

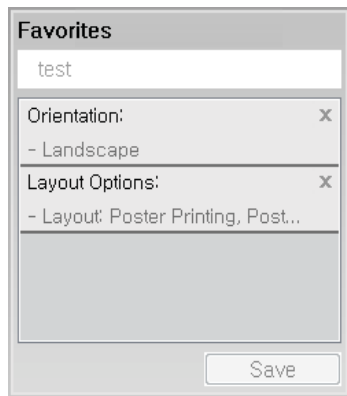
Basic printing

Using a favorite setting

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

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.

Basic printing

Eco printing

The **Eco** function cuts 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 duplex printing (long edge), multiple pages per side (2-up), skip blank pages, and toner save. Some features may not be available depending on 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 291).



You can set the eco value from **Device Settings** in Samsung Easy Printer Manager program.

- For Windows and Mac users, you set from **Samsung Easy Printer Manager** >  **(Switch to advanced mode)** > **Device Settings**, see "Device Settings" on page 298.

Setting Eco mode on the control panel



- The settings set from the machine's driver override the settings on the control panel.
- Accessing menus may differ from model to model (see "Accessing the menu" on page 30 or "Control panel overview" on page 22).
- 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.

Or press **Eco** 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.
 - **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**) or Samsung Easy Printer Manager (**Device Settings** > **Eco**), the **On force** message appears. You have to enter the password to change the Eco mode status.

Basic printing

- **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**).
 - **Select Template**
 - **Default Eco:** The machine is set to **Default Eco** mode.
 - **Custom Eco:** Change any necessary values.

3

Press **OK** to save the selection.

Setting Eco mode on the driver



To take advantage of the advanced printing features, click **Properties** or **Preferences** from the **Print** window(see "Opening printing preferences" on page 55).

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 fixed to enable the Eco mode, you have to enter the password to change the status.



Password button: You can set from SyncThru™ Web Service (**Settings** tab > **Machine Settings** > **System** > **Eco Settings**) or Samsung Easy Printer Manager (**Device Settings** > **Eco**), the password button is activated. To change the print settings, click on this button, enter the password or need to contact the administrator.

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.

Basic printing

- The actual amount displayed is only an estimate as the actual amount may differ depending on the operating system used, computing performance, application software, connection method, media type [thickness], media size, job complexity, etc.

Secure printing

When you use a printing device in an office, school or other public place, you can protect your personal documents or confidential information by using the secure printing feature.

Starting secure printing on the driver

- 1 From a computer, select a printer from the printer list > right-click the printer > select **Properties** > **Device Options** > **Properties** > **Storage Options**. Then check the **RAM Disk** option.
- 2 Open the **Printing Preferences** window (see "Opening printing preferences" on page 55), and the select **Advanced** tab > **Print Mode** > **Confidential**. Enter the job name, user ID, and password. Even though you have started the secure printing job, the device will not print the document until you enter your password on the printer.



This features may not appear on the display depending on options or models. If so, it is not applicable to your machine.

Printing secure documents from the control panel



Accessing menus may differ from model to model (see "Accessing the menu" on page 30 or "Control panel overview" on page 22).

- 1 Select  (**Menu**) > **Job Management** > **Secured Job** on the control panel.
- 2 Select the document to print.
- 3 Enter the password that you set from the printer driver.
- 4 Print or delete the document.

Basic copying



- For special printing features, refer to the Advanced Guide (see "Copy" on page 213).
- Accessing menus may differ from model to model (see "Accessing the menu" on page 30 or "Control panel overview" on page 22).

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 face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 50).
- 3 If you want to customize the copy settings including **Reduce/Enlarge**, **Darkness**, **Original Type** and more by using the control panel buttons (see "Changing the settings for each copy" on page 60).
- 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** or **Stop/Clear**) button and the copying will stop.

Changing the settings for each copy

Your machine provides default settings for copying so that you can quickly and easily make a copy.



- If you press the  (**Stop** or **Stop/Clear**) button twice 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.

Basic copying

- 1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Darkness** on the control panel.
Or press **Darkness** 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**) button to return to ready mode.

Original Type

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**) button to return to ready mode.

Reduced or enlarged copy

You can reduce or enlarge the size of a copied image from 25% to 400% from the document feeder or 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**.

Basic copying

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



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

ID card copying

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

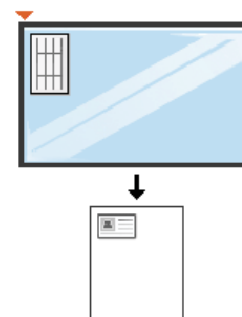
The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. This feature is helpful for copying a small-sized item such as business card.



- 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.

Depending on the model, the operating procedure may differ.

- 1 Press **ID Copy** on the control panel.
Or select  (**Menu**) > **Copy Feature** > **Layout** > **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.



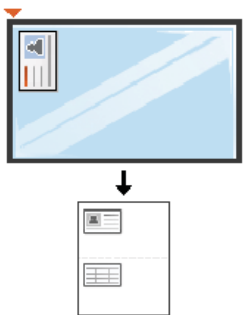
- 3 **Place Front Side and Press [Start]** appears on the display.

Basic copying

4 Press  (**Start**).

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

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**) button.



- 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 265).

Basic Scanning

This is the normal and usual procedure for scanning originals.

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



- Accessing menus may differ from model to model.
- 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 266).

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 50).

2 Select  (scan) > **Scan To 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 scan destination you want and press **OK**.
Default setting is **My Documents**.



- You can create and save the frequently used settings as a profile list. Also you can add and delete the profile and save each profile to a different path.
- To change the **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.

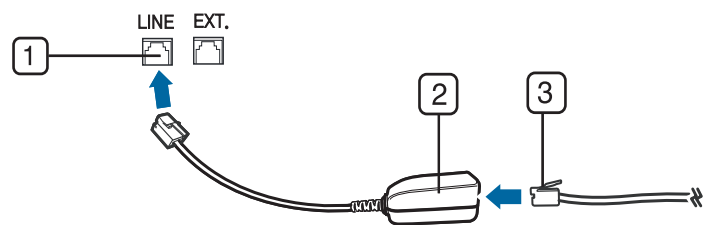
Basic faxing



- For special faxing features, refer to the Advanced Guide (see "Fax features" on page 275).
- Accessing menus may differ from model to model (see "Accessing the menu" on page 30 or "Control panel overview" on page 22).



- 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.



- 1 Line port
- 2 Micro filter
- 3 DSL modem / Telephone line (see "Rear view" on page 21).

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 21). 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 50).
- 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 67).

Basic faxing

- 4 Enter the destination fax number (see "Keypad letters and numbers" on page 243).
- 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 276).
- When you want to cancel a fax job, press  (**Stop** or **Stop/Clear**) button 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 50).
- 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 67).

- 4 Press  (**On Hook Dial**) on the control panel or lift the handset.
- 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.



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 50).
- 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 67).
- 4 Select  (**Menu**) > **Fax Feature** > **Multi Send** on the control panel.

Basic faxing

- 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.
- 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.

Multi send report is printed after sending faxes.

Receiving a fax

Your machine is preset 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 22).
- 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.

Basic faxing



The resolution setting is applied to the current fax job. To change the default setting (see Advanced Guide).

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.



- 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.

3 Press  (**Stop/Clear**) button 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" on page 217).

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

2 Select a darkness level you want.

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

Using USB memory device

This chapter explains how to use a USB memory device with your machine.



This USB memory device is supported for M387x/407x series (see "Variety feature" on page 9).

About USB memory

USB memory devices are available with a variety of memory capacities to give you more room for storing documents, presentations, downloaded music and videos, high resolution photographs or whatever other files you want to store or move.

You can do the following tasks on your machine by using a USB memory device.

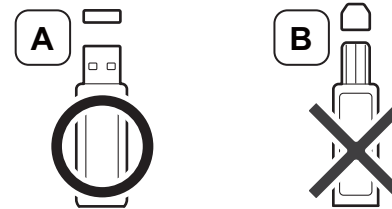
- Scan documents and save them on a USB memory device
- Print data stored on a USB memory device
- Restore backup files to the machine's memory
- Format the USB memory device
- Check the available memory space

Plugging in a USB memory device

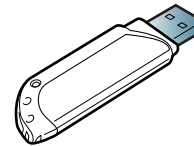
The USB memory port on the front of your machine is designed for USB V1.1 and USB V2.0 memory devices. Your machine supports USB memory devices with FAT16/FAT32 and a sector size of 512 bytes.

Check your USB memory device's file system from your dealer.

You must use only an authorized USB memory device with an A plug connector.



Use only a metal-shielded USB memory device.



Only use a USB memory device that has obtained compatibility certification; otherwise, the machine might not recognize it.

Using USB memory device



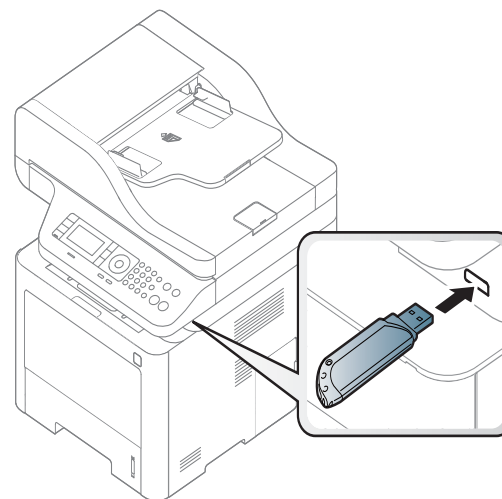
- Do not remove the USB memory device while the machine is in operation or writing to or reading from USB memory. The machine warranty does not cover damage caused by user's misuse.
- If your USB memory device has certain features such as security settings and password settings, your machine may not automatically detect it. For details about these features, see the user's guide of the USB memory device.

Scanning to a USB memory device



- Accessing menus may differ from model to model (see "Accessing the menu" on page 30 or "Control panel overview" on page 22).
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

You can scan a document and save the scanned image onto a USB memory device.



Scanning

- 1 Insert a USB memory device into the USB memory port on your machine.
- 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 50).
- 3 Select  (scan) > **Scan To USB** > **OK** on the control panel.
The machine begins scanning.

Using USB memory device

After scanning is complete, you can remove the USB memory device from the machine.

Customizing Scan to USB

You can specify image size, file format, or color mode for each scanning to USB job.

- 1 Select  (scan) >  (Menu) > **Scan Feature** > **USB Feature** on the control panel.

Or select **Scan to** >  (Menu) > **Scan Feature** > **USB Feature** on the control panel.

- 2 Select the setting option you want appears.



Some features may not be available depending on model.

- **Original Size:** Sets the image size.
- **Original Type:** Sets the original document's.
- **Resolution:** Sets the image resolution.
- **Color Mode:** Sets the color mode. If you select **Mono** in this option, you cannot select JPEG in **File Format**.

- **File Format:** Sets the file format in which the image is to be saved. When you select **TIFF** or **PDF**, you can select to scan multiple pages. If you select **JPEG** in this option, you cannot select **Mono** in **Color Mode**.
- **Duplex:** Sets the duplex mode.
- **Darkness:** Sets the brightness level to scan an original.

- 3 Select the desired status you want and press **OK**.

- 4 Repeat steps 2 and 3 to set other setting options.

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

Printing from a USB memory device

You can directly print files stored on a USB memory device.

File is supported by Direct Print option.

- **PRN:** Only files created by provided driver with your machine are compatible.



If you print PRN files created from other machine, the printout would be different.

- **TIFF:** TIFF 6.0 Baseline

Using USB memory device

- JPEG: JPEG Baseline
- PDF: PDF 1.7 or lower version.

To print a document from a USB memory device

- 1 Insert a USB memory device into the USB memory port on your machine, and then press **Direct USB**.
- 2 Select **USB Print**.
- 3 Select the folder or file you want and press **OK**.
If you see [+] or [D] in the front of a folder name, there are one or more files or folders in the selected folder.
- 4 Select the number of copies to be printed or enter the number.
- 5 Press **OK**, **Start** or **Print** to start printing the selected file.
After printing the file, the display asks if you want to print another job.
- 6 Press **OK** when **Yes** appears to print another job, and repeat from step 2.
Otherwise, press the left/right arrow to select **No** and press **OK**.
- 7 Press  (**Stop/Clear**) button to return to ready mode.

Backing up data

Data in the machine's memory can be accidentally erased due to power failure or storage failure. Backup helps you protect the system settings by storing them as backup files on a USB memory device.

Backing up data

- 1 Insert the USB memory device into the USB memory port on your machine.
- 2 Select  (**Menu**) > **System Setup** > **Machine Setup** > **Export Setting** on the control panel.
- 3 Select **Setup Data, Address Book** and press **OK**.
The data is backed up to the USB memory.
- 4 Press  (**Stop/Clear**) button to return to ready mode.

Restoring data

- 1 Insert the USB memory device on which the backup data is stored in to the USB memory port.
- 2 Select  (**Menu**) > **System Setup** > **Machine Setup** > **Import Setting** on the control panel.

Using USB memory device

- 3 Select **Setup Data, Address Book** and press **OK**.
- 4 Select the file you want to restore and press **OK**.
- 5 Press **OK** when **Yes** appears to restore the backup file to the machine.
- 6 Press  (**Stop/Clear**) button to return to ready mode.

Managing USB memory

You can delete image files stored on a USB memory device one by one or all at once by reformatting the device.



If you see **[+]** or **[D]** in the front of a folder name, there are one or more files or folders in the selected folder.



After deleting files or reformatting a USB memory device, files cannot be restored. Therefore, confirm that you no longer need the data before deleting it.

Deleting an image file

- 1 Insert a USB memory device into the USB memory port on your machine, and then press **Direct USB**.
- 2 Select **File Manage > Delete** and press **OK**.
- 3 Select the file you want to delete and press **OK**.
- 4 Select **Yes**.
- 5 Press  (**Stop/Clear**) button to return to ready mode.

Formatting a USB memory device

- 1 Insert a USB memory device into the USB memory port on your machine, and then press **Direct USB**.
- 2 Select **File Manage > Format** and press **OK**.
- 3 Select **Yes**.
- 4 Press  (**Stop/Clear**) button to return to ready mode.

Viewing the USB memory status

You can check the amount of memory space available for scanning and saving documents.

Using USB memory device

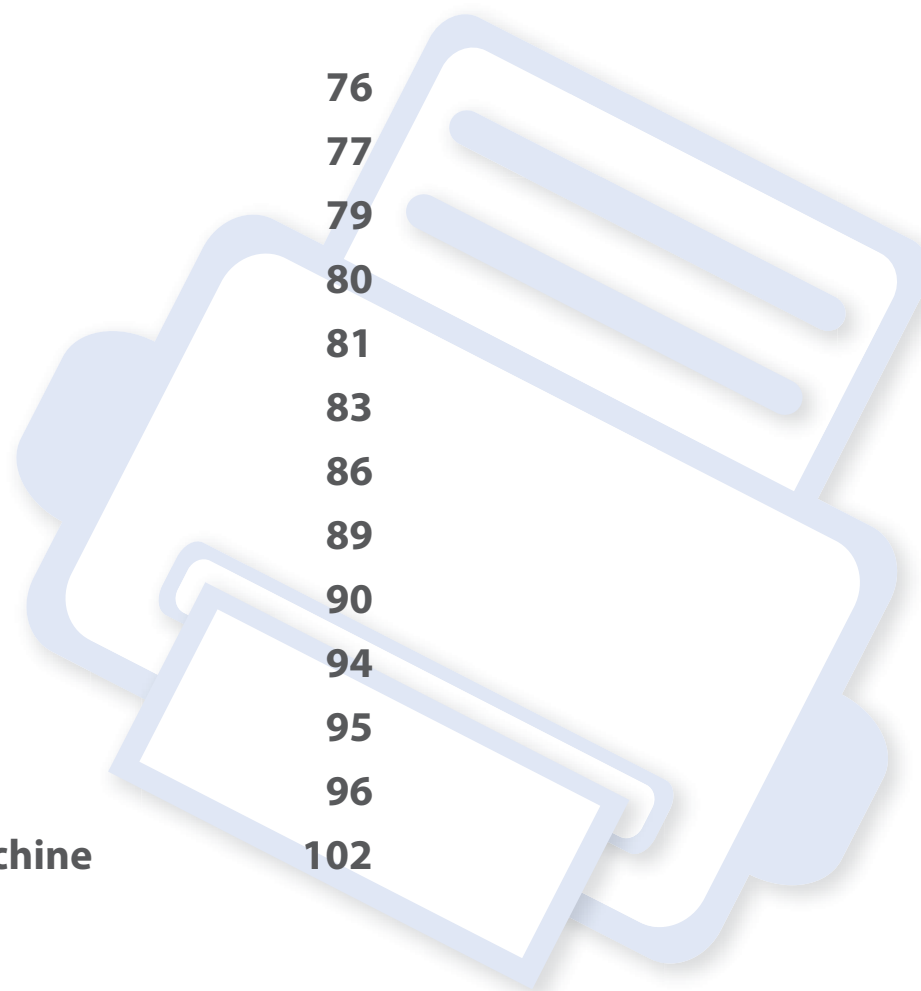
- 1 Insert a USB memory device into the USB memory port on your machine, and then press **Direct USB**.
- 2 Select **Check Space**.
- 3 The available memory space appears on the display.
- 4 Press  (**Stop/Clear**) button to return to ready mode.



3. Maintenance

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

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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 consumables

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

Type	Average yield ^a	Part name
Toner cartridge	Approx. 3,000 pages	• M3370/ M3870/ M4070 series: MLT-D203S • M3375/ M3875/ M4075 series: MLT-D204S
	Approx. 5,000 pages	• M3370/ M3870/ M4070 series: MLT-D203L • M3375/ M3875/ M4075 series: MLT-D204L
	Approx. 10,000 pages	• M3870/ M4070 series: MLT-D203E • M3875/ M4075 series: MLT-D204E
	Approx. 15,000 pages	• M4070 series: MLT-D203U • M4075 series: MLT-D204U
Imaging unit	Approx. 30,000 pages (Based on 3 average letter/A4 size pages for print job)	• M3375/ M3875/ M4075 series: MLT-R204

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



Depending on the options, percentage of image area and job mode used, the toner cartridge's lifespan may differ.



When purchasing new toner cartridges or other supplies, these must be purchased in the same country as the machine you are using. Otherwise, new toner cartridges or other supplies will be incompatible with your machine due to different configurations of toner cartridges and other supplies according to the specific country conditions.

Available consumables



Samsung does not recommend using non-genuine Samsung toner cartridge such as refilled or remanufactured toner. Samsung cannot guarantee non-genuine Samsung toner cartridge's quality. Service or repair required as a result of using non-genuine Samsung toner cartridges will not be covered under the machine's warranty.

Available accessories

You can purchase and install accessories to enhance your machine's performance and capacity.



Some features and optional goods may not be available depending on model or country (see "Features by models" on page 7).

Accessory	Function	Part name
Memory module	Extends your machine's memory capacity.	ML-MEM370: 512 MB
Optional tray	If you are experiencing frequent paper supply problems, you can attach an additional 520 ^a sheet tray.	• M3370/ M3870/ M4070 series: SL-SCF3800 • M3375/ M3875/ M4075 series: SL-SCF3805
IEEE 1284B parallel Connector^b	Allows you to use various interface.  • When installing the printer driver with an IEEE1284B parallel connector, the machine might not be found and after installing the printer driver, only basic printing features are available. • If you want to check the machine's status or set the settings, connect the machine to a computer with a USB cable or a network. • If you use the IEEE 1284B parallel connector, you can not use the USB cable.	• ML-PAR100

a. Plain paper 80 g/m² (20 lb bond).

b. The optional IEEE 1284B parallel connector can be used by plugging in both the USB port and the 5V output port.

Available maintenance parts

To purchase maintenance parts, contact the source where you bought the machine. Replacing maintenance parts can be performed only by an authorized service provider, dealer, or the retailer where you bought the machine. The warranty does not cover the replacement of any maintenance parts once it has reached its “Average yield”.

Maintenance parts are replaced at specific intervals to avoid print quality and paper feed problems resulting from worn parts, see table below. The purpose of which is to maintain your machine in top working condition. The maintenance parts below should be replaced when the life span of each item has been met.

Parts	Average yield ^a
Tray 1 roller	Approx. 90,000 pages
Tray 1 reverse roller	Approx. 60,000 pages
Tray 2 roller	Approx. 200,000 pages
Tray 2 reverse roller	Approx. 100,000 pages
MP roller	Approx. 100,000 pages
MP reverse roller	Approx. 80,000 pages
Document feeder (DADF) roller	Approx. 70,000 pages
Document feeder (DADF) rubber pad	Approx. 20,000 pages
Document feeder (ADF) roller	Approx. 20,000 pages
Document feeder (ADF) rubber pad	Approx. 20,000 pages
Fuser unit	Approx. 90,000 pages

a. It will be affected by the operating system used, computing performance, application software, connecting method, media, media size and job complexity.

Storing the toner cartridge

Toner cartridges contain components that are sensitive to light, temperature and humidity. Samsung suggests users follow these recommendations to ensure optimal performance, highest quality, and longest life from your new Samsung toner cartridge.

Store this cartridge in the same environment in which the printer will be used. This should be in controlled temperature and humidity conditions. The toner cartridge should remain in its original and unopened package until installation – if original packaging is not available, cover the top opening of the cartridge with paper and store in a dark cabinet.

Opening the cartridge package prior to use dramatically shortens its useful shelf and operating life. Do not store on the floor. If the toner cartridge is removed from the printer, follow the instructions below to store the toner cartridge properly.

- Store the cartridge inside the protective bag from the original package.
- Store lying flat (not standing on end) with the same side facing up as if it were installed in the machine.
- Do not store consumables in any of the following conditions:
 - Temperature greater than 40°C (104°F).
 - Humidity range less than 20% or greater than 80%.
 - An environment with extreme changes in humidity or temperature.
 - Direct sunlight or room light.
 - Dusty places.
 - A car for a long period of time.
 - An environment where corrosive gases are present.

- An environment with salty air.

Handling instructions

- Do not touch the surface of the photoconductive drum in the cartridge.
- Do not expose the cartridge to unnecessary vibrations or shock.
- Never manually rotate the drum, especially in the reverse direction; this can cause internal damage and toner spillage.

Toner cartridge usage

Samsung Electronics does not recommend or approve the use of non-Samsung brand toner cartridges in your printer including generic, store brand, refilled, or remanufactured toner cartridges.



Samsung's printer warranty does not cover damage to the machine caused by the use of a refilled, remanufactured, or non-Samsung brand toner cartridges.

Storing the toner cartridge

Estimated cartridge life

Estimated cartridge life (the life of the toner cartridge yield) depends on the amount of toner that print jobs require. The actual print yield may vary depending on the print density of the pages you print on, operating environment, percentage of image area, printing interval, media type and/or media size. For example, if you print a lot of graphics, the consumption of the toner is higher and you may need to change the cartridge more often.

Redistributing toner

When the toner cartridge is near the end of its life:

- White streaks or light printing occurs and/or density variation side to side.
- The **Status** LED blinks red. The toner-related message saying that the toner is low may appear on the display.
- The computer's Samsung Printing Status program window appears on the computer telling you which color cartridge is low on toner (see "Using Samsung Printer Status" on page 299).

If this happens, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.



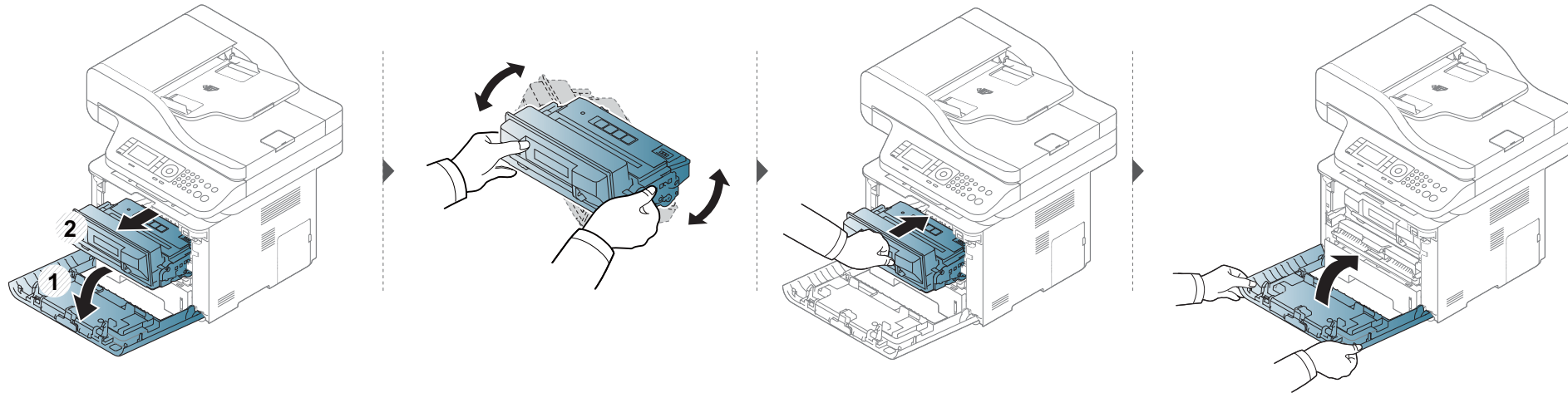
Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 20).



- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green area of the toner cartridge. Use the handle on the cartridge to avoid touching this area.
- Do not use sharp objects such as a knife or scissors to open the toner cartridge package. They might scratch the drum of the cartridge.
- If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

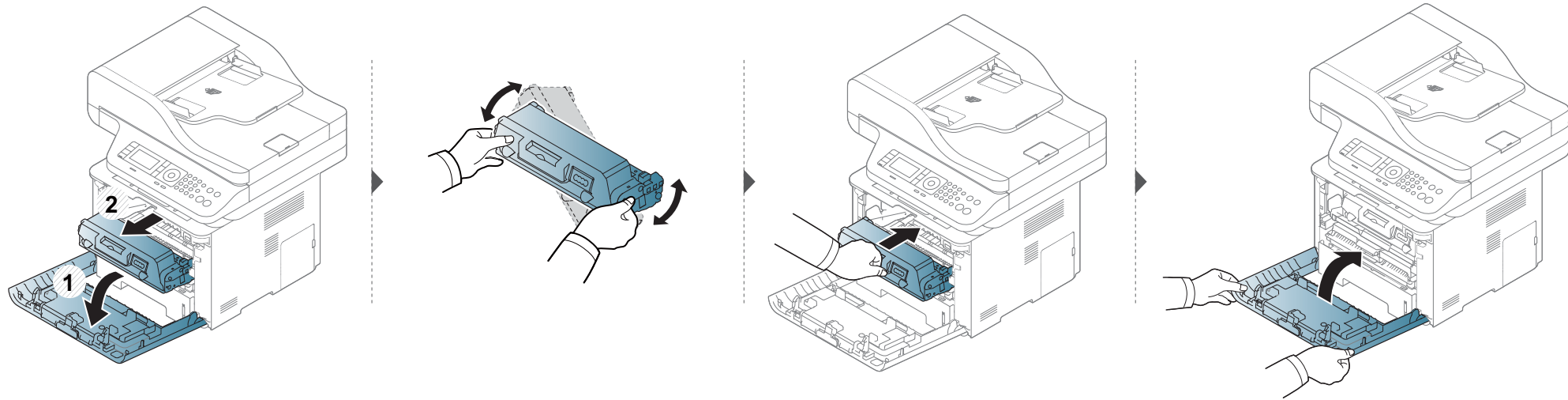
Redistributing toner

M3370/ M3870/ M4070 series



Redistributing toner

M3375/ M3875/ M4075 series



Replacing the toner cartridge

A toner cartridge has almost reached its estimated cartridge life:

- The status LED and the toner-related message on the display indicate when the toner cartridge should be replaced.
- The computer's Samsung Printing Status Program window appears on the computer telling you cartridge is empty on toner (see "Using Samsung Printer Status" on page 299).

Check the type of the toner cartridge for your machine (see "Available consumables" on page 77).



- Shake the toner cartridge thoroughly, it will increase the initial print quality.
- Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 20).



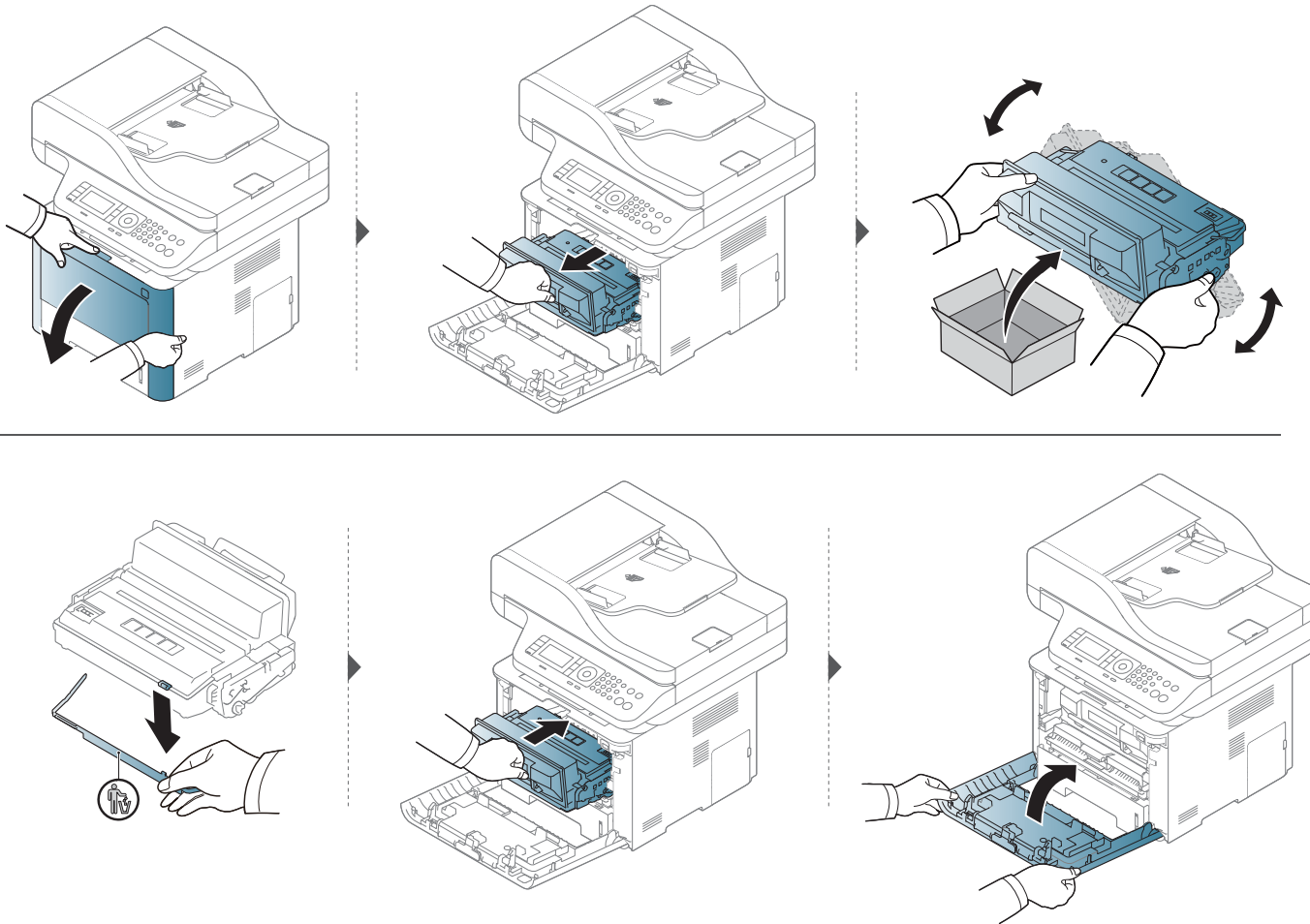
- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green area of the toner cartridge. Use the handle on the cartridge to avoid touching this area.
- Do not use sharp objects such as a knife or scissors to open the toner cartridge package. They might scratch the drum of the cartridge.
- If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

Replacing the toner cartridge

M3370/ M3870/ M4070 series



Click this link to open an animation about replacing a toner cartridge.

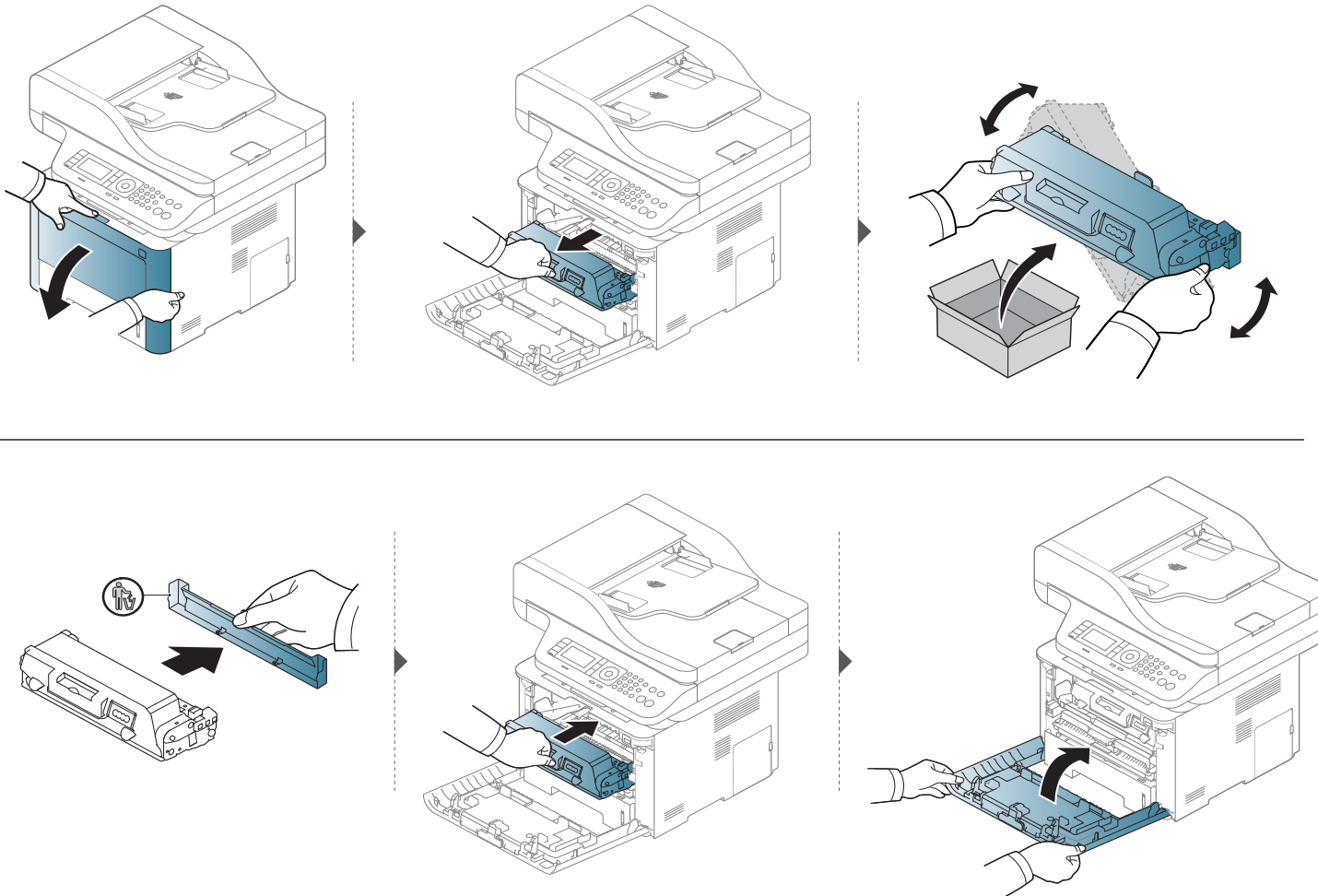


Replacing the toner cartridge

M3375/ M3875/ M4075 series



Click this link to open an animation about replacing a toner cartridge.

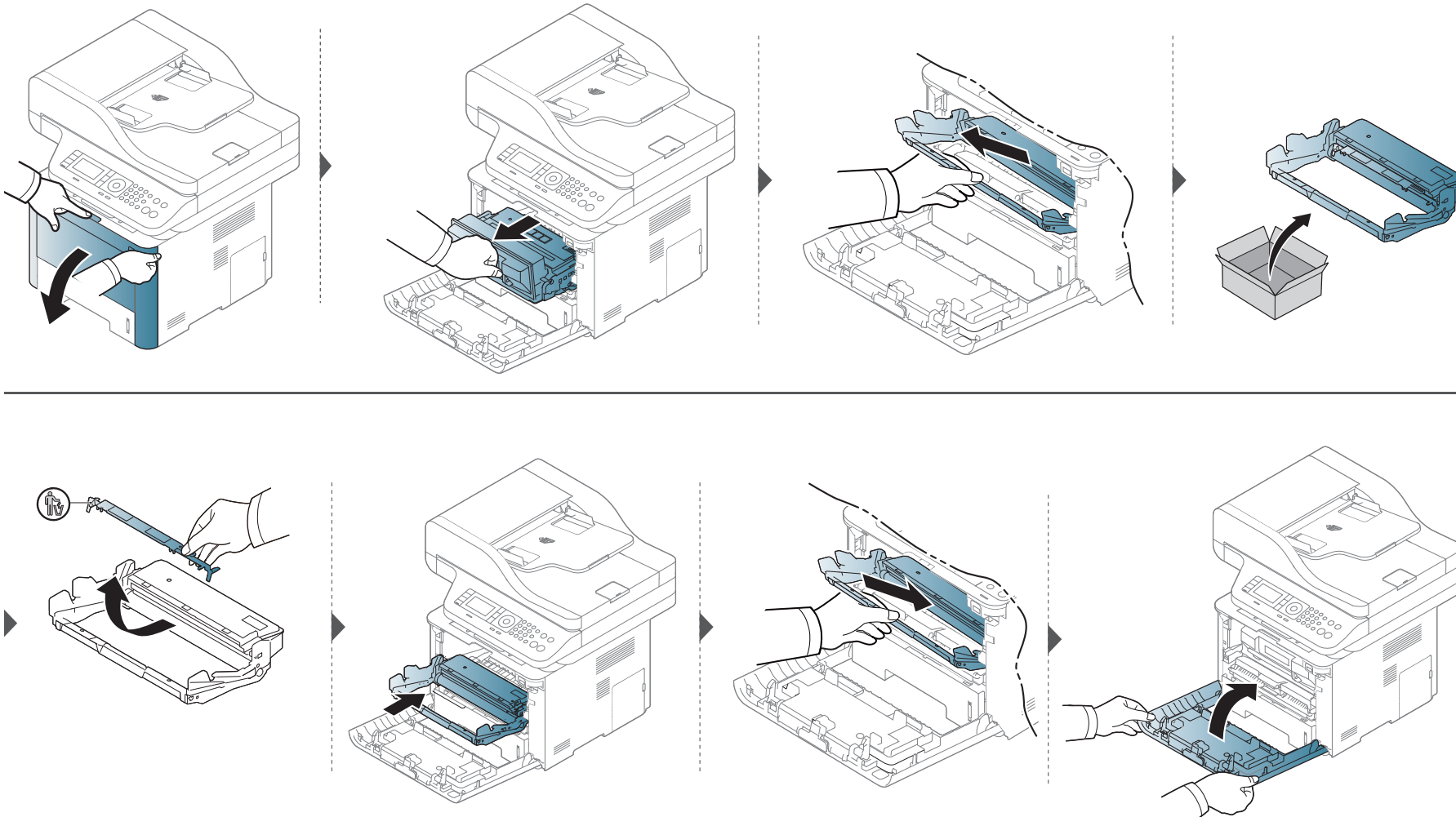


Replacing the imaging unit

M3375/ M3875/ M4075 series



Click this link to open an animation about replacing a imaging unit.



Installing accessories

Precautions

- Disconnect the power cord

Never remove the control board cover while the power is turned on.

To avoid the possibility of an electrical shock, always disconnect the power cord when installing or removing ANY internal or external accessories.

- Discharge static electricity

The control board and internal accessories (network interface card or memory module) are sensitive to static electricity. Before installing or removing any internal accessories, discharge static electricity from your body by touching something metal, such as the metal back plate on any device plugged into a grounded power source. If you walk around before finishing the installation, repeat this procedure to discharge any static electricity again.



When installing accessories, the battery inside the machine is a service component. Do not change it by yourself. There is a risk of an explosion if battery is replaced by an incorrect type. Dispose used batteries according to the instructions.

Setting Device Options

When you install the optional devices such as optional tray, memory, etc, this machine automatically detects and sets the optional devices. If you cannot use the optional devices you installed in this driver, you can set the optional devices in **Device Options**.

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

Installing accessories



If **Printer properties** item has ► mark, you can select other printer drivers connected with selected printer.

5

Select **Device Options** or **Device Settings**.



The **Properties** window may differ depending on the driver or operating system you are using.

6

Select the appropriate option.



Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine.

- **Tray Options:** Select the optional tray you installed. You can select the tray.
- **Storage Options:** Select the optional memory you installed. If this feature is checked, you can select the **Print Mode**.
- **Printer Configuration:** Select the printer language for the print job.
- **Administrator Settings:** You can select the **Printer Status** and **EMF Spooling**.

- **Admin Job Accounting:** Allows you to associate user and account identification information with each document you print.
 - **User permission:** If you check this option, only users with user permission can start a print job.
 - **Group permission:** If you check this option, only groups with group permission can start a print job.



If you want to encrypt job accounting password, check **Job Accounting Password Encryption**.

- **Custom Paper Size Settings:** You can specify custom paper size.

7

Click **OK** until you exit the **Properties** or **Printer properties** window.

Installing accessories

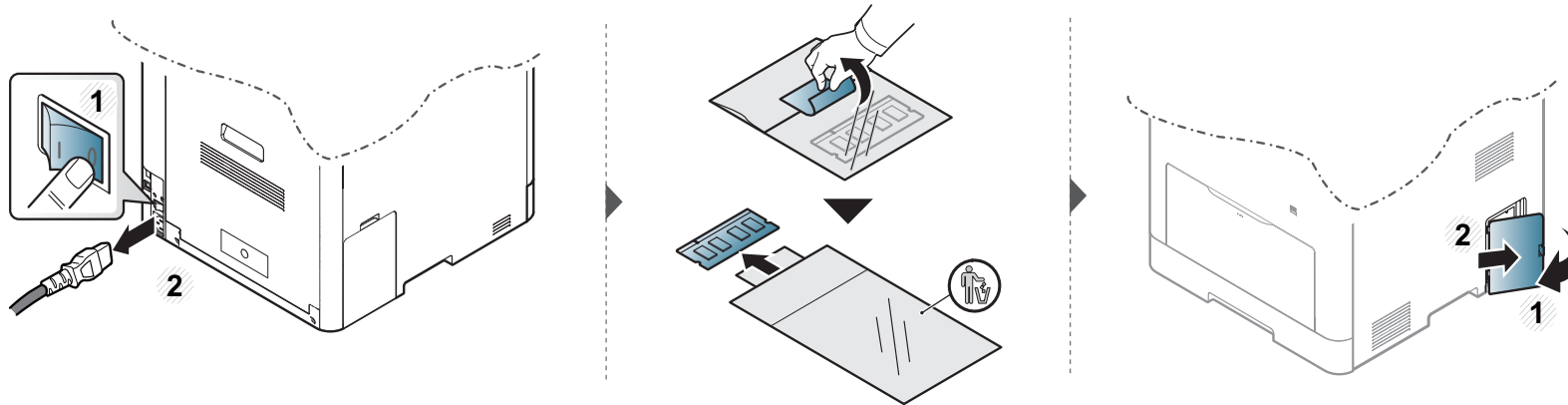
Upgrading a memory module

Your machine has a dual in-line memory module (DIMM). Use this memory module slot to install additional memory. We recommend the use of only genuine Samsung DIMM's. You may void your warranty if it is determined that your machine problem is being caused by third party DIMM's.

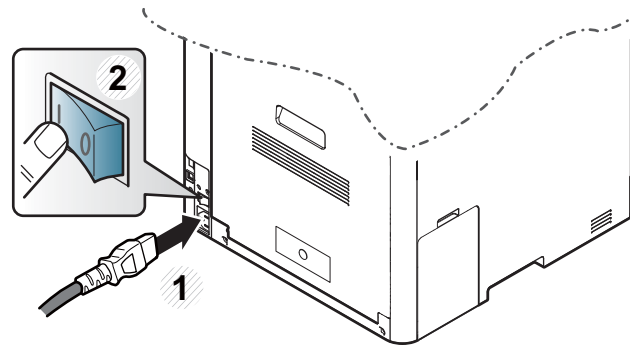
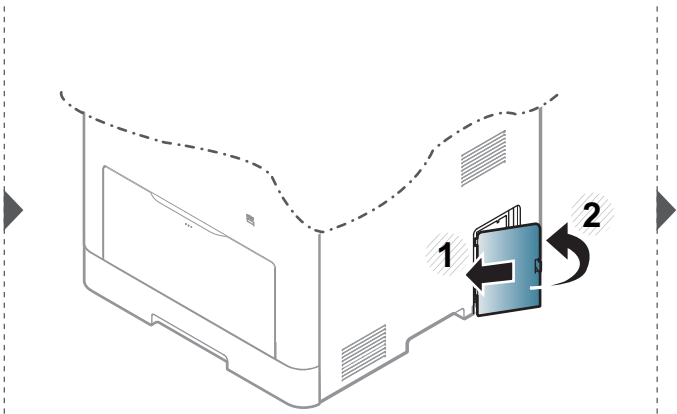
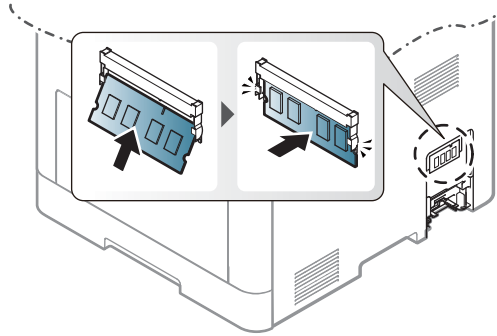
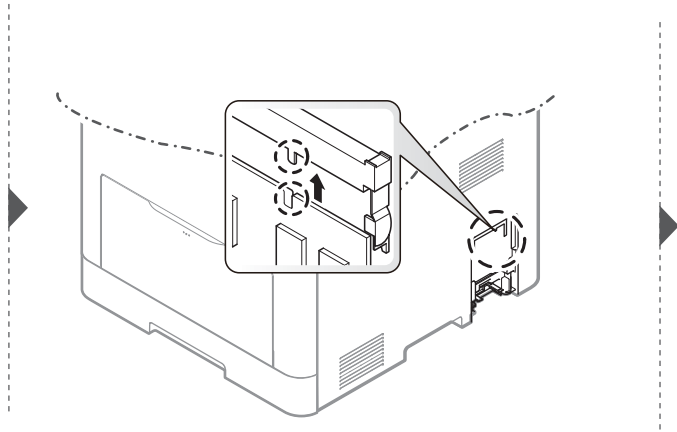
The order information is provided for optional accessories (see "Available accessories" on page 79).



After installing the optional memory, you can use the advanced printing features, such as proofing a job and specifying of printing a secure print job in the printer properties window. You can control the active job queue and file policy in **Job Management** menu (see "Using optional device features" on page 285).



Installing accessories



Monitoring the supplies life

If you experience frequent paper jams or printing problems, check the number of pages the machine has printed or scanned. Replace the corresponding parts, if necessary.



- Accessing menus may differ from model to model (see "Accessing the menu" on page 30).
- Some menus may not appear in the display depending on options or models. If so, it is not applicable to your machine.
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

- 1 Select  (**Menu**) > **System Setup** > **Maintenance** > **Supplies Life** on the control panel.
- 2 Select the option you want and press **OK**.
- 3 Press  (**Stop/Clear**) button to return to ready mode.

Setting the toner low alert

If the amount of toner in the cartridge is low, a message or LED informing the user to change the toner cartridge appears. You can set the option for whether or not this message or LED appears.



- 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.
- You can set the machine's settings by using the **Device Settings** in Samsung Easy Printer Manager program.
 - For Windows and Mac users, you set from **Samsung Easy Printer Manager** > **(Switch to advanced mode)** > **Device Settings**, see "Device Settings" on page 298.

- 1 Select (**Menu**) > **System Setup** > **Maintenance** > **Toner Low Alert** on the control panel.
- 2 Select the option you want.
- 3 Press **OK** to save the selection.

Cleaning the machine

If printing quality problems occur or if you use your machine in a dusty environment, you need to clean your machine regularly to keep it in the best printing condition and use your machine longer.



- Cleaning the cabinet of the machine with cleaning materials containing large amounts of alcohol, solvents, or other strong substances can discolor or distort the cabinet.
- If your machine or the surrounding area is contaminated with toner, we recommend you use a cloth or tissue dampened with water to clean it. If you use a vacuum cleaner, toner blows in the air and might be harmful to you.

Cleaning the outside

Clean the machine cabinet with a soft, lint-free cloth. Dampen the cloth slightly with water, but be careful not to let any water drip onto or into the machine.

Cleaning the machine

Cleaning the inside

During the printing process, paper, toner, and dust particles can accumulate inside the machine. This buildup can cause print quality problems, such as toner specks or smearing. Cleaning the inside of the machine clears and reduces these problems.

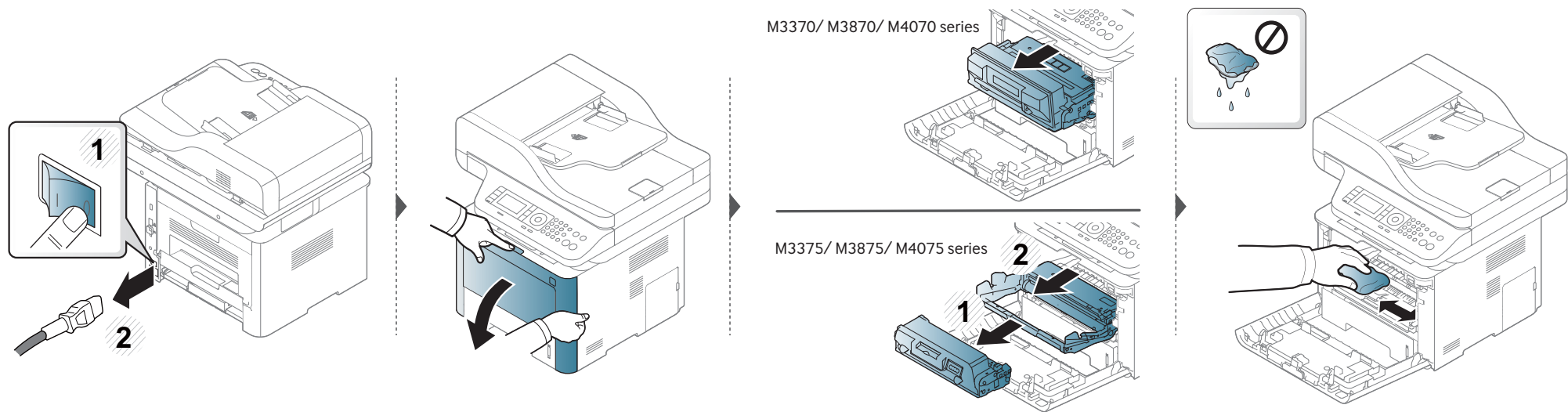


- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green area of the toner cartridge. Use the handle on the cartridge to avoid touching this area.
- Use a dry lint free cloth when cleaning the inside of the machine, be careful not to damage the transfer roller or any other inside parts. Do not use solvents such as benzene or thinner. Printing quality problems can occur and cause damage to the machine.



- Use a dry lint-free cloth to clean the machine.
- Turn the machine off and unplug the power cord. Wait for the machine to cool down. If your machine has a power switch, turn the power switch off before cleaning the machine.
- Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 20).

Cleaning the machine



M3370 M3870 M4070 series

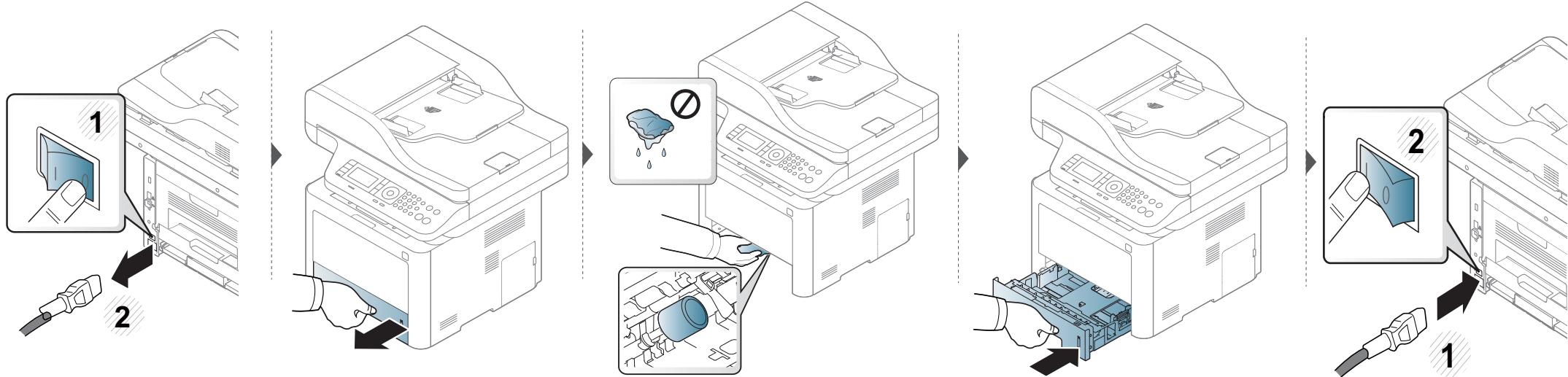
M3375/ M3875/ M4075 series

Cleaning the machine

Cleaning the pickup roller



- Turn the machine off and unplug the power cord. Wait for the machine to cool down. If your machine has a power switch, turn the power switch off before cleaning the machine.
- Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 20).



Cleaning the machine

Cleaning the scan unit

Keeping the scan unit clean helps ensure the best possible copies. We suggest that you clean the scan unit at the start of each day and during the day as needed.

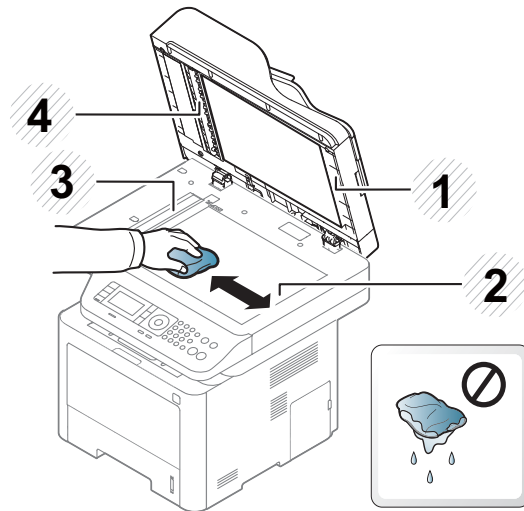


- Turn the machine off and unplug the power cord. Wait for the machine to cool down. If your machine has a power switch, turn the power switch off before cleaning the machine.
- Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 20).

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.
- 2 Lift and open the scanner lid.

Cleaning the machine

- 3** Wipe the surface of the scanner until it is clean and dry.



- 1 Scanner lid
- 2 Scanner glass
- 3 Document feeder glass
- 4 White bar

- 4** Close the scanner lid.

Tips for moving & storing your machine

- When moving the machine, do not tilt or turn it upside down. Otherwise, the inside of the machine may be contaminated by toner, which can cause damage to the machine or reduce print quality.
- When moving the machine, make sure at least two people are holding the machine securely.



4. Troubleshooting

This chapter gives helpful information for what to do if you encounter an error.

- **Tips for avoiding paper jams** 104
- **Clearing original document jams** 105
- **Clearing paper jams** 111
- **Understanding the status LED** 122
- **Understanding display messages** 125



This chapter gives helpful information for what to do if you encounter an error. If your machine has a display screen, check the message on the display screen first to solve the error. If you cannot find a solution to your problem in this chapter, refer to the **Troubleshooting** chapter in the Advanced Guide (see "Troubleshooting" on page 311). If you cannot find a solution in the User's Guide or the problem persists, call for service.

Tips for avoiding paper jams

By selecting the correct medias, most paper jams can be avoided. To avoid paper jams, refer to the following guidelines:

- Ensure that the adjustable guides are positioned correctly (see "Tray overview" on page 37).
- Do not remove paper from the tray while your machine is printing.
- Flex, fan, and straighten paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix papers in a tray.
- Use only recommended print media (see "Print media specifications" on page 134).

Clearing original document jams

When an original document jams in the document feeder, a warning message appears on the display.

 To avoid tearing the document, remove the jammed document slowly and carefully.

 To prevent document jams, use the scanner glass for thick, thin or mixed paper- originals.