olivetti

QUICK GUIDE

d-COLORMF3000

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- incorrect electrical power supply;
- incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual supplied with the product;
- replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel.

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1 Introduction

Introduction

Thank you for purchasing this machine.

This [Quick Guide] provides an introduction to, and illustrations for, basic machine operations and frequently used functions. For details on the various functions, refer to the [Printer/Copier/Scanner User's Guide] and the [Facsimile User's Guide] on the [Documentation CD/DVD].

In order to ensure the safe use of this product, be sure to read the [Safety Information Guide] before using the machine.

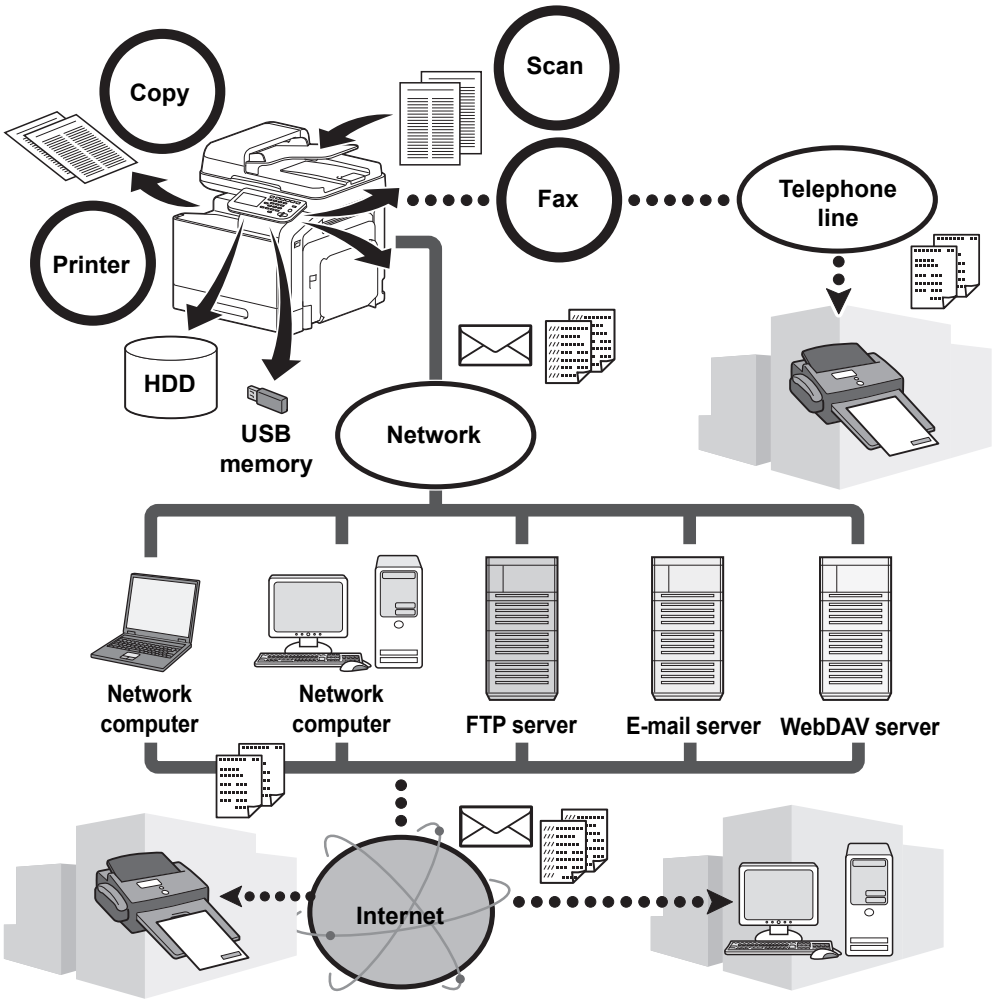
Introduction to the Documentation CD/DVD

Documentation	Use/Benefit
[Installation Guide]	This manual provides details on the initial operations that must be performed in order to use this machine, such as setting up the machine and installing the drivers.
[Printer/Copier/Scanner User's Guide]	This manual provides details on general daily operations, such as using the drivers and control panel and replacing consumables.
[Facsimile User's Guide]	This manual provides details on general fax operations, such as sending and receiving faxes and using the control panel.
[Reference Guide]	This manual provides details on installing the Macintosh and Linux drivers and on specifying settings for the network.
[Quick Guide] (this manual)	This manual provides an introduction to, and illustrations for, basic machine operations and frequently used functions.

Available features

d-Color MF3000 is a digital color multifunctional peripheral that eases the workflow and satisfies any application or office environment.

This machine provides copy, fax, scanning and printing functions, essential to any business, to support efficient document management.



Print operations

When printing from the computer, various settings can be specified, for example, the paper size, image quality, color tone and layout. The printer driver can easily be installed from the enclosed [Drivers CD/DVD].

Copy operations

High-quality copies can be printed at a high speed. Vivid copies in color or black and white can be produced to meet any need. The many Application functions greatly assist in reducing office costs and increasing efficiency.

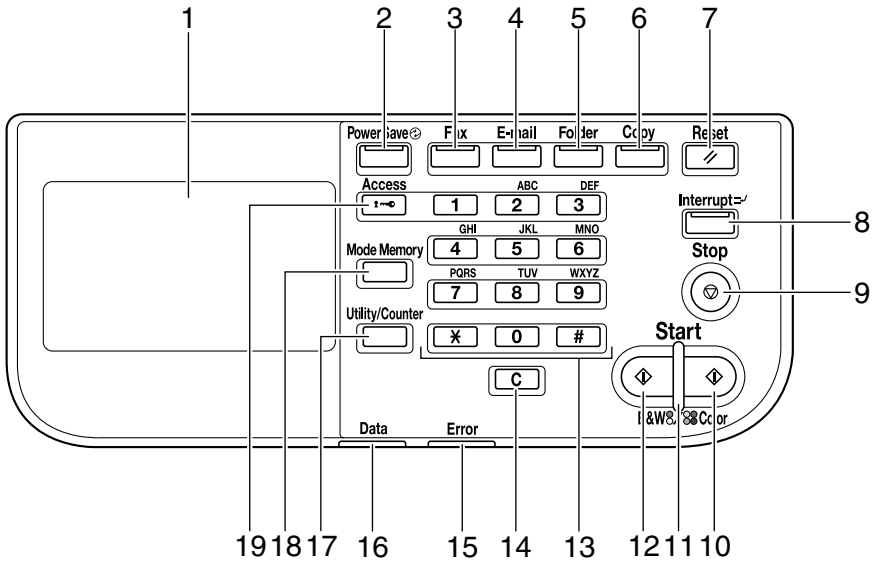
Scan operations

Paper documents can quickly be converted to digital data. This converted data can conveniently be transmitted through the network. In addition, this machine can be used as a scanner with a variety of TWAIN- or WIA-compatible applications.

Fax operations

Not only documents scanned with this machine but also computer data can be faxed. A single fax can be sent to multiple destinations at one time, and a received fax can be forwarded. In addition, using the fax driver, a fax can be sent from this machine through operations performed on the computer without using any paper.

Control panel



No.	Name	Function
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	[Power Save] key/indicator	Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again.
3	[Fax] key/indicator	Press to enter Fax mode. While the machine is in Fax mode, the indicator on the [Fax] key lights up in green.
4	[E-mail] key/indicator	Press to enter Scan to E-mail mode. While the machine is in Scan to E-mail mode, the indicator on the [E-mail] key lights up in green.
5	[Folder] key/indicator	Press to enter Scan to Folder mode. While the machine is in Scan to Folder mode, the indicator on the [Folder] key lights up in green.
6	[Copy] key/indicator	Press to enter Copy mode. While the machine is in Copy mode, the indicator on the [Copy] key lights up in green.
7	[Reset] key	Press to clear the settings (except programmed settings) of all displayed functions.
8	[Interrupt] key/indicator	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green. To cancel Interrupt mode, press the [Interrupt] key again.
9	[Stop] key	Pressing the [Stop] key while copying, scanning or printing temporarily stops the operation.
10	[Start (Color)] key	Press to start color copying, scanning or faxing. Press to continue interrupted printing.
11	[Start] indicator	Lights up in blue when copying, scanning or faxing can be performed. Lights up in orange when copying, scanning or faxing cannot be performed.
12	[Start (B&W)] key	Press to start black-and-white copying, scanning or faxing. Press to continue interrupted printing.
13	Keypad	Use to enter the number of copies, a fax number, an e-mail address or a name. Use to type in the various settings.
14	[C] (clear) key	Press to erase numbers or text.

No.	Name	Function
15	[Error] indicator	Flashes in orange if an error occurred. Lights up in orange when the service representative is being called.
16	[Data] indicator	Flashes in blue while a print job is being received. Lights up in blue while printing or when a print job is queued.
17	[Utility/Counter] key	Press to display the [Utility Setting] screen. In the [Utility Setting] screen, settings can be specified for the parameters in the [Accessibility], [Meter Count], [Address Registration], [User Settings] and [Admin Setting] screens.
18	[Mode Memory] key	Press to store the desired settings for copy, fax or scan operations. In addition, stored settings can be recalled.
19	[Access] key	If user authentication or account track settings have been applied, press the [Access] key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to log on to this machine. While logged on, press the [Access] key to log off.

Help function

Descriptions of the various functions can be viewed in the touch panel.

A description of the current screen will be displayed.

2 Replacing consumables

Replacing consumables

When it is time to replace consumables or take any other action, a message prompting the user to replace the consumable or take the appropriate action will apper in the touch panel.

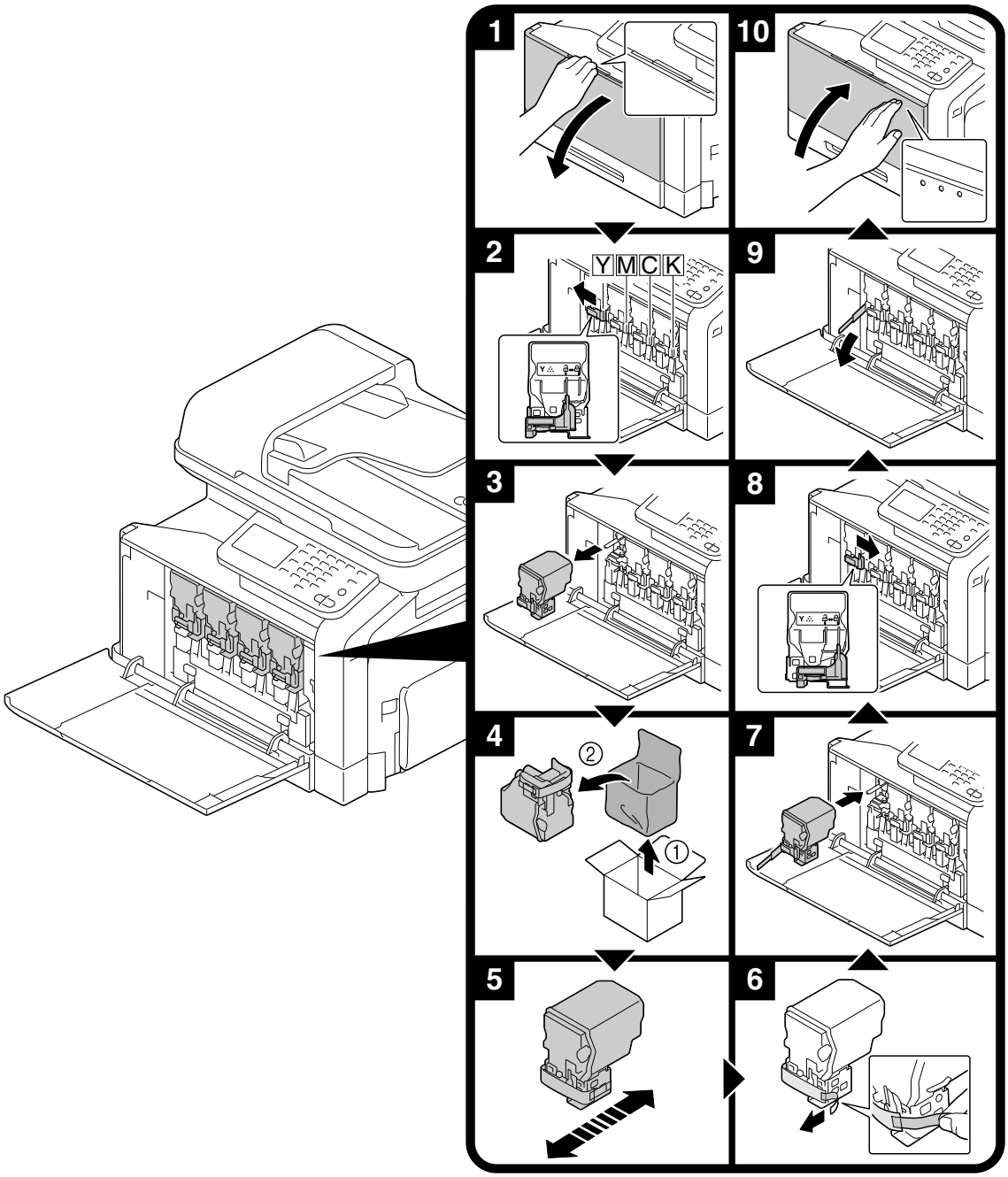
If such a message appears, follow the appropriate procedure to replace the consumable, or take the required action.

For details on replacing the waste toner bottle, transfer roller, transfer belt or fuser unit, refer to chapter 11, "Replacing Consumables", of the [Printer/Copier/Scanner User's Guide].

Replacing the toner cartridge

The following procedure describes how to replace a toner cartridge.

The procedure for replacing toner cartridge is the same for all toner colors. As an example, the procedure for replacing the yellow toner cartridge is described.



Note

Install the toner cartridge at the location indicated by the color of the label. Attempting to forcibly install a toner cartridge may cause damage.
Before installing the new toner cartridge, shake it up and down five to ten times.
Keep used toner cartridges in their plastic bags inside their boxes to be collected by your service representative.

CAUTION

Handling toner and toner cartridges
- Do not burn toner or the toner cartridge.
- Toner expelled from the fire may cause burns.

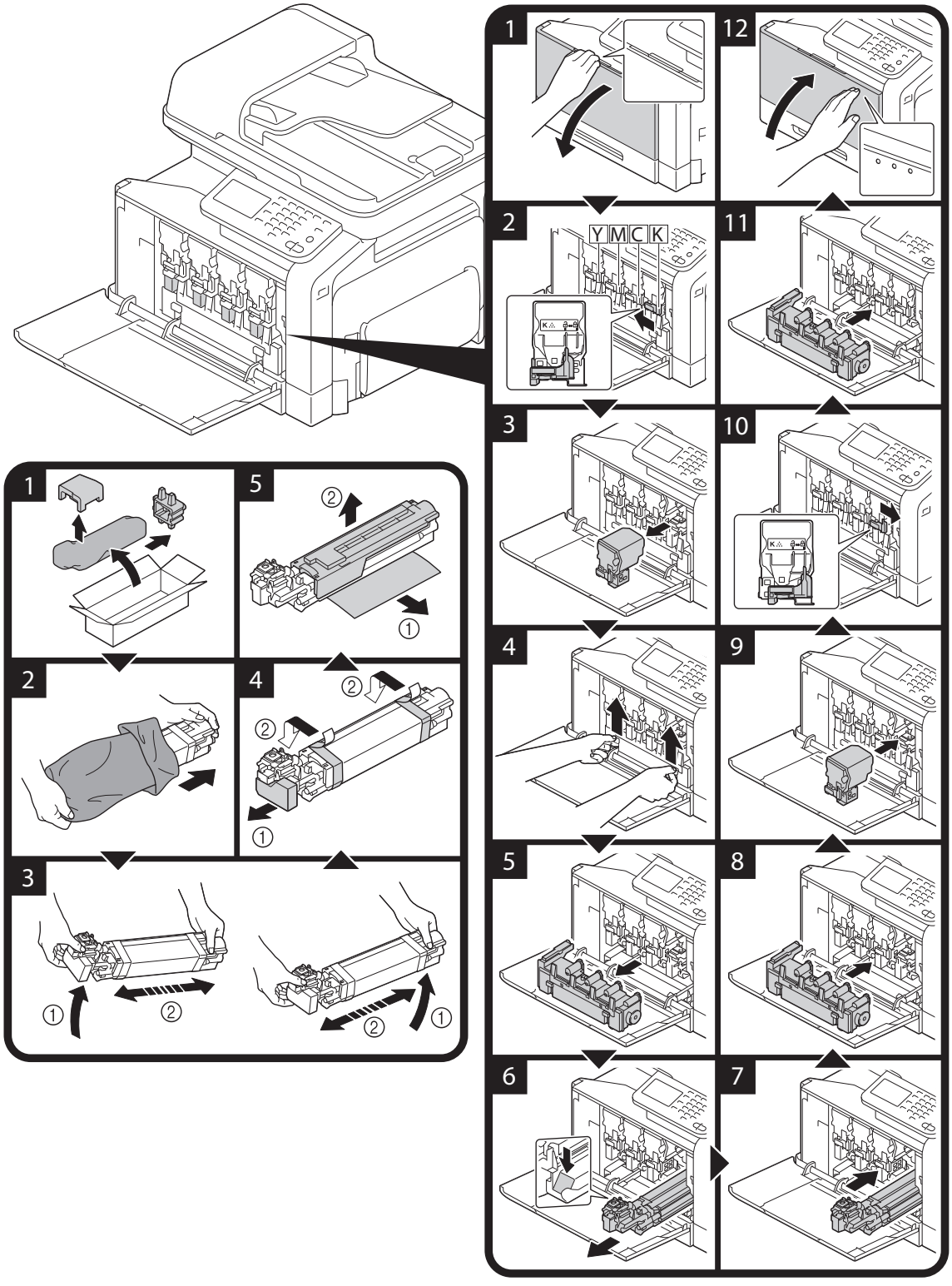
CAUTION

Precautions for toner spills
- Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- If your hands become soiled with toner, immediately wash them with soap and water.
- If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

Replacing the imaging unit

The following procedure describes how to replace an imaging unit.

The procedure for replacing imaging unit is the same for all imaging unit colors. As an example, the procedure for replacing the black imaging unit is described.



Note

Keep used imaging units in their black plastic bags inside their boxes to be collected by your service representative.
The imaging unit may be easily damaged by light. Leave the imaging unit in the black plastic bag until immediately before it is to be installed.

CAUTION

Precautions for toner spills
- Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- If your hands become soiled with toner, immediately wash them with soap and water.
- If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

Print operations 3

Print operations

Basic print operation

Before printing

Send print data from an application on the computer through the printer driver to this machine. In order to print, a printer driver must first be installed on the computer to be used. The printer driver can easily be installed with the installer on the enclosed [Drivers CD/DVD].

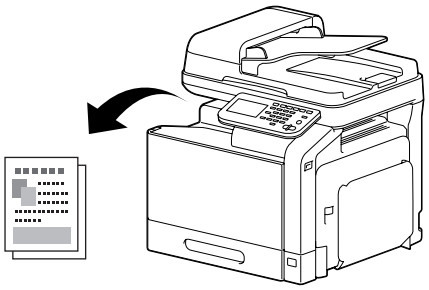
The following printer drivers can be used with this machine.
Windows: PCL driver, PostScript driver or XPS driver
Macintosh: OS X PostScript PPD driver

Before printing, connect this machine to a computer via either a USB or network connection. In order to establish a network connection, the network settings must first be specified. Network settings should be specified by the administrator. Network settings can also be specified by using Web Connection. For details, refer to chapter 3 of the [Printer/Copier/Scanner User's Guide] and chapter 7 and 8 of the [Reference Guide].

Printing

1 Create a document in the application, and then select the print command.
2 In the Print dialog box, select the printer.
- If necessary, display the printer driver settings dialog box, and then specify the printing settings. For details, refer to the Help for the printer driver.

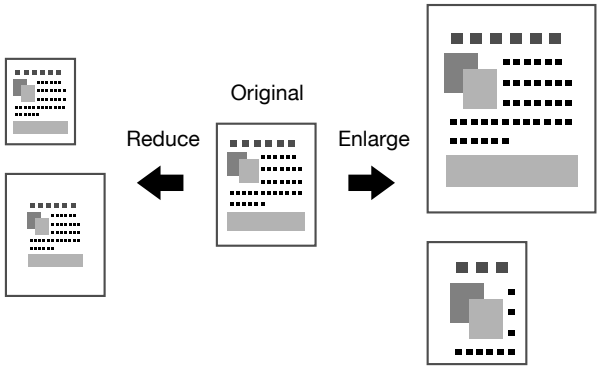
3 The specified pages and number of copies are printed.



Zoom

Specify the enlargement or reduction ratio.

The print is automatically enlarged or reduced to the size specified here when it differs from the Original Size setting and [Zoom] is set to [Auto].



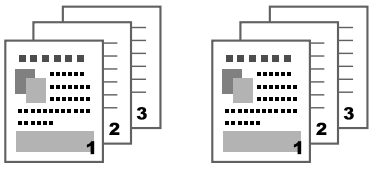
Windows PCL/PS/XPS drivers: Basic tab

Macintosh OS X driver: Page Attributes

For details, refer to the Help for the printer driver.

Collate

When printing multiple copies, select the Collate function to print each copy as a complete set (1, 2, 3, ..., 1, 2, 3, ...).



Windows PCL/PS/XPS drivers: Basic tab

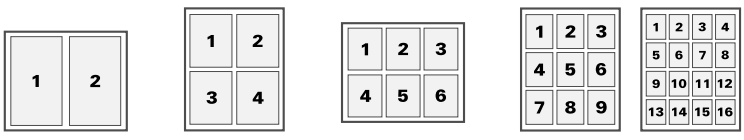
Macintosh OS 10.2/10.3/10.4 drivers: Copies & Pages

Macintosh OS 10.5/10.6 drivers: Collated

For details, refer to the Help for the printer driver.

N-up

Multiple document pages can be reduced and printed together on a single page.



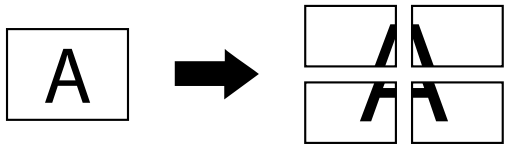
Windows PCL/PS/XPS drivers: Layout tab

Macintosh OS X driver: Layout

For details, refer to the Help for the printer driver.

Poster

A single document page can be enlarged and printed on multiple sheets of paper.

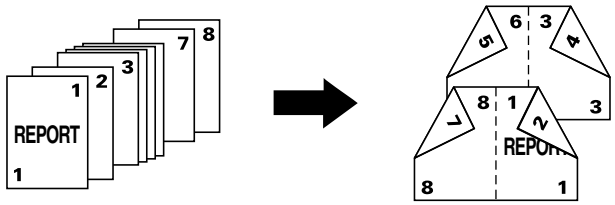


Windows PCL driver: Layout tab

For details, refer to the Help for the printer driver.

Booklet

Document pages can be printed in the form of a booklet.

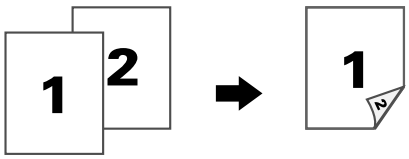


Windows PCL/PS/XPS drivers: Layout tab

For details, refer to the Help for the printer driver.

Duplex

Document pages can be printed on both sides of the paper.



Windows PCL/PS/XPS drivers: Layout tab

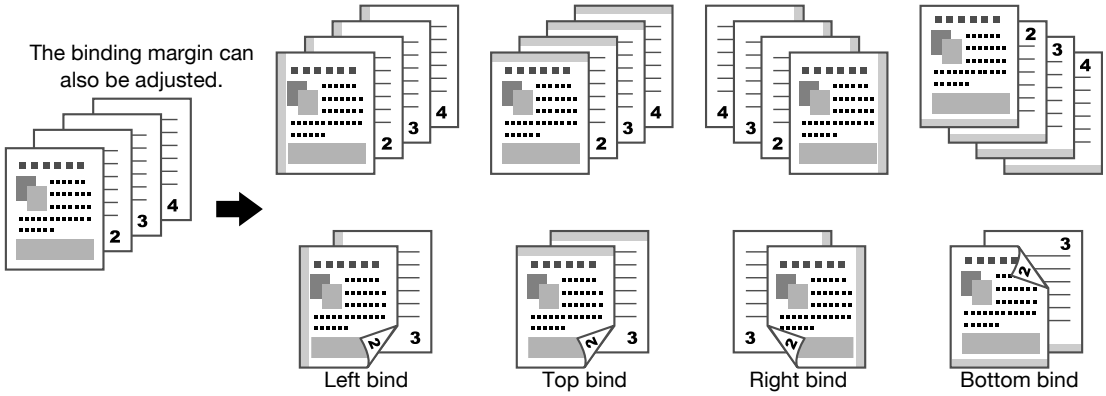
Macintosh OS 10.2 driver: Duplex

Macintosh OS 10.3/10.4/10.5/10.6 drivers: Layout

For details, refer to the Help for the printer driver.

Binding Position/Binding Margin

Specify the binding position for bound documents. The width of the page margins can also be adjusted.



Windows PCL/PS/XPS drivers: Layout tab

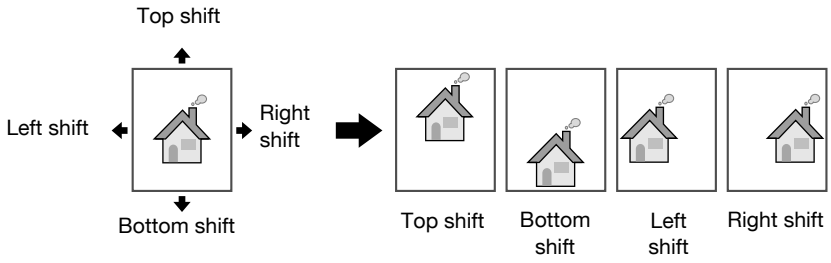
Macintosh OS 10.2 driver: Duplex

Macintosh OS 10.3/10.4/10.5/10.6 drivers: Layout

For details, refer to the Help for the printer driver.

Image Shift

The entire image can be printed shifted to one side, for example, to create a left or right margin.



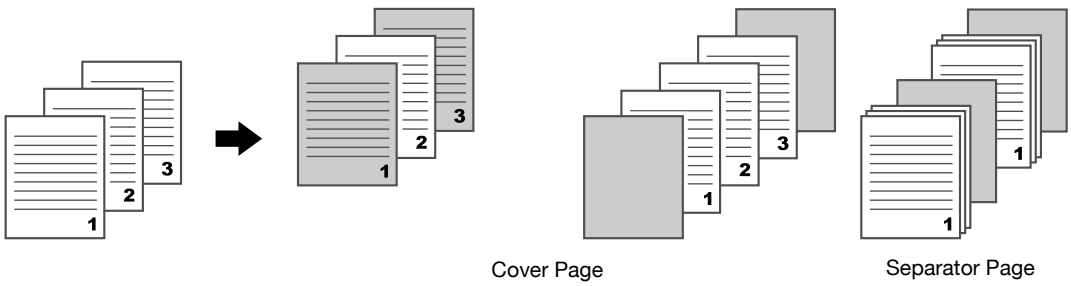
Windows PCL driver: Layout tab

For details, refer to the Help for the printer driver.

Cover Page/Separator Page

The front and back cover pages can be printed on different paper. Otherwise, blank paper can be added as front and back cover pages and inserted as separator pages.

A different paper tray can be selected for the paper that is used.



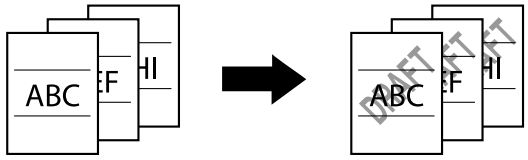
Windows PCL/PS/XPS drivers: Cover Page tab

Macintosh OS 10.3/10.4/10.5/10.6 drivers: Cover Page

For details, refer to the Help for the printer driver.

Watermark

The document can be printed overlapping a watermark (text stamp).

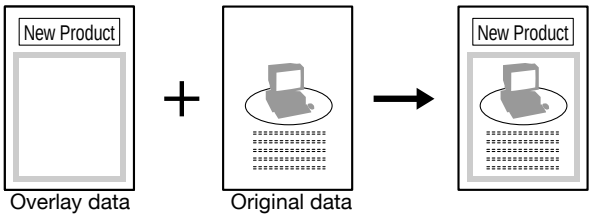


Windows PCL/PS/XPS drivers: Watermark/Overlay tab

For details, refer to the Help for the printer driver.

Overlay

The document can be printed overlapping separate overlay data.

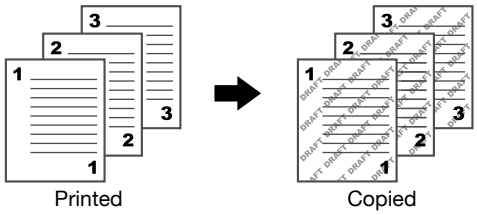


Windows PCL/PS/XPS drivers: Watermark/Overlay tab

For details, refer to the Help for the printer driver.

Copy Protect

Specify a special pattern to prevent copying.



Windows PCL driver: Watermark/Overlay tab

For details, refer to the Help for the printer driver.

Select Color

Select whether the document will be printed in Color or Grayscale.

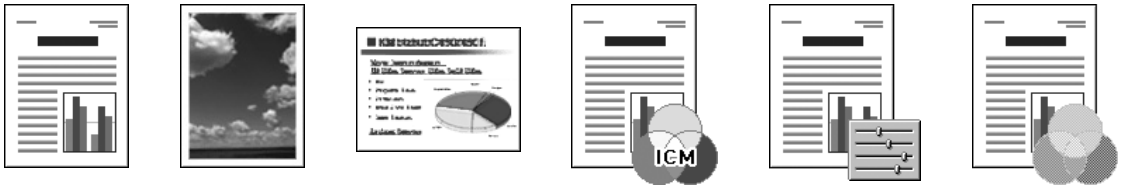
Windows PCL/PS/XPS drivers: Quality tab

Macintosh OS X driver: Color Options

For details, refer to the Help for the printer driver.

Quick Color

The document can be printed with the image quality appropriate for the document's contents.



Auto Photo Presentation ICM Custom Disable

Windows PCL/PS/XPS drivers: Quality tab

Macintosh OS X driver: Color Options

For details, refer to the Help for the printer driver.

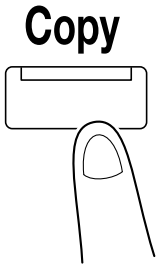
Copy operations 4

Copy operations

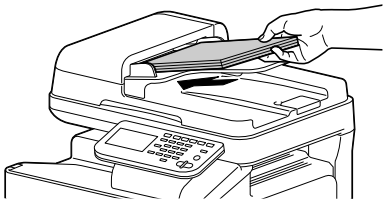
Basic copy operation

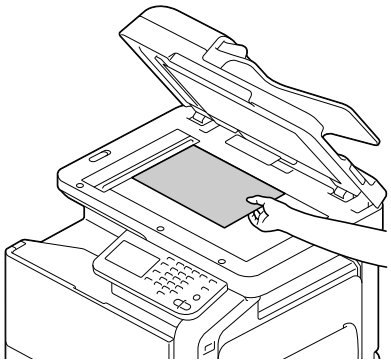
This section contains information on the general operation for copying.

1 Press [Copy] or press the [Copy] key to display the initial Copy screen.



2 Place the document in the ADF or on the original glass.



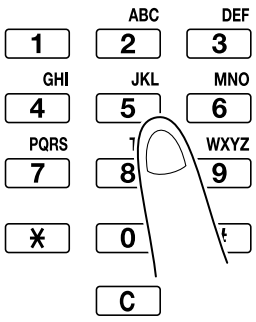


3 Specify the desired copy settings.

- For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

4 Type in the desired number of copies.

- To change the number of copies, press the [C] (clear) key, and then type in the desired number.



5 To make a color copy, press the [Start (Color)] key.
To make a black-and-white copy, press the [Start (B&W)] key.

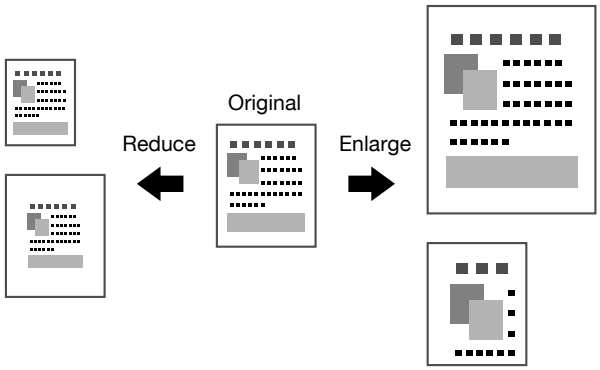
This machine cannot automatically detect the size of an original document that will be scanned. Before scanning the document, specify its size. If the size of the original document is not correctly specified, some parts of the image may be lost.
When sorting or making double-sided or combined copies using the original glass, press [Finish] after all pages of the document have been scanned.
To scan multiple document pages using the original glass, press [Separate Scan]. After scanning the first page of the document, load the second page, and then press the [Start] key again. Repeat this process until all the pages have been scanned. After the last page has been scanned, press [Finish].
To stop scanning or printing, press the [Stop] key.
To interrupt the copy job, press the [Interrupt] key.
To scan the next document while printing (reserve a copy job), position the next document, and then press the [Start] key.

For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Zoom

Specify the enlargement or reduction ratio.

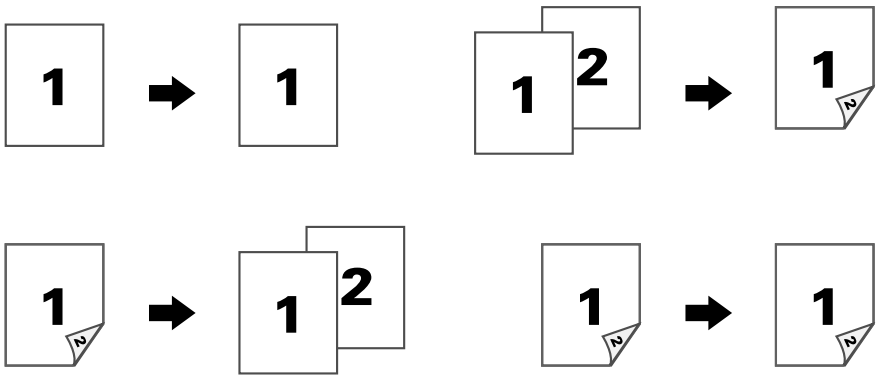
The copy is automatically enlarged or reduced to the size specified here when it differs from the Original Size setting and [Zoom] is set to [Auto].



For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Duplex

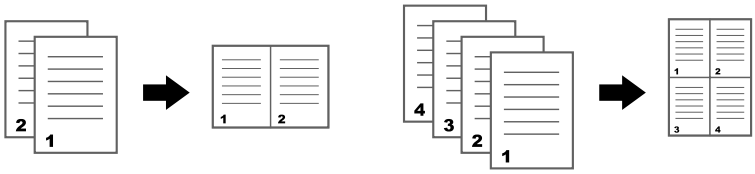
Both the document and the copy can be specified as single-sided or double-sided.



For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Combine

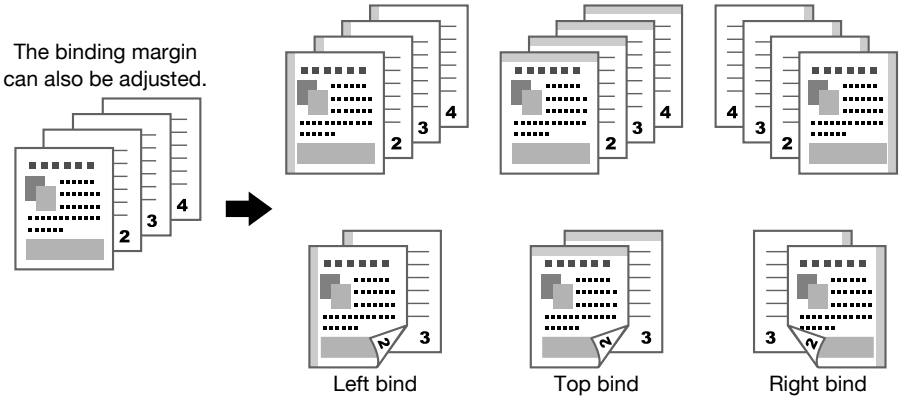
The document images of multiple pages (2 or 4) can be reduced and printed together on a single page.



For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Binding Position/Paper Margin

Specify the binding position for bound documents. The width of the page margins can also be adjusted.



For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Density

The copy density can be adjusted.

For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Original Type

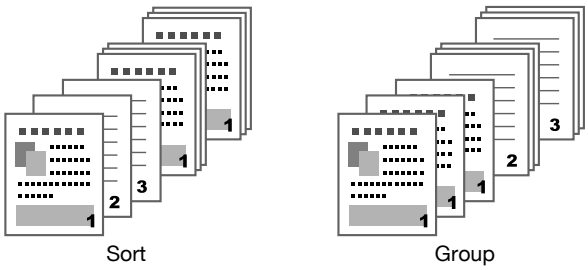
The document can be copied with the image quality appropriate for the document's contents.

For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Finishing

When printing multiple copies, press [Sort] to print each copy as a complete set (1, 2, 3, ..., 1, 2, 3, ...). To print the multiple copies of each page before printing the next page (1, 1, 1, ..., 2, 2, 2, ...), press [Group].

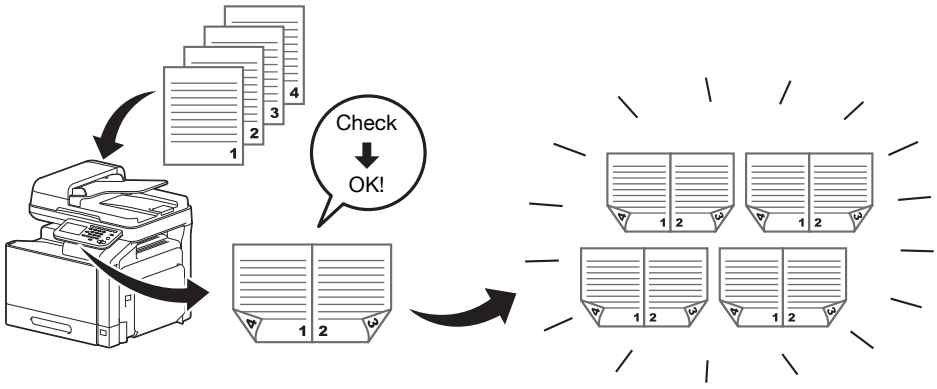
Press [Auto] to automatically switch between [Sort] and [Group] depending on the number of printable sheets per copy. [Group] is set when printing a single sheet in the 1-sided or 2-sided mode, and [Sort] is set when printing multiple sheets.



For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Proof Copy

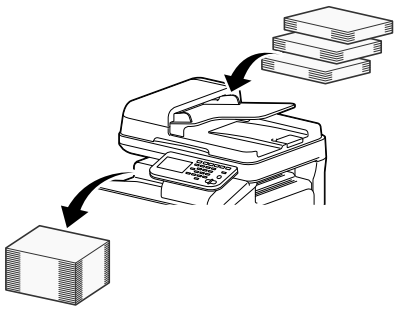
Before printing a large number of copies, a single proof copy can be previewed. This prevents copy errors from occurring in a large number of copies.



For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Separate Scan

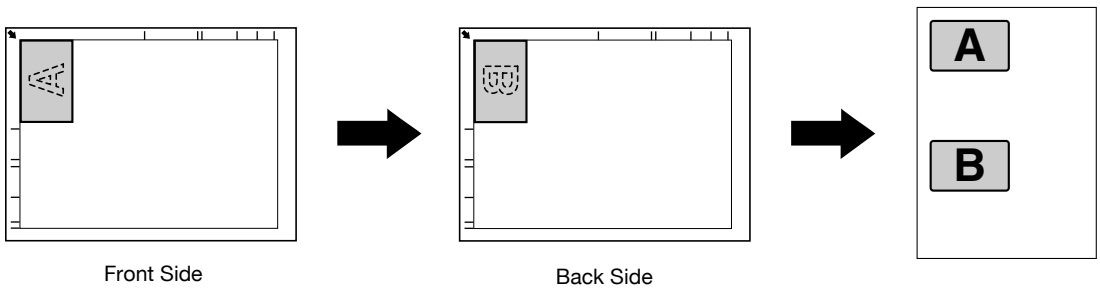
If the number of document pages to be copied is too large to be loaded into the ADF, the document can be divided into batches, which are scanned separately. After all document pages are scanned, the copies can be printed together. This is useful for printing multiple copies of a document containing a large number of pages.



For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

ID Copy

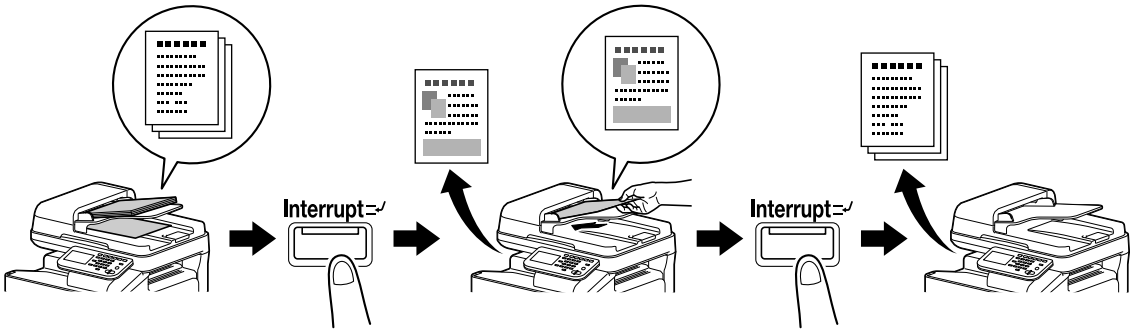
The front and back sides of a card, such as an insurance card, driver's license or business card, can be scanned separately and printed together on a single page. This allows you to copy a card at its actual size.



For details, refer to chapter 7, "Performing Copy mode operations", of the [Printer/Copier/Scanner User's Guide].

Interrupt

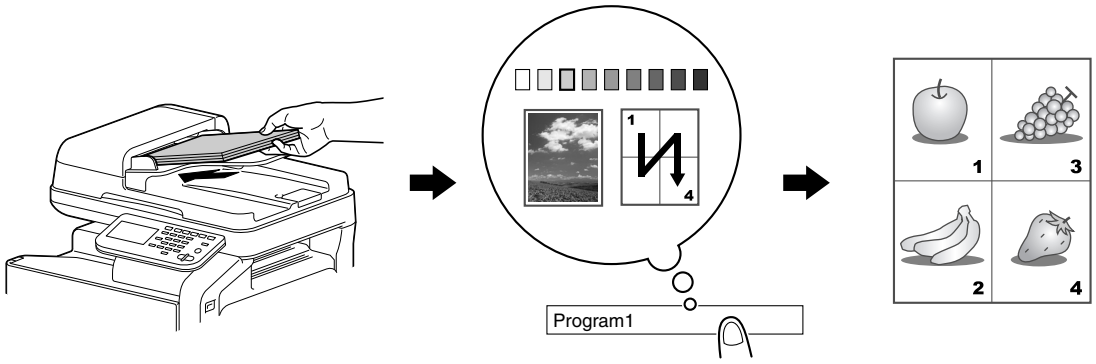
The current job in progress can be temporarily suspended so that a new job with different copy settings can be started. This is convenient when you urgently need to make copies.



For details, refer to chapter 8, "Additional copy operations", of the [Printer/Copier/Scanner User's Guide].

Mode Memory

Combine frequently used copy settings into programs and register them with this machine. These programs can easily be recalled as programs.



For details, refer to chapter 8, "Additional copy operations", of the [Printer/Copier/Scanner User's Guide].

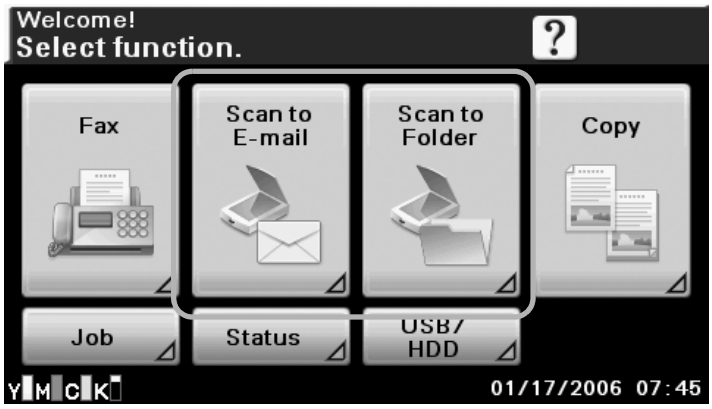
Scan operations 5

Scan operations

Basic scan operation

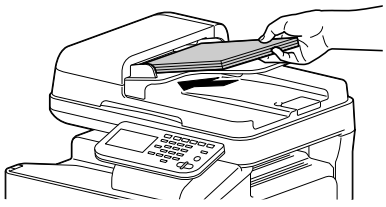
This section contains information on the general operation for scanning.

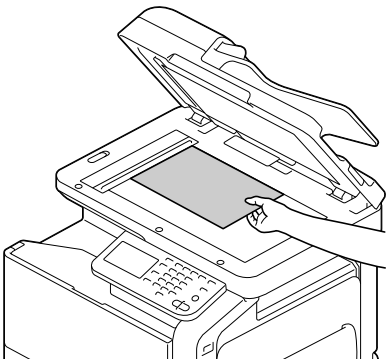
1 Press [Scan to E-mail] or press the [E-mail] key to display the initial Scan to E-mail screen.
Press [Scan to Folder] or press the [Folder] key to display the initial Scan to Folder screen.



– The screen that appears differs depending on the destination of the scan data.

2 Place the document in the ADF or on the original glass.





3 Specify the destination.

– If destinations have already been registered, a registered destination can be selected.
– To directly type in the destination address, press [Direct Input], select the transmission method, and then type in the destination address.
– A document can be sent to multiple destinations at the same time (broadcast transmission).
– In the initial screen, press [Mode Check] to check or change the specified destinations.

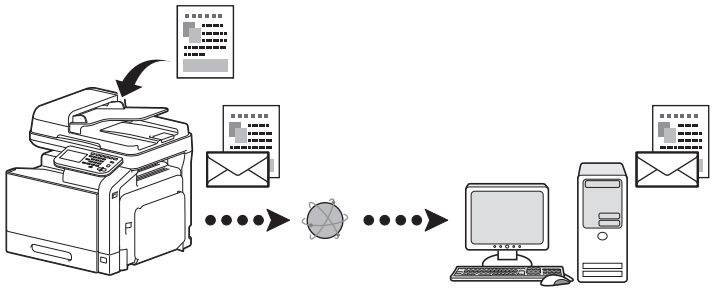
4 If necessary, specify settings for other parameters in the [Settings] screen.

5 Press the [Start (Color)] key or the [Start (B&W)] key.

This machine cannot automatically detect the size of an original document that will be scanned. Before scanning the document, specify its size. If the size of the original document is not correctly specified, some parts of the image may be lost.
To check a scan job, press [Job], and then press [Save] in the [Log] screen.
For details, refer to chapter 10, "Scanning with the machine", of the [Printer/Copier/Scanner User's Guide].

Scan to E-mail operation

Scanned data can be sent to the specified e-mail address. Specify destinations from the touch panel of this machine to send scan data as an e-mail attachment.

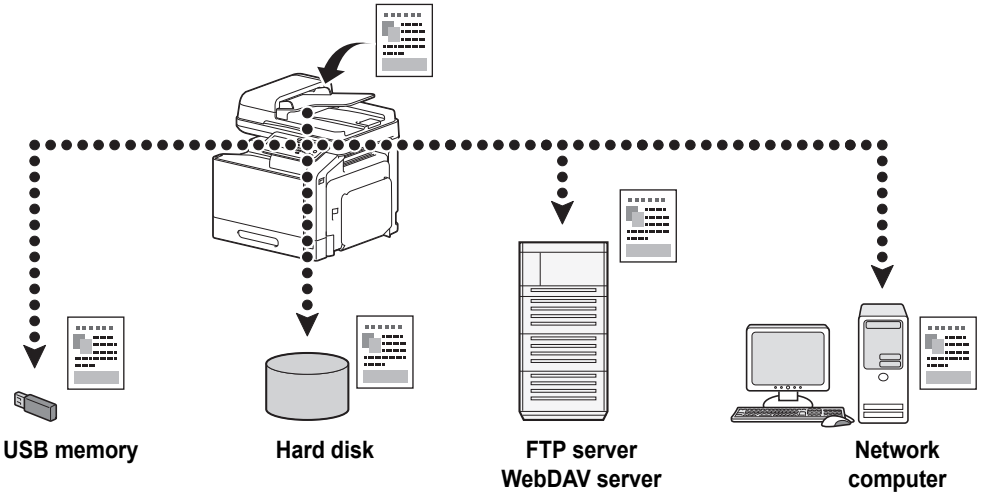


For details, refer to chapter 10, "Scanning with the machine", of the [Printer/Copier/Scanner User's Guide].

Scan to Folder operation

The scan data can be sent to a specified folder. Any of the following can be specified as destinations.

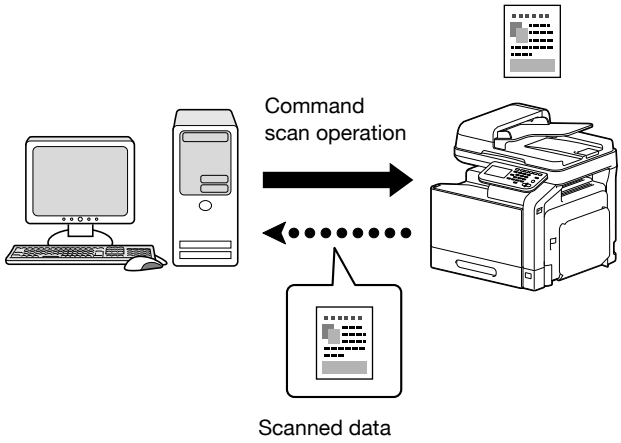
- FTP server
- WebDAV server
- USB memory
- Hard disk drive
- Computer on the network (SMB or Web Service feature)



For details, refer to chapter 10, "Scanning with the machine", of the [Printer/Copier/Scanner User's Guide].

Scanning from a computer application

Documents can be scanned from a computer connected to this machine via a network. Scanning settings can be specified and the scanning operation can be performed from TWAIN- or WIA-compatible applications.



For details, refer to chapter 9, "Scanning From a Computer Application", of the [Printer/Copier/Scanner User's Guide].

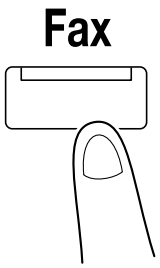
Fax operations 6

Fax operations

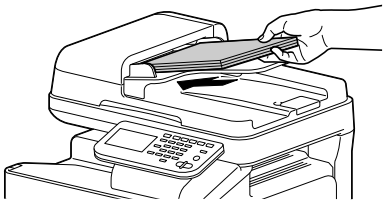
Basic fax operation

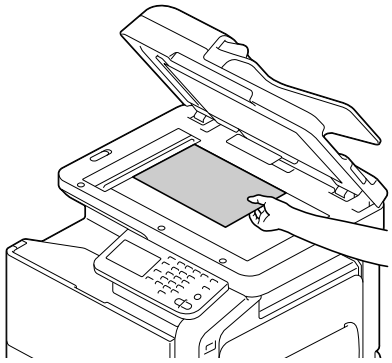
This section contains information on the general operation for faxing.

1 Press [Fax] or press the [Fax] key to display the initial Fax screen.



2 Place the document in the ADF or on the original glass.





3 Specify the destination.

- If fax numbers have already been registered, a registered destination can be selected.
- When directly entering the fax number, use the keypad to type in the number.
- A document can be sent to multiple destinations at the same time (broadcast transmission).
- In the initial Fax screen, press [Mode Check] to check or change the specified destination.

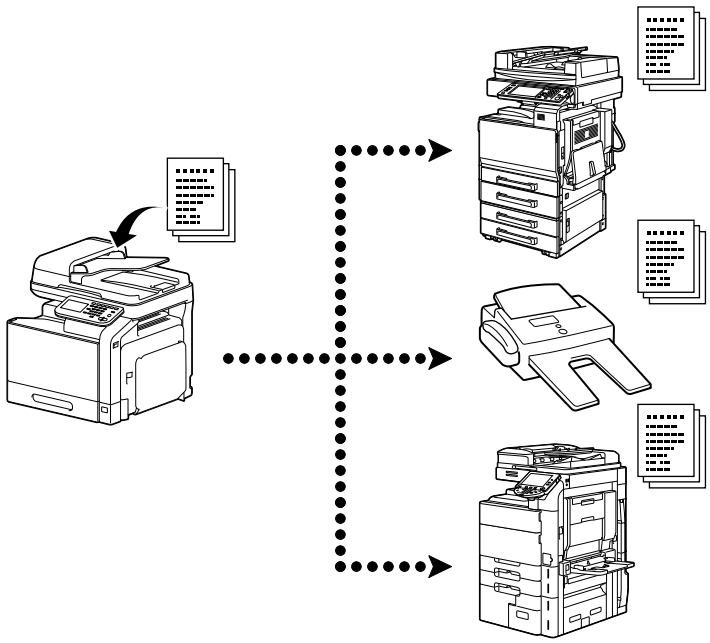
4 Press [Settings], and then select the appropriate settings on the [Scan Settings], [Comm. Settings], and [Original Settings] screens.

5 Press the [Start] key.
After all document pages have been scanned, the fax is sent

The fax is sent in black and white regardless of whether the [Start (Color)] key or the [Start (B&W)] key is pressed.
This machine cannot automatically detect the size of an original document that will be scanned. Before scanning the document, specify its size. If the size of the original document is not correctly specified, some parts of the image may be lost.
For details, refer to chapter 3, "Sending faxes", of the [Facsimile User's Guide].

Broadcast transmission

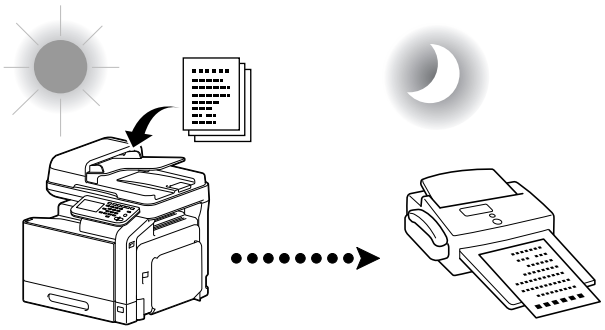
A fax can be sent to multiple recipients in a single transmission.



For details, refer to chapter 3, "Sending faxes", of the [Facsimile User's Guide].

Timer transmission

A document can be scanned and stored in the memory to be sent at a specified time.



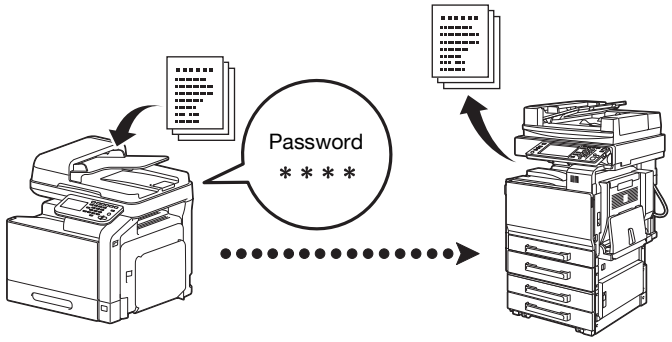
The scanned document is sent at the specified time.

For details, refer to chapter 3, "Sending faxes", of the [Facsimile User's Guide].

Password transmission

A document can be sent with a password applied.

This function can be used if the recipient's fax machine is compatible with closed network receptions.

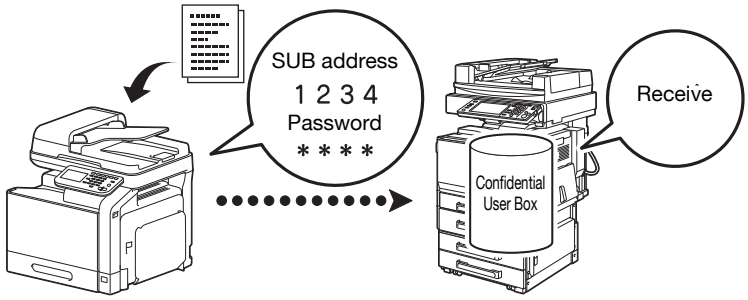


For details, refer to chapter 3, "Sending faxes", of the [Facsimile User's Guide].

F-code transmission

With F-code transmissions, specify a SUB address and password to send the fax to a specific recipient's box. The destination box can be a confidential box or a relay box.

This function can be used if the recipient's fax machine is compatible with F-codes.

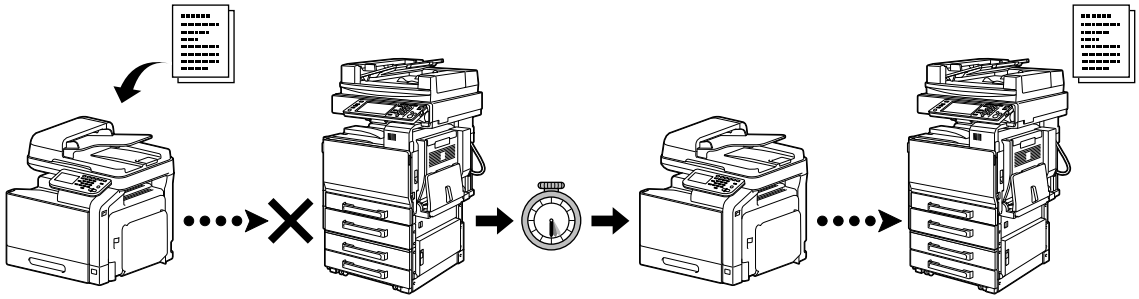


For details, refer to chapter 3, "Sending faxes", of the [Facsimile User's Guide].

Redialing

Dialing the same recipient again is called "redialing".

If the fax cannot be sent, for example, when the recipient's line is busy, the fax number can be dialed again after some time has passed.

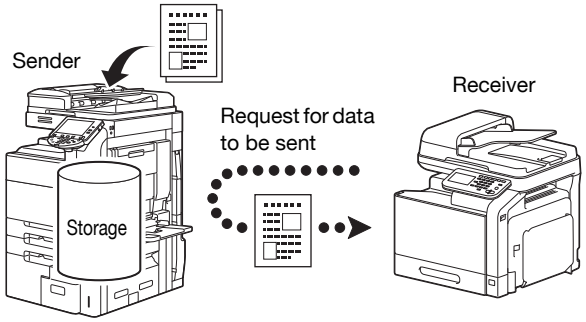


For details, refer to chapter 3, "Sending faxes", of the [Facsimile User's Guide].

Polling reception

A document reserved for polling transmission on the sender's machine can be sent with a command from the recipient.

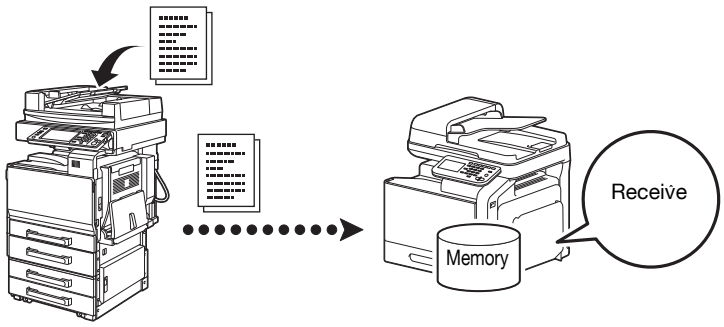
With this function, the recipient incurs the cost of the call.



For details, refer to chapter 4, "Receiving faxes", of the [Facsimile User's Guide].

Memory reception

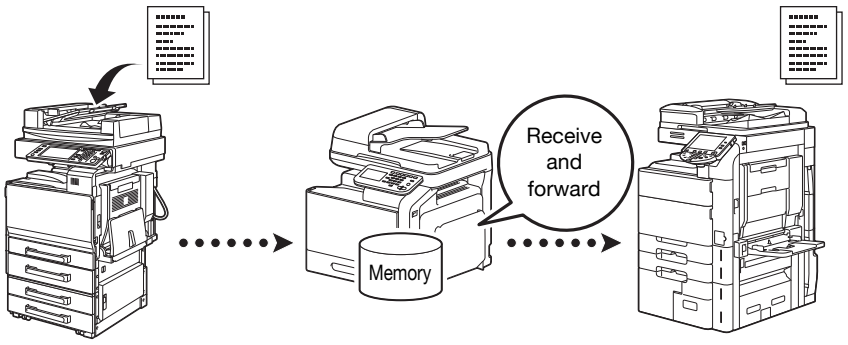
With memory reception, received documents are force-saved in the memory. Then, the received document can be printed from the memory when desired.



For details, refer to chapter 4, "Receiving faxes", of the [Facsimile User's Guide].

Received document forwarding

Received documents can be forwarded to a previously specified destination. Forwarding destinations are specified by the administrator.

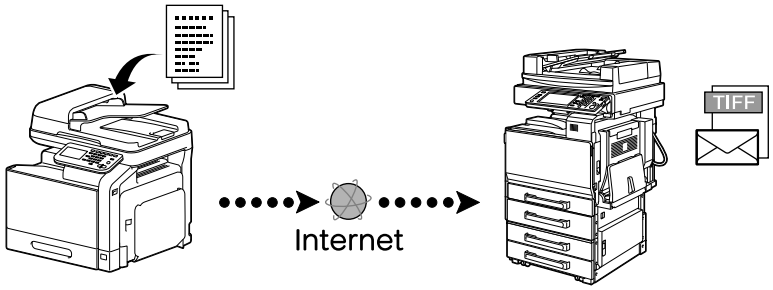


For details, refer to chapter 4, "Receiving faxes", of the [Facsimile User's Guide].

Internet faxing

Using the Internet, a scanned document can be sent as an e-mail attachment in the TIFF format.

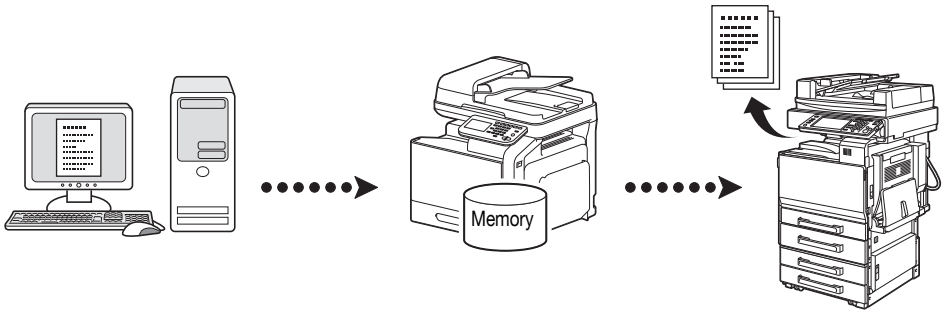
This machine can also receive documents via Internet fax and print them in black and white.



For details, refer to chapter 3 and 4 of the [Facsimile User's Guide].

PC-FAX transmission

Using a fax driver, a fax can be sent directly from a Windows-compatible computer.



For details, refer to chapter 5, "Sending/receiving a PC fax", of the [Facsimile User's Guide].

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