User's Guide

Samsung Multifunction Pro*Xpress*

M337x series
M387x series
M407x series

BASIC

This guide provides information concerning installation, basic operation and troubleshooting on windows.

ADVANCED

This guide provides information about installation, advanced configuration, operation and troubleshooting on various OS environments.

Some features may not be available depending on models or countries.

BASIC

BASIC

5. Appendix

BASIC

BASIC

5. Appendix

1. Introduction

This chapter provides information you need to know before using the machine.

Key benefits

Environmentally friendly

- To save toner and paper, this machine supports Eco feature (see "Eco printing" on page 66).

- To save paper, you can print multiple pages on one single sheet of paper (see "Using advanced print features" on page 103).

- To save paper, you can print on both sides of the paper (double-sided printing) (see "Using advanced print features" on page 103).

- To save electricity, this machine automatically conserves electricity by substantially reducing power consumption when not in use.

- We recommend using recycled paper for saving energy.

Fast high resolution printing

- You can print with a resolution of up to 1,200 x 1,200 dpi effective output (1,200 x 600 x 2 bit).

- Fast, on-demand printing.
    - M337x series
        - For single-side printing, 33 ppm (A4) or 35 ppm (Letter).
    - M387x series
        - For single-side printing, 38 ppm (A4) or 40 ppm (Letter).
    - M407x series
        - For single-side printing, 40 ppm (A4) or 42 ppm (Letter).

Convenience

- You can print on the go from your smartphone or computer using Google Cloud Print™ enabled apps (see "Google Cloud Print™" on page 51).

- Easy Capture Manager allows you to easily edit and print whatever you captured using the Print Screen key on the keyboard (see "Easy Capture Manager" on page 145).

Key benefits

- Samsung Easy Printer Manager and Printing Status is a program that monitors and informs you of the machine's status and allows you to customize the machine's settings (see "Using Samsung Printer Status" on page 155 or "Using Samsung Easy Printer Manager" on page 152).

- Samsung Easy Document Creator is an application to help users scan, compile, and save documents in multiple formats, including .epub format. These documents can be shared via social networking sites or fax (see "Using Samsung Easy Document Creator" on page 151).

- AnyWeb Print helps you screen-capture, preview, scrap, and print the screen of Windows Internet Explorer more easily than when you use the ordinary program (see "Samsung AnyWeb Print" on page 146).

- Smart Update allows you to check for the latest software and install the latest version during the printer driver installation process. This is available only for Windows.

- If you have Internet access, you can get help, support application, machine drivers, manuals, and order information from the Samsung website, www.samsung.com > find your product > Support or Downloads.

Wide range of functionality and application support

- Supports various paper sizes (see "Print media specifications" on page 146).

- Print watermark: You can customize your documents with words, such as "**Confidential**" (see "Using advanced print features" on page 103).

- You can print in various operating systems (see "System requirements" on page 148).

- Your machine is equipped with a USB interface and/or a network interface.

Supports various wireless network setting method

- Using the WPS (Wi-Fi Protected Setup™) button
  - You can easily connect to a wireless network using the WPS button on the machine and the access point (a wireless router).

- Using the USB cable or a network cable
  - You can connect and set various wireless network settings using a USB cable or a network cable.

- Using the Wi-Fi Direct
  - You can conveniently print from your mobile device using the Wi-Fi or Wi-Fi Direct feature.

See "Introducing wireless set up methods" on page 25.

Key benefits

Support XOA applications

The machine supports XOA custom applications.

• Regarding the XOA custom applications, please contact your XOA custom
  application provider.

Features by models

Some features and optional goods may not be available depending on model or country.

Operating System

Operating System	M337x series	M387x series	M407x series
Windows	●	●	●
Mac	●	●	●
Linux	●	●	●
Unix	●	●	●

(●: Included, Blank: Not available)

Software

You can install the printer driver and software when you insert the software CD into your CD-ROM drive. For windows, select the printer driver and software in the **Select Software to Install** window.

Software		M337x series	M387x series	M407x series
SPL printer driver		●	●	●
PCL printer driver		●	●	●
PS printer driver[a]		●	●	●
XPS printer driver[a]		●	●	●
Direct Printing Utility[a]		●	●	●
Samsung Easy Printer Manager	**Scan to PC Settings**	●	●	●
	Fax to PC Settings	●	●	●
	Device Settings	●	●	●
Samsung Printer Status		●	●	●
Samsung AnyWeb Print[a]		●	●	●
Samsung Easy Document Creator		●	●	●

Features by models

Software		M337x series	M387x series	M407x series
Easy Capture Manager		●	●	●
SyncThru™ Web Service		●	●	●
SyncThru Admin Web Service		●	●	●
Easy Eco Driver		●	●	●
Fax	Samsung Network PC Fax	●	●	●
Scan	Twain scan driver	●	●	●
	WIA scan driver	●	●	●

a. Download the software from the Samsung website and install it: (http://www.samsung.com > find your product > Support or Downloads). Before installing, check whether your computer's OS support the software.

(●: Included, Blank: Not available)

Features by models

Various features

Features		M337x series	M387x series	M407x series
Hi-Speed USB 2.0		●	●	●
Network Interface Ethernet 10/100 Base TX wired LAN		●	●	
Network Interface Ethernet 10/100/1000 Base TX wired LAN				●
IEEE 1284B parallel connector[a]		○	○	○
Network Interface 802.11b/g/n wireless LAN[b]			● (M387xFW only)	
Google Cloud Print™		●	●	●
AirPrint		●	●	●
Eco printing		●	●	●
Duplex (2-sided) printing		●	●	●
USB memory interface			●	●
Memory module		○	○	○
Optional tray (Tray2)		○	○	○
Mass Storage Device				
Document Feeder	Reverse Automatic Document Feeder (RADF)		● (M387xFW only)	● (M407xFR/M407xHR/M407xFX only)
	Automatic Document Feeder (ADF)	●	● (M387xFD/M387xHD only)	● (M4072FD only)
Handset		● (M337xHD only)	● (M387xHD only)	● (M407xHR only)

Features by models

Features		M337x series	M387x series	M407x series
Fax	Multi-send	●	●	●
	Delay send	●	●	●
	Priority send			
	Duplex send		● (M387xFW only)	●
	Secure receive	●	●	●
	Duplex print	●	●	●
	Send/ Receive forward - fax	●	●	●
	Send/ Receive forward - email	●	●	●
	Send/ Receive forward - server	●	●	●
Scan	Scanning to email	●	●	●
	Scanning to SMB server	●	●	●
	Scanning to FTP server	●	●	●
	Duplex scan		● (M387xFW only)	● (M407xFR/M407xHR/M407xFX only)
	Scan to PC	●	●	●

Features by models

Features		M337x series	M387x series	M407x series
Copy	ID card copying	●	●	●
	Reduced or enlarged copying	●	●	●
	Collation	●	●	●
	Poster			
	Clone			
	Auto Fit	●	●	●
	Book	●	●	●
	2-up/4-up	●	●	●
	Adjust background	●	●	●
	Margin shift			
	Edge erase	●	●	●
	Gray enhance			
	Duplex copy		● (M387xFW only)	● (M407xFR/M407xHR/M407xFX only)

a. If you use the parallel port, you cannot use the USB cable.

b. Depending on your country, wireless LAN card may not be available. For some countries, only 802.11 b/g can be applied. Contact your local Samsung dealer or the retailer where you bought your machine.

(●: Included, ○: Optional, Blank: Not available)

Useful to know

? **The machine does not print.**

- Open the print queue list and remove the document from the list (see "Canceling a print job" on page 63).

- Remove the driver and install it again (see "Installing the driver locally" on page 29).

- Select your machine as your default machine in your Windows (see "Setting your machine as a default machine" on page 102).

? **Where can I purchase accessories or supplies?**

- Inquire at a Samsung distributor or your retailer.

- Visit www.samsung.com/supplies. Select your country/region to view product service information.

? **The status LED flashes or remains constantly on.**

- Turn the product off and on again.

- Check the meanings of LED indications in this manual and troubleshoot accordingly (see "Understanding the status LED" on page 134).

? **A paper jam has occurred.**

- Open and close the door (see "Front view" on page 22).

- Check the instructions on removing jammed paper in this manual and troubleshoot accordingly (see "Clearing jams" on page 116).

? **Printouts are blurry.**

- The toner level might be low or uneven. Shake the toner cartridge (see "Redistributing toner" on page 94).

- Try a different print resolution setting (see "Opening printing preferences" on page 64).

- Replace the toner cartridge (see "Replacing the toner cartridge" on page 97).

? **Where can I download the machine's driver?**

- You can get help, support application, machine drivers, manuals, and order information from the Samsung website, www.samsung.com > find your product > Support or Downloads.

About this user's guide

This user's guide provides information for your basic understanding of the machine as well as detailed steps to explain machine usage.

- Read the safety information before using the machine.

- If you have a problem using the machine, refer to the troubleshooting chapter.

- Terms used in this user's guide are explained in the glossary chapter.

- All illustrations in this user's guide may differ from your machine depending on its options or model you purchased.

- The screenshots in this administrator's guide may differ from your machine depending on the machine's firmware/driver version.

- The procedures in this user's guide are mainly based on Windows 7.

Conventions

Some terms in this guide are used interchangeably, as below:

- Document is synonymous with original.

- Paper is synonymous with media, or print media.

- Machine refers to printer or MFP.

General icons

Icon	Text	Description
	Caution	Gives users information to protect the machine from possible mechanical damage or malfunction.
	Note	Provides additional information or detailed specification of the machine function and feature.

Safety information

These warnings and precautions are included to prevent injury to you and others, and to prevent any potential damage to your machine. Be sure to read and understand all of these instructions before using the machine. After reading this section, keep it in a safe place for future reference.

Important safety symbols

Explanation of all icons and signs used in this chapter

⚠	**Warning**	Hazards or unsafe practices that may result in severe personal injury or death.
⚠	**Caution**	Hazards or unsafe practices that may result in minor personal injury or property damage.
🚫	Do not attempt.	

Operating environment

⚠ Warning

	Do not use if the power cord is damaged or if the electrical outlet is not grounded. This could result in electric shock or fire.
	Do not place anything on top of the machine (water, small metal or heavy objects, candles, lit cigarettes, etc.). This could result in electric shock or fire.
	• If the machine gets overheated, it releases smoke, makes strange noises, or generates an odd odor, immediately turn off the power switch and unplug the machine. • The user should be able to access the power outlet in case of emergencies that might require the user to pull the plug out. This could result in electric shock or fire.
	Do not bend, or place heavy objects on the power cord. Stepping on or allowing the power cord to be crushed by a heavy object could result in electric shock or fire.
	Do not remove the plug by pulling on the cord; do not handle the plug with wet hands. This could result in electric shock or fire.
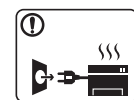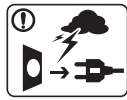
Safety information

⚠ Caution

	During an electrical storm or for a period of non-operation, remove the power plug from the electrical outlet. This could result in electric shock or fire.
	Be careful, the paper output area is hot. Burns could occur.
	If the machine has been dropped, or if the cabinet appears damaged, unplug the machine from all interface connections and request assistance from qualified service personnel. Otherwise, this could result in electric shock or fire.
	If the machine does not operate properly after these instructions have been followed, unplug the machine from all interface connections and request assistance from qualified service personnel. Otherwise, this could result in electric shock or fire.
	If the plug does not easily enter the electrical outlet, do not attempt to force it in. Call an electrician to change the electrical outlet, or this could result in electric shock.
	Do not allow pets to chew on the AC power, telephone or PC interface cords. This could result in electric shock or fire and/or injury to your pet.

Operating method

⚠ Caution

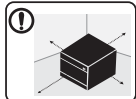|	
	Do not forcefully pull the paper out during printing. It can cause damage to the machine.
	Be careful not to put your hand between the machine and paper tray. You may get injured.
	Be careful when replacing paper or removing jammed paper. New paper has sharp edges and can cause painful cuts.
	When printing large quantities, the bottom part of the paper output area may get hot. Do not allow children to touch. Burns can occur.
	When removing jammed paper, do not use tweezers or sharp metal objects. It can damage the machine.
	Do not allow too many papers to stack up in the paper output tray. It can damage the machine.

Safety information

🚫	Do not block or push objects into the ventilation opening. This could result in elevated component temperatures which can cause damage or fire.
🚫	Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
🔌	This machine's power reception device is the power cord. To switch off the power supply, remove the power cord from the electrical outlet.

Installation / Moving

⚠ Warning

🚫	Do not place the machine in an area with dust, humidity, or water leaks. This could result in electric shock or fire.

⚠ Caution

👥	Before moving the machine, turn the power off and disconnect all cords. The information below are only suggestions based on the units weight. If you have a medical condition that prevents you from lifting, do not lift the machine. Ask for help, and always use the appropriate amount of people to lift the device safety. Then lift the machine: • If the machine weighs under 20 kg (44.09 lbs), lift with 1 person. • If the machine weighs 20 kg (44.09 lbs) - 40kg (88.18 lbs), lift with 2 people. • If the machine weighs more than 40 kg (88.18 lbs), lift with 4 or more people. The machine could fall, causing injury or machine damage.
⬜	Choose a flat surface with enough space for ventilation to place the machine. Also consider the space required to open the cover and trays. The place should be well-ventilated and be far from direct light, heat, and humidity.
🔥	When using the machine for a long period of time or printing a large number of pages in a non-ventilated space, it could pollute the air and be harmful to your health. Place the machine in a well-ventilated space or open a window to circulate the air periodically.

Safety information

⊕	Do not place the machine on an unstable surface. The machine could fall, causing injury or machine damage.
⊕	Use only No.26 AWG[a] or larger, telephone line cord, if necessary. Otherwise, it can cause damage to the machine.
⊕	Make sure you plug the power cord into a grounded electrical outlet. Otherwise, this could result in electric shock or fire.
⊕	Use the power cord supplied with your machine for safe operation. If you are using a cord which is longer than 2 meters (6 feet) with a 110V machine, then the gauge should be 16 AWG or larger. Otherwise, it can cause damage to the machine, and could result in electric shock or fire.
⊘	Do not put a cover over the machine or place it in an airtight location, such as a closet. If the machine is not well-ventilated, this could result in fire.
⊘	Do not overload wall outlets and extension cords. This can diminish performance, and could result in electric shock or fire.
✆	The machine should be connected to the power level which is specified on the label. If you are unsure and want to check the power level you are using, contact the electrical utility company.

a. AWG: American Wire Gauge

Maintenance / Checking

⚠ Caution

	Unplug this product from the wall outlet before cleaning the inside of the machine. Do not clean the machine with benzene, paint thinner or alcohol; do not spray water directly into the machine. This could result in electric shock or fire.
	When you are working inside the machine replacing consumables or cleaning the inside, do not operate the machine. You could get injured.
	Keep cleaning consumables away from children. Children could get hurt.
	Do not disassemble, repair or rebuild the machine by yourself. It can damage the machine. Call a certified technician when the machine needs repairing.
⊕	To clean and operate the machine, strictly follow the user's guide provided with the machine. Otherwise, you could damage the machine.

Safety information

⊕	Keep the power cable and the contact surface of the plug clean from dust or water. Otherwise, this could result in electric shock or fire.
⊗	• Do not remove any covers or guards that are fastened with screws. • Fuser units should only be repaired by a certified service technician. Repair by non-certified technicians could result in fire or electric shock. • The machine should only be repaired by a Samsung service technician.

Supply usage

⚠ Caution
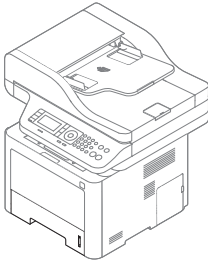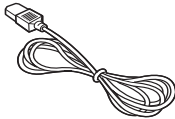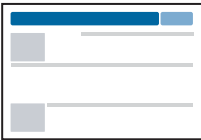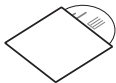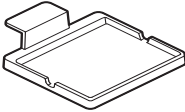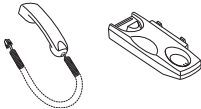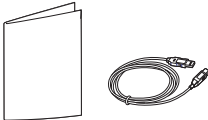
⊗	Do not disassemble the toner cartridge. Toner dust can be dangerous if inhaled or ingested.
⊗	Do not burn any of the consumables such as toner cartridge or fuser unit. This could cause an explosion or uncontrollable fire.

⊕	When storing consumables such as toner cartridges, keep them away from children. Toner dust can be dangerous if inhaled or ingested.
⊗	Using recycled consumables, such as toner, can cause damage to the machine. In case of damage due to the use of recycled consumables, a service fee will be charged.
⊗	For consumables that contain toner dust (toner cartridge, waste toner bottle, imaging unit, etc.) follow the instructions below. • When disposing of the consumables, follow the instructions for disposal. Refer to the reseller for disposal instructions. • Do not wash the consumables. • For a waste toner bottle, do not reuse it after emptying the bottle. If you do not follow the instructions above, it may cause machine malfunction and environmental pollution. The warranty does not cover damages caused by a user's carelessness.
⊕	When toner gets on your clothing, do not use hot water to wash it. Hot water sets toner into fabric. Use cold water.
⊕	When changing the toner cartridge or removing jammed paper, be careful not to let toner dust touch your body or clothes. Toner dust can be dangerous if inhaled or ingested.

Machine overview

Components

The actual component may differ from the illustration below. Some components may change depending on the circumstances.

Machine	Power cord	Quick installation guide
Software CD[a]	Card reader holder[b]	Handset[c]
Misc. accessories[d]		

a. The software CD contains the print drivers, user's guide, and software applications.
b. M407xFX only.
c. Handset model only (see "Various features" on page 11).
d. Miscellaneous accessories included with your machine may vary by country of purchase and specific model.

Machine overview

Front view

> • This illustration may differ from your machine depending on your model. There are various types of machine.
>
> • Some features and optional goods may not be available depending on model or country (see "Features by models" on page 9).
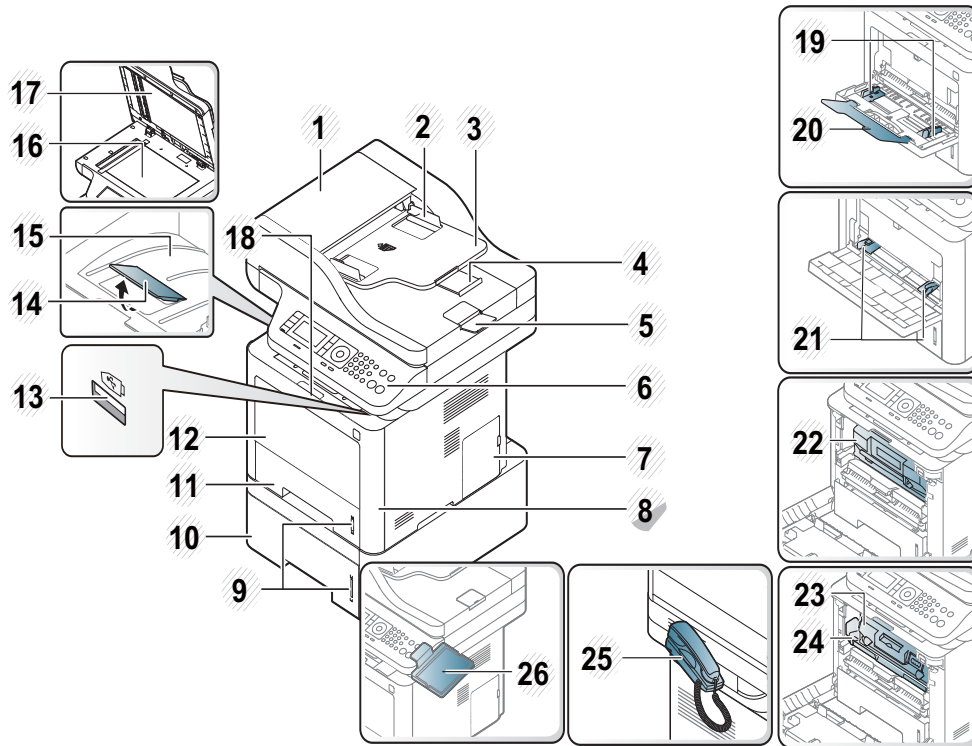
1	Document feeder cover	14	Output support tray
2	Document feeder width guide	15	Output tray
3	Document feeder input tray	16	Scanner glass
4	Document feeder support tray	17	Scanner lid
5	Document feeder output tray	18	Front cover handle
6	Control panel	19	Paper width guides on a multi-purpose tray[f]
7	Control board cover	20	Multi-purpose support tray[f]
8	Front cover	21	Paper width guides on a manual feeder tray[a]
9	Paper level indicator	22	Toner cartridge[b]
10	Tray 2[c]	23	Toner cartridge[d]
11	Tray 1	24	Imaging unit[d]
12	Multi-purpose (or manual feeder) tray	25	Handset[e]
13	USB memory port[f]	26	Card reader holder[g]

a. M337x series only.
b. M3370/ M3870/ M4070/ M4072 series
c. This is an optional feature (see "Various features" on page 11).
d. M3375/ M3875/ M4075 series
e. Handset model only (see "Various features" on page 11).
f. M387x/ 407x series only.
g. M407xFX only.

Machine overview

Rear view

> - This illustration may differ from your machine depending on your model. There are various types of machine.
> - Some features and optional goods may not be available depending on model or country (see "Features by models" on page 9).
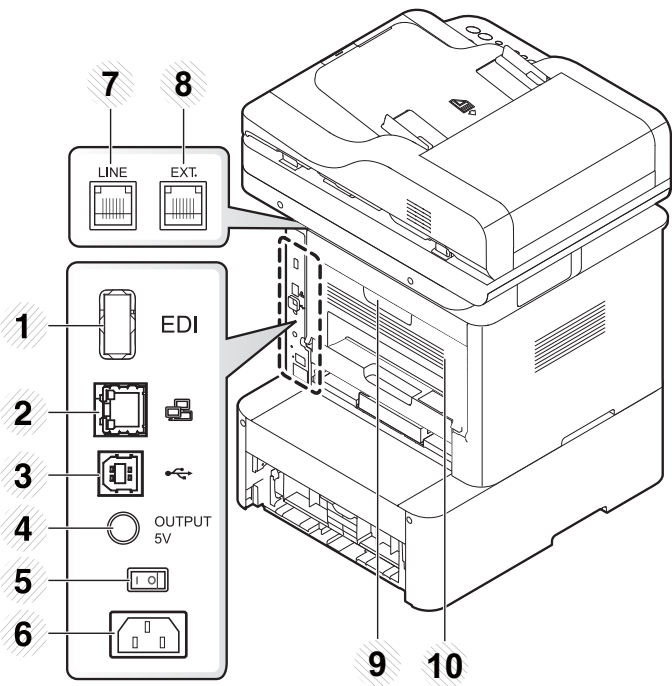
1	EDI port for card reader[a]	6	Power receptacle
2	Network port	7	Telephone line socket (**LINE**)
3	USB port	8	Extension telephone socket (**EXT.**)
4	5V output port for IEEE 1284B parallel connector[b][c]	9	Rear cover handle
5	Power-switch	10	Rear cover

a. M407xFX only.
b. This is an optional feature (see "Various features" on page 11).
c. To use the optional IEEE 1284B parallel connector, plug it to the UBS port and the 5V output port.

Control panel overview

> - This control panel may differ from your machine depending on its model. There are various types of control panels.
> - Some features and optional goods may not be available depending on model or country (see "Features by models" on page 9).
> - Some buttons may not work depending on the mode (copy, fax, or scan).

M337xFD/M337xHD/M387xFD/M387xFW/M387xHD/M407xFD/M407xFR/M407xHR
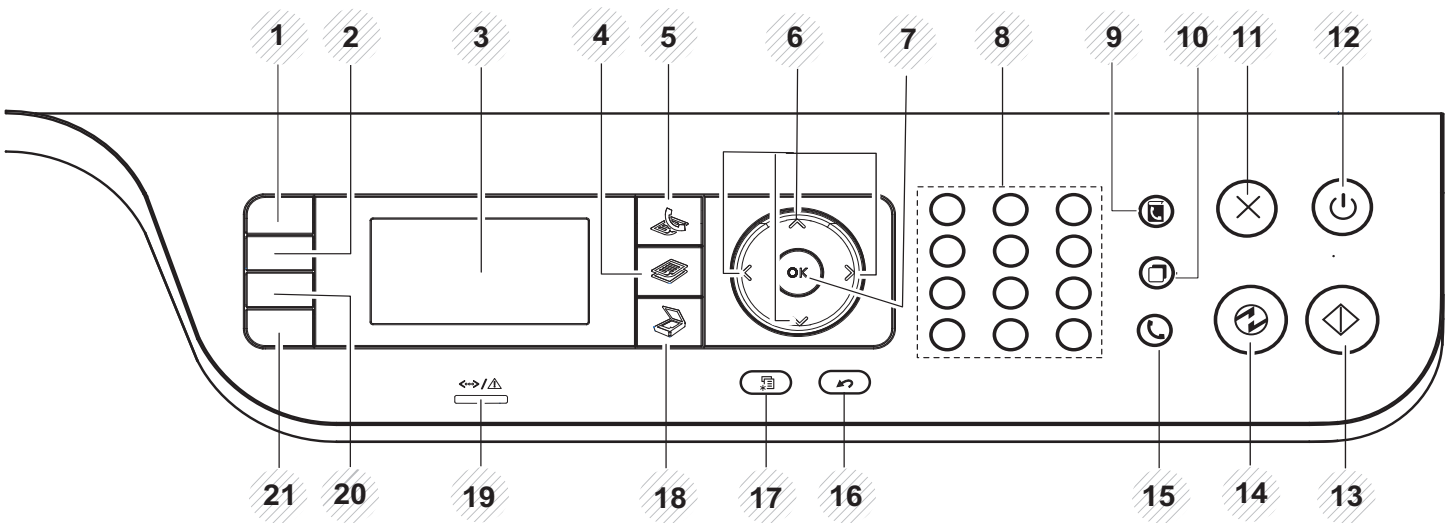
1	**ID Copy**	Allows you to copy both sides of an ID card like a driver's license on a single side of paper (see "ID card copying" on page 73).
2	**Darkness**	Adjusts the brightness level to make a copy for easier reading, when the original contains faint markings and dark images.
	WPS[a]	Configures the wireless network connection easily without a computer (see "Wireless network setup" on page 24).
3	**Display screen**	Shows the current status and prompts during an operation.
4	**Copy**	Switches to Copy mode.

Control panel overview

5	Fax	☎	Switches to Fax mode.
6	**Arrows**		Scroll through the options available in the selected menu, and increase or decrease values.
7	**OK**		Confirms the selection on the screen.
8	**Numeric keypad**		Dials a number or enters alphanumeric characters (see "Understanding keypad" on page 94).
9	**Address Book**		Allows you to store frequently used fax numbers or search for stored fax numbers (see "Storing email address" on page 92 or "Setting up the address book" on page 96).
10	**Redial/Pause**		Redials the recently sent fax number or received caller ID in ready mode, or inserts a pause(-) into a fax number in edit mode (see "Redialing the fax number" on page 129).
11	**Stop/Clear**	⊗	Stops current operation.
12	**Power / Wake Up**		Turns the power on or off, or wakes up the machine from the power save mode. If you need to turn the machine off, press this button for more than three seconds.
13	**Start**		Begins a printing job.
14	**Power Saver**		Goes into sleep mode.
15	**On Hook Dial**		When you press this button, you can hear a dial tone. Then enter a fax number. It is similar to making a call using speaker phone (see "Receiving manually in Tel mode" on page 136).
16	**Back**		Sends you back to the upper menu level.
17	**Menu**		Enters Menu mode and scrolls through the available menus (see "Menu overview" on page 33).
18	**Scan**		Switches to Scan mode.
19	**Status LED**		Indicates the status of your machine (see "Understanding the status LED" on page 134).
20	**Reduce/Enlarge**[b]		You can reduce or enlarge the size of a copied image from 25% to 400% when you copy original documents from the scanner glass. (see "Reduced or enlarged copy" on page 72).
	Direct USB[c]		Allows you to directly print files stored on a USB memory device when it is inserted into the USB port on the front of your machine.
21	**Eco**		Turn on the Eco mode to reduce toner consumption and paper usage when pc-printing and copying only (see "Eco printing" on page 66).

a. M387xFW only.
b. M337xFD/ M337xHD only.
c. M387x/ M407x series only.

Control panel overview

> ✎ When you use the touch screen, use your finger only. The screen may be damaged with a sharpen pen or anything else.
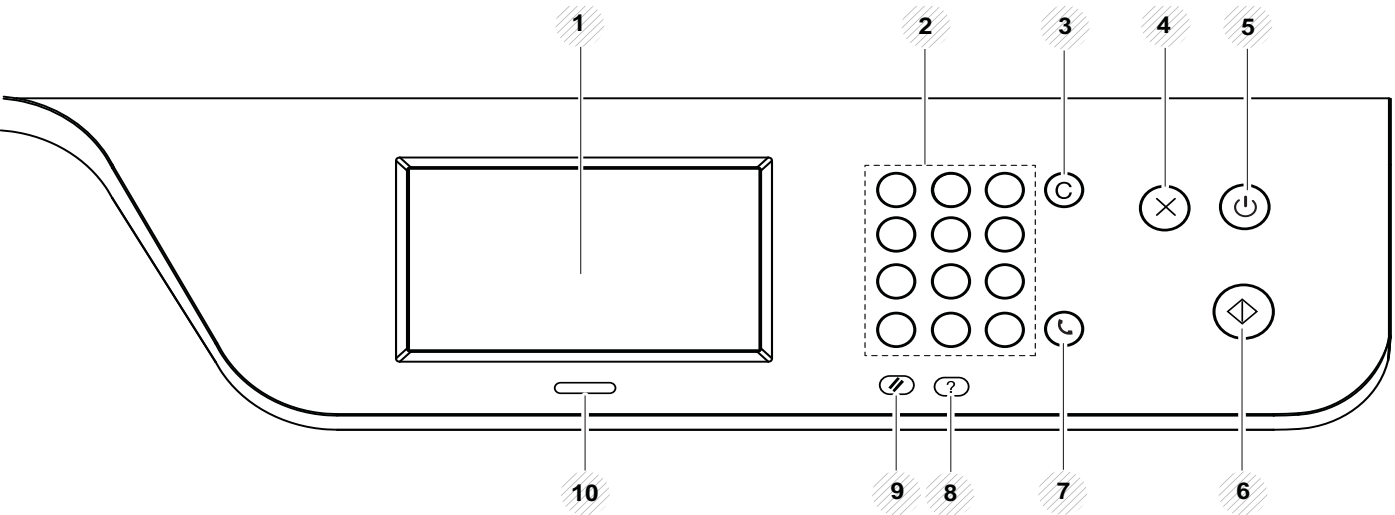
1	**Touch screen**		Shows the current status and displays prompts during an operation (see "Introducing the touch screen" on page 38).
2	**Numeric keypad**		Dials a number or enters alphanumeric characters (see "Understanding pop-up keyboard" on page 95).
3	**Clear**	Ⓒ	Deletes characters in the edit area.
4	**Stop**	⊗	Stops an operations at any time.
5	**Power / Wake Up**	⏻	Turns the power on or off, or wakes up the machine from the power save mode. If you need to turn the machine off, press this button for more than three seconds.

Control panel overview

6	**Start**	◇	Begins a printing job.
7	**On Hook Dial**	📞	When you press this button, you can hear a dial tone. Then enter a fax number. It is similar to making a call using speaker phone (see "Receiving manually in Tel mode" on page 136).
8	**Help**	?	Gives detailed information about this machine's menus or status.
9	**Reset**	⫽	Resets the current machine's setup.
10	**Status LED**		Indicates the status of your machine (see "Understanding the status LED" on page 134).

Turning on 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 22).

1 Connect the machine to the electricity supply first.
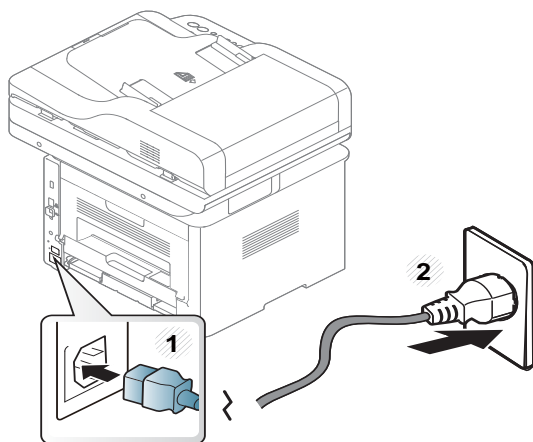
2 Turn the power switch on.
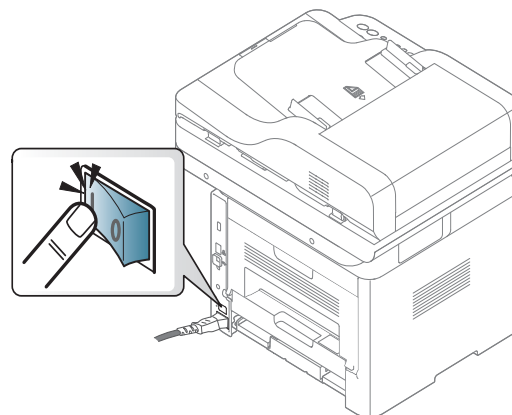
Installing the driver locally

A locally connected machine is a machine directly attached to your computer using the cable. If your machine is attached to a network, skip the following steps below and go on to installing a network connected machine's driver (see "Installing driver over the network" on page 13).

> • If you are a Mac, Linux or UNIX operating systems user, refer to the "Installation for Mac" on page 4 or "Installation for Linux" on page 6 or "Installing the UNIX printer driver package" on page 18.
> • The installation window in this **User's Guide** may differ depending on the machine and interface in use.
> • Only use a USB cable no longer than 3 meters (118 inches).

Windows

1 Make sure that the machine is connected to your computer and powered on.

2 Insert the supplied software CD into your CD-ROM drive.
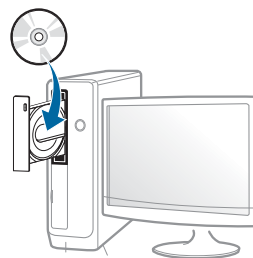
If the installation window does not appear, click **Start** > **All programs** > **Accessories** > **Run**.

X:**Setup.exe** replacing "X" with the letter, which represents your CD-ROM drive and click **OK**.

- For Windows 8,

  If the installation window does not appear, from **Charms**, select **Search** > **Apps** and search for **Run**. Type in X:\Setup.exe, replacing "X" with the letter that represents your CD-ROM drive and click **OK**.

  If "**Tap to choose what happens with this disc**." pop-up window appears, click the window and select **Run Setup.exe**.

3 Review and accept the installation agreements in the installation window. Then, click **Next**.

Installing the driver locally

4 Select **USB connection** on the **Printer Connection Type** screen. Then, click **Next**.

5 Follow the instructions in the installation window.

> You can select the software applications in the **Select Software to Install** Window.

From the Windows 8 Start Screen

> • **Samsung Printer Experience** app can only be used in the **Start** screen when V4 driver is installed. The V4 driver is automatically downloaded from the Windows Update if your computer is connected to the Internet. If not, you can manually download the V4 driver from Samsung website, www.samsung.com > find your product > Support or downloads.
>
> • You can download Samsung Printer Experience app from the **Windows Store**. You need have a Microsoft account to use the Windows **Store**.
>   **1** From **Charms**, select **Search**.
>   **2** Click **Store**.
>   **3** Search and click **Samsung Printer Experience**.
>   **4** Click **Install**.

• If you install the driver using the supplied software CD, V4 driver is not installed. If you want to use the V4 driver in the **Desktop** screen, you can download from the Samsung website, www.samsung.com >find your product > Support or downloads.

• If you want to install Samsung's printer management tools, you need to install them using the supplied software CD.

1 Make sure that your computer is connected to the Internet and powered on.

2 Make sure that the machine is powered on.

3 Connect the computer and the machine with a USB cable.

The driver is automatically installed from the **Windows Update**.

Reinstalling the driver

If the printer driver does not work properly, follow the steps below to reinstall the driver.

Windows

1 Make sure that the machine is connected to your computer and powered on.

2 From the **Start** menu, select **Programs** or **All Programs** > **Samsung Printers** > **Uninstall Samsung Printer Software**.

- For Windows 8,
  1 From Charms, select **Search** > **Apps**.
  2 Search and click **Control Panel**.
  3 Click **Programs and Features**.
  4 Right-click the driver you want to uninstall and select **Uninstall**.
  5 Follow the instructions in the window.

3 Follow the instructions in the installation window.

4 Insert the software CD into your CD-ROM drive and install the driver again (see "Installing the driver locally" on page 29).
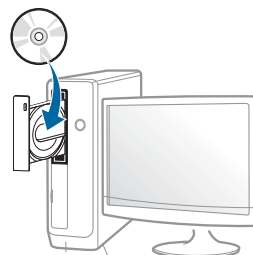
From the Windows 8 Start Screen

1 Make sure that the machine is connected to your computer and powered on.

2 Click on the **Uninstall Samsung Printer Software** tile in the **Start** screen.

3 Follow the instructions in the window.

- If you cannot find a Samsung Printer Software tile, unintstall from the desktop screen mode.
- If you want to uninstall Samsung's printer management tools, from the **Start** screen, right-click the app > **Uninstall** > right-click the program you want to delete > **Uninstall** and follow the instruction in the window.

2. Menu Overview and Basic Setup

This chapter provides information about the overall menu structure and the basic setup options.
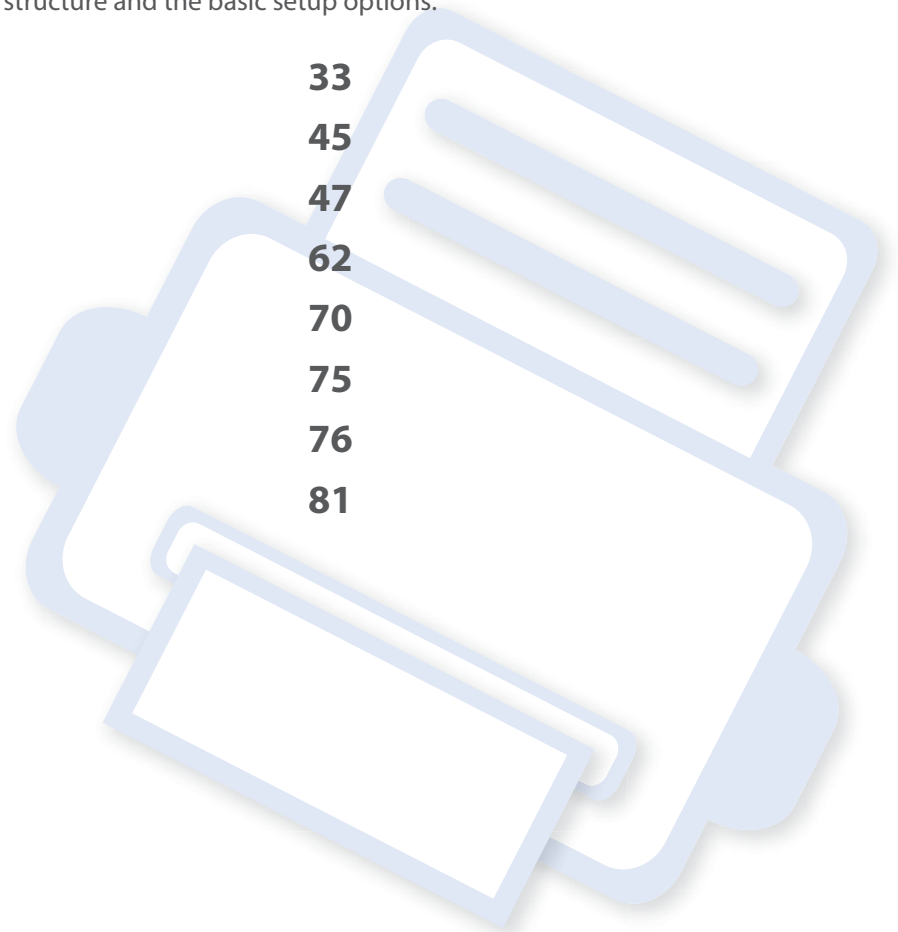
Menu overview

The control panel provides access to various menus to set up the machine or use the machine's functions.

M337xFD/M337xHD/M387xFD/M387xFW/M387xHD/M4072FD/M407xFR/M407xHR

> • An checked (√) appears next to the currently selected menu.
>
> • Some menus may not appear on the display depending on options or models. If so, it is not applicable to your machine.
>
> • Some menu names may differ from your machine depending on its options or the models.
>
> • The menus are described in the Advanced Guide (see "Useful Setting Menus" on page 53).

Accessing the menu

1 Select the Fax, Copy, or Scan button on the control panel depending on the feature to be used.

2 Select ⊡ (**Menu**) until the menu you want appears on the bottom line of the display and press **OK**.

3 Press the arrows until the needed menu item appears and press **OK**.

4 If the setting item has sub menus, repeat step 3.

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

6 Press ⊗ (**Stop** or **Stop/Clear**) button to return to the ready mode.

Menu overview

Copy Feature (see "Copy feature" on page 56)			Copy Setup (see "Copy Setup" on page 60)		Fax Feature[a] (see "Fax Feature" on page 61)	
Original Size	**Collation**	**Stamp**	**Change Default**	**Original Type**	**Darkness**	**Multi Send**
Reduce/Enlarge	**Layout**	Item	Original Size	Text	Light+5- Light+1	**Delay Send**
Duplex[a]	Normal	Opacity[d]	Copies	Text/Photo	Normal	**Send Forward**
1->1 Sided	2-Up	Position[d]	Reduce/Enlarge	Photo	Dark+1- Dark+5	Forward to Fax
1->2 Sided	4-Up	**Watermark**	**Duplex**[a]	Collation	**Resolution**	Forward to Email
1->2 Sided, Rotated	ID Copy	Message	1->1 Sided		Standard	Forward to Server
2->1 Sided	Book Copy	Pages[e]	1->2 Sided		Fine	**Receive Forward**
2->1 Sided, Rotated	**Adjust Background**	Text Size[e]	1->2 Sided, Rotated		Super Fine	Forward to Fax
2->2 Sided	Off	Position[e]	2->1 Sided		**Color Mode**	Forward to PC
Darkness	Auto	Darkness[e]	2->1 Sided, Rotated		Mono	Forward to Email
Light+5- Light+1	Enhance Lev.1		2->2 Sided		Color	Forward to Server
Normal	Enhance Lev.2		**Darkness**		**Original Type**	Forward & Print
Dark+1- Dark+5	Erase Lev.1- Erase Lev.4		Light+5- Light+1		Text	**Secure Receive**
Original Type	**Edge Erase**		Normal		Text/Photo	Off
Text	Off		Dark+1- Dark+5		Photo	On
Text/Photo	Small Original[b]				**Original Size**	Print
Photo	Hole Punch				**Duplex**[a]	**Cancel Job**
	Book Center[c]				1 Sided	
	Border Erase				2 Sided	
					2 Sided Rotated	

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

b. This option does not appear when the 2-Up, 4-Up, Book copy, Duplex, Auto Fit option is on or the original document is loaded in ADF (RADF).

c. This option appears only when the **Layout** option is **Book Copy**.

d. This option appears only when the **Item** option is **On**.

e. This option appears only when the **Message** option is **On**.

Menu overview

Fax Setup (see "Sending setup" on page 62, "Receiving setup" on page 64)		Scan Feature (see "Scan feature" on page 67)			Scan Setup (see "Scan setup" on page 68)	

Sending
  Redial Times
  Redial Term
  Prefix Dial
  ECM Mode
  Fax Confirmation
  Image TCR
  Dial Mode[a]
  Toll Save
Receiving
  Receive Mode
    Fax
    Tel
    Ans/Fax
    DRPD Mode[a]
	Ring to Answer
	  Stamp Rcv Name
	  Rcv Start Code
	  Auto Reduction
	  Discard Size
	  Junk Fax Setup
	  DRPD Mode[a]
	  Duplex Print[b]
	Change Default
	  Darkness
	  Resolution
	  Color Mode
	  Original Type
	  Original Size
	  Duplex[b]
	Manual TX/RX
		USB Feature
		  Original Size
		  Original Type
		  Resolution
		  Color Mode
		  File Format[b]
		  Duplex[b]
		  Darkness
		Email Feature
		  Original Size
		  Original Type
		  Resolution
		  Color Mode
		  File Format[b]
		  Duplex[b]
		  Darkness
			FTP Feature
			  Original Size
			  Original Type
			  Resolution
			  Color Mode
			  File Format[b]
			  Duplex[b]
			  Darkness
			SMB Feature
			  Original Size
			  Original Type
			  Resolution
			  Color Mode
			  File Format[b]
			  Duplex[b]
			  Darkness
				Shared Folder Feature
				  Original Size
				  Original Type
				  Resolution
				  Color Mode
				  File Format[b]
				  Duplex[b]
				  Darkness
					Change Default
					  USB Default
					    Original Size
					    Original Type
					    Resolution
					    Color Mode
					    File Format[b]
					    Duplex[b]
					    Darkness
					  Email Default
					    Original Size
					    Original Type
					    Resolution
					    Color Mode
					    File Format[b]
					    Duplex[b]
					    Email Confirmation
					    Darkness
						FTP/SMB Default
						  Original Size
						  Original Type
						  Resolution
						  Color Mode
						  File Format[b]
						  Duplex[b]
						  Darkness
						  Server Confirmation
						Shared Folder Default
						  Original Size
						  Original Type
						  Resolution
						  Color Mode
						  File Format[b]
						  Duplex[b]

a. This option may not be available depending on your country.

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

Menu overview

Print Setup (see "Print" on page 55)	System Setup (see "System setup" on page 71)				
Orientation	**Machine Setup**	**PDF Type**	**Paper Setup**	**Report**	**Maintenance**
Portrait	Machine ID	Stamp	Paper Size	Configuration	CLR Empty Msg.[b]
Landscape	Fax Number	Import Setting	Tray 1	Demo Page	Supplies Life
Duplex	Date & Time	Export Setting	Tray 2[a]	Network Configuration	Image Mgr.
Copies	Clock Mode	Eco Settings	MP Tray[a]	Supplies Information	Custom Color
Resolution	Language		Manual Feeder[a]	Usage Counter	Toner Low Alert
Clear Text	Default Mode		Default Paper Size	Account	Imaging Unit Low Alert[a]
Off	Power Save		Paper Type	Fax Received	Serial Number
Minimum	Wakeup Event		Tray 1	Fax Sent	RAM Disk[a]
Normal	System Timeout		Tray 2[a]	Fax Scheduled Jobs	**Image Overwrite[a]**
Maximum	Job Timeout		MP Tray[a]	Fax Send Confirmation	Manual
Auto CR	Altitude Adjustment		Manual Feeder[a]	Junk Fax	Overwrite Method
Skip Blank Pages	Auto Continue		Paper Source	Email Sent	Overwrite Times
Emulation	Auto Tray Switch		Margin	PCL Font	
Emulation Type	Paper Substitution		Tray Confirmation	PS Font	
Setup	Tray Protection[a]		**Sound/Volume**	EPSON Font	
	Toner Save		Key Sound	KSC5843 Font[a]	
			Alarm Sound	KSC5895 Font[a]	
			Fax Sound	KSSM Font[a]	
				Address Book	

a. Some menus may not appear on the display depending on options or models. If so, it is not applicable to your machine.
b. This option only appears when small amount of toner is in the cartridge.

Menu overview

Network[a] (see "Network setup" on page 80)		Job Management[b] (see "Job management" on page 83)
TCP/IP (IPv4)	**Protocol Management**	**Active Job**
DHCP	**HTTP**	**Secured Job**
BOOTP	**WINS**	**Stored Job**
Static	**SNMPv1/v2**	**Shared Folder**
TCP/IP (IPv6)	**SNTP**	
IPv6 Protocol	**UPnP(SSDP)**	
DHCPv6 Config	**mDNS**	
Ethernet	**SetIP**	
Ethernet Port	**SLP**	
Ethernet Speed	**Network Configuration**	
802.1x	**Clear Settings**	
Wi-Fi[c]		
Wi-Fi On/Off		
Wi-Fi Settings		
WPS		
Wi-Fi Direct		
Wi-Fi Signal		
Clear Wi-Fi Settings		

a. Wired and Wireless model only (see "Features by models" on page 9).
b. This option is available when the optional mass storage device, optional memory or RAM Disk is installed.
c. Wireless model only (see "Features by models" on page 9).

Menu overview

M407xFX

You can set menus easily using the touch screen.

> • The home screen is shown on the touch screen on the control panel.
> • Some menus are grayed out depending on your options or models.
> • Some menu names may differ from your machine depending on its options or the models.
> • The menus are described in the Advanced Guide (see "Useful Setting Menus" on page 53).

Introducing the touch screen

Copy		When you press **Copy** from the display screen, the Copy screen appears which has several tabs and lots of copying options (see "Copy" on page 56).

Scan		When you press **Scan** from the display screen, the Scan screen appears which has several tabs and lots of Scanning options (see "Scan" on page 67).
Fax		When you press **Fax** from the display screen, the Fax screen appears which has several tabs and lots of Faxing options (see "Fax" on page 61).
Setup		You can browse current machine settings or change machine values (see "System setup" on page 71).
Job Status		Job status shows the jobs currently running, completed job or in queue (see "Job Status" on page 84).
Eco		You can view the eco settings (see "Eco" on page 85).
Direct USB		Enters the USB menu when USB memory is inserted into the USB memory port on your machine (see "Direct USB" on page 86).
Document Box		You can store the printing data, print the secure page or shared folder (see "Document box" on page 87).
Scan to Cloud		You can scan an image and the scanned data will be stored in the cloud service (see "Scanning with cloud service" on page 123).
Secure Release		Displays the list of secured jobs. Print or delete all from the selected jobs (see "Secure release" on page 89).
Option Settings		You want to customize the option settings including darkness, original type, and more.
Toner Status		Shows the toner status.
Arrows		Scroll through the options available in the selected menu, and increase or decrease values.
Back		Go back to previous screen.
		Selects the LCD brightness, language and you can edit home menu.

Menu overview

(Copy) (see "Copy" on page 56)			

Basic Copy
 	
    ⚙ (Option settings)
 	
    Darkness
    Original Type
Custom Copy
 	
    ⚙ (Option settings)
 	
    Duplex
    Reduce/Enlarge
    Darkness
    Original Size
    Original Type
 	
    Tray
      Auto
      Tray1
      Tray2[a]
      MP Tray
	Collation
	Layout
	    Normal
	    2-Up
	    4-Up
	    ID Copy
	    Book Copy
	Adjust Background
	Edge Erase
	    Off
	    Small Original
	    Hole Punch
	    Book Center[b]
	    Border Erase
	Stamp
	    Item
	    Opacity
	    Position
	WaterMark
		ID Copy
		
		    ⚙ (Option settings)
		
		    Darkness
		    Original Type
		Auto Fit Copy
		
		    ⚙ (Option settings)
		
		    Darkness
		    Original Type
		    Color Mode
		    Original Size
		    Original Type
			N-up Copy
			
			    ⚙ (Option settings)
			
			    N-up
			    Original Orientation
			    Duplex
			    Darkness
			    Original Size
			    Original Type

a. This is an optional feature.
b. This option appears only when the **Layout** option is **Book Copy**.

Menu overview

	(Scan)			
	(see "Scan" on page 67)			

Local PC
   Destination
       ⚙ **(Option settings)**
      Resolution
      Color Mode
      File Format
      PDF Encryption
      Duplex
      Original Size
      Original Type
      Darkness
Network PC
   Select User
       ⚙ **(Option settings)**
      Resolution
      Color Mode
      File Format
      PDF Encryption[a]

      Duplex
      Original Size
      Original Type
      Darkness
Email
   To
       ⚙ **(Option settings)**
      Original Size
      Original Type
      Resolution
      Color Mode
      File Format
      PDF Encryption[a]
      Duplex
      Darkness
      File Name
SMB
   Destination
       ⚙ **(Option settings)**
      Original Size
      Original Type
      Resolution

      Color Mode
      File Format
      PDF Encryption[a]
      Duplex
      Darkness
      File Name
FTP
   Destination
       ⚙ **(Option settings))**
      Original Size
      Original Type
      Resolution
      Color Mode
      File Format
      PDF Encryption[a]
      Duplex
      Darkness
      File Name
Custom Email
   To
   Subject
   From
   CC
   BCC

      Color Mode
      File Format
      PDF Encryption[a]
      Duplex
      Darkness
      File Name

⚙ **(Option settings)**
   Original Type
   Original Size
   Resolution
   Color Mode
   File Format
   PDF Encryption[a]
   Duplex
   Darkness
   File Name
USB
       ⚙ **(Option settings)**
   Original Type
   Original Size
   Resolution
   Color Mode
   File Name
   File Format
   PDF Encryption[a]

   Duplex
   Darkness
   File Policy
Shared Folder[a]
       ⚙ **(Option settings)**
   Original Size
   Resolution
   Color Mode
   File Name
   File Format
   PDF Encryption[a]
   Duplex
   Darkness
   File Policy
WSD

a. This option appears only when the **File Format** option is PDF type.

Menu overview

(Fax) (see "Fax" on page 61)		
Memory Send	**Delayed Send**	**Group Dial Send**
⚙ (Option settings)	⚙ (Option settings)	⚙ (Option settings)
Darkness	Darkness	Darkness
Resolution	Resolution	Resolution
Color Mode	Color Mode	Color Mode
Original Type	Original Type	Original Type
Original Size	Original Size	Original Size
Duplex	Duplex	Duplex
On Hook Dial	**Speed Dial Send**	**Redial**
⚙ (Option settings)	⚙ (Option settings)	⚙ (Option settings)
Darkness	Darkness	Darkness
Resolution	Resolution	Resolution
Color Mode	Color Mode	Color Mode
Original Type	Original Type	Original Type
Original Size	Original Size	Original Size
Duplex	Duplex	

Menu overview

	(Setup) (see "System setup" on page 71)				

Machine Setup
  Default Setting
    Copy Default
    Scan Default
    Fax Default
  Paper Setup
    Tray1
    Tray2[a]
    MP Tray
    Margin
  Tray Behaviour
    Auto Tray Switch
    Paper Substitution
    Auto Continue
    Tray Protection
  Address Book
    PhoneBook
    Email
    Print
    Reset
  Reports
    Configuration
    Demo Page
    Help List
    Network Configuration

Supplies Information
  Usage Counter
  Account
  Fax Received
  Fax Sent
  Fax Schedule Jobs
  Fax Send Confirmation
  Junk Fax
  Email Sent
  PCL Font
  PS Font
  EPSON Font
  Address Book
Fax Setup
  Send Forward
  Receive Forward
  Toll Save
  Junk Fax Setup
  Secure Receive
  Prefix Dial
  Stamp Received Name
  ECM Mode
  Modem Speed
  Ring to Answer
  Receive Mode

Manual TX/RX
  Redial Term
  Redial Times
  Fax Confirmation
  Image TCR
  Auto Reduction
  Discard Size
  Receive Start Code
  DRPD Mode
  Tray
  Fax Setup Wizard
Network Setup
  TCP/IP (IPv4)
  TCP/IP (IPv6)
  Protocol Management
    HTTP
    WINS
    SNMP V1/V2
    SNTP
    UPnP(SSDP)
    MDNS
    SetIP
    SLP

Network Configuration
  Clear Settings
Print Setup
  Orientation
  Duplex
  Copies
  Resolution
  Clear Text
  Edge Enhance
  Auto CR
  Skip Blank Pages
  Emulation
Adim Setup
  User Access Control
    Authentication
  Stamp
    Item
    Opacity
    Position
  Change Admin Password
  Firmware Upgrade

Initial Setup
  Machine ID
  Date & Time
  Clock Mode
  Select Country
  Language
  Default Mode
  Sound/Volume
  Power Save
  Wakeup Event
  System Timeout
  Job Timeout
  Altitude Adjustment
  Toner Status Alert
  Firmware Version
  PDF Type
  Import Setting
  Export Setting
  ImageOverwrite

Default Paper Size
Image Management
  CLR Empty Msg[b]
  Vapor Mode
  Paper Stacking
Troubleshooting
  Paper Jam in MP Tray
  Paper Jam in Tray 1
  Paper Jam in Tray 2
  Jam inside machine
  Jam in exit area
  Jam inside of duplex
  Original paper jam
Language

a. This is an optional feature.
b. This option only appears when small amount of toner is left in the cartridge.

Menu overview

 (see "Job Status" on page 84)	(see "Eco" on page 85)	 (see "Direct USB" on page 86)	 (see "Document box" on page 87)

Current Job
 Complete Job
	Eco-On
	 Eco-Off
	 Settings
	   Default Mode
	    On
	    Off
	    On-Forced[a]
	   Feature Configuration
	    Default
	    Custom
	     Copy Settings
	     PC Dirver Print Settings
		Print From
		
		    Copies
		    Auto Fit
		    Duplex
		    Tray
		 Scan to USB
		
		    Original Size
		    Original Type
		    Resolution
		    Color Mode
		    File Format
		    Filing Policy
		    Duplex
		    File Name
			File Manage
			
			    Format
			    Delete
			 Show Space
			    In Use Space
			    Available Space
				System Boxes
				    Stored Print
				    Secured Print
				 Shared Folder
				
				    Copies
				    Auto Fit
				    Duplex
				    Tray

a. 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.

Menu overview

(Scan to Cloud) (see "Scan to cloud" on page 88)	(Secure Release) (see "Secure release" on page 89)

Google Drive
 	
 Dropbox
 	
 Evernote
	(Options)
	
	    Detail
	
	    Print All
	
	    Delete All
	
	    Refresh

Machine's basic settings

> 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** > ![icon](Switch to advanced mode) > **Device Settings**, see "Device Settings" on page 154.

After installation is complete, you may want to set the machine's default settings.

To change the machine's default settings, follow these steps:

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

1 Select ![icon] (**Menu**) > **System Setup** > **Machine Setup** on the control panel.

  OR

  For the model with a touch screen, select ![icon] (**Setup**) > **Machine Setup** >**Next** > **Initial Setup** on the touch screen.

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

  For the model with a touch screen, select the option you want, go to step 4.

  • **Language:** change the language that is displayed on the control panel.

  • **Date & Time:** When you set the time and date, they are used in delay fax and delay print. They are printed on reports. If, however, they are not correct, you need to change it for the correct time being.

> Enter the correct time and date using arrows or numeric keypad (see "Understanding keypad" on page 94).
>
> • Month = 01 to 12
>
> • Day = 01 to 31
>
> • Year = requires four digits
>
> • Hour = 01 to 12
>
> • Minute = 00 to 59

  • **Clock Mode:** You can set your machine to display the current time using either a 12-hour or 24-hour format.

Machine's basic settings

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

> When you press the ⏻ (**Power / Wake Up**) button, start printing, or a fax is received, the product will wake up from the power saving mode.

- **Altitude Adjustment:** 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 91).

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

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

For the model with a touch screen, press ↰ (back) to go back to previous screen.

5 Press ⊗ (**Stop** or **Stop/Clear**) button or home (🏠) icon to return to ready mode.

> Refer to below links to set other settings useful for using the machine.
> - See "Entering various characters" on page 94.
> - See "Understanding keypad" on page 94.

- See "Setting the paper size and type" on page 57.
- See "Setting up the address book" on page 96.

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 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 146).

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

Tray overview

To change the size, you need to adjust the paper guides.
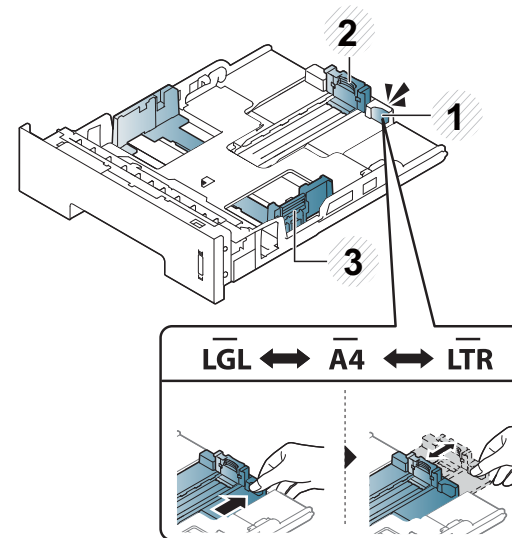
1 Tray extend lever

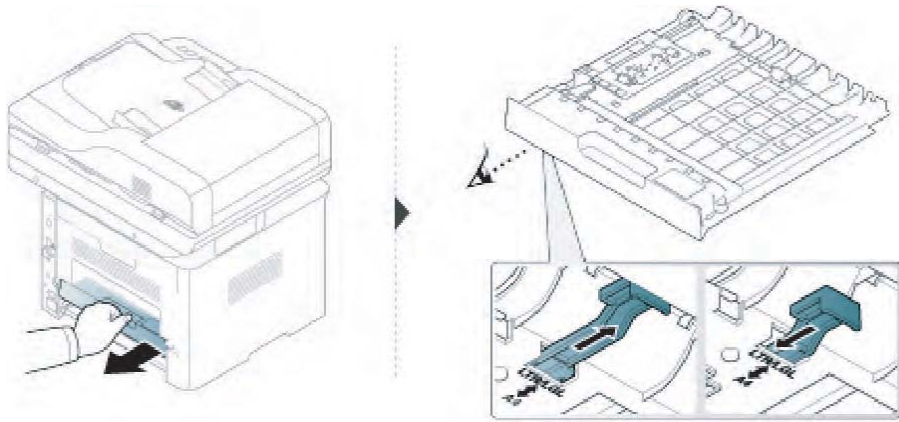**2** Paper length guide

3 Paper width guide

> ⚠ If you do not adjust the guide, it may cause paper registration, image skew, or jamming of the paper.
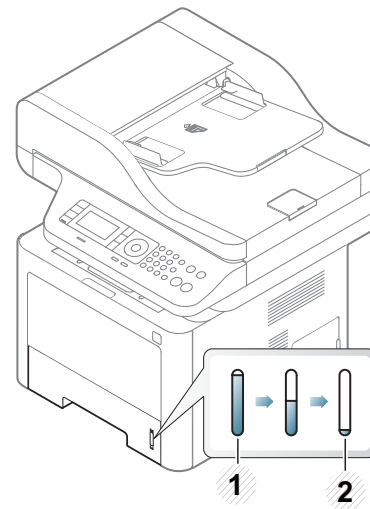
Media and tray

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

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

1 Full
2 Empty

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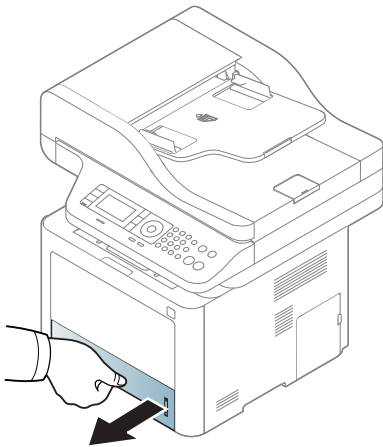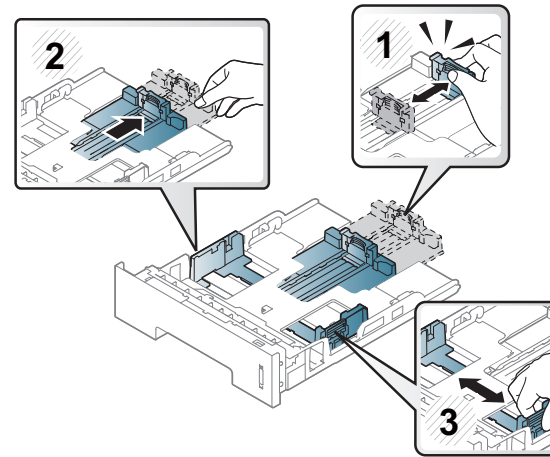
Media and tray

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).
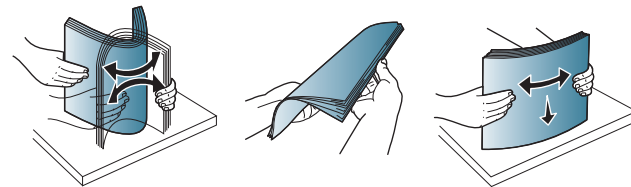
Tray 1 / optional tray

1 Pull out the paper tray.

2 Squeeze and the paper width guide and paper length lever to locate them in the correct paper size slot marked at the bottom of the tray to adjust to the size (see "Tray overview" on page 47).
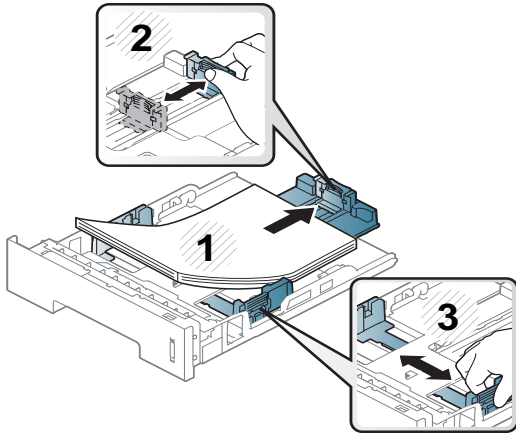

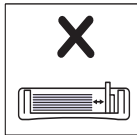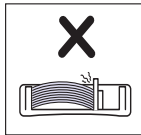**3** Flex or fan the edge of the paper stack to separate the pages before loading papers.
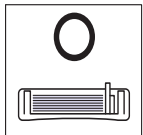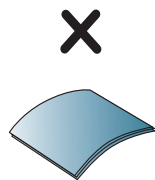
Media and tray

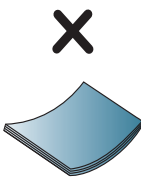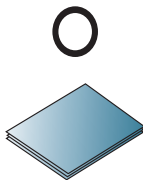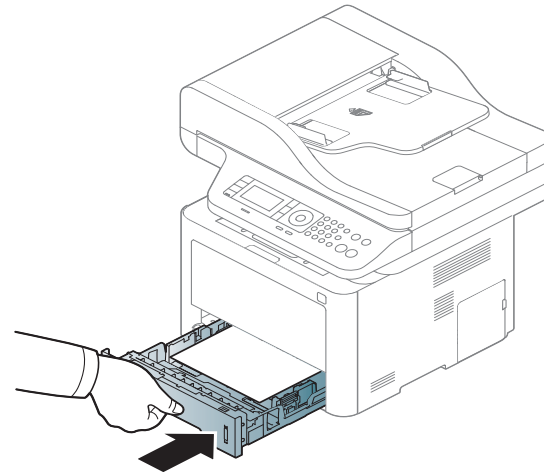**4** After inserting paper into the tray, squeeze the paper width guides and paper length guide.

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

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

5 Insert the tray back into the machine.

6 When you print a document, set the paper type and size for tray (see "Setting the paper size and type" on page 57).

Multi-purpose (or manual feeder) 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).

The multi-purpose (or manual feeder) tray can hold special sizes and types of print material, such as postcards, note cards, and envelopes (see "Print media specifications" on page 146).
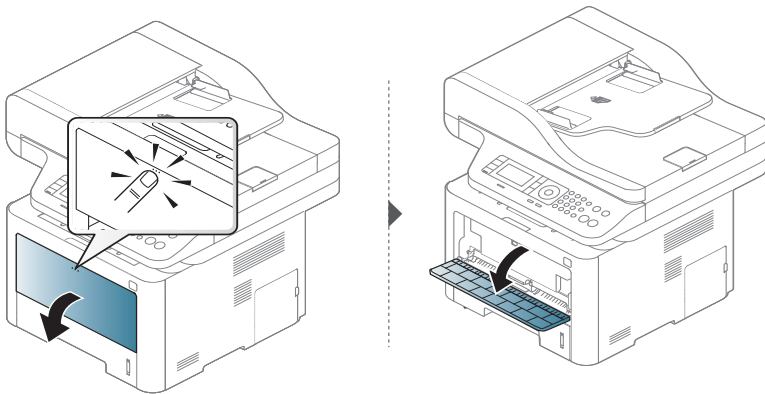
Media and tray

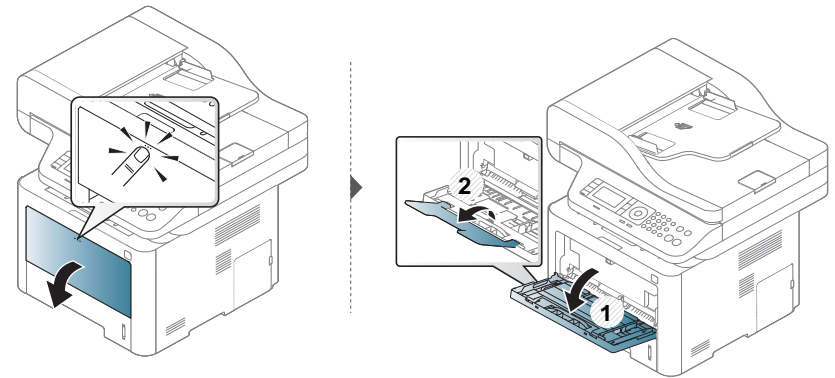## Tips on using the multi-purpose (or manual feeder) tray

• Load only one type, size and weight of print media at a time in the multi-purpose (or manual feeder) tray.

• To prevent paper jams, do not add paper while printing when there is still paper in the multi-purpose (or manual feeder) tray. This also applies to other types of print media.

• Always load the specified print media only to avoid paper jams and print quality problems (see "Print media specifications" on page 146).

• Flatten any curl on postcards, envelopes, and labels before loading them into the multi-purpose (or manual feeder) tray.

1 Press the push-release of multi-purpose (or manual feeder) tray and it down to open.
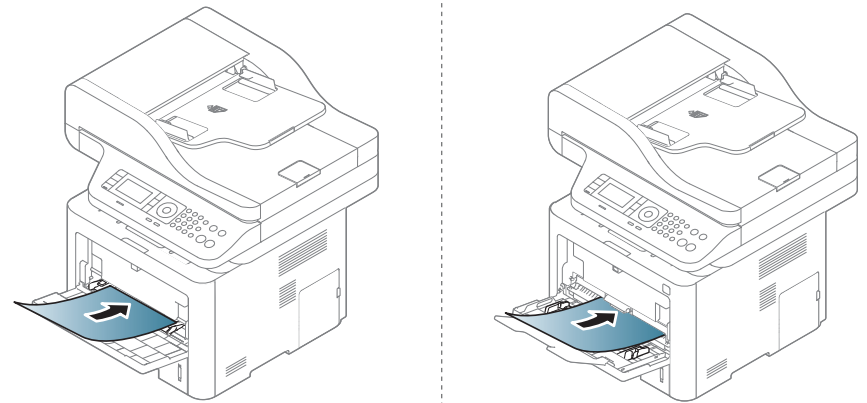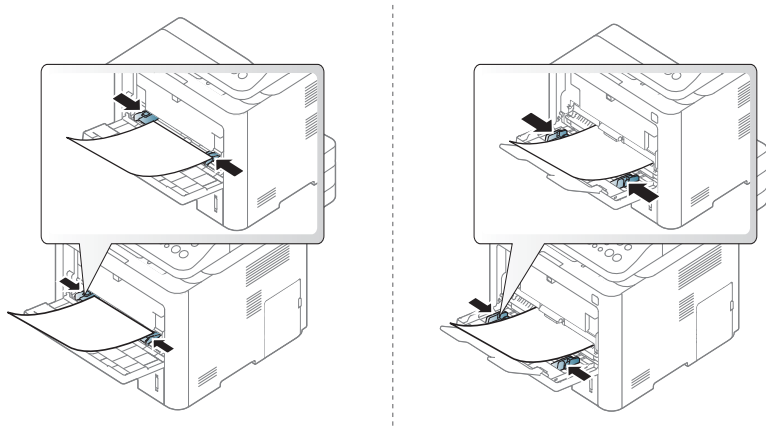
• M337x series

• M387x/ M407x series

2 Load the paper.

Media and tray

3 Squeeze the multi-purpose (or manual feeder) tray paper width guides and adjust them to the width of the paper. Do not force them too much, or the paper will bent resulting in a paper jam or skew.

> • When printing the special media, you must follow the loading guideline (See "Printing on special media" on page 52).
>
> • When papers overlap when printing using multi-purpose (or manual feeder) tray, open tray 1 and remove overlapping papers then try printing again.

4 When you print a document, set the paper type and size for the multi-purpose (or manual feeder) tray.

For information about setting the paper type and size on the control panel (see "Setting the paper size and type" on page 57).

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 or touch screen, you can set it from the control panel.

Then, set the paper type from the **Printing preferences** window > **Paper** tab > **Paper Type** (see "Opening printing preferences" on page 64).

For example, if you want to print on labels, select **Labels** for **Paper Type**.

> • When using special media, we recommend you feed one sheet at a time (see "Print media specifications" on page 146).
>
> • 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 see for paper weights for each sheet, refer to "Print media specifications" on page 146.

Media and tray

| Types	Tray 1	Optional tray[a]	Multi-purpose (or manual feeder) tray
Plain	●	●	●
Thick	●	●	●
Thicker			●
Thin	●	●	●
Bond	●	●	●
Color			●
CardStock	●	●	●
Labels			●
Transparency			●
Envelope			●
Preprinted			●
Cotton			●
Recycled	●	●	●
Archive	●	●	●

a. This is an optional feature (see "Various features" on page 11).

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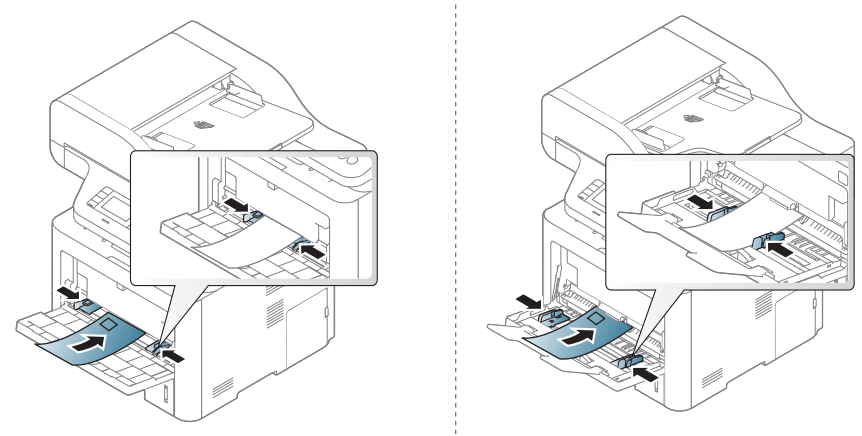
If envelopes are printed out with wrinkles, creases, or black bold lines, open the rear cover and pull down the pressure lever on the right side about 90 degrees and try printing again. Keep the rear cover opened during printing.

Media and tray
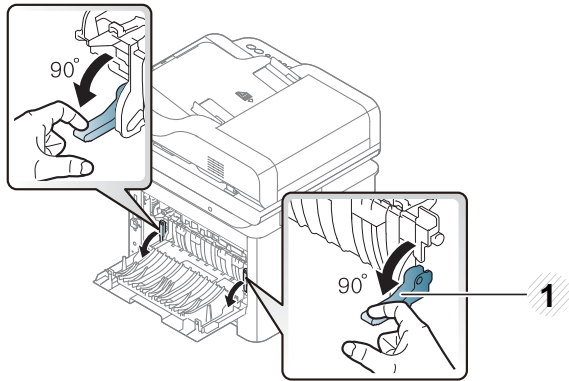
1 Pressure lever

- When selecting envelopes, consider the following factors:
  - **Weight:** should not exceed 90 g/m^2 otherwise; jams may occur.
  - **Construction:** should lie flat with less than 6 mm curl and should not contain air.
  - **Condition:** should not be wrinkled, nicked, nor damaged.
  - **Temperature:** should resist the heat and pressure of the machine during operation.

- Use only well-constructed envelopes with sharp and well-creased folds.

- Do not use stamped envelopes.

- Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials.

- Do not use damaged or poorly made envelopes.

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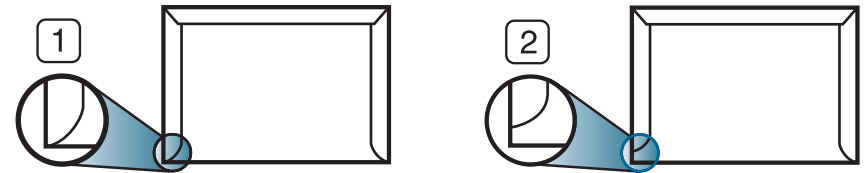
1 Acceptable
2 Unacceptable

- Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the machine's fusing temperature for 0.1 second about 170℃ (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.

Media and tray

Transparency

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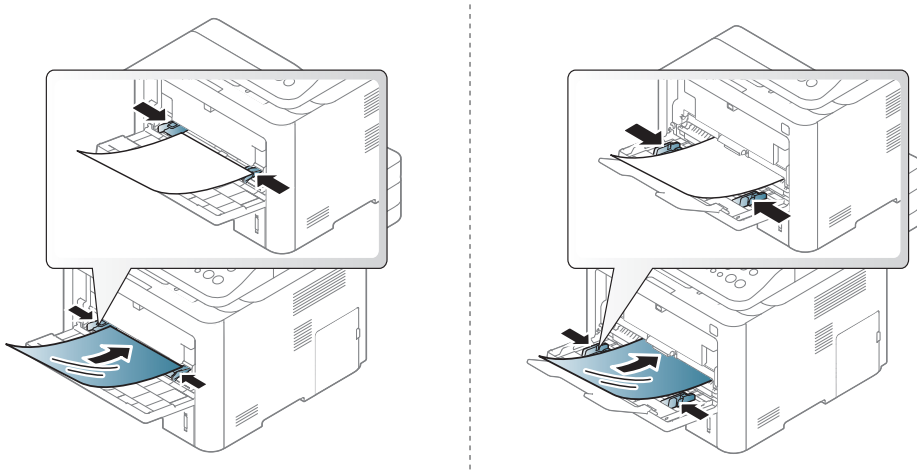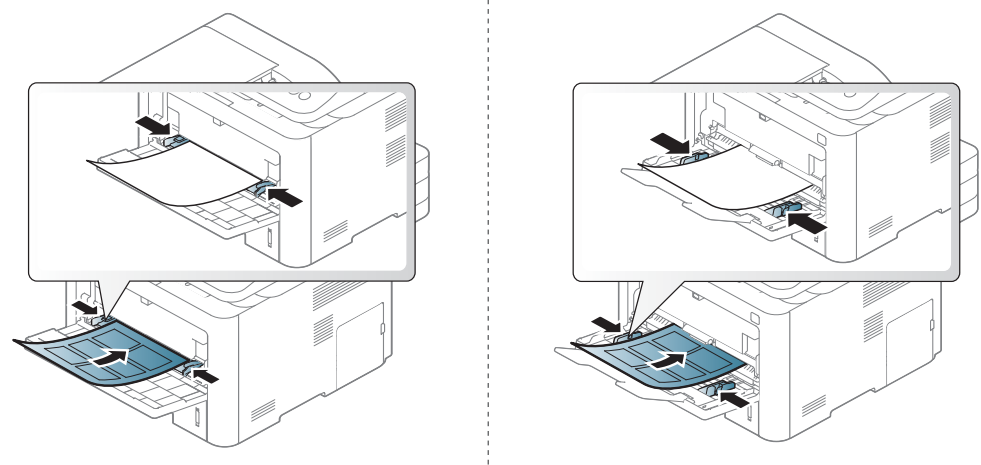

- Must withstand the machine's fusing temperature.

- Place them on a flat surface after removing them from the machine.

- Do not leave unused transparencies in the paper tray for long. Dust and dirt may accumulate on them, resulting in spotty printing.

- To avoid smudging caused by fingerprints, handle them carefully.

- To avoid fading, do not expose printed transparencies to prolonged sunlight.

- Ensure that transparencies are not wrinkled, curled, or have any torn edges.

- Do not use transparencies that separate from the backing sheet.

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

Labels

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

- When selecting labels, consider the following factors:

  - **Adhesives:** Should be stable at your machine's fusing temperature about 170℃ (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.