Sindoh
Unmistakable

M612 Series

User Manual

- This user manual includes a product warranty.
- Please read the user manual before using this product and keep the manual in a convenient location.

Safety Instructions

BE SURE TO OBSERVE THE FOLLOWING INSTRUCTIONS WHEN USING THE DEVICE.

⚠ Warning: Failure to observe the instructions may lead to death or serious injury..

- Directly plug the power cord in the receptacle on the wall. Do not use extension cord.
- If the power cable or plug is worn or damaged, pull out the power plug
- In order to prevent electric shock or exposure to laser radiation (in case of a laser device), do not remove the cover or screw not stated in the user manual.
- Turn off power and pull out the power plug in the following situations.
  - If something is spilled on the device
  - When considering the service or repair request on the device
  - When the device cover is damaged
- In case of a device using toner, do not burn the spilled toner or the waste toner.

If a toner particle is exposed to the screen, it may be ignited.

- In case of disposal, contact our company's seller use the proper collection place.
- In case of not using the product for a long time or when leaving the office after business hours, turn off the power. Otherwise, it may cause an abrupt fire accident.

⚠ Caution: Failure to observe the instructions may cause serious and slight injuries or property damages.

- Protect the device from a humid or wet condition including rain, snow, and so on.
- Pull the power cord off from the receptacle on the wall before moving the device. Be careful not to damage the power cord while the device is being moved.
- Be sure not to pull the cable when pulling the power cord off from the wall receptacle. Be sure to pull out with the plug
- Be sure not to have a clip, a staple, or another small metal object fell inside the device.
- Be careful of a safety accident when servicing the inside of the device including the removal of paper jam, cleaning of the inside of the device, and so on.
- In case of the device using toner, keep the toner and the toner container in the place not reached by a child.
- Do not dispose of the device or consumables in the place treating household waste. In case of disposal, contact our company's seller use the proper collection place.
- The inside of the device may be very hot. Do not touch the part with the "Careful! Very Hot!" label attached or the spot around the part. Otherwise, it may cause burn.
- Our company's product conforms to the quality standards and performance. It is recommended to use only the genuine parts possibly purchased from an authorized distributor.

Before Use

Really thank you for purchasing our product.
In this user manual, how to use the device correctly and how to repair the device simply are described in details to maintain the product in optimal state at all times and contribute to the rationalization and efficiency of the office work of your company.

Carefully read the user manual before using the device and keep it close at hand. In order to use the device safely and correctly, be sure to read the caution on the safe use before using it.

Prohibition and Limitation on Duplication

1. The details of the user manual can be changed without a prior notice. Our company is not responsible for the direct and/or indirect loss or damages caused by results of handling or operating the product in any case and for the results occurring from user's negligence.

2. The act of duplicating or printing a bill, revenue stamp, bond, share certificate, bank draft, check, passport, and driver's license distributed at home and abroad is prohibited according to a law.

3. The copyrighted literary works such as books, cores, figures, maps, drawings, and photos can be duplicated and used for personal use or household use and within the same scope. In other cases, it is prohibited according to a law.

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1. Preface

This User Manual describes detailed explanations and points to note in connection with operating and using the machine. Please read the User Manual well enough for users` safety and ease of use before using machine, and keep it near within your reach to refer to it quickly later

Important

- The content of the User Manual is subject to change without any prior notification.
  Sindoh shall not be responsible for any consequent damages or losses, indirect, special, contingent handling or operations of the machine in whatsoever. Copying or printing to reproduce what is prohibited by statute is not allowed. Any reproductions of the bank currencies, revenue stamps, bonds, stock certificates, promissory notes, checks, passports, drivers` licenses is mostly illegal and prohibited by local law. The above list is only some exemplary and not all inclusive, and no liability is assumed for either its completeness or accuracy. In case of doubt, please contact your legal counsel.

Note

- The User Manual may include a little different descriptions of the machine from the actual one.
  Some options may not be usable depending on the countries. Please consult your local sales/distributor office for the above cases. Some units can be an optional based on in which country you are now. Please consult your local service/support office.
- In some countries some specific types may not be used.
  Please consult your local sales office.
- This User Manual uses two measuring units and the metric unit is applicable for this machine.

2. How to Read This Manual

Symbols

This manual uses the following symbols and meanings.

⚠ Warning

Indicates importance safety notes.
Ignoring these notes could result in serious injury or death.
Be sure to read these notes carefully for your safe operations of the machine.

⚠ Caution

Indicates important safety notes.
Ignoring these notes could result in minor injury, or damage to the machine or to property.
Be sure to read these notes for your safe operations of the machine.

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data.
Be sure to read these explanations

Note

Indicates supplementary explanations of the machine`s functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the messages or menus that appear on the machine`s LCD display panel.

【 】

Indicates the names of each function key on the machine control panel and the display window.

3. Safety Information

Plug the power cord into a properly grounded outlet which is near and quickly accessible from the machine. Do not use or place the machine in wet or humid environment.

⚠ Caution Injuries

- The machine uses laser technologies. Use of controls, adjustments, or execution of procedures other than those specified in this manual can result in hazardous radiation exposure.
  The product uses a method heating the printing media so that gas may be emitted from paper due to heating. In order to prevent the emission of harmful gas, the section addressing the details on the printing media in the operating instructions should be understood.

⚠ Caution Heated Surfaces

- The inside of the machine may be hot. Do not touch any hot part before it is cooled down to avoid from any injury owing to the heated part.

⚠ Caution Injuries

- To prevent from any personal injuries or machine damages you need to follow the below instructions before moving the machine. Turning the power switch off and then unplug the power cords from the power outlet. Unplug and release all the cords and cables before moving the machine.
  Do not lift the optional feeder and the MFP machine together at the same time. Lift only the machine first, and then the feeder by using grips available at both sides. Always use only the power cords provided with this machine or the one approved by the manufacturer.

⚠ Caution Electrical Shock

- Proceed your work after turning off the machine and unplugging the power cord from the outlet in case of accessing the system board, or installing hardware or optional memory devices after having already installed MFP machine. If the machine is connected with any other device, turn it off and separate the cables from the machine.

⚠ Caution Electrical Shock

- This product has been designed, tested and approved to meet strict safety requirements of international safety standard. Some safety features of parts may not clearly work. The corresponding manufacturer of the machine shall not be responsible for usage of any other replacement parts.

⚠ Caution Injuries

- Do not twist, fold, step or place heavy objects on the powercord. Be careful with the power cord peeled off or overloaded. Do not make the power cord jammed into objects such as furniture or walls. Misusing the cord could result in fire or electrical shock. Check the cord regularly. Unplug the cord from the outlet for inspection. Please consult a licensed electrician for services or repairs not stated in this User Manual.

⚠ Caution Electrical Shock

- Disconnect the power cord and all the cables connected to the machine to prevent from any electrical shock when cleaning the outside of the machine.

4. Notices

❖ Noise Emission Level

The following are measured in accordance of ISO 7779 and reported to meet ISO 9296. Some modes may not be available in your purchased products.

Average Sound Pressure at 1 Meter Away	
Printing	51dBA
Copying	55dBA
Standby	under 30 dBA

❖ Temperature

Operating Temperature	15.6˚C~32.2˚C
Shipping and Storage Temperature	-40.0˚C~60.0˚C

❖ Disposal of The Products

Do not dispose the machine and consumables in the same way as normal garbage.
For disposal or recycling, contact your local sales office.

❖ Laser Notice

This machine is certified in the U.S. to conform to the requirements of DHHS 21 CFR Subchapter J, and certified elsewhere as Class 1 laser products conforming to the requirements of IEC 60825-1. The Class 1 laser products are not considered to be hazardous. The machine includes laser Class IIIb(3b) of GA with nominal 5 mW working in 770~795 nanometer electromagnetic wave rage inside of the machine. The laser system and machine are designed not to expose laser radiation above Class 1 level to any users during normal operation, user maintenance or prescribed service conditions.

❖ EMI(Electromagnetic Interference) Notice

This machine complies with the limits for Class A.
Class A Device: This machine is EMI compatible device complying with the limits for use in non-residential/non-domestic environments.

❖ Power Consumption

- Power Consumption of the Products

The below table shows power consumption. Some modes may not be available in the product you have purchased.

Mode	Description	Power Consumption(W)
Printing	A device is printing paper documents from electronic input data	Less 780W
Standby	A device is standing by print jobs.	Less 130W
PWR Saving	A device is in energy saving mode	Less 6.5W
Power Off	A power plug is plugged into the outlet with its switch off	Less 0.05W

The above power consumption is the hourly average value.
Instant power consumption can be much higher than the average value.

- Power Saver Mode

The machine is designed for power saver mode. The power saver mode is corresponding to EPA sleep mode. The power saver mode save energy by reducing power consumption during specific time period of not using the machine. The machine automatically enters into the power saver mode in case not used for a specific while called Power Saver Mode time, which is specified by default when shipped out from the factory. In the configuration menu the power saver mode time can be adjustable between 1~240 minutes. If it is set to lower values, the energy consumption reduces, but the response time increases. If it is set to higher values, quicker response time can remain, but more energy consumed.

- Deactivated Mode

The machine consumes power even in the deactivated mode. Unplug the power cord to stop the power consumption to the full.

- Total Energy Usage

It would be useful to calculate the Total energy usage of the machine.
Since the electricity bill is charged by Watt, you have to multiply time spent in each mode with power consumption in order to calculate the energy use.
Total energy usage is the sum of energy used in each mode.

- Wireless LAN Specifications

  The competent wireless device may be affected by electromagnetic interference so it should not be used for life saving services.

❖ Condensation

Dramatic change of the ambient temperature may produces fine drops of water on interior and exterior of the machine. Wipe the water drops on the outer surface, but wait until the drops inside the machine dry off with the platen or ADF open.

5. Precautions against the Machine

Please comply with the following instructions together with "Safety Information" provided when you purchase the products.

Installation

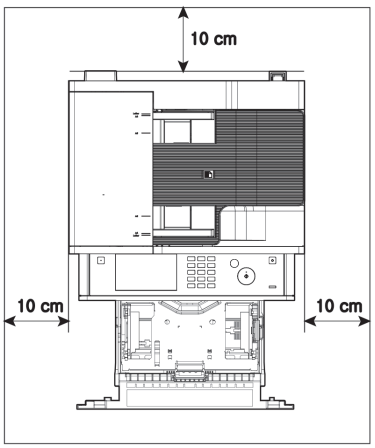
⚠ Warning

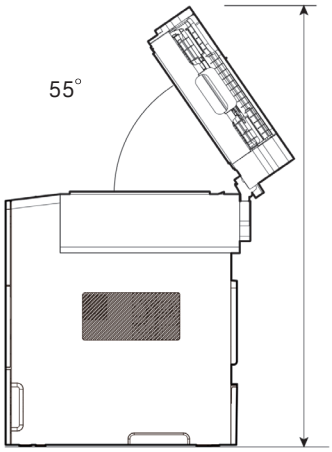
- Install the machine where good ventilation is provided.
  Ozone can be generated while the machine is operating although the amount is not so dan gerous. Sufficient ventilation must be required in case the machine is used for a long time or printing a large number of sheets without proper ventilation.

⚠ Caution

- Install the machine with its vents spaced at least 10 cm away from walls and other equipments.
- Secure properly sufficient space around the machine for easy ventilation and operation.
- Use the machine at temperatures of 10 C ~ 32 C and relative humidity of 20% ~ 80%.
- Do not install or use the machine outdoor.
- Place the machine to secure 15 cm backspace from the wall in order to scan A3 originals.

M612 Series





Moving the Machine

⚠ Warning

- Before moving the machine, be sure to unplug the power cord from the outlet. At least two people help together with moving the machine.
- Separate the toner cartridge when moving the machine.
- Hold the bottom handles of the machine when moving it.
  Bend your knees enough to protect your spine when lifting the machine.

6. Handling Consumables

⚠ Caution

- Do not burn toner or drum cartridges. The remainder of toner can cause a large fire or burns.

⚠ Warning

- Do not open toner or other consumables by force. Do not inhale toner powder and keep it away from your skin. Keep toner away from children. If your skin happens to contact toner, remove it with flowing water and soap. If you have any skin problem, consult your doctor.

Important

- Do not touch the green surface of the drum inside the cartage or expose it to the direct sunlight. This may affect printing quality.
- Do not keep drum cartridges or toner cartridges upside down or store them in the slanted place. This may affect printing quality.
- Do not dismantle drum cartridges or toner cartridges.
- Keep drum cartridges and toner cartridges away from physical impact or vibration.
- Do not unpack drum cartridges and toner cartridges until you are just ready to use them.

7. Precautions in Using the Machine

Plug the power cord into a properly grounded outlet which is near and quickly accessible from the machine. Do not use or place the machine in wet or humid environment.

⚠ Warning

- The fusing unit and its surroundings are very hot while the machine is operating. Make sure not to touch the fusing unit while removing paper jams or checking inside of the machine. This may cause burns.
- Prevent your eyes or mouth from toner power while removing paper jams or replacing toner cartridges. If toner gets in your eyes or mouth, wash them away with clean water and consult your doctor.
- Make sure your hands or clothes are not stained with toner. Wash toner away with cold water if your hands or clothes are stained with toner. If hot water is used, the stains may remain.
- Use the machine only for functions described in this manual.

8. Ventilation

⚠ Warning

- Use the machine in a place with good ventilation. If the machine is used in a place without good ventilation, this may be harmful for your health. Ventilate it at regular basis.
- Do not block vents. Inappropriate cooling may lead to high temperatures inside the machine, resulting in malfunctions.
- In general, a new machine produces a little amount of gas. So, provide good ventilation for the first use of the machine. If the machine is operating for a long time, it is recommended you should not stay where the machine is installed as long as possible.

9. Disposal of Used Battery

⚠ Warning

- Ni-MH batteries are installed for the backup memory. Dispose batteries in an environment-friendly way according to manufacturer's instruction. To replace batteries, consult a qualified service technician.

M612 Series
User Manual

Preparation for Using the Machine

1

1. Specifications of MFP

Class	Product
	M612 Series
Model Name	M612/617
Printing Speed	47ppm
Memory	1GB
Printing Resolution	1200 dpi
Interface	1 USB/Ethernet: Ethernet 100/1000 Base-TX
	1 USB/Wi-Fi(Wireless LAN) : IEEE 802.11 b/g/n Wireless Network Wireless security certification: Open system, WEP, WPA, WPA2, WPS Encrypted : WEP64, WEP128, TKIP, AES
Emulation	PCL5e/6, PS3, PDF
Protocols Supported	TCP/IP(IPv4, IPv6), Port9100, DHCP/DHCPv6, DNS, SNMP, SMTP, HTTP, TELNET, SSL, WebDav, CIFS, FTP, IPP, MDNS Added
Tray	500 sheets
MPT	50 sheets
Cartridge	M612: 3000 sheets (enclosed) M617: 6000 sheets (enclosed)
2-sided Printing	Automatic 2-sided printing (Duplexer included)
Scan Type	Color CIS
Scan Resolution	600X600dpi
ADF Loading Capacity	50 sheets (20lb standard)
Scanning Speed	40spm
Dimension(WxDxH)	418×391×515 mm / 16.5×15.4×20.3 in
Weight	19.9 Kg / 43.9 lb (IC included)

2. Major Functions

Copying

Basic Copying

Various sizes of originals can be copied to paper with desirable sizes.

For more information refer to 「Basic Copying」 (P. 2-6).

Copying Multiple Sheets

The original scanned once can be copied up to 99 sheets. For more information refer to to 「Basic Copying」 (P. 2-6).

Combined Copy (Multiple Pages onto A Single Sheet)

Two or 4 pages of the originals can be copied on a single sheet of paper.

For more information refer to 「Multiple Pages onto A Single Sheet」 (P. 2-12)

Copying ID/Card/OHP

Both sides of the ID or business card can be copied into the one sheet.

Originals can be copied into OHP.

For more information, refer to 「ID Copy」 (P. 4-71).

Scanning

Scanning from Computer

Using TWAIN compatible programs, you can scan to your computer. The scanned file is transferred to the application program and can be directly edited and stored in that application program.

For more information, refer to 「Scanning from Computer」 (P. 3-4).

Scanning from MFP Base Unit

Using the control panel in the base unit of the machine, the scanned image can be saved in USB memories, directly emailed or saved on the FTP server. The files are stored in JPG, PDF, or TIFF.

For more information, refer to「 Scanning to a USB Memory」 (P. 3-9).

Printing

Printing from Computer

You can use the MFP as your printer once installing the driver on your PC.

For more information, refer to 「Updating Options Available from the MFP Driver」 (P. 3-2).

Printing from USB Memories

You can print saved files from a USB memory by connecting it directly to the machine.

The printable files are PDF documents and image file formats such as JPG and PNG.

For more information, refer to 「Print from a USB Memory」(P. 3-41).

Note

- Some image files may not be supported upon their compression method.

Faxing

Basic Faxing

By entering receiver`s phone numbers you can fax the documents placed on the contact glass or ADF.

For more information, refer to 「Basic Faxing」(P. 3-43).

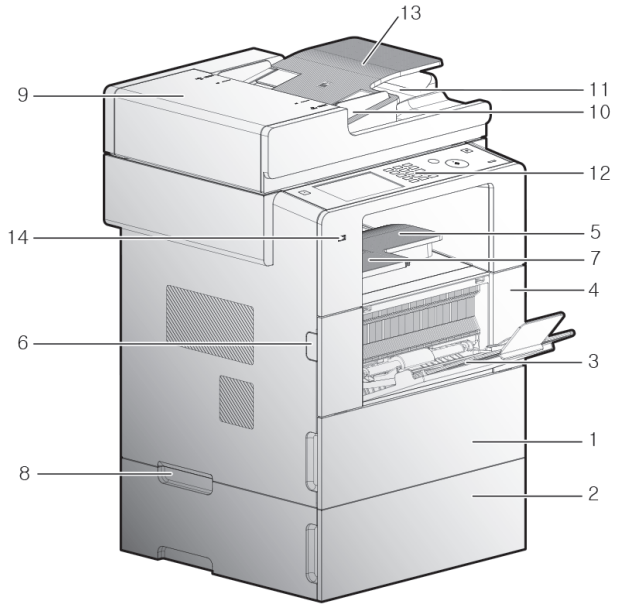
Advance Faxing

You can fax more conveniently and efficiently by using advanced faxing functions.

For more information, refer to 「Advanced Faxing」(P. 3-46).

3. Overview and Functions of the Machine

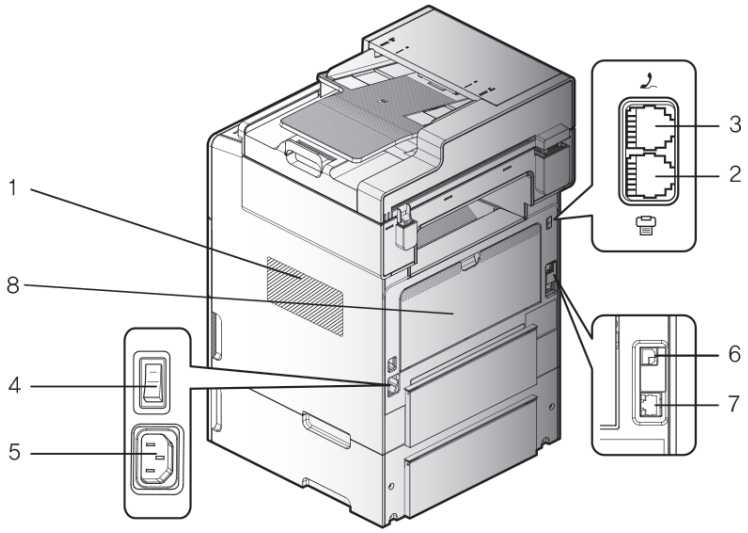
Names and Functions of Each Part(Front view)



No	Name of Part	Description
1	Tray 1	500 sheets of paper (Based on 75g/m (20lb) paper)
2	Tray 2	Optional paper tray for 500 sheets. (Based on 75g/m (20lb) paper) : Need to purchase this tray separately unless it is provided by default.
3	MPT	A feeder for plain paper, labels, envelopes or so by opening the extension support.
4	Front Cover	The cover can be opened for installing the cartridges or checking inside of the machine.
5	Output Bin	A tray for printed output paper.
6	Front Cover Opening Lever	A lever for opening the front cover.
7	Output Tray	Copied or printed paper exits to this tray.
8	Handle	Use this handle to grip for moving the machine or installing the optional feeder.
9	ADF(Auto Document Feeder) Cover	Open this cover to remove jammed paper.
10	ADF Guide	Adjust or guide the document alignment for ADF feeding.

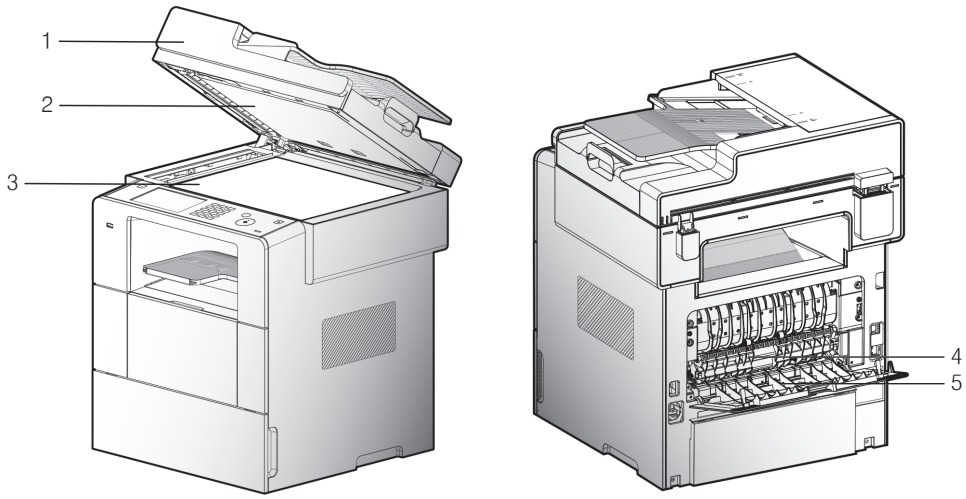
No	Name of Part	Description
11	ADF Output Tray	A tray for output of the original documents from ADF.
12	Control Panel	Consisting of various function keys and LCD windows.
13	ADF Input Tray	ADF input tray for up to 50 sheets of the original documents.
14	USB Memory Port	A port to connect USB memory modules.

Names and Functions of Each Part (Rear view)



No	Name of Part	Description
1	Vent	Ventilate the heat from inside.
2	Telephone Terminal	Terminal for the telephone line
3	Telephone Jack	A port for an additional phone line
4	Power Switch	The switch for the main power on or off.
5	Power Cord Connector	A connector for the power cord.
6	USB Connector	Use this connector to connect the machine to a computer.
7	Ethernet Port	Ethernet port for an internet connection.
8	2-sided Printer	Automatic duplex printing(installed inside the machine)

Names and Functions of Each Part (Interior View)



No	Name of Part	Description
1	ADF	The original documents from ADF Input Tray are scanned here
2	Document Pad	Press the original document to the exposure glass(glass flat bed).
3	Exposure Glass	Place the document here face down to the glass.
4	Fusing Unit Lever	Press this lever and open the Fusing Unit cover to remove jammed paper in Fusing Unit.
5	Output Unit Cover	Open this cover to remove jammed paper in Output Unit.

4. Control Panel

In control panel there are one 5 inch TFT LCD, 19 buttons, 4 touch keys and one indication light showing the job status of the printer.

The meaning of lamp

The lamp shows the machin`s current status.

Lamp	Lamp Status	Machine Status
White	On	Standby
	Blink	-
Red	On	status of error
	Blink	status of PCU alert
Green	On	-
	Blink	Operating

Buttons

Use these buttons to respond to the machine`s messages when selecting menus, getting the machine to start to work or changing the settings of the machine.

Buttons	Functions
	Press【】button to start the operation currently set. • The job currently set starts. • Delete the messages(error messages or so) on the display panel. • Try again after removing the jammed paper.
	Press【】button to cancel either one of the current jobs - [Printing], [Scanning] or [Copying] mode.
【】	Press【】button to switch to the standby window from menu settings.
【】	Press [] button to activate the power saving or maximum power saveing mode, and return to the preparation mode if it is in one of power saving mode. Short press: Power saving mode Long press(over 2 seconds): Maximum power saving mode. Processing the following work, the printer power save mode is released. Press [], the power button.
【A3/11"×17" START】	Press【A3/11"×17" START】button to copy A3/11"×17" or fax A3/11"×17" paper based on the current function selected. By default, press【A3/11"×17" START】button to copy A3/11"×17" paper.
【PAUSE/REDIAL】	This button works as [PAUSE] function while entering recipient`s FAX numbers and works as [REDIAL] without any number entered, and you can select any number from the latest 10 recipient number list.
【ON-Hook】	Use this button in both transmissions or receptions to dial at [On-Hook] mode when making a call to a receiver for sending [FAX].
【RESET】	Used when initializing the settings to the default values.
【LOGOUT】	Used when logging out the machine after completing the jobs..
【PROGRAM】	The settings frequently used such as copy, scan, fax functions can be stored in the memory and later called for the quick use.

5. Power Switch and Energy Saver Mode

Power Switch

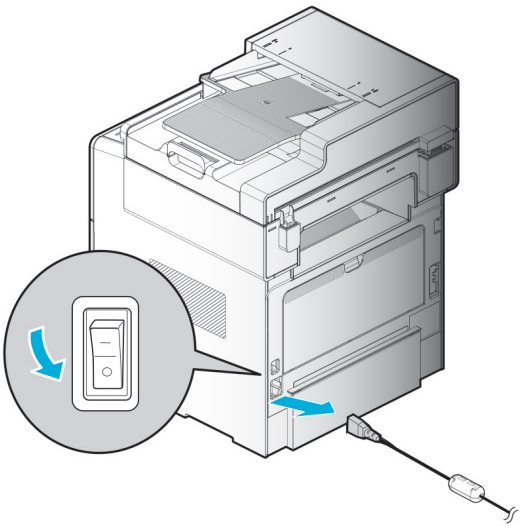
Be sure that the power cord is securely plugged to the receptacle before turning on the Power Switch, and then press the Power Switch on the right-rear side of the machine to“ —” position (On).
To turn the power off press the Power Switch to“ ○” position (Off).

⚠ Warning

- Do not insert or pull off the power plug, or touch the Power Switch with wet hands.
  It may cause electrical shock.

Important

- Wait for over 3 seconds to reboot once turning the power off.
- Turn the power off and unplug the power cord when the machine is not used for a long time or moved to another place.
- Mount the core which is enclosed with the power cord as the picture.



Energy Saver Mode

When the machine is not operated for a certain period of time, it is automatically switched to Energy Saver Mode to reduce electric power consumption.
In the Energy Saver Mode, only the LED indicator of【⏻】button is turned on and the other LEDs and LCD are off.
The waiting time for switching to Energy Saver Mode can be set in between 1~240 minutes.
Press【⏻】button to terminate Energy Saver Mode by manual.
You can set up the time to switch to Energy Saver Mode automatically once the set up time has passed over.

Note

- Even in the Energy Saver Mode, reserved FAX sending and receiving, printing jobs from a PC and receiving scanned jobs can be carried out.
- In the following cases, the machine is not switched to Energy Saver Mode:
  - Scanning documents
  - Copying or printing fax documents, or
  - Printing documents from a PC.

- In the following cases, the machine exits from Energy Saver Mode automatically:
  - Sending a fax at reserved time
  - Receiving a fax
  - Receiving a print job from a computer, or
  - Receiving a call for scan jobs from a PC.

6. Unpacking

1 Unpack and install the machine where good ventilation is provided.
Nothing should be placed 8cm(3 inches) away from the right side of the machine for proper operation of cooling fan. Avoid the following locations:

A. Where exposed to the direct sunray

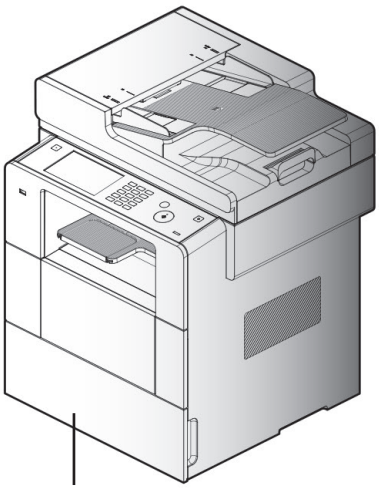
B. Where close to heating equipment or air-conditioner

C. Where dusty and dirty

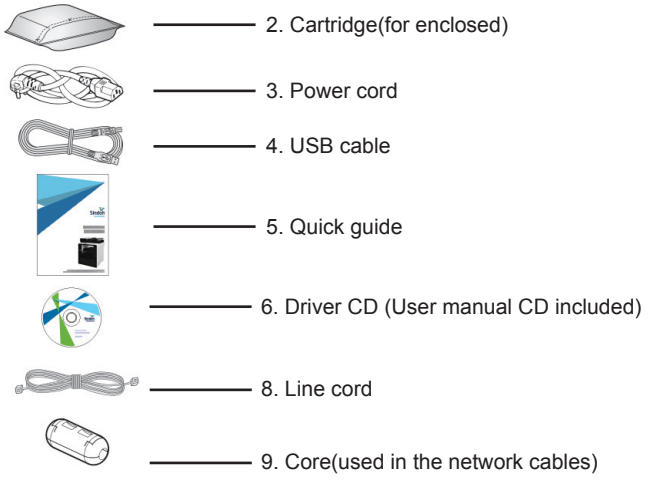
2 Pull the machine and all other peripheral components out of the box.
Keep the box and buffer materials just in case you need to pack the devices.

3 Remove tapes in and out of the machine and the packing material from the tray.

4 Check if the following components are included.



1. Tray1 (default 500 sheets)

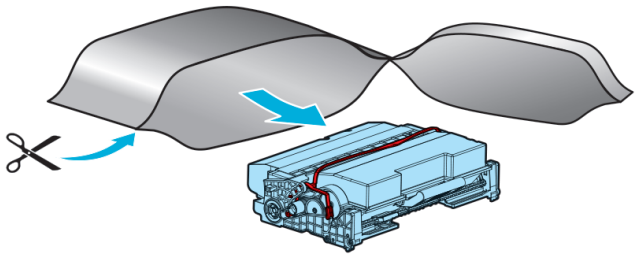


5 If any of components are missing or damaged, contact the dealer from that you have purchased the machine.

7. Cartridge Preparation

Unpack and install the cartridge according to the following steps.

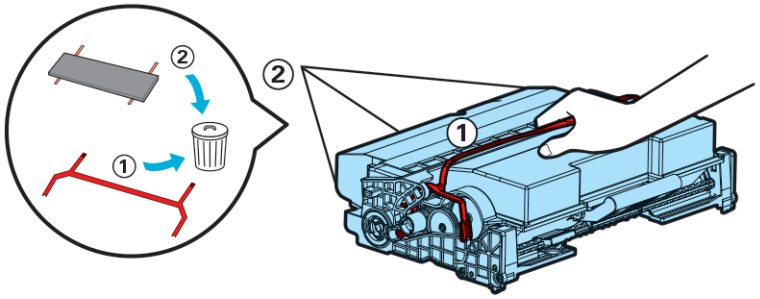
1 Cut the bag to the cutting guideline to open it and pull out the cartridge.



⚠ Caution

- If the unpacked cartridge is exposed to direct sunrays or strong light, it may be damaged. place the unpacked cartridge in the shade or cover it with something like an old newspaper.
- Do not touch the green drum of the cartridge. Use the handles.

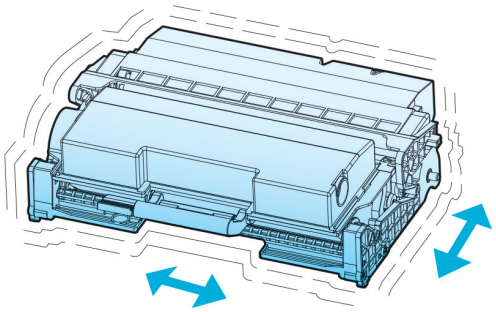
2 Remove the packing materials



⚠ Caution

- Do not touch the green drum at the bottom of the cartridge.

3 Hold the unpacked cartridge by the handles and shake it lightly so that the toner can be evenly distributed.

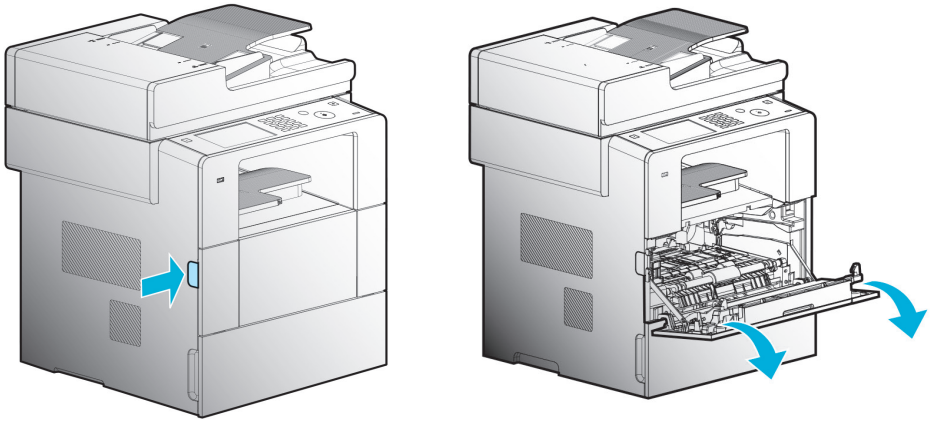


⚠ Caution

- Be careful not to be stained with black toner powder.
- Do not touch the green drum at the bottom of the cartridge.

8. Cartridge Installation

1 Press the button on the left side to open the front cover.

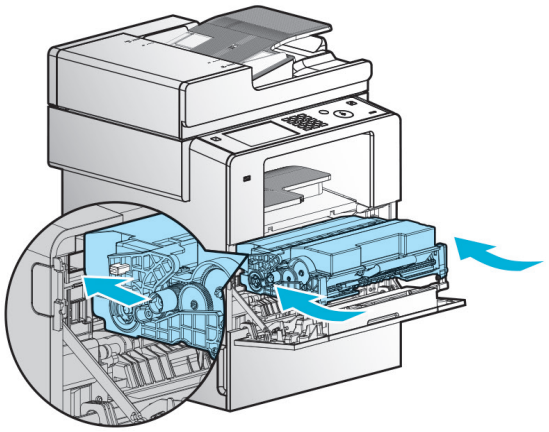


2 Install the cartridge according to the following steps.

A. Hold the cartridge by the handles. (Facing down the back of your hands)

B. Align the frontal guides (arrow sticker) of the cartridge to the guide groove (arrow sticker) of the machine.

C. Push the cartridge towards the machine until it clicks shut.



3 Close the front cover. Make sure that both side ends of the cover click shut. If not, the machine may not work properly.

⚠ Caution

– Check if the MPT is also closed.
Closing the front cover with the MPT open may cause malfunctions.

9. Print Paper Loading

This machine has a paper tray with a capacity of 550 sheets. In case of adding 2 large optional trays(tray 2), the print capacity increases up to 1550 sheets.
For more information on capacity or supported size and media, see the below table.

Class.	Sheet	Supported Size	Supported Media
Tray 1 (Basic tray)	500	'A4,A5,B5,Folio,Letter,statement,Legal, Executive, US Foilo, Quatro,G.Legal,G.Letter	Plain paper, Thick paper
Tray 2 (Large optional tray)	500	'A4,A5,B5,Folio,Letter,statement,Legal, Executive, US Foilo, Quatro,G.Legal,G.Letter	Plain paper, Thick paper
Multi-purpose Tray	50	A4,B5,A5,B6,A6,Legal,Letter, Statement,Executive,US folio, Quatro, G Legal, G Letter, Postcard 100x148, Postcard 148x200, Com9, Com10 Monarch,C5,C6,Dr	Plain paper, Transparency, Paper Label, Vinyl Label

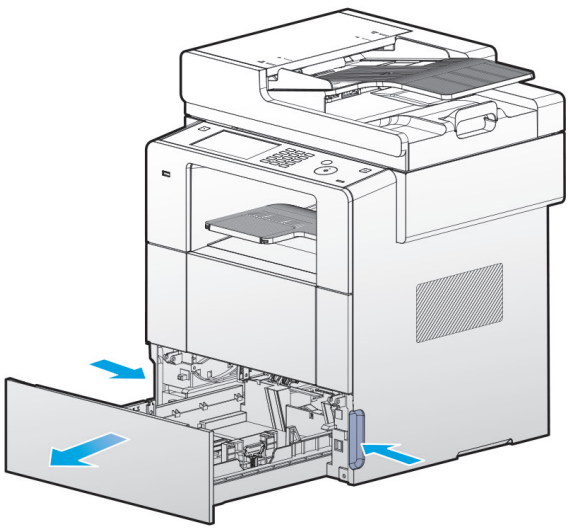
Loading in the Tray

Load the paper to the basic or optional tray according to the following steps.

Important

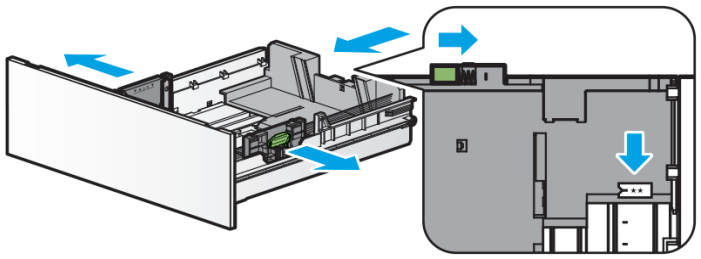
- Make sure you have changed the media type and size for the tray in the machine driver when you change the paper for the tray 1.

1 Pull out the tray.(The handles are located at both sides of the tray)



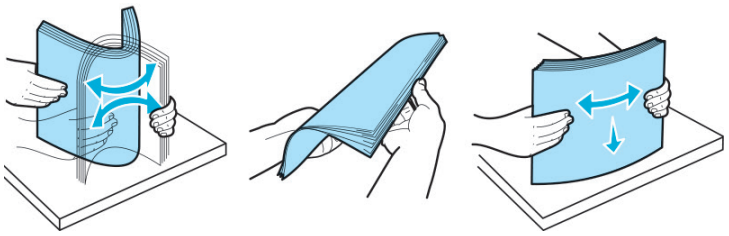
2 Hold both width guide tab and width guide, and then push them to the right.

3 Hold both length guide tab and length guide, and then extend them to the maximum position.



4 Fix the length guide wall to meet the selected paper size. The position to fix is indicated at the bottom side of the tray.

5 Loosen and flex the paper and then blow air to the paper.
Do not fold or wrinkle paper
Make the edges of paper flat and arrayed.

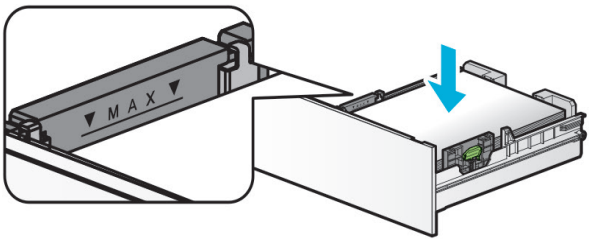


Important

- Do note load paper in the tray over the maximum height indicated in the tray unit.
- Do not mix different media types in the same tray.

6 Load paper with the print side faced down, and push the paper forward.

7 Stack the paper up to the mark of limit

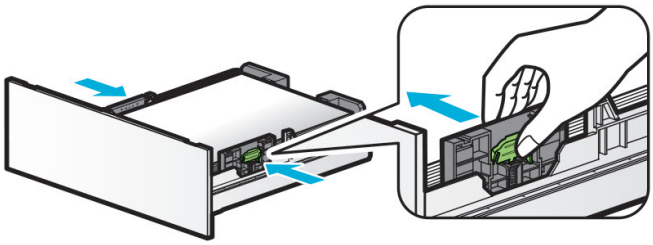


⚠ Caution

– For Labels, thick paper, paper under A5 size stack the paper up to the limit line(thick) at mid inside of the tray.

8 Hold both width guide tab and width guide together, and push them to the end of the paper.

9 Hold both length guide tab and length guide together, and push them to the end of paper.



10 Push the tray back to the end of the machine.

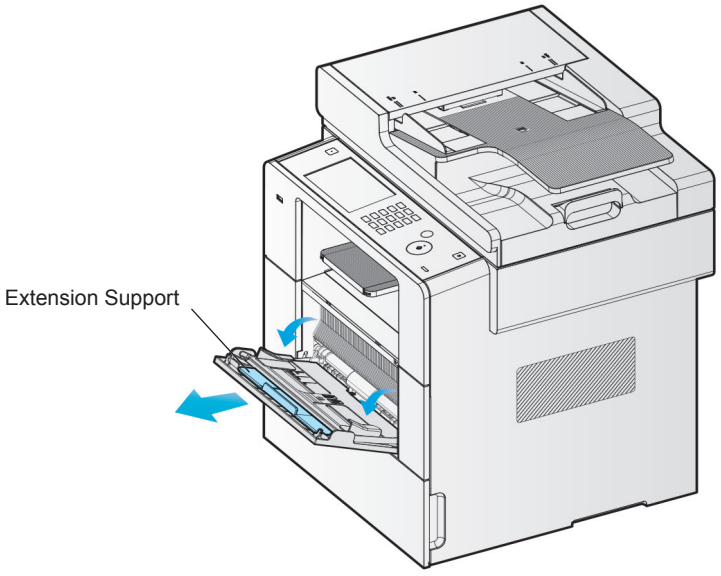
Loading to the Multi-purpose Tray

You can manually load appropriate paper to print from the multi-purpose tray before selecting the paper size and type on your computer and sending the print jobs to the machine.
Also, it can be used as the standard tray for automatic printing.

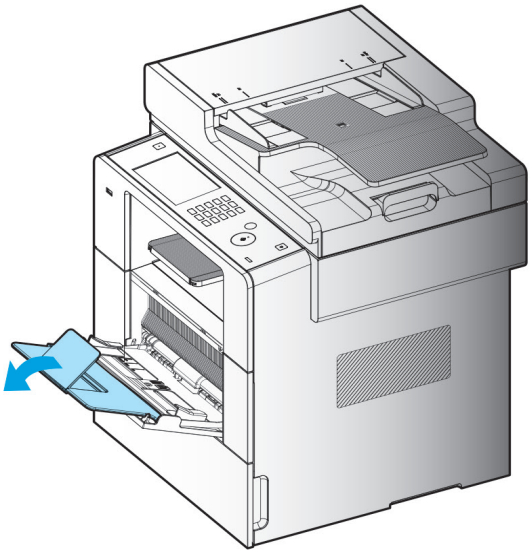
Load paper to the multi-purpose tray according to the following steps.

1 Hold the top of the multi-purpose tray to pull it open.

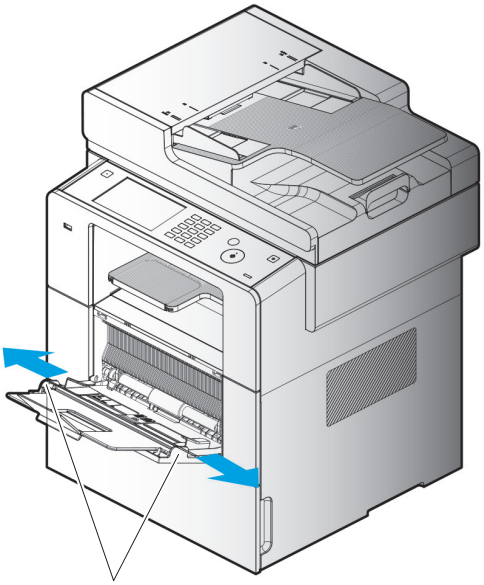
2 Pull out the extension support.



3 Unfold the Extension Support.



4 Push both Width Guides outward a little wider than the paper size to be loaded.



5 Loosen and flex the paper and then blow air to the paper.

Do not fold or wrinkle paper

Make the edges of paper flat and arrayed.

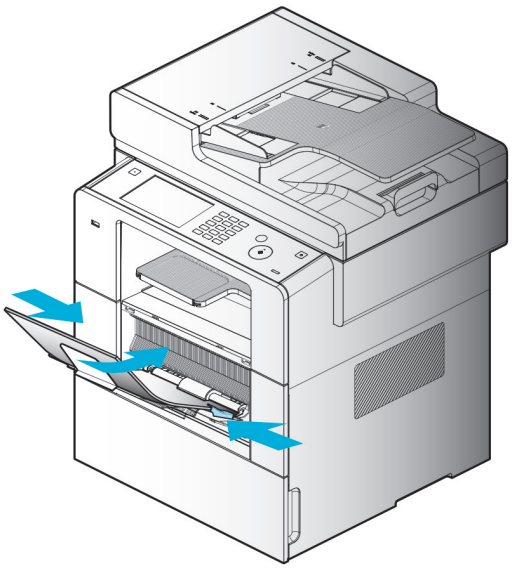
Important

- Do not overload Multi-purpose Tray so that the paper tightly fits to Width Guide. It may cause paper jams.

6 Load the paper at the center of Multi-purpose Tray in a way that the printable side is faced up.
Do not use crushed or wrinkled paper.

7 Push the paper slightly to the machine.

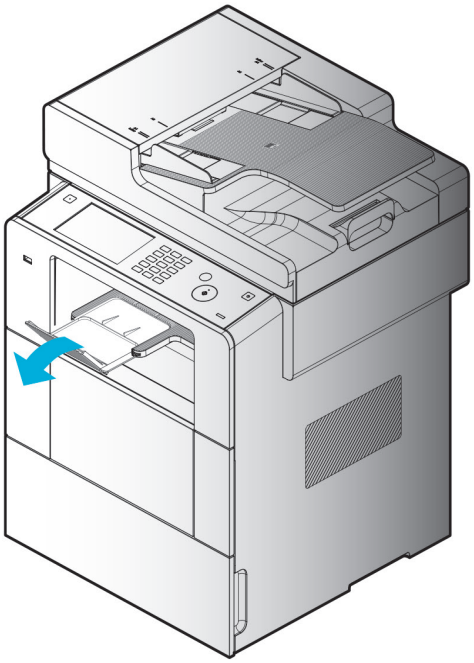
8 Push Width Guide slightly to the paper.



Installation of Paper Support

The Paper Support holds and stacks paper coming from the machine with a certain angle without paper falling.

Unfold the Paper Support after installing the machine.



10. Original Documents

Types of Original Supported

Automatic Document Feeder(ADF)

	Copy, Scan and Fax
Max. Size(W×H)	216×356 mm
Min. Size(W×H)	140×148 mm
Max. No. of Doc. at a Time	60 ~ 80 g/m2 : 50 sheets 81 ~ 105 g/m2 : 35 sheets
Thickness	0.08 mm ~ 0.15 mm
Quality	High quality paper or equivalent paper

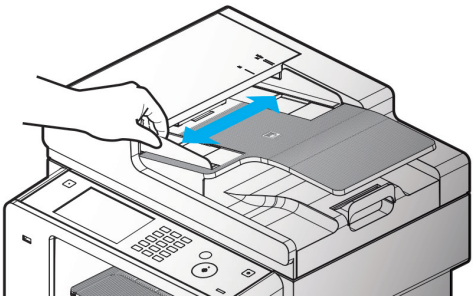
Exposure Glass

Max. Size(W×H)	216×297 mm
Min. Size	Not limited.
With A3/11X17 Function(W×H)	297×420 mm (A3 size) 11×17 in (11×17 size)

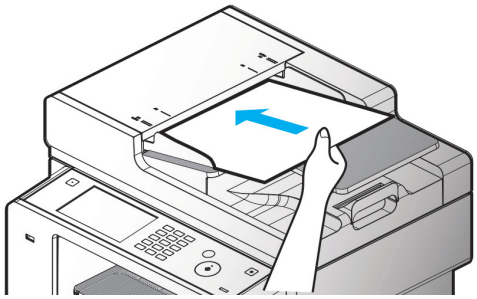
11. Placing the Original

Placing on Automatic Document Feeder

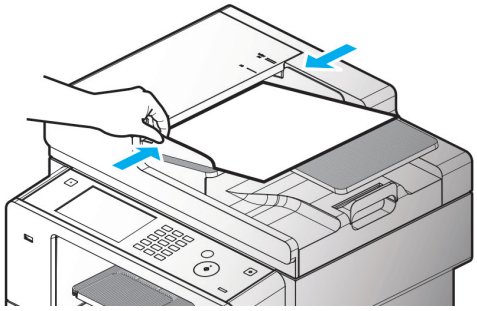
1 Adjust the guide to the original document width.



2 Push the original with the scan side faced up until it stops.



3 Adjust the guide to the original document width.



Note

– The below original are not used for ADF.

- Original torn or with holes
- Original wrinkled or bent
- Wet original or attached with each other due to electrostatic
- Carbon or non-carbon originals
- Texture or metal paper
- Original with staples, clips or adhesive tapes
- Glued original
- Glossy or specially coated original

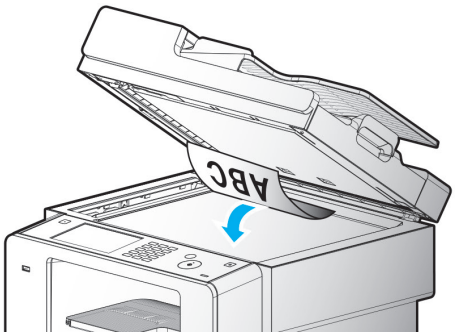
Placing Document on Exposure Glass

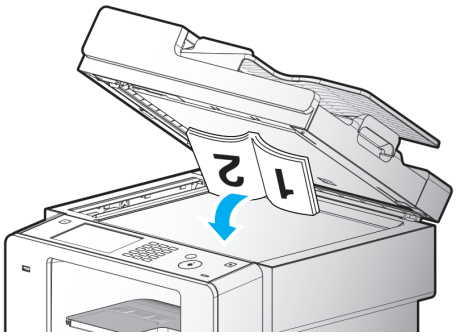
1 Lift ADF

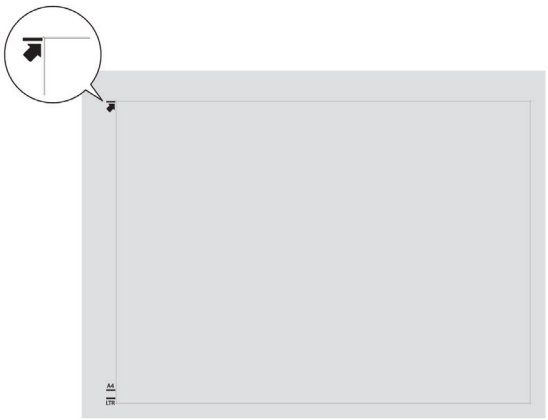
Always lift ADF more than 20°

If you lift it less than 20°, the size of the original may not be detected.

2 Place the original faced down on Exposure Glass with the original laid to a grid at the upper left corner on the glass of scanner.







3 Lower ADF

Note

- In case the original remains on ADF, the original on Exposure Glass is not scanned.
- When you copy a book, do not press it toward the glass too hard.
- Any sharp jut may leave dents or scratches on the exposure glass.

12. Installing Optional Tray 2

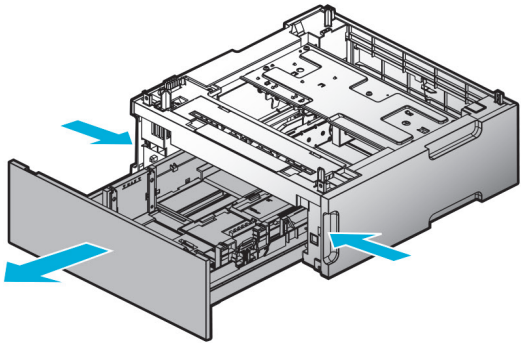
The machine supports Optional Tray 2 (500 sheets).
Optional Tray 2 consists of a support and a tray.

⚠ Warning

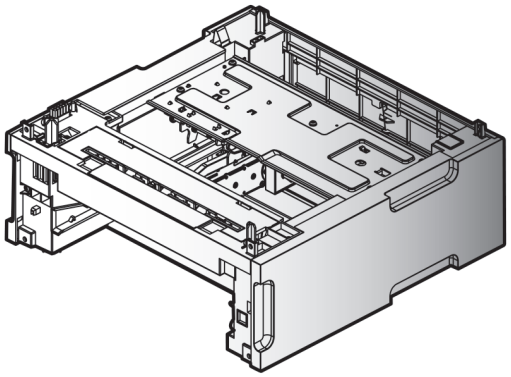
- To install Optional Tray 2 after installing the machine, make sure to turn the power off, unplug the power cord and disconnect all the cables at the rear side of the machine.

1 Remove all packing materials and tapes.

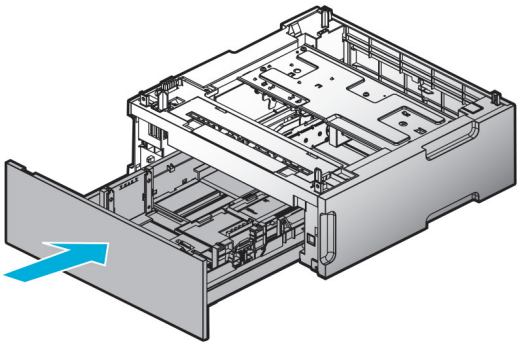
2 Pull the tray unit outward (the handle grips to pull out the tray are located on both sides).



3 Hold both ends of the support and put it in the place where the machine will be located.



4 Reinstall the tray. Push the tray back until it fits completely into the support.

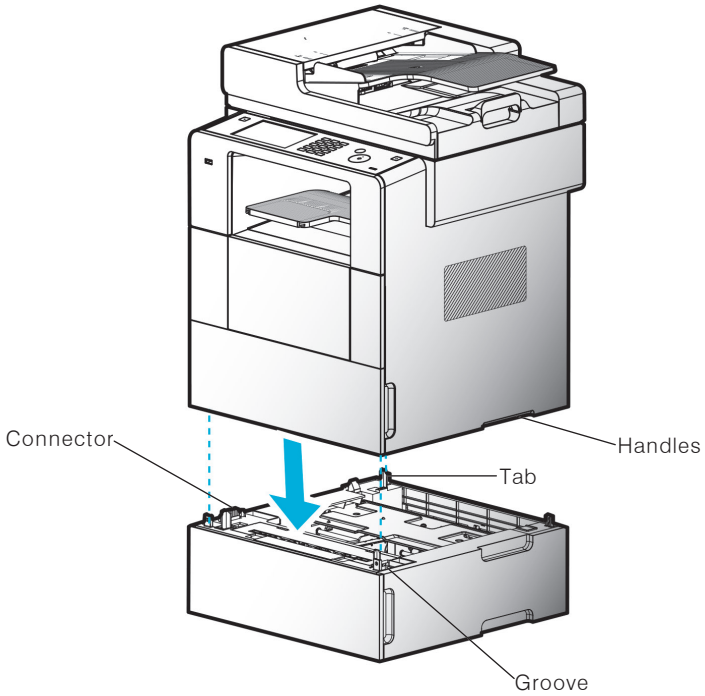


Installing the Machine and Tray 2

Use the handle grips on both sides of the machine to lift and place it where to be installed.
To install the machine on the tray 2, follow the instructions below.

1 Align the tab, grooves and connectors of the tray 2 with the bottom side of the machine.

2 Place the machine onto the tray 2. Make sure to place it exactly onto the tray 2.



13. Connecting Cables

The machine can be directly connected to a computer through a USB cable.

⚠ Caution

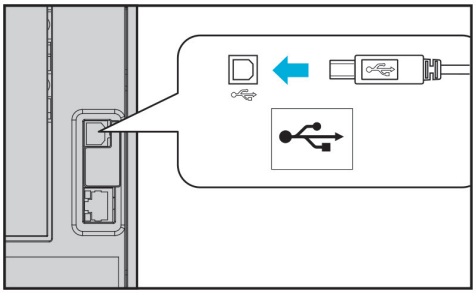
– Do not connect or disconnect any type of communication ports if the power of the machine is on.

Connecting USB Cables

The machine can be connected via the USB cable and the USB port supports the USB standard.

1 Make sure that all the power connected to the machine is off.

2 Connect the machine to the computer via the USB cable. The USB port may need a USB cable. Make sure both symbols on the machine and the cables match each other.



Connecting Network Cables

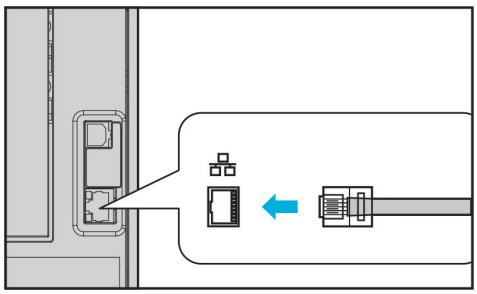
This machine can be directly connected to the network via the standard network cable.
Follow instructions below to connect the machine to the network.

Note

– Most networks supports the standard 10BaseT/100BaseTX Fast Ethernet port.

1 Make sure the power connected to the machine, computer and other devices is off.

2 Use the standard cable compatible with the user network to connect the device to the LAN or hub.



3 Turn on the power of the machine.

14. Installing MFP Driver

The MFP driver is a software enabling communications between a PC and the machine.
There are the scanner driver and the printer driver provided for using the MFP.
The software is mostly installed during the initial setting of the machine. Follow the instructions below to install the software.

1 Close all open software programs on your PC.

2 Insert the CD for the software and the manual

3 Click on [Install] in the basic installation dialogue window.

4 Follow the instructions on the screen.

Updating Options Available from the MFP Driver

After installing software and options, you may need to install additional options manually to do print jobs.

❖ For Windows Users

1 Click Start and then click Execute.

2 Press Start and type " control printers" into the execution dialog box.

3 Press Enter or click OK to open the printer folder.
Or follow instructions below to open it.

- Click Start from Windows menu.
  - Windows 2000: Select Configuration > Printers.
  - Window XP/2003: Select Printers and Fax.
  - Window 2008/Vista: Control Panel > Hardware and Sound > Printers.
  - Window 7: Control Panel > Hardware and Sound > Devices and Printers.
  - Window Server 2008 R2: Control Panel > Hardware > Devices and Printers.

4 Select SINDOH M612_617 Series.

5 Mouse right-click on SINDOH M612_617 Series.

6 Window XP/2003/2008/Vista: Click on Print Default Settings.
Window 7, Window Server 2008 R2: Click Print Default Setting from each menu.

7 Click the device setting tab.

8 Add installed hardware options from available options.

9 Click Apply.

15. Checking MFP Settings

Switching on MFP

1 Connect the end of the power cord to the port on the rear side of the machine and plug the power cord to the properly grounded wall outlet.

2 Switch on the machine.
When initial warm-up is completed, [Select the function to use] message appears to indicate that the machine is ready to receive data. If other message than [Select the function to use] appears.
refer to P. 5-17「Understanding MFP Messages」

3 Check your PC and make sure that other peripheral equipments are on.

4 Move to the next step.

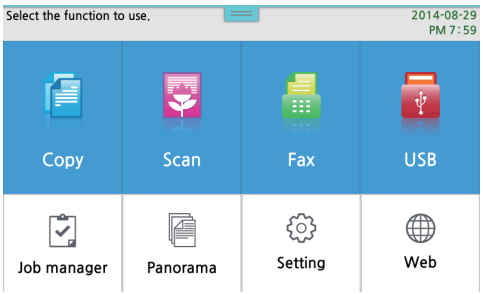
Printing System Report

You can print the system reports to see initial settings and check if all options are properly installed.

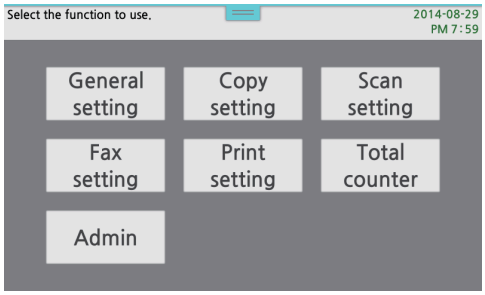
1 Make sure the machine is on.

2 Check the tray and the paper type.

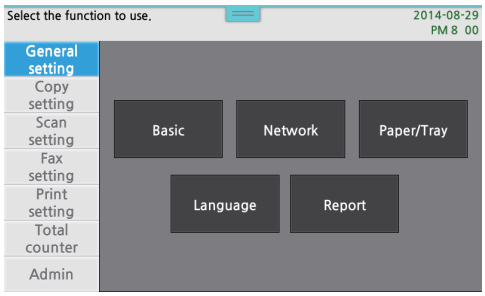
3 Press [Settings] button.



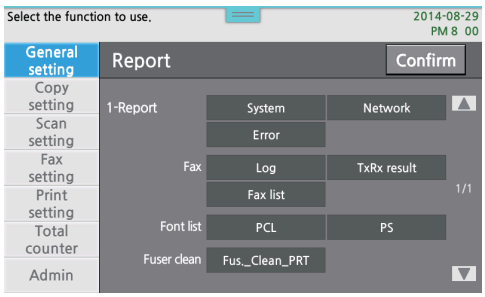
4 Enter into [General Settings]



5 Press [Report]



6 Press [System Report]



7 It returns to the home screen and starts to print

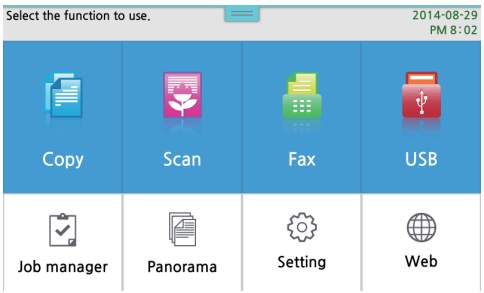
Printing Network Report

Print the Network Report to check the network settings of the machine.
Change the settings with referring to network settings such as IP included in the network report.

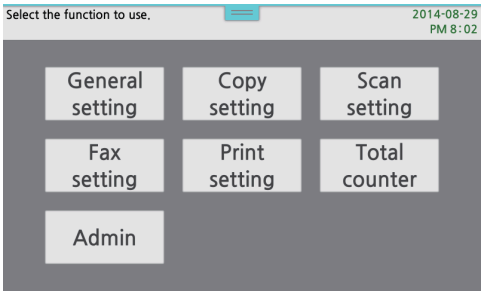
1 Make sure the machine is on.

2 Check the tray and the paper type.

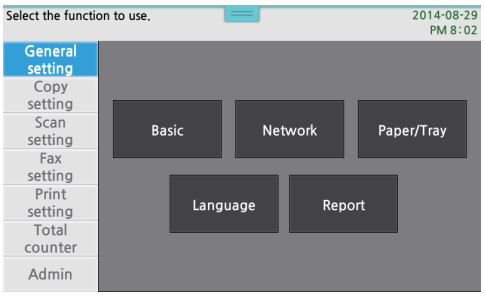
3 Press [Settings]



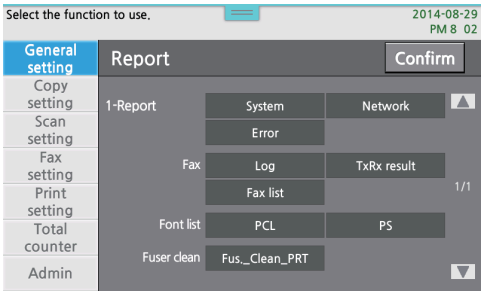
4 Press [General Settings]



5 Press [Report]



6 Press [Network Report] button.



7 It returns to the home screen and starts to print

Note

- Enter the correct IP in the port field in the machine driver settings to print from the network.
- Your computer and the machine have identical addresses in "Netmask" and "Gateway".
- In case the machine`s IP address is set as an automatic setting(DHCP), no separate setting is required.
- If DHCP is selected, the IP address is subject to change upon the network environments. If the machine is not connected to the network, check the allocated IP address first and consult your network administrator in case the IP address keeps changing.

16. Tray and Paper Specifications

In this section information on the paper types and specifications, and the paper trays is provided. For more information refer to MFP Paper Instructions especially cardstocks or labels.

Tray Unit	Load per Media	Paper Size	Weight
Tray 1 (Basic Tray)	Plain paper 500 sheets Thick paper: specified thickness(marked on the label)	A4,A5,B5,Folio,Letter,statement,Legal,Executive, US Foilo, Quatro,G.Legal,G.Letter	60~105g/m² (16~28lb)
Tray 2 (Large Optional Tray)	Plain paper 500 sheets Thick paper: specified Thickness(marked on the label)	A4,A5,B5,Folio,Letter,statement,Legal, Executive, US Foilo, Quatro,G. Legal,G.Letter	60~163g/m² (16~44lb)
MPT (Multi-purpose Tray)	Plain paper 50 sheets Envelope 5 sheets Label 15 sheets Cardstock 5 sheets	A4,B5,A5,B6,A6,Legal,Letter, Statement,Executive,US folio, Quatro, G Legal, G Letter, Post-card 100x148, Postcard 148x200, Com9, Com10 Monarch,C5,C6,Dr	60~166g/m² (16~44lb) Cardstock 90lb

Remark1 : For labels or thick paper in tray 1 stack the paper up to the limit line at mid inside of the tray. The number of paper loaded in the tray can vary upon the thickness of the paper.

For labels or thick paper in tray 2 stack the paper up to the limit line at mid inside of the tray. The number of paper loaded in the tray can vary upon the thickness of the paper.

The following are for 2-sided printing.

Paper size	Weight	Paper Output
A4 (210X297) Letter paper (216X279)	Plain paper 60~90g/m²(16~24lb)	Basic output tray

⚠ Caution

- The loading capacity of Multi-purpose Tray is basically 50 sheets of the plain paper, with more quantity within 10 sheets upon the paper thickness. However, load 50 or less sheets for the best feeding performance.

17. Paper

Automatic Feeding

When the current printing encounters out of paper from one tray, the machine switches automatically to other tray with identical paper size and type loaded in, and continues printing.

Feeding Order

When automatic feeding is set, the trays are switched in the following order:

Tray 1 → Tray 2 (Option) → MPT

18. Information on Installation and Operation

For more information on installation and operation, refer to the enclosed CD or the website.
You can see detailed information on the machine installation and un-installation, supply installation and replacement, paper feeding, and CD for driver and utility installation.

Driver CD and User Manual

The driver CD contains the printer driver and scanner driver necessary to operate the machine.
Also, it contains utilities, relevant documents and manuals for the machine.

Quick Guide and User Manual

Quick Guide easily shows how to install and use the machine. The manual in the CD fully provides general messages and explanation to the functions and removal of jammed paper as well as installation and usage of the machine.

Sindoh Website

You can refer to www.sindoh.com to download and update the drivers and utilities, various documents in the CD and more information on Multiple Function Printers.

M612 Series
User Manual

Copying

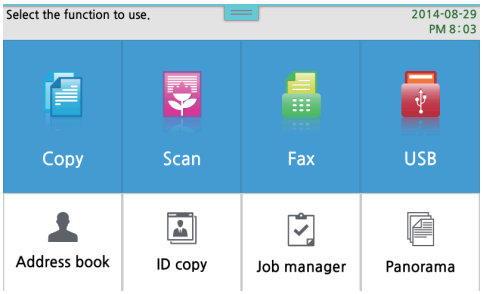
2

1. How to Copy

Basic Operation

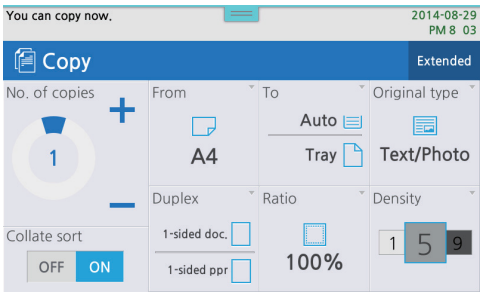
1 Place the original on Exposure Glass or ADF. For more information, refer to P. 1-25「Placing the Original」

2 Press [Copy] in the window to go into the copy setting mode.



3 Select necessary settings.

You can specify settings for the original size, paper source (paper size), type of original, copy density, auto density, scale, N-up, collate, duplex settings and copy quality. For more information, refer to P. 2-6 ~ P. 2-11.



4 To make multiple copies of the scanned original, specify the number of copies using the ten keys or rotating the No. of Copies dial. Or you can change the number by pressing the image button【+】【-】for the number of copies.

5 Press【◇】button to start copying.

Note

- Press【▽】button to cancel copying.
- Press [reset] button to reset to the default values.

Copy Settings Table

Copy Settings		
	No of Copies	
	Original Size	
	Paper source	paper size
	Original Types	
	Copy Density	
	Auto Density	
	Scale	
	Combined	
	Collate	
	Duplex Settings	
	Copy Quality	

Detailed Description of Copy Settings

Menu	Objectives	Values
No of Copies	Copy the original as many number of sets as specified.	* 1~ up to 99 sheets.
Original Size	Specify the size of the original document.	* A4, A5_SEF, A5_LEF, B5, Letter, Legal, Executive, Statement, US Folio
Paper Source	Select a tray for the paper size to use.	* ADF, Tray 1, Tray 2, Tray 3, MPT. Note – Tray 2 and Tray 3 are activated only when Tray option is mounted.

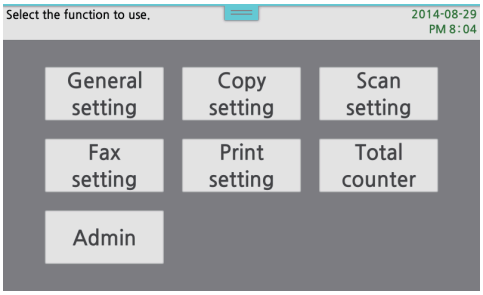
Menu	Objectives	Values
Paper Size	Trays per paper sizes for copying	When selecting Tray1, Tray2 or Tray3 in [Paper Source] * Auto, A4, A5 SEF, A5 LEF, B5SEF, Letter, Legal, Executive, Statement, US Folio, Quatro, G.Letter, G.Legal When selecting MPT in [Paper Source] * A4, A5 SEF, A5 LEF, A6, B5, B6, Letter, Legal, Executive, Statement, US Folio, Quatro, G.Letter, G.Legal, Postcard 100x148, Postcard 148x200, Postcard 200x148, Monarch Envelop, Com9 Envelop, Com10 Envelop, C5 Envelop, C6 Envelope, DL Envelop Note – [Paper Size] can be set per tray in the paper setting in [Paper] – Tray 2 and Tray 3 are activated only when tray option is mounted.
Original Type	Contents type of the original	Text, * Text/Photo, Photo
Copy Density	Darkness of copied paper	1~9
Auto Density	Automatic change of darkness on copied paper	* On, Off
Scale	Zoom scale of copied paper	* Auto Scale, Preset Scale, Custom Scale (50-200%)
Combine	Multiple pages onto a single paper	* Standard copy, 2 pages onto 1 paper, 4 pages onto 1 paper.
Collate	Multiple pages into a set.	* On, Default
Duplex	Settings for 2-sided copy	* 1-sided scan-> 1-sided copy 1-sided scan-> 2-sided copy 2-sided scan-> 1-sided copy 2-sided scan-> 2-sided copy.
Copy Quality	Scan resolution for copy quality or copy output	*Standard quality, high quality

(*) Factory default settings.

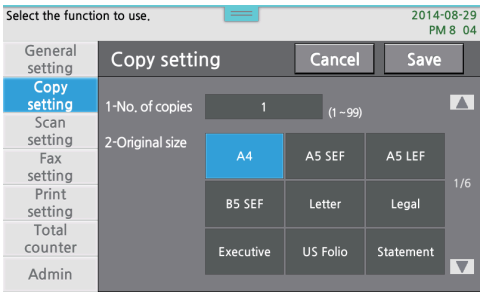
Changing Copy Default Settings

1 Press [Settings] when the machine is ready.

2 Press Copy Settings in the [Settings] screen



3 Copy settings menu appears on the screen.

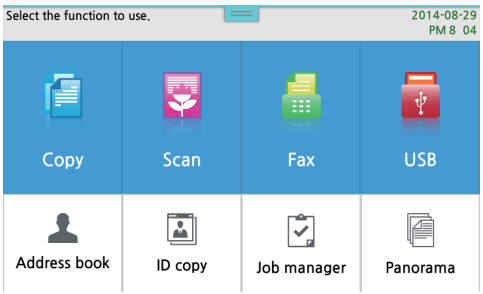


4 Press【▲】【▼】to select the wanted items, and then change the settings to your environment.

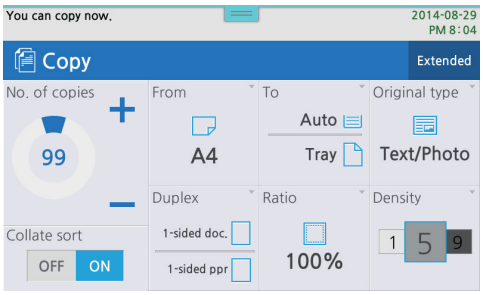
5 When the changes are completed, press Save in the upper right side of the screen.
Press Cancel to cancel the changes.

2. Basic Copying

1 Press Copy to go into Copying window.



2 To make multiple copies of the scanned original, specify the number of copies using the ten key or rotating the dial of No of Copies in Copy window. You can change the number by pressing the【+】【-】image button and the number ranges 1~99.

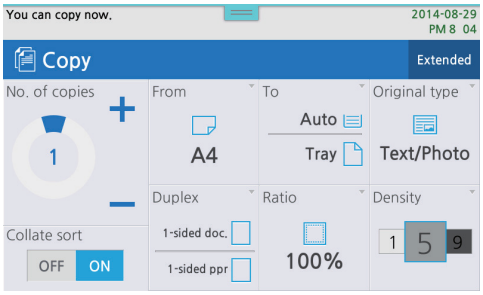


Selecting Paper/Original Size

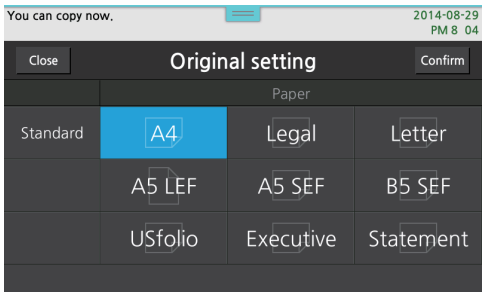
Select a tray with paper to be used and then start copying.

1 Place the original

2 Press Copy to go to the copy mode setting menu.

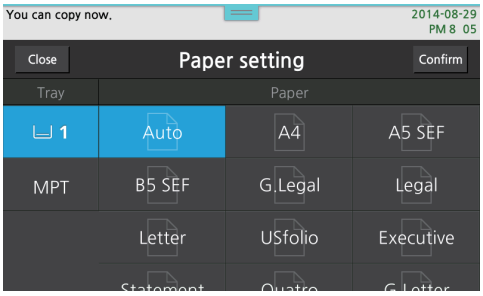


3 Press Original.



4 Select the size of the original document and then press OK

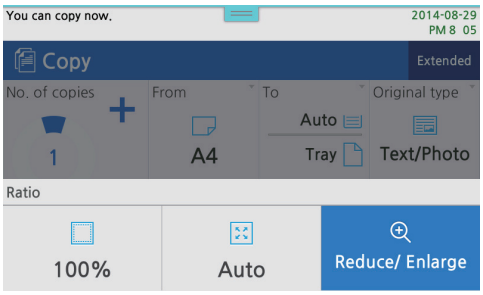
5 Press Paper



6 Select paper tray.

7 Paper Size is basically specified per each tray in Settings, and select a tray and change the paper size of the selected tray, and then press OK.

8 Select the scale settings to adjust copy sizes. If the settings are not selected, the copies are automatically reduced or enlarged according to the sizes of the original and the paper.



9 Enter the number of copies.

10 Press【◇】button to start copying.

Setting Copy Mode and Density

Set the copy mode and density according to the structures and contents of the original.

1 Press Copy to go to the copy mode setting menu.

2 Press Original Type.

[Text] - copy with suitable settings for text documents.

[Text/Photo] - copy with suitable settings for the documents consisting of texts and images.

[Photo] - copy with suitable settings for the documents consisting of photos and images.

3 The selected original document type is set.

Adjusting Copy Density

1 Press Copy Density.

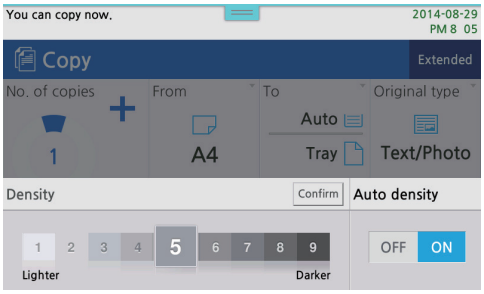
2 Select the desired values, and then press OK.

Auto Copy Density

The machine scans density of the original and automatically adjust the density of images.
Heavy textures of the originals(news paper or recycled paper) are copied without copying the background.

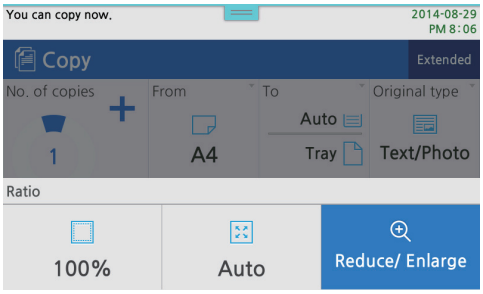
1 Press Copy Density.

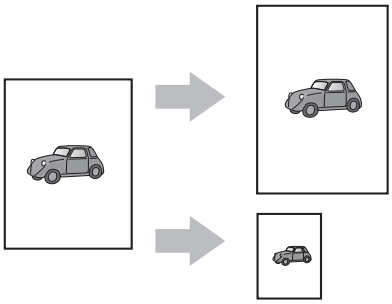
2 Select On/Off in Auto Density, and then press【OK】button.



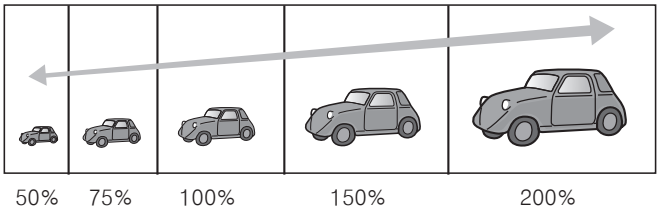
Adjusting Copy Scale

You can make copies to the paper sizes by adjusting the copy scales. One of the zooming scales is called Auto Scale making copies with automatic reduction/enlargement of the original document and paper sizes, and the other one is called Preset Sale making copies with preset zoom ratio of reduction/enlargement based on the original document and paper sizes, and another one is called Custom Scale with using any zoom ratio defined by the user.





Auto Scale(based on paper sizes)



Custom Scale (by 1% ratio)

Paper Size Scale(Auto Scale)

The copy is made upon the specified paper size with auto selecting the scale.

1 Press Copy to go to the copy mode setting menu.

2 Select the sizes of the original and the paper, and the paper tray by setting menus of Original Size, Paper source and Paper Size.

3 Press [Scale] menu.

4 Press Auto Scale.

5 Press 【◇】 button to start to copy.

Preset Scale

Select and use a zoom ratio from the scale ratio list frequently used in general.

1 Press Copy to go to the copy mode setting menu.

2 Press [Scale] menu.

3 Press Reduce/Enlarge and select wanted scale.

4 Press【◇】button to start to copy.

Custom Scale(Zoom)

In order to provide advanced scalable copy function, you can specify the zoom raio by `1% in the range of 50% ~ 200%.

1 Press Copy to go to the copy mode setting menu.

2 Select the sizes of the original and the paper, and the paper tray by setting menus of Original Size, Paper source and Paper Size.

3 Press [Scale] menu.

4 Press Reduce/Enlarge and then press Direct Input.

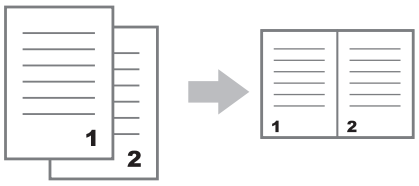
5 Enter the wanted scale using the ten key and then press OK.

6 Press OK again. Copy with a custom defined scale.

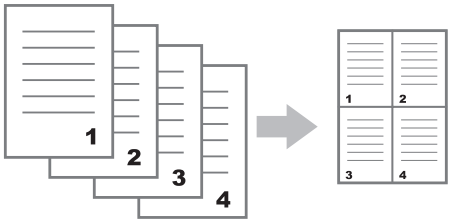
3. Advanced Copying

Combined Copy

Several pages can be placed onto one sheet of paper.



Two pages onto one sheet



4 pages onto one sheet

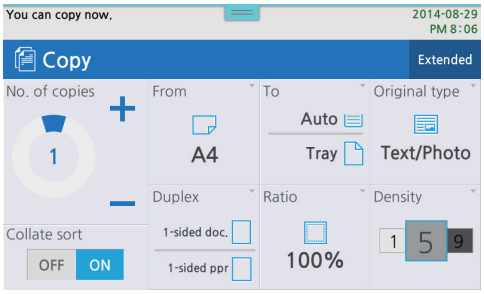
Note

- Two or four pages can be combined to be printed onto one sheet of paper.
- Copied images can be truncated according to the size of the original document and paper.
- If the number of page of the original document is less than that of combined copy, the shorted pages are printed blank.

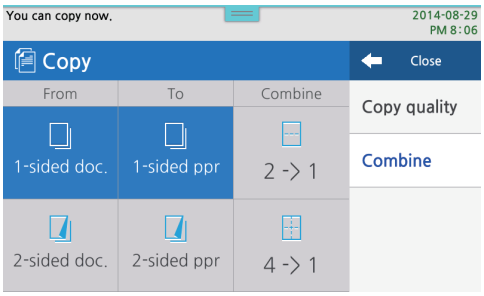
Setting

1 Place the original and press Copy to go to the copy setting menu.

2 Press Extended menu at the upper right side and press [Combine].



3 Setup the original, combine type and print upon necessity, and then press Extended.



4 Press 【◇】 button.

5 After scanning is completed, “Continue<Start>, Complete<#>” messages appear.

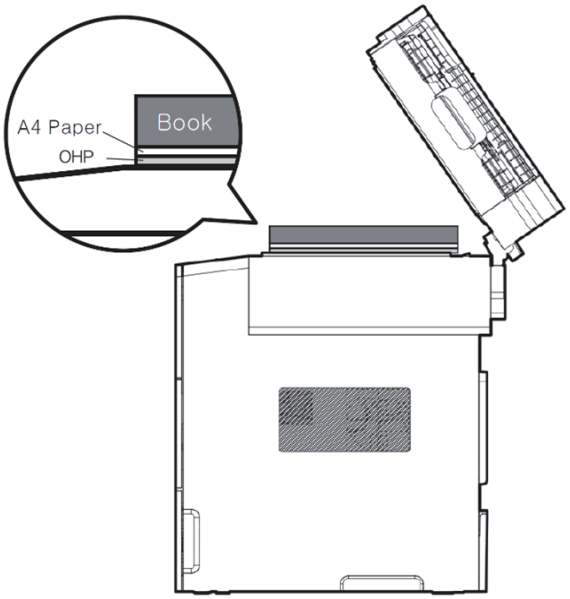
6 Press 【◇】 button again

7 To place more than 3 pages onto a single sheet, repeat the step. 5~6.

- In case of using ADF, step 5~7 are not necessary.

OHP Copy

In case of scanning or printing on OHP film there remains roller marks or shade images.
To prevent the roller marks or shade images, place a book and white LETTER paper over the OHP to make copies.



Collated Copy

Make sets of copies in the page order.

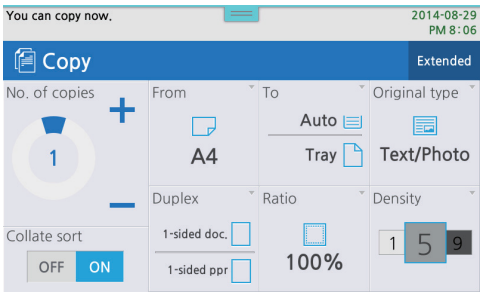
Duplex

Two pages of the original documents can be printed on both sides of paper.

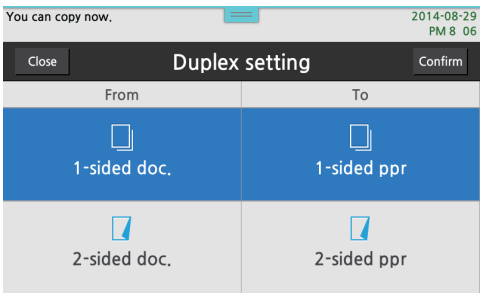
Making A 2-sided Copy

1 Press Copy to go to the copy mode setting menu.

2 Press Duplex on the screen.



3 Select Duplex for the original and the paper, and press OK.



4 When using the flatbed scanner, if Duplex output is selected, “Scan Next Page” appears after scanning the documents. Now, place the other side of the Original Contact Glass and press【 】button. The original is scanned again and automatically printed on the other side. The first scanned page is copied on the front side of paper.

5 In case of scanning with ADF, the odd numbered page is copied onto the front side, and even numbered page onto the rear side.

Note

- Duplex can be used only when specifying the output paper size to “A4” or “Letter”.
- Duplex can be used with the combined copy function together.

Copy Quality

Select the scan resolution of the originals. High quality provides excellent print quality compared to the general quality, but the scanning takes longer.

1 Press Copy to go to the copy setting mode

2 Press Extended on the upper right side in the screen and press Copy Quality

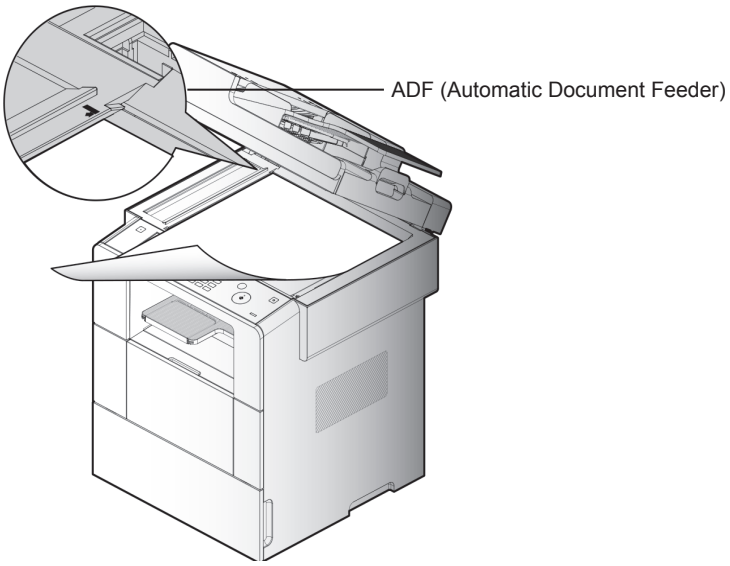
3 Select either one of Standard quality or High quality, and press Close.

Reduction Copy of A3 to Letter

A3 documents can be reduced to A4 size.

Preparation for Scanning A3 Documents

1 Place A3 original to the A4 scan fiducial point



2 Lower down the ADF unit slowly.

3 Press【A3】button. The scanned document is reduced to print on A4 paper.
Due to the margin, the reduction ratio of height or width can be a little different.

⚠ Caution

- When you scan, fax or copy A3 documents, a slight mismatch of images may occur in the overlapping part. So, this function may not be suitable for the document copies that require accuracy.
- If you scan A3 documents more than twice in a row, the leading edge may be misaligned due to displacement. So, fix A3 document to the A4 scan fiducial point and do it again.
- If the A3 document is thick or slippery, some part at the rear edge may not be scanned. In this case, clean the roller with alcohol or clean water, and then try again.

M612 Series
User Manual

Scanner, Printer and Fax

3

1. Driver Installation

The MFP driver is a software enabling communication between PC and the machine.
In general, the software is installed during initial setting of the machine. To install software, follow the instructions below.

1 Close all open programs on your PC.

2 Insert the software/installation CD.

3 Click [Install] on the basic installation dialogue window.

4 Follow the instructions on the screen.

Updating Options Available from the MFP Driver

After installing MFP software and options, you may need to install additional options manually to do the print jobs.

For Windows Users

1 Click Start and click Execute.

2 Press Start and type control printers into the execution dialog box.

3 Press Enter or click OK to open the printer folder.
Or follow the instructions below.

- Click Start from the Window menu.
  - Window 2000: Select Printer.
  - Window XP/2003: Select Printer and Fax.
  - Window 2008/Vista: Go to Control Panel > Hardware and Sound > Printer.
  - Window 7: Go to Control Panel > Hardware and Sound > Device and Printer.
  - Window Server 2008 R2: Go to Control Panel > Hardware > Device and Printer.

4 Select SINDOH M612_617 Series.

5 Right-click on SINDOH M612_617 Series.

6 Window XP/2003/2008/Vista: Click Print Default Setting.
Window 7, Window Server 2008 R2: Click Print Default Setting from each menu.

7 Click the device setting tab.

8 Add installed hardware options from available options.

9 Click Apply.

2. Scanning from Computer

With the TWAIN compatible program installed, you can use the machine as a scanner.
The scanned files can be edited and processed with using the application program installed on your PC.

Scanning Documents from PC

With the TWAIN compatible program, you can transfer the scanned the original data to your PC.

1 Run the TWAIN compatible program.

2 Scan the document using the application program. Scanning procedures vary by program.
For more information, refer to the program manual.

3 Select a scanner.
Select“ SINDOH M600 Series Twain Driver”.

4 Check the scan settings from the scanner driver.
For more information, refer to 「Scan Driver Setting Menu」(P. 3-6).

5 Place the original on the flatbed or ADF.
For more information, refer to 「Placing the Original」(P.1-25).

6 If you want to scan a part of the original, press【Preview】button on the scan driver window to scan it at a lower resolution. To scan the whole document, go to the step 8 .

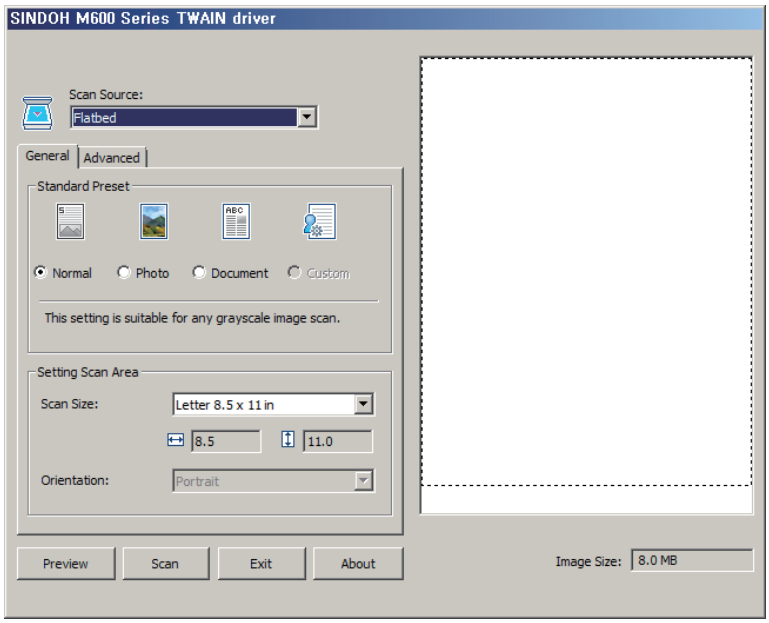
7 Select the scanning area in the preview window.

8 Press【Scan】button to start scanning.

9 The scanned image is transferred to the application program.

Note

– [Preview] is available only when [Original Set Type] is set to [Flatbed].



[Twain Scanner Driver Window for M600 Series]

❖ Scan Driver Setting Menu

Setting Group	Setting Menu	Options	Description
Original Set Type		Flatbed, ADF, Duplex, A3 Unit	Select the location where the original is placed.
Standard Presets	Original Size	Letter, Statement, Legal, Executive, Folio	Select the size of the original to be scanned. Legal and Folio are available only when ADF is selected.
		A4, A5, B5, Custom Size	Max. custom size: Width 215mm, Height 297mm
	Original Orientation	Portrait, Landscape	Default is "Portrait" and activated only when “Standard Preset" is set to "A5" or "Statement”.
	General	Select Button	Resolution in “Advanced Settings” is to " 300x300dpi”, Color type to “Gray”.
	Photo	Select Button	Resolution in “Advanced Settings” is to " 300x300dpi”, Color type to “Color”.
	Document	Select Button	Resolution in “Advanced Settings” is to " 150x150dpi”, Color type to “Black/white” and Halftone mode to "Threshold".
Advanced	Resolution	75x75dpi	Select the resolution of the scan job. The higher resolution gives the higher quality of images, but larger file sizes instead.
		100x100dpi	
		150x150dpi	
		200x200dpi	
		300x300dpi	
		600x600dpi	
	Color Type	Black/White	Select the color of the images to scan. Select it upon the color type and purpose.
		Gray Scale	
		Color	
	Brightness	-100~100	Setup brightness of the scan images. The larger the value is, the brighter it is.
	Halftone Mode	Threshold	Activated only when the color type is set to "Black/White".

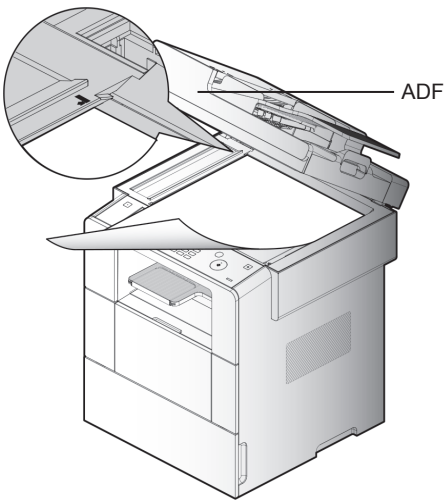
Setting Group	Setting Menu	Options	Description
		Error Diffusion	In general, [Threshold] is suitable for scanning documents with only texts. [Error Diffusion] is suitable for documents with both texts and images or images only.
	Preview	Select Button	Use this to see the scan output in advance or select the scan area.
	Scan	Select Button	Select this menu to start scanning.
	End	Select Button	Select this menu to end the scan driver.
	Version	Select Button	Information on the scan driver version.

3. Scanning A3 Documents

The A3 document can be scanned and saved as the scan images in a PC.

Preparation for A3 Document Scan

1 Place A3 paper on the exposure glass with its upper-left corner at the A4 scan fiducial point indicated on the scanner.



2 Lower the ADF unit slowly.

3 Select the scanner.
Select“ SINDOH M600 Series Twain Driver”.

4 Set the original set type to A3 unit in the Scan Setting of the scanner driver.

5 Press【Scan】button to start scanning.

6 The scanned image is transferred to the application program.

⚠ Caution

- When you scan, fax or copy A3 documents, a slight mismatch of images may occur in the overlapping part. So, this function may not be suitable for the documents that require accuracy.
- If you scan A3 documents more than twice in a row, they may be misaligned due to displacement. So, fix the A3 document at the LT scan point page after page basis.
- If A3 document is thick or slippery, its later part may not be scanned. In this case, clean the roller with alcohol or clean water, and then retry.

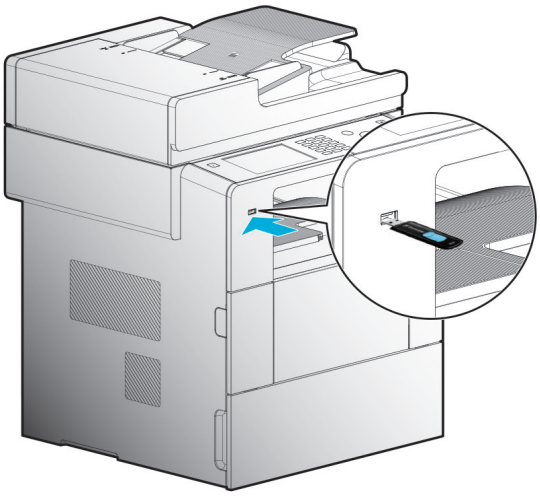
4. Scanning from MFP

The scanned image can be saved on the USB memory, e-mailed or saved on the FTP server.

Scanning to USB Memory

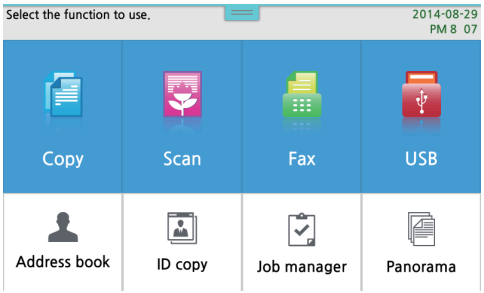
The scan image can be saved quickly in a USB memory once the USB memory is inserted to the machine.

1 Insert the USB memory to the machine.

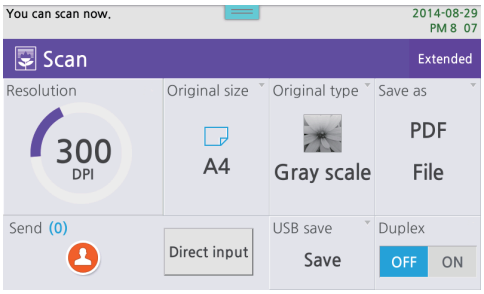


2 Place the original documents.

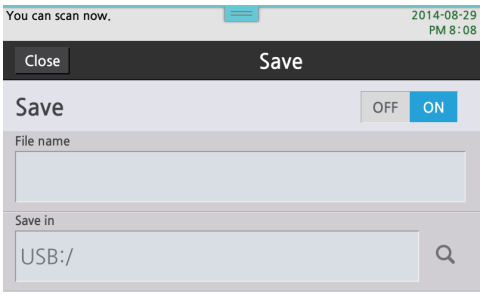
3 Press【Scan】button.



4 Press Scan to USB



5 Set the File Save to Yes.



6 Setup the original size, resolution and file type upon necessity.

7 Press【◇】button to save in the USB memory or or transmit the scanned document.

Note

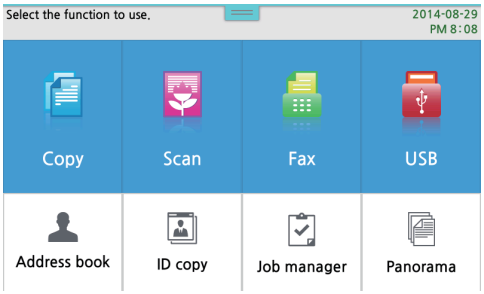
– The scanned image is saved in a format of YYMMDDMMSS. For example, if a scan job took place at 12:30:20, January 1, 2014. The file name will include “140101_123020” and the extension file name upon the file type.

E-mailing the Scanned Files

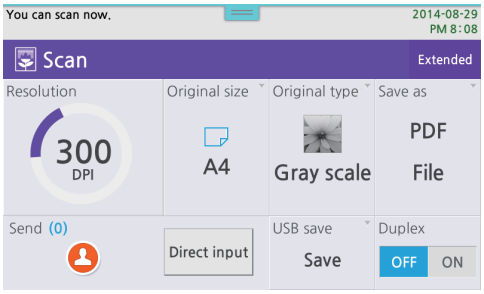
If the device is connected to the network, you can e-mail the scanned image directly.
Set the e-mail server in [Network Settings] before e-mailing the scanned images.
Set the SMTP server to send your e-mail.

1 Place the original.

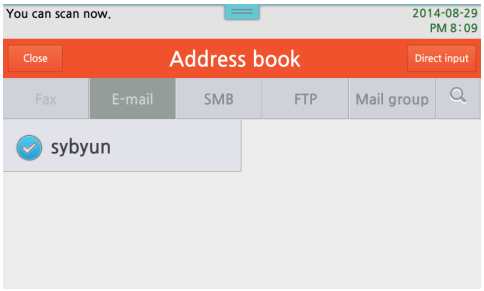
2 Press【Scan】button.



3 Press [Address Book]or Direct Input button.



① Search Address Book: Search and select address using tabs, and then press【Close】.



② Direct Input: if selecting e-mail among `e-mail`, `FTP` and `Shared folder`, you can enter e-mail information.

4 Setup Content, Contrast, resolution, scan size and scale upon necessity.

5 Press button to start the job.

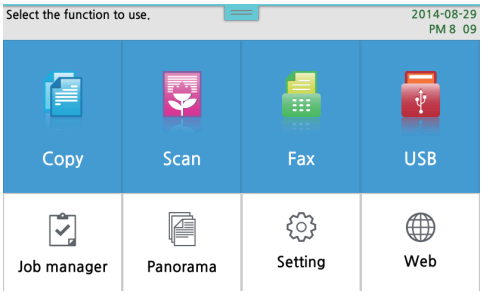
6 The scan job is proceeded and the e-mail is sent to the specified address.

7 The scanned file is delivered as attached to the sent out e-mail.

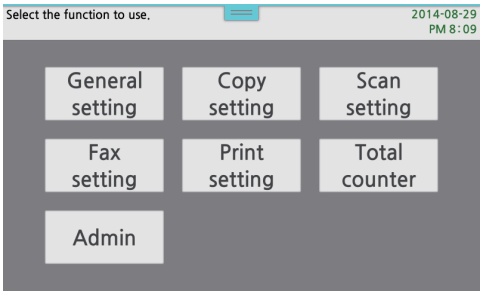
You can access to the machine web to set the e-mail server and edit e-mail address book. For how to access to the machine web refer to 「Setting with Web Image Monitor」(P. 4-2).
Follow the instructions below to make settings in the control panel.

Setting E-mail Server

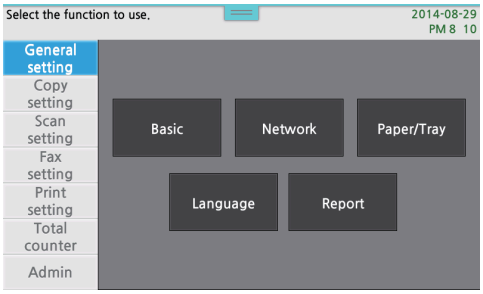
1 Press Settings button.



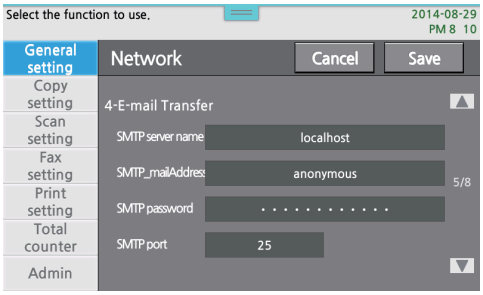
2 Enter into [General Settings].



3 Move to [E-mail Server Settings] in [Network Settings].



4 Enter the settings of [E-mail Server Settings] and press【Save】



5 Follow the steps below.

① Register the e-mail server address to [SMTP Server Address]. For example, if you use Google gmail, enter“ smtp.gmail.com”.

② Enter [SMTP Email Address]. You can enter your e-mail address(account) which is registered in the e-mail server.

③ Enter [SMTP Password]. Enter the password to your account.

④ Enter [Server Port].
Contact your e-mail server administrator or service provider for the setting values of the server port.

Note

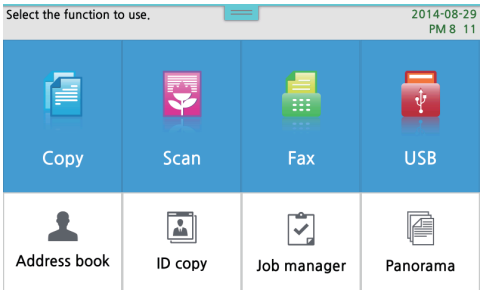
- The scanned documents are saved in the format of YYMMDDMMSS specified in the machine. For example, if it is scanned at 12:30:20, January 1, 2014, the file name will include “140101_123020” and the extension file name upon the file type.
- Some e-mails provided from internet portal service providers are limited in sending mails through outer connection. If you have continuous failure in sending mails, contact your e-mail service providers.

Sending the Scanned files Directly to FTP

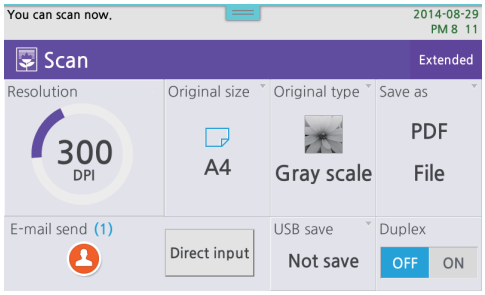
If the machine is connected to the network, the scanned image can be sent to the FTP server directly.

1 Place the original.

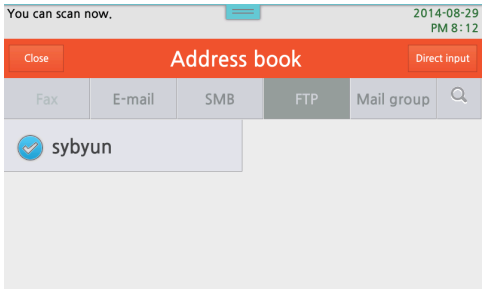
2 Press【Scan】button.



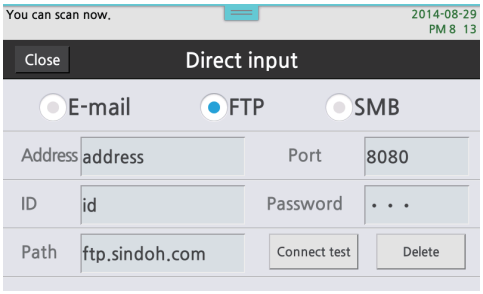
3 Press [Address Book] or Direct Input button



① Search Address Book: Search and select address using tabs, and then press【Close】.



② Direct Input: if selecting FTP among `e-mail`, `FTP` and `Shared folder`, you can enter FTP information.



4 Setup Content, Contrast, resolution, scan size and scale upon necessity.

5 Press【 】button to start the job.

You can get access to the machine`s web site to edit or add the FTP address book. For how to access the machine`s web site, refer to 「Settings with Web Image Monitor」(P. 4-2).

Note

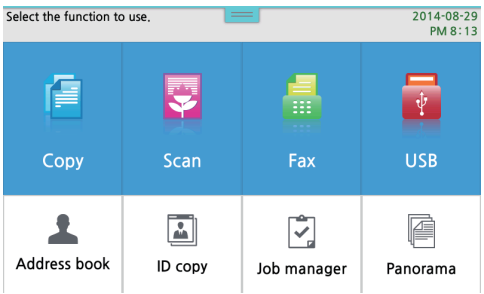
- The scanned images are saved in the format of YYMMDDMMSS specified in the machine. For example, if it is scanned at 12:30:20, January 1, 2014. the file name will include “140101_123020” and the extension file name upon the file type
- Getting access to some FTP servers may not be allowed due to their internal firewalls. If transferring to the FTP server keeps failing, contact the FTP server administrator.

Sending the Scanned Files Directly to Shared Folders

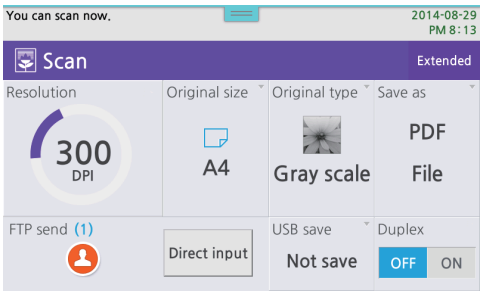
If the machine is connected to the network, the scanned image can be sent to the shared folders directly.

1 Place the original.

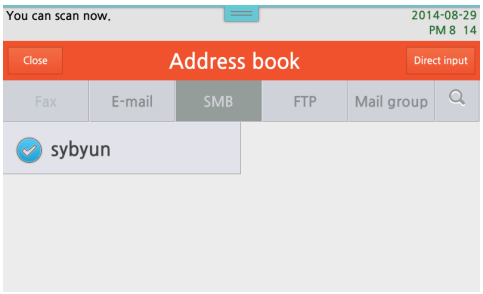
2 Press【Scan】button.



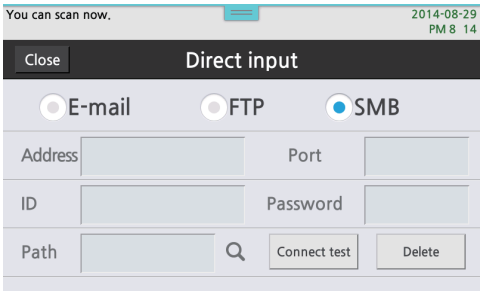
3 Press [Address Book] or Direct Input button.



① Search Address Book: Search and select address using tabs, and then press【Close】.



② Direct Input: New shared folder address can be entered.



4 Setup Content, Contrast, resolution, scan size and scale upon necessity.

5 Press button to start the job.

You can access to the machine web to edit and add to the shared folder address book.

For how to access to the machine web refer to 「Setting with Web Image Monitor」(P. 4-2).

Note

- The scanned images are saved in the format of YYMMDDMMSS specified in the machine. For example, if it is scanned at 12:30:20, January 1, 2014. the file name will include “140101_123020” and the extension file name upon the file type
- Getting access to some FTP servers may not be allowed due to their internal firewalls. If transferring to the FTP server keeps failing, contact the FTP server administrator.

Scan Setting Table

Scan	
	Where to Scan
	Original Size
	Contents
	Resolution
	Save Format
	Duplex
	USB Save
	JPEG Qaulity
	Border removal
	Scan Density

Detailed Description of Scan Setting

Menu	Description	Value
Where to Scan	Location where scanned files are saved	E-mail, FTP, Shared Folder
Original Size	Size of the document to be scanned	*A4, Legal, Letter, A5 LEF, A5 SEF B5 SEF, US Folio, Executive, Statement
Contents	Color Settings	Color, *Greyscale, Black/Text, B&W photo (When setting JPEG file format, B&W color is not supported)
Resolution	Resolution of images	75dpi, 100dpi, 150dpi, 200dpi, *300dpi, 600dpi
Save Format	File types for the scan images	* PDF, JPEG, TIFF, each compatible
Duplex	2-sided original	* Off, On
Scan to USB	Specify whether to save the scanned file to USB	* On, Off
JPEG Quality	Set the quality of JPEG files	Low quality, * Normal quality, High quality
Border Erase	Set margins along Border of scanned document	2~99, *2 (Same Width, Individual width)
Scan Density	Set the darkness of the scanned image	1~9, * 5

(*) is factory default setting.

5. Printing from Computer

Install the Printer driver to use the machine as a printer.

Printing

Actual printing procedures can be different upon the application programs. For more information, refer to the program manual

1 Open the document in the application program.

2 Go to [File] > [Print].

3 Check if the printer driver installed on the machine is selected. If required, go to [Configuration] to make any necessary adjustment.

4 Press [Print] to start printing.

Cancelling Print Jobs

Cancelling with Buttons on the Control Panel

To cancel a print job under processing, it is in the state of showing [Printing] message.

1 move to the job manager and press【⊘】button under the status with a message "Printing".

2 When a message "Under printing job. Do you want to cancel ?" appears, select "Yes" button.

3 In order to start the print job again, press "No" button when a message "Under printing job. Do you want to cancel ?"

Cancel from My Computer

1 Open the printer folder. For information on how to open the printer folder, refer to step1 ~ 3 of 「Entering Print Default Settings」(P. 3-22).

2 Double-click SINDOH M612_617 Series. The print job list appears.

3 Select the jobs you want to cancel.

4 Press [Delete].

Note

– Depending on your OS, the procedures to check the MFP may be different..
For more information, refer to the user manual or help on your OS.

6. Changing Print Settings of the MFP Driver

You can change print settings of the MFP Driver to use your wanted functions.
This section describes functions of the MFP Driver and how to use them.
Detailed information on the functions will be provided. For easy understanding, the functions are explained by each tab in the printer driver.
Also, help of the printer driver provides the same descriptions.

Entering Print Default Settings

For Windows Users

1 Click Start and click Execute.

2 Press Start and type "Control printers" into the execution dialog box.

3 Press Enter or click OK to open the printer folder.
Or follow the instructions below.

- Click Start from the Window menu.
  - Window 2000: Select Printer.
  - Window XP/2003: Select Printer and Fax.
  - Window 2008/Vista: Go to Control Panel > Hardware and Sound > Printer.
  - Window 7: Go to Control Panel > Hardware and Sound > Device and Printer.
  - Window Server 2008 R2: Go to Control Panel > Hardware > Device and Printer.
  - Windows 8: Select "Search" and enter "Devices and Printers" in the search box.

4 Select SINDOH M612_617 Series.

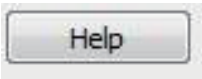
5 Right-click on SINDOH M612_617 Series.

6 Window XP/2003/2008/Vista: Click Print Default Setting.
Window 7, Window Server 2008 R2: Click Print Default Setting from each menu.

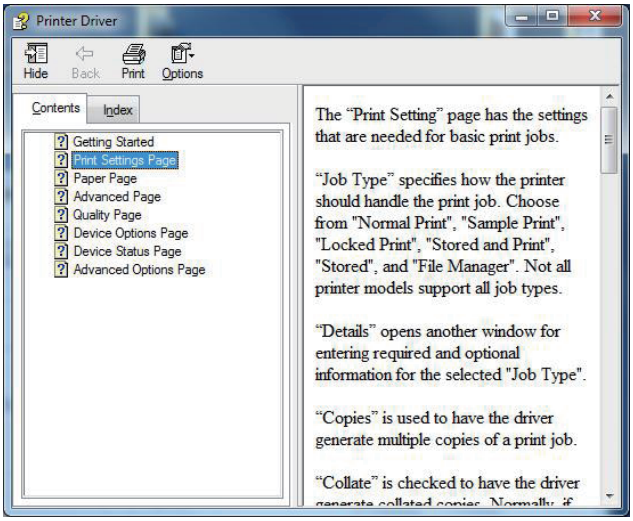
Help

1 Open the Print Default Setting window and press [F1] key.

- Or click [Help] on the right bottom of the window.



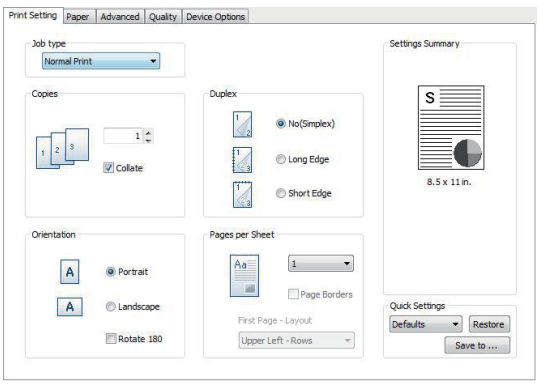
2 The Help window containing information on the functions provided from the driver appears.



Advanced Functions per Each Tab

Print Setting Tab

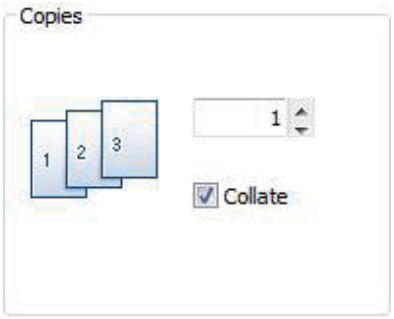
There are functions of " Job Type,"" No. of Copies,"" Orientation,"" Duplex Print" and" Pages per Sheet". Open the print default setting window and select the print setting tab to change print settings.



(Sindoh M612_617 Series PS/PCL5e/PCL6)

Copies

The driver makes it possible to print multiple copies. Also, it is possible to collate multiple copies into sets. Open the basic print setting window to select the print setting tab to change below print settings.



(Sindoh M612_617 Series PS/PCL5e/PCL6)

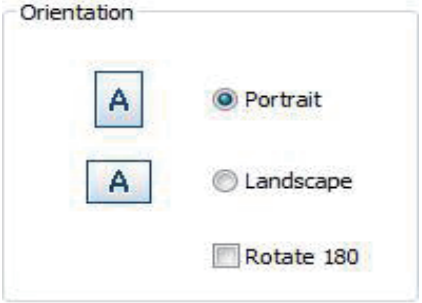
❖ Detailed Description

- No. of Copies
  - Type in or use up/down arrows to decide the number of copies.
- Collate

  - You can check the box to automatically print multiple copies into sets. For example, if you are making two copies of three pages, the pages are printed 2 copies of the 1st page , 2 copies of the 2nd page and 2 copies of the 3rd page in general, but if the automatic collation is on, the pages are printed in this order: 1,2,3 and then 1,2,3.. The application may provide this function and it overrides the setting in the machine.

Orientation

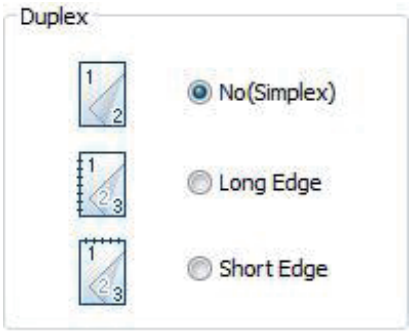
You can set print orientation: Portrait or Landscape. Portrait and Landscape arrange the short edge and long edge of the paper on top, respectively. Most applications support “Page Setting” function for the paper orientation and override the setting here. You can rotate the page by 180° if necessary. Open the print default setting window and select the print setting tab to change below print settings.



Duplex

You can print on both sides of the paper. Select the paper orientation before printing.

Open the print default setting window to select the print setting tab to change the below print settings.



(Sindoh M612_617 Series PS/PCL5e/PCL6)

❖ Procedure

1 Select binding orientation.

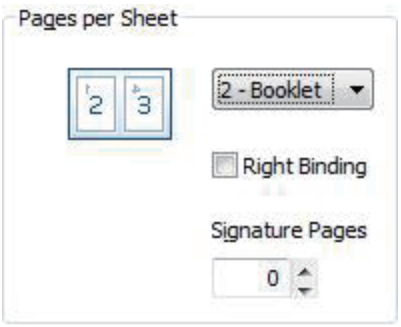
Fig	Book Binding Side	Description
	Simplex(single side) print	Print on one side only.
	Long Edge (vertical binding for horizontal fip)	normally used for booklet types
	Short Edge	Binding types for normal calendar

2 Click Paper Tab to select the paper size, paper source and paper type

3 Click OK or Apply button after completing the print settings.

2-Booklet Printing

Using this function, you can do 2-sided printing and then bind the printed pages into a book.
In order to make a booklet, only the following paper can be used. (A4, Letter,)
Open the default settings window and click the print setting tab to change the settings.



❖ Procedure

1 Select Print 2-Booklet in Pages per Sheet.

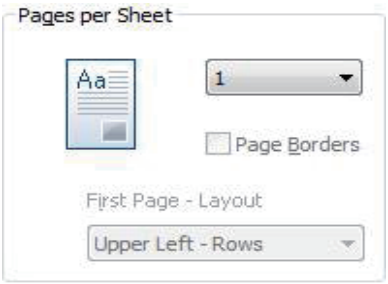
2 Click Paper Tab to select paper size, paper source and paper type.

3 Click OK or Apply button after completing the print settings.

4 Fold the paper in half and bind it. (You may cut the paper in half and bind it.)

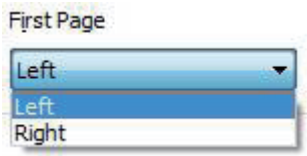
Pages per Sheet

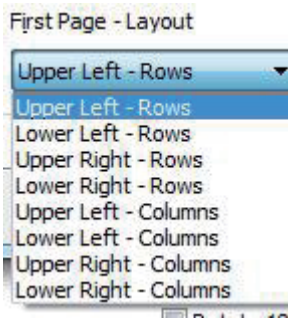
Multiple pages can be printed on one sheet. If the number of pages to be printed is less than that of pages designated for the sheet, blank pages are printed. The booklet is a special format of 2-up. In booklet printing, fold output pages to make a book. If poster print is selected in the image driver, “Pages per Sheet” cannot be selected. Open the basic print setting window to select the print setting tab to change below print settings.



❖ Description

- Number of Copies for Pages per Sheet
  - Sindoh M612_617 Series PS/PCL5e/PCL6 : 1 sheet, 2 pages per sheet booklet, 2 pages, 4 sheets, 6 sheets, 8 sheets, 9 sheets,16 sheets
- Page Borders
  - Check Page Borders to print border lines on the paper.
- First Page -Layout
  - From page 2, it can be set. For 2 pages, if the print direction is SEF, they are placed on the left and right sides. If the print directin is LEF, it can be placed on the top and bottom sides.
  - For page 4 to 16, rows (Upper/Lower left, Upper/Lower right) and columns (Upper/Lower left, Upper/Lower right) are available

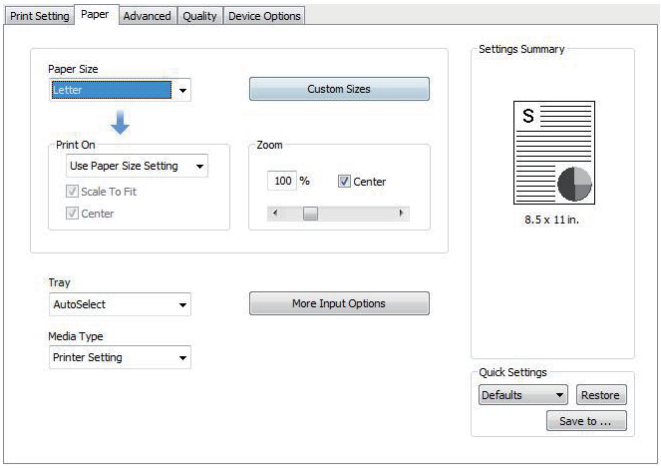




[2 pages selection] [4 pages to 16 pages selection]

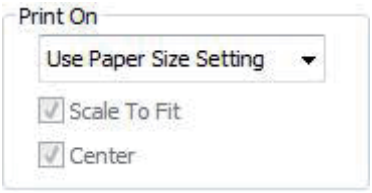
Paper Tab

“Paper Size”,“ Print On”,“ Custom Sizes”,“ Zoom”,“ Tray”,“ Media Type” and “More Input Options.” are available in this tab. Open the print default setting window to select the paper setting tab to change the below print settings.



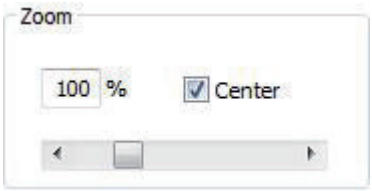
Print On

Using this function, regardless of the size of the original, you can print the document to the desired paper size. Useful options (Fit to Paper and Center) are available.
Open the print default setting window to select the paper setting tab to change the below print settings.



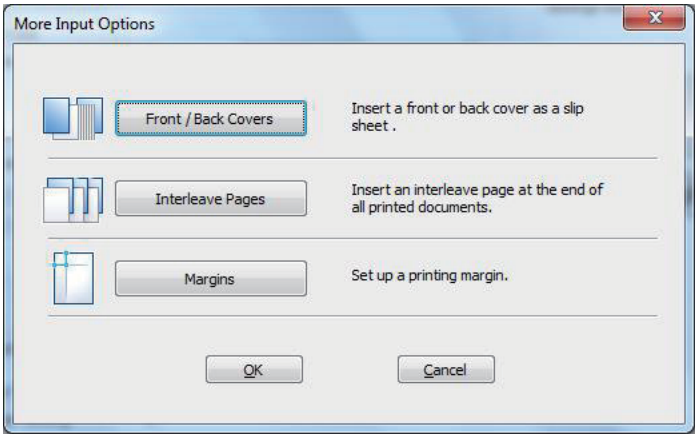
Zoom

You can zoom in or out the document. Type in or use up/down arrows to decide the zoom ratio. Click Center to place the document at the center of paper.
Open the print default setting window to select the paper setting tab to change the below print settings.



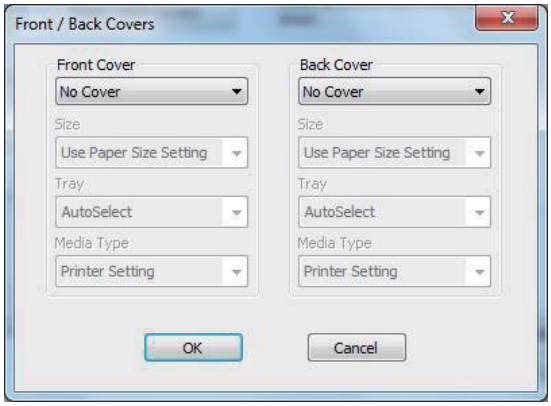
More Input Options

“Front Cover”,“ Back Cover”,“ Interleaves Pages”,“ Margins” and “Shift From Binding” options are available in this tab. Open the print default setting window to select the paper setting tab to change the below print settings.



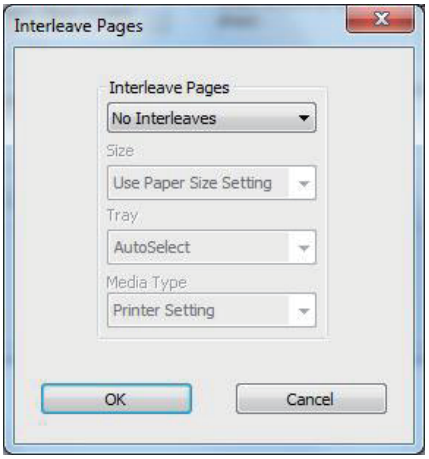
❖ Description

- Font/Back Covers
  - Sindoh M612_617 Series PS/PCL5e/PCL6 : Empty cover, printed cover
  - The tray and paper type can be selected.
  - The cover is not available for Duplex Print and Poster Print.



(Sindoh M612_617 Series PS/PCL5e/PCL6)

- Interleave Pages
  - Insert an additional page in between each page.
  - For the Interleave Pages, you can select the different paper and different trays.
  - The Interleave Pages can be a blank page or a duplicate of a printed page.
  - The Interleave Pages should have the same size as normal pages.
  - If 2-Booklet is selected in “Pages per Sheet,” the interleave can not be added.

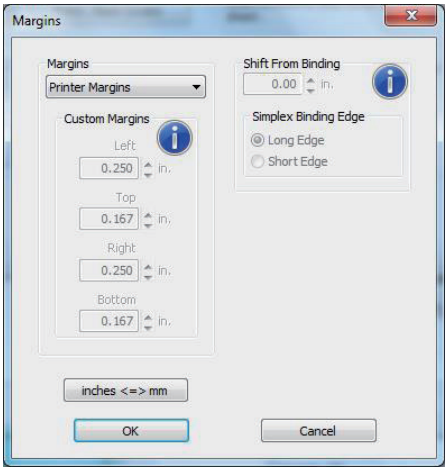


(Sindoh M612_617 Series PS/PCL5e/PCL6)

- Margins

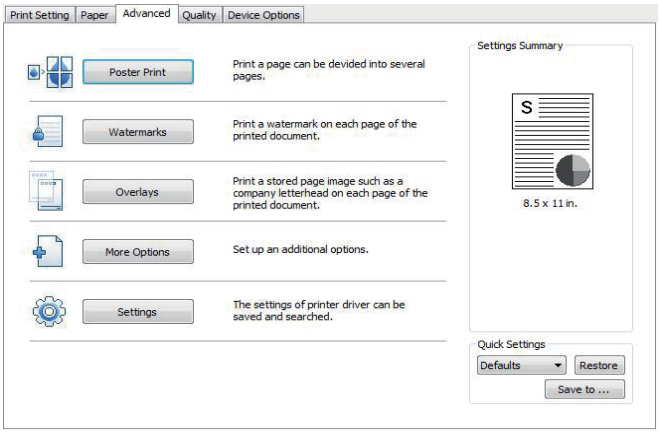
-The minimum margin can be modified. Select“ Printer Margins” to use the default margin or“Custom Margins” to use the margin of your choice. The custom margin cannot be smallerthan the default margins. If 2-Booklet is selected in“ Pages per Sheet,”“ Custom Margins”cannot be selected.

-The custom margins cannot be modified from the document to be printed but can be done in the printer default settings in the printer & fax folder.



Advanced Tab

“Poster Print”,“ Watermarks”,“ Overlays”,“ More Input Options” and “Settings.” options are available in this tab. Open the print default settings window to select the advanced tab to change the below print settings.

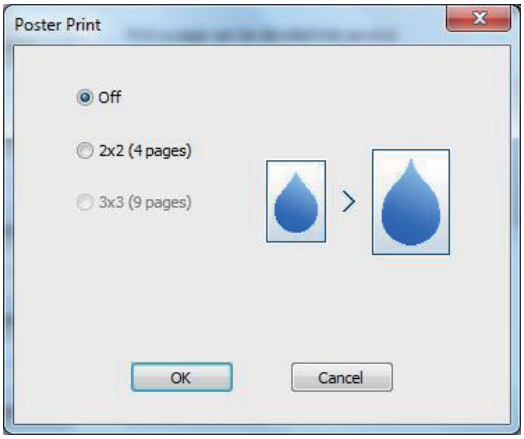


Poster Print

Select Poster Print to print one page into several sheets which form a large output. This function is not available for Multi-pages on A Single Sheet, Booklet, Front Cover, Back Cover, Interleave Pages or Inserted Page (Front/ Back Cover). Using this function, one page is printed onto 4 papers and combined onto one large poster.

❖ Procedures

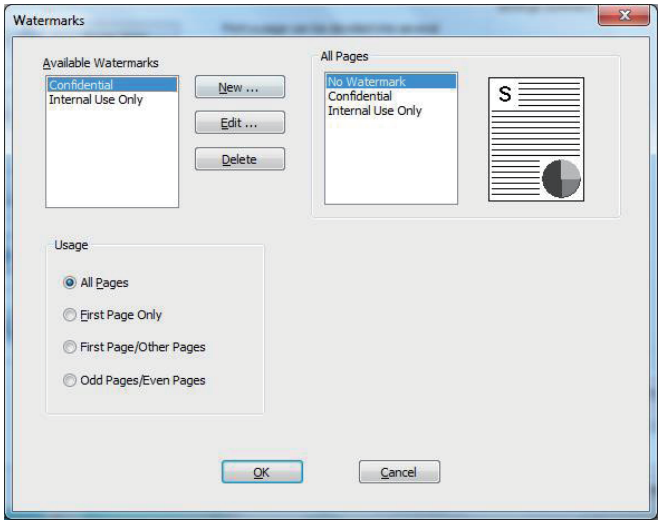
- Select the desired page layout (Available layout).
  - Poster 2x2: The document is enlarged and divided into 4 pages.



Watermarks

Using this option, you can print the texts on the background of the existing document. For example, you can print the text such as“ Confidential” or“ Internal Use Only” on the first page or all pages in light gray color and large format.

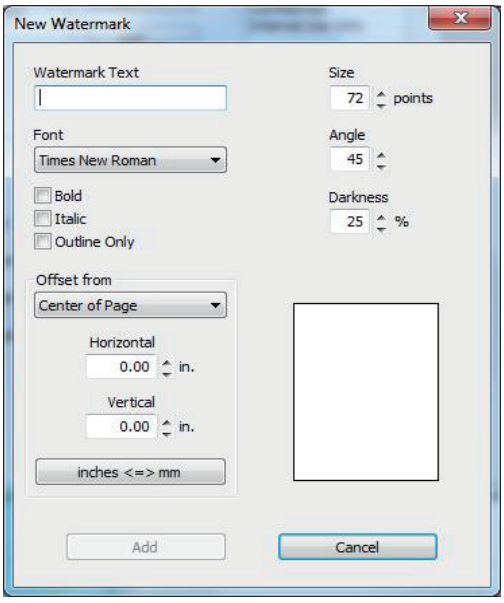
The device provides several watermarks by default. You can edit them and also add new watermarks.



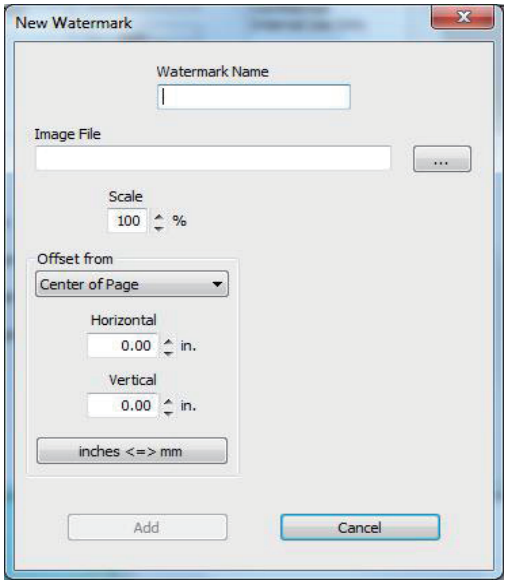
❖ Procedures

- Basic Watermark
  - Select a watermark from the list. Preview the selected one.
  - Click OK or Apply after completing the settings.
- Creating Watermarks
  - Select Create New in the watermark list.
  - The new watermark type window appears. Select Text String Watermark or Bitmap Image Watermark.

  - Text String Watermark: Type in your text in the message box. Preview is available. Also, youcan select Bold, Italic, Print Outline Only, Size, Angle, Contrast, and Offset Starting Point.

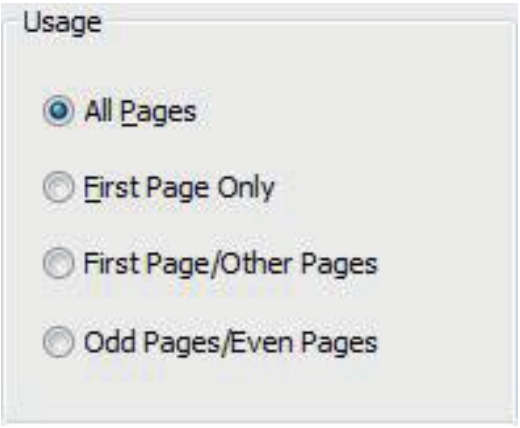


- Bitmap Image Watermark: you can create bitmap image watermarks. You can decide thewatermark name and control its scale. Offset Starting Points(Center of Page, Tiled, Left Corner, Center of Top Edge, Top Right Corner, Center of Right Edge, Bottom Right Corner, Center of Bottom Edge, Bottom Left Corner, Center of Left Edge and Scale to Pages) can be adjusted and can create bitmap image watermarks.



- Click Add to create a new watermark to the watermark list.
- Click OK or Print before exiting the print screen.

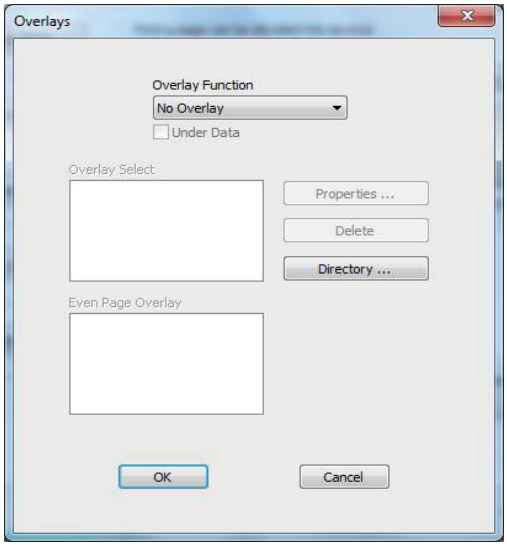
- Editing Watermarks
  - Select a watermark and click Edit in the“ Available Watermarks” list. The Edit Watermark screen appears. (See the watermark list screen.)
  - Select a desired watermark from the watermark list and modify the message and options.
  - Click Change to save the changes.
  - Click OK or Apply after completing the settings.
- Deleting Watermarks
  - Select a desired watermark and click Delete from the watermark list.
    (See the watermark list screen.)
  - Click OK or Apply after completing the settings.
- Selection of Applying Watermarks



  - All Pages: Apply the existing or newly-created watermark to all pages.
  - First Page Only: Apply the existing or newly-created watermark to the first page only.
  - First Page / Other Pages: Apply the existing or newly-created watermark to the first page and other pages respectively.
  - Odd Page / Even Page: Apply the existing or newly-created watermark to odd pages and even pages respectively.

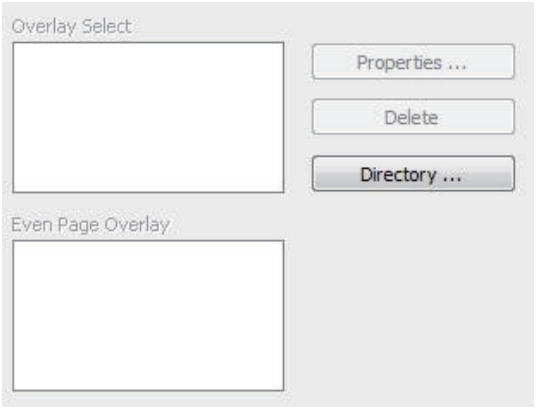
Overlays

You can print a non-transparent message in the background. In general, the template is used to use the overlays. Instead of existing templates, you can create the same overlays as them. Instead of loading templates, use the overlays.

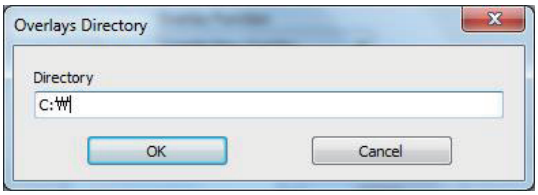


- Create New Overlay: Create a new overlay to use it.
  - Open a file to be used as the overlay (document to be overlaid).
  - Open the basic print setting screen to change print settings from the application.
  - Click the Advanced tab to select Overlays, and then select an item from the list.
  - Click Overlay to select Create New Overlay.

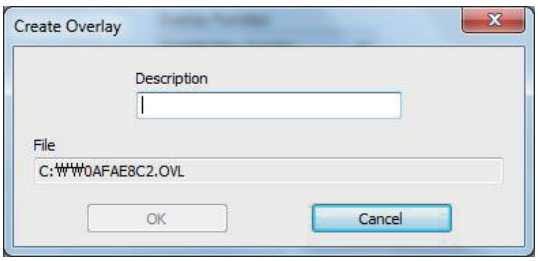
  - Select Store to decide the store location and press the print button.



- Overlays Directory:
  (Ex: To save the overlays on the drive C, type in“ C:\”. A new overlay will be created on C:\.)

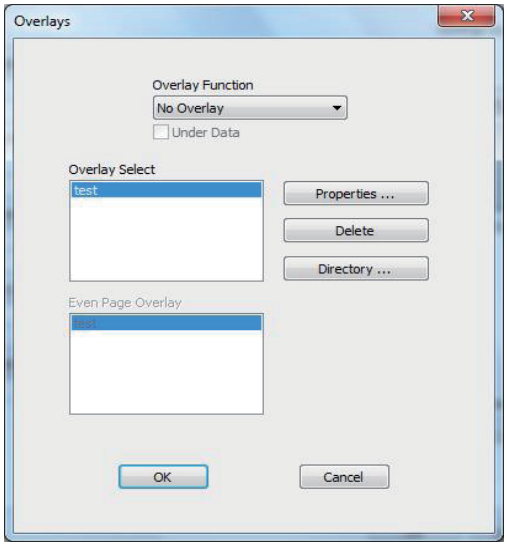


- Click OK to open Create Overlays window. Type in description in the Description field. Check the overlay file and then click OK.
  (In the below example, the file name is 005AD859.OVL.)



- Print the document with the overlay.
- The overlay is printed on the specified location.

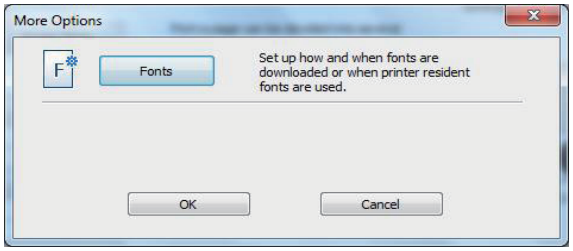
- Overlay Use
  - Open the file where the overlay will be applied.
  - Open the overlay function and check out the created overlays.
  - Select an overlay and click OK. You can see the attribute and location of the overlay and delete the overlay. If there are two or more overlays, you can select different overlays for each page.



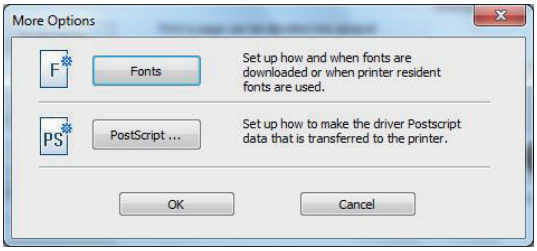
  - Click OK or Print before exiting the print screen.

More Options

You can open the window for additional options: Fonts for the PDL driver, PostScript for the PostScript driver, Mirror Image for the image driver, and Reduce Spool Size for the image driver.



(Sindoh M612_617 Serise PCL5e/PCL6)



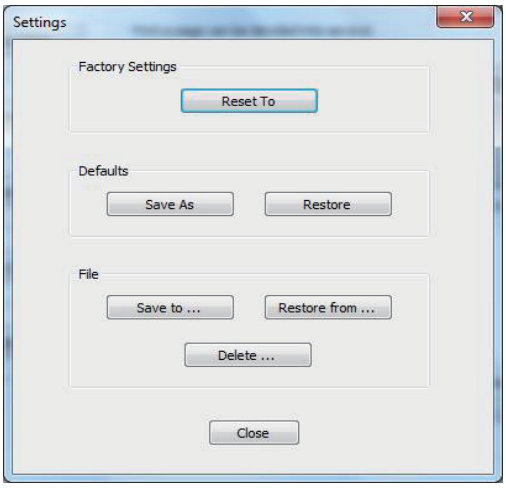
(Sindoh M612_617 Serise PS)

❖ Description(for Sindoh M612_617 Series PS Driver only)

- Reduce Spool Size : The spool size of the image driver is compressed.
- Mirror Image: You can make a print of the mirror image.

Settings

You can save current settings, restore previous settings, or reset to the default settings.

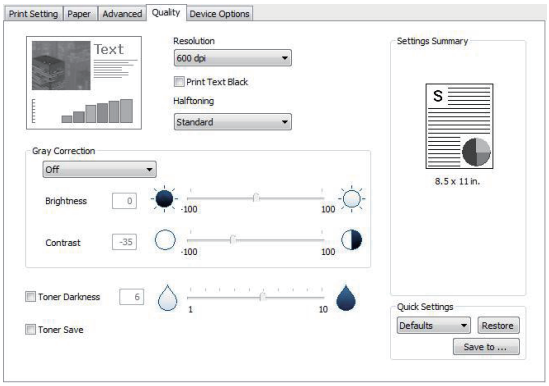


Print Quality Tab

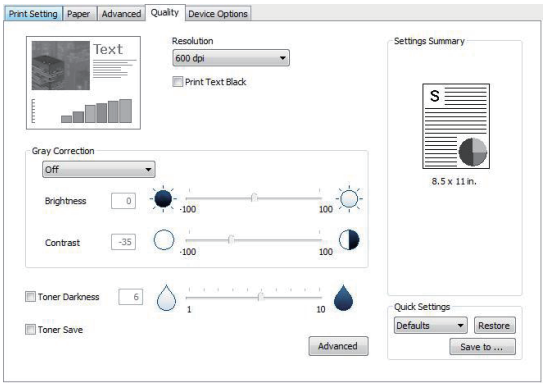
The options are “Resolution”, “Print Text Black”, “Halftoning” (Only for SINDOH M612_617 Series PCL5e MFP driver),“ Grey Correction,”(PS not in use) “Toner Darkness,” and“ Toner Save.”

Open the print default settings window and click print quality tab to change the print settings

To change below print settings, open the print default setting window and click the print quality tab.



(Sindoh M612_617 Series PCL5e)



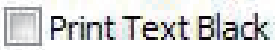
(Sindoh M612_617 Serise PCL6/PS)

Resolution

You can select a different resolution in DPI or dpi for the print job. High resolution provides better print quality but takes longer time to complete the print job. If the“ Out of Memory” error occurs, you have to select lower resolution. Available options are 600dpi, 1200dpi, and Photo 1200dpi.

Print Text Black

Regardless of color selected in the application, you can print non-white texts in black.

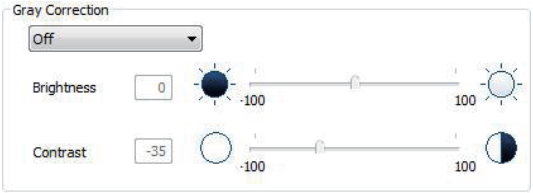


Halftoning

When half tone is selected, Standard, Rough, Line Art or None can be selected.
Available only for SINDOH M612_617 Series PCL5e machine drivers.

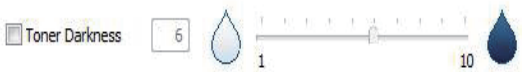
Grey Correction

You can control brightness and contrast. Through user settings you can control the brightness and control.
The default settings are Brightness(O), Contrast(-35).
Grey correction is not available for Sindoh M612_617 Series PS/PCL6.



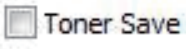
Toner Darkness

You can adjust toner contrast level.



Toner Save

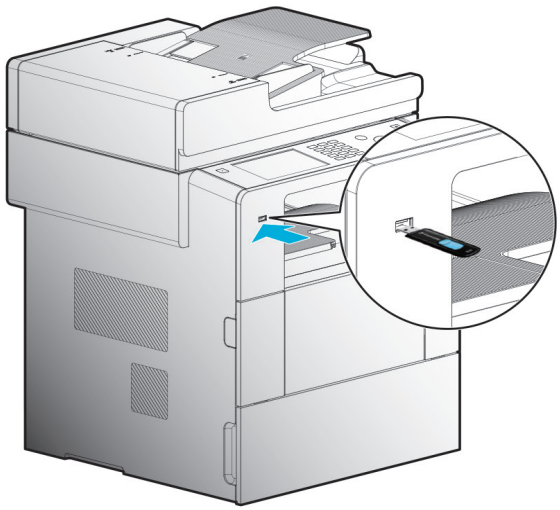
You can reduce the amount of toner for printing.



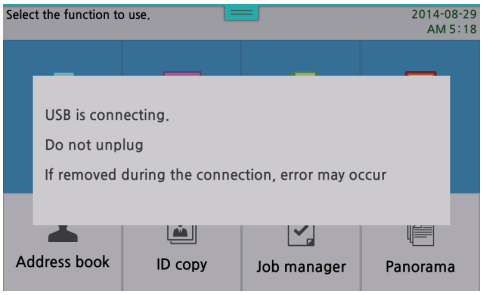
7. Printing from USB Memory

Preparation for Print from the USB Memory

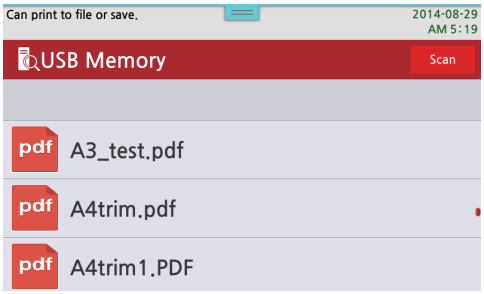
1 Insert the USB memory to the machine.



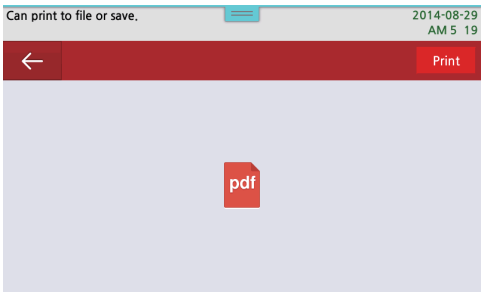
2 When inserting USB memory, a message showing it is connecting pops up.



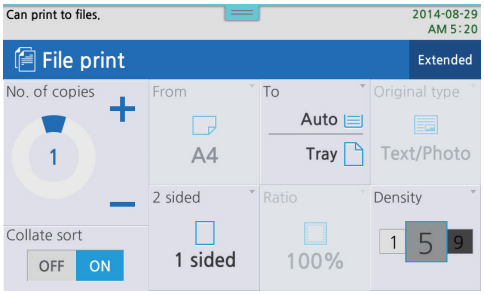
3 The LCD shows printable files or folders on the USB memory.



4 Select the files to print.



5 The print setting window to set up the print options of the selected files appears on the LCD. Change the print settings as you want.



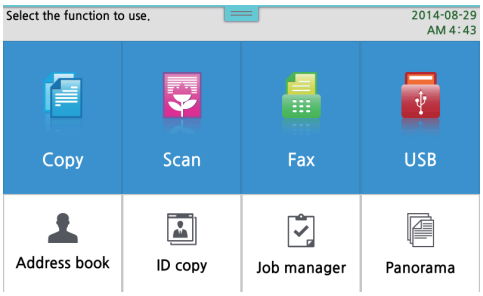
6 Select 【◇】 to start to print

Note

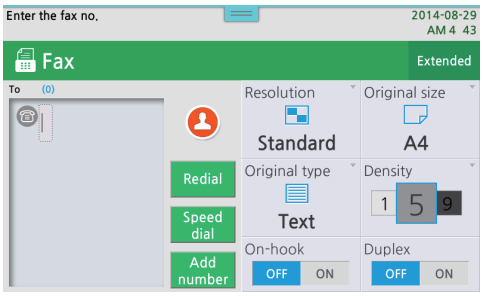
- Select the folder name to enter into the subfolder.
- The printable files are JPG, BMP and GIF image files.
- Only the first page is printed in case of multi-page TIFF image files.
- Some image files may not be supported upon their compression types.
- No. of Copy/ Paper Source/ Print Density/ Collate/Duplex Settings` are available as the options.

8. Basic Faxing

Changing Default Settings



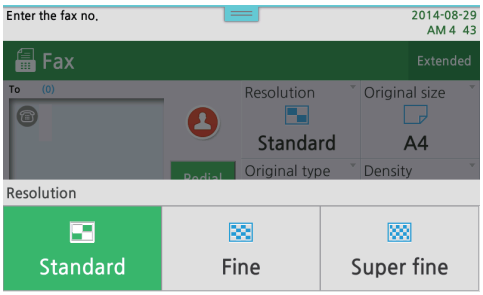
[home screen]

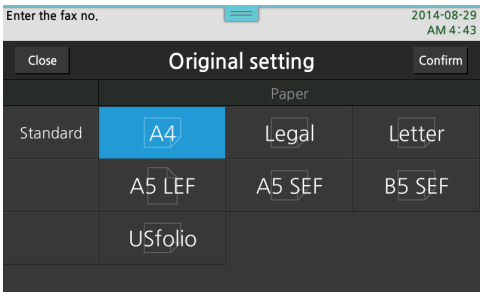


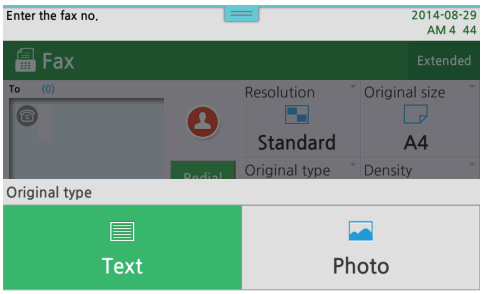
[Fax mode screen]

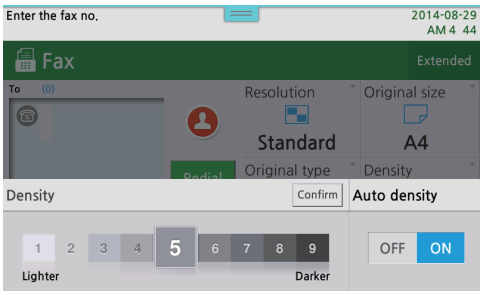
1 Press [Fax] on the home screen to switch to FAX mode.

2 You can select a transmission(Tx) mode on the FAX mode screen such as General Tx, Broad Tx, Delay Tx or Polling Tx. For more information, refer to the Advanced fAX functions.









3 To change the resolution, press【Resolution】to change the settings in the pop-up window. Select the desired resolution to apply it to the FAX window.

4 As done in the resolution, you can select your wanted settings in the pop-up window by pressing Original Size, Contents or Fax Density.

Basic Operation

1 Place the document on the flatbed or ADF.
For more information, refer to 「Placing the Original」 (P. 1-25).
When sending a Fax from Exposure Glass or ADF(Automatic Document Feeder), make sure there is no documents on ADF.

2 Press FAX on the home screen to switch to FAX mode.

3 Set up the settings upon necessity.

- Basic Faxing (P. 3-43)
- Advanced Faxing (P. 3-46)

4 Enter the receiver's fax number.

- Number Key Pad (for direct input)
  - Enter the receiver`s Fax number through the number key pad.
  - Max. 40 digits can be entered.
  - If a wrong number is entered, press【▽】button to delete the number one by one.
  - You can insert a pause by pressing【Pause/Redial】.
- Speed Dial

  ① To enter Speed dial numbers directly, press # and enter 3 digit dial numbers.(001~200)
  - Press【◇】button to send the Fax.

  Adding, changing or deleting speed dial numbers can be possible only in [Address Book] from the home screen.
- Address Book
  - You can move to Address Book by pressing [Speed Dial] on FAX screen.
  - Select any receiver in Address Book which has its speed dial number.
  - Press【◇】button to send Fax

  Adding, changing or deleting the number in the address book can be possible only in [Address Book] from the home screen.
- Groups
  - You can select a group from the address book shown up by pressing Speed Dial.
  - Press【◇】to send Fax.

  Adding, changing or deleting the number in the group dial can be possible only in [Address Book] from the home screen.

- [Pause]
  - When the internal line is switched to the external line, Pause Key gives time to the switchboard. If entering "Pause" with using【Pause/Redial】, each dialing is paused for 2 seconds before dialing the next one.
  - You may press【Pause/Redial】to enter "Pause".(displayed on the LCD screen).

5 Scan the document and start to fax.

- If [Tx/Rx Report] is set to On, Tx report is printed upon [Settings] on each Fax sending.
- If [TCR Report] is set to On, Tx/Rx TCR Report is printed upon [Settings]

9. Advanced Faxing

Broadcast Transmission(Broadcast Tx)

You can fax the same document to multiple receivers. Max. 200 receivers can be assigned.
Broadcast Tx is automatically On when more than two receivers are registered the list.

1 Place the document on the flatbed or ADF.Make sure to check if there is any document in the ADF before sending the document from the flatbed.

2 Press【FAX】on the home screen to switch to FAX mode.

3 Set up the functions upon necessity.

- Basic Faxing (P. 3-43)

4 Enter the receiver`s Fax number and press [Add Number] button to enter additional numbers.

- Number Pad (Direct Input)
  - You can enter up to 40 digits.
  - If a wrong number is entered, press【▽】button shortly to remove the number one by one.
  - Using【Pause/Redial】button, you can add the“ Pause”.
- Speed Dialing

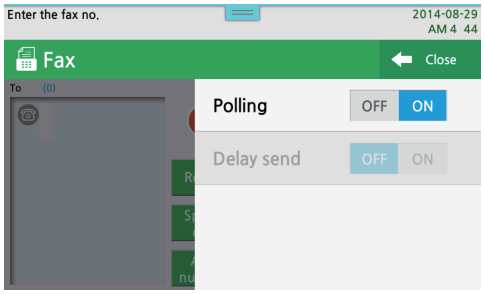
  ①【Speed Dial】
  - To enter Speed dial numbers directly, press # and enter 3 digit dial numbers.(001~200)

  ② Address Book
  - Press【Speed Dial】to move to the address book.
  - Select the wanted number from the address book, and then press【OK】. Adding, changing or deleting in the address book can be possible only in [Address Book] from the home screen.
  - Enter additional numbers using the above method.

6 Press【◇】button to start to fax.

Polling Tx (Polling Transmission)

Save the document on the memory and then send it when you want to fax. If this function is used, the receiver will be charged for the fee.



1 Place the original. Set the resolution and the density on the FAX screen.

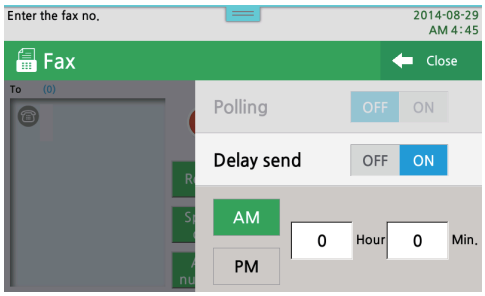
① Select Extended on Fax screen and set Polling Tx to On.

2 Press【◇】button.

3 Scan the original and save it in the memory, and the operation ends.

Delay Transmission(Delay Tx)

You can send the document at the designated time without sending it instantly. When it becomes the designated time, the document saved on the memory is automatically sent.



1 Enter numbers using the numerical key, speed dial key or address book. The method of entering phone numbers is same as the case in Polling Tx.

2 Set Delay Tx to On in Extended menu on FAX screen.

3 Select the transmission time.

4 Press【◇】button

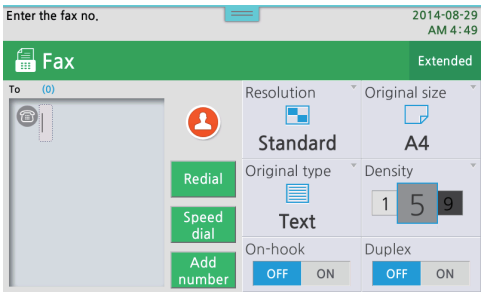
5 The machine scan the original and save it in the memory and the operation. When the time is on, it transmits the fax.

A3 Tx

You can scan A3 document to send it.
The input methods are the same as above transmission modes. However, press【A3】button at the left on the LCD instead of the【◇】button in the last step.

On-hook Dial

Use this when you can call your receiver first, and then scan and Fax the documents.



1 Place the original on Exposure Glass or or ADF.

2 Press【On-Hook】button and set it to On.

- You can make sure a beep sounds from the speaker at this point.

3 Enter the receiver's number.

- Use the number pad to enter the number directly in the case of【On-Hook】. Speed dial and address book are not supported in this case.

4 Check the calling sound from the receiver.

If you dialed a wrong number or there is no response, press【On-Hook】【⌂】or【↩】buttons to return to the [On-Hook] mode.

5 When you hear the calling sound, press【◇】button to fax the document.

6 Completing the transmission of the document, the machine automatically switches to [On-Hook] mode with setting to Off.

- Broadcast Tx is not available with in case of sending FAX by [On-hook]

10. Faxing from the Computer

When you install the printer driver for M612, a PC Fax driver is also installed. You can send Fax from your computer using this PC Fax driver.

1 Open the document to fax from the application program.

2 Select [Print] from [File] menu.

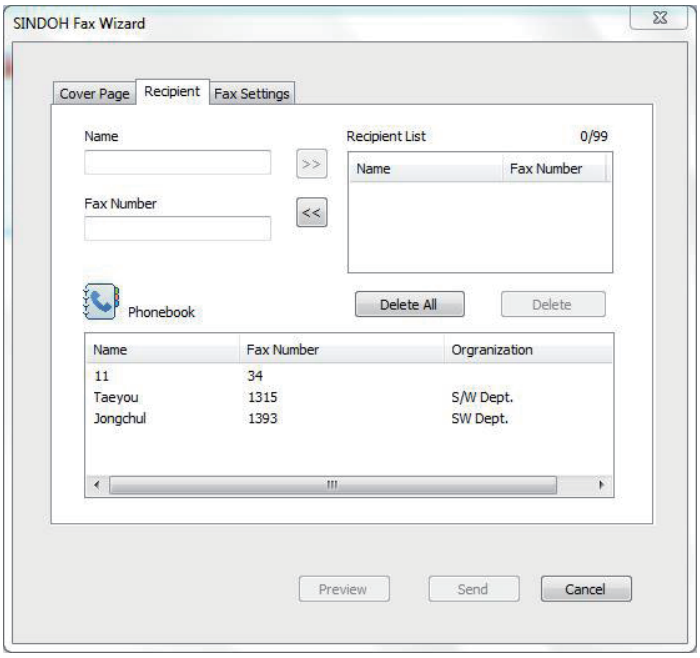
3 Check if the printer driver installed on the machine is selected.

4 Open [Printer driver Properties] window to select [Fax], and then click [OK].

5 Click [OK] in the [Print] window, then [Fax Wizard] will open.

6 Select settings in the [Cover Page], [Receiver] and [Fax Setting] tab of the [Fax Wizard] window.
For more information, refer to the setting table.

7 Press [Send] button in the [Fax Wizard] window to send the fax. Data is transferred from PC to MFP, and then sent to the receiver by the MFP.



11. Programming

The user can save the settings in the memory of the machine for copy, scan, fax jobs which are frequently used, and call for any of them to use later. Total 30 programs(max. up to 10 program upon each function) can be saved. While the machine is operated, it cannot be used even though you press【PROGRAM】.

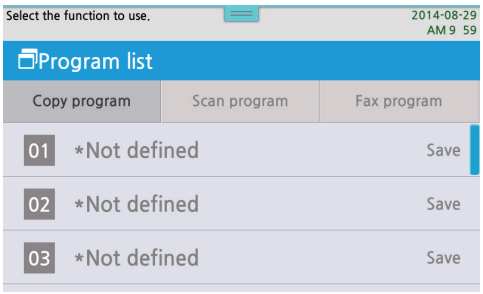
Registering functions in the program

You can register functions in the program.

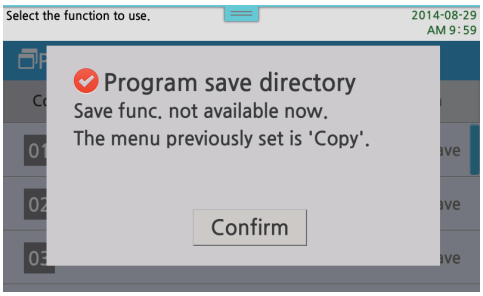
1 Touch the wanted function from Copy/Scan/Fax function for the home position.

2 Press【PROGRAM】button

3 Upon the previous menu, copy, scan and fax is automatically selected.

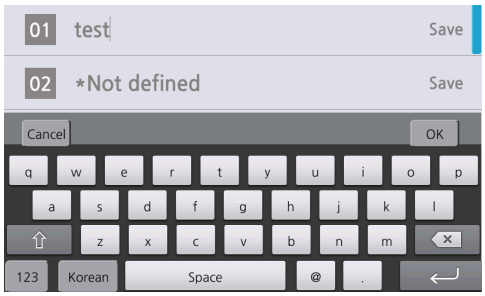


When the previous menu does not match the menu to be registered, you can not register it.

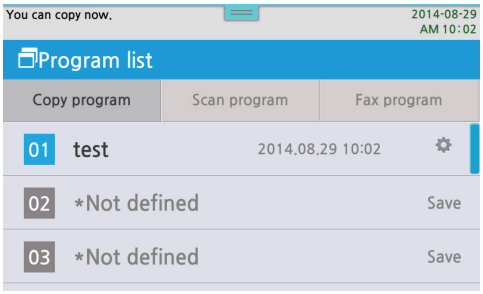


*Press one of the items which are not defined yet.

4 Using the key board, enter the name and press【Confirm】.or【OK】button.



5 Press [Save] button.



Activated by saving the function.

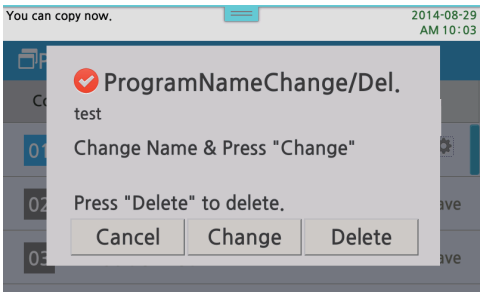
Changing the name of the saved program

You can change the name of the saved program.

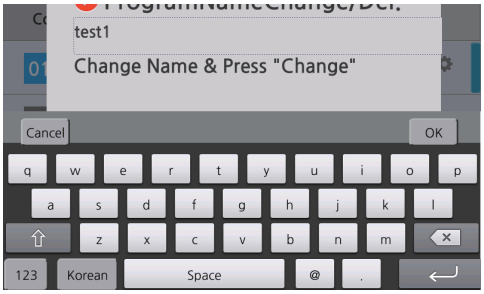
1 Press【PROGRAM】

2 Press【⚙】button at the right side of program name.

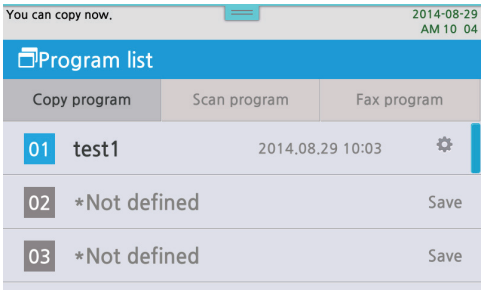
3 Press the name area in the pop-up window.



4 After entering the name using the key board, press【Enter】in the key board or【OK】button on the screen.



5 Press【Change】button.
The name is changed and saved.



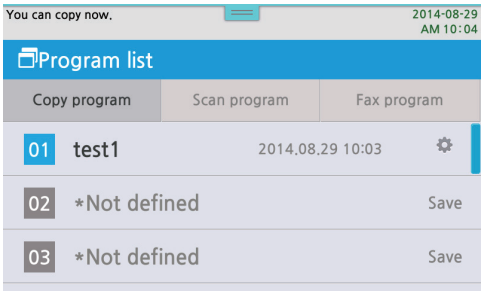
Calling for the saved program.

Using the saved settings, call for the program to use copy, scan and Fax.

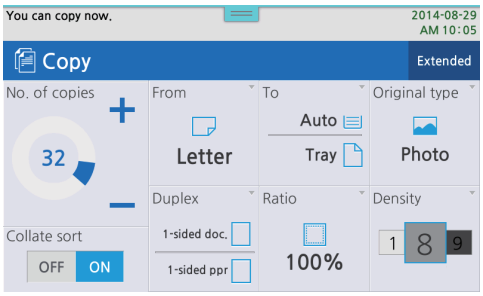
1 Press【PROGRAM】button

2 Press an wanted program from copy, scan or Fax.

3 Press the name area of the program to call.



4 The saved settings are displayed.



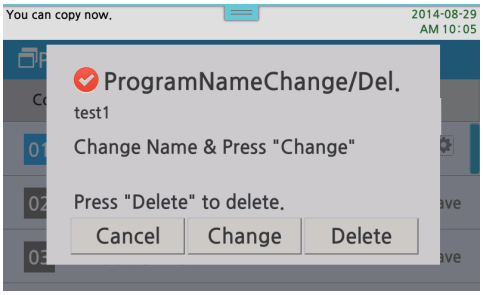
Delete the saved program

You can delete the saved program

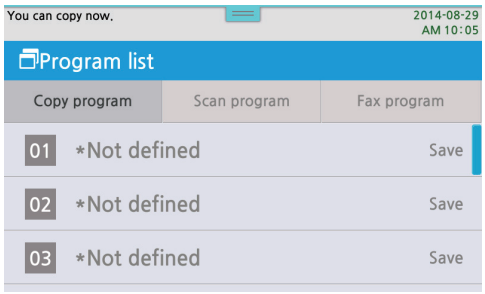
1 Press【PROGRAM】button.

2 Press【⚙】button at the right side of the program name.

3 Press【Delete】button after making sure of the program name to delete.



The program has been deleted.



M612 Series
User Manual

Settings and changes of each function and additional functions

4

1. Settings with Web Image Monitor

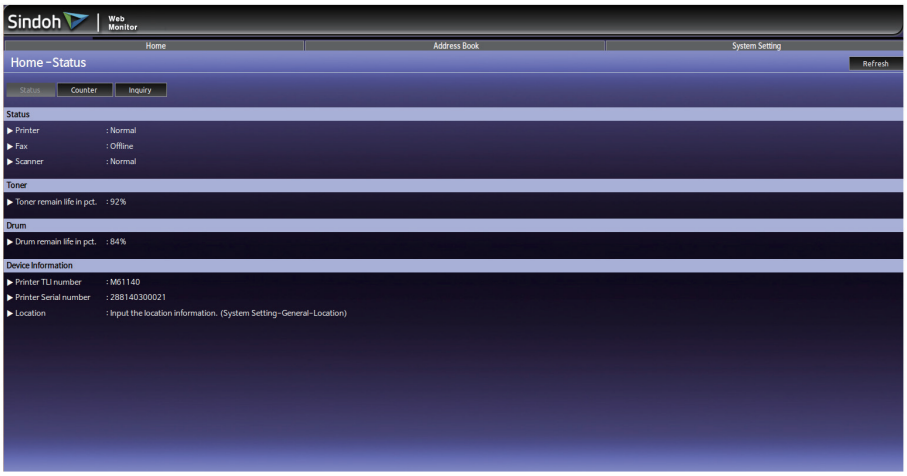
The MFP has the built-in web server. You can access the web server to check the machine status and usage. Also, you can modify, edit e-mail, FTP and fax address books and change settings.
You can change the machine settings from the control panel.

Follow below steps to access the Web Image Monitor.

1 Open the internet browser (IE or others) from your PC.

2 Enter http://Machine's IP address/ to the address field.

3 The web pages appear as shown below.



[MFP Web Image Monitor]

Configuration

You need TCP/IP to carry out the function in Web Monitor. You work on Web Monitor can be possible by setting the devices for TCP/IP.

Functions Available

The following functions are available on Web Monitor remotely from the user`s computer.

- Checking status of the device and settings
- Managing Address book
- Setting the device

Note

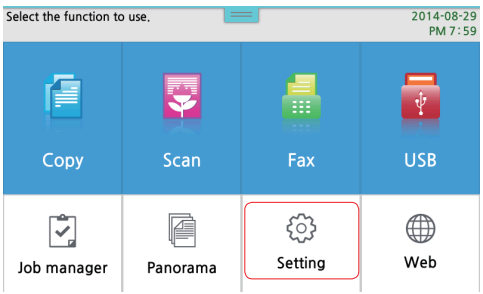
– This web site is optimized for Explorer 7.0 or above

2. Paper Settings

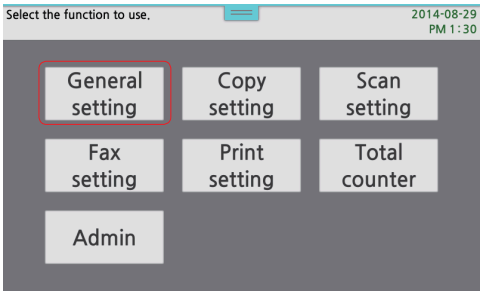
You can select paper settings including the trays to use for print or copy jobs.

Paper Settings

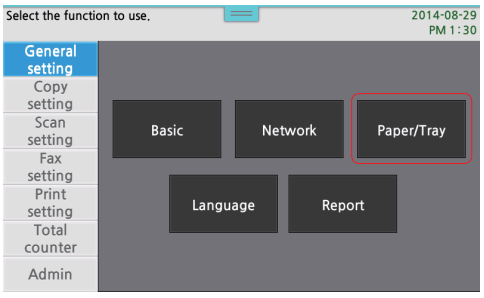
1 Press【Settings】by sliding the lower side menu bar to the left in the LCD home screen.



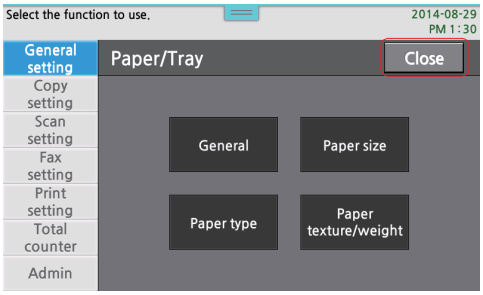
2 Press【General Settings】



3 Press【Paper/Source】



4 Select your wanted item and press settings



- For more setting items refer to "Description on paper settings"

Paper Setting Table

Paper Settings		
	General Settings	
		Specifying Basic Tray
		A4/Letter Substitution
		Seleted A3/11"x17"
	Paper Size	
		Tray1
		Tray2
		Tray3
		MPT
	Paper Media	
		Tray1
		Tray2
		Tray3
		MPT
	Paper Weight	
	Paper Texture	

Note

– Tray 2(3) Paper Size and Tray 2(3) Paper Media are activated only when the tray option is mounted.

Detailed Description on Paper Settings

Menu	Purpose	Value
Specifying Basic Tray	Default Source Settings	* Specify the basic tray from Tray 1, Tray 2, Tray 3, Manual Tray, which will be firstly used feeding paper. Tray 2 and 3 are activated only when the option is mounted and the same paper size and tray type are automatically connected. In order to release the automatic connection, change the settings of the trays unmatched.
A4/Letter Substitution	It can substitute A4 and Letter size paper.	* On, Off
Seleted A3/11"x17"	Selecting Original Size W.R.T [A3 Start] key	*A3, 11"x17"
Tray N Size	Tray N Paper size Note – N is given 1, 2 or 3, and Tray 2 and 3 are activated only when the tray option is mounted.	*Auto, A4, A5SEF, B5, Letter, Legal, Statement, Executive, Quatro, US Folio, G. Letter, G. Legal
MPT Paper Size	Paper size of MPT	* A4, A5SEF, A5LEF, A6, B5, B6, Letter, Legal, Executive, Statement, US Folio, Quatro, G. Letter, G. Legal,
Tray N Type	Paper type of Tray N Note – N is given 1, 2 or 3 and Tray 2 and 3 are activated only when the tray option is mounted.	* Standard paper
MPT Paper Type	Paper type of MPT	* Plain paper, Transparency, Paper label, Vinyl label, Cardstock, Envelop, Postcard
Paper Texture	Paper Texture setting (Set by paper type)	Smooth, * Normal, Rough (If the toner is not properly attached to the paper, select Rough.)
Paper Weight	Paper Weight setting (Set by paper weight)	Light, * Normal, Heavy (If the toner is not properly attached to the paper, select Heavy.)

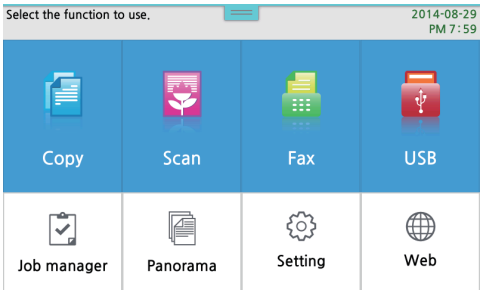
(*) is Factory default settings

3. Copy Settings

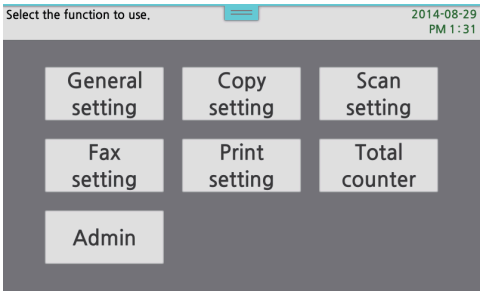
You can select the default copy setting.
The default setting is the setting that you don't change by pressing the【Copy】 button.

Setting

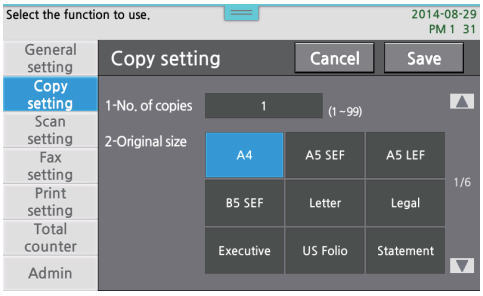
1 Press settings.



2 Press copy settings.



3 Press【▲】or【▼】to move to the item to be setup.
Each menu has a list of various values. The values are words or phrases to explain on settings, editable numbers, On/Off setting values or so.



4 Complete the settings and press Save to exit to the settings screen.

5 Press [⌂] button to return to the home screen.

The copy settings made are used until you have new settings, or when you reset to the defualt copy setting. You can set the settings to your needs.

Copy Settings Table

Copy Settings	
	No of Copy
	Original Size
	Paper source
	Scale
	Original Types
	Copy Quality
	"Print Density", "Copy Density"
	Auto Density
	Auto Density Level
	N-Up
	Collate
	Duplex
	Normal Scan Wait Time

Description on Copy Settings

Menu	Description	Value
No. of Copies	Set the number of copies	1~99, * 1
Original Size	Set the size of original document	* A4, A5 SEF, A5 LEF, B5 SEF, Letter, Legal, Executive, Statement, US Folio
Paper Source	Set the paper source	* Auto Size Match, Tray 1, Tray 2, MPT Note – Tray 2 is available only when the optional tray is installed.

Menu	Description	Value
Scale	Zoom Scale of Copy	* Auto, Preset scale, Custom defined scale(50%-200%)
Original Type	Set the contents of original	Text, * Text/Photo, Photo
Copy Quality	Set copy quality of the paper	*Normal quality, High quality
Print Density	Adjust the darkness of print when copying	1~9, *5
Copy Density	Adjust the darkness of copy when scanning	1~9, *5
Auto Density	Auto set of copy	*On, Off
Auto Density Value	Automatic setting of Auto Density	1~9, *5 Note – This function is activated only when Auto Density is On. – When the leading edge of the original is shaed or with black images, the overall brightness can be higher. In this case, setting to the lower value makes the output with similar brightness to the original.
Combined	Set Combined Copy	* Plain copy, 2Pages onto 1 sheet, 4 p onto 1 sheet.
Collate	Set Collate Copy	*On, Off
Duplex	Set Duplex on the original and output paper	*1-side scan->1-side copy, 1-side scan->2-side copy 2-side scan->1-side copy, 2-side scan->2-side copy
Normal Scan Wait Time	Setup Next Original Time-out When Scanning from FB	0~120, *30

(*) is Factory default settings.

Note

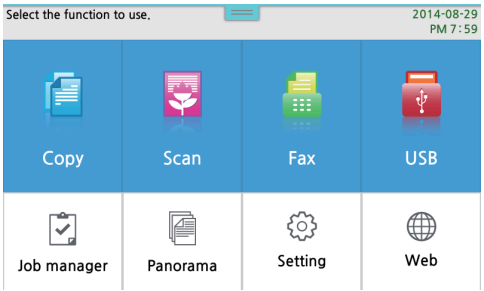
– Users cannot set automatic tray selection and automatic scale at the same time.

4. Scan Settings

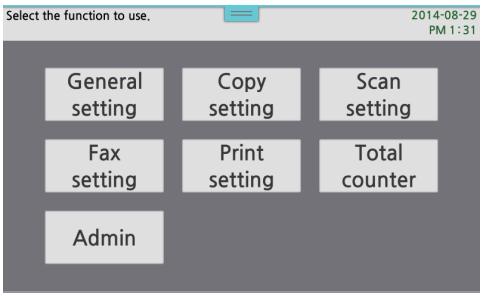
You can select the default scan setting when you do the scan job with the USB memory.
The default setting is the setting that you don't change by pressing【Scan】button.
When you do the scan job with the PC, settings are subject to the scan driver.

Setting

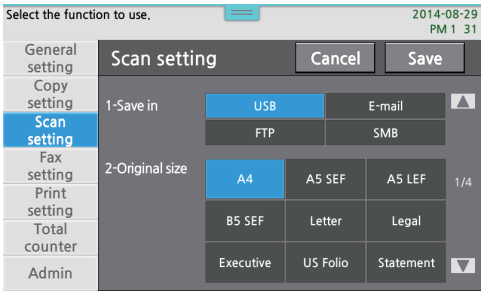
1 Press【Settings】.



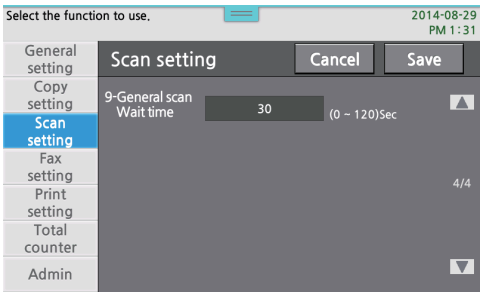
2 Press [Scan Settings] to go into the screen for scan settings.



3 Press 【▲】or【▼】button to go to the wanted item.
Each menu has a list of various values. The values are descriptive words or phrases on the settings, editable numbers or On/Off settings.



4 When you have made wanted settings, press【save】button.
The scan settings made are used until you have new settings, or when you reset to the default settings.
You can set the settings to your needs



Scan Setting Table

Scan Setting	
	Where to Scan
	Original Size
	Color Type
	File Format
	Scan Density
	Resolution
	JPEG Quality
	Duplex
	Normal Scan Waiting Time

Description on Scan Settings

Menu	Description	Value
Where to Scan	Set the location where the scanned file is saved.	*USB memory scan, E-mail scan, FTP scan
Original Size	Size of the original document	* A4, A5 SEF, A5 LEF, B5 SEF, Letter, Legal, Executive,US Folio

Menu	Description	Value
Color	Color of the original image	Color, *Greyscale, Black/Text, B&W photo (When setting JPEG file format, B&W color is not supported)
File Format	File format of the scanned image	* PDF, JPEG, TIFF
Scan Density	Set the darkness of the scanned image	1 ~ 9, *5
Resolution	Resolution of the original image	75x75dpi, 100x100dpi, 150X150dpi, 200X200dpi, * 300x300dpi, 600x600dpi
JPEG Quality	Set the quality of JPEG files	Low Quality, * Normal Quality, High Quality
Duplex	Set duplex of the original	*Simplex, Duplex
Normal Scan Wait Time	Seting the wait time for the next original when scanning from F/B,	0~120, *30

(*) is Factory default settings

Note

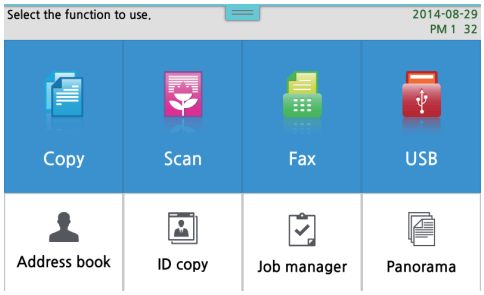
– The file format TIFF should not be applied with Color as the color type.

5. Print Settings

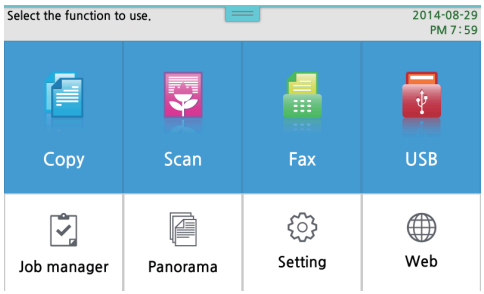
When you want to print from your PC, you can change the print settings.

Setting

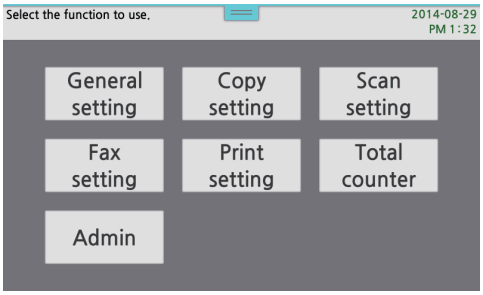
1 Slide the lower side menu bar to the left in the LCD home screen.



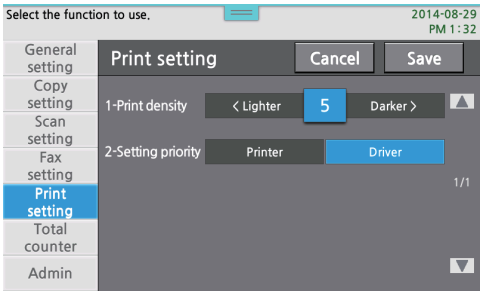
2 Press【Settings】



3 Press【Print Settings】



4 Select the wanted item and press【Save】button.



Each menu has a list of various values. The values are descriptive words or phrases on the settings, editable numbers or On/Off settings.

5 When your setting is completed, press【Home】on the left side to exit the home screen.
The copy settings made are used until you have new settings, or when you reset to the default .
copy setting. You can set the settings to your environment.

Print Settings Table

Print Settings	
	Print density
	Setting Priority

Description on Print Settings

Menu	Description	Value
Print Density	Print Darkness	1~9, *5
Setting Priority	Set the priority between printer settings and driver settings.	Printer, * Driver

(*) is factory default settings.

6. General Settings

You can change general function settings to control the MFP.

Basic Settings Table

Basic Settings	
	Buzzer
	Power Save
	Auto Reset Time
	Time Setup
	Time Zone Setup
	Busy P. Sleeptime
	Idle P. Sleeptime
	Factory Default
	Check Rollermark
	Firmware Update

Description on Basic Settings

Menu	Description	Value
Alarm	Alarm On/Off Setting	On*/Off Low Sound/ Normal Sound*/ High Sound
Power Save	Set the time to go into power save mode(min.) Intelligent*: memorize and analyze the printer usage pattern and automatically adjust the time to start the power save mode.	1~240 Disable (Not use Power save mode) Intelligent*(Intelligent power save mode)
Auto Reset Time	Time to reset the user settings(sec)	10~600 (60*)
Time Setting	Set the system time.	-
Time Zone Setting	Set the time zone of the country	Time Zone per Country
Busy P. Sleeptime	Set the time to go into Intelligent Power Save mode from busy operation mode.	1~60 (60*)

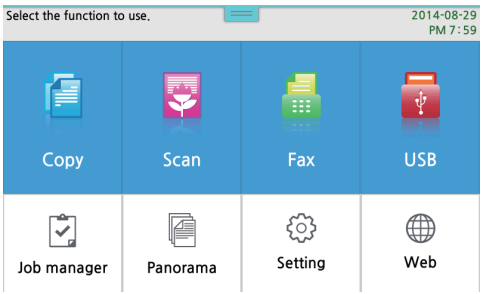
Menu	Description	Value
Idle P. Sleeptime	Set the time to go into Intelligent Power Save mode from idle operation mode.	1~60 (1*)
Factory Default Settings	Restore factory default	Are you sure to reset the settings? Cancel / OK
Check Rollermark	Determin whether to remove the roller marks when a scan job is made using the Original Contact Glass	Yes, No*
Firmware Update	Firmware update from Network	Network Available ? Cancel / OK

(*) is factory default settings.

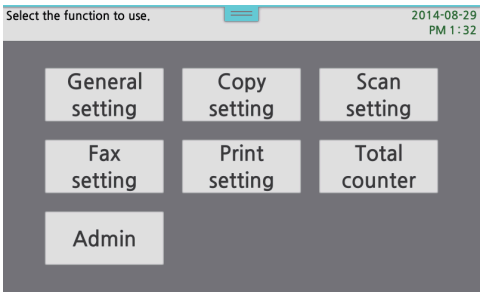
Reset to Factory Default Settings

To reset the current settings to the factory default settings, select the factory setting menu from the general setting menu, and follow the steps described below:
Follow the instruction below to reset to the factory default settings.

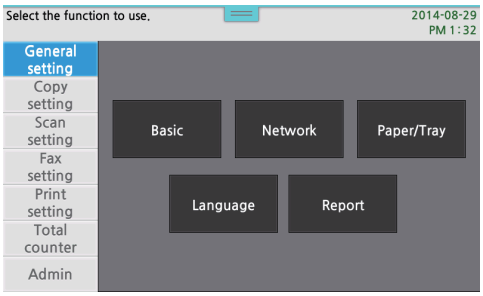
1 Press [Settings] by sliding the lower side menu bar to the left in the home screen.



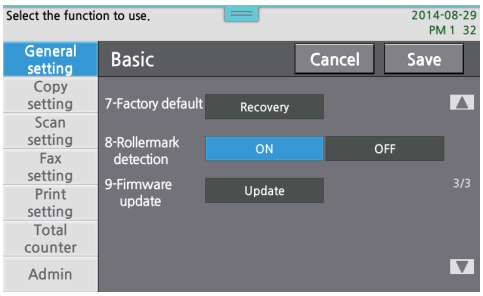
2 Press [General Settings]



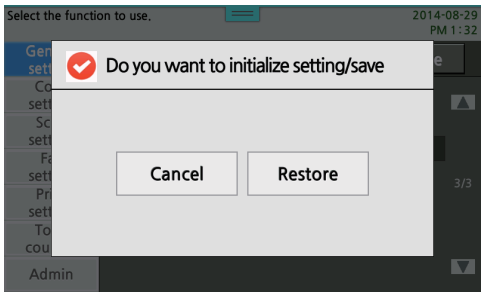
3 Press [Default Settings].



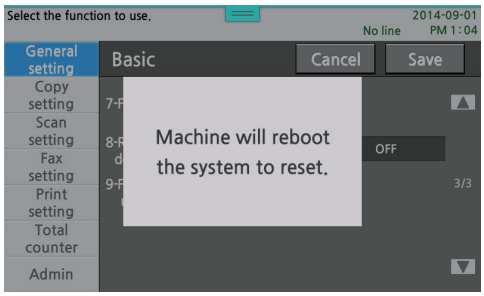
4 Press 【▲】,【▼】button until [Factory Defaults] appears, and then press【Restore】button.



5 [Reset Settings/Save Values?] on LCD screen.
[Cancel], [Restore] buttons are displayed.



6 Press [Confirm] button to restart the MFP machine. Be aware that all the settings are restored to factory settings.



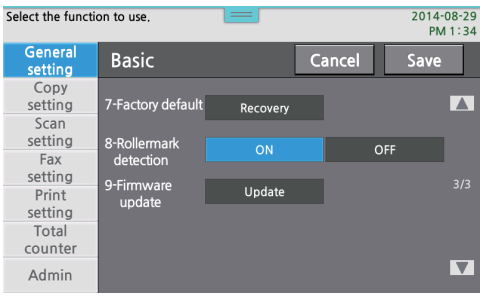
Firmware Update

In order to update the MFP firmware to the latest version, user can select Firmware Update Settings menu in General Settings and proceed the update.
To update the firmware follow the instruction below.

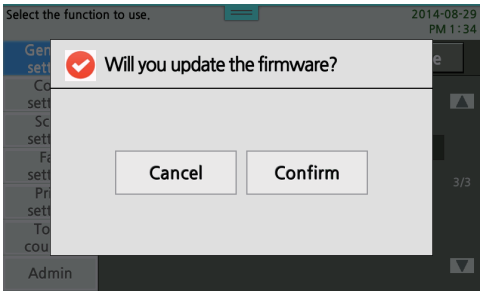
1 Press 【Settings】 button.

2 Press [General Setting] to go to the general setting menu.

3 After moving to [Default Settings], press【▲】,【▼】until [Firmware Update] appears, and then press【OK】.



4 Network is available?] message is displayed on the LCD screen.



5 To update the firmware, press 【OK】.

6 If you do not want to update the firmware, press [Cancel].

Check RollerMark

In order for your scan/copy/Fax jobs you can place a small original on the flatbed and a roller located under the bottom of Automatic Document Feeder (ADF) can be exposed to the original contact glass. In this case, you can avoid any roller mark image from the exposed roller by selecting `Yes` in the setting [Check Roller-Mark], but the roller mark can be scanned together if set `No`.

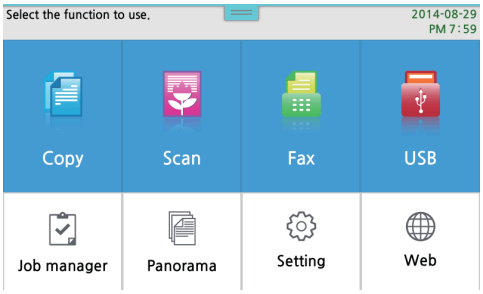
Printing System Report

[System Reports] shows initial settings of the machine and help you make sure the machine`s options are correctly installed.

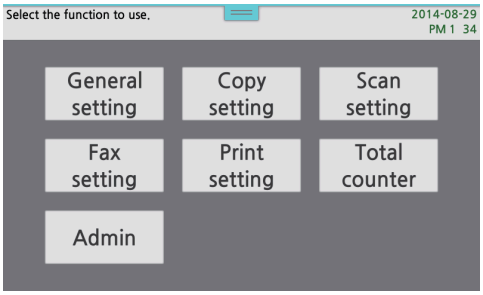
1 Press【Settings】by sliding the lower side menu bar to the left in the home screen.

2 Check the Paper Source and Paper Media.

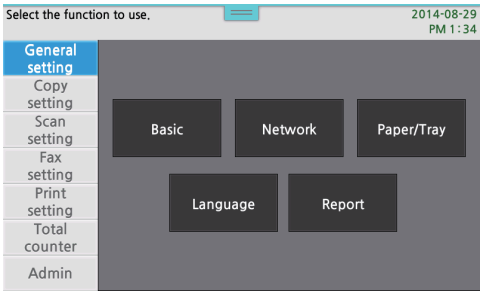
3 Press【Settings】.



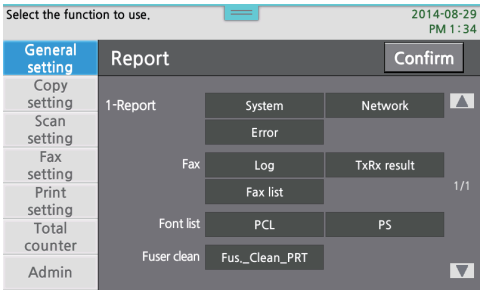
4 Press【General Settings】



5 Press【Report】.



6 Press【System Report】



7 It returns to the home screen and starts to print

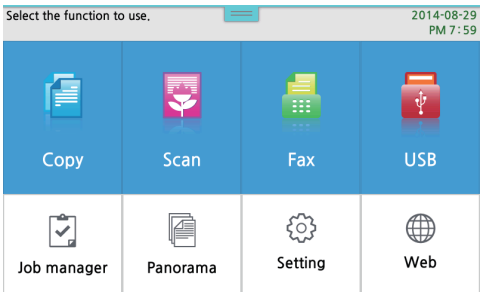
Printing Network Report

The [Network Report] shows network settings and relevant information. The user can see network settings with this report.

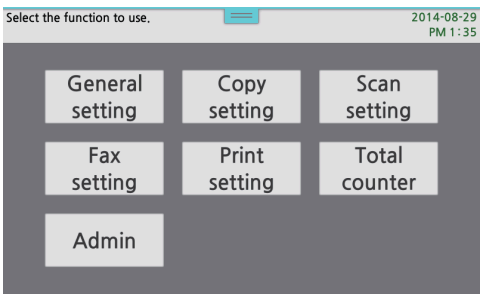
1 Press【Settings】by sliding the lower side menu bar to the left in the home screen.

2 Check the Paper Source and Paper Media.

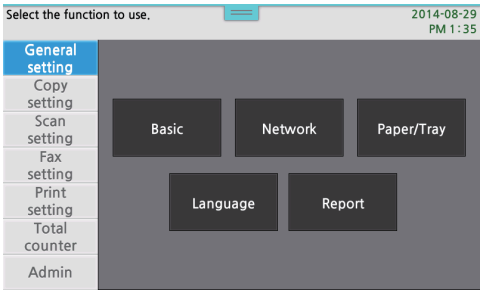
3 Press【Settings】



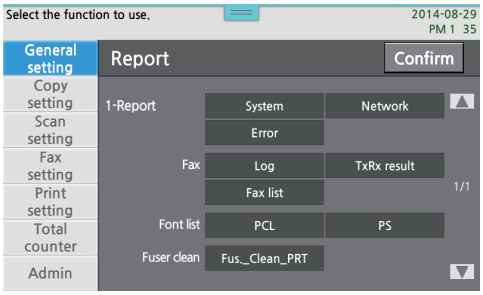
4 Press【General Settings】



5 Press【Report】



6 Press【Network Report】



7 Return to [Home] screen and start to print.

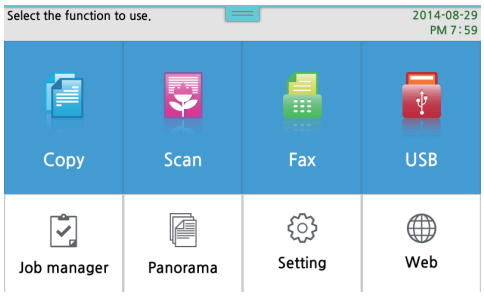
Printing Fax TCR Report

[TCR Report] shows the completed job content of the machine.

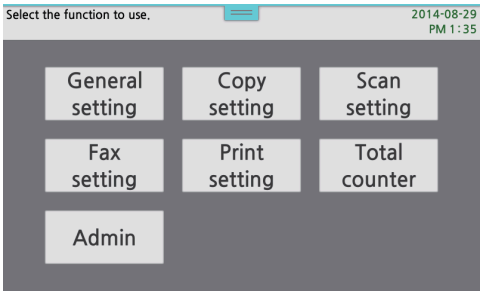
1 Press【Settings】by sliding the lower side menu bar to the left in the home screen.

2 Check the paper source and the media.

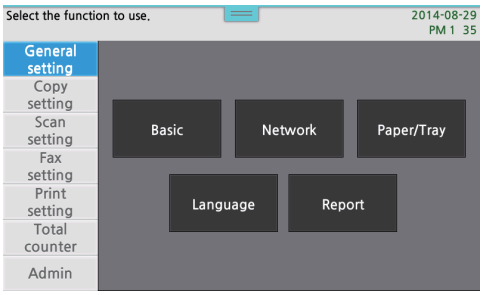
3 Press【Settings】



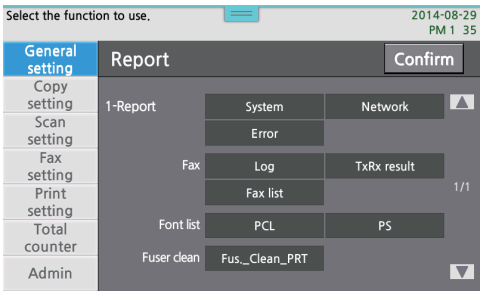
4 Press【General Settings】.



5 Press【Report】.



6 Press 【TCR Report】 button.



7 It returns to the home screen and starts to print

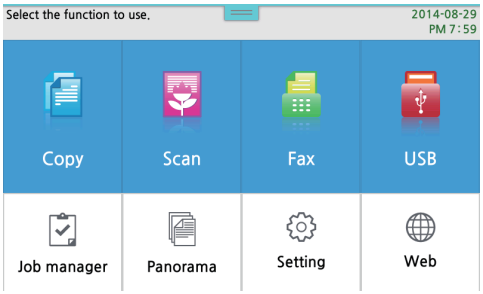
Printing Fax Tx/Rx Report

[Tx/Rx Report] shows the history of Tx/Rx communication.

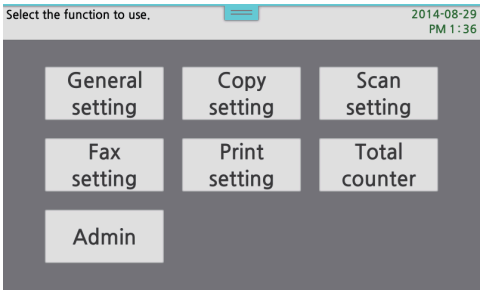
1 Press【Settings】by sliding the lower side menu bar to the left in the home screen.

2 Check the Paper Source and Paper Media.

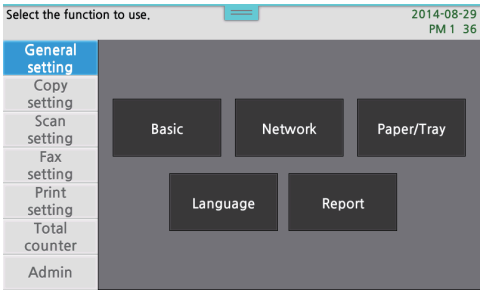
3 Press【Settings】



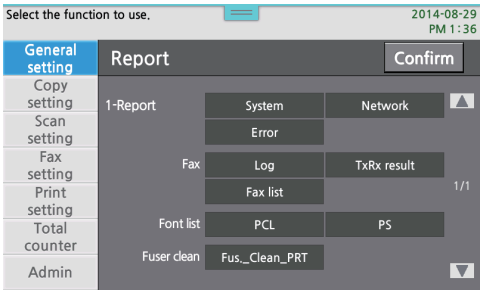
4 Press【General Settings】.



5 Press【Report】.



6 Press【Tx/Rx Report】.



7 It returns to the home screen and starts to print

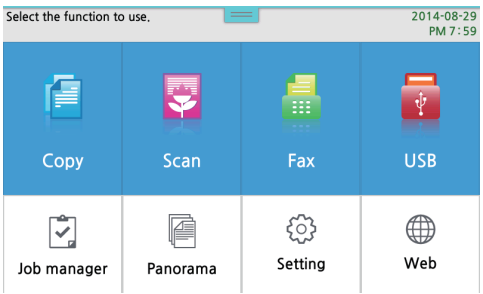
Printing Mem File List

[Mem File List] shows the fax documents standing by on the memory.

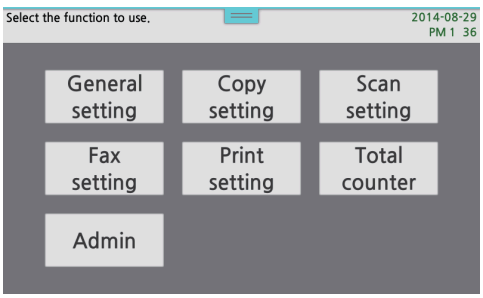
1 Press【Settings】by sliding the lower side menu bar to the left in the home screen.

2 Check the Paper Source and Paper Media.

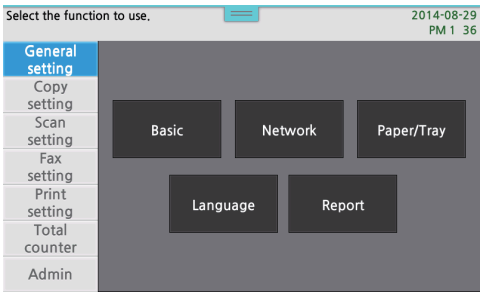
3 Press【Settings】



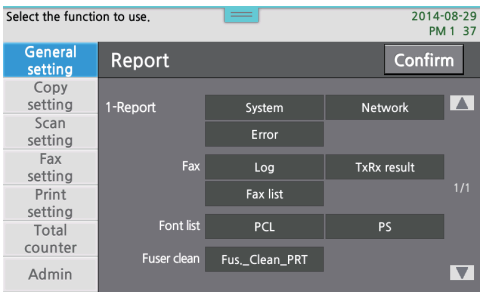
4 Press【General Settings】



5 Press【Report】.



6 Press【Mem File List】.



7 It returns to the home screen and starts to print

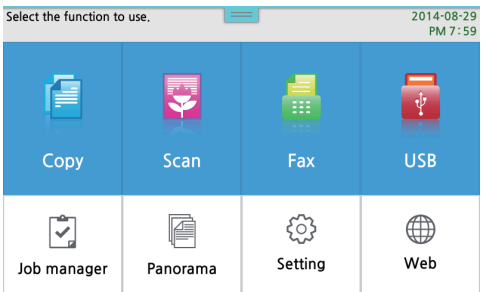
Printing Error report

[Print Error Report] shows the history of errors. Up to the most recent 30 errors can be displayed.

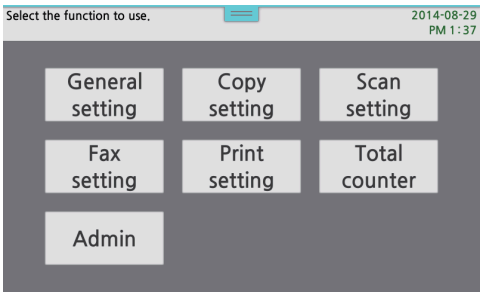
1 Press【Settings】by sliding the lower side menu bar to the left in the home screen.

2 Check the Paper Source and Paper Media.

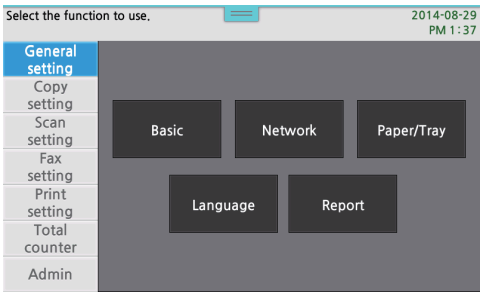
3 Press【Settings】.



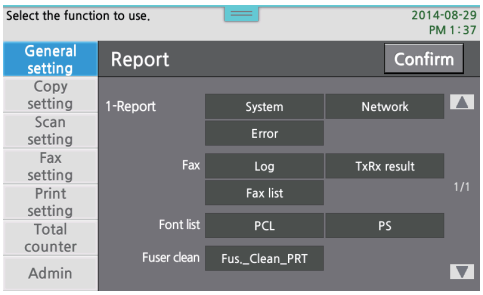
4 Press【General Settings】



5 Press【Report】



6 Press【Error Report】



7 It returns to the home screen and starts to print

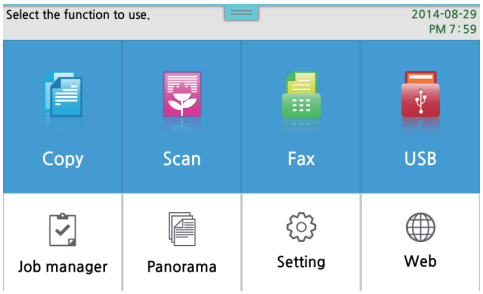
Printing Fuser Clean Print

[Fuser Clean Print] prints blank page for cleaning the pollution on the fuser unit.

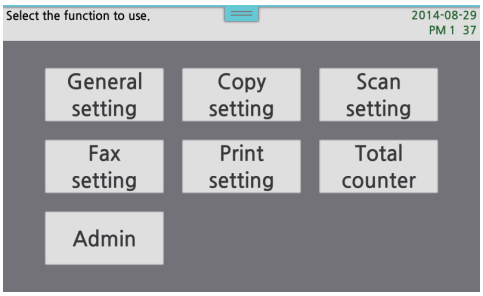
1 Press【Settings】by sliding the lower side menu bar to the left in the home screen.

2 Check the Paper Source and Paper Media.

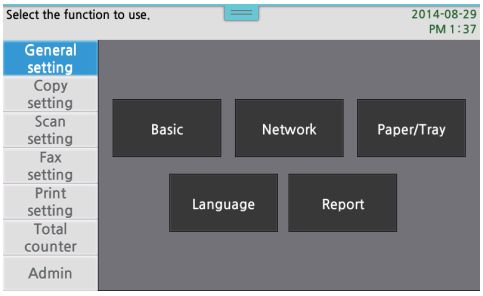
3 Press【Settings】.



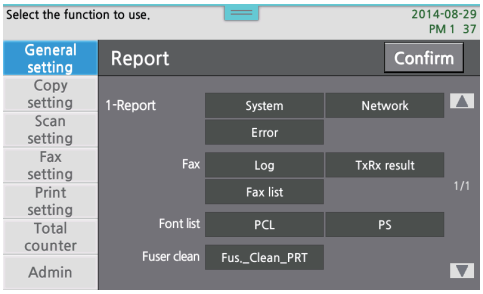
4 Press【General Settings】



5 Press【Report】.



6 Press【Fuser Clean Print】



7 It returns to the home screen and starts to print

Important

- [Fuser Clean Print] operation prints 3 sheets of A4 or Letter paper.
- 3 sheets of A4 or Letter paper should be available in the tray.
- 3 sheets on the top of paper in the tray are used in a row for the print.
- The paper need to be 75~90g/m2
  (Check out the paper loaded in the tray.)
- Do not use thin, thick or used paper since they can cause paper jams.

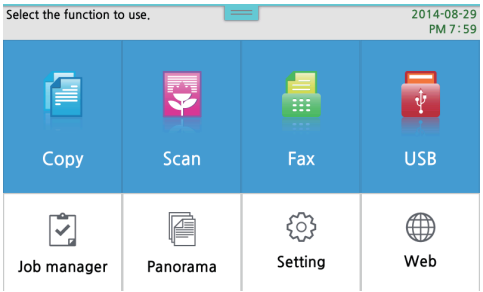
Printing Font List

[Font List] is used to print PCL/PS font list built in the printer.

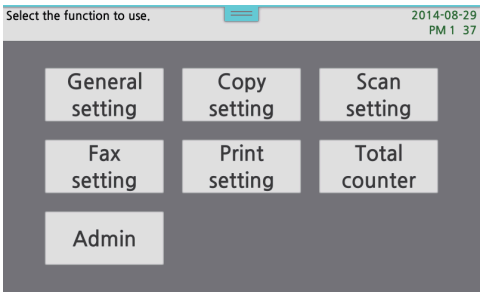
1 Press【Settings】by sliding the lower side menu bar to the left in the home screen.

2 Check the Paper Source and Paper Media.

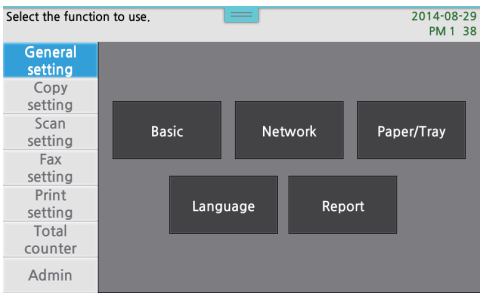
3 Press【Settings】



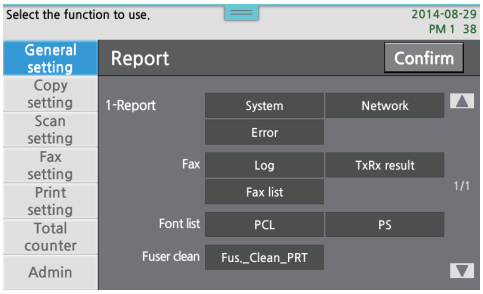
4 Press【General Settings】



5 Press【Report】



6 Press【PCL】or【PS】in the【Font List】



Report Print Table

Report Print Settings		
	System Report	
	Network Report	
	TCR Report	
	Tx/Rx Report	
	Mem File List	
	Error report	
	Fuser Clean Print	
	Font List	
		PCL Font List
		PS Font List

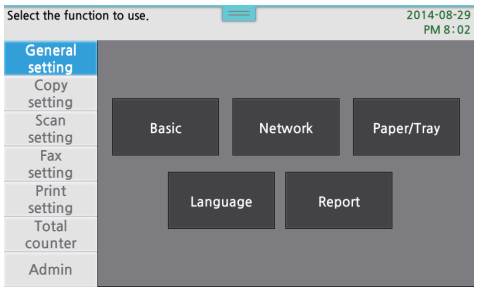
Language Setting

You can change the language of MFP machine.

Language Settings Table

Language Settings
Korean
English
Chinese
Spanish
Turkish
Russian
Franch
Portuguese
Arabian

1 In Settings window press【General Settings】->【Language Settings】button.



2 After selecting the wanted language, press [Save] button.

3 After a popup window saying "The language will be changed" appears and returning to [Home] window while a popup "Wait for a moment" disappears, the language change has been completed.

7. Fax Settings

You can change fax settings to send or receive faxes

Setting

1 Press【⌂】

2 Press【Settings】by sliding the lower side menu bar to the left in the home screen.

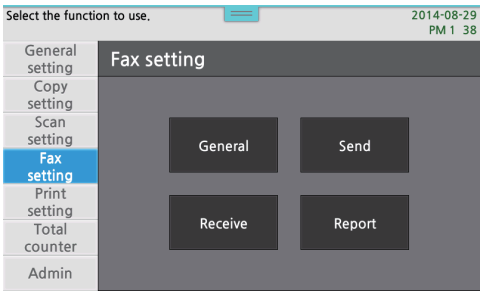
3 Press【Settings】

4 Select the wanted item. Each menu has a list of various values. The values are descriptive words or phrases on the settings, editable numbers or On/Off settings.

5 Press【Save】to apply the changed settings. Press【Cancel】to cancel the changed settings.

6 When your setting is completed, press【⌂】button to exit to the home screen.
The Fax settings made are used until you have new settings, or when you reset to the default settings. You can set the settings to your needs.

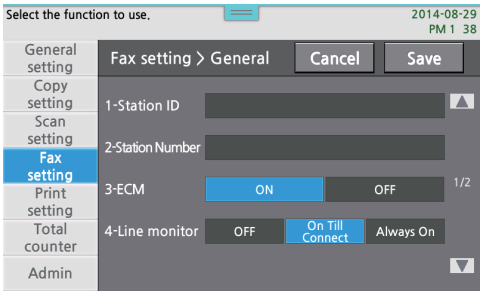
Fax Settings Table

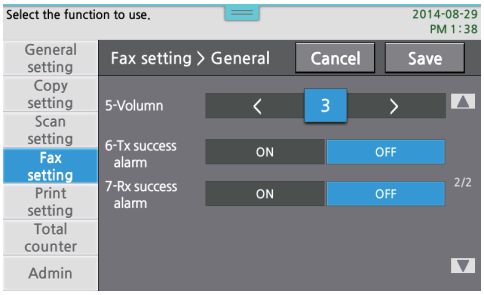


Description on General Settings

You can set fax settings when the power is on.

General Settings Table





Station ID

1 User names can be entered through [Settings] ▸▸ [Fax Settings] ▸▸ [General] ▸▸ [Station ID].

2 Enter Station ID in the entrance filed at the right side of [1-Station ID] using a key board which appears when pressing the entrance field.

- The existing station ID is displayed in the menu.

3 Press【OK】when you complete entering ID and press【Save】to save the station ID.

- You can enter up to 40 characters or numbers.
- Press【 】button to delete the name one by one letter if a wrong name is entered.
- If you press【Cancel】, it returns to the previous station id without saving any changed setting.

Station Number

1 User number can be entered through [Settings]> [Fax Settings]> [General]> [Station Number].

2 Enter Station Number in the entrance filed at the right side of [1-Station Number] using a key board which appears when pressing the entrance field.

- The existing station number is displayed in the menu.

3 Press【OK】when you complete entering the number and press【Save】to save the station number.

- You can enter up to 40 characters or numbers.
- Press【 】button to delete the number if a wrong number is entered.
- If you press【Cancel】, it returns to the previous station id without saving any changed setting.

ECM

❖ ECM Setting

You can send or receive the fax more clearly with “error correction”. However, the ECM should also be supported by the other side’s machine.

1 ECM can be set through [Settings] ▸▸ [Fax Settings] ▸▸ [General Settings] ▸▸ [ECM].

2 Press【On】or【Off】to select “ECM” settings.

3 Press【Save】to save the selected ECM setting.

Line Monitor

You can monitor the communication line. When this option is set, you can hear the line tone from the speaker.

1 Line Monitor can be set through [Settings] ▸▸ [Fax Settings] ▸▸ [General Settings] ▸▸ [Line Monitor].

2 Press the selected setting to select whether to use [Line Monitor]. (Default: On Till Connect)

3 Press【OK】to apply Line Monitor function.

Off	No sound from the speaker when the fax is received or sent
On till Connect → Default Setting	It sounds from the speaker when the fax is being received or sent except the actual connection part
Always On	It sounds from the speaker throughout the whole process of fax transmission and reception

Volume

You can set the speaker volume.

1 Adjust your volume through [Settings] ▸▸ [Fax Settings] ▸▸ [General Settings] ▸▸ [Volume].

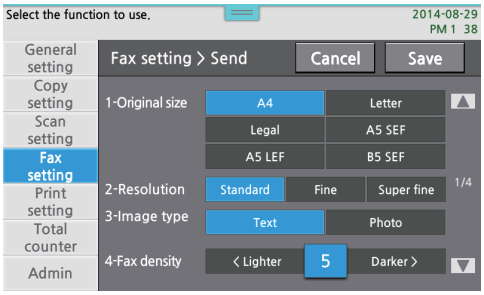
2 Press【◀】or【▶】to set volume.

3 Press【Save】to apply the selected volume level.

Volume Value	0	1	2	3	4	5	6	7
Volume Level	Low Volume ← Basic Volume → High Volume							

Description on TX Settings

TX Settings table



Original Size

1 You can decide the size of the original document to fax through [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Original Size].

2 Select the wanted size of the original.

3 3 Press【Save】to apply the selected paper sizes. The available paper sizes are as below.
A4 (default setting), A5SEF, A5LEF, B5SEF, Letter, Legal

Resolution

1 You can decide the size of the original document to fax through [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Resolution].

2 Select the wanted resolution.

3 Press【Save】to apply the selected resolution.

Standard → default resolution	For the documents normally consisting of texts
Fine	For the documents consisting of fine texts
Superfine (Superfine - 300dpi)	For the documents consisting of fine texts and photos like a dictionary

Image Types

1 You can select the media type of the document through [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Image Type]

2 Select the media type of the document to use.

3 Press [Save] button to apply the selected document media.

Text -> Default Doc. Type	• For the documents with texts only. • Tx time is fast for black & white texts and images only.
Photo	• for document with exquisite photos. • Very slow. Contrast in the document is sent. • In case the original size is equal to B5 SEF only text can be possible and cannot be selected with any photos. • Photos and standard resolution cannot be selected at the same time. The standard resolution can be used only for documents and is to be changed to the fine resolution when photos are selected.

Fax Density

1 You can decide the darkness of the images to fax through [Settings] ▸▸ [Fax Settings] ▸▸ [Fax Tx Settings] ▸▸ [Fax Density].

2 Touch【◀Lighter】or【Darker▶】to select your wanted darkness.

3 Press Save to apply the selected density.

– Select one for the document from the 9 levels of the density.

Darkness Value	1	2	3	4	5	6	7	8	9
Darkness Level	Lighter ←				Normal		→ Darker		

Auto Density

The scanned dark background images can be compensated to be brighter from this setting.

1 Go to [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Auto Density] to set this function.

2 Press【On】or【Off】to select the setting for "Auto Density".

3 Press【OK】to save the selected settings.

Auto Density Level

The scanned dark background images can be set to be brighter from this setting.

1 Go to [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Auto Density Value] to set this function.

2 Press 【◀ Lighter 】or【 Darker▶】to select the settings of "Auto Density Value".

3 Press OK to save the selected settings.

Auto Density Value	1	2	3	4	5	6	7	8	9
Auto Density Level	Lighter ←				Normal		→ Darker		

Prefix Setting

❖ Dial Prefix Setting

1 You can decide Dial Prefix through [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Dial Prefix].

2 Press【Always On】or【Off】to select the method of using Prefix.

- If【Always On】is selected, you can select additional number of Prefix. For more information, refer to the dial prefix number.

3 Press【Save】button to save the setting for the dial prefix.

Off -> Default Setting	• Do not add prefix to the dial number.
Always On	• Add prefix to the dial number.

❖ Dial Prefix Number Setting

1 You can decide the prefix number through [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Dial Prefix Setting] ▸▸ [Dial Prefix].

2 Enter the Prefix number using the number pad.

3 Press【Save】button to save the setting for the dial prefix.

Auto Redial

❖ Number of Auto Redial

As many number as set here, the machine can retry to send the fax if it is not sent properly because the receiver's fax is busy or has any problems.

1 You can decide the number of redial through [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Auto. Redial] ▸▸ [No. of Retry].

2 Touch【◀】or【▶】button to select the number of redial.

- For the number of redial, 0-5 are available and the default value is 2.

3 Press 【Save】 button to save the number for the redial.

❖ Interval of Auto Redial

You can specify the interval time for Auto Redial.

1 You can select an interval time of redial through [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Auto. Redial] ▸▸ [Retry interval].

2 Touch【◀】or【▶】to select the interval of redial.

- For the interval of redial, 1-5 (minutes) are available and the default value is 2.

3 Press Save button to save the interval of redial.

TTI

You can decide whether to place sender`s information(name and FAX no.) to the upper side of the documents to fax.

1 You can select whether to use TTI through [Settings] ▸▸ [Fax Settings] ▸▸ [General] ▸▸ [TTI].

2 Press【▲】or【▼】to select TTI On or Off. (Default: On)

3 Press【Save】to apply TTI setting.

The following are included in TTI

[Date: YYYY-MM-DD] [Time: HH : mm] [Station ID] [Station Number] [Page: N(current) of M(total)]
Time is 24 hours system. In case of On-Hook transmission, the page is indicated as [Page: N(current).

Confidential Tx (Transmission)

If this function is on, only the one who knows the password can print the fax on the receiver`s side.

1 You can decide on the confidential Tx through [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Confidential Tx].

2 Press【◀】,【▶】to set the confidential Tx

3 Press【Save】to save the setting.

- When it is [ON], you need to enter the password.
  Use the number pad to enter a 4-digit password, and then press Save.

Normal Scan Wait

When you scan from the flatbed scanner glass, if there is no further action within Normal Scan Wait time for the next scan, the scan job comes to an end.

1 You can decide on the scan waiting time for the next original document through [Error report] ▸▸ [Settings] ▸▸ [Fax Settings] ▸▸ [Tx Settings] ▸▸ [Normal Scan Wait].

2 Press input filed to enter your number while the cursor is blinking.

- Normal Scan Wait time can be selected from 0~120(sec) and the default is 30.

3 Press Save button to select the next document waiting time, and them save the setting.

Duplex Scan

When scanning with automatic document feeder(ADF), if Duplex is on, the images on both sides of the original are scanned.

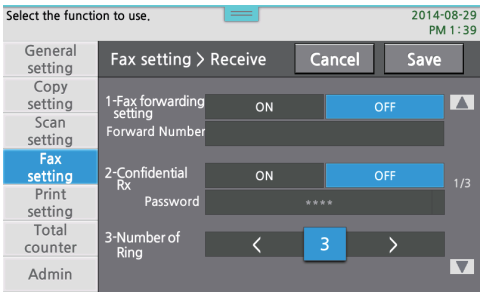
1 You can decide on duplex scan through [Error report] [Settings] ▸▸ [Fax Settings] ▸▸ [Fax Tx Settings] ▸▸ [Duplex Scan].

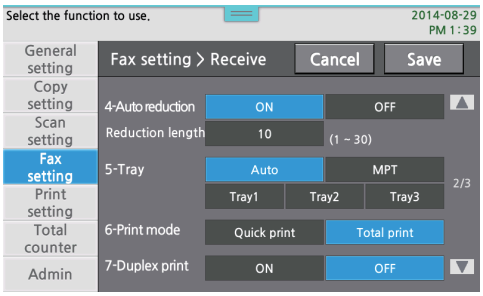
2 Press the button to select Duplex scan On or Off.

3 Press【Save】button to apply the selected setting for Duplex scan.

Description on Rx Settings

Rx Settings Table





Fax Forward

The incoming fax can be automatically re-directed to somewhere else according to user-selected number and options. This function is useful to receive the fax that is sent to your office during holidays at your home.

❖ Fax Forward Setting

1 You can set Fax forwarded through [Settings] ▸▸ [Fax Settings] ▸▸ [Rx Settings] ▸▸ [Fax Forward] ▸▸ [Fax Forward set].

2 Select to use Fax Forward by selecting【On】or【Off】

3 Press【Save】to apply the fax forwarding mode.

Off → Default setting.	• [Fax Forward Set] is not used. • Fax automatically prints the incoming documents in this case.
On	The incoming Fax is forwarded(re-directed) to specific fax number set by the user.

❖ Setting Fax Forward Number

1 Fax forward number setting is possible only when it is set to On through [Settings] ▸▸ [Fax Settings] ▸▸ [Rx Settings] ▸▸ [Fax Forward] [On].

2 Save Fax forward number through [Settings]▸▸ [Fax Settings]▸▸ [Rx Settings] ▸▸[Fax Forward] ▸▸ [Fax Forward Number].

– The forward number remains effective until you change it to another number.

Confidential Rx

With this function on, confidential documents can be received to the fax machine only by the one who knows the password.

1 You can decide on confidential reception through [Settings] ▸▸ [Fax Settings] ▸▸ [Rx Settings] ▸▸ [Confidential Rx].

2 Press the button to select a confidential reception.

3 Press [Save] button to apply the selected setting for the confidential reception.

- If you select On, additionally enter the password.
  After entering 4 digit password by the number key pad, press [Save] button.

No. of Rings

You can select the number ringing tone that is used to transfer the fax to the receiver.

1 You can decide the number of rings through [Settings] ▸▸ [Fax Settings] ▸▸ [Rx Settings] ▸▸ [No. of Rings].

2 Touch【◀】or【▶】to select the wanted number of rings

3 Press【Save】to apply the selected number of rings.

- The available number is 1-10 and the default value is 3.

Auto Reduction

The incoming documents are automatically reduced.

1 You can decide on the auto reduction through [Settings] ▸▸ [Fax Settings] ▸▸ [Rx Settings] ▸▸ [Auto Reduction].

2 Press【On】or【Off】to select the setting for "Auto Scale".

3 Press【Save】to apply the selected settings.

Tray

You can select input tray.

1 You can decide on which tray to use for FAX through [Settings]▸▸ [Fax Settings]▸▸ [Rx Settings] ▸▸[Tray].

2 Press [Tray] button to select the wanted tray.

- The trays are Auto, Tray 1, Tray 2, Tray 3 and MPT(Multi-purpose Tray).
- Tray 2 and Tray 3 are activated only when mounted on the machine.

3 Press【Save】button to apply the selected Tray type.

Print Mode

1 You can decide on how to print the incoming FAX through [Settings] ▸▸ [Fax Settings] ▸▸ [Rx Settings] ▸▸ [Print Mode]

2 2 Press button to select the print mode.

3 Press【SAVE】to apply the selected print mode.

Quick Print	Print every incoming document immediately
Print All	Print all the documents received at once.

4 Press【OK】to save the selected setting above.

Duplex print

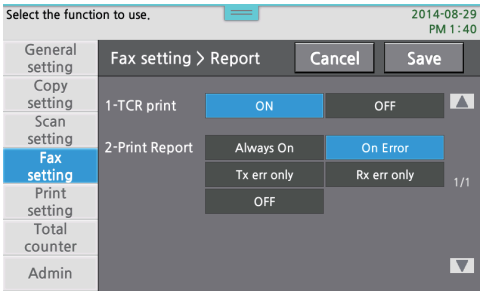
1 You can decide on duplex printing through [Settings] ▸▸[Fax Settings]▸▸ [Rx Settings]▸▸ [Duplex Pint]

2 Press the button to select the setting for Duplex print..
If Duplex print is set to duplex the incoming document can be printed in duplex.

3 Press【Save】button to apply the setting for Duplex.

Description on Reports

Report Settings Table



TCR Report Setting

You can print the recent communication log. Also, TCR reports can be printed automatically according to the specified cycle.

❖ TCR Report Print Setting

You can automatically print the TCR report according to your settings.

1 You can decide on TCR Report through [Settings] ▸▸ [Fax Settings] ▸▸ [GSC Report Setup] ▸▸ [TCR Report Set]

2 Press the button to select the wanted setting.

3 Press the button to apply the selected settings.

- On : For every 35 Tx/Rx events, the TCR report is automatically printed.
- Off : The TCR report is not printed automatically.

❖ TCR Report Print

You can print TCR reports manually.

1 You can print TCR Report through [Settings] ▸▸ [General Settings] ▸▸ [Report] ▸▸ [TCR Report]

Report Print Set

You can print Tx/Rx report with the number of faxed pages, communication mode and others.

❖ Manual Printing

1 You can print Rx/Tx Report through [Settings] ▸▸ [General Settings] ▸▸ [Report] ▸▸ [Tx/Rx Report].

❖ Automatic Printing

You can automatically print the Tx/Rx report according to your settings.

1 You can set automatic print through [Settings] ▸▸ [FAX Settings] ▸▸ [Report] ▸▸ [Report Print].

2 Press button to set your settings.

3 Press the【Save】button to apply the setting.

Always On	The report is printed after any communication event occurs.
On Error	The report is printed only with the machine failure or communication error.
Only Tx	The report is printed only when Tx event occurs.
Only Rx	The report is printed only when Rx event occurs.
OFF	Automatic report is not available with this selection.

8. Network Setting

You need to set the IP address first for the network printing and controls.

Network Settings Table

- Network Setting
  - 1- Wired Network
    - Setup IP Address
      - DHCP
      - Static
        - IP Address
        - IPv6
        - Enter Netmask
        - Enter Gateway
        - Primary DNS
        - Secondary DNS
        - Mac Address
  - 2- Wireless Network
    - WIFI On/Off
    - Show SSID
    - Connected WIFI Name
    - Setup Connection
    - Setup IP Address
      - DHCP
      - Static
        - IP Address
        - IPv6
        - Enter Netmask
        - Enter Gateway
        - Primary DNS
        - Secondary DNS
        - Mac Address
        - Delete Stored SSID

- 3-Setup WIFI-Direct
  - WIFI Direct Availability
  - Show IP
  - Setup SSID
  - Confidential mode
  - Password
  - Show connection list
- 4-Email send settings
  - SMTP Server Address
  - SMTP Mail Address
  - SMTP Password
  - SMTP Port
- 5-Status E-mail Notice
  - Mail Notice Availability
    - On
    - Off
  - Message Option Setting
    - No Toner
    - Replace Toner Cartridge
    - Need to Fix Device
    - No paper
    - Paper Jam
    - Output Tray Full
  - Administrator E-mail Address Setting
    - Mail Address 1
    - Mail Address 2
    - Mail Address 3
    - Mail Address 4
    - Mail Address 5
    - Mail Address 6
    - Mail Address 7
    - Mail Address 8
    - Mail Address 9
    - Mail Address 10

Description on Network Settings

Menu	Menu		Purpose	Value
Wired Network	Setup IP Address		DHCP(Automatic) or Static(manual/fixed IP) for Getting IP address.	Automatic Setting Manual Setting
	Ip Address Setting	DHCP	Allocate IP Address automatically	
		Static	Directly input IP address -> IP address,Netmask, Gateway address, 1st and 2nd DNS Address should be all set. * Refer to [Network Settings] P. 4-45.	Enter IP Address : 000.000.000.000 ~ 255.255.255.255 Enter Netmask : 000.000.000.000 ~ 255.255.255.255 Enter Gateway : 000.000.000.000 ~ 255.255.255.255 Enter 1st DNS Address : 000.000.000.000 ~ 255.255.255.255 Enter 2nd DNS Address : 000.000.000.000 ~ 255.255.255.255
	IPv6		Check IP address of IPv6 currently set	0000:0000:0000:0000:0000:0000 ~ FFFF:FFFF:FFFF:FFFF:
	Show Mac Address		Show Mac address which is a differentiator of network devices	00: 00: 00: 00: 00: 00 ~ FF:FF:FF:FF:FF:FF

Menu	Menu		Purpose	Value
Wireless Network	Wifi On/ Off		Select whether to use Wifi.	*On, Off
	Show SSID	Connected WIFI	Check the wireless AP device currently connected.	Connected WIFI
		Connection Setting	Show wireless AP device list	Connection settings
	Setup IP Address	DHCP	Allocate IP Address automatically.	
		Static	Directly input IP address -> IP address, Netmask, Gateway address, 1st, 2nd DNS Address should be all set. For more details consult your network administrator. * Refer to [Network Settings] P. 4-45.	Enter IP Address : 000.000.000.000 ~ 255.255.255.255 Enter Netmask : 000.000.000.000 ~ 255.255.255.255 Enter Gateway : 000.000.000.000 ~ 255.255.255.255 Enter 1st DNS Address: 000.000.000.000 ~ 255.255.255.255 Enter 2nd DNS Address : 000.000.000.000 ~ 255.255.255.255
	Show PIv6 Address		Check the current printer IP Address(IPv6)	0000:0000:0000:0000:0000:0000 ~ FFFF:FFFF:FFFF:FFFF:FFFF:FFFF
	Show Mac Address		Show Mac Address as a network differentiator.	00: 00: 00: 00: 00: 00 ~ FF:FF:FF:FF:FF:FF

Menu	Menu	Purpose	Value
WIFI	Delete Saved SSID	Disconnect from the current wireless AP device * If disconnected, the item is not selected until the user tray to reconnect it.	Delete
WIFI Direct Setting	WIFI Direct Availability	Select WIFI Direct	On Off
	Show IP	Show IP for the machine playing a roll of wireless AP	
	SSID Setting	Set name of AP which is searched at other devices.	
	Encryption Mode	Set an encrypted method to apply when accessing to the machine from other one.	None WEP WPA WPA2 WPA/WPA2
	Password	Set a password encrypted method to apply when accessing to the machine from other one.	
	Show Connection List	Show Mac address of the connected device	Show

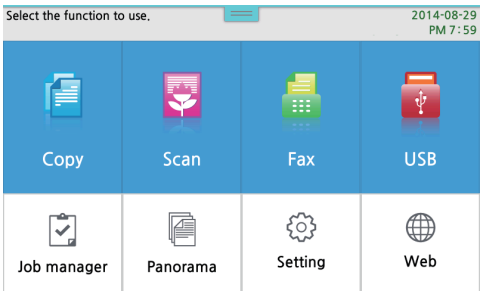
Menu	Menu	Purpose	Value
E-mail Send Settings	SMTP Server Address	Set E-mail Server(SMTP Server) to use for sending e-mails.	Contact the e-mail server administrator or service provider for SMTP server address or security access
	SMTP Mail Address	Enter login ID and password for e-mail server. The address entered here can be used for the receipt.	E-mail ID and password
	SMTP Password		
	SMTP Port	Set port number to access the e-mail server.	Contact the e-mail server administrator or service provider for the port number.
Status E-mail Notice	Mail Notice	Decide whether to notice the current machine status to the administrator via e-mail	Yes No
	Notice Option Setting	Set in what condition to e-mail notice to the administrator.	No Toner Replace Toner Cartridge Need to fix device No paper Paper Jam Ouput tray full
	Administrator E-mail Address Setting	Administrator`s e-mail address to notice about the current machine status.	Mail Address 1 Mail Address 2 Mail Address 3 Mail Address 4 Mail Address 5 Mail Address 6 Mail Address 7 Mail Address 8 Mail Address 9 Mail Address 10

Wireless Network Settings

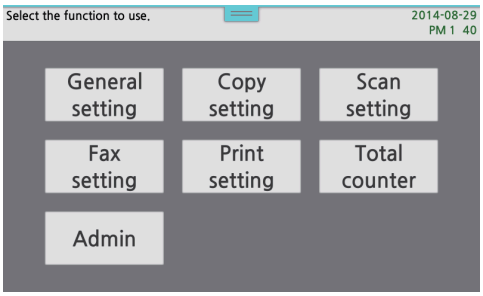
You have to set the IP address first for the network print and control. IP address can be set by selecting automatic setting which allocates IP addresses through DHCP server, or by manual settings which allocates fixed IP

Operating the Control Panel

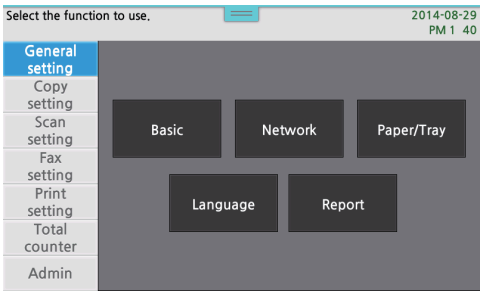
1 Slide the lower part menu bar to the left and press【Settings】in the home screen.



2 Press【General Settings】

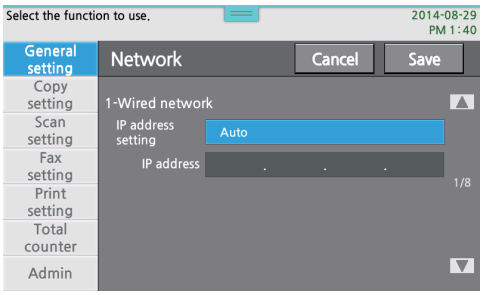


3 Press【Network Settings】. The first screen is [Wired network settings] and its defanutl setting is Auto Settings.



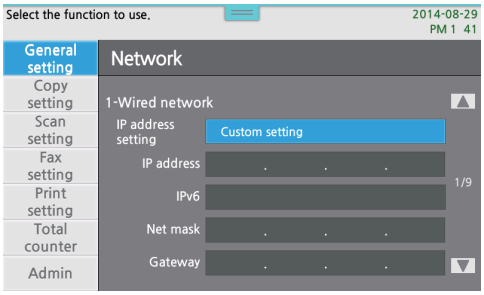
4 Press the right side menu of IP Address Setting to select DHCP [Auto Setting] or Static [Manual Setting]

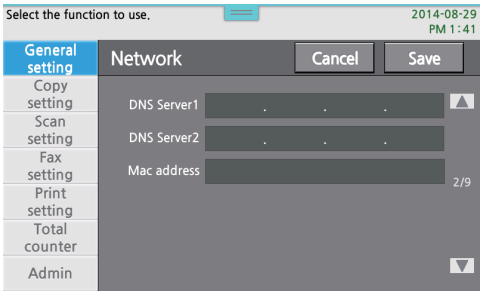
① [Auto Settings]: Select [DHCP] and then press【Save】] button.



② [Manual Settings] : Select [Manual setting] and enter the IP address, netmask and gateway, 1st, 2nd DNS Address and then press【Save】.

(Must enter all addresses to make the setting and all 12 digit addresses.)

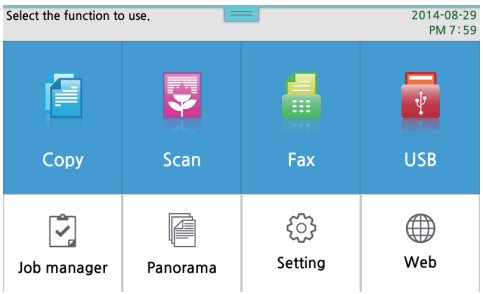




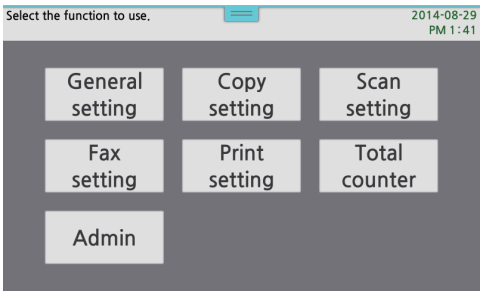
Wireless Network Setting

Wireless Network Connection

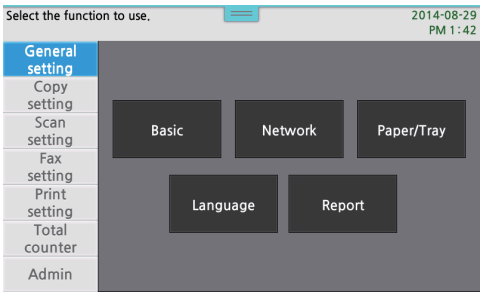
1 Slide the lower part menu bar to the left and press【Settings】.



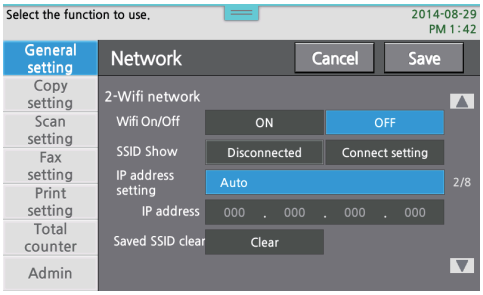
2 Press【General Settings】.



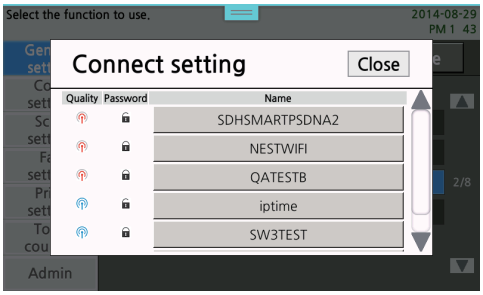
3 Press【Network Settings】.



4 Press【▼】button on the right side of the window to move to the other pages, and then [Wireless Network] window appears. After selecting whether to use the wireless network, press【Connection Settings】button when [Wireless Network] is set to On.



5 When available Wireless (Wifi) list appears, press one of the wireless network AP.in the list.

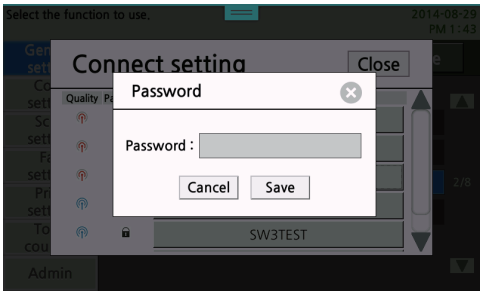


Note

– For a stable wireless network connection for the printing, if the reception level is very low, the AP may not be searched in this machine even if it can be found by other devices.

6 ① You selected Wireless (Wifi) will be connected in case of no security block setting.

② A password input window will appear in case there is any security setting on this wireless connection.



WEP

Enter the WEP security key for authentication. If a connection is successfully made, the wireless network setting is completed.

Note

- WEP is an encryption method used in wireless network connections. WEP encryption key for 64 bit or 128 bit is used.

WPA/WPA2

Enter WPA shared key. If a connection is successfully made, the wireless network setting is completed.

Note

- Just as WEP, WPA uses TKIP (Temporal Key Integrity Protocol) and AES(Advanced Encryption Standard) for data encryption.

Enterprise WPA/ Enterprise WPA2(Wireless IEEE802.1x&EAP)

In case of enterprise WPA/enterprise WPA2, you have to enter the user ID and password for user authentication. See Entering Wireless Security Password and follow the LCD messages to enter the user ID and password. If a connection is successfully made, the wireless network setting is completed.

❖ Entering Wireless Security Password

Follow the steps below to enter the password to access the wireless AP.

① When a window for entering the password appears, a virtual key board is show up.

② Enter your wanted password and then press [OK] button on the virtual key board.

③ If you need to cancel the entry, press 【←】button. In case you do not want to enter a password, press 【ⓧ】key.

Entering password has been completed, press【Save】button on the password entry window.

Caution

- When entering your password, for the security reason, it appears [*].

IP Address Setting

You have to set IP address first for the network print and control. The IP address can be automatically allocated by DHCP server or manually set by selecting the fixed IP.

Operating the Control Panel

1 Slide the lower part menu bar to the left and press【Settings】in the home screen.

2 Press【General Settings】.

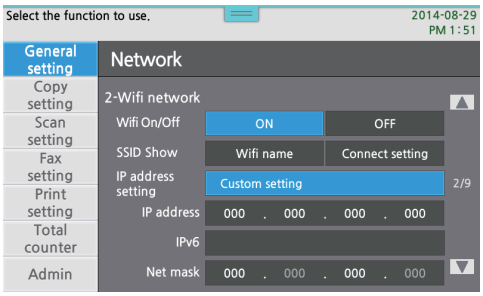
3 Press【Network Settings】.

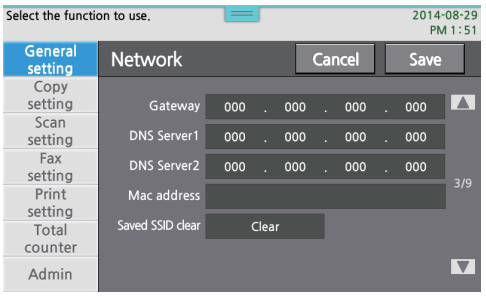
4 The first scree is [Wired Network Settings]. Press【▼】button at the right side of the screen to move to [Wireless Network Settings] menu page.

5 Press the menu at the right side of [IP Address Settings], you can select [Manual Settings] or [Auto Settings]

① IP Automatic Setting: Select [DHCP], and then press【Save】

② Manual Settings : Select [Manual Settings] and type in IP address, Subnet mask, gateway and DNS server 1, 2, and then press【Save】





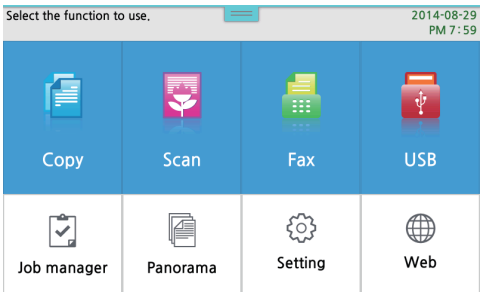
③ You can enter the addresses by using the number key pad at the right side of LCD screen. (Must enter all addresses to make the setting and all 12 digit addresses)

The network default settings of this product is set to [Auto Settings] which automatically assigns IP address. In order to change your current network setting to [Manual settings] use the allocated IP address from consulting with your network administrator. In case of setting random IP and conflicts with other IP for a different devices the network is not normaly connected.

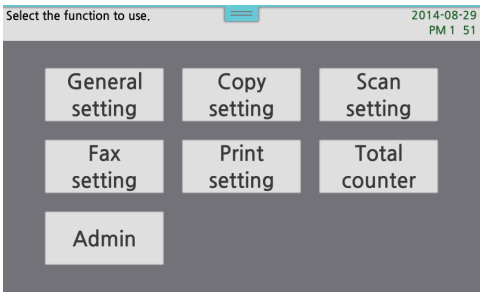
Wifi-Direct Access

Wireless Network Connection

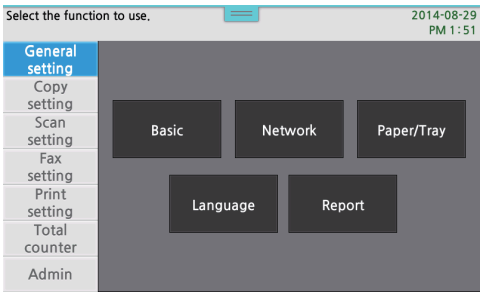
1 Slide the lower part menu bar to the left and press【Settings】.



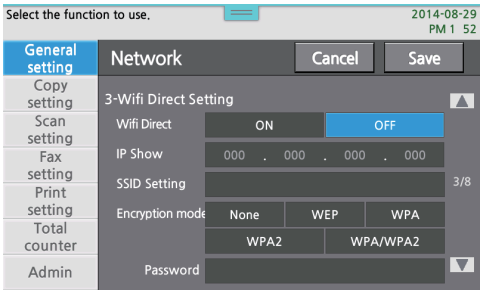
2 Press【General Settings】.



3 Press【Network Settings】.



4 Press【▼】button at the right side of the screen to move to【Wi-fi Network】window.

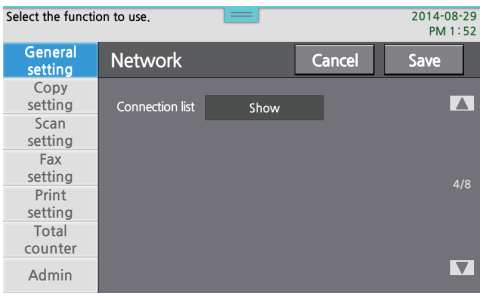


5 Select the setting for use of Wi-fi network, and then set [SSID Name], [Encryption Mode], [Password].

Note

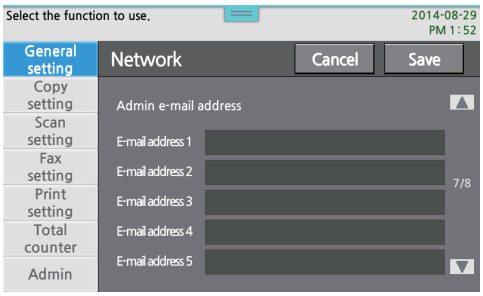
– When entering password for each mode in [Encryption Mode],there is a limit in the digit of the password.
WEP : 5 digits.
WPA : over 8 digits
WPA2 : over 8 digits.
WPA / WPA2: over 8 digits

6 To view the devices connected to this machine press into [Connection list] >【View】and the Mac addresses of the connected devices will appear.



Setting E-mail Transmission

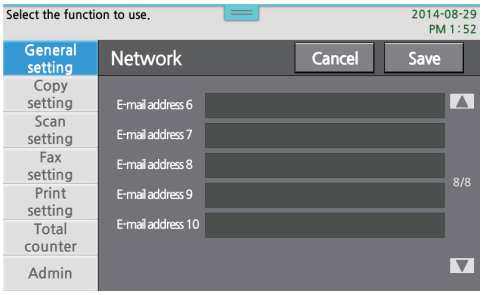
1 Press【▼】button at the right side of the screen to move to [E-mail Transfer] window.



2 To send e-mails enter e-mail server(SMTP server), login ID, password and port number to connect to the server

Status E-mail Alert

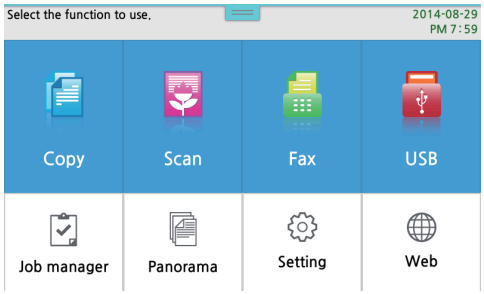
1 Press【▼】button at the right side of the Network Settings screen to move to [Status E-mail Alert] window.

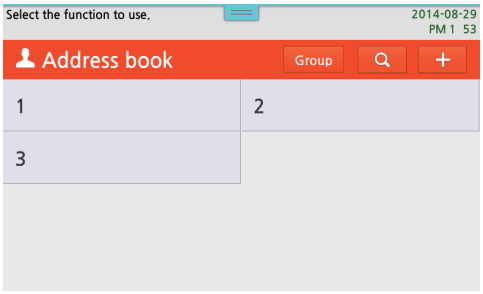


2 First of all, decide on the automatic notice to the adminstrator on the current machine status.

3 Select the current machine status in [Alert Option].

4 Enter the administrator`s e-mail address in [Admin E-mail Address] in the next page to automatically send the e-mail.
(Total 10 addresses can be registered)



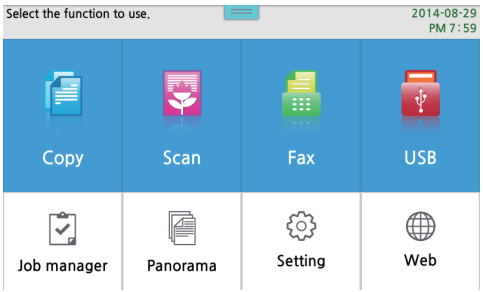


9. Address Book

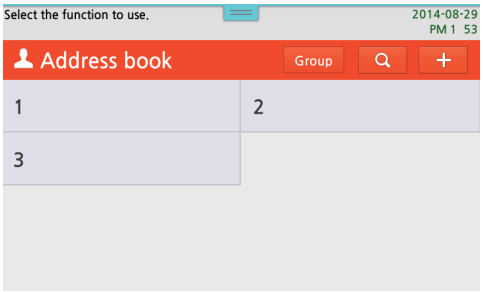
You can enter the user information frequently used and use it efficiently for scan or fax jobs.

How to Register

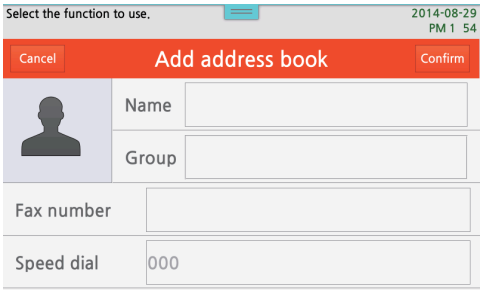
1 Press【Address Book】



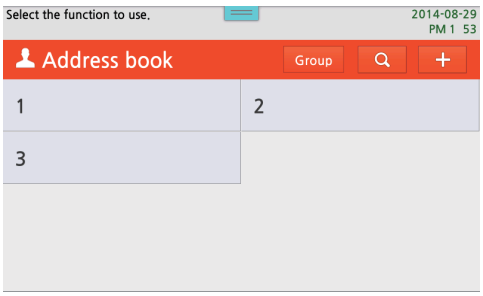
2 Press【+】button



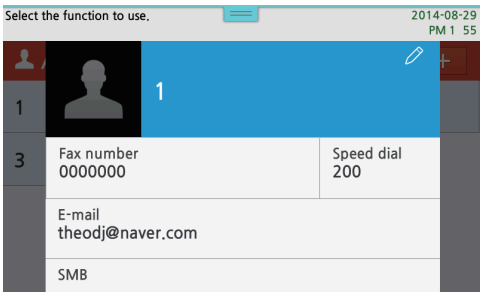
3 Enter information to each field and press【Confirm】



4 Check additional users from the list

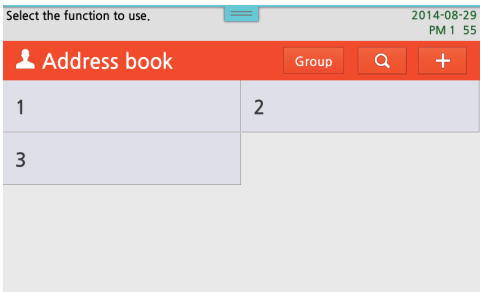


5 press any user in the list to pop up a window, and press the icon on the upper right which looks like a pen.

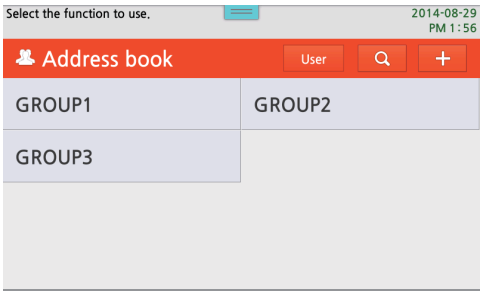


Group Registration

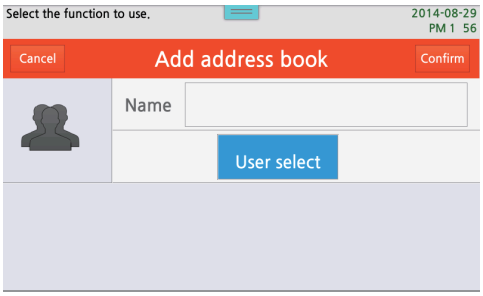
1 Press【Group】in【Address Book】.



2 Press【+】in [Address Book].

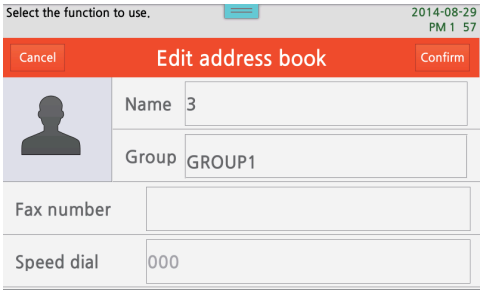


3 The procedures after this are same as the user registration

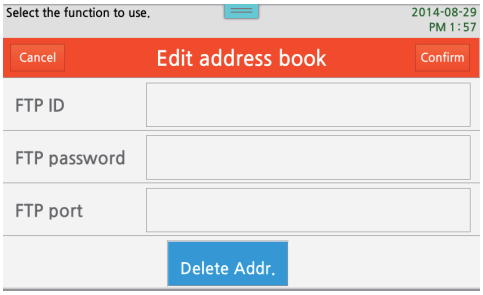


Remove Address Book

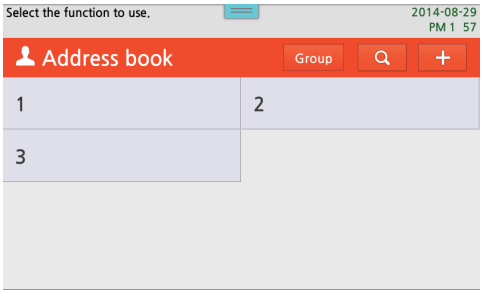
1 Go into the editable window of user or group`s Address Book



2 Press【Remove Address Book】at the lowest area.

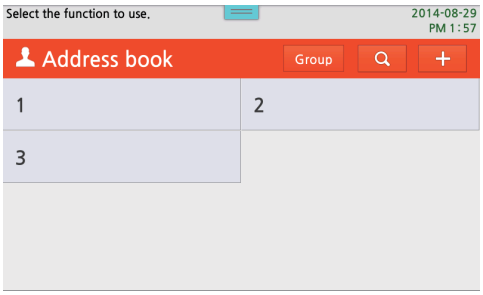


3 Check if the address is removed from the list.

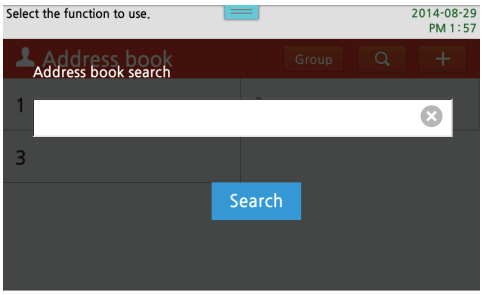


Search Address Book

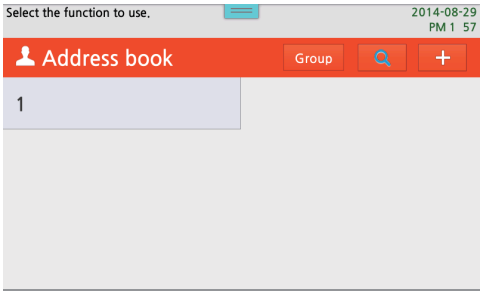
1 Press the search button on the upper right side which looks like a magnifier.



2 Enter a string to search and press Confirm button.



3 Check the result in the list.



Address Book Table

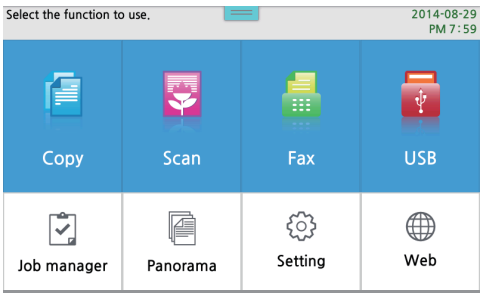
Address Book Settings			
	User		
		Name	
		Group	
		Fax No.	
		Speed Dial	
		Mail	
		Shared Folder	Server Name, Path, ID, Password, Port
		FTP	Server Name, Path, ID, Password, Port
	Group		
		Name	
		Select User	

10. A3 Panorama Setting

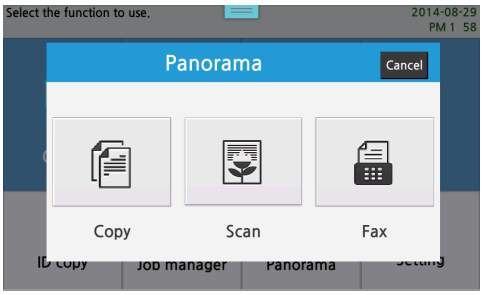
For the original with its size over the exposure glass you can split into smaller sizes and scan them to handle the images as you need.

Copying

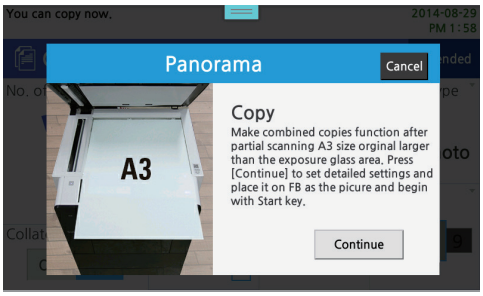
1 Slide the lower side menu bar to the left in the home screen and press【A3 Panaroma】



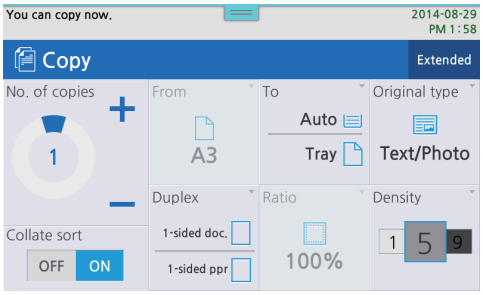
2 Press【Copy】



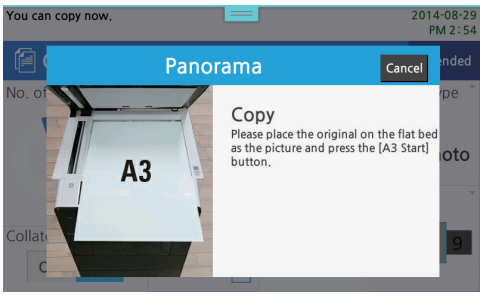
3 A popup window explains about A3 Panaroma copy. Press【Continue】.



4 After changing details of the copy settings, place A3 original on the flatbed and press【A3 Start】or 【◇】button.The original size is fixed to A3. In order to change the original size and make copies, you have to work in general mode by pressing【Copy]】button in the home screen.

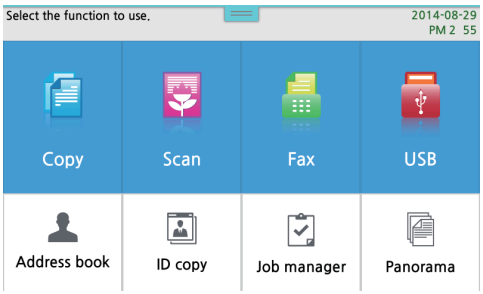


* In case the original is not placed on the flatbed, or no document on ADF, the scanner does not work and makes an error message.

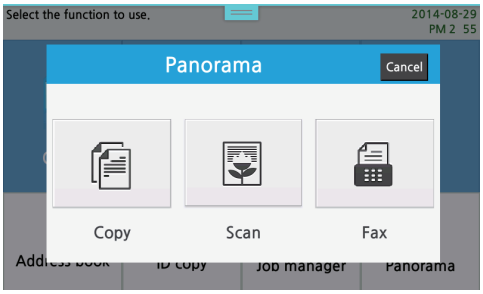


Scanning

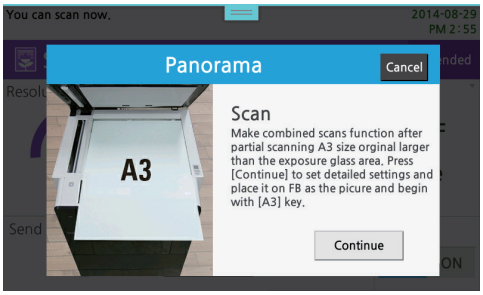
1 Slide the lower side menu bar to the left and press【A3 Pararoma】



2 Press【Scan】

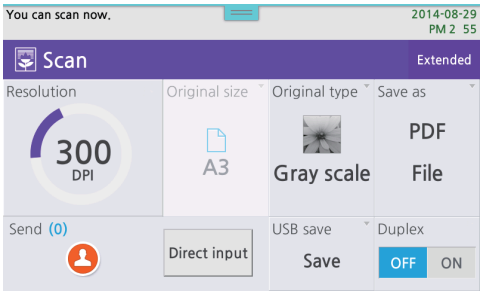


3 A popup window explains about A3 Panaroma copy. Press [Continue].

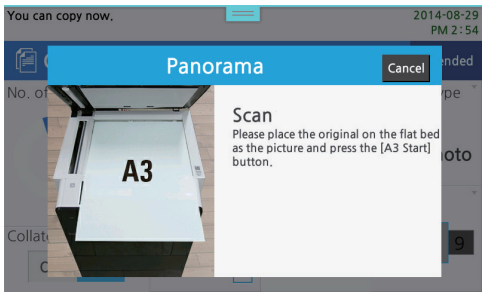


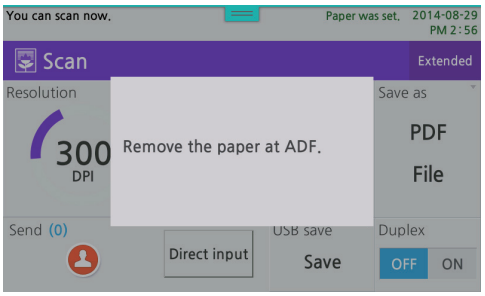
4 After changing details of the scan settings, place A3 original on the flatbed and press【A3 Start】or【Start】button.

(The original size is fixed to A3. In order to change the original size and make scans, you have to work in general mode by pressing【Scan】button in the home screen.)



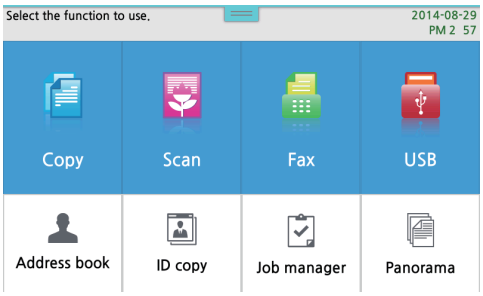
* In case the original is not placed on the flatbed, or no document on ADF, the scanner does not work and makes an error message. (A warning message appears when the USB memory is not connected.)



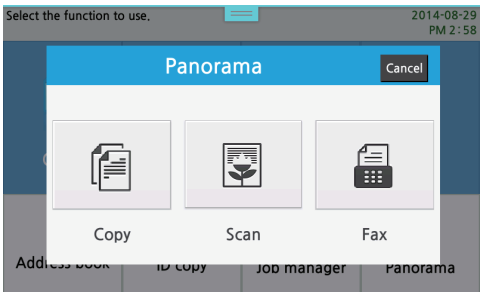


Faxing

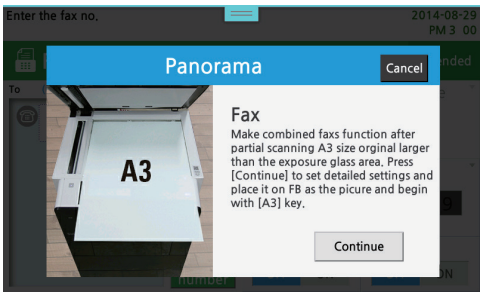
1 Slide the lower side menu bar to the left and press【A3 Pararoma】



2 Press【Fax】

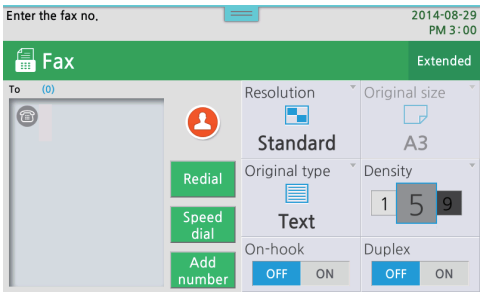


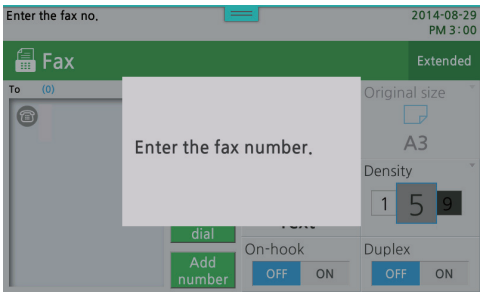
3 Press【Continue】.



4 After setting in details including receiver`s number, place A3 original on the flatbed and press【A3 Start】 or [【Start】 button.

(The original size is fixed to A3. In order to change the original size and make a fax, you have to work in general mode by pressing【Fax】button in the home screen.)



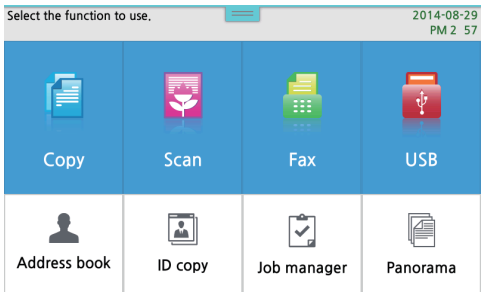


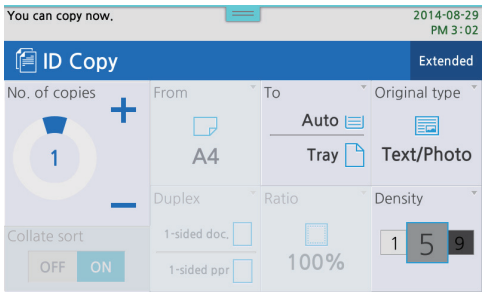
11. ID Copy

Both sides of the ID or business card can be copied onto the one side of the sheet.

Copying ID/Card

1 Press【ID Copy】button to go to the copy mode setting menu.

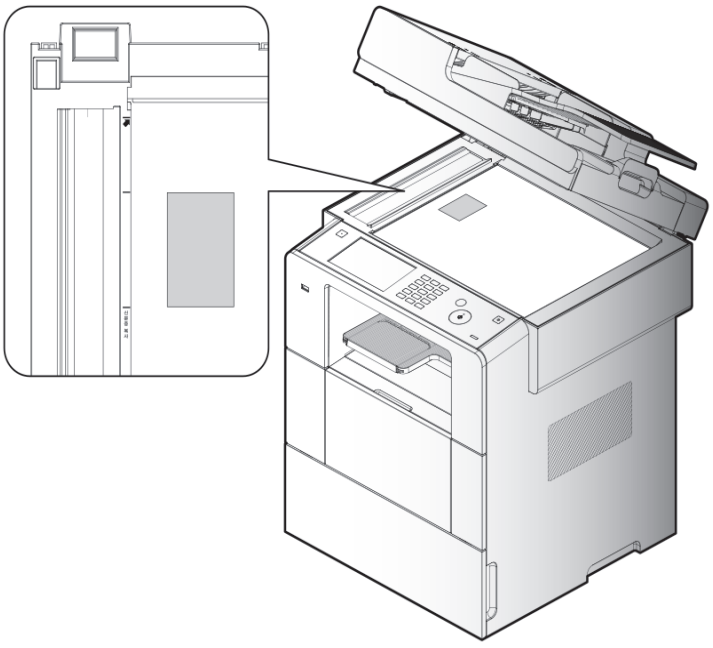




2 Place your ID faced down. Adjust the position to fit onto the fiducial point for "ID Copy" at the central left on Exposure glass.

3 Press【◇】button to scan the front side.

4 After completing the scan, flip the ID upside down, and then press【◇】button to print the scanned images.

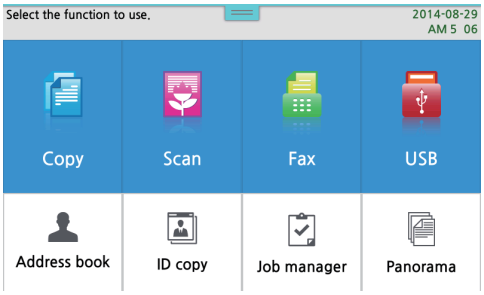


12. Job Manager

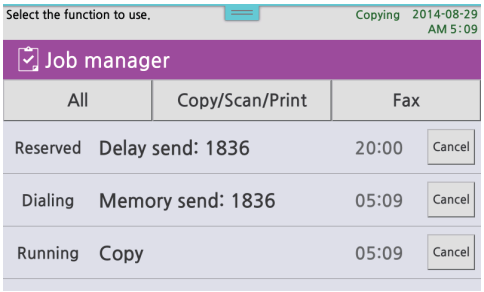
Job Manager shows the current job list and cancel the jobs.

Going into the mode

1 Press【Job Manager】

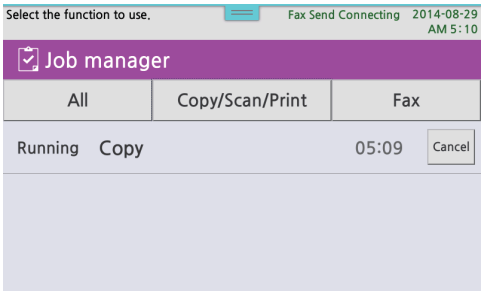


2 You can see all the jobs currently going on or standing by.

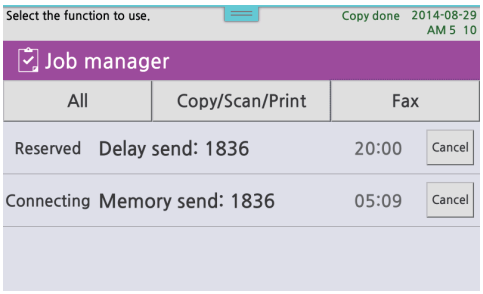


Press【Cancel】to cancel the jobs.

3 Pres【Copy/Scan/Print】button



4 Press【Fax】button

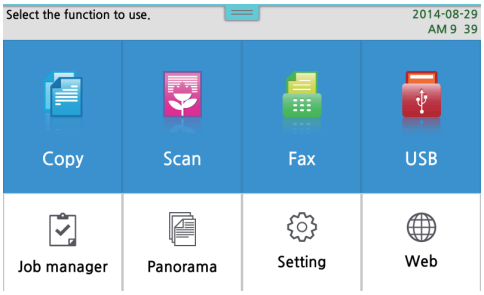


13. Brower

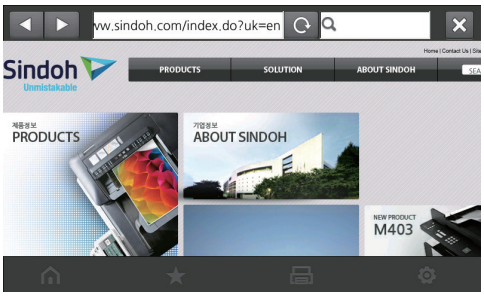
You can use the web brower installed on the machine. Using the web browser, you can access and search internet, and also use bookmark or web page print function.

Executing Web Browser.

Press【Web Browser】in the home screen.



Being executed, the browser shows preset home page.



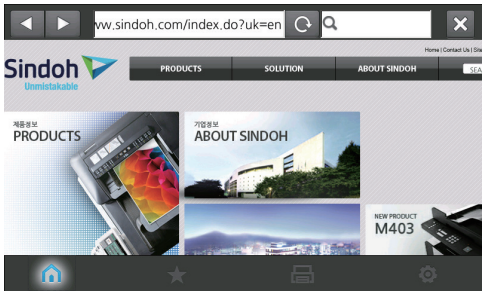
The web browser has two toolbars.

1. Upper Toolbar
2. Lower Toolbar

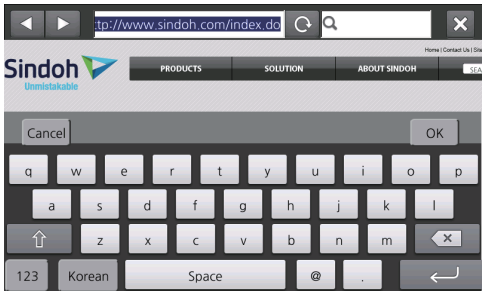
The upper toolbar has functions such as Back/Forward, URL Input, Refresh, Search and Close Browser.
The lower toolbar has functions such as Move to Homepage, Bookmark, Homepage Print and Settings.

Moving to Homepage

You can move to the designated homepage from Settings menu in the lower toolbar.
Press【⌂】button in the lower toolbar.



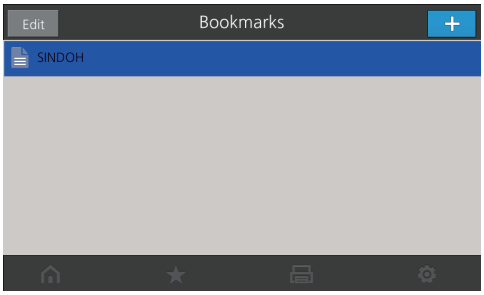
Using Back/Forward menu in this screen, you can move to the web page that you have already visited, and use URL Input, Refresh, Search functions. Press the input field or search filed, and type in what you want using a key board.



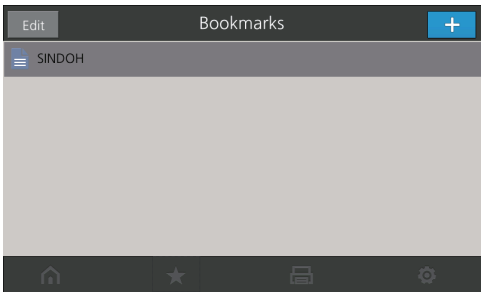
Using Bookmark

After saving the web pages frequently used, you can move to the web page without entering URLs.
Save/Edit/Delete functions in the bookmark can be used.
After moving to the web page that you want to bookmark, press the【★】button in teh lower toolbar.

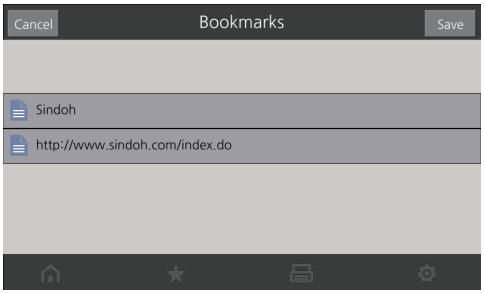
You can see a bookmark list already saved. A bookmark can be moved by pressing the list.



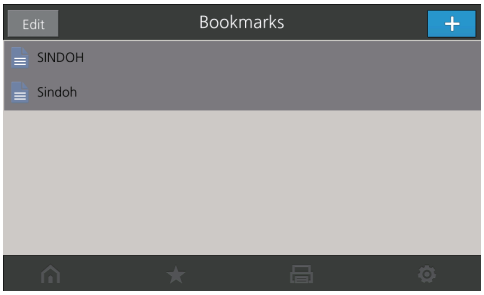
Press【+】button in the upper right side to save it.



The first column is bookmark and the 2nd column is URL. You can change the name of the bookmark by pressing the first column and change it by the key board. Press【Save】to save and【Cancel】to cancel.

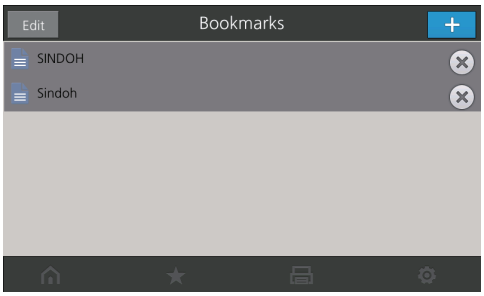


Newly added item can be seen once it is saved.



Press【Edit】button in the upper left side of the screen to delete an item.

Press【X】at the right side of the item to delete it.

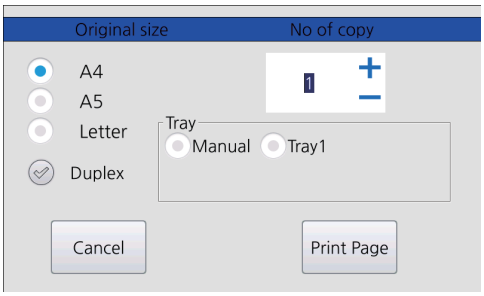


Press【Edit】in the upper left side of the screen to change the name of the item.
Select the item to indicate the name and URL of the item.
Press the first column using the key board to change the name.
Press【★】button in the lower toolbar to end the bookmark function.

Using Web Page Print

You can print the web page as seen for now.
Move to the web page to print and press【🖶】button in the lower toolbar.

After selecting the Settings menu in the Print Settings, press【Print】to start to print.
Press [Cancel] if you do not want to.



While using Google Map Service, you can print a map using the same Print Settings window by pressing【Printing】on the web.

Setting Web Browser

You can make settings for using web browser.

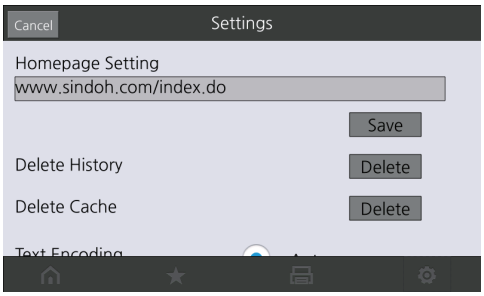
5 functions such as home page settings, delete records, delete cache, text encoding and reset.

Press【⚙】button in the lower toolbar.

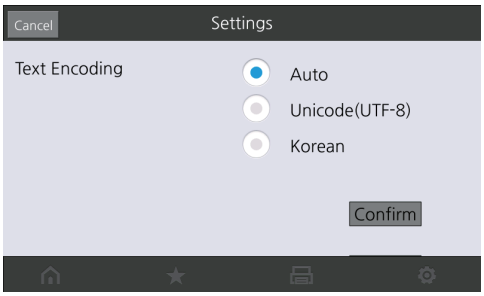
You can set the homepage using the homepage setting menu.

Using the Delete Records menu, delete the connected web page after booting the machine. After this operation the back/forward menu can not be used right away.

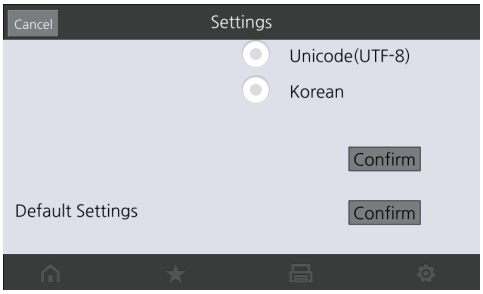
Using Delete Cache menu, the images from the visited pages saved in the machine can be removed.



Using Text Encoding menu, you can change the method of encodning.



Initialize the settings by using the Default Settings menu.



Closing Web Browser

Press【⊠】button in the upper right side or【⌂】button on the upper left side to close the web browser after in use.

14. Administrator Setting

This is a menu for the administrator`s authorized password change, printing address book and backup/restore accessed only with an password that has adminstrator`s authority.

Administrator Menu Table

- Administrator
  - Administrator authorization
    - Password
  - Password Change
    - Password
    - Confirm
  - Address Book
    - Print Address Book
      - Print
    - Backup/Restore
      - Backup
      - Restore

Menu	Menu	Purpose	Value
Administrator Authorization	Password	Only accessed by the administrator with administrator uthorization	Security Authorization Button
Password change	Password	The password can be changed	Confirm Password
Address Book	Print Address Book	The Address Book can be printed	Print
	Backup/Restore	Address Book can be backed up to USB or restored	Backup Restore

Note

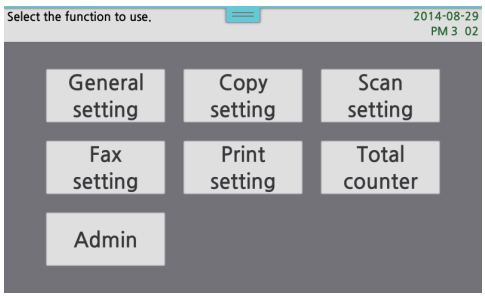
- USB must be connected to the machine when Address book is backed up or restored.
- Administrator`s initial password is "admin"

Access to Administrator Mode

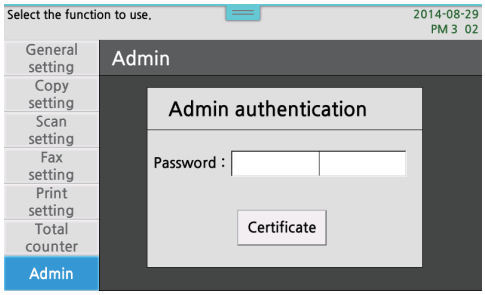
You can access to the Administrator mode by entering the Administrator authorized password.

Using control Panel

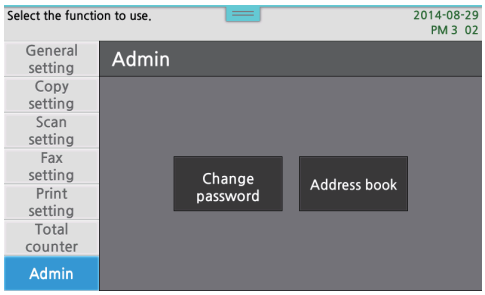
1 Press【Administrator】in the [Settings] screen.



2 When the security password input field appears, press【Authorization】button after entering the password.



3 Access to the administrator menu.

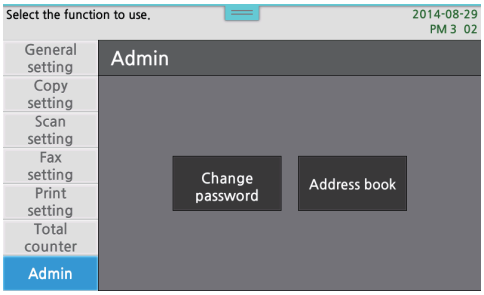


Change Password

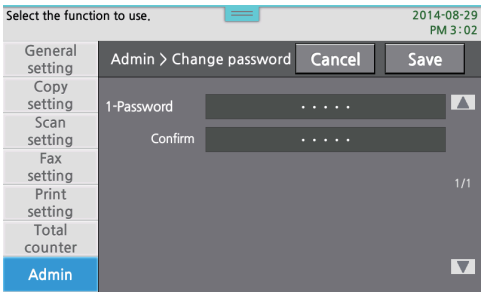
Change the password to access the administrator mode.

Using Control Panel

1 Press【Password Change】after accessing to the Administrator menu.



2 In this password change menu, you can change the Administrator password which should be entered when accessing to the administrator mode.

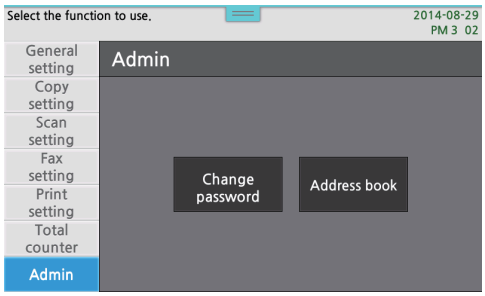


Address Book

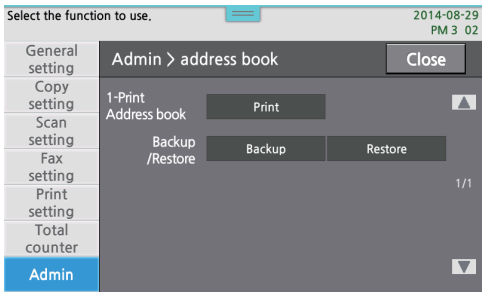
You can print address book and back up or restore it to USB.

Using Control Panel

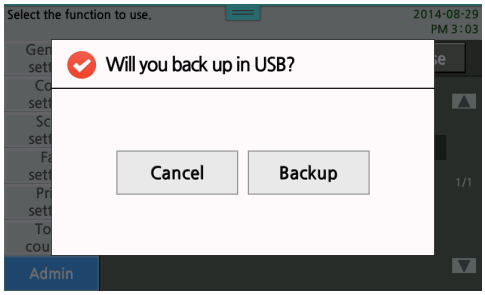
1 Press【Address Book】after accessing to the Administrator menu



2 Press【Print】to print Address Book. The window, then, returns to the home screen.



3 Press【Backup】after connecting USB to the machine. A popup window appears and ask whether to back up.



4 Press【Backup】to back up the address book in USB. The file name is address.bak.

5 After connecting USB which includes address.bak, press【Restore】to restore the address book.

M612 Series
User Manual

Maintenance and Troubleshooting

5

1. Maintenance of Consumables

Status of Consumables

The LCD shows when consumables need to be replaced.
In [Reports], print the [System Report] to check the status of consumables.
After pressing the Settings at the menu bar, press General Settings, Report and System Report in the order named to print out.

Check out “Toner remain life in percent”.

However, as the remaining life is decided assuming consumables are applied to 5% of whole page, if the device is used in abnormal conditions or inappropriate density is used, the remaining life may not be correct

2. MFP Maintenance

Remove the cartridge and clean up the MFP to keep it in its optimal conditions.
For more information, see 「Cartridge Replacement」(P. 5-6) and 「Cleaning」(P. 5-14).
If the MFP is used by several users, designate one responsible for device maintenance

Saving Consumables

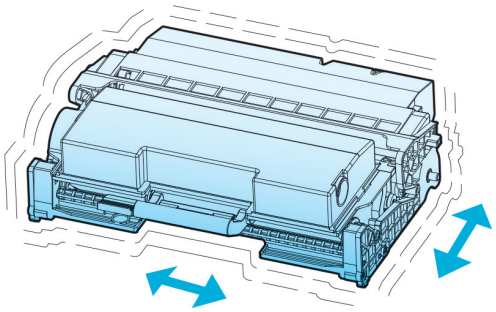
Save Consumables to reduce printing costs.
Use settings to save toners and paper.
Go to [Print Settings] -> [Darkness] to decide toner darkness.
The available value is 1 (lightest) to 9 (darkest).
For more information, see 「Print Settings」(P. 4-13). Toner darkness can be controlled in the printer driver, too.

Ordering Consumables

Contact your dealer to order consumables.

Cartridge Ordering

If “Toner Low” is displayed, order a new cartridge. If the output is not clear while “Toner Low” is displayed, shake the cartridge. This will make the output a little clearer. However, the cartridge should be replaced as soon as possible.



Available cartridge capacities are 2,500 sheets, 5,000 sheets and 8,000 pages. They are based on the average use (5% printing).

⚠ Caution

– If you keep using the device after “Toner Low” is displayed without replacing the cartridge, “Toner cartridge Change” is displayed and the device stops. Replace the old cartridge.

Cartridge Storaging

Keep the cartridge in the packed condition.
Do not store the cartridge in below conditions:

- 40℃ (104°F) or higher
- Rapid temperature or humidity change
- Salty air
- Long time in the car
- Dirty place
- Direct sunray
- Corrosive gas

3. Consumables Change

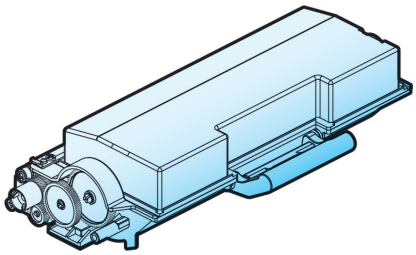
Replace Consumables when the LCD shows the change message.
When a message for a replacement appears, replace the consumable specified in the message.

Toner Cartridge

When the LCD shows “Toner Cartridge Change”, replace the toner cartridge.

Reference

– For more information, see 「Toner Cartridge Replacement」(P. 5-6).

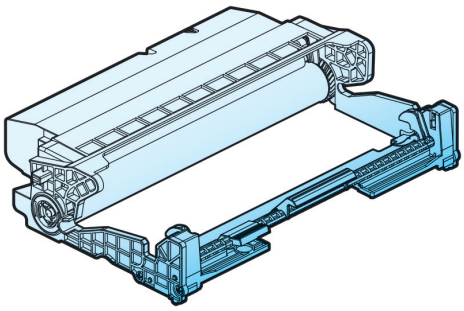


Drum Cartridge

When the LCD shows “Drum Cartridge Change”, printing will not be possible any more. So change the drum cartridge as soon as possible

Reference

– For more information, see 「Drum Cartridge Replacement」(P. 5-9).



Toner Cartridge Replacement

When the toner runs low, “Toner Low” is displayed on the LCD.
You may use the device a little longer. But replace the toner cartridge as soon as possible.
If the device cannot print any more because the toner is completely used, the LCD displays “Toner Cartridge Change.” Replace the toner cartridge with a new one.

Important

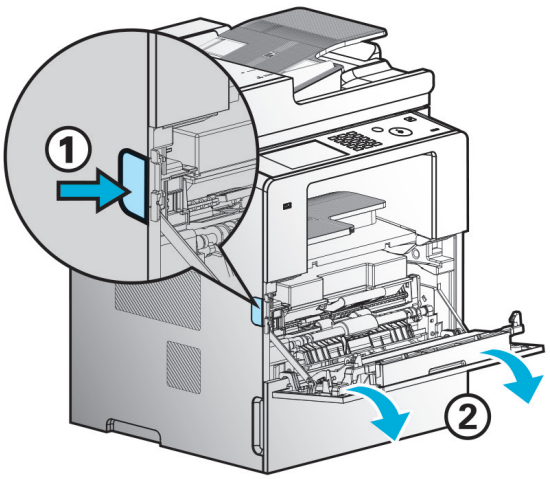
- Shake the toner cartridge five to ten times before installing it.
  Shake it after attaching it to the drum cartridge.
- Dispose the used toner cartridge according to regulations.

Caution

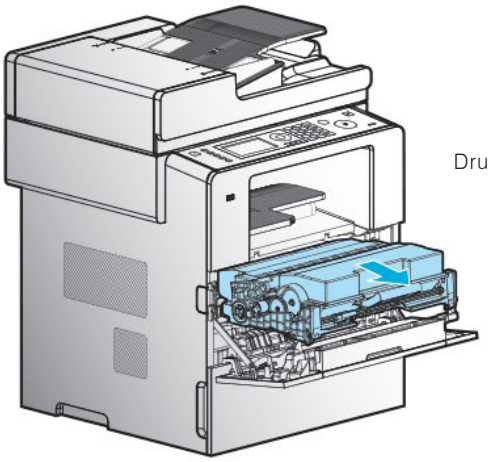
- Do not burn the toner cartridge.
  You may have burns due to distributed toners.
- Be careful not to have your hand, cloth or device contact the toner. If your hand is stained with toners, wash them away with clean water or soft cleaner.
- If the toner enters your eye, clean your eye and then consult your doctor.

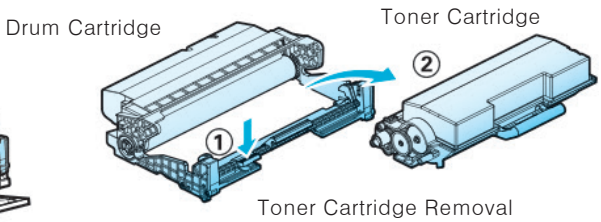
Replacement

1 Switch off the MFP, and then press the unlock button (①) on its left side to open the front cover (②).

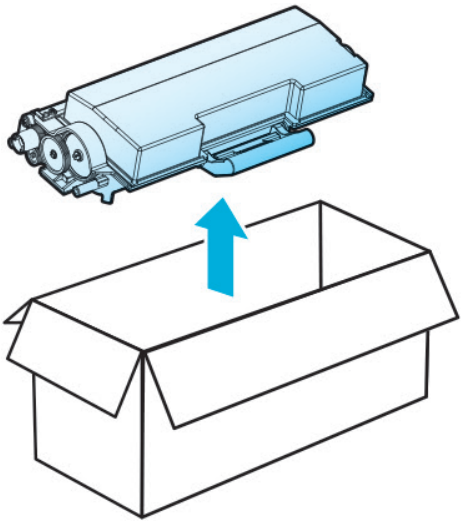


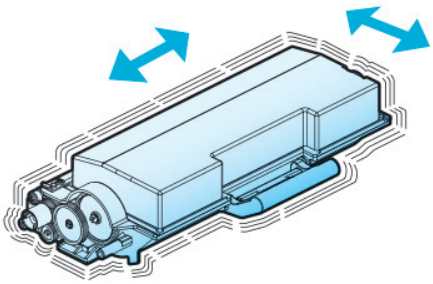
2 Pull out the cartridge from the device, and then press the toner cartridge removal button (①) to remove the old cartridge (②). Dispose the old cartridge according to regulations.





3 Pull out the new toner cartridge from the box.
Shake the new toner cartridge to distribute toners evenly within the cartridge.

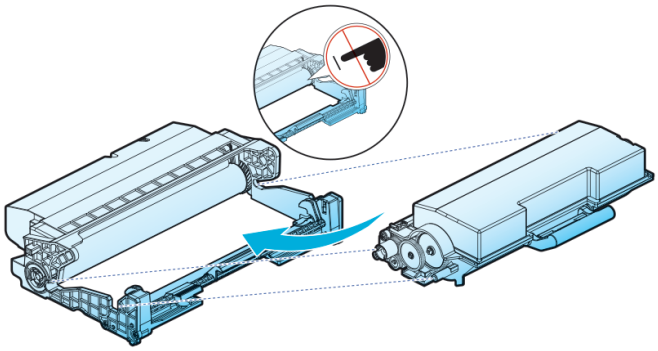




⚠ Warning **Damage Risk**

- Do not expose the drum cartridge to the direct sunray for a long time.
  Long time exposure to direct sunray may damage photoconductor's coating film to cause print quality problems.

4 Hold the handles of the toner cartridge, align the white tabs of the toner cartridge to the track (arrow sticker) of the drum cartridge, and then push the toner cartridge into the drum cartridge.
The toner cartridge is properly installed into the drum cartridge when you hear a click.

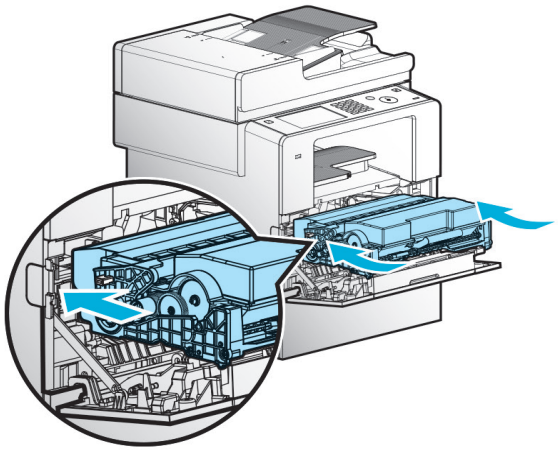


5 Follow below steps.

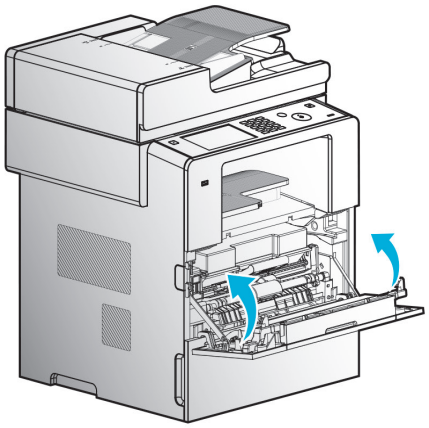
A. Hold the handle with your palm facing upward.

B. Align the front hooks (arrow sticker) of the cartridge to the guides (arrow sticker) of the device.

C. Push the cartridge into the device until you hear a click.



6 Close the front cover.



⚠ Caution

– Check if the MPT is closed when closing the front cover. If the front cover is closed with the MPT open, it may cause malfunction.

Drum Cartridge Replacement

MFP displays “Drum Cartridge Change” on the LCD to give a notice before the drum cartridge reaches its life. You can print the menu setting system reporte to check the status of the drum cartridge. (If you change the drum cartridge before resetting the drum cartridge counter, the menu page may not present the status of the drum cartridge correctly.)

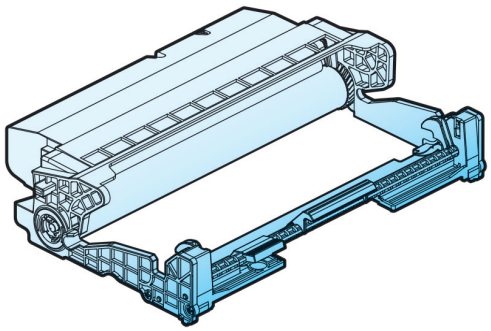
When “Drum Cartridge Change” appears on the LCD first time, you have to replace the drum cartridge immediately. After the drum cartridge reaches its life, the device can operate for some time but print quality drops significantly.

If you keep using the drum cartrdige, although “Drum Cartridge Change” is notified, the LED lamp blinks in a certain time indicating that it is the time to replace the cartridge.

If replacement of the cartridge is not made even in this condition, you will be inconvenient from a certain point of time(you have to press any button on the LCD window to go on printing.

This is not a machine failure) with LED lamp blinking in red color. If you go further without changing the cartridge, the machine will stop for the self protection displaying “Excessive Drum Counter”.

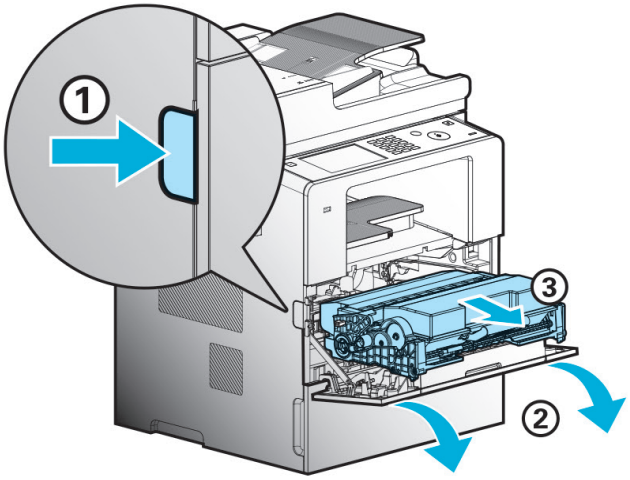
Replace the drum cartridge immediately.



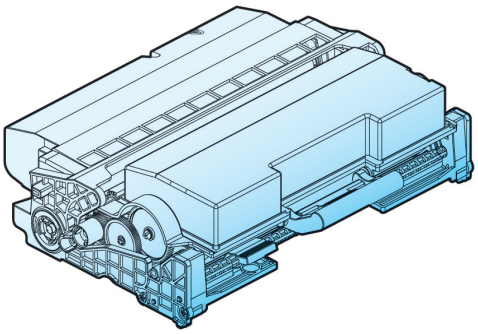
1 Switch off the device.

2 Press the unlock button (①) on the left side of the device to open the front cover (②).

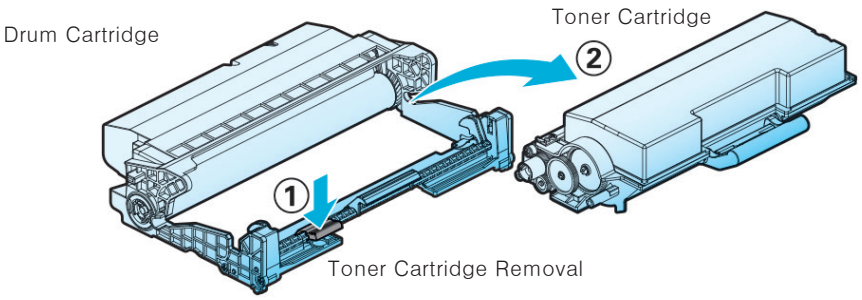
3 Hold the handle (③) to pull out the cartridge.
(Be sure to have your palm facing upward.)



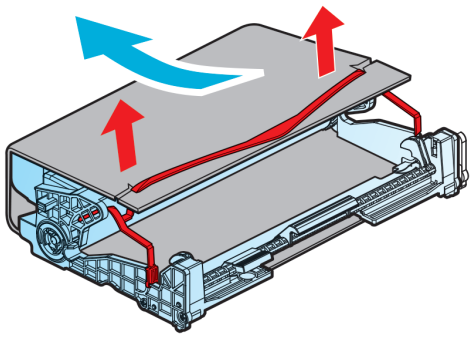
4 Place the cartridge on the level and clean surface.



5 Press the toner cartridge removal button (①), and then hold the handle of the toner cartridge (②) to pull out the toner cartridge



6 Pull out the new drum cartridge from its box, and then remove the protection cover.

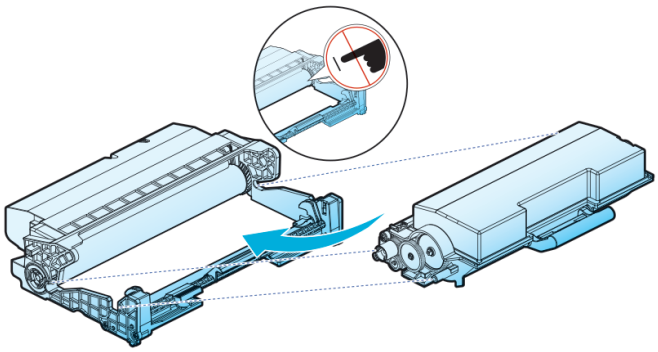


7 Hold the handles of the toner cartridge, align the white tabs of the toner cartridge to the track (arrow sticker) of the drum cartridge, and then push the toner cartridge into the drum cartridge.

The toner cartridge is properly installed into the drum cartridge when you hear a click.

Unpack the new drum cartridge.

Do not touch the drum. Do not touch the photoconductor under the drum cartridge.

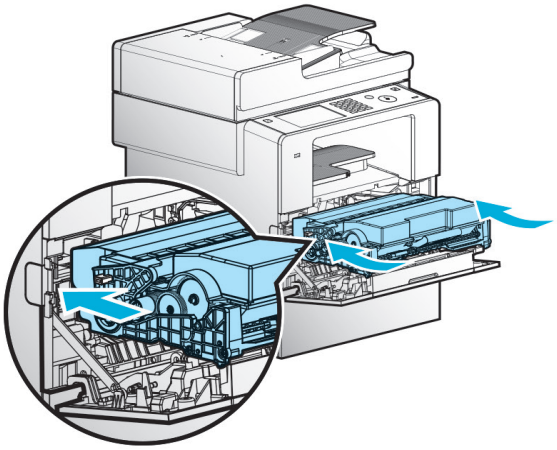


8 Follow below steps.

A. Hold the handle with your palm facing upward.

B. Align the front hooks (arrow sticker) of the cartridge to the guides (arrow sticker) of the device.

C. Push the cartridge into the device until you hear a click.

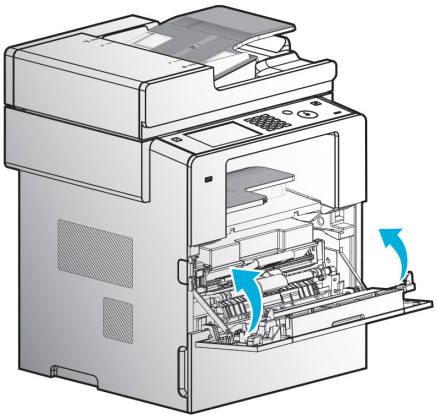


9 Reset the drum cartridge counter.
For more information, see the guide accompanying the new drum cartridge

⚠ Warning

- If you reset the drum cartridge counter without replacing the drum cartridge, the printer may be dam aged and contaminated, which is not covered by the warranty.

10 Close the front cover.

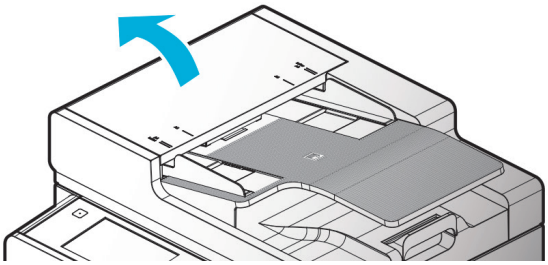


⚠ Caution

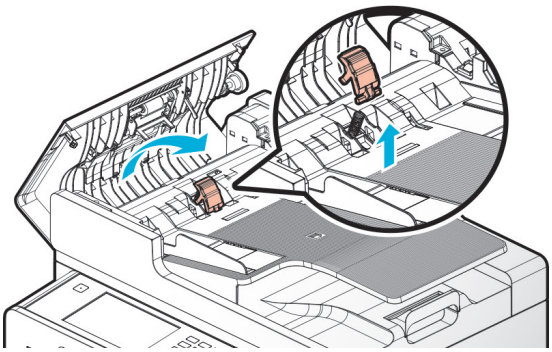
- Check if the MPT is closed when closing the front cover.
  If the front cover is closed with the MPT open, it may cause malfunction

ADF Pad Replacement

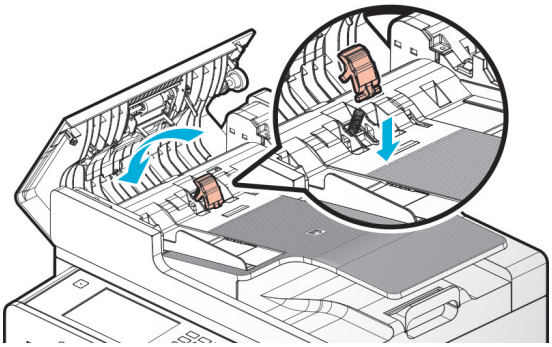
1 Open the ADF cover.



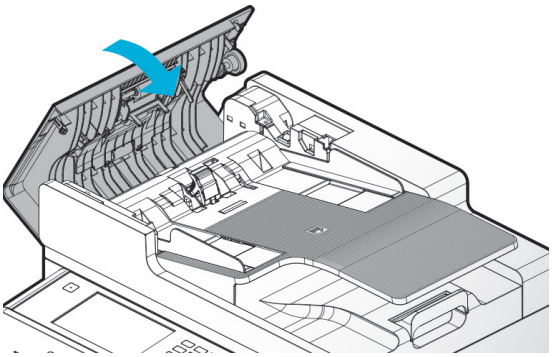
2 Remove the paper separation pad as shown in the picture below.



3 Install a new paper separation pad in the reverse order of removal.



4 Close the ADF cover.



4. Cleaning

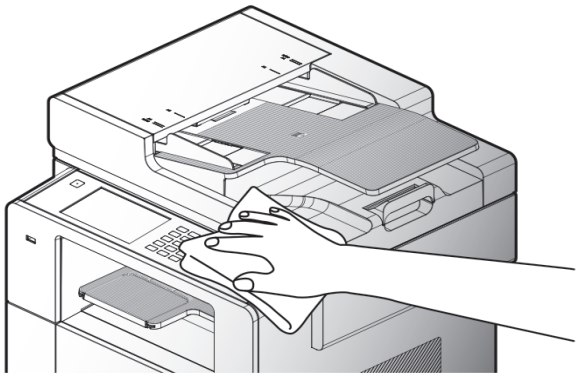
You can clean the device.
Cleaning, maintenance and recycling not described here are allowed only for qualified people.

Important

- Do not use benzene, thinner or other cleaning chemicals as they damage plastic parts and paint.
- Do not use paper towels. They may be attached to the inside of the device to cause static electricity. Use soft clothes to protect the device surface.

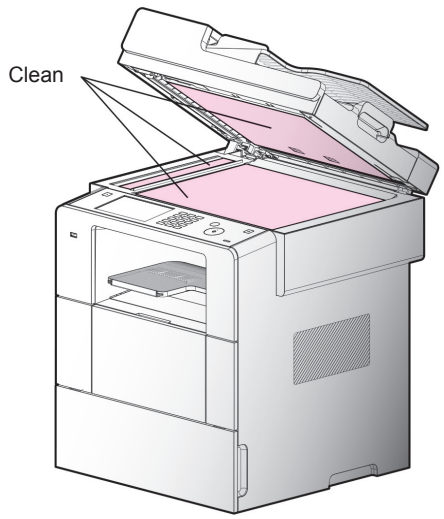
Outer Surface Cleaning

Dip the soft cloth into water or soft cleaner, wring it out completely, and then clean the outer surface.



Scanner Area Cleaning

If the scanner area is dirty, unwanted spots or lines are printed. Clean the scanner area regularly.



ADF, Flatbed, Flatbed Cover, and Pad Cleaning

Dip the soft cloth into water or soft cleaner, wring it out completely, and then clean the surface. And the clean the surface with the clean dry cloth. If the device is dirty, apply a little amount of alcohol to the cloth, clean the device, and then clean the device with the clean and dry cloth

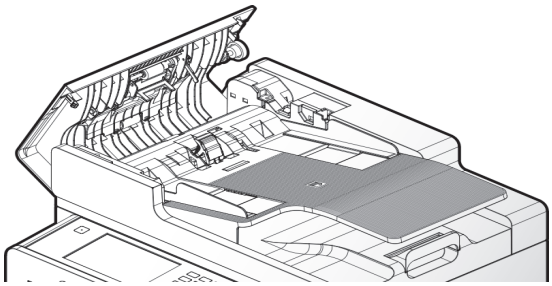
ADF Cleaning

If the ADF is dirty, black lines can be printed on paper. If something is on the roller, jammed paper could occur. Clean the roller and pad regularly.

Dip the soft cloth into water, wring it out completely, and then clean the surface.

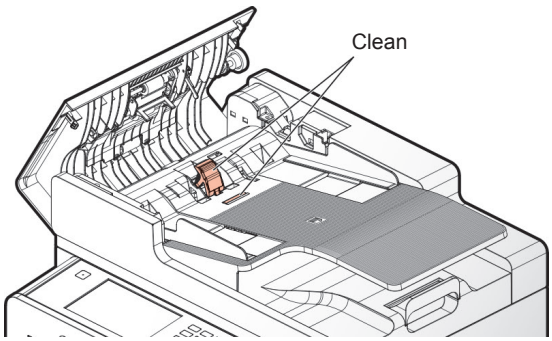
Then, clean the surface with the clean dry cloth.

Spin the roller, and clean it downward.



ADF Pad Cleaning

1 Dip the soft cloth into water, wring it out completely, and then clean the surface.
And the clean the surface with the clean dry cloth.



Printer Area Cleaning

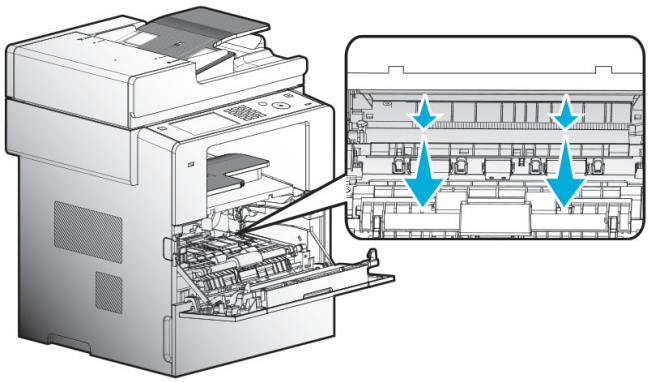
For following cases, clean the roller in the printer area.

Frequent paper jam: Low print quality (Clean the scanner too.)

Dip the soft cloth into water, wring it out completely, and then clean the surface.

And the clean the surface with the clean dry cloth.

Spin the roller, and clean it downward.



⚠ Caution

- The fusing unit and its surrounding areas are very hot while the device is operating. Do not touch the fusing unit and its surrounding areas. It may cause burns.

Important

- Do not expose the drum cartridge to the sunray more than five minutes.
- Do not touch the drum. It may cause print errors.

5. Understanding of MFP Messages

The LCD of the control panel is designed to display the current status and problems. This section describes messages and how to respond them.

Messages	Meanings	Actions
Invalid Cartridge	No or unsupported cartridge	Reinstall the cartridge. If this message appears again, replace the cartridge..
Cover Open	The front cover is open.	Close the cover.
[Copy, Scan, Fax] Cancel Job	This message appears when pressing【⊘】or cancel the job in Job Manager window while copying, scanning or faxing.	
Toner Low	The toner is low	Shake the cartridge to use the remaining toner. Replace the cartridge. Reference – If you don't replace the cartridge, quality problems can occur. Also, the machine will stop after printing a few more sheets.
Replace Toner Cartridge	The toner cartridge reaches its life and should be replaced..	Replace the cartridge with a new one..
Tray Empty	No paper in the designated tray	Load paper in the designated tray.
No Paper: All Trays	No paper in tray (1-3. Tray, Manual Tray)	Load paper on Tray
Paper Jam Paper not fed from [Tray]	Paper not supplied from Tray(1-3, Tray, Manual Tray)	Check the paper is in the tray and set well.
Paper Jam Paper stops before output tray	Paper jammed inside the machine	Open the front cover and pull out the cartridge, and then remove the jammed paper in the paper path.

Messages	Meanings	Actions
Paper Jam The paper is jammed at the entrance sensor. Remove the paper.	Paper is jammed in MFP	Open the front cover, pull out the cartridge and remove the paper stuck in the paper path.
Paper Jams The paper jammed at the paper exit sensor. Remove the paper.	Paper is jammed at paper exit of MPT	Open the rear side cover and remove the paper stuck in in the paper path of the paper exit.
Paper jams The paper is jammed in Duplex system. Remove the paper.	Paper jammed inside the machine	Open the duplex cover and remove the paper stuck in the paper path of Duplex.
Paper Mismatch	This is a message for the user to make sure of the paper size to print on is same as the tray set in the printer.	After loading the paper with a proper size in the tray and press Continue. When the paper size and the preset tray are not in match, refer to [Paper Settings], P.4-4 in order not to show the message.
Need Drum Change	It is time to replace the drum cartridge.	Replace the cartridge with a new one, and then reset the drum cartridge counter to have the message disappeared. Reference – If you don't replace the cartridge, quality problems may occur
Replace Drum CTG Print Start?	.It is time to replace the drum cartridge. Every print job will be confirmed by the user before started.	Replace the cartridge with a new one and then reset the drum cartridge counter to have the message disappeared Reference – If you don't replace the cartridge, quality problems may occur.
Lack of Memory	The file size of the original exceeds the limit of the MFP`s memory capacity..	Split the original into smaller ones and then try to print.
Paper Jam Scanner	Paper is not fed from ADF	Align the paper and try it again

Messages	Meanings	Actions
Lack of Memory	The memory size in the machine, while faxing, scanning or copying, is not enough to go on the jobs any more..	If it is the case of scanning to PC, close the current application program and tray it again. If it is the case of faxing/copying, reduce the paper loaded in ADF and try again
USB Cable Disconnected	While scanning to PC, USB cable is disconnected.	Make sure USB cable is connected. If the connection is seen by eyes, pull out the both ends of the cable and plug them again
No USB Memory	Cannot access to USB drive when scanning to USB memory or Print from USB memory function	Make sure the USB drive is properly mounted. Also you need to wait for 5 seconds until the USB drive is recognized in normal. Please use it in 5 sec. Some USB drive may not be recognized. If possible, use different USB drive and try it again.
File Writing Failure	When scanning to USB memory, e-mail or FTP, writing or transferring the scanned file is failed.	Scan to USB: After pulling and plugging the USB drive and tray it again. In case the USB drive has insufficient memory space, the message appears. Reserve the enough space in the USB drive and try it again. Scan to e-mail: Make sure the network connection is OK or e-mail server settings is OK. Scan to FTP: Make sure the network setting is OK, or the login ID and the password are correctly entered.
File Not Supported	Trying to print a file which is not supported by the function `Print from USB Driver`	* Check on your PC if the files are not damaged. *Some files are not supported upon their image file compression format. To print the files not supported, try it in your PC.
No Phone Line	Phone line not connected to MFP	Connect a phone line to the machine and try with FAX Tx/Rx again.

Messages	Meanings	Actions
FAX Memory Lack	Fax memory insufficient for Tx/Rx	Delete the FAX pending jobs which is stored in the memory.
Searching WIFI	Searching for accessible wireless AP	Wait until any accessible wireless AP is available.
Connection Failed	Failed to connect to your selected wireless AP.	Check with your wireless AP. In case you have entered a password, check if you typed in correct password.
(PINETREE-S) Firmware Update	Programming with a new codes. (( ) is the model name).	⚠ Warning - Do not unplug while programming a system code.
ERROR (Number)	An error occurred inside of the machine. Check the MFP and options are well installed. Consult with a customer service center or the local sales office.	⚠ Warning - Error codes appear when your system needs checking. Must contact your customer service center or MFP administrator

6. Paper Jam Removal

When jammed paper occurs, its location is displayed on the LCD.
Follow below instructions to remove the jammed paper.
After removing the jammed paper, press the 【◈】 button to restart a copy jab. “Jam” disappears from the LCD. If the jammed paper cannot be removed, contact one of our dealers

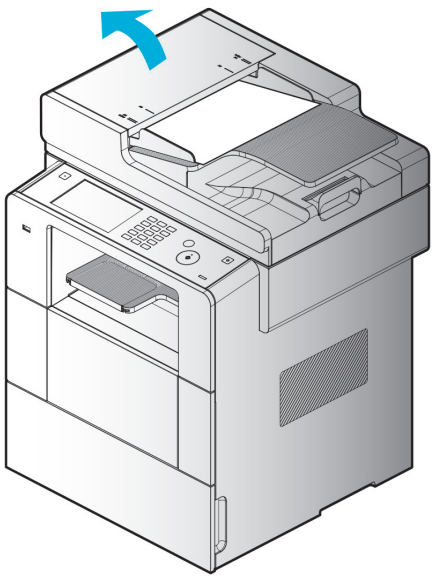
Document Jam

When a document is jammed on ADF, a message `20X Scan Original Jam` appears.
Remove the jammed document carefully as the following steps.

Important

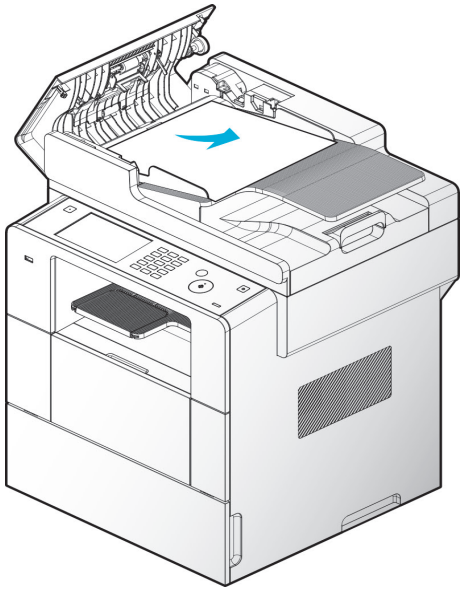
- Do not force to pull out the jammed document even though it is not released easily. If you try and take it out in force, it can be torn off.

1 Pull and open ADF original cover.

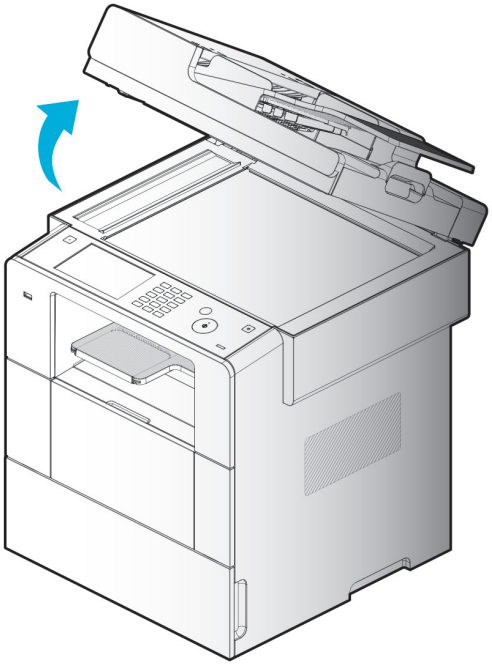


2 Remove jammed paper.

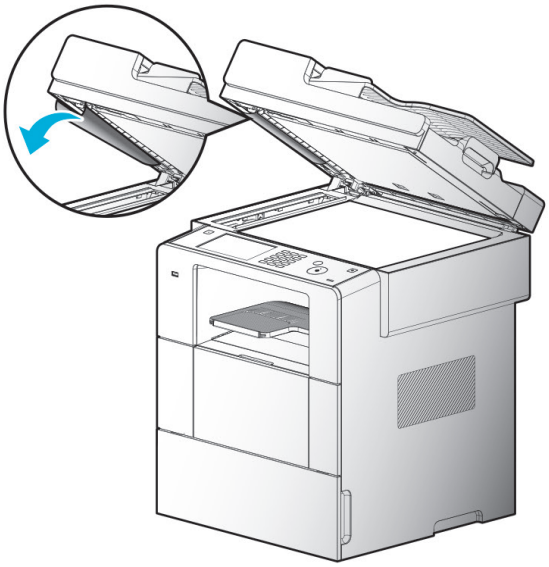
If you cannot remove the jammed paper, go to **3**



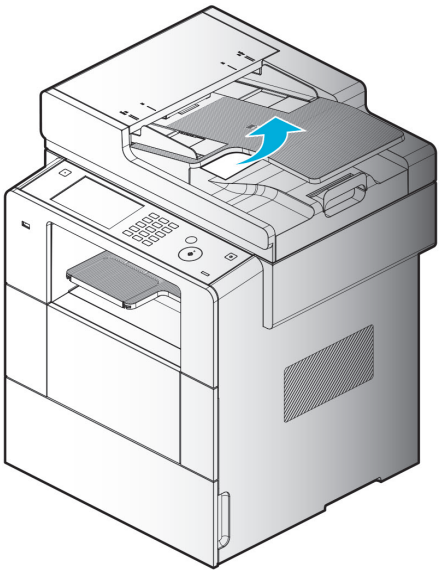
3 Open the ADF



4 Open the lower cover and remove the jammed paper slowly.

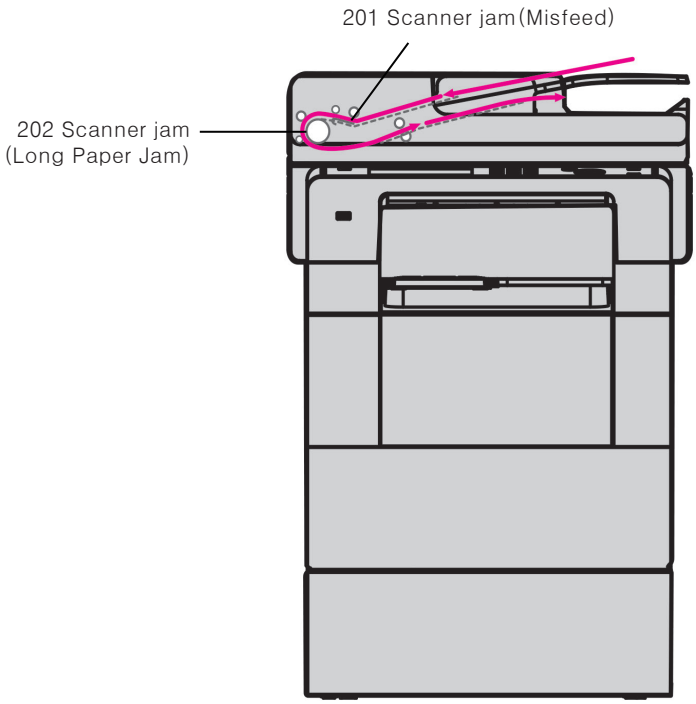


5 In case the document is visible at bottom side of the input tray of ADF, pull the paper in the direction of the arrow



Paper Jam Location Indicated by the Error Code

The figure below shows the paper path within the ADF.



7. Paper Jam Removal

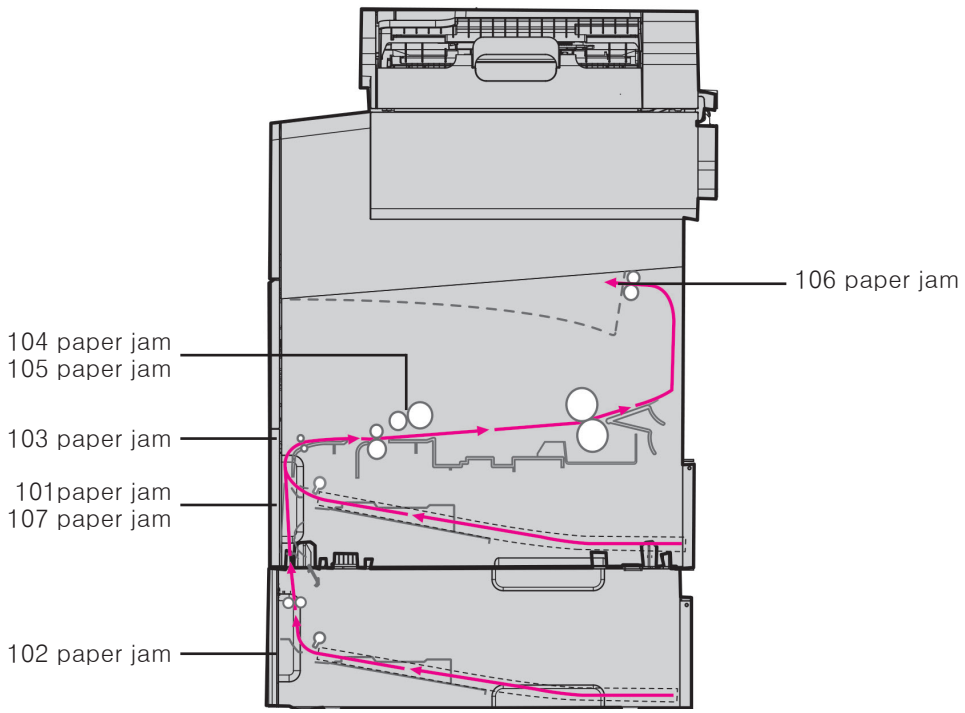
You choose quality paper and load it correctly, most of the paper jams can be prevented.
If paper jam occurs often, see 「Print Paper Loading」(P. 1-17) and 「Paper Settings」(P. 4-4)

⚠ Caution

- Remove all paper jams on the paper path. Press the【◈】button and then printing continues. Even when jammed paper is removed and the【◈】button is pressed, if the “10X Paper Jam” lamp is on, check the inside of the device.

Paper Jam Location Indicated by the Error Code

The figure below shows the paper path within the device.
The path may vary according to the tray or MPT, or feeder.



104/105 Paper Jam (Under the Cartridge)

⚠ Warning

- When the cartridge is removed, the inside of the device is hot.
  Do not touch the inside of the device when removing jammed paper.

⚠ Caution

- The back of paper may not be visible.

Follow below steps if paper jam occurs under the cartridge.

1 Open the front cover.

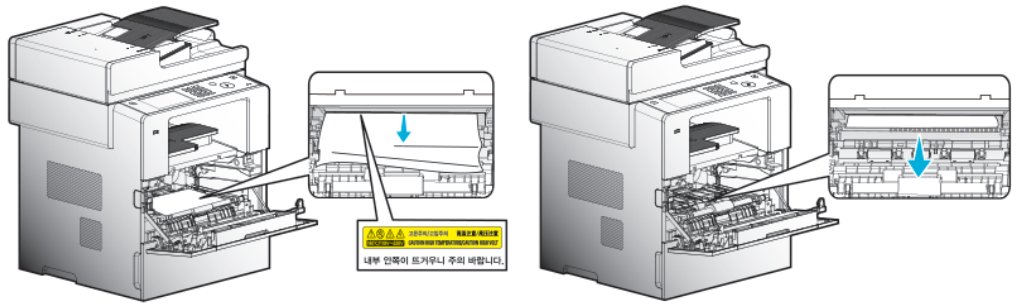
2 Remove the cartridge. See 「Toner Cartridge Replacement」(P. 5-6).

.

3 Use both hands to remove jammed paper.

⚠ Caution

- If it is difficult to pull out the jammed paper, open the feeder cover.
- Be careful. The inside of the device is hot.



⚠ Caution

- If it is difficult to pull out the jammed paper, open the feeder cover. To remove jammed paper from the back feeder cover, see 「106 Paper Jam」(P. 5-27).
- If paper jam occurs while paper is supplied from the MPT, remove remaining paper from the MPT, close the MPT cover, and then open the front cover. If the front cover is closed while the MPT open, it may cause malfunction.

4 Replace the cartridge. See 「Toner Cartridge Replacement」(P. 5-6)

5 Close the front cover.

Important

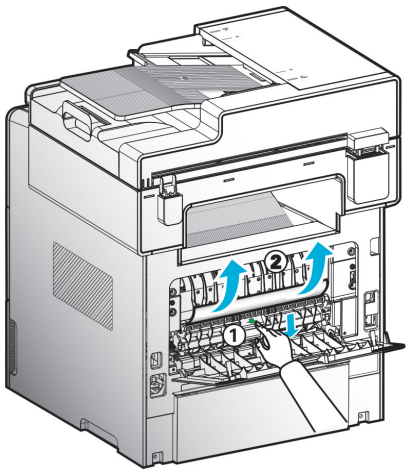
– If you cannot remove the jammed paper with above steps:

A. The fusing unit may have jammed paper. In this case, follow below steps.

(1) Pull down the display unit.

(2) While pressing the display unit, remove the jammed paper.

(3) Check if the display unit returns to its original position



Caution

– If you pull down the display unit, the inside of the device is hot.
If possible, use the tweezers rather than your hands to remove jammed paper.

106 Paper Jam (Exit Area Cover)

Open the front cover and the cover of exit area in the back.

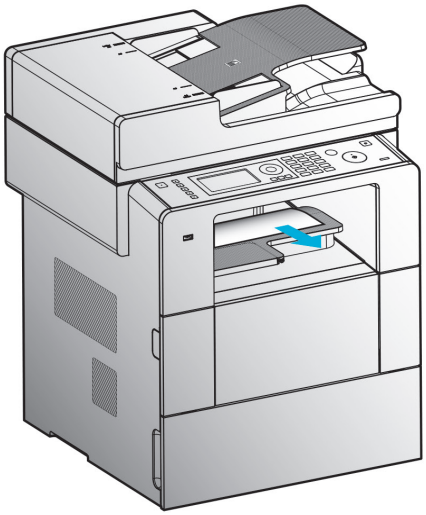
For the jammed paper which does not leave the exit area, see removal of jammed paper visible in exit area.

For the jammed paper which does not reach the exit area, see removal of jammed paper invisible in exit area.

Removal of The jammed paper Visible in Exit Area

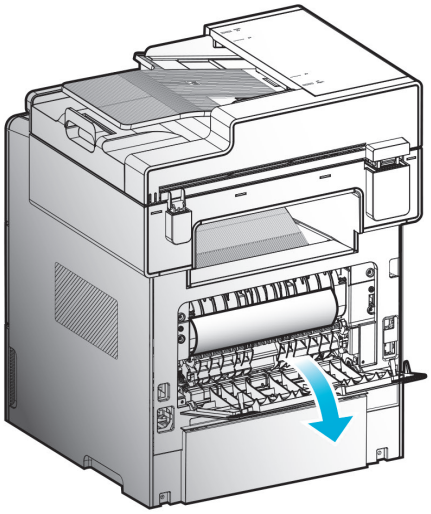
1 Pull out the jammed paper.

2 If it is not easy to pull out the jammed paper, see removal of jammed paper invisible in Exit Area



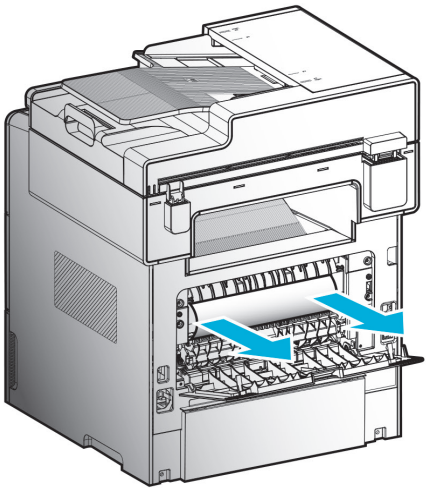
Removal of the jammed paper Invisible in Exit Area

1 Open the back feeder cover.

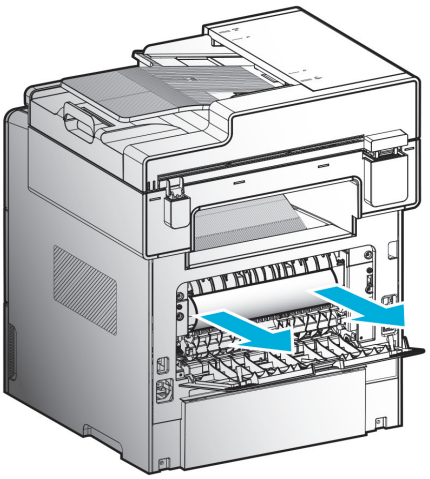


2 Remove the jammed paper softly according to the degree of exposure of the paper.

A. If the middle part of paper is visible but its end is not visible, hold its both sides and pull it out



B. If the end of paper is visible, pull it out directly.



3 Close the back exit cover.

Check both sides are closed.

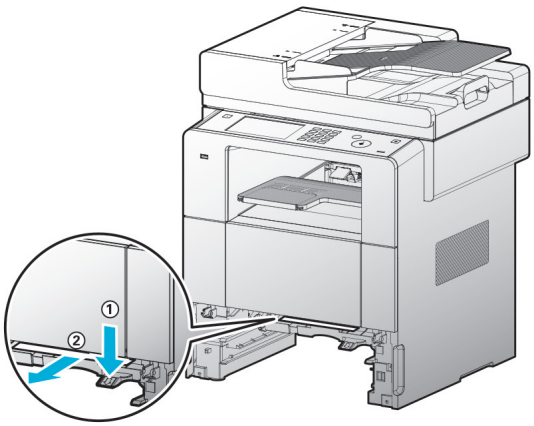
107 Paper Jam(Paper jam at the bottom side of MFP, Duplex paper jam)

When using Duplex function, paper jam can occur at the bottom side or MFP or on the paper trays.
In this case, remove the paper jammed.

1 Pull out the paper Tray 1 completely.

2 Find out the handle at the left side under MFP.

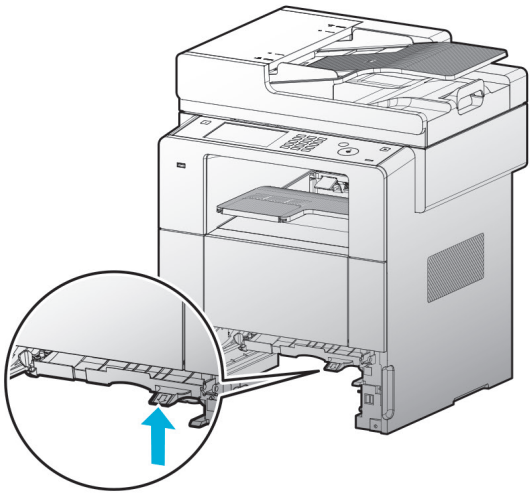
3 Lower the handle.



4 Find out the paper jammed. Proceed the step 6 if the paper is not visible from the user side.

5 Pull the paper softly towards the user.

6 Lift up the handle or Duplex unit to return it to the home position.



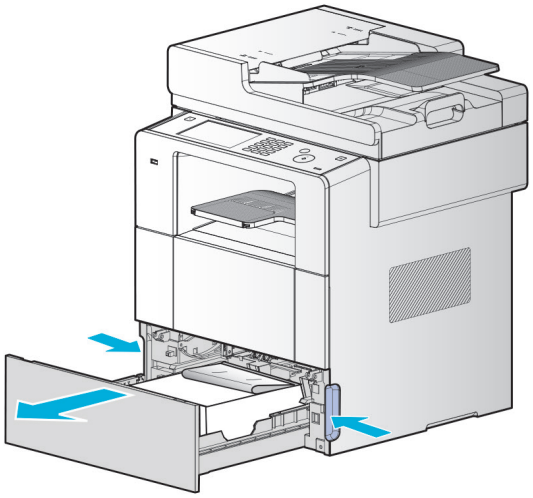
⚠ Caution

– Make sure both sides of Duplex are closed.

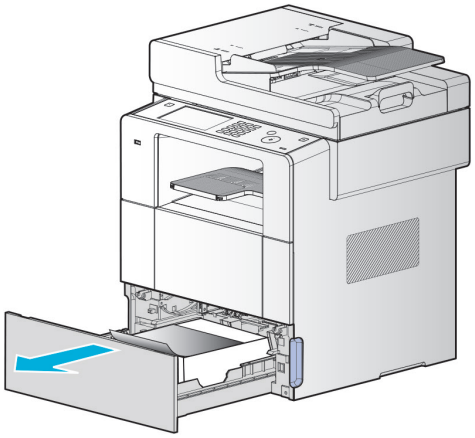
7 In case of the paper not visible from the front side, remove the paper by opening the rear side cover.

101 Paper Jam (at Tray 1 area)

1 Pull Tray 1 softly.
(The handles for pulling out the tray are located on both sides).



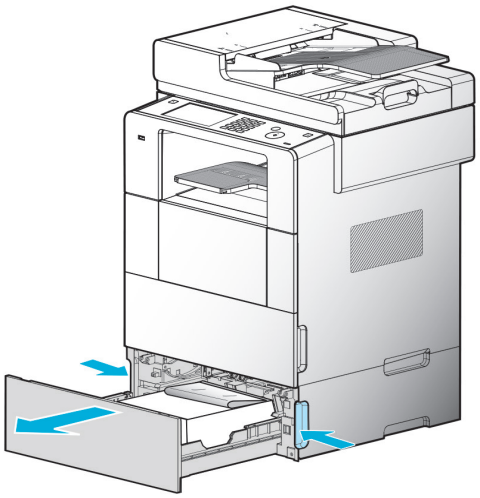
2 Just pull the jammed paper



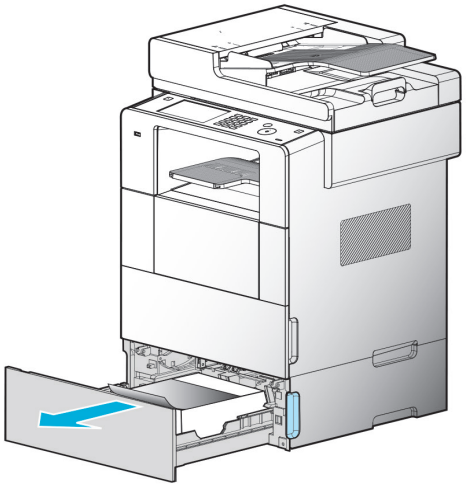
3 Slide the tray in.

102 Paper Jam (at Tray 2 area)

1 Pull Tray 2 softly
(The handles for pulling out the tray are located on both sides).



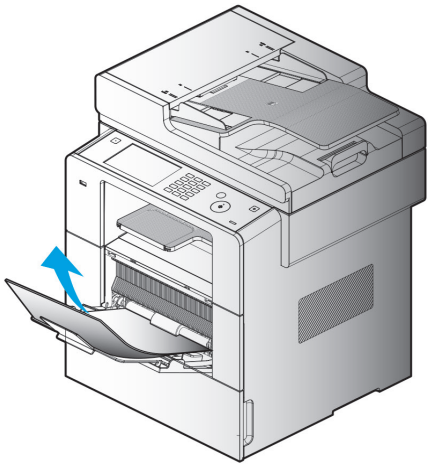
2 Just pull the jammed paper .



3 Slide the tray in.

103 Paper Jam (at Tray 3 area)

1 Just pull the jammed paper



– If a paper jam occurs while paper is being supplied from the MPT, firstly remove the remaining paper from the MPT, and then open the front cover with the MPT cover closed.
If you close the front cover with MPT cover open, it may cause malfunction.

8. Troubleshooting

If a problem occurs, see followings.
If you can't resolve the problem with following instructions, contact one of our dealers.
If you sense unusual sound, smell or smoke from the device, unplug the power cord immediately and contact one of our dealers. The problem caused by unauthorized repair, remodel or Consumables may not be covered by the warranty.

In case the machine does not work

Status	Verification	Solution	Ref Page
The device does not work.	Check if the power cord is properly plugged.	Check the power switch and power cord.	P. 1-7, 1-11
	Check if the power switch is on.	Switch on the device.	P. 1-7, 1-11
Nothing on the LCD.	Check if the power cord is properly plugged and power switch is on.	Check the power switch and plug, and switch on the device.	P. 1-7, 1-11
Cannot dial.	Check if the telephone line is properly connect-ed.	Connect the telephone line properly.	P. 1-7
No output paper.	Check if there is jammed paper.	Check the error message and remove the jammed paper.	P. 5-17
Frequent paper jam and wrinkled paper.	Check if paper is properly loaded.	Load paper properly.	-
	Check if paper size is correctly set.	Set correct paper size.	P. 2-3, 2-7
	Check if proper paper is used.	Use paper described in this manual.	P. 2-3
	Check if paper is wet.	Use dry paper.	-

Status	Verification	Solution	Ref Page
No output paper.	Check if there is jammed paper in the ADF.	Remove the jammed paper and reload the document.	P. 5-15
Frequent document jam.	Check if the proper document is used.	Use the proper document.	P. 1-25, P. 2-3
	Check if the document guide is properly adjusted.	Adjust the guide to the document.	-
	Check if there is a paper segment in the ADF.	Open the ADF cover and tray.	P. 5-21
	Check if the roller is clean.	Clean the roller.	P. 5-15
Cannot close the cover.	Check if only one side of the cover is pressed.	Press the both sides of the cover.	-

Cannot Send the Fax

Status	Check Point	Solution	Reference Page
Cannot send the fax.	Check if the transmission method is correct.	Check the transmission method and retry.	P. 3-43, 3-46
	Check if the receiver's number is correct.	If you use the speed dial, print the list and check if the number is correct.	P. 3-44
	Check if the error message is displayed.	Take steps related to the error message.	-
	Check if the external line number is included.	Include the external line number if you dial from the internal line.	P. 3-45
	Check if the receiver's fax has no problem.	Request the receiver to have his/her fax ready (power, paper).	-
	Check the receiver`s number	Dial the correct number	P. 3-44
	Check the receiver`s line is busy.	Wait for the call hung up.	-
Manual Tx Disabled.	Press [On-Hook] button and check if it sounds dial tone.	Connect line correctly	P. 3-48
Document scan disabled with memory Tx function	Check the document is placed properly	Place the document properly	-
	Check the memory is enough	Check the memory	-

In case you cannot receive Fax

Status	Check Point	Solution	Reference Page
Cannot receive	Check if the phone line is properly connected to the outlet and the machine	Connect the phone line properly.	-
	Check if the memory is enough	Check the memory.	-
	Check if an external telephone is connected	After ringing, if you can hear the tone from the external phone, it is the signal(CNF) from the Fax. After hearing “beep” sound from the phone(in about 2 seconds),hang up the phone to automatically move to the Fax reception mode.	-

Image Quality Problem

If you can not solve problems with below steps, contact the authorized dealer.

Problem	Cause	Solution
Cannot print anything.	Check if the document is loaded with its correct side facing the right direction.	Load the document with its correct side facing the right direction.
	Several pages are fed at the same time.	Shake the document so that pages are not attached to each other.
	The toner is low.	Change the toner cartridge.
	The device has a problem.	Contact the authorized dealer.
Black dots are printed.	Paper is wet.	Change the new paper.
	Improper paper is used.	Use proper paper.
	The flatbed is dirty.	Clean up the flatbed.
Paper becomes wrinkled or texts are not clear.	Improper paper is used.	Use proper paper.
	Paper is wet.	Change the new paper.
Black dots are printed in the feeding direction.	The flatbed is dirty.	Clean up the flatbed.
Overall output is dirty.	The flatbed is dirty. The opposite side of the document is printed.	Clean up the flatbed. If the original document is thin, increase [Brightness] and [Background Remove] settings.

Problem	Cause	Solution
Output print is blur and unclear.	Paper is wet.	Change the new paper.
	Check if the original document is yellow or green.	Send the black document. Copying is recommended.
	Improper paper is used.	Use proper paper described in this manual.
	The contrast setting is wrong.	Set the correct contrast setting.
White or black spots are printed.	Improper paper is used.	Use proper paper.
	The flatbed or pad is dirty.	Clean up the flatbed or pad.
Regular stains or lines are printed.	The paper path is dirty.	Test copy several times.
Black lines or stains are printed.	Paper is wet.	Change the new paper.
	Improper paper is used.	Use proper paper.
	The flatbed or pad is dirty.	Clean up the flatbed or pad.
	The device has a problem.	Contact the authorized dealer.
The overall output is dark.	The device has a problem.	Contact the authorized dealer.
The edge is dirty.	The platen pad is dirty.	Clean up the platen pad.
	Paper is bigger than the original document. (Zoom: 100%)	Use the same size paper as the original document.
	Paper orientation is different from document orientation.	Select the paper with the same orientation or match orientations between document and paper.
	The output is not reduced to paper.	Select the correct scale that fits into paper.

Problem	Cause	Solution
Slanted image	The document is not correctly loaded.	Load the document correctly.
	The document is not suitable for the ADF.	Use the document suitable for the ADF.
	Check if a foreign material is on the flatbed.	Clean up the flatbed.
	Paper is not correctly loaded.	Load paper correctly.
Black spots are printed on the last part of paper.	The size is different from the document.	Set the size to the document.
Shadow image when scanning the OHP	The film is not fully pressed.	Place a book on the film for tight pressing.

Network Problems

Problem	Cause	Solution
The machine is not connected to the network(Scan to Network, Print to Network not possible)	Network connection or the settings has problems	• In case of using wire network check if the network cable is properly connected.(After connected, 2 LED lamps on MFP port should be on or blinked to be normally connected) • In order to use Scan to Network/Print to Network, PC and MFP should have same (sub)netmask and gateway. If the connection is OK, refer to 4.7 Network Settings to check the network settings. • If you still have the problem, contact your network administrator
The scanned file cannot be sent to E-mail/FTP/Shared Folder	• There is a problem in the network connection. • The settings of E-mail/FTP/Shared Folder- have problems..	• Check if the network connection is OK. • Check the registration setting of SMTP server.(Server address, Authorization, ID/Password) • Make sure the receiver`s E-mail/FTP/Shared Folder server addresses are correctly entered. • Check with your service provider if the e-mail server you have registered to allows any access from out side.

9. Power Shutdown

If the device has a problem, see below instructions. If you cannot resolve the problem with following instructions, contact one of our dealers

Power Shutdown

During a call	Cannot make a call.
During transmission	Transmission is not available.
During receipt	Receipt is not available.
During copies Transmitted Fax Printing Printing List	Cannot continue copying and printing

Operation While Power Is Off

Copy	Not available
Fax transmission	Not available
Fax receipt	Not available

Memory Backup

Fax transmission	Scanned images are stored and maintained in the memory.
Fax receipt	Received images are stored and maintained in the memory.
Address book	The address book is stored and maintained in the memory.

10. Basic Printer Troubleshooting

Sometimes printer problems can be easily resolved. Try below instructions when a problem occurs.

1 See 「The meaning of lamp」(P.1-9) if the red lamp blinks.

2 Check if the power cord is correctly connected to the device and wall outlet.

3 Turn on the device

4 Check if the device is on or power switch is damaged.

5 Check if other equipment connected to the same wall outlet is working

6 Check if all parts are properly installed.

7 If the problem persists even after above instructions are followed. Turn off the device, wait 10 seconds, and then turn on the device again.

Control Panel Troubleshooting

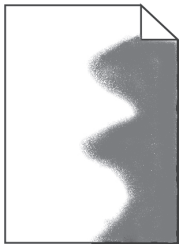
- Trouble 1: LCD displays nothing.

  Troubleshooting: Turn off the device, wait 10 seconds, and then turn on the device again.
  If the message is not displayed, turn off the device and contact the dealer.

Printer Troubleshooting

- Trouble 1: Slow in printing paper with a width of less than 182 mm.

  Troubleshooting: Narrow paper slows printing speed.
  For faster printing speed, use 182 mm or wider paper.



- Trouble 2: The device cannot print at all or black stain is printed on the right side of paper.

  Troubleshooting: Check if the cartridge is properly installed. Open the front cover and reset the cartridge.

- Trouble 3 : The device cannot print.

  Troubleshooting: 1) Check if Ready is displayed on the LCD.
  2) Check if paper is fed.
  3) Check if the printer language and driver are properly selected.
  4) Check if the USB cable is properly connected.
  5) Check if the correct paper size is selected in the printer setting or printer driver.
  6) Check if data is sent from the printer status window.

  Reference

  – Printer status checking methods may vary by OS.
  For more information, see the OS manual or help

- Trouble 4: The USB memory is connected but the device cannot print.

  Troubleshooting: Check if your OS supports the USB memory.

- Trouble 5: There is a problem in paper feeding or several sheets of paper are fed at once.

  Troubleshooting: 1) Check if proper paper is used.
  2) Reload paper by changing its side or orientation and check if printing quality is improved.
  3) Adjust paper with guides

- Trouble 6: Paper from the different tray is used.

  Troubleshooting: Check paper setting in the printer setting or printer driver.

- Trouble 7: Output page is not correctly stacked.

  Troubleshooting: Reload paper by changing its side or orientation.

- Trouble 8: Parts are lost or damaged.

  Troubleshooting: Contact our dealer.

- Trouble 9: The device is on but the lamp in the control panel is not on.

  Troubleshooting: The lamp can be on several seconds later.
  Check if the power cord is properly connected

- Trouble 10: The front cover is not closed.

  Troubleshooting: Check if the cartridge is properly installed.

- Trouble 11: The device is on but it cannot print anything.

  Troubleshooting: Check if the cartridge is installed or if the USB cable is properly connected.

- Trouble 12: Paper is not fed from the tray 1.

  Troubleshooting: 1) Blow the air into paper and then reload it to the tray 1.
  2) Select the tray 1 from the printer driver or control panel.
  3) Do not overload the tray 1.
  4) Adjust paper so that it fits into the tray.

- Trouble 13: Paper is not fed from the tray 2.

  Troubleshooting: 1) Select the tray 2 from the printer driver or control panel.
  2) Push the tray 2.
  3) Press the metal place in the tray 2, and then push the tray 2.
  (When the tray 2 enters the device, the metal plate goes up.)
  4) Do not overload the tray 2.
  5) Adjust paper so that it fits into the tray.
  6) Blow the air into paper and then reload it to the tray 2

- Trouble 14: After jammed paper is removed, the control panel still displays “Paper Jam”

  Troubleshooting: 1) Remove paper from the paper path.
  2) Press the【Continue】button or open and close the front cover to restart the device.
  3) Insert the cartridge.

- Trouble 15: Network Not Connected

  Troubleshooting: Check the cable

  – Wired network in use.
  If it is connected properly, check the LED is blinking. If it is not blinking, the network is not connected properly. To see if the network cable has a problem, connect the LAN cable (which is connected to the MFP machine) to other terminals to make sure it is working properly.

  – Wireless network in use
  In case the wireless network adaptor works normal, LED on the adaptor will be on when switching on the machine. Make sure the LED on the adaptor is on

Troubleshooting

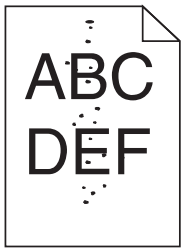
If LED on the Wireless adaptor is normally on, make sure of SSID of the wireless AP to connect, and the password if necessary, and try to connect it again.
If the wireless AP is not searched, it may be there is a problem in the wireless AP or the reception sensitivity is too weak. In case the wireless AP is not found, check if other terminal devices(PC or smart phones) can search that AP and the sensitivity level.
If the level is low, place the wireless AP and the machine closer than before.

Print Quality Troubleshooting

Replace consumables to improve print quality or maintain parts which reached their life.
See below instructions for print quality troubleshooting.
If you cannot solve the problem, contact our dealer.

- Trouble 1: Text is blurred.

  Troubleshooting: 1) The toner may be low. Replace the toner cartridge.
  2) The drum cartridge may have a problem.
  Replace the new drum cartridge.
  3) Set toner density to 8 or higher from the printer setting or driver.
  4) Select correct settings for OHP, card stock or label paper from the printer driver.
  5) Check if paper is wet.
  6) Do not use rough paper.



- Trouble 2: Toner stains are on paper·.

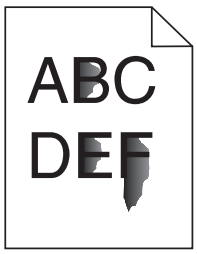
Troubleshooting:1) Check if paper is properly fed.

2) The toner cartridge may have a problem.
Replace the new toner cartridge.

3) The toner is on the roller.
Clean up the roller.
To prevent this problem, do not use paper smaller than the image to be printed.

4) Set the correct paper size from the printer setting or driver.

5) Open and close the front cover.
The roller is automatically cleaned



- Trouble 3: The toner is smeared on paper.

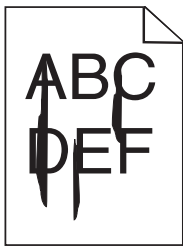
Troubleshooting: 1) Set paper weight to heavy and choose rough texture from the printer setting.

2) Check paper from printer specifications.

3) Check if correct paper is set from the printer setting or driver.

4) Use different paper. Printer paper provides the best quality.

5) The toner cartridge may have a problem.
Replace the new toner cartridge.



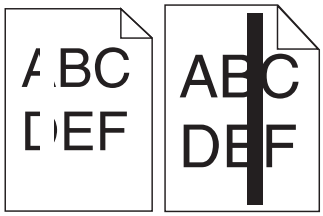
- Trouble 4: Vertical or horizontal line.

Troubleshooting: 1) The toner may be low.
Shake the cartridge to use the remaining toner.

2) The toner cartridge may have a problem.
Replace the new toner cartridge.

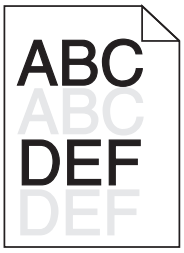
- Trouble 5: When pie charts or bar graphs are printed, vertical lines with various widths are printed.

Troubleshooting: 1) Contaminants such as paper powder or nap are on the head lens.
Clean up the head lens.
2) The toner cartridge may have a problem. Replace the new toner cartridge.
3) The drum cartridge may have a problem.
Replace the new drum cartridge.



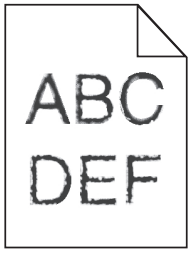
- Trouble 6: While or black lines are printed on the OHP or paper.

Troubleshooting: 1) The toner may be low.
Shake the cartridge to use the remaining toner.
2) The toner cartridge may have a problem.
Replace the toner cartridge.
3) The drum cartridge may have a problem. Replace the drum cartridge.



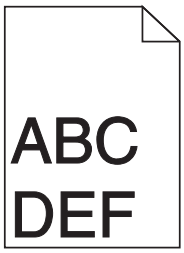
- Trouble 7: Pale images or repeated spots are printed.

Troubleshooting: 1) The toner cartridge may have a problem.
Replace the new toner cartridge.
2) The drum cartridge may have a problem.
Replace the new drum cartridge



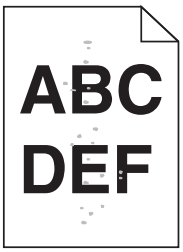
- Trouble 8: The text outline is not clear and image quality is low.

Troubleshooting: Change printer resolution from the printer driver.



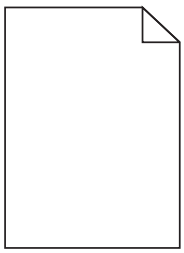
- Trouble 9: Printing function is OK, but wrong top and side margins.

Troubleshooting: 1) Check if the correct size is set from the printer setting or printer driver.
2) Check if the correct margin is set from the application.



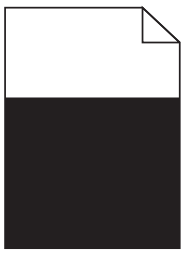
- Trouble 10: Too thick print .

Troubleshooting: 1) Set correct toner density from the printer setting or printer driver.
2) Check if paper is wet.
3) Do not use rough paper.
4) Check if the media type in the print setting matches the paper in the tray.
5) Check if the paper type in the control panel matches paper in the tray.
6) The toner cartridge may have a problem.
Replace the toner cartridge.



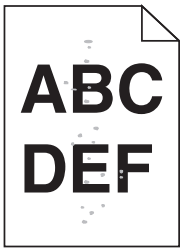
- Trouble 11: The device outputs blank paper. .

Troubleshooting: 1) The toner is low. Replace the new toner cartridge.
2) Software may have a problem.
Switch off and on the device.
3) Check if the cartridge is unpacked.
4) Check if the cartridge is installed correctly.
5) If the problem persists after above steps are taken, contact the customer support.



- Trouble 12: All or part of paper is printed in black.

Troubleshooting: Check if the cartridge is installed properly.
Open the front cover and reset the cartridge



- Trouble 13: Toner stain or shadow in the background

  Troubleshooting: 1) Check if the cartridge is properly installed.
  2) The toner cartridge may have a problem.
  Replace the new toner cartridge.
  3) The drum cartridge may have a problem.
  Replace the new drum cartridge.
  4) The toner exists in the paper path,
  Contact the customer support..

- Trouble 14: Thick or rough paper drops print quality.

  Troubleshooting: See 「Paper Setting Table」(P. 4-5).
  Set Paper Texture and Paper Weight to Rough and Heavy respectively..

Tray 2 Troubleshooting

- Trouble 1: The device does not work or stop in the middle of operation after the tray 2 is installed.

  Troubleshooting : A. Switch off the device, wait 10 seconds, and then switch on the device.
  If the problem continues, check if the tray 2 is properly connected to the device.
  B. Check if the tray 2 is set in the printer driver.

11. When the Problem Is Not Resolved

If you cannot resolve the problem with instructions in this manual, contact one of our dealers.

Other Troubleshooting

- Trouble 1: How can I get the printer driver or utility updates?

  Troubleshooting: Visit our website (www.sindoh.com) and download them.

- Trouble 2: The scanner driver is not visible from Window 2008 Server.

  Troubleshooting: Go to “Server Administrator Function Add Function Desktop Experience”

Customer Support

Explain the problem, message on the LCD and steps taken to solve the problem. Also, you should be aware of the model and serial number.

⚠ Caution

- If you sense unusual sound, smell or smoke from the device, unplug the power cord immediately and contact one of our dealers. Do not disassemble or repair the device by yourself.
- The problem caused by unauthorized repair, remodel or consumables may not be covered by the warranty.

M612 Series
User Manual

Appendix

6

1. Main Body Specifications

Main Body Specifications

Item	Specification
Type	Desktop
Container Material	OPC
Print Type	Dry Static Shooting
Expose Type	1D Projection with the Laser Beam
Development Type	Drum-Development Roller Contact
Fusion Type	Heat Pressure Roller
Scan Type	CIS
Paper	Paper Cassette: A4, A5, B5, US Folio, Letter, statement, Legal, Executive, Quatro, G.Legal, G.Letter MPT: A4, B5, A5, B6, A6, Legal, Letter, Statement, Executive, US folio, Quatro, G Legal, G Letter, Postcard 100x148, Postcard 148x200, Com9, Com10 Monarch, C5, C6, Dr
	Max. Capacity Paper Cassette: 500 Sheets (75g/m2) MPT: 50 Sheets(75g/m2)
Memory Capacity	1GB
Power	* 220-240V~, 50/60Hz, 4.3A * 110-127V~, 50/60Hz, 8.0A
Power Consumption	Power Save Mode: 6.5W Ready Mode: 130W Average: 780W
Weight	19.9Kg / 43.9lb (With IC)
Dimensions (W×D×H)	418×391×515mm /16.5×15.4×20.3in
Environment Condition	Temperature: 10~32 °C (at 68% of humidity) Humidity: 20 ~ 80% RH (at 30 °C)

* Rated voltage & current may be different according to region

Copy Specifications

Item	Specification
Scan/Print Line Density	Scan: 600dpi×600dpi Print: 1,200dpi×1,200dpi
Preparation Time	35 seconds or less (Ambient temperature: 20°C)
First Copy Time	9 seconds (A4 Landscape, Flatbed, Tray 1)
Continuous Copy Rate	47 copies/min
No. of Copies	1~99

Fax Specifications

Item	Specification
Scan Line Density	Standard: 200dpi×100dpi Fine: 200dpi×200dpi Super Fine: 300dpi×300dpi
Baud Rate	33600, 31200, 28800, 26400, 24000, 21600, 19200, 16800, 14400, 12000, 9600, 7200, 4800, 2400bps (Automatic Switching)
Telephone Line	PSTN
Transmission Time	G3 Real Transmission Time: 3±1 seconds
Encoding Method	MH/MR/MMR/JBIG
ECM	Supported

Scanner Specifications

Item	Specification
Scanner Driver	TWAIN
Scan Color	Black & White/Grey/Color
Half Tone	256 Levels
Resolution	600dpi, 300dpi, 200dpi,150dpi, 100dpi, 75dpi
Scan Size	A3 (Flatbed Scan), Letter, Legal (ADF), Folio (ADF), Executive, A4, A5, B5

Item	Specification
Interface	USB 2.0, 1 Ethernet, Wi-Fi
OS	• USB Connect : Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7
Scan Rate	40 sheets/min (A4, 300dpi, ADF)
Transmission File Format	Lossless JPEG

Printer Specifications

Item	Specification
Print Rate	47ppm(M612/M617 Series)
Resolution	1200dpi
Color	Black & White
Interface	USB 2.0, 1 Ethernet, 1 Wi-Fi
Printer Language	PCL5e/6, PS3, SDHAPL
Compatible OS	Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7, Windows 8
Paper Size	Tray: A4, A5 , B5, US Folio, Letter,statement, Legal, Executive, Quatro, G.Legal, G.Letter MPT: A4, B5, A5, B6, A6, Legal, Letter, Statement, Executive, US folio, Quatro, G Legal, G Letter, Postcard 100x148, Postcard 148x200, Com9, Com10 Monarch, C5, C6, Dr Irregular (Length: 127~356mm, Width: 76~216mm)

ADF

Item	Specification
ADF	Two-sided document
Document Size	A5~Legal
Capacity	A4 or less: 50 sheets (75g/m2)
Power	Supplied from the main body
Dimensions (W×D×H)	415×315×90mm/16.3×12.4×3.5in
Weight	2.5㎏/5.5lb

Tray 2 (Option)

Item	Specification
Paper Type	Standard (60~90g/m2)
Paper Size	Paper Cassette: A4, A5 , B5, US Folio, Letter, statement, Legal, Executive, Quatro, G.Legal, G.Letter’
Power	Supplied from the main body

Warranty Conditions (Product Name M612)

- The warranty period is one year.
- Recommended use: 2,000 copies/month (M612/M617)
- Use of Consumables

<table>
<tr><th>Class.</th><th>First Installation</th><th>Sales</th><th>Remark</th></tr>
<tr><td rowspan="2">Toner</td><td>M612 (3,000 sheets)</td><td rowspan="2">3,000 sheets
6,000 sheets
13,000 sheets</td><td rowspan="3">• A4 5% chart
• Environments
Temperature: 23±2℃,
Humidity: 50±10%RH
(ISO/IEC 19752)</td></tr>
<tr><td>M617 (6,000 sheets)</td></tr>
<tr><td>Drum</td><td colspan="2">45,000 sheets (Continuous output)
30,000 sheets (3 sheets/operation)
18,000 sheets (1 sheet/operation)</td></tr>
</table>

※ When A4 5% or (document with many images) is processed, the life of toner and drum cartridges are reduced.
※ Errors can happen according to operation environments.
※ Supply claims are judged based on our standard.

- **Expendable Parts**

<table>
<tr><th>Class.</th><th>Parts</th><th>Capacity</th><th>Remark</th></tr>
<tr><td rowspan="4">M611/M612/
M616/M617</td><td>Fusion Unit</td><td rowspan="3">120,000 sheets</td><td rowspan="4">* Standard Paper
* A4 5% Chart</td></tr>
<tr><td>Projection Roller</td></tr>
<tr><td>Tray Acufeed roller</td></tr>
<tr><td>MPTSeparation Pad</td><td>30,000 sheets</td></tr>
</table>

※ Since above parts directly affect image and operation, replace them timely.

※ If a problem occurs within their life, it is handled according to our standard.

Notice to Users

Type	Notice
• Class A (Business Device)	This device is designated to Class A. The seller and user should be aware of this and use the device for other sites than home.
• Class B (Home Device)	This device is designated to Class B. Thus, this device can be used at home and other sites.

※ This product is the Class A device.

Sindoh
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