H)
Net Weight	57.3 lbs. (26 Kg)
Print speeds	<ul style="list-style-type: none"> <li>• 12 pages per minute (ppm) color</li> <li>• 20 ppm monochrome</li> <li>• <i>For Transparencies:</i> 5 ppm color, 10 ppm monochrome</li> </ul>
Resolution	600 dpi or 600 x 1200 dpi
Emulation	Hiper-C
Environmental	<p><i>Temperature</i></p> <ul style="list-style-type: none"> <li>• Operating: 50 to 90°F (10 to 32°C)</li> <li>• Storage (packed up): -14 to 110°F (-10 to 43 °C)</li> <li>• Power Off: 32 to 110°F (0 to 43°C)</li> </ul> <p><i>Relative Humidity</i></p> <ul style="list-style-type: none"> <li>• Operating: 20 to 80% RH</li> <li>• Storage (packed up): 10 to 90% RH</li> <li>• Power Off: 10 to 90% RH</li> </ul>
Electrical	<p>110-127 volts, 60 Hz (±2 Hz) 220-240 volts, 50 Hz (±2 Hz)</p> <p><i>Power Consumption:</i></p> <ul style="list-style-type: none"> <li>• Operating, Typical: 420 watts</li> <li>• Max.: 950 watts</li> <li>• Power Save Mode: 20 watts</li> </ul>
Auto Features	<p>Auto registration Auto density adjustment Auto consumable counter reset</p>
Memory	32 MB standard, upgradable to 96 MB, 160 MB or 288 MB (see "RAM Memory" on page 117)
Paper capacity (20-lb. [75 g/m <sup>2</sup> ] paper)	<p><i>Tray 1:</i> 300 sheets <i>Optional Tray 2:</i> 530 sheets <i>Multi-Purpose Tray:</i> 100 sheets</p>
Paper weight Range	<p><i>Tray 1:</i> 17 to 32 lb. (64 to 120 g/m<sup>2</sup>) <i>Optional Tray 2:</i> 17 to 47 lb. (64 to 177 g/m<sup>2</sup>) <i>Multi-Purpose Tray:</i> 20 to 54 lb. (75 to 203 g/m<sup>2</sup>)</p>



Item	Specification
Paper output	<i>Top Exit</i> (Face Down Stacker): 250 sheets 20-lb. 75 g/m <sup>2</sup> paper <i>Rear Exit</i> (Face Up Stacker): 100 sheets 20-lb. 75 g/m <sup>2</sup>
Printer life	420,000 pages or 5 years, whichever comes first
Duty cycle	<i>Maximum</i> : 50,000 pages per month at 5% duty cycle (equivalent to an average business letter) <i>Average</i> : 4,000 pages per month
Toner life	<i>Standard cartridge</i> : 3,000 pages at 5% coverage <i>High-capacity cartridge</i> : 5,000 pages at 5% coverage
Image drum life	15,000 pages at 3 pages per job
Belt life	50,000 letter-size pages
Fuser life	45,000 letter-size pages

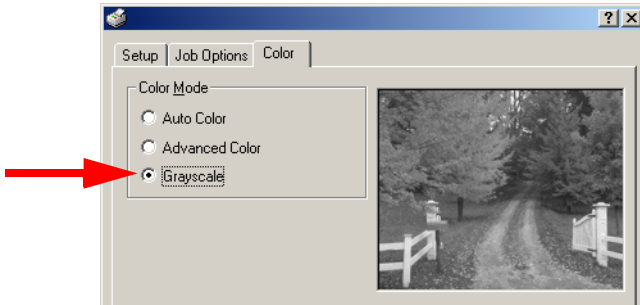
# Windows

## Black Printing

Normally, the printer will print black using all four toner colors. If you are doing a lot of black-only printing, you can set the printer to use only black toner.

### For Individual Jobs

Click Grayscale on the driver's Color tab as you print the job:



### For All Jobs (Default)

1. Click Start → Settings → Printers [Printers and Faxes in Windows XP].
2. Right-click the printer name and:  
Windows 98/Me: select Properties, then click Printer Properties.  
Windows 2000/XP: select Properties, then click Printing Preferences.  
Windows NT 4.0: select Document Defaults.
3. On the Color tab, click Grayscale, then click OK twice.

### NOTE

Once Grayscale is set as the default, you must select either Auto Color or Manual Color on the Color tab (see "Color Matching Options" on page 128) when you print color documents.

## Color Printing

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The printer driver supplied with this printer provides several controls for changing the color output of your printer. For general use the Auto settings will suffice, providing reasonable default settings that will produce good results for most documents.

Many applications have their own color settings, and these may override the settings in the printer driver. Please refer to the documentation for your software application for details on how that particular program's color management functions.

### General Information

#### Factors That Affect the Appearance of Printed Documents

If you wish to manually adjust the color settings in your printer driver, please be aware that *color reproduction is a complex topic, and there are many factors to take into consideration*. Some of the most important factors are listed below.

#### Differences between the Range of Colors a Monitor or Printer Can Reproduce

- Neither a printer nor a monitor is capable of reproducing the full range of colors visible to the human eye. Each device is restricted to a certain range of colors. In addition to this, a printer cannot reproduce all of the colors displayed on a monitor, and vice versa.
- Both devices use very different technologies to represent color. A monitor uses Red, Green and Blue (RGB) phosphors (or LCDs), a printer uses Cyan, Magenta, Yellow and Black (CMYK) toner or ink.
- A monitor can display very vivid colors such as intense reds and blues and these cannot be easily produced on any printer using toner or ink. Similarly, there are certain colors, (some yellows for example), that can be printed, but cannot be displayed accurately on a monitor. This disparity between monitors and printers is often the main reason that printed colors do not match the colors displayed on screen.

## Viewing conditions

A print can look very different under different lighting conditions. For example, the colors in a print may look different when viewed standing next to a sunlit window, compared to how they look under standard office fluorescent lighting.

## Printer driver color settings

The driver settings for Manual color can change the appearance of a print. There are several options available to help match the printed colors with those displayed on screen.

## Monitor settings

The brightness and contrast controls on your monitor can change how your document looks on-screen. Additionally, your monitor's color temperature influences how "warm" or "cool" the colors look.

### NOTE

Several of the Color Matching options make reference to your monitor's Color Temperature. Many modern monitors allow the color temperature to be adjusted using the monitor's control panel.

There are several settings found on a typical monitor:

- 5000k\*  
Warmest; yellowish lighting, typically used in graphics arts environments.
- 6500k  
Cooler; approximates daylight conditions.
- 9300k  
Cool; the default setting for many monitors and television sets.

\*k = degrees Kelvin, a measurement of temperature

## **How Your Software Application Displays Color**

Some graphics applications such as CorelDRAW® or Adobe® Photoshop® may display color differently from "office" applications such as Microsoft® Word. Please see your application's on-line help or user manual for more information.

### **Paper Type**

The type of paper used can also significantly affect the printed color. For example, a printout on recycled paper can look duller than one on specially formulated glossy paper.

## Choosing a Color Matching Method

There is no correct way to achieve a good match between the document displayed on your monitor, and its printed equivalent. There are many factors involved in achieving accurate and reproducible color.

The following guidelines may help in achieving good color output from your printer. There are several suggested methods, depending on the type of document you are printing.

### NOTE

These suggestions are for guidance only. Your results may vary depending on the application from which you are printing. Some applications will override any color matching settings in the printer driver without warning.

### RGB or CMYK?

The guidelines for choosing a color matching method makes distinctions between Red, Green, Blue (RGB) and Cyan, Magenta, Yellow, Black (CMYK).

Generally, most documents you print will be in RGB format. This is the most common, and if you do not know your document's color mode, assume that it is RGB.

Typically CMYK documents are only supported in professional Desktop Publishing and Graphics applications.

The driver and Color Swatch Utility supplied with your printer support only RGB. If you wish to use CMYK, you might be able to use the software application's Soft Proofing feature (see "RGB or CMYK" on page 127).

## Matching Photographic Images

### RGB only

Oki Color Matching is a generally a good choice. Select a matching method appropriate to your monitor.

### RGB or CMYK

If you are printing photographic images from a graphics application such as Adobe Photoshop, you may be able to use Soft-Proofing to simulate the printed image on your monitor. To do this, you can use the ICC-Profiles provided by Oki, and then print using the ICC profiles as the Print Space (or Output space).

## Matching Specific Colors

(e.g., a Company logo)

### RGB only

- **Option 1:** Select the sRGB setting on the Color tab in the driver.
- **Option 2:** Use the Color Swatch Utility provided on the CD supplied with your printer to print out a chart of RGB swatches, then enter the desired RGB values in your application's color picker.

## Printing Vivid Colors

### RGB Only

Use either the Monitor 6500k Vivid, sRGB or Digital Camera settings.

# Color Matching

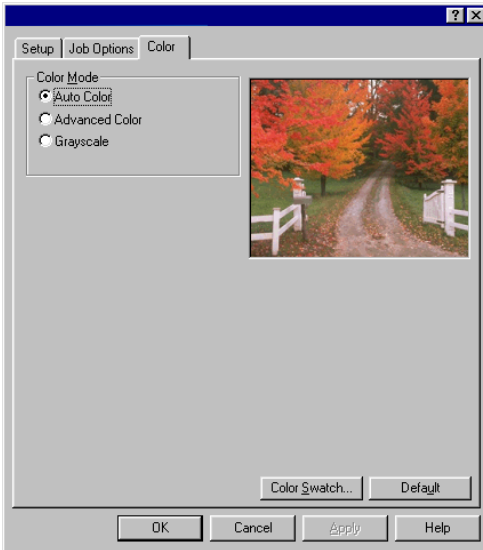
## Color Matching Options

The Color Matching options in the driver can be used to help match your printed colors to the ones displayed on your monitor.

### NOTE

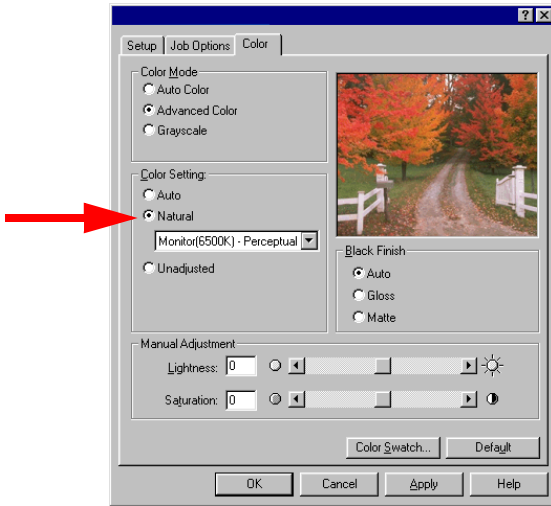
The driver's color options are only designed to work with RGB data.

The driver color matching options are found on the Color tab in the driver:





To set the color matching options manually, click Advanced Color → Natural. The Color tab screen will change to:



Choose from the following options:

- Monitor (6500k) Perceptual  
Optimized for printing daylight photographs.
- Monitor (6500k) Vivid  
Optimized for printing bright colors. Good for office graphics.
- Monitor (9300k)  
Optimized for printing photographs when using a monitor with this color temperature.
- Digital Camera  
Optimized for printing photographs taken with a digital camera. This tends to produce prints with lighter and brighter colors. For some photographs, other settings may be better depending on the subjects and the conditions under which they were taken.
- sRGB  
Optimized for matching specific colors, such as a company logo color. The colors within the printer's color gamut are

printed without any modification, and only colors that fall outside the printable colors are modified.

### **To Engage a Predefined Color Profile as The Color Matching Default:**

1. Click Start →Settings →Printers [Printers and Faxes in Windows XP].
2. Right-click the printer name and select Properties.
3. On the Color Management tab, select Manual.
4. Click Add.
5. Select the profile of your choice and click Add. Repeat this step for each profile you wish to add to the list box on the Color Management tab.
6. In the list box, highlight the profile you wish to use, then click Set as Default.
7. Click OK.

### **To Select A Manual Color Matching Option as The Default:**

1. Click Start →Settings →Printers [Printers and Faxes in Windows XP].
2. Right-click the printer name and:
  - a. **Windows 98/Me:** select Properties, then click Printer Properties.
  - b. **Windows 2000/XP:** select Properties, then click Printing Preferences.
  - c. **Windows NT 4.0:** select Document Defaults.
3. On the Color tab, click Manual.
4. Make your selections, then click OK twice.

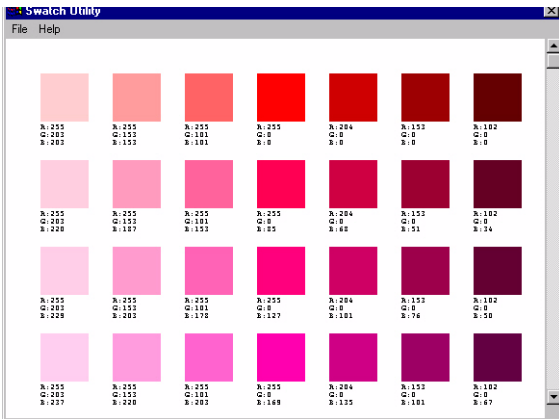
## To Change the Color Matching Options for A Particular Print Job:

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer.
  - a. Windows 98/Me/NT4.0: click Properties.
  - b. Windows XP: click Preferences.
3. Click the Color tab, select Manual Color and make your changes, then go back to the Print dialog box and print the document.

## Print Color Swatch Utility

For use with applications which allow you to set your own RGB values for colors.

The Color Swatch utility prints out charts of sample colors. Listed below each color are the corresponding RGB (Red, Green, Blue) values to use in your application to match that printed color:



For more information see page 164.

## Using the Printer Driver

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The Windows printer driver contains settings for many of the same items as are found in the operator panel menus. Where items in the printer driver are the same as those in the operator panel menus, and you print documents from Windows, *the settings in the Windows printer driver will override those items in the operator panel menus.*

### Windows 98 / Me / XP / NT 4.0

#### NOTE

The illustrations in this section show the Windows Me Operating System. The other Windows operating systems may appear slightly different, but the principles are the same.

- N-up Printing: multiple pages on one sheet (see page 133)
- Custom Page Sizes (see page 134)
- Selecting Print Resolution (see page 137)
- Duplex Printing (see page 139)
- Watermarks (see page 143)
- Collating (see page 145)
- Printing Posters (see page 146)

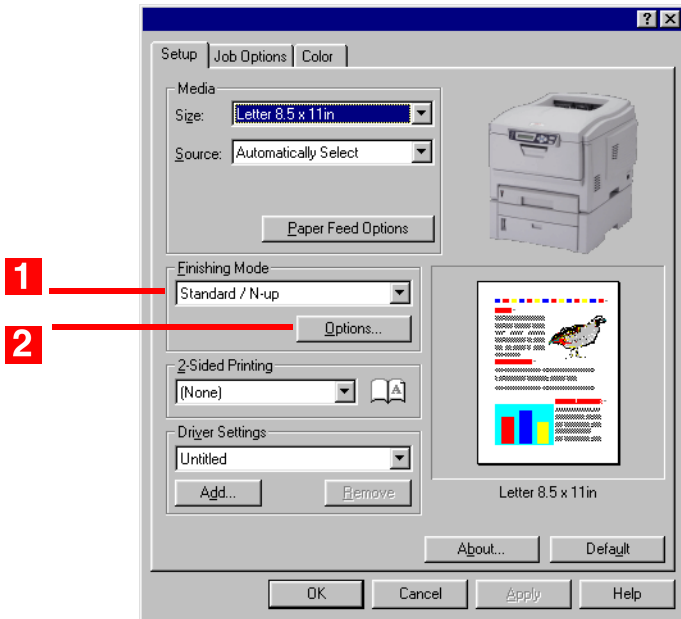
#### NOTE

Most applications allow the printer properties to be accessed from within the document print dialog box.

# N-Up Printing (Printing Multiple Pages on One Sheet)

98 / Me / XP / NT 4.0

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer, then:  
Windows 98/Me/NT4.0: click Properties.  
Windows XP: click Preferences.
3. On the Setup tab, under Finishing Mode (1), select the required number of pages per sheet in the drop-down list. To set additional parameters, click Options (2), then make your selections and click OK.



4. Click OK.
5. Windows 98/Me/NT4.0: click OK.  
Windows XP: click Print.

# Custom Page Sizes

## 98 / Me / XP / NT 4.0

Custom page sizes can be printed from Tray 1, Tray 2 or the Multi-Purpose (MP) Tray, one-sided printing only, rear exit only.

### Tray 1 and Tray 2 Custom Size Range

- minimum 3.94" x 5.83" [100 x 148 mm]
- maximum 8½" x 14" [215.9 x 355.6 mm].

### MP Tray Custom Size Range

- minimum 3.94" to 5.83" [100 x 148 mm]
- maximum 8½" x 14" [216 x 356 mm]

or banners from 8¼" to 8½" (210 to 215.9 mm) wide by up to 47¼" (1.2 m) long. Banners must be fed one sheet at a time.

### NOTE

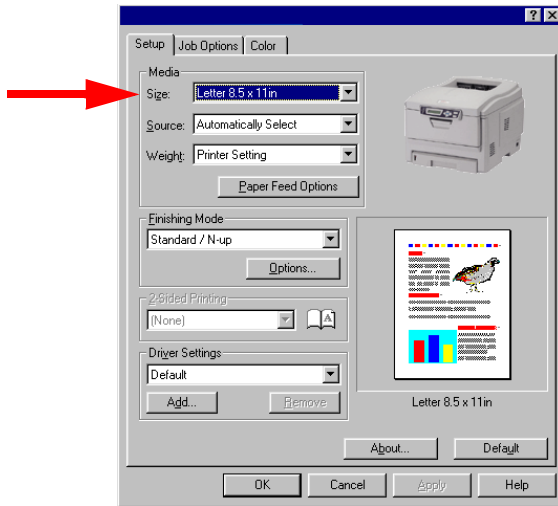
Up to 32 custom page sizes can be defined.

1. Make sure the rear exit path is open:



2. Load the custom size paper in the tray of your choice.

3. Open the file in your application and select File →Print.
4. In the Print dialog box, select your printer, then:  
Windows 98/Me/NT4.0: click Properties.  
Windows XP: click Preferences.
5. On the Setup tab, under Media, select User Defined Size from the bottom of the Size drop-down list, or select a custom size you have already defined (see “Creating and Saving Custom Page Sizes” on page 136). Define the custom size in the dialog box which appears, then click OK



**NOTE**

You may see a Warning dialog box indicating a conflict. If you do, click OK and the driver will automatically make the needed changes to correct for the conflict.

6. Select the tray you will be using in the Source drop-down list under Media, then click OK.  
Windows 98/Me/NT4.0: click OK.  
Windows XP: click Print.

# Creating and Saving Custom Page Sizes

## 98 / Me / XP / NT 4.0

1. Click Start →Settings →Printers [Printers and Faxes for XP].
2. Right click the printer icon, then:  
Windows 98/Me: select Properties, then click the Printer Properties tab.  
  
Windows XP: select Properties, then click Printing Preference.  
  
Windows NT 4.0: select Document Defaults.
3. On the Setup tab, click Paper Feed Options.
4. Click Custom Size.
5. For each size, enter a name, width and height, then click Add.
6. When done, click OK.
7. Click OK three more times.



# Print Resolution

98 / Me / XP / NT 4.0

## NOTE

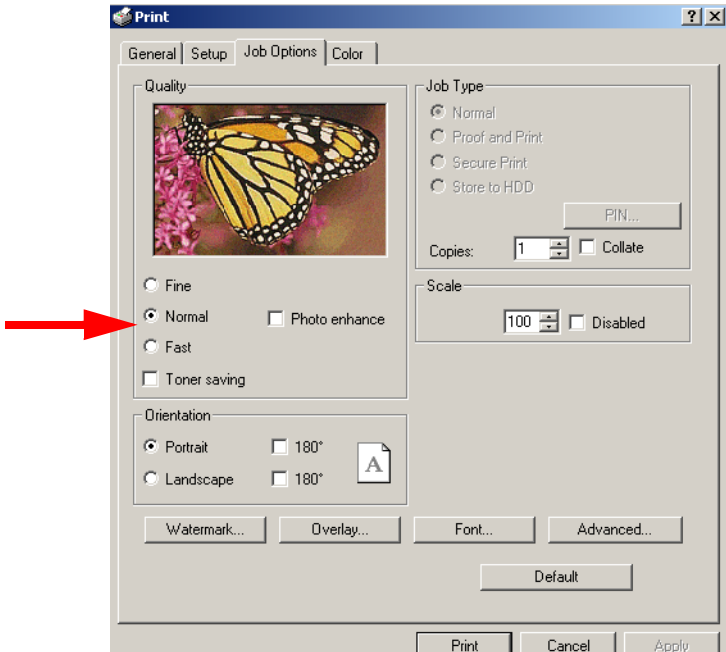
These instructions explain how to change the settings as you are printing a job.

If you wish to change the settings to apply to all jobs (default settings):

1. Click Start →Settings →Printers [Printers and Faxes for XP].
2. Right click the printer icon, then:  
Windows 98/Me: select Properties, then click the Printer Properties tab.  
  
Windows XP: select Properties, then click Printing Preference.  
  
Windows NT 4.0: select Document Defaults.
3. Follow steps 3, etc., below. Note that the screen for setting defaults will have more tabs.

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer, then:  
Windows 98/Me/NT4.0: click Properties.  
  
Windows XP: click Preferences.

3. On the Job Options tab, select the required printing resolution under Quality:
  - Fine = high resolution, slower speed: choose this one for optimum results when printing graphics.
  - Normal = medium resolution, medium speed: the default.
  - Fast = low resolution, fast speed: choose this one for drafts or documents without graphics.



4. Select Toner Saving if appropriate.
5. If you're printing photographs, select Photo Enhance for best quality.
6. Click OK
7. Windows 98/Me/NT4.0: click OK.  
Windows XP: click Print.

# Duplex Printing (Printing on Both Sides of The Paper)

98 / Me / XP / NT 4.0

## NOTE

The optional duplex unit must be installed in the printer and enabled before duplex printing can be carried out.

- Paper weight range 20 to 28 lb. US Bond (75 to 105 g/m<sup>2</sup>).
- Paper must be loaded print side *up*.
- Any tray (Tray 1, optional Tray 2, MP tray) can be used for duplex printing.

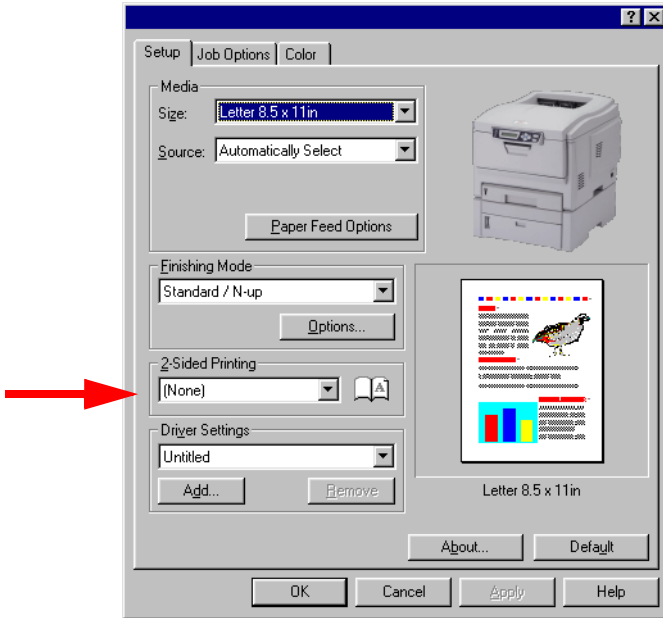
## NOTE

These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs:

- 1.** Click Start →Settings →Printers [Printers and Faxes for XP].
  - 2.** Right click the printer icon, then:
    - a.** Windows 98/Me: select Properties, then click the Printer Properties tab.
    - b.** Windows XP: select Properties, then click Printing Preference.
    - c.** Windows NT 4.0: select Document Defaults.
  - 3.** Follow steps 3, etc., below. Note that the screen for setting defaults will have more tabs.
- 1.** Open the file in your application and select File →Print.
  - 2.** In the Print dialog box, select your printer, then:  
Windows 98/Me/NT4.0: click Properties.

Windows XP: click Preferences

3. On the Setup tab, under 2-Sided Printing, select Long Edge or Short Edge.



4. Click OK.
5. Windows 98/Me/NT4.0: click OK.  
Windows XP: click Print.

# Booklets

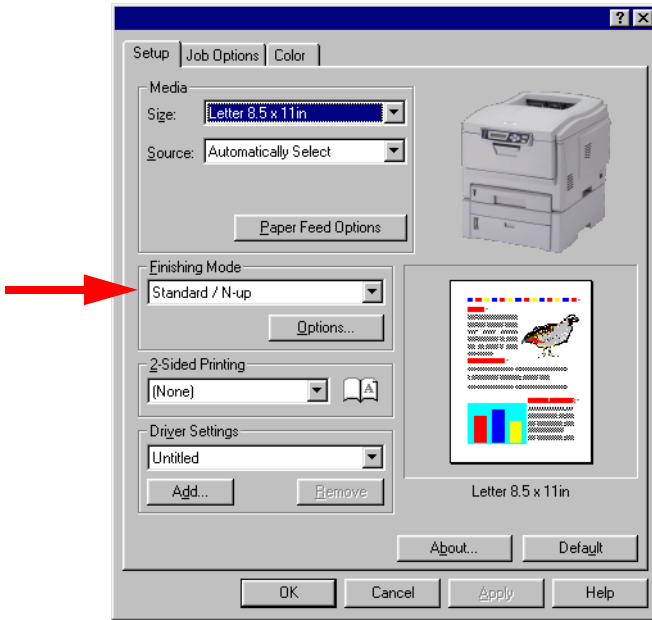
98 / Me / XP / NT 4.0

## NOTES

- You must have the duplex unit installed and enabled in order to print booklets.
- Not available on some network connections: see the Help file.
- Some software applications may not support booklet printing.
- The right-to-left setting allows a booklet to be printed for right to left reading, which is used in some languages.

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer, then:  
Windows 98/Me/NT4.0: click Properties.  
Windows XP: click Preferences.

3. On the Setup tab, under Finishing Mode, select Booklet in the drop-down list.

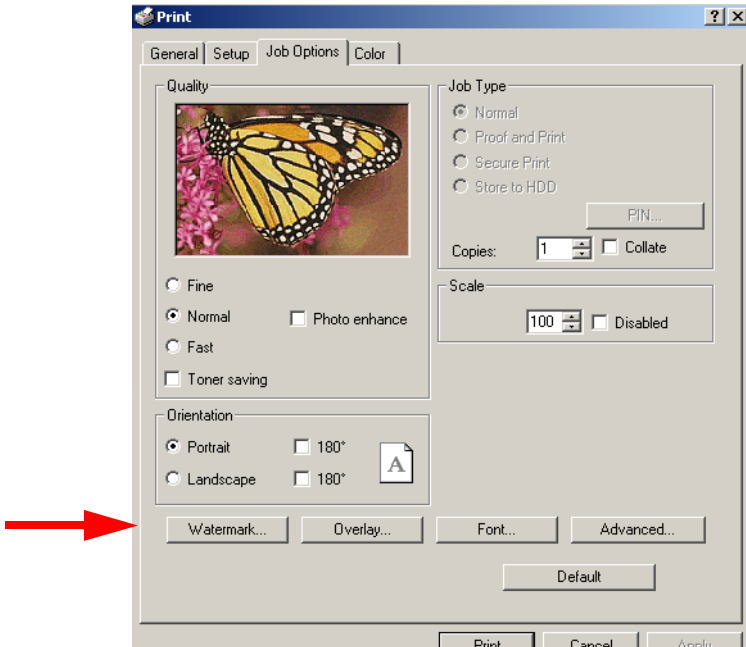


4. Click Options. Enter your settings. Click OK.
5. Click OK.
6. Windows 98/Me/NT4.0: click OK.  
Windows XP: click Print.

# Watermarks

## 98 / Me / XP / NT 4.0

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer, then:  
Windows 98/Me/NT4.0: click Properties.  
Windows XP: click Preferences.
3. On the Job Options tab, click Watermark.



4. Select a name from the Watermark list or click New to set up a new watermark.

### NOTE

To create a new watermark or edit an existing watermark:

- Click the New or Edit button.
- Enter the text for the watermark and select the font, size, angle, etc., to be used.
- Click OK.

*The new watermark appears in the Watermark list.*

5. If you wish to print the watermark only on the first page of the document, select First Page only.
6. Click OK twice.
7. Windows 98/Me/NT4.0: click OK.  
Windows XP: click Print.

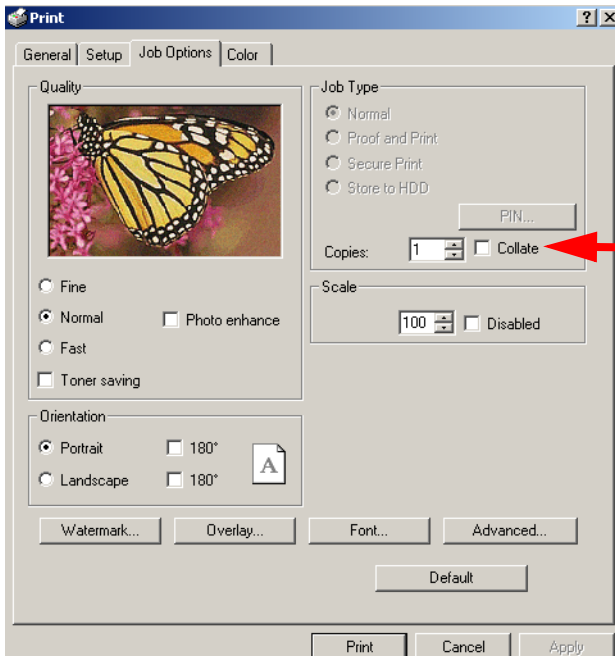


# Collating

## 98 / Me / XP / NT 4.0

The following instructions explain how to select collating using the printer driver.

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer, then:  
Windows 98/Me/NT4.0: click Properties.  
Windows XP: click Preferences.
3. On the Job Options tab, under Job Type, enter the number of copies required and select Collate.



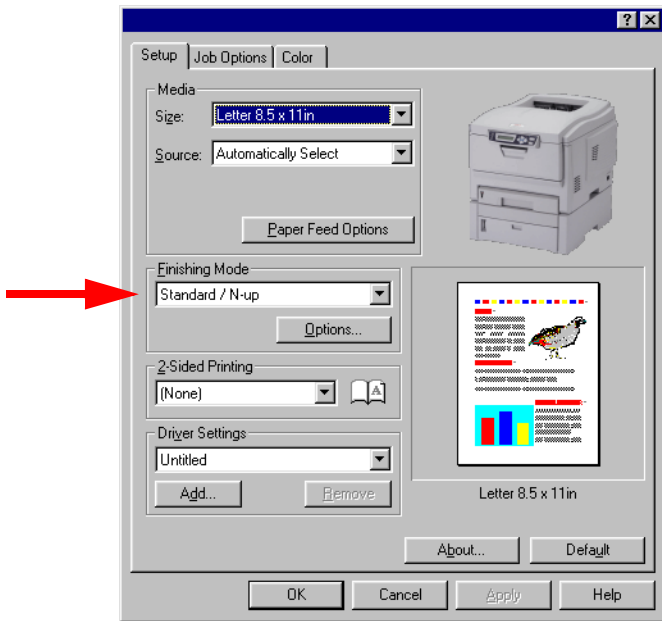
4. Click OK.
5. Windows 98/Me/NT4.0: click OK.  
Windows XP: click Print.

# Posters

## 98 / Me / XP / NT 4.0

This option allows you to configure and print posters by breaking up the document page into multiple pieces which print enlarged on separate sheets. Then the separate sheets are combined to produce a poster.

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer, then:  
Windows 98/Me/NT4.0: click Properties.  
Windows XP: click Preferences.
3. On the Setup tab, under Finishing Mode, select PosterPrint.



4. Click Options... and enter the configuration details.  
Note: an overlap of at least 0.2 mm must be specified.  
Click OK.
5. Click OK.

6. Windows 98/Me/NT4.0: click OK.  
Windows XP: click Print.

## Windows 2000

- N-up Printing: multiple pages on one sheet (see page 149)
- Custom Page Sizes (see page 152)
- Selecting Print Resolution (see page 153)
- Duplex Printing (see page 155)
- Watermarks (see page 159)
- Collating (see page 161)
- Printing Posters (see page 162)

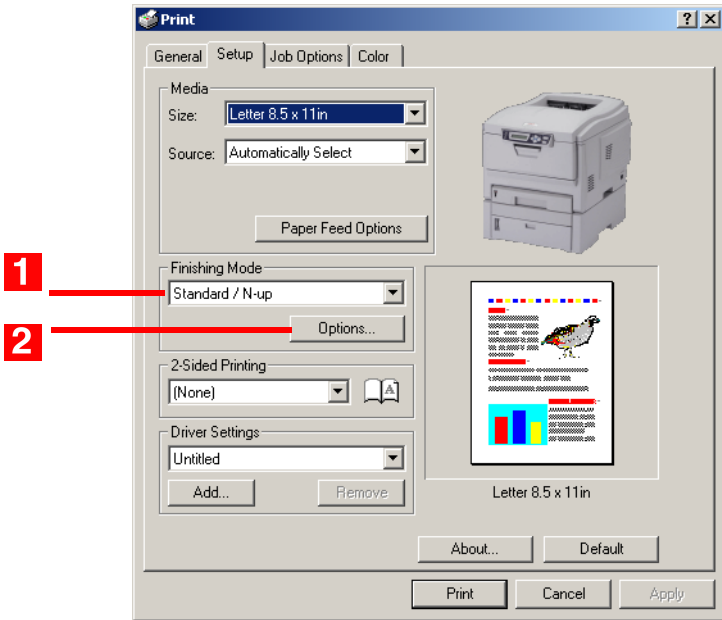
### NOTE

Most applications allow the printer properties to be accessed from within the document print dialog box.

# N-Up Printing (Printing Multiple Pages on One Sheet)

2000

1. Open the file in your application and select File → Print.
2. In the Print dialog box, select your printer.
3. On the Setup tab, under Finishing Mode (1), select the required number of pages per sheet in the drop-down list. To set additional parameters, click Options (2), then make your selections and click OK.



4. Click Print.

# Custom Page Sizes

## 2000

Custom page sizes can be printed from Tray 1, Tray 2 or the Multi-Purpose (MP) Tray, one-sided printing only, rear exit only.

### Tray 1 and Tray 2 Custom Size Range

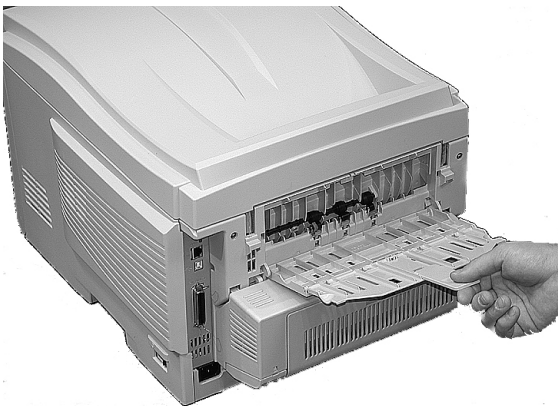
- minimum 3.94" x 5.83" [100 x 148 mm]
- maximum 8½" x 14" [215.9 x 355.6 mm].

### MP Tray Custom Size Range

- minimum 3.94" to 5.83" [100 x 148 mm]
- maximum 8½" x 14" [216 x 356 mm]

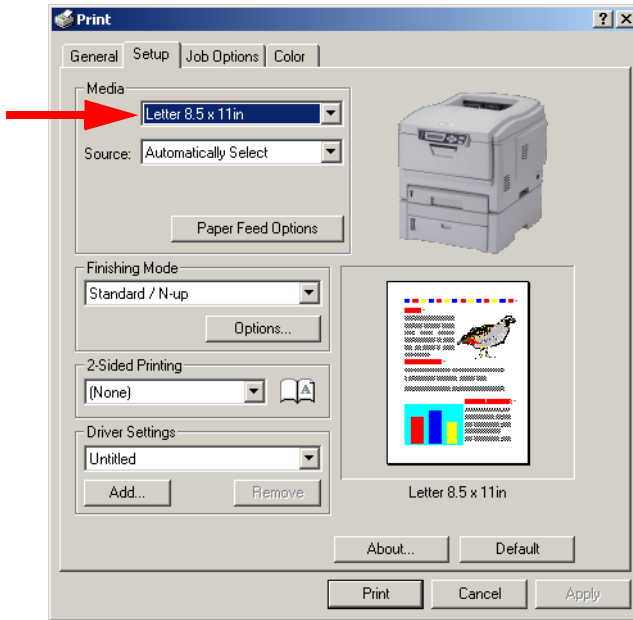
or banners from 8¼" to 8½" (210 to 215.9 mm) wide by up to 47¼" (1.2 m) long. Banners must be fed one sheet at a time.

1. Make sure the rear exit path is open:



2. Load the custom size paper in the tray of your choice.
3. Open the file in your application and select File →Print.
4. In the Print dialog box, select your printer.

5. On the Setup tab, under Media, select User Defined Size in the Size drop-down list. Define the custom size in the dialog box which appears. Click OK.



## NOTE

You may see a Warning dialog box indicating a conflict. If you do, click OK and the driver will automatically make the needed changes to correct for the conflict.

6. Select the tray you will be using in the Source drop-down list under Media, then click OK.
7. Click Print.

## Creating and Saving Custom Page Sizes

2000

### NOTE

Up to 32 custom page sizes can be defined.

1. Click Start →Settings →Printers.
2. Right click the printer icon, then select Properties.
3. Click Printing Preferences.
4. On the Setup tab, click Paper Feed Options.
5. Click Custom Size.
6. For each size, enter a name, width and height, then click Add.
7. When done, click OK.
8. Click OK three more times.



# Print Resolution

2000

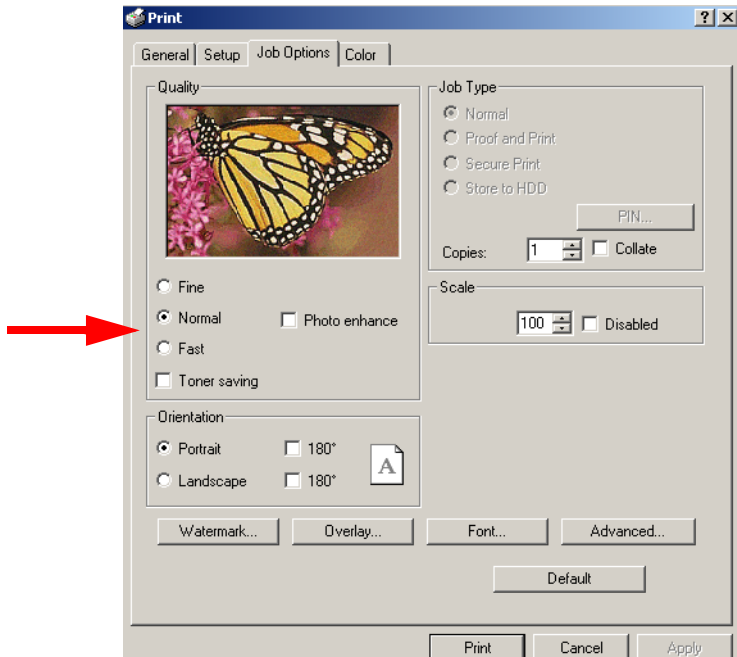
## NOTE

These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs (default settings):

- Click Start →Settings →Printers.
- Right click the appropriate printer name, then select Properties.
- Click Printing Preferences.
- Follow steps 3, etc., below. Note that the Properties screen for setting defaults will have more tabs.

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer.
3. On the Job Options tab, select the required printing resolution under Quality:
  - Fine = high resolution, slower speed: choose this one for optimum results when printing graphics.
  - Normal = medium resolution, medium speed: the default.

- Fast = low resolution, fast speed: choose this one for drafts or documents without graphics.



4. Select Toner Saving if appropriate.
5. If you're printing photographs, select Photo Enhance for best quality.
6. Click Print.

## Duplex Printing

### (Printing on Both Sides of The Paper)

2000

#### NOTE

The optional duplex unit must be installed in the printer and enabled before duplex printing can be carried out.

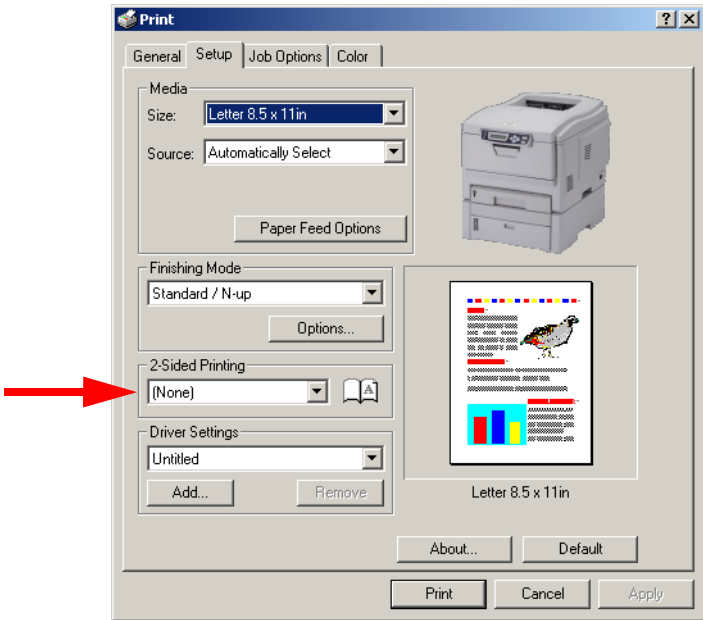
- Paper weight range 20 to 28 lb. US Bond (75 to 105 g/m<sup>2</sup>).
- Paper must be loaded print side *up*.
- Any tray (Tray 1, optional Tray 2, MP tray) can be used for duplex printing.

#### NOTE

These instructions explain how to change the settings as you are printing a job. If you wish to change the settings to apply to all jobs:

1. Click Start →Settings →Printers.
  2. Right click the appropriate printer name, then select Properties.
  3. Click Printing Preferences.
  4. Follow steps 3, etc., below. Note that the Properties screen for setting defaults will have more tabs.
1. Open the file in your application and select File →Print.
  2. In the Print dialog box, select your printer.

3. On the Setup tab, under 2-Sided Printing, select Long Edge or Short Edge.



4. Click Print.

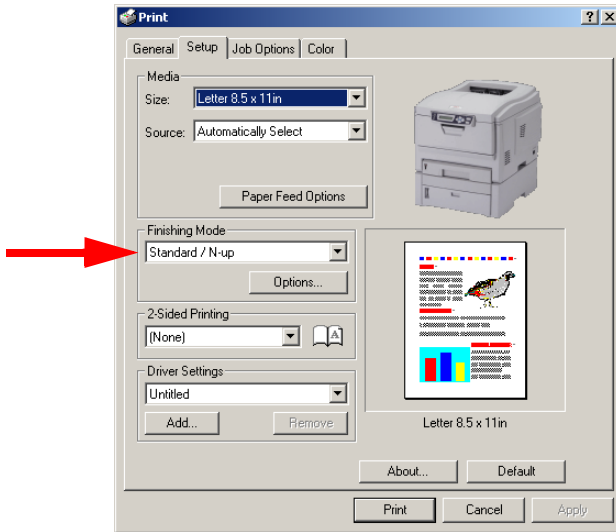
# Booklets

2000

## NOTES

- You must have the duplex unit installed and enabled in order to print booklets.
- Not available on some network connections: see the Help file.
- Some software applications may not support booklet printing.
- The right-to-left setting allows a booklet to be printed for right to left reading, which is used in some languages.

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer.
3. On the Setup tab, under Finishing Mode, select Booklet in the drop-down list.



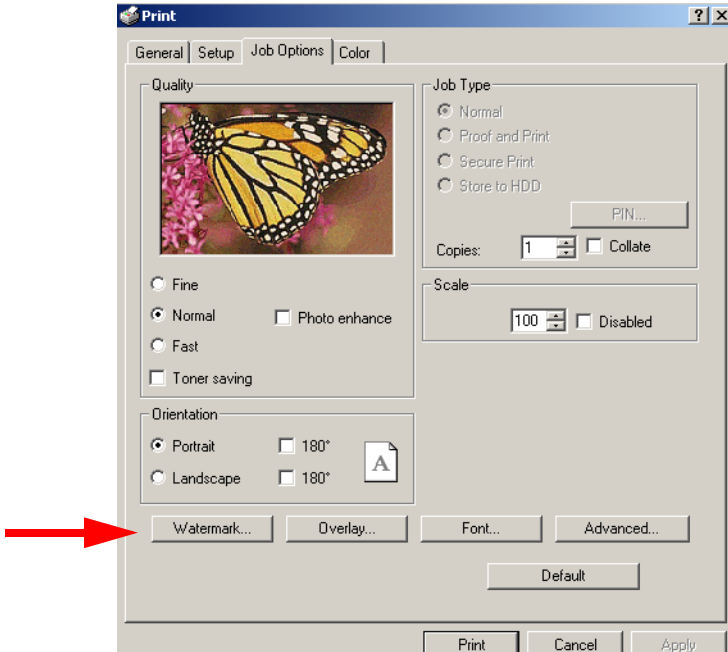
4. Click Options, enter your settings, and click OK.

**5.** Click Print.

# Watermarks

## 2000

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer.
3. On the Job Options tab, click Watermark.



4. Select a name from the Watermark list or click New to set up a new watermark. When you're finished setting up the new watermark, click OK.

### **NOTE**

To create a new watermark or edit an existing watermark:

- Click the New or Edit button.
- Enter the text for the watermark and select the font, size, angle, etc., to be used.
- Click OK.

The new watermark appears in the Watermark list.

5. If you wish to print the watermark only on the first page of the document, select First Page only.
6. Click OK.
7. Click Print.

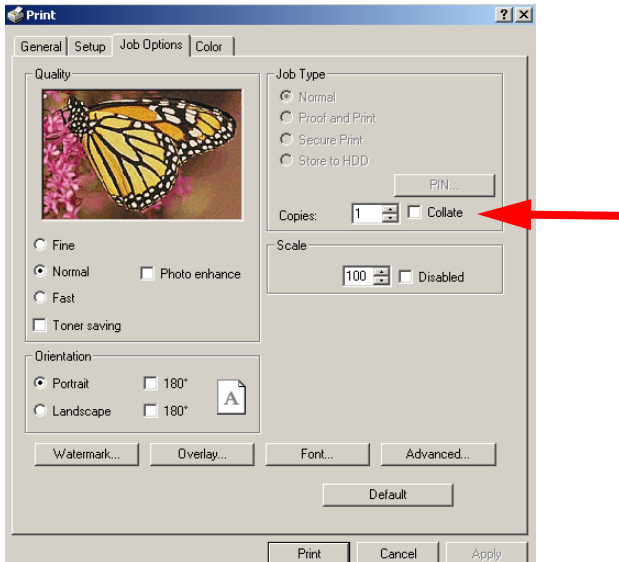


# Collating

## 2000

The following instructions explain how to select collating using the printer driver.

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer.
3. On the Job Options tab, under Job Type, enter the number of copies required and select Collate.



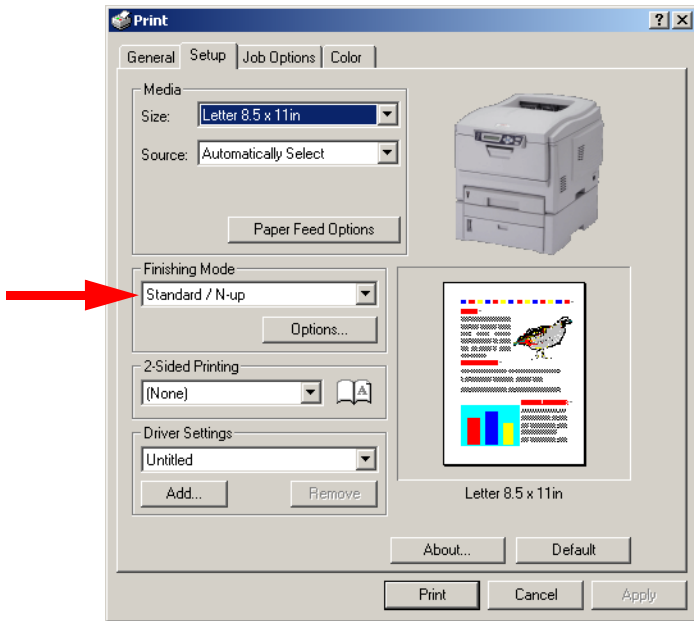
4. Click Print.

# Posters

## 2000

This option allows you to configure and print posters by breaking up the document page into multiple pieces which print enlarged on separate sheets. Then the separate sheets are combined to produce a poster.

1. Open the file in your application and select File →Print.
2. In the Print dialog box, select your printer.
3. On the Setup tab, under Finishing Mode, select PosterPrint in the drop-down list.



4. Click Options... and enter the configuration details (Note: an overlap of at least 0.2 mm must be specified.), then click OK.
5. Click Print.

# Utilities

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## Overview

These programs are located on the CD supplied with your printer.

- Color Utility  
Color Swatch (see page 164)
- Network Utility  
LPR utility (see page 167)

# Color Swatch Utility

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## General Information

The Color Swatch Utility allows you to print swatches of color samples on your color printer. The swatches are used with your software program to select and reproduce color accurately. The swatches represent selected samples of the color printer's color palette and provide corresponding RGB values which can be used to set up the desired colors for your printed documents.

### NOTE

- Your software may not be able to match colors using the swatch information. You may need to use other matching methods.
- The color swatch samples do not show all the colors your printer can print.
- Other factors influence how you see color: the color and finish of the paper, ambient light, even the color surrounding the one you are looking at.

## Installing the Color Swatch Utility

1. Place the CD supplied with your printer in your CD-ROM drive and wait for the Menu Installer to open.  
*If the CD does not AutoPlay, click Start → Run → Browse. Browse to your CD-ROM. Double-click Install.exe. Click OK.*
2. Click Next to accept the terms in the license agreement.
3. Click Productivity Software → Color Swatch Utility and follow the on-screen instructions.

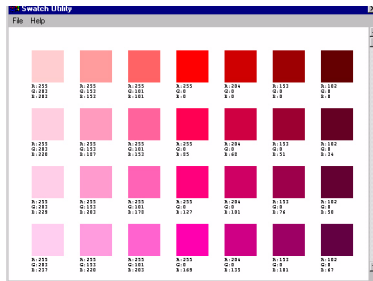
## Opening the Color Swatch utility

Click Start → Programs → Color Swatch → Color Swatch Utility.

## Using the Color Swatch Utility

### Selecting Colors

When you load the utility, a swatch page displays commonly used colors. Select print to print sample pages.



### Color Samples

Use the color blocks to pick the specific colors that you want to appear in your printed document.

### Color Values

Each color block, or sample, is identified with information your software package needs to reproduce that color accurately. The numbers under each block specify the amounts of the

primary colors—red (R), green (G), and blue (B)—that mix to form each particular shade. The amounts are given as a numerical value between 0 and 255.

### Creating Custom Swatch Colors

If you don't find your desired color, you can create or customize colors:

1. Select Custom Swatch from the File menu.
2. On the pop-up window, there are 3 slide bars that allow you to customize swatches:
  - Hue bar changes the hue of the swatches, for example, red to green or blue to yellow.
  - Saturation bar changes vividness.
  - Lightness bar changes darkness.
3. Adjust the bars until you see the desired color. Color variations are created to help you find the best match.
4. Click OK, then print the custom swatch page.
5. Repeat these steps if you still don't find the desired printed color.

#### NOTE

- The Color Swatch Utility does not guarantee that the printer will print the same color displayed on your monitor. Consider the displayed color as a reference.
- The printer may not be able to print the exact color that you desire.

For additional information, including **Applying Color Value in your Application**, and **Setting Monitor Color**, see the Color Swatch Utility Read-me file located in the Windows Programs list.

# LPR Utility

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## General Information

The LPR Utility allows you to print directly to a printer on the network without a print server. It creates an Oki Printer Port, and installs a pop-up status box so you can monitor printer status.

LPR operates in Windows Me/98, Windows NT 4.0, Windows 2000, and Windows XP operating systems.

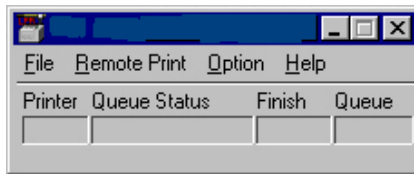
## How to Install

The LPR Utility supports TCP/IP. Your network administrator will first need to set up an IP address and TCP/IP properties for your printer.

Your network administrator may have already installed this software. If you need to install it manually:

1. Place the CD supplied with your printer in your CD-ROM drive and wait for the Menu Installer to open.  
*If the CD does not AutoPlay, click Start → Run → Browse. Browse to your CD-ROM. Double-click Install.exe. Click OK.*
2. Click Next to accept the terms in the license agreement.
3. Click Network Software → Administration Tools → OKI LPR and follow the on-screen instructions.

## LPR Status box



The LPR Utility Status Box displays the following information:

- Printers  
Names of added printers (You can add up to 30 printers)
- Status

LPR Utility status (empty, connecting, sending, paused, checking status, not connected)

- Finish  
Number of completed jobs.
- Queue  
Number of jobs waiting to be printed.

## **Additional Information**

For help, click on **HELP** in the program.