

SP 220/SP 221 series



User Guide

For safe and correct use, be sure to read Safety Information before using the machine.

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How to Find Information about Operations and Troubleshooting

You can find support information about operating the machine and troubleshooting in the Operating Manual (printed), Operating Manual (digital format), and Help (online).

Operating Manual (Printed)

The following manuals are provided with this machine.

Safety Information

This manual explains the safety precautions that should be followed when using the machine. Be sure to read this manual before using the machine.

Setup Guide

This manual explains how to setup this machine.

It explains the instructions of taking out the machine from the packing box and connecting it to a computer.

MF Initial Guide for FAX (only SP 221SF, SP 220SFNw, and SP221SFNw)

MF This manual explains how to set up the machine. It also explains how to remove the machine from the packaging and how to connect it to a computer.

Operating Manual (Digital Format)

Operating manuals can be viewed from Ricoh's website or from the provided CD-ROM.

Viewing from a web browser

Access the Internet from a web browser.

Confirm that the computer or the machine is connected to the network.

Download the operating manuals from <http://www.ricoh.com/>.

Viewing from the provided CD-ROM

Operating manuals can also be viewed from the provided CD-ROM.

- When using Windows

1. Insert the CD-ROM into the CD-ROM drive.

2. Click [Read Manual] and follow the instructions on the screen.

The PDF file manual opens.

- When using Mac OS X

1. Insert the CD-ROM into the CD-ROM drive.
2. Double-click [Manuals.htm] file, located on the CD-ROM root directory.
3. Select the language.
4. Click [Read PDF manuals].
5. Click the manual you want to refer to.

The PDF file manual opens.

Help

Use the following procedure to open the Help files learn about the printer driver, Web Image Monitor, and Smart Organizing Monitor functions.

MF For details about using Web Image Monitor, see page 201 "Configuring the Machine Using Utilities".

P For details about using Web Image Monitor, see page 233 "Using Web Image Monitor".

Printer driver

1. Click [Help] on the printing preferences dialog box.

For the procedure on how to open the printing preferences dialog box, see page 70 "Displaying the Printing Preferences Dialog Box".

P Web Image Monitor

1. **P** Click  on the top right of the screen.

P To display Help, install the help source file beforehand. For details about installing the file, see page 233 "Using Web Image Monitor".

Smart Organizing Monitor

1. Click [Help] on the [Printer Configuration] screen.

How to Read This Manual

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Symbols Used in This Manual

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

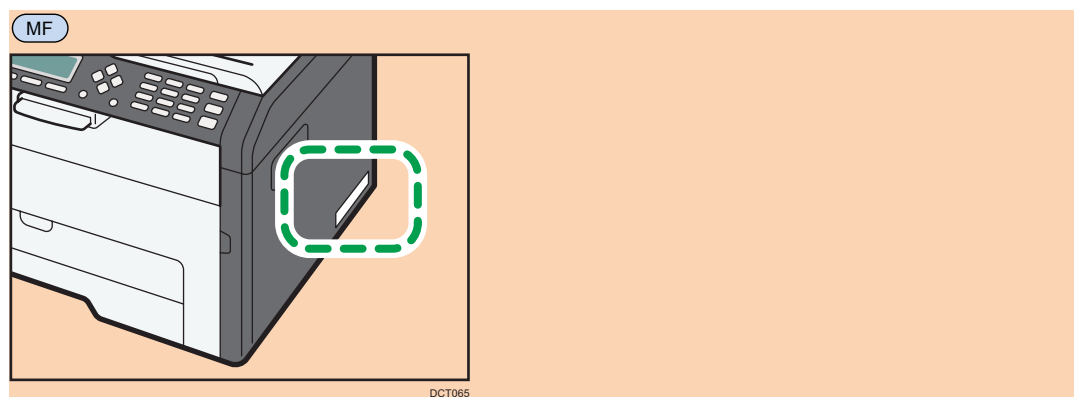
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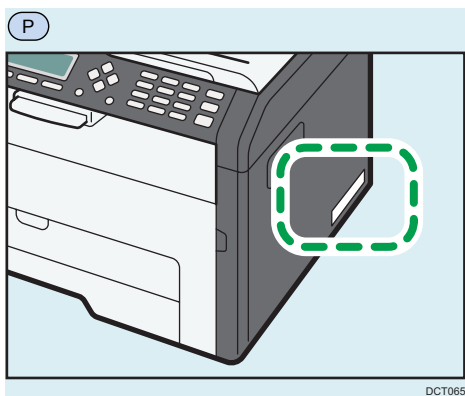
Indicates the names of keys on the machine's display or control panels.

Model-Specific Information

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.





The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

 **Region A** (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -27
- 220–240 V

 **Region B** (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -17
- 120–127 V

 **Note**

- Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch units.

Disclaimer

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use or non-use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

Notes

Contents of this manual are subject to change without prior notice.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

Some illustrations in this manual might be slightly different from the machine.

Note to Administrator

MF Password

Certain configurations of this machine can be password-protected to prevent unauthorized modifications by others. We strongly recommend you to create your own password immediately.

The following are the operations that can be password-protected:

- Entering the [Address Book], [Network Settings], or [Admin. Tools] menu using the control panel

You can access these menus without a password by factory default.

The setting for creating a password can be found in [Admin. Tools].

- Configuring the machine using Web Image Monitor

You can configure the machine using Web Image Monitor without a password by factory default.

The setting for creating a password can be found in [Administrator Settings].

For details about creating passwords, see page 189 "Administrator Settings" or page 165 "Configuring the Machine Using the Control Panel".

P Password

When you log in to this printer, you will be prompted to enter the password. We strongly recommend you to change the factory default password immediately to prevent information leakage and unauthorized operations by others.

You will be prompted to enter your password when you attempt to change printer settings configured using Web Image Monitor.

To use the factory default password, leave the password blank when using Web Image Monitor.

To Change password for Web Image Monitor, you need to log on as an Administrator, and then make the necessary settings.

For details about setting a password, see page 233 "Using Web Image Monitor".

About IP Address

In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

MF Differences in Performance/Functions between Different Models

The differences in main performance/functions between different models are as follows:

	SP 221S	SP 220SNw SP 221SNw	SP 221SF	SP 220SFNw SP 221SFNw
Fax	Not available	Not available	Available (Standard)	Available (Standard)
ADF	Not available	Available (Standard)	Available (Standard)	Available (Standard)
PCL driver	Not available	Available	Not available	Available
Ethernet Port (Network)	Not available	Available	Not available	Available
Wireless LAN	Not available	Available	Not available	Available
Scan to Email/FTP/Folder	Not available	Available	Not available	Available
Toner Management (Toner Level Indication)	Not available	Not available	Available ^{*1}	Available ^{*1}
Paperless FAX ^{*2}	Not available	Not available	Not available	Available

	SP 221S	SP 221SF
Fax	Not available	Available (Standard)
ADF	Not available	Available (Standard)

	SP 221S	SP 221SF
Ethernet Port (Network)	Not available	Not available
Wireless LAN	Not available	Not available
Scan to Email/FTP/Folder	Not available	Not available
Toner Management (Toner Level Indication)	Not available Available	Available ^{*1}
Paperless FAX ^{*2}	Not available	Not available

*1 Depending on the [Toner End Option] setting, the toner management (toner level indication) function may not be available. For [Toner End Option], see page 182 "System Settings".

*2 "Paperless FAX" refers to the function that allows you to store faxes in memory and print only the ones you want, thus saving paper. "Paperless FAX" refers to [Reception File Processing] and [Notify Forward Status] that can be specified using the machine's control panel and [Fax Received File Processing] that can be specified using Web Image Monitor. For details, see page 176 "Fax Features Settings" and page 208 "Configuring the System Settings".

(P) Differences in Performance/Functions between Different Models

The differences in main performance/functions between different models are as follows:

	SP 221	SP 220Nw SP 221Nw
Ethernet Port (Network)	Not available	Available
Wireless LAN	Not available	Available

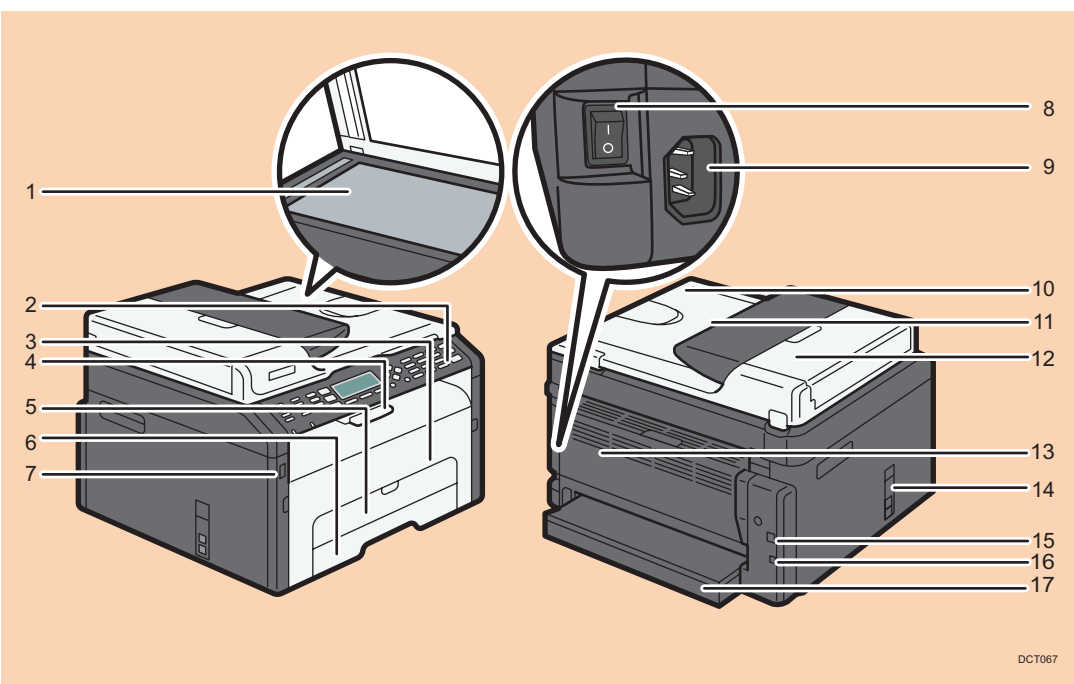
1. Guide to the Machine

This chapter describes preparations for using the machine and its operating instructions.

Guide to Components

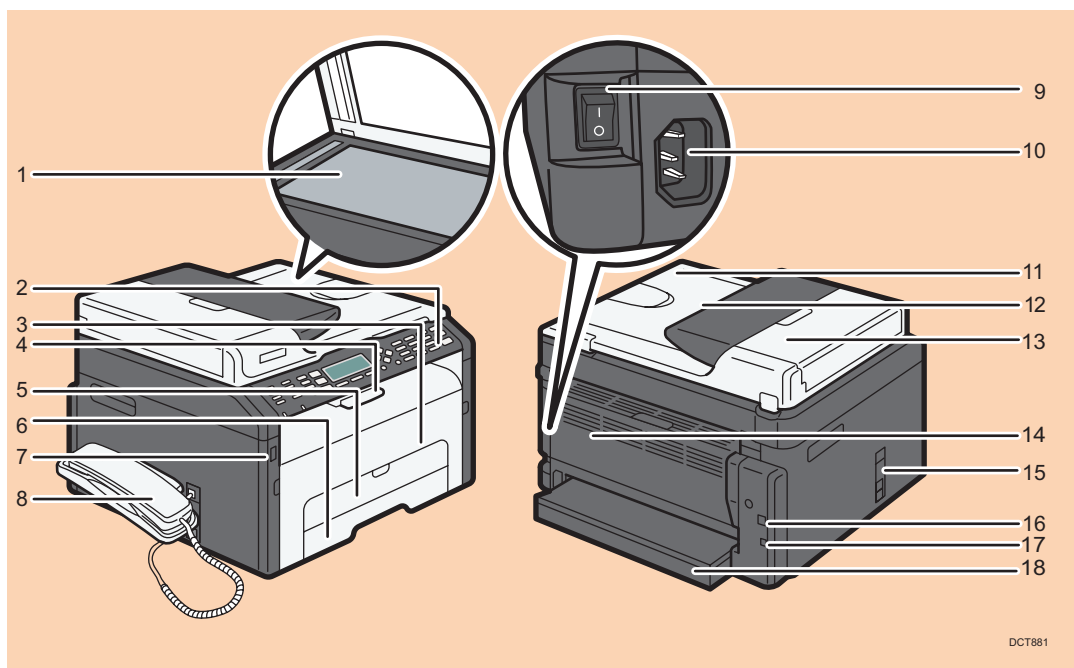
This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions.

MF Exterior



No.	Name	Description
1	Exposure Glass	Place originals here sheet by sheet.
2	Control Panel	Contains a screen and keys for machine control.
3	Front Cover	Open this cover to replace the print cartridge or remove jammed paper.
4	Stop Fences	Raise this fence to prevent paper from falling off.
5	Bypass Tray	This tray can hold one sheet of plain paper.

No.	Name	Description
5	Cover for the Exposure Glass	Open this cover to place originals on the exposure glass.
6	Tray 1	This tray can hold up to 150 sheets of plain paper.
10	Auto Document Feeder (Exposure Glass Cover)	The ADF is integrated with the exposure glass cover. Open this cover to place documents on the exposure glass.
11	Input Tray for the ADF	Place stacks of originals here. They will feed in automatically. This tray can hold up to 35 sheets of plain paper.
11	Tray Cover	Attach this cover when you extend the tray.
12	ADF Cover	Open this cover to remove originals jammed in the ADF.
13	Rear Cover	Open this cover to remove jammed paper.
14	External Telephone Connector	For connecting an external telephone.
14	G3 (analog) Line Interface Connector	For connecting a telephone line.
15	USB Port	For connecting the machine to a computer using a USB cable.
16	Ethernet Port	For connecting the machine to the network using a network interface cable.



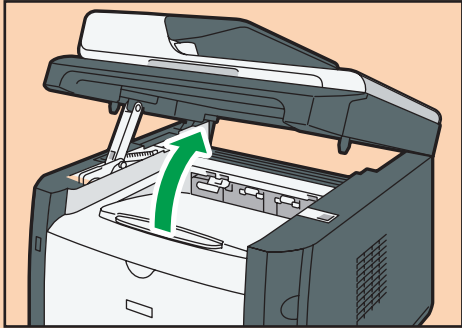
DCT881

No.	Name	Description
1	Exposure Glass	Place originals here sheet by sheet.
2	Control Panel	Contains a screen and keys for machine control.
3	Front Cover	Open this cover to replace the print cartridge or remove jammed paper.
4	Stop Fences	Raise this fence to prevent paper from falling off.
5	Bypass Tray	This tray can hold one sheet of plain paper.
5	Cover for the Exposure Glass	Open this cover to place originals on the exposure glass.
6	Tray 1	This tray can hold up to 150 sheets of plain paper.
8	Handset	Enables you to use the machine as a telephone.
10	Auto Document Feeder (Exposure Glass Cover)	The ADF is integrated with the exposure glass cover. Open this cover to place documents on the exposure glass.
11	Input Tray for the ADF	Place stacks of originals here. They will feed in automatically. This tray can hold up to 35 sheets of plain paper.
11	Tray Cover	Attach this cover when you extend the tray.

No.	Name	Description
12	ADF Cover	Open this cover to remove originals jammed in the ADF.
13	Rear Cover	Open this cover to remove jammed paper.
14	External Telephone Connector	For connecting an external telephone.
14	G3 (analog) Line Interface Connector	For connecting a telephone line.
15	USB Port	For connecting the machine to a computer using a USB cable.
16	Ethernet Port	For connecting the machine to the network using a network interface cable.

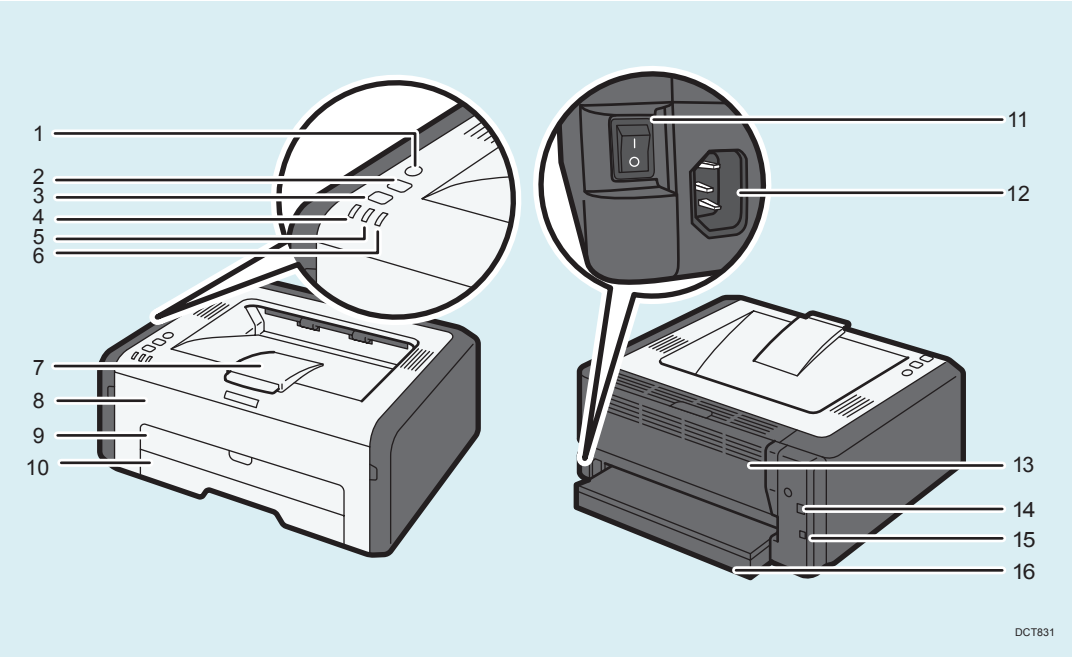
Note

- If it is difficult to take printed paper out of the output tray, you can lift the control panel and make it easier to take the printed paper out.



DSG102

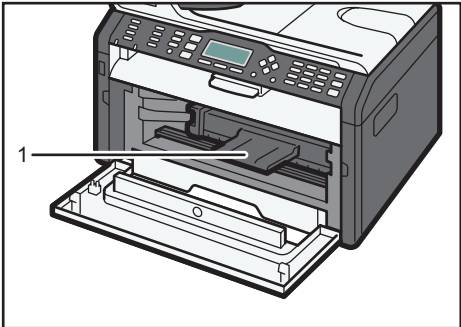
P Exterior



No.	Name	Description
1	Stop Fences	Raise this fence to prevent paper from falling off.
2	Front Cover	Lift up this cover to replace consumables or clear a paper jam.
3	Bypass Tray	This tray can hold one sheet of plain paper.
4	Tray 1	This tray can hold up to 150 sheets of plain paper.
6	Rear Cover	Open this cover to deliver sheets face up or remove jammed paper.
7	USB Port	Use a USB cable to connect the printer to the host computer.
8	Ethernet Port	Use a network interface cable to connect the printer to the network.
9	Tray 1 Cover	Attach this cover when you extend the tray.
xx	Control Panel	The keys to operate the machine and the indicators for checking the status of the machine are on this control panel. For details, see page 26 "Control Panel".

Interior

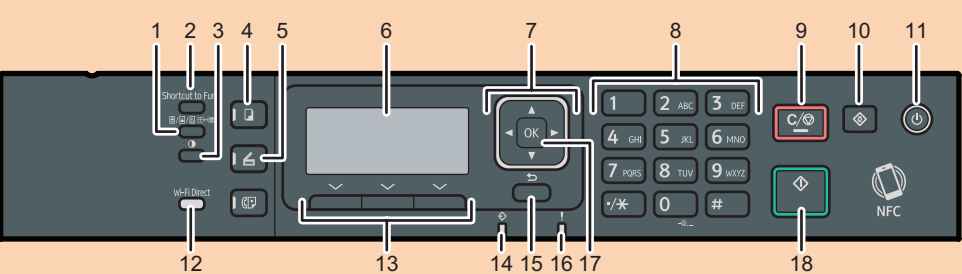
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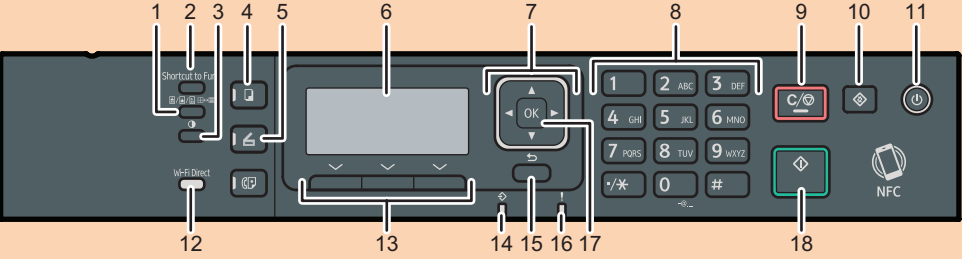
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No.	Name	Description
1	Print Cartridge	A replacement consumable that is required to make prints on paper. It needs to be replaced when the Toner/Paper End indicator flashes red. For details about replacing the cartridge, see page 253 "Replacing the Print Cartridge".

MF Control Panel (When Using SP 221S, SP 220SNw, or SP221SNw)



DSH107

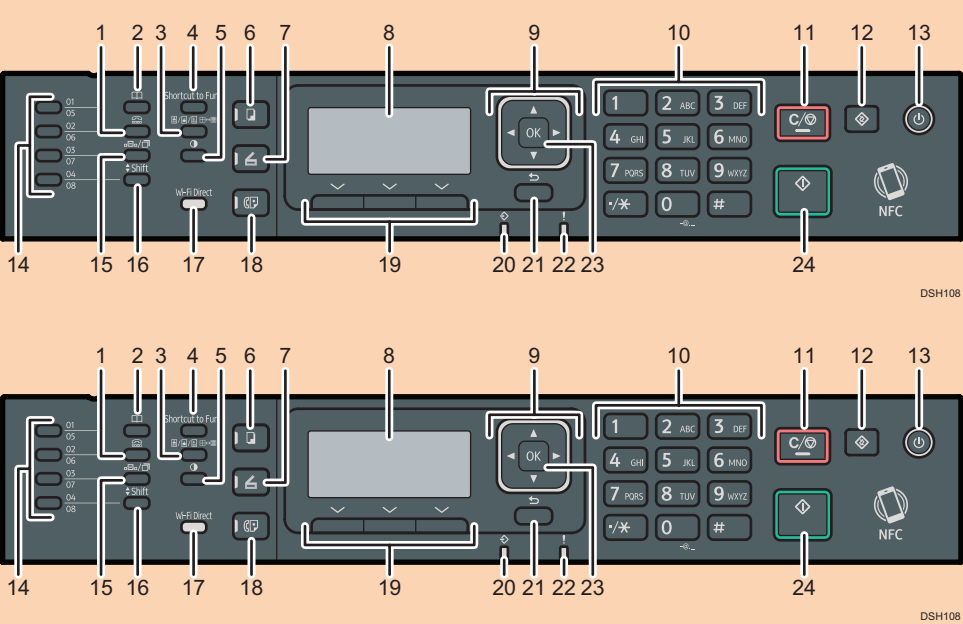


DSH107

No.	Name	Description
1	[Image Quality] key	Press to select the scan quality for the current job.
2	[Shortcut to Func.] key	Press to use the function pre-assigned to this key.
3	[Density] key	Press to adjust the image density for the current job.
4	[Copy] key	Press to switch the machine to copier mode.
5	[Scanner] key	Press to switch the machine to scanner mode.
6	Screen	Displays the current status and messages.
7	Scroll Keys	Press to move the cursor in the direction indicated by the key.
8	Number Keys	Press to enter numerical values when specifying settings such as fax numbers and copy quantities or to enter letters when specifying names.
9	[Clear/Stop] key	Press to cancel or stop print jobs, document copying, scanning, fax transmission/reception, and other actions in progress.
10	[User Tools] key	Press to display the menu for configuring the machine's system settings.
11	[Power] key	This indicator lights up blue when the machine is turned on. It flashes when a print job is received and during printing, scanning, or fax transmission/reception.
12	[Wi-Fi Direct] key (only SP 220SNw and SP 221SNw)	Press this key to activate or deactivate the Wi-Fi Direct function. Pressing this key while Wi-Fi is disabled activates Wi-Fi and reboots the machine automatically. This indicator lights blue when the Wi-Fi Direct function is active.
14	Selection keys	Press the key underneath an item shown on the bottom line of the screen to select it.
15	Data In Indicator	This indicator lights blue when the machine receives print data from the host device.
16	[Back] key	Press to cancel the last operation or to return to the previous level of the menu tree.
17	Alert Indicator	This indicator lights up red when the machine runs out of paper or consumables, when the paper settings do not match the settings specified by the driver, or when other errors occur. It flashes when the toner is nearly empty.

No.	Name	Description
18	[OK] Key	Press to confirm settings and specified values, or to move to the next menu level.
19	[Start] key	Press to start fax transmission/reception, scanning, or copying.

MF Control Panel (When Using SP 221SF, SP 220SFNw, or SP221SFNw)



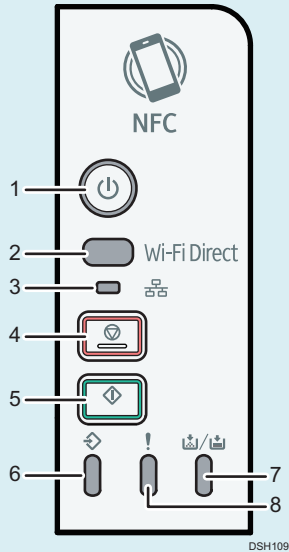
No.	Name	Description
1	[On Hook Dial] key	Press to use on-hook dialing to check the destination's status when sending a fax.
2	[Address Book] key	Press to select a scan or fax destination from the Address Book.
3	[Image Quality] key	Press to select the scan quality for the current job.
4	[Shortcut to Func.] key	Press to use the function pre-assigned to this key.
5	[Density] key	Press to adjust the image density for the current job.
6	[Copy] key	Press to switch the machine to copier mode.
7	[Scanner] key	Press to switch the machine to scanner mode.

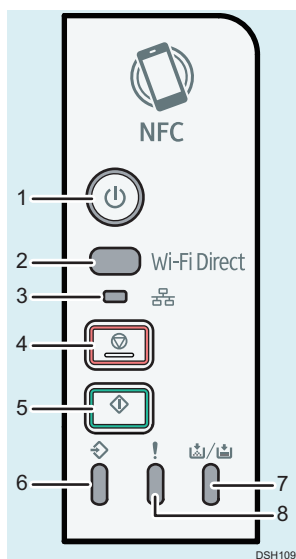
No.	Name	Description
8	Screen	Displays the current status and messages.
9	Scroll Keys	Press to move the cursor in the direction indicated by the key.
10	Number Keys	Press to enter numerical values when specifying settings such as fax numbers and copy quantities or to enter letters when specifying names.
11	[Clear/Stop] key	Press to cancel or stop print jobs, document copying, scanning, fax transmission/reception, and other actions in progress.
12	[User Tools] key	Press to display the menu for configuring the machine's system settings.
13	[Power] key	This indicator lights up blue when the machine is turned on. It flashes when a print job is received and during printing, scanning, or fax transmission/reception.
14	One Touch buttons	Press to select a scan or fax Quick Dial destination.
15	[Pause/Redial] key	Press to insert a pause in a fax number or to display the last used scan or fax destination.
16	[Shift] key	Press to use the Quick Dial numbers 5 to 8 when specifying a scan or fax destination using the One Touch buttons.
17	[Wi-Fi Direct] key (only SP 220SFNw and SP 221SFNw)	Press this key to activate or deactivate the Wi-Fi Direct function. Pressing this key while Wi-Fi is disabled activates Wi-Fi and reboots the machine automatically. This indicator lights blue when the Wi-Fi Direct function is active.
19	[Facsimile] key	Press to switch the machine to fax mode.
20	Selection keys	Press the key underneath an item shown on the bottom line of the screen to select it.
21	Data In Indicator	This indicator lights blue when the machine receives print data from the host device.
22	[Back] key	Press to cancel the last operation or to return to the previous level of the menu tree.
23	Alert Indicator	This indicator lights up red when the machine runs out of paper or consumables, when the paper settings do not match the settings

No.	Name	Description
		specified by the driver, or when other errors occur. It flashes when the toner is nearly empty.
24	[OK] Key	Press to confirm settings and specified values, or to move to the next menu level.
25	[Start] key	Press to start fax transmission/reception, scanning, or copying.

P Control Panel

This section introduces the names of the parts of the control panel and explains their functions.





No.	Name	Description
1	[Power] key	This indicator lights blue when the machine is turned on. It flashes when a print job is received.
2	[Wi-Fi Direct] key (only SP 220Nw and SP 221Nw)	Press this key to activate or deactivate the Wi-Fi Direct function. Pressing this key while Wi-Fi is disabled activates Wi-Fi and reboots the machine automatically. This indicator lights blue when the Wi-Fi Direct function is active.
3	Network Indicator (only SP 220Nw and SP 221Nw)	This indicator lights blue when the network is connected.
4	[Stop] key	Press this key once to pause a job that is currently printing. To cancel a job, press it again.
5	[Start] key	Press to restart the printing job.
6	Data In Indicator	This indicator lights blue when the machine receives print data from the host device.
7	Toner/Paper End Indicator	This indicator lights red when the machine runs out of paper or toner. It flashes when the toner is nearly empty.
8	Alert Indicator	This indicator flashes red when paper jams occur, and it lights when the paper settings do not match the settings specified by the driver, and when other errors occur.

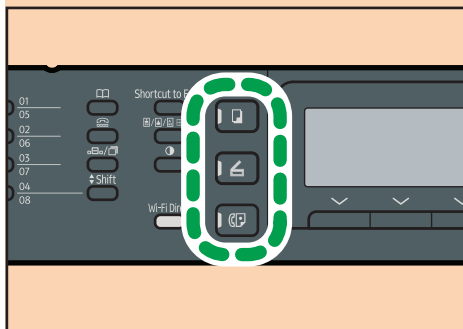
 **Note**

- For details about printing a list of the machine's configurations or about doing a test print using Smart Organizing Monitor, see page 246 "Using Smart Organizing Monitor".

MF Changing Operation Modes

You can switch between copier, scanner, and fax modes by pressing the corresponding keys.

Press the [Copy], [Scanner], or [Facsimile] (only SP 221SF, SP 220SFNw, and SP 221SFNw) key to activate each mode. While in each mode, the corresponding key lights up.



DSH140

Function Priority

By default, copy mode is selected when the machine is turned on, or if the preset [System Auto Reset Timer] time passes with no operation while the initial screen of the current mode is displayed. You can change the selected mode using [Function Priority] under [Admin. Tools].

For details about [System Auto Reset Timer] or [Function Priority], see page 189 "Administrator Settings".

MF Multi-access

1

This machine can perform multiple jobs using different functions, such as copying and faxing, at the same time. Performing multiple functions simultaneously is called "Multi-access".

The following table shows the functions that can be performed simultaneously.

Current job	Job that you want to execute simultaneously
Copying	<ul style="list-style-type: none"> • Fax memory transmission • Fax memory reception • Receiving a print job from a computer (the actual printing starts after copying is finished) • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Scanning	<ul style="list-style-type: none"> • Fax memory transmission • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Printing • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Scanning a fax into the machine's memory before transmission	<ul style="list-style-type: none"> • Fax memory transmission • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • Printing • Receiving a LAN-Fax job from a computer
Fax immediate transmission (scanning an original and sending it simultaneously)	<ul style="list-style-type: none"> • Printing a fax received in the machine's memory • Printing • Receiving a LAN-Fax job from a computer
Fax memory transmission (sending a fax that has already been stored in the machine's memory)	<ul style="list-style-type: none"> • Copying • Scanning • Scanning a fax into the machine's memory before transmission • Printing a fax received in the machine's memory

Current job	Job that you want to execute simultaneously
	<ul style="list-style-type: none"> • Printing • Receiving a LAN-Fax job from a computer
Fax immediate printing (receiving a fax and printing it simultaneously)	<ul style="list-style-type: none"> • Scanning *¹ • Scanning a fax into the machine's memory before transmission • Receiving a LAN-Fax job from a computer
Fax memory reception (storing a received fax into the machine's memory)	<ul style="list-style-type: none"> • Copying • Scanning • Scanning a fax into the machine's memory before transmission • Receiving a LAN-Fax job from a computer
Printing a fax received in the machine's memory	<ul style="list-style-type: none"> • Scanning *¹ • Scanning a fax into the machine's memory before transmission • Fax immediate transmission • Fax memory transmission • Receiving a LAN-Fax job from a computer • LAN-Fax transmission
Printing	<ul style="list-style-type: none"> • Scanning • Scanning a fax into the machine's memory before transmission • Fax immediate transmission • Fax memory transmission • LAN-Fax transmission
Receiving a LAN-Fax job from a computer	<ul style="list-style-type: none"> • Copying • Scanning • Fax immediate printing • Fax memory reception • Printing a fax received in the machine's memory • LAN-Fax transmission
LAN-Fax transmission	<ul style="list-style-type: none"> • Copying • Scanning • Scanning a fax into the machine's memory before transmission • Printing a fax received in the machine's memory

Current job	Job that you want to execute simultaneously
	<ul style="list-style-type: none">• Printing• Receiving a LAN-Fax job from a computer

* 1 Fax printing may take longer than normal if you scan using the control panel at the same time, especially when scanning multiple pages using the exposure glass.



Note

- If you try to use a function that cannot be performed simultaneously, you will hear a beep sound from the machine or see a failure message pop up on your computer screen. In this case, try again after the current job is finished.

MF

Assigning a Setting to the Short Cut Key

You can access a frequently-used setting with a single keystroke by assigning the setting to the [Shortcut to Func.] key.

You can configure settings for the following 3 function:

- ID Card Copy Mode
- Fax Immediate TX
- Select Scanner Dest.

1

Assigning a Setting Using the Control Panel

1. Press the [User Tools] key.
2. Press the [▲] or [▼] key to select [Admin. Tools], and then press the [OK] key.
3. If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.
4. Press the [▲] or [▼] key to select [Shortcut to Function], and then press the [OK] key.
5. Press the [▲] or [▼] key to select the setting you want to configure, and then press the [OK] key.
6. Press the [User Tools] key to return to the initial screen.

↓ Note

- A password for accessing the [Admin. Tools] menu can be specified in [Admin. Tools Lock].

Assigning a Setting Using Web Image Monitor

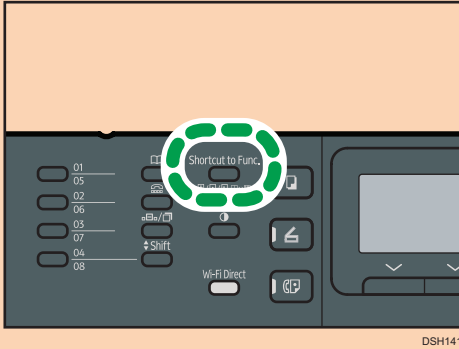
1. Start the Web browser, and enter "http://(the machine's IP address or host name)/" in the address bar.
2. Click [System Settings].
3. Click the [Shortcut to Function] tab.
4. Specify the setting you want to configure from [Shortcut to Function].
5. Enter the administrator password.
6. Click [OK].
7. Close the Web browser.

↓ Note

- For details about [Administrator], see page 228 "Configuring the Administrator Settings".

Accessing the Function Assigned to the Short Cut Key

1. Press the [Shortcut to Func.] key.



The function assigned to the [Shortcut to Func.] key is displayed.

MF

Entering Characters

To enter characters, use keys as follows:

To enter a digit

Press a number key.

To delete a character

Press the [◀] key.

To enter a fax number

- To enter a number
Use the number keys.
- To enter characters other than digits

"*": Press [✱].

"#": Press [#].

"+": Press [✱].

Pause: Press the [Pause/Redial] key. "P" appears on the screen.

Space: Press the [▶] key.

To enter a name

Letters, numbers, and symbols can be entered using the number keys.

To enter two characters consecutively that use the same number key, press the [▶] key to move the cursor before entering the second character.

Number key	Number of key press																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1	1																															
2	A	B	C	a	b	c	Ã	Ä	Å	Æ	Ç	à	á	â	ã	ä	æ	ç	2													
3	D	E	F	d	e	f	É	è	é	ê	ë	3																				
4	G	H	I	g	h	i	ì	í	î	ï	4																					
5	J	K	L	j	k	l	5																									
6	M	N	O	m	n	o	Ñ	Ö	Ø	Œ	ñ	ò	ó	ô	õ	ö	ø	œ	6													
7	P	Q	R	S	p	q	r	s	ß	7																						
8	T	U	V	t	u	v	Ü	ù	ú	û	ü	8																				
9	W	X	Y	Z	w	x	y	z	ÿ	9																						
0	0	-	.	!	"	,	;	:	^	`	_	=	/		'	?	\$	@	%	&	+	()	[]	{	}	<	>	~	\	
✕	✕																															
#	#																															

DCT843



Note

- Characters you can enter depend on the setting you are configuring.

- If the number you entered is too large or too small for the setting, it will not be accepted. If you press the [OK] key, the machine will increase or decrease the number to the minimum or maximum value for the setting.

About Operation Tools

This section explains the operation tools of this machine.

MF Control Panel

MF The control panel contains a screen and keys for controlling the machine. They allow you to configure the machine's various settings.

MF For details about how to use the control panel, see page 165 "Configuring the Machine Using the Control Panel".

P Control Panel

P The control panel contains keys for controlling the machine.

Smart Organizing Monitor

Install this utility on your computer from the included CD-ROM before using it.

Using Smart Organizing Monitor, you can check the machine's status, configure its settings, and use other functions.

For details about how to use Smart Organizing Monitor, see page 246 "Using Smart Organizing Monitor".

Web Image Monitor

You can check the machine's status and configure its settings by accessing the machine directly using Web Image Monitor.

MF For details about how to use Web Image Monitor, see page 201 "Configuring the Machine Using Utilities".

P For details about how to use Web Image Monitor, see page 233 "Using Web Image Monitor".

2. Paper Specifications and Adding Paper

This chapter describes how to load paper and originals, and about their specifications.

Workflow for Loading Paper and Configuring Paper Sizes and Types

This section explains how to load paper and the operations required after loading paper. After doing the following procedures, you can copy or print on the paper that is loaded in the machine.

- MF

1 Load paper into the paper tray.
- MF

2 Specify the paper type and size using the control panel, Web Image Monitor, or Smart Organizing Monitor.
- MF

3 Specify the paper type and size on the printer driver.
- P

1 Load paper into the paper tray.
- P

2 Specify the paper type and size using Web Image Monitor or Smart Organizing Monitor.
- P

3 Specify the paper type and size on the printer driver.

For details about the procedures, refer to the next page.

Procedure	Reference
1	<ul style="list-style-type: none">When loading paper into Tray 1 See page 41 "Loading Paper into Tray 1".When loading paper into the bypass tray See page 46 "Loading Paper into the Bypass Tray".
2	<ul style="list-style-type: none"><div>MF</div>When using the control panel <div>MF</div>See page 49 "Specifying Paper Type and Paper Size Using the Control Panel".When using Web Image Monitor See page 53 "Specifying Paper Type and Paper Size Using Web Image Monitor".When using Smart Organizing Monitor See page 52 "Specifying Paper Type and Paper Size Using Smart Organizing Monitor".

Procedure	Reference
3	See page 54 "Specifying Paper Type and Paper Size Using the Printer Driver".

For details about supported paper, see page 55 "Supported Paper".

Loading Paper

This section explains how to load paper into the paper tray and bypass tray.

⚠ CAUTION

- When loading paper, take care not to trap or injure your fingers.

For information about supported paper, precautions for storing paper, and print areas, see page 55 "Supported Paper".

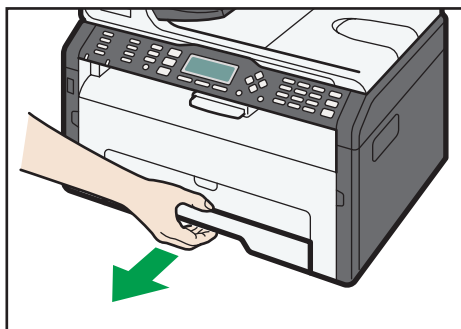
★ Important

- When loading paper, be sure to configure the paper size and paper type for the bypass tray and Tray 1. When printing a document, specify the paper size and paper type and select the paper tray in the printer driver so that the settings configured when paper is loaded can be used for printing.

Loading Paper into Tray 1

To load paper longer than A4 (297 mm), extend this tray. For details, see page 44 "Extending Tray 1 to load paper".

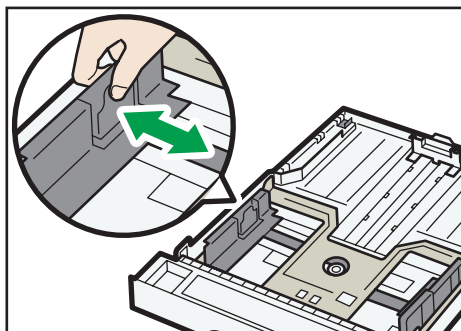
1. Pull Tray 1 out slowly, and then remove it using both hands.



DCT063

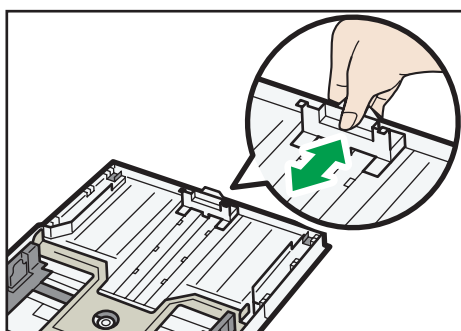
Place the tray on a flat surface.

2. Pinch the clips on the side paper guides and slide them to match the standard size.



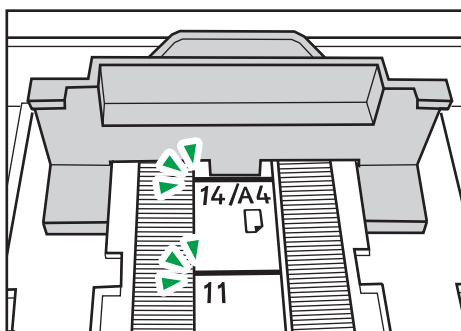
DCT030

3. Pinch the end paper guide and slide it inward to match the standard size.



DCT031

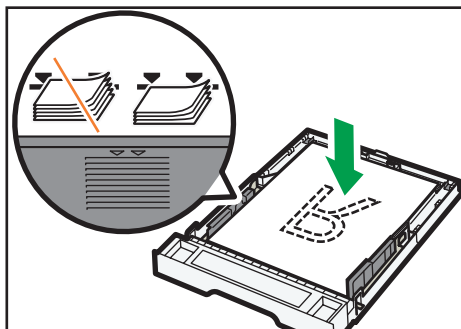
When loading A5 SEF, A4 or letter size paper, align the paper guide to the following position:



DCT871

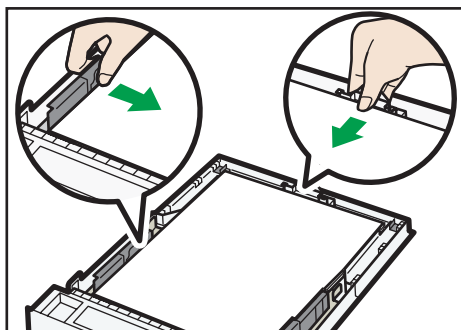
4. Fan the paper before loading it in the tray.
5. Load the new paper stack print side down.

Make sure paper is not stacked higher than the upper limit marked inside the tray.



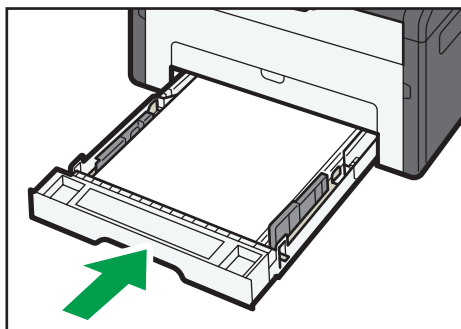
DCT032

6. Check there are no gaps between the paper and the paper guides (both side and end paper guides).



DCT049

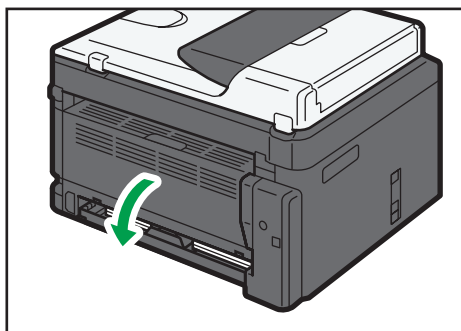
7. Carefully push Tray 1 straight into the machine.



DCT011

To avoid paper jams, make sure the tray is securely inserted.

To deliver the sheets face up, open the rear cover.



DCT037

↓ Note

- Sheets can be delivered face down from the output tray without opening the rear cover.

Extending Tray 1 to load paper

This section explains how to load paper longer than A4 (297 mm) into the machine.

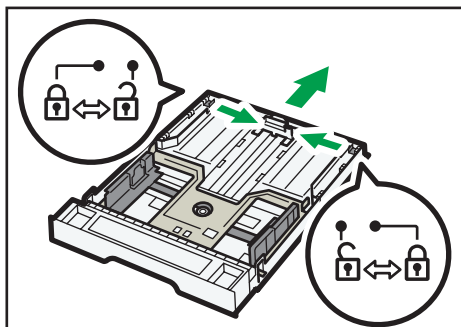
1. Remove the tray cover by pushing its center.



DSG116

2. Pull Tray 1 out slowly, and then remove it using both hands.

3. Release the extender locks on both sides of the tray, and then pull out the extender.

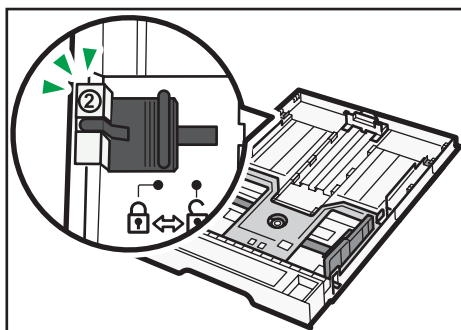


DCT034

2

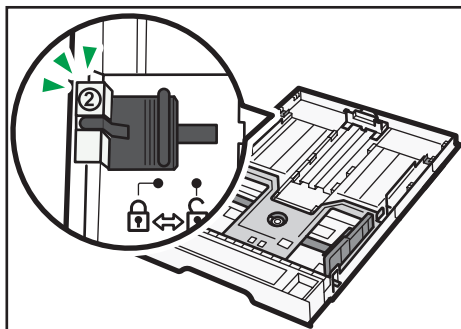
Make sure the extender's inner surface and the scale are aligned.

You can adjust the length of the extender in three steps. When using A5 SEF, A4 or letter size paper, adjust the length to the position indicated by the mark "②" in the tray.



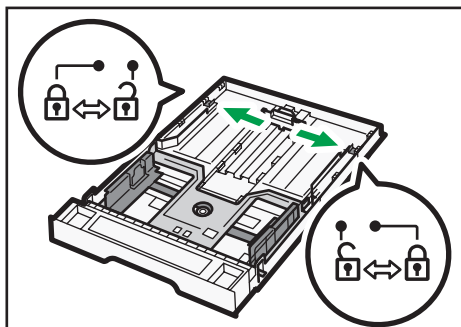
DCT042

When using legal size paper, adjust the length to the position indicated by the mark "③" in the tray.



DCT042

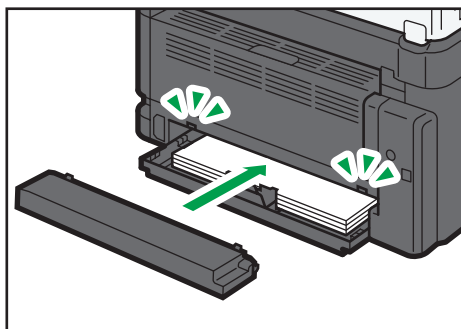
4. Pull out the extender and lock it.



DCT033

5. Follow Steps 2 to 7 in "Loading Paper into Tray 1".

6. Attach the tray cover.



DCT038

Note

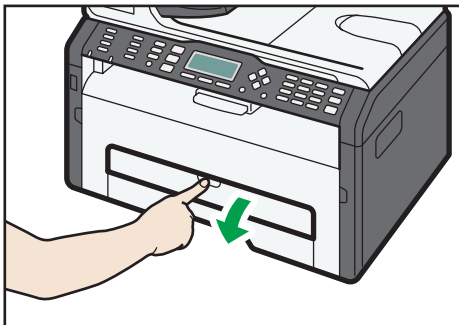
- Legal paper or custom-size paper longer than A4 must be loaded without attaching the tray cover.
(Region A only)

Loading Paper into the Bypass Tray

Important

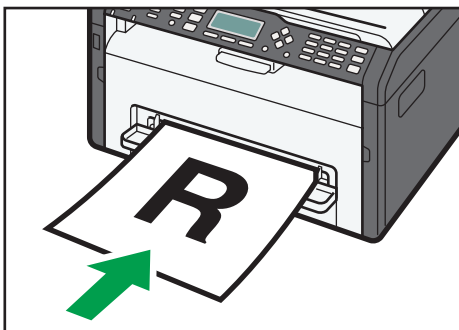
- MF** Do not load paper in the bypass tray unless the message "Ready" is displayed.
- P** Do not load paper in the bypass tray unless the message "Ready" appears in Smart Organizing Monitor.

1. Open the bypass tray.



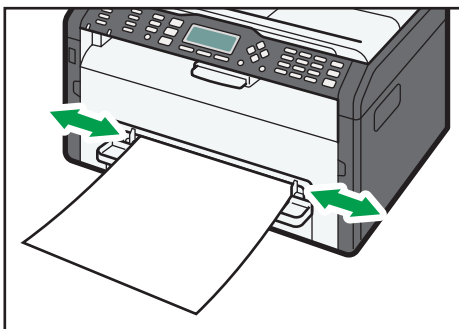
DCT029

2. Slide the side guides outward, load paper with the print side up, and then push in until it stops against the machine.



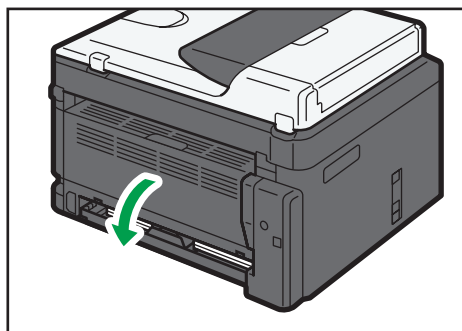
DCT013

3. Adjust the side guides to the paper width.



DCT014

To deliver the sheets face up, open the rear cover.



DCT037

↓ Note

- Sheets can be delivered face down from the output tray without opening the rear cover.

MF Specifying Paper Type and Paper Size Using the Control Panel

This section describes how to specify the paper size and paper type using the control panel.

Note

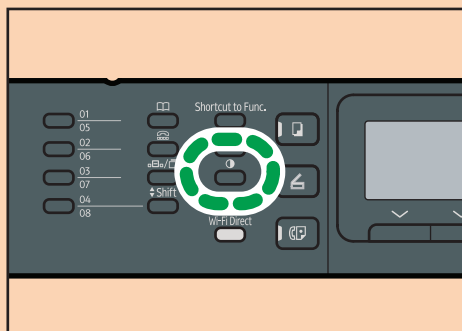
- Paper type and size can also be specified using the printer driver. For details, see the printer driver Help.
- For prints from the bypass tray, you can select to print according to either the printer driver settings or the control panel settings with [Bypass Tray Priority] under [Tray Paper Settings]. For details about [Bypass Tray Priority], see page 187 "Tray Paper Settings".
- If [Auto Continue] under [System Settings] is enabled, printing stops temporarily if a paper type/size error is detected. The printing restarts automatically with the settings made with the control panel after about ten seconds. For details about [Auto Continue], see page 182 "System Settings".

2

Specifying the Paper Type

This section describes how to specify the paper type.

1. Press the [User Tools] key.



DSH142

2. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.
3. Press the [▲] or [▼] key to select the paper type setting for the desired tray, and then press the [OK] key.
4. Press the [▲] or [▼] key to select the desired paper type, and then press the [OK] key.
5. Press the [User Tools] key to return to the initial screen.

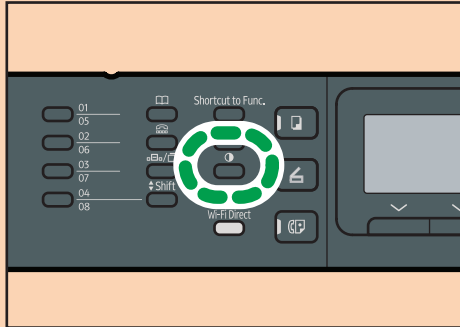
Note

- You can press the [Back] key to exit to the previous level of the menu tree.

Specifying the Standard Paper Size

This section describes how to specify the standard paper size.

1. Press the [User Tools] key.



2. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.
3. Press the [▲] or [▼] key to select the paper size setting for the desired tray, and then press the [OK] key.
4. Press the [▲], [▼], [◀], or [▶] key to select the desired paper size, and then press the [OK] key.
5. Press the [User Tools] key to return to the initial screen.

Note

- You can press the [Back] key to exit to the previous level of the menu tree.

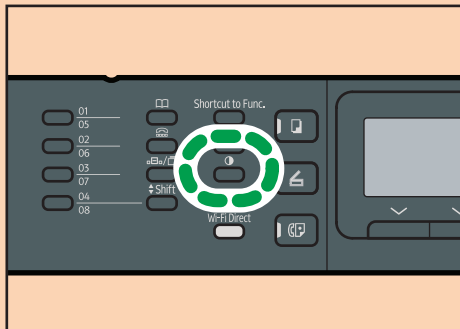
Specifying a Custom Paper Size

This section describes how to specify a custom paper size.

Important

- When you perform printing, make sure that the paper size specified with the printer driver matches the paper size specified with the control panel. If a paper size mismatch occurs, a message appears on the display. To ignore the error and print using mismatched paper, see page 72 "If a Paper Mismatch Occurs".

1. Press the [User Tools] key.



DSH142

2. Press the [▲] or [▼] key to select [Tray Paper Settings], and then press the [OK] key.
3. Press the [▲] or [▼] key to select the paper size setting for the desired tray, and then press the [OK] key.
4. Press the [▲], [▼], [◀], or [▶] key to select [Custom Size], and then press the [OK] key.
5. Press the [▲] or [▼] key to select [mm] or [inch], and then press the [OK] key.
6. Enter the width using number keys, and then press the [OK] key.
To enter a decimal point, press [*].
7. Enter the length using number keys, and then press the [OK] key.
To enter a decimal point, press [*].
8. Press the [User Tools] key to return to the initial screen.

↓ Note

- You can press the [Back] key to exit to the previous level of the menu tree.

Specifying Paper Type and Paper Size Using Smart Organizing Monitor

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor].
3. Click [Smart Organizing Monitor Status].
4. If the machine you are using is not selected, click [Connect Printer].
5. Click [Search Network Printer] or input the IP Address of the machine, and then select the machine's model.
6. Click [OK].
7. On the [User Tools] tab, click [Printer Configuration].
If you are requested to enter an access code, enter the access code and then click [OK].
The default access code is "Admin".
8. Select the paper type and paper size, and then click [OK].
9. Click [Close].

Specifying a Custom Paper Size

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor].
3. Click [Smart Organizing Monitor Status].
4. If the machine you are using is not selected, click [Connect Printer], and then select the machine's model.
5. Click [OK].
6. On the [User Tools] tab, click [Printer Configuration].
If you are requested to enter an access code, enter the access code and then click [OK].
The default access code is "Admin".
7. On the [Paper Input] tab, select [Custom Paper Size] in the [Paper Size] list.
8. In the [Unit] list, select [mm] or [inch].
9. In the [Horizontal] box and [Vertical] box, specify the width and length.
10. Click [OK].
11. Click [Close].

Specifying Paper Type and Paper Size Using Web Image Monitor

This section describes how to specify the paper size and paper type using Web Image Monitor.

1. Start the web browser and access the machine by entering its IP address.
2. Click [System Settings].
3. Select the paper type and paper size for the desired tray.
4. Enter the administrator password if required.
5. Click [OK].
6. Close the web browser.

2

Specifying a Custom Paper Size

1. Start the web browser and access the machine by entering its IP address.
2. Click [System Settings].
3. Select [Custom Size] in the [Paper Size] list.
4. Select [mm] or [inch] and specify the width and length.
5. Enter the administrator password if required.
6. Click [OK].
7. Close the web browser.

Specifying Paper Type and Paper Size Using the Printer Driver

★ Important

2

- Make sure that the paper type and size specified with the printer driver matches the paper type and size loaded in the tray. Since this machine does not detect the paper size automatically, the type or size of the paper may be mismatched and the print job may not print correctly.
1. Open the [Printing Preferences] dialog box from the printer driver.
For information of how to open the printer driver properties from [Devices and Printers], see page 70 "Displaying the Printing Preferences Dialog Box".
 2. Click the [Paper] tab.
 3. In the [Input Tray] list, select the paper tray you want to print onto.
 4. In the [Paper Type] list, select the type of paper that is loaded in the paper tray.
 5. In the [Document Size] list, select the paper size that is loaded in the paper tray.
 6. Click [OK].

Supported Paper

★ Important

- **(P)** After loading paper in the tray, specify the paper type and size using Smart Organizing Monitor and the printer driver. This machine does not detect the paper size automatically.
- **(MF)** After loading paper in the tray, specify the paper type and size using the control panel or using Smart Organizing Monitor and printer driver. This machine does not detect the paper size automatically.
- When loading custom size paper, specify the width and length using the control panel and the printer driver.

2

Type	Size	Weight	Capacity
Plain Paper Recycled Thick Paper 1 Thin Paper Letterhead Preprinted Paper Prepunched Paper Bond Paper Cardstock Color Paper	A4, 8 ¹ / ₂ × 11, B5 JIS, B6 JIS, A5 LEF, A5 SEF, A6, 8 ¹ / ₂ × 14, 8 ¹ / ₂ × 13, 8.5 × 13.4, 8.5 × 13.6, 16K, 8.11 × 13.3, 5 ¹ / ₂ × 8 ¹ / ₂	52 to 162 g/m ² (14 to 43 lb.)	<ul style="list-style-type: none"> • Tray 1 150 sheets • Bypass tray 1 sheet (80 g/m², 20 lb.)
Plain Paper Recycled Thick Paper 1 Thin Paper Letterhead Preprinted Paper Prepunched Paper Bond Paper Cardstock Color Paper	Custom size: 100 to 216 mm in width, 148 to 356 mm in length (3.94 to 8.50 inches in width, 5.83 to 14.02 inches in length)	52 to 162 g/m ² (14 to 43 lb.)	<ul style="list-style-type: none"> • Tray 1 150 sheets • Bypass tray 1 sheet (80 g/m², 20 lb.)

Specifications of Paper Types

The following tables describe the types of paper that can be used with this machine.

★ Important

- Depending on the paper type, the toner may take a while to dry. Before handling printed sheets, make sure that they have fully dried. Otherwise, the toner may smudge.
- Print quality can be guaranteed only if recommended paper is used. For more information about the recommended paper, contact your sales or service representative.

Plain Paper

Item	Description
Paper thickness	65 to 99 g/m ² (17 to 27 lb.)
Supported paper tray	Tray 1 and bypass tray

Thick Paper 1

Item	Description
Paper thickness	100 to 130 g/m ² (27 to 35 lb.)
Supported paper tray	Tray 1 and bypass tray

Thin Paper

Item	Description
Paper thickness	52 to 64 g/m ² (14 to 16 lb.)
Supported paper tray	Tray 1 and bypass tray

Recycled Paper

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24 lb.)

Item	Description
Supported paper tray	Tray 1 and bypass tray
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Thick Paper 1], or [Thick Paper 2].

Color Paper

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24 lb.)
Supported paper tray	Tray 1 and bypass tray
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Thick Paper 1], or [Thick Paper 2].

Preprinted Paper

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24 lb.)
Supported paper tray	Tray 1 and bypass tray
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Thick Paper 1], or [Thick Paper 2].

Prepunched Paper

Item	Description
Paper thickness	75 to 90 g/m ² (20 to 24 lb.)
Supported paper tray	Tray 1 and bypass tray
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Thick Paper 1], or [Thick Paper 2].

Letterhead

Item	Description
Paper thickness	100 to 130 g/m ² (27 to 35 lb.)
Supported paper tray	Tray 1 and bypass tray
Notes	Paper that has a thickness outside the specified range cannot be printed onto.

Bond Paper

Item	Description
Paper thickness	105 to 160 g/m ² (28 to 43 lb.)
Supported paper tray	Tray 1 and bypass tray
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Thick Paper 1], or [Thick Paper 2].

Cardstock

Item	Description
Paper thickness	100 to 130 g/m ² (27 to 35 lb.)
Supported paper tray	Tray 1 and bypass tray
Notes	If the paper thickness is outside the specified range, select [Thin Paper], [Plain Paper 1], [Thick Paper 1], or [Thick Paper 2].

Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Torn paper
- Wrinkled paper

- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.

Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g. monochrome and color copiers, ink-jet printers, etc.)

- Special paper, such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

↓ Note

- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.

Paper Storage

★ Important

- **Store paper appropriately. If the paper is stored incorrectly, misfeeds, lower printing quality, or malfunctions may result.**

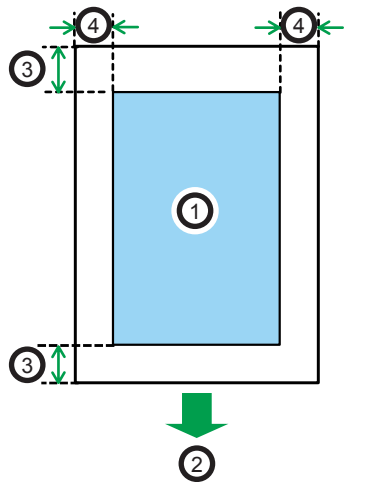
When storing paper:

- Do not store paper in a humid place.
- Do not store paper in direct sunlight.
- Do not stand paper on its edge.
- Store any leftover paper in a wrapping or box supplied with the paper.

Print Area

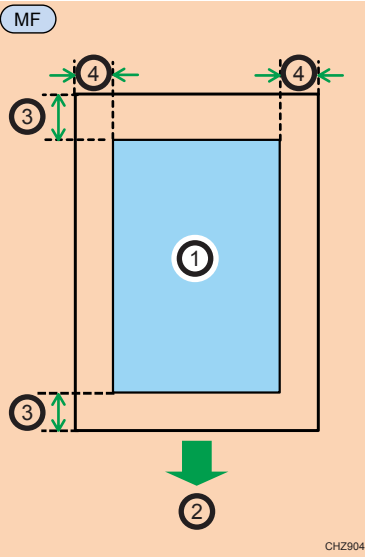
The diagram below shows the area of the paper that the machine can print on.

From the printer driver



- 1. Print area
- 2. Feed direction
- 3. Approx. 4.2 mm (0.2 inches)
- 4. Approx. 4.2 mm (0.2 inches)

MF Copier function

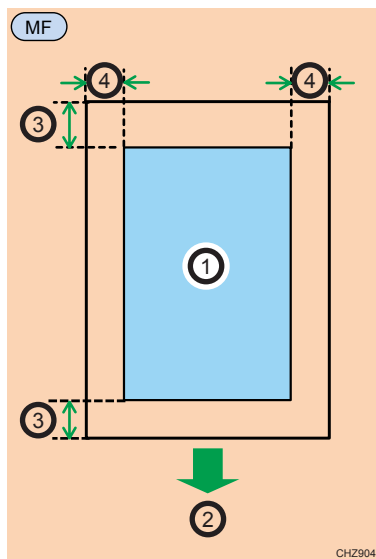


- 1. MF Print area
- 2. MF Feed direction
- 3. MF Approx. 4.0 mm (0.2 inches)

4. MF Approx. 3.3 mm (0.1 inches)

5. MF Approx. 3.0 mm (0.1 inches)

MF Fax function



1. MF Print area

2. MF Feed direction

3. MF Approx. 4.2 mm (0.2 inches)

4. MF Approx. 2.0 mm (0.08 inches)

↓ Note

- The print area may vary depending on the paper size, printer language and printer driver settings.

MF Placing Originals

This section describes the types of originals you can set and how to place them.

Placing Originals on the Exposure Glass

This section describes the procedure for placing originals on the exposure glass and in the ADF.

★ Important

- Do not place originals before any correction fluid and toner has completely dried. Doing so may make marks on the exposure glass that will appear on copies.
- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

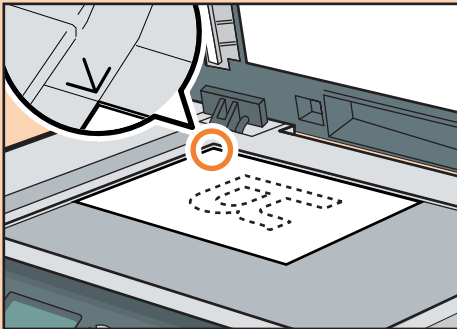
↓ Note

- Because colors made by marker or highlighter pen on originals are difficult to reproduce, they might not appear on copies.

1. Lift the ADF.

Be careful not to hold the input tray when lifting the ADF, for the tray might be damaged.

2. Place the original face down on the exposure glass. The original should be aligned to the rear left corner.



CMF048

3. Lower the ADF.

Hold down the ADF with your hands when using thick, folded, or bound originals and the ADF cannot be lowered completely.

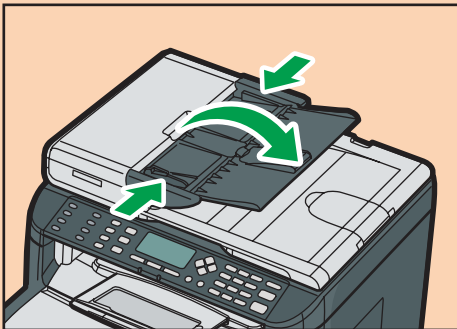
Placing Originals in the Auto Document Feeder

By using the ADF, you can scan multiple pages at once.

★ Important

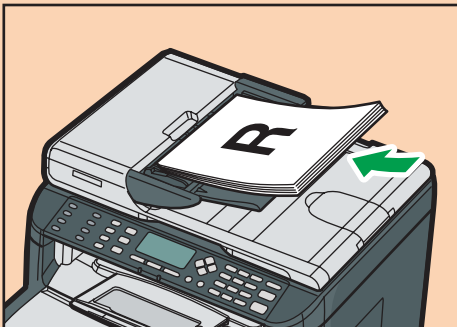
- Do not place different size originals in the ADF at once.
- Straighten curls in the originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the pages of your original before placing them in the ADF.
- Place the original squarely.

1. Open the cover of the input tray for the ADF and adjust the guides according to the size of the original.



DPH050

2. Place the aligned originals face up in the ADF. The last page should be on the bottom.



DPH051

↓ Note

- When placing originals longer than A4, pull out the ADF tray's extenders.

About Originals

This section describes the types of originals that can be placed and the parts of the original that are unscannable.

Recommended size of originals

This section describes the recommended size of the original.

Exposure glass

Up to 216 mm (8.5 inches) in width, up to 297 mm (11.7 inches) in length

ADF

- Paper size: 140 to 216 mm (5¹/₂ to 8¹/₂ inches) in width, 140 to 356 mm (5¹/₂ to 14 inches) in length
- Paper weight: 52 to 105 g/m² (14 to 28 lb.)

↓ Note

- Only 1 sheet of an original can be placed on the exposure glass at a time.
- In the ADF, up to 35 sheets of originals can be placed at once (when using paper weighing 80 g/m², 20 lb.).

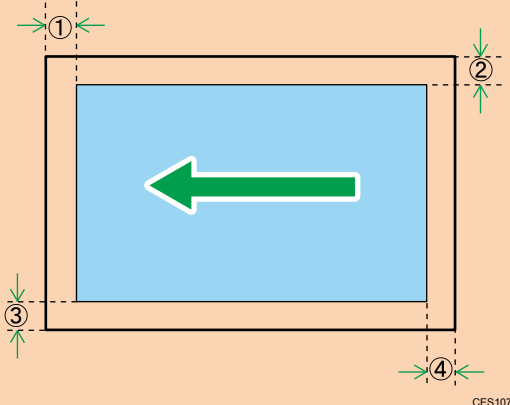
Types of originals not supported by the Auto Document Feeder

If placed in the ADF, the following types of original might be damaged or become jammed, or result in gray or black lines appearing on prints:

- Originals larger or heavier than recommended
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin, highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are wet with toner or white out

Unscannable image area

Even if you correctly place originals in the ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might not be scanned.



Margins when using exposure glass

	In copier mode	In scanner mode	In fax mode
① Top	4 mm	0 mm	0 mm
② Right	3 mm	0 mm	0 mm
③ Left	3 mm	0 mm	0 mm
④ Bottom	3.3 mm	0 mm	0 mm

Margins when using ADF

	In copier mode	In scanner mode	In fax mode
① Top	4 mm	0 mm	0 mm
② Right	3 mm	0 mm	0 mm
③ Left	3 mm	0 mm	0 mm
④ Bottom	3.3 mm	2 mm	0 mm

3. Printing Documents

This chapter describes how to configure settings on the printer driver and how to print documents.

What You Can Do with the Printer Function

Combined printing

You can consolidate multiple pages and print them on a single sheet. This saves paper and documents require less shelf space for storage. For details, see the printer driver Help.

Configuring Option Settings and Paper Settings for the Printer

This section explains how to configure settings on the printer driver for the options installed on the machine and for the paper settings for each tray.

When bidirectional communication works correctly, your computer obtains information about option, paper size and paper feed direction settings from the machine automatically. Bidirectional communication also allows you to monitor machine status.

To support bidirectional communication, the following conditions must be met:

Operating system

Windows Vista/7/8/8.1/10, Windows Server 2003/2003 R2/2008/2008R2/2012/2012R2

When connected with the network

- The Standard TCP/IP port must be used.
- In addition to the above, one of the following conditions must also be met:
 - The TCP/IP protocol or the IPP protocol is used. (When using the IPP protocol, the IPP port name must include the IP address.)

When connected with USB

- The machine must be connected to the computer's USB port using the USB interface cable.
- The computer must support bidirectional communication.
- [Enable bidirectional support] must be selected, and [Enable printer pooling] must not be selected on the [Ports] tab with the printer driver.

When Using Windows

This section describes how to set up option and setting of paper size for each tray on your computer manually.

The following procedure is explained using Windows 7 as an example.

★ Important

- **Manage Printers permission is required to change the printer properties. Log on as an Administrators group member.**
1. On the [Start] menu, select [Devices and Printers].
 2. Right-click the machine's icon, and then click [Printer properties].
 3. Click the [Accessories] tab.
 4. Select options installed from the [Options] area, and then make the necessary settings.

5. Click **[Paper Size Settings]** tab.
6. In **[Input Tray:]** select which trays to use, and then, in **[Paper Size:]** select the size of the paper that you want to load in each tray.
Click **[Update]** to apply the setting for each tray.
7. Click **[Apply]**.
8. Click **[OK]** to close the printer properties window.

When Using Mac OS X

3

This section describes how to set up option and setting of paper size for each tray on your computer manually. The following procedure is explained using Mac OS X 10.11 as an example.

1. Start **System Preferences**.
2. Click **[Printers & Scanners]**.
3. Select the printer you are using, and then click **[Options & Supplies...]**.
4. Click **[Options]**, and then configure settings as needed.
5. Click **[OK]**.
6. Quit **System Preferences**.

Displaying the Printing Preferences Dialog Box

To change the default settings of the printer driver, make settings in the [Printing Preferences] dialog box.

To change the default settings of all applications, open the [Printing Preferences] dialog box from the OS. For details, see page 70 "Displaying the Printing Preferences Dialog Box from the [Start] Menu".

To change the default settings of a specific application, open the [Printing Preferences] dialog box from that application. For details, see page 70 "Displaying the Printing Preferences Dialog Box in an Application".

Displaying the Printing Preferences Dialog Box from the [Start] Menu

This section explains how to open the [Printing Preferences] dialog box from [Devices and Printers].

★ Important

- When the printer driver is distributed from the print server, the setting values specified by the server are displayed as the default for [Printing Defaults...].
- You cannot configure different print settings for each user. The settings configured in this dialog box are used as the default.

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to use.
3. Click [Printing Preferences].

Displaying the Printing Preferences Dialog Box in an Application

You can make printer settings for a specific application. To make printer settings for a specific application, open the [Printing Preferences] dialog box from that application.

The settings displayed in the [Printing Preferences] dialog box opened from the [Devices and Printers] window are applied as the default in the [Printing Preferences] dialog box opened in an application. When printing from an application, modify the settings as required.

The screens displayed may differ depending on the application. The following procedure explains how to print documents from an application using WordPad in Windows 7 as an example.

Displaying the Printing Preferences Dialog Box in an Application When Using Windows

1. Click the WordPad menu button in the upper left corner of the window, and then click [Print].
2. In the [Select Printer] list, select the printer you want to use.

3. Click [Preferences].

Note

- Procedures for opening the [Printing Preferences] dialog box vary depending on the application. For details, see the printer driver Help or the manuals provided with the application.

Displaying the Printing Preferences Dialog Box in an Application When Using Mac OS X

The following procedure is explained using Mac OS X 10.11 as an example.

3

1. Open the document to print.
2. Select [Print...] on the [File] menu.
3. Check that the machine name or IP address you are using is selected in the [Printer:] popup menu.

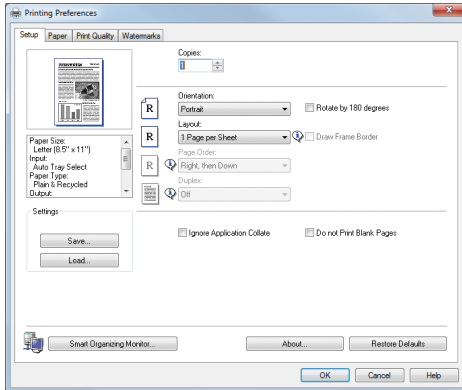
If the machine name or IP address you are using is not selected in the [Printer:] list, click the list, and then select the machine.

Basic Operation of Printing

The following procedure explains how to perform basic printing.

For details of printing options, see the printer driver Help.

1. Open the printer properties dialog box in your document's application.



For details about each setting, click [Help]. You can also click the information icons to show configuration information.

2. Set printing options as necessary, and then click [OK].

The printer properties dialog box closes.

3. Click [Print].

Note

- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically. For details about how to remove the jammed paper, see page 273 "Clearing Misfeeds".

If a Paper Mismatch Occurs

The machine reports an error if the paper size does not match the print job's settings when [Size Mismatch Detection] under [Tray Paper Settings] is enabled.

There are two ways to resolve these errors:

Continue printing using mismatched paper

Use the form-feed function to ignore the error and print using mismatched paper.

Cancel the print job

Cancel printing.

MF  **Note**

- For details about [Size Mismatch Detection], see page 187 "Tray Paper Settings".
- If [Auto Continue] under [System Settings] is enabled, the machine ignores the paper type and size settings and prints on whatever paper is loaded. Printing stops temporarily when the error is detected, and restarts automatically after about ten seconds using the settings made on the control panel.
- For details about [Auto Continue], see page 182 "System Settings".

MF **Continuing printing using mismatched paper**

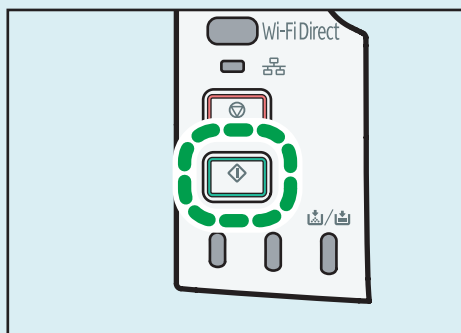
If the paper is too small for the print job, the printed image will be cropped.

1. If the error message is displayed, press [FormFeed].

P **Continuing printing using mismatched paper**

If the paper is too small for the print job, the printed image will be cropped.

1. If the Alert indicator lights up, press the [Start] key.



Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started

- Windows
1. Double-click the printer icon on the task tray of your computer.

2. Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].

3. Click [Yes].

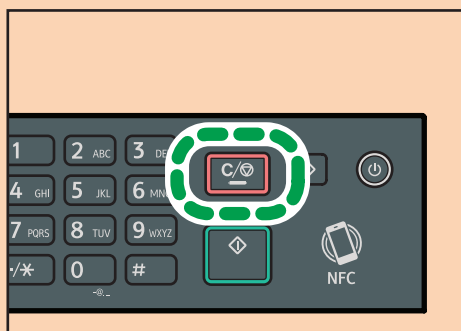
↓ Note

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel a large print job.

3

MF Canceling a print job while printing

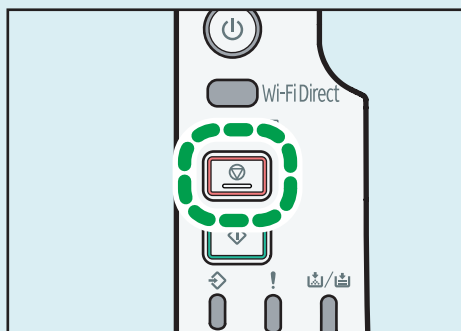
1. Press the [Clear/Stop] key.



DSH144

P Canceling a print job while printing

1. Press the [Stop] key twice.



DSG130

↓ Note

- The first time you press the [Stop] key pauses the job, the second time cancels the job.

4. Copying Originals

MF This chapter describes the basic and advanced procedures for making copies and how to specify settings.

MF What You Can Do with the Copier Function

Combine copying

Combine copying allows you to copy multiple pages onto a single sheet. This saves paper and documents require less shelf space for storage.

For details about the settings, see page 82 "Making Combined/2-sided Copies".

ID card copying

ID card copying allows you to copy the front and back sides of an ID card or other small documents onto one side of a sheet of paper.

For details, see page 87 "Copying an ID Card".

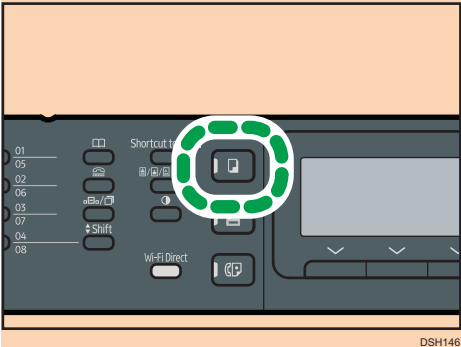
MF

Copier Mode Screen

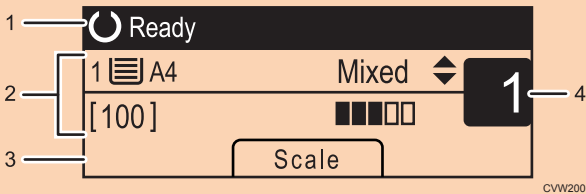
This section provides information about the screen when the machine is in copier mode.

By default, the display shows the copier screen when the machine is turned on.

If the scanner or fax screen is shown on the display, press the [Copy] key on the control panel to switch to the copier screen.



Screen in standby mode



- 1. Current status or messages**
Displays the current status or messages.
- 2. Current settings**
Displays the current tray, reproduction ratio, and scan settings.
- 3. Selection key items**
Displays the functions you can use by pressing the corresponding selection keys.
- 4. Copy quantity**
Displays the current copy quantity. You can change the copy quantity using the number keys.

↓

Note

- The start-up mode can be specified in the [Function Priority] setting under [Admin. Tools]. For details, see page 189 "Administrator Settings".

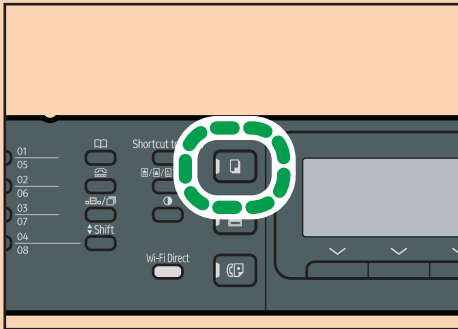
MF

Basic Operation of Copying

★ Important

- The original in the ADF takes precedence over the original on the exposure glass if you place originals both in the ADF and on the exposure glass.

1. Press the [Copy] key.



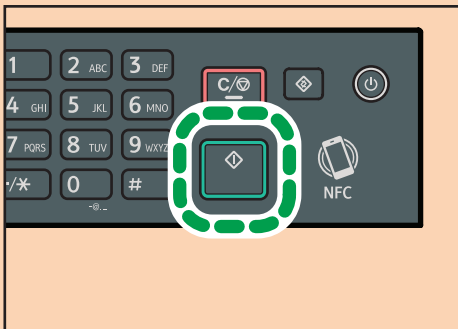
DSH146

2. Place the original on the exposure glass or in the ADF. To place the original, see page 62 "Placing Originals".

If necessary, configure advanced photocopy settings.

3. To make multiple copies, enter the number of copies using the number keys.

4. Press the [Start] key.



DSH147

↓ Note

- The maximum number of copies is 99.
- You can change the paper tray for the current job by pressing the [▲] or [▼] key. You can also select to change the paper tray automatically according to the paper size (A4, Letter, or 16K).
- You can select the paper tray for printing out copies in [Select Paper] under [Copier Features]. If you set the machine to switch between tray 1 and the bypass tray automatically depending on the paper size in this setting, you can also specify the tray the machine uses first in [Paper Tray Priority]

under [Tray Paper Settings]. For [Select Paper], see page 168 "Copier Features Settings". For [Paper Tray Priority], see page 187 "Tray Paper Settings".

- When making multiple copies of a multi-page document, you can select whether copies are output in collated sets, or in page batches in the [Sort] setting under [Copier Features]. [Sort] cannot be used with the bypass tray. For [Sort], see page 168 "Copier Features Settings".
- If a paper jam occurs, printing stops after the current page has been printed out. After the jammed paper is removed, printing restarts from the jammed page automatically.
- If a scanning jam occurs in the ADF, copying is canceled immediately. In this case, copy the originals again starting from the jammed page. For the direction to remove the jammed paper, see page 273 "Clearing Misfeeds".

4

Canceling a Copy

While scanning the original

If copying is canceled while the machine is scanning the original, copying is cancelled immediately and there is no printout.

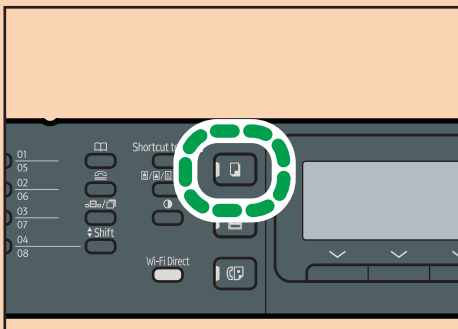
When the original is set in the ADF, scanning stops immediately but pages that have already been scanned completely will be copied.

While printing

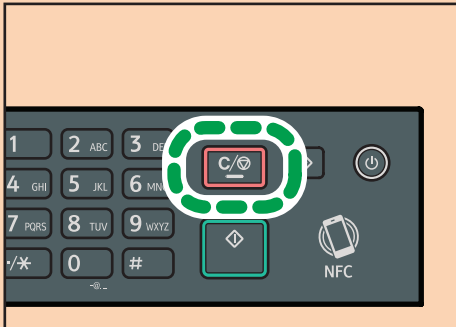
If copying is canceled during printing, the photocopy process is canceled after the current page has been printed out.

Follow the procedure below to cancel copying.

1. Press the [Copy] key.



DSH146

2. Press the [Clear/Stop] key.

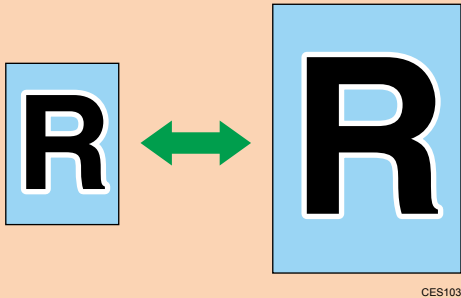
DSH144



MF

Making Enlarged or Reduced Copies

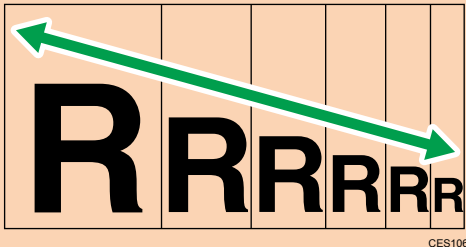
There are two ways to set the scaling ratio: using a preset ratio or manually specifying a customized ratio.

Preset ratio



-  **Region A** (mainly Europe and Asia)
50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%
 -  **Region B** (mainly North America)
50%, 65%, 78%, 93%, 129%, 155%, 200%, 400%
- 50%, 71%, 82%, 93%, 122%, 141%, 200%, 400%

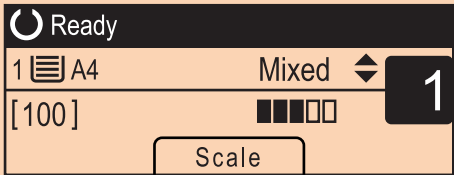
Custom ratio



25% to 400% in 1% increments.

Specifying Reduce/Enlarge

1. Press [Scale].



2. Press [Reduce], [Enlarge], or [Zoom].

For [Reduce] or [Enlarge], press the [▲], [▼], [◀], or [▶] key to select the desired ratio. For [Zoom], specify the desired ratio using the number keys.

3. Press the [OK] key.

MF Making Combined/2-sided Copies

This section describes how to combine and print a multiple pages (two or four pages) on one side or both sides of paper. Only SP 220SNw, SP221SNw, SP221SF, SP 220SFNw, and SP221SFNw are available.

★ Important

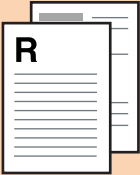



- This function is only available when the original is set in the ADF, not when it is set on the exposure glass.
- To use this function, the paper size used for printing copies must be set to A4, Letter or Legal.

There are following copy modes. Select a copy mode according to your original and how you want the copy outputs to appear.

Combined copy on one side







In this mode, a two or four-page original is combined and printed on one side of paper.

- 1Sd 2Orig->Comb 2on1 1Sd

	Original	Copy
Portrait		
Landscape		

CMF250

- 1Sd 4Orig->Comb 4on1 1Sd

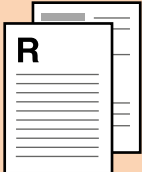
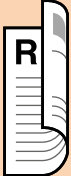

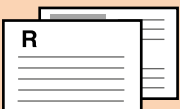


	Original	Copy	
Portrait		Left to Right 	Top to Bottom 
Landscape		Left to Right 	Top to Bottom 

DCT002

Combined copy on both sides

In this mode, a multiple-page original is combined and printed on both sides of paper.

- 1 Sided Orig->2 Sided Copy

	Original	Copy	
Portrait		Top to Top 	Top to Bottom 
Landscape		Top to Top 	Top to Bottom 

CMF260

- 1Sd 4Orig->Comb 2on1 2Sd

	Original	Copy	
Portrait		Top to Top 	Top to Bottom
Landscape		Top to Top 	Top to Bottom



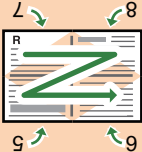
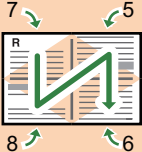

CMF254

- 1Sd 8Orig->Comb 4on1 2Sd

	Original	Copy	
Portrait		Left to Right, Top to Top 	Left to Right, Top to Bottom
		Top to Bottom, Top to Top 	Top to Bottom, Top to Bottom

DCT003

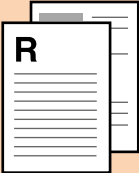
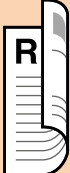


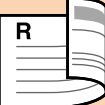

4

	Original	Copy	
Landscape		Left to Right, Top to Top 	Left to Right, Top to Bottom 
		Top to Bottom, Top to Top 	Top to Bottom, Top to Bottom 

DCT004

2-sided copy

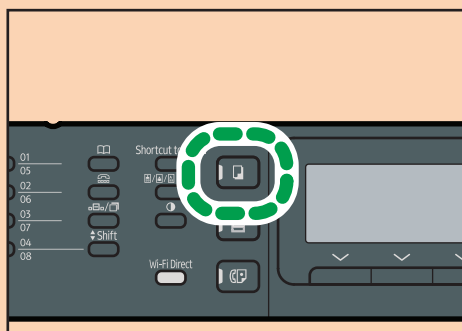
In this mode, one-sided pages are printed on the front and back sides of paper without being combined.

	Original	Copy	
Portrait		Top to Top 	Top to Bottom 
Landscape		Top to Top 	Top to Bottom 

CMF260

Specifying Combined and 2-sided Copies

1. Press the [Copy] key.



DSH146

With Type 1 models, start from Step 2. If ID card copy mode is being displayed, press the [Shortcut to Func.] key again to switch to normal copier mode.

2. Press the [◀] or [▶] key.
3. Press the [▲] or [▼] key to select [Duplex/Combine].
4. Press the [▲] or [▼] key to select the desired copy mode, and then press the [OK] key.
5. Press the [▲] or [▼] key to select paper orientation and page order, and then press the [OK] key.

The screen will show the selected copy mode.

↓ Note

- After you place the originals, press the [Start] key within the time specified in [System Auto Reset Timer]. Otherwise, the job is canceled. For details, see page 189 "Administrator Settings".

MF Copying an ID Card

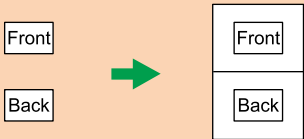
This section describes how to copy the front and back sides of an ID card or other small documents onto one side of a sheet of paper.

★ Important

- This function is available only when the original is set on the exposure glass, not when it is set in the ADF.
- To use this function, the paper size used for printing copies must be set to A6, A5, A4, Half Letter or Letter.

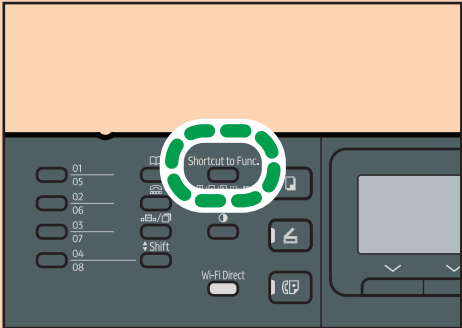
Printed paper size	Scanned paper size
A4	A5 (148×210 mm)
Letter	Half Letter (140×216 mm)
A5	A6 (105×148 mm)
Half Letter	Quarter Letter (108×140 mm)
A6	A7 (74×105 mm)

4



CES165

1. Press the [Shortcut to Func.] key.

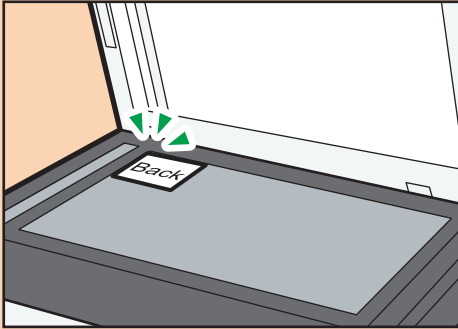


DSH141

To make the [Shortcut to Func.] key enable ID card copy mode for the current job, [Shortcut to Function] under [Admin. Tools] must be set to [ID Card Copy Mode]. You can also assign the setting using Web Image Monitor.

For [Shortcut to Function], see page 189 "Administrator Settings".

2. To make multiple copies, enter the number of copies using the number keys.
3. Place the original in the upper-left corner of the exposure glass.



DCT840

4. Press the [Start] key.

A message prompting you to place the original back side down on the exposure glass appears on the display.

5. Place the original on the exposure glass back side down and with the top to the rear of the machine within the time specified in [System Auto Reset Timer], and then press the [Start] key again.

↓ Note

- For the ID card copy function, you can set the machine to print a line in the middle of the printed paper. Specify [ID Card Center Line] under [Copier Features].
- You can change the scanning size for the ID card function. Specify [ID Card Size] under [Copier Features].

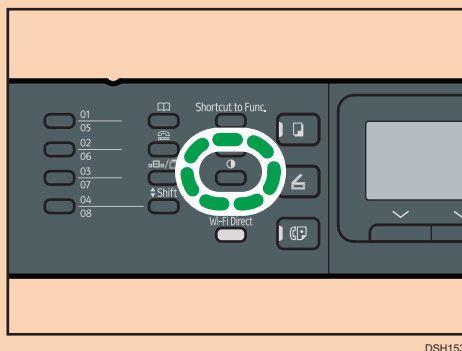
MF Specifying the Scan Settings for Copying

This section describes how to specify image density and scan quality for the current job.

Adjusting Image Density

There are five image density levels. The higher the density level, the darker the printout.

1. Press the [Density] key.



2. Press the [◀] or [▶] key to select the desired density level, and then press the [OK] key.

Note

- You can change the machine's default [Density] setting to always make copies with a specific density level. For details, see page 168 "Copier Features Settings".

Selecting the Document Type According to Original

There are three document types:

Mixed

Select this when the original contains both text and photographs or pictures.

Text

Select this when the original contains only text and no photographs or pictures.

Photo

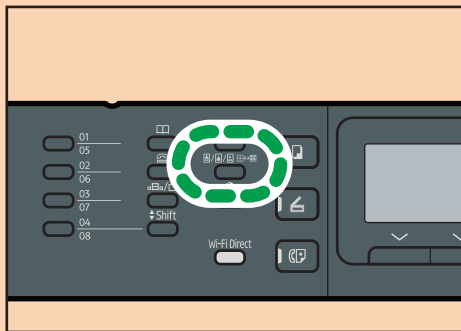
Select this when the original contains only photographs or pictures. Use this mode for the following types of original:

- Photographs
- Pages that are entirely or mainly photographs or pictures, such as magazine pages.

Vou.

Select this when copying a voucher. This function is available only when the original is set on the exposure glass, not when it is set in the ADF.

1. Press the [Image Quality] key.



2. Press the [▲] or [▼] key to select the desired document type, and then press the [OK] key.

↓ Note

- You can change the machine's default [Original Type] setting to always make copies with a specific document type. For details, see page 168 "Copier Features Settings".

5. Scanning Originals

MF This chapter describes how to specify settings and use the scanner function.

MF What You Can Do with the Scanner Function

Send Scanned Documents to a Folder on a Client Computer

You can use this function to convert a large amount of paper documents into a digital format to store and utilize.

For details, see page 101 "Basic Operation of Scan to Folder".

Send Scanned Documents by E-mail

You can use this function to scan handwritten materials such as meeting materials to distribute as a file attached to an e-mail.

For details, see page 109 "Basic Operation of Scan to E-mail".

Scanning Documents from a Client Computer

You can use this function to download files scanned by applications directly to a computer.

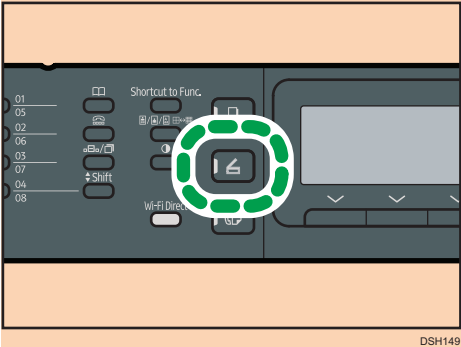
For details, see page 113 "Basic Operation of Scan to FTP".

MF

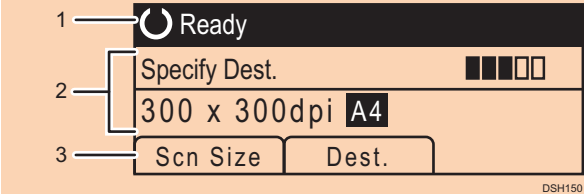
Scanner Mode Screen

This section provides information about the screen in scanner mode.

By default, the display shows the copier screen when the machine is turned on. If the copier or fax screen is shown on the display, press the [Scanner] key on the control panel to switch to the scanner screen.



Screen in standby mode



1. Current status or messages

Displays the current status or messages.

2. Current settings

Displays the current scanning mode and scan settings.

- When "Specify Dest." is displayed:
Scan to E-mail, Scan to FTP, or Scan to Folder functions can be used.

3. Selection key items

Displays the functions you can use by pressing the corresponding selection keys.

↓

Note

- The machine's default mode at power on can be specified in the [Function Priority] setting under [Admin. Tools]. For [Function Priority], see page 189 "Administrator Settings".

Registering Scan Destinations

This section describes how to register scan destinations in the Address Book. To send scanned files to an e-mail address (Scan to E-mail), FTP server (Scan to FTP), or a shared folder on a network computer (Scan to Folder), you must first register the destination in the Address Book using Web Image Monitor.

★ Important

- The Address Book data could be damaged or lost unexpectedly. The manufacturer shall not be responsible for any damages resulting from such data loss. Be sure to create backup files of the Address Book data periodically.
- Depending on your network environment, the Scan to FTP and Scan to Folder functions may require a user name and password to be correctly entered in the destination information. In such cases, after registering destinations, check that the user name and password are correctly entered by sending test documents to those destinations.

The Address Book can contain up to 100 entries, including 8 Quick Dial entries.

Destinations registered as Quick Dial entries can be selected by pressing the corresponding One Touch button (only SP 221SF, SP 220SFNw, and SP 221SFNw).

1. Start the web browser and access the machine by entering its IP address.
2. Click [Quick Dial Destination] or [Scan Destination].
3. From the [Destination Type] list, select [E-mail Address], [FTP], or [Folder].
4. Register information as necessary.



The information you must register varies depending on the destination type. For details, see the tables below.

5. Enter the administrator password if required.
6. Click [Apply].
7. Close the web browser.

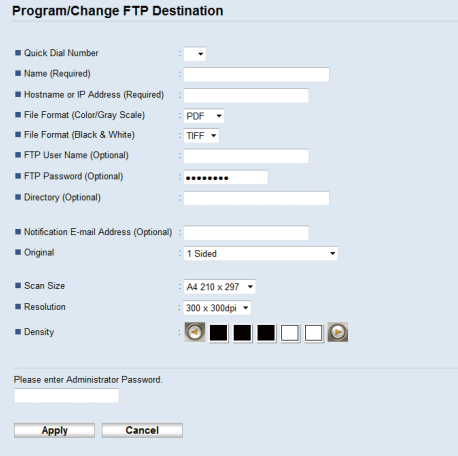
Scan to E-mail Settings

5



Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Destination E-mail Address	Required	E-mail address of the destination. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Subject	Required	Subject of the e-mail. Can contain up to 64 characters.
Sender's Name	Optional	Name of e-mail sender. The name specified here will be shown under "From" or a similar field of the recipient's email application. Can contain up to 32 characters.
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.

Item	Setting	Description
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, $7\frac{1}{4} \times 10\frac{1}{2}$, $8\frac{1}{2} \times 5\frac{1}{2}$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 14$, 16K, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons.  is the lightest, and  is the darkest.

Scan to FTP Settings



Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Hostname or IP Address	Required	Name or IP address of the FTP server. Can contain up to 64 characters.

Item	Setting	Description
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
FTP User Name	Optional	User name for logging in to the FTP server. Can contain up to 32 characters.
FTP Password	Optional	Password for logging in to the FTP server. Can contain up to 32 characters.
Directory	Optional	Name of the FTP server directory where scanned files are stored. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, $7\frac{1}{4} \times 10\frac{1}{2}$, $8\frac{1}{2} \times 5\frac{1}{2}$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 14$, 16K, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons.  is the lightest, and  is the darkest.

Scan to Folder Settings



Program/Change Folder Destination

- Quick Dial Number: [Dropdown]
- Name (Required): [Text Field]
- Service Name (Required): [Text Field] For example: \\Computer_name_or_IP\Share_Folder
- Domain (Optional): [Text Field]
- Login User Name (Optional): [Text Field]
- Login Password (Optional): [Text Field]
- Directory (Optional): [Text Field]
- Notification E-mail Address (Optional): [Text Field]
- File Format (Color/Gray Scale): [PDF]
- File Format (Black & White): [TIFF]
- Original: [1 Sided]
- Scan Size: [A4 210 x 297]
- Resolution: [300 x 300dpi]
- Density: [Icons]

Please enter Administrator Password: [Text Field]

[Apply] [Cancel]

Item	Setting	Description
Quick Dial Number	Optional	Select when setting the destination as a Quick Dial entry.
Name	Required	Name of the destination. The name specified here will be shown on the screen when selecting a scan destination. Can contain up to 16 characters.
Service Name	Required	Path to the directory where scanned files will be stored. Consists of the IP address or name of the destination computer (can contain up to 64 characters), and name of the shared folder (can contain up to 32 characters).
Domain	Optional	Specify the name of the domain to which the computer belongs. Can contain up to 15 characters.
Login User Name	Optional	User name for logging in to the destination computer. Can contain up to 32 characters.
Login Password	Optional	Password for logging in to the destination computer. Can contain up to 32 characters.
Directory	Optional	Directory within the shared folder for storing scanned files. Can contain up to 64 characters.
Notification E-mail Address	Optional	E-mail address to which a notification is sent after transmission. Can contain up to 64 characters.

Item	Setting	Description
File Format (Color/Gray Scale)	Required	File format of the scanned file when scanning in color. PDF or JPEG can be selected. PDF supports multiple pages in a document, but JPEG does not.
File Format (Black & White)	Required	File format of the scanned file when scanning in black and white. PDF or TIFF can be selected. Both formats support multiple pages in a document.
Scan Size	Optional	Select the scanning size for the original from A5, B5, A4, $7\frac{1}{4} \times 10\frac{1}{2}$, $8\frac{1}{2} \times 5\frac{1}{2}$, $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 14$, 16K, or custom size. If you select custom size, select [mm] or [Inch], and then specify the width and length.
Resolution	Optional	Select the scan resolution from 100×100, 150×150, 200×200, 300×300, 400×400, or 600×600 dpi.
Density	Optional	Specify the image density by clicking the right or left buttons.  is the lightest, and  is the darkest.

Note

- To send files via e-mail, SMTP and DNS settings must be configured properly.
- If you are using the Scan to E-mail function, select a time zone according to your geographic location to send email with correct transmission date and time.
- To send files to an FTP server or computer, the user name, password, and directory must be configured properly.
- On a network that uses a DNS server, specify a computer name in [Service Name] and the name of the domain to which the computer belongs in [Domain]. In this case, also configure the DNS related settings using Web Image Monitor.
- Scan destinations cannot be registered using the control panel.

Modifying Scan Destinations

This section describes how to modify the information of registered destinations.

1. Start the web browser and access the machine by entering its IP address.
2. Click [Scan Destination].
3. Click the [E-mail Address], [FTP], or [Folder] tab.

4. Select the entry to modify, and then click [Change].
5. Modify settings as necessary.
6. Enter the administrator password if required.
7. Click [Apply].
8. Close the web browser.

Note

- You can unassign a Quick Dial entry from a One-touch button from the [Quick Dial Destination] page. (only SP 221SF, SP 220SFNw, and SP 221SFNw) To do this, select the desired entry, click [Delete], and then click [Apply] again on a confirmation page.

Deleting Scan Destinations

This section describes how to delete registered destinations.

1. Start the web browser and access the machine by entering its IP address.
2. Click [Scan Destination].
3. Click the [E-mail Address], [FTP], or [Folder] tab.
4. Select the entry to delete, and then click [Delete].
5. Confirm that the entry you have selected is the entry that you want to delete.
6. Enter the administrator password if required.
7. Click [Apply].
8. Close the web browser.

Testing Transmission

Important

- When a USB flash memory device is inserted into the machine, scanned documents will be stored in the USB flash memory device. Confirm that there are no USB flash memory devices inserted into the machine.
1. Place the original on the exposure glass or in the ADF.