

Printing features



- For basic printing features, refer to the Basic Guide (see "Basic printing" on page 51).
- This feature may not be available depending on model or optional goods (see "Features by model" on page 7).

Changing the default print settings

- 1 Click the Windows **Start** menu.
 - For Windows 8, from the **Charms**, select **Search > Settings**.
- 2 For Windows XP/Server 2003, select **Printer and Faxes**.
 - For Windows Server 2008/Vista, select **Control Panel > Hardware and Sound > Printers**.
 - For Windows Server 2008 R2, select **Control Panel > Hardware > Devices and Printers**.
 - For Windows 7/8, select **Control Panel > Devices and Printers**.
- 3 Right-click on your machine.
- 4 For Windows XP/Server 2003/Server 2008/Vista, select **Printing Preferences**.
For Windows 7/8 or Windows Server 2008 R2, from context menus, 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.
 - For Windows 8, from the **Charms**, select **Search > Settings**.
- 2 For Windows XP/Server 2003, select **Printer and Faxes**.
 - For Windows Server 2008/Vista, select **Control Panel > Hardware and Sound > Printers**.
 - For Windows Server 2008 R2, select **Control Panel > Hardware > Devices and Printers**.
 - For Windows 7/8, select **Control Panel > Devices and Printers**.

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- 3 Select your machine.
- 4 Right-click your machine and select **Set as Default Printer**.



For Windows 7 or Windows Server 2008 R2, if **Set as default printer** has a ►, you can select other printer drivers connected to the selected printer.

Using advanced print features



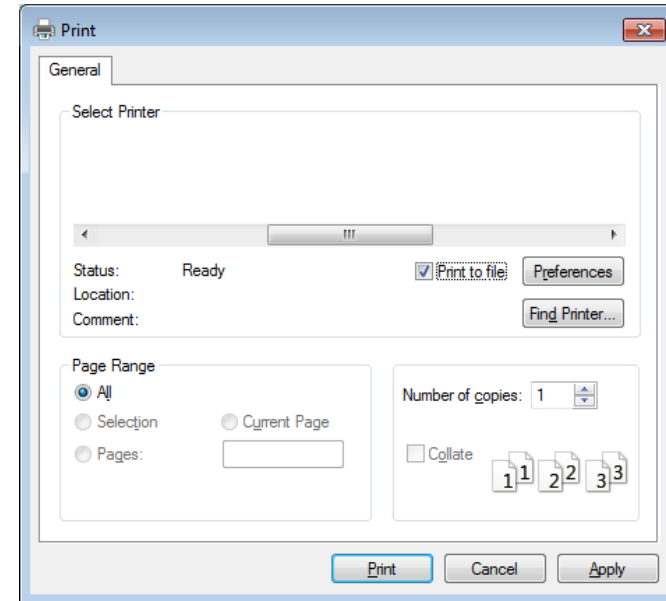
XPS printer driver: used to print XPS file format.

- See "Features by model" on page 7.
- The XPS printer driver can be installed only on Windows Vista OS or higher.
- For models that provide XPS driver from the Samsung website, <http://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

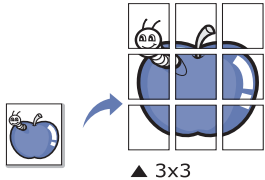
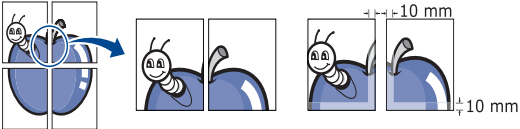
Understanding special printer features

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.



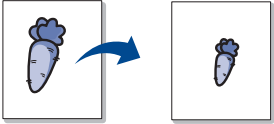
- Some menus may not appear on the display depending on options or models. If so, it is not applicable to your machine.
- Select the **Help** menu or click the  button from the window or press **F1** on your keyboard and click on any option you want to know about (see "Using help" on page 54).

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.
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. 

Printing features

Item	Description
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 .
• 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	• Off: 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. 
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.
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.

Printing features

Item	Description
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 7). 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.

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 7).
- 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 open the file.

To install this program:

Download the software from the Samsung website then unpack and install it: (<http://www.samsung.com> > find your product > Support or Downloads).



- Optional memory Mass storage device (HDD) should be installed on your machine, to print files using this program (see "Variety feature" on page 9).
- 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** .
 - For Windows 8, from **Charms**, select **Search** > **Apps**.
- 2 Find **Samsung Printers** > **Direct Printing Utility**.
- 3 Select your machine from the **Select Printer** drop-down list and click **Browse**.
- 4 Select the file you wish to print and click **Open**.
The file is added in the **Select Files** section.
- 5 Customize the machine settings for your needs.
- 6 Click **Print**. The selected PDF file is sent to the machine.

Printing features

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.
- 4 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:

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

Printing features

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.

- 1 Open an application, and select **Print** from the **File** menu.
- 2 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.
- 3 Select the other options to use.
- 4 Click **Print**.

The machine prints the selected number of pages to print on one sheet of paper.

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 "Features by model" on page 7).

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.

Printing features

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 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 the document to print.
- 2 Open the **File** menu and click **Page Setup** (**Print Setup** for some applications).
- 3 Choose your paper size, orientation, and make sure that your machine is selected. Click **Apply**.
- 4 Open the **File** menu and click **Print**.
- 5 Select your machine to print.
- 6 Choose the number of copies and indicate which pages to print.
- 7 Change other printing options in each tab, if necessary.
- 8 Click **Print**.



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 (see "Features by model" on page 7).

Printing features

Printing files

You can print text, image, pdf files on your machine using the standard CUPS directly from the command line interface. The CUPS lp or lpr utility allows you to do that. You can print these files by using below command format.

"lp -d <printer name> -o <option> <file name>"

Please refer to lp or lpr man page on your system for more details.

Configuring Printer Properties

You can change the default printing options or connection type with Printing utility supplied by the OS.

- 1 Launch Printing utility(Go to **System > Administration > Printing** menu or execute "**system-config-printer**" command in Terminal program).
- 2 Select your printer and double-click it.
- 3 Change the default printing options or connection type.
- 4 Click the **Apply** button.

Unix printing



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

- **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.

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.

Printing features

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 62).
- This feature may not be available depending on model or optional goods (see "Features by model" 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 9).

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 62).

- **TWAIN:** TWAIN is one of the 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 243).
- **Samsung Easy Document Creator:** You can use this program to scan images or documents. **We recommend using scan features with the Samsung Easy Document Creator program provided in the supplied software CD.**
 - See "Using Samsung Easy Document Creator" on page 264.
- **WIA:** WIA stands for Windows Images Acquisition. To use this feature, your computer must be connected directly with the machine via an USB cable (see "Scanning using the WIA driver" on page 244).

Scan features

Setting the scan settings in the computer



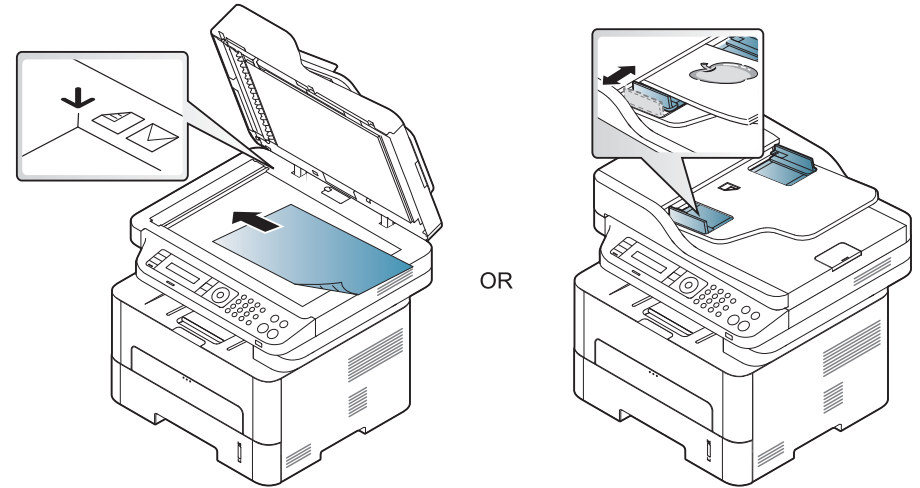
This feature may not be available depending on model or optional goods (see "Features by model" on page 7).

- 1 Open **Samsung Easy Printer Manager** (see "Using Samsung Easy Printer Manager" on page 265).
- 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.
 - **Profile:** Displays the scanning profiles saved on the selected 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

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 26).

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



- 2 Select  (**Scan**) > **Scan to PC** > **Network PC** on the control panel.
Or select **Scan to** button > **Scan to PC** > **Network PC** on the control panel.



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

Scan features

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



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

Scanning to WSD

Scans the originals and saves the scanned data on a connected computer if the computer supports the WSD (Web Service for Device) feature. To use the WSD feature, you need to install the WSD printer driver on your computer. For Windows 7, you can install the WSD driver by **Control Panel > Devices and Printers > Add a printer**. Click **Add a network printer** from the wizard.



- The machine that does not support the network interface, it will not be able to use this feature (see "Features by model" on page 7).
- The WSD feature works only with Windows Vista® or later version that are the WSD-compliant computer.
- The following installation steps are based on Windows 7 computer.

Installing a WSD Printer Driver

- 1 Select **Start > Control Panel > Devices and Printers > Add a printer**.
- 2 Click **Add a network, wireless or Bluetooth** printer from the wizard.
- 3 In the printers list, select the one you want to use, and then click **Next**.

Scan features



- The IP address for WSD printer is `http://IP address/ws/` (example: `http://111.111.111.111/ws/`).
- If no WSD printer is displayed in the list, click **The printer that I want isn't listed** > **Add a printer using a TCP/IP address or hostname** and select **Web Services Device** from **Device type**. Then enter the printer's IP address.

- 4 Follow the instructions in the installation window.

Scanning using the WSD feature

- 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).
- 3 Select  (**Scan**) > **Scan to WSD** on the control panel.



If you see **Not Available** message, check the port connection. Or check the printer driver for WSD is correctly installed.

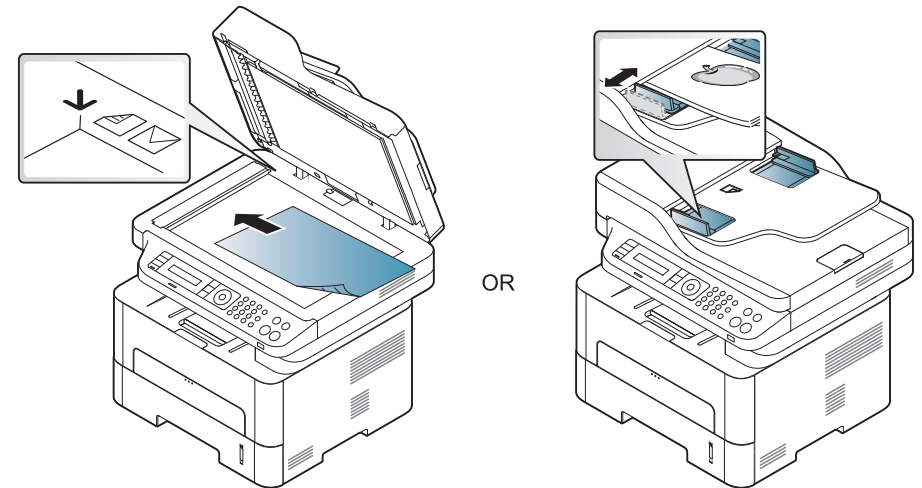
- 4 Select your computer name from **Destination List**.
- 5 Select the option you want and press **OK**.

- 6 Scanning begins.

Scanning from image editing program

You can scan and import documents in the image editing software or using 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 (see "Loading originals" on page 48).



- 3 Open an application, such as Adobe Photoshop.

Scan features

- 4 Click **File > Import**, and select the scanner device.
- 5 Set the scan options.
- 6 Scan and save your scanned image.

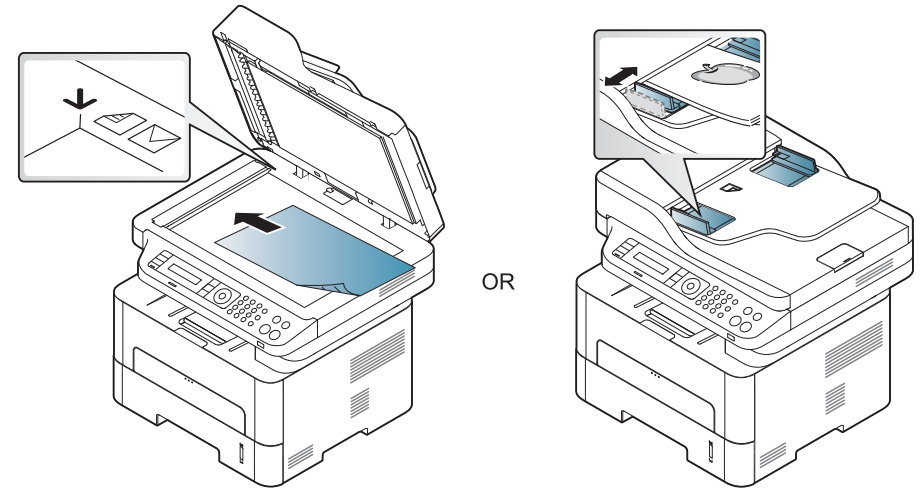
Scanning using the WIA driver

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 with a USB port.

- 1 Make sure that the machine is connected to your computer and powered on.
- 2 Place a single document (see "Loading originals" on page 48).



- 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.

Scan features

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 48).
- 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.

Scanning from network connected machine



Network or wireless model only (see "Features by model" 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 48).
- 3 Start **Applications** and click **Image Capture**.
- 4 According to OS, follow steps below.
 - For 10.5
 - Click **Devices** > **Browse Devices** on Menu bar.
 - Make sure that **Connected** checkbox is checked beside your machine in **Bonjour Devices**.
 - For 10.6-10.9, select your device below **SHARED**.
- 5 Set the scan options on this program.
- 6 Scan and save your scanned image.

Scan features



- If scanning does not operate in Image Capture, update Mac OS to the latest version.
- 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

- 1 Make sure that the machine is connected to your computer and powered on.
- 2 Launch a scan application such as xsane or simple-scan (If it's not installed, please install it manually to use scan features. For example, you may use "yum install xsane" for rpm package systems and "apt-get install xsane" for deb package systems to install xsane).
- 3 Select your device from the list and set the scan options to apply.
- 4 Click the **Scan** button.

Fax features



- For basic faxing features, refer to the Basic Guide (see "Basic faxing" on page 63).

Automatic redialing

When the number you have dialed is busy or there is no answer when you send a fax, the machine automatically redials the number. The redial time depends on the country's factory default setting.

When the display shows **Retry Redial?**, press  (**Start**) button to redial the number without waiting. To cancel the automatic redialing, press  (**Stop/Clear**).

To change the time interval between redials and the number of redial attempts.

- 1 Press  (fax) >  (**Menu**) > **Fax Setup** > **Sending** on the control panel.
- 2 Select **Redial Times** or **Redial Term** you want.
- 3 Select the option you want.

Redialing the fax number

- 1 Press  (**Redial/Pause**) button on the control panel.
- 2 Select the fax number you want.
Ten recently sent fax numbers with ten received Caller IDs are shown.
- 3 When an original is loaded in the document feeder, the machine automatically begins to send.
If an original is placed on the scanner glass, select **Yes** to add another page. Load another original and press **OK**. When you have finished, select **No** when **Another Page?** appears.

Confirming a transmission

When the last page of your original has been sent successfully, the machine beeps and returns to ready mode.

When something goes wrong while sending your fax, an error message appears on the display. If you receive an error message, press  (**Stop/Clear**) to clear the message and try to send the fax again.

Fax features



You can set your machine to print a confirmation report automatically each time sending a fax is completed. Press  (fax) >  (**Menu**) > **System Setup** > **Report** > **Fax Confirm.** on the control panel.

Sending a fax in the computer



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

You can send a fax from your computer without going to the machine.

To send a fax from your computer, the **Samsung Network PC Fax** program must be installed. This program will be installed when you installed the printer driver.

- 1 Open the document to be sent.
- 2 Select **Print** from the **File** menu.
The **Print** window will be displayed. It may look slightly different depending on your application.
- 3 Select **Samsung Network PC Fax** from the **Print** window

4 Click **Print** or **OK**.

5 Enter the recipients' numbers and select the option



Select the **Help** button from the window and click on any option you want to know about.

6 Click **Send**.

Delaying a fax transmission

You can set your machine to send a fax at a later time when you will not be present. You cannot send a color fax using this feature.

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder.
- 2 Press  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs.
- 4 Press  (**Menu**) > **Fax Feature** > **Delay Send** on the control panel.
- 5 Enter the number of the receiving fax machine and press **OK**.
- 6 The display asks you to enter another fax number to send the document.

Fax features

- 7** To enter more fax numbers, press **OK** when **Yes** highlights and repeat steps 5.



- You can add up to 10 destinations.
- Once you entered a group dial number, you cannot enter another group dial numbers anymore.

- 8** Enter the job name and the time.



If you set a time earlier than the current time, the fax will be sent at that time on the following day.

- 9** The original is scanned into memory before transmission.

The machine returns to ready mode. The display reminds you that you are in ready mode and that a delayed fax is set.



You can check the list of delayed fax jobs.

Press (**Menu**) > **System Setup** > **Report** > **Scheduled Jobs** on the control panel.

Adding documents to a reserved fax

- 1** Place a single document face down on the document glass, or load the documents face up into the document feeder.
- 2** Press (fax) > (**Menu**) > **Fax Feature** > **Add Pages** on the control panel.
- 3** Select the fax job and press **OK**.
When you have finished, select **No** when **Another Page?** appears. The machine scans the original into memory.
- 4** Press (**Stop/Clear**) to return to ready mode.

Canceling a reserved fax job

- 1** Press (fax) > (**Menu**) > **Fax Feature** > **Cancel Job** on the control panel.
- 2** Select the fax job you want and press **OK**.
- 3** Press **OK** when **Yes** highlights.
The selected fax is deleted from memory.
- 4** Press (**Stop/Clear**) to return to ready mode.

Fax features

Sending a priority fax

This function is used when a high priority fax need to be sent ahead of reserved operations. The original is scanned into memory and immediately transmitted when the current operation is finished.

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder.
- 2 Press  (**Fax**) >  (**Menu**) > **Fax Feature** > **Priority Send** on the control panel.
- 3 Enter the destination fax number and press **OK**.
- 4 Enter the job name and press **OK**.
- 5 If an original is placed on the scanner glass, select **Yes** to add another pages. Load another original and press **OK**.

When you have finished, select **No** when **Another Page?** appears.

The machine starts to scan and send a fax to destinations.

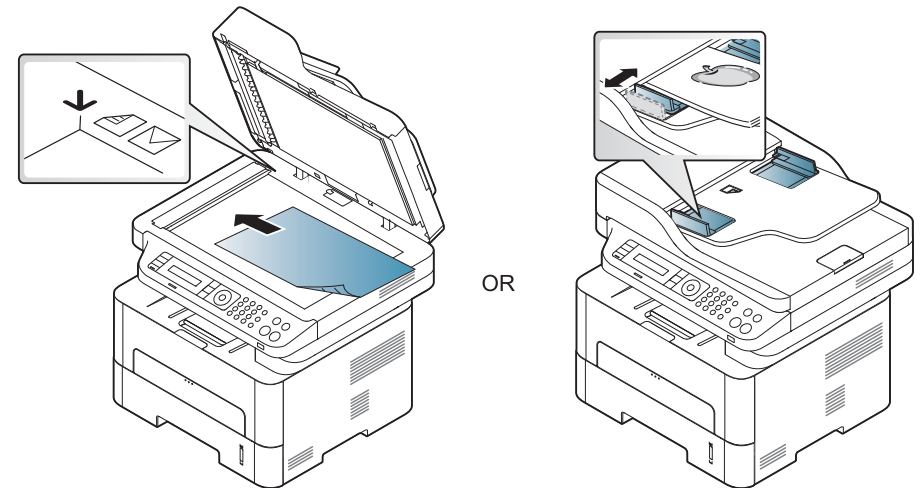
Forwarding a sent fax to another destination

You can set the machine to forward the sent fax to other destination by a fax. If you are out of office but have to receive the fax, this feature may be useful.



- Though you sent or received a color fax, the data is forwarded in grayscale.

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



- 2 Press  (fax) >  (**Menu**) > **Fax Feature** > **Send Forward** > **Forward to Fax** > **On** on the control panel.