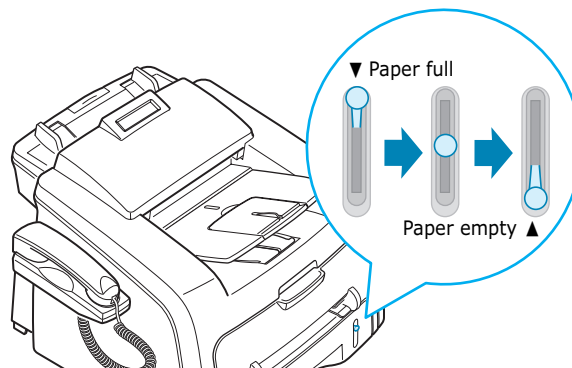


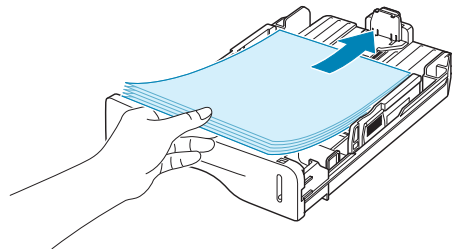
## Loading Paper in the Paper Tray

The paper tray can hold a maximum of 250 sheets of 20 lb plain paper. For faxing and copying, you can use A4-, Letter- or Legal-sized paper only. For PC-printing, you can use many different sizes of paper; see page A.6.

The paper level indicator on the front of the paper tray shows the amount of paper currently left in the tray. When the tray is empty, the indicator of the bar is lowered.



To load paper, pull open the paper tray and load paper with the print side face down.



You can load letterhead paper with the design side face down. The top edge of the sheet with the logo should be placed at the front side of the tray.

For details about loading paper in the paper tray, see “Loading Paper” on page 1.12.



### NOTES:

- If you experience problems with paper feed, place the paper in the manual feeder.
- You can load up to 150 sheets of previously printed paper. The printed side should be facing up with an uncurled edge at the top side. If you experience problems with paper feed, turn the paper around. Note that the print quality is not guaranteed.

---

## Using the Manual Feeder

Use the manual feeder to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray.

Postcards, 3.5 by 5.83 in.(index) cards and other custom-sized materials can be printed with this printer. The minimum size is 76 by 127 mm (3.0 by 5.0 in.) and the maximum size is 216 by 356 mm (8.5 by 14 in.)

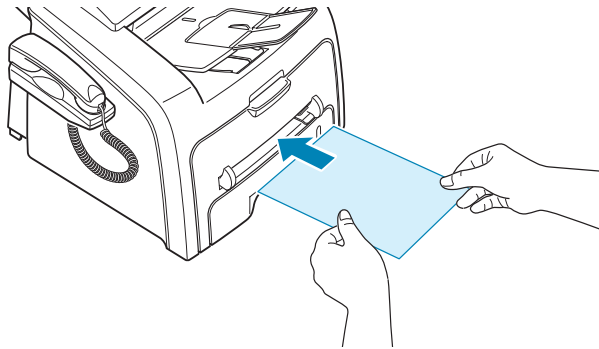
Acceptable print materials are plain paper with sizes ranging from 100 x 148 mm (3.9 x 5.8 in.) to Legal, 216 x 356 mm (8.5 x 14 in.), the largest size acceptable, and weighing between 16 lb and 32 lb.



### NOTES:

- Always load only the print materials specified in the Specifications on page A.6 to avoid paper jams and print quality problems.
- Flatten any curl on postcards, envelopes and labels before loading them into the manual feeder.
- When you print on 76 mm X 127 mm (3 X 5 in.) sized media with loading into the tray, open the rear output tray.

- 
- 1 Load a sheet of the print material with the print side face up into the center of the manual feeder.



For envelopes, load a sheet with the flap side face down and with the stamp area on the top left side.

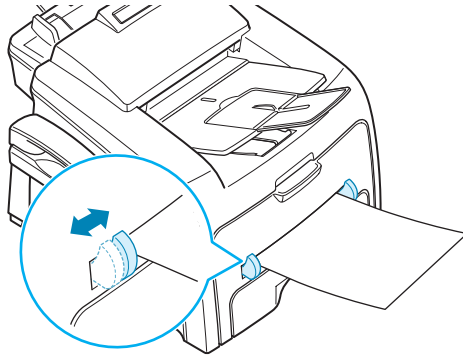
For transparencies, hold them by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems.



**CAUTION:** You must open the rear output slot when you print on transparencies. If not, they may tear while exiting the machine.

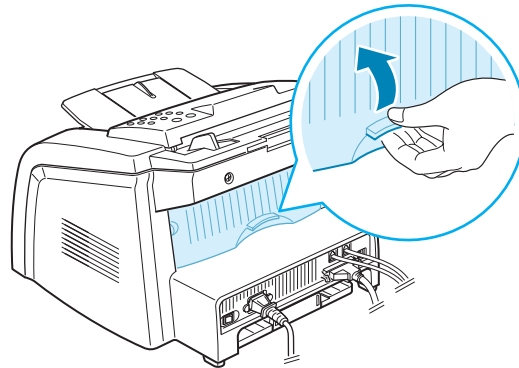
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- 2 Adjust the paper guide to the width of the print material.



**NOTE:** When printing on previously printed paper from the manual feeder, the printed side should be facing down with an uncurled edge to the machine. If you experience problems with paper feed, turn the paper around.

- 3 Open the rear cover to use the rear output slot.



- 4 After printing, close the rear cover.

## Setting the Paper Type and Size for the Manual Feeder

After loading paper in the manual feeder, you need to set the correct paper type and size using the control panel buttons. These settings will apply to Copy mode. For PC-printing, you need to select the paper size in the application program you use.

To set the paper size for the manual feeder:

- 1 Press **Menu**.

The display shows "Paper Setting" on the top line and the first item, "Paper Type," on the bottom line.

- 2 Press **Enter** to access the menu item.

- 3 Use the scroll button (◀ or ▶) to find the paper type you are using and press **Enter** to save it.

- 4 Press the ▶ button to scroll to "Paper Size" and press **Enter** to access the menu item.

- 5 Use the scroll button (◀ or ▶) to display "Manual Feed" on the bottom line. Press **Enter** to access the menu item.

- 6 Use the scroll button (◀ or ▶) to find the paper size you are using and press **Enter** to save it.

- 7 To return to Standby mode, press **Stop/Clear**.



# 3

## PRINTING

This chapter explains how to print your documents in Windows and how to use the print settings.

This chapter includes:

- **Printing a Document in Windows**
- **Setting Paper Properties**
- **Setting Graphic Properties**
- **Printing Multiple Pages on One Sheet of the Paper**
- **Printing a Reduced or Enlarged Document**
- **Fitting Your Document to a Selected Paper Size**
- **Printing Posters**
- **Using Watermarks**
- **Using Overlays**
- **Setting Up the Locally Shared Printer**

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## Printing a Document in Windows

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's user's guide for the exact printing procedure.



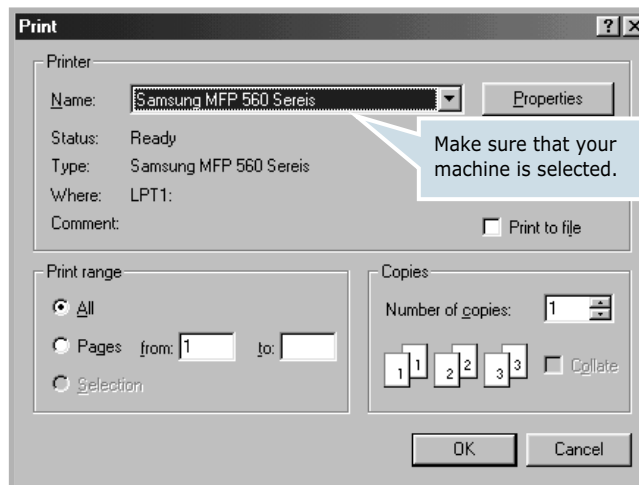
**NOTE:** For detailed information about printing from Macintosh or Linux, Chapter 7, Using Other Operating Systems.

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

The Print window opens. It may look slightly different depending on your application.

You can select the basic print settings within the Print window. These settings include the number of copies and the print range.



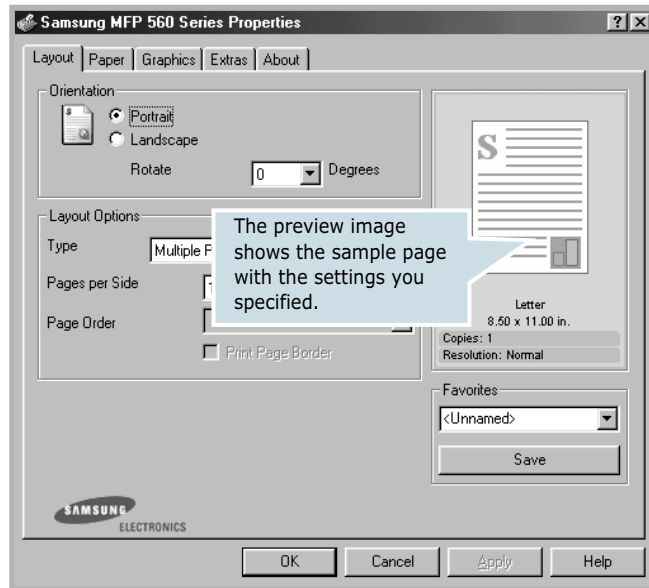
▲ Windows 98

- 3 To take advantage of the printer features provided by your machine, click **Properties** or **Preferences** in the application's print window and go to step 4.

If you see a **Setup**, **Printer** or **Options** button, click it instead. Then click **Properties** on the next screen.

- 4 Now you see the Samsung MFP 560 Series Properties window, which allows you to access all of information you need when using your machine.

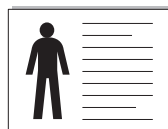
The **Layout** tab first displays.



If necessary, select the **Orientation** option.

The **Orientation** option allows you to select the direction in which information is printed on a page.

- **Portrait** prints across the width of the page, letter style.
- **Landscape** prints across the length of the page, spreadsheet style.
- If you want to turn the page upside down, select **180** from the **Rotate** drop-down list.



▲ Landscape



▲ Portrait

- 5 From the **Paper** tab, select the paper source, size and type. For further details, see page 3.7.

- 6 If necessary, you can set the sequence for the pages to print from the **Extra** tab. Select the print order you want to use from the **Print Order** drop-down list.
  - **Normal**: Your machine prints from the first page to the last page.
  - **Reverse All Pages**: Your machine prints from the last page to the first page.
  - **Print Odd Pages**: Your machine prints only the odd pages of the document.
  - **Print Even Pages**: Your machine prints only the even pages of the document.
- 7 Click other tabs on the top of the Samsung MFP 560 Series Properties window to access other features, if needed.
- 8 When you finish setting the properties, click **OK** until the Print window displays.
- 9 Click **OK** to start printing.

The printer's Properties window may differ, depending on your operating system. This User's Guide shows the Properties window on windows 98



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**Notes:**

- Most Windows applications overrides the settings you specified in the printer driver. Change all of the print settings available in the software application first, and change any remaining settings using the printer driver.
  - The settings you change remain in effect only while you are using the current program. To make your changes permanent, make them in the **Printers** folder. Follow these steps:
    1. Click the Windows **Start** menu.
    2. For Windows 95/98/Me/NT 4.0/2000, select **Settings** and then **Printers**.  
For Windows XP, select **Printers and Faxes**.
    3. Select the **Samsung MFP 560 Series** printer.
    4. Click the right mouse button on the printer icon and:
      - For Window 95/98/Me, select **Properties**.
      - For Windows 2000/XP, select **Printing Preferences**.
      - For Windows NT 4.0, select **Document Default**.
    5. Change the settings on each tab and click **OK**.
-



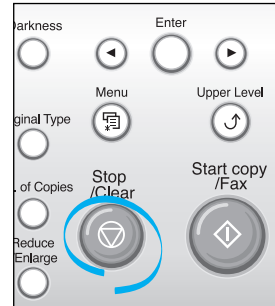
## Canceling a Print Job

There are two ways to cancel a print job:

To stop a print job from the control panel:

Press the **Stop/Clear** button.

Your machine finishes printing the page that is moving through the machine and deletes the rest of the print job. Pressing the button cancels only the current job. If more than one print job is in the machine's memory, you need to press the button once for each job.

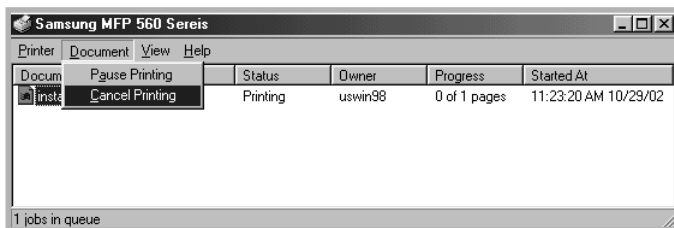


3

To stop a print job from the Printers folder:

If the print job is waiting in a print queue or print spooler, such as the Printer group in Windows, delete the job as follows:

- 1 Click the Windows **Start** menu.
- 2 For Windows 9x/NT4.0/2000/Me, Select **Settings** and then **Printers**.  
For Windows XP, select **Printers and Faxes**.
- 3 Double-click the **Samsung MFP 560 Series** icon.
- 4 From the **Document** menu:  
For Windows 9x/Me, select **Cancel Printing**.  
For Windows NT4.0/2000/XP, select **Cancel**.



▲ Windows 98



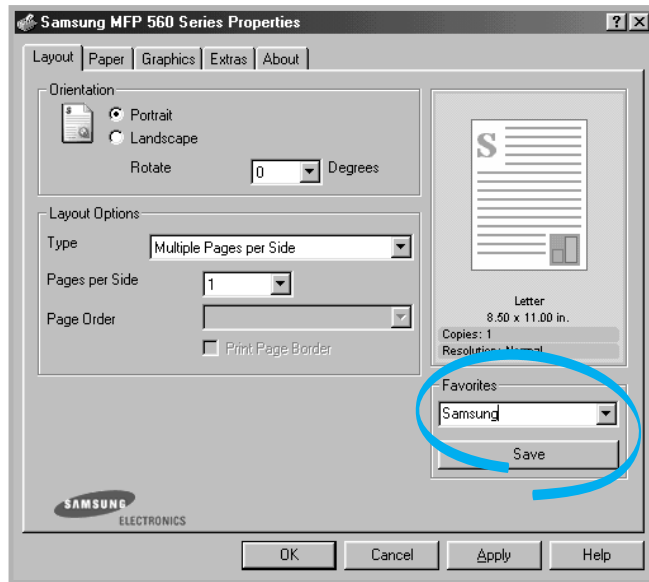
**NOTE:** You can access this window simply by double-clicking the printer icon at the bottom right corner of the Windows desktop.

## Using a Favorite Setting

The **Favorites** option, which is visible on each tab, allows you to save the current properties settings for future use.

To save a Favorites item:

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



- 3 Click **Save**.

To use a saved setting, select it from the **Favorites** drop-down list.

To delete a favorite setting item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **<Printer Default>** from the list.

## Using Help

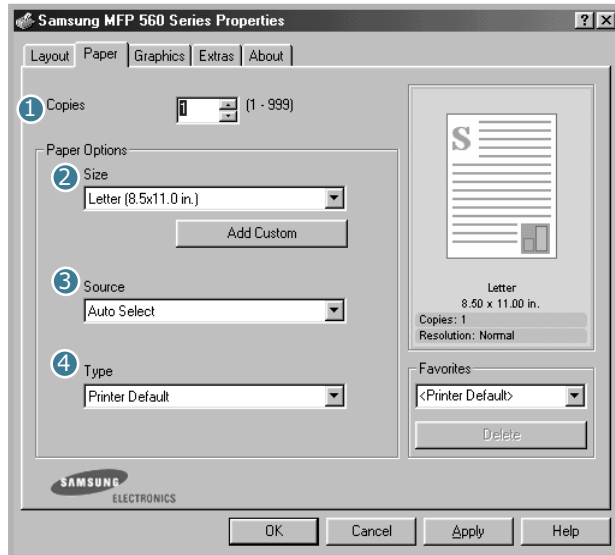
Your machine has a help screen that can be activated using the **Help** button in the printer's Properties window. The help screen gives detailed information about the printer features provided by the printer driver.

You can also click **?** in the upper right hand corner, and then click on any setting.

# Setting Paper Properties

Use the following options for paper handling. See page 3.2 for more information about accessing printer's Properties.

Click the **Paper** tab to access many paper properties.



3

Property	Description
1 Copies	<b>Copies</b> allows you to choose the number of copies to be printed. You can enter up to 999.
2 Size	<p><b>Size</b> allows you to choose the size of the paper loaded in the tray.</p> <p>If the required size is not listed in the Size box, click <b>Add Custom</b>. When the Custom Page Size window appears, set the size and click <b>Ok</b>. The setting appears on the list so that you can select it.</p> <p>Enter the custom name you want to use.</p> <p>Enter the paper size.</p>

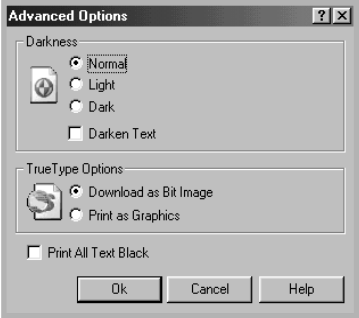
Property	Description
3 Source	<p>Make sure that <b>Source</b> is set to the corresponding paper tray.</p> <p>Use the <b>Manual Feed</b> source when printing to special material. You need to load one sheet at a time into the manual feeder. See page 2.8.</p> <p>If the paper source is set to <b>Auto Select</b>, the machine automatically picks up print material in the following order: the manual feeder and the paper tray.</p>
4 Type	<p>Make sure that <b>Type</b> is set to <b>Printer Default</b>. If you load a different type of print material, select the corresponding paper type. For more information about print materials, see Chapter 2, Paper Handling.</p> <p>If you use cotton paper, set the paper type to <b>Thick</b> for the best printing.</p> <p>To use recycled paper, which weighs from 75g/m<sup>2</sup> to 90g/m<sup>2</sup> (20lb to 24lb), or colored paper, select <b>Color Paper</b>.</p>

## Setting Graphic Properties

Use the following graphic options to adjust the print quality for your specific printing needs. See page 3.2 for more information about accessing printer properties.

Click the **Graphics** tab to display the properties shown below.

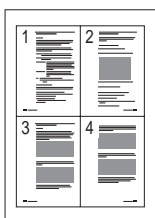


Property	Description
<p><b>1 Resolution</b></p>	<p>You can select the printing resolution by choosing from <b>600 dpi (Normal)</b> or <b>300 dpi (Draft)</b>. The higher the setting, the sharper the printed characters and graphics. Higher settings may increase the time it takes to print a document.</p>
<p><b>2 Toner Save</b></p>	<p>Selecting this option extends the life of your toner cartridge and reduces your cost per page without a significant reduction in the print quality.</p> <ul style="list-style-type: none"> <li>• <b>Printer Setting:</b> When you select this option, the Toner Save feature is determined by the setting you've made on the control panel of the machine.</li> <li>• <b>On:</b> Select this option to allow the machine to use less toner on each page.</li> <li>• <b>Off:</b> When you do not need to save toner to print a document, select this option.</li> </ul>
<p><b>3 Advanced Options</b></p>	<p>You can make advanced settings by clicking the <b>Advanced Options</b> button.</p>  <p><b>Darkness</b></p> <p>Use this option to lighten or darken the image appearance in your print.</p> <ul style="list-style-type: none"> <li>• <b>Normal:</b> This setting is for normal documents.</li> <li>• <b>Light:</b> This setting is for bolder line widths or darker grayscale images.</li> <li>• <b>Dark:</b> This setting is for finer line width, higher definition in graphics and lighter grayscale images.</li> </ul> <p>When the <b>Darken Text</b> option is checked, all text in your document prints darker than normal.</p>

Property	Description
<p><b>3 Advanced Options</b> (continued)</p>	<div data-bbox="673 214 1210 799" style="background-color: #e0f2f7; padding: 10px;"> <p><b>True Type Options</b></p> <p>This option determines what the driver tells the machine about how to image the text in your document. Select the appropriate setting according to the status of your document.</p> <ul style="list-style-type: none"> <li>• <b>Download as Bit Image:</b> When this option is selected, the driver downloads the font data as bitmap images. Documents with complicated fonts, such as Korean or Chinese, or various types of fonts print faster in this setting.</li> <li>• <b>Print as Graphics:</b> When this option is selected, the driver downloads any fonts as graphics. When printing documents with high graphic content and relatively few TrueType fonts, printing performance (speed) may be enhanced in this setting.</li> </ul> </div> <div data-bbox="673 819 1210 1039" style="background-color: #e0f2f7; padding: 10px; margin-top: 10px;"> <p><b>Print All Text Black</b></p> <p>When the <b>Print All Text Black</b> option is checked, all text in your document prints in solid black, regardless of the color it appears on the screen. When it is not checked, colored text prints in shades of gray.</p> </div>

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## Printing Multiple Pages on One Sheet of the Paper



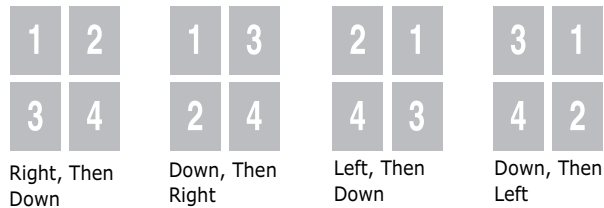
You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages are smaller and arranged in the order you specified on the sheet. You can print up to 16 pages on one sheet.

- 1** To change the print settings from your software application, access the printer's Properties. See page 3.2.
- 2** From the **Layout** tab, choose **Multiple Pages per Side** from the **Type** drop-down list.

- 3 Select the number of pages you want to print per sheet (1, 2, 4, 9 or 16) on the **Pages per Side** drop-down list.



- 4 Select the page order on the **Page Order** drop-down list, if necessary.



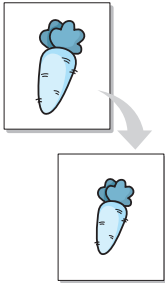
Check **Print Page Border** to print a border around each page on the sheet.



**NOTE:** **Page Order** and **Print Page Border** are enabled only when the number of pages per side is 2, 4, 9 or 16.

- 5 Click the **Paper** tab and select the paper source, size and type.
- 6 Click **OK** and print the document.

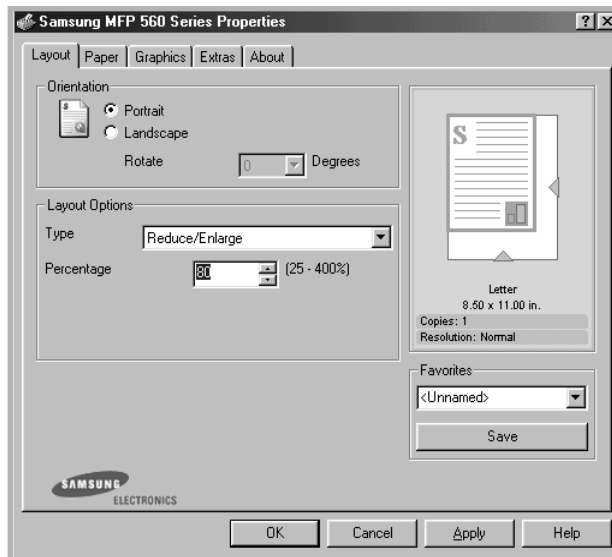
## Printing a Reduced or Enlarged Document



You can scale your print job on a page.

- 1 When you change the print settings from your software application, access the printer's Properties. See page 3.2.
- 2 From the **Layout** tab, select **Reduce/Enlarge** on the **Type** drop-down list.
- 3 Enter the scaling rate in the **Percentage** input box.

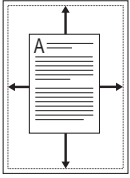
You can also click the ▲ or ▼ button.



- 4 Click the **Paper** tab and select the paper source, size and type.
- 5 Click **OK** and print the document.

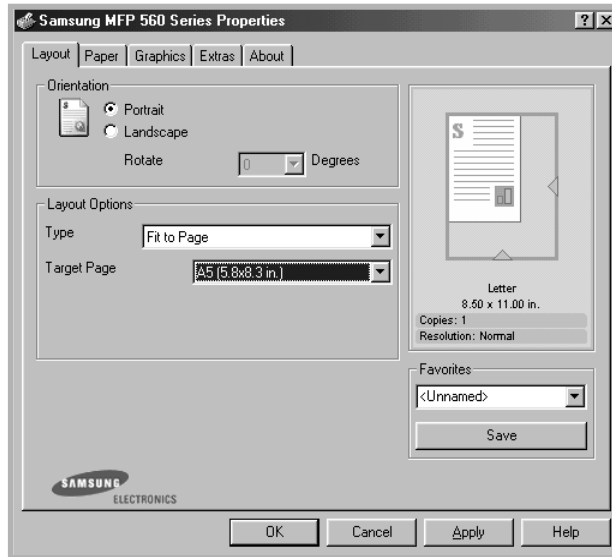


# Fitting Your Document to a Selected Paper Size



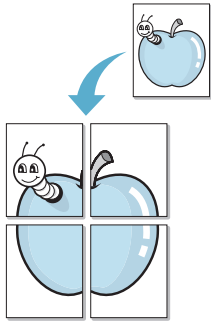
You can scale your print job to any paper size regardless of the digital document size. This can be useful when you want to check the fine details on a small document.

- 1 When you change the print settings from your software application, access the printer's Properties. See page 3.2.
- 2 From the **Layout** tab, select **Fit to Page** on the **Type** drop-down list.
- 3 Select the correct size from the **Target Page** drop-down list.



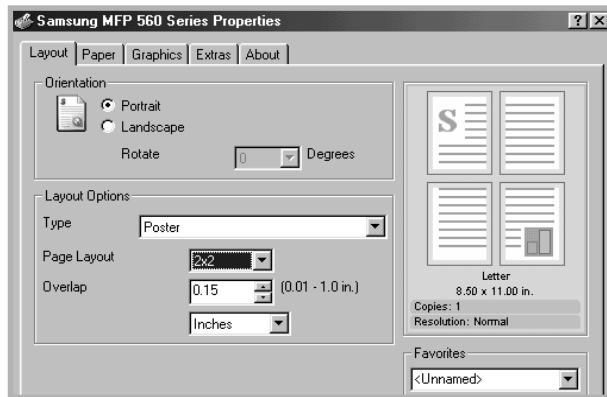
- 4 Click the **Paper** tab and select the paper source and type.
- 5 Click **OK** and print the document.

# Printing Posters



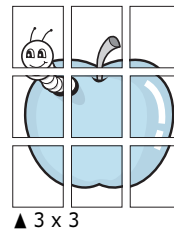
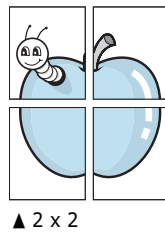
You can print a single-page document onto 4, 9 or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-sized document.

- 1 When you change the print settings from your software application, access the printer's Properties. See page 3.2.
- 2 From the **Layout** tab, select **Poster** on the **Type** drop-down list.

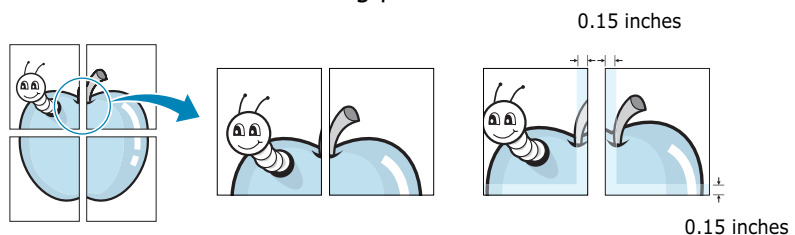


- 3 Configure the poster option:

You can select the page layout from **2x2**, **3x3** or **4x4**. If you select **2x2**, the image is automatically stretched to cover 4 physical pages.



Specify an overlap in millimeters or inches to make it easier to reconstruct the resulting poster.



- 4 Click the **Paper** tab and select the paper source, size and type.
- 5 Click **OK** and print the document. You can complete the poster by posting the sheets together.

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## Using Watermarks

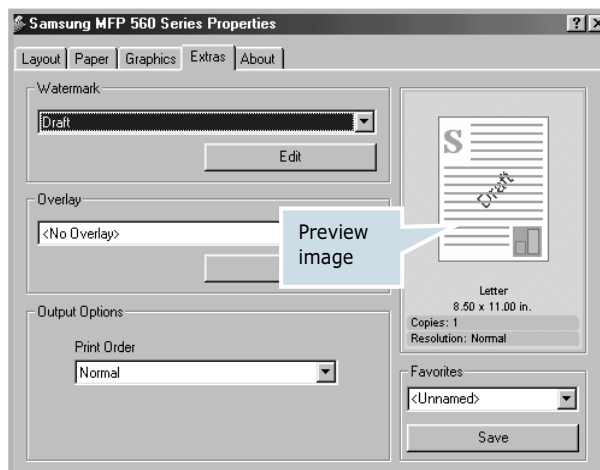


The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all of the pages of a document.

There are several predefined watermarks that come with your machine, and they can be modified or you can add new ones to the list.

### Using an Existing Watermark

- 1 When you change the print settings from your software application, access the printer's Properties. See page 3.2.
- 2 Click the **Extras** tab and select a watermark on the **Watermark** drop-down list. It appears in the preview image window.



- 3 Click **Ok** and start printing.

## Creating a Watermark

- 1 When you change the print settings from your software application, access the printer's Properties. See page 3.2.
- 2 Click the **Extras** tab and click **Edit** in the **Watermark** section. The Edit Watermarks window appears.



- 3 Enter text message you want to print in the **Watermark Message** box.

The message displays in the preview image window.

When the **First Page Only** box is checked, the watermark prints on the first page only.

- 4 Select the watermark options.

You can select the font name, style and size and gray scale level from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.

- 5 Click **Add** to add a new watermark to the list.
- 6 When you finish creating, click **Ok** and start printing.

To stop printing the watermark, select **<No Watermark>** on the **Watermark** drop-down list.

## Editing a Watermark

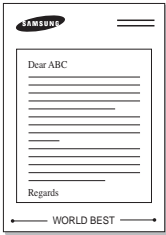
- 1 When you change the print settings from your software application, access the printer properties. See page 3.2.
- 2 Click the **Extras** tab and click **Edit** in the **Watermark** section. The Edit Watermarks window appears.
- 3 Select the watermark you want to edit on the **Current Watermarks** list, to change the watermark message and the options. Refer to page 3.16.
- 4 Click **Update** to save the changes.
- 5 Click **Ok**.

## Deleting a Watermark

- 1 When you change the print settings from your software application, access the printer's Properties. See page 3.2.
- 2 From the **Extras** tab, click **Edit** in the **Watermark** section. The Edit Watermarks window appears.
- 3 Select the watermark you want to delete on the **Current Watermarks** list and click **Delete**.
- 4 When a confirming message window appears, click **Yes**.
- 5 Click **Ok**.

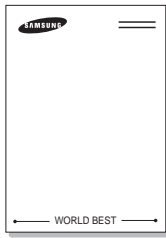
# Using Overlays

## What is an Overlay?



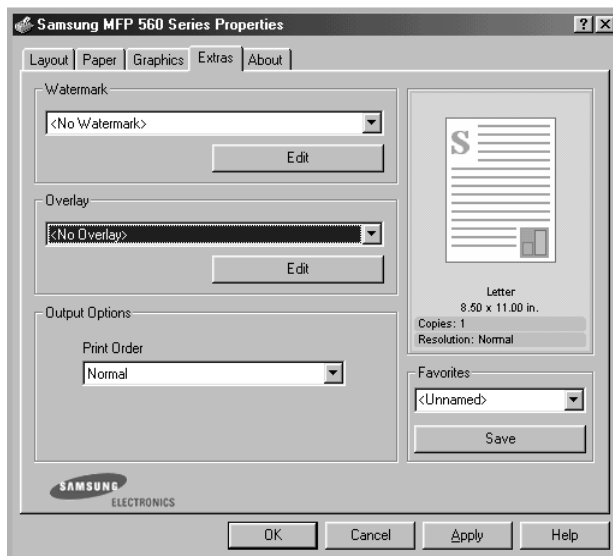
An overlay is text and/or images stored on the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you need only tell the machine to print the letterhead overlay on your document.

## Creating a New Page Overlay

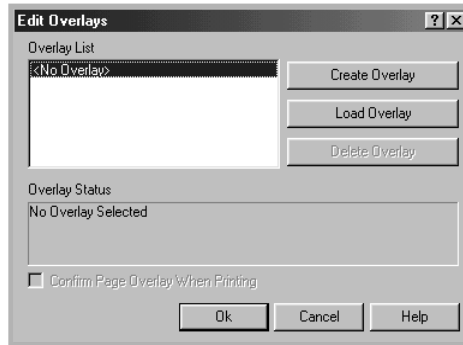


To use a page overlay, you must create a new page overlay containing your logo or image.

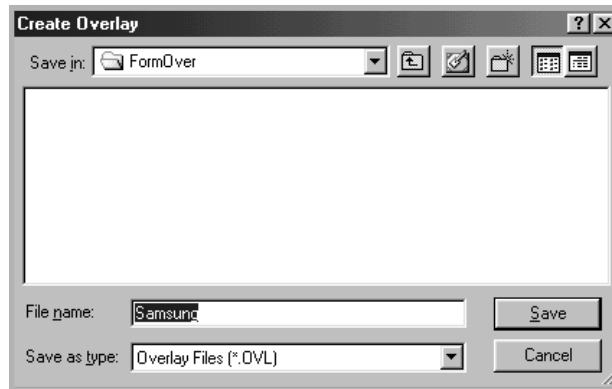
- 1 Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay. If needed, save the file for later use.
- 2 When you change the print settings from your software application, access the printer's Properties. See page 3.2.
- 3 Click the **Extras** tab and click **Edit** in the **Overlay** section.



- 4 In the Edit Overlays window, click **Create Overlay**.



- 5 In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary. (The default is C:\Formover).



- 6 Click **Save**. The name appears on the Overlay List.
- 7 Click **Ok** or **Yes** to finish creating.

The file is not printed out. Instead it is stored in your computer HDD disk.

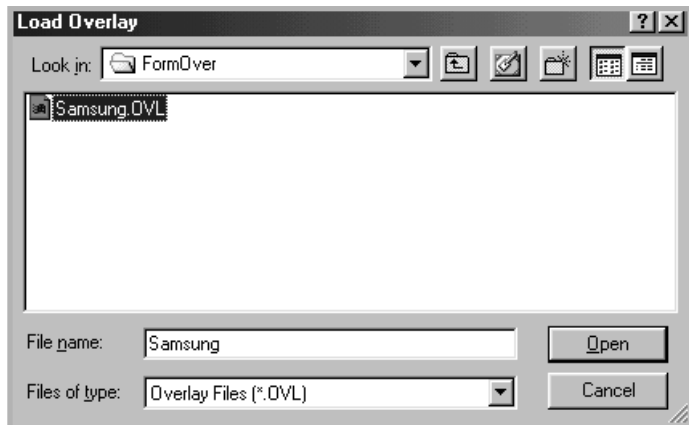


**NOTE:** The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

## Using a Page Overlay

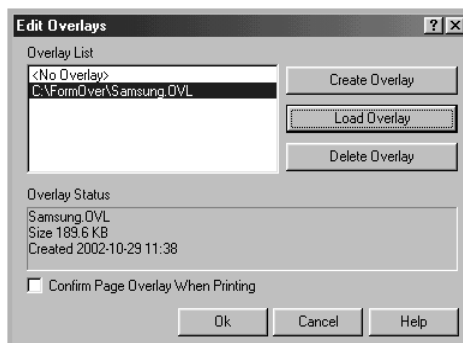
After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

- 1 Create or open the document you want to print.
- 2 When you change the print settings from your software application, access the printer's Properties. See page 3.2.
- 3 Click the **Extras** tab.
- 4 Select the overlay you want to print from the **Overlay** drop-down list box.
- 5 When the overlay file you want doesn't appear on the Overlay List, click **Edit** and **Load Overlay**, and select the overlay file.



If you have stored the overlay file you want to use in an external source, you can also load the file when you access this Load Overlay window.

After you select the file, click **Open**. The file appears on the Overlay List and is available for printing. Select the overlay from the **Overlay List** box.





- 6 If necessary, click **Confirm Page Overlay When Printing**. When this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

Answering **Yes** to the window means that the selected overlay prints with your document. Answering **No** to the window cancels overlay printing.

If this box is empty and an overlay has been selected, the overlay will be automatically printed with your document.

- 7 Click **OK** or **Yes** until the printing starts.

The overlay downloads with your print job and prints on your document.



---

**NOTE:** The resolution of the overlay document must be the same as that of the document you will print with the overlay.

---

## Deleting a Page Overlay

You can delete page overlays that you no longer use.

- 1 In the printer's properties window, click the **Extras** tab.
- 2 Click **Edit** in the Overlay section.
- 3 Select the overlay you want to delete from the Overlay List box.
- 4 Click **Delete Overlay**.
- 5 When a confirming message window appears, click **Yes**.
- 6 Click **OK** until you exit the Print window.

---

## Setting Up the Locally Shared Printer

You can connect the machine directly to a selected computer, which is called "host computer," on the network. Your machine can be shared by other users on the network through a Windows 9x, Me, 2000, XP or NT 4.0 network printer connection.

### In Windows 9x/Me

#### Setting Up the Host Computer

- 1 Start Windows.
- 2 From the **Start** menu, select **Control Panel** and double-click on the **Network** icon.
- 3 Check the **File and Print Sharing** box and click **OK**.
- 4 Click **Start** and select **Printers** from **Settings**. Double-click your printer icon.
- 5 Select **Properties** in the **Printer** menu.
- 6 Click the **Sharing** tab and check the **Shared As** box. Fill in the **Share Name** field and then click **OK**.

#### Setting Up the Client Computer

- 1 Right-click **Start** and select **Explorer**.
- 2 Open your network folder in the left column.
- 3 Right-click the shared name and select **Capture Printer Port**.
- 4 Select the port you want, check the **Reconnect at log on** box and then click **OK**.
- 5 From the **Start** menu, select **Settings** and then **Printers**.
- 6 Double-click your printer icon.

- 7 From the **Printer** menu, select **Properties**.
- 8 From the **Details** tab, select the printer port and click **OK**.

## In Windows NT 4.0/2000/XP

### Setting Up the Host Computer

- 1 Start Windows.
- 2 For Windows NT 4.0/2000, from the **Start** menu, select **Settings** and then **Printers**.  
For Windows XP, from the **Start** menu, select **Printers and Faxes**.
- 3 Double-click your printer icon.
- 4 From the **Printer** menu, select **Sharing**.
- 5 For Windows NT 4.0, check the **Shared** box.  
For Windows 2000, check the **Shared As** box.  
For Windows XP, check the **Share this printer** box.
- 6 For Windows NT 4.0, fill in the **Share Name** field and click **OK**.  
For Windows 2000/XP, fill in the **Shared Name** field and click **OK**.

### Setting Up the Client Computer

- 1 Right-click **Start** and select **Explorer**.
- 2 Open your network folder in the left column.
- 3 Click the shared name.
- 4 For Windows NT 4.0/2000, from the **Start** menu, select **Settings** and **Printers**.  
For Windows XP, from the **Start** menu, select **Printers and Faxes**.

- 5 Double-click your printer icon.
- 6 From the **Printer** menu, select **Properties**.
- 7 Press the **Ports** tab and click **Add Port**.
- 8 Select **Local Port** and click **New Port**.
- 9 Fill in the **Enter a port name** field and enter the shared name.
- 10 Click **OK** and click **Close**.
- 11 For Windows NT 4.0, click **OK**.  
For Windows 2000/XP, click **Apply** and click **OK**.



# 4

## COPYING

This chapter gives you step-by-step instructions for copying documents.

This chapter includes:

- **Loading Paper for Copying**
- **Preparing a Document**
- **Making a Copy**
- **Setting Copy Options**
- **Changing the Default Settings**
- **Setting the Time Out Option**

---

## Loading Paper for Copying

The instructions for loading print materials are the same whether you are printing, faxing or copying. For copying, you can use Letter-, A4-, Legal-sized print materials. For further details, see page 1.12 for loading in the paper tray and page 2.8 for loading in the manual feeder.

---

## Preparing a Document

Using the ADF (Automatic Document Feeder), you can load up to 20 documents (47~90g/m<sup>2</sup>, 12.5~24lb) for one job.

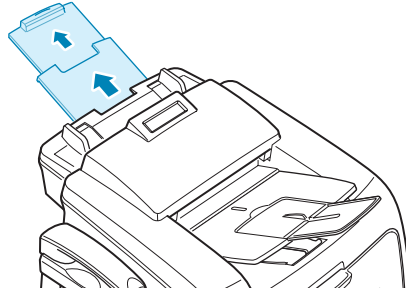
When you use the ADF:

- Do not load documents smaller than 142 x 148 mm or larger than 216 x 356 mm.
- Do not attempt to feed the following types of documents:
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper
  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
- Remove all staples and paper clips before loading documents.
- Make sure any glue, ink or correction fluid on the paper is completely dry before loading documents.
- Do not load documents containing different sizes or weights of paper.
- Do not load booklet, pamphlet, transparencies or documents having other unusual characteristics.

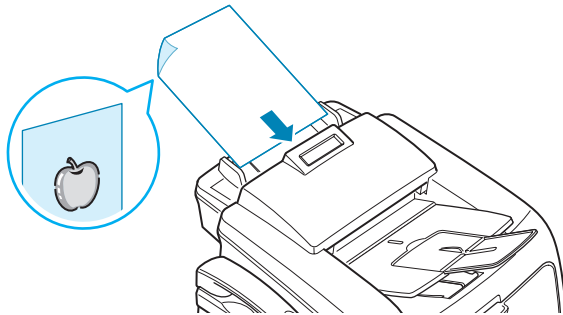
---

## Making a Copy

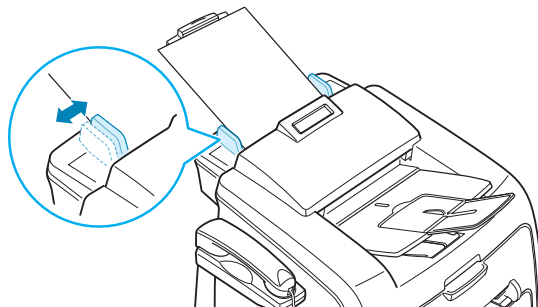
- 1 Pull the document support all the way out. Fold out the extender, if necessary.



- 2 Load the documents up to 20 pages **face down** into the ADF.



- 3 Adjust the document guides to the document size.



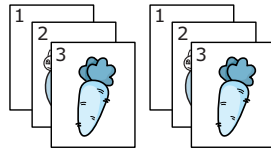
- 4 Customize the copy settings including number of copies, copy size, darkness and original type by using the control panel buttons. See "Setting Copy Options" on page 4.4.

To clear the settings, use the **Stop/Clear** button.

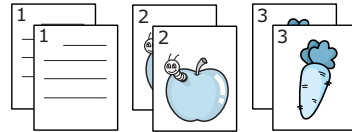
- 5 Press **Start Copy/Fax**.

- 6** If you are making multiple copies and want to collate them, press the scroll button (◀ or ▶) to set Collated Copy to "On" and press **Start Copy/Fax**. Your machine prints one completed document followed by the second completed document.

If you are making one copy or do not want to collate your copies, press **Start Copy/Fax**.



▲ Collated Copy On



▲ Collated Copy Off



**NOTE:** Dust on the ADF glass may cause black lines on the copy. Always keep it clean.

---

## Setting Copy Options

The buttons on the control panel let you make all the basic copy options; darkness, document type, copy size and number of copies. Set the following options for the current copy job before pressing **Start Copy/Fax** to make copies.



**NOTE:** If you press **Stop/Clear** while you set the copy options, all of the options you have set for the current copy job will be canceled and return to their default status. Or, they will automatically return to their default status after the machine completes the copy.

### Darkness

If you have an original document containing faint markings and dark images, you can adjust the brightness to make a copy that is easier to read.

To adjust the contrast, press **Darkness**. Each time you press the button, the LED labeled with the selected mode turns on.

You can choose from the following contrast modes:

- **Light:** works well with dark print.
- **Normal:** works well with standard typed or printed documents.
- **Dark:** works well with light print or faint pencil markings.



## Original Type

The Original Type setting is used to improve the copy quality by selecting the document for the current copy job.

To select the document type, press **Original Type**. Each time you press the button, the LED labeled with the selected mode turns on.

You can choose from the following image modes:

- **Text**: Use for documents containing mostly text.
- **Photo**: Use when the originals are photographs.



---

**NOTE:** When you copy a document containing color on the background, such as a newspaper or a catalog, you can get the background on your copy. If you want to reduce the background, change the **Darkness** setting to **Light** and/or the **Original Type** setting to **Text**.

---

## Number of Copies

Using the **No. of Copies** button, you can select the number of copies from 1 to 99.

- 1 Press **No. of Copies**.
- 2 Press the scroll button (◀ or ▶) until the number you want appears on the display.

Pressing and holding the buttons allows you to quickly increase and decreases in increments of 5.

You can enter the value using the number keypad.

- 3 Press **Enter** to save the selection.

## Reduced/Enlarged Copying

Using the **Reduce/Enlarge** button, you can reduce or enlarge the size of a copied image from 50% to 200%.

To select from the predefined copy sizes:

**1** Press **Reduce/Enlarge**.

The default setting appears on the bottom line of the display.

**2** Use **Reduce/Enlarge** or the scroll button (◀ or ▶) to find the size setting you want.

**3** Press **Enter** to save the selection.

To fine-tune the size of copies:

**1** Press **Reduce/Enlarge**.

**2** Press **Reduce/Enlarge** or the scroll button (◀ or ▶) until "Custom:50-200%" displays on the bottom line. Press **Enter**.

**3** Press the scroll button (◀ or ▶) until the copy size you want appears on the display.

Pressing and holding the buttons allows you to quickly increase and decreases in increments of 5.

You can enter the value using the number keypad.

**4** Press **Enter** to save the selection.



---

**NOTE:** When you make a reduced copy, black lines may appear at the bottom of your copy.

---

---

## Changing the Default Settings

Copy options, including darkness, original type, copy size and number of copies, can be set to the most frequently used modes. When you copy a document, the default settings are used unless they are changed by using the corresponding buttons on the control panel.

To create your own default settings:

- 1 Press **Menu** on the control panel until "Copy Setup" appears on the top line of the display.  
The first menu item, "Default-Change", appears on the bottom line.
- 2 Press **Enter** to access the menu item. The first setup option, "Darkness," appears on the bottom line.
- 3 Press the scroll button (◀ or ▶) to scroll through the setup options.
- 4 When the option you want to set appears, press **Enter** to access the option.
- 5 Change the setting using the scroll button (◀ or ▶) or enter the value using the number keypad.
- 6 Press **Enter** to save the selection.
- 7 Repeat steps 3 through 6, as needed.
- 8 To return to Standby mode, press **Stop/Clear**.



---

**NOTE:** While you set copy options, pressing **Stop/Clear** cancels the changed settings and restores their default status.

---

---

## Setting the Time Out Option

You can set the time the machine waits before it restores the default copy settings, if you do not start copying after changing them on the control panel.

- 1 Press **Menu** on the control panel until "Copy Setup" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) to display "Timeout" on the bottom line.
- 3 Press **Enter** to access the menu item.
- 4 Press the scroll button (◀ or ▶) until the status you want appears on the display.

You can select from 15, 30, 60 and 180 (seconds).  
Selecting "Off" means that the machine does not restore the default settings until you press **Start Copy/Fax** to start copying, or **Stop/Clear** to cancel.

- 5 Press **Enter** to save the selection.
- 6 To return to Standby mode, press **Stop/Clear**.



# 5

## SCANNING

Scanning with your machine lets you turn pictures and text into digital files on your computer. Then you can fax or e-mail the files, display them on your web site or use them to create projects that you can print using Samsung SmarThru software.

This chapter includes:

- **Scanning Basics**
- **Scanning Using Samsung SmarThru**
- **Scanning Process with TWAIN-enabled Software**

---

## Scanning Basics

Your machine offers two ways to scan:

- From the Samsung SmarThru software: Launch Samsung SmarThru and open the Scan Wizard to begin scanning. See below.
- From TWAIN-compliant software: You can use other software including Adobe PhotoDeluxe and Adobe Photoshop. See page 5.6.



---

### NOTES:

- To scan with your machine, you must install the MFP driver.
  - Scanning is done through the same LPT or USB port currently assigned for your printer port.
- 

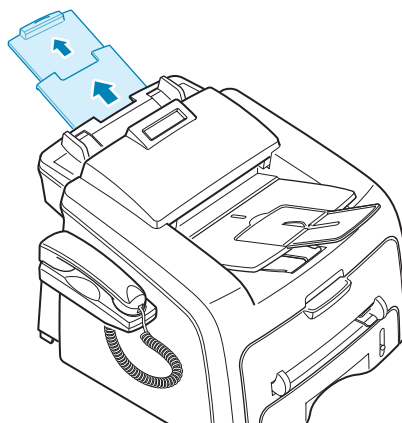
---

## Scanning Using Samsung SmarThru

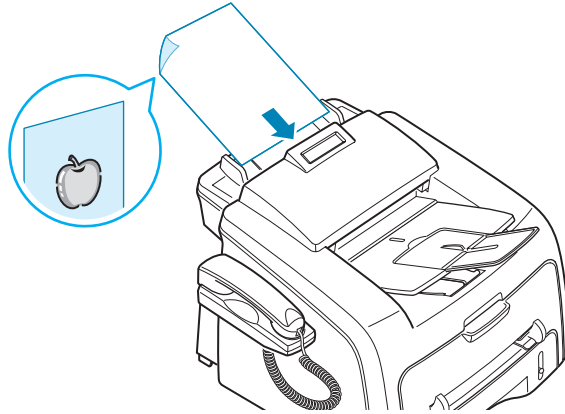
Samsung SmarThru is the accompanying software for your machine. With the SmarThru, scanning becomes a pleasure.

Follow these steps to start scanning using the SmarThru:

- 1** Make sure that your machine and computer are turned on and properly connected to each other.
- 2** Pull the document input support all the way out. Fold out the extender, if necessary.

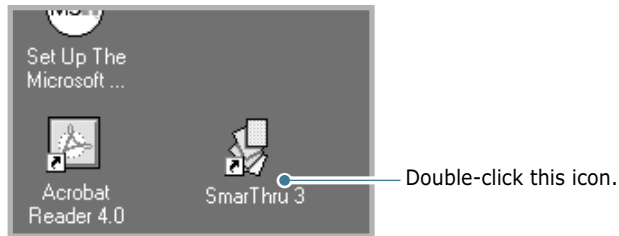


- 3 Load the document(s) to be scanned **face down** into the ADF (Automatic Document Feeder) and adjust the document guides.

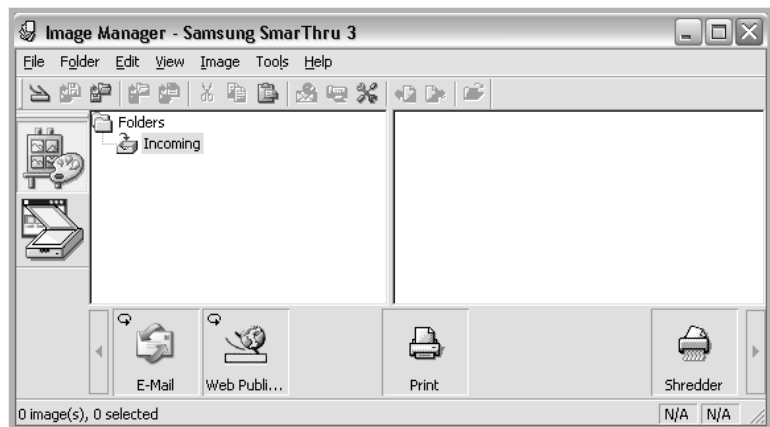


For detailed guidelines for preparing an original document, see page 4.2.

- 4 Once you have installed Samsung software, you see the SmarThru icon on the desktop. Double-click the **SmarThru 3** icon.



The SmarThru 3 window opens.



- 5 To open the Scan Wizard, click the **Scan Wizard** icon in the plug-in bar on the left of the SmarThru 3 window.



The Scan Wizard lets you use the following services:

- **Scan**  
Lets you scan the original documents and save them in the Image Manager of the Samsung SmarThru system. The Image Manager is an image database manager and image editor program.
- **Copy**  
Lets you use your machine to produce professional quality copies. You can adjust the image size and select advanced settings.
- **Scan to Email**  
Lets you scan the original documents and then launches a default mail program of your system, such as Microsoft Outlook Express, so that you can send the scanned image attached to a new mail. To send e-mail using the Samsung SmarThru system, you need to enable the Internet Gate and configure an e-mail account in SmarThru Configuration. Refer to the SmarThru User's Guide.
- **Scan to FAX**  
Lets you scan the original documents and then launches a New Fax form which helps you to send them as a fax image. This service is available only when you enable and configure the Fax Gate in SmarThru Configuration. Refer to the SmarThru User's Guide.



- **Scan to WEB**

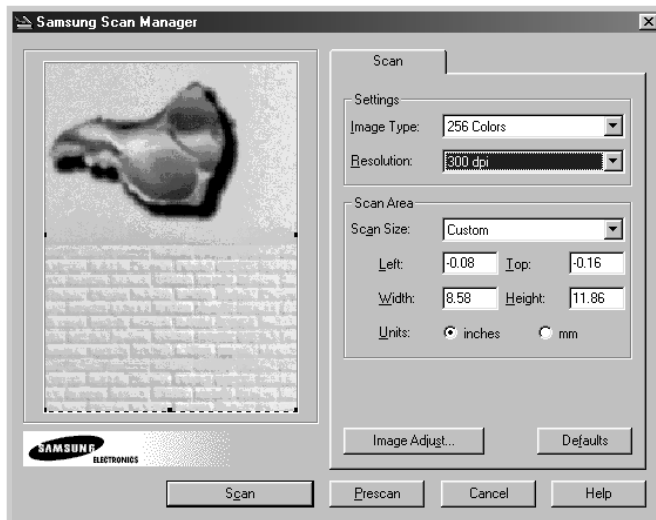
Lets you scan the original documents for further publishing to the Web.

- **Scan to OCR**

Lets you scan the original documents and pass them to the OCR program. OCR (Optical Character Recognition) is the process of converting a scanned image into text that you can edit in a word processing program. After you scan your document, the software processes or "recognizes" it. Then you can change it and either save the file or open it in any word processing program on your computer.

6 Click the service icon according to your job.

7 The Samsung Scan Manager opens for the selected service. Adjust the scan settings. You can use the **Help** button to receive on-line help.



8 To start scanning, click **Scan**.

For more information, please refer to the SmarThru User's Guide which came with your machine.



**NOTE:** If you want to cancel the scan job, press the **Stop/Clear** button on the control panel.

---

## Scanning Process with TWAIN-enabled Software

If you want to scan documents using other software, you will need to use TWAIN-compliant software, such as Adobe PhotoDeluxe or Adobe Photoshop. The first time you scan with your machine, select it as your TWAIN source in the application you use.

The basic scanning process involves a number of steps:

- Place your photograph or page in the ADF. See page 5.2.
- Open an application, such as PhotoDeluxe or Photoshop.
- Open the TWAIN window and set the scan options.
- Scan and save your scanned image.

You need to follow the program's instructions for acquiring an image. Please refer to the user's guide of the application.



# 6

## FAXING

This chapter gives you information about using your machine as a fax machine.

This chapter includes:

- **Setting Up the Fax System**
- **Sending a Fax**
- **Receiving a Fax**
- **Automatic Dialing**
- **Other Ways to Fax**
- **Additional Features**

# Setting Up the Fax System

---

## Changing the Fax Setup options

- 1** Press **Menu** until "Fax Setup" appears on the top line of the display.  
  
The first available menu item, "Ring to Answer," displays on the bottom line.
- 2** Press the scroll button (◀ or ▶) until the menu item you want on the bottom line and press **Enter**.
- 3** Use the scroll button (◀ or ▶) to find the status or use the number keypad to enter the value for the option you have selected.
- 4** Press **Enter** to save the selection.
- 5** If necessary, repeat steps 2 through 4.
- 6** To return to Standby mode, press **Stop/Clear**.

## Available Fax Setup Options

You can use the following setup options for configuring the fax system:

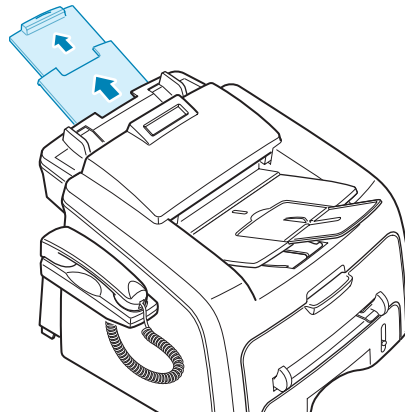
Option	Description
Ring to Answer	You can specify the number of times the machine rings, 1 to 7, before answering an incoming call.
Darkness	You can select the default darkness mode to fax your documents lighter or darker. <ul style="list-style-type: none"><li>• <b>Light</b> works well with dark print.</li><li>• <b>Normal</b> works well with standard typed or printed documents.</li><li>• <b>Dark</b> works well with light print or faint pencil markings.</li></ul>
Redial Term	Your machine can automatically redial a remote fax machine when the line is busy. Intervals from 1 to 15 minutes can be entered.
Redials	You can specify the number of redial attempts, 0 to 13. If you enter <b>0</b> , the machine will not redial.
MSG Confirm	You can set your machine to print a report showing whether the transmission was successful, how many pages were sent, and more. The available options are <b>On</b> , <b>Off</b> and <b>On-Error</b> , which prints only when a transmission is not successful.
Auto Report	A report with detailed information about the previous 50 communications operations, including time and dates. The available options are <b>On</b> or <b>Off</b> .
Auto Reduction	When receiving a document as long as or longer than the paper loaded in the paper tray, the machine can reduce the size of the document to fit the size of paper loaded in the machine. Select <b>On</b> if you want to automatically reduce an incoming page.  With this feature set to <b>Off</b> , the machine cannot reduce the document to fit onto one page, the document is divided and printed in actual size on two or more pages.

Option	Description
Discard Size	<p>When receiving a document as long as longer than the paper installed in your machine, you can set the machine to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print on two sheets of paper at the actual size.</p> <p>When the document is within the margin and the Auto Reduction feature is turned on, the machine reduces the document to fit it onto the appropriate sized paper and discard does not occur. If the Auto Reduction feature is turned off or fails, the data within the margin will be discarded. Settings range from 0 to 30 mm.</p>
Receive Code	<p>The Receive Code allows you to initiate fax reception from an extension phone plugged into the EXT jack on the back of the machine. If you pick up the extension phone and hear fax tones, enter the Receive Code. The Receive Code is preset to *9* at the factory. Settings range from 0 to 9. See page 6.13 for more information about using the code.</p>

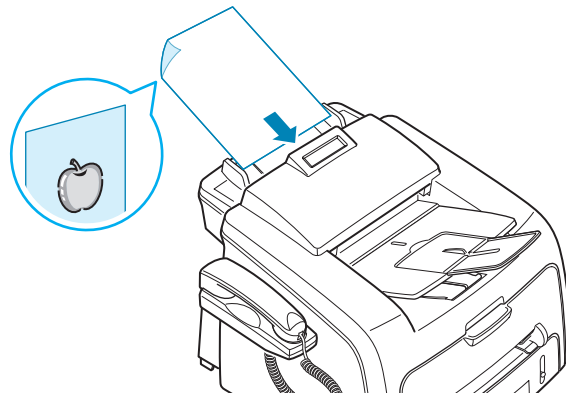
# Sending a Fax

## Loading a Document

- 1 Pull the document input support all the way out. Fold out the extender, if necessary.



- 2 Load the documents up to 20 pages **face down** into the ADF and adjust the document guides to the document size.



For detailed guidelines for preparing an original document, see page 4.2.

- 3 Adjust the document resolution, referring to page 6.6.

---

## Adjusting the Document Resolution

The default document settings produce good results when setting typical text based documents.

However, if you send documents that are of a poor quality, or contain photographs, you can adjust the resolution to produce a higher quality fax.

- 1 Press **Resolution** on the control panel.
- 2 By pressing **Resolution** or the scroll button (◀ or ▶), you can choose from Standard, Fine, Super Fine and Photo.

The document types recommended for the resolution settings are described in the following table below:

Mode	Recommended for:
Standard	Documents with normal-sized characters.
Fine	Documents containing small characters or thin lines or documents printed using a dot-matrix printer.
Super Fine	Documents containing extremely fine detail. Super Fine mode is enabled only if the remote machine also supports the Super Fine resolution. See the notes below.
Photo	Documents containing shades of gray or photographs.



---

### NOTES:

- For the memory transmission, Super Fine mode is not available. The resolution setting is automatically changed to Fine.
  - When your machine is set to Super Fine resolution and the remote fax machine does not support the Super Fine resolution, the machine transmits using the highest resolution mode supported by the remote fax machine.
-



---

## Sending a Fax Automatically

- 1** Load the document(s) face down into the ADF.  
For details about loading a document, see page 6.5.
- 2** Adjust the document resolution to suit your fax needs. See page 6.6.  
If you need to change the darkness, see page 6.3.
- 3** Enter the remote fax phone number using the number keypad.  
You can use the one-touch keypad or speed or group dial numbers. For details about storing a number, see page 6.9.
- 4** Press **Start Copy/Fax**.  
The number is dialed and then the machine begins sending the fax when the remote fax machine is ready.



---

**NOTE:** When you want to cancel the fax job, press **Stop/Clear** at any time while sending the fax.

---

---

## Sending a Fax Manually

- 1** Load the document(s) face down into the ADF.  
For details about loading a document, see page 6.5.
- 2** Adjust the document resolution to suit your fax needs. See page 6.6.  
If you need to change the darkness, see page 6.3.
- 3** Press **On Hook Dial** or lift the handset. You hear a dial tone.
- 4** Enter the remote fax machine's fax number using the number keypad.  
You can use the one-touch keypad or speed or group dial numbers. For details about storing a number, see page 6.9.
- 5** When you hear a high-pitched fax signal from the remote fax machine, press **Start Copy/Fax**.



---

**NOTE:** When you want to cancel the fax job, press **Stop/Clear** at any time while sending the fax.

---

---

## Redialing the Last Number

To redial the last number you dialed:

Press **Redial/Pause**.

If a document is loaded in the ADF, the machine automatically begins to send.

---

## Confirming Transmission

When the last page of your document has been sent successfully, the machine beeps and returns to Standby Mode.

When something goes wrong while sending your fax, an error message appears on the display. For a listing of error messages and their meanings, see page 9.8.

If you receive an error message, press **Stop/Clear** to clear the message and try to send the document again.

You can set your machine to print a confirmation report automatically each time sending a fax is completed. For further details, see the MSG Confirm item on page 6.3.

---

## Automatic Redialing

When the number you have dialed is busy or there is no answer when you send a fax, the machine automatically redials the number every three minutes up to seven times by the factory default settings.

When the display shows "Retry Redial ?," press **Enter** to redial the number without waiting. To cancel the automatic redialing, press **Stop/Clear**.

To change the time interval between redials and the number of redial attempts. See page 6.3.

# Receiving a Fax

---

## About Receiving Modes

- In Fax mode, the machine answers an incoming fax call and immediately goes into the fax reception mode.
- In Tel mode, you can receive a fax by picking up the handset or pressing **On Hook Dial** (you can hear voice or fax tone from the remote machine) and then pressing **Start Copy/Fax** on the control panel of your machine. You can also pick up the handset of the extension phone and then press the remote receive code; see page 6.13.
- In Ans/Fax mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to Fax mode.

The current receiving mode displays when the machine is in Standby mode.

When the memory is full, the receiving mode automatically switches to Tel.



### NOTES:

- To use Ans/Fax mode, connect an answering machine to the EXT jack on the back of your machine. see page 1.15.
  - If you do not want other people to view your received documents, you can use Secure Receiving mode. In this mode, all of the received faxes are stored in the memory. For further details, see page 6.28.
-

---

## Loading Paper for Receiving Faxes

The instructions for loading paper in the paper tray are the same whether you are printing, faxing, or copying, except that faxes can only be printed on Letter-, A4- or Legal-sized plain paper. For details about loading paper and setting the paper size in the tray, see page 1.12 and page 1.37.

---

## Receiving Automatically in Fax Mode

Your machine is preset to Fax mode at the factory. If you have changed the receiving mode, take the following steps to receive faxes automatically:

- 1** Press **Receive Mode**.
- 2** Press and hold **Receive Mode** until "Fax" displays on the bottom line. You may have to repeat this action once or twice, depending on the mode you're in.
- 3** When you receive a fax, the machine answers the call on a specified number of rings and automatically receives the fax.

To change the number of rings, see page 6.3.

---

## Receiving Manually in Tel Mode

You can answer calls using the handset or the **On Hook Dial** button.

- 1** Press **Receive Mode**.
- 2** Press and hold **Receive Mode** until "Tel" displays on the bottom line. You may have to repeat this action once or twice, depending on the mode you're in.

- 3 When you receive a fax call, pick up the handset or press **On Hook Dial**.

You can hear a fax tone or voice from the remote machine.

- 4 Press **Start Copy/Fax** to receive the fax.

The machine begins receiving a fax and returns to Standby Mode when the reception is completed.

---

## Receiving Automatically in Ans/Fax Mode

For using this mode, you must attach an answering machine to the EXT jack on the back of your machine. See page 1.16.

- 1 Press **Receive Mode**.
- 2 Press and hold **Receive Mode** until "Ans/Fax" displays on the bottom line. You may have to repeat this action once or twice, depending on the mode you're in.
- 3 When you receive a call, the answering machine answers.

If the caller leaves a message, the answering machine stores the message as it would normally. If your machine hears a fax tone on the line, it automatically starts to receive the fax.



---

### NOTES:

- When you have set your machine to Ans/Fax mode and your answering machine is switched off or no answering machine is connected to the EXT jack, your machine automatically goes into Fax mode after a predefined number of rings.
  - If your answering machine has a "user-selectable ring counter," set it to answer incoming calls within 1 ring.
  - If you are in Tel mode, which is receiving faxes manually, when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.
-

---

## Receiving Manually Using an Extension Telephone

You can receive a fax from someone you are talking to on the extension telephone without going to the fax machine.

When you receive a call on the extension phone and hear fax tones, press the keys **\*9\*** on the extension telephone. The machine receives the document.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing **\*9\*** once again.

**\*9\*** is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you choose. For details about changing the code, see page 6.4.

---

## Receiving Faxes in the Memory

Since your machine is a multi-tasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your machine stores incoming faxes in the memory. Then, as soon as you finish copying or printing, the machine automatically prints the fax.

# Automatic Dialing

---

## One-touch Dialing

The 20 one-touch buttons on the control panel lets you store frequently-used fax numbers and dial a number automatically with a touch of a button.

### Storing a Number for One-touch Dialing

- 1 Press and hold one of the one-touch dial buttons for about 2 seconds.

The display asks you to enter the fax number. "T" signifies that you are assigning a one-touch dial button.

If a number is already stored in the location you chose, the display shows the number to allow you to change it. To start over with another one-touch button, press **Stop/Clear**.

- 2 Enter the number you want to store using the number keypad and press **Enter**.

To insert a pause between numbers, press **Redial/Pause**. A symbol "-" appears on the display.

If you make a mistake while entering a number, press the ◀ button and re-enter the correct number.

- 3 To assign a name to the number, enter the name you want. For details about entering characters, see page 1.34.

If you do not want to assign a name, skip this step.

- 4 Press **Enter** when the name appears correctly or without entering a name.

- 5 To store more numbers, press a one-touch button and repeat steps 2 through 4.

OR

To return to Standby mode, press **Stop/Clear**.



## Sending a Fax using a One-touch Number

- 1 Load the document(s) face down into the ADF.  
For details about loading a document, see page 6.5.
- 2 Adjust the document resolution to suit your fax needs. See page 6.6.  
If you need to change the darkness, see page 6.3.
- 3 Press the one-touch button where you stored a number.  
The document scans into the memory.
- 4 The machine dials the fax number stored in the one-touch dial location and the document is sent when the remote fax machine answers.

---

## Speed Dialing

You can store up to 80 frequently-dialed numbers in one or two-digit speed dial locations (0-79).

### Storing a Number for Speed Dialing

- 1 Press **Phone Book** on the control panel.
- 2 Press **Phone Book** or the scroll button (◀ or ▶) to display "Store & Edit" on the bottom line of the display. Press **Enter**.
- 3 Press **Enter** when "Speed Dials" appears on the display.  
The display prompts you to enter a location number, showing the first available number.
- 4 Enter a one or two-digit speed dial number between 0 and 79, using the number keypad or scroll button (◀ or ▶) and press **Enter**.  
If a number is already stored in the location you chose, the display shows the number to allow you to change it. To start over with another speed-dial number, press **Upper Level**.

- 5 Enter the number you want to store using the number keypad and press **Enter**.

To insert a pause between numbers, press **Redial/Pause**. A symbol “-” appears on the display.

- 6 To assign a name to the number, enter the name you want. For details about entering characters, see page 1.34.

OR

If you do not want to assign a name, skip this step.

- 7 Press **Enter** when the name appears correctly or without entering a name.

- 8 To store more fax numbers, repeat steps 4 through 7.

OR

To return to Standby mode, press **Stop/Clear**.

## **Sending a Fax using a Speed Number**

- 1 Feed the document(s) face up into the ADF.

For details about loading a document, see page 6.5.

- 2 Adjust the document resolution to suit your fax needs. See page 6.6.

If you need to change the darkness, see page 6.3.

- 3 Enter the speed dial number.

- For a one-digit speed dial number, press and hold the appropriate digit button.
- For a two-digit speed dial number, press the first digit button and hold the last digit button.

The corresponding entry's name briefly displays.

- 4 The document scans into the memory.

The fax number stored in the speed dial location is automatically dialed. The document is sent when the remote fax machine answers.

---

## Group Dialing

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a one or two-digit group dial location. This enables you to use a group dial number setting to send the same document to all the destinations in the group.

### Setting a Group Dial Number

- 1 Press **Phone Book** on the control panel.
- 2 Press **Phone Book** or the scroll button (◀ or ▶) to display "Store & Edit" on the bottom line of the display. Press **Enter**.
- 3 Press the scroll button (◀ or ▶) to display "Group Dials" on the bottom line and press **Enter**.
- 4 Press **Enter** when "New" displays on the bottom line.  
  
The display prompts you to enter a location number, showing the first available number.
- 5 Enter a group number between 0 and 79 using the number keypad or scroll button (◀ or ▶) and press **Enter**.
- 6 Press a one-touch dial button, or enter a one or two-digit speed number you want to include in the group and press **Enter**.
- 7 When the display confirms the number to be added to the group, press **Enter**.
- 8 Repeat steps 6 and 7 to enter other one-touch dial or speed dial numbers into the group.
- 9 Press **Upper Level** when you have entered all of the numbers. The display prompts you to enter a group ID.
- 10 To assign a name to the group, enter the name.

OR

If you do not want to assign a name, skip this step.

**11** Press **Enter** when the name appears correctly or without entering a name.

**12** If you want to assign another group, press **Enter** and repeat from step 5.

OR

To return to Standby mode, press **Stop/Clear**.



---

**NOTE:** You cannot include one group dial number in another group dial number.

---

## Editing Group Dial Numbers

You can delete a specific speed dial number from a selected group or add a new number to the selected group.

- 1** Press **Phone Book** on the control panel.
- 2** Press **Phone Book** or the scroll button (◀ or ▶) to display "Store & Edit" on the bottom line of the display. Press **Enter**.
- 3** Press the scroll button (◀ or ▶) to display "Group Dials" on the bottom line and press **Enter**.
- 4** Press the scroll button (◀ or ▶) to display "Edit" on the bottom line and press **Enter**.
- 5** Enter the group number you want to edit and press **Enter**.
- 6** Press a one-touch dial button to enter a speed dial number you want to add or delete.
- 7** When you enter the specific number in the group, the display shows "Delete?."  
  
When you enter a new number, the display shows "Add?."
- 8** Press **Enter** to add or delete the number.
- 9** Change the group name, if necessary, and press **Enter**.

**10** If you want to edit another group, press **Enter** and repeat from step 5.

OR

To return to Standby mode, press **Stop/Clear**.

## **Sending a Fax Using Group Dialing (Multi-address Transmission)**

You can use group dialing for Broadcasting or Delayed transmissions.

Follow the procedure of the operation (Broadcasting transmission; see page 6.21, Delayed transmission; see page 6.22, Priority transmissionpage 6.24, Delayed RX Polling transmissionpage 6.25). When you come to a step in which the display asks you to enter the remote fax number:

- For a one-digit group number, press and hold the appropriate digit button.
- For a two-digit group number, press the first digit button and hold the last digit button.

You can use only one group number for one operation. Then continue the procedure to complete the operation.

Your machine automatically scans the document loaded in the ADF and then dials each of the numbers included in the group.

---

## **Searching for a Number in the Memory**

There are two ways to search for a number in the memory. You can either scan from A to Z sequentially, or you can search using the first letter of the name associated with the number.

### **Searching Sequentially through the Memory**

- 1** Press **Phone Book**.
- 2** Press **Enter** when "Search & Dial" appears on the display.

- 3 Press the scroll button (◀ or ▶) to scroll through the memory until the name and number you want to dial display. You can search upwards or downwards through the entire memory in alphabetical order, from A to Z.

While searching through the machine's memory, you can see that each entry is preceded by one of three letters; "T" for one-touch dial, "S" for speed dial or "G" for group dial number. These letters tell you how the number is stored.

- 4 When the name and/or the number you want displays, press **Start Copy/Fax** or **Enter** to dial.

## Searching with a Particular First Letter

- 1 Press **Phone Book**.
- 2 Press **Enter** when "Search & Dial" appears on the display.
- 3 Press the button labeled with the letter you want to search for. A name beginning with the letter displays.

For example, if you want to find the name "MOBILE," press the **6** button, which is labeled with "MNO."

- 4 Press the scroll button (◀ or ▶) to display the next name.
- 5 When the name and/or the number you want displays, press **Start Copy/Fax** or **Enter** to dial.

---

## Printing a Phonebook List

You can check your automatic dial setting by printing a Phonebook list.

- 1 Press **Phone Book**.
- 2 Press **Phone Book** or the scroll button (◀ or ▶) until "Print" appears on the bottom line and press **Enter**.

A list showing your one-touch dial, speed dial and group dial entries prints out.

# Other Ways to Fax

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## Sending Broadcasting Faxes

Using the **Broadcasting** button on the control panel, you can use the broadcasting fax feature, which allows you to send a document to multiple locations. Documents are automatically stored in the memory and sent to a remote station. After transmission, the documents are automatically erased from the memory.

- 1 Load the document(s) face down into the ADF.

For details about loading a document, see page 6.5.

- 2 Adjust the document resolution to suit your fax needs. See page 6.6.

If you need to change the darkness, see page 6.3.

- 3 Press **Broadcasting** on the control panel.

- 4 Enter the number of the remote machine using the number keypad.

You can use one-touch keypad or speed dial or group dial numbers. For details about storing a number, see page 6.14.

- 5 Press **Enter** to confirm the number. The display asks you to enter another fax number to send the document.



---

**NOTE:** The Another No. prompt does not appear if you have added numbers for another broadcasting or delay fax job. You must wait until the job is completed.

---

- 6 To enter more fax numbers, press **1** to select "Yes" and repeat steps 4 and 5. You can add up to 10 destinations.

Note that you cannot use group dial numbers for another fax number.

- 7 When you finish entering fax numbers, press **2** to select "No" at a Another No. prompt.

The document is scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

The machine begins sending the document in order of the numbers you entered.

---

## Sending a Delayed Fax

You can set your machine to send a fax at a later time when you will not be present.

- 1 Load the document(s) face down into the ADF.

For details about loading a document, see page 6.5.

- 2 Adjust the document resolution to suit your fax needs. See page 6.6.

If you need to change the darkness, see page 6.3.

- 3 Press **Menu** until "Fax Feature" appears on the top line of the display. The first available menu item, "Delay Fax," displays on the bottom line.

- 4 Press **Enter**.

- 5 Enter the number of the remote machine using the number keypad.

You can use one-touch keypad or speed dial or group dial numbers. For details about storing a number, see page 6.14.

- 6 Press **Enter** to confirm the number on the display. The display asks you to enter another fax number to send the document.



---

**NOTE:** The Another No. prompt does not appear if you have added numbers for another broadcasting or delay fax job. You must wait until the job is completed.

---



- 7 To enter more fax numbers, press **1** to select "Yes" and repeat steps 4 and 5. You can add up to 10 destinations.

Note that you cannot use group dial numbers for another fax number.

- 8 When you finish entering fax numbers, press **2** to select "No" at a Another No. prompt.

The display asks you to enter a name.

- 9 To assign a name to the transmission, enter the name. If not, skip this step.

For details on how to enter the name using the number keypad, see page 1.34.

- 10 Press **Enter**.

The display shows the current time and asks you to enter the starting time when the fax is to be sent.

- 11 Enter the time using the number keypad.

To select "AM" or "PM" for 12-hour format, press the \* or # button or any number button.

If you set a time earlier than the current time, the document will be sent at that time on the following day.

- 12 Press **Enter** when the starting time displays correctly.

The document is scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

The machine returns to Standby mode. The display reminds you that you are in Standby mode and that a delayed fax is set.



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**NOTE:** If you want to cancel the delayed transmission, see "Canceling a Scheduled Fax" on page 6.27.

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## Sending a Priority Fax

Using the Priority Fax feature, a high priority document can be sent ahead of reserved operations. The document is scanned into the memory and transmitted when the current operation is finished. In addition, the priority transmission interrupts a broadcast operation between stations (i.e., when the transmission to station A ends, before transmission to station B begins) or between redial attempts.

- 1** Load the document(s) face down into the ADF.

For details about loading a document, see page 6.5.

- 2** Adjust the document resolution to suit your fax needs. See page 6.6.

If you need to change the darkness, see page 6.3.

- 3** Press **Menu** until "Fax Feature" appears on the top line of the display.

- 4** Press the scroll button (◀ or ▶) to display "Priority Fax" on the bottom line and press **Enter**.

- 5** Enter the number of the remote machine using the number keypad.

To enter the number, you can use one-touch keypad or speed dial or group dial numbers. For details, see page 6.14.

- 6** Press **Enter** to confirm the number. The display asks you to enter a name.

- 7** To assign a name to the transmission, enter the name. If not, skip this step.

For details on how to enter a name using the number keypad, see page 1.34.

- 8** Press **Enter**.

The document is scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

The machine shows the number being dialed and begins sending the document.

---

## Polling a Remote Machine

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document to be sent is not in the office. The person who wants to receive the document calls the machine holding it and requests that the document be sent. In other words, it "polls" the machine holding the original document.

You can set the machine to automatically receive documents from the unattended remote fax machine at any time. This feature permits unattended polling in the evening hours when telephone rates are lower.



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**NOTE:** The machine must be ready for polling.

---

- 1 Press **Menu** until "Fax Feature" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) to display "Delay RX Poll" on the bottom line and press **Enter**.
- 3 Enter the number of the remote machine to be polled using the number keypad.

To enter the number, you can use a one-touch keypad or speed dial number. For details, see page 6.14.

- 4 Press **Enter** to confirm the number on the display. The display asks you to enter another fax number.



---

**NOTE:** The Another No. prompt does not appear if you have added numbers for another broadcasting or delay fax job. You must wait until the job is completed.

---

- 5 To enter more fax numbers, press **1** to select "Yes" and repeat steps 4 and 5. You can add up to 10 destinations.

Note that you cannot use group dial numbers for another fax number.

- 6 When you finish entering fax numbers, press **2** to select "No" at a Another No. prompt.

The display asks you to enter a name.

- 7 To assign a name to the polling, enter the name. If not, skip this step.

For details on how to enter a name using the number keypad, see page 1.34.

- 8 Press **Enter**.

- 9 When the remote machine is secured with a 4-digit poll code, enter the correct code and press **Enter**.

If not, press **Enter** to accept "0000" which represents no code, or enter **0000**.

- 10 Enter the time using the number keypad.

To select "AM" or "PM" for 12-hour format, press the \* or # button or any number button.

If you set a time earlier than the current time, your machine will poll at that time on the following day.

- 11 Press **Enter** when the starting time displays correctly.

At the specified time, the machine will dial the numbers in the order you entered and receive documents from the remote machines.

---

## Adding Documents to a Scheduled Fax

You can add documents to the delayed transmission previously reserved in your machine's memory.

- 1 Load the document(s) face down into the ADF.

For details about loading a document, see page 6.5.

- 2 Adjust the document resolution to suit your fax needs. See page 6.6.

If you need to change the darkness, see page 6.3.

- 3 Press **Menu** until "Fax Feature" appears on the top line of the display.

- 4 Press the scroll button (◀ or ▶) to display "Add Page" on the bottom line and press **Enter**.

The display shows the last job reserved in the memory.

- 5 Press the scroll button (◀ or ▶) until you see the fax job to which you want to add documents and press **Enter**.

The machine automatically stores the documents in the memory, and the display shows the memory capacity and the number of pages.

After storing, the machine displays the numbers of total pages and added pages and then returns to Standby mode.

---

## Canceling a Scheduled Fax

- 1 Press **Menu** until "Fax Feature" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) to display "Cancel Job" and press **Enter**. The display shows the last job reserved in the memory.
- 3 Press the scroll button (◀ or ▶) until you see the fax job you want to cancel, and press **Enter**.
- 4 When the display confirms your selection, press **1** to select "Yes." The selected job is canceled and the machine returns to Standby mode.

To cancel your selection, press **2** to select "No."

# Additional Features

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## Using Secure Receiving Mode

You may need to prevent your received faxes from being accessed by unauthorized people. You can turn on Secure Receiving mode to restrict printing out all of the received faxes when the machine is unattended. In Secure Receiving mode, all of the incoming faxes go into the memory. When the mode turns off, any faxes stored are printed.

To turn Secure Receiving mode on:

- 1 Press **Menu** until "Advanced Fax" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until "Secure Receive" appears on the bottom line and press **Enter**.
- 3 Press the scroll button (◀ or ▶) to display "On" on the bottom line and press **Enter**.
- 4 Enter a four-digit passcode you want to use and press **Enter**.



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**NOTE:** You can activate Secure Receiving mode without setting a passcode, but cannot protect your faxes.

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- 5 Re-enter the passcode to confirm it and press **Enter**.
- 6 To return to Standby mode, press **Stop/Clear**.

When a fax is received in Secure Receiving mode, your machine stores it into the memory and displays "Secure Receive" to let you know that there is a fax stored.

To print received documents:

- 1 Access the Secure Receive menu by following steps 1 and 2 on page 6.28.
- 2 Press the scroll button (◀ or ▶) to display "Print" on the bottom line and press **Enter**.
- 3 Enter the four-digit passcode and press **Enter**.

The machine prints all of the faxes stored in the memory.

To turn Secure Receiving mode off:

- 1 Access the Secure Receive menu by following steps 1 and 2 on page 6.28.
- 2 Press the scroll button (◀ or ▶) to display "Off" on the bottom line and press **Enter**.
- 3 Enter the four-digit passcode and press **Enter**.

The mode is deactivated and the machine prints all of the faxes stored in the memory.

- 4 To return to Standby mode, press **Stop/Clear**.

---

## Printing Reports

Your machine can print reports containing useful information. The following reports are available:

### Phonebook List

This list shows all of the numbers currently stored in the machine's memory as speed dial and group dial numbers.

You can print this Phonebook list using the **Phone Book** button; see page 6.20.

### Sent Fax Report

This report shows information of the faxes you recently sent.

### Received Fax Report

This report shows information of the faxes you recently received.

### System Data List

This list shows the status of the user-selectable options. You may print this list to confirm your changes after changing any settings.

### Scheduled Job Information

This list shows the document currently stored for Delayed faxes or Toll Save faxes. The list shows the starting time and type of operation.

### Message Confirmation

This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results.

You can set up your machine to automatically print the message confirmation report after each fax job. See page 6.3.



## Junk Fax Number List

This list shows up to 10 fax numbers specified as the junk fax numbers by using the Junk Fax Setup menu; see page 6.33. When the Junk Fax Barrier feature is turned on, incoming faxes from those numbers are blocked.

This feature recognize the last 6 digits of the fax number set as a remote fax machine's ID.

## Multi-communication Report

This report is printed automatically after sending documents from more than one location.

## Power Failure Report

This report is printed out automatically when power is restored after a power failure, if there occurs any data loss due to the power failure.



---

**NOTE:** The lists you have set to print out automatically don't print out when there is no paper loaded or a paper jam has occurred.

---

## Printing a Report

- 1** Press **Menu** until "Reports" appears on the top line of the display. The first available menu item, "Phone Book" displays on the bottom line.
- 2** Press the scroll button (◀ or ▶) to display the report or list you want to print on the bottom line.
  - Phone Book: Phonebook list
  - Sent Report: Sent fax report
  - RCV Report: Received fax report
  - System Data: System data list
  - Scheduled Jobs: Scheduled job information
  - MSG Confirm: Message confirmation
  - Junk Fax List: Junk fax number list
- 3** Press **Enter**.

The selected information prints out.

---

## Using Advanced Fax Settings

Your machine has various user-selectable setting options for sending or receiving faxes. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data list. For details about printing the list, see page 6.30

### Changing Setting Options

- 1** Press **Menu** until "Advanced Fax" appears on the top line of the display. The first available menu item, "Send Forward," displays on the bottom line.
- 2** Press the scroll button (◀ or ▶) until you see the desired menu item on the bottom line and press **Enter**.
- 3** When the option you want appears on the display, choose a status by pressing the scroll button (◀ or ▶) or enter a value using the number keypad.
- 4** Press **Enter** to save the selection.
- 5** You can exit from Setup mode at any time by pressing **Stop/Clear**.

## Advanced Fax Setting Options

Option	Description
Send Forward	<p>You can set the machine to always forward all of the outgoing faxes to a specified destination, in addition to the fax numbers you entered.</p> <p>Select <b>Off</b> to turn this feature off.            Select <b>On</b> to turn this feature on. You can set the number of the remote fax machine to which faxes are forwarded.</p>
RCV Forward	<p>You can set your machine to forward incoming faxes to another fax number during a specified period of time. When a fax arrives at your machine, it is stored in the memory. Then, the machine dials the fax number that you have specified and sends the fax.</p> <p>Select <b>Off</b> to turn this feature off.            Select <b>On</b> to turn this feature on. You can set the fax number to which faxes are forwarded. Then, you can enter the starting time and/or the ending time. The Print Local Copy option allows you to set the machine to print the fax, if fax forwarding is completed without any error.</p>
Toll Save	<p>You can set your machine to store your faxes into the memory and send them at the specified toll-saving time. For details about Toll Save mode, see page 1.40.</p> <p>Select <b>Off</b> to turn this feature off.            Select <b>On</b> to turn this feature on. You can set the starting time and/or the ending time for Toll Save mode.</p>
Junk Fax Setup	<p>Using the Junk Fax Barrier feature, the system will not accept faxes sent from remote stations of which their numbers are stored in the memory as junk fax numbers. This feature is useful for blocking any unwanted faxes.</p> <p>Select <b>Off</b> to turn the feature off. Anybody can send you a fax.            Select <b>On</b> to turn the feature on. You can set up to 10 fax numbers as junk fax numbers using the <b>Set</b> option. After storing numbers, you do not receive any faxes from the registered stations. To delete all the junk fax numbers, use the <b>All Delete</b> option.</p>
Secure Receive	<p>You can keep your received faxes from being accessed by unauthorized people.</p> <p>For further details about setting this mode, see page 6.28.</p>

Option	Description
Prefix Dial No.	<p>You can set a prefix dial number of up to five digits. This number dials before any automatic dial number is started. It is useful for accessing the PABX exchange.</p>
Stamp RCV Name	<p>This option allows the machine to automatically print the page number, and the date and time of the reception at the bottom of each page of a received document.</p> <p>Select <b>Off</b> to turn this feature off.  Select <b>On</b> to turn this feature on.</p>
ECM Mode (Error Correction Mode)	<p>Error Correction Mode helps with poor line quality and makes sure any fax you send are sent smoothly to any other ECM-equipped fax machine. If the line quality is poor, it takes more time to send a fax when you are using the ECM mode.</p> <p>Select <b>Off</b> to turn this feature off.  Select <b>On</b> to turn this feature on.</p>

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## Using the Remote Control Panel

Using the Remote Control Panel, you can create and edit Phonebook entries or update the firmware program of your machine on the desktop of your computer.

When you install the Samsung software, the Remote Control Panel program is automatically installed.

For information about installing the Samsung software, see page 1.19.

To open the Remote Control Panel:

- 1 Start your Windows.
- 2 From the **Start** menu, select **Programs**.
- 3 Select **Samsung MFP 560 Series** and then **Remote Control Panel**.

The Remote Control Panel program opens.

- 4 The Remote Control Panel window provides the two tabs; **Phonebook** and **Firmware Update**.

To exit, click the **Exit** button at the bottom of each tab.

For further details, click the **Help** button at the bottom of each tab.

## The Phonebook Tab

Click the **Phone Book** tab to create and edit Phonebook entries.

The screenshot shows the 'Remote Control Panel' window with the 'Phonebook' tab selected. The interface includes a 'Type' section with radio buttons for 'One touch dial (1 ~ 20)' and 'Speed dial (0 ~ 79)'. Below this is a table with columns 'No.', 'Name', and 'Phone Number'. At the bottom are buttons for 'Edit', 'Delete', 'Delete All', 'Group dial...', 'Exit', and 'Help'. Callouts provide the following descriptions:

- Read**: Reads the Phonebook entries from the machine to the Remote Control Panel.
- Write**: Downloads the Phonebook entries from the Remote Control Panel to the machine.
- Table**: Shows Phonebook entries.
- Edit**: Allows you to edit the selected Phonebook entry in a separate Edit window.
- Delete**: Deletes the selected Phonebook entry.
- Delete All**: Deletes all Phonebook entries.
- Group dial...**: Allows you to set up group dial numbers. See below.

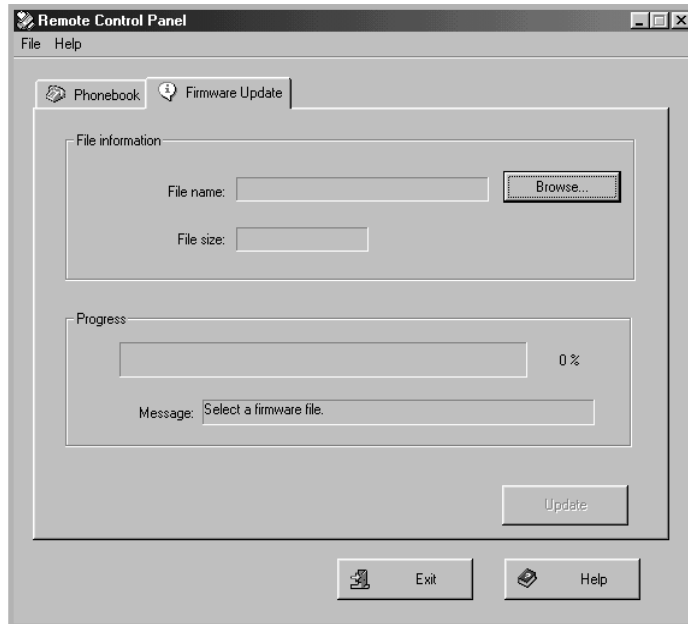
When you click **Group Dial**, the following window opens.

The 'Group dial' dialog box features a 'Name' text field, 'Included numbers' and 'Available numbers' lists, and 'Remove (>>)' and 'Add (<<)' buttons. At the bottom are 'OK' and 'Cancel' buttons. Callouts provide the following descriptions:

- Name**: Enter a name for the group.
- Included numbers**: Shows the numbers included in the group. To remove a number, select it and click **Remove**.
- Available numbers**: Shows the Phonebook entries you can include in the group. After selecting a number, click **Add** to move it to the Included numbers list.
- OK**: Click to save the group dial number after adding or removing numbers for the group.

## The Firmware Update Tab

Click the **Firmware Update** tab to update the firmware of your machine. This feature should be used by an authorized technician. Please consult with the purchase point.



# MEMO





# 7

## USING OTHER OPERATING SYSTEMS

This chapter gives you information about how to use your machine in the Macintosh or Linux system.

This chapter includes:

- **Using Your Printer in Macintosh**
- **Using Your Printer in Linux**

# Using Your Printer in Macintosh

---

## Installing Software in Macintosh

Your machine supports Macintosh systems with a built-in USB interface. When you print a file from a Macintosh computer, you can use the SPL driver to support your machine's major printing features.

### System Requirements

To use your machine and its software with a Macintosh, your system should have:

#### Macintosh Hardware Requirement:

- One of the following Macintosh models:
  - Power Macintosh series
  - Power Macintosh G3, G4
  - iMac series
  - PowerBook series
  - iBook series
- USB interface

#### Macintosh System Requirement:

Mac OS 8.6 or later



#### NOTE:

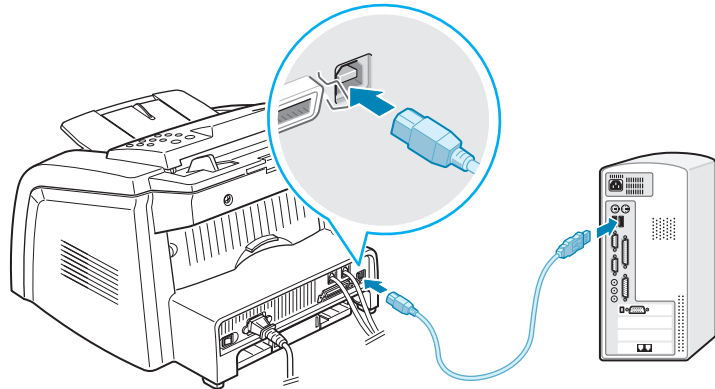
- Mac OS 10.0 version is not supported.
  - Your printer must be connected directly to your Macintosh using a USB cable.
  - The SF-560 Series does not support Postscript printing. Ensure that the application you are using does not expect to be able to use Postscript.
-

# Installing Software

## Mac OS 8.6 ~ 9.x

- 1 Turn the machine and computer off and plug the supplied USB cable into your machine's USB connector.

You must use a USB 1.1 compliant cable that is no more than 3 m length.



---

**NOTE:** When you are using a USB hub, connect the machine's cable to the first tier of the hub, or the machine may malfunction. If the machine doesn't work with the hub, connect it directly to the USB port.

---

- 2 Turn on your computer and machine.
- 3 Insert the CD-ROM which came with your machine into the CD-ROM drive.
- 4 Double-click **SAMSUNG\_MFP** on your Macintosh desktop.
- 5 Double-click the **OS 9** folder.
- 6 Double-click the **West** folder.
- 7 Double-click the **Samsung Laser Printer installer** icon next to each language to select the correct one.
- 8 Click **Continue** and then click **Continue**.

- 9 The Samsung Laser Printer installer window opens. Select the installation type.

The window provides the following two options for software installation:

- **Easy Install** (recommended method): This option installs the SPL driver.
- **Custom Install** : This option allows you to choose which components will be installed, the SPL driver or the Adobe Acrobat Reader program for opening the user's guide.

- 10 Click **Install**.

When other programs are operating, the alert message appears. Click **Continue** to install the software or click **Cancel**, close other programs and install the software.

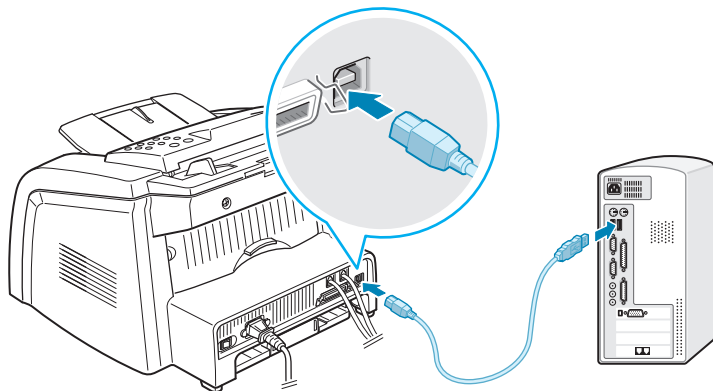
- 11 After the installation is finished, click **Restart**.

## Mac OS 10.x

Mac OS 10.0 version is not supported.

- 1 Turn the machine and computer off and plug the supplied USB cable into your machine's USB connector.

You must use a USB 1.1 compliant cable that is no more than 3m length.



**NOTE:** When you are using a USB hub, connect the machine's cable to the first tier of the hub, or the machine may malfunction. If the machine doesn't work with the hub, connect it directly to the USB port.

- 2 Turn on your computer and machine.
- 3 Insert the CD-ROM which came with your machine into the CD-ROM drive.
- 4 Double-click **SAMSUNG\_MFP** on your Macintosh desktop.
- 5 Double-click the **OS X** folder.
- 6 For Mac OS10.1, double-click the **Installer for 10.1** icon.  
For Mac OS 10.2.x, double-click the **Installer for 10.2** icon.
- 7 Click **Continue**, and then click **Continue**.
- 8 When the Easy Install window appears, click **Install**.  
If you already installed the Samsung SPL II printer driver, click **Update**.
- 9 Click **Continue Installation**.
- 10 After installation is completed, click **Restart**.

---

# Setting Up Your Printer

## Mac OS 8.6 ~ 9.x

- 1 From the **Apple** menu, select **Chooser**.
- 2 From the left pane of the Chooser window, click **SAMSUNG SPL II**. Your printer name appears on the right pane of the Chooser window.
- 3 Click **Samsung MFP 560 Series** and close the Chooser window.
- 4 The message window indicating that you have changed your current printer appears. Click **OK**.

A SAMSUNG SPL II printer icon is created on your desktop.

## Mac OS 10.x

- 1 Click **Printer Center**.
- 2 Select **Samsung MFP 560 Series** and then **Make Default**.

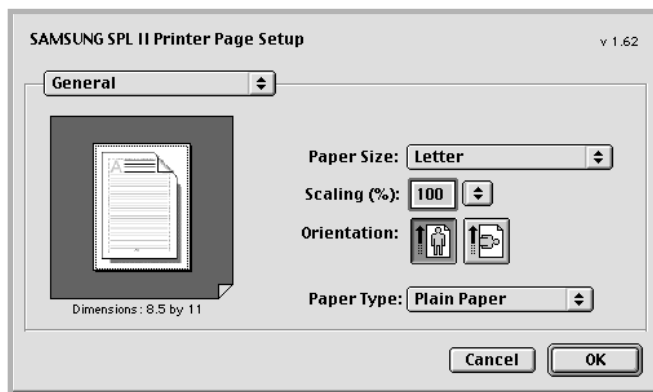
If you cannot find the SF-565P printer, click **Add** to add the printer. Then make sure that your computer and machine are connected to the USB cable and the machine is turned on.

---

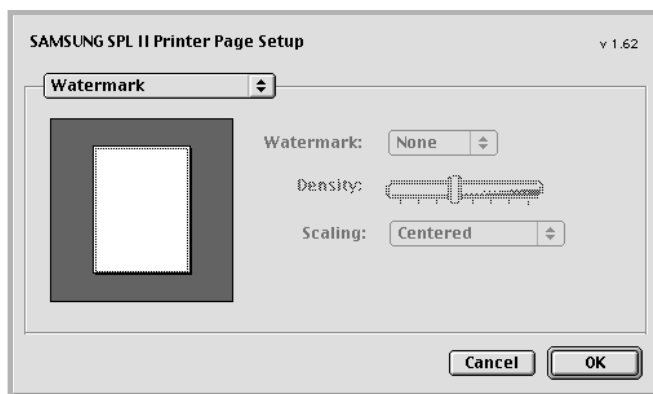
## Printing a Document

When you print with a Macintosh computer, you need to check the printer software setting in each application you use. Follow these steps to print from a Macintosh:

- 1 Open a Macintosh application and select a file you want to print.
- 2 Open the **File** menu, and click **Page Setup (Document Setup** in some applications).
- 3 Choose your paper size, orientation, paper type and other options and click **OK**.

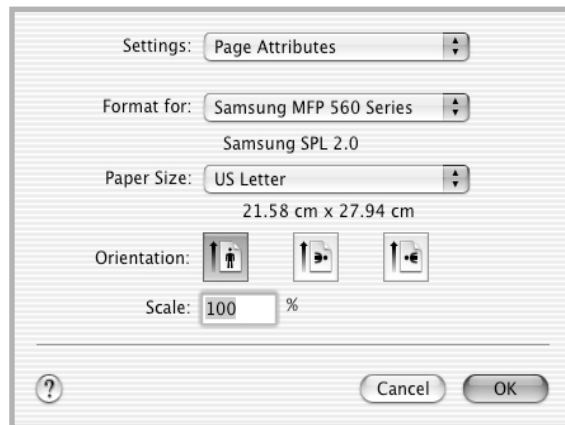


Choose **Watermark** to add a watermark to each page in your document to emphasize its purpose or indicate how it should be handled. For details about the watermark options, see page 3.15.



**NOTE:** Mac OS 9.1 or higher doesn't support the Watermark feature.

For Mac OS 10.x, select **Samsung MFP 560 Series** in the **Format for** option.



▲ Mac OS 10.2



**NOTE:**

- The Watermark feature is not supported on Mac OS 9.1 or higher.
- Only 600 DPI printing is supported.

- 4 Open the **File** menu and click **Print**. The SAMSUNG SPL II Printer window appears.
- 5 Choose the number of copies and indicate which pages you want to print.

For advanced printing features, select an option. For details, see page 7.9.

- General
- Darkness/Quality
- Layout
- Color
- Background Printing
- Paper Source

Saves the current settings for later use.

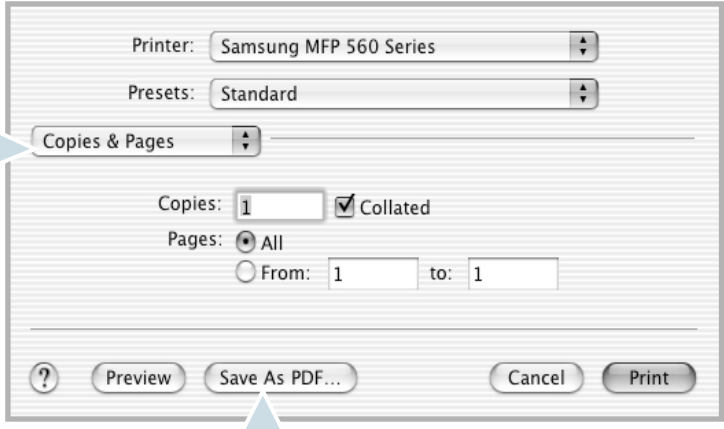
Restores the default settings.

Mac OS 9.2 ▲



For advanced printing features, select the option you want. For details, see below.

- ✓ Copies & Pages
- Layout
- Output Options
- Print Quality
- Paper Source
- Summary



Converts the document to PDF.

Mac OS 10.2 ▲

6 Click **Print** when you finish setting the options.

## Using Advanced Printing Features

### Mac OS 8.6 ~ 9.x

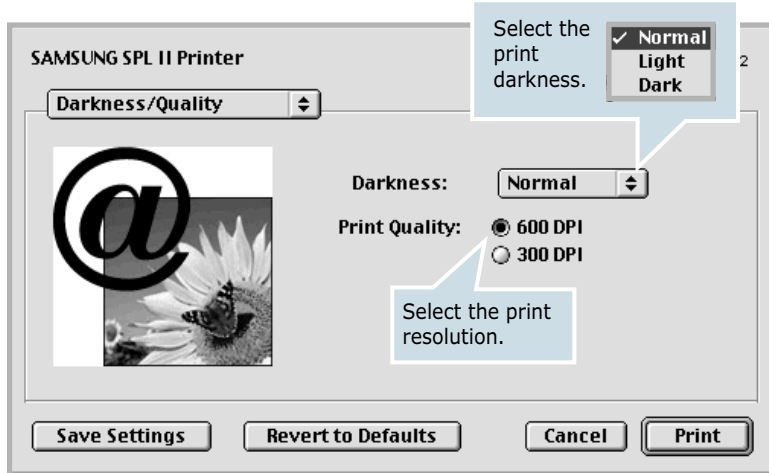
The SAMSUNG SPL II Printer window contains five categories of advanced properties. Listed below is the name of each property.

- Darkness/Quality
- Layout
- Color
- Background Printing
- Paper Source

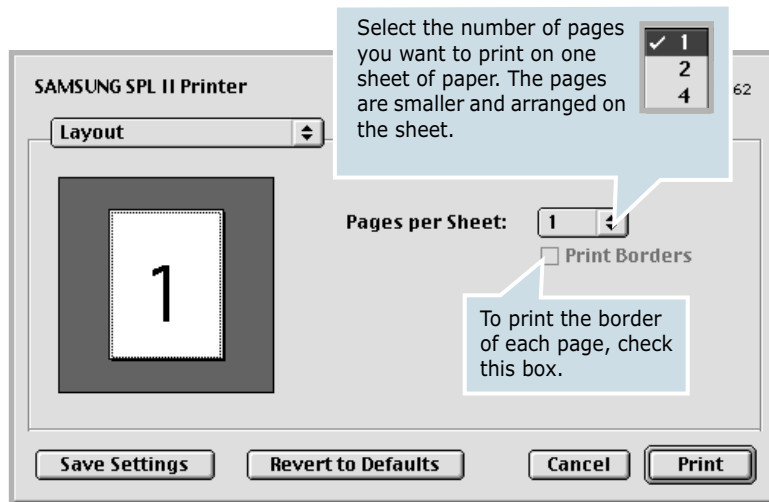
The figures on the next pages display each property in the SAMSUNG SPL II Printer window:



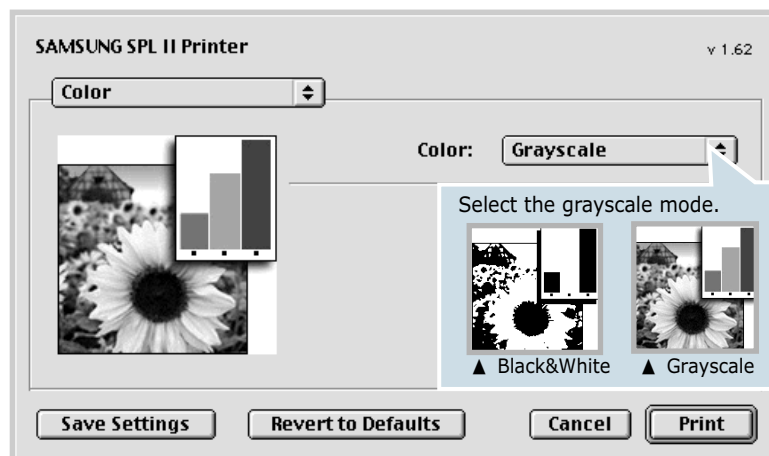
## Darkness/Quality



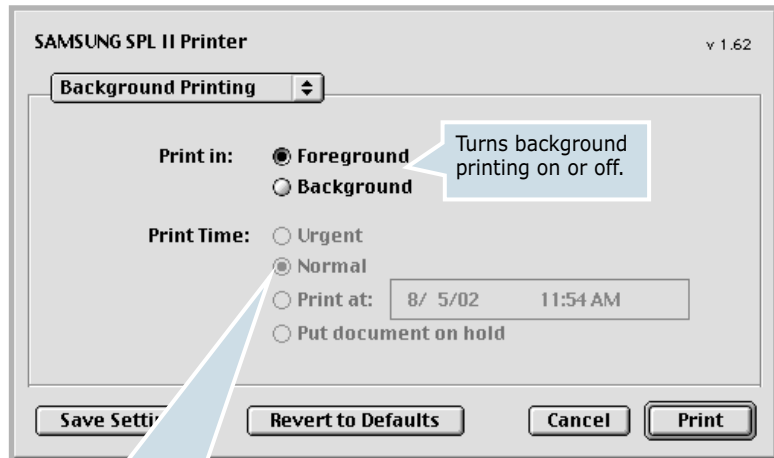
## Layout



## Color



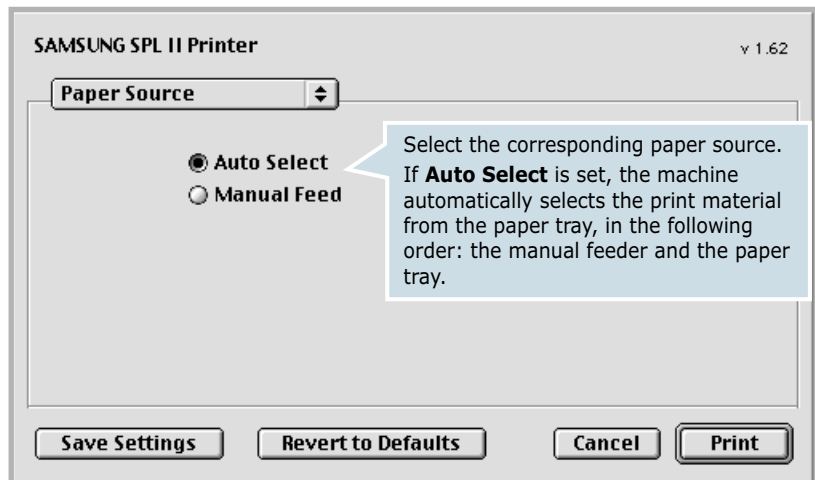
## Background Printing



Select priority for your print job in the queue of jobs waiting to print, click one of the following:

- **Urgent:** to print before any Normal priority job.
- **Normal:** to print in the order the job is received.
- **Print at:** to print at the specific time you enter in the day and time in the fields to the right.
- **Put document on hold:** to hold the print job in the print queue until you are ready to release it.

## Paper Source



## Mac OS 10.x

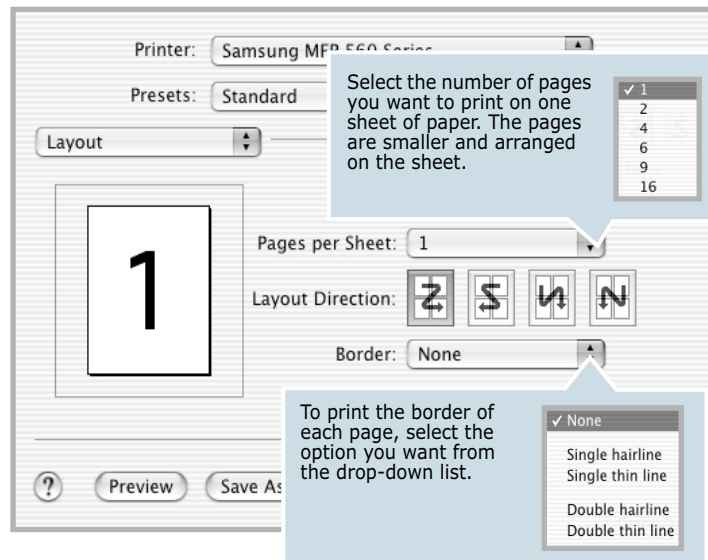
The Samsung SPL II Print window contains three categories of advanced properties. Listed below is the name of each property.

- Layout
- Output Option
- Print Quality
- Paper Source
- Summary

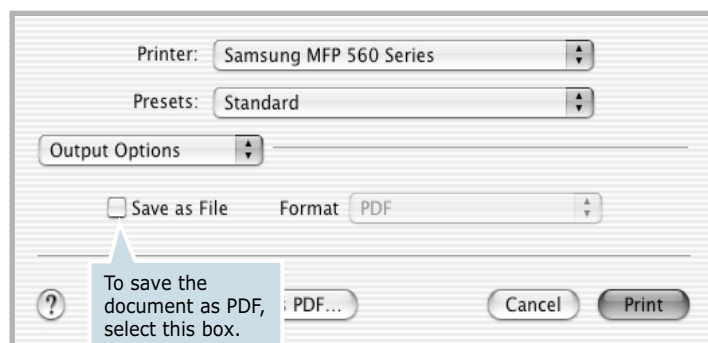


**NOTE:** Some of feature are not supported on Mac OS 10.X such as Paper Source, Paper Type, Grayscale and Back & White.

### Layout



### Output Option



## Print Quality

Printer: Samsung MFP 560 Series

Presets: Standard

Print Quality

300dpi

600dpi

Select the print resolution.

? Preview Save As PDF... Cancel Print

## Paper Source

Printer: Samsung MFP 560 Series

Presets: Standard

Paper Source

Auto Select

Manual Feed

Select the corresponding paper source. If **Auto Select** is set, the machine automatically selects the print material from the paper tray, in the following order: the manual feeder and the paper tray.

? Preview Save As PDF... Cancel Print

## Summary

Printer: Samsung MFP 560 Series

Presets: Standard

Summary

Output Options  
Print to: Printer

Layout  
Layout Direction: Left-Right-Top-Bottom  
Pages Per Sheet: 1

Copies & Pages  
Copies: 1, Collated  
Page Range: All

Shows the summary of your print settings.

? Preview Save As PDF... Cancel Print

# Using Your Printer in Linux

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## Getting Started

The supplied CD-ROM provides you with Samsung's MFP driver package for using your machine with a Linux computer.

Samsung's MFP driver package contains printer and scanner drivers, providing the ability to print documents and scan images. The package also delivers powerful applications for configuring your machine and further processing of the scanned documents.

After the driver is installed on your Linux system, the driver package allows you to monitor a number of MFP devices via fast ECP parallel ports and USB simultaneously. The acquired documents can then be edited, printed on the same local MFP or network printers, sent by e-mail, uploaded to a FTP site or transferred to an external OCR system.

The MFP driver package is supplied with a smart and flexible installation program. You don't need to search for additional components that might be necessary for the MFP software: all required packages will be carried onto your system and installed automatically; this is possible on a wide set of the most popular Linux clones.

---

# Installing the MFP Driver

## System Requirements

### Supported OS

- Redhat 7.1 and above
- Linux Mandrake 8.0 and above
- SuSE 7.1 and above
- Caldera OpenLinux 3.1 and above
- Turbo Linux 7.0 and above
- Slackware 8.1 and above

### Recommended Hardware Requirements

- Pentium II or higher
- RAM 64 MB or higher
- HDD 200 MB or higher



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**NOTE:** It's also necessary to claim swap partition of 200MB or larger for working with large scanned images.

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### Software

- Linux Kernel 2.4 or higher
- Glibc 2.2 or higher
- CUPS
- SANE 1.4 or higher

## Installing the MFP Driver

- 1** Make sure that you connect your machine to your computer. Turn both the computer and the machine on.
- 2** When the Administrator Login window appears, type in *root* in the Login field and enter the system password.




---

**NOTE:** You must log in as a super user (*root*) to install the printer software. If you are not a super user, ask your system administrator.

---

- 3 Insert the printer software CD-ROM. The CD-ROM will automatically run.

If the CD-ROM does not automatically run, click the  icon at the bottom of the desktop. When the Terminal screen appears, type in:

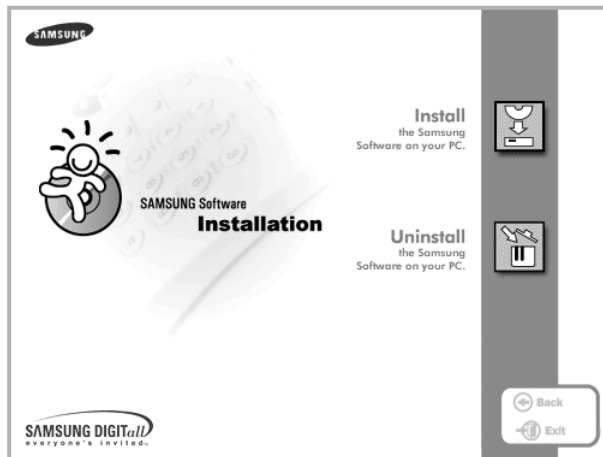
```
[root@localhost root]#cd /mnt/cdrom/Linux
```

```
[root@localhost root]#./install.sh
```



**NOTE:** The installation program runs automatically if you have an autorun software package installed and configured.

- 4 Click **Install**.

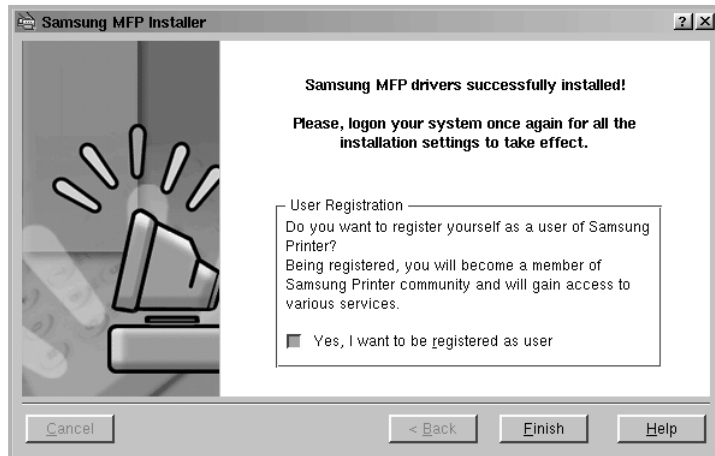


- 5 When the welcome screen appears, click **Next**.





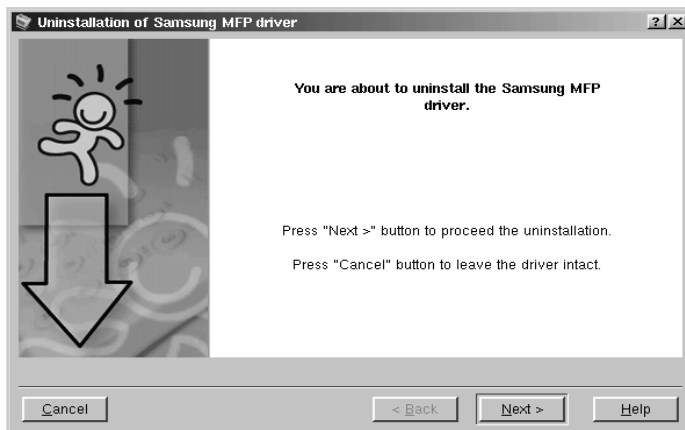
- 6 When the installation is completed, click **Finish**.



The installation program has added the MFP Configurator desktop icon and Samsung MFP group to the system menu for your convenience. If you have any difficulties, consult the on-line help that is available through your system menu or can otherwise be called from the driver package windows applications, such as MFP Configurator or Image Editor.

## Uninstalling the MFP Driver

- 1 From the Startup Menu icon (  ) at the bottom of the desktop, select **Samsung MFP** and select **Samsung MFP 560 Series Uninstall**. click **Next**



- 2 Click **Finish**

# Using the MFP Configurator

MFP Configurator is a tool primarily intended for configuring MFP devices. Since an MFP device combines the printer and scanner, the MFP Configurator provides options logically grouped for printer and scanner functions. There is also a special MFP port option responsible for the regulation of access to an MFP printer and scanner via a single I/O channel.

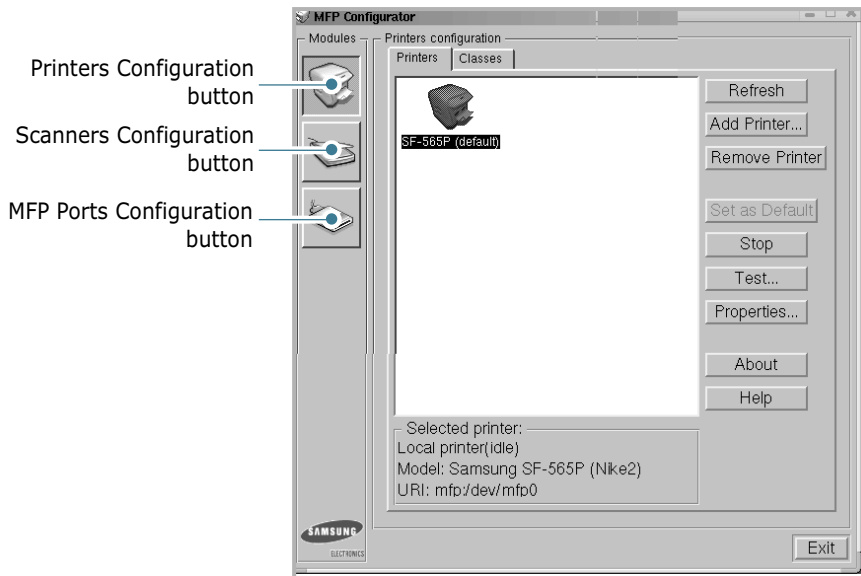
After installing the MFP driver (see page 7.15), the MFP Configurator icon will automatically be created on your desktop.

## Opening the MFP Configurator

- 1 Double-click **MFP Configurator** on the desktop.

You can also click the Startup Menu icon and select **Samsung MFP** and then **MFP Configurator**.

- 2 Press each button on the Modules pane to switch to the corresponding configuration window.



You can use the on-line help by clicking **Help**.

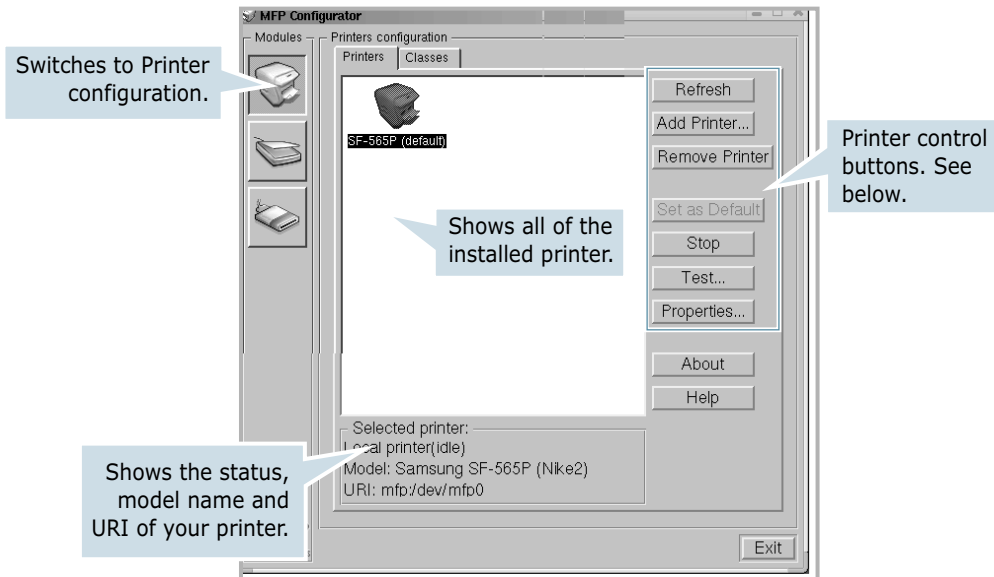
- 3 After changing the configurations, click **Exit** to close the MFP Configurator.

## Printers Configuration

Printers Configuration has the two tabs; **Printers** and **Classes**.

### Printers Tab

You can see the current system's printer configuration by clicking on the printer icon button on the left side of MFP Configurator window.

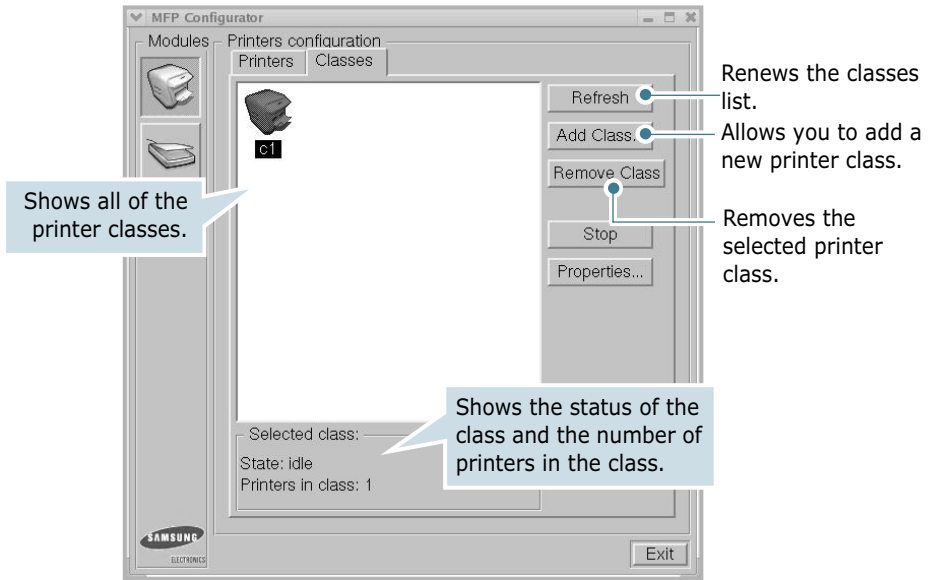


You can use the following printer control buttons:

- **Refresh:** renews the available printers list.
- **Add Printer:** allows you to add a new printer.
- **Remove Printer:** removes the selected printer.
- **Set as Default:** sets the current printer as a default printer.
- **Stop/Start:** stops/starts the printer.
- **Test:** allows you to print a test page to check if the machine is working properly.
- **Properties:** allows you to view and change the printer properties. For details, see page 7.22.

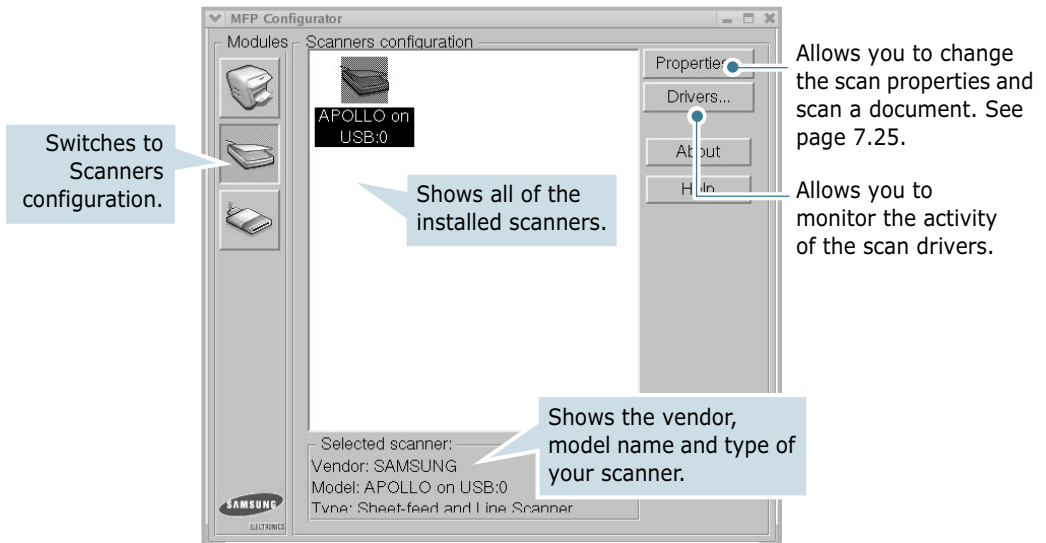
## Classes Tab

The Classes tab shows the list of the available printer classes.



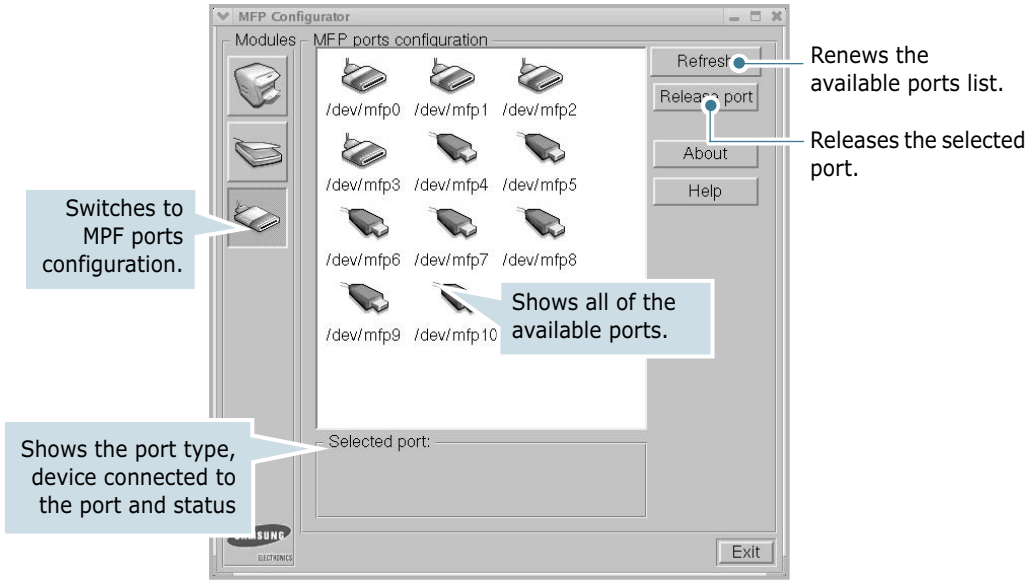
## Scanners Configuration

In this window, you can monitor activity of scanner devices, view the list of installed Samsung MFP devices, change device properties, and scan images.



## MFP Ports Configuration

In this window, you can view the list of available MFP ports, check the status of each port and release a port that is stalled in busy state when its owner is terminated for any reason.



## Sharing Ports Between Printers and Scanners

Your machine may be connected to a host computer via the parallel port or USB port. Since the MFP device contains more than one device (printer and scanner), it is necessary to organize proper access of "consumer" applications to these devices via the single I/O port.

The Samsung MFP driver package provides an appropriate port sharing mechanism that is used by Samsung printer and scanner drivers. The drivers address their devices via so-called MFP ports. The current status of any MFP port can be viewed via the MFP Ports Configuration. The port sharing prevents you from accessing one functional block of the MFP device, while another block is in use.

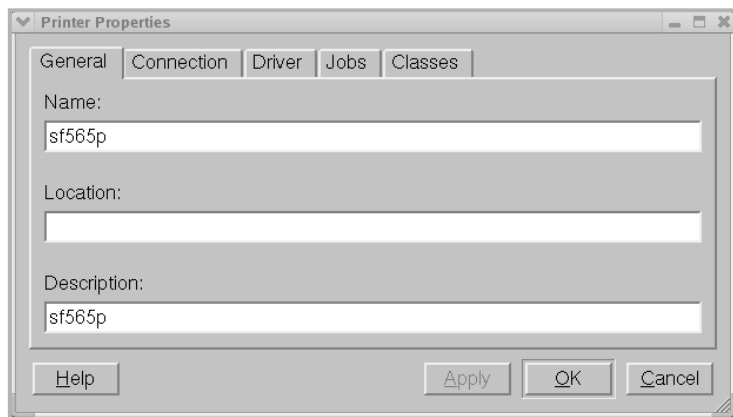
When you install a new MFP printer onto your system, it is strongly recommended you do this with the assistance of an MFP Configurator. In this case you will be asked to choose I/O port for the new device. This choice will provide the most suitable configuration for MFP's functionality. For MFP scanners I/O ports are being chosen by scanner drivers automatically, so proper settings are applied by default.

---

# Configuring Printer Properties

Using the properties window provided by the Printers configuration, you can change the various properties for your machine as a printer.

- 1 Open the MFP Configurator.  
If necessary, switch to Printers configuration.
- 2 Select your machine on the available printers list and click **Properties**.
- 3 The Printer Properties window opens.



The following five tabs display at the top of the window:

- **General:** allows you to change the printer location and name. The name entered in this tab displays on the printer list in Printers configuration.
- **Connection:** allows you to view or select another port. If you change the printer port from USB to parallel or vice versa while in use, you must re-configure the printer port in this tab.
- **Driver:** allows you to view or select another printer driver. By clicking **Options**, you can set the default device options.
- **Jobs:** shows the list of print jobs. Click **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
- **Classes:** shows the class that your printer is in. Click **Add to Class** to add your printer to a specific class or click **Remove from Class** to remove the printer from the selected class.

- 4 Click **OK** to apply the changes and close the Printer Properties Window.

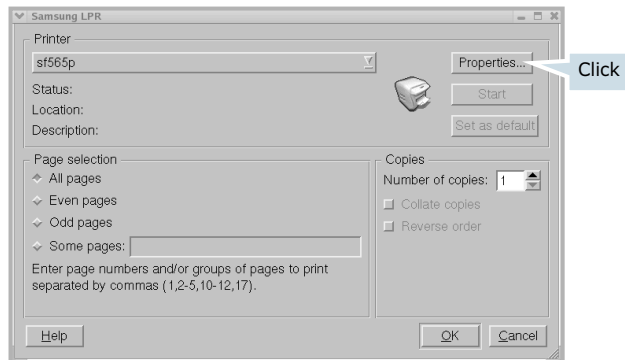
---

# Printing a Document

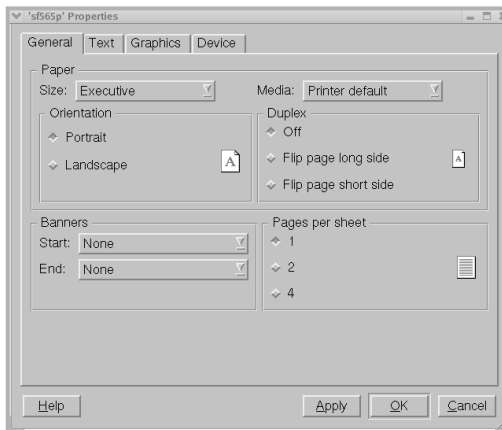
## Printing from Applications

There are a lot of Linux applications that you are allowed to print from using Common UNIX Printing System(CUPS). You can print on your machine from any such application.

- 1 From the application you are using, select **Print** from the **File** menu.
- 2 Select **Print** directly using **lpr**.
- 3 In the Samsung LPR window, select the model name of your machine from the Printer list and click **Properties**.



- 4 Change the printer and print job properties.



The following four tabs display at the top of the window.

- **General** - allows you to change the paper size, the paper type and the orientation of the documents, enables the duplex feature, adds start and end banners and changes the number of pages per sheet.
- **Text** - allows you to specify the page margins and set the text options, such as spacing or columns.
- **Graphics** - allows you to set image options that are used when printing images/files, such as color options, image size or image position.
- **Device**: allows you to set the print resolution, paper source and destination.

- 5 Click **OK** to apply the changes and close the sf565p Properties window.
- 6 Click **OK** in the Samsung LPR window to start printing.
- 7 The Printing window appears to allow you to monitor the status of your print job.

To abort the current job, click **Cancel**.

## Printing Files

You can print many different types of files on the Samsung MFP device using the standard CUPS way - directly from the command line interface. The CUPS `lpr` utility allows you do that. But the drivers package replaces the standard `lpr` tool by a much more user-friendly Samsung LPR program.

To print any document file:

- 1 Type `lpr <file_name>` from the Linux shell command line and press **Enter**. The Samsung LPR window appears.

When you type only `lpr` and press **Enter**, the Select file(s) to print window appears first. Just select any files you want to print and click **Open**.

- 2 In the Samsung LPR window, select your printer from the list, and change the printer and print job properties.

For details about the properties window, see page 7.23.


- 3 Click **OK** to start printing.

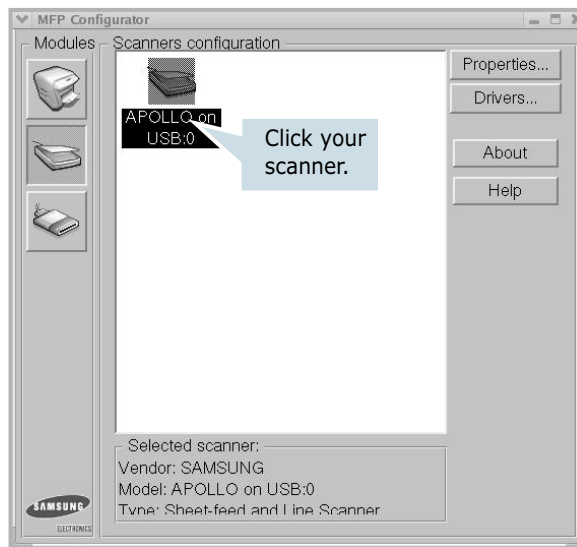


---

# Scanning a Document

You can scan a document using the MFP Configurator window.

- 1 Double-click the MFP Configurator on your desktop.
- 2 Click the  button to switch to Scanners Configuration.
- 3 Select the scanner on the list.



When you have only one MFP device and it is connected to the computer and turned on, your scanner appears on the list and is automatically selected.

If you have two or more scanners attached to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options and start the image acquisition simultaneously.



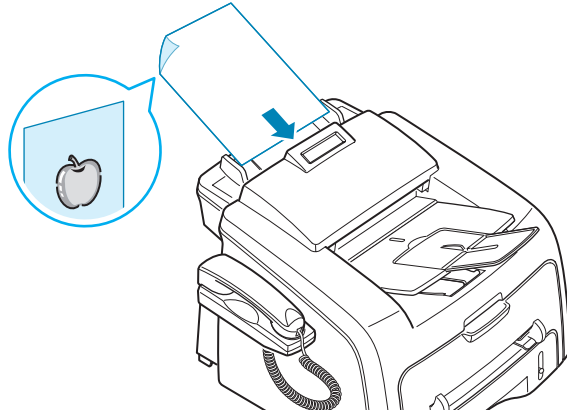
---

**NOTE:** The scanner name shown in Scanners configuration can be different from the device name.

---

- 4 Click **Properties**.

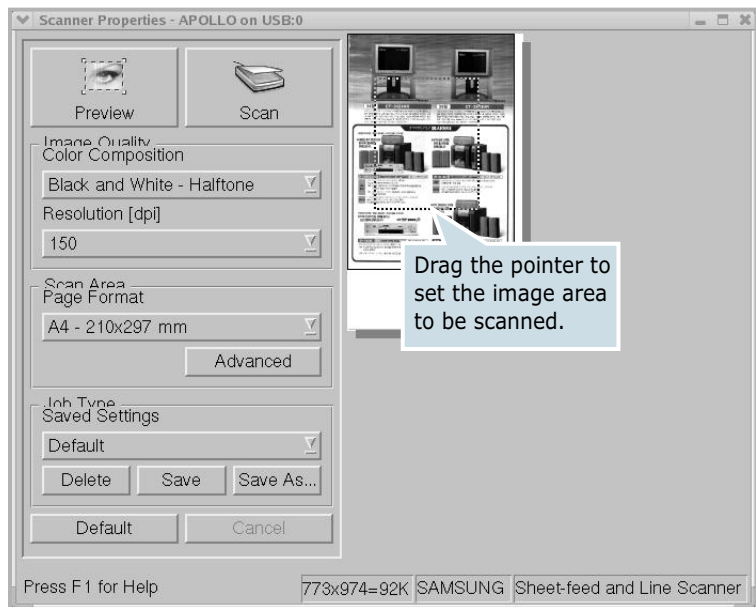
- 5 Load the document(s) to be scanned **face down** into the ADF (Automatic Document Feeder) and adjust the document guides.



For detailed guidelines for preparing an original document, see page 4.2.

- 6 Click **Preview** in the Scanner Properties window.

The document is scanned and the image preview appears in the Preview Pane.



**7** Change the scan options in the Image Quality and Scan Area sections.

- **Image Quality:** allows you to select the color composition and the scan resolution for the image.
- **Scan Area:** allows you to select the page size. The **Advanced** button enables you to set the page size manually.

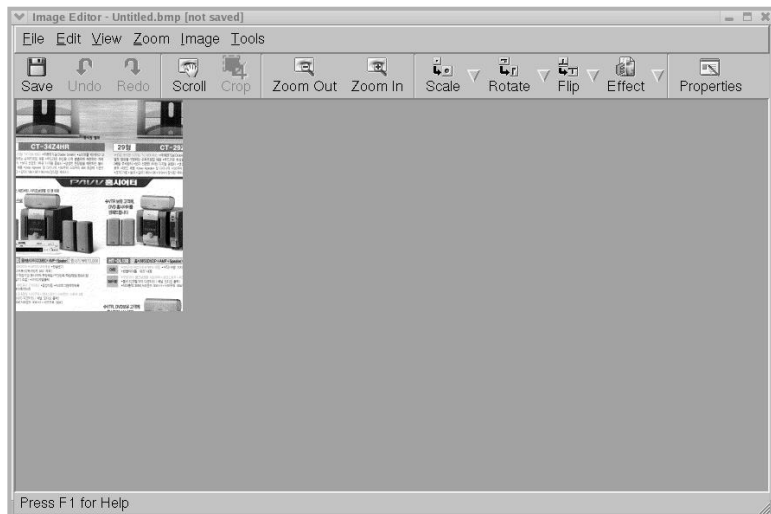
If you want to use one of the preset scan option settings, select from the Job Type drop-down list. For details about the preset Job Type settings, see page 7.28.

You can restore the default setting for the scan options by clicking **Default**.

**8** When you have finished, press **Scan** to start scanning.

The status bar appears on the bottom left of the window to show you the scanning progress. To cancel scanning, press **Cancel**.

**9** The scanned image appears in the new Image Editor window.



If you want to edit the scanned image, use the toolbar. For further details about editing the image, see page 7.29.

**10** When you are finished, click **Save** on the toolbar.

**11** Select the file directory where you want to save the image and enter the file name.

**12** Click **Save**.

## Using Preset Job Type Settings

You can save your scan option settings to retrieve for a later scanning.

To save a new Job Type setting:

- 1 Change the options from the Scanner Properties window.
- 2 Click **Save As**.
- 3 Enter the name for your setting.
- 4 Click **OK**.

Your setting is added to the Saved Settings drop-down list.

To save a Job Type setting for the next scan job:

- 1 Select the setting you want to use from the Job Type drop-down list.
- 2 Click **Save**.

The next time you open the Scanner Properties window, the saved setting is automatically selected for the scan job.

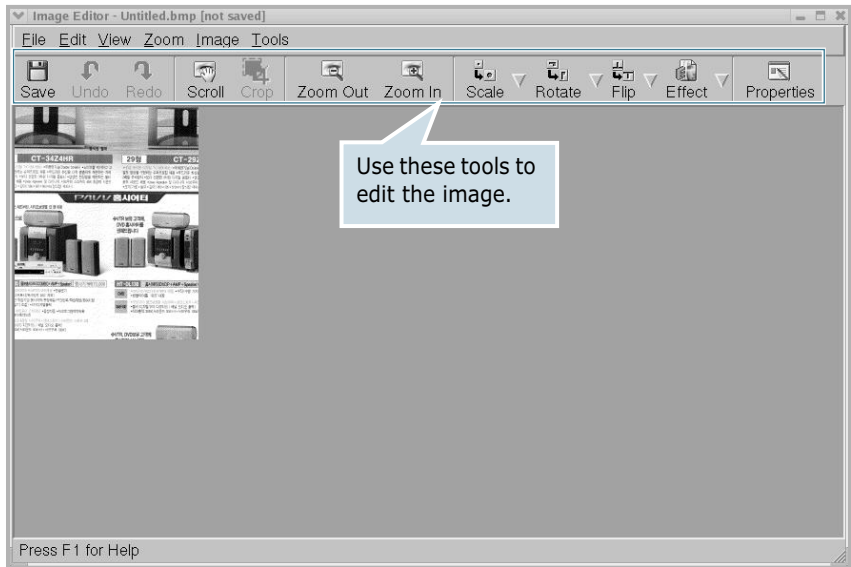
To delete a Job Type setting:

- 1 Select the setting you want to delete from the Job Type drop-down list.
- 2 Click **Delete**.





The setting is deleted from the list.









## Using the Image Editor

The Image Editor window provides you with menu commands and tools to edit your scanned image.



You can use the following tools to edit the image:

Tools	Function
	Saves the image.
	Cancels your last action.
	Restores the action you canceled.
	Allows you to scroll through the image.

Tools	Function
	Crops the selected image area.
	Zooms the image out.
	Zooms the image in.
	Allows you to scale the image size; you can enter the size manually, or set the rate to scale portionally, vertically or horizontally.
	Allows you to rotate the image; you can select the number of degrees from the drop-down list.
	Allows you to flip the image vertically or horizontally.
	Allows you to adjust the brightness or contrast of the image, or to invert the image.
	Shows the properties of the image.

For further details about the Image Editor program, refer to the on-line help.

