

Media and tray

This chapter provides information on how to load print media into your machine.



- Using print media that does not meet these specifications may cause problems or require repairs. Such repairs are not covered by Samsung's warranty or service agreements.
- Make sure not to use the inkjet photo paper with this machine. It could cause damage to the machine.
- Using inflammable print media can cause a fire.
- Use designated print media (see "Print media specifications" on page 79).

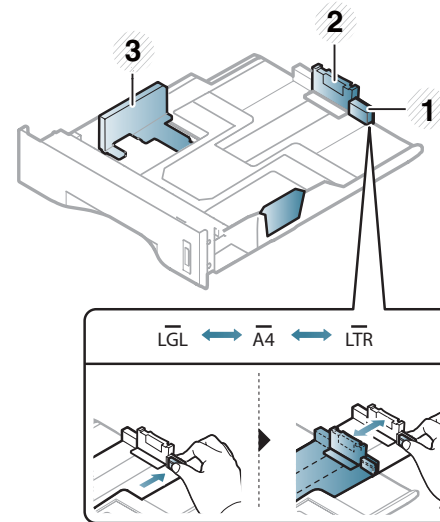


The use of inflammable media or foreign materials left in the printer may lead to overheating of the unit and, in rare cases may cause a fire.



Tray overview

To change the size, you need to adjust the paper guides.

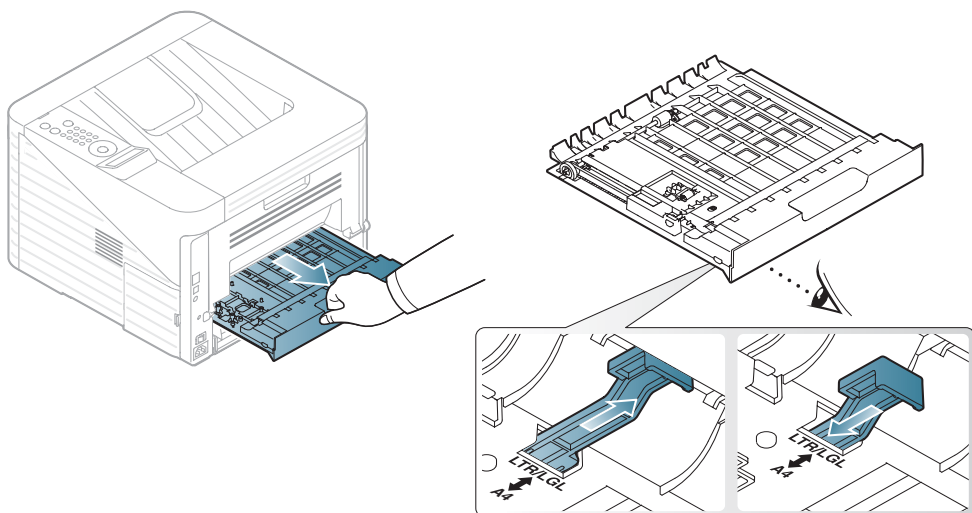


- 1 Tray extension guide
- 2 Paper length guide
- 3 Paper width guide

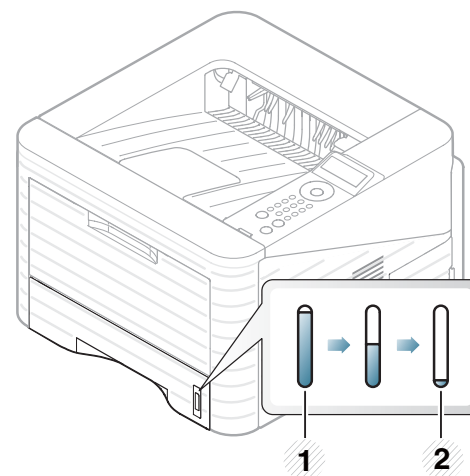
The duplex unit is preset to Letter/LGL or A4 size, depending on your country. To change the paper size, adjust the guide as shown below.



If you do not adjust the guide, it may cause paper registration, image skew, or jamming of the paper.



Paper quantity indicator shows the amount of paper in the tray.

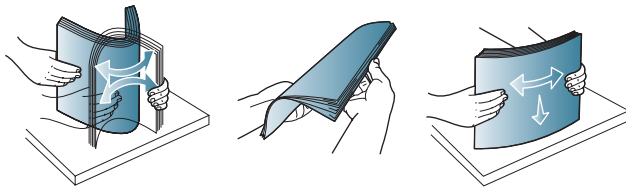


- 1 Full
- 2 Empty

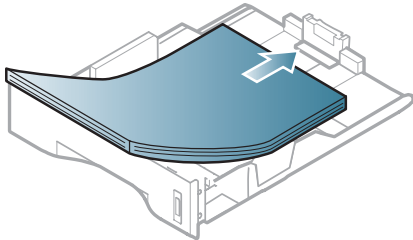


Loading paper in the tray/ optional tray

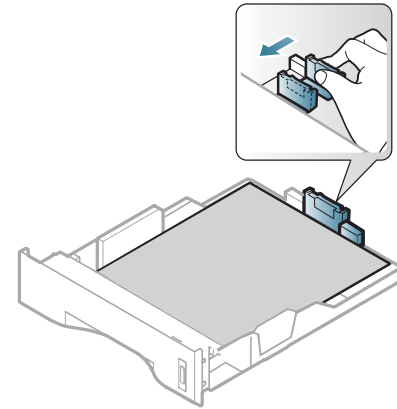
- 1 Pull out the paper tray.
- 2 Flex or fan the edge of the paper stack to separate the pages before loading papers.



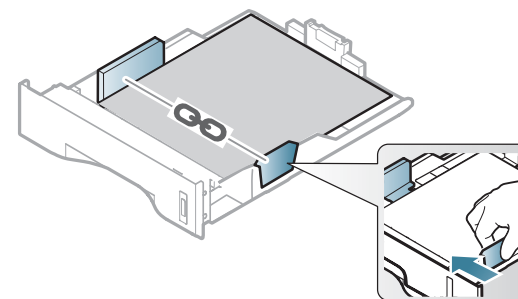
- 3 Place paper with the side you want to print on facing down.



- 4 Slide the paper length guide until it lightly touches the end of the paper stack.

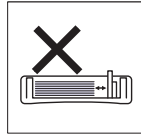
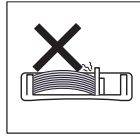
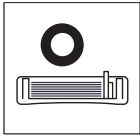


- 5 Squeeze the paper width guide and slide it to the edge of the paper stack without causing it to bend.

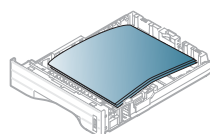
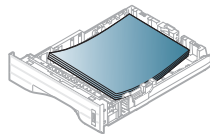
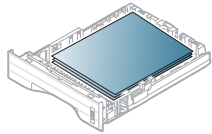




- Do not push the paper width guide too far causing the media to warp.
- If you do not adjust the paper width guide, it may cause paper jams.



- Do not use a paper with a leading-edge curl, it may cause a paper jam or the paper can be wrinkled.



6 Insert the tray back into the machine.

7 Set the paper type and size for tray 1 (see "Setting the paper size and type" on page 38).



The settings set from the machine driver override the settings on the control panel.

- To print from an application, open an application and start the print menu.
- Open **Printing Preferences** (see "Opening printing preferences" on page 41).
- Press the **Paper** tab in **Printing Preferences**, and select an appropriate paper type.



Loading in multi-purpose tray

The multi-purpose tray can hold special sizes and types of print material, such as postcards, note cards, and envelopes.

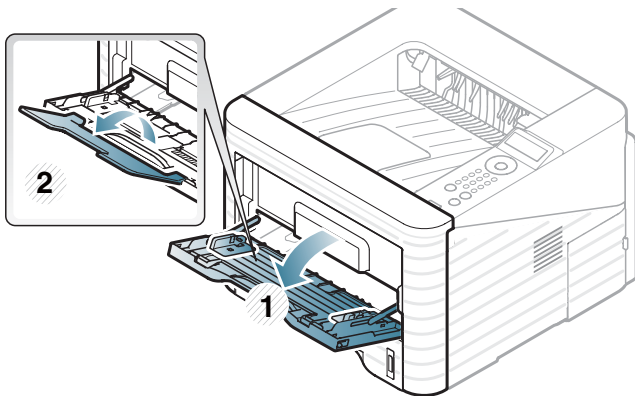


Tips on using the multi-purpose tray

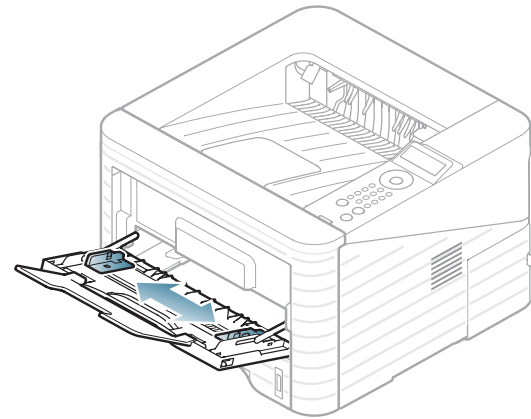
- To prevent paper jams, do not add paper while printing when there is still paper in the multi-purpose tray.
- Print media should be loaded face up with the top edge going into the multi-purpose tray first and be placed in the center of the tray.
- To ensure printing quality and to prevent paper jams, only load the available paper (see "Print media specifications" on page 79).

- Flatten any curl on postcards, envelopes, and labels before loading them into the multi-purpose tray.
- When printing on special media, you must follow the loading guidelines (see "Printing on special media" on page 32).
- When papers overlap when printing using the multi-purpose tray, open tray 1 and remove the overlapping papers then try printing again.
- When paper does not feed well while printing, push the paper in manually until it starts feeding automatically.

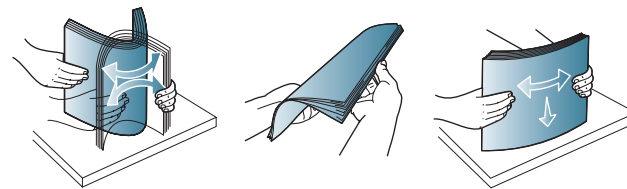
- 1** Open the multi-purpose tray and unfold the multi-purpose tray extension, as shown.



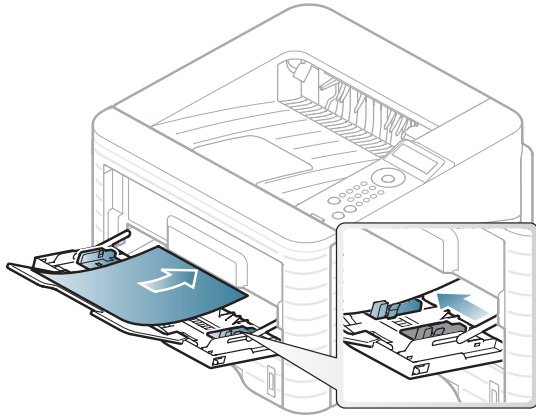
- 2** Adjust the multi-purpose tray paper width guides to the width of the paper.



- 3** Flex or fan the edge of the paper stack to separate the pages before loading paper.



- 4** Load the paper. Squeeze the multi-purpose tray paper width guides and adjust them to the width of the paper.



- 5** Set the paper type and size from the control panel (see "Setting the paper size and type" on page 38).



The settings set from the machine's driver override the settings on the control panel.

- a** To print from an application, open an application and start the print menu.
- b** Open **Printing Preferences** (see "Opening printing preferences" on page 41).
- c** Press the **Paper** tab in **Printing Preferences** and select an appropriate paper type.
For example, if you want to use a label, set the paper type to **Label**.

- d** Select **MP Tray** in paper source, then press **OK**.
- e** Start printing in application.



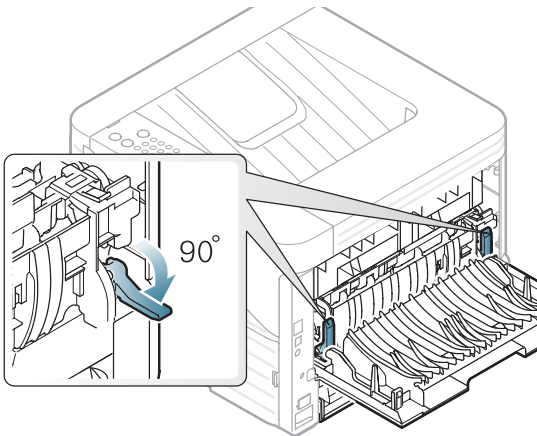
Printing on special media

The table below shows the special media usable in each tray.

The media types are shown in the **Printing Preferences**. Select the proper media type to get the highest printing quality.



- When using special media, we recommend you feed one sheet at a time (see "Print media specifications" on page 79).
- Printing the special media (Face up)**
If special media are printed out with curl, wrinkles, crease, or black bold lines, open the rear cover and pull down the pressure lever as shown below and try printing again. Keep the rear cover opened during printing.



To see for paper weights for each sheet, refer to "Print media specifications" on page 79.

Types	Tray 1	Optional tray	Multi-purpose tray
Plain	?	?	?

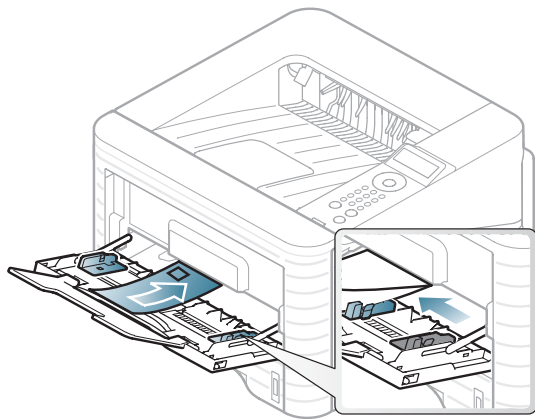
Types	Tray 1	Optional tray	Multi-purpose tray
Thick	●	●	●
Thicker			●
Thin	●	●	●
Bond	●	●	●
Color			●
CardStock	●	●	●
Labels			●
Transparency			●
Envelope			●
Preprinted			●
Cotton			●
Recycled	●	●	●
Archive	●	●	●

(●: Included, Blank: Not available)

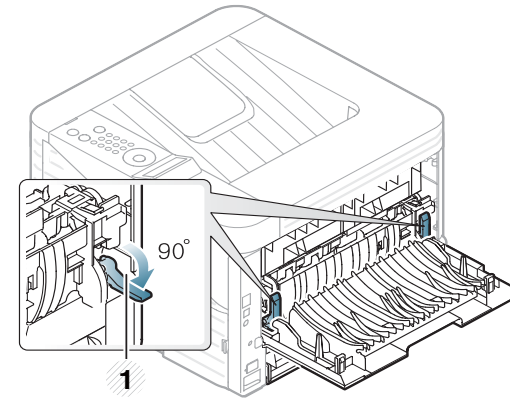
Envelope

Printing successfully on envelopes depends upon the quality of the envelopes.

To print an envelope, place it as shown in the following figure.



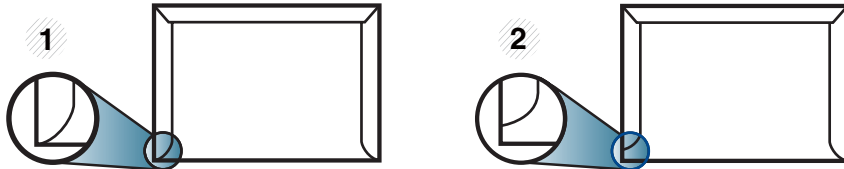
If envelopes are printed out with wrinkles, crease, or black bold lines, open the rear cover and pull down the pressure lever on the right side about 90 degrees and try printing again. Keep the rear cover opened during printing.



1 Pressure lever

- When selecting envelopes, consider the following factors:
 - **Weight:** should not exceed 90 g/m² otherwise; jams may occur.
 - **Construction:** should lie flat with less than 6 mm curl and should not contain air.
 - **Condition:** should not be wrinkled, nicked, nor damaged.
 - **Temperature:** should resist the heat and pressure of the machine during operation.
- Use only well-constructed envelopes with sharp and well-creased folds.
- Do not use stamped envelopes.
- Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials.
- Do not use damaged or poorly made envelopes.

- Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope.

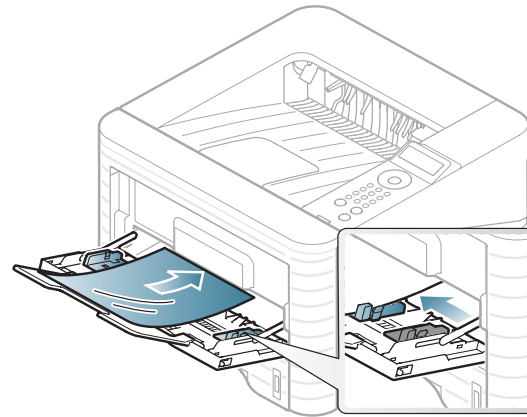


- 1 Acceptable
- 2 Unacceptable

- Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the machine's fusing temperature for 0.1 second (about 170°C (338 °F)). The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser.
- For the best print quality, position margins no closer than 15 mm from the edges of the envelope.
- Avoid printing over the area where the envelope's seams meet.

Transparency

To avoid damaging the machine, use only transparencies designed for use in laser printers.

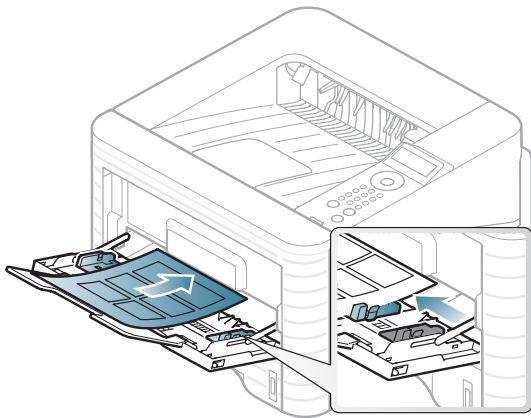


- Must withstand the machine's fusing temperature.
- Place them on a flat surface after removing them from the machine.
- Do not leave unused transparencies in the paper tray for long. Dust and dirt may accumulate on them, resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle them carefully.
- To avoid fading, do not expose printed transparencies to prolonged sunlight.
- Ensure that transparencies are not wrinkled, curled, or have any torn edges.

- Do not use transparencies that separate from the backing sheet.
- To prevent transparencies from sticking to each other, do not let the printed sheets stack up as they are being printed out.

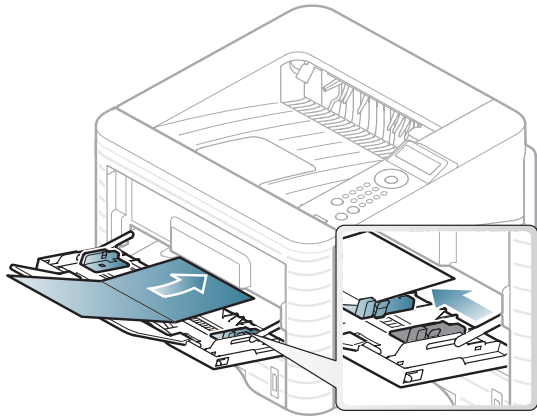
Labels

To avoid damaging the machine, use only labels designed for use in laser printers.



- When selecting labels, consider the following factors:
 - **Adhesives:** Should be stable at your machine's fusing temperature. Check your machine's specifications to view the fusing temperature (about 170°C (338°F)).
 - **Arrangement:** Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams.
- **Curl:** Must lie flat with no more than 13 mm of curl in any direction.
- **Condition:** Do not use labels with wrinkles, bubbles, or other indications of separation.
- Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.
- Do not run a sheet of labels through the machine more than once. The adhesive backing is designed for only a single pass through the machine.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

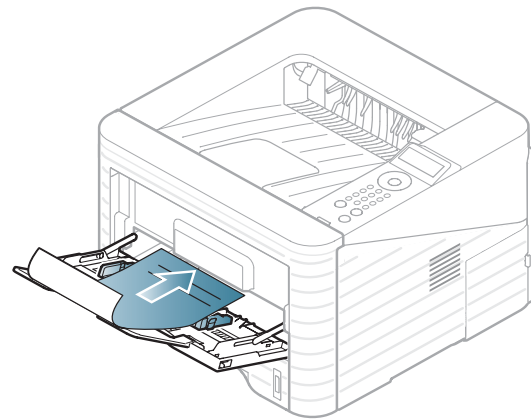
Card stock/ Custom-sized paper



- In the software application, set margins at least 6.4 mm (0.25 inches) away from the edges of the material.

Preprinted paper

When loading preprinted paper, the printed side should be facing up with an uncurled edge at the front. If you experience problems with paper feeding, turn the paper around. Note that print quality is not guaranteed.



- Must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the machine's fusing temperature for 0.1 second (about 170°C (338°F)).
- Must be non-flammable and should not adversely affect machine rollers.
- Before you load preprinted paper, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality.



After loading paper in the paper tray, set the paper size and type using the control panel buttons.



- The settings set from the machine's driver override the settings on the control panel.
- For models that do not have the display screen on the control panel, this feature is not applicable.

- 1 Press  (**Menu**) button on the control panel.
- 2 Press **Paper** > **OK** > Select the tray you want > **OK**.
- 3 Press **Paper Size** > **OK** > Select the option you want > **OK**.
- 4 Press **Paper Type** > **OK** > Select the option you want > **OK**.
- 5 Press  (**Cancel**) to return to ready mode.



If you want to use special-sized paper such as billing paper, select **Custom** in the **Paper** tab in the **Printing Preferences** (see "Opening printing preferences" on page 41).

Basic printing



Printing

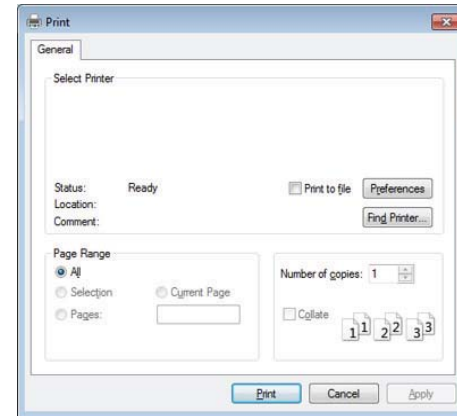


If you are a Macintosh, Linux, or Unix OS user, refer to the Advanced Guide.

The following **Printing Preferences** window is for Notepad in Windows 7.

- 1 Open the document you want to print.
- 2 Select **Print** from the **File** menu.

- 3 Select your machine from the **Select Printer** list.



- 4 The basic print settings including the number of copies and print range are selected within the **Print** window.



To take advantage of the advanced printing features, click **Properties** or **Preferences** from the **Print** window (see "Opening printing preferences" on page 41).

- 5 To start the print job, click **OK** or **Print** in the **Print** window.



Canceling a print job

If the print job is waiting in the print queue or print spooler, cancel the job as follows:

- You can access this window by simply double-clicking the machine icon () in the Windows task bar.
- You can also cancel the current job by pressing  (**Cancel**) on the control panel.



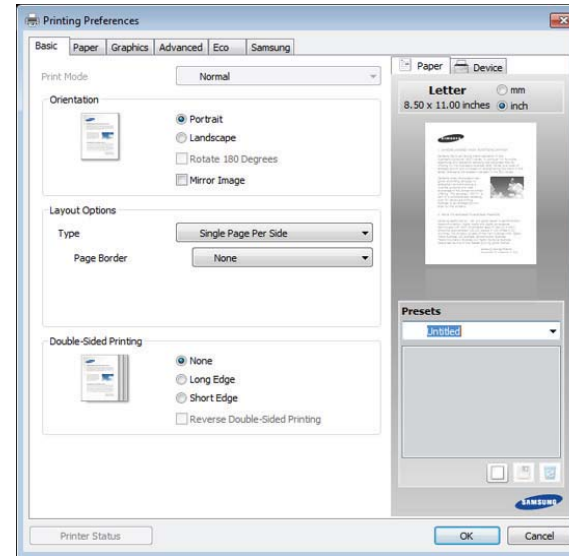
Opening printing preferences



- The **Printing Preferences** window that appears in this user's guide may differ depending on the machine in use.
- When you select an option in **Printing Preferences**, you may see a warning mark  or . An  mark means you can select that certain option but it is not recommended, and an  mark means you cannot select that option due to the machine's setting or environment.

- 1 Open the document you want to print.
- 2 Select **Print** from the file menu.
- 3 Select your machine from the **Select Printer**.

4 Click **Properties** or **Preferences**.



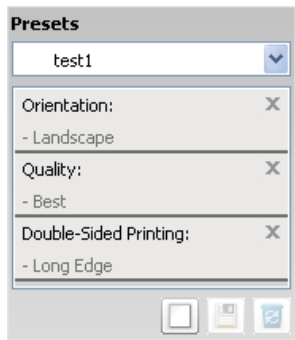
You can check the machine's current status using the **Printer Status** button (see Advanced Guide).

Using a favorite setting

The **Presets** option, which is visible on each preferences tab except for the **Samsung** tab, allows you to save the current preferences for future use.

To save a **Presets** item, follow these steps:

- 1 Change the settings as needed on each tab.
- 2 Enter a name for the item in the **Presets** input box.



- 3 Click ☐ (**Add**). When you save **Presets**, all current driver settings are saved.



Select more options and click  (**Update**), settings will be added to the Presets you made. To use a saved setting, select it from the **Presets** drop-down list. The machine is now set to print according to the settings you have selected. To delete saved settings, select it from the **Presets** drop-down list and click  (**Delete**).

You can also restore the printer driver's default settings by selecting **Default Preset** from the **Presets** drop-down list.



Using help

Click the option you want to know on the **Printing Preferences** window and press **F1** on your keyboard.



Eco printing

The **Eco** function cuts toner consumption and paper usage. The **Eco** function allows you to save print resources and lead you to eco-friendly printing.

If you press the **Eco** button from the control panel, eco mode is enabled. The default setting of eco mode is duplex (long edge), 2-up, skip blank pages, and toner save.

Setting eco mode on the control panel

- 1 Press  (**Menu**) button on the control panel.
- 2 Press **System Setup** > **OK** > **Eco Setup** > **OK**.

3 Press **OK** select the mode you want.

- **Default Mode:** Select this to turn on or off the eco mode. (Duplex (long edge)/Toner save/2-up/Skip blank pages)
 - **Off:** Set the eco mode off.
 - **On:** Set the eco mode on.



If you set the eco mode on with a password from the SyncThru™ Web Service (**Settings** tab > **Machine Settings** > **System** > **Eco** > **Settings**), the **Onforce** message appears. You have to enter the password to change the eco mode status.

- **Change Temp.:** Select the eco template.
 - **Default Eco:** The default setting of eco mode is duplex, 2-up, skip blank pages, and toner save.
 - **Custom Eco:** Follow the settings from SyncThru™ Web Service. Before you select this item, you must set the eco function in SyncThru™ Web Service > **Settings** tab > **Machine Settings** > **System** > **Eco** > **Settings**.

Setting eco mode on the driver

Open the Eco tab to set eco mode. When you see the eco image () , that means the eco mode is currently enabled.

► Eco options

- **Printer Default:** Follows the settings from the machine's control panel.
- **None:** Disables eco mode.
- **Eco Printing:** Enables eco mode. Activate the various eco items you want to use.
- **Password:** If the administrator fixed to enable the eco mode, you have to enter the password to change the status.

► Result simulator

Result Simulator shows the results of reduced emission of carbon dioxide, used electricity, and the amount of saved paper in accordance with the settings you selected.

- The results are calculated on the basis that the total number of printed paper is one hundred without a blank page when the eco mode is disabled.
- Refer to the calculation coefficient about CO₂, energy, and paper from **IEA**, the index of Ministry of Internal Affairs and Communication of Japan and www.remanufacturing.org.uk. Each model has a different index.
- The power consumption in printing mode refers to the average printing power consumption of this machine.

- The actual saved or reduced amount may differ depending on the operating system used, computing performance, application software, connection method, media type, media size, job complexity, etc.



3. Maintenance

This chapter provides information about purchasing supplies, accessories and maintenance parts available for your machine.

- **Ordering supplies and accessories** 46
- **Available supplies** 47
- **Available accessories** 48
- **Available maintenance parts** 49
- **Redistributing toner** 50
- **Replacing the toner cartridge** 52
- **Upgrading a memory module** 54
- **Monitoring the supplies life** 56
- **Setting the toner low alert** 57
- **Cleaning the machine** 58



Available accessories may differ from country to country. Contact your sales representatives to obtain the list of available supplies, and maintenance parts.

To order Samsung-authorized supplies, accessories, and maintenance parts, contact your local Samsung dealer or the retailer where you purchased your machine. You can also visit **www.samsung.com/supplies**, and then select your country/region to obtain the contact information for service.

Available supplies

When supplies reach the end of their life spans, you can order the following types of supplies for your machine:

Type	Average yield ^a	Part name
High yield toner cartridge	Approx. 15,000 pages	MLT-D305L

a. Declared yield value in accordance with ISO/IEC 19752.



Depending on the options and job mode used, the toner cartridge's lifespan may differ.



When purchasing new toner cartridges or other supplies, these must be purchased in the same country as the machine you are using. Otherwise, new toner cartridges or other supplies will be incompatible with your machine due to different configurations of toner cartridges and other supplies according to the specific country conditions.



Samsung does not recommend using non-genuine Samsung toner cartridge such as refilled or remanufactured toner. Samsung cannot guarantee non-genuine Samsung toner cartridge's quality. Service or repair required as a result of using non-genuine Samsung toner cartridges will not be covered under the machine's warranty.

You can purchase and install accessories to enhance your machine's performance and capacity.



Some features and optional goods may not be available depending on models or countries (see "Features by models" on page 5).

Accessory	Function	Part name
Memory module	Extends your machine's memory capacity.	- ML-MEM370 : 512MB (ML-3750ND only) - CLP-MEM202 : 256MB (ML-3753ND only)
Tray 2	If you are experiencing frequent paper supply problems, you can attach an additional tray.	ML-S3710A
IEEE 1284 parallel connector	Allows you to use various interface.  - When installing the printer driver with an IEEE1284 parallel connector, the machine might not be found and after installing the printer driver, only basic printing features are available. - If you want to check the machine's status or set the settings, connect the machine to a computer with a USB cable or a network. - If you use the IEEE 1284 parallel connector, you can not use the USB cable.	ML-PAR100

To purchase maintenance parts, contact the source where you bought the machine. Replacing maintenance parts can be performed only by an authorized service provider, dealer, or the retailer where you bought the machine. The warranty does not cover the replacement of any maintenance parts once it has reached its “Average yield”.

Maintenance parts are replaced at specific intervals to avoid print quality and paper feed problems resulting from worn parts, see table below. The purpose of which is to maintain your machine in top working condition. The maintenance parts below should be replaced when the life span of each item has been met.

Parts	Average yield ^a
Transfer roller	Approx. 100,000 pages
Fuser unit	Approx. 90,000 pages
Pickup roller	Approx. 90,000 pages
Retard roller	Approx. 60,000 pages

a. It will be affected by the operating system used, computing performance, application software, connecting method, media type, media size and job complexity.

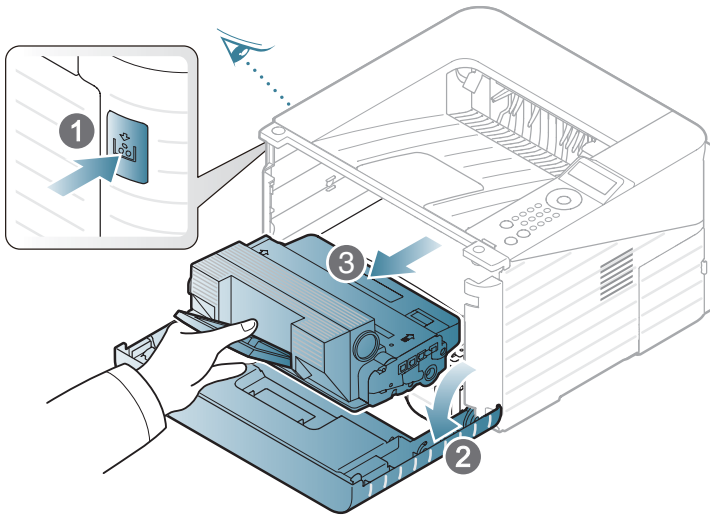
Redistributing toner

When the toner cartridge is near the end of its life:

- White streaks or light printing occurs and/or density variation side to side.
- The **Status** LED blinks red.

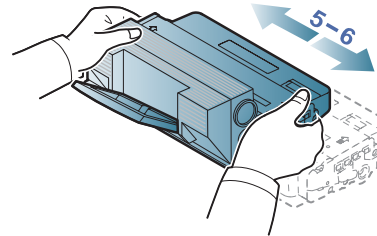
If this happens, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.

- 1 Open the front cover and pull the toner cartridge out.



- 3 Hold the toner cartridge by the handle and slowly insert the cartridge into the opening in the machine.

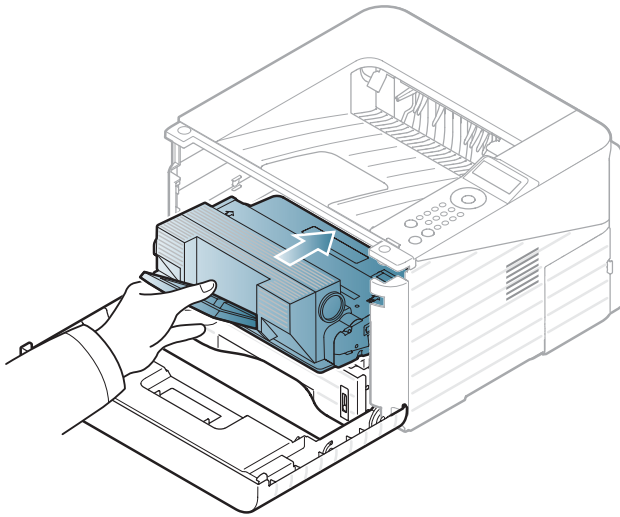
- 2 Thoroughly roll the cartridge five or six times to distribute the toner evenly inside the cartridge.



If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water: hot water sets toner into fabric.



Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.



- 4 Close the front cover. Ensure that the cover is securely closed.

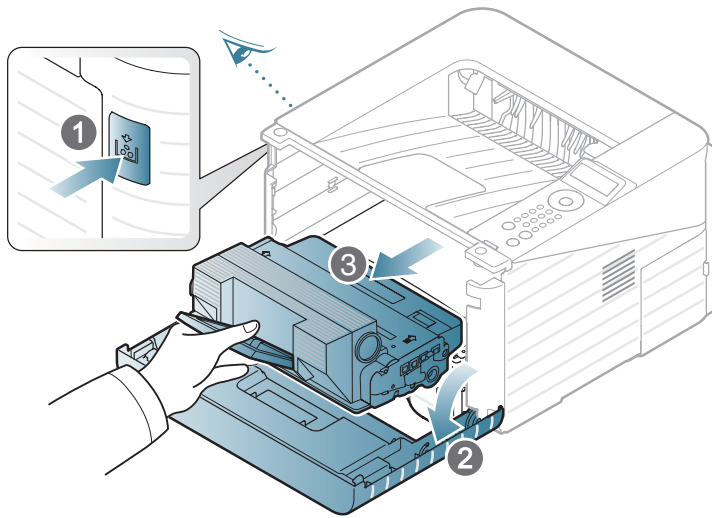
Replacing the toner cartridge



Click this link to open an animation about replacing a toner cartridge.

When a toner cartridge has reached the end of life, the machine will stop printing.

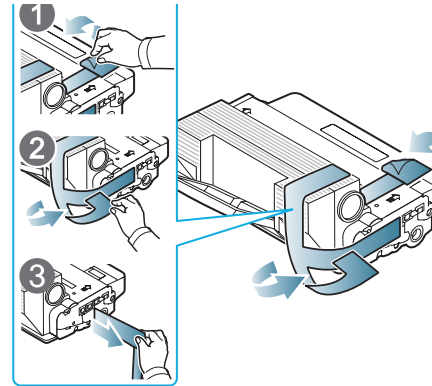
- 1 Open the front cover and pull the toner cartridge out.



- 2 Remove the new toner cartridge from its bag.

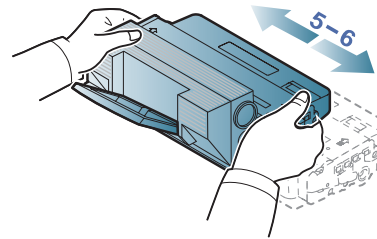
3

- Remove the label from the toner cartridge as shown below.



4

- Thoroughly shake side to side the cartridge five or six times to distribute the toner evenly inside the cartridge.



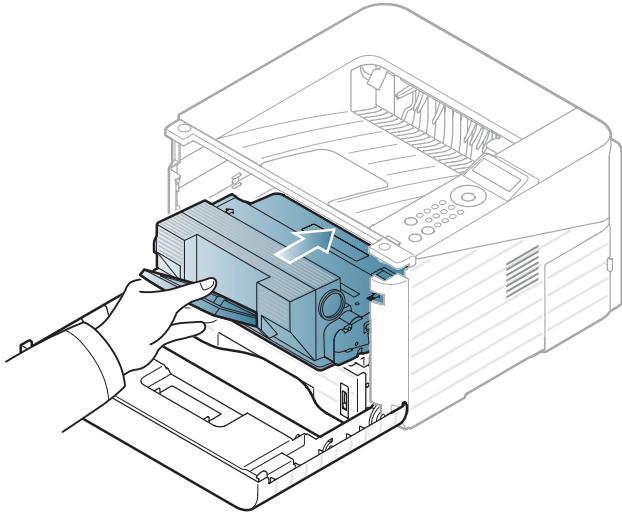
If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water: hot water sets toner into fabric.



Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

Replacing the toner cartridge

- 5 Hold the toner cartridge by the handle and slowly insert the cartridge into the opening in the machine.



- 6 Close the front cover. Make sure that the cover is securely closed.

Upgrading a memory module

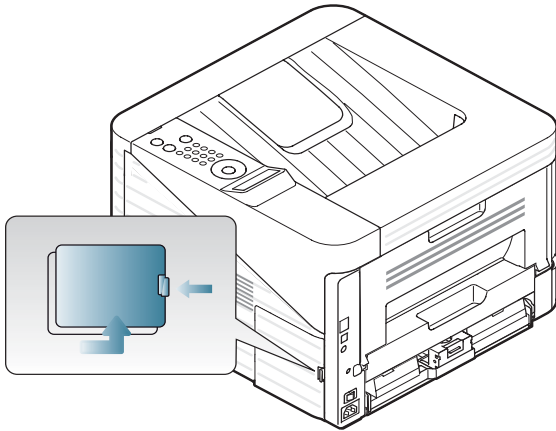
Use this memory module slot to install additional memory.

Order information is provided for additional memory module. (See "Available accessories" on page 48.)

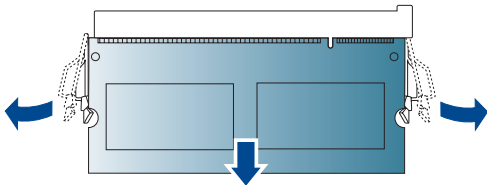


Installing a memory module

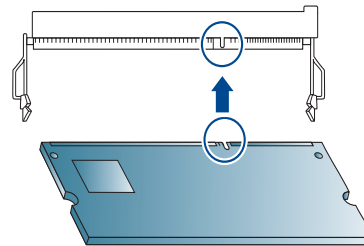
- 1 Turn the machine off and unplug all cables from the machine.
- 2 Grasp the control board cover and remove it.



- 3 Remove the memory module from the slot. (ML-3750ND only)

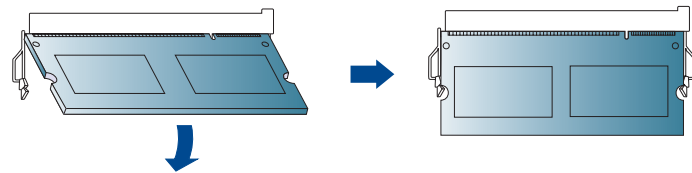


- 4 Remove the new memory module from its bag.
- 5 Holding the memory module by the edges, align the memory module on the slot at about a 30-degree tilt. Make sure that the notches of the module and the grooves on the slot fit each other.



The notches and grooves illustrated above may not match those on an actual memory module and its slot.

- 6 Press the memory module into the slot with care until you hear a 'click'.



Upgrading a memory module



Do not press the memory module strongly or the module may be damaged. If the module does not seem to fit into the slot properly, carefully try the previous procedure again.

- 7 Replace the control board cover.
- 8 Reconnect the power cord and machine cable and turn the machine on.

To view the supply life indicators, follow the steps below:

- 1 Press  (**Menu**) on the control panel.
- 2 Press **System Setup** > **OK** > **Maintenance** > **OK**.
- 3 Press **Supplies Info** > **OK**.
- 4 Press **OK** to select the option you want.

Setting the toner low alert

If the amount of toner in the cartridge is low, a message or LED informing the user to change the toner cartridge appears. You can set the option for whether or not this message or LED appears.

- 1 Press  (**Menu**) on the control panel.
- 2 Press **System Setup** > **OK** > **Maintenance** > **OK**.
- 3 Press **Toner Low Alert** > **OK**.
- 4 Select the option you want, then press **OK**.

Cleaning the machine

If printing quality problems occur or if you use your machine in a dusty environment, you need to clean your machine regularly to keep it in the best printing condition and use your machine longer.



- Cleaning the cabinet of the machine with cleaning materials containing large amounts of alcohol, solvents, or other strong substances can discolor or distort the cabinet.
- If your machine or the surrounding area is contaminated with toner, we recommend you use a cloth or tissue dampened with water to clean it. If you use a vacuum cleaner, toner blows in the air and might be harmful to you.



Cleaning the outside

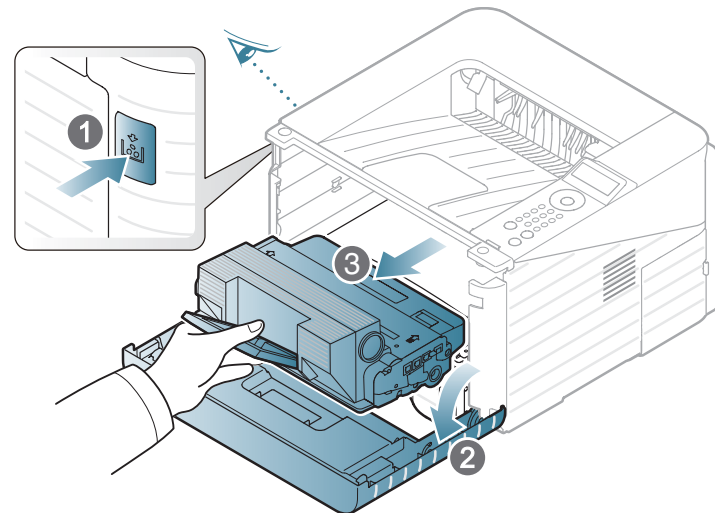
Clean the machine cabinet with a soft, lint-free cloth. Dampen the cloth slightly with water, but be careful not to let any water drip onto or into the machine.



Cleaning the inside

During the printing process, paper, toner, and dust particles can accumulate inside the machine. This buildup can cause print quality problems, such as toner specks or smearing. Cleaning the inside of the machine clears and reduces these problems.

- 1 Turn the machine off and unplug the power cord. Wait for the machine to cool down.
- 2 Open the front cover and pull the toner cartridge out. Set it on a clean flat surface.



Cleaning the machine

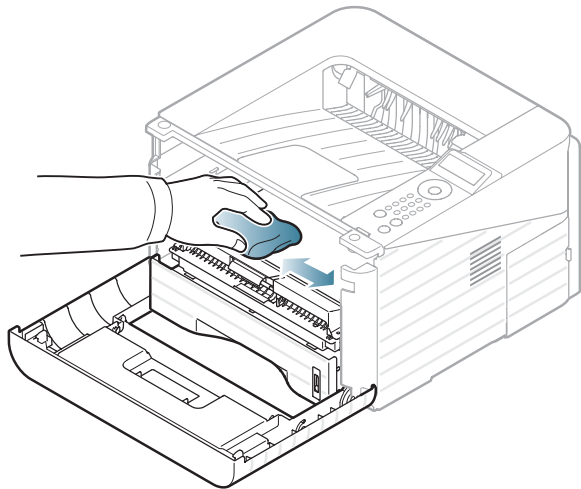


- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.



While cleaning the inside of the machine, be careful not to damage the transfer roller or any other inside parts. Do not use solvents such as benzene or thinner. Printing quality problems can occur and cause damage to the machine.

- 3** With a dry, lint-free cloth, wipe away any dust and spilled toner from the toner cartridge area.

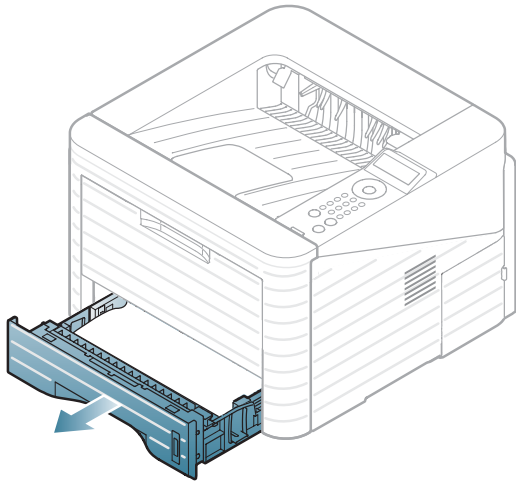


- 4** Reinsert the toner cartridge and close the front cover.

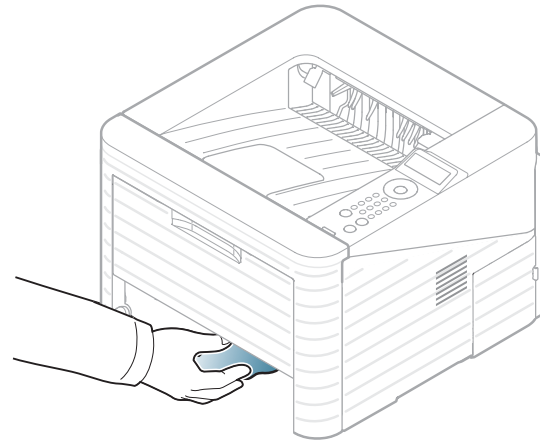


Cleaning the pickup roller

- 1 Turn the machine off and unplug the power cord. Wait for the machine to cool down.
- 2 Pull out tray 1.



- 3 Clean the pickup roller with a soft, lint-free cloth.



- 4 Insert the tray back into the machine.