# OKI

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

# Quick Start Guide
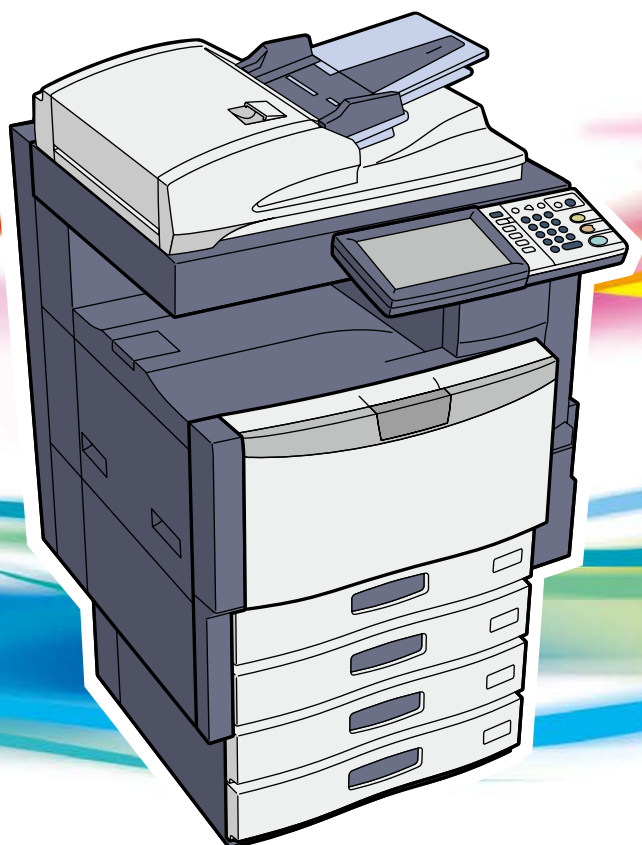
**ES9460 MFP**
**ES9470 MFP**
**CX3535 MFP**
**CX4545 MFP**

# Lineup of Our Manuals

Some of these manuals are printouts and others are PDF files recorded in the User Documentation CD-ROM.
In the printouts, precautions and basic operations are described. Be sure to read "Safety Information" before using the equipment. In the PDF files, detailed copying functions and other settings are described. Select and read those best suited to your needs.

## Printouts

### Safety Information
**This Safety Information describes the necessary precautions for use. For your added security, be sure to read this booklet first.**

### Quick Start Guide (This manual)
**This Quick Start Guide describes the preparations, basic and advanced usage, maintenance and regular cleaning of the equipment.**

## How to use the User Documentation CD

1. Set the User Documentation CD in the CD-ROM drive on your computer.

2. Open the [OKI MFP Manual] folder in the User Documentation CD and the [PDF] folder.

3. Double-click the file of the operator's manual to be viewed. Its PDF file is displayed.

## PDF files

### Copying Guide
This Copying Guide describes the operations and settings enabled with the [COPY] button on the control panel.

### Scanning Guide
This Scanning Guide describes the operations and settings enabled with the [SCAN] button on the control panel and those of Internet Fax.

### e-Filing Guide
This e-Filing Guide describes the operations and settings enabled with the [e-FILING] button on the control panel and the e-Filing web utility.
This e-Filing web utility enables you to operate e-Filing using the browser on your computer.

### MFP Management Guide
This MFP Management Guide describes the operations and settings enabled with the [USER FUNCTIONS] button and the [COUNTER] button on the control panel.

### Software Installation Guide
This Software Installation Guide describes the installation procedures for printer drivers and utilities.

### Printing Guide
This Printing Guide describes the settings of printer drivers required for printing and the various procedures.

### TopAccess Guide
This TopAccess Guide describes procedures for remote setup and management from a web-based utility, "TopAccess".
This "TopAccess" web utility enables you to manage the equipment using the browser on your computer.

### Troubleshooting Guide
This Troubleshooting Guide describes how to deal with problems, such as paper jams, as well as how to react to messages displayed on the touch panel.

### Network Fax Guide
This Network Fax Guide describes the operations of the Fax Driver.
The Fax driver enables you to send electronic documents as faxes or Internet faxes from your computer.

### GD-1250/GD-1260 Operator's Manual for FAX Unit
This Operator's Manual describes how to use the fax functions.

### High Security Mode Management Guide
This High Security Mode Management Guide describes the conditions and settings to use the equipment in the high security mode.

### Operator's manuals of options
In the following options sold separately, the corresponding operator's manuals are co-packed.
• GN-1060 Operator's Manual for Wireless LAN Module
• GN-2010 Operator's Manual for Bluetooth Module
• GP-1070 Operator's Manual for Data Overwrite Enabler
• KP-2004 Operator's Manual for e-BRIDGE ID Gate
• KP-2005 Operator's Manual for e-BRIDGE ID Gate

**To read manuals in PDF (Portable Document Format) files**

Viewing and printing manuals in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

# How to Read This Manual

## Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

⚠ **WARNING**   Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.

⚠ **CAUTION**   Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.

**Note**   Indicates information to which you should pay attention when operating the equipment.

Read the following description as required.

**Tip**   Describes handy information that is useful to know when operating the equipment.

📖   Indicates the pages describing items related to what you are currently doing.
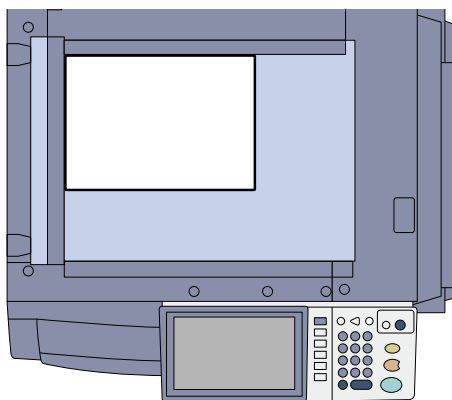
## Description of original/paper direction

Paper or originals of A4 or B5 / LT size can be placed either in a portrait direction or in a landscape direction. In this manual, "-R" is added to this paper size when this size of paper or original is placed in a landscape direction.

Example: A4 / LT size original on the original glass
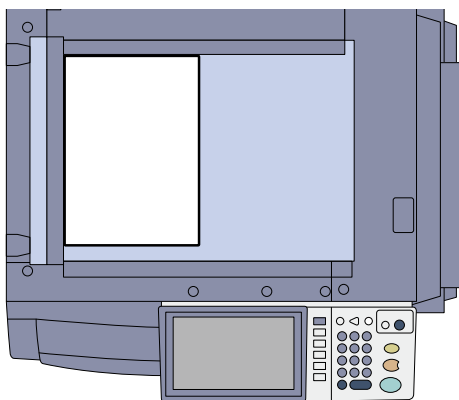


Placed in a portrait direction: A4 / LT



Placed in a landscape direction: A4-R / LT-R

Paper or originals of A3 or B4 / LD or LG size can only be placed in a landscape direction, therefore "-R" is not added to these sizes.

## Screens and Operation Procedures

- In this manual, the screens and the operation procedures in Windows are described for Windows 7.
  The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

# CONTENTS

## Chapter 1 PREPARATIONS

## Chapter 2 BASIC OPERATION

## Chapter 3 MAINTENANCE / TROUBLESHOOTING

## Chapter 4 ADVANCED FUNCTIONS

## Chapter 5 INFORMATION ABOUT EQUIPMENT

# Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine OKI toner cartridges. If you use an OKI-recommended toner cartridge, you can utilize the following three functions of this equipment:

- **Cartridge detecting function:**
  This function checks if the toner cartridge is correctly installed and notifies you if it is not.

- **Toner remaining check function:**
  This function notifies you when there is little toner remaining in the cartridge, as well as notifying it to your authorized service representative automatically by the remote service.

- **Image quality optimization function:**
  This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the error message "TONER NOT RECOGNIZED" appears on the touch panel and printing may not be performed. You may also not be able to utilize the image quality optimization function, the toner remaining check function and the remote service function notifying your authorized service representative automatically.

If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the Toner remaining check function and Image quality optimization function as we mentioned.

## Trademarks

- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
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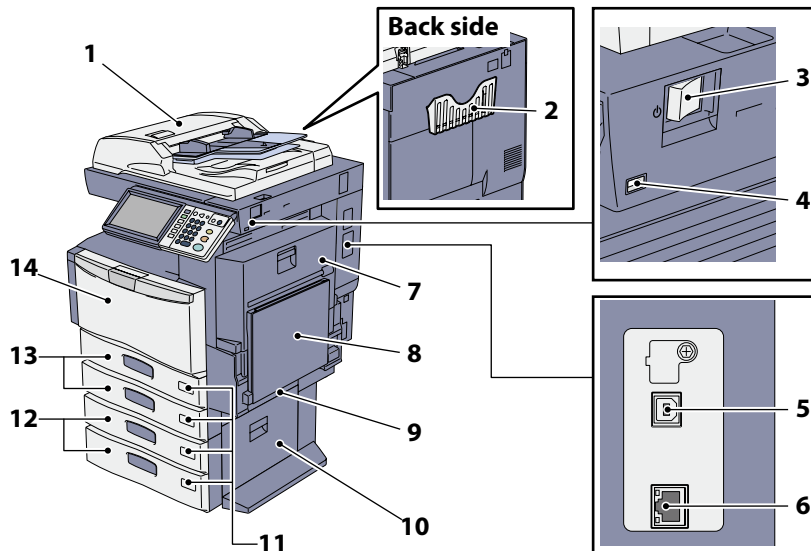
# Chapter **1**
## PREPARATIONS

# Description of Each Component

This section describes the names and operations of the equipment, control panel and touch panel.

## Front / Right side



**Back side**

1. **Reversing Automatic Document Feeder (optional, MR-3022)**
   The stack of originals is scanned one sheet at a time. Both sides of the originals can be scanned. A maximum of 100 sheets (80 g/m² or 20 lb. Bond) can be placed in one go. (The maximum number of sheets that can be set may vary depending on the media type of the originals.)

2. **Operator's Manual Pocket (back side, optional, KK-1660)**
   Keep the manual in this pocket.

3. **Main power switch**
   Use this switch to turn the power of the equipment ON or OFF.
   📖 P.13 "Turning Power ON/OFF

4. **USB port**
   Use this connector when printing files stored in a USB device or storing scanned data into the USB device.

5. **USB terminal (4-pin)**
   Use this terminal when connecting this equipment to a PC with a commercially available USB cable.

6. **Network interface connector**
   Use this connector when connecting this equipment to a network.

7. **Automatic duplexing unit**
   This unit makes copies on both sides of the paper. Open it when paper jams occur.

8. **Bypass tray**
   Use this to perform printing on special media types such as OHP film, waterproof paper, etc.
   📖 P.25 "Bypass copying" in this manual

9. **Paper feed cover**
   Open this cover when releasing paper misfed in the drawer feeding area.

10. **Paper Feed Cover (optional)**
    Open this cover when releasing paper misfed in the Paper Feed Pedestal (optional) or Large Capacity Feeder (optional).

11. **Paper size indicator**
    The size of the paper set in the drawer can be checked.

12. **Paper Feed Pedestal (optional, KD-1027) and Additional Drawer Module (optional, MY-1035) or Large Capacity Feeder (optional, KD-1028)**
    Use the Paper Feed Pedestal (optional) to add one drawer. The Additional Drawer Module (optional) can be installed in this device.
    A maximum of 2500 sheets (80 g/m² or 20 lb. Bond) of plain paper can be placed in the Large Capacity Feeder (optional).
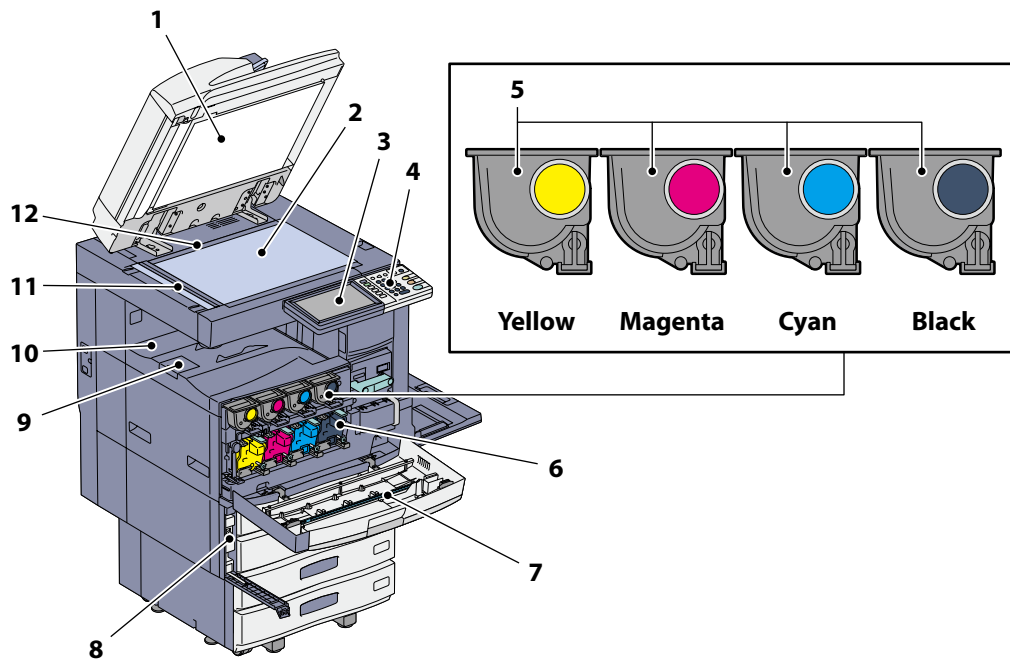
13. **Drawer**
    A maximum of 550 sheets (80 g/m² or 20 lb. Bond) or 500 sheets (105 g/m² or 28 lb. Bond) of plain paper can be placed in one go.
    📖 P.16 "Placing paper" in this manual

14. **Front cover**
    Open this cover when you replace the toner cartridge and clean the charger.

# Left / Inner side



| | | | |
|---|---|---|---|
| Yellow | Magenta | Cyan | Black |

**1. Platen sheet**
Use this to hold the original on the original glass to scan it.
📖 P.44 "Regular Cleaning" in this manual

**2. Original glass**
Use this to copy three-dimensional originals, book-type originals and special paper such as OHP film or tracing paper, as well as plain paper.

**3. Touch panel**
Use this to set and operate various types of functions such as copying, scanning and fax. This also displays messages, such as when paper runs out or paper jams occur.
📖 P.11 "Touch panel" in this manual

**4. Control panel**
Use this to set and operate various types of functions such as copying and fax.
📖 P.8 "Control panel" in this manual

**5. Toner cartridge**
When toner runs out, the message appears on the touch panel. Replace the cartridge following the procedure below.
📖 P.38 "Replacing Toner Cartridge" in this manual

**6. Charger cleaner**
Use this if unevenness occurs on the copied or printed paper.
📖 *Troubleshooting Guide* (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE"

**7. Slit glass cleaner**
Use this if white streaks occur on the copied or printed paper.
📖 *Troubleshooting Guide* (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE"

**8. Waste toner box**
When "Dispose of used toner" appears on the touch panel, replace the waste toner box according to the following procedures.
📖 P.39 "Replacing Waste Toner Box" in this manual

**9. Paper exit stopper**
Use this to prevent the exiting paper from falling. Open this when you make many copies or prints on a larger size of paper such as A3, B4, LD and LG.

**10. Receiving tray**
Printed paper exits into this tray. The loading capacity is approx. 550 sheets (90 g/m$^2$ 28 lb. Bond). This may vary depending on the paper conditions such as the degree of paper curling.

**11. Scanning area**
The data of originals transported from the Reversing Automatic Document Feeder (optional) are scanned here.
📖 P.44 "Regular Cleaning" in this manual

**12. Original scale**
Use this to check the size of an original placed on the original glass.

> **Tip**
> Items marked (optional) are sold separately. In addition to those on P.6 and P.7, you will find more on other pages.
> 📖 P.64 "Options" in this manual.

# Control panel

Use the buttons on the control panel for various operations and settings in the equipment.
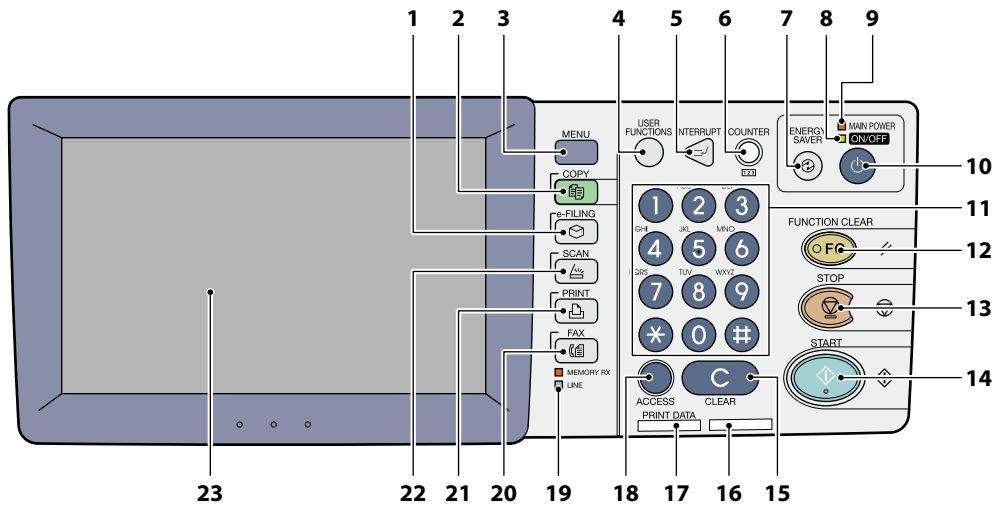


1. **[e-FILING] button**
   Use this button to access stored image data.

2. **[COPY] button**
   Use this button to access the copying function.

3. **[MENU] button**
   Use this button to display frequently used templates.

4. **[USER FUNCTIONS] button**
   Use this button for paper size or media type setting of drawers, and registration of the copy, scan and FAX settings including a default setting change.
   📖 *MFP Management Guide* (PDF): "Chapter 1: SETTING ITEMS (USER)"
   📖 *MFP Management Guide* (PDF): "Chapter 2: SETTING ITEMS (ADMIN)"

5. **[INTERRUPT] button**
   Use this button to interrupt print processing and perform a copy job. The interrupted job is resumed through your pressing this button again.

6. **[COUNTER] button**
   Use this button to display the counter.
   📖 *MFP Management Guide* (PDF): "Chapter 3: MANAGING COUNTERS (COUNTER MENU)"

7. **[ENERGY SAVER] button**
   Use this button for the equipment to enter the energy saving mode.

8. **ON/OFF lamp**
   This green lamp lights when the [POWER] button is ON.

9. **MAIN POWER lamp**
   This red lamp lights when the main power switch is ON.

10. **[POWER] button**
    Use this button to turn the power of the equipment ON or OFF (shutdown).

11. **Digital keys**
    Use these keys to enter any numbers such as the number of copies, telephone numbers or passwords.

12. **[FUNCTION CLEAR] button**
    When this button is pressed, all selected functions are cleared and returned to the default settings. If the default setting is changed on the control panel, and then copying, scanning, Fax or similar is performed, this button blinks.

13. **[STOP] button**
    Use this button to stop any scanning and copying operations in progress.

14. **[START] button**
    Use this button to start copying, scanning and Fax operations.

15. **[CLEAR] button**
    Use this button to correct the numbers keyed in, such as the number of copy sets.

16. **Alarm lamp**
    This red lamp lights when an error occurs and some action needs to be taken.

17. **PRINT DATA lamp**
    This green lamp lights during reception of data such as print data.

18. **[ACCESS] button**
    Use this button when the department code or user information has been set. If this button is pressed after copying, etc., the next user needs to enter the department code or user information.
    📖 P.66 "Logging in" in this manual

19. **MEMORY RX / LINE lamps**
    These lamps light in the status of the fax data reception and fax communication. The equipment can be operated even while these lamps are lighting.

**20.** **[FAX] button**

Use this button to access the Fax / Internet Fax function.

**21.** **[PRINT] button**

Use this button to access the printing functions such as private printing, in this equipment.

**22.** **[SCAN] button**

Use this button to access the scanning function.

**23.** **Touch panel**

Use this panel for the various settings of the copying, scanning and Fax functions. This also displays messages, such as when paper runs out or paper jams occur.

**1**

# Adjustment of the angle of the control panel

## Adjusting the angle of the control panel

The angle of the control panel is adjustable between 7 and 52 degrees.
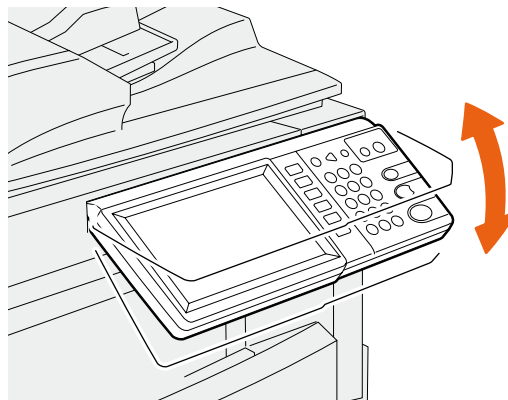
> ⚠️ **CAUTION**
>
> **When changing the angle of the control panel, be careful not to catch your hands in the gap between the equipment and the control panel.**
>
> This could injure you.

# Touch panel

When the power is turned ON, the basic menu for copying functions is displayed on this touch panel. The status of the equipment is also displayed on the touch panel with messages and illustrations.
The menu shown at the time of turning the power ON can be changed to one for functions other than copying, for example, Fax function. Contact your service technician or representative for details.
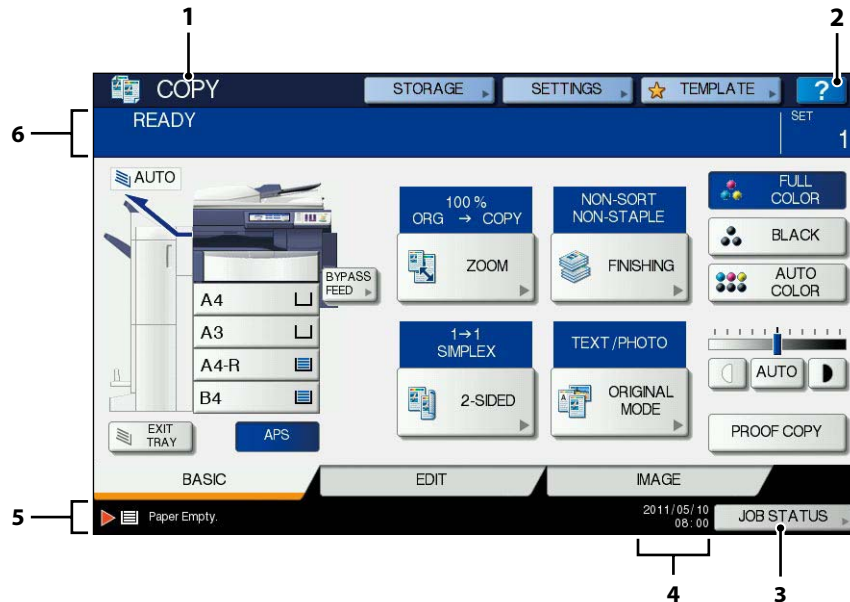


**1. Function display**

The function being used, such as copying or fax, is displayed.

**2. [?] (HELP) button**

Use this button to view the explanation of each function or the buttons on the touch panel.
 P.47 "Using the Help functions" in this manual

**3. [JOB STATUS] button**

This indicates the processing status of copy, fax, scan or print jobs, and also allows you to view their performance history.

**4. Date and time**

The present date and time are displayed.

**5. Alert message indication area**

This shows alert messages such as when the toner cartridges must be replaced.

**6. Message indication area**

The explanation of each operation or the current status is displayed in message form.

## Message displayed

The following information appears on the touch panel:
• Equipment status
• Operational instructions
• Cautionary messages
• Reproduction ratios
• Number of copy sets
• Paper size and amount of paper remaining in a selected drawer
• Date and time

## Touch buttons

Press these buttons on the touch panel lightly to set various functions.

## Adjusting the contrast of the touch panel

You can set the contrast of the touch panel in the USER FUNCTIONS menu entered by pressing the [USER FUNCTIONS] button on the control panel.
 *MFP Management Guide* (PDF): "Chapter 1: SETTING ITEMS (USER)" - "Setting General Functions"

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# Setting letters

The following menu is displayed when the entry of any letter is required for scanning or e-Filing, etc.
Use the buttons on the touch panel for letter entry.
After entering the letters, press [OK]. The menu will be changed.
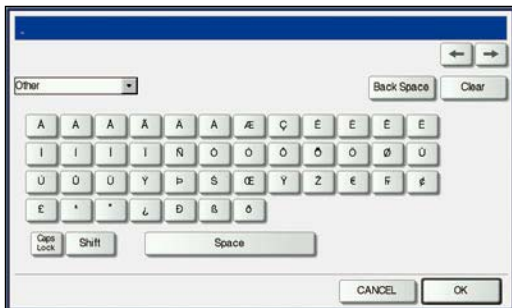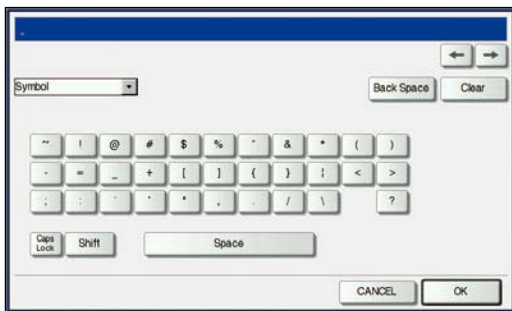






The following buttons are used for letter entry.

| | |
|---|---|
| [Basic]: | Press this to access the basic keys. |
| [Symbol]: | Press this to access the symbol keys. |
| [Other]: | Press this to access the special keys. |

| | |
|---|---|
| [Caps Lock]: | Press this to switch capital letters and small letters. |
| [Shift]: | Press this to enter capital letters. |
| [Space]: | Press this to enter a space. |

| | |
|---|---|
| ← → : | Press these to move the cursor. |
| [Back Space]: | Press this to delete the letter before the cursor. |
| [Clear]: | Press this to delete all letters entered. |

| | |
|---|---|
| [CANCEL]: | Press this to cancel the entry of letters. |
| [OK]: | Press this to fix all entered letters. |

# Turning Power ON/OFF

This section explains how to turn the power ON and OFF as well as the energy saving mode. How to turn the power ON differs between when the MAIN POWER lamp (red) on the control panel is lit and when it is not.

## Turning the power ON

**When the MAIN POWER lamp (red) on the control panel does not light:**
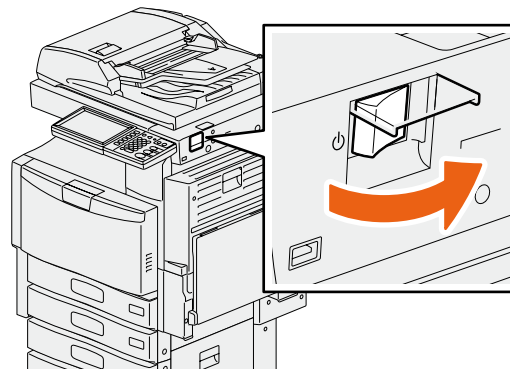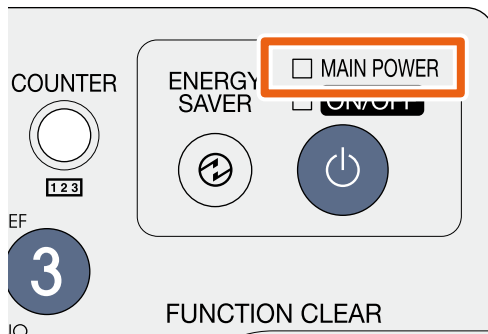




**Open the main power switch cover and turn the power ON there.**

**When the MAIN POWER lamp (red) on the control panel lights:**
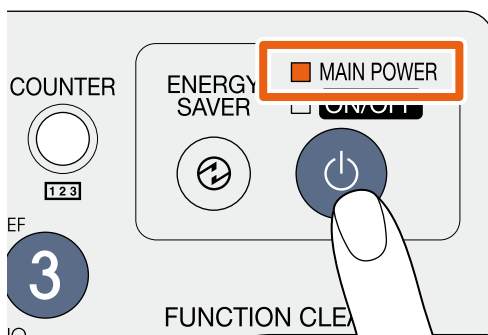


**Press the [POWER] button.**

- The equipment starts warming-up. "Wait Warming Up" appears during warming-up.
- While the equipment is warming up, you can use the auto job start function. For details, refer to the following guide:
📖 *Copying Guide* (PDF): "Chapter 2: HOW TO MAKE COPIES" - "Making Copies"

The equipment will be ready for copying after about 89 seconds for 230 V ES9460 MFP, about 99 seconds for 115 V CX3535 MFP, and about 160 seconds for ES9470 MFP/CX4545 MFP, and "READY" appears.
When you turn the power of the equipment OFF, be sure also to shut it down by pressing the [POWER] button on the control panel. Do not simply turn the main power switch OFF. For details, see the following page:
📖 P.14 "Turning the power OFF (Shutdown)" in this manual

**When "ERASING DATA" appears**

This message appears when the Data Overwrite Enabler (optional) has been installed. It appears immediately after the power is turned ON or after the equipment has been operated. You can operate the equipment even if it is displayed.

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**Tip**

When the equipment is controlled under the department or user management function, enter the department code or user information first. For details, see the following page:
📖 P.66 "Logging in" in this manual

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**13**

# Turning the power OFF (Shutdown)

When turning the power of the equipment OFF, be sure to shut it down according to the procedure below. Check the following three points before shutdown.
• No jobs should be left in the print job list.
• None of the PRINT DATA lamp (green) or the MEMORY RX / LINE lamps (green) should be blinking.
  (If the equipment is shut down while any of the above lamps is blinking, jobs in progress such as FAX reception will be aborted.)
• No computer should access the equipment via the network, such as TopAccess.

**Notes**
• When the ON/OFF lamp (green) lights on the control panel, do not simply press the main power switch to turn the power OFF. The stored data may be lost or the hard disk may be damaged.
• If a job in process exists when the [POWER] button of the control panel is pressed, "Processing job will be deleted. Are you sure you want to shutdown?" appears.
• The power of this equipment is automatically turned ON when print data or fax data are received or when the time set for "Scheduled Print" has come during the Super Sleep mode.
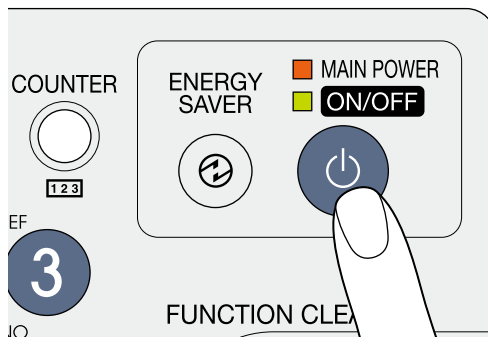


**Press the [POWER] button until a "pip" sound is heard.**

"Shutdown is in progress." appears for a while, and then the power is turned OFF.

**When the equipment is not used for a long period of time:**
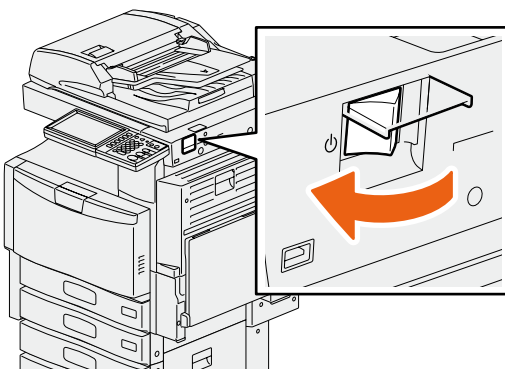


**Press the [POWER] button on the control panel to shut down the equipment, check that the ON/OFF lamp (green) is not lit and then turn the power OFF with the main power switch.**

When the power is turned OFF with the main power switch, the MAIN POWER lamp (red) will go out.

**14**

# Saving energy when not in use – energy saving modes –

This equipment supports three energy saving modes; the Automatic Energy Save mode, Sleep mode and Super Sleep mode. The table below shows the procedures to switch modes manually and the conditions under which the equipment enters into or recovers from each mode.

| Energy saving modes | Procedure to switch modes | Conditions to enter into the mode | Status of equipment | Conditions to recover from the mode |
|---|---|---|---|---|
| Automatic Energy Save mode | When a specified period of time [*1] has passed since the last use of the equipment. | — | "Saving energy - press START button." appears on the touch panel. | When a button on the control panel [*2] is pressed or when print data or fax data are received. |
| Sleep mode | When the [ENERGY SAVER] button [*3] is pressed or when a specified period of time [*4] has passed since the last use of the equipment. | When a particular option [*5] is installed or when a particular protocol [*6] is enabled. | The touch panel display goes off and the [ENERGY SAVER] button lights in green. | Same as the Automatic Energy Save mode. |
| Super Sleep mode | When the [ENERGY SAVER] button [*3] or the [POWER] button [*7] is pressed or when a specified period of time [*4] has passed since the last use of the equipment. | When a particular option [*5] is not installed and also when a particular protocol [*6] is disabled. | Only the MAIN POWER lamp (red) lights. | When the [POWER] button is pressed, when print or fax data are received through a wired LAN or when the time set for Scheduled Print has come. |

[*1]   The default value set at the factory shipment is 1 minute.
[*2]   Any of the [START], [ENERGY SAVER], [COPY], [e-FILING], [SCAN], [PRINT] and [FAX] buttons.
[*3]   [ENERGY SAVER] button on the control panel.
[*4]   The default value set at the factory shipment is 1 minute (The default value set at the factory shipment of the European version is 10 minutes).
[*5]   Any of the Wireless LAN Module, Bluetooth Module and e-BRIDGE ID Gate.
[*6]   Any of IPX, AppleTalk and other protocols. When the IPsec function is enabled, the equipment enters into the Sleep mode. For details, refer to the following guide:
    📖 *TopAccess Guide* (PDF): "Chapter 8: [Administration] Tab Page" - "[Setup] Item list"
[*7]   Even if you press the [Power] button, the equipment may not enter into the Super Sleep mode and the power may be turned OFF, depending on the state of the equipment. For the conditions under which the equipment enters into the Super Sleep mode, refer to the following guide:
    📖 *TopAccess Guide* (PDF): "Chapter 8: [Administration] Tab Page" - "[Setup] Item list"

For changing the set period of time for entering into each mode, refer to the following guide:
📖 *MFP Management Guide* (PDF): "Chapter 2: SETTING ITEMS (ADMIN)" - "Setting General Functions"

> **Note**
> **For the European version**
> Contact your service representative to change the default settings noted above.

When the set period of time for switching to the Automatic Energy Save mode is the same as that for the Sleep mode or the Super Sleep mode, the equipment enters into the Sleep mode or the Super Sleep mode after the set period of time.

**1**

# Placing Paper and Originals

This section explains how to set paper and originals. Incorrect setting causes image skews or paper jams. Follow the procedure below.
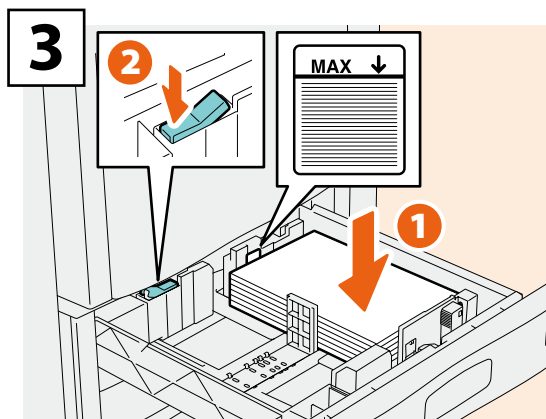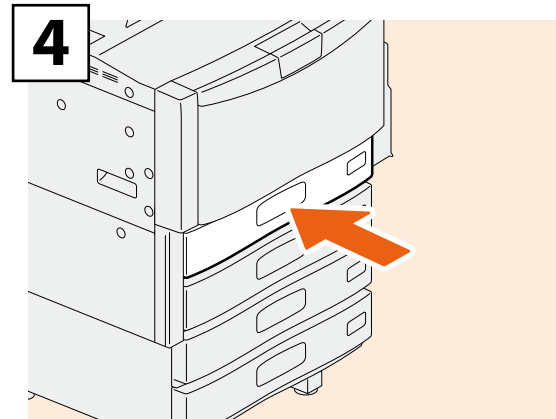
## Placing paper

**1**
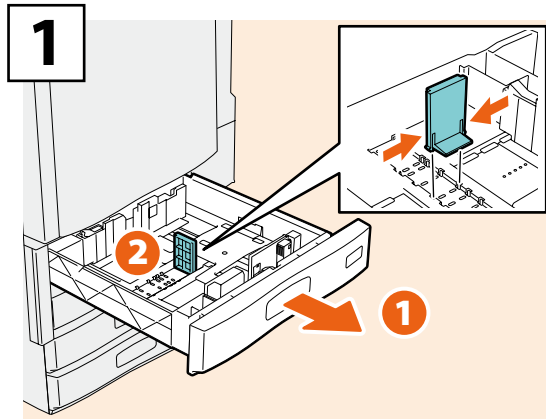


Pull out the drawer and set the end guide so that it matches the paper size.

**2**
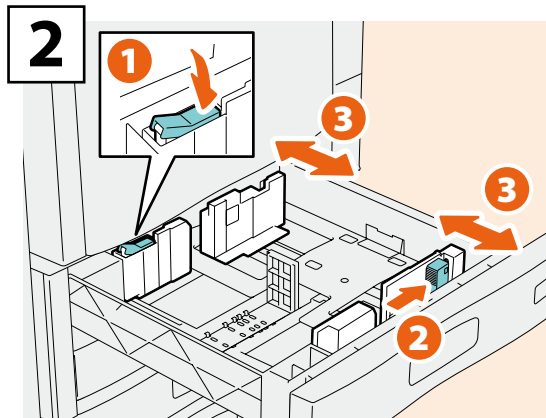


Release the lock and set the side guides so that they match the paper size.

**3**



MAX ↓

Place paper in the drawer, and lock the side guides.

**4**



Push in the drawer.

### ⚠ CAUTION

**Be careful not to catch your fingers when pushing the drawer back.**

This could injure you.

### Note

Be sure that the height of the stacked paper does not exceed the MAX line indicated on the side guides.

### Tips

- For paper available for the equipment, see the following page:
  📖 P.69 "Specifications of Equipment" in this manual
- Paper can be placed in the Paper Feed Pedestal (optional) and the Additional Drawer Module (optional) following the above procedure. For placing paper in the Large Capacity Feeder (optional), refer to the following guide:
  📖 *Copying Guide* (PDF): "Chapter 1: BEFORE USING EQUIPMENT" - "Placing Paper"

# Placing originals

## Original glass

**1**
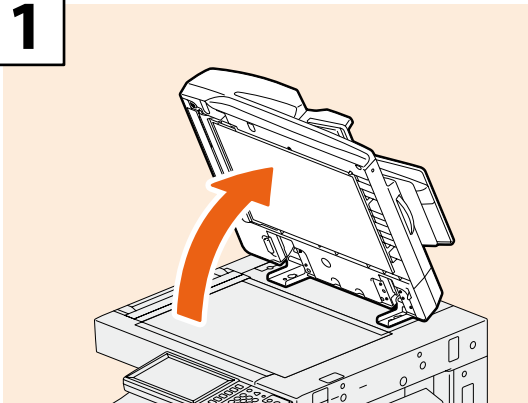


Raise the Original Cover (optional) or the Reversing Automatic Document Feeder (optional).

**2**
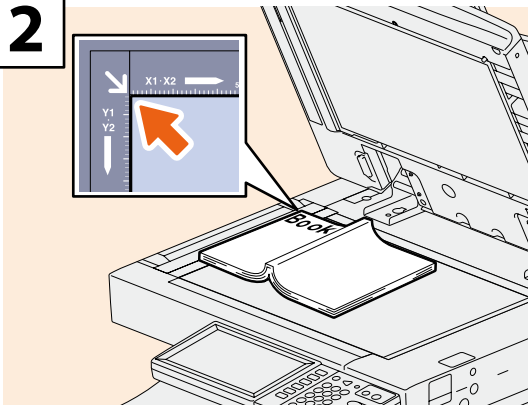


Place the original with its face down on the original glass and align it against the left rear corner.

**3**
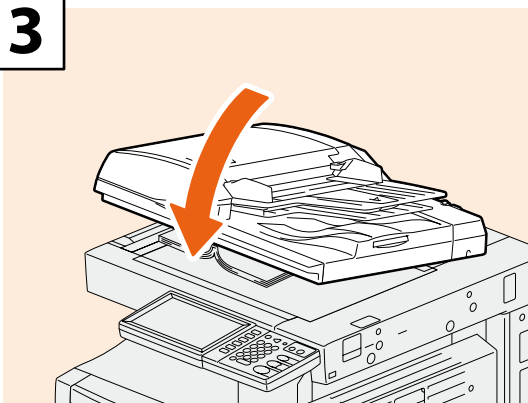


Lower the Original Cover (optional) or the Reversing Automatic Document Feeder (optional) carefully.

### ⚠ CAUTION

**Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force.**

Breaking the glass could injure you.

## Reversing Automatic Document Feeder (optional)

**1**
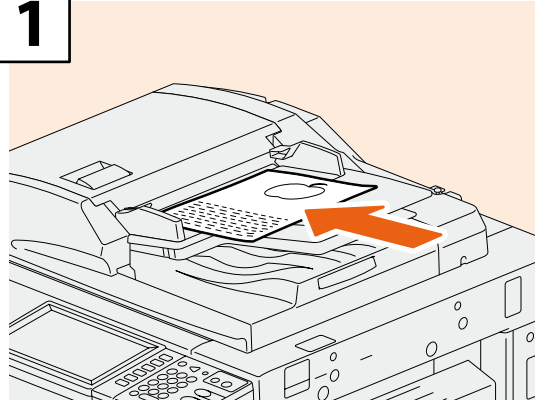


Place the originals face up on the original feeder tray.

**2**
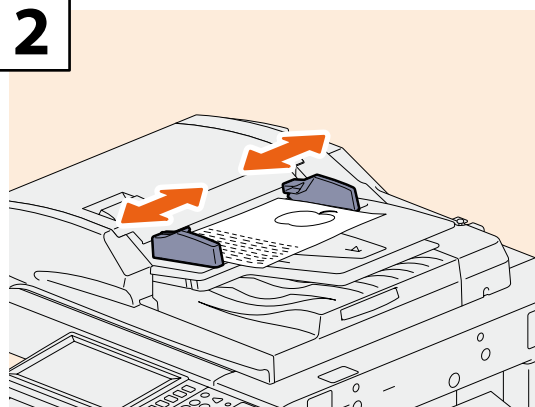


Align the side guides to the original length.

### Tip

When placing mixed-size originals on the Reversing Automatic Document Feeder (optional), adjust its side guides to the widest original, and then align the originals against the guide on the front side.



A4-R (LT-R)  B4 (LD)

**1**

**17**
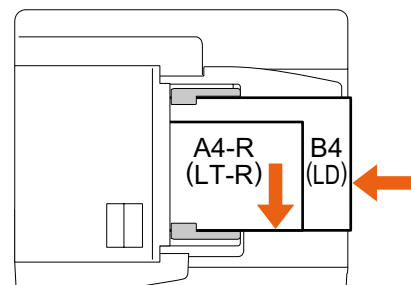
# Installing Client Software

How to install the client software such as the printer driver from the Client Utilities CD-ROM co-packed with the equipment is described as follows.

## Recommended installation

The recommended client software such as the printer driver can be installed all in one go.

**1**    **Turn the power ON and confirm that "READY" appears on the touch panel.**
📖 P.13 "Turning Power ON/OFF" in this manual

**2**    **Insert the Client Utilities CD-ROM in the CD-ROM drive of a Windows computer.**

> **Tips**
> • To install the client software, log onto Windows with a user account which enables the installation such as "Administrators".
> • For using Firewall software, refer to the following Guide.
>   📖 *Software Installation Guide* (PDF): "1.OVERVIEW Precautions for Using Firewall Software"

**3**    **Select [I agree to the terms of the License Agreement.] and click [Next].**

**4**    **Click [Recommended].**

**5**    **Click [Install].**

**6**    **A list for the discovered printers is displayed. Then ❶ select this equipment on the list and ❷ click [OK].**

**7** When the installation is completed, click [Finish].

**1**

**8** Click [Exit] and then [Yes] to finish the installation.

# Setting the printer driver

Before using the printer driver, you must configure the options installed in the equipment.

**1** Select [Devices and Printers] in the [Start] menu.

**2** Select OKI PCL Printer, right-click and then click [Printer Properties].

**3** The configuration data of the options can be obtained automatically by opening the [Device Settings] tab menu.
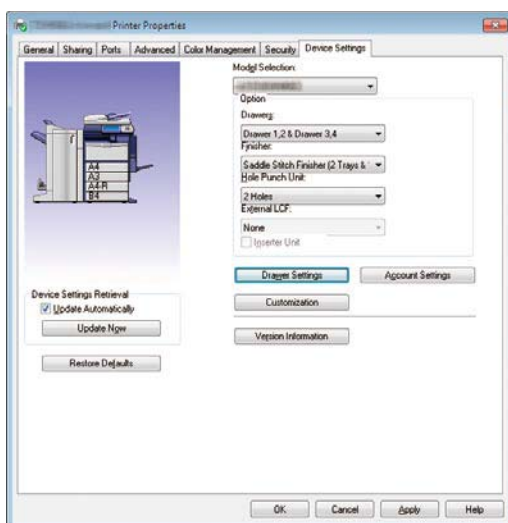


**4** Click [OK]. The setting is completed.

**19**

# Chapter 2

## BASIC OPERATION

# Basic Copying Operation

The basic copying procedures, such as enlargement/reduction copying and duplex copying as well as bypass copying, are as follows.

## Making copies

**1**   **Press the [COPY] button on the control panel.**
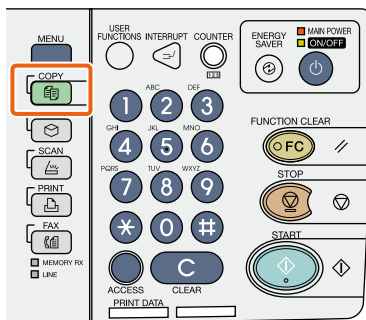
**2**   **Place the original(s).**
    📖 P.17 "Placing originals" in this manual

**3**   **Select the copy modes as required.**
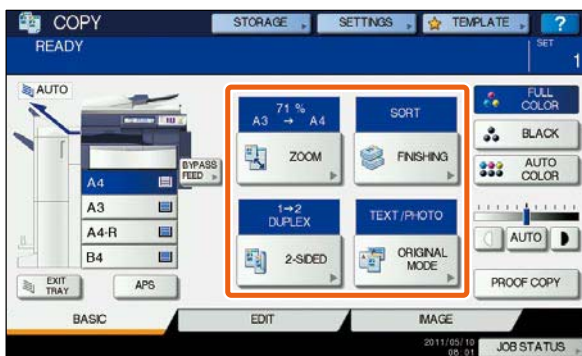
**Tip**

You can switch the color mode. There are 3 color modes as shown below.
**FULL COLOR:**   All originals are copied in full color. (Default)
**BLACK:**   All originals are copied in black and white.
**AUTO COLOR:** The equipment automatically judges the type of each color on originals. Colored originals are copied in full color and black-and-white originals are copied in black and white.

**4**   **❶ Key in the desired number of copies, and then ❷ press the [START] button on the control panel. Copying starts.**
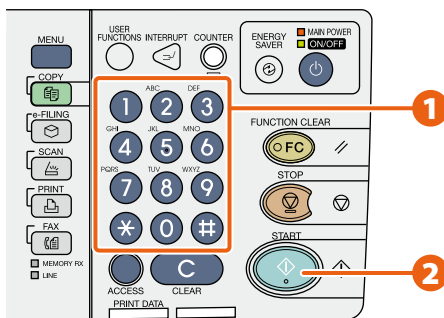
**Tips**

• To stop copying, press the [STOP] button on the control panel and then [MEMORY CLEAR] on the touch panel.
• Printed paper exits to the exit tray of the equipment or the Finisher (optional). The tray to which the paper exits is indicated by the arrow on the touch panel.

# Enlargement and reduction copying

**1** **Press [ZOOM].**
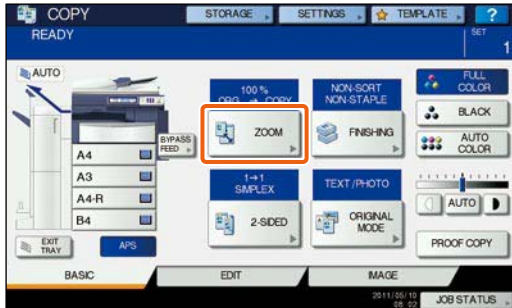


**2** ❶ **Select the desired paper size,** ❷ **press [AMS], and then** ❸ **[OK].**
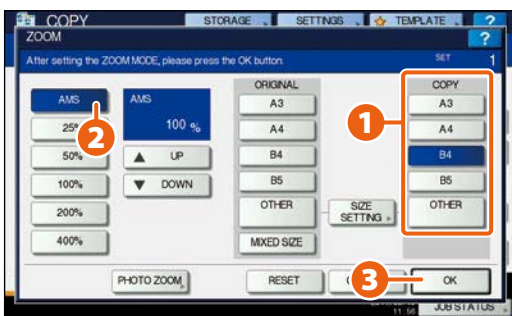


## Tip

Align the originals according to the desired paper size and direction. The size of the originals will be automatically determined.
When copying a set of originals whose sizes and directions are different, press [MIXED SIZE].

# Selecting finishing mode (sorting)

**1** **Press [FINISHING].**
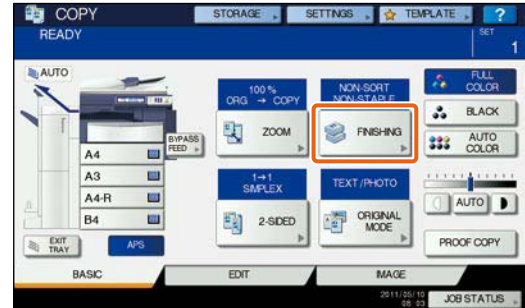


## Tip

When you use the Reversing Automatic Document Feeder (optional), the sorting mode is automatically set.

**2** ❶ **Press [SORT] and then** ❷ **[OK].**
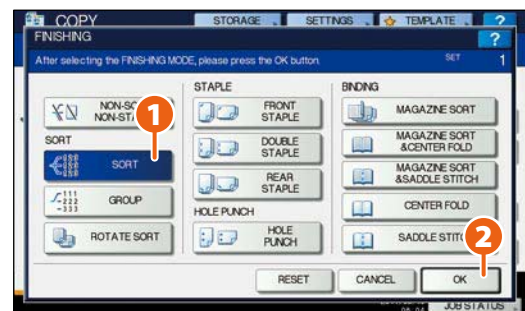


## Tips

• To set the staple and the hole punch mode, the optional finishing devices are needed. For the necessary options, see the following page.
  P.64 "Options" in this manual
• For example, when "Original 1", "Original 2" and "Original 3" are copied in 2 sets, they can be made as follows.

Sort



Group
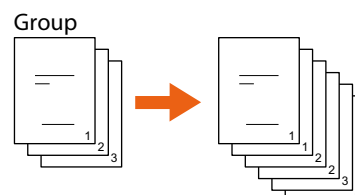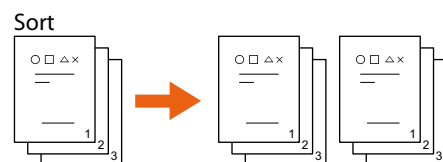
# Setting duplex copy

**1** Press [2-SIDED].
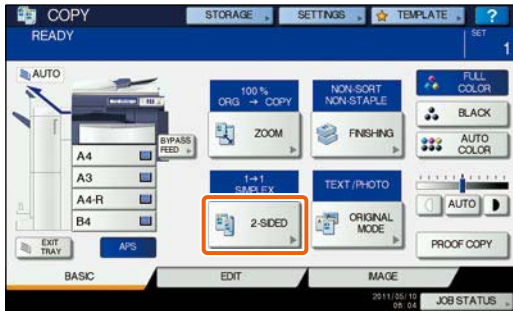


**2** ❶ Select the desired duplex mode and then ❷ press [OK].
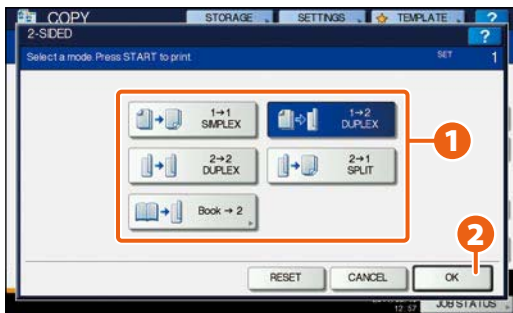


> **Tip**
>
> You can choose from 5 types.
> For example, the following settings can be made.
>
> **1-sided original to 2-sided copy:** 
>
> **2-sided original to 2-sided copy:** 

# Setting original mode

**1** Press [ORIGINAL MODE].
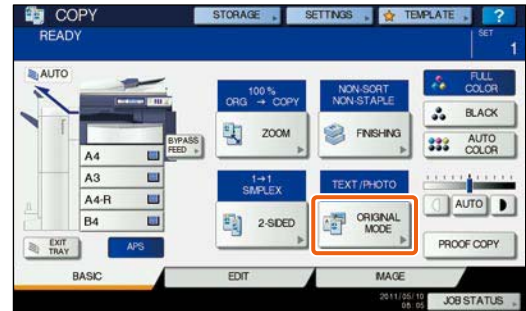


**2** ❶ Select the desired original mode and then ❷ press [OK].
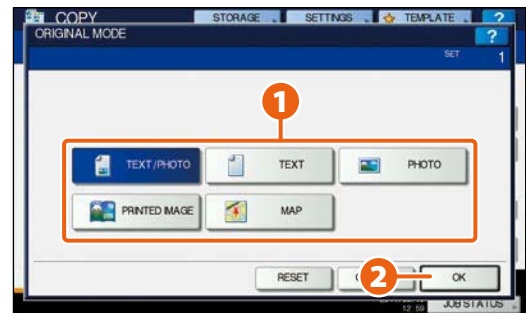


> **Tip**
>
> The selectable original mode differs depending on the color mode. In the full color mode, you can choose from 5 types.
> For example, the following settings can be made.
>
> **Originals with text and photographs mixed:** 

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# Density adjustment

**You can manually adjust the density by pressing either ◖ or ◗.**



> **Tip**
>
> To lighten the density, press ◖, to darken it, press ◗.

**Press [AUTO] to adjust the density automatically.**



> **Tip**
>
> The automatic density adjustment is set by default.

# Bypass copying

**1** **Place paper face down on the bypass tray.**
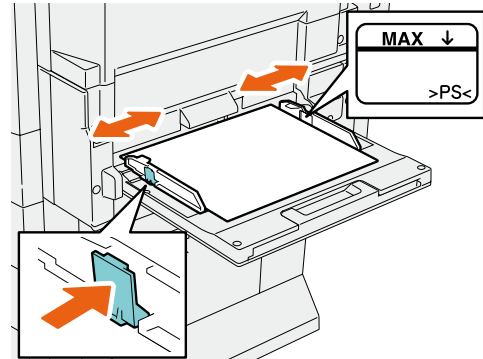


**2** **❶ Press the button corresponding to the size of paper set on the bypass tray and then ❷ [OK].**
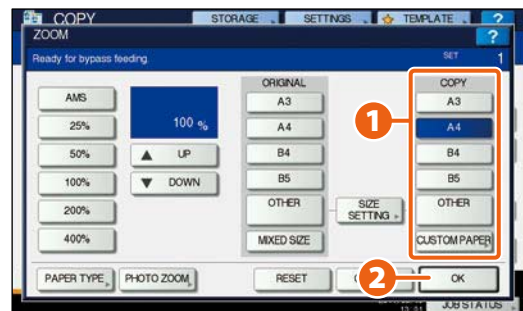


> **Tip**
>
> Press [PAPER TYPE] if the type of the paper you placed on the bypass tray is other than plain paper.

**3** **Press the [START] button. Bypass copying starts.**



**2**

**25**
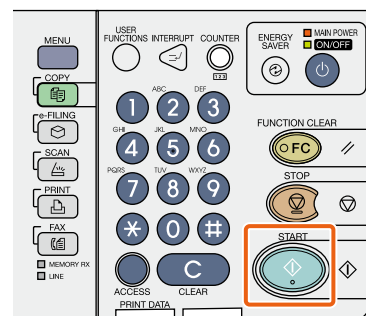
# Basic Fax Operation

The basic procedures for sending a fax (the FAX Unit is optional), such as specifying fax numbers in the address book or setting the transmission conditions, are as follows.

## Sending a fax

**1**    **Press the [FAX] button on the control panel.**
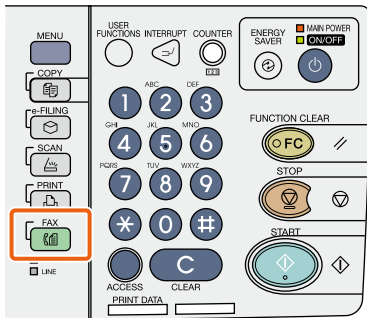
**2**    **Place the original(s).**
     📖 P.17 "Placing originals" in this manual

**3**    **Key in the fax number of the recipient by pressing [INPUT FAX No.] on the touch panel or the digital keys on the control panel.**

**Tip**

If you make a mistake when entering a fax number, press [BACK SPACE] on the touch panel to delete them one by one.
Or press the [CLEAR] button on the control panel or [CLEAR] on the touch panel to delete all the numbers you entered.

**4**    **Press [SEND] on the touch panel. The fax starts being sent.**

**Tip**

Alternatively, you can press the [START] button on the control panel to send a fax.

## Specifying recipients in the address book

### Specifying recipients one by one

❶ Press the [SINGLE] tab to display the list of addresses, and then ❷ the recipient's fax icon.



### Specifying recipients in groups

❶ Press [GROUP] tab to display the list of the groups, and then ❷ the group name.
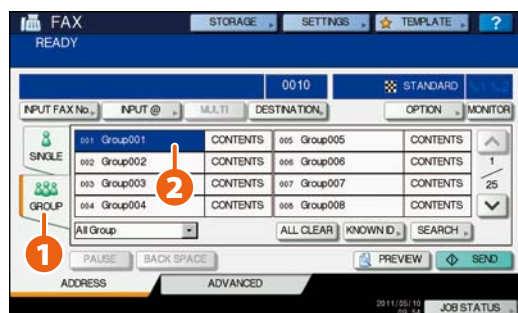


### Tips

• You can specify up to a total of 400 recipients (single and group).
• To cancel a selected recipient, press it again.

## Confirming recipients

**1** Press [DESTINATION].



**2** The recipient list screen is displayed.
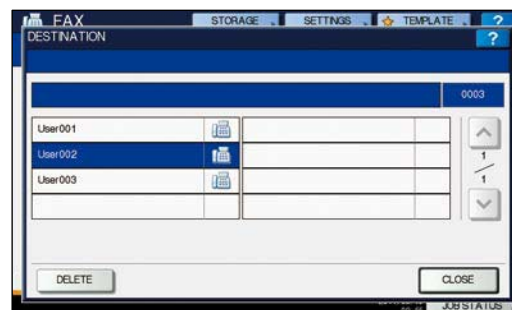


### Tip

Select the recipient you want to delete, and then press [DELETE].

**2**

# Setting the transmission conditions

**1** Press [OPTION].



**2** The transmission condition setting screen is displayed. Press ⌃ or ⌄ to switch the pages.
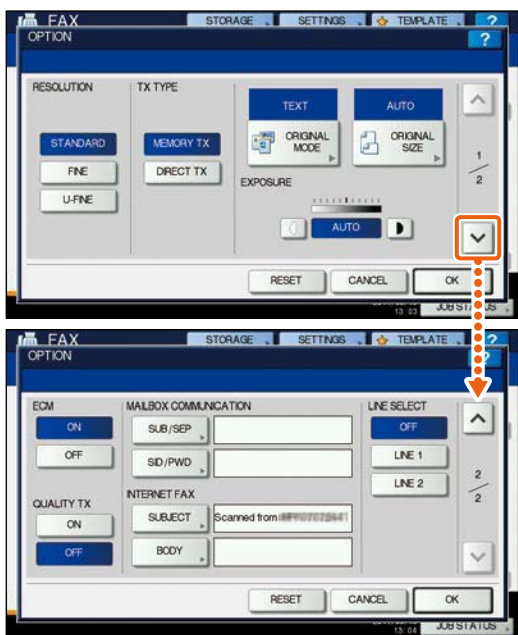




## Tip

**RESOLUTION:** Set the resolution based on the fineness of the original.
**ORIGINAL SIZE:** Set the scan size of the original.

**3** After each item is set, press [OK].

# Canceling reserved transmissions

**1** Press [JOB STATUS].



**2** ❶ Press [FAX], ❷ select the reserved transmission you want to delete, and then ❸ press [DELETE].
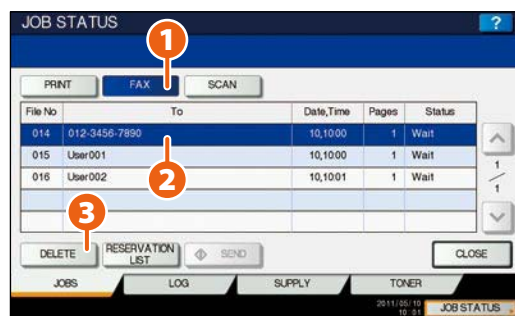


**3** Press [DELETE] on the confirmation screen. The reserved transmission is deleted.



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# Checking communication status (log)

**1** Press [JOB STATUS].



**2** ❶ Select the [LOG] tab and then ❷ press [SEND].
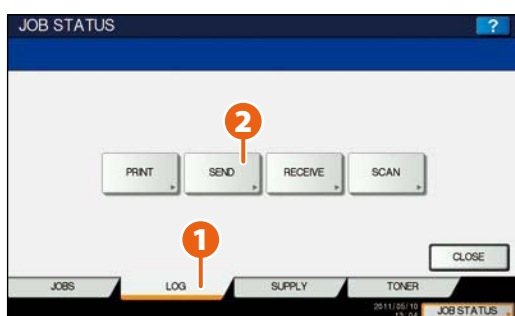


## Tip

Press [RECEIVE] to check the fax reception log.

**3** The communication status list is displayed. If [OK] is indicated in the "Status", the transmission succeeded.
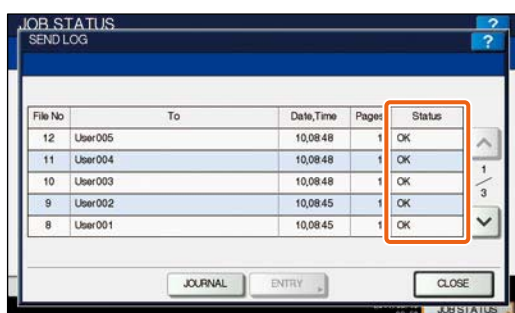


## Tip

To register recipients in the address book from the send/receive log screen, select the record in the send or receive log, and then press [ENTRY].
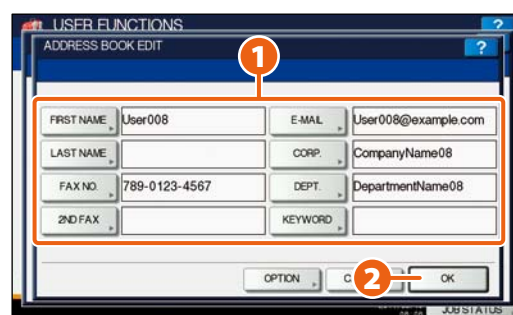
# Registering recipients

**1** Press the [USER FUNCTIONS] button on the control panel and then [ADDRESS] on the touch panel.
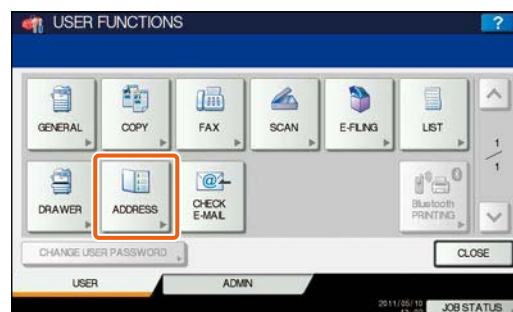


**2** ❶ Press an open button to create a new recipient and then ❷ [ENTRY].



**3** ❶ Press each button on the touch panel to enter the following recipient information, and then ❷ [OK] to register it.



**2**

**29**

# Basic Scanning Operation

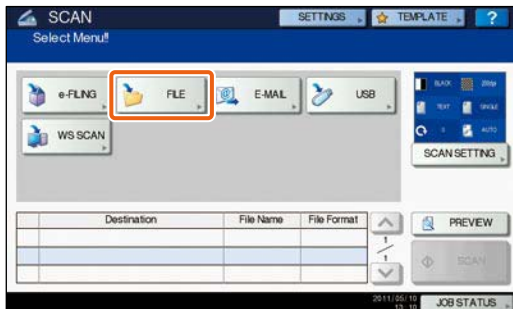How to store the scanned data in a shared folder and store these data in a Windows computer is described as follows.

## Storing the scanned data in a shared folder

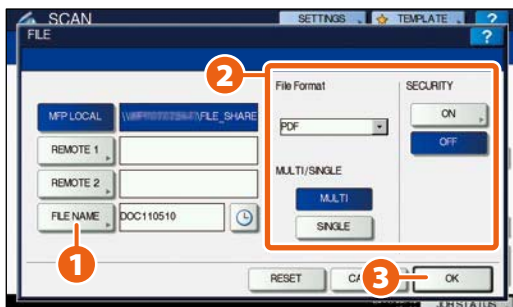**1** Press the [SCAN] button on the control panel.
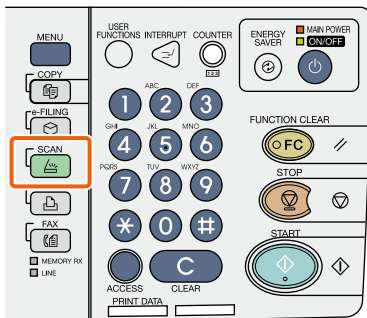


**2** Place the original(s).
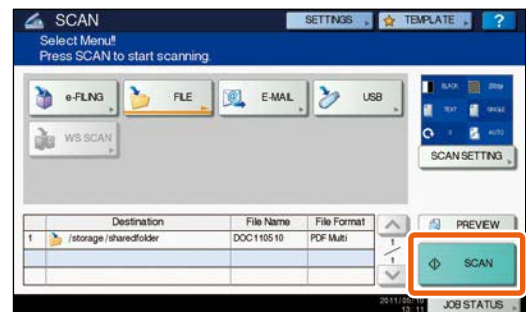 📖 P.17 "Placing originals" in this manual

**3** Press [FILE] on the touch panel.



**4** ❶ Set [FILE NAME], ❷ FILE FORMAT, etc. and then ❸ press [OK].



**5** Change the scan settings as required.

**6** Press [SCAN] on the touch panel. Scanning starts.



**30**

# To store the scanned data of a shared folder in a Windows computer

**1** Start up Windows Explorer.

**2** Enter the name of the shared folder, in which the IP address of the equipment and the scanned data are stored, in the address bar with the following format, and then press the [Enter] button.
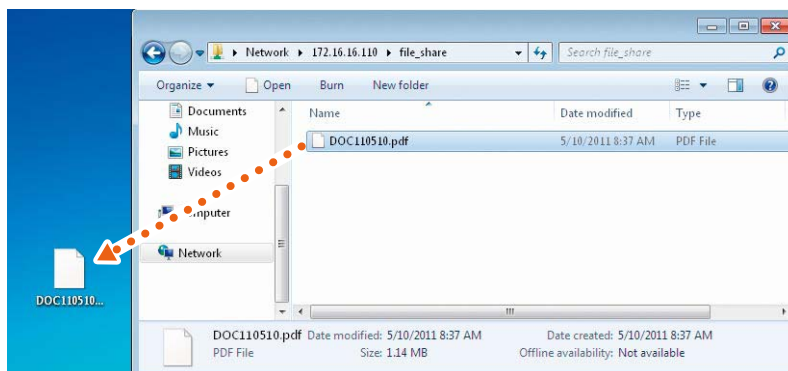
**Format:** \\[IP address of the equipment] \file_share
**e.g.)** When the IP address of the equipment is 172.16.16.110, enter
**\\172.16.16.110\file_share** in the address bar of Windows Explorer.
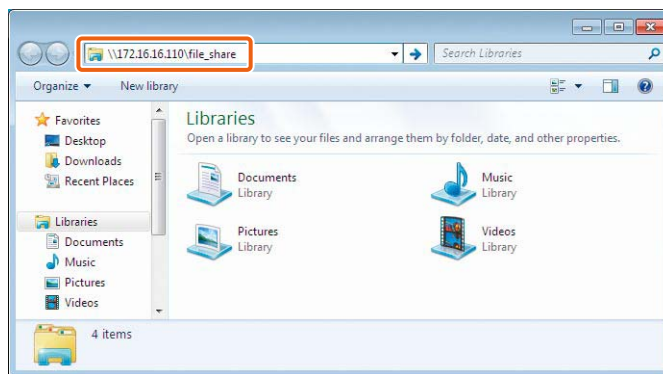
## Tips

- For the IP address of the equipment, ask your network administrator.
- It is convenient to make a shortcut of the "file_share" folder, since step 2 can be omitted.

**3** Store the scanned data in a Windows computer.

## Note

The scanned data stored in the shared folder will be automatically deleted in 30 days by default. Be sure to store them in a Windows computer before that.
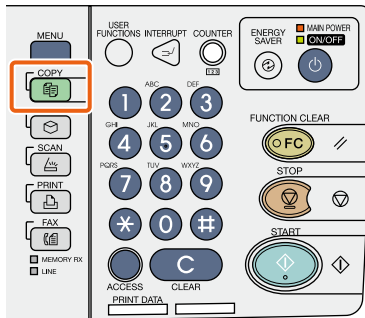
# Basic e-Filing Operation

e-Filing is a function to store documents in the hard disk of the equipment, they can then be printed as required.
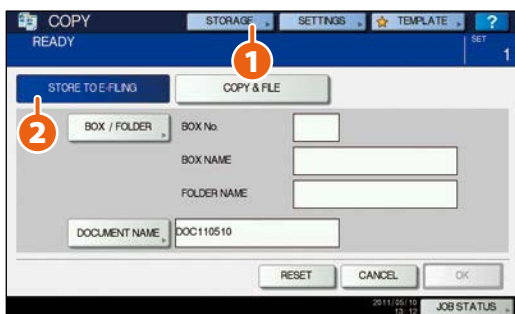
## Storing documents

The originals are stored as e-Filing documents in the equipment.

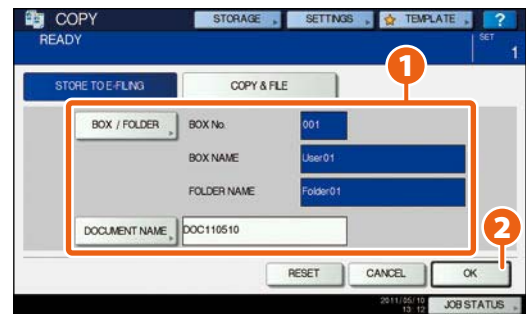**1** Press the [COPY] button on the control panel.



**2** Place the original(s).
📖 P.17 "Placing originals" in this manual

**3** ① Press [STORAGE] and then ②
[STORE TO E-FILING] on the touch panel.



**4** ① Specify the box to be stored and the document name, and then ② press [OK].



**Tip**

When "Print this document?" appears, press [YES] if you want to do this as well as store it.

**5** Press the [START] button on the control panel to store the documents.

**Tip**

You can store documents not only by copying them but also by scanning them or using the printer driver. For details, refer to the following guides:
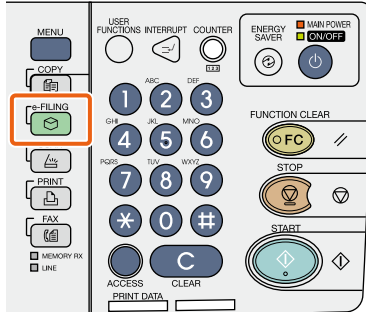📖 **Scanning Guide** (PDF): "Chapter 2: BASIC OPERATION" - "Scan to e-Filing"
📖 **Printing Guide** (PDF): "Chapter 2: PRINTING FROM WINDOWS" - "Printing with the Best Functions for Your Needs"
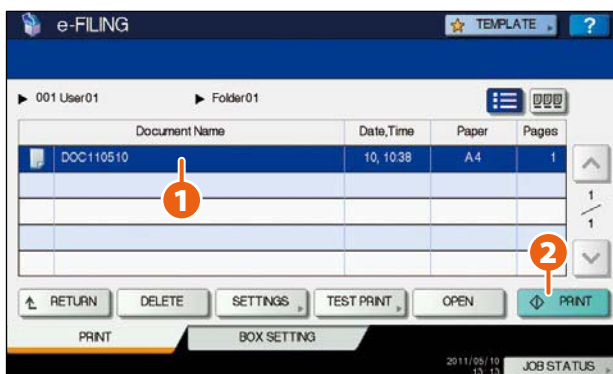
# Printing Documents

The procedure for printing documents stored in e-Filing is as follows.

**1** **Press the [e-FILING] button on the control panel.**



**2** **Select the box on the touch panel that contains the document you want to print.**

**3** ❶ **Select the document you want to print, and then** ❷ **press [PRINT]. Printing starts.**



---

**Tip**

| | |
|---|---|
|  | Selected documents can be previewed in thumbnailed form. |
| DELETE | Selected documents can be deleted from e-Filing. |
| SETTINGS ▶ | This enables you to make print settings, such as selecting the duplex printing mode or adding page numbers. |
| TEST PRINT ▶ | Specified pages of the document can be printed for confirmation. |

# Basic Printing Operation

The basic operations of the printer are as follows. This is for printing from a Windows computer with a PCL Printer Driver which needs to be installed in advance.
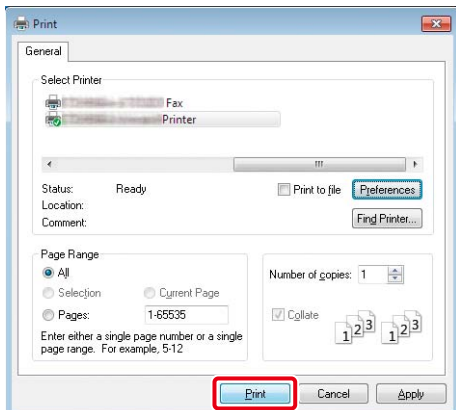
**1** Select [Print] in the [File] menu of the application.

**2** ❶ Select the printer driver of the equipment, and then ❷ click [Preferences] ([Properties]).
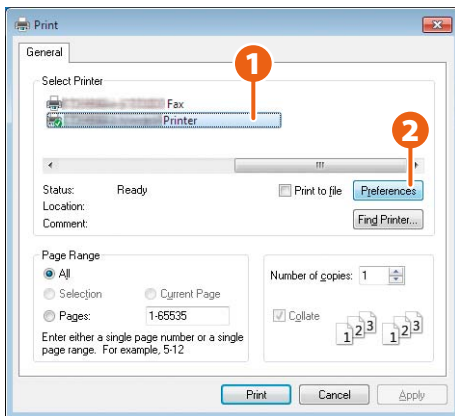


**3** Set the print options as required and click [OK].
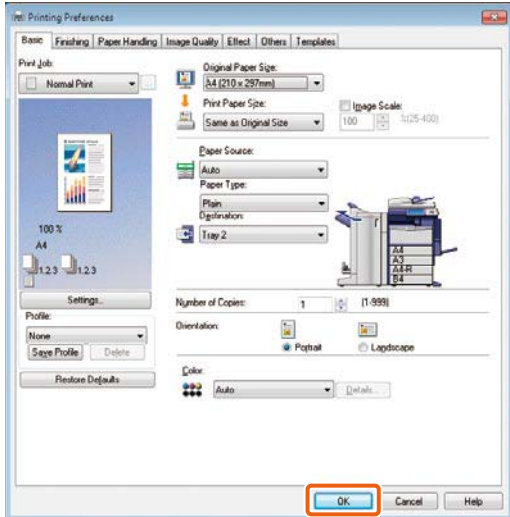


**4** Click [Print] ([OK]). Printing starts.



> **Tip**
>
> To install the printer driver in a Windows computer, refer to the following guide:
> 📖 P.18 "Installing Client Software" in this manual
> 📖 *Software Installation Guide* (PDF): "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS"
> To install the printer driver in a Macintosh computer, refer to the following guide:
> 📖 *Software Installation Guide* (PDF): "Chapter 4: INSTALLING PRINTER DRIVERS FOR MACINTOSH"

# Setting PCL Printer Driver
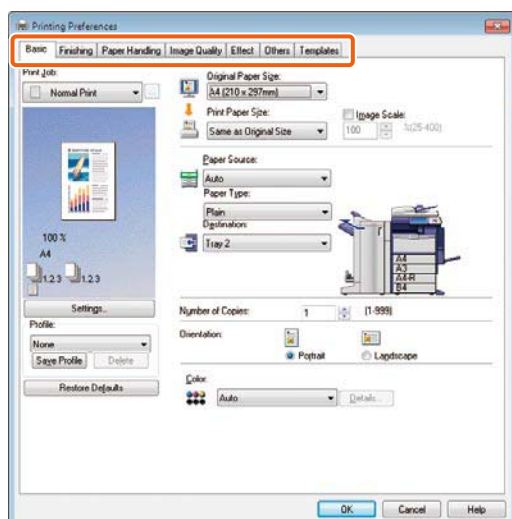


**To specify paper size or number of copy sets**
Click the [Basic] tab in the property dialog box of the printer driver.

**To specify 2-sided printing or N-up printing**
Click the [Finishing] tab in the property dialog box of the printer driver. If the Finisher (optional) is installed, "Staple" or "Hole Punch" can be selected.

## Tip

Select "NUMBER OF PAGES PER SHEET" to print several pages on one sheet. The pages are reduced to fit the selected paper size automatically and printed.
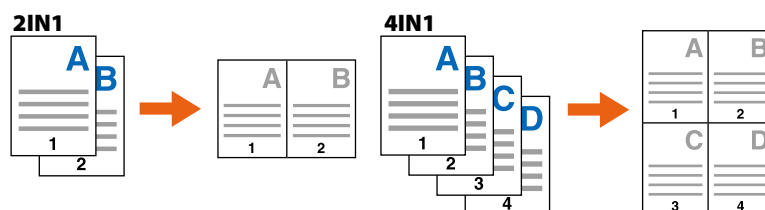


**To specify Front cover printing**
Click the [Paper Handling] tab in the property dialog box of the printer driver.

**To adjust Image Quality**
Click the [Image Quality] tab in the property dialog box of the printer driver.

**To print with character strings or graphics on the background of the paper**
Click the [Effect] tab in the property dialog box of the printer driver.

**To set not to print blank pages**
Click the [Others] tab in the property dialog box of the printer driver.

**To print with templates**
Click the [Templates] tab in the property dialog box of the printer driver.

2

# Basic Menu Operation

Press the [MENU] button on the control panel to use templates and check the print counter.

When the user management function is enabled, log in and press the [MENU] button on the control panel. The menu screen for a logged in user is displayed.
You can register frequently used templates, a group of templates or the shortcut of the External Interface Enabler (GS-1020, optional). Registration or deletion of the shortcut can also be enabled in the TopAccess mode. For details, refer to the following guide:
📖 *TopAccess Guide* (PDF): "Chapter 9: [My Account] Tab Page"
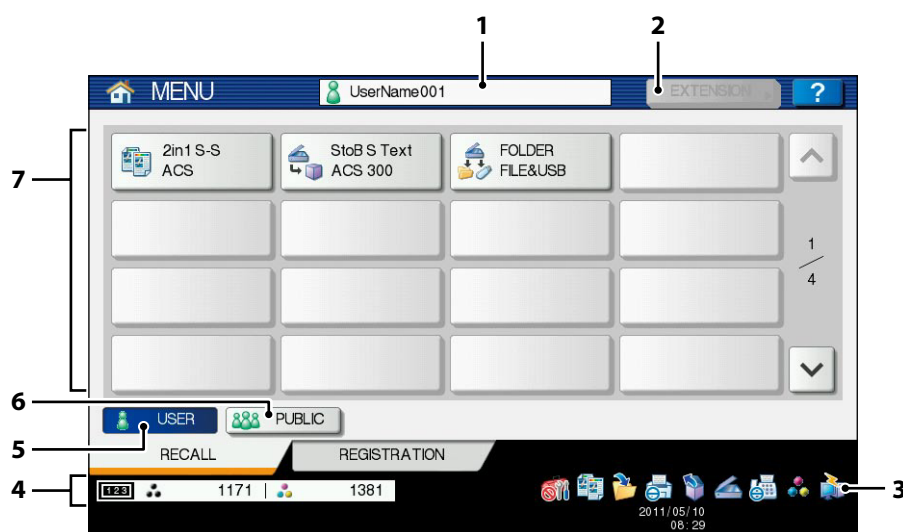


1. **User name display area**
   The name of the user logging in is displayed.

2. **[EXTENSION] button**
   This is enabled when the External Interface Enabler (GS-1020, optional) is installed. Contact your service technician or representative for details.

3. **Role Information Displayed Area**
   Available role information for a user who has logged in is displayed.

4. **Total print counter**
   The total print counter of the user logging in is displayed. Available printing numbers are displayed depending on the settings of the equipment.

5. **[USER] button**
   The shortcut which a user logging in can employ is displayed.

6. **[PUBLIC] button**
   The shortcut which all users can employ is displayed.

7. **Shortcut display area**
   The shortcut registered in the menu screen is displayed.

## Note

According to the authority for each user, the mark 🚫 or 🔄 appears on the icons in the role information displayed area.
The functions with the 🚫 mark cannot be used. Some of the functions with the 🔄 mark cannot be used.

## Tips

- You can create a template with several functions that are frequently used so that they can be employed whenever you want, thus eliminating the need to perform complicated settings every time. Templates can be used in copying, scanning and sending a fax. For details, refer to the following guides:
  📖 *Copying Guide* (PDF): "Chapter 6: TEMPLATES"
  📖 *TopAccess Guide* (PDF): "Chapter 5: [Registration] Tab Page" - "[Registration] Tab Page Overview"
- When the user management functions is not used, the public template group and the total print counter are displayed.
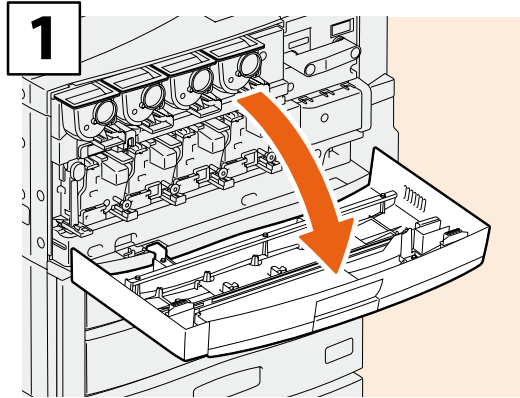- [USER] and [PUBLIC] are displayed when the user management function is enabled.

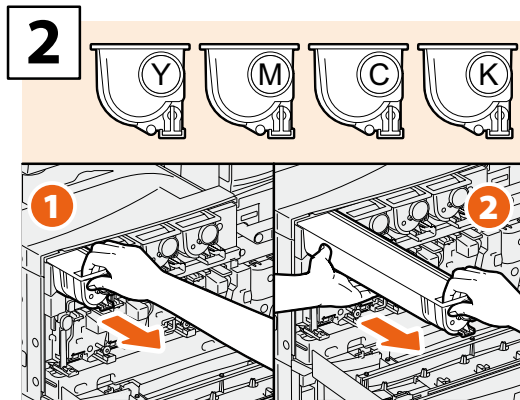# Chapter 3

## MAINTENANCE / TROUBLESHOOTING
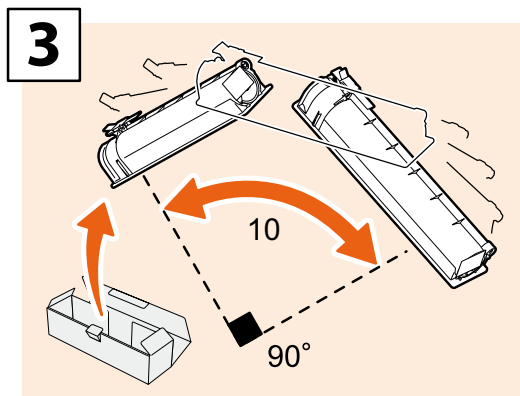
# Replacing Toner Cartridge

When "Install new *** toner cartridge" appears on the touch panel, replace the toner cartridge according to the following procedures.

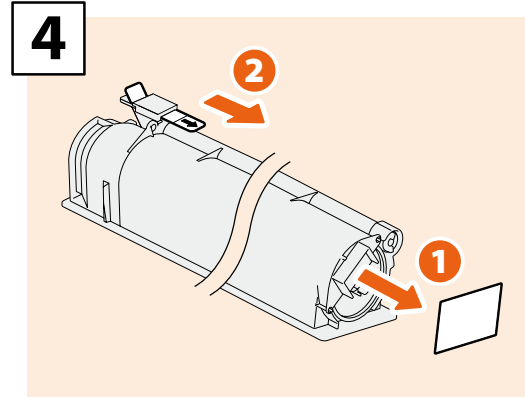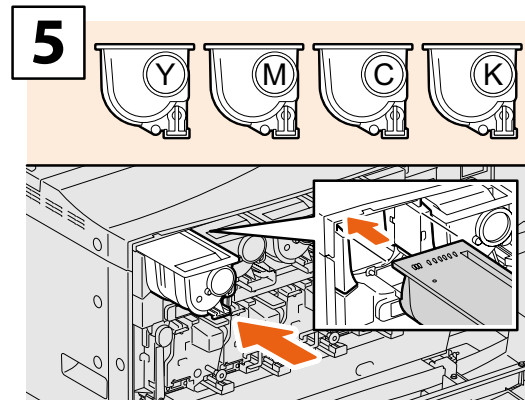**1**

Open the front cover.

**2**

Remove the color toner cartridge you want to replace.
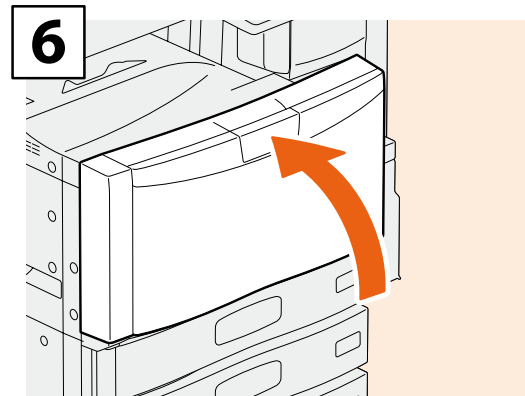
**3**

10

90°

Shake the new toner cartridge well to loosen the toner inside.

**4**

Pull out the seal. Then remove the seal on the toner cartridge board.

**5**

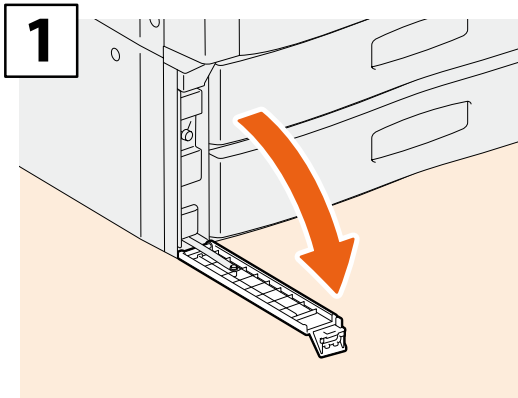Install the new toner cartridge.

**6**

Close the front cover.

⚠ **WARNING**

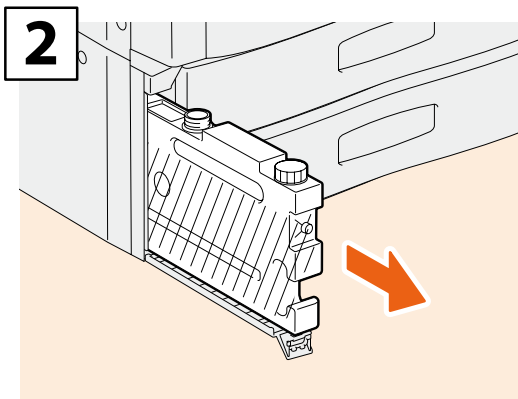**Never attempt to incinerate toner cartridges.**

Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.
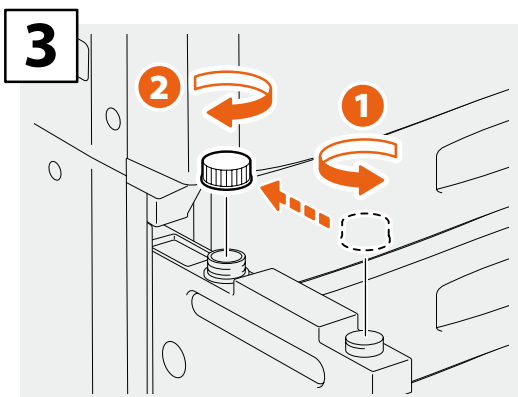
# Replacing Waste Toner Box

When "Dispose of used toner" appears on the touch panel, replace the waste toner box according to the following procedures.
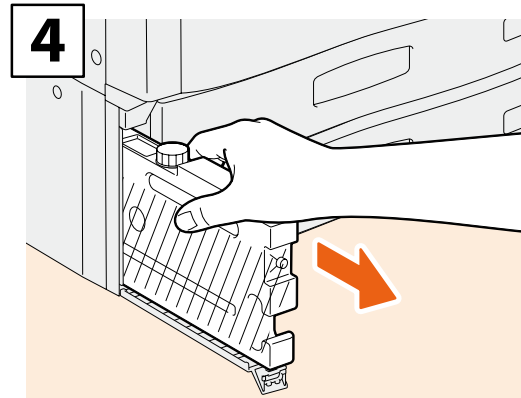
**1**

Open the waste toner box cover.

**2**

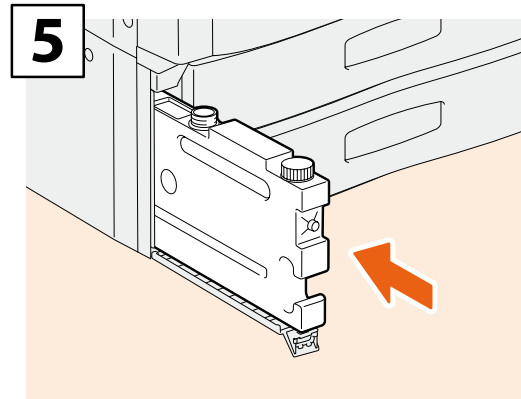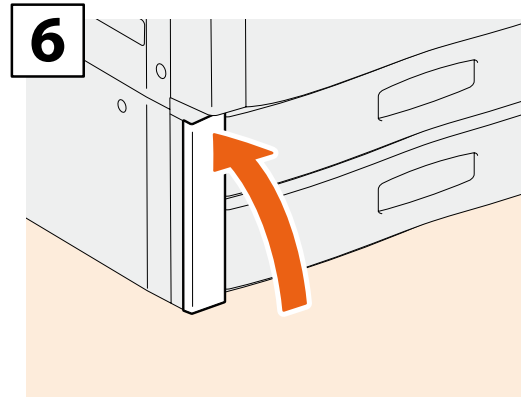Pull out the waste toner box until the opening appears.

**3**

Screw the lid on the opening of the waste toner box.

**4**

Holding the upper section, remove the waste toner box.

**5**

Set a new waste toner box.

**6**

Close the waste toner box cover.

**3**

⚠ **CAUTION**

**Never attempt to incinerate waste toner boxes.**
Dispose of used toner cartridges and waste toner boxes in accordance with local regulations.

# Replacing Staple Cartridge

When "Check staple cartridge" appears on the touch panel, replace the staple cartridge according to the following procedures.

## Stapler Unit of Finisher (MJ-1101)
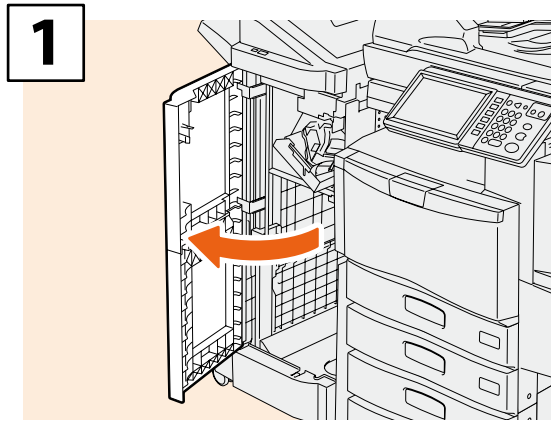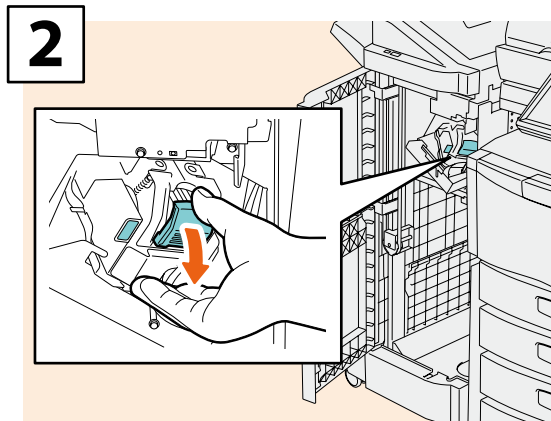
**1**



Open the front cover of the Finisher.

**4**



Install a new staple case into the staple cartridge.

**2**



Take off the staple cartridge.

**5**



Install the staple cartridge.

**3**



Take the empty staple case out of the staple cartridge.

**6**
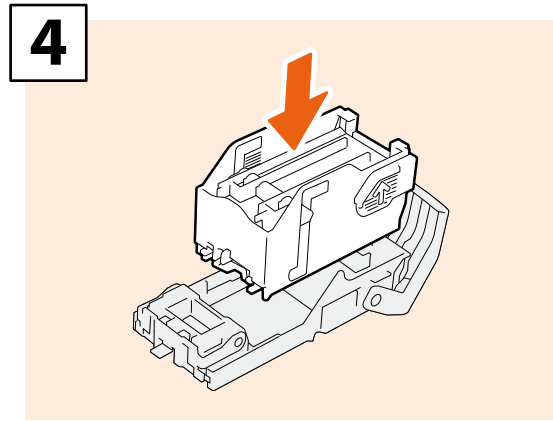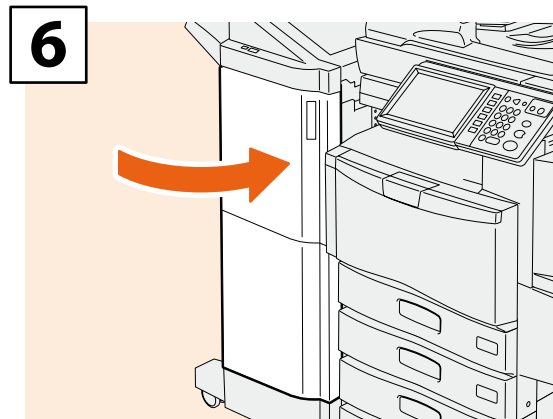


Close the front cover of the Finisher.

# Stapler Unit of Saddle Stitch Finisher (MJ-1106)

**1**



Open the front cover of the Finisher.

**2**
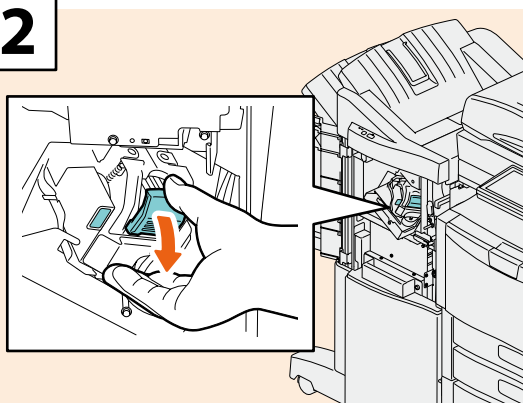


Take off the staple cartridge.
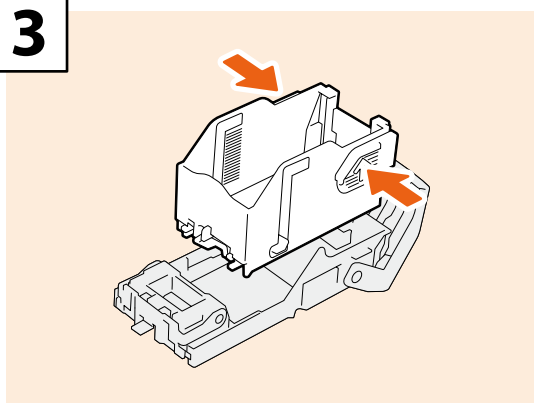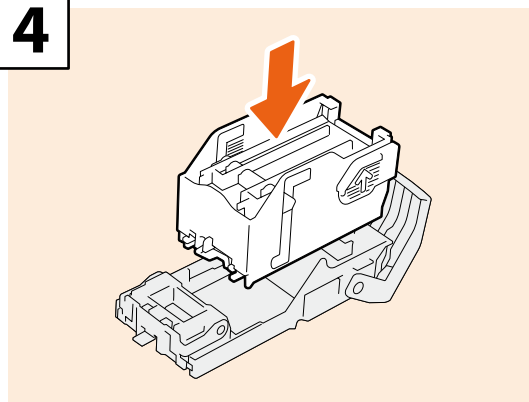
**3**



Take the empty staple case out of the staple cartridge.

**4**


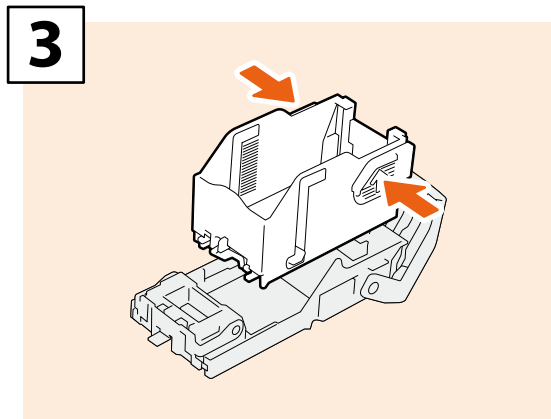
Install a new staple case into the staple cartridge.

**5**



Install the staple cartridge.

**6**
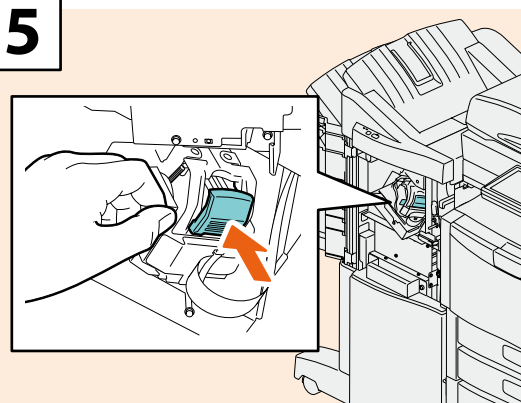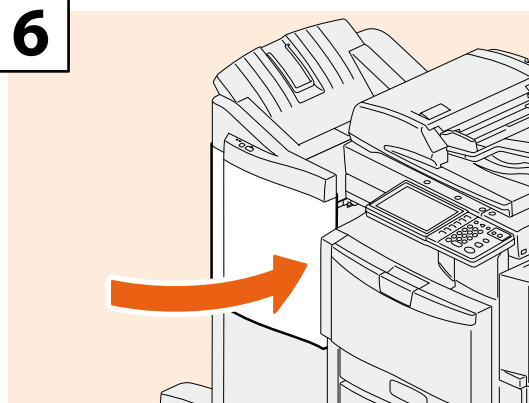


Close the front cover of the Finisher.

3

# Saddle Stitch Unit of Saddle Stitch Finisher (MJ-1106)

**1**
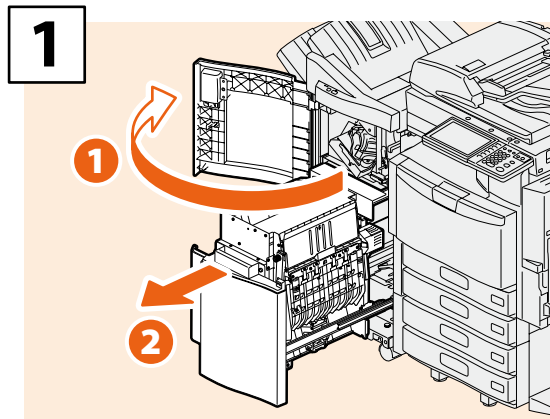
Open the front cover of the Finisher, and then pull out the saddle stitch unit.

**2**
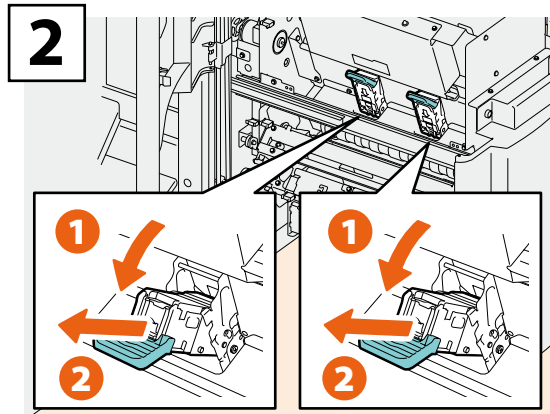
Take out two empty staple cartridges.
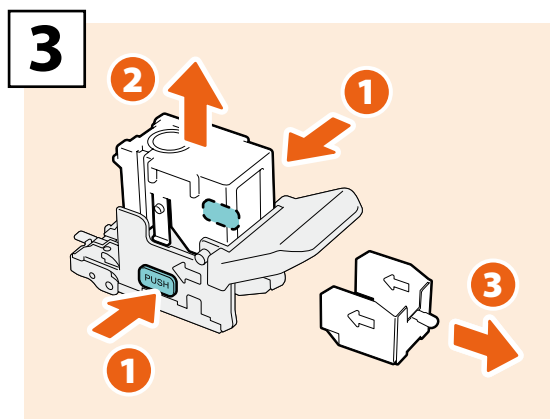
**3**

Take the empty staple case out of the staple cartridge.

**4**
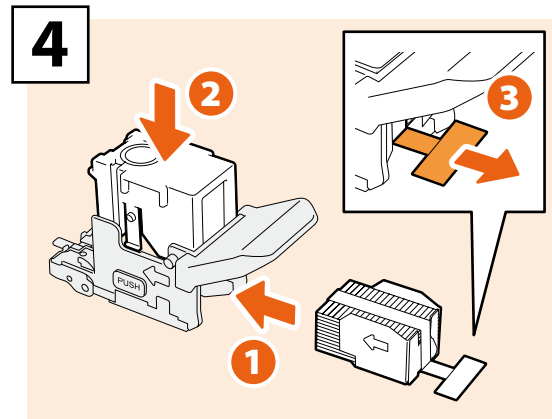
Install a new staple case into the staple cartridge and remove the seal bundling the staples.

**5**
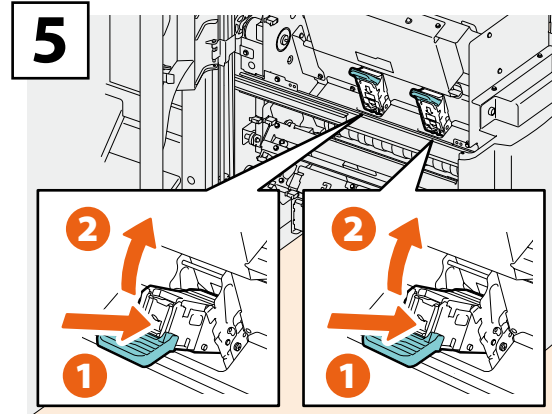
Install two new staple cartridges.

**6**
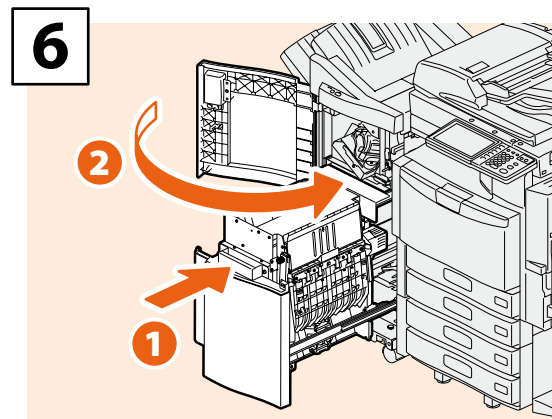
Insert the saddle stitch unit into the Finisher, and then close the front cover of the Finisher.

# Stapler Unit of Hanging Finisher (MJ-1031)

**1**
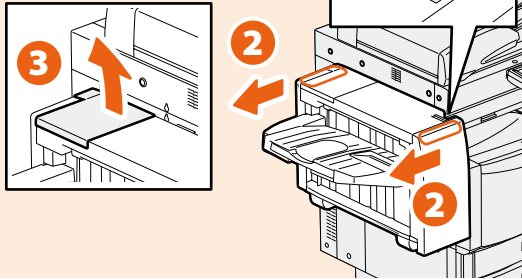


Push the lever to separate the Hanging Finisher from the equipment, and then open the cover.
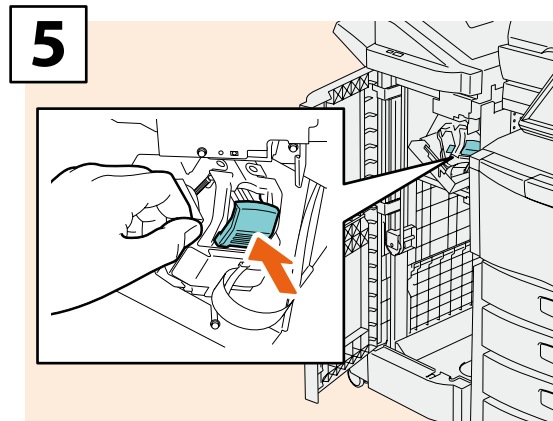
**2**
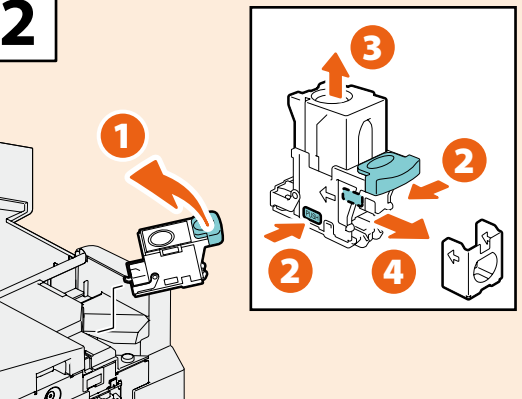


Take off the staple cartridge, and then take the empty staple case out of the staple cartridge.

**3**
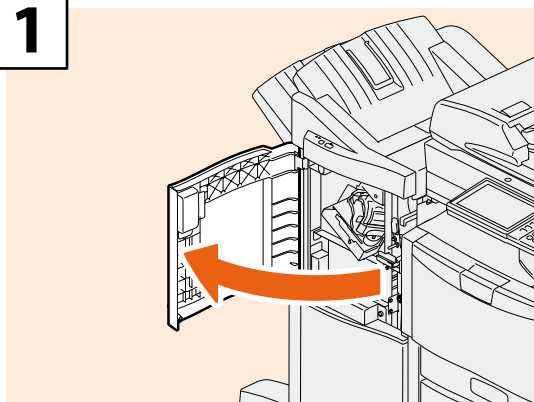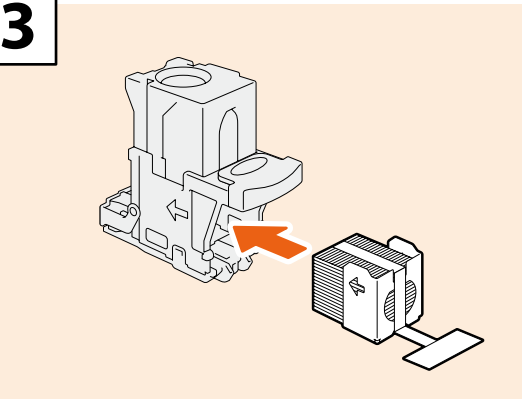


Install a new staple case into the staple cartridge.

**4**
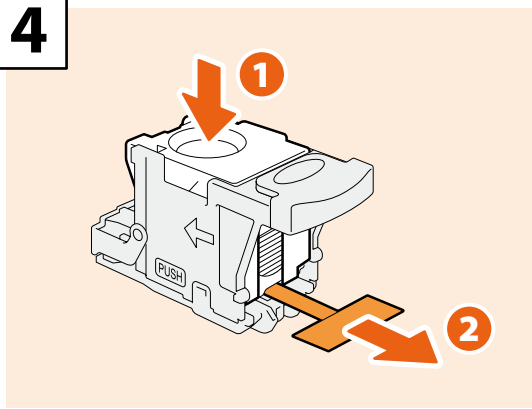


Press down the transparent cover and pull out the seal.

**5**
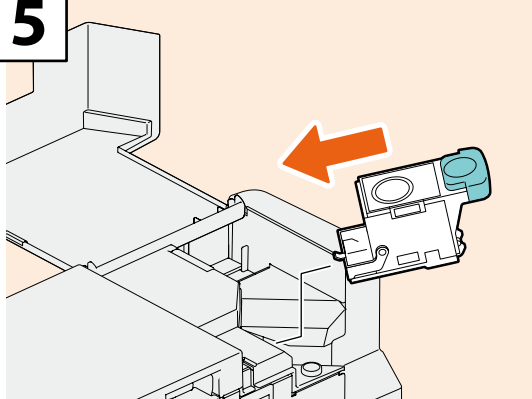


Install the staple cartridge.

**6**
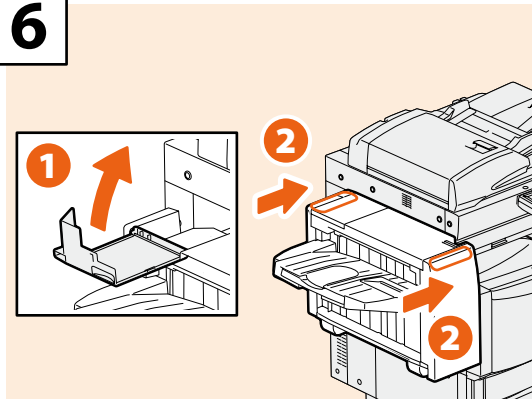


Close the Finisher cover, and then install the Hanging Finisher to the equipment.

⚠ **CAUTION**

**Be careful not to catch your fingers between the equipment and the Finisher (optional).**

This could injure you.

**3**

# Regular Cleaning

Poor quality printing such as uneven and soiled images can be improved by simple cleaning. This section describes the cleaning methods for the equipment.

## Cleaning for the scanning area, original glass, guide and platen sheet

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions. Be careful not to scratch the parts that you are cleaning.

> **Notes**
> - Be careful not to scratch the portions in cleaning.
> - When cleaning the surface of the equipment, do not use such organic solvents as thinner or benzine.
>   - This could warp the shape of the surface or leave it discolored.
> - When using a chemical cleaning pad to clean it, follow the instruction.
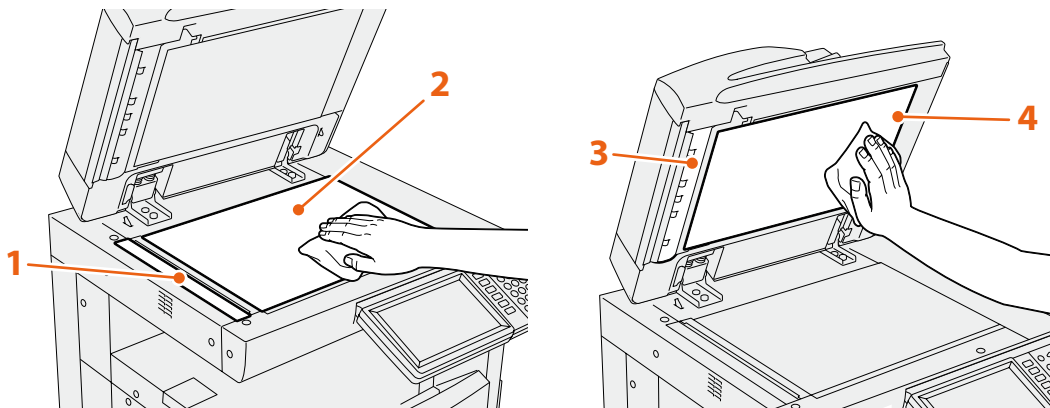


**1.  Scanning area (surface of the long rectangular glass) / 2.  Original glass**

Wipe it with a soft dry cloth. If there are still stains remaining, wipe clean with a piece of soft cloth which has been moistened with water and then squeezed well.
Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

**3.  Guide / 4.  Platen sheet**

Clean the surface as follows depending on the staining.
- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

# Troubleshooting

When problems such as paper jams occur, see the following explanation or refer to the *Troubleshooting Guide* (PDF) according to 📖 P.45 "References to the Troubleshooting Guide" in this manual.

## About Troubleshooting Guide

The *Troubleshooting Guide* (PDF) describes the causes and the troubleshooting of problems when you use the equipment.

### References to the Troubleshooting Guide

| Chapter | Title | Section |
|---|---|---|
| Chapter 1 | TROUBLESHOOTING FOR THE HARDWARE | When This Screen Is Displayed |
| | | Messages Displayed on the Touch Panel |
| | | Clearing a Paper Jam |
| | | Clearing a Staple Jam |
| | | Replacing a Toner Cartridge |
| | | Replacing the Waste Toner Box |
| | | Refilling With Staples |
| | | Cleaning the Slit Glass and Main Chargers |
| | | Cleaning the Hole Punch Dust Bin |
| Chapter 2 | TROUBLESHOOTING FOR COPYING | Copying Problems |
| Chapter 3 | TROUBLESHOOTING FOR PRINTING | Print Job Problems |
| | | Printer Driver Problems |
| | | Network Connection Problems |
| | | Client Problems |
| | | Hardware Problems |
| Chapter 4 | TROUBLESHOOTING FOR SCANNING | Scanning Problems |
| Chapter 5 | TROUBLESHOOTING FOR e-Filing | e-Filing Web Utility Problems |
| Chapter 6 | TROUBLESHOOTING FOR NETWORK CONNECTIONS | Locating the Equipment in the Network |
| | | LDAP Search and Authentication Problems |
| | | Printing Problems (Network Related) |
| | | Fax Driver Problems |
| | | Client Software Authentication Problems |
| Chapter 7 | CHECKING THE EQUIPMENT STATUS WITH TopAccess | Hardware Status Icons on TopAccess [Device] Tab |
| | | Error Messages |
| | | Error Codes |
| Chapter 8 | WHEN SOMETHING IS WRONG WITH THE EQUIPMENT | When You Think Something Is Wrong With the Equipment |
| | | Regular Maintenance |

### Error codes

Press [JOB STATUS] and then the [LOG] tab on the touch panel; the LOG menu is displayed. The job history and error codes are displayed in the LOG menu.
For details of the error codes, refer to the following guide:
📖 *Troubleshooting Guide* (PDF): "Chapter 7: CHECKING THE EQUIPMENT STATUS WITH TopAccess" - "Error Codes"



**3**
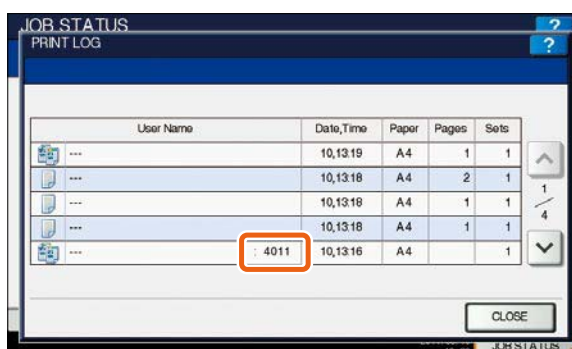
# Symbols and messages appear on the touch panel

Symbols or messages of such as for paper jams occasionally appear on the touch panel.
For details of the paper jam symbols, refer to the following guide:
  📖 *Troubleshooting Guide* (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE" - "Clearing a Paper Jam"

For details of the messages on the touch panel, refer to the following guide:
  📖 *Troubleshooting Guide* (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE" - "Messages Displayed on the Touch Panel"
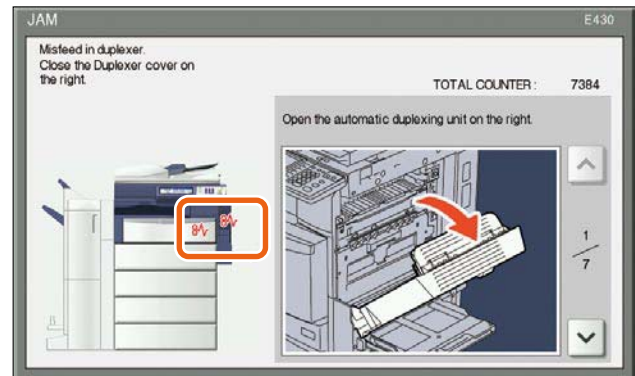


# When paper jams occur

When paper jams occur, refer to the guidance displayed on the touch panel of the equipment or refer to the following guide:
  📖 *Troubleshooting Guide* (PDF): "Chapter 1: TROUBLESHOOTING FOR THE HARDWARE" - "Clearing a Paper Jam"

## Covers of the equipment and the options

The covers of the equipment and the options to be opened when paper jams occur are as indicated by the arrows in the following illustrations.
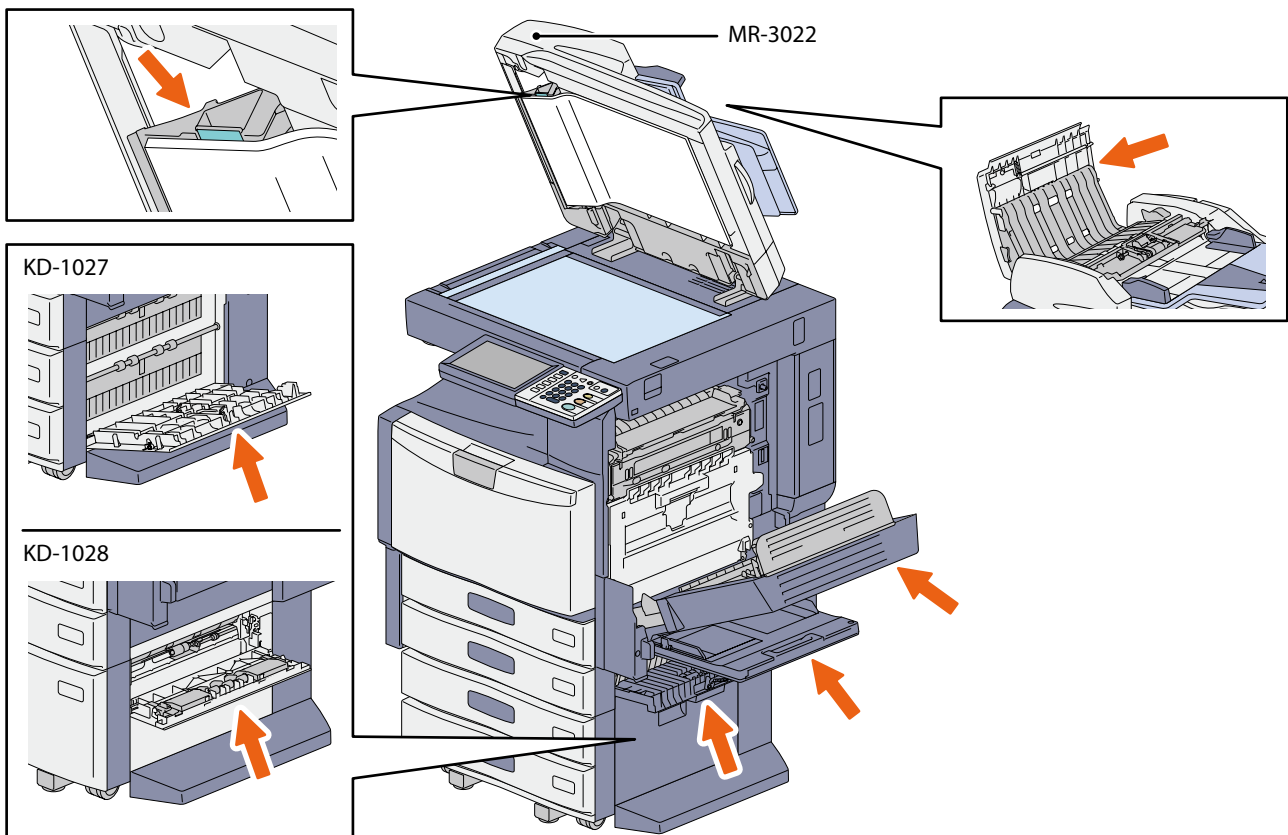
# Covers of the Finisher, the Hole Punch Unit and the Bridge Unit (all optional)

The covers of the Finisher, Hole Punch Unit and Bridge Unit to be opened when paper jams occur are as indicated by the arrows in the following illustrations.

**The Finisher (MJ-1101), the Hole Punch Unit (MJ-6103) and the Bridge Unit (KN-4530)**
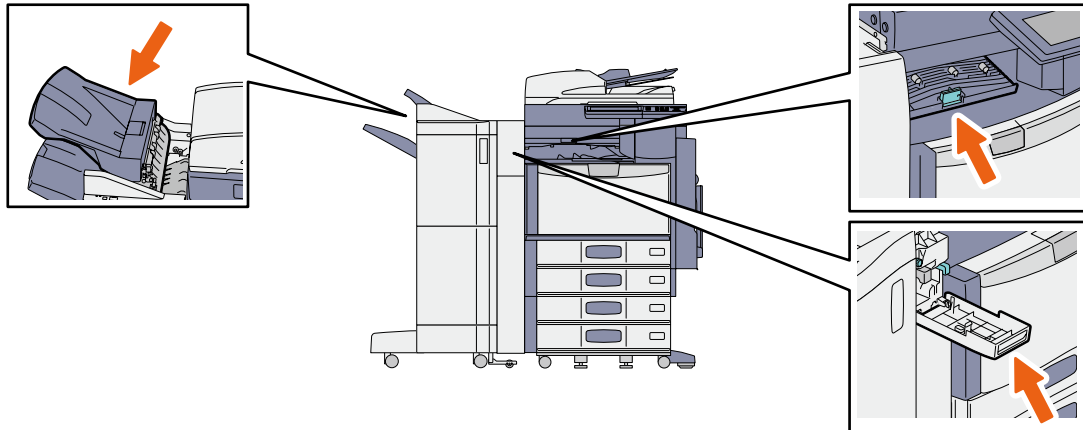


**The Saddle Stitch Finisher (MJ-1106), the Hole Punch Unit (MJ-6103) and the Bridge Unit (KN-4530)**
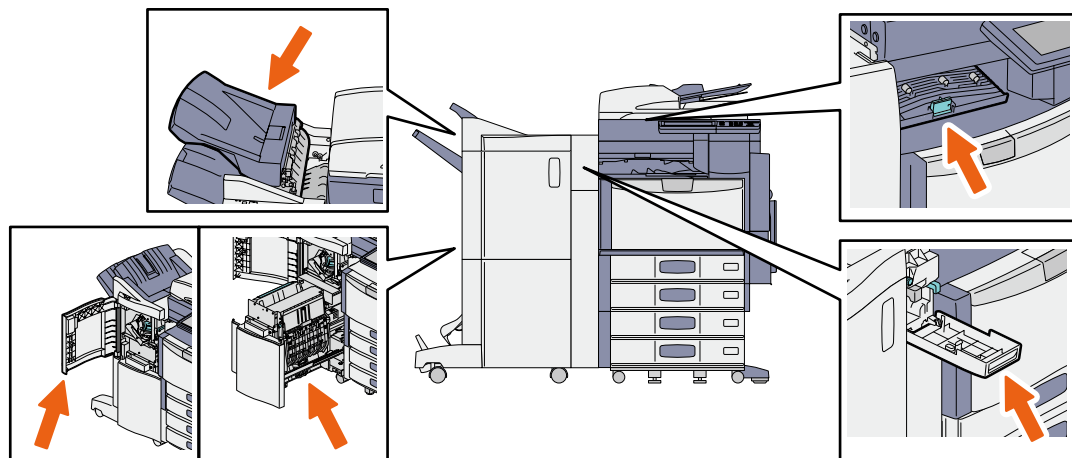


# Using the Help functions

If you press [?] on the upper right of the touch panel, explanations of the functions and buttons on the screen are displayed.

If you press [i] on the lower left of the Help menu, supplementary information about the functions appears.
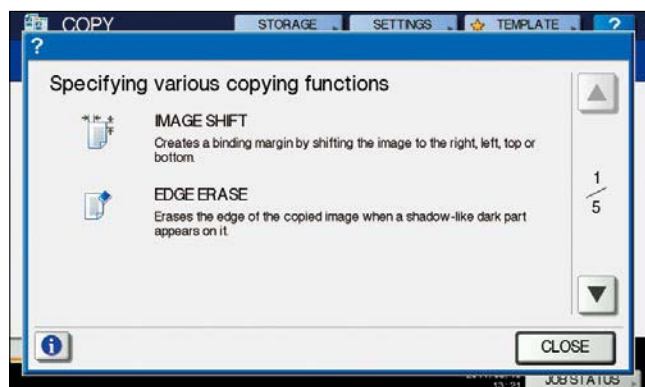
# Chapter **4**

## ADVANCED FUNCTIONS

# Advanced Functions

In Chapter 2 in this manual, the basic functions are described. This section describes the advanced functions to help you get the best out of your equipment.

## Examples of the advanced functions describing in this section

### Copying different-sized originals and stapling copies



&#x1F4D6; P.51 in this manual

### Copying or scanning originals without blank sheets



&#x1F4D6; P.52 in this manual

### Storing data in a shared folder as well as sending a fax



&#x1F4D6; P.53 in this manual

### Registering frequently used scan settings in templates



&#x1F4D6; P.54 in this manual

### Attaching the scanned data to an E-mail



&#x1F4D6; P.55 in this manual

### Adding date and time to document files



&#x1F4D6; P.56 in this manual

### Printing a PDF file stored in the USB device
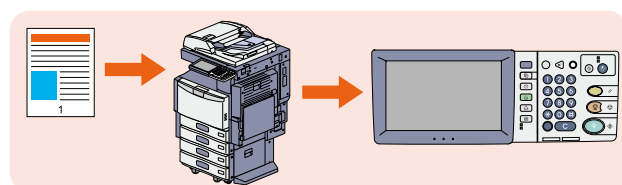


&#x1F4D6; P.57 in this manual

### Printing only allowed data set on the control panel



&#x1F4D6; P.58 in this manual

50

## Copying different-sized originals and stapling copies

A 4 (LT) + A 3 (LD) → A 4 (LT) A 3 (LD)

The procedure of how to copy 5 sets of different-sized originals (A4 or LT: 1 sheet, A3 or LD: 4 sheets) and staple the copies is as follows. The Reversing Automatic Document Feeder and the Finisher (optional) are required.

**1** Place the originals on the Reversing Automatic Document Feeder.
📖 P.17 "Placing originals" in this manual

**Note**
If you want to copy different-sized originals and staple the copies, select only those having the same width.

**2** Press [ZOOM] on the touch panel.

**3** ❶ Press [MIXED SIZE] and then ❷ [OK] on the touch panel.



**4** Press [FINISHING] on the touch panel.

**5** ❶ Press [FRONT STAPLE] and then ❷ [OK] on the touch panel.
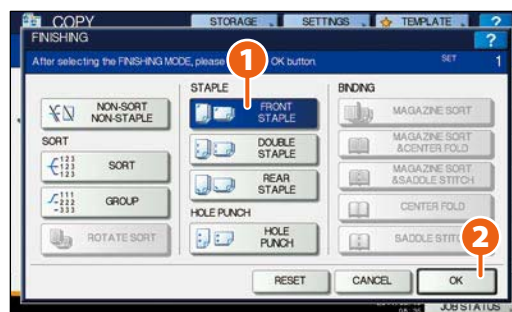


**6** Key in 5 for the number of copy sets, and then press the [START] button on the control panel.

**4**

COPY    FAX    SCAN    e-FILING    PRINT

## Copying or scanning originals without blank sheets
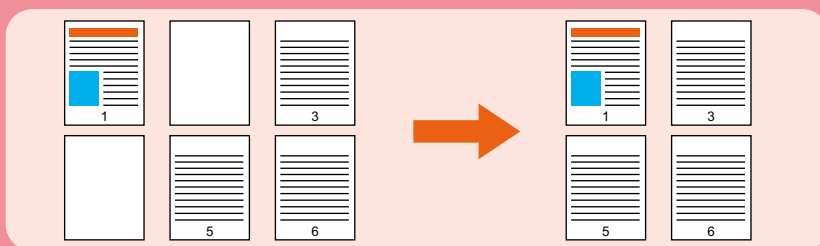


You can copy or scan originals omitting blank sheets while maintaining the original page sequence.

## When copying

**1** **Place the originals.**
📖 P.17 "Placing originals" in this manual

**2** **Press the [EDIT] tab, and then ∨ in the basic menu for the copying functions.**

**3** **Press [OMIT BLANK PAGE] and then [OK].**
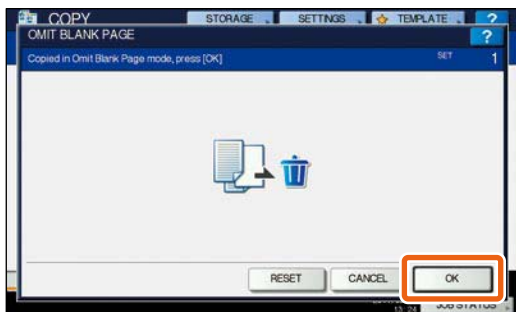


**4** **Press the [START] button on the control panel. Copying starts.**

## When scanning

**1** **Place the originals.**
📖 P.17 "Placing originals" in this manual

**2** **Press [SCAN SETTING], and then ∨ in the basic menu for the scanning functions.**

**3** **Press ❶ [ON] in the "OMIT BLANK PAGE" setting and then ❷ [OK].**



**4** **In the basic menu for the scanning functions, specify details such as the destination for saving the data.**

**5** **Press [SCAN] on the touch panel. Scanning starts.**

COPY | **FAX** | SCAN | e-FILING | PRINT

## Storing data in a shared folder as well as sending a fax
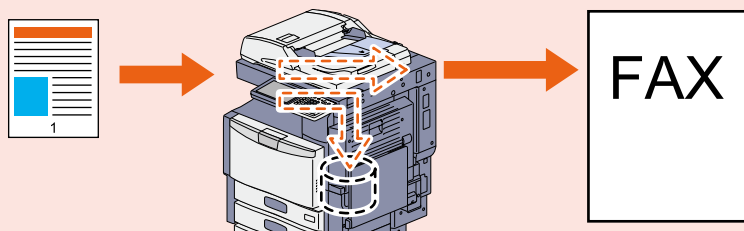


You can store documents in a shared folder in the equipment or in a computer connected to the network as well as sending a fax.

**1** Place the original(s).
📖 P.17 "Placing originals" in this manual

**2** Press [STORAGE] on the touch panel.



**3** ❶ Specify details such as the file name, shared folder and file format and then ❷ press [OK].
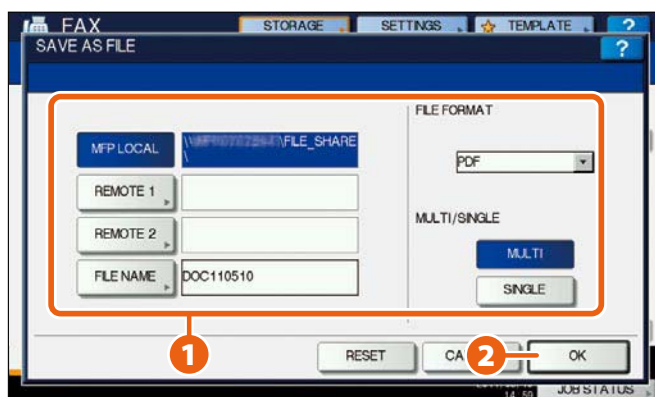


**4** Specify the recipient and press [SEND]. Sending a fax starts.

4

| COPY | FAX | **SCAN** | e-FILING | PRINT |
|------|-----|----------|----------|-------|

## Registering frequently used scan settings in templates
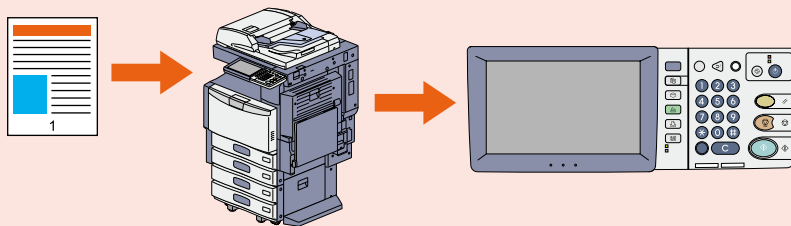
If you register frequently used scan settings in templates, you can easily perform scan operations only by recalling the templates. How to register scan settings (scan data are stored in PDF format in a shared folder) in templates (PUBLIC TEMPLATE GROUP) is described here.

**1** Press [FILE] on the touch panel.

**2** ❶ Select "PDF" in the file format, and then ❷ press [OK].
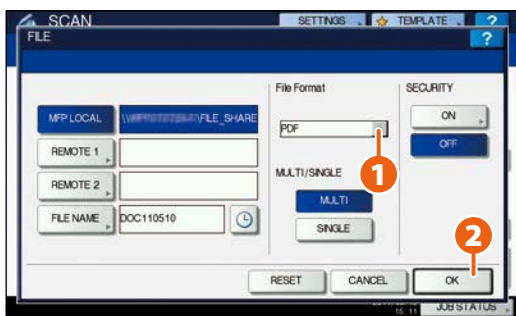
**3** Change the scan setting as required.

**4** Press [TEMPLATE] on the touch panel, and then [REGISTRATION] tab.

**5** ❶ Press [PUBLIC TEMPLATE GROUP] on the touch panel, and then ❷ [OPEN].

**6** Press [PASSWORD], enter the administrator password and press [OK].

**7** ❶ Select an empty template button, and then ❷ press [SAVE].

**8** ❶ Make the settings such as the template name, and then ❷ press [SAVE] to complete the registration.

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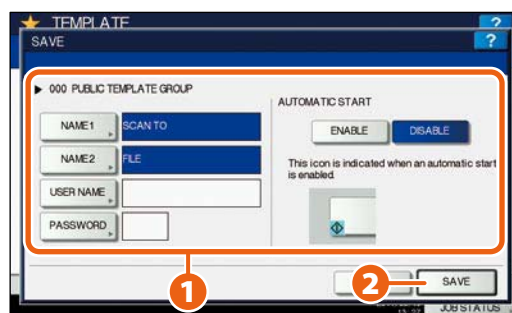
COPY · FAX · **SCAN** · e-FILING · PRINT

## Attaching the scanned data to an E-mail
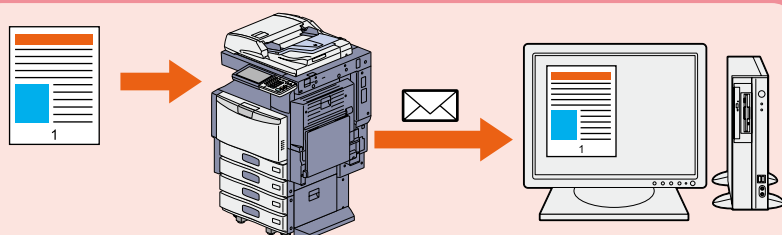


The procedure for attaching the scanned data to an E-mail and sending it to the specified E-mail address is as follows.

**1** **Place the original(s).**
P.17 "Placing originals" in this manual

**2** **Press [E-MAIL] and then [TO] on the touch panel.**

**3** ❶ **Specify the E-mail address and then** ❷ **press [OK].**
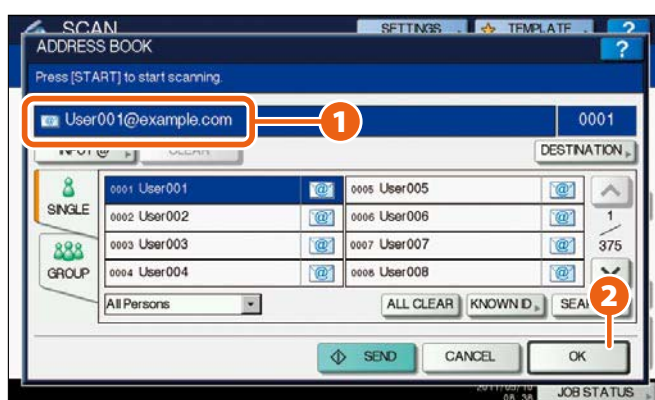


**4** **Define the settings for the file as required and then press [OK].**

**5** **Press [SCAN] on the touch panel. Scanning starts.**



4
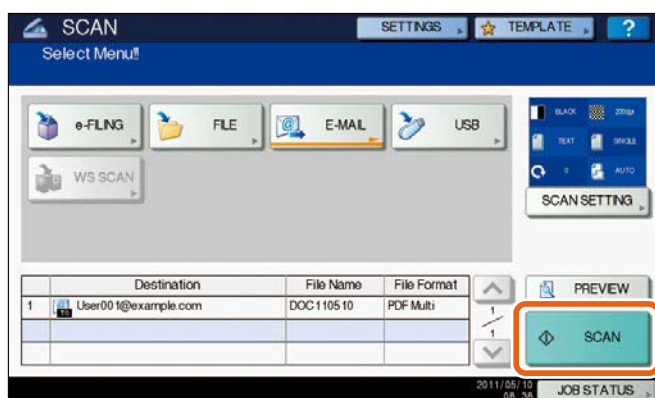
COPY    FAX    SCAN    **e-FILING**    PRINT

## Adding date and time to document files
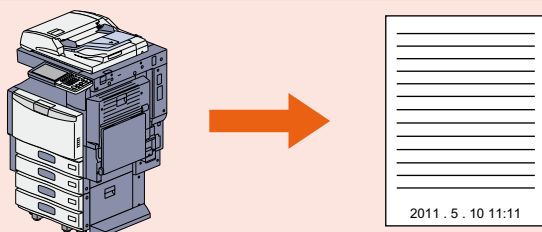
The procedure for printing a document file stored in e-Filing with the date and time added at the bottom is as follows.

2011 . 5 . 10 11:11

**1** Select the box in which the desired document is stored.

**2** ❶ Select the document and then ❷ press [SETTINGS].

**3** Press [TIME STAMP].

**4** ❶ Press [LOWER] and then ❷ [OK].
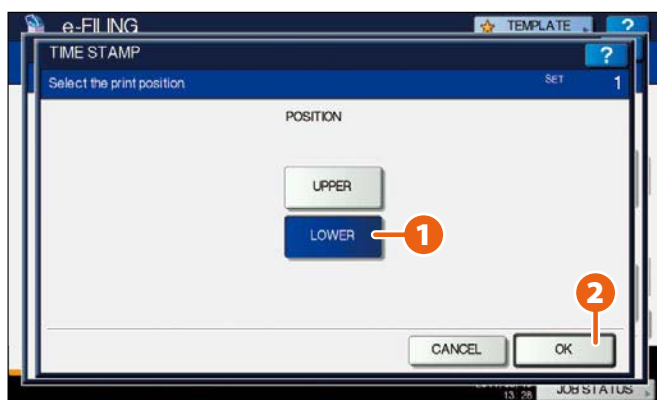
**5** Press [PRINT] on the touch panel. Printing starts.

**56**

COPY    FAX    SCAN    e-FILING    **PRINT**

## Printing a PDF file stored in the USB device
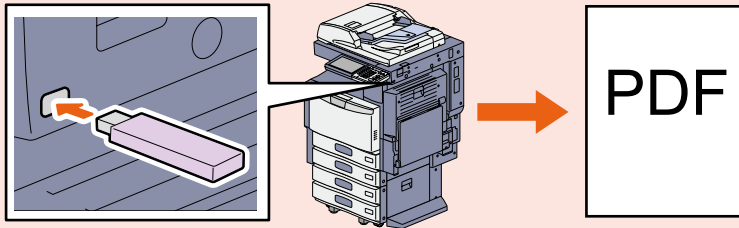


The procedure for printing 1 set of a PDF file stored in the USB device is as follows.

**1** **Connect the USB device to the USB port.**
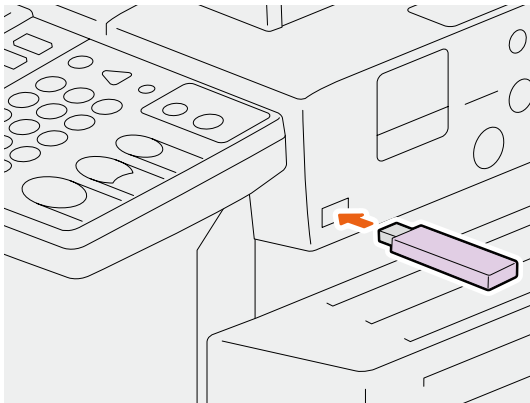


**2** **Press the [PRINT] button on the control panel.**

**3** **Click the pull-down menu, and then select [USB].**

**4** ❶ **Select a PDF file to be printed and** ❷ **press [PRINT]. Printing starts.**
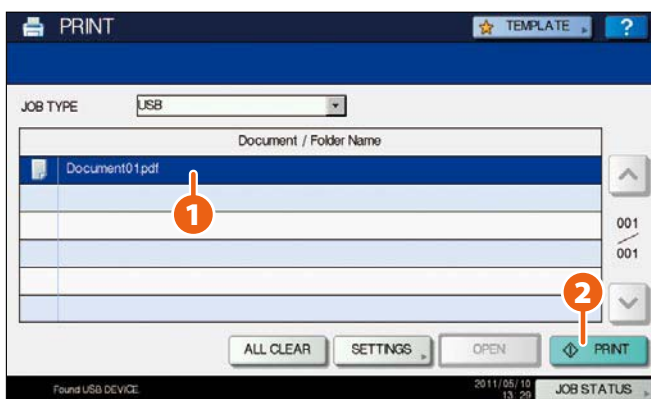


## Tips

• Press [SETTINGS], then you can set such as duplex printing and stapling.
• The following types of files are also available for printing:
  - JPEG file
  - PRN file
  - PS file
  - XPS file

**4**

**57**

COPY　　　　FAX　　　　SCAN　　　　e-FILING　　　**PRINT**

## Printing only allowed data set on the control panel
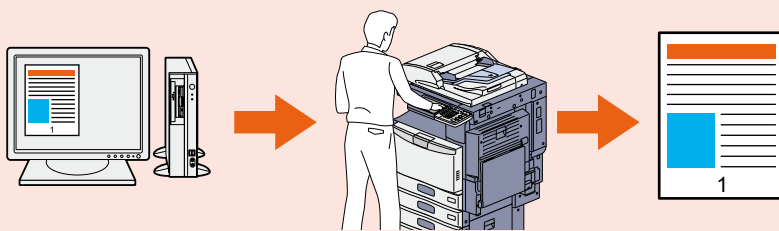
The procedure for printing only allowed data set on the control panel is as follows. This will stop you from forgetting to remove printed sheets.

**1** Open a file to be printed on a Windows computer, and then select [Print] from the file menu of the application.

**2** Select the printer driver of the equipment, and then click [Preferences] ([Properties]).

**3** Select "Hold Print" for the job type in the [Basic] tab menu.
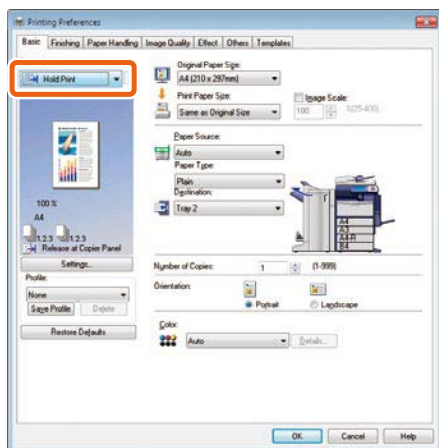
**4** Click [OK] to return to the print dialog box and click [Print] ([OK]).

**5** Press the [PRINT] button on the control panel of the equipment.

**6** Click the pull-down menu, and then select [HOLD].

**7** Select the user name, and then press [OK].

**8** ❶ Select the file to be printed and ❷ press [PRINT]. Printing starts.

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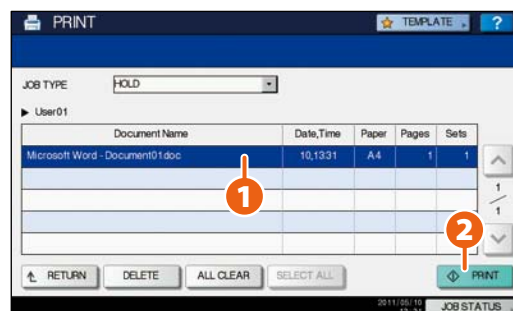
# Chapter **5**

## INFORMATION ABOUT EQUIPMENT

# Items Included in This Product

The following items are co-packed with the equipment. Check that you have them all. Contact your service technician or representative if any are missing or damaged.

## Items included in this product

| | |
|---|---|
| **Safety Information** | The Safety Information describes the necessary precautions for use. For your added security, be sure to read this booklet first. |
| **Quick Start Guide (This manual)** | The Quick Start Guide describes the preparations, basic and advanced usage, maintenance and regular cleaning of the equipment. |
| **Client Utilities CD-ROM** | The Client Utilities CD-ROM contains the client software such as the printer drivers and the utility software. For details, see the following page:<br>📖 P.61 "Client Utilities CD-ROM" in this manual |
| **User Documentation CD-ROM** | The User Documentation CD-ROM contains pdf files of the Operator's Manuals such as the Copying Guide and the Troubleshooting Guide. |

# Client Utilities CD-ROM

The Client Utilities CD-ROM contains the following client software such as the printer drivers and the utility software.

## Client software

| For Windows | Client Software Installer |
| --- | --- |
| | PCL Printer Driver |
| | PS printer driver |
| | XPS printer driver |
| | TWAIN driver |
| | File downloader |
| | Fax driver |
| | AddressBook Viewer |
| | Remote Scan driver |
| | WIA driver |
| | e-Filing Backup/Restore Utility |
| For Macintosh | PPD file for Mac OS X 10.2.4 to Mac OS X 10.3.x<br>PPD file for Mac OS X 10.4 to Mac OS X 10.7.x<br>Plug-in for Mac OS X 10.4 to Mac OS X 10.7.x |
| For UNIX/Linux | UNIX/Linux filter (Solaris, HP-U, AIX, Linux, SCO) |
| | CUPS |

## Tips

For installing the client software, refer to the following guide:
 **Software Installation Guide** (PDF): "Chapter 1: OVERVIEW"

For details of the client software, see the following page:
 P.62 "Client Software" in this manual

# Client Software

This section describes the outlines of the client software of the equipment. It is necessary to install software except e-Filing Web utility and TopAccess in the computer before it is used.

## Client software for the printing functions

| | |
|---|---|
| **PCL printer driver** | This PCL Printer Driver is installed with the Recommended Installation. This driver is generally used. For details, refer to the following guides:<br>📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS"<br>📖 P.34 "Basic Printing Operation" in this manual<br>📖 *Printing Guide* (PDF): "Chapter 2: PRINTING FROM WINDOWS" |
| **PS printer driver** | This driver enables you to print documents in the high quality mode with applications such as Adobe Systems Incorporated. For details, refer to the following guides:<br>📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS"<br>📖 *Printing Guide* (PDF): "Chapter 2: PRINTING FROM WINDOWS" |
| **XPS printer driver** | This printer driver enables you to print documents from the WPF applications created for Windows Vista or Windows 7. For details, refer to the following guides:<br>📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 3: INSTALLING PRINTER DRIVERS FOR WINDOWS"<br>📖 *Printing Guide* (PDF): "Chapter 2: PRINTING FROM WINDOWS" |
| **PPD file for Macintosh** | This printer driver enables you to print documents from Macintosh computers (Mac OS X 10.2.4 to Mac OS X 10.7.x). For details, refer to the following guides:<br>📖 *Software Installation Guide* (PDF): "Chapter 4: INSTALLING PRINTER DRIVERS FOR MACINTOSH"<br>📖 *Printing Guide* (PDF): "Chapter 3: PRINTING FROM MACINTOSH" |
| **UNIX/Linux filter** | UNIX/Linux filter enables you to print documents from the UNIX/Linux workstation. For details, refer to the following guides:<br>📖 *Software Installation Guide* (PDF): "Chapter 5: INSTALLING PRINTER DRIVERS FOR UNIX/Linux"<br>📖 *Printing Guide* (PDF): "Chapter 4: PRINTING FROM UNIX/Linux" |
| **CUPS** | CUPS file enables you to set up the CUPS print system from UNIX/Linux workstation. For details, refer to the following guide:<br>📖 *Software Installation Guide* (PDF): "Chapter 5: INSTALLING PRINTER DRIVERS FOR UNIX/Linux" |

## Client software for the scanning functions

| | |
|---|---|
| **Remote Scan driver** | This driver enables you to scan documents remotely and obtain scanned data as an image in the applications supporting TWAIN on Windows computers. For details, refer to the following guide:<br>📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES" |
| **WIA driver** | This driver enables you to scan documents remotely and obtain scanned data as an image in the applications supporting WIA (Windows Imaging Acquisition) on Windows computers. For details, refer to the following guides:<br>📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES"<br>📖 *Scanning Guide* (PDF): "Chapter 5: OTHER SCANNING METHODS" |

## Client software for the e-Filing functions

| TWAIN driver | This driver enables you to obtain documents stored in e-Filing as an image in application supporting TWAIN on Windows computers. For details, refer to the following guide:<br>📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES" |
|---|---|
| File downloader | File downloader enables you to obtain documents stored in e-Filing as an image in your Windows computer. For details, refer to the following guide:<br>📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 6: INSTALLING SCAN DRIVER AND UTILITIES" |
| e-Filing Web utility | This utility enables you to operate or make settings for e-Filing using a browser on your computer. Since this utility has been already installed to the equipment, enter the IP address of the equipment into a browser and turn on the power. For details, refer to the following guide:<br>📖 *e-Filing Guide* (PDF): "Chapter 3: OVERVIEW ON e-Filing WEB UTILITY" |
| e-Filing Backup/Restore Utility | This utility enables you to back up and restore the data stored in e-Filing. For details, refer to the following guide:<br>📖 *Software Installation Guide* (PDF): "Chapter 8: INSTALLING e-Filing BACKUP/RESTORE UTILITIES" |

## Client software for the network management functions

| TopAccess | TopAccess enables you to view the device information, display logs, create templates and an address book, and manage the equipment using a browser. Since TopAccess has been already installed to the equipment, enter the IP address of the equipment into a browser and turn on the power. For details, refer to the following guide:<br>📖 *TopAccess Guide* (PDF): "Chapter 1: OVERVIEW" |
|---|---|

## Client software for the network fax functions

| Fax driver | This driver enables you to send faxes or Internet faxes from your computer. For details, refer to the following guides:<br>📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 7: INSTALLING NETWORK FAX UTILITIES"<br>📖 *Network Fax Guide* (PDF): "Chapter 1: OVERVIEW" |
|---|---|
| AddressBook Viewer | This viewer enables you to manage the address book (such as fax numbers and E-mail addresses) and upload the address book from your computer to the equipment. For details, refer to the following guide:<br>📖 *Software Installation Guide* (PDF): "Chapter 2: RECOMMENDED INSTALLATION" or "Chapter 7: INSTALLING NETWORK FAX UTILITIES" |

5

# Options

The following options are sold separately, and upgrade the performance of the equipment if installed. For details, contact your service technician or representative.
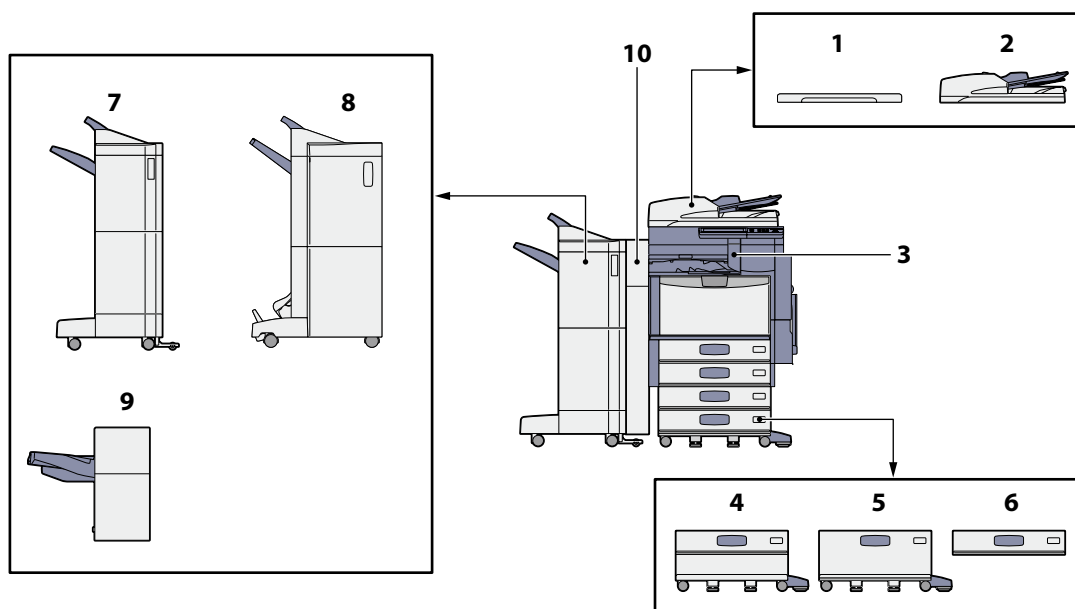


**1. Original Cover (KA-3511PC)**

This is used to hold an original.

**2. Reversing Automatic Document Feeder (MR-3022)**

This unit automatically feeds a stack of originals one by one to have them copied.

**3. Bridge Unit (KN-4530)**

This unit acts as a relay for the Finisher and this equipment.

**4. Paper Feed Pedestal (KD-1027)**

This pedestal enables you to install the Additional Drawer Module (optional, MY-1035).

**5. Large Capacity Feeder (KD-1028)**

This feeder enables you to feed up to 2500 sheets (80 g/m$^2$ or 20 lb. Bond) or 2000 sheets (90 g/m$^2$ or 28 lb. Bond) of A4 or LT paper.

**6. Additional Drawer Module (MY-1035)**

This drawer can be added to the Paper Feed Pedestal (optional, KD-1027). Combined with the 2 drawers in the equipment, paper can be fed from 4 drawers in total.

**7. Finisher (MJ-1101)**

This Finisher enables sort/group finishing and stapling. The Hole Punch Unit (optional, MJ-6103) can be installed in this Finisher. The Bridge Unit (optional, KN-4530) is required for the installation of this Finisher.

**8. Saddle Stitch Finisher (MJ-1106)**

This Finisher enables saddle stitching, in addition to sort/group finishing and stapling. The Hole Punch Unit (optional, MJ-6103) can be installed in this Finisher. The Bridge Unit (optional, KN-4530) is required for the installation of this Finisher.

**9. Hanging Finisher (MJ-1031)**

This Finisher enables sort/group finishing and stapling. The Bridge Unit (optional, KN-4530) is required for the installation of this Finisher.

**10. Hole Punch Unit (MJ-6103)**

This unit enables you to punch holes on printed sheets. Install it in the Finisher (optional, MJ-1101) or the Saddle Stitch Finisher (optional, MJ-1106) to use it.

Other options available are as follows. Contact your service technician or representative for details.

**Work Table (KK-4550)**
This is a small table for placing originals while the equipment is being operated.
• Installed on the right-hand side of the equipment.
• Cannot be installed with e-BRIDGE ID Gate at the same time.

**FAX Unit (GD-1250)**
This is a unit for using the equipment as a Fax machine.
Installed inside of the equipment.

**2nd Line for FAX Unit (GD-1260)**
This unit enables you to add a line to the Fax, making a 2nd line available.
• Installed inside of the equipment.
• The FAX Unit (optional, GD-1250) is required.

**Desk (MH-1700, MH-1710)**
This is a desk for the equipment.

**Operator's Manual Pocket (KK-1660)**
Keep the manual in this pocket.

**Wireless LAN Module (GN-1060)**
This module enables the equipment to be used in a wireless LAN environment.
• Installed inside of the equipment.
• The Antenna (optional, GN-3010) is required.
• The equipment cannot be connected to the wireless and wired LAN at the same time.

**Bluetooth Module (GN-2010)**
This module enables you to perform Bluetooth printing.
• Installed inside of the equipment.
• The Antenna (optional, GN-3010) is required.

**Antenna (GN-3010)**
This is used when the Wireless LAN Module or Bluetooth Module is installed.

**e-BRIDGE ID Gate (KP-2004, KP-2005)**
You can log in and use the equipment simply by holding the IC card over the e-BRIDGE ID Gate.
• Installed on the right-hand side of the equipment.
• This cannot be installed with the Work Table at the same time.

**Data Overwrite Enabler (GP-1070)**
This is an enabler to erase the data stored temporarily when copying, printing, scanning, Fax, Internet Fax or network Fax is performed. It overwrites temporarily stored data with random data.

**IPsec Enabler (GP-1080)**
This enables the IPsec function in this equipment.

**Meta Scan Enabler (GS-1010)**
This enables the Meta Scan function in this equipment.

**External Interface Enabler (GS-1020)**
This enables the EWB function in this equipment.

**5**

# Logging in

When the equipment is controlled under department or user management, copying and other functions can be performed if you log in according to the following procedure.

## Department management

You can restrict users or manage copy volumes made by an individual group or department in your company using the department codes. When the equipment is controlled under the department code, turn the power on and enter the code.

When the power of the equipment is turned ON, the following menu appears.
This menu also appears when the [ACCESS] button on the control panel is pressed or the automatic function clear has worked.
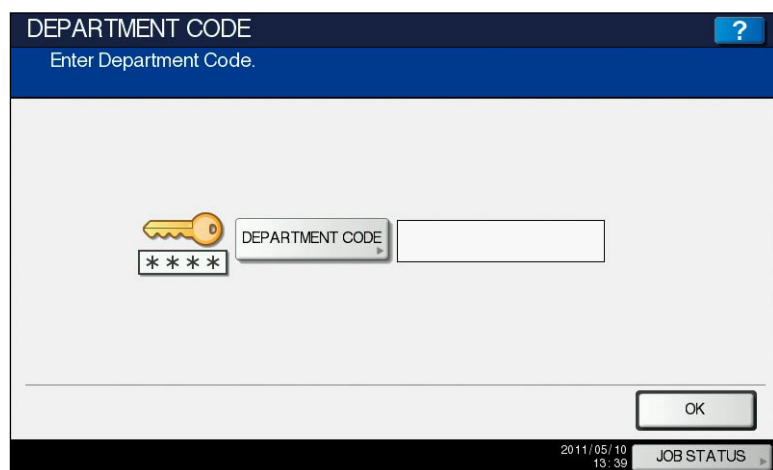


### Tips

Automatic function clear:
* This function returns all settings to default without the need to press the [FUNCTION CLEAR] button on the control panel. It works when a specified period of time has passed since the last paper exit or the last entry of any button. When department or user management is being used, the display returns to the department code or user information input menu. When they are not being used, the display returns to the basic menu for the copying function.

* The period is set at 45 seconds by default at the time of installation of the equipment. To change the setting, refer to the following guide:
  📖 **MFP Management Guide** (PDF): "Chapter 1: SETTING ITEMS (USER)" - "Setting General Functions"

* When connecting to equipment with department or user management enabled using client software, you may need to log in. For details, ask your administrator.

Key in a department code (max. 63 digits) previously registered and press [OK] on the touch panel. The menu will switch and the equipment will be ready for use.
If the department code keyed in is incorrect, the menu does not change. Key in the correct one.

**After the operation**
When you finish all operations, press the [ACCESS] button on the control panel to prevent unauthorized use of the equipment. The display returns to the department code input menu.

# User management

You can restrict users or manage available functions and past records by means of user management. When the equipment is managed under this function, turn the power ON and enter the information required (e.g. user name, password). The menu for entering user information also appears when you press the [ACCESS] button on the control panel or automatic function clear has worked. Enter the information according to the procedure below.

> **Note**
>
> If you enter an invalid password several times, you may not log in for a certain period since it will be regarded as an unauthorized access.
> When "User account is locked" or "User Name and Password are not recognized." appears and logging in cannot be performed, ask your administrator.

> **Tip**
>
> If a guest user is enabled in the user management function, [GUEST] is displayed on the touch panel. Press [GUEST] to log in as a guest user. For the types of functions available, consult the administrator.

**MFP local authentication**



**Windows Domain authentication**



**LDAP authentication**



**5**

**1** **The menu for user authentication appears.**

**MFP local authentication**



**Windows Domain authentication, LDAP authentication**
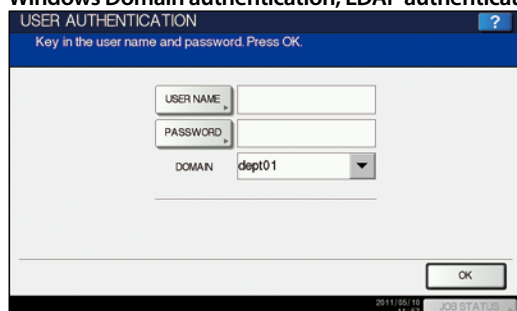


The domain name previously set by the network administrator is displayed in [DOMAIN]. For LDAP authentication, the LDAP server name is displayed in [LDAP] instead of [DOMAIN].

> **Tip**
>
> If the displayed domain name or LDAP server name is not yours, press [▼] to select one belonging to you.

**2** **Press [USER NAME].**



**3** **Enter the user name (maximum 128 letters) and then press [OK].**



**4** **Press [PASSWORD].**



**5** **Enter the password (maximum 64 letters) and then press [OK].**



**6** **Press [OK].**



**7** **The equipment becomes being ready to perform copying and other functions.**
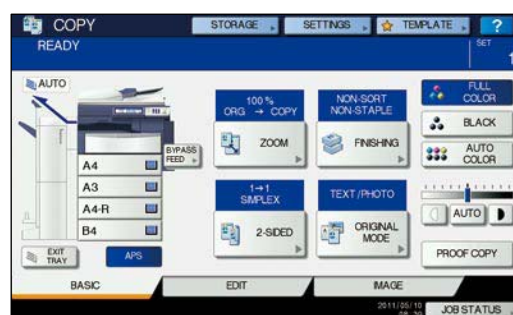
# Specifications of Equipment

This section describes the types of acceptable paper, sheet capacity of each feeder and the specifications of the equipment.

## Acceptable paper

| Feeder | Media type | Weight | Maximum sheet capacity | Paper size |
|---|---|---|---|---|
| Drawers (Including optional drawers) [*1] | PLAIN, RECYCLED PAPER | 64 - 105 g/m$^2$ 17 - 28 lb. Bond | 600 sheets (64 g/m$^2$, 17 lb. Bond) 550 sheets (80 g/m$^2$, 20 lb. Bond) 500 sheets (81 - 105 g/m$^2$, 24 lb. Bond, 28 lb. Bond) | A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO<br><br>LT format: LD, LG, LT, LT-R, ST-R, COMP, 13LG, 8.5SQ<br><br>K format: 8K, 16K, 16K-R |
|  | THICK1 | 106 - 163 g/m$^2$ - 90 lb. Index | 300 sheets |  |
|  | THICK2 | 164 - 209 g/m$^2$ - 110 lb. Index | 250 sheets |  |
|  | THICK3 | 210 - 256 g/m$^2$ - 140 lb. Index | 200 sheets |  |
| Large Capacity Feeder (optional) | PLAIN, RECYCLED PAPER | 64 - 105 g/m$^2$ 17 - 28 lb. Bond | 3000 sheets (64 g/m$^2$, 17 lb. Bond) 2500 sheets (80 g/m$^2$, 20 lb. Bond) 2000 sheets (81 - 105 g/m$^2$, 21 - 28 lb. Bond) | A4, LT |
| Bypass tray | PLAIN, RECYCLED PAPER | 64 - 105 g/m$^2$ 17 - 28 lb. Bond | 100 sheets (64 - 80 g/m$^2$, 17 - 20 lb. Bond) 80 sheets (81 - 105 g/m$^2$, 21 - 28 lb. Bond) | A/B format: A3, A4, A4-R, A5-R, A6-R [*6], B4, B5, B5-R, FOLIO, 305 mm x 457 mm [*8, *9], 320 mm x 450 mm [*9, *10, *11], 320 mm x 460 mm [*8, *9, *11]<br><br>LT format: LD, LG, LT, LT-R, ST-R, COMP, 13LG, 8.5SQ, 12 x 18 [*8, *9]<br><br>K format: 8K, 16K, 16K-R<br><br>Non-Standard size: Length: 100 - 297 mm (3.9 - 11.7), Width: 148 - 432 mm (5.8 - 17) |
|  | THICK1 | 106 - 163 g/m$^2$ - 90 lb. Index | 40 sheets |  |
|  | THICK2 [*2] | 164 - 209 g/m$^2$ - 110 lb. Index | 30 sheets |  |
|  | THICK3 | 210 - 256 g/m$^2$ - 140 lb. Index | 30 sheets |  |
|  | THICK4 [*3, *4] | 257 - 280 g/m$^2$ - 150 lb. Index | 30 sheets [*6] |  |
|  | SPECIAL1, SPECIAL2 [*5] | 230 g/m$^2$ | 30 sheets [*7] |  |
|  | TRANSPARENCY | — | 30 sheets [*6] | A4, LT |

*1    To print on the back side of THICK1 to 3, use the bypass tray.

*2    For printing the sticker labels, select "THICK2" as the media type.

*3    The upper receiving tray of the Finisher (MJ-1101), upper receiving tray of the Saddle Stitch Finisher (MJ-1106), tray of the Hanging Finisher (MJ-1031) and receiving tray of the equipment are available for paper exiting.

*4    When duplex copying is performed on THICK4, black streaks may appear on the copied image. They are highly visible on an image with high or uneven density.

*5    SPECIAL1 and SPECIAL2 represent "Waterproof paper".

*6    Automatic duplex copying is not available.

*7    For duplex copying, use waterproof paper for duplex copying.

*8    If an optional finisher has been installed, the receiving tray of the equipment is not available for paper exiting. The upper receiving tray of the Finisher (MJ-1101) and upper receiving tray of the Saddle Stitch Finisher (MJ-1106) are available for paper exiting.

*9    When paper is exiting, remove one sheet after another from the receiving tray, since it may fall off the tray.

*10    If an optional finisher has been installed, the upper receiving tray of the Finisher (MJ-1101), upper receiving tray of the Saddle Stitch Finisher (MJ-1106) and the receiving tray of the equipment are available for paper exiting.

*11    Note that black streaks may appear on the edge of the printed paper.

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## Paper only acceptable for printing functions

| Feeder | Media type | Weight | Maximum sheet capacity | Paper size |
|---|---|---|---|---|
| Bypass tray | PLAIN | 90 - 105 g/m$^2$<br>24 - 28 lb. Bond | 1 sheet [*1, *2] | 305 mm x 1200 mm<br>(12.00" x 47.24") |
| | THICK1 | 106 - 163 g/m$^2$<br>- 90 lb. Index | | |

*1    Place the sheets one by one on the bypass tray.
*2    If an optional finisher has been installed, the receiving tray of the equipment and tray of the Hanging Finisher (MJ-1031) are not available for paper exiting, but the upper receiving tray of the Finisher (MJ-1101) and upper receiving tray of the Saddle Stitch Finisher (MJ-1106) are available.

## Recommended paper for each media type

| Media Type | Oki recommendations/Manufacturer | Weight |
|---|---|---|
| PLAIN | A/B format: ColorCopy/mondi<br>LT format: Laser Print/Hammermill, Color Copy Paper/Hammermill | 90 g/m$^2$, 24 lb. Bond |
| | | 100 g/m$^2$, 28 lb. Bond |
| THICK1 | A/B format: ColorCopy/mondi<br>LT format: Laser Print/Hammermill, Color Copy Paper/Hammermill | 120 g/m$^2$, 32 lb. Bond |
| | | 160 g/m$^2$, 60 lb. Cover |
| THICK2 | A/B format: ColorCopy/mondi | 200 g/m$^2$ |
| | A/B format: 3478/Zweckform-Avery<br>LT format: 5165/Avery | — |
| THICK3 | A/B format: ColorCopy/mondi<br>LT format: Laser Print/Hammermill, Color Copy Paper/Hammermill | 220 g/m$^2$, 80 lb. Cover |
| | | 250 g/m$^2$ |
| THICK4 | A/B format: ColorCopy/mondi<br>LT format: Laser Print/Hammermill, Color Copy Paper/Hammermill | 280 g/m$^2$, 100 lb. Cover |
| SPECIAL1 | A/B format: Water Proof Paper Duplex/TOMOEGAWA PAPER [*2, *3, *4]<br>LT format: Premium Speciality Paper (Glossy.Two-sided Weather Resistance Paper)/TOMOEGAWA PAPER [*2, *3, *4] | — |
| SPECIAL2 | AquaAce/Verbatim [*4] | |
| TRANSPARENCY [*1] | A/B format: BG72/FOLEX<br>LT format: CG3700/3M | — |

*1    Only Oki-recommended OHP film should be used. Using any other film may cause a malfunction.
*2    This type of paper is available for automatic duplex copying (A4/LT or smaller sizes are recommended).
*3    Place the sheets one by one on the bypass tray.
*4    When copy paper is exiting, remove it every time about 10 sheets have accumulated on the receiving tray or the tray of the Finisher (optional).

## ES9460 MFP/ES9470 MFP/CX3535 MFP/CX4545 MFP Specifications

| Model name | ES9460 MFP/ES9470 MFP/CX3535 MFP/CX4545 MFP |
|---|---|
| Type | Desktop type |
| Original glass | Fixed |
| Printing (copying) system | Indirect electrophotographic method |
| Developing system | 2-component magnetic brush developing |
| Fixing method | Belt fusing |
| Photosensor type | OPC |
| Original scanning system | Flat surface scanning system (When the Reversing Automatic Document Feeder is installed: Fixed scanning system through feeding the original) |
| Original scanning sensor | Linear CCD sensor |
| Scanning light source | LED lamp |
| Resolution | Scanning | 600 dpi x 600 dpi |
| | Writing | Black-and-white: 2400 dpi x 600 dpi (Smoothing process),1 bit |
| | | Color, Image smoothing: 600 dpi x 600 dpi, 8 bits |
| Acceptable originals | Sheets, books and 3-dimensional objects |
| Acceptable original size | Max. A3 or LD |
| Acceptable copy paper size | Drawer | A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13LG, 8.5SQ, 8K, 16K, 16K-R |
| | Bypass | Paper size within 100 - 320 mm (5 1/2 - 12.6) (Length), 148 - 460 mm (8 1/2 - 18.1) (Width) (For printing functions, within 461 mm - 1200 mm (18.15 - 47.24) (width)) |
| Acceptable copy paper weight | Drawer | 64 - 256 g/m² (17 - 80 lb. Cover (140 lb. Index)) |
| | Bypass | 64 - 280 g/m² (17 - 100 lb. Cover (150 lb. Index)) |
| Warm-up time | ES9460 MFP/CX3535 MFP: Approx. 99 seconds (AC 115 V), Approx. 89 seconds (AC 220 - 240 V) ES9470 MFP/CX4545 MFP: Approx. 160 seconds |
| First copy time (A4 or LT portrait) | Black-and-white | ES9460 MFP/CX3535 MFP: Approx. 6.5 seconds ES9470 MFP/CX4545 MFP: Approx. 5.2 seconds |
| | Color | ES9460 MFP/CX3535 MFP: Approx. 8.4 seconds ES9470 MFP/CX4545 MFP: Approx. 6.8 seconds |
| Continuous copy speed | Refer to the Copying Guide. |
| Multiple copying | Up to 999 sheets (digital key entry) |
| Excluded image width | Black-and-white | Leading edge: 4.2 mm +2.8 mm - 1.2 mm (0.17" +0.11" -0.05"), Trailing edge: 3.0±2.0 mm (0.12±0.08), Both edge: 2.0±2.0 mm (0.08±0.08) |
| | Color | Leading edge: 5.0 mm +2.0 mm (0.20±0.08"), Trailing edge: 3.0±2.0 mm (0.12±0.08), Both edge: 2.0±2.0 mm (0.08±0.08) |
| | Printer (Black-and-white/Color) | Leading edge: 4.2 mm +2.8 mm - 1.2 mm (0.17 +0.11 -0.05), Trailing edge: 4.2 mm +1.2 mm -2.8 mm (0.17 +0.05 -0.11), Both edge: 4.2±2.0 mm (0.08±0.08) |
| Reproduction ratio | Actual size | 100±0.5% |
| | Zoom | 25 - 400% (in 1% increments) |
| | | For the Reversing Automatic Document Feeder 25 - 200% (in 1% increments) |
| Paper supply | Drawer | Approx. 550 sheets (80 g/m², 20 lb. Bond), Approx. 500 sheets (105 g/m², 28 lb. Bond) |
| | Bypass | Approx. 100 sheets (80 g/m², 20 lb. Bond), Approx. 80 sheets (105 g/m², 28 lb. Bond) |
| Receiving tray loading capacity | Approx. 550 sheets (80 g/m², 20 lb. Bond) |
| Toner density adjustment | Magnetic auto-toner system |
| Exposure control | Automatic plus manual selection from 11 exposure steps |
| USB interface | USB 2.0 (Hi-Speed) |
| Environment (for normal use) | Temperature: 10 ° - 30 °C (50 ° - 86 °F), Humidity: 20 - 85% (No Condensation) |
| Power requirements and Power consumption (including optional equipments) | AC 220-240 V±10%, 8 A (50/60 Hz): 2.0 kW or less AC 115 V±10%, 12 A (50/60 Hz): 1.5 kW or less |
| Dimensions (equipment only) | 699 mm (27.5") (W) x 742 mm (29.2") (D) x 759 mm (29.9") (H) |
| Weight | Europe and North America: Approx. 121 kg (267 lb.) Other: Approx. 122 kg (269 lb.) (equipment including developer and drum) |
| Space occupied (equipment only) | 1100 mm (43.3") (W) x 816 mm (32.1") (D) |
| Storage capacity | Max. 1000 sheets or until the memory is full (Oki's own chart) |

• This specification varies depending on the printing conditions and the environment.
• Specifications and appearance are subject to change without notice in the interest of product improvement.

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# Specifications of Options

This section describes the specifications of the options sold separately. For details other than the specifications, see 📖 P.64 "Options" in this manual.

## Reversing Automatic Document Feeder

| | |
|---|---|
| **Model name** | MR-3022 |
| **Copy sides** | 1-side, Duplex |
| **Number of originals (A4 or LT)** | 100 originals (35 - 80 g/m², 9.3 - 20 lb. Bond) or 16 mm/0.63 or less in height (more than 80 g/m², 20 lb. Bond) |
| **Feeding speed** | 45 sheets/min. (600 dpi) |
| **Acceptable originals** | A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5 and ST size are not acceptable.) |
| **Paper weight** | 1-sided original: 35 - 157 g/m², 9.3 - 41.8 lb., 2-sided original: 50 - 157 g/m², 13.3 - 41.8 lb. |
| **Power source** | DC 24 V (supplied from the equipment) |
| **Dimensions** | 575 mm (22.6) (W) x 528 mm (20.8) (D) x 135 mm (5.3) (H) |
| **Weight** | Approx. 12.5 kg (27.6 lb.) |
| **Power consumption** | 49.5 W max. |

## Large Capacity Feeder

| | |
|---|---|
| **Model name** | KD-1028 |
| **Acceptable paper size** | A4 or LT |
| **Paper weight** | 64 - 105 g/m², 17-28 lb. Bond |
| **Maximum capacity** | 2500 sheets (80 g/m², 20 lb. Bond), 2000 sheets (90 g/m², 28 lb. Bond) (Height: approx. 137 mm or 5.4 x 2) |
| **Power source** | DC 5 V, DC 24 V (supplied from the equipment) |
| **Dimensions** | 623 mm (24.5) (W) x 642.3 mm (25.3) (D) x 307.5 mm (12.1) (H) (incl. Stabilizer) |
| **Weight** | Approx. 27 kg (59.5 lb.) |

## Paper Feed Pedestal (1 drawer type)

| | |
|---|---|
| **Model name** | KD-1027 |
| **Acceptable paper size** | A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5, ST and non-standard size are not acceptable.) |
| **Paper weight** | 64 - 256 g/m² (17 - 80 lb. Bond, -140 lb. Index) |
| **Maximum capacity** | 550 sheets (80 g/m², 20 lb. Bond), 500 sheets (105 g/m², 24 or 28 lb. Bond) |
| **Power source** | DC 5 V, DC 24 V (supplied from the equipment) |
| **Dimensions** | 623 mm (24.5) (W) x 642.3 mm (25.3) (D) x 320 mm (12.6) (H) (incl. Stabilizer) |
| **Weight** | Approx. 21.5 kg (47 lb.) |

## Additional Drawer Module

| | |
|---|---|
| **Model name** | MY-1035 |
| **Acceptable paper size** | A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5, ST and non-standard size are not acceptable.) |
| **Paper weight** | 64 - 256 g/m² (17 - 80 lb. Bond, - 140 lb. Index) |
| **Maximum capacity** | 550 sheets (80 g/m², 20 lb. Bond), 500 sheets (105 g/m², 24 or 28 lb. Bond) |
| **Weight** | Approx. 3.7 kg (8.2 lb.) |

## Finisher (MJ-1101)

| Model name | MJ-1101 |
|---|---|
| Type | Floor type (Console type) |
| Acceptable paper size | A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, LD, LG, LT, LT-R, ST-R, COMP, 8.5SQ, 13LG, 12 x 18, 8K, 16K, 16K-R |
| Acceptable paper weight | 64 - 280 g/m², 17 lb. Bond - 150 lb. Index |

| Number of sheets stapled at a time (Including 2 covers (64-256 g/m², 17 lb. Bond to 140 lb. Index)) | Paper size | 64 - 80 g/m² 17 - 20 lb. Bond | 81 - 90 g/m² 21 - 24 lb. Bond | 91 - 105 g/m² 25 - 28 lb. Bond |
|---|---|---|---|---|
| | A4, B5, LT, 8.5SQ, 16K | 50 sheets | 30 sheets | 30 sheets |
| | A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP, 13LG, 8K | 30 sheets | 15 sheets | 15 sheets |

| Stapling position | Front, Rear, Double |
|---|---|
| Power source | Supplied from the equipment |
| Dimensions | 535 mm (21.4) (W) x 598 mm (23.92) (D) x 1092 mm (43.68) (H) |
| Weight | Approx. 34 kg (74.8 lb.) |
| Power consumption | 70 W max. |

## Tray loading capacity of Finisher (MJ-1101)

Unit: mm (with allowable error of ±7 mm or 0.276)
Values in parentheses: Number of sheets (80 g/m² or 20 lb. Bond)

**Upper Tray**

| MJ-1101 with mixed paper not loaded | |
|---|---|
| Mode | Non-Sort |
| A4, A5-R, B5, LT, ST-R, 8.5SQ, 16K | 36.75 mm, 1.45 (250) |
| A3, A4-R, B4, B5-R, FOLIO, 305 mm x 457 mm, LD, LG, LT-R, COMP, 13LG, 12 x 18, 8K, 16K-R | 18.4 mm, 0.72 (125) |

**Lower Tray**

| MJ-1101 with mixed paper not loaded | | | |
|---|---|---|---|
| Mode | Non-Sort | Sort/Group | Staples loaded |
| A4, B5, LT, 8.5SQ, 16K | 250 mm, 9.84 (2000) | 250 mm, 9.84 (2000) | Whichever of 250 mm (9.84), 2000 sheets or 30 sets is reached first |
| A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP, 13LG, 8K | 140 mm, 5.51 (1000) | 140 mm, 5.51 (1000) | Whichever of 140 mm (5.51), 1000 sheets or 30 sets is reached first |

When mixed-size paper is loaded, the tray loading capacity should follow the specifications for larger paper sizes in the above tables.

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## Saddle Stitch Finisher (MJ-1106)

| Model name | MJ-1106 | | | |
|---|---|---|---|---|
| Type | Floor type (Console type) | | | |
| Acceptable paper size | A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm, 320 mm x 460 mm, 330 mm x 483 mm, LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQ, 13"LG, 12" x 18", 13" x 19",  8K, 16K, 16K-R | | | |
| Acceptable paper weight | 64 - 280 g/m² (17 lb. Bond - 150 lb. Index) | | | |
| Number of sheets stapled at a time (including 2 covers (64 - 256 g/m², 17 lb. Bond to 140 lb. Index) | Paper size | 80 g/m² 20 lb. Bond | 90 g/m² 24 lb. Bond | 105 g/m² 28 lb. Bond |
| | A4, B5, LT, 8.5"SQ, 16K | 50 sheets | 50 sheets | 30 sheets |
| | A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP, 13"LG, 8K | 30 sheets | 30 sheets | 15 sheets |
| Stapling position | Front, Rear, Double | | | |
| Number of sheets saddle stitched at a time | Paper size | 80 g/m² 20 lb. Bond | 90 g/m² 24 lb. Bond | 105 g/m² 28 lb. Bond |
| | A3, B4, A4-R, LD, LG, LT-R, 8K | 15 sheets | 15 sheets | 10 sheets |
| Number of sheets center-folded at a time | Paper size | 80 g/m² 20 lb. Bond | 90 g/m² 24 lb. Bond | 105 g/m² 28 lb. Bond |
| | A3, B4, A4-R, LD, LG, LT-R, 8K | 5 sheets | 5 sheets | 5 sheets |
| Power source | Supplied from the equipment | | | |
| Dimensions | 617 mm (24.29") (W) x 603 mm (23.74") (D) x 1085 mm (42.72") (H) | | | |
| Weight | Approx. 70 kg (154.3 lb.) | | | |
| Power consumption | 100 W max. | | | |

## Tray loading capacity of Finisher

Unit: mm (with allowable error of ±7 mm or 0.28)
Values in parentheses: Number of sheets (80 g/m² or 20 lb. Bond)

**Upper Tray**

| With mixed paper not loaded | |
|---|---|
| Mode | Non-Sort |
| A4, A5-R, B5, LT, ST-R, 8.5"SQ, 16K | 36.75 mm (250) |
| A3, A4-R, B4, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm, 320 mm x 460 mm, LD, LG, LT-R, COMP, 13"LG, 12"x18", 8K, 16K-R | 18.4 mm (125) |

**Lower Tray**

| With mixed paper not loaded | | | | |
|---|---|---|---|---|
| Mode | Non-sort | Sort/Group | Front/Rear Single Position Stapling | Two Positions Stapling |
| A4, B5, LT, 8.5"SQ, 16K | 350 mm (3000) | 350 mm (3000) | Whichever of 100 sets or 2000 sheets is reached first | Whichever of 150 sets or 2000 sheets is reached first |
| A3, A4-R, B4, FOLIO, 305 mm x 457 mm, LD, LG, LT-R, COMP, 13"LG, 12" x 18", 8K | 175 mm (1500) | 175 mm (1500) | Whichever of 50 sets or 1000 sheets is reached first | Whichever of 75 sets or 1000 sheets is reached first |

• When mixed-size paper is loaded, the tray loading capacity should follow the specifications for larger paper sizes in the above tables.
• For the loading capacity of the saddle stitch tray, refer to the following guide:
   📖 *Copying Guide* (PDF): "Chapter 3: BASIC COPY MODES" - "Selecting Finishing Mode"

## Hanging Finisher (MJ-1031)

| Model name | MJ-1031 |
|---|---|
| Type | Hanging-type |
| Acceptable paper size | A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm [*1], 320 mm x 450 mm [*2], 320 mm x 460 mm [*2], LD, LG, LT, LT-R, ST-R, COMP, 8.5SQ, 13LG, 12 x 18 [*1], 8K, 16K, 16K-R |
| Acceptable paper weight | 64 - 280 g/m², 17 lb. Bond - 150 lb. Index |

| Number of sheets stapled at a time (Including 2 covers (64 - 256 g/m², 17 lb. Bond to 140 lb. Index)) | Paper size | 80 g/m² 20 lb. Bond | 90 g/m² 24 lb. Bond | 105 g/m² 28 lb. Bond |
|---|---|---|---|---|
| | A4, B5, LT | 50 sheets | 26 sheets | 24 sheets |
| | A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP | 30 sheets | 15 sheets | 15 sheets |

| Stapling position | Rear |
|---|---|
| Power source | Supplied from the equipment |
| Dimensions | 411 mm (16.18) (W) x 594.2 mm (23.39) (D) x 382.4 mm (15.06) (H) |
| Weight | Approx. 12 kg (26.5 lb.) |
| Power consumption | 50 W max. |

*1 If THICK3 or thicker paper is used, remove one sheet after another from the receiving tray when it is exiting, since it may fall off the tray.
*2 When paper is exiting, remove one sheet after another from the receiving tray, since it may fall off the tray.

## Tray loading capacity of Hanging Finisher (MJ-1031)

Unit: mm (with allowable error of ±4 mm or 0.158)
Values in parentheses: Number of sheets (80 g/m² or 20 lb. Bond)

| (MJ-1031 with mixed paper not loaded) | | | |
|---|---|---|---|
| Mode | Non-Sort | Sort/Group | Staples loaded |
| A4, A5-R, B5, LT, ST-R, 8.5SQ | 130 mm, 5.12 (1000) | 130 mm, 5.12 (1000) | Whichever of 130 mm (5.12), 1000 sheets or 30 sets is reached first |
| A3, A4-R, B4, B5-R, FOLIO, 305 mm x 457 mm, LD, LG, LT-R, COMP, 13LG, 12 x 18 | 65 mm, 2.56 (500) | 65 mm, 2.56 (500) | Whichever of 65 mm (2.56), 500 sheets or 30 sets is reached first |

• Sort/Group/Staple is not available with A5-R, B5-R, ST-R.
• If copied paper remains on the receiving tray at the time of the next copying job, the loading capacity is the same as that for mixed-size paper.

| (MJ-1031 with mixed paper loaded) | | | |
|---|---|---|---|
| Mode | Non-Sort | Sort/Group | Staples loaded |
| FOLIO and A4-R | 65 mm, 2.56 (500) | 65 mm, 2.56 (500) | Whichever of 65 mm (2.56), 500 sheets or 30 sets is reached first |
| A3 and A4 | | | |
| B4 and B5 | | | |
| LD and LT | | | |
| LG and LT-R | | | |

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## Hole Punch Unit (MJ-6103 Series)

| Model name | MJ-6103 Series |
|---|---|
| Acceptable paper size | A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5SQ, 13LG, 8K, 16K, 16K-R |
| Acceptable paper weight | 64 - 256 g/m$^2$, 17 lb. Bond - 140 lb. Index (OHP film and specially treated paper are not available.) |
| Dimensions | 112 mm (4.41) (W) x 573 mm (22.56) (D) x 323 mm (12.72) (H) (excl. Lower cover) |
| Weight | Approx. 7 kg (15.4 lb.) |

| | Number of punching holes and hole diameter | Available paper size |
|---|---|---|
| Japan and most of Europe (MJ-6103E) | 2 holes (6.5 mm or 0.26 dia.) | A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5SQ, 13LG, 8K, 16K, 16K-R |
| North America (MJ-6103N) | 2/3 holes switchable (8.0 mm or 0.32 dia.) | 2 holes: A4-R, LG, LT-R, COMP, 8.5SQ, 13LG, B4, B5, B5-R, FOLIO, 16K-R 3 holes: A3, A4, LD, LT, 8K, 16K |
| France (MJ-6103F) | 4 holes (6.5 mm or 0.26 dia.; 80 mm or 3.15 pitch) | A3, A4, LD, LT, 8K, 16K |
| Sweden (MJ-6103S) | 4 holes (6.5 mm or 0.26 dia.; 70 mm and 21 mm or 2.76 and 0.83 pitch) | A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5SQ, 13LG, 8K, 16K, 16K-R |

## Bridge Unit

| Model name | KN-4530 |
|---|---|

## FAX Unit

| Model Name | GD-1250 |
|---|---|
| Size of Original | A3, A4, A4-R, A5, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST, ST-R, COMP |
| Recording Paper Size | 297 mm x 420 mm (A3), 210 mm x 297 mm (A4), 148 mm x 210 mm (A5), 257 mm x 364 mm (B4), 182 mm x 257 mm (B5), 210 mm x 330 mm (FOLIO), 11 x 17 (LD), 8.5 x 14 (LG), 8.5 x 11 (LT), 5.5 x 8.5 (ST), 0. 1/8 x 14 (COMP) |
| Compatibility Communication Modes | Exclusive Mode, ECM, G3 |
| Communication Resolution | Horizontal: 8 dots/mm, 16 dots/mm, 300 dots/inch |
| | Vertical: 3.85 lines/mm, 7.7 lines/mm, 15.4 lines/mm, 300 dots/inch |
| Transmission Rate | 33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps |
| Encoding Systems | JBIG/MMR/MR/MH |
| Memory Capacity | Transmission/Reception: 1 GB (HDD) [1] |
| Unit Type | Desktop type, transmitting/receiving dual type |
| Applicable Network | Public Switched Telephone Network (PSTN) |

[1] For hard drives, MB means 1 million bytes.
(Total HDD accessible capacity may vary depending on operating environment.)

For details of the FAX Unit (GD-1250), refer to the following guide:
📖 **GD-1250/GD-1260 Operator's Manual for FAX Unit**: "Chapter 1: BEFORE USING FAX"

Oki-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

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