About the User's Guide

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, a copier, and a facsimile, and information for maintaining and troubleshooting the machine.

This guide also provides the basic description of the multi-function application, Samsung SmarThru. SmarThru allows you to scan and edit images and to scan for copying. SmarThru also lets you access scanned images that you can then email from your computer. The User's Guide shows you how to use a USB flash drive with your machine for scanning and saving documents, and printing documents stored on the USB flash drive.

This manual is provided for information purposes only. All information included herein is subject to change without notice. Samsung Electronics is not responsible for any changes, direct or indirect, arising from or related to use of this manual.

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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. 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 (usually the flatbed-type machine). 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 GE...FFNET. NICHT DEM STRAHL AUSSETZEN.

ATTENTION - RAYONNEMENT LASER INVISIBLE EN CAS DÕOUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.

ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. EVITARE LÕESPOSIZIONE AL FASCIO.

PRECAUCIîN - RADIACIîN LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.

PERIGO - RADIA,ÌO LASER INVISêVEL AO ABRIR. EVITE EXPOSI,ÌO DIRECTA AO FEIXE.

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

ADVARSEL. - USYNLIG LASERSTR LNING VED BNING, N R SIKKERHEDSBRYDERE ER UDE AF FUNKTION. UNDG UDSAETTELSE FOR STR LNING.

ADVARSEL. - USYNLIG LASERSTR LNING N R DEKSEL PNES. STIRR IKKE INN I STR LEN. UNNG EKSPONERING FOR STR LEN.

VARNING - OSYNLIG LASERSTR LNING N R DENNA DEL R ...PPEN OCH SP RREN R URKOPPLAD. BETRAKTA EJ STR LEN. STR LEN R FARLIG.

VARO! - AVATTAESSA JA SUOJALUKITUS OHITETTAESSA OLET ALTTIINA N KYM TT...M LLE LASER-S TEILYLLE L KATSO S TEESEEN.

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.

United States of America

Federal Communications Commission (FCC)

Intentional emitter per FCC Part 15

Low power, Radio LAN type devices (radio frequency (RF) wireless communication devices), operating in the 2.4 GHz Band, may be present (embedded) in your printer system. This section is only applicable if these devices are present. Refer to the system label to verify the presence of wireless devices.

Wireless devices that may be in your system are only qualified for use in the United States of America if an FCC ID number is on the system label.

The FCC has set a general guideline of 20 cm (8 inches) separation between the device and the body, for use of a wireless device near the body (this does not include extremities). This device should be used more than 20 cm (8 inches) from the body when wireless devices are on. The power output of the wireless device (or devices), which may be embedded in your printer, is well below the RF exposure limits as set by the FCC.

This transmitter must not be collocated or operation in conjunction with any other antenna or transmitter.

Operation of this device is subject to the following two conditions:(1) This device may not cause harmful interference, and(2) this device must accept any interference received, including interference that may cause undesired operation of the device.

Wireless devices are not user serviceable. Do not modify them in any way. Modification to a wireless device will void the authorization to use it. Contact manufacturer for service.

FCC Statement for Wireless LAN use:

"While installing and operating this transmitter and antenna combination the radio frequency exposure limit of 1mW/cm2 may be exceeded at distances close to the antenna installed. Therefore, the user must maintain a minimum distance of 20cm from the antenna at all times. This device can not be colocated with another transmitter and transmitting antenna."

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 the 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.

European Radio Approval Information (for products fitted with EU-approved radio devices)

This Product is a printer; low power, Radio LAN type devices (radio frequency (RF) wireless communication devices), operating in the 2.4 GHz band, may be present (embedded) in your printer system which is intended for home or office use. This section is only applicable if these devices are present. Refer to the system label to verify the presence of wireless devices.

Wireless devices that may be in your system are only qualified for use in the European Union or associated areas if a CE mark with CE a Notified Body Registration Number and the Alert Symbol is on the system label.

The power output of the wireless device or devices that may be embedded in you printer is well below the RF exposure limits as set by the European Commission through the R&TTE directive.

European States qualified under wireless approvals:

EU	Austria, Belgium, Denmark, Finland, France (with frequency restrictions), Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden and the United
Accept EU	Iceland, Liechtenstein, Norway and Switzerland

European States with restrictions on use:

EU	In France, the frequency range is restricted to 2446.5-2483.5 MHz for devices above 10 mW transmitting power such as wireless
Accept EU	No limitations at this time.

Regulatory Compliance Statements

Wireless Guidance

Low power, Radio LAN type devices (radio frequency (RF) wireless communication devices), operating in the 2.4 GHz Band, may be present (embedded) in your printer system. The following section is a general overview of considerations while operating a wireless device.

Additional limitations, cautions, and concerns for specific countries are listed in the specific country sections (or country group sections). The wireless devices in your system are only qualified for use in the countries identified by the Radio Approval Marks on the system rating label. If the country you will be using the wireless device in, is not listed, please contact your local Radio Approval agency for requirements. Wireless devices are closely regulated and use may not be allowed.

The power output of the wireless device or devices that may be embedded in your printer is well below the RF exposure limits as known at this time. Because the wireless devices (which may be embedded into your printer) emit less energy than is allowed in radio frequency safety standards and recommendations, manufacturer believes these devices are safe for use. Regardless of the power levels, care should be taken to minimize human contact during normal operation.

As a general guideline, a separation of 20 cm (8 inches) between the wireless device and the body, for use of a wireless device near the body (this does not include extremities) is typical. This device should be used more than 20 cm (8 inches) from the body when wireless devices are on and transmitting.

This transmitter must not be collocated or operation in conjunction with any other antenna or transmitter.

Some circumstances require restrictions on wireless devices. Examples of common restrictions are listed below:

Radio frequency wireless communication can interfere with equipment on commercial aircraft. Current aviation regulations require wireless devices to be turned off while traveling in an airplane. 802.11B (also known as wireless Ethernet) and Bluetooth communication devices are examples of devices that provide wireless communication.

In environments where the risk of interference to other devices or services is harmful or perceived as harmful, the option to use a wireless device may be restricted or eliminated. Airports, Hospitals, and Oxygen or flammable gas laden atmospheres are limited examples where use of wireless devices may be restricted or eliminated. When in environments where you are uncertain of the sanction to use wireless devices, ask the applicable authority for authorization prior to use or turning on the wireless device.

Every country has different restrictions on the use of wireless devices. Since your system is equipped with a wireless device, when traveling between countries with your system, check with the local Radio Approval authorities prior to any move or trip for any restrictions on the use of a wireless device in the destination country.

If your system came equipped with an internal embedded wireless device, do not operate the wireless device unless all covers and shields are in place and the system is fully assembled.

Wireless devices are not user serviceable. Do not modify them in any way. Modification to a wireless device will void the authorization to use it. Please contact manufacturer for service.

Only use drivers approved for the country in which the device will be used. See the manufacturer System Restoration Kit, or contact manufacturer Technical Support for additional information.

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 people from you purchased the machine.

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.

SAMSUNG ELECTRONICS

EU Declaration of Conformity (R&TTE)

We, Samsung Electronics Co., Ltd.

1. Samsung Electronics Co.,Ltd.
#259, Gongdan-dong, Gumi-City, Gyungbuk, KOREA, 730-030
(factory name, address)

declare under our sole responsibility that the product

Multi-Function Laser Printer model "SCX-4216F/ SCX-4116/SCX-4016(Samsung)/4038-xxx(Lexmark)"

to which this declaration relates is in conformity with

R&TTE Directive 1999/5/EC (Annex Ⅱ)
Low Voltage Directive 73/23/EEC
EMC Directive 89/336/EEC:92/31/EEC and 93/68/EEC

By application of the following standards

R&TTE : TBR 21

LVD : EN 60950:2000

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

(Manufacturer)

Samsung Electronics Co.,Ltd.
#259,Gongdan-Dong,Gumi-City
Gyungbuk, Korea 730-030

2006-03-04
(place and date of issue)

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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

MEMO

1 INTRODUCTION

Thank you for purchasing this Samsung multifunctional product. Your machine provides printing, copying, scanning, and faxing (SCX-4720F only) functions!

This chapter includes:

- **Special Features**
- **Understanding Component Locations**

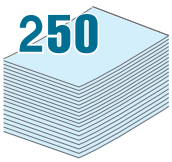
Special Features

Your new machine is equipped with special features that improve the print quality. You can:

Print in color with excellent quality and speed

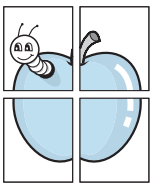
- You can print up to **1200 dpi [Best]**. See page 4.8.
- Your machine prints A4-sized paper at up to 20 ppm and letter-sized paper at up to 22 ppm (pages per minute).

Handle paper flexibly



- **Multipurpose Tray** supports letterhead, envelopes, labels, transparencies, custom-sized materials, postcards, and heavy paper. A 50-sheet **Multipurpose Tray** supports plain paper.
- The **Standard 250-sheet input tray** (Tray1) and **optional 250-sheet input tray** (Tray2) supports A4/letter-sized paper.

Create professional documents

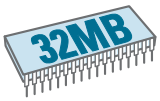


- Print **Watermarks**. You can customize your documents with words, such as "Confidential." See page 4.18.
- Print **Posters**. The text and pictures of each page of your document are magnified and printed across the sheet of paper and taped together to form a poster. See page 4.14.

Save time and money

- You can print multiple pages on one single sheet of paper to save paper.
- You can use preprinted forms and letterhead on plain paper. See "Using Overlays" on page 4.21
- This machine automatically **conserves electricity** by substantially reducing power consumption when not printing.
- This machine meets **Energy Star** guidelines for energy efficiency.

Expand the machine capacity



- This machine has 32 MB of memory which can be expanded to 160 MB.
- You can install an optional 250-sheet tray in your machine. This tray reduces how often you have to add paper to the machine.
- A Network interface enables network printing. You can add the optional network interface card.
  You can also use an optional wireless network interface.

Print in various environments

- You can print in **Windows 95/98/Me/NT 4.0/2000/XP**.
- Your machine is compatible with various **Linux**.
- Your machine comes with both the **USB** and **Parallel** interface. The Parallel interface is available depending on your country.
- You can also use a **Network interface**. You can also use an optional wireless network interface, but, you need to add the optional network interface card.

Use a USB flash drive

If you have a USB flash drive, you can use it in various ways with your machine.

- You can scan documents and save them on the USB flash drive.
- You can directly print data stored on the USB flash drive.
- You can manage the USB flash drive.
- You can back up data and restore backup files to the machine’s memory.

Machine Features

The table below lists a general overview of features supported by your machine.

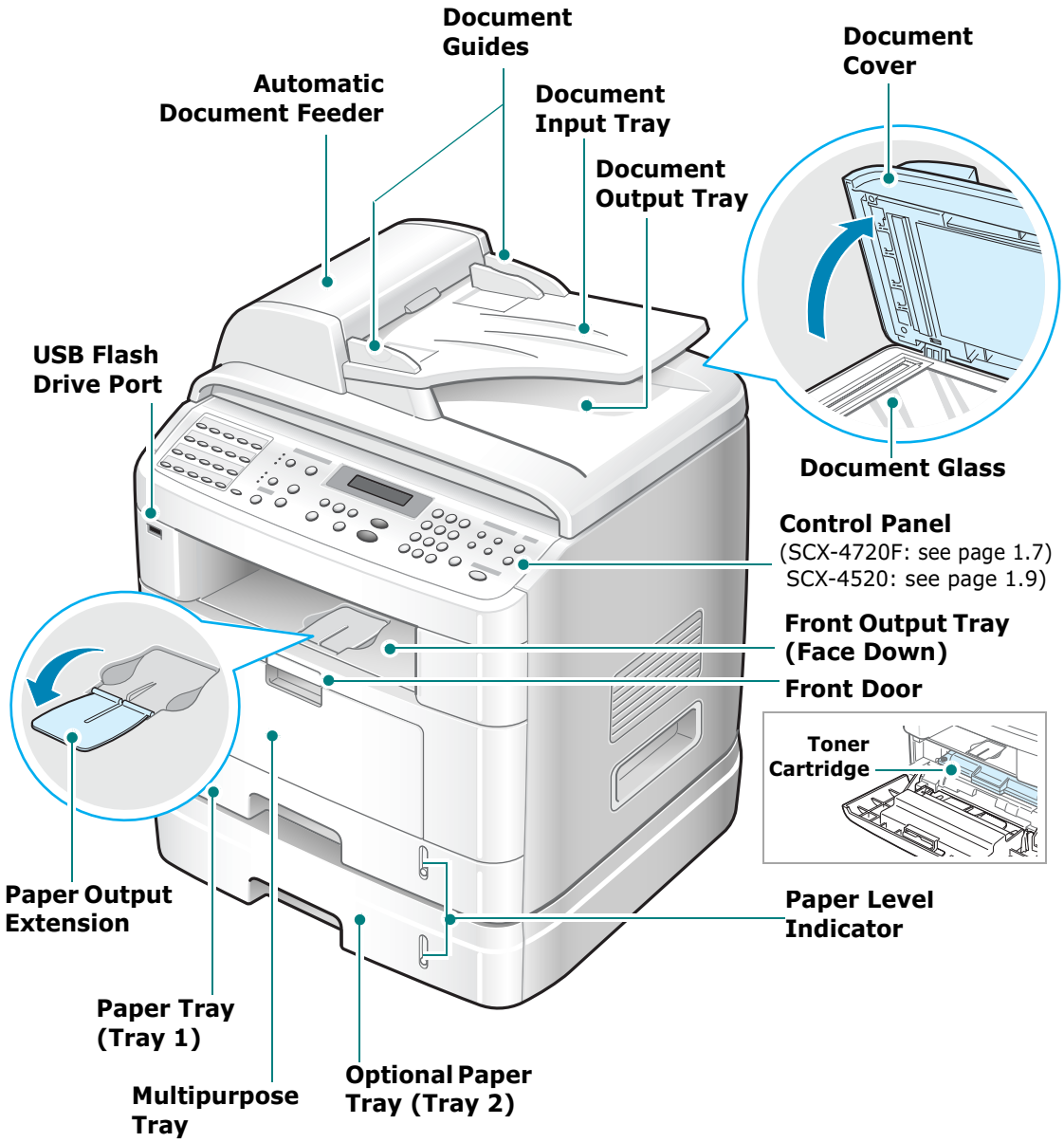
(S: Standard, O: Option)

Features	SCX-4520	SCX-4720F
IEEE 1284 Parallel	S	S
USB 2.0	S	S
Network Interface (Ethernet 10/100 Base TX)	O	O
Wireless LAN (802.11b Wireless LAN)	O	O

Understanding Component Locations

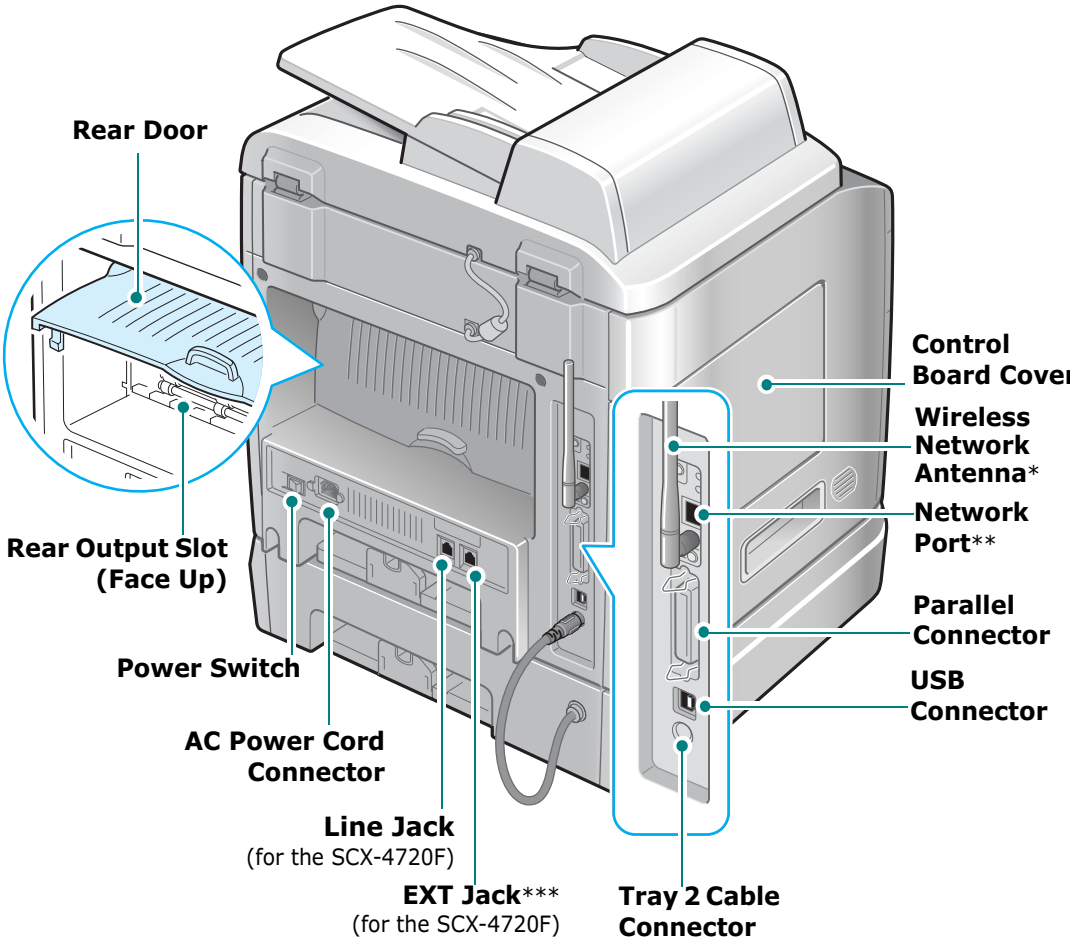
These are the main components of your machine:

Front View



The figure above shows an SCX-4720F.

Rear View



The figure above shows an SCX-4720F.

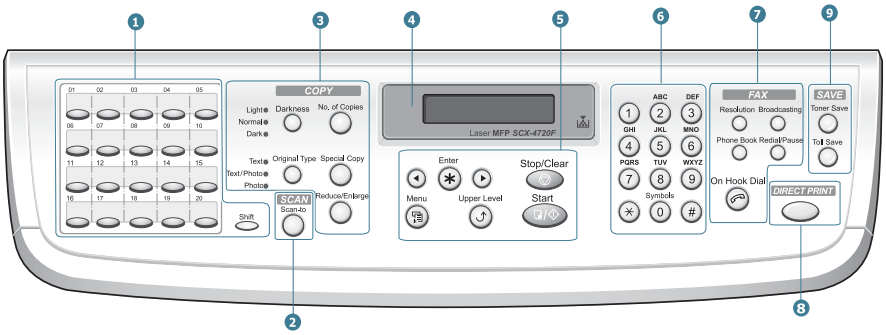
* *This wireless network antenna is not supplied with the machine. It is an option that must be purchased and installed separately.*

** *The network port is not fitted as standard on the machine. You can purchase an optional Network Card and install it separately. For details, see page C.6.*

*** *If your country has a different telephone connection system, this socket may be blocked.*

Control Panel Functions

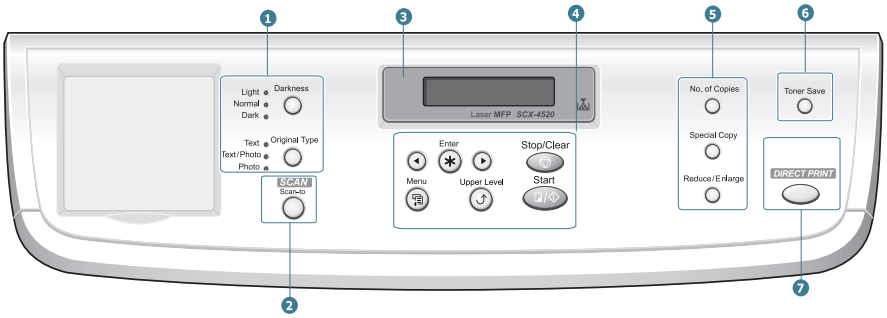
SCX-4720F



1		Allows you to store frequently-dialed fax numbers and dial them with the touch of a few buttons.
	Shift	Allows you to shift the one-touch buttons to the numbers 21 through 40.
2 SCAN	Scan-to	Allows you to access a list of your PC software programs that an image can be scanned to. You must create the scan list using the Samsung software (Printer Setting Utility) provided with this machine. Also allows you to scan and save documents in a USB flash drive, and manage it when it is inserted into the USB port of your machine. See Chapter 10, Installing a USB Flash Drive.
3 COPY	Darkness	Adjusts the brightness of the documents for the current copy job.
	Original Type	Selects the document type for the current copy job.
	No. of Copies	Selects the number of copies.
	Special Copy	Allows you to use special copy features, such as Clone, Collation, Auto Fit, 2Sides on 1pg, 2/4 Up (multiple pages on a sheet), and Poster copying.
	Reduce/Enlarge	Makes a copy smaller or larger than the original.
4		Displays the current status and prompts during an operation.
		Turns on when the toner cartridge is empty.
5		Uses to scroll through the available options for the selected menu item.

5	Enter	Confirms the selection on the display.
	Menu	Enters Menu mode and scrolls through the menus available.
	Upper Level	Sends you back to the upper menu level.
	Stop/Clear	Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies.
	Start	Starts a job.
6		Dials a number or enters alphanumeric characters.
7 FAX	Resolution	Adjusts the resolution of the documents for the current fax job.
	Broadcasting	Allows you to send a fax to multiple destinations.
	Phone Book	Allows you to store frequently-dialed fax numbers as one or two-digit speed dial or group dial numbers for automatic dialing and edit the stored numbers. Also allows you to print a Phonebook list.
	Redial/Pause	In Standby mode, redials the last number or in Edit mode, inserts a pause into a fax number.
	On Hook Dial	Engages the telephone line.
8	DIRECT PRINT	Allows you to directly print files stored on a USB flash drive when it is inserted into the USB port in the front of your machine.
9 SAVE	Toner Save	Allows you to save on toner by using less toner to print a document.
	Toll Save	Allows you to save on call costs by sending a fax at a preset toll-saving time. Using this feature, you can take advantage of lower long distance rates at night, for example.

SCX-4520



1	Darkness	Adjusts the brightness of the documents for the current copy job.
	Original Type	Selects the document type for the current copy job.
2 SCAN	Scan-to	Allows you to access a list of your PC software programs that an image can be scanned to. You must create the scan list using the Samsung software (Printer Setting Utility) provided with this machine. Also allows you to scan and save documents in a USB flash drive, and manage it when it is inserted into the USB port of your machine. See Chapter 10, Installing a USB Flash Drive.
3		Displays the current status and prompts during an operation.
		Turns on when the toner cartridge is empty.
4		Uses to scroll through the available options for the selected menu item.
	Enter	Confirms the selection on the display.
	Menu	Enters Menu mode and scrolls through the menus available.
	Upper Level	Sends you back to the upper menu level.
	Stop/Clear	Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies.
	Start	Starts a job.

5	No. of Copies	Selects the number of copies.
	Special Copy	Allows you to use special copy features, such as Clone, Collation, Auto Fit, 2Sides on 1pg, 2/4 Up (multiple pages on a sheet), and Poster copying.
	Reduce/Enlarge	Makes a copy smaller or larger than the original.
6	Toner Save	Allows you to save on toner by using less toner to print a document.
7	DIRECT PRINT	Allows you to directly print files stored on a USB flash drive when it is inserted into the USB port in front of your machine.

2 GETTING STARTED

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

This chapter includes:

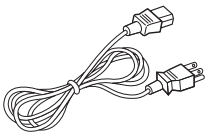
- **Setting Up Your Machine**
  - Unpacking
  - Installing the Toner Cartridge
  - Loading Paper
  - Making Connections
  - Turning the Machine On
- **Setting Up the Machine System**
  - Changing the Display Language
  - Setting the Machine ID (SCX-4720F Only)
  - Setting the Date and Time (SCX-4720F Only)
  - Setting the Paper Size and Type
  - Setting Sounds (SCX-4720F Only)
  - Using the Save Modes
- **Installing Software**
  - About Samsung Software
  - Installing Samsung Software in Windows
  - Repairing Software
  - Removing Software
  - Using the Printer Setting Utility

Setting Up Your Machine

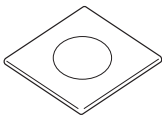
Unpacking

1 Remove the machine and all accessories from the packing carton. Make sure that the machine has been packed with the following items:

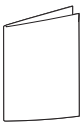
Starter Toner Cartridge



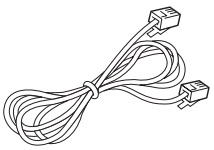
AC Power Cord*



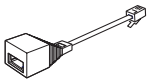
CD-ROM**



Quick Install Guide



Telephone Line Cord*
(for SCX-4720F only)



TAM Lead
(for UK only)

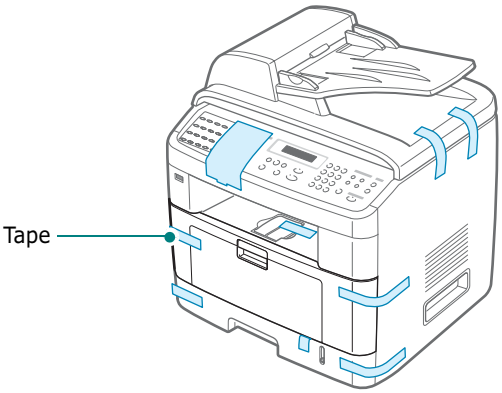
*The appearance of the power cord and the telephone line cord may differ depending on your country's specifications.

**The CD-ROM contains the Samsung printer drivers, Scan drivers, Printer Setting Utility, SmarThru software, the user's guide, and the Adobe Acrobat Reader program.

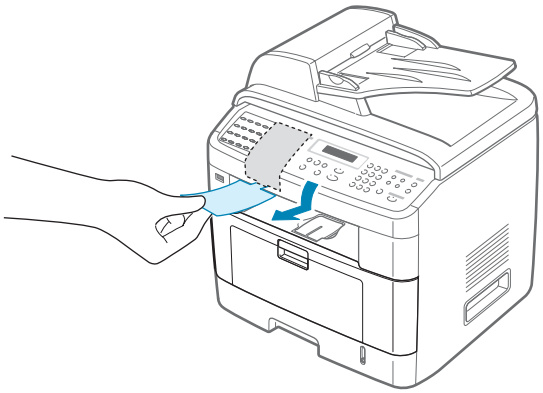
NOTES:

- Components may differ from country to country.
- You should use the telephone line cord which is supplied with your machine. If you are replacing it with another vendor's, it should be AWG #26 or lower gauge.
- Power cord must be plugged into a grounded power socket.

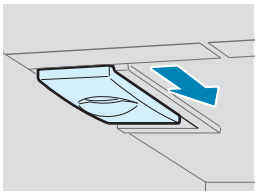
2 Remove the packing tape from the front, back, and sides of the machine.



3 Remove the label completely from the scanner module by gently pulling it. The scan unlock switch automatically moves FORWARD to the unlock position.



NOTE: When you are moving the machine or do not intend to use it for a long period of time, move the switch BACKWARD to the lock position, as shown. To scan or copy a document, the switch must be unlocked.



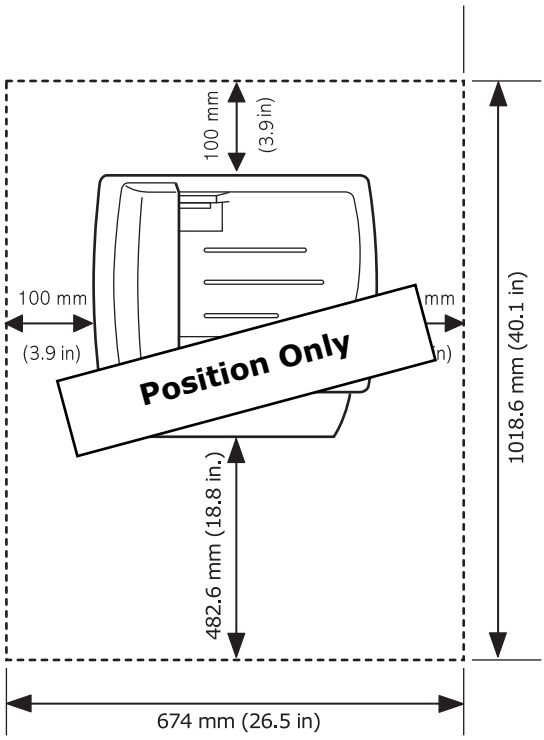
Selecting a Location

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

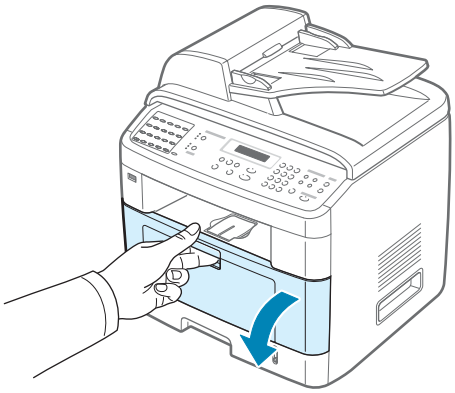
Clearance Space

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

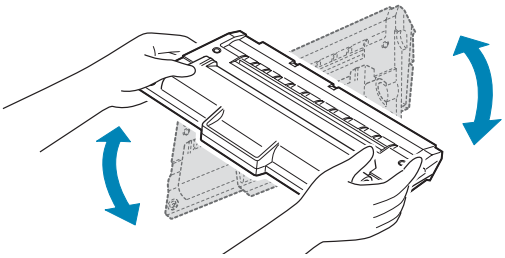


Installing the Toner Cartridge

1 Open the front door.



2 Remove the starter toner cartridge from its bag. Gently roll the cartridge 5 or 6 times to distribute the toner.



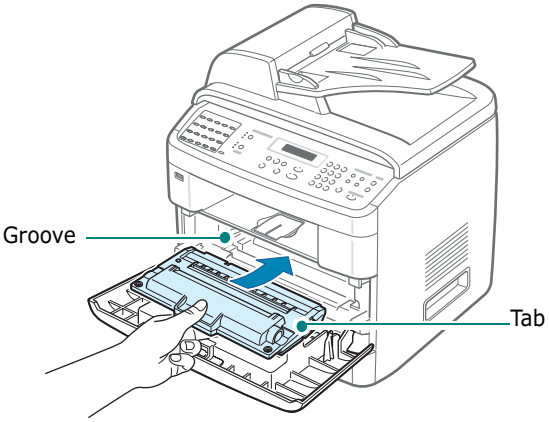
Thoroughly rolling the cartridge will assure maximum copies per cartridge.

NOTE: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

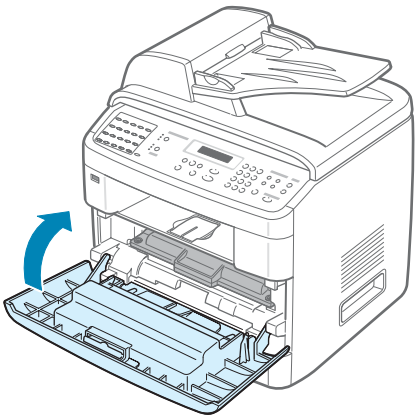
CAUTIONS:

- 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.
- Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

3 Hold the toner cartridge by the handle. Slowly insert the cartridge into the opening in the machine. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place completely.



4 Close the front door. Make sure that the door is securely closed.



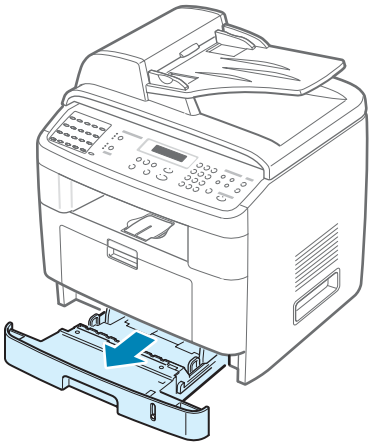
NOTE: When printing text at 5% coverage, you can expect a toner cartridge life of approximately 5,000 pages. (3,000 pages for the toner cartridge that is shipped with the machine.)

Loading Paper

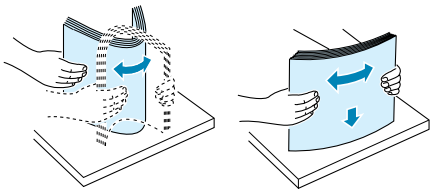
The paper tray can hold a maximum of 250 sheets of 20 lb plain paper.

To load a stack of Letter-sized paper:

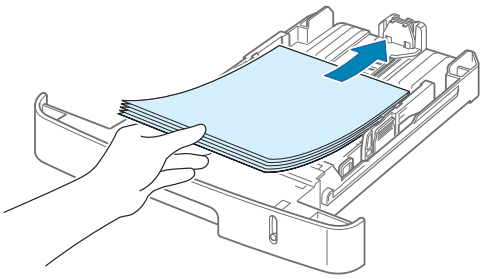
1 Pull open the paper tray and remove it from the machine.



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

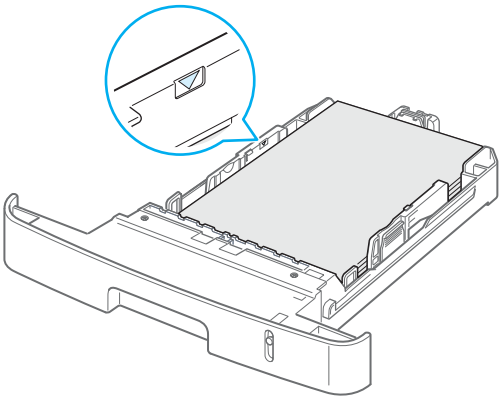


3 Insert the paper stack into the paper tray **with the side to be printed on facing down**.

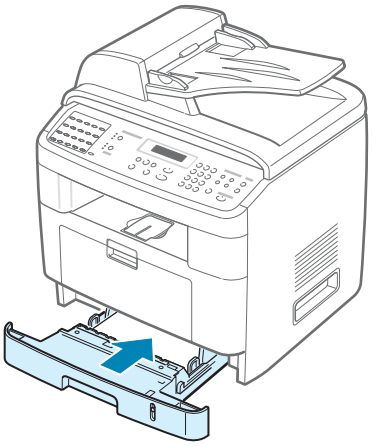


NOTE: If you want to load a different sized paper, you need to adjust the paper guides. For details, see page 2.9.

4 Pay attention to the paper limit mark on both inside walls of the tray. Paper overloading may cause paper jams.



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

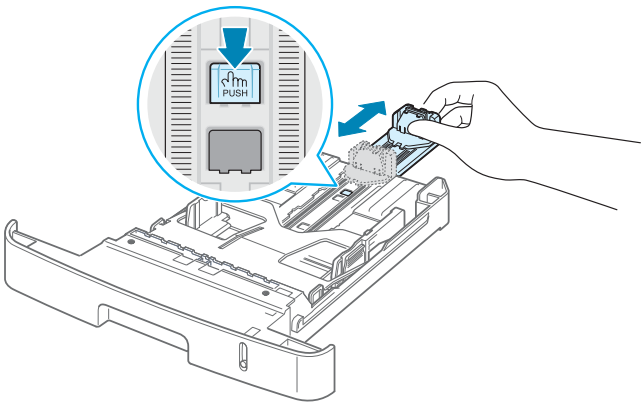


NOTE: After you load paper, you need to set up your machine for the paper type and size you loaded. See page 2.20 for copying and faxing, or page 4.6 for PC-printing. The settings made from the printer driver override the settings on the control panel.

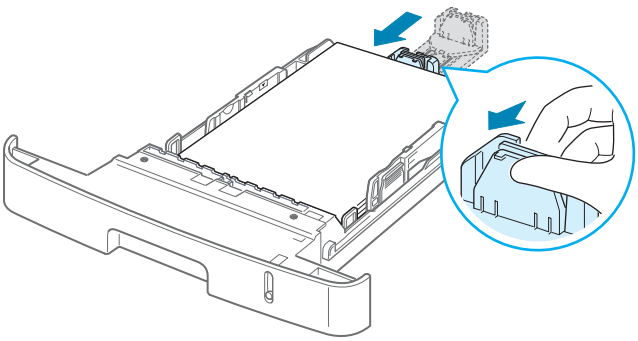
Changing the Paper Size in the Paper Tray

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

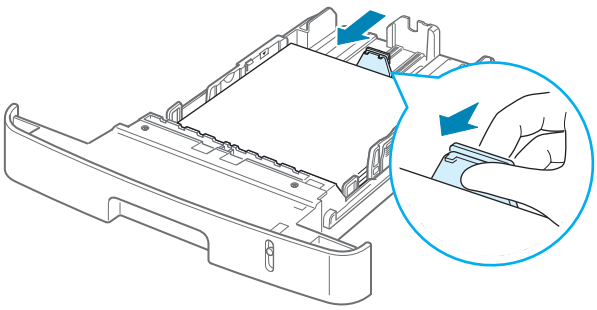
1 After pressing and unlatching the guide lock, slide the paper length guide out completely to extend the paper tray to its full length.



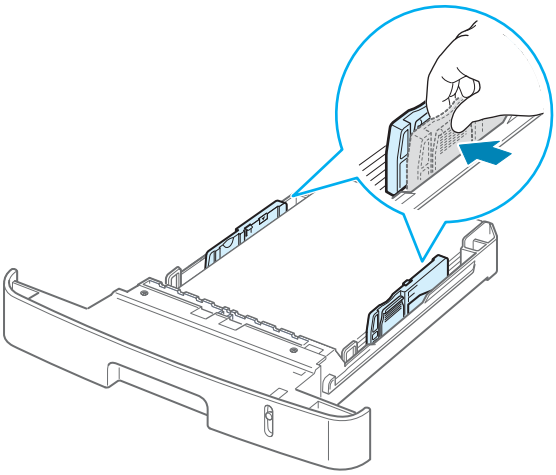
2 After inserting paper into the tray, squeeze the length guide and slide it until it lightly touches the end of the paper stack.



For paper smaller than Letter size, adjust the front paper length guide so that it lightly touches the paper stack.

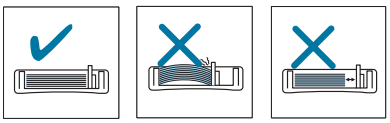


3 Squeeze the width guide, as shown and slide it to the stack of paper until it lightly touches the side of the stack.



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.



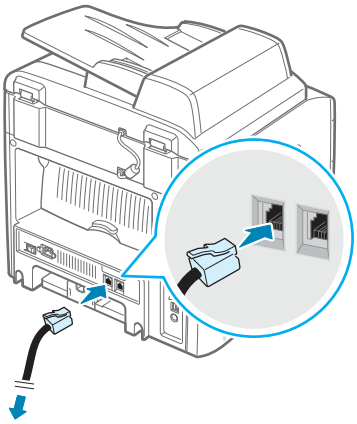
Making Connections

1 If you have SCX-4520:

Skip this step and proceed to step 2.

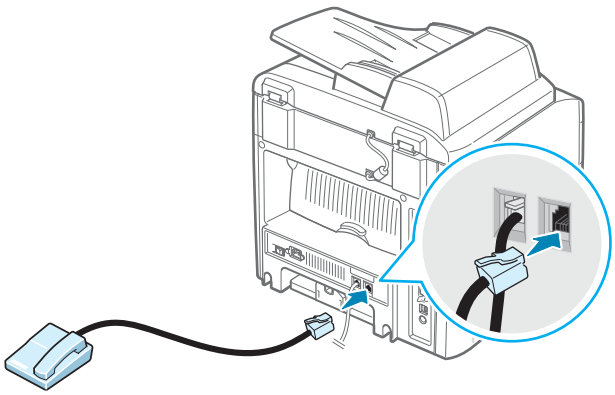
If you have SCX-4720F:

Plug the supplied telephone line cord into the **LINE** jack and the other end into the wall jack.

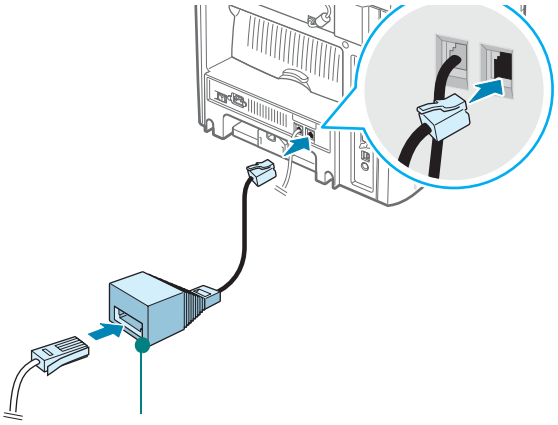


If you want to use your machine for receiving both faxes and voice calls, you will need to connect a telephone and/or answering machine to your machine.

Plug the cord of your extension phone or answering machine into the **EXT** jack.



UK users should plug the cord of the extension phone into the supplied TAM lead and plug the cord of the TAM lead into the **EXT** jack on the back of your machine.

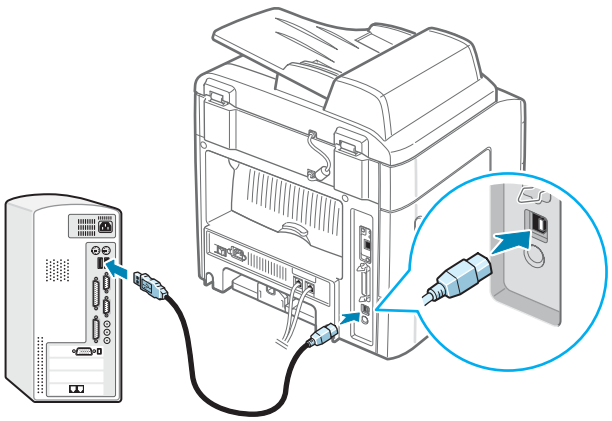


TAM lead
(For UK users only)

NOTES:

- Use the TAM lead and the telephone line cord supplied with your machine.
- In the United Kingdom, if a three-wire type (SHUNT-wire, older equipment) telephone or answering machine is connected to the EXT jack on the machine, the external equipment will fail to ring when receiving an incoming call as the machine is designed to operate with the latest technology. To prevent this incompatibility, use two-wire (newer equipment) telephones or answering machines.

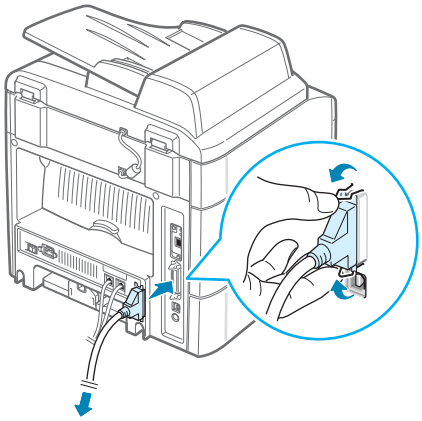
2 Connect a USB cable to the USB connector on your machine. You need to buy a USB 2.0 compliant cable that is within 3 m in length



To the USB port on your computer

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.



To the parallel port on your computer

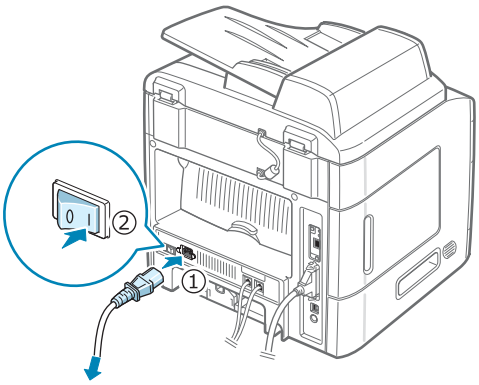
NOTES:

- 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.
- The parallel port may not be available depending on your country.

Turning the Machine On

1 Plug one end of the supplied three-pronged electrical 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 2.15.

CAUTIONS:

- The fusing areas at the rear part of the inside of your machine are hot when powered. Be careful not to be burned when you access this area.
- Do not disassemble the machine when it is powered. If you do, it may give you an electric shock.

Setting Up the Machine System

2

Changing the Display Language

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

1. Press **Menu** 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 **Enter**. 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 **Enter** to save the selection.
6. To return to Standby mode, press **Stop/Clear**.

Setting the Machine ID *(SCX-4720F Only)*

In some countries, you are required by law to indicate your fax number on any fax you send. The Machine ID, containing your telephone number and name (or company name), will be printed at the top of each page sent from your machine.

1. Press **Menu** until "Machine Setup" appears on the top line of the display. The first available menu item, "Machine Id," displays on the bottom line.

2. Press **Enter**. The display asks you to enter the fax number.

   If there is a number already set, the number appears.

3. Enter your fax number using the number keypad.

NOTE: If you make a mistake while entering numbers, press the ◀ button to delete the last digit.

4. Press **Enter** when the number on the display is correct. The display asks you to enter an ID.

5. Enter your name or the company name using the number keypad.

   You can enter alphanumeric characters using the number keypad, and include special symbols by pressing the **0** button.

   For details on how to use the number keypad to enter alphanumeric characters, see "Entering Characters Using the Number Keypad" on page 2.17.

   If you want to enter the same letter or number in succession (e.g. SS, AA, 777), enter one digit, move the cursor by pressing the ▶ button and enter the next digit.

   If you want to insert a space in the name, you can also use the ▶ button to move the cursor to skip the position.

6. Press **Enter** when the name on the display is correct.

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

Entering Characters Using the Number Keypad

As you perform various tasks, you need to enter names and numbers. For example, when you set up your machine, you enter your name (or your company's name) and telephone number. When you store one-, two-, or three-digit speed dial or group dial numbers, you may also enter the corresponding names.

To enter alphanumeric characters:

1 When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display.

For example, to enter the letter **O**, press **6**, labeled with "MNO."

Each time you press **6**, the display shows a different letter, **M**, **N**, **O**, and finally **6**.

You can enter special characters, such as space, plus sign, and etc.. For details, see "Keypad Letters and Numbers" on page 2.18.

2 To enter additional letters, repeat step 1.

If the next letter is printed on the same button, move the cursor by pressing the ▶ button and then press the button labeled with the letter you want. The cursor will move to the right and the next letter will appear on the display.

You can enter a space by pressing the # button.

3 When you finish entering letters, press **Enter**.

Keypad Letters and Numbers

Key	Assigned numbers, letters, or characters
1	1 Space
2	A B C 2
3	D E F 3
4	G H I 4
5	J K L 5
6	M N O 6
7	P Q R S 7
8	T U V 8
9	W X Y Z 9
0	+ - , . ‘ / * # & 0

Changing Numbers or Names

If you make a mistake while entering a number or name, press the ◂ button to delete the last digit or character. Then enter the correct number or character.

Inserting a Pause

With some telephone systems, you must dial an access code (9, for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up one-touch or speed dial numbers.

To insert a pause, press **Redial/Pause** at the appropriate place while entering the telephone number. A “–” appears on the display at the corresponding location.

Setting the Date and Time

(SCX-4720F Only)

The current date and time are shown on the display when your machine is on and ready to work. All of your faxes will have the date and time printed on them.

NOTE: If power to the machine is cut off, you need to reset the correct time and date once the power has been restored.

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

2 Press the scroll button (◀ or ▶) to display "Date & Time" on the bottom line and press **Enter**.

3 Enter the correct time and date using the number keypad.

Month	= 01 ~ 12
Day	= 01 ~ 31
Year	= requires four digits
Hour	= 01 ~ 12 (12-hour mode)
	00 ~ 23 (24-hour mode)
Minute	= 00 ~ 59

NOTE: The date format may differ from country to country.

You can also use the scroll button (◀ or ▶) to move the cursor under the digit you want to correct and enter a new number.

4 To select "Am" or "Pm" for 12-hour format, press the * or # button or any number button.

When the cursor is not under the AM or PM indicator, pressing the * or # button immediately moves the cursor to the indicator.

You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see page 2.20.

5 Press **Enter** when the time and date on the display is correct.

When you enter a wrong number, the machine beeps and does not proceed to the next step. If this happens, just reenter the correct number.

Changing the Clock Mode

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

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

2 Press the scroll button (◀ or ▶) until you see "Clock Mode" on the bottom line and press **Enter**.

The clock mode currently set for the machine displays.

3 Press the scroll button (◀ or ▶) to select the other mode and then press **Enter** to save the selection.

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

Setting the Paper Size and Type

After loading paper in the paper tray, the standard Tray1, Multipurpose tray, or optional Tray2, you need to set the paper size and type using the control panel buttons. These settings will apply to copy and fax modes. For PC-printing, you need to select the paper size and type in the application program you use on your PC.

1 Press **Menu**.

The display shows "Paper Setting" on the top line of the display.

2 Press the scroll button (◀ or ▶) to display "Paper Size" on the bottom line and press **Enter** to access the menu item.

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

If the optional Tray 2 is installed, "Tray1" displays on the bottom line.

3 Press **Enter**.

4 Use the scroll button (◀ or ▶) to select the paper tray you want to use and press **Enter**.

5 Use the scroll button (◀ or ▶) to find the paper size you are using and press **Enter** to save it.

6 Press the ▶ button to scroll to "Paper Type" and press **Enter** to access the menu item.

7 Use the scroll button (◀ or ▶) to find the paper type you are using and press **Enter** to save it.

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

Setting Sounds *(SCX-4720F Only)*

You can control the following sounds:

- Speaker: You can turn on or off the sounds from the telephone line through the speaker, such as the dial tone or a fax tone. With this option set to "Com" the speaker is on until the remote machine answers.
- Ringer: You can adjust the ringer volume.
- Key Sound: With this option set to "On" a key tone sounds each time a key is pressed.
- Alarm Sound: You can turn the alarm sound on or off. With this option set to "On" an alarm tone sounds when an error occurs or fax communication ends.
- You can adjust the volume level using the **On Hook Dial** button.

Speaker, Ringer, Key Sound, and Alarm Sound

1 Press **Menu** until "Sound/Volume" appears on the top line of the display.

2 Press the scroll button (◀ or ▶) to scroll through the options. Press **Enter** when you see the desired sound option.

3 Press the scroll button (◀ or ▶) to display the desired status or volume for the option you have selected.

You will see the selection on the bottom line of the display.

For the ringer volume, you can select "Off," "Low," "Mid," and "High." Setting "Off" means that the ringer does not sound. The machine works normally even if the ringer is turned off.

4 Press **Enter** to save the selection. The next sound option appears.

5 If necessary, repeat steps 2 through 4.

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

Speaker Volume

1 Press **On Hook Dial**. A dial tone sounds from the speaker.

2 Press the scroll button (◀ or ▶) until you hear the volume you want. The display shows the current volume level.

3 Press **On Hook Dial** to save the change and return to Standby mode.

NOTE: You can adjust the speaker volume only when the telephone line is connected.

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 beyond what one would experience in the normal mode, but it reduces print quality.

To turn the toner save mode on or off, press **Toner Save**.

- If the button backlight is on, the mode is active and the machine uses less toner when printing a document.
- If the button backlight is off, the mode is deactivated and the machine prints with the normal quantity of toner.

NOTE: When PC-printing, you can also turn on or off the toner save mode in the printer properties. See page 4.8.

Toll Save Mode *(SCX-4720F Only)*

Using the **Toll Save** button on the control panel, you can quickly set your machine to send the document(s) stored in memory during a preset time slot, when the call charge is lower. This Toll Save mode helps you to take advantage of lower long distance rates at night, for example.

NOTE: The toll-saving time slot may vary depending on your contract with your long distance phone company.

To turn the toll save mode on:

1. Press **Toll Save**. The button backlight turns on.
2. Press **Enter** when "Start Time" displays on the bottom line.
3. Enter the time and date when your machine starts sending toll save faxes, using the number keypad.

   To select "AM" or "PM" for 12-hour format, press the * or # button or any number button.
4. Press **Enter** when the start time and date on the display is correct.

5 Press the scroll button (◀ or ▶) to display "End Time" and press **Enter**.

6 Enter the time and date when the toll save transmission ends, using the number keypad.

7 Press **Enter** to save the setting.

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

Once Toll Save mode is activated, your machine stores into memory all of the documents to be faxed and sends them at the programed time.

To turn Toll Save mode off, press **Toll Save** again. The button backlight turns off and the mode is deactivated.

NOTE: Once the toll-saving time is set, the **Toll Save** button allows you only to enable or disable the toll save mode. To change the time setting, use the **Toll Save** item in the **Advanced Fax** menu. See page 7.38.

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 and select a length of time for which the machine waits after a job is printed before it switches to a reduced power state.

1 Press **Menu** 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 **Enter**.

3 Press the scroll button (◀ or ▶) to display "On" on the bottom line and press **Enter**.

   Selecting "Off" means that the power save mode is deactivated.

4 Press the scroll button (◀ or ▶) until the time setting you want appears.

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

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

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

Scan Lamp Save Mode

Scan Lamp Save mode allows you to save the scan lamp. The scan lamp under the document glass automatically turns off when it is not in actual use to reduce power consumption and extend the life of the lamp. The lamp automatically wakes up after some warm-up time when you start scanning.

You can set the length of time for which the scan lamp waits after a scan job is completed before it switches to the power save mode.

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

2 Press the scroll button (◀ or ▶) until "Scan PWR Save" appears on the bottom line. Press **Enter**.

3 Press the scroll button (◀ or ▶) until the time setting you want appears on the bottom line.

   The available time options are 0.5, 1, 4, 8, and 12 (hours).

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

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

Installing Software

About Samsung Software

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

Programs for Windows

To use your machine as a printer and scanner in Windows, you must install the MFP driver. You can install selectively or all the following components:

- **Printer driver**- Use this driver to take full advantage of your printer's features.
- **Scanner driver**- TWAIN and Windows Image Acquisition (WIA) driver are available for scanning documents on your machine.
- **Printer Setting Utility**- This program is automatically installed when you install the MFP driver. For information about using the program, see page 2.37.
- **SmarThru**- It 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.

  For details, please refer to the onscreen help supplied on the SmarThru program.

Linux Driver

You can print and scan in Linux using your machine. For information about installing the MFP driver in Linux, see page A.3.

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	PCL 6 Printer Driver	
	Win 9x/Me/NT4.0/2000/XP	Linux
Toner Save	Y	Y
Print quality option	Y	Y
Poster printing	Y	N
Multiple pages per sheet (N-up)	Y	Y(2,4)
Fit to page printing	Y	Y
Scale printing	Y	Y
Different source for first page	Y	Y
Watermark	Y	N
Overlay	Y	N
TrueType fonts option	Y	N

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 5.0

Recommended

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

NOTE: For Windows NT 4.0/2000/XP, the system administrator should install the software.

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.

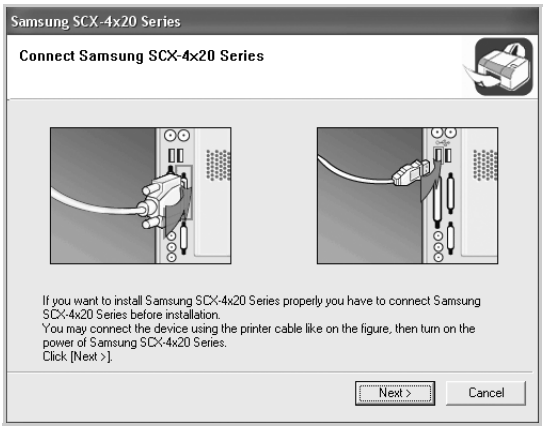
2

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

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

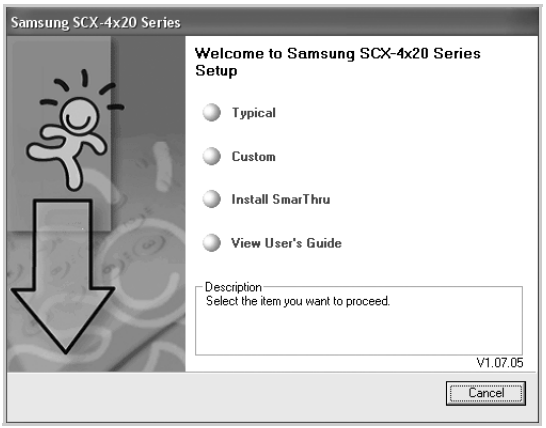
If the installation window does not appear, click **Start** and then **Run**. Type **X:Setup.exe**, replacing "**X**" with the letter of your drive and click **OK**.

2 If your machine is not already connected to the computer, when the following window opens, connect your machine to the computer and turn the machine on. Then click **Next**.

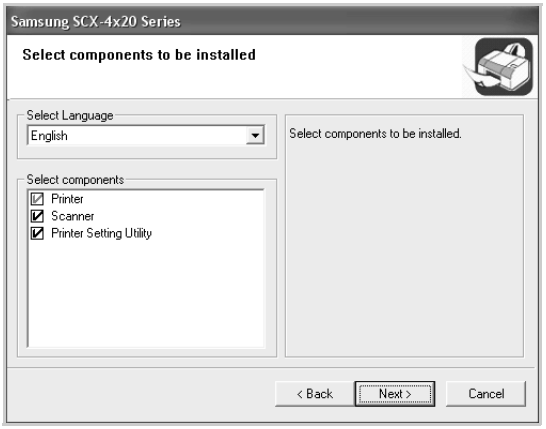


If the machine is already connected and turned on, this screen will not appear. Skip to the next step.

3 Choose the installation type.



- **Typical**: Installs the most common software for your machine, such as the PCL 6 printer driver, scan driver, and Printer Setting Utility. This is recommended 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 2.32.
- **View User's Guide**: Allows you to view this User's Guide. If your computer does not have Adobe Acrobat, click on this option and it will automatically install Adobe Acrobat Reader 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, just click **Next** and 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 to receive information from Samsung, select the checkbox and click **Finish**. You are now sent to the Samsung web site.

Otherwise, just click **Finish**.

NOTES:

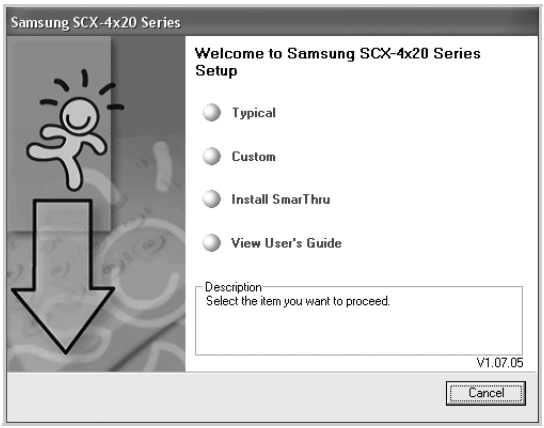
- When you want to use your machine with the parallel cable, remove the USB cable and connect the parallel cable. Then reinstall the printer driver; select **Start** → **Programs** → **Samsung SCX-4x20 Series** → **Maintenance** → **Repair** → **Printer**. If you have replaced the parallel cable with the USB cable, do the same to reinstall the driver.
- If your machine doesn't work properly, reinstall the printer driver.

Installing Samsung SmarThru

NOTE: SmarThru 4 does not support Windows 95.

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

2 Click **Install SmarThru**.



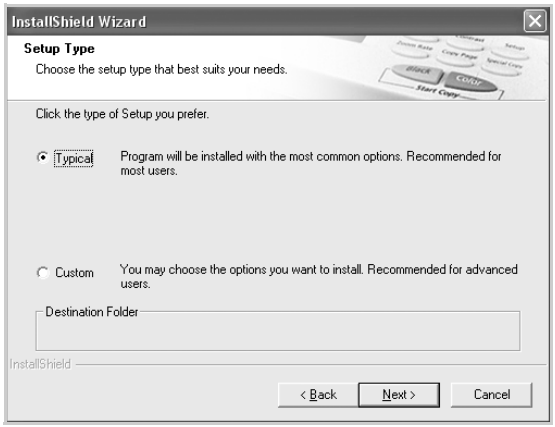
3 Click **Next**.

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

5 Click **Next**.

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

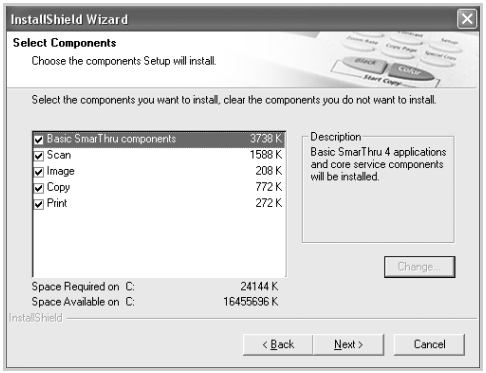
The software installation supports two types of setup:



- **Typical**: The 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. Click **Next**.



- **Basic SmarThru components**: to use the basic SmarThru 4 applications and core service.
- **Scan**: to scan the original document and save it in an application or folder, email it, or publish it on a web site.
- **Image**: to edit an images you have saved as a graphic file.
- **Copy**: to produce professional quality copies.
- **Print**: to print images you have saved.

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

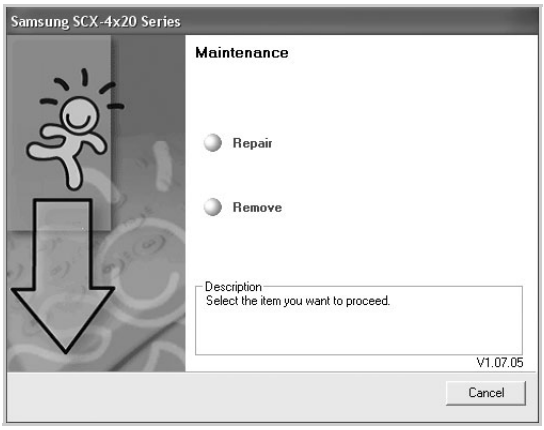
8 When the installation is finished, click **Finish**.

Repairing Software

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

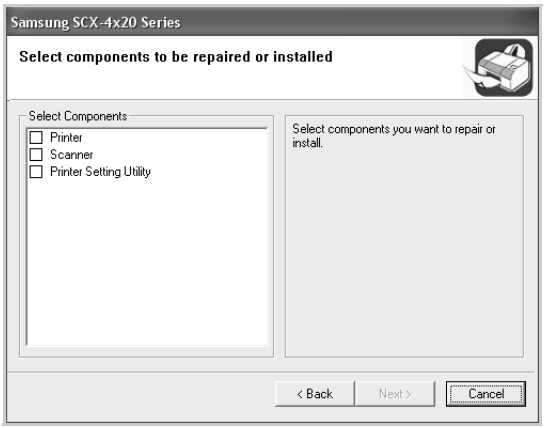
1 You can select **Start** → **Programs** → **Samsung SCX-4x20 Series** → **Maintenance**.

2 Select **Repair** and then click **Next**.



NOTE: If your machine is not connected to the computer, the Connect Samsung SCX-4x20 Series window opens. After connecting the machine, click **Next**.

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



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-4x20 Series** → **Maintenance** → **Remove**.

2. Select a component in the MFP driver to uninstall individually:

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

   If you want to uninstall the twain and wia driver, select **Scanner**.

   If you want to uninstall the Printer Setting Utility, select **Printer Setting Utility**.

3. Select the components you want to remove and then 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 **SmarThru 4**, and then select **Uninstall SmarThru 4**.
3. When your computer asks you to confirm, click **OK**.
4. Click **Finish**.

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

Using the Printer Setting Utility

Using Printer Setting Utility, you can create and edit Phonebook entries from your computer and set up print and scan system data options. You can also configure the destination launches when you use the **Scan-to** button on the control panel, and update the firmware of the machine.

When you install the Samsung software, the Printer Setting Utility program is automatically installed.

For information about installing the Samsung software, see page 2.29.

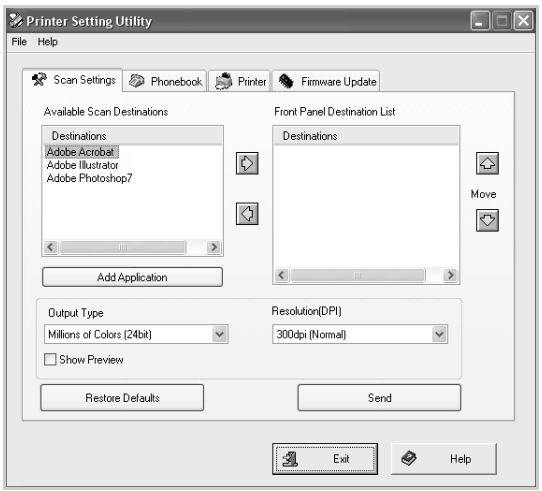
To open the Printer Setting Utility:

1. Start your Windows.

2. Click the **Start** button on your desktop computer.

3. From **Programs**, select **Samsung SCX-4x20 Series** and then **Printer Setting Utility**.

   The Printer Setting Utility window opens.



4. The Printer Setting Utility window provides the following tabs: **Scan Settings**, **Phonebook** (only for the SCX-4720F), **Printer**, and **Firmware Update**.

   To exit, click the **Exit** button at the bottom of each tab.

   For further details, click the **Help** button at the bottom of each tab.

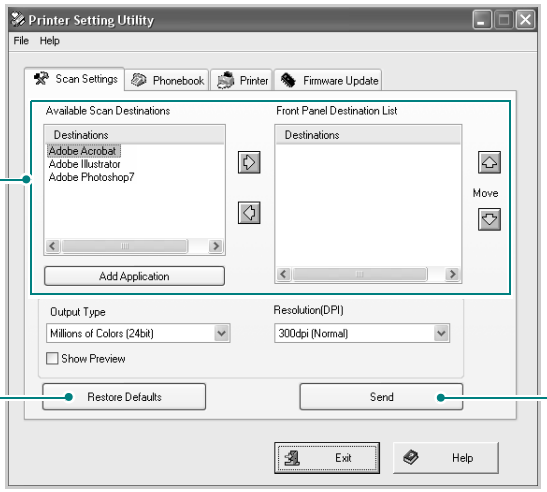
The Scan Settings Tab

Click the **Scan Settings** tab to configure the scan destination list that appears on the control panel display when you press **Scan-to** on the control panel. Using the destination list, you can select a software program that an image can be scanned to.

You can also configure the scan settings, such as the output type and resolution.

Select the program you want from the Available Scan Destinations and click to add it to the Front Panel Destination List. To delete the selected program, click .

Click to restore the default settings.



Downloads the settings made in Printer Setting Utility to your machine.

The Phonebook Tab *(SCX-4720F Only)*

Click the **Phonebook** tab to create and edit Phonebook entries

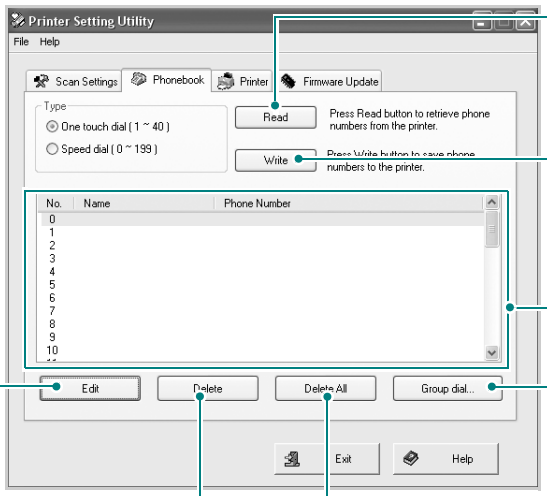
Reads the Phonebook entries from the machine to the Printer Setting Utility.

Downloads the Phonebook entries from the Printer Setting Utility to the machine.

Phonebook entries

Allows you to edit a selected Phonebook entry in a separate Edit window.

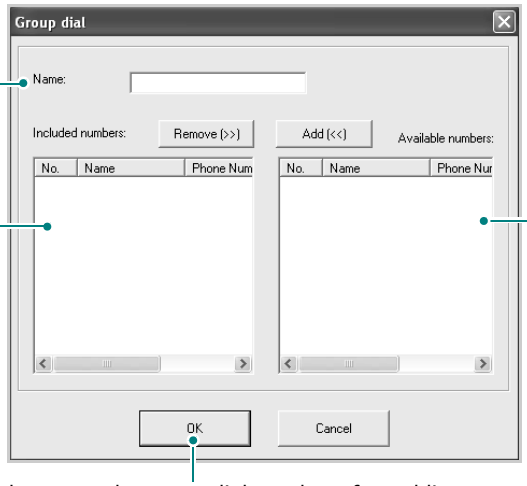
Allows you to set up group dial numbers. See page 2.39.



Deletes a selected Phonebook entry.

Deletes all Phonebook entries.

When you click **Group Dial**, the following window opens.



Enter a name for the group.

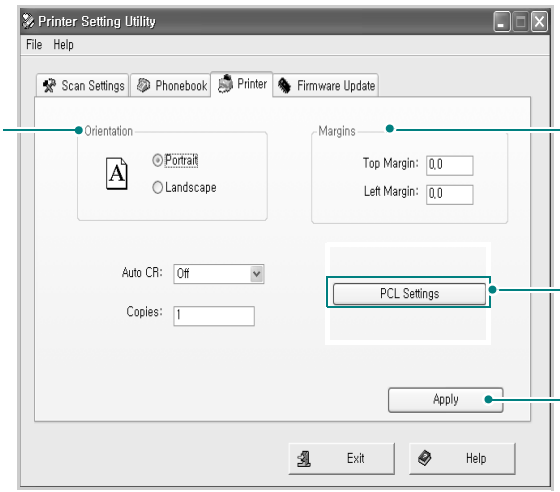
Shows the numbers included in the group. To remove a number, select it and click **Remove**.

Shows the Phonebook entries you can include in the group. After selecting a number, click **Add** to move it to the Included numbers list.

Click to save the group dial number after adding or removing numbers for the group.

The Printer Tab

Click the **Printer** tab to configure print system settings.



Allows you to select the default orientation of print image on the page.

Allows you to set the margin of print materials.

Allows you to set the PCL emulation configuration.

Downloads the settings made in Printer Setting Utility to your machine.

The Firmware Update Tab

Click the **Firmware Update** tab to update the firmware of your machine. This feature should be used by an authorized technician. Please consult with the purchase point.

3 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**
- **Loading Paper**
- **Selecting an Output Location**

Selecting Print Materials

You can print on a variety of print materials, such as plain paper, envelopes, labels, transparencies, and etc.. Always use print materials that meet the guidelines for use with this machine. See "Paper Specifications" on page D.6. 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 lb (60 ~ 90 g/m^2) bond for the standard paper tray (Tray 1) and optional paper tray (Tray 2)
  - 16 ~ 43 lb (60 ~ 163 g/m^2) bond for the Multipurpose tray
- 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 D.4 may cause problems that may require service. This service is not covered by the warranty or service agreements.

Paper Type, Input Sources, and Capacities

Paper Type	Input Source/Capacity*		
	Tray 1	Optional Tray 2	Multipurpose tray
Plain paper	250	250	50
Envelopes	-	-	5
Labels**	-	-	5
Transparencies**	-	-	5
Card stock**	-	-	5

* Maximum capacity may differ depending on media weight, thickness, and environmental conditions.

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

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 D.6.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and 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 °C and 30 °C (59 °F to 86 °F). The relative humidity should be between 10 % and 70 %.
- During storage, you should use a moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper.
- Load special paper types one sheet at a time through the Multipurpose tray to avoid paper jams.
- 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 print 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 carefully.
- To avoid fading, do not expose printed transparencies to prolonged sunlight.

• For labels:
- Verify that their adhesive material can tolerate a 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. Use of these types of paper could result in chemical smells and could damage your machine.

Loading Paper

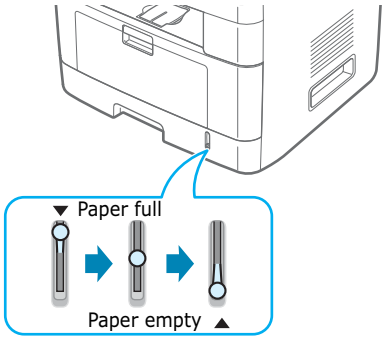
In the Standard Tray

Load the print material you use for the majority of your print jobs in the standard tray.

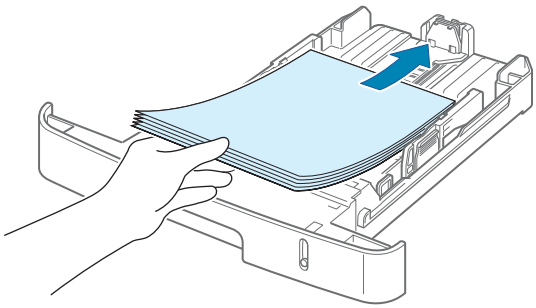
The standard tray can hold a maximum of 250 sheets of 20 lb plain paper.

You can purchase an optional paper tray (Tray 2) and attach it below the standard tray to load an additional 250 sheets of paper. See page C.10 for more information about installing the optional Tray 2.

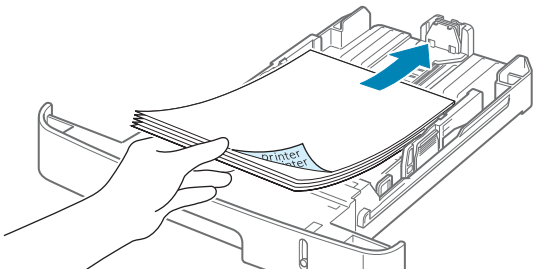
The paper level indicator on the front of the paper tray shows the amount of paper currently left in the tray. When the tray is empty, the indicator of the bar is completely lowered.



To load paper, pull open the paper tray and load paper with the side to be printed on 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 of the tray.



For details about loading paper in the paper tray, see “Loading Paper” on page 2.7.

NOTES:

- If you experience problems with paper feed, place one sheet at a time in the Multipurpose tray.
- You can load up to 150 sheets of previously printed paper. The printed side should be facing up with an uncurled edge at the front. If you experience problems with paper feed, turn the paper around. Note that the print quality is not guaranteed.

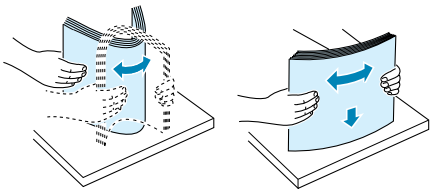
In the Multipurpose Tray

The Multipurpose tray can hold several sizes and types of print material, such as transparencies, postcards, note cards, and envelopes. It is useful for single page printing on letterhead or colored paper. You can load approximately 50 sheets of plain paper, 5 envelopes, 5 transparencies, 5 sheets of card stock, or 5 labels at a time.

To load print material in the Multipurpose tray:

1. Lower the Multipurpose tray and unfold the paper support extension, as shown.

2. If you are using paper, flex or fan the edge of the paper stack to separate the pages before loading.



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

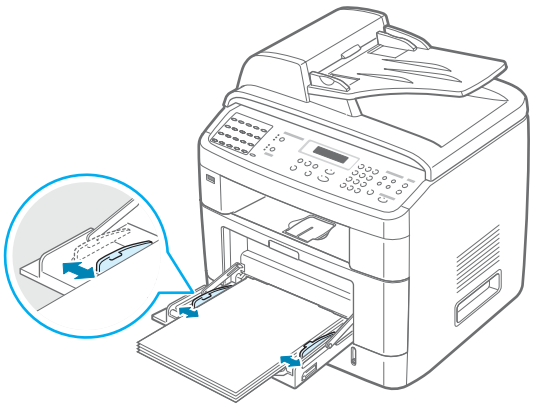
3 Load the print material **with the side to be printed on facing up**.

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

NOTES:

- If envelopes jam while printing, try reducing the number of envelopes in the Multipurpose tray.
- If you want to print on previously printed paper from the Multipurpose tray, the printed side should be facing down with an uncurled edge towards the machine. If you experience problems with the paper feeding, turn the paper around.

4 Squeeze the width guide and adjust it to the width of the print material without bending it.



5 After loading paper, you need to set the paper type and size for the Multipurpose tray. See page 2.20 for copying and faxing or page 4.6 for PC-printing.

NOTE: The settings made from the printer driver override the settings on the control panel.

6 If you want the machine to stack the printed pages on the rear output slot, open the rear door to use the rear output slot.

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

7 After printing, fold away the paper support extension and close the Multipurpose tray.

Using the Manual Feed Mode

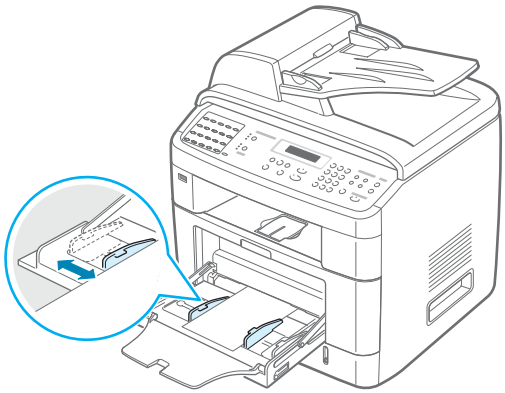
You can manually load a sheet of print material in the Multipurpose tray if you select **Manual Feed** in the **Source** option from the **Paper** tab when changing print settings to print a document. For details about changing print settings, see page 4.6. Manually loading paper can be helpful when you want to check the print quality after each page is printed.

This loading procedure is almost the same as the procedure for loading in the Multipurpose tray, except you load paper sheet-by-sheet in the standard tray, send print data to print the first page, and press **Enter** on the control panel to print each following page.

1 Lower the Multipurpose tray and unfold the paper support extension.

2 Load a sheet of print material **with the side to be printed on facing up**.

3 Squeeze the width guide and adjust it to the width of the print material without bending it.



4 If you want the machine to stack the printed pages on the rear output slot, open the rear door to use the rear output slot.

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

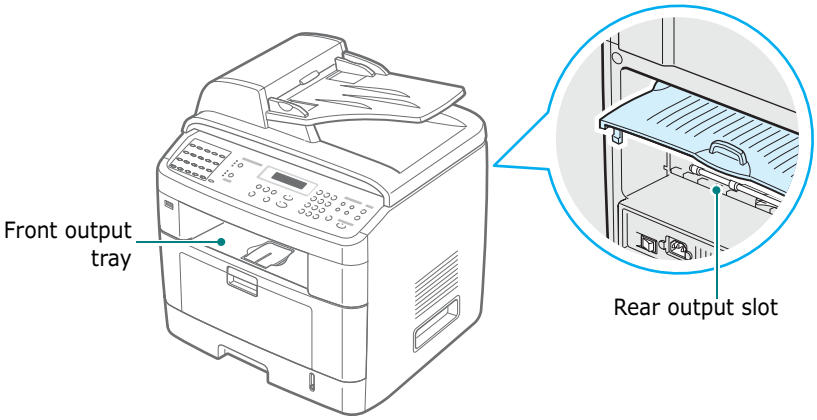
5 After printing, fold away the paper support extension and close the Multipurpose tray.

Tips on Using the Multipurpose Tray

- Load only one size of print material at a time in the Multipurpose tray.
- To prevent paper jams, do not add paper when there is still paper in the Multipurpose tray. This also applies to other types of print materials.
- Print materials should be loaded face up with the top edge going into the Multipurpose tray first and be placed in the center of the tray.
- Always load only the print materials specified in the Specifications on page D.6 to avoid paper jams and print quality problems.
- Flatten any curl on postcards, envelopes, and labels before loading them into the Multipurpose tray.
- When you print on 76 mm X 127 mm (3 X 5 in.) sized media on the Multipurpose tray, open the rear output tray.
- Make sure to open the rear output slot when you print on transparencies. If not, they may tear while exiting the 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 door is closed. To use the rear output slot, open the door.

NOTES:

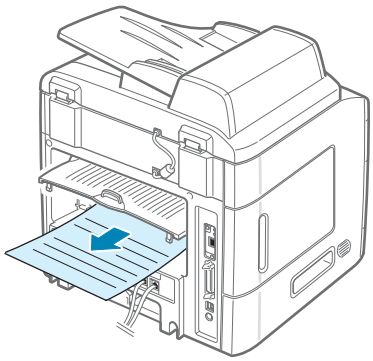
- If paper coming out of the front output tray has problems, such as excessive curl, try printing to the rear output slot.
- To avoid paper jams, do not open or close the rear door while the machine is printing.

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

The front output tray collects printed paper face down, in the order in which the sheets were printed. The tray should be used for most print jobs.

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

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

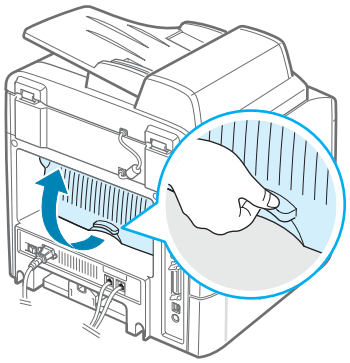


Printing from the Multipurpose tray to the rear output slot provides a **straight paper path**. Using the rear output slot might improve the output quality with the following:

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

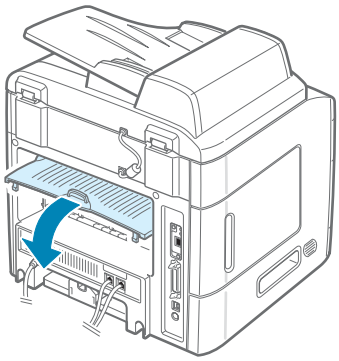
To use the rear output slot:

1 Open the rear door by pulling it upward.



CAUTION: The fusing area at the rear part of the inside of your machine is hot when powered. Be careful not to be burned when you access this area.

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



4 PRINTING TASKS

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**
- **Printer Settings**
- **Printing Multiple Pages on One Sheet of Paper**
- **Printing Posters**
- **Fitting Your Document to a Selected Paper Size**
- **Printing a Reduced or Enlarged Document**
- **Using Watermarks**
- **Using Overlays**

Printing a Document in Windows

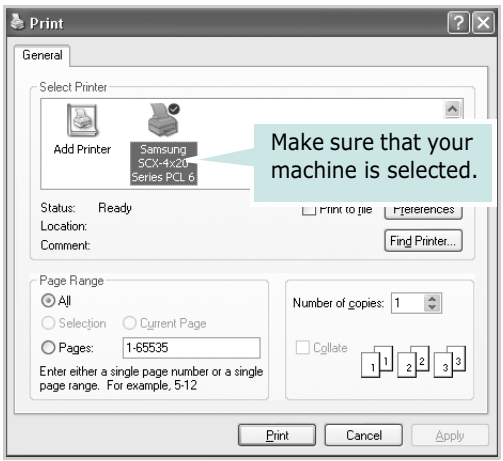
The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to the User's Guide of your software application for the exact printing procedure.

NOTE: For detailed information about printing from a Linux system, see Appendix A.

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 XP

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

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

4 Click **OK** to close the printer properties window.

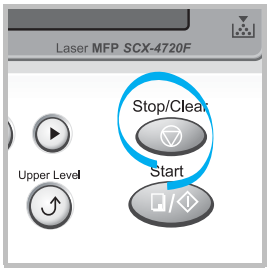
5 To start the print job, click **OK** or **Print** in the Print window.

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-4x20 Series PCL 6** icon.
4. From the **Document** menu:

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

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

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

Printer Settings

You can use the Samsung SCX-4x20 Series printer properties window, which allows you to access all of the printer options you need when using your machine. When the printer properties are displayed, you can review and change whatever settings are needed for your print job.

The printer's properties window may differ, depending on your operating system. This User's Guide shows the Printing Preferences window for Windows XP.

Your printer's Printing Preferences window consists of 5 tabs: **Layout**, **Paper**, **Graphics**, **Extras**, and **About**.

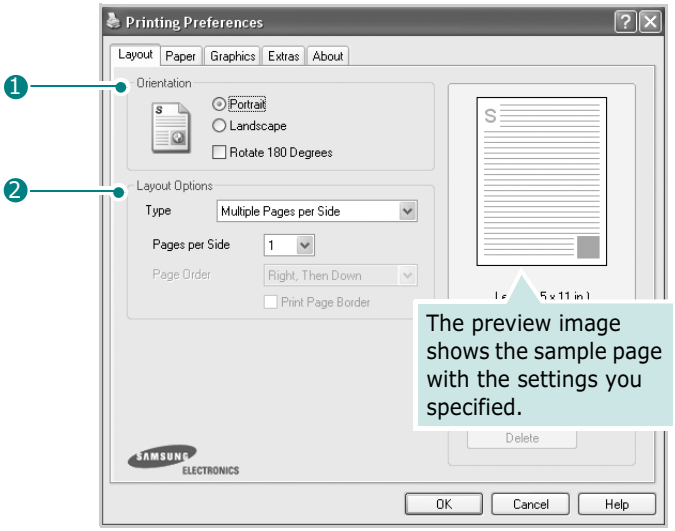
If you access printer properties through the **Printers** folder, you can view additional Windows-based tabs (refer to your Windows User's Guide) and the **Printer** tab (see page 4.11).

NOTES:

- Most Windows applications will override the settings you specify 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 this procedure:
  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-4x20 Series PCL 6** printer.
  4. Click the right mouse button on the printer icon and:
     - In Windows 95/98/Me, select **Properties**.
     - In Windows 2000/XP, select **Printing Preferences**.
     - In Windows NT 4.0, select **Document Default**.
  5. Change the settings on each tab, and click **OK**.

Layout tab

The **Layout** tab provides options to adjust how the document appears on the printed page. The **Layout Options** includes **Multiple Pages per Side** and **Poster**. See page 4.2 for more information on accessing printer properties.

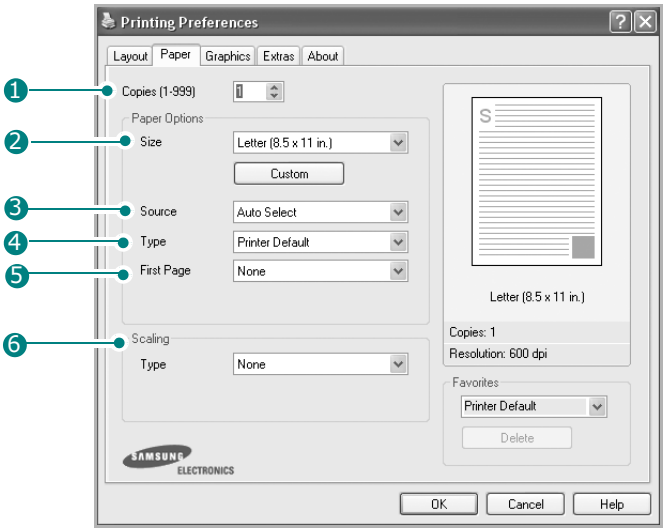


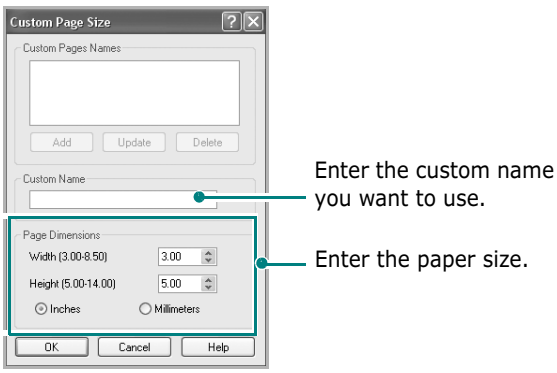
Property	Description
❶ **Orientation**	**Orientation** allows you to select the direction in which information is printed on a page. • **Portrait** prints across the width of the page, letter style. • **Landscape** prints across the length of the page, spreadsheet style. If you want to turn the page upside down, select **Rotate 180 Degrees**. ▲ portrait ▲ Landscape
❷ **Layout Options**	**Layout Options** allows you to select advanced printing options. For details, see page 4.13~4.14.

Paper Tab

Use the following options for paper handling. See page 4.2 for more information about accessing printer properties.

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



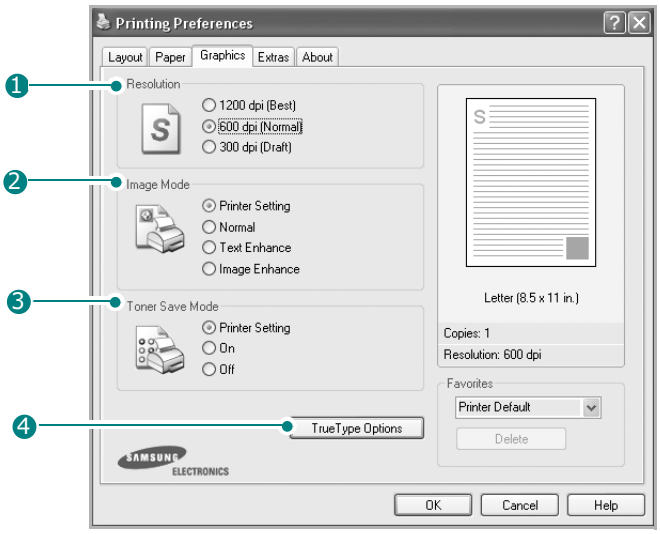
Property	Description
❶ **Copies**	**Copies** allows you to choose the number of copies to be printed. You can enter up to 999.
❷ **Size**	**Size** allows you to choose the size of the paper loaded in the tray. If the required size is not listed in the Size box, click **Custom**. When the Custom Page 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 appropriate paper tray. Use the **Manual Feed** source when printing to special material. You need to load one sheet at a time into the Multipurpose tray. See page 3.8. If you install an optional Tray 2 and set the Tray 2 in printer properties (see page C.12), you can select **Tray2**. If the paper source is set to **Auto Select**, the machine automatically picks up print material in the following order: the Multipurpose tray, Tray 1, and optional Tray 2.
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 3, 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**.
❺ **First Page**	This property allows you to print the first page using a different paper type from the rest of the document. You can select the paper source for the first page. For example, load thick stock for the first page into the Multipurpose tray, and plain paper into Tray1. Then, select **Tray1** in the **Source** option and **Multi-Purpose Tray** in the **First Page** option.
❻ **Scaling**	**Scaling** allows you to automatically or manually scale your print job on a page. You can choose from **None**, **Fit to Page**, and **Reduce/Enlarge**. For details, see page 4.16~4.17.

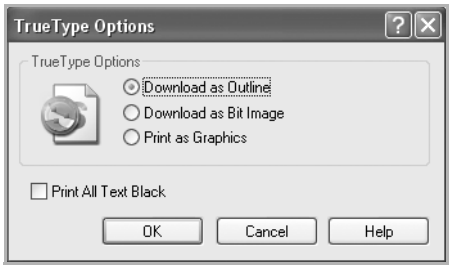
Graphic Tab

Use the following graphic options to adjust the print quality for your specific printing needs. See page 4.2 for more information about accessing printer properties.

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



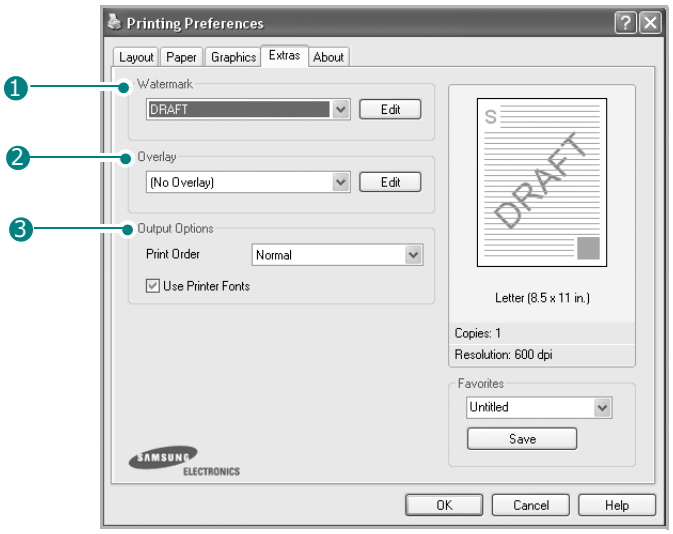
Property	Description
❶ **Resolution**	You can select the printing resolution by choosing from **1200 dpi [Best]**, **600 dpi [Normal]**, or **300 dpi [Draft]**. The higher the setting, the sharper the printed characters and graphics. Higher settings may increase the time it takes to print a document.
❷ **Image Mode**	Some printed characters or images appear to have jagged or uneven edges. Set this **Image Mode** option to improve the print quality of your text and image, and make the characters and images appear smoother. • **Printer Setting**: When you select this option, this feature is determined by the setting you've made on the control panel of the machine, affecting print quality accordingly. • **Normal**: This setting prints images in the normal mode. • **Text Enhance**: This setting refines the print quality of characters by smoothing out jagged edges that can occur on the angles and curves of each character. • **Image Enhance**: This setting refines the print quality of photo images.

Property	Description
❸ **Toner Save Mode**	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 affecting print quality accordingly. • **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.
❹ **TrueType Options**	You can use advanced settings by clicking the **TrueType Options** button.  **TrueType Options** This option determines how the driver tells the machine to image the text in your document. Select the appropriate setting according to the status of your document. • **Download as Outline**: When this option is selected, the driver will download any TrueType fonts that are used in your document that are not already stored (resident) in your machine. If, after printing a document, you find that the fonts did not print correctly, choose **Download as Bit Image** and resubmit your print job. The **Download as Bit Image** setting is often useful when printing Adobe. • **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 other types of fonts, print faster in this setting.

Property	Description
❹ **TrueType Options** (continued)	• **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 this option is not checked, colored text prints in shades of gray.

Extras Tab

See page 4.2 for more information about accessing printer properties. Click the **Extras** tab to access the following features:



Option	Description
❶ **Watermark**	You can create a background image of text to print on each page of your document. See "Using Watermarks" on page 4.18.

Option	Description
❷ **Overlay**	Overlays are often used to take the place of preprinted forms and letterhead paper. See "Using Overlays" on page 4.21.
❸ **Output Options**	**Print Order**: You can set the sequence for the pages to print. Select the print order from the drop-down list. • **Normal**: Your machine prints all pages from the first page to the last page. • **Reverse All Pages**: Your machine prints all pages from the last page to the first page. • **Print Odd Pages**: Your machine prints only the odd numbered pages of the document. • **Print Even Pages**: Your machine prints only the even numbered pages of the document. **Use Printer Fonts**: When this option is checked, the machine uses the fonts that are stored in its memory (resident fonts) to print your document, rather than downloading the fonts used in your document. Because downloading fonts takes time, selecting this option can speed up your printing time.

About Tab

Use the **About** tab to display the copyright notice and the version number of the driver. If you have an Internet browser, you can connect to the Internet by clicking on the web site icon. See page 4.2 for more information about accessing printer properties.

Printer Tab

If you access printer properties through the **Printers** folder, you can view the **Printer** tab. Click the **Printer** tab to access the following properties:

- **Optional Tray**: If you install an optional Tray 2, in the printer properties window, you can tell the machine to recognize and use it for PC-printing by selecting **Tray 2** in the **Optional Tray** drop down list.
- **High Altitude Correction**: If your machine is going to be used at an altitude above 1,500 m, checking this option will optimize the print quality for those circumstances.

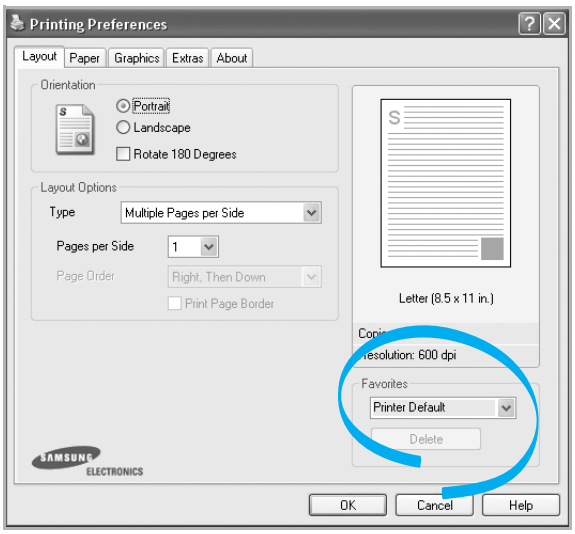
Using a Favorite Setting

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**.

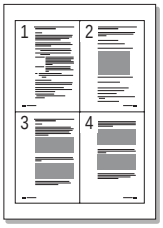
You can also restore the printer driver's default settings by selecting **Printer Default** from the list.

Using Help

Your machine has a help screen that can be activated using the **Help** button in the printer 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.

Printing Multiple Pages on One Sheet of Paper



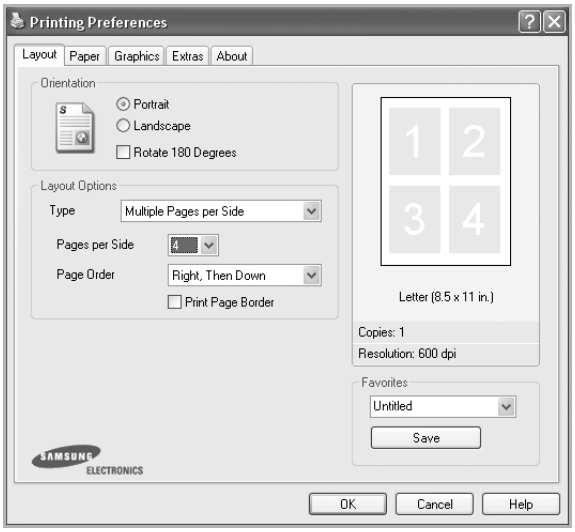
You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages are reduced in size and arranged in the order you specify. You can print up to 16 pages on one sheet.

1 To change the print settings from your software application, access printer properties. See page 4.2.

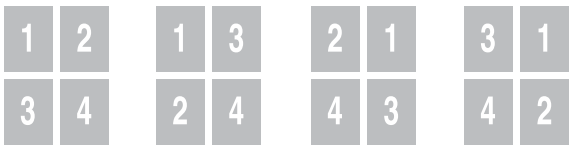
2 From the **Layout** tab, choose **Multiple Pages per Side** from the **Type** drop-down list.

NOTE: This feature is not available when you select **Fit to Page** or **Reduce/Enlarge** from the **Paper** tab.

3 Select the number of pages you want to print per sheet (1, 2, 4, 6, 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.



Right, Then Down | Down, Then Right | Left, Then Down | Down, Then Left

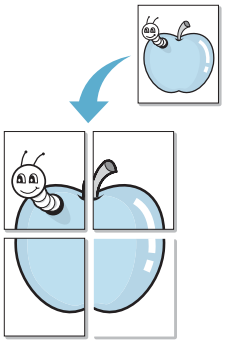
Check **Print Page Border** to print a border around each page on the sheet.

NOTE: **Page Order** and **Print Page Border** are enabled only when the number of pages per side is 2, 4, 6, 9, or 16.

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

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

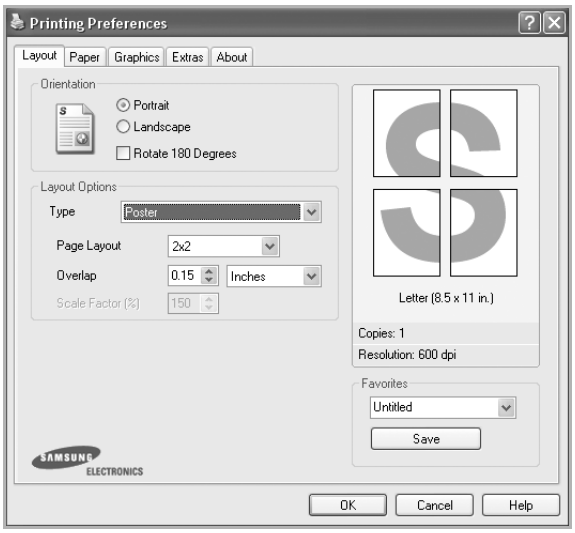
Printing Posters



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 printer properties. See page 4.2.

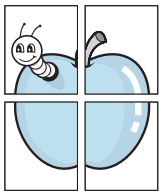
2 From the **Layout** tab, select **Poster** on the **Type** drop-down list.



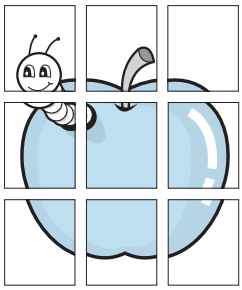
NOTE: This feature is not available when you select **Fit to Page** or **Reduce/Enlarge** from the **Paper** tab.

3 Configure the poster option:

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



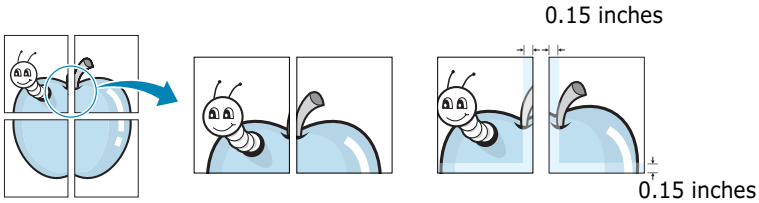
▲ 2 x 2



▲ 3 x 3

If you select **Custom**, you can manually set the scale rate of the image in the **Scale Factor** input box.

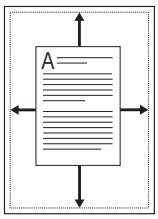
Specify an overlap in millimeters or inches to make it easier to reconstruct the resulting poster.



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 pasting the sheets together.

Fitting Your Document to a Selected Paper Size



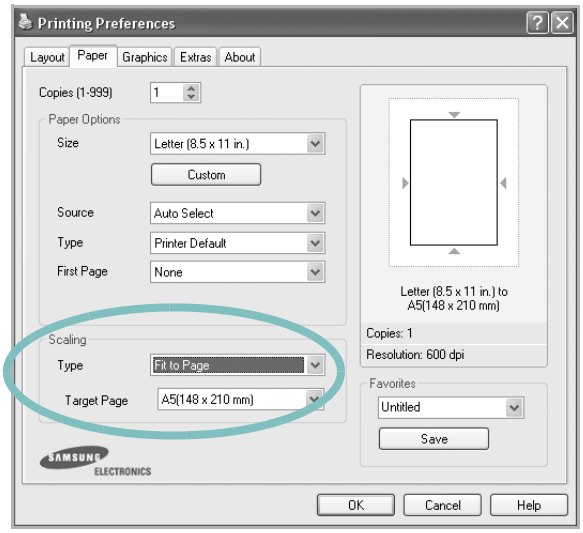
You can scale your print job to any paper size regardless of the original document size. This can be useful when you want to check the fine details on a small document.

1 To change the print settings from your software application, access printer properties. See page 4.2.

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

NOTE: This feature is not available when you select **Poster** or **Multiple Pages per Side** from the **Layout** tab.

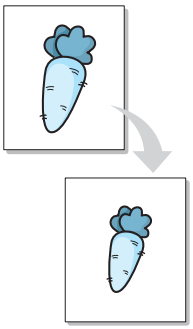
3 Select the correct size from the **Target Page** drop-down list.



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

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

Printing a Reduced or Enlarged Document



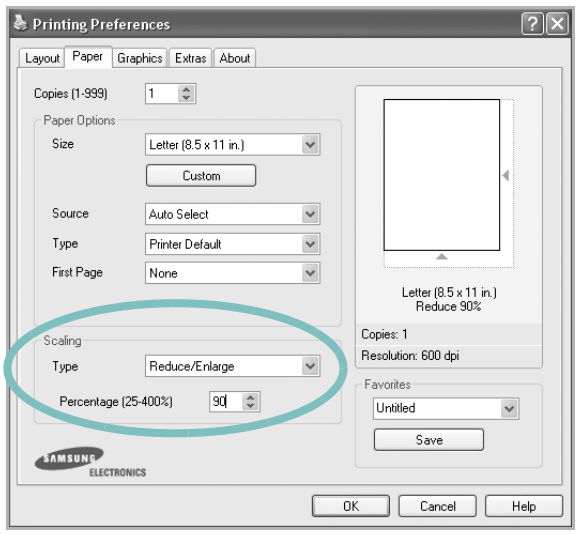
You can change the size of a page's content to appear larger or smaller on the printed page.

1 To change the print settings from your software application, access printer properties. See page 4.2.

2 From the **Paper** 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.



NOTE: This feature is not available when you select **Poster** or **Multiple Pages per Side** from the **Layout** tab.

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

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

Using Watermarks

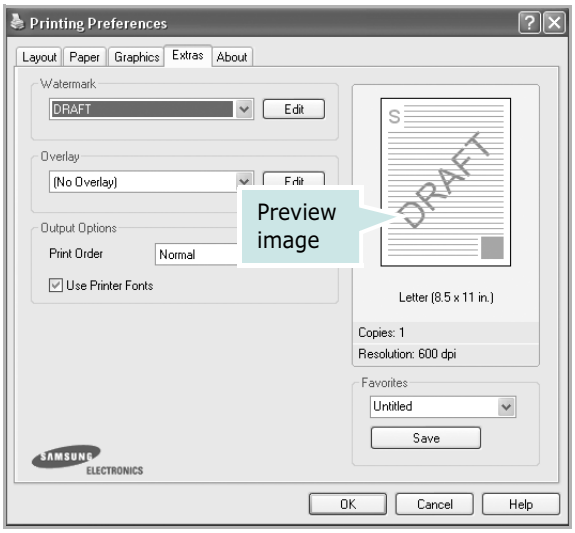
The Watermark option allows you to print text over an existing document. For example, you may want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all of the pages of a document.

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 printer properties. See page 4.2.

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

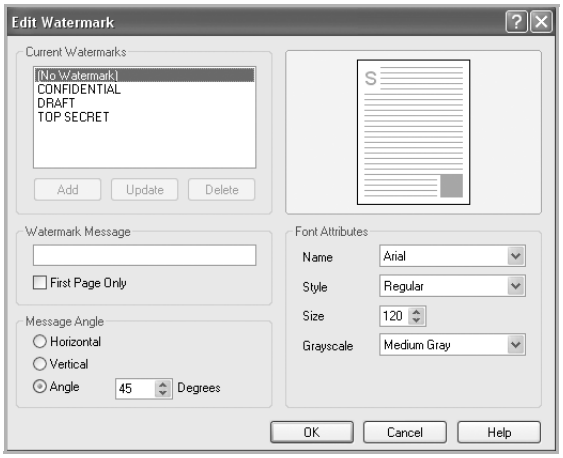


3 Click **OK** and start printing.

Creating a Watermark

1 To change the print settings from your software application, access printer properties. See page 4.2.

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



3 Enter the 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, 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 the 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 printer properties. See page 4.2.

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

3. Select the watermark you want to edit on the **Current Watermarks** list. You can change the watermark message and the options. Refer to page 4.19.

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

5. Click **OK**.

Deleting a Watermark

1. To change the print settings from your software application, access printer properties. See page 4.2.

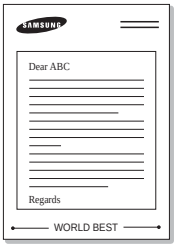
2. From the **Extras** tab, click **Edit** in the **Watermark** section. The Edit Watermark window appears.

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

4. Click **OK**.

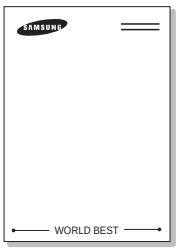
Using Overlays

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

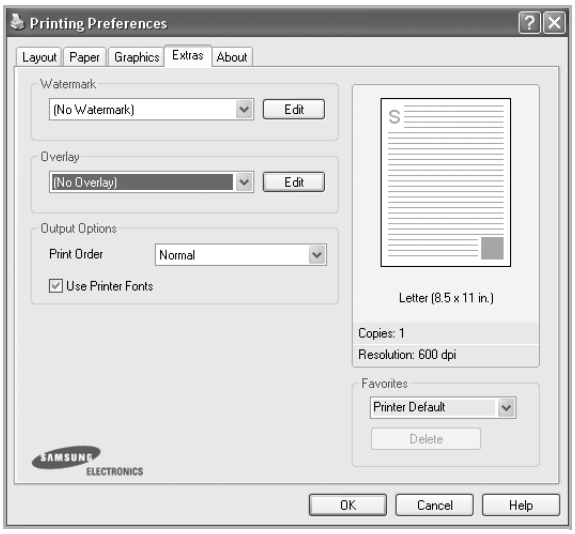


To use a page overlay, you must create a page overlay containing a logo or image.

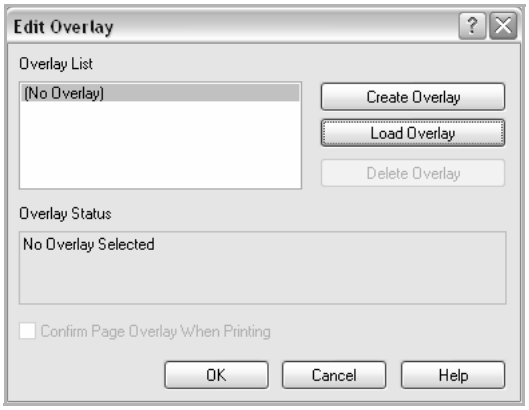
1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay. If needed, save the file for later use.

2. To change the print settings from your software application, access printer properties. See page 4.2.

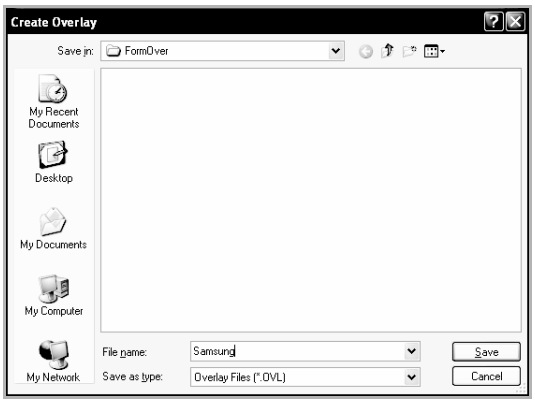
3. Click the **Extras** tab and click **Edit** in the **Overlay** section.



4 In the Edit Overlay 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:

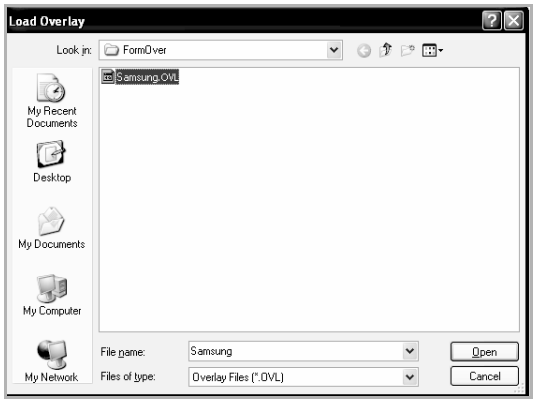
1. Create or open the document you want to print.

2. To change the print settings from your software application, access printer properties. See page 4.2.

3. Click the **Extras** tab.

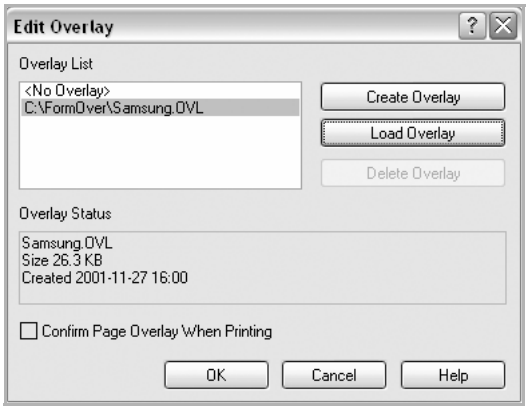
4. Select the overlay you want to print from the **Overlay** drop-down list box.

5. If 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 the document.

Answering **Yes** in 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 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 confirmation message window appears, click **Yes**.
6. Click **OK** until you exit the Print window.

MEMO

5 COPYING

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

This chapter includes:

- **Loading Paper for Copying**
- **Selecting the Paper Tray**
- **Preparing a Document**
- **Making Copies on the Document Glass**
- **Making Copies from the Automatic Document Feeder**
- **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, faxing, or copying. For further details, see page 2.7 for loading in the paper tray and page 3.6 for loading in the Multipurpose tray.

NOTE: For copying, you can only use Letter-, A4-, Legal-, Folio-, Executive-, B5-, A5-, or A6-sized print materials.

Selecting the Paper Tray

After loading the print media for copy output, you have to select the paper tray you will use for the copy job.

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

   The first available menu item, "Paper Setting," appears on the top line of the display and "Copy Tray" appears on the bottom line of the display.

2. Press **Enter**.

3. Press the scroll button (◀ or ▶) until the paper tray you want appears on the display.

   You can select Tray1, Tray2, MP Tray, Tray1/2, or Auto. If you do not install the optional Tray 2, the Tray2 and Tray1/2 menu item will not appear on the display.

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

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

Preparing a Document

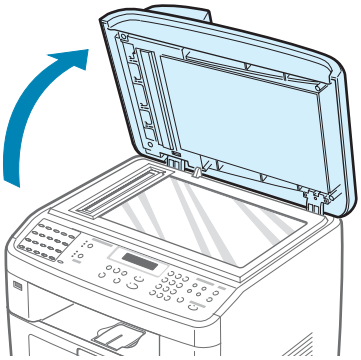
You can use the document glass or the Automatic Document Feeder (ADF) to load an original document for copying, scanning, and sending a fax. Using the ADF, you can load up to 50 documents (47~ 105 g/m^2, 12.5 ~ 28 lb) for one job. You can, of course, place only one sheet at a time on the document glass.

When you use the ADF:

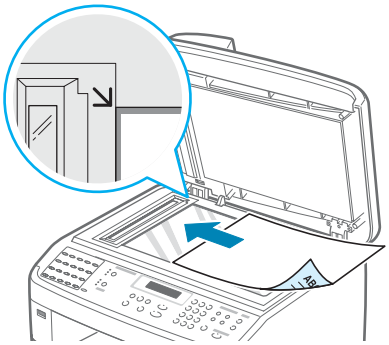
- Do not load documents smaller than 142 x 127 mm or larger than 216 x 356 mm.
- Do not attempt to feed the following types of documents:
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper
  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
- Remove all staples and paper clips before loading documents.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading documents.
- Do not load documents that include different sizes or weights of paper.
- Do not load booklet, pamphlet, transparencies, or documents having other unusual characteristics.

Making Copies on the Document Glass

1 Lift and open the document cover.



2 Place the document **face down** on the document glass and align it with the registration guide at the top left corner of the glass.



NOTE: Make sure that no documents are in the ADF (Automatic Document Feeder). If a document is detected in the ADF, the machine gives it priority over the document on the document glass.

3 Close the document cover.

NOTES:

- Leaving the cover open while copying may affect copy quality and toner consumption.
- If you are copying a page from a book or magazine, lift the cover until its hinges are caught by the stopper and then close the cover. If the book or magazine is thicker than 30 mm, start copying with the cover open.

4 Customize 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 5.7.

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

5 If necessary, you can use special copy features, such as Poster, Auto Fit, Clone, and 2Sides on 1pg copying.

6 Press **Start** to begin copying.

The display shows the copy processing.

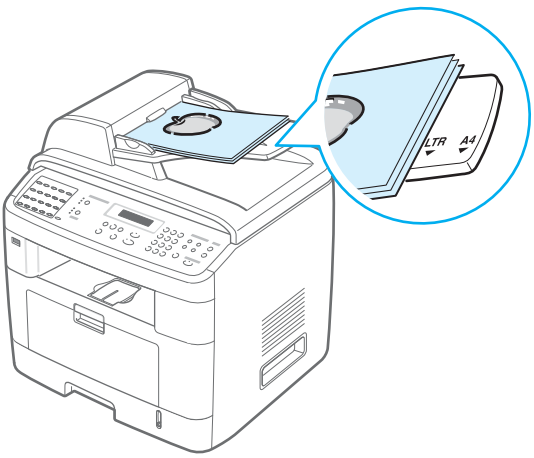
NOTES:

- 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. Always keep it clean.
- To get the best scan quality, especially for colored or gray-scaled images, use the document glass.

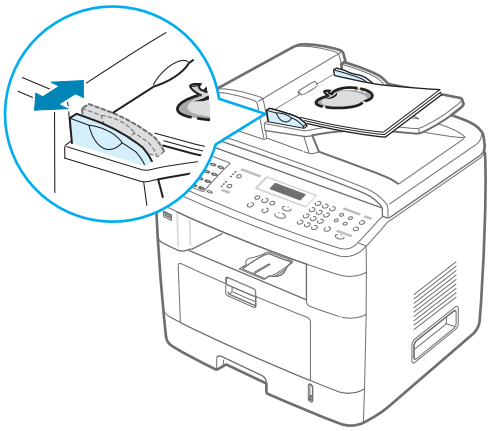
5

Making Copies from the Automatic Document Feeder

1 Load the document **face up** into the ADF (Automatic Document Feeder). You can insert up to 50 sheets at a time. Make sure that the bottom of the document stack matches the paper size marked on the document tray.



2 Adjust the document guides to the document size.



3 Customize 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 5.7.

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

4 If necessary, you can use special copy features, such as Collation and 2 or 4 Up-copying.

5 Press **Start** to begin copying.

The display shows the copy processing.

NOTE: Dust on the ADF glass may cause black lines on the printout. Always keep it clean.

Setting Copy Options

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

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

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**.

Each time you press the button, the LED labeled with the selected mode lights.

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.

Original Type

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

To select the document type, press **Original Type**.

Each time you press the button, the LED labeled with the selected mode lights.

You can choose from the following image modes:

- **Text**: Use for documents containing mostly text.
- **Text/Photo**: Use for documents with mixed text and photographs.
- **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, the background will appear on your copy. If you want to reduce the background, change the **Darkness** setting to **Light** and/or the **Original Type** setting to **Text**.

Reduced/Enlarged Copy

Using the **Reduce/Enlarge** button, you can reduce or enlarge the size of a copied image from 25% to 400% when you copy original documents from the document glass or from 25% to 100% from the ADF. Note that the zoom rate available is different depending on the document loading method.

To select from the predefined copy sizes:

1. Press **Reduce/Enlarge**.

   The default setting appears on the bottom line of the display.

2. Press **Reduce/Enlarge** or the scroll button (◀ or ▶) to find the size setting you want.

3. Press **Enter** to save the selection.

To fine-tune the size of copies:

1. Press **Reduce/Enlarge**.

2. Press **Reduce/Enlargee** or the scroll button (◀ or ▶) until "Custom:25-100%" or "Custom:25-400%" displays on the bottom line. Press **Enter**.

3. Press the scroll button (◀ or ▶) until the copy size you want appears on the display.

   Pressing and holding the button allows you to quickly scroll to the number you want.

   For the SCX-4720F, you can enter the value using the number keypad.

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

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

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 button allows you to quickly scroll to the number you want.

   For the SCX-4720F, you can enter the value using the number keypad.
3. Press **Enter** to save the selection.

Using Special Copy Features

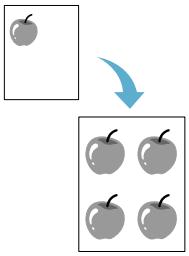
5

You can use the following copy features using the **Special Copy** button on the control panel:

- **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 5.10.
- **Copy Collate**: Sorts the copy job. For example, if you make 2 copies of 3 page documents, one complete 3 page document will print followed by the second complete document. See page 5.10.
- **Auto Fit**: Automatically reduces or enlarges the original image to fit on the paper currently loaded in the machine. See page 5.11.
- **2Sides in 1pg**: Prints 2-sided original document on one sheet of paper. See page 5.11.
- **2/4 Up**: Prints 2/4 original images reduced to fit onto one sheet of paper. See page 5.12.
- **Poster**: Prints an image onto 9 sheets of paper (3x3). You can paste the printed pages together to make one poster-sized document. See page 5.13.

NOTE: Some features may not be available depending on where you loaded the document, on the document glass or in the Automatic Document Feeder.

Clone Copying



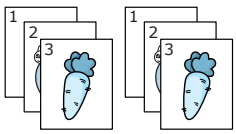
This special copy feature can be applied only when you place a document on the document glass. If a document is detected in the ADF, Clone copying feature does not work.

1. Place the document to be copied on the document glass, and close the cover.
2. Press **Special Copy**.
3. Press **Special Copy** or the scroll button (◀ or ▶) until "Clone" displays on the bottom line.
4. Press **Enter** to make your selection.
5. If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 5.7.

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

6. Press **Start** begin copying.

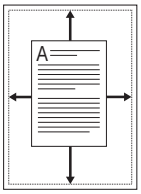
Collation Copying



This special copy feature is available only when you load documents in the ADF.

1. Load the documents to be copied in the ADF.
2. Press **Special Copy**.
3. Press **Special Copy** or the scroll button (◀ or ▶) until "Copy Collate" displays on the bottom line.
4. Press **Enter** to make your selection.
5. If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 5.7.
6. Press **Start** to begin copying.

Auto Fit Copying



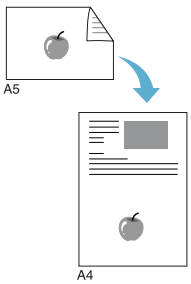
This special copy feature can be applied only when you place a document on the document glass. If a document is detected in the ADF, Auto Fit copying does not work.

1. Place the document to be copied on the document glass, and close the cover.
2. Press **Special Copy**.
3. Press **Special Copy** or the scroll button (◀ or ▶) until "Auto Fit" appears on the bottom line.
4. Press **Enter** to make your selection.
5. If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 5.7.

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

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

2 Sides on 1 Page Copying



You can copy a 2-sided document on one side of one page of A4-, Letter-, Legal-, Folio-, Executive-, B5-, A5-, or A6-sized paper.

When you copy using this feature, the machine prints one side of the document on the upper half of the paper and the other side on the lower half without reducing the size of 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.

This special copy feature can be applied only when you place a document on the document glass. If a document is detected in the ADF, 2 Sides on 1 Page copying feature does not work.

1. Place the document to be copied on the document glass and close the cover.
2. Press **Special Copy**.

3 Press **Special Copy** or the scroll button (◀ or ▶) until "2Sides in 1pg" displays on the bottom line.

4 Press **Enter** to make your selection.

5 If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 5.7.

6 Press **Start** 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.

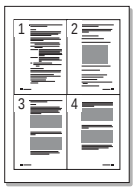
NOTE: If you press the **Stop/Clear** button or if no buttons are pressed for approximately 30 seconds, the machine cancels the copy job and returns to Standby mode.

8 Press **Start** again.

2 Up or 4 Up Copying

This copy feature is available only when you load documents in the ADF.

▲ 2-up copying



▲ 4-up copying

1 Load the documents to be copied in the ADF.

2 Press **Special Copy**.

3 Press **Special Copy** or the scroll button (◀ or ▶) until "2 UP" or "4 UP" displays on the bottom line.

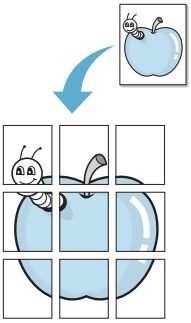
4 Press **Enter** to make your selection.

5 If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 5.7.

NOTE: You cannot adjust the copy size using the **Reduce/ Enlarge** button for making a 2 or 4 Up copy.

6 Press **Start** to begin copying.

Poster Copying



This special copy feature can be applied only when you place a document on the document glass. If a document is detected in the ADF, the Poster copying feature does not work.

1. Place the document to be copied on the document glass and close the cover.
2. Press **Special Copy**.
3. Press **Special Copy** or the scroll button (◀ or ▶) until "Poster" displays on the bottom line.
4. Press **Enter** to make your selection.
5. If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 5.7.

NOTE: You cannot adjust the copy size using the **Reduce/ Enlarge** button when making a poster.

6. Press **Start** 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

The 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** on the control panel until "Copy Setup" appears on the top line of the display.

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

2. Press **Enter** 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 **Enter** to access the option.

5. Change the setting using the scroll button (◀ or ▶).

   For the SCX-4720F, you can enter the value using the number keypad.

6. Press **Enter** to save the selection.

7. Repeat steps 3 through 6, as needed.

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

NOTE: While you are setting 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** 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 **Enter** 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, 120, and 180 (seconds). Selecting "Off" means that the machine does not restore the default settings until you press **Start** to begin copying, or **Stop/Clear** to cancel.

5. Press **Enter** to make your selection.

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

MEMO

6 SCANNING

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

This chapter includes:

- **Scanning Basics**
- **Scanning From the Control Panel to an Application**
- **Scanning Using Samsung SmarThru**
- **Scanning Using the WIA Driver**
- **Scanning to USB Flash Drive**

Scanning Basics

Your SCX-4x20 Series offers four ways to scan. These are:

- From the control panel on your machine to an application: Use the **Scan-to** button on the control panel to initiate scanning. Assign the TWAIN-compliant software, such as Adobe PhotoDeluxe or Adobe Photoshop, to the machine by selecting it from the list of available applications via the **Scan-to** button. Before assigning the software program, you must configure the scan list using the Printer Setting Utility. For details, see page 2.37.
- From the Samsung SmarThru software: Launch Samsung SmarThru and open Scan To to begin scanning. See page 6.4.
- From the Windows Images Acquisition (WIA) driver: Your machine also supports the WIA driver for scanning images. See page 6.7.
- From a USB flash drive: When you insert a USB flash drive into the USB port in the front of your machine, you can scan and save documents in the USB flash drive by pressing **Scan-to**. For details, see page 6.8.

NOTES:

- To scan with your machine, you must install the MFP driver.
- Scanning is done through the same LPT or USB port currently assigned for your printer port.

Scanning From the Control Panel to an Application

1. Make sure that your machine and computer are turned on and properly connected to each other.

2. Load the document(s) face up into the ADF.

   OR

   Place a single document face down on the document glass.

   For details about loading a document, see page 7.6.

3. Press **Scan-to**. The first available menu item, “Application,” appears on the bottom line.

   If you have inserted a USB flash drive into the machine, the first available menu item will be “USB Memory.” Press the scroll button (◀ or ▶) to select “Application”.

4. Press **Enter** and press the scroll button (◀ or ▶) to select an application to which you want to send the scanned image.

5. Press **Start**. The selected application window opens. Adjust the scan settings and start scan. For details, please refer to the User’s Guide of the application.

Scanning Using Samsung SmarThru

Samsung SmarThru is the accompanying software for your machine. With SmarThru, scanning is the proverbial piece of cake.

NOTE: SmarThru 4 does not support Windows 95.

Follow these steps to start scanning using the SmarThru:

1. Make sure that your machine and computer are turned on and properly connected to each other.

2. Load the document(s) face up into the ADF.

   OR

   Place a single document face down on the document glass.

   For details about loading a document, see page 7.6.

3. Once you have installed Samsung SmarThru, you will see the **SmarThru 4** icon on your desktop. Double-click the **SmarThru 4** icon.

The SmarThru 4 window opens.

- **Scan To**

  Allows you to scan an image and save it to an application or folder, email it, or publish it on a web site.

- **Image**

  Allows you to edit an image you have saved as a graphic file and send it to a selected application or folder, email it, or publish it on a web site.

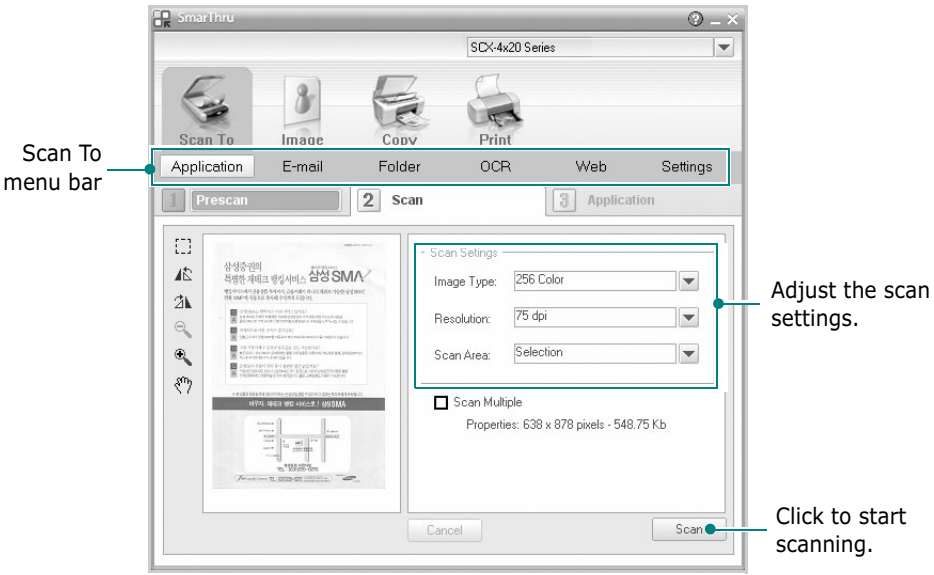
- **Copy**

  Allows you to produce professional quality copies. You can make black and white or color copies of an image if your machine supports it, and customize the copy settings.

- **Print**

  Allows you to print images you have saved. You can print images in black and white or color mode if your machine supports it, and customize the print settings.

4 Click **Scan To**. The **Scan To** menu bar appears on the SmarThru 4 window.



Scan To lets you use the following services:

- **Application**

  Scanning an image and placing it in an application. Allows you to scan an image, preview it, and place it in the application of your choice.

- **E-mail**

  Scanning an image and emailing it. Allows you to scan an image, preview it, and email it.

- **Folder**

  Scanning an image and saving it to a folder. Allows you to scan an image, preview it, and save it to the folder of your choice.

- **OCR**

  Scanning an image and performing text recognition. Allows you to scan an image, preview it, and send it to the OCR program for text recognition.

  - Recommended Scan Option for OCR
  - Resolution: 200 or 300 dpi
  - Image Type: Mono (Black & White)

- **Web**

  Scanning an image, previewing it, and publishing it on a web site, using the specified file format for the image you want to publish.

- **Settings**

  Customizing settings of **Scan To** basic functions. Allows you to customize settings for **Application**, **E-mail**, **OCR**, and **Web** functions.

5 Click the service icon according to your job.

6 SmarThru 4 opens for the selected service. Adjust the scan settings.

7 To start scanning, click **Scan**.

NOTE: If you want to cancel the scan job, press the **Stop/Clear** button on the control panel.

Using Onscreen Help File

For more information about SmarThru, click ? at the top right corner of the window. The SmarThru Help window opens and allows you to view onscreen help supplied on the SmarThru program.

Scanning Using the WIA Driver

Your machine also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Microsoft® Windows® XP and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver allows you to scan and easily manipulate images without using additional software.

NOTE: The WIA driver works only on Windows XP.

1 Load the document(s) face up into the ADF.

OR

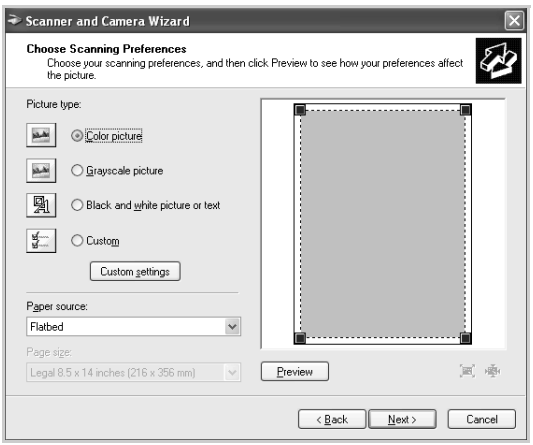
Place a single document face down on the document glass.

For details about loading a document, see page 7.6.

2 From the **Start** menu on your desktop window, select **Settings**, **Control Panel**, and then **Scanners and Cameras**.

3 Double click your machine icon. The Scanner and Camera Wizard launches.

4 Choose your scanning preferences and click **Preview** to see how your preferences affect the picture.



5 Enter a picture name, and select a file format and destination to save the picture.

6 Follow the on-screen instructions to edit the picture after it is copied to your computer.

NOTE: If you want to cancel the scan job, press the **Stop/Clear** button on the control panel.

Scanning to USB Flash Drive

Using a USB flash drive, you can scan and save documents in the USB flash drive by pressing **Scan-to** on the control panel. For details about scanning, see "Scanning to USB Flash Drive" on page 10.3.

7 FAXING *(SCX-4720F ONLY)*

The fax feature is only available on the SCX-4720F. This chapter gives you information about using your machine as a fax machine.

This chapter includes:

- **Setting Up the Fax System**
- **Sending a Fax**
- **Receiving a Fax**
- **Automatic Dialing**
- **Other Ways to Fax**
- **Additional Features**

Setting Up the Fax System

Changing the Fax Setup options

1. Press **Menu** until "Fax Setup" appears on the top line of the display.

   The first available menu item, "Receive Mode," displays on the bottom line.

2. Press the scroll button (◀ or ▶) until you see the desired menu item on the bottom line and press **Enter**.

3. Use the scroll button (◀ or ▶) to find the desired status or use the number keypad to enter the value for the option you have selected.

4. Press **Enter** to make your selection. The next Fax Setup option appears.

5. If necessary, repeat steps 2 through 4.

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

Available Fax Setup Options

Option	Description
Receive Mode	You can select the default fax receiving mode. • In **Tel** mode, you can receive a fax by picking up the handset of the extension phone and then pressing the remote receive code (see page 7.4). Alternatively, you can press **On Hook Dial** (you can hear a fax tone from the remote machine) and then press **Start** on the control panel of your machine. • In the **Fax** mode, the machine answers an incoming call and immediately goes into fax reception mode. • In **Ans/Fax** mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to Fax mode. • In **DRPD** mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. This option is available only when you set up the DRPD Mode. For further details, see page 7.17.
Ring To Answer	You can specify the number of times the machine rings, from 1 to 7, before answering an incoming call.
Darkness	You can select the default contrast mode to fax your documents lighter or darker. • **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.
Redial Term	Your machine can automatically redial a remote fax machine if it was busy. Intervals from 1 to 15 minutes can be entered.
Redials	You can specify the number of redial attempts, from 0 to 13. If you enter **0**, the machine will not redial.

Option	Description
MSG Confirm	You can set your machine to print a report showing whether a transmission was successful, how many pages were sent, and more. The available options are **On**, **Off**, and **On-Err**, which prints only when a transmission is not successful.
Auto Report	This produces a report with detailed information about the previous 50 communications operations, including time and dates. The available options are **On** or **Off**.
Auto Reduction	When receiving a document containing pages as long as or longer than the paper loaded in the paper tray, the machine can reduce the size of the document to fit the size of the paper loaded in the machine. Select **On** if you want to automatically reduce an incoming page. With this feature set to **Off**, the machine cannot reduce the document to fit onto one page. The document will be divided and printed in actual size on two or more pages.
Discard Size	When receiving a document containing pages as long as or longer than the paper installed in your machine, you can set the machine to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print in actual size on two or more sheets of paper. When the document is within the margin and the Auto Reduction feature is turned on, the machine reduces the document to fit it onto the appropriately-sized paper and discard does not occur. If the Auto Reduction feature is turned off or fails, data outside the margin will be discarded. Settings range from 0 to 30 mm.
RCV Start Code	The Receive Start Code allows you to initiate fax reception from an extension phone plugged into the EXT jack on the back of the machine. If you pick up the extension phone and hear fax tones, enter the Receive Start Code. The Receive Start Code is preset to *9* at the factory. Settings range from 0 to 9. See page 7.16 for more information about using the code.

Option	Description
DRPD Mode	You can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature, which enables a user to use a single telephone line to answer several different telephone numbers. In this menu, you can set the machine to recognize which ring patterns to answer. For details about this feature, see page 7.17.

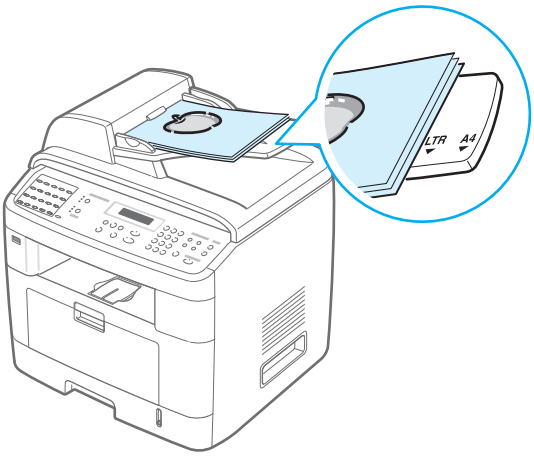
Sending a Fax

Loading a Document

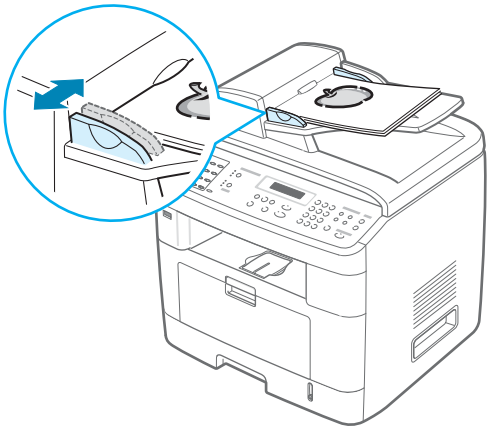
You can use the Automatic Document Feeder (ADF) or the document glass to load an original document for faxing. Using the ADF, you can load up to 50 sheets of 75 g/m^2 (20 lb) paper at a time. You can, of course, place only one sheet at a time on the document glass. For details about preparing a document, see page 5.3.

To fax a document using the Automatic Document Feeder (ADF):

1 Load the document **face up** into the ADF. You can insert up to 50 sheets at a time. Make sure that the bottom of the document stack matches the paper size marked on the document tray.



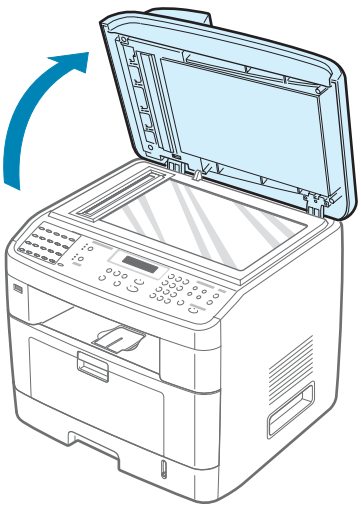
2 Adjust the document guide on the ADF to match the width of the document.



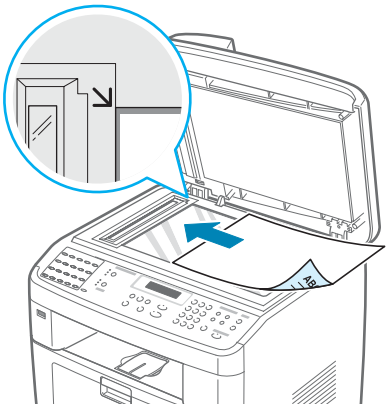
NOTE: Dust on the ADF glass may cause black lines on the printout. Keep it always clean.

To fax a document from the document glass:

1 Lift and open the document cover.



2 Place the document **face down** on the document glass and align it with the registration guide at the top left corner of the glass.



NOTE: Make sure that no other documents are in the ADF (Automatic Document Feeder). If a document is detected in the ADF, the machine gives it priority over the document on the document glass.

3 Close the document cover.

NOTES:

- If you are copying a page from a book or magazine, lift the cover until its hinges are caught by the stopper and then close the cover. If the book or magazine is thicker than 30 mm, start copying with the cover open.
- To get the best scan quality, especially for colored or gray-scaled images, use the document glass.