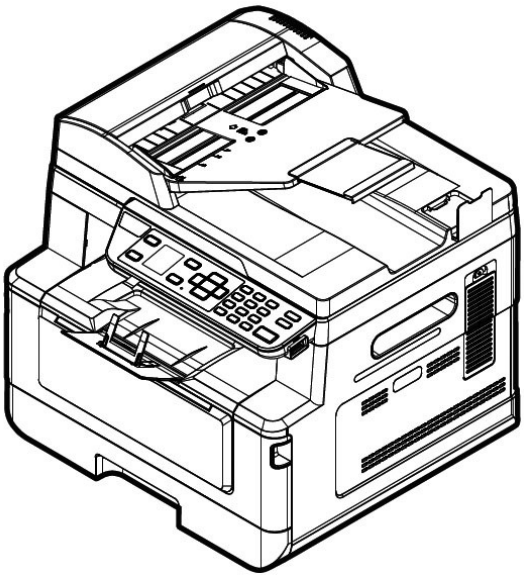
Capsul MB3300 MFP

User's Manual



capsul

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Notice

Important

- Do not make copies of any item for which copying is prohibited by law.
- Local laws normally prohibit copying the following items:
  Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks.

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:

- 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.

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 Laser/LED product.

FCC Caution:
Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device is intended only for OEM integrators under the following conditions:
1) The antenna must be installed such that 20 cm is maintained between the antenna and users.
2) The transmitter module may not be co-located with any other transmitter or antenna.

IMPORTANT NOTICE:
FCC Radiation Exposure Statement:

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body. To maintain compliance with FCC RF exposure compliance requirements, please avoid direct contact to the transmitting antenna during transmitting.

IC Notice:
Operation is subject to the following two conditions:
1) This device may not cause interference and
2) This device must accept any interference, including interference that may cause undesired operation of the device.

IMPORTANT NOTE:
IC Radiation Exposure Statement:
This equipment complies with IC radiation exposure limits set forth for an uncontrolled environment. End users must follow the specific operating instructions for satisfying RF exposure compliance. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.

This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

Règlement d'Industrie Canada

Les conditions de fonctionnement sont sujettes à deux conditions:

(1) Ce périphérique ne doit pas causer d'interférence et.

(2) Ce périphérique doit accepter toute interférence, y compris les interférences pouvant perturber le bon fonctionnement de ce périphérique.

When the printer will be idle for a long 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.

Remove the paper from the paper tray and store it in its wrapper so it doesn't absorb moisture.

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 operating requirements and restrictions. Follow these instructions to operate the machine properly and avoid damaging it.

Note:
Gives further explanation or clarification. We recommend reading it.

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 in direct sunlight or near heating or air-conditioning units. Sunlight and high temperatures can damage the machine.



Do not install the equipment in a humid or dusty place. If dust collects on 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 place the device on a wobbly, sloped, or unstable surface. It could fall and cause injury.



Place the device close enough to the computer for the interface cable to reach easily.

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.



Use recycled paper for printing where you can.

Caution

Place the device in a separate, well-ventilated area.



Place the device where conditions are suitable. Operating the machine outside the recommended temperature and humidity may cause an electrical fire.



Do not place heavy objects on the unit. The device could become unbalanced and fall, causing injury.



Do not place the device where its paper output could be blocked, as this can cause paper jams.



Safety Information During Operation

Warning

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



Never open any fixed cover. Doing so risks electric shock, fire, and exposure to the laser beam, which can 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 alter the machine or its parts. Avoid contact with the internal high-voltage parts or the laser beam, which can cause electric shock or blindness.



If this product becomes unusually hot or gives off smoke, an unusual odor, or noise, immediately turn OFF the power switch, unplug the power cord, and call your authorized service representative. Continuing to use it could cause a fire or electric shock.



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 is damaged, immediately turn OFF the power switch, unplug the power cord, and call your authorized service representative. Continuing to use it could cause a fire or electric shock.



Take these emergency measures if any of the following occurs:



- If toner gets into your eyes, rinse them with water until they no longer hurt. If it is serious, see a doctor.
- If toner gets on your skin, wash it off with soap and water.
- If you inhale toner, move away from the dust immediately and rinse your mouth with plenty of water.
- If you swallow toner, 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.
- An 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

If paper jams inside the machine, remove all of it. Paper left in the machine may cause a fire. If paper is stuck where you cannot see it or reach it easily, do not force it out; to avoid injury, contact service personnel or your dealer for help.



The inside of the machine can be very hot. When clearing a jam, heed any warning labels and do not touch hot parts, to avoid burns. We recommend clearing jams after the machine has cooled down.



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



When making many copies over a long period, keep the room ventilated. Otherwise you may get a headache.



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



About the Consumables

Caution

Do not unpack or 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 a toner cartridge into a fire. Toner left in the cartridge can explode on contact with fire and cause injury.



Caution

Do not throw away used toner cartridges. Put them in the supplied plastic bags and return them to your dealer or service personnel (see our website for customer service locations), who will recycle them in accordance with applicable 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 plug's pins with metal objects, which could contact dangerous voltage or cause a short circuit, resulting in fire, electric shock, or injury.



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 an outlet with other high-power devices, as this may cause 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 and similar items out of the reach of children to avoid injury.



Keep packaging materials such as the supplied plastic bags out of the reach of children, 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. It uses zero energy only when disconnected from all external power.

At least once a year, unplug the power cord and check it for exposed wires, damage, cracks, dents, heat, bent pins, or burn marks. If you find any of these, stop using the cord and contact authorized service personnel or your dealer.



Plug the power cord into a grounded outlet; otherwise fire or electric shock may result.

Plug the power cord fully into the wall outlet. A partly inserted plug can cause a poor connection and heat build-up, which is unsafe.

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.



Unplug the power cord before any repair.

Route the power cord so that no one can trip over it.

SAFETY INSTRUCTION

This printer is a page printer which is operated by means of a LSU (Laser Scanning Unit). There is no possibility of danger from the LSU, 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.

Disposal of Waste Equipment by Users in Private Union



This symbol on the product or its packaging means the product must not be disposed of with household waste. Instead, take it to an appropriate facility for recovery and recycling, to protect human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.

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1. Overview

Introduction - A Better Approach to Workplace Technology

Congratulations on your purchase of the Capsul MB3300. This MFP combines scanning, copying, printing, and e-mail in one unit, and handles documents up to legal size.

In addition, through the network port at the back of the machine and integrated Wi-Fi card, the product is able to work as a network printer. Through the color LCD screen and the easy-to-use control panel, making a copy is easy just as you normally do on a regular copier.

"The product" refers to the following MFP models. The following table shows the differences between each model:

- **Auto Document Feeder:** Auto Document Feeder allows 1-Sided scanning and copying for multi-page document.
- **Wi-Fi** : With an optional Wi-Fi USB dongle connected to the USB port, the product allows you to connect your computer through wireless connection. Plus, if you have installed a MB App on your mobile devices, the product allows you to scan and receive the scanned image from a mobile device.

Features

Various Advanced Copy Features
The product is designed with various advanced copy features which include ID card copy, paper saver to copy multi-page document onto a single sheet, etc.

Printing:
When the product is connected to a computer through the USB interface or a network port, it is able to perform 2-Sided printing through a computer on the network.

Scan-to-e-mail, USB, FTP or CIFS
The product sends paper documents electronically to e-mail addresses, the MFP's memory, a USB flash drive (FAT16/FAT32), FTP (file transfer protocol) servers, or another computer on the network. It is faster, more cost-effective, and more secure than sending documents by mail or courier.

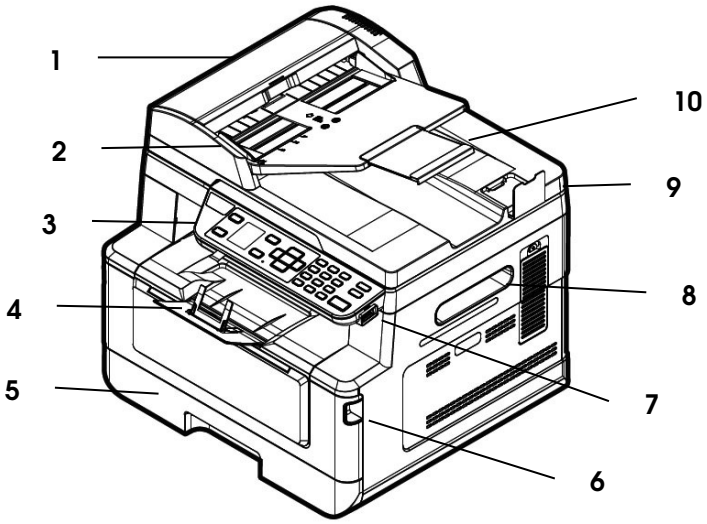
Scanning:
When the product is connected to a computer and the scanner driver is installed onto a connected computer through the USB port, it can be used as a full scanner to capture photos or documents into your computer.

Remote Device Management through Embedded Web Page

The product's embedded web page lets the system administrator manage it remotely, including managing the address book and checking toner status.

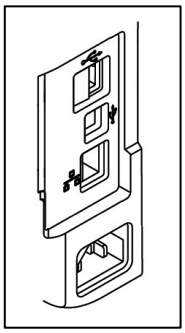
The External View

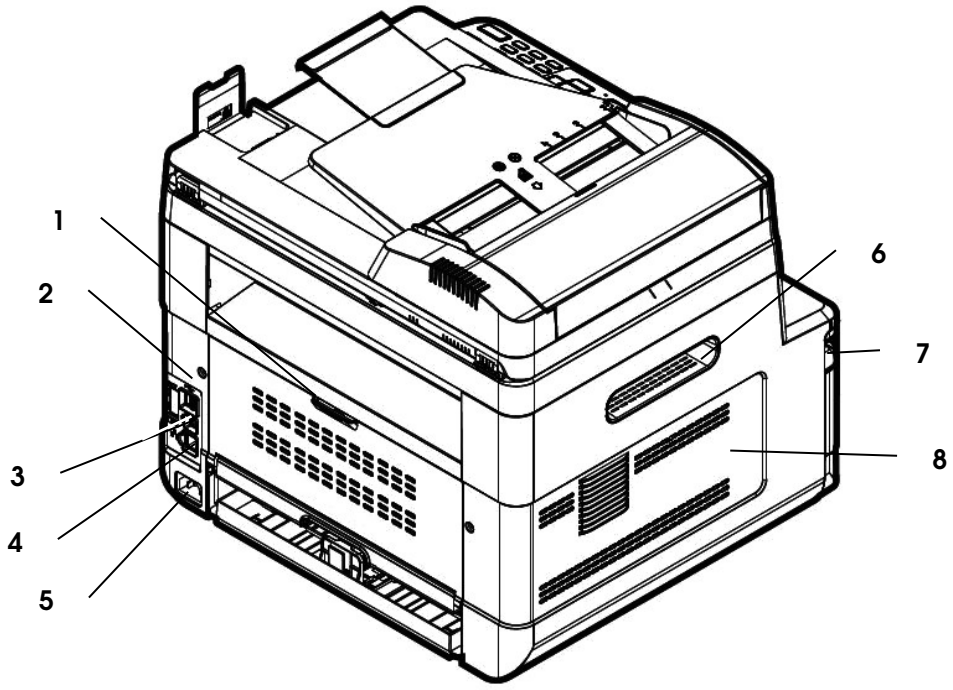
The Front View



1. Auto Document Feeder	6. Handle of the Front Cover
2. Paper Guide	7. USB Port (USB Flash Drive, FAT16/FAT32)
3. Control Panel	8. Handle of the Side Cover
4. Paper Stopper	9. Document Cover
5. Main Paper Tray	10. Extension

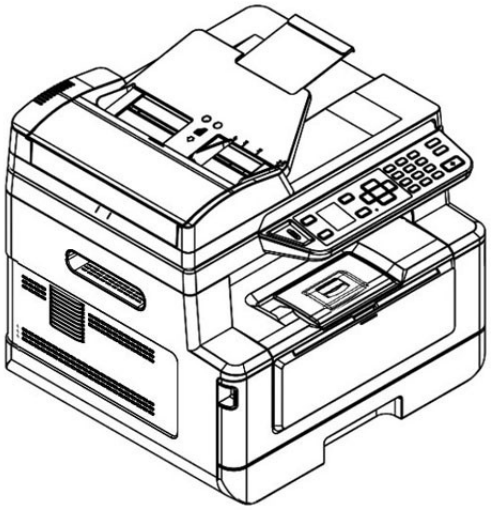
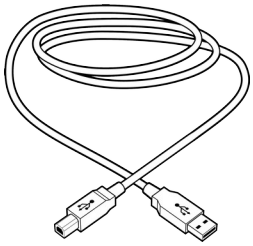
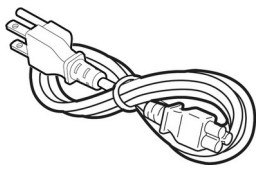
The Rear View



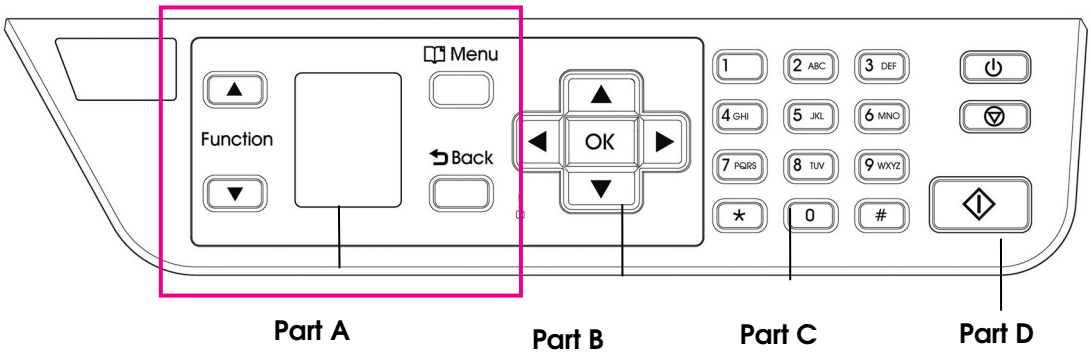


1. Handle of the Rear Cover	5. Power Receptacle
2. USB Port (Type A)	6. Handle of Side Cover
3. USB Port (Type B, to PC)	7. Handle of Front Cover
4. Network Port	8. Side Cover

Package Contents

 Main Unit	 CD-ROM (Including Driver, and User's Manual)
 USB Cable	 Power Cord

Control Panel



Part A:

Function ▯/▯	Used to choose a working mode.
LCD screen	Used to display information and provide access to the product's functions.
Menu	Used to enter the Menu mode.
Back ▯	Used to go back to the previous level.

Part B: Function Keys

◀	• Used to scroll backwards through menu selection. • Used to delete text while entering a text.
▶	• Used to scroll forwards through menu selection. • Used to add a space from the right while entering a text.
OK	Used to confirm a selection in Menu mode.
▯ / ▯	Used to display or select an option.
LED Light	Used to indicate the machine's status.

Part C: Numeric/Character Keypad

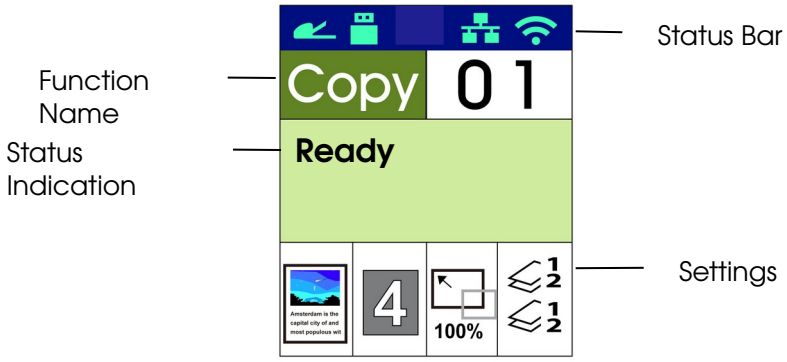
Used to enter copy quantity.

Part D: Start Button & Other Buttons

Used to start a copy, scan, e-mail, or filing job.

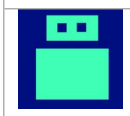
Power: Press to turn on the machine.
Stop/Cancel: Press to pause a current job.
Start: Press to start a copy, scan-to, or other job.

LCD Screen and Status Bar



Status Bar

Icon	Name	LED Light Color/Status Indication	
	Wi-Fi Mode		A green icon indicates connection successful
			A gray icon indicates obtaining IP
		No Display	No Wi-Fi USB dongle
	Wi-Fi AP Mode		A green icon indicates connection successful
			A gray icon indicates obtaining IP
		No Display	No Wi-Fi USB dongle

<table>
<tr><td></td><td>Ethernet Mode</td><td>
<table>
<tr><td></td><td>A green icon indicates connection successful</td></tr>
<tr><td></td><td>A gray icon indicates no connection of the wired network cable.</td></tr>
<tr><td></td><td>An Auto IP address has been given to the device since DHCP server is not working. Yet network connection is only limited to Local Area Network (LAN).</td></tr>
</table>
</td></tr>
<tr><td></td><td>USB Mode</td><td>
<table>
<tr><td></td><td>A green icon indicates connection successful</td></tr>
<tr><td></td><td>A gray icon indicates no connection.</td></tr>
</table>
</td></tr>
<tr><td></td><td>Auto Document Feeder Mode</td><td>
<table>
<tr><td></td><td>A green icon indicates there is paper in the Auto Document Feeder.</td></tr>
<tr><td></td><td>A white icon indicates no paper in Auto Document Feeder.</td></tr>
<tr><td></td><td>A gray icon indicates no connection.</td></tr>
</table>
</td></tr>
<tr><td></td><td>High Temperature</td><td>The temperature inside the printer is too high. Printing each back side pauses for 6 seconds, then continues.

Once the machine has been idle for 30 minutes and cooled to normal, the [High Temperature] icon disappears.</td></tr>
</table>

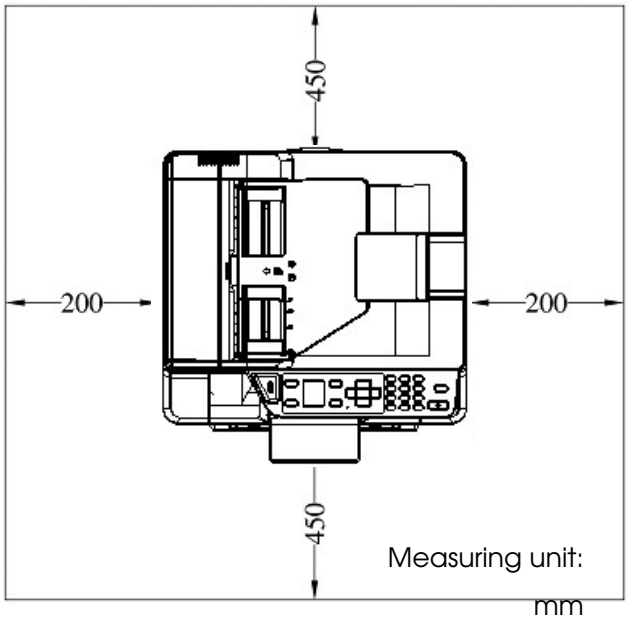
2. Installing Your Machine

Precautions

- Do not install the equipment near heating or air conditioning units.
- Do not install the equipment in a humid or dusty place.
- Place the equipment in a separate area with good ventilation.
- The equipment is equipped with both the power-saving and standby modes.
  It uses zero energy only when disconnected from all external power.
- Be sure to use the correct AC power supply.
- Retain the box and packing materials for shipping purposes.

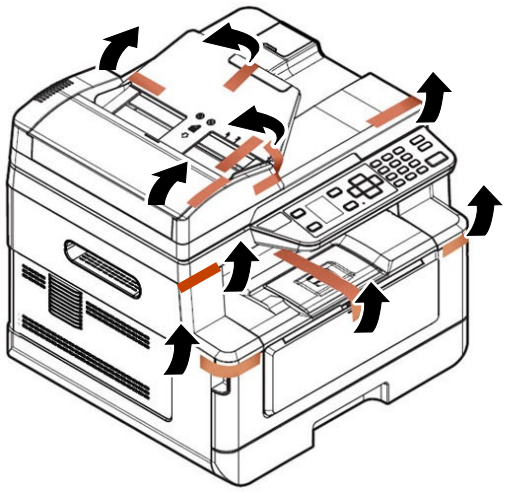
Operational Space

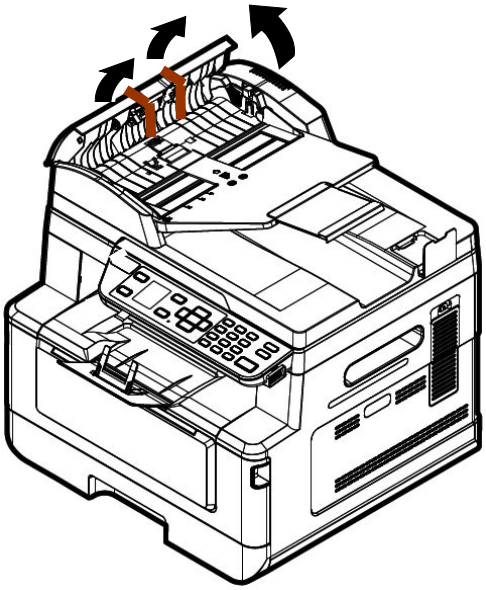
Please reserve the following operation space.



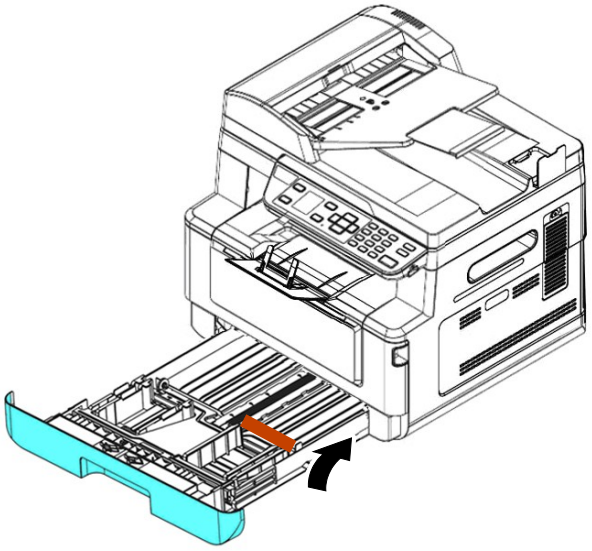
Machine dimension: 404 x 380 x 366 mm (WxDxH)

Removing the Protective Tapes of the Machine

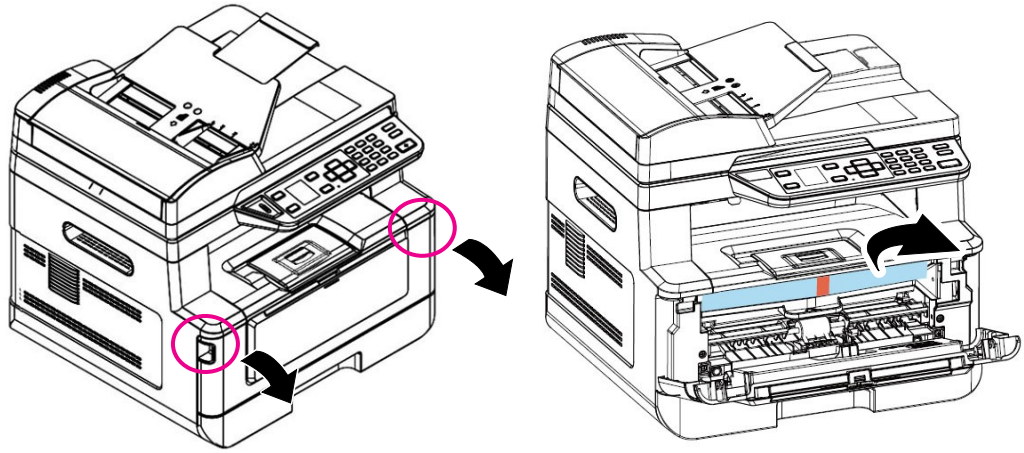




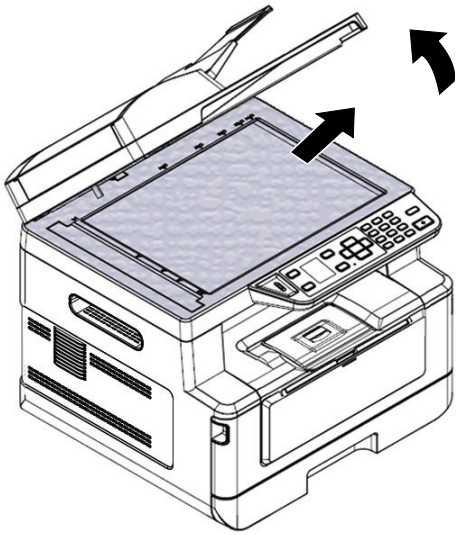
Open the Auto Document Feeder and remove the tapes



Pull the Paper Tray and remove the tape



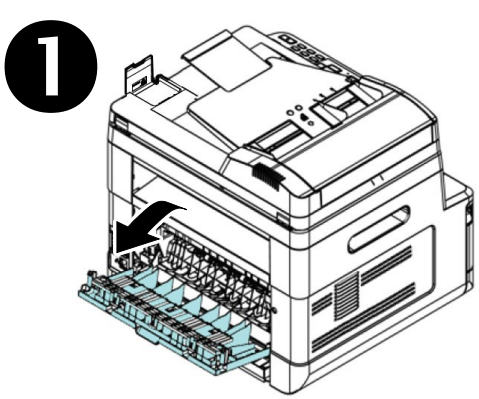
Open the front cover and remove the packing material.

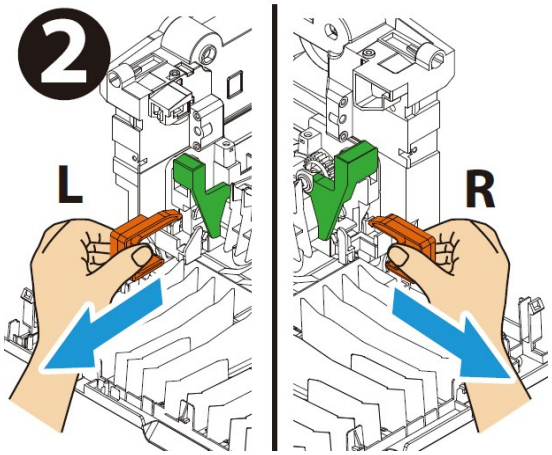


Open the document cover and remove the packing material.

Removing the Spacers

1. Open the rear cover.
2. Remove the spacers on both sides of the paper path as shown. The spacers protect the printer during shipping.



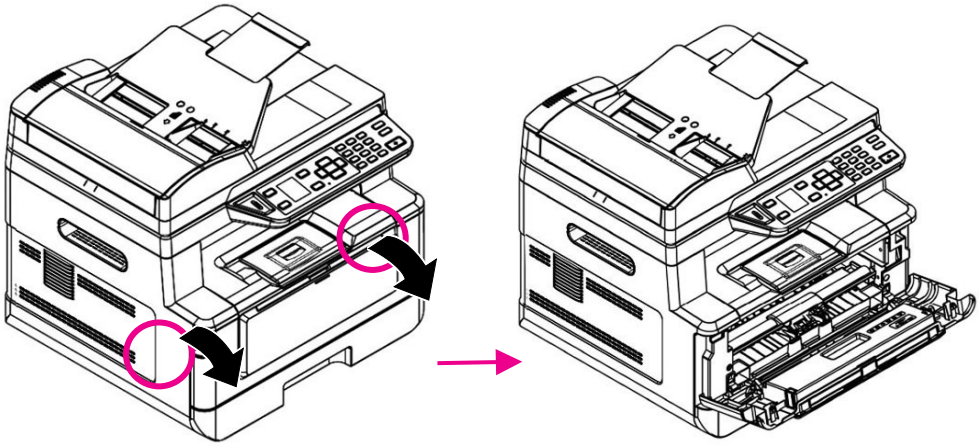


Removing the Tapes of the Toner Cartridge

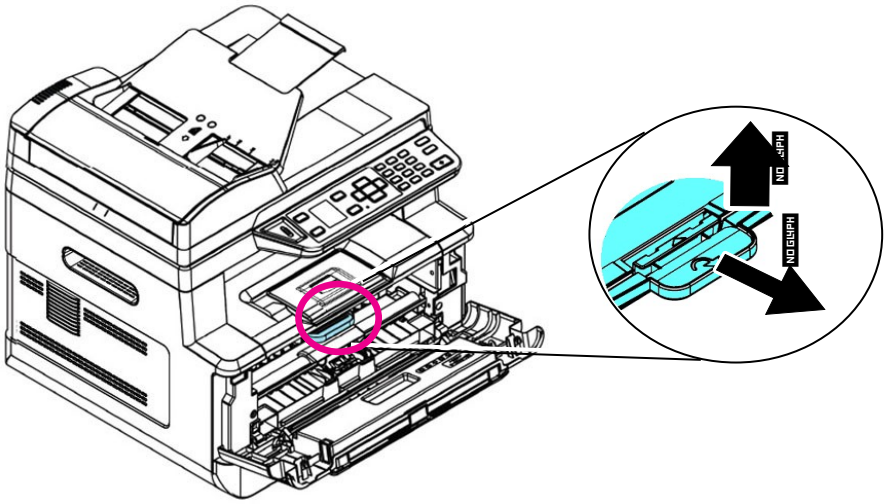
Warning!

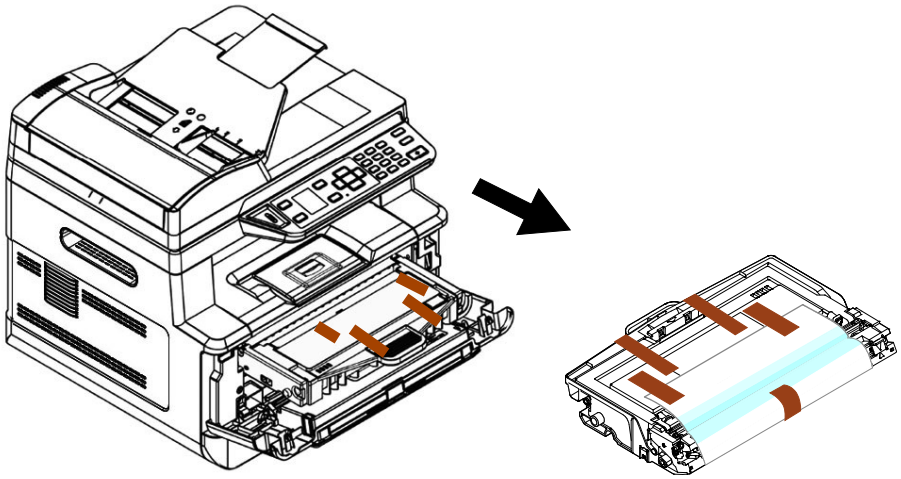
- Be careful not to inhale toner.
- If toner gets on your clothing or other fabric, wipe off the toner with a dry cloth. Wash the items in cold water and air dry.
- To avoid print quality problems, DO NOT touch the toner rollers.
- To avoid damaging the toner cartridge, do not leave it exposed for more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

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

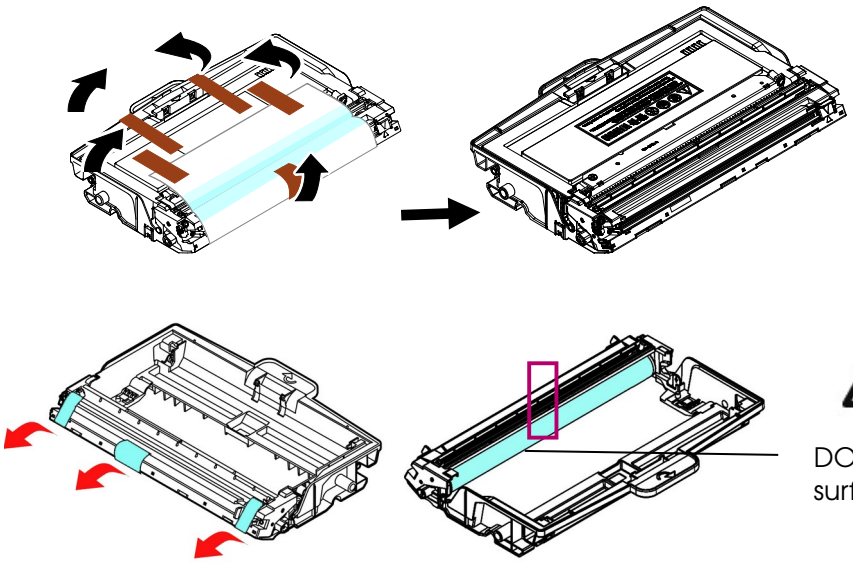


2. Hold the handle of the drum unit and pull it out as shown.





3. Remove the protective tape and label on the drum unit.

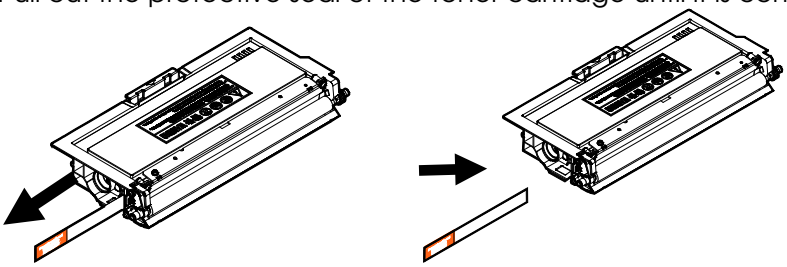


DO NOT touch the surface of the drum.

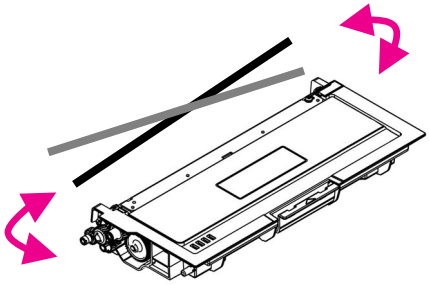
Important!

- DO NOT touch the drum surface. Fingerprints or other marks may affect print quality.
- DO NOT leave the drum unit exposed to light for more than a few minutes. Install it as soon as you open the package.

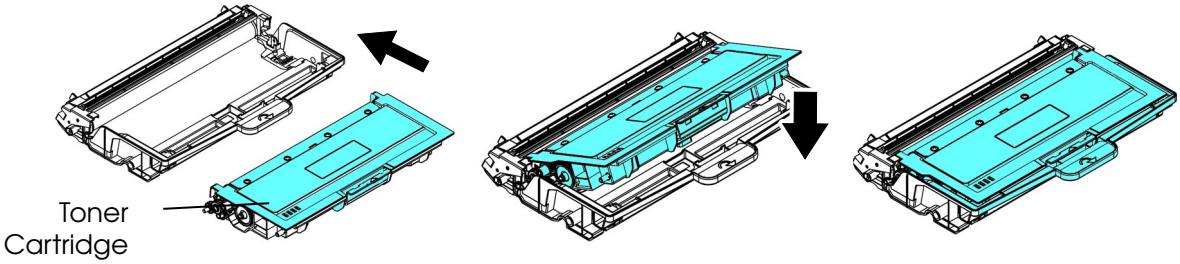
4. Pull out the protective seal of the toner cartridge until it is completely removed.



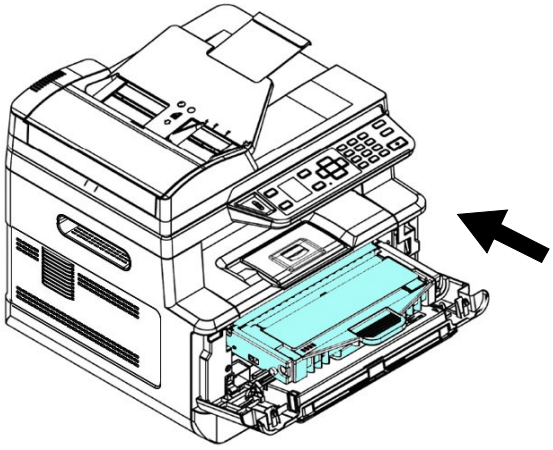
5. Tilt the new toner cartridge up and down, then side to side, 10 times to spread the toner evenly.



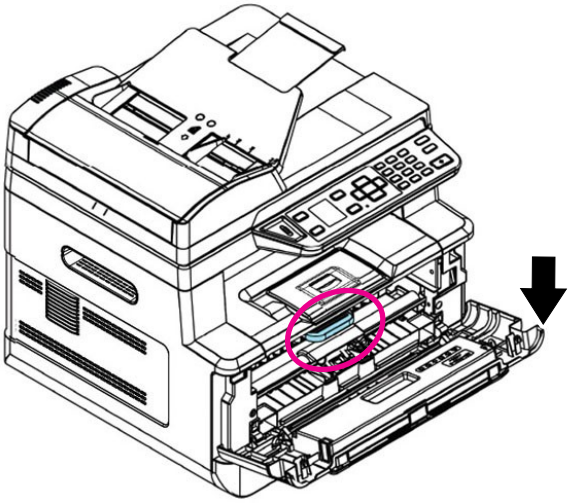
6. Push the toner cartridge into the drum unit until it clicks into place.



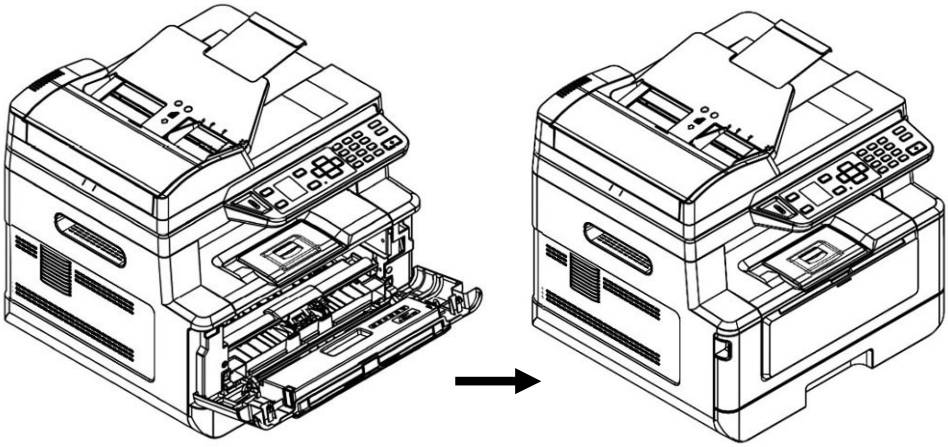
7. Hold the handle of the drum and toner cartridge assembly and slide the assembly back into place.



8. Press down the toner cartridge to fix it into place.

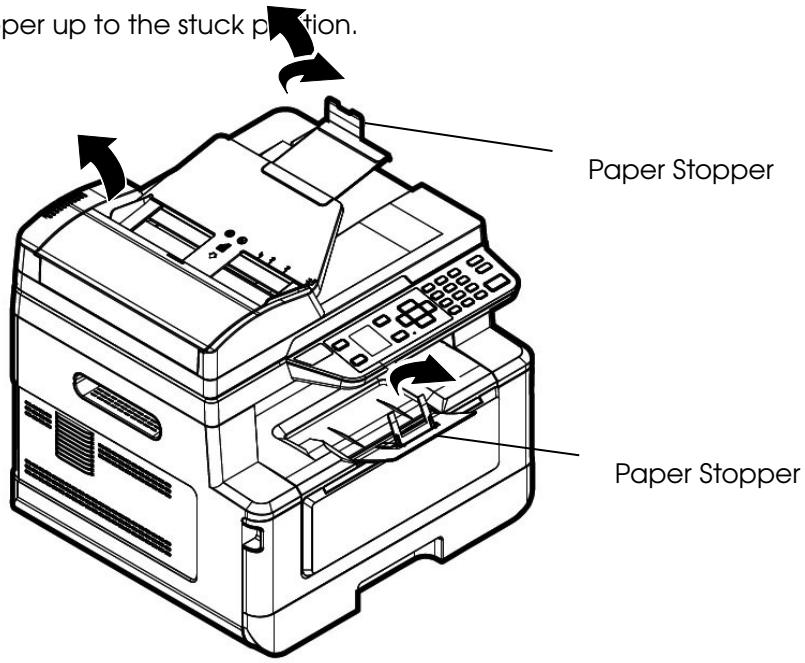


9. Close the front cover.



Install the Paper Stopper

Lift the paper stopper up to the stuck position.



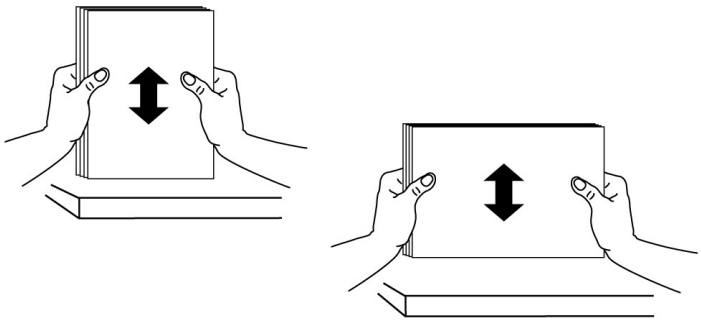
Loading The Main Input Tray

To load paper into the main input tray:

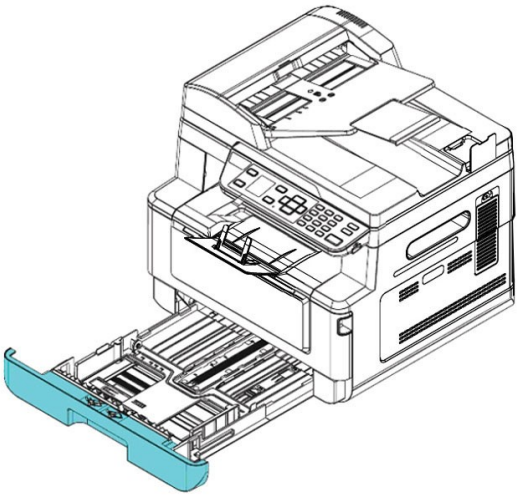
1. Fan your paper first to ensure that the pages do not stick together.



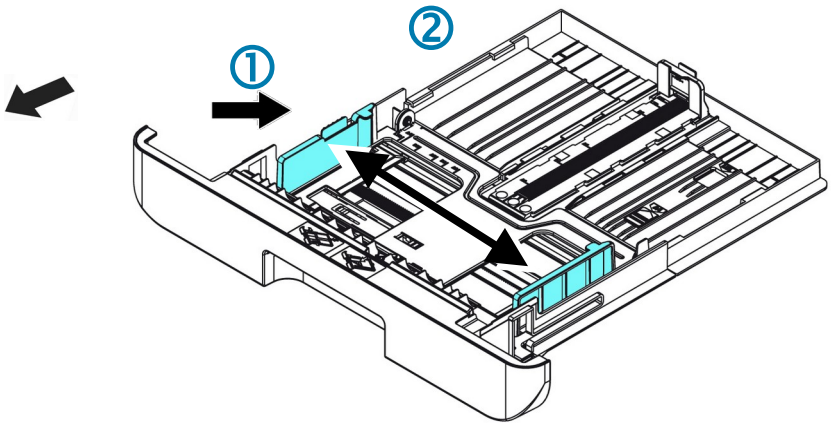
2. Even the edges by tapping the bottom of the stack on a table. Rotate the stack 90 degrees and repeat.



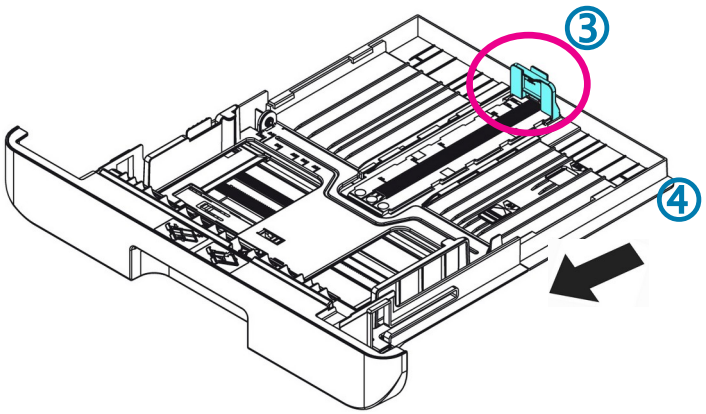
3. Pull the main tray out gently.



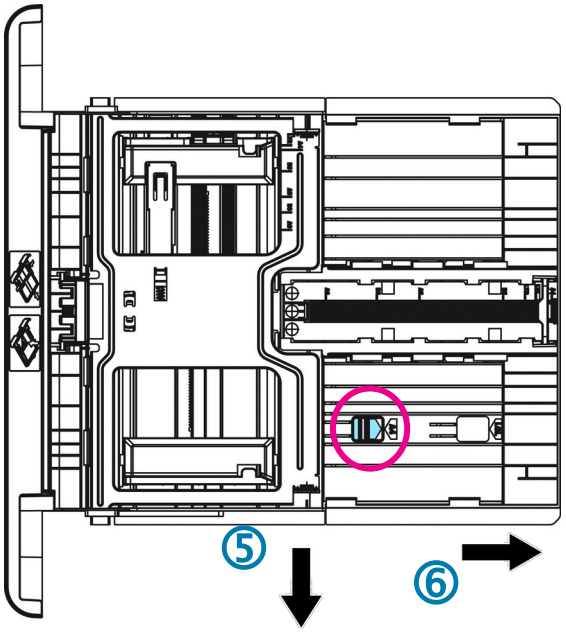
4. Press the width guide tab (①), and then move the width guide (②) to the correct position for the paper size being loaded.



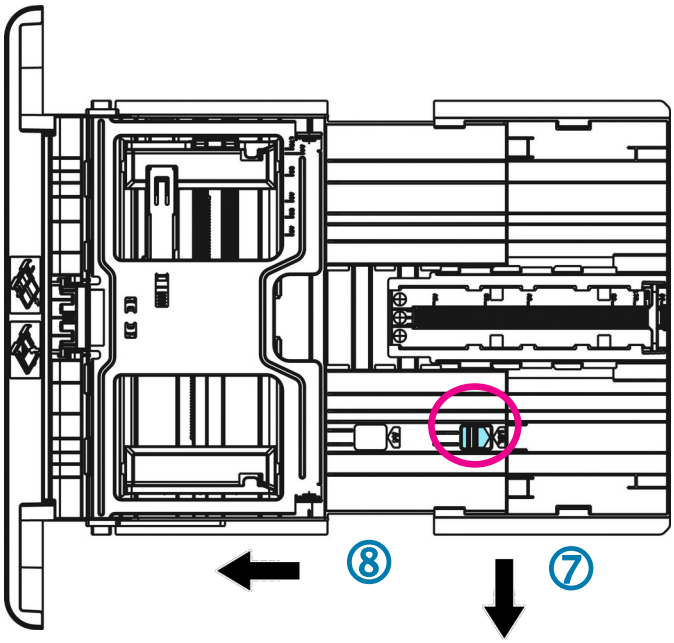
5. Unlock the length guide, squeeze the length guide tab inward (③) as shown, and slide the guide (④) to the correct position for the paper size being loaded.



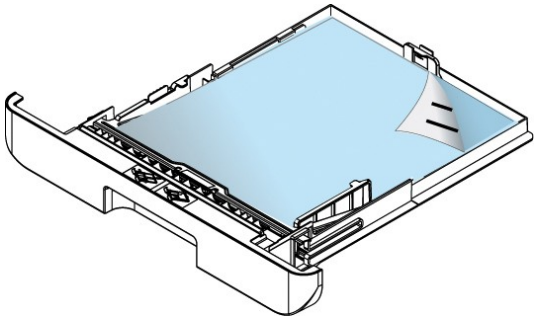
6. If you wish to load paper larger than A4, press the first length slider (⑤) and then move it to the right (⑥) to the desired length you wish.



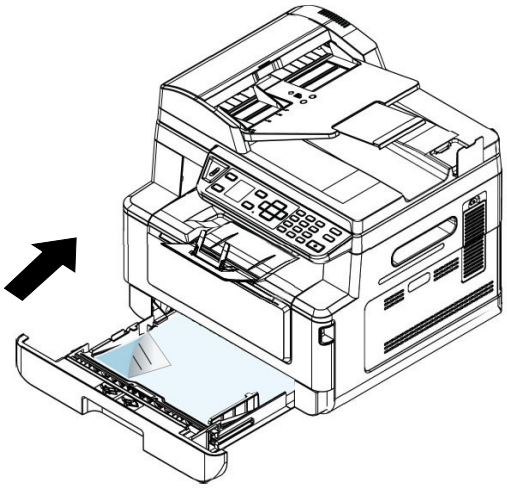
To set the length slider back to A4, press the 2nd length slider (⑦) and then move it to the left (⑧).



7. Load the paper stack with the **Printing Side FACE DOWN** as illustrated.



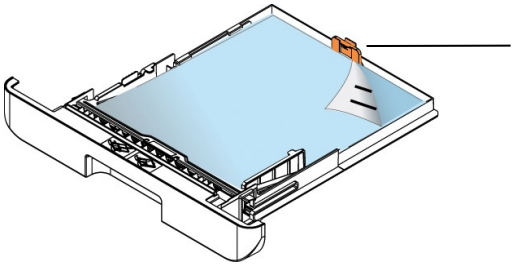
8. Insert the tray.



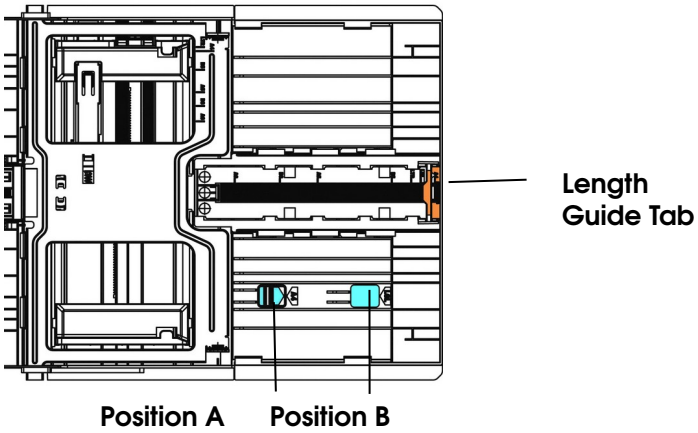
Note:

To avoid misfeeds, make sure the length guide tab and length slider are in the correct positions.

- Make sure the end of the paper lightly touches the length guide, as shown below.



- Make sure the length slider is set to position A or B, as shown below.



Paper sizes and weights used for Main Input Tray

Paper capacity	250 pages (70g/m² plain paper)
Paper size	A4 (210 x 297 mm) A5 (149 x 210 mm) A6 (105 x 149 mm) B5 (JIS) (182 x 257 mm) B6 (JIS) (125 x 176 mm) Letter (216 x 279 mm) Legal (216 x 356 mm) 76 x 152 mm
Paper weight	60 ~ 120 g/m²

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



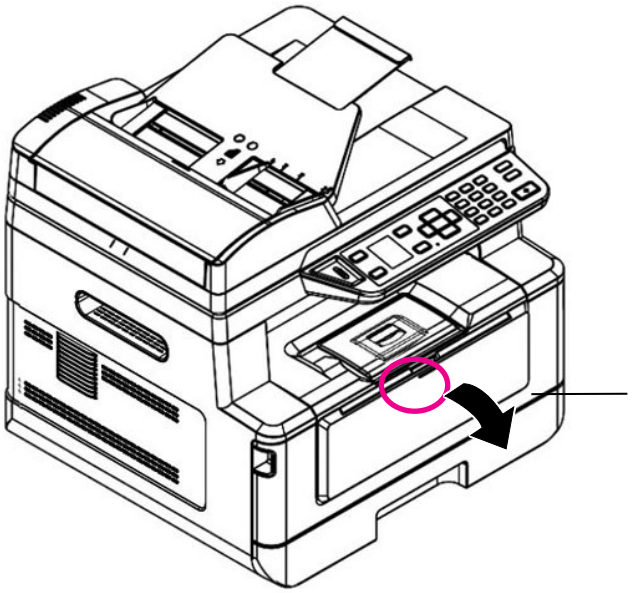
Note:

- For the best print and copy quality, use the recommended paper or media.
- Fan your paper before loading it into the paper tray.
- If the paper package marks a print side, load the paper with that side positioned as instructed.
- If print quality is poor or paper jams often, turn the paper stack over so the top sheet is on the bottom, then reload it.
- Reseal unused paper in its original packaging and store it somewhere dark, dry, and out of the sun. Paper that absorbs moisture jams more easily.

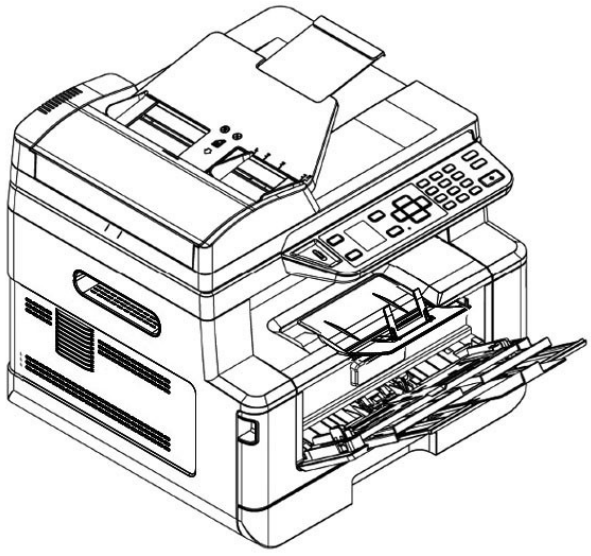
Loading the Manual Tray

When you need to print different size paper, you can use the manual tray.

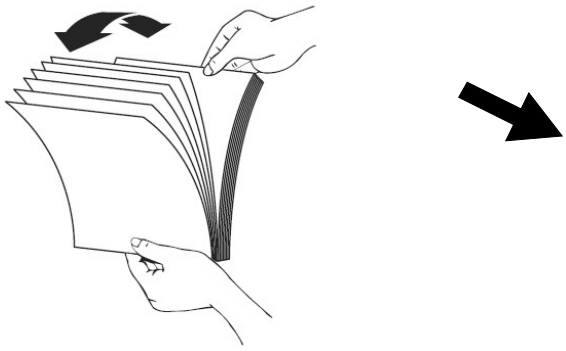
1. Open the manual tray by grasping the handle and pull it down.



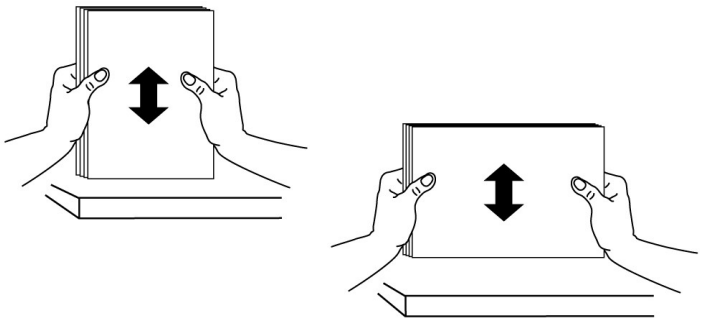
2. Pull out the manual tray extension to meet your paper size.



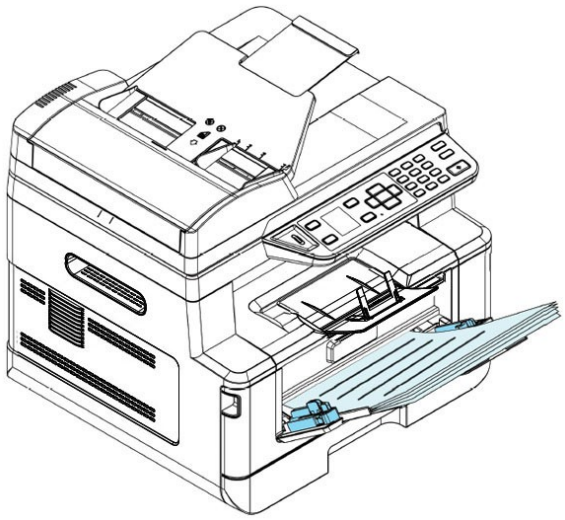
3. Fan your paper first to ensure that the pages do not stick together.



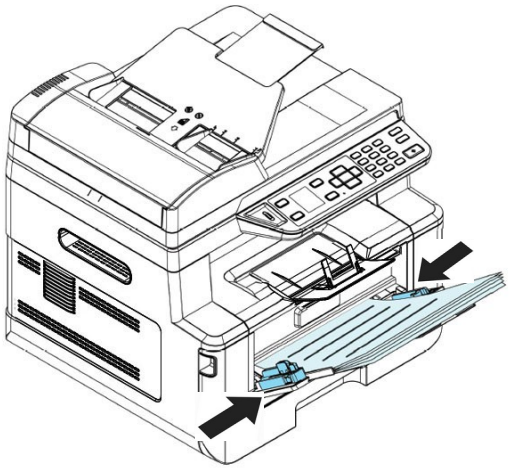
4. Even the edges by tapping the bottom of the stack on a table. Rotate the stack 90 degrees and repeat.



5. Load the paper stack with the **Printing Side FACE UP** as illustrated.



6. Slide the paper guides until they lightly touch the paper stack.



Paper sizes and weights used for Manual Tray

Paper capacity	10 pages (70g/m² plain paper)
Paper size	A4 (210 x 297 mm) A5 (149 x 210 mm) A6 (105 x 149 mm) B5 (JIS) (182 x 257 mm) B6 (JIS) (125 x 176 mm) Letter (216 x 279 mm) Legal (216 x 356 mm) Custom Size: 76 x 127 mm ~ 216 x 356 mm
Paper weight	60 ~ 163 g/m² (10 pages) 60 ~ 200 g/m² (1 page)

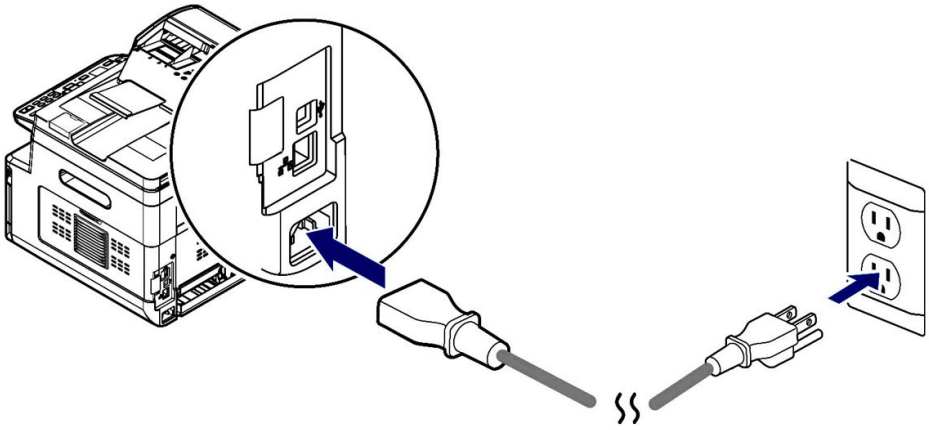
* Duplex printing is available only for paper in A4, B5 (JIS), or letter size.

Note:

- For the best print and copy quality, use the recommended paper or media.
- Fan your paper before loading it into the paper tray.
- If the paper package marks a print side, load the paper with that side positioned as instructed.
- If print quality is poor or paper jams often, turn the paper stack over so the top sheet is on the bottom, then reload it.
- Reseal unused paper in its original packaging and store it somewhere dark, dry, and out of the sun. Paper that absorbs moisture jams more easily.

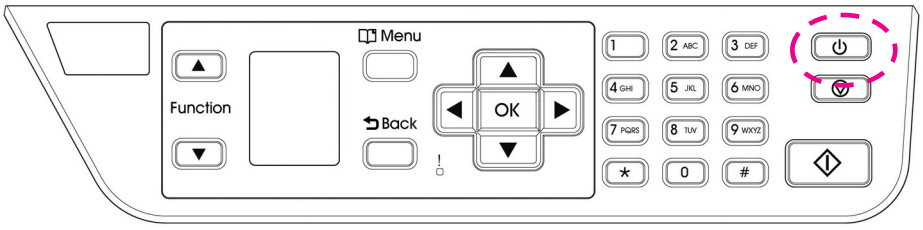
Connecting to Power

1. Connect the small end of the power cable to the power jack of your product.
2. Connect the other end to an appropriate power outlet.



Turning On The Machine

To turn on the product, press the Power button  on the control panel, the LED light will turn solidly on. To turn off the product, hold and press the Power button for three seconds, the LED light will be off.



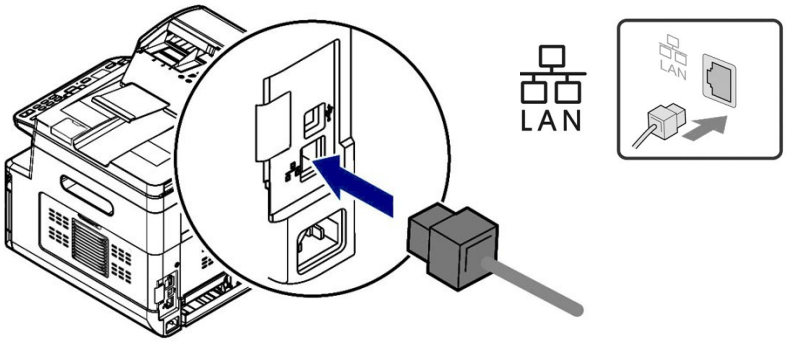
Note:
When the product is not in use, be sure to turn off the product to get a zero power consumption state.

Connecting to a Wired Network

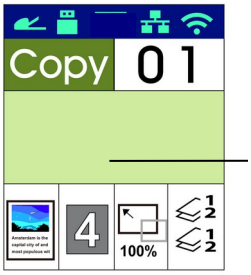
1. Connect one end of the network cable to an available port on your Ethernet hub.



2. Connect the other end to the LAN port at the back of the product as shown.



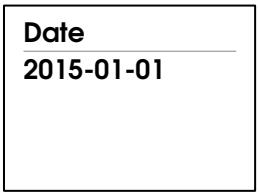
Once the network cable is connected, the LCD screen shows the IP address assigned by the DHCP server.



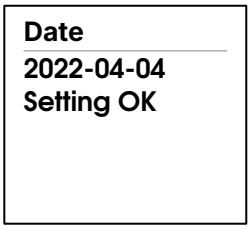
Setting the Product's Date and Time

The first time you turn on the product, the LCD screen shows the [Date and Time] setting. Set the date and time as follows; the product cannot be used until you do.

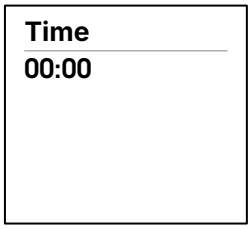
1. Enter the current date. For example: input the current date as [2015-01-01] (year-month-day), use the left and right keys to move the cursor to the position you need to enter, and then press the Up and Down keys to increase or decrease the number, and finally press "OK" to save the setting.



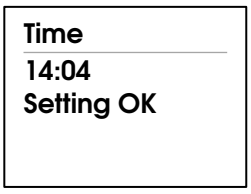
2. If the format is correct, the screen will display [**Setting OK**].



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 Scanner/Printer (Windows)

System Requirement

Windows 7, Windows 8, Windows 10, Windows 11

For USB Interface Users

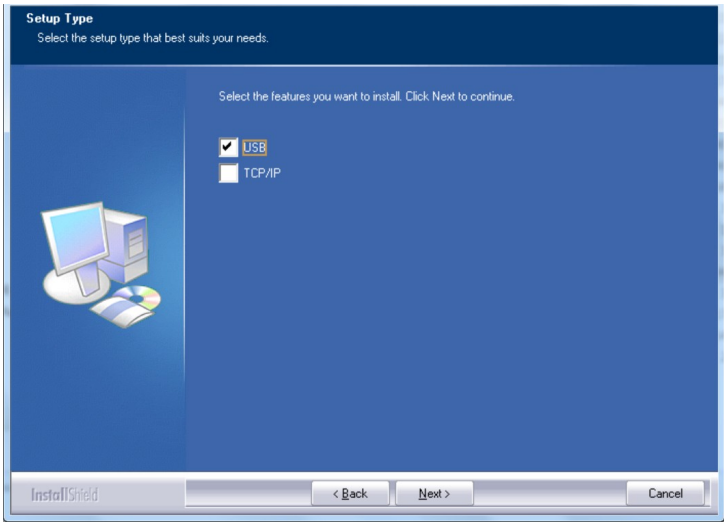
Please follow these steps to install the scanner, and printer drivers if this machine is connected to your computer via a USB cable.

Important!

DO NOT connect the USB cable before installing the scanner, and printer drivers.

1. Insert the supplied CD into your CD-ROM drive. The installation menu will be displayed.
2. To install the **scanner /printer** drivers:

   Click **"Install Scanner Driver and Printer Driver"**and follow the on-screen instructions to complete the installation of the program.
3. When the [**Setup Type**] dialog box appears, select [**USB printer**] and then click [**Next**].

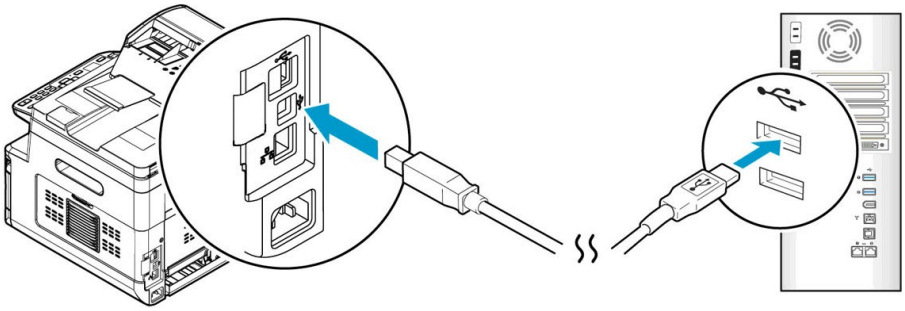


4. During installation, the [USB Connection] dialog box asks you to turn on the MFP and

connect it to your computer with a USB cable.

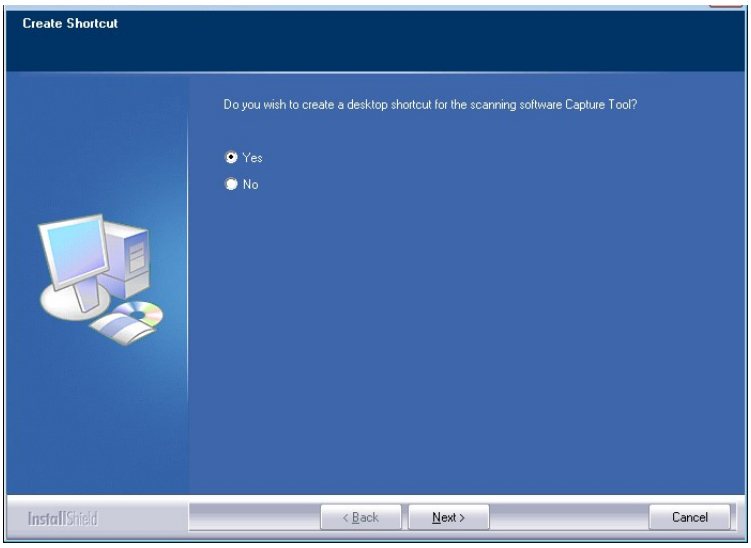
a. Connect one end of the USB cable to your computer.

b. Connect the other end to the USB port of your product.



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

6. When the following dialog box appears, click [**Yes**] if you wish to create a desktop shortcut for the scanning software Capture Tool.



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

If you have successfully installed the printer's driver, you will find a printer, "MB3300 Printer", has been added in the "Printers and Faxes"option from the Control Panel.

For Network Interface Users

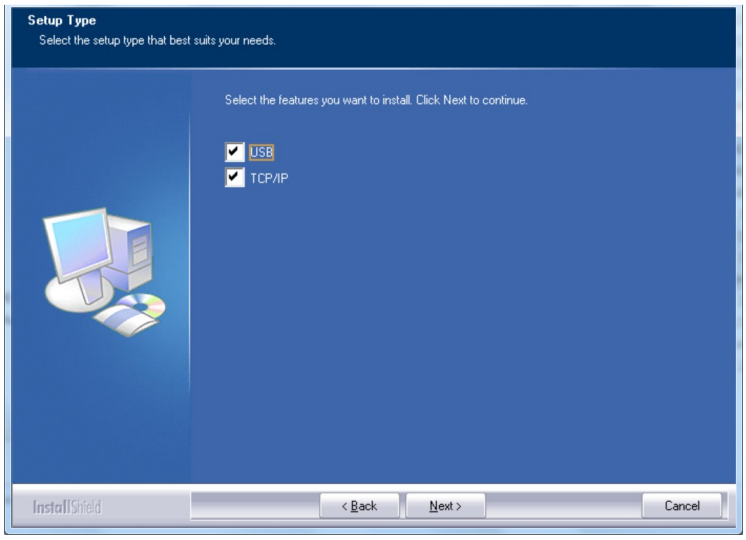
Follow these steps to install the scanner and printer drivers if the MFP is connected to your computer through a network.

1. Insert the supplied CD into your CD-ROM drive. The installation menu will be displayed.

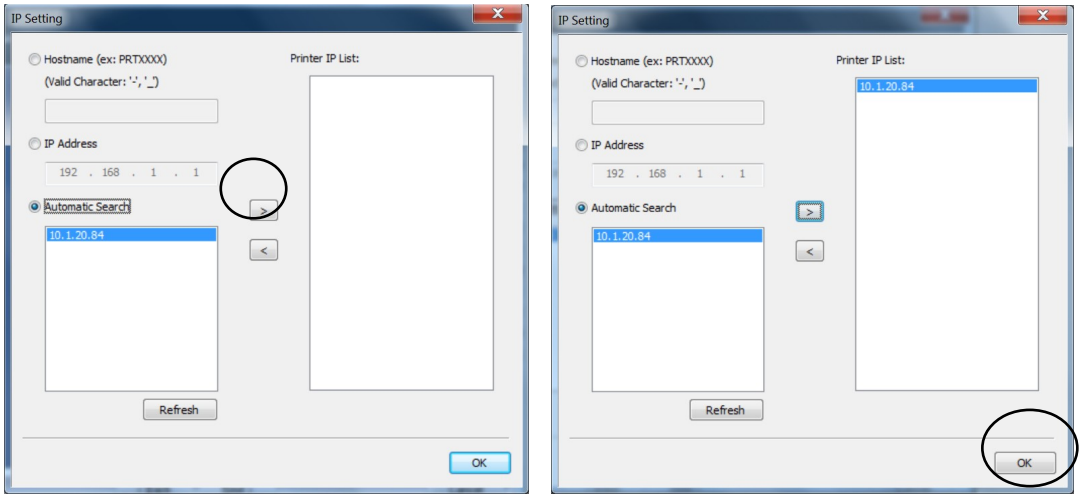
2. To install the scanner driver and printer driver:

   Click **"Install Scanner Driver and Printer 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 connect the product to a wireless network, check both [USB] and [TCP/IP]: the Network Setup Tool comes with the USB driver and works only while the product is connected by USB cable.

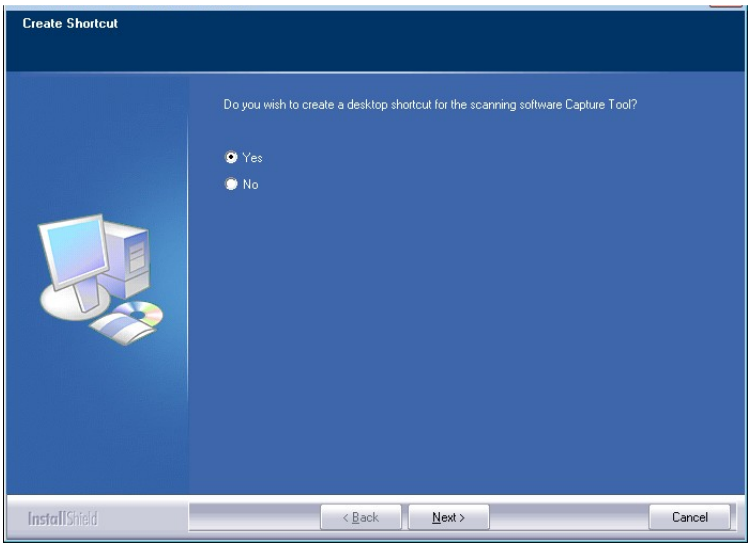


4. When the following **Set IP** dialog box appears, choose one of the following options and click [**>**] to add to the printer list. When the desired option setting is completed, click [**OK**]. (To find the product's IP address, see Connecting to the Network.)



Host Name	Enter the product's host name in the Host Name box.
IP Address	Enter the product's IP address in the IP Address box.
Auto Search	Searches for the product automatically and lists every host name found on the network in the Automatic Search box. Click the host name you want to connect to.

5. When the following dialog box appears, click [**Yes**] if you wish to create a desktop shortcut for the scanning software Capture Tool.



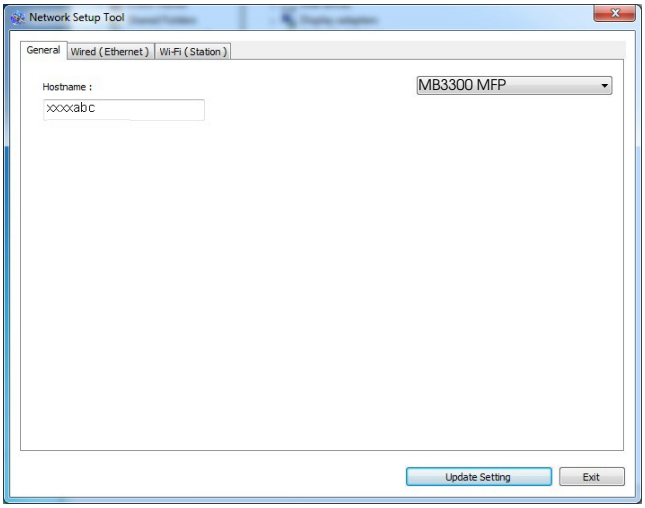
6. When the Finish dialog box appears, choose **"Finish"**to complete.

   If you have successfully installed the printer's driver, you will find a printer, "MB3300 NetWork", has been added in the "Printers and Faxes"option from the Control Panel.

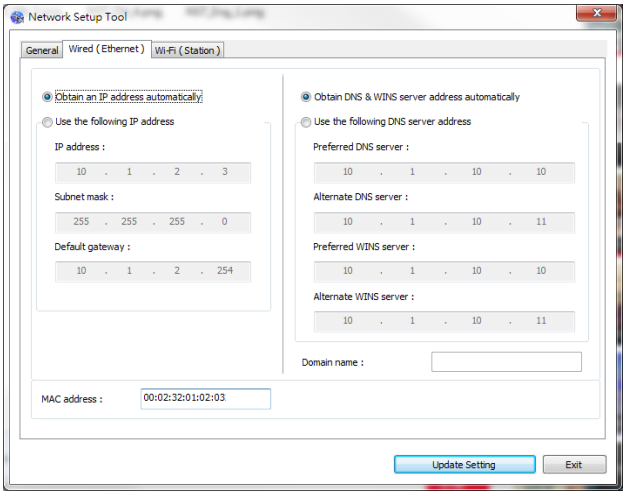
Changing the Product's IP Address in a Wired Network

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>MB3300 MFP>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.

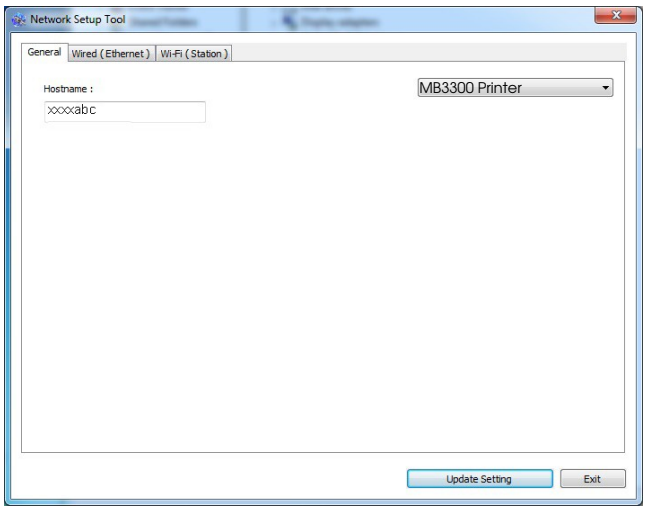
7. If update is successful, an [Update Device Successfully] message will be displayed and the Network Setup Tool will be automatically closed.

Setting the Product's IP Address in a Wireless Network

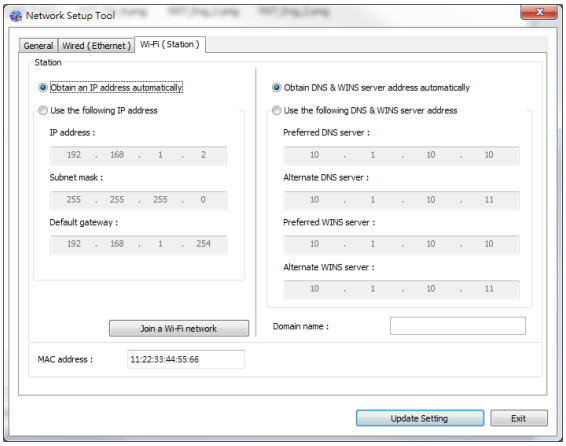
To set an IP address to the product, you need to install the **Network Setup Tool**. The **Network Setup Tool** is included in the USB printer driver. After the installation of the USB printer driver is completed, the **Network Setup Tool** is automatically installed onto your computer. Follow these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

You may also choose your network connection type via the web page. (See more details in the subsequent section Customize System's Settings via the Embedded Web Page in Chapter 5.)

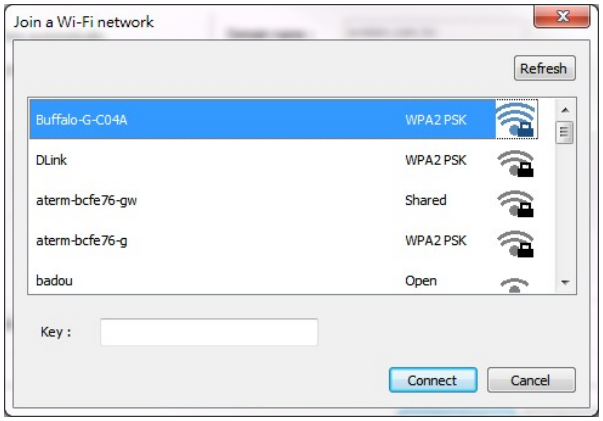
1. Make sure the product is connected to your computer via a USB cable.
2. Start the **Network Setup Tool** by choosing the **Start** button and then select **All Programs>MB3300 MFP>Network Setup Tool** in succession. The following Network Setup Tool screen will be prompted.



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] to list the available wireless networks. Select the network you want to join and enter its security key if required.



7. Click [Connect] to join the SSID (wireless network name) and update the product's IP settings.
8. If update is successful, an [Update Device Successfully] message will be displayed and the Network Setup Tool will be automatically closed.

Uninstalling the Scanner Driver and Printer Driver

1. From the "**Start**"menu, select "**All Programs**", "**the MB3300 MFP**", and then "**Uninstall Driver**".

   Or from the "**Start**"menu, select "**Control Panel**", "**Add or Remove Programs**", "**the MB3300 MFP**", and then "**Remove**".

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

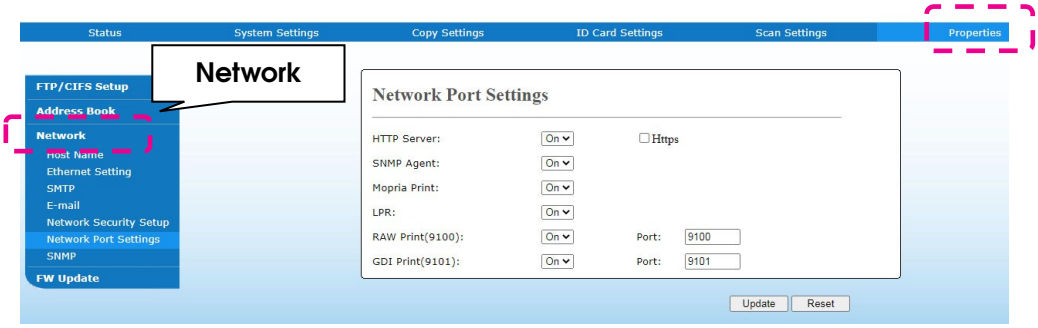
Specifying the Product's SMTP Server

To use the scan-to-email feature, you must specify the product's SMTP server.

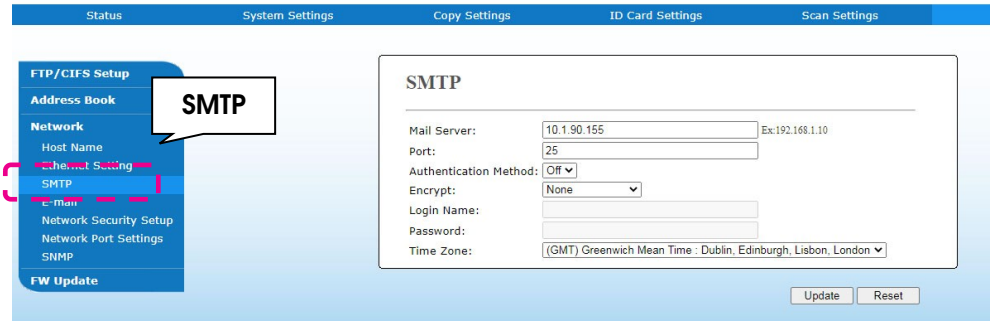
To specify the SMTP server,

1. Open the product's embedded web page (see Customize System's Settings via the Embedded Web Page in Chapter 5).

2. On the product's web page, choose [**Properties**] and then choose [**Network**] on the left side as shown in the following:



3. Choose [**SMTP**] from the Network option. The following SMTP page will be displayed. Enter your IP address for the SMTP server and the authentication information if required.



E-mail Server Setting	
Mail Server	Enter the IP address of your SMTP server.
SMTP Port #	Enter the port number of the SMTP server. * 25
Authentication Method	Enter the email authentication method. **Choice: *None, SMTP, POP3**
Login Name	Enter the login name for SMTP authentication.
Password	Enter the password for SMTP authentication.
Time Zone	Enter the time zone of your location.

Note:
Please check the SMTP server information with your Network Administrator.

4. Click [**Update**] to save the setting and exit the page.

Note:
1. The login name is case-sensitive and is up to 32 digits or characters.
2. The password is case-sensitive and is up to 16 characters.

Creating a File Destination on the Network

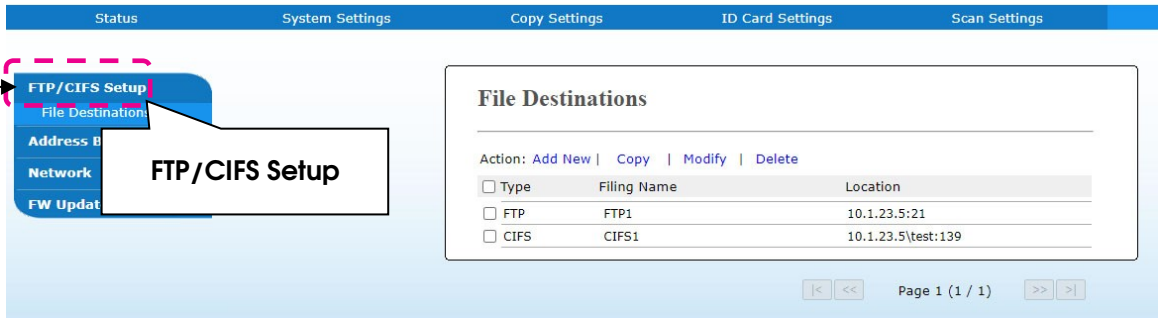
You can scan and save images to an FTP or CIFS server on the network, or to a USB flash drive.

Before sending images to an FTP or CIFS server, set up the destination on the embedded web page as follows.

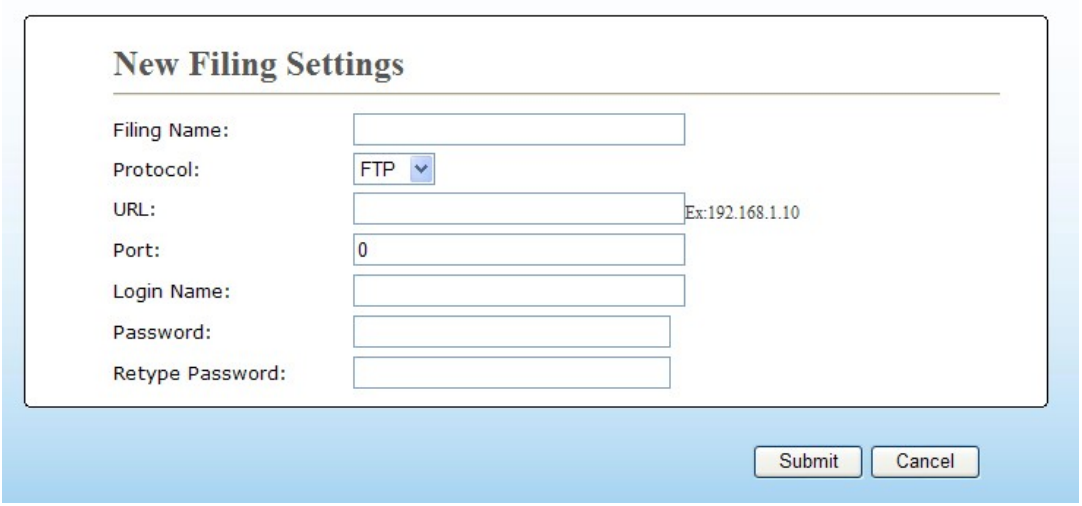
To set FTP or CIFS as your filing destination,

1. Open the product's embedded web page (see Customize System's Settings via the Embedded Web Page in Chapter 5).

2. On the product's web page, choose [**Properties**] and then choose [**FTP/CIFS Setup**] on the left side. The following [**File Destination**] page will be displayed.



3. Choose [**Add New**] to prompt the [**New Filing Settings**] page.



4. Refer to the following table to enter proper settings.

Item	Description
Filing Name (Name of Destination)	Enter the name of the destination. (The name will be displayed in the destination list.)
Protocol	Choose type of protocol. Choice: CIFS, FTP, FTPS
URL (Address)	Enter the domain name or IP address for the server. For example, domainname.com\foldername or 10.1.23.145\ foldername.
Port Number	Enter the server's port number if it differs from the default. Defaults: FTP 21, CIFS 139, FTPS 990.
Login Name	Enter the authorized login name to the server.
Password	Enter your password to the server.
Retype Password	Reenter your password.

5. After completing entering the settings, click"**Submit**"to finish. The new filing destination will be displayed in the destination list. This means you have successfully created a new CIFS or FTP filing destination.

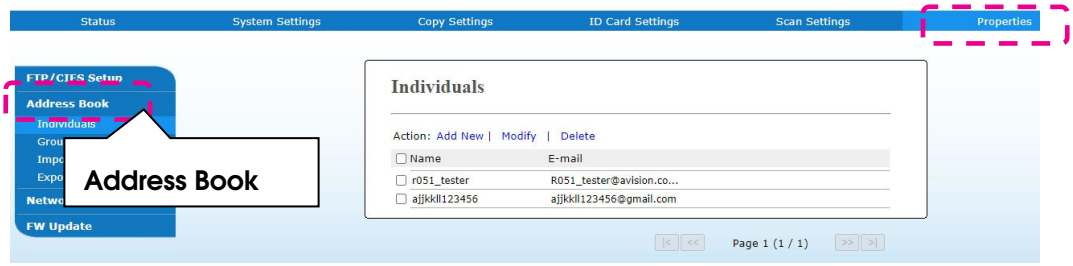
Creating Your Address Book

You can scan and e-mail images to your recipients. First set up the address book on the embedded web page as follows.

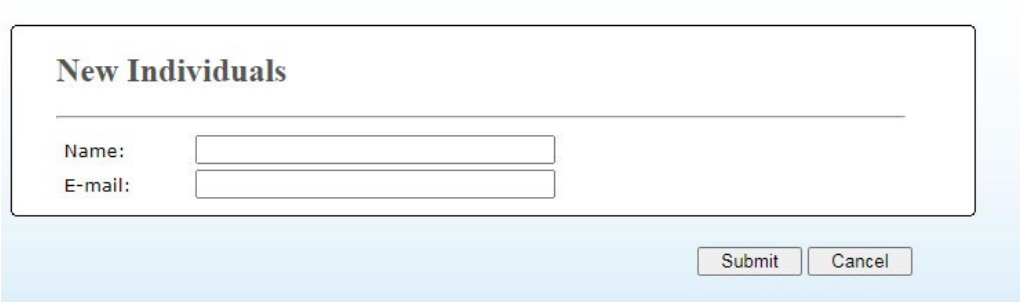
To create your address book,

1. Open the product's embedded web page (see Customize System's Settings via the Embedded Web Page in Chapter 5).

2. On the product's web page, choose [**Properties**] and then choose [**Address Book**] on the left side. The following page will be displayed.



3. Choose [**Add New**] to prompt the following page.



4. Enter the name, and e-mail address for an individual recipient.

5. After completing entering the settings, click"**Submit**"to finish. The new recipient will be displayed in the e-mail list. This means you have successfully created an address book.

3. Operation

Loading Paper

The product scans from the ADF (Automatic Document Feeder) or the glass. Load multiple pages in the ADF, which holds up to 50 pages (70 g/m², 20 lb) at a time. Place book pages, newspaper clippings, and wrinkled or curled paper on the glass.

Notice on Using the ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 76.2 x 127 mm (3 x 5 in.) to 216 x 356 mm (8.5 x 14 in.).
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean without document placed on it.



Note:
To transmit irregular types of document(s), place the document(s) on the glass or make a copy first and then transmit the copy instead.

Loading Your Document in the ADF Paper Tray

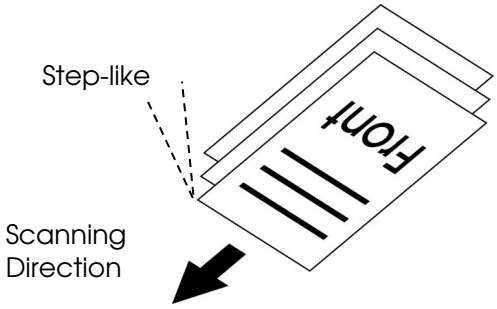
Fanning Your Document

Note:
To avoid occasional multi-feeds or paper jams, please fan your documents and align the top edges before feeding them into the scanner.

1. Hold both ends of the documents and fan them a few times.



2. Rotate the documents by 90 degrees and fan them in the same manner.
3. Align the edges of the documents in a step-like pattern (see picture below).



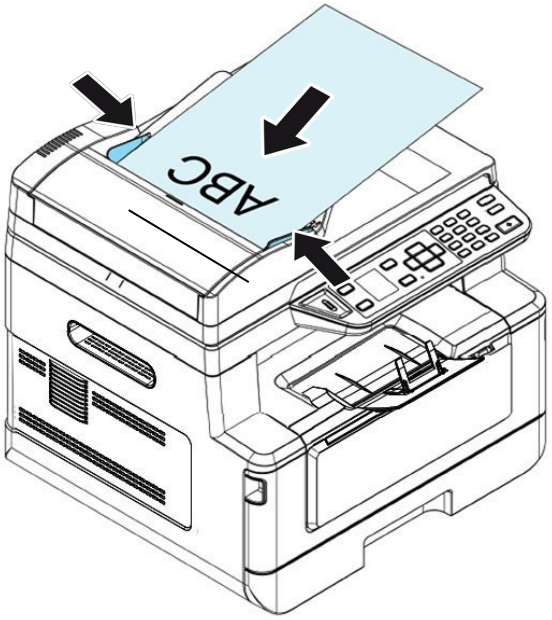
Placing Document(s) in the ADF

1. Make sure your document is free of staples, paper clips and is not torn out.

2. If you have multiple pages, fan your document(s) to avoid occasional paper jam.



3. Place your document(s) with the text **FACE UP** in the ADF and make sure that the top of each page feeds in first.



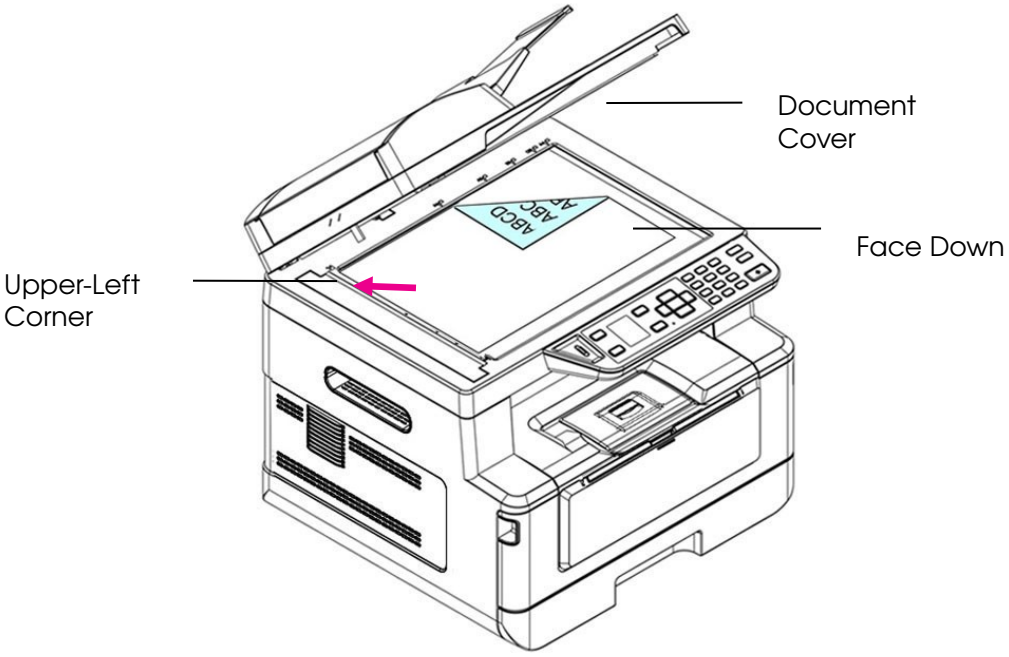
Paper Guide

4. Adjust the Paper Guides to center the document(s) in the ADF.

Note:
If the ADF input tray is empty, the product scans from the glass.
If there is paper in the ADF input tray, it scans from the ADF.

Placing Document(s) on the Glass

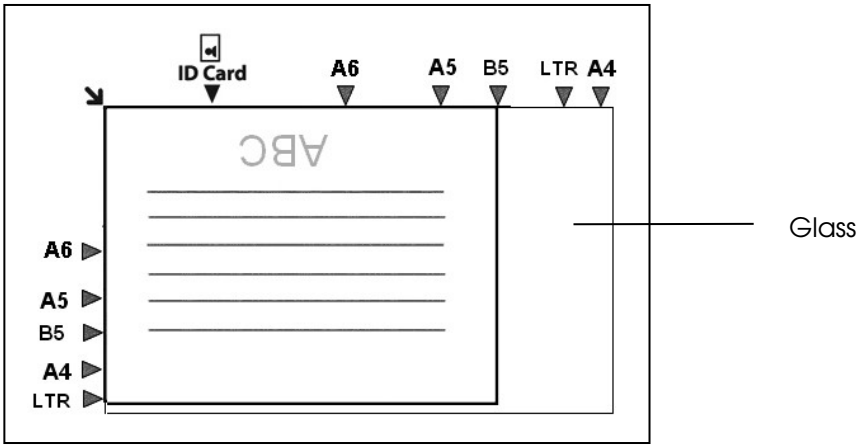
1. Open the document(s) cover to reveal the glass.
2. Place your document with the text **FACE DOWN** on the glass and align the document in the upper-left corner.



3. Close the document cover.

Paper Orientation

Place your A4 or LTR paper vertically on the glass with the text facing down and align it with the A4 or LTR marks.



Copy

1. Place your multi-page document **Face Up, Top First** in the auto document feeder or place your single-page document **Face Down** on the document glass.
2. Press the **Function ▯/▯** key until the following "**Copy**" mode is shown in the LCD display. (Copy mode is the default operational mode.)



3. Confirm or change Copy options as desired such as Original, Density, Paper Supply, and Sort.

   Press ▶ or ◀ to select the setting.



   Press ▯ or ▯ to select the option.

Copy Mode 	Choose your original type. Choice:  ***(Text)*** /  (Bill) /  (Mixed)
Density	Lighten or darken your image. Choice: 1~7 (default: ***2***) 1 2 3 4 5 6 7
Scaling  100%	Resize your document. Choice:  100% ***(100%)*** ,  Full Page,  Custom Zoom (25%~400%),  N-up **100%**: Resize your document according to your original. **Full Page**:Resize your document to fit your output paper size. **Custom Zoom**: Resize your document between 25% and 400% in one percent increment. **N-up**: Combine 2 or 4 pages of documents to be printed on a single side of a sheet.

Collated 		Collated: Place your copies in "Sort" order (e.g. page 1,2,3 /1,2,3 /1,2,3).
		***Uncollated:*** Place your copies in "Stack" order (e.g. 1,1,1/2,2,2/3,3,3).

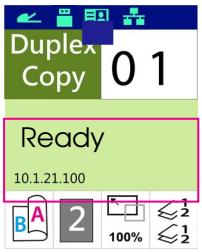
*** The default settings is displayed in italic bold style.**

4. Enter your copy count with the numeric keypad. The copy count will be displayed.

5. Press the [**Start**] button () on the control panel to start copying your documents.

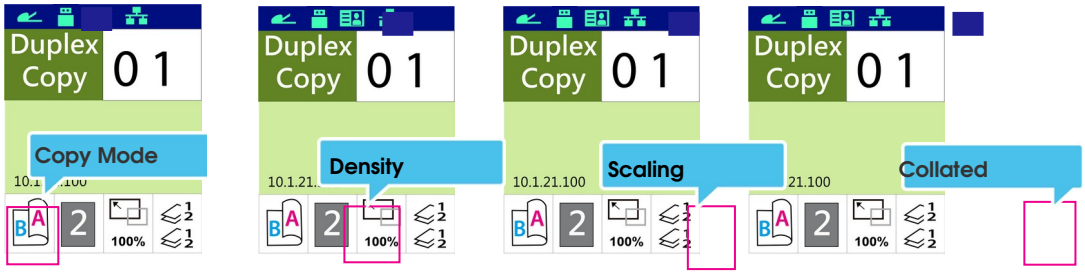
Duplex Copy

1. Place your multi-page document **Face Up, Top First** in the auto document feeder or place your single-page document **Face Down** on the document glass.
2. Press the **Function ▯/▯** key until the following"**Copy**"mode is shown in the LCD display. (Copy mode is the default operational mode.)



3. Confirm or change Copy options as desired such as Original, Density, Paper Supply, and Sort.

   Press ▶ or ◀ to select the setting.



   Press ▯ or ▯ to select the option.

Rotate Rear Side 	Choose if you want to rotate the rear page. Choice: On/***Off***  : Off  : On
Density	Lighten or darken your image. Choice: 1~7 (default: ***2***) 
Scaling  100%	Resize your document. Choice:  100% ***(100%)*** ,  Full Page,  Custom Zoom (25%~400%),  N-up **100%**: Resize your document according to your original. **Full Page**:Resize your document to fit your output paper size. **Custom Zoom**: Resize your document between 25% and 400% in one percent increment. **N-up**: Combine 2 or 4 pages of documents to be printed on a single side of a sheet.

Collated 		Collated: Place your copies in "Sort" order (e.g. page 1,2,3 /1,2,3 /1,2,3).
		***Uncollated:*** Place your copies in "Stack" order (e.g. 1,1,1/2,2,2/3,3,3).

*** The default settings is displayed in italic bold style.**

4. Enter your copy count with the numeric keypad. The copy count will be displayed.

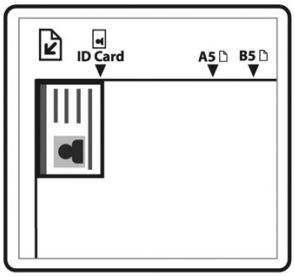
5. Press the [**Start**] button () on the control panel to start copying your documents.

ID Card Copy

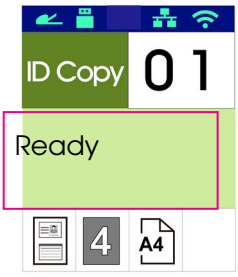
ID Card Copy copies the front and back of an ID card onto one page quickly and accurately.

The Operation Steps:

1. Place one side of your ID card **FACE DOWN**, align it to the "**ID Card**"mark as indicated below:



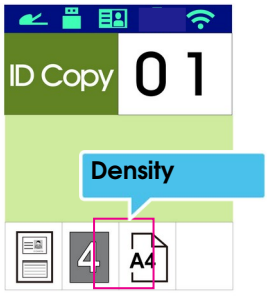
2. Press **Function ▯/▯** button until the "**ID Card Copy**"is displayed on the screen.

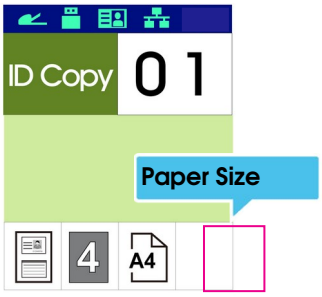


3. Confirm or change options as desired such as Mode, Density, Paper Supply, or Paper Size.

   Press ▶ or ◀ to select the setting.

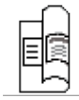






   Press ▯ or ▯ to select the option.

Mode	Choice: ***Left/Right*, Up/Down, Front/Rear**
	 **Left/Right** – Copy the left and right side of your ID card on one side of a sheet.

		**Up/Down** – Copy the front and rear side of your ID card on the upper and bottom half of one side of a sheet.
		**Front/Rear** – Copy the front and rear side of your ID card on the front and rear side of a sheet.

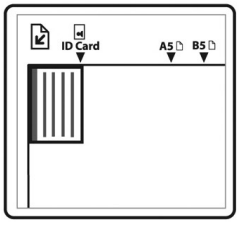
Density	Lighten or darken your image. Choice: 1~7 (default: ***2***)
Paper Size 	Select your paper size. Choice: A4, Letter, LGL, A5 (not available for Front/Rear).
*** Default settings in italic bold style.**	

4. Enter your copy count. The copy count will be displayed.

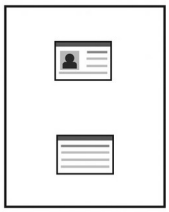
5. Press the [**Start**] button () on the control panel to start copying your cards.

6. After the first side scanning is finished, the"**Next:Press 1/ Finish:Press 2** "dialog box will be prompted.

7. Open the document cover and place the other side of your card, align to the"**ID Card**"mark as illustrated.



8. As illustrated by choosing "**ID Card Copy (Up/Down)** ", tap"**1**"on the operational panel to continue scanning the other side of your card or tap [**2**] to leave the screen. The result is illustrated in below:



Important!

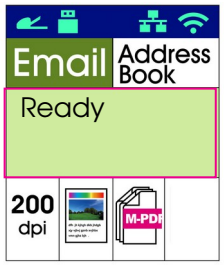
The ID Card copy feature does not support loading your cards from the auto document feeder.

Scan to E-mail

The scan function allows you to first scan your documents and then send the scanned image to a specified e-mail address. To send your scanned images to an e-mail address, you need to first set the e-mail settings including the address book through the product's embedded web page.

The operating steps:

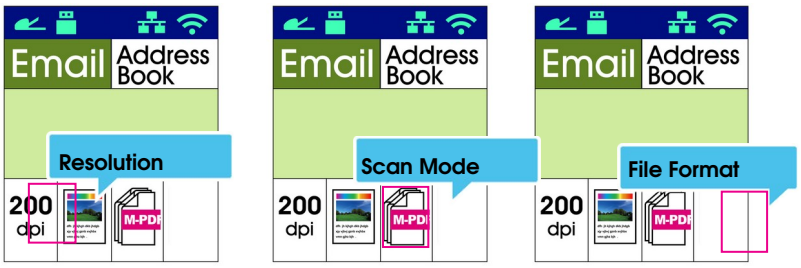
1. Place your multi-page document **Face Up, Top First** in the auto document feeder or place your single-page document **Face Down** on the document glass.
2. Press **Function ▯/▯**key until the following"**Email**"mode is shown in the LCD display.



3. Press ▶ to highlight the Address Book 

and then press [**OK**].
4. Select your recipient from the Address Book and then press [**OK**]. (See Chapter 4 for more details on how to create your address book)
5. Confirm or change options as desired such as Density, Resolution, Color Mode, or File Format.

   Press ▶ or ◀ to select the setting.



   Press ▯ or ▯ to select the option.

Resolution	Choose the scan resolution. Higher values capture more detail but take more storage. Choice: 150/***200***/300/600 dpi 150 dpi: Suits to be viewed on the screen. 200 dpi: Suits for most business document. 300 dpi/600 dpi: High quality image helps increase OCR (optical character recognition) accuracy.
Color Mode 	Choose your desired color mode. Choice:  ***Color*** 、 Gray 、 Black and White
File Format 	Choose your desired file format for the scanned image. Choice: ***MPDF (Multi-Page PDF)***、PDF (One-Page PDF)、JPEG、TIFF
*** Default settings in italic bold style.**	

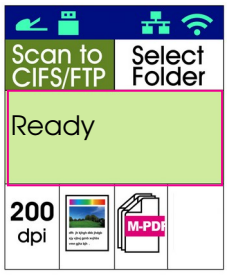
6. Press the [**Start**] button () on the control panel to start scanning your documents.

Scan to CIFS/FTP

The scan function allows you to first scan your documents and then send the scanned image to a server in the network such as CIFS or FTP servers. To save your scanned images to the network, you need to first set the CIFS or FTP settings through the product's embedded web page.

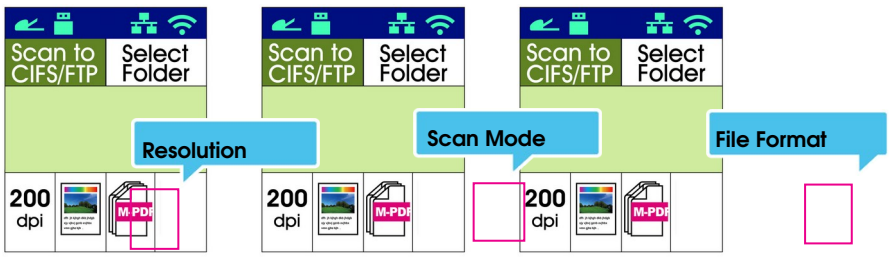
The operating steps:

1. Place your multi-page document **Face Up, Top First** in the auto document feeder or place your single-page document **Face Down** on the document glass.
2. Press **Function ▯/▯** key until the following"**Scan to CIFS/FTP**"mode is shown in the LCD display.



3. Press ▶ to highlight the file destination and then press [**OK**].
4. Select your filing destination and then press [**OK**]. (See Chapter 4 for more details on how to create your file destinations.)
5. Confirm or change options as desired such as Density, Resolution, Paper Supply, or Paper Size.

   Press ▶ or ◀ to select the setting.



   Press ▯ or ▯ to select the option.

Resolution	Choose the scan resolution. Higher values capture more detail but take more storage. Choice: 150/***200***/300/600 dpi 150 dpi: Suits to be viewed on the screen. 200 dpi: Suits for most business document. 300 dpi/600 dpi: High quality image helps increase OCR (optical character recognition) accuracy.
Color Mode 	Choose your desired color mode for your scanned image. Choice:  ***Color*** 、 Gray 、 Black and White
File Format 	Choose your desired file format for the scanned image. Choice: ***MPDF (Multi-Page PDF)***、PDF (One-Page PDF)、JPG、TIFF.
*** Default settings in italic bold style.**	

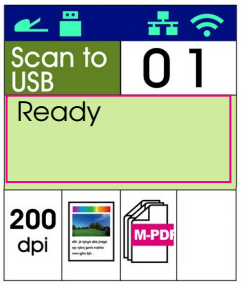
6. Press the [**Start**] button () on the control panel to start scanning your documents.

Scan to USB

The scan function allows you to first scan your documents and then send the scanned image to a USB flash drive inserted to the product.

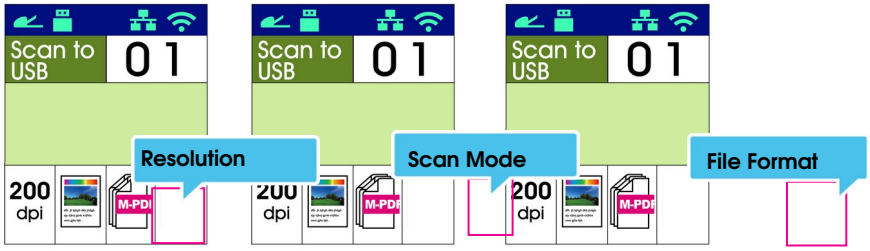
The operating steps:

1. Place your multi-page document **Face Up, Top First** in the auto document feeder or place your single-page document **Face Down** on the document glass.
2. Press **Function ▯/▯** key until the following"**Scan to USB**"mode is shown in the LCD display.



3. Confirm or change options as desired such as Density, Resolution, Paper Supply, or Paper Size.

   Press ▶ or ◀ to select the setting.



   Press ▯ or ▯ to select the option.

Resolution	Choose the scan resolution. Higher values capture more detail but take more storage. Choice: 150/***200***/300/600 dpi 150 dpi: Suits to be viewed on the screen. 200 dpi: Suits for most business document. 300 dpi/600 dpi: High quality image helps increase OCR (optical character recognition) accuracy.
Color Mode 	Choose your desired color mode. Choice:  ***Color*** 、 Gray 、 Black and White
File Format 	Choose your desired file format for the scanned image. Choice: ***MPDF (Multi-Page PDF)***、PDF (One-Page PDF)、JPG、TIFF.
*** Default settings in italic bold style.**	

4. Press the [**Start**] button () on the control panel to start scanning your documents.

4. Setting up and Managing Destinations

This section explains how the administrator sets up and manages destinations, such as e-mail addresses and network folders, for sending scanned documents.

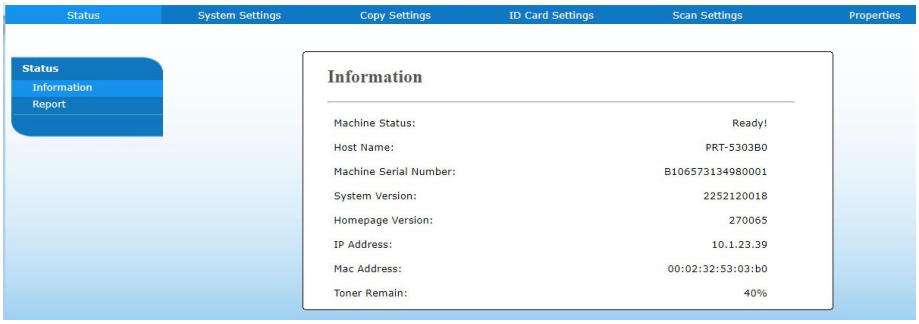
Setting up Your Address Book

This section explains how the administrator sets up the address book of e-mail addresses.

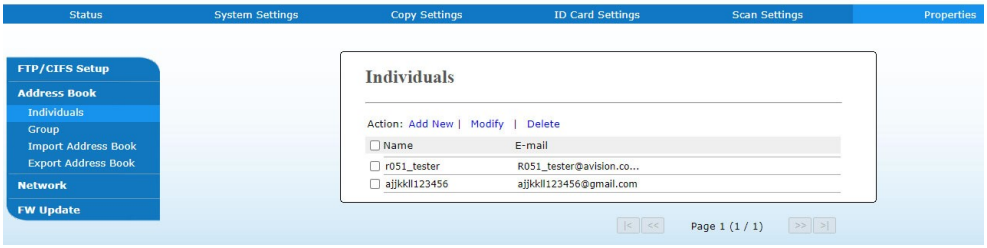
Adding a New Member

To add a new member,

1. Obtain the product's IP address by pressing the [**Menu**] key on the control panel and then choose [**Information**]>[**IP Address**]. The product's IP address will be displayed.
2. Open your browser.
3. Type the product's IP address on the URL field of your browser. For example, 10.1.20.25. The following embedded web page will be displayed



4. On the product's web page, choose [**Properties**] and then choose [**Address Book**] on the left side. The following [**Address Book**] page will be displayed.



5. Choose [**Add New**] to prompt the following page.



6. Enter the name, and e-mail address for an individual recipient.

7. After completing entering the settings, click"**Submit**"to finish. The new recipient will be displayed in the e-mail list. This means you have successfully created an address book.

Modifying a Current Member

To modify a current member,

1. Repeat Step 1 to Step 4 from the previous section, *Adding a New Member*. The [**Address Book**] page appears.
2. Choose the member you want to modify from the list and then choose [**Modify**] to prompt the [**Modify Member**] page.
3. Modify your member information. Click [**Submit**] to save the setting or [**Cancel**] to leave the page without saving any setting.

Deleting a Current Member

To modify a current member,

1. Repeat Step 1 to Step 4 from the previous section, *Adding a New Member*. The [**Address Book**] page appears.
2. Choose the address you want to delete from the list and then choose [**Delete**] to erase the address. A Confirmation dialog box appears to confirm your deletion. Click [**OK**] to confirm or [**Cancel**] to exit.

Adding a New Group

To send to several recipients at once, create groups. Each group can have up to 5 members, and you can create up to 10 groups.

Follow these steps to create a new group,

1. Repeat Step 1 to Step 4 from the previous section, *Adding a New Member*. The [**Address Book**] page appears.
2. Click [**Group**] and then choose [**New]** to prompt the [**Add a New Group**] page.
3. Enter your group name.
4. Choose the address from the right side and click ← to add a member to the group.
5. Click [**Submit**] to save the setting or [**Cancel**] to leave the page without saving any setting.

Modifying a Current Group

To modify a current e-mail group,

1. Repeat Step 1 to Step 4 from the previous section, *Adding a New Member*. The [**Address Book**] page appears.
2. Click [**Group**] and choose the group you want to modify from the list and then choose [**Modify]** to prompt the [**Modify Group**] page.
3. Modify your group information. Choose the group member you wish to add and then click ← to add the new member or click → to delete an old member from the group.
4. Click [**Submit**] to save the setting or [**Cancel**] to leave the page without saving any setting.

Deleting a Current Group

To delete a current e-mail group,

1. Repeat Step 1 to Step 4 from the previous section, *Adding a New Member*. The [**Address Book**] page appears.

2. Click [**Group**] and choose the group you want to delete from the list and then choose [**Delete**] to erase the group. A Confirmation dialog box appears to confirm your deletion. Click [**OK**] to confirm or [**Cancel**] to exit.

Importing External Address Book

To save typing, you can import an address book from another device in .csv format.

Create the .csv file before you start.

To import current address book,

1. Repeat Step 1 to Step 4 from the previous section, *Adding a New Member*. The [**Address Book**] page appears.
2. Click [**Import Address Book**] to prompt the [**Import Address Book**] page.
3. Click [**Browse**] to search the address book file on your computer.
4. Click [**Import**] to start importing the address book file. In a second, the imported address book will be added in the product.

Exporting Current Address Book

The product allows you to export current address book of this device to another device in a .csv file format.

To export current address book,

1. Repeat Step 1 to Step 4 from the previous section, *Adding a New Member*. The [**Address Book**] page appears.
2. Click [**Export Address Book**] to prompt the [**Export Address Book**] page.
3. Click [**Export**] and then [**Browse**] to specify the location of your address book.
4. Click [**Apply**] and the current address book will be stored in a .csv file.

Setting up Your File Destinations

This section explains how to set up file destinations for sending scanned documents to a network folder.

Adding a New File Destination

To create a new file destination, follow these steps:

1. On the product's web page, choose [**Properties**] and then choose [**FTP/CIFS Setup**] on the left side. The following [**New File Destination**] page will be displayed.

   Enter the following information respectively:

Item	Description
Destination Name	Enter the name of your destination. The name will be shown in the LCD screen.
Protocol	Enter the type of protocol of your destination server. **Choice: FTP, FTPS, CIFS**
URL	Enter the IP address and the shared folder name of your FTP server.
Port #	Enter the port number of the destination server. * 21 (FTP), 139 (CIFS), 990 (FTPS)
Login Name	Enter the user name of the destination server.
Password	Enter the password of destination server.
Retype Password	Choose your desired scan option profile.

2. Click [**Submit**] to save the setting or [**Cancel**] to leave the page without saving any setting.

Modifying a Current File Destination

To modify a current file destination,

1. Repeat Step 1 to Step 2 from the previous section, *Adding a New File Destination*. The [**New File Destination**] page appears.
2. Choose the destination you want to modify from the list and then choose [**Modify**] to prompt the [**Modify File Destination**] page.
3. Modify your destination information.
4. Click [**Submit**] to save the setting or [**Cancel**] to leave the page without saving any setting.

Deleting a Current File Destination

To delete a current file destination,

1. Repeat Step 1 to Step 2 from the previous section, *Adding a New File Destination*. The [**New File Destination**] page appears.

2. Choose the destination you want to delete from the list and then choose [**Delete**] to erase the destination. A Confirmation dialog box appears to confirm your deletion. Click [**OK**] to confirm or [**Cancel**] to exit.

5. Customizing the Product's Settings

This chapter is for the person who administers the product. We recommend that the administrator read it 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, we recommend keeping the default system settings. You can customize them later, once you are familiar with the product.

Customizing System's Settings via the Control Panel

To change settings on the control panel, press Menu. Use the Enter, Up, Down, and Back buttons to move through the menu. You can adjust settings (such as the paper size for Tray 1) or view information (such as the IP address and firmware version).

Typical steps in using the menus are as follows:

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

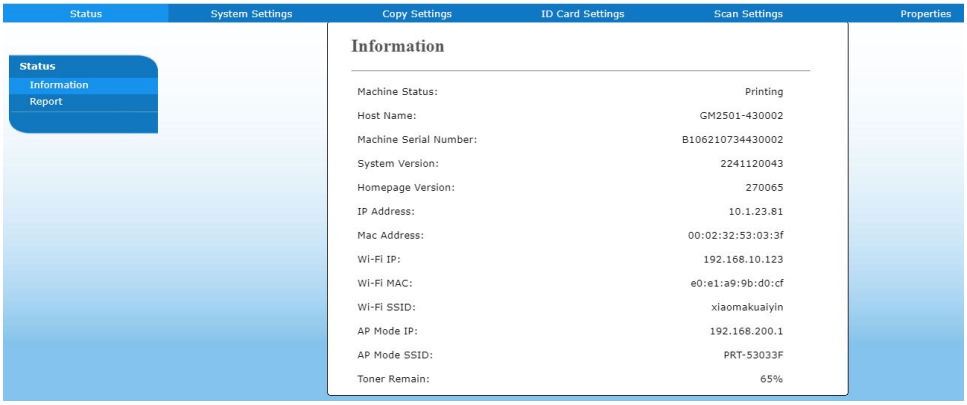
Customize System's Settings via the Embedded Web Page

Note: Changing settings on the web page requires the administrator login.

You may choose your network connection type through the webpage.

1. Obtain the product's IP address by pressing the [**Menu**] key and select [**Information**]>[**IP Address**]. The IP address will be displayed.

2. Open your browser, type the product's IP address in the address bar (for example, http://10.1.20.80), and press Enter. The embedded web page appears.



3. Change the settings you want.

Setting Items to be Customized

Status (Available only on the webpage)

Displays the status and basic information of the product.

Item	Description
Information	Display the following basic information of the product.
Machine Status	Displays the machine status.
Host Name	Displays the host name.
Machine SN	Displays the machine's serial 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 product's IP address when connecting Wi-Fi in AP mode.
AP Mode SSID	Displays the product's SSID when connecting Wi-Fi in AP mode.
Toner Remain	Displays the remaining toner.
Report	Prints each report (single-sided only).
Config.	Choose to print the setting information of the product.
Network	Choose to print the network information of the product.
Menu Map	Choose to print all the menu items on the LCD screen.
Usage	Choose to print the usage report including the number of copies, toner usage information, EP usage information, and fuser usage information.
Add. Book	Prints the product's address book.

Network (Available only on the LCD Screen)

*Factory Default

Item	Description	Choice
Network	**Network Filter: Turns the network filter on or off. When it is on, use the product's embedded web page to allow or deny access for specific IP addresses.**	Enable/*Disable

System Settings (Available on the LCD Screen and webpage)

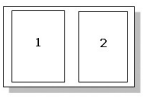
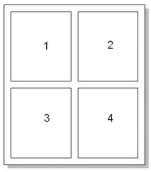
*Factory Default

Item	Description	Option
Language	The language displayed on the LCD screen	*English /繁體中文/简体中文/ Русский (Option varies according to your model)
NTP Server	Assign your NTP server.	
Date/Time	Sets up the current date and time on the product. The time format is 24-hour system.	
Sleep Mode	Choose how long to enter the energy saving mode after your last action.	Eco Mode/5Min/*15Min/30Min/ 1Hr
Auto Off	Choose how long after your last action the product turns off automatically.	*Off/5Min/15Min/30Min/1Hr/2Hr/ 4Hr
Schedule Restart	Enable or disable [Schedule Restart]. If On, enter how many days between automatic restarts.	* On/Off
Timeout	If the machine is not used for a set time, all settings return to their preset values. System Timeout Value : 0 ~ 300 seconds. Each selectable interval range is 15 seconds.	* On (60 secs)/Off
Default Mode	Set the default operating mode on the LCD screen.	* Copy, ID Card Copy, Scan to USB, Scan to CIFS/FTP, Scan to E-mail, Duplex Copy
Paper Size	Choose default paper size.	*A4/LTR/LGL/A5
Media Type	Choose default media type.	Thin/*Plain/Thick/Laser/Bond
Management		
Factory Def.	Reset all settings to factory default values.	
Reset Count	Reset the count for a roller or pad after replacing it. Click [immediate] to reset.	ADF Pad/ADF Roller/Tray 1 Pad/Manual Tray Pad
V-Mag Adjustment	Choose to adjust the vertical magnification rate of the printer.	-0.4%/-0.2%/*0% +0.2%/+0.4 %
Password Settings		

New Password	Enter a password to enable modifying the web page. Passwords must be 8 to 32 letters or digits.	
Retype Password	Retype new password.	

Copy Settings (Available on the LCD Screen and webpage)

*Factory Default

Item	Description	Option
Copy Mode	Select your copy mode to enhance your text or pictures.	*Text/Bill/Mixed
Collate 	Selecting **On** sorts documents by the order, (1,2,3 / 1,2,3 / 1,2,3). Selecting **Off** stacks documents by the order, (1,1,1/2,2,2/3,3,3).	On/*Off  Collated
N-up	Selecting **2 to 1** prints 2 original images reduced to fit onto one sheet of paper. Selecting **4 to 1** prints 4 original images reduced to fit onto one sheet of paper.	* 2 to 1/4 to 1  2 to 1  4 to 1
Custom Zoom Default 	**Custom Size (25% ~ 400%)**: Resize your documents from 25% to 400%.	25% ~ 400%
Density	Lighten or darken an image.	1/*2/3/4/5/6/7
Toner Save	Enable or disable Toner Save.	On/*Off

ID Card Copy Settings (Available on the LCD Screen and webpage)

*Factory Default

Item	Description	Option
Layout   	Select an ID Card Copy layout. **Up/Down** – Copy the front and rear side of your ID card on the upper half and bottom half on one side of a sheet. **Right/Left** –Copy the front and rear side of your ID card on the right half and left half on one side of a sheet. **Front/Rear** - Copy the front and rear side of your ID card on the front and rear side of a sheet.	*Up/Down /Right/Left /Front/Rear
Density	Lighten or darken an image.	1/*2/3/4/5/6/7
Position Adjustment	Slightly adjust the vertical/horizontal position of the scanned image of the ID card.	Up/Down(*0~177mm), Left/Right(*0~355mm), Front/Rear(*0~177mm)

Scan Settings (Available on the LCD Screen and webpage)

*Factory Default Setting

Item	Description	Option
Scan Mode 	Choose your Color Mode to enhance your text or pictures.	B&W/Grayscale/*Color
Resolution	Choose the scan resolution. Higher values capture more detail but take more storage. Choice: 150/200/***300**/600 dpi 150 dpi: Suits to be viewed on the screen. 200 dpi: Suits for most business document. 300 dpi/600 dpi: High quality image helps increase OCR (optical character recognition) accuracy.	150/*200/300/600 dpi
File Name	Choose your default file name.	
File Format	Select a file format for the scanned image.	*MPDF (Multi-page PDF)、PDF (One-Page PDF)、JPEG、TIFF
Err Report	Prints a transmission report every time, or only when an error occurs.	Off/On/*On Error

Properties (Available on the web page)

Click Properties to show more settings.

FTP/CIFS Setup (Available on the web page)

To send your scanned document to a specified network folder, you need to setup your file destination. To create or modify your file destination, please refer to the preceding section, **Setting up Your File Destination**.

Address Book (Available on the web page)

To send your scanned document to an e-mail address or group, you need to setup your address book. To create or modify your address book, please refer to the preceding section, **Setting up Your Address Book**.

Network (Available on the web page)

Displays the network information of the product.
*Factory Default

Item	Description	Option
Host Name		
Host Name	Display 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] to list the available wireless networks. Select the network you want to join and enter its 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.	

SMTP		
Mail Server	Enter the IP address of your SMTP server.	
SMTP Port #	Enter the port number of the SMTP server. * 25	
Authentication Method	Enter the email authentication method. Choice: *None, SMTP, POP3	
Login Name	Enter the login name for SMTP authentication.	
Password	Enter the password for SMTP authentication.	
Time Zone	Enter the time zone of your location.	
E-Mail		
From	Enter the sender's e-mail address. It is required for sending images by e-mail.	
Subject	Type the default subject.	
Signature	Specify the signature file of the sender if necessary.	
Reply to	Specify the e-mail address you wish to reply to. If this item is left blank, the [From] address will be used as the [Reply to] address.	
Message	Type the default e-mail message.	
Network Security Settings		
Security Configuration Filter	Turn the filter on or off.	*Disable/Enable
Filter Mode	Specify your filter mode to allow some IPs to access the device or deny some IPs from accessing the device's embedded web page.	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 addresses can be specified.**	IP Address Filter Configuration/ Mac Address Filter Configuration

SNMP	
Enable SNMPv1/v2	On/Off
Community name	Define your community name.
Enable SNMPV3	On/Off
User Name	Enter your user name. (1~32 characters)
Authentication Protocol	MD5/SHA
Invalid URL	Enter your invalid URL address. (8~32 characters)
Privacy Protocol	DES/AES-128

Password	Enter your password. (8~32 characters)
Context Name	Enter your context name.

FW Update

Updates the product's firmware. First download the latest firmware from https://capsuloffice.com/support to your computer. Then, on this page, choose [Browse] to select the file and [Update] to install it.

*A+ Manager Settings

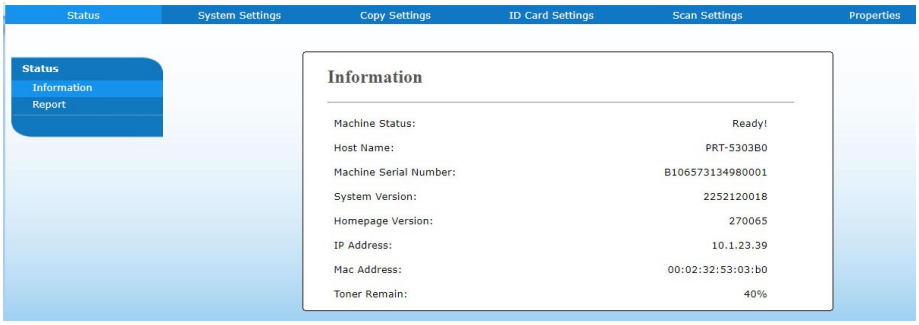
Check [Enable] and enter the IP address of a server to send the system log file to, for faster troubleshooting.
*Availability varies according to your model.

Updating The Product's Firmware

Before updating the product's firmware, you need to first download the latest firmware from our web site at www.capsuloffice.com onto your computer.

To update the product's firmware, follow these steps:

1. Get the product's IP address by pressing [Menu] and choosing [Information] > [IP Address].
2. Open your browser.
3. Type the product's IP address on the URL field of your browser. For example, 10.1.20.25. The following embedded web page will be displayed



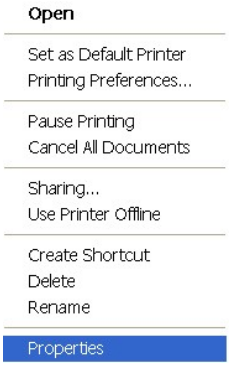
4. On the product's web page, choose [**Properties**] and then choose [**FW Update**] on the left side. The [**FW Update**] page will be displayed.
5. Choose [**Browse**] to find the firmware file on your computer.
6. Choose [**Update**] to begin updating the firmware to the product.

6. Configuring the Printer Driver

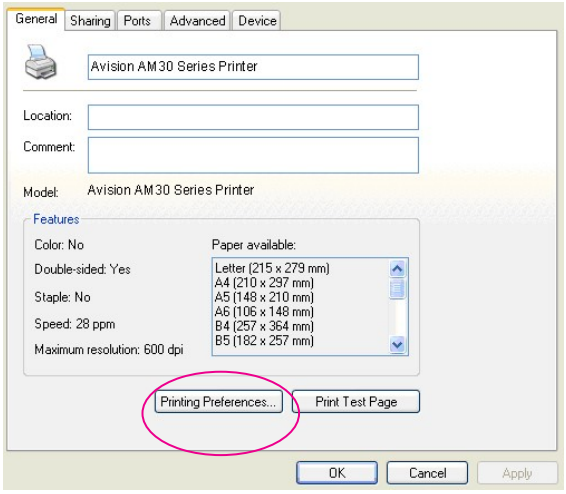
Displaying the Printer Driver Properties Dialog Box (Windows)

To display the Printer Driver Properties dialog box,

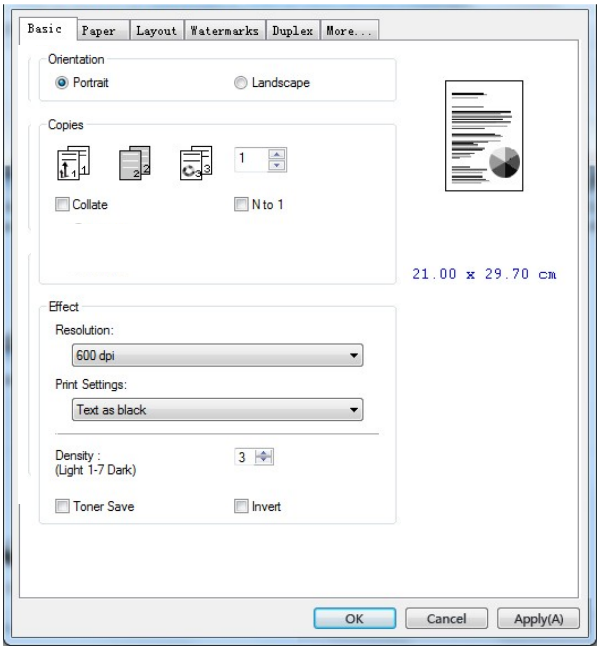
1. Click **Start** on the system tray and choose **Printers and Faxes**.
2. Right-click the product's printer name and choose **Properties**.



3. The product's Printer Properties dialog box appears.



4. Click **Printing Preferences** to prompt the following **Printing Preferences** dialog box.

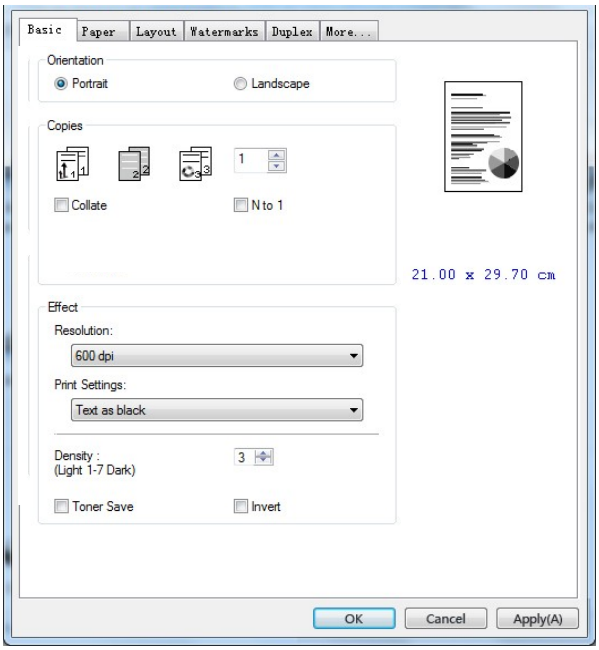


Configuring Printer Driver Settings

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.

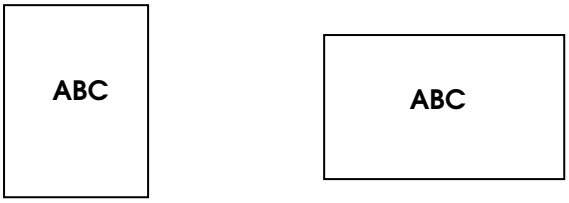
The Basic Tab

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



Orientation

Choose your orientation. Choice: *Portrait, Landscape

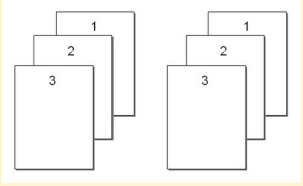
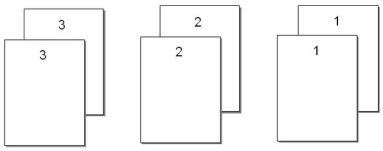


Portrait **Landscape**

* Factory Default

Copies

Choose the number of copies to print, up to 999.

Collated:	Prints complete sets in page order, such as 1/2/3, 1/2/3, 1/2/3. 
N to 1:	Reverses the print order, so the last page prints first. 

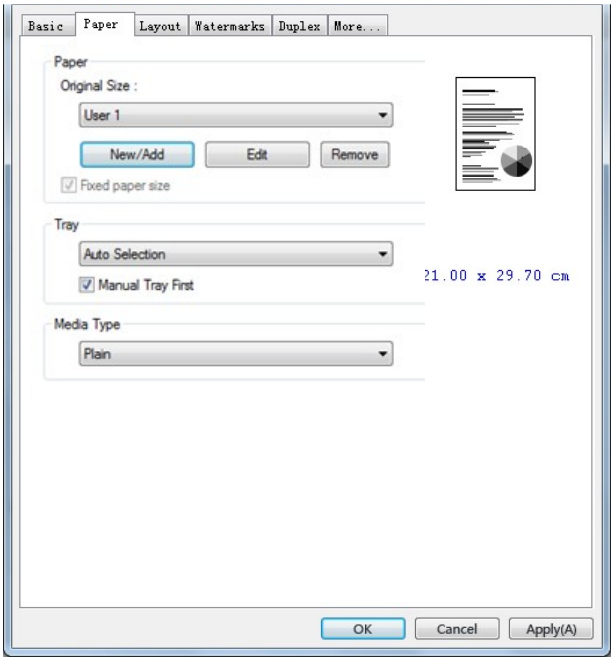
Effect

Resolution:	**Choice: *600 dpi, 1200 dpi HQ** *Option varies due to your printer model. 600 dpi: for normal document. 1200 dpi: Choose 1200 dpi if you wish to enhance the print quality.
Print Settings:	Normal: Normal mode. **Picture Mode: Suited to documents that contain pictures. Text as Black: Print color text in pure black. **Enhance Text: Make the text bold. **** These features are only available for GDI printer language.**
Density:	Lightens or darkens your document. Density level 1–7 (default: 3).
Toner Save:	Prints your document in toner-saving mode.
Invert:	Inverts each pixel to its opposite color. For example, black text on a white background prints as white text on black.

*Factory Default

The Paper Tab

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



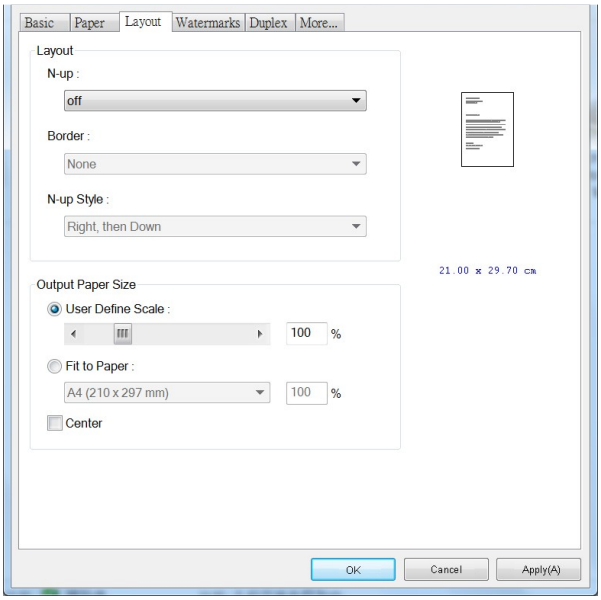
Paper

Original Size:	Choose the size of the paper in the selected tray. **Choice: *A4, A5, A6, B5 (JIS), B6 (JIS), Legal, Letter, User Define** Click [Add/New] to create up to 20 sets of custom size.
Tray:	Choose the tray to feed paper from. **Choice: Auto Selection, Manual Tray, Tray 1** ***Manual Tray First: Uses an available tray automatically (priority: 1. Manual Tray, 2. Tray 1).** **Auto Selection: Uses an available tray automatically (priority: 1. Tray 1, 2. Manual Tray).**
Media Type:	Choose the type of media to be used for printing. **Choice: *Plain, Thin, Thick, Laser, Bond**

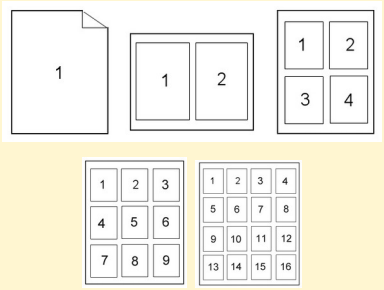
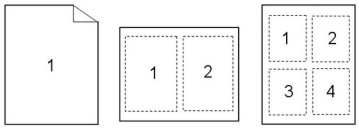
*Factory Default

The Layout Tab

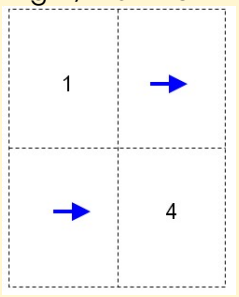
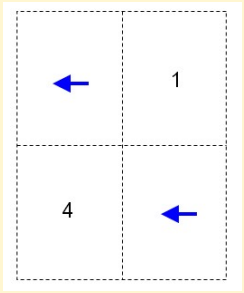
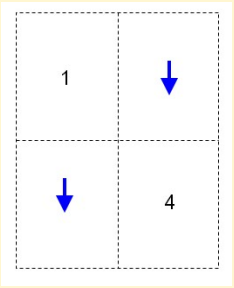
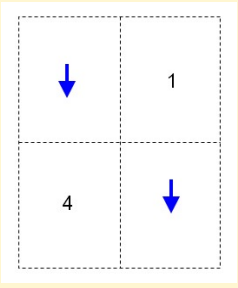
The Layout tab contains settings for N-up, and Output Paper Size.



Layout

N-up:	Choose how many pages to print on each sheet. **Choice: *Off, 2up(2-in-1), 4-up(4-in-1), 9-up(9-in-1), 16-up(16-in-1)** 
Border:	Choose whether to draw a border around each page when printing several pages per sheet. **Choice: *None, Border Line, Dashed Line** 

* Factory Default

N-up Style:	Choose the page order when printing several pages on one 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 

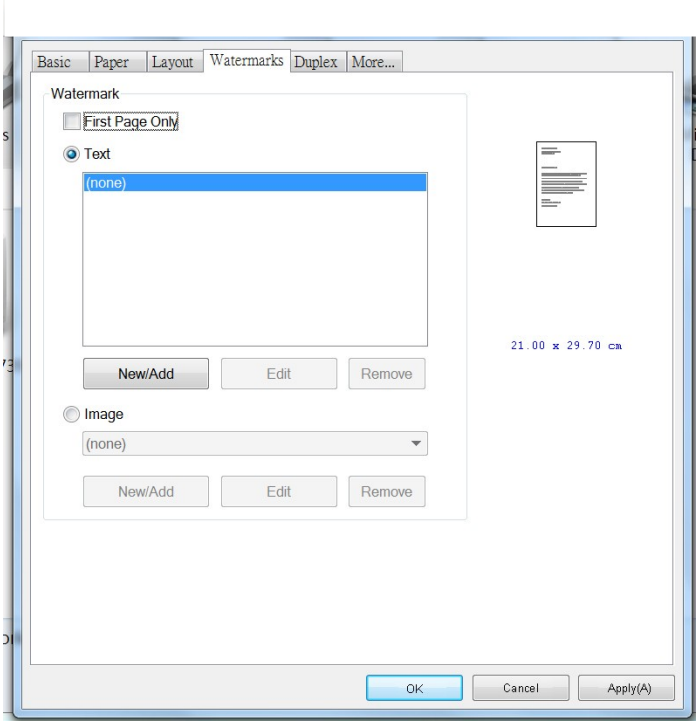
Output Paper Size

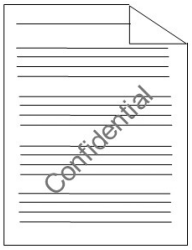
User Define Scale	You can reduce or enlarge your printed image using the Slider Bar. **Scaling rate: 25%~400%** *100%
Fit to Paper	Scales the full page, including all four margins, to fit the paper.
Center	Print your image in the center of the output paper.

*Factory Default

The Watermark Tab

The Watermark tab adds text or an image (such as CONFIDENTIAL, IMPORTANT, or DRAFT) to your document.

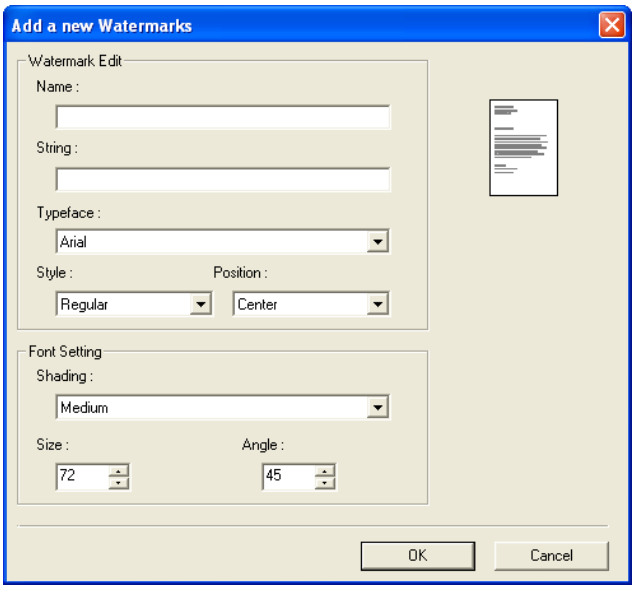


First Page only	Check to print the watermark on the first page only. Clear it to print the watermark on every page.
Text	Choose and click **New/Add** to add new watermark text. Click the **Edit** button to change or the **Remove** button to delete. 
Image	Choose and click New/Add to add watermark image. 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 watermark 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.**

*Factory Default

Angle	Specify the angle of the watermark text from 0° to 360°
Size	Specify the size of your watermark text from 1 to 288.
Shading	Specify a relative density for the watermark text. **Choice: Lightest, Light, Medium, Dark, Darkest.**

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 watermark 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

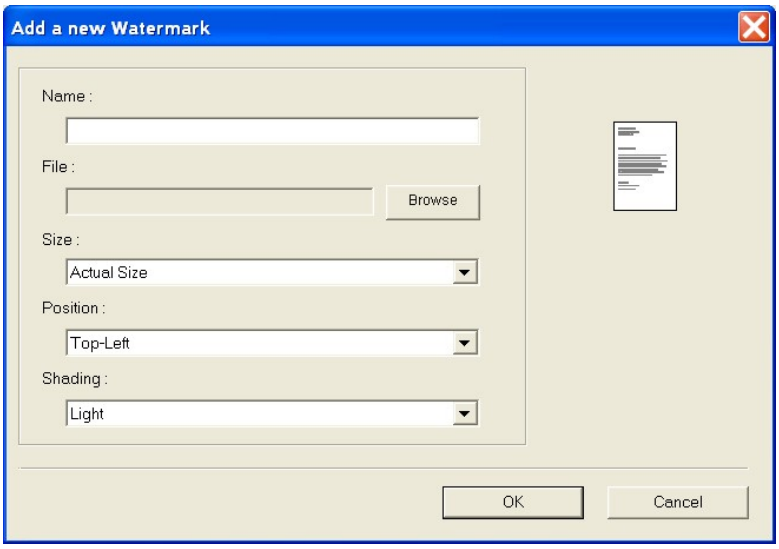
To remove a current watermark text,

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

Adding a new watermark 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: *Actual Size, Fit 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

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 watermark 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.

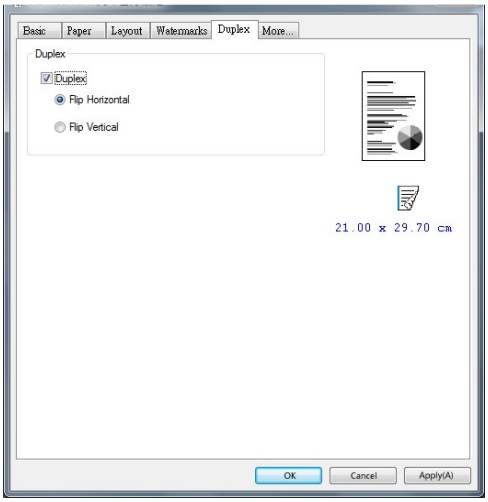
Removing a current watermark Image

To remove a current watermark image,

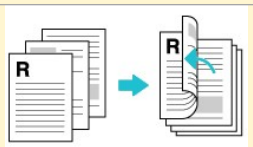
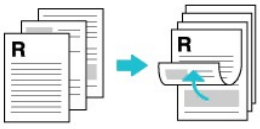
1. Choose the watermark name that you wish to remove from the Image list.
2. Click the **Remove** button. The watermark image will be removed.

The Duplex Tab

The Duplex tab allows you to print your document on two sides of the paper.



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) prints pages that flip like a book.**  Long-Edge binding (Portrait)  Long-Edge binding (Landscape)
Short Edge (Binding)	**Short-edge binding (portrait) prints pages that flip like a calendar.**  Short-Edge binding (Portrait)  Short-Edge binding (Landscape)

* Factory Default Setting

Note: The duplex feature supports only page sizes of 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 MFP 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.

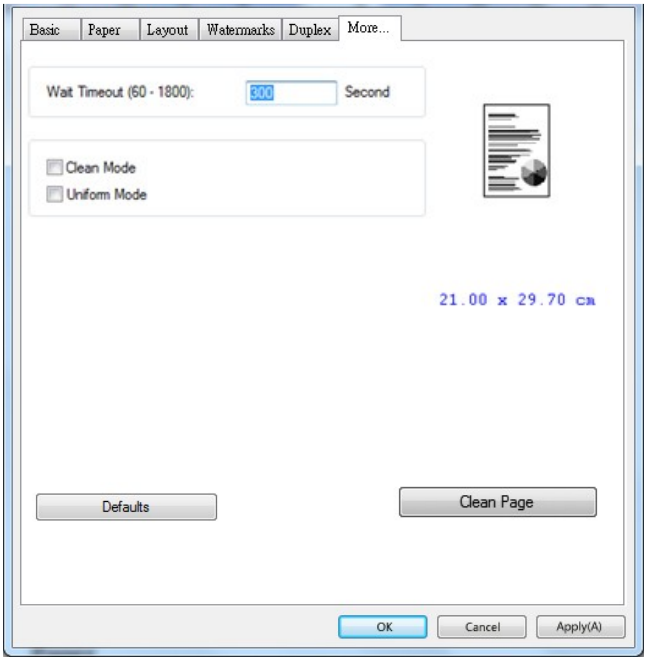
Permitted timeout values: 60~1800 seconds, default timeout values: 300 seconds

Clean Mode: If unwanted marks appear in blank areas, check "Clean Mode" to improve print quality.

Uniform Mode: If shading looks uneven, check "Uniform Mode" to improve print quality.

Defaults: Press to restore all settings to factory defaults.

Clean Page: Prints a cleaning page right away to remove excess toner from the printer.



7. Printing Documents from a Mobile Device

On models with a Wi-Fi module, the product can work wirelessly, and you can print e-mails and documents from a mobile device by tapping Print in the app's menu. (Wi-Fi availability varies by model.)

Making Preparation

To connect the product to a wireless LAN, you need:

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

When connecting the product 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.

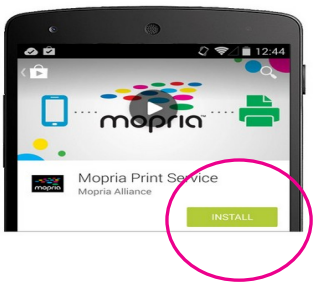


Attention!

Keep objects that block radio waves (such as walls or metal plates) and devices that cause interference (such as cordless phones) at least 100 mm from the product and away from 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.



Connecting to a Wireless Network via the Network Setup Tool

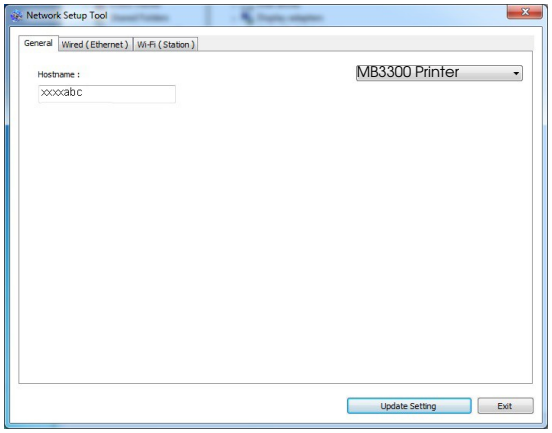
Before You Begin!

- 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.

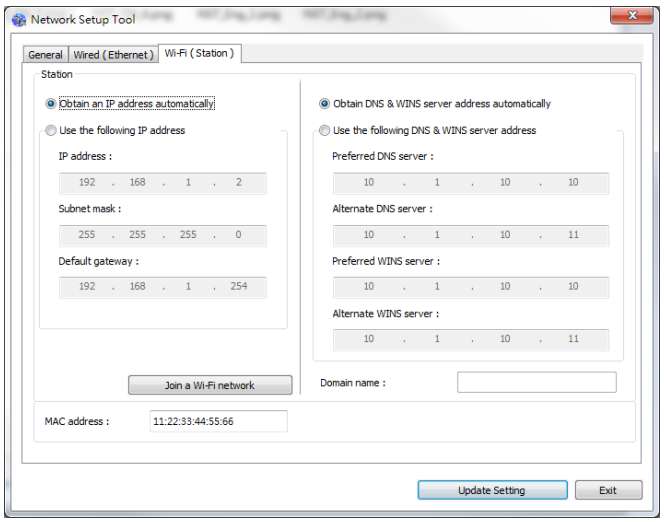
The Network Setup Tool configures the settings needed to connect the product to a wireless LAN. You can use it for these wireless and wired settings:

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

1. Launch the program by clicking the **Start>All Programs>Capsul MB3300 MFP>Network Setup Tool**. The main window appears.

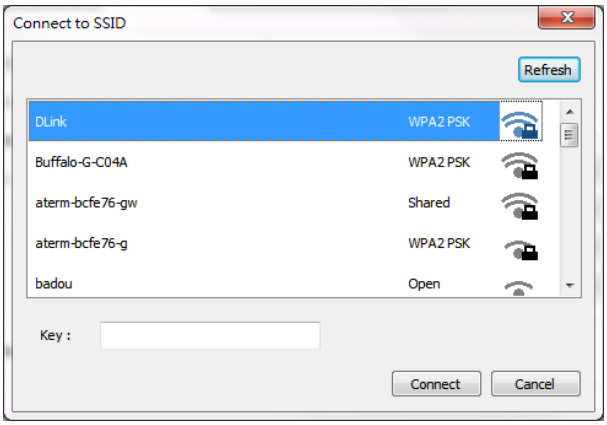


2. On the [**General**] page, check [**Wi-Fi (Station)**].
3. Click the [**Wi-Fi (Station)**] tab to prompt the [**Wi-Fi (Station)**] page.



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] to list the available wireless networks. Select the network you want to join and enter its security key if required.



6. Click [Connect] to join the SSID (wireless network name) and update the product's IP settings.

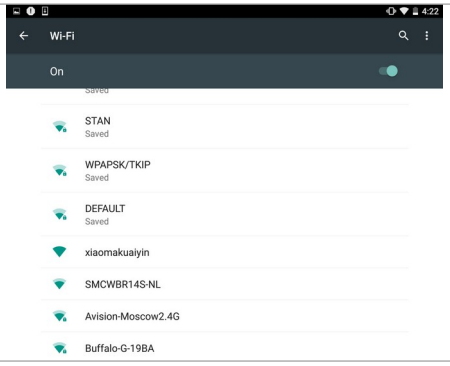
7. If update is successful, an [Update Device Successfully] message will be displayed and the Network Setup Tool will be automatically closed.

Printing Your File from a Android Mobile Device

Make sure the Mopria Print Service app is installed on your Android device. It is free from app stores such as Google Play.

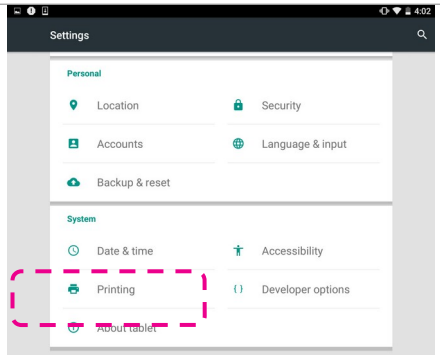
1. Join the printer's wireless network.

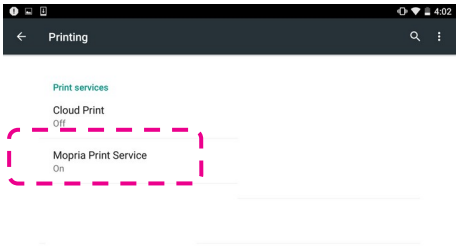
On your mobile device, tap **Settings**>**Wi-Fi** and choose the same network name (SSID) of your printer.

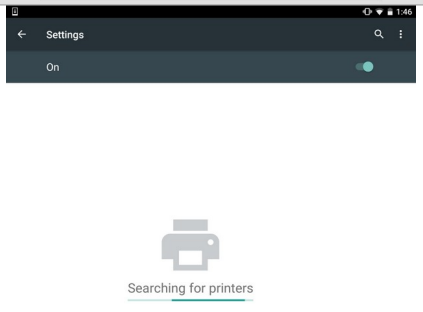


2. **Turn on Mopria Print Service. Your device searches for available printers.**

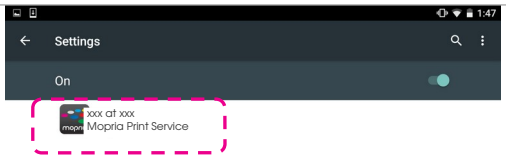
On your mobile device, tap Settings > Printing > Mopria Print Service to turn it on. Your device searches for available printers.



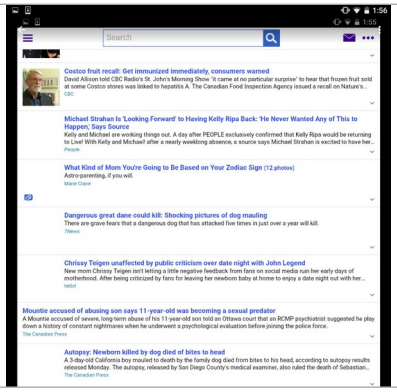




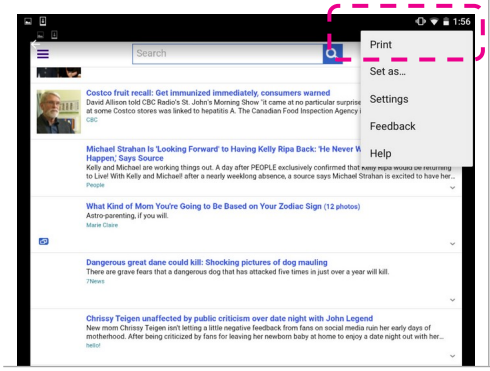
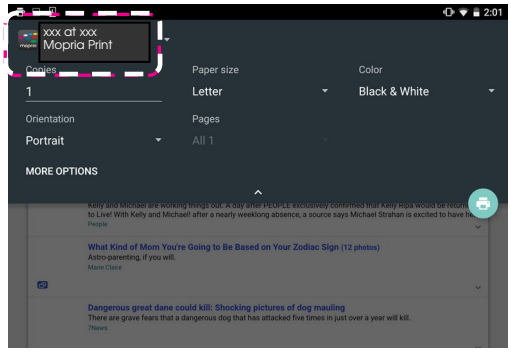
3. Select your printer.

Select [**XXX at XXX**] from the printer list. (XXX=model number)	

4. Open the file which you want to print.

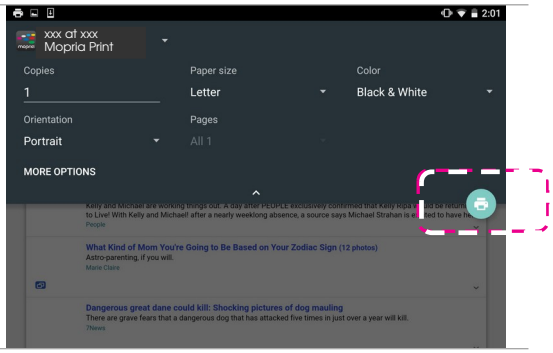
Open the file you want to print.	

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

6. Choose print settings and print.

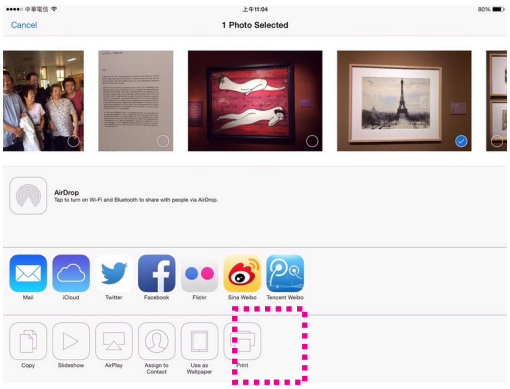
- If you don't need to change print options, tap Print.
- If you need to change print options, continue to the next section.



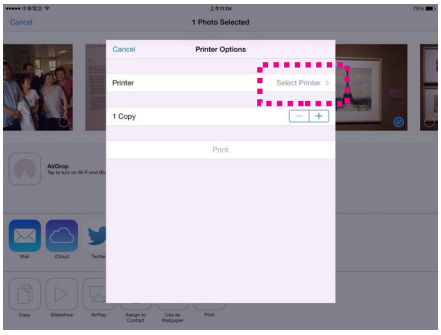
Printing Your File from a iOS Mobile Device

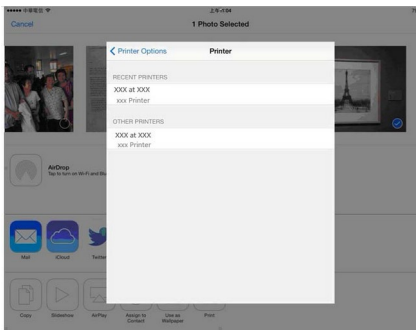
1. Turn on your iPhone or iPad.
2. Tap "Settings," open Wi-Fi, and select the same network as your printer.
3. Open the picture or the document that you want to print. Tap the Share icon ( ) and then the print icon ( ).



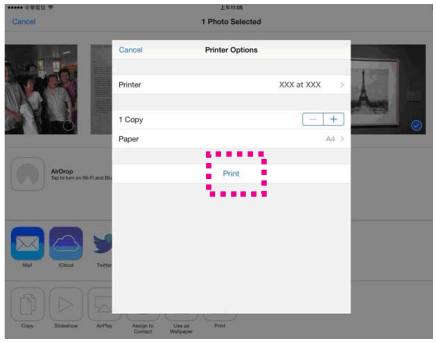


4. Tap [Select printer] and choose your desired printer. (xxx=model name)





5. Tap [Print] to start printing.



8. Scanning From Your Computer

After you install the scanner driver and connect the USB cable, you can use the product as a scanner from your computer, with features to adjust the scanned image.

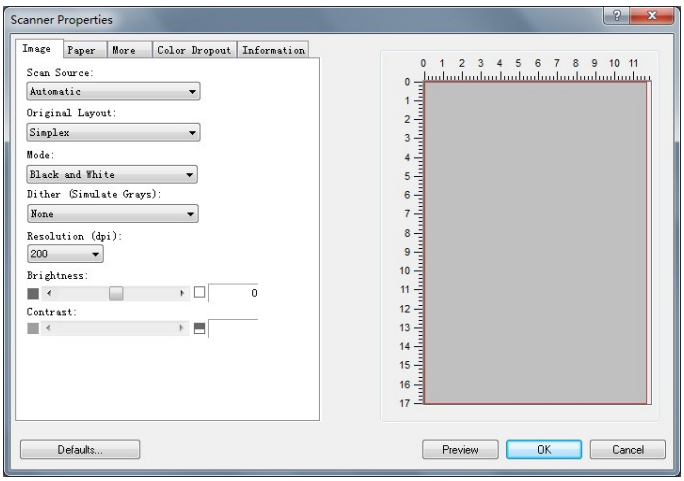
Scanning via Other Applications

1. Start your image editing application.
2. Pull down the **File** menu and choose **Select Source**.

   If the **Select Source** command is not available on the **File** menu, see your application's user's guide to determine how the TWAIN link is used. A dialog box with a list of scanning sources appears.
3. Select the model name of your product.

   You need to select the source only once, unless you want to choose another scanner.
4. Place the document **FACE DOWN** on the flatbed glass.
5. Pull down the File menu and choose **Acquire**.

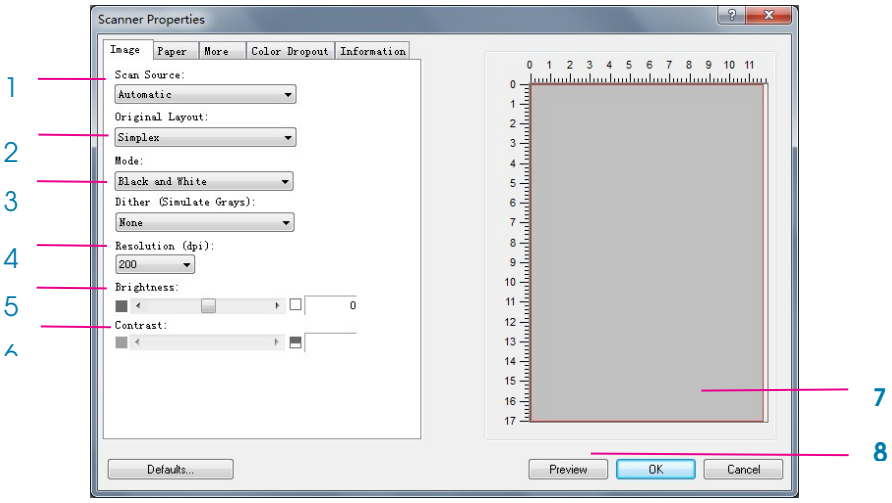
   A dialog box containing scanning features appears.



6. Select the scanning method you want to use on the **Scan Source** drop-down menu.

7. Select the mode you want to use for your scans on the **Image Mode** drop-down menu.
8. Select a scanning resolution on the **Resolution** drop-down menu.
9. Select the setting for the scanning features (e.g. Brightness, Contrast, Original Layout, etc.) that you want to use.
10. Click on **Preview** or **Scan** to preview or scan you documents.

A Glance of the User Interface

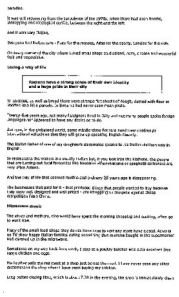


1. Scan Source	**Choice:** Auto, ADF, Flatbed
2. Original Layout	**Choice:** Simplex
3. Mode	**Choice:** Black & White, 8-Bit Gray, 24-Bit Color
4. Resolution	**Choice:** 75, 100, 150, 200, 300, 400, 500, 600, 1200 (dpi).
5. Brightness	Adjust the brightness level from –100 to +100.
6. Contrast	Adjust the contrast level from –100 to +100.
7. Preview Window	Used to display the scanned image in low resolution.
8. Preview	Used to resize your scanned area.

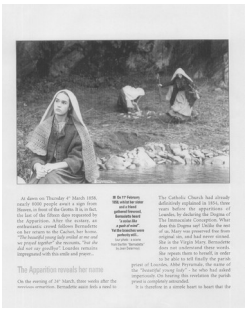
Using The Image Tab

Selecting A Proper Image Mode

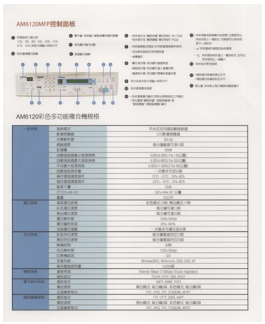
- **Black & White:** Choose B&W if your original contains only B&W text, pencil or ink sketch.
- **8-bit Gray:** 8-bit Gray images contain actual shades of gray.
- **24-bit Color: Choose 24-bit Color if you wish to scan a color image.**



B&W



Gray



Color

- **Dither (Simulate Grays):**
  This is the process of converting a grayscale or color image to a bi-tonal image. There are several different methods of performing this conversion. **Options: None, Halftone 1~5, Diffusion**. Default setting is none.

- **Halftone:**
  In addition to the black and white display, halftone can present a somehow gray shade of image by using different size of dots. Halftone image looks like the picture you have seen in the newspaper. **Options include Halftone 1, Halftone 2, Halftone 3, Halftone 4, Halftone 5.**

- **Diffusion:**
  Diffusion is a type of halftone. Diffusion gives good image texture and makes text in images more readable than halftone.



Error Diffusion Image



Halftone Image

Determining Proper Resolution

The right resolution produces a clear, detailed image. Resolution is measured in pixels per inch (ppi), often called dots per inch (dpi). Higher resolutions result in more detail in the scan, slower scanning and in general, greater file sizes. For example, an A4 size color image scanned at 300 dpi with color mode consumes approximately 25 MB of disk space. When OCR (Optical Character Recognition) is to be performed on a scan, 300dpi should be used for most languages except Asian languages. For Asian languages, 400 dpi is recommended.

Choose a resolution value from the drop down list. The default value is 200 dpi. Available resolutions are 75, 100, 150, 200,300, 400, 500, 600 and 1200.



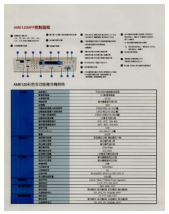
Resolution: 75 dpi



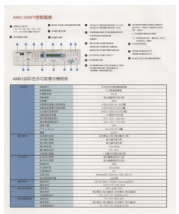
Resolution: 150 dpi

Adjusting Brightness And Contrast

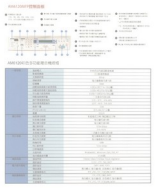
- **Brightness**
  Adjusts the lightness or darkness of an image. The higher the value, the brighter the image. Drag the slider to the right or left to increase or decrease the brightness. The range is from –100 to +100. The default value is 0.
- **Contrast**
  Adjusts the range between the darkest and lightest shades. Higher contrast increases the difference between shades. Drag the slider to the right or left to increase or decrease the contrast. The range is from –100 to +100. The default value is 0.



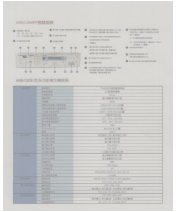
Brightness: -50



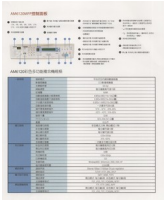
Brightness: 0 (Normal)



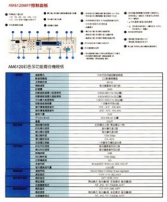
Brightness: +50



Contrast: -50



Contrast: 0 (Normal)



Contrast: +50

Choosing Scan Source

Choice:

Flatbed: Select this setting if you need to scan a single page from the flatbed.

***Auto, ADF**—Use this setting if you are using the automatic document feeder (ADF) to scan documents at a time.

Preview Window

Click the Preview button to get a scanned image in a low resolution. You can use this window to select your scan area.

Using The Paper Tab

Selecting Your Scan Size

- **Custom:** Choose **Custom** from the **Cropping** drop-down list on the **Paper** tab. This feature allows you to define the area or zone to be scanned. If you select this option, you can enter the x and y offset values, width and length to redefine your scanned area. The Display window will show the size as you change the values.

Choose your scan size from the **Scan Size** drop-down list.

None
US Letter- 8.5"x 11"
US Legal – 8.5" x 14"
ISO A4 – 21 x 29.7 cm
ISO A5 – 14.8 x 21 cm
ISO A6 – 10.5 x 14.8cm
ISO A7 – 7.4 x 10/5 cm
ISO B5 – 17.6 x 25 cm
ISO B6 – 12.5 x 17.6 cm
ISO B7 – 8.8 x 12.5 cm
JIS B5 – 18.2 x 25.7 cm
JIS B6 – 12.8 x 18.2 cm
JIS B7 – 9.1 x 12.8 cm
Scanner Maximum
Long Page (<118")

The following options are only available when **Custom** is selected.

- **X-Offset** — the distance from the left end of the scanner to the left edge of the scanning area.
- **Y-Offset** — the position from the top end of the document to the top end of the scanning area.
- **Width** — the width of the scanning area.
- **Length** — the length of the scanning area.
- **Center** — automatically calculates the x-offset for center-fed feeding based upon document size selected.

Unit: Define your measurement system. **Inches, Millimeters,** and **Pixels** are available.

Using The More Tab

Enabling Multi-Feed detection

The multi-feed detection feature allows you to detect overlapped documents that go through the scanner. Multi-Feed usually occurs due to stapled documents, adhesives on documents, or electro-statically charged documents.

Additional Length Detection: Additional Length Detection allows you to define the length of document being multi-fed. This value indicates the additional length exceeding your scan area. A value of 0 indicates no additional length detection. For the specified measuring unit, please refer to the Unit drop-down list box on the Paper tab. Once multi-feed is detected, the scanning operation will not be stopped. Instead, a multi-feed detection message will be displayed.

Using The Information Tab

The Information tab shows details about the scanner, including the serial number, pad count, roller count, and firmware version. Have these ready when you report a problem to service personnel.

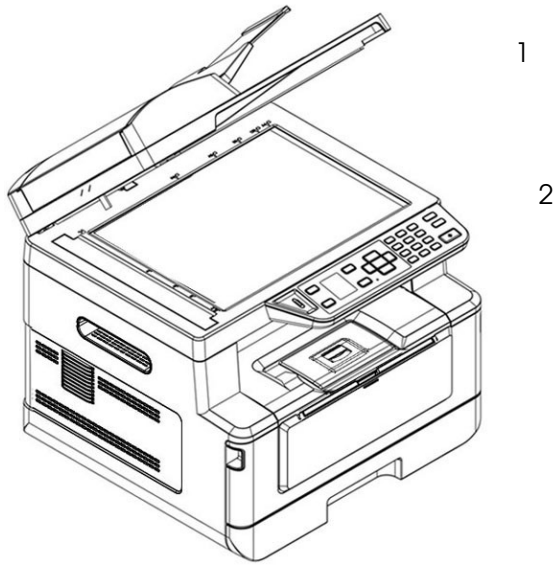
9. Maintaining the Product

Cleaning The Glass

The product is designed to be almost maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

To clean the glass,

1. Open the document cover as shown below.
2. Dip a soft clean cloth with isopropyl alcohol (95%).
3. Gently wipe the flatbed glass and the white sheet beneath the document cover to remove the dust or any toner particles.
4. Close the document cover. Your machine is now ready to use.



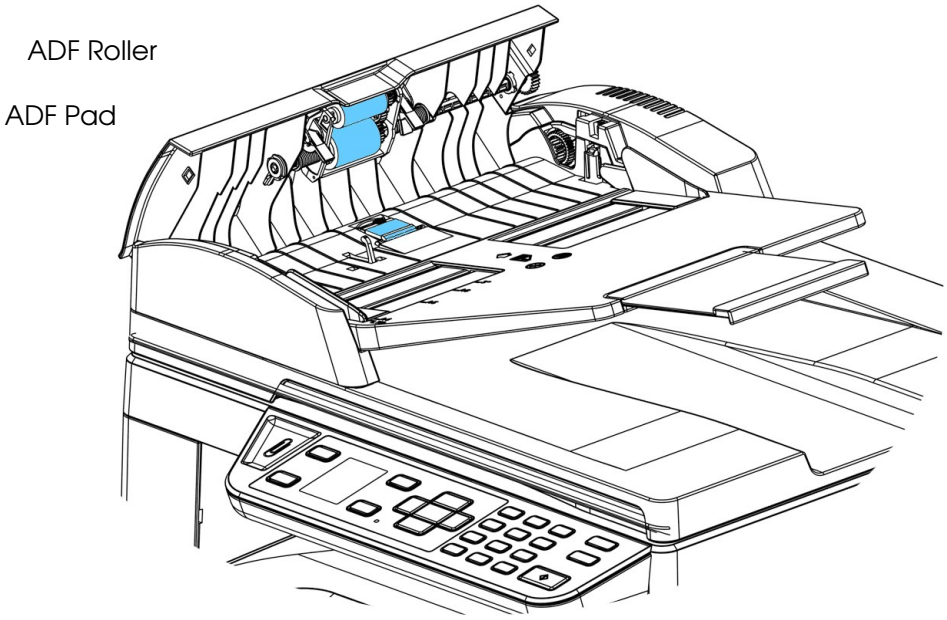
1. Document Cover
2. Flatbed Glass

Cleaning the ADF

Over time, ink, toner particles, or paper dust can build up on the pad assembly and feed rollers, and documents may not feed smoothly. If this happens, clean them as follows.

1. Moisten a clean lintless cloth with isopropyl alcohol (95%).
2. Gently open the ADF front cover. Wipe the feeding rollers from side to side.

   Rotate the rollers forward with your finger and repeat the above cleaning procedures until the rollers are clean. Be careful not to snag or damage the pick springs.
3. Wipe the rubber part of the ADF snap-in pad.
4. Close the ADF unit. Your machine is now ready to use.

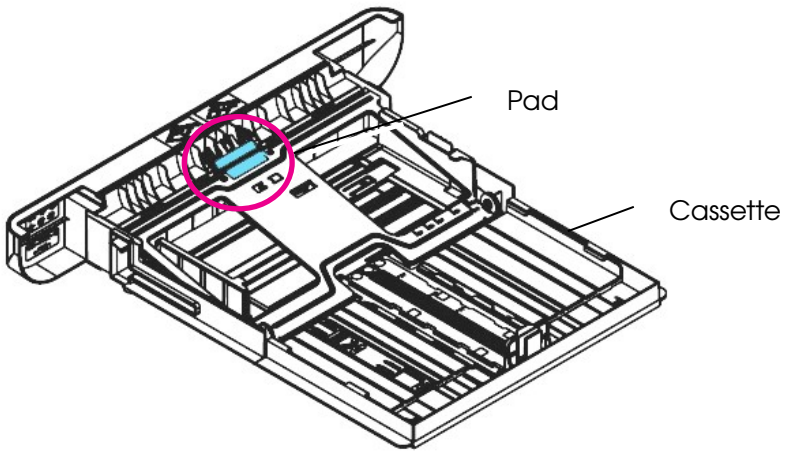


Cleaning the Pad in the Cassette

If the pad in the cassette gets dirty with paper dust, paper may feed unevenly or noisily. Clean the pad when this happens, or every 30,000 copies, as follows.

You need to prepare: cotton swab

1. Remove all paper in the cassette.
2. Moisten a cotton swab with isopropyl alcohol (95%).
3. Clean the rubber part of the pad.

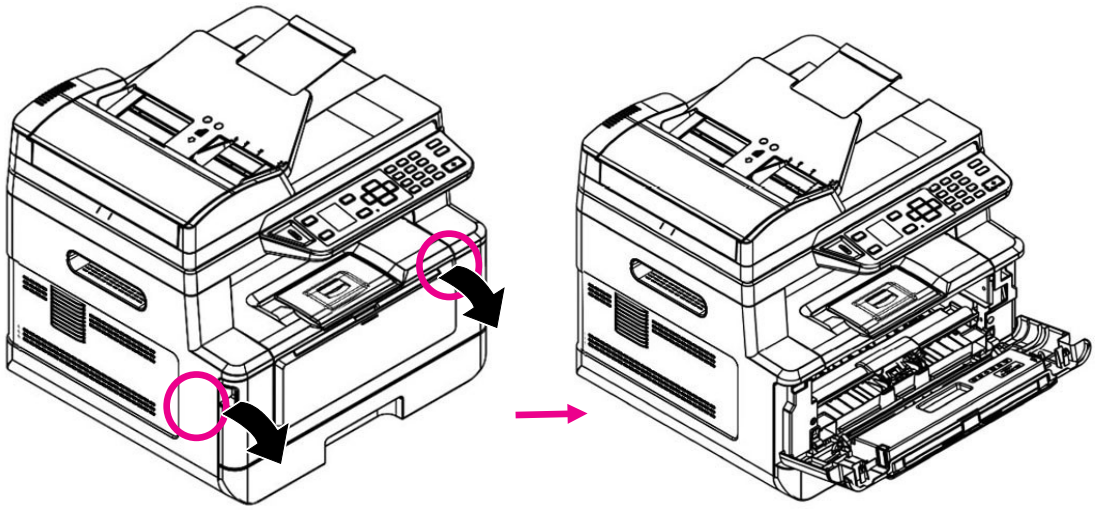


Important:
After cleaning the smeared Pad, dry it completely.

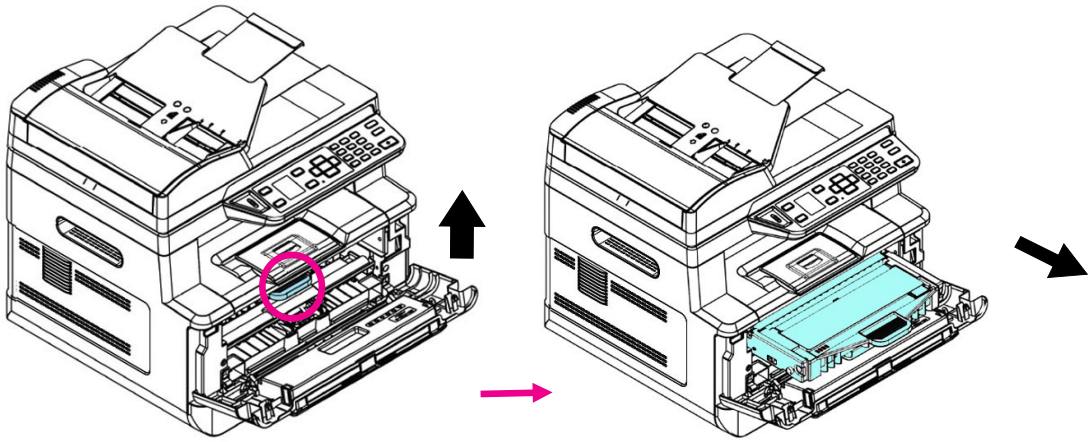
Cleaning the Drum Unit

If the drum unit gets dirty with paper dust, defects may repeat at regular intervals on printed pages. Clean the drum unit as follows.

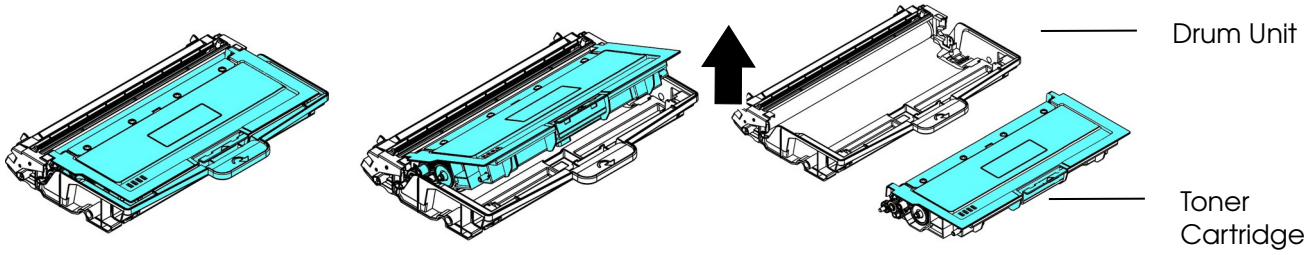
1. Turn off the power and remove the power cord from the power outlet.
2. Open the front cover by pulling the handles on both sides as shown.



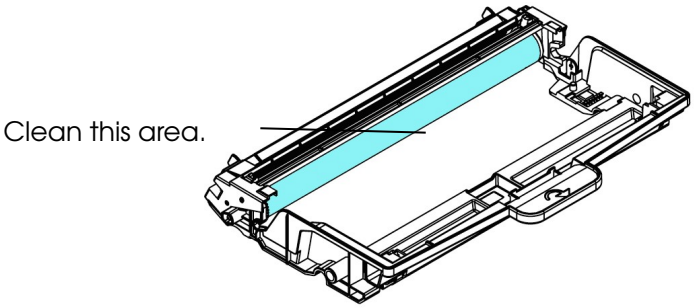
3. Lift the handle of the drum unit and toner cartridge assembly and gently remove the assembly.



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



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



Cleaning the Paper Path

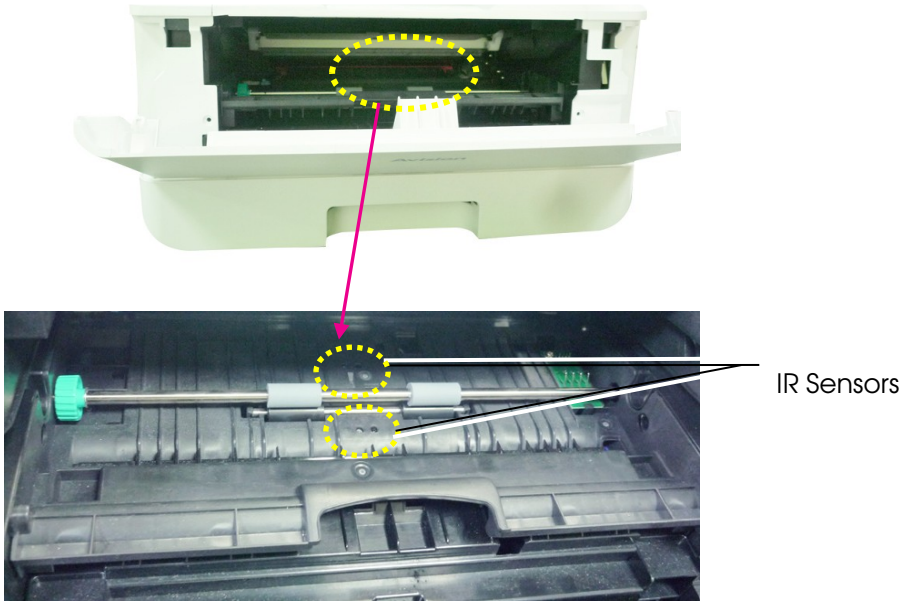
1. Refer to the preceding section to remove the Toner Cartridge.
2. Check if there is paper dust on the Paper Path. If so, remove the dust.



Cleaning the IR Sensors

Paper dust on the IR sensors can trigger false paper-jam errors (a jam code appears, but no paper is jammed inside the printer). If this happens, clean the IR sensors as follows. If the problem continues, the sensors may be faulty; contact service personnel to replace them.

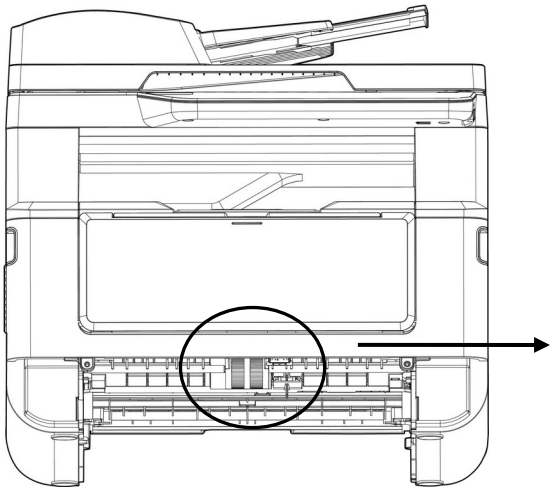
1. Refer to the preceding section to remove the Toner Cartridge.
2. Moisten a clean, soft cloth with 95% alcohol.
3. Wipe the area near the sensors as indicated.

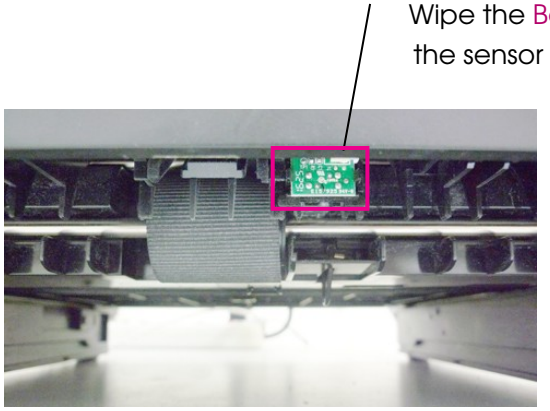


Cleaning the Paper-In Sensors

Paper dust on the paper-in sensors can trigger false paper-jam errors (a jam code appears, but no paper is jammed inside the printer). If this happens, clean the paper-in sensors as follows. If the problem continues, the sensors may be faulty; contact service personnel to replace them.

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.





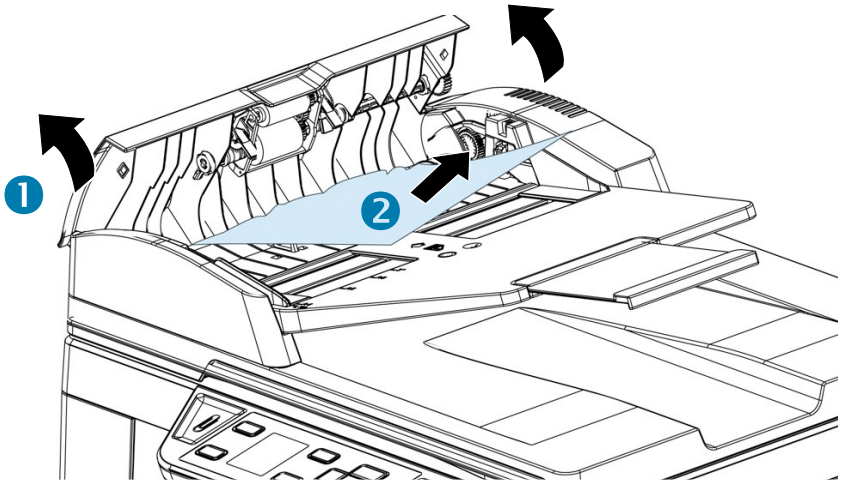
Important!

Before cleaning the paper-in sensor, turn off the power, and avoid touching the sensor board so you don't damage its components.

Clearing the ADF Paper Jam

In the event of a paper jam in the ADF, follow the procedures below to remove the paper:

1. Gently open the ADF front cover to the left ❶.
2. Carefully pull the paper out of the ADF unit ❷.
3. Close the ADF front cover. Your product is now ready to use.

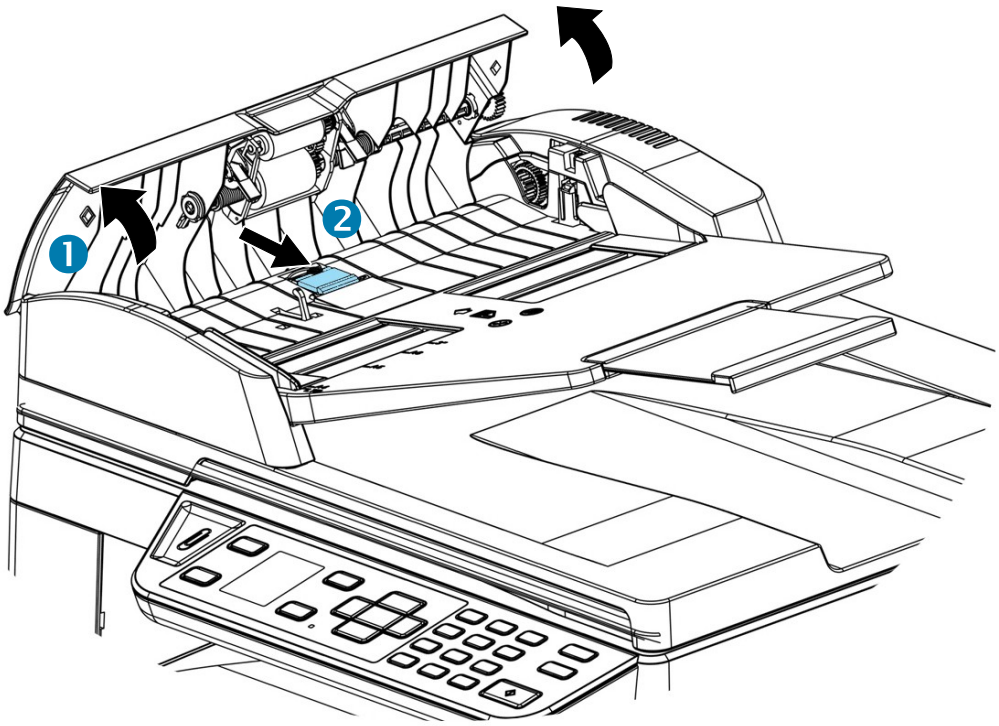


Replacing the Snap-in Pad Module

After about 20,000 sheets through the ADF, the pad may wear out and cause feeding problems. If that happens, we recommend replacing the pad module. Order one from your nearest dealer and replace it as follows.

Disassembling Procedure

1. Gently open the ADF front cover.
2. Remove the ADF snap-in pad module by pressing the lock upward.



Assembling Procedure

1. Gently open the ADF front cover to the left.
2. Remove the ADF pad module from the box.
3. Place it into the holes until it snaps into place.

Replacing The Toner Cartridge

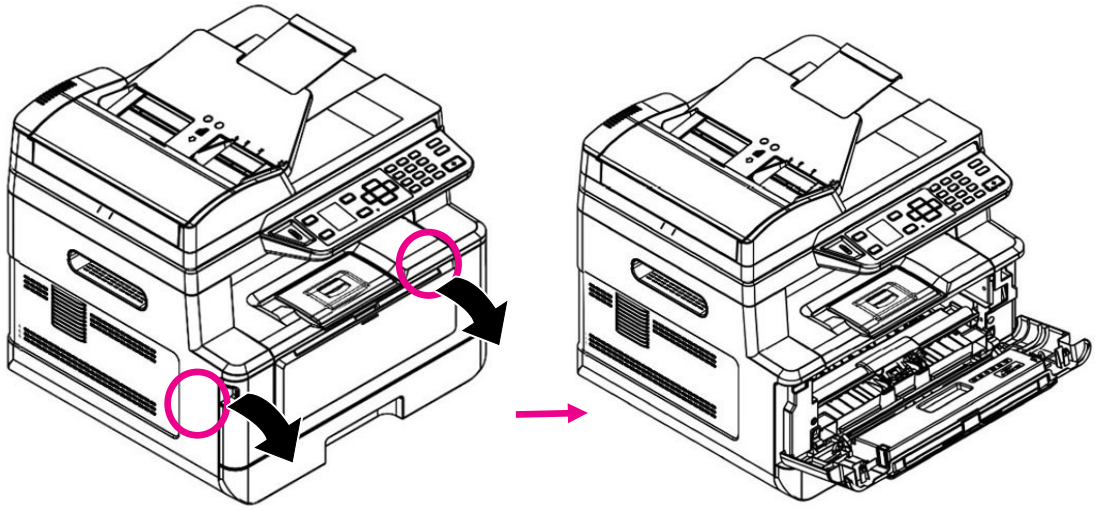
The toner cartridge supplied with the product needs replacing after about 3,000 pages. When toner runs low, a [Toner Low] message appears. Buy a new toner cartridge and have it ready before you see the [Replace Toner] message.

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

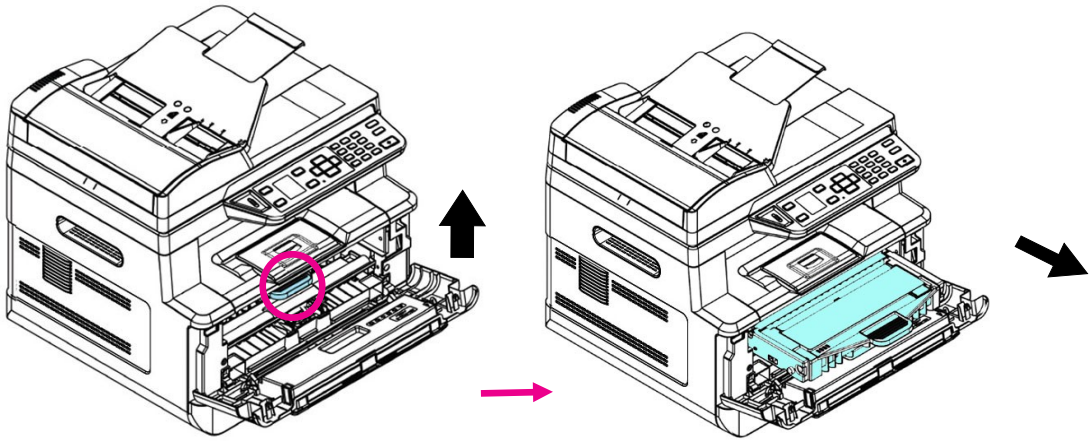
Follow these steps to replace the toner cartridge：

Removing the Toner Cartridge

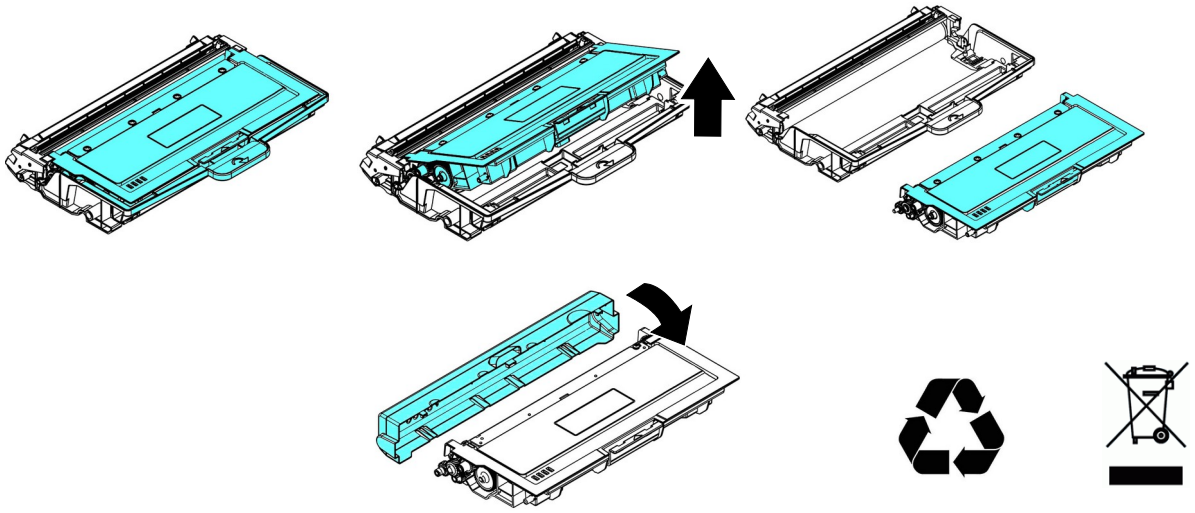
1. Turn off the power and remove the power cord from the power outlet.
2. Open the front cover by pulling the handles on both sides as shown.



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.

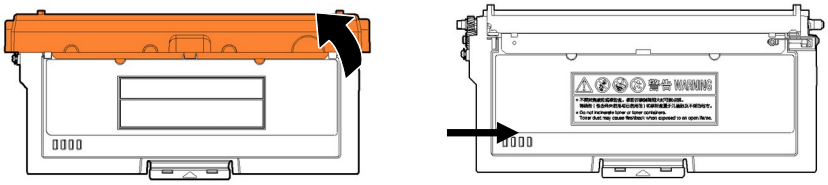


Note:

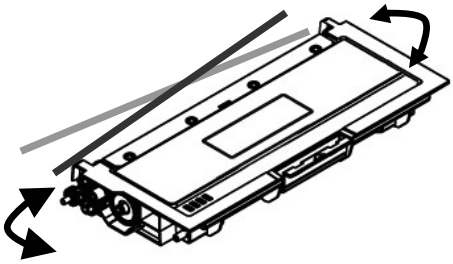
Do not throw away the used toner cartridge. Put it in the supplied plastic bag and return it to your dealer or service representative, who will recycle it in accordance with applicable regulations.

Installing the Toner Cartridge

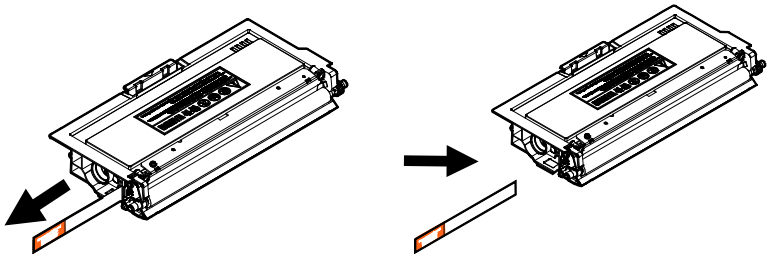
1. Unpack the new toner cartridge and remove the protective cover.



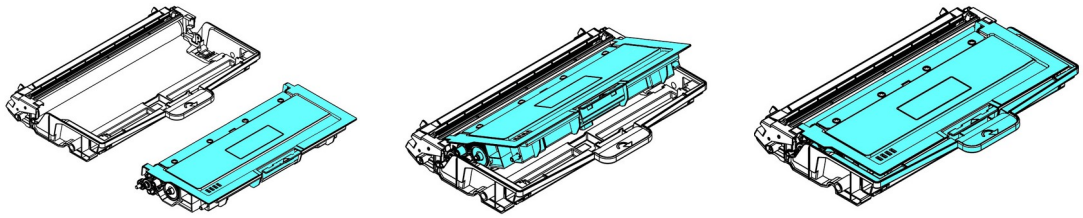
2. Tilt the new toner cartridge up and down, then side to side, 10 times to spread the toner evenly.



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



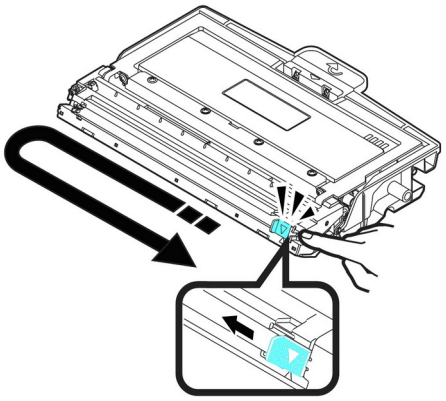
4. Install the new toner cartridge to the drum unit.



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 avoid damaging the toner cartridge, do not leave it exposed for more than a few minutes.

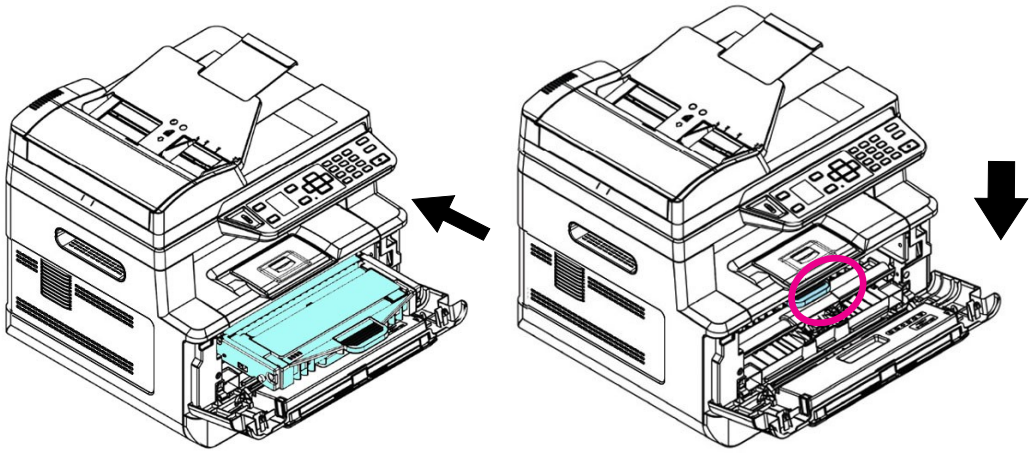
5. Clean the corona wire inside the drum unit by gently sliding the tab left and right several times. (Toner can build up on the corona wire over time.)



Note:

Return the tab to the Home position (▲), with its arrow aligned to the arrow on the drum unit. Otherwise, printed pages may show a vertical stripe.

6. Hold the handle of the toner cartridge assembly and slide the assembly back into place. Press the handle to lock it firmly.



Note:

Do not throw away the used toner cartridge. Put it in the supplied plastic bag and return it to your dealer or service representative, who will recycle it in accordance with applicable regulations.

7. Close the front cover.

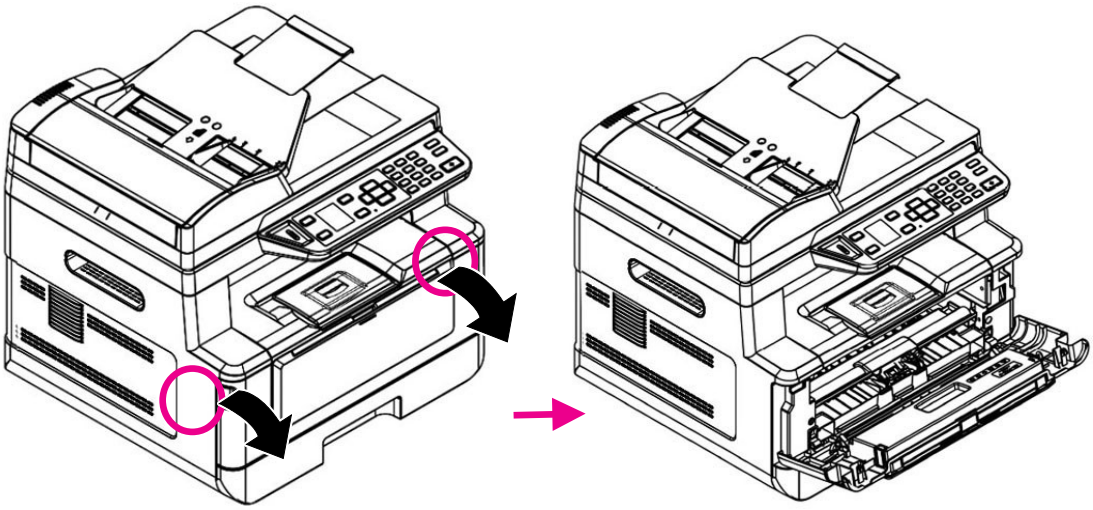
Replacing The Drum Unit

The drum unit that comes with the product needs to be replaced after printing approximately 30,000 pages. When the drum unit is running low, you will be prompted with a [**Drum Low**] message. Buy a new drum unit and have it ready before you see the [Replace Drum] message.

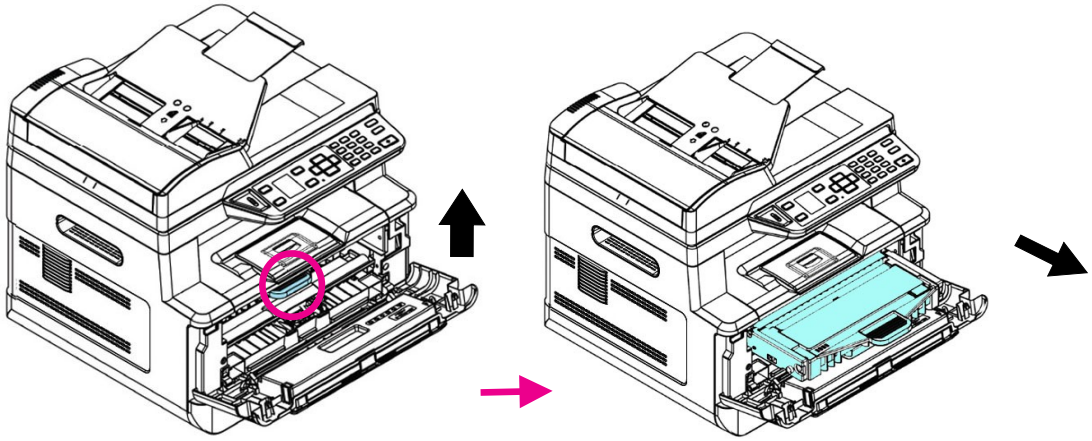
Follow these steps to replace the toner cartridge：

Removing the Drum Unit and the Toner Cartridge Assembly

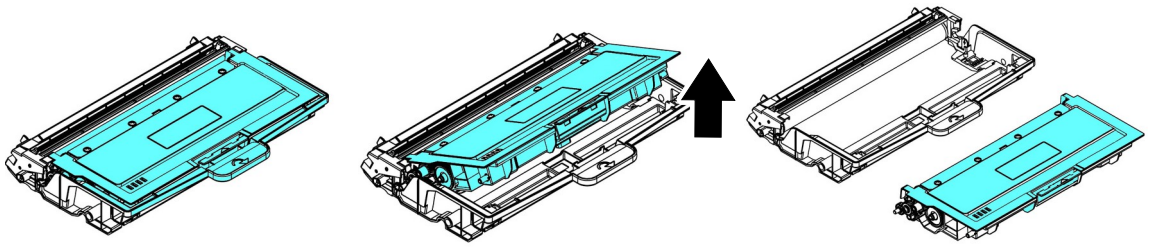
1. Turn off the power and remove the power cable from the power outlet.
2. Open the front cover by pulling the handles on both sides as shown.



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

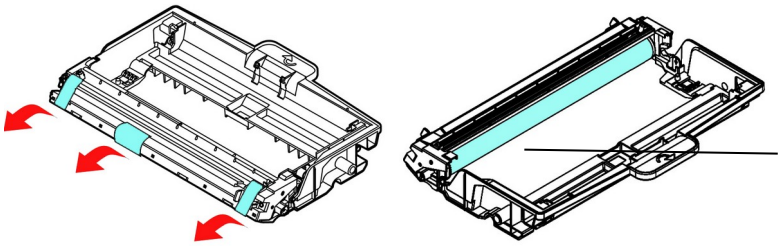


4. Remove the toner cartridge from the drum unit as shown.



Installing the Drum Unit

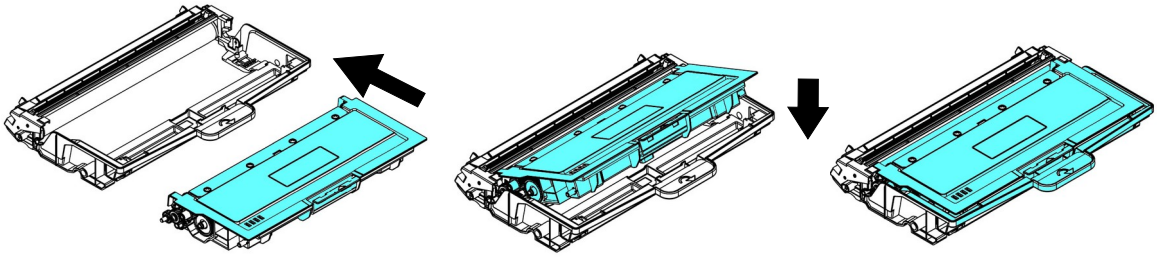
1. Remove the protective film and the label in the center of the drum unit. Be sure not to touch the drum during unpacking. Your finger print may affect the print quality.



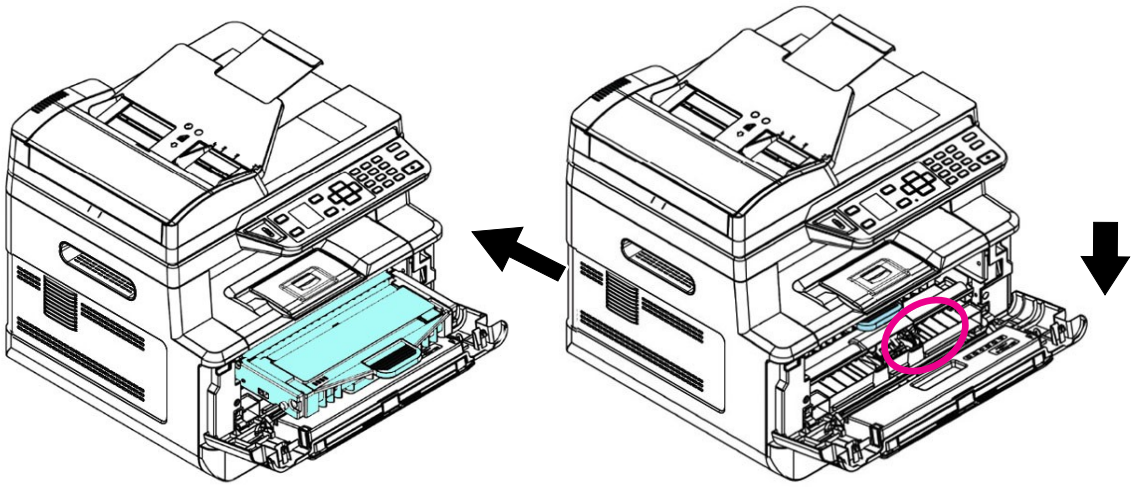


DO NOT touch the surface of the drum.

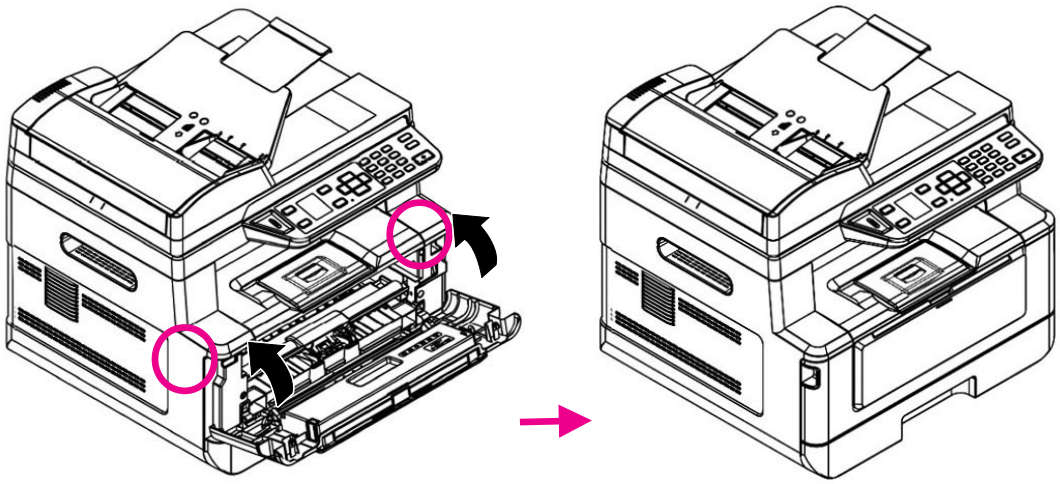
2. Install the toner cartridge to the new drum unit.



3. Hold the handle of the toner cartridge and insert the toner cartridge into its original position. Press the handle to secure it firmly in position.



3. Close the front cover.



10. Troubleshooting

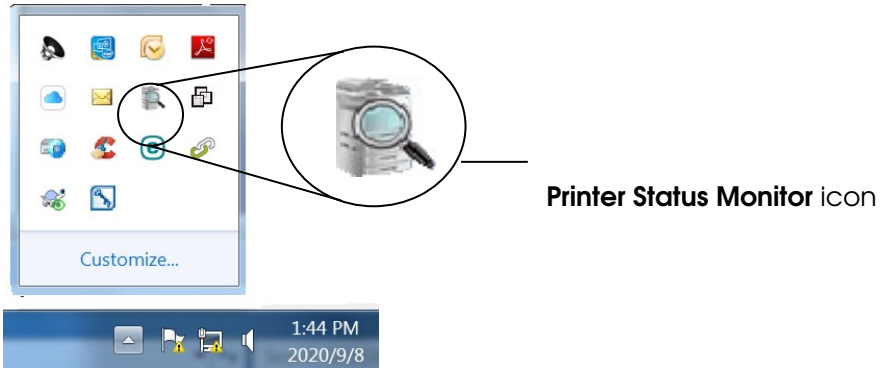
Monitoring Your Printer Using Printer Status Monitor

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

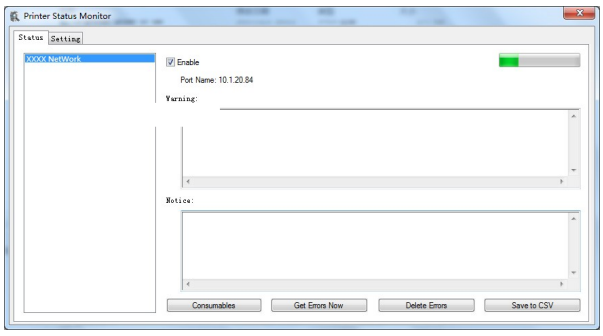
Printer Status Monitor is available when the printer is connected directly to a host computer via the USB port or a network port. Printer Status Monitor is installed when you install the printer driver as described in the preceding section.

Accessing Printer Status Monitor

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



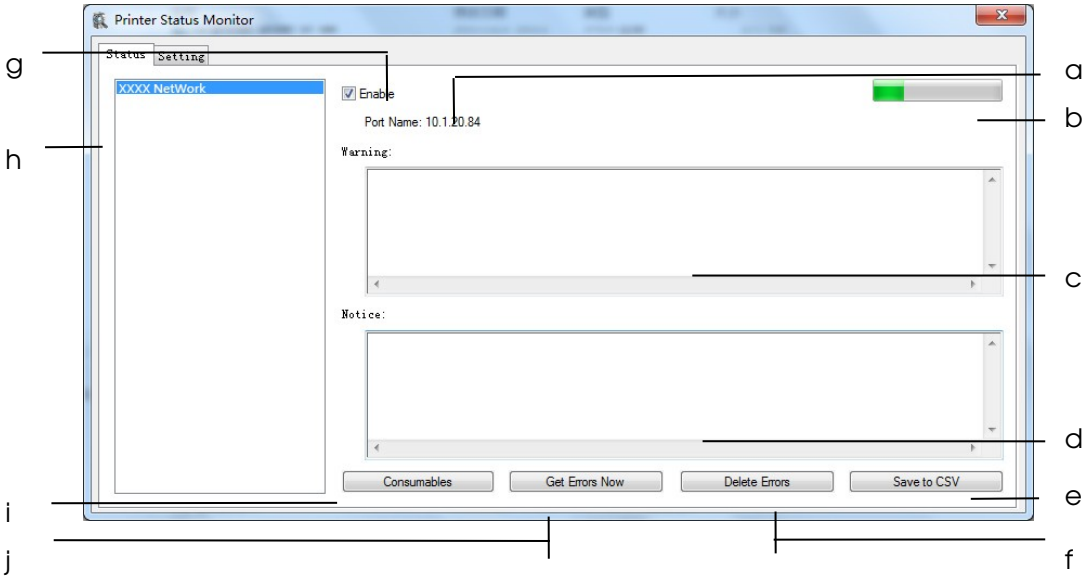
Printer Status Monitor icon



Printer Status Window

Getting Printer Status Details

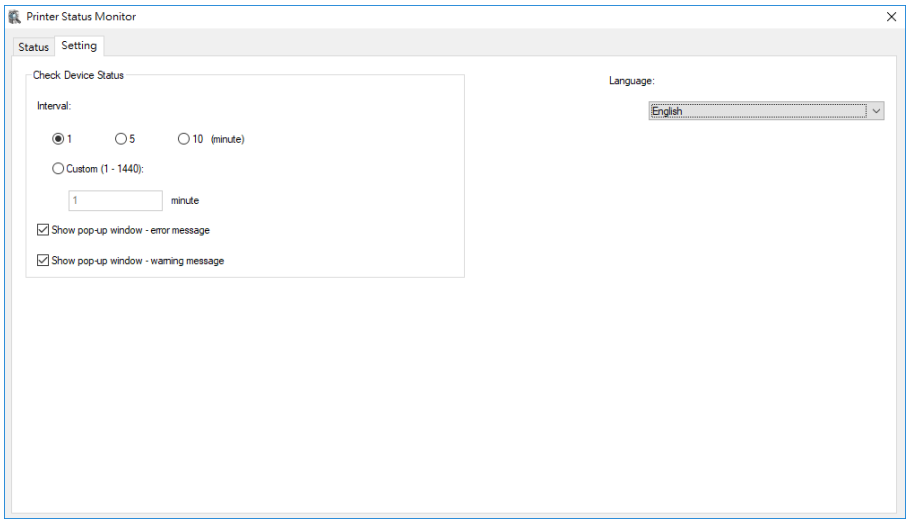
You can monitor printer status and get information on consumable products using the Printer Status Monitor dialog box.



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.

Setting Monitoring Preferences

To make specific monitoring settings, click the Setting tab on the Printer 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 ~ 1440) minute
Show pop-up Window- error message	Check this box to show the error message.
Show pop-up window-warning message	Check this box to show the warning message.

Clearing A Warning or Error Message

If a problem occurs, the LCD panel shows a warning or error message with a QR code, and the Error LED flashes or stays lit. Follow the on-screen instructions and the table below, or scan the QR code with your phone to watch a troubleshooting video.

Warning Message

Message	Description or Solution
Auto Temp. Adjust (200004)	Auto Temperature Adjustment. Please wait. The temperature inside the printer is too high. To protect the toner, printing pauses for a few minutes. When the temperature returns to normal, the message disappears and printing resumes.
Toner low (200032).	Less than 10% of the toner remains. The machine can still print or copy, but quality may be poor.
Drum unit near end (200043).	Less than 10% of drum unit life remains. Call the service personnel to order and replace the EP.
Toner empty (200031)	Toner has run out. Replace the toner cartridge.
No Drum unit (200041)	Please install Drum unit and restart MFP.
Drum unit life ends (200042)	**Drum unit** life has been exhausted. Call the service personnel to order and replace the EP module.

Error Message

Error Message and Codes	Possible Causes or Solution
System error	
Service code: 100111	Restart MFP. If this error persists, call service personnel for help.
Scan module error (000113) Restart MFP or call service.	An unexpected error from scanner parts occurs. Restart MFP or call service to replace scanner parts that fail.
ADF cover opens. Close ADF cover.(002014)	Close ADF cover.
Printer module error. Please restart MFP or call service (205000, 205001).	An unexpected error from printer parts occurs. Restart MFP or call service personnel to replace printer parts that fail.
Printer module error. Please clean corona wire and restart MFP or call service (205101).	An unexpected error from printer parts occurs. Please clean corona wire and restart MFP or call service personnel to replace printer parts that fail.
Motor error (000001). Press # button to erase or call service.	When MFP is booted, the scanner and printer engine Initialization fail. Restart MFP.
Scanner lamp error (002007). Please close flatbed cover and Press # button to erase or call service.	The CIS lamp is damaged or not lit. Call service personnel to replace the CIS unit.
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).	Open the front cover, clear the paper, and load paper into the correct tray.
Fuser error (201600, 201604~5, 201613, 201615~201618, 201621~201623)	Please restart MFP. If the error persists, call service personnel for help.
Please open rear cover (200002).	The rear cover has to be opened when bond, card, or transparency is selected as media type.
Please load paper in manual tray	Paper empty in the manual tray.

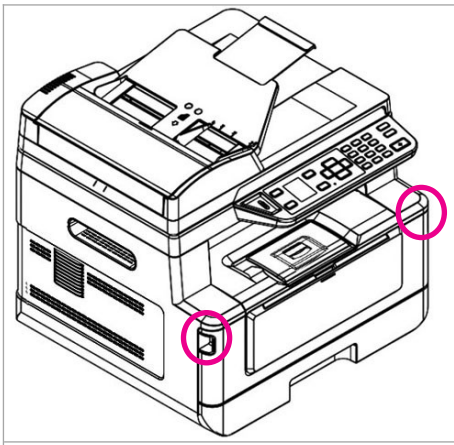
(200080).	
Please check tray 1 and press OK (200003).	Pickup error: tray 1 is empty, jammed, or failed to feed.
Please load paper to tray1 (200081)	Tray 1 paper empty.
DHCP no response (500002). Please check network settings.	Check network settings.
USB flash disk not found.	Insert USB flash drive to the USB flash port.
USB flash disk connection fails. Job abort.	Check the connection of USB flash drive.
MFP not ready. Try again later.	The MFP is busy. Wait until the current job finishes.
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).

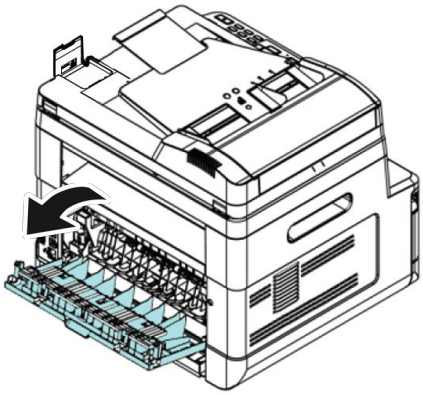
Paper Jam
ADF paper jam (002013). 1. Open ADF cover and clear paper. 2. Close ADF cover.
Paper feed failed (200301). Please check manual tray.
Paper feed failed (200302). Please check tray 1 and clear the jammed paper.
Paper jam (200324). Please open front cover and tray 1 to clear jam paper.
Paper jam (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 the duplex tray and open front cover and rear cover to clear the jam paper.
Paper jam (200335). Please check the duplex tray and open front cover and rear cover to clear the jam paper.

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.

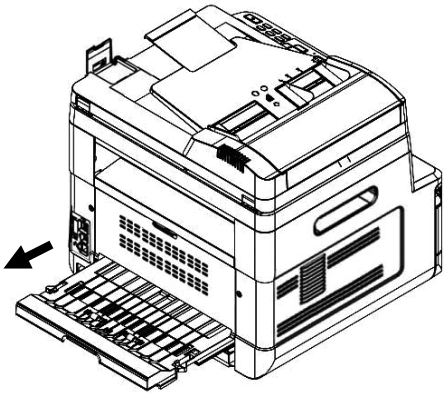




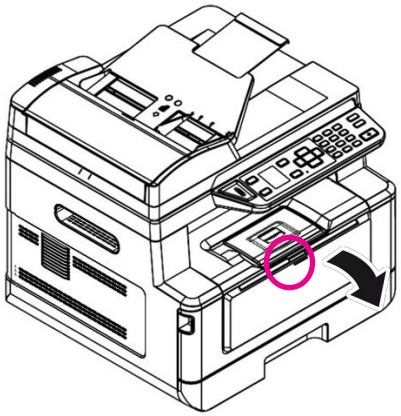




Duplex tray: Pull the duplex tray beneath the rear cover out of the main unit.



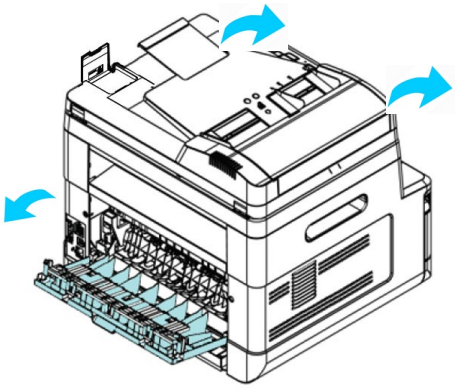
Manual tray: Open the manual tray by grasping the handle and pull it down.



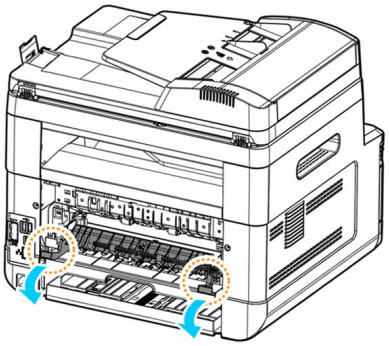
Fuser:

The area around the fuser is hot. To avoid burns, do not touch the fuser until it cools, then follow these steps to remove the jammed paper:

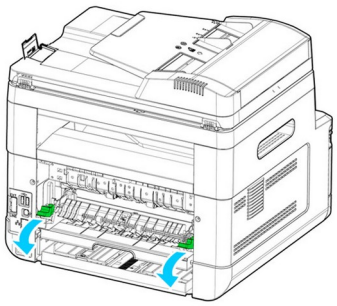
1. Open the **Front Cover** and the **Rear Cover**.



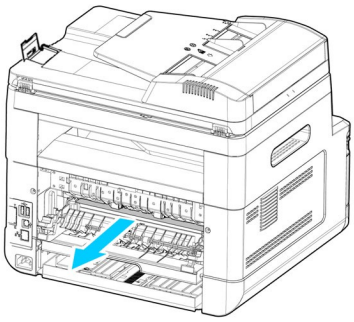
2. Pull down the **Fuser Path** as indicated.



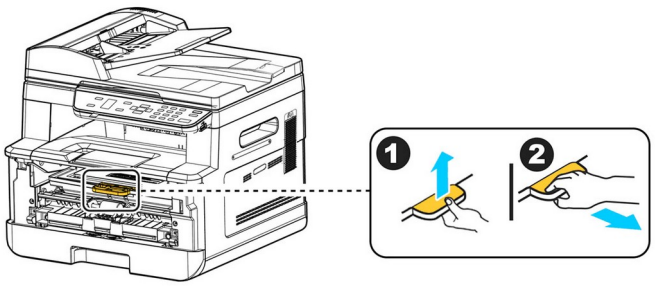
3. Pull down the **Release Arm** on both sides.



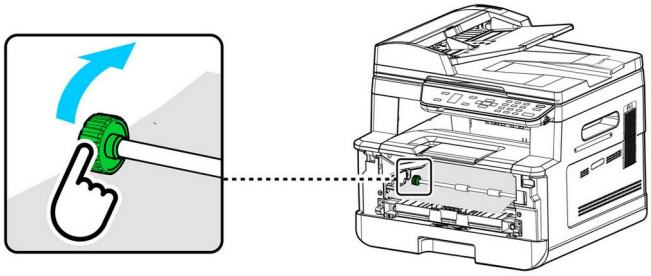
4. Slowly remove the jammed paper.



5. If the paper is hard to pull out, remove the toner cartridge first.



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



Sending to FTP/CIFS Errors	
Invalid login name or password.	Please check your login name or password on the product's web page.
Connection failed. Unable to connect to server.	Connection fails during scan to FTP/CIFS. Check network environment or try again later.
JPEG not support Black&White	JPEG file format does not support black and white image mode.
E-Mail Errors	
Exceed allowable limit.	E-mail recipients exceed allowable number (5).
No recipients added. Please add recipients before pressing start.	Enter your recipient.
No from address added.	Please add address in the [From] field, before pressing start.
File name is existed. Job abort.	File name for the scanned image existed. Change your file name.
JPEG not support Black&White	JPEG file format does not support black and white image mode.
No entries found. Please modify your search entry.	
Unknown error.	Restart MFP. If this error persists, call service personnel for help.

Error Message and Codes	Possible Causes or Solution
System error	
Error (Number).	Restart MFP. If this error persists, call service personnel for help.
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
201631	Printer runtime error.
201632	Printer runtime error.
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.
302651	Network_INIT_FAIL , network initialization fails.

Image Problem Troubleshooting

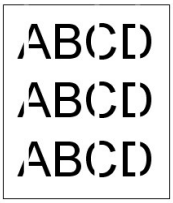
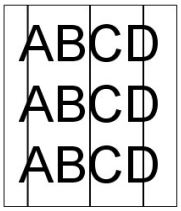
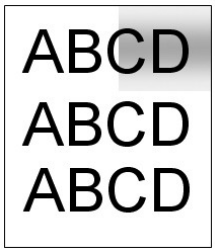
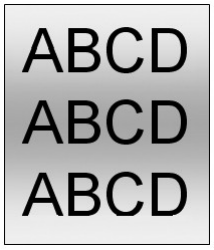
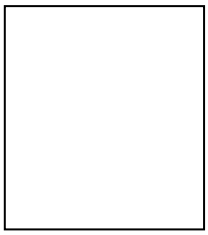
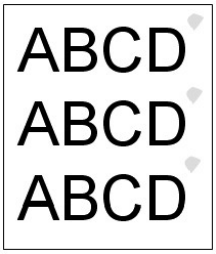
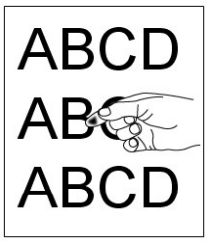
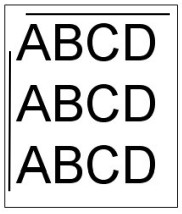
Problem	Image Example	Solution
Paper curls		1. Use paper of standard weight: If you are using thin paper, try to use paper of standard weight (80 g/m^2). 2. Use drier paper: Load paper into the tray right after unwrapping it, and reseal the rest in its original packaging so it doesn't absorb moisture.
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		Clean the EP charger (corona wire) as described in Replacing the Toner Cartridge.

Image Problem Troubleshooting

Problem	Image Example	Solution
Dirty background(partial page)		Check whether toner is leaking from the toner cartridge. If it is, replace the 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 the 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. Clean the drum unit with a soft, clean cloth (see Cleaning the Drum Unit). 2. If this error happens again, call service for help.
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.

Black line on edge		The image is slightly skewed. Align the document so its edges lightly touch the paper guides in the auto document feeder.

Technical Support

If the problem continues after you try the solutions above, contact Capsul Technical Support or an authorized distributor.

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://www.imagestar.com

11. Specifications

All specifications are subject to change without notice. For detailed specifications, please refer to our web site at https://www.capsuloffice.com

General	
Type	MFP
Functions	Copier-Printer-Scanner-E-mail
Dimension (WxDxH)	404 x 380 x 366 mm
Weight	10.7 kg
Max paper capacity	250 (main tray) (70 g/m^2) 10 (manual tray) (70 g/m^2) 50 (Auto Document Feeder) (70 g/m^2)
LCM	1.77 in. TFT
Connectivity	Hi-speed USB 2.0 10/100 Base-T Ethernet

		Wi-Fi: 802.11 b/g/n (For the model supports Wi-Fi)
Operating Environment	Temperature	10°C ~ 32°C
	Humidity	15% ~ 80% RH
Storing Environment	Temperature	-40°C ~ 65°C
	Humidity	10% ~ 90% RH
Current consumption		110~127Vac, 50/60Hz,9.5A Or 220~240Vac, 50/60Hz, 4.5A
Toner cartridge lifetime		**3,000 prints
Drum unit lifetime		*30,000 prints
Product Lifetime		60,000 prints

*Drum yield is based on 3 pages per job [letter/A4 simplex].

The number of pages maybe affected due to the media type or paper size.

**Declared cartridge yield in accordance with ISO/IEC 19752

Copy Functions	
Copy size	Legal, Letter, A4, A5
Max. copy size	Legal (216 x 356 mm) (ADF) A4 (216 x 297) (Flatbed)
Min. copy size	76 x 127 mm
Copy count	up to 99, Auto Reset to 1
Zoom	25 ~ 400%
N-up copy	2 in1 / 4 in 1 / ID card
Copy mode	Text/Mixed/Bill
Print Function	
Printing method	Mono Laser
Printing speed	33 ppm (A4)
Max print size	216 x 356 mm (8 x 14 in.)
Min print size	76 x 127 mm
Resolution	1200 x 1200 dpi
PDLs/Emulations	GDI/PCL
First print out time	<11 seconds
Edge erase	4.3 mm (top, bottom, left, right)
Scaling	25 ~ 400%
Duplex print	Yes
Network print	Yes
Scan Function	
Scanner type	Flatbed/ADF/CIS type
Max. scanning size	Legal (216 x 356 mm) (ADF) A4 (216 x 297 mm) (Flatbed)
Min. scan size	76 x 127 mm
Optical resolution	1200 x 1200 dpi
Scanning bit depth	Color - 24bit(output)/48bit (input) Gray - 8bit(output)/16bit (input) B/W - 1bit
File format	Color/Gray - JPEG, M-PDF, PDF, TIFF B/W - PDF, M-PDF, TIFF
Scan to Destinations	Scan to E-mail, Scan to FTP/CIFS, Scan to USB flash drive (partition type FAT16/FAT32)

Wi-Fi Specifications:

The model (CF-811AC/CF-WU810N) of Wi-Fi module varies according to countries/regions.

Model: CF-811AC

Main Chipset	RTL8811CU
Host Interface	USB 2.0
Frequency Range	2.4GHz/5.8GHz Dual-Channel
Wi-Fi Standard	IEEE802.11a
	IEEE802.11b
	IEEE802.11g
	IEEE802.11n
	IEEE802.11ac
Transmit Speed	11b：1/2/5.5/11Mbps
	11g：6/9/12/18/24/36/48/54Mbps
	11n：200Mbps
	11ac：433Mbps
Transmit Power	Max. 17 dBm
Security	WPA-PSK/WPA2-PSK
	WPA/WPA2
	WEP
Operating System	Windows XP/Vista/7/8/8.1/10 (32/64 bit)
	MacOS10.6~MacOS10.15

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) Mac OS 10.6 ~10.11 Linux Kernel 2.6.18~3.10