SAMSUNG

User's Guide

Digital Laser MFP

SCX-4100

For UK customers:

To reorder your consumables
Call 0800 3164060

For Technical Assistance
Call 0870 2420303

About the User's Guides

Your machine comes with the two user's guides:

This Laser MFP User's Guide provides information you need for setting up your machine and installing the supplied software. It also provides all of the detailed instructions for using your machine as a printer, a scanner and a copier and information for maintaining and troubleshooting the machine.

The SmarThru 4 User's Guide provides the basic description about using the multi-function application. Samsung SmarThru allows you to scan and edit images, and to scan for copying, faxing and sending an e-mail on your computer. You can also find a brief description on the automatic text recognition program, AnyPage.

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Important Precautions and Safety Information

When using this machine, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to people:

1. Read and understand all instructions.

2. Use common sense whenever operating electrical appliances.

3. Follow all warnings and instructions marked on the machine and in the literature accompanying the machine.

4. If an operating instruction appears to conflict with safety information, heed the safety information. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact your sales or service representative for assistance.

5. Unplug the machine from the AC wall socket and/or telephone jack before cleaning. Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning.

6. Do not place the machine on an unstable cart, stand or table. It may fall, causing serious damage.

7. Your machine should never be placed on, near or over a radiator, heater, air conditioner or ventilation duct.

8. Do not allow anything to rest on the power cable. Do not locate your machine where the cords will be abused by persons walking on them.

9. Do not overload wall outlets and extension cords. This can diminish performance, and may result in the risk of fire or electric shock.

10. Do not allow pets to chew on the AC power, telephone or PC interface cords.

11. Never push objects of any kind into the machine through case or cabinet openings. They may touch dangerous voltage points, creating a risk of fire or shock. Never spill liquid of any kind onto or into the machine.

12. You machine may have a heavy cover for optimal pressure on the document for the best scanning and/or faxing. In this case, replace the cover after placing document on the scan glass, by holding and moving it down slowly until it seats on its location.

13. To reduce the risk of electric shock, do not disassemble the machine. Take it to a qualified service technician when repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used.

14. Unplug the machine from the telephone jack, PC and AC wall outlet, and refer servicing to qualified service personnel under the following conditions:
    - When any part of the power cord, plug, or connecting cable is damaged or frayed.
    - If liquid has been spilled into the machine.

- If the machine has been exposed to rain or water.
- If the machine does not operate properly after instructions have been followed.
- If the machine has been dropped, or the cabinet appears damaged.
- If the machine exhibits a sudden and distinct change in performance.

15. Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage, and may require extensive work by a qualified service technician to restore the machine to normal operation.

16. Avoid using this machine during a lightning storm. There may be a remote risk of electric shock from lightning. If possible, unplug the AC power and telephone cord for the duration of the lightning storm.

17. SAVE THESE INSTRUCTIONS.

Laser Safety Statement

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, chapter 1 Subchapter J for Class I(1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 825.

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

WARNING

Never operate or service the printer with the protective cover removed from Laser/ Scanner assembly. The reflected beam, although invisible, can damage your eyes.

CAUTION - INVISIBLE LASER RADIATION WHEN THIS COVER OPEN. DO NOT OPEN THIS COVER.

VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.

ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.

ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.

PRECAUCIÓN - RADIACIÓN LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.

PERIGO - RADIAÇÃO LASER INVISÍVEL AO ABRIR. EVITE EXPOSIÇÃO DIRECTA AO FEIXE.

GEVAAR - ONZICHTBARE LASERSTRALEN BIJ GEOPENDE KLEP. DEZE KLEP NIET OPENEN.

ADVARSEL. - USYNLIG LASERSTRÅLNING VED ÅBNING, NÅR SIKKERHEDSBRYDERE ER UDE AF FUNKTION. UNDGÅ UDSAETTELSE FOR STRÅLNING.

ADVARSEL. - USYNLIG LASERSTRÅLNING NÅR DEKSEL ÅPNES. STIRR IKKE INN I STRÅLEN. UNNGÅ EKSPONERING FOR STRÅLEN.

VARNING - OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPEN OCH SPÄRREN ÄR URKOPPLAD. BETRAKTA EJ STRÅLEN. STRÅLEN ÄR FARLIG.

VARO! - AVATTAESSA JA SUOJALUKITUS OHITETTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASER-SÄTEILYLLE ÄLÄ KATSO SÄTEESEEN.

注 意 - 严禁揭开此盖, 以免激光泄露灼伤

주 의 - 이 덮개를 열면 레이저광에 노출될 수 있으므로 주의하십시오.

Ozone Safety

During normal operation, this machine produces ozone. The ozone produced does not present a hazard to the operator. However, it is advisable that the machine be operated in a well ventilated area.

If you need additional information about ozone, please request your nearest Samsung dealer.

Power Saver

This machine contains advanced energy conservation technology that reduces power consumption when it is not in active use.

When the machine does not receive data for an extended period of time, power consumption is automatically lowered.

The energy star emblem does not represent EPA endorsement of any machine or service.

Recycling

Please recycle or dispose of the packaging material for this product in an environmentally responsible manner.

Radio Frequency Emissions

FCC Information to the User

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or experienced radio TV technician for help.

CAUTION: Change or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.

Canadian Radio Interference Regulations

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled “Digital Apparatus”, ICES-003 of the Industry and Science Canada.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: “Appareils Numériques”, ICES-003 édictée par l’Industrie et Sciences Canada.

Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

(1) the date and time of transmission

(2) identification of either business, business entity or individual sending the message; and

(3) telephone number of either the sending machine, business, business entity or individual.

The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

Ringer Equivalence Number

The Ringer Equivalence Number and FCC Registration Number for this machine may be found on the label located on the bottom or rear of the machine. In some instances you may need to provide these numbers to the telephone company.

The Ringer Equivalence Number (REN) is a measure of the electrical load placed on the telephone line, and is useful for determining whether you have “overloaded” the line. Installing several types of equipment on the same telephone line may result in problems making and receiving telephone calls, especially ringing when your line is called. The sum of all Ringer Equivalence Numbers of the equipment on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on your line. If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

WARNING:

FCC Regulations state that changes or modifications to this equipment not expressly approved by the manufacturer could void the user’s authority to operate this equipment. In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service, providing that they:

a) promptly notify the customer.

b) give the customer an opportunity to correct the equipment problem.

c) inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.

You should also know that:

- Your machine is not designed to be connected to a digital PBX system.
- If you intend to use a computer modem or fax modem on the same phone line as your machine, you may experience transmission and reception problems with all the equipment. It is recommended that no other equipment, except for a regular telephone, share the line with your machine.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for both the power and the telephone lines. Surge protectors can be purchased from your dealer or telephone and electronic specialty stores.
- When programming emergency numbers and/or making test calls to emergency numbers, use a non-emergency number to advise the emergency service dispatcher of your intentions. The dispatcher will give you further instructions on how to actually test the emergency number.
- This machine may not be used on coin service or party lines.
- This machine provides magnetic coupling to hearing aids.
- You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ-11C.

Declaration of Conformity (European Countries)

Approvals and Certifications

The CE marking applied to this product symbolizes Samsung Electronics Co., Ltd. Declaration of Conformity with the following applicable 93/68/EEC Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC Approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC (92/31/EEC), approximation of the laws of the Member States related to electromagnetic compatibility.

March 9, 1999: Council Directive 1999/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant Directives and referenced standards can be obtained from your Samsung Electronics Co., Ltd. representative.

EC Certification

Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive (FAX)

This Samsung product has been self-certified by Samsung for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of European countries.

In the event of problems, you should contact the Euro QA Lab of Samsung Electronics Co., Ltd. in the first instance.

The product has been tested against TBR21. To assist in the use and application of terminal equipment which complies with this standard, the European Telecommunication Standards Institute (ETSI) has issued an advisory document (EG 201 121) which contains notes and additional requirements to ensure network compatibility of TBR21 terminals. The product has been designed against, and is fully compliant with, all of the relevant advisory notes contained in this document.

Replacing the Fitted Plug (for UK Only)

IMPORTANT

The mains lead for this machine is fitted with a standard (BS 1363) 13 amp plug and has a 13 amp fuse. When you change or examine the fuse, you must re-fit the correct 13 amp fuse. You then need to replace the fuse cover. If you have lost the fuse cover, do not use the plug until you have another fuse cover.

Please contact the company from where the machine was purchased.

The 13 amp plug is the most widely used type in the UK and should be suitable. However, some buildings (mainly old ones) do not have normal 13 amp plug sockets. You need to buy a suitable plug adaptor. Do not remove the moulded plug.

WARNING

If you cut off the moulded plug, get rid of it straight away.
You cannot rewire the plug and you may receive an electric shock if you plug it into a socket.

IMPORTANT WARNING: You must earth this machine.

The wires in the mains lead have the following color code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live

If the wires in the mains lead do not match the colors marked in your plug, do the following:

You must connect the green and yellow wire to the pin marked by the letter “E” or by the safety `Earth symbol' or colored green and yellow or green.

You must connect the blue wire to the pin which is marked with the letter “N” or colored black.

You must connect the brown wire to the pin which is marked with the letter “L” or colored red.

You must have a 13 amp fuse in the plug, adaptor, or at the distribution board.

Position Only

SAMSUNG ELECTRONICS

EU Declaration of Conformity (RTTE)

We, Samsung Electronics Co, Ltd.

of #259, GongDan-Dong,Gumi-City, Kyung-Buk, KOREA 730-030
of Sanxing Road, Weihai Hi-Tech, IDZ Shandong Province, China 264209
(factory name, address)

declare under our sole responsibility that the product

Multi-function Facsimile
model "SF-565P, SF-560,
FAX1170L/F250/LF125m/IF3035,
FAX1130L/F230/LF120/IF3030"

to which this declaration relates is in conformity with

RTTE Directive 1999/5/EC (Annex Ⅱ)
Low Voltage Directive 73/23/EEC
EMC Directive 89/336/EEC:92/31/EEC

By application of the following standards

RTTE : TBR 21, TBR 38, EG 201 121

LVD : EN 60950-1:2001

EMC : EN55022:1998, EN55024:1998 + A1:2001, EN61000-3-2:2000,
EN61000-3-3:1995 + A1:2001

(Manufacturer)

Samsung Electronics co.,ltd
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2004-01-16

(place and date of issue)

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2004-01-16

(place and date of issue)

In-Seop Lee / Manager

(name and signature of authorized person)

Differences Between British and American English

British English	American English
(Re)dialling	(Re)dialing
Colour	Color
Emphasise	Emphasize
Recognise	Recognize
Organise	Organize
Authorise	Authorize
Cancelling	Canceling
Customise	Customize
Socket	Jack
Labelling	Labeling

WARNING

- Do not disassemble the machine as it may give you an electric shock.
- If you print large amount of copies, the surface of the output tray may become hot. Be careful not to touch the surface, and keep children away from the surface.

1 GETTING STARTED

Thank you for purchasing this multifunctional product. Your machine provides you with printing, copying, and scanning functions!

This chapter gives you step-by-step instructions for setting up your machine.

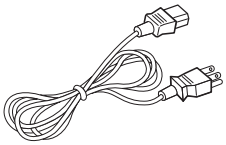
This chapter includes:

- **Unpacking**
- **Understanding the Component Location**
- **Installing the Toner Cartridge**
- **Loading Paper**
- **Making Connections**
- **Turning the Machine On**
- **About Samsung Software**
- **Installing Samsung Software in Windows**
- **Repairing Software**
- **Removing Software**
- **Changing the Display Language**
- **Setting the Paper Size and Type**
- **Using the Save Modes**

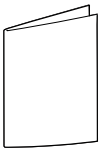
Unpacking

Remove the machine and all accessories from the packing carton. Make sure that the machine has been packed with the following items. If there is a missing item, contact the retailer where you bought the machine:

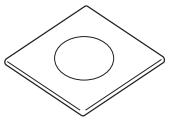
Starter Toner Cartridge



AC Power Cord*



Quick Install Guide



CD-ROM**

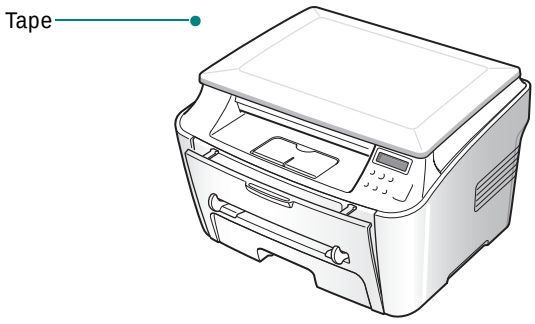
* The appearance of the power cord may differ according to your country's specifications.

** The CD-ROM contains the MFP driver, SmarThru software, the user's guides and the Adobe Acrobat Reader program.

NOTES:

- The power cord must be plugged into a grounded power socket.
- Components may differ from one country to another.

Remove the packing tape from the front, back and sides of the machine.



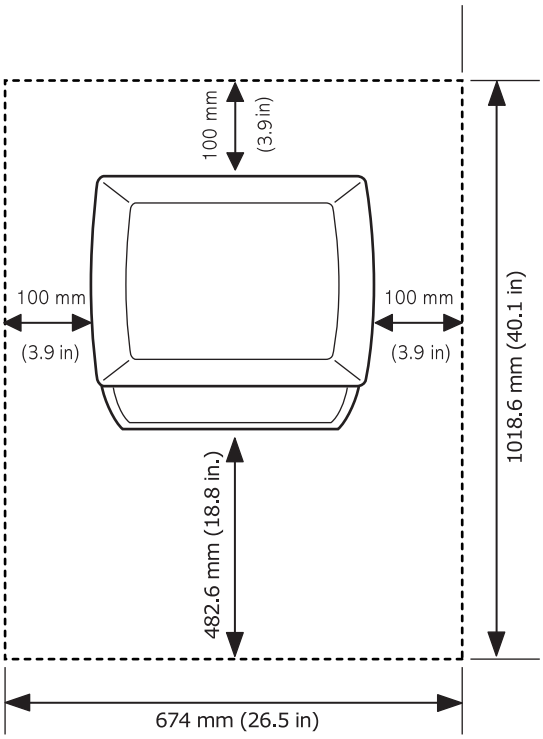
Selecting a Location

Select a level, stable place with adequate space for air circulation. Allow extra space for opening covers and trays.

The area should be well-ventilated and away from direct sunlight or sources of heat, cold and humidity. Do not set the machine close to the edge of your desk or table.

Clearance Space

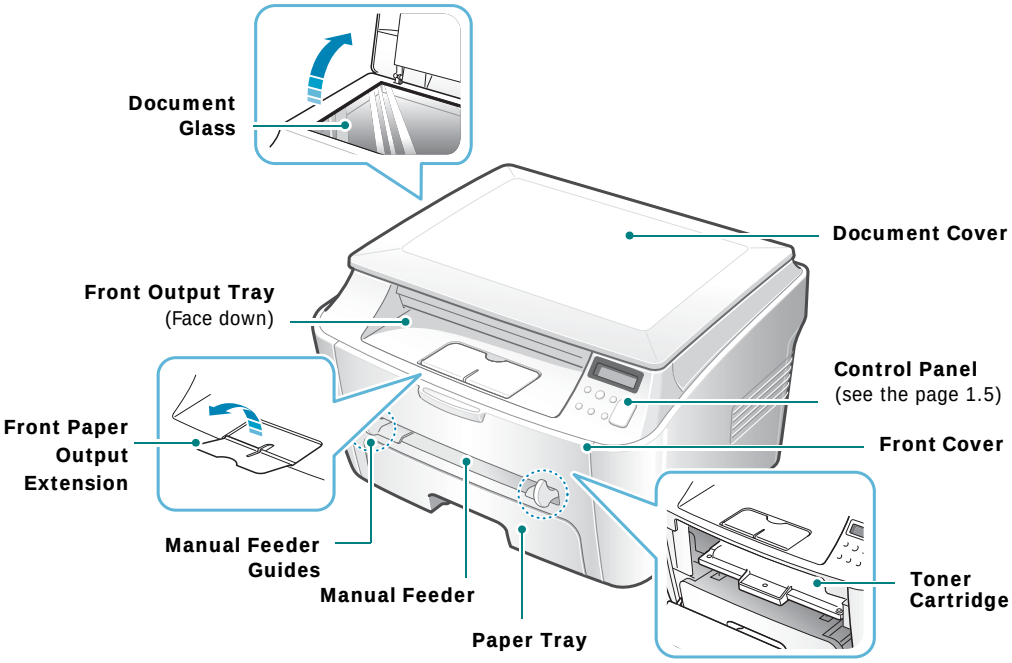
- **Front**: 482.6 mm (enough space so that the paper trays can be removed)
- **Back**: 250 mm (enough space for ventilation)
- **Right**: 100 mm
- **Left**: 100 mm (enough space for ventilation)



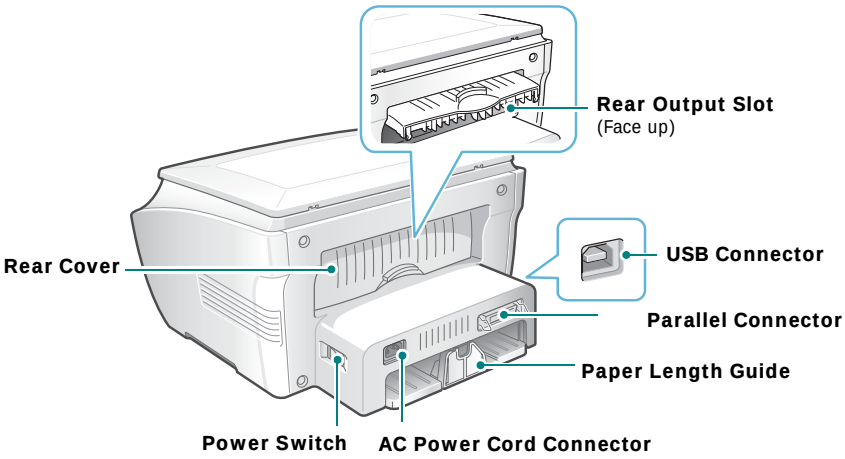
Understanding the Component Location

These are the main components of your machine:

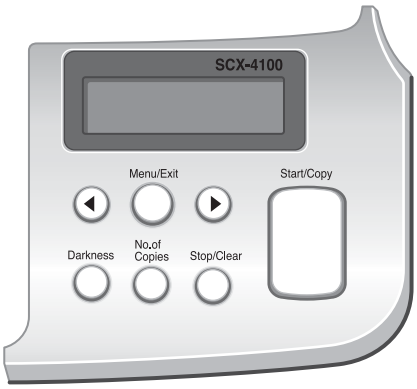
Front View



Rear View



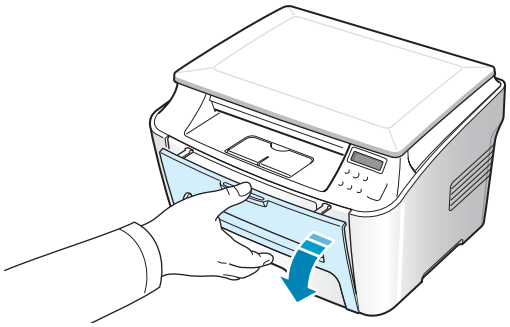
Control Panel Functions



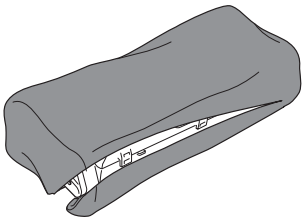
1 COPY	Darkness	Adjusts the brightness of the documents for the current copy job.
	No.of Copies	Selects the number of copies.
2	SCX-4100	Displays the current status and prompts during an operation.
3		Scrolls through the options available for the selected menu item.
	Menu/Exit	Enters Menu mode and scrolls through the menus available and sends you back to the upper menu level.
4	Stop/Clear	Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness and the number of copies.
5	Start/Copy	Confirms the selection on the display and starts a job.

Installing the Toner Cartridge

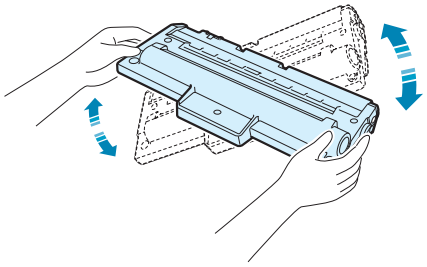
1 Open the front cover.



2 Remove the starter toner cartridge from its bag. Don't use a knife or other sharp object as it might scratch the drum of the cartridge.



3 Gently roll the cartridge 5 or 6 times to distribute the toner evenly inside the cartridge.

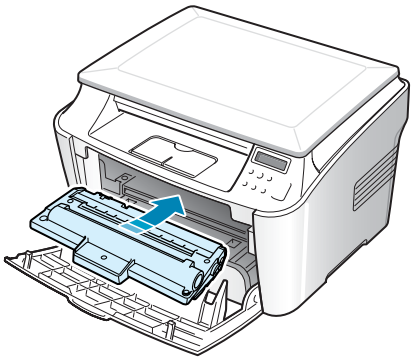


Thoroughly rolling the cartridge will assure the maximum copies per cartridge.

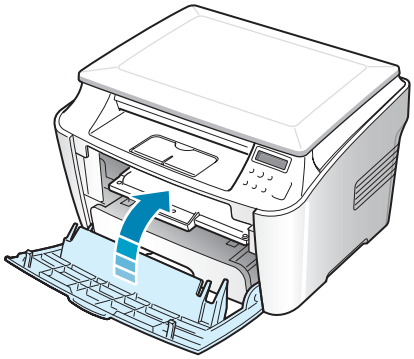
CAUTIONS:

- To prevent damage, do not expose the toner cartridge to light for more than a few minutes. Cover it with a piece of paper if left exposed for more than a few minutes, and keep it flat and clean place.
- If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into the fabric.

4 Slide the toner cartridge into the machine until it locks into place completely.



5 Close the front cover. Make sure that the cover is securely closed.



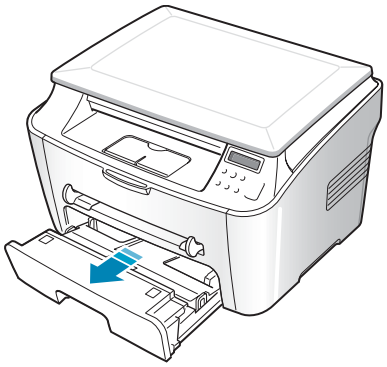
NOTE: When printing text at 5% coverage, you can expect a toner cartridge life of approximately 3,000 pages (1,000 pages for the toner cartridge that is shipped with the printer).

Loading Paper

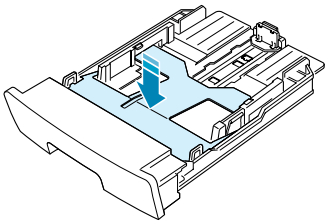
You can load approximately 250 sheets.

To load a stack of Letter-sized paper:

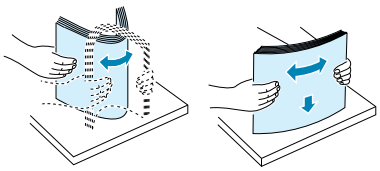
1 Pull open the paper tray and remove it from the machine.



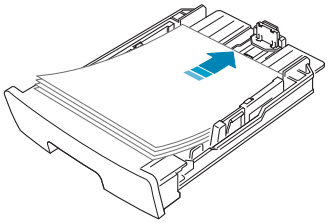
2 Push down on the pressure plate until it locks into place.



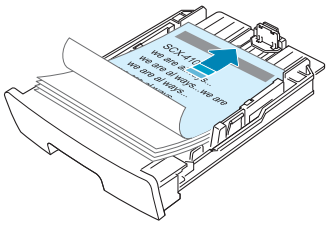
3 Fan the edges of the paper stack to separate the pages. Then tap the stack on a flat surface to even it up.



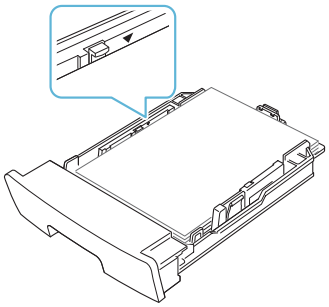
4 Insert the paper stack into the paper tray with the side you want to print on **facing down**.



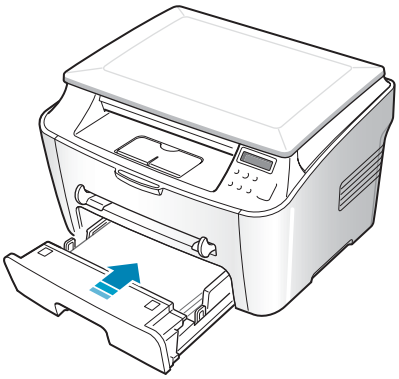
You can load previously printed paper. The printed side should be facing up with an uncurled edge on top. If you experience problems with paper feed, turn the paper around.



5 Pay attention to the paper limit mark on the left inside wall of the tray. Paper overloading may cause paper jams.



6 Insert and slide the paper tray back into the machine.

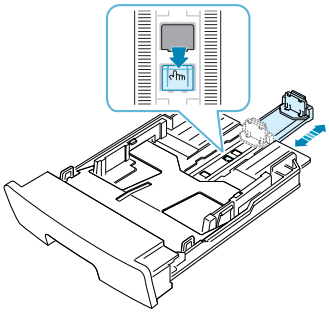


NOTE: After you load the paper, you need to set up your machine for the paper type and size you loaded. See page 1.26 for copying, or page 3.7 for PC-printing.

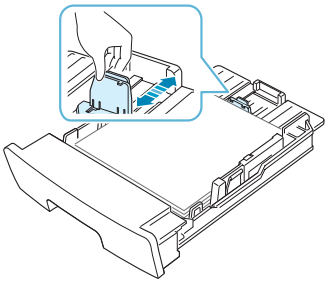
Changing the Paper Size in the Paper Tray

To load longer sizes of paper, such as Legal-sized paper, you need to adjust the paper guides to extend the paper tray.

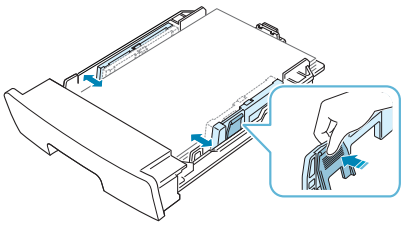
1. After pressing and unlatching the guide lock, slide the paper length guide outward as far as it will go. This extends the length of the tray.



2. After inserting paper into the tray, slide in the guide until it lightly touches the end of the paper stack. For paper smaller than letter, adjust the paper length guide accordingly.

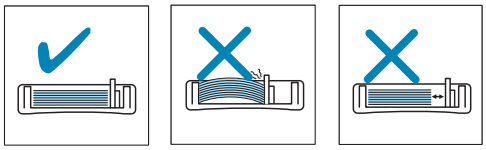


3. Pinching the paper width guide as shown, move it toward the stack of paper until it lightly touches the side of the stack.



NOTES:

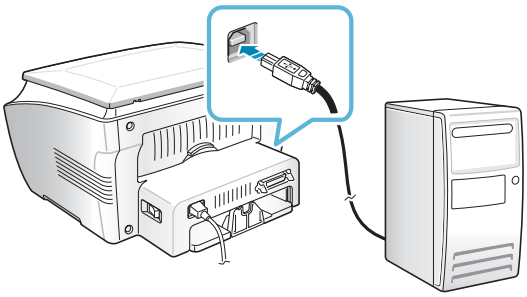
- Do not push the paper width guide far enough to cause the materials to warp.
- If you do not adjust the paper width guide, it may cause paper jams.



Making Connections

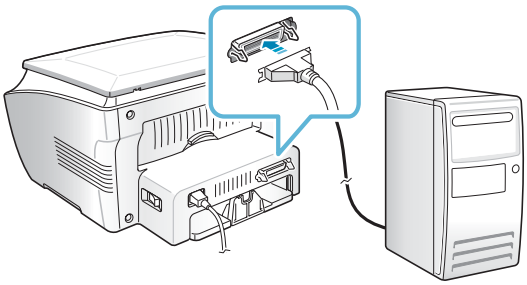
1 Connect a USB cable to the USB connector on your machine.

You must purchase a USB 1.1 compliant cable that is no more than 3 m in length.



2 If you want to use a parallel printer cable, purchase only an IEEE 1284 compliant parallel cable and connect it to the parallel connector on your machine.

Push the metal clips down to fit inside the notches on the cable plug.



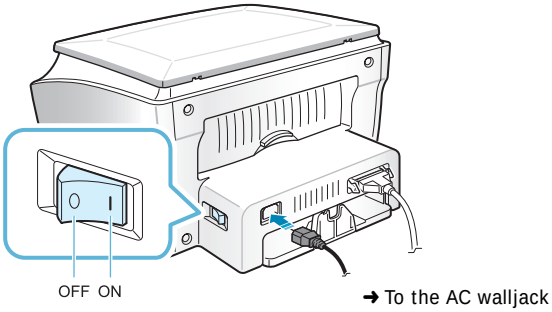
NOTES:

- You only need to connect one of the cables mentioned above. Do not use the parallel and the USB cables at the same time.
- If you are using a USB cable, you must be running Windows 98/Me/2000/XP.
- When using the USB connection, your machine provides two USB modes; Fast and Slow. Fast is the default mode. Some PC users may experience poor USB function in the default mode. If this occurs, select the Slow mode to achieve successful results. For details about changing the USB mode, see page 8.12.

Turning the Machine On

1. Plug one end of the supplied three-pronged electrical type cord into the AC socket on the machine and the other end into a properly grounded AC outlet.

2. Press the power switch to turn the machine on. “Warming Up Please Wait” appears on the display indicating that the machine is now on.



To view your display text in another language, see page 1.25.

CAUTIONS:

- The fusing area inside the rear part of your machine becomes hot once the machine is turned on. Be careful when you access this area.
- Do not disassemble the machine when it is turned on as it may give you an electric shock.

Installing Software

About Samsung Software

You must install software using the supplied CD-ROM after you have set up your machine and connected it to your computer. The CD-ROM includes:

- Samsung software
- User's Guides
- Adobe Acrobat Reader

The CD-ROM provides you with the following software:

Windows GDI Driver

To use your machine as a printer and scanner in Windows, you must install the GDI driver. For information about installing the GDI driver in Windows, see page 1.15.

Macintosh Printer Driver

You can use your machine with Macintosh. For information about installing the printer driver from Macintosh, see page 6.2.

Linux Driver

You can print and scan in Linux using your machine. For information about installing the printer driver in Linux, see page 6.15.

Remote Control Panel

This Windows-based program is automatically installed when you install the GDI driver. For information about using the program, see page 6.31.

SmarThru Software

SmarThru is the accompanying Windows-based software for your multifunctional machine. SmarThru contains a powerful image editor that allows you to edit images in many ways and also includes powerful Internet mail client software. With SmarThru, you can save the scanned images in a dedicated storage area for subsequent editing, sending via e-mail or fax, printing and processing by other programs of your choice.

OCR Software (AnyPage Lite)

AnyPage Lite, the OCR (Optical Character Recognition) program, is Windows-based software that has the ability to recognize most character formats so that a scanned document can be read and edited with word processing software.

NOTES:

- **In case of Chinese, it does not support the OCR function.**
- OCR is available only for languages supported by AnyPage Lite. Supported languages are Africans, Albanian, Basque, Bulgarian, Byelorussian, Catalan, Croatian, Czech, Danish, Digits, Dutch, English, Estonian, Finnish, French, German, Hungarian, Icelandic, Indonesian, Irish, Italian, Latvian, Lithuanian, Macedonian, Norwegian (Bokmal), Norwegian (Nynorsk), Polish, Portuguese, Romanian, Russian, Serbian, Slovak, Spanish, Swahili, Swedish, Tagalog, Turkish, Ukrainian, Korean.
- Recommended Scan Option for OCR
  Resolution: 200 or 300 dpi
  Image Type: Mono(Black & White)

Printer Driver Features

Your printer drivers support the following standard features:

- Paper source selection
- Paper size, orientation and media type
- number of copies

The following table lists a general overview of features supported by your printer drivers.

Feature	Printer Driver				
	Win9x/Me	Win2000/XP	WinNT4.0	Macintosh	Linux
Toner Save	Y	Y	Y	N	Y
Print quality option	Y	Y	Y	Y	Y
Poster printing	Y	Y	Y	N	N
Multiple pages per sheet (N-up)	Y	Y	Y	Y	Y(2,4)
Fit to page printing	Y	Y	Y	N	Y
Scale printing	Y	Y	Y	Y	Y
Watermark	Y	Y	Y	Y	N
Overlay	Y	Y	Y	N	N

NOTES:

- Some of feature are not supported on Mac OS 10.X such as Paper Type, Grayscale and Black&White.
- The Watermark feature is not supported on Mac OS 9.1 or higher.

Installing Samsung Software in Windows

System Requirements

Before you begin, ensure that your system meets the minimum requirements.

Supported Operating System

- Windows 95 OSR2
- Windows 98/Windows 98 SE
- Windows Me
- Windows NT 4 Workstation or Server with Service Pack 3
- Windows 2000 Professional or Advanced Server
- Windows XP Home edition or Professional.

Minimal Requirements

- Disk space: 120 MB for installation
- Memory: 64 MB
- CPU: Pentium II 233 or higher
- Required software: Internet Explorer 4.01

Recommended

- Disk space: 300 MB for installation
- Memory: 128 MB
- CPU: Pentium II 400 or higher
- Required software: Internet Explorer 5.5

NOTES:
- For Windows NT 4.0/2000/XP, the system administrator should install the software.
- Windows 95 versions prior to OSR2 are not recommended due to incompatibility with OLE/COM libraries.

Installing Samsung Software

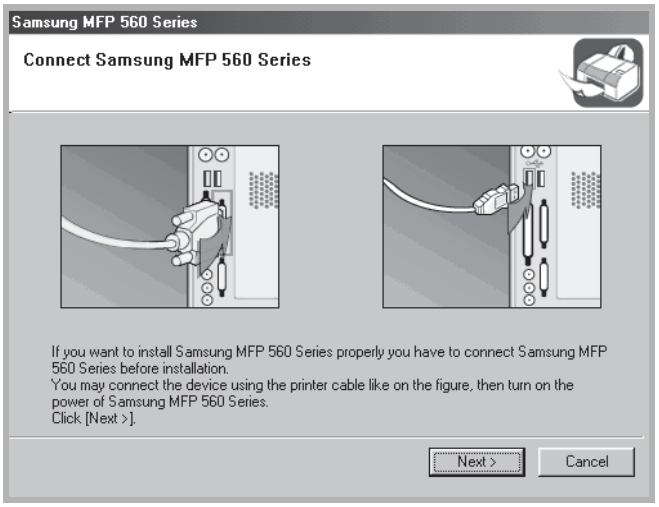
NOTES:
- Cancel the "**New Hardware Found**" window when your computer boots up.
- Make sure that your machine is turned on and connected to your computer's parallel port or USB port **before installing software**. Windows 95 and Windows NT 4.0 do not support the USB connection.

1 Insert the supplied CD-ROM into your CD-ROM drive.

The CD-ROM should automatically run and an installation window appears.

If the installation window does not appear, click **Start** and then **Run**. Type **X:\Setup.exe**, replacing "**X**" with the letter of your drive and click **OK**.

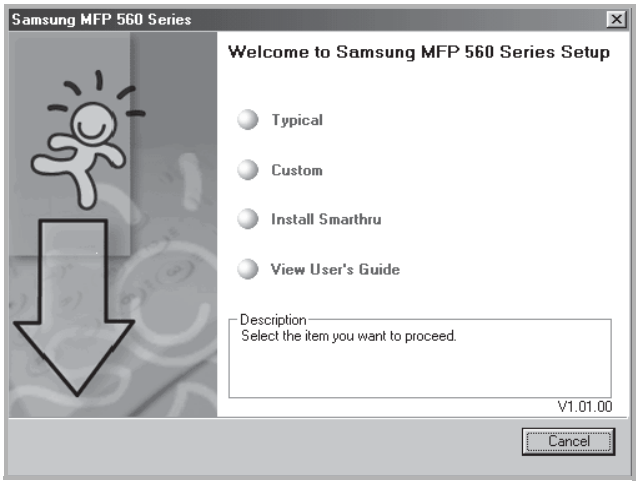
2 When the following window opens, connect your machine to the computer and turn the printer on. Then click **Next**.



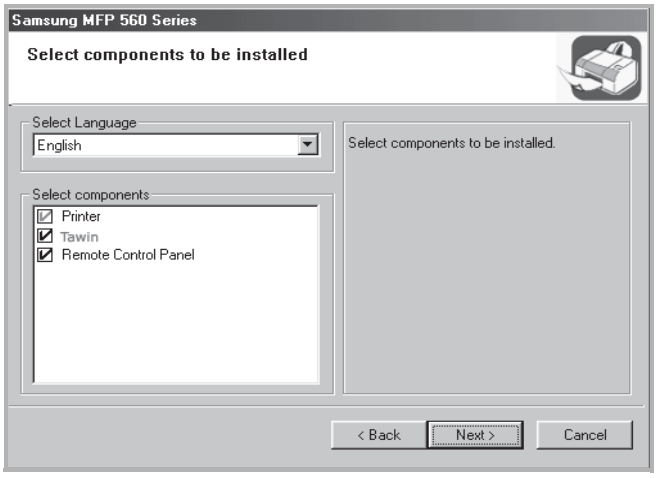
If the machine is already connected and turned on, this screen does not appear. Skip to the next step.

NOTE: If you click **Next** and the machine is not connected to the computer, an alert message window appears. After connecting the machine and turning it on, click **Yes**. Or, if you want to install the software without the machine, Click **No**.

3 Choose the installation type.



- **Typical**: Installs the common software for your printer, such as printer driver, Twain driver, Remote Control Panel. This is recommeded for most users.
- **Custom**: Allows you to choose the language of the software and the components you want to install. After selecting the language and the component(s), click **Next**.



- **Install SmarThru**: Installs the SmarThru program. If you select to install SmarThru on this screen, follow from step 3 on page 1.19.
- **View User's Guide**: Allows you to view this User's Guide or SmarThru User's Guide. If your computer doesn't have Adobe Acrobat, click on this option and it will automatically install Adobe Acrobat for you.

4 After the installation is finished, the window asking you to print a test page appears. If you choose to print a test page, select the check box and click **Next**.

Otherwise, Skip to step 6.

5 When the test page prints out correctly, click **Yes**.

If not, click **No** to reprint it.

6 To register yourself as a user of Samsung Printers, select the check box and click **Finish**. You are now accessed to the Samsung web site.

Otherwise, just click **Finish**.

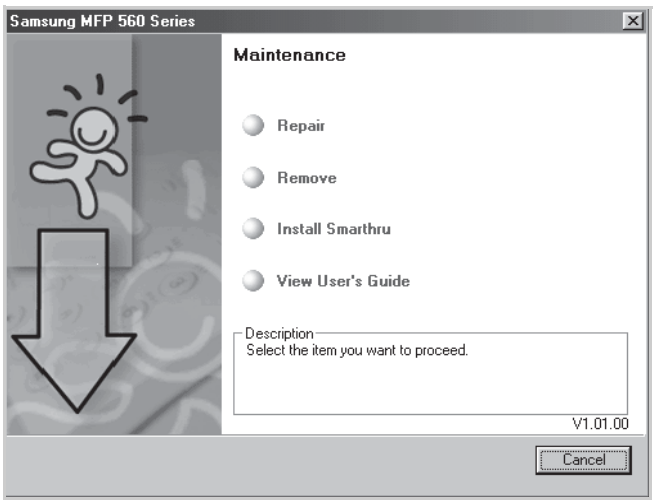
NOTES:

- When you want to use your machine with the parallel cable, remove the USB cable and connect the parallel cable. Then reinstall the printer driver; select **Start** → **Programs** → **Samsung SCX-4100 Series** → **Maintenance** → **Repair** → **Printer**. If you have replaced the parallel cable with the USB cable, do the same to reinstall the driver.
- If your printer doesn't work properly, reinstall the printer driver.

Installing Samsung SmarThru

1 Insert the supplied CD-ROM into your CD-ROM drive.

2 Click **Install SmarThru**.



3 Click **Next**.

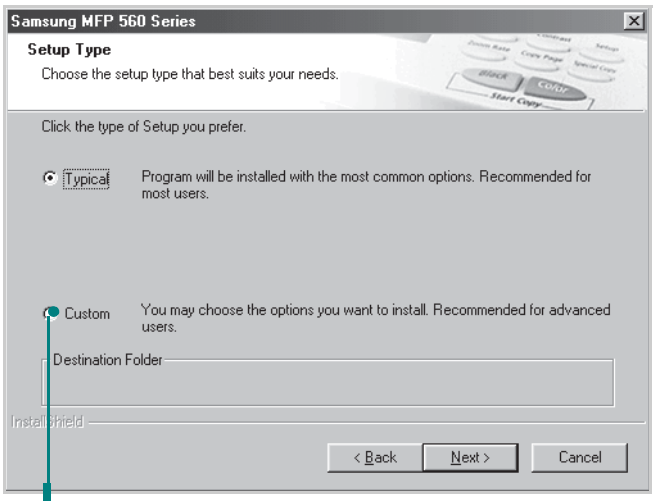
4 Follow the on-screen instructions and click **Next**.

5 Click **Next**.

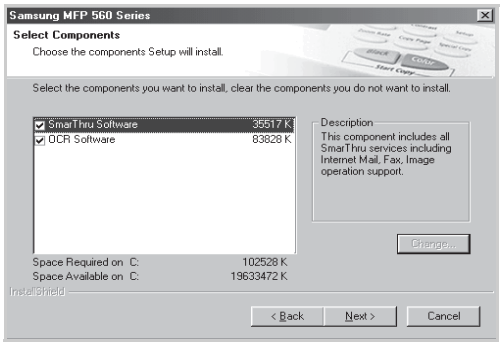
6 Select the installation type and click **Next**.

The software installation supports two types of setup:

- **Typical**: Program will be installed with the most common options and is recommended for most users.
- **Custom**: You may choose the options you want to install.



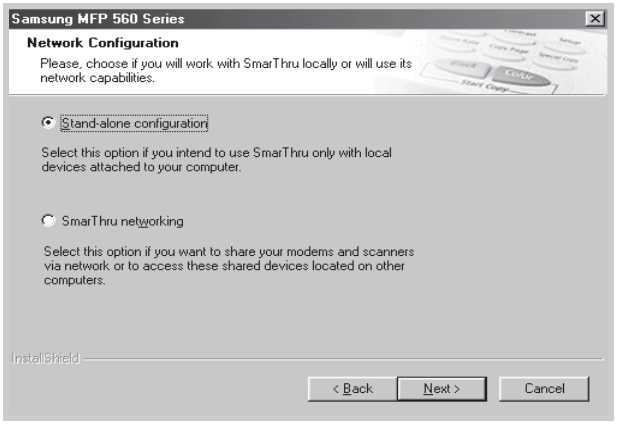
If you select the Custom installation, you may choose the components you want to install.



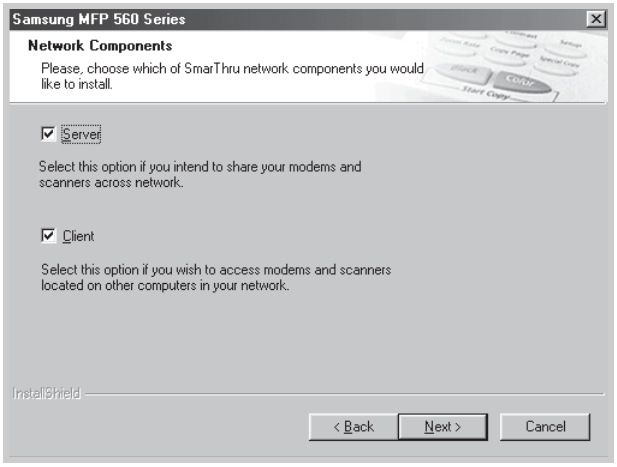
- **SmarThru Software:** to scan and edit images and to work with electronic documents.
- **OCR Software:** AnyPage Lite software to enable OCR.

7 Choosing the **SmarThru networking** option allows you to share the modems on other computer in your network, and the scan device or to access similar devices on other computers.

Stand-alone configuration does not allow you to use any networking features, such as Remote Fax or Remote Scan service.



When you select **SmarThru networking**, you can elect to install it as a Server, a Client or both.



The **Server** option allows you to share a local fax modem and/or a scanner over a LAN. You can control sharing by managing a remote service user. The **Client** option allows you to use Remote Fax or Remote Scan services provided by a SmarThru Server over a LAN. You need to have a client account provided by the server. For details about Remote Fax/Scan Services, refer to the SmarThru User's Guide.

8 Follow the on-screen instructions to complete the installation.

9 When the installation is finished, click **Finish**.

Repairing Software

Repairing is required if your installation fails or the software does not work properly. This Repairing procedure does not repair SmarThru software.

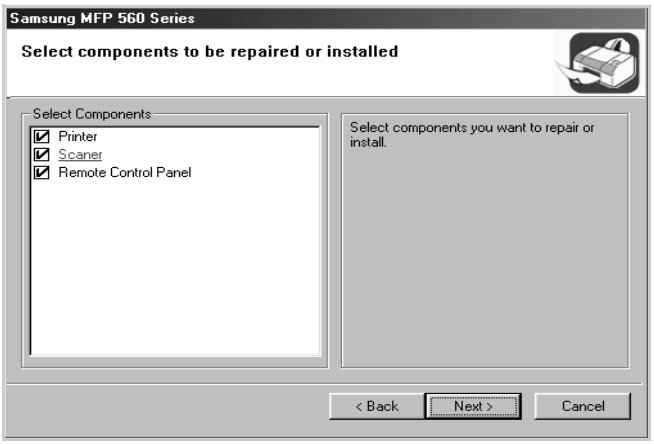
1 You can select **Start** → **Programs** → **Samsung SCX-4100 Series** →**Maintenance**.

Otherwise, Insert the supplied D-ROM into your CD-ROM drive.

2 Click **Repair**.

NOTE: If your machine is not connected to the computer, the Connect Samsung SCX-4100 Series window opens. After connecting the machine, click **Next**.

3 Select the components you want to reinstall and click **Next**.



If you choose to repair the printer software, the window asking you to print a test page appears. Do as follows:

a. To print a test page, select the check box and click **Next**.

b. When the test page prints out correctly, click **Yes**.
If not, click **No** to reprint it.

4 When the reinstallation is done, click **Finish**.

Removing Software

Uninstall is required if you are upgrading the software or if your installation fails. You can uninstall the item you want using the Windows uninstallShield.

Uninstalling the MFP Driver

1. You can select **Start** → **Programs** → **Samsung SCX-4100 Series** → **Maintenance**.

   Otherwise, Insert the supplied D-ROM into your CD-ROM drive.

2. Click **Remove**.

   Then you will see a component list so that you can remove any of them individually.

   If you want to uninstall the printer driver, check **Printer**.

   If you want to uninstall the twain driver, check **Twain**.

   If you want to uninstall the Remote Control Panel, check **Remote Control Panel**.

3. After selecting items you wish to remove, click **Next**.

4. When your computer asks you to confirm your selection, click **Yes**.

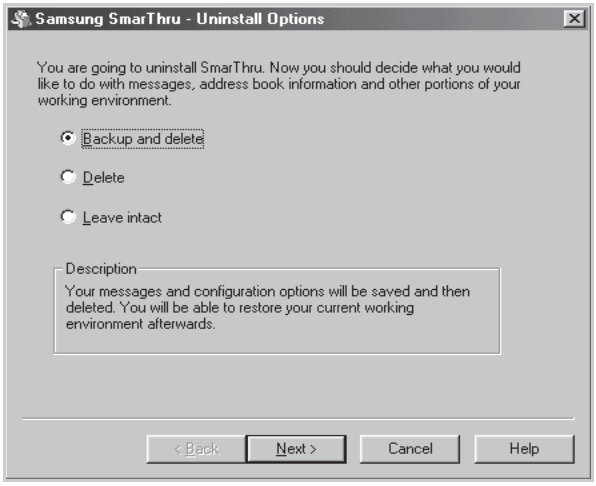
   The selected driver and all of its components are removed from your computer.

5. When the uninstallation is done, click **Finish**.

Uninstalling Samsung SmarThru

NOTE: Before beginning uninstallation, ensure that all applications are closed on your computer. A system reboot is required after the software is uninstalled.

1. From the **Start** menu, select **Programs**.
2. Select **Samsung SmarThru**, and then select **SmarThru 4 Uninstall**.
3. When your computer asks you to confirm your selection, click **Ok**. The Uninstall Options window appears.



Uninstall options are:

- **Backup and delete**: Backs up all your data and options to a safe place. It then removes the SmarThru system including the data.
- **Delete**: Deletes all the SmarThru data and options. No backup or copying takes place. Be careful while using this option as you can easily lose your data.
- **Leave intact**: Uninstalls SmarThru software leaving data and options intact. This can be useful, if, for example, you decide to install the Stand Alone configuration over the SmarThru Networking. In this case, uninstall Samsung SmarThru having the **Leave intact** option set and install the SmarThru Stand Alone configuration.

4. After selecting the uninstall option, click **Next**.
5. When the uninstallation is done, the message window recommends restarting your computer. Click **OK**.
6. Click **Finish**.

When your computer doesn't shut down and restart automatically, you must shut it down manually and restart it before the changes are saved.

Setting Up the Machine System

Changing the Display Language

To change the language that displays on the display of the control panel, follow these steps:

1. Press **Menu/Exit** until "Machine Setup" appears on the top line of the display.
2. Press the scroll button (◂ or ▸) until "Language" appears on the bottom line of the display.
3. Press **Start/Copy**. The current setting appears on the bottom line of the display.
4. Press the scroll button (◂ or ▸) until the language you want appears on the display.
5. Press **Start/Copy** to save the selection.
6. To return to Standby mode, press **Stop/Clear**.

Setting the Paper Size and Type

After loading paper in the paper tray, you need to set the paper type and size using the control panel buttons. These settings will apply to Copy modes. For PC-printing, you need to select the paper type and size in the application program you use.

1. Press **Menu/Exit** until "Paper Setting" appears on the top line.

   The first menu item, "Paper Size", appears on the bottom line.

2. Press **Start/Copy** to access the menu item.

3. Press **Start/Copy** when "Tray Paper" displays on the bottom line.

4. Use the scroll button (◂ or ▸) to find the paper size you are using and press **Start/Copy** to save it.

5. Press **Menu/Exit** to return to the upper menu level.

6. Press the ▸ button to scroll to "Paper Type" and press **Start/Copy** to access the menu item.

7. Use the scroll button (◂ or ▸) to find the paper type you are using and press **Start/Copy** to save it.

8. To return to Standby mode, press **Stop/Clear**.

Using the Save Modes

Toner Save Mode

Toner Save mode allows your machine to use less toner on each page. Activating this mode extends the life of the toner cartridge longer than normal, but it reduces the print quality.

To turn the toner save mode on or off:

1. Press **Menu/Exit** until "Toner Save" appears on top line of the display.

2. Press the scroll button (◂ or ▸) to display "On" on the bottom line and press **Start/Copy**.

   Selecting "Off" means that toner save mode turns off.

NOTE: For PC-printing, you can also turn toner save mode on or off, in the printer properties. See page 3.9.

Power Save Mode

Power Save mode allows your machine to reduce power consumption when it is not in actual use. You can turn this mode on by selecting the length of time for which the machine waits after a job is printed before it switches to a reduced power state.

1. Press **Menu/Exit** until "Machine Setup" appears on top line of the display.

2. Press the scroll button (◂ or ▸) until "Power Save" appears on the bottom line. Press **Start/Copy**.

3. Press the scroll button (◂ or ▸) to display "On" on the bottom line and press **Start/Copy**.

   Selecting "Off" means that Power Save mode turns off.

4. Press the scroll button (◂ or ▸) until the time settings you want appears.

   The available options are 5, 10, 15, 30 and 45 (minutes).

5. Press **Start/Copy** to save the selection.

6. To return to Standby mode, press **Stop/Clear**.

MEMO

2 PAPER HANDLING

This chapter introduces you to the basics of selecting print materials and loading them into your machine.

This chapter includes:

- **Selecting Print Materials**
- **Selecting an Output Location**
- **Loading Paper in the Paper Tray**
- **Using the Manual Feeder**

Selecting Print Materials

You can print on a variety of print materials, such as plain paper, envelopes, labels, transparencies, and so on. Always use print materials that meet the guidelines for use with this machine. See “Paper Specifications” on page A.5. To get the best possible print quality, use only high-quality copier-grade paper.

When you choose print materials, consider the following:

- Desired outcome: The paper you choose should be appropriate for your project.
- Size: You can use any size paper that fits easily within the paper adjusters of the paper tray.
- Weight: Your machine supports paper weights as follows:
  - 16 ~ 24 lbs (60 ~ 90 g/m^2) bond for the paper tray
  - 16 ~ 43 lbs (60 ~ 163 g/m^2) bond for the manual feeder
- Brightness: Some papers are whiter than others and produce sharper, more vibrant images.
- Surface smoothness: The smoothness of the paper affects how crisp the printing looks on the paper.

CAUTION: Using print materials that dose not conform to the specifications listed on page A.5 may cause problems that may require service. This service is not covered by the warranty or service agreements.

Type, Input Sources and Capacities

Paper Type	Input Source/Capacity*	
	Paper Tray	Manual Feeder
Plain paper	250	1
Envelopes	-	1
Labels**	-	1
Transparency films**	-	1
Card stocks**	-	1

* Maximum capacity may be reduced depending on the paper thickness.

** If you experience excessive jamming, load one sheet at a time through the manual feeder.

Guidelines for Paper and Special Materials

When selecting or loading paper, envelopes, or other special material, keep these guidelines in mind:

- Always use paper and other materials that conform with the specifications listed under “Paper Specifications” on page A.5.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and the poor print quality.
- Use only high quality copier grade paper for the best print quality.
- Avoid paper with embossed lettering, perforations, or a texture that is too smooth or too rough. Paper jams may occur.
- Store paper in its ream wrapper until you are ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl.
- Store unused materials at temperatures between 15 ºC and 30 ºC (59 ºF to 86 ºF). The relative humidity should be between 10 % and 70 %.
- During storage, you should use moisture-proof wrap, such as any plastic container or bag, to prevent dust and moisture from contaminating your paper.
- Load special paper types one sheet at a time.
- Only use materials specifically recommended for use in laser printers.
- To prevent special materials, such as transparencies and label sheets from sticking together, remove them as they prints out.
- For envelopes:
  - Use only well-constructed envelopes with sharp, well creased folds.
  - Do not use envelopes with clasps and snaps.
  - Do not use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.
  - Do not use damaged or poorly made envelopes.
- For transparencies:
  - Place them on a flat surface after removing them from the machine.
  - Do not leave them in the paper tray for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.

- To avoid smudging caused by fingerprints, handle them and coated paper carefully.
- To avoid fading, do not expose the printed transparencies to prolonged sunlight.

• For labels:

- Verify that their adhesive material can tolerate fusing temperature of 200 °C (392° F) for 0.1 second.
- Make sure that there is no exposed adhesive material between them. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.
- Do not load a sheet of them through the machine more than once. The adhesive backing is designed for one pass through the machine.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

• Do not use **Carbonless** paper and **Tracing** paper. They could make smell of chemicals and damage your machine.

Selecting an Output Location

The machine has two output locations; the rear output slot (face up) and the front output tray (face down).

To use the front output tray, make sure that the rear cover is closed. To use the rear output slot, open the rear cover.

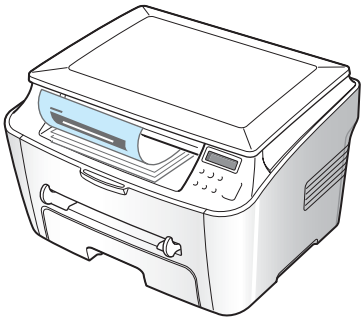
NOTES:

• If paper coming out of the front output tray has problems, such as excessive curl, try printing to the rear output slot.

• To avoid paper jams, do not open or close the rear cover while the machine is printing.

Printing to the Front Output Tray *(Face down)*

The front output tray collects printed paper face-down in the order in which it was printed. The tray should be used for most print jobs.

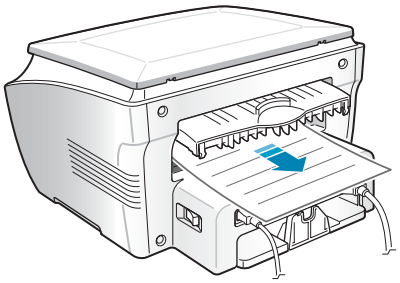


NOTE:

- If you continuously print many pages, the surface of the output tray may become hot. Be careful not to touch the surface, and especially keep children away from the surface.
- The front output tray can hold up to 50 sheets of paper. Remove the pages so that the tray is not overloaded.

Printing to the Rear Output Slot *(Face up)*

Using the rear output slot, paper comes out of the machine face up.

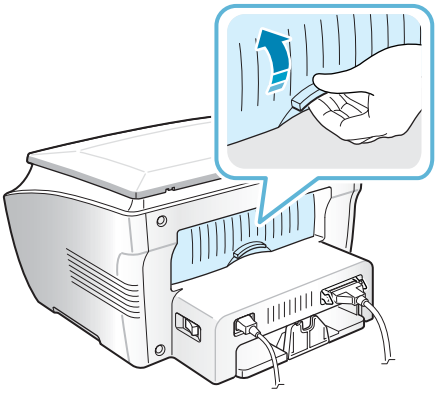


Printing from the manual feeder to the rear output slot provides a **straight paper path**. Using the rear output slot might improve the output quality with the following:

- envelopes
- labels
- small custom-sized paper
- postcards
- transparencies

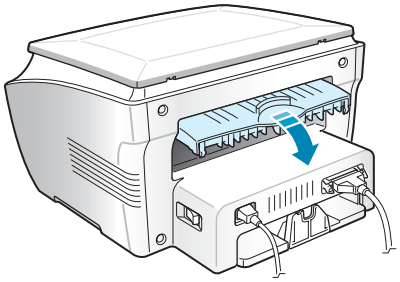
To use the rear output slot:

1 Open the rear cover by pulling it upward.



CAUTION: The fusing area inside the rear part of your machine becomes hot once the machine is turned on. Be careful when you access this area.

2 If you do not want to use the rear output slot, close the rear cover. The pages stack on the front output tray.



Loading Paper in the Paper Tray

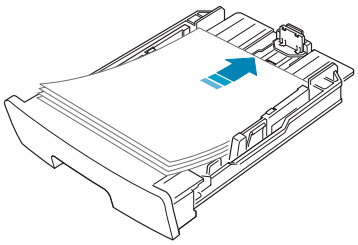
The paper tray can hold a maximum of 250 sheets of 20 lb(75g/m^2) plain paper. For copying, you can use A4-, Letter- or Legal-sized paper only. For PC-printing, you can use many different sizes of paper; see page A.5.

The paper level indicator on the front of the paper tray shows the amount of paper currently left in the tray. When the tray is empty, the indicator drops to the bottom.

Paper full

Paper empty

To load paper, pull open the paper tray and load paper with the print side **face down**.



You can load letterhead paper with the design side face down. The top edge of the sheet with the logo should be placed at the front side of the tray.

For details about loading paper in the paper tray, see “Loading Paper” on page 1.8.

NOTES:

- If you experience problems with paper feed, place the paper in the manual feeder.
- You can load up to 150 sheets of previously printed paper. The printed side should be facing up with an uncurled edge on top. If you experience problems with paper feed, turn the paper around. Note that the print quality is not guaranteed.

Using the Manual Feeder

Use the manual feeder to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray.

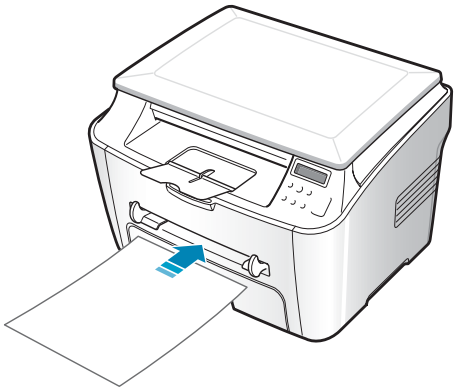
Postcards, 3.5 by 5.83 in.(index) cards and other custom-sized materials can be printed with this printer. The minimum size is 76 by 127 mm (3.0 by 5.0 in.) and the maximum size is 216 by 356 mm (8.5 by 14 in.).

Acceptable print materials are plain paper with sizes ranging from 100 x 148 mm (3.9 x 5.8 in.) to Legal, 216 x 356 mm (8.5 x 14 in.), the largest size acceptable, and weighing between 16 lb and 32 lb.

NOTES:

- Always load only the print materials specified in the Specifications on page A.5 to avoid paper jams and print quality problems.
- Flatten any curl on postcards, envelopes and labels before loading them into the manual feeder.
- When you print on 76 mm X 127 mm (3 X 5 in.) sized media with loading into the tray, open the rear output tray.

1 Load a sheet of the print material with the print side **face up** into the center of the manual feeder.



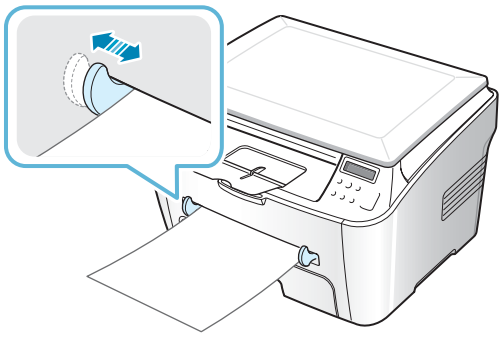
For envelopes, load a sheet with the flap side face down and with the stamp area on the top left side.

For transparencies, hold them by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems.

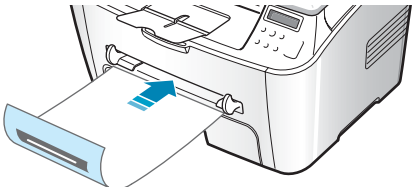
For letterhead, load a sheet with the design face up, top edge towards the printer.

CAUTION: You must open the rear output slot when you print on transparencies. If not, they may tear while exiting the machine.

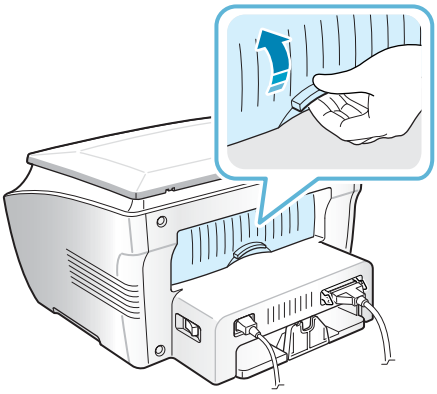
2 Adjust the paper guide to the width of the print material.



NOTE: When printing on previously printed paper from the manual feeder, the printed side should be facing down with an uncurled edge to the machine. If you experience problems with paper feed, turn the paper around.



3 Open the rear cover to use the rear output slot.



4 After printing, close the rear cover.

Setting the Paper Type and Size for the Manual Feeder

After loading paper in the manual feeder, you need to set the correct paper type and size using the control panel buttons. These settings will apply to Copy mode. For PC-printing, you need to select the paper size in the application program you use.

To set the paper size for the manual feeder:

1. Press **Menu/Exit** until "Paper Setting" appears on the top line of the display.

   The first item, "Paper Size", displays on the bottom line.

2. Press **Start/Copy** to access the menu item.

3. Use the scroll button (◂ or ▸) to display "Manual Feed" on the bottom line. Press **Start/Copy** to access the menu item.

4. Use the scroll button (◂ or ▸) to find the paper size you are using and press **Start/Copy** to save it.

5. Press **Menu/Exit** to return to the upper menu level.

6. Press the ▸ button to scroll to "Paper Type" and press **Start/Copy** to access the menu item.

7. Use the scroll button (◂ or ▸) to find the paper type you are using and press **Start/Copy** to save it.

8. To return to Standby mode, press **Stop/Clear**.

3 PRINTING

This chapter explains how to print your documents in Windows and how to use the print settings.

This chapter includes:

- **Printing a Document in Windows**
- **Setting Paper Properties**
- **Setting Graphic Properties**
- **Printing Multiple Pages on One Sheet of the Paper**
- **Printing a Reduced or Enlarged Document**
- **Fitting Your Document to a Selected Paper Size**
- **Printing Posters**
- **Using Watermarks**
- **Using Overlays**
- **Setting Up the Locally Shared Printer**

Printing a Document in Windows

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's user's guide for the exact printing procedure.

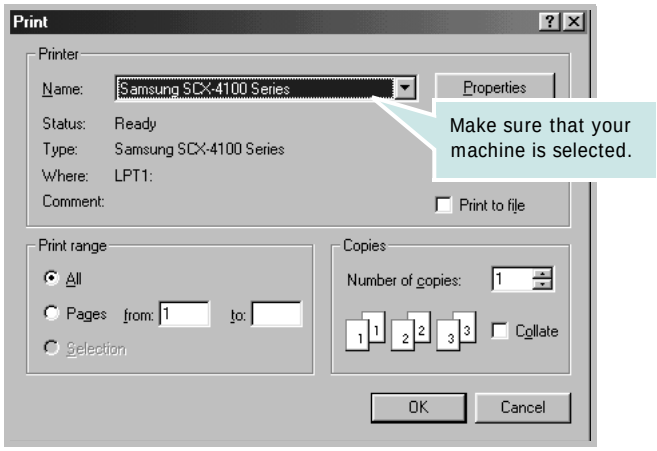
NOTE: For detailed information about printing from Macintosh or Linux, see Chapter 6, Using Other Operating Systems.

1 Open the document you want to print.

2 Select **Print** from the **File** menu.

The Print window opens. It may look slightly different depending on your application.

You can select the basic print settings within the Print window. These settings include the number of copies and the print range.



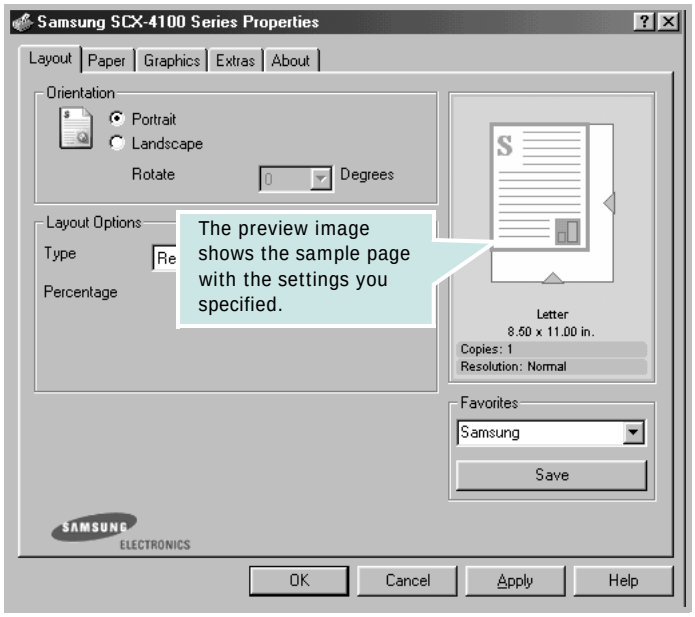
▲ Windows 98

3 To take advantage of the printer features provided by your machine, click **Properties** or **Preferences** in the application's print window and go to step 4.

If you see a **Setup**, **Printer** or **Options** button, click it instead. Then click **Properties** on the next screen.

4 Now you see the Samsung SCX-4100 Series Properties window, which allows you to access all of information you need when using your machine.

The **Layout** tab first displays.



If necessary, select the **Orientation** option.

The **Orientation** option allows you to select the direction in which information is printed on a page.

- **Portrait** prints across the width of the page, letter style.
- **Landscape** prints across the length of the page, spreadsheet style.
- If you want to turn the page upside down, select **180** from the **Rotate** drop-down list.

▲ Landscape

▲ Portrait

5 From the **Paper** tab, select the paper source, size and type. For further details, see page 3.7.

6 If necessary, you can set the sequence for the pages to print from the **Extra** tab. Select the print order you want to use from the **Printer Order** drop-down list.

- **Normal**: Your machine prints from the first page to the last page.
- **Reverse All Pages**: Your machine prints from the last page to the first page.
- **Print Odd Pages**: Your machine prints only the odd pages of the document.
- **Print Even Pages**: Your machine prints only the even pages of the document.

7 Click other tabs on the top of the Samsung SCX-4100 Series Properties window to access other features, if needed.

8 When you finish setting the properties, click **OK** until the Print window displays.

9 Click **OK** to start printing.

The printer's Properties window may differ, depending on your operating system. This User's Guide shows the Properties window on windows 98.

NOTES:

- Most Windows applications overrides the settings you specified in the printer driver. Change all of the print settings available in the software application first, and change any remaining settings using the printer driver.
- The settings you change remain in effect only while you are using the current program. To make your changes permanent, make them in the **Printers** folder. Follow these steps:
  1. Click the Windows **Start** menu.
  2. For Windows 95/98/Me/NT 4.0/2000, select **Settings** and then **Printers**.

     For Windows XP, select **Printers and Faxes**.
  3. Select the **Samsung SCX-4100 Series** printer.
  4. Click the right mouse button on the printer icon and:
     - For Windows 95/98/Me, select **Properties**.
     - For Windows 2000/XP, select **Printing Preferences**.
     - For Windows NT 4.0, select **Document Default**.
  5. Change the settings on each tab and click **OK**.

Canceling a Print Job

There are two ways to cancel a print job:

To stop a print job from the control panel:

Press the **Stop/Clear** button.

Your machine finishes printing the page that is moving through the machine and deletes the rest of the print job. Pressing the button cancels only the current job. If more than one print job is in the machine's memory, you need to press the button once for each job.

To stop a print job from the Printers folder:

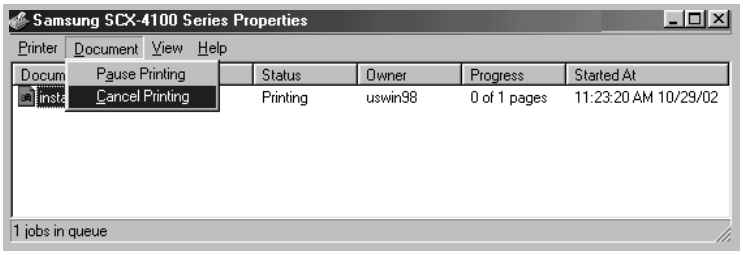
If the print job is waiting in a print queue or print spooler, such as the Printer group in Windows, delete the job as follows:

1. Click the Windows **Start** menu.
2. For Windows 9x/NT4.0/2000/Me, Select **Settings** and then **Printers**.

   For Windows XP, select **Printers and Faxes**.
3. Double-click the **Samsung SCX-4100 Series** icon.
4. From the **Document** menu:

   For Windows 9x/Me, select **Cancel Printing**.

   For Windows NT4.0/2000/XP, select **Cancel**.



▲ Windows 98

NOTE: You can access this window simply by double-clicking the printer icon at the bottom right corner of the Windows desktop.

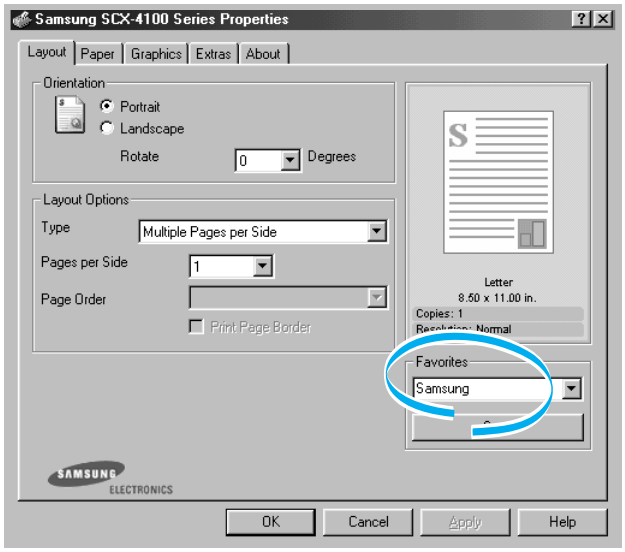
Using a Favorite Setting

The **Favorites** option, which is visible on each tab, allows you to save the current properties settings for future use.

To save a Favorites item:

1 Change the settings on each tab, as needed.

2 Enter a name for the item in the **Favorites** input box.



3 Click **Save**.

To use a saved setting, select it from the **Favorites** drop-down list.

To delete a favorite setting item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **<Printer Default>** from the list.

Using Help

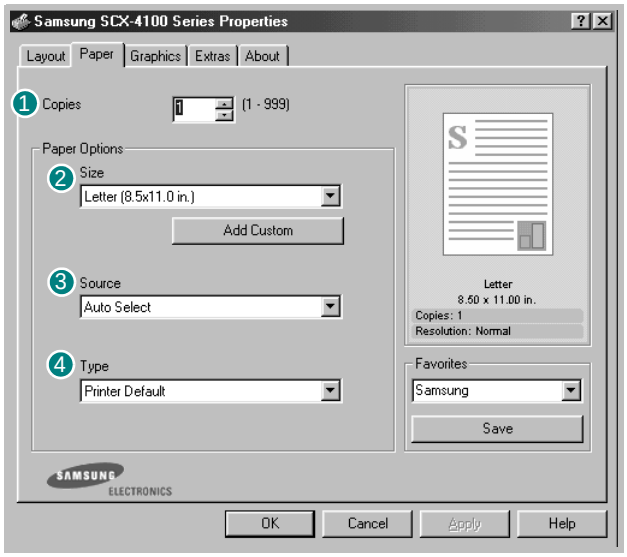
Your machine has a help screen that can be activated using the **Help** button in the printer's Properties window. The help screen gives detailed information about the printer features provided by the printer driver.

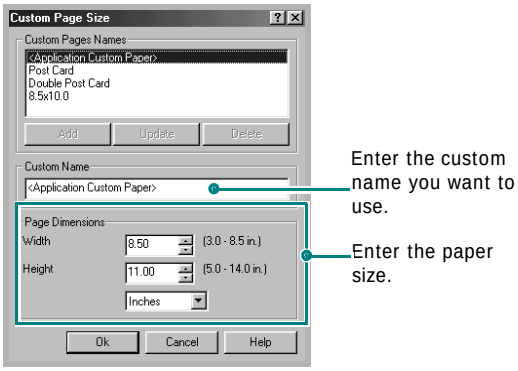
You can also click ? in the upper right hand corner, and then click on any setting.

Setting Paper Properties

Use the following options for paper handling. See page 3.2 for more information about accessing printer's Properties.

Click the **Paper** tab to access many paper properties.



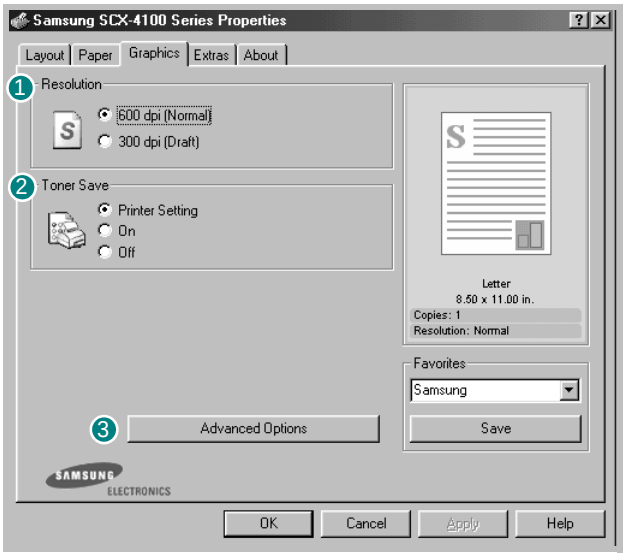
Property	Description
❶ **Copies**	**Copies** allows you to choose the number of copies to be printed. You can enter up to 999.
❷ **Size**	**Size** allows you to choose the size of the paper loaded in the tray. If the required size is not listed in the Size box, click **Add Custom**. When the Custom Page Size window appears, set the size and click **Ok**. The setting appears on the list so that you can select it. 

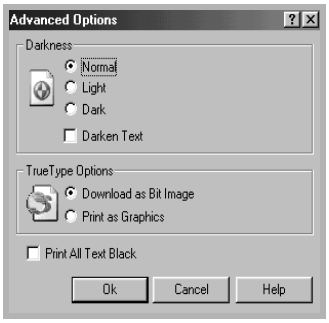
Property	Description
❸ **Source**	Make sure that **Source** is set to the corresponding paper tray. Use the **Manual Feed** source when printing to special material. You need to load one sheet at a time into the manual feeder. See page 2.8. If the paper source is set to **Auto Select**, the machine automatically picks up print material in the following order: the manual feeder and the paper tray.
❹ **Type**	Make sure that **Type** is set to **Printer Default**. If you load a different type of print material, select the corresponding paper type. For more information about print materials, see Chapter 2, Paper Handling. If you use cotton paper, set the paper type to **Thick** for the best printing. To use recycled paper, which weighs from 75g/m^2 to 90g/m^2 (20lb to 24lb), or colored paper, select **Color Paper**.

Setting Graphic Properties

Use the following graphic options to adjust the print quality for your specific printing needs. See page 3.2 for more information about accessing printer properties.

Click the **Graphics** tab to display the properties shown below.

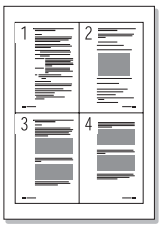


Property	Description
❶ **Resolution**	You can select the printing resolution by choosing from **600 dpi (Normal)** or **300 dpi (Draft)**. The higher the setting, the sharper the printed characters and graphics. Higher settings may increase the time it takes to print a document.
❷ **Toner Save**	Selecting this option extends the life of your toner cartridge and reduces your cost per page without a significant reduction in the print quality. • **Printer Setting**: When you select this option, the Toner Save feature is determined by the setting you've made on the control panel of the machine. • **On**: Select this option to allow the machine to use less toner on each page. • **Off**: When you do not need to save toner to print a document, select this option.
❸ **Advanced Options**	You can make advanced settings by clicking the **Advanced Options** button.  **Darkness** Use this option to lighten or darken the image appearance in your print. • **Normal**: This setting is for normal documents. • **Light**: This setting is for bolder line widths or darker grayscale images. • **Dark**: This setting is for finer line width, higher definition in graphics and lighter grayscale images. When the **Darken Text** option is checked, all text in your document prints darker than normal.

3

Property	Description
❸ **Advanced Options** (continued)	**True Type Options** This option determines what the driver tells the machine about how to image the text in your document. Select the appropriate setting according to the status of your document. • **Download as Bit Image**: When this option is selected, the driver downloads the font data as bitmap images. Documents with complicated fonts, such as Korean or Chinese, or various types of fonts print faster in this setting. • **Print as Graphics**: When this option is selected, the driver downloads any fonts as graphics. When printing documents with high graphic content and relatively few TrueType fonts, printing performance (speed) may be enhanced in this setting. **Print All Text Black** When the **Print All Text Black** option is checked, all text in your document prints in solid black, regardless of the color it appears on the screen. When it is not checked, colored text prints in shades of gray.

Printing Multiple Pages on One Sheet of the Paper

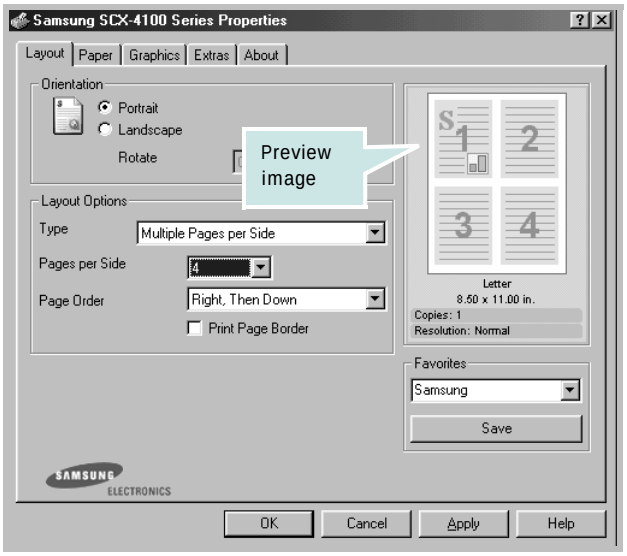


You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages are smaller and arranged in the order you specified on the sheet. You can print up to 16 pages on one sheet.

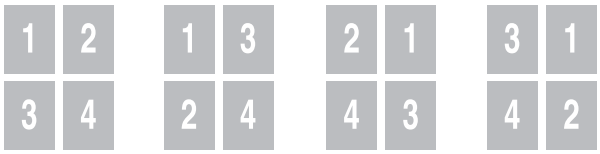
1 To change the print settings from your software application, access the printer's Properties. See page 3.2.

2 From the **Layout** tab, choose **Multiple Pages per Side** from the **Type** drop-down list.

3 Select the number of pages you want to print per sheet (1, 2, 4, 9 or 16) on the **Pages per Side** drop-down list.



4 Select the page order on the **Page Order** drop-down list, if necessary.



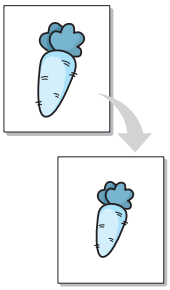
Check **Print Page Border** to print a border around each page on the sheet.

NOTE: **Page Order** and **Print Page Border** are enabled only when the number of pages per side is 2, 4, 9 or 16.

5 Click the **Paper** tab and select the paper source, size, and type.

6 Click **OK** and print the document.

Printing a Reduced or Enlarged Document



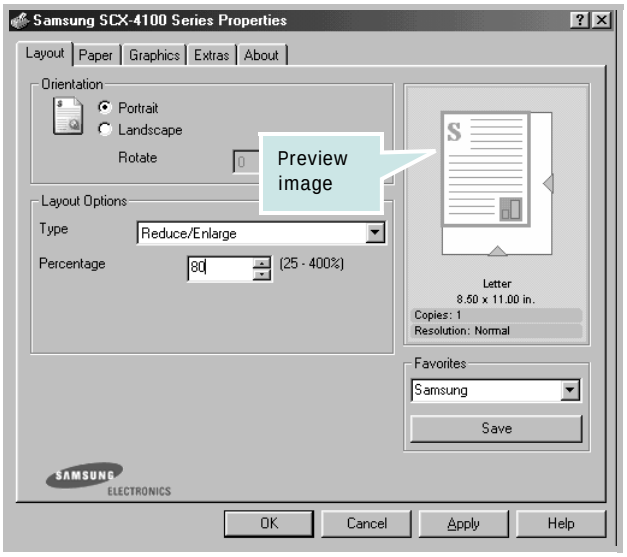
You can scale your print job on a page.

1 When you change the print settings from your software application, access the printer's Properties. See page 3.2.

2 From the **Layout** tab, select **Reduce / Enlarge** on the **Type** drop-down list.

3 Enter the scaling rate in the **Percentage** input box.

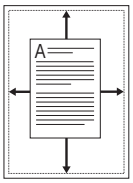
You can also click the ▲ or ▼ button.



4 Click the **Paper** tab and select the paper source, size and type.

5 Click **OK** and print the document.

Fitting Your Document to a Selected Paper Size

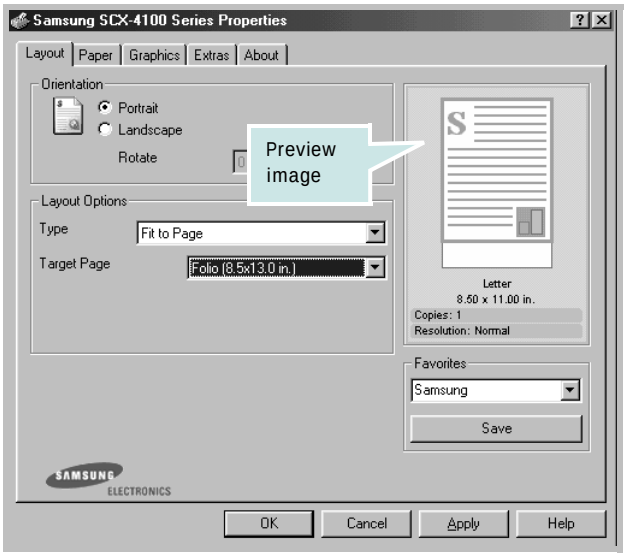


You can scale your print job to any paper size regardless of the digital document size. This can be useful when you want to check the fine details on a small document.

1 To change the print settings from your software application, access the printer's Properties. See page 3.2.

2 From the **Layout** tab, select **Fit to Page** on the **Type** drop-down list.

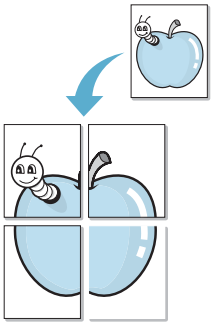
3 Select the correct size from the **Target Page** drop-down list.



4 Click the **Paper** tab and select the paper source and type.

5 Click **OK** and print the document.

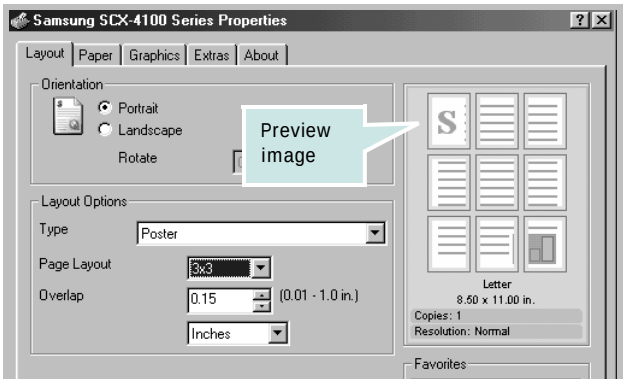
Printing Posters



You can print a single-page document onto 4, 9 or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-sized document.

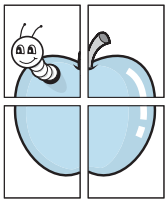
1 To change the print settings from your software application, access the printer's Properties. See page 3.2.

2 From the **Layout** tab, select **Poster** on the **Type** drop-down list.

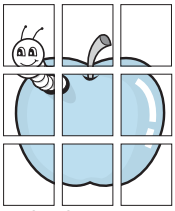


3 Configure the poster option:

You can select the page layout from **2x2**, **3x3** or **4x4**. If you select **2x2**, the image is automatically stretched to cover 4 physical pages.

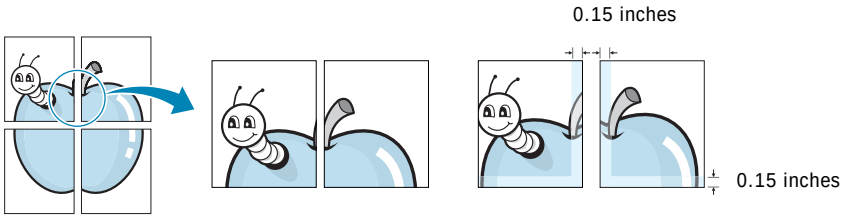


▲ 2 x 2



▲ 3 x 3

Specify an overlap in millimeters or inches to make it easier to reconstruct the resulting poster.



4 Click the **Paper** tab and select the paper source, size and type.

5 Click **OK** and print the document. You can complete the poster by posting the sheets together.

Using Watermarks

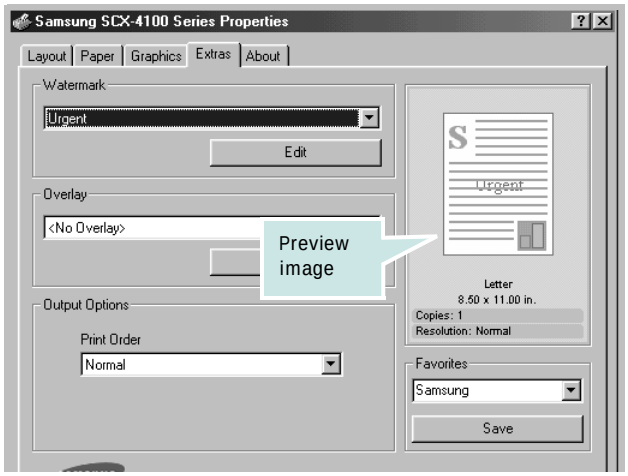
The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading “DRAFT” or “CONFIDENTIAL” printed diagonally across the first page or all of the pages of a document.

There are several predefined watermarks that come with your machine, and they can be modified or you can add new ones to the list.

Using an Existing Watermark

1 To change the print settings from your software application, access the printer’s Properties. See page 3.2.

2 Click the **Extras** tab and select a watermark on the **Watermark** drop-down list. It appears in the preview image window.



3 Click **Ok** and start printing.

Creating a Watermark

1 To change the print settings from your software application, access the printer's Properties. See page 3.2.

2 Click the **Extras** tab and click **Edit** in the **Watermark** section. The Edit Watermarks window appears.

3 Enter text message you want to print in the **Watermark Message** box.

The message displays in the preview image window.

When the **First Page Only** box is checked, the watermark prints on the first page only.

4 Select the watermark options.

You can select the font name, style, and size, and gray scale level from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.

5 Click **Add** to add a new watermark to the list.

6 When you finish creating, click **Ok** and start printing.

To stop printing the watermark, select **<No Watermark>** on the **Watermark** drop-down list.

Editing a Watermark

1. To change the print settings from your software application, access the printer properties. See page 3.2.

2. Click the **Extras** tab and click **Edit** in the **Watermark** section. The Edit Watermarks window appears.

3. Select the watermark you want to edit on the **Current Watermarks** list, to change the watermark message and the options. Refer to page 3.16.

4. Click **Update** to save the changes.

5. Click **Ok**.

Deleting a Watermark

1. To change the print settings from your software application, access the printer's Properties. See page 3.2.

2. From the **Extras** tab, click **Edit** in the **Watermark** section. The Edit Watermarks window appears.

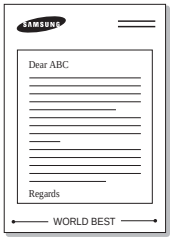
3. Select the watermark you want to delete on the **Current Watermarks** list and click **Delete**.

4. When a confirming message window appears, click **Yes**.

5. Click **Ok**.

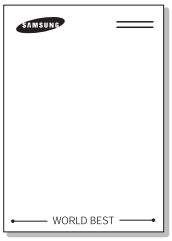
Using Overlays

What is an Overlay?



An overlay is text and/or images stored on the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you need only tell the machine to print the letterhead overlay on your document.

Creating a New Page Overlay

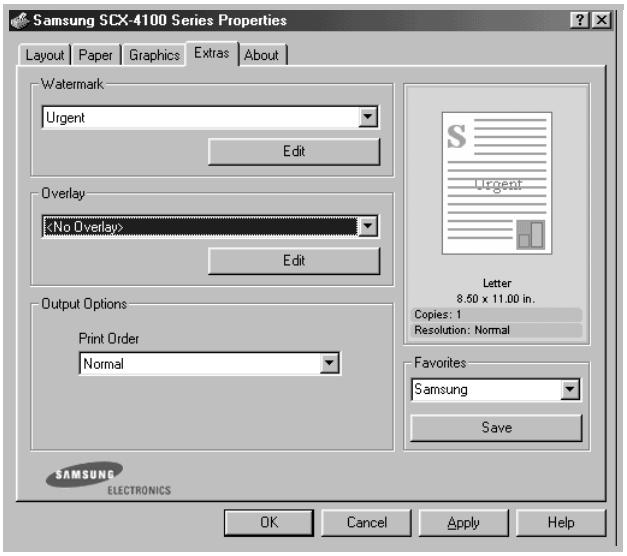


To use a page overlay, you must create a new page overlay containing your logo or image.

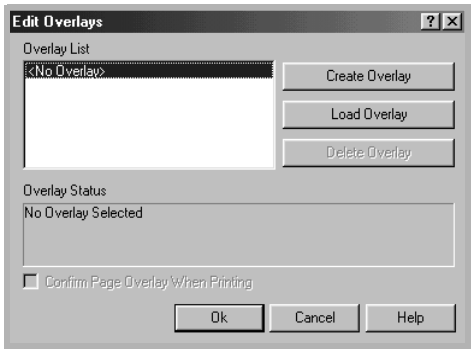
1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay. If needed, save the file for later use.

2. To change the print settings from your software application, access the printer's Properties. See page 3.2.

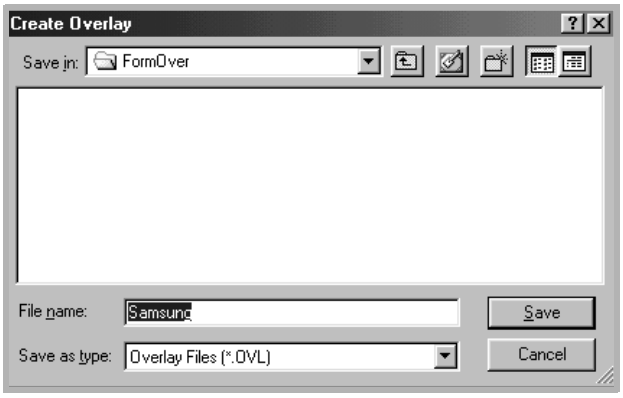
3. Click the **Extras** tab and click **Edit** in the **Overlay** section.



4 In the Edit Overlays window, click **Create Overlay**.



5 In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary. (The default is C:\Formover).



6 Click **Save**. The name appears on the Overlay List.

7 Click **Ok** or **Yes** to finish creating.

The file is not printed out. Instead it is stored in your computer HDD disk.

NOTE: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

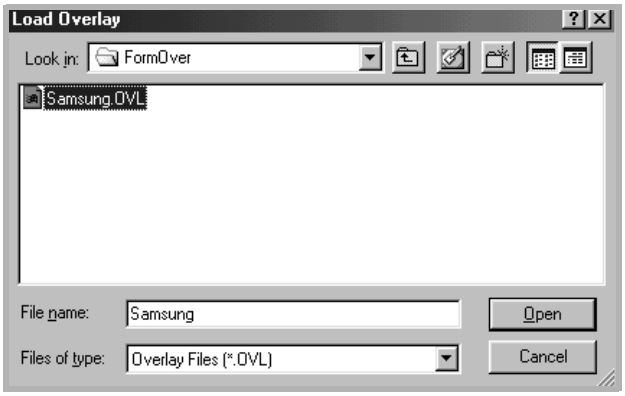
1. Create or open the document you want to print.

2. To change the print settings from your software application, access the printer's Properties. See page 3.2.

3. Click the **Extras** tab.

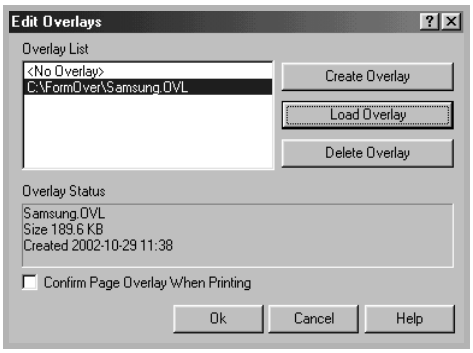
4. Select the overlay you want to print from the **Overlay** drop-down list box.

5. When the overlay file you want doesn't appear on the Overlay List, click **Edit** and **Load Overlay**, and select the overlay file.



If you have stored the overlay file you want to use in an external source, you can also load the file when you access this Load Overlay window.

After you select the file, click **Open**. The file appears on the Overlay List and is available for printing. Select the overlay from the **Overlay List** box.



6 If necessary, click **Confirm Page Overlay When Printing**. When this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

Answering **Yes** to the window means that the selected overlay prints with your document. Answering **No** to the window cancels overlay printing.

If this box is empty and an overlay has been selected, the overlay will be automatically printed with your document.

7 Click **OK** or **Yes** until the printing starts.

The overlay downloads with your print job and prints on your document.

NOTE: The resolution of the overlay document must be the same as that of the document you will print with the overlay.

Deleting a Page Overlay

You can delete page overlays that you no longer use.

1 In the printer's properties window, click the **Extras** tab.

2 Click **Edit** in the Overlay section.

3 Select the overlay you want to delete from the Overlay List box.

4 Click **Delete Overlay**.

5 When a confirming message window appears, click **Yes**.

6 Click **OK** until you exit the Print window.

Setting Up the Locally Shared Printer

You can connect the machine directly to a selected computer, which is called “host computer,” on the network. Your machine can be shared by other users on the network through a Windows 9x, Me, 2000, XP or NT 4.0 network printer connection.

NOTE: Whether the printer is locally connected or network-connected, you need to install the printer software on each computer that will print documents to the printer.

In Windows 9x/Me

Setting Up the Host Computer

1. Start Windows.
2. From the **Start** menu, select **Control Panel** and double-click on the **Network** icon.
3. Check the **File and Print Sharing** box and click **OK**.
4. Click **Start** and select **Printers** from **Settings**. Double-click your printer icon.
5. Select **Properties** in the **Printer** menu.
6. Click the **Sharing** tab and check the **Shared As** box. Fill in the **Share Name** field and then click **OK**.

Setting Up the Client Computer

1. Right-click **Start** and select **Explorer**.
2. Open your network folder in the left column.
3. Right-click the shared name and select **Capture Printer Port**.
4. Select the port you want, check the **Reconnect at log on** box and then click **OK**.
5. From the **Start** menu, select **Settings** and then **Printers**.
6. Double-click your printer icon.
7. From the **Printer** menu, select **Properties**.
8. From the **Details** tab, select the printer port and click **OK**.

In Windows NT 4.0/2000/XP

Setting Up the Host Computer

1. Start Windows.
2. For Windows NT 4.0/2000, from the **Start** menu, select **Settings** and then **Printers**.

   For Windows XP, from the **Start** menu, select **Printers and Faxes**.
3. Double-click your printer icon.
4. From the **Printer** menu, select **Sharing**.
5. For Windows NT 4.0, check the **Shared** box.

   For Windows 2000, check the **Shared As** box.

   For Windows XP, check the **Share this printer** box.
6. For Windows NT 4.0, fill in the **Share Name** field and click **OK**.

   For Windows 2000/XP, fill in the **Shared Name** field and click **OK**.

Setting Up the Client Computer

1. Right-click **Start** and select **Explorer**.
2. Open your network folder in the left column.
3. Click the shared name.
4. For Windows NT 4.0/2000, from the **Start** menu, select **Settings** and **Printers**.

   For Windows XP, from the **Start** menu, select **Printers and Faxes**.
5. Double-click your printer icon.
6. From the **Printer** menu, select **Properties**.
7. Press the **Ports** tab and click **Add Port**.
8. Select **Local Port** and click **New Port**.
9. Fill in the **Enter a port name** field and enter the shared name.
10. Click **OK** and click **Close**.
11. For Windows NT 4.0, click **OK**.

    For Windows 2000/XP, click **Apply** and click **OK**.

4 COPYING

This chapter gives you step-by-step instructions for copying documents.

This chapter includes:

- **Loading Paper for Copying**
- **Preparing a Document**
- **Making a Copy**
- **Setting Copy Options**
- **Using Special Copy Features**
- **Changing the Default Settings**
- **Setting the Time Out Option**

Loading Paper for Copying

The instructions for loading print materials are the same whether you are printing, or copying. For coping, you can use Letter-, A4-, Legal-sized print materials. For further details, see page 1.8 for loading in the paper tray and page 2.8 for loading in the manual feeder.

Preparing a Document

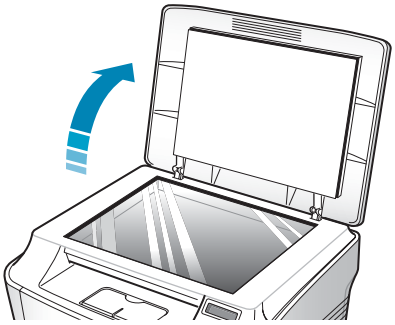
You can use an original document for copying and scanning.

Load booklet, pamphlet, or documents having unusual characteristics on the document glass one sheet at a time. On the document glass, you can load the following types of documents:

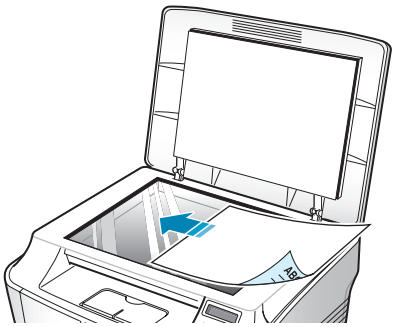
- Thick paper
- Document with uneven surface
- Photographs
- Small documents (e.g. business cards, postcards)
- Special types of paper

Making a Copy

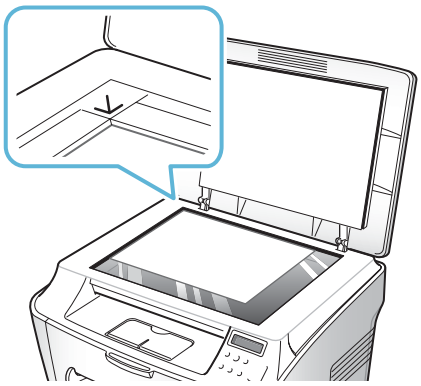
1 Lift and open the document cover.



2 Place the document **face down** on the document glass.



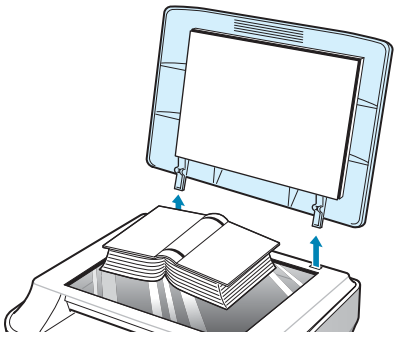
3 Align it with the registration guide on the top left corner of the glass.



4 Close the document cover. Be careful not to move the document.

NOTES:

- Leaving the cover open while copying may affect the copy quality and toner consumption.
- If you are copying a page from a book or magazine which is thicker than 30 mm, lift the cover straight up to remove it and start copying with the cover open.



5 Customise the copy settings including number of copies, copy size, darkness and original type by using the control panel buttons. See “Setting Copy Options” on page 4.4.

To clear the settings, use the **Stop/Clear** button.

6 Press **Start/Copy** to begin copying. The display shows the copy processing.

NOTES:

- You can cancel the copy job during an operation. Press **Stop/Clear**, and the copying will stop.
- Dust on the document glass may cause black spots on the printout. Keep it always clean.

Setting Copy Options

The buttons on the control panel let you make all the basic copy options; darkness, number of copies, copy size and document type. Set the following options for the current copy job before pressing **Start/Copy** to make copies.

NOTE: If you press **Stop/Clear** while you set the copy options, all of the options you have set for the current copy job will be canceled and return to their default status. Or, they will automatically return to their default status after the machine completes the copy.

Darkness

If you have an original document containing faint markings and dark images, you can adjust the brightness to make a copy that is easier to read.

To adjust the contrast, press **Darkness**.

You can choose from the following contrast modes:

- **Light**: works well with dark print.
- **Normal**: works well with standard typed or printed documents.
- **Dark**: works well with light print or faint pencil markings.

Number of Copies

Using the **No. of Copies** button, you can select the number of copies from 1 to 99.

1. Press **No. of Copies**.
2. Press the scroll button (◂ or ▸) until the number you want appears on the display.

   Pressing and holding the buttons allows you to quickly increase and decrease in increments of 5.
3. Press **Start/Copy** to save the selection.

Reduced/Enlarged Copying

You can reduce or enlarge the size of a copied image from 50% to 200%.

To select from the predefined copy sizes:

1. Press **Menu/Exit** on the control panel.

   "Reduce/Enlarge" appears on the top line of the display.
2. Press the scroll button (◂ or ▸) to find the size setting you want.
3. Press **Start/Copy** to save the selection.

To fine-tune the size of copies:

1. Press **Menu/Exit** on the control panel.

   "Reduce/Enlarge" appears on the top line of the display.
2. Press the scroll button (◂ or ▸) until "Custom:50-200%" displays on the bottom line. Press **Start/Copy**.
3. Press the scroll button (◂ or ▸) until the copy size you want appears on the display.

   Pressing and holding the buttons allows you to quickly increase and decrease in increments of 5.

4 Press **Start/Copy** to save the selection.

NOTE: When you make a reduced copy, black lines may appear at the bottom of your copy.

Original Type

The Original Type setting is used to improve the copy quality by selecting the document for the current copy job.

To select the document type:

1 Press **Menu/Exit** on the control panel until "Original Type" appears on the top line of the display

2 Press **Start/Copy** to access the menu item.

3 Press the scroll button (◂ or ▸) to scroll through the document type.

You can choose from the following image modes:

- **Text**: Use for documents containing mostly text.
- **Text/Photo**: Use for documents with mixed text and graphics.
- **Photo**: Use when the originals are photographs.

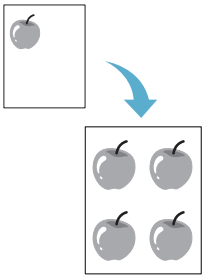
NOTE: When you copy a document containing color on the background, such as a newspaper or a catalog, you can get the background on your copy. If you want to reduce the background, change the **Darkness** setting to **Light** and/or the **Original Type** setting to **Text**.

Using Special Copy Features

You can use the following copy features using the "Special Copy" menu:

- **Off**: Prints in normal mode.
- **Clone**: Prints multiple image copies from the original document on a single page. The number of images is automatically determined by the original image and paper size. See page 4.7.
- **Auto Fit**: Automatically reduces or enlarges the original image to fit on the paper currently loaded in the machine. See page 4.8.
- **2 Sides in 1 pg**: Prints 2-sided original document on one sheet of paper. See page 4.8.
- **2 Up**: Prints 2 original images reduced to fit onto one sheet of paper. See page 4.9.
- **Poster**: Prints an image onto 9 sheets of paper (3x3). You can paste the printed pages together to make one poster-size document. See page 4.10.

Clone Copying

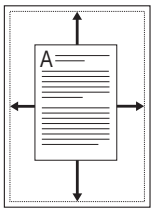


1. Load the document to be copied on the document glass, and close the cover.
2. Press **Menu/Exit** until "Special Copy" appears on the top line of the display.
3. Press the scroll button (◂ or ▸) until "Clone" displays on the bottom line.
4. Press **Start/Copy** to save the selection.
5. Customise the copy settings including number of copies, copy size, darkness and original type by using the control panel buttons. See “Setting Copy Options” on page 4.4.

NOTE: You cannot adjust the copy size using the "Reduce/Enlarge" feature while making a clone copy.

6. Press **Start/Copy** to begin copying.

Auto Fit Copying



1 Load the document to be copied on the document glass, and close the cover.

2 Press **Menu/Exit** until "Special Copy" appears on the top line of the display.

3 Press the scroll button (◂ or ▸) until "Auto Fit" appears on the bottom line.

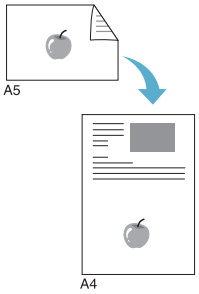
4 Press **Start/Copy** to save the selection.

5 Customise the copy settings including number of copies, copy size, darkness and original type by using the control panel buttons. See “Setting Copy Options” on page 4.4.

NOTE: You cannot adjust the copy size using the "Reduce/Enlarge" feature while the Auto Fit copying is enabled.

6 Press **Start/Copy** to begin copying.

2 sided in 1 page Copying



You can copy a 2-sided document on one page of A4, Letter or Legal-sized paper.

When you copy using this feature, the machine prints one side on the upper half of the paper and the other side on the lower half without reducing the original. This feature is helpful for copying a small-sized document, such as a name card.

If the original document is larger than the printable area, some portions may not be printed.

1 Load the document to be copied on the document glass, and close the cover.

2 Press **Menu/Exit** until "Special Copy" appears on the top line of the display.

3 Press the scroll button (◂ or ▸) until "2 Sides in 1 pg" displays on the bottom line.

4 Press **Start/Copy** to save the selection.

5 Customise the copy settings including number of copies, copy size, darkness and original type by using the control panel buttons. See “Setting Copy Options” on page 4.4.

6 Press **Start/Copy** to begin copying.

Your machine begins scanning the front side.

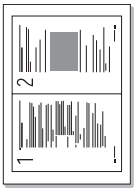
7 When "Set Backside" displays on the bottom line, open the document cover and flip the document over. Close the cover.

NOTE: If you press the **Stop/Clear** button or if no buttons are pressed for about 30 seconds, the machine cancels the copy job and returns to Standby Mode.

8 Press **Start/Copy** again.

NOTE: You cannot adjust the copy size using the "Reduce/Enlarge" feature for making a 2-side Copying.

2-up Copying



2-up copying

1 Load the document to be copied on the document glass, and close the cover.

2 Press **Menu/Exit** until "Special Copy" appears on the top line of the display.

3 Press the scroll button (◂ or ▸) until "2 UP" displays on the bottom line.

4 Press **Start/Copy** to save the selection.

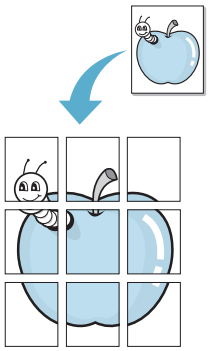
5 Customise the copy settings including number of copies, copy size, darkness and original type by using the control panel buttons. See “Setting Copy Options” on page 4.4.

NOTE: You cannot adjust the copy size using the "Reduce/Enlarge" feature for making a 2-up copy.

6 Press **Start/Copy** to begin copying.

NOTE: 2-up copy reduces your original document by 50%.

Poster Copying



1. Load the documents to be copied on the document glass and close the cover.
2. Press **Menu/Exit** until "Special Copy" appears on the top line of the display.
3. Press the scroll button (◂ or ▸) until "Poster" displays on the bottom line.
4. Press **Start/Copy** to save the selection.
5. Customise the copy settings including number of copies, copy size, darkness and original type by using the control panel buttons. See “Setting Copy Options” on page 4.4.

NOTE: You cannot adjust the copy size using the "Reduce/Enlarge" feature for making a poster.

6. Press **Start/Copy** to begin copying.

   Your original document is divided into 9 portions. Each portion is scanned and printed one by one in the following order:

1	2	3
4	5	6
7	8	9

Changing the Default Settings

Copy options, including darkness, original type, copy size and number of copies, can be set to the most frequently used modes. When you copy a document, the default settings are used unless they are changed by using the corresponding buttons on the control panel.

To create your own default settings:

1. Press **Menu/Exit** on the control panel until "Copy Setup" appears on the top line of the display.

   The first menu item, "Change Default", appears on the bottom line.

2. Press **Start/Copy** to access the menu item. The first setup option, "Darkness", appears on the bottom line.

3. Press the scroll button (◂ or ▸) to scroll through the setup options.

4. When the option you want to set appears, press **Start/Copy** to access the option.

5. Change the setting using the scroll button (◂ or ▸).

6. Press **Start/Copy** to save the selection.

7. Repeat steps 3 through 6, as needed.

8. To return to Standby mode, press **Stop/Clear**.

NOTE: While you set copy options, pressing **Stop/Clear** cancels the changed settings and restores their default status.

Setting the Time Out Option

You can set the time the machine waits before it restores the default copy settings, if you do not start copying after changing them on the control panel.

1. Press **Menu/Exit** on the control panel until "Copy Setup" appears on the top line of the display.
2. Press the scroll button (◂ or ▸) to display "Timeout" on the bottom line.
3. Press **Start/Copy** to access the menu item.
4. Press the scroll button (◂ or ▸) until the status you want appears on the display.

   You can select from 15, 30, 60 and 180 (seconds). Selecting "Off" means that the machine does not restore the default settings until you press **Start/Copy** to start copying, or **Stop/Clear** to cancel.
5. Press **Start/Copy** to save the selection.
6. To return to Standby mode, press **Stop/Clear**.

5 SCANNING

Scanning with your machine lets you turn pictures and text into digital files on your computer. Then you can e-mail the files, display them on your web site or use them to create projects that you can print using Samsung SmarThru software.

This chapter includes:

- **Scanning Basics**
- **Scanning Using Samsung SmarThru**
- **Scanning Process with TWAIN-enabled Software**