

**SAMSUNG**



**SAMSUNG LASER MFP User's Guide**

**SCX-4521F**  
**SCX-4321**



**For UK customers:**

**To reorder your consumables**  
Call 0800 3164060

**For Technical Assistance**  
Call 0870 2420303

## About the User's Guide

This **User's Guide** provides information you need for setting up your machine.

It also provides all of the detailed instructions for using your machine as a printer, a scanner, a copier, and a facsimile, and information for maintaining and troubleshooting the machine.

The **Software User's Guide** which is the second section of this guide provides information you need for installing the supplied software and using its features.

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## Important Precautions and Safety Information

When using this machine, these basic safety precautions should always be followed to reduce risk of fire, electric shock and injury to people:

1. Read and understand all instructions.
2. Use common sense whenever operating electrical appliances.
3. Follow all warnings and instructions marked on the machine and in the literature accompanying the machine.
4. If an operating instruction appears to conflict with safety information, heed the safety information. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact your sales or service representative for assistance.
5. Unplug the machine from the AC wall socket and/or telephone jack before cleaning. Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning.
6. Do not place the machine on an unstable cart, stand or table. It may fall, causing serious damage.
7. Your machine should never be placed on, near or over a radiator, heater, air conditioner or ventilation duct.
8. Do not allow anything to rest on the power. Do not locate your machine where the cords will be abused by persons walking on them.
9. Do not overload wall outlets and extension cords. This can diminish performance, and may result in the risk of fire or electric shock.
10. Do not allow pets to chew on the AC power, telephone or PC interface cords.
11. Never push objects of any kind into the machine through case or cabinet openings. They may touch dangerous voltage points, creating a risk of fire or shock. Never spill liquid of any kind onto or into the machine.
12. Your machine may have a heavy cover for optimal pressure on the document for the best scanning and/or faxing (usually the flatbed-type machine). In this case, replace the cover after placing document on the scan glass, by holding and moving it down slowly until it seats on its location.
13. To reduce the risk of electric shock, do not disassemble the machine. Take it to a qualified service technician when repair work is required.

Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used.

14. Unplug the machine from the telephone jack, PC and AC wall outlet and refer servicing to qualified service personnel under the following conditions:
  - When any part of the power cord, plug or connecting cable is damaged or frayed.
  - If liquid has been spilled into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate properly after instructions have been followed.
  - If the machine has been dropped, or the cabinet appears damaged.
  - If the machine exhibits a sudden and distinct change in performance.
15. Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage, and may require extensive work by a qualified service technician to restore the machine to normal operation.
16. Avoid using this machine during a lightning storm. There may be a remote risk of electric shock from lightning. If possible, unplug the AC power and telephone cord for the duration of the lightning storm.
17. SAVE THESE INSTRUCTIONS.
18. Use only No.26 AWG or larger telephone line cord.

## Laser Safety Statement

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, chapter 1 Subchapter J for Class I(1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 825.

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance or prescribed service condition.

## WARNING

Never operate or service the printer with the protective cover removed from Laser/Scanner assembly. The reflected beam, although invisible, can damage your eyes.



CAUTION - CLASS 3B LASER RADIATION WHEN OPEN  
AVOID EXPOSURE TO THE BEAM.

DANGER - LASER RADIATION AVOID DIRECT  
EXPOSURE TO BEAM.

DANGER - RADIATIONS INVISIBLES DU LASER EN CAS  
D'OUVERTURE. EVITER TOUTE EXPOSITION  
DIRECTE AU FAISCEAU.

VORSICHT - UNSICHTBARE LASERSTRAHLUNG, WENN  
ABDECKUNG GEÖFFNET.  
NICHT DEM STRAHL AUSSETZEN.

ATTENZIONE - RADIAZIONE LASER INVISIBILE IN CASO DI  
APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.

PRECAUCIÓN - RADIACIÓN LASER INVISIBLE CUANDO SE ABRE.  
EVITAR EXPONERSE AL RAYO.

PERIGO - RADIAÇÃO LASER INVISÍVEL AO ABRIR. EVITE  
EXPOSIÇÃO DIRECTA AO FEIXE.

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

ADVARSEL - USYNLIG LASERSTRÅLNING VED ÅBNING.  
UNDGÅ UDSÆTTELSE FOR STRÅLNING.

ADVARSEL - USYNLIG LASERSTRÅLNING NÅR DEKSEL  
ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.

VARNING - OSYNLIG LASERSTRÅLNING NÅR DENNA DEL  
ÄR ÖPPEN. STRÅLEN ÄR FARLIG.

VAROITUS - NÄKYMÄTÖNTÄ LASERSÄTELYÄ AVATTAESSA.  
VARO SUORAA ALTISTUMISTA SÄTEELLE.

注意 - 严禁揭开此盖, 以免激光泄露灼伤  
주의 - 이 덮개를 열면 레이저광에 노출될 수 있으므로  
주의하십시오.

## Ozone Safety



During normal operation, this machine produces ozone. The ozone produced does not present a hazard to the operator. However, it is advisable that the machine be operated in a well ventilated area.

If you need additional information about ozone, please request your nearest Samsung dealer.

## Power Saver



This machine contains advanced energy conservation technology that reduces power consumption when it is not in active use.

When the machine does not receive data for an extended period of time, power consumption is automatically lowered.

The energy star emblem does not represent EPA endorsement of any machine or service.

## Recycling



Please recycle or dispose of the packaging material for this product in an environmentally responsible manner.

## Correct Disposal of This Product (Waste Electrical & Electronic Equipment)

(Applicable in the European Union and other European countries with separate collection systems)



This marking shown on the product or its literature, indicates that it should not be disposed with other household wastes at the end of its working life. To prevent possible harm to the environment or human health from uncontrolled waste disposal, please separate this from other types of wastes and recycle it responsibly to promote the sustainable reuse of material resources.

Household users should contact either the retailer where they purchased this product, or their local government office, for details of where and how they can take this item for environmentally safe recycling.

Business users should contact their supplier and check the terms and conditions of the purchase contract. This product should not be mixed with other commercial wastes for disposal.

## Radio Frequency Emissions

### FCC Information to the User

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and
- This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or experienced radio TV technician for help.



**CAUTION:** Change or modifications not expressly approved by the manufacturer responsible for compliance could void the user's authority to operate the equipment.

## Canadian Radio Interference Regulations

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled "Digital Apparatus", ICES-003 of the Industry and Science Canada.

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: "Appareils Numériques", ICES-003 édictée par l'Industrie et Sciences Canada.

## Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

- (1) the date and time of transmission
- (2) identification of either business, business entity or individual sending the message; and
- (3) telephone number of either the sending machine, business, business entity or individual.

The Telephone Company may make changes in its communications facilities, equipment operations or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

## Ringer Equivalence Number

The Ringer Equivalence Number and FCC Registration Number for this machine may be found on the label located on the bottom or rear of the machine. In some instances you may need to provide these numbers to the telephone company.

The Ringer Equivalence Number (REN) is a measure of the electrical load placed on the telephone line, and is useful for determining whether you have "overloaded" the line. Installing several types of equipment on the same telephone line may result in problems making and receiving telephone calls, especially ringing when your line is called. The sum of all Ringer Equivalence Numbers of the equipment on your telephone line

should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on your line. If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

## WARNING:

FCC Regulations state that changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment. In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service, providing that they:

- a) promptly notify the customer.
- b) give the customer an opportunity to correct the equipment problem.
- c) inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.

## You should also know that:

- Your machine is not designed to be connected to a digital PBX system.
- If you intend to use a computer modem or fax modem on the same phone line as your machine, you may experience transmission and reception problems with all the equipment. It is recommended that no other equipment, except for a regular telephone, share the line with your machine.
- If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for both the power and the telephone lines. Surge protectors can be purchased from your dealer or telephone and electronic specialty stores.
- When programming emergency numbers and/or making test calls to emergency numbers, use a non-emergency number to advise the emergency service dispatcher of your intentions. The dispatcher will give you further instructions on how to actually test the emergency number.
- This machine may not be used on coin service or party lines.
- This machine provides magnetic coupling to hearing aids.
- You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ-11C.

## Declaration of Conformity (European Countries)

### Approvals and Certifications



The CE marking applied to this product symbolizes Samsung Electronics Co., Ltd. Declaration of Conformity with the following applicable 93/68/EEC Directives of the European Union as of the dates indicated:

**January 1, 1995:** Council Directive 73/23/EEC  
Approximation of the laws of the member states related to low voltage equipment.

**January 1, 1996:** Council Directive 89/336/EEC (92/31/EEC), approximation of the laws of the Member States related to electromagnetic compatibility.

**March 9, 1999:** Council Directive 1999/5/EC on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration, defining the relevant Directives and referenced standards can be obtained from your Samsung Electronics Co., Ltd. representative.

### EC Certification

#### Certification to 1999/5/EC Radio Equipment & Telecommunications Terminal Equipment Directive (FAX)

This Samsung product has been self-certified by Samsung for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the European countries:

In the event of problems, you should contact the Euro QA Lab of Samsung Electronics Co., Ltd. in the first instance.

The product has been tested against TBR21. To assist in the use and application of terminal equipment which complies with this standard, the European Telecommunication Standards Institute (ETSI) has issued an advisory document (EG 201 121) which contains notes and additional requirements to ensure network compatibility of TBR21 terminals. The product has been designed against, and is fully compliant with, all of the relevant advisory notes contained in this document.

## Replacing the Fitted Plug (for UK Only)

### IMPORTANT

The mains lead for this machine is fitted with a standard (BS 1363) 13 amp plug and has a 13 amp fuse. When you change or examine the fuse, you must re-fit the correct 13 amp fuse. You then need to replace the fuse cover. If you have lost the fuse cover, do not use the plug until you have another fuse cover.

Please contact the people from you purchased the machine.

The 13 amp plug is the most widely used type in the UK and should be suitable. However, some buildings (mainly old ones) do not have normal 13 amp plug sockets. You need to buy a suitable plug adaptor. Do not remove the moulded plug.

### WARNING

**If you cut off the moulded plug, get rid of it straight away.**

**You cannot rewire the plug and you may receive an electric shock if you plug it into a socket.**

### IMPORTANT WARNING: You must earth this machine.

The wires in the mains lead have the following color code:

- Green and Yellow: Earth
- Blue: Neutral
- Brown: Live

If the wires in the mains lead do not match the colors marked in your plug, do the following:

You must connect the green and yellow wire to the pin marked by the letter "E" or by the safety 'Earth symbol' or colored green and yellow or green.

You must connect the blue wire to the pin which is marked with the letter "N" or colored black.

You must connect the brown wire to the pin which is marked with the letter "L" or colored red.

You must have a 13 amp fuse in the plug, adaptor, or at the distribution board.



# 1 Introduction

Thank you for purchasing this Samsung multifunctional product. Your machine provides printing, copying, scanning, and faxing (only for SCX-4521F) functions!

This chapter includes:

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

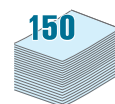
## Special Features

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

### Print with excellent quality and high speed



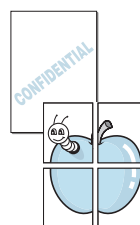
- You can print up to **600 dots per inch (dpi)**.
- Up to **20 ppm in A4 (20 ppm in Letter)**.



### Handle paper flexibly

- **Manual tray** supports one sheet of envelopes, labels, transparencies, custom-sized materials, postcards and heavy paper.
- **Standard 150-sheet tray** supports standard type and size of paper. Also, standard tray supports one sheet of special materials.
- 50-sheet output tray supports convenient access.

### Create professional documents



- Print **Watermarks**. You can customize your documents with words, such as "Confidential". For details, see **Software User's Guide**.
- Print **Posters**. The text and pictures of each page of your document are magnified and printed across the sheet of paper and taped together to form a poster. For details, see **Software User's Guide**.



### Save time and money

- Allows you to use the **Toner Save** mode to save the toner. For details, see **Software User's Guide** and "Toner Save Mode" on page 2.11.
- You can print multiple pages on one single sheet of paper to save paper.
- You can use preprinted forms and letterhead on plain paper.
- This machine automatically **conserves electricity** by substantially reducing power consumption when not printing.
- This machine meets **Energy Star** guidelines for energy efficiency.

### Print in various environments

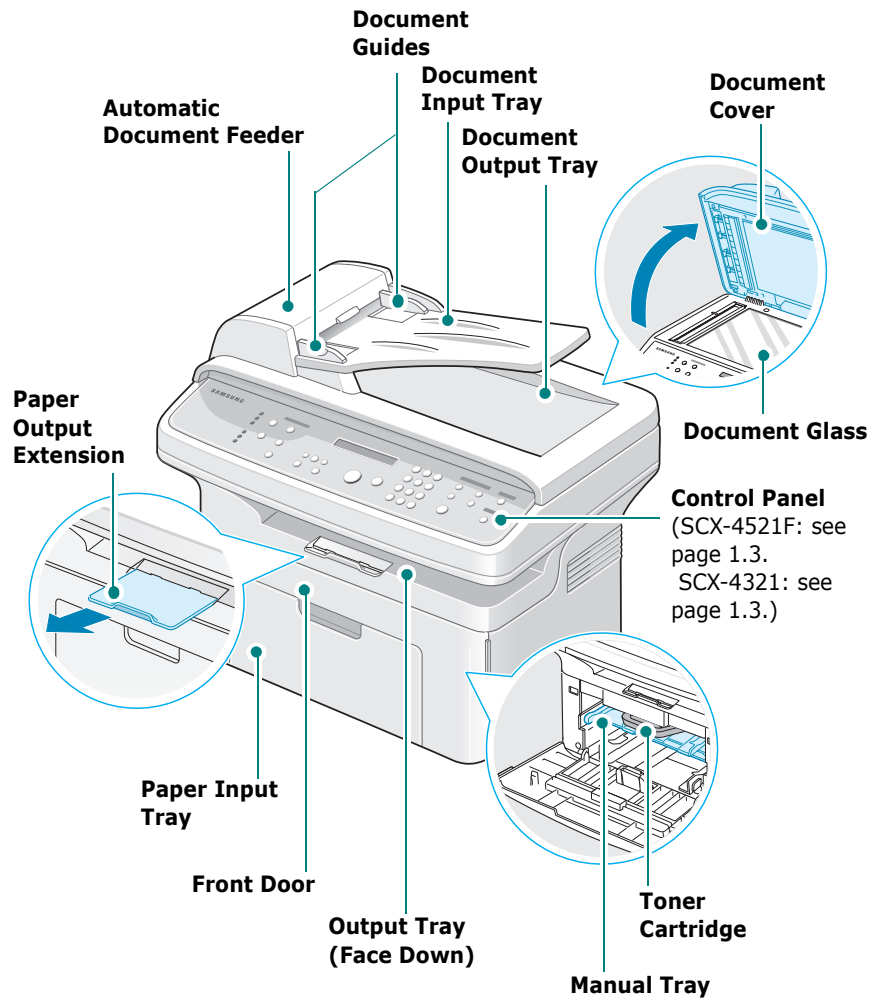


- You can print in **Windows 98/Me/NT 4.0/2000/XP**.
- Your machine is compatible with various **Linux** and **Macintosh**.
- Your machine comes with both the **USB** and **Parallel** interface.

# Understanding Component Locations

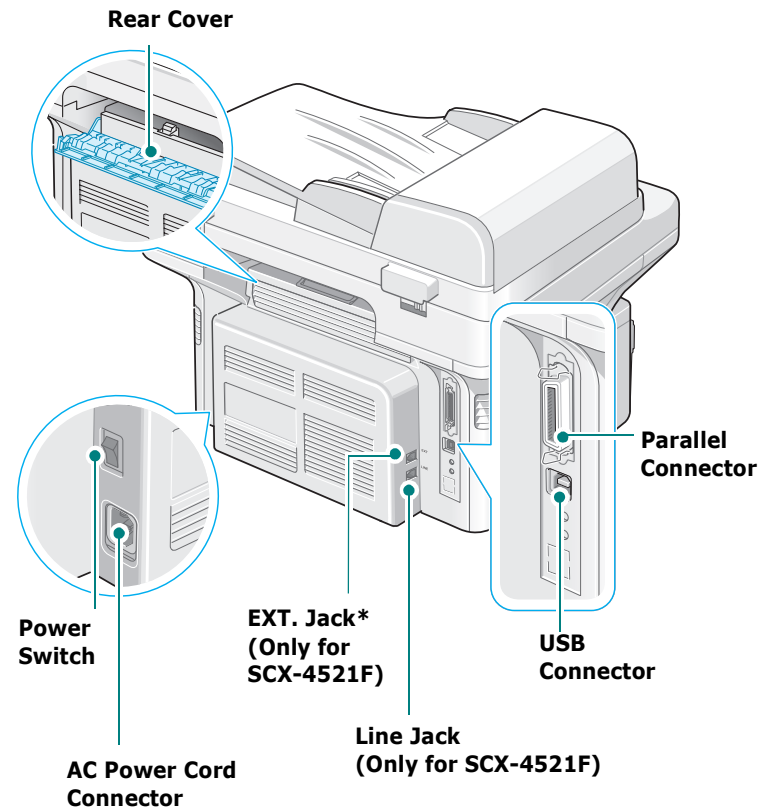
These are the main components of your machine:

## Front View



The figure above shows an SCX-4521F.

## Rear View

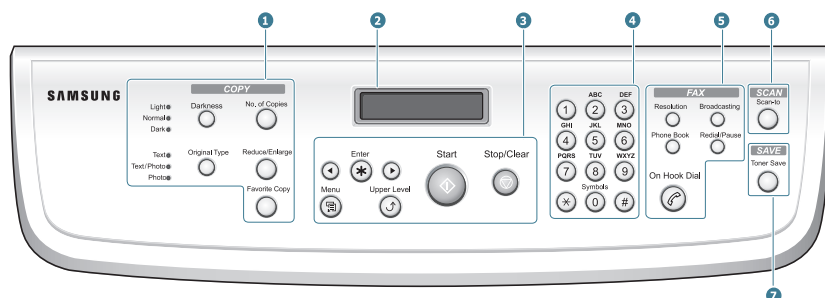


The figure above shows an SCX-4521F.

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

## Control Panel Functions

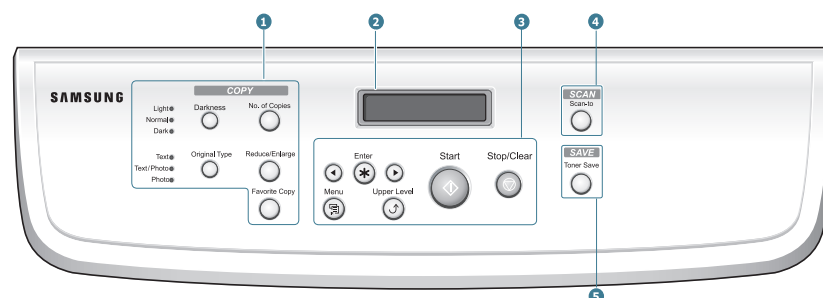
### SCX-4521F



|   |                                                                                   |                                                                                                                                                                                                      |
|---|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ① | <b>Darkness</b>                                                                   | Adjusts the brightness of the documents for the current copy job.                                                                                                                                    |
|   | <b>Original Type</b>                                                              | Selects the document type for the current copy job.                                                                                                                                                  |
|   | <b>No. of Copies</b>                                                              | Selects the number of copies.                                                                                                                                                                        |
|   | <b>Reduce/Enlarge</b>                                                             | Makes a copy smaller or larger than the original.                                                                                                                                                    |
| ② | <b>Favorite Copy</b>                                                              | Allows you to use one of the special copy features, such as Clone, Collation, Auto Fit, ID Card Copy, 2/4 Up (multiple pages on a sheet), and Poster copying after assigning it.                     |
|   |  | Displays the current status and prompts during an operation.                                                                                                                                         |
|   |  | Uses to scroll through the available options for the selected menu item.                                                                                                                             |
|   | <b>Enter</b>                                                                      | Confirms the selection on the display.                                                                                                                                                               |
| ③ | <b>Menu</b>                                                                       | Enters Menu mode and scrolls through the menus available.                                                                                                                                            |
|   | <b>Upper Level</b>                                                                | Sends you back to the upper menu level.                                                                                                                                                              |
|   | <b>Start</b>                                                                      | Starts a job.                                                                                                                                                                                        |
|   | <b>Stop/Clear</b>                                                                 | Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies.                          |
| ④ | <b>Number Keypad</b>                                                              | Dials a number or enters alphanumeric characters.                                                                                                                                                    |
|   | <b>Resolution</b>                                                                 | Adjusts the resolution of the documents for the current fax job.                                                                                                                                     |
|   | <b>Broadcasting</b>                                                               | Allows you to send a fax to multiple destinations.                                                                                                                                                   |
|   | <b>Phone Book</b>                                                                 | Allows you to store frequently-dialed fax numbers as one or two-digit speed dial or group dial numbers for automatic dialing and edit the stored numbers. Also allows you to print a Phonebook list. |
| ⑤ | <b>Redial/Pause</b>                                                               | In Standby mode, redials the last number or in Edit mode, inserts a pause into a fax number.                                                                                                         |
|   | <b>On Hook Dial</b>                                                               | Engages the telephone line.                                                                                                                                                                          |

|   |                   |                                                                                                                                                                                                                                                           |
|---|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ⑥ | <b>Scan-to</b>    | Allows you to access a list of your PC software programs that an image can be scanned to. You must create the scan list using the Samsung software (Printer Settings Utility) provided with this machine. For details, see <b>Software User's Guide</b> . |
| ⑦ | <b>Toner Save</b> | Allows you to save on toner by using less toner to print a document.                                                                                                                                                                                      |

### SCX-4321



|   |                                                                                       |                                                                                                                                                                                                                                                           |
|---|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ① | <b>Darkness</b>                                                                       | Adjusts the brightness of the documents for the current copy job.                                                                                                                                                                                         |
|   | <b>Original Type</b>                                                                  | Selects the document type for the current copy job.                                                                                                                                                                                                       |
|   | <b>No. of Copies</b>                                                                  | Selects the number of copies.                                                                                                                                                                                                                             |
|   | <b>Reduce/Enlarge</b>                                                                 | Makes a copy smaller or larger than the original.                                                                                                                                                                                                         |
| ② | <b>Favorite Copy</b>                                                                  | Allows you to use one of the special copy features, such as Clone, Collation, Auto Fit, ID Card Copy, 2/4 Up (multiple pages on a sheet), and Poster copying after assigning it.                                                                          |
|   |  | Displays the current status and prompts during an operation.                                                                                                                                                                                              |
|   |  | Uses to scroll through the available options for the selected menu item.                                                                                                                                                                                  |
|   | <b>Enter</b>                                                                          | Confirms the selection on the display.                                                                                                                                                                                                                    |
| ③ | <b>Menu</b>                                                                           | Enters Menu mode and scrolls through the menus available.                                                                                                                                                                                                 |
|   | <b>Upper Level</b>                                                                    | Sends you back to the upper menu level.                                                                                                                                                                                                                   |
|   | <b>Start</b>                                                                          | Starts a job.                                                                                                                                                                                                                                             |
|   | <b>Stop/Clear</b>                                                                     | Stops an operation at any time. In Standby mode, clears/cancels the copy options, such as the darkness, the document type setting, the copy size, and the number of copies.                                                                               |
| ④ | <b>Scan-to</b>                                                                        | Allows you to access a list of your PC software programs that an image can be scanned to. You must create the scan list using the Samsung software (Printer Settings Utility) provided with this machine. For details, see <b>Software User's Guide</b> . |
| ⑤ | <b>Toner Save</b>                                                                     | Allows you to save on toner by using less toner to print a document.                                                                                                                                                                                      |

# 2 Getting Started

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

This chapter includes:

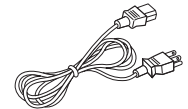
- **Unpacking**
- **Installing the Toner Cartridge**
- **Loading Paper**
- **Making Connections**
- **Turning the Machine On**
- **Installing Printer Software**
- **Changing the Display Language and Country**
- **Setting the Machine ID (Only for SCX-4521F)**
- **Setting the Date and Time (Only for SCX-4521F)**
- **Setting the Paper Size and Type**
- **Setting Sounds (Only for SCX-4521F)**
- **Using the Save Modes**

## Unpacking

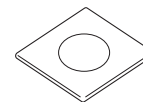
- 1 Remove the machine and all accessories from the packing carton. Make sure that the machine has been packed with the following items:



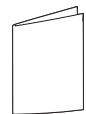
Starter Toner Cartridge



AC Power Cord\*



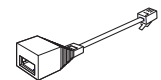
CD-ROM\*\*



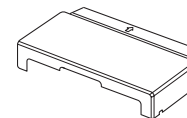
Quick Install Guide



Telephone Line Cord\*  
(only for SCX-4521F)



TAM Lead  
(only for SCX-4521F and UK)



Paper Cover\*\*\*

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

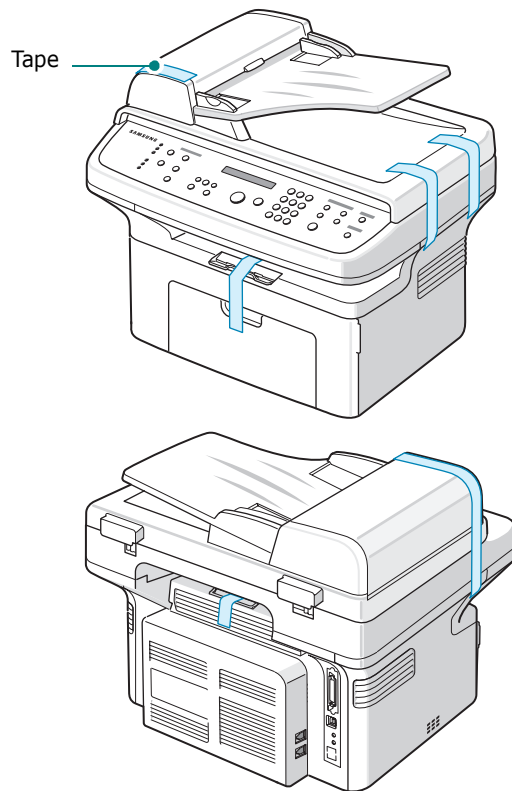
\*\*.The CD-ROM contains the Samsung printer drivers, Scan drivers, Printer Settings Utility, SmarThru software, the User's Guide, and the Adobe Acrobat Reader program.

\*\*\*.The paper cover is to prevent dust and moisture from contaminating your paper loaded in the tray. When you need to open the machine (for example, cleaning inside of the machine, removing the jammed paper or installing the toner cartridge), remove the paper cover from your machine.

### NOTES:

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

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



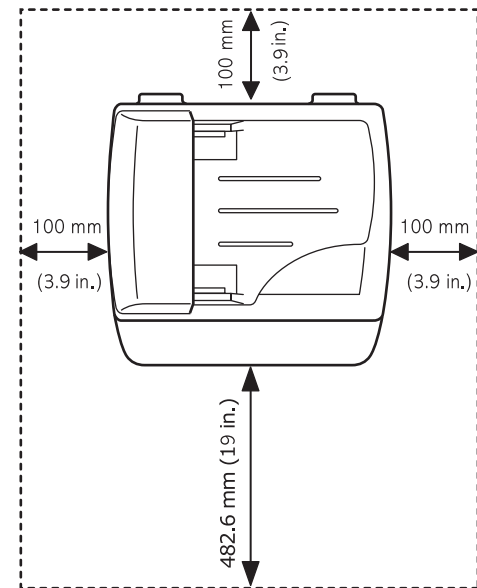
## Selecting a Location

Select a level, stable place with adequate space for air circulation. Allow extra space for opening doors and trays. The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the machine close to the edge of your desk or table.

### Clearance Space

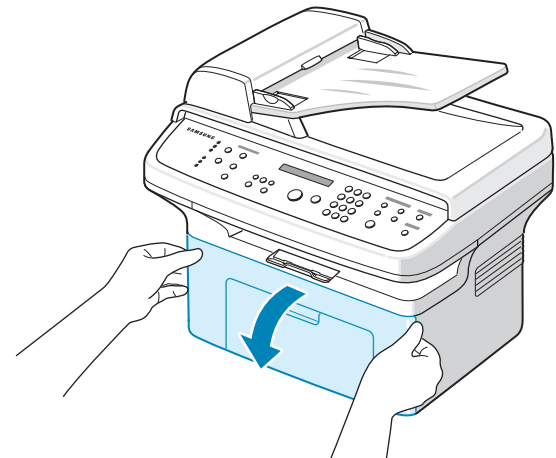
- **Front:** 19 in./482.6 mm (enough space so that the tray and door can be opened)
- **Back:** 3.9 in./100 mm (enough space for ventilation)
- **Right:** 3.9 in./100 mm (enough space for ventilation)

- **Left:** 3.9 in./100 mm (enough space for ventilation)

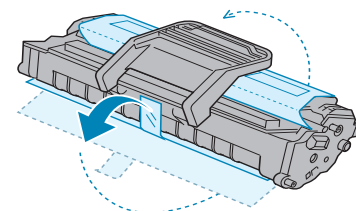


## Installing the Toner Cartridge

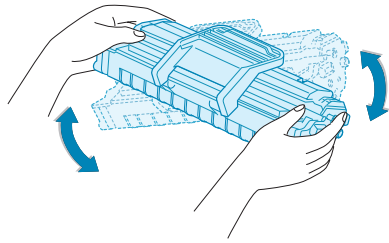
- 1 Open the front door.



- 2 Remove the toner cartridge from its bag and remove the paper protecting the cartridge by pulling the packing tape.



- 3** Gently roll the cartridge 5 or 6 times to distribute the toner.



Thoroughly rolling the cartridge will assure maximum copies per cartridge.

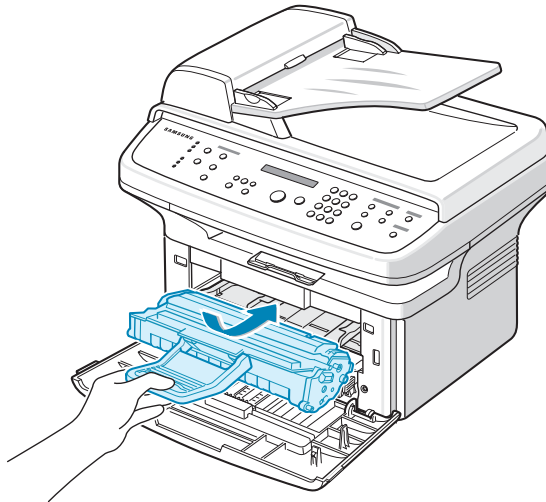
**NOTE:** If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.



**CAUTIONS:**

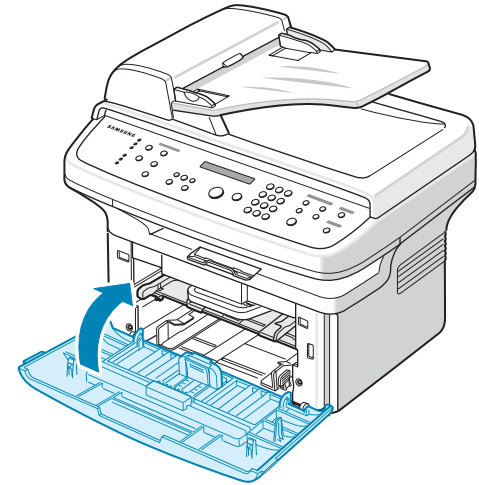
- To prevent damage, do not expose the toner cartridge to light for more than a few minutes. Cover it with a piece of paper, if left exposed for more than a few minutes.
- Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

- 4** Unfold the toner cartridge handle and grasp it. Insert the cartridge in the machine until it snaps into place.



**NOTE:** Carefully insert or pull out the toner cartridge not to scratch against the printer.

- 5** Close the front door. Make sure that the door is securely closed. If the cover is not firmly closed, printing errors may occur when you print.

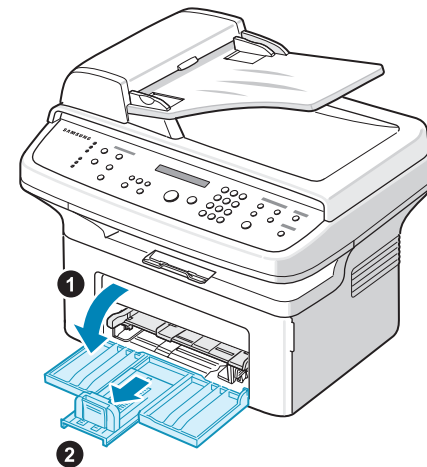


**NOTE:** When printing text at 5% coverage, you can expect a toner cartridge life of approximately 3,000 pages. (1,000 pages for the toner cartridge that is shipped with the machine.)

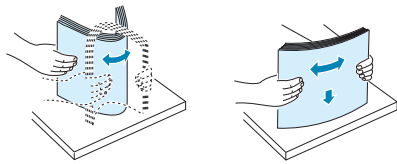
## Loading Paper

The tray can hold a maximum of 150 sheets of 20 lb (75 g/m<sup>2</sup> bond) plain paper.

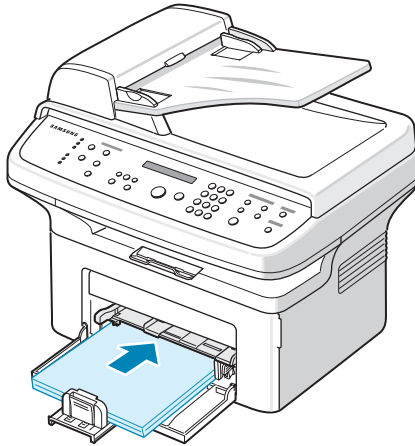
- 1** Grasp the tray and pull it toward you to open. Pinch the rear guide and pull it out to extend the tray.



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

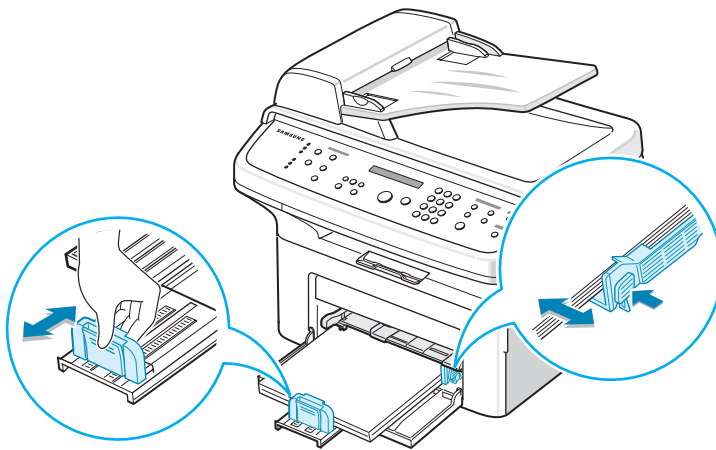


- 3 Load paper **with the print side facing up**.



Make sure that all four corners are flat in the tray. Pay attention not to overload paper. Paper overloading may cause paper jams.

- 4 Pinch the rear guide to adjust for the paper length and pinch the side guide to slide it to the edge of the paper.

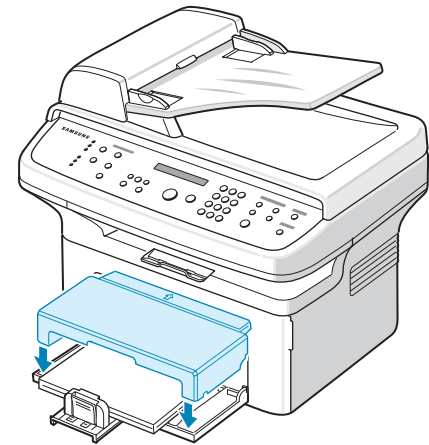


#### NOTES:

- Do not push the paper side guide far enough to cause the materials to warp.
- If you do not adjust the paper side guide, it may cause paper jams.



- 5 If necessary, close the paper cover to keep the paper loaded in the tray from dust.



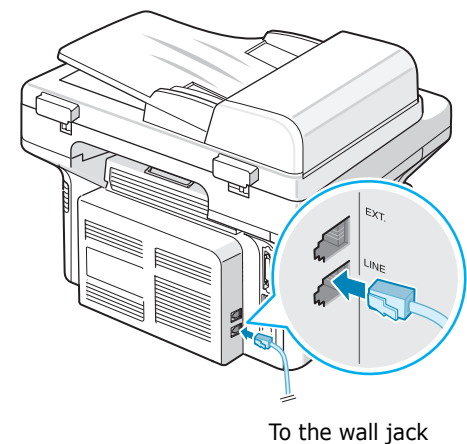
## Making Connections

- 1 If you have **SCX-4321**:

Skip this step and proceed to step 2.

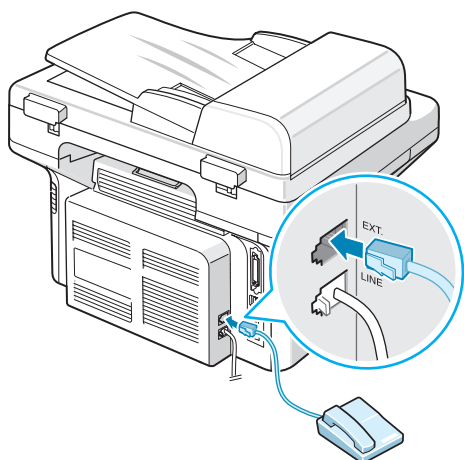
**If you have SCX-4521F:**

Plug one end of the supplied telephone line cord into the **LINE** jack on the machine and the other end into the wall jack.



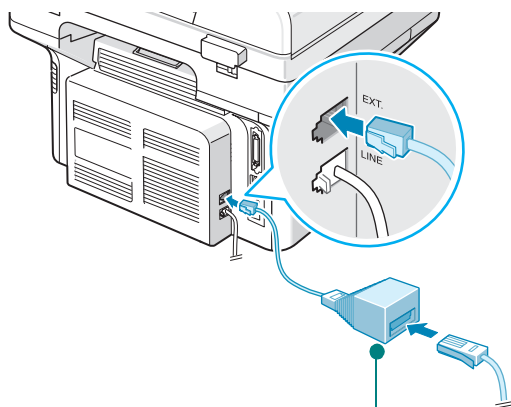
If you want to use your machine to receive both faxes and voice calls, you will need to connect a telephone and/or answering machine to your machine.

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



To an extension phone or answering machine

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

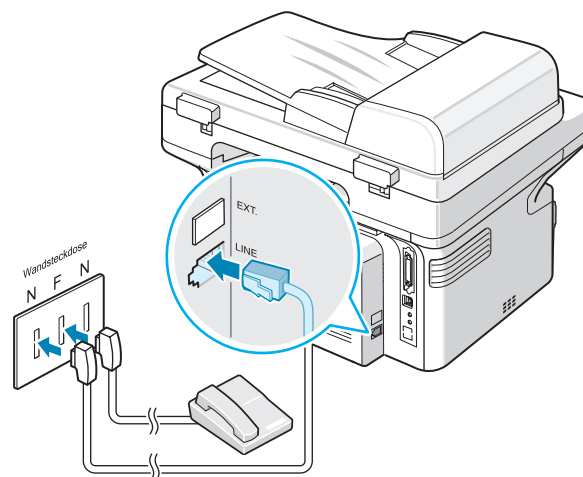


TAM lead  
(For UK users only)

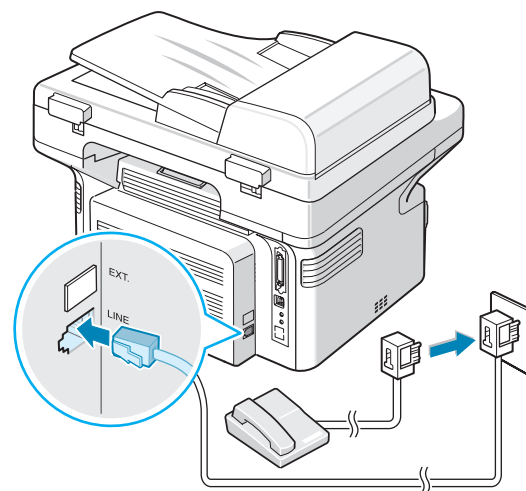
#### NOTES:

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

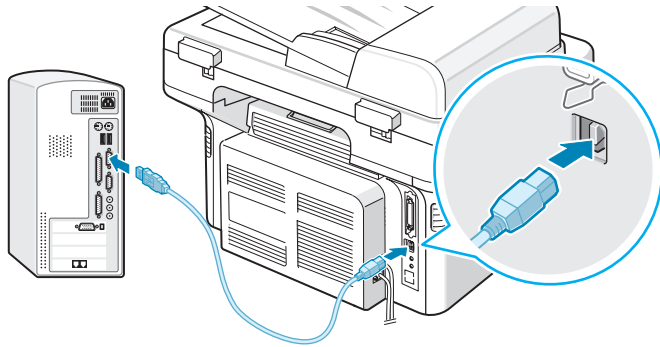
For German users only



For France users only



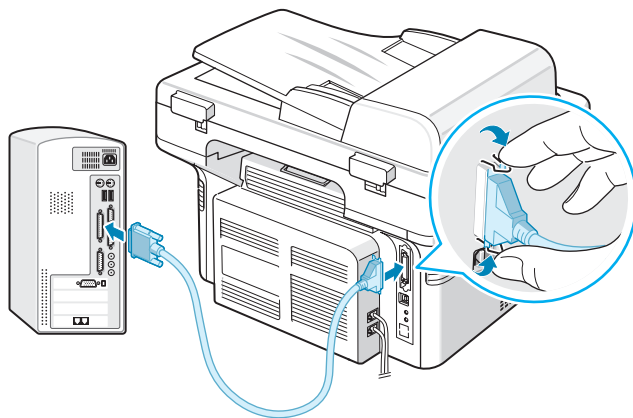
- 2** Connect a USB cable to the USB connector on your machine. You need to buy a USB 1.1 compliant cable that is within 3 m in length.



To the USB port on your computer

If you want to use a parallel printer cable, purchase only an IEEE-1284 compliant parallel cable and connect it to the parallel connector on your machine.

Push the metal clips down to fit inside the notches on the cable plug.



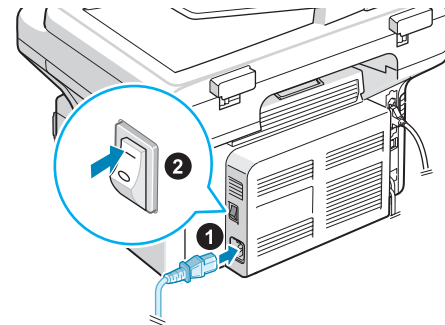
To the parallel port on your computer

#### NOTES:

- You only need to connect one of the cables mentioned above. Do not use the parallel and the USB cables at the same time.
- If you are using a USB cable, you must be running Windows 98/Me/2000/XP, Macintosh 10.3, or Linux.

## Turning the Machine On

- 1** Plug one end of the supplied three-pronged electrical cord into the AC socket on the machine and the other end into a properly grounded AC outlet.
- 2** Press the power switch to turn the machine on. "Warming Up Please Wait" appears on the display indicating that the machine is now on.



To the AC outlet

To view your display text in another language, see "Changing the Display Language and Country" on page 2.8.



#### CAUTIONS:

- The fusing area at the rear portion of the inside of your printer is hot when powered. Be careful not to be burned when accessing this area.
- Do not disassemble the machine with power on. If you do, you may receive an electric shock.

## Installing Printer Software

*You must install software using the supplied CD-ROM after you have set up your machine and connected it to your computer. For details, see **Software User's Guide**.*

The CD-ROM provides you with the following software:

### Programs for Windows

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

- **Printer driver**- Use this driver to take full advantage of your printer's features.
- **Scan driver**- TWAIN and Windows Image Acquisition (WIA) driver are available for scanning documents on your machine.
- **Printer Settings Utility**- Use this program to create phonebook entries and configure the destination of the scan button. You can also update the firmware of the machine.
- **SmarThru**- It is the accompanying Windows-based software for your multifunctional machine. Allows you to edit a scanned image in many ways using a powerful image editor and to send the image by e-mail. You can also open another image editor program installed in your Windows, like Adobe PhotoShop, from SmarThru.

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

### Macintosh Driver

You can print and scan in Macintosh using your machine.

### Linux Driver

You can print and scan in Linux using your machine.

## System Requirements

Your machine supports following operating system.

- Windows 98/Me/NT 4.0/2000/XP - The following table shows Windows requirements.

| Item              | Requirements              |                               | Recommended         |
|-------------------|---------------------------|-------------------------------|---------------------|
| CPU               | Windows 98/Me/NT 4.0/2000 | Pentium II 400 MHz or higher  | Pentium III 933 MHz |
|                   | Windows XP                | Pentium III 933 MHz or higher | Pentium IV 1 GHz    |
| RAM               | Windows 98/Me/NT 4.0/2000 | 64 MB or higher               | 128 MB              |
|                   | Windows XP                | 128 MB or higher              | 256 MB              |
| Free disk space   | Windows 98/Me/NT 4.0/2000 | 300 MB or higher              | 1 GB                |
|                   | Windows XP                | 1 GB or higher                | 5 GB                |
| Internet Explorer | 5.0 or higher             |                               | 5.5                 |

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

- Macintosh 10.3 - See **Software User's Guide**.
- Various Linux - See **Software User's Guide**.

## Printer Driver Features

Your printer drivers support the following standard features:

- Paper source selection
- Paper size, orientation and media type
- number of copies

The following table lists a general overview of features supported by your printer drivers.

| Feature                         | Printer Driver          |        |           |
|---------------------------------|-------------------------|--------|-----------|
|                                 | Win 98/Me/NT4.0/2000/XP | Linux  | Macintosh |
| Toner Save                      | Y                       | Y      | N         |
| Print quality option            | Y                       | Y      | Y         |
| Poster printing                 | Y                       | N      | N         |
| Multiple pages per sheet (N-up) | Y                       | Y(2,4) | Y         |
| Fit to page printing            | Y                       | Y      | N         |
| Scale printing                  | Y                       | Y      | Y         |
| Watermark                       | Y                       | N      | N         |
| Overlay                         | Y                       | N      | N         |
| Print order                     | Y                       | N      | N         |

**NOTE:** For details about installing software and using its features, see **Software User's Guide**.

## Changing the Display Language and Country

### Setting Language

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

- 1 Press **Menu** until "Machine Setup" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until "Language" appears on the bottom line of the display.
- 3 Press **Enter**. The current setting appears on the bottom line of the display.
- 4 Press the scroll button (◀ or ▶) until the language you want appears on the display.
- 5 Press **Enter** to save the selection.
- 6 To return to Standby mode, press **Stop/Clear**.

### Setting Country

- 1 Press **Menu** until "Machine Setup" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until "Select Country" appears on the bottom line of the display.
- 3 Press **Enter**. The current setting appears on the bottom line of the display.
- 4 Press the scroll button (◀ or ▶) until your country appears on the display.
- 5 Press **Enter** to save the selection.
- 6 To return to Standby mode, press **Stop/Clear**.

**NOTE:** Changing the country clears the memory.

# Setting the Machine ID

(Only for SCX-4521F)

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

- 1 Press **Menu** until "Machine Setup" appears on the top line of the display. The first available menu item, "Machine ID", displays on the bottom line.
- 2 Press **Enter**. The display asks you to enter the fax number. If there is a number already set, the number appears.
- 3 Enter your fax number using the number keypad.

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

- 4 Press **Enter** when the number on the display is correct. The display asks you to enter an ID.
- 5 Enter your name or the company name using the number keypad.  
You can enter alphanumeric characters using the number keypad, and include special symbols by pressing the 0 button.  
For details on how to use the number keypad to enter alphanumeric characters, see "Entering Characters Using the Number Keypad" on page 2.9.  
If you want to enter the same letter or number in succession (e.g. SS, AA, 777), enter one digit, move the cursor by pressing the ▶ button and enter the next digit.  
If you want to insert a space in the name, you can also use the ▶ button to move the cursor to skip the position.
- 6 Press **Enter** when the name on the display is correct.
- 7 To return to Standby mode, press **Stop/Clear**.

## Entering Characters Using the Number Keypad

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

To enter alphanumeric characters:

- 1 When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display.  
For example, to enter the letter O, press 6, labeled with "MNO".  
Each time you press 6, the display shows a different letter, M, N, O, and finally 6.



You can enter special characters, such as space, plus sign, and etc.. For details, see "Keypad Letters and Numbers" on page 2.9.

- 2 To enter additional letters, repeat step 1.  
If the next letter is printed on the same button, move the cursor by pressing the ▶ button and then press the button labeled with the letter you want. The cursor will move to the right and the next letter will appear on the display.  
You can enter a space by pressing 1 twice.
- 3 When you finish entering letters, press **Enter**.

## Keypad Letters and Numbers

| Key | Assigned numbers, letters, or characters |
|-----|------------------------------------------|
| 1   | 1 Space                                  |
| 2   | A B C 2                                  |
| 3   | D E F 3                                  |
| 4   | G H I 4                                  |
| 5   | J K L 5                                  |
| 6   | M N O 6                                  |
| 7   | P Q R S 7                                |
| 8   | T U V 8                                  |
| 9   | W X Y Z 9                                |
| 0   | + - , . ' / * # & 0                      |

## Changing Numbers or Names

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

## Inserting a Pause

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

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

## Setting the Date and Time

(Only for **SCX-4521F**)

When you turn your machine on for the first time, the display prompts you to enter the current date and time. After entering, it will not appear anymore.

**NOTE:** When turning on the machine after turning it off for a long time, you need to reset date and time.

- 1 Press **Menu** until "Machine Setup" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) to display "Date & Time" on the bottom line and press **Enter**.
- 3 Enter the correct time and date using the number keypad.

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

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

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

- 4 To select "AM" or "PM" for 12-hour format, press the \* or # button or any number button.

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

You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see "Changing the Clock Mode" on page 2.10.

- 5 Press **Enter** when the time and date on the display is correct.
- 6 To return to Standby mode, press **Stop/Clear**.

## Changing the Clock Mode

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

- 1 Press **Menu** until "Machine Setup" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until you see "Clock Mode" on the bottom line and press **Enter**.

The clock mode currently set for the machine displays.
- 3 Press the scroll button (◀ or ▶) to select the other mode and then press **Enter** to save the selection.
- 4 To return to Standby mode, press **Stop/Clear**.

## Setting the Paper Size and Type

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

- 1 Press **Menu**.

The display shows "Paper Setting" on the top line of the display.
- 2 Press the scroll button (◀ or ▶) to display "Paper Size" on the bottom line and press **Enter** to access the menu item.
- 3 Use the scroll button (◀ or ▶) to find the paper size you are using and press **Enter** to save it.
- 4 Press the ▶ button to scroll to "Paper Type" and press **Enter** to access the menu item.
- 5 Use the scroll button (◀ or ▶) to find the paper type you are using and press **Enter** to save it.
- 6 To return to Standby mode, press **Stop/Clear**.

---

## Setting Sounds *(Only for SCX-4521F)*

You can control the following sounds:

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

### Speaker, Ringer, Key Sound, and Alarm Sound

- 1** Press **Menu** until "Sound/Volume" appears on the top line of the display.
- 2** Press the scroll button (◀ or ▶) to scroll through the options. Press **Enter** when you see the desired sound option.
- 3** Press the scroll button (◀ or ▶) to display the desired status or volume for the option you have selected.  
You will see the selection on the bottom line of the display. For the ringer volume, you can select "Off", "Low", "Med", and "High". Setting "Off" means that the ringer does not sound. The machine works normally even if the ringer is turned off.
- 4** Press **Enter** to save the selection. The next sound option appears.
- 5** If necessary, repeat steps 2 through 4.
- 6** To return to Standby mode, press **Stop/Clear**.

### Speaker Volume

- 1** Press **On Hook Dial**. A dial tone sounds from the speaker.
- 2** Press the scroll button (◀ or ▶) until you hear the volume you want. The display shows the current volume level.
- 3** Press **On Hook Dial** to save the change and return to Standby mode.

---

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

---

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## Using the Save Modes

### Toner Save Mode

Toner Save mode allows your machine to use less toner on each page. Activating this mode extends the life of the toner cartridge beyond what one would experience in the normal mode, but it reduces print quality.

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

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

---

**NOTE:** When PC-printing, you can also turn on or off the toner save mode in the printer properties. For details, see **Software User's Guide**.

---

### Power Save Mode

Power Save mode allows your machine to reduce power consumption when it is not in actual use. You can turn this mode on and select a length of time for which the machine waits after a job is printed before it switches to a reduced power state.

- 1** Press **Menu** until "Machine Setup" appears on top line of the display.
- 2** Press the scroll button (◀ or ▶) until "Power Save" appears on the bottom line. Press **Enter**.
- 3** Press the scroll button (◀ or ▶) to display "On" on the bottom line and press **Enter**.  
Selecting "Off" means that the power save mode is deactivated.
- 4** Press the scroll button (◀ or ▶) until the time setting you want appears.  
The available options are 5, 10, 15, 30, and 45 (minutes).
- 5** Press **Enter** to save the selection.
- 6** To return to Standby mode, press **Stop/Clear**.

---

## Setting the Dial Mode

(Only for **SCX-4521F**)

You can select the type of the telephone dial system where your machine is connected.

---

**NOTE:** The Dial Mode setting may be unavailable depending on your country.

---

- 1** Press **Menu** until "Machine Setup" appears on the top line of the display.
- 2** Press the scroll button (◀ or ▶) until you see "Dial Mode" on the bottom line and press **Enter**.
- 3** Press the scroll button (◀ or ▶) to select the desired dial mode.  
Select "Tone" if your machine is connected to a tone dial line.  
Select "Pulse" if the machine is connected to a pulse dial line.
- 4** Press **Enter** to save the selection.
- 5** To return to Standby Mode, press **Stop/Clear**.

# 3 Paper Handling

This chapter introduces you to the basics of selecting print materials and loading them into your machine.

This chapter includes:

- **Selecting Print Materials**
- **Loading Paper**
- **Verifying an Output Location**

## Selecting Print Materials

You can print on a variety of print materials, such as plain paper, envelopes, labels, and transparencies. Always use print materials that meet the guidelines for use with this machine. See “Paper Specifications” on page 10.3. To get the best possible print quality, use only high-quality copier-grade paper. When you choose print materials, consider the following:

- **Size:** You can use any size paper that fits easily within the paper adjusters of the tray.
- **Weight:** 16 ~ 24 lb (60 to 90 g/m<sup>2</sup> bond) for the tray with multi-pages feeding, and 16 ~ 43 lb (60 to 165 g/m<sup>2</sup> bond) for the manual tray and tray with single page feeding.
- **Brightness:** Some papers are whiter than others and produce sharper, more vibrant images.
- **Surface smoothness:** The smoothness of the paper affects how crisp the printing looks on the paper.



**CAUTION:** Using print materials that dose not conform to the specifications listed on page 10.2 may cause problems that may require service. This service is not covered by the warranty or service agreements.

## Paper Type, Input Sources, and Capacities

| Paper Type*    | Input Tray/Capacity** |             |
|----------------|-----------------------|-------------|
|                | Tray                  | Manual tray |
| Plain paper    | 150                   | 1           |
| Envelopes      | 1                     | 1           |
| Labels         | 1                     | 1           |
| Transparencies | 1                     | 1           |
| Card stock     | 1                     | 1           |

\*. If you experience excessive jamming, load one sheet at a time through the tray or manual tray.  
\*\*.Maximum capacity may differ depending on media weight, thickness, and environmental conditions.

## Guidelines for Paper and Special Materials

When selecting or loading paper, envelopes, or other special material, keep these guidelines in mind:

- Always use paper and other materials that conform with the specifications listed under “Paper Specifications” on page 10.3.
- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Use only high quality copier grade paper for the best print quality.
- Avoid paper with embossed lettering, perforations, or a texture that is too smooth or too rough. Paper jams may occur.
- Store paper in its ream wrapper until you are ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture, or other conditions that can cause it to wrinkle or curl.
- Store unused materials at temperatures between 15 °C and 30 °C (59 °F to 86 °F). The relative humidity should be between 10 % and 70 %.
- During storage, you should use a moisture-proof wrap, such as a plastic container or bag, to prevent dust and moisture from contaminating your paper.
- Load special paper types one sheet at a time through the manual tray or the tray to avoid paper jams.
- Only use materials specifically recommended for use in laser printers.
- To prevent special materials, such as transparencies and label sheets from sticking together, remove them as they print out.
- For envelopes:
  - Use only well-constructed envelopes with sharp and well creased folds.
  - Do not use envelopes with clasps and snaps.
  - Do not use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.
  - Do not use damaged or poorly made envelopes.
  - Only use envelopes recommended for laser printers.
  - Before loading envelopes in the tray, make sure that they are undamaged and are not stuck together.
  - Do not feed stamped envelopes.
- For transparencies:
  - Place them on a flat surface after removing them from the machine.
  - Do not leave them in the tray for long periods of time. Dust and dirt may accumulate on them, resulting in spotty printing.
  - To avoid smudging caused by fingerprints, handle them carefully.

To avoid fading, do not expose printed transparencies to prolonged sunlight.

Only use transparencies recommended for use in laser printers.

Ensure that transparencies are not wrinkled, curled, or have any torn edges.

- For labels:

Verify that their adhesive material can tolerate a fusing temperature of 200 °C (392 °F) for 0.1 second.

Make sure that there is no exposed adhesive material between them. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.

Do not load a sheet of them through the machine more than once. The adhesive backing is designed for one pass through the machine.

Do not use labels that are separating from the backing sheet or are wrinkled, bubbled or otherwise damaged.

Only use labels recommended for laser printers.

- For Card Stock or Custom-sized materials:

Postcards, 3.5 x 5.8 in. (89 x 148 mm) cards and other custom-sized materials can be printed with this printer. The minimum size is 3 x 5 in. (76 x 127 mm) and the maximum size is 8.5 x 14 in. (216 x 356 mm)

Always insert the short-edge into the tray first. If you want to print in landscape mode, make this selection through your software. Inserting paper long-edge first may cause a paper jam.

Do not print on media smaller than 3 in. (76 mm) wide or 5 in. (127 mm) long.

- For preprinted paper:

Letterheads must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature of 200 °C (392 °F) for 0.1 second.

Ink on letterheads must be non-flammable and should not adversely affect any printer rollers.

Forms and letterheads should be sealed in a moisture-proof wrapping to prevent changes during storage.

Before you load preprinted paper as forms and letterheads, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper.

- Do not use **Carbonless** paper and **Tracing** paper. Use of these types of paper could result in chemical smells and could damage your machine.

---

## Loading Paper

Proper paper loading helps prevent paper jams and ensure trouble-free printing. Do not remove the paper in the tray while a job is printing. Doing so may cause a paper jam. See "Paper Type, Input Sources, and Capacities" on page 3.1 for acceptable paper size and capacity for the tray.

## Using the Tray

The tray holds 150 sheets of paper.

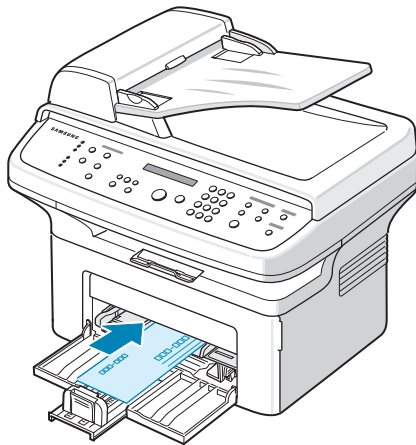
Load a stack of paper into the tray and print. For details about loading paper in the tray, see "Loading Paper" on page 2.3.

To use the special material like envelope, label and card, remove the stack of plain paper and load one sheet of special material into the tray.

## Using the Manual Tray

When you print a document using your PC and want to check the print quality after each page is printed, load the paper in the manual tray and select **Manual Feed** for **Source** from the software application.

- 1 Load the print material in the tray **with the print side up**.



- 2 Push the print material firmly into the manual tray.
- 3 Adjust the paper guide against the print material without bending the material.
- 4 Select **Manual Feed** for **Source** from the software application, and then select the correct paper size and type. For details, see **Software User's Guide**.
- 5 Operate printing.
- 6 The display shows "Add Paper & Press Start" then press **Start** on the machine to start feeding.  
Printing is started.
- 7 If you have multiple pages to be printed, the display shows "Add Paper & Press Start" again. Load the next sheet and press **Start**.  
Repeat this step for every page to be printed.

---

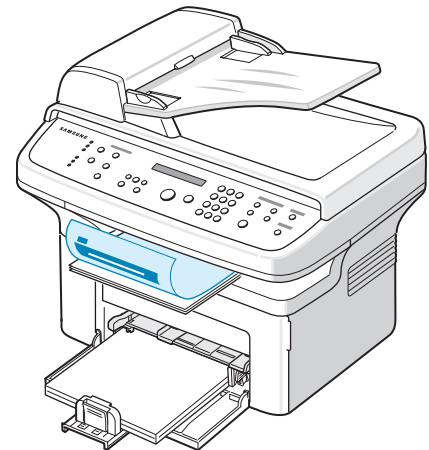
### NOTES:

- When you print more than 20 envelopes in succession, print speed may be reduced.
  - Manually loading paper and pressing **Start** to start feeding is only available with PC printing.
  - Because the Manual Feed mode does not print jobs automatically and continuously, incoming faxes are stored in memory instead of printing immediately. (Only for SCX-4521F)
  - When you press **Stop/Clear** in the Manual Feed mode, the print job in progress is canceled.
- 

---

## Verifying an Output Location

The machine has a paper output location which holds 50 sheets of paper. The output tray collects printed paper face down, in the order in which the sheets were printed.



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**NOTE:** Pull the paper output extension not to drop the printed paper.

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# 4 Copying

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

This chapter includes:

- **Loading Paper for Copying**
- **Preparing a Document**
- **Making Copies on the Document Glass**
- **Making Copies from the Automatic Document Feeder**
- **Setting Copy Options**
- **Using Special Copy Features**
- **Changing the Default Settings**
- **Setting the Time Out Option**
- **Setting the Favorite Copy Option**

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## Loading Paper for Copying

The instructions for loading print materials are the same whether you are printing, faxing, or copying. For further details, see “Loading Paper” on page 2.3 for loading paper in the tray.

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

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## Preparing a Document

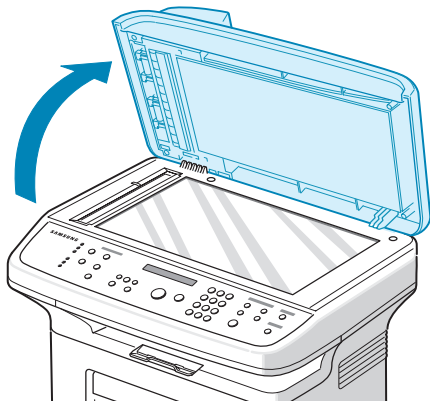
You can use the document glass or the Automatic Document Feeder (ADF) to load an original document for copying, scanning, and sending a fax. Using the ADF, you can load up to 30 documents (20 lb, 75 g/m<sup>2</sup> bond) for one job. You can, of course, place only one sheet at a time on the document glass.

When you use the ADF:

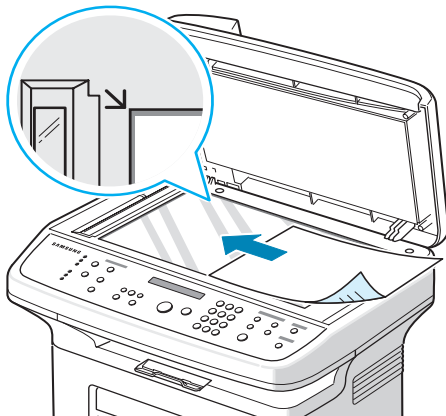
- Do not load documents smaller than 5.6 x 5.8 in. (142 x 148 mm) or larger than 8.5 x 14 in. (216 x 356 mm).
- Do not attempt to feed the following types of documents:
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper
  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
- Remove all staples and paper clips before loading documents.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading documents.
- Do not load documents that include different sizes or weights of paper.
- Do not load booklet, pamphlet, transparencies, or documents having other unusual characteristics.

## Making Copies on the Document Glass

- 1 Lift and open the document cover.



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



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

- 3 Close the document cover.

### NOTES:

- When you close the document cover, please be careful of any injuries.
- Leaving the cover open while copying may affect copy quality and toner consumption.
- If you are copying a page from a book or magazine, start copying with the cover open.

- 4 Customize the copy settings including number of copies, copy size, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 4.3. To clear the settings, use the **Stop/Clear** button.
- 5 If necessary, you can use special copy features, such as Poster, Auto Fit, Clone, and ID Card copying.
- 6 Press **Start** to begin copying.

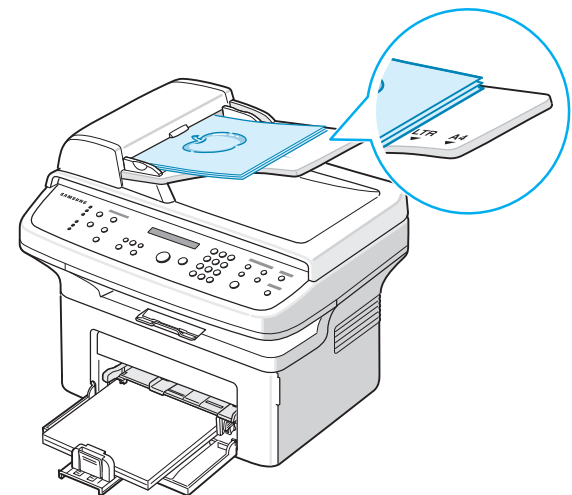
The display shows the copy processing.

### NOTES:

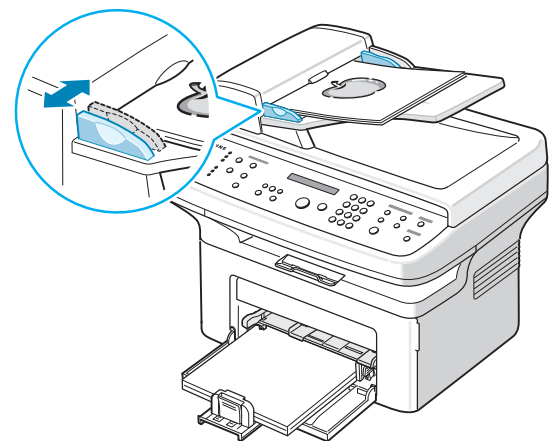
- You can cancel the copy job during an operation. Press **Stop/Clear**, and the copying will stop.
- Dust on the document glass may cause black spots on the printout. Always keep it clean.
- To get the best scan quality, especially for colored or gray-scaled images, use the document glass.

## Making Copies from the Automatic Document Feeder

- 1 Load the document **face up** into the ADF (Automatic Document Feeder). You can insert up to 30 sheets at a time. Make sure that the bottom of the document stack matches the paper size marked on the document tray.



- 2 Adjust the document guides to the document size.



- 3 Customize the copy settings including number of copies, copy size, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 4.3. To clear the settings, use the **Stop/Clear** button.

- 4 If necessary, you can use special copy features, such as Collate and 2 or 4 Up copying.
  - 5 Press **Start** to begin copying.
- The display shows the copy processing.

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

---

## Setting Copy Options

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

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

### Darkness

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

To adjust the contrast, press **Darkness**.

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

You can choose from the following contrast modes:

- **Light:** works well with dark print.
- **Normal:** works well with standard typed or printed documents.
- **Dark:** works well with light print or faint pencil markings.

### Original Type

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

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

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

You can choose from the following image modes:

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

**NOTE:** When you copy a document containing color on the background, such as a newspaper or a catalog, the background will appear on your copy. If you want to reduce the background, change the **Darkness** setting to **Light** and/or the **Original Type** setting to **Text**.

## Reduced/Enlarged Copy

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

To select from the predefined copy sizes:

- 1 Press **Reduce/Enlarge**.  
The default setting appears on the bottom line of the display.
- 2 Press **Reduce/Enlarge** or the scroll button (◀ or ▶) to find the size setting you want.
- 3 Press **Enter** to save the selection.

To fine-tune the size of copies:

- 1 Press **Reduce/Enlarge**.
- 2 Press **Reduce/Enlarge** or the scroll button (◀ or ▶) until "Custom:25-100%" or "Custom:25-400%" displays on the bottom line. Press **Enter**.
- 3 Press the scroll button (◀ or ▶) until the copy size you want appears on the display.  
Pressing and holding the button allows you to quickly scroll to the number you want.  
For the SCX-4521F, you can enter the value using the number keypad.
- 4 Press **Enter** to save the selection.

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

## Number of Copies

Using the **No. of Copies** button, you can select the number of copies from 1 to 99.

- 1 Press **No. of Copies**.
- 2 Press the scroll button (◀ or ▶) until the number you want appears on the display.  
Pressing and holding the button allows you to quickly scroll to the number you want.  
For the SCX-4521F, you can enter the value using the number keypad.
- 3 Press **Enter** to save the selection.

---

## Using Special Copy Features

You can use the following copy features:

- **Off:** Prints in normal mode.
- **Clone:** Prints multiple image copies from the original document on a single page. The number of images is

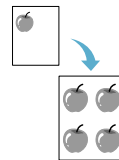
automatically determined by the original image and paper size. See "Clone Copying" on page 4.4.

- **Copy Collate:** Sorts the copy job. For example, if you make 2 copies of a 3 page document, one complete 3 page document will print followed by the second complete document. See "Collation Copying" on page 4.4.
- **Auto Fit:** Automatically reduces or enlarges the original image to fit on the paper currently loaded in the machine. See "Auto Fit Copying" on page 4.4.
- **ID Card Copy:** Prints 2-sided ID card like a drivers licence on one sheet of paper. See "ID Card Copying" on page 4.5.
- **2/4 Up:** Prints 2/4 original images reduced to fit onto one sheet of paper. See "2 Up or 4 Up Copying" on page 4.5.
- **Poster:** Prints an image onto 9 sheets of paper (3x3). You can paste the printed pages together to make one poster-sized document. See "Poster Copying" on page 4.5.

---

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

---



## Clone Copying

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

- 1 Place the document to be copied on the document glass, and close the cover.
- 2 Press **Menu** until "Copy Feature" appears on the top line of the display.
- 3 Press the scroll button (◀ or ▶) until "Clone" displays on the bottom line.
- 4 Press **Enter** to make your selection.
- 5 If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 4.3.

---

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

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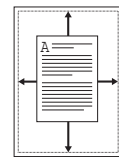
- 6 Press **Start** begin copying.



## Collation Copying

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

- 1 Load the documents to be copied in the ADF.
- 2 Press **Menu** until "Copy Feature" appears on the top line of the display.
- 3 Press the scroll button (◀ or ▶) until "Copy Collate" displays on the bottom line.
- 4 Press **Enter** to make your selection.
- 5 If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 4.3.
- 6 Press **Start** to begin copying.



## Auto Fit Copying

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

- 1 Place the document to be copied on the document glass, and close the cover.
- 2 Press **Menu** until "Copy Feature" appears on the top line of the display.
- 3 Press the scroll button (◀ or ▶) until "Auto Fit" appears on the bottom line.
- 4 Press **Enter** to make your selection.

- 5 If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 4.3.

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

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

## ID Card Copying



You can copy both sides of the ID Card like a drivers licence to a single side of paper.

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

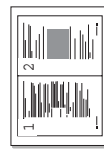
If the loaded card is larger than the printable area, some portions may not be printed.

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

- 1 Place the ID Card to be copied on the document glass and close the cover.
- 2 Press **Menu** until "Copy Feature" appears on the top line of the display.
- 3 Press the scroll button (◀ or ▶) until "ID Card Copy" displays on the bottom line.
- 4 Press **Enter** to make your selection.
- 5 If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 4.3.
- 6 Press **Start** to begin copying.  
Your machine begins scanning the front side.
- 7 When "Set Backside" displays on the bottom line, open the document cover and turn the card over. Close the cover.

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

- 8 Press **Start** again.



▲ 2-up copying



▲ 4-up copying

## 2 Up or 4 Up Copying

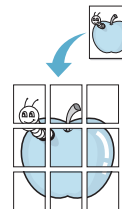
This copy feature is available only when you load documents in the ADF.

- 1 Load the documents to be copied in the ADF.
- 2 Press **Menu** until "Copy Feature" appears on the top line of the display.
- 3 Press the scroll button (◀ or ▶) until "2 UP" or "4 UP" displays on the bottom line.
- 4 Press **Enter** to make your selection.
- 5 If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 4.3.

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

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

## Poster Copying



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

- 1 Place the document to be copied on the document glass and close the cover.
- 2 Press **Menu** until "Copy Feature" appears on the top line of the display.
- 3 Press the scroll button (◀ or ▶) until "Poster" displays on the bottom line.
- 4 Press **Enter** to make your selection.
- 5 If necessary, customize the copy settings, including number of copies, darkness, and original type, by using the control panel buttons. See "Setting Copy Options" on page 4.3.

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

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

Your original document is divided into 9 portions. Each portion is scanned and printed one by one in the following order:

|   |   |   |
|---|---|---|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |

---

## Changing the Default Settings

The copy options, including darkness, original type, copy size and number of copies, can be set to the most frequently used modes. When you copy a document, the default settings are used unless they are changed by using the corresponding buttons on the control panel.

To create your own default settings:

- 1 Press **Menu** on the control panel until "Copy Setup" appears on the top line of the display.  
The first menu item, "Default-Change", appears on the bottom line.
- 2 Press **Enter** to access the menu item. The first setup option, "Darkness", appears on the bottom line.
- 3 Press the scroll button (◀ or ▶) to scroll through the setup options.
- 4 When the option you want to set appears, press **Enter** to access the option.
- 5 Change the setting using the scroll button (◀ or ▶).  
For the SCX-4521F, you can enter the value using the number keypad.
- 6 Press **Enter** to save the selection.
- 7 Repeat steps 3 through 6, as needed.
- 8 To return to Standby mode, press **Stop/Clear**.

**NOTE:** While you are setting copy options, pressing **Stop/Clear** cancels the changed settings and restores their default status.

---

---

## Setting the Time Out Option

You can set the time the machine waits before it restores the default copy settings, if you do not start copying after changing them on the control panel.

- 1 Press **Menu** on the control panel until "Copy Setup" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) to display "Timeout" on the bottom line.
- 3 Press **Enter** to access the menu item.
- 4 Press the scroll button (◀ or ▶) until the status you want appears on the display.  
You can select from 15, 30, 60, and 180 (seconds).  
Selecting "Off" means that the machine does not restore the default settings until you press **Start** to begin copying, or **Stop/Clear** to cancel.
- 5 Press **Enter** to make your selection.
- 6 To return to Standby mode, press **Stop/Clear**.

---

## Setting the Favorite Copy Option

You can set **Favorite Copy** on the control panel works as a special copy button. Assign one of the copy feature to **Favorite Copy** for quick accessing.

- 1 Press **Menu** on the control panel until "Copy Setup" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) to display "Favorite Copy" on the bottom line.
- 3 Press **Enter** to access the menu item.
- 4 Press the scroll button (◀ or ▶) until the feature you want appears on the display.  
You can select from Clone, Copy Collate, Auto fit, ID Card Copy, 2 Up, 4 Up, and Poster. See "Using Special Copy Features" on page 4.3 for details about each feature.
- 5 Press **Enter** to make your selection.

To use the special copy feature quickly, press **Favorite Copy** then you will see the assigned special copy feature on the display. Press **Enter** to start copy job.

# 5 Basic Printing

This chapter includes:

- **Printing a Document**
- **Canceling a Print Job**

---

## Printing a Document

This machine allows you to print in various Windows applications, a Macintosh computer, or a Linux system. The exact steps for printing a document may vary depending on the application you use.

For details about printing, see **Software User's Guide**.

---

## Canceling a Print Job

If the print job is waiting in a print queue or print spooler, such as the Printer group in Windows, delete the job as follows:

- 1** Click the Windows **Start** button.
- 2** For Windows 98/NT4.0/2000/Me, select **Settings** and then **Printers**.  
For Windows XP, select **Printers and Faxes**.
- 3** Double-click the **your printer driver** icon.
- 4** From the **Document** menu, select **Cancel Printing** (Windows 98/Me) or **Cancel** (Windows NT 4.0/2000/XP).

---

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

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You can also cancel the current job by pressing the **Stop/Clear** button on the control panel of your printer.

# 6 Scanning

This chapter includes:

- **Scanning Basics**
- **Scanning From the Control Panel to an Application**

---

## Scanning Basics

Your SCX-4x21 Series offers four ways to scan. These are:

- From the control panel on your machine to an application: Use the **Scan-to** button on the control panel to initiate scanning. Assign the TWAIN-compliant software, such as Adobe Photo Deluxe or Adobe Photoshop, to the machine by selecting it from a list of available applications via the **Scan-to** button. To compose the list of available applications, you must configure it in the scan settings tab of the Printer Settings Utility program. For details, see **Software User's Guide**.
- From TWAIN-compliant software: You can use other software including Adobe PhotoDeluxe and Adobe Photoshop. For details, see **Software User's Guide**.
- From the Windows Images Acquisition (WIA) driver: Your machine also supports the WIA driver for scanning images. For details, see **Software User's Guide**.
- From the Samsung SmarThru software: Launch Samsung SmarThru and open Scan To to begin scanning. For details, see **Software User's Guide**.

---

### NOTES:

- To scan with your machine, you must install the software. For details, see the installing printer software in windows section of **Software User's Guide** to install the scan software.
  - Scanning is done through the same LPT or USB port currently assigned for your printer port.
- 

---

## Scanning From the Control Panel to an Application

- 1** Make sure that your machine and computer are turned on and properly connected to each other.
- 2** Load the document(s) face up into the ADF.  
OR  
Place a single document face down on the document glass.  
For details about loading a document, see "Loading a Document" on page 7.3.
- 3** Press **Scan-to**. The first available menu item, for example "Microsoft Paint", appears on the display.
- 4** Press the scroll button (◀ or ▶) to select an application to which you want to send the scanned image.
- 5** Press **Enter** to start scanning. The selected application window opens with the scanned image.

# 7 Faxing (Only for SCX-4521F)

The fax feature is only available on the SCX-4521F. This chapter gives you information about using your machine as a fax machine.

This chapter includes:

## Setting Up the Fax System

- **Changing the Fax Setup options**
- **Available Fax Setup Options**

## Sending a Fax

- **Loading a Document**
- **Adjusting the Document Resolution**
- **Sending a Fax Automatically**
- **Sending a Fax Manually**
- **Redialing the Last Number**
- **Confirming Transmission**
- **Automatic Redialing**

## Receiving a Fax

- **About Receiving Modes**
- **Loading Paper for Receiving Faxes**
- **Receiving Automatically in Fax Mode**
- **Receiving Manually in Tel Mode**
- **Receiving Automatically in Ans/ Fax Mode**
- **Receiving Manually Using an Extension Telephone**
- **Receiving Faxes Using the DRPD Mode**
- **Receiving Faxes in the Memory**

## Automatic Dialing

- **Speed Dialing**
- **Group Dialing**
- **Searching for a Number in Memory**
- **Printing a Phonebook List**

## Other Ways to Fax

- **Sending Broadcast Faxes**
- **Sending a Delayed Fax**
- **Sending a Priority Fax**
- **Adding Documents To a Scheduled Fax**
- **Canceling a Scheduled Fax**

## Additional Features

- **Using Secure Receiving Mode**
- **Printing Reports**
- **Using Advanced Fax Settings**

# Setting Up the Fax System

## Changing the Fax Setup options

- 1** Press **Menu** until "Fax Setup" appears on the top line of the display.  
The first available menu item, "Default-Change", displays on the bottom line.
- 2** Press the scroll button (◀ or ▶) until you see the desired menu item on the bottom line and press **Enter**.  
If you select "Default-Change", you will see "Resolution". Press **Enter** again.
- 3** Use the scroll button (◀ or ▶) to find the desired status or use the number keypad to enter the value for the option you have selected.
- 4** Press **Enter** to make your selection. The next Fax Setup option appears.
- 5** If necessary, repeat steps 2 through 4.
- 6** To return to Standby mode, press **Stop/Clear**.

## Available Fax Setup Options

| Option         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Default-Change | You can change the default value of resolution. <ul style="list-style-type: none"><li>• Standard for documents with normal sized characters.</li><li>• Fine for documents containing small characters or thin lines, or for sending documents printed using a dot-matrix printer.</li><li>• Super Fine for documents containing extremely fine detail. Super Fine mode is enabled only if the remote machine also supports Super Fine resolution.</li><li>• Photo for documents containing shades of gray or photographs.</li><li>• Color for documents with colors. Sending a color fax is enabled only if the machine with which you are communicating supports color fax reception and you send the fax manually. In this mode, memory transmission is not available.</li></ul> |
| Ring To Answer | You can specify the number of times the machine rings, from 1 to 7, before answering an incoming call.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Option         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Darkness       | You can select the default contrast mode to fax your documents lighter or darker. <ul style="list-style-type: none"> <li>• <b>Light</b> works well with dark print.</li> <li>• <b>Normal</b> works well with standard typed or printed documents.</li> <li>• <b>Dark</b> works well with light print or faint pencil markings.</li> </ul>                                                                                                                                                                                                                                                                                                  |
| Redial Term    | Your machine can automatically redial a remote fax machine if it was busy. Intervals from 1 to 15 minutes can be entered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Redials        | You can specify the number of redial attempts, from 1 to 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| MSG Confirm    | You can set your machine to print a report showing whether a transmission was successful, how many pages were sent, and more. The available options are <b>On</b> , <b>Off</b> , and <b>On-Err</b> , which prints only when a transmission is not successful.                                                                                                                                                                                                                                                                                                                                                                              |
| Image TCR      | You can prevent the Image TCR from being included in the confirmation report for privacy or security protection. The available options are <b>On</b> or <b>Off</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Auto Report    | This produces a report with detailed information about the previous 50 communications operations, including time and dates. The available options are <b>On</b> or <b>Off</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Auto Reduction | When receiving a document containing pages as long as or longer than the paper loaded in the tray, the machine can reduce the size of the document to fit the size of the paper loaded in the machine. Select <b>On</b> if you want to automatically reduce an incoming page. With this feature set to <b>Off</b> , the machine cannot reduce the document to fit onto one page. The document will be divided and printed in actual size on two or more pages.                                                                                                                                                                             |
| Discard Size   | When receiving a document containing pages as long as or longer than the paper installed in your machine, you can set the machine to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print in actual size on two or more sheets of paper.<br><br>When the document is outside the margin and the Auto Reduction feature is turned on, the machine reduces the document to fit it onto the appropriately-sized paper and discard does not occur. If the Auto Reduction feature is turned off or fails, data outside the margin will be discarded. Settings range from 0 to 30 mm. |

| Option       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Receive Code | The Receive Start Code allows you to initiate fax reception from an extension phone plugged into the EXT. jack on the back of the machine. If you pick up the extension phone and hear fax tones, enter the Receive Start Code. The Receive Start Code is preset to *9* at the factory. Settings range from 0 to 9. See "Receiving Manually Using an Extension Telephone" on page 7.8 for more information about using the code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| DRPD Mode    | You can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature, which enables a user to use a single telephone line to answer several different telephone numbers. In this menu, you can set the machine to recognize which ring patterns to answer. For details about this feature, see "Receiving Faxes Using the DRPD Mode" on page 7.8.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Receive Mode | You can select the default fax receiving mode. <ul style="list-style-type: none"> <li>• In <b>Tel</b> mode, you can receive a fax by picking up the handset of the extension phone and then pressing the remote receive code (see "Receive Code" on page 7.2). Alternatively, you can press <b>On Hook Dial</b> (you can hear a fax tone from the remote machine) and then press <b>Start</b> on the control panel of your machine.</li> <li>• In the <b>Fax</b> mode, the machine answers an incoming call and immediately goes into fax reception mode.</li> <li>• In <b>Ans/Fax</b> mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to Fax mode.</li> <li>• In <b>DRPD</b> mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. This option is available only when you set up the DRPD Mode. For further details, see "Receiving Faxes Using the DRPD Mode" on page 7.8.</li> </ul> |

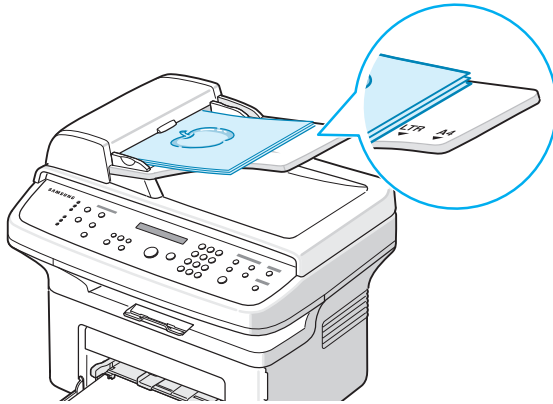
# Sending a Fax

## Loading a Document

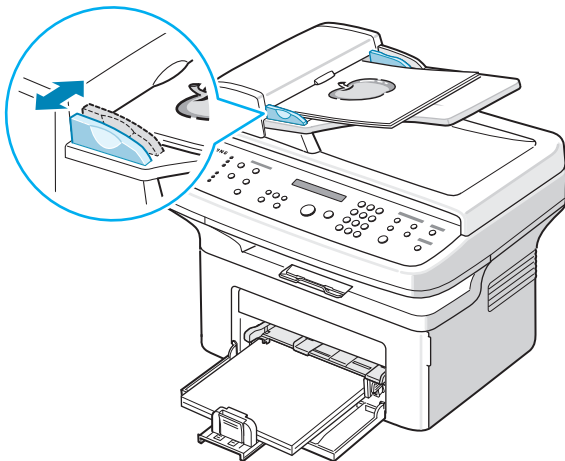
You can use the Automatic Document Feeder (ADF) or the document glass to load an original document for faxing. Using the ADF, you can load up to 30 sheets of 20 lb (75 g/m<sup>2</sup> bond) paper at a time. You can, of course, place only one sheet at a time on the document glass. For details about preparing a document, see "Preparing a Document" on page 4.1.

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

- 1 Load the document **face up** into the ADF. You can insert up to 30 sheets at a time.  
Make sure that the bottom of the document stack matches the paper size marked on the document tray.



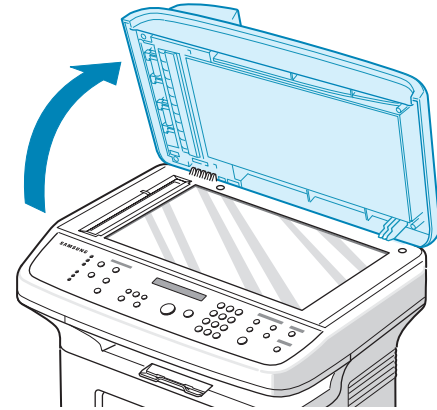
- 2 Adjust the document guide on the ADF to match the width of the document.



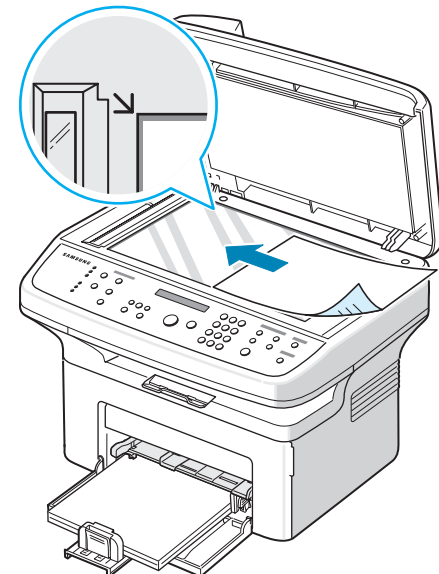
**NOTE:** Dust on the ADF glass may cause black lines on the printout. Keep it always clean.

### To fax a document from the document glass:

- 1 Lift and open the document cover.



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



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

- 3 Close the document cover.

# Adjusting the Document Resolution

The default document settings produce good results when using typical text-based documents.

However, if you send documents that are of a poor quality, or contain photographs, you can adjust the resolution to produce a higher quality fax.

- 1 Press **Resolution** on the control panel.
- 2 By pressing **Resolution** or the scroll button (◀ or ▶), you can choose from Standard, Fine, Super Fine, Photo, and Color.
- 3 When the mode you want to use displays, press **Enter** to make your selection.

The document types recommended for the resolution settings are described in the table below:

| Mode       | Recommended for:                                                                                                                                                                                                           |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standard   | Documents with normal sized characters.                                                                                                                                                                                    |
| Fine       | Documents containing small characters or thin lines or documents printed using a dot-matrix printer.                                                                                                                       |
| Super Fine | Documents containing extremely fine detail. Super Fine mode is enabled only if the machine with which you are communicating also supports the Super Fine resolution. See the notes below.                                  |
| Photo      | Documents containing shades of gray or photographs.                                                                                                                                                                        |
| Color      | Documents with colors. Sending a color fax is enabled only if the machine with which you are communicating supports color fax reception and you send the fax manually. In this mode, memory transmission is not available. |

**NOTES:**

- 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.

---

## Sending a Fax Automatically

- 1** Load the document(s) face up into the ADF.  
OR  
Place a single document face down on the document glass.  
For details about loading a document, see "Loading a Document" on page 7.3.
- 2** Adjust the document resolution to suit your fax needs (see "Adjusting the Document Resolution" on page 7.4).  
If you need to change the darkness, see "Darkness" on page 7.2.
- 3** Enter the remote fax phone number using the number keypad.  
You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see "Storing a Number for Speed Dialing" on page 7.9.
- 4** Press **Start**.
- 5** When a document is placed on the document glass, the display shows "Another Page?" on the top line after the document is scanned into the memory. If you have the next page, remove the scanned page and place the next page on the glass and select "1:Yes". Repeat as necessary.  
After all of the pages are scanned, select "2:No" when the display shows "Another Page?".
- 6** The number is dialed and then the machine begins sending the fax when the receiving fax machine is ready.

---

**NOTE:** When you want to cancel a fax job, press **Stop/Clear** at any time while sending.

---

---

## Sending a Fax Manually

- 1 Load the document(s) face up into the ADF.  
OR  
Place a single document face down on the document glass.  
For details about loading a document, see "Loading a Document" on page 7.3.
- 2 Adjust the document resolution to suit your fax needs (see "Adjusting the Document Resolution" on page 7.4).  
If you need to change the darkness, see "Darkness" on page 7.2.
- 3 Press **On Hook Dial**. You hear a dial tone.
- 4 Enter the receiving fax machine's number using the number keypad.  
You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see "Storing a Number for Speed Dialing" on page 7.9.
- 5 When you hear a high-pitched fax signal from the remote fax machine, press **Start**.

---

**NOTE:** When you want to cancel a fax job, press **Stop/Clear** at any time while sending.

---

---

## Redialing the Last Number

To redial the number you last called:

Press **Redial/Pause**.

When a document is loaded in the ADF (Automatic Document Feeder; see "To fax a document using the Automatic Document Feeder (ADF):" on page 7.3), the machine automatically begins to send.

For a document placed on the document glass, the display asks if you want to load another page. Select "1:Yes" to add. Otherwise, select "2:No".

---

## Confirming Transmission

When the last page of your document has been sent successfully, the machine beeps and returns to Standby mode. When something goes wrong while sending your fax, an error message appears on the display. For a list of error messages and their meanings, see "Clearing LCD Error Messages" on page 9.4.

If you receive an error message, press **Stop/Clear** to clear the message and try to send the document again.

You can set your machine to print a confirmation report automatically each time sending a fax is completed. For further details, see the MSG Confirm item on "MSG Confirm" on page 7.2.

---

## 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 every three minutes, up to seven times according to the factory default settings.

When the display shows "Retry Redial ?", press **Enter** 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. See "Redial Term" on page 7.2.

# Receiving a Fax

## About Receiving Modes

- In **Fax** mode, the machine answers an incoming fax call and immediately goes into the fax reception mode.
- In **Tel** mode, you can receive a fax by pressing **On Hook Dial** (you can hear a fax tone from the sending machine) and then pressing **Start** on the control panel of your machine. You can also pick up the handset of the extension phone and then press the remote receive code (see "Receive Code" on page 7.2).
- In **Ans/Fax** mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to Fax mode.
- In **DRPD** mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. "Distinctive Ring" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. For further details, see "Receiving Faxes Using the DRPD Mode" on page 7.8.

When your machine's memory is full, the receiving mode automatically switches to Tel.

For details about changing the receiving mode, see "Receive Mode" on page 7.2.

### NOTES:

- To use the Ans/Fax mode, attach an answering machine to the EXT. jack on the back of your machine.
- If you do not want other people to view your received documents, you can use Secure Receiving mode. In this mode, all of the received faxes are stored in memory. For further details, see "Using Secure Receiving Mode" on page 7.14.

## Loading Paper for Receiving Faxes

The instructions for loading paper in the tray are the same whether you are printing, faxing, or copying, except that faxes can only be printed on Letter-, A4-, Legal-, Folio-, Executive-, or B5-sized paper. For details about loading paper and setting the paper size in the tray, see "Loading Paper" on page 2.3 and "Setting the Paper Size and Type" on page 2.10.

## Receiving Automatically in Fax Mode

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.

To change the number of rings, see "Ring To Answer" on page 7.1.

If you want to adjust the ringer volume, see "Setting Sounds (Only for SCX-4521F)" on page 2.11.

## Receiving Manually in Tel Mode

You can receive a fax call by picking up the handset of the extension phone and then pressing the remote receive code (see "Receive Code" on page 7.2), or press **On Hook Dial** (you can hear a fax tone from the sending machine) and then pressing **Start** on the control panel of your machine.

The machine begins receiving a fax and returns to Standby mode when the reception is completed.

## Receiving Automatically in Ans/Fax Mode

To use this mode, you must attach an answering machine to the EXT. jack on the back of your machine. See "Making Connections" on page 2.4.

If the caller leaves a message, the answering machine stores the message as it would normally. If your machine detects a fax tone on the line, it automatically starts to receive the fax.

### NOTES:

- If you have set your machine to Ans/Fax mode and your answering machine is switched off, or no answering machine is connected to EXT. jack, your machine automatically goes into Fax mode after a predefined number of rings.
- If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 1 ring.
- If you are in Tel mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

---

## Receiving Manually Using an Extension Telephone

This feature works best when you are using an extension telephone connected to the EXT. jack on the back of your machine. You can receive a fax from someone you are talking to on the extension telephone without going to the fax machine.

When you receive a call on the extension phone and hear fax tones, press the keys **\* 9 \*** on the extension telephone. The machine receives the document.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing **\* 9 \*** once again.

**\* 9 \*** is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you wish. For details about changing the code, see "Receive Code" on page 7.2

---

## Receiving Faxes Using the DRPD Mode

"Distinctive Ring" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients and need to know which number someone is calling in on to properly answer the phone.

Using the Distinctive Ring Pattern Detection feature, your fax machine can "learn" the ring pattern you designate to be answered by the fax machine. Unless you change it, this ringing pattern will continue to be recognized and answered as a fax call, and all other ringing patterns will be forwarded to the extension telephone or answering machine plugged into the EXT. jack. You can easily suspend or change Distinctive Ring Pattern Detection at any time.

Before using the Distinctive Ring Pattern Detection option, Distinctive Ring service must be installed on your telephone line by the telephone company. To set up Distinctive Ring Pattern Detection, you will need another telephone line at your location, or someone available to dial your fax number from outside.

To set up the DRPD mode:

- 1 Press **Menu** until "Fax Setup" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until you see "Receive Mode" on the bottom line and press **Enter**.

- 3 Press the scroll button (◀ or ▶) until you see "DRPD Mode" on the bottom line and press **Enter**.
- 4 When "Set" displays on the bottom line, press **Enter**.  
"Waiting Ring" appears on the display.
- 5 Call your fax number from another telephone. It is not necessary to place the call from a fax machine.
- 6 When your machine begins to ring, do not answer the call. The machine requires several rings to learn the pattern. When the machine completes learning, the LCD displays "End DRPD Setup".  
If the DRPD setup fails, "DRPD Ring Error" appears. Press **Enter** when "DRPD Mode" displays and retry from step 3.
- 7 To return to Standby mode, press **Stop/Clear**.

When the DRPD feature is set up, the DRPD option is available in the Receive Mode menu. To receive faxes in the DRPD mode, you need to set the menu to **DRPD**; see "DRPD Mode" on page 7.2.

---

### NOTES:

- DRPD must be set up again if you re-assign your fax number, or connect the machine to another telephone line.
  - After DRPD has been set up, call your fax number again to verify that the machine answers with a fax tone. Then have a call placed to a different number assigned to that same line to be sure the call is forwarded to the extension telephone or answering machine plugged into the EXT. jack.
- 

---

## Receiving Faxes in the Memory

Since your machine is a multi-tasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your machine stores incoming faxes in memory. Then, as soon as you finish copying or printing, the machine automatically prints the fax.

# Automatic Dialing

## Speed Dialing

You can store up to 100 frequently dialed numbers in one or two-digit speed dial locations (0-99).

### Storing a Number for Speed Dialing

- 1 Press **Phone Book** on the control panel.
- 2 Press **Phone Book** or the scroll button (◀ or ▶) to display "Store&Edit" on the bottom line of the display. Press **Enter**.
- 3 Press **Enter** when "Speed Dials" appears on the display.  
The display prompts you to enter a location number, showing the first available number.
- 4 Enter a speed dial number between 0 and 99, using the number keypad or the scroll button (◀ or ▶) and press **Enter**.  
If a number is already stored in the location you chose, the display shows the number to allow you to change it. To start over with another speed-dial number, press **Upper Level**.
- 5 Enter the number you want to store using the number keypad and press **Enter**.  
To insert a pause between numbers, press **Redial/Pause**. The symbol "—" appears on the display.
- 6 To assign a name to the number, enter the name you want. For details about entering characters, see "Entering Characters Using the Number Keypad" on page 2.9.  
OR  
If you do not want to assign a name, skip this step.
- 7 Press **Enter** when the name appears correctly or without entering a name.
- 8 To store more fax numbers, repeat steps 4 through 7.  
OR  
To return to Standby mode, press **Stop/Clear**.

### Sending a Fax using a Speed Dial Number

- 1 Feed the document(s) face up into the ADF.  
Or  
Place a single document face down on the document glass.  
For details about loading a document, see "Loading a Document" on page 7.3.

- 2 Adjust the document resolution to suit your fax needs (see "Adjusting the Document Resolution" on page 7.4).  
If you need to change the darkness, see "Darkness" on page 7.2.
- 3 Enter the speed dial number.
  - For a one-digit speed dial number, press and hold the appropriate digit button.
  - For a two-digit speed dial number, press the first digit button and press and hold the last digit button.
- 4 The corresponding entry's name briefly displays.
- 5 The document scans into memory.  
When a document is placed on the document glass, the LCD display asks if you want to send another page. Select "1:Yes" to add more documents or "2:No" to begin sending the fax immediately.
- 6 The fax number stored in the speed dial location is automatically dialed. The document is sent when the receiving fax machine answers.

## Group Dialing

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a group dial location. This enables you to use a group dial number setting to send the same document to all the destinations in the group.

### Setting a Group Dial Number

- 1 Press **Phone Book** on the control panel.
- 2 Press **Phone Book** or the scroll button (◀ or ▶) to display "Store&Edit" on the bottom line of the display. Press **Enter**.
- 3 Press the scroll button (◀ or ▶) to display "Group Dials" on the bottom line and press **Enter**.
- 4 Press **Enter** when "New" displays on the bottom line.  
The display prompts you to enter a location number, showing the first available number.
- 5 Enter a group number between 0 and 99 using the number keypad or the scroll button (◀ or ▶) and press **Enter**.
- 6 Enter a speed dial number you want to include in the group and press **Enter**.  
You can also select the speed dial number stored in the machine by pressing the scroll button (◀ or ▶) and then press **Enter**.
- 7 When the display confirms the number to be added to the group, press **Enter**.
- 8 Repeat steps 6 and 7 to enter other speed dial numbers into the group.

- 9 Press the **Upper Level** button when you have entered all of the desired numbers. The display prompts you to enter a group ID.
- 10 To assign a name to the group, enter the name you want. For details about entering characters, see "Entering Characters Using the Number Keypad" on page 2.9.  
OR  
If you do not want to assign a name, skip this step.
- 11 Press **Enter** when the name appears correctly or without entering a name.
- 12 If you want to assign another group, press **Enter** and repeat from step 5.  
OR  
To return to Standby mode, press **Stop/Clear**.

---

**NOTE:** You cannot include one group dial number in another group dial number.

---

## Editing Group Dial Numbers

You can delete a specific speed dial number from a selected group or add a new number to the selected group.

- 1 Press **Phone Book** on the control panel.
- 2 Press **Phone Book** or the scroll button (◀ or ▶) to display "Store&Edit" on the bottom line of the display. Press **Enter**.
- 3 Press the scroll button (◀ or ▶) to display "Group Dials" on the bottom line and press **Enter**.
- 4 Press the scroll button (◀ or ▶) to display "Edit" on the bottom line and press **Enter**.
- 5 Enter the group number you want to edit or select the group number by pressing the scroll button (◀ or ▶) and press **Enter**.
- 6 Enter the speed dial number you want to add or delete.  
You can also select the speed dial number you want to delete by pressing the scroll button (◀ or ▶).
- 7 Press **Enter**.
- 8 When you enter the specific number in the group, the display shows "Delete?".  
When you enter a new number, the display shows "Add?".
- 9 Press **Enter** to add or delete the number.
- 10 To change the group name, press **Upper Level**.
- 11 Enter a new group name and press **Enter**.
- 12 If you want to edit another group, press **Enter** and repeat from step 5.  
Or  
To return to Standby mode, press **Stop/Clear**.

## Sending a Fax Using Group Dialing (Multi-address Transmission)

You can use group dialing for Broadcast or Delayed transmissions.

Follow the procedure of the operation (Broadcast fax: see "Sending Broadcast Faxes" on page 7.11, Delayed fax: see "Sending a Delayed Fax" on page 7.12, Priority fax: see "Sending a Priority Fax" on page 7.12). When you come to a step in which the display asks you to enter the receiving fax number:

- For a one-digit group number, press and hold the appropriate digit button.
- For a two-digit group number, press the first digit button and press and hold the last digit button.

You can use only one group number for one operation. Then continue the procedure to complete the desired operation.

Your machine automatically scans a document loaded in the Automatic Document Feeder or on the document glass into memory. The machine dials each of the numbers included in the group.

---

## Searching for a Number in Memory

There are two ways to search for a number in the machine's memory. You can either scan from A to Z sequentially, or you can search using the first letter of the name associated with the number.

### Searching Sequentially through the Memory

- 1 Press **Phone Book**.
- 2 Press **Enter** when "Search&Dial" appears on the display.
- 3 Press the scroll button (◀ or ▶) to scroll through the machine's memory until the name and number you want to dial display. You can search upwards or downwards through the entire memory in alphabetical order, from A to Z.  
While searching through the machine's memory, you can see that each entry is preceded by one of three letters; "S" for speed dial or "G" for group dial numbers. These letters tell you how the number is stored.
- 4 When the name and/or the number you want displays, press **Start** or **Enter** to dial.

### Searching with a Particular First Letter

- 1 Press **Phone Book**.
- 2 Press **Enter** when "Search&Dial" appears on the display.

- 3 Press the button labeled with the letter you want to search for. A name beginning with the letter displays.  
For example, if you want to find the name "MOBILE" press the 6 button, which is labeled with "MNO".
- 4 Press the scroll button (◀ or ▶) to display the next name.
- 5 When the name and/or the number you want displays, press **Start** or **Enter** to dial.

---

## Printing a Phonebook List

You can check your automatic dial setting by printing a Phonebook list.

- 1 Press **Phone Book**.
- 2 Press **Phone Book** or the scroll button (◀ or ▶) until "Print" appears on the bottom line and press **Enter**.  
A list showing your speed dial, and group dial entries prints out.

## Other Ways to Fax

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### Sending Broadcast Faxes

Using the **Broadcasting** button on the control panel, you can use the broadcast fax feature, which allows you to send a document to multiple locations. Documents are automatically stored in memory and sent to a remote station. After transmission, the documents are automatically erased from memory.

- 1 Load the document(s) face up into the ADF.  
OR  
Place a single document face down on the document glass.  
For details about loading a document, see "Loading a Document" on page 7.3.
- 2 Adjust the document resolution to suit your fax needs (see "Adjusting the Document Resolution" on page 7.4).  
If you need to change the darkness, see "Darkness" on page 7.2.
- 3 Press **Broadcasting** on the control panel.
- 4 Enter the number of the first receiving machine using the number keypad.  
You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see "Storing a Number for Speed Dialing" on page 7.9.
- 5 Press **Enter** to confirm the number. The display asks you to enter another fax number to send the document.

---

**NOTE:** The Another No. prompt does not appear if you have added numbers for another broadcast or delay fax job. You must wait until the job is completed.

---

- 6 To enter more fax numbers, press **1** to select "Yes" and repeat steps 4 and 5. You can add up to 10 destinations.  
Note that you can input group dial numbers only once at first.
- 7 When you finish entering fax numbers, press **2** to select "No" at the Another No. prompt.  
The document is scanned into memory before transmission. The display shows memory capacity and the number of pages being stored in memory.  
For a document placed on the document glass, the display asks if you want to load another page. Select "1:Yes" to add. Otherwise, select "2:No".
- 8 The machine begins sending the document to the numbers you entered in the order in which you entered them.

---

## Sending a Delayed Fax

You can set your machine to send a fax at a later time when you will not be present.

- 1** Load the document(s) face up into the ADF.  
OR  
Place a single document face down on the document glass.  
For details about loading a document, see "Loading a Document" on page 7.3.
- 2** Adjust the document resolution to suit your fax needs (see "Adjusting the Document Resolution" on page 7.4).  
If you need to change the darkness, see "Darkness" on page 7.2.
- 3** Press **Menu** until "Fax Feature" appears on the top line of the display. The first available menu item, "DelayFax" displays on the bottom line.
- 4** Press **Enter**.
- 5** Enter the number of the receiving machine using the number keypad.  
You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see "Storing a Number for Speed Dialing" on page 7.9.
- 6** Press **Enter** to confirm the number on the display. The display asks you to enter another fax number to which to send the document.

---

**NOTE:** The Another No. prompt does not appear if you have added numbers for another broadcast or delay fax job. You must wait until the job is completed.

---

- 7** To enter more fax numbers, press **1** to select "Yes" and repeat steps 5 and 6. You can add up to 10 destinations.  
Note that you can input group dial numbers only once at first.
- 8** When you finish entering fax numbers, press **2** to select "No" at the Another No. prompt.  
The display asks you to enter a name.
- 9** To assign a name to the transmission, enter the name you want. For details about entering characters, see "Entering Characters Using the Number Keypad" on page 2.9.  
If you do not want to assign a name, skip this step.
- 10** Press **Enter**. The display shows the current time and asks you to enter the starting time when the fax is to be sent.
- 11** Enter the time using the number keypad.  
To select "AM" or "PM" for 12-hour format, press the \* or # button or any number button.  
If you set a time earlier than the current time, the document will be sent at that time on the following day.
- 12** Press **Enter** when the starting time displays correctly.

- 13** The document is scanned into memory before transmission. The display shows memory capacity and the number of pages being stored in memory.  
For a document placed on the document glass, the display asks if you want to load another page. Select "1:Yes" to add. Otherwise, select "2:No".
- 14** The machine returns to Standby mode. The display reminds you that you are in Standby mode and that a delayed fax is set.

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**NOTE:** If you want to cancel the delayed transmission, see "Canceling a Scheduled Fax" on page 7.13.

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## Sending a Priority Fax

Using the Priority Fax feature, a high priority document can be sent ahead of reserved operations. The document is scanned into memory and transmitted when the current operation is finished. In addition, priority transmission will interrupt a broadcast operation between stations (i.e., when the transmission to station A ends, before transmission to station B begins) or between redial attempts.

- 1** Load the document(s) face up into the ADF.  
OR  
Place a single document face down on the document glass.  
For details about loading a document, see "Loading a Document" on page 7.3.
- 2** Adjust the document resolution to suit your fax needs (see "Adjusting the Document Resolution" on page 7.4).  
If you need to change the darkness, see "Darkness" on page 7.2.
- 3** Press **Menu** until "Fax Feature" appears on the top line of the display.
- 4** Press the scroll button (◀ or ▶) to display "Priority Fax" on the bottom line and press **Enter**.
- 5** Enter the number of the receiving machine using the number keypad.  
You can also press and hold the digit button of the speed dial number if you have assigned one. To store the speed dial number, see "Storing a Number for Speed Dialing" on page 7.9.
- 6** Press **Enter** to confirm the number. The display asks you to enter a name.
- 7** To assign a name to the transmission, enter the name you want. For details about entering characters, see "Entering Characters Using the Number Keypad" on page 2.9.  
If you do not want to assign a name, skip this step.

**8** Press **Enter**.

The document is scanned into memory before transmission. The display shows memory capacity and the number of pages being stored in memory.

For a document placed on the document glass, the display asks if you want to load another page. Select "1:Yes" to add. Otherwise, select "2:No".

**9** The machine shows the number being dialed and begins sending the document.

---

## Adding Documents To a Scheduled Fax

You can add documents to a delayed transmission previously reserved in your machine's memory.

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

OR

Place a single document face down on the document glass.

For details about loading a document, see "Loading a Document" on page 7.3.

**2** Adjust the document resolution to suit your fax needs (see "Adjusting the Document Resolution" on page 7.4).

If you need to change the darkness, see "Darkness" on page 7.2.

**3** Press **Menu** until "Fax Feature" appears on the top line of the display.

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

The display shows the last job reserved in memory.

**5** Press the scroll button (◀ or ▶) until you see the fax job to which you want to add documents and press **Enter**.

The machine automatically stores the documents in memory, and the display shows memory capacity and the number of pages.

For a document placed on the document glass, the display asks if you want to load another page. Select "1:Yes" to add. Otherwise, select "2:No".

**6** After storing, the machine displays the numbers of total pages and added pages and then returns to Standby mode.

---

## Canceling a Scheduled Fax

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

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

The display shows the last job reserved in memory.

**3** Press the scroll button (◀ or ▶) until you see the fax job you want to cancel, and press **Enter**.

**4** When the display confirms your selection, press **1** to select "Yes". The selected job is canceled and the machine returns to Standby mode.

To cancel your selection, press **2** to select "No".

## Additional Features

### Using Secure Receiving Mode

You may need to prevent your received faxes from being accessed by unauthorized people. You can turn on Secure Receiving mode to restrict printing of received faxes when the machine is unattended. In Secure Receiving mode, all incoming faxes go into memory. When the mode is deactivated, any stored faxes are printed.

To turn Secure Receiving mode on:

- 1 Press **Menu** until "Advanced Fax" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until "Secure Receive" appears on the bottom line and press **Enter**.
- 3 Press the scroll button (◀ or ▶) to display "On" on the bottom line and press **Enter**.
- 4 Enter a four-digit password you want to use, using the number keypad and press **Enter**.

**NOTE:** You can activate Secure Receiving mode without setting a password, but cannot protect your faxes.

- 5 Re-enter the password to confirm it and press **Enter**.
- 6 To return to Standby mode, press **Stop/Clear**.

When a fax is received in Secure Receiving mode, your machine stores it in memory and displays "Secure Receive" to let you know that there is a fax stored.

To print received documents:

- 1 Press **Menu** until "Advanced Fax" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until "Secure Receive" appears on the bottom line and press **Enter**.
- 3 Press the scroll button (◀ or ▶) to display "Print" on the bottom line and press **Enter**.
- 4 Enter the four-digit password and press **Enter**.

The machine prints all of the faxes stored in memory.

To turn Secure Receiving mode off:

- 1 Press **Menu** until "Advanced Fax" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until "Secure Receive" appears on the bottom line and press **Enter**.
- 3 Press the scroll button (◀ or ▶) to display "Off" on the bottom line and press **Enter**.
- 4 Enter the four-digit password and press **Enter**.  
The mode is deactivated and the machine prints all faxes stored in memory.
- 5 To return to Standby mode, press **Stop/Clear**.

### Printing Reports

Your machine can print reports containing useful information. The following reports are available:

#### Phonebook List

This list shows all of the numbers currently stored in the machine's memory as speed dial and group dial numbers.

You can print this Phonebook list using the **Phone Book** button: see "Printing a Phonebook List" on page 7.11.

#### Sent Fax Report

This report shows information on the faxes you have recently sent.

#### Received Fax Report

This report shows information on the faxes you have recently received.

#### System Data List

This list shows the status of the user-selectable options. You may print this list to confirm your changes after changing any settings.

#### Scheduled Job Information

This list shows the document(s) currently stored for Delayed faxes. You may print this list to check the delayed faxes and the starting times.

#### Message Confirmation

This report shows the fax number, the number of pages, the elapsed time of the job, the communication mode, and the communication results for a particular fax job.

You can set up your machine to automatically print a message confirmation report after each fax job. See "MSG Confirm" on page 7.2.

#### Junk Fax Number List

This list shows up to 10 fax numbers specified as junk fax numbers. To add or delete numbers to or from this list, access the Junk Fax Setup menu: see "Junk Fax Setup" on page 7.15. When the Junk Fax Barrier feature is turned on, incoming faxes from those numbers are blocked.

This feature recognize the last 6 digits of the fax number set as a remote fax machine's ID.

#### Multi-communication Report

This report is printed automatically after sending documents from more than one location.

## Power Failure Report

This report is printed out automatically when power is restored after a power failure, if any data loss occurs due to the power failure.

**NOTE:** The lists you have set to print out automatically don't print out when there is no paper loaded or a paper jam has occurred.

## Printing a Report

- 1 Press **Menu** until "Reports" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) to display the report or list you want to print on the bottom line.
  - Phone Book: Phonebook list
  - Sent Report: Sent fax report
  - RCV Report: Received fax report
  - System Data: System data list
  - Scheduled Jobs: Scheduled job information
  - MSG Confirm: Message confirmation
  - Junk Fax List: Junk fax number list
- 3 Press **Enter**.  
The selected information prints out.

## Using Advanced Fax Settings

Your machine has various user-selectable setting options for sending or receiving faxes. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data list. For details about printing the list, see above.

## Changing Setting Options

- 1 Press **Menu** until "Advanced Fax" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until you see the menu item you want on the bottom line and press **Enter**.
- 3 When the option you want appears on the display, choose a status by pressing the scroll button (◀ or ▶) or enter a value using the number keypad.
- 4 Press **Enter** to save the selection.
- 5 You can exit from Setup mode at any time by pressing **Stop/Clear**.

## Advanced Fax Setting Options

| Option                           | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Send Forward                     | You can set the machine to send a copy of all outgoing faxes to a specified destination, in addition to the fax numbers you entered.<br>Select <b>Off</b> to turn this feature off.<br>Select <b>On</b> to turn this feature on. You can set the number of the fax machine to which faxes are to be sent.                                                                                                                                                                                                                                                                                                                                         |
| RCV Forward                      | You can set your machine to forward incoming faxes to another fax number during a specified time period. When a fax arrives at your machine, it is stored in memory. Then, the machine dials the fax number that you have specified and sends the fax.<br>Select <b>Off</b> to turn this feature off.<br>Select <b>On</b> to turn this feature on. You can set the fax number to which faxes are forwarded. Then, you can enter the starting time and date, and/or the ending time and date. The <b>Print Local Copy</b> option allows you to set the machine to print the fax on your machine, if fax forwarding is completed without any error. |
| Junk Fax Setup                   | Using the Junk Fax Barrier feature, the system will not accept faxes sent from remote stations whose numbers are stored in the memory as junk fax numbers. This feature is useful for blocking any unwanted faxes.<br>Select <b>Off</b> to turn the feature off. Your machine accepts all faxes.<br>Select <b>On</b> to turn the feature on. You can set up to 10 fax numbers as junk fax numbers using the <b>Set</b> option. After storing numbers, your machine will not accept faxes from the registered stations. To delete all junk fax numbers, use the <b>All Delete</b> option.                                                          |
| Secure Receive                   | You can keep your received faxes from being accessed by unauthorized people.<br>For further details about setting this mode, see "Using Secure Receiving Mode" on page 7.14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Prefix Dial                      | You can set a prefix dial number of up to five digits. This number dials before any automatic dial number is started. It is useful for accessing a PABX exchange.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Stamp RCV Name                   | This option allows the machine to automatically print the page number, and the date and time of reception at the bottom of each page of a received document.<br>Select <b>Off</b> to turn this feature off.<br>Select <b>On</b> to turn this feature on.                                                                                                                                                                                                                                                                                                                                                                                          |
| ECM Mode (Error Correction Mode) | Error Correction Mode helps with poor line quality and makes sure any faxes you send are sent smoothly to any other ECM-equipped fax machine. If the line quality is poor, it takes more time to send a fax when you are using ECM.<br>Select <b>Off</b> to turn this feature off.<br>Select <b>On</b> to turn this feature on.                                                                                                                                                                                                                                                                                                                   |

# 8 Maintenance

This chapter provides information for maintaining your machine and the toner cartridge.

This chapter includes:

- **Clearing the Memory**
- **Setting the Machine to be Checked by Phone (Only for SCX-4521F)**
- **Cleaning Your Machine**
- **Maintaining the Toner Cartridge**
- **Consumables and Replacement Parts**
- **Replacing the ADF Rubber Pad**

## Clearing the Memory

You can selectively clear information stored in your machine's memory.



**CAUTION:** For SCX-4521F users, before clearing the memory, make sure that all fax jobs have been completed.

- 1** Press **Menu** on the control panel until "Maintenance" appears on the top line of the display.
- 2** Press the scroll button (◀ or ▶) until you see "Clear Memory" on the bottom line and press **Enter**.  
The first available menu item, "Clear All Mem.", displays on the bottom line.
- 3** Press the scroll button (◀ or ▶) until you see the item you want to clear.
  - **Clear All Mem.:** Clears all of the data stored in the memory.
  - **Paper Setting:** Restores all of the Paper Setting options to the factory default.
  - **Machine Setup:** Resets all of your settings to the factory default.
  - **Copy Setup:** Restores all of the Copy Setup options to the factory default.
  - **Fax Setup:** (Only for SCX-4521F) Restores all of the Fax Setup options to the factory default.
  - **Fax Feature:** (Only for SCX-4521F) Cancels all of the scheduled fax jobs in the machine's memory.
  - **Advanced Fax:** (Only for SCX-4521F) Restores all of the Advanced Fax setting options to the factory default.
  - **Sound/Volume:** (Only for SCX-4521F) Restores all of the Sound/Volume settings to the factory default.
  - **Sent Report:** (Only for SCX-4521F) Clears all records of sent faxes.
  - **RCV Report:** (Only for SCX-4521F) Clears all records of received faxes.
  - **Phone Book:** (Only for SCX-4521F) Clears the speed dial and group dial numbers stored in the memory.
- 4** Press **Enter**. The selected memory is cleared and the display asks you to continue clearing the next item.
- 5** To clear another item, repeat steps 3 and 4.  
OR  
To return to Standby mode, press **Stop/Clear**.

## Setting the Machine to be Checked by Phone

(Only for **SCX-4521F**)

The Remote Test feature allows your machine to be checked out by a service company at a remote place by phone.

- 1 Press **Menu** on the control panel until "Maintenance" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) until you see "Remote Test" on the bottom line and press **Enter**.
- 3 Press the scroll button (◀ or ▶) to change the setting. Select "On" to enable this feature. Selecting "Off" protects your machine from being accessed by unauthorized people.
- 4 Press **Enter** to save the selection.
- 5 To return to Standby mode, press **Stop/Clear**.

## Cleaning Your Machine

To maintain print quality, follow the cleaning procedures below each time the toner cartridge is replaced or if print quality problems occur.



### CAUTIONS:

- Cleaning the cabinet of the machine with cleaning materials containing large amounts of alcohol, solvent, or other strong substances can discolor or crack the cabinet.
- While cleaning the inside of the machine, be careful not to touch the transfer roller, located underneath the toner cartridge. Oil from your fingers can cause print quality problems.

### Cleaning the Outside

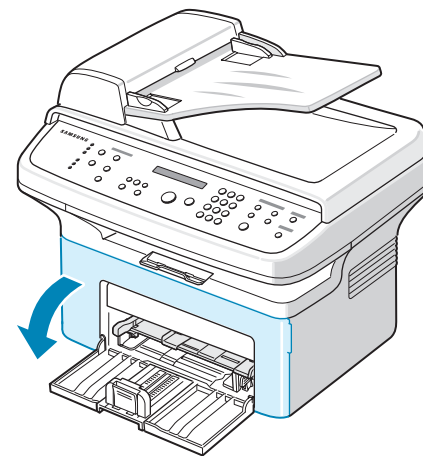
Clean the cabinet of the machine with a soft lint-free cloth. You can dampen the cloth slightly with water, but be careful not to let any water drip onto or into the machine.

### Cleaning the Inside

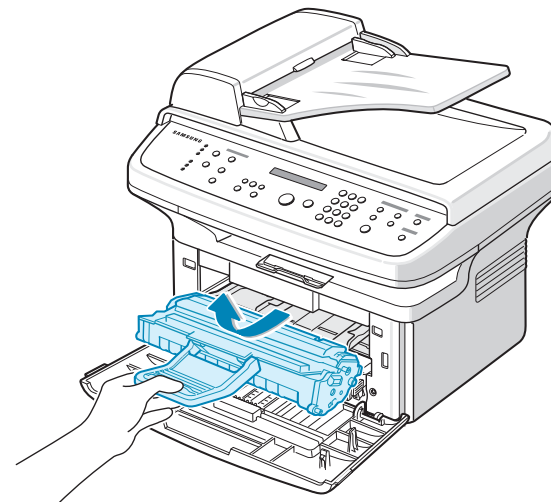
During the printing process, paper, toner, and dust particles can accumulate inside the machine. This buildup can cause print quality problems, such as toner specks or smearing. Cleaning the inside of the machine clears or reduces these problems.

- 1 Turn the machine off and unplug the power cord. Wait for the machine to cool down.

- 2 Open the front door.



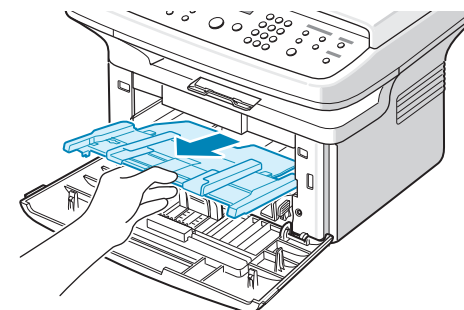
- 3 Pull the toner cartridge out, lightly pushing it down. Set it on a clean flat surface.



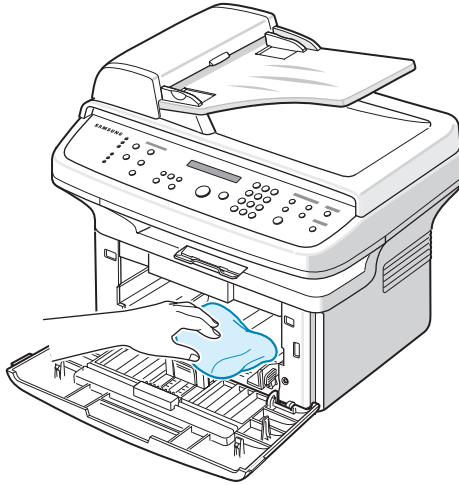
### CAUTIONS:

- 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 underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

- 4 Remove the manual tray by pulling it out.

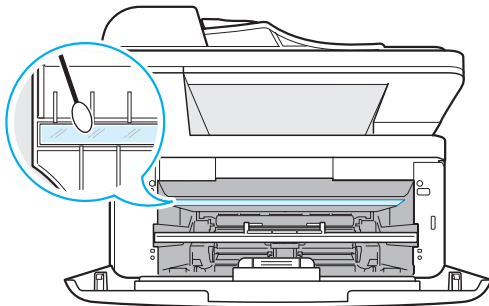


- 5 With a dry lint-free cloth, wipe away any dust and spilled toner from the toner cartridge area and the toner cartridge cavity.



**CAUTION:** Do not touch the black transfer roller inside the machine.

- 6 Locate the long strip of glass (LSU) inside the top of the cartridge compartment, and gently swab the glass to see if dirt turns the white cotton black.



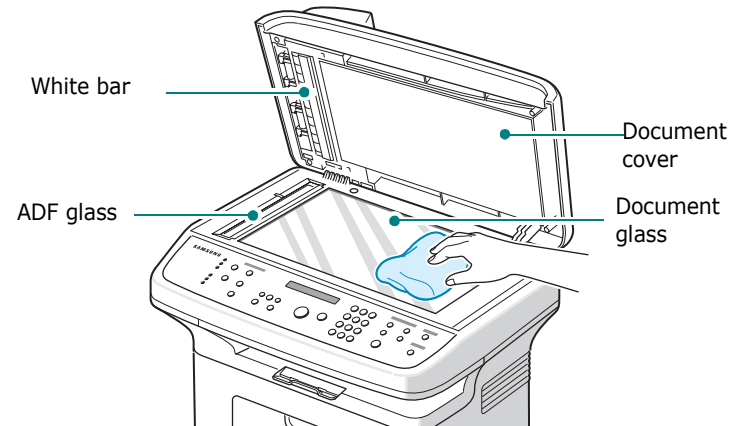
- 7 Reinsert the manual tray, toner cartridge and close the door.  
8 Plug in the power cord and turn the machine on.

## 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.

- 1 Slightly dampen a soft lint-free cloth or paper towel with water.  
2 Open the document cover.

- 3 Wipe the surface of the document glass and ADF glass until it is clean and dry.



- 4 Wipe the underside of the white document cover and white bar until it is clean and dry.  
5 Close the document cover.

## Maintaining the Toner Cartridge

### Toner cartridge storage

To get the most from the toner cartridge, keep the following guidelines in mind:

- Do not remove the toner cartridge from its package until ready for use.
- Do not refill the toner cartridge. **The machine warranty does not cover damage caused by using a refilled cartridge.**
- Store toner cartridges in the same environment as your machine.
- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

### Saving toner

To save toner, press the **Toner Save** button on the control panel; see "Toner Save Mode" on page 2.11. The button backlight turns on. Using this feature extends the life of the toner cartridge and reduces your cost per page, but it also reduces print quality.

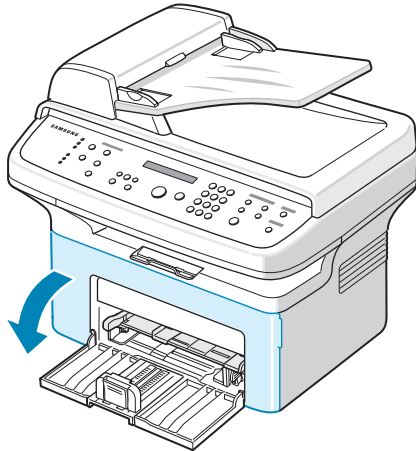
### Expected Cartridge Life

The life of the toner cartridge depends on the amount of toner that print jobs require. When printing text at ISO 19752 5% coverage, a new toner cartridge lasts an average of 3,000 pages. (The original toner cartridge supplied with the machine lasts an average of 1,000 pages.) The actual number may be different depending on the print density of the page you print. If you print a lot of graphics, you may need to change the cartridge more often.

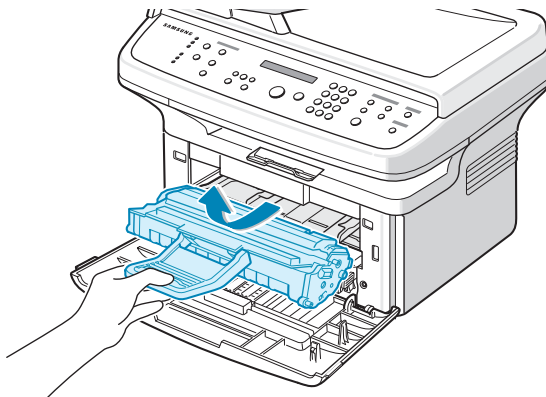
## Redistributing Toner

When the toner cartridge is near the end of its life, white streaks or light printing occurs. The LCD displays the warning message, "[Toner Low]". You can temporarily reestablish print quality by redistributing the remaining toner in the cartridge. In some case, white streaks or light printing still occurs even after you have redistributed the toner.

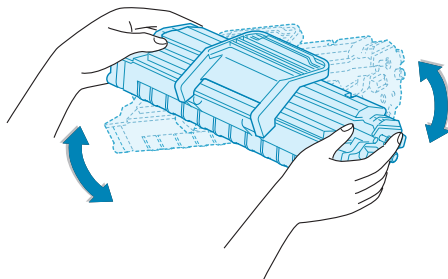
- 1 Open the front door.



- 2 Pull the toner cartridge out and remove it from the printer.



- 3 Gently shake the toner cartridge from side to side five or six times to redistribute the toner.



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



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

- 4 Reinstall the cartridge and close the front door. Make sure that the cover is securely closed. If it is not firmly closed, printing error may occur when you print.

## Replacing the Toner Cartridge

When the display on the control panel shows the warning message, "[Toner Empty]" the toner cartridge has run out but continues printing. For the SCX-4521F, incoming faxes are saved in memory. At this stage, the toner cartridges needs to be replaced.

**NOTE:** You can set the machine to ignore the "[Toner Empty]" message and to continue printing incoming faxes. See "Ignoring the Toner Empty Message (Only for SCX-4521F)" on page 8.5.

Remove the old toner cartridge and install a new toner cartridge. See "Installing the Toner Cartridge" on page 2.2.

## Setting the Notify Toner Option

(Only for **SCX-4521F**)

If you set the Notify Toner menu option to "On", your machine automatically sends a fax to your service company or the dealer to notify them. The fax number is preset by your dealer when you bought your machine.

Notification cases are like this:

- When the toner cartridges is low.
- When critical error occurred at your machine.  
(Error cases: CRU Fuse Error, Low Heat Error, LSU Error..)
- When notification day and notification pages that are preset by your dealer have passed.

- 1 Press **Menu** on the control panel until "Maintenance" appears on the top line of the display.
- 2 Press the scroll button (◀ or ▶) to display "Notify Toner" on the bottom line and press **Enter**.
- 3 **Enter** a four-digit password you want to use, using the number keypad and press **Enter**.  
(If you select this menu, for the first time after purchasing or after clearing all memory, Re-enter the password to confirm it and press **Enter**.)
- 4 Press the scroll button (◀ or ▶) to change the setting.  
Select "On" to enable this feature. Selecting "Off" disables this feature.
- 5 Press **Enter** to save the selection.
- 6 To return to Standby mode, press **Stop/Clear**.