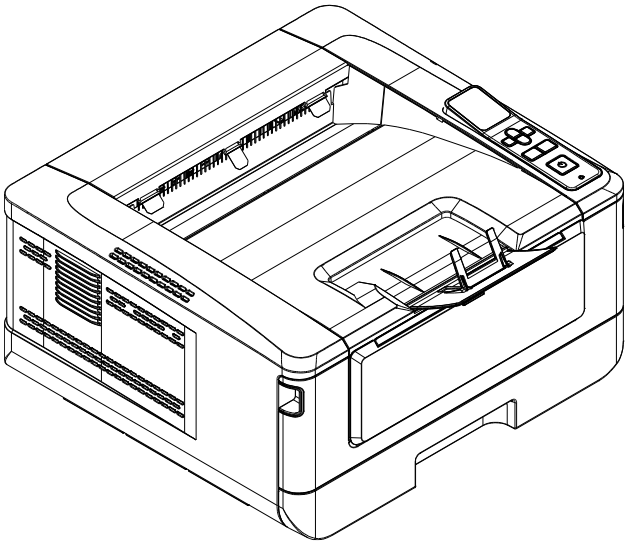
Capsul PB4000 Printer

User's Manual



capsul

Copyrights and Trademarks

Capsul® is a registered trademark of XSE Group, Inc.

Ethernet is a registered trademark of Xerox Corporation.

Windows 7, 8, 10, 11 are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and may be trademarks of their respective companies. We disclaim any and all rights to those marks.

Warranty

The information contained in this document(s) is subject to change without notice.

The manufacturer makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

The manufacturer shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

CE

European Union Regulatory Notice

Products bearing the CE marking comply with the following EU Directives:

- Low Voltage Directive 2014/35/EC
- EMC Directive 2014/30/EC
- Restriction of the use of certain hazardous substances (RoHS) Directive 2011/65/EU
- RED (Radio Equipment Directive) (2014/53/EC)

This product satisfies the Class B limits of EN55032, EN55035, and safety requirements of EN62368-1.

*This machine is certified as Class 1 LED product.

When this PRINTER has no operation for an extended period of time

Note: If the PRINTER is idle for a period of time (for example, overnight), turn off the PRINTER with the power switch. If the PRINTER is idle for a longer period of time (such as holidays), unplug the power cord from the electrical outlet to prevent danger.

Take care to remove the paper from the paper tray and store it in the wrapper to prevent the paper from getting wet.

Federal Communications Commission (FCC) compliance information statement Part 15

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 of the following measures:
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 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 an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Safety Information

When using this equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:



WARNING:
Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury.



CAUTION:

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

Important:
Indicates operational requirements and restrictions. Please read and follow these instructions to ensure a proper operation and to avoid damage to the machine.

Note:
Indicates further explanation or clarification. Reading this is highly recommended.

The following symbols indicate that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.



[General warning]



[Warning of high temperature]



[Warning of danger of electrical shock]

The following symbols indicate that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.



[Warning of prohibited action]



[Disassembly prohibited]

The following symbols indicate that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



[Alert of required action]



[Remove the power plug from the outlet]

Installation and the Operating Environment



Warning

Do not install the equipment near direct sun light, heating or air conditioning units. Direct sunlight or high temperature may damage the machine.



Do not install the equipment in a humid or dusty place. If dust or dust adheres to the power plug, clean the plug to avoid fire or electric shock.



Keep the vent hole on the back of the PRINTER at least 10 cm away from the wall to avoid overheating and fire.



Do not place or store the device:

- Outdoors
- Near excessive dirt or dust, water, or heat sources
- In locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity



Place the equipment securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.



Do not locate the device on rackety or aslope tables. Do not locate the device on unstable surface. The device may fall down and this may result in injury.



Place the device close enough to the computer so that the interface cable can easily reach between the device and the computer.

Do not place a coffee cup, vase, or other liquid-filled container on the machine. Spillage can damage the machine's electrical parts and insulation.



Make good use of the recycled paper while printing.

Caution

Place the device in an independent, well-ventilated area.



Place the device in a place with good environmental conditions. Operating the machine beyond the recommended temperature and humidity may cause an electrical fire.



Do not place heavy objects on the unit. It may cause unbalance and the device may fall down. This may result in injury.



Do not place the device in any position that may obstruct the output of the unit, as it may cause paper jams.



Safety Information During Operpation

Warning

To prevent fires, do not use flammable sprays near the machine.



Never attempt to open any fixed cover. Otherwise there is danger of electric shock, fire and laser beam and may cause blindness.



Never disassemble, modify, or attempt to repair the device or device option by yourself, except as specifically explained in the device's documentation. This could cause fire, electrical shock, or injury.



Do not attempt to alter the machine or its parts. Avoid contact with the internal high voltage part or the laser light beam, it may cause electric shock or blindness.



If this product becomes inordinately hot or emits smoke, or unusual odor or noise, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



Take care not to drop paper clips, staples, or any other metal objects into the machine.



The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as paper mis-feed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution! Hot Surface" caution label.



Under normal conditions the small quantities of ozone gas produced by the machine are harmless. However, if the machine is used for an extended period or within a small room, you should make sure that the area is adequately ventilated. Also ventilate the room if you notice the machine smells after a period of frequent or extended use.



Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a LSU beam source inside that could cause an electrical shock or blindness.



Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a LSU printhead, the LSU beam source could cause blindness.



If this product has been dropped or its cover damaged, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.



Take appropriate emergency measures when the following conditions occur



- When toner gets into your eyes, wash it off with water until your eyes are not painful. If the situation is serious, ask a doctor for treatment.
- When the toner gets on your skin, wash it off with soap and rinse it off.
- When you are in the toner inlet, leave the dust location immediately and rinse with plenty of water.
- When the toner is in the abdomen, spit it out and consult a doctor.

Do not use the device with wet hands.



Unplug the device and the USB cable, and refer servicing to qualified service personnel under the following conditions:



- Liquid has entered the device.
- Object has entered the device.
- The device has been dropped, or the case has been damaged.
- The device does not operate normally (i.e. appearance of smoke, strange smell, odd noise, etc.), or exhibits a distinct change in performance.。



Caution

When there is paper jam inside the machine, be sure to remove it thoroughly. The remaining paper in the machine may cause a fire. When the paper is attached to an invisible or difficult-to-see area, do not remove it by force to avoid injury and contact the service personnel or dealer for help.



The temperature inside of the machine may be very hot. When the paper jam is released, note any warning labels and do not touch it to avoid burns. It is recommended to clear the jam after the machine has cooled down.



When clearing paper jams, refer to the instructions in this manual.



When using a large number of copies of the machine for a long time, keep the indoor air flow. Otherwise you may feel a headache.



Unplug the device's power cord and USB cable before cleaning.



About the Consumables

Warning

Do not unpack the consumables and store the machine's consumables in any of these locations:



- Outdoors
- Near excessive dirt or dust, water, or heat sources
- In locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity

Do not throw the toner cartridge into the fire. After the toner remaining in the crucible comes into contact with the fire, the powder may explode and cause personal injury.



Caution

Do not discard the discarded toner cartridges. Please put the used waste toner cartridges in the supplied plastic bags and return them to the dealer or service personnel. (For the customer service locations around the company, please refer to our website.). The latter will recycle the used toner cartridge in accordance with relevant regulations.



The used consumables must be disposed of properly and in accordance with local environmental regulations, or disposed of by the company's designated dealer.



Safety Information When using power cord and the USB cable

Warning

Plug the power cord securely into the outlet. Do not touch the pins of the power cord plug with any metal objects as they may touch dangerous voltage points or short circuit. This can cause fire, electric shock or injury. Failure to do so may result in a fire or electric shock.



Before disconnecting the plug, turn the machine off. Make sure your hands are dry. Hold the plug itself, not its cord, when disconnecting it from the receptacle.



Do not share the power with other high-powered devices, as this may result in fire or electric shock.



Do not use extension cords as this may result in fire or electric shock.



Always use the correct AC power source. For future transportation and handling, please keep all packaging materials for this product.



Use only the USB cable that came with your device and avoid abrasions, cuts, fraying, crimping, and kinking. Using any other USB cable could cause fire, electrical shock, or injury.



Do not store the cables in the following locations:



- Outdoors
- Near excessive dirt or dust, water, or heat sources
- In locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity

Keep the supplied USB cable, etc., in a location that is out of reach of children to avoid the risk of injury.



Please put the packaging materials such as the supplied plastic bags in a place that children cannot obtain or discard them to avoid the risk of suffocation.



Caution

If you are not using the device for a long time, remove the USB cable from the connector.



This product has a power-saving mode and a standby mode. The zero-energy state can be achieved only when the product is connected without any external input power.

At least every year, please disconnect the power cord from the wall outlet to check whether the power cord is exposed, damaged, cracked, dent, hot, pin deformation or any burnt marks. If these conditions exist, please do not use the power cord again and contact the authorized service personnel or dealer.



Make sure the power cord is plugged into a grounded electrical outlet, otherwise it may cause a fire or electric shock.

Be sure to fully plug the power cord into a wall outlet. Failure to completely insert may cause unstable connections and heat build-up, creating an unsafe condition.

When disconnecting the power cord from the wall outlet, be sure to pull the plug, not the power cord, as this may damage the power cord and cause a fire or electric shock.



To repair the machine, be sure to disconnect the power cord from the wall outlet.

Make sure the power cord is firmly secure and will not trip over.

SAFETY INSTRUCTION

This printer is an A4 page printer which is operated by means of a LPH (LED Print Head). There is no possibility of danger from the LPH, provided the printer is operated according to the instructions in this manual. Since radiation emitted by the laser beam is completely confined within protective housings and external covers, the laser beams cannot escape from the machine during any phase of user operation.

This document is intended to be used for the Capsul PB4000. The illustrations use PB4000 as examples.

1. Overview

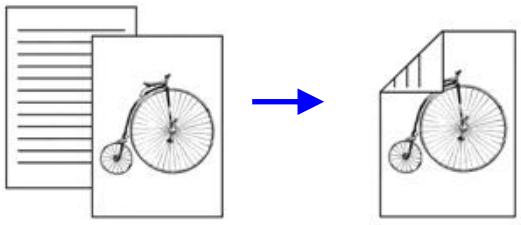
Introduction – A Better Approach to Workplace Technology

Congratulations on your purchase of the Capsul PB4000. Thank you for choosing our state-of-the-art printer which can be used for local and network printing up to A4 size. Through the clear LCD display and control panel, operation becomes simple and easy.

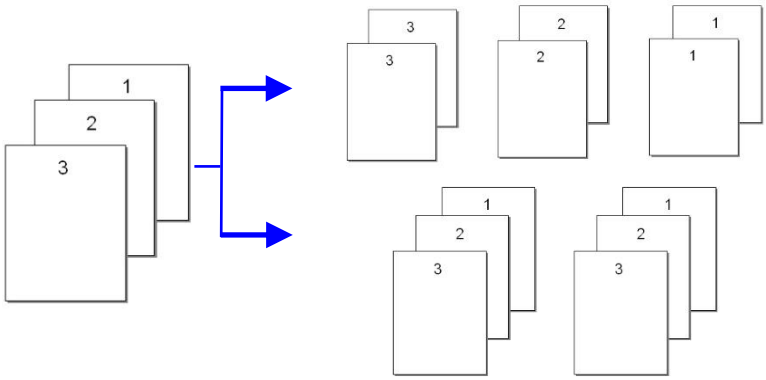
Features

This product provides the following features to make your print out more efficient and effective.

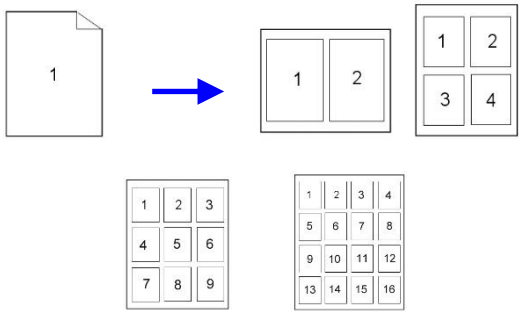
- **Print on Both Sides:** Prints two pages (one on each side) on a single sheet of paper.



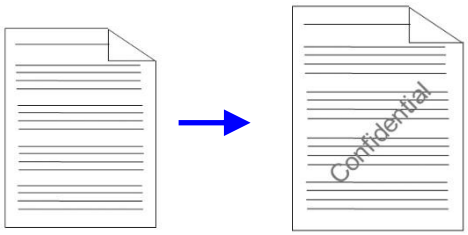
- **Collate**: Prints multiple copies at one time and sorts the printed pages.



- **Print Multiple Pages on a Single Sheet:** Prints two or four pages of the original on a single sheet of paper. A maximum of 16 pages can be printed on a single sheet of paper.

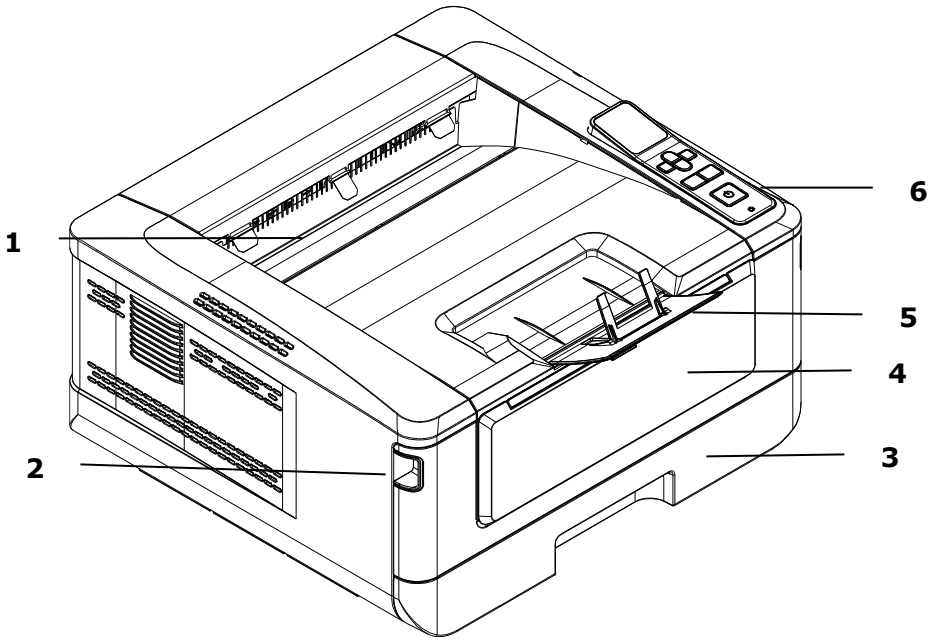


- **Print Watermark:** Print text such as confidential, important content or image in the background.



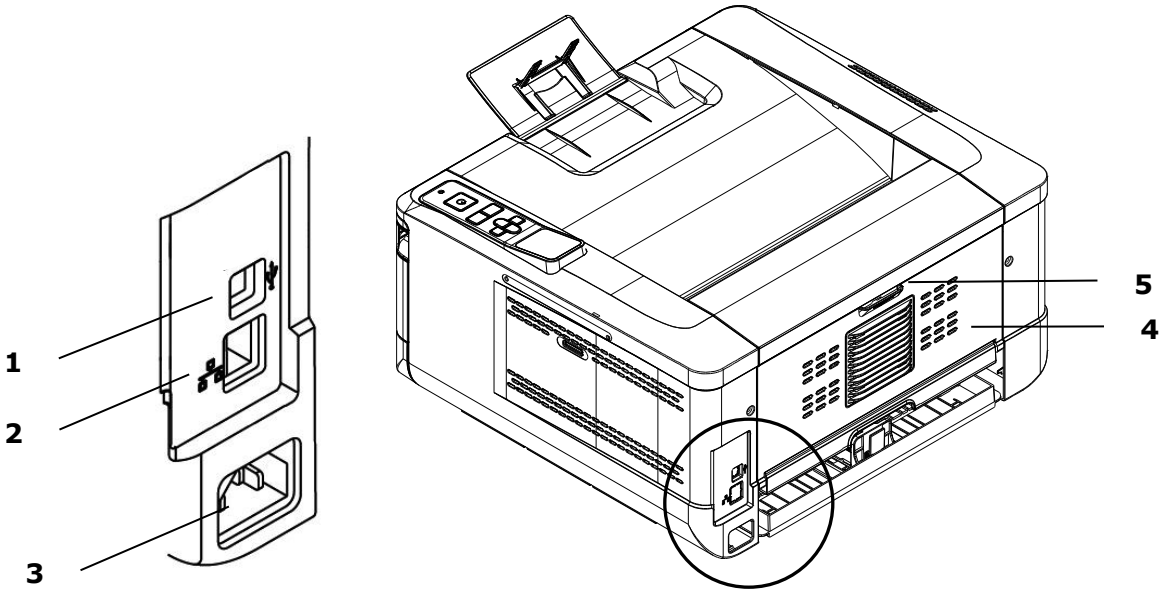
External View

The Front View



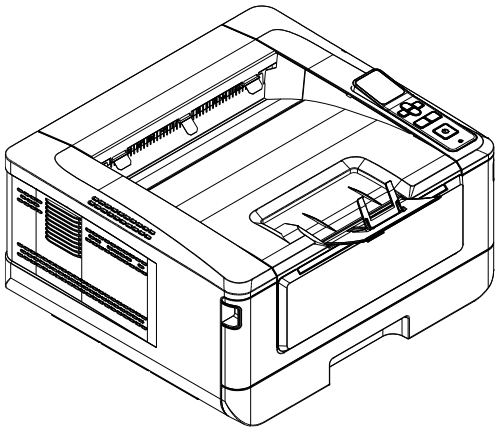
1. Output Tray	4. Front Cover
2. Handle of the Front Cover	5. Paper Stopper
3. Main Paper Tray	6. Control Panel

The Rear View



1. USB Port (Type B, to PC)	4. Rear cover
2. LAN Port	5. Handle of the Rear Cover
3. Power Receptacle	

Package Contents



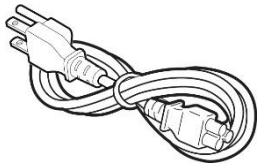
Main unit



Software CD (*Printer Driver, User Manual)



USB Cable



Power Cable

* You may also download the driver and manual at capsuloffice.com/download-library.

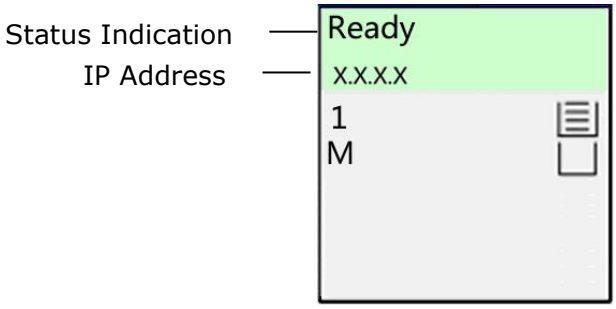
The Control Panel



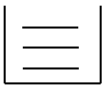
Button	Description
	Used to display or select an option.
	Used to scroll forwards through menu selection.
	• Used to scroll backwards through menu selection. • Used to go back to the previous level.
	• Used to enter the Menu mode. • Used to confirm a selection in Menu mode.
	• Press to cancel a current job. • Used to exit the Menu option. • Long press for 5 seconds to print the usage report. (Available only in ready status)
	• Short press to turn on the power. • Long press for 5 seconds to turn off the power.

Name of LED	Description
Power 	• Steady green light: Indicate power has been turned on. • Green light extinguished: Indicate power has been turned off.

LCD Screen



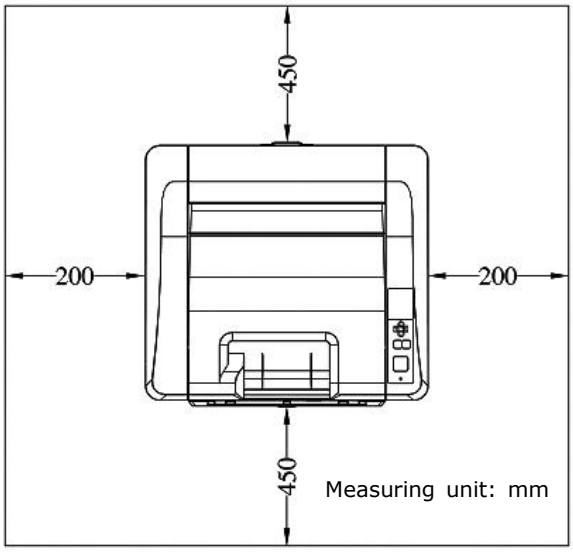
Status Bar

Item	Description
Ready **IP Address**	Connect the network cable and obtain an IP address successfully. If the network cable is not connected or the IP cannot be obtained from the DHCP Server, it will display 0.0.0.0
1 **M**	1: Indicate Tray 1. M: Indicate Manual Tray.
	Displays the percentage of paper capacity in the paper tray (0%、25%、50%、75%、100%). 0%: / 25%: / 50%: / 75%: / 100%:  Manual Tray: 100% - with paper, 0% - no paper.  : This indicates the paper can not be used.
Slow down indicator 	The temperature inside the printer is too high. The Backside printing for duplex printing will pause for 6 seconds temporarily. After the machine has been idle for a few minutes and the temperature has been lowered to normal temperature, the [Slow down indicator] icon will disappear.

2. Installation

Operation Space

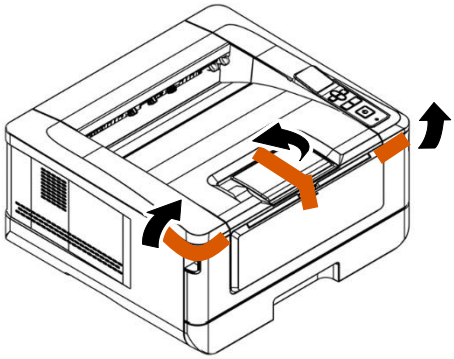
Please reserve the following operation space.

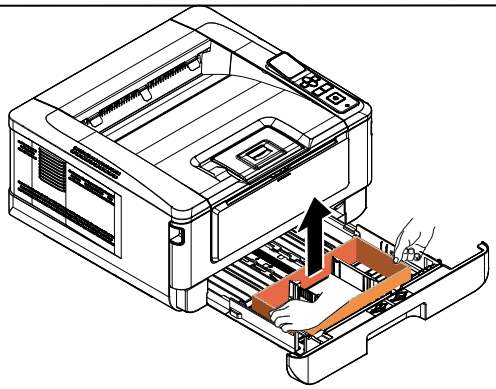


Machine dimension: 404 x 380 x 205 mm (WxDxH)

Removing the Tapes and the Cushion

Remove the packing material and tapes of the product.

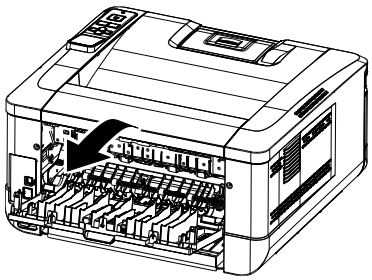




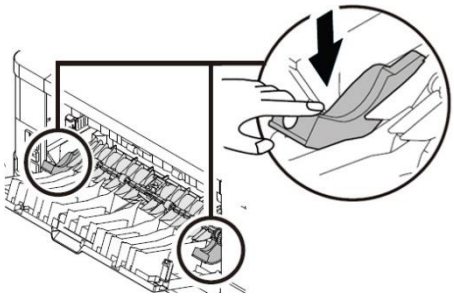
Remove the cushion in the paper tray.

Remove the Spacers

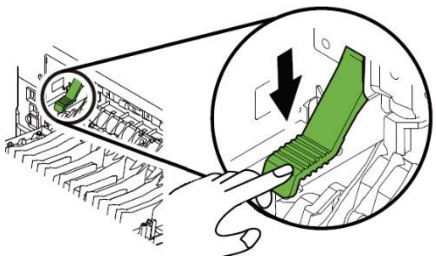
1. Open the rear cover by pulling the handle of the rear cover.



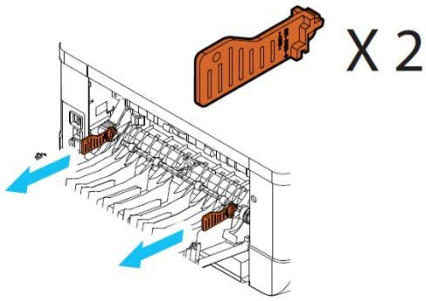
2. Pull down two ends of the paper path.



3. Pull down the green release arms as indicated.



4. Remove the spacers on both sides as illustrated.

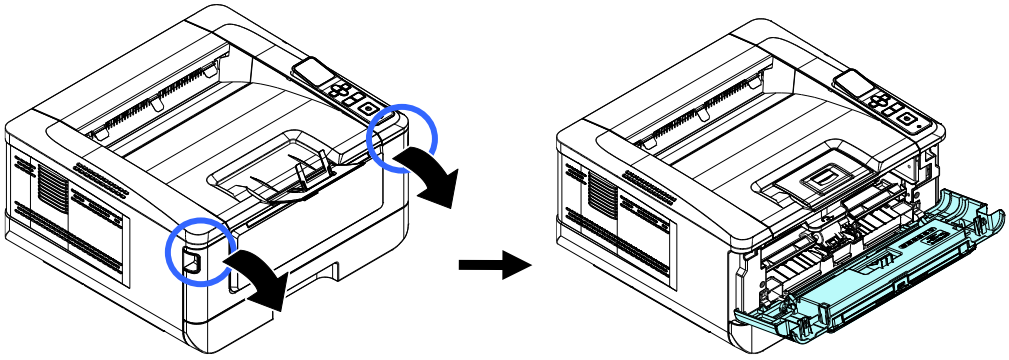


Removing the Tapes, Protective Sheet, and Seal on the Drum and Toner Cartridge Assembly

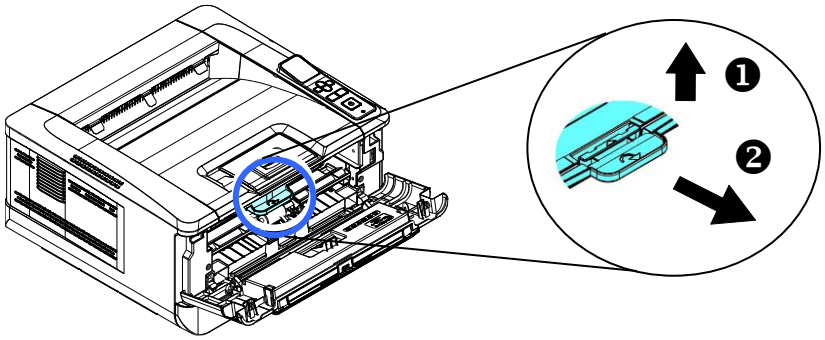
WARNING!

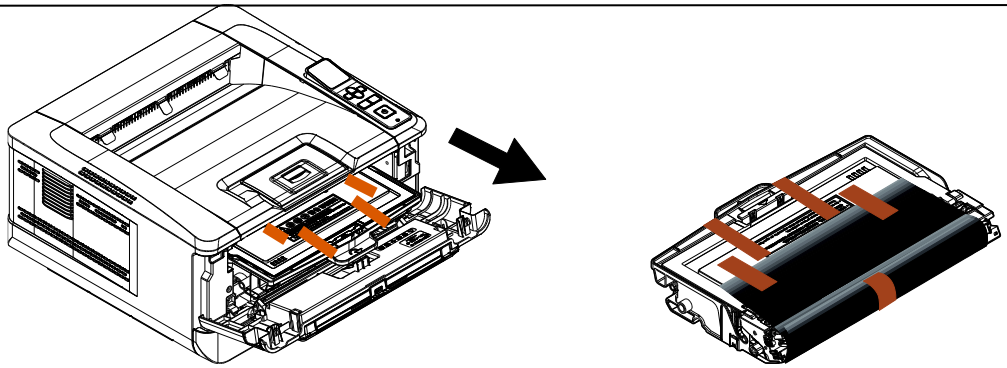
- Be careful not to inhale toner.
- To avoid print quality problems, DO NOT touch the toner rollers.
- If toner gets on your clothing or other fabric, wipe off the toner with a dry cloth. Wash the items in cold water and dry them in the shade.
- To prevent the toner cartridge from damage, do not expose it more than several minutes.

1. Open the front door by pulling the handles on both sides as shown.

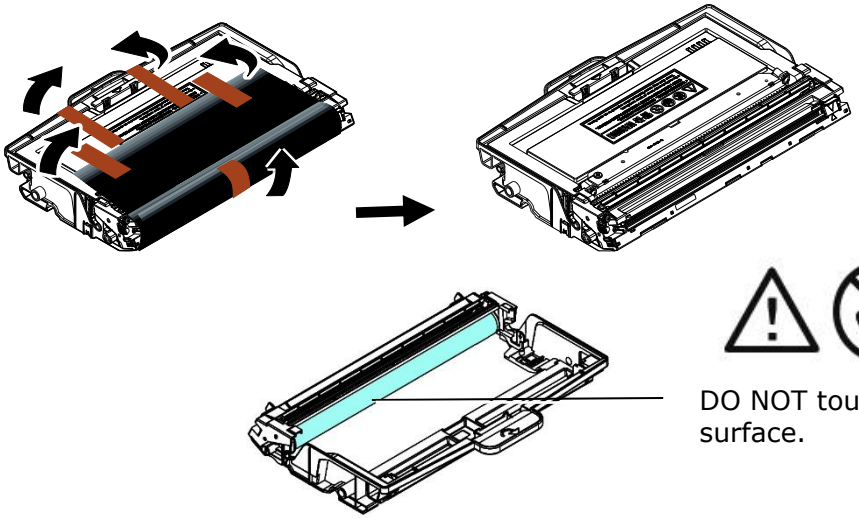


2. Lift the handle of the drum unit up and then pull it out as shown.





3. Remove all the tapes, protective sheets on the drum and toner cartridge assembly.

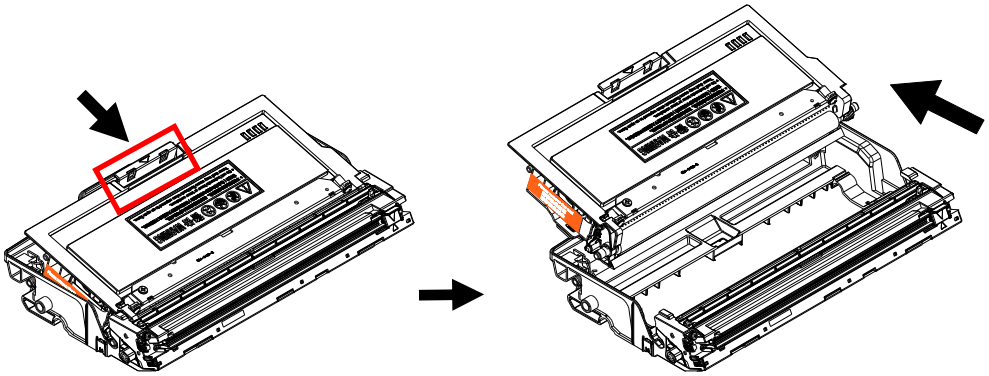


DO NOT touch the drum surface.

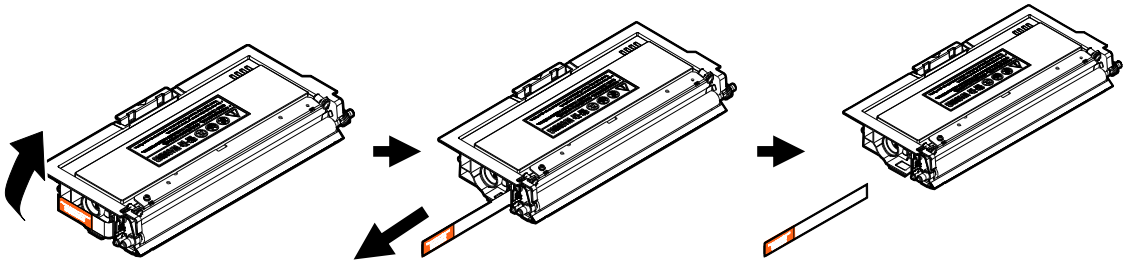
Important!

- DO NOT touch the drum surface since the fingerprints or other marks may affect the print quality.
- DO NOT expose the drum unit under light for a few minutes. Install the drum unit as soon as the package is opened.

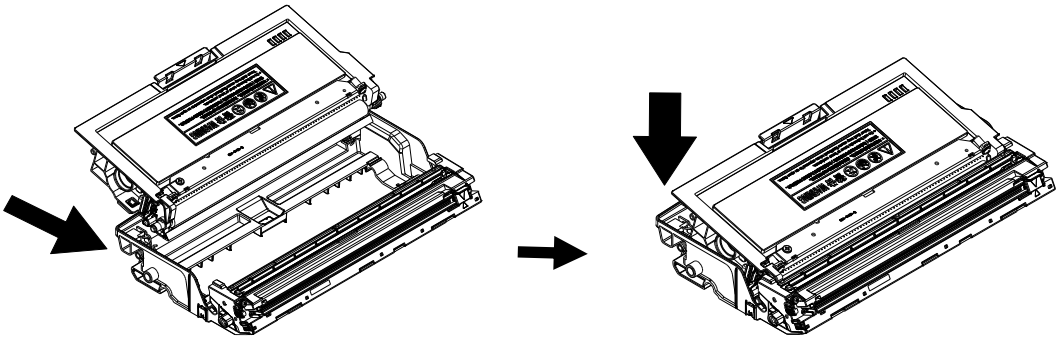
4. Push the latch in the middle of the toner cartridge forward in the direction of the arrow to separate the toner cartridge from the drum.



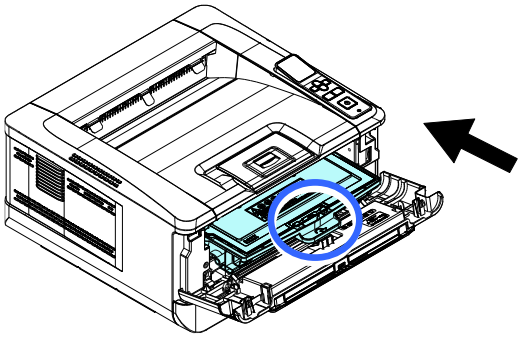
5. Pull out the protective seal of the toner cartridge until it is completely removed.



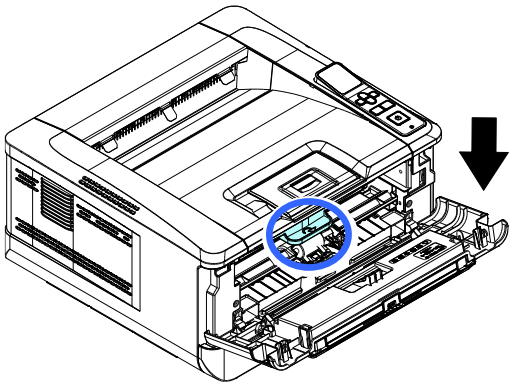
6. Install the toner cartridge to the drum unit until you hear it lock into place.



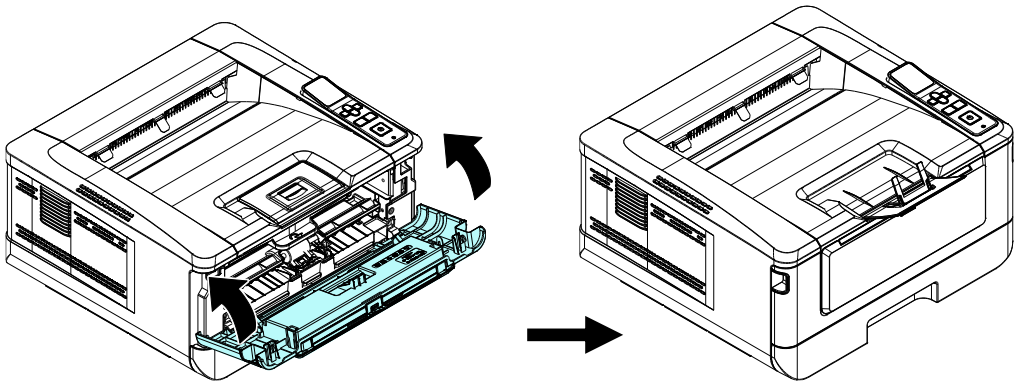
7. Hold the handle of the drum and toner cartridge assembly and insert the assembly to its original place.



8. Press down the handle of the toner cartridge to fix the toner cartridge.



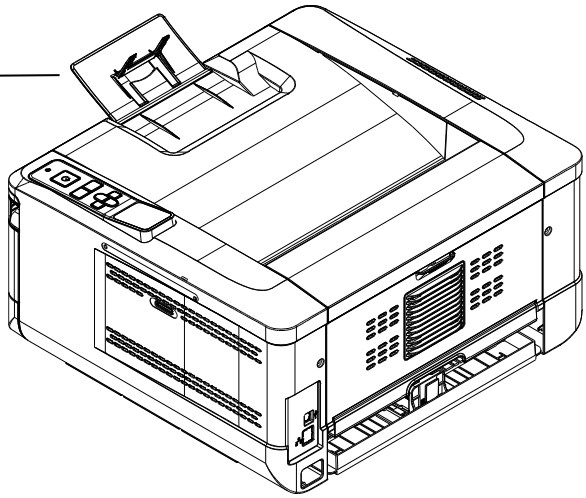
9. Close the front cover.



Lifting Up the Paper Stopper

Gently lift the paper stopper and its extension to collect the paper.

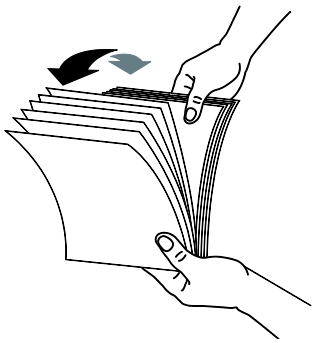
Paper Stopper



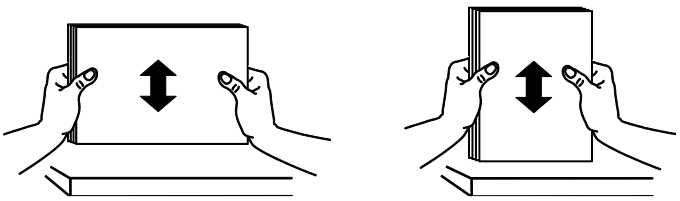
Loading Paper into The Main Tray

To insert paper to the main paper tray,

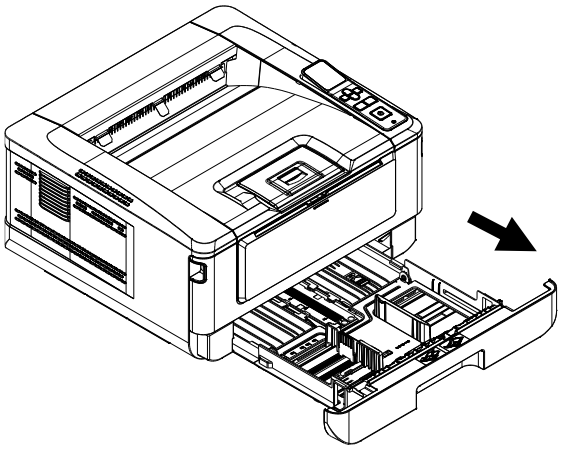
1. Fan your paper first to ensure that the pages do not stick together.



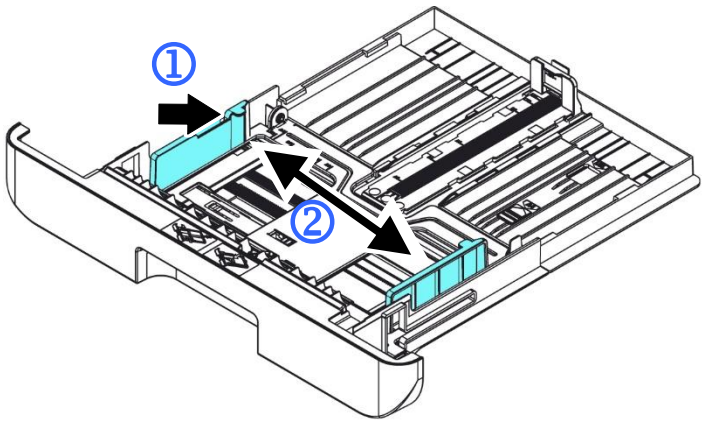
2. Align the edges of the documents by tapping the bottom of the stack against the table top. Rotate the stack 90 degrees and repeat.



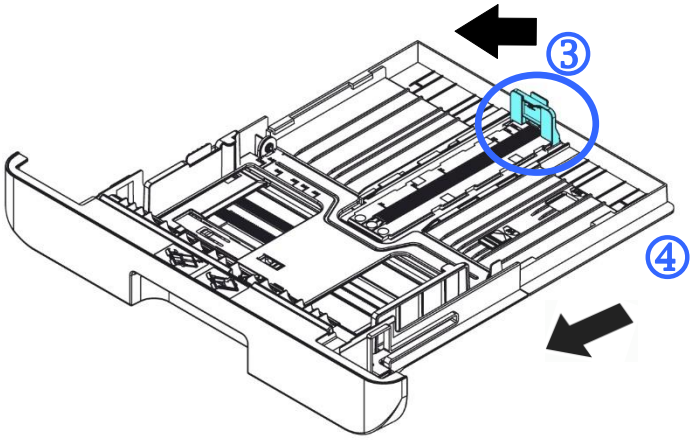
3. Lift the handle of the main paper tray and then pull out the main tray.



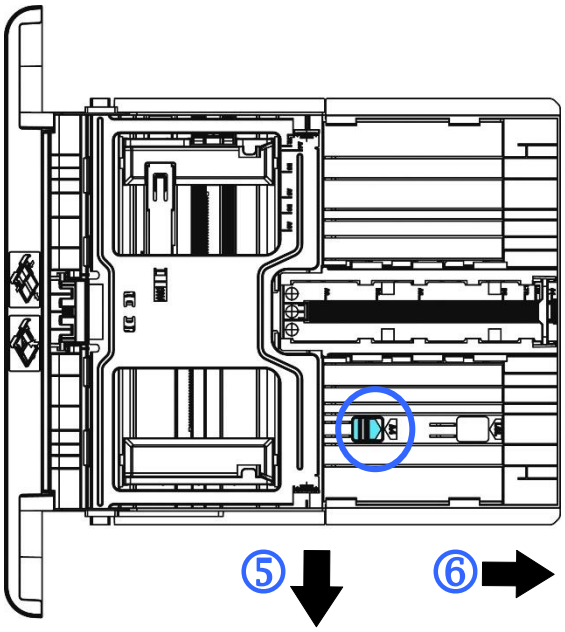
4. Push the width guide tab (①), and move the width guide (②)to the correct position for the paper size being loaded.



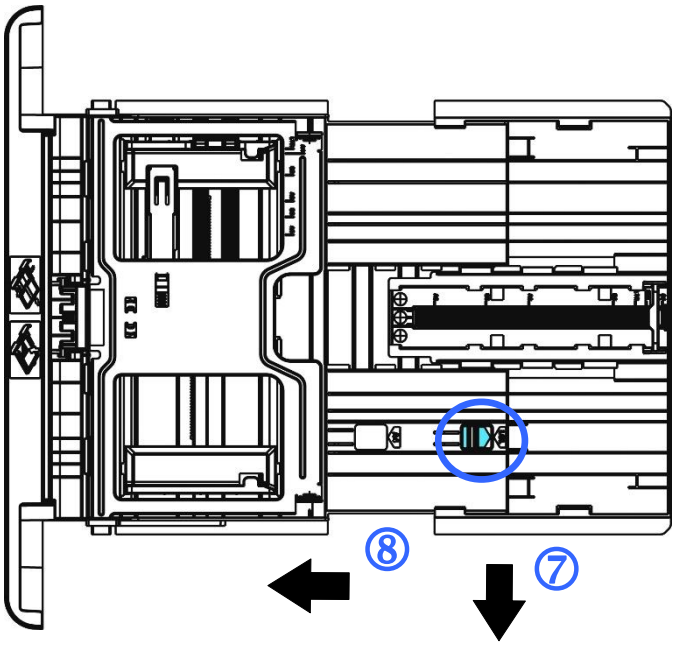
5. Push the length guide (③), and slide the guide (④) to the correct position for the paper size being loaded.



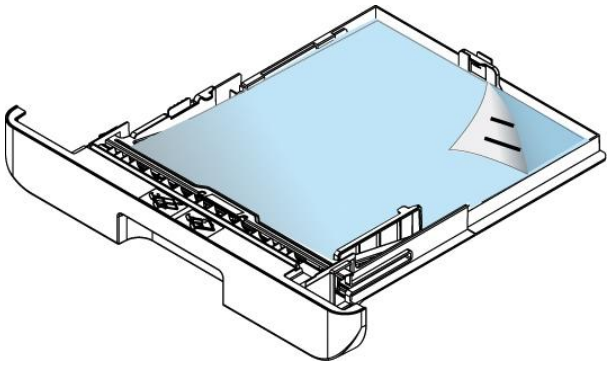
6. If you want to load a sheet of paper larger than the length of A4, press down the first length adjustment latch (⑤), and at the same time slide the manual tray to the right (⑥) until it reaches the paper size you want.



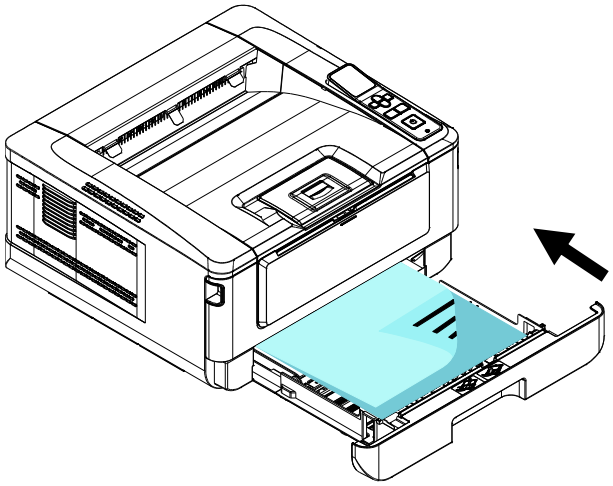
To move the tray back to the original A4 length, press down the second length adjustment latch (⑦), and at the same time slide the manual tray to the left (⑧).



7. Load the paper stack with the **Printing Side Facing Down** as illustrated.



8. Insert the tray to the printer.



Paper sizes and weights used for Main paper tray

Paper capacity	250 pages（70 g/m² plain paper）
Paper size	A4 (210 x 297 mm) A6 (105 x 148 mm) B6 (JIS) (125 x 176 mm) B5 (JIS) (176 x 250 mm) Letter (216 x 279 mm) Legal (216 x 356 mm) Legal 13 (216 x 330 mm) Oficio (216 x 340 mm) Custom Size: 76 x 127 mm ~ 216 x 356 mm
Paper weight	60 ~ 120 g/m²

* Duplex printing is available only for paper in Legal, Legal 13, Oficio, A4, B5 (JIS) or Letter size.

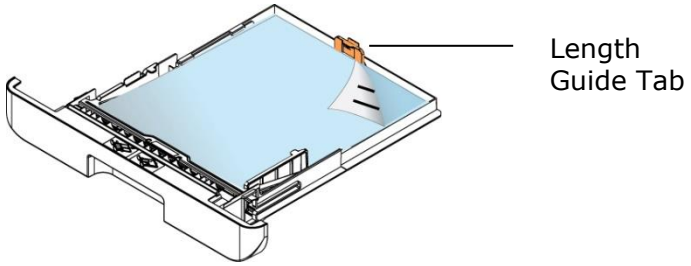
Note:

- To ensure the best quality printing and copying, please use the paper or media which we have recommended.
- Make sure to fan your paper before loading it to the paper tray.
- If there are instructions about the printing side on the package of your paper, please follow the instructions to load your paper properly with the correct printing side to the paper tray.
- If the printing quality is not satisfactory or paper jams are easily to occur, turn over the paper stack so that the top page is now on bottom and then reload it to the paper tray.
- Pack and seal the remaining paper with the original packaging and store the paper in a dark and dry location away from the sunshine. Paper which collects much moisture is easy to cause jam during printing.

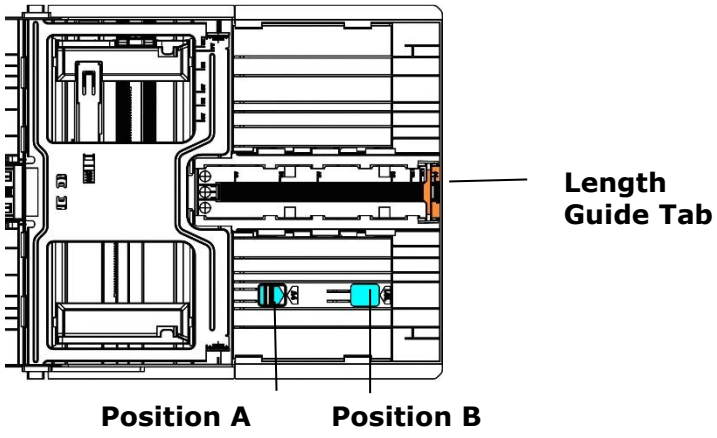
Important:

To avoid the chance of miss-fed, make sure the length guide tab and length slider are installed in their proper positions.

- Make sure the end of your paper slightly touch the length guide as indicated in below.



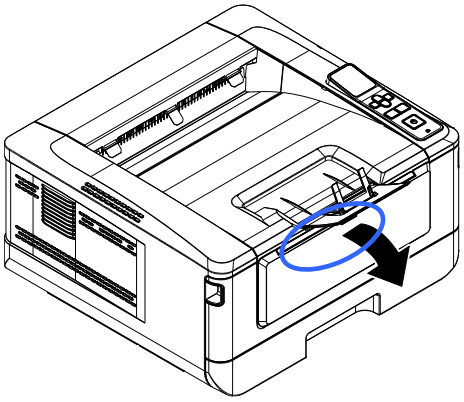
- Make sure the length slider is installed in the specified location in either position A or B as shown in below.



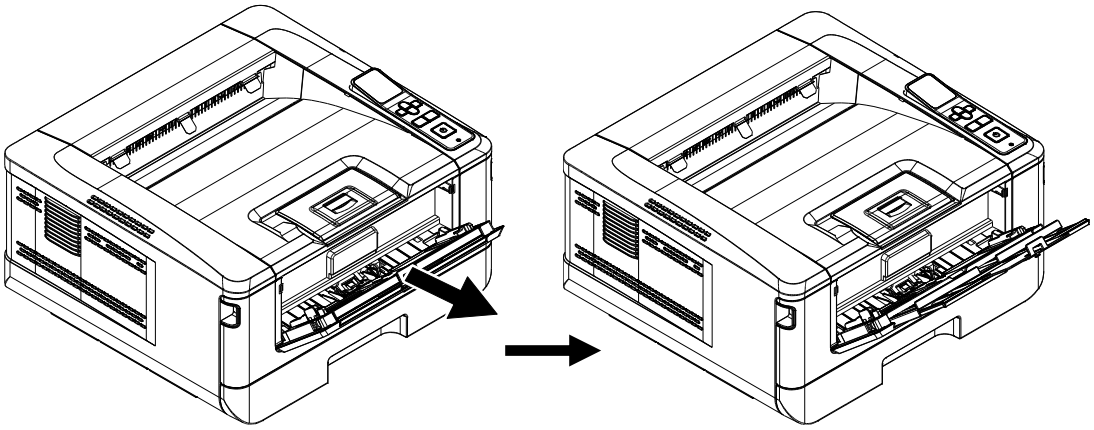
Loading the Manual Tray

To insert paper to the manual tray,

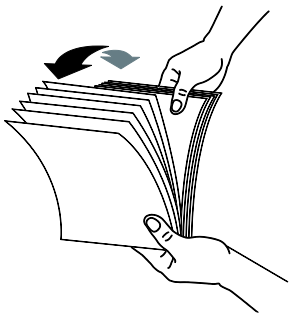
1. Hold the handle of the manual tray, and pull it down to open the manual tray.



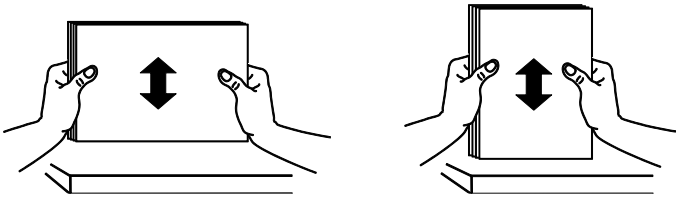
2. Pull out the tray extension to fit your desired paper length.



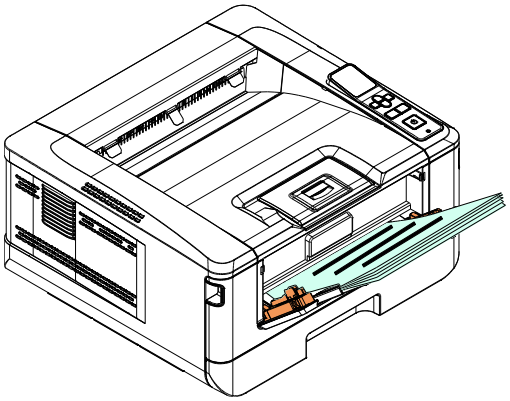
3. Fan your paper first to ensure that the pages do not stick together.



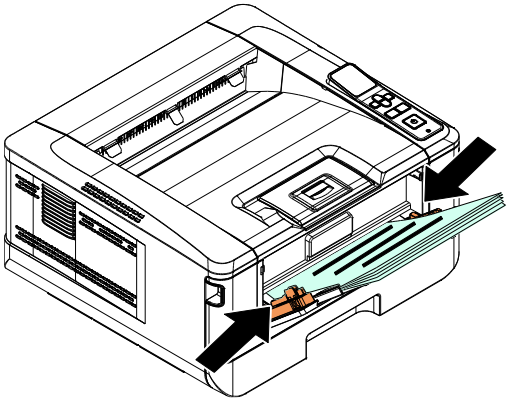
4. Align the edges of the documents by tapping the bottom of the stack against the table top. Rotate the stack 90 degrees and repeat.



5. Load the paper stack with the print side **Facing UP** as illusrated.



6. Slide the paper guides so that they lightly touch the paper stack.



Paper size and weights used for Manual Tray

Paper capacity	10 page（70 g/m² plain paper）
Paper size	A4 (210 x 297 mm)
	A6 (105 x 148 mm)
	A5 (148 x 210 mm)
	B6 (JIS) (125 x 176 mm)
	B5 (JIS) (176 x 250 mm)
	Letter (216 x 279 mm)
	Legal (216 x 356 mm)
	Legal 13 (216 x 330 mm)
	Oficio (216 x 340 mm)
	Custom Size: 76 x 127 mm ~ 216 x 558 mm
Paper weight	60 ~ 163 g/m² (10 pages)
	60 ~ 200 g/m² (1 page)

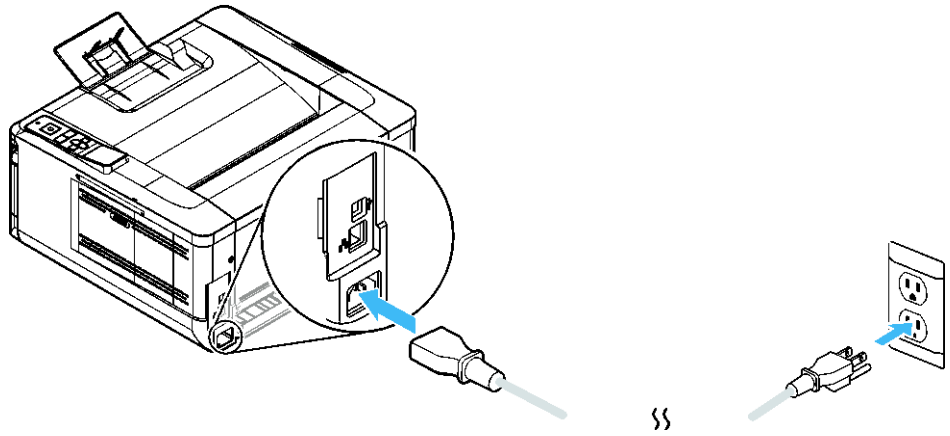
* Duplex printing is available only for paper in Legal, Legal 13, A4, B5 (JIS), or Letter size.

Note:

- To ensure the best quality printing and copying, please use the paper or media which we have recommended.
- Make sure to fan your paper before loading it to the paper tray.
- If there are instructions about the printing side on the package of your paper, please follow the instructions to load your paper properly with the correct printing side to the paper tray.
- If the printing quality is not satisfactory or paper jams are easily to occur, turn over the paper stack so that the top page is now on bottom and then reload it to the paper tray.
- Pack and seal the remaining paper with the original packaging and store the paper in a dark and dry location away from the sunshine. Paper which collects much moisture is easy to cause jam during printing.

Connecting to Power

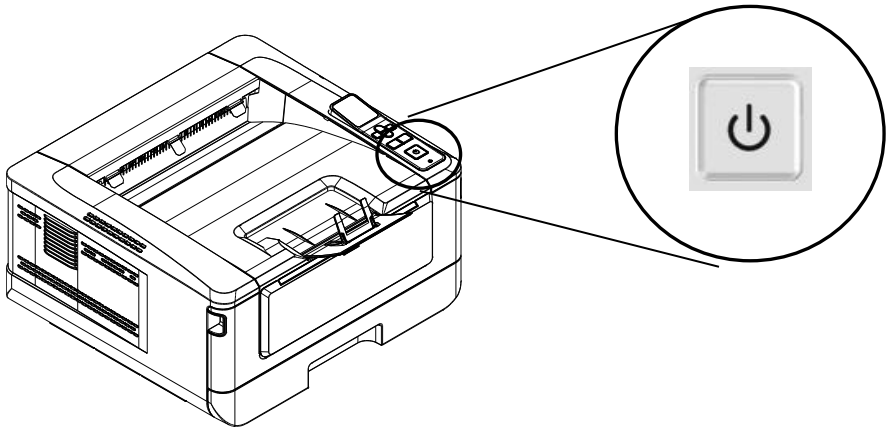
1. Connect the of the power cable to the power jack of your product.



2. Connect the other end to an appropriate power outlet.

Turning On The Printer

To turn on the PRINTER, press the power button located on the control panel. Ready LED will be lit.



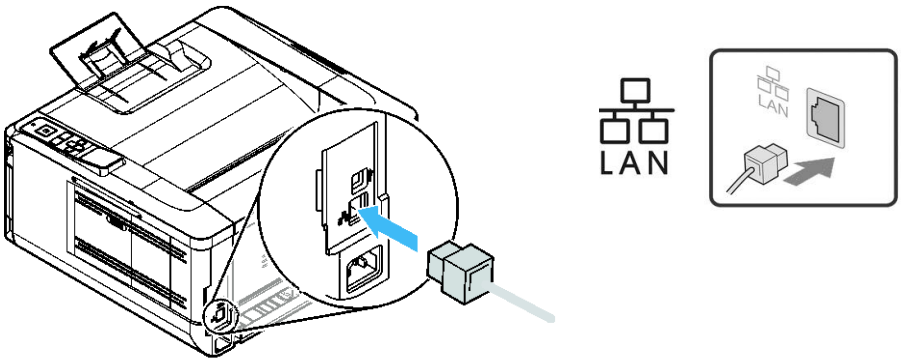
Note:

When the product is not in use, please long press the power button for 5 seconds until the Ready LED is turned off to get a zero power consumption state.

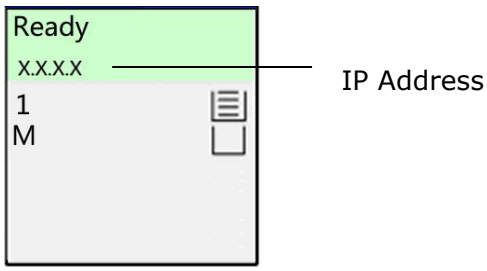
Connecting to the Network

Connect the PRINTER to the network to use the network printing function.

1. Connect one end of your network cable to an available port of your Ethernet Hub.
2. Connect the other end to the LAN port at the back of the product as shown.



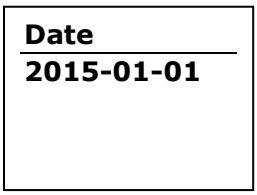
After the network cable is connected and the IP address is successfully obtained from the DHCP server, the LCD screen will display the IP address, as shown in below.



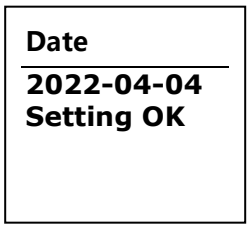
Setting the Product's Date and Time

When using this product for the first time, the LCD screen will display the setting of [Date and Time] after turning on the product. Please follow the steps below to complete the setting of the date and time of this product. Otherwise the product cannot be operated.

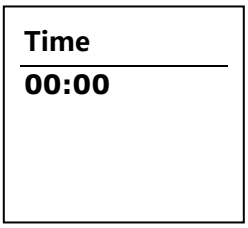
1. Enter the current date. For example: input the current date as [2015-01-01] (year-month-day), use the left and right keys to move the cursor to the position you need to enter, and then press the Up and Down keys to increase or decrease the number, and finally press "OK" to save the setting.



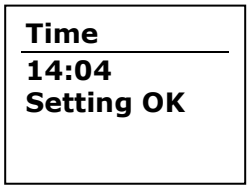
2. If the format is correct, the screen will display [**Setting OK**].



3. Press the Down key to scroll down to the time setting. Enter the current time as [08:25] (hour: minute). Use the left and right keys to move the cursor to the position you need to enter. Then press the Up and Down keys to increase or decrease the number. Finally press the "OK" key to save the settings.



4. If the format is correct, the screen will display [**Setting OK**].



Installing the Driver (Windows)

System Requirement

Windows 7, Windows 8, Windows 10, Windows 11

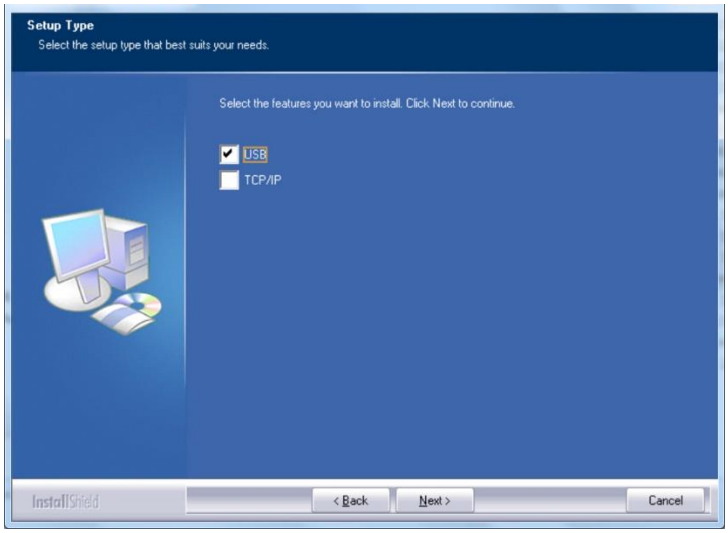
For USB Interface Users

Please follow these steps to install the PRINTER driver if this machine is connected to your computer via a USB cable. *You may also download the driver and manual at www.capsuloffice.com/download-library.

Important!

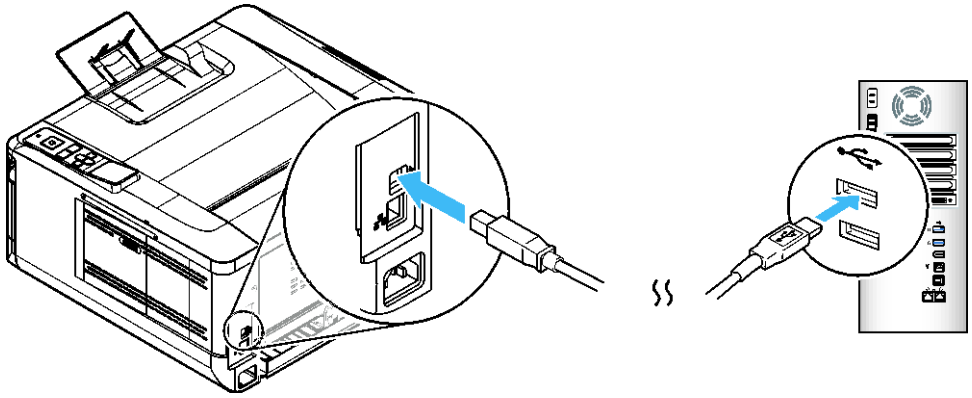
- DO NOT connect the USB cable before installing the PRINTER's driver.
- You may also download the driver and manual at our web site www.capsuloffice.com/download-library.

1. Run the driver install wizard downloaded from the Capsul website at capsuloffice.com/download-library.
2. Click **"Install Driver"** and follow the on-screen instructions to install the program.
3. When the Setup Type dialog box appears, select USB.



4. During installation, the USB Connection dialog box will be prompted to instruct you to connect the machine to your computer with a USB cable.

a. Connect one end of the USB cable to your computer.
b. Connect the other end to the USB port of your product.



5. When the "Found New Hardware" screen appears, click **Next** and follow the on-screen instruction to complete the installation.

6. When the **Finish** dialog box appears, click **Finish** to complete.

If you have successfully installed the driver, you will find "Capsul PB4000 Printer" has been added in the "Printers and Faxes" option from the Control Panel.

Uninstalling the Printer Driver

1. Make sure your USB cable is connected to your product.

2. From the "Start" menu, select All Programs>Capsul PB4000 Printer>Uninstall Driver in succession to remove the driver.

For Network Interface Users

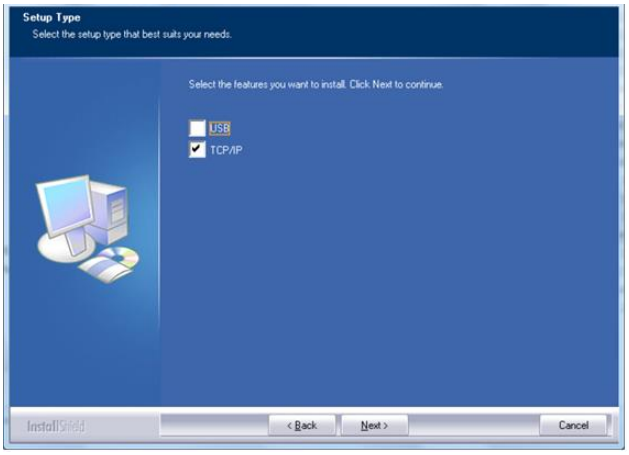
Please follow these steps to install the scanner, printer drivers if this machine is connected to your computer via a network. You may also download the driver and manual at our web site www.capsuloffice.com/download-library.

1. Run the driver file downloaded from the Capsul website.

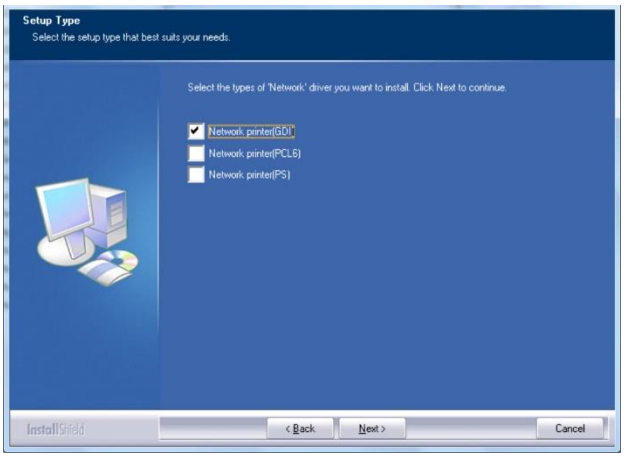
2. To install the scanner driver and PRINTER driver:

   Click 「**Install Driver** 」and follow the on-screen instructions to complete the installation of the program.

3. When the **Setup Type** dialog box appears, check [**TCP/IP**] and click [**Next**] to continue.

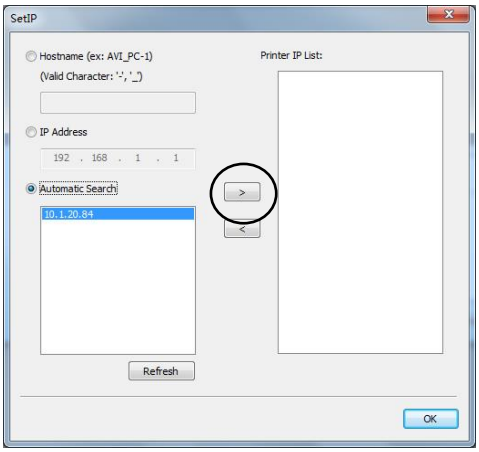


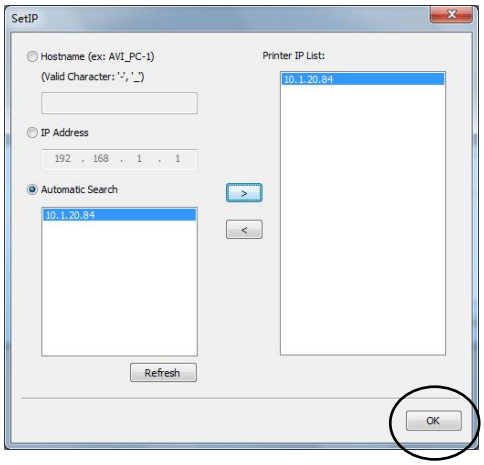
4. Select your desired printer language.



5. When the following **Set IP** dialog box appears, choose one of the following options

and click [**>**] to add to the PRINTER list. When the desired option setting is completed, click [**OK**]. (Follow the preceding section – Checking the Product's Default IP Address to obtain the product's default IP address.





Host Name	Enter the product's host name to be connected in the blank box of the Host Name option.
IP Address	Enter the product's IP address to be connected in the blank box of the IP Address option.
Automatic Search	Searches the product's Printers automatically, and all the product's host names found in the network will be displayed in the box of the Automatic Search. Use your mouse to choose your desired host name to be connected.

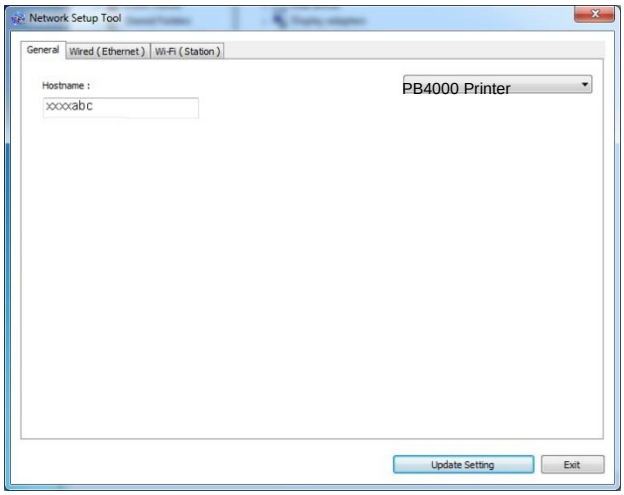
6. When the Finish dialog box appears, choose 「**Finish**」 to complete.

If you have successfully installed the printer's driver, you will find「Capsul PB4000 NetWork」, has been added in the 「Printers and Faxes」option from the Control Panel.

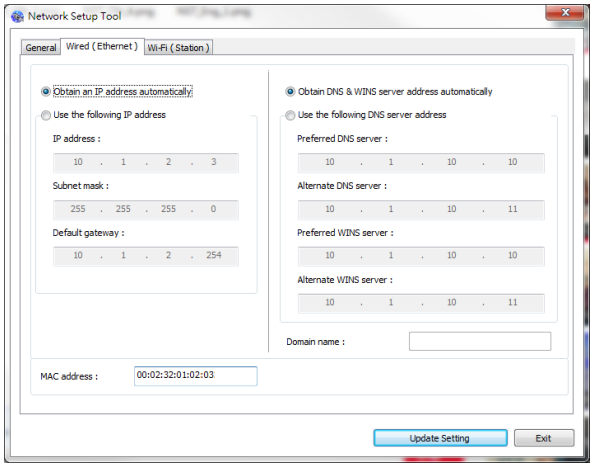
Changing the Product's IP Address in a Wired Network

To change the product's IP address, you need to install the **Network Setup Tool**. The **Network Setup Tool** is included in the USB PRINTER driver. After the installation of the USB PRINTER driver is completed, the **Network Setup Tool** is automatically installed onto your computer. Follow these steps to update the IP address to the product in a wired network.

1. Make sure the product is connected to your computer via a USB cable.
2. Start **Network Setup Tool** by choosing the **Start** button and then select **All Programs>Capsul PB4000 Printer>Network Setup Tool** in succession. The following Network Setup Tool screen will be prompted.



3. On the [**General**] page, check [**Wired (Ethernet)**] Network.
4. Click the [**Wired (Ethernet)**] tab to prompt the Wired (Ethernet) page.



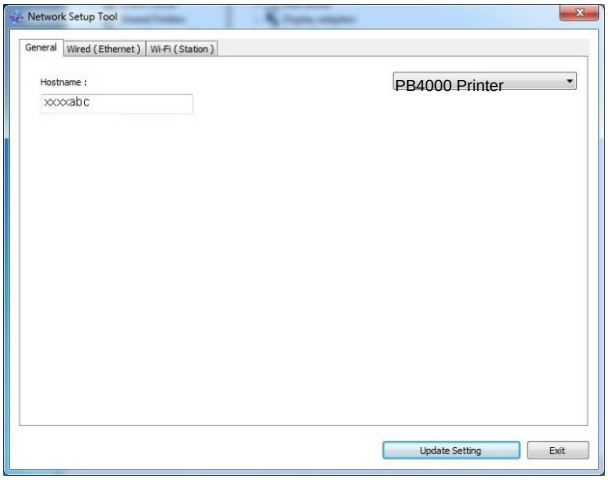
5. Check [**Obtain an IP address automatically**] to obtain the IP address directly from the DHCP server or you may enter your static IP on the [**IP Address**], [**Subnet Mask**], and [**Gateway**] field respectively.
6. If you have assigned a specific IP, enter your domain name server and WINS server as well and then click [**Update Setting**] to update the IP information to the product.
7. If update is successful, an [**Update Device Successfully**] message will be displayed and the Network Setup Tool will be automatically closed.

Setting the Product's IP Address in a Wireless Network

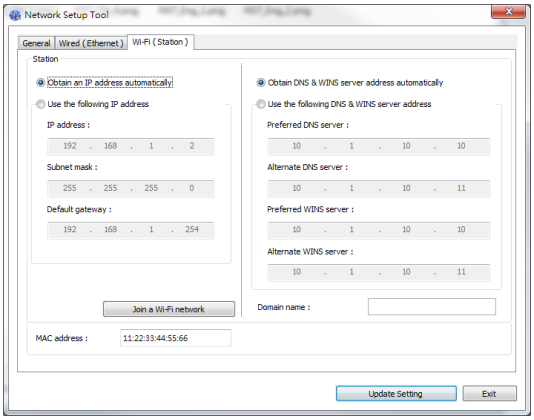
To set an IP address to the product, you need to install the **Network Setup Tool**. The **Network Setup Tool** is included in the USB PRINTER driver. After the installation of the USB PRINTER driver is completed, the **Network Setup Tool** is automatically installed onto your computer. Follow these steps to set and update the IP address to the product in a wireless network:

*It is only available for the model which is built-in with a Wi-Fi dongle that is able to connect to a wireless network.

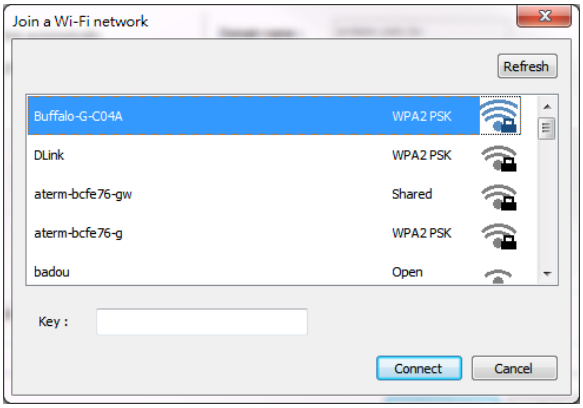
1. Make sure the product is connected to your computer via a USB cable.
2. Start the **Network Setup Tool** by choosing the **Start** button and then select **All Programs>Capsul PB4000 Printer>Network Setup Tool** in succession. The following Network Setup Tool screen will be prompted.



3. On the [**General**] page, check [**Wi-Fi (Station)**].
4. Click the [**Wi-Fi (Station)**] tab to prompt the [**Wi-Fi (Station)**] page.



5. Check [**Obtain an IP address automatically**] to obtain the IP address directly from the DHCP server or you may enter your static IP on the [**IP Address**], [**Subnet Mask**], and [**Gateway**] field respectively.
6. Click [**Join a Wi-Fi network**] and the currently connected wireless networks will be displayed. Select the wireless network you want to connect and then enter the security key if required.



7. Click [**Connect**] to start connecting the SSID (wireless network name) and then update the IP information to the product.
8. If update is successfully, an [**Update Device Successfully**] message will be displayed and the Network Setup Tool will be automatically closed.

Uninstalling the Driver

1. From the 「**Start**」menu, select 「**All Programs**」, 「**Capsul PB4000 Printer**」, and then 「**Uninstall Driver**」.

   Or from the 「**Start**」menu, select 「**Control Panel**」, 「**Add or Remove Programs**」, 「**Capsul PB4000 Printer**」, and then 「**Remove**」.

2. Follow the instructions on the screen to complete removing the scanner driver and the PRINTER driver.

3. Customizing the Product's Settings

This chapter is specifically targeted to the persons who are responsible for the administration of the product. It is recommended that the administrator read this chapter before installing the machine. The product's settings can be customized via the control panel or the product's embedded web page. How to customize the product's settings via these two methods will be described in the following sections.



Note:
When installing the product for the first time, it is recommended that the Administrator retain the default system settings. The settings can be customized at a later date once you are familiar with the operation and functionality.

Customizing System's Settings via the Control Panel

To change the default settings on the control panel, press the "OK" button on the control panel. The menu information will be displayed. To navigate the menu items, the **OK**/**Enter**, **Up**, **Down**, and **Back** buttons are provided on the control panel. You can adjust settings or view information (e.g. IP address, firmware version).

Typical steps in using the menus are as follows:

1. Press the **OK** button to access the menu items.
2. Press the ▲ **Up** or **Down** ▼ button repeatedly until the desired menu item is highlighted in the displayed list.
3. Press the [**OK**] button to select this item.
4. Press the ◄ button to go back to the previous screen.
5. Press the **Cancel** button to leave the menu item.

Setting Items to be Customized on the LCD Screen

Network

*Factory Default

<table>
<tr><th>Item</th><th>Description</th><th>Choice</th></tr>
<tr><td>Network</td><td>Wi-Fi: Choose to turn on or off Wi-Fi connection.
Choice: Wi-Fi/Wi-Fi WPS Button/Direct Link
<table><tr><td>On</td><td>Turn on Wi-Fi and enter Wi-Fi Station Mode. Please go to the product's web page to select a wireless network (SSID).</td></tr><tr><td>Direct Link</td><td>Turn on Wi-Fi and go to Wi-Fi AP (Access Point mode. The product is now an Wi-Fi AP itself.</td></tr></table>Wi-Fi WPS Button: You may connect the device to a WPS compatible wireless access point by selecting [Wi-Fi WPS button]. To enable the WPS connection of your access point, please refer to the user's guide of your access point.

Network Filter: Specify if you wish to enable or disable the Network filter configuration. Once enabled, your can specify the filter mode to allow some IPs to access the device or deny some IPs from accesing the device via the product's embedded web page. Choice: Enable/*Disable</td><td>Wi-Fi/
Wi-Fi WPS Button/
Network Filter</td></tr>
</table>

System

*Factory Default

Item	Description	Option
Language	The language displayed on the LCD screen	*English /繁體中文/简体中文 /Deutsch
Sleep Mode	Choose how long to enter the energy saving mode after your last action.	5Min/*15Min/30Min/1Hr
Auto Off	Choose how long to shut down the product automatically after your last action.	*Off/5Min/15Min/30Min/1Hr/2Hr/4Hr
Management		
Factory Def.	Reset all settings to factory default values.	
Reset Count	Choose to reset count for roller or pad after replacement. Click [immediate] to reset count.	Tray 1 Pad/Manual Tray Pad
Clean Buffer	Press to clean the butter.	Reset: Press OK, Cancel: Press Back
Clean Printer	Press to clean the printer's paper path.	

Report

Item	Description
Usage	Click to print a usage report including the number of prints, toner and drum remain information. (*available only in ready status.)

Information

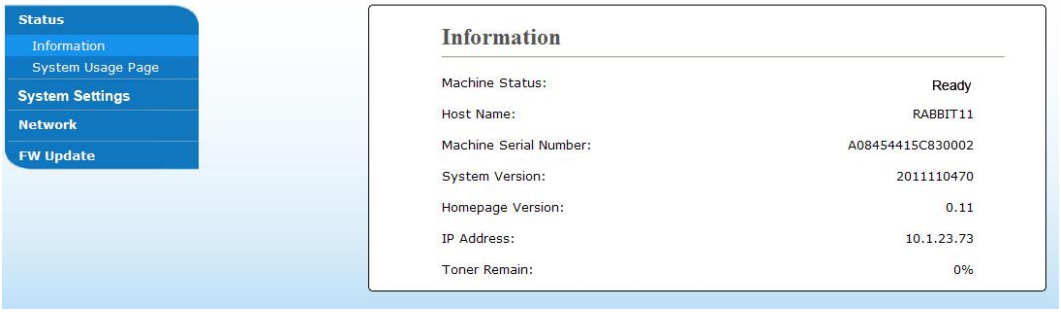
Item	Description
Host Name	Display the machine's host name.
IP Address	Display the machine's current IP address.
LAN Mac	Display the machine's LAN Mac address.
System Ver.	Display the machine's system firmware version.
Machine SN	Display the machine's serial number.

Customize System's Settings via the Embedded Web Page

Note: Any update of the web page requires administrator's login.

1. Refer to the preceding section to setup the product's network settings.

2. Open your browser and type the product's IP address on the URL address, for example, http://10.1.21.46 and press Enter. In a second, the embedded web page will be displayed.



3. Enter your desired setting on your selected items.

Setting Items to be Customized on the webpage

Status

Displays the status and basic information of the product.
*Factory Default

Item	Description
Information	Display the following basic information of the product.
Machine Status	Displays the machine status.
Host Name	Displays the host name.
Machine Serial Number	Displays the machine's series number.
System Version	Displays the firmware version.
Homepage Version	Displays the version of the embedded web page.
IP Address	Displays the IP address.
Mac Address	Displays the Mac address.
**Wi-Fi IP	Displays the Wi-Fi IP address.
**Wi-Fi MAC	Displays the Wi-Fi Mac address.
**Wi-Fi SSID	Displays the Wi-Fi SSID name.
**AP Mode IP	Displays the IP address in AP Mode.
**AP Mode SSID	Displays the SSID name in AP Mode.
Toner Remain	Displays the toner remaining percentage.
System Usage Page	Clicks [Download] to download an image containing the system usage information and system settings.

**These items will only be available for the model with a Wi-Fi module.

System Settings

*Factory Default

Item	Description	Option
Language	The language displayed on the web page.	The displayed language varies depending on your operating system
Sleep Mode	Choose if you wish to enter energy saving mode and how long to enter the energy saving mode after your last action.	ECO mode/5Min/*****15Min/30Min/1Hr
Auto Off	Choose how long to shut down the product automatically after your last action.	*****Off/5Min/15Min/30Min/1Hr/2Hr/4Hr
Paper Size	Specify the default paper size.	*A4/Letter/Legal
Management		
Factory Def.	Reset all settings to factory default values.	
Reset Count	Choose to reset count for the pad or roller after replacement. Click [immediate] to reset count.	Manual Tray Pad, Tray 1 pad
V-Mag Adjustmnet	Choose to adjust the vertical magnification rate of the PRINTER.	-0.4%/-0.2%/*0%/+0.2%/+0.4 %
Password Settings (If these two fields are left blank, this means the password has not been changed.**)**		
New Password	Enter a password to enable modifying the web page. Password should be 8~16 characters or digits in length.	
Retype Password	Retype new password.	

Network

Displays the network information of the product.
*Factory Default

Item	Description	Option
Host Name		
Host Name	Dipslay the host name for the product.	
Ethernet Settings		
Obtain an IP address automatically	*Off/On	
IP Address: Set up an IP address.	Input the IP address of the product.	
Subnet Mask	Input the subnet mask number.	
Gateway	Input the gateway for your IP.	
Auto-Obtain WINS/DNS	*Off/On	
Preferred DNS Server	Sets up the preferred DNS server address for the product.	
Alternate DNS Server	Sets up the alternate DNS server address for the product.	
Preferred WINS Server	Sets up the preferred WINS server address for the product.	
Alternate WINS Server	Sets up the alternate WINS server address for the product.	
Domain Name	Sets up a domain name for the product.	
Wi-Fi Settings		
Search AP	Click [**Search AP**] and the currently connected wireless networks will be displayed. Select the wireless network you want to connect and then enter the security key if required.	
IP Settings	Obtain the IP address directly from the DHCP server or you may enter your static IP on the [**IP Address**], [**Subnet Mask**], and [**Gateway**] field respectively.	
Network Security Setup		
Security Configuration Filter	Specify if you wish to enable or disable the filter configuration.	*Disable/Enable

Filter Mode	Specify your filter mode to allow some IPs to access the device or deny some IPs from accessing the device.	Allow/Deny
IP Address Filter Configuration	**IP Address Filter Configuration**- Four types of Start IP and End IP can be specified. **Mac Address Filter Configuration**- Up to 10 Mac address can be specified.	IP Address Filter Configuration/ Mac Address Filter Configuration

FW Update

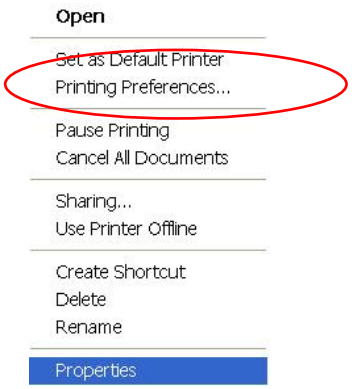
Update the firmware of the product. Before updating the product's firmware, you need to first download the latest firmware from our web site at www.capsuloffice.com/support onto your computer. On the webpage, choose [**Browse**] to find the firmware file on your computer and then choose [**Update**] to begin updating the firmware to the product.

4. Configuring the Printer Driver

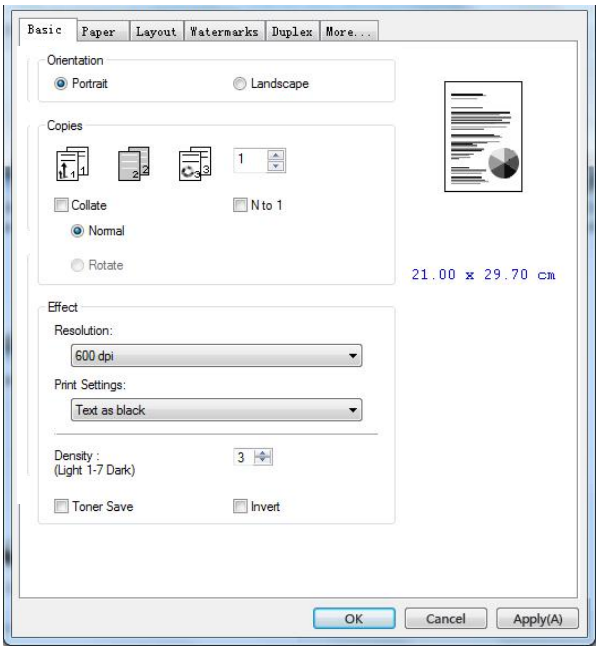
Displaying the Printer Driver Properties Dialog Box (Windows)

To display the Printer Driver Properties dialog box,

1. Click **Start** on the system tray and choose **Printers and Faxes**.
2. Right-click the product's printer name and choose **Printing Preferences**.



3. The Printing Preferences dialog box.

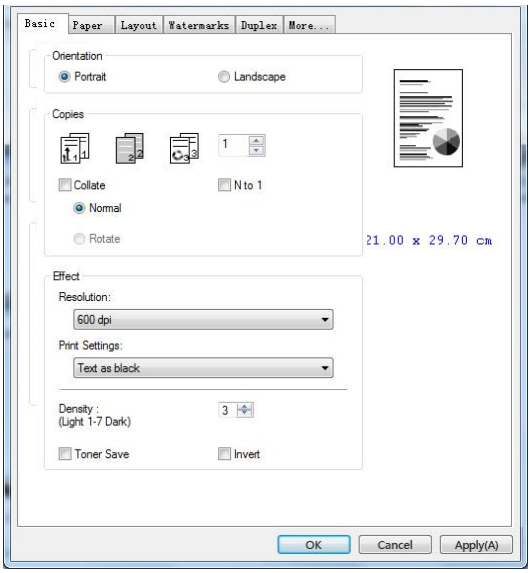


Configuring Printer Driver Settings

The Printing Preferences dialog box consists of the Basic tab, the Paper tab, the Layout tab, the Watermark tab, the Duplex tab, and the More tab. The contents of each tab will be explained in the following sections.

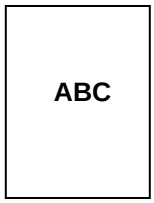
The Basic Tab

The Basic tab contains settings for Orientation, Copies, Effect, Density, Toner Save, and Invert.

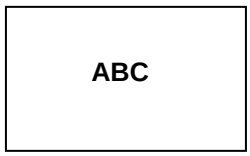


Orientation

Choose your orientation. **Choice: *Portrait, Landscape**



Portrait

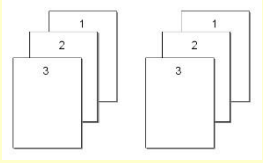
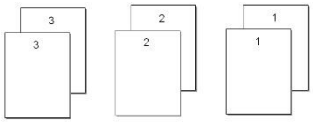


Landscape

*Factory Default

Copies

Choose the number of copies to be printed. You can enter up to 999.

Collate:	Click to print your document in the page order such as 1/2/3, 1/2/3, 1/2/3. 
N to 1:	Click to reverse the printing order of your document. As a result, the last page of your document will be printed first and vice versa. 

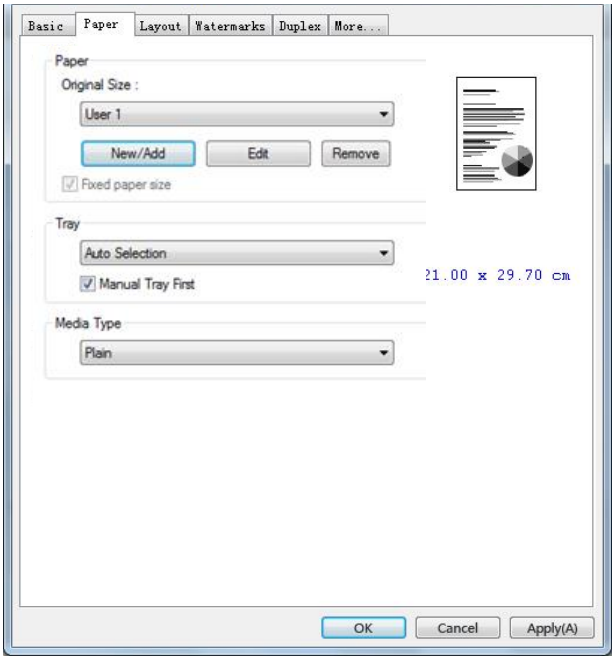
Effect

Resolution:	**Choice: *600 dpi, 1200 dpi HQ, 2400 dpi Standard, 2400 dpi Fine** *Option varies due to your printer mode. 600 dpi: for normal document. 1200 dpi/2400 dpi: Choose 1200 dpi/2400 dpi Standard/2400 dpi Fine if you wish to enhance the print quality.
Print Settings:	<table><tr><td>Normal:</td><td>Normal mode.</td></tr><tr><td>**Picture Mode:</td><td>Suitable for your document containing pictures.</td></tr><tr><td>*Text as Black:</td><td>Print color text in pure black.</td></tr><tr><td>**Enhance Text:</td><td>Make the text bold.</td></tr></table> **** These features are only available for GDI printer language.**
Density:	Click to lighten or darken your document. Density level (1~7). Default: 3
Toner Save:	Allows you to print your document using the toner saving mode.
Invert:	Invert makes each image pixel inverted to its complementary color. For example: the original black text on white background becomes white text on black background.

*Factory Default

The Paper Tab

The Paper tab contains settings for Original Size, Tray, and Media Type.



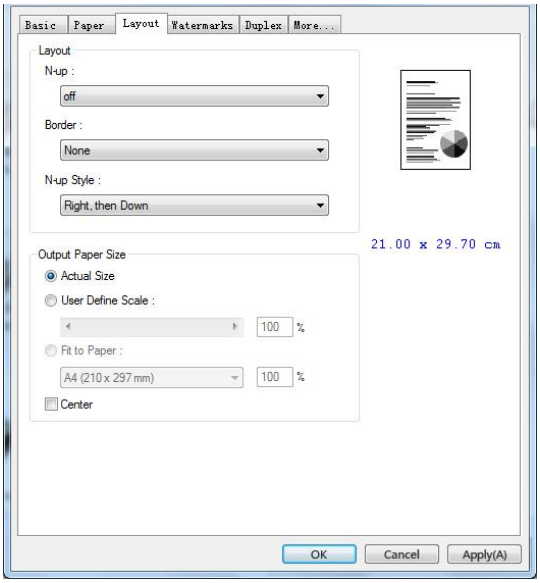
Paper

Original Size:	Choose the size of paper loaded in the designated tray. **Choice: *A4, A5, A6, B5 (JIS), B6 (JIS), Legal, Legal 13, Oficio, Letter, User Define** Click [Add/New] to create up to 20 sets of custom sizes.
Tray:	Choose the tray from which your paper should be fed. **Choice: Auto Selection, Manual Tray, Tray 1** ***Manual Tray First:** Automatically select the paper tray which is available (priority: 1: Manual Tray; 2: Tray 1). **Auto Selection:** Automatically select the paper tray which is available (priority: 1: Tray 1; 2: Manual Tray).
Media Type:	Choose the type of media to be used for printing. **Choice: *Plain, Thin, Thick, Laser, **Postcard, **Bond** ****: Only available in the manual tray for one-side printing**

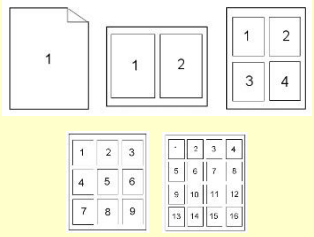
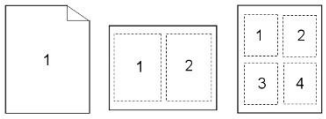
*Factory Default

The Layout Tab

The Layout tab contains settings for N-up, and Output Paper Size.



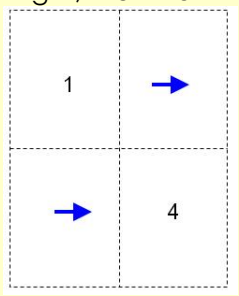
N-up

N-up:	Choose number of pages to be printed on a single sheet of paper. **Choice: *Off, 2up(2-in-1), 4-up(4-in-1), 9-up(9-in-1), 16-up(16-in-1)** 
Border:	Choose if you wish to add border around each page when printing more than one page on a single sheet of paper. **Choice: *None, Border Line, Dashed Line** 

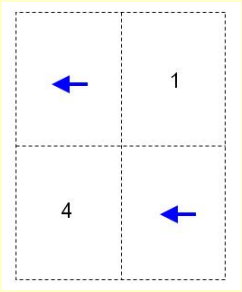
* Factory Default Setting

N-up Style:	Choose the style you want when printing multi-page document on a single sheet. **Choice: *Right, then Down/Down, then Right/Left, then Down/Down, then Left**

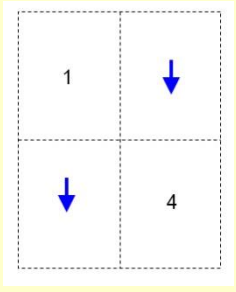
Right, then Down



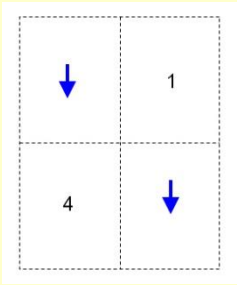
Down, then Left



Down, then Right



Left, then Down



* Factory Default Setting

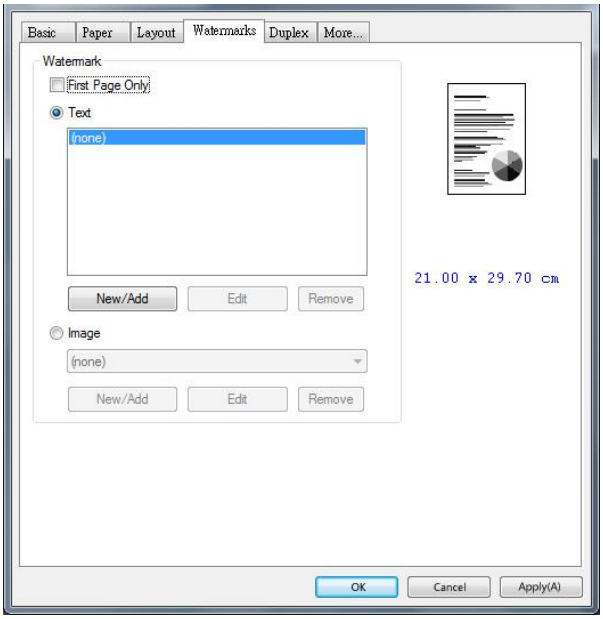
Output Paper Size

***Actual Size**	Print the actual size of your document.
User Define Scale	You can reduce or enlarge your printed image using the Slider Bar. **Scaling rate: 25%~400%** (*100%)
Fit to Paper	Output the full page of the selected original including the four margins.
Center	Print your image in the center of the output paper.

* Factory Default Setting

The Watermark Tab

The Watermark tab allows you to add some text or image (such as CONFIDENTIAL, IMPORTANT, DRAFT, etc) for your document.

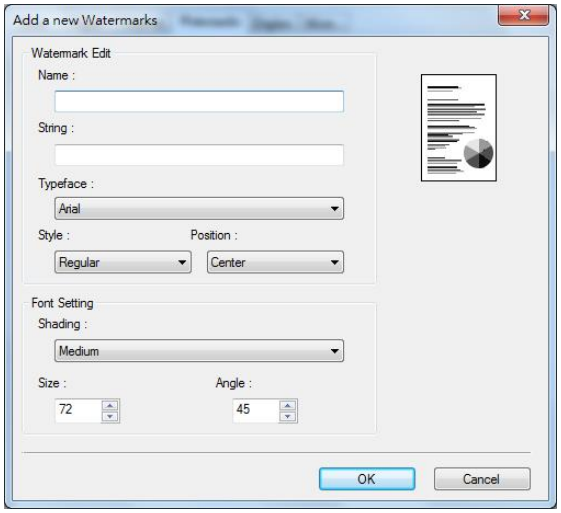


First Page only	Check to print watermark only on the first page. Clear the check box will print watermark on all pages.
Text	Choose and click **New/Add** to add new watermark text. Click the **Edit** button to change or the **Remove** button to delete. 
Image	Choose and click New/Add to add watermark image. Click the **Edit** button to change or the **Remove** button to delete. You can choose your image in file format such as BMP, TIFF, or JPEG.

Adding a new waterk text

To add a new watermark text,

1. Choose **Text** and then click the **Add/New** button. The following Watermark dialog box appears.



Name	Name your watermark text. This name will be shown in the Watermark text list.
String	Enter your watermark text, such as confidential, important, and so on.
Typeface	Choose your font type for your watermark text.
Style	Choose the style of your watermark text. **Choice: *Regular, Bold, Italic, Bold Italic.**
Position	Choose the position of your watermark text. **Choice: *Center, Tile.**
Shading	Specify a relative density for the watermark text. **Choice: Lightest, Light, *Medium, Dark, Darkest.**
Size	Specify the size of your watermark text from **1 to 288**. (*72)
Angle	Specify the angle of the watermark text from **0° to 360°** (*45°)

* Factory Default Setting

2. Click the **OK** button to save the settings. If the new watermark text is created successfully, the watermark name will be shown in the Text list.

Editing a current watermark text

To edit a current watermark text,

1. Choose the waternark name that you wish to edit from the Text list.
2. Click the **Edit** button. The Watermark Edit dialog box appears.
3. Change your settings for the selected watermark text and choose **OK** to complete.

Removing a current watermark text

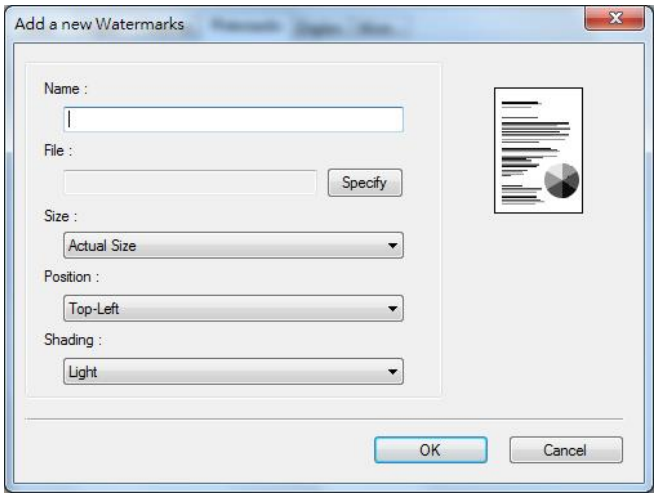
To remove a current watermark text,

1. Choose the waternark name that you wish to remove from the Text list.
2. Click the **Remove** button. The watermark text will be removed.

Adding a new waterk image

To add a new watermark image,

1. Choose **Image** and then click the **Add/New** button. The following Watermark dialog box appears.



Name	Name your watermark image. This name will be shown in the Watermark image list.
File	Click the **Browse** button to locate your watermark image.
Size	**Specify the size of your watermark image. Choice: *Actural Size, Shrink to Page, Tile.**
Position	Choose the position of your watermark image. **Choice: *Top-Left, Top-Center, Top-Right, Center, Center-Left, Center-Right, Bottom-Center, Bottom-Right, Bottom-Left.**
Shading	Specify a relative density for the watermark text. **Choice: Lightest, *Light, Medium, Dark, Darkest.**

* Factory Default Setting

2. Click the **OK** button to save the settings. If the new watermark image is created successfully, the watermark name will be shown in the Image list.

Editing a current watermark image

To edit a current watermark image,

1. Choose the waternark name that you wish to edit from the Image list.
2. Click the **Edit** button. The Watermark Edit dialog box appears.
3. Change your settings for the selected watermark image and choose **OK** to complete.

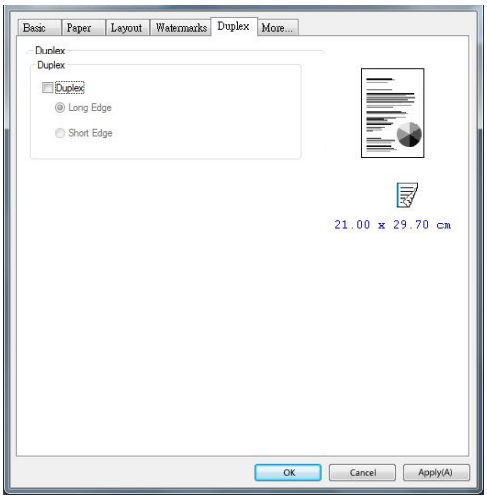
Removing a current watermark Image

To remove a current watermark image,

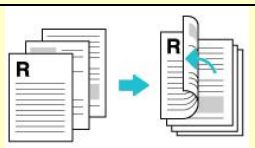
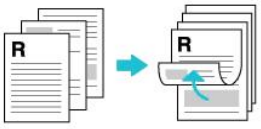
1. Choose the waternark name that you wish to remove from the Image list.
2. Click the **Remove** button. The watermark image will be removed.

The Duplex Tab

The Duplex tab allows you to print your document on two sides of the paper. Choice: Flip Horizontal, Flip Vertical.



When using **Two-Sided** printing, you can select whether to bind copies on the long-edge or short-edge.

Long Edge (Binding)	**Long-Edge binding (Portrait)** will print the pages so that you flip them like you would do on a **book**.  Long-Edge binding (Portrait)  Long-Edge binding (Landscape)
Short Edge (Binding)	**Short-Edge binding (Portrait)** prints them so that your flip them like you would do on a **calendar**.  Short-Edge binding (Portrait)  Short-Edge binding (Landscape)

* Factory Default Setting

Note: The duplex feature supports only page sizes of Legal, Legal 13, Oficio, A4, B5 (JIS) and letter with paper weight between 60g/m^2 and 105g/m^2.

The More Tab

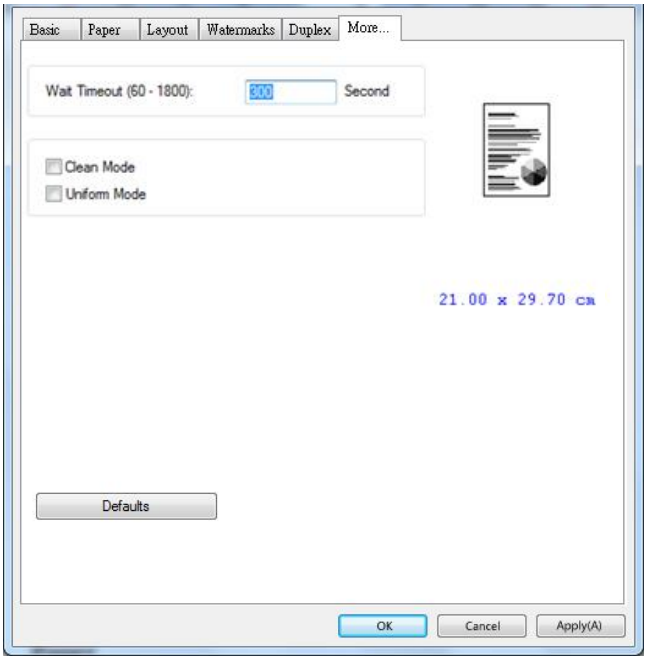
On the **More** tab, a **Wait Timeout** option is provided to set the amount of time the PRINTER waits for data to come from computer during a job. If the data stream pauses for longer than the specified number of seconds, the job is cancelled.

Permitted timeout values: 60~1800 seconds, default timeout values: 300 seconds

Clean Mode: If unwanted image appears in the blank space, you can check "Clean Mode" to improve the printing quality.

Uniform Mode: If uneven shading appears in the image area, you can check "Uniform Mode" to improve the printing quality.

Defaults: Press to change all setting values back to factory default.



5. Printing Documents from a Mobile Device

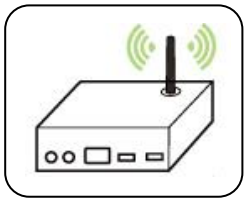
For the model comes with a Wi-Fi module, the product can be converted into a wireless device and your mobile device is able to print emails and documents by simply tapping Print from the menu. (The availability of Wi-Fi function varied according to your model name.)

Making Preparation

To connect the product to a wireless LAN, prepare the followings:

- **An environment in which a wireless LAN is available**

When connecting the scanner to a wireless LAN, you may need information for a wireless access point such as an SSID (network name) and a security key (password). For details, contact your Network Administrator or refer to the manual for the wireless access point.

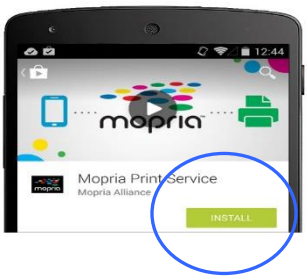


Attention!

Do not place obstacles that block radio waves (e.g. walls or metal plates) or devices that cause radio wave interference (e.g. cordless phones) within 100 mm of the product, or near your wireless access point.

- **Mopria Print Service**

The Mopria Print Service (app) can be downloaded from the Google Play Store to enable print functionality on any Android phone or tablet (Android version 4.4 or later). Once installed, simply connect your device to the same network as the PRINTER and your mobile print can be completed.



- **Print via Software Application (depending on your mobile phone)**

You can also turn on Wi-Fi on your mobile phone, connect it directly to the printer, then open the document on the mobile phone, use the software that opens the document and select the printer to print it out.

Connecting to a Wireless Network via the Network Setup Tool

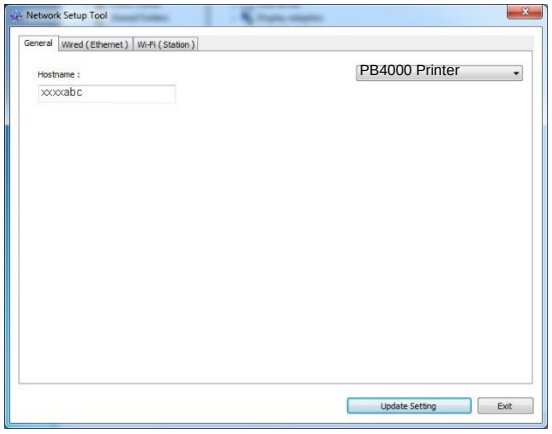
*For the product that comes with a Wi-Fi module, the Wi-Fi is automatically turned on when the product is turned on, and the product work as an AP (Access Point) by default.

Before You Begin!
- Make sure the computer has been connected to the product via the USB cable.
- Make sure the power adapter has been connected and the product has been turned on.

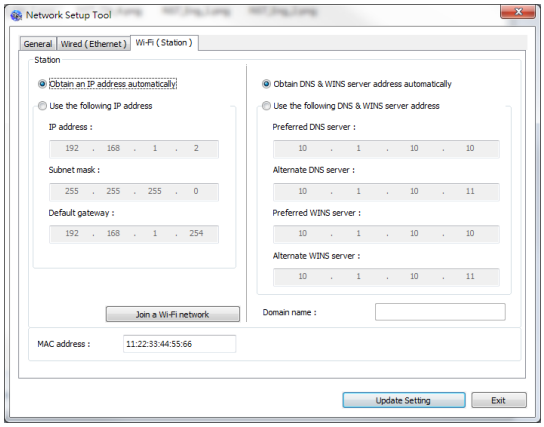
The **Network Setup Tool** is an application to configure the settings required for connecting the product via wireless LAN. The **Network Setup Tool** can be used to configure the following wireless or wired settings:

- Connecting the product to a wireless access point
- Connecting the product to a wired network
- Setting the IP address for the scanner

1. Launch the program by clicking the **Start>All Programs>Capsul PB4000 Printer>Network Setup Tool**. The main window appears.

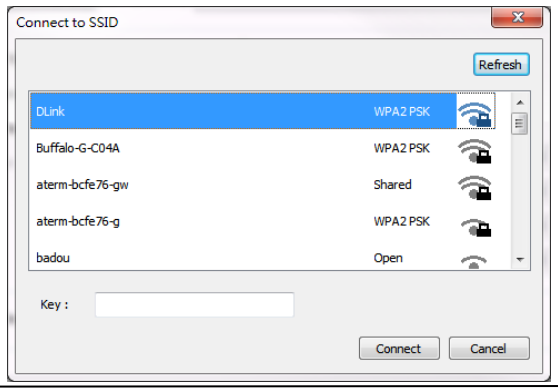


2. On the [**General**] page, check [**Wi-Fi (Station)**].
3. Click the [**Wi-Fi (Station)**] tab to prompt the [**Wi-Fi (Station)**] page.



4. Check [**DHCP**] to obtain the IP address directly from the DHCP server or you may enter your static IP on the [**IP Address**], [**Subnet Mask**], and [**Gateway**] field respectively.

5. Click [**Connect to SSID**] and the currently connected wireless networks will be displayed. Select the wireless network you want to connect and then enter the security key if required.



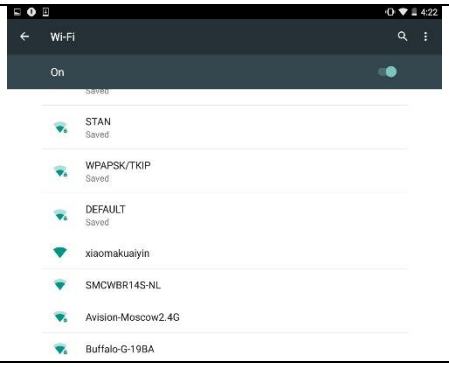
6. Click [**Connect**] to start connecting the SSID (wireless network name) and then update the IP information to the product.

7. If update is successfully, an [**Update Device Successfully**] message will be displayed and the Network Setup Tool will be automatically closed.

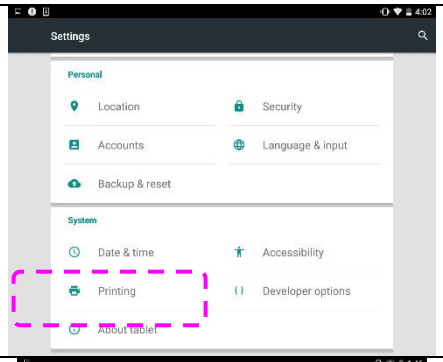
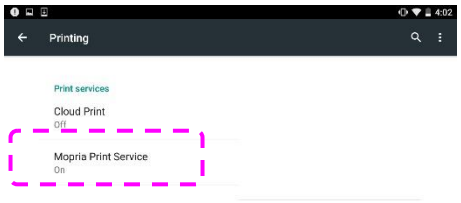
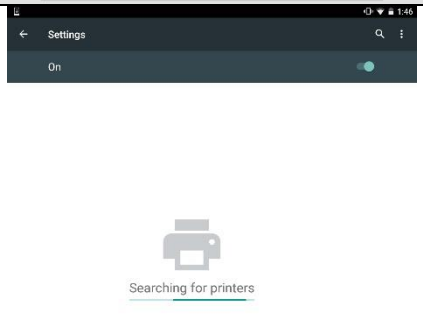
Printing Your File from a Android Mobile Device

Make sure that the Mopria Print Service (Print App) has been installed on your Android mobile device. The **Mopria Print App** can be purchased for free from an application store such as Google Play.

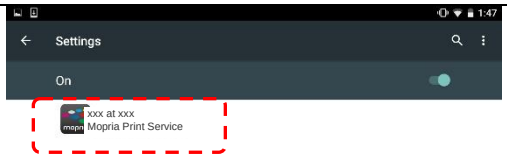
1. Select the same wirelss network as your PRINTER.

On your mobile device, tap **Settings**>**Wi-Fi** and choose the same network name (SSID) of your PRINTER.	

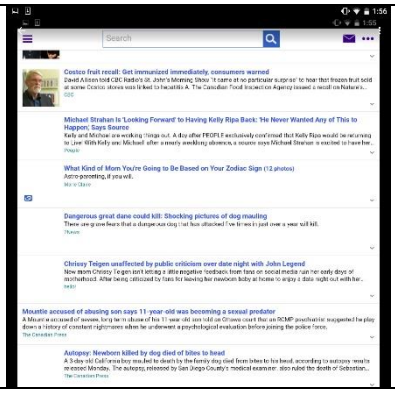
2. **Turn Mopria Print Service on.** The device will search available PRINTERs.

On your mobile device, tap **Settings**>**Printing**>**Mopria Print Service** to turn Mopria Print Service on. The Device will search for all available PRINTERs.	
	

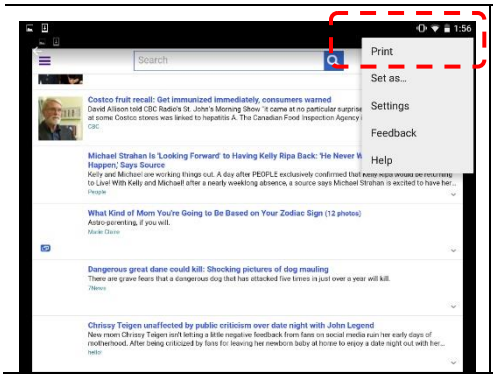
3. Select your PRINTER.

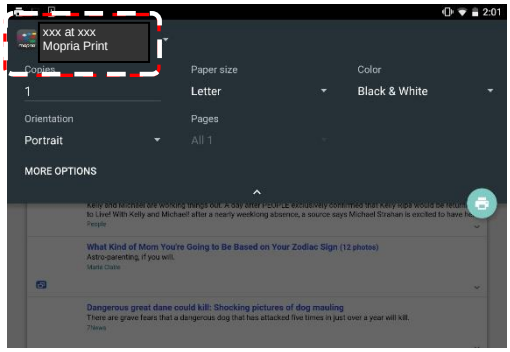
Select [**XXX at XXX**] from the PRINTER list. (XXX=Modellnummer)	

4. Open the file which you want to print.

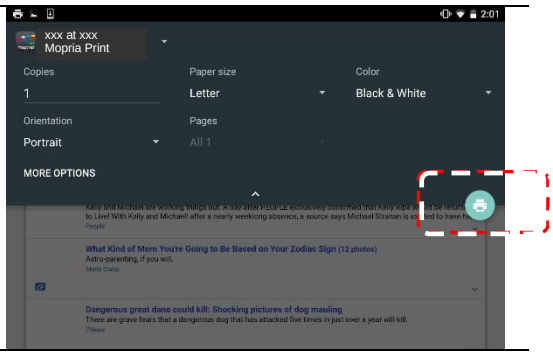
Open the file you want to print.	

5. Choose [**Print**] from the menu and select your PRINTER.



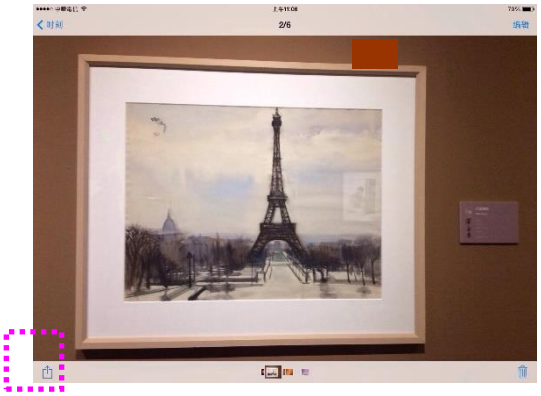


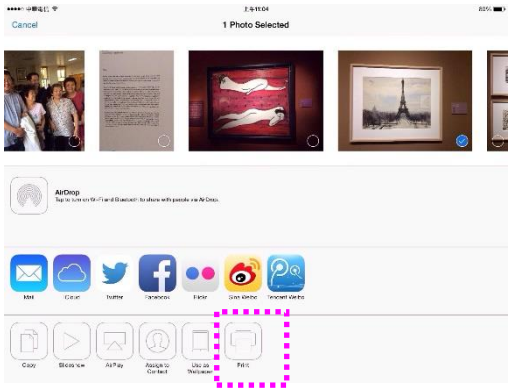
6. Choose print settings and print.

• If you do not need to change print options, tap **Print** to send the print job. • If you need to change print options, continue to the next section.	

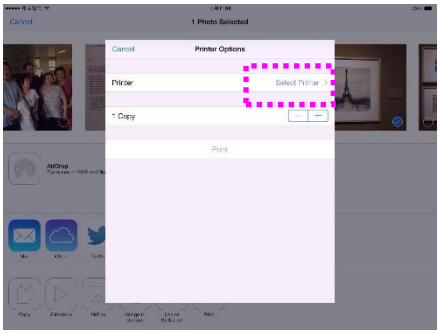
Printing Your File from a iOS Mobile Device

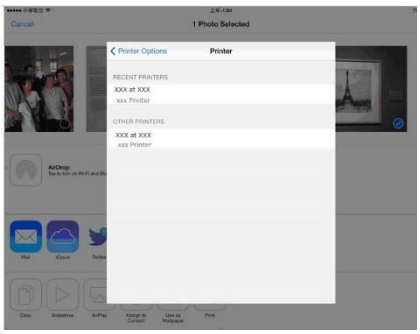
1. Turn on your mobile devices such as iPhone or iPad.
2. Tap 「**Settings**」 and then open Wi-Fi. Select the network same with your PRINTER.
3. Open the picture or the document that you want to print. Tape the Share icon ( ) and then the print icon ( ).



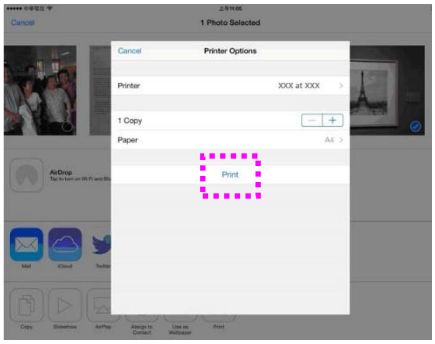


4. Tap [Select PRINTER] and choose your desired PRINTER. (xxx=model name)





5. Tap [Print] to start printing.



6. Troubleshooting

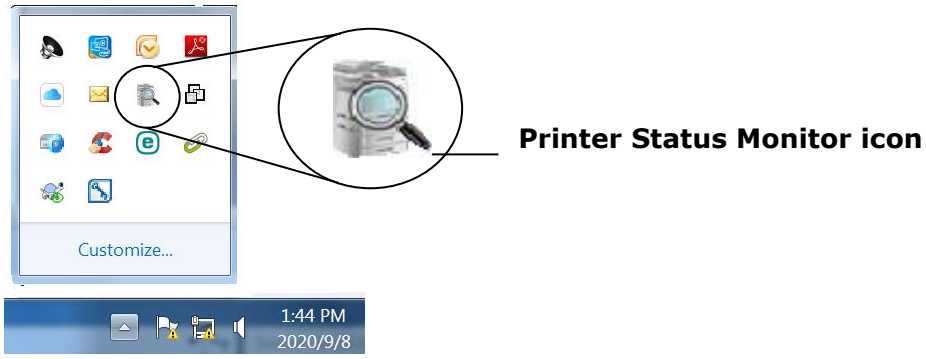
Monitoring Your Printer Using Printer Status Monitor

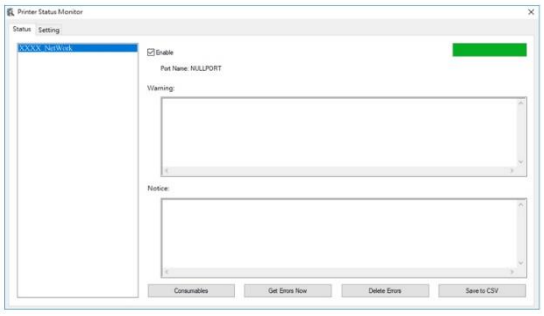
The PRINTER Status Monitor allows you to monitor your PRINTER's status, get information on consumable parts, and alerts you when PRINTER errors occur.

PRINTER Status Monitor is available when the PRINTER is connected directly to a host computer via the USB port or a network port.
PRINTER Status Monitor is installed when you install the PRINTER driver as described in the preceding section.

Accessing Printer Status Monitor

Double-click the **Printer Status Monitor** icon on the system tray. The following PRINTER status window appears.

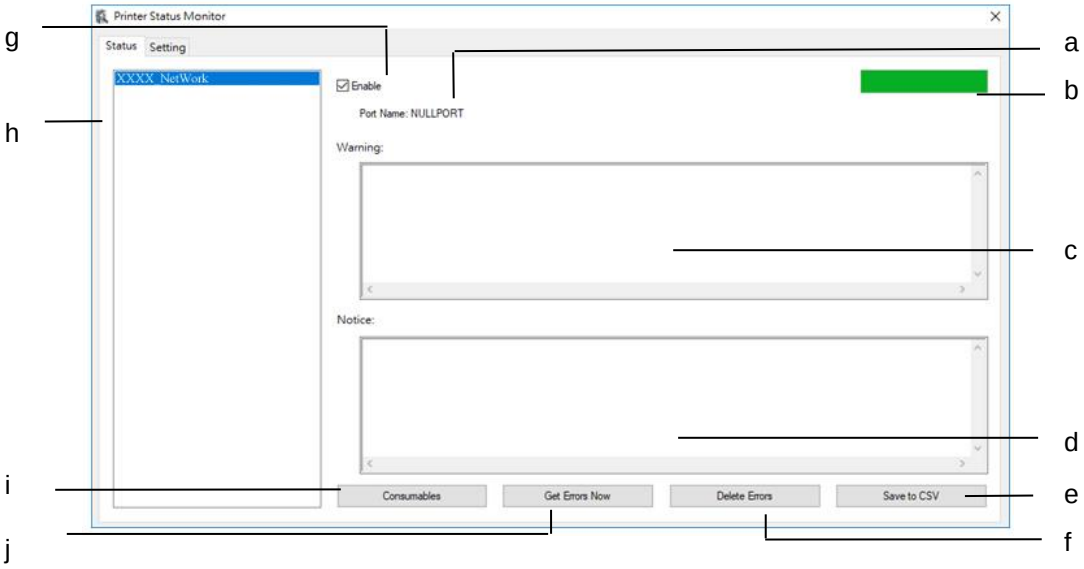




Printer Status Window

Getting Printer Status Details

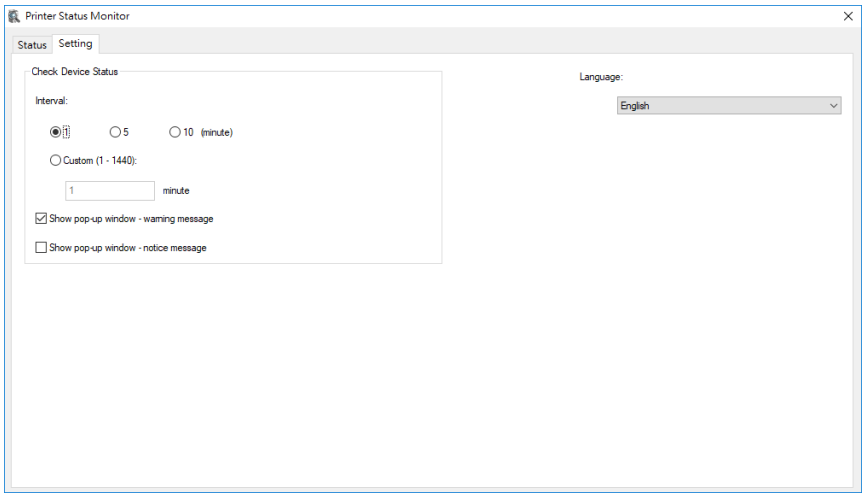
You can monitor printer status and get information on consumable products using the Printer Status Monitor dialog box.



a Port Name	Port name for the specified printer.
b Progress Bar	The progress bar to access the latest data of the specified printer.
c Text Box	Display the warning message.
d Text Box	Display the notice message.
e Save Errors to CSV	Save error message to a CSV file.
f Delete Errors	Delete all the error messages.
g Enable	Check the box to enable accessing the status of a specified printer.
h Printer	Display connected printers.
i Consumables	Click to show the information of the paper tray and the consumables parts such as Drum(EP), Toner.
j Get Errors Now	Refresh the printer status now.

Setting Monitoring Preferences

To make specific monitoring settings, click the Setting tab on the Capsul Status Monitor window.



Language	Displays the language of the window.
Status Alert	
Update Time	Define the interval to refresh the printer error status. Choice: 1, 5, 10 (minute), Custom (1 ~ 86400) second
Show pop-up window – warning message	Check the box to automatically show the warning message.
Show pop-up window – notice message	Check the box to automatically show the notice message.

Clearing A Warning or An Error

If a problem occurs during operation, the Error LED will be flashing to indicate a warning or an error status. To solve the problem, please refer the following table for more detailed information.

Warning Message

Message	Description or Solution
Toner low (200032).	Toner that remains is lower than 10%. The machine can still perform printing or copying function yet with poor quality.
Drum near end (200043).	Drum that remains is lower than 10%. Call the service personnel to order and replace the drum.
Toner empty (200031)	Toner has run out. Replace a new toner cartridge.
Invalid toner 200039	Toner cartridge error. (incorrect vendor name) Please replace the drum from the original manufacturer.
No Drum (200041)	Please install drum and restart PRINTER.
Drum life ends (200042)	Drum life has been exhausted. Call the service personnel to order and replace the drum module.
Drum type not support (200047)	Drum type not support. Relace the drum unit.
Invalid drum unit (200044, 201504, 201514)	Invalid drum unit. Please replace the drum from the original manufacturer.
Invalid fuser (201502, 201512)	Invalid fuser. Replace the fuser.
Fuser temperapture is too low (200006)	Wait until the temperature rises to the required degrees.
Drum unit changed (200046)	Drum unit has been upgraded. Replace drum unit.

Auto temp. adjustment (200004)	Temperature inside the product is too high. Wait until the temperature rises to the required degrees.
Toner cartridge error. (200036, 201505, 201515	Please replace toner cartridge from the original manufacturer.

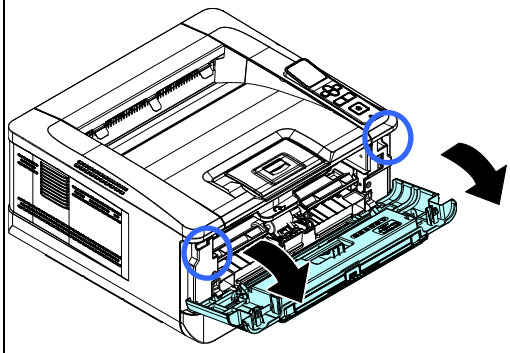
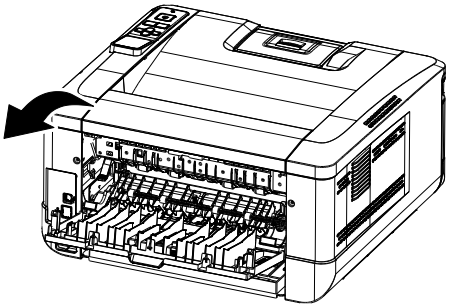
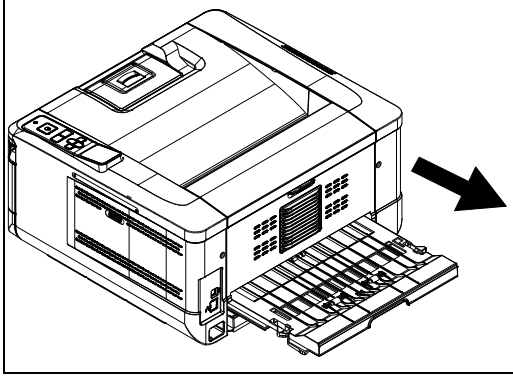
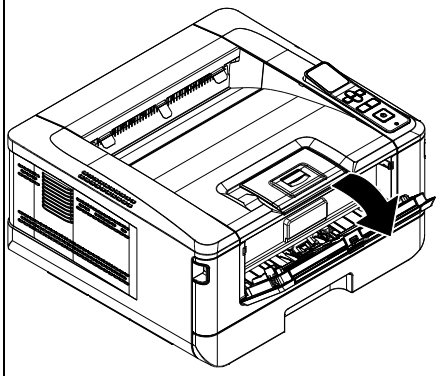
Error Message

Error Message and Codes	Possible Causes or Solution
System error	
PRINTER error. (100111)	Restart PRINTER. If this error persists, call service personnel for help.
I2C error (100112)	Call service for further help.
PRINTER module error. Please restart PRINTER or call service (205000, 205001)	An unexpected error from PRINTER parts occurs. Restart PRINTER or call service personnel to replace PRINTER parts that fail.
Please clean the charger wire (205101).	Please clean the charger wire.
Motor error (000001). Press # button to erase or call service.	When PRINTER is booted, the scanner and PRINTER engine Initialization fail. Restart PRINTER.
Fan fails (200090).	Call service personnel to replace the fan.
Front cover opens (200051).	Please close front cover.
Rear cover opens (200054).	Please close rear cover.
Continue feed error (200000).	Please open front cover to clear the paper and load paper to proper tray.
Fuser error (201600, 201604~5, 201613, 201615~201618, 201621~201623) (201626)	Please restart PRINTER. If the error persists, call service personnel for help.

Scanner lamp error (940305)	Close the scan module and then restart the PRINTER. If the error persists, call service personnel for help.
AFE R/W error (940306)	Restart the PRINTER. If the error persists, call service personnel for help.
Please load paper in manual tray (200080).	Paper empty in the manual tray.
Please check tray 1 (200003).	Pick up error. Paper empty, paper jam, or pickup failed in tray 1.
Please load paper to tray1 (200081)	Tray 1 paper empty.
IP conflict (500000). Please check network settings.	Check your network setting.
DHCP no response (500002). Please check network settings.	Check network settings.
PRINTER not ready. Try again later.	PRINTER is busy with current job. Wait until current job is completed.
Buffer full Job abort.	Memory is not enough to process the scanned images.
Buffer full Print scanned images：1 Cancel job：2	Memory is not enough to process the scanned images. Press [1] to print the first few images which have not exceeded the memory limit or press [2] to cancel job.
Resetting default settings fails. Please try again later.	Resetting default settings.
Scanner Calibration fails. Please try again later.	Please try again by pressing the Menu button and then choosing System>Management>Calibration.
Reset count fail. Please try again later.	Please try again by pressing the Menu button and then choosing System>Management>Reset count.
Setting fails. Please try again later.	Setting the Menu option fails. Check your setting.

Full page not support N in 1	The Full page feature does not support N in 1 (2 in 1 or 4 in 1).
Custom zoom not support N in 1	The Custom Zoom feature does not support N in 1 (2 in 1 or 4 in 1).

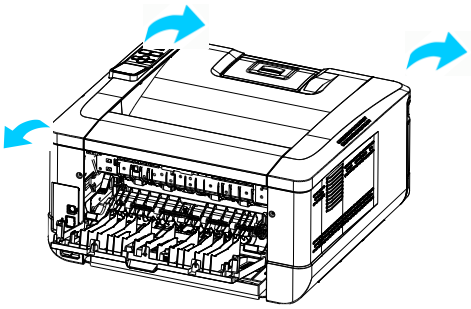
Paper Jam
ADF paper jam (002013). 1. Open ADF cover and clear paper. 2. Close ADF cover.
Paper jam (200302). Please open front cover and tray 1 to clear jam paper.
Paper jam (200324). Please open front cover and tray 1 to clear jam paper.
Paper jam (200325). Please open front cover and pull drum unit out to clear jam paper.
Paper jam (200326). Please open front cover and pull drum unit out to clear jam paper.
Paper jam (200327). Please open front cover and pull drum unit out to clear jam paper.
Paper jam (200328). Please open front cover and pull drum unit out to clear jam paper.
Paper jam (200329). Please open front cover and pull drum unit out to clear jam paper.
Paper jam (200330). Please open front cover and rear cover to clear jam paper.
Paper jam (200331). Please open front cover and rear cover to clear jam paper.
Paper jam (200332). Please open front cover and rear cover to clear jam paper.
Paper jam (200333). Please open front cover and rear cover to clear jam paper.
Paper jam (200334). Please check duplex tray.
Paper jam (200335). Please check duplex tray.

Locations of the Jammed Paper	
Front Cover: Open the front cover by pulling the handles of the front cover on both sides as illustrated. 	**Rear Cover**: Open the rear cover by pulling the handle of the rear cover as shown. 
Duplex Tray: Pull the duplex tray beneath the rear cover out of the main unit. 	**Manual Tray**: Open the manual tray by grasping the handle and pull it down. 

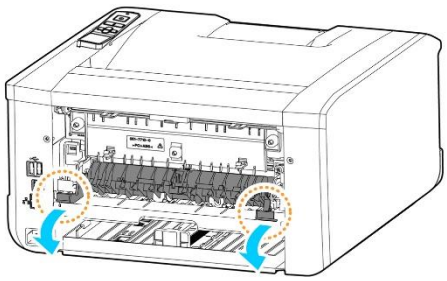
Fuser:

The area around the fuser is hot. To avoid a burn injury, be careful not to touch the fuser until it cools down and follow these steps to remove the jammed paper:

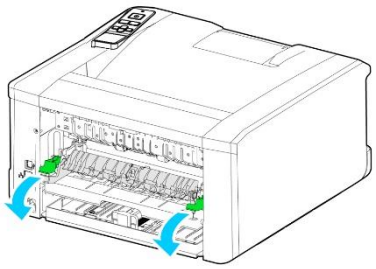
1. Open the **Front Cover** and the **Rear Cover**.



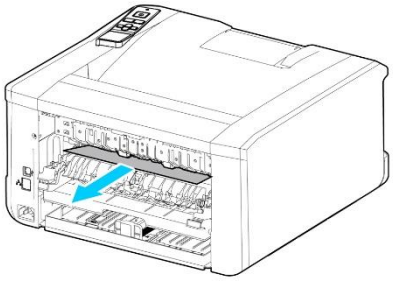
2. Pull down the **Fuser Path** as indicated.



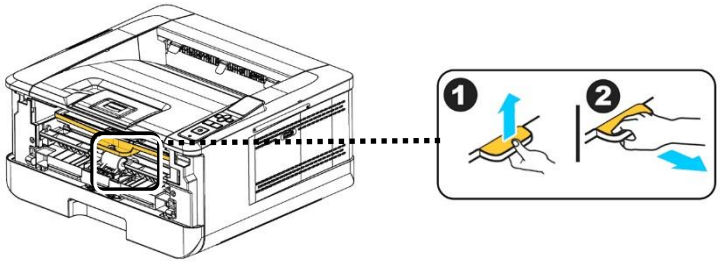
3. Pull down the **Release Arm** on both sides.



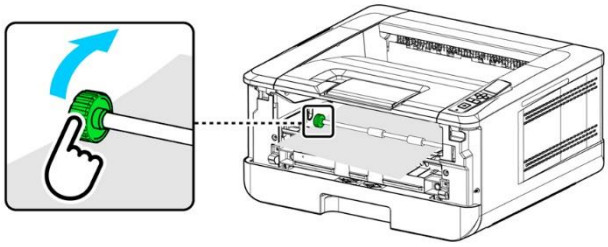
4. Slowly remove the jammed paper.



5. If there is difficulty to pull off the jammed paper, remove the PRINTER cartridge first.



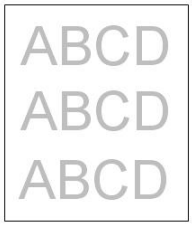
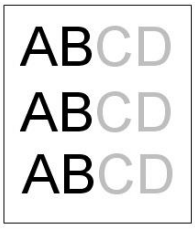
6. Rotate the Release Wheel to slowly pull out the jammed paper.

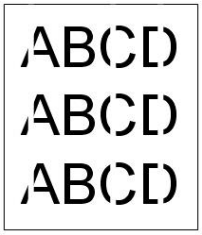


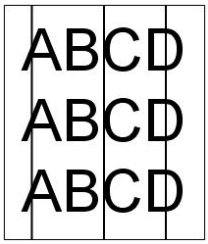
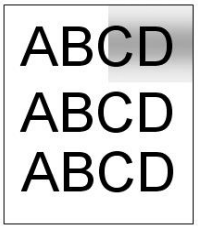
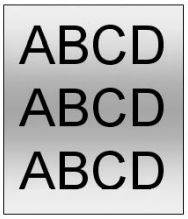
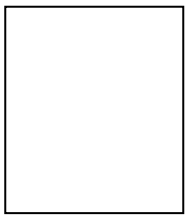
Error Message and Codes	Possible Causes or Solution
Runtime error	
Error (Number).	Restart PRINTER. If this error persists, call service personnel for help.
201516	Write Data Smaller Error -Engine
201631	Black LPH Type Error
201632	Red LPH Type Error
201610	PRINTER LPH Error，LPH cable connection fails.
201650	PRINTER runtime error.
201651	Firmware error.
201701	PRINTER MB NVRAM：reading error
201702	PRINTER MB NVRAM：writing error
201703	PRINTER MB NVRAM：reading error while comparing
201704	PRINTER MB NVRAM：comparing error
201711	PRINTER Drum Unit NVRAM：reading error
201712	PRINTER Drum Unit NVRAM：writing error
201713	PRINTER Drum Unit NVRAM：reading error
201714	PRINTER Drum Unit NVRAM：comparing error
201721	PRINTER Toner NVRAM：reading error
201722	PRINTER Toner NVRAM：writing error
201723	PRINTER Toner NVRAM：reading error while comparing
201724	PRINTER Toner NVRAM：comparing error
201730	PRINTER uses wrong NVRAM Address.
300100	PRINTER API_NVRAM_RW_TEST_FAIL
300101	PRINTER API_NVRAM_WRITE_FAIL
300102	PRINTER API_NVRAM_READ_FAIL
300200	PRINTER Flash Error
300201	PRINTER FLASH_BLOCK_ERASE_FAILED

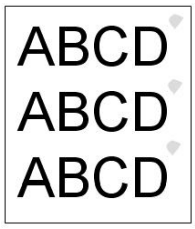
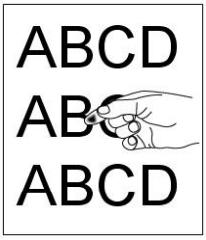
300202	PRINTER FLASH_CHIP_ERASE_FAILED
300203	PRINTER FLASH_PROGRAM_FAILED
302651	Network_INIT_FAIL , network initialization fails.

Image Problem Troubleshooting

Problem	Image Example	Solution
Paper curls		1. Use paper of standard weight: If you are using thin paper, try to use paper of standard weight (70 g/m^2). 2. Use paper with less moisture: Load the paper to the paper tray immediately after removing them from the packaging. Seal the remaining paper with the original packaging to keep from the moisture absorption.
Light print(entire page)		1. Make sure that the toner cartridge is fully installed. 2. Make sure that the Toner Save setting is turned off in the PRINTER driver. 3. Try using a different type of paper. 4. The toner cartridge might be almost empty. Replace the toner cartridge.
Light print(partial page)		1. Make sure that the toner cartridge is fully installed. 2. The toner level might be low. Replace the toner cartridge. 3. The paper might not meet the PRINTER's specifications (for example, the paper is too moist or too rough).

Vertical white lines		Call the service personnel for help.

Vertical black lines		Please clean the EP charger according to the procedure described in this manual (p. 102).
Dirty background(partial page)		Check if toner is not leaked from the toner cartridge. If so, replace the toner cartridge.
Dirty background (entire page)		1. The paper might not meet the PRINTER's specifications (for example, the paper is too thin). 2. Check if there is enough toner in the toner cartridge. If not, please replace toner cartridge. 3. Call the service personnel for help.
Print blank page		Check if there is enough toner in the toner cartridge. If not, please replace the toner cartridge. If this error happens again, call service for help.

Defective image of regular interval		1. Use a clean and soft cloth to wipe the off the dust or particle on the drum unit. (See page 98) 2. If the error occurs again, contact the service personnel.
Loose toner		1. If you have observed a rougher texture on one side of your paper, try printing on the smoother side. 2. The paper might not meet the PRINTER's specifications (for example, the paper surface is not smooth or paper too thick). 3. Media type incorrect. Please choose proper media type for your paper.

TECHNICAL SUPPORT

Technical Support

If your problem still exists after trying the above solution, please contact Capsul's Technical Support team or one of our authorized distributors.

Capsul Technical Support

Capsul
Email: support@capsuloffice.com
Website: https://capsuloffice.com/support

Image Star, Authorized Distributor for North America

Image Star LLC
35 Philmack Drive, Suite A200, Middletown, CT 06457, United States
TEL: +1 (888) 632-5515
Email: customerservice@imagestar.com
Website: https://imagestar.site

7. Maintaining the Product

Cleaning the Paper Path

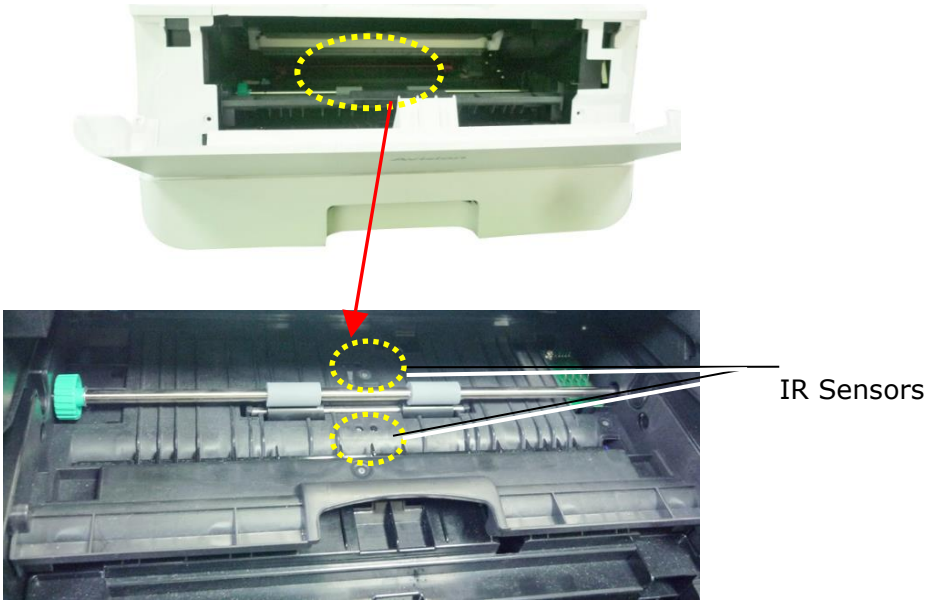
1. Refer to the preceding section to remove the Toner Cartridge.
2. Check if there is paper dust on the Paper Path. If so, remove the dust.



Cleaning the IR Sensors

If too much paper dust or dust accumulates on the IR sensors, it may cause the misjudgment of paper jam. For example, there is error code of paper jam occurs yet in fact no jammed paper found inside the PRINTER. In this case, please clean the IR sensor according to the following steps. If the problem persists, the sensors are probably malfunctioning. Please contact the service personnel to replace the sensor.

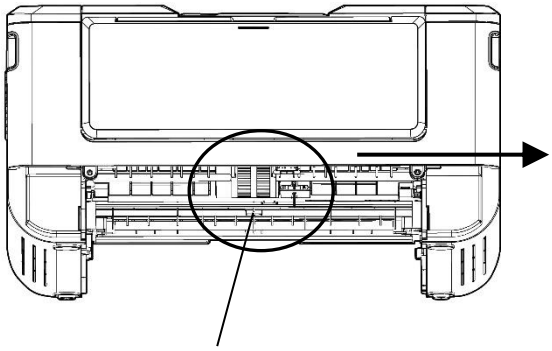
1. Refer to the preceding section to remove the Toner Cartridge.
2. Moisten a clean, soft cloth with 95% alcohol.
3. Wipe the area near the sensors as indicated.

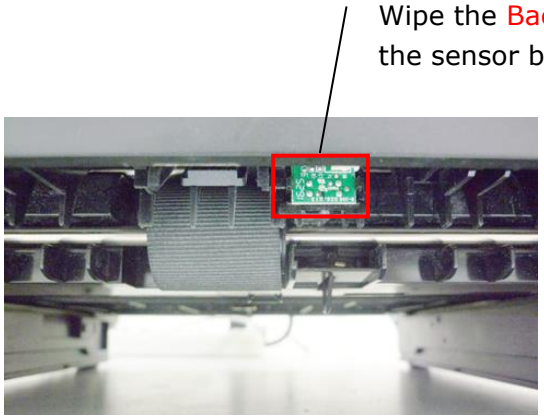


Cleaning the Paper-In Sensors

If too much paper dust or dust accumulates on the Paper-in sensors, it may cause the misjudgment of paper jam. For example, there is error code of paper jam occurs yet in fact no jammed paper found inside the PRINTER. In this case, please clean the Paper-in sensor according to the following steps. If the problem persists, the sensors are probably malfunctioning. Please contact the service personnel to replace the sensor.

1. Turn off the power.
2. Remove the Paper Tray.
3. Moisten a clean, soft cloth with 95% alcohol.
4. Wipe the Back of the sensor board as indicated.





Important!

Before cleaning the paper-in sensor, make sure the power has been turned off and avoid touching the sensor board in case the components of the circuit board may be damaged.

Cleaning the Pad in the Cassette

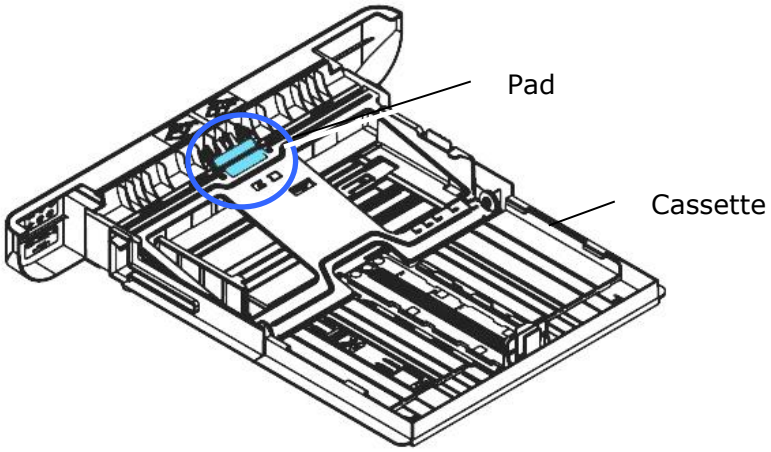
If the Pad in the Cassette is smeared with paper powder or dirt or every 30K copies, paper may not feed smoothly or noise occurs during paper feeding. Follow the procedure below to clean the Pad in the Cassette.

You need to prepare: cotton swab

1. Remove all paper in the cassette.

2. Moisten a cotton swab with isopropyl alcohol (95%). If accidentally use too much alcohol, be sure to wring out the damp cloth

3. Clean the rubber part of the pad.



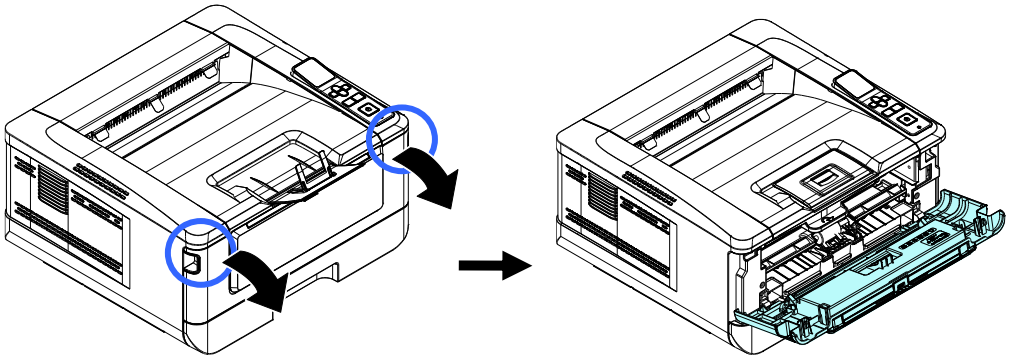
Important:
After cleaning the smeared Pad, dry it completely.

Cleaning the Drum Unit

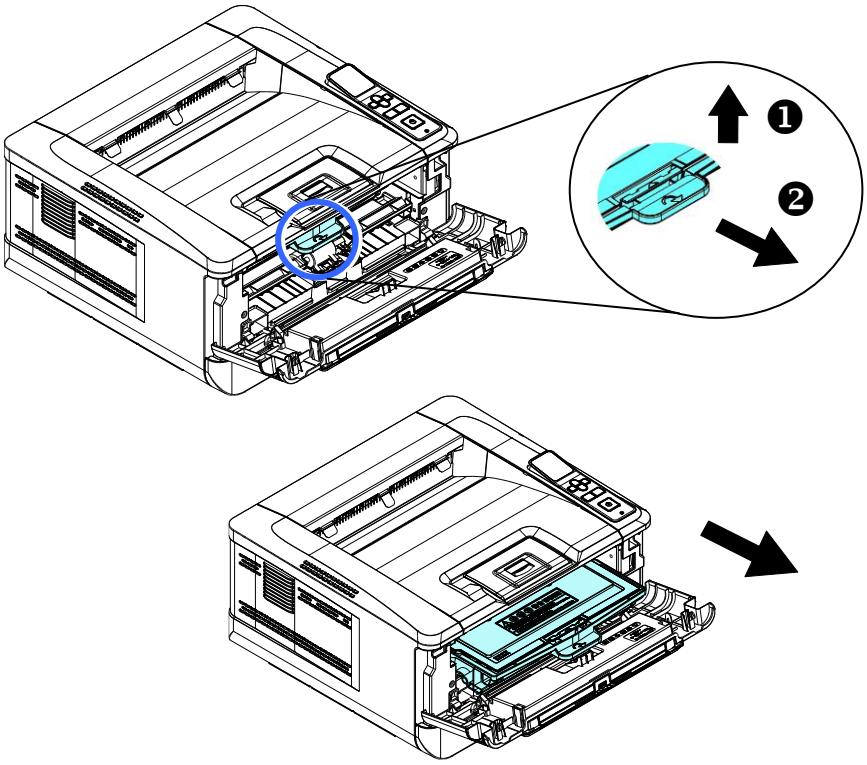
If the drum unit is smeared with paper powder or dirt, the print out may appear defective image of regular interval. Follow the procedure below to clean the drum unit.

1. Turn off the power and remove the power cord from the power outlet.

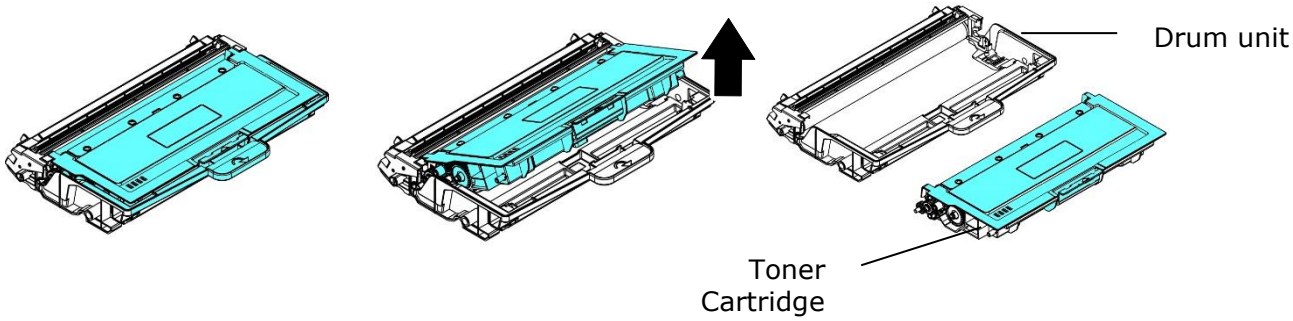
2. Open the front cover by pulling the handles on both sides as shown.



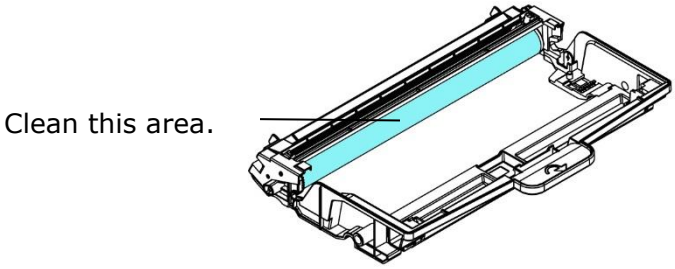
3. Lift the handle of the drum unit and toner cartridge assembly and gently remove the assembly.



4. Remove the toner cartridge from the drum unit as shown.



5. Clean the drum unit with a clean and soft cloth.



Replacing the Toner Cartridge

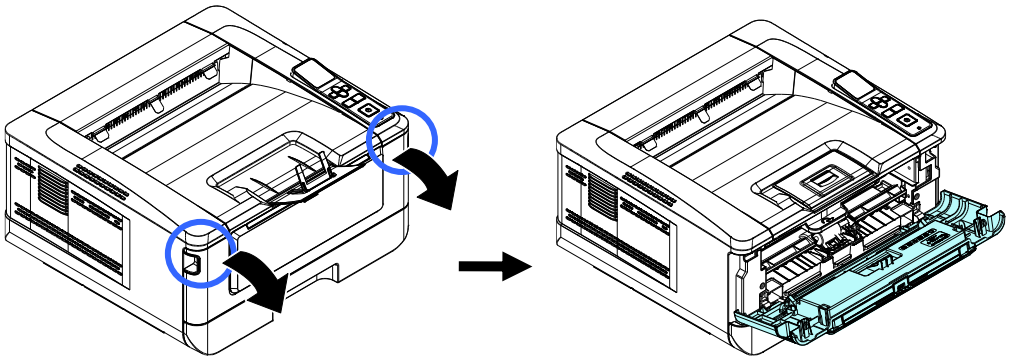
The toner cartridge that comes with the product needs to be replaced after printing approximately 3,000 pages. When the toner cartridge is running low, you will be prompted with a [**Toner Low**] message through the PRINTER monitoring program – [**Capsul Status Monitor**]. Buy a new toner cartridge and have it ready before you receive [**Replace Toner**] message.

Note:
The drum unit and the toner cartridge are two separate parts.

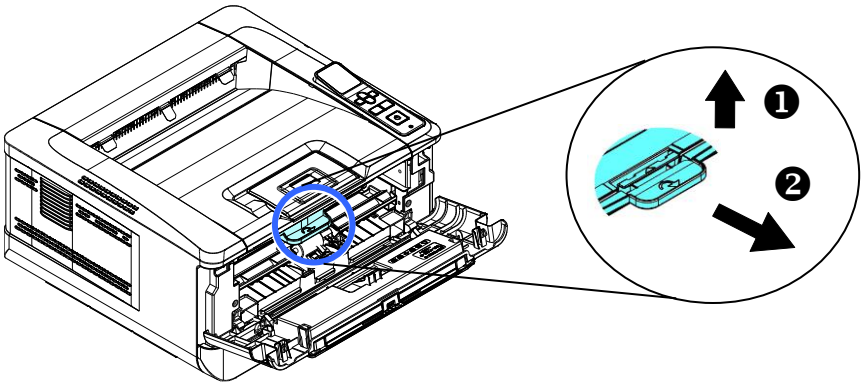
Follow these steps to replace the toner cartridge:

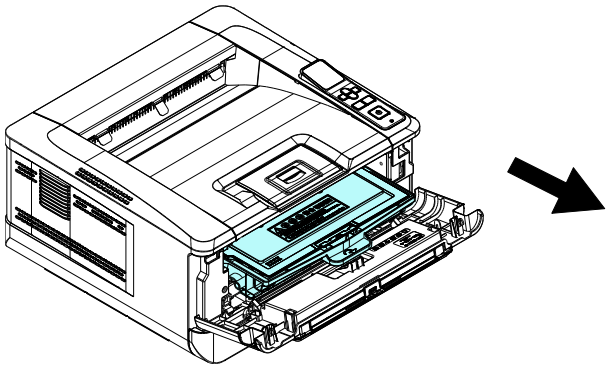
Removing the Toner Cartridge

1. Turn off the power and remove the power cord from the power outlet.
2. Open the front cover by pulling the handles on both sides as shown.

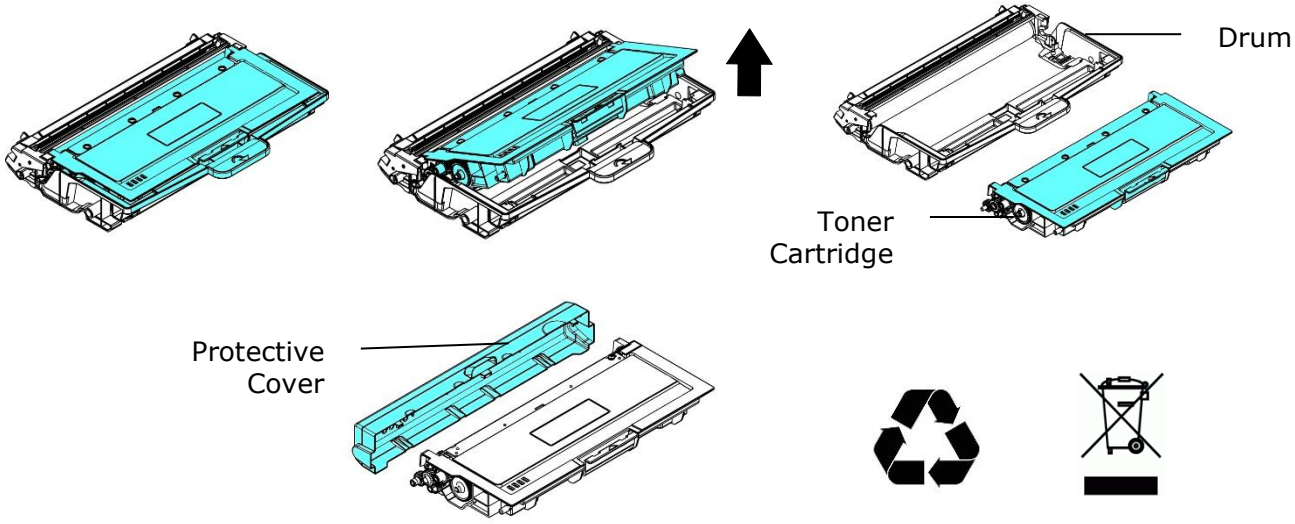


3. Lift the handle of the drum unit and toner cartridge assembly and gently remove the assembly.





4. Remove the toner cartridge from the drum unit as shown.

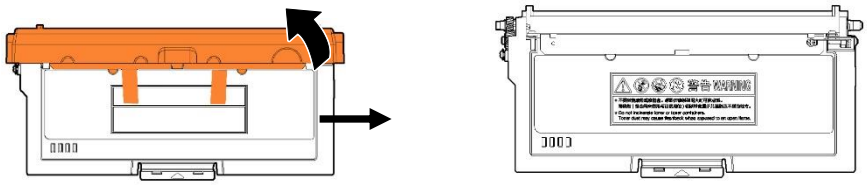


Important!

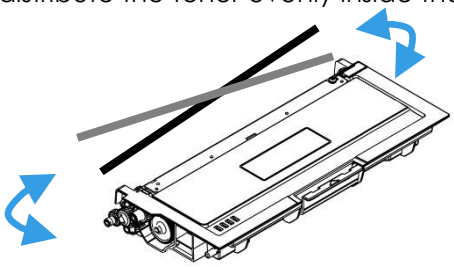
Do not dispose of the toner cartridge. Put the used toner cartridge into the bundled plastic bag, and then return it to a dealer or service representative. The latter recycles or deals with the collected toner cartridges in accordance with the relevant regulations.

Installing the Toner Cartridge

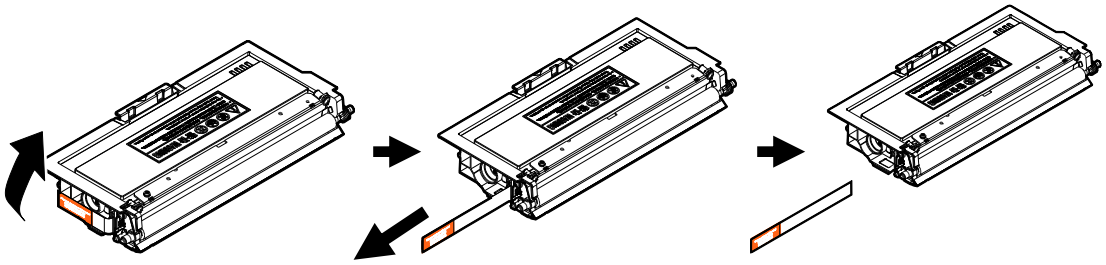
1. Unpack the new toner cartridge、and remove the protective cover.



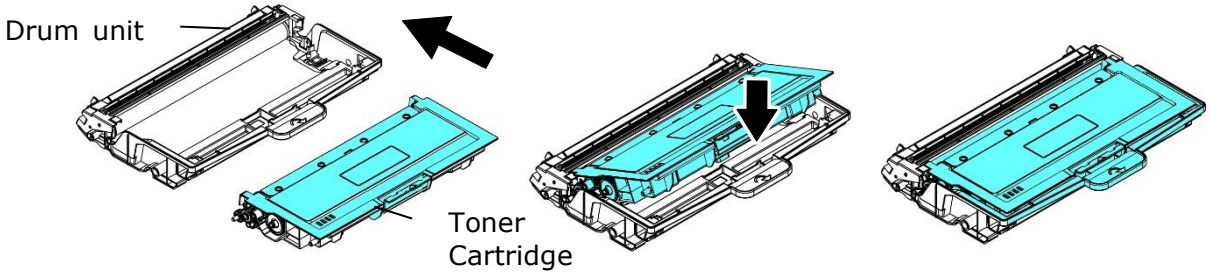
2. Tilt the new toner cartridge up and down and then right and left 10 times to distribute the toner evenly inside the toner cartridge.



3. Pull out the protective seal of the toner cartridge until it is completely removed.



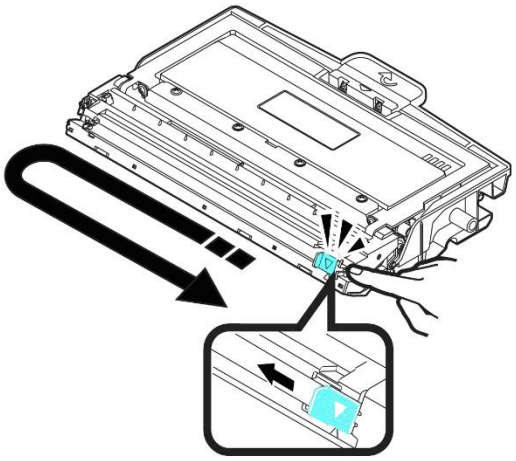
4. Install the new toner cartridge to the drum unit.



Warning!

- Be careful not to inhale toner.
- To avoid print quality problems, DO NOT touch the toner rollers.
- If toner gets on your clothing or other fabric, wipe off the toner with a dry cloth. Wash the items in cold water and air dry.
- To prevent the toner cartridge from damage, do not expose it more than several minutes.

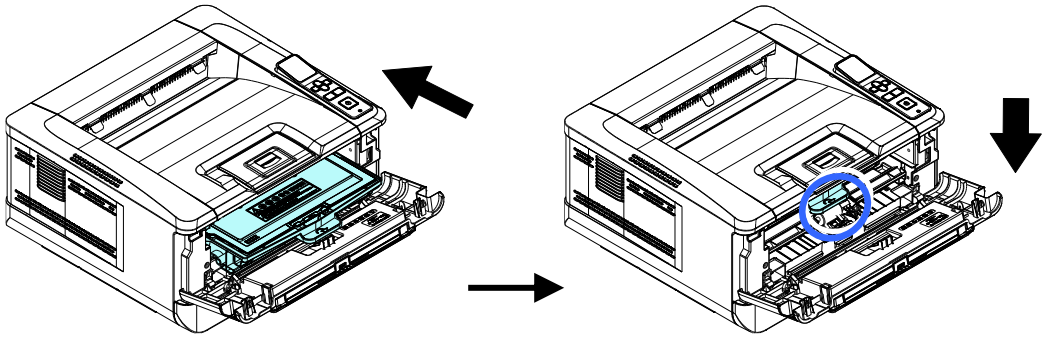
5. Clean the corona wire inside the drum unit by gently sliding the tab from left to right and right to left for several times. (After the toner cartridge has been used for a period of time, some amounts of toner may remain on the corona wire.)



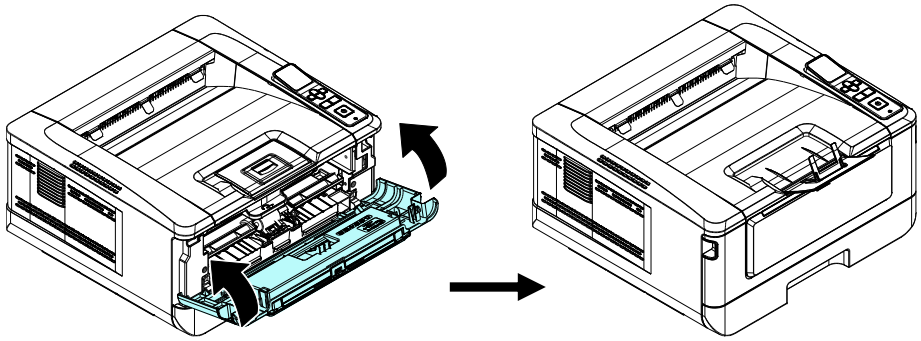
Note:

Be sure to return the tab to the Home position (▲). The arrow on the tab must be aligned with the arrow on the drum unit. If it is not, printed pages may have a vertical stripe.

6. Hold the handle of the toner cartridge assembly and insert the toner cartridge assembly to its original place. Press the handle to fix it firmly in place.



7. Close the front cover.



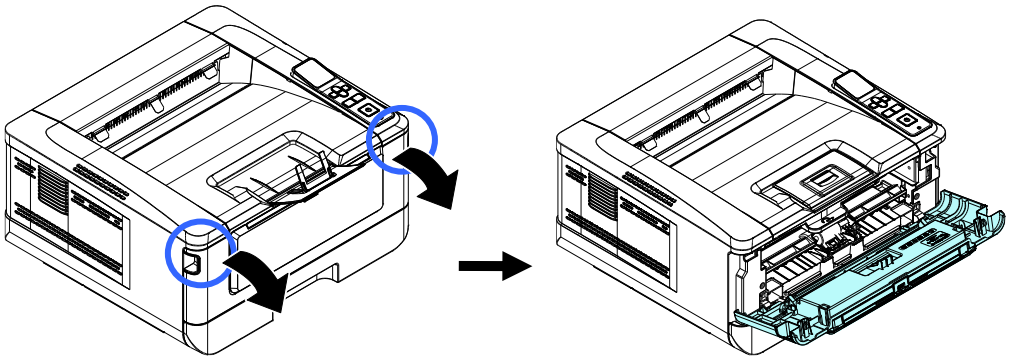
Replacing the Drum Unit

The drum unit that comes with the product needs to be replaced after printing approximately 12,000 pages. When the drum unit is running low, you will be prompted with a [**Drum Unit Low**] message through the PRINTER monitoring program – [**Capsul Status Monitor**]. Buy a new toner cartridge and have it ready before you receive [**Replace Drum Unit**] message.

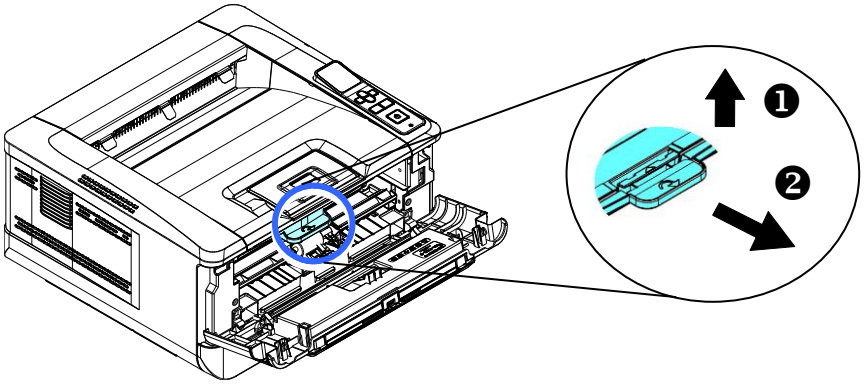
Follow these steps to replace the toner cartridge:

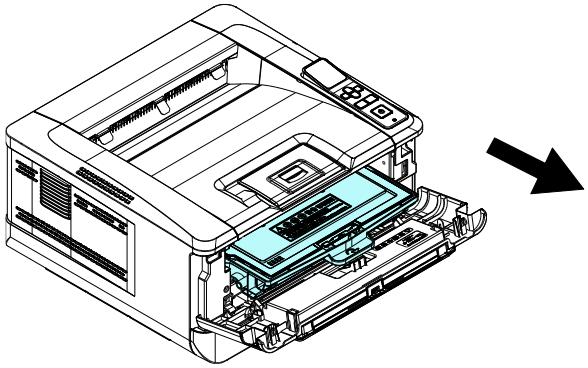
Removing the Drum Unit and the Toner Cartridge Assembly

1. Turn off the power and remove the power cord from the power outlet.
2. Open the front cover by pulling the handles on both sides as shown.

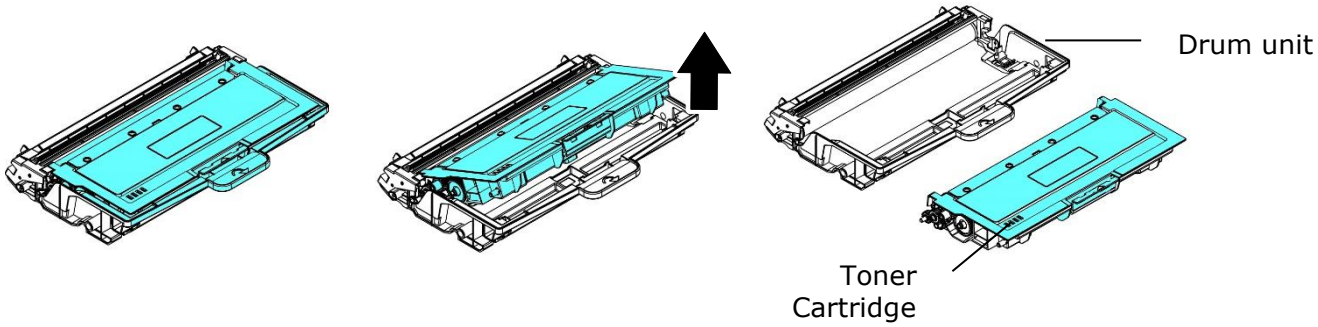


3. Lift the handle of the drum and the toner cartridge assembly and gently remove the assembly.





4. Remove the toner cartridge from the drum unit as shown.



Installing the Drum Unit

1. Remove the protective film and the label in the center of the drum unit. Be sure not to touch the drum during unpacking. Your finger print may affect the print quality.

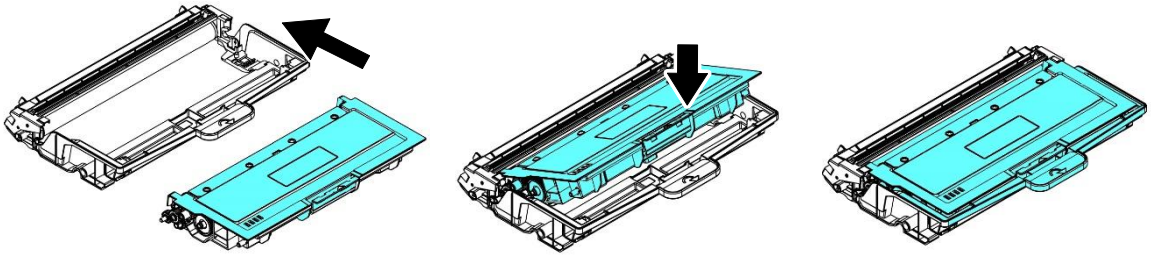
Black Film



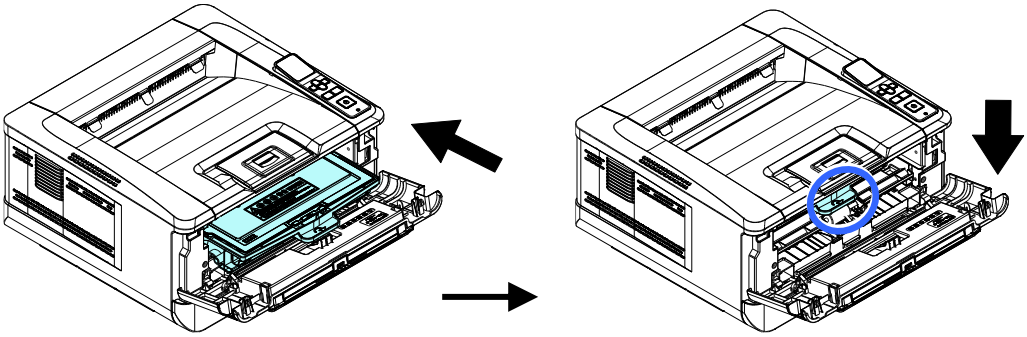


Label

2. Install the toner cartridge to the new drum unit.



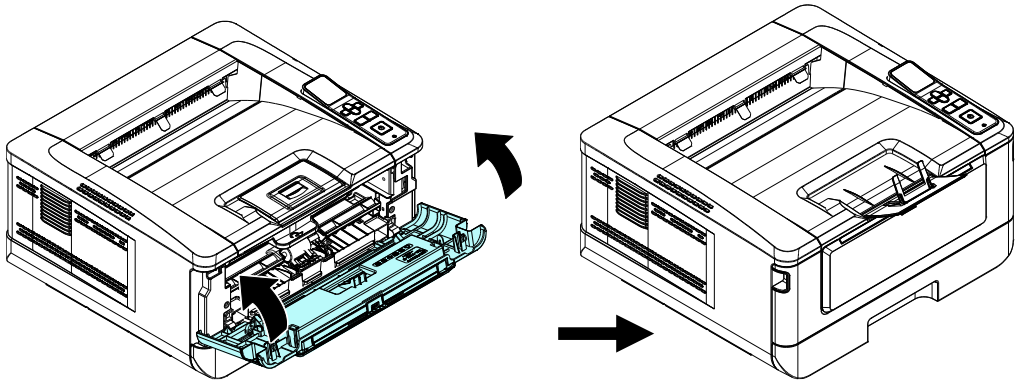
3. Hold the handle of the toner cartridge and insert the toner cartridge to its original place. Press the handle to fix it firmly in place.



Note:

- If toner gets on your clothing or other fabric, wipe off the toner with a dry cloth. Wash the items in cold water and air dry.
- Do not dispose of the toner cartridge. Put the used toner cartridge into the bundled plastic bag, and then return it to a dealer or service representative. The latter recycles or deals with the collected toner cartridges in accordance with the relevant regulations.

4. Close the front cover.



8. Specifications

All specifications are subject to change without notice.

General		
Regulatory model number		MB4000
Processor		500MHz
RAM		512M
Flash Memory		64M
Max media size		Legal size
Resolution		600 × 600 dpi
Printing speed		40 ppm (A4 SEF)
First print out time **From Ready Mode** **From Sleep Mode**		 6.5 seconds (A4 SEF) 8.5 seconds (A4 SEF)
Warmup Time		< 20 seconds
Recommended monthly print volume		1,500 pages
Maximum monthly print duty cycle		15,000 pages
Manual tray	**Paper capacity**	10 page（70 g/m² plain paper）
	Paper size	A4, A5, A6, B5 (JIS), B6 (JIS), Letter, Legal, Legal 13, Oficio customized size:76 x 127 ~ 216 x 558 mm
	Paper weight	60~163 g/m² (10 pages) 60~200 g/m² (1 page)
Tray 1	**Paper capacity**	250 pages（70 g/m² plain paper）
	Paper size	A4, A5, A6, B5 (JIS), B6 (JIS), Letter, Legal, Legal 13, Oficio customized size:76 x 127 ~ 216 x 558 mm
	Paper weight	60~120 g/m²
Paper output		Top output

Paper output capacity		150 pages
Duplex printing unit		Build-in
Duplex print	**Paper size**	Legal, Legal 13, Oficio, A4, Letter, B5 (JIS)
	Paper weight	60~105 g/m² (16~28 lbs)
Connectivity		USB2.0, 10/100Mbps Ethernet Wi-Fi (For the model includes Wi-Fi module)
Printer language		GDI
Supported operation system		Windows 7, Windows 8, Windows 10, Windows 11
Dimemsion (WxDxH)		404 x 380 x 204 mm
Weight		Approx. 8 kg
Power source		110~127Vac,50/60Hz,9.0A 220-240Vac, 50/60Hz, 4.5A
Power consumption		< 1.02kw
Operation	**Temperature**	10°C～32°C
Environment	**Humidity**	15%～80% (no dew)
Product Lifecycle		
Printer life		5 year or 60,000 pages
Toner Cartridge		1,500/3,000 pages
Drum Unit		12,000 pages
Fuser		60,000 pages

Wi-Fi Spec.

Model: CF-WU810N

Main Chipset	RTL8188EUS
Host interface	USB 2.0
Frequency Range	2.412~2.484 GHz
Wi-Fi Standard	IEEE 802.11b IEEE 802.11g IEEE 802.11n
Transmit Speed	11b: 1/2/5.5/11 Mbps 11g: 6/9/12/24/36/48/54 Mbps 11n: 150 Mbps
Transmit Power	Max. 18 dBm
Security	WPA-PSK/WPA2-PSK WPA/WPA2 WEP
Operating System	Windows XP/Vista/7/8/8.1/10 (32/64 bit) Max OS 10.6 ~10.11 Linux Kernel 2.6.18~3.10