

Using USB memory device



- Do not remove the USB memory device while the machine is in operation or writing to or reading from USB memory. The machine warranty does not cover damage caused by user's misuse.
- If your USB memory device has certain features such as security settings and password settings, your machine may not automatically detect it. For details about these features, see the user's guide of the USB memory device.

Printing from a USB memory device

You can directly print files stored on a USB memory device.

File s supported by Direct Print option.

- PRN: Only files created by provided driver with your machine are compatible.

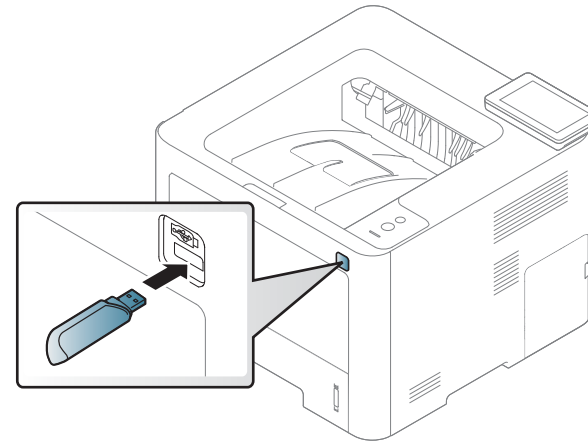


If you print PRN files created from other machine, the printout would be different.

- TIFF: TIFF 6.0 Baseline
- JPEG: JPEG Baseline
- PDF: PDF 1.7 or lower version.

To print a document from a USB memory device

- 1 Insert a USB memory device into the USB memory port on your machine.



- 2 Press  (**Direct USB**) > **Print From** > **Next** on the touch screen

- 3 Select the folder or file you want and press **OK**.



If you see [+] or [D] in the front of a folder name, there are one or more files or folders in the selected folder.

- 4 Select the number of copies to be printed or enter the number.
- 5 Press **Print** to start printing the selected file.
After printing the file, the display asks if you want to print another job.

Using USB memory device

- 6 Press  (**Cancel**) or home() icon to return to ready mode.

Managing USB memory

You can delete image files stored on a USB memory device one by one or all at once by reformatting the device.



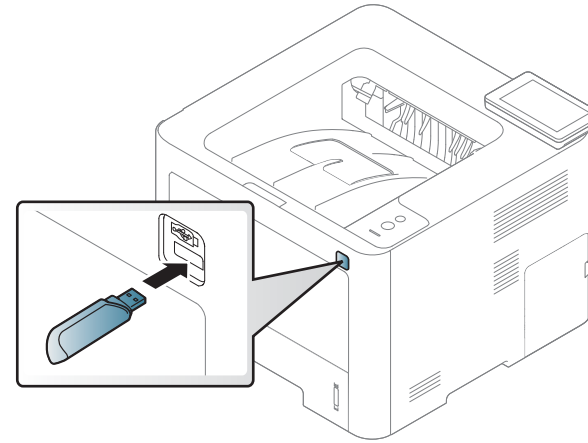
If you see [+] or [D] in the front of a folder name, there are one or more files or folders in the selected folder.



After deleting files or reformatting a USB memory device, files cannot be restored. Therefore, confirm that you no longer need the data before deleting it.

Deleting/Formatting an image file

- 1 Insert a USB memory device into the USB memory port on your machine.



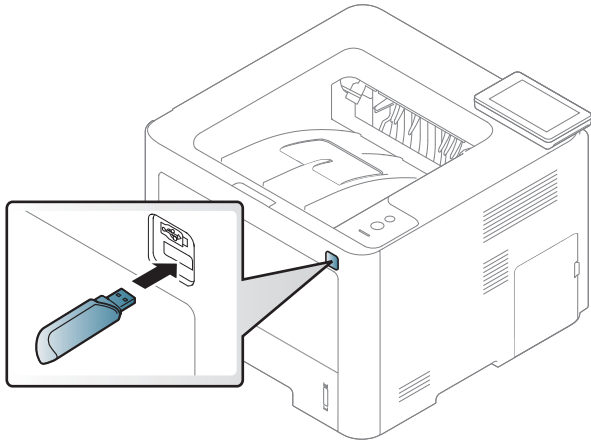
- 2 Press  (**Direct USB**) > **File Manage** > **Next** on the touch screen
- 3 Press the folder/file you want to delete and press .
- 4 Press **Delete** or **Format**.
- 5 Press **Yes**.
- 6 Press  (**Cancel**) or home() icon to return to ready mode.

Using USB memory device

Viewing the USB memory status

You can check the amount of memory space available for scanning and saving documents.

- 1 Insert a USB memory device into the USB memory port on your machine.



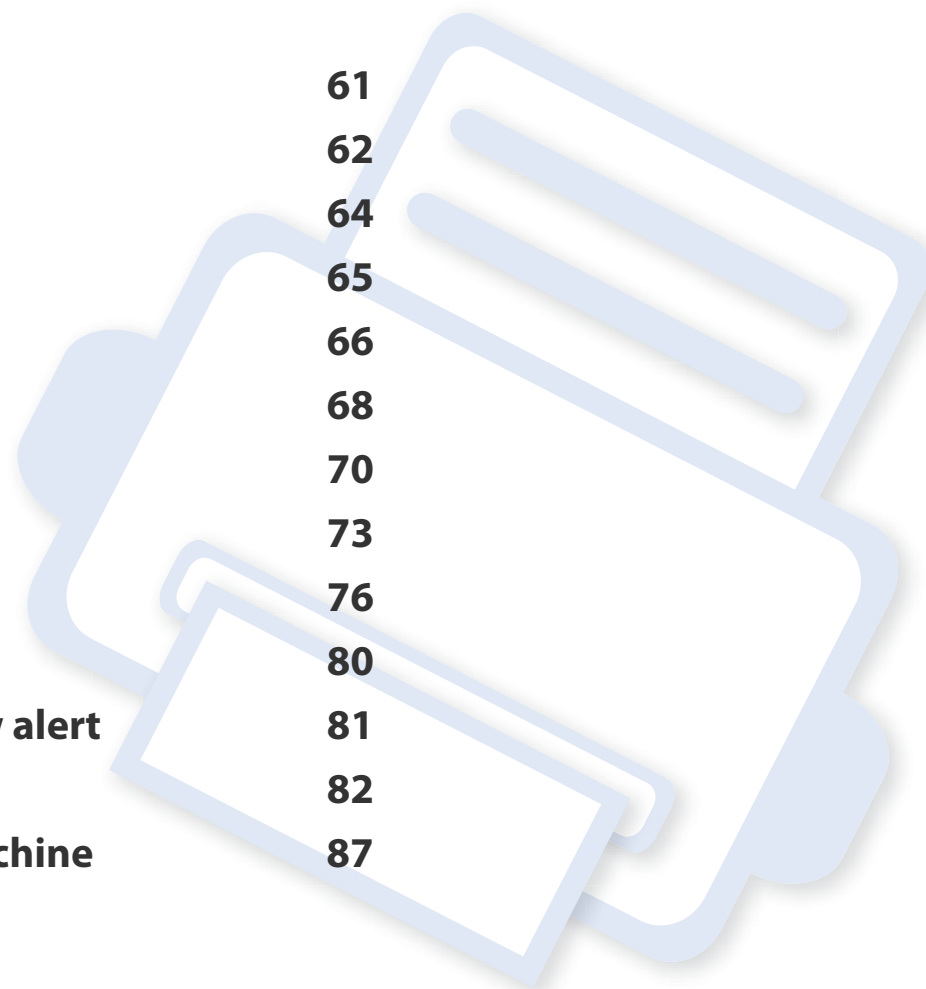
- 2 Press  (**Direct USB**) > **Show Space** > **Next** on the touch screen
- 3 The available memory space appears on the display.
- 4 Press  (**Cancel**) or home() icon to return to ready mode.



3. Maintenance

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

- **Ordering supplies and accessories** 61
- **Available consumables** 62
- **Available accessories** 64
- **Available maintenance parts** 65
- **Storing the toner cartridge** 66
- **Redistributing toner** 68
- **Replacing the toner cartridge** 70
- **Replacing the imaging unit** 73
- **Installing accessories** 76
- **Monitoring the supplies life** 80
- **Setting the toner/imaging unit low alert** 81
- **Cleaning the machine** 82
- **Tips for moving & storing your machine** 87



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 (see "Available consumables" on page 62, "Available accessories" on page 64, "Available maintenance parts" on page 65).

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 consumables

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

Type	Average yield ^a	Part name
Toner cartridge	Approx. 3,000 pages	• M3320/M3820/M4020 series: MLT-D203S • M3325 M3825 M4025 series: MLT-D204S
	Approx. 5,000 pages	• M3320 M3820 M4020 series: MLT-D203L • M3325 M3825 M4025 series: MLT-D204L
	Approx. 10,000 pages	• M3820 M4020 series: MLT-D203E • M3825 M4025 series: MLT-D204E
	Approx. 15,000 pages	• M4020 series: MLT-D203U • M4025 series: MLT-D204U
	Approx. 30,000 pages (based on 3 average letter/A4 size pages for print job)	• M3325 M3825 M4025 series: MLT-R204
Imaging Unit		

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



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

Available consumables



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 accessories

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



Some features and optional goods may not be available depending on models or countries (see "Features by models" on page 8).

Accessory	Function	Part name
Memory module^a	Extends your machine's memory capacity.	ML-MEM370: 512 MB
Optional tray^b	If you are experiencing frequent paper supply problems, you can attach an additional 520 ^c sheet tray.	• SL-SCF3800^d • SL-SCF3805^e
IEEE 1284B parallel Connector^f	Allows you to use various interface.  • When installing the printer driver with an IEEE1284B parallel connector, the machine might not be found and after installing the printer driver, only basic printing features are available. • If you want to check the machine's status or set the settings, connect the machine to a computer with a USB cable or a network. • If you use the IEEE 1284B parallel connector, you can not use the USB cable.	ML-PAR100

a. Not available for M332xD/M382xD

b. Not available for M382xD

c. Plain paper 80 g/m² (20 lb bond).

d. For M3320ND/M3820ND/M3820DW/M4020ND.

e. For M3325ND/M3825ND/M3825DW/M4025ND.

f. To use the optional IEEE 1284B parallel connector, plug it to the UBS port and the 5V output port.

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
Tray 1 roller	Approx. 90,000 pages
Tray 1 retard roller	Approx. 60,000 pages
Tray 2 roller	Approx. 200,000 pages
Tray 2 retard roller	Approx. 100,000 pages
MP roller	Approx. 100,000 pages
MP retard roller	Approx. 80,000 pages
Transfer roller	Approx. 100,000 pages
Fuser unit	Approx. 90,000 pages

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

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. The toner-related message saying that the toner is low may appear on the display.

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. Replace the toner cartridge (see "Available consumables" on page 62).



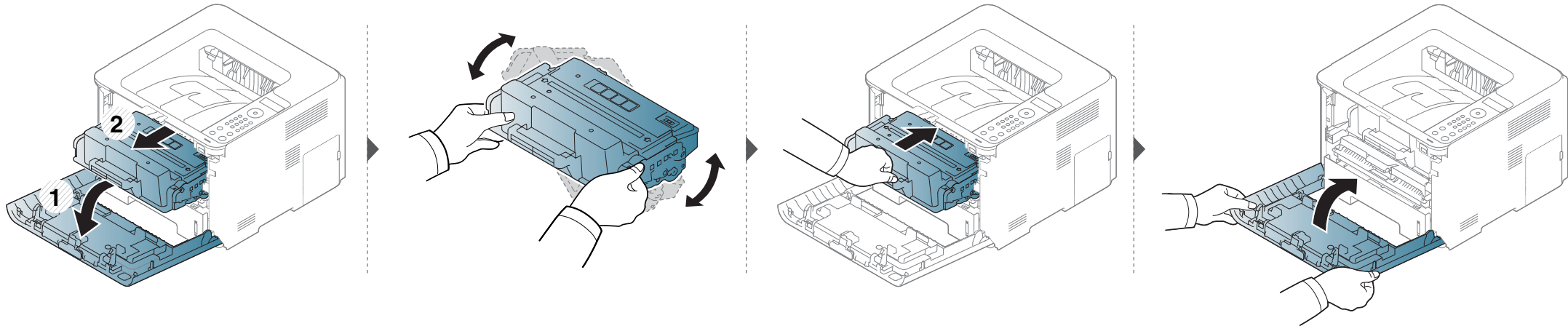
Illustrations on this user's guide may differ from your machine depending on its options or models.



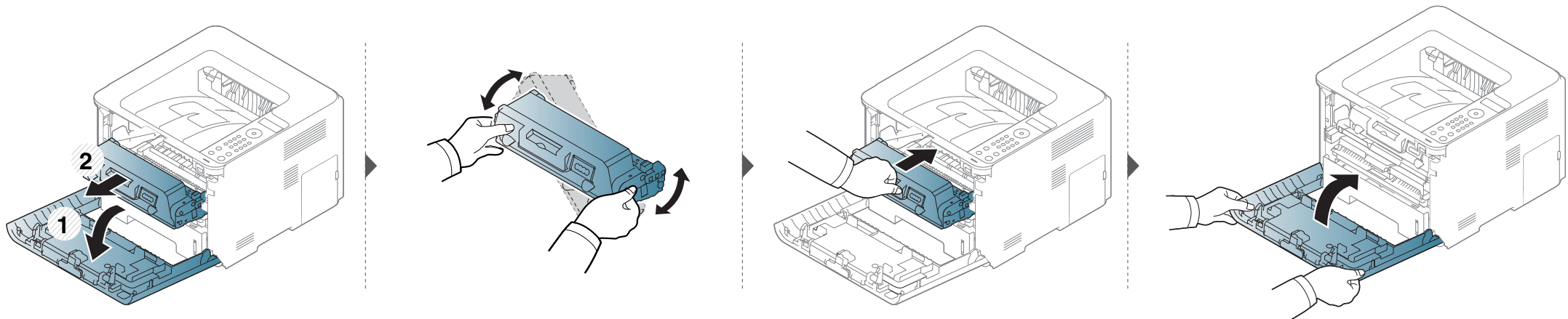
- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green area of the toner cartridge. Use the handle on the cartridge to avoid touching this area.
- Do not use sharp objects such as a knife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

Redistributing toner

M3320/M3820/M4020 series



M3325/M3825/M4025 series



Replacing the toner cartridge

A toner cartridge has almost reached its estimated cartridge life:

- The status LED and the toner-related message on the display indicate when the toner cartridge should be replaced.
- The computer's Samsung Printing Status Program window appears on the computer telling you when the cartridge is empty (see "Using Samsung Printer Status" on page 243).



- 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 20).



- 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.

Toner cartridge

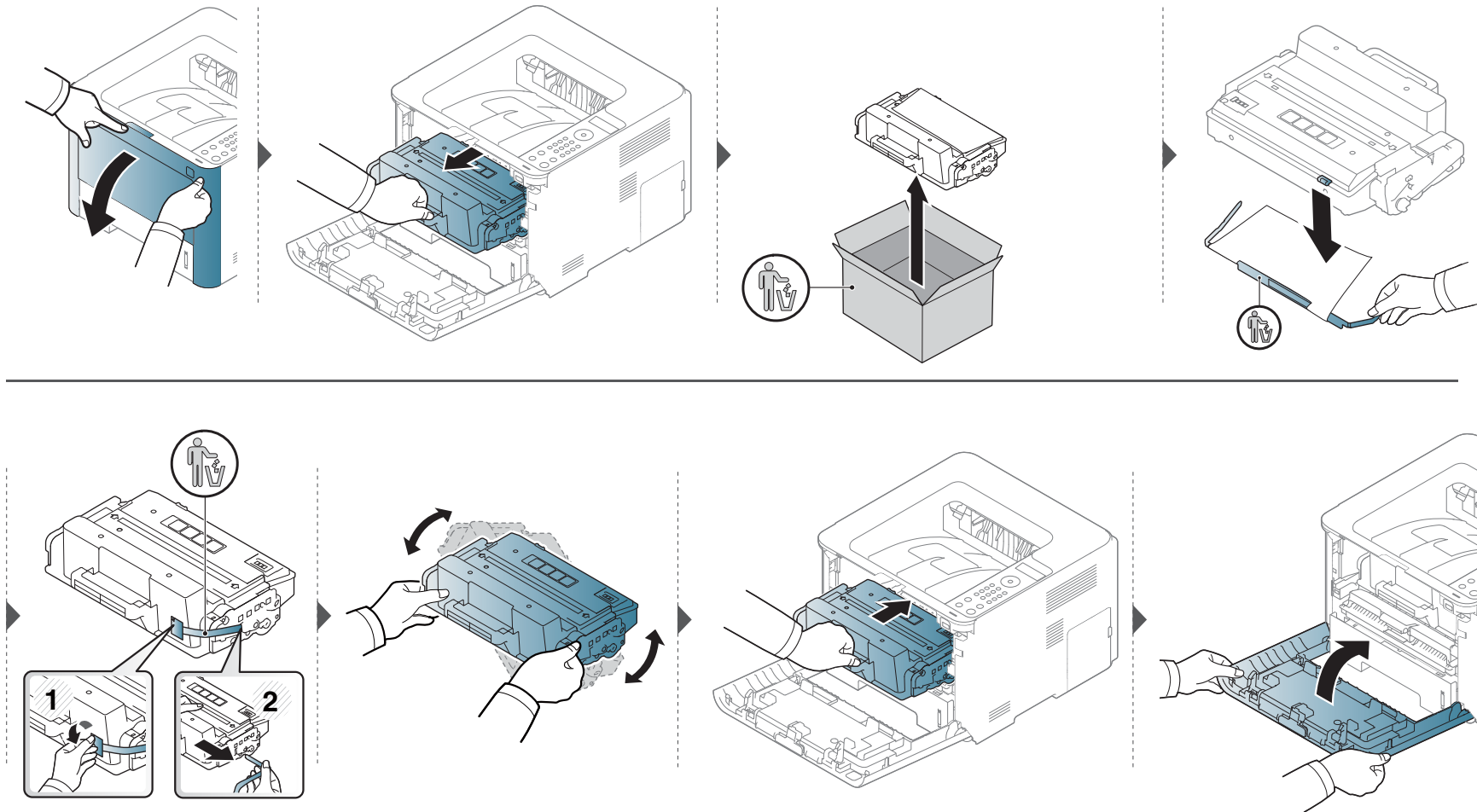
When a toner cartridge has reached the end of life, the machine will stop printing.

Replacing the toner cartridge

M3320 M3820 M4020 series



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

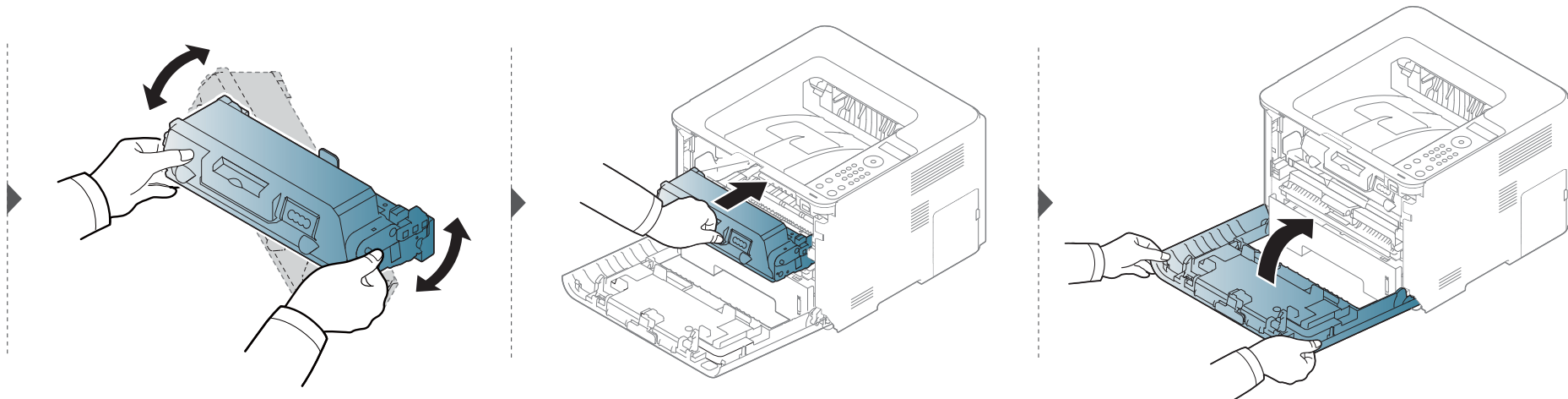
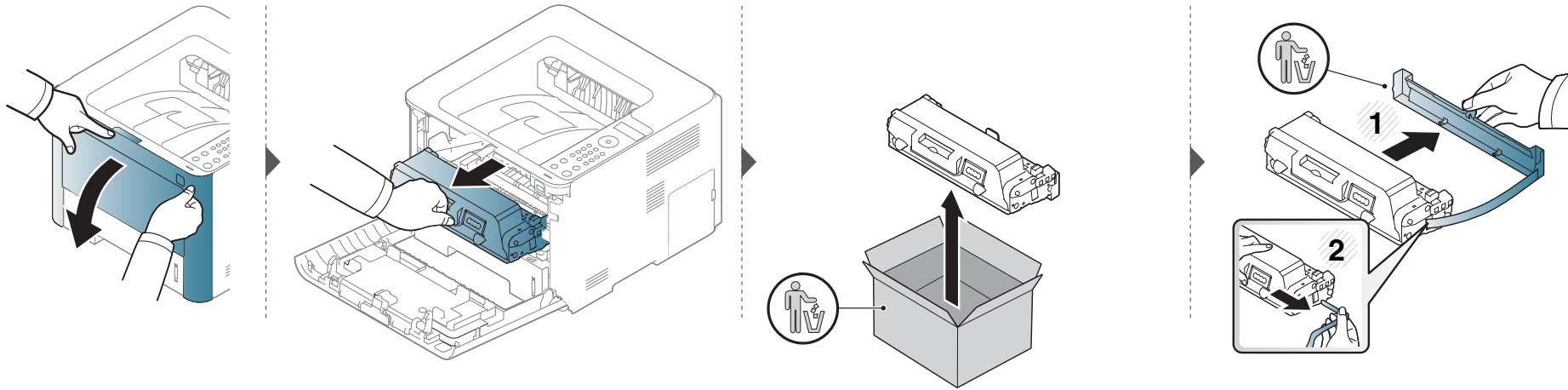


Replacing the toner cartridge

M3325 M3825 M4025 series



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



Replacing the imaging unit

When a imaging unit has reached the end of life, the machine will stop printing.



- 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.

Replacing the imaging unit

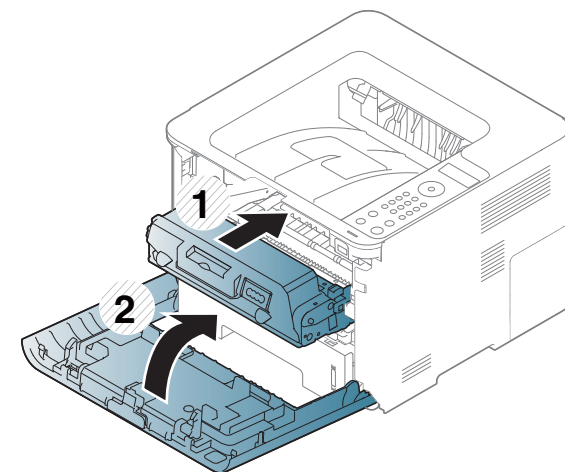
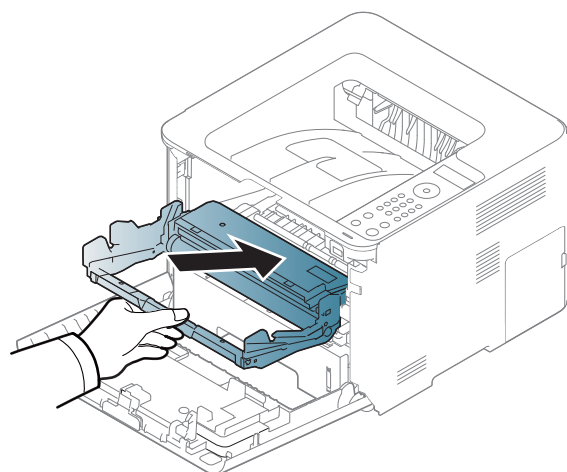
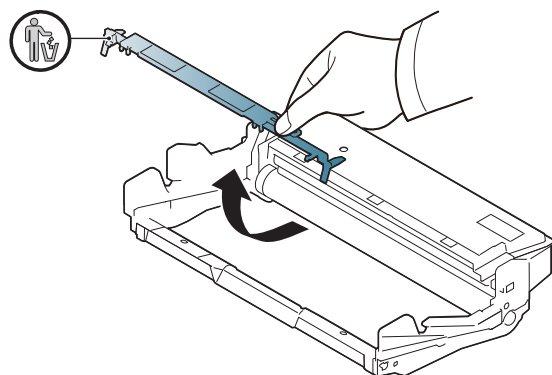
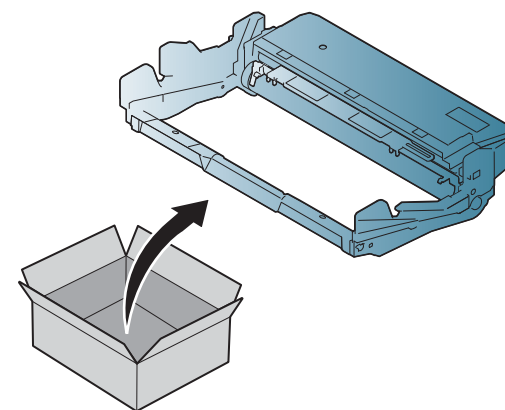
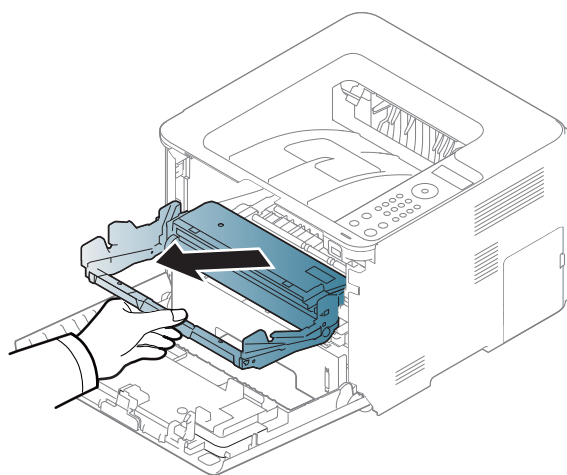
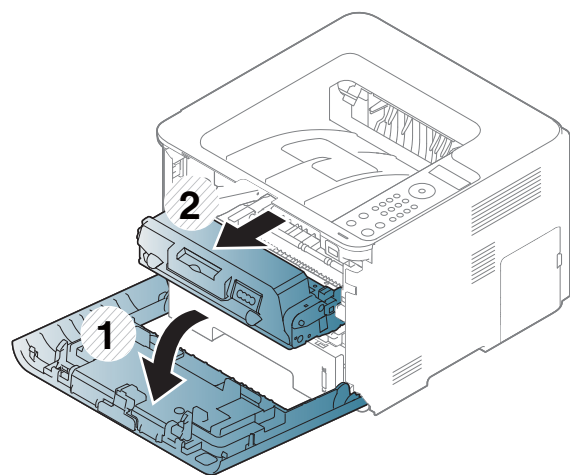
Imaging unit

M3325/M3825/M4025 series



Click this link to open an animation about replacing a imaging unit.

Replacing the imaging unit



Installing accessories

Precautions

- Disconnect the power cord
Never remove the control board cover while the power is turned on.
To avoid the possibility of an electrical shock, always disconnect the power cord when installing or removing ANY internal or external accessories.
- Discharge static electricity
The control board and internal accessories (network interface card or memory module) are sensitive to static electricity. Before installing or removing any internal accessories, discharge static electricity from your body by touching something metal, such as the metal back plate on any device plugged into a grounded power source. If you walk around before finishing the installation, repeat this procedure to discharge any static electricity again.



When installing accessories, the battery inside the machine is a service component. Do not change it by yourself. There is a risk of an explosion if battery is replaced by an incorrect type. Dispose used batteries according to the instructions.

Setting Device Options

When you install the optional devices such as optional tray, memory, etc, this machine automatically detects and sets the optional devices. If you cannot use the optional devices you installed in this driver, you need to set the optional devices in **Device Options**.

- 1 Click the Windows **Start** menu.
 - For Windows 8, from the **Charms**, select **Search > Settings**.
- 2 For Windows XP/2003, select **Printers and Faxes**.
 - For Windows 2008/Vista, select **Control Panel > Hardware and Sound > Printers**.
 - For Windows 7, select **Control Panel > Hardware and Sound > Devices and Printers**.
 - For Windows 8, search for **Devices and Printers**.
 - For Windows Server 2008 R2, select **Control Panel > Hardware > Devices and Printers**.
- 3 Right-click your machine.
- 4 For Windows XP/2003/2008/Vista, press **Properties**.
For Windows 7, Windows 8, and Windows Server 2008 R2, from context menus, select the **Printer properties**.

Installing accessories



If **Printer properties** item has ► mark, you can select other printer drivers connected with selected printer.

5

Select **Device Options**.



The **Properties** window may differ depending on the driver or operating system you are using.

6

Select the appropriate option.



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine.

- **Tray Options:** Select the optional tray you installed. You can select the tray.
- **Storage Options:** Select the optional memory you installed. If this feature is checked, you can select the **Print Mode**.
- **Printer Configuration:** Select the printer language for the print job.
- **Administrator Settings:** You can select the **Printer Status** and **EMF Spooling**.

- **Admin Job Accounting:** Allows you to associate user and account identification information with each document you print.
 - **User permission:** If you check this option, only users with user permission can start a print job.
 - **Group permission:** If you check this option, only groups with group permission can start a print job.



If you want to encrypt job accounting password, check **Job Accounting Password Encryption**.

- **Custom Paper Size Settings:** You can specify custom paper size.

7

Click **OK** until you exit the **Properties** or **Printer properties** window.

Installing accessories

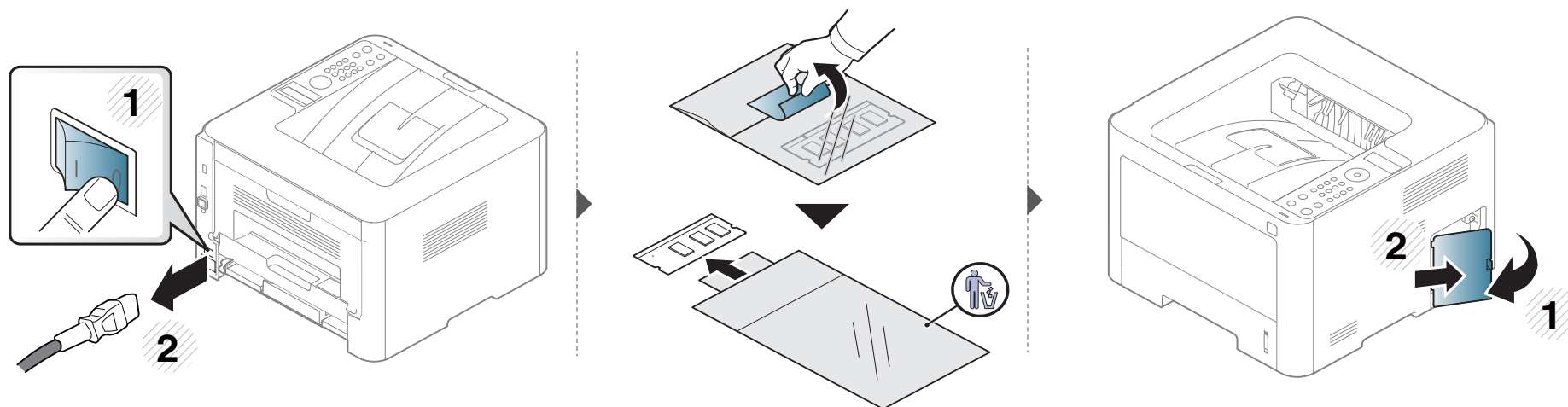
Upgrading a memory module

Your machine has a dual in-line memory module (DIMM). Use this memory module slot to install additional memory. We recommend the use of only genuine Samsung DIMM's. You may void your warranty if it is determined that your machine problem is being caused by third party DIMM's.

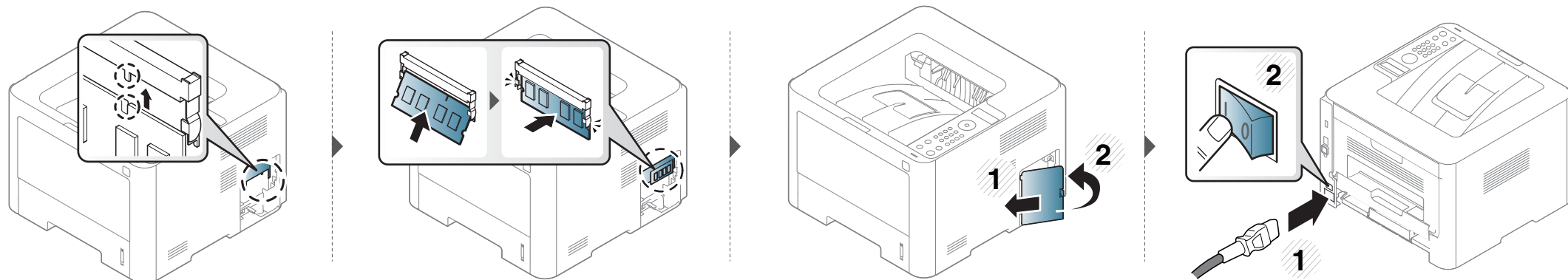
The order information is provided for optional accessories (see "Available accessories" on page 64).



- After installing the optional memory, you can use the advanced printing features, such as proofing a job and specifying of printing a secure print job in the printer properties window. You can control the active job queue and file policy in **Job Management** menu (see "Using optional device features" on page 229).
- Not supported for M332xND/M3825D.



Installing accessories



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.



- For models that do not support the display screen: In ready mode, press and hold (**Cancel**) 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.

OR

For the model with a touch screen, select (**Setup**) > **System** > **Next** > **Maintenance** > **Supplies Info**.

2

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

For the model with a touch screen, select the option you want.

3

Press (**Cancel**) or home() icon to return to ready mode.

Setting the toner/imaging unit low alert

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



For models that do not support the display screen on the control panel, you can set the machine's settings by using the **Device Settings** in Samsung Easy Printer Manager program.

- For Windows and Mac users, you set from **Samsung Easy Printer Manager** >  **(Switch to advanced mode)** > **Device Settings**, see "Device Settings" on page 242.

1

Select  **(Menu)** > **System Setup** > **Maintenance** > **TonerLow Alert** or **ImgU.Low Alert** on the control panel.

For the model with a touch screen, select  **(Setup)** > **System** > **Next** > **Maintenance** > **TonerLow Alert** or **Imaging Unit Low Alert** on the touch screen.

2

Select the option you want and press **OK** to save the selection.

For the model with a touch screen, select the option you want.

3

Press  **(Cancel)** or home() icon to return to ready mode.

Cleaning the machine

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



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

Cleaning the outside

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

Cleaning the machine

Cleaning the inside

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

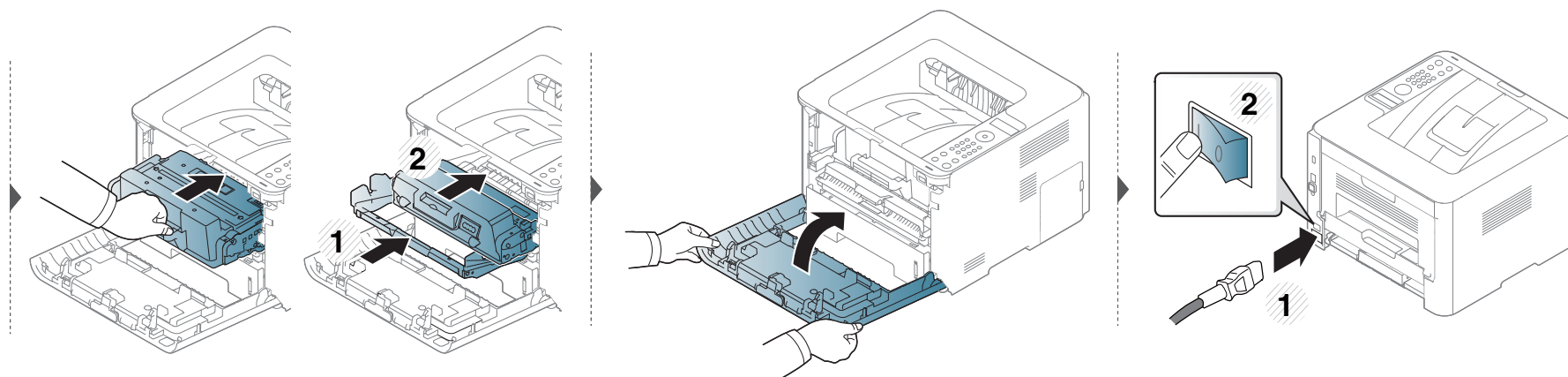
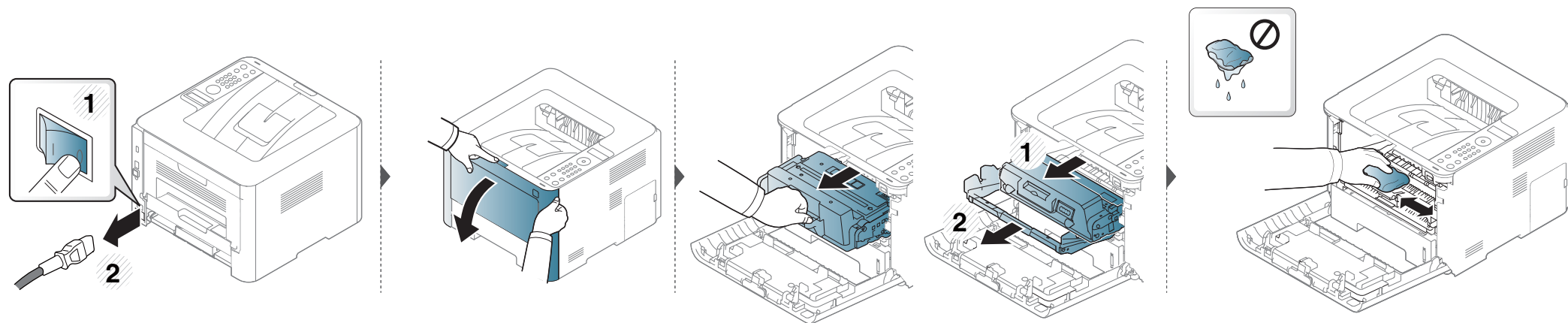


- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green area of the toner cartridge. Use the handle on the cartridge to avoid touching this area.
- Use a dry lint free cloth when cleaning the inside of the machine, be careful not to damage the transfer roller or any other inside parts. Do not use solvents such as benzene or thinner. Printing quality problems can occur and cause damage to the machine.



- Use a dry lint-free cloth to clean the machine.
- Turn the machine off and unplug the power cord. Wait for the machine to cool down. If your machine has a power switch, turn the power switch off before cleaning the machine.
- 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 20).

Cleaning the machine



Cleaning the machine

Cleaning the pickup roller



- Turn the machine off and unplug the power cord. Wait for the machine to cool down. If your machine has a power switch, turn the power switch off before cleaning the machine.
- 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 20).

Cleaning the machine

