SAMSUNG
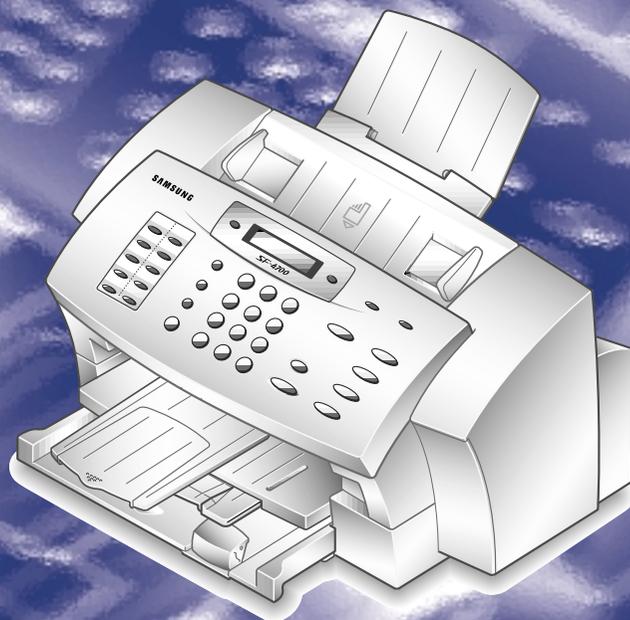
Inkjet Printer
Scanner, Fax, Copier

User's Guide

SF-4700

About the User's Guide

Your machine comes with two User's Guides:

- **SF-4700 User's Guide** provides all of the detailed information you will need to install the machine as a stand-alone fax and printer. This Guide also provides information to maintain and troubleshoot your machine.

- **Samsung SmarThru 2 User's Guide** provides the basic description on using the multi-function application. *Samsung SmarThru* allows you to scan and edit images, scan to copy, PC fax and send e-mail on your computer. You will also find a brief description on the automatic text recognition program, AnyPage.

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- Centronics is a trademark of Centronics Data Computer.
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Chapter 3 — Quick Tour

Chapter 4 — Stand-alone Fax

Contents *(continued)*

Appendix

Refer to the SmarThru User's Guide for information on:

• Scanning a document
• Copying a document
• Creating and sending e-mail and PC-fax
• Working with a scanned image
• Recognizing a scanned image as text
• How to use additional features using the Samsung SmarThru 2 program

Getting Started

Congratulations on the purchase of your SF-4700 series product! This chapter provides information on the following topics:

Introduction

◆ Welcome!
◆ Contents
◆ Identifying Parts

Setting Up Your Machine

◆ Choosing a Location
◆ Attaching the Supports
◆ Connecting Your Machine to the Phone Line
◆ Connecting Other Devices to the Phone Line
◆ Connecting to Computer
◆ Plugging In the Power
◆ Loading Paper
◆ Installing Print Cartridges
◆ Testing the Machine
◆ Setting the Date and Time
◆ Setting Your Fax Number and Name

Introduction

Welcome!

Thank you for purchasing the Samsung SF-4700, a powerful business tool with the capabilities of a full range of office equipment. With the Samsung SF-4700, you can:

Fax

Use the Samsung SF-4700 as a **full-featured stand-alone fax machine** (your computer does not have to be on) to send and receive faxes. Perform advanced tasks such as delayed transmission, broadcasting and unattended memory sending. If you use the Samsung SmarThru software, you can send faxes from and receive to your computer (PC faxing).

Print

1200 x 1200 dpi **high-quality inkjet printing** creates professional reports, flyers and presentations in brilliant color with the optional photo cartridge. You can print on plain paper, transparencies, premium inkjet paper, photo paper, iron-on transfers, envelopes and card stock.

Copy

Make up to **99 copies** of a 30-pages document without having to connect to a PC. You can adjust the contrast, enlarge or reduce the copies, collate, and more. If you use the Samsung SmarThru software on the PC, you can copy a scanned image using various copy options, such as multiple pages on a sheet, poster printing, and a cloning feature.

Scan

Scan important documents to create electronic files. Use the scanner to add photo or graphic images to other software applications or to jazz up your projects. You can also scan a document and attach it to an e-mail message. AnyPage OCR (Optical Character Recognition) software lets you scan text directly into your word processing program.

Use Samsung SmarThru software

Samsung SmarThru program consists of several components that provide particular functionality as follows:

- **Scan Manager** — Working with documents or images, you can scan to Image Manager, scan to OCR software, scan to e-mail or to e-fax.

- **Image Manager** — Working with images, you can import, export, store and change images.

- **Copy Manager** — Working with documents or images, you can control the copying process. It can also save a copy of the image or document to Image Manager.

- **MailBox** — Working with e-mail and e-fax messages, you can create, send, browse and store messages. (Note e-mail service is available only if you have subscribed to an Internet service provider and properly configured the Internet gate when you install the Samsung software)

- **Image Viewer** — Working with documents or images, you can view the image in a variety of graphical formats.

This multifunction product helps increase your productivity by allowing you to multi-task. Send an electronic fax while the Samsung SF-4700 makes copies, or scan a document while printing.

Contents

Here's what comes with the SF-4700.
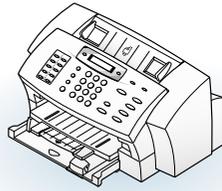
SF-4700 machine
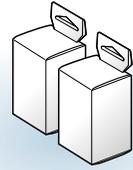
color and
black ink cartridges
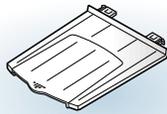
Document output support
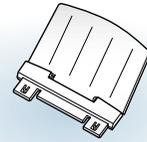
Document input support

Power cord *
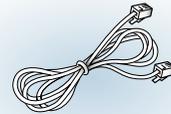
Telephone line cord *
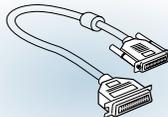
Parallel cable

software CD-ROM

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One-touch label

Identifying Parts

Before setting up your machine, make sure you identify the following parts related to the scanner and paper print paths.

Identifying Scanner Path Parts

Items to be faxed, copied, or scanned use the scanner path which consists of the following parts:
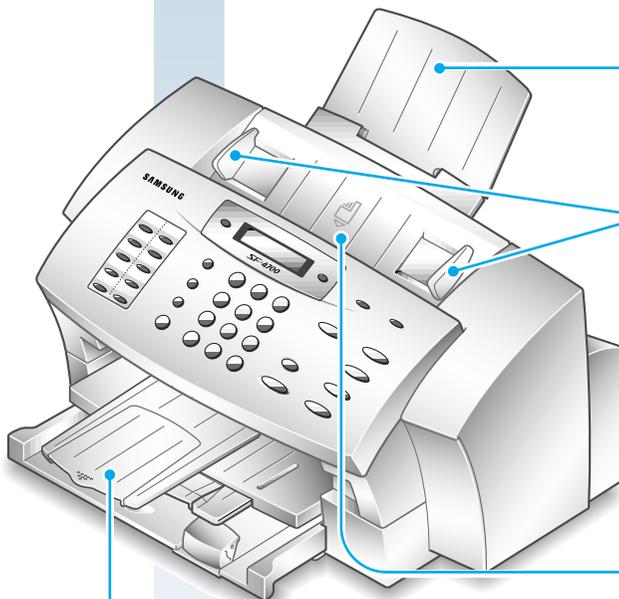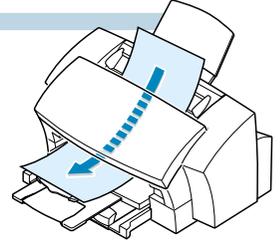
Document input support

Supports original documents.

Document guides
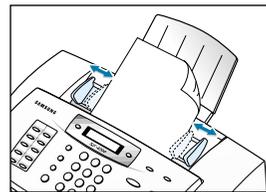
Aligns documents.

Automatic document feeder
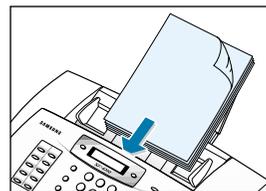
Loads up to 30 pages at a time.

Document output support
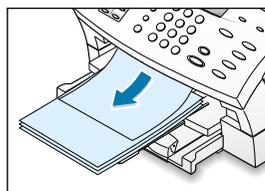
Supports the original document when faxing, copying, or scanning is complete.

Identifying Printer Path Parts

Paper for printing, receiving faxes and copy follow the printer path. This path consists of the following parts:
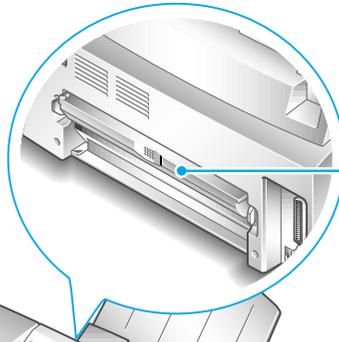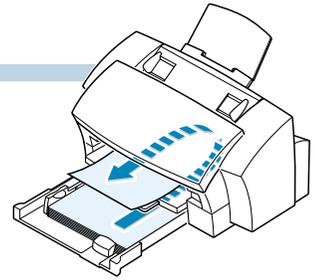
Manual paper feeder
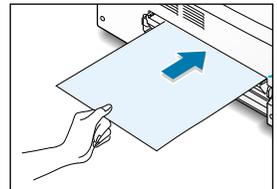
Use to feed paper one sheet at a time.
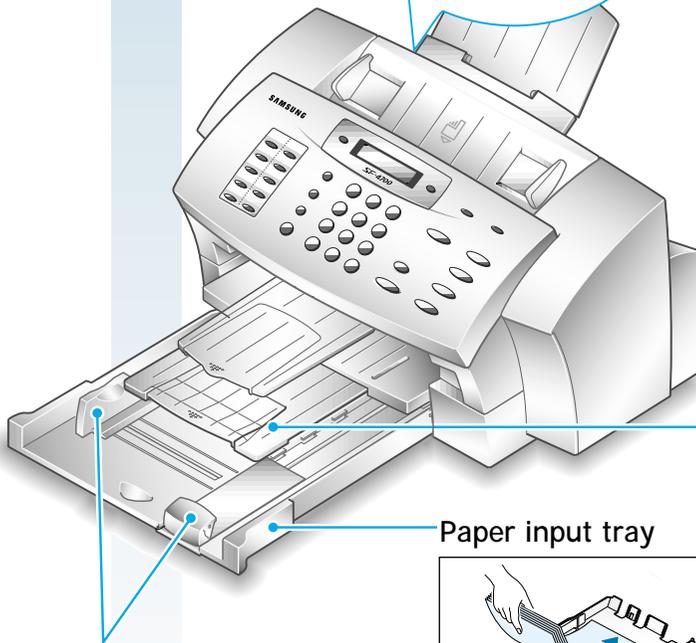
Paper output tray
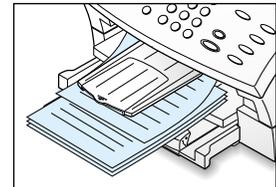
Supports the printed pages.

Paper input tray
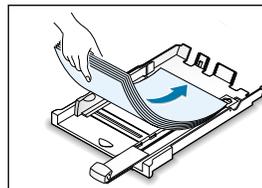
Holds paper.

Paper guides
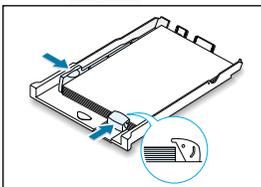
Aligns paper.

Identifying Front Panel Features

Look for the following keys and features on the front panel. These features are used to fax documents, make copies, and adjust settings.

LCD Display
Displays messages and menu settings.

Menu
Scroll through the menu items.

Ten One-Touch Buttons
Store frequently dialed fax numbers.

Search/Delete
Use to search for a number in memory or to delete the last digit when typing text.

Flash/Status
Performs a switch-hook operation. Also use to switch the display status while performing dual jobs.

Redial/Pause
Use to redial the last fax number or to insert a pause into a fax number.

On-Hook Dial
Allows on-hook dialing.

Number Keypad
Use to enter fax numbers manually or to enter letters.

Speed
Use to send documents by entering a registered 2-digit number.

Option
Scroll through the options available for a selected menu item.

Receive Mode/Contrast
When a document is loaded, choose the contrast characteristic of copied or transmitted documents.
When a document is not loaded, choose the receive mode to use. The selected mode is displayed in Standby mode.

Resolution
Choose the resolution of documents.

Copy
Use to copy a document.

Advanced Fax
Use to access advanced fax operations.

Report/Help
Use to print various reports and the help list.

Setup
Use to setup various system options.

Cartridge
Moves the print cartridge carrier to the center position of the machine when installing or replacing the ink cartridges.

Start/Enter
Starts a job. Also use to activate the selection shown on the display.

Stop
Stops an operation at any time.

Setting Up Your Machine

Choosing a Location

For the trouble-free operation of your machine, place it on a flat, stable surface near your workstation. Leave enough space to allow for easy paper loading and exiting, as well as opening the front cover.

Do not place your machine:

• In direct sunlight.
• Near heat sources or air conditioners.
• In a dusty or dirty environment.

Preparing Your Machine for Use

When you take the SF-4700 out the box, note that it has been packaged to protect it during shipping. Before you use the machine, make certain that you check for the following items:

• Remove all tapes.
• Remove all packing materials.

Attaching the Supports

Document Input Support

Insert the document input support with the groove pointing to the rear top of the machine.

Fold the support if you do not load documents.
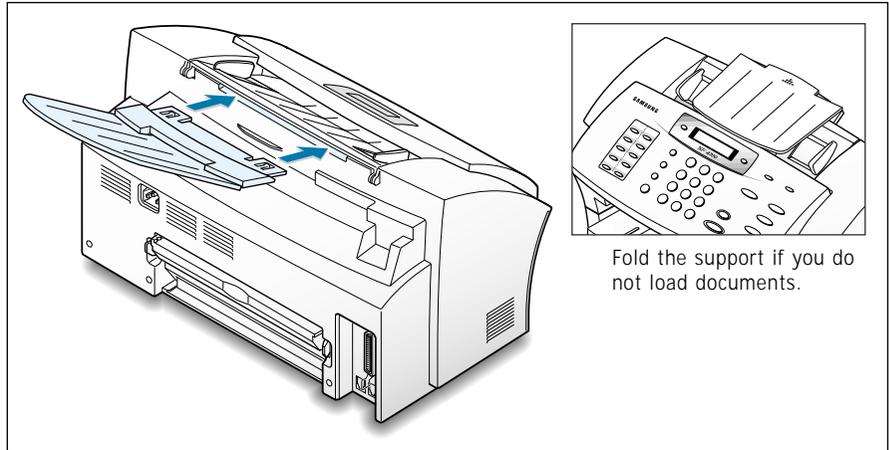
Document Output Support

Insert the two tabs on the document output support into the slots on the front of your machine.

Extender

Fold out the extender if necessary.
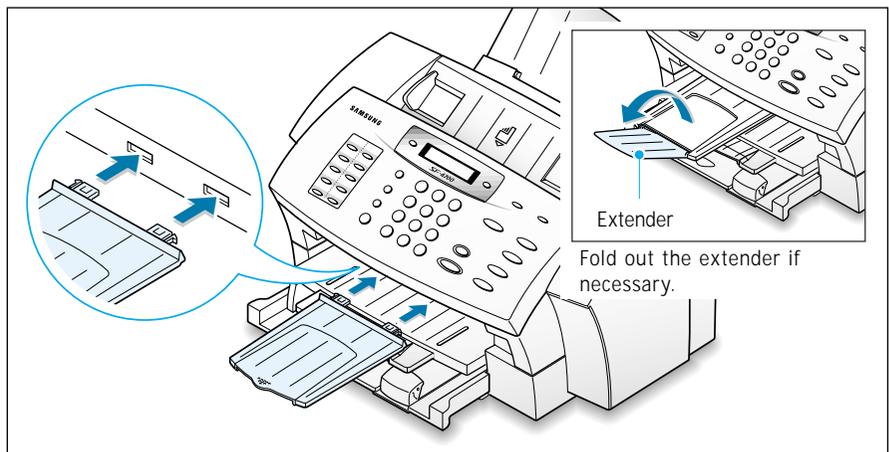
Note: The SF-4700 is shipped with the paper output tray already installed. Extend the tray to use.

Connecting to the Phone Line

For proper operation, the SF-4700 must be connected to the wall jack. Once you have decided which wall jack you will be using, check a box below and follow the instructions.

☐ **I only have one phone line coming to this wall jack.** (This includes two phone numbers on one line with distinctive ring service.) Go to "To Connect to a Wall Jack that Has Only One Phone Line" below.

☐ **I have two phone lines coming to this wall jack.** Go to "To Connect to a Wall Jack that Has Two Phone Lines" on page 1.11.

To Connect to a Wall Jack that has Only One Phone Line

1. Plug the included telephone cord into the jack on the back of the unit marked the word **LINE**.

To a standard phone wall jack
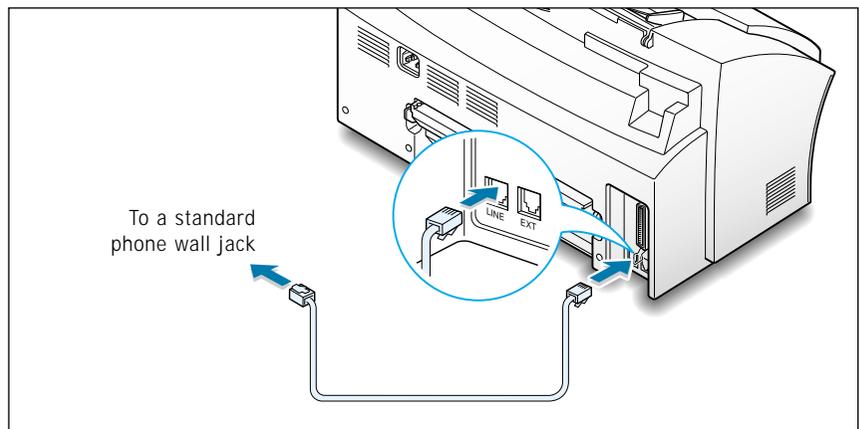
2. If a telephone cord is plugged into the wall jack, unplug the cord and set it aside.

3. Plug the other end of the phone cord into the wall jack.

Notes:
• If you are connecting other devices such as a telephone to the phone line, go to Appendix "Connecting Other Devices To the Phone Line" on page 8.1.
• If you are not connecting other devices, go to "Plugging In the Power" on page 1.12.

To Connect to a Wall Jack that Has Two Phone Lines

1. Plug the included telephone cord into the jack on the back of the unit marked the word **LINE**.

2. If a telephone cord is plugged into the wall jack, unplug it and set it aside.

3. If you do not have a wall jack that has a built-in splitter, plug a phone unit splitter (not included) into the wall jack.

4. Plug the cord into the side of the phone unit splitter for the fax number.

Notes:
• If you are connecting other devices such as a telephone to the same phone line, go to Appendix "Connecting Other Devices To the Phone Line" on page 8.1.
• If you are not connecting other devices, go to "Plugging In the Power" on page 1.12.

Connecting to the Computer

The SF-4700 Series has a parallel interface port which allows use with a Windows PC.

1. Plug the supplied parallel printer cable into the connector on the back of the SF-4700. Push the metal clips down to fit inside the notches on the cable plug.
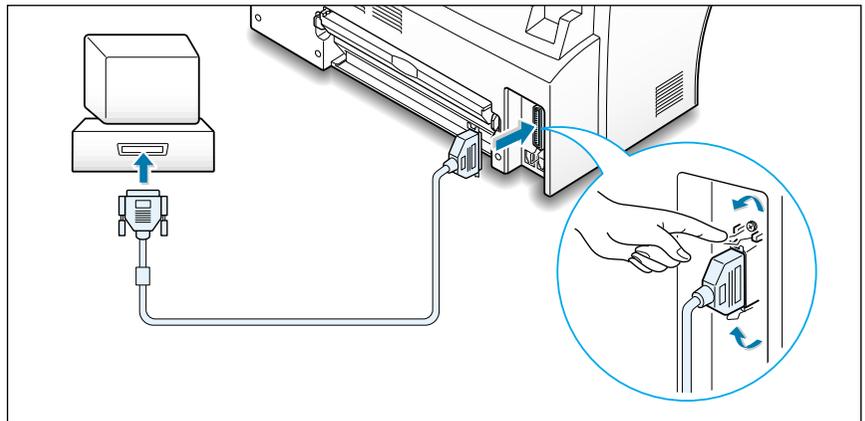
2. Connect the other end of the cable to the parallel interface port on your computer. See your computer documentation for more information.

Plugging In the Power

Plug one end of the cord into the back of the machine and the other end into a standard AC power outlet.

The SF-4700 will turn on and the display will show 'POWERING UP PLEASE WAIT'. If there is no cartridge installed, the display will show 'ADD CARTRIDGES'.

To AC outlet
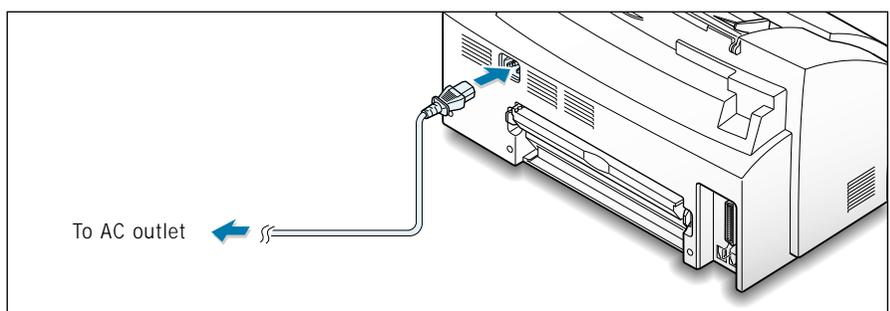
To turn off, unplug the power cord.

Loading Paper

1. Pull the paper input tray completely out of the unit. If necessary, flip up the upper paper output tray for a better view of the paper input tray.

2. Slide the paper-width and paper-length adjusters out as far as possible to make room for the paper.
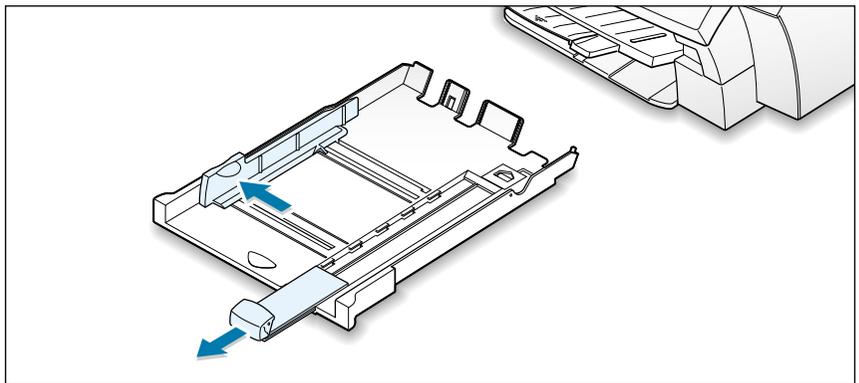
3. Remove a stack of paper from its packaging. Tap the stack on a flat surface to even it up.
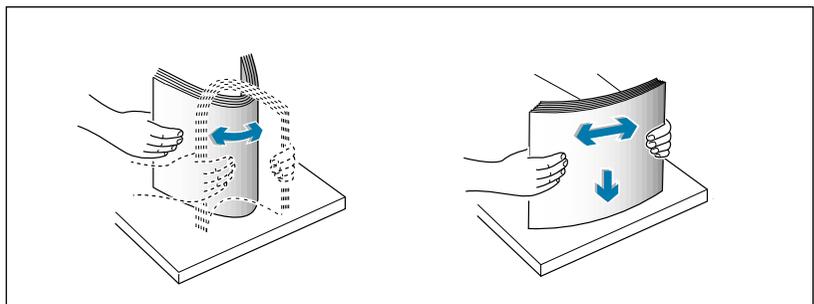
4. Place the paper into the paper input tray, **print side down**. You can insert **up to 150 sheets** of 20 lb plain paper.

   Push the paper toward the back of the paper tray until it stops.
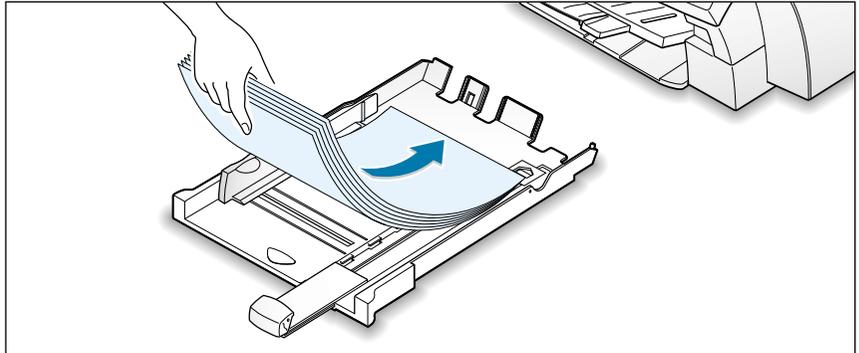
5. Slide both paper adjusters in until they stop at the edges of the paper. Make sure that the paper stack lies flat in the tray and that the paper fits under the tab of the paper-length adjuster.
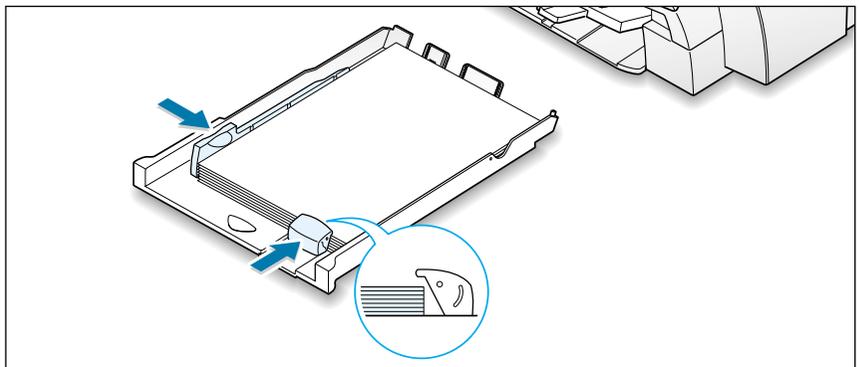
6. Slide the paper input tray in. If the paper output tray was up, flip it back down.
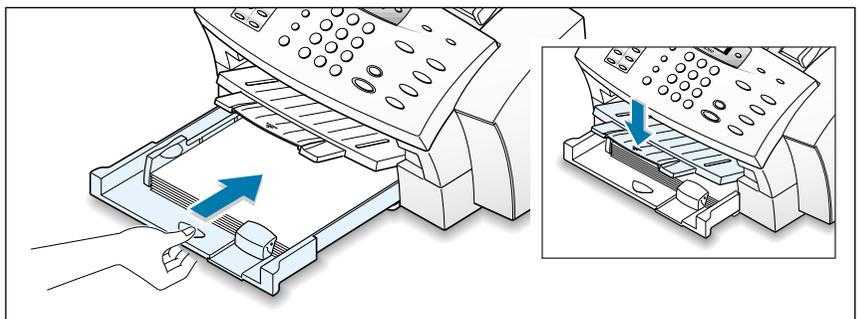
Note: For stand-alone copy and fax operations, the SF-4700 Series product supports A4, letter, and legal paper. After loading paper, make sure that you select the correct paper size. For more information on setting the paper size, see 'Setting User-Selectable System Options' on page 4.35.

Installing Print Cartridges

The SF-4700 comes standard with a black (mono) and color print cartridges. You can purchase an optional photo cartridge and install it instead of the black (mono) cartridge.

1. Remove the print cartridges from their individual packages.

2. Hold the print cartridges **by the top handle only** and carefully remove the protective vinyl tape from the cartridges.
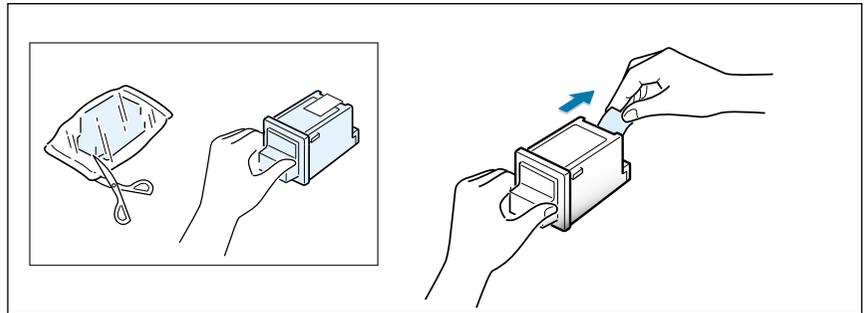
Note: Avoid touching the ink nozzles or the copper electrical contacts.

Ink nozzles

Copper electrical contacts
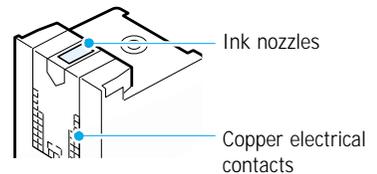
2. Press **Cartridge** on the front panel to move the cartridge carrier to the center of the machine. The display shows 'CARTRIDGE NONE CHANGED.'
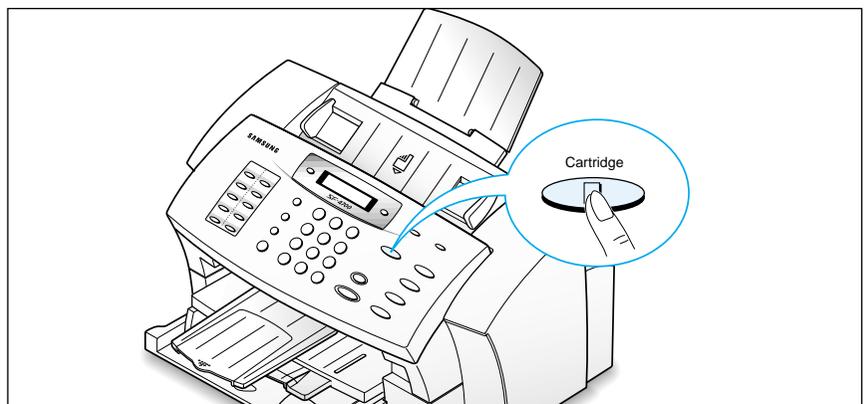
Cartridge

3. Lift the front panel by grabbing the panel along the top edge.
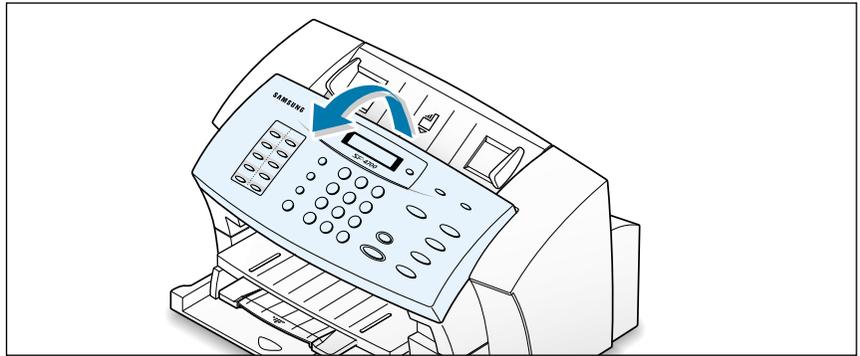
4. Open the top cover.
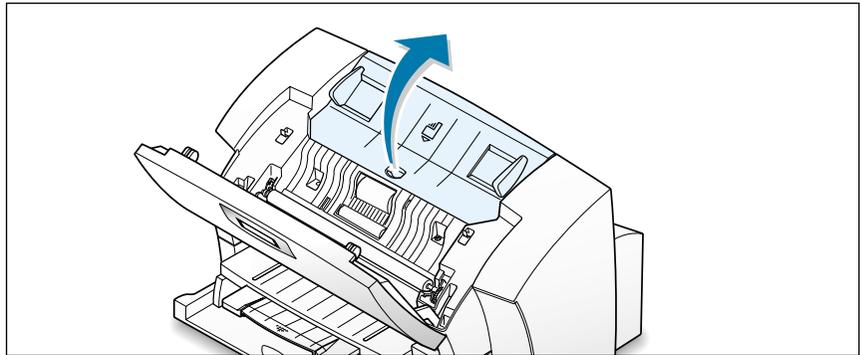
5. Locate the color and black print cartridge holders inside the machine.

   The color cartridge holder is **in the left side** of the cartridge carrier assembly and can be **identified by a yellow tab** on the top of the holder.

   The black (or photo) cartridge holder is **in the right side** of the cartridge carrier assembly and can be **identified by a red tab** on the top of the holder.

color cartridge holder

black or photo cartridge holder
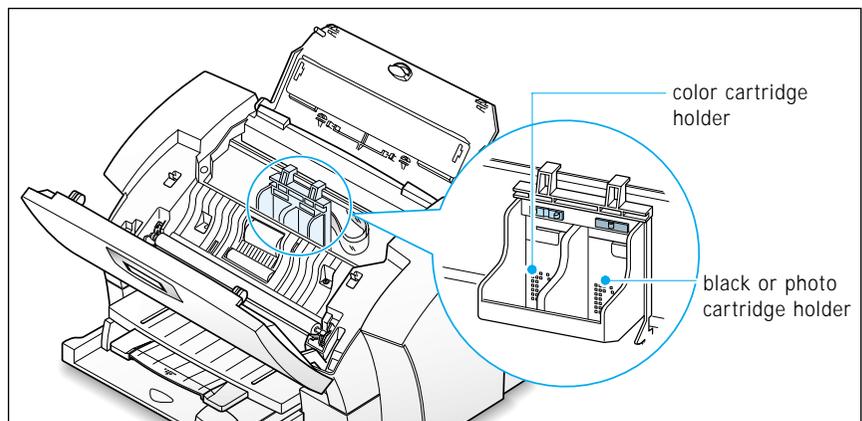
6. Holding the top handle, insert the color cartridge in the left holder, and insert the black (or photo) cartridge in the right holder. **Both cartridges must be installed for proper operation.**
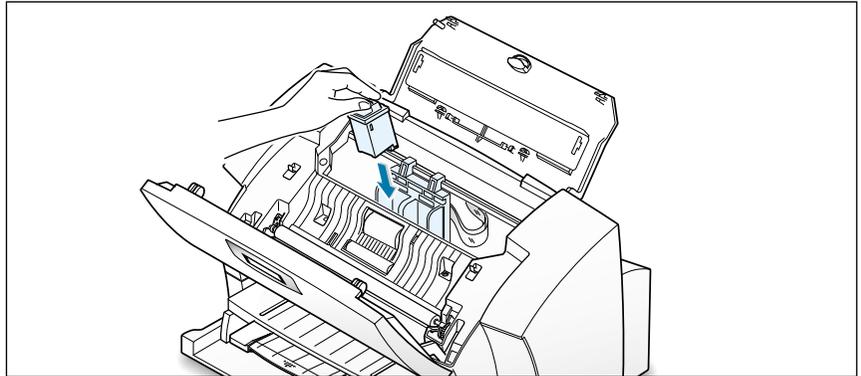
7. Push the cartridges back until the cartridge locks firmly into place.
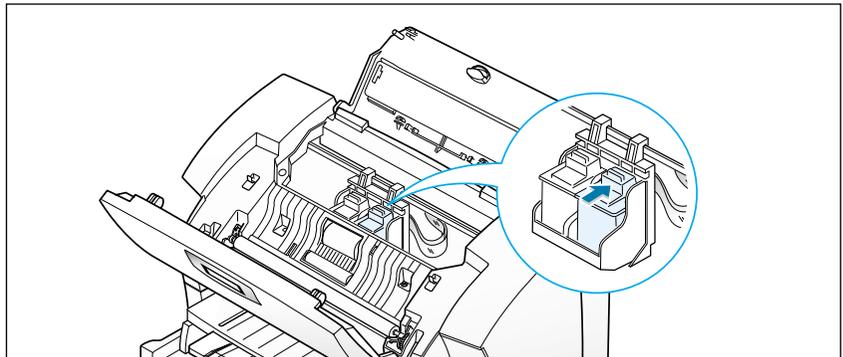
Note: If the print cartridge holder moves out of sight before you finish inserting both print cartridges, press **Cartridge** on the front panel again.

8. After installing the print cartridges, close the top cover and the front panel. Press firmly at the top center of the front panel until it snaps closed.
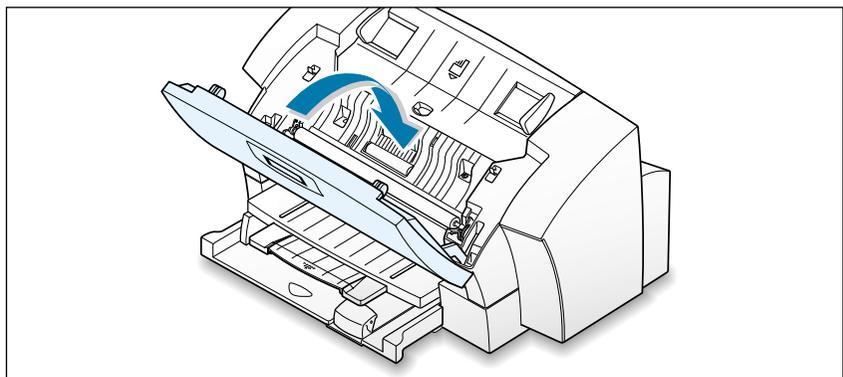
9. The display on the front panel still shows 'CARTRIDGES NONE CHANGED.' Press **Menu** to find 'RIGHT CARTRIDGE.'

10. Press **Option** repeatedly to select the appropriate item for the black or photo cartridge you installed. The following options are available:

   • **NEW STD BLACK** – select for a new standard black cartridge.
   • **NEW HIGH BLACK** – select for a new high yield black cartridge.
   • **OLD BLACK** – select for the black cartridge you have used.
   • **NEW PHOTO** – select for a new photo cartridge.
   • **OLD PHOTO** – select for the photo cartridge you have used.

11. Press **Menu**, and 'LEFT CARTRIDGE' appears.

12. Press **Option** repeatedly to select the appropriate item for the color cartridge you installed. The following options are available:

   • **NEW STD COLOR** – select for a new standard color cartridge.
   • **NEW HIGH COLOR** – select for a new high yield color cartridge.
   • **OLD COLOR** – select for the color cartridge you have used.

13. Press **Start/Enter** to save the setting. Depending on the cartridge combination you have installed in your machine, a test page with one or more alignment patterns similar to the ones shown below is printed. Each pattern has a number under it.

From each group on the test page, locate the number under the alignment pattern that comes closest to forming a perfectly straight line.

14. The display asks you to select the closest straight line for each alignment groups (A~F). For the "A" alignment pattern, enter the 2-digit number on the keypad using a leading **O** if necessary.

```
CARTRIDGE ALIGN
10      [O-3O]      A
```

When you enter the number, the setting is automatically saved and the display asks you enter the number for the next group. Repeat for all patterns.

15. After you enter the number for the last group, Alignment F, the display automatically returns to Standby mode.

Notes:
- When either print cartridge starts to run out of ink, replace the empty print cartridge. If you do not have a new replacement for the empty print cartridge, leave the empty print cartridge in the printer. **The printer will not print with only one print cartridge installed.**
- Keep a spare print cartridge on hand. When buying print cartridges, check the part numbers referenced below carefully to ensure buying the correct print cartridge. These print cartridges have been specifically designed to work with your printer to produce results that are always clear and sharp.
- If you want to purchase a new print cartridge, either contact your point of purchase or any Lexmark authorized supplies dealer.

Cartridge type		Part number
Black cartridge	Standard	Lexmark P/N 12A1970
	High yield	Lexmark P/N 12A1975
Color cartridge	Standard	Lexmark P/N 15M0120
	High yield	Lexmark P/N 15M0125
Photo cartridge		Lexmark P/N 12A1990

Testing the Machine

After plugging in the power cord, print a test page using the front panel to ensure that the printer mechanism is working properly.

1. Press **Setup** on the front panel. The display shows the first setup menu; DATE & TIME.

2. Press **Menu** until the displays shows 'MAINTENANCE' on the top line and 'SELF TEST' on the bottom line.
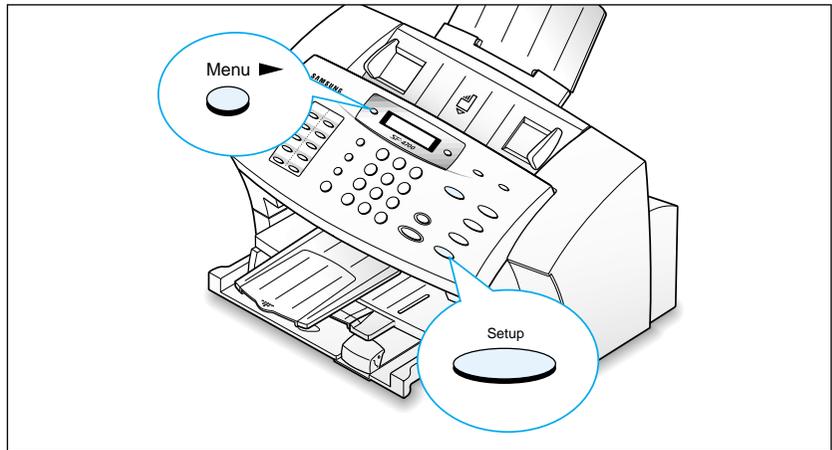
3. Press **Start/Enter**. The machine feeds a sheet of paper and prints the following test page.
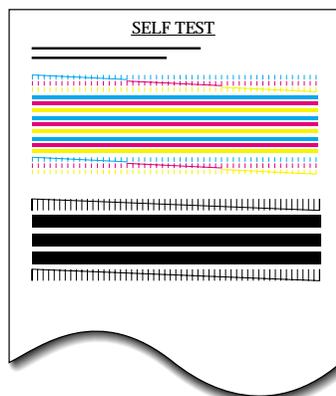
If the diagonal lines are not broken and the bars are clear, the printer mechanism is functioning properly.

If not, clean the print cartridges. Go to page 6.3.

Setting the Date and Time

The current date and time are shown on the display when the machine is on and ready for use (Standby mode). The date and time are printed on all transmitted faxes.

When you install the SF-4700 for the first time, or when the product is without power for about 15 seconds, the display prompts you to reset the date and time.

```
SET DATE & TIME
   PRESS SETUP
```

1. Press **Setup** on the front panel. The display asks you to set the month.

```
DATE JAN/01/2000
01 = JAN    MONTH
```
02=Feb
03=Mar ⋮

month setting

Note: If you press **Setup** in Standby mode, and press **Start/Enter**, you can also access this menu option.

2. Enter the correct date and time for each item using the number keypad. Each time you enter the appropriate number, the display asks you to enter the next item in the following order: MONTH, DATE, YEAR, HOUR, MINUTE, AM/PM.

   You can change the clock mode to 24 hour or 12 hour modes. See "Setting User-Selectable System Options" on page 4.34. If the 12 hour mode is selected, AM/PM selection is not available when you set the date and time.

   If you enter an invalid number, the display does not proceed to the next step. If this happens, re-enter the correct number.

   To select a specific item to change, press **Option** repeatedly to find the item. After setting, press **Start/Enter** to save.

3. When you are finished, the display returns to Standby mode and shows the date and time.

Setting Your Fax Number and Name

Your fax number and name can be printed at the top of each page transmitted.

1. Press **Setup** on the front panel. The display shows the first setup menu; DATE & TIME.

2. Press **Menu** until 'SYSTEM ID' is displayed.

3. Press **Start/Enter** to access the System ID menu. The display shows 'SYSTEM NUMBER' and asks you to enter the telephone number.

   If there is a number already set, the number appears.

   ```
   SYSTEM NUMBER
   _
   ```
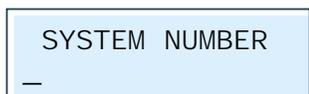
4. Enter the telephone number your machine is connected to.

   If you make a mistake, press # to move the cursor under the incorrect digit, then enter the correct number to change. You can also press **Search/Delete** to delete the number.

5. Press **Start/Enter** when the number on the display is correct. The display asks you to enter the system name.

   If there is a name already set, the name appears.

   ```
   SYSTEM NAME
   _
   ```
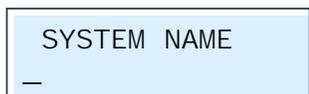
6. Enter your name using number keypad.

   For details on how to use the number keypad to enter alphanumeric characters, see page 4.17.

7. Press **Start/Enter** when the name on the display is correct. The display returns to the System ID menu.

8. Press **Stop** to exit the menu and return to Standby mode.

Memo

Installing

Samsung Software

This chapter provides information on installing the supplied
Samsung software. You **MUST** install the Samsung software to
use your machine as a printer and scanner.

The topics included in this chapter are:

Samsung SmarThru

◆ About Samsung SmarThru Software

Installing Software

◆ System Requirements
◆ Installing the Samsung Software
◆ Configuring the Fax Gate on Your PC
◆ Configuring the Internet Gate on Your PC
◆ Installing Bonus Software
◆ Making Installation Diskettes
◆ Installing Software from Diskettes
◆ Un-installing Samsung Software

Samsung SmarThru

About Samsung SmarThru Software

You must to install the SmarThru CD-ROM after you have setup your machine and connected it to your computer. The SmarThru CD-ROM includes the following:

- MFP Driver
- SmarThru Software
- OCR Software (AnyPage Lite)
- Acrobat Reader (Bonus Software)

MFP Driver

To use the SF-4700 as a printer, scanner, or to send and receive electronic faxes, you **MUST** install the MFP driver.

SmarThru Software

SmarThru consists of several components, each of which provides a particular function:

MailBox – Working with e-mail and fax messages, you can create, send, browse and store messages.

Image Manager – Working with images, you can import, export, store and operate on images.

Scan Manager – Working with documents or images, you can scan to Image Manager, scan to OCR software, or to a fax.

Copy Manager – Working with documents or images, you can control a copying process. You can also save a copy of the image or document to Image Manager.

Image Viewer – Working with documents or images, you can view images in a variety of graphical formats.

OCR Software (AnyPage Lite)

OCR (Optical Character Recognition) is the software that has the ability to recognize most character formats, so that a scanned document can be read and edited on your word processor.

Acrobat Reader

This bonus program allows you to view and print Adobe P.D.F files on all major computer platforms.

Installing Software

System Requirements

Before you begin, ensure you have the following computer setup:

Minimal requirements:

- **Operating systems**: Windows 95 OSR2/Windows 98/Windows 98 SE/Windows NT 4 Workstation or Server with Service Pack 3
- **Disk space:** 120 MB for installation
- **Memory:** 32 MB
- **CPU:** Pentium 133
- **Required software:** Internet Explorer 4.01
- **User rights:** Administrative rights should be set for installation on Windows NT.

Recommended

- **Operating systems:** Windows 98/Windows 98 SE/Windows NT 4 Workstation or Server with Service Pack 5
- **Disk space:** 120MB for installation, 100MB for message/image database
- **Memory:** 32MB for Windows 9x, 64MB for Windows NT
- **CPU:** Pentium II 200
- **Required software:** Internet Explorer 4.01 or 5.0
- **User rights:** Administrative rights should be set for installation on Windows NT.

Notes:
- Windows NT Service Pack 6 is not recommended for SmarThru 2.
- Windows 95 versions prior to OSR2 are not recommended due to compatibility with OLE/COM libraries.

Installing the Samsung Software

Note: For Windows 95/98 users, close "New Hardware Found" screen when the computer boots up.
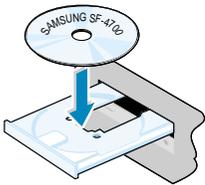
1. Insert the supplied CD-ROM into your CD-ROM drive.

   The SmarThru CD-ROM is automatically running and the opening window appears.

   If the opening window does not appear, click **Start**, and then **Run**. Type **X:Setup**, replacing "**X**" with the letter of your drive, and click **OK**.

2. When the opening screen appears, select the language you want to use.

3. Click **Install the Samsung Software on your PC**.
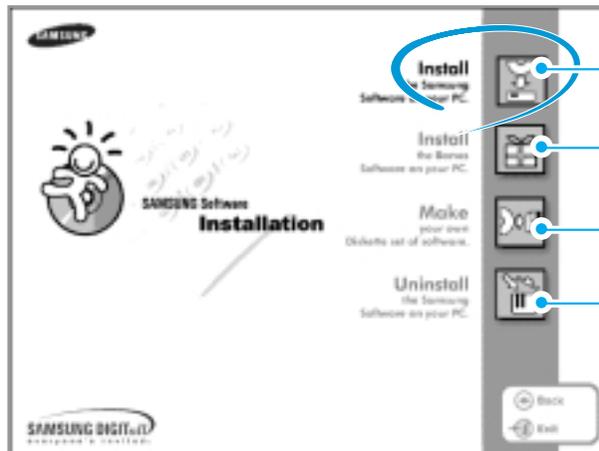
Installs the Samsung Software on your PC.

Installs Acrobat Reader on your PC. See page 2.13.

Makes the software diskette. See page 2.13.

Uninstall the Samsung Software. See page 2.15.

4. Follow the on-screen instructions and click **Next**.

5. The SmarThru installation supports three types of setup:
   - **Typical**: Program will be installed with the most common options and is recommended for most users.
   - **Compact**: Only the MFP driver will be installed.
   - **Custom**: You may choose the options you want to install. Recommended for advanced users.
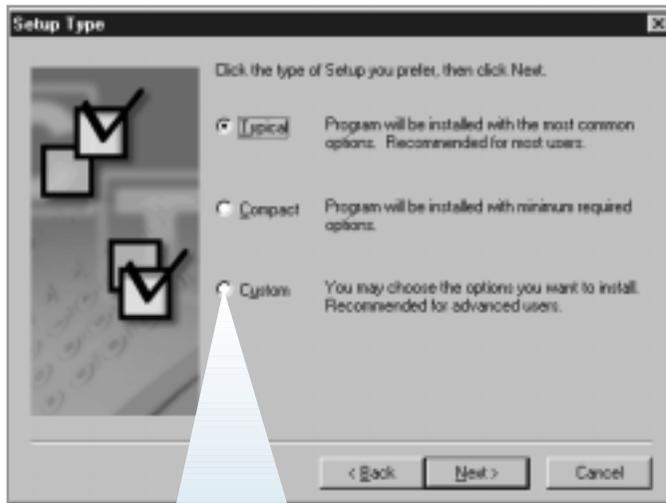
If you select the **Custom** installation, you may choose the options you want to install.

SmarThru software to scan and edit images and work with electronic documents.

AnyPage Lite software to enable OCR.
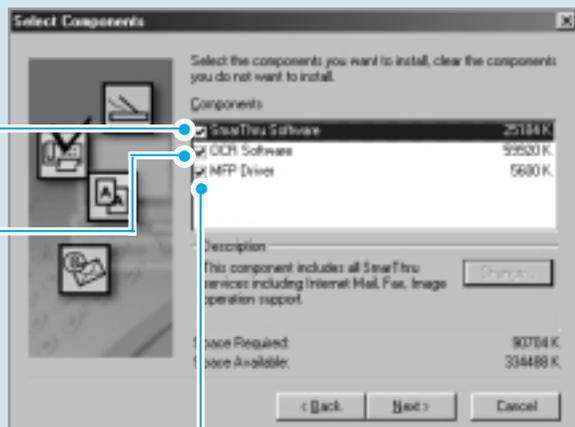
MFP driver to print, scan, or to send and receive PC faxes.

6. Click **Next**.

7. When the installation is completed, shut down and restart your computer.

   If your computer does not shut down and restart automatically, you must shut it down manually and restart for the changes to saved.

Note: If you are using Windows NT, the warning message may appear when your computer boots up, telling you cannot install the fax driver on your computer. Click **OK** and continue the following steps.

Configuring the Fax Gate on Your PC

1. After installing the SmarThru software, Windows will automatically restart. When you see the Samsung SF-4700 Series Program folder, close it by clicking ⊠ on the right-top of the window.
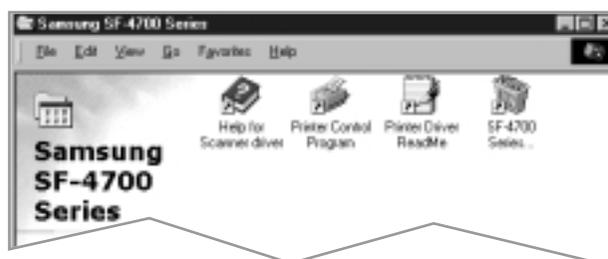
2. The SmarThru Add New Fax Modem dialog box appears. Click **Next**.

To add a fax modem later or you do not want to have fax service using the SmarThru system, press Cancel, and go to page 2.9 to configure the Internet gate.

3. Choose **SAMSUNG FaxThru Modem** from the list. It will be used by SmarThru Fax Gate for sending and/or receiving PC faxes. Then, click **Next**.
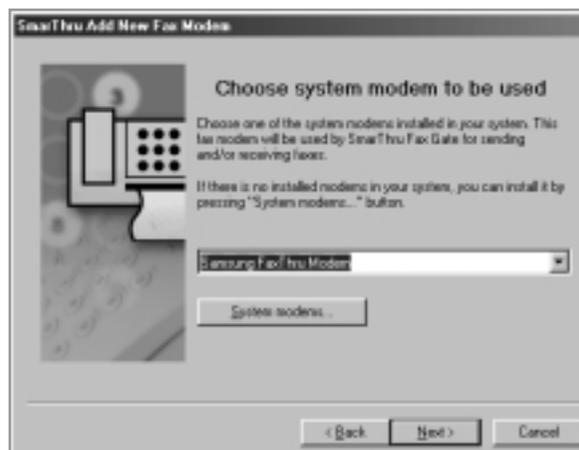
Note: The Windows NT users must click **System modems...** to open Install New Modem dialog box. Follow the instructions on screen to install fax modem on your computer.

4. Enter your fax number or name in the Fax identifier box, and click **Next**.
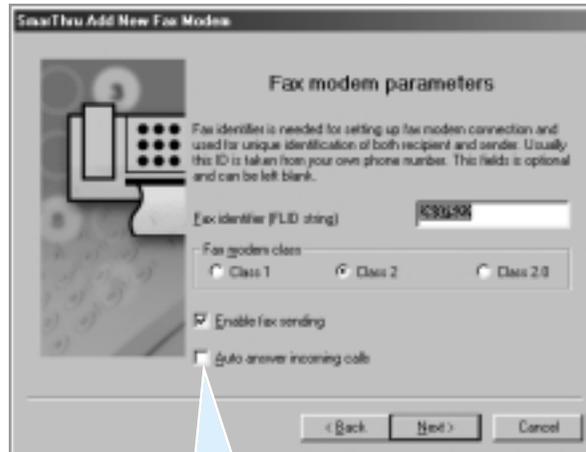
If you put a check mark in this box, the SmarThru system will automatically will receive incoming calls. If you want to receive faxes at the SF-4700, clear this box.

5. When you are finished, click **Finish**.

Note: To edit the advanced properties of Fax service or to add other modems, choose **SmarThru Configuration** from the **Tools** menu when you run the **Samsung SmarThru2**. For details, refer to the SmarThru User's Guide.

Configuring the Internet Gate on Your PC

When the fax modem configuration is complete, the SmarThru software loads the Internet Gate sets up your internet connection.

Note: To configure the internet gate of the SmarThru system, you must enter your e-mail address, SMTP/POP3 server address, POP3 account name and password. Ask your Internet Service Provider or online service provider about the information on your internet gate configuration.

1. The SmarThru Internet Gate Configuration Wizard dialogue box appears. Select the way you are connected to the Internet, then click **Next**.

   If you are connected to the Internet over a LAN (i.e. in an office network environment), select **Connection to Internet over LAN**, and skip to Step 4.

   If you use dial-up for Internet connection, select **Use Dial-Up for Internet Connection**, and proceed to the next step.
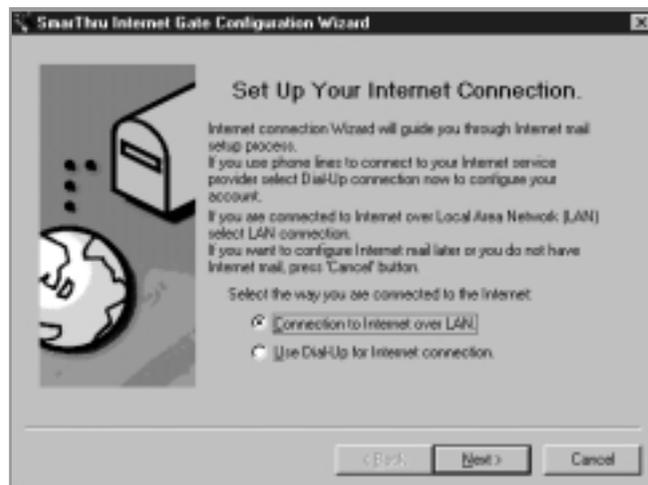
2. If you use a phone line for your Internet connection, configure Dial-Up settings using Windows Dial-Up Networking setup wizard. Click **Configure**.

3. Click **Add**. The dial-up connections which are already set up on your computer are displayed. Select one from the list you want to use for Internet connection on the SmarThru system, then click **OK**.

If no connection is available, you cannot use the system Dial-Up in the Samsung SmarThru system.

To modify the Dial-Up connection properties, click **Dialing Properties**.

Note: For details on the Dial-Up Configuration using the Windows Dial-Up Networking setup wizard, please refer to your Windows documentation.

4. Enter your name and e-mail address, then click **Next**. The e-mail address has been assigned to you by your Internet service provider.

5. Enter the addresses of your incoming and outgoing mail servers. Choose the incoming mail server type, then click **Next**. Your Internet service provider must provide you this information.

6. Enter your account name and password to access your Internet mail server, then click **Next**. Your Internet service provider will provide this information.

7. Enter the account record name, then click **Next**.

8. Click **Finish** to enable Internet e-mail service.

Note: If you wish, you can enable or reconfigure the Internet connection later. Open the **Samsung SmarThru2**, and select **SmarThru Configuration** from the **Tools** menu. For details, refer to the SmarThru User's Guide.

Installing Bonus Software

If you needed, you can install Acrobat Reader program on your PC.

1. Insert the SmarThru CD-ROM into your CD-ROM drive.

2. Select the language to use.

3. Click **Install the Bonus Software on Your PC**.

4. Follow the on-screen instructions to complete the installation.

For details on Acrobat Reader, refer to the on-line help.

Making Installation Diskettes

If you do not have a CD-ROM drive and if you have access to another computer with a CD-ROM drive, you can copy software installation files from the Samsung software CD-ROM onto floppy diskettes. The diskettes can then be used instead of the CD-ROM to install the software.

To make the installation diskettes for an MFP drive, ensure you have several formatted diskettes ready, and follow these steps:

1. Insert the supplied CD-ROM into your CD-ROM drive.

   The SmarThru CD-ROM is automatically running and the opening window appears. (If the opening window does not appear, click **Start**, and then Run. Type **X:Setup**, replacing "**X**" with the letter of your drive, and click **OK**).

2. When the opening screen appears, select the appropriate language.

3. Click **Make your own Diskette set of software**.

4. The Copy to Floppy dialog box appears. Click **Copy all disk images**.

   If you want to copy a portion of the selected component, select the disk image you want to copy in the Disk Images window, then click **Copy selected disk image**.

Shows the number of disks required to copy the selected component.

Shows the path of the selected component.

The component to copy.

Select the floppy drive you will use.
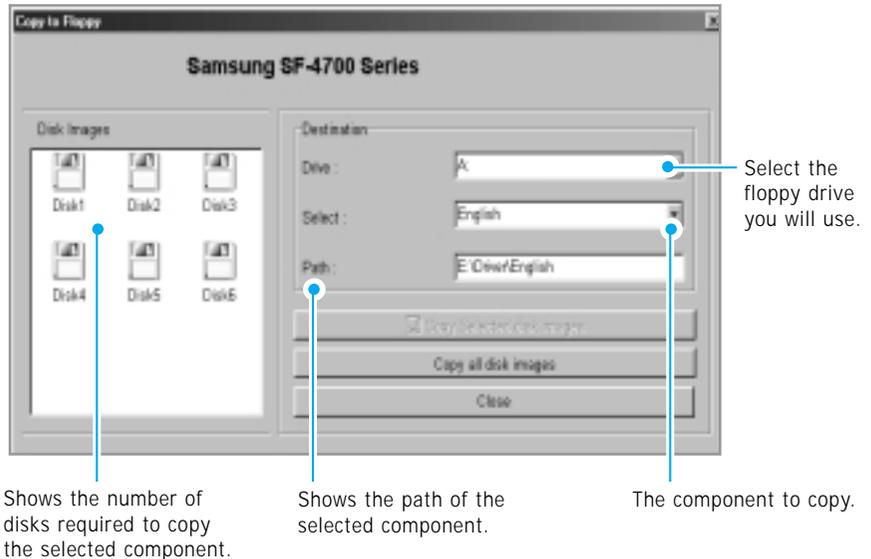
5. When prompted, insert a blank, formatted diskette into the floppy drive, and click **Yes** to copy the first diskette. When the first diskette is finished, you are prompted on the PC screen to insert disk 2.

   Label each diskette in the order you create it: MFP driver, disk 1 of 6, etc.

6. When the diskettes have finished copying, click **Close** in the Copy to Floppy dialog box.

Installing Software from Diskettes

1. Insert the first diskette which contains the MFP driver.

2. From the **Start** menu, select **Run**.

3. Type **A:\setup.exe** in the Open box and click **OK**. (if your floppy drive is not **A**, substitute the correct letter.)

4. Follow the on-screen instructions to complete the installation.

Un-installing Samsung Software

Un-installing is required if you are upgrading the software or if your installation fails.

Note: Before beginning un-installation, ensure all applications are closed on your PC. A system reboot is required after the software is un-installed.

Un-installing the MFP Driver

1. Start Windows if not already started.

2. From the **Start** menu, select **Programs**, then select **Samsung SF-4700 Series**, then select **SF-4700 Series Uninstall**.
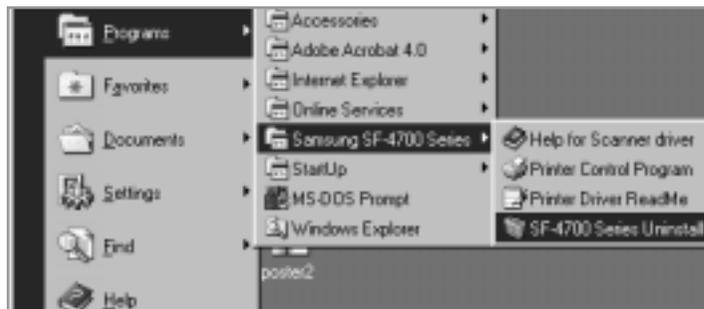
3. When your computer confirms your selection, click **Yes**. The printer driver and all its components are removed from your computer.
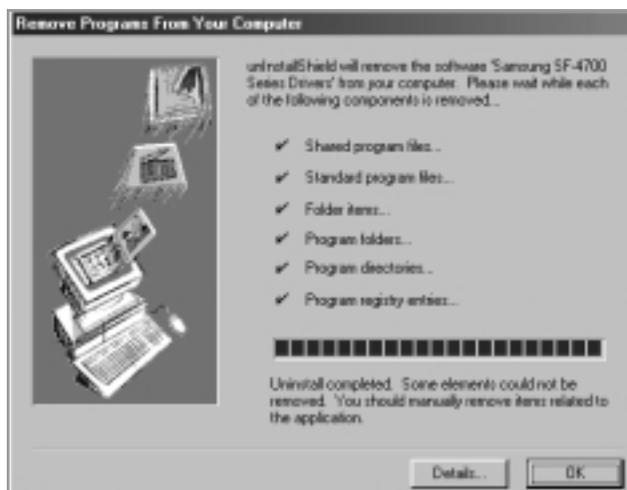
4. When un-installation is done, click **OK**.

5. The message box recommends you restart your computer. Click **OK**, then restart Windows.

Un-installing the SmarThru Software

1. Start Windows if not already started.

2. From the **Start** menu, select **Programs**.

3. Select **Samsung SmarThru**, then select **SmarThru 2 Uninstall**.

4. When your computer asks you to confirm your selection, click **Yes**.
   The Select Backup Options dialog box appears.

5. To remove all messages and address book information from your hard
   drive, click **Clear All**, then **OK**. When the message box confirms your
   selection, click **Yes**.
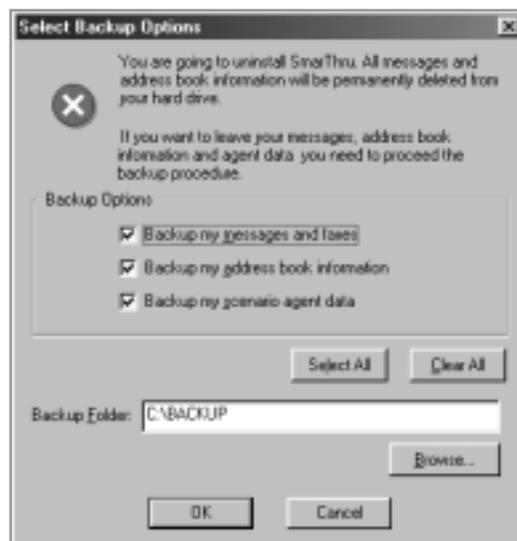
   To leave the information, put checkmarks on the check boxes to select
   options you want to leave or click **Select All**, then click **OK**. The
   backup proceeds. When the backup is done, click **Close**.

6. Follow the on-screen instructions to complete the un-installation. The SmarThru software and all components will be removed.
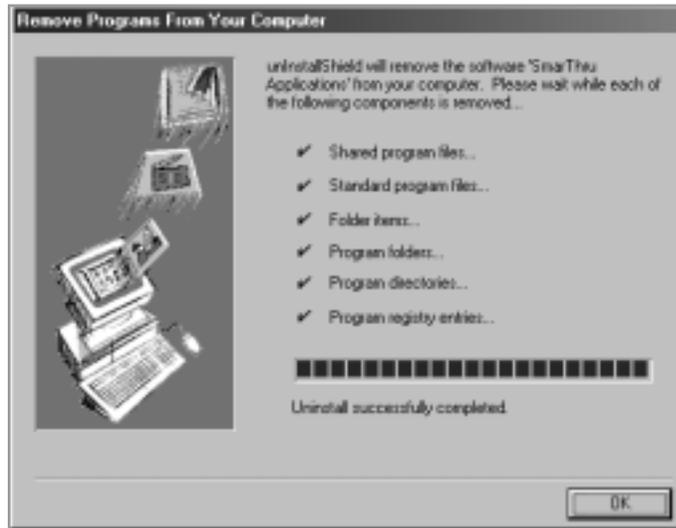
7. When un-installing is done, click **OK**. The message box recommends restarting your computer.

8. Click **OK**.

   Shut down and restart your computer to complete the un-installation process and save your changes.

Using the SmarThru CD-ROM

You can un-install both the MFP driver and the SmarThru software with
the CD-ROM you have used to install the software.

1. Insert the SmarThru CD-ROM into your CD-ROM drive.

   The SmarThru CD-ROM is automatically running and the opening
   window appears. (If the opening window does not appear, select **Run**
   from the **Start** menu, then type **X:SETUP**, replacing "**X**" with the
   letter of your drive and click **OK**.

2. When the opening window appears, select the language you want to
   use.

3. Click **Uninstall the Samsung software on your PC**.
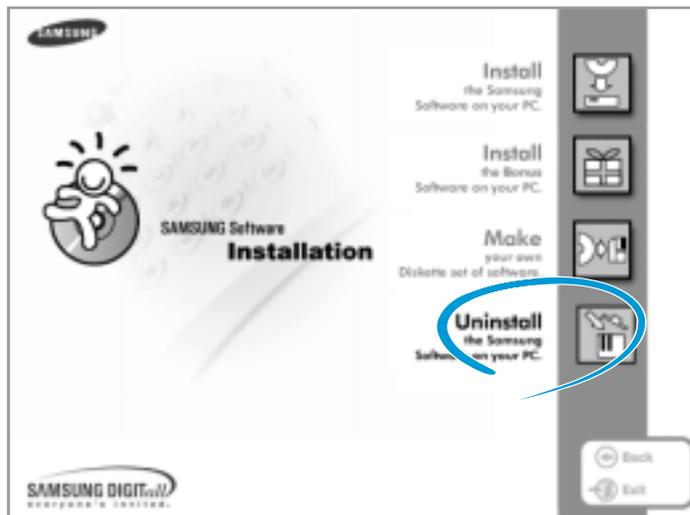
4. Follow the on-screen instructions to complete un-installation.

   You must shut down and restart your computer before changes you
   have made will be in effect.

Memo

Quick Tour

Read this chapter for a quick start in learning the basics. Topics included in this chapter are:

♦ Sending a Fax

♦ Copying a Document

♦ Scanning a Document

♦ Printing a Document

Sending a Fax

You can fax documents from the front panel on the SF-4700 (without PC-connected) or using the supplied Samsung SmarThru software on your PC.

From the Front Panel

1. Load your document (up to 30 pages) **face down** in the document feeder.

   Adjust the document guides for the width of the document.

Document guide
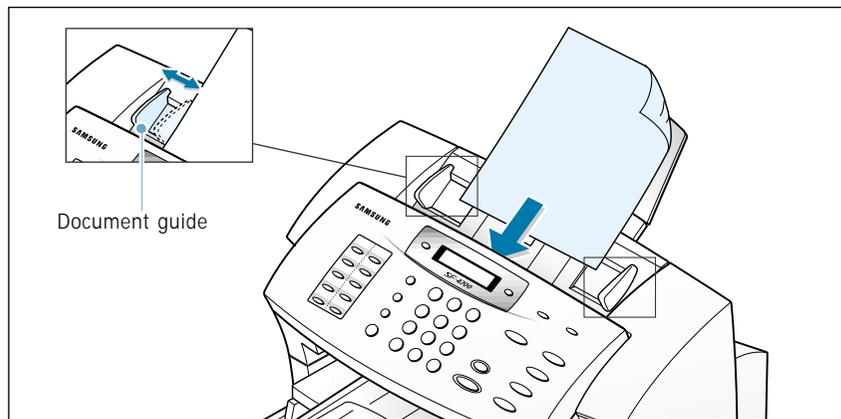
2. Dial the fax number on the number keypad.

```
   QUICK MODE
1234567_
```

3. Press **Start/Enter** when the number appears correctly on the display. The machine dials the number and begins to transmit.

```
   SENDING FAX
```

See Chapter 4 for more detailed information regarding stand-alone faxing.

From the SmarThru Program

You can scan an image or document and send it from your computer.

Note: To use the fax feature on the program, you must properly configure the fax gate of the SmarThru system when you install the supplied CD-ROM.

1. Load your document (up to 30 pages) **face down** in the document feeder.

   Adjust the document guides for the width of the document.

2. Double-click the **Scan Wizard** icon on the desktop window.

3. When the Scan Wizard window opens, select **Scan to FAX**.

4. Choose the scan settings and then click **Scan**.
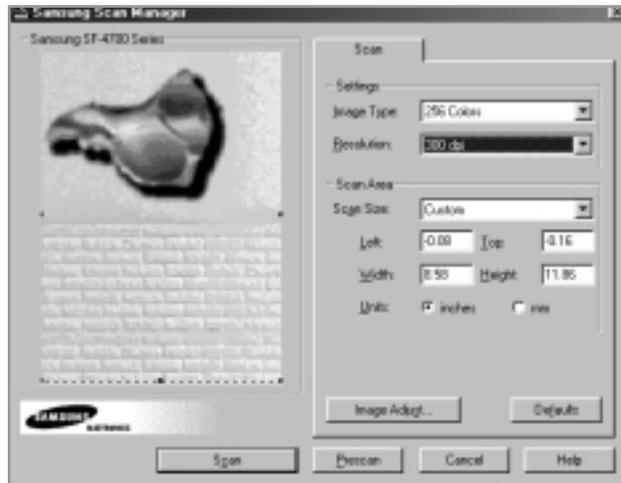
5. Click **Next** unless you want to change the mode.

If you select **Advanced Mode**, you can specify the time to send, select fax cover page, and select other advanced fax settings.

6. Enter the fax number, then click the ▣ button after the fax number field. The number will appear in the **Recipient list**. Click **Next**.
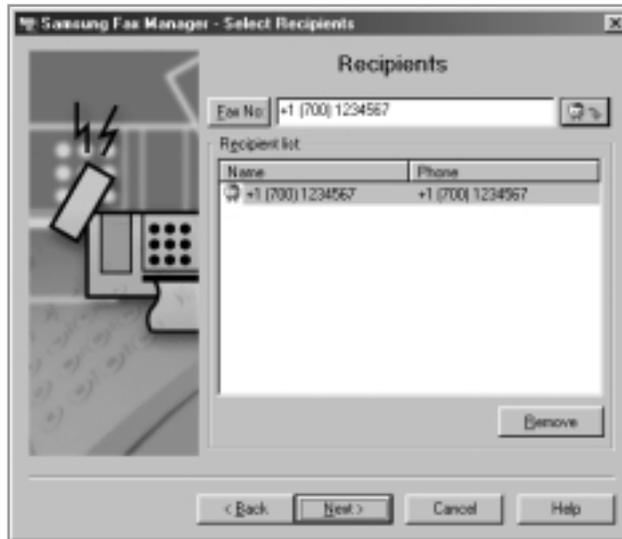
7. Enter the subject and type your message in the Note box. Then click **Next**.
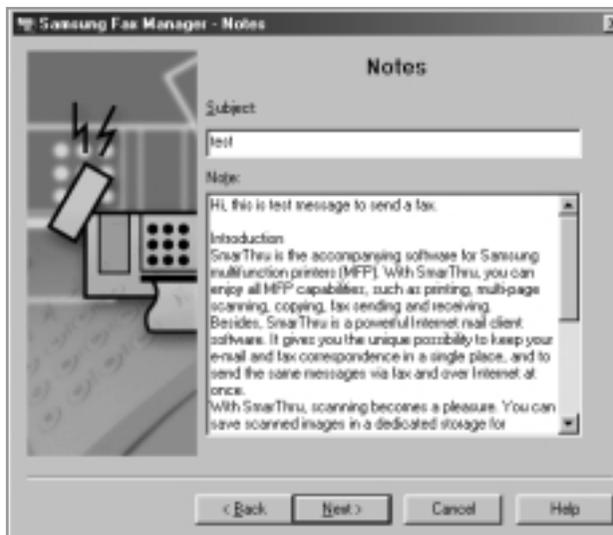
8. You will find the scanned image is attached. Click **Next**.

9. Click **Finish**.

10. Click **Send**.
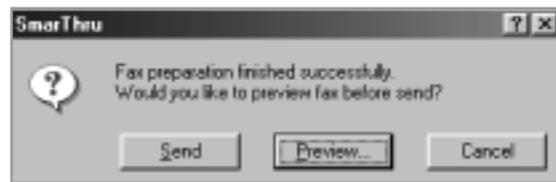
The scanned document will be sent to the remote fax machine.

See the SmarThru User's Guide for more information about PC fax.

Copying a Document

Use the front panel to copy in black and white. If you want to make a color copy, use the SmarThru program.

From the Front Panel

1. Load your document (up to 30 pages) **face down** in the document feeder.

   Adjust the document guides for the width of the document.

2. Press **Copy** on the front panel, then enter the number of copies (up to 99).
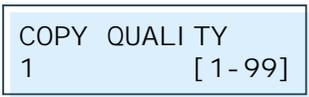
```
COPY QUALITY
1         [1-99]
```

3. Press **Start/Enter** to begin copying.

See page 4.14 for more information regarding copying from the front panel.

From the SmarThru Program

1. Load your document (up to 30 pages) **face down** in the document feeder.

   Adjust the document guides for the width of the document.

2. Double-click the **Scan Wizard** icon on the desktop window. When the Scan Wizard window opens, select **Copy**.
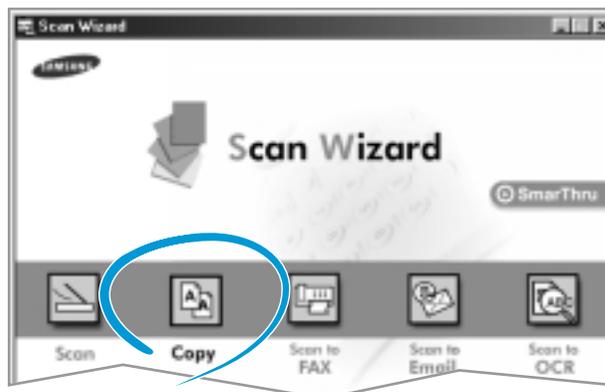
3. Choose the scan settings and then click **Copy**. Copying begins.
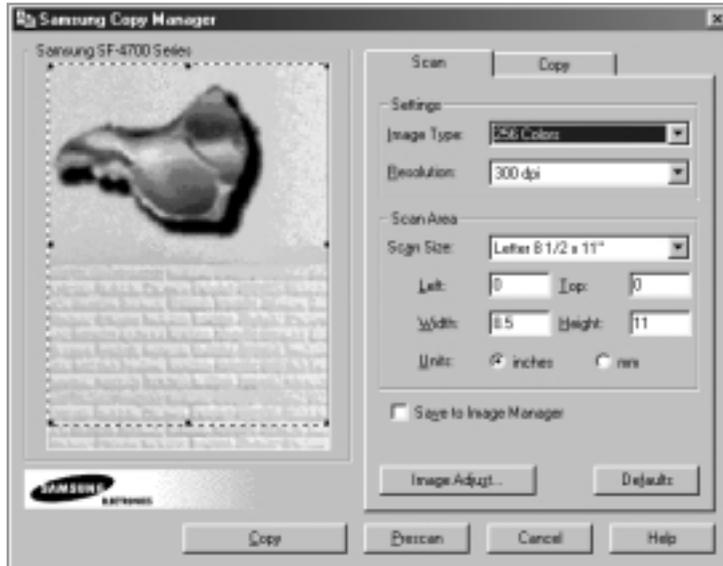
See the SmarThru User's Guide for more detailed information about copying on the SmarThru program.

Scanning a Document

From the SmarThru Program

1. Load your document (up to 30 pages) **face down** in the document feeder.

   Adjust the document guides for the width of the document.

2. Double-click the S**can Wizard** icon on the desktop window. When the Scan Wizard window opens, select **Scan**.
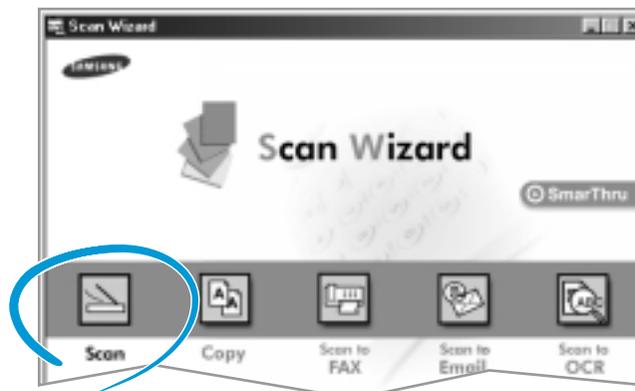
3. Choose the scan settings and then click **Scan**. The document is displayed on your computer screen as it is scanned.
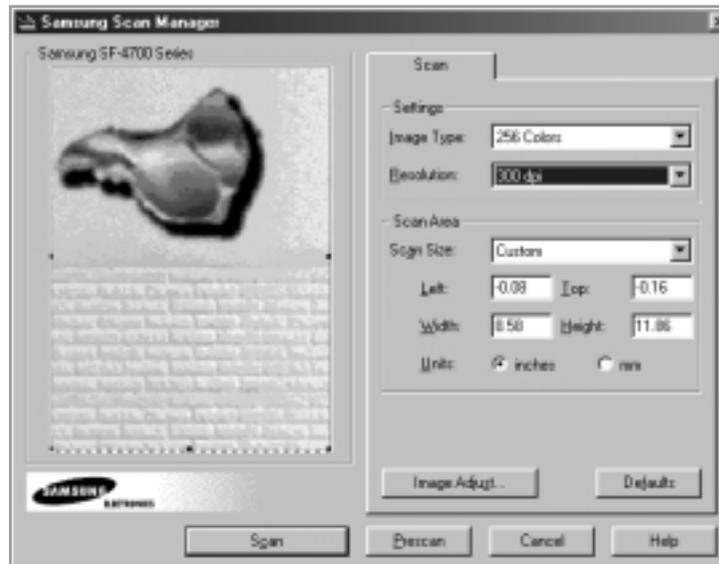
4. When the scan is complete, Samsung SmarThru system automatically launches the **Image Manager**. Now you can edit your image in the **Image Manager**.

Double-click on the image to edit.
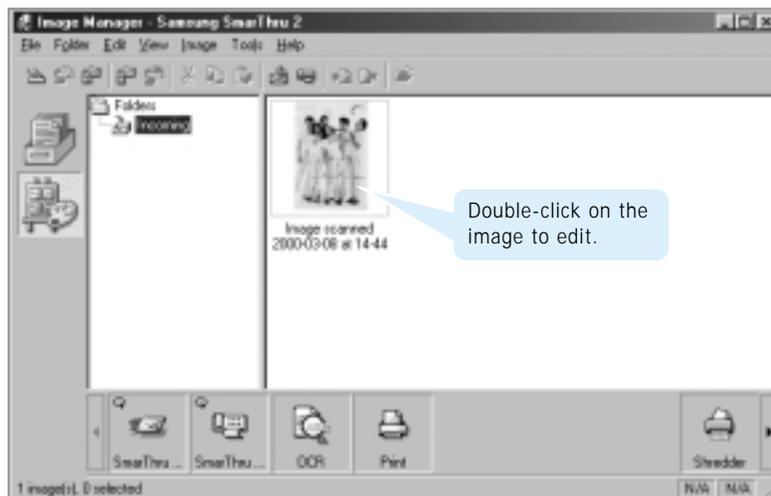
For more information about scanning and editing images, refer to the SmarThru User's Guide.

Printing a Document

You can print on many types of paper and special print media. You can also use the SF-4700 for creative printing jobs such as n-up, poster and booklet printing. Refer to Chapter 5 for more detailed information on using the SF-4700 printer properties.

1. Create or open the document file you want to print.

2. Select **Print** from the **File** menu.

3. In the Print dialog box, click **Properties** to access your SF-4700 Series printer's properties dialog box.

4. Each tab on the top of the dialog box provides many options. Select the desired tab and change the options.

5. Click **OK**, and start printing.

Stand-alone Fax

This chapter explains how to send and receive faxes from the front panel of the SF-4700. This chapter also demonstrates how to use the advanced fax features and change the settings on the fax system.

This chapter provides information on the following topics:

◆ Setting Up Stand-alone Fax System

◆ Sending a Fax

◆ Receiving a Fax

◆ Making a Copy

◆ Automatic Dialing

◆ Advanced Fax

◆ Additional Functions

With the Samsung SmarThru program, you can send and receive faxes. For PC fax, refer to the SmarThru User's Guide help, please.

Setting Up Stand-alone Fax System

Setting Ringer Volume

You can adjust the volume of the ringer to your desired volume.

1. Press **Setup** on the front panel. The display shows the first menu, 'DATE & TIME' on the top line.

2. Press **Menu** repeatedly until you find 'SYSTEM SETUP.'

3. Press **Start/Enter** to access the System Setup menu. The first option, 'RINGER VOLUME' appears.

4. Press **Option** to choose the desired volume of the ringer. The selected ringer sounds and the display shows the ringer volume.

   Note: The **OFF** setting turns the ringer volume off.

5. Press **Start/Enter** to save the setting. The display shows 'SYSTEM SETUP.'

6. Press **Start/Enter** to save the setting. Then, to return to Standby mode, press **Stop**.

Setting the Default Resolution and Contrast

The print resolution and contrast can be set to the most frequently used modes. When a document is sent, the default contrast and resolution mode will be activated unless otherwise changed by using the **Resolution** or **Contrast** button on the front panel.

1. Press **Setup** on the front panel. The display shows the first menu; DATE & TIME.

2. Press **Menu** repeatedly until you find 'SYSTEM SETUP.'

3. Press **Start/Enter** to access the System Setup menu. The first option, 'RINGER VOLUME' appears.

4. Press **Menu** until you find 'DEF. RESOLUTION.'

5. Press **Option** repeatedly until you find the desired mode:

   • Use **STANDARD** for most documents.
   • Use **FINE** for documents with fine detail, such as small print.
   • Use **SUPER FINE** for documents that have extremely fine detail.

6. Press **Menu** to find 'DEF. CONTRAST.'

7. Press **Option** repeatedly until you find the desired mode:

   • Use **NORMAL** for documents of average or normal contrast.
   • Use **LIGHTEN** for documents with high contrast or dark images.
   • Use **FAX PHOTO** for obtaining maximum image quality with documents that contain photographs with shades of gray.
   • Use **DARKEN** for documents with low contrast or light images.

8. Press **Start/Enter** to save the setting. Then, to return to Standby mode, press **Stop**.

Setting Default Copy Options

When making a copy, you can choose from several options, such as copy quantity, copy type, zoom rate and print order. Some of these options can be set to their most frequently used modes. When a document is copied, the default copy options will be activated unless otherwise changed by using the **Copy** button on the front panel. See page 4.14 for details.

1. Press **Setup** on the front panel. The display shows the first menu; DATE & TIME.

2. Press **Menu** repeatedly until you find 'SYSTEM SETUP'.

3. Press **Start/Enter** to access the System Setup menu. The first option, 'RINGER VOLUME' appears.

4. Press **Menu** until you find 'DEF. COPY TYPE'.

5. Press **Option** repeatedly until you find the desired mode:

   • Select **MONO–NORMAL** for the normal documents. It has standard quality and normal speed.
   • Select **MONO–PHOTO** for black and white photographs and more complex graphics.
   • Select **MONO–DRAFT** for draft quality and the fast print speed.

6. Press **Menu** repeatedly to find 'DEF. REDUC/ENLAR'.

7. Enter the desired zoom rate using the number keypad. You can set the zoom rate from 25% up to 200%.

8. Press **Menu** to find 'DEF. COLLATE'.

9. Press **Option** repeatedly to set the collation on or off. When this menu is set to **ON**, multiple copies print in sets. For example, if you are making two copies of a three page document, the pages print in this order: 1, 2, 3, 1, 2, 3.
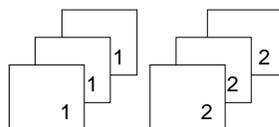
OFF   ON
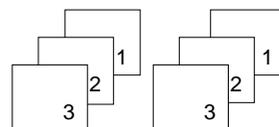
10. Press **Start/Enter** to save the setting. Then, to return to Standby mode, press **Stop**.

Setting Alert Tones

You can choose an alarm tone to sound when an error occurs (ALARM SOUND) or any key is pressed (KEY SOUND).

1. Press **Setup** on the front panel. The display shows the first menu; DATE & TIME.

2. Press **Menu** repeatedly until you find 'SYSTEM SETUP'.

3. Press **Start/Enter** to access the System Setup menu. The first option, 'RINGER VOLUME' appears.

4. Press **Menu** until you find 'ALARM SOUND'.

5. Press **Option** repeatedly to set the alarm sound on or off.

6. Press **Menu** to find 'KEY SOUND'.

7. Press **Option** repeatedly to set the key sound on or off.

8. Press **Start/Enter** to save the setting. Then, to return to Standby mode, press **Stop**.

Setting Up the DRPD (Distinctive Ring Pattern Detection)

"**Distinctive Ring**" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number used to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients and need to know which number someone is calling to properly answer the phone.

Using the Distinctive Ring Pattern Detection feature, your fax machine can "learn" the ring pattern you designate to be answered by the FAX machine. Unless you change it, this ringing pattern will continue to be recognized and answered as a FAX call. All other ringing patterns will be forwarded to the extension telephone or answering machine plugged into the EXT jack. You can easily suspend or change the Distinctive Ring Pattern Detection at any time.

Before using the Distinctive Ring Pattern Detection option, the Distinctive Ring service must be installed on your telephone line by the telephone company. To setup the Distinctive Ring Pattern Detection, you will need another telephone line at your location, or someone available to dial your FAX number from another phone line.

1. Call your fax number from another telephone. When your machine begins to ring, do not answer the call.

2. Press **Setup** on the front panel. The display shows the first menu; DATE & TIME.

3. Press **Menu** repeatedly until you find 'SYSTEM SETUP.'

4. Press **Start/Enter** to access the System Setup menu. The first option, 'RINGER VOLUME' appears.

5. Press **Menu** until you find 'SETUP DRPD.'

6. Press **Start/Enter**. Your machine starts learning the pattern and the display shows 'LEARNING DRPD.'

7. When the machine completes learning, the display shows 'DONE'. And then, the machine returns to Standby mode and the reception mode is automatically set to DRPD mode.

Notes:
• DRPD must be set up again if you re-assign your fax number, or connect the machine to another telephone line.
• After DRPD has been set up, call your fax number again to verify that the machine answers with a fax tone. Then have a call placed to a different number assigned to that same line to be sure the call is forwarded to the extension telephone or answering machine plugged into the **EXT** jack.

Sending a Fax

Preparing Documents for Faxing or Copying

To fax or copy documents that are printed on standard letter or A4 size paper, follow these guidelines.

- Do not attempt to feed the following types of documents into the machine: - wrinkled, curled, or folded paper
    - chemically processed paper (pressure-sensitive paper, carbon-coated paper, etc.)
    - coated paper (glossy, etc.)
    - thin paper (onion skin, airmail paper, etc.)
    - thick paper
    - small or short paper (such as a label, voucher, etc.)
    - paper made of cloth or metal

    To feed any of these documents, make copies using a standard copy machine and insert the copies into the document tray.
- Remove all staples and paper clips before feeding the document.
- Ensure any glue, ink, or correction fluid on the paper is completely dry before feeding the document.
- Do not feed documents with pages that are different sizes or different thicknesses.

ACCEPTABLE DOCUMENTS (for ADF[1])

		Single Sheet	2 or More Sheets
Document Size	Max.	8.5 in. (W) x 14 in. (L) (216 mm x 356 mm)	8.5 in. (W) x 11.7 in. (L) (216 mm x 297 mm)
	Min.	5.8 in. (W) x 5.0 in. (L) (148 mm x 128 mm)	
Effective Scanning Width		8.26 in. (210 mm)	
Number of sheets which can be loaded at a time			Up to 30
Thickness of document		0.05 mm ~ 0.07 mm 0.15 mm ~ 0.2 mm	0.075 mm ~ 0. 12 mm
Print Quality		Uncoated on both sides	

[1] ADF stands for Automatic Document Feeder. It allows you to stack original documents, which will be faxed or copied one by one.

Setting Document Resolution and Contrast

We recommend sending documents printed using a typewriter, felt tip pen, black ink, or laserwriter. The paper should be white or very light, and of normal weight – not cardboard. Blue lines on a ruled pad do not fax well.

To send normal documents, there is no need to adjust the resolution and the contrast.

To send documents with unusual contrast characteristics, including photographs, adjust the resolution and contrast.

Resolution

To increase sharpness and clarity, press the **Resolution** button after loading a document, and press **Option** repeatedly until you find the desired mode. You can choose between STANDARD, FINE, or SUPER FINE mode.

STANDARD (98 X 203 dpi) works well for documents with normal sized characters.

FINE (197 X 103 dpi) is good for documents containing small characters, thin lines, or print from a dot-matrix printer.

SUPER FINE (300 X 300 dpi) works well for documents containing extremely fine details. SUPER FINE works only if the remote machine also has the SUPER FINE features.

Contrast

To compensate for the brightness or darkness of your document, press the **Receive Mode/Contrast** button after loading a document and press **Option** repeatedly until you find the desired mode. You can choose between NORMAL, DARKEN, LIGHTEN, or PHOTO.

NORMAL works well for normal documents.

LIGHTEN works well for dark print. The dark image and text on the document will be lighter on the printed page.

FAX PHOTO is used when faxing photographs or other documents containing color or shades of gray. When you choose this mode, you should set the resolution to **FINE**.

DARKEN works well for light print or faint pencil markings. The light image and text on the document will be darker on the printed page.

Loading Documents

1. Load your document **face down** with the top edge first going into the document feeder.

2. Adjust the document guides for the width of the document.

3. Slide the sheet down into the document feeder until it is in the feed area.

Document guide
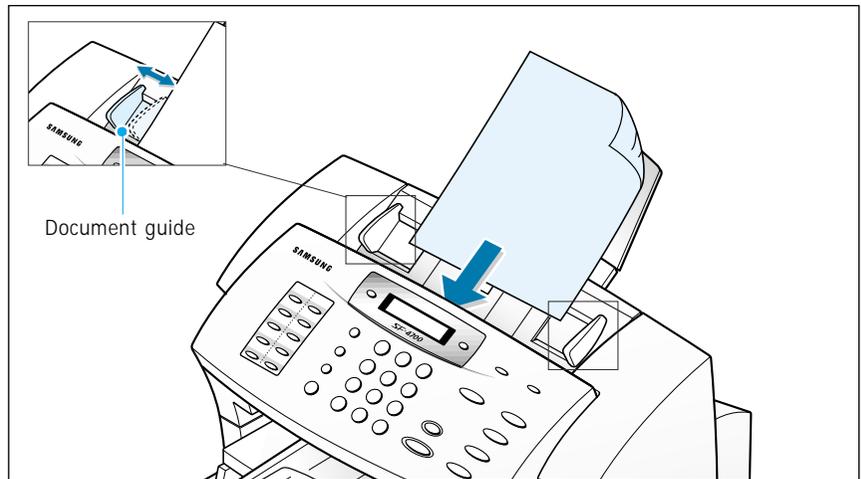
You can insert up to **30 sheets at a time**. If you insert more than one sheet, ensure the bottom sheet enters first. Stagger the leading edge of the document slightly, and insert the document with a slight push to ensure they feed smoothly.

To add pages while the fax is being sent, place them on top of the already loaded sheets.

4. If necessary, use the **Resolution** and **Receive Mode/Contrast** button to change the resolution and the contrast (see page 4.7).

Sending a Fax Automatically

1. After loading a document, enter the number of the remote fax using the keypad.

   One-touch or speed dialing is also available if you have already stored the number into a one-touch or speed dial number. For information on storing and using numbers in the memory, see page 4.17.

   If you make a mistake while entering a number, press **Search/Delete** to delete the number.

2. Press **Start/Enter** when the number appears correctly on the display. The machine dials the number and begins to transmit.

Canceling a Transmission

Press **Stop** any time during transmission. The machine continues to send the fax and the display shows a message warning that the machine is in use. Press **Stop** again.

Confirming a Transmission

When the last document has been sent successfully, the machine beeps and returns to the Standby mode.

If something went wrong during your fax transmission, an error message appears on the display. For a listing of error messages and their meanings, see page 7.7. When you receive an error message, press **Stop** to clear the message and resend the document.

You can print out a confirmation report automatically each time sending is completed. For more information, see `Setting User-Selectable System Options' on page 4.34.

Automatic Redial

If the number you have dialed is busy or there is no answer, the machine will automatically redial the number every three minutes up to a maximum of two times.

The display shows 'RETRY REDIAL?.' To redial the number without waiting, press **Start/Enter**. To cancel the automatic redial, press **Stop**.

Last Number Redial

Press **Redial/Pause** with a document loaded in the feeder, the machine begins to send.

The redial memory in your machine retains the last 10 numbers called. To search through the redial memory, do as follows:

1. Press and hold **Redial/Pause** for about 2 seconds.

2. Press **Menu** to search through the memory until you find the desired number.

3. When the number appears on the display, press **Start/Enter** to dial.

Sending a Fax After Talking

If you have an external telephone connected to EXT jack on the back of your machine, you can send a fax after talking with the remote location.

1. After loading a document, press **On-Hook Dial**. You hear a dial tone. Then, dial the remote number, then press **Start/Enter**.

   You can also use the extension phone to call the remote machine.

2. If the remote party answers, talk by using the extension phone.

3. Press **Start/Enter** after you finish talking. The machine begins to transmit.

4. Replace the handset.

Receiving a Fax

About Reception Modes

Your machine has four reception modes:

- In **FAX** mode, the machine answers an incoming call and immediately goes into receive mode.

- In **ANS/FAX** mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to the fax machine.

   Note: To use the ANS/FAX mode, attach an answering machine to the **EXT** jack on the back of your machine (see page 8.1).

- In **TEL** mode, the automatic fax reception is turned off. You can receive a fax by picking up the handset of the extension phone and pressing **Start/Enter** on the front panel of your SF-4700 Series product.

   Note: To use the TEL mode, connect an extension phone to the EXT jack on the back of the machine.

- In **DRPD** mode, you can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature. "Distinctive Ring" is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. This mode is displayed when you have set up the distinctive ring pattern. For details on this feature, see page 4.4.

The current reception mode is displayed when the machine is in Standby mode.

```
READY          FAX          ──── Current reception mode
FEB/22     11: 35P
```

If you seldom use the fax line for voice conversations, set your machine to receive a fax automatically by selecting the FAX mode.

Loading Paper for Receiving Faxes

The instructions for loading paper in the paper input tray are the same whether you are printing, faxing, or copying, except that faxes can only be printed on letter-, A4-, or legal-sized paper. See "Loading Paper" on page xx for instructions.

After loading paper for receiving faxes, set the paper size to the size of paper you normally load in the paper input tray. SF-4700 Series product uses this setting when printing reports and determining autoreduction for incoming faxes. See page xx to set the paper size.

Note: The printing function does not use this setting. If you are loading special-sized media only for your current print job, do not change this setting. After you have finished printing, reload the original paper.

Receiving Automatically in FAX Mode

The SF-4700 is preset to FAX mode at the factory. If you have changed the fax mode, take the following steps to receive faxes automatically:

1. Press **Receive Mode/Contrast** on the front panel, then **Option** until the display shows 'FAX'.

2. When you receive a call, the machine answers the call on a specified number of rings and receives a fax automatically. To change the number of rings. See 'Setting User-Selectable System Options' on page 4.34.

   To adjust the ringer volume, see 'Setting Ringer Volume' on page 4.1.

Receiving Automatically in ANS/FAX Mode

For this mode, you **MUST** attach an answering machine to the **EXT** jack on the back of your machine (see page 8.1).

1. Press **Receive Mode/Contrast** on the front panel until the display shows 'ANS/FAX.'

2. When you receive a call, the answering machine will answer.

   If the caller leaves a message, the answering machine stores the message as it would normally. If your machine hears a fax tone on the line, it automatically starts to receive fax.

Notes:
- If you have set your machine to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to your machine, your machine will automatically go into FAX mode after 6 rings.
- If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 1 ring.
- If you are in TEL mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

Receiving Manually in TEL Mode Using an Extension Phone

If you are using the external telephone connected to the EXT jack on your machine, you can answer calls and start the machine to receive a fax.

1. Press **Receive Mode/Contrast** on the front panel until the display shows 'TEL'.

2. When the telephone rings, answer it by picking up the handset of the external phone.

3. If you hear a fax tone, or if the person on the other end asks you to receive a fax, press **Start/Enter** on the front panel.

   Or, press the keys " ∗ 9 ∗ " (star nine star) on the extension telephone.

   If you still hear the fax tone from the remote machine, try pressing " ∗ 9 ∗ " once again.

   " ∗ 9 ∗ " is the remote receive start code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you choose. For more information, see page xx.

4. When the machine starts receiving the document, replace the handset of the telephone.

Making a Copy

Copying Overview

Copying from the keypad only supports black and white copying. When making a copy, several optional features can be set.

- **Copy quantity** : 1 to 99 copies of the document can be made.

- **Copy type** : You can select the best copy quality. MONO– NORMAL, MONO–PHOTO and MONO–DRAFT are available.

- **Copy contrast** : The contrast can be changed to produce optimal copy quality for a particular document containing faint markings or a dark image. NORMAL, LIGHTEN and DARKEN are available.

- **Custom sizing**: You can reduce or expand the image size from 25% up to 200%.

- **Print order :** With this option, you can print the copies of the document in its original order or you may reverse the print order.

Making a Single Copy

To make a single copy without setting options, take the following steps:

1. Load a document with the print side facing down.

2. Press **Copy** twice. Your machine starts copying.

Using Advanced Copy Features

You can adjust the quantity, type, contrast, size, and print order for copying. Take the following steps:

1. Load your document **face down** with the top edge first going into the document feeder.

2. Press **Copy**. The display asks you to enter the copy quantity (1 to 99).

3. If you need two or more copies, enter the desired number .

4. Press **Menu** to set the next option. Select the copy type.

5. Press **Option** repeatedly until you find the desired copy type:
   • Select **MONO–NORMAL** for normal documents.
   • Select **MONO–PHOTO** for photographs and more complex graphics.
   • Select **MONO–DRAFT** for draft quality and the fast print speed.

6. Press **Menu** to set the next option. The display asks you to select the copy contrast.

7. Press **Option** repeatedly until you find the wanted mode:
   • **NORMAL** works well for most documents.
   • **LIGHTEN** works well for dark print. The dark image and text on the document will be lighter on the printed page.
   • **DARKEN** works well for light print or faint pencil markings. The light image and text on the document will be darker on the printed page.

8. Press **Menu** to set the next option. The display asks you to set the copy size (25% to 200%).

9. If you want to reduce or expand the image size, enter the number of the desired zoom rate using the number keypad.

10. Press **Menu** to set the next option. The display asks you to select the print order.

11. Press **Option** repeatedly to select the print order:

    • Select **AS SCANNED** to print the copies in the order that they were inserted.

    • Select **REVERSE** to print the copies in reverse order.

12. When the desired setting is selected, press **Copy** or **Start/Enter** to begin the coping.

Note: When you set the copy options, pressing **Copy** or **Start/Enter** anytime begins the copy operation immediately.

Automatic Dialing

How To Enter a Name Using the Number Keys

As you perform various tasks, you will need to enter names and numbers. For example, when you set up your machine, you have to enter your name (or your company's name) and telephone number. When you store a one-touch dial or speed dial, you also enter the telephone numbers and names.

When the display asks you to enter a name, the LCD display reads:

```
NAME: _
```

Use the procedures described below to enter alphanumeric characters, special symbols, or spaces.

Entering Alphanumeric Characters

You can also include special symbols (space, plus sign, etc.) in the name by using the **0** key. See `Keypad Character Assignments' on the next page.

1. Locate the button labeled with the letter you want – then press the button repeatedly until the correct letter appears in the display.
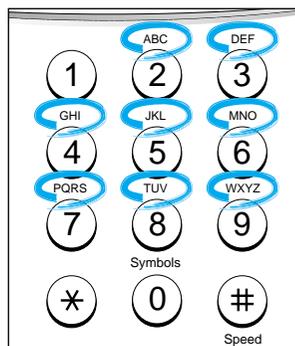
For example, to enter an '**R**', press **7** (labeled PRQS). Each time you press **7**, the display shows a different letter–first '**P**', then '**Q**', '**R**', '**S**', and finally '**7**.'

The letter appears on the display as shown below.

NAME: <u>R</u>
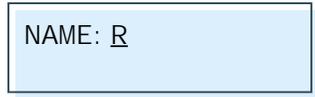
2. When the letter you want appears on the display, press another number key labeled with the next letter you want.

If the next letter is printed on the same number button, move the cursor by pressing #, then press the button.

The blinking cursor moves right and the next letter appears on the display.

NAME: R<u>P</u>

3. Select additional letters in the same way. When you have finished entering the letters, press **Start/Enter**.

KEYPAD CHARACTER ASSIGNMENTS

Key	Assigned numbers, letters, or characters
1	Space → 1
2	A → B → C → 2
3	D → E → F → 3
4	G → H → I → 4
5	J → K → L → 5
6	M → N → O → 6
7	P → Q → R → S → 7
8	T → U → V → 8
9	W → X → Y → Z → 9
0	+ → - → , → . → ' → / → * → # → & → 0

Editing Name

If you make a mistake while entering a number or name, move the cursor under the incorrect digit by #. Then, press the correct number to change, or press **Search/Delete** to delete the number.

Inserting a Pause While Entering a Number

Some telephone systems require an access code (9, for example) and listen for a second dial tone before dialing an outside number. In such cases, you must insert a pause in the number when setting up a one-touch or a speed dial number.

To insert a pause, press **Redial/Pause** while entering the number.

When you dial a number, the dialing process pauses for a specified time at the point where you pressed **Redial/Pause**.

For a longer pause, press **Redial/Pause** twice.

One-Touch Dialing

One-Touch dialing lets you use any of the 10 one-touch buttons to automatically dial a number.

Storing a Number for One-Touch Dialing

1. Press and hold one of ten one-touch buttons for about 2 seconds. The display shows `Txx:', where `xx' represents the selected one-touch button number.

   ```
   Txx: _
   ```

   If a number has already been stored in the location you chose, the display shows the number. To edit the number, see the next page.

   If you press and hold the button used for group dial number, the display shows 'GROUP NO. IS REGISTERED', then asks you to press another one-touch button.

2. Enter the number you want to store by using the number keypad, then press **Start/Enter**.

   To insert a pause between numbers, press **Redial/Pause**; a 'P' appears on the display.

   If you make a mistake while entering a number, press **Search/Delete** and re-enter the correct number.

3. The display asks you to enter a name. For information on how to enter names, see page 4.17.

   Or, if you do not want to assign a name, skip this step.

   If you assign a name to the number, the name appears on the display when you press the one-touch button.

4. Press **Start/Enter** when the name appears correctly or without entering a name. The display asks you to press another one-touch number.

5. To set another one-touch number, press the desired one-touch button and repeat steps 2 through 4.

   Or, to return to Standby mode, press **Stop**.

Editing a Number for One-Touch Dialing

1. Press and hold the one-touch button where the phone number has been stored.
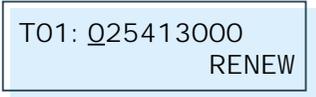
```
TO1: 025413000
              RENEW
```

2. Press **Option** to select the desired option.

   To register a new number to the one-touch number, select **RENEW** and enter the new number.

   If you want to set another one-touch number, select **OTHER** and repeat steps 2 through 4 of 'Storing a Number for One-Touch Dialing.'

3. When you have finished editing, press **Start/Enter**.

Sending a Fax Using a One-Touch Number

1. Load the document **face down** with the top edge first going into the document feeder.

2. Press the one-touch button (1 through 10) where you stored a number. The number will be automatically dialed and the document transmitted when the remote fax machine answers.

Using Address Label

A One-touch label sheet is included with your machine. As you store numbers in one-touch dial buttons, make a note of the numbers on the label to remind you which number is stored in each position.

1. Remove the clear cover and label.
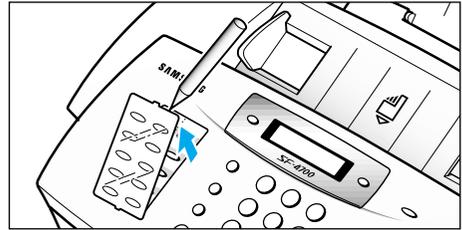
2. Write information on the label and replace the label and cover.

   You may want to use pencil in case you wish to change these numbers later.
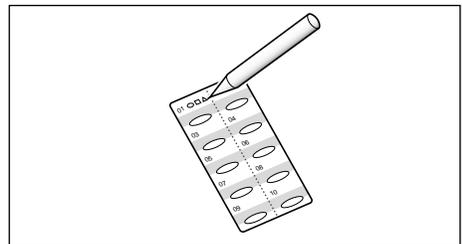
Speed Dialing

You can store up to 50 numbers in 2-digit Speed Dial locations (01-50).

Storing a Number for Speed Dialing

1. Press and hold **Speed** for about 2 seconds.

```
ENTER  LOCATION
  NO. [01-50] >   ##
```

2. Enter a 2-digit location number (01 through 50) where you want to store a number, then press **Start/Enter**.

   If a number has already been stored in a location, the display shows the number. To edit the number, see the next page.

3. Enter the number you want to store, then press **Start/Enter**.

```
Sxx: 05512637522_
```

where xx represents the speed location you have selected at step 2.

4. To assign a name to the number, enter the desired name. For information on how to enter names, see page 4.17.

   If you do not want to assign a name, skip this step.

5. Press **Start/Enter** when the name appears correctly or simply without entering a name. The display asks you to select another location.

6. To store more speed dial numbers, repeat steps 2 through 5.

   To return to Standby mode, press **Stop**.

Editing a Number for Speed Dialing

1. Press and hold **Speed** for 2 seconds.

2. Enter the 2-digit location number where the phone number you want to edit has been stored, then press **Start/Enter**. The display shows the number.
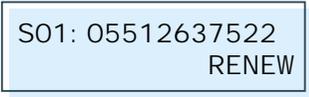
   > S01: 05512637522
   >   RENEW

3. Press **Option** to select the desired option.

   To store a new number to the speed dial number, select **RENEW** and enter the new number.

   If you want to set another speed dial number, select **OTHER** and repeat steps 2 through 4 of 'Storing a Number for Speed Dialling.'

4. When you have finished editing, press **Start/Enter**.

Sending a Fax Using a Speed Number

1. Load the document **face down** with the top edge first going into the document feeder.

2. Press **Speed**, then enter a 2-digit speed dial location number.

3. Press **Start/Enter** to dial the number. The number will be automatically dialed and the document transmitted when the remote fax machine answers.

Searching for a Number in the Memory

There are two ways to search for a number in the memory. You can either scan from **A** to **Z** sequentially, or you can search using the first letter of the name associated with the number.

Searching Sequentially through the Memory

1. Press **Search/Delete** on the front panel.
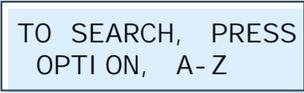
```
TO SEARCH, PRESS
   OPTION, A-Z
```

2. Press **Option** to scroll through the memory until you find the name and number you want.

   Pressing **Option** allows you to search downward through the entire memory in alphabetical order (from **A** to **Z**).

   While searching through the machine's memory, you will see that each entry is preceded by one of three letters: '**T**' for one-touch dial, '**S**' for speed, or '**G**' for group dial number. These letters tell you how the number is stored.

3. When the name and number you want appears on the display, press **Start/Enter** to dial.

   If a document is loaded, the document begins to be transmitted when the remote fax machine answers the phone.

Searching with a Particular First Letter

1. Press **Search/Delete**, then press the button labeled with the letter you want to search for. A name beginning with the letter appears on the display.

   For example, if you want to find the name 'MOBILE,' press the '**6**' button, which is labeled with 'MNO.'

2. Press **Option** to display the next name in the list.

3. When the name and number you want appear, press **Start/Enter** to dial.

Advanced Fax

Delayed Transmission

The SF-4700 can be set to send a fax at a future time.

1. Load your document **face down** with the top edge first going into the document feeder. And adjust Resolution and Contrast, if necessary. For details, see page 4.7.

2. Press **Advanced Fax** on the front panel.
   The display shows the first menu; DELAY TX.

3. Press **Start/Enter** to access the Delay TX menu.

4. Enter the number of the remote machine using the ten number keypad.

   You can also press a one-touch button including group dial buttons. If not, press **Speed**, enter a 2-digit speed dial number, then press **Start/Enter**. The stored number appears on the display.

5. Press **Start/Enter** to confirm the number. The display asks if you want to enter another fax number.

```
ANOTHER  FAX  NO. ?
                YES
```

6. Select **YES** or **NO** by pressing **Option**, then **Start/Enter**.

   If you want to send to more than one location, select **YES** and repeat steps 4 and 5.

   Note: You cannot use Group dial numbers for another fax number.

   Or,

   To send to one location or when you complete the last fax number setting, select **NO** and press **Start/Enter**.

7. The display asks you to enter a name. If you want to assign a name to the transmission, enter the name. If not, skip this step.

   For details on how to enter the name using the number keypad, see page 4.17.

8. Press **Start/Enter**. The display shows the current time and asks you to enter the time when the fax is to be sent.

```
CURRENT 1O: 3O  AM
START    1O: 3O  AM
```

9. Enter the time by using the number keypad, select **AM** or **PM** by pressing **Option**, then press **Start/Enter**.

10. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored.

11. The machine returns to Standby mode and the display alternates between messages to remind that you are in Standby mode and that a Delayed Transmission is set.

   Note: To cancel the operation reserved in memory, see 'Canceling a Scheduled Operation' on page 4.31.

Memory Transmission

This feature will allow documents to be sent to multiple locations. After sending, the documents are erased from the memory.

1. Load your document **face down** with the top edge first going into the document feeder. And adjust Resolution, and Contrast, if necessary. For details, see page 4.7.

2. Press **Advanced Fax** on the front panel.
   The display shows the first menu; DELAY TX.

3. Press **Menu** until the display shows 'MEMORY TX.'

4. Press **Start/Enter** to access the Memory TX menu.

5. Enter the number of the remote machine using the number keypad.

   You can also press a one-touch button including group dial buttons. If not, press **Speed**, enter a 2-digit speed dial number, then press **Start/Enter**. The stored number appears on the display.

6. Press **Start/Enter** to confirm the number. The display asks you to enter another fax number.

7. Select **YES** or **NO** by pressing **Option**, then **Start/Enter**.

   If you want to send to more than one location, select **YES** and repeat steps 5 and 6.

   Note: You cannot use Group dial numbers for another fax number.

   Or,

   To send to one location or when you complete the last fax number setting, select **NO** and press **Start/Enter**.

8. The document will be scanned into memory. The display shows the memory capacity and the number of pages being stored. The machine begins sending the documents in order of the numbers you entered.

• If 'MEMORY FULL' occurs while scanning into the memory, the display will show:

```
MEMORY FULL - TO
   ABORT, STOP
```

Press **STOP** to cancel the operation. Cancel the unnecessary operation stored in memory to expand the memory. See page 4.31.

• If an error occurs while sending to a specific number, the machine transmits the document to all the other numbers, then retries the number that previously recorded an error. After completing transmission, your machine prints the multi-communication report.

Polling

What is Polling?

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document is not in the office. The person to receive the document calls the machine holding the original and requests that the document be sent. In other words, it "polls" the machine holding the original.

Polling Transmission

You can program the fax machine to send documents in your absence when polled by a remote fax machine. A polling code is used to prevent unauthorized polling of your machine. When you secure your machine in this manner, only those who know the poll code can poll your machine.

1. Load your document **face down** with the top edge first going into the document feeder, and adjust Resolution and Contrast. For details, see page 4.7.

2. Press **Advanced Fax** on the front panel.
   The display shows the first menu; DELAY TX.

3. Press **Option** until 'POLLING TX' appears, and press **Start/Enter**.

4. The display asks you to enter a 4-digit poll code. The poll code is preset to 0000 at the factory which represents no poll code.

```
POLL CODE
[ 0000]
```

5. To use a poll code, enter the 4-digit code (except for 0000), then press **Start/Enter**. Or,

   If you do not want to secure the transmission with a poll code, press **Start/Enter** when the display shows 0000 for the poll code, or press **0000**.

6. The machine stores the document in memory. The display counts the number of pages being stored in memory and the memory capacity remaining.

   The machine returns to Standby mode and the display shows a reminder that a Polling Transmission is set. The machine automatically switches to FAX mode (automatic receiving) when set to be polled.

Receive Polling

You can set your machine to automatically receive documents from one or more unattended remote fax machines. This feature permits unattended polling in the evening hours when telephone rates are lower.

Note: The remote machine must be ready for polling.

1. Press **On-Hook Dial** and when you hear a dial tone, call the remote fax machine.

2. When you hear the fax tone, press **Advanced Fax**. The display shows 'TO POLL RX PRESS START'.

3. Press **Start/Enter**. The display asks you for a 4-digit code. Poll code '0000' represents no code.
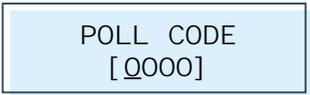
```
        POLL  CODE
        [ 0000]
```

4. If the remote machine is secured with a poll code, you must enter the correct code, and press **Start/Enter**. Or,

   If the remote machine is not secured with a poll code, press **Start/Enter** to accept [0000] which represents no code.

5. The machine begins to receive polling.

Notes:
• To cancel the operation, press **Stop** at any time.
• Not all fax machines have polling capability, and polling incompatibility can occur between different manufacturers.

Group Dialing (for Multi-Address Transmission)

Multiple one-touch and speed dial numbers can be registered as a group. By using the group number, you can send a document to multiple parties in a single operation. The machine will dial the remote numbers in stored sequence. If the number is busy, the machine will dial the next stored number. After dialing all of the stored numbers, the unit will automatically redial any number that was busy. Before you can use this feature, you must program the group numbers desired.

Storing One-Touch or Speed Dial Numbers for Group Dialing

1. Press **Advanced Fax** on the front panel.
   The display shows the first menu; DELAY TX.

2. Press **Menu** until 'GROUP NO. SET' appears, and press **Start/Enter**.

3. Press one of the ten one-touch buttons (1 through 10) that you want to use for group dial.

4. The display asks you to confirm that you use this button for group dialing.
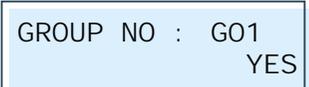
```
GROUP  NO  :  G01
                   YES
```

Press **Start/Enter** to confirm.

If you do not want to use the one-touch number, select **NO** pressing **Option** and **Start/Enter**. Then,press another one-touch button.

Note: If the button you chose has already been used for one-touch dialing or group dialing, the display warns the one-touch number is used.
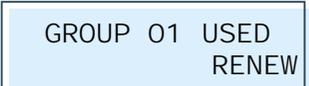
```
GROUP  01  USED
               RENEW
```

Select the desired option by pressing **Option**. To replace that number and continue, select **RENEW** and to start over with a different location, select **OTHER**. When the desired option is displayed, press **Start/Enter**.

5. The display asks you to press a one-touch button or to enter a 2-digit speed dial number that you wish to include in the group.

6. Press a one-touch button where the fax number you wish to include in the group is stored.

   Or,

   Enter a 2-digit speed dial location where the fax number you wish to include in the group is stored.

7. Press **Start/Enter**. Repeat step 6 to enter additional numbers into the selected group.

8. Press **Stop** when you have entered all the desired destinations. The display asks you to enter a name.

9. To assign a name to the group, enter the desired name. See page 4.17 for entering letters.

   Or,

   If you do not want to assign a name, skip this procedure.

10. Press **Start/Enter**. The display asks you to select a one-touch number for another group dial.

11. To continue storing, press the wanted one-touch button and repeat steps 4 through 10.

12. To stop storing, press **Stop**. The display returns to Standby mode.

Note: You cannot include one group dial number in another group dial number.

Sending a Fax Using Group Dialing (Multi-Address Transmission)

You can use Group Dialling for the Delayed Transmission or Memory Transmission.

Follow the procedure of the desired operation (Delayed Transmission - p.4.24, Memory Transmission - p.4.26). When the display requests you to enter the remote fax number, press the one-touch button where you stored the group number. You can use only one group number for each operation. Continue the procedure to complete the desired operation.

The machine automatically scans the document into memory and dials each of the numbers included in the Group.

Adding Documents To a Scheduled Operation

You can add documents to the delayed transmission previously reserved in memory.

1. Load the document **face down**, and adjust **Resolution**, or **Contrast**, if necessary. For details, see page 4.7.

2. Press **Advanced Fax** on the front panel.
   The display shows the first menu; DELAY TX.

3. Press **Menu** until 'ADD JOB' appears, and press **Start/Enter**. The display shows the operation, time and name currently reserved in memory.

4. Press **Option** repeatedly until you find the operation to which you want to add documents, then press **Start/Enter**.

   The machine automatically stores the documents in memory, and the display shows the memory capacity and the number of pages.

5. After storing, the machine displays the total number of pages, then returns to Standby mode.

Canceling a Scheduled Operation

1. Press **Advanced Fax** on the front panel.
   The display shows the first menu; DELAY TX.

2. Press **Menu** until 'CANCEL JOB' appears, and press **Start/Enter**. The display shows the operation, time and number currently reserved in the memory.

3. Press **Option** repeatedly until you find the operation you want to cancel, then press **Start/Enter**. The display asks you to confirm your selection.

4. Press **Option** repeatedly to select **YES**.

   If you do not want to delete the selected operation, select **NO**.

5. Press **Start/Enter** to cancel the operation. The stored operation is deleted from memory.

Additional Functions

Printing Reports

You can print reports containing useful information – Schedule Job, System Data, etc. The following reports are available:

Help List
Shows the machine's basic functions and commands and can be used as a quick reference guide.

Sending Confirmation
Shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results.

You can print the message confirmation report in one of the following ways (see page 4.34):
- Automatically after each transmission (ON)
- Automatically only if an error occurs during transmission (ERR)
- No report printed at all (OFF). You can print this report manually at any time.

Transmission Journal
Shows information concerning transmission activities recently made.

Reception Journal
Shows information concerning reception activities recently made.

Phone Book List
Lists all numbers currently stored in memory as One-touch dial numbers, Speed dial numbers, and Group dial numbers.

System Data List
Shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

Schedule Job Information
Shows the document currently stored for Delayed transmission, Priority transmission, Broadcasting, and Send polling. The list shows the starting time, type of operation, etc.

Multi-Communication Report
Is printed automatically after sending documents to or receiving documents from more than one location.

Power Failure Report
Is printed out automatically when power is restored after a power failure. This report shows data (if any) erased by the power failure.

Note: The list you have set to print out automatically will not print out when there is no paper loaded or a paper jam has occurred.

TO PRINT LISTS

1. Press **Report/Help** on the front panel. The display shows the first menu; HELP LIST.

2. Press **Option** until you find the list you want to print, then press **Start/Enter**. The selected list will be printed.

Setting User-Selectable System Options

Your machine has various user-selectable system options. These options are preset at the factory but you may need to change them. To find out how the options are currently set, print the System Data list. For more information on printing the list, see above.

Setting an Option

1. Press **Setup** on the front panel. The display shows the first menu; DATE & TIME.

2. Press **Menu** until 'SYSTEM DATA 'appears. The display shows the first option menu; PAPER SIZE.

3. Scroll through the options by pressing **Menu** repeatedly.

4. When the option you want appears on the display, press **Start/Enter**.

5. Choose the desired status by pressing **Option** repeatedly, or enter the desired value using the number keypad.

6. When the desired status appears, press **Menu** to move to the next option.

7. When setting is done, press **Start/Enter** to save the setting.

   You can exit from setup mode at any time by pressing **Stop**. The machine returns to Standby mode without saving the setting you have already changed.

Selectable Options

These instructions assume you have followed the steps on page 4.34 under 'Setting an Option' and the machine is prompting you to change one of the options listed here.

- **PAPER SIZE** — Select the paper size you will use for recording. **LETTER**, **A4** and **LEGAL** sizes are available.

- **SENDING CONFIRM** — A confirmation report shows whether the last transmission was successful or not, how many pages were sent, etc.

  Select **ON-ERROR** to print only when an error occurs and the transmission was not successful.
  Select **ON** to print a confirmation report automatically each time you send a fax.
  Select **OFF** to turn off.

- **IMAGE TCR** — When printing a Sending Confirmation report, you can specify if you want an image of the first page of the fax included in the report.

  Select **ON** to print the image on the report.
  If not, select **OFF**.

- **AUTO JOURNAL**—A journal shows specific information concerning transmission or reception activities, the time and dates of up to 50 of the most recent transmissions or receptions.

  Select **ON** to print journal automatically after every 50 transmissions or receptions.
  Select **OFF** to print journal manually.

- **RCV. START CODE** — The remote receive start code allows you to initiate fax reception from an extension phone plugged into the EXT jack on the back of your machine. If you pick up the extension phone and hear fax tones, enter the remote code and the machine will start receiving. The password is preset to ∗ 9 ∗ at the factory.

  Enter the desired code 0 to 9 on the number keypad.

- **ECM MODE** (Error Correction Mode) — This mode compensates for poor line quality and ensures accurate, error-free transmission with another ECM-equipped facsimile machine. If the line quality is poor, transmission time may be increased when the ECM is enabled.

  Select **ON** to enable.
  Select **OFF** to disable.

• **RX Reduction** — When receiving a document as long or longer than the paper loaded in your machine, the machine can reduce the data in the document to fit into your recording paper size.


Original   *Received data*
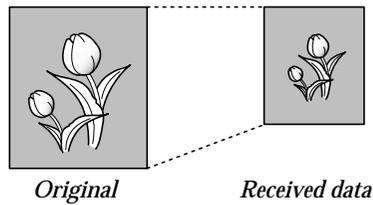
Turn this feature on to reduce an incoming page that may need to be divided into two pages with only a few lines on the second page. If the fax machine cannot reduce the data to fit onto one page with this feature enabled, the data will be divided and printed in actual size on two or more sheets if necessary.

Select **ON** to enable. Note that this feature does not apply to the copy mode.
Select **OFF** to turn this feature off. The overflow data will be printed out on a second page.
Select **ON-VERTICAL** to reduce an incoming page containing overflow data only in the vertical direction.

Original   *Received data*
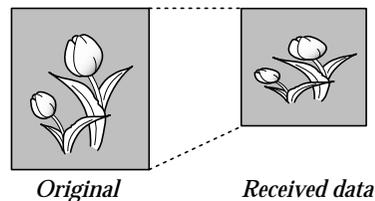
• **DISCARD SIZE** — When receiving or copying a document as long as or longer than the paper installed in your machine, you can set the machine to discard any excess image at the bottom of the page to fit onto the recording paper size.

Enter the desired discard size from 0 through 30 mm using the number keypad.

If the received page is outside the margin set, it will be printed on two sheets of paper at the actual size.

If the data is within the margin, and the Auto Reduction feature is on, it will be reduced to fit onto the appropriate size paper (Discard does not take place). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded.

- **REDIAL INTERVAL**—Your machine can automatically redial a remote fax machine if it was busy or does not answer on the first call.

  Enter the number of minutes (from 1 to 7) using the number keypad.

- **REDIAL COUNT**—Enter the number of attempts (from 0 to 2) to redial the number.

  If you enter 0, the machine will not redial.

- **ANSWER ON RINGS** —You can select the number of times your machine rings before answering an incoming call. If you are using your machine as both a telephone and a fax machine, we suggest you set the ring count to at least 4 to give you time to answer.

- **SEND FROM MEMORY**—Enables all transmission documents to be automatically scanned into the memory before transmission.

  Select **ON** to enable.
  Select **OFF** to disable.

- **STAMP RCV. NAME**—Allows the machine to automatically print the page number, and the date and time of the reception at the bottom of each page of a received document.

  Select **ON** to enable.
  Select **OFF** to disable.

- **FAXPRINT QUALITY** — Allows you to select the print quality for the received documents.

  Select **LETTER QUALITY** for normal print quality.
  Select **DRAFT QUALITY** for low quality, but fast print.
  Select **INK SAVE** to print documents using less ink. The print quality may be reduced.

- **CLOCK MODE**— Allows you to select the hour format for the time display in Standby mode. You can select between **12 HOUR** and **24 HOUR**.

Printing

Read this chapter to learn how to select and load print media and how to use the print settings. You'll also learn to how to use creative printing such as n-up, poster, and duplex printing.

The topics included in this chapter are:

Print Media

- ◆ Selecting Print Media
- ◆ Using the Automatic Paper Feeder
- ◆ Using the Manual Feeder
- ◆ Specialty Paper Guidelines

Printing

- ◆ Printing a Document
- ◆ Canceling a Print Job
- ◆ Printing Help

Creative Printing

- ◆ Duplex Printing
- ◆ Printing Several Pages Per Sheet
- ◆ Printing Posters
- ◆ Printing Booklets
- ◆ Printing Iron-On Transfers

Printer Control Program

- ◆ Using Printer Control Program

Print Media

Selecting Print Media

The type of media you select affects the performance and print quality.

Selecting Media Types

Most photocopy paper, postcards, index cards, transparencies, envelopes, and labels will work your printer, particularly paper that is marked for use in inkjet printers. For the best results, use one of the papers developed especially for an inkjet printer.

<u>What to Consider</u>

• **Desired outcome.** The paper you choose should be appropriate for the project. For example, use greeting card paper when making party invitations, or iron-on transfers when making T-shirts.

• **Size.** Choose any size paper that fits easily within the paper adjusters of the printer.

• **Weight.** Use 20~24-pound or 75~90 g/m^2 plain paper for multipurpose, everyday use.

• **Brightness.** Some papers are whiter than others and produce sharper, more vibrant colors. Use premium photo paper for documents with photographs. Use white inkjet paper for documents with any other pictures.

• **Surface smoothness.** The smoothness of the paper affects how crisp the printing looks on the paper. Glossy, coated paper works well for pictures and charts where you want crisp lines with intense, high-quality colors.

• **Opacity.** Opacity refers to the degree to which printing on one side of the paper shows through to the other side. Use paper high in opacity for two-sided printing. Brochure and flyer paper are ideal for two-sided projects.

Get the Right Paper

Your Samsung SF-4700 is designed to work well on most common office paper types and with quality 25% cotton bond paper. Because your printer uses ink to produce an image, paper that accepts ink produces the best results. Be sure to test a variety of paper types before buying large quantities.

Paper that Might Not Work

• Highly textured stock, such as linen, may not print evenly because the ink can bleed.

• Extremely smooth, shiny, or coated papers not specifically designed for inkjet printers can jam the printer and repel ink.

• Multi-part forms, such as duplicate or triplicate forms can wrinkle and jam; the ink is also more likely to smear.

• Paper in poor condition — with tears, dust, wrinkles, curled or bent edges, or that doesn't lie flat can jam the printer.

• Envelopes with thick or crooked edges; envelopes that are damaged, curled, wrinkled, or irregularly shaped; envelopes that are shiny or embossed; or envelopes with clasps or windows.

Selecting Media Sizes

The paper input tray can hold **up to 150 sheets** of 20 Ib (75 g/m^2) paper. The single-sheet manual input slot is designed to hold one sheet. Both can be adjusted to hold media measuring **from 3 by 5 inches** (76.2 by 127 mm) **to 8.5 by 17 inches** (216 by 432 mm). This includes, but is not limited to, the following paper and envelope sizes:

•**Letter:**   8.5 by 11 in; 216 by 279 mm
•**A4:**   8.25 by 11.75 in; 210 by 297 mm
•**Legal:**   8.5 by 14 in; 216 by 356 mm
•**Executive:**   7.25 by 10.5 in; 184 by 267 mm
•**COM10 Envelopes:**   4.125 by 9.5 in; 105 by 241 mm
•**Monarch Envelopes:**   3.875 by 7.5 in; 98.5 by 190.5 mm
•**Other Custom Size**

Note: Insert all media vertically (portrait orientation) into the paper input tray or single-sheet manual input slot. To print horizontally (landscape orientation), make this selection through software. Do not print on paper smaller than 3 by 5 inches (76.2 by 127 mm).
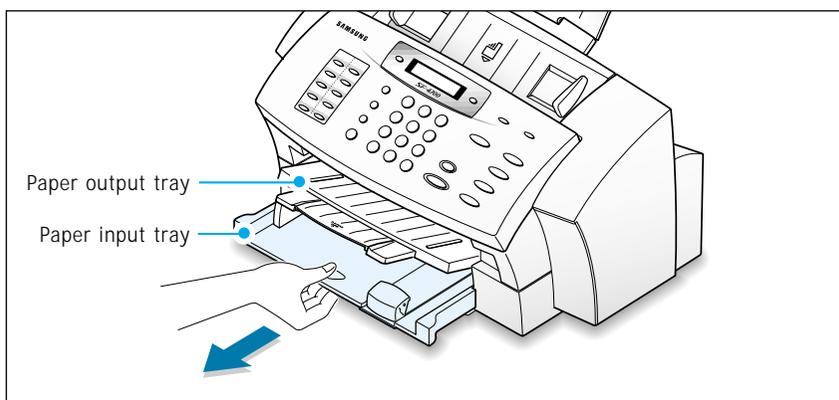
Using the Automatic Paper Feeder

You can stack paper, transparencies, or envelopes in the automatic paper feeder to feed automatically. The automatic feeder can hold a maximum of 150 sheets of plain paper. The maximum capacity may be reduced depending on the thickness.

For best results, adjust the paper settings each time you change paper (see page 5.10).

Note: If you experience feeding problems, try printing one at a time from the manual feeder. See page 5.7.

1. Pull the paper input tray completely out of the unit. If necessary, flip up the upper paper output tray for a better view of the paper input tray.

Paper output tray
Paper input tray

2. Slide the paper-width and paper-length adjusters out as far as possible to make room for the paper.

Paper-width adjuster
Paper-length adjuster
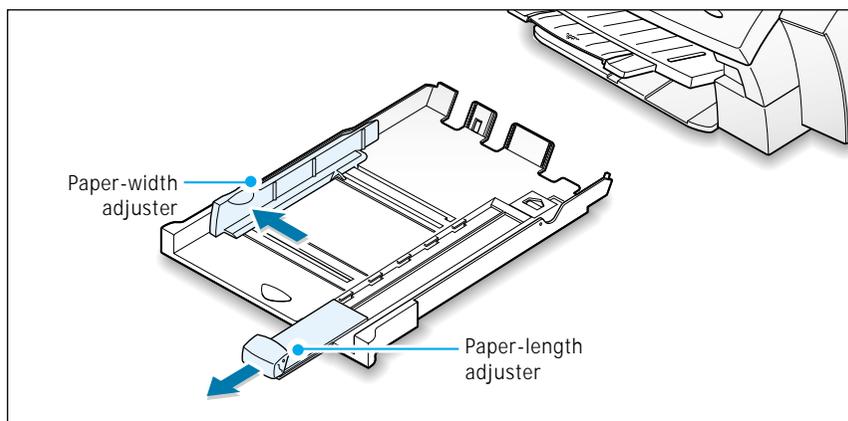
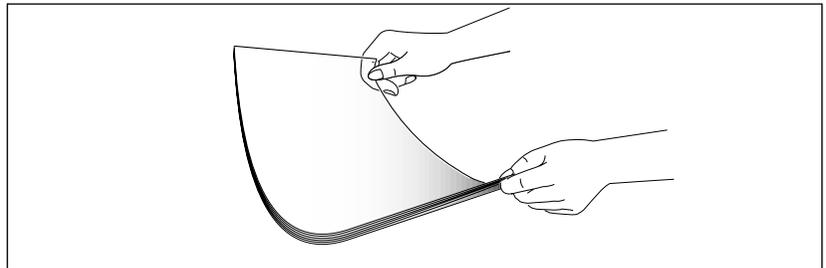3. Prepare the print material for loading.

- **For paper:**
  - Flex or fan the paper back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.
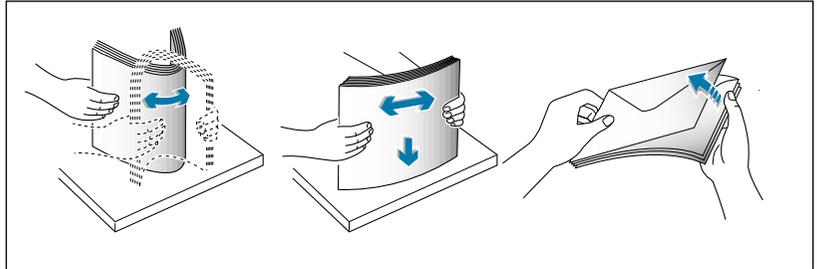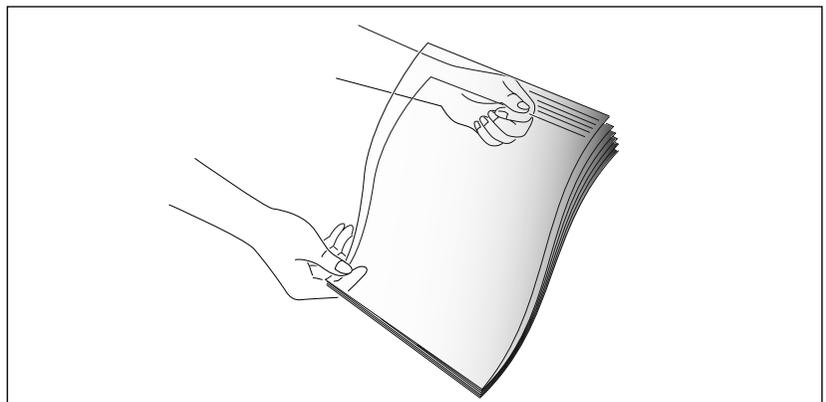

- **For transparencies:**
 - Hold the transparencies by the edges and avoid touching the print side.

  - Fan the stack of transparencies to prevent feeding failures. Be careful not to scratch or leave fingerprints on the print sides.

4. Load the print material into the paper tray. Load only as much paper as will fit beneath the lip protruding from the paper-length adjuster. Neatly stacking the paper before loading will help prevent print problems. Do not mix types. See the following directions to load each type of print material.
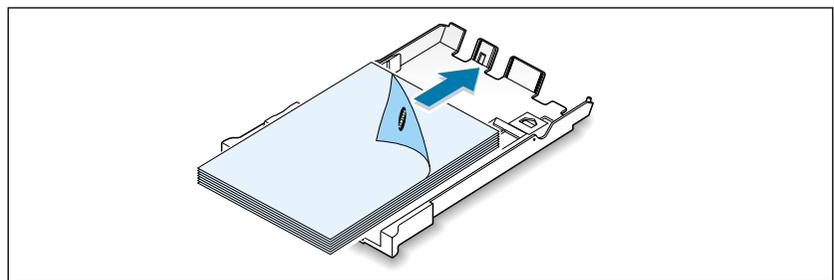
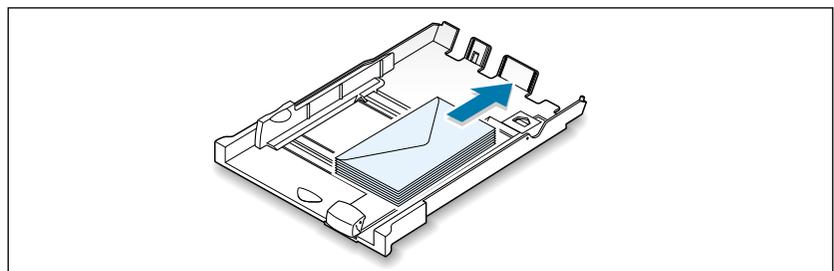- Load transparencies **face down with the adhesive strip on top going into the tray first**.

Adhesive strip
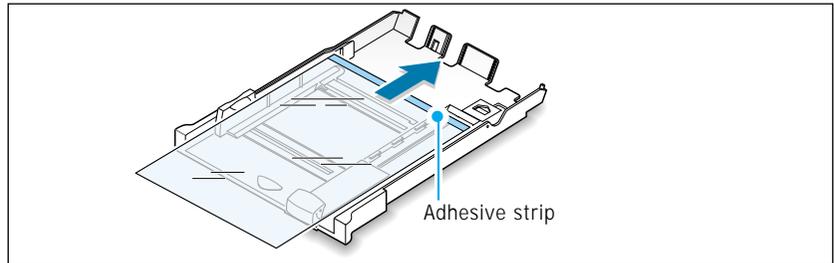
- Load photo paper **with the glossy side down**.
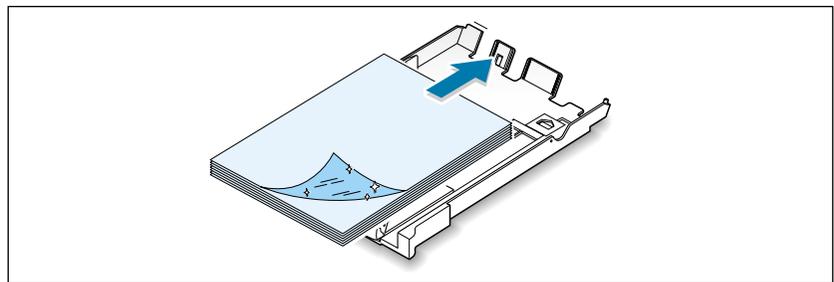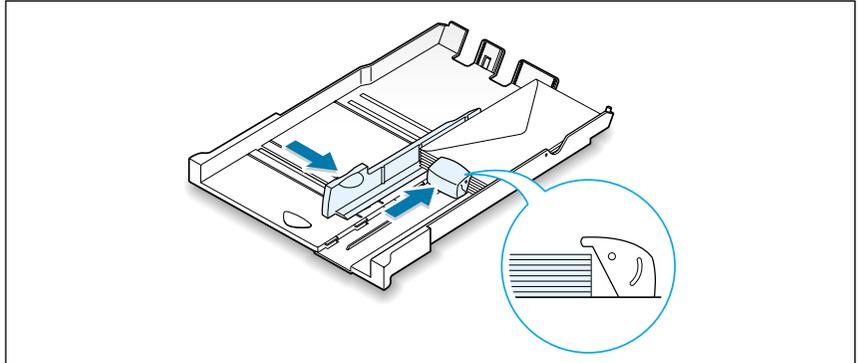

- Load letterhead paper **face down with the top of the page going into the tray first**.
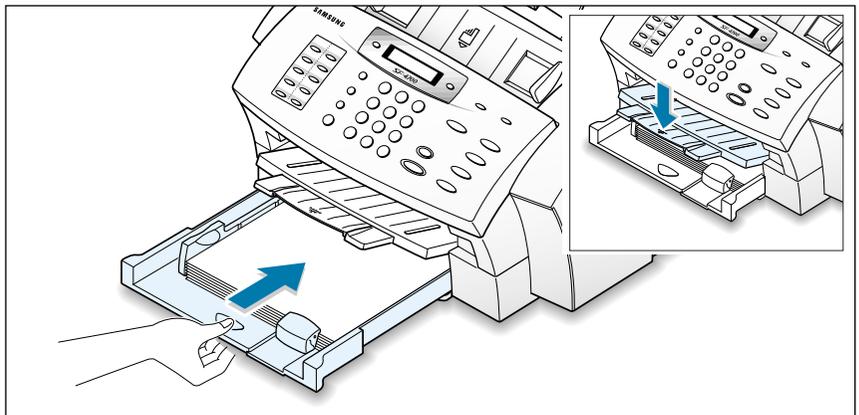

- Load a stack of envelopes **with the flap up and to the right**.

5. Slide both paper adjusters to fit against the paper's edges. **Ensure the paper line flat in the tray and fits under the tab of the paper-length adjuster.**

6. Slide the paper tray all the way back in. Flip the document output tray down.

Print Side Down

Most papers prints better on one side than on the other. This is especially true for coated or specially treated paper. The print side is usually indicated on the paper package. Be sure to insert the paper into the paper tray of the printer with the **print side down**.

Using the Manual Feeder

To load a single envelope, card stock, or specialty paper, use the manual input slot. When you use the manual input slot, you must feed one piece of media at a time. Manual feeding provides **a straight-through paper path** helpful when printing on heavy paper or when experiencing paper jam with the automatic paper feeder.
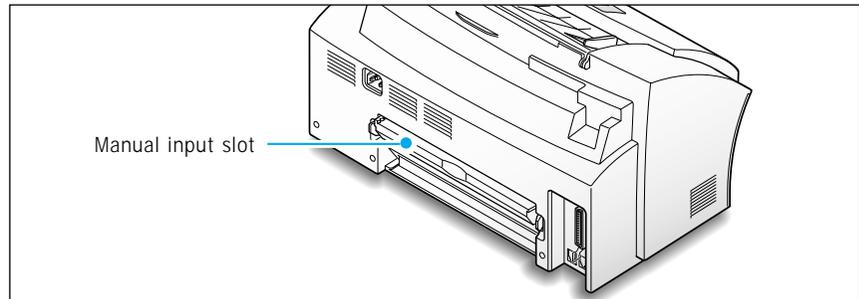
Manual input slot

Note: Make sure that you select the **Manual Feeder** for **Paper Source** and the correct paper size and type from your software application before starting your print job. See page 5.10.

1. Place the print media in the manual input slot and slide it to far left until it stops. Then slide it into the slot as far as it will go.

   Note: For envelopes, load with the flap side facing away from you. The stamp area is on the right side. The end of the envelope with the stamp area enters the feeder last. Do not feed stamped envelopes. The stamp is shown for placement only.
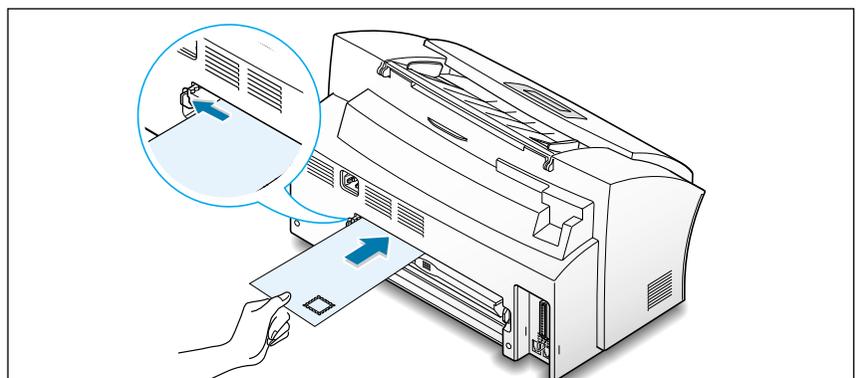
2. In your computer, start printing of the document.

3. For more than one page, manually feed the next sheet.

Specialty Paper Guidelines

- Read all instructions that come with special paper for important information regarding how to achieve the highest print quality.

- It is recommended to feed one sheet at a time for special paper types, specially T-shirt transfer.

- For transparency film and glossy photo paper, follow these guidelines:
  - Let printed sheets of film or paper dry completely before storing.
  - When a sheet of film has dried completely, cover its printed side with a sheet of plain (not coated) paper before storing; This is recommended even if placed in a clear file or plastic holder.
  - Do not leave the film in the paper tray for long periods of time as dust and dirt may accumulate, resulting in poor copy quality.
  - To avoid fading, do not expose the printed film to prolonged direct sunlight.
  - Store unused papers and films flat. Do not remove papers from their protective packaging until ready for use.
  - Store unused film at temperatures between 59°F to 86°F (15°C to 30 °C). The relative humidity should be between 10% and 70%.

- If the print density of your page is very high, light paper stock may curl slightly due to the large amount of ink. To print dense graphics, try printing on heavier stock.

- Do not use paper that is thicker than the specifications as contact with the print head nozzles may damage the cartridge.
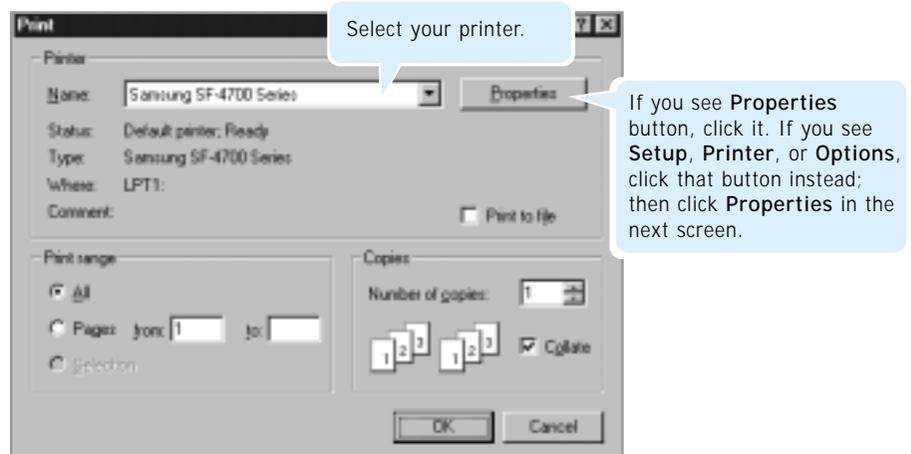
Printing

Printing a Document

The following procedure describes the steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program. Refer to your software application's documentation for the exact printing procedure.

1. Start the program to create the document, and open the document you want to print.

2. Select **Print** from the **File** menu. You see the Print dialog box for your application (the Print dialog box for your application may look slightly different).

   The basic print settings you required are usually selected within the Print dialog box. These settings include the number of copies, paper size, and page orientation.

Select your printer.

If you see **Properties** button, click it. If you see **Setup**, **Printer**, or **Options**, click that button instead; then click **Properties** in the next screen.
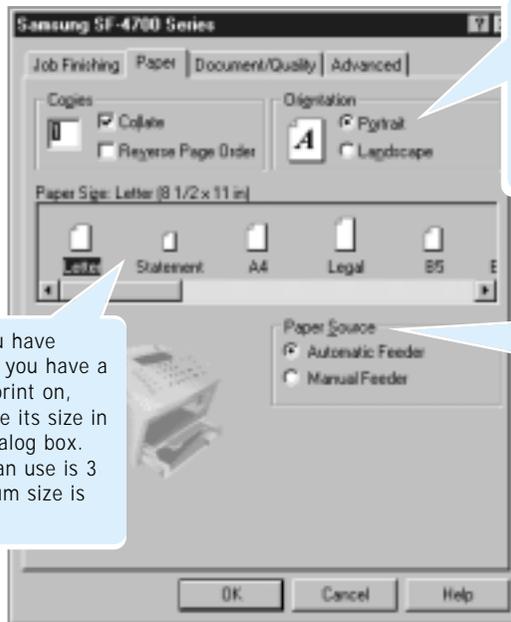
3. To take advantage of the printer features provided by the SF-4700, click **Properties** in the application's Print dialog box and go to step 4.

   If you see **Setup**, **Printer**, or **Options**, click that button instead. Then click **Properties** in the next screen.

4. The dialog box allows you to access all information necessary for using your printer.

   If necessary, click the **Paper** tab to display the settings shown below. The Paper tab contains the options for setting the basic paper handling.

The **Orientation** option allows you to select the direction in which information is printed on a page. **Portrait** prints across the width of the page, letter style. **Landscape** prints across the length of the page, spreadsheet style.

Select the paper size you have loaded in your printer. If you have a special size of paper to print on, select **Custom** and define its size in the custom paper size dialog box. The minimum size you can use is 3 by 5 inches. The maximum size is 8.5 inches by 17 inches.

Make sure the **Paper Source** is set to **Automatic Feeder**. If you use the manual input slot on the back of the printer (see page 5.7), select **Manual Feeder**.

5. If you want to select the paper type and print quality, click the **Document/Quality** tab.
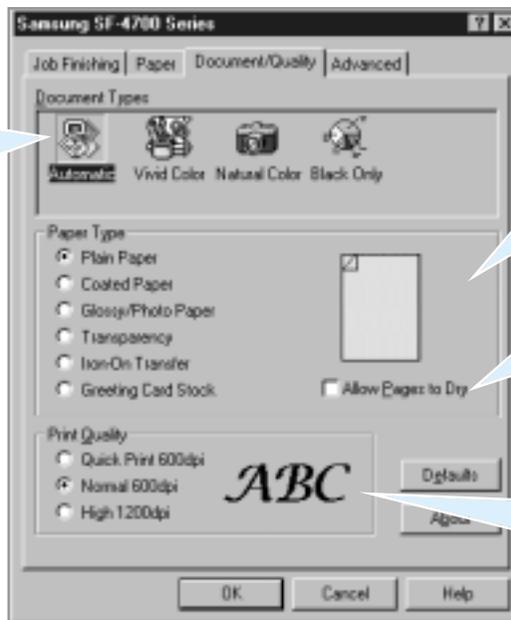
Selects the document type to use:

Automatic
  Automatically produces quality printing.

Vivid Color
  Produces enhanced color printing.

Natural Color
  Produces natural color printing.

Black Only
  Optimizes black and white printing.

Select the paper type you have loaded in your printer. For details on paper type, see page 5.1.

If you put a check mark on this box, the printer allows more time for ink to dry while printing. If you select this option, your job will take longer to print.

Print Quality option allows you to select the print resolution. The higher the setting, the sharper the clarity of printed characters. Higher settings may increase the time it takes to print a document.

6. For creative printing such as two-sided printing, n-up printing and booklet printing, click the **Job Finishing** tab and set the corresponding options. For details on creative printing, see page 5.14.

Select the desired option.
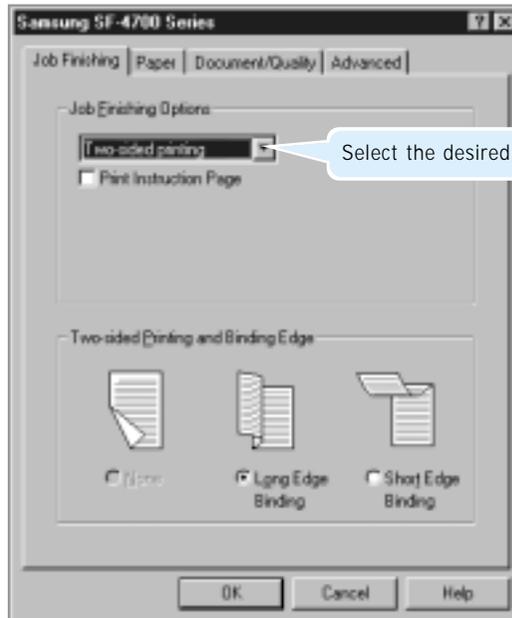
7. For advanced image quality, click the **Advanced tab**.
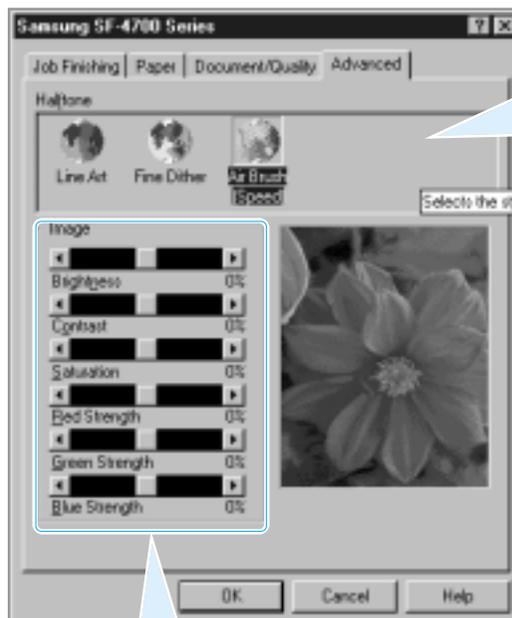
Selects the style of halftoning to use:

Line Art Screen
Generally the best choice for printed text or pen-and-ink drawings.

Fine Dither
Produces fine quality printing.

Air Brush
Produces air brush image printing.

What is Halftone?

Grey-scale objects (such as photographs) whose grey dots have been converted to a pattern of groups of black dots. These groups, which are of various sizes, along with the white dots (pixels turned off), create the illusion of grey shadings: larger groups make the image appear black or dark grey, while smaller groups make the image appear light grey.
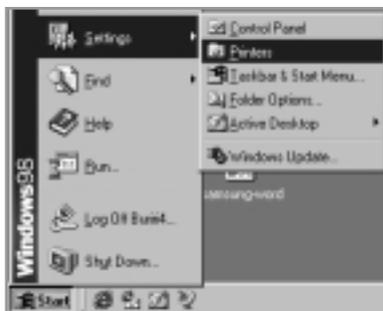
Adjust the image brightness, contrast, etc. You'll see the effect on the sample image on the right.

8. When you complete changing print settings, click **OK** until you see the Print dialog box again.

9. Click **OK** to start printing.

Canceling a Print Job

There are two ways to cancel a print job:

• If your print job has not started to print, cancel from the print spooler in Windows 95, 98, or NT 4.0.

• If your print job is currently printing, press **Stop** twice on the front panel of your printer.

CAUTION: If a fax job is currently being transmitted or received, this procedure will also clear it.

Printing Help

Samsung SF-4700 Series printer has the help screen that can be activated from the **Help** button in the printer properties dialog box. These help screens give detailed information about the printer features provided by the SF-4700 Series printer driver.
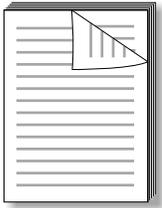
From the upper right hand corner, click ? then click on a setting for more information.

To restore default printer properties setting when you change the print settings, click **Defaults** in the properties dialog box.

Creative Printing

Duplex Printing

To select Two-sided printing, follow the directions on your screen.

1. To change the print settings from your software application, access the printer properties. See page 5.9 to access the SF-4700 Series printer properties.

   From the **Paper** tab, select the paper orientation, source and size.

2. Click the **Job Finishing** tab, and choose **Two-sided printing** from the drop-down list in the Job Finishing Options section.

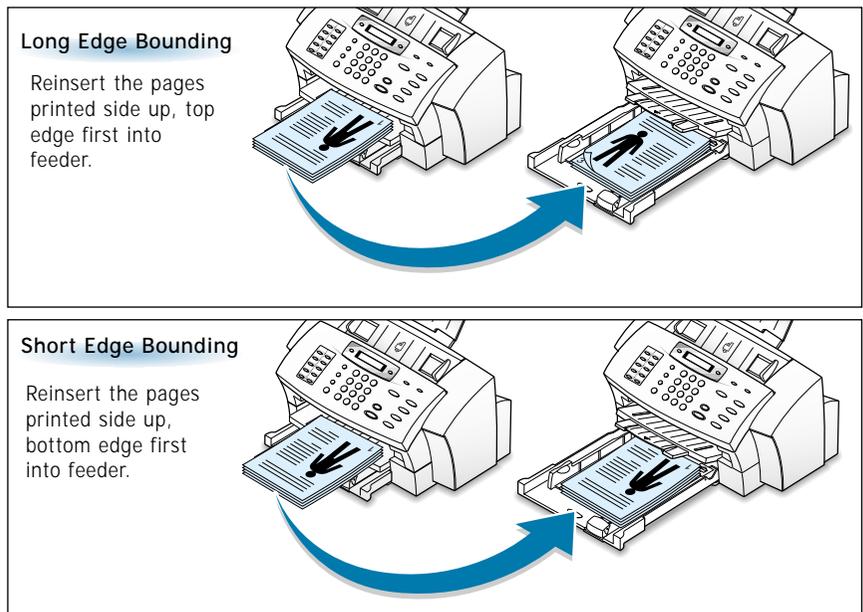3. Choose **Long Edge Binding** or **Short Edge Binding**.

Choosing **Long Edge Binding** lets you have the binding orientation along the long edge of the paper as in a magazine.
Choosing **Short Edge Binding** lets you have the binding orientation along the short edge of the paper as in a calendar.

4. If you want the instruction page which tells you how to reload the paper, click **Print Instruction Page**. If the box is checked, the printer prints the instruction page after side one has been printed. If the box is empty, this feature is disabled.

5. Start printing. The printer automatically prints only the even-numbered pages. The printer displays a message on your computer screen telling you to reload the paper.

6. Put the printed pages (including the instruction page, if printed) into the paper input tray.

The following illustrations show how to put the paper back into the printer for the Long Edge Bounding option and the Short Edge Bounding option.

Long Edge Bounding

Reinsert the pages printed side up, top edge first into feeder.

Short Edge Bounding

Reinsert the pages printed side up, bottom edge first into feeder.

Note: If the instruction page has been printed, follow the instructions on the instruction page. Do not remove the instruction page from the stack when you reload the printed pages.

7. When the paper is reloaded in the input tray, flip the paper output tray down and follow the instruction on your screen to print.

The printer prints the odd-numbered pages on the reverse side of the odd-numbered pages.

### What if both pages printed on one side of the paper?

If both pages printed on one side of the paper, place the paper print side up for the next operation. Print your document again, paying special attention to the instructions on your screen. Or, select **Print Instruction Page** option and follow the instructions on the instruction page printed.

What if the ink smeared?

The ink may not have dried completely. You can activate a delay between pages to allow ink to dry. See page 5.10.

Printing Several Pages Per Sheet
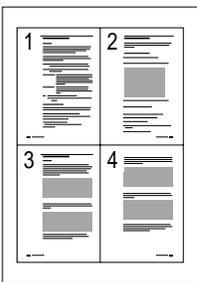
Your printer is equipped with an option that prints several pages on one sheet of paper by reducing the size of each page and organizing them in rows and columns.
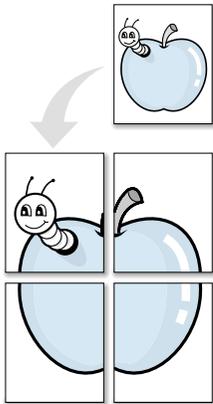
1. Load letter or A4 paper into the paper input tray.

2. To change the print settings from your software application, access the printer properties. See page 5.9 to access the printer properties. From the **Paper** tab, select the paper orientation, source and size.

3. Click the **Job Finishing** tab, and choose **Handout** in the drop-down list.

4. Select the number of pages to print per sheet (2, 3, 4 or 8) in the **Number of Prints** drop-down list. When you make a selection, the graphic above the option changes to show how the printed page will look. The graphic in the Two-sided Printing and Binding Edge section changes to show how the document looks according to your binding selection.

5. Click **Print Page Borders** when you want each page image in your document to print with a border.

It changes according to your selection.

Graphic changes to show how it will look according to your selection.
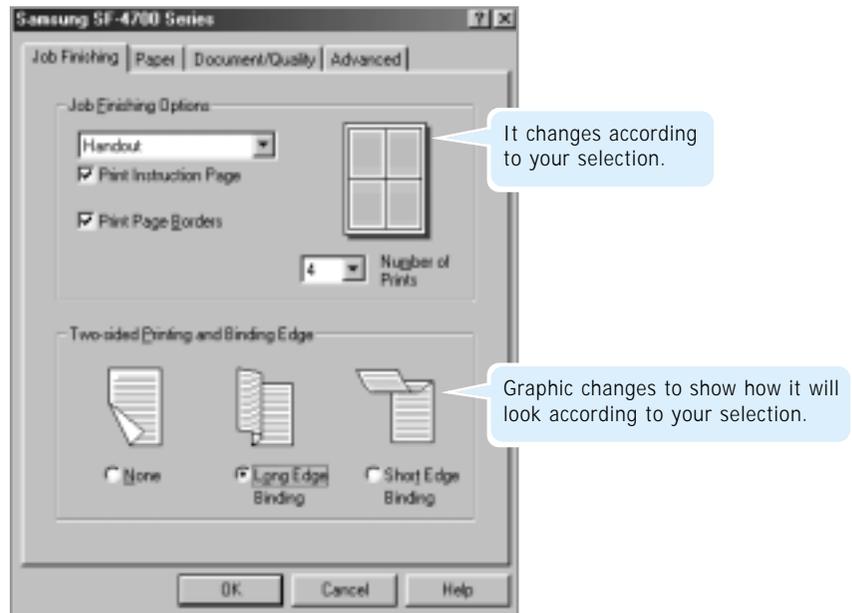
6. To print handouts on both sides of the paper, select **Long** or **Short Edge Binding** from the Two-Sided Printing and Binding Edge options. To print handouts on one side of each page, select **None**.

7. For the instruction page which tells you how to reload the paper, click **Print Instruction Page**. This menu is available only when you select the binding orientation.

8. Click **OK**, then start printing.

Printing Posters

This feature allows you to print a single-page document onto 4, 9, or 16 sheets of paper which can be pasted together to form one poster-size document.

1. To change the print settings from your software application, access the printer properties. See page 5.9 to access the printer properties.

   From the **Paper** tab, select the paper orientation, source and size.

2. Click the **Job Finishing** tab, and select **Poster** in the drop-down list.

3. To determine the number of sheets of paper to be used in creating your poster, select **2x2**, **3x3**, or **4x4** from the **Poster Size** box. When you make a selection, the graphic above the option changes to show how the printed page will look.

   For example, if you select **2x2**, the output will be automatically stretched to cover 4 physical pages.

4. Put a check mark on the **Show Crop Marks** check box when you want each page of your poster to print crop marks.

5. To print specific pages of your poster, click **Select Pages to Print**. A separate Poster Print dialog box appears. Click to select or remove tiles. Only the selected tiles will print.
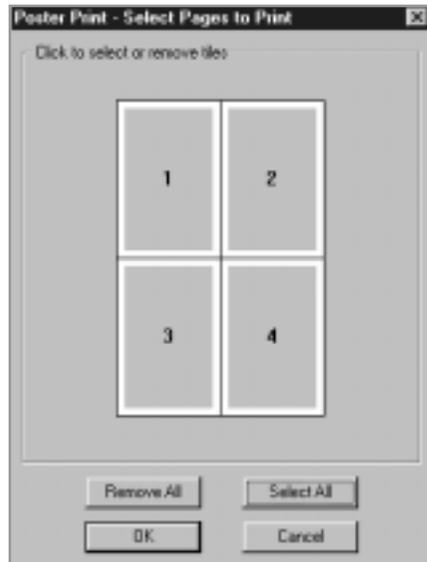
6. Click **OK** to start printing.

   The text and pictures of each page of your document are magnified and printed across the selected sheets of paper.

7. After the document has printed and the pages are dry, trim off the white edges on each sheet. Tape the sheets together to form a poster.

Printing Booklets

Booklet printing feature allows you to print a document as a 2-sided (duplex) job and arrange the pages so that the printed paper can be folded in half to produce a booklet.

1. To change the print settings from your software application, access the printer properties. See page 5.9 to access the printer properties.

   From the **Paper** tab, select the paper orientation, source and size.

   Note: For booklet printing, you can only use letter and A4 paper sizes.

2. Click the **Job Finishing** tab, then choose **Booklet** from the drop-down list.

3. Select the number of sheets from the **Sheets Per Bundle** drop-down list to allow for binding consideration.

You'll make bundles according to your selection when you fold the printed pages.


2 sheets per bundle   4 sheets per bundle

4. Select a paper size from the **Paper Size** box

5. For the instruction page on how to reload the paper, click **Print Instruction Page**. If the box is checked, the printer prints the instruction page after side one has been printed. If the box is empty, the feature is disabled.

6. Print the document.

7. After side one is printed, remove the remaining paper from the paper input tray and set it aside until the booklet job is complete.

8. Put the printed pages (including the instruction page, if printed) back in the paper input tray.

   Reinsert the pages **printed side up**, **top edge first into the feeder**. Follow the instruction on the instruction page and your screen.

9. When the paper is reloaded in the input tray, flip the output tray down and click **OK** on the screen. The printer will finish printing.

10. Fold and staple the pages.
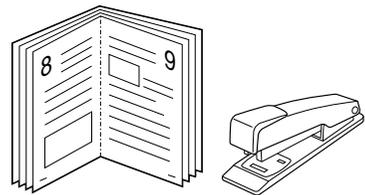
Printing Iron-On Transfers

When it comes to printing images, you don't need to stop with paper. You can use transfer paper to get the images from the computer document onto cloth. You'll need:

• the T-shirt or other cloth you want to transfer an image onto

• the document containing the picture or text you want to print

• iron-on transfer paper, which you can buy at a computer or office supply store.

Here's How You Do It

1. On your computer, open the document containing the text or picture you want to transfer to the fabric.

2. When you change the print settings from your software application, access the printer properties. See page 5.9 to access the printer properties.

   From the **Paper** tab, select the paper orientation, source and size.

3. Click the **Document/Quality** tab, and choose **Iron-On Transfer** from the **Paper Type** drop-down list.

4. Load the transfer paper printable-side down in the printer.

5. Click **OK**, then start printing.

6. Follow the instructions included with the iron-on transfer paper to transfer the image onto the fabric.
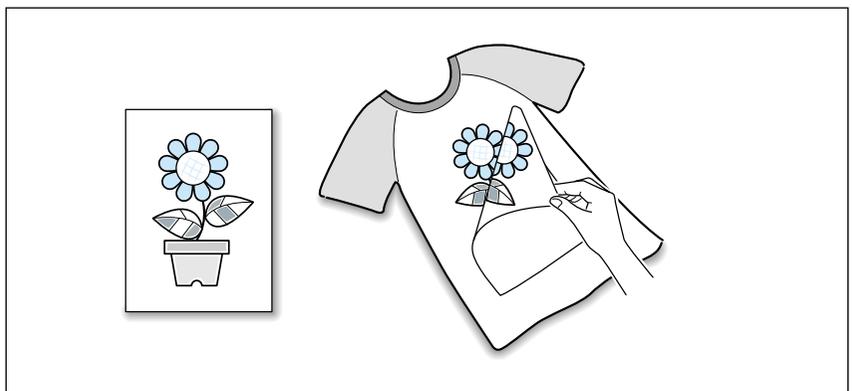
Printer Control Program
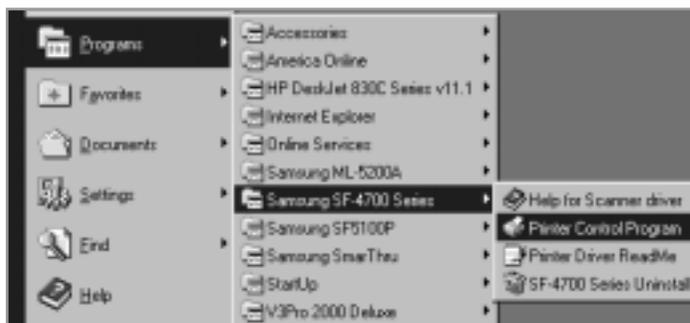
Using Printer Control Program

The SF-4700 Series Control Program contains setup options that define the operation of your machine.

It includes:
• Status — Displays the current status
• Options — Sets up the control program
• Cartridges — Installs, cleans, or aligns the cartridges
• About — Displays the program version

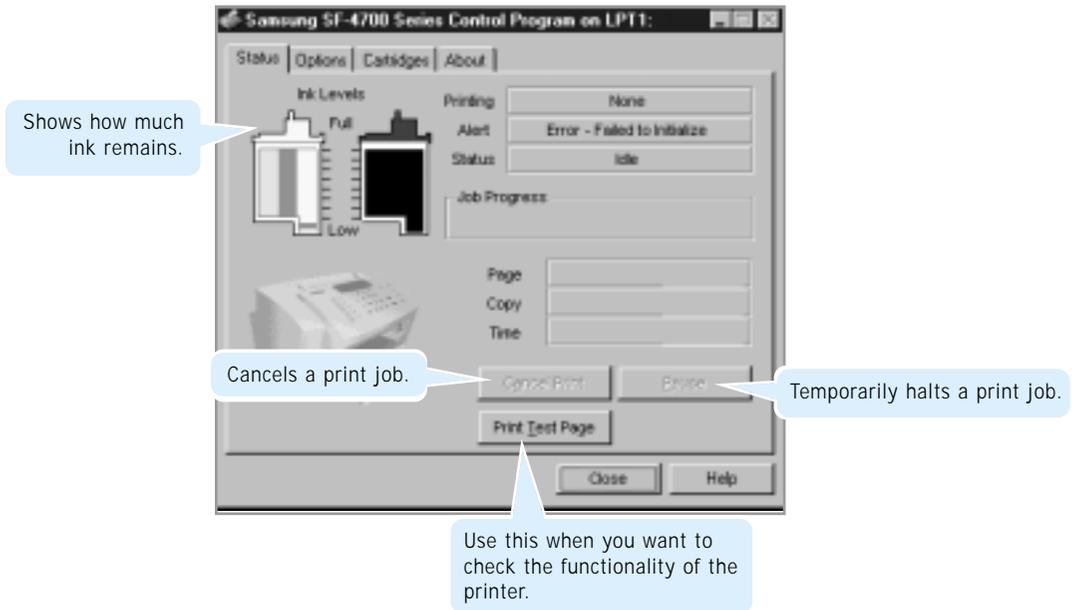### Accessing Samsung-4700 Series Printer Control Program

1. Click **Start** → **Programs**. → **SAMSUNG SF-4700 Series** → **Printer Control Program**.

2. The Samsung SF-4700 Control Program on LPT1 window appears. Click the appropriate tab for the options you want to display, and make the necessary changes on each tab.
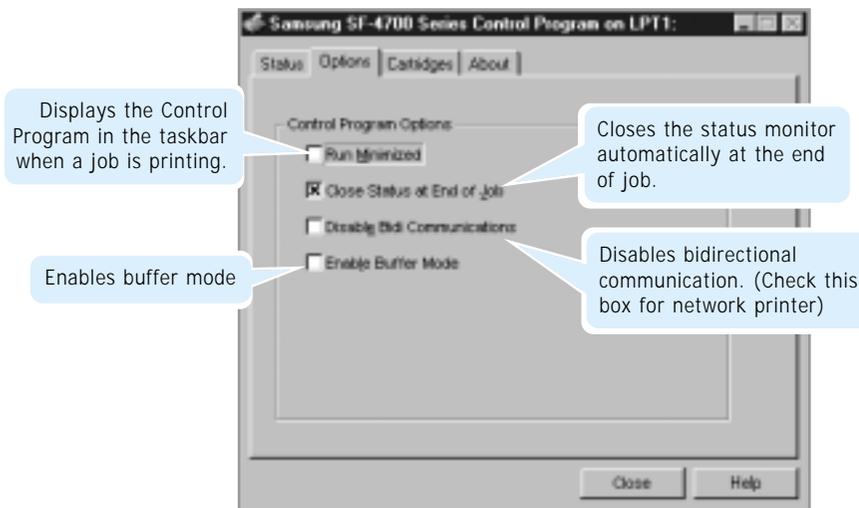
Using the Status Tab

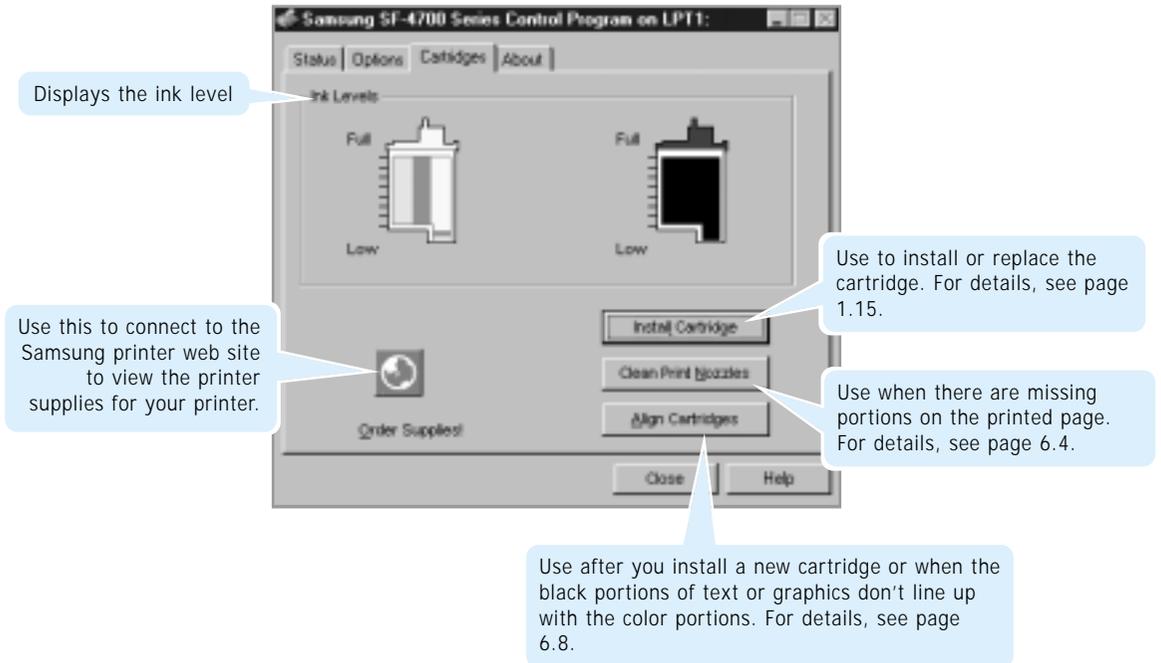This tab shows the current printer status and ink level.

Shows how much ink remains.

Cancels a print job.

Temporarily halts a print job.

Use this when you want to check the functionality of the printer.

Using the Options Tab

This tab allows you to specify the control program setup options.

Displays the Control Program in the taskbar when a job is printing.

Closes the status monitor automatically at the end of job.

Enables buffer mode

Disables bidirectional communication. (Check this box for network printer)

Using the Cartridges Tab

This tab allows you to choose cartridge options.

Displays the ink level

Use this to connect to the Samsung printer web site to view the printer supplies for your printer.

Samsung SF-4700 Series Control Program on LPT1:

Status | Options | Cartridges | About |

Ink Levels

Full   Full

Low   Low

Install Cartridge

Clean Print Nozzles

Align Cartridges

Order Supplies!

Close   Help

Use to install or replace the cartridge. For details, see page 1.15.

Use when there are missing portions on the printed page. For details, see page 6.4.

Use after you install a new cartridge or when the black portions of text or graphics don't line up with the color portions. For details, see page 6.8.

Using the About Tab

The **About** tab gives you the program version number. If you click the globe image on the bottom of window, you will be connected to Samsung web sit provided that you are an internet user.

chapter 6

Maintenance

This chapter provides suggestions for high-quality and economical printing and information for maintaining the print cartridge and the machine.

The topics included in this chapter are:

◆ Guidelines for Maintenance

Caring for Your Print Cartridges

◆ Maintaining the Print Cartridges
◆ Cleaning the Print Cartridges
◆ Replacing the Print Cartridges

Caring for Your Machine

◆ Clearing Memory
◆ Adjusting Shading
◆ Cleaning the Document Scanner

Guidelines for Maintenance

For optimal performance of the SF-4700, follow these guidelines:

• Place the machine on a stable surface.

• Do not install your machine near devices that contain magnets or generate magnetic fields, such as speakers.

• Keep your machine clean. Dust accumulation can prevent the unit from operating properly.

• For your safety, unplug the power cord from the machine during electrical storms.

• Lift the machine from the bottom only. Do not lift the unit by the front panel or any of the trays.

Caring for Your Print Cartridges

Maintaining the Print Cartridges

To get the maximum benefit from your print cartridges:

• Do not remove a print cartridge from its packaging until you are ready to install it.

• Do not refill the print cartridges. The Samsung warranty does not cover damage caused by using refilled cartridges.

• Store the print cartridges in the same environment as the printer.

• Do not remove a print cartridge from the printer except to replace, or clean. Immediately replace the print cartridge or store in the storage unit. The print cartridge will not print correctly if removed from the printer and left exposed for an extended period of time.

• Your machine will not print with only one print cartridge installed. If you do not have a new replacement for the empty print cartridge, leave the empty cartridge in the cartridge holder of the machine.

Cleaning the Print Cartridges

Cleaning your print cartridges can improve the quality of printing. If your printed page is missing lines or dots or contains ink streaks, clean the print cartridges as described in this section.

There are two methods to clean the print cartridges:
• Printing a cleaning page, which can be done from the front panel of your SF-4700 or from the Control Program on your computer screen.
• Clean the print cartridge nozzles.

Note: Do not clean the print cartridges unnecessarily, as this wastes ink and shortens the life of the print cartridge.

Printing a Cleaning Page from the SF-4700

1. Press **Setup** on the front panel.
   The display shows the first setup menu; DATE & TIME.

2. Press **Menu** until 'MAINTENANCE' appears.

3. Press **Option** until you find 'CARTRIDGE CLEAN', then press **Start/Enter** to start the print cartridges cleaning process.

4. The printer cleans the print cartridges and print head, printing a page in the process.

5. Examine the cleaning pattern. Compare the diagonal lines at the top and bottom of the test pattern.

A broken line shows any clogged nozzles. If the bottom line shows improvement, rerun this cleaning process two more times.

If this process does not improve the print quality, your print cartridges may be low in ink. Replace the print cartridge, if necessary.

Before purge

Purge process

After purge
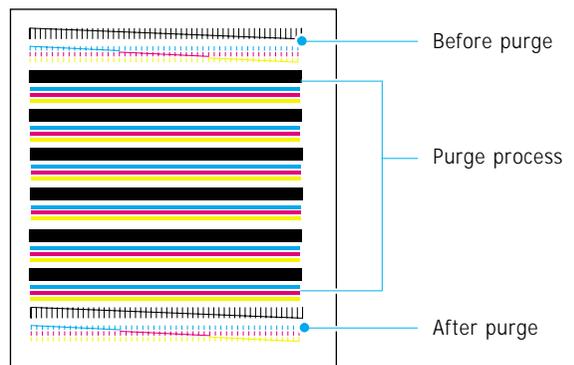
6. If the line is still broken, clean the print nozzles. See "Cleaning the Print Cartridge Nozzles" on page 6.5.
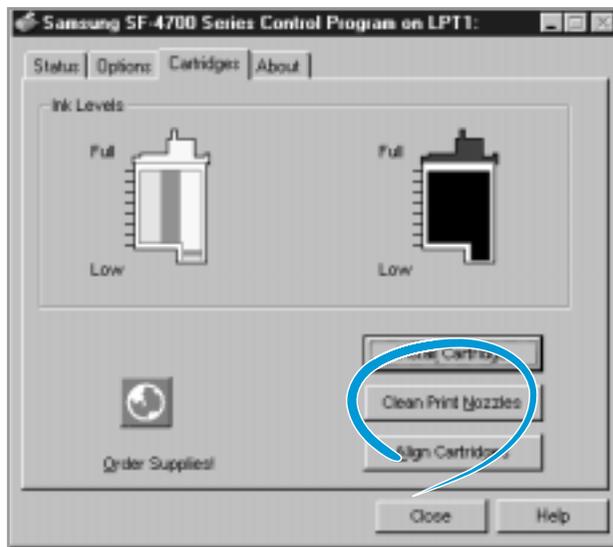
Printing a Cleaning Page from Your Computer

1. Start Windows, if not already started.

2. Click **Start** → **Programs** → **Samsung SF-4700 Series** → **Printer Control Program**.

3. Samsung SF-4700 Series Control Program on LPT1 dialogue box appears. Select the **Cartridges** tab.


4. Click **Clean Print Nozzles** from the **Cartridges** tab.

5. The machine feeds a sheet of paper and prints the cleaning pattern. Examine the cleaning pattern. Refer to step 5 under 'Printing a Cleaning Page from the SF-4700' on page 6.3.

Cleaning the Print Cartridge Nozzles

If print quality does not improve after repeatedly printing the cleaning page, the problem may be caused by dried ink on the print cartridges.

1. Press **Cartridge** on the front panel of your SF-4700. The print cartridges move to the center of the printer.
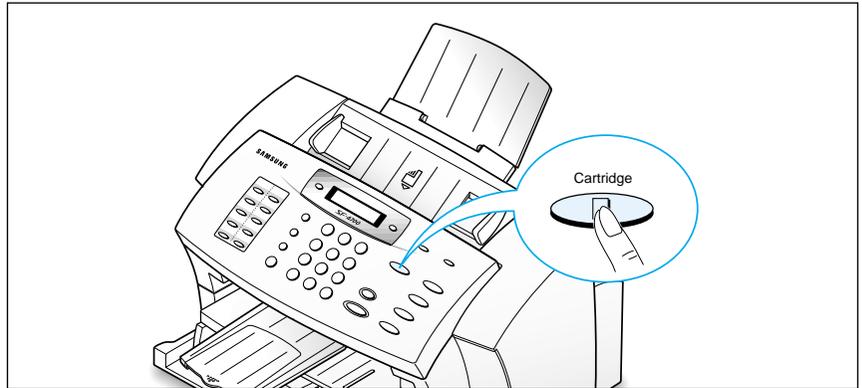

2. After the print cartridges have moved to the center of the printer, unplug the power cord from the back of the printer.

3. Lift the front panel and open the top cover. Remove the print cartridges. For details, refer to 'Replacing the Print Cartridges' on page 6.9.

Notes:
• Keep new and used print cartridges out of the reach of children.
• Once you have removed the print cartridges, ensure that they are not out of the printer longer than 30 minutes.
• Be careful not to touch the ink nozzles or the copper contacts. Touching these parts of the print cartridge can result in clogs, ink failure, or a bad electrical connection.

4. Grasp the black print cartridge by the top handle only.

5. Dip a clean cotton swab into distilled water and squeeze any excess water from the swab.

6. Gently wipe the print nozzles to remove dried ink from the nozzles.
DO NOT wipe the nozzle plate.

Nozzle plate
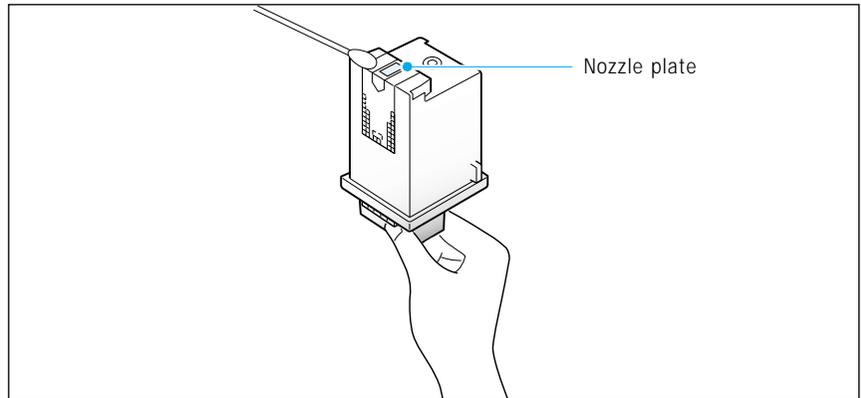
7. Hold the print cartridge up to the light to inspect for fibers on the face. If fibers are still present, repeat steps 6 and 7.

8. Repeat steps 4 through 8 with the color print cartridge using a clean, moistened cotton swab.
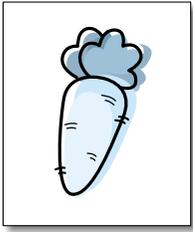
Note: When cleaning the color cartridge, wipe the nozzles in one direction so the colors do not mix.

9. Reinstall the print cartridges and close the printer's top cover. Close the front panel.
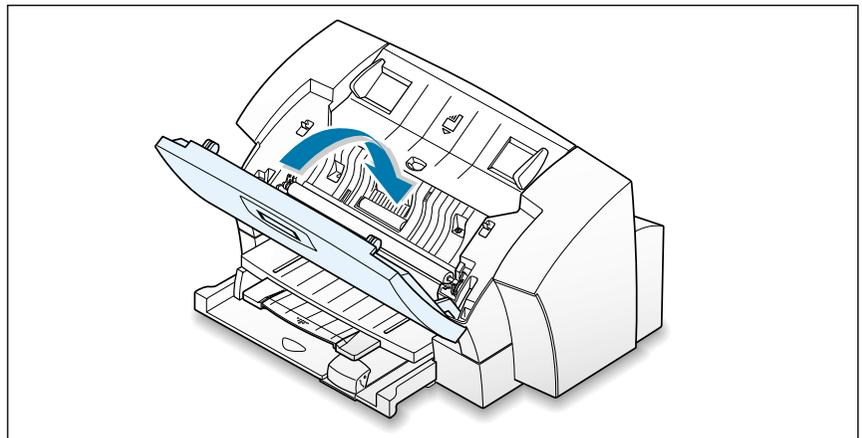
10. Reinsert the power cord.

Aligning the Print Cartridges

You must align the black and color print cartridges after installing a new print cartridge or if the black portions of graphics do not align with the color portions.

Cartridge alignment can be done from the computer using the SF-4700 Series Control Program or from the front panel of your SF-4700.

Aligning Print Cartridges from the SF-4700

1. Press **Setup** on the front panel.
   The display shows the first setup menu; DATE & TIME.

2. Press **Menu** until 'MAINTENANCE' and the first item 'SELF TEST' appears.

3. Press **Option** until you find 'CARTRIDGE ALIGN', then press **Start/Enter** to start cleaning the print cartridge.

4. The machine feeds a sheet of paper and prints the alignment patterns. Depending on the cartridge combination you have installed in your machine, the page with one or more alignment patterns similar to the one shown below is printed. Each pattern has a number under it.
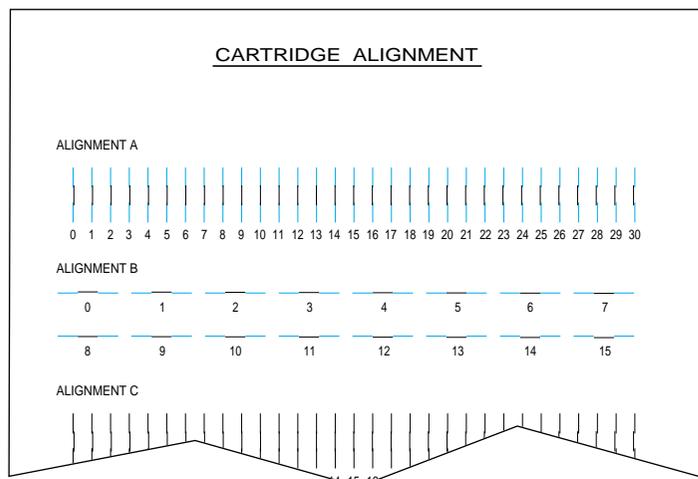
CARTRIDGE ALIGNMENT

ALIGNMENT A

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

ALIGNMENT B

0 1 2 3 4 5 6 7

8 9 10 11 12 13 14 15

ALIGNMENT C

From each group on the test page, locate the number under the alignment pattern that comes closest to forming a perfectly straight line.

5. The display asks you to select the closest straight line for each alignment groups (A~F). For the "A" alignment pattern, enter the 2-digit number on the keypad using a leading **0** if necessary.

```
CARTRIDGE  ALIGN
10      [0-30]    A
```

When you enter the number, the setting is automatically saved and the display asks you enter the number for the next group. Repeat for all patterns.

6. After you enter the number for the last group, Alignment F, the display automatically returns to the Standby mode.

Aligning Print Cartridges from the Computer

1. Start Windows, if not already started.

2. Click **Start → Programs → Samsung SF-4700 Series → Printer Control Program**. You have accessed the Samsung SF-4700 Series Control program.

3. Select the **Cartridges** tab.

4. Click **Align Cartridges** from the Cartridge tab.

5. The machine feeds a sheet of paper and prints the alignment pattern. The Align Cartridges dialog box appears.
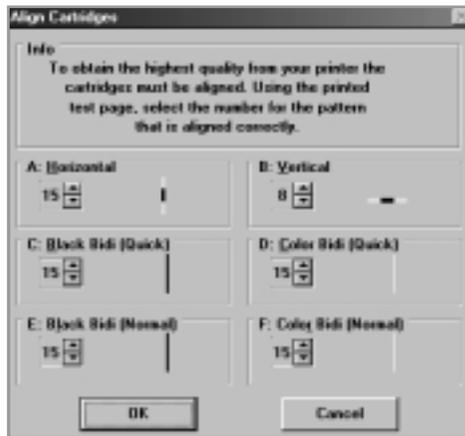
6. Locate the number under each alignment group in the pattern that comes closest to forming a perfect straight line and enter the number of the line or click repeatedly the ▲ or ▼ key to select the number.

7. When the procedure is finished, click **OK**.

Replacing the Print Cartridges

If a print operation is blank, portions missing, or the colors are very wrong, the print cartridge may be out of ink. If the output is still blank after cleaning the print head at least five times, replace the cartridge.

The SF-4700 keeps track of the ink level in each of the three cartridge types: black, color, and photo. When you tell the system that a new cartridge has been installed, then the ink level for that cartridge type is set back to full.

If you tell the system that you are installing an old cartridge, the ink level for that cartridge type is not reset. This allows exchanging the black and photo cartridge as required while maintaining the ink level for both. You can also use the old selection when you take a cartridge out for cleaning.

Replacement of the print cartridges can be done from the front panel of the SF-4700 or from the computer using the SF-4700 Series Control Program.
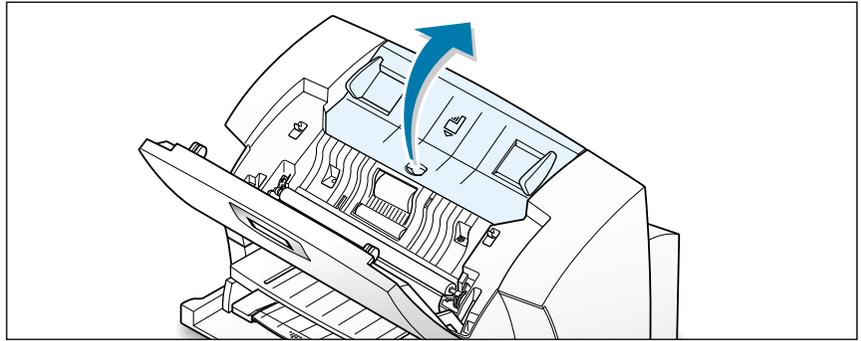
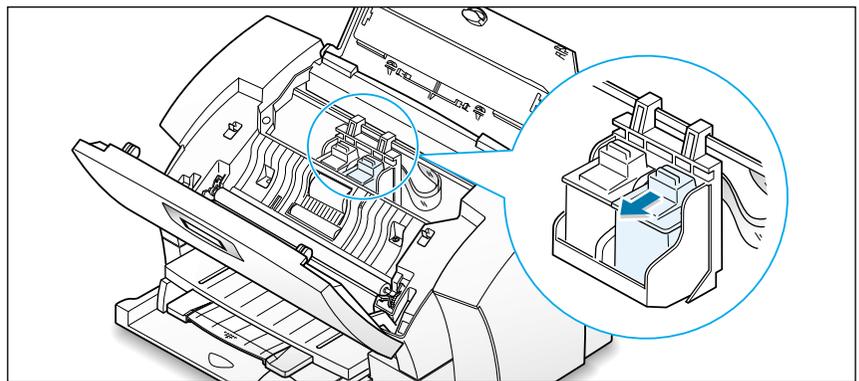### Replacing Print Cartridges from the SF-4700

1. Press **Cartridge** on the front panel.
   The print cartridge carrier moves to the center position of the unit.

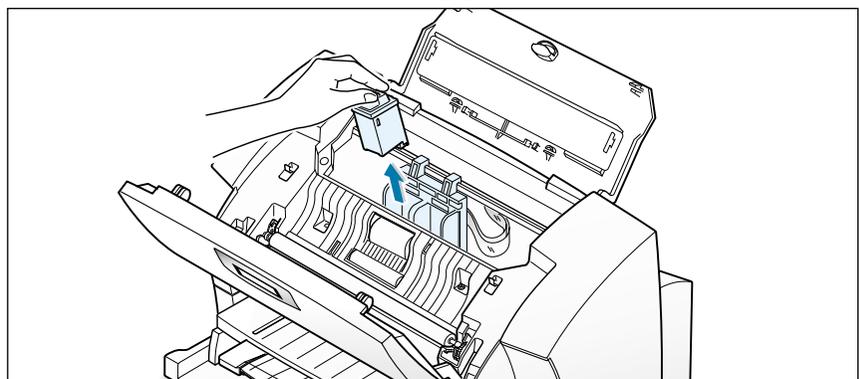2. Lift the front panel by grabbing the panel along the top edge.
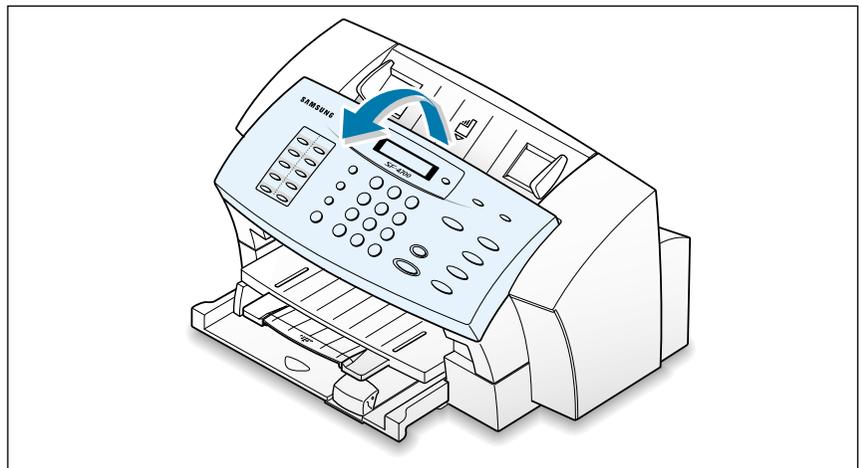
3. Open the top cover.

4. Grasp the cartridge handle and pull it toward you until you hear a click.

5. Lift the cartridge up and out of the cartridge holder.
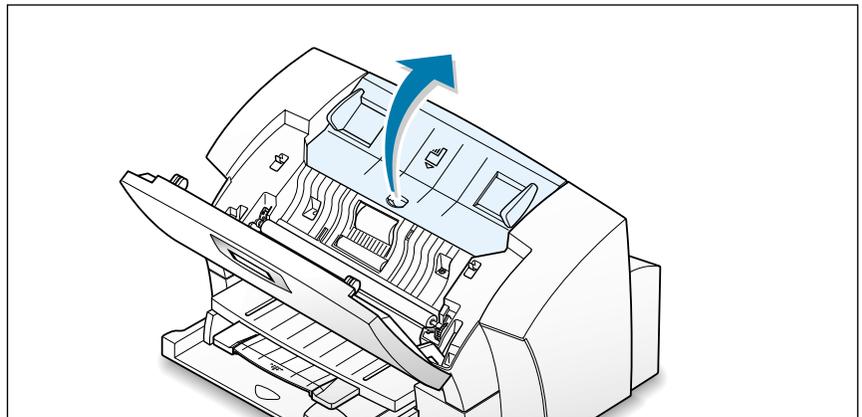

6. Dispose of the old cartridge properly. Place it in a plastic bag to keep from spilling any residual ink.

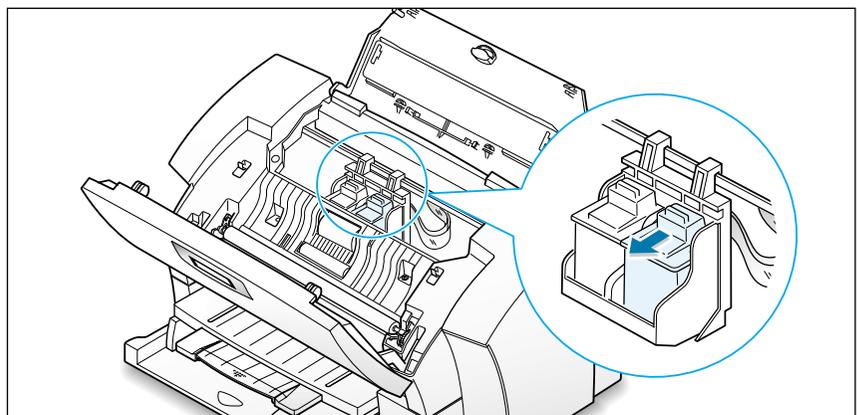7. Install a new print cartridge. See page 1.15 for installing the print cartridge.

## Replacing Print Cartridges from the Control Program

1. Start Windows, if not already started.

2. Click **Start** → **Programs** → **Samsung SF-4700 Series** → **Printer Control Program**. You have accessed the Samsung SF-4700 Series Control program.

3. Select the **Cartridges** tab.

4. Click **Install Cartridge** from the Cartridge tab. The cartridge holder moves to the center position and the Samsung SF-4700 Series dialog box appears on the screen.

5. Lift the front panel by grabbing the panel along the top edge and open the top cover.

6. Grasp the cartridge handle and pull it toward you until you hear a click.

7. Lift the cartridge up and out of the cartridge holder.
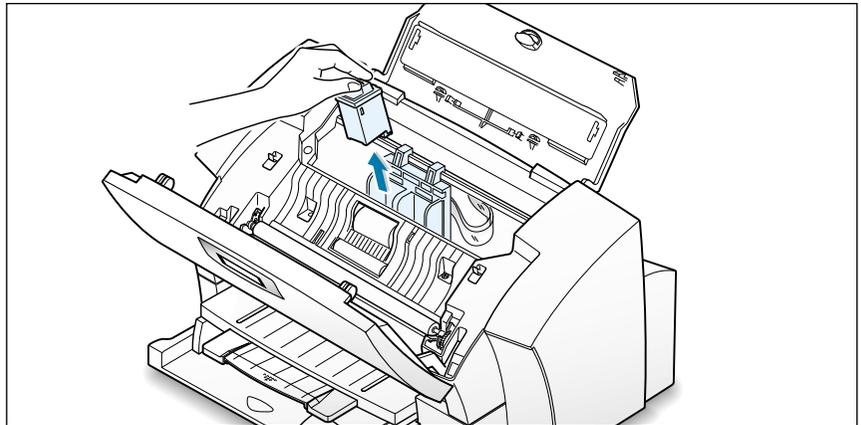
8. Dispose of the old cartridge properly. Place in a plastic bag to keep from spilling any residual ink.

9. Install a new print cartridge. See page 1.15 for installing the print cartridge.

10. After installing, click the appropriate buttons in the Samsung SF-4700 Series dialog box to indicate the type of the cartridge(s) you have installed.
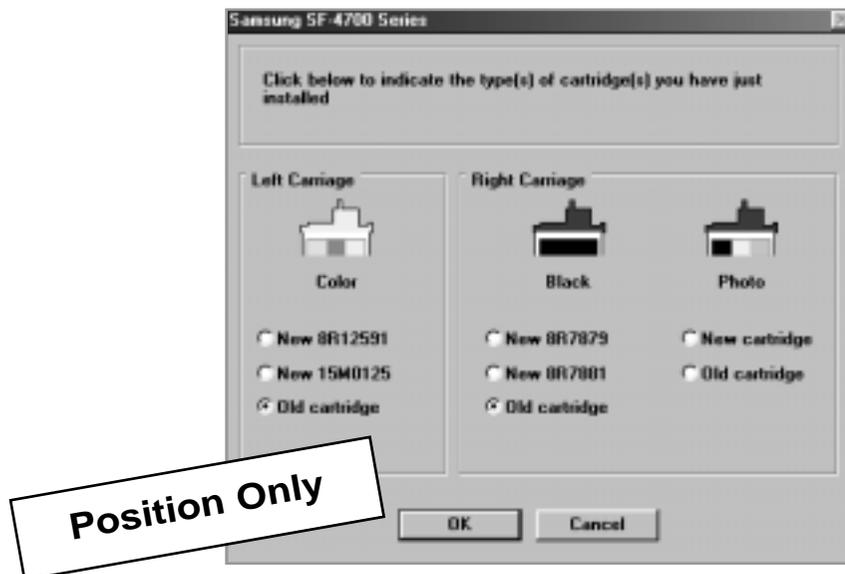
11. When you are finished, click **OK**. The cartridge carrier returns to its home position.

Caring for Your Machine

Clearing Memory

You can selectively clear information stored in your machine's memory.

1. Press **Setup** on the front panel. The display shows the first menu; DATE & TIME.

2. Press **Menu** until 'MEMORY CLEAR 'appears. The display shows the items you can clear.

3. Press **Option** until you find the item you want to clear.

   • **SYSTEM I D** : your fax number and name are cleared from memory.
   • **SYSTEM DATA** : restores all settings to factory default.
   • **DIAL/SCHEDULE** : clears the phonebook numbers, one-touch, speed dial, or group dial numbers stored in the memory. Also, all Schedule Job operations reserved are canceled.

   • **TX-RX JOURNAL** : clears all records of transmissions & receptions.

4. Press **Start/Enter**. The display asks you to confirm your selection.

5. Press **Option** repeatedly to select **YES**, then **Start/Enter**. The selected memory is cleared, then the display shows the first item; SYSTEM ID.

   If you do not want to clear the selected item, select **NO**, then **Start/Enter**.

6. Repeat steps 3 through 5 to clear another item.

   Or, to exit and return to Standby mode, press **Stop**.

Adjusting Shading

The scanning unit becomes dirty, it can alter the shading value. If your print has black lines or is blurred, adjust the shading setting. Take the following steps:

1. Load a sheet of white paper into the document feeder.

2. Press **Setup** on the front panel.
   The display shows the first setup menu; DATE & TIME.

3. Press **Menu** until 'MAINTENANCE' appears.

4. Press **Option** until you find 'ADJUST SHADING', then press **Start/Enter**.

# Cleaning the Document Scanner

To keep your machine working properly, occasionally clean the white roller, ADF rubber, and the scanning glass.

Note: Do not turn the power off to clean the scanner, as documents stored in the memory will be lost.

1. Lift the front panel by grabbing the panel along the top edge and open the top cover.

2. Disassemble the white roller as follows:
   Both ends of the white roller have plastic bushings that are snapped shut with small tabs on them. Pull the bushing slightly inward (A), then rotate the bushing until it reaches a slot. Pull the roller upward (B).
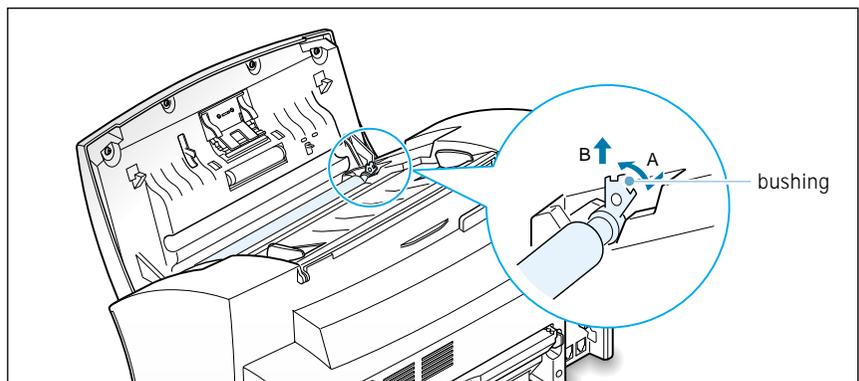
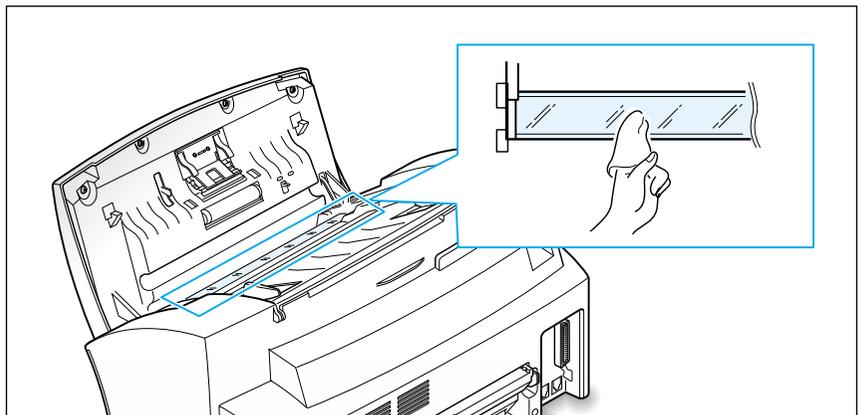3. Wipe the roller surface with a soft cloth dampened with water.
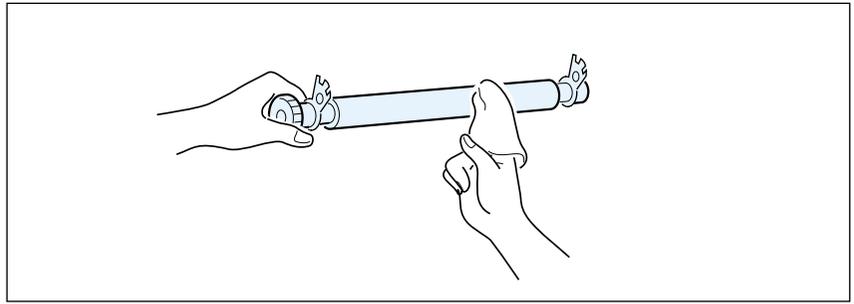
4. Clean the ADF rubber piece.
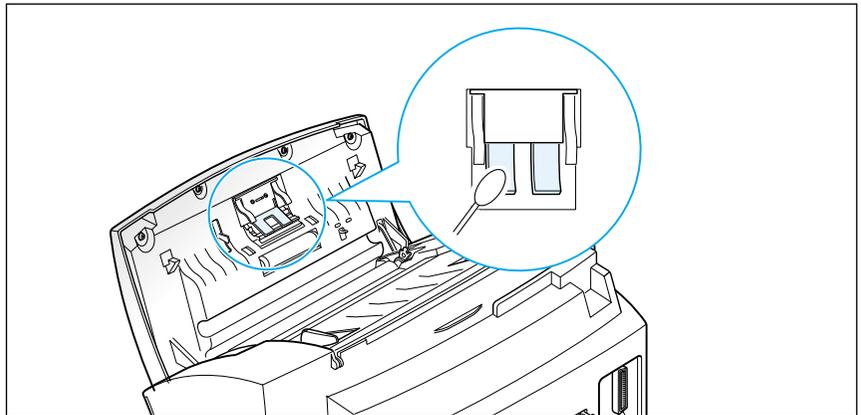
5. Carefully wipe the scanning glass with a soft, dry cloth.

   If the glass is very dirty, first wipe it with a slightly dampened cloth, then with a dry cloth. Be very careful not to scratch the glass surface.

6. Replace the roller in reverse order, and then close the front panel firmly until it clicks into place.

chapter 7

Troubleshooting

This chapter gives helpful information for what to do if you encounter a printer error.

It provides information on the following topics:

◆ Clearing Paper Jams

◆ LCD Error Messages

◆ Fax Problems

◆ Printer Problems

◆ Print Quality Problems

◆ Scanning Problems
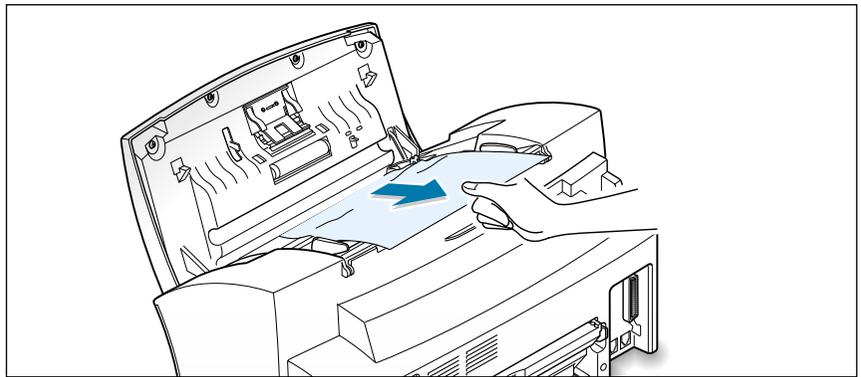
◆ OCR Problems

Clearing Jams

Document Jams While Sending a Fax

If a document jams while you are sending it, 'DOCUMENT JAM' appears on the display. Do not pull the document out of the slot. If you do this, it could harm your machine.
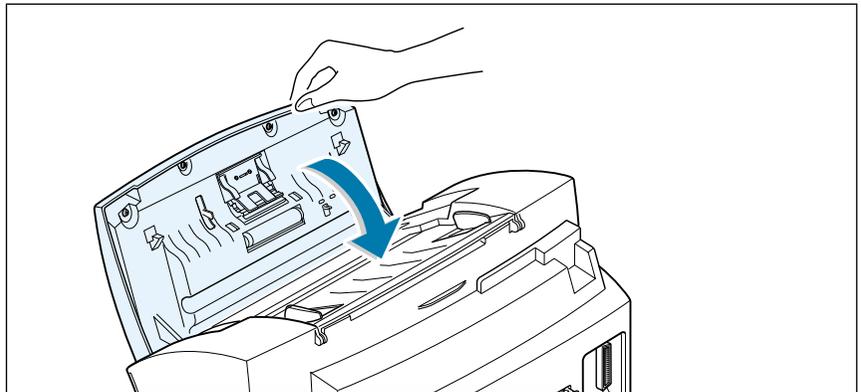
1. Lift the front panel by grabbing the panel along the top edge.

2. Carefully remove the jammed document.

3. Close the front panel firmly until it clicks into place.

Paper Jams While the Machine is Printing

By carefully selecting the paper type and loading them properly, you should be able to avoid most paper jams. If paper jams occur, an error message appears on the display. Follow the steps below to clear the jam. To avoid tearing the paper, pull the jammed paper out gently and slowly.

IF JAMMED IN THE PAPER INPUT TRAY

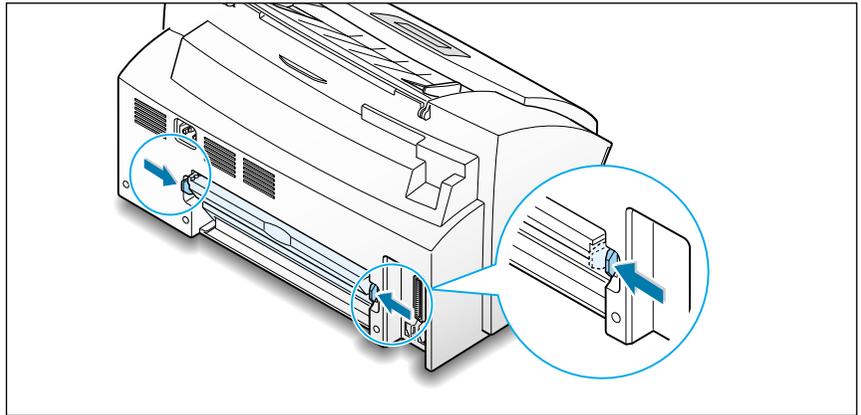1. Flip up the paper output tray and slide the paper input tray toward you completely out of the unit.
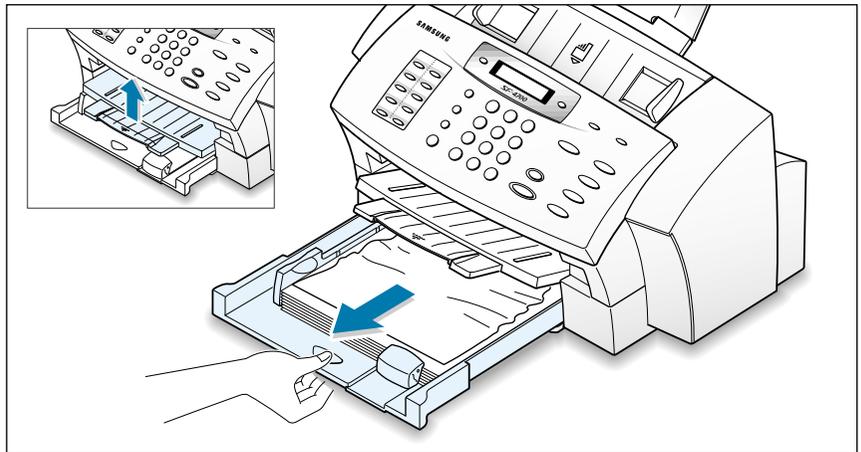
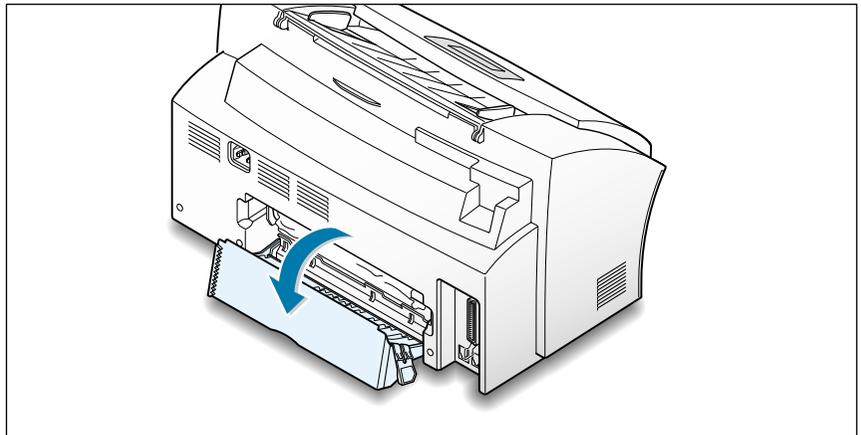2. Remove the jammed paper by carefully pulling it out of the tray.
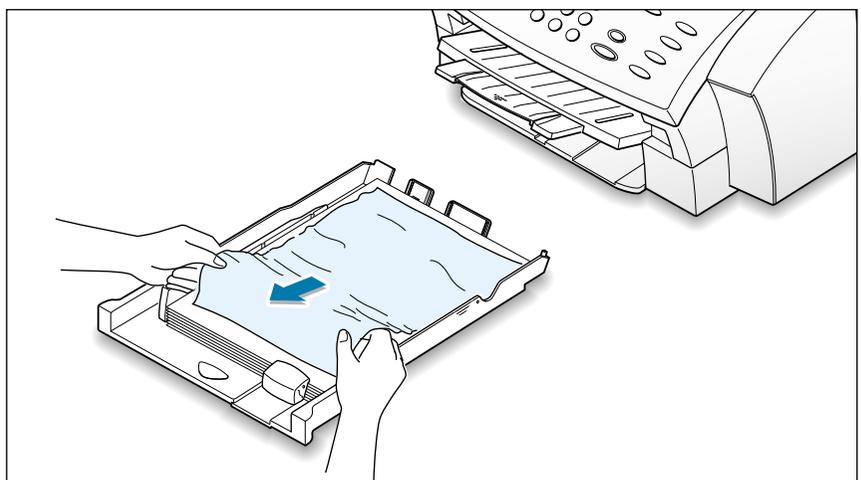
3. Slide the paper input tray all the way back in and flip the paper output tray back down.

IF JAMMED IN THE MANUAL PAPER FEEDER

1. Squeeze the both levers on each side of the manual input slot.

2. Open the rear door and find the jammed paper.

3. Pull the paper carefully out to remove it from the paper path.
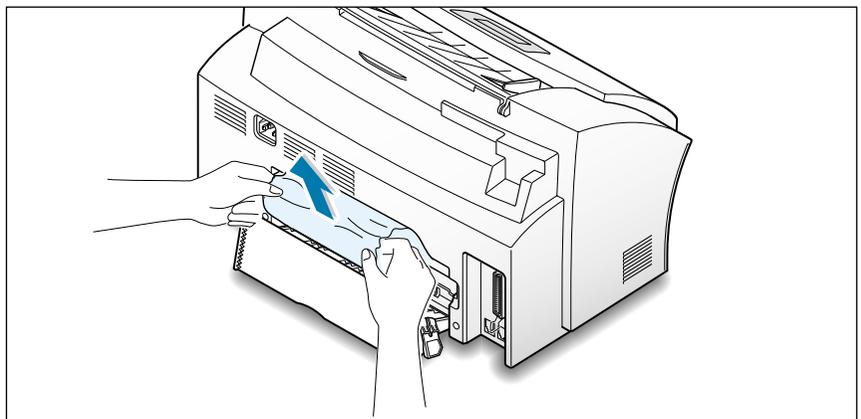
7. Close the rear door.
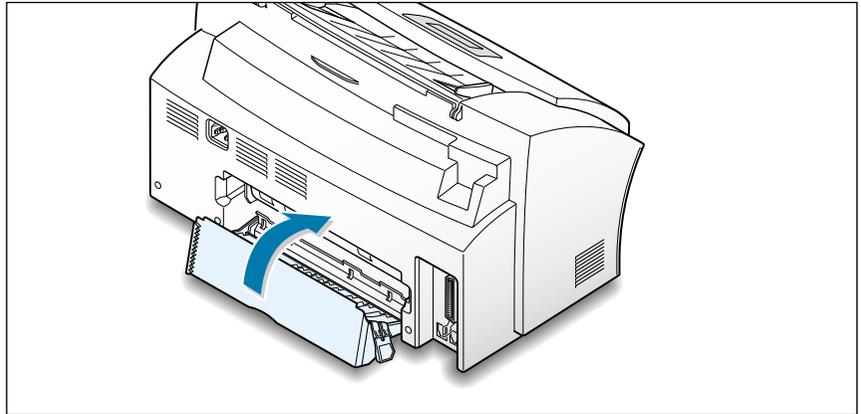
IF JAMMED IN THE PAPER OUTPUT AREA

If the paper jams as it exits to the paper output tray and a long portion of the paper is visible, pull the paper straight out.
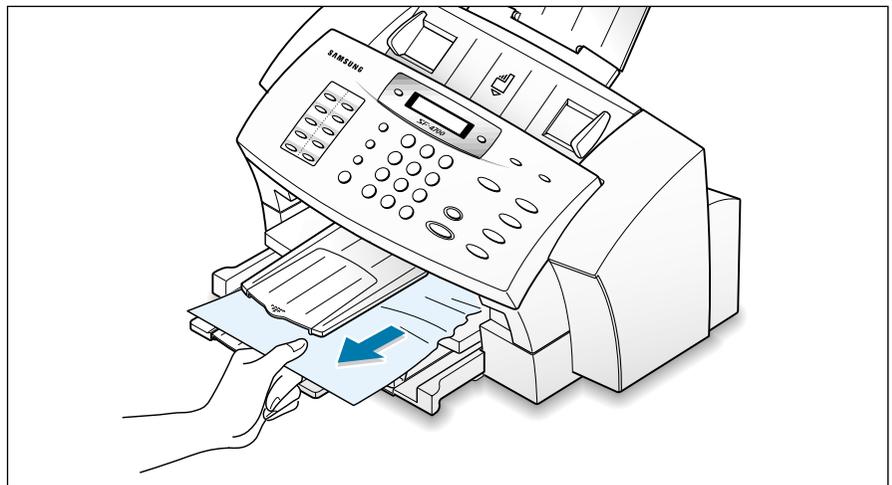
If there is any resistance, and the paper does not move immediately when you pull, stop pulling. Continue with the next step.

IF JAMMED INSIDE THE MACHINE

1. Open the front panel and the top cover.
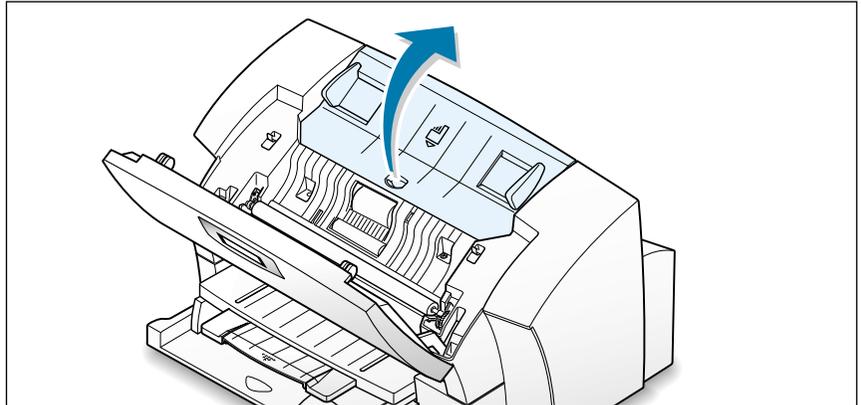
2. Gently pull the jammed paper out of the machine.

3. Check that there is no other paper inside the machine.

4. Close the top cover and the front panel.

Tips for Avoiding Paper Jams

By carefully selecting print materials and loading them properly, you should be able to avoid most paper jams. If jams do occur, follow the steps outlined in "Clearing Jams" starting on page 7.1. If jams occur frequently, make sure that you are following these preventative tips:

• Follow the procedures in "Loading Paper" on page 1.13 to load paper properly. Make sure that the adjustable guides are positioned correctly.

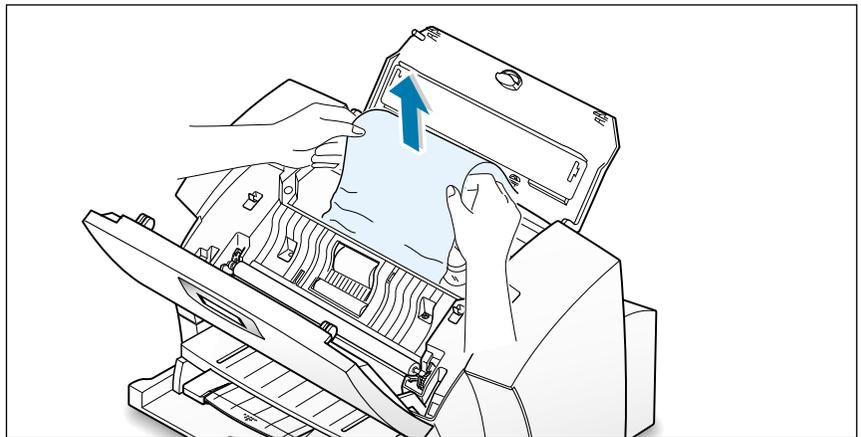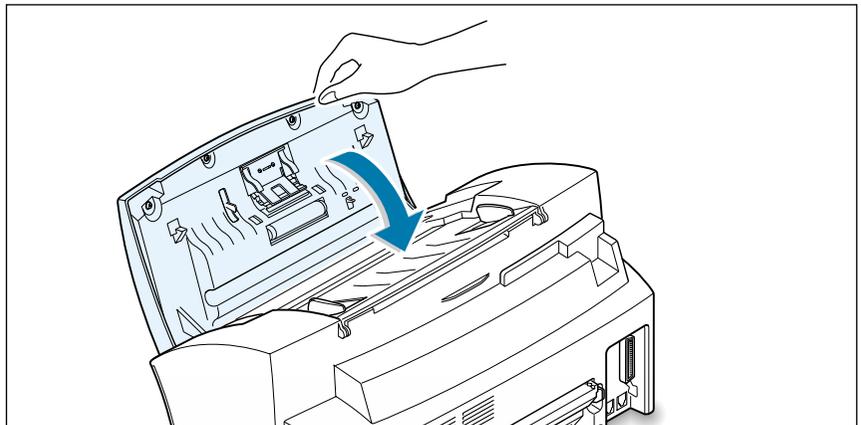• Do not overload the paper. Up to 150 sheets can be loaded in the paper input tray at a time and the manual paper feeder holds only one sheet at a time.

• When you pull the paper input tray out of the machine for loading paper or clearing jam, you must slide the tray into the machine completely until it locks in place. If you fail, it may cause a paper jam.

• Envelopes with self-stick adhesives may cause wrinkling, creasing, or even jams and may even damage your machine.

• Fan stacks of labels or transparencies before loading them into the paper input tray. If jams occur when using the paper input tray, try feeding one sheet at a time in the manual paper feeder.

• Do not load wrinkled, creased, damp, or highly curled paper.

• Do not mix paper sizes in the paper input tray.

• Use only recommended print media.

• Make sure that the recommended print side is facing up when loading it in the paper input tray.

• Keep print media stored in a suitable environment.

LCD Error Messages

Display	Meaning	Solution
DOCUMENT JAM	The loaded document has jammed in the feeder.	Clear the document jam.
ADD CARTRIDGE	The print cartridge is not installed.	Install the print cartridges. See page 1.15.
LINE ERROR	Your unit cannot connect with the remote machine, or has lost contact because of a problem on the phone line.	Try again. If failure persists, wait an hour or so for the line to clear, then try again. Or, turn the ECM mode on. See 'Setting User-Selectable System Options' on page 4.34.
LOAD DOCUMENT	You have attempted to set up a sending operation with no document loaded.	Load a document and try again.
MEMORY FULL	The memory is full.	Either delete unnecessary documents, or retransmit after more memory becomes available, or split the transmission into more than one operation.
NO ANSWER	The remote machine has not answered after all the redial attempts.	Try again. Make sure the remote machine is operational.
NO. NOT ASSIGNED	The one-touch or speed dial location you tried to use has no number assigned to it.	Dial the number manually with the keypad, or assign a number.
REMOVE PAPER JAM THEN PRESS STOP	Recording paper has run out, or has jammed.	Clear the jam or load paper in the tray, then press **Stop**.

Display	Meaning	Solution
POLLING ERROR	The remote fax machine you want to poll is not ready to respond to your poll. Or When setting up to poll another fax machine, you have used an incorrect poll code.	The remote operator should know in advance that you are polling and have their fax unit loaded with the original document. Enter the correct poll code.
POWER FAILURE	A power failure has occurred.	If documents have been stored in the memory, a 'Power Failure Report' will be printed automatically when the power is restored.
RECEIVE ERROR	A fax has not been received successfully.	A problem with the facsimile communications has occurred. Ask the sender to try again.
RETRY REDIAL ?	The machine is waiting for a specified time interval to redial a previously busy station.	You can press **Start** to immediately redial, or **Stop** to cancel the redial operation.
SEND ERROR	Your fax has not gone through successfully.	A problem with the facsimile communications has occurred. Try again.
INK LOW	The ink cartridge has run out.	Replace with a new ink cartridge.
POWER UP PLEASE WAIT	The machine is warming up and is off-line.	Wait until the machine is on-line.

Fax Problems

Paper Fax Problems

Symptom	Cause and Solution
The machine is not working, there is no display and the buttons are not working.	• Unplug the power cord and plug it in again. • Check that your socket is active.
No dial tone.	• Check that the phone line is connected properly. • Check that the phone socket in the wall by plugging in another phone.
The numbers stored in the memory do not dial correctly.	• Make sure that the numbers are stored in the memory correctly. • Print a Phonebook list. See page 4.32.
The document does not feed into the machine.	• Make sure that the document is not wrinkled and you are putting it in correctly. Check the document is the right size, not too thick or thin. • Make sure that the cover is firmly closed.
You cannot receive faxes automatically.	• The FAX mode should be selected. • Is there paper in the machine? • Check if the display shows 'MEMORY FULL.'
Your machine cannot receive faxes manually.	• Did you hang up the handset of the external telephone before you pressed **Start/Enter**?
Your machine will not send anything.	• Make sure that the document is loaded face down. • 'TX' should show up on the display. • Check the other machine you are sending to, to see if it can receive your fax.

Symptom	Cause and Solution
You cannot poll another machine.	• The fax machine you are polling may be using a poll code.
The incoming fax has blank spaces or you received a poor-quality copy.	• The machine sending you the fax may be faulty. • The fax machine sending you a fax may have a dirty scan glass. • A noisy phone line can cause line errors. • Check your machine by making a copy. • The print cartridge may be empty.
Are some of the words on the incoming fax stretched?	• The machine sending you the fax had a temporary document jam.
There are lines on the copies or documents you send.	• Check your scan glass for marks, and clean it. See page 6.14.
The machine dials a number, but fails to make a connection with another fax machine.	• The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask them to sort out the problem.
You cannot store a document in the memory.	• There may not be enough memory to store the document. If the display shows a 'MEMORY FULL' message, delete any documents you no longer need from the memory, then restore the document.
Blank areas appear at the bottom of each page or on other pages, with only a small strip of text printed at the top.	• You may have chosen the wrong paper settings in the user option setting. See page 4.34 to choose a proper paper size.

PC fax Problems

Problem	Possible Cause and Remedy
After receiving a PC fax data, it is not printed immediately.	Make sure that "**Automatically answer for incoming calls after (rings)**" or "Enable manual receiving" options are enabled. These options should be disabled to print data. To check for the option status, double-click the **SmarThru 2** icon on the desktop window, then select **SmarThru Configuration** from the **Tools** menu. In the SmarThru Configuration dialogue box, select **Fax Gate**, then **Options**, and check the options in the Fax Gate Properties dialogue box.
PC-fax does not work.	• Make sure that the Fax Service option is enabled. Double-click the **SmarThru 2** icon on the desktop window, then select **SmarThru Configuration** from the **Tools** menu. In the SmarThru Configuration dialogue box, select **Services**, then **Options**, and enable **Fax Service**. • The fax modem setup is not made properly. To configure the fax modem, double-click the **SmarThru 2** icon on the desktop window, then select **SmarThru Configuration** from the **Tools** menu. In the SmarThru Configuration dialogue box, select **Fax Gate**, then **Options**, and specify the fax gate options. • Change the modem port not to conflict with other devices. In Win 95/98, the modem port is set to COM3 or COM4, and Win NT 4.0 is COM8. • PC fax is not working while the MFP is running for print jobs. Retry when the current printing is finished.

Printer Problems

General Printing Problems

Problem	Possible Cause and Remedy
Your machine does not print.	• The printer cable is not connected properly. Check the printer cable connection. • The printer cable is defective. Swap the cable with one known to work. • The port setting is incorrect. Check the Windows printer settings to make sure that the print job is being sent to the correct port (for example, LPT1). • The print cartridge is not installed properly. Remove and reinsert the print cartridge. • The printer properties may be configured incorrectly. Check the application to make sure that all print settings are correct. • The printer driver may be incorrectly installed. Uninstall the MFP driver and reinstall the MFP driver. Then try printing a test page. Refer to 'Uninstalling SmarThru Software' on page 2.16. • A paper jam has occurred. Remove the jammed paper. See page 7.1.
The paper is not fed into the machine.	• Paper has not been inserted correctly. Remove and reinsert the paper correctly (refer to 'Loading Paper' on page 1.13). • There is too much paper in the paper input tray. Remove some of the paper from the input tray.
The paper keeps jamming.	• There is too much paper in the paper input tray. Remove some of the paper from the tray. (If printing onto transparencies, or labels, insert them one at a time in the manual paper feeder.) • The paper setting method may be incorrect. If printing onto envelopes, insert the envelopes so that there is a gap of approximately 1 mm (1/32″) between the left and right edge of the envelopes at the paper guide.

Problem	Possible Cause and Remedy
Half of the page is blank.	• The page layout is too complex. Simplify the page layout and remove any unnecessary graphics from the document if possible. • The page orientation setting may be incorrect. Change the page orientation in the Printer Properties dialogue box. • The paper size and the software paper size settings do not match. Insert the correct paper into the machine or change the software paper size settings. • Scaling may be set to less than 100%. Change the Scaling setting in the Printer Properties dialogue box. • The printer cable specifications may be incorrect. Use or replace the cable with an IEEE-1284 rated cable.
Your machine prints the wrong data, or it prints incorrect characters.	• The printer cable might not be connected properly. Check the printer cable connection. • There may be a problem with the printer driver software. Exit Windows and reboot the computer. Turn the printer off and then back on again. • The printer cable specifications may be incorrect. Use or replace the cable with an IEEE-1284 rated cable.
Printing is too slow.	• If using Windows 95/98, the Spooling Setting may be set incorrectly. From the **Start** menu, select **Settings** and **Printers**. Click your printer icon with the right mouse button, select **Properties**, click the **Details** tab, and then click the **Spool Settings** button. Select the desired spool setting from the available choices. • If you are using Windows NT, the Scheduling setting may be set incorrectly. From the **Start** menu, select **Settings** and **Printers**. Click your printer icon with the right mouse button, select **Properties**, click the **Scheduling** tab. Then, select the desired scheduling setting from the available choices.

Colour Printing Problems

Problem	Possible Cause and Remedy
Your machine prints only in black	• The SF-4700 printer driver may not be selected. Verify that you selected the SF-4700 printer driver or other compatible color printer driver. • The color print cartridge may not be working properly. Run a self test to make sure the ink cartridges are working correctly. • The print nozzles of the color print cartridge may need to be cleaned. Clean the print cartridges. See page 6.3.
Colors print incorrectly	• The SF-4700 driver may not be selected. Verify that you selected the SF-4700 printer driver. • Print cartridges may be installed in the incorrect holders. Remove each print cartridge that is in an incorrect holder. Check that the ink have not mixed in the cartridges. If this is the case, replace the cartridge with a new one. • Run a self test (see page 1.20). If the problem persists, replace the cartridge with new one.
Colors are missing	• The color print cartridge may not be working properly. Run a self test to make sure the ink cartridge is working correctly. • The print head may need to be cleaned. Clean the print cartridges (see page 6.3).
Colors in a line are uneven, or different from the previous lines	• You may have turned the machine off(paused) and then on(resumed) during print job. Do not turn the machine off and back on during a print job. • The print mode does not match the data pattern. If you are printing high density color graphics on plain paper, change the Paper Type setting from **Plain Paper** to **Coated Paper**.
Hue changes	• Print nozzles on the print head may be clogged. Run a self test (page 1.20) to check the status of the nozzles and clean the print cartridge(page 6.3). • The color print cartridge may be empty. Replace the cartridge with a new one,

Print Quality Problems

Problem	Possible Cause and Remedy
Light print or fade	• The print cartridge may be running out of ink. Install a new ink cartridge. • The paper may not meet paper specifications (for example, the paper is too moist or too rough). See "Selecting Paper Media" on page 5.1. • If the whole page is light, the print resolution setting is too light. Adjust the print resolution within the printer properties. See page 5.10. • A combination of faded and smeared defects may indicate that the print cartridges need to be cleaned. See "Cleaning the Print Cartridges" on page 6.3.
Splashed dots	• The paper may not meet paper specifications (for example, the paper is too moist or too rough). "Selecting Paper Media" on page 5.1. • The print nozzles may be clogged with ink. See "Cleaning Print Cartridges" on page 6.3.
White streaks or missing dots	• The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different kind or brand of paper. • Print cartridges may be installed incorrectly. Make sure the print cartridges are installed correctly. • A print cartridge may be empty. Check the contacts of the print cartridge. If there is not any ink in the cartridge, replace it with a new one. • The print media being used may not be acceptable. Use only print media specified in "Selecting Paper Media" on page 5.1. • The print head may be aligned incorrectly. Print the alignment pattern to align the print cartridge. See page 6.7.

Problem	Possible Cause and Remedy
Blurred or smudged ink	• You may printing on the wrong side of the paper. Turn the paper over and printing on the other side. • The paper may not meet paper specifications (for example, too moist or too rough). See "Selecting Paper Media" on page 5.1. • Let the ink dry before handling the paper.
Characters with white lines	• The print cartridge may be almost empty. Check the contacts of the print cartridge and replace, if necessary. • The print cartridges may need to be cleaned. See page 6.3.
Characters are improperly formed or not aligned correctly	• The print media loaded incorrectly or is an unsupported size or type. Use the print media specified in "Selecting Paper Media" on page 5.1. • If characters are improperly formed, producing a wavy effect, the scanner unit may need service. • The print cartridge may need to be cleaned. See page 6.3. • The print cartridge may need to be aligned. See page 6.7.
Vertical lines in tables, borders and graphics not smooth	• The print cartridge may need to be cleaned. See page 6.3. • The print cartridge may need to be aligned. See page 6.7.
Solid black areas contain white streaks	Change the fill pattern in the application software.
Printing appears jagged	The print resolution selected in the printer driver may be low. Check the printer driver for the correct resolution. Printing in low resolution will give the printout a jagged look. Change the Print Quality to a higher resolution.

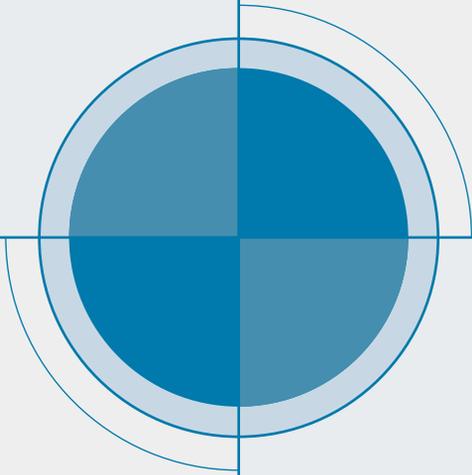| Problem	Possible Cause and Remedy
Page is skewed	• Check the paper type and quality. See "Selecting Paper Media" on page 5.1. • Ensure the document or other media is loaded correctly and the guides are not set properly for the paper stack.
Printout is curled	• Check the paper type and quality. See "Selecting Paper Media" on page 5.1. Both high temperature and humidity will cause the paper to curl. • Turn the stack of paper in the paper input tray over. Also, rotate the paper 180° in the tray.
Printout wrinkles or creases	• Ensure the paper is loaded properly. • Check the paper type and quality. See "Selecting Paper Media" on page 5.1. Both high temperature and humidity will cause the paper to curl. • Turn the stack of paper in the paper input tray over. Also, rotate the paper 180° in the tray.

Scanning Problems

Problem	Possible Cause and Remedy
Document will not scan into memory.	• Ensure the document to be scanned is loaded properly. • There may be sufficient memory to store the document.
The unit scans slowly.	• Graphics are scanned more slowly than text. • Communication speed becomes slow in scan mode because more memory is required to analyze and reproduce the scanned image. Setting your computer to ECP mode through the BIOS setting will increase the speed. For details on how to set BIOS, refer to the documentation that came with your computer.
"There is no document or the document is loaded improperly. Insert the document properly and try again" message appears on the screen.	Insert the document properly and push it down until the feeder grips the document.
"Scanner is busy receiving or printing data. When the current job is completed, try again'" message appears on the screen.	The scanner may be currently copying or faxing. When the current job is complete, try again.
"Memory is not enough to save the scan image. Close all applications that are not necessary and retry" message appears on the screen.	There is not enough memory to save the scanned image. Exit all applications currently open to save memory.

Problem	Possible Cause and Remedy
"Scanning has failed. Restart your scanner and try again" message appears on the screen.	Scan error occurs. Turn the machine off and back on. If the problem reoccurs, restart the computer.
"The selected port is currently being used. Restart your computer and try again" message appears on the screen.	Scan error occurred and the scanning has not been completed properly. Reset your computer.

"The scanner driver is not installed or an operation environment is not set up properly. Re-install the scanner driver and try again" message appears on the screen.	Re-install the MFP driver. See page 2.4. If the problem persists, the file setting required for I/O may not be set correctly. Follow the instructions below :
	
	1. Start Windows.
	2. In Windows 95/98, select **Run** from **Start** menu. Windows 3.x users should select **Run** from **File** menu under **Program Manager**.
	3. Type '**sysedit**', then click **OK**.
	4. Select **SYSTEM.INI** file, and set the file as shown below.
	
	  [386 Enh]
	
	  device=vecp.386
	
	  LPT1TurnAroundDelay = 50
	
	5. Restart Windows.

"Port is disabled. Check if the port is properly connected, or power is on. Then restart your computer" message appears on the screen.	I/O error occurs during scanning. Check for bad cable or connection. If the problem persists, open the System.ini file in the Windows directory as described above, and increase time as much as required in increments of 10.

Problem	Possible Cause and Remedy
"Port is disabled. Check if the port is properly connected, power is on, scanner is not busy. Then restart your computer" message appears on the screen.	The printer cable may be improperly connected or power may be off. If the problem persists, turn the computer and SF-4700 off, and back on after about 10 seconds.
The image quality of the received data is lower than that of the scanned data.	• To send send data via PC-fax, the scanned data is converted to 200 dpi. For high quality, such as a photo, scan the image using TWAIN UI source, then select Halftone or B/W when selecting scan options. • To select **TWAIN UI** source, right-click on the SmarThru icon in the right corner of the taskbar in the desktop window. Select ScanThru Options from the pop-up menu. In the ScanThru Options dialogue box, select Show TWAIN UI checkbox.
After scanning is finished, the ScanThru dialogue box is still on.	When scanning with Samsung TWAIN UI, the Scan dialog box is on for multi-page scan unless you manually close the dialog box.
A portion of the image is not appear on the scanned image.	Set a proper scan area when scanning. In general, the upper 3 mm on the image is not scanned due to the product specifications.

OCR Problems

Problem	Possible Cause and Remedy
The recognized page contains many unrecognized words.	• The original document is scanned with improper brightness or too low resolution. Adjust the scanning brightness to medium in your scanning application.
	• The original document contains wrong text language. You can recognize English text only.
	• You have set wrong text type. Text type is set in the AnyPage Lite system automatically. But if you have to recognize typewritten or matrix printer texts, set the corresponding text type to increase recognition accuracy. Do not forget to set the switch back to **Auto** position if you are recognizing texts, which are neither typed on a typewriter nor printed on matrix printer in draft mode.
The result of automatic segmentation is not correct.	In most cases the system analyzes text layout successfully. But if there are mistakes, you can mark blocks manually.
The system does not load your image file.	You may be trying to load an image file of a format not supported in AnyPage Lite. • AnyPage Lite can load image files in the following formats: BMP, PCX, DCX, JPEG, TIFF. • AnyPage Lite can save images in the following formats: BMP, PCX, JPEG, TIFF.
Scanning is not achieved in AnyPage Lite.	AnyPage Lite does not offer the scan feature. It provides only the recognizing feature of the scanned image.

Appendix

◆ **Connecting Other Device to Phone Line**

◆ **Specifications**

Connecting Other Devices to the Phone Line

You can connect other devices to the same phone line as the SF-4700 Series product.

Deciding What to Connect

You have connected the SF-4700 to the wall jack. Generally, there are three other devices that can be connected to the same phone line:
• a telephone
• an answering machine
• an external modem or a computer with an internal modem

Which, of these you connect to this phone line depends on your configuration. Please see the following configurations.

Situation 1

You connected the SF-4700 to a wall jack with a phone line for fax calls only (a dedicated fax line).

You do not need to connect any other devices. However:
• You can connect an external modem or a computer with an internal modem to this phone line if you want to use the fax line to access the Internet or e-mail.
• You can connect an extra telephone to this wall jack if you would like to make outgoing voice calls.

To connect any of these devices to the same phone line, go to "Connecting Other Devices, Overview" on page 8.3. If you have another wall jack for this phone line, you can connect the extra phone and/or external modem or computer with internal modem to the other wall jack.

Note: **Because this is a dedicated fax line, you should never have an answering machine or computer connected**. Or, using computer voicemail, you must connect the computer with internal modem or the external modem to your dedicated voice line. You will connect to the Internet or e-mail using the dedicated voice line.

You connected the SF-4700 to a wall jack with a phone line for fax and voice calls (a shared line).

Connect any other devices you have to this phone line. To connect the other devices you have to the same wall jack as the product, go to Appendix "Connecting Other Devices, Overview" on page 8.3.

If you have another wall jack for this phone line, you can connect some of the devices to that wall jack. However, if you have an answering machine or computer with voicemail, make sure to connect it to the same wall jack as the SF-4700.

Special Situations

You have two phone lines coming into one wall jack.

When you connected the SF-4700, you should have plugged it into a phone unit splitter connected to the wall jack. Proceed as if that side of the phone unit splitter is a phone line for fax calls only (a dedicated line). See "Situation 1" on page 8.1.

You have one phone line with two phone numbers and distinctive ring service.

Use the same guidelines in "Situation 2" above for connecting other devices. You can change settings for distinctive ring later.

Connecting Other Devices, Overview
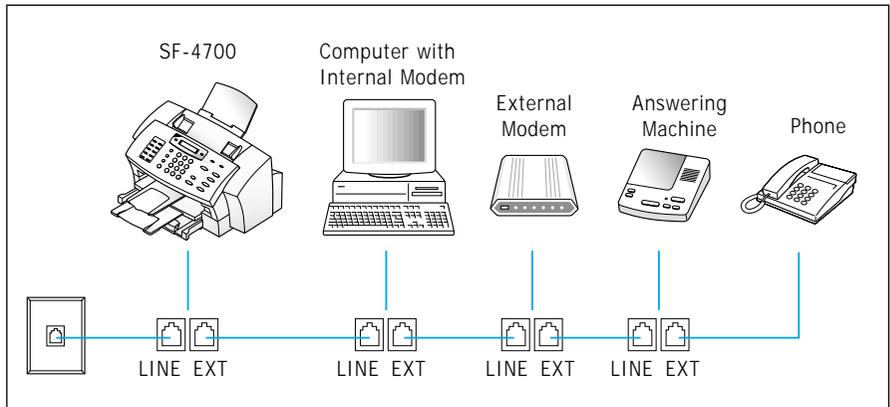
Connect other device in the order indicated.

Note:
- The SF-4700 Series product the device connected to the wall jack. If it isn't, it cannot answer incoming fax calls.
- As the drawing indicates, always plug the **LINE** jack into one device and the **EXT** jack into another device.
- Some computers have a second **LINE** jack which is used to connect the computer to a dedicated voice line. If you have a second **LINE** jack, check your computer's documentation to ensure you are connecting to the correct **LINE** jack.

Specifications

Printer

Item	Specification and Description
Technology	2 pen Thermal InkJet (Rome Base)
Paper Path-Recording	Front to Front
Paper Path-Document	Rear to Front
Speed	9 ppm mono, 5% Coverage in draft mode 4.5 ppm Color, 15% Coverage in draft mode
Resolution	Color: 1,200 x 1,200 dpi Black: 1,200 x 1,200 dpi
Effective Printing Width	203 mm
Feeding Method	FIFO (C-Path)
Manual Feed	Rear to Front
O/S	Windows 95/98/NT
Emulation	HBP (Host Based Printing)

Consumables

Item	Type	Yield	Description
Black Cartridge - Babbage head	Standard	600 sheets (5%)	208 nozzles, Pigment Ink
	High	1,100 sheets (5%)	
Color Cartridge - Birch head	Standard	275 sheets (15%)	196 nozzles, Pigment Ink, , 7pl drop size
	High	470 sheets (15%)	

Copy

Item	Specification and Description
Resolution	Optical 300 x 300 dpi
BW Contrast Control	Lighten, normal, darken
Multiple Copy	99 pages
Reduce & Enlarge	25 ~ 200 %

Scanner

Item	Specification and Description
Scan Method	Color Contact Image Sensor (CIS)
Scan Width	Max. 216 mm, Effective: 210 mm
Scan Resolution-Optical	300 x 300 dpi
Scan Speed	9 sec/page
Feeding Method	Sheet-fed
ADF Capacity	Max 30 sheets
BW Contrast Control	lighten, normal, darken

Fax

Item	Specification and Description
Modem Speed	14.4 kbps
Compatibility	ITU Group 3
Resolution (Selectable by 1-key & LCD)	Standard: 200 x 100 dpi (Default) Fine: 200 x 200 dpi Superline: 300 x 300 dpi
Compression	MH/MR/MMR
ECM Support	Yes
Halftone	Photo: 256 grayscales
TAD Interface	Yes
Memory	2 MB (User memory 0.5 MB)
Memory Backup	15 sec.
Receive Mode	TEL, FAX, ANS/FAX
Tone/Pulse Switching	DTMF (Tech mode)

General

Item	Specification and Description
Size (WxDxH) mm	439 x 360 x 235 mm
Weight (with Head)	6.9 Kg
Interface	IEEE 1284
Cable	Parallel only

Safety Informations

Important Precautions and Safety Information

When using this fax machine, these basic safety precautions should always be followed to reduce risk of fire, electric shock, and injury to persons:

1. Read and understand all instructions.

2. Use common sense whenever operating electrical appliances.

3. Follow all warnings and instructions marked on the product and in the literature accompanying the product.

4. If an operating instruction appears to conflict with safety information, heed the safety information. You may have misunderstood the operating instruction. If you cannot resolve the conflict, contact your sales or service representative for assistance.

5. Unplug the fax machine from the AC wall socket and telephone jack before cleaning. Do not use liquid or aerosol cleaners. Use only a damp cloth for cleaning.

6. Do not place the fax machine on an unstable cart, stand, or table. It may fall, causing serious damage.

7. Your fax machine should never be placed on, near, or over a radiator, heater, air conditioner, or ventilation duct.

8. Do not allow anything to rest on the power, telephone. Do not locate your fax machine where the cords will be abused by persons walking on them.

9. Do not overload wall outlets and extension cords. This can diminish performance, and may result in the risk of fire or electric shock.

10. Do not allow pets to chew on the AC power, telephone, or PC interface cords.

11. Never push objects of any kind into the fax machine through case or cabinet openings. They may touch dangerous voltage points, creating a risk of fire or shock. Never spill liquid of any kind onto or into the fax machine.

12. To reduce the risk of electric shock, do not disassemble the fax machine. Take it to aqualified service technician when repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly could cause electric shock when the unit is subsequently used.

13. Unplug the machine from the telephone jack, PC, and AC wall outlet, and refer servicing to qualified service personnel under the following conditions:

    • When any part of the power cord, plug, or connecting cable is damaged or frayed.
    • If liquid has been spilled into the product.
    • If the product has been exposed to rain or water.
    • If the product does not operate properly after instructions have been followed.
    • If the product has been dropped, or the cabinet appears damaged.
    • If the product exhibits a sudden and distinct change in performance.

14. Adjust only those controls covered by the operating instructions. Improper adjustment of other controls may result in damage, and may require extensive work by a qualified service technician to restore the product to normal operation.

15. Avoid using this fax machine during a lightning storm. There may be a remote risk of electric shock from lightning. If possible, unplug the AC power and telephone for the duration of the lightning storm.

16. SAVE THESE INSTRUCTIONS.

In Case of Interference

In normal operation, your SAMSUNG fax machine produces and uses radio-frequency energy. In some cases, this can cause interference to other electronic equipment. Part 15 of the FCC rules establishes guidelines limiting the amount of radio-frequency energy which may be produced by electronic equipment. Tests have proven that your Samsung FAX machine meets or exceeds these guidelines, and is classified a "Class B Digital Device" for operation in a residential environment. When installed and operated according to instructions, your SAMSUNG fax machine should not cause interference to the types of equipment expected to be found in a normal residential environment.

Unauthorized changes or modifications could void the user's authority to operate the equipment.

In the event your SAMSUNG fax machine appears to cause interference to other electronic equipment, it can often be easily remedied. First determine if the source of interference really is your FAX machine. To do this, turn its power off and on while observing the equipment experiencing the interference. If the interference disappears when you turn the FAX machine off, the following steps can be very effective in correcting interference problems:

- Connect the FAX machine to an AC outlet which is on a different circuit breaker from the equipment experiencing interference.
- Increase the distance between the FAX machine and the equipment experiencing interference.
- Cable TV amplifiers and splitters are extremely prone to interference. Be certain that they are as far as possible from the FAX machine and its AC power and telephone cords.
- Replace "twin lead" antenna wire with shielded coaxial cable, and use proper connectors and adaptors.
- Turn or relocate the receiving antenna. In most cases this is easily done by sim-ply moving a radio. A TV antenna may need to be re-oriented or installed in another area of the building.
- Consult your dealer, a reputable radio/TV technician, or an Amateur Radio Operator for help.

* To locate an Amateur Radio Operator in your area, contact The American Radio Relay League, 610 Main St., Newington, CT 06111.

Fax Branding

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page
or on the first page of the transmission the following information:

(1) the date and time of transmission
(2) identification of either business, business entity or individual sending the message; and
(3) telephone number of either the sending machine, business, business entity or individual.

See pages 1.21 to 1.22 for instructions on how to enter this information into your Samsung FAX machine's memory.

The Telephone Company may make changes in its communications facilities, equipment operations, or procedures where such action is reasonably required in the operation of its business and is not inconsistent with the rules and regulations in FCC Part 68. If such changes can be reasonably expected to render any customer terminal equipment incompatible with telephone company communications facilities, or require modification or alteration of such terminal equipment, or otherwise materially affect its use or performance, the customer shall be given adequate notice in writing, to allow the customer an opportunity to maintain uninterrupted service.

Telephone Company Information

FCC IDENTIFICATION NUMBER

The Ringer Equivalence Number and FCC Registration Number for this equipment may be found on the label located on the bottom or rear of the machine. In some instances you may need to provide these numbers to the telephone company.

RINGER EQUIVALENCE NUMBER

The Ringer Equivalence Number (REN) is a measure of the electrical load placed on the telephone line, and is useful for determining whether you have "overloaded" the line. Installing several types of equipment on the same telephone line may result in problems making and receiving telephone calls, especially ringing when your line is called. The sum of all Ringer Equivalence Numbers of the equipment on your telephone line should be less than five in order to assure proper service from the telephone company. In some cases, a sum of five may not be usable on your line. If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.

WARNING:
FCC Regulations state that changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment. In the event that terminal equipment causes harm to the telephone network, the telephone company should notify the customer that service may be stopped. However, where prior notice is impractical, the company may temporarily cease service, providing that they:

a) Promptly notify the customer.
b) Give the customer an opportunity to correct the equipment problem.
c) Inform the customer of the right to bring a complaint to the Federal Communication Commission pursuant to procedures set out in FCC Rules and Regulations Subpart E of Part 68.

You should also know that:
• Your Samsung FAX machine is not designed to be connected to a digital PBX system.
• If you intend to use a computer modem or fax modem on the same phone line as your FAX machine, you may experience transmission and reception problems with all the equipment. It is recommended that no other equipment, except for a regular telephone, share the line with your FAX machine.
• If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for both the power and the telephone lines. Surge protectors can be purchased from your dealer or telephone and elec-tronic specialty stores.
• When programming emergency numbers and/or making test calls to emergency numbers, use a non-emergency number to advise the emergency service dispatcher of your intentions. The dispatcher will give you further instructions on how to actually test the emergency number.
• This equipment may not be used on coin service or party lines.
• This telephone provides magnetic coupling to hearing aids.
• You may safely connect this equipment to the telephone network by means of a standard modular jack, USOC RJ-11C.

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