

olivetti



d-Color MF201 QUICK GUIDE

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The mark affixed to the product certifies that the product satisfies the basic quality requirements.



The manufacturer reserves the right to carry out modifications to the product described in this manual at any time and without any notice.



ENERGY STAR is a U.S. registered mark.

The ENERGY STAR program is an energy reduction plan introduced by the United States Environmental Protection Agency in response to environmental issues and for the purpose of advancing the development and utilization of more energy efficient office equipment.

Your attention is drawn to the following actions which could compromise the conformity attested to above, as well as the characteristics of the product:

- 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.

This manual is also available in color PDF format on the CD-ROM provided.

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N ° 08-108

DICHIARAZIONE CE DI CONFORMITA' del COSTRUTTORE secondo EN45014

MANUFACTURER'S CE DECLARATION of CONFORMITY according to EN 45014

OLIVETTI S.p.A. Via Jervis, 77 - 10015 IVREA (TO) - ITALY

Dichiara sotto la sua responsabilità che il prodotto:
Declares under its sole responsibility that the product:

Categoria generale:	Apparecchiature per la Tecnologia dell' Informazione
Equipment category:	Information Technology Equipment
Tipo di apparecchiatura:	Copiatrice colore digitale Multifunzionale
Product type:	Multifunctional Digital Color Copier
Modello/Product name:	d-Color MF201
Opzioni/Options:	AD-505, WT-503, FK-507, ML-504, SP-503, DF-612, JS-505, PC-105, PC-104, PC-204, PC-405, OC-508, MB-502, MK-723, MK-718, EM-310

è CONFORME alla Direttiva 1999/5/CE del 9 marzo 1999
is in compliance with directive 99/5/EC dated 9th march 1999

e soddisfa i requisiti essenziali di **Compatibilità Elettromagnetica e di Sicurezza** previsti dalle Direttive:
and fulfils the essential requirements of *Electromagnetic Compatibility and of Electrical Safety* as prescribed by the Directives:

2004/108/CE del 15 Dicembre 2004;
2004/108/EC dated 12th December 2006;
2006/95/CE del 12 Dicembre 2006;
2006/95/EC dated 12th December 2006;

in quanto progettato e costruito in conformità alle seguenti Norme Armonizzate:
since designed and manufactured in compliance with the following European Harmonized Standards:

EN 55022: 2006 (Limits and methods of measurements of radio interference characteristics of Information Technology Equipment) / Class B;
EN 61000-3-2:2000 + A2: 2005 (Electromagnetic Compatibility (EMC) - Part 3: Limits - Section 2: Limits for harmonic current emissions (equipment input current ≤ 16 A per phase) / Class A
EN 61000-3-3:1995 + A1:2001 + A2:2005 (Electromagnetic Compatibility (EMC) - Part 3: Limits - Section 3: Limitation of voltage fluctuations and flicker in low voltage supply systems for equipment with rated current up to and including 16A);
EN 55024:1998 + A1:2001 + A2:2003 (Electromagnetic Compatibility – Information technology equipment – Immunity characteristics – Limits and methods of measurement);
EN 60950-1:2001 + A11:2004 (Safety of Information Technology Equipment, including electrical business equipment).
EN 60825-1:1994 + A1:2002 + A2:2001 (Radiation Safety of laser products, equipment classification, requirements ad user's guide).
ES 203 021-1: V2.1.1, ES 203 021-2: V2.1.2, ES 203 021-3: V2.1.2 (Referred Voluntary Requirements).
EG 201 120: V1.1.1, EG 201 187: V1.1.1 (Referred Voluntary Requirements).

La conformità ai suddetti requisiti essenziali viene attestata mediante l'apposizione della **Marcatura CE** sul prodotto.
Compliance with the above mentioned essential requirements is shown by affixing the **CE marking** on the product.

Ivrea, 3 Giugno 2008
Ivrea, 3th June 2008

Giovanni Ferrario
Chief Executive Officer
Amministratore Delegato
Olivetti S.p.A.

Note: 1) La Marcatura CE è stata apposta nel 2008
Notes: 1) *CE Marking has been affixed in 2008*
2) Il Sistema della Qualità è conforme alle norme serie UNI EN ISO 9000.
2) *The Quality System is in compliance with the UNI EN ISO 9000 series of Standards*

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Contents

1 Introduction

1.1	Energy Star®.....	1-3
1.2	Safety information.....	1-4
1.3	Regulation notices.....	1-10
1.4	Caution notations and labels.....	1-15
1.5	Special notice to user.....	1-16
1.6	Space requirements.....	1-17
1.7	Operation precautions.....	1-18
1.8	Legal restrictions on copying.....	1-19
1.9	Explanation of manual conventions.....	1-20
1.10	Introduction to the user manuals.....	1-22
1.11	Available features.....	1-23
1.12	Control panel.....	1-25
1.13	Turning the machine on/off.....	1-27
1.14	Loading paper.....	1-29
1.15	Clearing paper misfeeds.....	1-38
1.16	Replacing consumables.....	1-42
1.17	Options.....	1-50

2 Basic operations

2.1	Basic copy operation.....	2-3
2.2	Basic print operation.....	2-6
2.3	Basic fax operation.....	2-10
2.4	Basic scan operation.....	2-13

3 Useful copy operations

3.1	Reducing paper use while copying.....	3-3
3.2	Printing copies enlarged/reduced on paper with a different size.....	3-7
3.3	Copying onto envelopes.....	3-9
3.4	Easily recalling frequently used functions.....	3-12
3.5	Checking the number of prints.....	3-15
3.6	Reducing electricity usage.....	3-17

4 Useful printing operations

4.1	Selecting the paper.....	4-3
4.2	Managing and limiting printing.....	4-6
4.3	Reducing paper use while printing.....	4-7
4.4	Adjusting the print position.....	4-8
4.5	Adding text and images when printing.....	4-9
4.6	Adjusting the image quality.....	4-10
4.7	Using printer fonts.....	4-11

5 Useful fax operations

5.1	Registering frequently used fax numbers.....	5-3
5.2	Checking fax operations performed until now.....	5-9
5.3	Transmitting to multiple recipients at the same time.....	5-11
5.4	Selecting registered transmission source information.....	5-15
5.5	Scanning the originals to be sent.....	5-17

5.6	Sending documents with a command from the recipient.....	5-19
5.7	Reducing communication costs.....	5-21
5.8	Reducing communication costs (using the Internet/Intranet)	5-23
5.9	Sending originals by e-mail	5-25
5.10	Reducing printing costs	5-27
5.11	Sending confidential documents.....	5-30
5.12	Forwarding received data	5-32
5.13	Faxing data directly from a computer	5-33
5.14	Registering one-touch destinations from a computer	5-34
6	Useful network scan operations	
6.1	Registering frequently used destinations.....	6-3
6.2	Transmitting fine text and clean images	6-9
6.3	Transmitting with the selected color and file type settings	6-13
6.4	Transmitting with the background color adjusted	6-15
6.5	Transmitting to multiple recipients	6-17
6.6	Sending documents by e-mail.....	6-20
6.7	Checking transmissions performed until now	6-23
7	Troubleshooting	
8	User Settings parameters	
8.1	Displaying the User Settings screen.....	8-3
8.2	Settings that can be specified	8-4
9	Appendix	
9.1	Trademarks and copyrights.....	9-3
9.2	Software license agreement.....	9-26
10	Index	



Introduction

1 Introduction

This Quick Guide – Copy/Print/Fax/Scan Operations uses illustrations to describe operating procedures for the most commonly used functions in an easy-to-understand way.

Start by using this manual to become proficient with the useful functions that this machine offers.

For details on the various functions, refer to the user manuals on the software DVD included with this machine.

In order to operate the machine safely and properly, be sure to read the safety information on page 1-4 of this manual before use.

For descriptions on trademarks and copyrights, refer to page 9-3 of this manual.

In addition, this manual contains the following information. Be sure to read the manual before using the machine.

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine

The illustrations used in this manual may appear slightly different from views of the actual equipment.

1.1 Energy Star®



As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

1.2 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.



Note

Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in this manual to categorize the level of safety warnings.

WARNING

Ignoring these warnings could cause serious injury or even death.







→ Do not ignore these safety advices.

CAUTION

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.

Meaning of symbols



Symbol	Meaning	Example	Meaning
	A triangle indicates a danger against which you should take precaution.		This symbol warns against possible causes of burns.
	A diagonal line indicates a prohibited course of action.		This symbol warns against dismantling the device.
	A solid circle indicates an imperative course of action.		This symbol indicates you must unplug the device.

Disassemble and modification

WARNING

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. 	
<ul style="list-style-type: none"> Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. 	

Power cord

⚠ WARNING

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. 	
<ul style="list-style-type: none"> Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock. 	
<ul style="list-style-type: none"> Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. 	

Power source

⚠ WARNING

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. 	
<ul style="list-style-type: none"> Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation. 	
<ul style="list-style-type: none"> Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. 	
<ul style="list-style-type: none"> Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire. 	

⚠ CAUTION

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.



Caution	Symbol
<ul style="list-style-type: none"> The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs. 	

Power plug

WARNING

Ignoring these warnings could cause serious injury or even death.



→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result. 	
<ul style="list-style-type: none"> Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock. 	

CAUTION

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.


Caution	Symbol
<ul style="list-style-type: none"> Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock. 	
<ul style="list-style-type: none"> Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire. 	

Grounding

WARNING

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

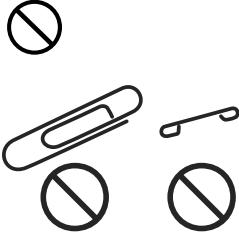
Warning	Symbol
<ul style="list-style-type: none"> Connect the power cord to an electrical outlet that is equipped with a grounding terminal. 	

Installation

WARNING

Ignoring these warnings could cause serious injury or even death.






→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. 	

CAUTION

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.


Caution	Symbol
<ul style="list-style-type: none"> After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury. 	
<ul style="list-style-type: none"> Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result. 	
<ul style="list-style-type: none"> Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown. 	
<ul style="list-style-type: none"> Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction. 	
<ul style="list-style-type: none"> Do not use flammable sprays, liquids, or gases near this product, as a fire could result. 	

Ventilation

CAUTION

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.



Caution	Symbol
<ul style="list-style-type: none"> Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals. 	

Actions in response to troubles

WARNING

Ignoring these warnings could cause serious injury or even death.


→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. 	
<ul style="list-style-type: none"> Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. 	

CAUTION

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.


Caution	Symbol
<ul style="list-style-type: none"> The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label. 	

Consumables

WARNING

Ignoring these warnings could cause serious injury or even death.



→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage. 	

CAUTION

Ignoring this cautions could cause injury or damage to property.



→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health. 	
<ul style="list-style-type: none"> Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction. 	

When moving the machine** CAUTION**

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown. 	
<ul style="list-style-type: none"> When moving this product, always hold it by the locations specified in the user manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction. 	


Before successive holidays

When the optional Fax Kit FK-507 is not installed:

 CAUTION

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> Unplug the product when you will not use the product for long periods of time. 	

1.3 Regulation notices

CE Marking (Declaration of Conformity) for users of the European Union (EU)

This product complies with the following EU directives:
2006/95/EC, 2004/108/EC and 1999/5/EC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded network cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

Optional Authentication Unit AU-201 (IC Card Reader/Writer):

This product is wireless system equipment (Short-Range Device) which the R & TTE directive (1999/5/EC) covers. Frequency of operation is 13.56 MHz.

User Instructions FCC Part 15 - Radio Frequency Devices (for U.S.A. users)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING

The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control.

Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

- This device must be used with a shielded network cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

Interference-Causing Equipment Standard (ICES-003 ISSUE 4) (for Canada users)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For users in countries not subject to class B regulations

WARNING

Interference with radio communications:

- This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.
- This device must be used with a shielded network cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

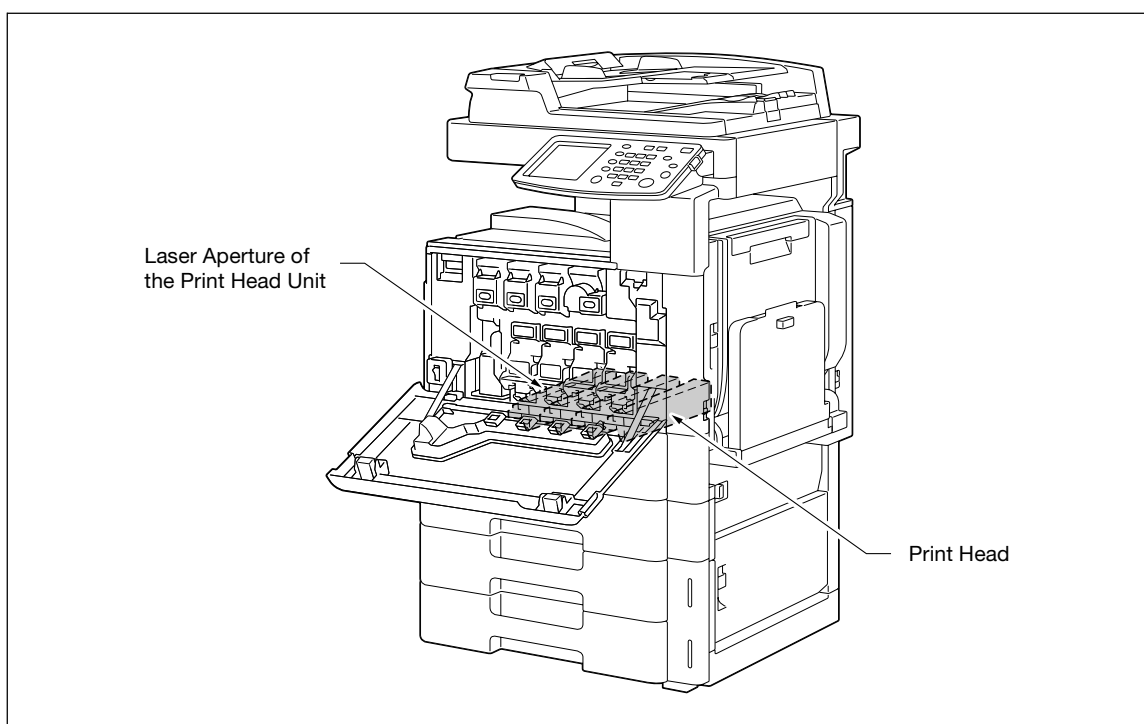
Internal laser radiation

Specification	
Maximum average radiation power	6.4 μ W at the laser aperture of the print head unit
Wavelength	775-800 nm

⚠ WARNING

This product employs a Class 3B laser diode that emits an invisible laser beam.

- The laser diode and the scanning polygon mirror are incorporated in the print head unit.
- The print head unit is **NOT A FIELD SERVICE ITEM**:
Therefore, the print head unit should not be opened under any circumstances.

**CDRH regulations**

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-13 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

⚠ CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

- This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 775-800 nm.

For European users** CAUTION**

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

- This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 775-800 nm.

For Denmark users** ADVARSEL**

Dette er en halvlederlaser.

- Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC 60825 sikkerheds kravene.

Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 775-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

 VAROITUS

Tämä on puolijohdelaser.

- Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin suurin teho on 15 mW ja aallonpituus on 775-800 nm.

 VARNING

Det här är en halvledarlaser.

- Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstråling, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 775-800 nm.

 VAROITUS

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle.

- Älä katso säteeseen.

 VARNING

Osynlig laserstråling när denna del är öppnad och spärren är urkopplad.

- Betrakta ej strålen.

For Norway users

ADVARSEL!

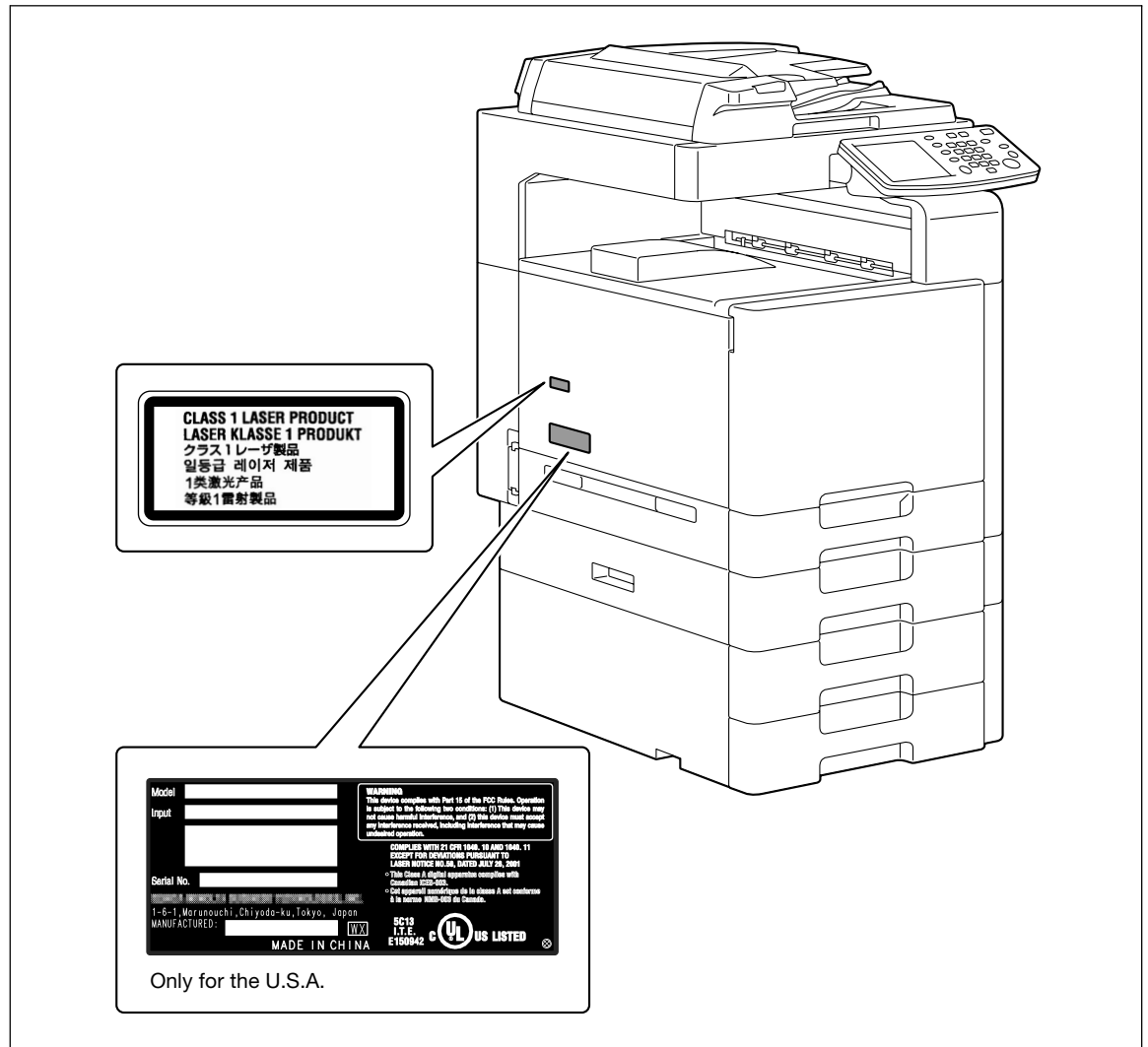
Dette en halvleder laser.

→ Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bølgelengde er 775-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.



Ozone release

CAUTION

Locate the machine in a well ventilated room

- A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room well ventilated.

ATTENTION

Placer l'appareil dans une pièce largement ventilée.

- Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

Acoustic noise (for European users only)

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

For EU member states only

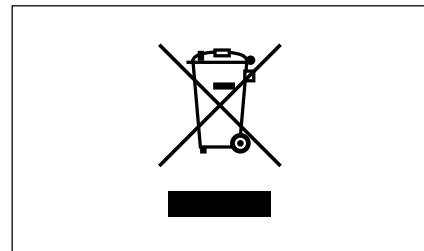
This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regarding the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.

This product complies with RoHS (2002/95/EC) Directive.

This device is not intended for use at a video workstation in compliance with BildscharbV.

Das Gerät ist nicht für die Benutzung am Bildschirmarbeitsplatz gemäß BildscharbV vorgesehen.



1.4 Caution notations and labels

Safety precaution notations and labels appear on this machine at the following positions.

Be very careful that an accident does not occur when operations such as removing paper misfeeds are performed.

TONER Net Wt. 496g(18.4oz)
BLACK / SCHWARZ Toner made in Japan
NOIR / ブラック Assembled in China
pPS-e Label A007159100

WARNING
Do not burn used toner cartridges. Toner expelled from the fire is dangerous.

Legal Restrictions on Copying
Certain types of documents may not be copied by the copier for the purpose or with the intent to pass copies of such documents off as the original. The following is not a complete list but is meant to be used as a guide to responsible copying.

CAUTION
It is illegal to copy certain types of documents. Never copy such documents.

CAUTION
Do not alter or remove any covers or panels attached to this machine, otherwise you may be exposed to laser radiation.

CAUTION
The area around the fusing unit is extremely hot. Touching any part other than those indicated may result in burns.

WARNING
Do not burn used imaging units. Toner expelled from the fire is dangerous.

WARNING
Do not position the used waste-toner box so that it is standing on end or tilted, otherwise toner may spill.

CAUTION
Do not burn the used waste-toner box. Toner expelled from the fire is dangerous.

WARNING
High temperature! / Temperature élevée! / Temperatura alta! / 注意 / 注意
VORSICHT / CUIDADO / ATTENZIONE / 주의 / الحادي
Heiße Oberfläche! / Alta temperatura! / Alta temperatura! / 고온 / حرارة عالية

1.5 Special notice to user

For Europe

The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

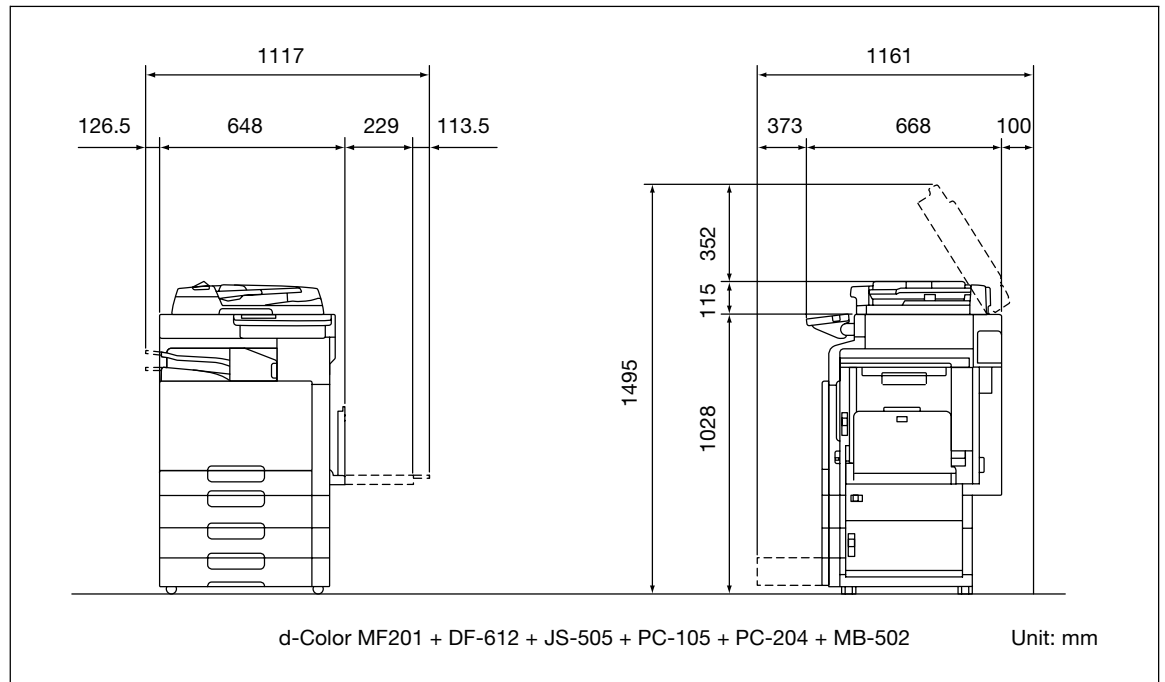
In the event of problems, you should contact your equipment supplier in the first instance.

The CE marking must be affixed to the product or to its data plate. Additionally it must be affixed to the packaging, if any, and to the accompanying documents.



1.6 Space requirements

To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.



Reminder

When the option is not installed, be sure to allow a clearance of 200 mm or more at the back of this machine for the ventilation duct.

1.7 Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage fluctuation: Maximum $\pm 10\%$ (at 220 to 240 V AC)
- Frequency fluctuation: Maximum ± 3 Hz (at 50 Hz/60 Hz)
- Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 10°C (50°F) to 30°C (86°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

Storage of copies

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

1.8 Legal restrictions on copying

Certain types of originals must never be copied with the purpose or intent to pass copies of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.



Detail

In order to prohibit the illegal reproduction of certain originals, such as paper currency, this machine is equipped with a counterfeit prevention feature.

Due to the counterfeit prevention feature that this machine is equipped with, images may be distorted.

1.9 Explanation of manual conventions

The marks and text formats used in this manual are described below.

Safety advices

DANGER

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.

→ Observe all dangers in order to prevent injuries.

WARNING

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.


→ Observe all warnings in order to prevent injuries and to ensure safe use of the machine.

CAUTION

Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.

→ Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

Sequence of action

- 1 The number 1 as formatted here indicates the first step of a sequence of actions.
 - 2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.
-  Text formatted in this style provides additional assistance.
- Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows which operations must be performed.

Tips



...

Note

Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.



...

Reminder

Text highlighted in this manner contains information that should be reminded.



Detail

Text highlighted in this manner contains references for more detailed information.

Special text markings

[Stop] key

The names of keys on the control panel are written as shown above.

MACHINE SETTING

Display texts are written as shown above.

**Note**

The machine illustrations shown in this manual can vary and depend on the machine configuration.

1.10 Introduction to the user manuals

The user manuals for this machine include this book on the software DVD.

This user manual provided as book contains descriptions for immediately operating the machine. For detailed descriptions of functions or maintenance operations, refer to the user manual on the software DVD.

Introduction to the book

Quick Guide – Copy/Print/Fax/Scan Operations

This Quick Guide contains operating procedures and descriptions of the most frequently used functions, allowing the machine to immediately be used.

In addition, this Quick Guide contains notes and precautions that should be followed for safe use of the machine as well as descriptions on trademarks and copyrights.

Be sure to read this manual before using the machine.

Introduction to the software DVD

The software DVD is included with this machine.

User manual – Copy Operations

This user manual contains descriptions of Copy mode operations and machine maintenance.

Refer to this user manual for details on paper and originals, copy procedures using convenient Application functions, replacing consumables and troubleshooting operations such as clearing paper misfeeds.

User manual – Print Operations

This user manual contains details on the printing functions that can be specified with the standard built-in printer controller.

Refer to this user manual for details on operating procedures for using the printer functions.

User manual – Network Scan/Fax/Network Fax Operations

This user manual contains details on the network scan, G3 fax, and network fax operations.

Refer to this user manual for procedures on using network scanning by e-mail, G3 fax, Internet fax, IP address fax and IP relay operations.

In order to use the fax, IP address fax and IP relay functions, the optional fax kit must be purchased separately.

User manual – Fax Driver Operations

This user manual contains details of the fax driver functions that can be used to send a fax directly from a computer.

Refer to this user manual for operating procedures on using the PC-FAX functions.

In order to use the fax functions, the optional fax kit must be purchased separately.

User manual – Network Administrator

This user manual contains details on specifying settings for connecting and using this machine with a network, on changing software switch settings, and on using Assistant tool for d-Color MF201.

Refer to this user manual for descriptions of the network settings, software switch settings and Assistant tool for d-Color MF201.



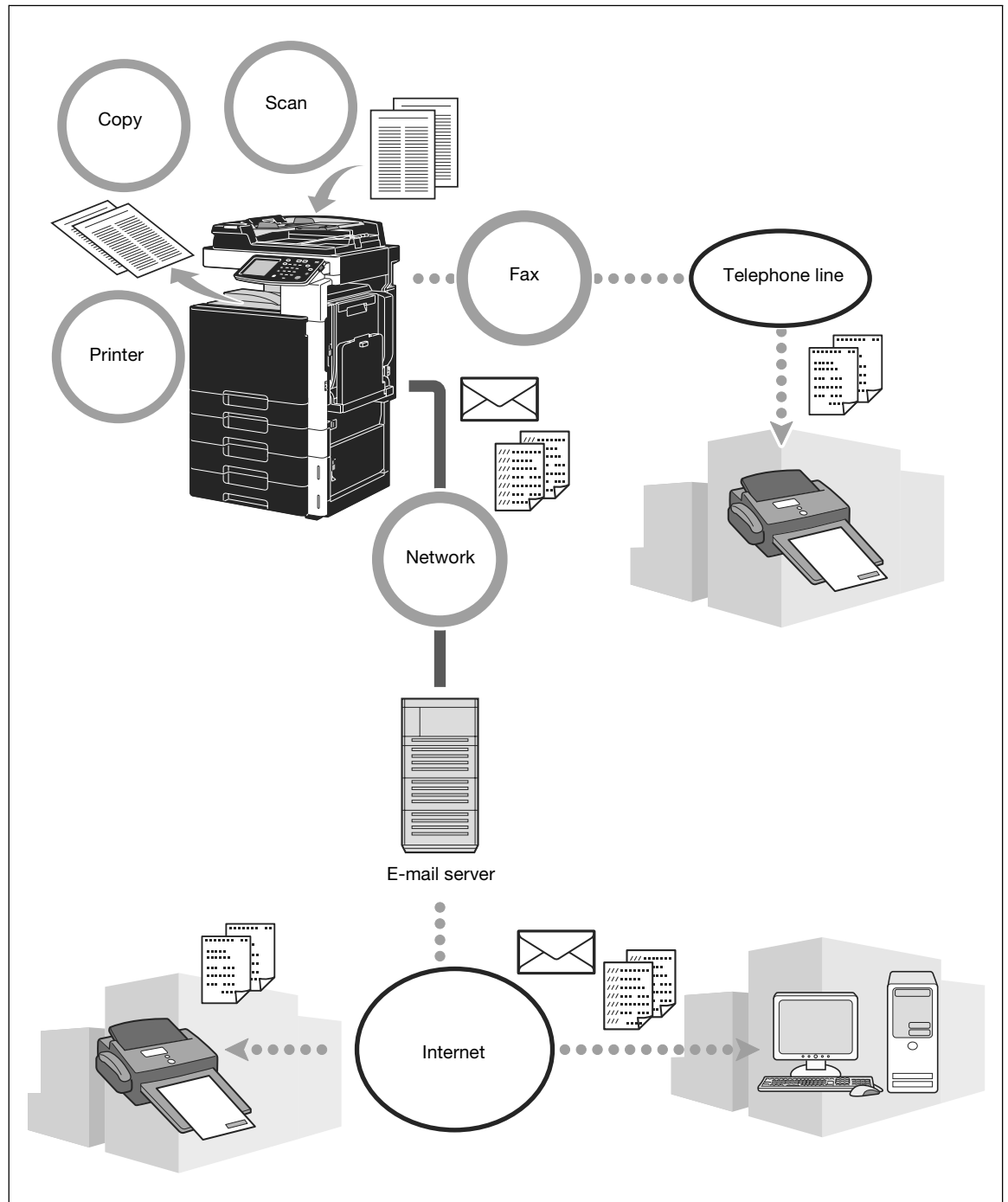
Note

Adobe Reader is required in order to view these user manuals.

1.11 Available features

d-Color MF201 is a digital color multifunctional peripheral that eases the workflow and satisfies any application or office environment.

In addition to the copy, fax, scanning and printing functions essential to any business, this machine provides network functions to support efficient document management.



Copy operations

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

Print operations

When printing from the computer, various settings can be specified, for example, the paper size, image quality, color tone and layout. Using a secure printing function, printing of important documents can be protected with a password. The printer driver can easily be installed from the enclosed DVD.

Fax operations

Not only originals 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.



Note

In order to use the fax functions, optional fax kit FK-507 must be installed.

Network operations

Printing via a network connection is possible. Data scanned with this machine can easily be transmitted through the network. By using the control panel to specify a destination, it can be sent as an e-mail attachment, or a fax can be sent using the Internet.



Note

In order to use the IP address fax functions and the IP relay functions, optional fax kit FK-507 must be installed.

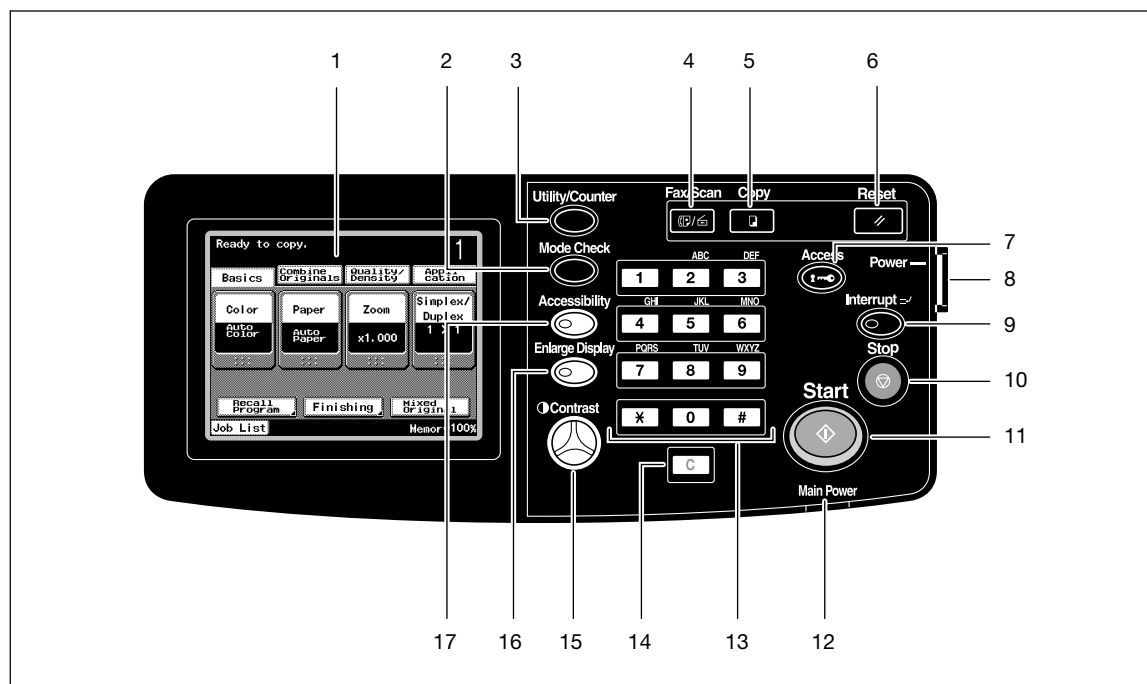
Scan operations

Paper documents can quickly be converted to digital data. This converted data can conveniently be transmitted through the network.

1.12 Control panel

The control panel consists of the touch panel, which can be used to specify settings for the various functions, and various keys, such as the [Start] key and the [Stop] key. The operations that can be performed with these keys are described below.

In this manual, [] indicates keys on the control panel and buttons in the touch panel.

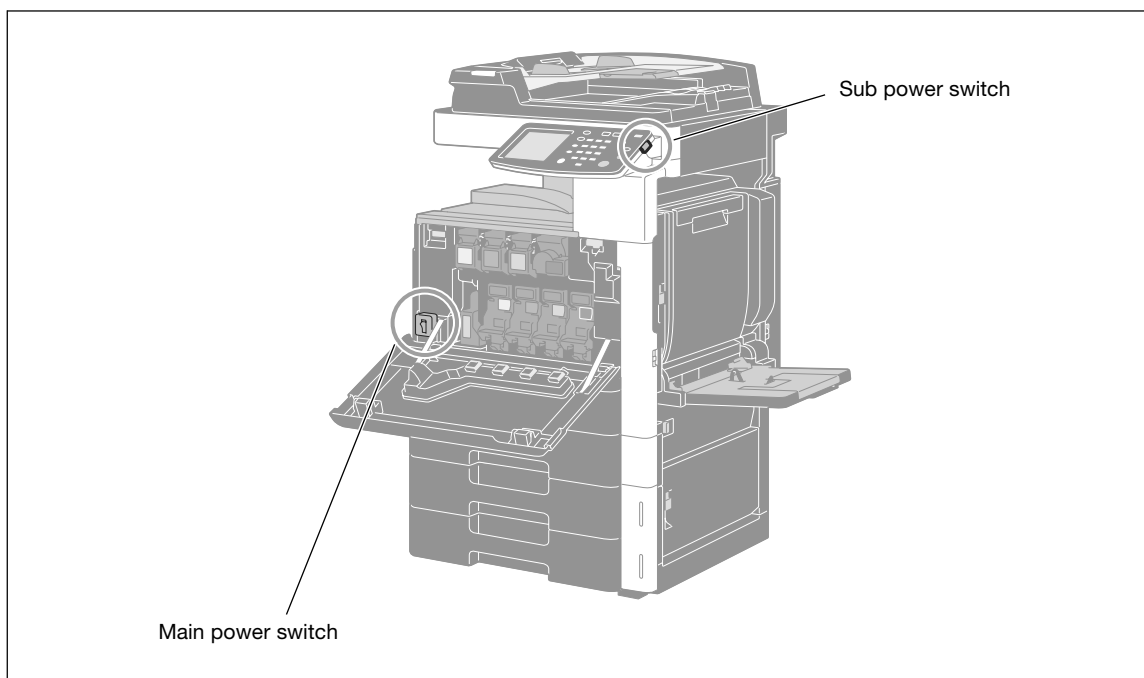


No.	Part name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	[Mode Check] key	Press to check the various settings.
3	[Utility/Counter] key	Press to display the Utility screen and the Meter Count screen.
4	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green.
5	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green.
6	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
7	[Access] key	Press to log off from an account when user authentication or account track settings have been applied.
8	Sub power switch	Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.
9	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
10	[Stop] key	Press while copying to stop the operation. The copy job being performed is deleted. If the [Stop] key is pressed during scanning or dialing, a screen appears, requesting confirmation to delete a job. In the confirmation screen, select the job to be deleted.
11	[Start] key	Press to start the copy, scan or fax operation. When this machine is ready to begin the operation, the indicator on the [Start] key lights up in blue. If the indicator on the [Start] key lights up in orange, the operation cannot begin. Press to restart a stopped job.
12	Main power indicator	Lights up in green when the machine is turned on with the main power switch.

No.	Part name	Description
13	Keypad	Use to type in the number of copies to be produced. Use to type in the zoom ratio. Use to type in the various settings.
14	[C] (clear) key	Press to erase a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
15	[Contrast] dial	Use to adjust the contrast of the touch panel.
16	[Enlarge Display] key	Press to enter Enlarge Display mode.
17	[Accessibility] key	Press to display the screen for specifying settings for user accessibility functions.

1.13 Turning the machine on/off

This machine has two power controls: the main power switch and the sub power switch.



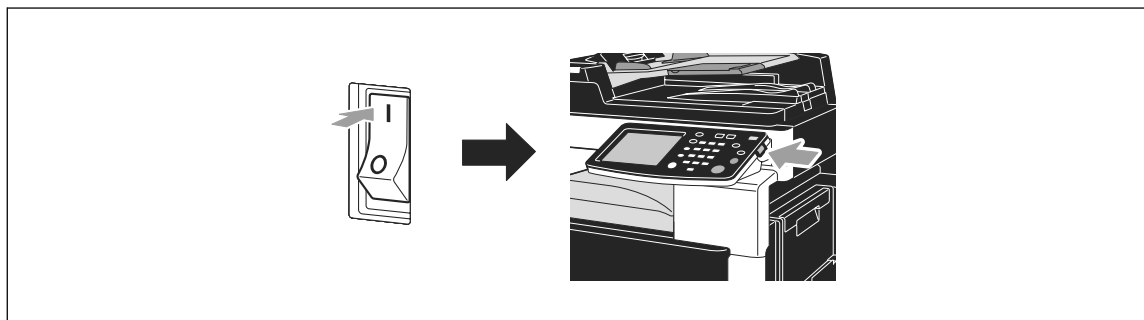
Main power switch

This switch turns on/off all functions of the machine. Normally, the main power switch is turned on.

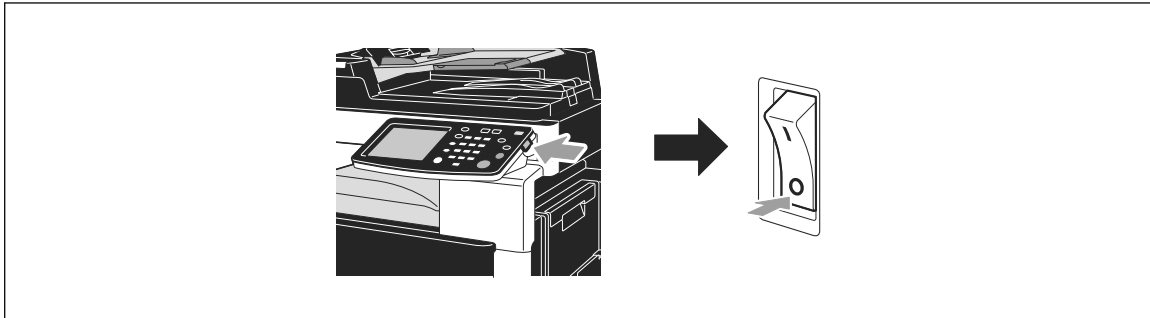
Sub power switch

Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.

Turning on the machine



Turning off the machine



Detail

When turning the machine off, then on again, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on a short time after being turned off.

Do not turn off the machine while it is printing, otherwise a paper misfeed may occur.

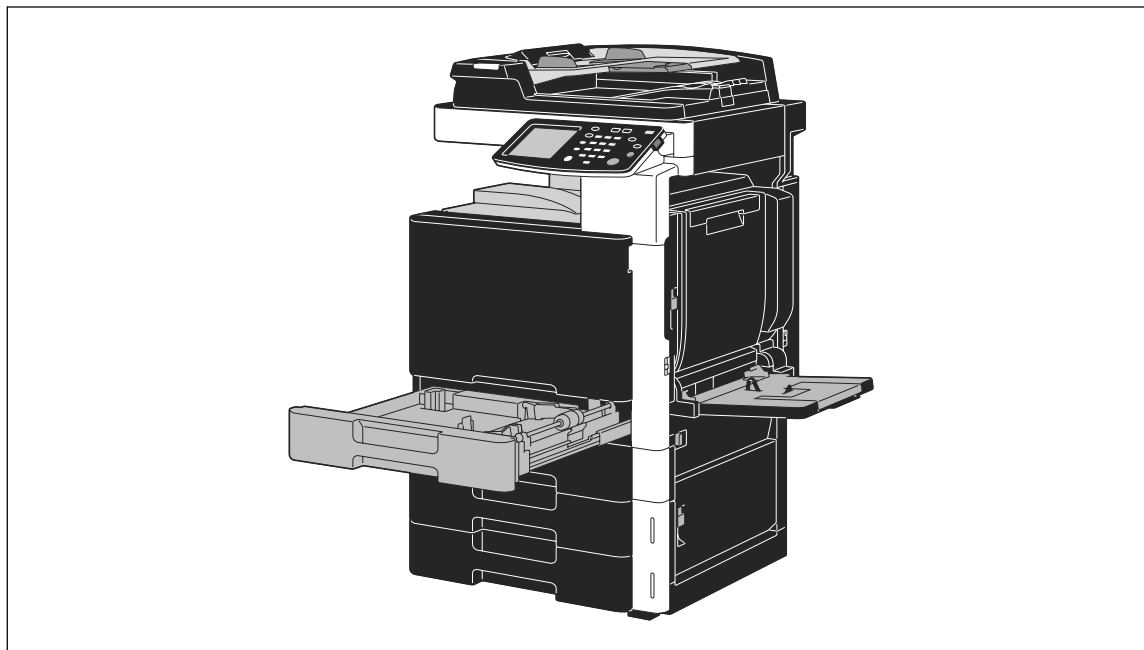
Do not turn off the machine while it is operating, otherwise data being scanned or transmitted or queued jobs may be deleted.

1.14 Loading paper

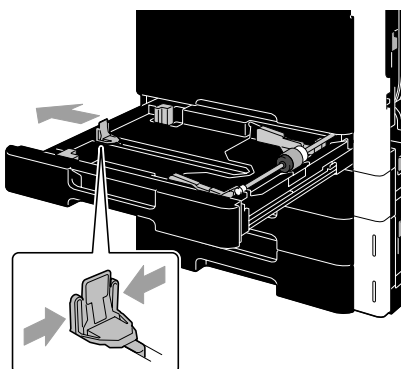
Follow the procedure described below to load paper into the various paper trays.

Loading paper into tray 1

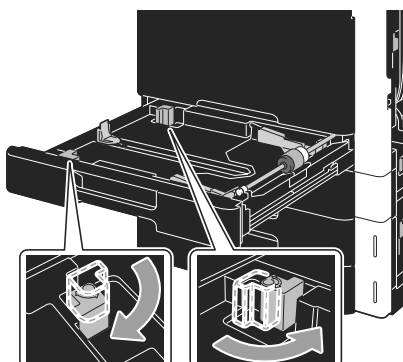
Follow the procedure described below to load paper into tray 1.

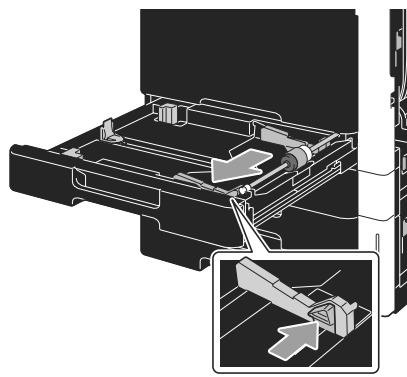
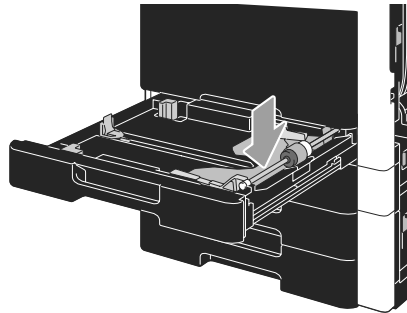


- 1 Slide the lateral guides to fit the size of paper to be loaded.

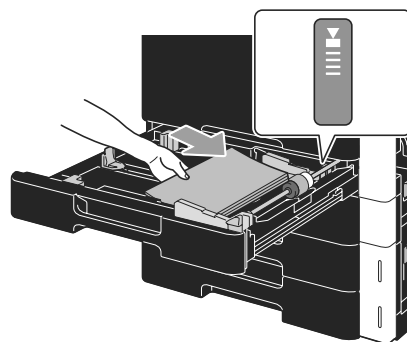


- For paper larger than 11 × 17 size
When loading paper larger than 11 × 17 size, adjust the guides as shown in the illustration.



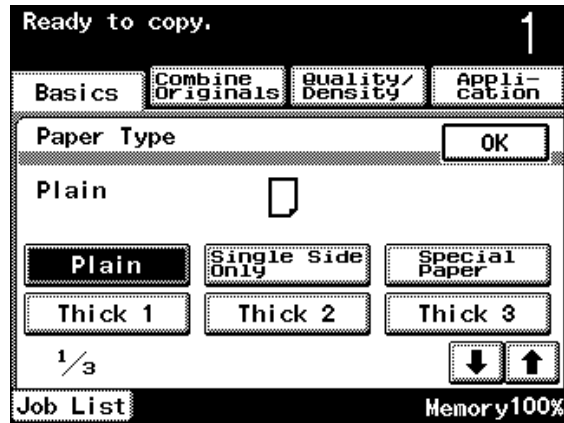


2 Load the paper into the tray.



- Load paper so that the surface to be printed on faces upward.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 250 sheets of plain paper can be loaded.

- 3 From the touch panel, select the paper type.



- Press and until the desired paper type appears.
- If label sheets are loaded, select "Thick 1".
- If non-standard-size paper is loaded, specify the Paper Size setting.
- Printing on OHP transparencies is possible only in black.



Detail

Paper of the following types and amounts can be loaded into the tray 1.

Plain paper (60 g/m² to 90 g/m²): Up to 250 sheets

Thick paper 1 (91 g/m² to 150 g/m²): Up to 20 sheets

Thick paper 2 (151 g/m² to 209 g/m²): Up to 20 sheets

Thick paper 3 (210 g/m² to 256 g/m²): Up to 20 sheets

OHP transparencies: Up to 20 sheets

Envelopes: Up to 20

Label sheets: Up to 20 sheets

Paper of the following sizes can be specified for the tray 1.

Standard-sized paper: A3 , A6 , 12-1/4 x 18 *¹, 12 x 18 *¹ to 5-1/2 x 8-1/2 , 4 x 6 , 8 x 13 *², 16K , 8K

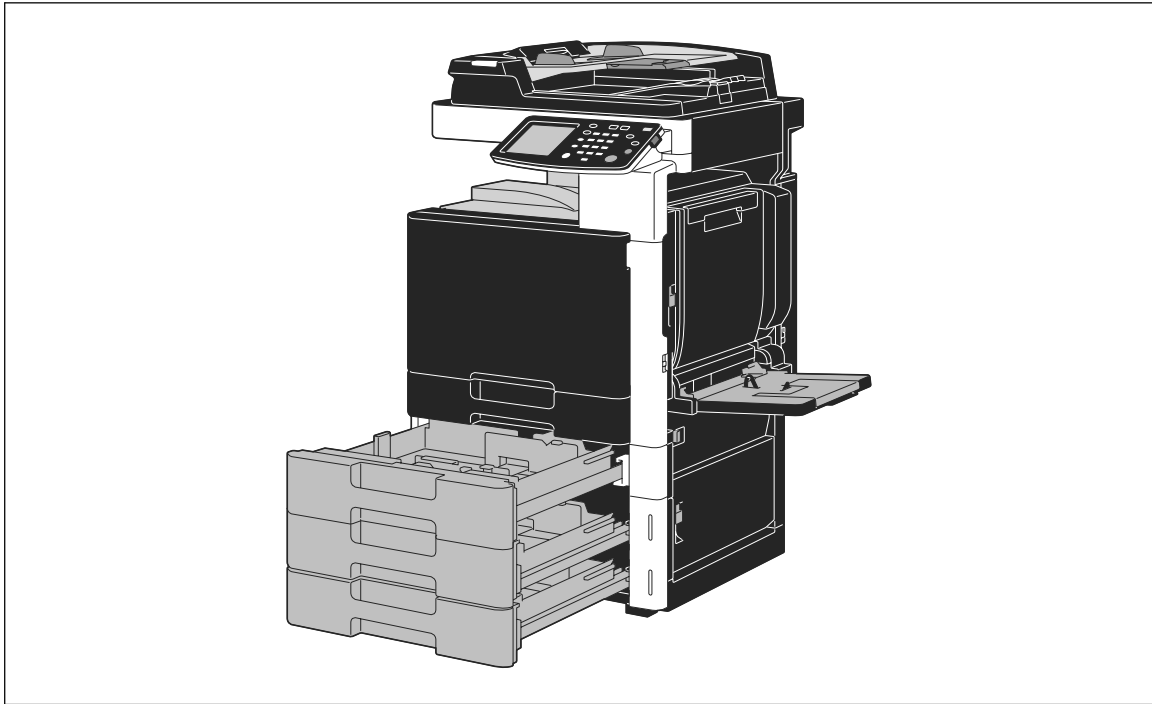
Non-standard-sized paper: Width: 90.0 mm to 311.1 mm; Length: 139.7 mm to 457.2 mm

*¹ This is one size larger than A3. 12-1/4 x 18 is equivalent to 311.1 mm x 457.2 mm, and 12 x 18 is equivalent to 304.8 mm x 457.2 mm

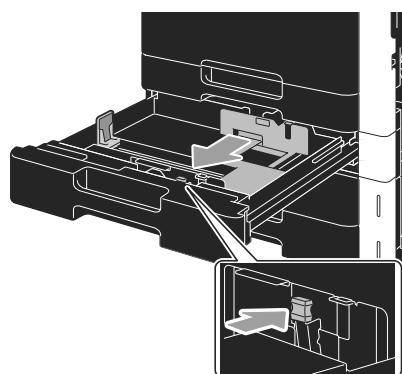
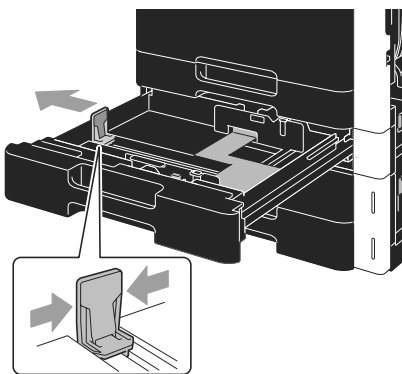
*² There are five Foolscap sizes: 220 x 330 mm , 8-1/2 x 13 , 8-1/4 x 13 , 8-1/8 x 13-1/4 and 8 x 13 . Any one of these sizes can be selected. For details, contact your service representative.

Loading paper into tray 2/3/4

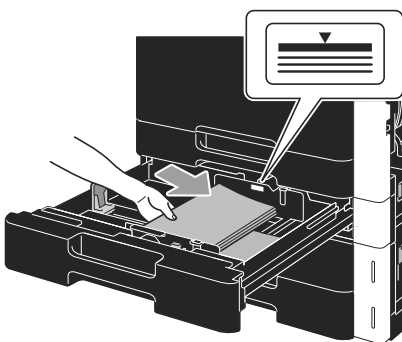
Follow the procedure described below to load paper into tray 2, tray 3 and tray 4. Trays 2, 3 and 4 are options.



- 1 Slide the lateral guides to fit the size of paper to be loaded.



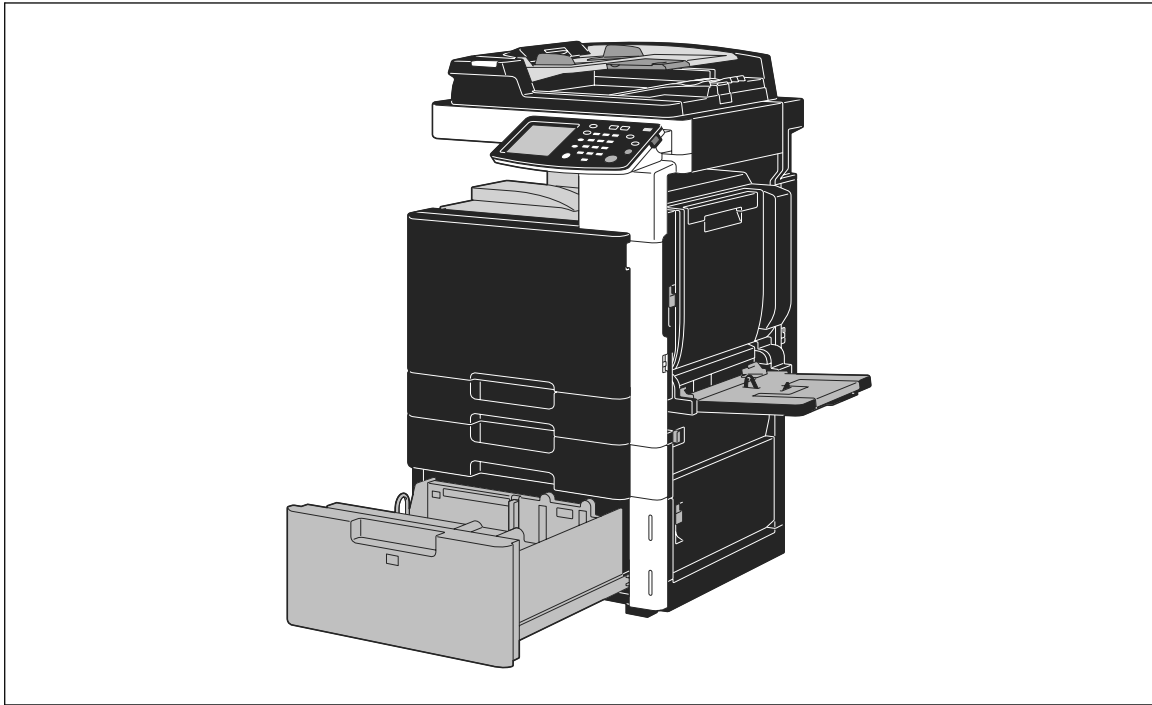
- 2 Load the paper into the tray.



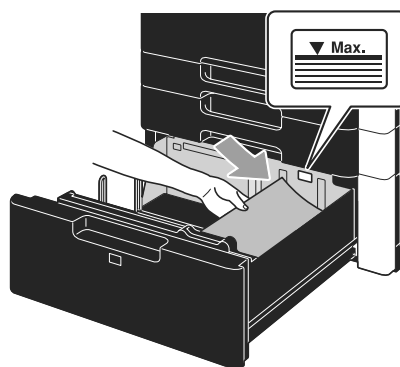
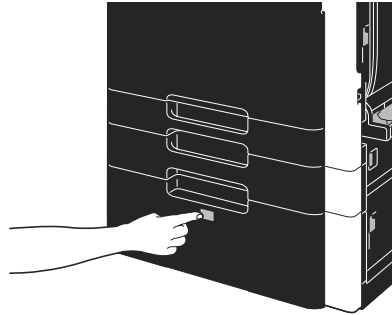
- Load paper so that the surface to be printed on faces upward.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 500 sheets of plain paper can be loaded.

Loading paper into the LCT

Follow the procedure described below to load paper into the LCT. The LCT is an option.



- Load the paper into the tray.



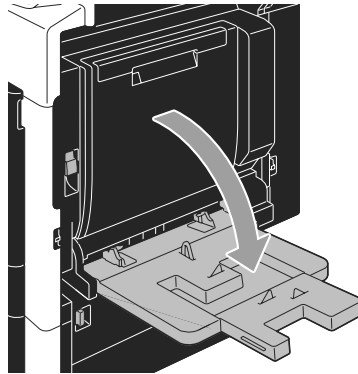
- Press tray release button to pull out the LCT.
- Load the paper so that the surface to be printed on faces upward.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 2,500 sheets of plain paper can be loaded.

Loading paper into the bypass tray

Paper can be fed manually through the bypass tray when you wish to print onto paper of a size that is not loaded into a paper tray. The bypass tray is an option.

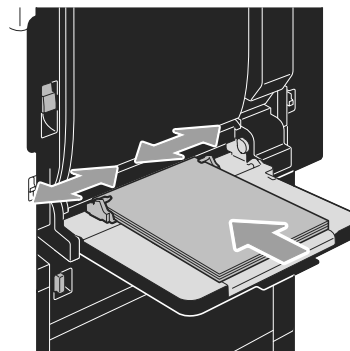
Follow the procedure described below to load paper into the bypass tray.

- 1 Open the bypass tray.



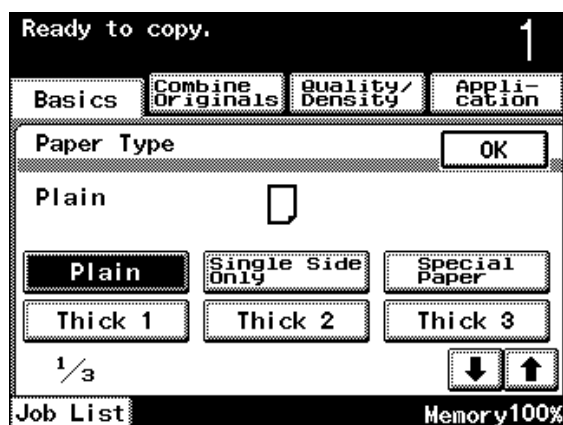
- When loading large-sized paper, pull out the tray extension.

- 2 Load the paper into the tray.



- Load paper so that the side to be printed on faces downward.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 100 sheets plain paper can be loaded.
- Slide the lateral guides to fit the size of paper to be loaded.

- 3 From the touch panel, select the paper type.



- Press and until the desired paper type appears.
- If label sheets are loaded, select "Thick 1".
- If non-standard-size paper is loaded, specify the Paper Size setting.
- Printing on OHP transparencies is possible only in black.



Detail

Paper of the following types and amounts can be loaded into the bypass tray.

Plain paper (60 g/m² to 90 g/m²): Up to 100 sheets

Thick paper 1 (91 g/m² to 150 g/m²): Up to 20 sheets

Thick paper 2 (151 g/m² to 209 g/m²): Up to 20 sheets

Thick paper 3 (210 g/m² to 256 g/m²): Up to 20 sheets

OHP transparencies: Up to 20 sheets

Envelopes: Up to 10

Label sheets: Up to 20 sheets

Paper of the following sizes can be specified for the bypass tray.

*Standard-sized paper: A3 , A6 , 12-1/4 x 18 *¹, 12 x 18 *¹ to 5-1/2 x 8-1/2 / , 4 x 6 , 8 x 13 *², 16K / , 8K*

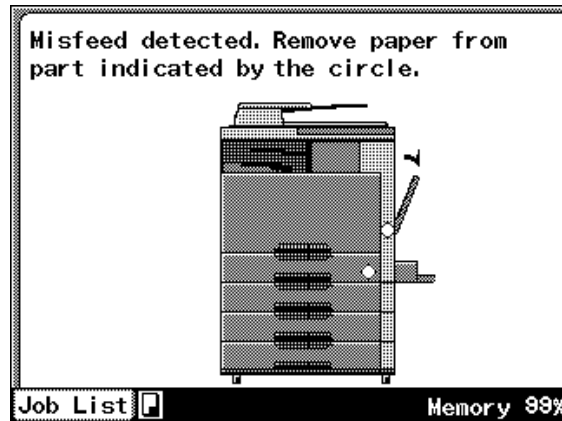
Non-standard-sized paper: Width: 90.0 mm to 311.1 mm; Length: 139.7 mm to 457.2 mm

**¹ This is one size larger than A3. 12-1/4 x 18 is equivalent to 311.1 mm x 457.2 mm, and 12 x 18 is equivalent to 304.8 mm x 457.2 mm*

**² There are five Foolscap sizes: 220 x 330 mm , 8-1/2 x 13 , 8-1/4 x 13 , 8-1/8 x 13-1/4 and 8 x 13 . Any one of these sizes can be selected. For details, contact your service representative.*

1.15 Clearing paper misfeeds

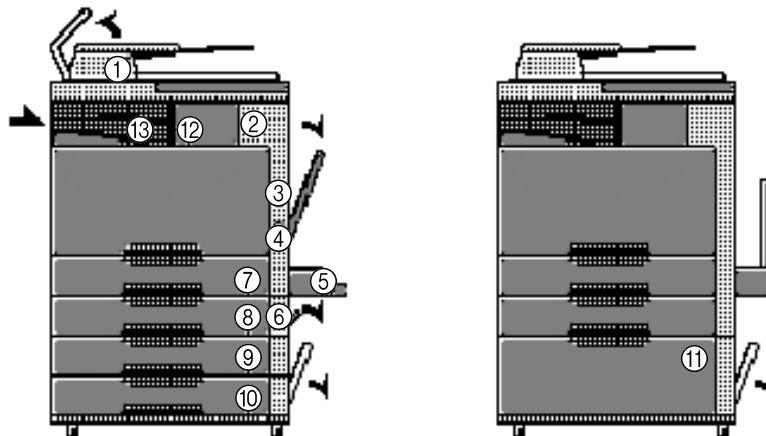
If a paper misfeed occurs, a screen like the one shown below appears with the location of the misfeed indicated. To clear the misfeed, check the location indicated in the screen, and then perform the necessary operation.



A flashing "○" indicates the location of the paper misfeed.

A lit "○" indicates areas where paper may have been misfed and that should be checked.

Paper misfeed locations

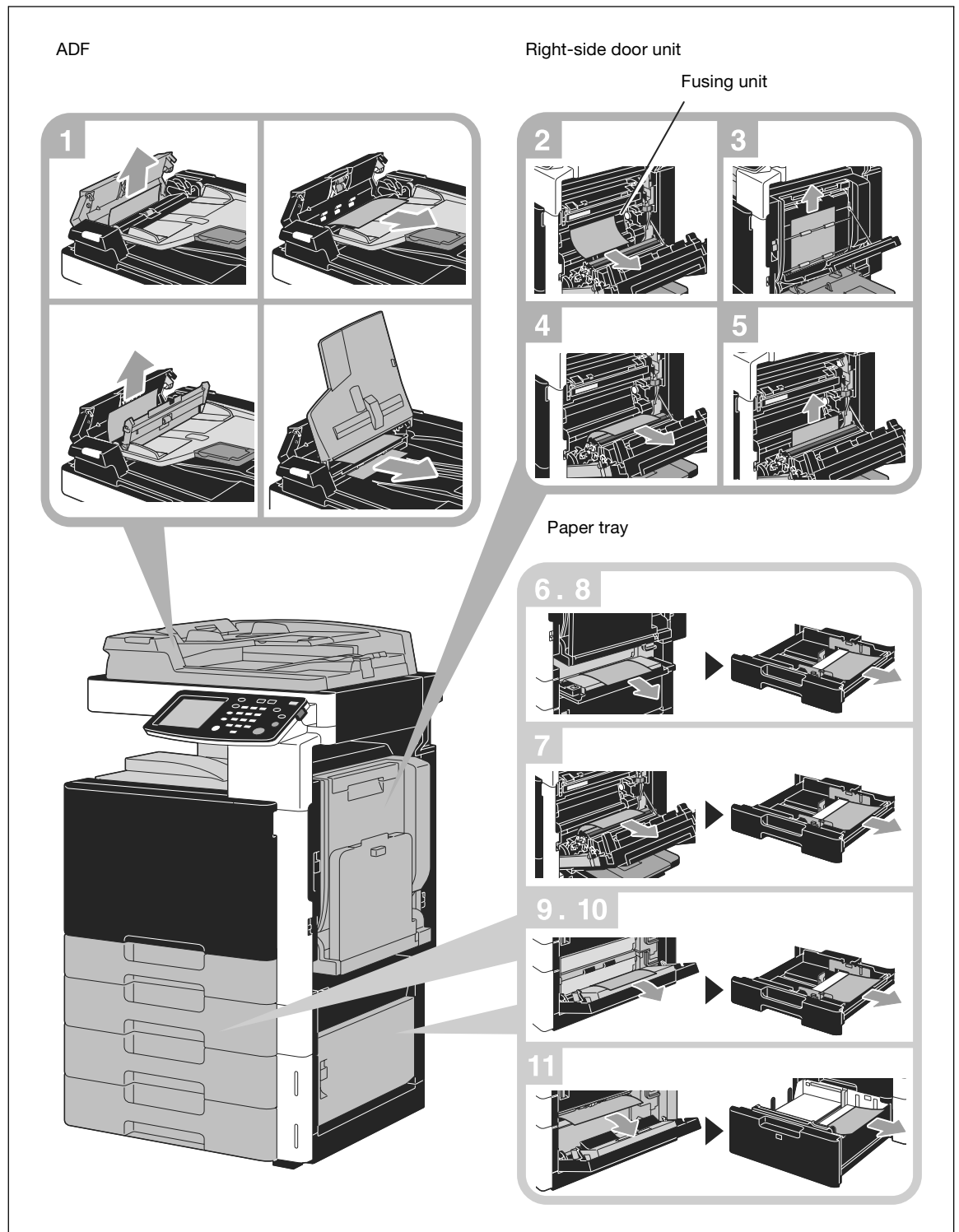


For details on misfeeds 1 through 11, refer to page 1-39 of this manual and perform the appropriate operation.

For details on misfeeds 12 and 13 (separator), refer to page 1-41 of this manual and perform the appropriate operation.

Clearing paper misfeeds (main unit)

The following procedure describes how to clear paper misfeeds that have occurred in the ADF, upper right-side door or paper tray.



⚠ CAUTION

The area around the fusing unit is extremely hot.

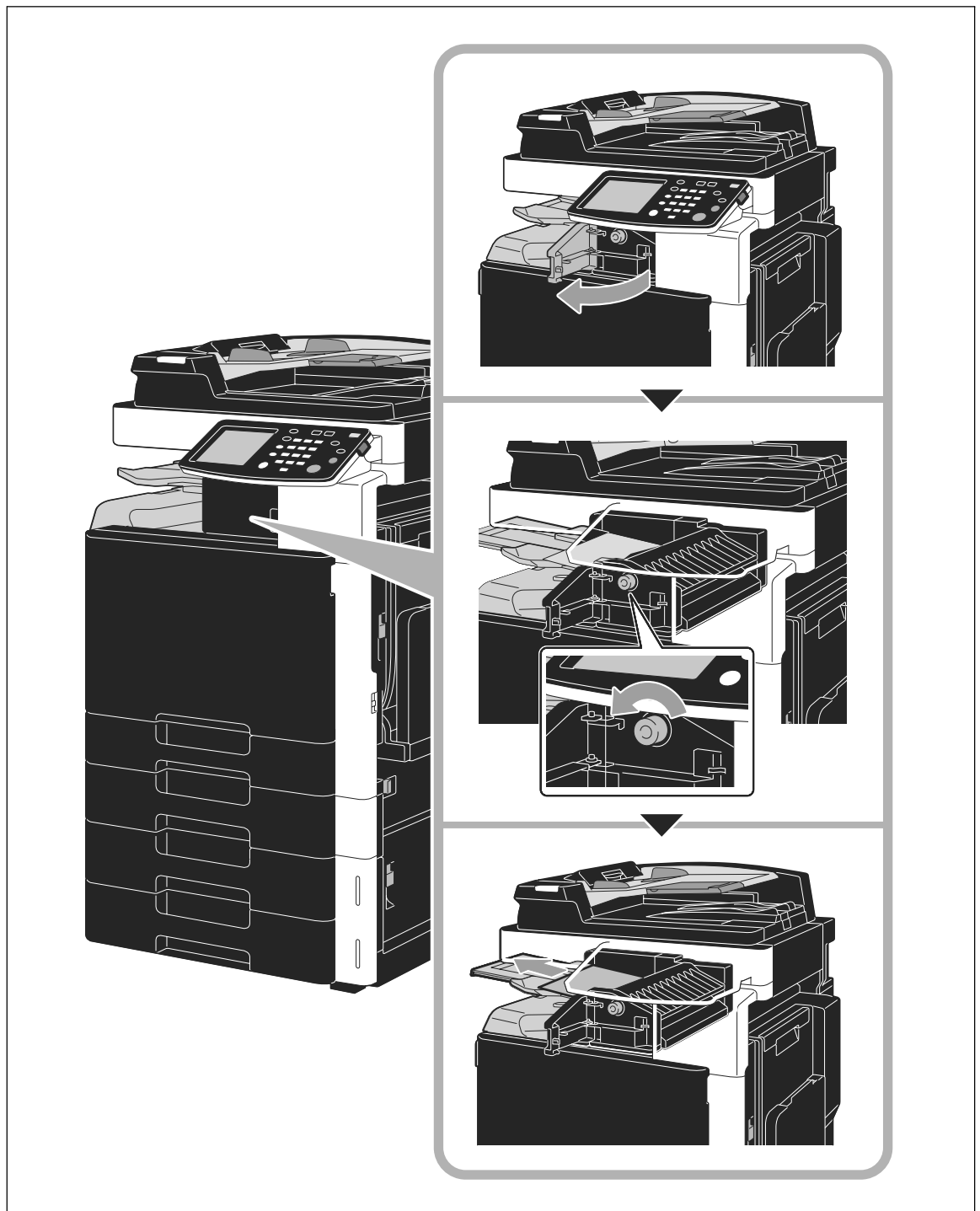
- Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.

 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.
-

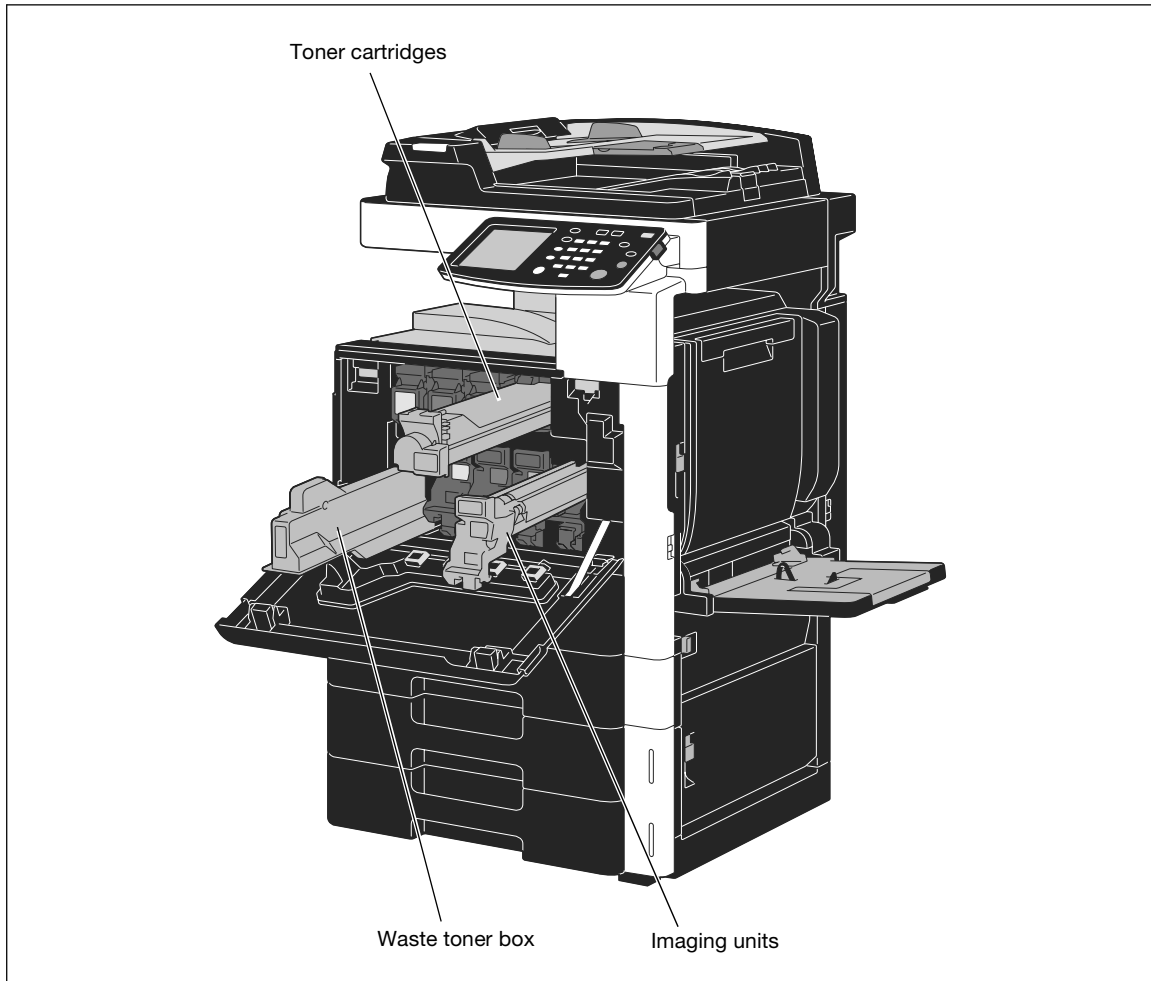
Clearing paper misfeeds (separator)

The following procedure describes how to clear paper misfeeds that have occurred in the separator.



1.16 Replacing consumables

When it is time to replace consumables, for example, when the toner cartridge is empty or the waste toner box is full, a message appears, indicating the part that should be replaced. When the message appears, follow the corresponding procedure to replace the part.



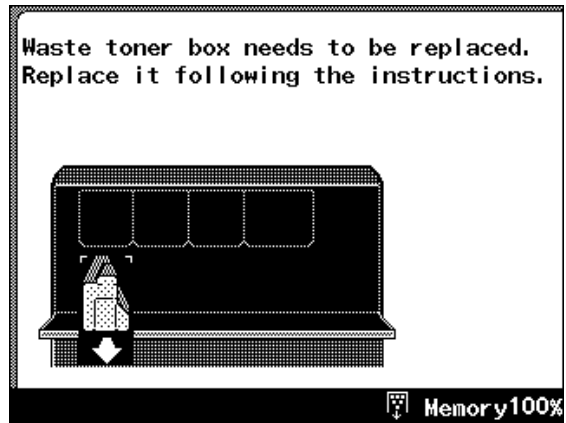
When the toner is about to run out, the following message appears (If it is replaceable by the user.).



Detail

For details on the replacement procedure, refer to page 1-44 of this manual.

When the waste toner box is full, the following message appears (If it is replaceable by the user).

**Detail**

For details on the replacement procedure, refer to page 1-46 of this manual.

When it is time to replace an imaging unit, the following message appears (If it is replaceable by the user).

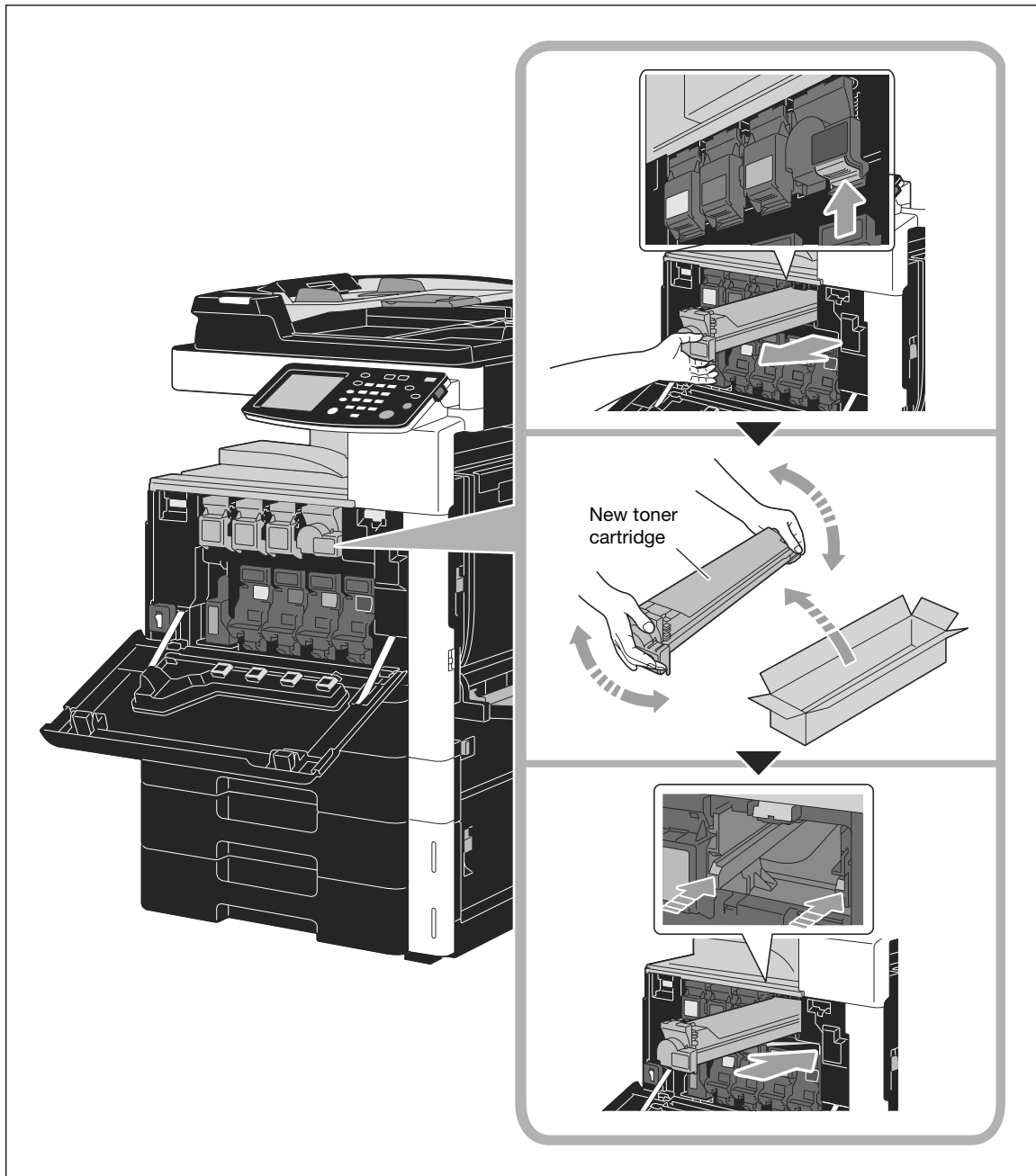
**Detail**

For details on the replacement procedure, refer to page 1-48 of this manual.

Replacing the toner cartridge

The following procedure describes how to replace a toner cartridge.

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



Note

*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

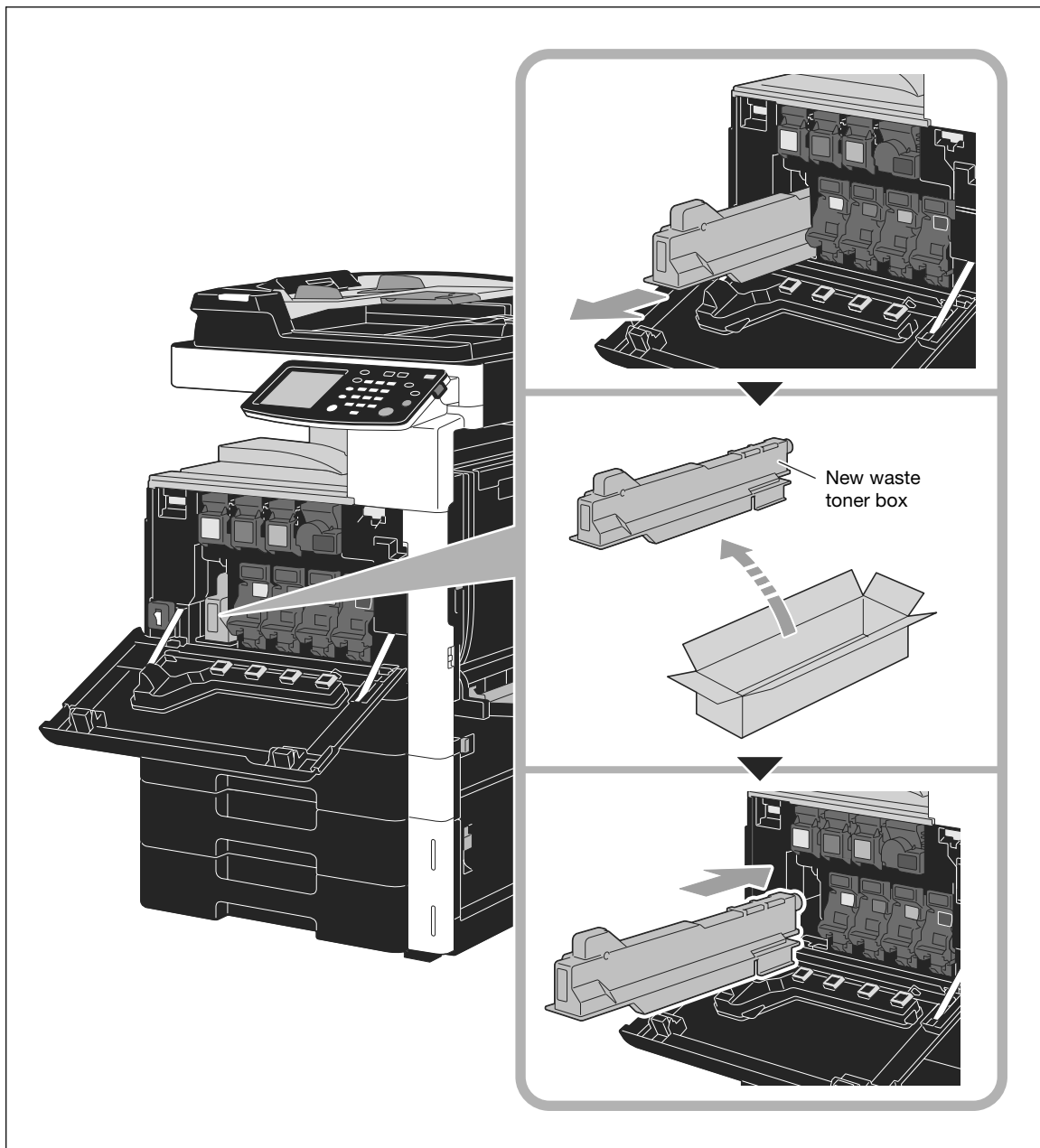
- Do not burn toner or the toner cartridge.
- Toner expelled from the fire may cause burns.

 **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 waste toner box

The following procedure describes how to replace the waste toner box.



Note

Keep used waste toner box in the plastic bag inside the box to be collected by your service representative.

CAUTION

Handling toner and the toner box

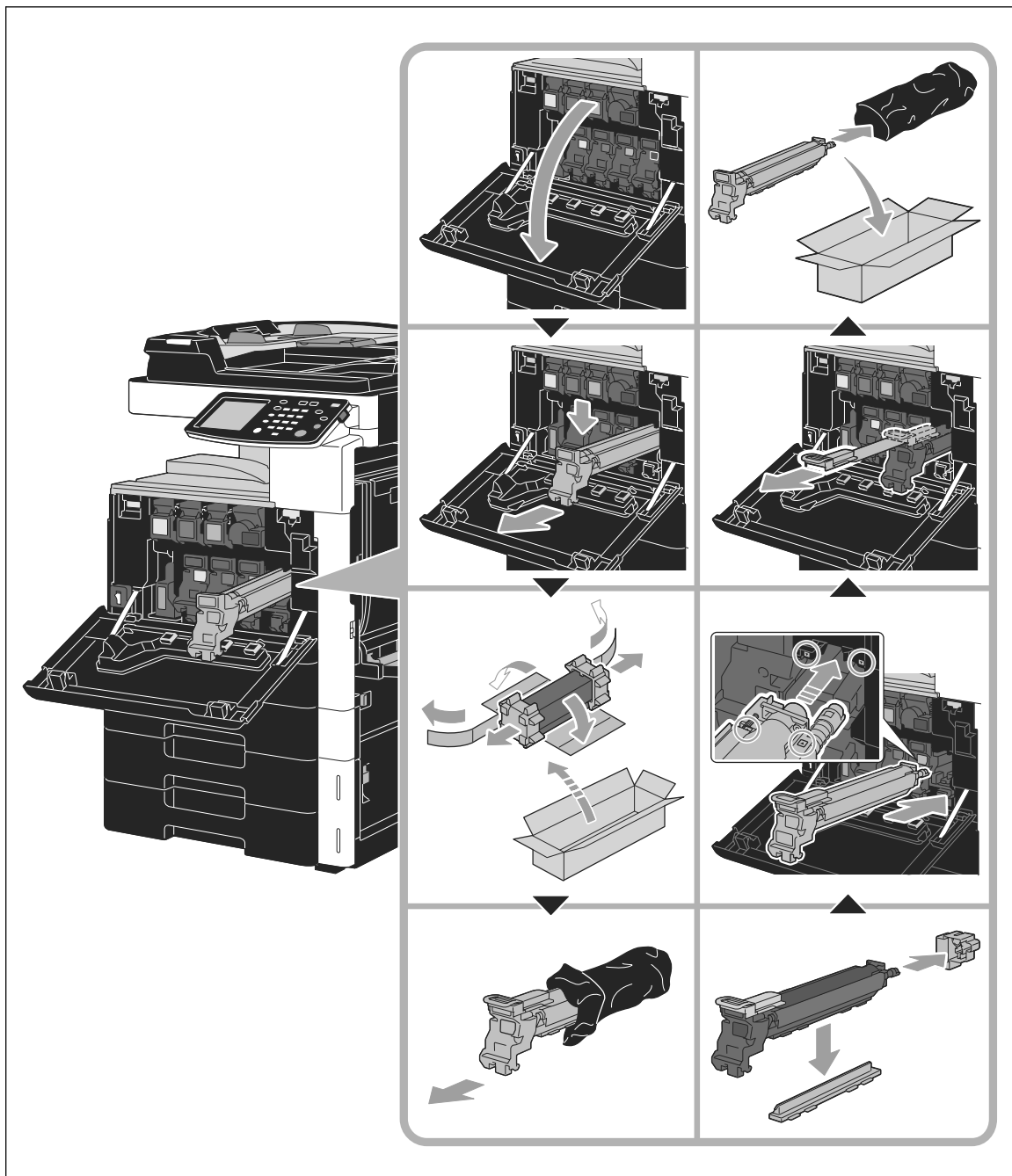
- Do not burn toner or the waste toner box.
- Toner expelled from the fire may cause burns.

 **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 an imaging unit

The following procedure describes how to replace an imaging unit.



Note

When replacing an imaging unit, tilt the new imaging unit to the left and lightly shake it twice in the direction of the tilt, and then tilt the unit to the right and lightly shake it twice in the direction of the tilt. Keep used imaging units in their black plastic bags inside their boxes to be collected by your service representative.

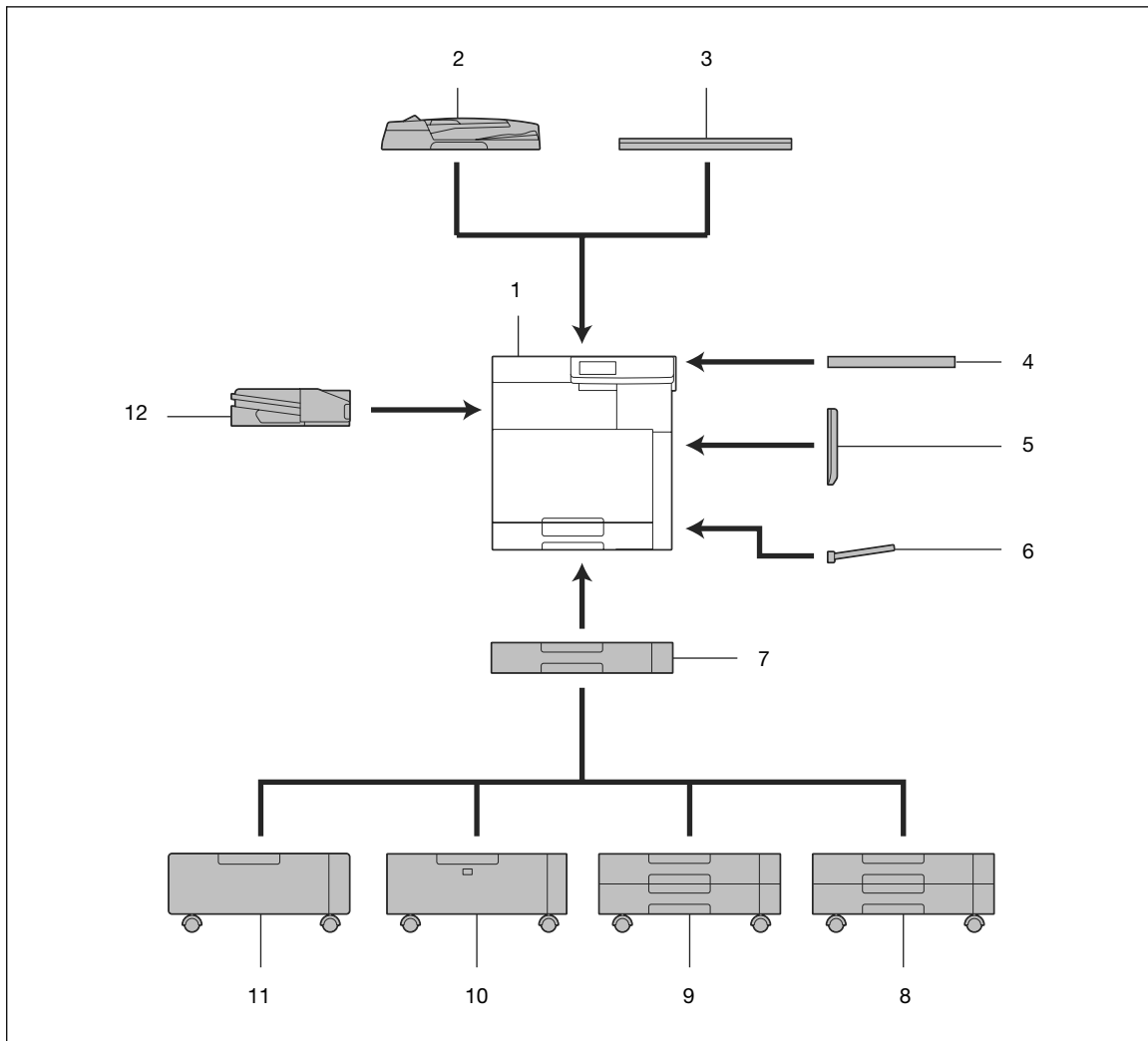
 **CAUTION****Precautions for toner spills**

- 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.
-

1.17 Options

This section describes the configuration of the options installed on this machine.

By adding options, various office needs can be satisfied.



No.	Part name	Description
1	Main unit	The document is scanned by the scanner section, and the scanned image is printed by the printer section. Referred to as the "machine", the "main unit", or the "MF201" throughout the manual.
2	Reverse automatic document feeder DF-612	Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning. Referred to as the "ADF" throughout the manual.
3	Original cover OC-508	Presses down on the loaded document to keep it in place. Referred to as the "original cover" throughout the manual.
4	Working table WT-503	Provides an area to temporarily place a document or other materials.
5	Automatic duplex unit AD-505	Turns over printed pages, allowing double-sided pages to be printed automatically. Referred to as the "duplex unit" throughout the manual.
6	Multi bypass tray MB-502	Can be loaded with up to 100 sheets of paper. Referred to as the "bypass tray" throughout the manual.
7	Paper feed cabinet PC-105	Can be loaded with up to 500 sheets of paper. Referred to as the "additional paper feed cabinet" throughout the manual.
8	Paper feed cabinet PC-104	The top drawer can be loaded with up to 500 sheets of paper, and the bottom drawer can be used as storage. Referred to as the "single paper feed cabinet" throughout the manual.

No.	Part name	Description
9	Paper feed cabinet PC-204	Both the top and bottom drawers can each be loaded with up to 500 sheets of paper. Referred to as the "double paper feed cabinet" throughout the manual.
10	Paper feed cabinet PC-405	Can be loaded with up to 2,500 sheets of paper. Referred to as the "LCT" throughout the manual.
11	Desk DK-504	Allows this machine to be set up on the floor. Referred to as the desk throughout the manual.
12	Job separator JS-505	When installed onto the output tray, it can be used for separating printed pages. Referred to as the "separator" throughout the manual.
13	Assist handle AH-101 ^{*1}	Used to close the original cover or the ADF.
14	Fax kit FK-507 ^{*2}	Allows this machine to be used for faxing.
15	Fax multi line ML-504 ^{*2}	Allows expansion of the telephone lines for faxing.
16	Stamp unit SP-503 ^{*2}	Applies a stamp to documents that have been scanned.
17	Spare TX marker stamp MS-501 ^{*2}	Used to replace the stamp in the stamp unit.
18	Expanded memory unit EM-310 ^{*2}	Allows the memory to be expanded by 512 MB. When printing from a computer, the expanded memory unit is necessary for double-sided printing, secure printing, sorting printed pages, shifting printed pages when the separator is installed, and other functions.

^{*1} Parts marked in this way are not shown in the illustration.

^{*2} Parts marked in this way are internal options and therefore are not shown in the illustration.



2 Basic operations

2 Basic operations

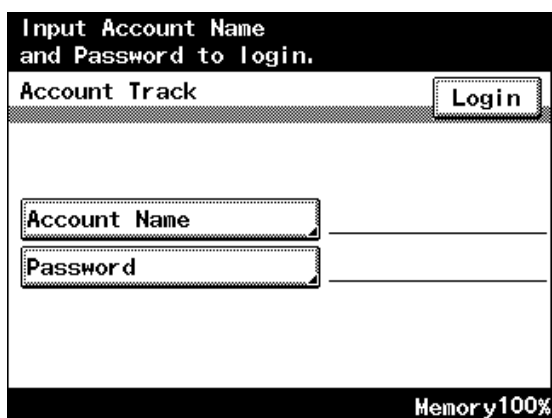
2.1 Basic copy operation

This section contains information on the general operation for copying.

- 1 Position the original to be copied.

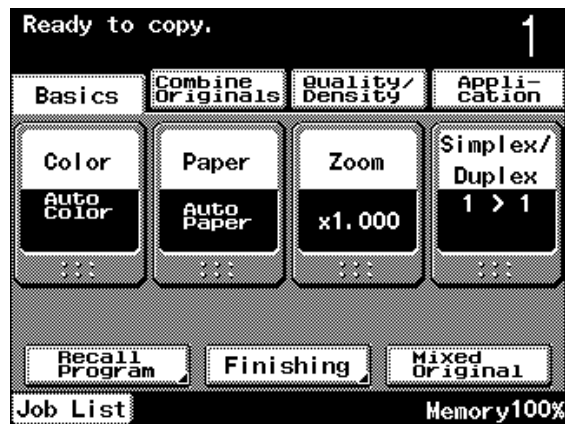


- If a screen for entering the account name and password appears, type in the necessary information, and then touch [Login].

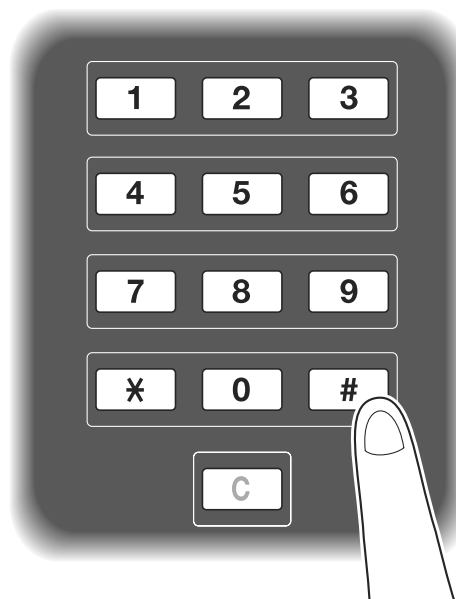


The screenshot shows a black and white interface on a printer's control panel. At the top, it says "Input Account Name and Password to login." Below this, there is a section titled "Account Track" with a "Login" button to its right. Underneath, there are two input fields: "Account Name" and "Password", each with a small cursor icon at the end. At the bottom right of the screen, it displays "Memory 100%".

- 2 Select the Basic screen settings.

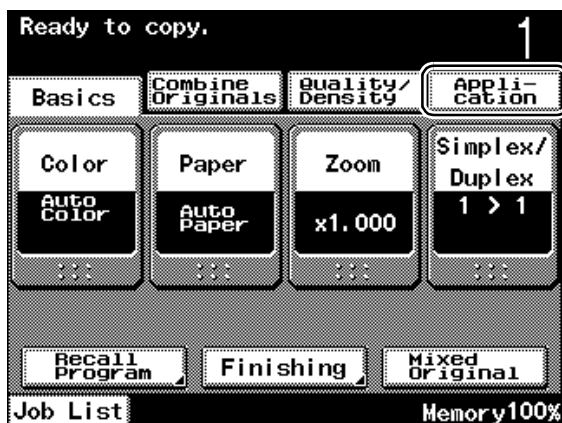


- Color: Select whether the original will be copied in color or in black and white. As a factory default, "Auto Color" is selected.
 - Paper: Select the paper tray that is to be used. As a factory default, "Auto Paper" is selected.
 - Zoom: For enlarged/reduced copying, change the zoom ratio. As a factory default, "x 1.000" (Full Size) is selected.
 - Simplex/Duplex: Change the setting when copying double-sided originals or making double-sided copies of single-sided originals. As a factory default, "1>1" is selected.
 - Recall Program: Programmed copy settings can be recalled to be used again for copying.
 - Finishing: The printed pages can be sorted by pages or by copies.
 - Mixed Original: Originals of different sizes can be loaded together into the ADF to be fed and scanned one by one automatically. In addition, if folded originals are loaded into the ADF to be copied, the original size is correctly detected.
- 3 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.

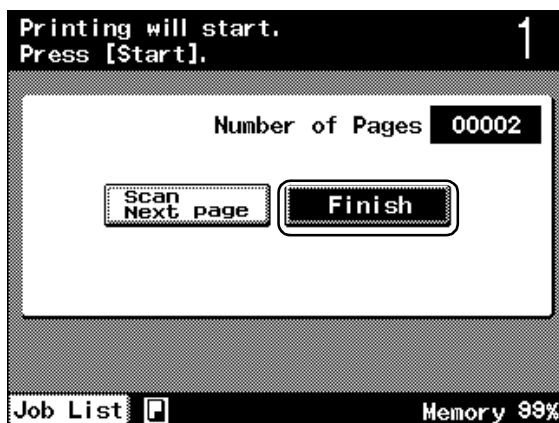
- To use the various copy functions, touch [Application], and then specify the desired settings.



- 4 Press the [Start] key.



- When scanning more than one page of original using the original glass, place the 2nd page and then press the [Start] key. Repeat this process until all the pages have been scanned. After the last page has been scanned, touch [Finish], and then press the [Start] key.



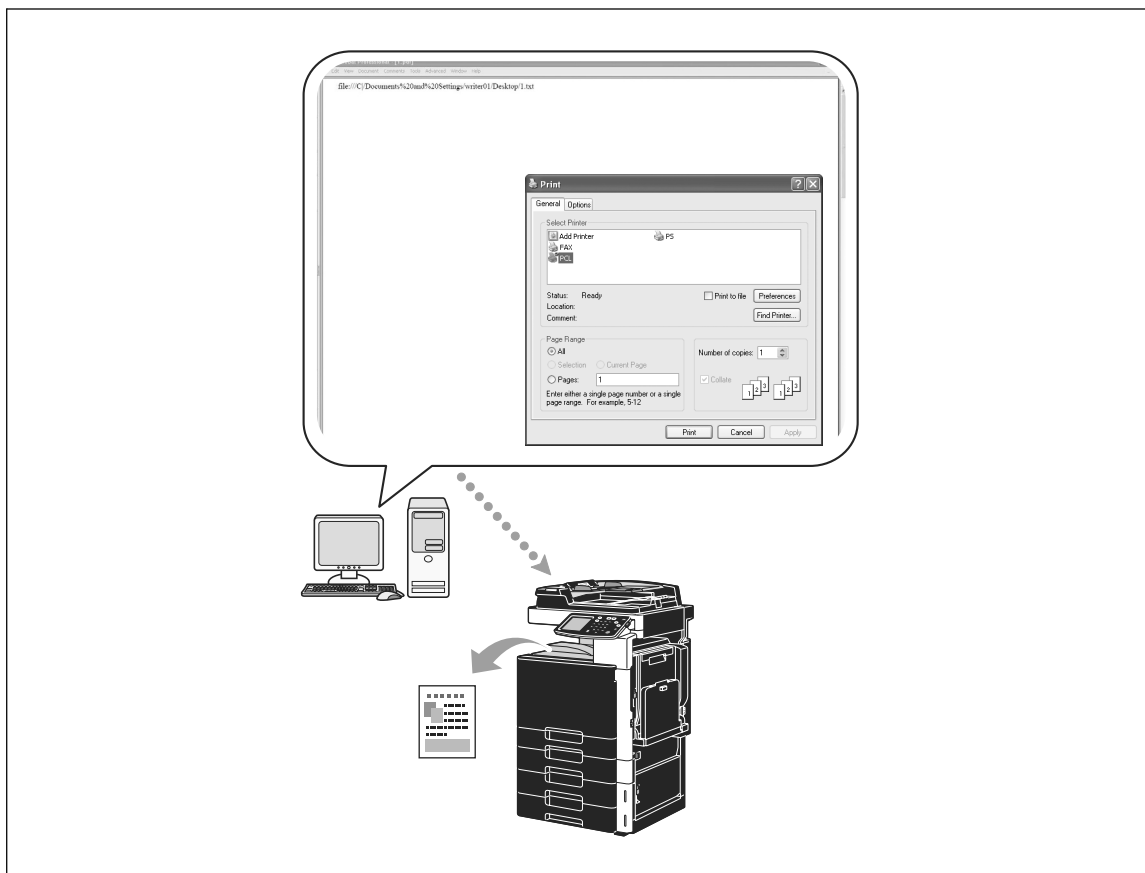
- To stop scanning or copying, press the [Stop] key.
- To interrupt the copy job, press the [Interrupt] key.

2.2 Basic print operation

This section contains information on the general operation for printing.

Sending print data

Send print data from an application on the computer through the printer driver to this machine.



The following printer drivers can be used with this machine.

Windows

- PCL driver
- PostScript driver

Macintosh

- OS X PostScript PPD driver
- OS 9 PostScript PPD driver

Before printing

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 DVD. (for Windows)

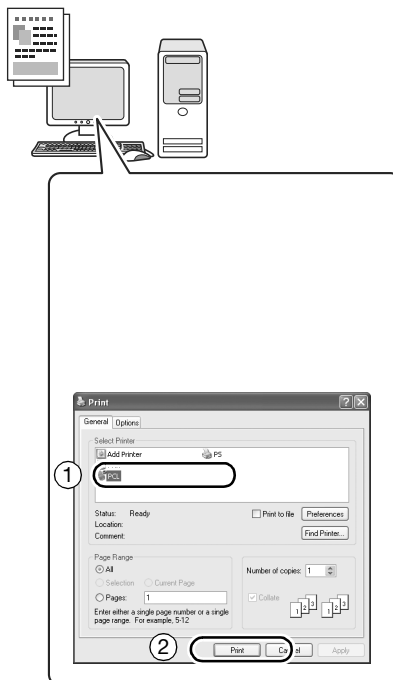


Detail

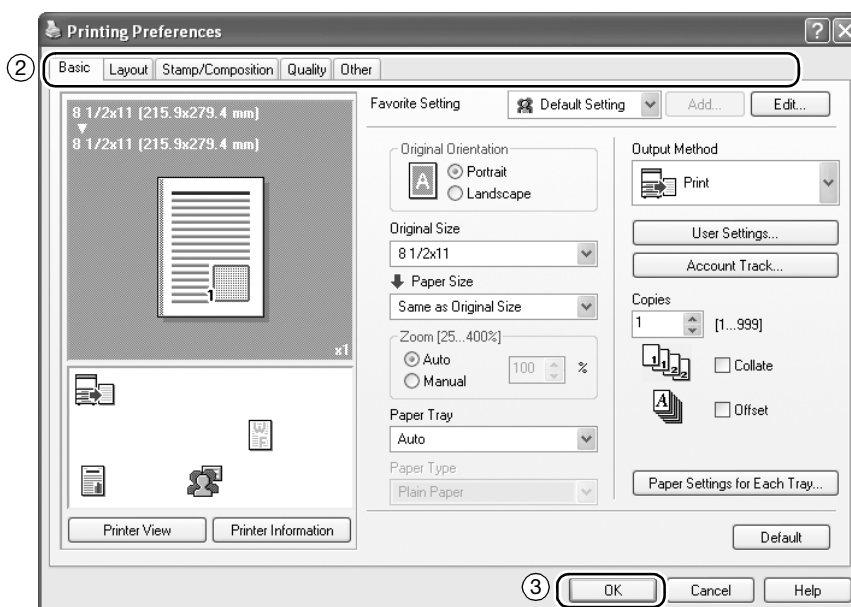
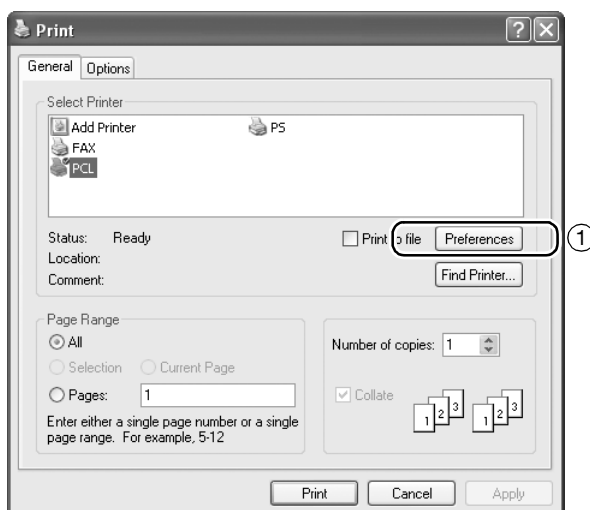
*In order to print, the network settings must first be specified.
Network settings should be specified by the administrator.*

Printing

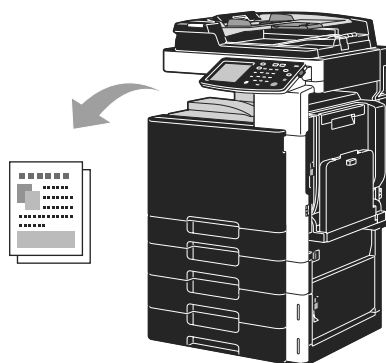
- 1 Create a document in the application, and then select the print command.
 - In the Print dialog box, select the printer.



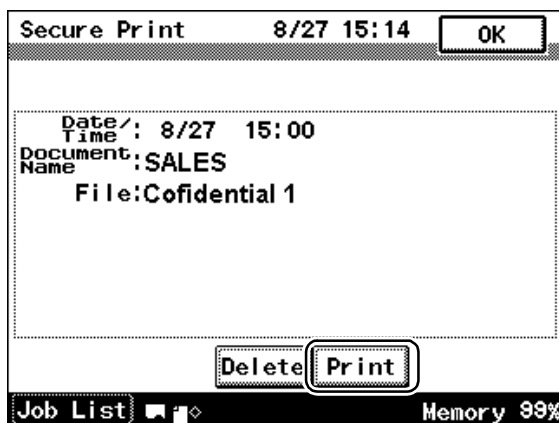
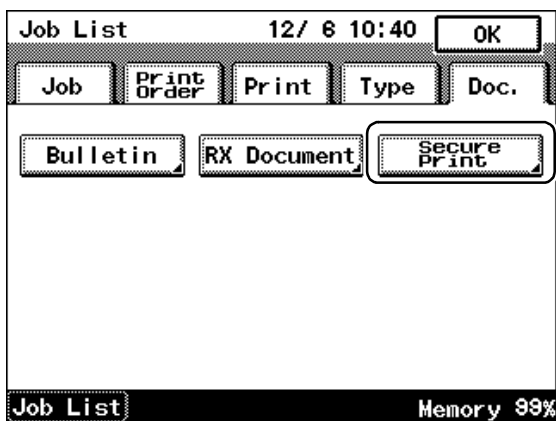
- If necessary, display the printer driver settings dialog box, and then specify the printing settings.



- 2 The specified pages and number of copies are printed.



- If "Secure Print" was selected from the "Output Method" drop-down list in the printer driver, the print job is saved as a confidential document print job on this machine. Print the document by using the control panel of the machine.



2.3 Basic fax operation

This section contains information on the general operation for faxing.

- 1 Change the mode.



- If a screen for entering the account name and password appears, type in the necessary information, and then touch [Login].

Input Account Name and Password to login.

Account Track Login

Account Name _____

Password _____

Memory100%

- 2 Select the destination.

Enter a destination. On-Hook Chain Dial

One-Touch Search Dial Quality FaxMenu

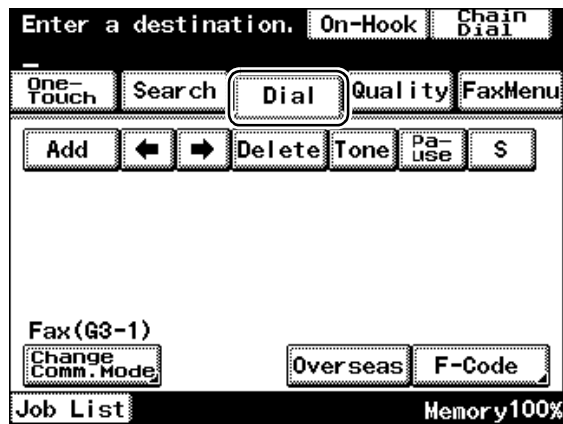
← BRANCH SUPPLIER → Index List

JAPAN	NEW YORK	BOSTON	ARIZONA	
		TO HQ	BRANCH	

Job List Memory100%

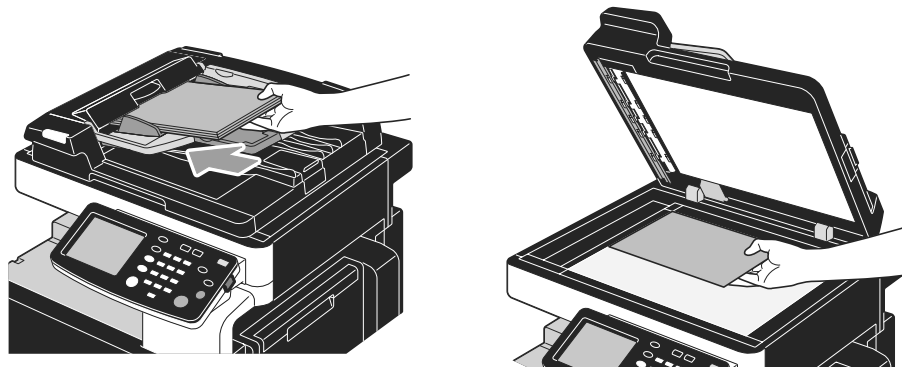
- If fax numbers are already registered, a registered destination can be selected. For details on registering destinations, refer to page 5-3 of this manual.

- When directly entering the fax number, touch [Dial], and then use the keypad to type in the number.

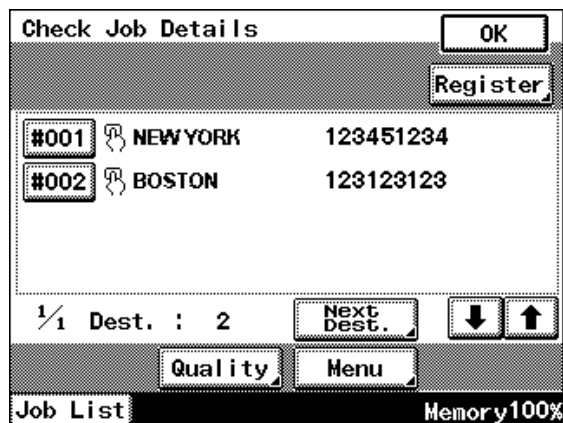


- A original can be sent to multiple destinations at the same time (Broadcast transmission). For details on sending a original to multiple destinations, refer to page 5-11 of this manual.
- If necessary, touch [Quality] or [Fax Menu], and specify the desired settings.

3 Position the original to be faxed.



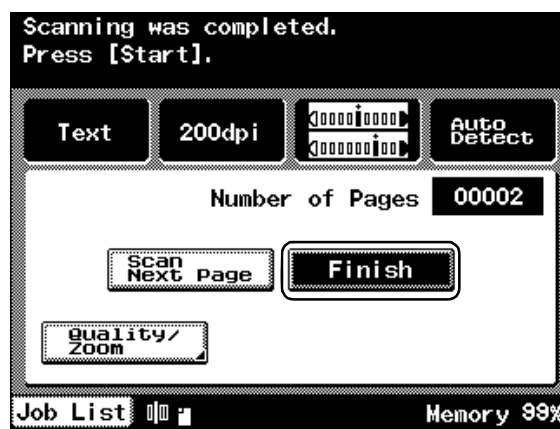
- To send a original that cannot be loaded into the ADF (a thick original or an original on thin paper), position it on the original glass.
- Position the original face up in the ADF with the top edge of the original inserted into the feed slot.
- To check the destinations and the settings specified for the functions, press the [Mode Check] key.



- 4 Press the [Start] key.

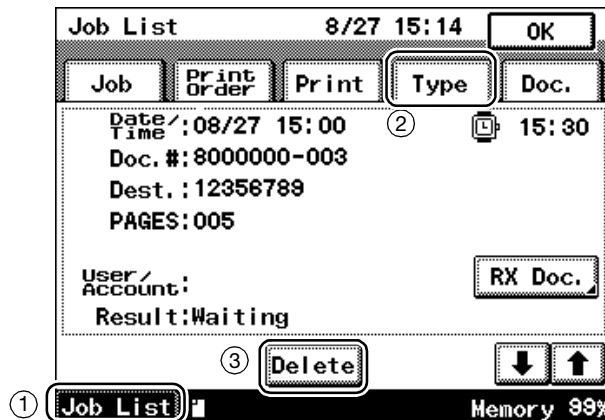


- When scanning more than one page of original using the original glass, place the 2nd page and then press the [Start] key. Repeat this process until all the pages have been scanned. After the last page has been scanned, touch [Finish], and then press the [Start] key.



Detail

To stop the transmission after the [Start] key was pressed, touch [Job List], then [Type], and then delete the job to be stopped.

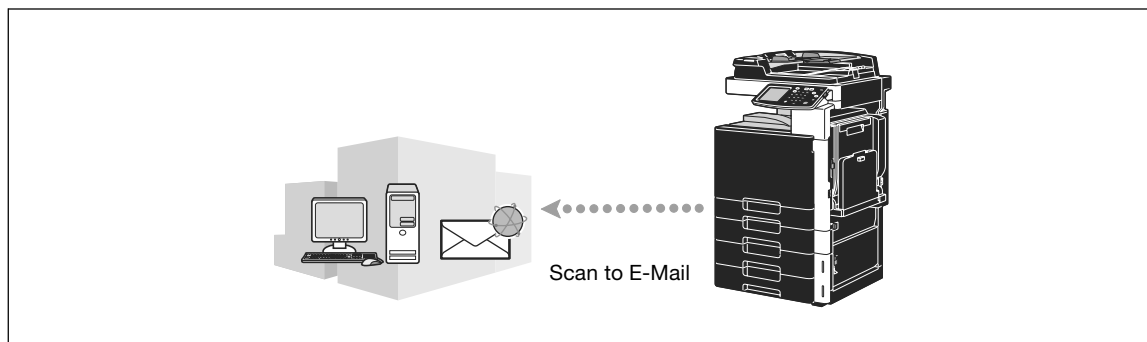


2.4 Basic scan operation

This section contains information on the general operation for sending scan data.

Scan data transmissions

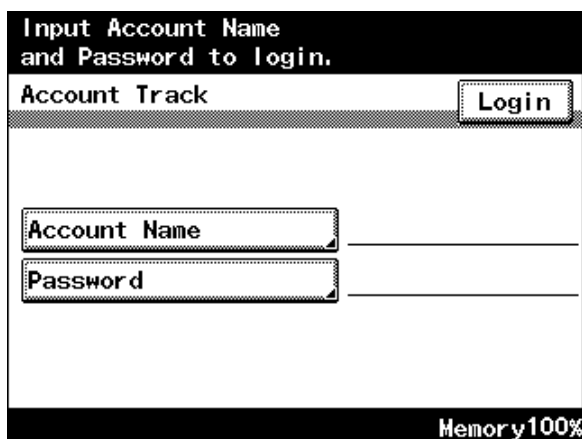
An original scanned with this machine is sent as an attachment to an e-mail message.



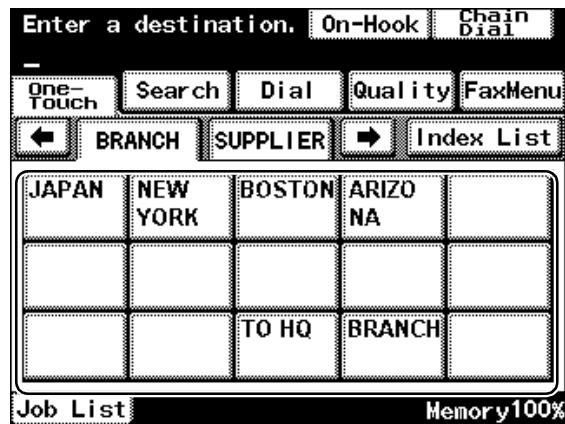
- 1 Change the mode.



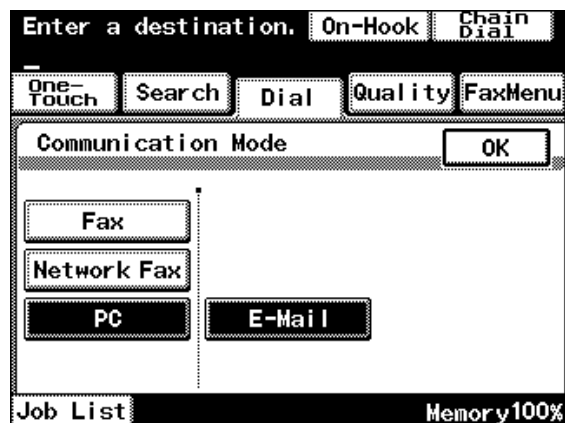
- If a screen for entering the account name and password appears, type in the necessary information, and then touch [Login].



2 Select the destination.

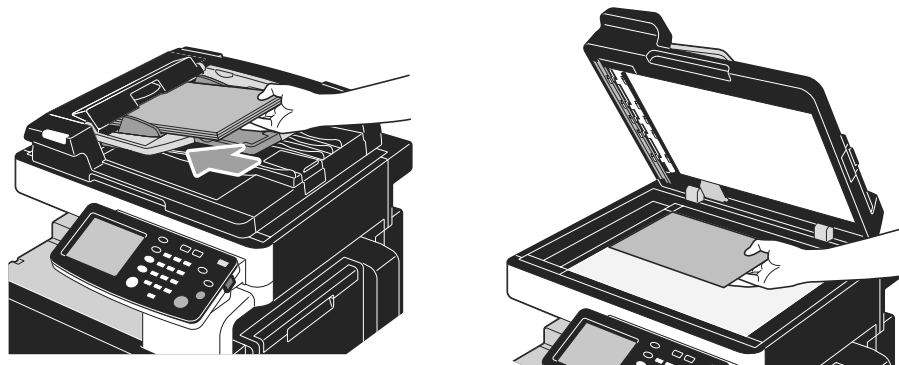


- If destinations are already registered, a registered destination can be selected. For details on registering destinations, refer to page 6-3 of this manual.
- To directly type in the destination address, touch [Change Com. Mode] in the Dial tab, select the transmission method, and then type in the destination address.
- If the optional fax kit has not been installed, [Address] appears instead of [Dial].



- A original can be sent to multiple destinations at the same time (Broadcast transmission). For details on sending a original to multiple destinations, refer to page 6-17 of this manual.
- If necessary, touch [Quality] or [Fax Menu], and specify the desired settings.

- 3 Position the original to be scanned.



- 4 Press the [Start] key.



- When scanning more than one page of original using the original glass, place the 2nd page and then press the [Start] key. Repeat this process until all the pages have been scanned. After the last page has been scanned, touch [Finish], and then press the [Start] key.



Detail

The network settings must be specified before scan data can be sent.

Network settings should be specified by the administrator.

For easier operation, specify in advance any settings other than the network settings according to the desired application.



Useful copy operations

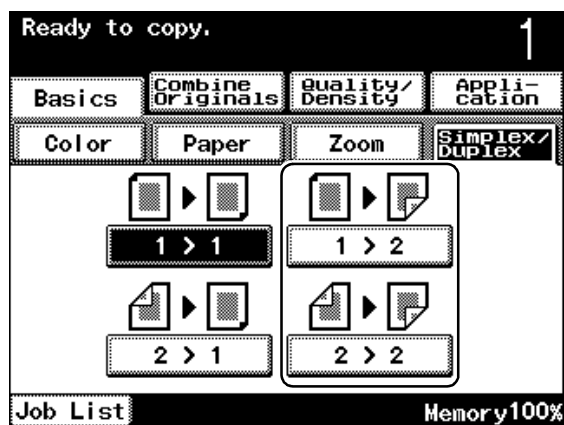
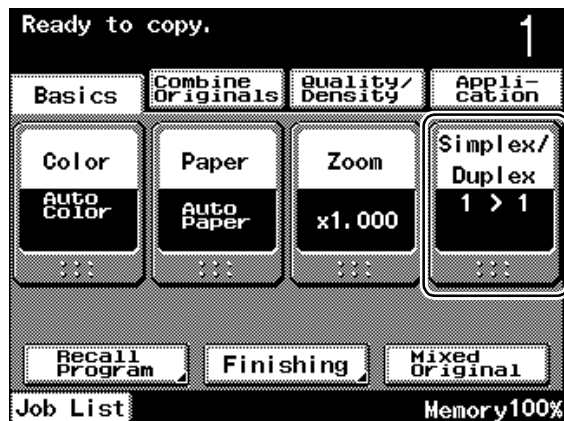
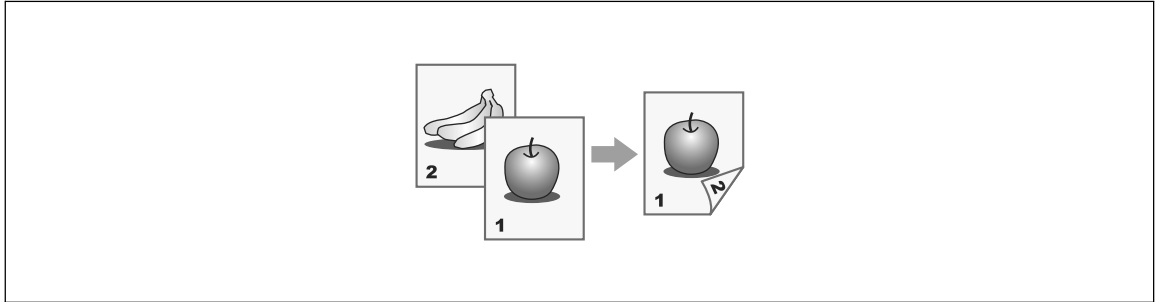
3 Useful copy operations

3.1 Reducing paper use while copying

Double-sided copies (printing on both sides of the paper) and combined copies (reducing multiple pages and printing them together on a single sheet of paper) are convenient for reducing paper use and reducing office space needed for storage.

Double-sided copying

When printing a large number of single-sided originals, print on both sides of the paper use by half.



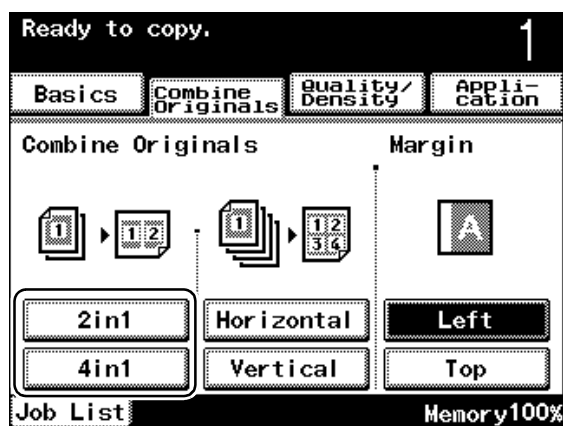
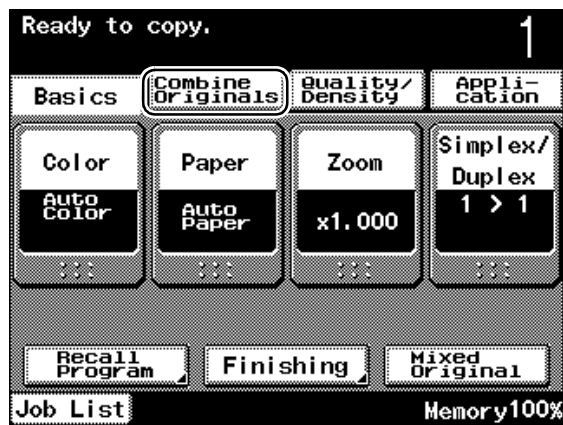
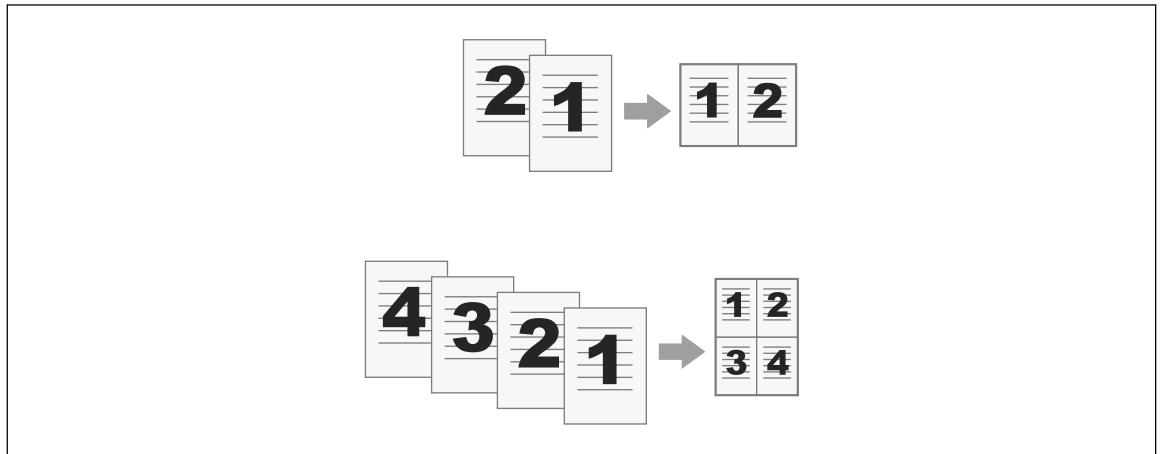
**Detail**

Double-sided copying is available only if the optional duplex unit is installed.

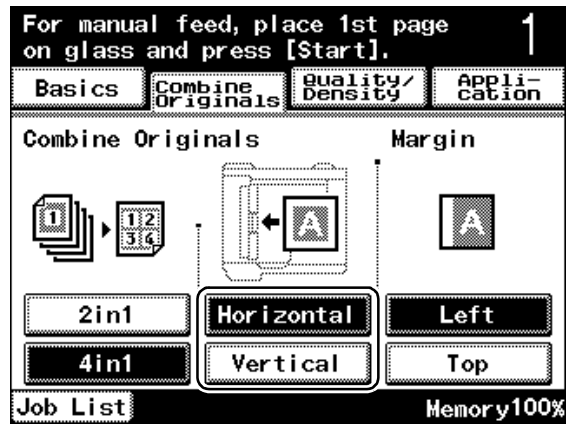
"2 > 1" and "2 > 2" are available only if the optional ADF is installed.

Combined copies

Select "2in1" or "4in1", depending on the number of pages that can be printed on a single page. Combine these settings with double-sided copying to further reduce paper use.



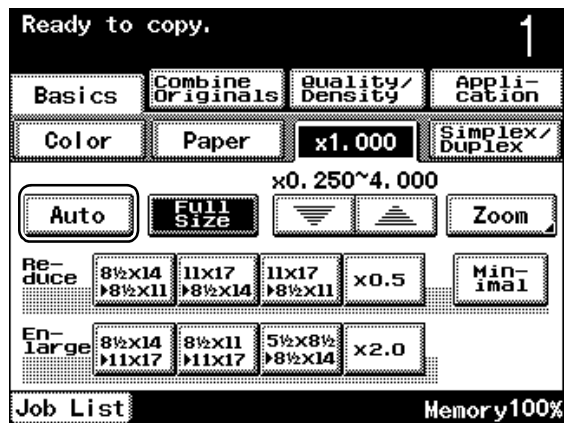
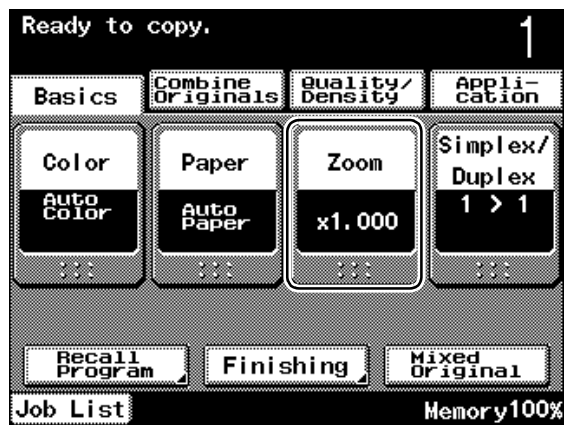
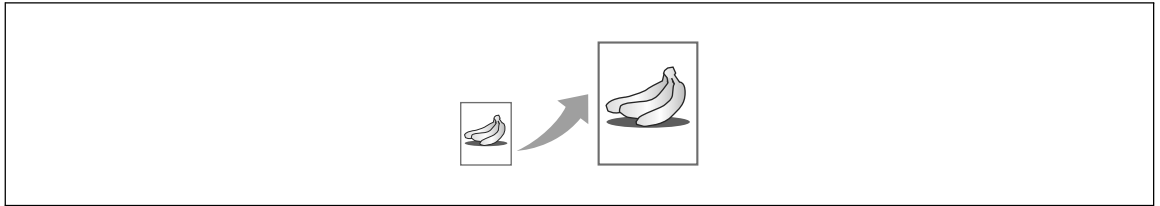
If "4in1" is selected, the page arrangement can be selected.



3.2 Printing copies enlarged/reduced on paper with a different size

Auto zoom

Copies can be produced with the zoom ratio automatically selected based on the size of the loaded original and the specified paper size.

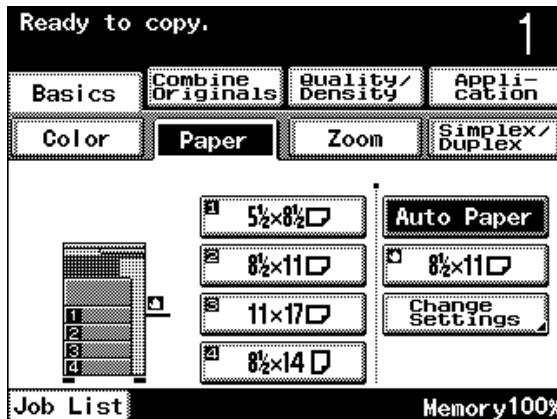




Reminder

When copying onto paper larger than the original, load the original with the same orientation as the paper.

If the "Auto" Zoom setting is selected, the "Auto Paper" setting cannot be selected. Select the paper tray loaded with the desired paper size.



3.3 Copying onto envelopes

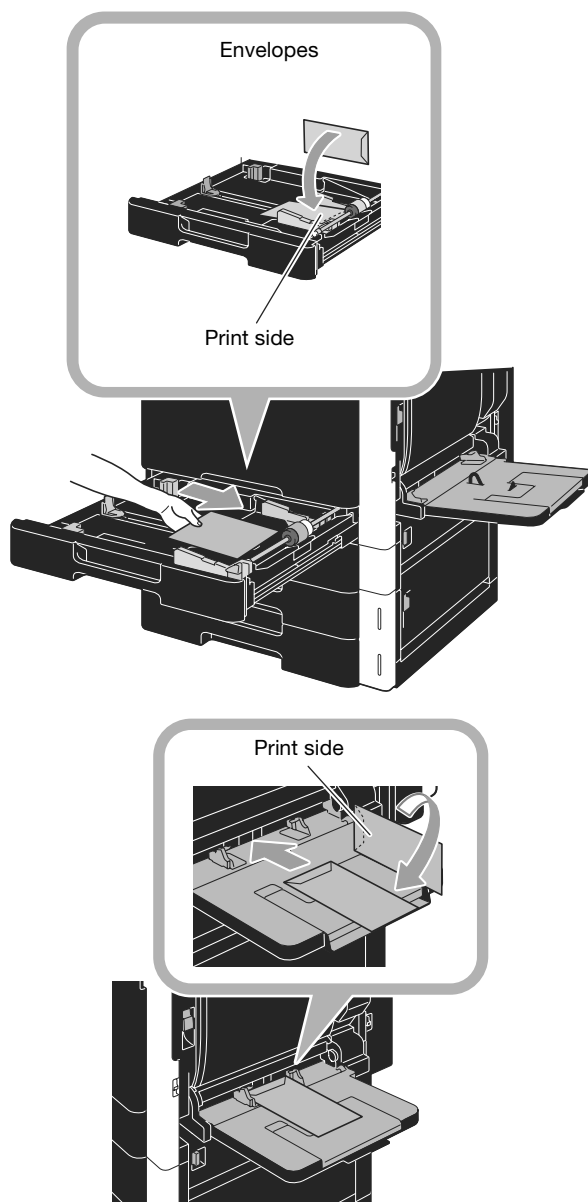
Tray 1/Bypass tray

Use the tray 1 or the bypass tray when copying onto envelopes.

When copying onto envelopes, the orientation of the original and paper is extremely important.

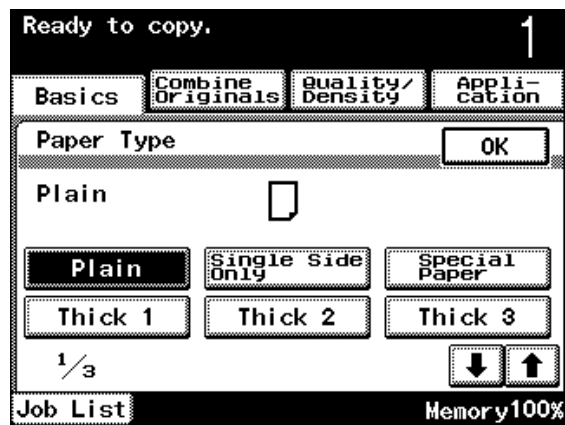
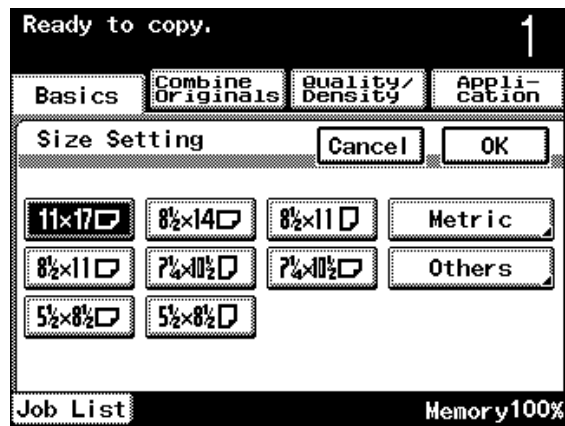
- 1 Position the original.



2 Load the paper into the tray.

- Load media into tray 1 with the side to be printed on facing up. Load media into the bypass tray with the side to be printed on facing down.

- 3 Specify the paper type and size.



- If envelopes are loaded, select the "Envelope" Paper Type setting. Select a size that matches the size of the envelope that is loaded.

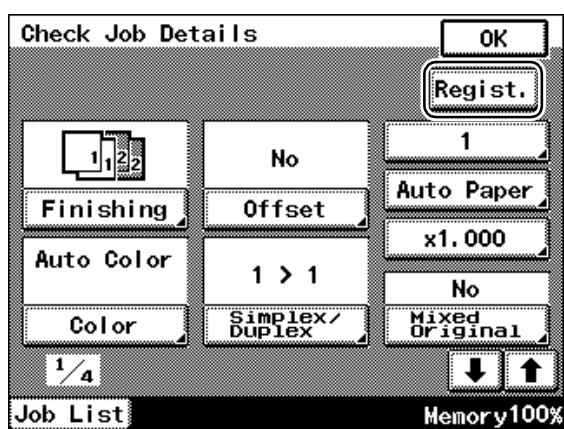
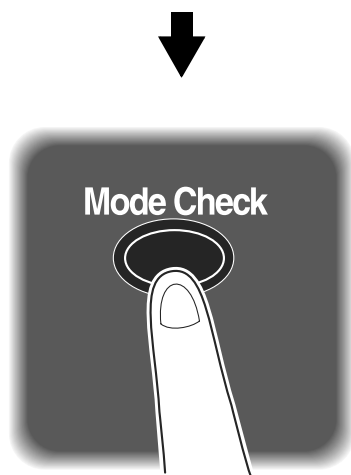
3.4 Easily recalling frequently used functions

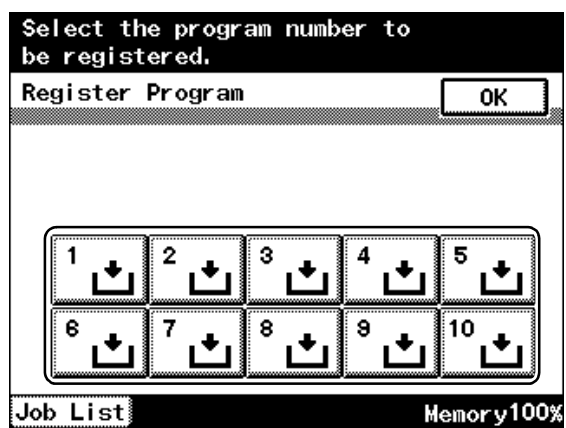
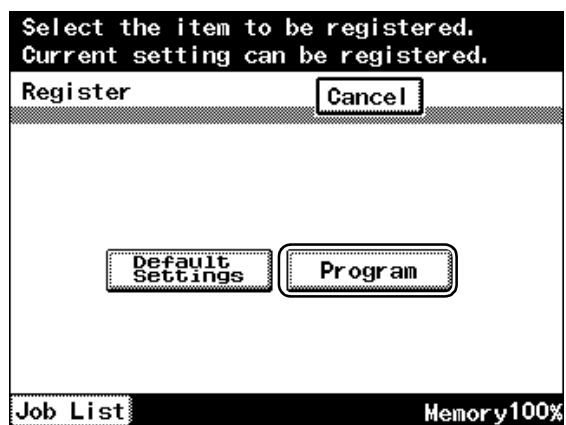
Registering/recalling programs

Frequently used functions can be registered as a copy program. The registered copy program can easily be recalled and used.

Registering a program

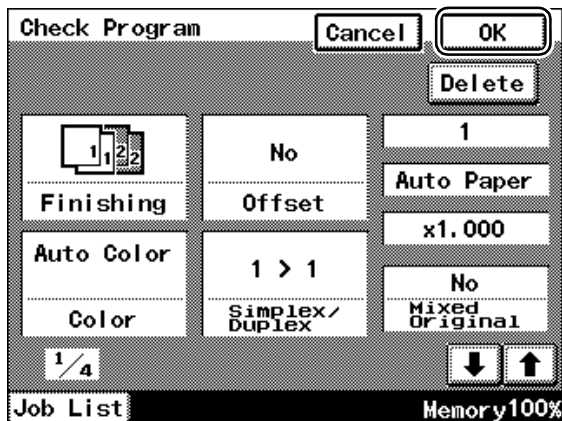
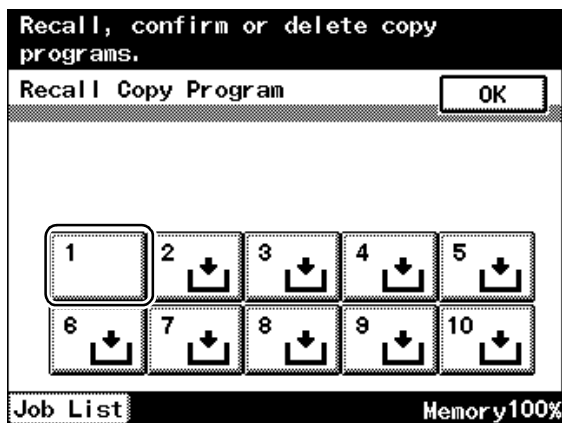
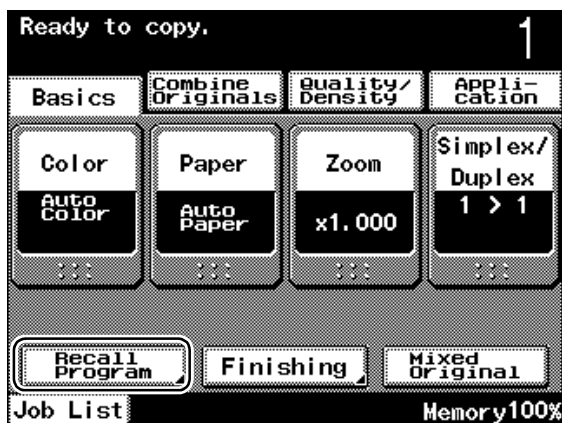
First, specify the functions to be registered.



**Detail**

A maximum of 10 copy programs can be registered.

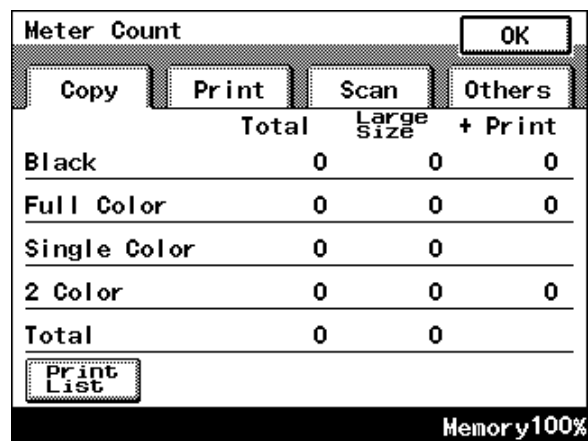
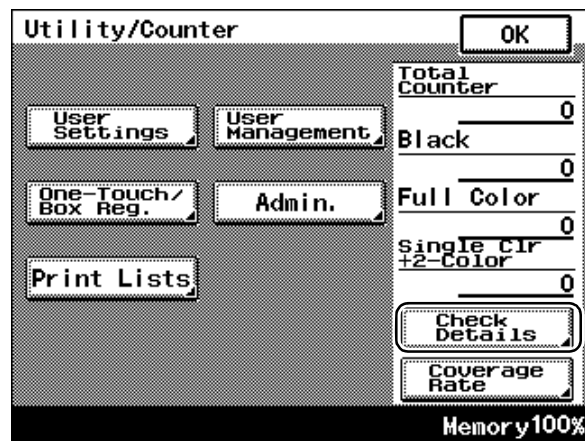
Recalling a program



3.5 Checking the number of prints

Meter Count

The total number of printed pages and detailed counts of prints, such as the number of black-and-white prints, can be checked for various functions.



The following information can be viewed on the Copy tab.

Meter Count				OK
Copy	Print	Scan	Others	
	Total	Large Size	+ Print	
Black	0	0	0	
Full Color	0	0	0	
Single Color	0	0		
2 Color	0	0	0	
Total	0	0		
Print List				
				Memory 100%

Item	Description
Total	Displays the total number of pages copied using the "Black" setting, the "Full Color" setting, the "Single Color" setting, the "2 Color" setting, and the total for all Color settings.
Large Size	Displays the total number of pages copied on large-sized paper using the "Black" setting, the "Full Color" setting, the "Single Color" setting, the "2 Color" setting, and the total for all Color settings.
+ Print	Displays the total number of pages copied and printed using the "Black" setting, the "Full Color" setting, and the "2 Color" setting for all Color settings.



Detail

To print the list, touch [Print List].

3.6 Reducing electricity usage

This machine is equipped with power save functions for conserving energy.

Settings can be specified for these features from Administrator mode.

LCD Back-Light OFF/Low Power mode/Sleep mode

If no operation is performed on the machine for a specified length of time, the machine automatically enters a mode where it conserves energy. If no operation is performed on the machine for 1 minute, the touch panel and the LCD backlight go off. After 10 minutes have passed, the machine enters Low Power mode. If no operation is performed for 20 minutes, the machine enters Sleep mode, where the energy conservation effect is larger (Factory default).



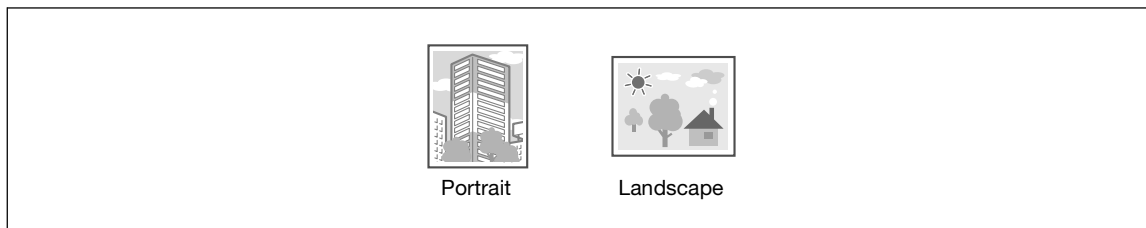
Useful printing operations

4 Useful printing operations

4.1 Selecting the paper

Original Orientation

Select "Portrait" or "Landscape" as the orientation for printing on the paper.

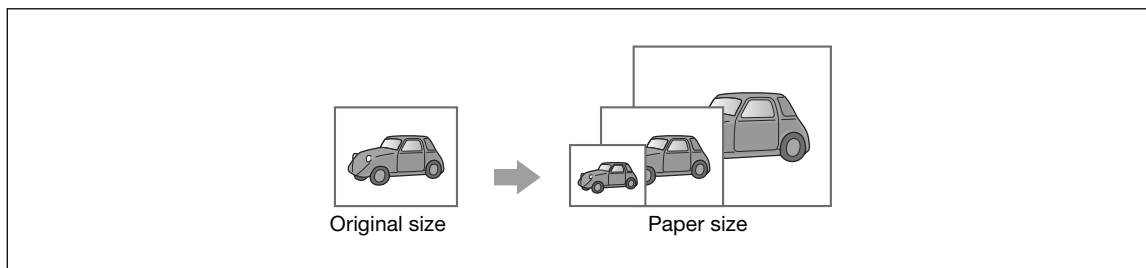


Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Page Attributes

Original Size and Paper Size

Select the paper size of the original and the size of paper to be printed on.



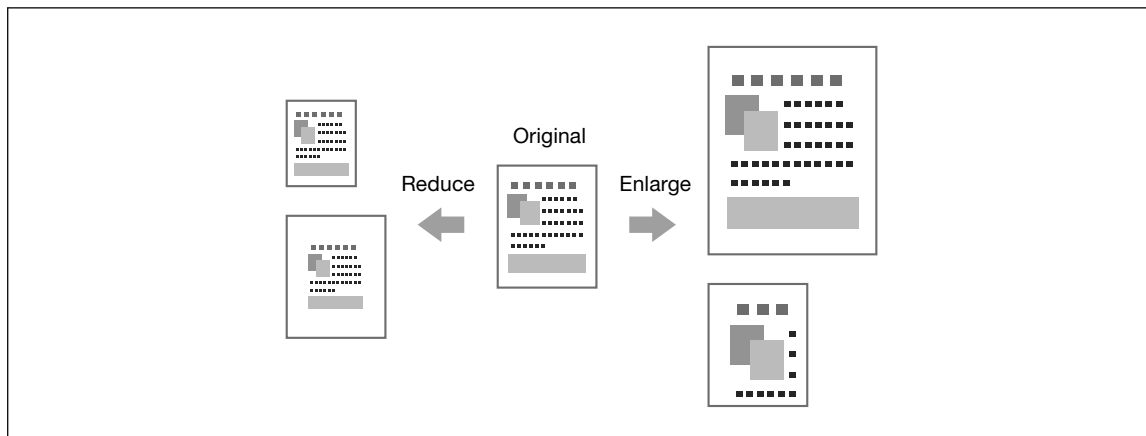
Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Page Attributes

Zoom

Specify the enlargement or reduction ratio.

The original 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 drivers: Basic tab

Macintosh OS X driver: Page Attributes

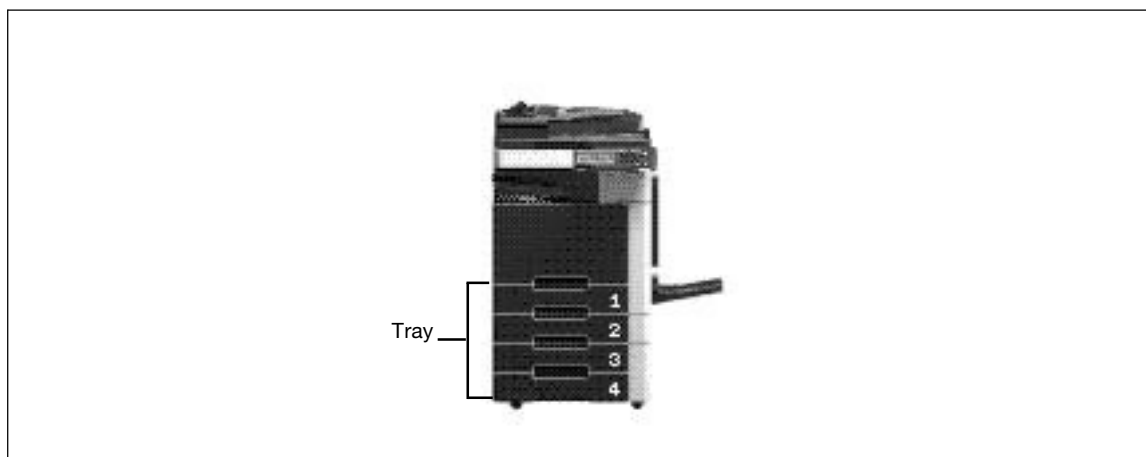


Detail

The Windows PCL/PS driver also has the "Thin Line Support" function to prevent thin lines from becoming blurred when printing with reduced size. (Other tab)

Paper Tray (Paper Type)

Select the paper tray to be used. If the paper trays are loaded with different types of paper, the desired paper type can be selected by selecting a different paper tray.



Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Paper Tray



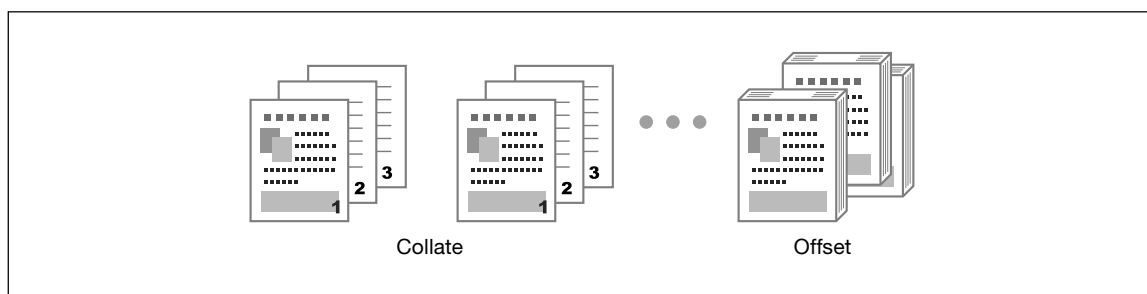
Detail

The selectable items differ depending on the options that are installed.

Copies and Collate/Offset

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

In addition, if the "Offset" function is selected, each copy set is fed out shifted either forward or backward.



Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method



Detail

The "Collate" function is available only if the optional expanded memory unit is installed.

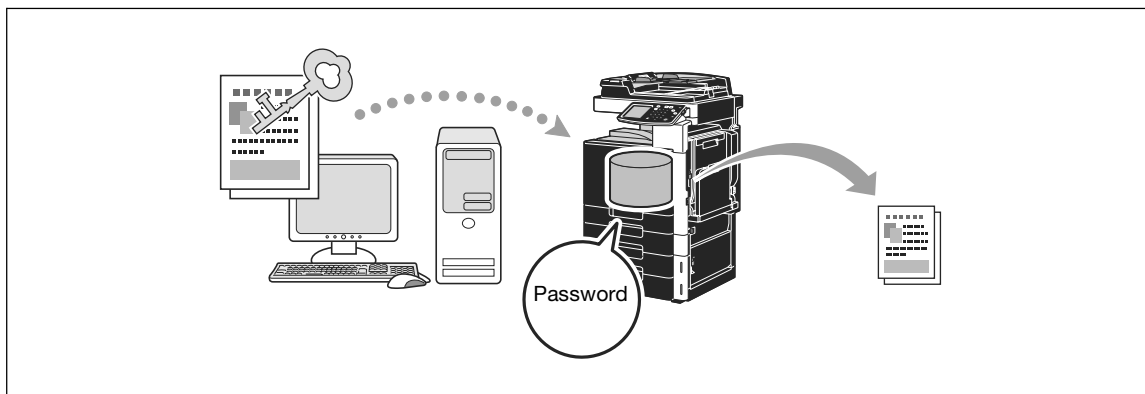
The "Offset" function is available only if the optional separator and expanded memory unit are installed.

4.2 Managing and limiting printing

Secure Print

A password can be specified for the document.

This feature is useful for printing confidential documents since the document cannot be retrieved unless the password is entered from the machine's control panel.



Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method

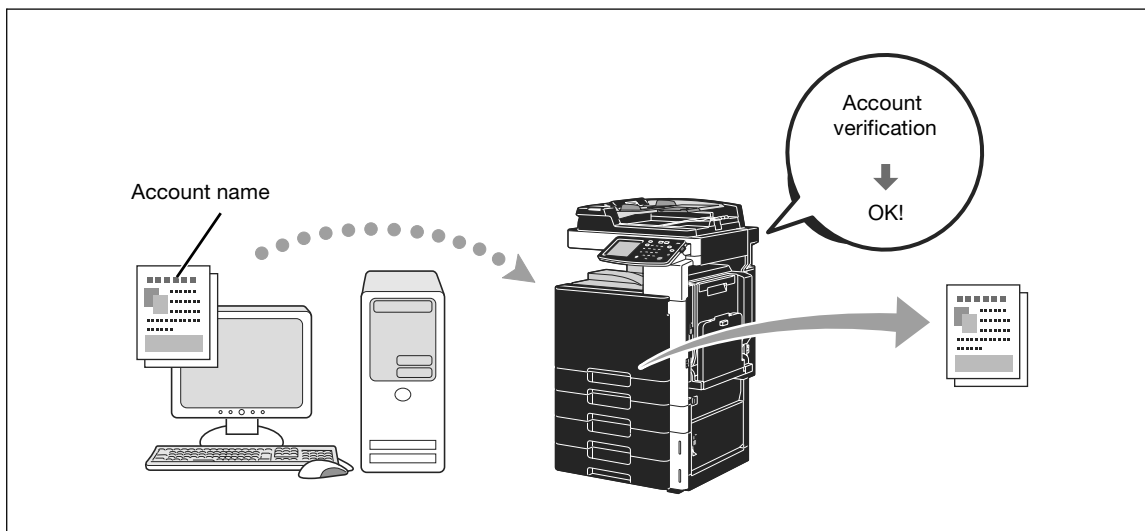


Detail

The "Secure Print" function is available only if the optional expanded memory unit is installed.

Account Track

If account track settings have been specified on the machine, registering account information with the printer driver enables the machine to check if the sent print job is data from a registered account.



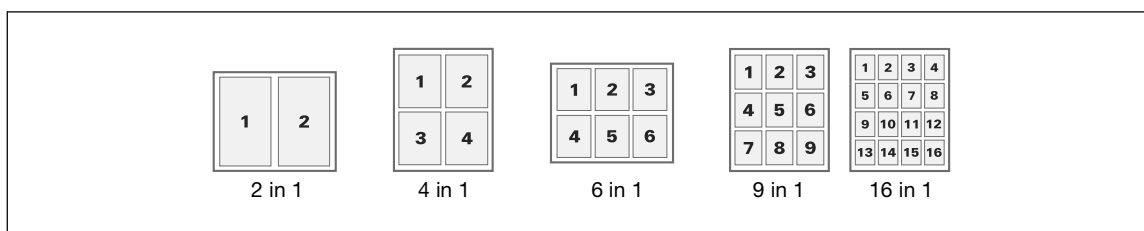
Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method

4.3 Reducing paper use while printing

Combination

N in 1 printing, which reduces multiple document pages and prints them together on a single sheet of paper, is useful for economizing the number of printed pages.

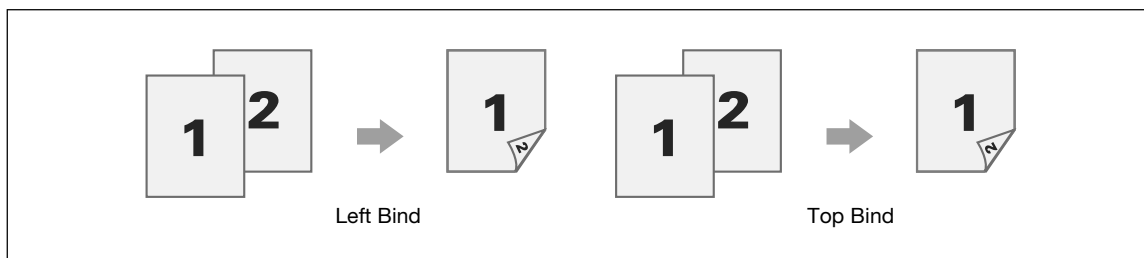


Windows PCL/PS drivers: Layout tab

Double-sided printing

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

This feature is useful for binding a document containing multiple pages.



Windows PCL/PS drivers: Layout tab

Macintosh OS X driver: Layout



Detail

Double-sided printing is available only if the optional duplex unit and expanded memory are installed.

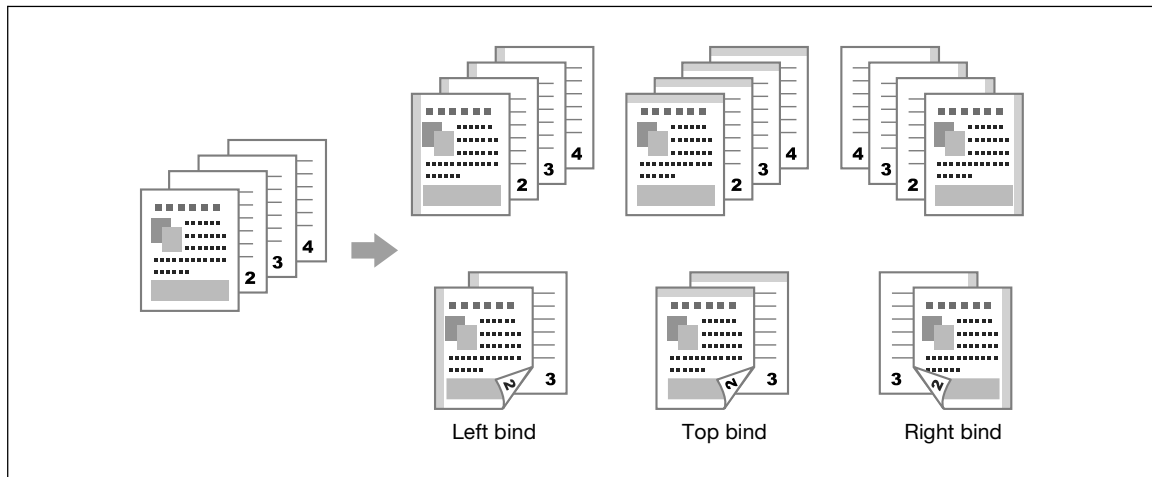
The "Skip Blank Pages" function, which does not print blank pages when printing from the Windows PCL driver, is useful for reducing paper use.

4.4 Adjusting the print position

Binding Direction and Binding Margin

Specify the binding position for binding documents. With Windows PCL/PS driver, amount of page margins can also be adjusted.

The binding margin can also be adjusted.



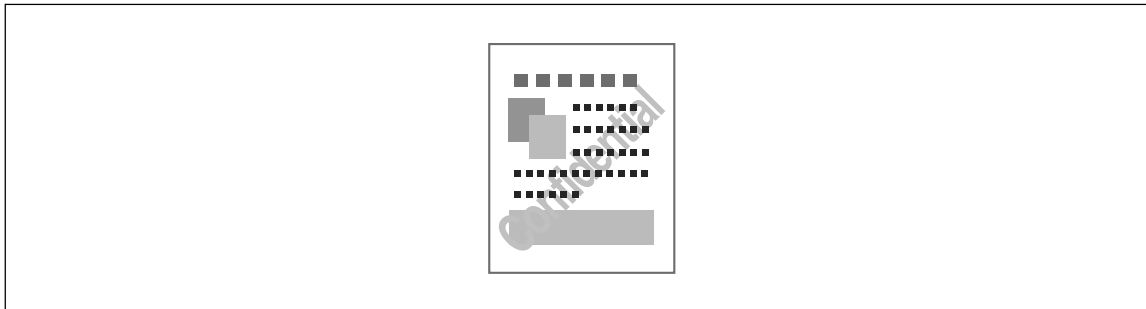
Windows PCL/PS drivers: Layout tab

Macintosh OS X driver: Layout

4.5 Adding text and images when printing

Watermark

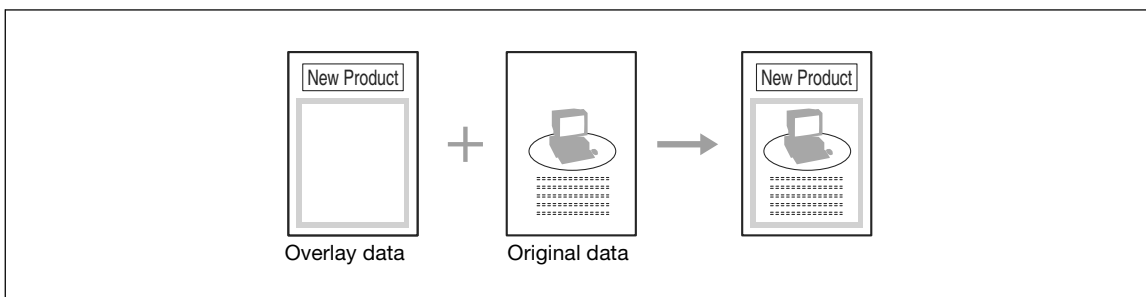
The document can be printed overlapping a watermark (text stamp).



Windows PCL/PS drivers: Stamp/Composition tab

Overlay

The document can be printed overlapping separate overlay data.

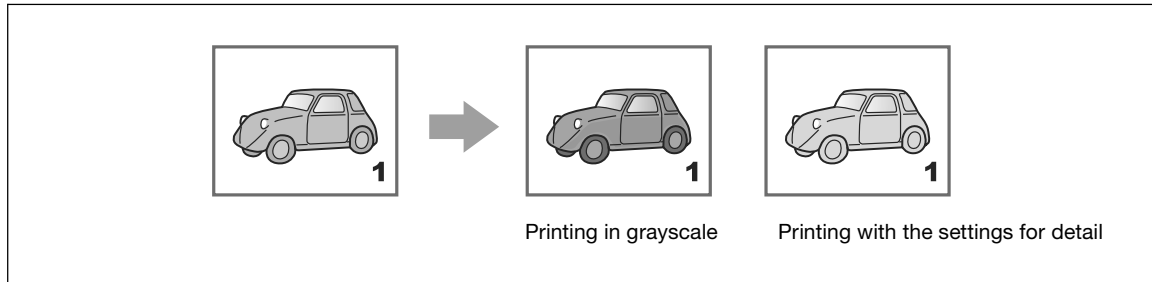


Windows PCL/PS drivers: Stamp/Composition tab

4.6 Adjusting the image quality

Select Color and Quality Adjustment

The document can be printed in grayscale, or the image quality, such as the tone, can be adjusted.

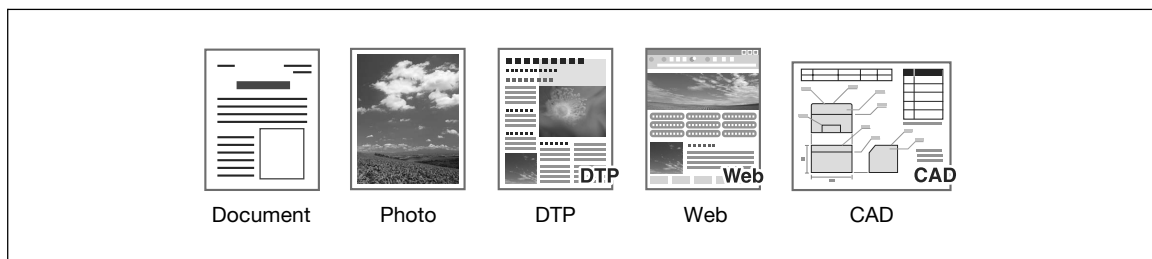


Windows PCL/PS drivers: Quality tab

Macintosh OS X driver: Quality

Color Settings

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

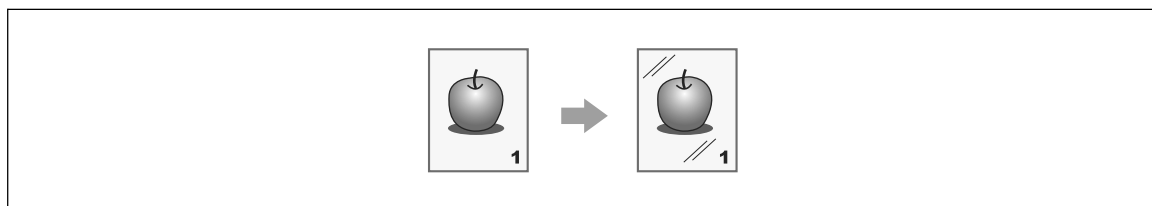


Windows PCL/PS drivers: Quality tab

Macintosh OS X driver: Quality

Glossy Mode

The document can be printed with a glossy finish.



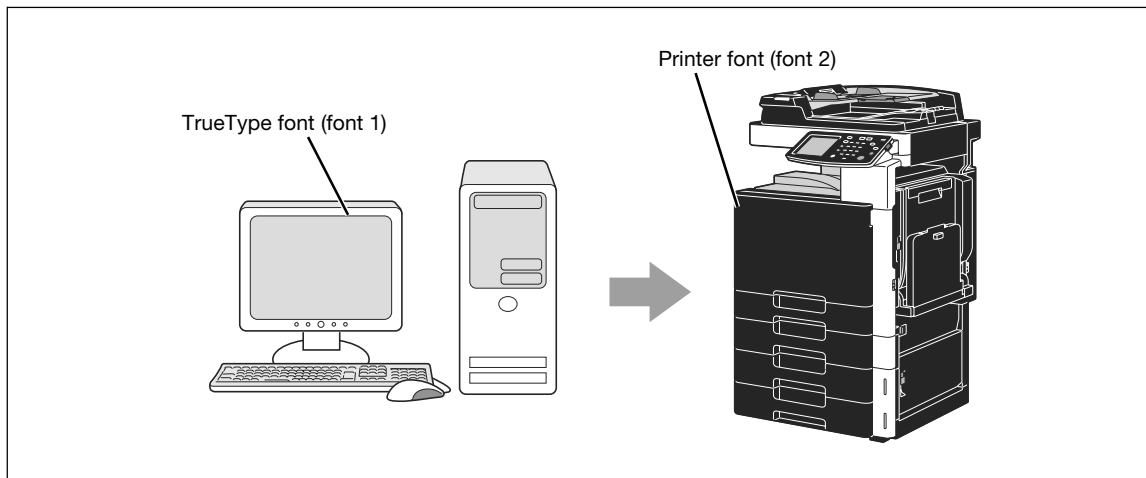
Windows PCL/PS drivers: Quality tab

Macintosh OS X driver: Quality

4.7 Using printer fonts

Font Settings

The document can be printed with TrueType fonts replaced with printer fonts.



Windows PCL/PS drivers: Quality tab



Detail

When printer fonts are used, the printing time is reduced, but there may be a difference between the displayed document and the print result.

A large, bold, black number '5' is centered within a gray square. The square is positioned to the left of the text 'Useful fax operations'.

Useful fax operations

5 Useful fax operations

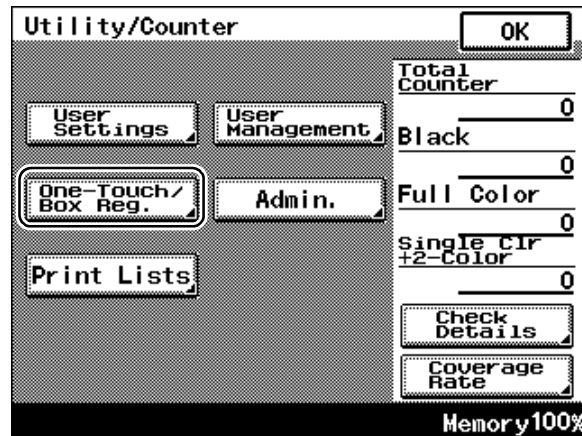
5.1 Registering frequently used fax numbers

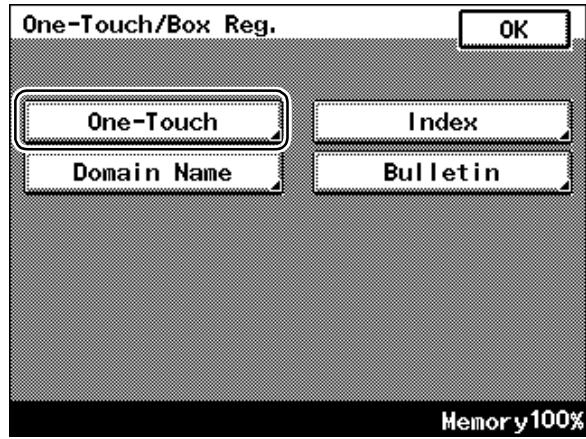
Frequently used destinations can be registered.

One-Touch

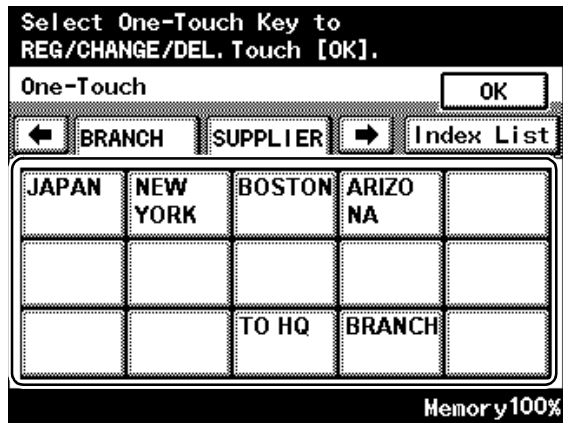
By registering a frequently used destination in the One-Touch, the destination can be recalled simply with the touch of an One-Touch button.

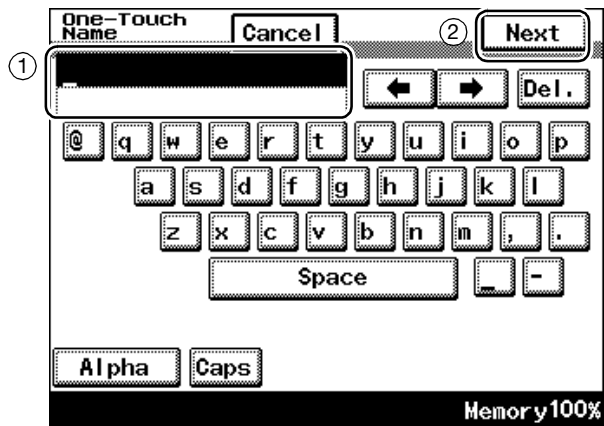
Selecting a button to be programmed



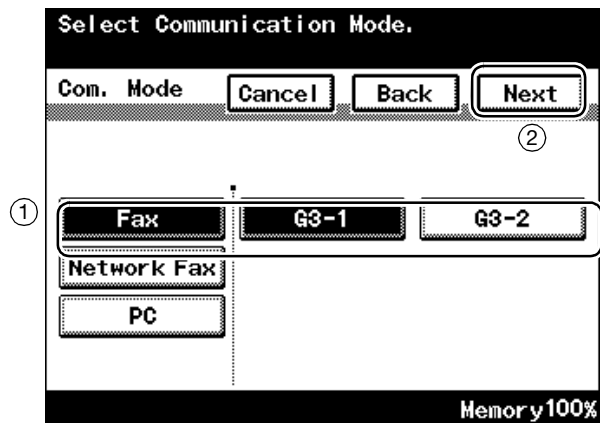


Touch the button to be programmed.

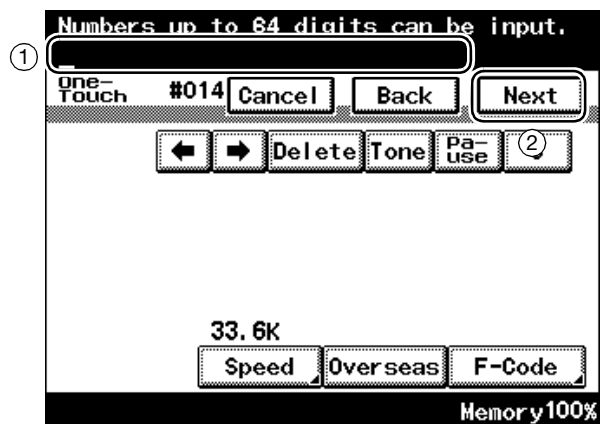


Registering a fax number

To register a fax number, touch [Fax].



Using the keypad, type in the fax number to be registered.



One-Touch #014	Cancel	OK
CHI CAG 0	Delete	
One-Touch Name	CHI CAGO	
Com. Mode	Fax(G3-1)	
Destination	123451234	
1/3		↓ ↑
Memory 100%		

Registering the Program

Scanning settings, transmission settings and destination can be registered with a single button.

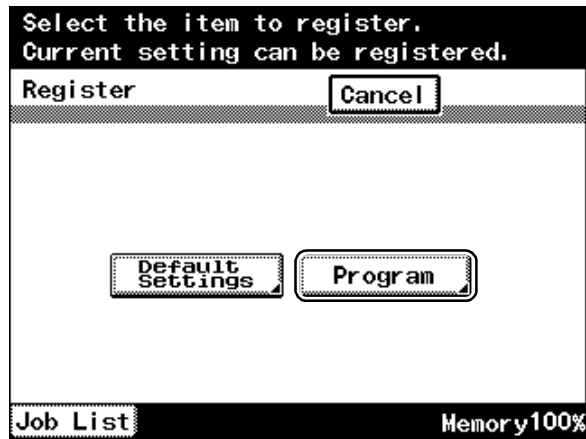


Detail

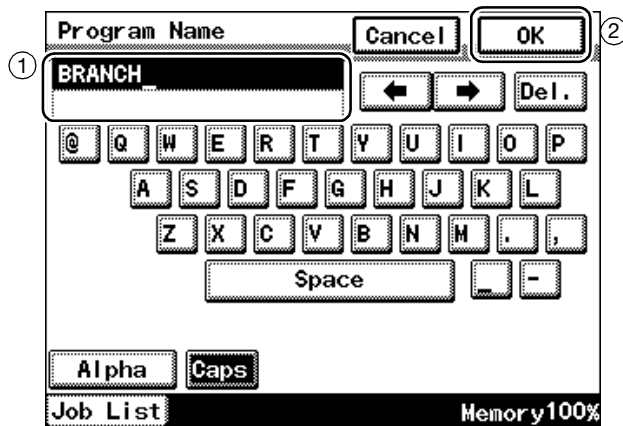
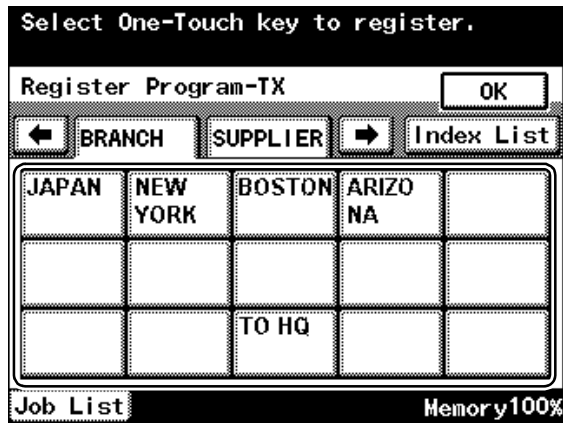
The destination can be specified by touching a one-touch dial button.

Specifying settings, such as those on the Quality, Fax Menu and Dial tabs.





Touch the button to be programmed.

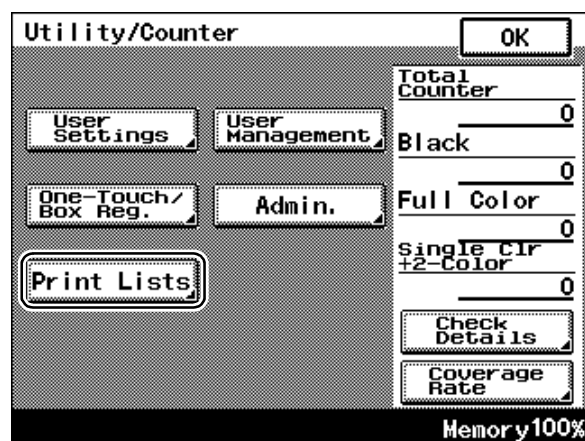


5.2 Checking fax operations performed until now

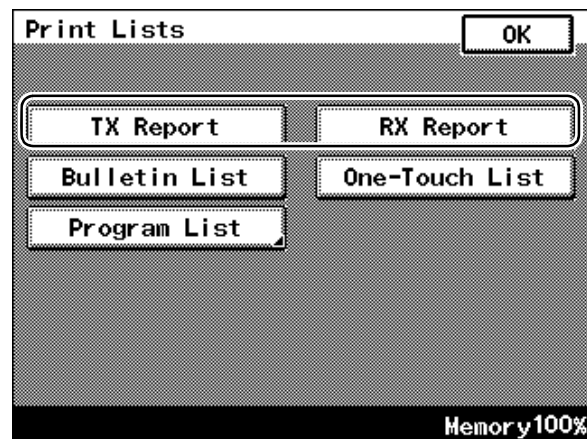
Communication list

A log of the transmissions and receptions can be viewed in a report and printed.

The transmission report, reception report and activity report, which combines the transmission and reception reports, are available in the communication list. The transmission report and reception report can be manually printed.



Select the report to be printed.

**Detail**

The activity report is printed after 50 transmission and reception jobs have been performed.

The transmission report and reception report can be printed periodically.

Settings for printing reports are specified from the Administrator Management screen.

Documents that could not be sent can be selected from the job list and sent manually.

5.3 Transmitting to multiple recipients at the same time

A original can be sent to multiple recipients with a single operation. This is called a "broadcast transmission".

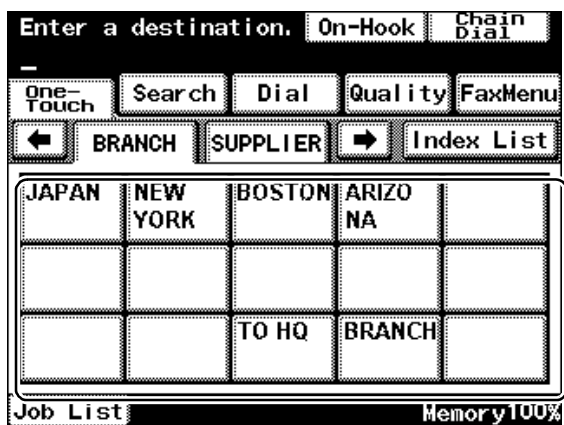
Broadcast transmission

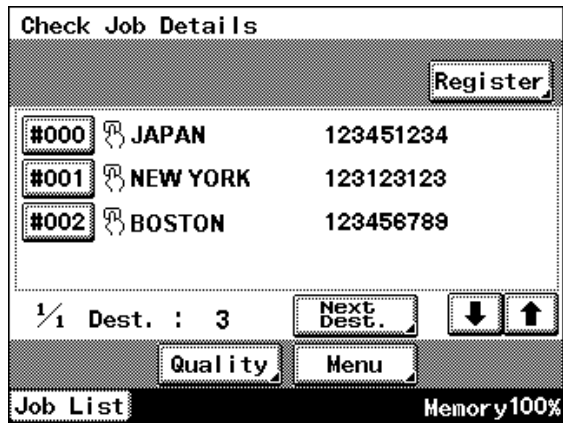
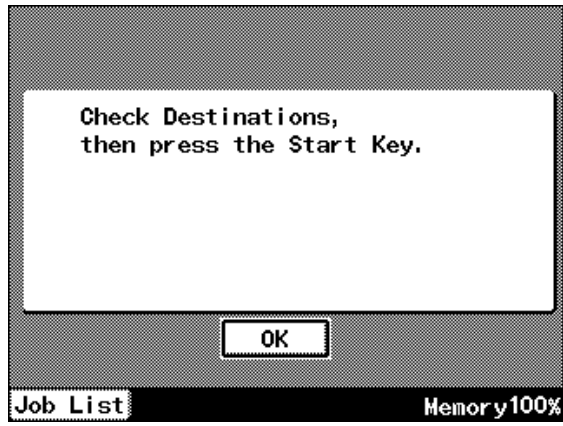
Recipients can be specified for broadcast transmissions by typing in the destination using the keypad or by selecting from One-Touch.

In addition, recipients can be specified using a combination of the two methods.

Selecting from One-Touch

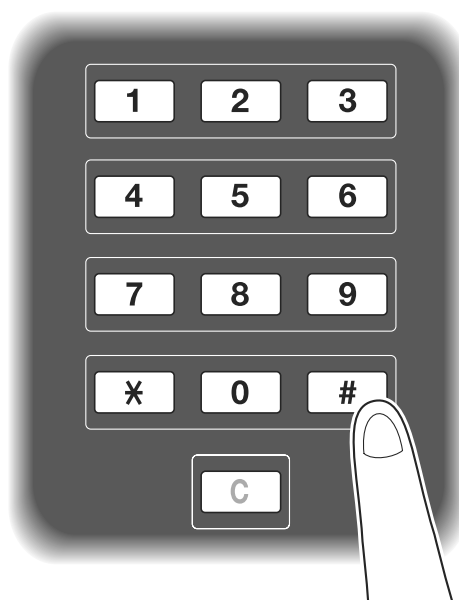
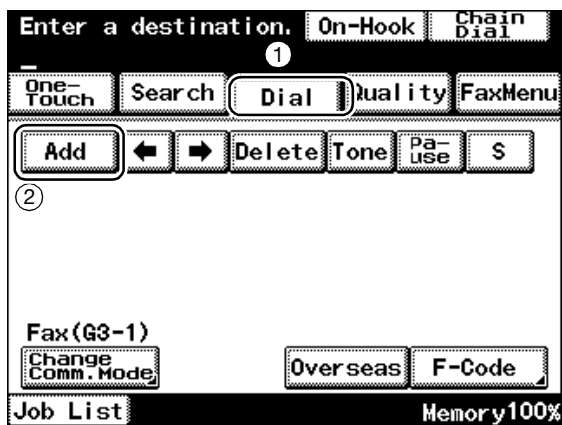
Select the multiple destinations where the transmission is to be sent.





Entering a destination with the keypad

Touch [Add] to display a screen for entering the second destination.





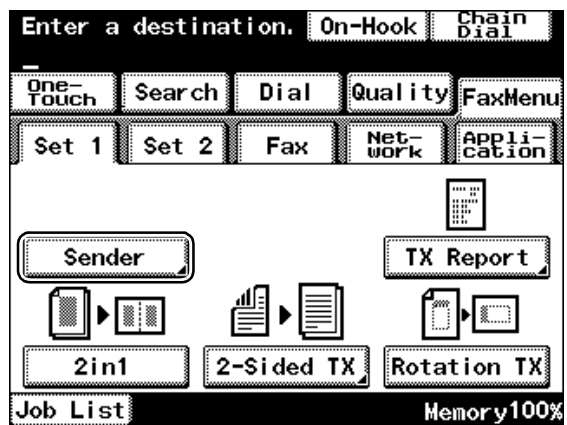
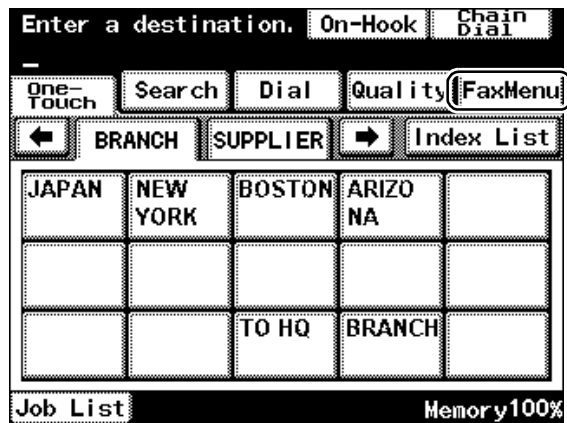
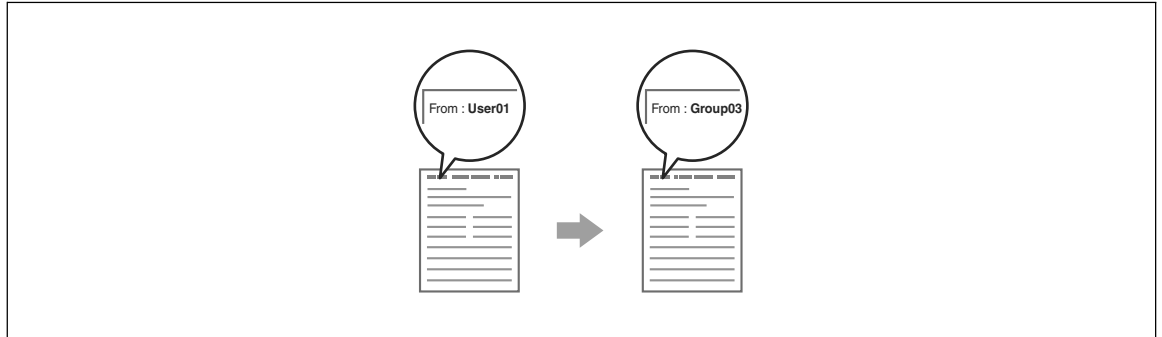
Detail

A maximum of 210 destinations can be specified. A maximum of 12 destinations can be specified when the keypad is used.

5.4 Selecting registered transmission source information

Fax transmission source information settings

Registered transmission source information (transmission source name and fax ID) can be selected and changed.






Detail

The transmission source information is specified in Administrator Management screen. Check with the machine's administrator for the administrator password.

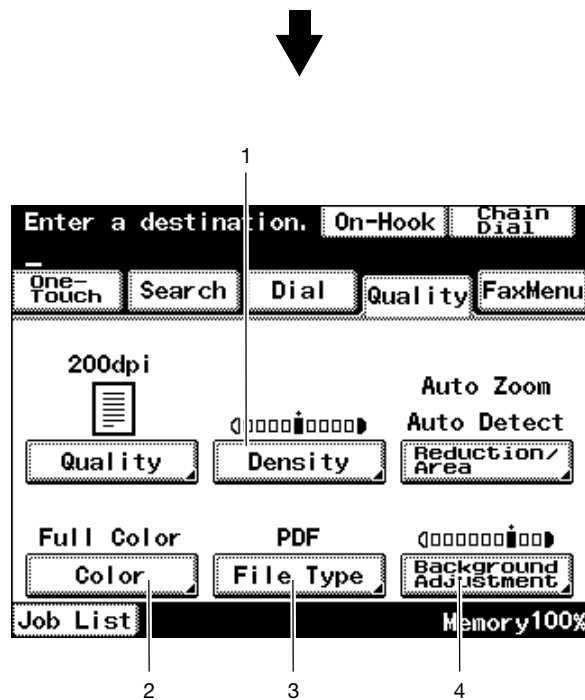
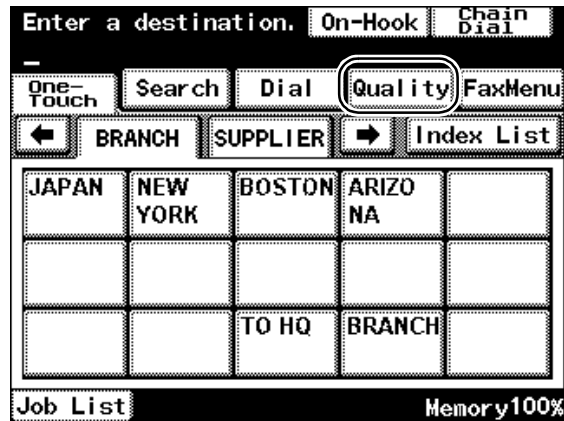
The transmission source information is registered by the administrator. Check with the machine's administrator for registered information.

The administrator can set the position for printing the transmission source information on the outside or inside of the original.

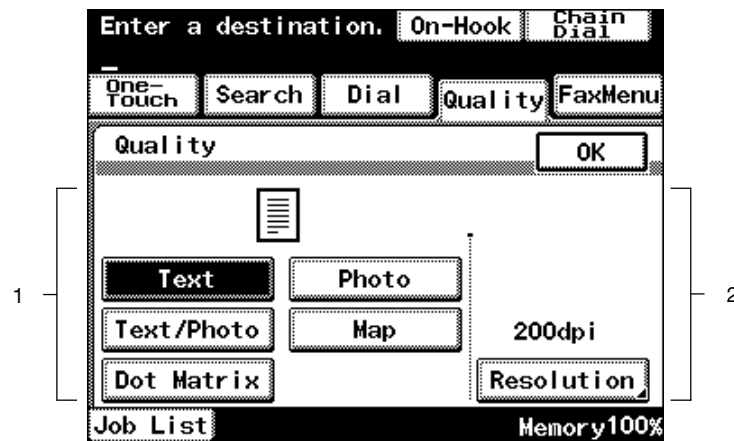
5.5 Scanning the originals to be sent

Quality

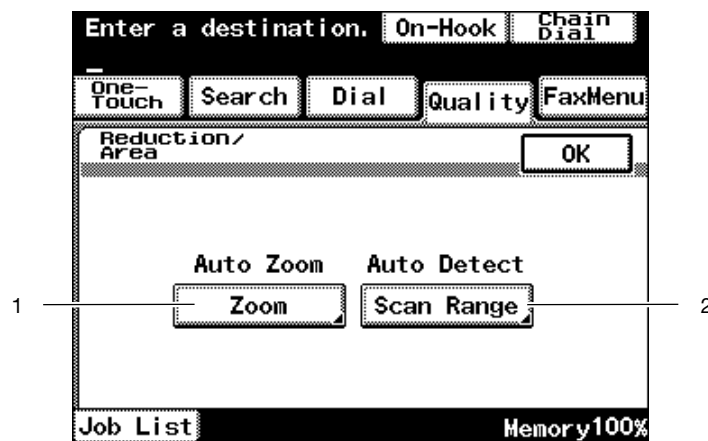
From the Quality screen, settings such as the image quality, resolution and density of the scanned original can be changed.



No.	Parameter	Description
1	Density	Select whether to darken or lighten the colors of the scan data.
2	Color	This parameter is not available when sending to a fax number.
3	File Type	This parameter is not available when sending to a fax number.
4	Background Adjustment	The density of a colored original background can be adjusted.

Quality

No.	Parameter	Description
1	Quality	The original can be scanned according to its contents.
2	Resolution	The larger the numbers, the clearer the image.

Reduction/Area

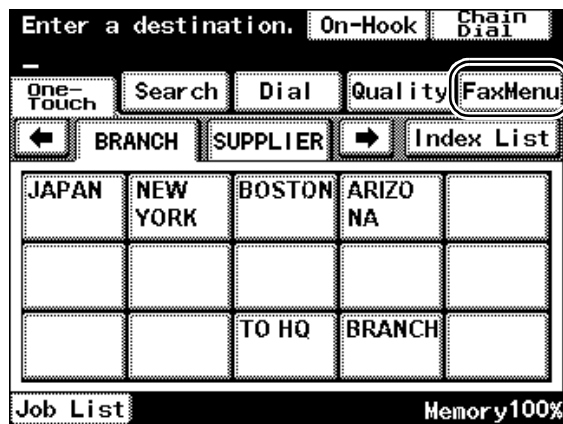
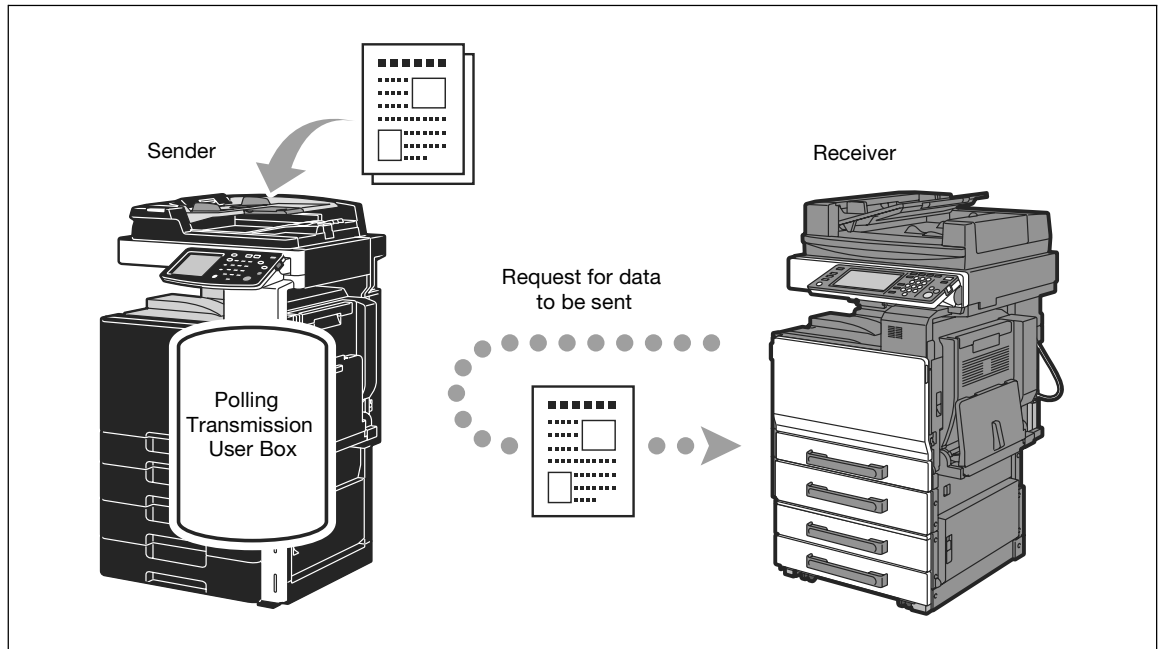
No.	Parameter	Description
1	Zoom	The zoom ratio can be selected automatically based on the size of paper loaded in the recipient's machine, or the document can be cut to fit the paper size (no reduction).
2	Scan Size	Specify the area of the document to be scanned.

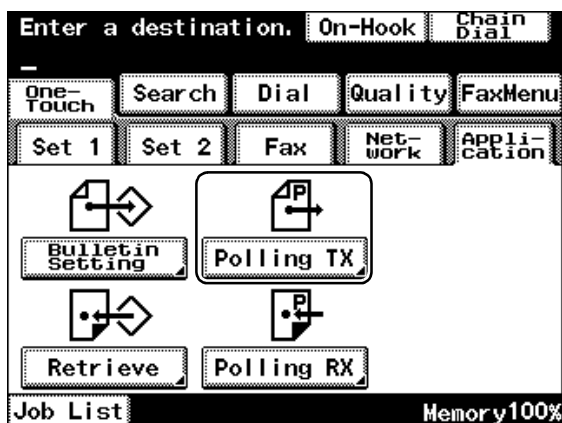
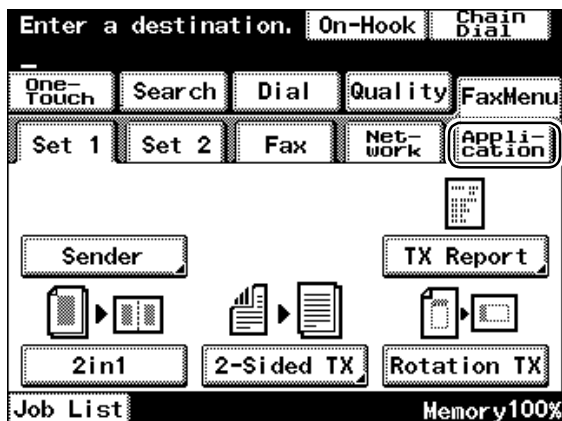
5.6 Sending documents with a command from the recipient

Polling transmission

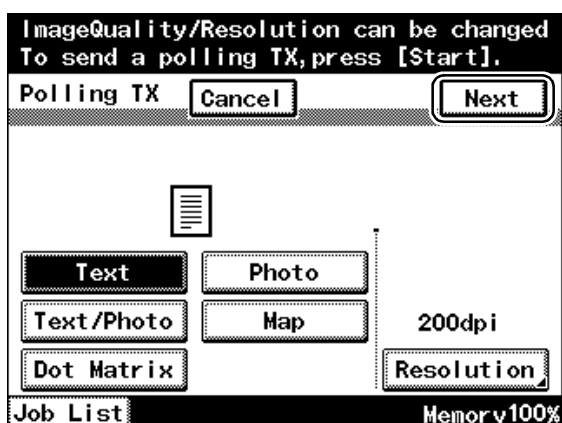
Saving the data for scanned originals on the sender's machine and sending it with a request from the recipient is called "polling transmission".

A document sent using this machine's "Polling TX" function is stored in this machine's memory and is sent when a request is received from the recipient.





To specify the density and transmission settings, touch [Next].



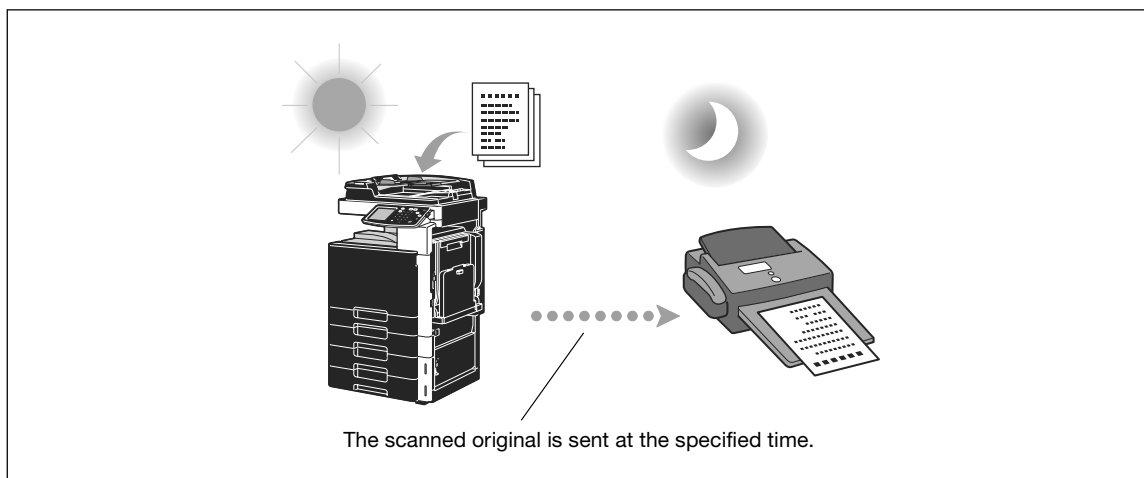
Detail

With polling transmissions, the receiver incurs the cost of the transmission.
To receive data sent as a polling transmission, touch [Polling RX] on the Application tab of the Fax Menu tab, and then specify the sender to receive the data.

5.7 Reducing communication costs

Transmitting using late-night transmission cost (timer transmission)

Destination settings can be specified and the original can be scanned during the day, and the transmission can be sent at the specified time late at night when the telephone charges are lower.

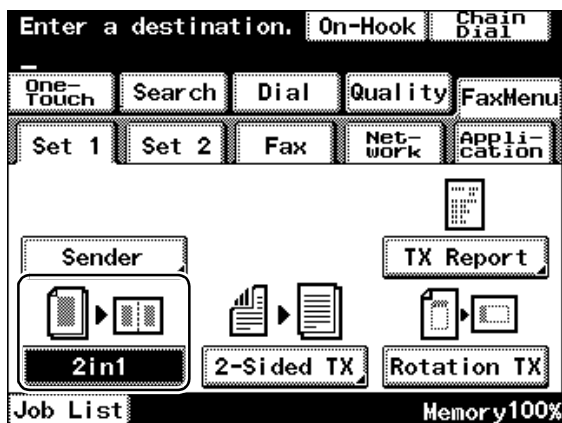
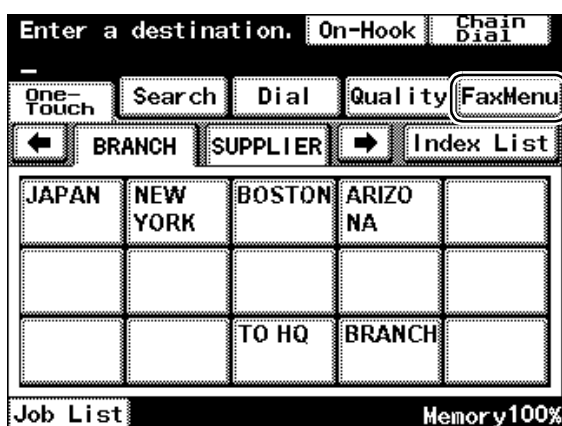
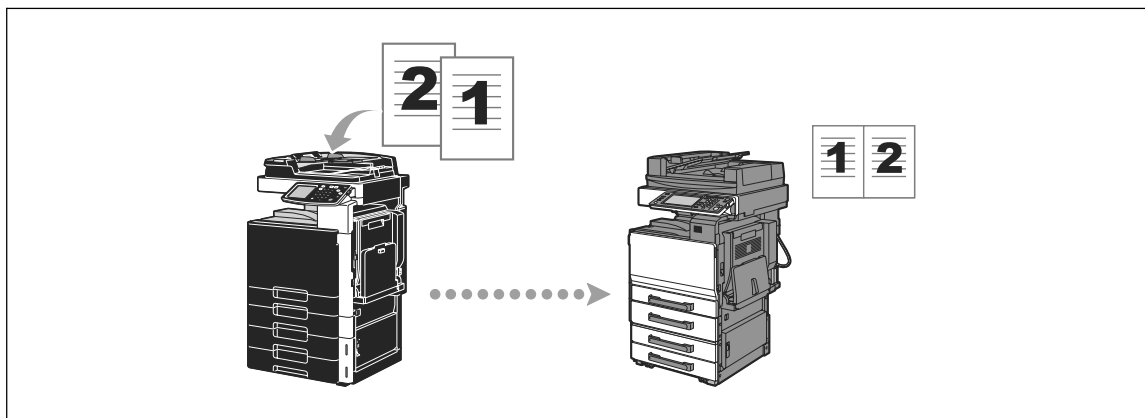


Detail

In order to send the fax late at night, timer transmission must be specified when the original is sent.

2in1 transmission

Two document pages scanned with the ADF can be reduced and sent as a single page.



Detail

2in1 transmission is available only if the optional ADF is installed.

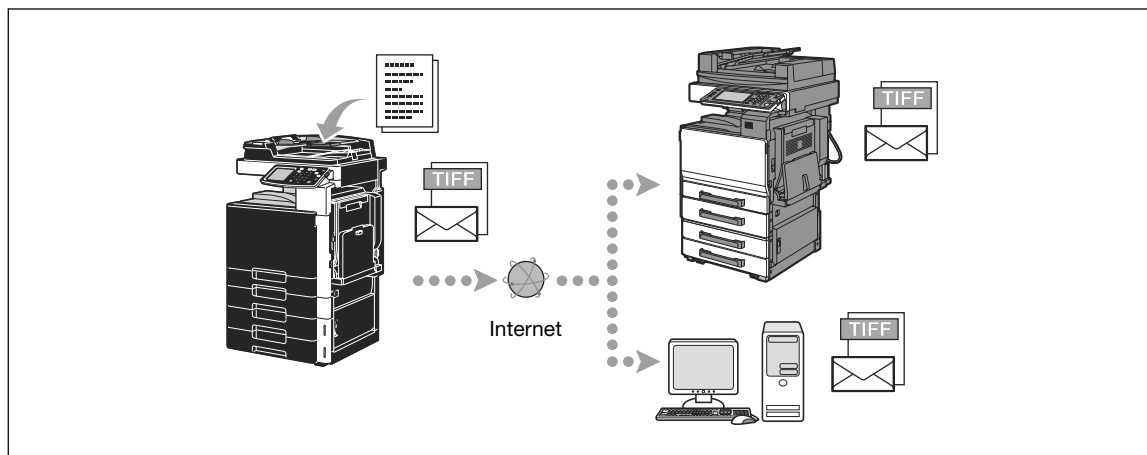
Only A5-, B5-, and A4-size documents are compatible with 2in1 transmissions.

5.8 Reducing communication costs (using the Internet/Intranet)

Internet faxing

Using the Internet, a scanned original can be sent as an e-mail attachment.

The transmission costs are included in the Internet charges.



Detail

The file attachment is in the TIFF format.

Even if a color original is scanned, black-and-white data will be sent.

For details on sending Internet faxes, refer to page 5-25 of this manual.

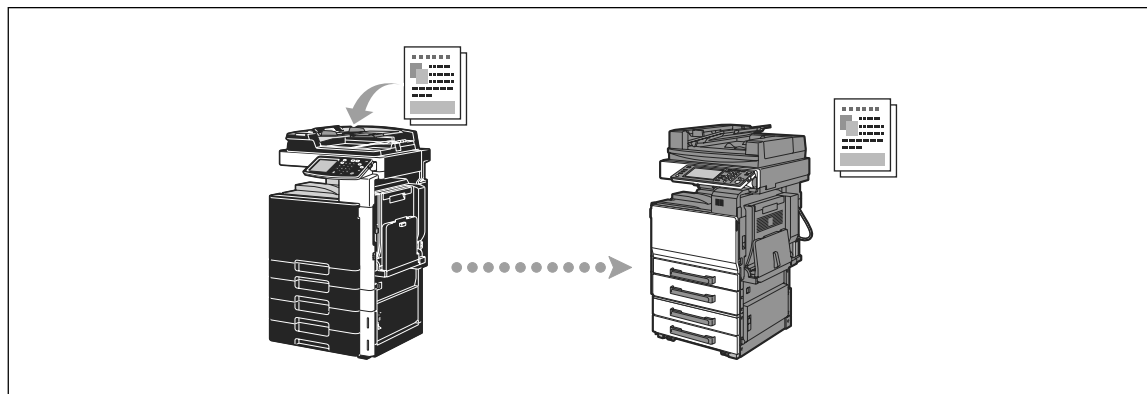
Before Internet faxing can be used, various settings must be specified by the administrator.

All received or sent Internet fax data remaining in the memory is erased if the optional fax kit has not been installed and a power outage occurs or the machine is turned off with the main power switch.

For example, if an Internet fax was received when there is no paper, the data is saved in the machine's memory without being printed. At this time, if the machine is turned off with the main power switch, the data in the memory is erased and cannot be printed.

IP address faxing

The IP address of the destination machine can be selected, and a fax can be sent on an intranet, for example, within a company.



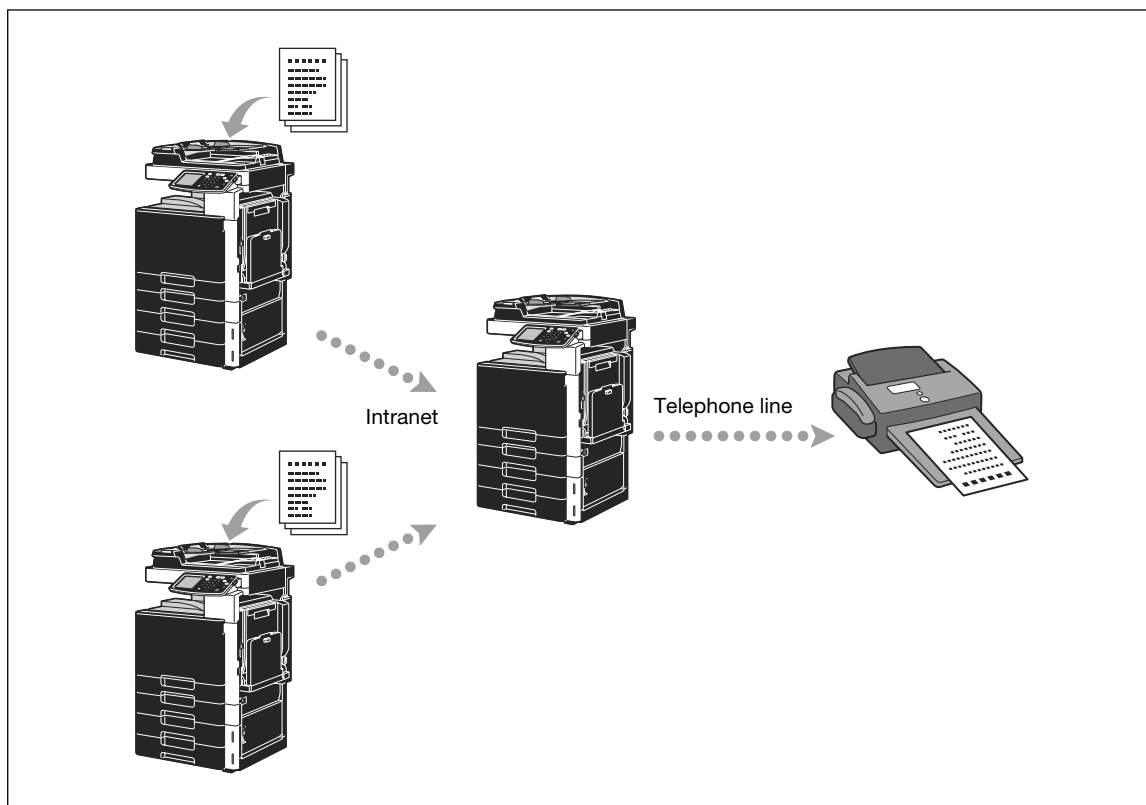
Detail

Before IP address faxing can be used, various settings must be specified by the administrator.

IP address faxing is available only between the compatible models of Olivetti. We cannot guarantee proper operation other than the compatible models.

IP relay

A fax can be sent through a relay station connected to the LAN. If a relay station in the intranet is connected a telephone line, a fax can be sent from any of the machines connected to the LAN.



Detail

The relay station settings and network settings must be specified before data can be sent with an IP relay transmission.

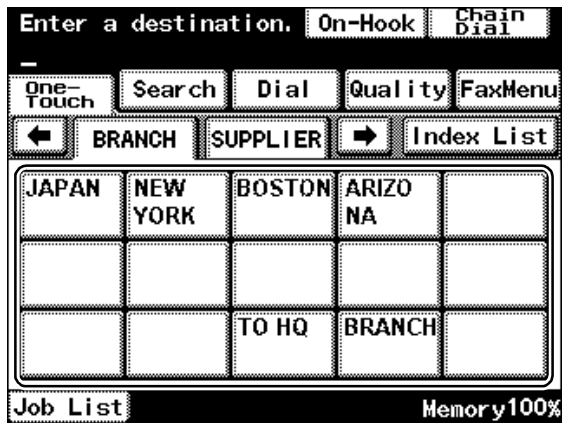
5.9 Sending originals by e-mail

Internet faxing

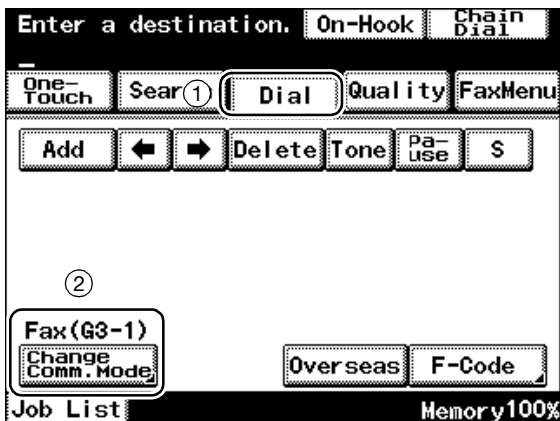
Using the Internet, a scanned original can be sent as an e-mail attachment.

The transmission costs are included in the Internet charges.

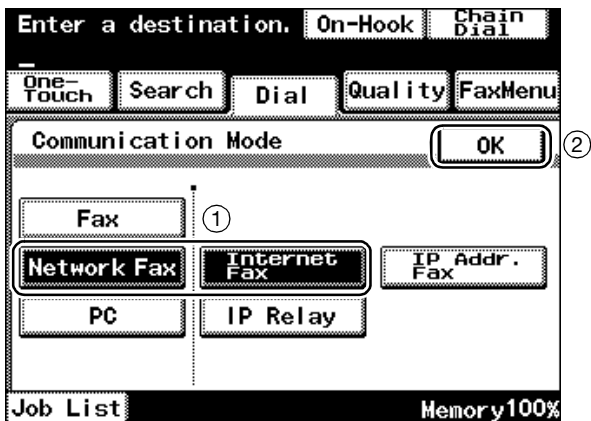
Selecting from One-Touch



Entering a destination with the keypad



In order to send an Internet fax, specify Network Fax and Internet Fax settings.

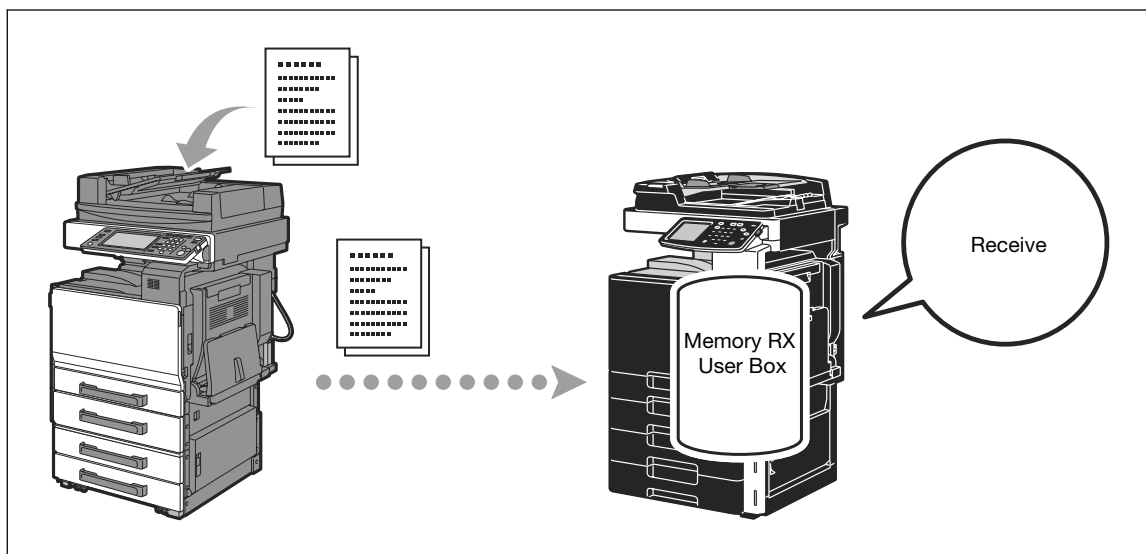


5.10 Reducing printing costs

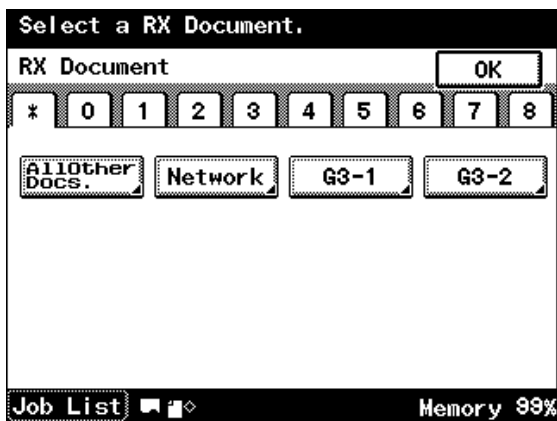
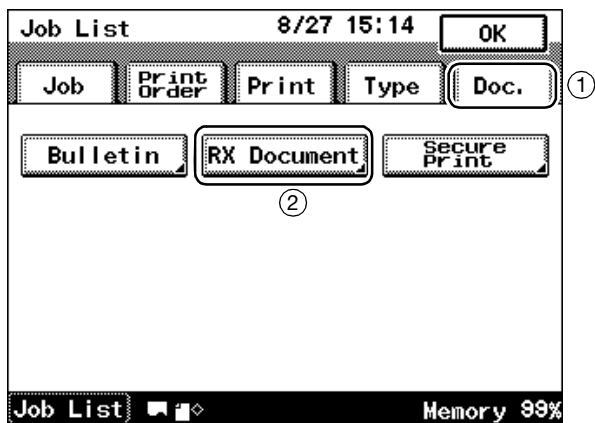
Document Management (Memory RX)

Received faxes can be saved in user box as data and printed when they are needed.

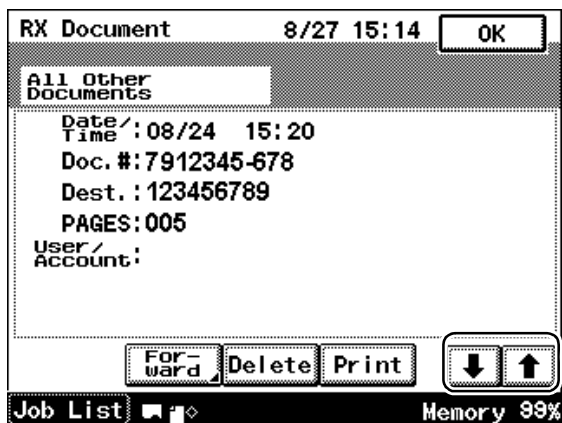
Printing only the necessary fax documents among all the received fax documents enhances security and reduces printing costs.



Printing saved fax data



Select the fax data to be printed.



Detail

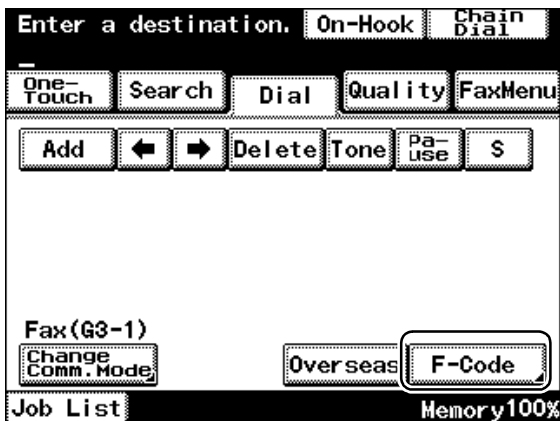
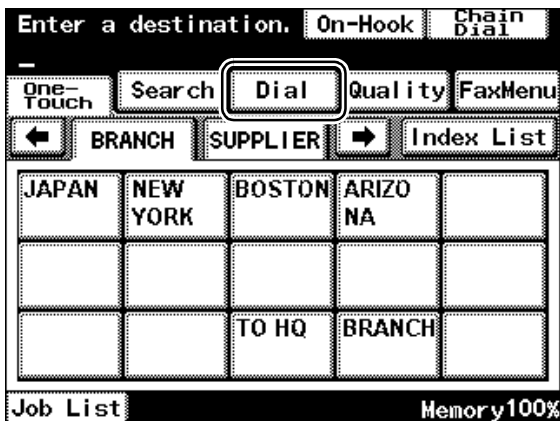
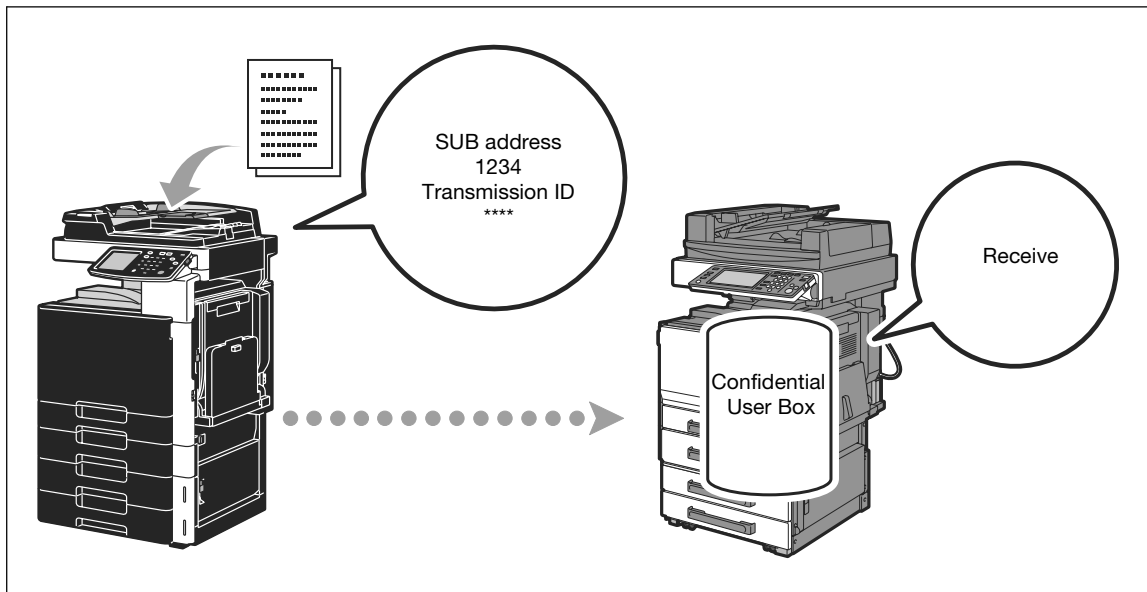
A password can be specified for the RX Document user box.

Specify document management settings from the Administrator Management screen. The administrator password is required to specify the settings.

5.11 Sending confidential documents

F-Code transmission

When sending documents, a confidential user box (SUB) and the transmission password (SID/PWD) can be specified in addition to the fax number of the destination to preserve the confidentiality of the document.





Enter a destination. On-Hook Chain Dial

One-Touch Search Dial Quality FaxMenu

F-Code OK

F-Code (SUB) 12345

F-Code (SEP)

F-Code p/w (SID/PWD)

Job List Memory 100%

**Detail**

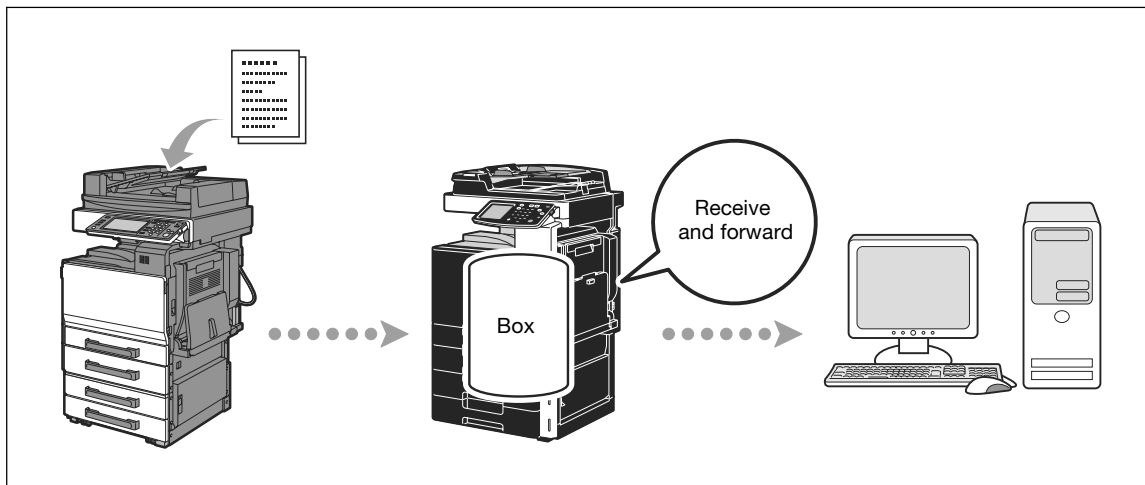
In order to perform an F-code transmission, a confidential box and transmission password must be specified on the recipient's fax machine.

An F-code transmission can be used only if the recipient's fax machine supports F-code functions.

5.12 Forwarding received data

Document Management (Forward)

Received fax data can be forwarded to a previously specified destination.



Detail

Specify document management settings from the Administrator Management screen. The administrator password is required to specify the settings.

From the Administrator Management screen, settings can also be specified to forward received fax data and print the data with this machine.

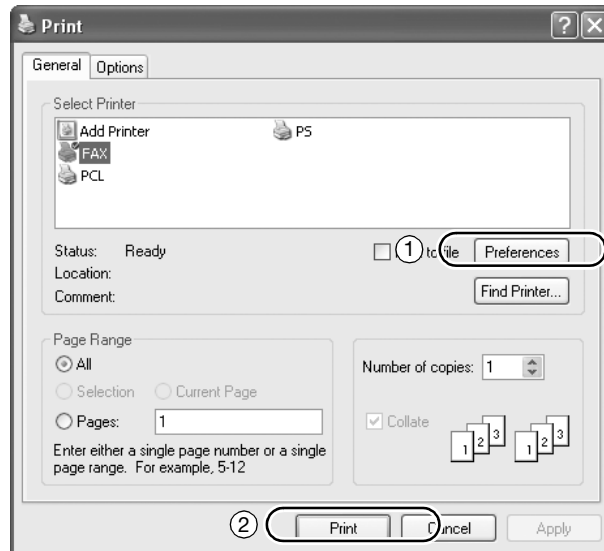
5.13 Faxing data directly from a computer

Computer faxing

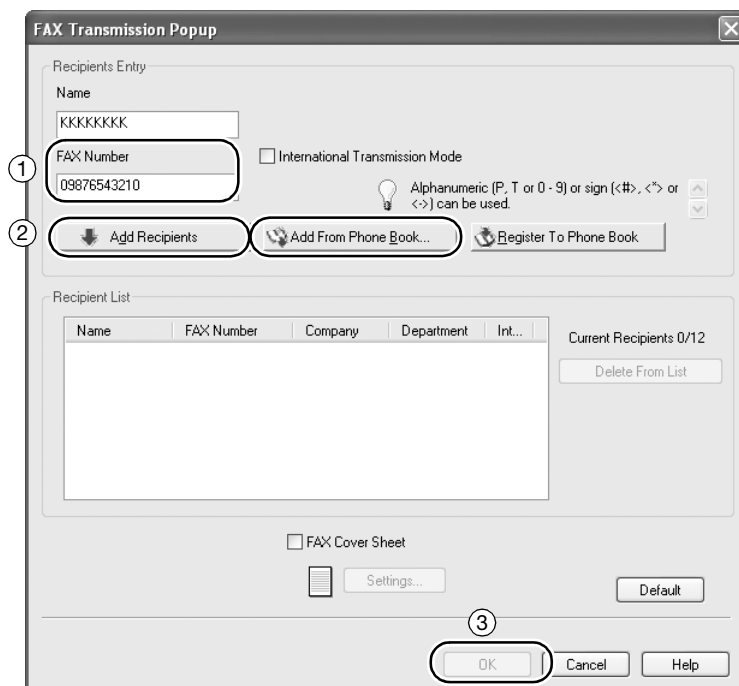
Data created on the computer can be sent to a destination fax machine with the same settings as if it is printed.

In order to use computer faxing, the fax driver must be installed.

The fax document settings can be specified.



A destination can be selected from the address book.

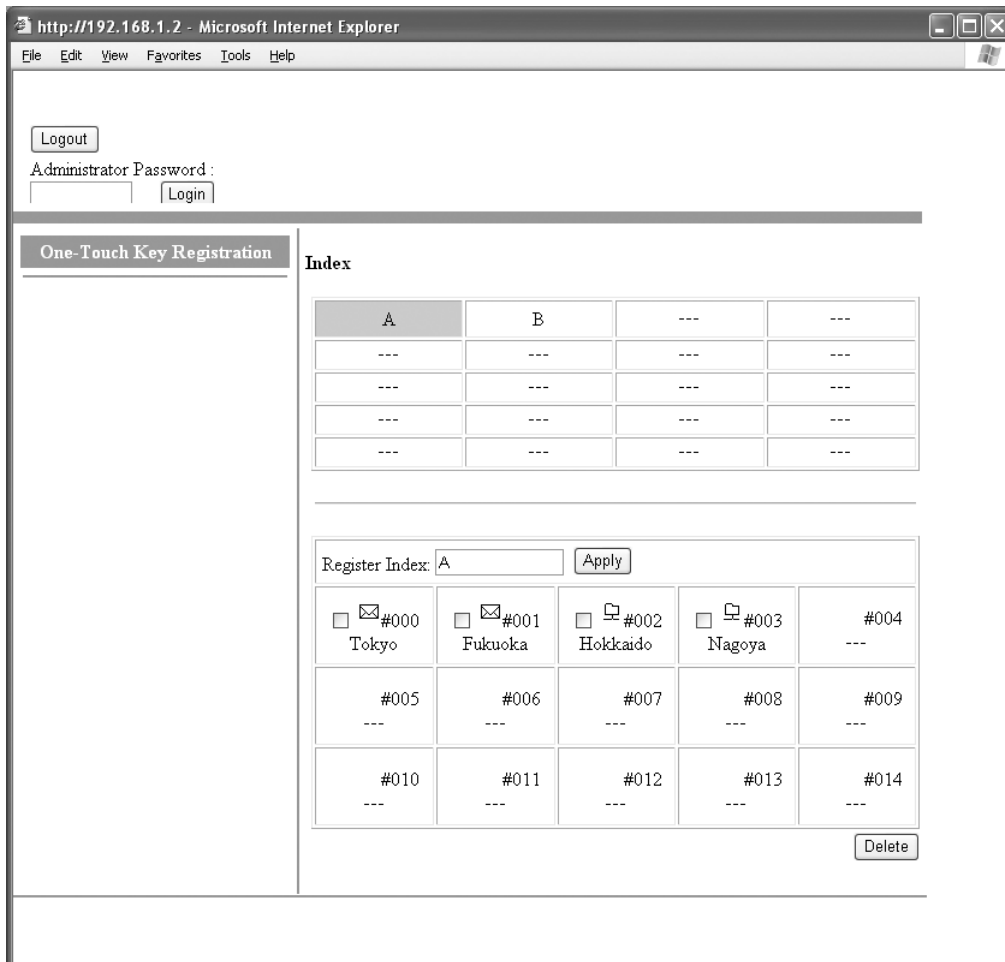


5.14 Registering one-touch destinations from a computer

Assistant tool for d-Color MF201

By using Assistant tool for d-Color MF201, one-touch destinations can be registered from the computer at your desk.

Enter the IP address of this machine in the "Address bar" of the Web browser to use Assistant tool for d-Color MF201 to connect with this machine.



About Assistant tool for d-Color MF201

Assistant tool for d-Color MF201 is a device management utility integrated into this machine. Assistant tool for d-Color MF201 can be accessed using a Web browser on a computer connected to the network.



Useful network scan operations

6 Useful network scan operations

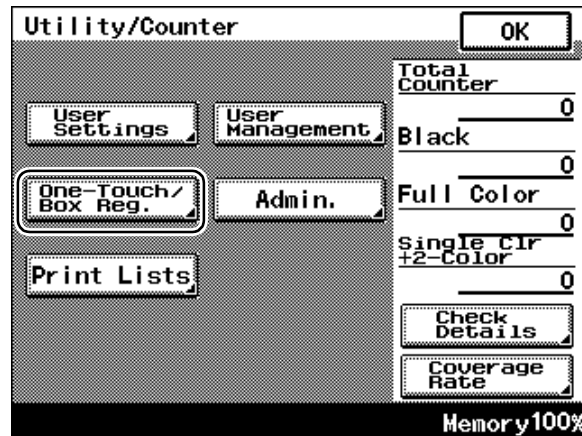
6.1 Registering frequently used destinations

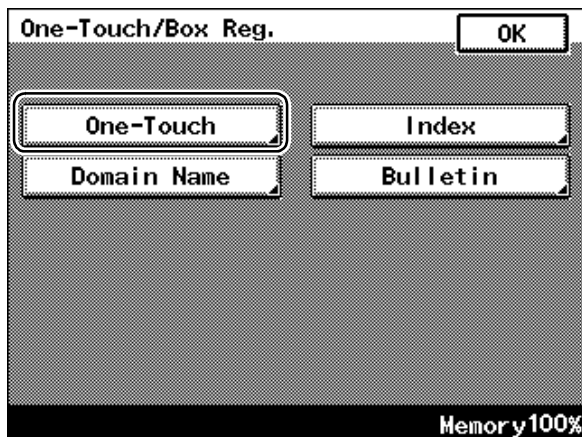
Frequently used destinations can be registered.

One-Touch

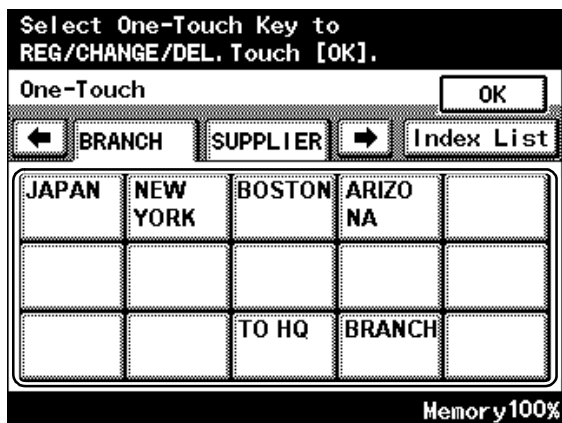
By registering a frequently used destination in the One-Touch, the destination can be recalled simply with the touch of an One-Touch button.

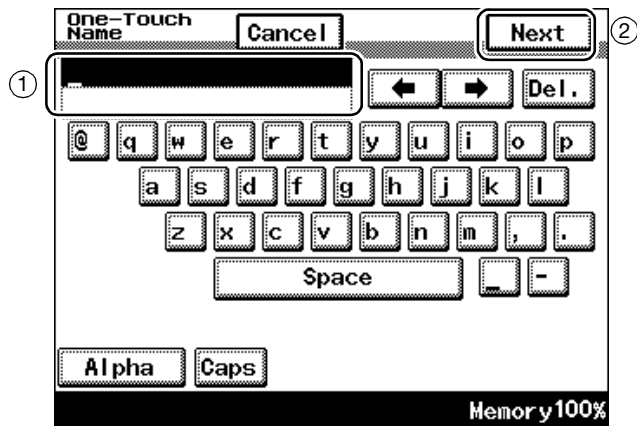
Selecting a button to be programmed



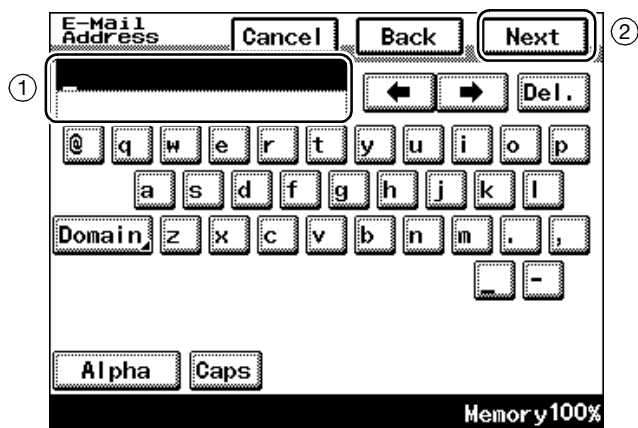
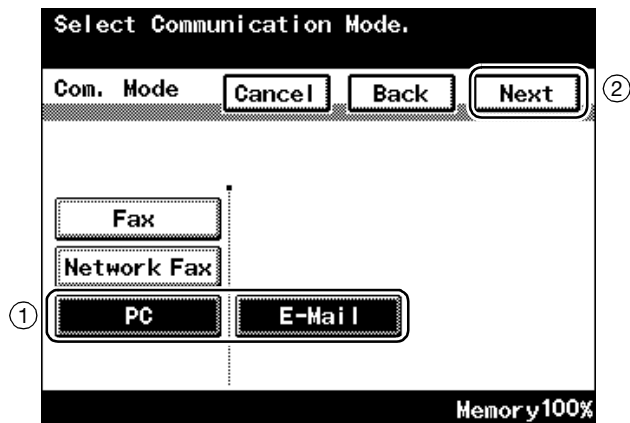


Touch the button to be programmed.



Registering an e-mail address

To register an e-mail address, specify PC and E-Mail settings.



One-Touch #014	Cancel	OK
PC1	Delete	
One-Touch Name	PC1	
Com. Mode	PC(Email)	
Destination Address	pc1@example.com	
One-Touch Copy	Sub Address	
Memory 100%		

Registering the Program

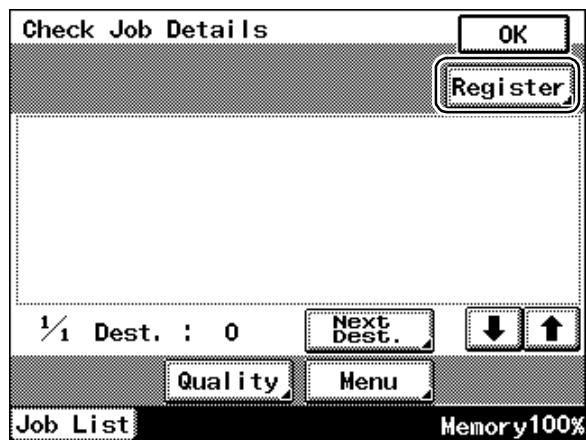
Scanning settings, transmission settings and destination can be registered with a single button.

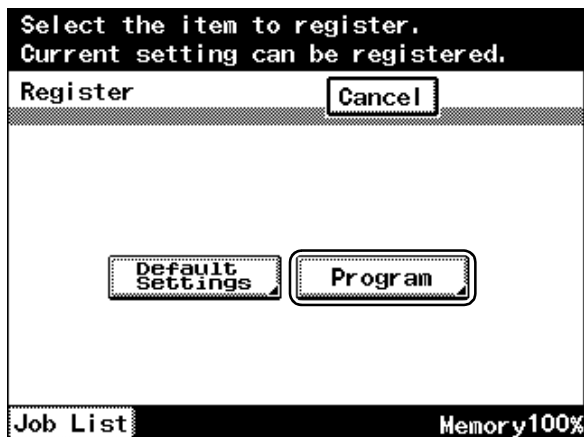


Detail

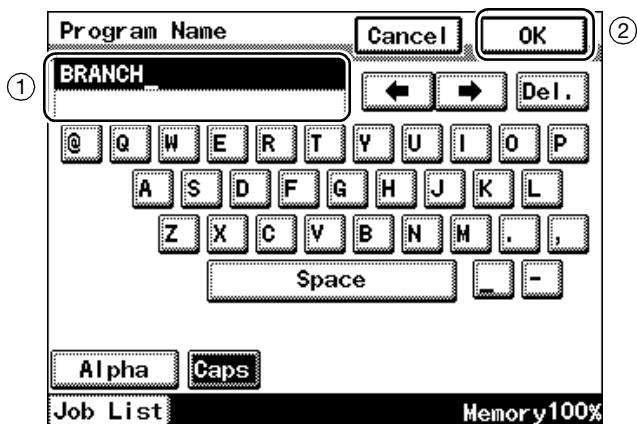
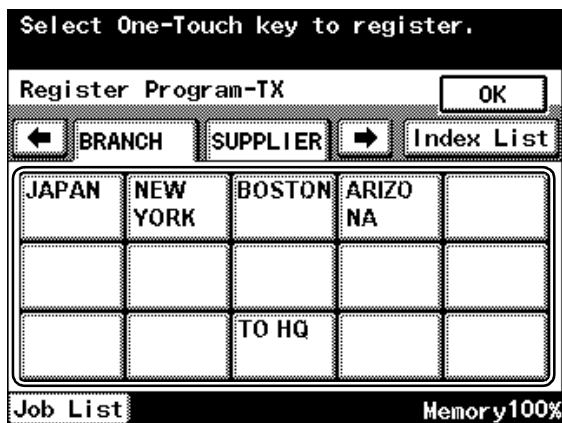
The destination can be specified by touching a one-touch dial button.

Specifying settings, such as those on the Quality, Fax Menu and Dial tabs.





Touch the button to be programmed.

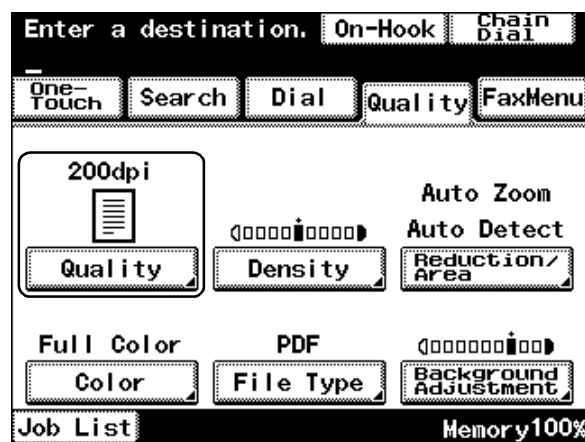
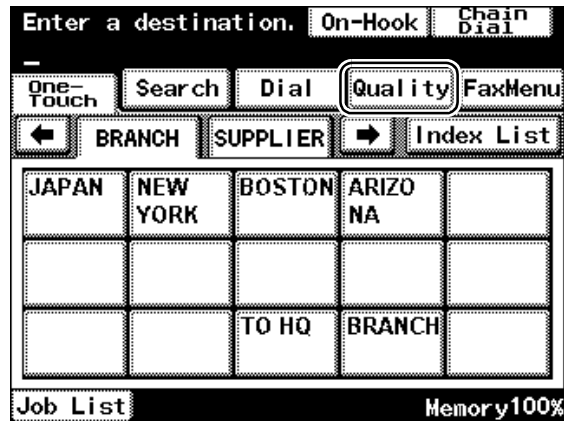


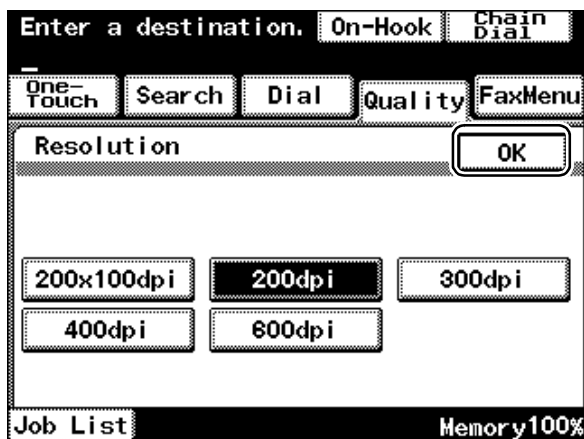
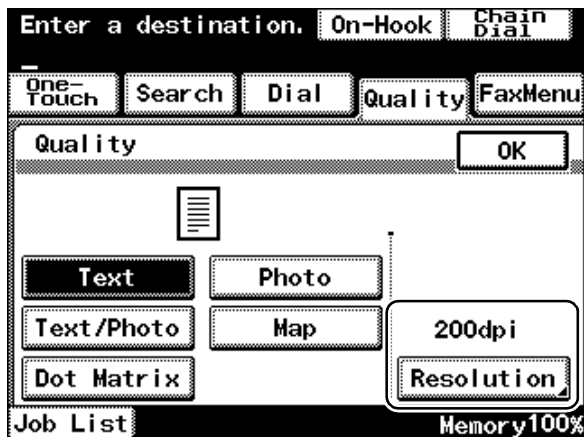
6.2 Transmitting fine text and clean images

The amount of details (resolution) and the scanning method (according to whether the original contains text or images) can be specified when scanning an original. An original of good quality can be sent by using a combination of these settings.

Adjusting the resolution

When transmitting fine text and images, an image of better quality can be sent by specifying a higher resolution.



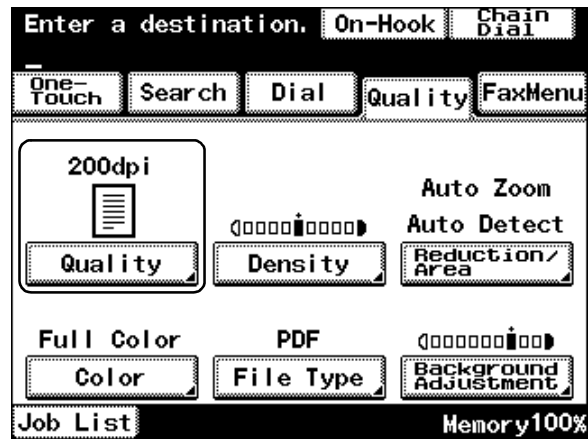
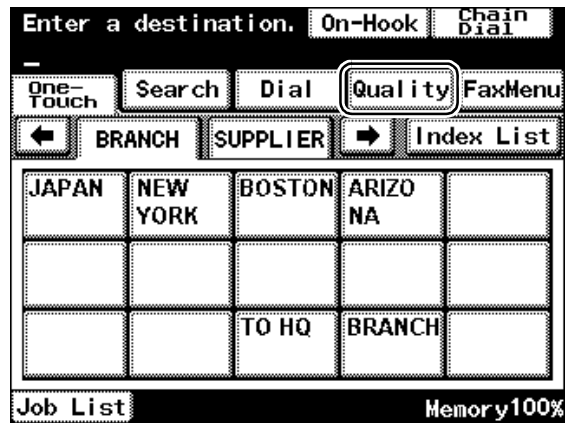


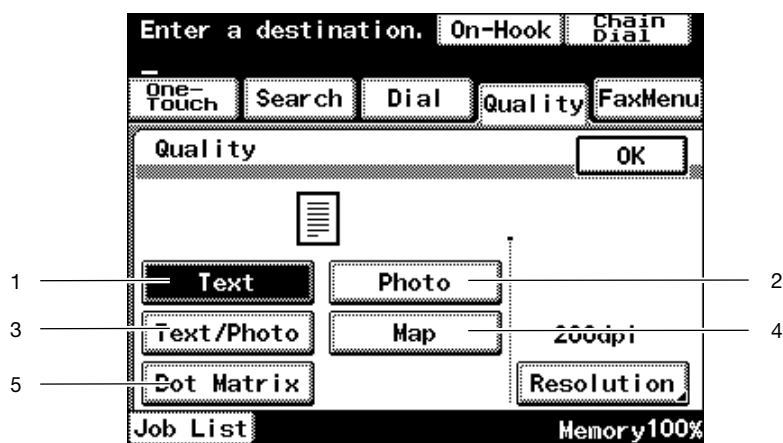
Detail

The higher the resolution, the larger the data becomes.

Selecting an Original Type setting

Select the appropriate scanning method for the text and image type of the original.

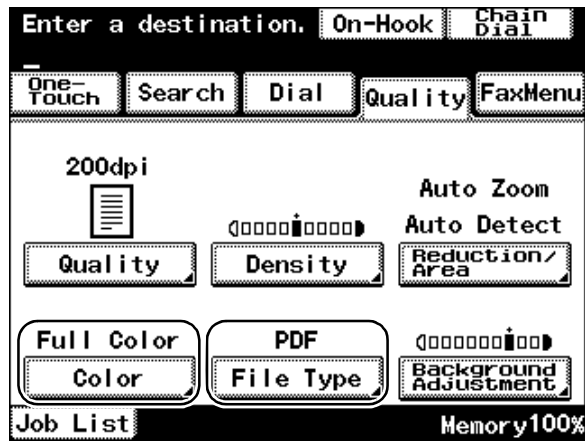
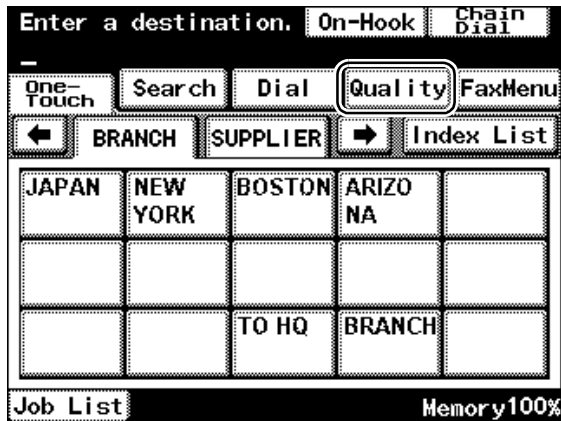




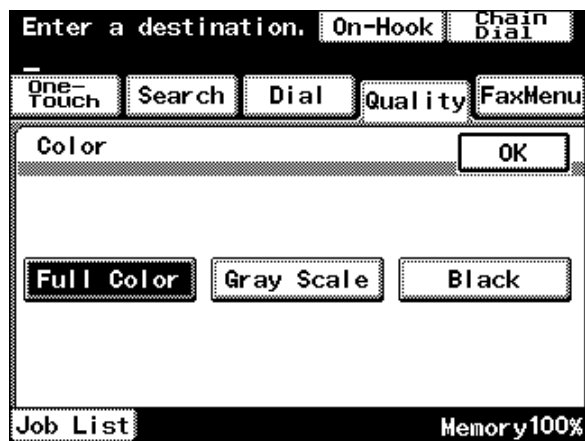
No.	Parameter	Description
1	Text	Select this setting for originals consisting only of text.
2	Photo	Select this setting for originals consisting only of photos.
3	Text/Photo	Select this setting for originals consisting of both text and photos.
4	Map	Select this setting for originals containing pencil markings or fine colored lines or originals with a background color, such as maps.
5	Dot Matrix	Select this setting for originals consisting of text that generally appears faint.

6.3 Transmitting with the selected color and file type settings

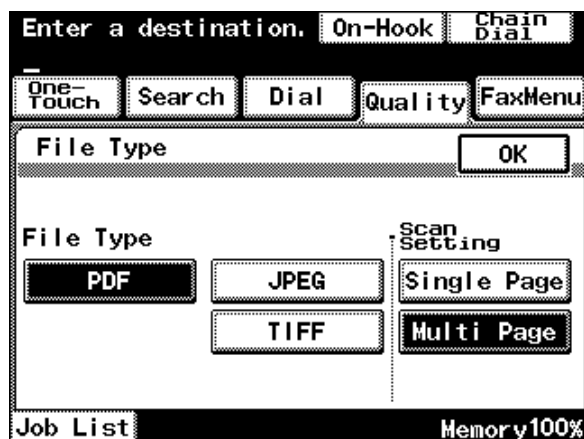
Selecting the Color and File Type settings



Color



File Type



File type	Description
PDF	This type of file can be displayed in Adobe Reader.
JPEG	Select this setting to save data in the JPEG format. One file is created for each page of the original.
TIFF	Select this setting to save data in the TIFF format.

Selecting File Type and Color settings

Select the Color setting according to the type of original to be scanned. However, some settings may not be available, depending on the selected transmission method and File Type setting.

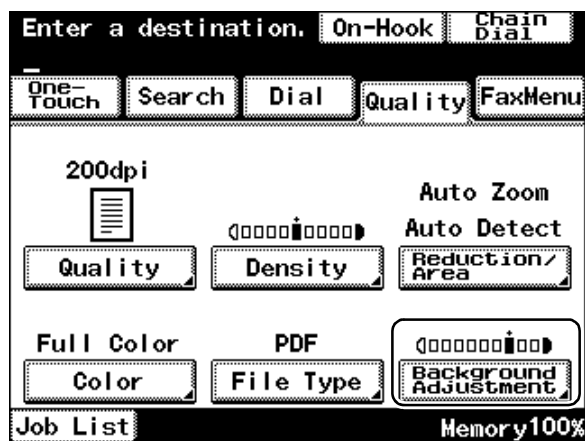
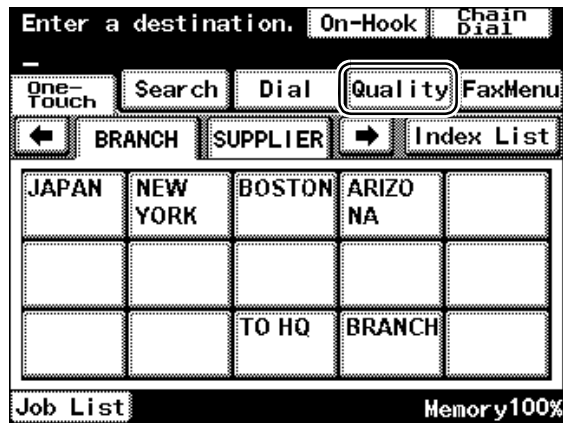
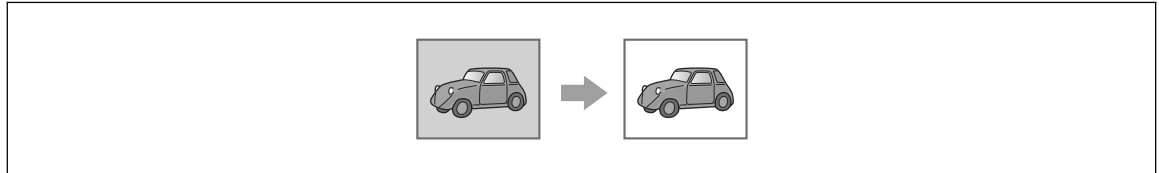
File Type setting	PDF	JPEG	TIFF
Color setting			
Full Color	<input type="radio"/>	<input type="radio"/>	-
Gray Scale	<input type="radio"/>	<input type="radio"/>	-
Black	<input type="radio"/>	-	<input type="radio"/>

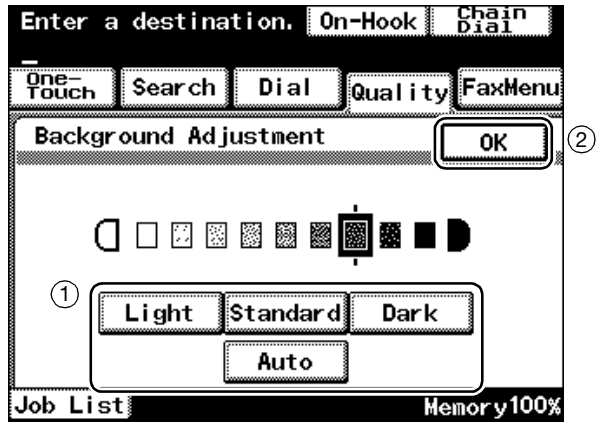
The Color settings are available when sending data by e-mail. The Color settings are not available when faxing or using Internet faxing.

6.4 Transmitting with the background color adjusted

Background Adjustment

When scanning a original with a colored background, a cleaner scan can be created by lightening the background.

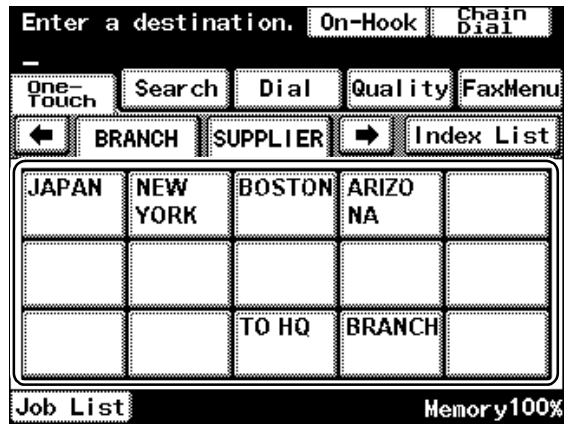


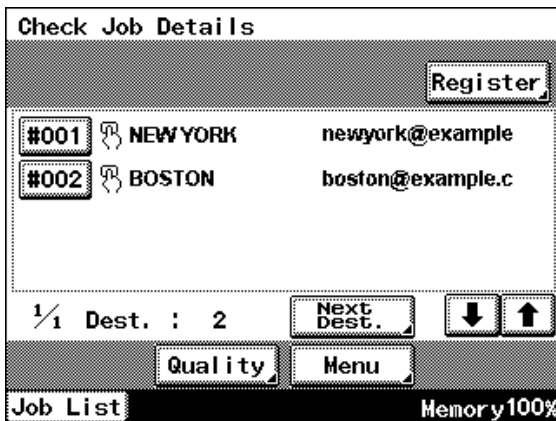


6.5 Transmitting to multiple recipients

Searching for a registered destination

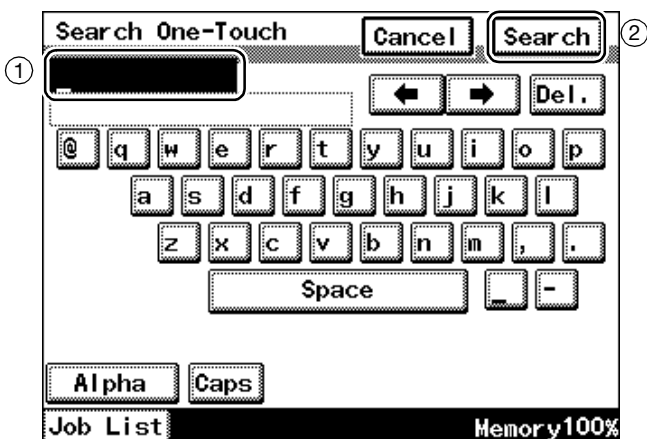
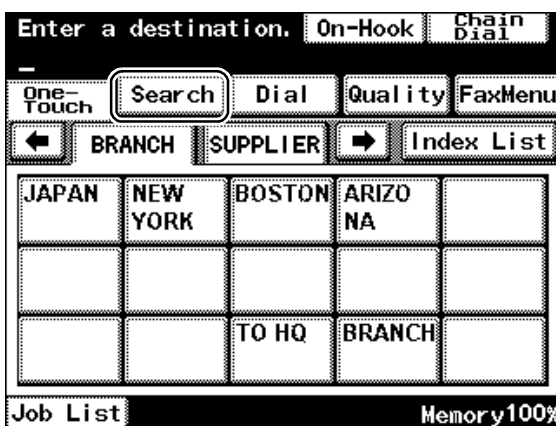
Select the destinations where the data is to be sent.





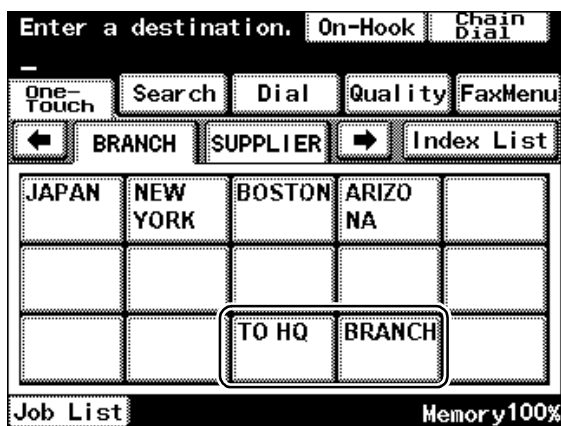
A destination can also be typed in directly from the Dial tab.

A registered destination can be searched for and selected.





Program, which are multiple destinations that have previously been registered together, can be useful when selecting destinations.



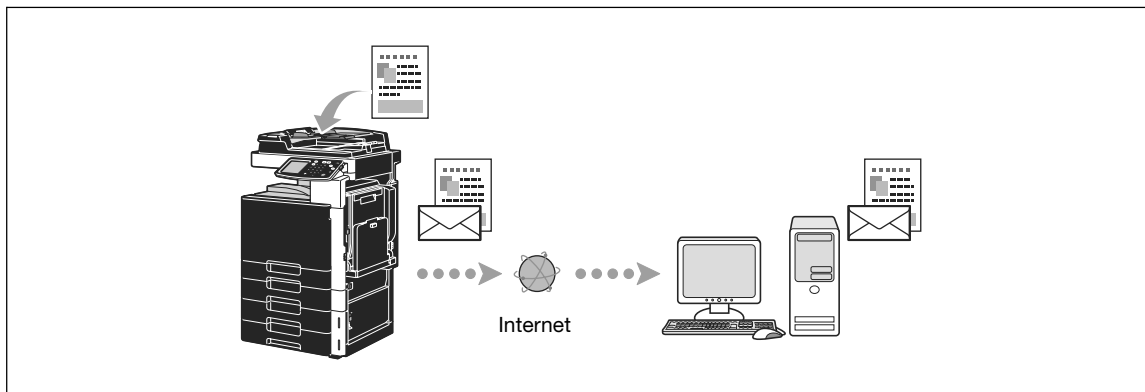
Detail

After checking the settings, unwanted destinations can be removed or the settings can be changed.

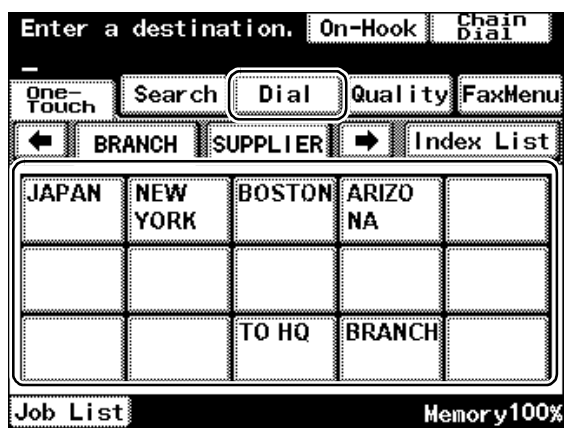
6.6 Sending documents by e-mail

E-Mail transmissions

Scan data can be sent as an e-mail attachment simply by specifying the e-mail address.

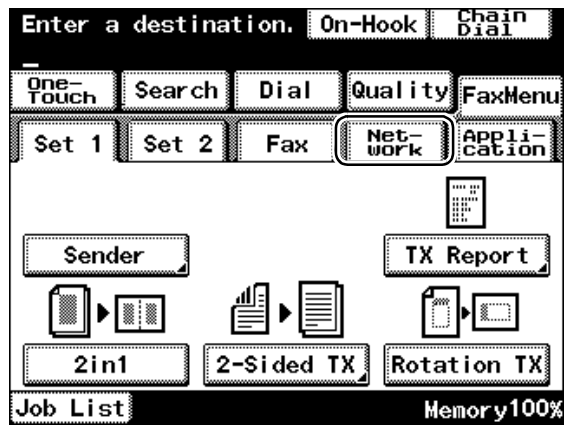
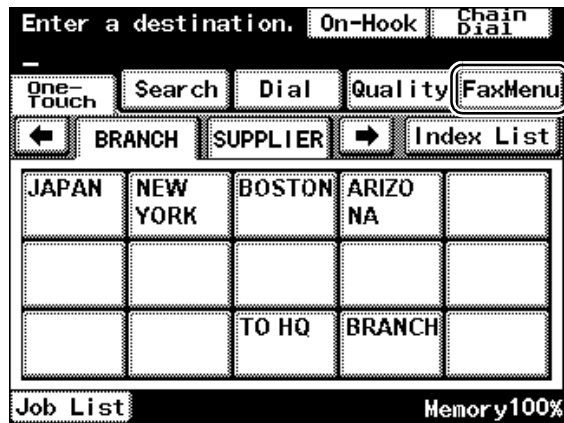


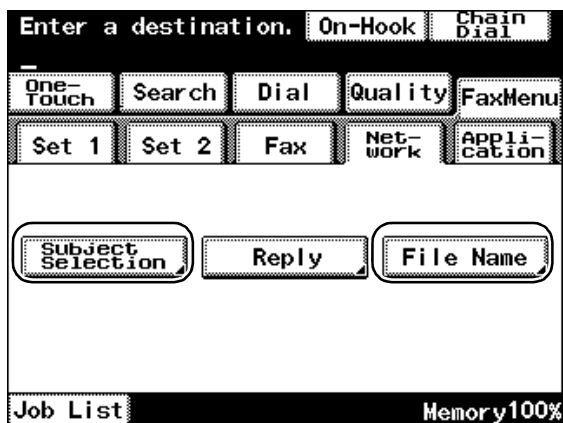
→ Select a registered destination, or directly type in the e-mail address.



Changing the e-mail subject or name of the attached file

The subject of the e-mail message and the file name can be changed when sending scan data by e-mail.



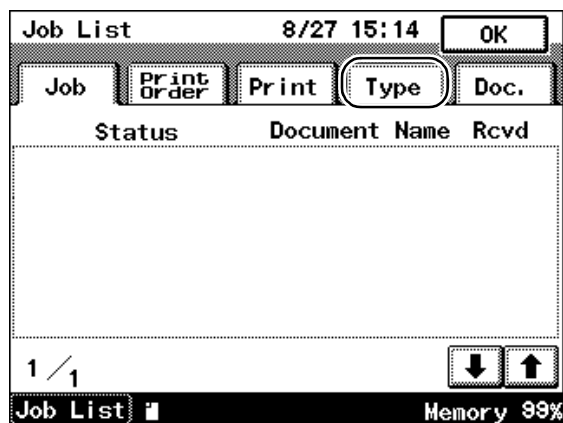
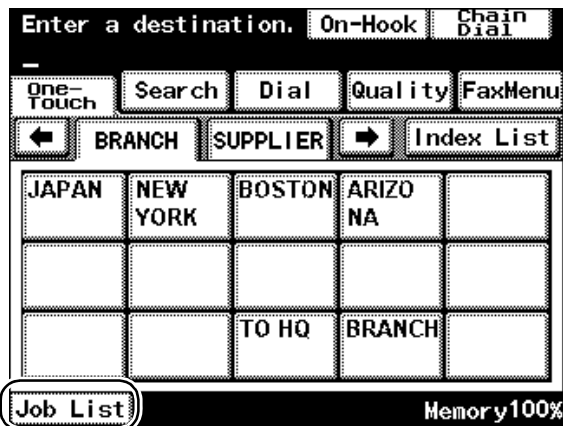


Item	Description
Subject Selection	The subject of the e-mail message can be changed. Subjects can be registered from the Administrator Management screen.
File Name	The name of the attached file can be changed.

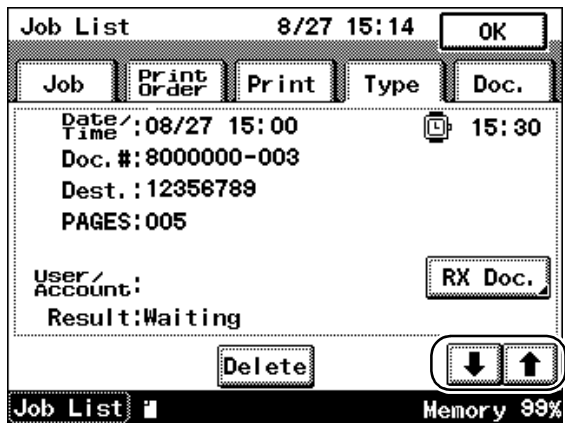
6.7 Checking transmissions performed until now

Job List (Type)

Details of transmission jobs and their transmission results are displayed.



The transmission jobs that are displayed can be selected.



Item	Description
RX Doc.	Details of reception jobs and their reception results are displayed.



Troubleshooting

7 Troubleshooting

This section describes common troubleshooting procedures in a question and answer format. If the problem is not corrected, even after performing the described procedure, contact your service representative.

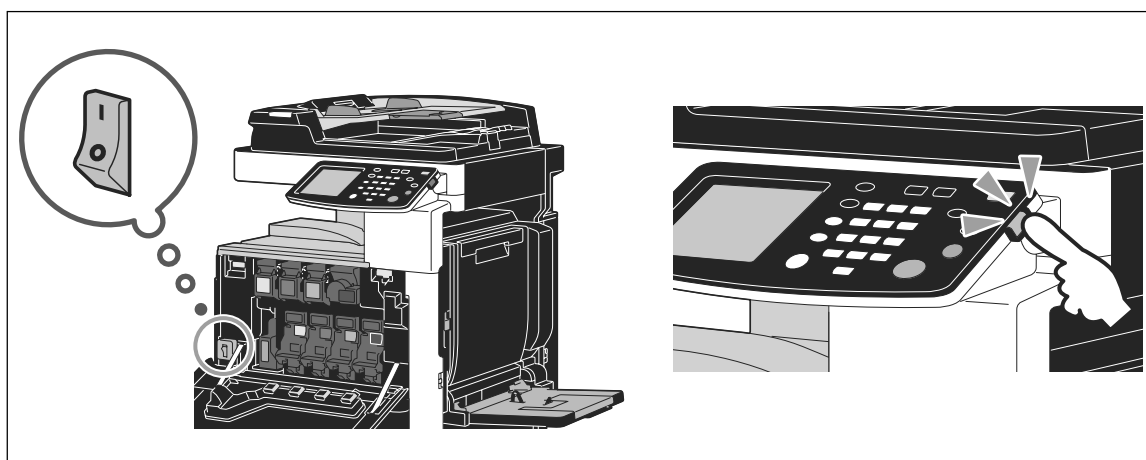
Why can't the machine be turned on?

This machine has two switches.

Answer

Check for the following.

- Check that the machine's power plug is firmly inserted into the electrical outlet. In addition, check that the circuit breaker has not been tripped.
- Check that the machine has been turned by using both the sub power switch and the main power switch.

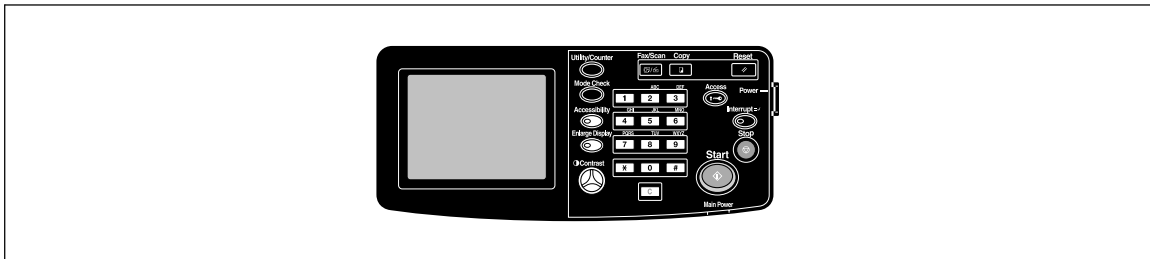


Reminder

If the machine is not turned on after the indicated items have been checked, contact your service representative.

Why does no screen appear in the touch panel?

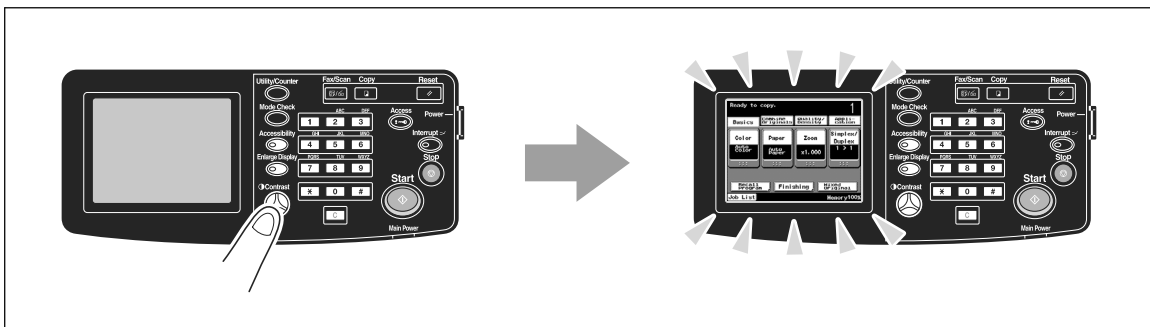
If no operation is performed for a specified length of time, the touch panel goes off and the machine automatically enters a mode where it conserves energy.



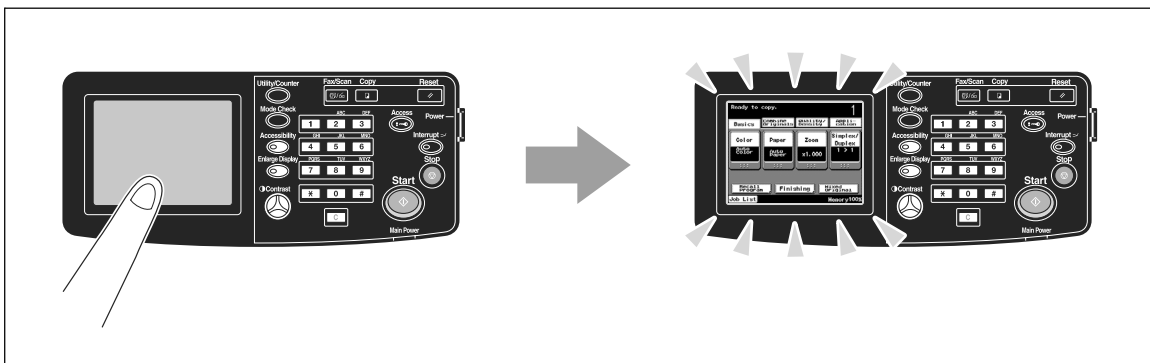
Answer

Check for the following.

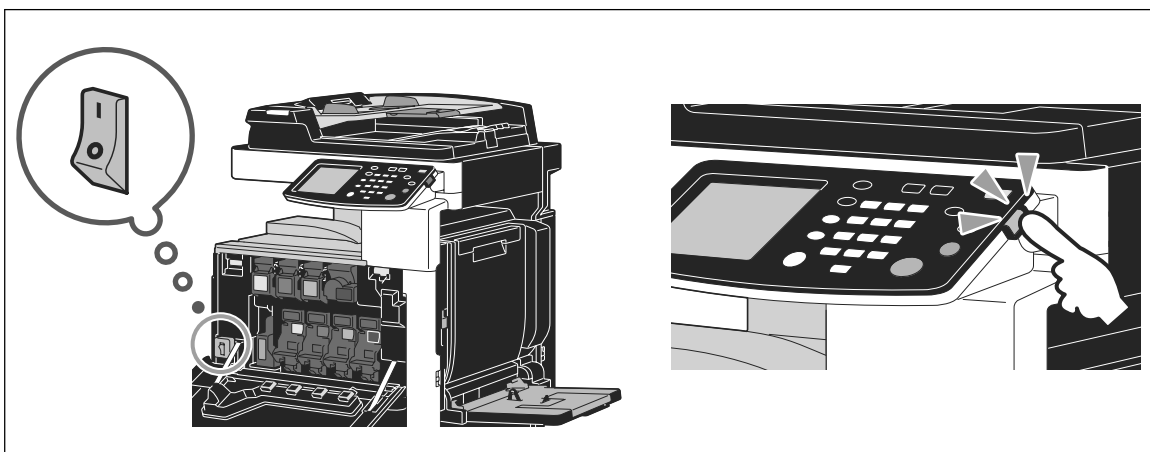
- Use the [Contrast] dial in the control panel to adjust the brightness of the screen in the touch panel.



- Touch the touch panel. There is no problem if the touch panel lights up. When the machine is in Power Save mode, touching the touch panel or pressing a key in the control panel cancels Power Save mode. Opening the ADF or original cover also cancels Power Save mode.



- Check that the machine has been turned on by using both the sub power switch and the main power switch.





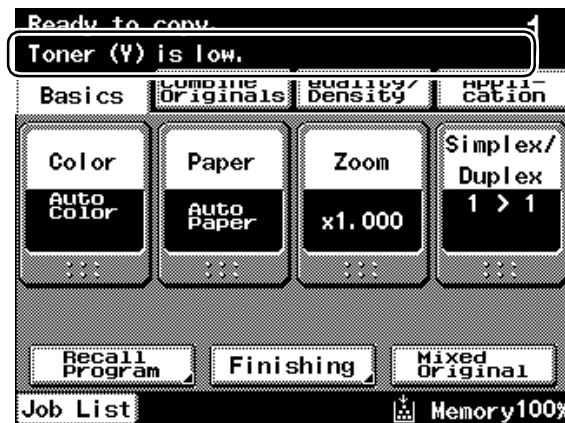
...

Reminder

If no screen appears in the touch panel after the indicated items have been checked, contact your service representative.

Why does a message appear, indicating that consumables must be replaced?

When the consumables used by the machine are nearly empty, a warning about the replacement period appears.



Answer

Replace the specified consumable.

The consumable is empty when a message appears, indicating that the consumable be replaced. Copying is possible for a short time after the message appears, but the consumables should be prepared soon.

- For a toner cartridge

After the message "Toner (X) is low." appeared, the message "Replace the Toner Cartridge." appears. Replace the toner cartridge according to your maintenance agreement.

- For an imaging unit

When the message "Need to replace Imaging Unit." appears, prepare to replace the imaging unit according to your maintenance agreement.

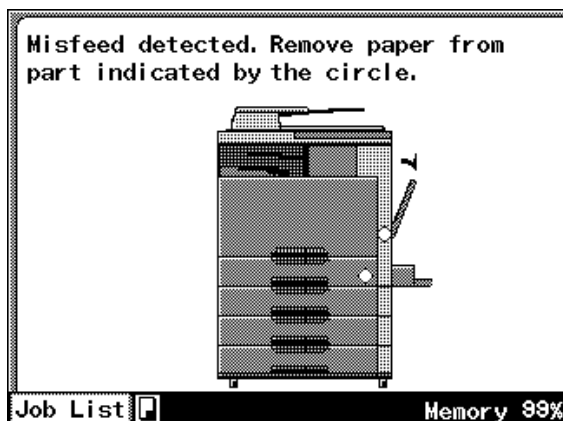


Reminder

If the message remains displayed after the indicated items have been replaced, contact your service representative.

Why does the misfeed message remain displayed?

A misfeed may have occurred in a location other than that indicated in the screen. Check the location indicated in the displayed screen.

**Answer**

Check for the following.

- Check that no torn paper remains in the part indicated by "○" in the touch panel screen. If the paper could not be removed, contact your service representative.
- Open, then close the door indicated by "○" in the touch panel screen. The message may not remain displayed after this operation is performed.

**Reminder**

If the misfeed warning remains displayed after the indicated items have been checked, contact your service representative.

What is image stabilization?

In order for this machine to maintain stable color reproduction, it has a function for automatically adjusting the copy quality. Adjusting the copy quality is called "image stabilization"



Answer

Image stabilization is performed after a large number of copies have been produced or when there are changes to the temperature or humidity within the machine.

When image stabilization is finished, wait until copying automatically continues.

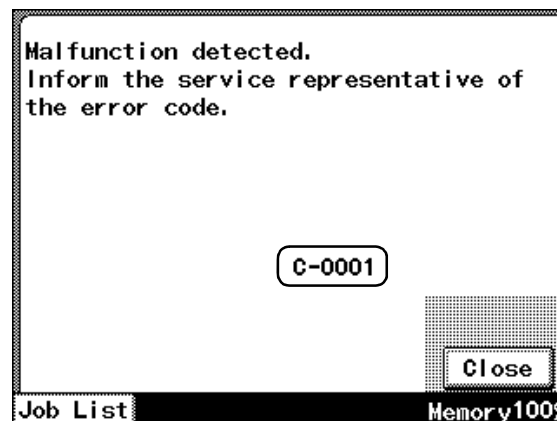


Reminder

If the image stabilization operation does not end after waiting for some time, contact your service representative.

Why did an error message appear?

If the malfunction that occurred cannot be corrected by the user, the message "Malfunction detected. Inform the service representative of the error code." appears. (call service representative screen)



Answer

Note the trouble code that appeared in the screen, unplug the machine from the electrical outlet, and then contact the service representative.



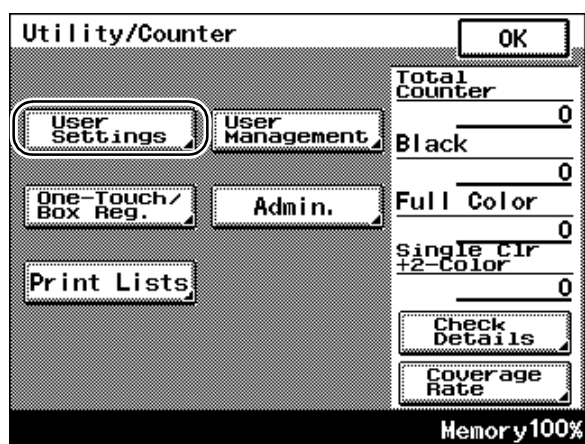
User Settings parameters

8 User Settings parameters

With the User Settings parameters, common machine settings and settings for specific functions can be changed according to the operating conditions and environment.

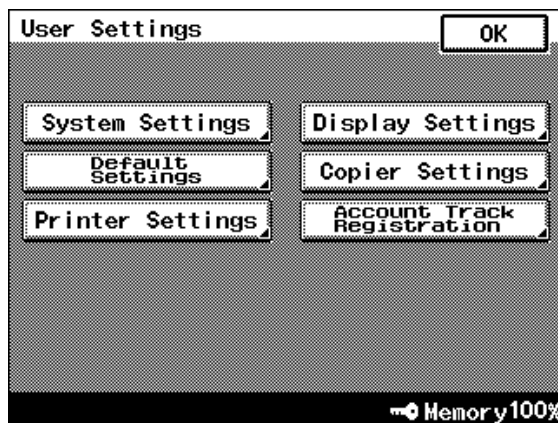
8.1 Displaying the User Settings screen

Various settings can be specified from the User Settings screen.



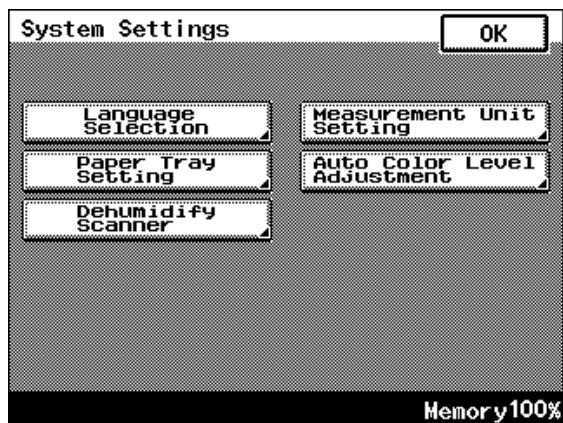
8.2 Settings that can be specified

Settings can be specified for parameters in the following six categories on the User Settings screen.



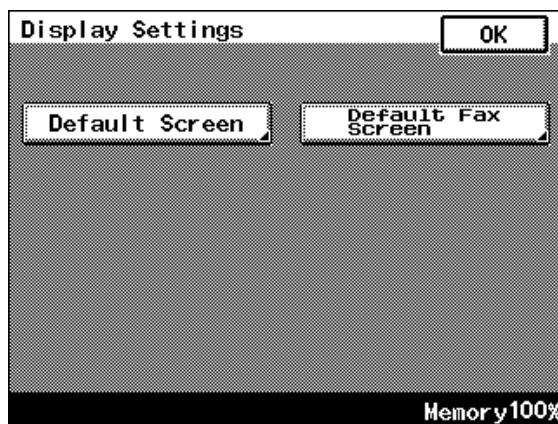
System Settings

The display language of the touch panel and the measurement units can be changed.



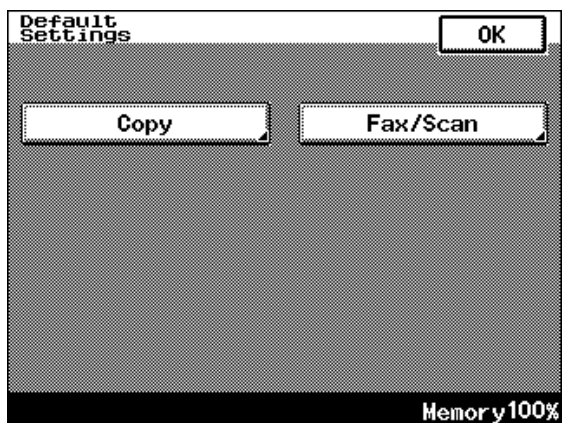
Display Settings

The first screen that is displayed before the machine is operated is called the standby screen. The screen displayed for the standby screen can be selected.



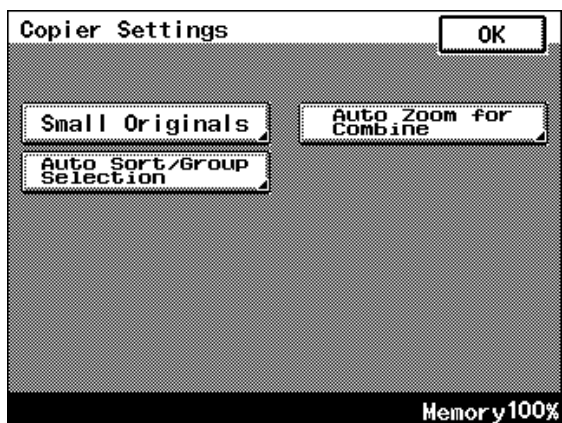
Default Settings

The default settings in Copy mode and Fax/Scan mode can be changed.



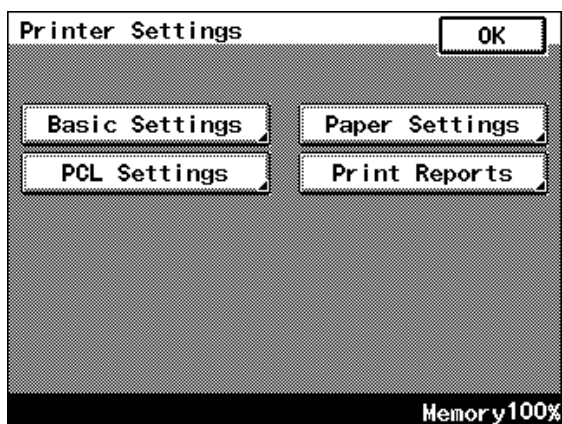
Copier Settings

The settings for copy functions can be changed so that the operations can easily be performed.



Printer Settings

The settings for print functions can be changed so that the operations can easily be performed.



Account Track Registration

This appears when account track settings have been specified and a user has logged on with a registered account. The password can be changed for the account that is logged on.





9 Appendix

9 Appendix

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Version 2.1, February 1999

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10

Index

10 Index

Numerics

2in1 transmission 5-22

A

Account track 4-6

Assistant tool for d-Color MF201 5-34

Auto zoom 3-7

B

Background Adjustment 6-15

Binding margin 4-8

Broadcast transmission 5-11

Bypass tray 3-9

C

Caution notations and labels 1-15

Clearing paper misfeed 1-38

Clearing paper misfeed in the main unit 1-39

Clearing paper misfeed in the separator 1-41

Collate 4-4

Color 6-13

Color setting 4-10

Combination 4-7

Combined copy 3-3

Communication List 5-9

Computer faxing 5-33

Control panel 1-25

Current jobs list 6-23

D

Document Management 5-27, 5-32

Double-sided copy 3-3

Double-sided print 4-7

E

E-Mail transmission 6-20

Enlarge/Reduce 3-7

Envelope 3-9

F

Fax forwarding 5-32

Fax transmission source information setting 5-15

Faxing 2-10

F-Code transmission 5-30

File type 6-13

Font settings 4-11

G

Glossy mode 4-10

I

Image quality 4-10

Image stabilization 7-8

Internet faxing 5-23

IP address faxing 5-23

IP relay 5-24

J

Job List 6-23

L

LCD Back-Light OFF 3-17

Loading paper into tray 1 1-29

Loading paper into tray 2/3/4 1-32

Low power mode 3-17

M

Manual conventions 1-20

Memory RX User Box 5-27

Meter count 3-15

O

Offset 4-4

One-Touch 5-3, 6-3

Operating environment 1-18

Options 1-50

Original type 6-9

Overlay 4-9

P

Polling transmission 5-19

Power source 1-18

Program 3-12

Program destination 5-7, 6-7, 6-17

Q

Quality 5-17

Quality adjustment 4-10

R

Regulation notices 1-10

Relay transmission 5-21

Replacing an imaging unit 1-48

Replacing consumables 1-42

Replacing the toner cartridge 1-44

Replacing the waste toner box 1-46

Resolution 6-9

S

Safety information 1-4

Searching destination 6-17

Secure print 4-6

Select color 4-10

Selecting destination 2-10, 2-13

Selecting destinations 5-25

Sleep mode 3-17

Space requirements 1-17

T

Timer transmission *5-21*

Trademarks and copyright *9-3*

Troubleshooting *7-3*

Turning on/off *1-27*

U

User settings *8-3*

W

Watermark *4-9*

Z

Zoom *4-4*

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