

Fax menu

Item	Description
Send Report	Sets the machine to print a report whether a fax transmission was successfully completed or not. If you select On-Error , the machine prints a report only when a transmission is not successful.
Image TCR	Prints a transmission report with a minimized image of the first page of the fax sent.
Dial Mode	Sets the dialing mode to either tone or pulse. This setting may not be available depending on your country.
Toll Save	Sends faxes at a preset toll-saving time to save on call costs. This setting may not be available depending on your country.
Setup Wizard	Makes it easy to configure the necessary fax options such as machine ID, fax number, etc.

Receiving setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (fax) >  (**Menu**) > **Fax Setup** > **Receiving** on the control panel.
- Or press **Setup** > **Machine Setup** > **Default Setting** > **Fax Default** on the touch screen.

Item	Description
Receive Mode	Selects the default fax receiving mode.
Ring To Answer	Specifies the number of times the machine rings before answering an incoming call.
Stamp RCV Name	Automatically prints the page number, and the date and time of reception at the bottom of each page of a received fax.

Fax menu

Item	Description
Rcv Start Code	Initiates fax reception from an extension phone plugged into the EXT socket on the back of the machine. If you pick up the extension phone and hear fax tones, enter the code. It is preset to *9* at the factory.
Auto Reduction	Automatically reduces an incoming fax page to fit the size of the paper loaded in the machine.
Discard Size	Discards a specific length from the end of the received fax.
Junk Fax Setup	Blocks any unwanted faxes that you stored in the memory as junk fax numbers. This setting may not be available depending on your country.
DRPD Mode	Enables a user to use a single telephone line to answer several different telephone numbers. You can set the machine to recognize different ring patterns for each number. This setting may not be available depending on your country (see "Receiving faxes using DRPD mode" on page 261).
Duplex Print	Prints the received fax data on both sides of the paper. You can save the paper usage.
• Doc Box Saving • Document Box Saving	Stores received faxes in the common box. This menu only appears when an optional mass storage device (HDD) drive has been installed (see "Variety feature" on page 10).

Scan menu

Scan feature



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (scan) >  (**Menu**) > **Scan Feature** on the control panel.
- Or press **Setup** > **Machine Setup** > **Default Setting** > **Scan Default** on the touch screen.
- Or press **Scan** > select the menu item you want on the touch screen.

Item	Description
USB Default USB	Sets scan destination to a USB. You scan the originals and save the scanned image to a USB device.
E-mail Default Send Email Custom Email	Sets scan destination to an email. You scan the originals and email the scanned image to destinations (see "Scanning to email" on page 246).
FTP Default FTP	Sets scan destination to an FTP server. You scan the originals and send the scanned image to an FTP server (see "Scanning to FTP/SMB server" on page 247).

Item	Description
SMB Default SMB	Sets scan destination to an SMB server. You scan the originals and send the scanned image to an SMB server (see "Scanning to FTP/SMB server" on page 247).
Send Report	Prints a confirmation report showing whether the scanned image sending was successful.
Local PC	Sets scan destination to a usb-connected computer. You scan the originals and save the scanned image to a directory such as My Documents (see "Basic Scanning" on page 65).
Network PC	Sets scan destination to a network-connected computer. You scan the originals and save the scanned image to a directory such as My Documents (see "Scanning from network connected machine" on page 245).
Document Box	Sets scan destination to a Document Box . You scan the originals and send the scanned image to the storage which called Document Box in the machine.
Shared Boxes	Sets scan destination to a shared folder. You can create and use the shared folder (see "Using shared folder features" on page 265).

Scan menu

Scan setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (scan) >  (**Menu**) > **Scan Setup** on the control panel.
- Or press **Setup** > **Machine Setup** > **Default Setting** > **Scan Default** on the touch screen.

Item	Description
• Scan Size • Original Size	Sets the image size.
Original Type	Sets the original document's type.
Resolution	Sets the image resolution.
Color Mode	Sets the color mode.
File Format	Sets the file format in which the image is to be saved. If you select BMP, JPEG, TIFF, or PDF, you can select to scan multiple pages.
Darkness	Adjusts the brightness level to scan.

Item	Description
Contrast	Adjust the contrast level to scan lighter or darker than the original.

System setup

Machine setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (**Menu**) > **System Setup** > **Machine Setup** on the control panel.
- Or press **Setup** > **Machine Setup** > **Initial Setup** on the touch screen.

Item	Description
Machine ID	Sets the machine ID which will be printed at the top of each fax page that you send.
Fax Number	Sets the fax number which will be printed at the top of each fax page that you send.
Date & Time	Sets the date and time.
Clock Mode	Selects the format for displaying time between 12 hr. and 24 hr.
Form Menu	Off: Prints in normal mode. Single Form: Prints all page using the first form. Double Form: Prints the front page using the first form and the back page using the second form.

Item	Description
Select Form	Form overlay is images stored on the printer's mass storage device (HDD) as a special file format that can be printed in layers on any document.
HDD Spooling	When On , stores documents on the mass storage device (HDD) for network printing.
Language	Sets the language of the text that appears on the control panel display.
Default Mode	Sets the machine's default mode among fax mode, copy mode, or scan mode.
Default Paper Size	You can set the default paper size to use.
Power Save	Sets how long the machine waits before going to power save mode. When the machine does not receive data for an extended period of time, power consumption is automatically lowered.
Scan PWR Save	Sets how long the machine's scanner part waits before going to power save mode. When the scanner does not receive data for an extended period of time, power consumption is automatically lowered.
System Timeout	Sets the time that the machine remembers previously used copy settings. After the timeout, the machine restores the default copy settings.

System setup

Item	Description
Job Timeout	Sets the length of time the printer waits before printing the last page of a print job that does not end with a command to print the page.
Wakeup Event	You can set the condition to wake up from power-save mode. Set the item on. • Button Press: When you press any button except power button, the machine wake up from the power save mode. • Scanner: When you insert paper in the document feeder, the machine wake up from the power save mode. • Printer: When you open or close the paper tray, the machine wake up from the power save mode.
Auto Continue	Determine whether or not the machine continues printing when it detects the paper does not match the paper settings. • Off: If a paper mismatch occurs, the machine waits until you insert the correct paper. • On: If a paper mismatch occurs, an error message will display. The machine waits for about 30 second, then automatically clear the message and continue printing.
• Altitude Adj. • Altitude Adjustment	Optimize print quality according to the machine's altitude.

Item	Description
Auto CR	Allows you to append the required carriage return to each line feed, which is useful for Unix or DOS users.
Firmware Version	Shows the product's firmware version.
AutoComplete	Provides suggestions while you type an email address or fax number. This enables you to find and select the data without typing it in completely.
• Tray Chaining • Auto Tray Switch	Determine whether or not the machine continues printing when it detects the paper does not match. For example, if both tray 1 and tray 2 are filled with the same size paper, the machine automatically prints from tray 2 after the tray 1 runs out of paper.  This option does not appear if you selected Auto for Paper Source from printer driver.
Paper Substit. Paper Substitution	Automatically substitutes the printer driver's paper size to prevent the paper mismatch between Letter and A4. For example, if you have A4 paper in the tray but you set the paper size to Letter in the printer driver, the machine prints on A4 paper and vice versa.
Paper Mismatch	Determine whether to disregard the paper mismatch error or not. Select Off , then the machine does not stop printing even if the paper mismatches.

System setup

Item	Description
PrintBlankPage	The printer detects the printing data from computer whether a page is empty or not. You can set to print or skip the blank page.
Multi-Bin	• Mode: Selects the multi-bin mode you want to use. • Default Bin: Selects the bin to use as a default.
Default Source	Sets the tray to use as a default.
Address Book	Views or prints the phone book or email address list.
Maintenance	• Clean Drum: Cleans the OPC drum of the cartridge by printing a sheet. • Clean Fuser: Cleans the fuser by printing a sheet. • CLR Empty Msg.: This option appears only when toner cartridge is empty. • Supplies Info.: Allows you to check how many pages are printed and how much toner is left in the cartridge. • TonerLow Alert: If toner in the cartridge has run out, a message informing the user to change the toner cartridge appears. You can set the option for this message to appear or not. • Paper Stacking: If you use a machine in a humid area, or you are using the damp print media caused by a high humidity, the print-outs on the output tray may be curled and may not be stacked properly. In this case, you can set the machine to use this function to let print-outs stacked firmly. But, using this function will make the print speed slow.

Item	Description
Import Setting	Imports data stored on a USB memory stick to the machine.
Export Setting	Exports data stored on a USB memory stick to the machine.
Toner Save	Activating this mode extends the life of your toner cartridge and reduces your cost per page beyond what one would experience in the normal mode, but it reduces print quality.
Quiet Mode	You can reduce the printing noise by turning this menu on. However, the printing speed and quality may be declined.
Eco Settings	Allows you to save print resources and enables eco-friendly printing. • Default Mode: Select whether to turn the Eco mode on or off.  On force (On-Forced): Sets the Eco mode on with password. If a user wants to turn the Eco mode on/off, the user needs to enter the password. • Select Template (Select Temp.): Selects the eco template set from the SyncThru™ Web Service.
Clear Setting	Restores the machine's factory default settings.

System setup

Paper setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (**Menu**) > **System Setup** > **Paper Setup** on the control panel.
- Or press **Setup** > **Machine Setup** > **Paper Setup** on the touch screen.

Item	Description
Paper Size	Sets the paper size as A4, Letter, or other paper sizes, according to your requirements.
Paper Type	Chooses the type of the paper for each tray.
Paper Source	Selects from which tray the paper is used.
Margin	Sets the margins for the document.
Tray Confirm	Activates the tray confirmation message. If you open and close a tray, a window asking you whether to set the paper size and type for the tray just opened appears.

Sound / Volume



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (**Menu**) > **System Setup** > **Sound/Volume** on the control panel.
- Or press **Setup** > **Machine Setup** > **Initial Setup** > **Sound/Volume** on the touch screen.

Item	Description
Key Sound	Turns the key sound on or off. With this option set to on, a tone sounds each time a key is pressed.
Alarm Sound	Turns the alarm sound on or off. With this option set to on, an alarm tone sounds when an error occurs or fax communication ends.

System setup

Item	Description
Speaker	Turns on or off the sounds from the telephone line through the speaker, such as a dial tone or a fax tone. With this option set to Comm. which means the speaker is on until the remote machine answers.  You can adjust the volume level using On Hook Dial. You can adjust the speaker volume only when the telephone line is connected. a Press  (fax) on the control panel. b Press On Hook Dial. A dial tone sounds from the speaker. c Press the arrows until you hear the volume you want. d Press On Hook Dial to save the change and return to ready mode.
Ringer	Adjusts the ringer volume. For the ringer volume, you can select off, low, middle, and high level.

Report



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (**Menu**) > **System Setup** > **Report** on the control panel.
- Or press **Setup** > **Machine Setup** > **Reports** on the touch screen.

Item	Description
Menu Map	Prints the menu map which shows the layout and current settings of this machine.
All Reports	Prints all kinds of reports that this machine provides.
Configuration	Prints a report on the machine's overall configuration.
Supplies Info. Supplies Information	Prints supplies' information page.
Address Book	Prints all of the email addresses currently stored in the machine's memory.

System setup

Item	Description
Demo Page	Prints the demo page to check whether your machine is printing properly or not.
Fax Send	Prints a transmission report including the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for fax job. You can set up your machine to automatically print a transmission confirmation report after each fax job.
Fax Sent	Prints information on the faxes you have recently sent.
Fax Received	Prints information on the faxes you have recently received.
Email Sent	Prints information on the emails you have recently sent.
• Schedule Jobs • Fax Scheduled Jobs	Prints the document list currently stored for delayed faxes along with the starting time and type of each operation.
JunkFax	Prints the fax numbers specified as junk fax numbers.
• Network Conf. • Network Configuration	Prints information on your machine's network connection and configuration.

Item	Description
• User Auth • Local User Authentication	Prints the authorized users who are allowed to use the email function.
PCL Font	Prints the PCL font list.
• PS Font • PS3 Font List	Prints the PS/PS3 font list.
EPSON Font	Prints the EPSON font list.
KSC5843 Font	Prints the KSC5843 font list.
KSC5895 Font	Prints the KSC5895 font list.
KSSM Font List	Prints the KSSM font list.
• Net User Auth • Network User Authentication	Prints the users and their IDs who logged in the domain.
Usage Counter	Prints a usage page. The usage page contains the total number of pages printed.
Fax Options	Prints the information of a fax reports.
• Stored Job List • Stored Jobs	Prints jobs currently stored in the optional memory or on a mass storage device (HDD).
• Completed Job • Completed Jobs	Prints list of completed jobs.

System setup

Item	Description
Accounting Report	This is used only available when Job Accounting is enabled from the SyncThru™ Web Admin Service. You can print a report of printout counts for each user.

Maintenance



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (**Menu**) > **System Setup** > **Maintenance** on the control panel.
- Or press **Setup** > **Machine Setup** > **Initial Setup** on the touch screen.

Item	Description
CLR Empty Msg.	When toner cartridge is empty, this option appears. You can clear the empty message.
Ignore Toner	You can set the machine to ignore the toner empty message and continue printing except incoming faxes.

Item	Description
Supplies Life	Shows the supply life indicators (see "Monitoring the supplies life" on page 80.)
TonerLow Alert	Customizes the level to alert toner low or toner empty (see "Setting the toner low alert" on page 81).
Serial Number Serial No.	Shows the machine's serial number. When you call for service or register as a user on the Samsung website, you can find this.
Paper Stacking	Enables the automatic linking feature for trays. when one tray is not available for paper empty or mismatch, this option allows your printer to feed paper from another available tray.
Color	Allows you to adjust the color setting such as contrast level, color registration, color density, etc.
Ram Disk	Sets some part of ram disk to the job storage area. Using the storage area activates the job manage menu (see "Job manage" on page 213). This allows the data from your computer to be sent to the print queue of the ram disk.

System setup

Clear setting



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (**Menu**) > **System Setup** > **Clear Setting** on the control panel.
- Or press **Setup** > **Machine Setup** > **Restore Options** on the touch screen.

Item	Description
All Settings	Clears all of the data stored in memory and resets all of your settings to the factory default.
Printer Setup	Restores all of the printer options to the factory default.
Paper Setup	Restores all of the paper options to the factory default.
• Fax Setup • Fax Default	Restores all of the fax options to the factory default.
• Copy Setup • Copy Default	Restores all of the copy options to the factory default.

Item	Description
• Scan Setup • Scan Default	Restores all of the scan options to the factory default.
System Setup	Restores all of the system options to the factory default.
Network Setup	Restores all of the network options to the factory default. (Reboot required.)
Address Book	Clears all of the email address entries stored in memory.
• Fax Sent • Sent Report	Clears all records of sent faxes.
Email Sent	Clears all records of sent emails.
• Fax Received • Fax RCV Report • Rcvd Report	Clears all records of received faxes.

System setup

Job manage



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

To change the menu options:

- Press  (**Menu**) > **System Setup** > **Job Manage** on the control panel.

Item	Description
Active Job	Shows the print job lists that are waiting to be printed.
Store Job	Shows the print job lists that are stored on the disk.
File Policy	If the memory already has the same name when you entered a new file name, you can rename or overwrite it.

Image overwrite



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

- Press  (**Menu**) > **System Setup** > **ImageOverwrite** on the control panel.

Item	Description
Manual	You can overwrite the embedded USB memory to clear all of the data stored in.

System setup

USB setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

- Press **USB** on the touch screen.

Option	Description
Print From	Views the file list from the File Navigation . Select a file to print.
Scan to USB	Sets scan destination to a USB. You scan the originals and save the scanned image to a USB device.
File Manage	Views the file list from the File Navigation . Select a file to delete. You can format the USB device.
Show Space	Shows the remaining space.

Emulation setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

- Press  (**Menu**) > **Print Setup** > **Emulation** on the control panel.

Item	Description
Emulation Type	The machine language defines how the computer communicates with the machine.
Setup	Sets the detailed settings for the selected emulation type.

System setup

Email setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

- Press **Setup** > **Machine Setup** > **Email Setup** on the touch screen.

Option	Description
SMTP Server	Sets the SMTP server configuration.
Send to Self	Sets to send the mail to yourself so that you can back up the email or use as a reminder.
Default To Address	Sets an email destination address as a default one.
Default From	Sets a sender's email address as a default one.
Default Subject	Sets an email's subject as a default one.

Address book setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

- Press **Setup** > **Machine Setup** > **Address Book** on the touch screen.

Option	Description
PhoneBook	Adds, views, prints or deletes the phone book list. You also can create a group.
Email	Adds, views, prints or deletes the email list. You also can create a group.

Document box setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

System setup

Doc Box Feature

- Press  (**Menu**) > **Document Box** > **Doc Box Feature** on the control panel.

Option	Description
Add From Scan	Stores scanned documents in a box. The stored file will be named automatically as "yearmonthdayhourminutesecond".
Task From Box	Prints a document from a box.

Doc Box Setup

- Press  (**Menu**) > **Document Box** > **Doc Box Setup** on the control panel.

Option	Description
Add From Scan	Sets the default options for storing the document to a box.
Task From Box	Sets the default options for printing the document from a box.

Network setup



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

- Press  (**Menu**) > **Network** on the control panel,
- Or press **Setup** > **Machine Setup** > **Network Setup** on the touch screen.

Option	Description
TCP/IP (IPv4)	Selects the appropriate protocol and configure parameters to use the network environment.  There are lots of parameters to be set. If you are not sure, leave as is, or consult the network administrator.
TCP/IP (IPv6)	Selects this option to use the network environment through IPv6 (see "IPv6 configuration" on page 153).
Ethernet Speed	Configure the network transmission speed.
802.1x	You can select the user authentication for network communication. For detailed information consult the network administrator.

System setup

Option	Description
Wireless	Selects this option to use the wireless network.
Clear Setting	Reverts the network settings to the default values. (Reboot required.)
• Network Conf. • Network Configuration	This list shows information on your machine's network connection and configuration.
Net. Activate	You can sets whether to use Ethernet on or off.
Http Activate	You can sets whether to use SyncThru™ Web Service or not.

Admin setup

Item	Description
Password Protect	Sets the password to access the Admin Setup menu. Select On to use this option and enter the password.
Change Password	Changes the machine's password for accessing the Admin Setup .
Maintenance	• Clean Fuser: Cleans the fuser by printing a sheet. The printed sheet has toner debris on it. • CLR Empty Msg.: Prevents the Toner Low Alert message from appearing on the display. • Supplies Info.: Allows you to check how many pages are printed and how much toner is left in the cartridge. • Toner Low Alert: If toner in the cartridge has run out, a message informing the user to change the toner cartridge appears. You can set the option for this message to appear or not. • Ram Disk: Enables/disables RAM disk to manage jobs. Depending on the installed optional memory size, you can set the RAM disk size to between 32 and 64 MB. This option does not appear if you have installed mass storage device (HDD).

Custom setup

This menu appears only when the **XOA** (eXtensible Open Architecture) web application is installed. Contact the administrator to use this menu.



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine (see "Menu overview" on page 34).

- Press  (**Menu**) > **Custom** on the control panel.



4. Special Features

This chapter explains special copying, scanning, faxing, and printing features.

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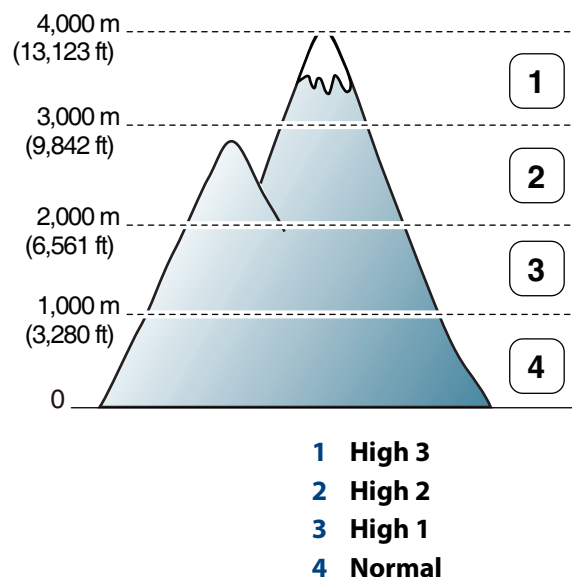


- The procedures in this chapter are mainly based on Windows 7.
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

Altitude adjustment

Print quality is affected by atmospheric pressure, which is determined by the height of the machine above sea level. The following information will guide you on how to set your machine for the best print quality.

Before you set the altitude value, determine the altitude where you are.



You can set the altitude value from **Device Settings** in Samsung Easy Printer Manager program or **Machine** section in Printer Settings Utility program.

- For Windows and Mac users, see "Device Settings" on page 278.
- For Linux users, see "Using Smart Panel" on page 281.



- If your machine is connected to the network, you can set the altitude via SyncThru™ Web Service (see "Using SyncThru™ Web Service" on page 271).
- You can also set the altitude in **System Setup** option on the machine's display (see "Machine's basic settings" on page 40).

Storing email address



This feature may not be available depending on model or optional goods (see "Features by models" on page 7).

You can set up address book with the email addresses you use frequently via SyncThru™ Web Service and then easily and quickly enter email addresses by entering the location numbers assigned to them in address book.

Storing on your machine

To scan and send an image as an email attachment, you need to set up email address using SyncThru™ Web Service.

- 1 Access the SyncThru™ Web Service (see "Using SyncThru™ Web Service" on page 271).
- 2 Click **Login** on the upper right of the SyncThru™ Web Service website.
- 3 Type in the **ID** and **Password** then click **Login**.
 - **ID: admin**
 - **Password: sec00000**
- 4 Click **Address Book > Individual > Add**.
- 5 Select the **Speed No.** and enter e-mail address and fax number.



If you need to set SMB or FTP sever information, check SMB or FTP and set the information.

6

Click **Apply**.

7

If you make a group, click **Address Book > E-mail Group > Add Group**.

8

Select the **Speed No.** and enter **Group Name**.



You can easily add individual address if you check **Yes** for **Add individual(s) after this group is created**.

9

Click **Apply**.

Storing email address

Searching for an email address

Searching sequentially through memory

- 1 Select  (scan) >  (**Address Book**) > **Search&Send** > Select an address group > **All** on the control panel.
Or select **Setup** > **Machine Setup** > **Next** > **Address Book** > **Email** > **View List** > **Individual** or **Group** on the touch screen.
- 2 Search through the entire memory in index (numerical) order, and select the name and address you want.

Searching with a particular first letter

- 1 Select  (scan) on the control panel.
- 2 Press  (**Address Book**) > **Search&Send** > Select an address group > **ID** on the control panel.
- 3 Enter the first few letters of the name you want.
- 4 Press the arrows until the name and number you want appears.

Entering various characters

As you perform various tasks, you may need to enter names and numbers. For example, when you set up your machine, you enter your name or your company's name, and the fax number. When you store fax numbers or email addresses in memory, you may also enter the corresponding names.

Entering alphanumeric characters

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, m, n, o and finally 6. To find the letter that you want to enter, see "Keypad letters and numbers" on page 224.



- You can enter a space by pressing 1 twice.
- To delete the last digit or character, press the left/right or up/down arrow button.

Keypad letters and numbers



- Special character sets may differ from your machine depending on its options or the models.
- Some of the follow key values may not appear depending on the job you are doing.

Key	Assigned numbers, letters, or characters
1	@ / . ' 1
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h i 4
5	J K L j k l 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V t u v 8
9	W X Y Z w x y z 9
0	& + - , 0
*	* % ^ _ ~ ! # \$ () [] (These symbols are available when you type for network authentication.)
#	# = ? " : { } < > ; (These symbols are available when you type for network authentication.)

Setting up the fax address book

You can set up speed number with the fax numbers you use frequently via SyncThru™ Web Service and then easily and quickly enter fax numbers by entering the location numbers assigned to them in address book.

Registering a speed dial number

- 1 Select  (fax) >  (**Address Book**) > **New&Edit** > **Speed Dial** on the control panel.

Or select **Setup** > **Machine Setup** > **Next** > **Address Book** > **Phone Book** > **View List** > **Individual** >  (options) > **Add** on the touch screen.

- 2 Enter a speed dial number and press **OK**.

 If an entry is already stored in the number you choose, the display shows the message to allow you to change it. To start over with another speed dial number, press  (**Back**).

- 3 Enter the name you want and press **OK**.
- 4 Enter the fax number you want and press **OK**.
- 5 Press the  (**Cancel** or **Stop/Clear**) button to return to ready mode.

Using speed dial numbers

When you are prompted to enter a destination number while sending a fax, enter the speed dial number at which you stored the number you want.



- For a one-digit (0-9) speed dial number, press and hold the corresponding digit button on the number keypad for more than 2 seconds.
- For a two- or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button for more than 2 seconds.
- You can print the address book list by selecting  (fax) >  (**Address Book**) > **Print**.

Editing speed dial numbers

- 1 Select  (fax) >  (**Address Book**) > **New&Edit** > **Speed Dial** on the control panel.
Or select **Setup** > **Machine Setup** > **Next** > **Address Book** > **Phone Book** > **View List** > **Individual** on the touch screen.
- 2 Enter the speed dial number you want to edit and press **OK**.
- 3 Change the name and press **OK**.

Setting up the fax address book

- 4 Change the fax number and press **OK**.
- 5 Press  (**Cancel** or **Stop/Clear**) to return to ready mode.

Registering a group dial number

- 1 Select  (fax) >  (**Address Book**) > **New&Edit** > **Group Dial** on the control panel.
Or select **Setup** > **Machine Setup** > **Next** > **Address Book** > **Phone Book** > **View List** > **Group** >  (options) > **Add** on the touch screen.
- 2 Enter a group dial number and press **OK**.



If an entry is already stored in the number you choose, the display shows the message to allow you to change it. To start over with another speed dial number, press  (**Back**).

- 3 Search by entering the first few letters of the speed dial's name to put in the group.
- 4 Select the name and number you want and press **OK**.
- 5 Select **Yes** when **Add?** appears.
- 6 Repeat step 3 to include other speed dial numbers into the group.

- 7 When you have finished, select **No** when **Another No.?** appears and press **OK**.
- 8 Press  (**Cancel** or **Stop/Clear**) to return to ready mode.

Editing group dial numbers

- 1 Select  (fax) >  (**Address Book**) > **New&Edit** > **Group Dial** on the control panel.
Or select **Setup** > **Machine Setup** > **Next** > **Address Book** > **Phone Book** > **View List** > **Group** on the touch screen.
- 2 Enter the group dial number you want to edit and press **OK**.
- 3 Enter a new speed dial number to add and press **OK**, then **Add?** appears.
Enter a speed dial number stored in the group and press **OK**, **Delete?** appears.
- 4 Press **OK** to add or delete the number.
- 5 Repeat step 3 to add or delete more numbers.
- 6 Select **No** at the **Another No.?** and press **OK**.
- 7 Press  (**Cancel** or **Stop/Clear**) to return to ready mode.

Setting up the fax address book

Searching address book for an entry

There are two ways to search for a number in memory. You can either scan from A to Z sequentially, or you can search by entering the first letters of the name associated with the number.

- 1 Select ct  (fax) >  (**Address Book**) > **Search&Dial** > **Speed Dial** or **Group Dial** on the control panel.
- 2 Enter **All** or **ID** and press **OK**.
- 3 Press the name and number or the keypad button labeled with the letter you want to search.

For example, if you want to find the name "MOBILE," press the **6** button, which is labeled with "MNO."
- 4 Press  (**Cancel** or **Stop/Clear**) to return to ready mode.

Printing address book

You can check your  (**Address Book**) settings by printing a list.

- 1 Select ct  (fax) >  (**Address Book**) > **Print** on the control panel.
- 2 Press **OK**.

The machine begins printing.

Registering authorized users



This feature may not be available depending on model or optional goods (see "Features by models" on page 7).

If you have connected your machine to a network and set up the network parameters correctly, you can scan and send images over the network. To send a scanned image through email or via network server safely, you must register account information of authorized users to your local machine using SyncThru™ Web Service.

- 1 Access the SyncThru™ Web Service (see "Using SyncThru™ Web Service" on page 271).
- 2 Click **Login** on the upper right of the SyncThru™ Web Service website.
- 3 Type in the **ID** and **Password** then click **Login**.
 - **ID: admin**
 - **Password: sec00000**
- 4 Click **Security > User Access Control > Authentication**.
- 5 Select **Local Authentication** in the **Authentication Method**, and click **Apply**.
- 6 Click **OK** in the confirmation pop-up window.
- 7 Click **User Profile > Add**.

8

Enter **User Name**, **Login ID**, **Password**, **Confirm Password**, **E-mail Address**, and **Fax Number**.



You can easily add individual address if you check **Yes** for **Add individual(s) after this group is created**.

9

Click **Apply**.

Printing features



- For basic printing features, refer to the Basic Guide (see "Basic printing" on page 54).
- This feature may not be available depending on model or optional goods (see "Features by models" on page 7).

Changing the default print settings

- 1 Click the Windows **Start** menu.
- 2 Select **Control Panel > Devices and Printers**.
- 3 Right-click on your machine.
- 4 Select **Printing preferences**.



If **Printing preferences** has a ►, you can select other printer drivers connected to the selected printer.

- 5 Change the settings on each tab.
- 6 Click **OK**.



If you want to change the settings for each print job, change it in **Printing Preferences**.

Setting your machine as a default machine

- 1 Click the Windows **Start** menu.
- 2 Select **Control Panel > Devices and Printers**.
- 3 Select your machine.
- 4 Right-click your machine and select **Set as Default Printer**.



If **Printing preferences** has a ►, you can select other printer drivers connected to the selected printer.

Printing features

Using advanced print features



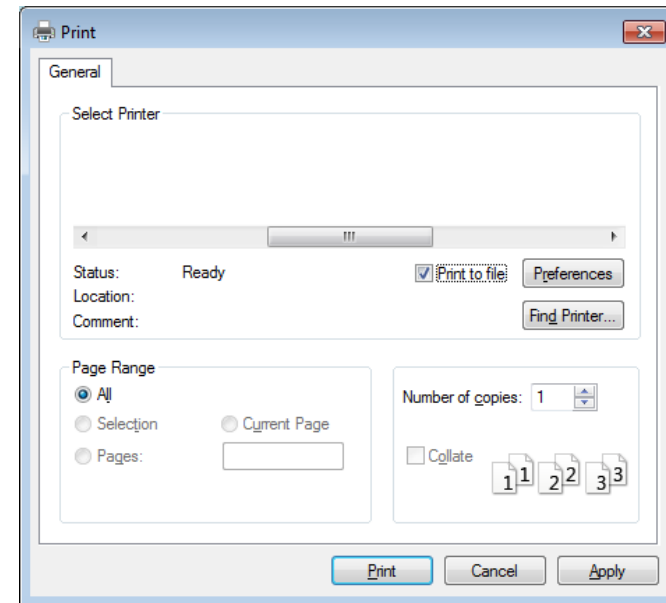
XPS printer driver: used to print XPS file format.

- See "Features by models" on page 7.
- The XPS printer driver can be installed only on Windows Vista OS or higher.
- Install optional memory when an XPS job does not print because the printer is out of memory.
- For models that provide XPS driver on the software CD:
 - You can install the XPS printer driver when you insert the software CD into your CD-ROM drive. When the installation window appears, select **Advanced Installation > Custom Installation**. You can select the XPS printer driver in the **Select Software and Utilities to Install** window.
- For models that provide XPS driver from the Samsung website, www.samsung.com > find your product > Support or downloads.

Printing to a file (PRN)

You will sometimes need to save the print data as a file.

- 1 Check the **Print to file** box in the **Print** window.



- 2 Click **Print**.
- 3 Type in the destination path and the file name, and then click **OK**.
For example, **c:\Temp\file name**.



If you type in only the file name, the file is automatically saved in **My Documents**, **Documents and Settings**, or **Users**. The saved folder may differ, depending on your operating system or the application you are using.

Printing features

Understanding special printer features

You can use advanced printing features when using your machine.

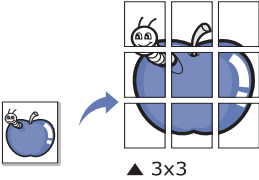
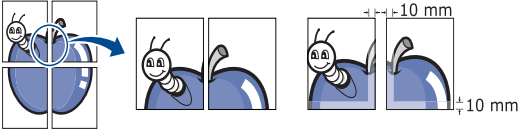
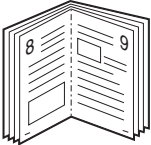
To take advantage of the printer features provided by your printer driver, click **Properties** or **Preferences** in the application's **Print** window to change the print settings. The machine name, that appears in the printer properties window may differ depending on the machine in use.



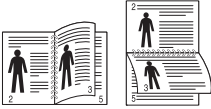
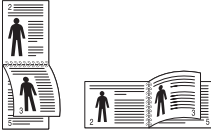
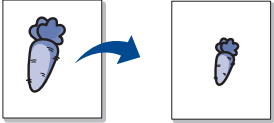
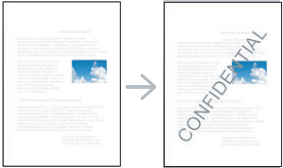
- Some menus may not appear on the display depending on options or models. If so, it is not applicable to your machine.
- Select the **Help** menu or click the  button from the window or press **F1** on your keyboard and click on any option you want to know about (see "Using help" on page 57).

Item	Description
Multiple Pages per Side 	Selects the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify. You can print up to 16 pages on one sheet.

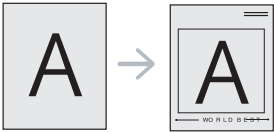
Printing features

Item	Description
Poster Printing 	Prints a single-page document onto 4 (Poster 2x2), 9 (Poster 3x3), or 16 (Poster 4x4) sheets of paper, for the purpose of pasting the sheets together to form one poster-size document. Select the Poster Overlap value. Specify Poster Overlap in millimeters or inches by selecting the radio button on the upper right of Basic tab to make it easier to paste the sheets together. 
Booklet Printing^a 	Prints your document on both sides of a sheet of paper and arranges the pages so that the paper can be folded in half after printing to produce a booklet.  - If you want to make a booklet, you need to print on Letter, Legal, A4, US Folio, or Oficio sized print media. - The Booklet Printing option is not available for all paper sizes. Select the available paper Size option under the Paper tab to see what paper sizes are available. - If you select an unavailable paper size, this option can be automatically canceled. Select only available paper (paper without  or  mark).
- Double-sided Printing - Double-sided Printing (Manual)^a	Print on both sides of a sheet of paper (duplex). Before printing, decide how you want your document oriented.  - You can use this feature with Letter, Legal, A4, US Folio or Oficio sized paper - If your machine does not have a duplex unit, you should complete the printing job manually. The machine prints every other page of the document first. After that, a message appears on your computer. Skip Blank Pages feature does not work when you select the duplex option.

Printing features

Item	Description
• Double-sided Printing • Double-sided Printing (Manual)^a	• Printer Default: If you select this option, this feature is determined by the settings you have selected on the control panel of the machine. This option is available only when you use the PCL/XPS printer driver. • None: Disables this feature. • Long Edge: This option is the conventional layout used in bookbinding.  • Short Edge: This option is the conventional layout used in calendars.  • Reverse Double-Sided Printing: Check this option to reverse the print order when duplex printing. This option is not available when you use Double-sided Printing (Manual).
Paper Options 	Changes the size of a document to appear larger or smaller on the printed page by entering in a percentage by which to enlarge or decrease the document.
Watermark 	The watermark option allows you to print text over an existing document. For example, you use it when you want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document.

Printing features

Item	Description
Watermark (Creating a watermark)	a To change the print settings from your software application, access Printing Preferences. b Click the Advanced tab, select Edit from the Watermark drop-down list. The Edit Watermarks window appears. c Enter a text message in the Watermark Message box. You can enter up to 256 characters. The message displays in the preview window.
Watermark (Editing a watermark)	a To change the print settings from your software application, access Printing Preferences. b Click the Advanced tab, select Edit from the Watermark drop-down list. The Edit Watermarks window appears. c Select the watermark you want to edit from the Current Watermarks list and change the watermark message and options. d Click Update to save the changes. e Click OK or Print until you exit the Print window.
Watermark (Deleting a watermark)	a To change the print settings from your software application, access Printing Preferences. b Click the Advanced tab, select Edit from the Watermark drop-down list. The Edit Watermarks window appears. c Select the watermark you want to delete from the Current Watermarks list and click Delete. d Click OK or Print until you exit the Print window.
Overlay ^a 	This option is available only when you use the PCL/SPL printer driver (see "Software" on page 8). An overlay is text and/or images stored in 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 letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing exactly the same information that is currently on your letterhead. To print a letter with your company's letterhead, you do not need to load preprinted letterhead paper in the machine: just print the letterhead overlay on your document. To use a page overlay, you must create a new page overlay containing your logo or image.  - The overlay document size must be the same as the document you print with the overlay. Do not create an overlay with a watermark. - The resolution of the overlay document must be the same as that of the document you will print with the overlay.

Printing features

Item	Description
Overlay^a (Creating a new page overlay)	a To save the document as an overlay, access Printing Preferences. b Click the Advanced tab, and select Edit from the Text drop-down list. Edit Overlay window appears. c In the Edit Overlay window, click Create. d In the Save As window, type a name up to eight characters in the File name box. Select the destination path, if necessary (The default is C:\Formover). e Click Save. The name appears on the Overlay List. f Click OK or Print until you exit the Print window. The file is not printed. Instead, it is stored on your computer hard disk drive.
Overlay^a (Using a page overlay)	a Click the Advanced tab. b Select the desired overlay from the Text drop-down list. c If the overlay file you want does not appear in the Text drop-down list, select Edit... from the list and click Load. Select the overlay file you want to use. If you have stored the overlay file you want to use in an external source, you can also load the file when you access the Open window. After you select the file, click Open. The file appears in the Overlay List box and is available for printing. Select the overlay from the Overlay List box. d If necessary, check Confirm Page Overlay When Printing box. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm printing an overlay on your document. If this box is not checked and an overlay has been selected, the overlay automatically prints with your document. e Click OK or Print until you exit the Print window.
Overlay^a (Deleting a page overlay)	a In the Printing Preferences window, click the Advanced tab. b Select Edit in the Text drop down list. c Select the overlay you want to delete from the Overlay List box. d Click Delete. e When a confirming message window appears, click Yes. f Click OK or Print until you exit the Print window. You can delete page overlays that you no longer use.

Printing features

Item	Description
Print Mode	 - This feature is available only if you have installed the optional memory or mass storage device (HDD) (see "Variety feature" on page 10). - Some menus may not appear on the display depending on options or models. If so, it is not applicable to your machine. Print Mode: The default Print Mode is Normal, which is for printing without saving the printing file in the memory. Normal: This mode prints without storing your document in the optional memory. Proof: This mode is useful when you print more than one copy. You can print one copy first to check, then print the rest of the copies later. Confidential: This mode is used for printing confidential documents. You need to enter a password to print. Store: Select this setting to save a document in the mass storage device (HDD) without printing. Store and Print: This mode is used when printing and storing document at the same time. Spool: This option can be useful when handling large amounts of data. If you select this setting, the printer spools the document into the mass storage device (HDD) and then prints it from the mass storage device (HDD) queue, decreasing the computer's work load. Print Schedule: Select this setting to print the document at a specified time. User ID: This option is used when you need to find a saved file using the control panel. Job Name: This option is used when you need to find a saved file using the control panel.
Job Encryption	Encrypts printing data first, and transmits it to the machine. This feature protects the printing information even though the data is snatched on a network.  Job Encryption feature is enabled only when the mass storage device (HDD) is installed. The mass storage device (HDD) is used to decrypt the printing data (see "Variety feature" on page 10).

a. This option is not available when you use XPS driver.

Printing features

Using Direct Printing Utility



- Direct Printing Utility may not be available depending on model or optional goods (see "Software" on page 8).
- Available for Windows OS users only.

What is Direct Printing Utility?

Direct Printing Utility is a program that sends the PDF files directly to your machine to print without having to opening the file.

To install this program, select **Advanced Installation > Custom Installation** and put a check mark in this program when you install the printer driver.



- Mass storage device (HDD) should be installed on your machine, to print files using this program. (see "Variety feature" on page 10).
- You cannot print PDF files that are restricted. Deactivate the printing restriction feature and retry printing.
- You cannot print PDF files that are restricted by a password. Deactivate the password feature, and retry printing.
- Whether or not a PDF file can be printed using the Direct Printing Utility program depends on how the PDF file was created.
- The Direct Printing Utility program supports PDF version 1.7 and below. For higher versions, you must open the file to print it.

Printing

There are several ways you can print using the Direct Printing Utility.

- 1** From the **Start** menu select **Programs** or **All Programs > Samsung Printers > Direct Printing Utility > Direct Printing Utility**.
The Direct Printing Utility window appears.
- 2** Select your machine from the **Select Printer** drop-down list and click **Browse**.
- 3** Select the file you wish to print and click **Open**.
The file is added in the **Select Files** section.
- 4** Customize the machine settings for your needs.
- 5** Click **Print**. The selected PDF file is sent to the machine.

Using the right-click menu

- 1** Right-click on the PDF file to print and select **Direct Printing**.
The Direct Printing Utility window appears with the PDF file is added.
- 2** Select the machine to use.
- 3** Customize the machine settings.

Printing features

- Click **Print**. The selected PDF file is sent to the machine.

Mac printing



Some features may not be available depending on models or options. It means that the features are not supported.

Printing a document

When you print with a Mac, you need to check the printer driver settings in each application you use. Follow the steps below to print from a Mac:

- Open the document to print.
- Open the **File** menu and click **Page Setup (Document Setup)** in some applications).
- Choose your paper size, orientation, scaling, other options, and make sure that your machine is selected. Click **OK**.
- Open the **File** menu and click **Print**.
- Choose the number of copies and indicate which pages to print.
- Click **Print**.

Changing printer settings

You can use advanced printing features when using your machine.

Open an application and select **Print** from the **File** menu. The machine name, which appears in the printer properties window, may differ depending on the machine in use. Except for the name, the composition of the printer properties window is similar to the following.

Printing multiple pages on one sheet

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft copies.

- Open an application, and select **Print** from the **File** menu.
- Select **Layout** from the drop-down list under **Orientation**. In the **Pages per Sheet** drop-down list, select the number of pages you want to print on one sheet of paper.
- Select the other options to use.
- Click **Print**.
The machine prints the selected number of pages to print on one sheet of paper.

Printing features

Printing on both sides of the paper



Some features may not be available depending on models or options. It means that the features are not supported (see "Variety feature" on page 10).

Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are, as follows:

- **Long-Edge Binding:** This option is the conventional layout used in book binding.
- **Short-Edge Binding:** This option is the type often used with calendars.

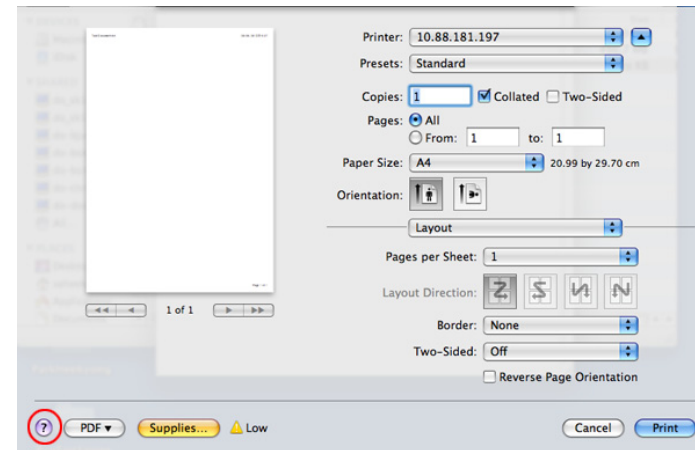
- 1 From your Mac application, select **Print** from the **File** menu.
- 2 Select **Layout** from the drop-down list under **Orientation**.
- 3 Select a binding orientation from the **Two-Sided** option.
- 4 Select the other options to use.
- 5 Click **Print** and the machine prints on both sides of the paper.



If you print more than 2 copies, the first copy and the second copy might print on the same sheet of paper. Avoid printing on both sides of paper when you are printing more than 1 copy.

Using help

Click the question mark on the bottom-left corner of the window and click on the topic you want to know about. A pop-up window appears with information about that option's feature, which is provided from the driver.



Linux printing



Some features may not be available depending on models or options. It means that the features are not supported.

Printing features

Printing from applications

There are a lot of Linux applications that allow you to print using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

- 1 Open an application, and select **Print** from the **File** menu
- 2 Select **Print** directly using `lpr`.
- 3 In the LPR GUI window, select the model name of your machine from the printer list and click **Properties**.
- 4 Change the print job properties using the following four tabs displayed at the top of the window.
 - **General:** Changes the paper size, the paper type, and the orientation of the documents. It enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.



Automatic/manual duplex printing may not be available depending on models. You can alternatively use the `lpr` printing system or other applications for odd-even printing.

- **Text:** Specifies the page margins and set the text options, such as spacing or columns.
- **Graphics:** Sets image options that are used when printing image files, such as color options, image size, or image position.

- **Advanced:** Sets the print resolution, paper source, and destination.

- 5 Click **Apply** to apply the changes and close the **Properties** window.
- 6 Click **OK** in the **LPR GUI** window to start printing.
- 7 The Printing window appears, allowing you to monitor the status of your print job.

To abort the current job, click **Cancel**.

Printing files

You can print many different types of files on your machine using the standard CUPS, directly from the command line interface. The CUPS `lpr` utility allows you to do that, but the driver's package replaces the standard `lpr` tool by a much more user-friendly LPR GUI program.

To print any document file:

- 1 Enter `lpr <file_name>` from the Linux shell command line and press Enter. The **LPR GUI** window appears.

When you type only `lpr` and press **Enter**, the **Select file(s) to print** window appears first. Just select any files you want to print and click **Open**.
- 2 In the **LPR GUI** window, select your machine from the list, and change the print job properties.
- 3 Click **OK** to start printing.

Printing features

Configuring Printer Properties

Using the **Printer Properties** window provided by the **Printers configuration**, you can change the various properties for your machine as a printer.

1 Open the **Unified Driver Configurator**.

If necessary, switch to **Printers configuration**.

2 Select your machine on the available printers list and click **Properties**.

3 The **Printer Properties** window appears.

The following five tabs display at the top of the window:

- **General:** Allows you to change the printer location and name. The name entered in this tab displays on the printer list in **Printers configuration**.
- **Connection:** Allows you to view or select another port. If you change the machine port from USB to parallel or vice versa while in use, you must re-configure the machine port in this tab.
- **Driver:** Allows you to view or select another machine driver. By clicking **Options**, you can set the default device options.
- **Jobs:** Shows the list of print jobs. Click **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
- **Classes:** Shows the class that your machine is in. Click **Add to Class** to add your machine to a specific class or click **Remove from Class** to remove the machine from the selected class.

4 Click **OK** to apply the changes and close the **Printer Properties** window.

Unix printing



Some features may not be available depending on models or options. It means that the features are not supported (see "Features by models" on page 7).

Proceeding the print job

After installing the printer, choose any of the image, text, PS or HPGL files to print.

1 Execute "**printui <file_name_to_print>**" command.

For example, if you are printing "**document1**"

printui document1

This will open the UNIX Printer Driver **Print Job Manager** in which the user can select various print options.

2 Select a printer that has been already added.

3 Select the printing options from the window such as **Page Selection**.

4 Select how many copies are needed in **Number of Copies**.

Printing features



To take advantage of the printer features provided by your printer driver, press **Properties**.

5

Press **OK** to start the print job.

Changing the machine settings

The UNIX printer driver **Print Job Manager** in which the user can select various print options in printer **Properties**.

The following hot keys may also be used: “H” for **Help**, “O” for **OK**, “A” for **Apply**, and “C” for **Cancel**.

General tab

- **Paper Size:** Set the paper size as A4, Letter, or other paper sizes, according to your requirements.
- **Paper Type:** Choose the type of the paper. Options available in the list box are **Printer Default**, **Plain**, and **Thick**.
- **Paper Source:** Select from which tray the paper is used. By default, it is **Auto Selection**.
- **Orientation:** Select the direction in which information is printed on a page.
- **Duplex:** Print on both sides of paper to save paper.



Automatic/manual duplex printing may not be available depending on models. You can alternatively use the lpr printing system or other applications for odd-even printing.

- **Multiple pages:** Print several pages on one side of the paper.
- **Page Border:** Choose any of the border styles (e.g., **Single-line hairline**, **Double-line hairline**)

Image tab

In this tab, you can change the brightness, resolution, or image position of your document.

Text tab

Set the character margin, line space, or the columns of the actual print output.

HPGL/2 tab

- **Use only black pen:** To print all graphics in black.
- **Fit plot to page:** Fit the entire graphic into a single page.

Printing features

Margins tab

- **Use Margins:** Set the margins for the document. By default, margins are not enabled. The user can change the margin settings by changing the values in the respective fields. Set by default, these values depend on the page size selected.
- **Unit:** Change the units to points, inches, or centimeters.

Printer-Specific Settings tab

Select various options in the **JCL** and **General** frames to customize various settings. These options are specific to the printer and depend on the PPD file.

Scan features



- For basic scanning features, refer to the Basic Guide (see "Basic scanning" on page 65).
- This feature may not be available depending on model or optional goods (see "Features by models" on page 7).
- The maximum resolution that can be achieved depends upon various factors, including computer speed, available disk space, memory, the size of the image being scanned, and bit depth settings. Thus, depending on your system and what you are scanning, you may not be able to scan at certain resolutions, especially using enhanced dpi.

Basic scanning method



- This feature may not be available depending on model or optional goods (see "Variety feature" on page 10).

You can scan the originals with your machine via a USB cable or the network. The following methodologies can be used for scanning your documents:

- **Scan to PC:** Scan the originals from the control panel. Then, the scanned data will be stored in the connected computers **My Documents** folder (see "Basic Scanning" on page 65).
- **TWAIN:** TWAIN is the one of a preset imaging applications. Scanning an image launches the selected application, enabling you to control the scanning process. This feature can be used via the local connection or the network connection (see "Scanning from image editing program" on page 248).
- **Samsung Easy Document Creator:** You can use this program to scan images or documents (see "Scanning with Samsung Easy Document Creator" on page 249).
- **WIA:** WIA stands for Windows Images Acquisition. To use this feature, your computer must be connected directly with the machine via a USB cable (see "Scanning using the WIA driver" on page 249).
- **USB Memory:** You can scan a document and save the scanned image onto a USB memory device.
- **Email:** You can send the scanned image as an email attachment (See "Scanning to email" on page 246).
- **FTP/SMB:** You can scan an image and upload it to an FTP/SMB server (see "Scanning to FTP/SMB server" on page 247).

Scan features

Setting the scan settings in the computer



This feature may not be available depending on model or optional goods (see "Features by models" on page 7).

- 1 Open **Samsung Easy Printer Manager** (see "Using Samsung Easy Printer Manager" on page 276).
- 2 Select the appropriate machine from the **Printer List**.
- 3 Select **Scan to PC Settings** menu.
- 4 Select the option you want.
 - **Scan Activation:** Determines whether or not scanning is enabled on the device.
 - **Basic** tab: Contains settings related to general scan and device settings.
 - **Image** tab: Contains settings related to image altering.
- 5 Press **Save** > **OK**.

Scanning from network connected machine



The machine that does not support the network interface, it will not be able to use this feature (see "Rear view" on page 24).

Make sure the printer driver is installed on your computer using the software CD, since the printer driver includes the scan program (see "Installing the driver locally" on page 31).

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 Select  (**Scan**) > **Scan to PC** > **Network PC** on the control panel.
Or select **Scan** > **Network PC** on the touch screen.



If you see **Not Available** message, check the port connection.

- 3 Select your registered computer **ID**, and enter the **Password** if necessary.

Scan features



- **ID** is the same ID as the registered scan ID for **Samsung Easy Printer Manager** >  Switch to advanced mode > **Scan to PC Settings**.
- **Password** is the 4 digit number registered password for **Samsung Easy Printer Manager** >  Switch to advanced mode > **Scan to PC Settings**.

4

Select the option you want and press **OK**.

5

Scanning begins.



Scanned image is saved in computer's **C:\Users\users name\My Documents**. The saved folder may differ, depending on your operating system or the application you are using.

Scanning to email



This feature may not be available depending on model or optional goods (see "Features by models" on page 7).

Setting up an email account

1

Access the SyncThru™ Web Service (see "Using SyncThru™ Web Service" on page 271).

2

Select **Settings** > **Network Settings** and **Outgoing Mail Server(SMTP)**.

3

Enter the IP address in dotted decimal notation or as a host name.

4

Enter the server port number, from 1 to 65535.

5

Check the box next to **SMTP Requires Authentication** to require authentication.

6

Enter the SMTP server login name and password.

7

Press **Apply**.



- If the authentication method of SMTP server is POP3 before SMTP, put a check mark of **SMTP Requires POP Before SMTP Authentication**.
- Enter the IP address and port number.

Scan features

Scanning and sending an email

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 Select  (scan) > **Scan to Email** on the control panel.
Or select **Scan** > **Send Email** on the touch screen.
- 3 Enter the login name and password if you configured on SyncThru™ Web Service (see "Using SyncThru™ Web Service" on page 271).
- 4 Enter the sender's and recipient's email address.



You can send an email to yourself by activating the **Auto Send To Self** option in the **Settings** > **Scan** > **Scan To E-mail** on SyncThru™ Web Service.

- 5 Enter an email subject and press **OK**.
- 6 Select the file format to scan, and press **OK**.
- 7 Enter the SMTP server login name and password.
- 8 The machine begins scanning and then sends the email.

Scanning to FTP/SMB server



This feature may not be available depending on model or optional goods (see "Features by models" on page 7).

Setting up an FTP/SMB server

- 1 Access the SyncThru™ Web Service (see "Using SyncThru™ Web Service" on page 271).
- 2 Select **Address Book** > **Individual** > **Add**.
- 3 Check the box next to **Add FTP** or **Add SMB**.
- 4 Enter the IP address in dotted decimal notation or as a host name.
- 5 Enter the server port number, from 1 to 65535.
- 6 Check the box next to **Anonymous**, then the server permits the access of unauthorized people.
- 7 Enter the login name and password.
- 8 Enter the domain name if your server is joined to the certain domain, otherwise just enter your computer name which is registered to the SMB server.

Scan features

- 9 Enter the path for saving the scanned image.



- The folder to save the scanned image must be on the root.
- The folder properties need to be setup as a share.
- Your user name should have the rights to read and write the folder.

- 10 Press **Apply**.

Scanning and sending to FTP/SMB server

- 1 Make sure that your machine is connected to a network.
- 2 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 3 Select  (scan) > **Scan to SMB** or **Scan to FTP** on the control panel.
Or select **Scan** > **SMB** or **FTP** on the touch screen.
- 4 Select a server and scan format you want.
- 5 The machine begins scanning and then sends the scanned image to the specified server.

Scanning from image editing program

You can scan and import documents at the image editing software such as Adobe Photoshop, if the software is TWAIN-compliant. Follow the steps below to scan with TWAIN-compliant software:

- 1 Make sure that the machine is connected to your computer and powered on.
- 2 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 3 Open an application, such as Adobe Photoshop.
- 4 Click **File** > **Import**, and select the scanner device.
- 5 Set the scan options.
- 6 Scan and save your scanned image.

Scan features

Scanning using the WIA driver

Your machine supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Microsoft Windows 7 and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver allows you to scan and easily adjust images without using additional software:



The WIA driver works only on Windows OS (not supported Windows 2000) with a USB port.

- 1 Make sure that the machine is connected to your computer and powered on.
- 2 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 3 Click **Start > Control Panel > Hardware and Sound > Devices and Printers**.
- 4 Right-click on device driver icon in **Printers and Faxes > Start Scan**.
- 5 **New Scan** application appears.

- 6 Choose your scanning preferences and click **Preview** to see your preferences affect the picture.

- 7 Scan and save your scanned image.

Scanning with Samsung Easy Document Creator

Samsung Easy Document Creator is an application to help users scan, compile, and save documents in multiple formats, including .epub format.

We recommend using scan features with the Samsung Easy Document Creator program provided in the supplied software CD.



- Available for Windows OS users only.
- Windows XP or higher and Internet Explorer 6.0 or higher is the minimum requirement for Samsung Easy Document Creator.
- Samsung Easy Document Creator is installed automatically when you install the machine software (see "Using Samsung Easy Document Creator" on page 275).

Scan features

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 From the **Start** menu select **Programs** or **All Programs**.
 - For Windows 8, from **Charms**, select **Search > Apps**.
- 3 Click **Samsung Printers**, and start **Samsung Easy Document Creator**.
Click **Scan** () from the home screen.
- 4 Select the type of scanning or a favorites then click **Start**.
- 5 Make adjustments to the image (**Scan Settings** and **More Options**).
- 6 Click **Scan** to scan a final image or **Prescan** to get another preview image.
- 7 Select to **Save to Location**, **Send to E-mail**, or **Send to SNS**.
- 8 Click on **Save** (Saving a Scan), **Send** (E-mailing a Scan), or **Share** (Uploading).



If there is room on the document glass, more than one item can be scanned at the same time. Use the  tool to make multiple selection areas.

Mac scanning

Scanning from USB connected machine

- 1 Make sure that the machine is connected to your computer and powered on.
- 2 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 3 Start **Applications** and click **Image Capture**.



If **No Image Capture device connected** message appears, disconnect the USB cable and reconnect it. If the problem continues, refer to the **Image Capture's** help.

- 4 Select the option you want.
- 5 Scan and save your scanned image.



If scanning does not operate in **Image Capture**, update Mac OS to the latest version. **Image Capture** operates properly in Mac OS X 10.4.7 or higher.

Scan features

Scanning from network connected machine



Network or wireless model only (see "Features by models" on page 7).

- 1 Make sure that your machine is connected to a network.
- 2 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 3 Start **Applications** and click **Image Capture**.
- 4 According to OS, follow steps below.
 - For 10.4
 - Click **Devices > Browse Devices** on Menu bar.
 - Select your machine in Twain devices option. Make sure that **Use TWAIN software** checkbox is checked.
 - Click **Connect**.

If a warning message appears, click **Change Port..** to select port, or If TWAIN UI appears, click **Change Port..** from the **Preference** tab and select a new port.
 - For 10.5
 - Click **Devices > Browse Devices** on Menu bar.
 - Make sure that **Connected** checkbox is checked beside your machine in **Bonjour Devices**.

- If you want to scan using TWAIN, refer to the Mac OS X10.4 steps above.

- For 10.6 -10.8, select your device below **SHARED**.

5

Set the scan options on this program.

6

Scan and save your scanned image.



- If scanning does not operate in Image Capture, update Mac OS to the latest version. Image Capture operates properly Mac OS X 10.4.7 or higher.
- For more information, refer to the **Image Capture's** help.
- You can also scan using TWAIN-compliant software, such as Adobe Photoshop.
- You can scan using Samsung Scan Assistant software. Open the **Applications** folder > **Samsung** folder > **Samsung Scan Assistant**.

Linux scanning

Scanning

1

Make sure that the machine is connected to your computer and powered on.

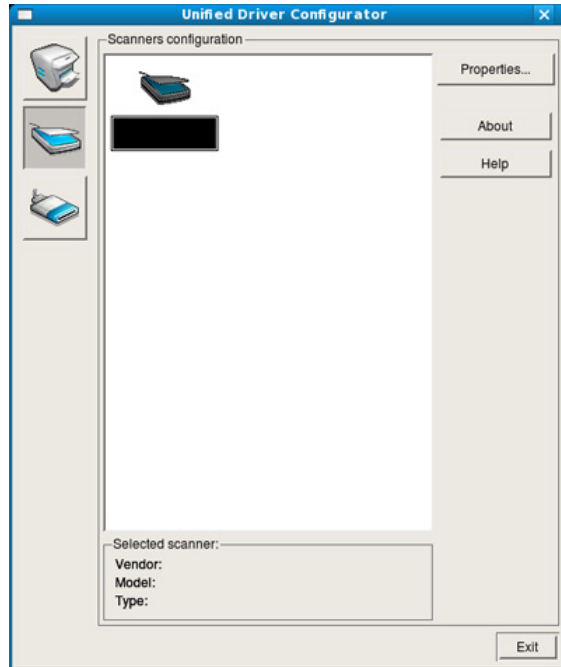
2

Double-click the **Unified Driver Configurator** on your desktop.

Scan features

3 Click the  button to switch to Scanners Configuration.

4 Select the scanner on the list.

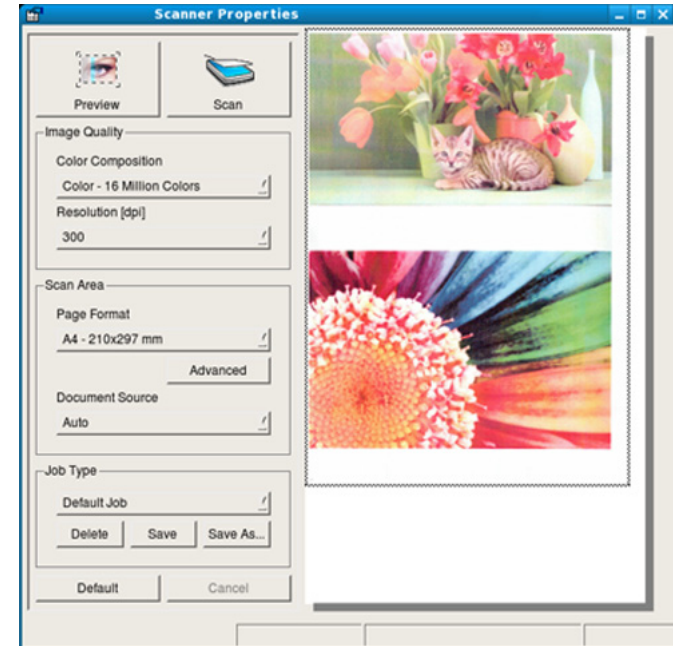


5 Click **Properties**.

6 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).

7 From the **Scanner Properties** window, click **Preview**.

8 The document is scanned and the image preview appears in the **Preview Pane**.



9 Drag the pointer to set the image area to be scanned in the **Preview Pane**.

10 Select the option you want.

11 Scan and save your scanned image.



For later use, you can save as your scan settings and add it to the **Job Type** drop-down list.