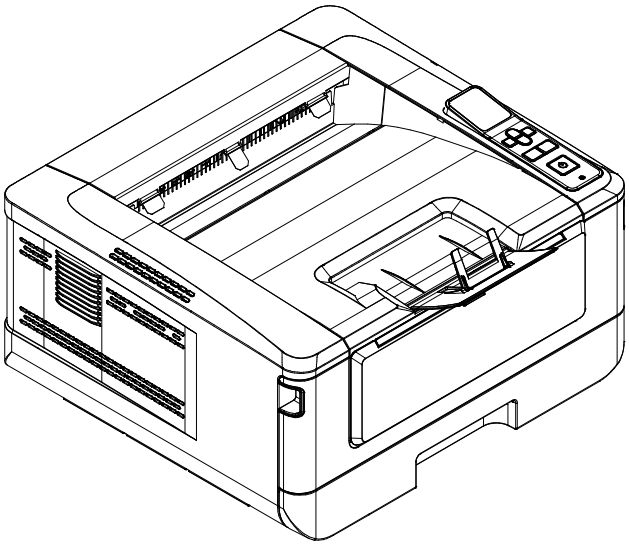
# Capsul PB4000 Printer

User's Manual



capsul

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## Copyrights and Trademarks

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## Warranty

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

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

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

CE

## European Union Regulatory Notice

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

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

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

*This machine is certified as Class 1 LED product.

### When the printer will be idle for a long time

**Note: If the printer will be idle for a while (for example, overnight), turn it off with the power switch. If it will be idle longer (such as over a holiday), unplug the power cord from the outlet to prevent danger.**

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

## 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.

# 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 on the back of the printer at least 10 cm 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



**Warning**

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

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

# 1. Overview

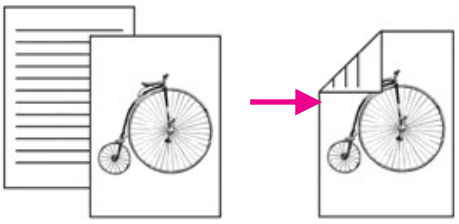
## Introduction – A Better Approach to Workplace Technology

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

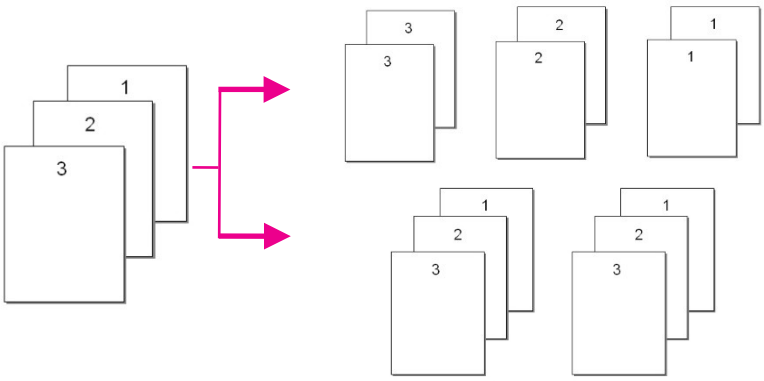
## Features

This product offers the following features to make printing more efficient.

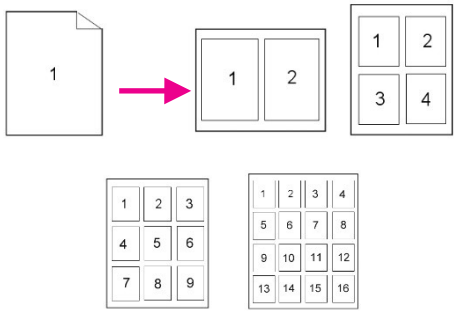
- **Print on Both Sides:** Prints two pages (one on each side) on a single sheet of paper.



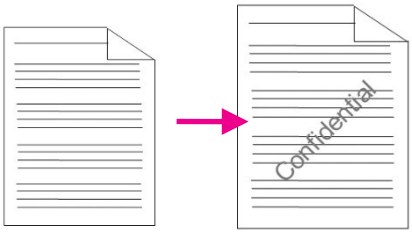
- **Collate: Prints multiple copies at one time and sorts the printed pages.**



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

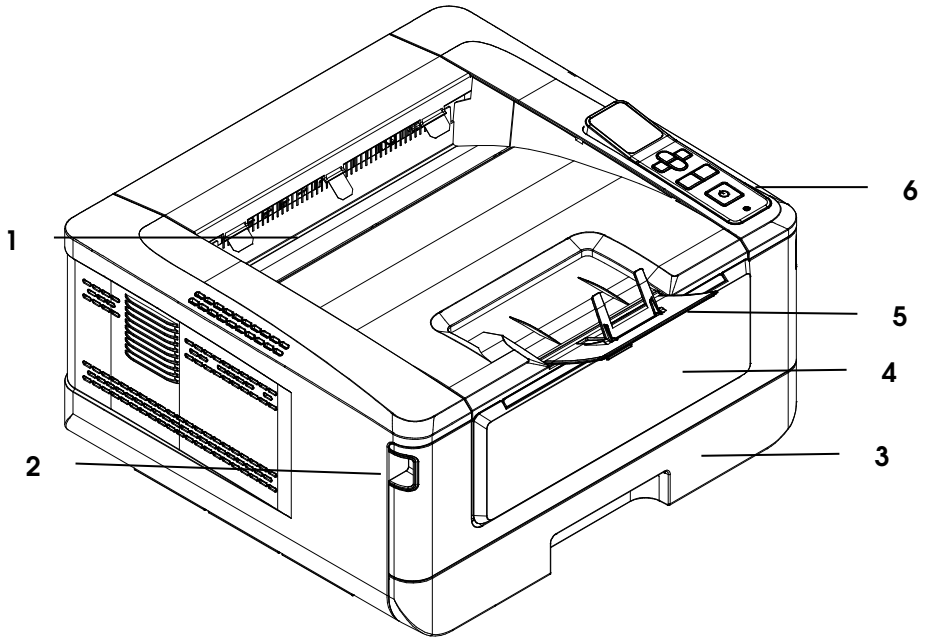



- **Print Watermark: Prints text (such as CONFIDENTIAL or IMPORTANT) or an image in the background.**



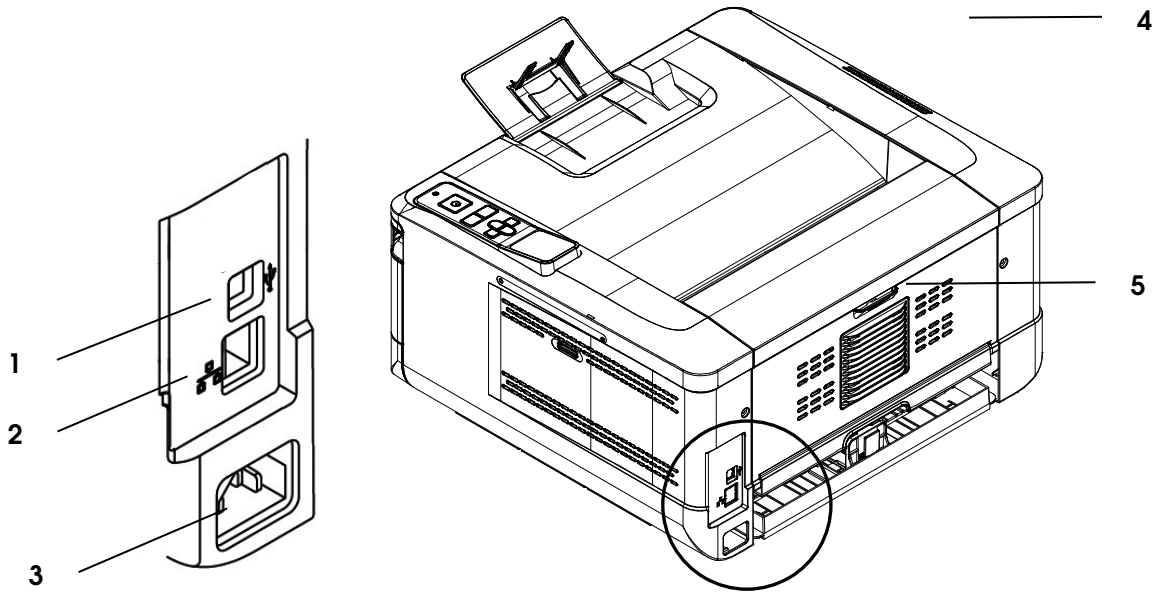
# External View

The Front View



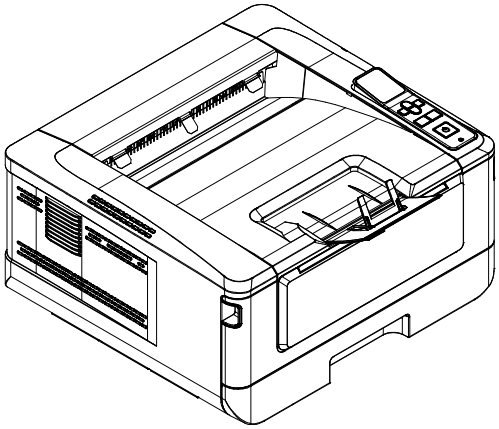

| | |
|---|---|
| 1. Output Tray | 4. Front Cover |
| 2. Handle of the Front Cover | 5. Paper Stopper |
| 3. Main Paper Tray | 6. Control Panel |

## The Rear View




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

## Package Contents



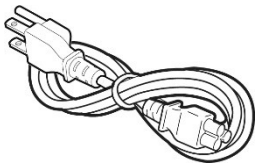
Main unit



Software CD (*Printer Driver, User Manual)



USB Cable

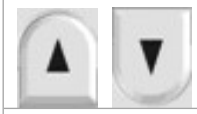


Power Cable

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

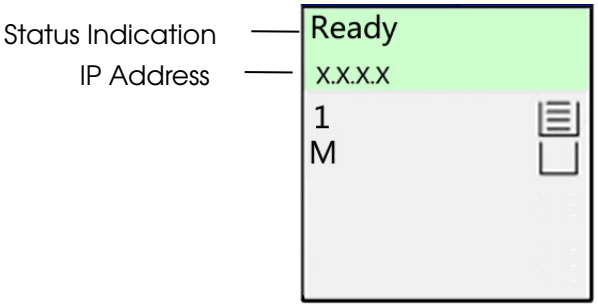
## The Control Panel



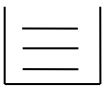
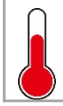

| Button | Description |
|---|---|
|  | Used to display or select an option. |
|  | Used to scroll forwards through menu selection. |
|  | • Used to scroll backwards through menu selection.<br>• Used to go back to the previous level. |
|  | • Used to enter the Menu mode.<br>• Used to confirm a selection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

| Name of LED | Description |
|---|---|
| **Power**  | • Steady green light: The power is on.<br>• Green light off: The power is off. |

# LCD Screen



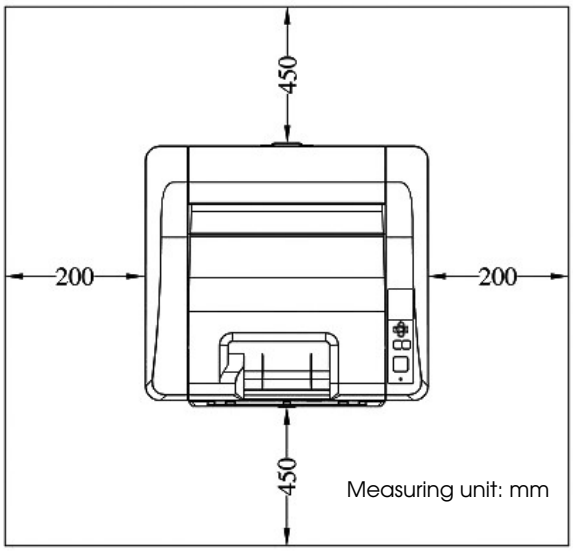

Status Bar

| Item | Description |
|---|---|
| **Ready**<br>**IP Address** | The network cable is connected and an IP address has been obtained.<br>If the network cable is not connected or no IP address is obtained from the DHCP server, 0.0.0.0 is displayed. |
| **1**<br>**M** | 1: Indicate Tray 1.<br>M: Indicate Manual Tray. |
|  | Displays the percentage of paper capacity in the paper tray (0%、25%、50%、75%、100%).<br>0%:  25%:  50%:  75%:  100%:  <br>Manual Tray: 100% - with paper, 0% - no paper.<br>This indicates the paper can not be used. |
| **Slow down indicator**  | The temperature inside the printer is too high, so printing the back side of duplex pages pauses for 6 seconds each time. Once the machine has been idle for a few minutes and cooled to normal, the [Slow down indicator] icon disappears. |

# 2. Installation

## Operation Space

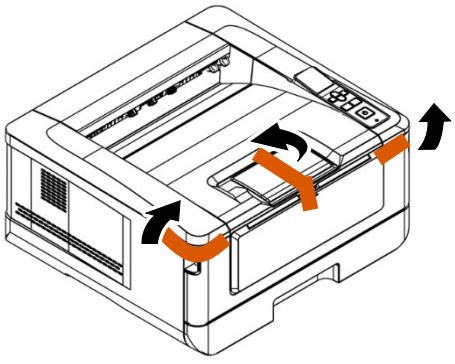
Please reserve the following operation space.

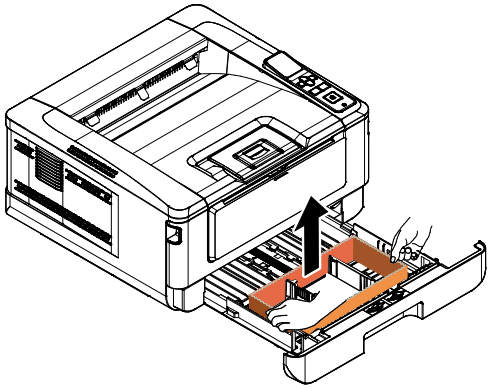



Machine dimension: 404 x 380 x 205 mm (WxDxH)

## Removing the Tapes and the Cushion

Remove the packing material and tapes of the product.

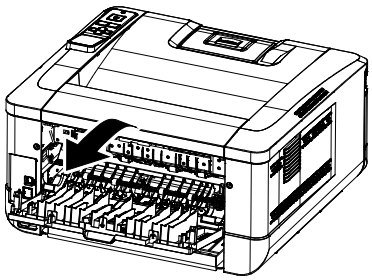




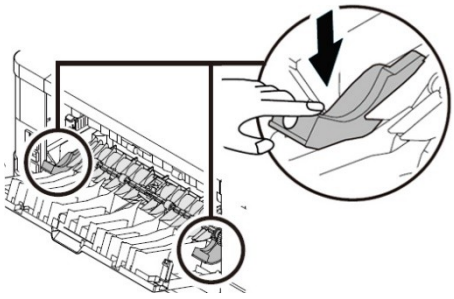
Remove the cushion in the paper tray.

## Remove the Spacers

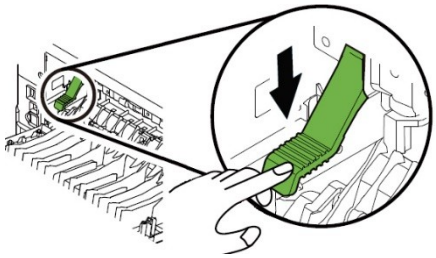
1. Open the rear cover by pulling the handle of the rear cover.



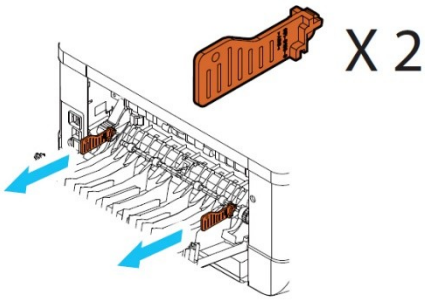
2. Pull down two ends of the paper path.



3. Pull down the green release arms as indicated.



4. Remove the spacers on both sides as illustrated.

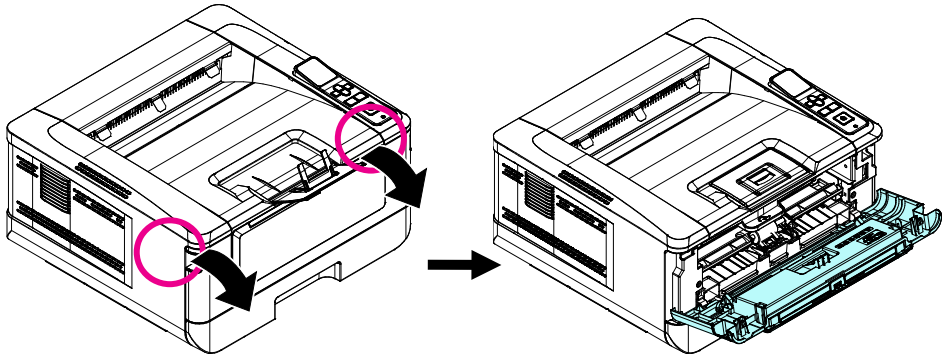


# Removing the Tapes, Protective Sheet, and Seal on the Drum and Toner Cartridge Assembly

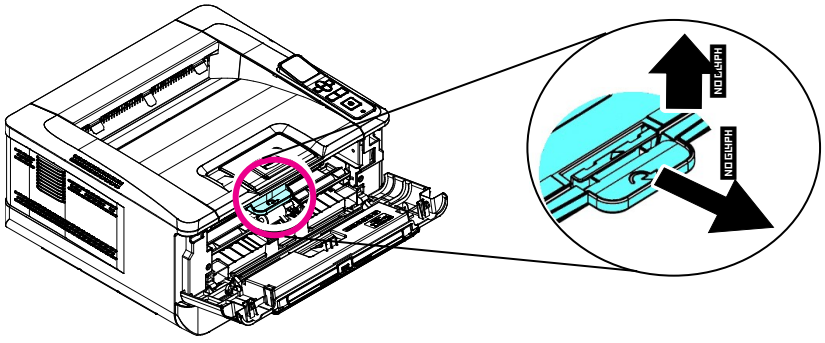
**WARNING!**

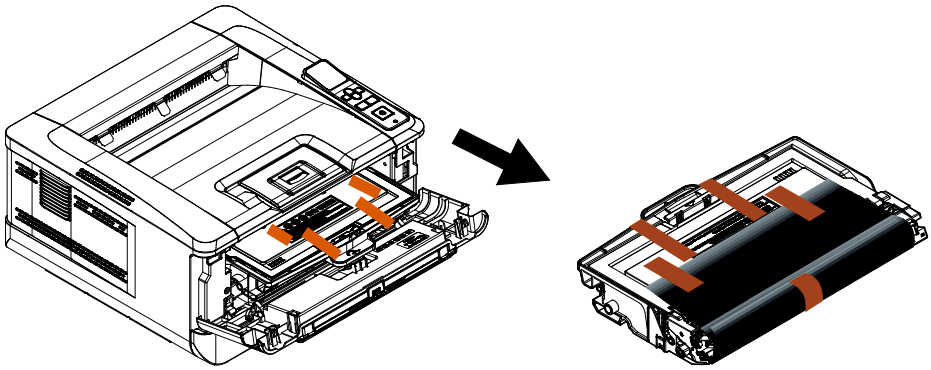
- Be careful not to inhale toner.
- To avoid print quality problems, DO NOT touch the toner rollers.
- If toner gets on clothing or other fabric, wipe it off with a dry cloth, then wash the items in cold water and dry them out of the sun.
- To avoid damaging the toner cartridge, do not leave it exposed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

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

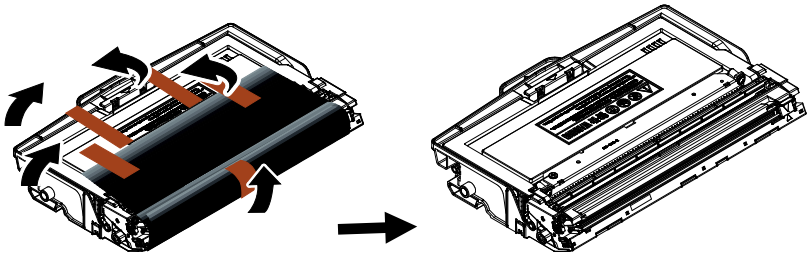


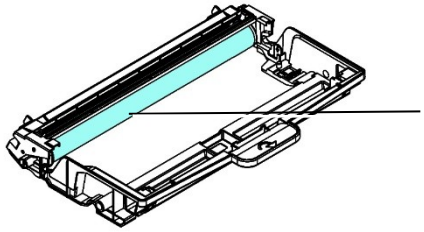
2. Lift the handle of the drum unit up and then pull it out as shown.





3. Remove all tape and protective sheets from the drum and toner cartridge assembly.



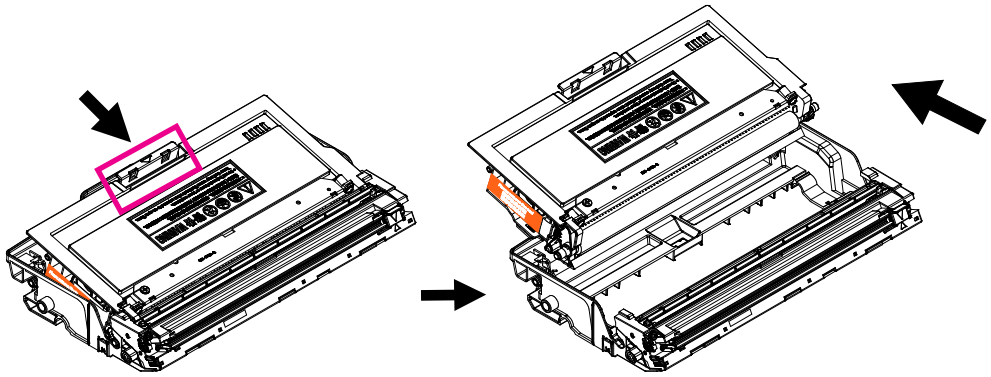


DO NOT touch the drum surface.

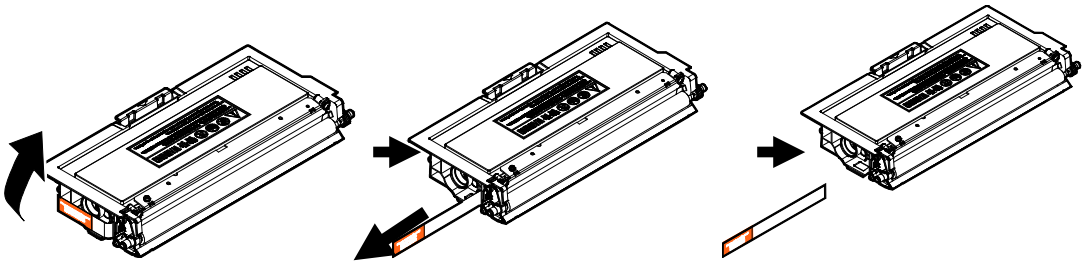
**Important!**

- 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.

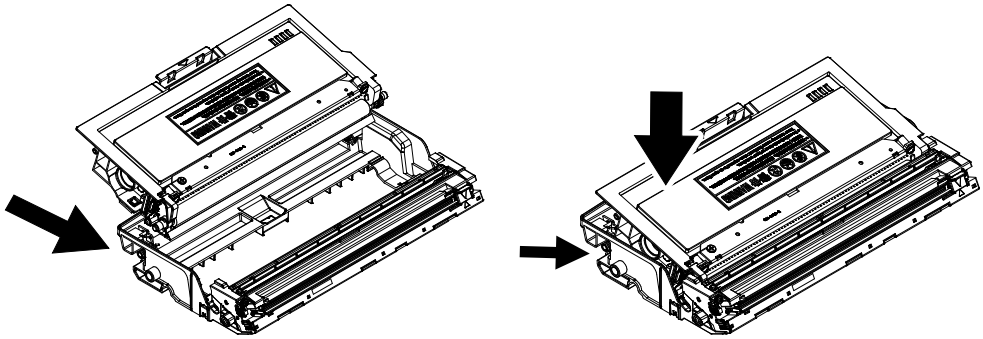
4. Push the latch in the middle of the toner cartridge forward in the direction of the arrow to separate the toner cartridge from the drum.



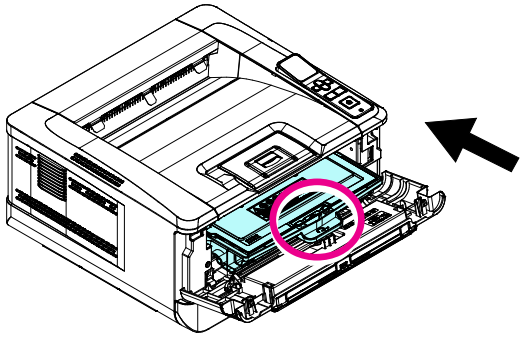
5. Pull out the protective seal of the toner cartridge until it is completely removed.



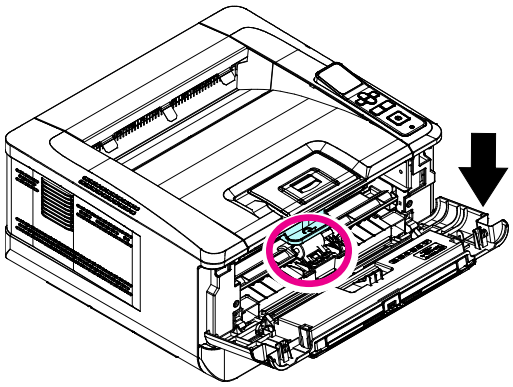
6. Push the toner cartridge into the drum unit until it clicks into place.



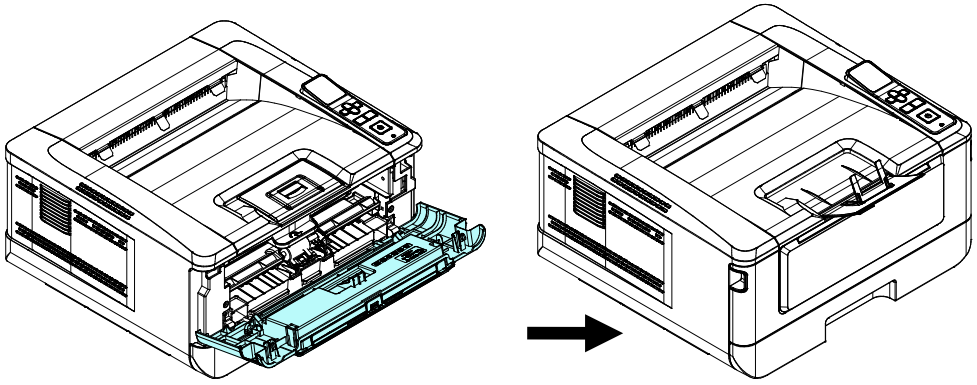
7. Hold the handle of the drum and toner cartridge assembly and slide the assembly back into place.



8. Press down the handle of the toner cartridge to lock it in place.



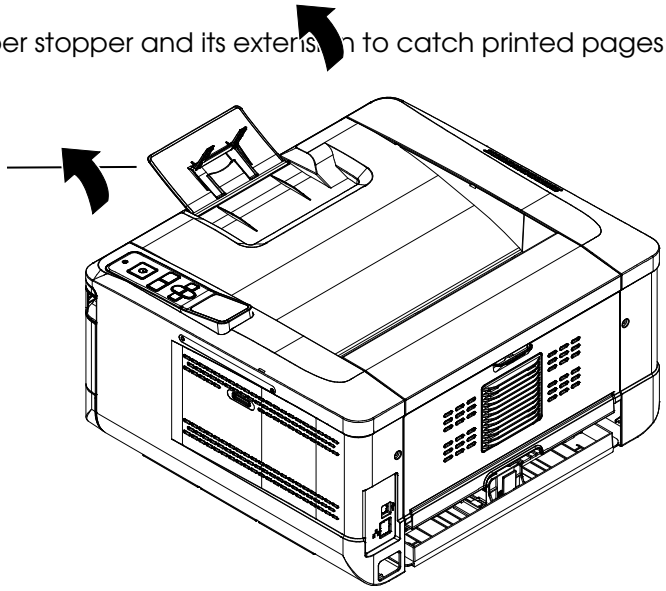
9. Close the front cover.



## Lifting Up the Paper Stopper

Gently lift the paper stopper and its extension to catch printed pages.

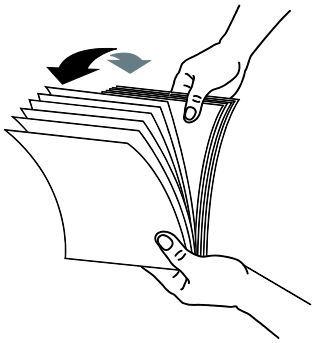
Paper Stopper



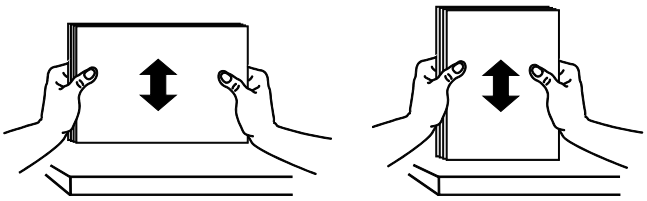
## Loading Paper into The Main Tray

To load paper into the main paper tray:

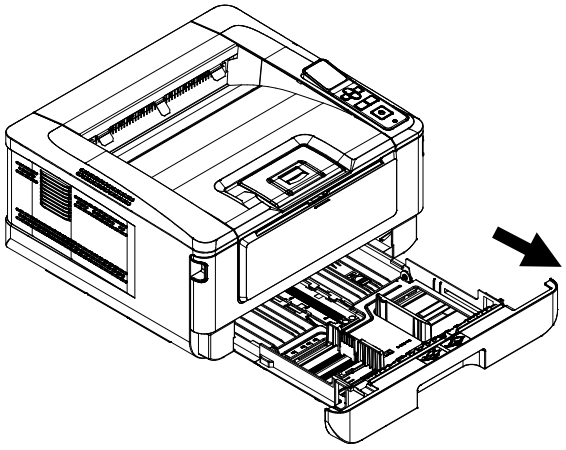
1. Fan your paper first to ensure that the pages do not stick together.



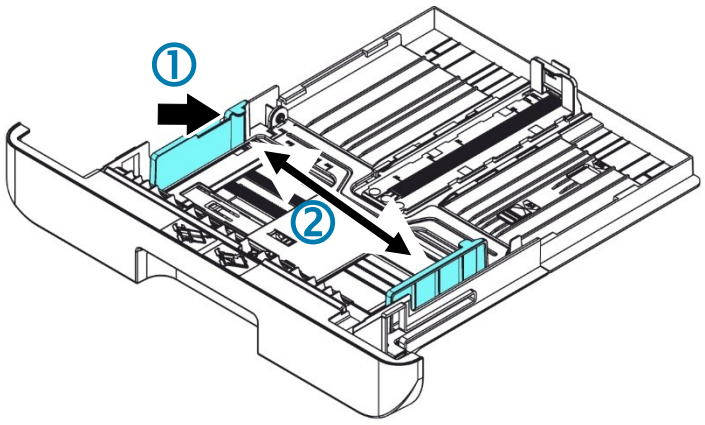
2. Even the edges by tapping the bottom of the stack on a table. Rotate the stack 90 degrees and repeat.



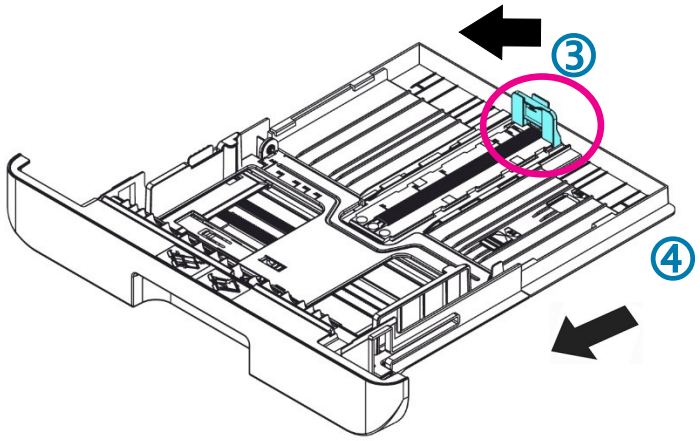
3. Lift the handle of the main paper tray and then pull out the main tray.



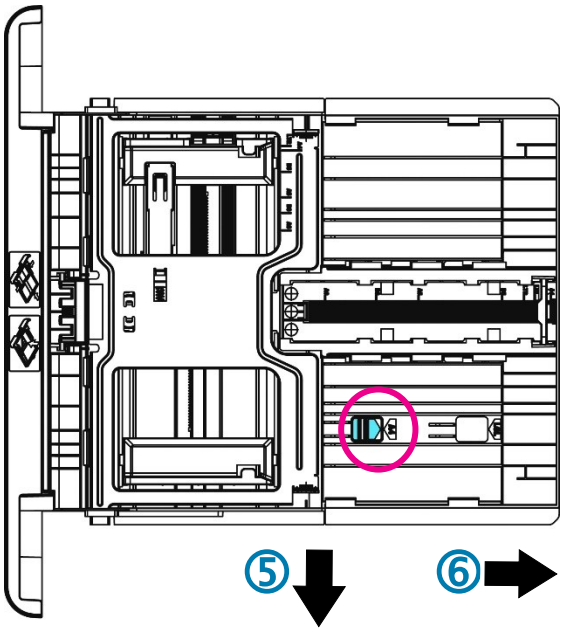
4. Push the width guide tab (), and move the width guide () to the position for the paper size you are loading.①②



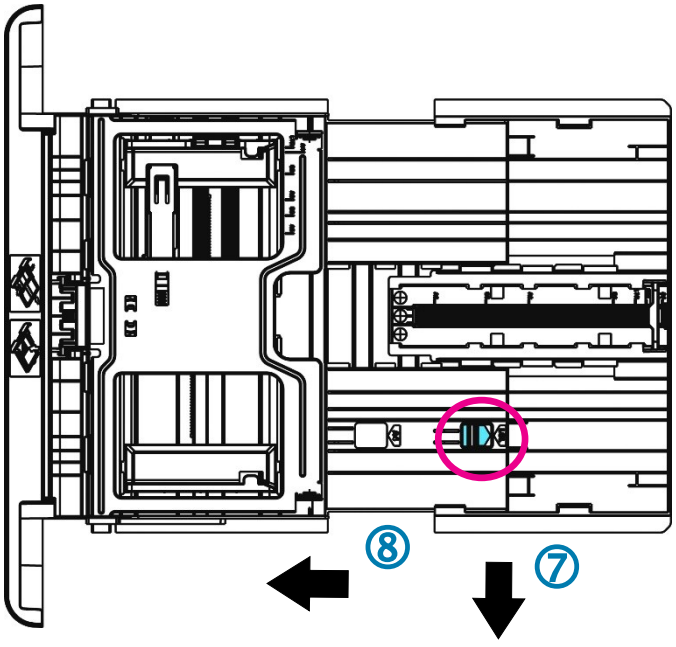

5. Push the length guide (③), and slide the guide (④) to the correct position for the paper size being loaded.



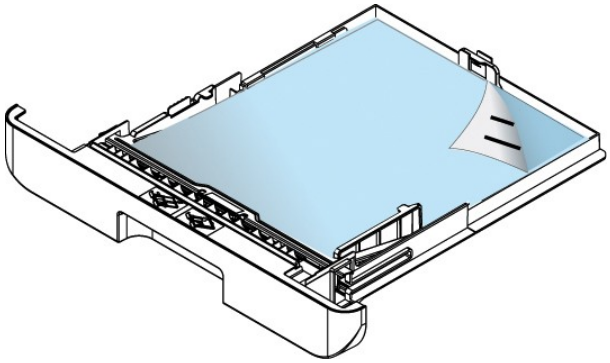

6. If you want to load a sheet of paper larger than the length of A4, press down the first length adjustment latch (⑤), and at the same time slide the manual tray to the right (⑥) until it reaches the paper size you want.



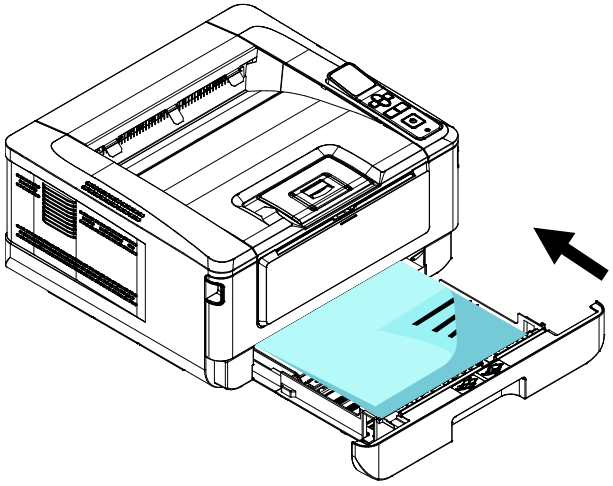

To move the tray back to the original A4 length, press down the second length adjustment latch (⑦), and at the same time slide the manual tray to the left (⑧).



7. Load the paper stack print side DOWN, as illustrated.



8. Slide the tray back into the printer.



**Paper sizes and weights used for Main paper tray**

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

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

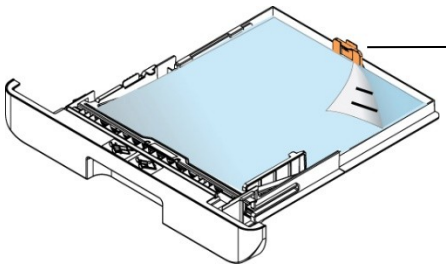
**Note:**

- 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.

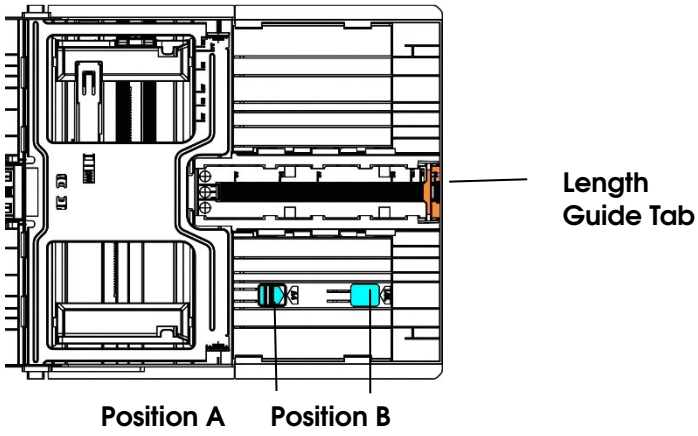
**Important:**

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.



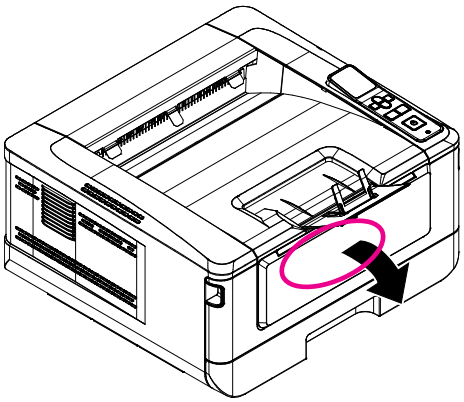
- Make sure the length slider is set to position A or B, as shown below.



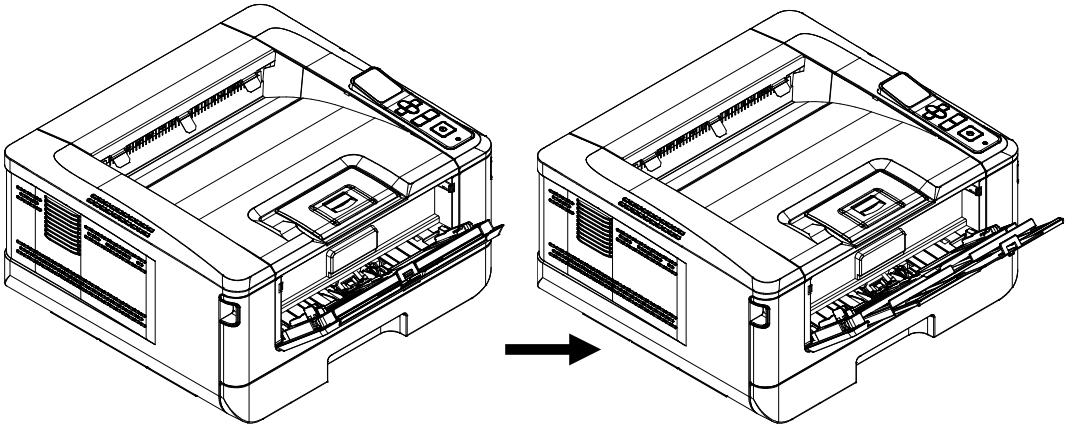
## Loading the Manual Tray

To load paper into the manual tray:

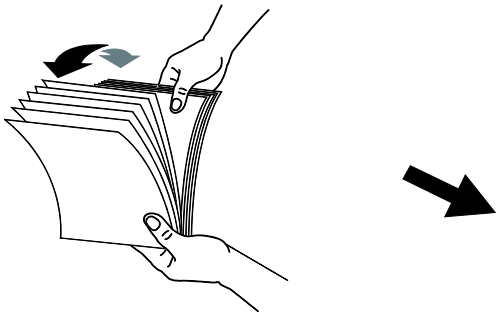
1. Hold the handle of the manual tray, and pull it down to open the manual tray.



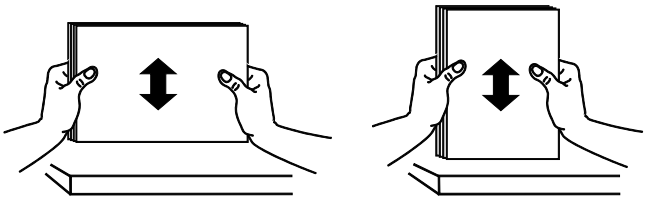
2. Pull out the tray extension to fit your desired paper length.



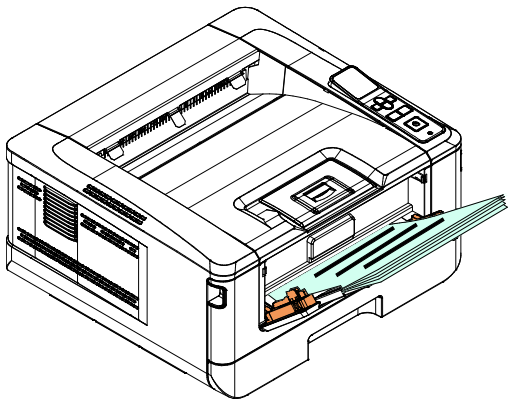
3. Fan your paper first to ensure that the pages do not stick together.



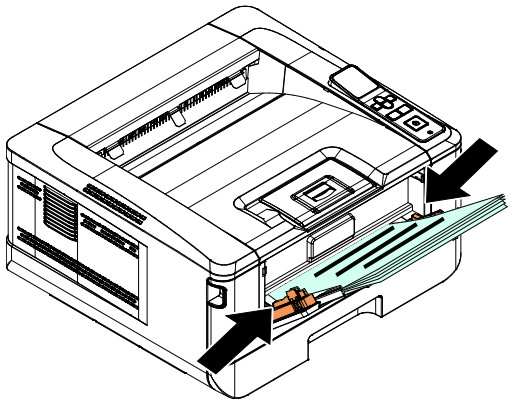
4. Even the edges by tapping the bottom of the stack on a table. Rotate the stack 90 degrees and repeat.



5. Load the paper stack print side UP, as illustrated.



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



**Paper size and weights used for Manual Tray**

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

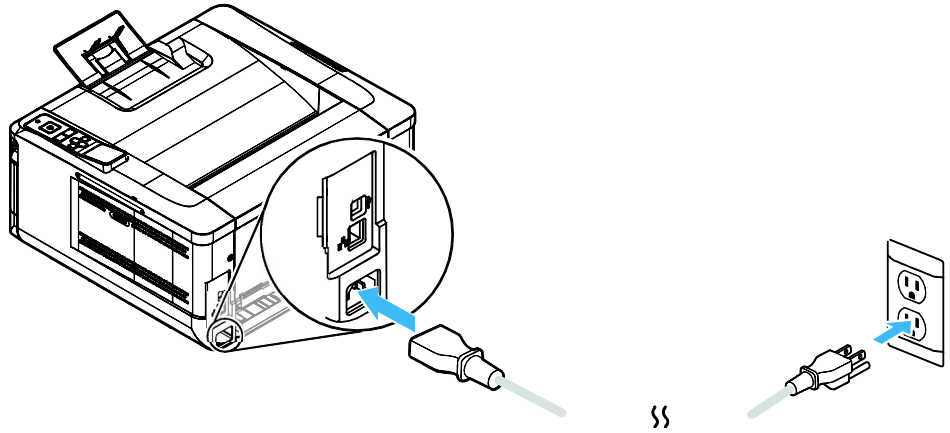
***** Duplex printing is available only for paper in Legal, Legal 13, A4, B5 (JIS), or Letter size.

**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

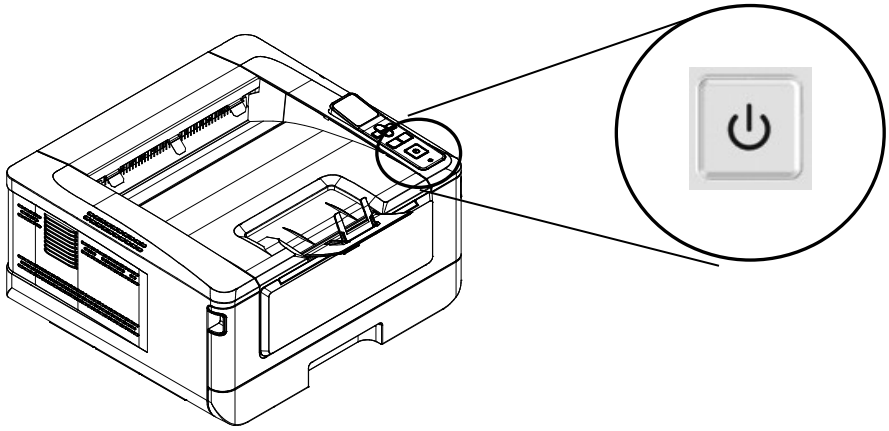
1. Connect one end of the power cable to the power jack on the product.



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

## Turning On The Printer

To turn on the printer, press the power button on the control panel. The Ready LED lights up.



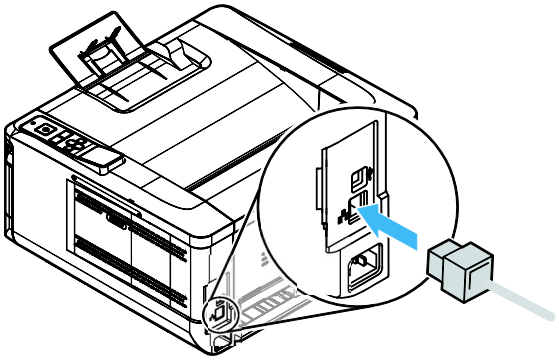
**Note:**

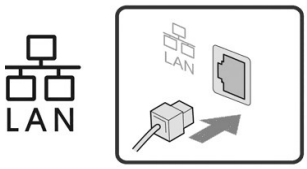
When the product is not in use, hold the power button for 5 seconds until the Ready LED goes off. The printer then uses zero power.

## Connecting to the Network

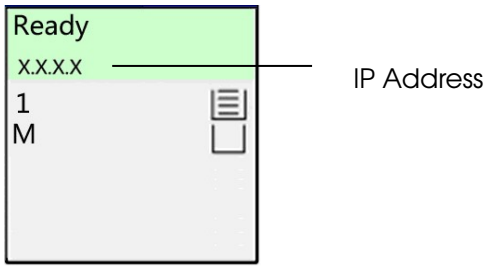
Connect the printer to the network to print over the network.

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.





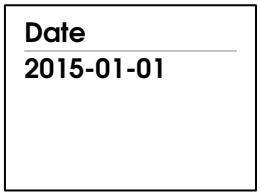

Once the network cable is connected and the printer gets an IP address from the DHCP server, the LCD screen shows the IP address, as below.



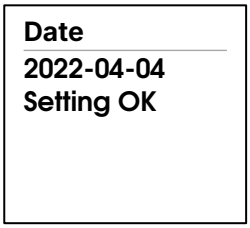
## Setting the Product's Date and Time

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.

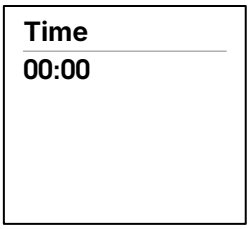
1. Enter the current date. For example: input the current date as [2015-01-01] (year-month-day), use the left and right keys to move the cursor to the position you need to enter, and then press the Up and Down keys to increase or decrease the number, and finally press "OK" to save the setting.



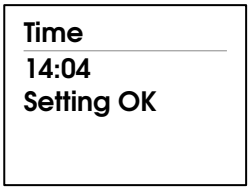

2. If the format is correct, the screen will display [**Setting OK**].




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 Driver (Windows)

## System Requirement

Windows 7, Windows 8, Windows 10, Windows 11

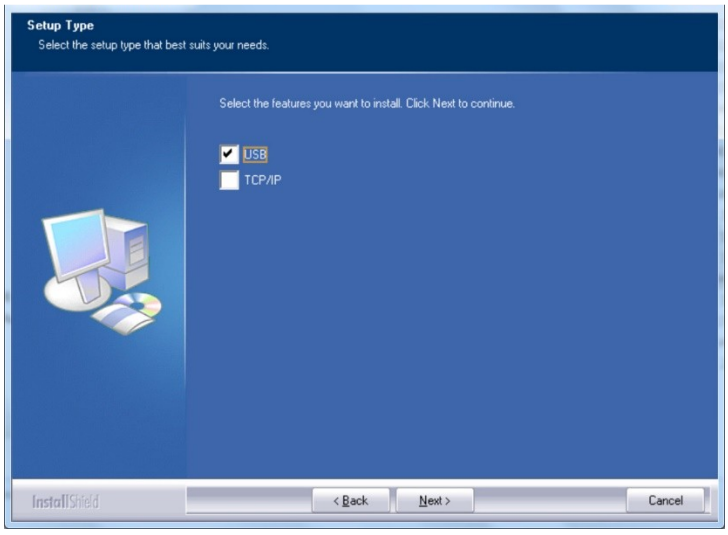
### For USB Interface Users

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

**Important!**

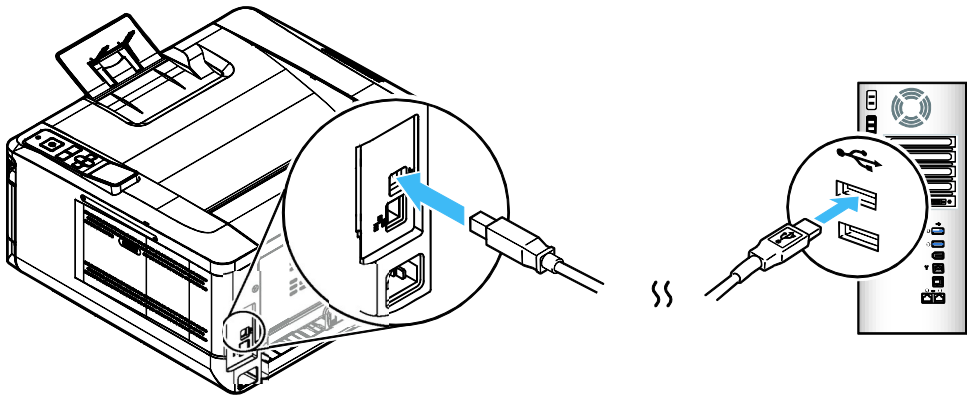
- DO NOT connect the USB cable before installing the printer's driver.
- You may also download the driver and manual at our web site www.capsuloffice.com/download-library.

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




4. During installation, the USB Connection dialog box asks you to connect the machine to your computer with a USB cable.

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



5. When the "Found New Hardware" screen appears, click Next and follow the on-screen instructions to finish.

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

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

## Uninstalling the Printer Driver

1. Make sure your USB cable is connected to your product.
2. From the "Start" menu, select All Programs>Capsul PB4000 Printer>Uninstall Driver to remove the driver.

## For Network Interface Users

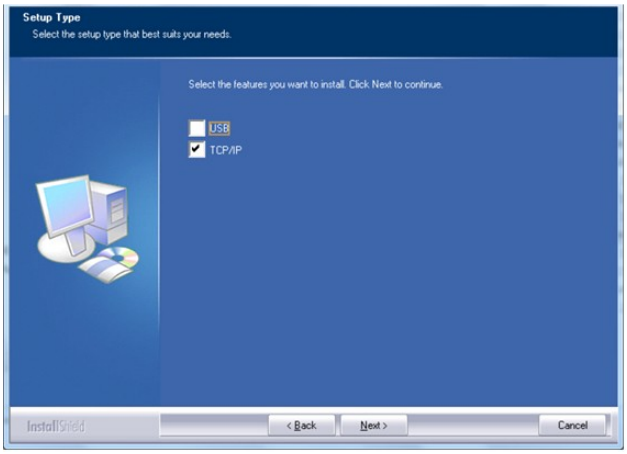
Follow these steps to install the printer driver if the product is connected to your computer through a network. You may also download the driver and manual at our web site www.capsuloffice.com/download-library.

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

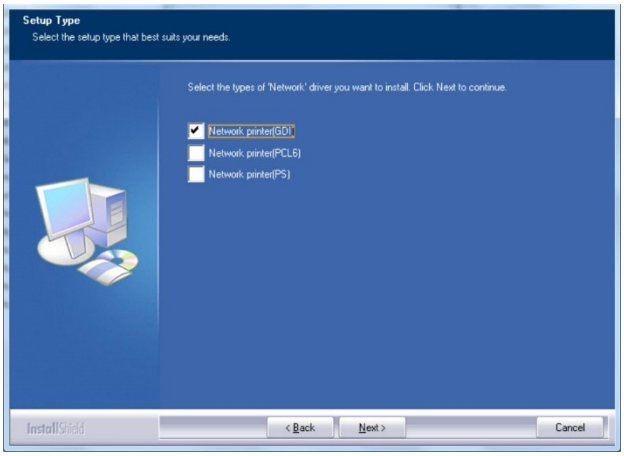
2. To install the printer driver:

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

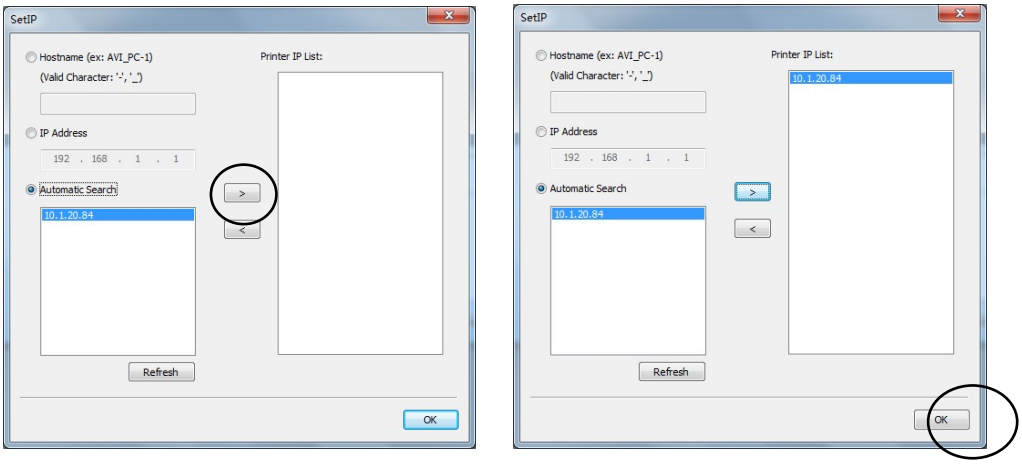
3. When the **Setup Type** dialog box appears, check [**TCP/IP**] and click [**Next**] to continue.




4. Select your desired printer language.



5. When the Set IP dialog box appears, choose one of the options below and click [>] to add the printer to the list. When you are done, 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. |
| **Automatic 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. |

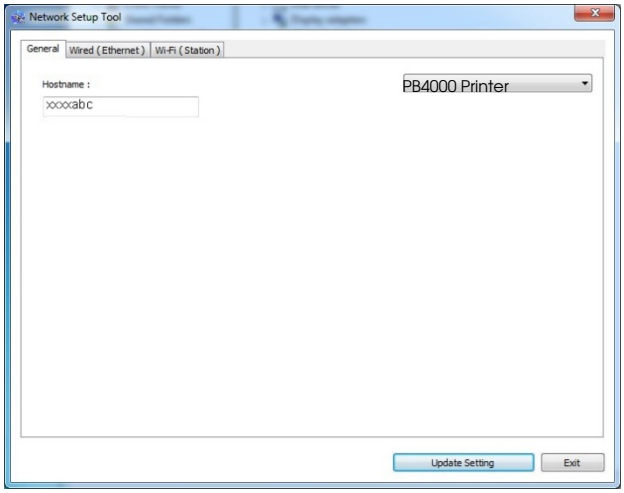
6. When the Finish dialog box appears, choose **"Finish"**to complete.

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

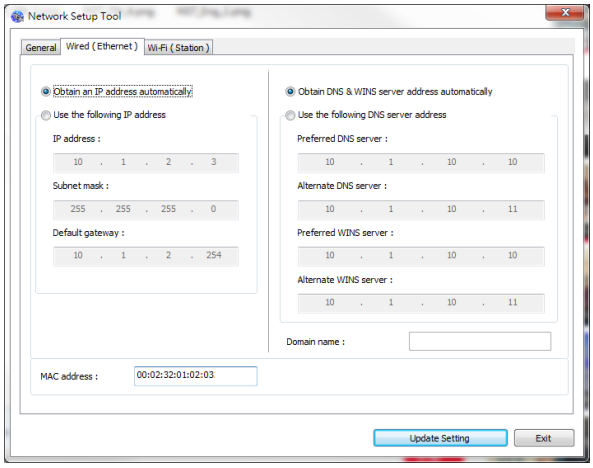
## Changing the Product's IP Address in a Wired Network

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

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




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



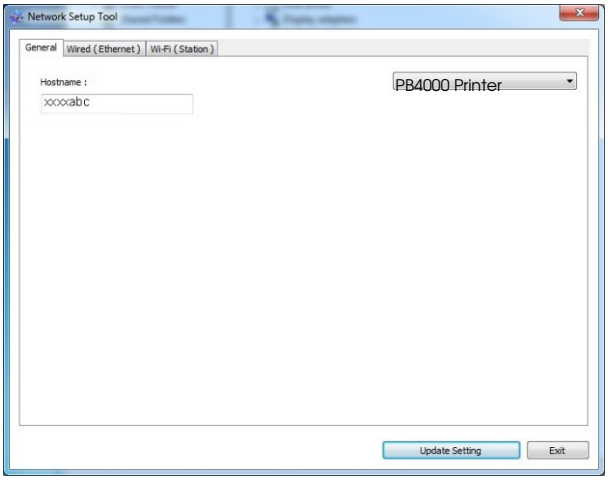
5. Check [**Obtain an IP address automatically**] to obtain the IP address directly from the DHCP server or you may enter your static IP on the [**IP Address**], [**Subnet Mask**], and [**Gateway**] field respectively.
6. If you have assigned a specific IP, enter your domain name server and WINS server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

## Setting the Product's IP Address in a Wireless Network

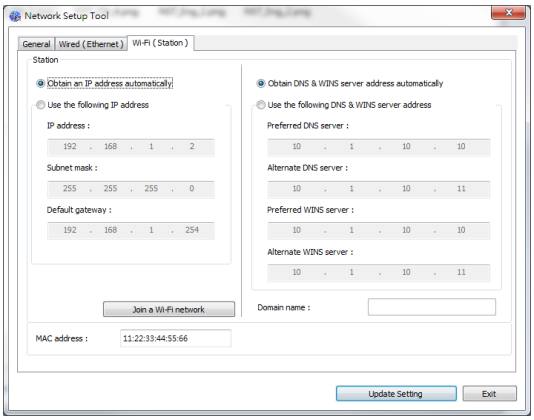
To set an IP address to the product, you need to install the **Network Setup Tool**. The **Network Setup Tool** is included in the USB printer driver. After the installation of the USB printer driver is completed, the **Network Setup Tool** is automatically installed onto your computer. Follow these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

*Available only on models with a built-in Wi-Fi dongle.

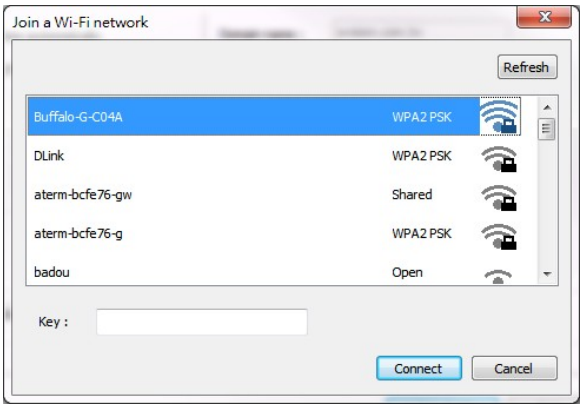
1. Make sure the product is connected to your computer via a USB cable.
2. Start the **Network Setup Tool** by choosing the **Start** button and then select **All Programs>Capsul PB4000 Printer>Network Setup Tool** in succession. The following Network Setup Tool screen will be prompted.




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



5. Check [**Obtain an IP address automatically**] to obtain the IP address directly from the DHCP server or you may enter your static IP on the [**IP Address**], [**Subnet Mask**], and [**Gateway**] field respectively.
6. Click [Join a Wi-Fi network] 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 Driver

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

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

2. Follow the on-screen instructions to finish removing the printer driver.

# 3. 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 OK to open the menu. Use the OK/Enter, Up, Down, and Back buttons to move through it. You can adjust settings or view information such as the IP address and firmware version.

Typical steps in using the menus are as follows:

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

# Setting Items to be Customized on the LCD Screen

## Network

*Factory Default

<table>
<tr><th>Item</th><th>Description</th><th>Choice</th></tr>
<tr><td>Network</td><td>Wi-Fi: Choose to turn on or off Wi-Fi connection.<br>Choice: Wi-Fi/Wi-Fi WPS Button/Direct Link<br><table><tr><td>On</td><td>Turns on Wi-Fi in Station mode. Select a wireless network (SSID) on the product's web page.</td></tr><tr><td>Direct Link</td><td>Turns on Wi-Fi in AP (access point) mode. The product acts as a Wi-Fi access point itself.</td></tr></table>Wi-Fi WPS Button: You may connect the device to a WPS compatible wireless access point by selecting [Wi-Fi WPS button]. To enable the WPS connection of your access point, please refer to the user's guide of your access point.<br><br>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. Choice: Enable/*Disable</td><td>Wi-Fi/<br>Wi-Fi WPS Button/<br>Network Filter</td></tr>
</table>

## System

*Factory Default

| Item | Description | Option |
|---|---|---|
| **Language** | The language displayed on the LCD screen | *English /繁體中文/简体中文/Deutsch |
| **Sleep Mode** | Choose how long to enter the energy saving mode after your last action. | 5Min/*15Min/30Min/1Hr |
| **Auto Off** | Choose how long after your last action the product turns off automatically. | *Off/5Min/15Min/30Min/1Hr/2Hr/4Hr |
| **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. | Tray 1 Pad/Manual Tray Pad |
| **Clean Buffer** | Press to clean the buffer. | Reset: Press OK, Cancel: Press Back |
| **Clean Printer** | Press to clean the printer's paper path. | |

## Report

| Item | Description |
|---|---|
| **Usage** | Prints a usage report with the print count and remaining toner and drum life. (*Available only when the printer is ready.) |

### Information

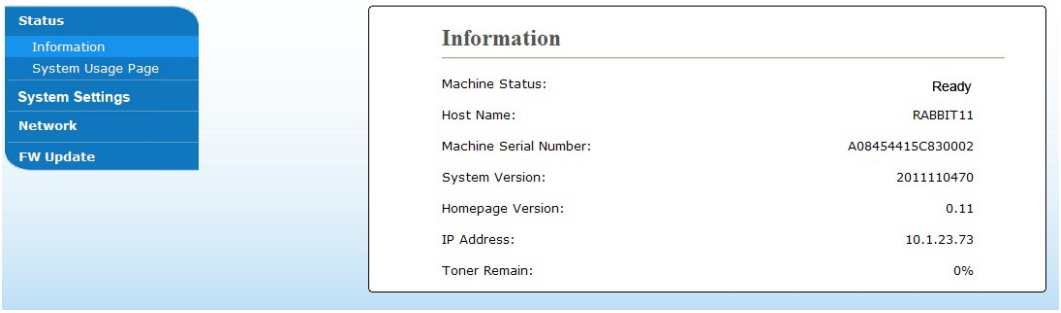
| Item | Description |
|---|---|
| **Host Name** | Display the machine's host name. |
| **IP Address** | Display the machine's current IP address. |
| **LAN Mac** | Display the machine's LAN Mac address. |
| **System Ver.** | Display the machine's system firmware version. |
| **Machine SN** | Display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

# Customize System's Settings via the Embedded Web Page

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

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

2. Open your browser, type the product's IP address in the address bar (for example, http://10.1.21.46), and press Enter. The embedded web page appears.




3. Change the settings you want.

# Setting Items to be Customized on the webpage

## Status

Displays the status and basic information of the product.

*Factory Default

| Item | Description |
|---|---|
| **Information** | Display the following basic information of the product. |
| Machine Status | Displays the machine status. |
| Host Name | Displays the host name. |
| Machine Serial Number | Displays the machine's 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 IP address in AP Mode. |
| **AP Mode SSID | Displays the SSID name in AP Mode. |
| Toner Remain | Displays the toner remaining percentage. |
| **System Usage Page** | Click [Download] to download an image containing the system usage information and system settings. |

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

## System Settings

*Factory Default

| Item | Description | Option |
|---|---|---|
| **Language** | The language displayed on the web page. | The displayed language varies depending on your operating system |
| **Sleep Mode** | Choose whether and how soon the product enters 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 |
| **Paper Size** | Specify the default paper size. | *A4/Letter/Legal |
| **Management** | | |
| **Factory Def.** | Reset all settings to factory default values. | |
| **Reset Count** | Reset the count for a pad or roller after replacing it. Click [immediate] to reset. | Manual Tray Pad, Tray 1 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 (Leave both fields blank to keep the current password.)** | | |
| **New Password** | Enter a password to enable modifying the web page.<br><br>Passwords must be 8 to 16 letters or digits. | |
| **Retype Password** | Retype new password. | |

## Network

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. | |
| **Network Security Setup** | | |
| **Security Configuration Filter** | Turn the filter on or off. | *Disable/Enable |
| **Filter Mode** | Choose whether the filter allows or denies access for the IP addresses you list. | Allow/Deny |
| **IP Address Filter Configuration** | **IP Address Filter Configuration**- Four types of Start IP and End IP can be specified.<br>**Mac Address Filter** | IP Address Filter Configuration/<br>Mac Address Filter Configuration |

| | | |
|---|---|---|
| | **Configuration- Up to 10 Mac addresses can be specified.** | |

## FW Update

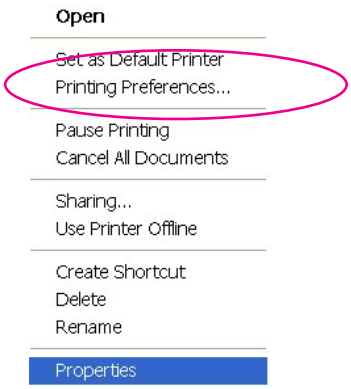
Updates the product's firmware. First download the latest firmware from www.capsuloffice.com/support to your computer. Then, on this page, choose [Browse] to select the file and [Update] to install it.

# 4. Configuring the Printer Driver

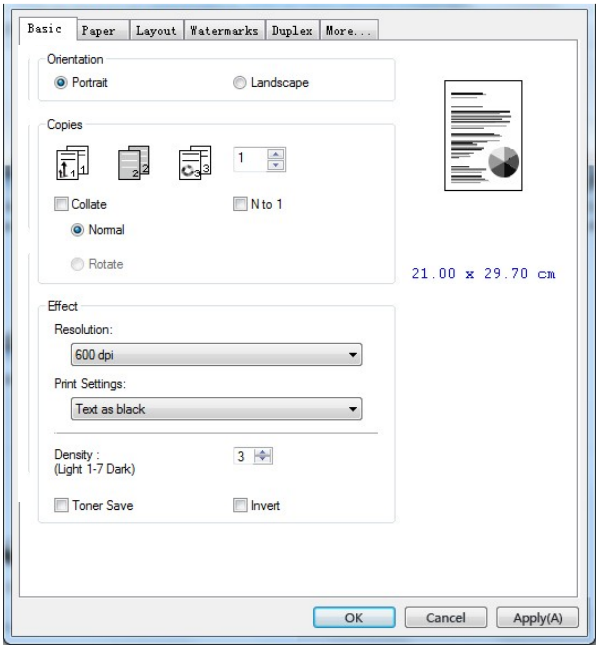
## Displaying the Printer Driver Properties Dialog Box (Windows)

To display the Printer Driver Properties dialog box,

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




3. The Printing Preferences dialog box appears.

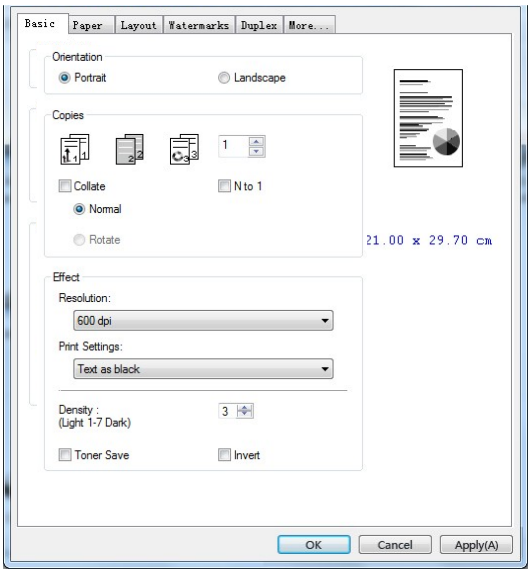


# Configuring Printer Driver Settings

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.

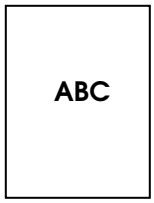
## The Basic Tab

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

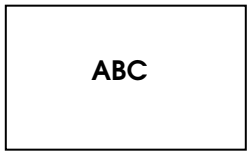



## Orientation

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




**Portrait**

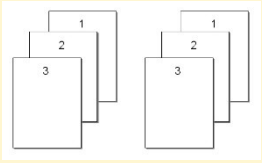
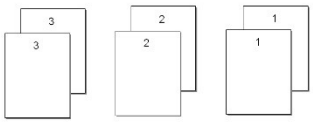



**Landscape**

*Factory Default

## Copies

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

| | |
|---|---|
| **Collate:** | Prints complete sets in page order, such as 1/2/3, 1/2/3, 1/2/3.<br> |
| **N to 1:** | Reverses the print order, so the last page prints first.<br> |

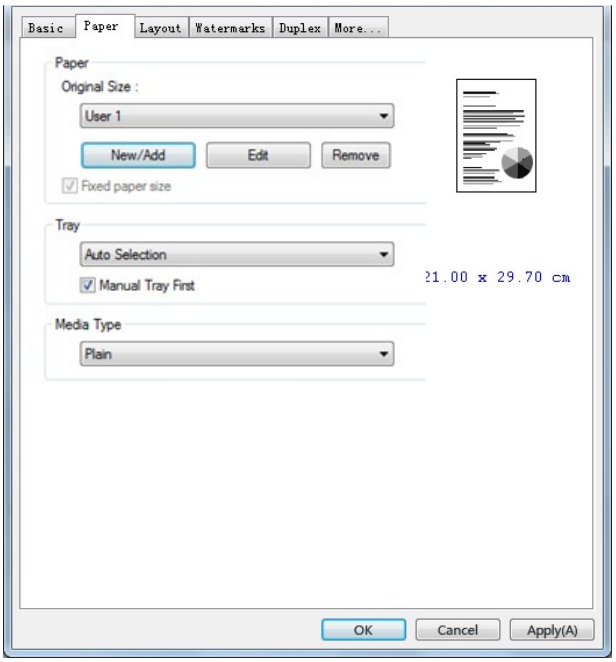
## Effect

| | |
|---|---|
| **Resolution:** | **Choice: *600 dpi, 1200 dpi HQ, 2400 dpi Standard, 2400 dpi Fine** *Option varies due to your printer mode.<br>600 dpi: for normal document.<br>1200 dpi/2400 dpi: Choose 1200 dpi/2400 dpi Standard/2400 dpi Fine if you wish to enhance the print quality. |
| **Print Settings:** | Normal: — Normal mode.<br>**Picture Mode: — Suited to documents that contain pictures.<br>*Text as Black: — Print color text in pure black.<br>**Enhance Text: — Make the text bold.<br>**** 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.



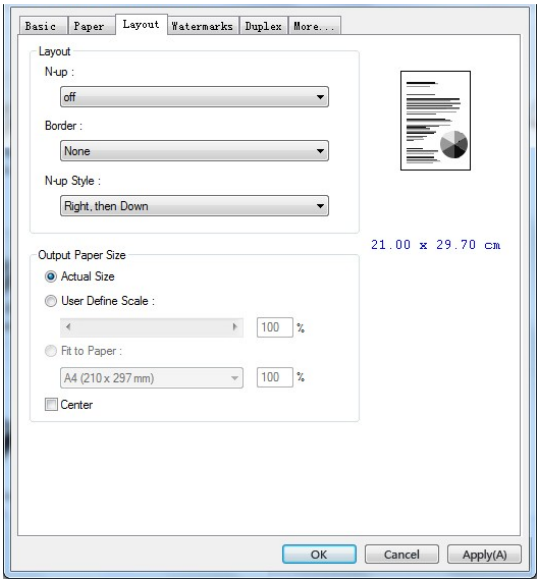

Paper

| | |
|---|---|
| **Original Size:** | Choose the size of the paper in the selected tray.<br>**Choice: *A4, A5, A6, B5 (JIS), B6 (JIS), Legal, Legal 13, Oficio, Letter, User Define**<br>Click [Add/New] to create up to 20 sets of custom sizes. |
| **Tray:** | Choose the tray to feed paper from.<br>**Choice: Auto Selection, Manual Tray, Tray 1**<br>***Manual Tray First: Uses an available tray automatically (priority: 1. Manual Tray, 2. Tray 1).**<br>**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.<br>**Choice: *Plain, Thin, Thick, Laser, **Postcard, **Bond**<br>****: Only available in the manual tray for one-side printing** |

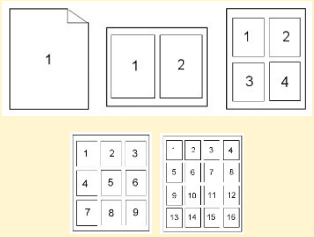
*Factory Default

## The Layout Tab

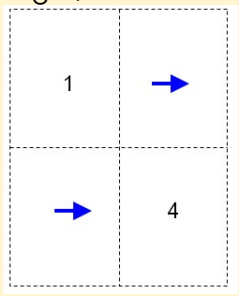
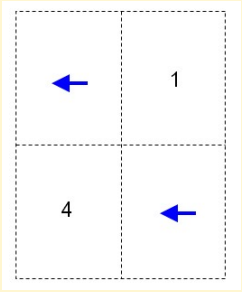
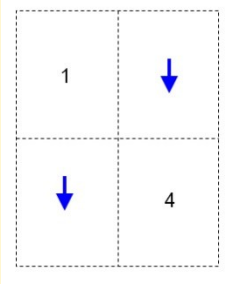
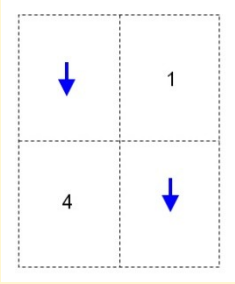
The Layout tab contains settings for N-up, and Output Paper Size.




## N-up

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

* Factory Default Setting

| | |
|---|---|
| **N-up Style:** | Choose the page order when printing several pages on one sheet.<br>**Choice: *Right, then Down/Down, then Right/Left, then Down/Down, then Left**<br>Right, then Down<br><br><br>Down, then Left<br><br><br>Down, then Right<br><br><br>Left, then Down<br><br> |

* Factory Default Setting

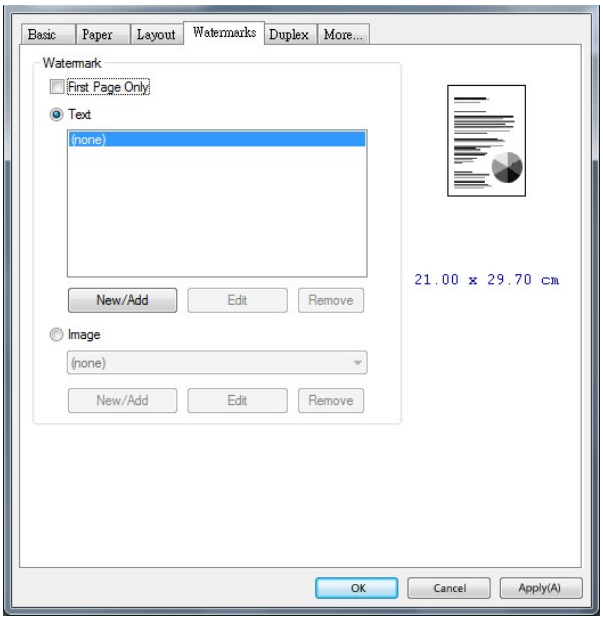
## Output Paper Size

| | |
|---|---|
| ***Actual Size** | Print the actual size of your document. |
| **User Define Scale** | You can reduce or enlarge your printed image using the Slider Bar. **Scaling rate: 25%~400%** (*100%) |
| **Fit to Paper** | 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 Setting

## The Watermark Tab

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

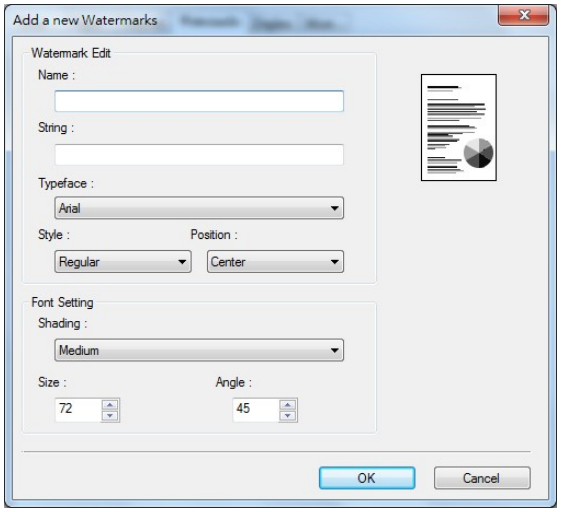



| | |
|---|---|
| **First Page only** | Check to print the watermark on the first page only. Clear it to print the watermark on every page. |
| **Text** | Choose and click **New/Add** to add new watermark text. Click the **Edit** button to change or the **Remove** button to delete.<br> |
| **Image** | 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.** |
| **Shading** | Specify a relative density for the watermark text. **Choice: Lightest, Light, *Medium, Dark, Darkest.** |
| **Size** | Specify the size of your watermark text from **1 to 288**. (*72) |
| **Angle** | Specify the angle of the watermark text from **0° to 360°** (*45°) |

***** Factory Default Setting

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

### Editing a current watermark text

To edit a current watermark text,

1. Choose the 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

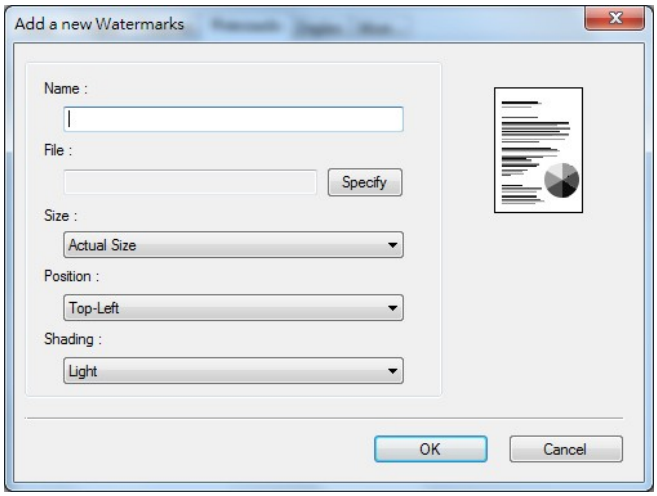
To remove a current watermark text,

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, Shrink to Page, Tile.** |
| **Position** | Choose the position of your watermark image. **Choice: *Top-Left, Top-Center, Top-Right, Center, Center-Left, Center-Right, Bottom-Center, Bottom-Right, Bottom-Left.** |
| **Shading** | Specify a relative density for the watermark text. **Choice: Lightest, *Light, Medium, Dark, Darkest.** |

* Factory Default Setting

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

### Editing a current watermark image

To edit a current watermark image,

1. Choose the 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.

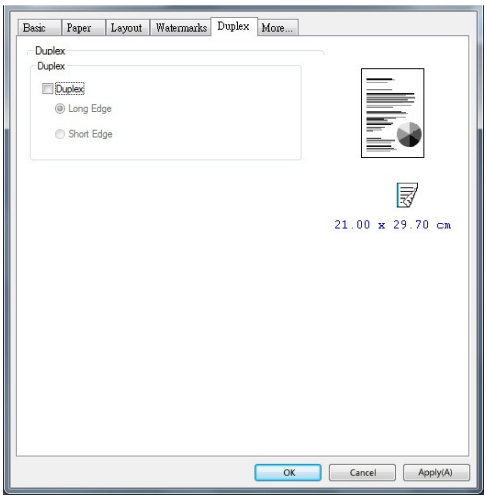
### Removing a current watermark Image

To remove a current watermark image,

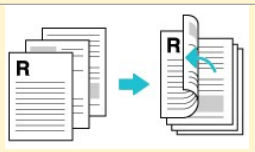
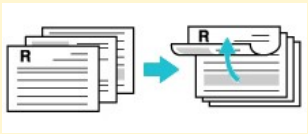
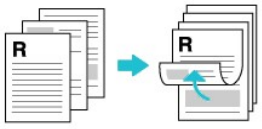
1. Choose the watermark name that you wish to remove from the Image list.
2. Click the **Remove** button. The watermark image will be removed.

## The Duplex Tab

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




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

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

* Factory Default Setting

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

## The More Tab

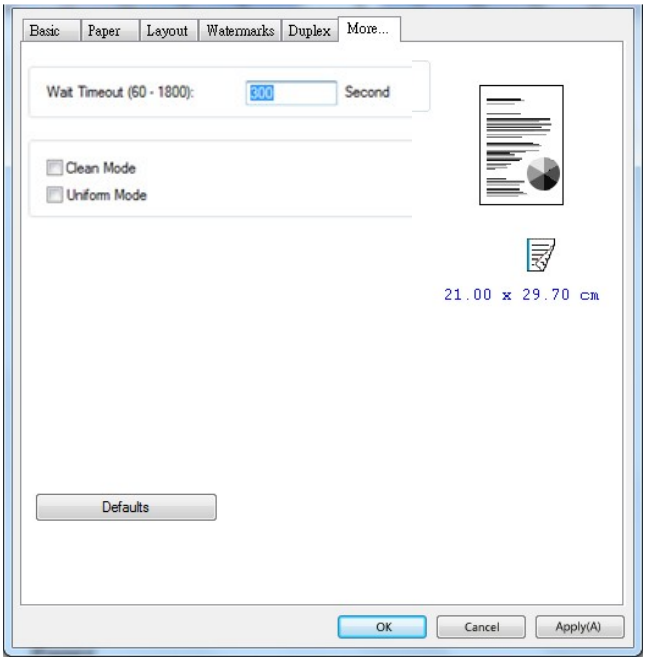
On the **More** tab, a **Wait Timeout** option is provided to set the amount of time the printer waits for data to come from computer during a job. If the data stream pauses for longer than the specified number of seconds, the job is cancelled.

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

Clean Mode: If unwanted 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.



# 5. 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.

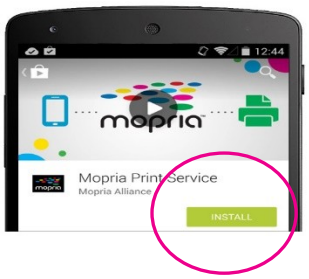


**Attention!**

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.




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

You can also connect your phone's Wi-Fi directly to the printer, open the document, and print it from that app by selecting the printer.

## Connecting to a Wireless Network via the Network Setup Tool

*On products with a Wi-Fi module, Wi-Fi turns on with the product, which works as an access point (AP) by default.

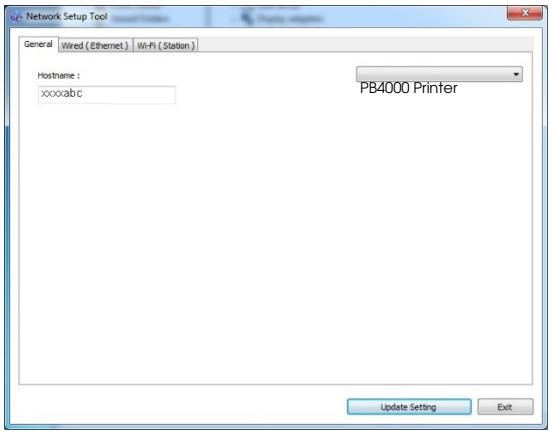
**Before You Begin!**

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

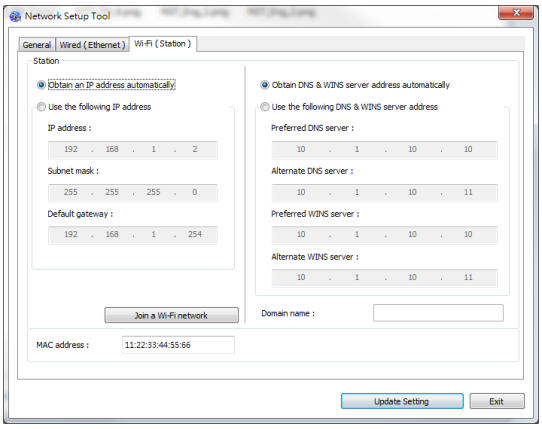
The Network Setup Tool configures the settings needed to connect the product to a wireless LAN. You can use it for these wireless and wired settings:

- 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 PB4000 Printer>Network Setup Tool**. The main window appears.

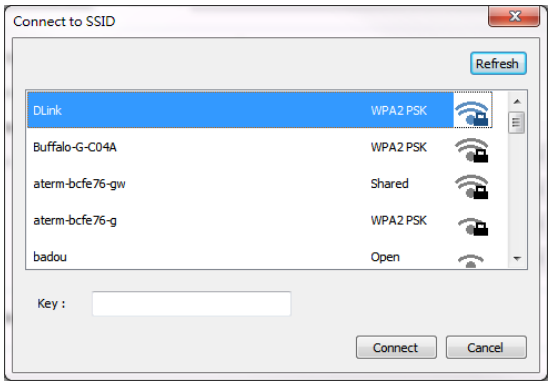



2. On the [**General**] page, check [**Wi-Fi (Station)**].
3. Click the [**Wi-Fi (Station)**] tab to prompt the [**Wi-Fi (Station)**] page.




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

5. Click [Connect to SSID] 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.

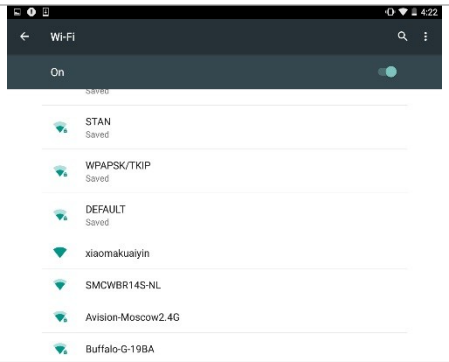
7. If update is successful, an [Update Device Successfully] message will be displayed and the Network Setup Tool will be automatically closed.

# 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.

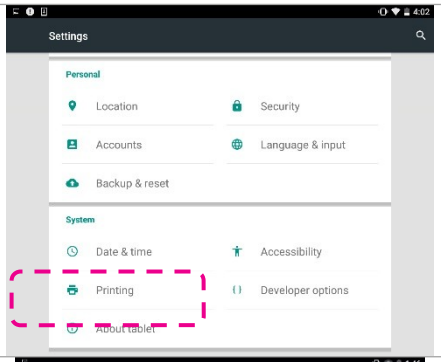
1. Join the printer's wireless network.

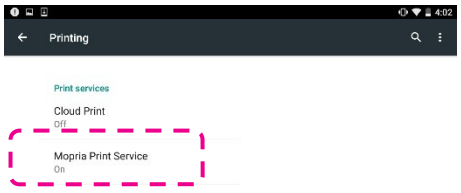
On your mobile device, tap **Settings**>**Wi-Fi** and choose the same network name (SSID) of your printer.

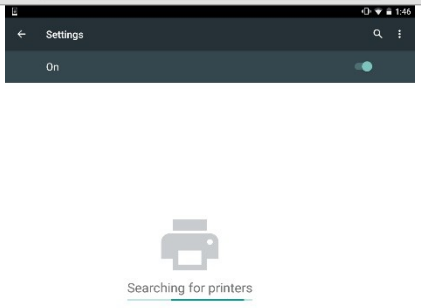



2. **Turn on Mopria Print Service. Your device searches for available printers.**

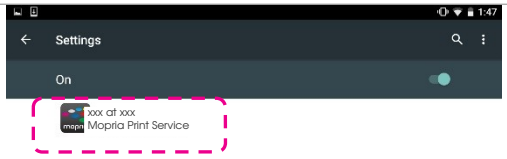
On your mobile device, tap Settings > Printing > Mopria Print Service to turn it on. Your device searches for available printers.



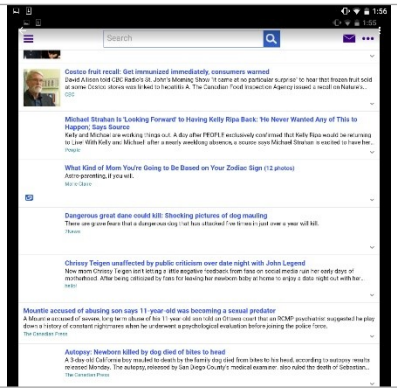



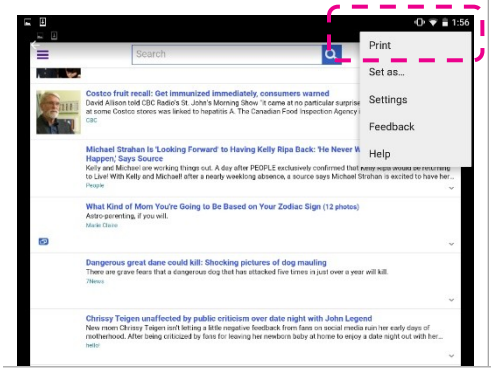

3. Select your printer.

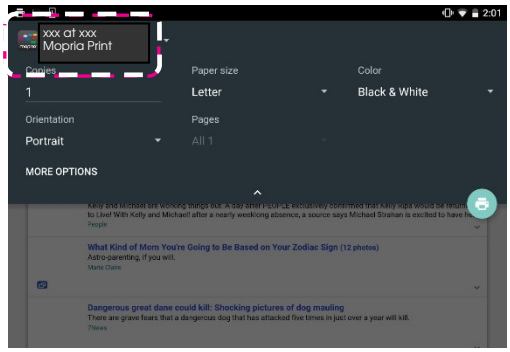
| | |
|---|---|
| Select [**XXX at XXX**] from the printer list. (XXX=model number) |  |

**4.** Open the file which you want to print.

| | |
|---|---|
| Open the file you want to print. |  |

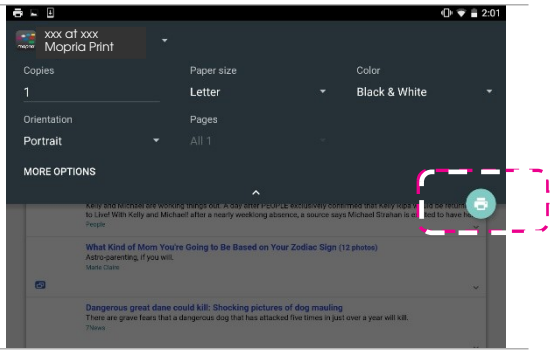
**5.** Choose [**Print**] from the menu and select your printer.



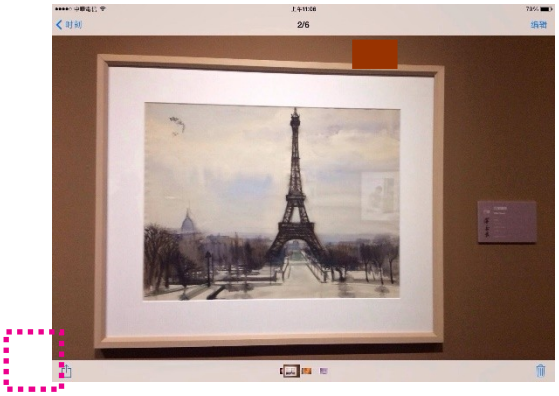
6. Choose print settings and print.

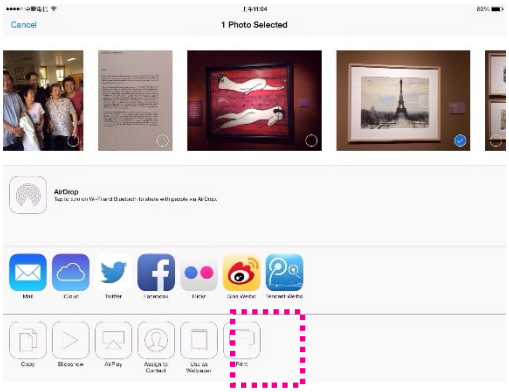
- If you don't need to change print options, tap Print.
- If you need to change print options, continue to the next section.



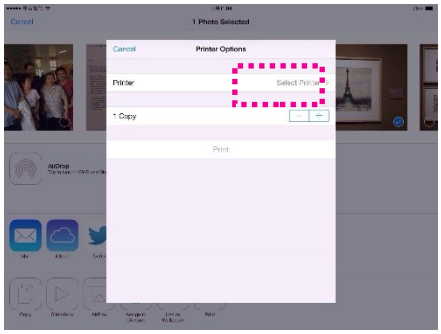
# Printing Your File from a iOS Mobile Device

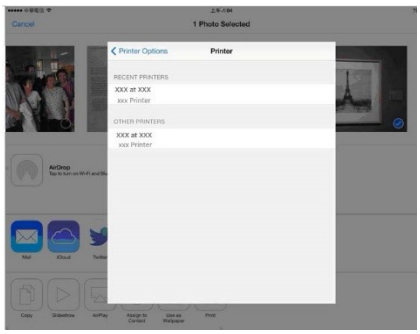
1. Turn on your iPhone or iPad.
2. Tap "Settings," open Wi-Fi, and select the same network as your printer.
3. Open the picture or the document that you want to print. Tap the Share icon ( ) and then the print icon ( ).



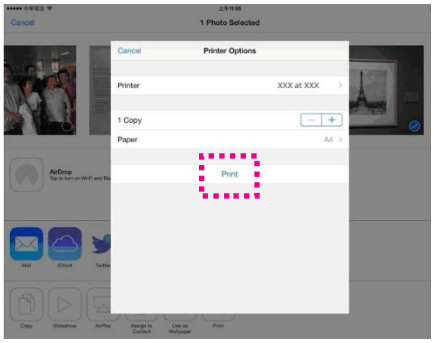



4. Tap [Select printer] and choose your desired printer. (xxx=model name)




5. Tap [Print] to start printing.



# 6. Troubleshooting

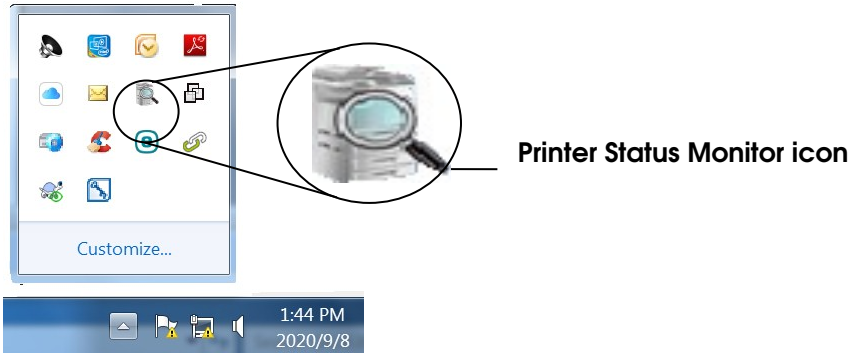
## Monitoring Your Printer Using Printer Status Monitor

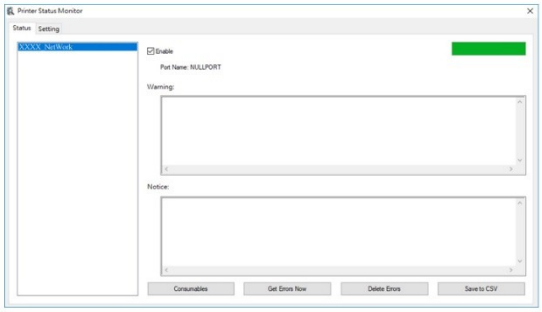
Printer Status Monitor shows your printer's status and consumable levels, and alerts you when printer errors occur.

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

### Accessing Printer Status Monitor

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

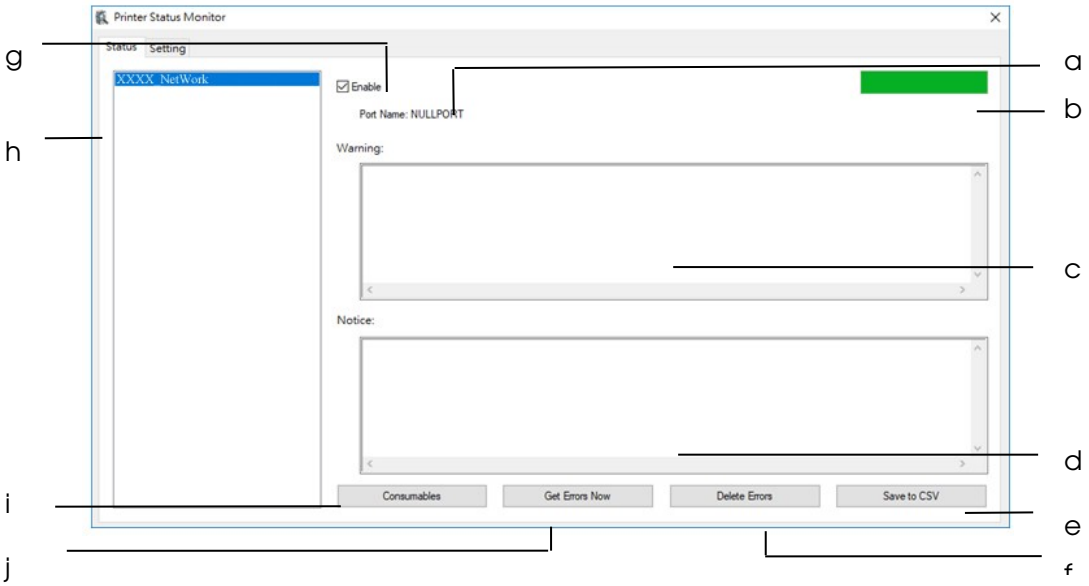


**Printer Status Window**

## Getting Printer Status Details

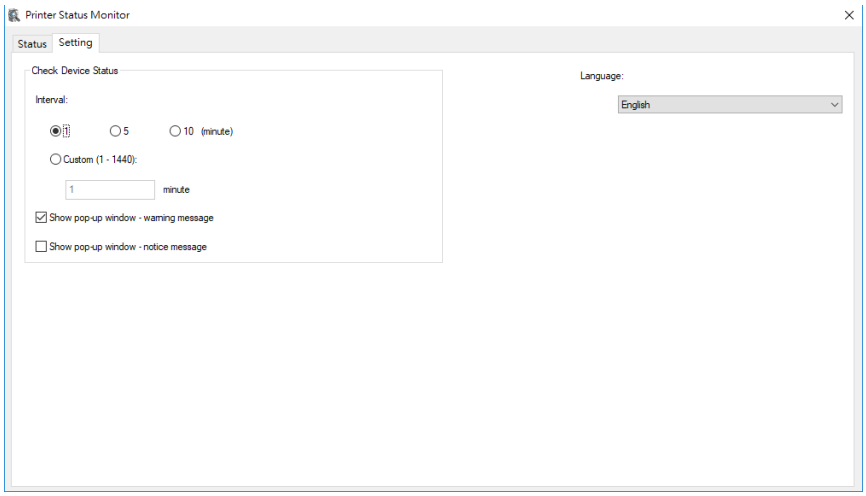
You can monitor printer status and get information on consumable products using the Printer Status Monitor dialog box.




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

## Setting Monitoring Preferences

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




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

# Clearing A Warning or An Error

If a problem occurs, the Error LED flashes to show a warning or error. Use the table below to solve the problem.

**Warning Message**

| Message | Description or Solution |
|---|---|
| Toner low (200032). | Less than 10% of the toner remains. The machine can still print or copy, but quality may be poor. |
| Drum near end (200043). | Less than 10% of drum life remains.<br>Call the service personnel to order and replace the drum. |
| Toner empty (200031) | Toner has run out.<br>Replace the toner cartridge. |
| Invalid toner 200039 | Toner cartridge error (incorrect vendor name).<br>Replace it with a drum from the original manufacturer. |
| No Drum (200041) | Please install drum and restart printer. |
| Drum life ends (200042) | Drum life has been exhausted.<br>Call the service personnel to order and replace the drum module. |
| Drum type not support (200047) | Drum type not supported. Replace the drum unit. |
| Invalid drum unit (200044, 201504, 201514) | Invalid drum unit. Replace it with a drum from the original manufacturer. |
| Invalid fuser (201502, 201512) | Invalid fuser. Replace the fuser. |
| Fuser temperature is too low (200006) | Wait until the temperature reaches the required level. |
| Drum unit changed (200046) | Drum unit has been upgraded. Replace drum unit. |
| Auto temp. adjustment (200004) | The temperature inside the product is too high. Wait until it returns to normal. |
| Toner cartridge error. (200036, 201505, | Replace it with a toner cartridge from the original manufacturer. |

| | |
|---|---|
| 201515 | |

**Error Message**

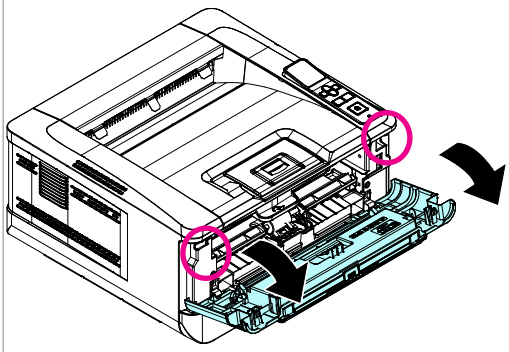
| Error Message and Codes | Possible Causes or Solution |
|---|---|
| **System error** | |
| printer error. (100111) | Restart printer. If this error persists, call service personnel for help. |
| I2C error (100112) | Call service for further help. |
| printer module error.<br>Please restart printer or call service (205000, 205001) | A printer part has an unexpected error.<br>Restart printer or call service personnel to replace printer parts that fail. |
| Please clean the charger wire (205101). | Please clean the charger wire. |
| Motor error (000001).<br>Press # button to erase or call service. | The printer engine failed to initialize at startup.<br>Restart printer. |
| Fan fails (200090). | Call service personnel to replace the fan. |
| Front cover opens (200051). | Please close front cover. |
| Rear cover opens (200054). | Please close rear cover. |
| Continue feed error (200000). | Open the front cover, clear the paper, and load paper into the correct tray. |
| Fuser error (201600, 201604~5, 201613, 201615~201618, 201621~201623) (201626) | Please restart printer. If the error persists, call service personnel for help. |

| | |
|---|---|
| Scanner lamp error (940305) | Close the scan module and then restart the printer. If the error persists, call service personnel for help. |
| AFE R/W error (940306) | Restart the printer. If the error persists, call service personnel for help. |
| Please load paper in manual tray (200080). | Paper empty in the manual tray. |
| Please check tray 1 (200003). | Pickup error: tray 1 is empty, jammed, or failed to feed. |
| Please load paper to tray1 (200081) | Tray 1 paper empty. |
| IP conflict (500000).<br>Please check network settings. | Check your network setting. |
| DHCP no response (500002).<br>Please check network settings. | Check network settings. |
| printer not ready.<br>Try again later. | The printer is busy. Wait until the current job finishes. |
| Buffer full Job abort. | Memory is not enough to process the scanned images. |
| Buffer full<br>Print scanned images：1<br>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.<br>Please try again later. | Resetting default settings. |
| Scanner Calibration fails.<br>Please try again later. | Please try again by pressing the Menu button and then choosing System>Management>Calibration. |
| Reset count fail.<br>Please try again later. | Please try again by pressing the Menu button and then choosing System>Management>Reset count. |
| Setting fails.<br>Please try again later. | Setting the Menu option fails. Check your setting. |

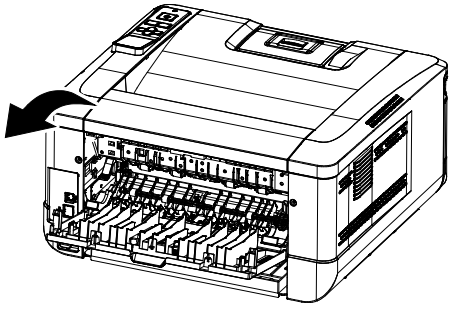
| | |
|---|---|
| Full page not support N in 1 | The Full page feature does not support N in 1 (2 in 1 or 4 in 1). |
| Custom zoom not support N in 1 | The Custom Zoom feature does not support N in 1 (2 in 1 or 4 in 1). |

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

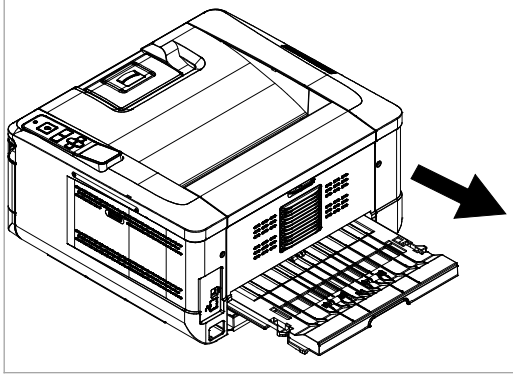
**Front Cover**: Open the front cover by pulling the handles of the front cover on both sides as illustrated.



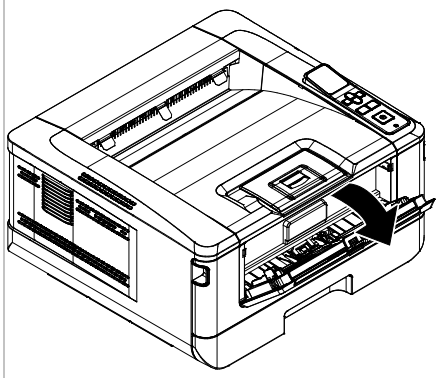
**Rear Cover**: Open the rear cover by pulling the handle of the rear cover as shown.



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



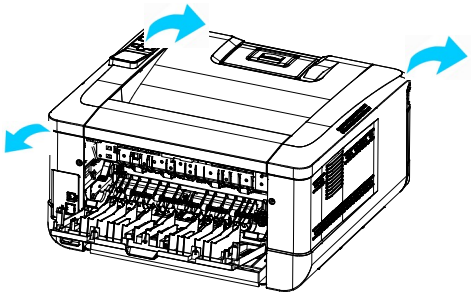
**Manual Tray**: Open the manual tray by grasping the handle and pull it down.



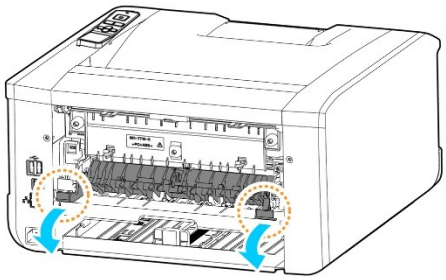
**Fuser:**

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

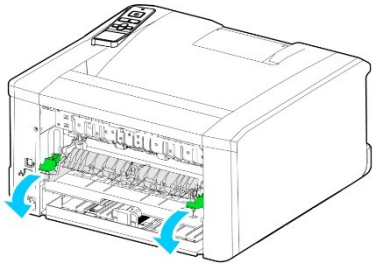
1. Open the **Front Cover** and the **Rear Cover**.



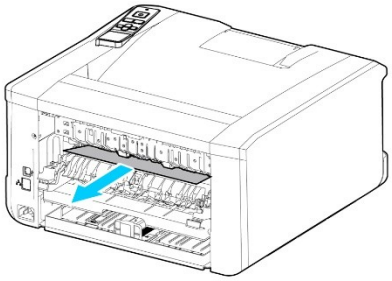
2. Pull down the **Fuser Path** as indicated.



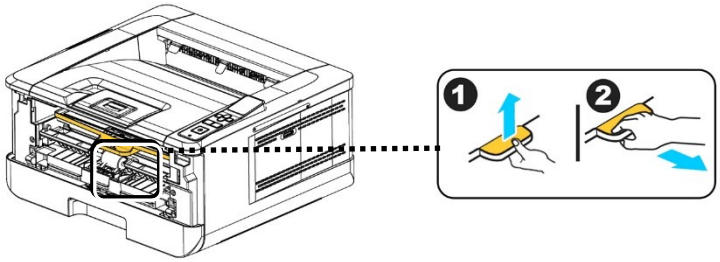
3. Pull down the **Release Arm** on both sides.



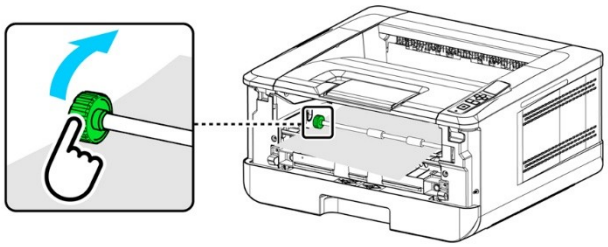
4. Slowly remove the jammed paper.



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.

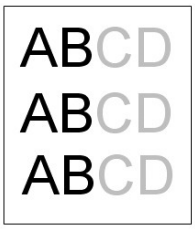
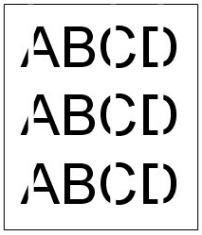


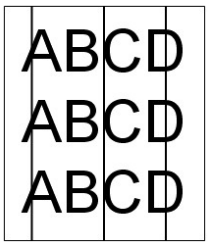
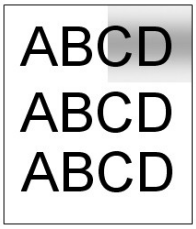
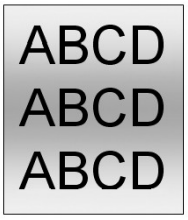
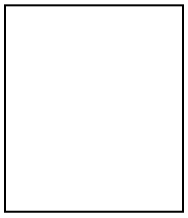
| Error Message and Codes | Possible Causes or Solution |
|---|---|
| **Runtime error** | |
| Error (Number). | Restart printer. If this error persists, call service personnel for help. |
| 201516 | Write Data Smaller Error -Engine |
| 201631 | Black LPH Type Error |
| 201632 | Red LPH Type Error |
|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

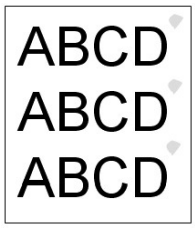
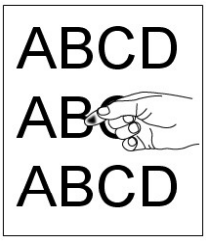
| | |
|---|---|
| 300102 | printer API_NVRAM_READ_FAIL |
| 300200 | printer Flash Error |
| 300201 | printer FLASH_BLOCK_ERASE_FAILED |

| | |
|---|---|
| 300202 | printer FLASH_CHIP_ERASE_FAILED |
| 300203 | printer FLASH_PROGRAM_FAILED |
| 302651 | Network_INIT_FAIL , network initialization fails. |

### Image Problem Troubleshooting

| Problem | Image Example | Solution |
|---|---|---|
| **Paper curls** |  | 1. Use paper of standard weight: If you are using thin paper, try to use paper of standard weight (70 g/m$^2$).<br>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.<br>2. Make sure that the Toner Save setting is turned off in the printer driver.<br>3. Try using a different type of paper.<br>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.<br>2. The toner level might be low. Replace the toner cartridge.<br>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 as described in Replacing the Toner Cartridge. |
| **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).<br>2. Check if there is enough toner in the toner cartridge. If not, please replace toner cartridge.<br>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.<br>If this error happens again, call service for help. |

| | | |
|---|---|---|
| **Defective image of regular interval** |  | 1. Wipe dust or particles off the drum unit with a soft, clean cloth (see Cleaning the Drum Unit).<br>2. If the error occurs again, contact the service personnel. |
| **Loose toner** |  | 1. If you have observed a rougher texture on one side of your paper, try printing on the smoother side.<br>2. The paper might not meet the printer's specifications (for example, the paper surface is not smooth or paper too thick).<br>3. Media type incorrect. Please choose proper media type for your paper. |

# Technical Support

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

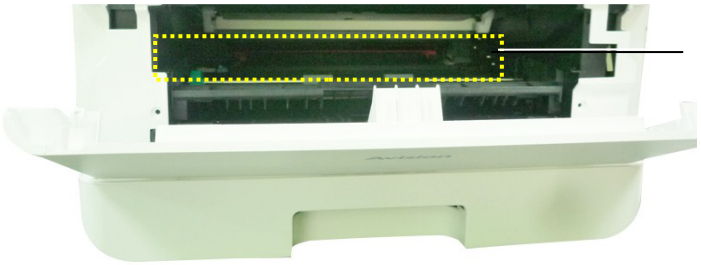
**Capsul Technical Support**
**Capsul**
Email: support@capsuloffice.com
Website: https://capsuloffice.com/support

**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

# 7. Maintaining the Product

## Cleaning the Paper Path

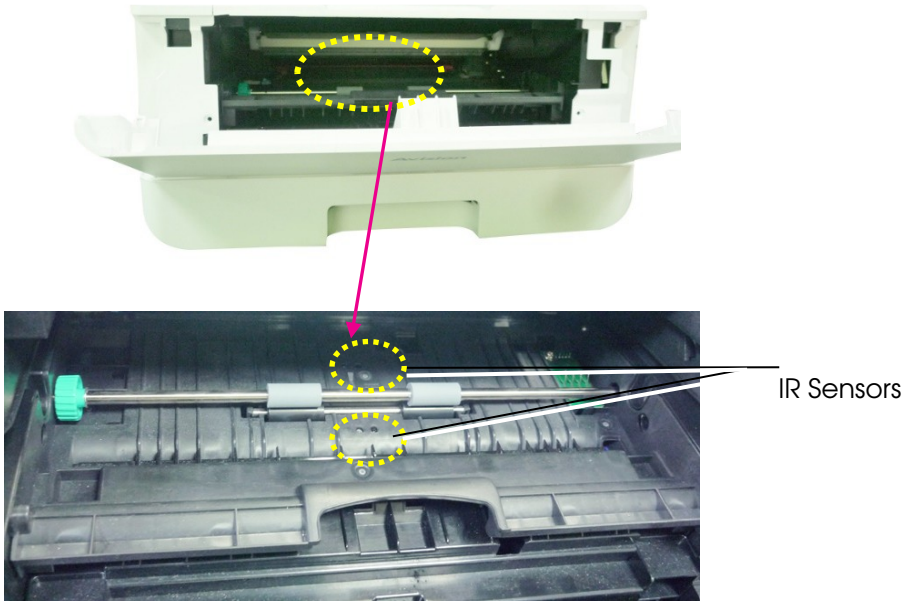
1. Refer to the preceding section to remove the Toner Cartridge.
2. Check if there is paper dust on the Paper Path. If so, remove the dust.



## Cleaning the IR Sensors

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.

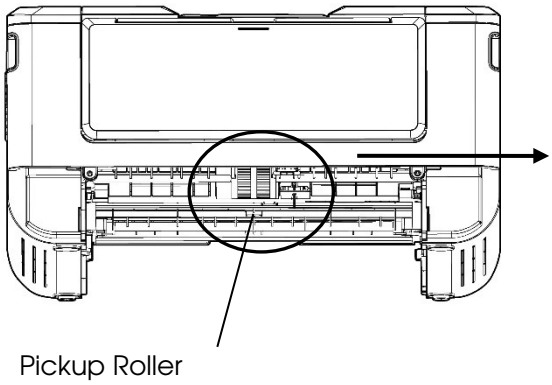
1. Refer to the preceding section to remove the Toner Cartridge.
2. Moisten a clean, soft cloth with 95% alcohol.
3. Wipe the area near the sensors as indicated.

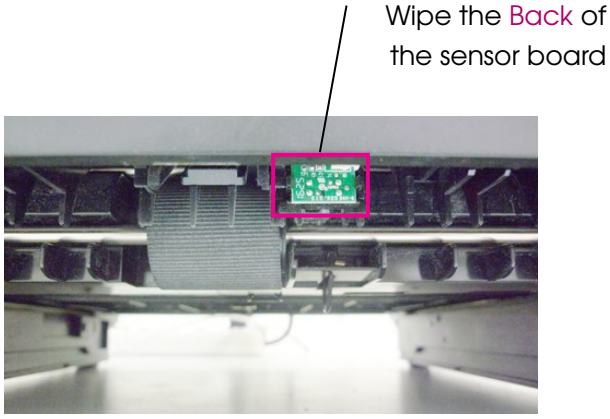


## Cleaning the Paper-In Sensors

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!**

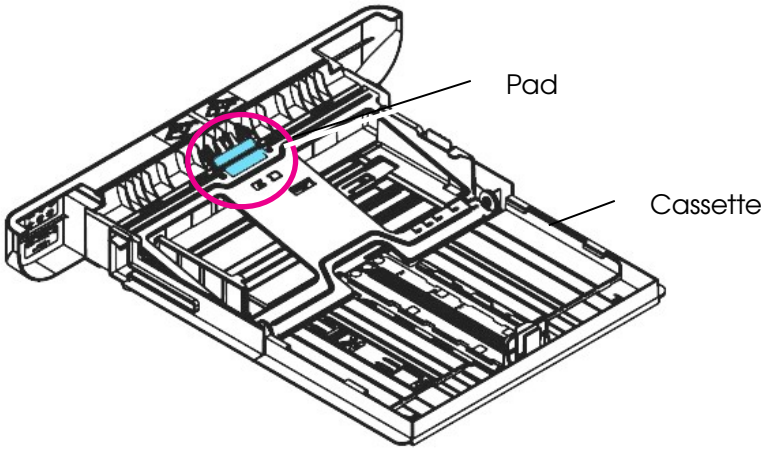
Before cleaning the paper-in sensor, turn off the power, and avoid touching the sensor board so you don't damage its components.

## 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%). If you use too much alcohol, squeeze out the excess
3. Clean the rubber part of the pad.

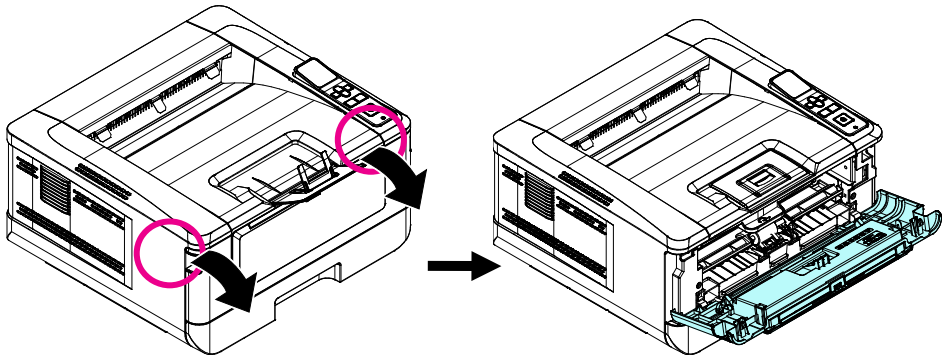



**Important:**
After cleaning the smeared Pad, dry it completely.

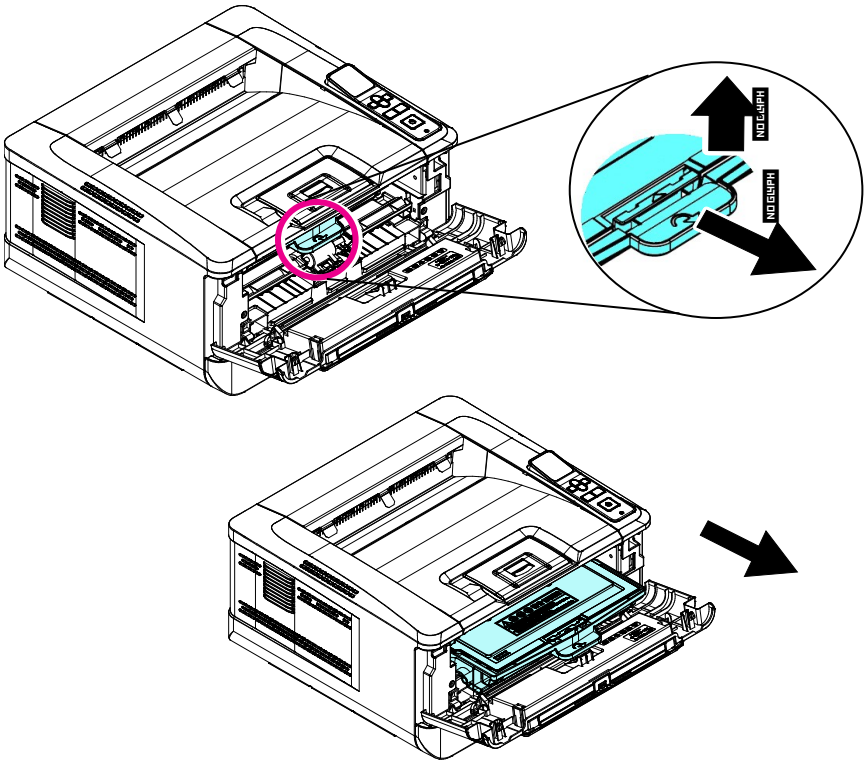
# Cleaning the Drum Unit

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

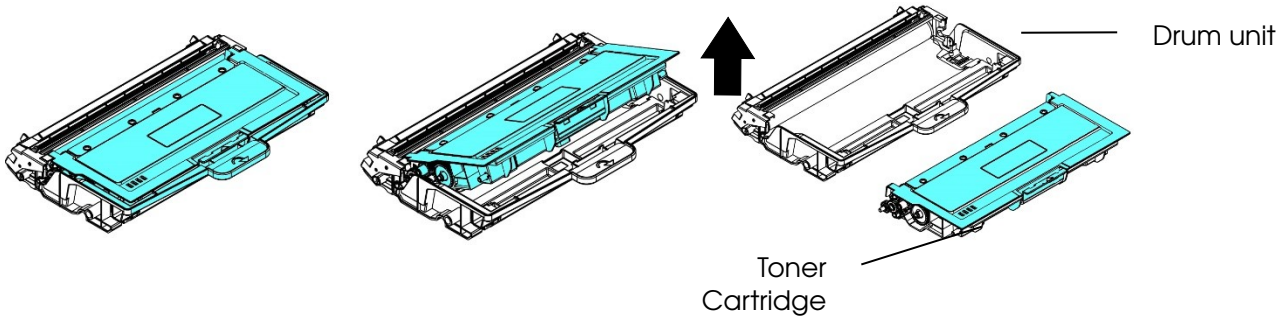
1. Turn off the power and remove the power cord from the power outlet.
2. Open the front cover by pulling the handles on both sides as shown.



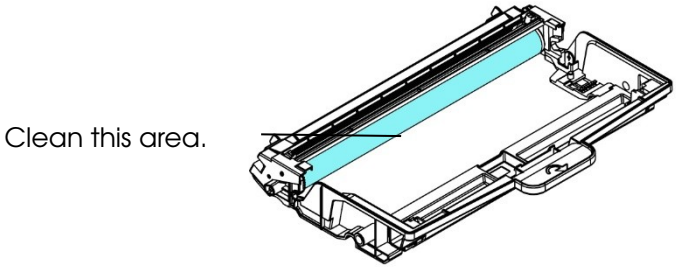
3. Lift the handle of the drum unit and toner cartridge assembly and gently remove the assembly.



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




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



# Replacing the Toner Cartridge

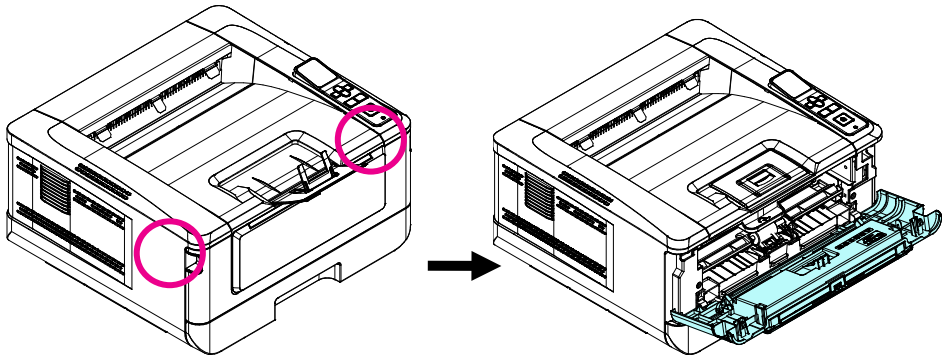
The toner cartridge supplied with the product needs replacing after about 3,000 pages. When toner runs low, the printer monitoring program, Capsul Status Monitor, shows a [Toner Low] message. Buy a new toner cartridge and have it ready before you see the [Replace Toner] message.

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

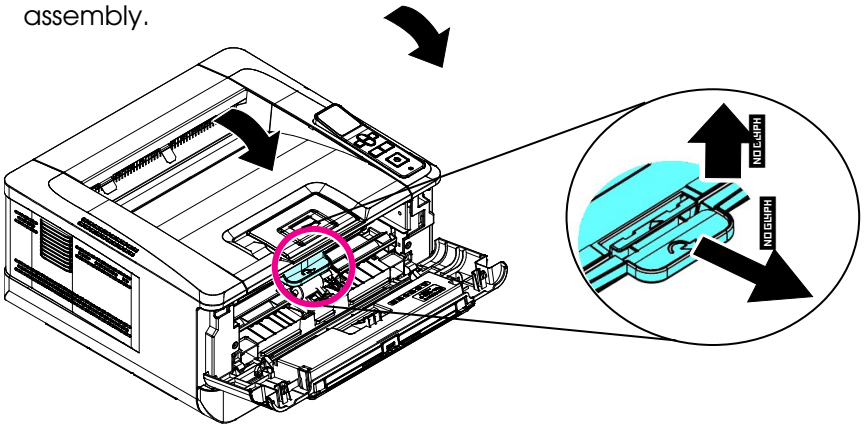
Follow these steps to replace the toner cartridge：

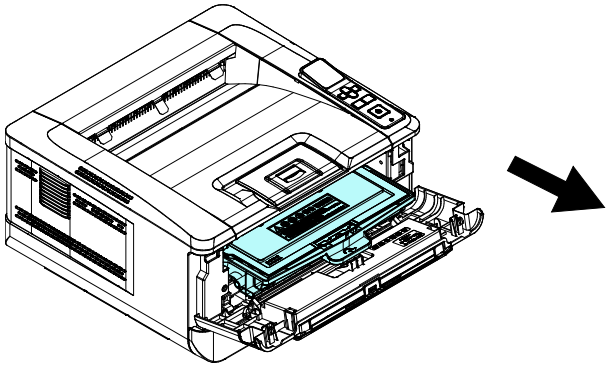
## Removing the Toner Cartridge

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.

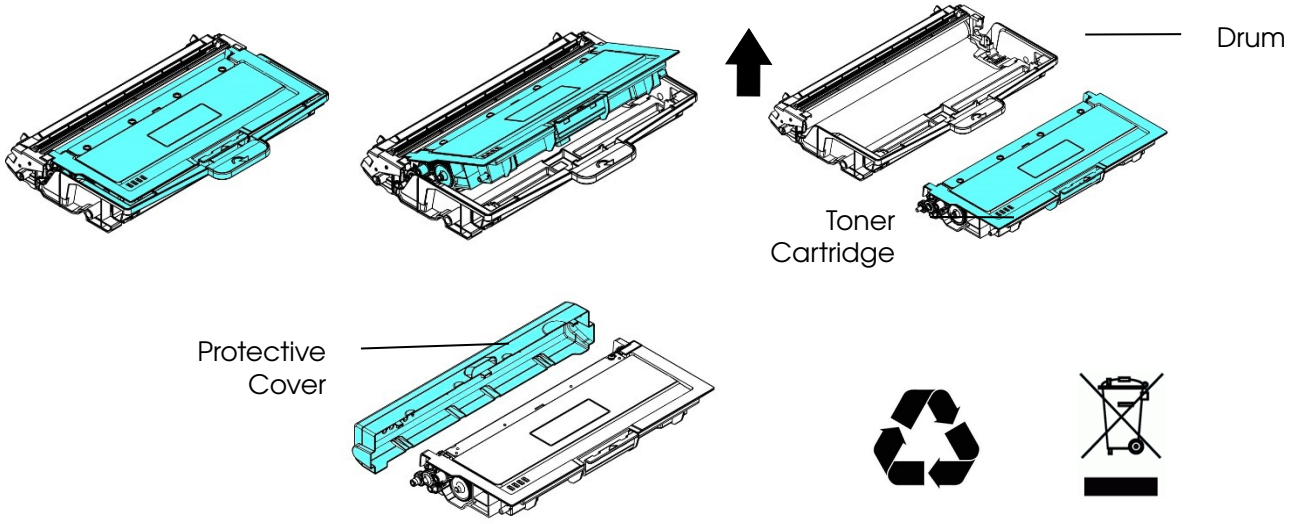


3. Lift the handle of the drum unit and toner cartridge assembly and gently remove the assembly.





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

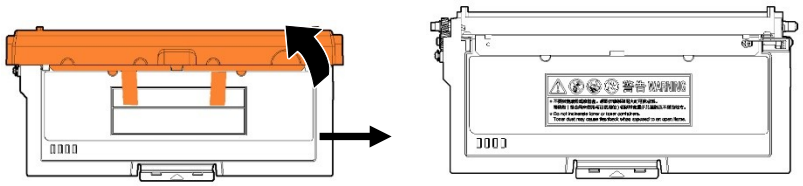



**Important!**

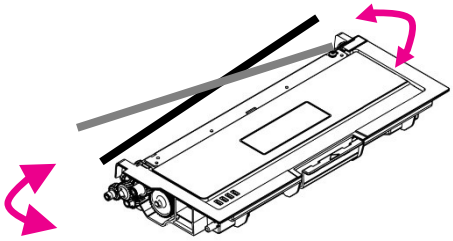
Do not throw away the used toner cartridge. Put it in the supplied plastic bag and return it to your dealer or service representative, who will recycle it in accordance with applicable regulations.

## Installing the Toner Cartridge

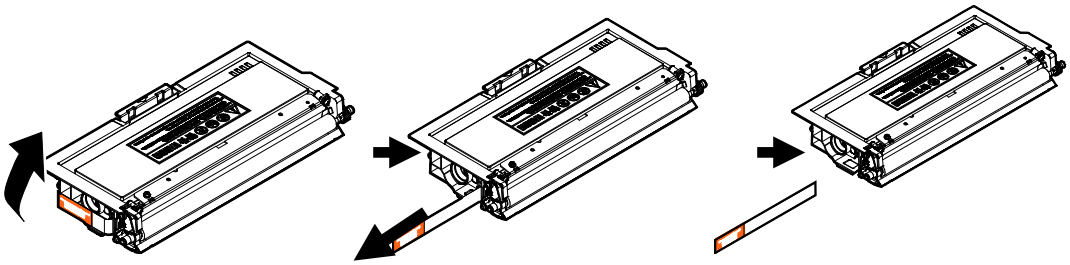
1. Unpack the new toner cartridge and remove the protective cover.



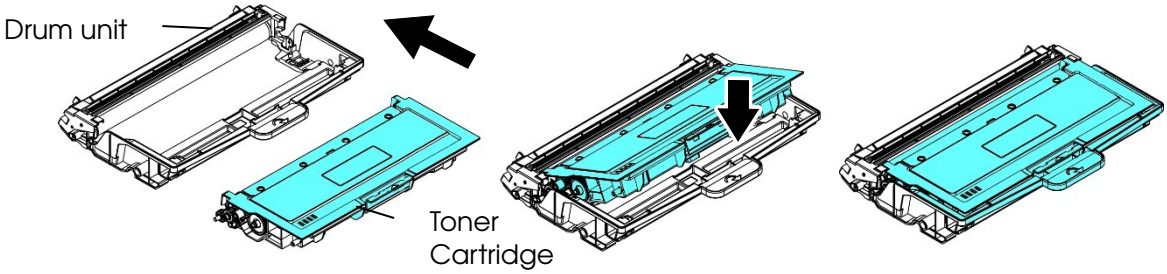
2. Tilt the new toner cartridge up and down, then side to side, 10 times to spread the toner evenly.



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.

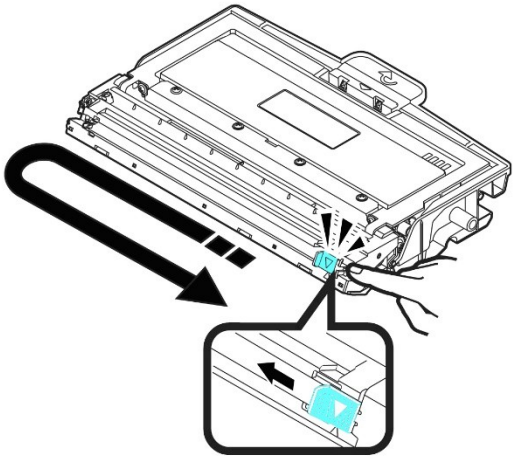



**Warning!**

- 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.

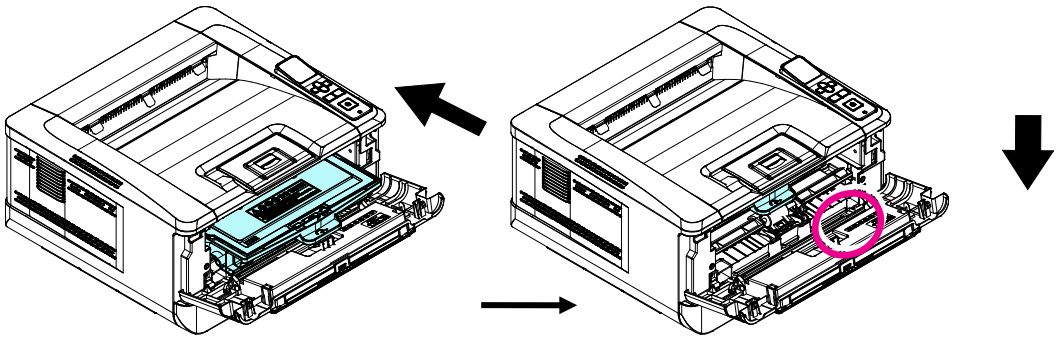
5. Clean the corona wire inside the drum unit by gently sliding the tab left and right

several times. (Toner can build up on the corona wire over time.)

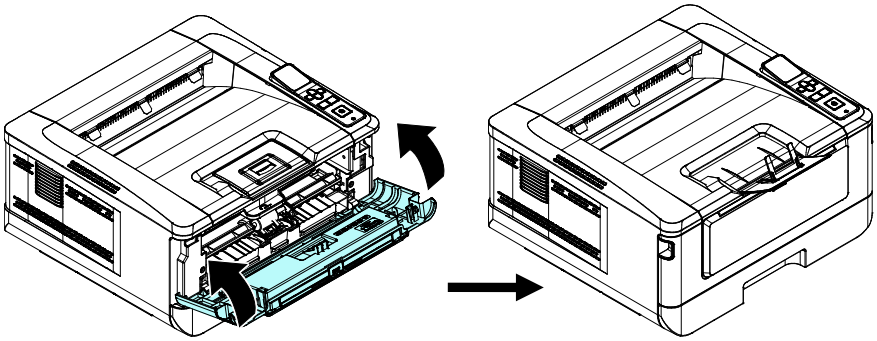


**Note:**
Return the tab to the Home position (▲), with its arrow aligned to the arrow on the drum unit. Otherwise, printed pages may show a vertical stripe.

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



7. Close the front cover.



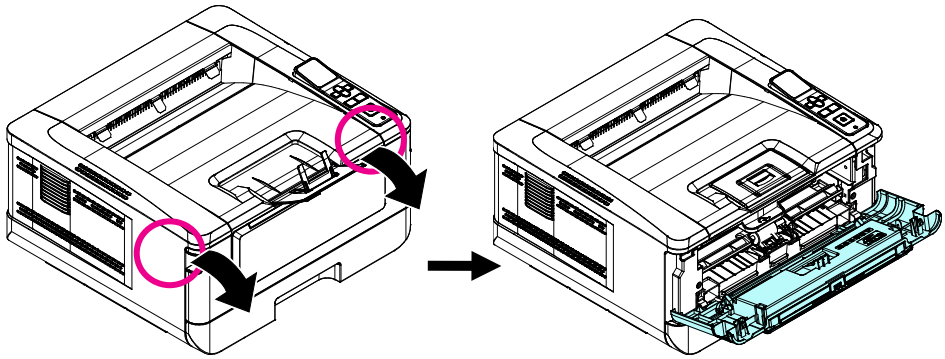
# Replacing the Drum Unit

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

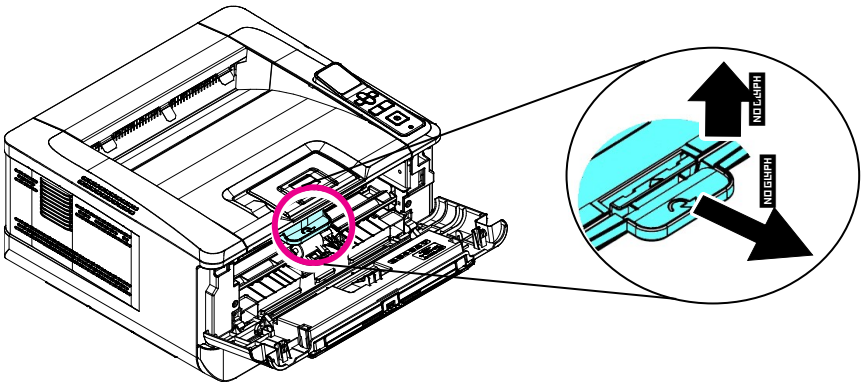
Follow these steps to replace the toner cartridge：

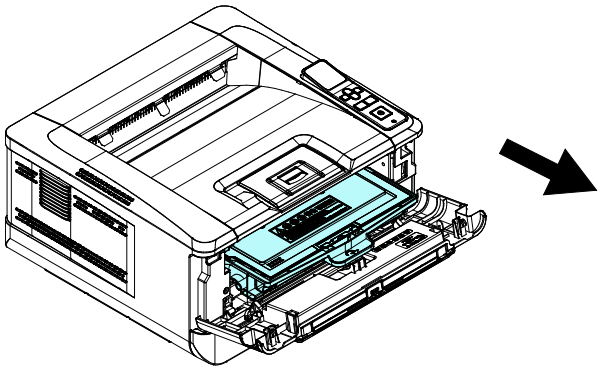
## Removing the Drum Unit and the Toner Cartridge Assembly

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

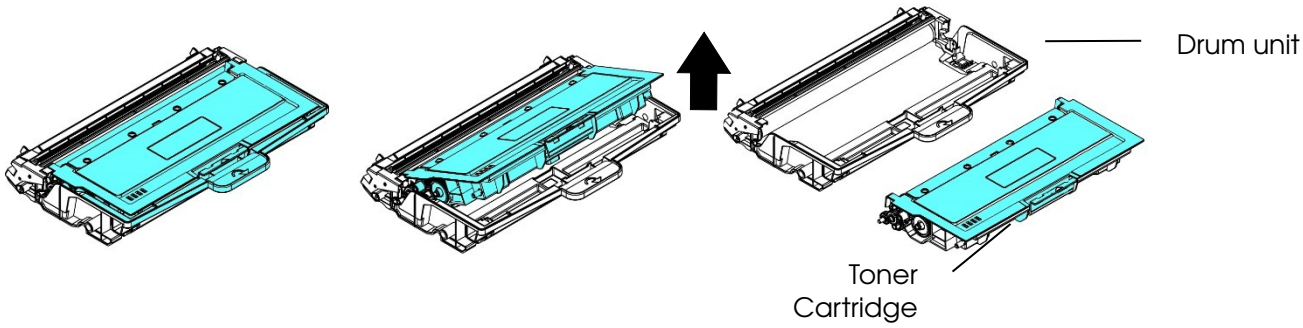


3. Lift the handle of the drum and the toner cartridge assembly and gently remove the assembly.





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

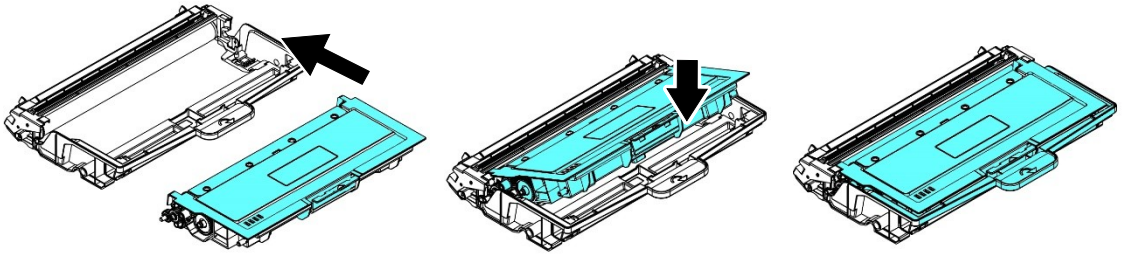


## Installing the Drum Unit

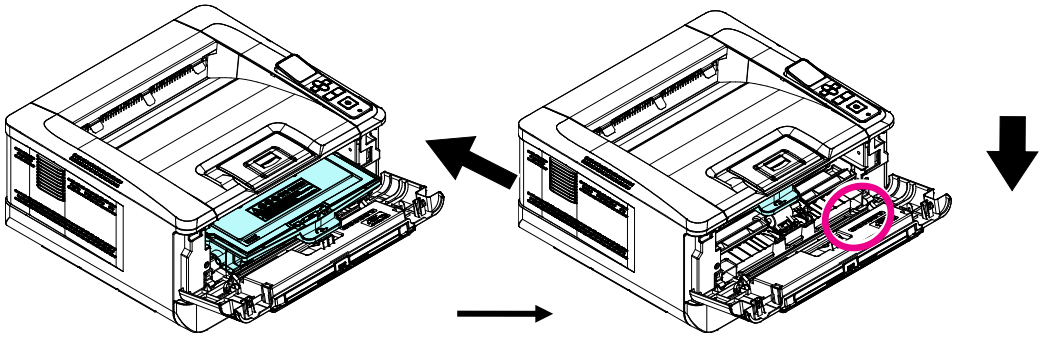
1. Remove the protective film and the label from the center of the drum unit. Don't touch the drum while unpacking it; fingerprints can affect print quality.




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



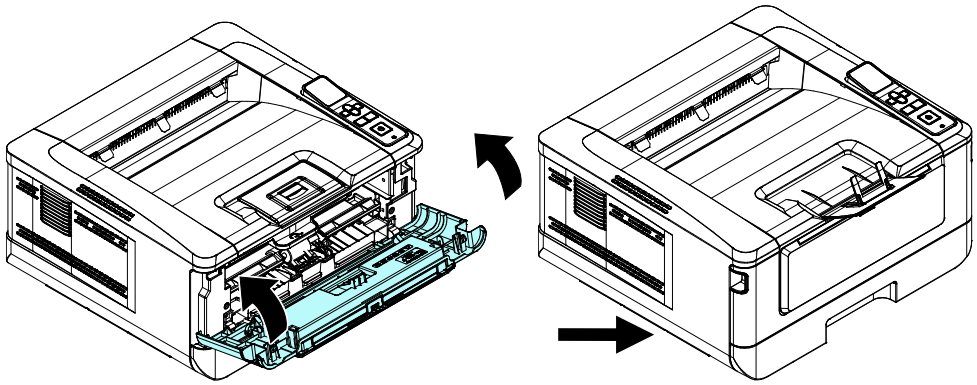
3. Hold the handle of the toner cartridge and insert the toner cartridge to its original place. Press the handle to fix it firmly in place.



**Note:**

- If toner gets on your clothing or other fabric, wipe off the toner with a dry cloth. Wash the items in cold water and air dry.
- Do not 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.

4. Close the front cover.



# 8. Specifications

All specifications are subject to change without notice.

| General | | |
|---|---|---|
| **Regulatory model number** | | MB4000 |
| **Processor** | | 500MHz |
| **RAM** | | 512M |
| **Flash Memory** | | 64M |
| **Max media size** | | Legal size |
| **Resolution** | | 600 × 600 dpi |
| **Printing speed** | | 40 ppm (A4 SEF) |
| **First print out time**<br>**From Ready Mode**<br>**From Sleep Mode** | | <br>6.5 seconds (A4 SEF)<br>8.5 seconds (A4 SEF) |
| **Warmup Time** | | < 20 seconds |
| **Recommended monthly print volume** | | 1,500 pages |
| **Maximum monthly print duty cycle** | | 15,000 pages |
| **Manual tray** | **Paper capacity** | 10 page (70 g/m² plain paper) |
| | **Paper size** | A4, A5, A6, B5 (JIS), B6 (JIS), Letter, Legal, Legal 13, Oficio<br>customized size:76 x 127 ~ 216 x 558 mm |
| | **Paper weight** | 60~163 g/m² (10 pages)<br>60~200 g/m² (1 page) |
| **Tray 1** | **Paper capacity** | 250 pages (70 g/m² plain paper) |
| | **Paper size** | A4, A5, A6, B5 (JIS), B6 (JIS), Letter, Legal, Legal 13, Oficio<br>customized size:76 x 127 ~ 216 x 558 mm |
| | **Paper weight** | 60~120 g/m² |
| **Paper output** | | Top output |
| **Paper output capacity** | | 150 pages |
| **Duplex printing unit** | | Built-in |
| **Duplex print** | **Paper size** | Legal, Legal 13, Oficio, A4, Letter, B5 (JIS) |

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

**Wi-Fi Spec.**

Model: CF-WU810N

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