
Multi-Function Copier

User's Manual



1. Getting Started
2. Installing Your Machine
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7. Maintaining the Product
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9. Troubleshooting
10. Specification

**Regulatory model: AM7630i/AM7640i/
AM5630i/AM5640i**

Avision Inc.

Safety During Operation

In this manual, the following important symbols are used:

 **WARNING:**

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

 **CAUTION:**

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

Important:

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

Note:

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

 **WARNING:**

To avoid hazardous electric shock or fire, do not remove any covers or screws other than those specified in this manual.

 **CAUTION:**

- ✓ To reduce the risk of fire, use only no.26AWG or larger telecommunication line cord.
- ✓ Disconnect the power plug by pulling the plug, not the cable.
- ✓ Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Notice

Important

- Do not make copies of any item for which copying is prohibited by law.
- Copying the following items are normally prohibited by the local law:
 - Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.
- This machine is equipped with a function that prevents making counterfeit bank bills. Due to this, images similar to bank bills may not be copied properly.

Copyrights and Trademarks

Ethernet is a registered trademark of Xerox Corporation.

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

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

Warranty

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

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

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

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



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

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

Disposal of Waste Equipment by Users in Private Union



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

Federal Communications Commission (FCC) compliance information statement

Part 15

The product has been tested and found to comply with the limits for a Class A digital device pursuant to 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.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual may cause harmful interference in which case the user will be required to correct the interference at his own expense.



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)

CE compliance of this product is valid if powered with the correct CE-marked AC adapter provide by Avison.

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

CE Warning

This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

| | |
|---|---|
|  | WARNING: Indicates potentially hazardous situations, which if instructions are not followed, could result in death or serious injury. |
|  | CAUTION: Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property. |

Important:

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

Note:

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

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

| | |
|---|---|
|  | [General warning] |
|  | [Warning of high temperature] |
|  | [Warning of danger of electrical shock] |

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

| | |
|---|--------------------------------|
|  | [Warning of prohibited action] |
|  | [Disassembly prohibited] |

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

| | |
|---|---|
|  | [Alert of required action] |
|  | [Remove the power plug from the outlet] |

Installation and the Operating Environment

Warning

| | |
|---|---|
| Do not install the equipment near direct sun light, heating or air conditioning units. Direct sunlight or high temperature may damage the machine. |  |
| Do not install the equipment in a humid or dusty place. If dust or dust adheres to the power plug, clean the plug to avoid fire or electric shock. |  |
| Keep the vent hole on the back of the printer at least 10 cm away from the wall to avoid overheating and fire. |  |
| Do not place or store the device: <ul style="list-style-type: none"> • Outdoors • Near excessive dirt or dust, water, or heat sources • In locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity |  |
| Place the equipment securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems. |  |
| Do not locate the device on rickety or aslope tables. Do not locate the device on unstable surface. The device may fall down and this may result in injury. |  |
| Place the device close enough to the computer so that the interface cable can easily reach between the device and the computer. | |
| Do not place a coffee cup, vase, or other liquid-filled container on the machine. Spillage can damage the machine's electrical parts and insulation. |  |
| Make good use of the recycled paper while printing. | |

Caution

| | |
|---|---|
| Place the device in an independent, well-ventilated area. |  |
| Place the device in a place with good environmental conditions. Operating the machine beyond the recommended temperature and humidity may cause an electrical fire. |  |
| Do not place heavy objects on the unit. It may cause unbalance and the device may fall down. This may result in injury. |  |
| Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions or equivalent. | |
| This product requires connection to protective earth by means of power cord(s) connected to socket-outlet(s) with protective earthing connection. | |

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

Safety Information During Operation

Warning

| | |
|--|---|
| To prevent fires, do not use flammable sprays near the machine. |  |
| Never attempt to open any fixed cover. Otherwise there is danger of electric shock, fire and laser beam and may cause blindness. |  |
| Never disassemble, modify, or attempt to repair the device or device option by yourself, except as specifically explained in the device's documentation. This could cause fire, electrical shock, or injury. |  |
| Do not attempt to alter the machine or its parts. Avoid contact with the internal high voltage part or the laser light beam, it may cause electric shock or blindness. |  |
| If this product becomes inordinately hot or emits smoke, or unusual odor or noise, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. |  |
| Take care not to drop paper clips, staples, or any other metal objects into the machine. |  |
| The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as paper miss-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 print head, the LSU beam source could cause blindness. |  |
| If this product has been dropped or its cover damaged, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. |  |

| | |
|---|---|
| <p>Take appropriate emergency measures when the following conditions occur</p> <ul style="list-style-type: none"> • When toner gets into your eyes, wash it off with water until your eyes are not painful. If the situation is serious, ask a doctor for treatment. • When the toner gets on your skin, wash it off with soap and rinse it off. • When you are in the toner inlet, leave the dust location immediately and rinse with plenty of water. • When the toner is in the abdomen, spit it out and consult a doctor. |  |
| Do not use the device with wet hands. |  |
| <p>Unplug the device and the USB cable, and refer servicing to qualified service personnel under the following conditions:</p> <ul style="list-style-type: none"> • Liquid has entered the device. • Object has entered the device. • The device has been dropped, or the case has been damaged. • The device does not operate normally (i.e. appearance of smoke, strange smell, odd noise, etc.), or exhibits a distinct change in performance. |  |

 **Caution**

| | |
|--|---|
| When there is paper jam inside the machine, be sure to remove it thoroughly. The remaining paper in the machine may cause a fire. When the paper is attached to an invisible or difficult-to-see area, do not remove it by force to avoid injury and contact the service personnel or dealer for help. |  |
| The temperature inside of the machine may be very hot. When the paper jam is released, note any warning labels and do not touch it to avoid burns. It is recommended to clear the jam after the machine has cooled down. |  |
| When clearing paper jams, refer to the instructions in this manual. |  |
| When using a large number of copies of the machine for a long time, keep the indoor air flow. Otherwise you may feel a headache. |  |
| Unplug the device's power cord and USB cable before cleaning. |  |

About the Consumables

 **Caution**

| | |
|---|---|
| <p>Do not unpack the consumables and store the machine's consumables in any of these locations:</p> <ul style="list-style-type: none"> • Outdoors • Near excessive dirt or dust, water, or heat sources • In locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity |  |
|---|---|

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

 **Caution**

| | |
|---|---|
| Do not discard the discarded toner cartridges. Please put the used waste toner cartridges in the supplied plastic bags and return them to the dealer or service personnel. (For the customer service locations around the company, please refer to our website.). The latter will recycle the used toner cartridge in accordance with relevant regulations. |  |
| The used consumables must be disposed of properly and in accordance with local environmental regulations, or disposed of by the company's designated dealer. |  |

Safety Information When using power cord and the USB cable

 **Warning**

| | |
|---|---|
| Plug the power cord securely into the outlet. Do not touch the pins of the power cord plug with any metal objects as they may touch dangerous voltage points or short circuit. This can cause fire, electric shock or injury. Failure to do so may result in a fire or electric shock. |  |
| Before disconnecting the plug, turn the machine off. Make sure your hands are dry. Hold the plug itself, not its cord, when disconnecting it from the receptacle. |  |
| Do not share the power with other high-powered devices, as this may result in fire or electric shock. |  |
| Do not use extension cords as this may result in fire or electric shock. |  |
| Always use the correct AC power source. For future transportation and handling, please keep all packaging materials for this product. |  |
| Use only the USB cable that came with your device and avoid abrasions, cuts, fraying, crimping, and kinking. Using any other USB cable could cause fire, electrical shock, or injury. |  |
| Do not store the cables in the following locations: <ul style="list-style-type: none"> • Outdoors • Near excessive dirt or dust, water, or heat sources • In locations subject to shocks, vibrations, high temperature or humidity, direct sunlight, strong light sources, or rapid changes in temperature or humidity |  |
| Keep the supplied USB cable, etc., in a location that is out of reach of children to avoid the risk of injury. |  |
| Please put the packaging materials such as the supplied plastic bags in a place that children cannot obtain or discard them to avoid the risk of suffocation. |  |

 **Caution**

| | |
|---|---|
| If you are not using the device for a long time, remove the USB cable from the connector. |  |
| This product has a power-saving mode and a standby mode. The zero-energy state can be achieved only when the product is connected without any external input power. | |
| At least every year, please disconnect the power cord from the wall outlet to check whether the power cord is exposed, damaged, cracked, dent, hot, pin deformation or any burnt marks. If these conditions exist, please do not use the power cord again and contact the authorized service personnel or dealer. |  |
| Make sure the power cord is plugged into a grounded electrical outlet, otherwise it may cause a fire or electric shock. | |
| Be sure to fully plug the power cord into a wall outlet. Failure to completely insert may cause unstable connections and heat build-up, creating an unsafe condition. | |
| When disconnecting the power cord from the wall outlet, be sure to pull the plug, not the power cord, as this may damage the power cord and cause a fire or electric shock. |  |
| To repair the machine, be sure to disconnect the power cord from the wall outlet. | |
| Make sure the power cord is firmly secure and will not trip over. | |

SAFETY INSTRUCTION

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

This document is intended to be used for the models including AM5630i, AN5640i, AM7630i, and AM7640i. The illustration uses AM7640i as examples.

| AM5630i/AM5640i | AM7630i/AM7640i |
|---|---|
|  |  |

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1. Getting Started

Introduction – the World’s Renown Intelligent Copier

Congratulations on your purchase of the world's renowned intelligent copier. With the innovative intelligent copy function, users no longer need to specify the size of document, worry about whether the document has been loaded straight and correct, or if the document should be faced down or up, the Avision intelligent copier is able to crop your paper size, select the text side, straighten your image, and even select proper paper tray automatically! The Avision intelligent copier truly makes your copy job perfect and easy!

What is best, the Avision intelligent copier integrates scan, copy, and print functions into one single machine to streamline your workflow. Through the 8" color and clear LCD touch screen and the easy-to-use control panel, your task can be completed within seconds and your document can be distributed and shared very quickly in an unprecedented way!

Features

Placing Your Document with Ease

With the auto crop and straighten function, users no longer need to carefully placing document to the edge of paper guides. Even the document has been placed at a slight angle in the feeder or on the document glass, the image can be first scanned, cropped and then straightened automatically.



Easily placing your document to the feeder or on the flatbed glass

Automatically Detect the Text Side

With an advanced processor developed by Avision, the front side and rear side of document can be scanned simultaneously and the text side will be automatically detected and copied and deleting the blank side.

Automatically Selecting Paper Tray

The preset tray is auto which means the product will automatically select the tray which contains the paper size most fit to the original document.

Intelligent Copy

With the "Intelligent Copy" feature, the Avision intelligent copier can make copy automatically after detecting your document passing through the document feeder. Plus with the preview feature, user is able to choose one-side or two-side copy and verify if the image is correct.

Duplex (2-Sided) Capability

Use the automatic duplex printing feature to help save paper and reduce costs.

Scan to Product or USB Flash

The product offers an unprecedented document storage technology, transmitting paper documents electronically to the product's memory or a removable USB flash drive.

Scan-to-e-mail, host, USB, FTP or CIFS

The product offers an unprecedented document delivery technology, transmitting paper documents electronically over the internet to various destinations including e-mail addresses, the MFP's memory, an USB flash drive, ftp servers, or someone else's computer on the network. The new way to distribute documents is faster, more cost effective, and safer than any traditional methods such as mail, or courier.

Remote Device Management through Embedded Web Page

The product provides an embedded web page to let the system administrator remotely monitor the product by managing a telephone book, address book, checking the supplies status of toner cartridge, scan count, copy count, and creating user password and privileges to prevent unauthorized access.

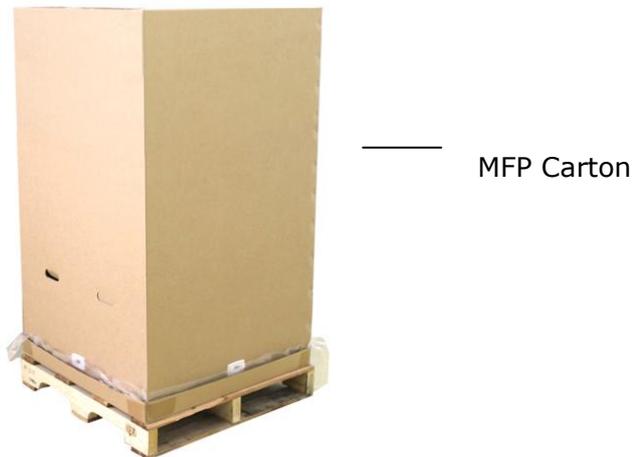
Standard items and optional items for this product:

| Standard Package Items | AM5630i/AM5640i | AM7630i/AM7640i |
|--|------------------------|------------------------|
| Auto Document Feeder | x | ✓ |
| The 1 st Tray | ✓ | ✓ |
| The 2 nd Tray | x | ✓ |
| Toner Cartridge | ✓ | ✓ |
| Drum | ✓ | ✓ |
| Developing Unit | ✓ | ✓ |
| Power Cord | ✓ | ✓ |
| CD-ROM | ✓ | ✓ |
| Optional Items | | |
| The 3 rd & 4 th Tray | | |

Removing the Box and Packing Material

The MFP carton is illustrated is shown in the figure below, which is divided into four parts:

- 1.** Printer main unit (Packed inside the carton)
- 2.** Pallet (Under the carton)
- 3.** All Accessories (packed inside the carton)



Unpacking Steps

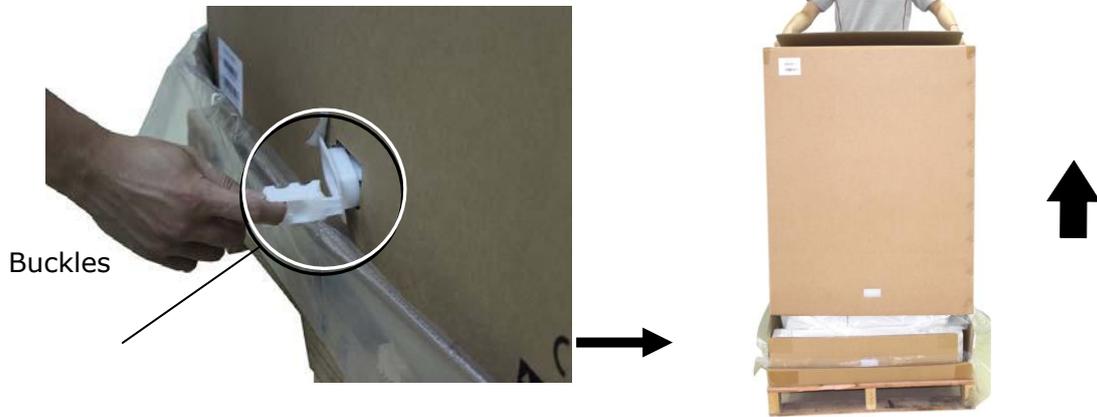
- 1.** Place the MFP carton on a level surface and do not place any objects in front of the printer.
- 2.** Open the carton with a utility knife, and then take out all the accessories [including (1)Developing Unit, (2) Power Cord/CD, (3) Drum Unit, (4)Toner Cartridge, as shown in below:



- 3.** Remove four box supports.



- 4.** Remove all buckles on the sides of the printer box and pull the printer box upward.



Removing the Protective Tapes

As shown in below, remove the protective tapes, films, and desiccant on the machine.



Remove the tapes on the front and rear side of the machine



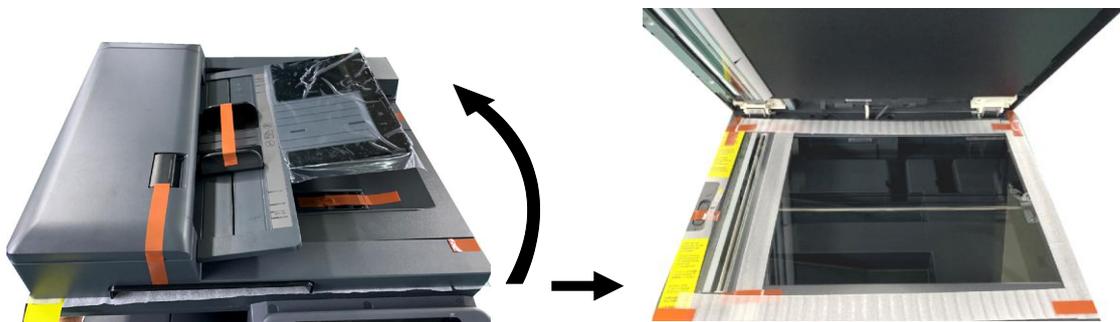
Remove the tapes, and desiccant on the left and right side of the machine



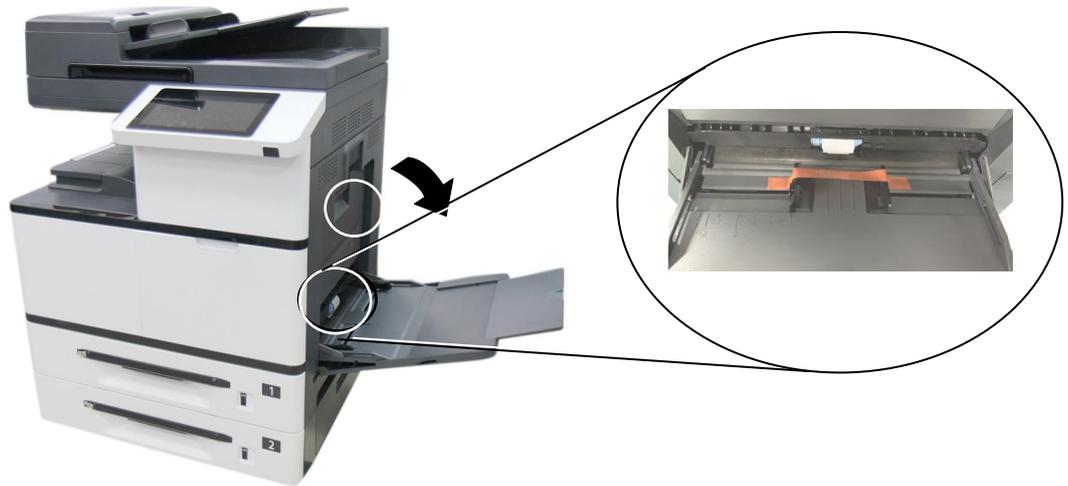
Pull the Paper Tray and remove the tapes on the Tray



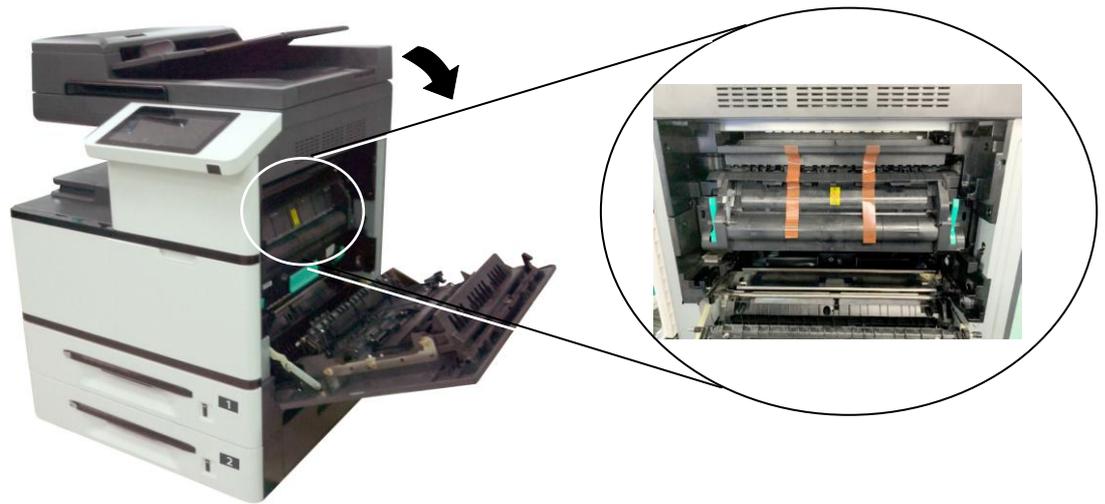
Remove the tapes, and protective film on the top of the machine



Open the Document Cover and then remove the tapes on the glass platen



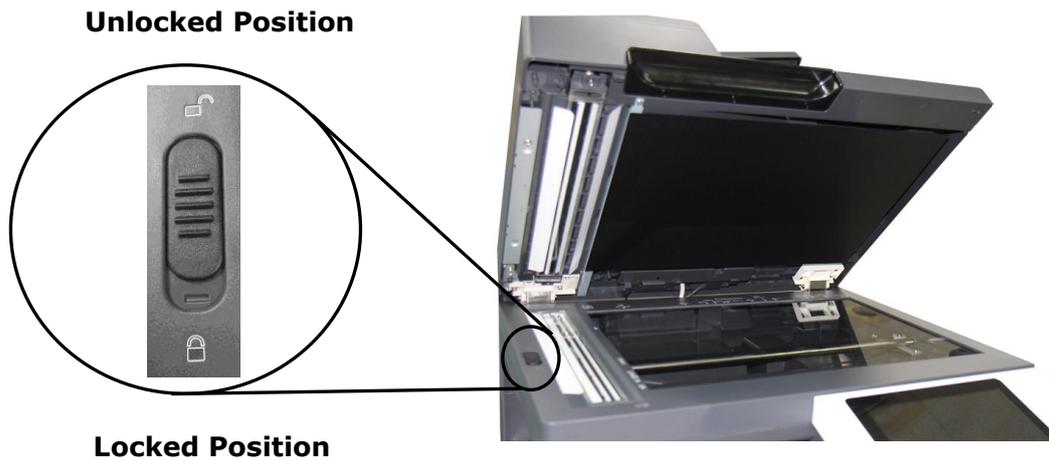
Pull down the manual tray and remove the tape



Open Side Door and remove the tapes on the fuser

Releasing the Lock Switch

The product is designed with a lock switch to protect the machine from damage during transportation. As a result, before using the product, please move the lock switch to the [Unlocking position], otherwise the product may not work.



External View

The Front View



(AM7630i/AM7640i)

| | |
|------------------------------|--------------------|
| 1. Automatic Document Feeder | 5. Paper Collector |
| 2. USB flash port | 6. Document Cover |
| 3. Tray 1 | 7. Power Switch |
| 4. Tray 2 | 8. Manual Tray |



(AM5630i/AM5640i)

| | |
|-------------------|---------------------|
| 1. Document Cover | 4. Tray 1 |
| 2. USB flash port | 5. Side Door Handle |
| 3. Power Switch | 6. Manual Tray |

The Rear View



| | |
|---------------------|--|
| 1. USB Port | To connect a computer via a USB cable. |
| 2. LAN Port | To connect network with a network cable. |
| 3. Power Receptacle | To connect power via a power cable. |

Package Contents



Main Unit (AM7630i/AM7640i)



Main Unit (AM5630i/AM5640i)



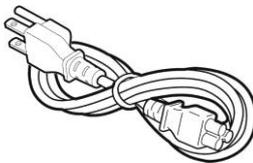
Toner Cartridge



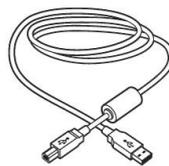
Drum Unit



Developing Unit



Power Cable



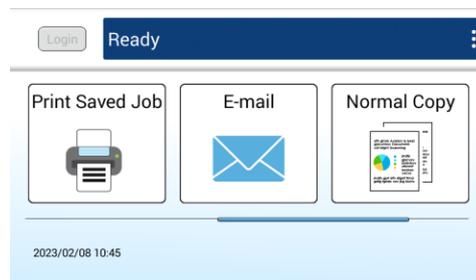
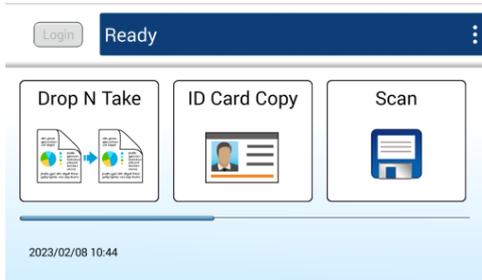
USB Cable



Software CD (Printer Driver and Manual)

Touch Screen

Used to display information and provide access to the product's functions.



2. Installing Your Machine

Precautions

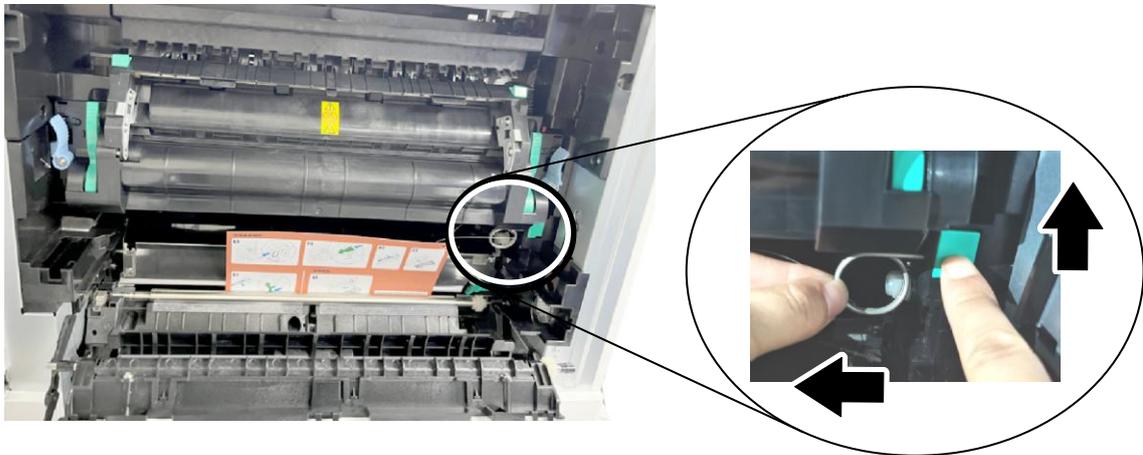
- Do not install the equipment near heating or air conditioning units.
- Do not install the equipment in a humid or dusty place.
- It is recommended to use recycled paper when printing.
- Place the equipment in a separate area with good ventilation.
- The equipment is equipped with both the power-saving and standby modes.
- The equipment can not achieve zero energy consumption state until it is not connected to any external power supply.
- Do not dispose of the waste toner can. Put the used waste toner can into the bundled plastic bag, and then return it to a dealer or service representative (About our customer service locations everywhere, please refer to our web site at www.avision.com). The latter recycles or deals with the collected waste toner cans in accordance with the relevant regulations.
- Be sure to use the correct AC power supply.
- Retain the box and packing materials for shipping purposes.

Removing the Locking Latch on the Machine

1. Pull the handle down to open the Side Door as shown.



2. Remove the Latch and its instruction sheet by pressing the bolt with one hand and pulling the latch with the other hand as shown in below. The latch is designed to protect the inside of the printer during transportation.



Installing the Toner Cartridge

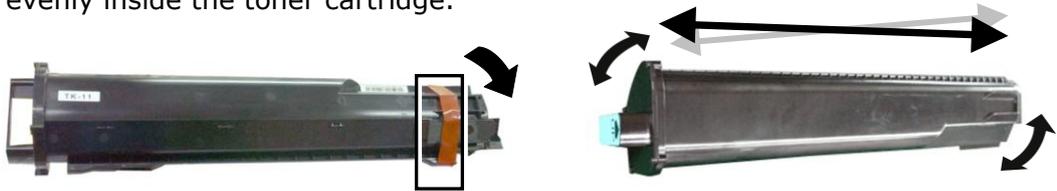


Important!

When you unpack the machine, a toner cartridge has been packed separately besides the machine. Please remove the package cushion and tapes on the toner cartridge before using it.

Follow these steps to install the Toner Cartridge:

1. Remove the package cushion and tapes on the toner cartridge. Tilt the toner cartridge up and down and then right and left 10 times to distribute the toner evenly inside the toner cartridge.



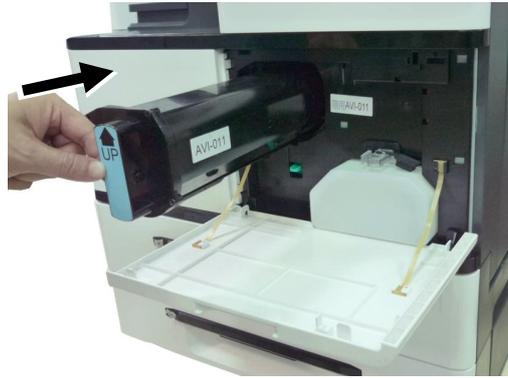
WARNING!

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

2. Open the front cover by pulling the handle as shown.



-
- 3.** Hold the handle of the toner cartridge and insert it to its proper position as shown.



- 4.** Close the Front Cover.



Installing the Developing Unit

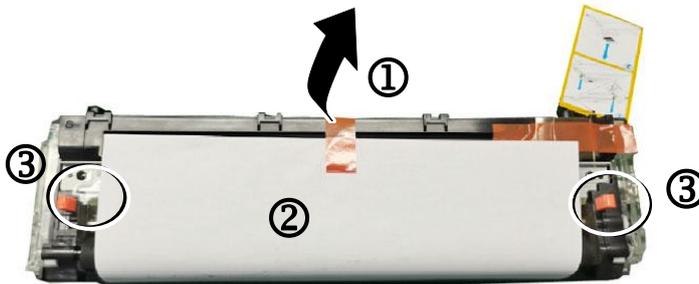
Follow these steps to install the Developing Unit:



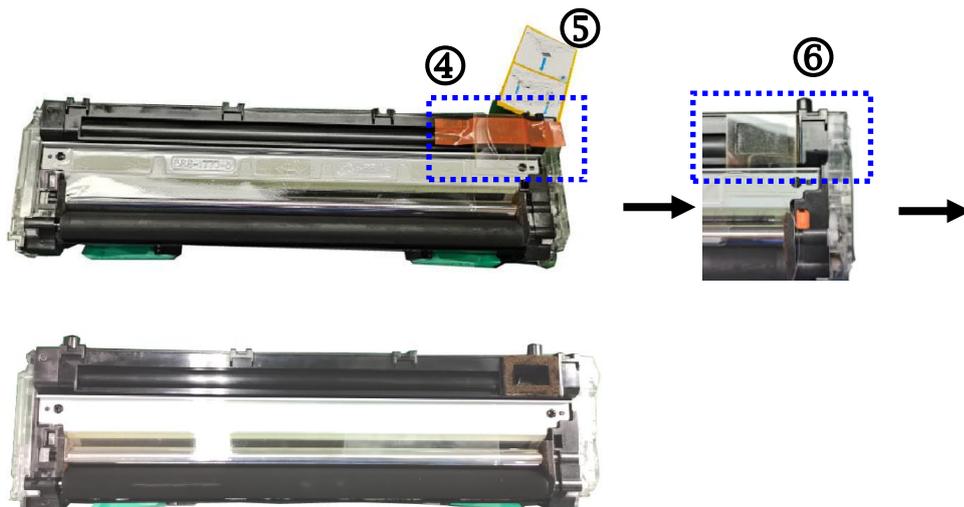
Caution!

To prevent damage to the Developing Unit, do not expose it to light for more than a few minutes.

1. Remove the tape ①, protective film ②, and the plugs ③ on both sides.



2. Remove the tape in the upper right corner ④, and then remove the instruction card ⑤ and sponge ⑥.



Important!

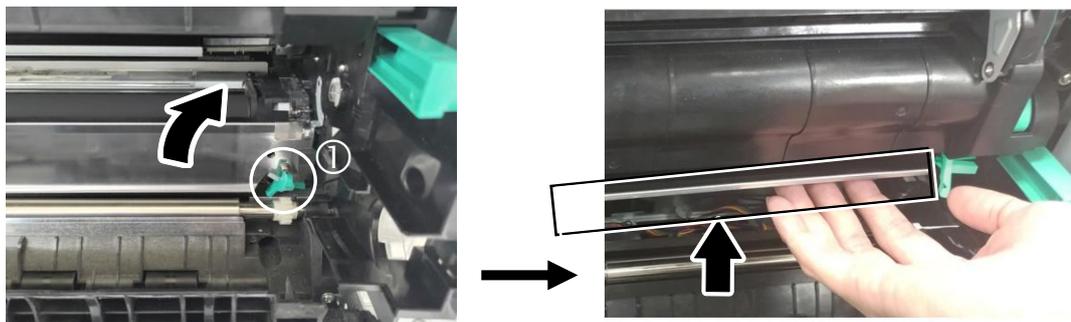
Do not remove the transparent plastic protective cover on the surface of the developing unit as shown in the figure to avoid abnormal images.



-
- 3.** Pull the handle down to open the Side Door as shown.



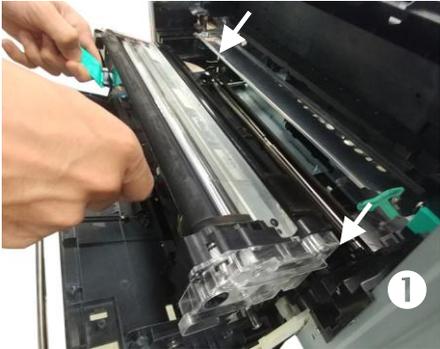
- 4.** Open the paper guide latch **1** in a clockwise direction, and then push up **2** to fix the paper guide.



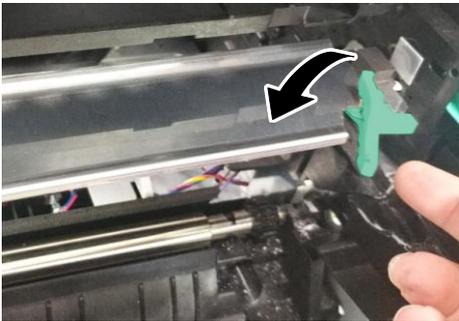
- 5.** Open the handle of the developing unit and hold the handle with both hands, as shown in the figure below.



- 6. Hold the handle with both hands, placing the front end of the developing unit to the top of the rails on both sides ①, and then gently push the developing unit into the machine along the rails ②. Make sure the handles are closed and left flat on the surface of the developing unit as shown in below ③.



- 7. Pull down the latch of the paper guide counterclockwise to restore the latch of the paper guide to its original status.



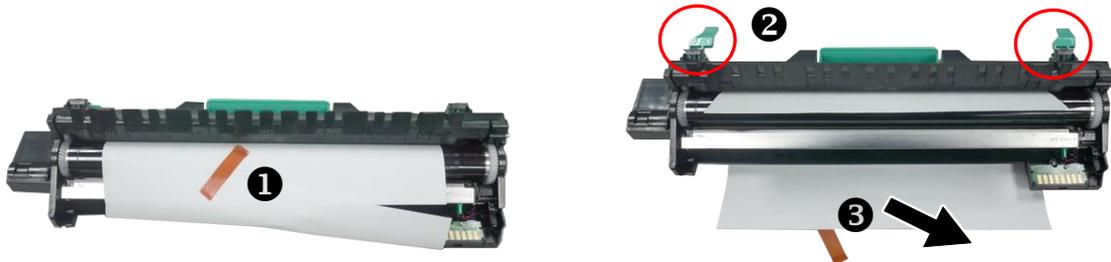
- 8. Close the Side Door and then the Manual Tray as shown.



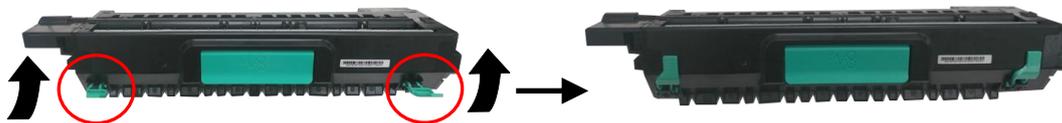
Installing the Drum Unit

Follow these steps to install the drum unit:

1. Remove the plastic bag, tape, and then press down the Release Arms to pull out the protective film.



2. Pull up the Release Arms on both ends.



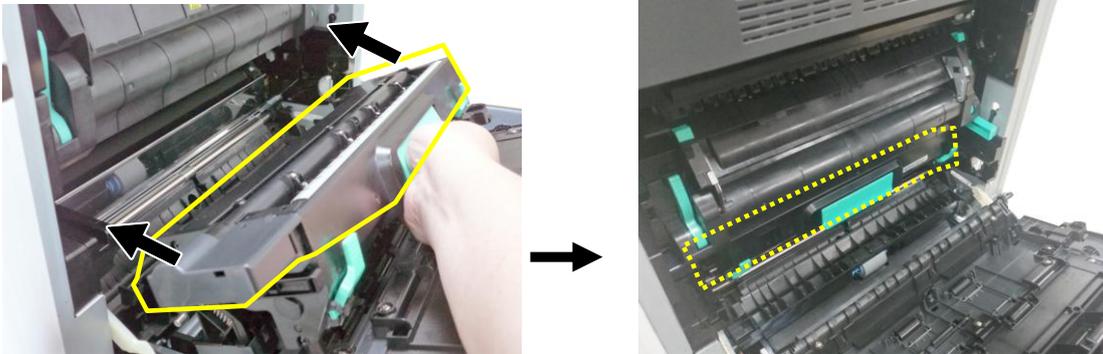
Caution!

To prevent damage to the Drum Unit, do not expose it to light for more than a few minutes.

3. Pull down the handle to open the side door as illustrated.



4. Hold the handle of the Drum Unit, and insert the Drum Unit horizontally into the slot along the top of the support frame on both sides, as shown in the figure.



5. Close the Side Door and then the Manual Tray as shown.



Installing the Paper Stopper

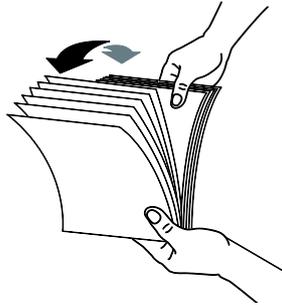
Lift the Paper Stopper to collect the paper.



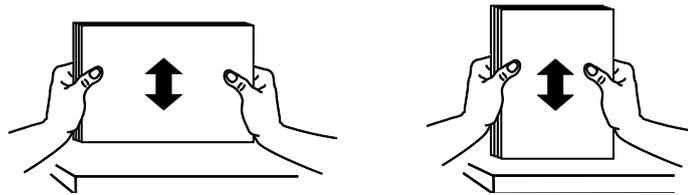
Loading The Main Input Tray

To insert paper to the input trays (The following instructions use the main input tray as an example.),

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



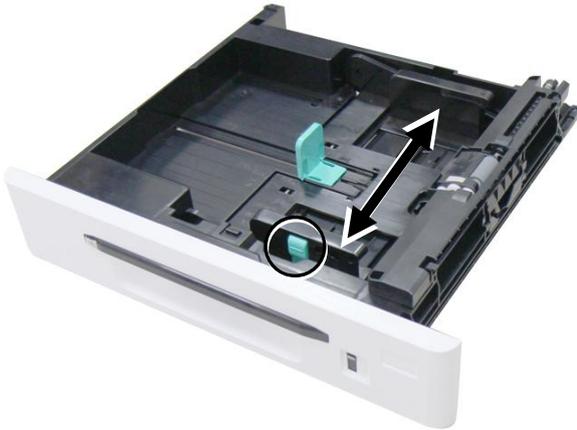
2. Align the edges of the documents by tapping the bottom of the stack against the table top. Rotate the stack 90 degrees and repeat.



3. Pull out the main input tray.



-
4. Push the center of the [Width guide tab] as shown, and move the width guide to the correct position for the paper size being loaded.



5. Unlock the length guide, squeeze the bottom of the [Length guide tab] inward as shown, and slide the guide to the correct position for the paper size being loaded.



6. Load the paper stack **face up**. Note the print side **face up** for single-sided printing.



7. Insert the tray.



Paper size and weights used for Tray 1~4

| | |
|-----------------------|--|
| Paper capacity | 500 sheets (70 g/m ² plain paper) |
| Paper size | A3 (ISO) (297 x 420 mm) A4 (ISO) (297 x 210 mm) A5 (ISO) (148 x 210 mm) B4 (JIS) (257 x 364 mm) B5 (JIS) (257 x 182 mm) Letter (215.9 x 279.4) Legal (215.9x355.6 mm) Ledger (Double Letter) (279.4 x 431.8 mm) |
| Paper weight | 60 ~ 105 g/m ² (16 ~ 28 lb.) |



Note:

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

Loading the Manual Tray

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

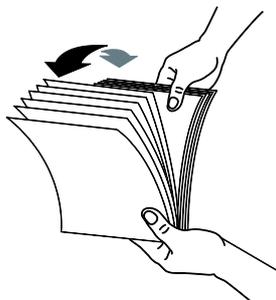
1. Open the manual tray by grasping the handle and pull it down.



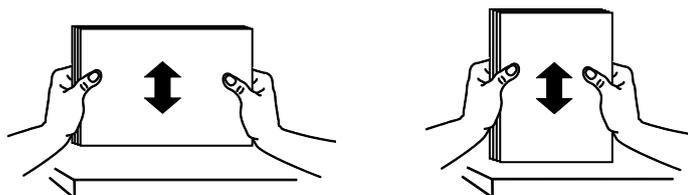
2. Pull out the manual tray extension to meet your paper size.



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



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



5. Load the paper stack **face down** and slide the paper guides so that they slightly touch the paper stack.



Paper size and weights used for Manual Tray

| | |
|-----------------------|---|
| Paper capacity | 100 sheets (70 g/m ² plain paper) |
| Paper size | A3 (ISO) (297x420 mm) A4 (ISO) (297x210 mm) A5 (ISO) (148 x 210 mm) A6 (ISO) (106x148 mm) B4 (JIS) (257x364 mm) B5(JIS) (257x182 mm) B6 (JIS) (128x182 mm) Letter (215.9x279.4) Legal (215.9x355.6 mm) Legal 13 (216x330 mm) Ledger (Double Letter) (279.4x431.8 mm) Statement (140x216 mm) 8K (267x390 mm) 16K (195x267 mm) PostCard (100x148 mm) Min. Custom Size: 100 x145 mm Max. Custom Size: 304.8 x 431.8 mm |
| Paper weight | 60 ~ 210 g/m ² (16 ~ 56 lb.) |

* Statement  (LEF) is not supported.

* A6 , B6 , and PostCard  (SEF) are available only for single-sided print in the manual tray.

**Note:**

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

Detectable Paper Size for Manual Tray

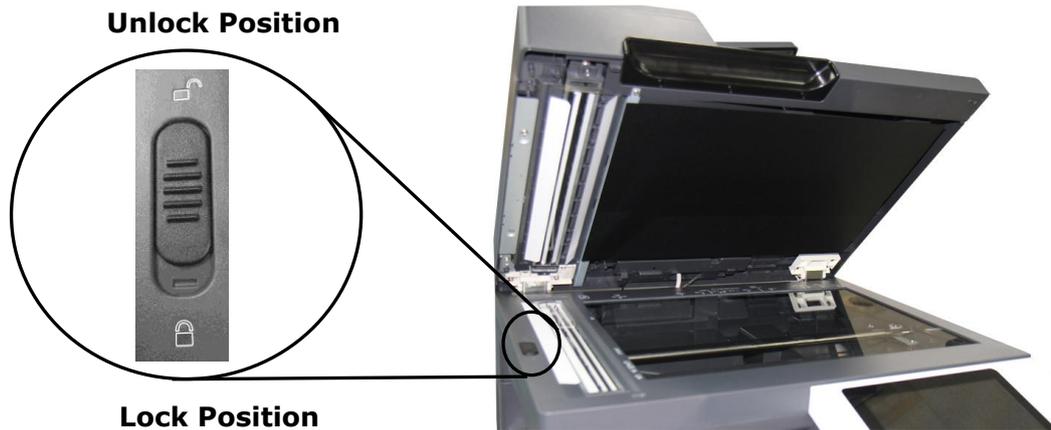
| Paper Size in Manual Tray | Detectable Size |
|----------------------------------|---|
| A3 | A3 SEF |
| A4_SEF | ISO 216 : A4 SEF North America : LTR SEF |
| A4_LEF | ISO 216 : A4 LEF North America : LTR LEF |
| A5_SEF | ISO 216 : A5 SEF |
| B4 (JIS) | B4 SEF |
| B5_SEF/EXEC (JIS) | B5 SEF |
| B5_LEF (JIS) | B5 LEF |
| LTR_SEF | ISO 216 : A4 SEF North America : LTR SEF |
| LTR_LEF | ISO 216 : A4 LEF North America : LTR LEF |
| LGL | LGL SEF |
| Ledger (DLT) | Ledger SEF |
| A6 SEF (ISO) | A6 SEF |
| B6 SEF (JIS) | B6 SEF |
| Statement(ST)SEF | ISO 216 : A5 SEF |
| Legal 13 SEF | LGL SEF |
| 8K SEF | Ledger SEF |
| 16K SEF | ISO 216 : A4 SEF North America : LTR SEF |
| PT SEF | A6 SEF |

*SEF (Short Edge First)

*LEF (Long Edge First)

Unlocking the Scan Unit

The scan unit is locked during transport to protect the scanning mechanism from being damaged. ***Be sure to unlock the scan unit by moving the lock switch to the 「Unlock」 position before using the machine.***

**Note:**

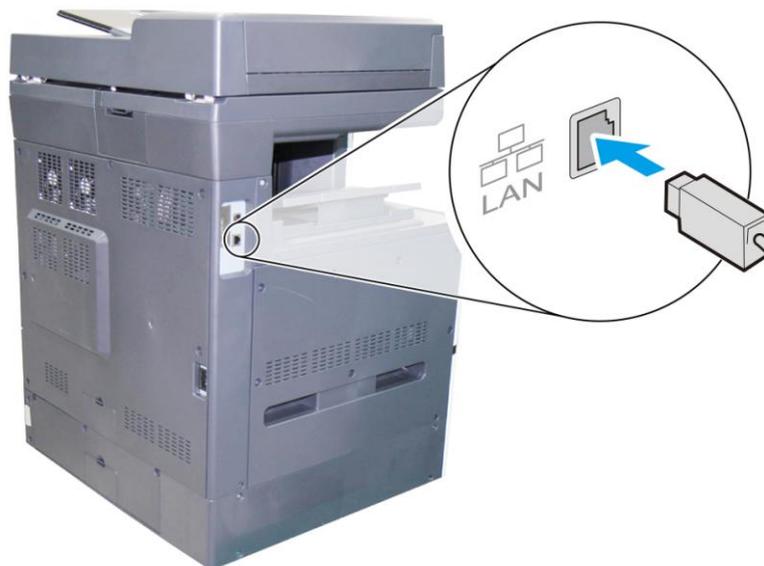
To move the MFP to another location, make sure the scan unit is at the home position which is at the left side of the glass before locking the scan unit. If the scan unit is not at its home position, turn on the MFP to let the scan unit move to its home position. Turn off the MFP and then lock the scan unit.

Connecting to a Wired Network

1. Connect one end of your network cable to an available port of your Ethernet Hub.

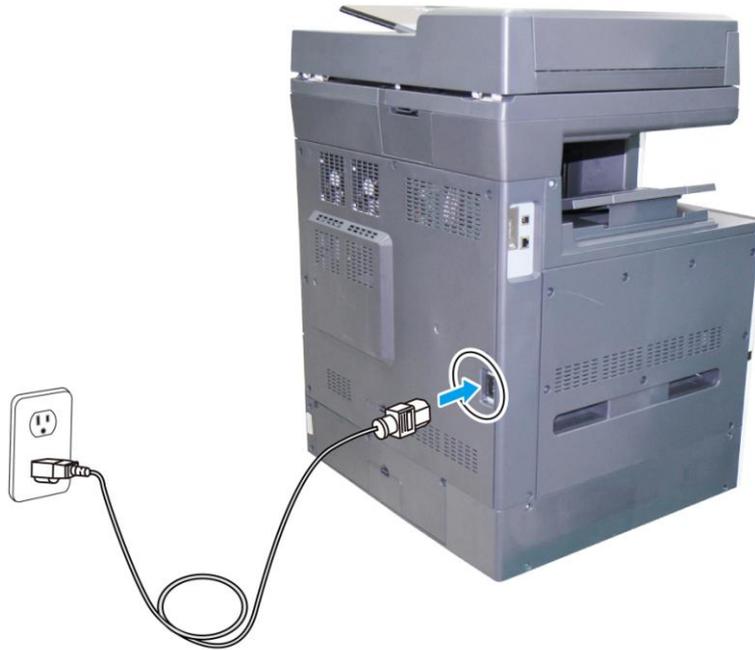


2. Connect the other end to the LAN port at the back of the product as shown.



Connecting to Power

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



Turning On The Machine

Press the Power button on the bottom of the Control Panel to turn on the machine.

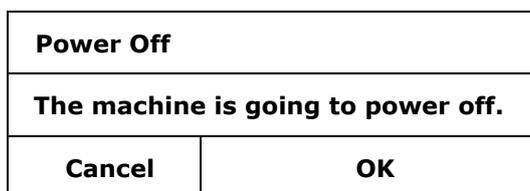


Turning Off the Machine

1. To turn off the machine, press the Power button for 3 seconds. The following dialog box will be displayed.



2. Tap [**Power Off**]. The following confirmation dialog box appears. Tap [**OK**] to turn off the power.



Important!

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

Set the Product's Date and Time

To ensure the machine reflect the current time, please first set correct date and time after the product is turned on for the first time.

1. When the product is turned on for the first time, the following Date/Time screen will be displayed.



2. Tap the 「**Year**」 field, a numeric key pad will be displayed. Enter correct number of the year. Tap the 「**Month**」 and 「**Date**」 field respectively, and enter the correct date. (You can also adjust the value using the up/down arrows.)
3. After the year and date has been set, tap the 「**Time**」 button to prompt the following Time Setting.

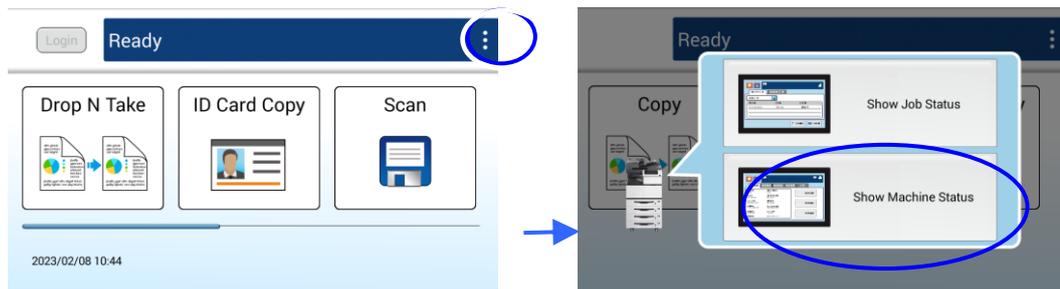


4. Tap the 「**Hour**」 field, a numeric key pad will be displayed. Enter the correct hour ; Tape the 「**Minute**」 field to enter the correct minute. (You can also adjust the value using the up/down arrows.)
5. After the correct date and time has been set, tap the 「**Back**」 button to return to the main operational screen.

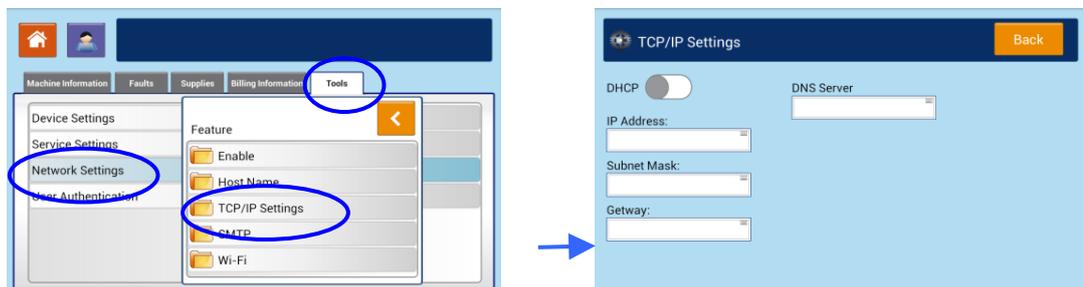
Configure the Product's IP Address

If you connect the product to your computer via a network cable, you need to specify an IP address for the product. An IP address can be obtained automatically through the DHCP server, or you can specify a static IP address. Please follow the steps in below to configure the IP address of the product.

1. Tap **[More Settings]** on main screen and then choose **[Show Machine Status]**. This will prompt the **[Machine Status]** page.



2. Touch the **[Tools]** tab, and then the **[Network Settings]** > **[TCP/IP Settings]** option. The following TCP/IP screen will be displayed.



3. Touch **[IP address]**, **[Subnet Mask]**, **[Gateway]**, and **[DNS Server]** fields to specify each of values. If you wish to disable DHCP, be sure to enter the address information in the **[IP address]**, **[Subnet Mask]**, and **[Gateway]** respectively.
4. After TCP/IP settings have been completed, touch **[Back]** to leave the screen.
5. Touch the **[Home]** button on the Control Panel to show the main operation screen.



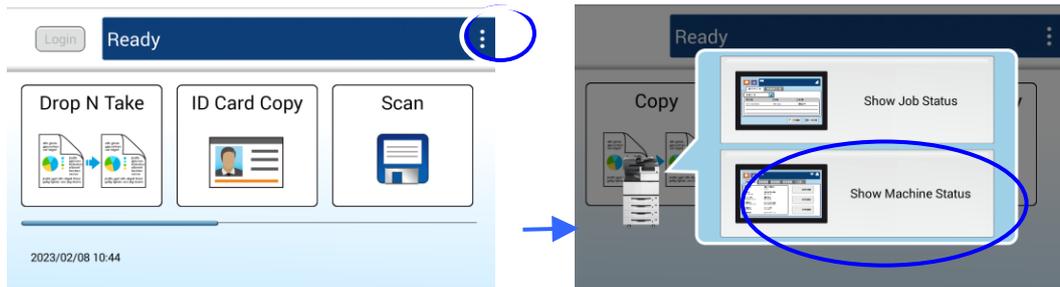
Note:

- If you are using a DHCP server to automatically choose the IP address of the product, it is recommended that you set the host name for the product or use the default host name. Otherwise, after the product is used for a period of time, the DHCP server does not guarantee to choose the same IP address. If you want to change the default host name of the product, tap **[More Settings]** on the upper-right corner of the main screen, and then tap **[Show Machine Status]**>**[Tools]**>**[Network Settings]**>**[Host Name]** to enter your new host name.
- If you have further problems about the network setting, please contact your network administrator.

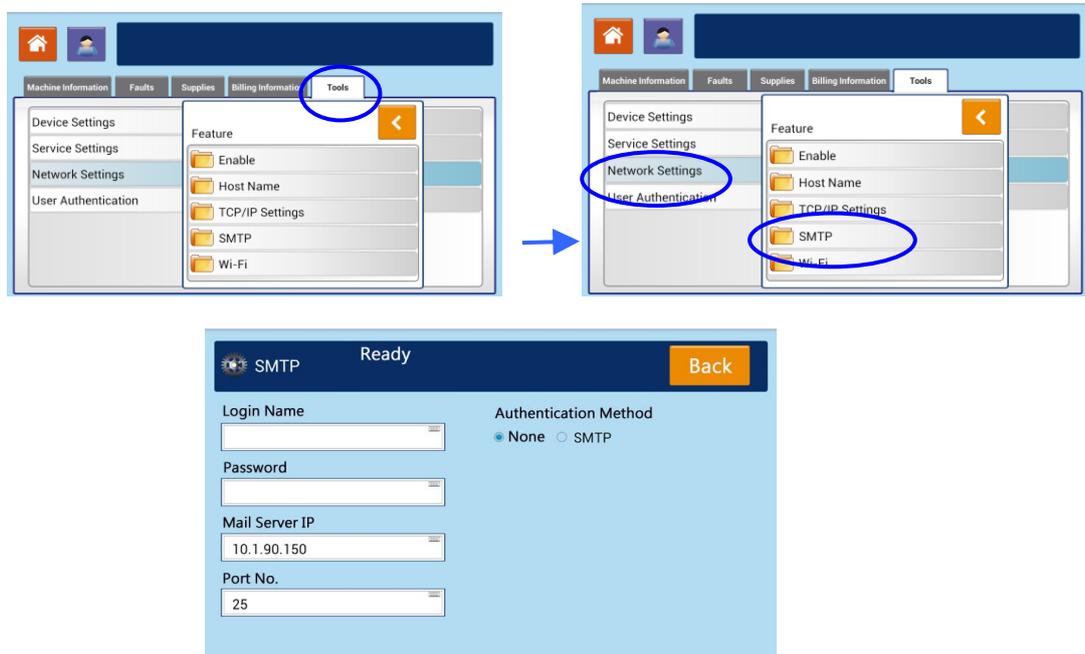
Specifying the Product's Mail Server

To send the scanned image to a recipient via E-mail, you need first specify your mail server information on the product. Follow these steps to set your mail server:

1. Tap [**More Settings**] on main screen and then choose [**Show Machine Status**]. This will prompt the [**Machine Status**] page.



2. Touch the 「**Tools**」 tab, and then the 「**Network Settings**」 > 「**SMTP**」 option. The following SMTP screen will be displayed.



3. Tap anywhere respectively on the **Login Name/Password/Mail Server/ Port#** field to bring up the soft keyboard and then enter the relevant values.

| E-mail Server Setting | |
|-----------------------|---|
| Mail Server | Enter the IP address of your SMTP server. |
| SMTP Port # | Enter the port number of the SMTP server. * 25 |

| | |
|------------------------------|--|
| Authentication Method | Enter the email authentication method. Choice: *None, SMTP |
| Encrypt | Choose the encryption method of your emails to the SMTP server. Choice: *None, SSL, TLS/STARTTLS |
| Login Name | Enter the login name for SMTP authentication. |
| Password | Enter the password for SMTP authentication. |

4. Tap [**Back**] to save the setting and leave the screen.
5. Touch the 「**Home**」 button on the Control Panel to enter the main operation screen.

Note:

The login name is case-sensitive and is up to 32 digits or characters.

The password is case-sensitive and is up to 16 characters.

Please check the SMTP server and LDAP server information with your Network Administrator.

Installing the Scanner/Printer Drivers

System Requirement

Windows 7, Windows 8, Windows 10, Windows 11

For USB Interface Users

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



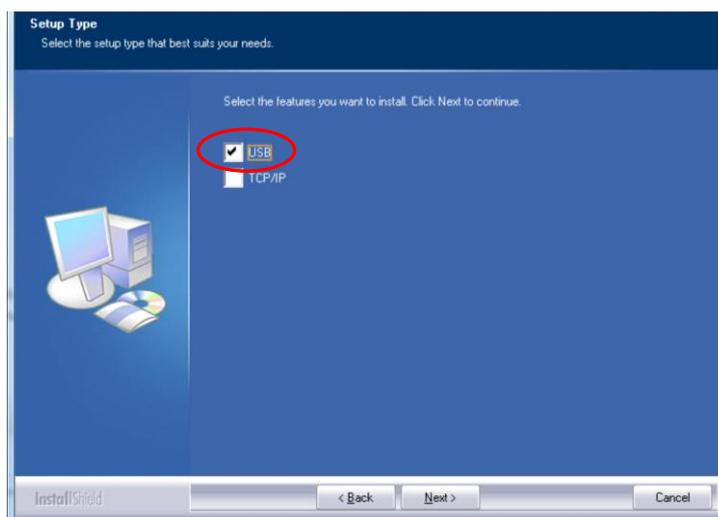
Important!

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

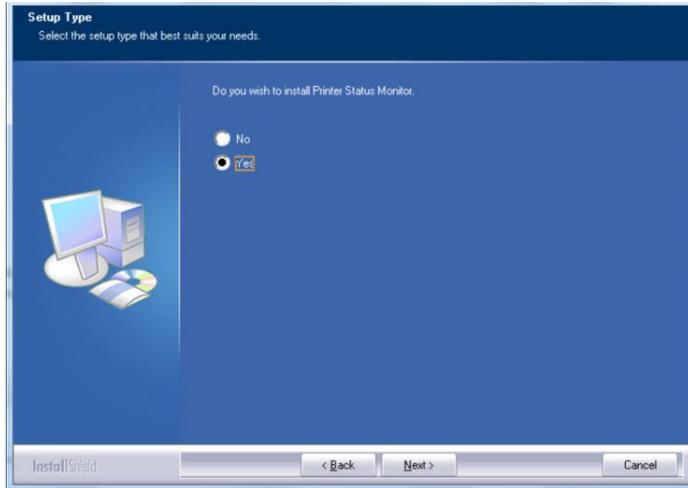
1. Insert the supplied CD into your CD-ROM drive. The installation menu will be displayed.
2. To install the **scanner /printer** drivers:

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

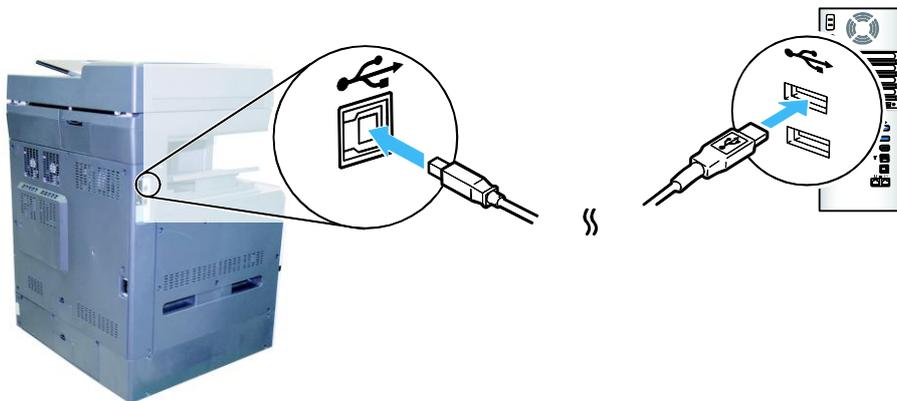
3. When the Setup Type dialog box appears, select [**USB**].



4. Select if you wish to install Printer Status Monitor program. Choose [**Yes**] (recommended) and then click [**Next**]. Printer Status Monitor keeps you update about printer status and offer alert when you need to replace the consumables.



5. During installation, the USB Connection dialog box will be prompted to instruct you to turn on the MFP and then connect the MFP 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.



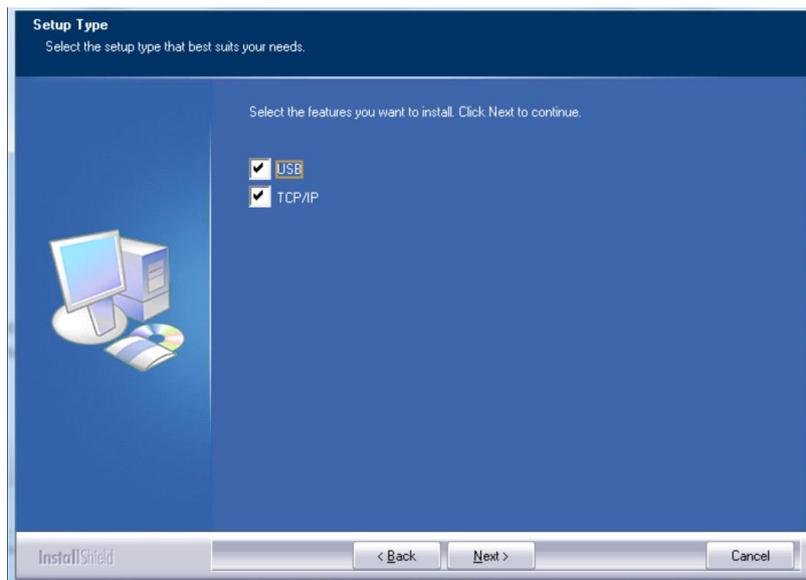
6. When the 「Found New Hardware」 screen appears, click **Next** and follow the on-screen instruction to complete the installation.
7. When the **Finish** dialog box appears, click **Finish** to complete.

If you have successfully installed the printer's driver, you will find a printer, 「Avision AMXXX Printer」, has been added in the 「Printers and Faxes」 option from the Control Panel. (XXXX indicates the model number)

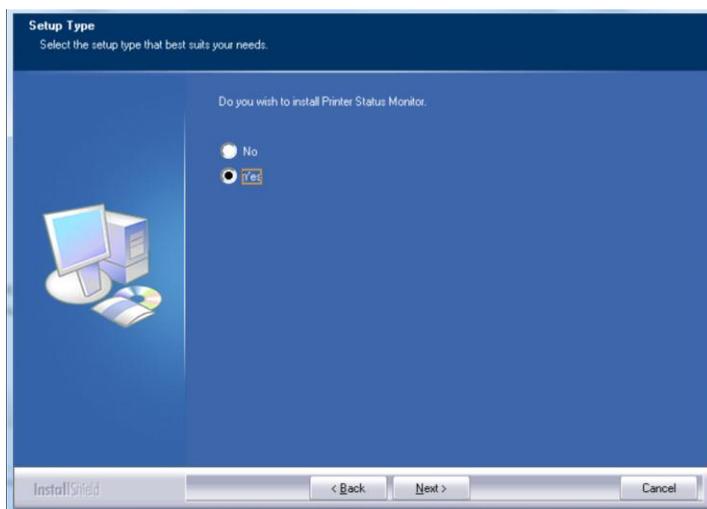
For Network Interface Users

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

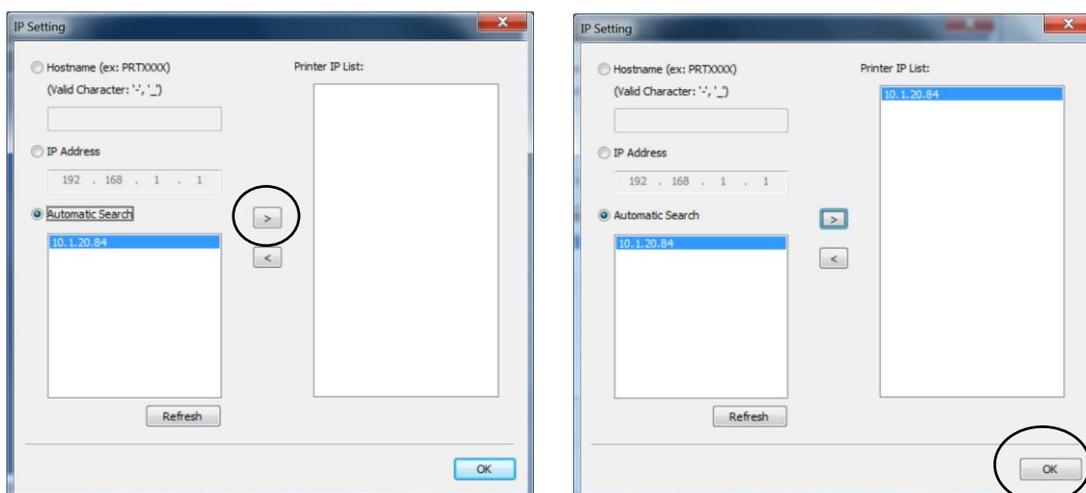
1. Insert the supplied CD into your CD-ROM drive. The installation menu will be displayed.
2. To install the scanner driver and printer driver:
Click 「**Install Scanner Driver and Printer Driver**」 and follow the on-screen instructions to complete the installation of the program.
3. When the **Setup Type** dialog box appears, check [**TCP/IP**] and click [**Next**] to continue.
If you need to connect the product to a wireless network, check [**USB**] and [**TCP/IP**] since the **Network Setup Tool** is included in the USB driver and only available when the product is connecting to your computer through the USB cable.



4. Select if you wish to install Printer Status Monitor program. Choose [**Yes**] (recommended) and then click [**Next**]. Printer Status Monitor keeps you update about printer status and offer alert when you need to replace the consumables.

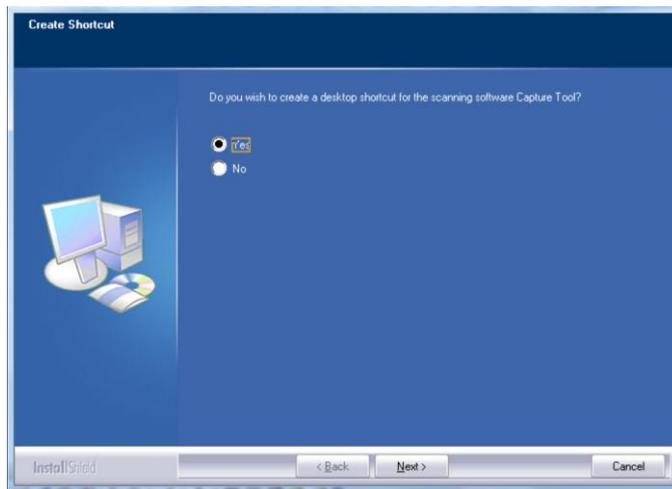


5. When the following **Set IP** dialog box appears, choose one of the following options and click [**Add**] to add to the printer list. When the desired option setting is completed, click [**OK**]. (Follow the preceding section – Checking the Product’s Default IP Address to obtain the product’s default IP address.)



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

6. Select if you wish to create a Capture Tool shortcut on your desktop. (Capture Tool is a TWAIN-compliant Scanning Application.) Click [**Next**] to continue.



7. When the Finish dialog box appears, choose 「**Finish**」 to complete.
If you have successfully installed the printer's driver, you will find a printer, 「Avison AMXXXX NetWork」, has been added in the 「Printers and Faxes」 option from the Control Panel. (XXXX indicates your model number)

Uninstalling the Scanner Driver and Printer Driver

1. From the 「**Start**」 menu, select 「**All Programs**」, 「**Avison AMXXXX MFP**」, and then 「**Uninstall Driver**」.
Or from the 「**Start**」 menu, select 「**Control Panel**」, 「**Add or Remove Programs**」, 「**Avison AMXXXX MFP**」, and then 「**Remove**」.
2. Follow the instructions on the screen to complete removing the scanner driver and the printer driver.

3. Operation

Loading Paper

The product can scan and send document(s) either in the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, please load your papers in the ADF. The ADF can hold up to 100 pages at one time. If you need to send pages from books, newspaper clippings, or paper with wrinkles or curls, please place your paper on the glass.

Notice on Using the ADF

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

- Document(s) can range in size from 100 x 148 mm (3.94 x 5.83 in.) to 297 x 432 mm (11.7 x 17 in.).
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean without document placed on it.

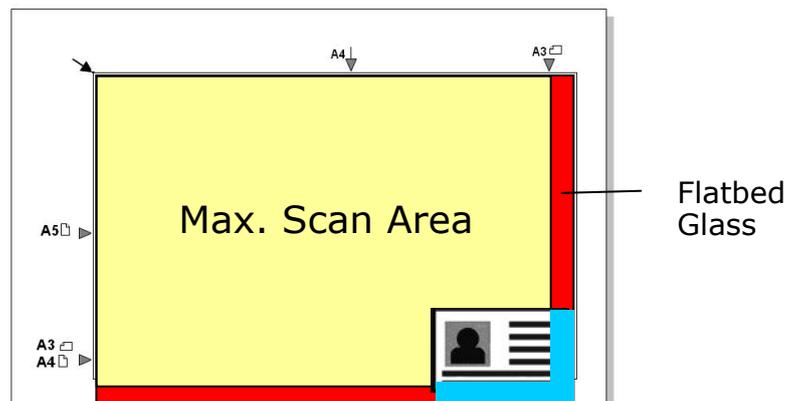


Note:

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

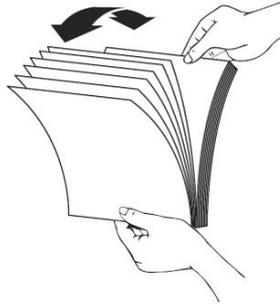
Notice on Using the Flatbed Glass

The maximum scan or copy area of the flatbed platform is A3 size. If the document is placed near the edge of the glass platen, as shown in the illustrated red rectangle, the content of the document that exceeds the scan range (as illustrated blue rectangle) cannot be scanned or copied.



Placing Document(s) in the ADF

1. Make sure your document is free of staples, paper clips and is not torn out.
2. If you have multiple pages, fan your document(s) to avoid occasional paper jam.



3. Align the edge of document against the Paper Guides and make sure the First Page feeds in first.



Note:

It is all right if the document is loaded to the feeder with a slight angle as shown in below. The product is designed with the auto crop and deskew function, therefore, the image can be automatically cropped and straightened.



Placing Document(s) on the Glass

1. Open the document(s) cover to reveal the glass.
2. Place your document easily with the text **FACE DOWN** on the glass. The product is designed with the auto crop and deskew function, your scanned image will be automatically straightened though your document is placed with a slight angle.



3. Close the document cover.

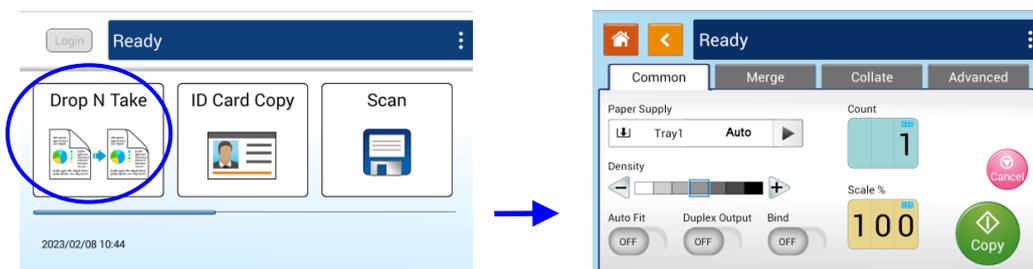
Intelligent Copy

Using Auto Document Feeder

— 、 Copy Single-Page Document

Single-Sided Document

1. Tap the 「**Drop N Take**」 button on the main screen, and the following 「**Copy**」 screen will be displayed.



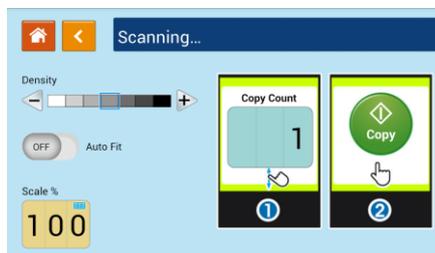
2. Load document into the feeder. No need to worry about facing down or facing up since the Intelligent Copy System will automatically make a correct and perfect copy.



Note:

The product is built-in with the state-of-the-art image processor to provide an optimal default settings and image quality for common copy job. Change the default copy settings only when you need to perform an unusual copy task.

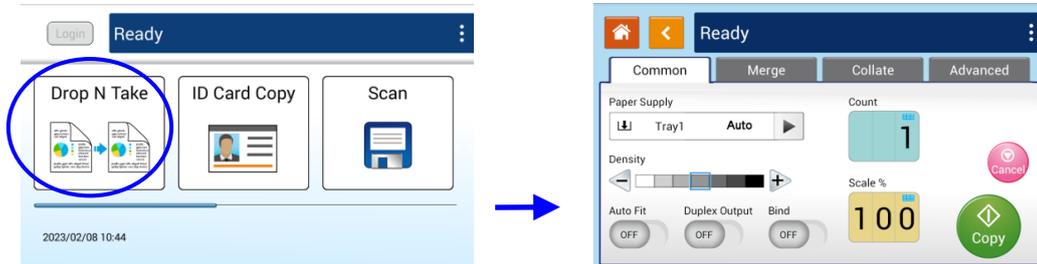
3. The product will automatically make one copy of your document and then the following screen will be prompted enquiring if any adjustment such as Density, Auto Fit, or Scalig needs to be made.



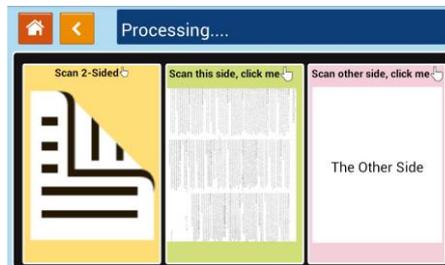
- a. If no adjustment is required, press 「<」 (Back) to return to the main Copy screen.
- b. If density, or scaling needs to be adjusted, select your desired value, enter your copy count and press 「**Copy**」 to complete.

Double-Sided Document

1. Tap the 「**Drop N Take**」 button on the main screen, and the following 「**Copy**」 screen will be displayed.



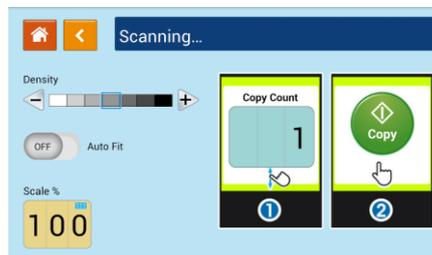
2. Load document into the feeder. No need to worry about facing down or facing up since the Intelligent Copy System will automatically make a correct and perfect copy.



Note:

The product is built-in with the state-of-the-art image processor to provide an optimal default settings and image quality for common copy job. Change the default copy settings only when you need to perform an unusual copy task.

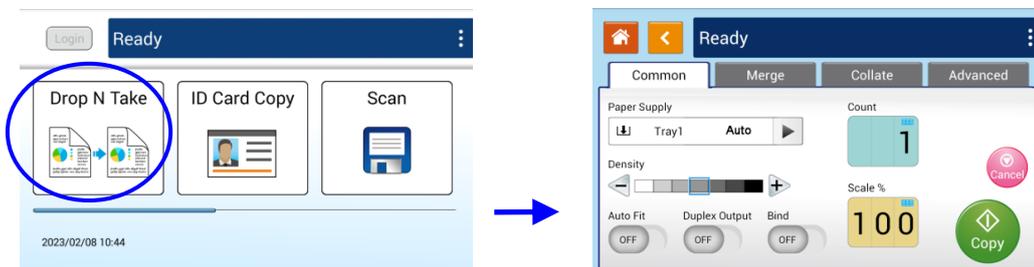
3. The product will automatically make one copy of your document and then the following screen will be prompted enquiring if any adjustment such as Density, Auto Fit, or Scaling needs to be made.



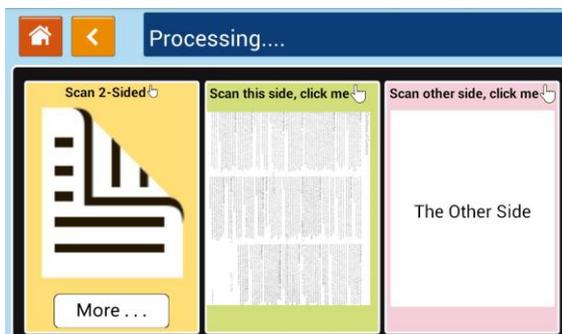
- a. If no adjustment is required, press 「<」 (Back) to return to the main Copy screen.
- b. If density, or scaling needs to be adjusted, select your desired value, enter your copy count and press [**Copy**] to complete.

二、Copy Multiple Document

1. Tap the 「**Drop N Take**」 button on the main screen, and the following 「**Copy**」 screen will be displayed.



2. Load a stack of multi-page document to the feeder. The product will first automatically scan first page and the following screen will be displayed.



- (1) If you need to make 2-Side copy, press 「**Scan 2-Sided**」.
- (2) If you need to make single-side copy, choose your desired page.
3. The product will continue the copy of the rest document.

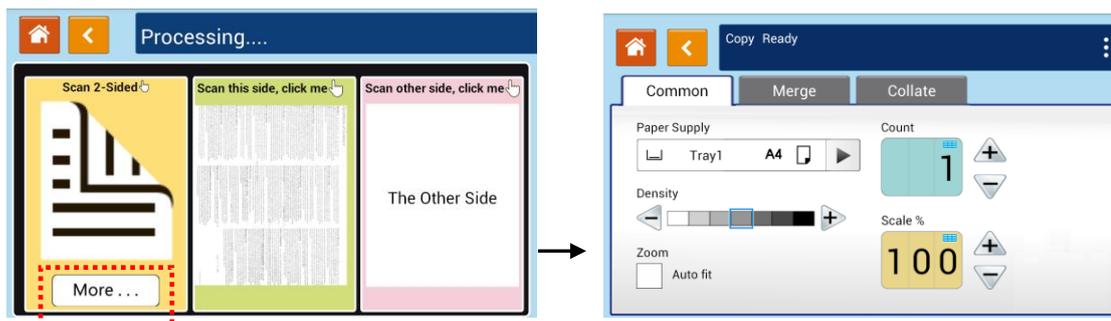


Note:

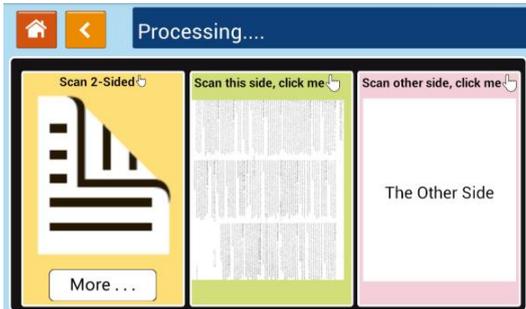
Since the product detect only the first page, therefore, the document arrangement (such as odd page face up...) of the whole stack of documents must be consistent with the first page.

[More...] Button

- (1) Click [More] to access more copy options.



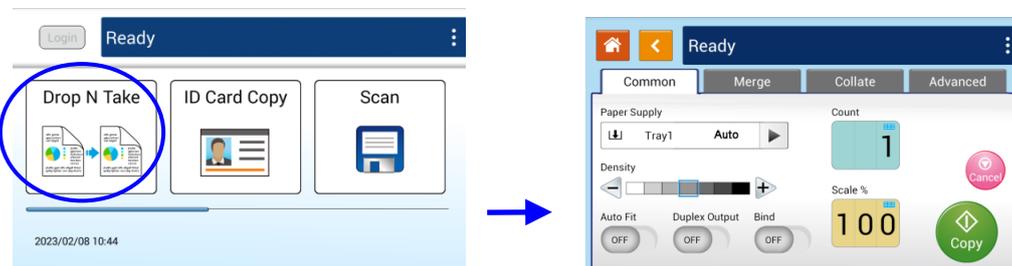
(2) Change your copy settings and then press 「<」 to return to the main page.



(3) Choose one side or 2 sides, then the copy will begin.

Flatbed Copy

1. Make your document with text **FACE DOWN** on the document glass.
2. Tap the 「**Drop N Take**」 button on the main screen, and the following 「**Copy**」 screen will be displayed.



Confirm or change Copy options as desired such as Paper Supply, Scaling, Density, Auto Fit, Bind, and Duplex Output.

3. Press  to complete.

Using the [Bind] Feature

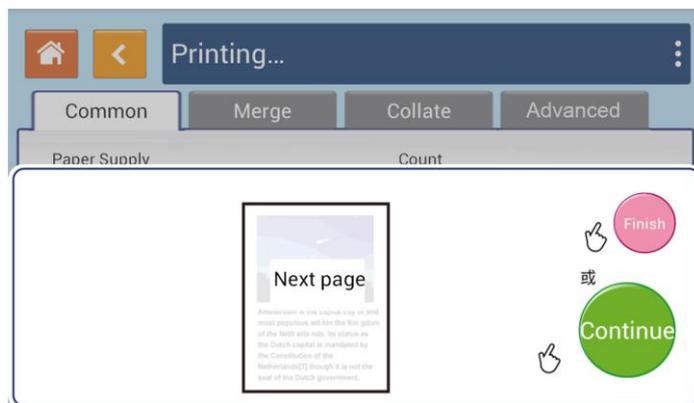


Important:

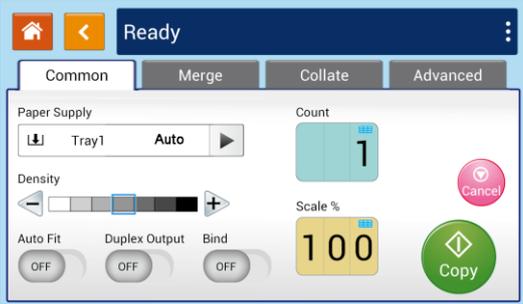
The 「Bind」 feature is only available for flatbed copy.

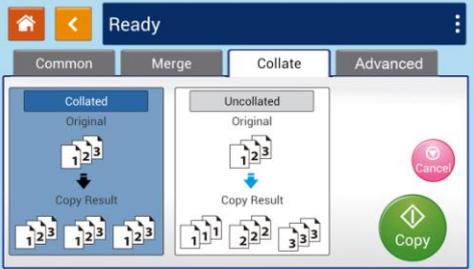
When the [**Bind**] feature is turned on, copy for the 1st sheet or 1st stack of document will be completed first. Then the following screen will be prompted indicating that the next sheet or stack of document is ready to be placed.

- >> To end your job, tap 「**Finish**」.
- >> To copy next sheet or next stack, open the document cover to remove first sheet and then place next sheet on the glass, tap [**Continue**] to complete your copy; or place your next stack of document in the document feeder and then tap [**Continue**] to complete.



Copy Settings:

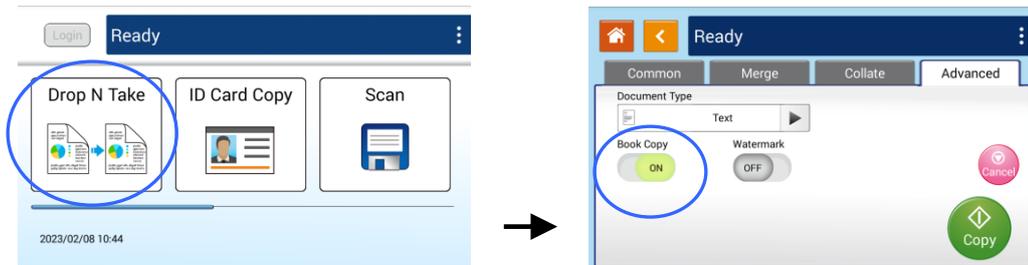
| | | | | | | | | | | | | | | | |
|----------------------|---|---------------------|--|----------------|--|-----------------|---|----------------------|---|-------------|--|---------------|---|--------------|------------------------|
| <p>Common</p> |  <table border="1"> <tr> <td>Paper Supply</td> <td>Choose your paper supply. Choice: Auto, Tray 1, Tray 2, Manual Tray.</td> </tr> <tr> <td>Density</td> <td>Lighten or darken your original. Levels: 1~7 (default: 4)</td> </tr> <tr> <td>Auto Fit</td> <td>Check this option to automatically reduce or enlarge your original according to output paper.</td> </tr> <tr> <td>Duplex Output</td> <td>Choose if you wish duplex output to save paper.</td> </tr> <tr> <td>Bind</td> <td>Choose if you wish to open the 「Bind」 feature. The bind feature lets you scan multiple multi-page documents continuously from the ADF or multiple single-side paper continuously from the glass. Choice: On/Off</td> </tr> <tr> <td>Scale%</td> <td>Choose if you wish to reduce or enlarge your original. Range: 25~400% (default=100%)</td> </tr> <tr> <td>Count</td> <td>Enter your copy count.</td> </tr> </table> | Paper Supply | Choose your paper supply. Choice: Auto , Tray 1, Tray 2, Manual Tray. | Density | Lighten or darken your original. Levels: 1~7 (default: 4) | Auto Fit | Check this option to automatically reduce or enlarge your original according to output paper. | Duplex Output | Choose if you wish duplex output to save paper. | Bind | Choose if you wish to open the 「Bind」 feature. The bind feature lets you scan multiple multi-page documents continuously from the ADF or multiple single-side paper continuously from the glass. Choice: On/ Off | Scale% | Choose if you wish to reduce or enlarge your original. Range: 25~400% (default=100%) | Count | Enter your copy count. |
| Paper Supply | Choose your paper supply. Choice: Auto , Tray 1, Tray 2, Manual Tray. | | | | | | | | | | | | | | |
| Density | Lighten or darken your original. Levels: 1~7 (default: 4) | | | | | | | | | | | | | | |
| Auto Fit | Check this option to automatically reduce or enlarge your original according to output paper. | | | | | | | | | | | | | | |
| Duplex Output | Choose if you wish duplex output to save paper. | | | | | | | | | | | | | | |
| Bind | Choose if you wish to open the 「Bind」 feature. The bind feature lets you scan multiple multi-page documents continuously from the ADF or multiple single-side paper continuously from the glass. Choice: On/ Off | | | | | | | | | | | | | | |
| Scale% | Choose if you wish to reduce or enlarge your original. Range: 25~400% (default=100%) | | | | | | | | | | | | | | |
| Count | Enter your copy count. | | | | | | | | | | | | | | |
| <p>Merge</p> | <p>Choose if you wish to merge your multi-page document. Choice: Off/2-in-1/4-in-1</p>  | | | | | | | | | | | | | | |

| | |
|--|--|
| <p>Collate</p> |  <p>Collated: Place your copies in 「Sort」 order (e.g. page 1,2,3 /1,2,3 /1,2,3).</p> <p><i>Uncollated:</i> Place your copies in 「Stack」 order (e.g. 1,1,1/2,2,2/3,3,3).</p> |
| <p>Advanced</p> |  <p>The "Advanced" page provides more functions, such as document mode, book copy, watermark, etc.</p> <p>Document mode: *Text, Mixed Mode</p> <p>Text: Sharpen the text of the original to make the text clearer.</p> <p>Mixed Mode: Optimize the picture to make it look more vivid.</p> <p>Book Copy: Turn on the "Book Copy" function, the [auto crop] and [auto rotation] features will be turned on. In addition, the [Duplex Copy] and [Batch Scan] will also be turned on in default to save your paper. Refer to the instructions on the next page for the book copy procedure.</p> <p>Watermark: Use the watermark function to add text such as confidential, important, draft etc. to the document. After turning on the function, you can enter the text of the watermark, set its size (large, medium, small) and angle (0 degrees, 45 degrees, 90 degrees, 135 degrees). Options: ON, Off</p> |
| <p>* Default settings is shown in italic bold style</p> | |

Book Copy

Follow these steps to make book copy:

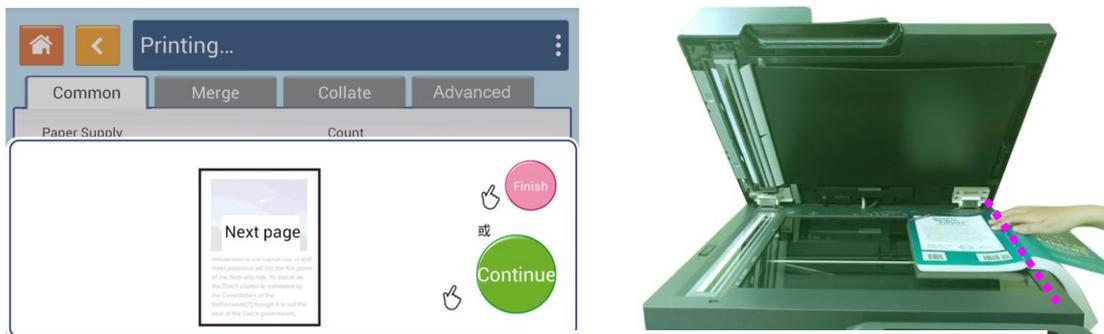
1. Press the [Drop N Take] button on the main screen and then choose [Advanced]. Turn on the [Book Copy] feature.



2. Open document cover. Align the book spine with the right edge of the glass as shown.



3. The following dialog box will be prompted after 1st page is scanned, turn to next page and align the book spine with the edge of the glass platen and then press [Continue].



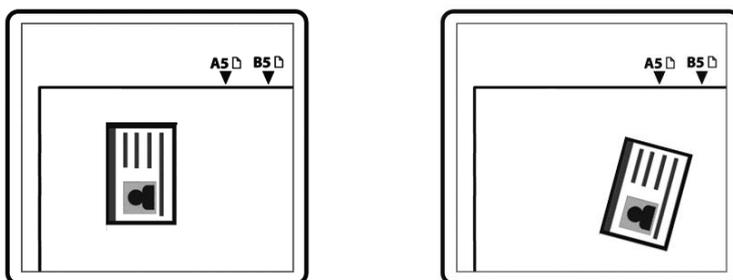
4. Continue to copy the rest pages.
5. Press [Finish] if the book copy is completed.

ID Card Copy

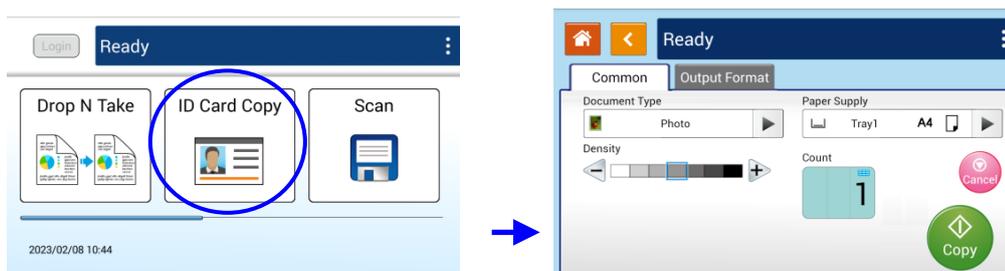
The product is designed with the auto crop and deskew feature which allow you to easily place your document on the glass platen without the need to carefully align your document to the starting point. Even though the document is placed with a slight angle as illustrated in below, the front side and rear side of your ID card can be copied perfectly on a single sheet of paper.

The Operation Steps:

1. Place one side of your ID card **FACE DOWN**, aligned with the 「ID Card」 mark as indicated below:

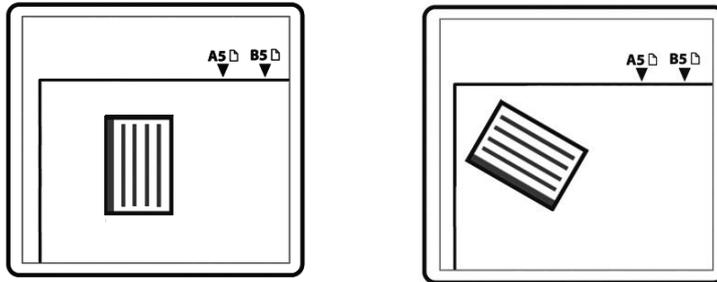


2. Tap the 「ID Card Copy」 button on the main screen, and the following 「ID Card Copy」 screen will be displayed.

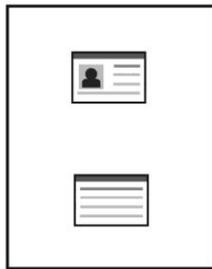


3. Confirm or change ID Card Copy options.
4. Enter your copy count with the Up ▲ /Down ▼ key.
5. Tap the 「Copy」 button  on the touch panel to start copying your card.
6. After the first side scanning is finished, the 「Do you wish to continue?」 dialog box will be prompted.

-
7. Open the document cover and place the other side of your card, aligning it with the 「ID Card」 mark as illustrated.



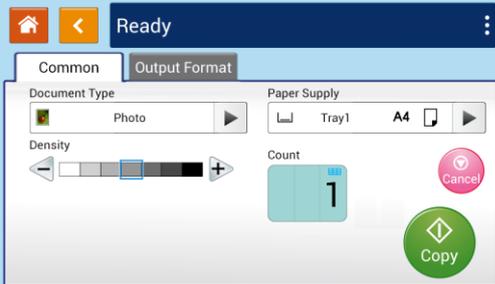
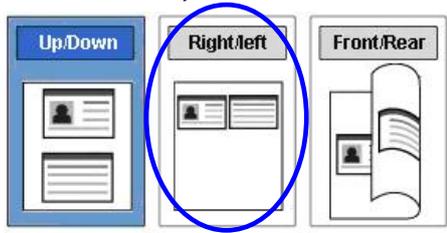
8. Tap 「Yes」 on the touch panel to continue scanning the other side of your card or tap 「Cancel」 to leave the screen. The result is illustrated in below:



Important!

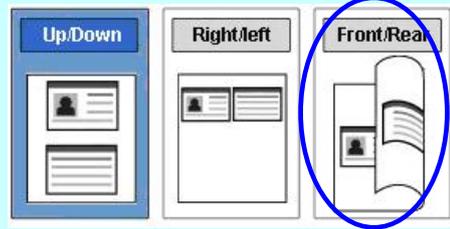
The ID Card Copy feature does not support loading your cards from the auto document feeder.

[ID Card Copy] Settings

| Items | Description |
|----------------------------------|---|
| Common | |
| |  <p>Document Type: Choose your document type. Choice: Text, Photo Paper Supply: Choose your paper supply. Choice: Auto, Tray 1, Tray 2, Manual Tray. Density: Lighten or darken your original. Levels: 1~7 (default: 4)</p> |
| Output Format | |
| ID Card Copy (Up/Down) | <p>Copy the front and rear side of your ID card on the upper and bottom half of one side of a sheet. Two scans are required to complete the task. The first scan of one side of card will be copied on the upper half while the second scan of the other side of card will be copied on the bottom half of one side of your sheet.</p>  |
| ID Card Copy (Right/Left) | <p>Copy the front and rear side of your ID card on the right and left side of a sheet. Two scans are required to complete the task. The first scan of one side of card will be copied on the right side while the second scan of the other side of card will be copied on the left side of one side of your sheet.</p>  |

**ID Card Copy
(Front/Rear)**

Copy the front and rear side of your ID card on the front and rear side of a sheet. Two scans are required to complete the task. The first scan of one side of card will be copied on the front side while the second scan of the other side of card will be copied on the rear side of one side of your sheet.

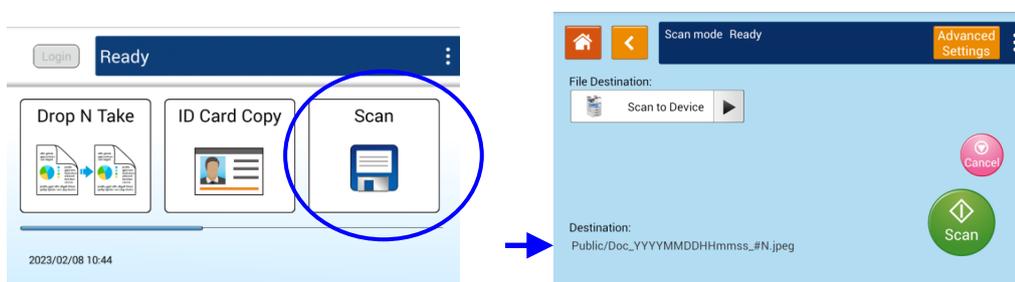


Scan

The scan function allows you to first scan your documents and then send the scanned image to a specified destinations such as Scan to Device (this product's memory), or Scan to USB (an inserted USB flash drive).

The Operational Steps:

1. Place your multi-page document **Face Up** and **Top First** in the auto document feeder or single-glass **Face Down** on the document glass.
2. Tap the 「**Scan**」 button on the touch screen, and the 「**Scan**」 screen will be displayed.



3. Tap 「Scan to Device」 to choose your scan-to destination.
 - **Scan to Device:** Send the scanned document to the product's memory. (Download the image through the embedded web page.)
 - **Scan to USB:** Send the scanned documents to the inserted USB flash drive.
4. Tap 「**Advanced Settings**」 to confirm or change Scan options as desired such as Resolution, Output Color, Density, 1/2-Sided Scanning, File Format, Folder, or Original Size.

Resolution: Choose the resolution of the scanned image. The higher the value, the more details can be reviewed yet more disk space will be required. Choice: **150**/200/300/600 dpi

150 dpi: Suits to be viewed on the screen.

200 dpi: Suits for most business document.

300 dpi/600 dpi: High quality image helps increase OCR (optical character recognition) accuracy.

Color Mode: Choose your desired color mode. Choice: **Color**、Gray、B&W

Original Size: Choose your scan size. Choice: **Auto**, A3□, A4□, A4□, A5□, B4□, B5□

1/2-Sided: Choose if you wish to scan one side or both the front and rear side of your document. Choice: **1-Sided**、2-Sided

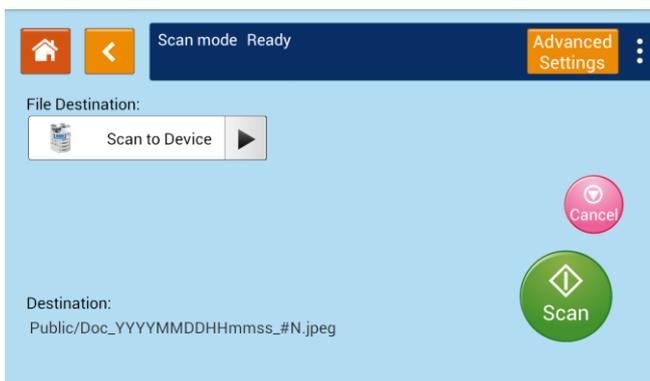
Density: Lighten or darken your original. Levels: 1~7 (**default: 4**)

File Format: Choose your desired file format for the scanned image. Choice: ***M-PDF (Multi-Page PDF)***、PDF (Single-Page PDF)、JPEG、BMP、TIFF。

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

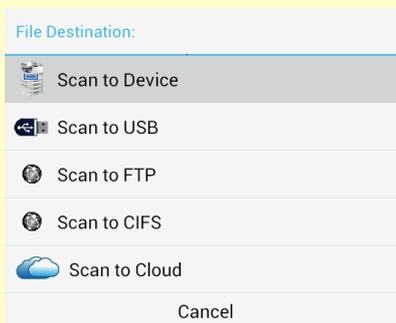
5. Tap the 「**Scan**」 button  on the touch screen to start scanning and sending your document.

Scan setting description:



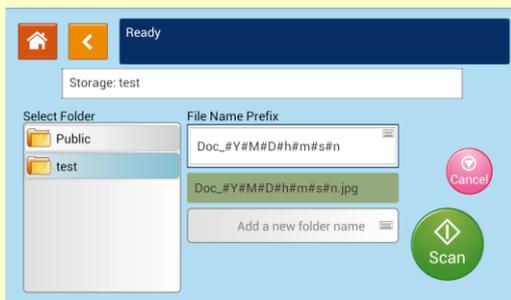
File Destination

Choose the destination of your scanned document.



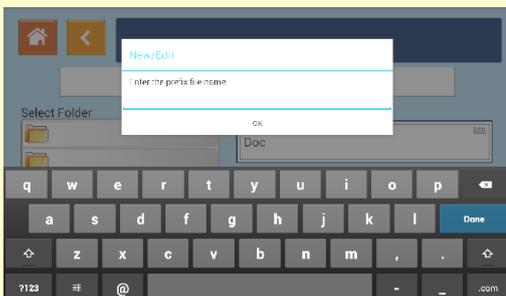
Choice: **Scan to Device**/Scan to USB/Scan to FTP/Scan to CIFS

Scan to Device: Send the scanned document to the product’s memory. (Download the image through the embedded web page.)



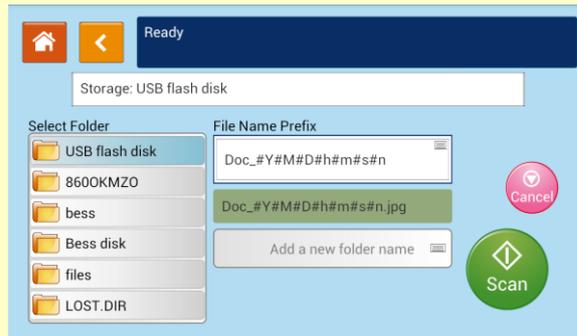
Tap 「Add a new folder name」 to create a new folder. (To delete a current folder, open the embedded web page.)

File name Prefix: Tap the blank field to enter your desired prefix. Tap 「OK」 to leave the keyboard screen.



Naming Method : Prefix_YMMDDHHMMSS_#N. For example, 「 Marketing_150213144840_3.pdf 」 indicates Marketing(prefix) 2015 (year) 2 (February) 13 (date) 14 (hour) 48 (minute) 40 (second) 3(serial number) (the time the file has been sent) ◦

Scan to USB: The scanned image will be sent to the USB flash drive inserted to the product.



Tap 「Add a new folder name」 to create a new folder in the USB flash drive.

Naming Method : Prefix_YMMDDHHMMSS_#N. For example, 「 Marketing_150213144840_3.pdf 」 indicates Marketing(prefix) 2015 (year) 2 (February) 13 (date) 14 (hour) 48 (minute) 40 (second) 3(serial number) (the time the file has been sent) ◦

Note: The disk format for the USB flash drive supports only FAT16, and FAT32.

Scan to FTP: Send the scanned image to FTP server in the network.

To edit (add/modify/delete) the FTP destination, please go to the product's embedded web site and then choose Filing destination as shown in below:



Naming Method: Prefix_YMMMDDHHMMSS_#N. For example, 「Marketing_150213144840_3.pdf」 indicates Marketing(prefix) 2015 (year) 2 (February) 13 (date) 14 (hour) 48 (minute) 40 (second) 3(serial number) (the time the file has been sent)。

Scan to CIFS: Send the scanned image to the CIFS server in the network.

Naming Method : Prefix_YMMMDDHHMMSS_#N. For example, 「 Marketing_150213144840_3.pdf 」 indicates Marketing(prefix) 2015 (year) 2 (February) 13 (date) 14 (hour) 48 (minute) 40 (second) 3(serial number) (the time the file has been sent) 。

To edit (add/modify/delete) the CIFS destination, please go to the product's embedded web site and then choose Filing destination as shown in below:



Destination

Display the default folder and file name. Tap the 「File Name Prefix」 field to enter your desired prefix.

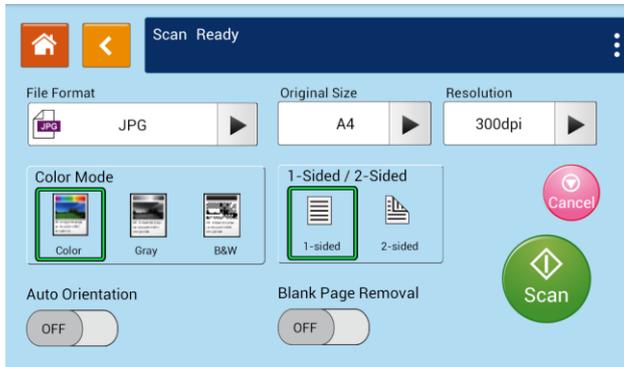
Directory: Public – indicates root directory in the product's memory.

File name: DOC – indicates default prefix, the prefix can be changed as desired.

YMMMDDHHmmss -YY indicates the last two digits of year, MM indicates month, DD indicates date, MM indicates minutes, and SS indicates seconds.

#N – indicates series number.

Scan Settings:



| | |
|--|---|
| File Format | Choose your desired file format. Choice: <i>M-PDF (Multi-Page PDF)</i> 、PDF (Single-Page PDF)、JPG、BMP、TIF。 |
| Original Size | Choose your scan size. Choice: <i>Auto Detect</i> /B5□, B5□/A3□, A4□, A4□, A5□, LGL□, LTR□, LTR□ |
| Resolution | Choose the resolution of the scanned image. The higher the value, the more details can be reviewed yet more disk space will be required. Choice: <i>150</i> /200/300/600 dpi <i>150 dpi</i> : Suits to be viewed on the screen. 200 dpi: Suits for most business document. 300 dpi/600 dpi: High quality image helps increase OCR (optical character recognition) accuracy. |
| Color Mode | Choose your color mode. Choice: <i>Color</i> 、Gray、Black and White |
| Saturation | Adjust the level of saturation to improve your image quality. Choice: 1~7, default: 4 |
| Sharpness | Adjust the level of sharpness to improve your image quality. Choice: 1~7, default: 4 |
| 1-Sided/ 2-Sided | Choose if you wish to scan one side or both the front and rear side of your document. Choice: <i>1-Sided</i> 、2-Sided |
| Auto Orientation | Choose if you wish to enable the function of automatically detecting the orientation of the original document. Choice: <i>Off</i> /On |
| Blank Page Removal | Choose if you wish to automatically remove blank pages of your document. Choice: <i>Off</i> /On |
| * Default settings to be shown in italic bold style | |

Print Saved Job

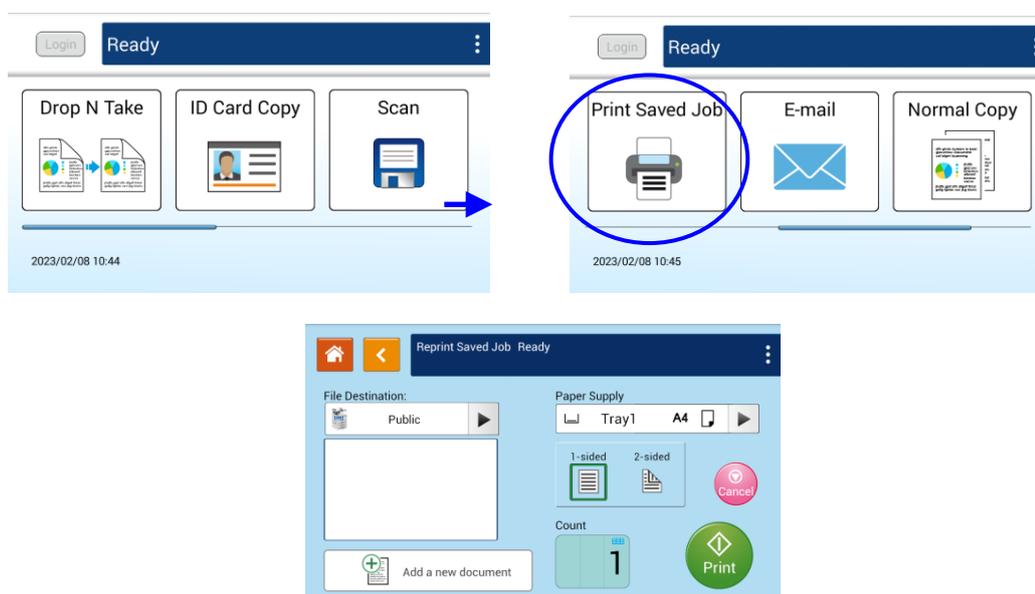
The Print Saved Job function allows you to print previously stored files directly from the machine. The previously stored files include the files in your computer and the files in your removable USB flash drive. Many frequently used forms can be saved into the product's memory and then use the [**Print Saved Job**] function to print the file on demand.

To save the file into the product's memory, you need to enable the [**Storage Copy**] from the Printer's [**Preference**] dialog box and then enter the document's ID number. Open the file and then choose Print>AMXXXi Printer, the file can be saved into the product's memory. (Refer to Chapter 5 for more detail in page 116)

To print the file in your removable flash drive, simply insert your removable USB flash drive into the USB port on the left end of the control panel and then choose the file from the [**Print Saved Job**] screen. Note: Only jpeg and pdf file formats are supported.

The Operation Steps:

1. Place your multi-page document **Face Up** and **Top First** in the auto document feeder or single-page **Face Down** on the document glass.
2. Slide the scroll bar and then tap the [**Print Saved Job**] button on the touch screen, and the [**Print Saved Job**] screen will be displayed as shown.



3. On the [**File Destination**] option, choose the destination of your file such as Public (the product's memory), or the inserted USB flash drive. You can also type in your key word for a destination, and tap  to search the destination.

-
4. Confirm or change print options as desired such as Paper Supply, 1/2-Sided, Count.

Paper Supply: Choice: ***Auto Select***, Manual, Tray1, Tray2

1-Sided /2-Sided: Choose to print one side or two sides of your document.

Choice: ***1-Sided***, 2-Sided

* The default settings will be displayed in italic bold style.

5. Enter your print count by sliding the Count roller.

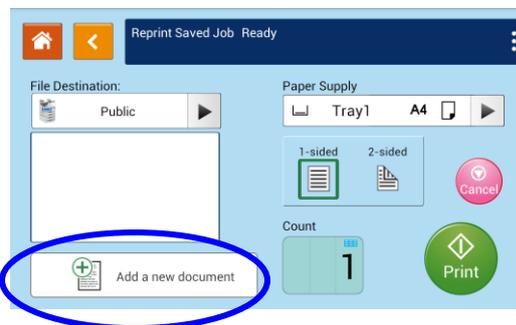
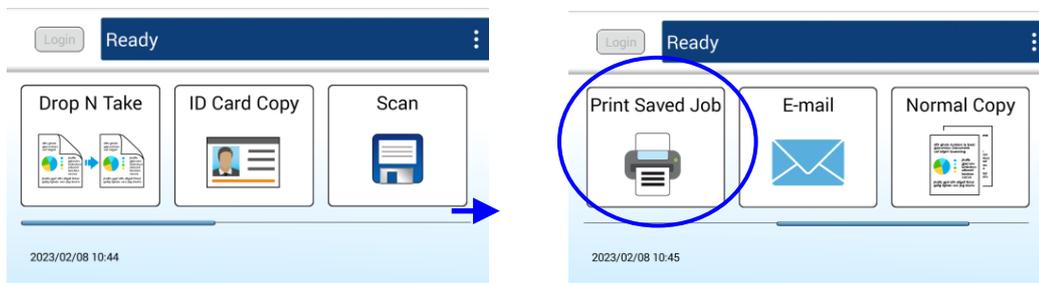
6. Tap the 「**Print**」 button  on the touch panel to start printing your document.

Add a New Document:

The 「**Add a New Document**」 function allows you to scan your document and save the copy job (the scanned image) temporarily in the product's memory. Print the file at a later date when necessary.

The Operation Steps:

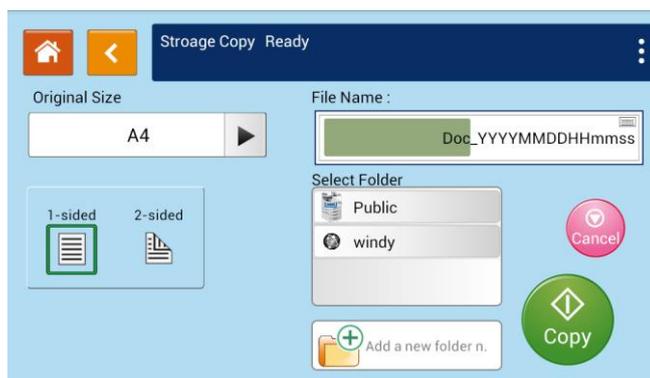
1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.
2. Slide the scroll bar and then tap the 「Print Saved Job」 button on the touch screen and then select [Add a new document]. The 「**Add a new document**」 screen will be displayed.



3. Set up your desired options respectively. For detailed information about these tab options, please refer to the next page.
4. Tap the 「**Print**」 button  on the touch screen to start copying your document to the product's memory.

Setting Description

(The default settings is shown in **Italic bold style**)



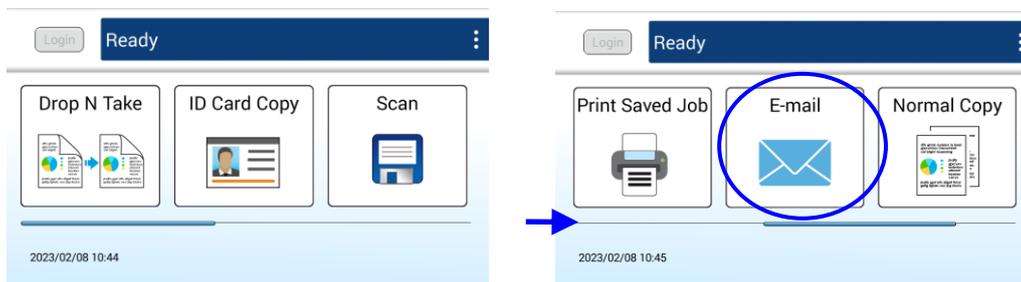
| | |
|----------------------|--|
| Original Size | Choose your scan size. Choice: Auto , A3, A4, A4, A5, B4, B5 |
| 2-Sided Copy | <p>1-Sided: Copy single-sided originals onto one side of one sheet of paper.</p> <p>2 -Sided: Copy double-sided original onto two sides of one sheet of paper.</p> |
| Density | Lighten or darken your original. Levels: 1~7 (default: 4) |
| File Name | <p>Store a file by your specified prefix filename.</p> <p>Naming Method : Prefix_YYYYMMDDHHMMSS.file format. For example, 「Marketing_150213144840.pdf」 indicates Marketing(prefix) 2015 (year) 2 (February) 13 (date) 14 (hour) 48 (minute) 40 (second) (the time the file has been sent) .</p> |
| Select Folder | Select a folder to store the job (scanned image). |

E-Mail

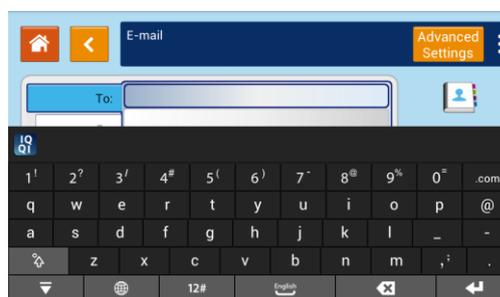
The 「**E-Mail**」 function allows you to scan your documents and send the scanned image to your recipients via e-mail.

The Operation Steps:

1. Place your multi-page document **Face Up** and **Top First** in the auto document feeder or single-page **Face Down** on the document glass.
2. Slide the scroll bar and then tap the 「**E-Mail**」 button on the touch panel to prompt the 「**E-Mail**」 screen.



3. Tap the blank field of **To** option, and a soft keyboard screen appears. Enter your recipient's email address and press  to complete.



After completing entering the email address,  a recycle bin icon will be displayed at the right corner.



: Tapping the button allows you to instantly delete the current To addresses.

-
4. If necessary, tap the blank field of the 「**CC**」 and 「**BCC**」 option to enter the e-mail address of the rest recipients.
 5. Tap the blank field of Subject option, enter the e-mail subject, and tap [OK] to confirm the subject.
 6. Tap the blank field of From option, enter the sender's e-mail subject, and tap [OK] to complete.

Note: The sender's address is a must item you need to fill before sending the scanned image.

7. Tap 「**Advanced Settings**」 to confirm or change E-mail options as desired such as Resolution, Output Color, Original, 1/2-Sided Scan, File Format. Also touch other tabs for more options.

「**Quality**」 : Choose the resolution of the scanned image. The higher the value, the more details can be reviewed yet more disk space will be required. Choice: **150/200/300/600 dpi**

150 dpi: Suits to be viewed on the screen.

200 dpi: Suits for most business document.

300 dpi/600 dpi: High quality image helps increase OCR (optical character recognition) accuracy.

「**Color Mode**」 : Choose your desired color mode. Choice: **Color**、Gray、B&W

「**Original Size**」 : Choose your scan size. Choice: **Auto**, A3□, A4□, A4□, A5□, B4□, B5□

「**1-Sided/2-Sided**」 : Choose if you wish to scan one side or both the front and rear side of your document. Choice: **1-Sided**、2-Sided

「**File Format**」 : Choose your desired file format for the scanned image. Choice: **Multi-Page PDF**、Single-Page PDF、JPEG、BMP、TIFF。

「**Auto Detects the Original Orientation**」 : Choose if you wish to enable the function of automatically detecting the orientation of the original document. Choice: **Off**, On

* **Default settings is shown in italic bold style**

8. Tap the 「**E-mail**」 button  on the touch panel to start scanning and sending your document.



Notice:

- The product does not preset the sender's e-mail address. Users are free to enter their own favorite sender's e-mail address.
- The administrator of this product can preset a third-party's address as the sender's e-mail address to save user's time in typing the address. At the same time, add 「no reply」 in the original subject field to avoid recipients reply to the address. To preset the sender's e-mail address and the subject, press the 「Machine Status」 button on the control panel and press choose Tools>Service Settings>E-mail Service Settings>Feature Default in succession and modify the subject and sender's e-mail address.

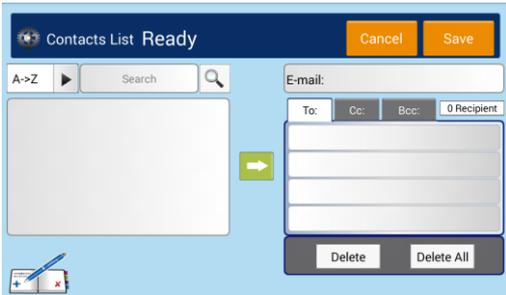
Select one recipient from the Address Book

Address Book

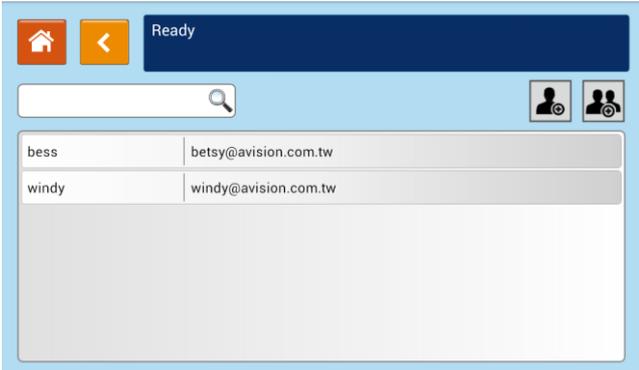


Tap the button to select one recipient from the address book.

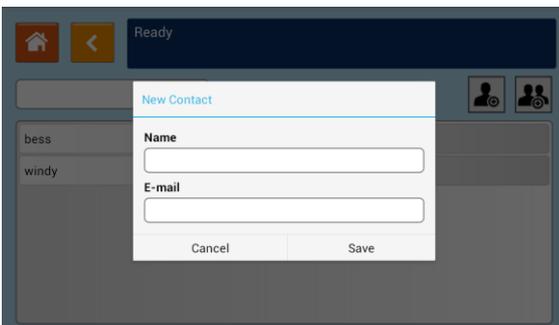
Tap the button and the following screen will be prompted. Choose one address from the left box and then tap the Right Arrow key → to include the address to the list of your recipients.



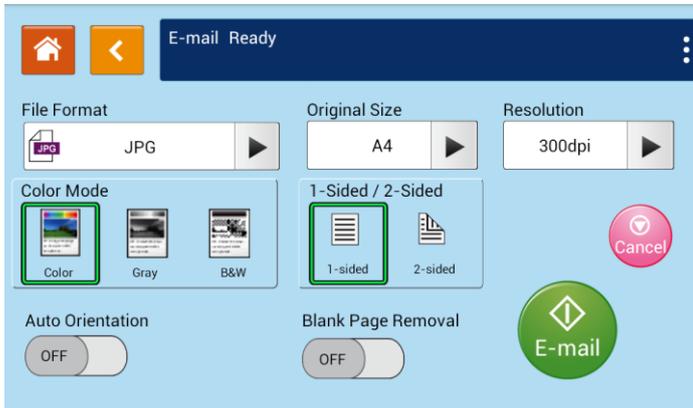
To edit the Address Book, tap  to prompt the following screen. You can add/modify/delete recipients' address in the screen.



Tap **[Add Address]**  to prompt the following screen. Enter the recipients' name, and e-mail address. Or tap **[Add Group]**  to add a new group.



Advanced Settings: Tap 「**Advanced Settings**」 to set more settings for the scanned image that will be attached to the e-mail.



| | |
|--|---|
| File Format | Multi-Page PDF 、One-page PDF、JPG、BMP、TIF。 |
| Original Size | Choose your scan size. Choice: Auto Detect /B5□, B5□/A3□, A4□, A4□, A5□, LGL□, LTR□, LTR□ |
| Resolution | Choose the resolution of the scanned image. The higher the value, the more details can be reviewed yet more disk space will be required. Choice: 150 /200/300/600 dpi 150 dpi : Suits to be viewed on the screen. 200 dpi: Suits for most business document. 300 dpi/600 dpi: High quality image helps increase OCR (optical character recognition) accuracy. |
| Color Mode | Choose your color mode. Choice: Color 、Gray、Black and White |
| Saturation | Adjust the level of saturation to improve your image quality. Choice: 1~7, default: 4 |
| Sharpness | Adjust the level of sharpness to improve your image quality. Choice: 1~7, default: 4 |
| 1-Sided/ 2-Sided | Choose if you wish to scan one side or both the front and rear side of your document. Choice: 1-Sided 、2-Sided |
| Auto Orientation | Choose if you wish to enable the function of automatically detecting the orientation of the original document. Choice: Off /On |
| Blank Page Removal | Choose if you wish to automatically remove blank pages of your document. Choice: Off /On |
| * Default settings to be shown in italic bold style | |

4. Customizing the Product's Configurations

This chapter is specifically targeted to the persons who are responsible for the administration of the product. It is recommended that the administrator read this chapter before installing the machine.

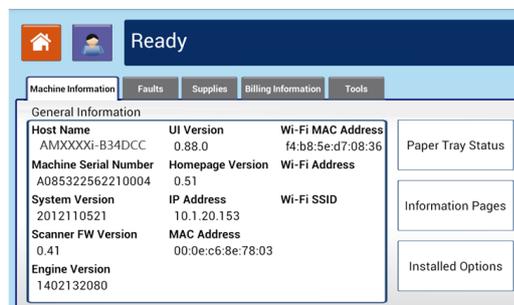
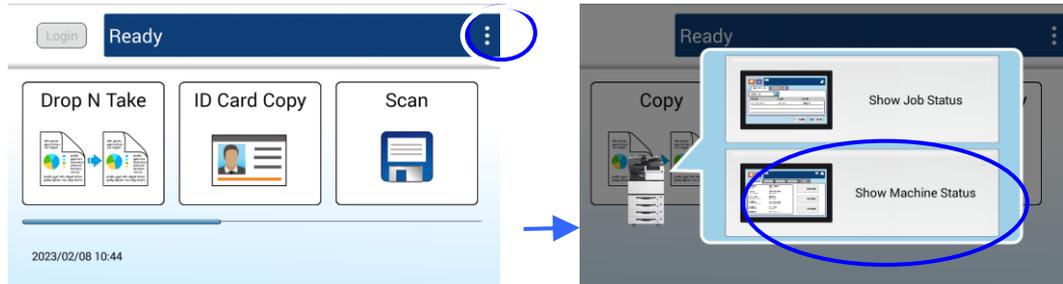
The product's configurations can be customized via the touch screen and the control panel. In addition to using the touch screen, the product allows the administrator to remotely configure the machine by launching the product's embedded web page. How to customize the product's configurations via these two methods will be described in the following sections.

**Note:**

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

Customizing the Product's Configurations by the Touch Screen

Click [**More Settings**] and then choose [**View Machine Status**]. This will prompt the following [**Machine Status**] page which contains 5 tabs.



These 5 tabs displaying at the top are: Machine Information, Faults, Supplies, Billing Information, and Tools. For each respective option of the 5 tabs, refer to the descriptions of the next few pages.

Machine Information

General Information: Display the product's basic information.

| Item | Description |
|--------------------------|---|
| Host Name | Displays the product's host name. |
| IP Address | Displays the product's IP address. |
| MAC Address | Displays the product's MAC address. |
| System Version | Displays the product's system version. |
| Engine Version | Displays the product's engine version. |
| UI Version | Displays the product's UI version. |
| Homepage Version | Displays the product's home page version. |
| Wi-Fi Mac Address | Displays the product's Wi-Fi Mac address. |
| Wi-Fi Address | Displays the product's Wi-Fi address. |

Paper Tray Status: Display the product's paper tray status.

| Item | Description |
|-------------------|---|
| Tray | Displays the paper tray's number including Manual tray. |
| Status | Displays the remaining paper in the tray. |
| Paper Size | Displays the paper size with its orientation. |
| Media Type | Displays the media type to use. |

Information Pages: Print out the product's various reports.

| Item | Description |
|----------------------------------|---|
| Demo Page | Prints the product's demo page. |
| System Configuration Page | Prints the product's configuration page. |
| Network Settings Report | Prints the product's network settings report. |
| System Menu Map | Prints the product's menu map. |
| System Usage Report | Prints the product's usage report. |
| Storage Job List Report | Prints the product's storage list. |
| Address Book | Prints the product's address book. |

Installed Options: Display the enabled or disabled status of the product's functions. Enable or disable the product's functions only via the embedded web page.

| Item | Description |
|--------------------------|--|
| Copy | Displays the enabled or disabled status of the copy function. |
| Storage Copy | Displays the enabled or disabled status of the storage copy function. |
| Scan | Displays the enabled or disabled status of the scan-to function. |
| E-mail | Displays the enabled or disabled status of the E-mail function. |
| Reprint Saved Job | Displays the enabled or disabled status of the reprint saved job function. |
| ID Card Copy | Displays the enabled or disabled status of the ID card copy function. |

Faults

Faults: Display the current error items or warning message list.
To view each error's detailed information and troubleshooting methods, select each error item and touch the **Instruction** button on the screen.

Supplies

Supplies: Display the current states of supplies.

| Item | Description |
|-------------------------------------|--|
| Toner usage remain | Displays the current remaining toner capacity in percentage. |
| Developing unit usage remain | Displays the current remaining Developing Unit capacity in percentage. |
| Fuser usage remain | Displays the current remaining fuser capacity in percentage. |

Billing Information

Billing Information: Used to display the usage status of the product's functions.

| Item | Description |
|------------------------------|--|
| Machine serial Number | Displays the product's serial number. |
| Total Page Counts | Displays the total page counts. |
| Usage Counters | The types of counters are classified as Copy, Printer engine, and Scanner Module. |
| Counters/Count | Displays the respective total cumulative usage number of the copy, printer engine, and scanner module. |

Tools

Device Settings : Display the basic settings on the product.

| Device Settings | |
|------------------------------|---|
| Item | Description |
| Language | Changes the language on the touch screen. Supported languages: English, Traditional Chinese, Simplified Chinese |
| Date / Time | Sets up the current date and time on the product. The time format is 24-hour system. |
| Time Zone | Specify local time zone. |
| Selectable Paper Size | Specify auto detectable paper size for paper tray option (Auto Select). Choice: *A3, B4, *A4, B5, *A5, LGL, LTR, DLT (*: Default) |
| Size Spec | Selects paper size detection format. Supported detection format: *ISO 216, North America |
| Tray Contents | Presets paper size and orientation on the input trays. [Auto] means the product will automatically detect the paper size a user uses. |
| Sleep Mode | Choose how long to enter the energy saving mode after your last action. Choice: *Eco Mode, 5Min, 15Min, 30Min, 1Hr As Eco mode requires more time to return to the ready mode, to reduce the waiting time, you can change the default mode to other options. |
| Auto Power Off | Choose how long to enter the energy saving mode after your last action. Choice: * None, 5Min, 15Min, 30Min, 1Hr, 2Hr, 4Hr |
| Schedule Restart | Enable or disable automatically restart the product on a preset schedule. Choice: On/Off |
| Management | Reset Default: All settings in Tools are back to the factory defaults. Recalibration: Calibrate the scan module. |

| | |
|-------------------------------|--|
| System Timeout | When the touch screen has not been operated for a period of time, the system will automatically reset all settings in the touch screen back to the preset values and return to the main screen. System Timeout values available: From 5 seconds to 600 seconds. Each selectable interval range is 5 seconds. (*: 30 sec.) |
| Display Brightness | Sets up the brightness on the touch screen. |
| Default Operating Mode | Set the default operating mode (function) on the touch screen. After timeout arrives, the specified default operating mode will be displayed. (* Copy) |
| Heater | Turn on the heater and specify the humidity level of the sensor to keep the inside of the printer operate in the correct environment. Choice: *Off/RH 80%/RH 70%/RH 60%/RH 50%/On |

*: Factory Default Settings

Service Settings: presets the settings and defaults for each function features.

| Service Settings | |
|--------------------------------------|--|
| Item | Description |
| Copy Service Settings | Presets the default settings for Copy. |
| Scan Service Settings | Presets the default settings for Scan. |
| E-mail Service Settings | Presets default settings for E-mail. |
| Address Book | Presets address book. |
| ID Card Copy Service Settings | Presets default settings for ID Card Copy. |

Network Settings: presets the settings and defaults for network features.

| Network Settings | |
|--------------------------|---|
| Item | Description |
| Enable | <p>Enables or disables the product's Ethernet or Wi-Fi function. Choice: Off, Ethernet, Wi-Fi</p> <p>Wi-Fi: Available for Wi-Fi Station Mode. [Station] mode: In Station mode, this product acts as a client that connects to a Wi-Fi Access Point (usually a Wi-Fi enabled router).</p> <p>Note: Ethernet mode and Wi-Fi mode can not be working at the same time.</p> |
| Host Name | Sets up a host name for the product. |
| TCP / IP Settings | <p>Sets the connection methods and parameters of the product's network.</p> <p>DHCP : Enables or disables the DHCP. You don't need to specify the Static IP if you enable DHCP.</p> <p>IP Address/ Subnet Mask/ Gateway: if you disables DHCP, set up IP Address, Subnet Mask, and Gateway for your Static IP.</p> <p>DNS Server: Sets up a DNS server address for the product.</p> |

| | |
|-------------------------------|--|
| SMTP | <p>Sets SMTP parameters of the product's network.</p> <p>Login Name: Input a login name for the product's SMTP server.</p> <p>Password: Enter a password for the product's SMTP server.</p> <p>Mail Server: Input an IP address or host name for the product's mail server.</p> <p>Port: Input a port number for the product's mail server.</p> <p>Authentication Method: Sets an authentication method (SMTP) for the product's mail server. Selecting None will not use an authentication method.</p> |
| WI-FI | <p>Choose the network name (SSID), channel, and authentication method.</p> <p>Enter the authentication key in the Key Setting box.</p> |
| Network Security Setup | <p>Enable or disable filter. Please go to the product' embedded web page to specify filter IP address.</p> |
| User Authentication | |
| Item | Description |
| User Authentication | <p>Enables or disables the user authentication function.</p> |

Customizing the Product's Configurations by the Product's Web Page

1. Specify the network parameters by referring to the previous section, Specifying the Product's IP address and other Network Settings.
2. The product is designed with an embedded web page to allow the system administrator to remotely manage the product. Simply type the IP address of the product in the URL field of your browser and then press Enter. The product's embedded web page appears as shown below.



3. Click each item under these tabs to set up relevant values. For details on each setting, please refer to the subsequent section, Summary of the Web Pages.

Summary of the Web Pages

The embedded web page contains the following five tabs, the Status tab, the Job tab, the Scan tab, the Print tab, and the Properties tab. Each of the tabs will be described in this section.

The Status Tab: The **Status** tab contains the following options: **General Information** and **System Usage Page**.

General Information: displays the product's general information.

| Item | Description |
|------------------------------|--|
| Host Name | Displays the product's name. |
| Machine Serial Number | Displays the machine serial number. |
| System Version | Displays the product's system version. |
| Engine Version | Displays the product's engine version. |
| UI Version | Displays the product's UI version. |
| Homepage Version | Displays the product's home page version. |
| IP Address | Displays the product's IP address. |
| MAC Address | Displays the product's MAC address. |
| Toner Remain | Displays the current remaining toner capacity in percentage. |
| Machine Status | Displays the product's machine status. |
| Wi-Fi Address | Displays the product's Wi-Fi address. |
| Wi-Fi Mac Address | Displays the product's Wi-Fi Mac address. |
| Wi-Fi SSID | Displays the product's Wi-Fi SSID. |
| Tray Status | Tray Status Displays the following information in Tray1~Tray4 and Manual Tray: Status: shows the remaining paper. Paper Size: shows paper size with its orientation. Media Type: shows the media type to use. |

System Usage Page: displays the product's usage report.

| Item | Description |
|-----------------------|---|
| System | Displays the product's system information including Product Name, Product Serial Number, Toner Serial Number, EP Serial Number, Fuser Serial Number, and Continue Power On Time (hr,min). |
| Copy | Displays the product's copy count. |
| Print Engine | Displays the product's print count. |
| Print Supplies | Displays the product's print supplies status. |
| Scanner Module | Displays the product's scan count. |

The Jobs Tab: The **Jobs** tab contains the following options: **Active Jobs** and **Saved Jobs**.

Active Jobs: displays the product's active jobs.

| Item | Description |
|-------------------------|---|
| Owner | Displays the local or remote users. |
| Name | Displays the function name that is performed. |
| Status | Displays the function status. |
| Timeout Settings | Choice: Immediate Cleanup All Jobs, Schedule Cleanup all Jobs Selection: Delete all jobs now or at a specified period. |

Saved Jobs: Used to display or reprint current saved jobs.

| Item | Description |
|--------------------------|---|
| Create New Folder | Creates a new folder to save a print job. |
| Manage Folders | Deletes a folder of the saved print job. |
| Folders | Displays the job name, paper size, number of pages, and date & time in a folder. Also prints or deletes the job in a folder. Print options include: the number of copies, 1-Sided, 2-Sided, and 2-Sided, Rotate Sided2. |

The Scan Tab: The **Scan** tab contains the following filing destination including **FTP/CIFS Setup** and **MFP's Storage**.

FTP/CIFS Setup: Used to display all destinations or create a new FTP or CIFS destination to store the scanned images.

| Item | Description |
|------------------------|--|
| Add New | Click to add a new destination. Please enter your settings for the following items. |
| Filing Name | Type your file name. |
| Protocol | Choice: FTP, CIFS |
| URL | Input the URL of a filing server. |
| Port | Type the port number of your filing server. |
| Login Name | Type the login name of your filing server if required. |
| Password | Type the password of your filing server if required. |
| Retype Password | Retype your password. |
| Copy | Check a file destination, and click this button to copy this destination settings including Protocol, URL, Port, Login Name, and Password. |

MFP's Storage: Used to download and delete files stored in the machine's memory.

| Item | Description |
|---------------|--|
| Action | Download and delete files in a folder. |

The Print Tab: The **Print** tab allows the administrator to print a file from a computer.

| Item | Description |
|-------------------|---|
| File Name | Select a file name from a computer. |
| Print Size | Select a print size. |
| 2-Sided | Select the 1-sided or 2 sided printing. |

Print: Used to print a file in a computer.

| Item | Description |
|-------------------|---|
| File Name | Click Browse to select the file you want to print from a computer. Print options include: number of copies, 1 sided/2 sided printing, and print size. |
| Submit Job | Print a file in your computer. |
| Clear | Recover the default option status. |

The Properties Tab: The **Properties** tab contains the following options: **Address Book, Network, Service Registration, Account, Cloning** and **FW Update**.

Address Book: Used to import /export an e-mail address book or a telephone directory.

| Item | Description |
|----------------------------|--|
| Import Address Book | Import an e-mail or a phone address book file in .csv file from your computer. |
| Export Address Book | Export an e-mail or a phone address book file in the product to .csv file. The address book file can be opened or modified via the Excel software. |

Network: Used to specify the network parameters of the machine.

| Item | Description |
|-------------------------------|---|
| TCP/IP Setting | Display or specify the TCP/IP information including DHCP, host name, IP address, subnet mask, gateway address, domain name, primary DNS server, secondary DNS server, primary WINS server, and secondary WINS server for TCP/IP Settings. |
| SMTP | Display or specify the IP address/host name, port number, authentication method, login name, password, and time zone on a SMTP server. |
| LDAP | Display or specify the name of the LDAP server, Base DN, IP/URL, port number, server type, search attribute, from e-mail address, search timeout, login name, password, and authentication type. |
| Host Name | Display or specify the host name. |
| Wi-Fi | Display or specify the Wi-Fi settings including SSID, channel, authentication type, and encrypted information. |
| Network Security Setup | Display or specify the security configuration, filter configuration, IP address filter configuration, and Mac address filter configuration. |

Service Registration: Choose the service items you wish to display on the touch screen.

| Item | Description |
|-------------|--|
| Name | Check to enable Copy, Storage Copy, Scan, Reprint Saved Job, ID Card Copy, E-mail, or CSA6 respectively on the touch screen. |
| Type | Standard Service ◦ |

Account Management: Used to setup user account and specify user privileges.

| Item | Description |
|-------------------|---|
| Enablement | <p>Enable/ disable the account and over quota function.</p> <p>「Enable User Authentication」 allows the administrator to specify user's privileges and limitation to use a certain function.</p> <p>「Enable over quota」 allows a user to complete the job which happens to exceed his or her limitation.</p> |
| Users | <p>Used to enter a user name, edit a password, or choose a user's role (System Administrator/ Account Administrator/ User).</p> <p>System Administrator: The default login name and password for a system administrator are both admin. A system administrator can modify all settings on the product.</p> <p>Account Administrator: An account administrator cannot disable Account function, set up Over Quota, specify User Role, and edit other people's user names/passwords. All settings in Tools of Machine Status can not be set up, either.</p> <p>User: A user can edit only his or her user names/passwords. All settings in Tools of Machine Status can not be set up.</p> <p>Click Add New User to specify the usage limits for print, and copy.</p> |

Report and Reset: Used to generate a usage report and reset all usage data to zero or default.

| Item | Description |
|-------------------------|---|
| Generate Report | Generate a usage report in .csv format. |
| Reset Usage Data | Reset all usage data to be zero. |
| Reset to Default | Reset all usage data to default. |

Cloning: Used to create a .bin file for current configurations of the product and to apply the same configurations to other products. All products must have the same model name and version of firmware for the .bin file to be accepted.

The firmware version is located on the Status tab, under Device Description.

| Item | Description |
|---------------------------|---|
| Create Clone File | To clone all the features, click the Clone button. To clone individual feature, check the desired feature respectively, and then click the Clone button. These features include: Device Settings, Network Settings, Timeout Setting, Service Registration, Service Settings, Account, and FTP / CIFS. |
| Install Clone File | Choose a clone file from your computer, and then click the "Install" button. When you start installing a clone file, all the network functions including web pages on the product are temporarily unavailable. |

FW Update: Used to download the latest firmware to the MFP.

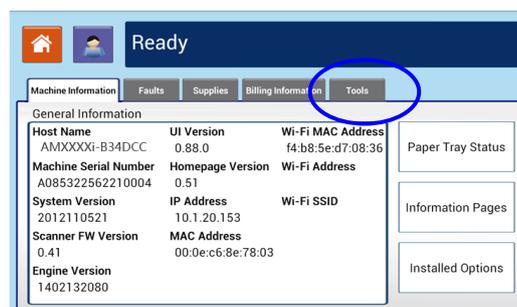
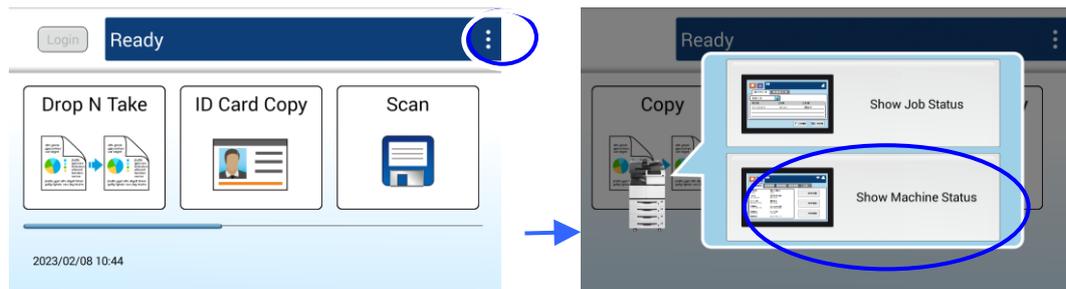
A+ Manager: If desired, enter a specified server's IP address to send a log file for a quick troubleshooting.

Using the Administrative Mode

The Administrative Mode allows administrator to set more settings for the machine.

To switch to administrative mode,

1. Tap [**More Settings**] on the center of the main screen and then choose [**View Machine Status**]. This will prompt the [**Machine Status**] page.



2. Press [**Tools**] to prompt the [**Tools**] page. Choose [**Device Settings**] and then double click on [**Feature**] to prompt the [**Administrative Mode**] page.



Options in the Administrative Mode:

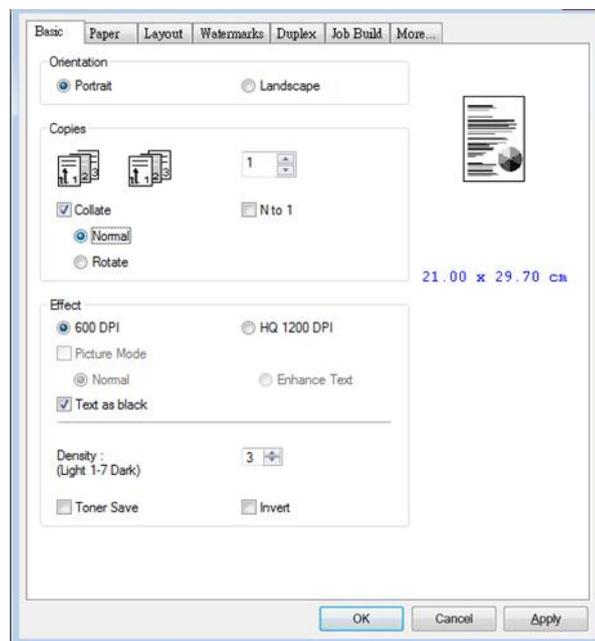
| Items | Description / Selection |
|-------------------------------------|---|
| Power Saving Off | Turn off the power saving (energy saving) mode. Factory default settings: ON |
| Format Storage | Format the SD card in the device. The SD card saves the current jobs including storage print, storage copy, and scan to device on the machine. Format the SD card when there is no job waiting or the function can not be executed. After pressing this option, a confirmation dialog box will be prompted. Choose Yes to continue. After the formatting is finished, you need to reboot the system to complete. |
| Reset Admin. Password | Press to reset the password of the Administrator (if this is enabled) back to default – [admin]. |
| Reset Counter | Reset the counter of consumable components including Fuser and ADF pad after replacement. If the counter has not been reset, the [Fuser near end] or [Fuser life end] warning message will be continuously displayed. Choice: Fuser/ADF Pad Note you need to enter the S/N of the new fuser while reset the fuser counter. |
| Save Temporary Print Storage | Set to store the temporary jobs from PC Print, Webpage print. Choice: On/Off On: The temporary print jobs from PC, or Webpage will be stored after turning off and then on the machine. Off: The temporary print jobs from PC, or Webpage will be deleted after turning off and then on the machine. Factory default setting: On |

5. Configuring the Printer's Features

Displaying the Printer Driver Properties Dialog Box

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 **Printer Preferences**.
3. The following **Printing Preferences** dialog box will be displayed.

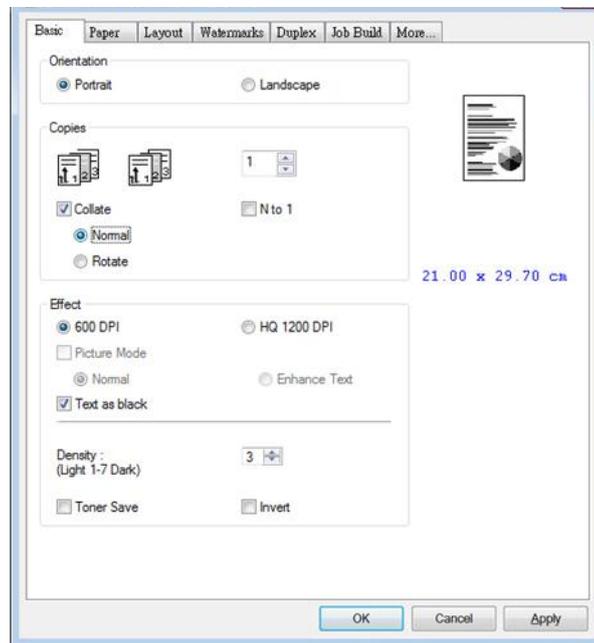


Configuring Printer Driver Settings

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

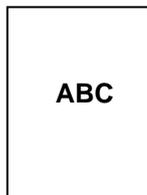
The Basic Tab

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



Orientation

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



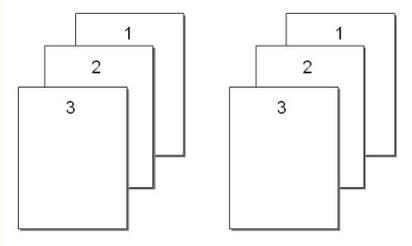
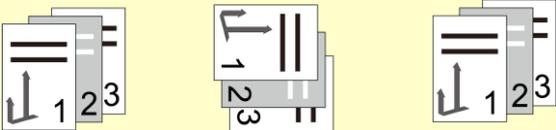
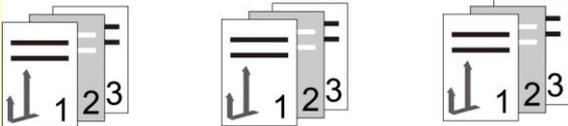
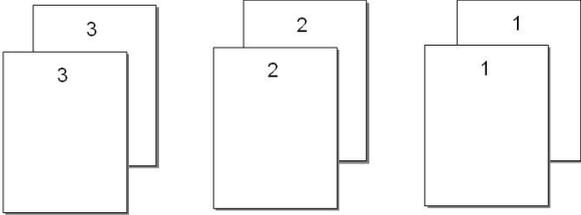
Portrait



Landscape

Copies

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

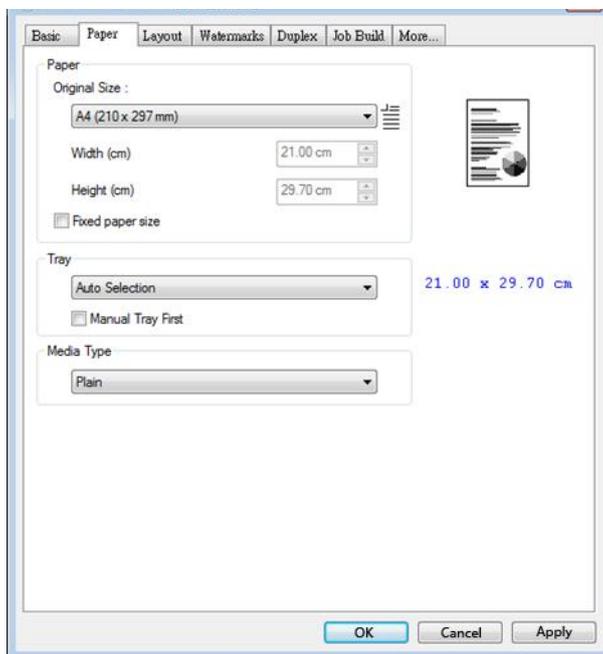
| | |
|------------------------|--|
| <p>Collate:</p> | <p>Click to print your document in the page order such as 1/2/3, 1/2/3, 1/2/3.</p>  |
| <p>Rotate</p> | <p>Every other print set is rotated by 90 degrees and delivered to the paper tray.</p> <p>To use the Collate Rotate function, two paper trays loaded with paper of the same size and type, but in different orientation are required.</p> <p>Supported paper size: Letter, A4, B5.</p>  |
| <p>Normal</p> | <p>Every print set is delivered to the paper tray in the same direction.</p>  |
| <p>N to 1:</p> | <p>Click to reverse the printing order of your document. As a result, the last page of your document will be printed first and vice versa.</p>  |

Effect

| | |
|-------------------------|--|
| 600 dpi/1200 dpi | 600 dpi: for normal document. 1200 dpi: Choose 1200 dpi if you wish to enhance the print quality. |
| Picture Mode: | If the picture in your document does not print clearly, click Picture Mode to improve its quality. Choice: Normal, Enhance Text Enhance Text: Make all the text in bold style. |
| Text as black: | Make all the non-black text in pure black. |
| Density: | Click to lighten or darken your document. Density level (1~7). Default: 3 |
| Toner Save: | Allows you to print your document using the toner saving mode. |
| Invert: | Invert makes each image pixel inverted to its complementary color. For example: the original black text on white background becomes white text on black background. |

The Paper Tab

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

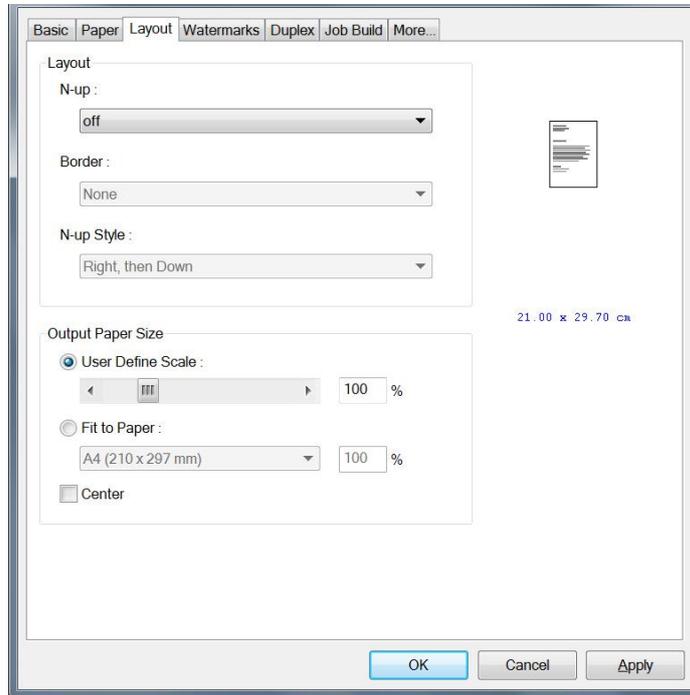


Paper

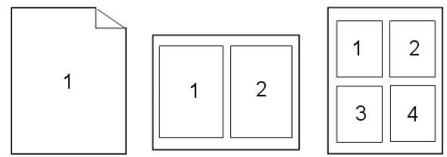
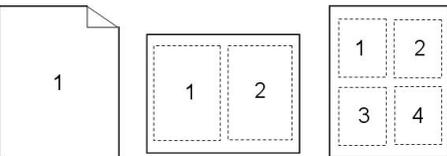
| | |
|--------------------------|--|
| Original Size: | Choose the size of paper loaded in the designated tray. Choice: A3, A4, A5, B5, B4, Legal, Letter, Ledger |
| Tray: | Choose the tray from which your paper should be fed. Choice: Auto Selection, Manual Tray, Main Tray, Tray 2 Auto Selection means automatically select available paper tray. (Priority: 1. Tray 1; 2. Manual tray; 3. Tray 2) Manual Tray First means automatically select available paper tray. (Priority: 1. Manual Tray; 2. Tray 1; 3. Tray 2) |
| Media Type: | Choose the type of media to be used for printing. Choice: Any Type, Plain, Thick, Thin, Laser Printer Any Type: Any type of media can be printed. |
| Fixed paper size: | Check to specify all output paper to the fixed paper size based on the Original Size option . |

The Layout Tab

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



N-up

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

N-up Style: Choose the style you want when printing multi-page document on a single sheet.

Choice: Right, then Down/Down, then Right/Left, then Down/Down, then Left

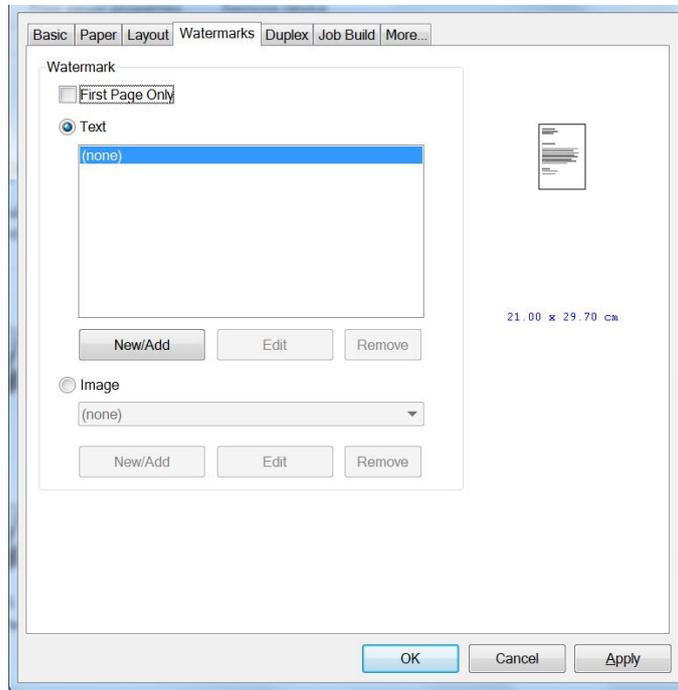
| | |
|-------------------------|------------------------|
| <p>Right, then Down</p> | <p>Down, then Left</p> |
| <p>Down, then Right</p> | <p>Left, then Down</p> |

Output Paper Size

| | |
|--------------------------|--|
| User Define Scale | You can reduce or enlarge your printed image using the Slider Bar. Scaling rate: 25%~400% |
| Fit to Paper | Output the full page of the selected original including the four margins. |
| Center | Print your image in the center of the output paper. |

The Watermark Tab

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

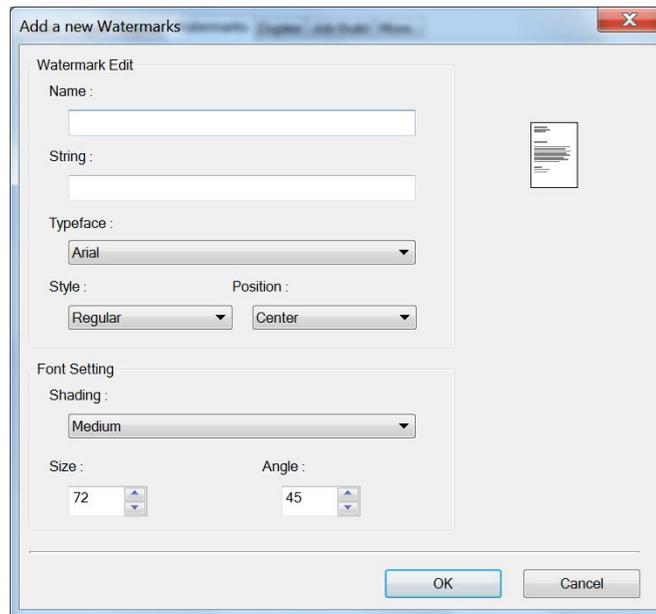


| | |
|------------------------|--|
| First Page only | Check to print watermark only on the first page. Clear the check box will print watermark on all pages. |
| Text | Choose and click New/Add to add new watermark text. Click the Edit button to change or the Remove button to delete.  |
| Image | Choose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

Adding a new 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. |

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

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

Editing a current watermark text

To edit a current watermark text,

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

Removing a current watermark text

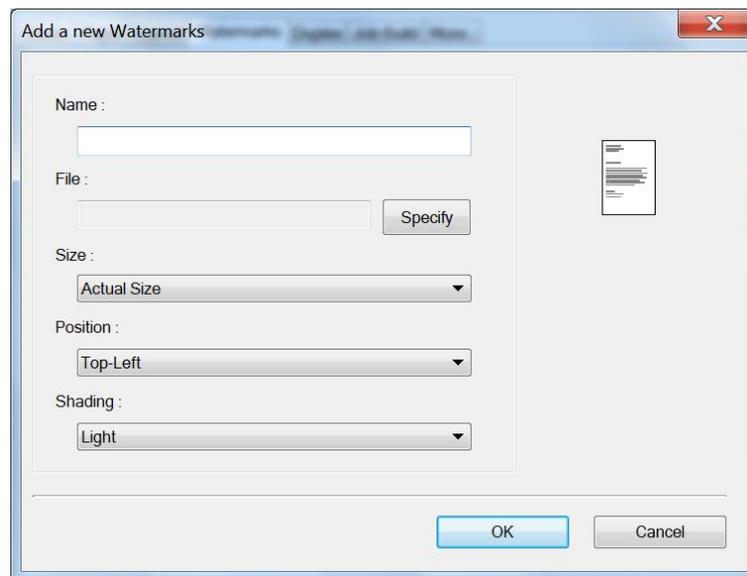
To remove a current watermark text,

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

Adding a new watermark image

To add a new watermark image,

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



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

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

Editing a current watermark image

To edit a current watermark image,

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

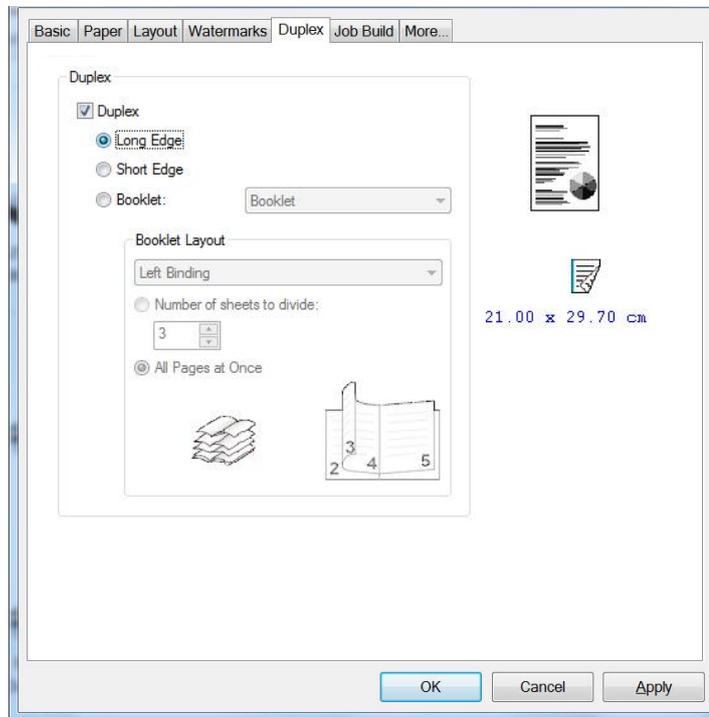
Removing a current watermark Image

To remove a current watermark image,

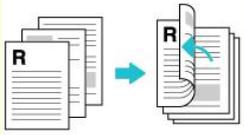
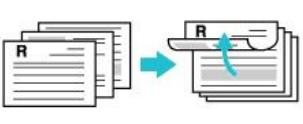
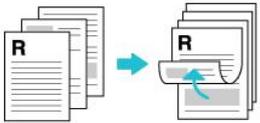
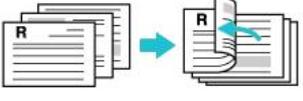
1. Choose the watermark name that you wish to remove from the Image list.
2. Click the **Remove** button. The watermark image will be removed.

The Duplex Tab

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



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

| | |
|--|---|
| <p>Long Edge (Binding)</p> | <p>Long-Edge binding (Portrait) will print the pages so that you flip them like you would do on a book.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Long-Edge binding (Portrait)</p> </div> <div style="text-align: center;">  <p>Long-Edge binding (Landscape)</p> </div> </div> |
| <p>Short Edge (Binding)</p> | <p>Short-Edge binding (Portrait) prints them so that your flip them like you would do on a calendar.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Short-Edge binding (Portrait)</p> </div> <div style="text-align: center;">  <p>Short-Edge binding (Landscape)</p> </div> </div> |

Booklet
Booklet (No Reduction)

The feature allows you to print your documents as a booklet. Choose 「Booklet」, the contents of the file will be automatically reduced to fit your output paper. Choose 「Booklet (No Reduction)」, the contents of the file will be kept the same with the output paper.

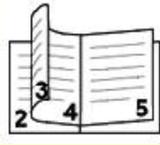
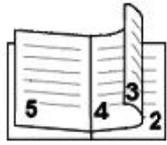
For example, to print an A4-sized document to an A4-sized booklet, choose 「Booklet (No Reduction)」, the product will automatically choose output paper to be A3 size to keep the original size.

On the other hand, if you wish to print an A4-sized document to an A5-sized booklet, choose 「Booklet」, the contents of the document will be reduced to fit your output paper.

Booklet Layout:

Portrait Orientation

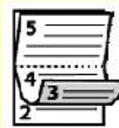
Left Binding/Right Binding: Select Left Binding or Right Binding for your booklet printing.

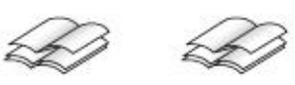
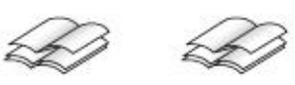
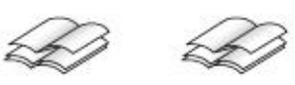
| | |
|--|--|
|  |  |
| Left Binding | Right Binding |

Landscape Orientation

Top Binding/Bottom Binding: Select Top Binding or Bottom Binding for your booklet printing.

A booklet is a document which is printed in a way that when you fold the printed pages in the middle and staple them, the pages will be in correct order as a book would be.

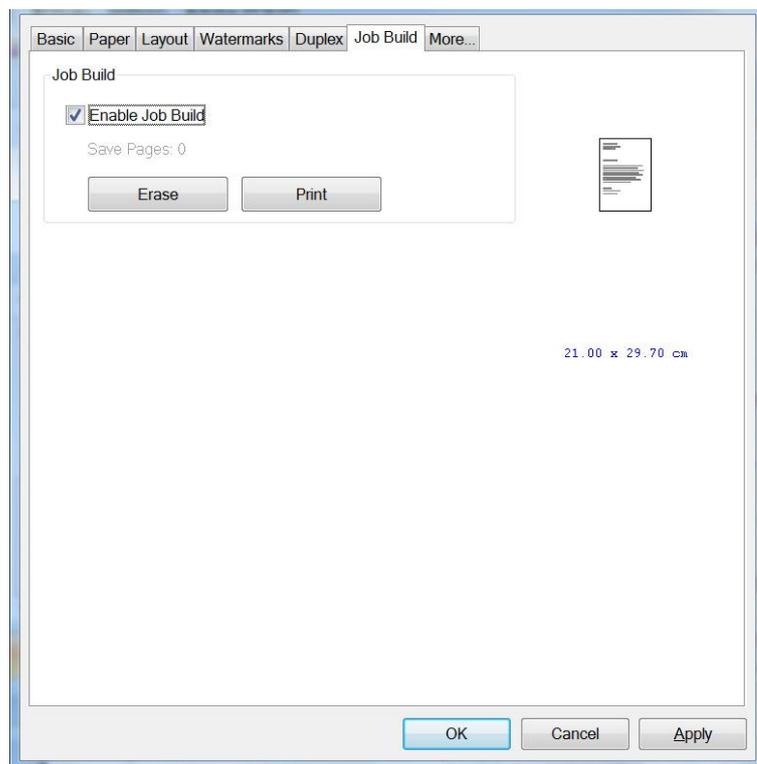
| | |
|---|---|
|  |  |
| Top Binding | Bottom Binding |

| | | | | | |
|---|--|---|---|--|---------------------------------|
| <p>Booklet</p> <p>Booklet (No Reduction)</p> | <p>Number of sheet to divide/All Pages at Once:</p> <p>Check [Number of sheet to divide] to separate your pages into sets and press the Arrow key to enter number of pages.</p> <p>All Pages at Once: Check [All Pages at Once] to print all pages in one set.</p> <table border="1" data-bbox="576 499 1310 752"> <tr> <td data-bbox="576 499 922 656">  </td> <td data-bbox="922 499 1310 656">  </td> </tr> <tr> <td data-bbox="576 656 922 752"> <p>Number of sheet to divide: 2</p> </td> <td data-bbox="922 656 1310 752"> <p>All Pages at Once</p> </td> </tr> </table> |  |  | <p>Number of sheet to divide: 2</p> | <p>All Pages at Once</p> |
|  |  | | | | |
| <p>Number of sheet to divide: 2</p> | <p>All Pages at Once</p> | | | | |

The Job Build Tab

The Job Build tab allows you to combine multiple types of files into a cohesive single file and to be printed together from your PC. (The feature is only available for GDI printer driver.)

For some cases, it is time-consuming and labor-intensive to manually combine and print certain pages from multiple documents such as a picture file from an image editing software and a text document from a word-processing software. Enabling the Job Build function allows you to efficiently do this in just a single file.



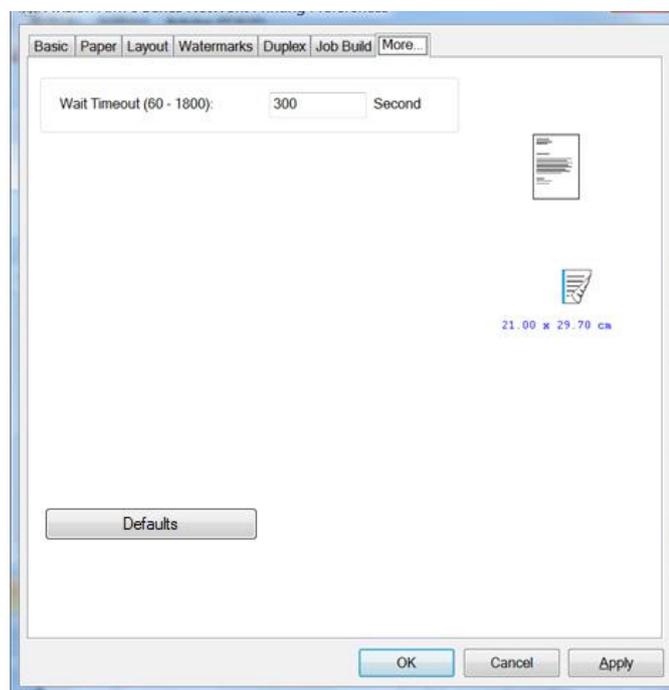
| | |
|-------------------------|--|
| Enable Job Build | Check to enable the Job Build function. Each time you perform printing your file, a print job for the file is temporarily stored in your PC memory. |
| Print | Click to print the single combined file for all of your print jobs stored in your PC. |
| Erase | Click to erase all of your print jobs temporarily stored in your PC |

The More Tab

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

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

Defaults: Press to resume all settings to factory default.



6. Scanning From Your Computer

After installing the scanner driver and connecting the USB cable to your computer, the product can be used as a fine scanner. You can use various scanning features to modify your scanned image.

System Requirements

| | |
|------------------------------|--|
| CPU: | Intel® Core™ 2 Duo or higher |
| Memory: | 32 bit: 1 GB 64 bit: 2 GB |
| Optical Drive: | DVD-ROM Drive |
| USB Port: | USB port 2.0 (compatible with USB 3.0) |
| Compatible Operating System: | Microsoft Windows 10 (32-bit/64-bit), Windows 8.x (32-bit/64-bit), Windows 7 (32-bit/64-bit) |

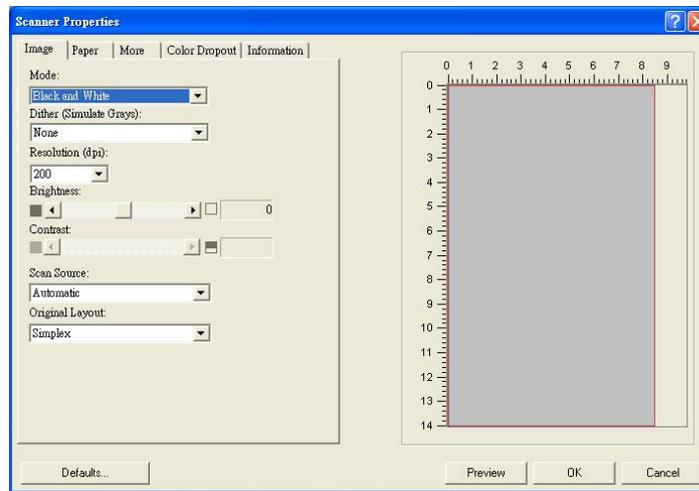
Operating Steps

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

You need to select the source only once, unless you want to choose another scanner.
4. Place the document **FACE DOWN** on the flatbed glass.

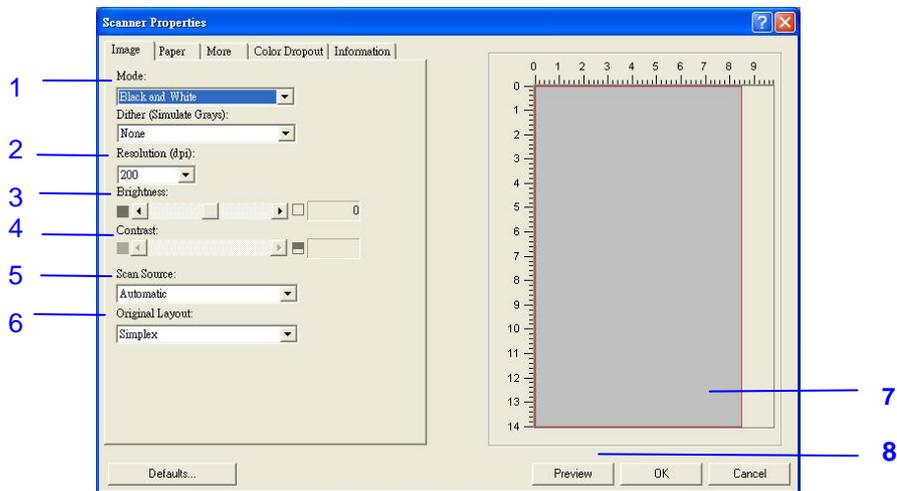
5. Pull down the File menu and choose **Acquire**.

A dialog box containing scanning features appears.



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

A Glance of the User Interface



| | |
|---------------------------|--|
| 1. Mode | Choice: Black & White, 8-Bit Gray, 24-Bit Color |
| 2. Resolution | Choice: 50, 72, 100, 144, 150, 200, 300, 600 (dpi). |
| 3. Brightness | Adjust the brightness level from -100 to +100. |
| 4. Contrast | Adjust the contrast level from -100 to +100. |
| 5. Scan Source | Choice: Auto, ADF, Flatbed |
| 6. Original Layout | Choice: Simplex, Duplex |
| 7. Preview Window | Used to display the scanned image in low resolution. |
| 8. Preview | Resize your scanned area. |

Using The Image Tab

Selecting A Proper Image Mode

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



B&W



Gray



Color

- ➔ **Dither (Simulate Grays):**
This is the process of converting a grayscale or color image to a bi-tonal image. There are several different methods of performing this conversion. **Options: None, Halftone 1~5, Diffusion.** Default setting is none.
- ➔ **Halftone:**
In addition to the black and white display, halftone can present a somehow gray shade of image by using different size of dots. Halftone image looks like the picture you have seen in the newspaper. **Options include Halftone 1, Halftone 2, Halftone 3, Halftone 4, Halftone 5.**
- ➔ **Diffusion:**
Diffusion is a type of halftone. Diffusion gives good image texture and makes text in images more readable than halftone.



Error Diffusion Image



Halftone Image

Determining Proper Resolution

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

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



Resolution: 75 dpi



Resolution: 150 dpi

Adjusting Brightness And Contrast

→ **Brightness**

Adjusts the lightness or darkness of an image. The higher the value, the brighter the image. Drag the slider to the right or left to increase or decrease the brightness. The range is from -100 to +100. The default value is 0.

→ **Contrast**

Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different grayscale. Drag the slider to the right or left to increase or decrease the contrast. The range is from -100 to +100. The default value is 0.



Brightness: -50



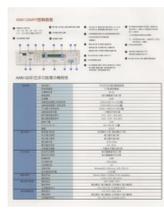
**Brightness: 0
(Normal)**



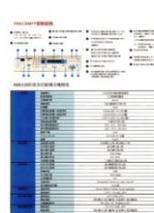
Brightness: +50



Contrast: -50



**Contrast: 0
(Normal)**



Contrast: +50

Choosing Scan Source

Choice:

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

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

Preview Window

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

Using The Paper Tab

Selecting Your Scan Size

- **Automatic:** Choose **Automatic** from the **Cropping** drop-down list on the **Paper** tab. The scanner will capture an image according to the actual size of your original.
- **Deskew:** Use this option to let the scanner automatically determine if a page is skewed, and then straighten the image. This option will be available only when **Automatic Cropping** is selected.
- **Custom:** Choose **Custom** from the **Cropping** drop-down list on the **Paper** tab. This feature allows you to define the area or zone to be scanned. If you select this option, you can enter the x and y offset values, width and length to redefine your scanned area. The Display window will show the size as you change the values.

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

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

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

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

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

Using The More Tab

Enabling Multi-Feed detection

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

- **Additional Length Detection:** Additional Length Detection allows you to define the length of document being multi-fed. This value indicates the additional length exceeding your scan area. A value of 0 indicates no additional length detection. For the specified measuring unit, please refer to the Unit drop-down list box on the Paper tab.
- **Ultrasonic Detection:** Ultrasonic Detection allows you to set overlapped document by detecting paper thickness between documents. Note : The availability of this feature varied depending on scanner type.

Once multi-feed is detected, the scanning operation will not be stopped. Instead, a multi-feed detection message will be displayed.

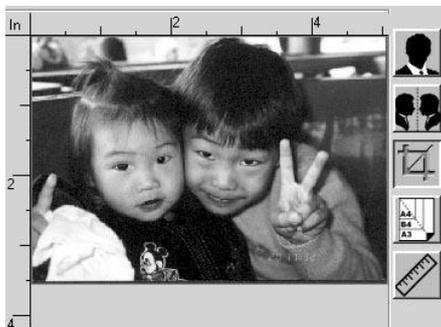
Using The Color Dropout Tab

Color Dropout tab allows you to filter out a color channel (red, green, or blue). For example, if you are scanning a document with a red watermark, you can choose to filter out the red channel so the scanned image just shows the text and not the red watermark. Removing colors from the scan might reduce the scan file size and improve optical character recognition (OCR) result.

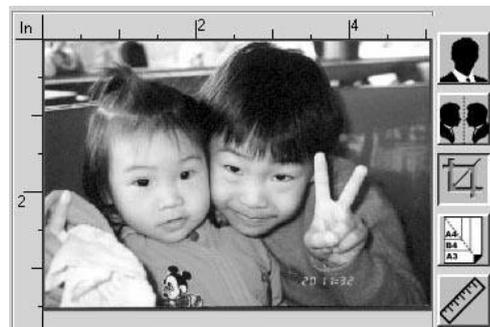


Note:

Color dropout only applies to gray scans and to black and white scans.



After removing the G channel



After removing the R channel

Using The Information Tab

The **Information** Tab allows you to view all the information about the scanner including serial number, pad count, roller count, and firmware version. These are helpful information when you report a problem to the service personnel.

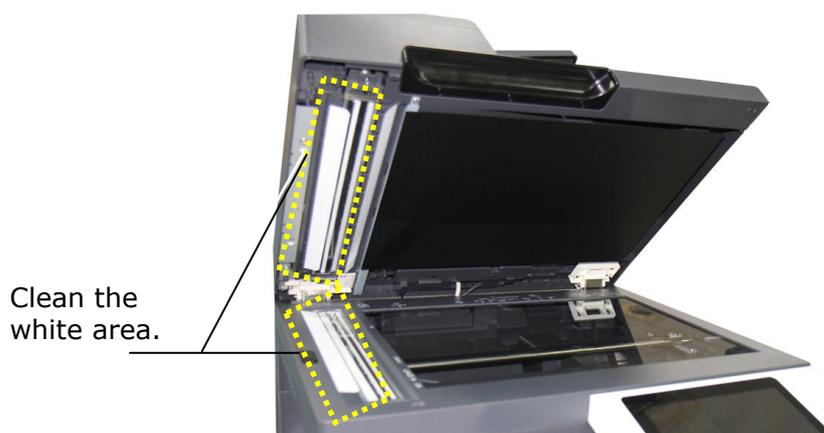
7. Maintaining the Product

The following table shows the parts and their suggested cleaning cycle.

| PARTS | STANDARD CLEANING CYCLE |
|----------------------|---|
| Glass Platen | When the scanned image is shown with abnormal lines |
| Document Glass | Visual Check |
| Auto Document Feeder | When feeding is not smooth |
| Snap-in Pad Module | When paper feeding is not smooth |
| EP Charger | 10,000 sheets |
| Paper Tray Roller | 5,000 prints |
| Paper Path | 20,000 prints |

Removing the Abnormal Line On an Image

When the scanned image is shown with abnormal lines on it, clean the rectangular glass area on the left of the document glass as indicated below with a clean lint-free cloth.

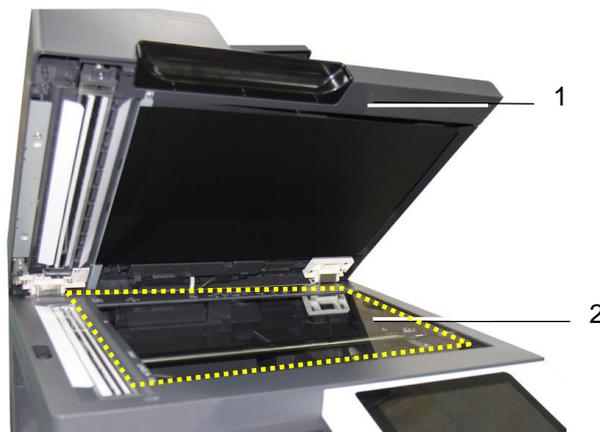


Cleaning the Document Glass

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

To clean the glass,

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

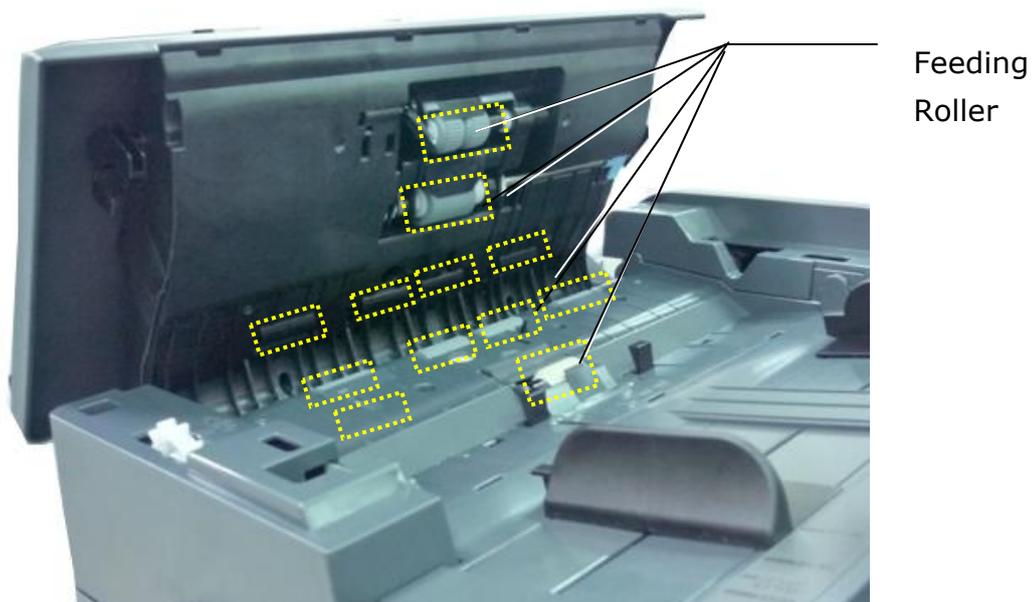


1. Document Cover
2. Document Glass

Cleaning the ADF

From time to time the feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the product may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

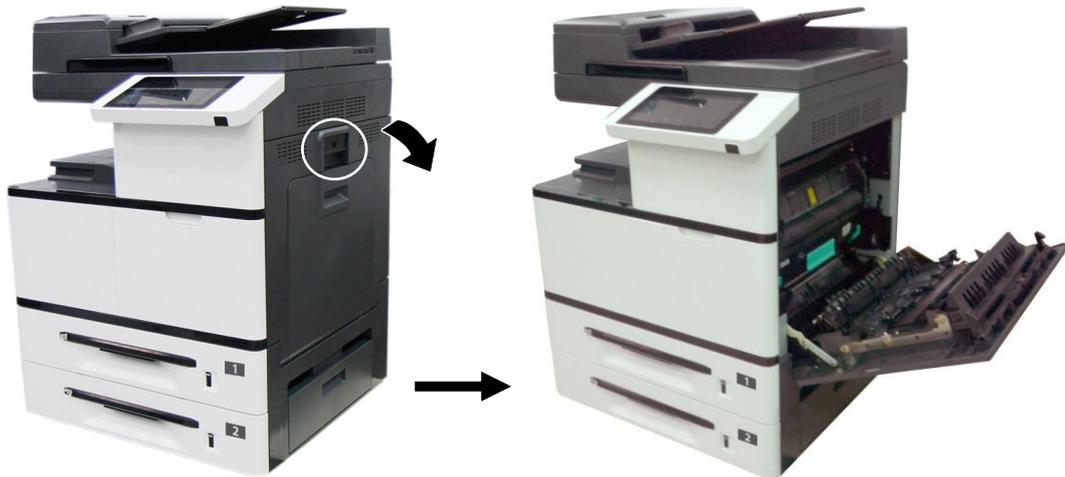
1. Moisten a clean lint-free cloth with isopropyl alcohol (95%).
2. Gently open the ADF front cover. Wipe the feeding rollers from side to side. Rotate the rollers forward with your finger and repeat the above cleaning procedures until the rollers are clean. Be careful not to snag or damage the pick springs.
3. Wipe the rubber part of the ADF snap-in pad.
4. Close the ADF unit. Your machine is now ready to use.



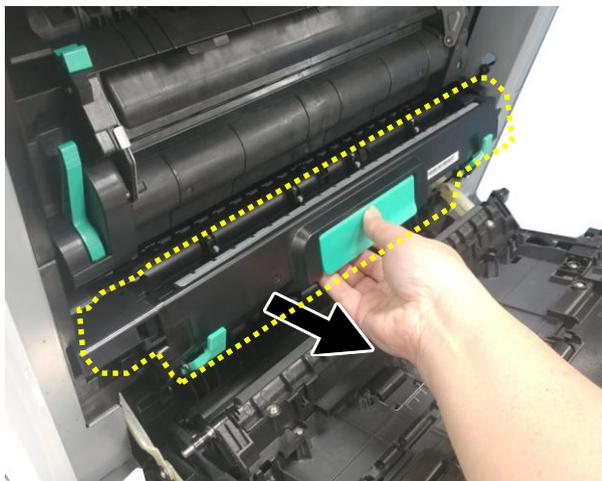
Cleaning the EP Charger

After copying about 10,000 pages, it is recommended to clean the developing unit. Follow these steps to clean the charger.

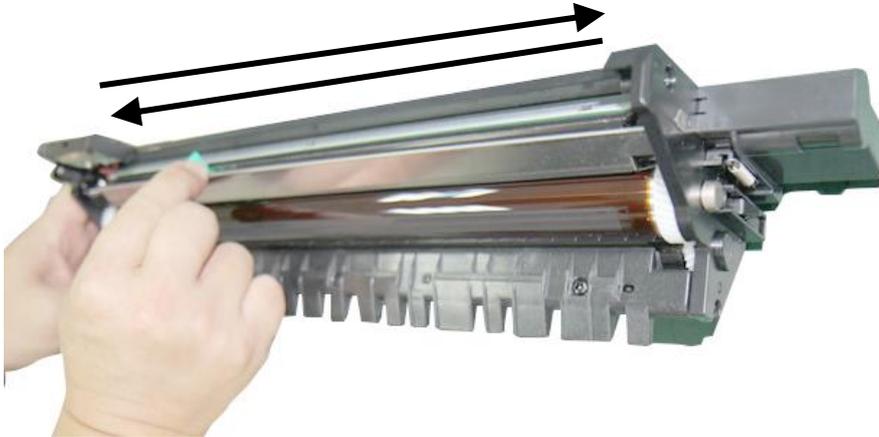
1. Open the Side Door by pulling the handle as shown.



2. Remove the Drum Unit.



- 3.** Pull out the charger to the end and then back to its original position.



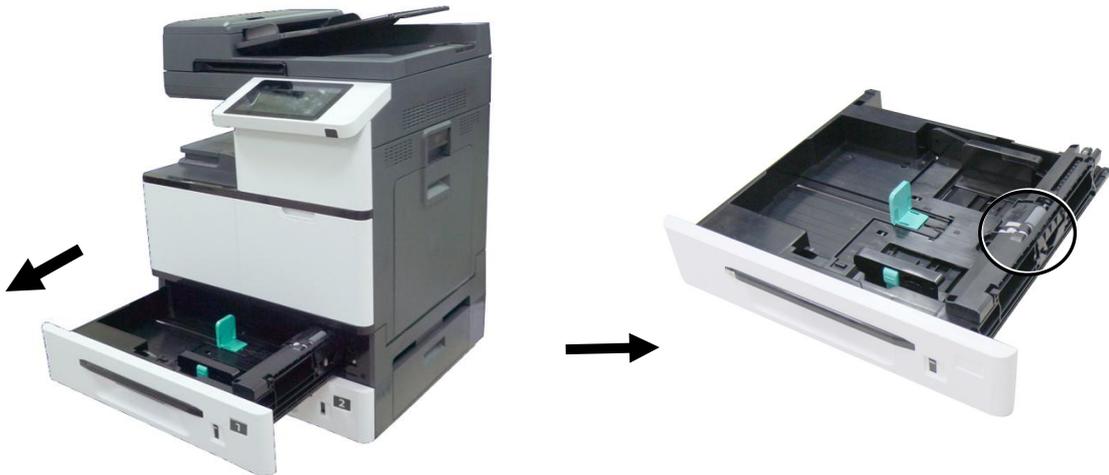
- 4.** Repeat step 3 for three times. Make sure the charger is back to its original position. Otherwise, there is trouble to install the Drum Unit back to the machine.

Cleaning the Paper Tray Rollers

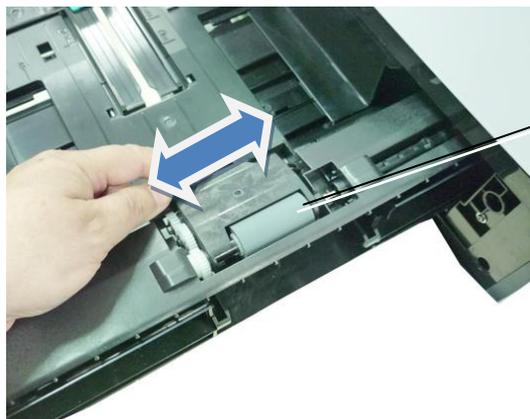
If the paper tray rollers are dirty, paper powder is attached to it, or after 5,000 prints or copies, paper may not be fed properly or paper jam. In this case, clean the paper tray rollers.

The Cleaning Steps:

1. Move the paper tray to reveal the rollers.

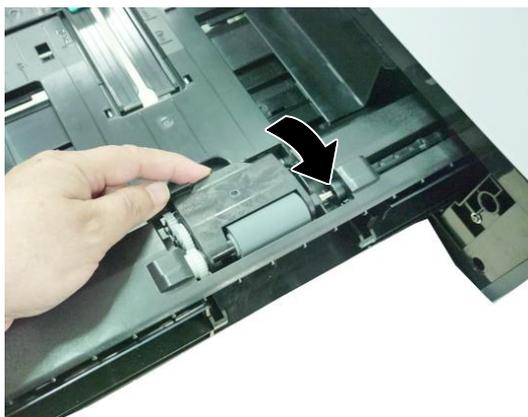


2. Slightly wet a soft and lint-free cloth with isopropyl alcohol (95%).
3. Wipe the surface of the pickup roller, feeding roller, and the reverse roller until they are thoroughly cleaned.

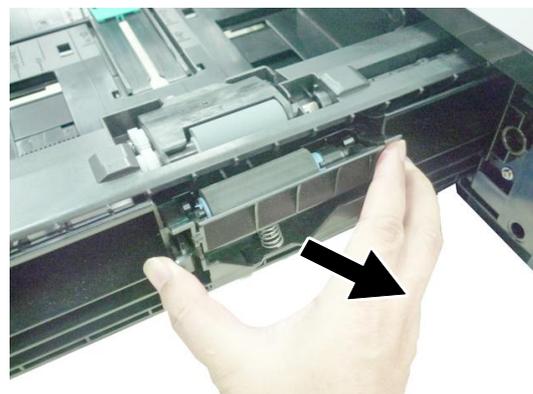
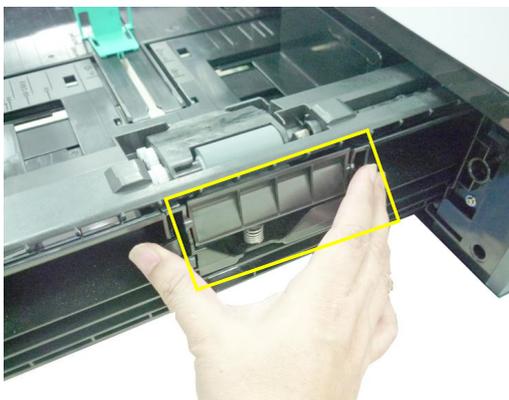


Wipe the surface of the pickup roller from left to right and then from right to left.

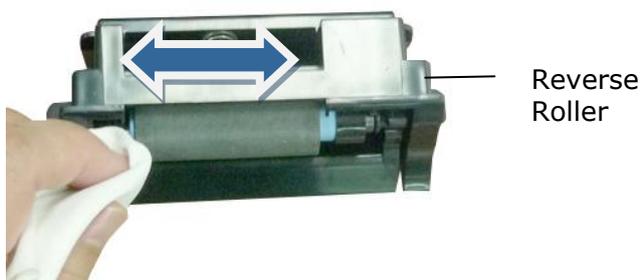
4. Open the Roller cover as illustrated and wipe the surface of the Feeding Roller from left to right and then from right to left.



5. As shown in below, The Reverse Roller is located at the other side of the Feeding Roller. Hold two ends of the Reverse Roller Cover and remove the cover.



6. Wipe and rotate the surface of the roller to make sure they are thoroughly cleaned.



7. Hold two ends of the Reverse Roller Cover to install the Reverse Roller Cover back to the machine.

**Important!**

Make sure to clean the rollers with a soft and lint-free cloth in case the fibers may remain on the surface of the rollers.

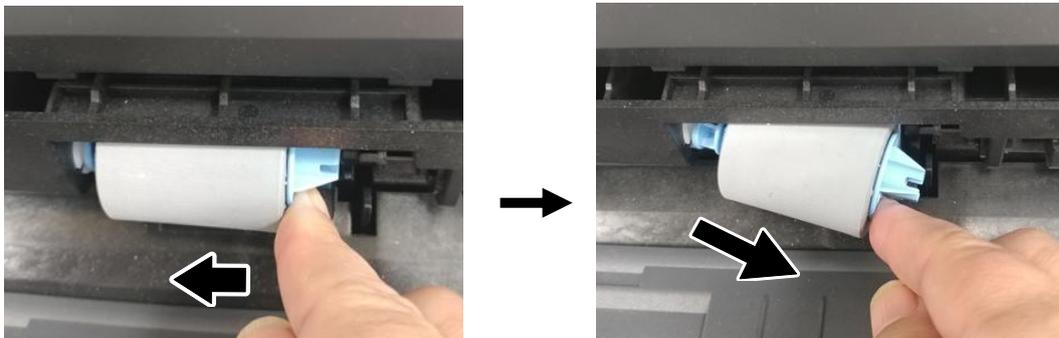
Cleaning the Manual Tray Roller

If the paper tray rollers are dirty, paper powder is attached to it, or after 5,000 prints or copies, paper may not be fed properly or paper jam. In this case, clean the paper tray rollers.

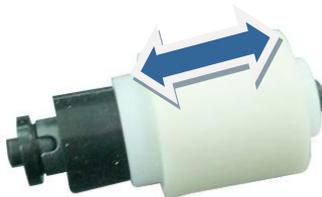
1. Slightly wet a soft and lint-free cloth with isopropyl alcohol (95%).
2. Pull down the manual tray as shown.



3. Push the roller internally and remove the roller.

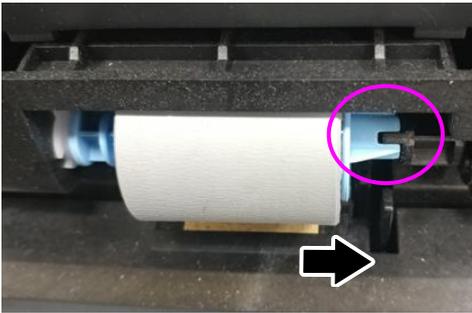
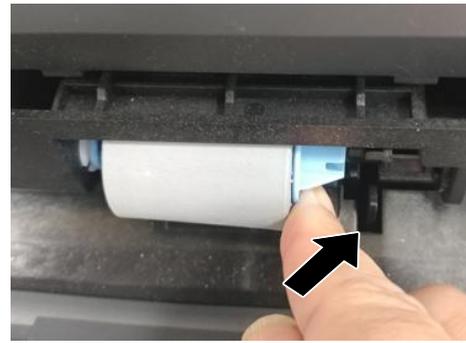
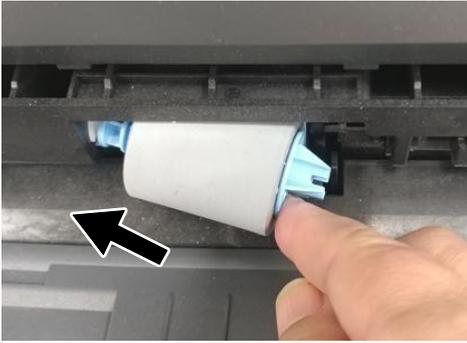


4. Wipe the surface of the roller from left to right and then right to left until the roller is completely cleaned.



Installation Step

Install the left end of the roller to the left hole and then the right end to the right hole. Note the notch on the right end has to be aligned with the tab as indicated in below.



Cleaning the Toner Cartridge

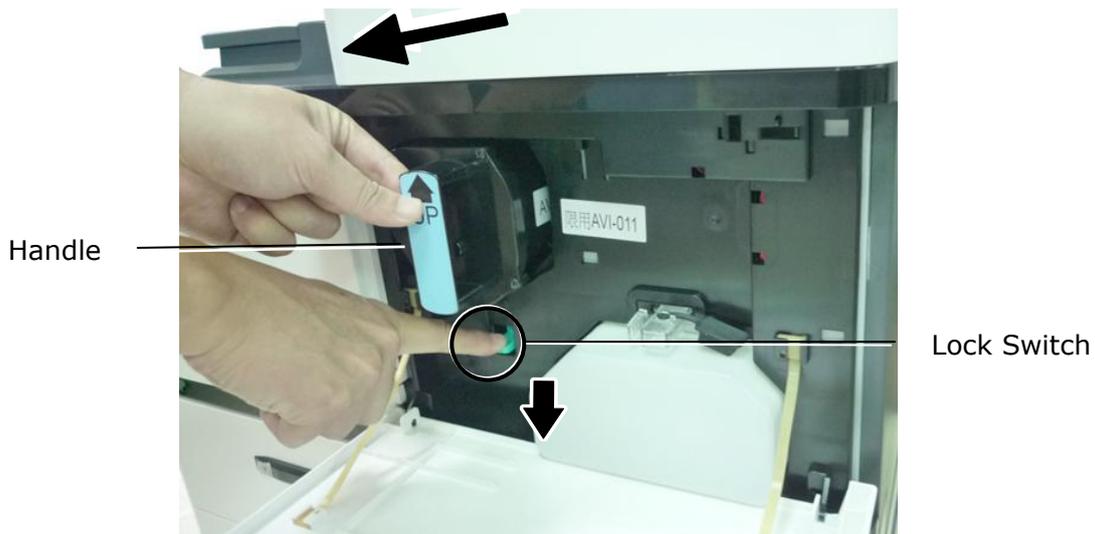
If there is toner leaking on the machine, slightly wet a soft and lint-free cloth with isopropyl alcohol (95%) and wipe the toner off in case you may touch the toner which is harmful to human health.

Remove the Toner Cartridge

1. Open the front cover by pulling the handle as shown.



2. Use your right hand to unlock the toner cartridge by pressing down the 「lock switch」and at the same time use your left hand to hold the handle of the toner cartridge and pull it out of the printer.



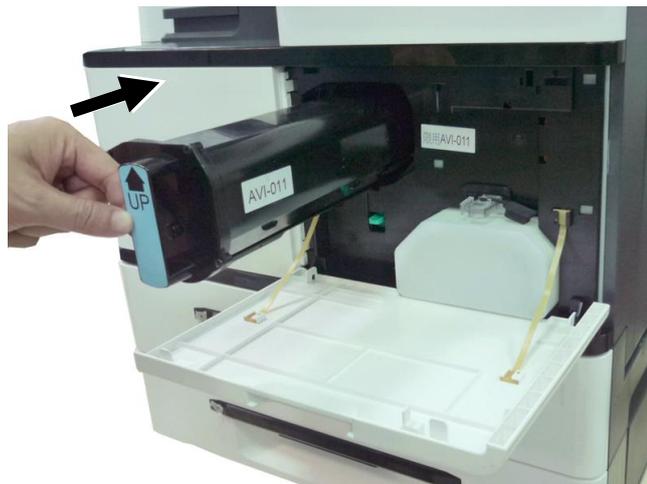
3. Slightly wet a soft and lint-free cloth with isopropyl alcohol (95%) and wipe the toner off the cartridge.



Toner Leakage

Install the Toner Cartridge

1. Hold the handle of the toner cartridge and insert it to its proper position as shown.



2. Push the Toner Cartridge to the end. A "click" sound means the installation was successful.
3. Close the Front Cover.

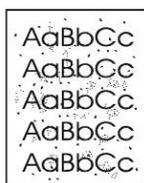


Important!

- Be careful not to spill toner from the waste toner can. Do not inhale toner or allow toner to get into your eyes.
- 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. Hot water causes the toner to penetrate the fibers of the clothes.

Cleaning the Paper Path

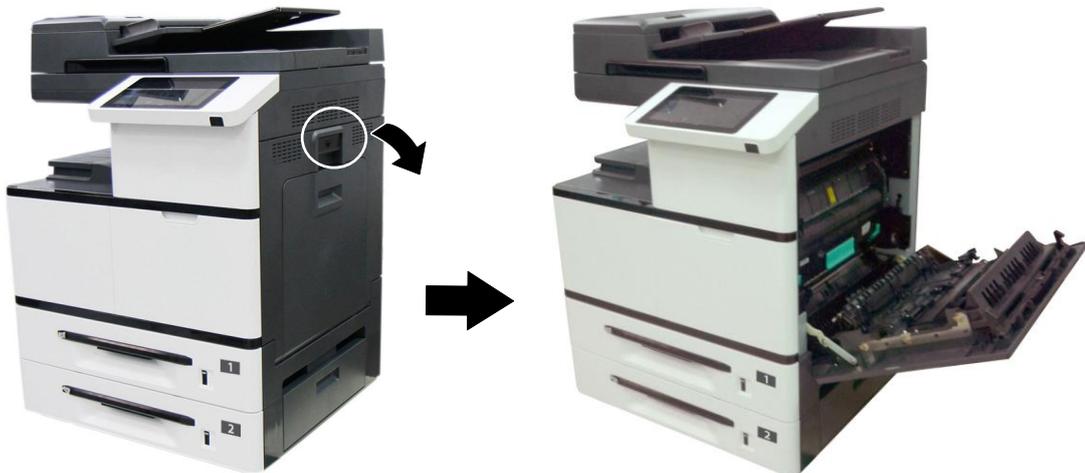
During the printing process, paper powder, toner, and dust particles can accumulate inside the product. Over time, this buildup can cause print quality issues such as toner specks, smears, or dust particles on the edge of paper. If you are experiencing these problems, clean the paper path. To keep optimal printing quality, the paper path needs to be cleaned after approximately every 20,000 prints. However, the guideline might vary based on the type of paper you are printing (for example, visible paper powder on paper or paper has not been cut evenly).



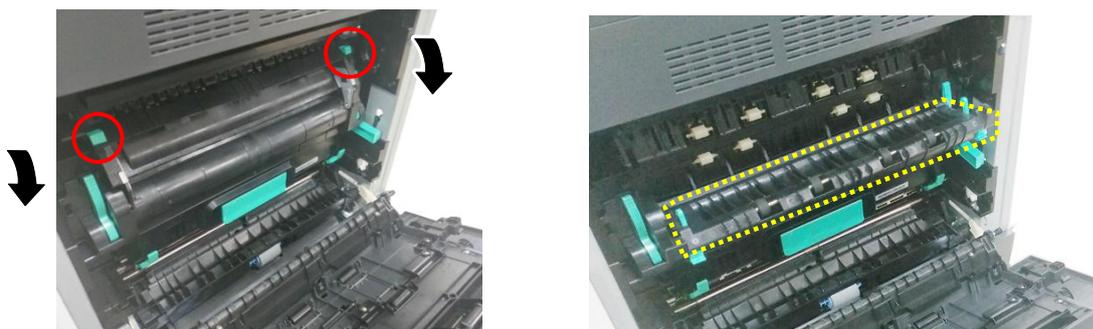
— Toner specks or dots on the printouts

To clean the paper path, follow these steps:

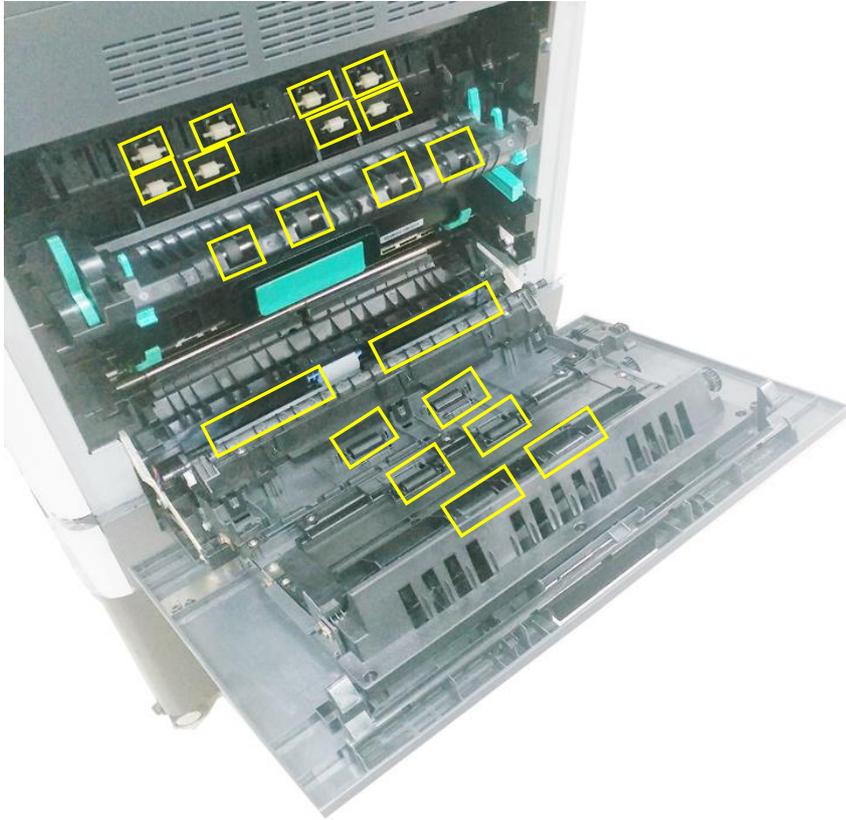
1. Turn off the product, disconnect the power cord, and then wait for the product to cool.
2. Open the side door.



3. Pull down the lock latches on the top of the fuser to open the Fuser Cover.



4. Gently wipe the surface of the rollers and paper path as illustrated with a soft, dry cloth that is lightly dampened with isopropyl alcohol.



8. Replacing the Consumables

The following table shows the parts and their suggested cleaning cycle. The replacement cycles above are rough guidelines for the case using A4/Letter sized woodfree or wood containing paper of 70 g/m² (20 lbs) in weight. These cycles vary according to the type of paper used and how frequently the product is used and cleaned. Please replenish the consumables from the store where you purchased the product or a Avision authorized service provider.

| NAME OF COMPONENT | RECOMMENDED REPLACEMENT CYCLE |
|---|-------------------------------|
| Snap-in Pad Module  | 50K sheets (5% Coverage) |
| ADF Roller  | 200K sheets |
| Waste Toner Can  | When waste toner is full |
| Toner Cartridge  | 20K sheets (5% Coverage) |
| Paper Tray Roller  | 200K sheets |
| Manual Tray Roller  | 50K sheets |
| Drum Unit  | 150K sheets |

| | |
|--|--------------------|
| <p>Developing Unit</p>  | <p>150K sheets</p> |
| <p>Fuser</p>  | <p>300K sheets</p> |

Replacing the Snap-in Pad Module

After scanning about 50,000 sheets through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

After the replacement has been finished, be sure to reset ADF pad count. To reset ADF pad count, tap [**More Settings**] on the upper-right corner of the main screen, and then tap [**Show Machine Status**] > [**Tools**] > [**Device Settings**] and then double click [**Feature**], the [**Administrative Mode**] will be displayed. Choose [**Reset Counter**] and then [**ADF Pad**] to reset the ADF pad count.

Disassembling Procedure

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





Assembling Procedure

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

Replacing the ADF Roller

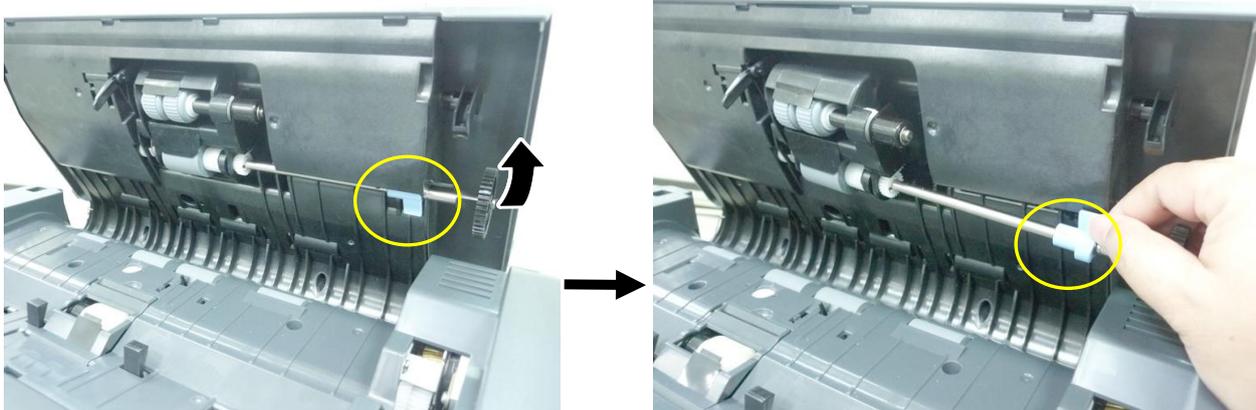
After scanning approximately 200,000 pages through the ADF, the ADF roller may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the roller with a new one. Please follow these steps to replace and install the ADF roller.

Disassembling Procedure

1. Open the ADF front cover.



2. Move the clamp at the right end **UPWARD** to detach the ADF roller.

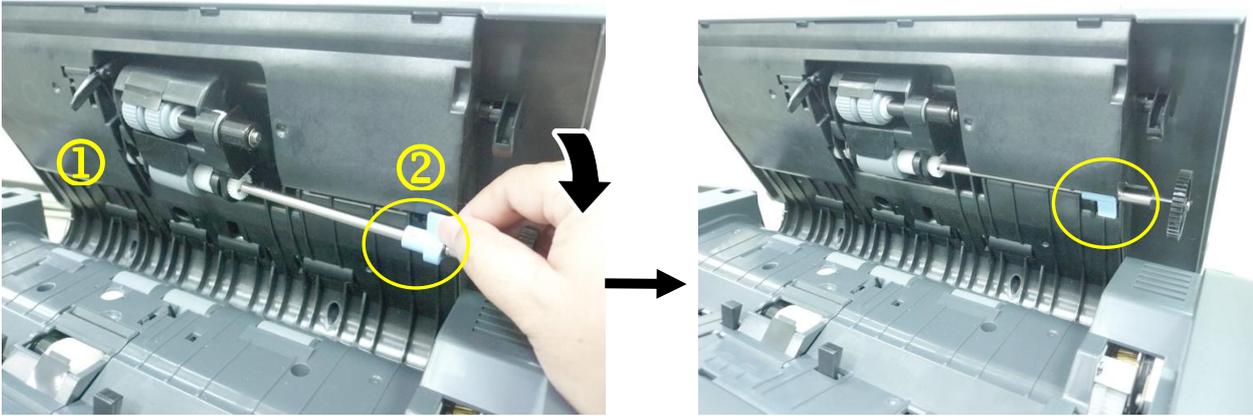


3. Detach the left end of the ADF Roller from its slot to remove it.



Assembling Procedure

1. Insert the left end of the ADF roller to its slot (①), place the right clamp at its slot and move it DOWNWARD (②). If it is properly installed, you will hear a clear snap-in sound.



2. Close the ADF front cover.

Replacing the Waste Toner Can

Follow these steps to replace the waste toner can:



Important!

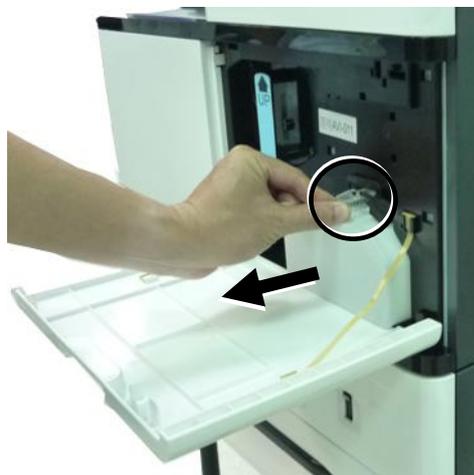
- DO NOT reuse the waste toner can.
- DO NOT put the waste toner can into a fire. It could explode.
- Be careful not to spill the toner. DO NOT inhale or allow it to get into your eyes.

Removing the Waste Toner Can

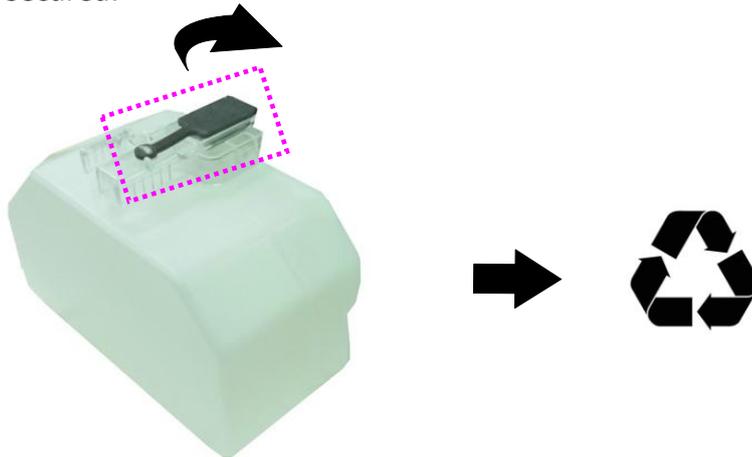
1. Open the front door by pulling the handle as shown.



2. Squeeze the top of the waste toner can and remove it from the machine as shown.



-
3. Insert the cap of the waste toner can and seal it with tape to let the cap firmly secured.



4. Place the waste toner can into its original plastic bag to ensure the toner will not spill.



Important!

- Be careful not to spill the toner. DO NOT inhale or allow it to get into your eyes.
- As the waste toner may be hazardous to both environment and human health, please place the waste toner can into a plastic bag and the original toner cartridge box, and then deliver to our authorized distributors or service personnel.

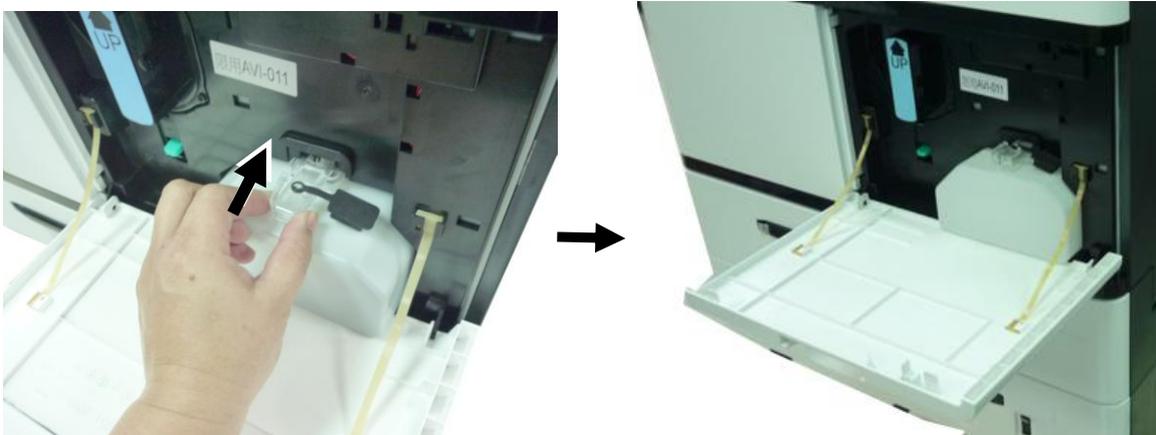


Reinstalling the Waste Toner Can

1. Open the cap.



2. Hold the handle of the waste toner can and insert it to its original place. A "click" sound means the installation was successful.



3. Close the Front Cover as shown.



Replacing Toner Cartridge

Follow these steps to replace the toner cartridge:



Important!

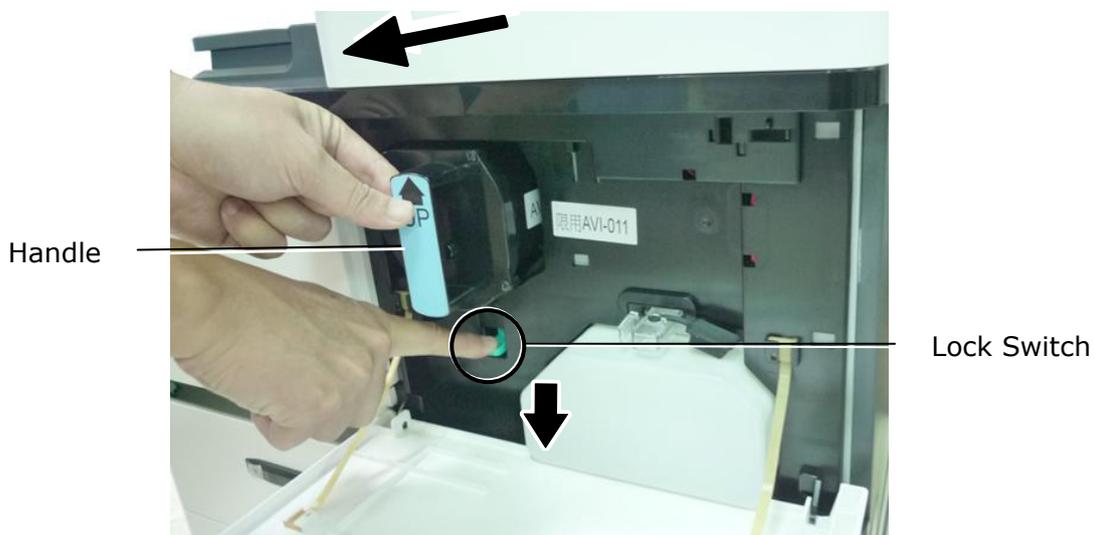
To maintain the EP Charger in good condition, please clean the EP charger each time after replacing the toner cartridge. Refer to the following section, Cleaning the EP Charger – on how to clean the charger.

Removing the Toner Cartridge

1. Open the front cover by pulling the handle as shown.

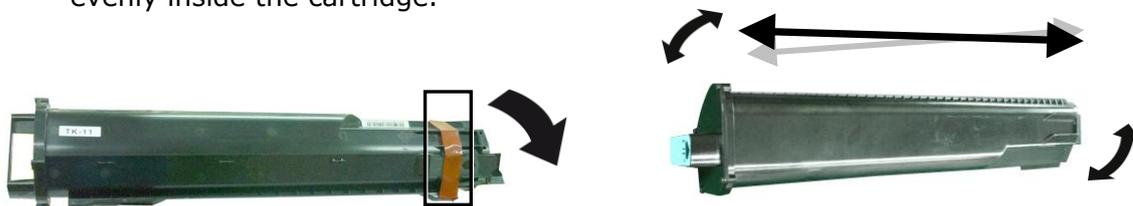


2. Use your right hand to unlock the toner cartridge by pressing down the 「lock switch」 and at the same time use your left hand to hold the handle of the toner cartridge and pull it out of the printer.



Installing the Toner Cartridge

1. Remove the package cushion and tapes on the toner cartridge. Tilt the toner cartridge up and down and then right and left 10 times to distribute the toner evenly inside the cartridge.



2. Hold the handle of the toner cartridge and insert it to its proper position as shown.



3. Close the front cover.



Important!

- Be careful not to spill the toner. DO NOT inhale or allow it to get into your eyes.
- 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. Hot water causes the toner to penetrate the fibers of the clothes.
- Do not dispose of the toner cartridge. Put the used toner cartridge into the bundled plastic bag, and then return it to a dealer or service representative. The latter recycles or deals with the collected toner cartridges in accordance with the relevant regulations.



Replacing the Paper Tray Rollers

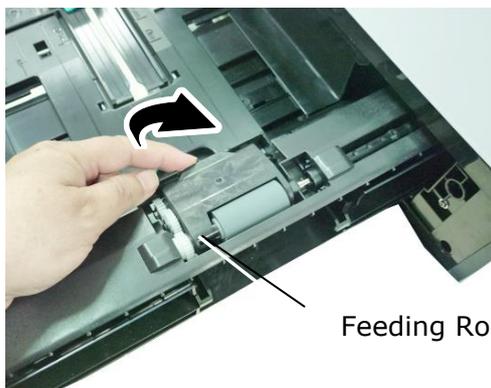
After approximately 200,000 prints or copies, the roller may be worn out and you may have difficulty in feeding paper properly. In this case, please replace the roller with a new one and follow the steps in below to complete the replacement.

The removing steps

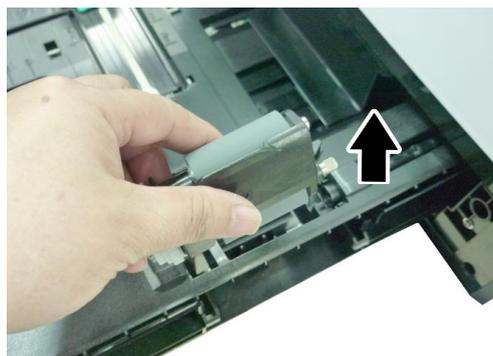
1. Lift the front side of the paper tray, and then pull the paper tray out of the product. Locate the feeding roller as indicated.



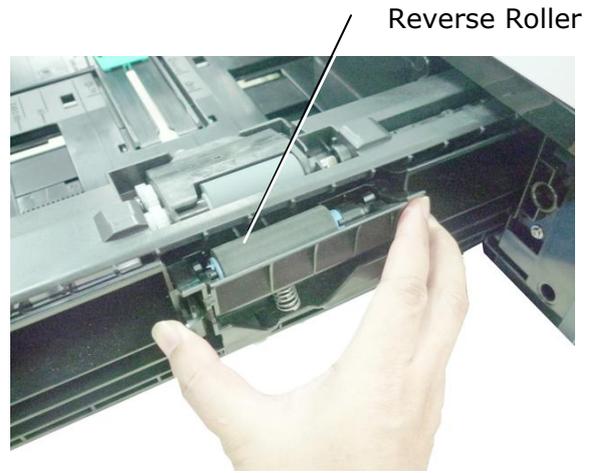
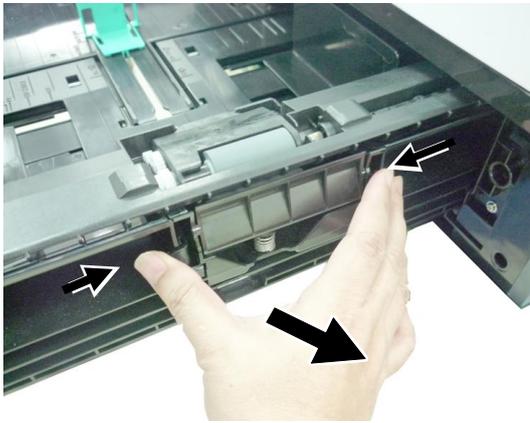
2. Press the front end of the Roller Cover inward to open the cover. Lift the Feeding Roller upward to remove it.



Feeding Roller

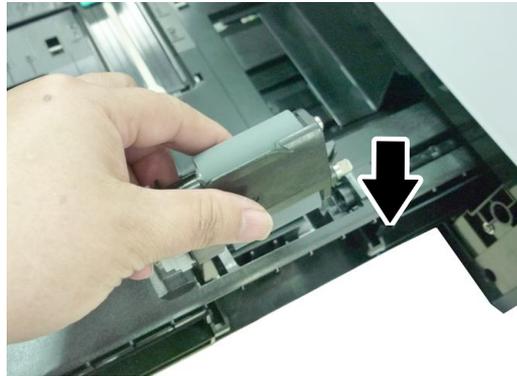


- 3.** Press two ends of the Reverse Roller inward to remove the Reverse Roller.

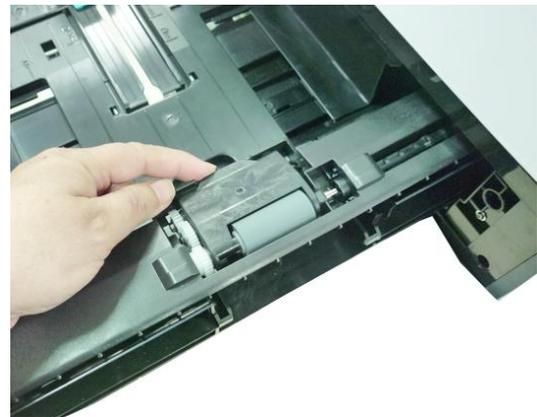


The reinstallation steps

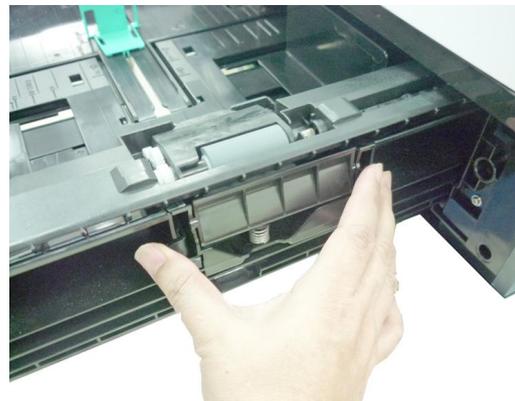
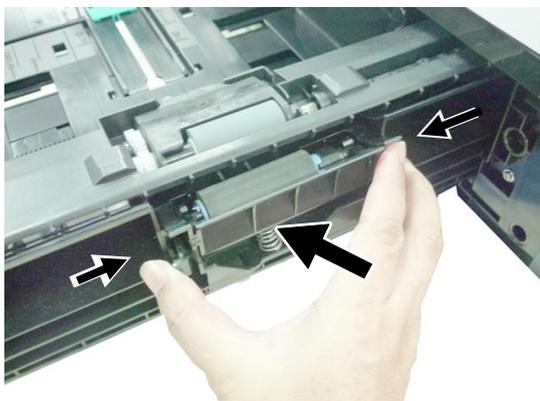
1. Insert the Feeding Roller vertically to its original slot.



2. Close the Roller Cover as shown.



3. Hold two ends of the Reverse Roller Assembly and insert it to its original slot as shown.



Replacing the manual tray rollers and pad

After approximately 200,000 prints or copies, the roller may be worn out and you may have difficulty in feeding paper properly. In this case, please replace the roller with a new one and follow the steps in below to complete the replacement.

The removing procedure

1. Pull down the manual tray.

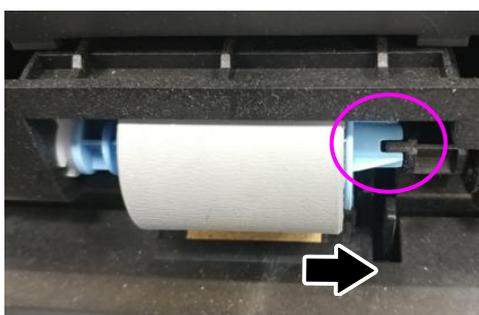
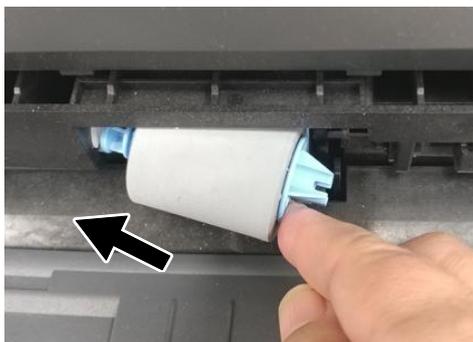


4. Press down the tab at the end of the roller as shown.



The reinstallation procedure

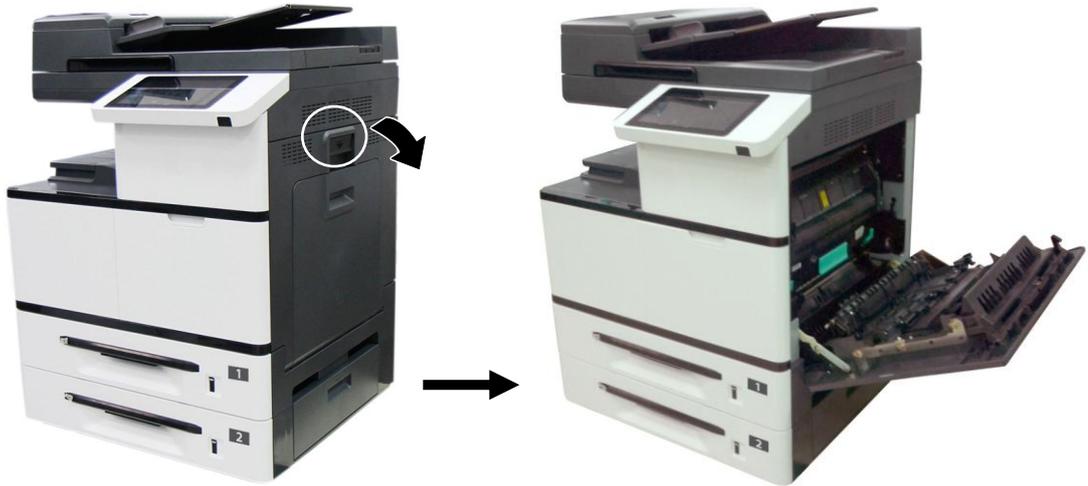
Install the left end of the roller to the left hole and then the right end to the right hole. Note the notch on the right end has to be aligned with the tab as indicated in below.



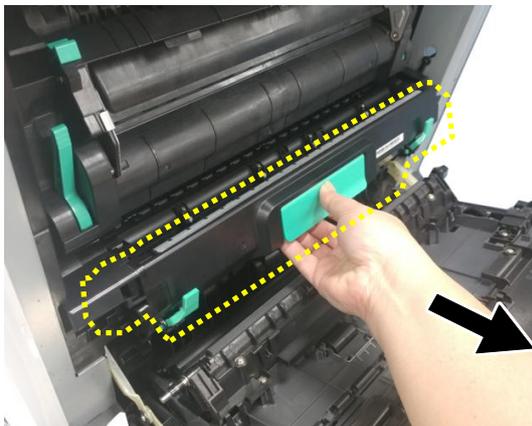
Replacing the Drum Unit

The Removing Procedure

1. Turn off the power and disconnect the power cable. Wait for 10 minutes to cool down the machine. Pull down the Handle to open the Side Door as shown.



2. Hold the handle of the Drum Unit and remove it from the machine as shown.



Drum Unit

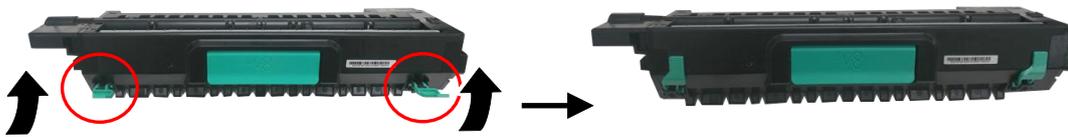


Reassembling Steps:

1. Remove the plastic bag, tape, and then press down the Release Arms to pull out the protective film.



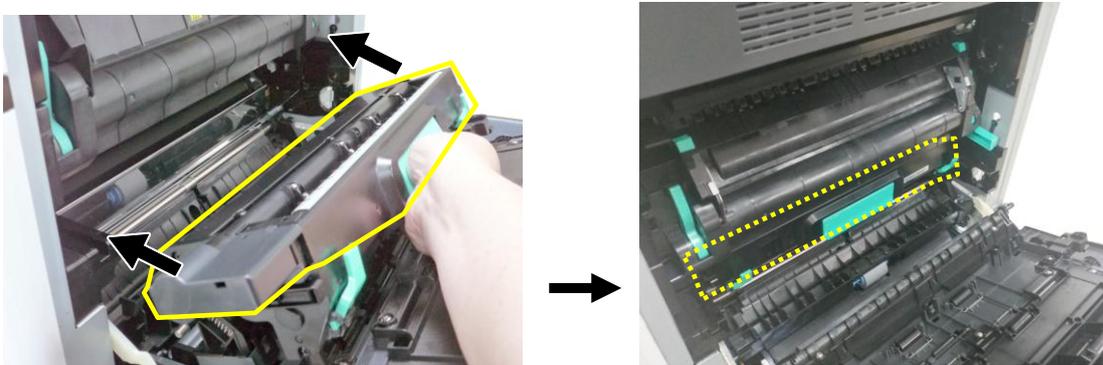
2. Pull up the Release Arms on both ends.



Important!

- To avoid damage the drum unit, please install it after removing the protection cushions. Do not expose the drum unit to light.
- Deliver the old drum unit to an approved recycling center.

3. Holding the handle of the Drum Unit, insert the Drum Unit horizontally into the slot along the top of the support frame on both sides, as shown in the figure.



4. Close the Side Door and then the Manual Tray as shown.

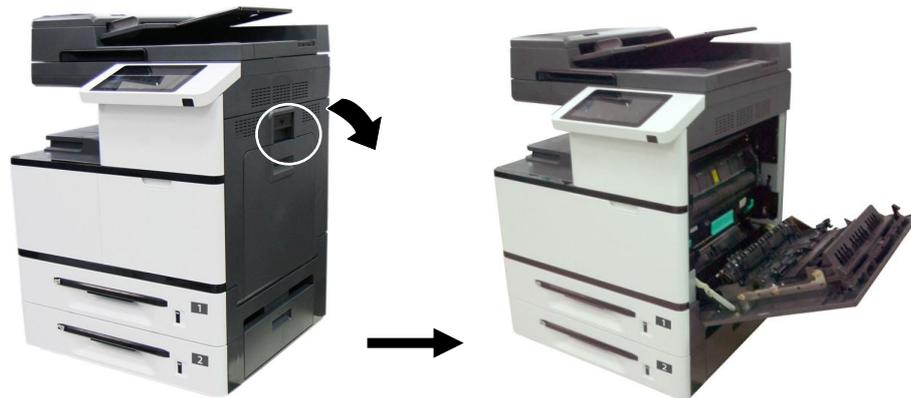


Replacing the Developing Unit

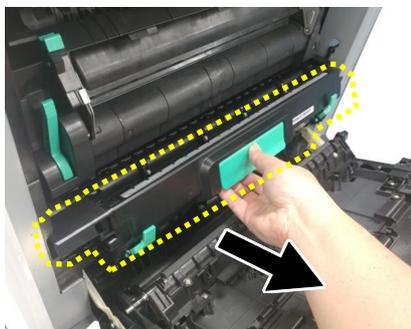
Follow these steps to replace the Developing Unit:

The Removing Steps:

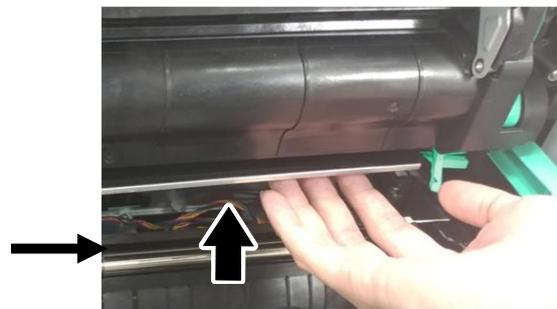
1. Turn off the machine until it has been cooled down.
2. Open the Side Door by pulling down the handle as shown.



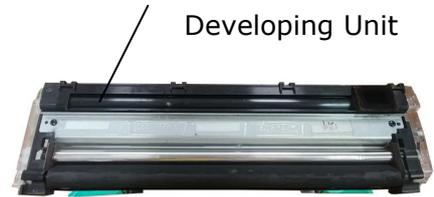
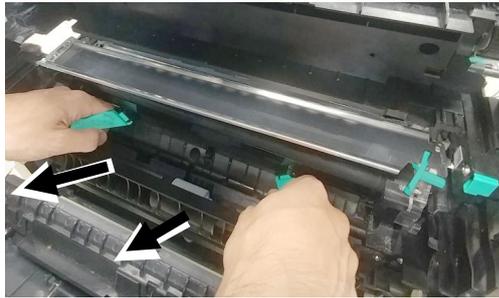
3. Hold the handle of the Drum unit and pull it out.



4. Open the paper guide latch in a clockwise direction ①, and then push up ② to fix the paper guide.

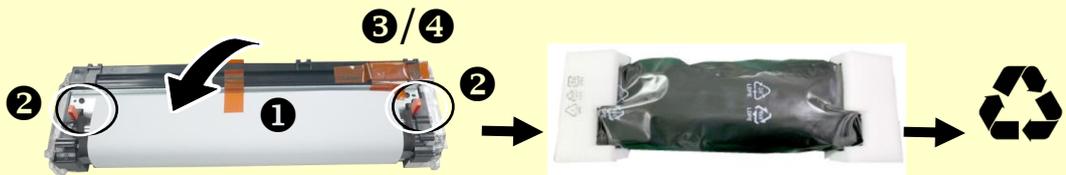


5. Hold the handles of the developing unit and gently remove it from the machine as shown.



Notice to return the used developing unit!

Insert the protective film from the original package into the roller of the developing unit, and stick the tape ①, insert the pin into the reserved hole ②, insert the sponge ④ to the toner exit hole, finally stick the tape ③ on the sponge to avoid vibration during transportation, and then put the developing unit into its original plastic bag, foam, and packing box to return to the manufacturer.



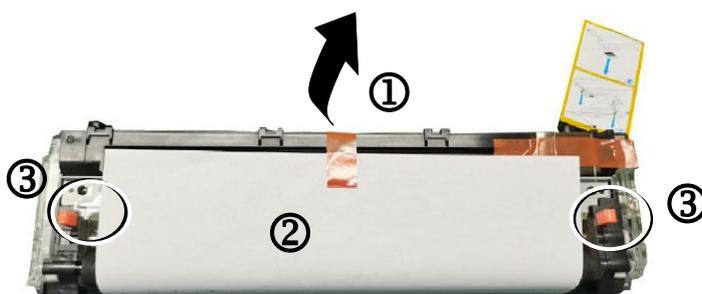
Reassembling Steps:

Follow these steps to install the Developing Unit:

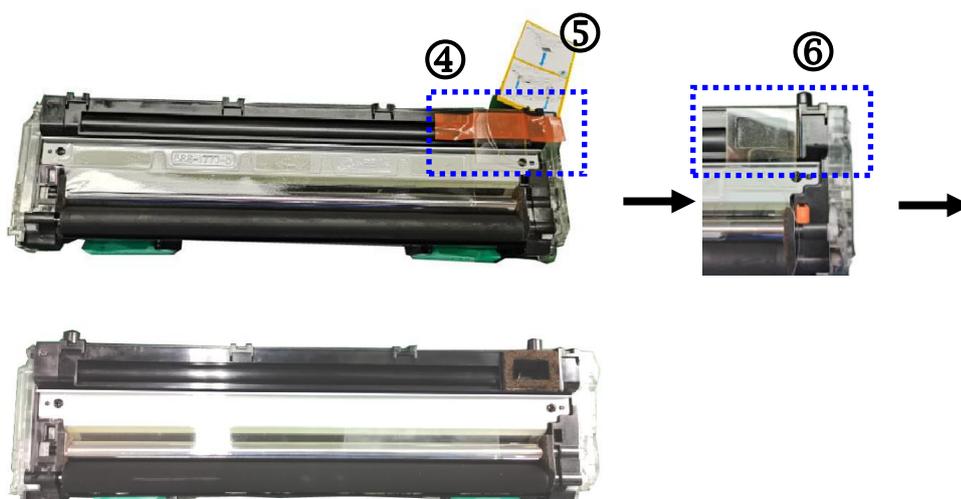
**Caution!**

To prevent damage to the Developing Unit, do not expose it to light for more than a few minutes.

1. Remove the tape ①, protective film ②, and the plugs ③ on both sides.



2. Remove the tape in the upper right corner ④, and then remove the instruction card ⑤ and sponge ⑥.

**Important!**

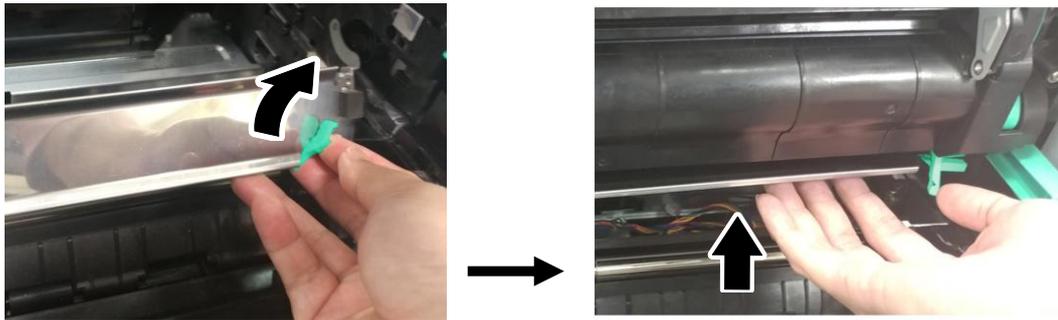
Do not remove the transparent plastic protective cover on the surface of the developing unit as shown in the figure to avoid abnormal images.



-
3. Pull the handle down to open the Side Door as shown.



4. Open the paper guide latch in a clockwise direction ①, and then push up ② to fix the paper guide.



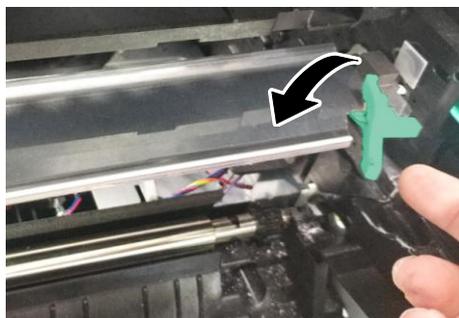
5. Open the handle of the developing unit and hold the handle with both hands, as shown in the figure below.



6. Hold the handle with both hands, placing the front end of the developing unit to the top of the rails on both sides ①, and then gently push the developing unit into the machine along the rails ②. Make sure the handles are closed and left flat on the surface of the developing unit as shown in below ③.



7. Pull down the latch of the paper guide counterclockwise to restore the latch of the paper guide to its original status.



8. Close the Side Door and then the Manual Tray as shown.



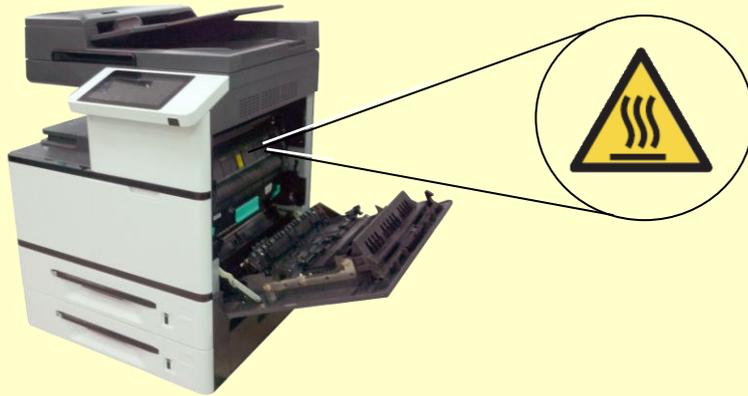
Replacing the Fuser

The Removing Steps

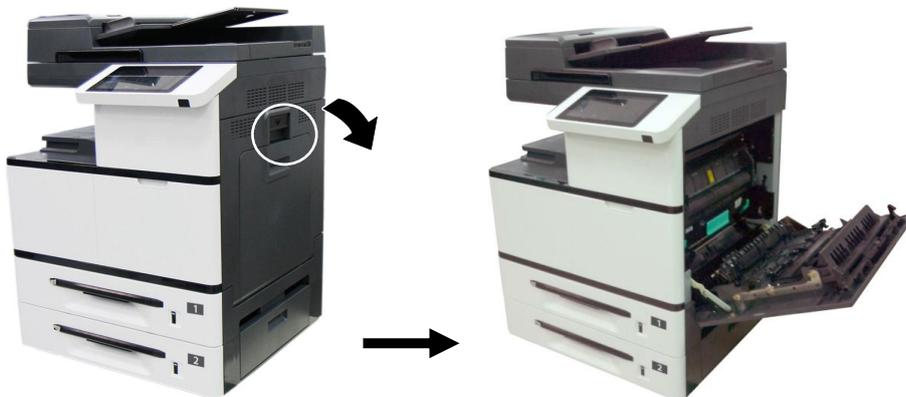


Important:

After the product has been used for a while, please do not touch the inside of the product since the temperature is very high. To replace the fuser, please first turn the machine off and wait until it has been cooled down.



1. Turn off the machine and wait until it has been cooled down.
2. Open the Side Door by pulling down the handle as shown.



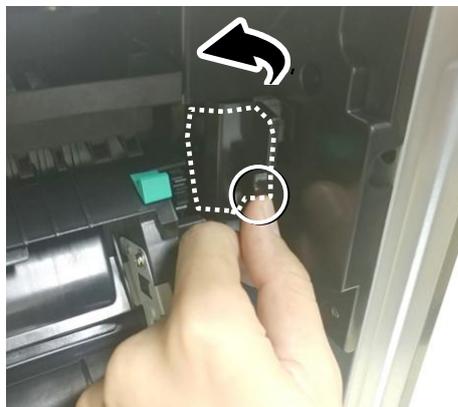
3. Pull down the handles on both sides of the fuser.



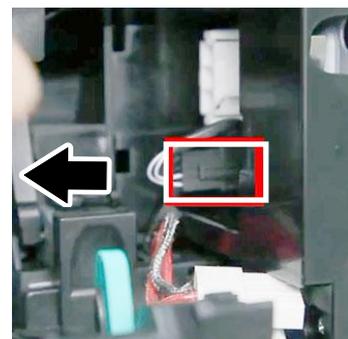
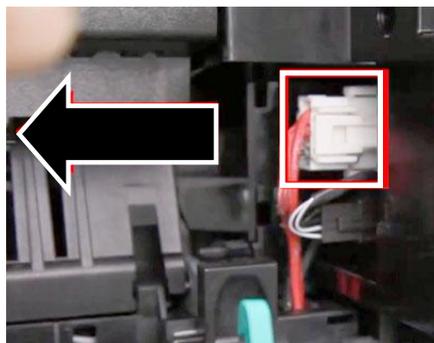
4. Pull down the tabs to open the cover.



5. Press the latch of the cover and remove the cover as shown in below.



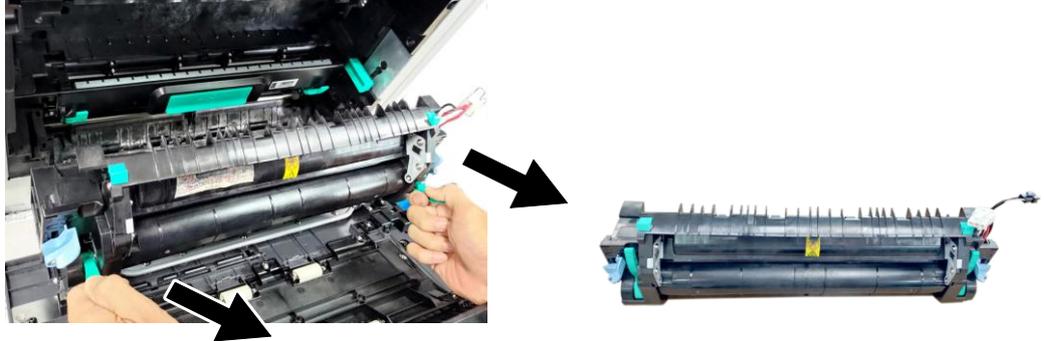
6. Remove the red cable and then the black cable.



7. Close the fuser cover and then press the blue latch on both sides inwardly as illustrated.

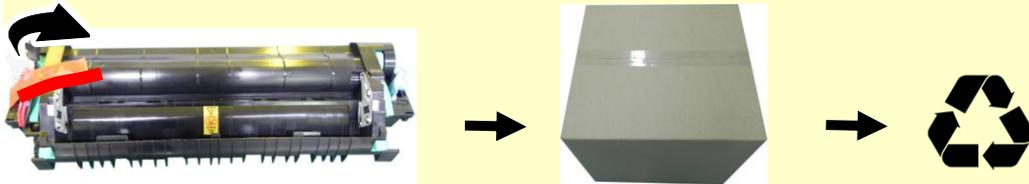


8. Hold the handles on both sides of the fuser and remove the fuser from the machine.



Important!

Do not dispose of the toner cartridge. Stick the cables with tape, put it in the original plastic bag and box, and then return to the authorized dealer or service personnel. The latter will follow Recycling or disposing of the collected fusers according to relevant regulations.



Reinstallation Steps

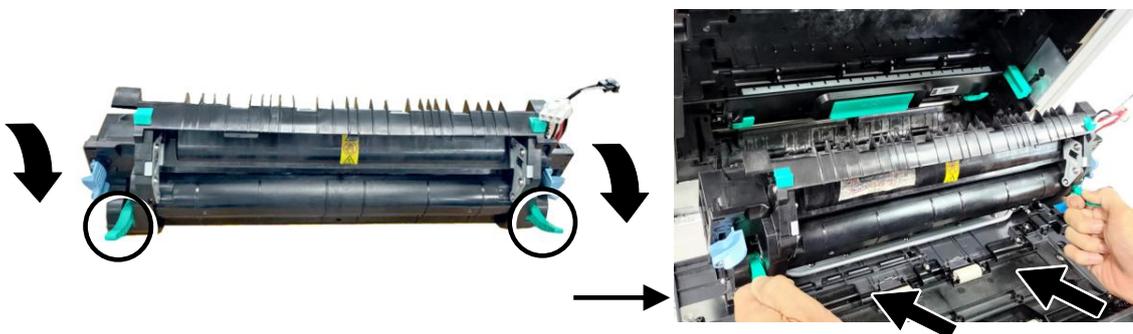
1. Remove the protective tape of the new fuser.



2. Turn over the fuser to find the serial number (AXXXXXXXXXX). Write it down as it is required to reset the fuser count.



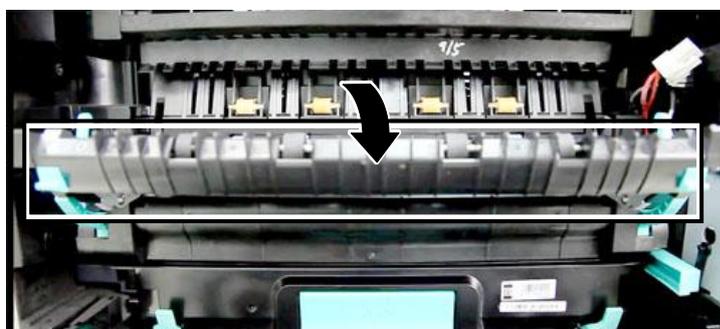
- 3.** Pull down the handles of the fuser and then hold the handles with two hands to install it back to the original place in the machine.



- 4.** Press the latches on both sides outward as illustrated.



- 5.** Pull down the fuser cover.



- 6.** Connect the black cable and then the red cable. Close the cable cover.



7. Close the fuser cover.



8. Pull up the handles on both sides.



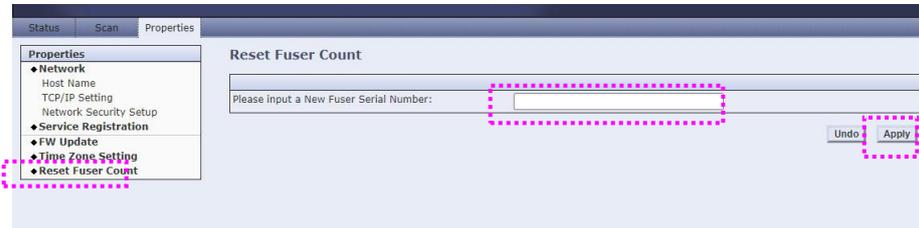
9. Close the Side Door and then the Manual Tray as shown.



10. Press the Power button to turn on the machine.
11. Reset the fuser count on the product's web page as described in below:
- 1). Connect the product to a network via an ethernet cable.
 - 2). Open your browser and type the product's IP address on the URL address. Press OK and the product's web page will be displayed.



- 3). Click [Properties] and then click [Reset Fuser Count]. Enter fuser's serial number and then press [Apply], finally enter the administrator's password to reset the fuser count.



9. Troubleshooting

Monitoring Your Printer Using Printer Status Monitor

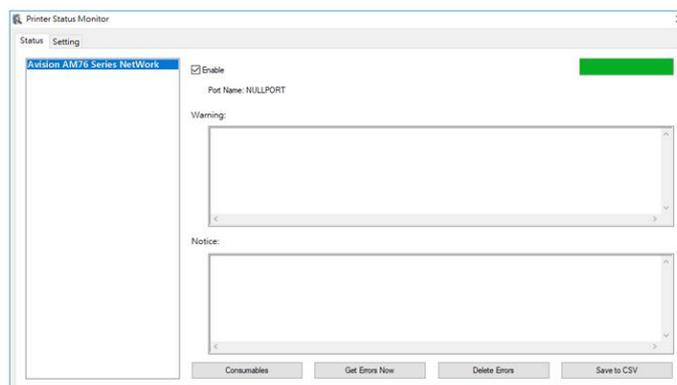
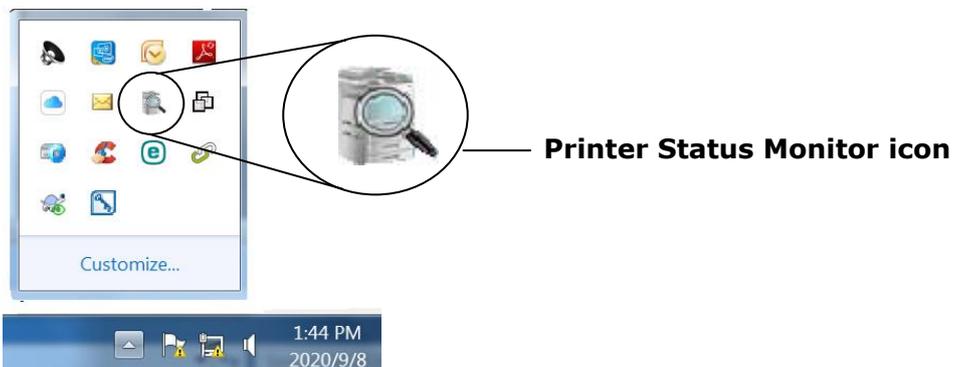
The Printer Status Monitor allows you to monitor your printer's status, get information on consumable parts, and alerts you when printer errors occur.

Printer Status Monitor is available when the printer is connected directly to a host computer via the USB port or a network port.

Printer Status Monitor is installed when you install the printer driver as described in the preceding section.

Accessing Printer Status Monitor

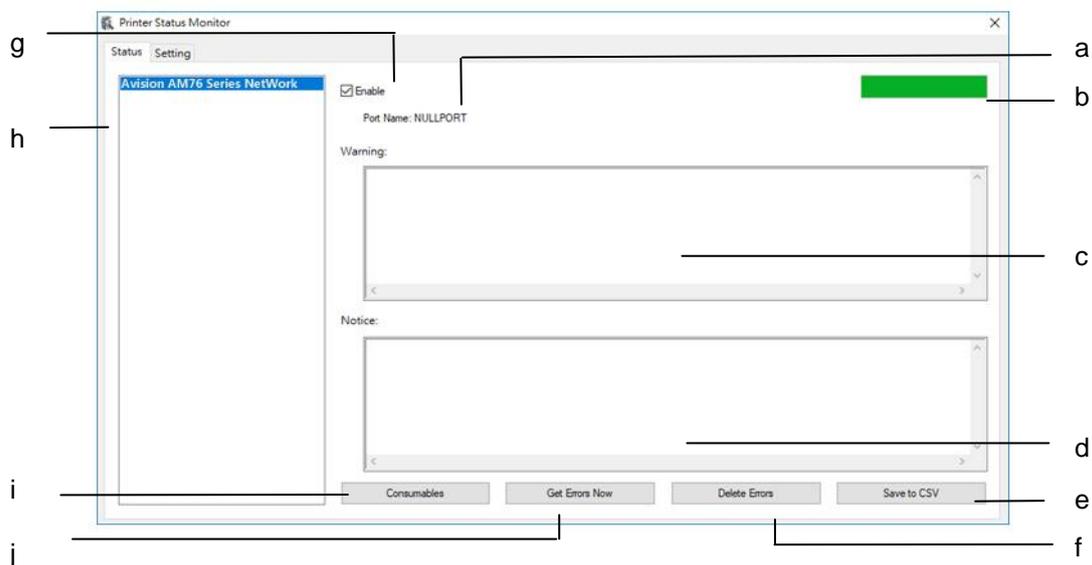
Double-click the **Printer Status Monitor** icon on the system tray. The following printer status window appears.



Printer Status Window

Getting Printer Status Details

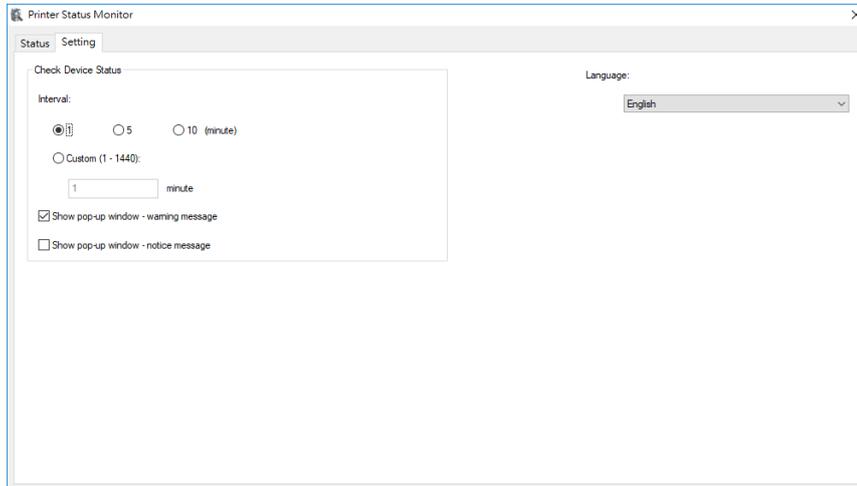
You can monitor printer status and get information on consumable products using the Printer Status Monitor dialog box.



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

Setting Monitoring Preferences

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



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

Clearing A Warning or Error Message

If a problem occurs during operation, a warning or error message will display on the LCD panel. In addition, the Error LED will be flashing or solidly lit to indicate a warning or an error status. To solve the problem, please follow the on-screen instruction or the following table for more detailed information.

Warning

| Error Codes | Possible Causes | Solution |
|-------------|--|--|
| 200030 | No toner is installed or detected. Possible cause of failure detection: sensor problem on the toner cartridge. | Please install a cartridge. |
| 200031 | Toner has run out. | Replace a new toner cartridge. (Refer to Chapter 8 Replacing the Consumables) |
| 200032 | Toner that remains is lower than 10%. The machine can still perform printing or copying function yet with poor quality. | |
| 200033 | No waste toner can is installed or detected. | Install waste toner can. (Refer to Chapter 8 Replacing the Consumables) |
| 200034 | The waste toner can is full. | Replace an empty waste toner can. (Refer to Chapter 8 Replacing the Consumables) |
| 200035 | The waste toner can is nearly full. | |
| 200036 | Toner cartridge error. (incorrect S/N) | Replace genuine toner cartridge from the original manufacturer. |
| 200040 | Drum unit sensor fails. Since toner will not continue being filled into the drum unit, resulting in less toner in the drum unit, the print quality is getting worse. | 1. Reboot the system . 2. If the problem persists, replace the sensor. |
| 200041 | No developing unit | Please install developing unit. |

| | | |
|------------------|---|---|
| 200042 | Developing unit lifetime ends, | Replace developing unit. |
| 200043 | Developing unit lifetime near end (less than 10%) | Order developing unit. |
| 200044 | Invalid developing unit | Order genuine developing unit from the original manufacturer. |
| 200141 | No drum unit | Install drum unit. |
| 200142 | Drum unit life exhausted. | Replace drum unit. |
| 200143 | Drum unit life near end.(less than 10%) | Replace drum unit. |
| 200144 | Invalid drum unit. (incorrect S/N) | Order and replace genuine drum unit from the original manufacturer. |
| 201502 201512 | Invalid fuser. Please use the original fuser from the vendor. | Use the original fuser from the vendor. |
| 201503 201513 | Invalid developer unit. Please use the original developer unit from the vendor. | Use the original developer unit from the vendor. |
| 201504 201514 | Invalid drum. Please use the original drum from the vendor. | Use the original drum from the vendor. |
| 201505 201515 | Invalid toner cartridge. Please use the original toner cartridge from the vendor. | Use the original toner cartridge from the vendor. |
| 201611 | Toner empty: Toner level sensor always off. | Replace toner level sensor. |
| 201619 | Fuser life has been exhausted. | Call the service personnel to order and replace the fuser. |
| 201620 | Fuser lifetime near end (less than 10%.) | (Refer to Chapter 8 <u>Replacing the Consumables</u>) |

System Error Codes

| Error Codes | Possible Causes | Solution |
|-------------|---|--|
| 200000 | Multi-fed paper happens. | Open the Side Door, clear papers, and adjust paper size and orientation. Possible causes: 1. The paper length in a paper tray is greater than the specified paper length for printing. 2. If the problem persists, call the service personnel to check the pick up roller and spare sensor. |
| 200050 | Side door is open. | Close side cover. |
| 200051 | Front cover is open. | Close the front cover. |
| 200052 | Tray 2 cover is open. | Close tray 2 cover. |
| 200053 | Tray 3 cover is open. | Close tray 3 cover. |
| 200060 | Tray 1 error. | Please open and close tray to recover it. |
| 200061 | Tray 2 error. | |
| 200062 | Tray 3 error. | |
| 200063 | Tray 4 error. | |
| 200070 | Tray 1 is open. | Close tray correctly. |
| 200071 | Tray 2 is open. | |
| 200072 | Tray 3 is open. | |
| 200073 | Tray 4 is open. | |
| 200080 | Manual tray paper empty | Any of the printer paper trays has run out. Load paper to the empty tray. |
| 200081 | Tray 1 paper empty | |
| 200082 | Tray 2 paper empty | |
| 200083 | Tray 3 paper empty | |
| 200084 | Tray 4 paper empty | |
| 200090 | Fan 1 fails (fan for fuser). | When any one of the fans stops or has abnormal rotation speed, Call the service personnel to order and replace the fan. |
| 200091 | Fan 2 fails (fan for main board). | |
| 200092 | Fan 3 fails (fan for developing unit and drum). | |

Errors on Scanner

| Error Codes | Possible Causes | Solution |
|-------------|--|--|
| 000001 | The motor is damaged, or runs incorrect steps. | Replace the motor. |
| 000002 | Lamp error (ADF) | The ADF CIS lamp is damaged or not lit. Replace the CIS unit. |
| 000113 | Scanner module error. An expected error from scanner parts occurs. | Restart MFP or replace scanner parts that fail. |
| 002007 | Lamp error (FB) | The flatbed CIS lamp is damaged or not lit. Replace the flatbed CIS unit. |
| 002008 | Scanning unit is locked. | Move the lock switch near the glass platen to the used position. |
| 002013 | ADF paper jam occurs during scanning process. | 1. Open ADF cover. 2. Remove the jammed paper. 3. Close ADF cover. |
| 002014 | ADF cover opens. | Close ADF cover. |
| 100000 | Job full. | When the number of jobs in the Job status reaches 100, this error occurs. Delete some jobs to make the total number of jobs less than 100. |
| 100111 | MFP error | When MFP is booted, the scanner and printer engine Initialization fail. Restart MFP. |
| 200001 | No Matching Paper | No tray is matched and found during printing or copying process. Replace the wrong paper with correct one in the tray. |
| 300380 | Error in printing PDF file over 32MB | Printing/ reprinting a PDF file over 32MB is not allowed. Reduce page number in a PDF file. |
| 600320 | Paper empty. Job Abort. | All Trays are empty during printing. Fill paper to the paper trays. |
| 600330 | No Matching Paper | No tray is matched and found during printing or copying process. Replace the wrong paper with correct one in the tray. |
| 600340 | Paper not support | When printing the Demo page, the paper size in Tray1 is not A4. Place the A4-sized paper into Tray1. |

| | | |
|--------|---|--|
| 600350 | Number of Address book exceeds limitation | The number of contacts in the Address Book exceeds limitation. Delete some contacts in the Address Book to make the total number of contacts less than 500. |
| 600360 | Number of groups exceeds limitation | The number of groups in the Address Book exceeds limitation. Delete some groups in the Address Book to make the total number of groups less than 10. |
| 600680 | Receiver exceed allowable limit | The number of email receivers added exceeds the upper limit. Delete some email receivers to make the total number of receivers less than 20. |

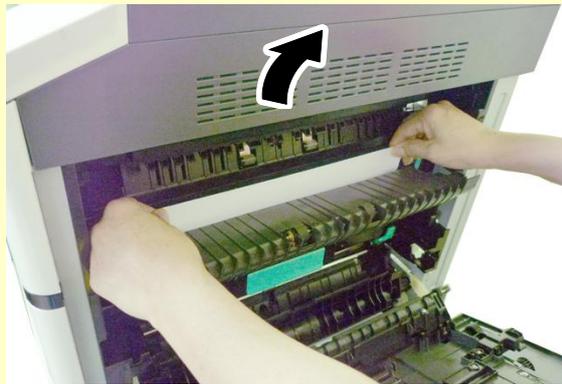
PaperJam Errors

When paperjam error occurs, check the jammed positions indicated in the message to clear the jam error.



Notice when removing the jammed paper:

1. As shown in the figure below, gently remove the paper by holding the edges of paper with both hands according to the arrow direction. Removing jammed paper by force in other directions (up \ right \ or left) might cause damage to the machine.



2. Check if the paper is complete. If it is incomplete, check if any scraps left inside the machine and remove the scraps. Otherwise, the scraps might affect document feeding and also the print quality.

Paperjam Areas

Area A: Fuser

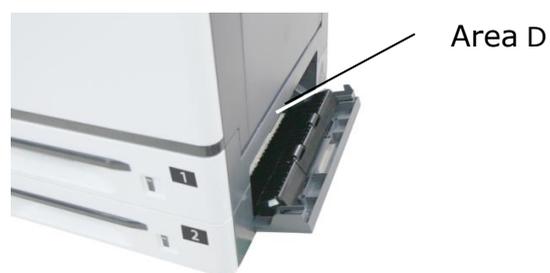
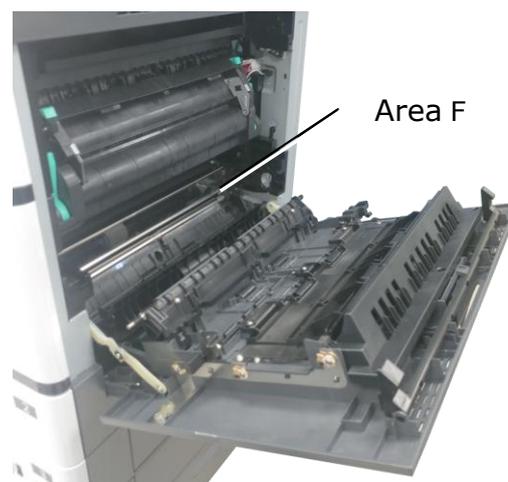
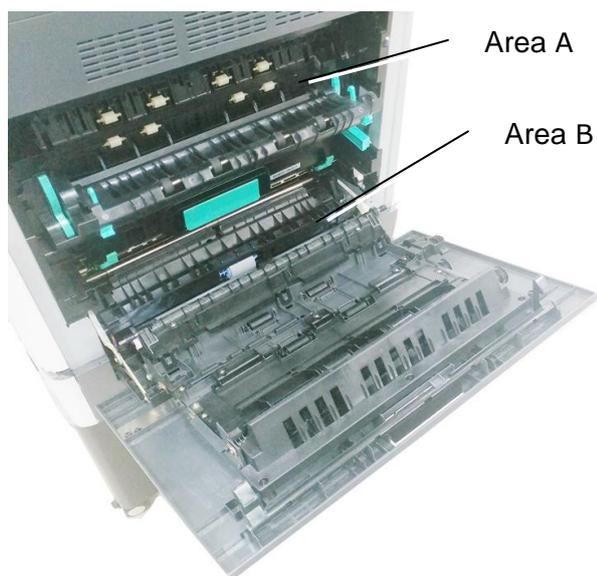
Area B: Paper Exit on Tray 1

Area C: Duplex Unit

Area D: Side Cover of Tray 2

Area E: Side Cover of Tray 3

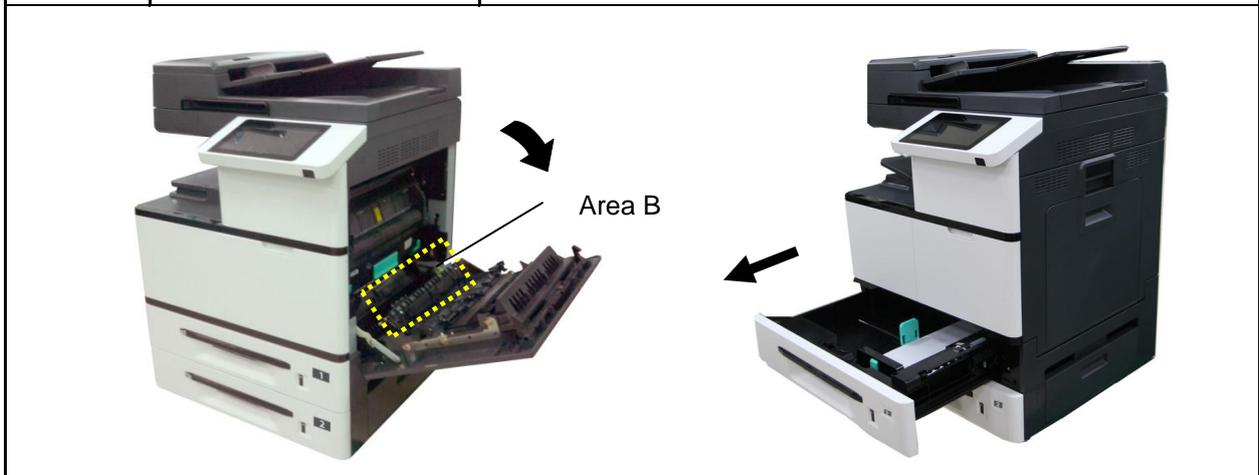
Area F: Drum Unit



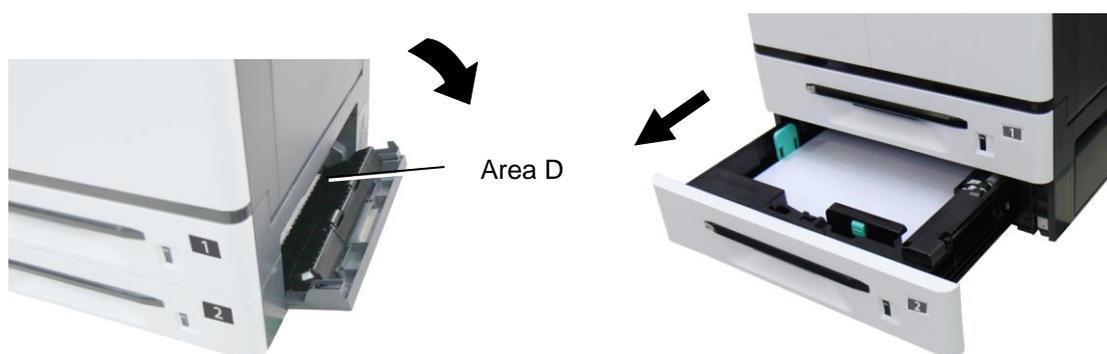
| Error Code | Cause | Solution |
|------------|-----------------------------|--|
| 200301 | Paperjam in the manual tray | <ol style="list-style-type: none"> 1. Remove the jammed paper. Fan your paper and reload it to the manual tray. 2. If the problem still persists, clean the Feeding Roller in the manual tray. |

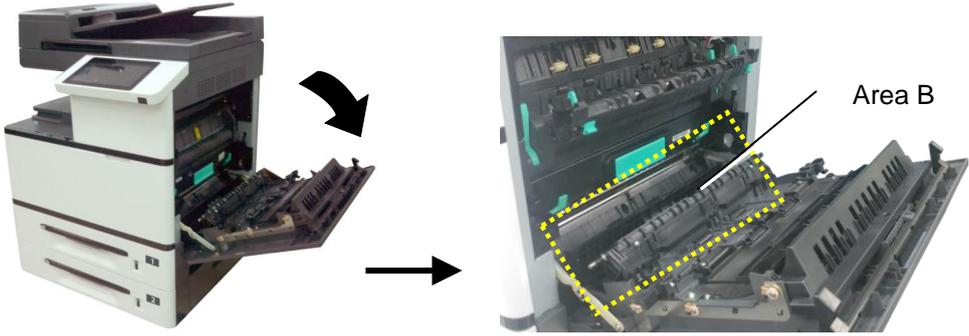


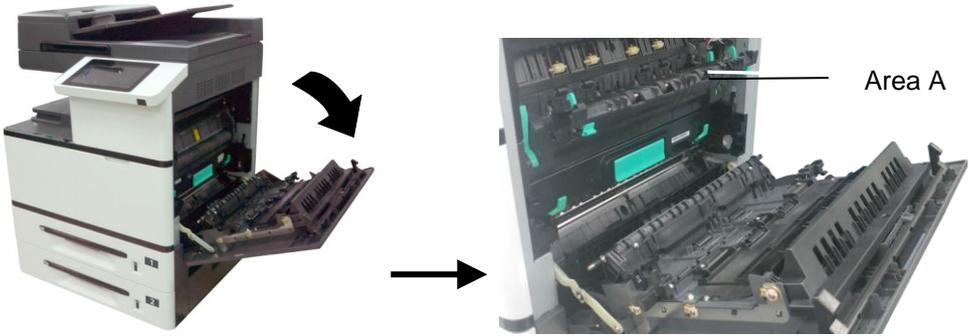
| Error Code | Cause | Solution |
|------------|--------------------|--|
| 200302 | Paperjam in Tray 1 | <ol style="list-style-type: none"> 1. Open the Side Door. 2. Check if there is jammed paper in the paper exit of Tray 1 (Area B). If so, remove the paper. 3. Open Tray 1 to remove the jammed paper. 4. Close Tray 1 and the Side Door. |

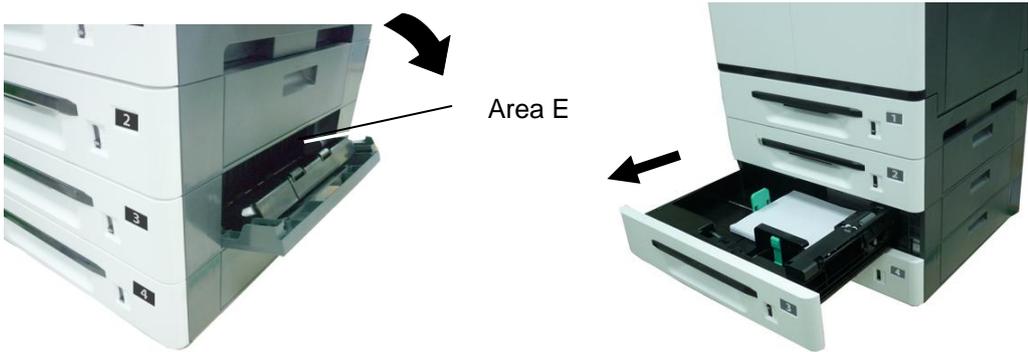


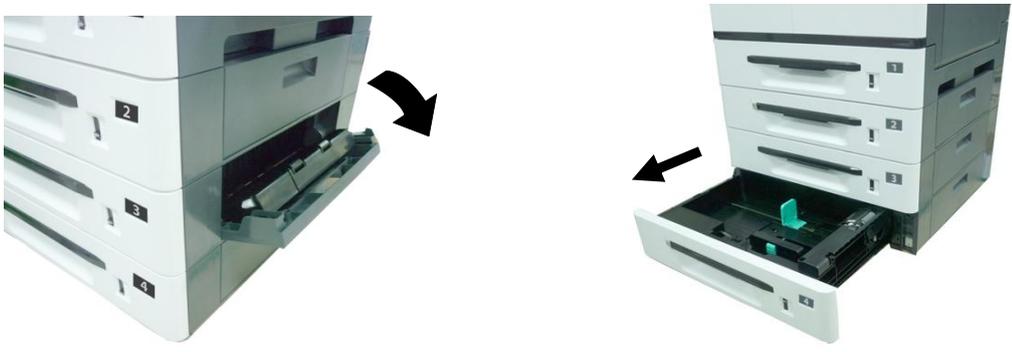
| Error Code | Cause | Solution |
|------------|--------------------|---|
| 200303 | Paperjam in Tray 2 | <ol style="list-style-type: none">1. Open the Side Door of Tray 2 as shown.2. If there is paper on Area D (paper exit on Tray 2), remove the paper.3. Open Tray 2 to remove if there is further paper.4. Close Tray 2 and the Side Door of Tray 2. |



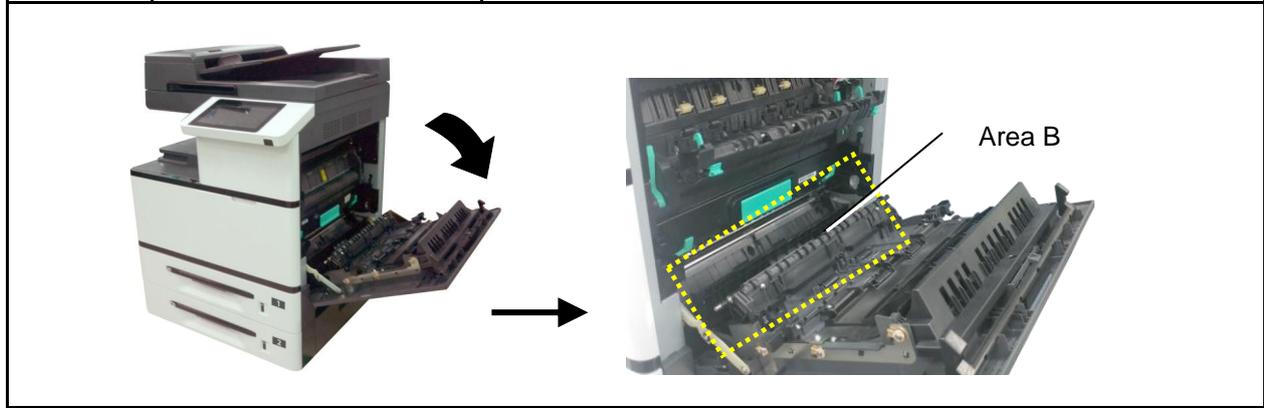
| Error Code | Cause | Solution |
|--|----------------------------|---|
| 200306 | Paperjam in deskew sensor. | <ol style="list-style-type: none"> 1. Open the Side Door. 2. If there is paper on Area B (paper exit on Tray 1), remove it. Be careful not to touch the area marked the temperature. 3. Close the Side Door. |
|  <p>The diagram illustrates the process of accessing the deskew sensor area. On the left, a side view of the printer shows the side door being opened. An arrow points to the right, where a detailed view of the internal mechanism is shown. A yellow dashed line outlines a specific region labeled 'Area B', which is the paper exit on Tray 1. A line also points to this area from the label 'Area B'.</p> | | |

| Error Code | Cause | Solution |
|---|---|--|
| 200309 | Paperjam in paper exit sensor of fuser. | <ol style="list-style-type: none"> 1. Turn off the machine and wait for a few minutes to let the operating temperature drop and then open the Side Door. 2. Check Area A (Fuser area) and remove the paper. Pay attention the temperature is high in the fuser. 3. Close the fuser cover and the Side Door. |
|  <p>The diagram illustrates the process of accessing the fuser area. On the left, a side view of the printer shows the side door being opened. An arrow points to the right, where a detailed view of the internal mechanism is shown. A white dashed line outlines a specific region labeled 'Area A', which is the fuser area. A line also points to this area from the label 'Area A'.</p> | | |

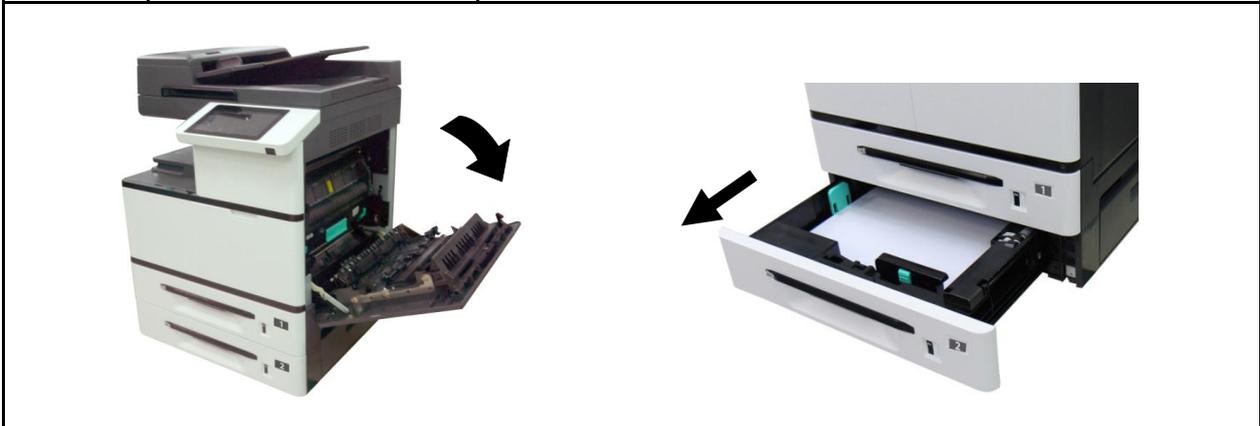
| Error Code | Cause | Solution |
|--|--------------------|--|
| 200317 | Paperjam in Tray 3 | <ol style="list-style-type: none"> 1. Open the Side Door of the 3rd and 4th Tray. 2. If there is paper in the exit of the 3rd Tray, pull the paper out a bit and then remove the paper. 3. If there is no paper in the exit of the 3rd Tray, open Tray 3 to remove paper. Then close Tray 3. 4. Close the Side Door of the 3rd and 4th Tray. |
|  | | |

| Error Code | Cause | Solution |
|--|--------------------|--|
| 200318 | Paperjam in Tray 4 | <ol style="list-style-type: none"> 1. Open the Side Door of the 3rd and 4th Tray. 2. If there is paper in the exit of the 3rd Tray, pull the paper out a bit and then remove the paper. 3. If there is no paper in the exit of the 3rd Tray, open Tray 3 to remove paper. Then close Tray 3. 4. Close the Side Door of the 3rd and 4th Tray. |
|  | | |

| Error Code | Cause | Solution |
|------------|--|---|
| 200340 | Paperjam in the sensor of Tray 1 | 1. Open the Side Door. 2. If there is paper on Area B (paper exit on Tray 1), remove it. The temperature near the fuser is very high. Do not touch those areas. 3. Close the Side Door. |
| 200341 | Paperjam between Tray 1 Sensor and Deskew Sensor | Same as above |



| Error Code | Cause | Solution |
|------------|--|---|
| 200342 | Paperjam in Tray 2 | 1. Open the Side Door. 2. If there is paper on Paper Exit of Tray 2, pull the paper out and then remove it. 3.If there is no paper on Paper Exit of Tray 2, pull out Tray 2 to remove the paper. 4.Close Side Door and Tray 2. |
| 200343 | Paperjam between Tray 1 sensor and Tray 2 sensor | Same as above |



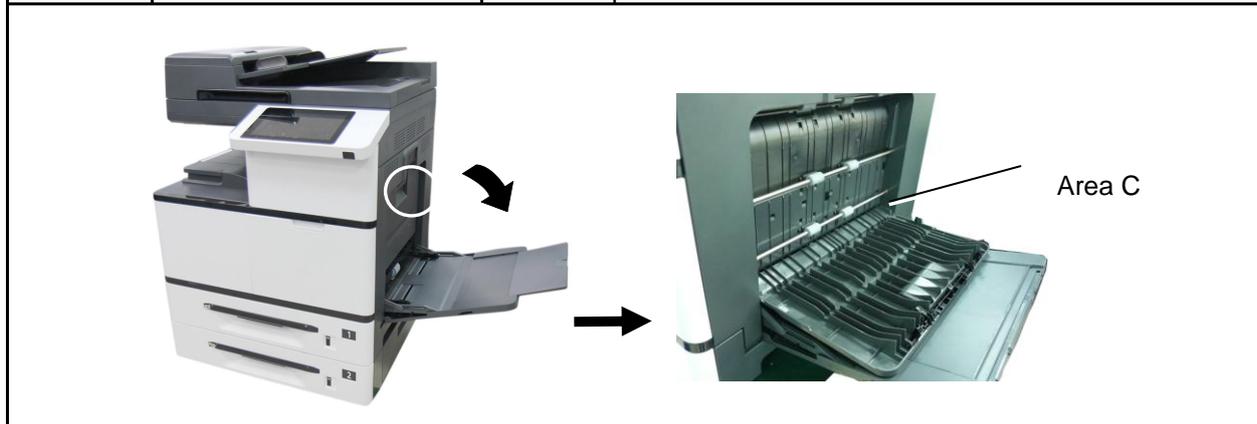
| Error Code | Cause | Solution |
|------------|--|--|
| 200344 | Paperjam in Tray 3 sensor | <ol style="list-style-type: none"> 1. Open the Side Door of Tray 2. 2. If there is paper on Area D (paper exit of Tray 2), pull the paper out and remove it. 3. If there is no paper, pull Tray 3 to remove all paper. 4. Close the Side Door of Tray 2. |
| 200345 | Paperjam between Tray 2 sensor and Tray 3 sensor | Save as above |



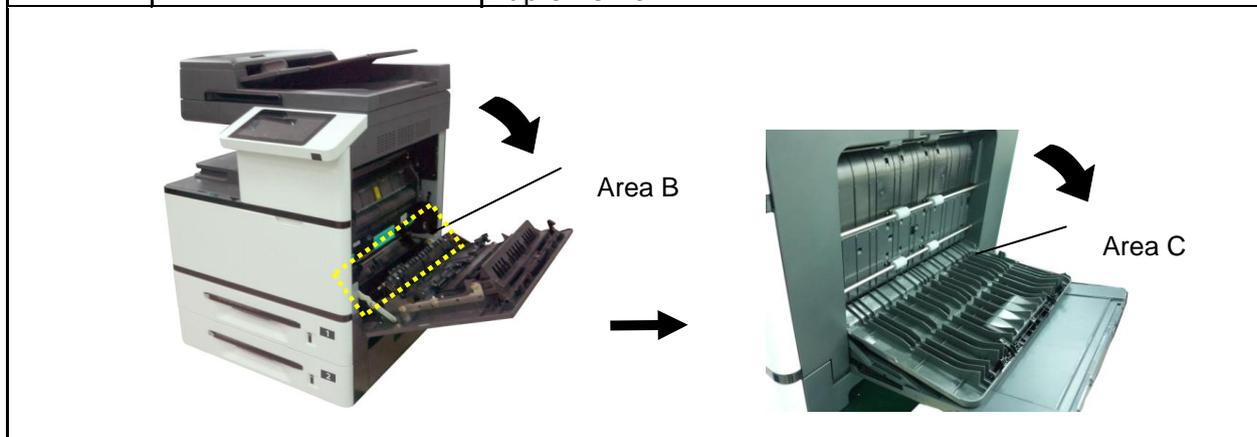
| Error Code | Cause | Solution |
|------------|--|--|
| 200346 | Paperjam in Tray 4 sensor | <ol style="list-style-type: none"> 1. Open the Side Door of Tray 3. 2. If there is paper on Area E (Paper exit of Tray 3), pull the paper out and then remove the paper. 3. If no paper, open Tray 3 to check and remove paper. 4. Close the Side Door of Tray 3 and Tray 3. |
| 200347 | Paperjam between Tray 3 sensor and Tray 4 sensor | Same as above |



| Error Code | Cause | Solution |
|------------|-----------------------------|--|
| 200348 | Paperjam in the Duplex Unit | <ol style="list-style-type: none"> 1. Open the Side Door of the Duplex Unit. 2. If there is paper in area C (Duplex Unit), pull the paper gently and remove the paper. 3. If the problem repeats, please clean the pickup rollers of the Duplex Unit. |



| Error Code | Cause | Solution |
|------------|---|---|
| 200349 | Paperjam in Duplex Sensor and Deskew Sensor | <ol style="list-style-type: none"> 1. Open the Side Door of the Duplex Unit. 2. If there is paper in area B and area C (Tray 1 exit, Duplex unit), remove the paper. Be careful not to touch the places marked high temperature. 2. If the problem persists, clean the pickup roller of the Duplex Unit. |

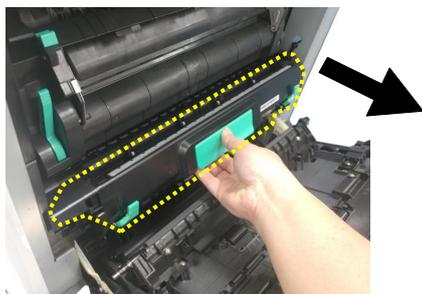


| Error Code | Cause | Solution |
|------------|---|--|
| 200351 | Paperjam between Fuser Sensor and Duplex Sensor | <ol style="list-style-type: none"> 1. Open the Side Door of the Duplex Unit. 2. If there is paper in area C (Duplex Unit), pull the paper gently and remove the paper. 3. If the problem repeats, please clean the pickup rollers of the Duplex Unit. |
| | | |

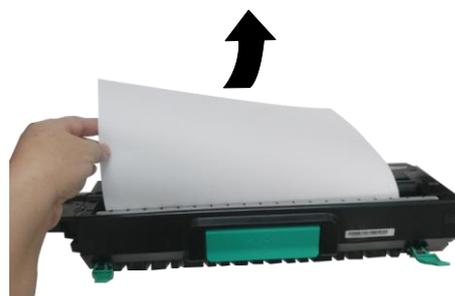
| Error Code | Cause | Solution |
|------------|---|--|
| 200352 | Paperjam between Deskew Sensor and Drum Jam Sensor | <ol style="list-style-type: none"> 1. Open Side Door. 2. Remove the drum unit and check area F. Remove paper. Be careful not to touch the places marked high temperature. 3. Close Side Door and Manual Tray Side Door. |
| 200353 | Paperjam in Drum Jam Sensor | |
| 200354 | Paperjam between Drum Jam Sensor and Fuser Out Sensor | |
| | | |

How to remove the jammed paper in the drum unit

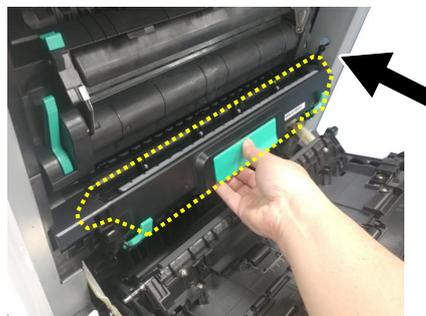
1. Open the Side Door and remove the drum unit as shown.



2. Release the roller by pressing down the Release Arms on two ends and then gently remove the paper.

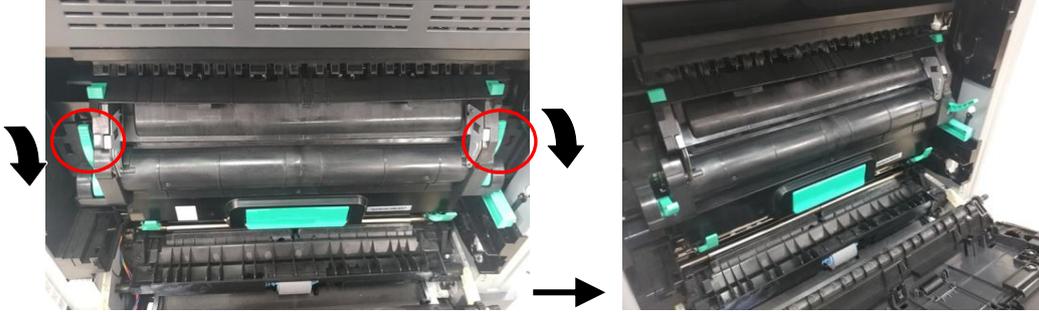


3. After removing the paper, pull up the Release Arms on both ends. Then grasp the handle of the drum unit and install it horizontally to the original place in the printer as shown.

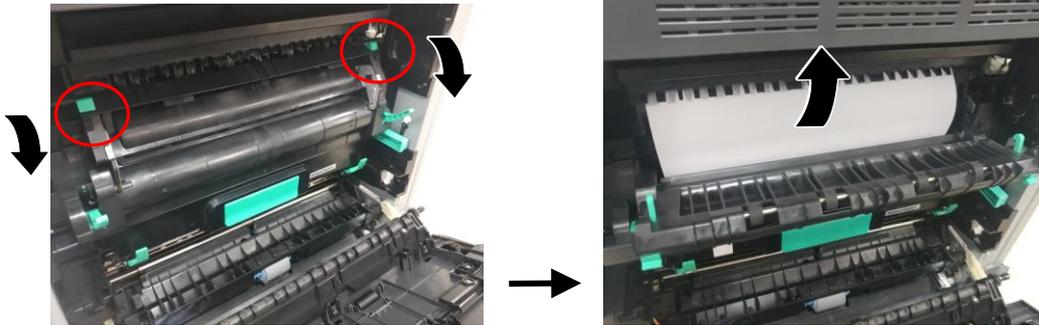


How to remove the jammed paper in the fuser

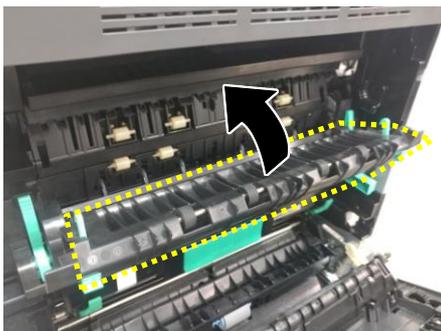
1. Open the Side Door. Release the fuser by pressing down two lock hooks on both sides as shown.



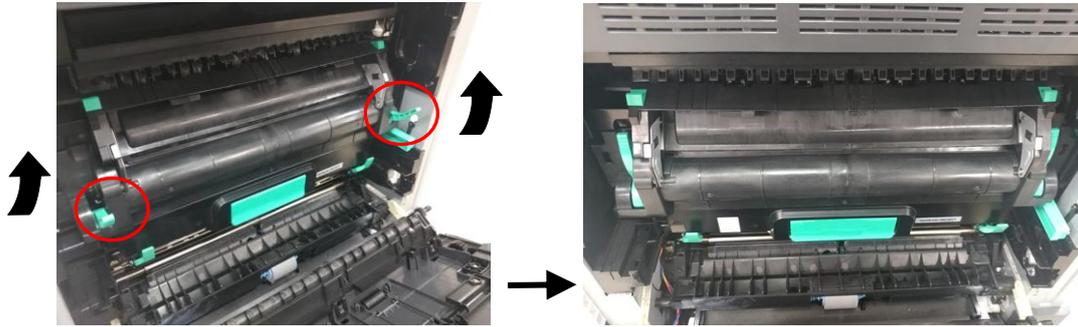
2. Open the fuser cover by pressing down two lock tabs on the top. Gently remove the jammed paper.



3. After the jammed paper has been removed, close the fuser cover. A snap-in sound will be heard.



4. Finally, push the lock hooks back into its original places as shown. Then close the Side Door.



Fuser Errors

| Error Code | Problem Cause on Fuser | Solution |
|------------|---|---|
| 201600 | A3 or A4 lamp heating exceeds the upper temperature limit (210 degrees). | <ol style="list-style-type: none"> 1. Reboot the machine. 2. If the error code persists, replace the fuser. |
| 201604 | Analog to Digital conversion (ADC) adjustment not ready. | |
| 201605 | Analog to digital conversion not ready: In a non-initial state, query on the A3 and A4 lamps' ADC values per 500ms fails. | |
| 201607 | The temperature difference between A3 and A4 lamps is more than 50 degrees. | |
| 201612 | The difference between the current and last temperatures of the A3 lamp is more than 20 degrees. | |
| 201613 | The difference between the current and last temperatures of the A4 lamp is more than 20 degrees. | |
| 201614 | In the warming state, the A3 lamp does not heat up over 5 degrees in 10 seconds, which means a heating error occurs. | |
| 201615 | In the warming state, the A4 lamp does not heat up over 7 degrees in 10 seconds, which means a heating error occurs. | |
| 201616 | Fuser heating from ready to print status is over 20 seconds. | |
| 201617 | Fuser heating from warming to ready status is over 155 seconds. | |
| 201618 | Fuser heating from starting to ready status is over 100 seconds. | |
| 201621 | The machine detects that the A4 lamp's thermistor is not connected. | |
| 201624 | The machine detects that the A3 lamp's thermistor is not connected. | |

Runtime Errors

| Error Code | Problem Cause on Runtime Error | Problem-solving Solution |
|------------|--|---|
| 200100 | Api_nvram_rw_test_fail, I/O action fails. | <ol style="list-style-type: none"> 1. Reboot the machine. 2. If the error code persists, call the service personnel to replace the main board. |
| 200101 | Api_nvram_write_fail, write fails. | |
| 200102 | Api_nvram_read_fail, read fails. | |
| 200200 | Flash error, flash unknown error. | |
| 200201 | Flash_block_erase_failed, chunk erasing fails. | |
| 200202 | Flash_chip_erase_failed, chip erasing fails. | |
| 200203 | flash_program_failed, Flash write-in fails. | |
| 201610 | LPH Error. The LPH flat cable has not been properly installed. | <ol style="list-style-type: none"> 1. Reboot the machine. 2. If the error code persists, call the service personnel to check the LPH flat cable. |
| 201650 | Printer Runtime error. | <ol style="list-style-type: none"> 1. Reboot the machine. 2. If the error code persists, call the service personnel to replace the main board. |
| 201701 | MB NVRAM : A reading error occurs. | <ol style="list-style-type: none"> 1. Reboot the machine. 2. If the error code persists, call the service personnel to replace the main board. |
| 201702 | MB NVRAM : A writing error occurs. | |
| 201703 | MB NVRAM : Write-in is normal, but a reading error occurs during comparison. | |
| 201704 | MB NVRAM : Both write-in and read are normal, but an error occurs during comparison. | |
| 201711 | EP NVRAM : A reading error occurs. | <ol style="list-style-type: none"> 1. Reboot the machine. 2. Check if the EP has been properly installed. 3. If the error code persists, call the service personnel to replace the main board. |
| 201712 | EP NVRAM : A writing error occurs. | |
| 201713 | EP NVRAM : Write in is normal, but a read error occurs during comparison. | |
| 201714 | EP NVRAM : Both write-in and read are normal, but an error occurs during comparison. | |

| | | |
|--------|---|---|
| 201721 | Toner NVRAM : A reading error occurs. | 1. Reboot the machine. |
| 201722 | Toner NVRAM : A writing error occurs. | 2. Check if the toner cartridge has been properly installed. |
| 201723 | Toner NVRAM : Write in is normal, but a read error occurs during comparison. | 3. If the error code persists, call the service personnel to replace the main board. |
| 201724 | Toner NVRAM : Both write-in and read are normal, but an error occurs during comparison. | |
| 201730 | The wrong NVRAM Address is used. | |
| 202651 | Network_INIT_Fail The network initialization fails. | 1. Reboot the machine. |
| 201801 | Backup PDL setting fails. | 2. If the error code persists, call the service personnel to replace the main board. |
| 201802 | Backup GDI setting fails | |
| 201803 | The product will check if the serial numbers of PDL and GDI are the same while it is starting. The error will occur if they are different. | |
| 205001 | Eeng Error _polymotoraction Error: only occurs on the LPH machine because Polygonmotor does not run properly. | 1. Reboot the machine. 2. If the error code persists, call the service personnel to replace the LPH module. |
| 205101 | eEngError_HiVChargerError : is for Hw to avoid the EP charger error, leading to the EP's abnormal power supply, which causes a video error. | 1. Pull out and back the EP charger repeatedly for at least 3 times to clean the corona wire. 2. Reboot the machine. 3. If the error code persists, replace the EP charger. |
| 800001 | Security chip error | 1. Reboot the machine. |
| 800002 | Storage security check error | 2. If the error code persists, call the service personnel. |
| 800003 | Memory security check error | |

System Errors

| Error Code | Problem Cause | Solution |
|------------|---|---|
| 200000 | Continue Feed Error: This error is displayed when multiple-feed occurs during printing. | Open the side door to remove the paper, and then load the paper with the correct size, orientation, and type in the specified tray. |
| 200050 | Side door Open: The side door is not closed properly. | Close the side door properly. |
| 200051 | Upper Cover Open: The printer's upper cover is opened | Close the printer's upper cover properly. |
| 200052 | Tray 2's Upper Cover Open: The side door of the second tray is opened. | Close the 2 nd tray's side door properly. |
| 200053 | Tray 3's Upper Cover Open: The side door of the third and forth trays is opened. | Close the side door of the 3 rd and 4 th input trays properly. |
| 200060 | Tray 1 Error: Paper-lifting on the main input tray fails. | <ol style="list-style-type: none"> 1. Open and close the main input tray again, and make sure the tray is firmly closed. 2. If the error persists, call the service personnel to check. |
| 200061 | Tray 2 Error: Paper-lifting on the second tray fails. | <ol style="list-style-type: none"> 1. Open and close the 2nd input tray again, and make sure the tray is firmly closed. 2. If the error persists, call the service personnel to check. |
| 200062 | Tray 3 Error: Paper-lifting on the third tray fails. | <ol style="list-style-type: none"> 1. Open and close the 3rd input tray again, and make sure the tray is firmly closed. 2. If the error persists, call the service personnel to check. |

| | | |
|--------|--|--|
| 200063 | Tray 4 Error: Paper-lifting on the forth tray fails. | 1. Open and close the forth tray again, and make sure the tray is firmly closed. 2. If the error persists, call the service personnel to check. |
| 200070 | Tray 1 Open: The first tray is opened. | Close the 1 st tray firmly. |
| 200071 | Tray 2 Open: The second tray is opened. | Close the 2 nd tray firmly. |
| 200072 | Tray 3 Open: The third tray is opened. | Close the 3 rd tray firmly. |
| 200073 | Tray 4 Open: The forth tray is opened. | Close the 4 th tray firmly. |
| 200080 | Manual Tray Empty: There is no paper in the manual tray. | Check if the paper is loaded in the manual tray with correct size and orientation. |
| 200081 | Tray 1 Empty: There is no paper in the main input tray. | Place the paper with correct size and orientation in the 1 st input tray. |
| 200082 | Tray 2 Empty: There is no paper in the second tray. | Place the paper with correct size and orientation in the 2 nd input tray. |
| 200083 | Tray 3 Empty: There is no paper in the third tray. | Place the paper with correct size and orientation in the 3 rd tray. |
| 200084 | Tray 4 Empty: There is no paper in the forth tray. | Place the paper with correct size and orientation in the 4 th tray. |
| 200090 | Fan 1 fails: The product detects the first fan rotates abnormally. | This is a warning type of error message. |
| 200091 | Fan 2 fails: The product detects the 2 nd fan rotates abnormally. | The machine can still run normally. If this error continues to occur, call the service personnel to perform the replacement handling. |
| 200092 | Fan 3 fails: The product detects the 3 rd fan rotates abnormally. | This is a warning type of error message. The machine can still run normally. If this error continues to occur, call the service personnel to perform the replacement handling. |

Network Errors

| | | |
|------------------|---|---|
| 500000 | IP Conflict : The same IP address is detected in the network environment by the product. | DHCP: require a new set of unique IP address from DHCP Server. Static IP : reset the native IP address. |
| 500001 | Net Cable Unplug : The RJ-45 port without a network cable plugged in is detected. | Connect the network cable. |
| 500002 | DHCP has no response: When the product is connected to the network via DHCP, the DHCP Server has no response to the request from the product. | Network connection failure. The solution: Use the static IP or connect to a network environment with a DHCP server. |
| 569033 | Incorrect shared path Check settings | Please check URL or if IP is correct. |
| 569020 | No response and time out. Check target PC | Check target PC. |
| 540020 540021 | Ctrl connection is broken. Check network | 1.Contact server administrator to check ftp server log. 2.Contact network administrator to check network environment. |

External Device Error

| Error Code | Message | Solution |
|-------------------|--------------------|--|
| 400000 | CSA6 paper jam | Remove the paper in the CSA6. |
| 400001 | CSA6 memory error | Please unplug and then plug the USB cable that connects the CSA6 to the MFP. |
| 400002 | CSA6 timeout error | Insert card and try again. |

Network Error Codes

| Error Code | Message | Solution |
|--|----------------------------|---|
| 500000 | IP Conflict | Change your IP address. |
| 500002 | DHCP no response | Check your DHCP server or try again. |
| 500003 | Can not connect to Network | Check your network and try again. |
| 530001 | E-Mail | Reboot the machine, and try again. If the error is still there, contact service personnel to replace the UI board. |
| 530002 | E-Mail | Please consult your SMTP administrator. The server returns Error code 002. |
| 531001 | E-Mail | Check if the account and password are correct. |
| 530421 531421 532421 533421 534421 536421 | E-Mail | Please consult your SMTP administrator. The server returns Error code 421. |
| 530440 | E-Mail | The sender must be the same with its login accounts. |
| 531501 532501 533501 534501 | E-Mail | 1. Check the sender's email address. 2. Check the recipient e-mail address. 3. Please consult your SMTP administrator. The server returns Error code 501. |
| 531504 | E-Mail | 1. Check the sender's email address. 2. Check the recipient e-mail address. 3. Please consult your SMTP administrator. The server returns error code 504. |
| 532450 533450 | E-Mail | Please consult your SMTP administrator. The server returns Error code 450. |
| 532451 533451 534451 535451 537451 | E-Mail | Please consult your SMTP administrator. The server returns Error code 451. |

| | | |
|--|--------|--|
| 533452 535452 537452 | E-Mail | Please consult your SMTP administrator. The server returns Error code 452. |
| 533550 | E-Mail | Please consult your SMTP administrator. The server returns Error code 550. |
| 533551 | E-Mail | 1. Check the sender email address. 2. The sender must not be the same with the recipient. The server returns error code 551. |
| 533552 535552 537552 | E-Mail | 1. Check the sender email address. 2. Check whether mail attachments exceeds allowed size. 3. Please consult your SMTP administrator. The server returns error code 552. |
| 533553 | E-Mail | Check the recipient e-mail address. |
| 534554 535554 537554 | E-Mail | Please consult your SMTP administrator. The server returns Error code 554. |
| 538001 | E-Mail | 1. Check whether the network is working. 2. Check whether the attachment exceeds allowable size. |
| 540001 540008 540009 540010 540011 540012 540013 540014 540960 540976 543501 545501 545504 | FTP | Reboot the machine, and try again. If the error is still there, contact service personnel to replace the UI board. |
| 540002 540003 | FTP | 1. Confirm the FTP server is not closed and FTP port is correct. 2. If this message still appears, consult your network administrator. The server returns error codes 002, 003. |
| 540004 | FTP | Check the login name and try again. |
| 540005 | FTP | Check the login name and try again. |
| 540006 | FTP | For a path problem, contact your network administrator. |
| 540007 | FTP | Enter a file name during the time. |

| | | |
|--|------------|--|
| 540015 | FTP | Check if the network is working properly. |
| 540978 | FTP | Check if the network is working properly. |
| 541421 542421 543421 544421 545421 546421 | FTP | Too many people connected to the FTP server at the same time. Contact your network administrator. |
| 544450 546450 | FTP | The file already exists and is locked by Windows (the file is opened by a specific software application) |
| 546452 | FTP | Ask your FTP administrator to increase allotted storage space, or delete some files. |
| 541500 542500 543500 544500 545500 546500 547500 | FTP | Please consult your SMTP administrator. The server returns Error code 500. |
| 541501 542501 544501 546501 | FTP | Verify your input parameter has invalid characters. |
| 541502 542502 544502 | FTP | Ftp server does not support this command. Consult your network administrator. The server returns error code 502. |
| 541550 542550 546550 | FTP | Verify that you are attempting to connect to a correct server/location. A remote server administrator should provide your permission through FTP connection. |
| 546553 | FTP | Change the file name, delete spaces, or there are special characters in the file name. |
| 561003 | SMB (CIFS) | Wrong URL Path |
| 561012 | SMB (CIFS) | Wrong user account and password |
| 561019 | SMB (CIFS) | The user account does not have permission to create a folder. |
| 561032 | SMB (CIFS) | Wrong shared folder name |

| | | |
|---|------------|--|
| 561034 | SMB (CIFS) | The file is in use. |
| 561183 | SMB (CIFS) | The folder name is duplicated. |
| 562088 | SMB (CIFS) | Server busy. Try scan-to CIFS again later. |
| 563021 | SMB (CIFS) | CIFS service is not ready. |
| 563039 | SMB (CIFS) | The disk space to write to is full. |
| 564019 | SMB (CIFS) | The user account does not have permission to write the files. |
| 564183 | SMB (CIFS) | The file name is duplicated. |
| 59000x 59030x(SMTP) 59040x(FTP) 59060x(CIFS) 59100x | Network | Reboot the machine, and try again. If the error is still there, contact service personnel to replace the UI board. |
| 592301 | E-Mail | Mail server is NULL. 1. Check "Mail server" setting. 2. Contact your SMTP administrator for further help. |

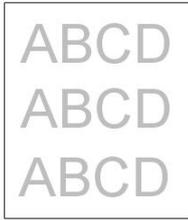
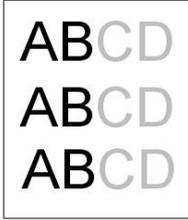
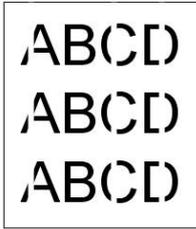
The following message will be displayed when a selected setting is unavailable for a specific copying feature or you have failed to enter necessary information in an operating step:

| Selected Setting/Operating Step | Message |
|--|--|
| (1) Custom Zoom · Ratio | These selections are not available when Auto Select (paper tray) is enabled. |
| (2) Rotate Collate | |
| (3) Custom Size Copy | |
| (4) Cover Page (Copy) | |
| Auto Select (Paper Tray) | These selections are not available when Reduce/Enlarge is not 100%. |
| (1) Paper Saver (N-Up) · ID Card | These selections are not available when Book Copy is enabled. |
| (2) Custom Zoom · Ratio · Full Page | |
| (3) Auto Select | |
| (4) Auto Detect · Custom Scan Areas · A3 · B4 · 8K · DLT · LGL · LG13 Size | |
| (1) Custom Zoom · Ratio · Full Page | These selections are not available when Paper Saver (N-Up) is enabled. |
| (2) Auto Select | |
| (3) Cover Page (Copy) | |
| Auto Select (Paper Tray) | These selections are not available when Custom Scan Areas is enabled. |
| [Rotate Side 2] is not available when 1->1 or 2->1 Sided copying are selected. | |
| Previously select A6 · B6 · PT · Custom size in Paper Size | These paper sizes are not available for 2-Sided output. |
| Previously select A6 · B6 · PT · Custom size in Paper Tray | |
| (1) JPEG (File Format) | These selections are not available with the Black & White output. |
| (2) Saturation (Image Options) | |
| (3) File Size (Quality) | |

| | |
|---|---|
| (1) Saturation (Image Options) | These selections are not available for Grayscale output. |
| (2) BMP (File Format) | |
| This selection (Black and White) is not available for JPEG File Format. | |
| In new recipient address | Invalid e-mail addresses have been entered in these fields. Enter an valid E-mail address. |
| In From address | |
| In [Reply to] address | |
| In E-mail address book | |
| A blank name. Reenter a name to continue. (Failed to enter a name for a recipient in Address Book.) | |
| (1) Auto Select (Paper Tray) | These selections are not available when [Rotate Collate] is enabled. |
| (2) Cover Page (Copy) | |
| Copying...Can not leave interrupt print. (The job of an interrupted copy has not been finished.) | |
| The selection (cover page) is not available when [Uncollated] is enabled. | |
| [Uncollated] is not available when Cover Page is selected. | |
| Manual tray is not available when custom size is selected for ID Card Copy. | |
| Selected paper tray with paper size of A6 · B6 · PT · Custom size | These selections are not available when 1->2 or 2->2 sided copying is selected. |
| Selected paper tray with media type (Transparency · Bond · Cardstock) | |
| The selection (custom size) is not available when Auto is selected in [Reduce/Enlarge]. | |
| When Auto is selected in [Reduce/Enlarge], custom size is not available. | |
| 1. Copy | 2-Sided copying or printing is not available when the media types (transparency, bond, cardstock) are selected. |
| 2. Reprint saved job | |
| A6 · B6 · PT size & the media types (transparency, bond, cardstock) are not available for 2-Sided Copy. | |
| Duplex copy is not available for the currently selected paper size (A6 · B6 · PT size). | |
| Duplex copy is not available for the currently selected media type (transparency, bond, cardstock). | |
| 2-Sided output is not available for the selected paper size (A6 · B6 · PT size). | |

| |
|--|
| Ethernet cannot be turn on when Wi-Fi station mode is enabled. |
| Please connect the network cable and enable the ethernet. |
| The selection (BMP) is not available for the Color Output. |
| The selection (Color output) is not available for the BMP File Format. |

Image Problem Troubleshooting

| Problem | Image Example | Solution |
|----------------------------------|---|---|
| Paper curls |  | <ol style="list-style-type: none"> 1. Use paper of standard weight: If you are using thin paper, try to use paper of standard weight (70 g/m²). Refer to <u>paper specifications</u>. 2. Use paper with less moisture: Load the paper to the paper tray immediately after removing them from the packaging. Seal the remaining paper with the original packaging to keep from the moisture absorption. |
| Light print(entire page) |  | <ol style="list-style-type: none"> 1. Make sure that the toner cartridge is fully installed. 2. Make sure that the Toner Save setting is turned off in the printer driver. 3. Try using a different type of paper. 4. The toner cartridge might be almost empty. Replace the toner cartridge. |
| Light print(partial page) |  | <ol style="list-style-type: none"> 1. Make sure that the toner cartridge is fully installed. 2. The toner level might be low. Replace the toner cartridge. 3. The paper might not meet the printer's specifications (for example, the paper is too moist or too rough). Refer to <u>paper specifications</u>. |
| Vertical white lines |  | <p>Call the service personnel for help to clean the drum unit.</p> |

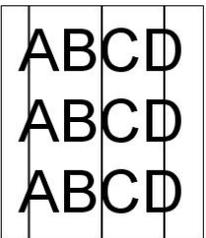
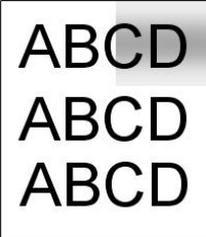
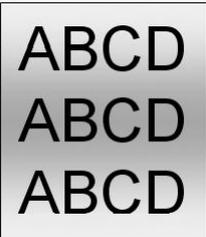
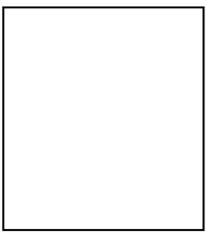
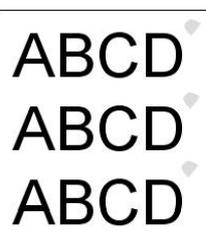
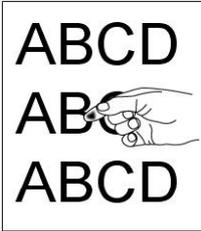
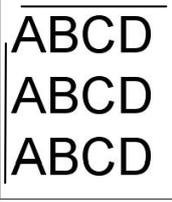
| | | |
|-----------------------------|---|---|
| Vertical black lines |  | Please clean the EP charger according to the procedure described in the preceding section Cleaning the EP charger . |
|-----------------------------|---|---|

Image Problem Troubleshooting

| Problem | Image Example | Solution |
|--|---|---|
| Dirty background(partial page) |  | Check if toner is not leaked from the toner cartridge. If so, replace the toner cartridge. |
| Dirty background(entire page) |  | The paper might not meet the printer's specifications (for example, the paper is too thin). Refer to paper specifications . |
| Print blank page |  | Check if there is enough toner in the toner cartridge. If not, please replace the toner cartridge. If this error happens again, call service for help. |
| Defective image of regular interval |  | Clean the inside of the product (Refer to preceding section Cleaning the Paper Path). |

| | | |
|------------------------------|--|--|
| <p>Loose toner</p> |  | <ol style="list-style-type: none"> 1. If you have observed a rougher texture on one side of your paper, try printing on the smoother side. 2. The paper might not meet the printer's specifications (for example, the paper surface is not smooth or paper too thick). 3. Media type incorrect. Please choose proper media type for your paper. |
| <p>Black lines on edge</p> |  | <p>The image is slightly skew. Make sure the edge of your document is properly aligned and slightly touch the paper guides in the auto document feeder.</p> |
| <p>Black borders on edge</p> |  | <p>Your original may not be a square sheet of paper. The scanner will fill the space with black background.</p> |

Technical Support

If your problem still exists after trying the above solution, please contact our technical support.

Please register your product on our web site (<http://www.avision.com>) to have complete technical support. Before contact Avision, please prepare the following information:

- Scanner serial & revision number (located on the bottom of the scanner);
- Hardware configuration (e.g., your host CPU type, RAM size, free disk space, display card, interface card);

Headquarter

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10. Specifications

All specifications are subject to change without notice. For the complete and up-to-date specifications, please refer to our web site at www.avision.com.

| General | | |
|---|---|---------------|
| Type | 4-in-1 Multi-function Copier | |
| Functions | Copier-Printer-Scanner-E-mail | |
| CPU | 1GHz | |
| SDRAM | 2048MB DDR III | |
| Flash Memory | 8G | |
| Dimension (WxDxH) AM5630i/AM5640i AM7630i/AM7640i | 575 x 568 x 585 mm 575 x 568 x 786 mm | |
| Weight AM5630i/AM5640i AM7630i/AM7640i | 37 kgs (includes tray one only) 45 kgs (includes two trays) | |
| Power Consumption AM5630i/AM5640i AM7630i/AM7640i | <700W <490 W | |
| Warm up time | <26 seconds | |
| LCM | 8 in. TFT | |
| Connectivity | Hi-speed USB 2.0 (Device/Host)/ RJ-45 | |
| Operating Environment | Temperature | 10°C to 35°C |
| | Humidity | 15% ~ 85% RPH |
| Storage Environment | Temperature | -40°C ~ 40°C |
| | Humidity | 10% ~ 90% RPH |
| Current Consumption | 110V Input: 100-127Vac, 50/60Hz, 13A 220V Input: 220-240Vac, 50/60Hz, 6.5A | |
| Copy Functions | | |
| Copy size | A3, Legal, Letter, A4 ,A5, B4(JIS), B5(JIS), 8K, 16K, Postcard, LGL, Ledger | |
| Max scanning size | A3 (297 x 420 mm) | |
| Copy resolution | 600 x 600dpi | |

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|--|--|--|
| Copy speed AM5630i/AM5640i AM7630i/AM7640i | 30 cpm/40 cpm (A4 LEF) | |
| Copy count | up to 999, Auto Reset to 1 | |
| Zoom | 25 ~ 400% | |
| N-up copy | 2 in1 / 4 in 1 / ID card | |
| Copy mode | Text/Photo/Mixed | |
| Auto size detection | Yes (A3、A4、A5、A6、B4、B5、B6、LGL、LTR、DLT) | |
| Print Function | | |
| Printing method | Mono Laser | |
| Printing speed AM5630i/AM5640i AM7630i/AM7640i | 30 ppm/40 ppm (A4 LEF) | |
| Max print size | 279 x 413 mm (Ledger, Double Letter) | |
| Min print size | 100 x 148 mm (3.92 x 5.82 in.) | |
| Resolution | 1200x1200 dpi | |
| Max paper capacity | 500 (tray 1) (70 g/m ² , plain paper) 500 (tray 2) (70 g/m ² , plain paper) (optional for AM5630i/AM5640i) 500 (tray 3/4, optional) (70 g/m ² , plain paper) 100 (manual tray) (70 g/m ² , plain paper) | |
| Manual tray | Paper capacity | 100 pages (70g/m ² plain paper) |
| | Paper size | A3, Double Letter (Ledger), Statement (SEF), 8K, 16K, A6, A4, B6(JIS), B4(JIS), A5, B5(JIS), Letter, Legal 13, Legal, Japanese PostCard, Customized size: 100x148 ~ 297x420 mm (3.93"x5.82"~11.6"x16.5") |
| | Paper weight | 60~163 g/m ² |
| Tray 1~4 | Paper capacity | 500 pages (70g/m ² plain paper) |
| | Paper size | A3, A4, B4(JIS), A5, B5(JIS), Letter, Legal 14, Double Letter |
| | Paper weight | 60~105 g/m ² |
| Support paper tray | Standard 500 pages input tray | |
| Paper output capacity | 530 pages | |
| PCLs/Emulations | GDI | |
| First print out time | <9 seconds | |

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|-------------------------|--|
| Edge erase | 4.3 mm (top, bottom, left, right) |
| Scaling | 25 ~ 400% |
| Duplex print | Yes |
| Storage print | Yes |
| Security print | Yes |
| Network print | Yes |
| Scan Function | |
| Scanner type | Flatbed/ADF/CIS type, Color/BW |
| Max scanning size | A3 |
| Optical resolution | 600 x 600 dpi |
| ADF Capacity | 100 pages (70 g/m ² , plain paper) |
| Scanning bit depth | Color - 24bit(output)/48bit (input) Gray - 8bit(output)/16bit (input) B/W - 1bit |
| File format | Color/Gray - JPEG, MPDF, TIFF B/W - MPDF, TIFF, BMP |
| Consumables Life | |
| Toner | 20,000 pages (A4 5% cover rate) |
| Drum unit | 150,000 pages |
| Developing unit | 300,000 pages |
| Fuser | 300,000 pages |