

Machine's basic settings



When PC-printing, you can also turn on or off toner save mode in the printer properties.

- **Power Save:** When you are not using the machine for a while, use this feature to save power.



- When you press the power button, start printing, or a fax is received, the product will wake up from the power saving mode.

- Press  (**Menu**) > **System Setup** > **Machine Setup** > **Wakeup Event** > **Button Press** > **On** on the control panel. When you press any button except power button, the machine wake up from the power save mode.

- **Altitude Adjust:** Print quality is affected by atmospheric pressure, which atmospheric pressure is determined by the height of the machine above sea level. Before you set the altitude value, determine the altitude where you are (see "Altitude adjustment" on page 221).

4 Select the option you want, then press **OK**.

5 Press **OK** to save the selection.

6 Press  (**Stop/Clear**) to return to ready mode.



Refer to below links to set other settings useful for using the machine.

- See "Entering various characters" on page 224.
- See "Keypad letters and numbers" on page 224.
- See "Setting the paper size and type" on page 49.
- See "Setting up the fax address book" on page 225.

Media and tray

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



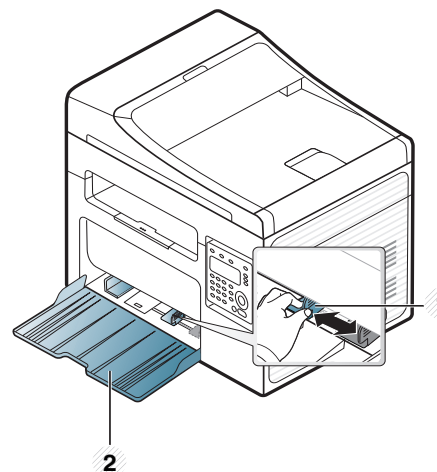
- Using print media that does not meet these specifications may cause problems or require repairs. Such repairs are not covered by Samsung's warranty or service agreements.
- Make sure not to use the inkjet photo paper with this machine. It could cause damage to the machine.
- Using inflammable print media can cause a fire.
- Use designated print media (see "Print media specifications" on page 110).



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

Tray overview

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



1 Paper width guide

2 Tray



Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 22).



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

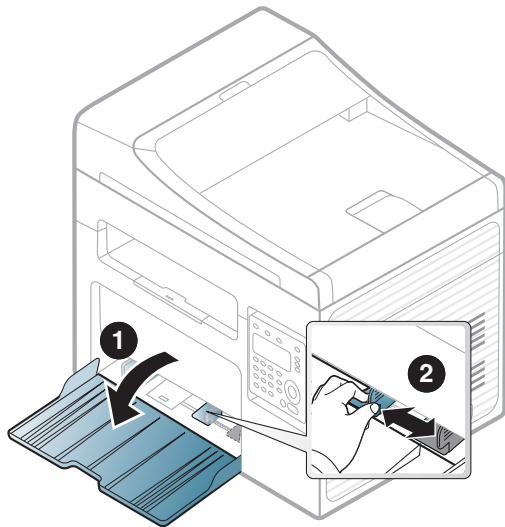
Media and tray

Loading paper in the tray

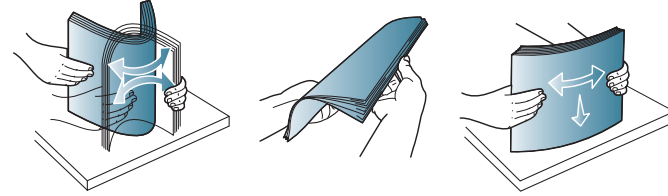


Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 22).

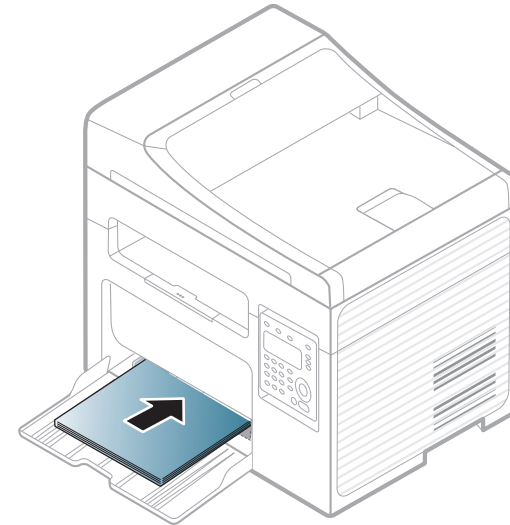
- 1 Open the tray. Then, adjust the tray size to the media size you are loading (see "Tray overview" on page 42).



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



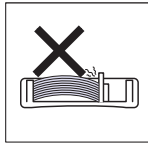
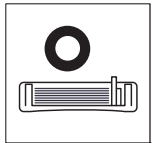
- 3 Place the paper with the side you want to print facing up.



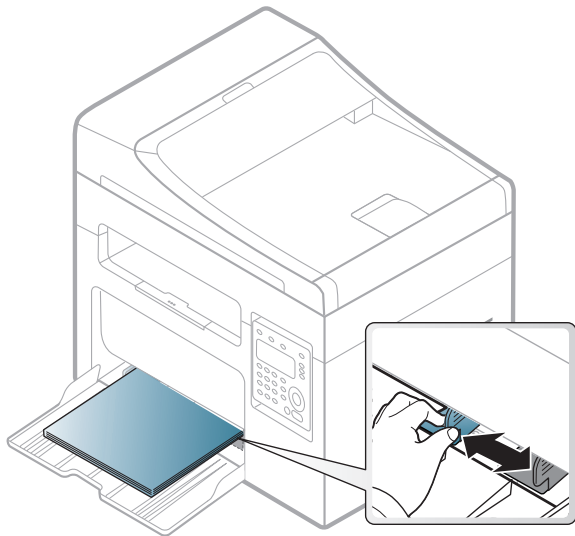
Media and tray



- Do not push the paper width guide too far causing the media to warp.
- Do not use a paper with a leading-edge curl, it may cause a paper jam or the paper can be wrinkled.
- If you do not adjust the paper width guide, it may cause paper jams.



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



- 5** When you print a document, set the paper type and size for the tray (see "Setting the paper size and type" on page 49).

Media and tray

Manual feeding in the tray

The tray can hold special sizes and types of print material, such as postcards, note cards, and envelopes (see "Print media specifications" on page 110).

To feed manually in the tray, click the below:

See "Loading paper in the tray" on page 43.



Tips on using the manual feeding in tray

- If you select **Paper > Source > Manual Feeder** from your printer driver, you need to press **OK** each time you print a page.
- Load only one type, size and weight of print media at time in the in the tray.
- To prevent paper jams, do not add paper while printing when there is still paper in the tray.
- Print media should be loaded face up with the top edge going into the tray first and be placed in the center of the tray.
- To ensure printing quality and to prevent paper jams, only load the available paper (see "Print media specifications" on page 110).
- Flatten any curl on postcards, envelopes, and labels before loading them into the in the tray.
- When printing on special media, you must follow the loading guidelines (see "Printing on special media" on page 45).

Printing on special media

The table below shows the special media usable in tray.

The paper setting in the machine and driver should match to print without a paper mismatch error.

To change the paper setting set in the machine, from the **Samsung Easy Printer Manager** select  **(Switch to advanced mode) > Device Settings**.

Or if your machine supports a display screen, you can set it using the  **(Menu)** button on the control panel.

Then, set the paper type from the **Printing preferences** window > **Paper** tab > **Paper Type** (see "Opening printing preferences" on page 56).



- When using special media, we recommend you feed one sheet at a time (see "Print media specifications" on page 110).
- Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 22).

Media and tray

To see for paper weights for each sheet, refer to "Print media specifications" on page 110.

Types	Tray ^a
Plain	•
Thick	•
Thin	•
Bond	•
Color	•
CardStock	•
Labels	•
Envelope	•
Preprinted	•
Cotton	•
Recycled	•
Archive	•

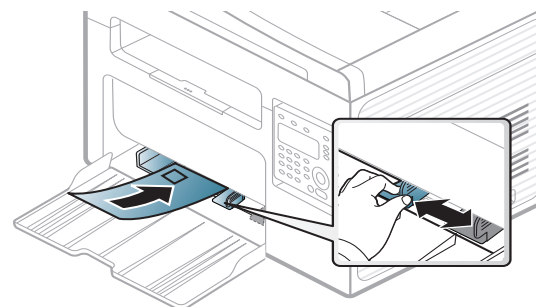
a. The paper types available manual feeding in tray.

(•: Supported, Blank: Not supported)

Envelope

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

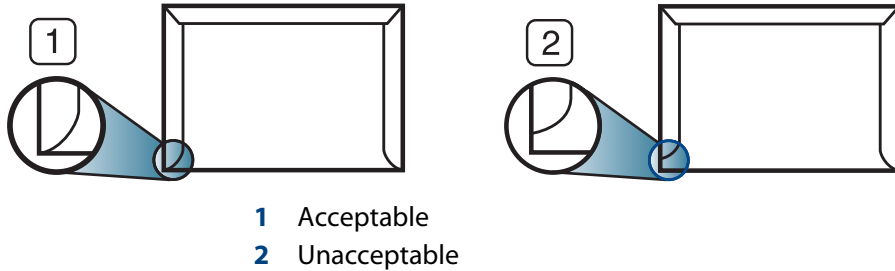
To print an envelope, place it as shown in the following figure.



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

Media and tray

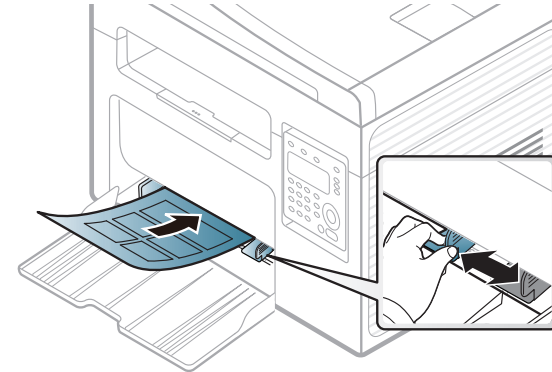
- Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope.



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

Labels

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

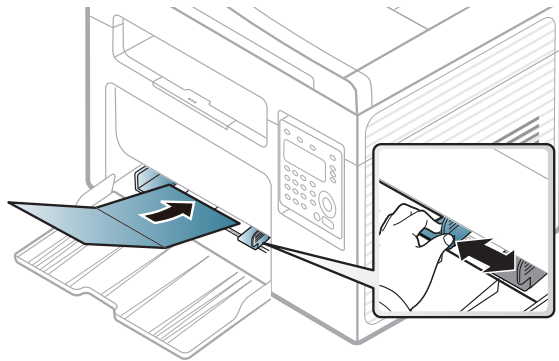


- When selecting labels, consider the following factors:
 - **Adhesives:** Should be stable at your machine's fusing temperature about 170°C (338°F).
 - **Arrangement:** Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious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

Media and tray

- Do not run a sheet of labels through the machine more than once. The adhesive backing is designed for only a single pass through the machine.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

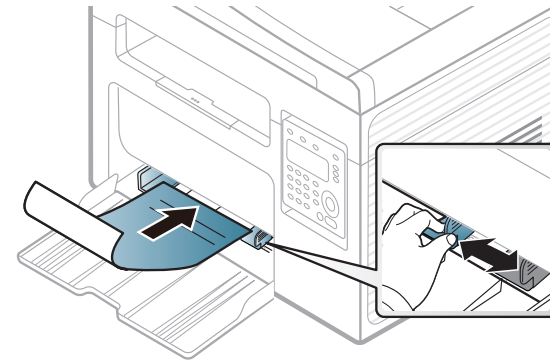
Card stock/ Custom-sized paper



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

Preprinted paper

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



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

Media and tray

Setting the paper size and type

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

The paper setting in the machine and driver should match to print without a paper mismatch error.

To change the paper setting set in the machine, from the **Samsung Easy Printer Manager** select  **(Switch to advanced mode)** > **Device Settings**.

Or if your machine supports a display screen, you can set it using the  **(Menu)** button on the control panel.

Then, set the paper type from the **Printing preferences** window > **Paper** tab > **Paper Type** (see "Opening printing preferences" on page 56).



It may be necessary to press **OK** to navigate to lower-level menus for some models.

- 1 Select  **(Menu)** button on the control panel.
- 2 Press **System Setup** > **Paper Setup** > **Paper Size** or **Paper Type**.
- 3 Select the tray and the option you want.

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

5 Press  **(Stop/Clear)** to return to ready mode.



If you want to use special-sized paper such as billing paper, select the **Paper** tab > **Size** > **Edit...** and set **Custom Paper Size Settings** in the **Printing Preferences** (see "Opening printing preferences" on page 56).

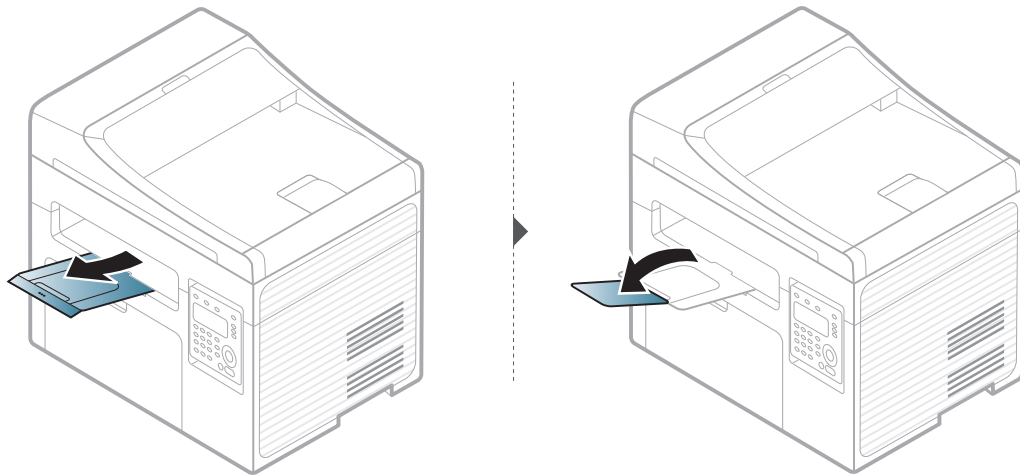
Media and tray

Using the output support



The surface of the output tray may become hot if you print a large number of pages at once. Make sure that you do not touch the surface, and do not allow children near it.

The printed pages stack on the output support, and the output support will help the printed pages to align. The printer sends output to the output tray by default.



Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 22).

Preparing originals

- Do not load paper smaller than 142 x 148 mm (5.6 x 5.8 inches) or larger than 216 x 356 mm (8.5 x 14 inches).
- Do not attempt to load the following s of paper, in order to prevent paper jam, low print quality and machine damage.
 - 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.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading.
- Do not load originals that include different sizes or weights of paper.
- Do not load booklets, pamphlets, transparencies, or documents with other unusual characteristics.

Media and tray

Loading originals

You can use the scanner glass or the document feeder to load an original for copying, scanning, and sending a fax.

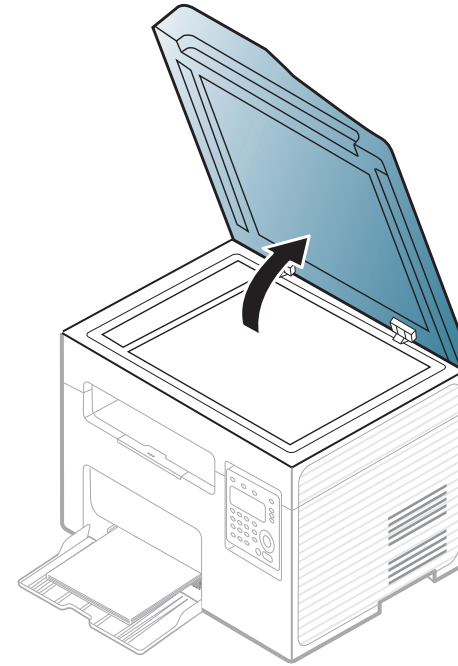


Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 22).

On the scanner glass

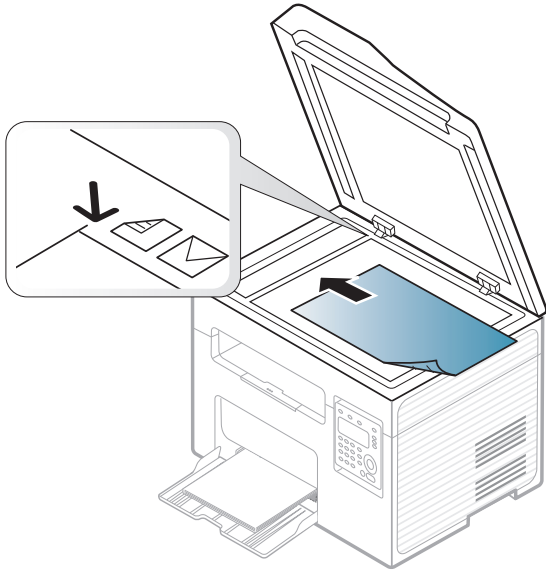
Using the scanner glass, you can copy or scan originals. You can get the best scan quality, especially for colored or gray-scaled images. Make sure that no originals are in the document feeder. If an original is detected in the document feeder, the machine gives it priority over the original on the scanner glass.

- 1 Lift and open the scanner lid.



Media and tray

- 2 Place the original face down on the scanner glass. Align it with the registration guide at the top left corner of the glass.



- 3 Close the scanner lid.



- Leaving the scanner lid open while copying may affect copy quality and toner consumption.
- Dust on the scanner glass may cause black spots on the printout. Always keep it clean (see "Cleaning the machine" on page 82).
- If you are copying a page from a book or magazine, lift the scanner lid until its hinges are caught by the stopper and then close the lid. If the book or magazine is thicker than 30 mm, start copying with the scanner lid open.

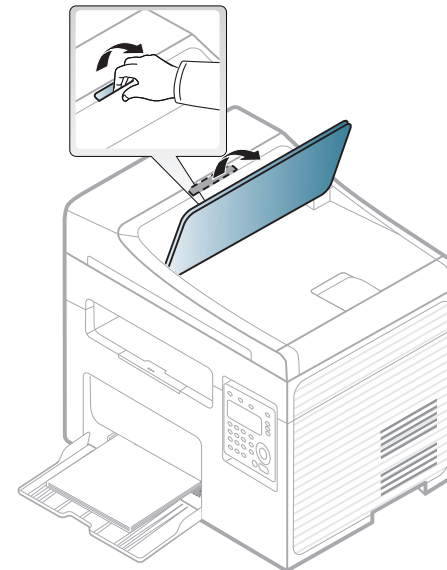


- Be careful not to break the scanner glass. You may get hurt.
- Do not put hands while closing the scanner lid. The scanner lid may fall on your hands and get hurt.
- Do not look the light from inside of the scanner while copying or scanning. It is harmful to eyes.

In the document feeder

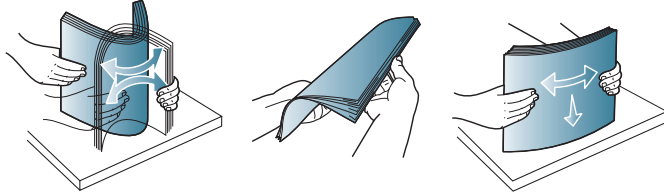
Using the document feeder, you can load up to 40 sheets of paper (80 g/m², 20 lbs bond) for one job.

- 1 Open the document feeder guide cover.

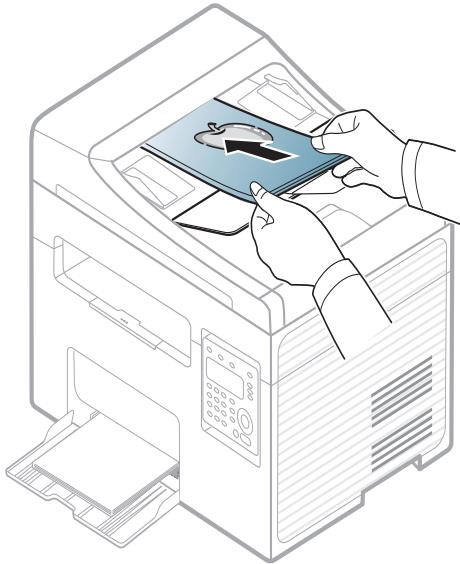


Media and tray

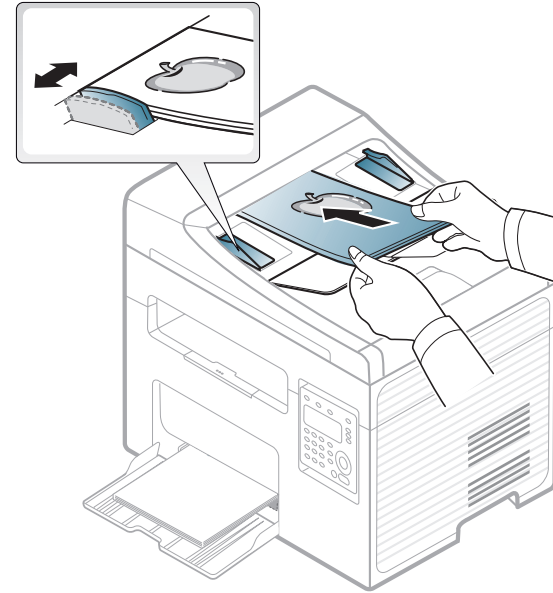
- 2** Flex or fan the edge of the paper stack to separate the pages before loading originals.



- 3** Load the original face up into the document feeder input tray. Make sure that the bottom of the original stack matches the paper size marked on the document input tray.



- 4** Adjust the document feeder width guides to the paper size.



Dust on the document feeder glass may cause black lines on the printout. Always keep the glass clean (see "Cleaning the machine" on page 82).

Basic printing



For special printing features, refer to the Advanced Guide (see "Using advanced print features" on page 230).

Printing

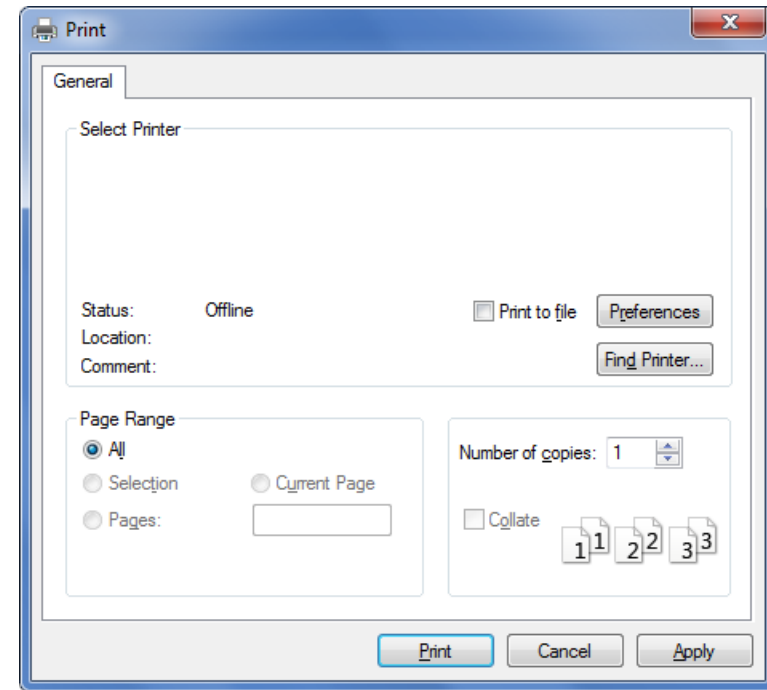


If you are a Mac or Linux operating systems user, refer to the Advanced Guide (see "Mac printing" on page 238 or "Linux printing" on page 239).

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

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

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



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



To take advantage of the advanced printing features, click **Properties** or **Preferences** from the **Print** window (see "Opening printing preferences" on page 56).

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

Basic printing

Canceling a print job

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

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

Basic printing

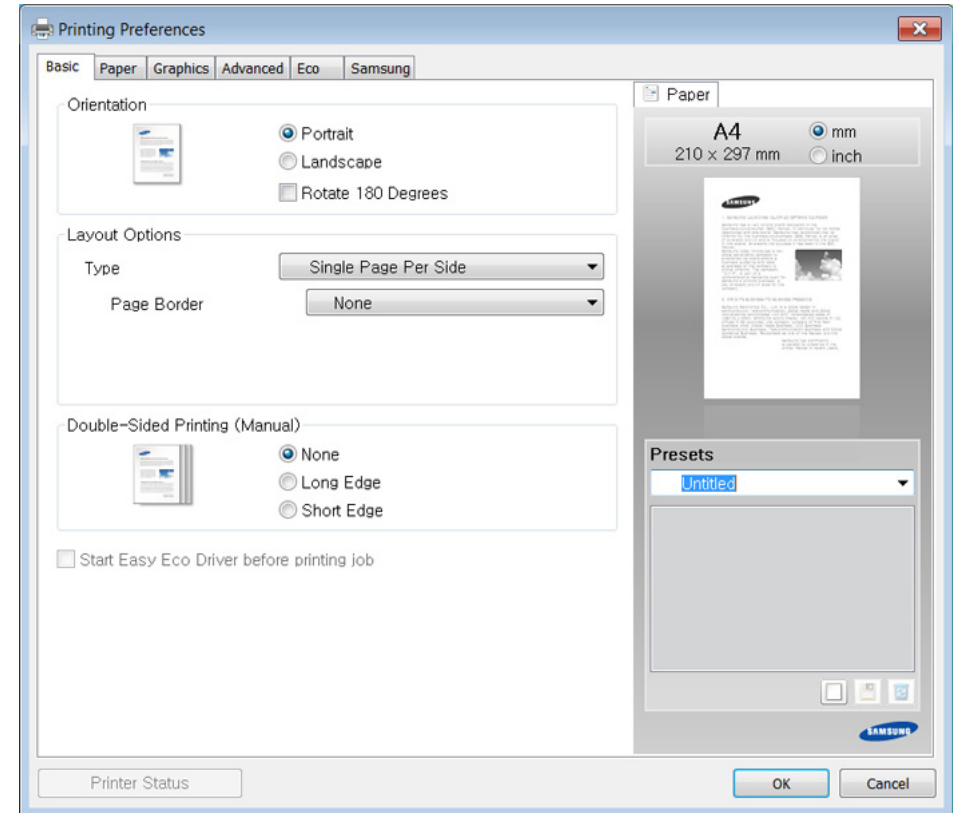
Opening printing preferences



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

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

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



You can check the machine's current status pressing the **Printer Status** button (see "Using Samsung Printer Status" on page 279).

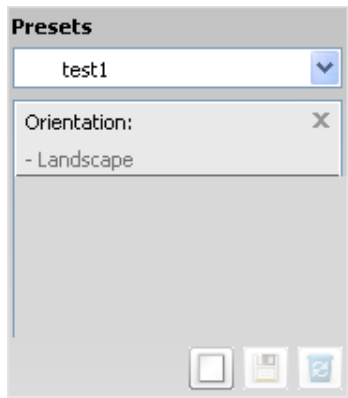
Basic printing

Using a favorite setting

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

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

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



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



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

To delete saved settings, select it from the **Presets** drop-down list and click  (**Delete**).

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

Using help

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

Basic printing

Eco printing

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

If you press the **Eco** button from the control panel, eco mode is enabled. The default setting of Eco mode is **Multiple Pages per Side (2)** and **Toner Save**.

Setting Eco mode on the control panel



If your has machine for + /- buttons on the control panel or the machine is not supported network (see "Control panel overview" on page 25):

You can set the machine's settings by using the **Device Settings** in Samsung Easy Printer Manager program or **Machine** section in Printer Settings Utility program.

- For Windows and Mac users, see "Device Settings" on page 278.
- For Linux users, see "Using Smart Panel" on page 281.



- Accessing menus may differ from model to model (see "Accessing the menu" on page 34).
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

1 Select  (**Menu**) > **System Setup** > **Machine Setup** > **Eco Settings** on the control panel.

2 Select the option you want and press **OK**.

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



If you set the eco mode on with a password from the SyncThru™ Web Service (**Settings** tab > **Machine Settings** > **System** > **Eco** > **Settings**) or Samsung Easy Printer Manager (**Device Settings** > **Eco**), the **On force** message appears. You have to enter the password to change the eco mode status.

- **Select Temp.:** Follow the settings from Syncthru™ Web Service or Samsung Easy Printer Manager. Before you select this item, you must set the eco function in SyncThru™ Web Service (**Settings** tab > **Machine Settings** > **System** > **Eco** > **Settings**) or Samsung Easy Printer Manager (**Device Settings** > **Eco**).
 - **Default Eco:** The machine is set to **Default Eco** mode.
 - **Custom Eco:** Change any necessary values.

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

Basic printing

Setting eco mode on the driver

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

Eco options

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

Result simulator

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

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

- The actual amount displayed is only an estimate as the actual amount may differ depending on the operating system used, computing performance, application software, connection method, media type [thickness], media size, job complexity, etc.

Basic copying



For special printing features, refer to the Advanced Guide (see "Copy menu" on page 192).

Basic copy



If your has machine for + / – buttons on the control panel (see "Control panel overview" on page 25):

- a Place a single original face down on the scanner glass.
- b If you want to customize the copy settings including darkness, original type and more by using the **Device Settings** in Samsung Easy Printer Manager program or **Machine** section in Printer Settings Utility program.
 - For Windows and Mac users, see "Device Settings" on page 278.
 - For Linux users, see "Using Smart Panel" on page 281.
- c Enter the number of copies using the + / – buttons if necessary.
- d Press  (**Start**).

1

Select  (copy) on the control panel.

2

Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).

3

If you want to customize the copy settings including **Reduce/Enlarge**, **Darkness**, **Contrast**, **Original Type**, and more by using the control panel buttons (see "Changing the settings for each copy" on page 61).

4

Enter the number of copies using the arrow or number keypad, if necessary.

5

Press  (**Start**).



If you need to cancel the copying job during the operation, press  (**Stop/Clear**) and the copying will stop.

Basic copying

Changing the settings for each copy

Your machine provides default settings for copying so that you can quickly and easily make a copy.



- If you press the  (**Stop/Clear**) button twice while setting the copy options, all of the options you have set for the current copy job will be canceled and returned to their default status. Or, they will automatically return to their default status after the machine completes the copy in progress.

- Accessing menus may differ from model to model (see "Accessing the menu" on page 34).

If your has machine for + /– buttons on the control panel:

You can customize the copy settings such as darkness, original type and more by using the **Device Settings** in Samsung Easy Printer Manager program or the **Machine** section in Printer Settings Utility program.

- For Windows and Mac users, see "Device Settings" on page 278.
- For Linux users, see "Using Smart Panel" on page 281.
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

Darkness

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

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Darkness** on the control panel.
- 2 Select the option you want and press **OK**.
For example, the **Light+5** being the lightest, and the **Dark+5** being the darkest.
- 3 Press  (**Stop/Clear**) to return to ready mode.

Contrast

The **Contrast** menu lets you increase or decrease the difference between the bright and dark areas of an image.

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Contrast** on the control panel.
- 2 Select the option you want and press **OK**.
Select **Dark** to heighten the contrast and select **Light** to reduce it.
- 3 Press  (**Stop/Clear**) to return to ready mode.

Basic copying

Original

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

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Original Type** on the control panel.
- 2 Select the option you want and press **OK**.
 - **Text**: Use for originals containing mostly text.
 - **Text/Photo**: Use for originals with mixed text and photographs.



If texts in the printout is blurry, select **Text** to get the clear texts.

- **Photo**: Use when the originals are photographs.
- 3 Press  (**Stop/Clear**) to return to ready mode.

Reduced or enlarged copy

You can reduce or enlarge the size of a copied image from 25% to 400% from the document feeder or scanner glass.



- This feature may not be available depending on model or optional goods (see "Variety feature" on page 10).
- If the machine set to Eco mode, reduce and enlarge features are not available.

To select from the predefined copy sizes

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Reduce/Enlarge** on the control panel.
- 2 Select the option you want and press **OK**.
- 3 Press  (**Stop/Clear**) to return to ready mode.

To scale the copy by directly entering the scale rate

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Reduce/Enlarge** > **Custom** on the control panel.
- 2 Enter the copy size you want using the numeric keypad.
- 3 Press **OK** to save the selection.
- 4 Press  (**Stop/Clear**) to return to ready mode.

Basic copying



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

ID card copying

Your machine can print 2-sided originals on one sheet.

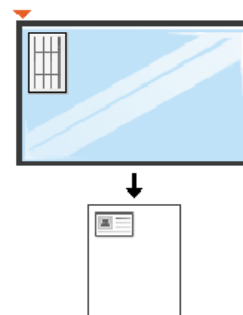
The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. This feature is helpful for copying a small-sized item such as business card.



- The original must be placed on the scanner glass to use this feature.
- If the machine set to Eco mode, this feature is not available.

Depending on the model, the operating procedure may differ.

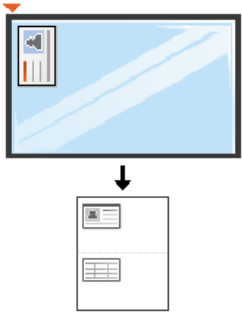
- 1 Press **ID Copy** on the control panel.
- 2 Place the front side of an original facing down on the scanner glass where arrows indicate as shown. Then, close the scanner lid.



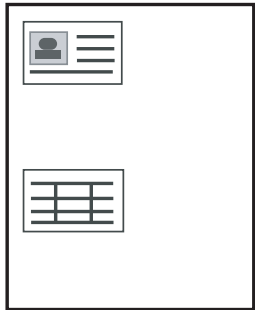
- 3 **Place Front Side and Press [Start]** appears on the display.
If your machine has +/- buttons on the control panel, the Front LED on the control panel lights on.
- 4 Press  (**Start**).
Your machine begins scanning the front side and shows **Place Back Side and Press [Start]**.
If your machine has +/- buttons on the control panel, the Back LED on the control panel lights on.

Basic copying

- 5 Turn the original over and place it on the scanner glass where arrows indicate as shown. Then, close the scanner lid.



- 6 Press  (**Start**) button.



- If you do not press the  (**Start**) button, only the front side will be copied.
- If the original is larger than the printable area, some portions may not be printed.

Basic scanning



For special scanning features, refer to the Advanced Guide (see "Scan features" on page 244).

Basic Scanning

This is the normal and usual procedure for scanning originals.

This is a basic scanning method for USB-connected machine.



- It may be necessary to press **OK** to navigate to lower-level menus for some models.
- If you want to scan using the network, refer to the Advanced Guide (see "Scanning from network connected machine" on page 245).

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 Select  (scan) > **Scan to PC** on the control panel.
OR
Press **Scan to** on the control panel.



If you see **Not Available** message, check the port connection, or select **Enable Scan from Device Panel** in **Samsung Easy Printer Manager** >



Switch to advanced mode > **Scan to PC Settings**.

3

Select the scan destination you want and press **OK**.

Default setting is **My Documents**.



- You can create and save the frequently used settings as a profile list. Also you can add and delete the profile and save each profile to a different path.
- To change the **Samsung Easy Printer Manager** >  Switch to advanced mode > **Scan to PC Settings**.

4

Select the option you want and press **OK**.

5

Scanning begins.



Scanned image is saved in computer's **C:\Users\users name\My Documents**. The saved folder may differ, depending on your operating system or the application you are using.

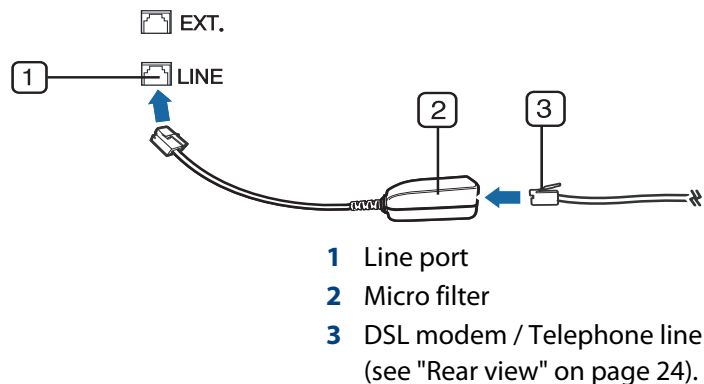
Basic faxing



- This function is not supported for M207x Series (see "Control panel overview" on page 25).
- For special faxing features, refer to the Advanced Guide (see "Fax features" on page 254).



- You cannot use this machine as a fax via the internet phone. For more information ask your internet service provider.
- We recommend using traditional analog phone services (PSTN: Public Switched Telephone Network) when connecting telephone lines to use a fax machine. If you use other Internet services (DSL, ISDN, VoIP), you can improve the connection quality by using the Micro-filter. The Micro-filter eliminates unnecessary noise signals and improves connection quality or Internet quality. Since the DSL Micro-filter is not provided with the machine, contact your Internet service provider for use on DSL Micro-filter.



Preparing to fax

Before you send or receive a fax, you need to connect the supplied line cord to your telephone wall jack (see "Rear view" on page 24). Refer to the Quick Installation Guide how to make a connection. The method of making a telephone connection is different from one country to another.

Sending a fax



When you place the originals, you can use either the document feeder or the scanner glass. If the originals are placed on both the document feeder and the scanner glass, the machine will read the originals on the document feeder first, which has higher priority in scanning.

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 Select  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs (see "Adjusting the document settings" on page 68).

Basic faxing

- 4 Enter the destination fax number (see "Keypad letters and numbers" on page 224).
- 5 Press  (**Start**) on the control panel. The machine starts to scan and send the fax to the destinations.



- If you want to send a fax directly from your computer, use Samsung Network PC Fax (see "Sending a fax in the computer" on page 255).
- When you want to cancel a fax job, press  (**Stop/Clear**) before the machine starts transmission.
- If you used the scanner glass, the machine shows the message asking to place another page.

Sending a fax manually

Perform the following to send a fax using  (**On Hook Dial**) on the control panel.



If your machine is a handset model, you can send a fax using the handset (see "Variety feature" on page 10).

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 Select  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs (see "Adjusting the document settings" on page 68).
- 4 Press  (**On Hook Dial**) on the control panel or lift the handset.
- 5 Enter a fax number using the number keypad on the control panel.
- 6 Press  (**Start**) on the control panel when you hear a high-pitched fax signal from the remote fax machine.

Sending a fax to multiple destinations

You can use the multiple send feature, which allows you to send a fax to multiple locations. Originals are automatically stored in memory and sent to a remote station. After transmission, the originals are automatically erased from memory.



You cannot send faxes with this feature if you chosen super fine as an option or if the fax is in color.

Basic faxing

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 Select  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs (see "Adjusting the document settings" on page 68).
- 4 Select  (**Menu**) > **Fax Feature** > **Multi Send** on the control panel.
- 5 Enter the number of the first receiving fax machine and press **OK**.
You can press speed dial numbers or select a group dial number using the  (**Address book**) button.
- 6 Enter the second fax number and press **OK**.
The display asks you to enter another fax number to send the document.
- 7 To enter more fax numbers, press **OK** when **Yes** appears and repeat steps 5 and 6.



- You can add up to 10 destinations.
- Once you have entered a group dial number, you cannot enter another group dial number.

- 8 When you have finished entering fax numbers, select **No** at the **Another No.?** prompt and press **OK**.

The machine begins sending the fax to the numbers you entered in the order in which you entered them.

Multi send report is printed after sending faxes.

Receiving a fax

Your machine is preset Fax mode at the factory. When you receive a fax, the machine answers the call on a specified number of rings and automatically receives the fax.

Adjusting the document settings

Before starting a fax, change the following settings according to your original's status to get the best quality.



- It may be necessary to press **OK** to navigate to lower-level menus for some models.

Basic faxing

Resolution

The default document settings produce good results when using typical text-based originals. However, if you send originals that are of poor quality, or contain photographs, you can adjust the resolution to produce a higher quality fax.

- 1 Select  (fax) >  (**Menu**) > **Fax Feature** > **Resolution** on the control panel.
- 2 Select the option you want and press **OK**.
 - **Standard:** Originals with normal sized characters.
 - **Fine:** Originals containing small characters or thin lines or originals printed using a dot-matrix printer.
 - **Super Fine:** Originals containing extremely fine detail. **Super Fine** mode is enabled only if the machine with which you are communicating also supports the Super Fine resolution.



- For 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 fax machine with which you are communicating does not support **Super Fine** resolution, the machine transmits using the highest resolution mode supported by the other fax machine.

- **Photo Fax:** Originals containing shades of gray or photographs.
- **Color Fax:** Original with colors.



- Memory transmission is not available in this mode.
- You can only send a color fax if the machine you are communicating with supports color fax reception and you send the fax manually.

- 3 Press  (**Stop/Clear**) to return to ready mode.

Darkness

You can select the degree of darkness of the original document.



The darkness setting is applied to the current fax job. To change the default setting (see "Fax menu" on page 199).

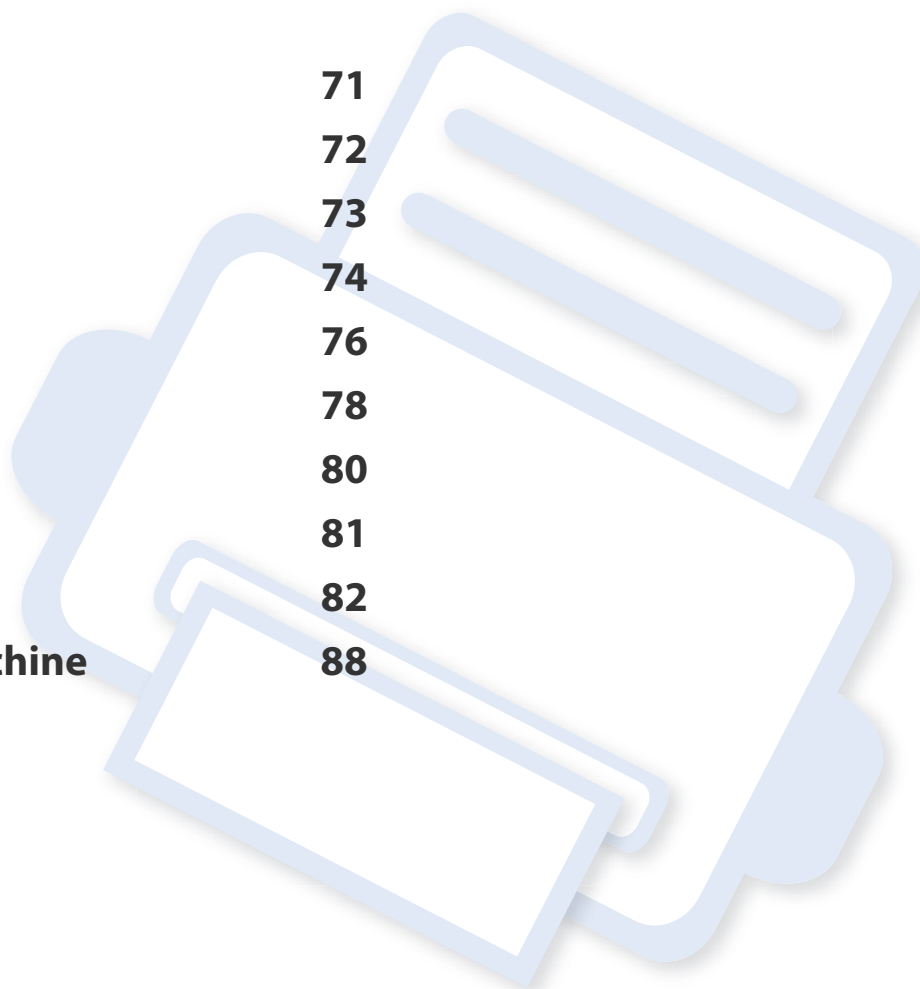
- 1 Select  (fax) >  (**Menu**) > **Fax Feature** > **Darkness** on the control panel.
- 2 Select a darkness level you want.
- 3 Press  (**Stop/Clear**) to return to ready mode.



3. Maintenance

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

- **Ordering supplies and accessories** 71
- **Available supplies** 72
- **Available maintenance parts** 73
- **Storing the toner cartridge** 74
- **Redistributing toner** 76
- **Replacing the toner cartridge** 78
- **Monitoring the supplies life** 80
- **Setting the toner low alert** 81
- **Cleaning the machine** 82
- **Tips for moving & storing your machine** 88



Ordering supplies and accessories



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

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

Available supplies

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

Type	Average yield ^a	Part name
Toner cartridge	Approx. 1,500 pages	MLT-D101S

a. Declared yield value in accordance with ISO/IEC 19752. The number of pages may be affected by operating environment, printing interval, graphics, media type and media size.



Depending on the options, percentage of image area and job mode used, the toner cartridge’s lifespan may differ.



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



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

Available maintenance parts

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

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

Parts	Average yield ^a
Transfer Roller	Approx. 30,000 pages
Fuser Unit	Approx. 30,000 pages
Pick-Up Roller	Approx. 30,000 pages
Feed Roller	Approx. 30,000 pages
ADF Feed Roller ^b	Approx. 20,000 pages
ADF Rubber Pad ^b	Approx. 20,000 pages

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

b. This feature may not be available depending on model or optional goods (see "Variety feature" on page 10).

Storing the toner cartridge

Toner cartridges contain components that are sensitive to light, temperature and humidity. Samsung suggests users follow these recommendations to ensure optimal performance, highest quality, and longest life from your new Samsung toner cartridge.

Store this cartridge in the same environment in which the printer will be used. This should be in controlled temperature and humidity conditions. The toner cartridge should remain in its original and unopened package until installation – if original packaging is not available, cover the top opening of the cartridge with paper and store in a dark cabinet.

Opening the cartridge package prior to use dramatically shortens its useful shelf and operating life. Do not store on the floor. If the toner cartridge is removed from the printer, follow the instructions below to store the toner cartridge properly.

- Store the cartridge inside the protective bag from the original package.
- Store lying flat (not standing on end) with the same side facing up as if it were installed in the machine.
- Do not store consumables in any of the following conditions:
 - Temperature greater than 40°C (104°F).
 - Humidity range less than 20% or greater than 80%.
 - An environment with extreme changes in humidity or temperature.
 - Direct sunlight or room light.
 - Dusty places.
 - A car for a long period of time.

- An environment where corrosive gases are present.
- An environment with salty air.

Handling instructions

- Do not touch the surface of the photoconductive drum in the cartridge.
- Do not expose the cartridge to unnecessary vibrations or shock.
- Never manually rotate the drum, especially in the reverse direction; this can cause internal damage and toner spillage.

Toner cartridge usage

Samsung Electronics does not recommend or approve the use of non-Samsung brand toner cartridges in your printer including generic, store brand, refilled, or remanufactured toner cartridges.



Samsung's printer warranty does not cover damage to the machine caused by the use of a refilled, remanufactured, or non-Samsung brand toner cartridges.

Storing the toner cartridge

Estimated cartridge life

Estimated cartridge life (the life of the toner cartridge yield) depends on the amount of toner that print jobs require. The actual print yield may vary depending on the print density of the pages you print on, operating environment, percentage of image area, printing interval, media type and/or media size. For example, if you print a lot of graphics, the consumption of the toner is higher and you may need to change the cartridge more often.

Redistributing toner

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

- White streaks or light printing occurs and/or density variation side to side.
- The **Status** LED blinks red. In the case of machine with a **Toner** LED, it blinks orange.

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

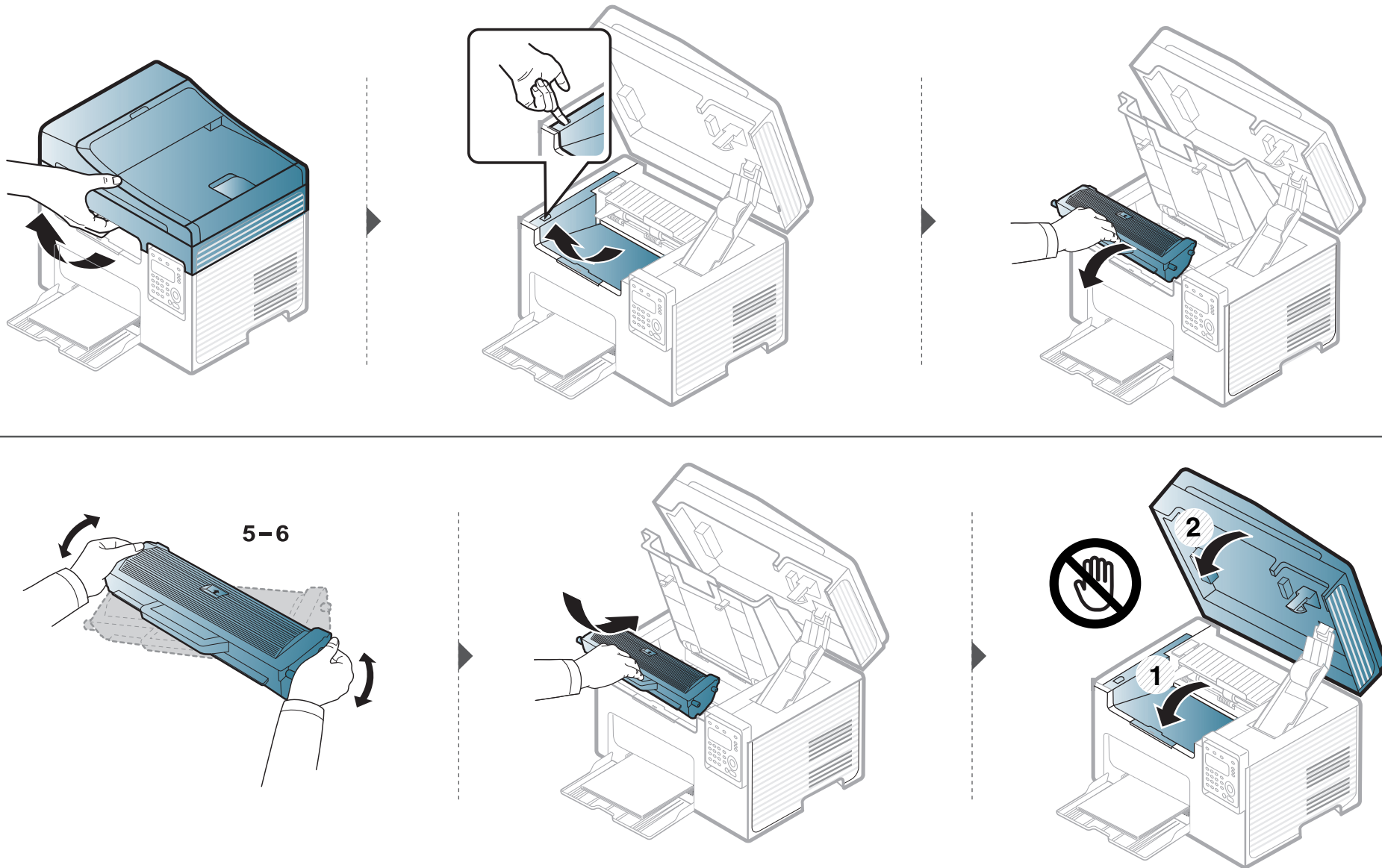


Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 22).



- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green area of the toner cartridge. Use the handle on the cartridge to avoid touching this area.
- Do not use sharp objects such as a knife or scissors to open the toner cartridge package. They might scratch the drum of the cartridge.
- If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
- When opening a scan unit, hold the document feeder and scan unit together.

Redistributing toner



Replacing the toner cartridge



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



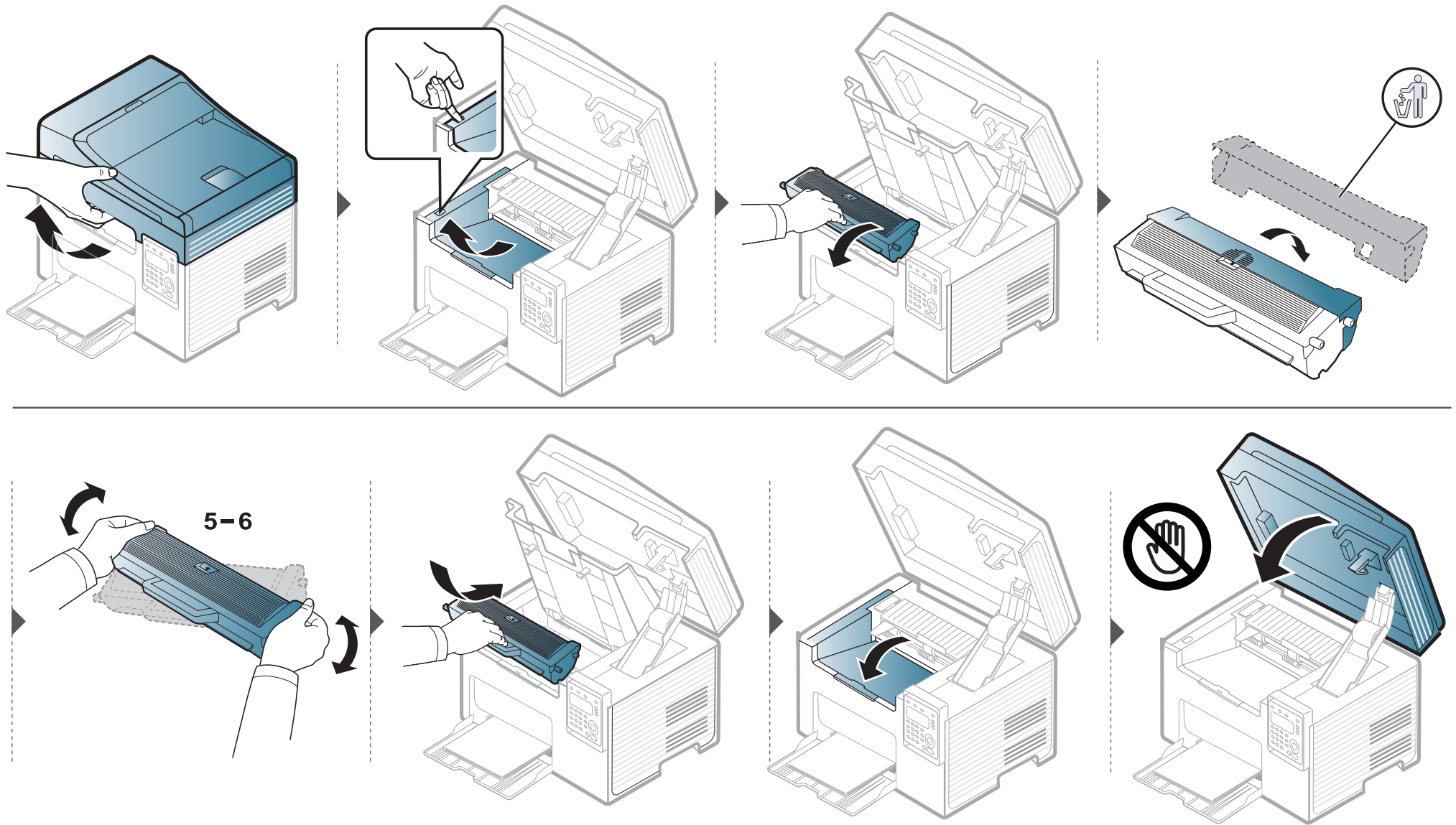
- Shake the toner cartridge thoroughly, it will increase the initial print quality.
- Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 22).



- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green area of the toner cartridge. Use the handle on the cartridge to avoid touching this area.
- Do not use sharp objects such as a knife or scissors to open the toner cartridge package. They might scratch the drum of the cartridge.
- If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
- When opening a scan unit, hold the document feeder and scan unit together.

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

Replacing the toner cartridge



Monitoring the supplies life

If you experience frequent paper jams or printing problems, check the number of pages the machine has printed or scanned. Replace the corresponding parts, if necessary.



- If your has machine for + /– buttons on the control panel (see "Control panel overview" on page 25):
In ready mode, press and hold  (**Stop/Clear**) button for about 6 seconds, then release. A supplied Information report prints out.
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

- 1 Select  (**Menu**) > **System Setup** > **Maintenance** > **Supplies Life** on the control panel.
- 2 Select the option you want and press **OK**.
 - **Total:** Displays the total number of pages printed.
 - **ADF Scan:** Displays the number of pages printed by using the document feeder.
 - **Platen Scan:** Displays the number of pages scanned by using scanner glass.
 - **Supplies Info.:** Prints the supply information page.
- 3 Press  (**Stop/Clear**) to return to ready mode.