

Basic printing



- For special printing features, refer to the Advanced Guide (see "Using advanced print features" on page 227).
- Depending on models or options, some menus may not be supported (see "Features by model" on page 7).

Printing



- If you are a Mac, Linux, or UNIX operating systems user, refer to the "Mac printing" on page 234 or "Linux printing" on page 236 UNIX.
- For Windows 8 user, see "Basic printing" on page 272.

The following **Printing Preferences** window is for Notepad in Windows 7.

1

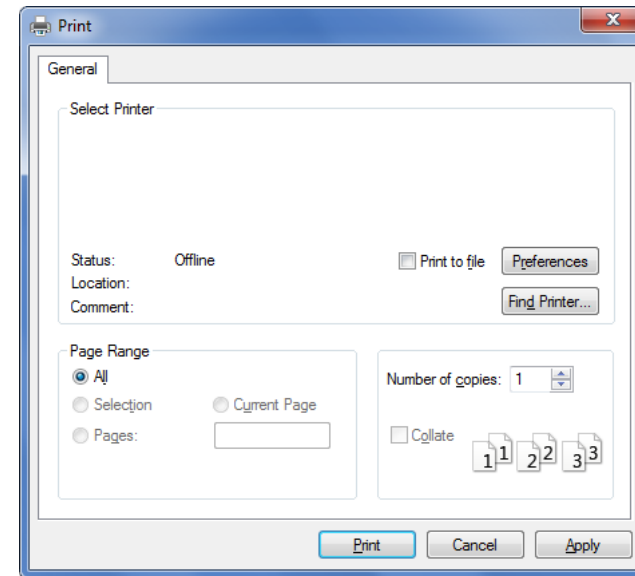
Open the document you want to print.

2

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

3

Select your machine from the **Select Printer** list.



4

The basic print settings including the number of copies and print range are selected within the **Print** window.



To take advantage of the advanced printing features, click **Properties** or **Preferences** from the Print window (see "Opening printing preferences" on page 53).

5

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

Basic printing

Canceling a print job

If the print job is waiting in the print queue or print spooler, cancel the job as follows:

- You can access this window by simply double-clicking the machine icon () in the Windows task bar.
- You can also cancel the current job by pressing  (**Stop/Clear**) button on the control panel.

Basic printing

Opening printing preferences

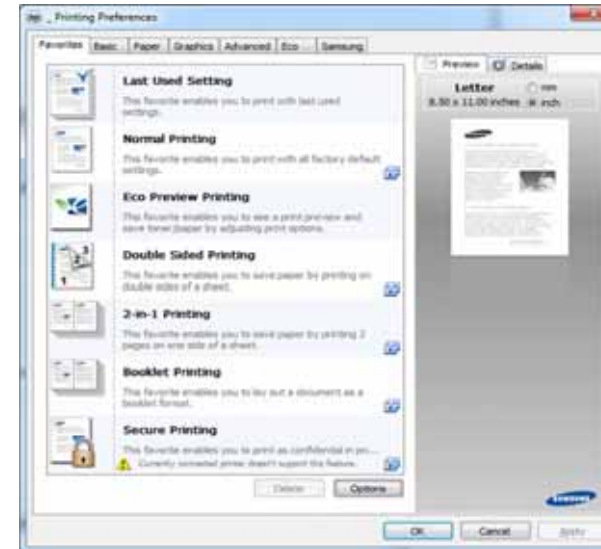


- The **Printing Preferences** window that appears in this user's guide may differ depending on the machine in use.
- When you select an option in **Printing Preferences**, you may see a warning mark  or . An  mark means you can select that certain option but it is not recommended, and an  mark means you cannot select that option due to the machine's setting or environment.
- For Windows 8 user, see "Opening more settings" on page 273.

- 1 Open the document you want to print.
- 2 Select **Print** from the file menu. The **Print** window appears.
- 3 Select your machine from the **Select Printer**.
- 4 Click **Properties** or **Preferences**.



The screenshot may differ depending on model.



- You can apply **Eco** features to save paper and toner before printing (see "Easy Eco Driver" on page 260).
- You can check the machine's current status pressing the **Printer Status** button (see "Using Samsung Printer Status" on page 268).

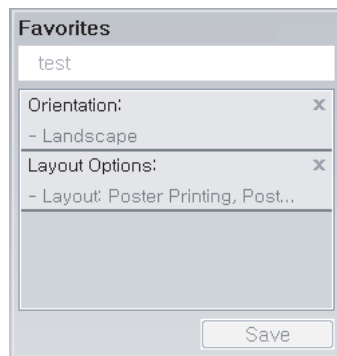
Using a favorite setting

The **Favorites** option, which is visible on each preferences tab except for **Favorites** tab and **Samsung** tab, allows you to save the current preferences for future use.

Basic printing

To save a **Favorites** item, follow these steps:

- 1 Change the settings as needed on each tab.
- 2 Enter a name for the item in the **Favorites** input box.



- 3 Click **Save**.
- 4 Enter name and description, and then select the desired icon.
- 5 Click **OK**. When you save **Favorites**, all current driver settings are saved.



To use a saved setting, select it in the **Favorites** tab. The machine is now set to print according to the settings you have selected. To delete saved settings, select it in the **Favorites** tab and click **Delete**.

Using help

Click the option you want to know on the **Printing Preferences** window and press **F1** on your keyboard.

Eco printing

The **Eco** function reduces toner consumption and paper usage. The **Eco** function allows you to save print resources and lead you to eco-friendly printing.

If you press the **Eco** button from the control panel, Eco mode is enabled. The default setting of Eco mode is double-sided printing (long edge), multiple pages per side (2-up), skip blank pages, and toner save. Some features may not be available depending on the model.



- Double-sided printing (Long Edge) feature is only available for duplex models (see "Variety feature" on page 9).
- Depending on the printer driver you use, skip blank pages may not work properly. If skip blank pages feature does not work properly, set the feature from the Easy Eco Driver (see "Easy Eco Driver" on page 260).

Basic printing

Setting Eco mode on the control panel



- Accessing menus may differ from model to model (see "Accessing the menu" on page 30).
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

1 Select  (**Menu**) > **System Setup** > **Machine Setup** > **Eco Settings** on the control panel.

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

- **Default Mode:** Select this to turn on or off the Eco mode (Duplex (long edge), Toner save, 2-up, and Skip blank pages).

Duplex printing and Skip blank pages might not be available for some models you use (see "Features by model" on page 7).

- **Off:** Set the Eco mode off.
- **On:** Set the Eco mode on.



If you set the Eco mode on with a password from the SyncThru™ Web Service (**Settings** tab > **Machine Settings** > **System** > **Eco Settings**), the **On force** message appears. You have to enter the password to change the Eco mode status.

- **Change Template:** Follow the settings from SyncThru™ Web Service or Samsung Easy Printer Manager. Before you select this item, you must set the Eco function in SyncThru™ Web Service (**Settings** tab > **Machine Settings** > **System** > **Eco Settings**) or Samsung Easy Printer Manager (**Device Settings** > **Eco**).

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

Setting Eco mode on the driver

Open the Eco tab to set Eco mode. When you see the eco image (), that means the Eco mode is currently enabled.

Eco options

- **Printer Default:** Follows the settings from the machine's control panel.
- **None:** Disables Eco mode.
- **Eco Printing:** Enables Eco mode. Activate the various eco items you want to use.
- **Password:** If the administrator has enabled Eco mode, you have to enter the password to change the status.

Basic printing

Result simulator

Result Simulator shows the results of reduced emission of carbon dioxide, used electricity, and the amount of saved paper in accordance with the settings you selected.

- The results are calculated on the basis that the total number of printed paper is one hundred without a blank page when the Eco mode is disabled.
- Refers to the calculation coefficient about CO₂, energy, and paper from **IEA**, the index of Ministry of Internal Affairs and Communication of Japan and www.remanufacturing.org.uk. Each model has a different index.
- The power consumption in printing mode refers to the average printing power consumption of this machine.
- The actual saved or reduced amount may differ depending on the operating system used, computing performance, application software, connection method, media, media size, job complexity, etc.

Basic copying



- For special printing features, refer to the Advanced Guide (see "Copy menu" on page 206).
- Accessing menus may differ from model to model (see "Accessing the menu" on page 30 or "Control panel overview" on page 21).
- Depending on models or options, some menus may not be supported (see "Features by model" on page 7).

Basic copy

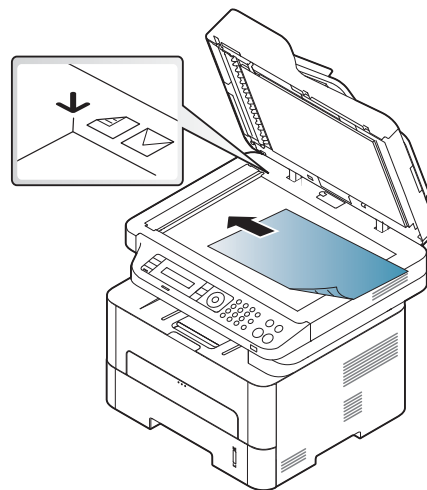
1

Select  (copy) >  (**Menu**) > **Copy Feature** on the control panel.

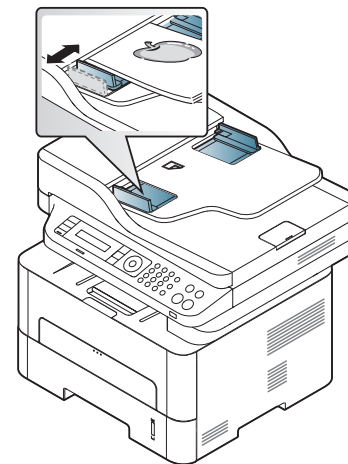
Or select  (**Menu**) > **Copy Feature** on the control panel.

2

Place a single document (see "Loading originals" on page 48).



OR



3

If you want to customize the copy settings including **Reduce/Enlarge**, **Darkness**, **Original**, and more by using the control panel buttons (see "Changing the settings for each copy" on page 58).

4

Enter the number of copies using the arrow or number keypad, if necessary.

5

Press  (**Start**).



If you need to cancel the copying job during the operation, press  (**Stop/Clear**) and the copying will stop.

Basic copying

Changing the settings for each copy

Your machine provides default settings for copying so that you can quickly and easily make a copy. However, if you want to change the options for each copy, use the copy function buttons on the control panel.



- 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.
- Accessing menus may differ from model to model (see "Accessing the menu" on page 30).
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

Darkness

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

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Darkness** on the control panel.

Or select **Darkness** button on the control panel.

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

For example, the **Light+5** being the lightest, and the **Dark+5** being the darkest.

- 3 Press  (**Stop/Clear**) to return to ready mode.

Original

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

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Original Type** on the control panel.

Or select  (**Menu**) > **Copy Feature** > **Original Type** on the control panel.

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

- **Text:** Use for originals containing mostly text.
- **Text/Photo:** Use for originals with mixed text and photographs.



If texts in the printout is blurry, select **Text** to get the clear texts.

- **Photo:** Use when the originals are photographs.

- 3 Press  (**Stop/Clear**) to return to ready mode.

Basic copying

Reduced or enlarged copy

You can reduce or enlarge the size of a copied image from 25% to 400% when you copy original documents from the scanner glass.



- This feature may not be available depending on model or optional goods (see "Variety feature" on page 9).
- If the machine set to Eco mode, reduce and enlarge features are not available.

To select from the predefined copy sizes

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Reduce/Enlarge** on the control panel.

Or select  (**Menu**) > **Copy Feature** > **Reduce/Enlarge** on the control panel.

- 2 Select the option you want and press **OK**.
- 3 Press  (**Stop/Clear**) to return to ready mode.

To scale the copy by directly entering the scale rate

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Reduce/Enlarge** > **Custom** on the control panel.

Or select  (**Menu**) > **Copy Feature** > **Reduce/Enlarge** on the control panel.
- 2 Enter the copy size you want using the numeric keypad.
- 3 Press **OK** to save the selection.
- 4 Press  (**Stop/Clear**) to return to ready mode.



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

Basic copying

ID card copying

Your machine can print 2-sided originals on one sheet.

The machine prints one side of the original 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 item such as business card.



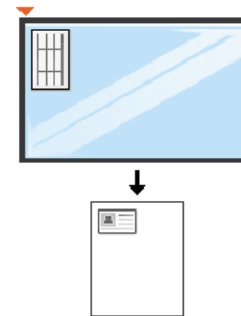
- The original must be placed on the scanner glass to use this feature.
- If the machine set to Eco mode, this feature is not available.

- For better image quality, Select  (**copy**) >  (**Menu**) > **Copy**

Feature > Original Type > Photo on the control panel or  (**Menu**) > **Copy Feature > Original Type > Photo**.

1 Press **ID Copy** on the control panel.

2 Place the front side of an original facing down on the scanner glass where arrows indicate as shown. Then, close the scanner lid.



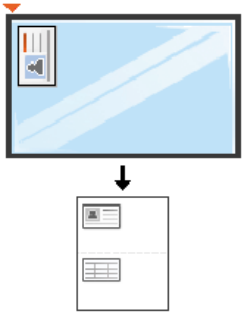
3 **Place Front Side and Press [Start]** appears on the display.

4 Press **Start**.

Your machine begins scanning the front side and shows **Place Back Side and Press [Start]**.

Basic copying

- 5 Turn the original over and place it on the scanner glass where arrows indicate as shown. Then, close the scanner lid.



- 6 Press **Start**.



- If you do not press the  (**Start**) button, only the front side will be copied.
- If the original is larger than the printable area, some portions may not be printed.

Basic scanning



- For special scanning features, refer to the Advanced Guide (see "Scan features" on page 240).
- Depending on models or options, some menus may not be supported (see "Features by model" on page 7).

Basic Scanning

This is the normal and usual procedure for scanning originals.

This is a basic scanning method for USB-connected machine.



- It may be necessary to press **OK** to navigate to lower-level menus for some models.
- if you want to scan using the network, refer to the Advanced Guide (see "Scanning from network connected machine" on page 245).

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 48).

2 Select  (**scan**) > **Scan to PC** > **Local PC** on the control panel.
Or select **Scan to** > **Local PC** on the control panel.



If you see **Not Available** message, check the port connection, or select **Enable Scan from Device Panel** in **Samsung Easy Printer Manager** >



Switch to advanced mode > **Scan to PC Settings**.

3

Select the application program you want and press **OK**.

Default setting is **My Documents**.



You can add or delete the folder where the scanned file is saved in

Samsung Easy Printer Manager >  **Switch to advanced mode**. > **Scan to PC Settings**.

4

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

5

Scanning begins.



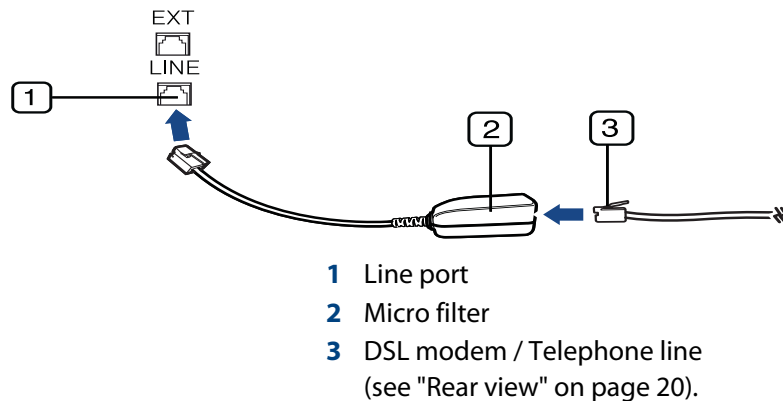
Scanned image is saved in computer's **C:\Users\users name\My**

- Documents**. The saved folder may differ, depending on your operating system or the application you are using.

Basic faxing



- For special faxing features, refer to the Advanced Guide (See "Fax features" on page 247).
- Accessing menus may differ from model to model (see "Accessing the menu" on page 30 or "Control panel overview" on page 21).
- You cannot use this machine as a fax via the internet phone. For more information ask your internet service provider.
- We recommend using traditional analog phone services (PSTN: Public Switched Telephone Network) when connecting telephone lines to use a fax machine. If you use other Internet services (DSL, ISDN, VoIP), you can improve the connection quality by using the Micro-filter. The Micro-filter eliminates unnecessary noise signals and improves connection quality or Internet quality. Since the DSL Micro-filter is not provided with the machine, contact your Internet service provider for use on DSL Micro-filter.



Preparing to fax

Before you send or receive a fax, you need to connect the supplied line cord to your telephone wall jack (see "Rear view" on page 20). Refer to the Quick Installation Guide how to make a connection. The method of making a telephone connection is different from one country to another.

Sending a fax



When you place the originals, you can use either the document feeder or the scanner glass. If the originals are placed on both the document feeder and the scanner glass, the machine will read the originals on the document feeder first, which has higher priority in scanning.

- 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 48).
- 2 Select  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs (see "Adjusting the document settings" on page 65).
- 4 Enter the destination fax number.

Basic faxing

- 5 Press  (**Start**) on the control panel. The machine starts to scan and send the fax to the destinations.



- If you want to send a fax directly from your computer, use Samsung Network PC Fax (see "Sending a fax in the computer" on page 248).
- When you want to cancel a fax job, press  (**Stop/Clear**) before the machine starts transmission.
- If you used the scanner glass, the machine shows the message asking to place another page.

Sending a fax manually

Perform the following to send a fax using  (**On Hook Dial**) on the control panel.

- 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 48).
- 2 Select  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs (see "Adjusting the document settings" on page 65).
- 4 Press  (**On Hook Dial**) on the control panel.
- 5 Enter a fax number using the number keypad on the control panel.

- 6 Press  (**Start**) on the control panel when you hear a high-pitched fax signal from the remote fax machine.

Sending a fax to multiple destinations

You can use the multiple send feature, which allows you to send a fax to multiple locations. Originals are automatically stored in memory and sent to a remote station. After transmission, the originals are automatically erased from memory (see "Features by model" on page 7).



You cannot send faxes with this feature if you have chosen super fine as an option or if the fax is in color.

- 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 48).
- 2 Select  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs (see "Adjusting the document settings" on page 65).
- 4 Select  (**Menu**) > **Fax Feature** > **Multi Send** on the control panel.
- 5 Enter the number of the first receiving fax machine and press **OK**. You can press speed dial numbers or select a group dial number using the  (**Address book**) button.

Basic faxing

- 6** Enter the second fax number and press **OK**.
The display asks you to enter another fax number to send the document.

- 7** To enter more fax numbers, press **OK** when **Yes** appears and repeat steps 5 and 6. You can add up to 10 destinations.



Once you have entered a group dial number, you cannot enter another group dial number.

- 8** When you have finished entering fax numbers, select **No** at the **Another No.?** prompt and press **OK**.

The machine begins sending the fax to the numbers you entered in the order in which you entered them.

Receiving a fax

Your machine is preset to Fax mode at the factory. When you receive a fax, the machine answers the call on a specified number of rings and automatically receives the fax.

Adjusting the document settings

Before starting a fax, change the following settings according to your original's status to get the best quality.



- Accessing menus may differ from model to model (see "Accessing the menu" on page 30 or "Control panel overview" on page 21).
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

Resolution

The default document settings produce good results when using typical text-based originals. However, if you send originals that are of poor quality, or contain photographs, you can adjust the resolution to produce a higher quality fax.

- 1** Select  (fax) >  (**Menu**) > **Fax Feature** > **Resolution** on the control panel.
- 2** Select the option you want and press **OK**.
 - **Standard:** Originals with normal sized characters.
 - **Fine:** Originals containing small characters or thin lines or originals printed using a dot-matrix printer.
 - **Super Fine:** Originals containing extremely fine detail. **Super Fine** mode is enabled only if the machine with which you are communicating also supports the Super Fine resolution.

Basic faxing



- For memory transmission, **Super Fine** mode is not available. The resolution setting is automatically changed to **Fine**.
- When your machine is set to **Super Fine** resolution and the fax machine with which you are communicating does not support **Super Fine** resolution, the machine transmits using the highest resolution mode supported by the other fax machine.

- Photo Fax:** Originals containing shades of gray or photographs.
- Color Fax:** Original with colors.



- Memory transmission is not available in this mode.
- You can only send a color fax if the machine you are communicating with supports color fax reception and you send the fax manually.

3 Press  (**Stop/Clear**) to return to ready mode.

Darkness

You can select the degree of darkness of the original document.



The darkness setting is applied to the current fax job. To change the default setting (see "Fax menu" on page 209).

1

Select  (fax) >  (**Menu**) > **Fax Feature** > **Darkness** on the control panel.

2

Select a darkness level you want.

3

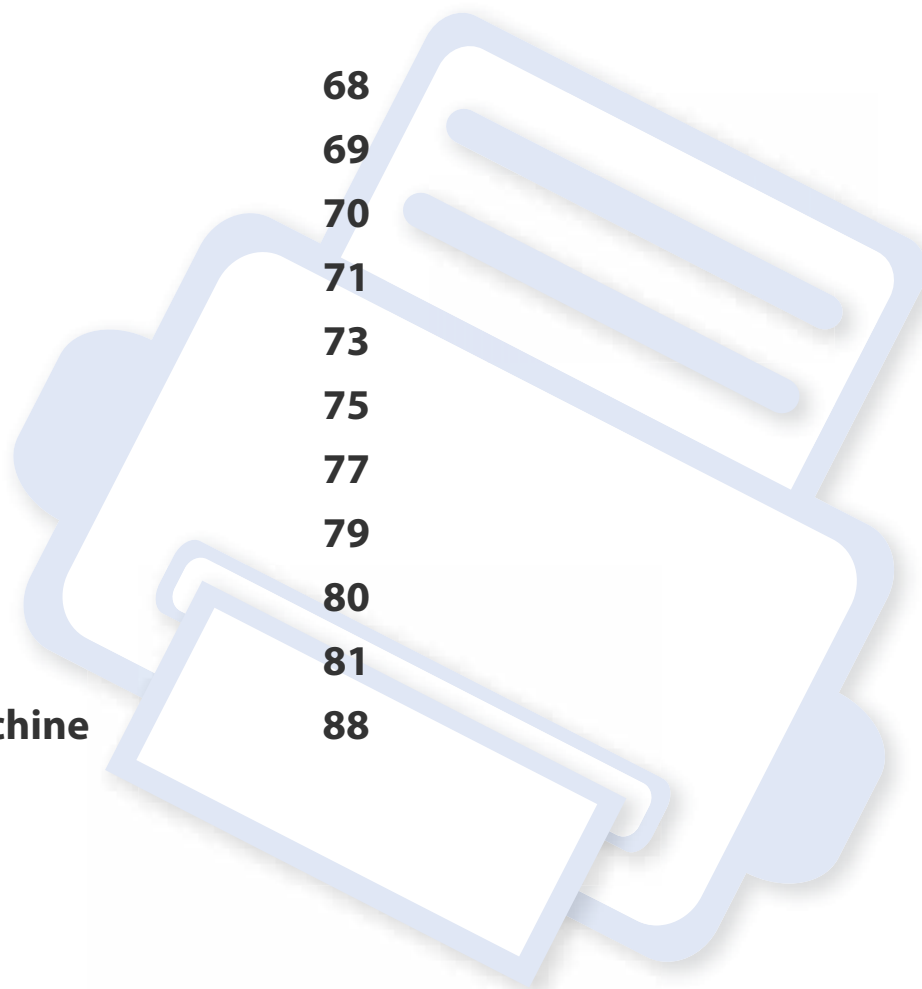
Press  (**Stop/Clear**) to return to ready mode.



3. Maintenance

This chapter provides information about purchasing supplies, accessories and maintenance parts available for your machine.

- **Ordering supplies and accessories** 68
- **Available supplies** 69
- **Available maintenance parts** 70
- **Storing the toner cartridge** 71
- **Redistributing toner** 73
- **Replacing the toner cartridge** 75
- **Replacing the imaging unit** 77
- **Monitoring the supplies life** 79
- **Setting the toner low alert** 80
- **Cleaning the machine** 81
- **Tips for moving & storing your machine** 88



Ordering supplies and accessories



Available accessories may differ from country to country. Contact your sales representatives to obtain the list of available supplies, and maintenance parts.

To order Samsung-authorized supplies, accessories, and maintenance parts, contact your local Samsung dealer or the retailer where you purchased your machine. You can also visit **www.samsung.com/supplies**, and then select your country/region to obtain the contact information for service.

Available supplies

When supplies reach the end of their life spans, you can order the following s of supplies for your machine:

Type	Average yield ^a	Part name
Toner cartridge	Approx. 1,200 pages	MLT-D118S
	Approx. 4,000 pages	MLT-D118L
Imaging Unit	Approx. 9,000 pages	MLT-R116

a. Declared yield value in accordance with ISO/IEC 19752.

Available maintenance parts

You need to replace the maintenance parts at specific intervals to keep the machine in the best condition and avoid print quality and paper feeding problems resulting from the worn-out parts. Maintenance parts are mostly rollers, belts and pads. However, the replacement period and parts may differ depending on the model. Replacing maintenance parts can be performed only by an authorized service provider, dealer, or the retailer where you bought the machine. To purchase maintenance parts, contact the retailer where you bought the machine. The replacement period for the maintenance parts is informed by the Samsung Printer Status program. Or if your machine supports display screen, a message is displayed in the display screen. The replacement period varies based on the operating system used, computing performance, application software, connecting method, paper type, paper size, and job complexity.