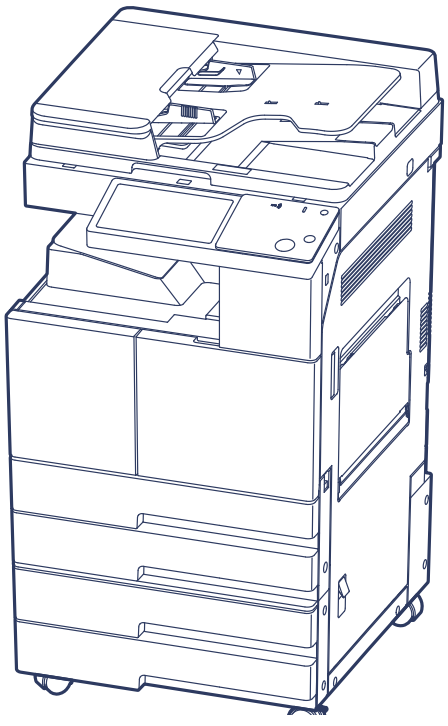
Sindoh
Unmistakable

N610/MF Series

User Manual

- Please read this user manual before using the device and keep the manual for future reference.



Cautions for User Safety

Please follow the below guidelines when using the device.

⚠ Warning : Failure to follow the instructions may lead to death or serious injury.

- Plug the power cord directly into the outlet on wall. Do not use an extension cord.
- If the power cable or plug is worn or damaged, unplug the power plug by pulling it out.
- In order to prevent electrical shock or exposure to laser radiation (when using laser device), do not remove the covers or screws not stated in the user manual.
- Turn power off and unplug the power cord in the following situations.
  - If something is spilled on device
  - When considering the service or repair request on the device
  - When the device cover is damaged.
- In case of a device using toner, do not burn the spilled toner or the waste toner.
  If toner particles are exposed to flame, it may ignite.
- In case of disposal, contact our authorized store or use an appropriate collection place.
- In case of not using the device for a long time or when leaving the office after business hours, turn the power off. Otherwise, it may cause an accidental fire.

⚠ Cautions : Failure to follow the instructions may cause serious/minor injuries or property damages.

- Protect the device from a humid or wet condition including rain, snow, and so on.
- Pull the power cord off from the outlet on wall before moving the device.
- Be careful not to damage the power cord when moving the device.
- Unplug by pulling out the plug, not the cable when unplugging the power cord from the outlet on wall.
- Be careful not to drop a clip, staple, or any other small metal object inside the device.
- Be careful of a safety accident when adjusting internal parts of the device in case of paper jam removal, cleaning, and so on.
- In case of a device using toner, keep the toner and the toner container out of the reach of children.
- Do not dispose of the device or consumables at the household waste process site.
  In case of disposal, contact our authorized store or use an appropriate collection place.
- The inside of the device may be very hot. Do not touch the parts with the **“Careful! Very Hot!”** label attached or its surrounding area. Otherwise, it may cause burn.
- Our product conforms to the quality and performance standards.
  It is recommended to use the genuine parts only, available from an authorized distributor.

Before Use

Thank you for purchasing our product.

This user manual is intended for first-time user of this MFP as well as MFP administrators.

This manual explains functions and operation procedures of MFP, user tips and important warnings, maintenance tips, and simple troubleshootings.

Read this manual carefully to fully and effectively use the device. For maintenance and trouble-shooting, basic technical knowledge for the device will help users.
For your maintenance and troubleshooting needs, follow the instructions specified in the manual.
If any unexpected errors or troubles occur, make sure to contact one of our service centers for help.

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5. The font used for device GUI and user manual is NANUM font, provided by NAVER.

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1. About User Manual

This user manual describes detailed explanations and tips to note in regard to operating and using this device. Before using the device, please read the user manual carefully for user safety and convenience.
And keep this manual near the device for your future reference.

Important

- **The details in this user manual may change without prior notice. Sindoh shall not be responsible for any consequent damages or losses, indirect, special, contingent handling or operations of the device in any cases.**
- **Copying or printing to reproduce materials prohibited by law is not allowed.**
  Any reproduction of bank currencies, revenue stamps, bonds, stock certificates, promissory notes, checks, passports, driver's license is generally illegal and prohibited by local law.
- **The above list is only examplary and not all inclusive. We shall not be liable for either its completeness or accuracy of the above list. When in doubt, please seek legal advice in your local area to find copying or printing of certain material is legal.**

⚠ Warning

- **If this user manual is not followed correctly and the device is operated or adjusted differently from what is stated in the manual, user may get exposed to dangerous electromagnetic waves.**

Note

- The user manual may include descriptions different from the actual device.
  Some options may not be available in some countries.
  Please contact your local sales/distributor office for details.
- In some countries, a certain device type may not be available. Contact your local seller for details.
- This user manual uses two different units for size. Mm and inches are used to show the size of MFP.
  For configuration details, see P. 1-15 「5.4 Set Units」.

2. How to Read this Manual

2.1 Product and Procedure

1 Format number “1” means the first step.

2 Consecutive numbers are used to describe the next steps for the same procedure.
- Additional explanations are displayed.

2.2 Symbols in User Manual

This manual uses the below symbols.

⚠ Warning

- **Incidates important safety instructions.**
  Failure to follow these instructions could result in severe injury or death.

⚠ Caution

- **Incidates important safety instructions.**
  Failure to follow these instructions could result in serious or minor injury, or property damage.

Important

- **Shows required information user needs to be aware of before using device.**
  Important notes when using the device or explanations for paper misfeed, damage to originals, data loss.

Note

- Provides explanations on device functions and describes required options to use the device.

Reference

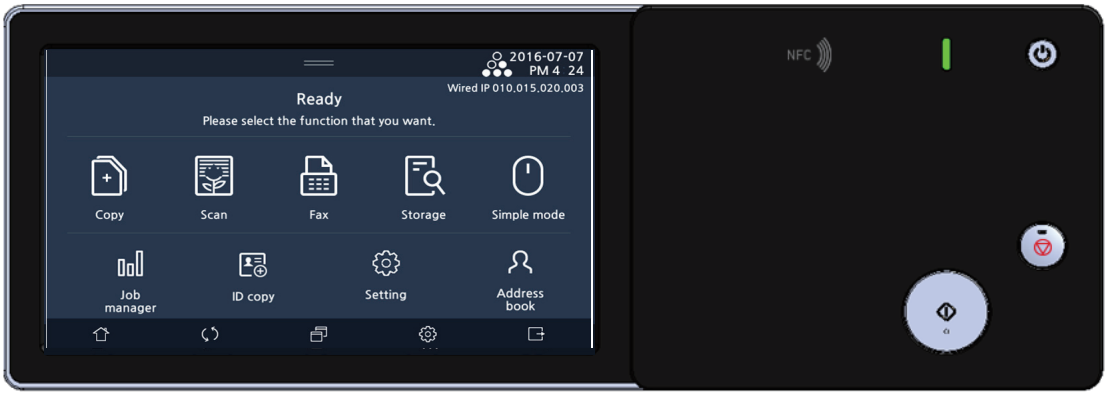
- This symbol is located where relevant information can be found.

2.3 Button Keys in User Manual

Buttons on the Control Panel

【 】

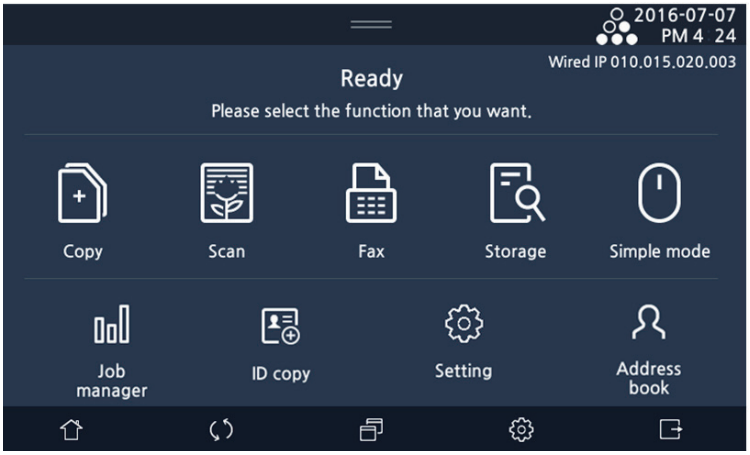
Indicates a name for each function button on the control panel.



Button Keys on Touch Panel

[ ]

Indicates a name for button key on the LCD of MFP or button key on computer screen.



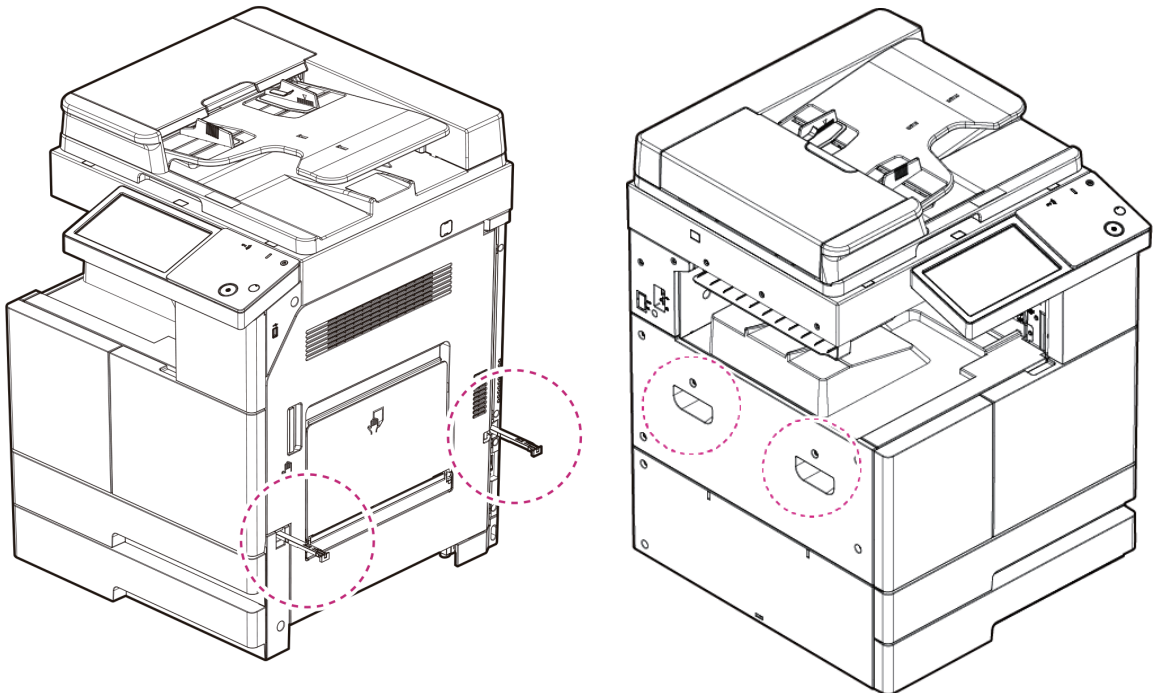
3. Precautions for MFP

Please comply with the following instructions and “Safety Information” provided at purchase.

3.1 Move MFP

⚠ Caution

- **Before moving the device, make sure to unplug the power cord from the oultet and separate it from the device. Two or more movers are required to move the device.**
- **Separate the toner unit when moving the device.**
  For details on toner unit separation, see P.10-2「1.2 Change toner bottle」.
- **Bend your knees enough not to damage your back when lifting the device.**

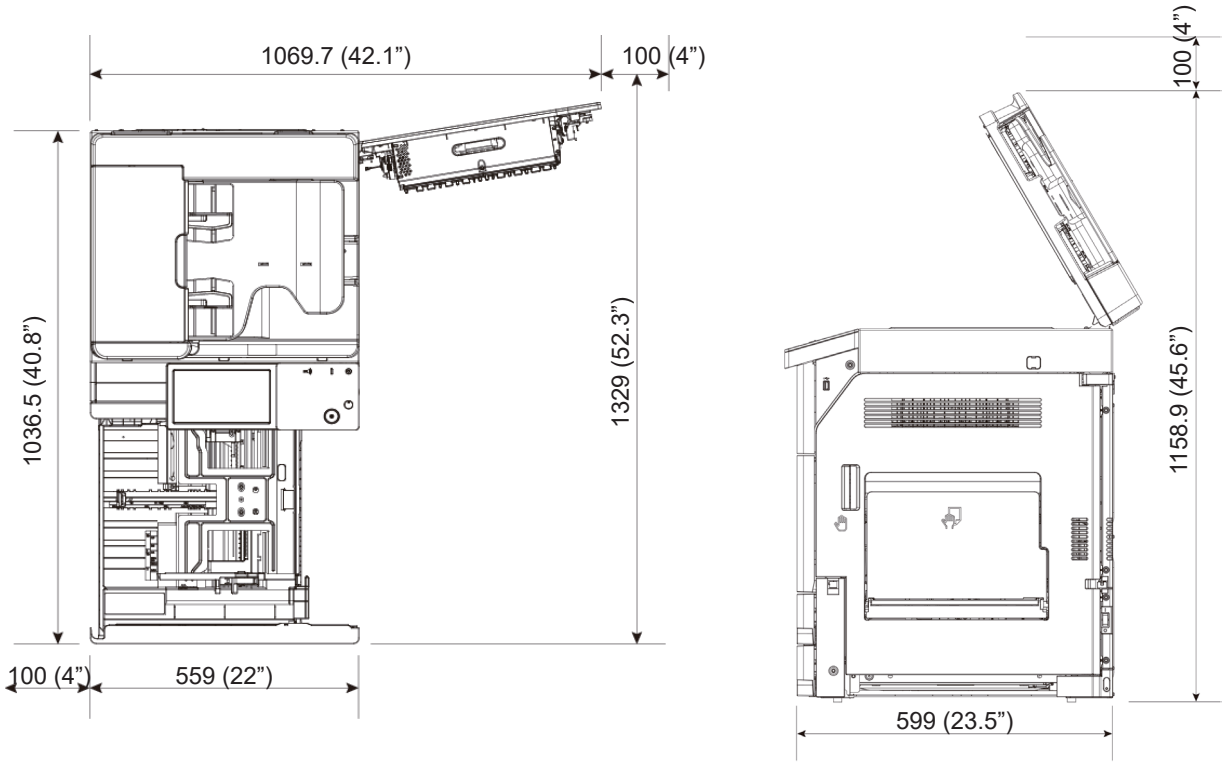


3.2 Install MFP

Important

- **Install the device with its vents spaced at least 10 cm away from walls and other equipments.**
- **Make sure that there are sufficient space around the device for easy ventilation and operation.**
- **Use the device at temperatures of 10~30℃ and relative humidity of 15~85%.**
- **Do not install or use the device outdoor.**
- **MFP be installed horizontally**

<Unit : mm>



3.3 Ventilation

⚠ Caution

- **Use the device in a place with good ventilation. When using the device, a small trace of ozone may be created.**
  The volume of ozone created is not harmful to human body, but if the volume of ozone accumulates if ventilation is poor and this may become harmful to user. It is recommended to ventilate the space on a regular basis.
- **Do not block the heat vents of the device. If heat ventilation is poor, it may lead to high temperatures inside the device, resulting in malfunction.**
- **A new MFP generally produces a little amount of gas. Therefore, make sure that the ventilation of space is good when using the device for the first time. If the device is operating for a long time, it is recommended that you do not stay long in the space where the device is installed.**

3.4 Power switch

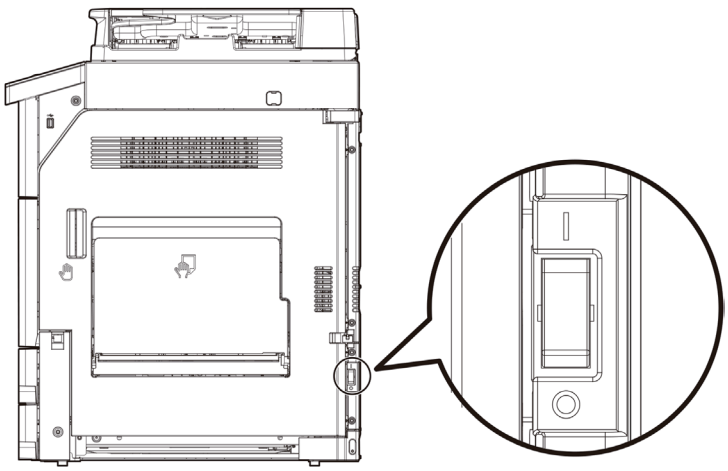
Make sure that the power cord is plugged into the outlet before turning the power switch on.
Then turn on the power button on the right side by pressing the switch button to "I" (On).
To turn off the power, press the switch button to "O" (OFF).

⚠ Warning

- **Do not plug or unplug the power cord or touch the power switch with wet hands.**
  It may cause an electrical shock.

Important

- **Once you turn the power off, wait 5 seconds or longer to turn the power on again.**
- **If you are not using the device for a long time or if you are moving the device, turn the power off and unplug the power cord from the outlet.**



3.5 Power saving mode

If there is no operation for a certain period of time, the MFP will automatically go into the power saving mode to re duce the power consumption.

In the power saving mode, all lights in the LCD screen and control panel will become off. User can set a time between 1 and 240 minutes as the stand-by time before switching to the power saving mode. By factory default, it is set as “Intelligence”.

【 ⏻ 】button will exit the power saving mode manually or switch to the power saving mode.

User can set whether to go into the power saving mode or exit from the power saving mode after a certain period of time passes. For configuration details, see P. 7-2「1.1 Basic setting」.

3.6 Handle Consumables

⚠ Warning

- **Do not burn toner unit or developer/drum unit.**

⚠ Caution

- **Do not open the toner or other consumables by force.**
  Do not inhale toner powder and keep it away from your skin.
  Also keep the toner out of reach of children.
  If your skin contacts the toner, clean it with soap and rinse it with flowing water.
  If you experience any irritation of skin, consult your physician.

Important

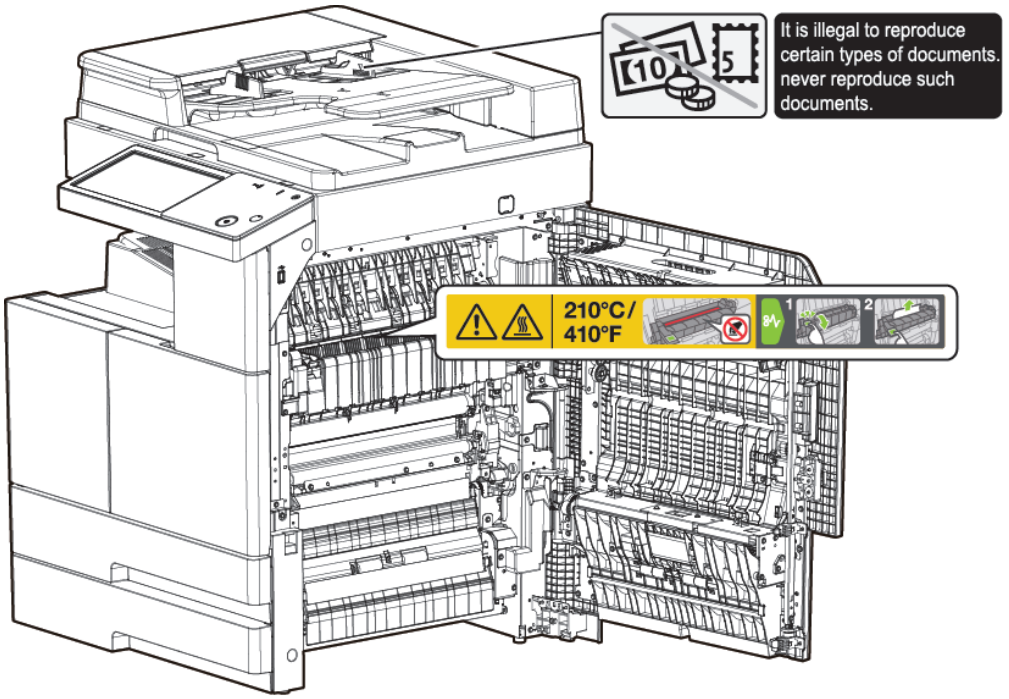
- **Do not store the toner unit, developer/drum unit, and papers in the following places.**
  - **Place exposed to flames**
  - **Place exposed to direct sunlight**
  - **Place with high temperature or humidity**
  - **Place with rapid change of temperature**
  - **Place with a lot of dust**
  - **In vehecle for extended length of time**

- **Do not touch the light sensing surface of the developer/drum unit or expose it to the direct sunlight. It may lower the print quality.**
- **Do not keep the developer, drum, or toner unit upside down or store them in a slanted place. It may lower the print quality.**
- **Do not disassemble the developer, drum, or toner unit.**
- **Keep the developer, drum, or toner unit away from physical impace or vibration.**
- **Do not unpack the developer, drum, or toner unit until you are ready to use them immediately.**

3.7 Precautions in Using the Device

⚠ Caution

- **The fusing unit and its surrounding areas are very hot while the device is operating.**
  Be careful not to touch the fusing unit and its surrounding areas when removing paper jam or looking into the device. It may cause burns.



- **When removing paper jam or replacing toner unit, prevent your eyes or mouth from toner powder.**
  If toner gets in your eyes or mouth, wash them away with clean water immediately and consult your doctor.
- **Make sure your hands or clothes are not stained with toner. Wash them away with cold water if your hands or clothes are stained with toner. If you wash it with warm water, the stains may remain.**
- **Use the device only for the functions described in this manual.**
- **Do not remove warning labels or signs.**
  When a warning label or sign is contaminated, clean it immediately for clear view.
  When a warning label or sign is contaminated and it is not possible to make them viewable, contact customer support for help.

3.8 Dispose Used Battery

Ni-MH batteries are installed in the control board of MFP. Dispose batteries in an environment-friendly way according to the manufacturer's guidelines. Consult a qualified service technician to replace batteries.

4. Safety Information

Plug the power cord into a properly grounded outlet which is close enough and accessible easily from the device.
Do not use or store the device in a wet or humid environment.

⚠ Caution Injuries

- **This device uses laser technologies. When you control, alter, or execute procedures not specified in this manual, you may be exposed to hazardous radiations.**
  This device uses a method to heat the printing media, so gas may be emitted from papers due to heating. To prevent emission of the harmful gas, read and understand the section regarding the details on the printing media in the operating guideline.

- **Follow the below instructions to prevent physical injuries or device damage when moving the device.**
  Press the power switch to turn off the power and unplug the power cord.
  Unplug all cords and cables from the MFP before moving the MFP.
  Do not try to lift optional tray and MFP together; separate MFP from the optional tray to move MFP.
  When lifting the optional tray, use the handle located on both sides of the tray.
  Use the provided power cord only or use replacement parts approved by the manufacturer only.

- **Do not twist or bend the power cord; do not step on it nor place a heavy weight on top of the cord. Be careful not to damage the surface of power cord; be careful not to apply excessive force on the cord.**
  Do not make the power cord jammed into or between objects such as furniture or walls.
  Misusing the power cord could result in fire or electrical shock. Check the power cord regularly.
  Unplug the power cord from the outlet first for inspection.
  Please consult a licensed electrician for services or repairs not stated in this user manual.

⚠ Caution Surface Heat

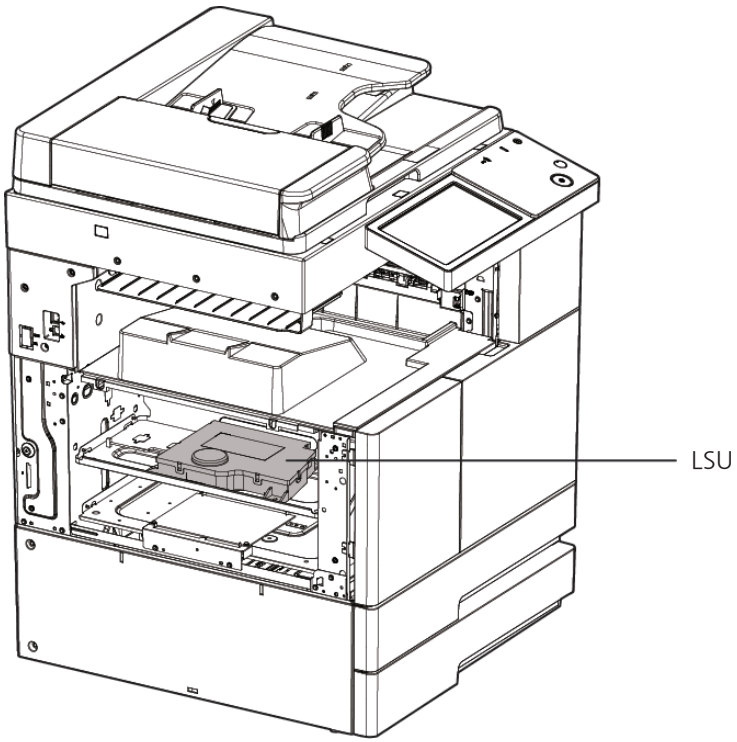
- **The inside of the device may become very hot. Do not touch any heated parts before it is cooled down to avoid any injuries due to the heated parts.**

⚠ Caution Electrical Shock

- **When accessing the system board, or installing hardware or optional memory devices, turn off the power of the MFP and unplug the power cord from the outlet before proceeding your work. If the device is connected to any other devices, turn off the power for other devices as well and disconnect the cables from the MFP.**
- **This device has been designed, tested, and approved to meet strict safety requirements of international safety standards. Safety features of some parts may be unclear or unknown.**
  The manufacturer shall not be responsible for use of any other replacement parts.
- **Disconnect the power cord and all the cables connected to the MFP to prevent any electrical shock when cleaning the outer surface fo the device.**

⚠ Caution **Internal Laser Radiation**

- **Maximum average radiation power: Max 0.26 µW (Class 1) from the laser hole of LSU**
- **Radiation: 780~790 nm**
- **The device includes AlGaAs laser diode with a wave length of 775~800nm and an output of Max.15mW. (Class 3B)**
- **TheThe laser diode and the scanning polygon mirror are installed in LSU.**
- **LSU is not an item for on-site service. Therefore, LSU should not be disassembled in any circumstances.**



5. Notices

❖ Noise Emission Level

The followings are measured in accordance with ISO 7779 and reported to meet the requirements of ISO 9296.
Some modes may not be available in your purchased device

Average Sound Pressure at 1 Meter Away	
During operation	74 dBA or less
In stand-by	48 dBA or less

❖ Temperature

Operating emperature	10 ℃ ~ 30 ℃
Shipment and storage temperature	-10 ℃ ~ 40 ℃

❖ Dispose Device

Do not dispose the device and consumables as you would normally dispose of household garbage. For disposal or recycling inquries, contact your local sales office.

❖ Laser Notice

The MFP is certified in the U.S. to conform to the requirements of DHHS 21 CFR Subchapter J, and certified elsewhere as Class 1 laser product conforming to the requirements of IEC 60825-1:2007. The Class 1 laser products are not considered to be hazardous.
The laser system and MFP are designed not to expose laser radiation above Class 1 level to any users during normal operation, user maintenance or prescribed service conditions.

❖ EMC Notice

• INFORMATION TO THE USER

This equipment has been tested and found to comply with the limits for a Class A digital device,pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonableprotection against harmful interference when the equipment is operated in a commercialenvironment. This equipment generates, uses, and can radiate radio frequency energy and,if not installed and used in accordance with the instruction manual, may cause harmfulinterference to radio communications.Operation of this equipment in a residential area is likely to cause harmful interference in whichcase the user will be required to correct the interference at his own expense.

• WARNING

Changes or modifications not expressly approved by the manufacturer could void the user'sauthority to operate the equipment.

• FCC COMPLIANCE STATEMENT

This device complies with part 15 of the FCC Rules. Operation is subject to the following twoconditions: (1) this device may not cause harmful interference, and (2) this device must acceptany interference received, including interference that may cause undesired operation.

• This Class [A] digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe [A] est conforme à la norme NMB-003 du Canada.

❖ Power Consumption

Device power consumption

The below table shows the details of power consumption by the device.

Mode	Description	Power consumption (in Watt)	
		N613, N612, MF4091, MF4041	N611, N610, MF3033, MF2083
Printing	Device is printing paper documents from electronic input	1100W or less	900W or less
Stand-by	Device is in stand-by for printing job.	130W or less	130W or less
Power	Device is in energy saving mode.	4.2W or less	4.2W or less
Power off	Power plug is plugged into the outlet with its switch off.	0.1W or less	0.1W or less

The above power consumption details show an hourly average value.

Instant power consumption can be much higher thant the average value.

Note

- User can configure a time for device to go into the power saving mode automatically. For configuration details, see P. 7-2, power saving in「1.1 Basic setting」.
- In the following conditions, the device may not swtich to the power saving mode.
  - When a signal for front or right cover open is displayed
  - When repair signal is on
  - When paper is jammed
  - When a signal for toner supply is displayed
  - When toner is being supplied
  - When initial setup/counter screen is displayed
  - When fuser is preheating
  - When fax/printer or any other function is in operation
  - When printing is interrupted during operation
  - When using Onhook dial
  - When using recipients or group dial
  - When status LED is blinking

❖ Deactivated Mode

Device consumes power even in the deactivated mode. Unplug the power cord to stop the power consumption fully.

❖ Total Energy Usage

It would be useful to calculate the total energy usage of the device.

As the electricity bill is charged by Watt, you have to multiply time spent in each mode with power consumption in order to calculate the energy usage.

The total energy usage is the sum of energy used in each mode.

❖ Condensation

Rapid change of the ambient temperature may produce fine drops of water on the interior and exterior of the device surface.

Wipe the water drops on the outer surface. Open the cover or ARDF of the MFP and let the water drops inside dry off.

❖ Supported USB Memory Devices

USB memory devices that have the following specifications can be connected to this machine.

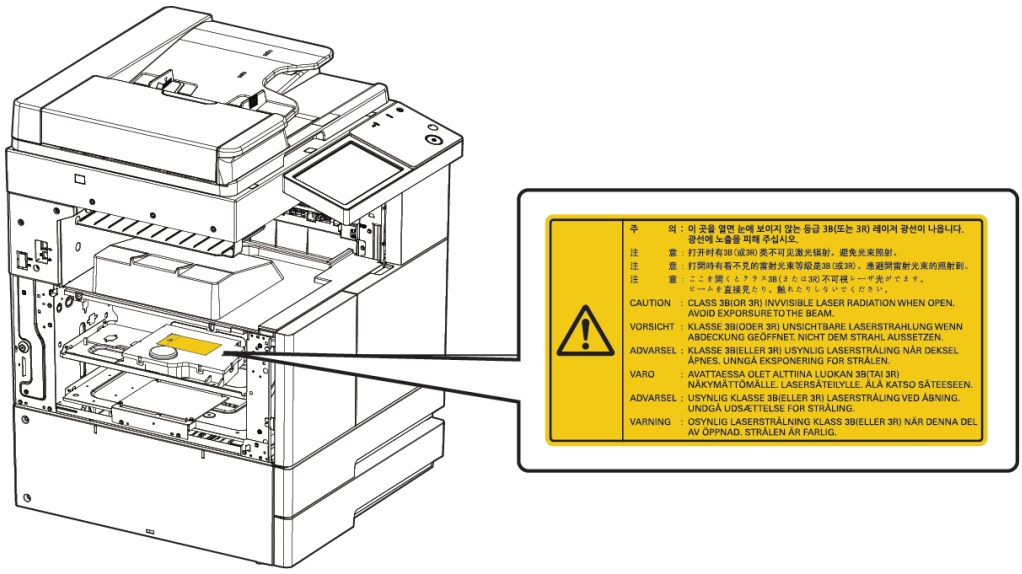
Item	Requirement
Interface	Compatible with USB Version 2.0/1.1 interface
Format	Formatted in FAT32
Security	Securities such as data encryption and password lock shall be released, or the security function shall be turned Off.
Memory size	No upper limit. • Some USB memory devices may not be supported. • A USB memory device, which is recognized as multiple drives, cannot be used.

Note the following points when connecting a USB memory device to this machine.

- Use the USB connector on the side that is near the Control Panel.
- Do not disconnect the USB memory device while saving a file to the device or printing a file saved in the device.
- Do not use USB devices (such as hard disk unit and a USB switching hub) except for a USB memory.
- Do not connect or disconnect the USB memory when the hourglass is being displayed in the Control Panel while this machine is active.
- Do not disconnect the USB memory directly after connecting it.
- Use a product that has KC certificate in Korea ; in other places, items with FCC or Ce Mark vice versa.

❖ Laser safety

Center for Devices and Radiological Health (CDRH) prohibits on-site repair of laser units. Laser units can be repaired only at factories or designated sites. Laser units can be replaced by licensed service technicians only and internal parts of laser units may not be replaced on-site. Therefore, customer service technician must return laser units to factories or service centers when replacing parts of laser unit.



Note

- Do not remove warning labels or signs. When a warning label or sign is contaminated, clean it immediately for clear view. When a warning label or sign is contaminated and it is not possible to make them viewable, contact customer support for help.

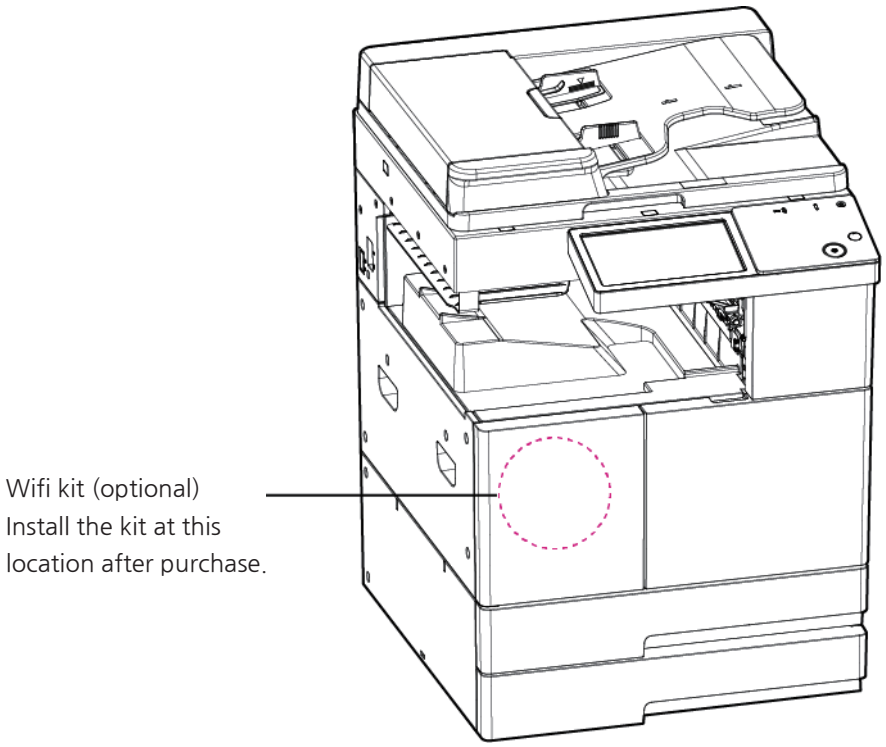
❖ WLAN Notice(Wifi Kit is optional)

- **Exposure to radio frequency radiation**

The following notice is applicable if your printer has a wireless network card installed.
The radiated output power of this device is far below the FCC radio frequency exposure limits.
A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC.

6. Notice for Wifi Module

This device is equipped with Wifi module compatible with Sindoh devices only.



Important

- **This module may cause electronic interference; not allowed for services regarding human security.**
- **Keep this module away from water, moisture, and other liquids to prevent damages.**
- **Keep this module away from direct sunlight, high temperature, or fire to prevent damages.**

Warning

- **Sindoh shall not be responsible for any malfunction if this module is altered or modified without authorization.**

Caution

- **This modue is installed at a location with minimal human contact to prevent humans from exposing to any electronic waves which exceed the allowed wireless frequency limit set by FCC.**

Important

Frequency	IEEE 802.11b : 2400MHz ~ 2484MHz IEEE 802.11g : 2400MHz ~ 2484MHz IEEE 802.11n(20MHz) : 2400MHz ~ 2483MHz IEEE 802.11n(40MHz) : 2400MHz ~ 2483MHz

Power density	IEEE 802.11b : 10mW(10dbm)/MHz IEEE 802.11g : 10mW(10dbm)/MHz IEEE 802.11n(20MHz) : 10mW(10dbm)/MHz IEEE 802.11n(40MHz) : 10mW(10dbm)/MHz
Number of Channels	IEEE 802.11b : 14 IEEE 802.11g : 14 IEEE 802.11n(20MHz) : 14 IEEE 802.11n(40MHz) : 9
Modulation System	IEEE 802.11b : DSSS/CCK IEEE 802.11g : OFDM IEEE 802.11n(20MHz) : OFDM IEEE 802.11n(40MHz) : OFDM
Power consumption	5V 500mA(Maximum)
Size	37.0mm X 28.0mm X 3.7 mm
Operating temperature	0 ~ 60 ℃
Storage temperature	-10 ~ 80 ℃

N610/MF Series
User Manaul

Preparation for using MFP

1

1. Major Functions

1.1 Copy

General copy

User can make copies of originals in various sizes on different type of papers. For details, see P. 2-3 「1) Originals」.

Duplex copy

Users can make copies of originals on both sides of papers.
For details, see P. 2-8 「5) Duplex」

Combined copy

Two, four or eight original pages can be copied on a single sheet of paper. This function can be used with duplex copy to save more papers. For details, see P. 2-15 「9) Combine」.

ID copy

Both sides of your driver's license or business card can be copied on a single sheet of paper.
For details, see P. 8-4 「2. ID copy」.

Rotate sort (cross stack)

If you make copies of multiple series, copies can be stacked at different position for easier sorting.
For details, see P. 2-19 「Rotate sort」, and P. 6-18 「Paper/tray setting」.

1.2 Scan

Scan with computer

User can use TWAIN compatible application to scan documents to computer.
Scanned files are transferred to the application and those files can be edited or saved with the application.
For details, see P. 4-3 「2. Scan document with computer」.

Scan with MFP

When an image is scanned on MFP, it can be saved in the following ways:

- On USB portable memory
- As an attachment to E-mail
- In the FTP server
- Sent to WebDAV
- Save in the share folder

Images can be saved in the following format: JPEG, PDF, or TIFF.
For details, see P. 4-9 「4. Scan setting」.

1.3 Print

Print with computer

User can install MFP driver on user computer to print documents.
For details, see P. 3-4 「1.2 Update options available with printer driver」.

Print with USB portable memory

User can connect USB portable memory or hard disk (HDD) directly to MFP to print saved files.
File formats available for printing is PDF document file and JPEG, PNG, TIFF, or other image files.
For details, see P. 3-8 「3. Print with USB portable memory」.

Note

- Some files may not be supported depending on the compression method of image files.

1.4 Fax (optional)

Security

This MFP has improved security by using “Secured Tx and Rx”.
When “Secured Tx/Rx” is used, a correct password must be entered to start Tx/Rx.

G3, JBIG, Quick Document Scan and Memory Transfer

Internal 33.6Kbps fax modem based on ITU-T (International Telecommunications Union Telecommunication) V.34 supports G3 communication method so that super speed transmission can be completed in 2 or 3 seconds even when using normal landline. Also it uses new compression format, JBIG, so that documents with included images can be sent super fast.

Tx/Rx by rotating document orientation

When document orientation is different from paper orientation, the document image is automatically rotated 90 degree to fit the paper orientation. Saved document is also rotated 90 degree for transmission.
Therefore, Tx/Rx is possible regardless of paper size or document orientation of recipient.

Amazing triple action

While MFP is performing memory Rx/Tx or making copies, other functions or next transmission job can be set.

Fax transfer

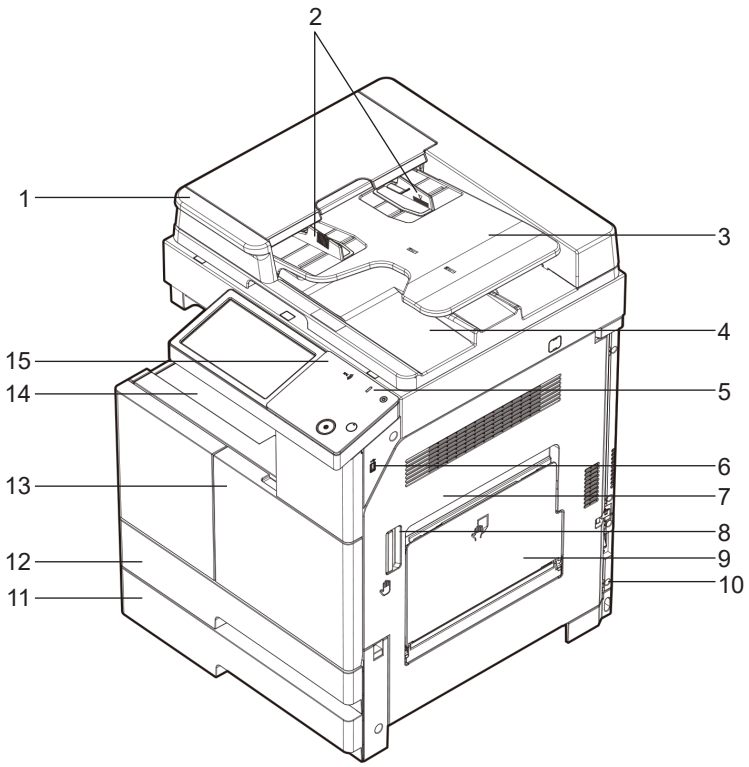
Received fax documents can be transferred to specified recipients.
Any faxed documents to your office can be received at other locations or your home and you will not miss or lose any business opportunities.

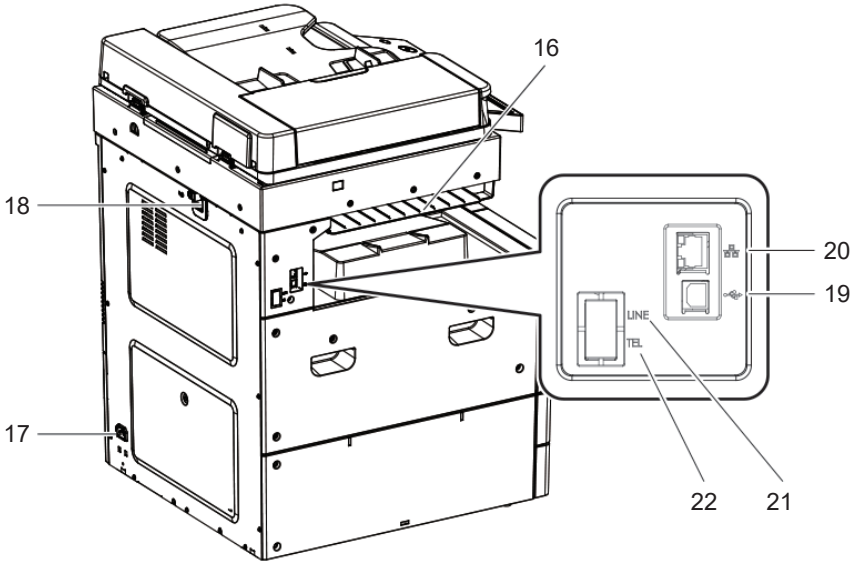
Transmission report

Transmission report can be automatically printed to confirm if your fax has arrived successfully.
Transmission report can be printed for all transmissions or only for unsuccessfully transmissions with error.
For details, see P. 7-40 「4.5 Report」.

2. Part name and function

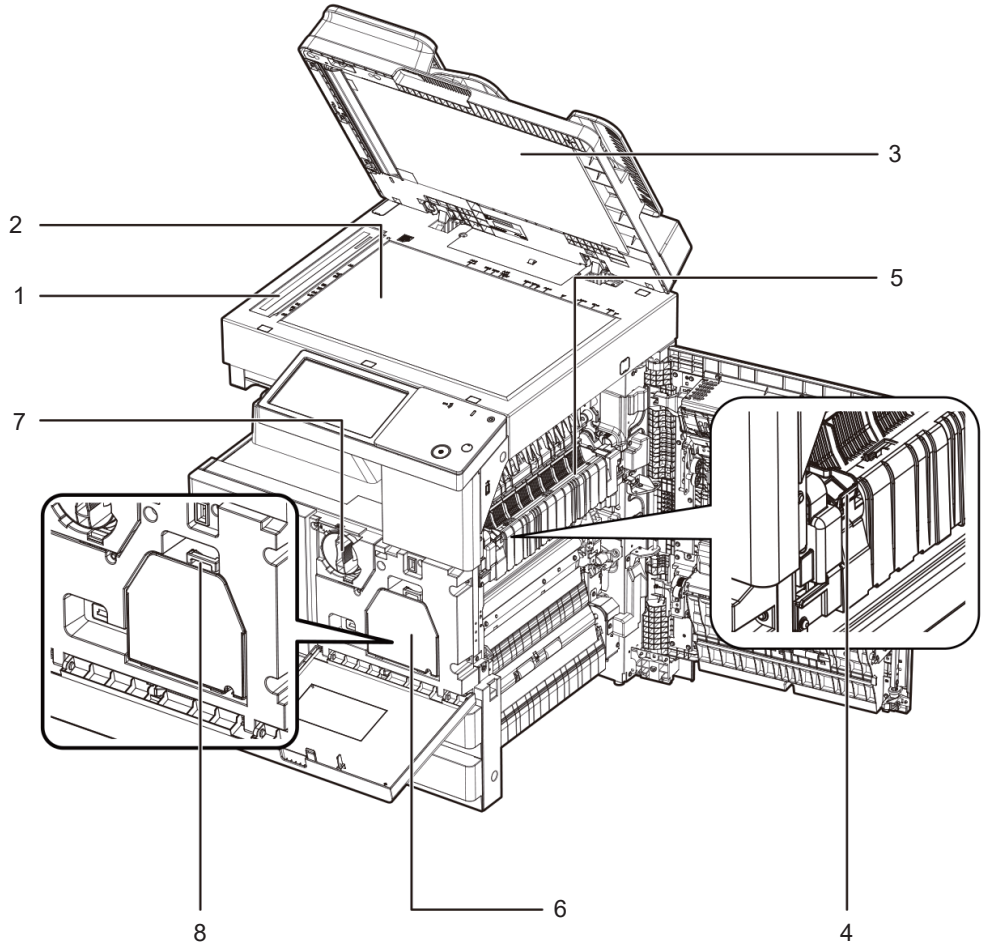
2.1 External parts





#	Name	Description
1	Auto Reverse Document Feeder (ARDF)	Use this handle to open the ARDF.
2	Original guide	Adjust this guide to fit the origial width.
3	Original feeder	Face up the side of original to scan.
4	Original output	Original will be dispensed.
5	LED lamp	Lamp color will show the status of MFP. - Solid green: ready to use. - Blinking green: working in progress. - Red: see P. 10-13「4. Error messages」.
6	USB	Insert an external USB to MFP.
7	Dual cover	Open this cover to remove a jammed paper or replace fuser unit.
8	Dual cover lever	Use this lever to open the dual cover.
9	Manual Paper Tray (MPT)	Use this tray to use a different type of papers other than the one in the paper tray. Pull the upper part to open MPT.
10	Power switch	Press “I” to turn the power on.
11	Tray 2	Supplies papers. Tray 3 and 4 are optional.
12	Tray 1	Supplies papers. Tray 3 and 4 are optional.
13	Front cover	Open this cover to replace cartridge or developer/drum unit.
14	Standard Output tray	Copied or printed papers will be dispensed through the tray.
15	Control panel	Various function buttons are displayed on the LCD panel.
16	Upper Output tray	Fax document is out to this tray. From the Settings, you can change this tray for Copy, USB Print’s tray.
17	Power socket	Connects the power cord.
18	ARDF cover	This is a cover to have cables go through after installing ARDF.
19	USB-B	Use it to connect MFP to computer with a USB cable.
20	Ethernet	Use ethernet interface cable to connect the network connection device.
21	LINE	Connects a landline (optional).
22	TEL	Connects additional phone (optional).

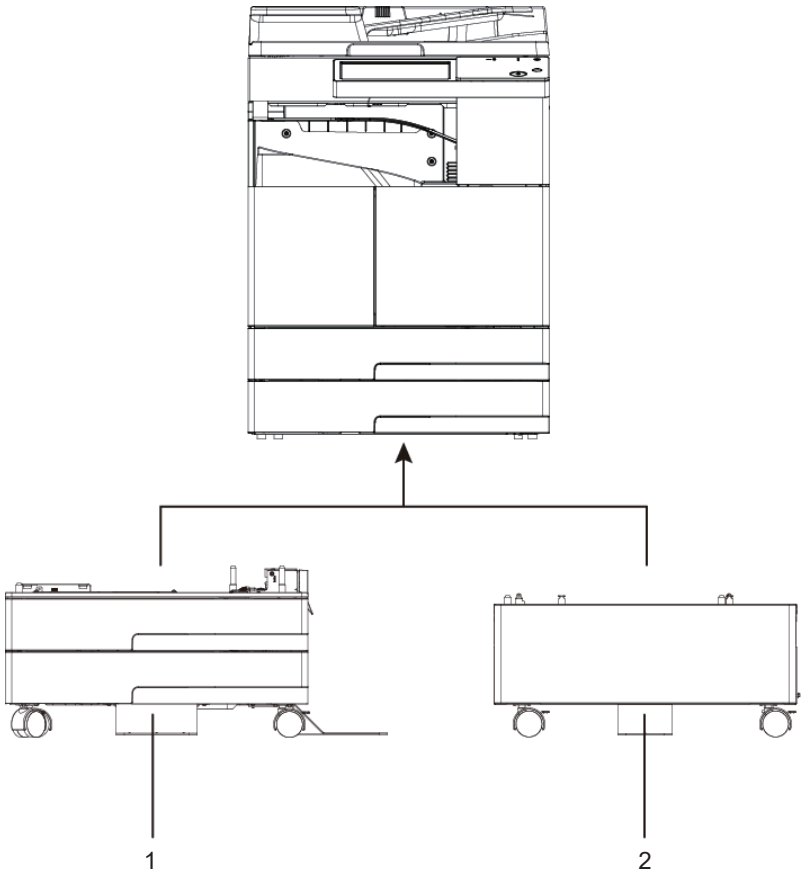
2.2 Internal parts



#	Name	Description
1	ARDF glass	Originals sent from ARDF get scanned.
2	Flatbed glass	Face down the side of original to scan.
3	Flatbed pad	Arrange an original at appropriate position.
4	Fuser unit cover handle	To remove a jammed paper, grab this handle and open the fuser unit cover.
5	Fuser unit	The fuser unit gets hot when device is working. Be careful not to get burned.
6	Developer/drum unit	Do not touch it with bare hand. It may lower the print quality.
7	Toner unit	Supplies toner to the device.
8	Developer/drum unit handle	Grasp the handle and pull to remove the developer / drum unit.

2.3 Optional parts

This section explains the optional parts supplied to this MFP.



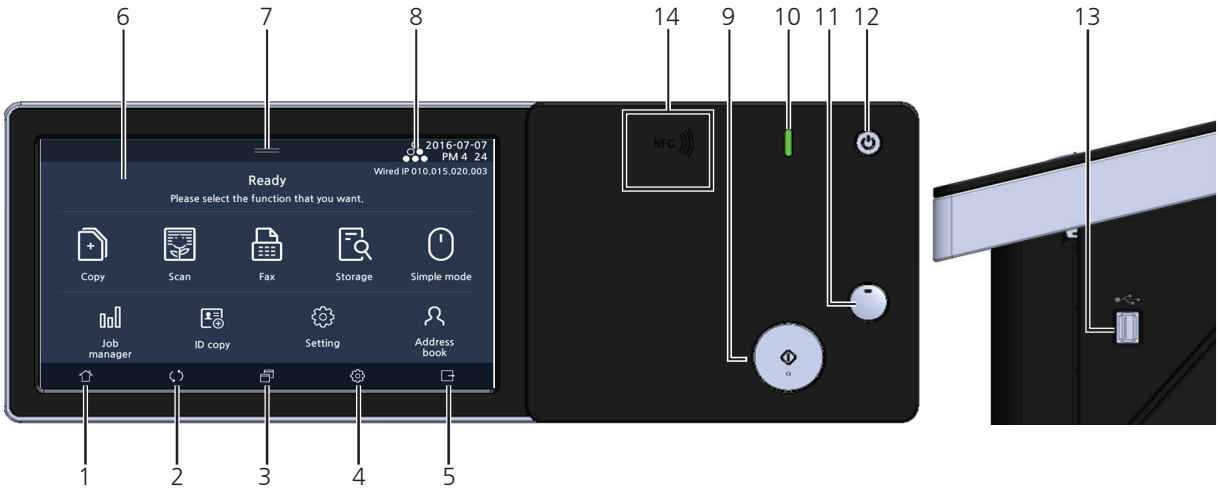
#	Name	Description
1	Optional tray	Two 500-paper trays.
2	Table	Use this table when you install the device on floor.

The above are the optional parts supplied with this MFP.

#	Name	Description
3	Fax installation kit	Use this kit to get fax machine ready to be used.
4	SD CARD	Up to 32 GB SD memory card supported
5	Wifi installation kit	To set up a WiFi network

3. Control panel

The below table shows name and describes function of the buttons on the control panel.



#	Name	Description
1	**[Home]** button	Returns to home screen after entering each mode.
2	**[Reset]** button	Use this button to reset all settings.
3	**[Program]** button	Use this button to go to the program screen.
4	**[Settings]**	to use when changing the settings of MFP.
5	**[Logout]** button	Push this button to log out from the device after using the device.
6	LCD screen	Shows messages and device setup info.
7	**[=]**	Shows the status of MFP such as remaining toner, and paper size.
8	[ ]	Shows the remaining toner.
9	【 】button	Use to start the selected job.
10	【 】LED	Shows the status of MFP. Lights green in normal condition, red in abnormal condition.
11	【 】button	Use it to cancel the current job or to delete the entire contents currently entering. To enter a fax number, this button is used to delete current input one letter by one.
12	【 】button	Enables power-saving or max power-saving mode and returns to ready if in power-saving mode or max power-saving mode. - Short press: power-saving mode - Long press (more than 2 seconds): max power-saving mode
13	USB port	Use this to plug USB drive in to the MFP.
14	NFC area	to use when linking NFC supported mobile devices.

Note

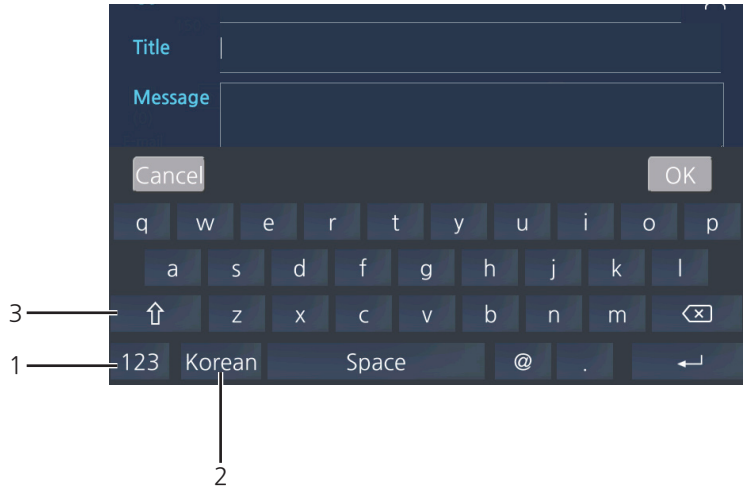
– In power-saving mode, TX of document saved in memory, fax RX, print job RX from other computers are available.

- In the following conditions, MFP will not enter the power-saving mode.
  - Scanning documents
  - Printing copies or faxes
  - Printing documents
  - Printing errors such as paper jams or low toner
  - Transmitting faxes
- For the following cases, the device automatically exits power-saving mode.
  - Receiving faxes
  - Receiving print job from computer
  - Setting document on ARDF flatbed
  - Pressing buttons or LCD control panel

4. Enter text

When user needs to manually enter email address, FTP address, or file names, a virtual keyboard appears on the LCD display. Use this virtual keyboard to enter letters, numbers or special characters.

4.1 Manual input screen

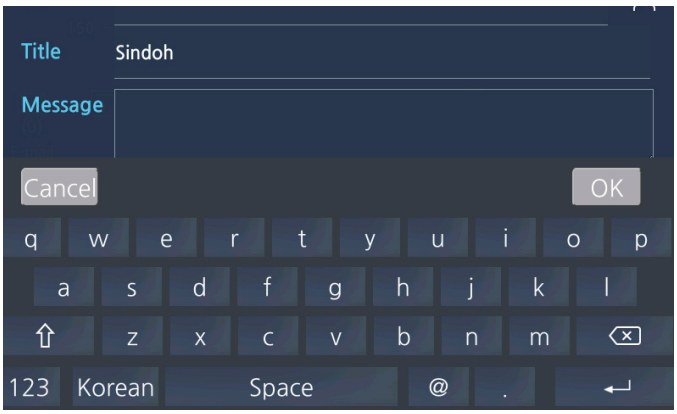


A virtual keyboard appears when user presses the input field on the LCD display.

#	Name	Description
1	[123] key	Toggles to keyboard to enter number or special characters.
2	[Korean] key	Toggles between Korean letter keyboard and English letter keyboard.
3	[⇧] key	In English letter keyboard, toggles between upper case or lower case. In Korean letter keyboard, toggles between simple consonant and double consonant keyboard.

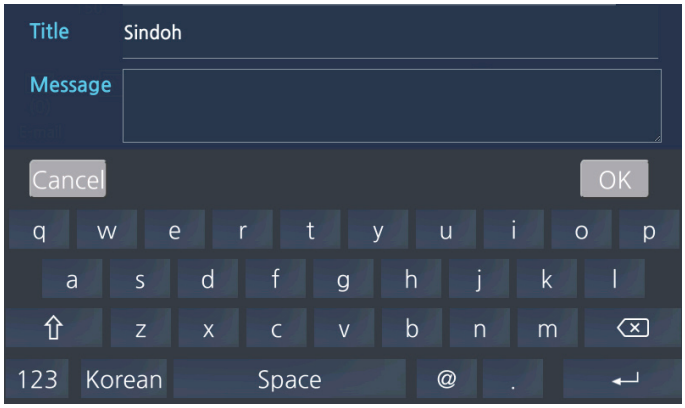
4.2 Letter input screen

Shows entered letters.



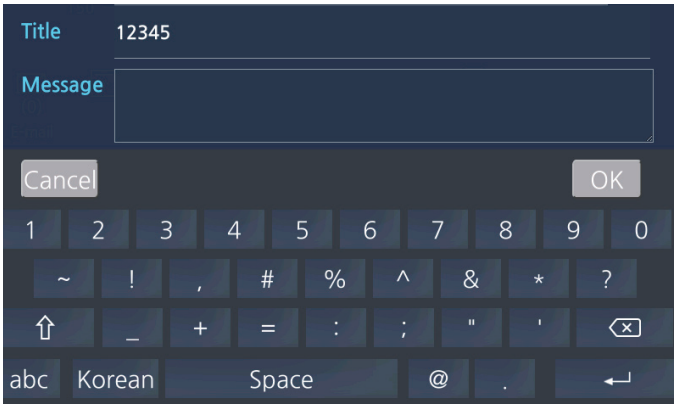
4.3 English alphabet input

The screen will switch to English alphabet input screen.



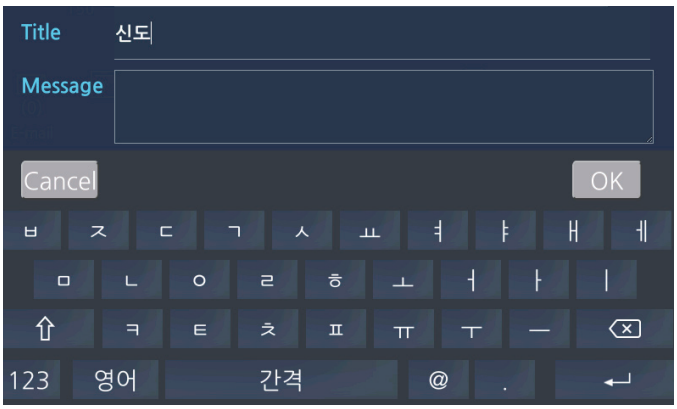
4.4 Number or symbol input

Select [123] on the bottom left of the LCD display.
The screen will switch to number and special character input screen.



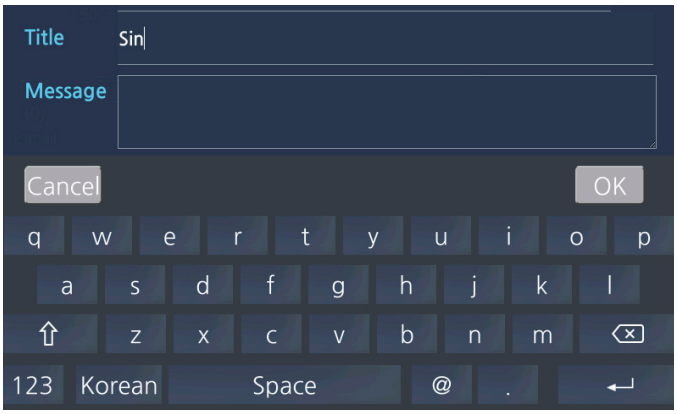
4.5 Korean letter input

Select [Korean] on the bottom left of the LCD display. The screen will switch to Korean letter input screen.



4.6 Modify letter input

To edit inputs, press[ ]to delete all inputs to modify and enter characters again.



5. Basic setting

5.1 Basic setting options

Set up necessary options before using MFP.

Language

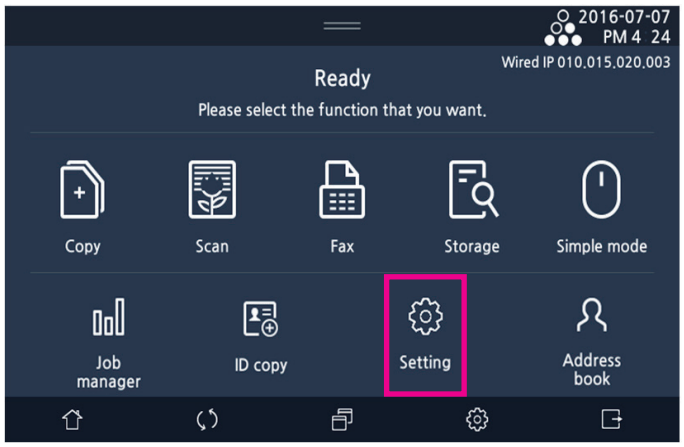
Select a language to display on the LCD screen.

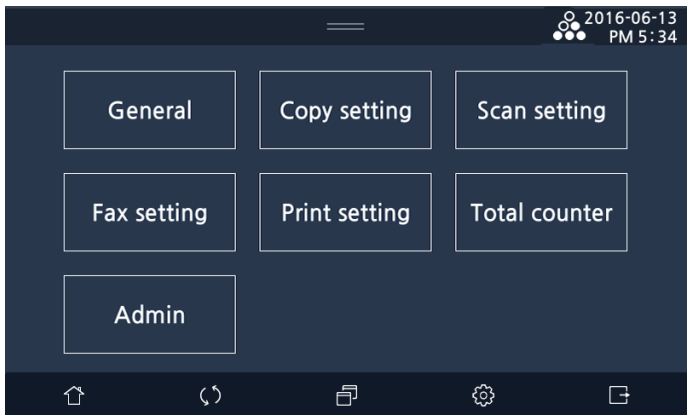
Time

Enter a current time to display. The current time entered will apply to all fax functions including fax transmission and communication management. Enter year, month, day, hour, and minute.

5.2 Setting mode screen

1 Select **[Setting]** on the LCD home screen to enter the setting mode.





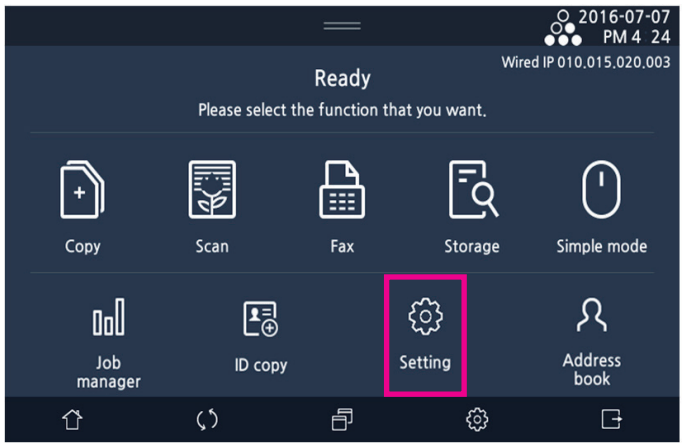
2 Select and set up each option as needed.
To apply your selections, make sure to press the **[Save]** button.

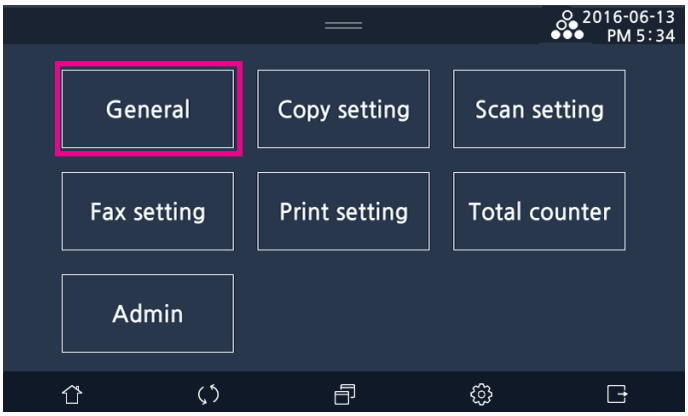
3 After finishing setup, press the [⌂] button to return to the home screen.

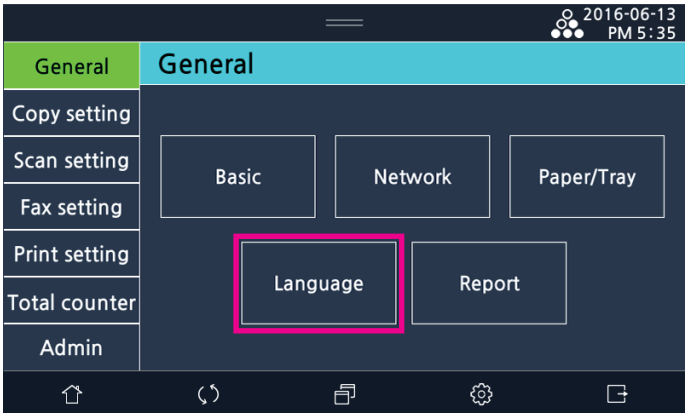
5.3 Language

Select a language to display on the LCD screen.

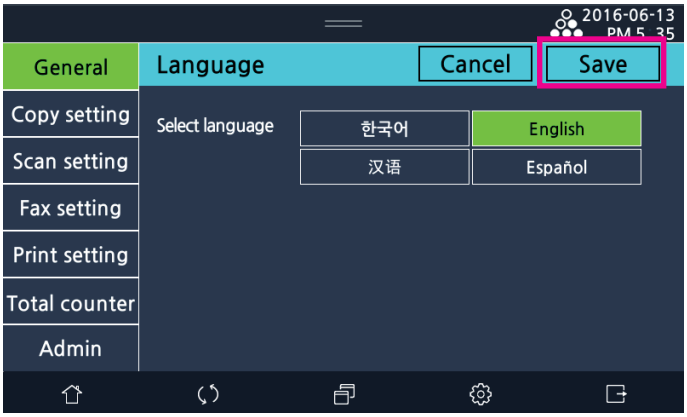
1 On the home screen, select **[Setting]**→ **[General]** → **[Language]**.







2 Select a language to display on the LCD screen and choose [Save].



5.4 Unit

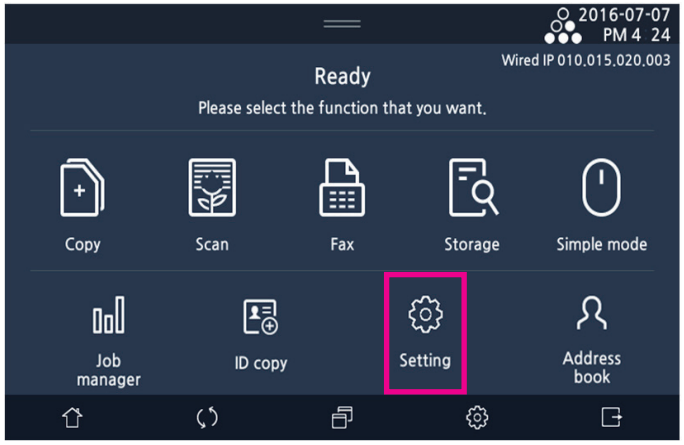
Select a unit to display on the LCD screen.

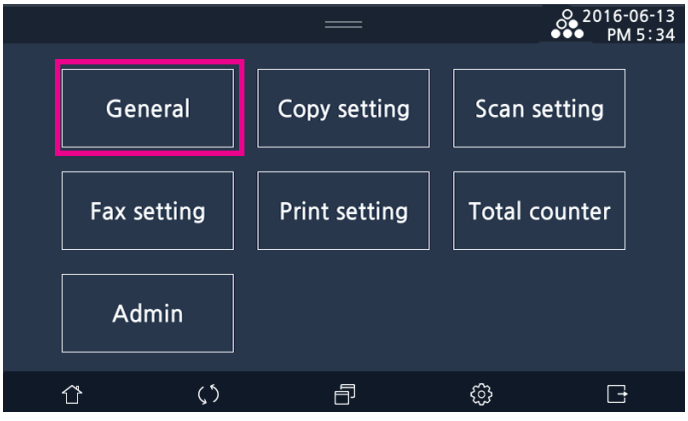
1 On the LCD home screen, select **[Setting]** → **[General]** → **[Basic]** and scroll down to go to [12-Unit] and choose **[mm]** or **[inch]**.

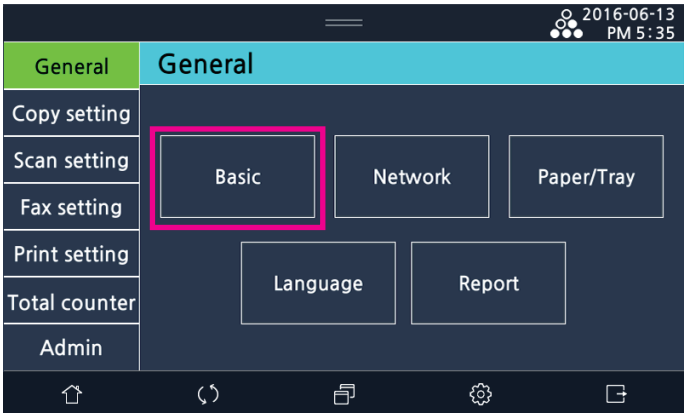
5.5 Time

Enter the current date and time as the following order: year (YYYY), month (MM), day (DD), time (24 hour format, tt), minute (mm).

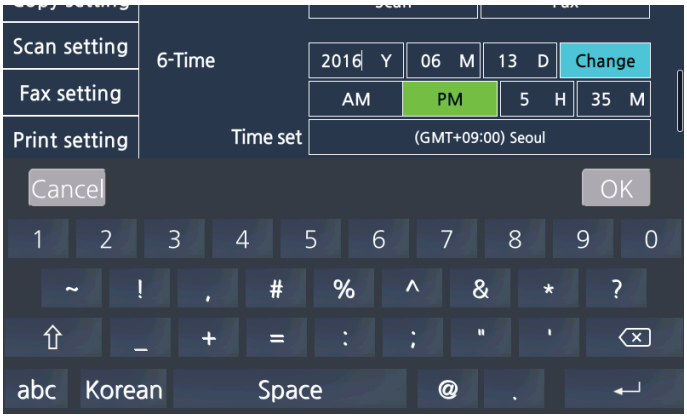
1 On the home screen, select **[Setting]**→ **[General]** → **[Basic]**.







2 Scroll down to **[6-Time]** and enter a date and time with number keys.
- On the LCD screen, select year, month, day, am/pm, hour, and minute one by one to enter a value.
- Select **[Time set]** and enter the time zone you are in.

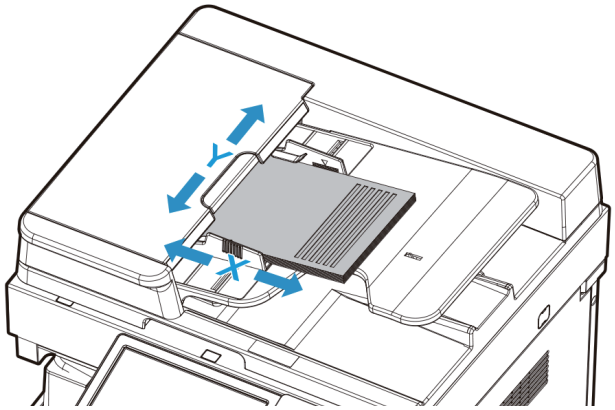


3 After finishing setup, select the **[Change]** button on the right of the time setting.

6. Original and paper

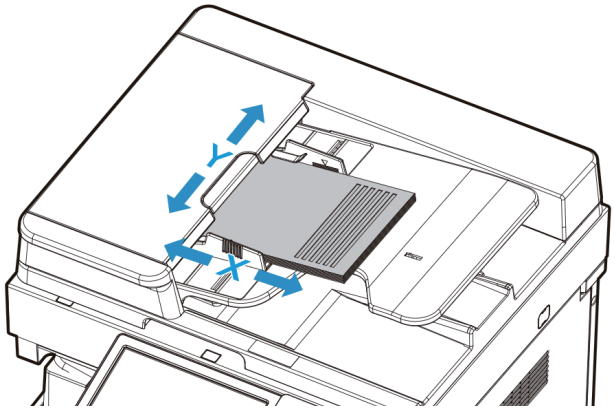
6.1 Original and paper size

This section explains the signs for originals and papers in the user manual.
When showing the original or paper size, Y means width and X means length.

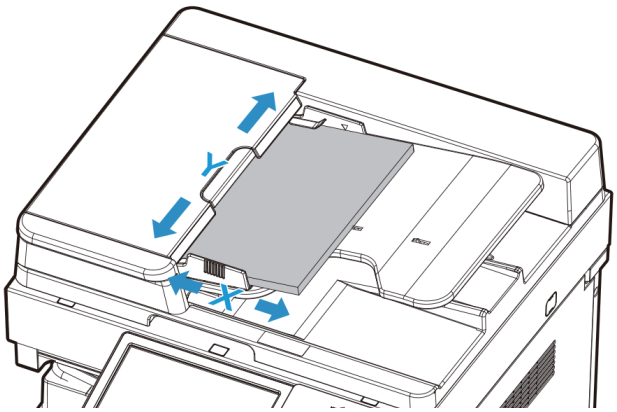


6.2 Original and paper sign

means a paper with longer length (X) than width (Y).



means a paper with shorter length (X) than width (Y).



6.3 Supported originals

Originals available to use in ARDF

Item		Specification
Paper type	1side	Regular paper (9-5/16lb ~ 34-1/16lb (35g/m2 ~ 128g/m2))
	2side	Regular paper (13-5/16lb ~ 34-1/16lb (50g/m2 ~ 128g/m2))
	Mixed	Regular paper (9-5/16lb ~ 34-1/16lb (35g/m2 ~ 128g/m2))
Max original size	A3 or Ledger (11 X 17) Fax: 11-11/16 inch X 39-3/8 inch (297mm X 1000mm)	
Original supply	Up to 90 sheets(20lb(75g/m2))	

Important

- **Do not load the following papers to ARDF. When using them, paper jam or damage may occur.**
  - **Wrinkled, folded, rolled or torn originals**
  - **Semi or full transparent originals such as transparent film or direct process paper**
  - **Coated originals such as carbon-backup paper**
  - **Originals lighter than 9-5/16 lb(35 g/m2) or heavier than 34-1/16 lb(128 g/m2)**
  - **Originals combined with staples or clips**
  - **Originals combined as a booklet**
  - **Originals combined with glue**
  - **Originals which are cut or which contain cut-out page**
  - **Label paper**
  - **Offset print master**
  - **Papers under development**
  - **Glossy originals with coating**

Originals available to use on flatbed glass

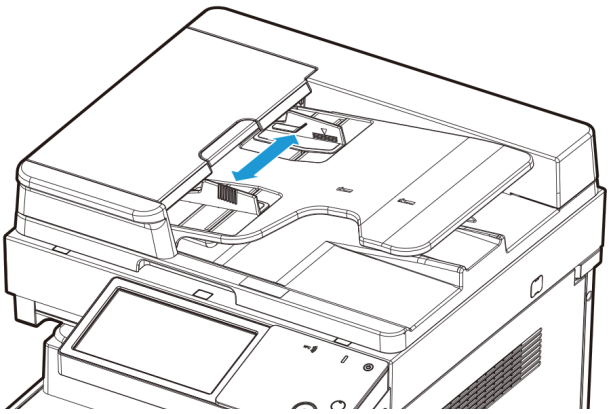
Item	Specification
Original type	Paper, booklet (with two sides open), post card, 3 dimensional object
Max original size	A3 or Ledger (11 X 17)
Weight on flatbed	Max 4-7/16 lb(2Kg)

7. Place original

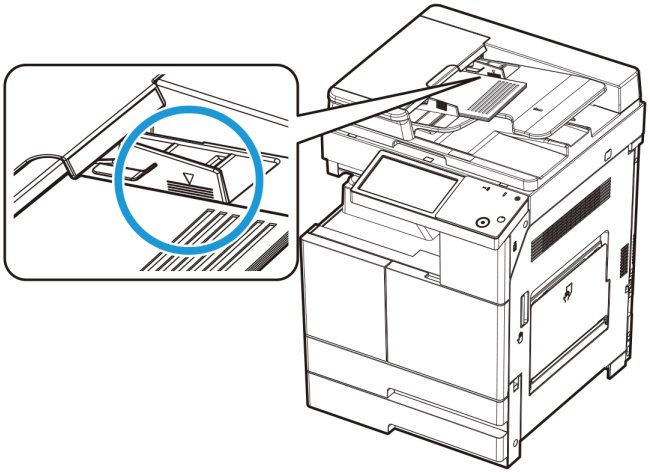
7.1 Place original in ARDF

ARDF supplies originals, one by one from the page on the top.
ARDF is convenient to use to make a copy or scan for multiple pages

1 Adjust the original guide in the direction as in the below figure.



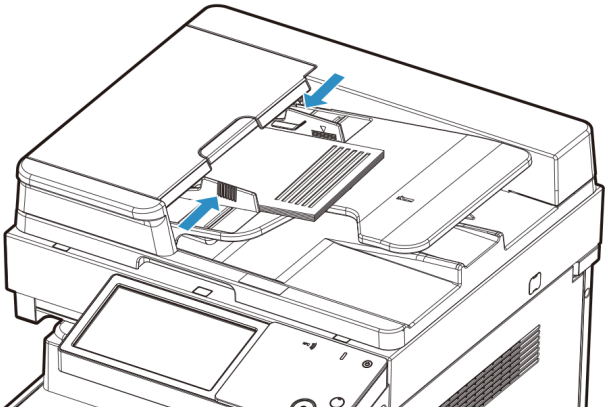
2 Face up the side to copy or scan and push the originals until it stop.



⚠ Caution

- **When placing originals, do not place 90 or more pages for a single job.**
  Do not exceed the max height of the originals. It may cause paper jam, damage, or malfunction of ARDF.

3 Adjust the original guide to fit the width of the original.



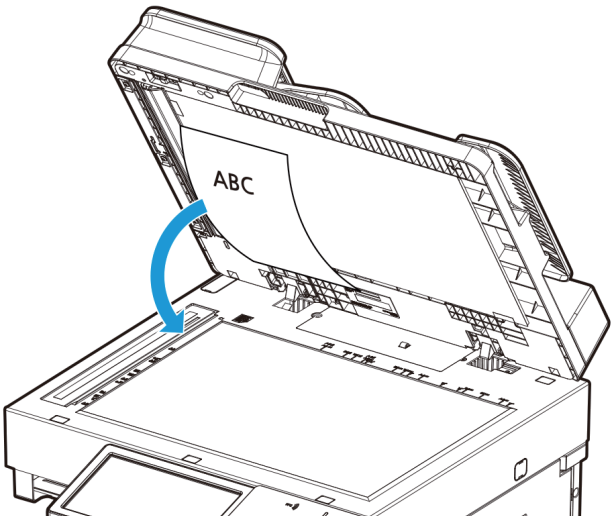
Note

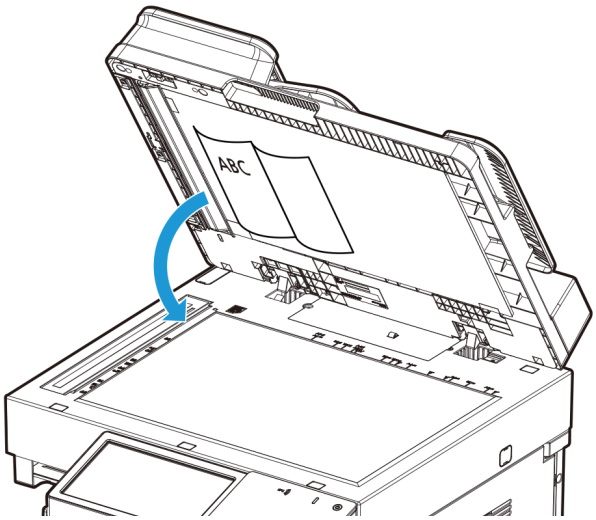
- The following originals cannot be used in ARDF.
  - Torn or punched original with hole
  - Heavily wrinkled or bent original
  - Originals stick together due to moisture or static electricity
  - Double-side originals by pencil or carbon paper
  - Originals made with cloth or metal
  - Originals with staple, paper clips or adhesive tape
  - Originals stick together with adhesives such as glue
  - Glossy papers or special-coated originals

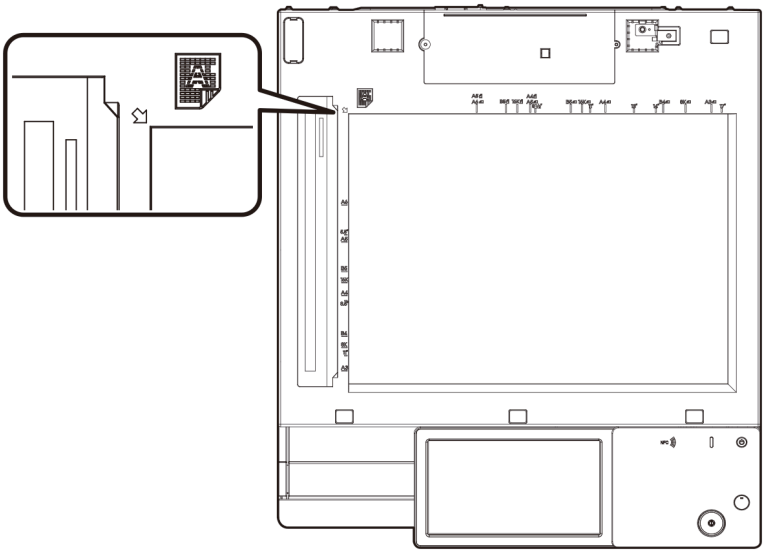
7.2 Place original on flatbed glass

1 Use the handle of flatbed cover or ARDF to open it.
When placing original on flatbed glass, lift up the cover or ARDF at least 20° or more.

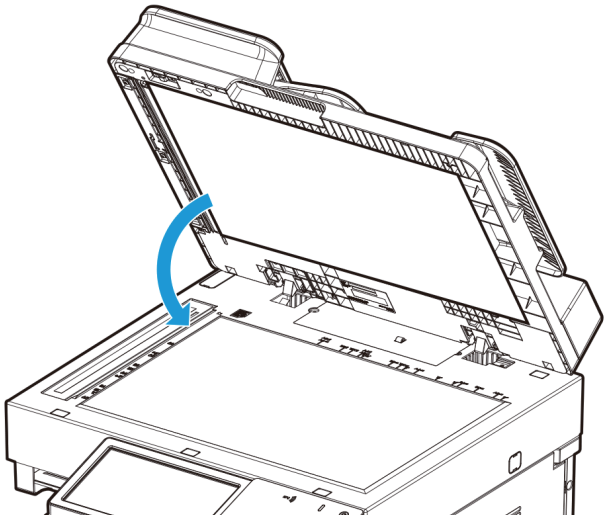
2 Face down the side to scan and adjust the original to fit the original ruler at the upper left corner of the flatbed glass.







3 Use the handle of flatbed cover or ARDF to close it.



Note

- When there is any original left in ARDF, original on flatbed glass cannot get scanned.
- When scanning a thick book or 3-dimensional object, there is no need to close the flatbed cover or ARDF. In this case, do not stare at the flatbed glass as it may get very bright. The light from the flatbed glass is not laser beam and not harmful to users.
- If there is a sharp edge on the original, it may scratch the flatbed glass.

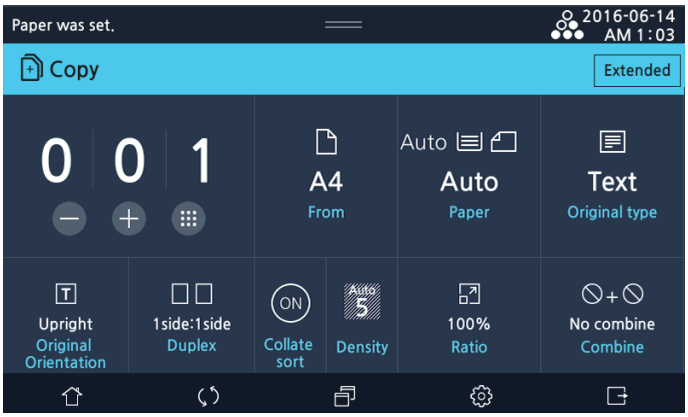
7.3 Auto-detected original size

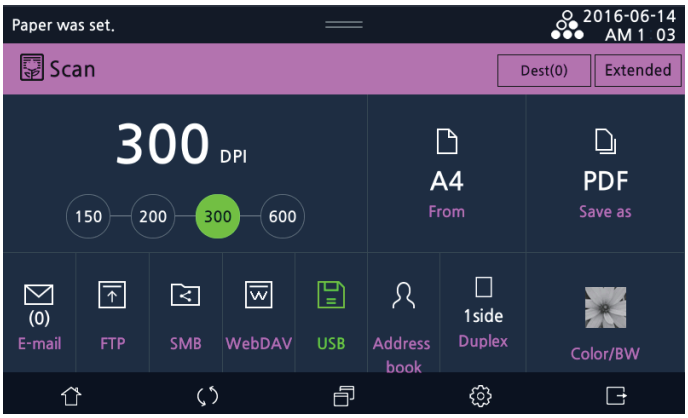
The following originals in standard sizes will be detected automatically.

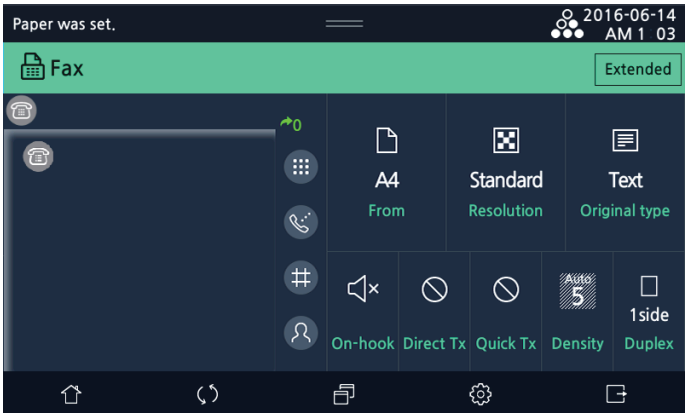
Item	Original size
Flatbed glass	Inch : 11"x17", Legal, Latter, Latter, Statement
ARDF	Metric : A3, B4, A4, A4, B5, A5, A5, 8K, 16K Inch : Statement, Statement, Letter, Letter, 11^2x17^2, Executive, Executive

7.4 When auto-detection for original size does not work

If the size of original does not get detected automatically, select **[From]** to configure original.
For details, see P. 2-3「1) Originals」.







If there is no configuration for original size or if the previous setting has not been deleted, the original size from the previous setting will apply.

Note

- If the size of original does not match papers in the tray, supply papers in the same size or change the copy ratio. For details on copy ratio, see P. 2-13 「8) Ratio」.

8. Papers

8.1 Available papers

Paper type	Paper weight	Paper capacity
Thin	15-15/16 lb ~ 18-5/16 lb (60 g/m^2 ~ 69 g/m^2)	MPT(manual tray) : 100 sheets Tray1, Tray2 : 500 sheets Tray3, Tray4 : 500 sheets(optional)
Regular, Recycled Single special*1 Special*2 Letter head*3 Color*4	18-9/16 lb ~ 23-15/16 lb (70 g/m^2 ~ 90 g/m^2)	MPT(manual tray) : 100 sheets Tray1, Tray2 : 500 sheets Tray3, Tray4 : 500 sheets(optional)
Thick 1	24-3/16 lb ~ 31-15/16 lb (91 g/m^2 ~ 120 g/m^2)	MPT(manual tray) : 20 sheets Tray1, Tray2 : 150 sheets Tray3, Tray4 : 150 sheets(optional)
Thick 1+	32-3/16 lb ~ 41-3/4 lb (121 g/m^2 ~ 157 g/m^2)	MPT(manual tray) : 20 sheets Tray1, Tray2 : 150 sheets Tray3, Tray4 : 150 sheets(optional)
Thick 2	42 lb ~ 55-5/8 lb (158 g/m^2 ~ 209 g/m^2)	MPT(manual tray) : 20 sheets Tray1, Tray2 : 150 sheets Tray3, Tray4 : 150 sheets(optional)
Thick 3	55-7/8 lb ~ 58-1/2 lb (210 g/m^2 ~ 220 g/m^2)	MPT(manual tray) : 20 sheets Tray1, Tray2 : 150 sheets Tray3, Tray4 : 150 sheets(optional)
Envelope		MPT(manual tray) : 10 sheets
Label		MPT(manual tray) : 20 sheets
User paper 1 *5 User paper 2 *5 User paper 3 *5 User paper 4 *5 User paper 5 *5 User paper 6 *5	Thin, Regular, Thick 1, Thick 2, Thick 3	

*1 Paper not for duplex printing (already printed on one side).
*2 Premium paper and other special paper.
*3 Printed paper
*4 Colored paper.
*5 Paper registered with frequent use.

Reference

- Papers other than regular papers are called special papers. Set an appropriate paper type when loading special papers into the paper tray. Otherwise paper jam or image error may occur.

Note

- If you select Thick 3 for your printing, the print quality may be lower than your expectation.
- Printing can be done only on the front side of envelope. Print quality on front seal edge cannot be guaranteed.

8.2 Available paper sizes

Tray type	Available paper size
MPT(manual tray)	A3, A4, A5, A6, B4, B5 (JIS), B6, Ledger (11×17), Legal (8-1/2×14), Letter (8-1/2×11), Executive(7-1/4×10-1/2), Statement(5-1/2×8-1/2), Foolscap(8×13), 8-1/8×13-1/4, Folio (8-1/4×13), Government Legal(8-1/2×13), 8-1/2×13-1/2, 220 mm×330 mm, 8K, 16K photo size 4×6 Width : 3-9/16 inches ~ 12-5/8 inches(90 mm ~ 297 mm), Length : 5-1/2 inches ~ 17 inches(139.7 mm ~ 431.8 mm)
Tray 1	A4, A5, B4, B5 (JIS), Legal(8-1/2×14), Letter(8-1/2 ×11), Foolscap(8×13), Folio(8-1/4×13), Government Legal(8-1/2×13), Statement(5-1/2×8-1/2), 8-1/2×13-1/2, 16K
Tray 2, Tray 3(optional), Tray 4(optional)	A3, A4, A5, B4, B5 (JIS), Ledger(11×17), Legal(8-1/2×14), Letter(8-1/2×11), Foolscap(8×13), Folio(8-1/4×13), Government legal(8-1/2×13), Statement(5-1/2×8-1/2), 8-1/2×13-1/2, 8K, 16K
Auto reverse document feeder (ARDF)	A3, A4, A5, A6, B4, B5 (JIS), B6, Ledger(11×17), Legal(8-1/2×14), Letter(8-1/2×11), Executive(7-1/4×10-1/2), Statement(5-1/2 ×8-1/2), Foolscap(8×13), 8-1/8×13-1/4, Folio(8-1/4×13), Government Legal(8-1/2×13), 8-1/2×13-1/2, 220 mm×330mm, 8K, 16K photo size 4×6 Width : 5-1/2 inches ~ 12-5/8 inches(139.7 mm ~ 320 mm), Length : 5-13/16 inches ~ 18 inches(148 mm ~ 457.2 mm)

8.3 Cautions for proper job

Papers not allowed

Do not use the following papers in the paper tray. Failure to follow the cautions may result in low print quality, paper jam or device damage.

- Printed paper from thermal transfer or ink-jet printer
- Folded, rolled, wrinkled, or torn paper
- Papers left for a long time without packaging
- Wet, holed, or punched papers
- Very slippery, rough, or uneven papers
- Processed paper such as carbon, thermal sensitive, pressure sensitive, or transfer paper
- Foiled or bubble processed paper
- Non-standardized paper (non-quadrangle paper)
- Papers combined with glue, staples, or clips
- Papers with label
- Paper with ribbon, hook, or button
- Paper with different roughness on both sides
- Too thin or thick paper
- Paper with static electricity
- Acid-processed paper
- Other papers not suitable for use

Paper storage

Note the followings for proper paper supply.

- Store papers on a flat surface and do not unpack before it is used.
  Paper jam may occur if the papers are left for a long time without packaging.
- When unpacked papers are not used, use the original wrapping to store them in a flat, cool, and dark space.
- Do not store the papers in the following location or environment.
  - Very wet place
  - Place exposed to direct sunlight
  - Place with high temperature (95 F (35 ℃) or higher)
  - Place with dust
- Do not store the papers in other abnormal places. Do not store papers in vertical direction.

9. Load papers

The following originals in standard sizes will be detected automatically.

Item	Original size
Tray 1	B4 ▭, A4 ▭, A4 ▯, B5 ▭, B5 ▯, A5 ▭, 16K ▯, Letter ▭, Letter ▯, Legal ▭
Tray 2, 3, 4	A3 ▭, B4 ▭, A4 ▭, A4 ▯, B5 ▭, B5 ▯, A5 ▭, 8K ▭, 16K ▯, Letter ▭, Letter ▯, Legal ▭, 11”x17” ▭
MPT (Manual tray)	A3 ▭, B4 ▭, A4 ▭, A4 ▯, B5 ▭, B5 ▯, A5 ▭, A5 ▯, B6 ▭, A6 ▭

Note

- Tray 1 and 2, and Tray 3 (optional) and 4 (optional) support standard sized papers. Use the manual paper tray (MPT) to use non-standard paper size.
- The paper detected automatically can be vary depending on the setting method.

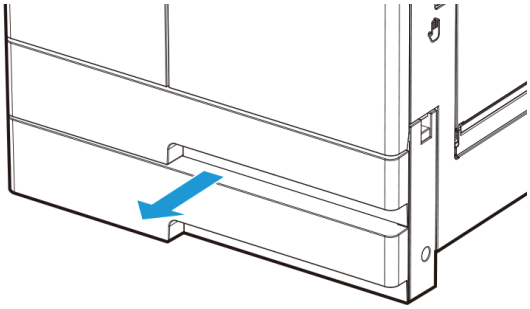
9.1 Load papers into tray

The same procedure applies when you feed papers to tray 1, 2, 3 (optional), or 4 (optional). The following explains how to load papers to Tray 1.

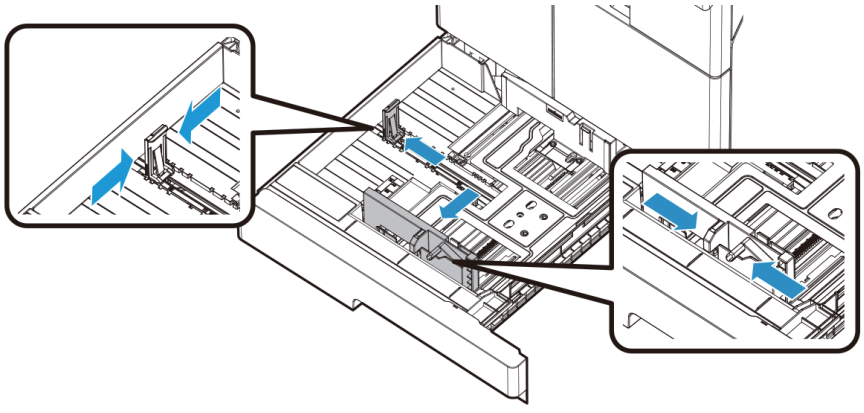
Important

- **After feeding papers to Tray 1, make sure that the paper size and type are properly set for MFP.**

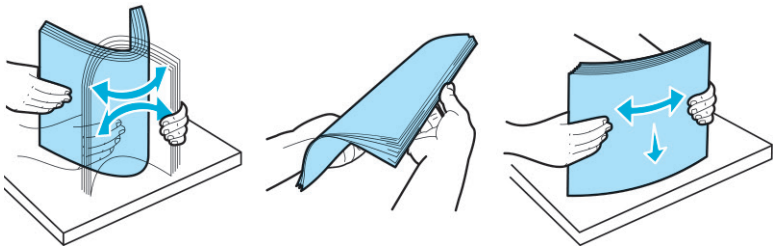
1 Pull the handle of Tray 1 to open the tray.



2 Pull or push the paper guide to adjust the papers to feed.



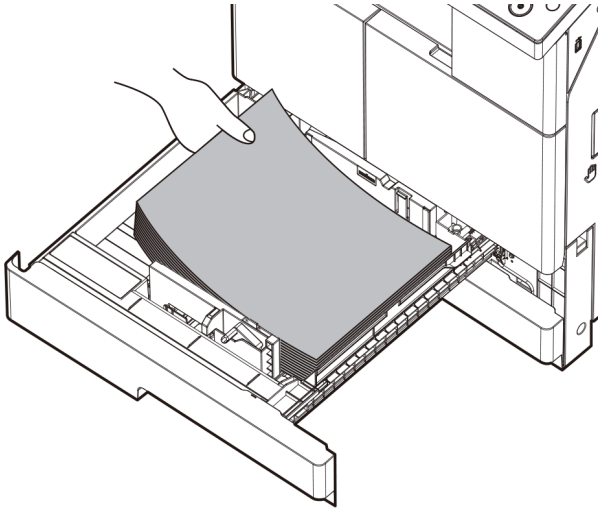
3 Bend papers back and forth to loosen them and blow them with your breath.
Do not fold papers or make papers wrinkle. Make sure to sort the papers so that the edge of papers is flat and straight.



⚠ Caution

- **Be careful not to cut your finger by the edge of paper.**
- **When papers are bent, make them flat, brush and sort them nicely to load.**

4 Face up the side to print and load papers in the tray.
For available paper sizes, see P. 1-25「8.2 Available paper size」.



Important

- **When loading papers, do not exceed the max height marked in the tray. Too many papers loaded may cause paper jam.**
- **Do not mix different paper sizes in one tray.**

5 Align the guide to fit the paper size.

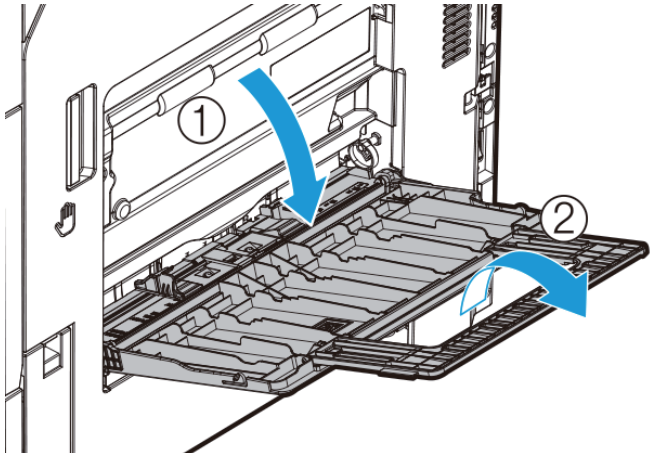
6 Close the Tray 1.

9.2 Load papers to Manual Paper Tray

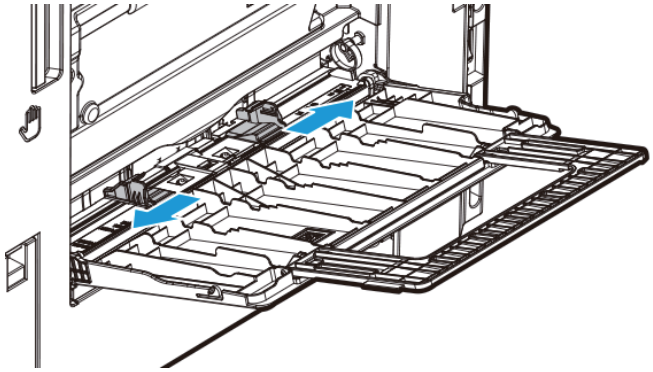
The manual paper tray is used to load papers of which size cannot be used in Tray 1, 2, 3 (optional), or 4 (optional). Also, just like Tray 1, 2, 3, or 4, papers can be loaded in MPT to print automatically.

1 Pull the upper part of MPT to open it.

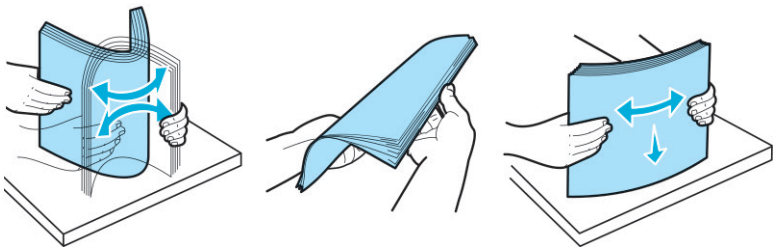
2 If papers are long, use the extended support to load them.



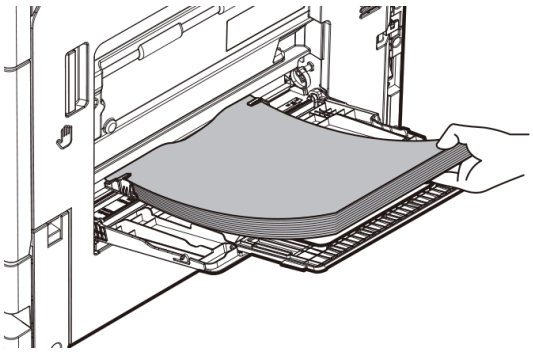
3 Push the paper guide to spread so that it becomes bigger than the size of paper to feed.



4 Bend papers back and forth to loosen them and blow them with your breath.
Do not fold papers or make papers wrinkle. Make sure to sort the papers so that the edge of papers is flat and straight.



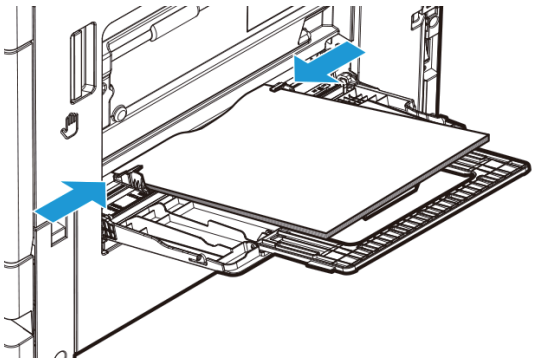
5 Face down the side to print and feed the papers inside the paper guide.
For details on available paper sizes, see P. 1-25 「8.2 Available paper size」.



Important

- **Do not feed too many papers into the MPT not to block the paper guide. Too many papers loaded may cause paper jam.**

6 Align the paper guide to fit the paper size.



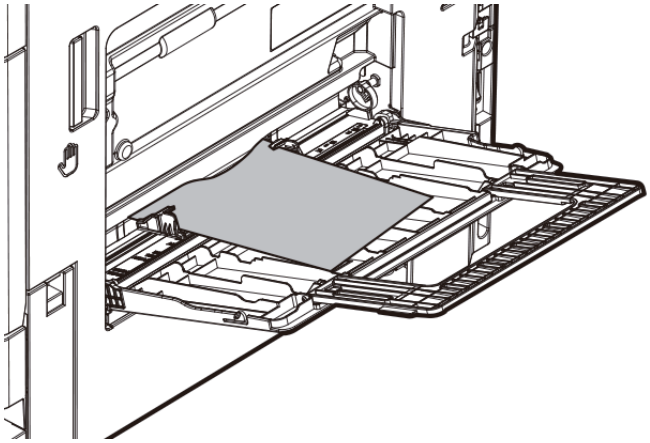
7 When feeding papers into MPT, the paper setting screen automatically appears on the LCD display.
Change paper size and type on the LCD display.
For details on how to set paper for MPT, see P. 2-5 「When selecting Manual Paper Tray (MPT)」.

① MPT Paper setting : Used to manually select paper size when the loaded paper is not detected automatically.
② Paper type : You can change paper type. (ex: Envelope, OHP, Post card, and so on)
③ Detected paper : Shows detected paper size to choose from.

Load post cards

Up to 20 post cards can be loaded at one time.

1 Face down the side to print and load a post card, as in the below figure.



2 Align the paper guide to fit the post card size.

3 When feeding papers into MPT, the paper setting screen automatically appears on the LCD display.
If it is not displayed automatically, see P. 2-5 「MPT paper size」.
Change paper size and type on the LCD display.
If the post card size to set cannot be found in the paper size list, check the size of post card and enter a size in [Direct input]. For details on direct input, see P. 2-5 「When selecting Manual Paper Tray (MPT)」.

Reference

- To set up for post card, envelope, or OHP film printing, use the [General] tab of the printer driver. For details, see [User manual print function].

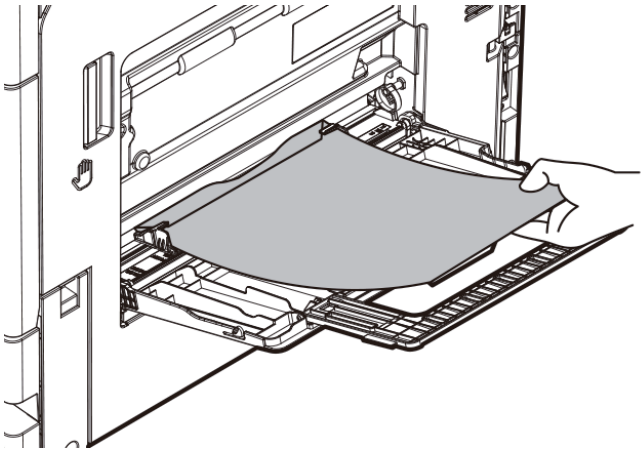
Load envelopes

Up to 10 envelopes can be loaded at one time

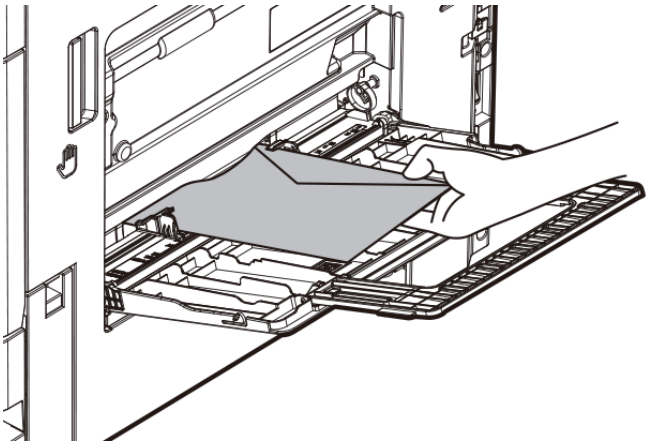
⚠ Caution

- **Before loading envelopes, remove the air inside the envelope and press the line with cover firmly. Otherwise, it may cause wrinkle on envelope or paper jam.**

1 Face down the side to print and load an envelope, as in the below figure.



- If the cover is on the longer side of envelope, adjust the envelope so that the cover is at the back.



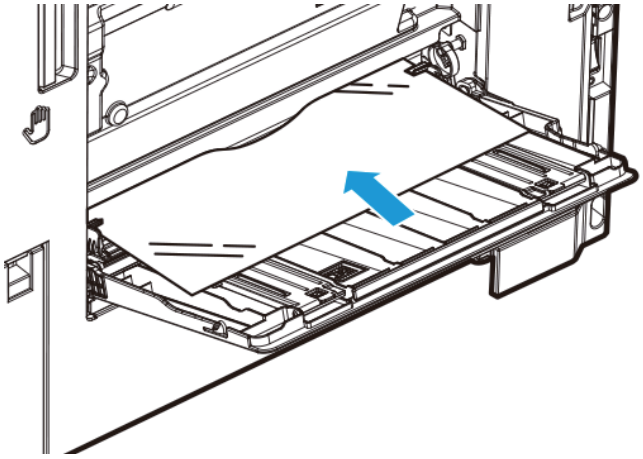
2 Align the paper guide to fit the envelope size.

3 When feeding papers into MPT, the paper setting screen automatically appears on the LCD display.
Change paper size and type on the LCD display.
If the envelope size to set cannot be found in the paper size list, check the size of envelope and enter a size in [Direct input]. For details on direct input, see P. 2-5 「When selecting Manual Paper Tray (MPT)」.

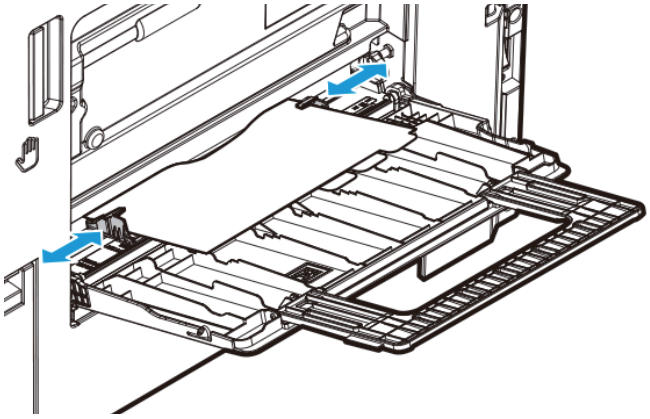
How to load OHP film properly

OHP film is a transparent film to project and enlarge on a screen. Up to 20 films can be loaded.

1 Face down the side to print and put it in the direction as in the figure.
Push the film until the edge of OHP film reaches inside.



2 Slide the guide to adjust the size of the paper to load.

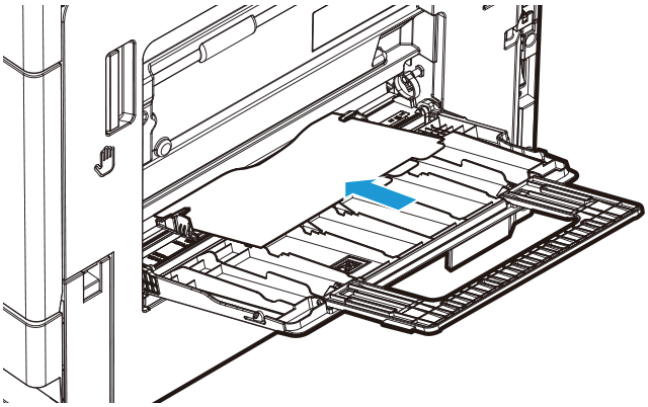


3 When feeding papers into MPT, the paper setting screen automatically appears on the LCD display.
Change paper size and type on the LCD display.
If the size to set cannot be found in the paper size list, check the size and enter a size in [Direct input].
For details on direct input, see P. 2-5 「When selecting Manual Paper Tray (MPT)」.

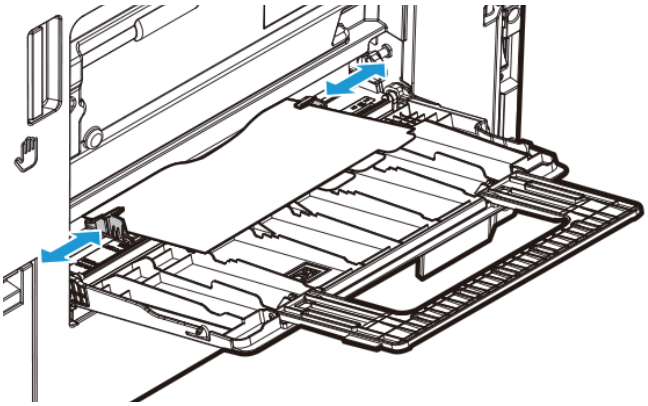
Load index papers (tab papers)

Up to 20 index papers can be loaded.

1 Face down the side to print, but adjust the paper so that the tab side goes into MFP later.
Push the index paper until the edge reaches inside.



2 Slide the guide to adjust the size of the paper to load.



3 When feeding papers into MPT, the paper setting screen automatically appears on the LCD display.
Change paper size and type on the LCD display.
If the size to set cannot be found in the paper size list, check the size and enter a size in [Direct input]. For details on direct input, see P. 2-5 「When selecting Manual Paper Tray (MPT)」.

10. Connect cables

Connect MFP directly to computers by using USB cables.

⚠ Caution

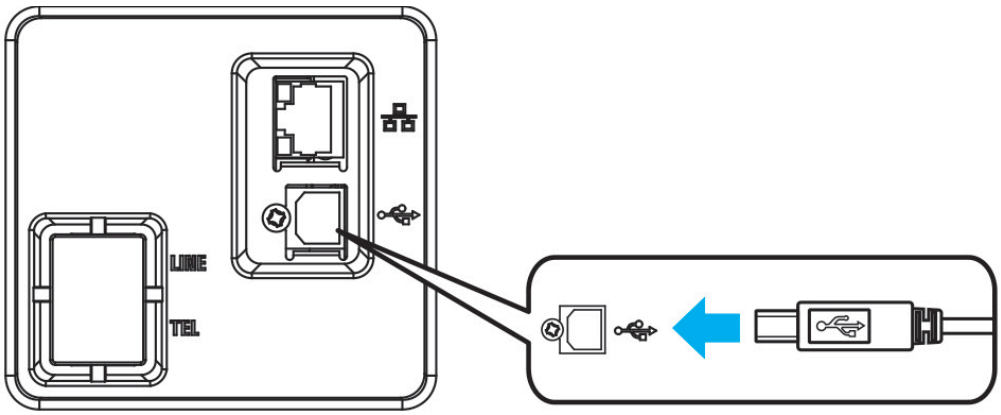
- **When the device power is on, do not connect or remove any kinds of port.**

10.1 Connect USB cable

Users can use a USB cable to connect MFP and standard USB ports are supported.

1 Make sure that the power of all other devices connected to MFP are turned off.

2 Use a USB cable to connect MFP with computer. A USB cable is required to use USB port. Make sure that the USB symbol on MFP matches the symbol on cables.



3 Turn on the power of MFP.

10.2 Connect network cable

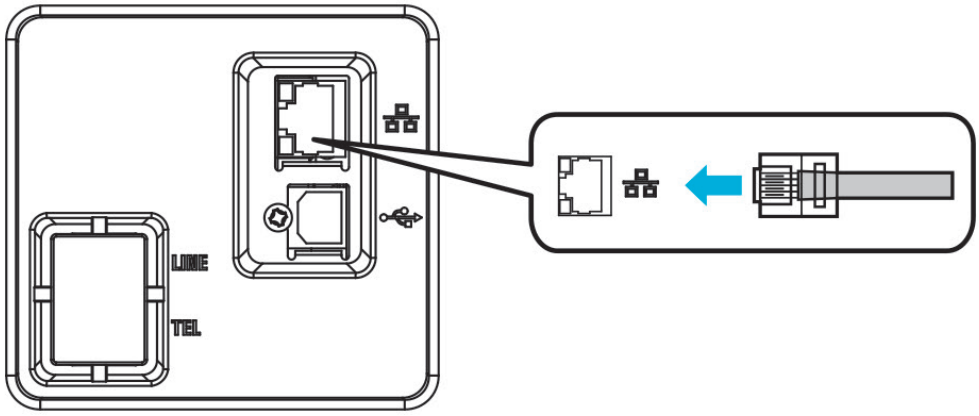
This MFP uses standard network cables to connect directly to the computer network. To connect to the network, follow the procedures below.

Note

- Mostly, 100BaseT/1000BaseTX Fast Ethernet port is a standard.

1 Make sure that the power of MFP and all other devices connected are turned off.

2 Use standard cable compatible with user network to connect MFP to LAN or hub.



3 Turn on the power of MFP.

11. Install MFP Driver

MFP driver makes communication between computer and MFP possible.
MFP drivers include the scanner driver and the printer driver.
This MFP software is usually installed at initial configuration of MFP. If the software needs to be installed after configuration, follow the guideline below.

1 Close all open software programs.

2 Insert the CD for the software and the manual.

3 Click on [Install] in the basic installation dialogue window.

4 Follow the instructions on the screen.

11.1 Update options available for printer driver

After installing software and options, you may need to install additional options manually to perform print jobs.

❖ **Window users**

1 Click Start on Windows.

- For Window XP/2003, select Printers and Faxes.
- For Window 2008/Vista, select Control Panel → Hardware and Sound → Printers.
- For Window 7.8/8.1, select Control Panel → Hardware and Sound → Devices and Printers.
- For Window 10, Select Settings → Devices → Printers and Scanners → Devices and Printers.
- For Window Server 2008 R2, select Control Panel → Hardware → Devices and Printers.
  Or follow the below to open the Printer folder.
- Click Start and enter control printers in the Run Dialog Box.
  (You can also press “Windows+R” together to open the Run Dialog Box and enter “control printers”.)
- Press Enter or select OK to open the Printer folder.

2 Select Sindoh N610_410 MF4000 Series.

3 Right click the mouse on Sindoh N610_410 MF4000 Series.

4 For Windows 7, 8/8.1, 10, Windows Server 2008 R2, and 2012, select [Printer Default Settings] from a corresponding menu.

5 Click **[Device setting]** tab.

6 Add a device option to install from **[Available options]**

7 **Click [Apply].**

12. Information on Installation and Operation

For more information on installation and operation, refer to the enclosed CD or the website. It explains detailed information on the device installation and uninstallation, supply installation and replacement, paper feeding, and CD for driver and utility installation.

12.1 Driver CD and User Manual

The driver CD includes the printer driver and scanner driver necessary to operate the device. Also, it contains MFP utilities, relevant documents and manuals for the device.

12.2 Quick installation guide and user manual

Quick installation guide shows how to install and use the device at a glance. The user manual in the CD provides full explanations on the general messages and functions and removal of jammed paper as well as installation and usage of the device.

12.3 Sindoh website

You can visit www.sindoh.com to download and update the drivers and utilities, and to find various documents in the CD and more information on Multiple Function Printers (MFP).

N610/MF Series
User Manaul

Copying

2

1. Make a copy

1.1 Basic operations

1 Place an original document to copy on flatbed glass or automatic reverse document feeder (ARDF). For details on how to place an original, see P. 1-19 「7. Place original」.

2 Select **[Copy]** on the LCD home screen to switch to the copy mode.

3 Select copy options needed.

- Number of copies, documents, papers, document format, document orientation, collate, density, Ratio, combine

- To use copy options, select **[Extended]** on the upper right to select a desired option.

4 On the LCD screen, press -, +, or number key to enter a number of copies.
You can select a number between 1 and 999. If no number is entered, the default is one.

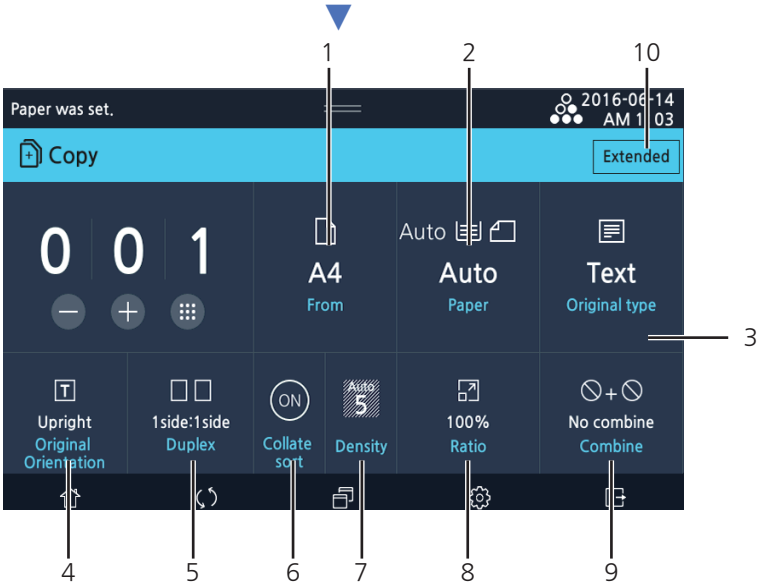
5 Select the【◇】button. The device will start making a copy. A copied side will face down when dispensed.

- Select the【▽】button to cancel.

- To reset all copy options: Select the [↻]button.

1.2 Copying

Default copy screen



Note

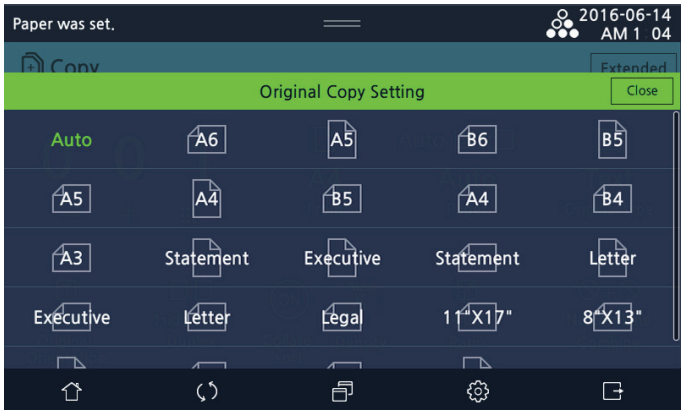
– Factory default settings for copying are as follows:
Papers: A4 ▯, original type: text/photo, original orientation: 12 o'clock, duplex: 1side-1side, collate: Yes, density: 5, Ratio: 100%, combine: no.

1) Originals

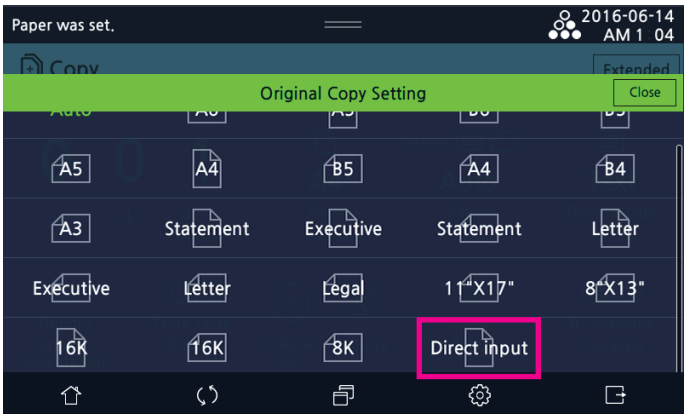
Select type of originals for flatbed or ARDF.

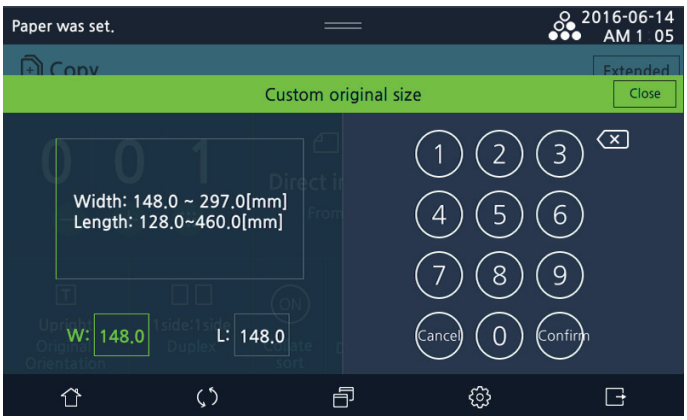
1 Press **[From]**.

2 Select an appropriate original size from the selection screen.



3 If the original is in non-standardized size, select [Direct input] on the LCD screen.
Select Width or Length on the LCD screen and use the number keys to enter the original size.





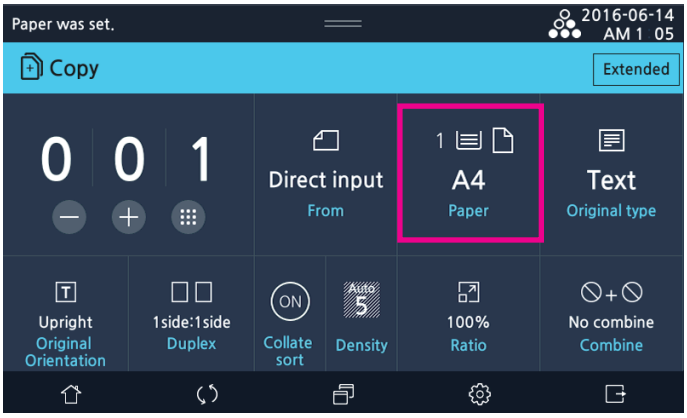
Note

– For details on how to change units to inch or mm, see P. 7-2 「General setting」.

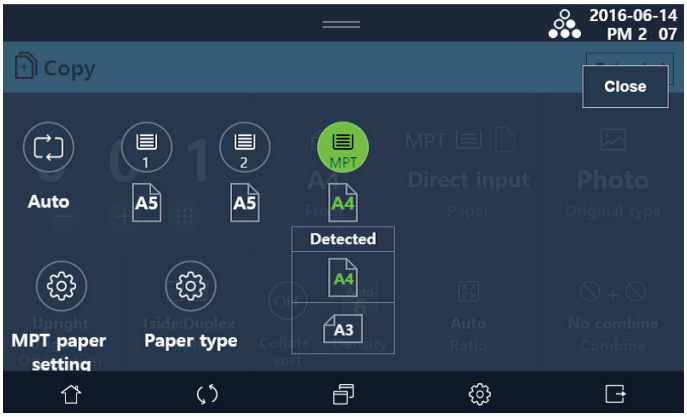
2) Papers

Select a paper tray to print from.
You can choose paper size and type.

1 Press **[Paper].**



2 Select a paper tray from the selection screen.
From your left, **[Auto], [Tray 1], [Tray 2], [MPT]** are displayed.



- **When [Auto] is selected**
  – When Auto is selected for paper, a paper tray will be automatically selected depending on the original size.

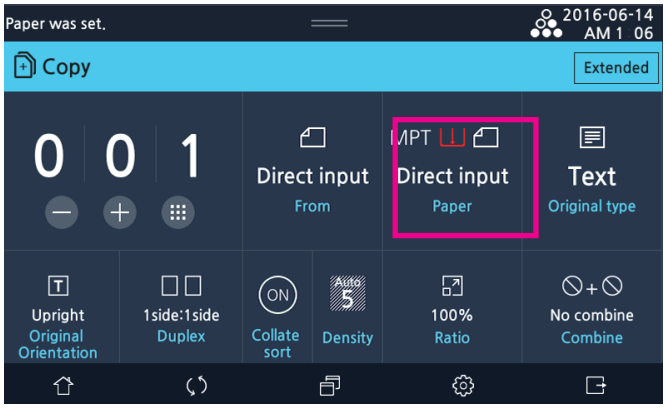
Note

– If the size of the original does not match that of papers loaded in any trays, adjust the scale to continue to copy.
For details on adjusting scale, see P. 2-13 「8) Ratio」

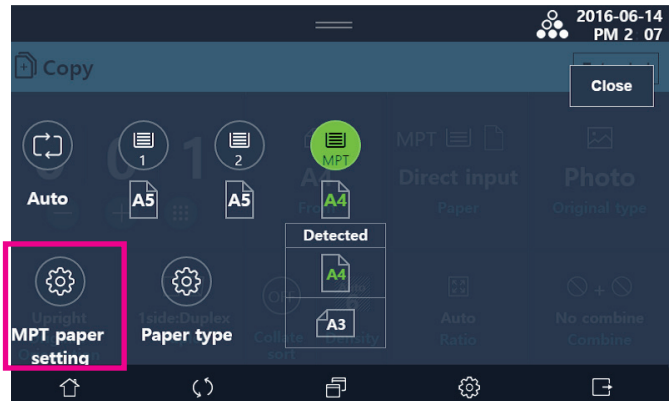
- **When Tray 1 is selected**
  – Tray 1 automatically detects the paper size. For details on papers automatically detected in Tray 1, see P. 1-27 「9. Load papers」.
  To change paper type, select **[Paper type]** and choose a paper type.
  For details on paper size available for Tray 1, see P. 1-27 「9.1 Load Papers to Tray」

- **When Tray 2 is selected**
  - Tray 2 automatically detects the paper size. For details on papers automatically detected in Tray 2, see P. 1-27 「9. Load papers」.
    To change paper type, select [Paper type] on the upper right and choose a paper type.
    For details on paper size available for Tray 2, see P. 1-27 「9.1 Load Papers to Tray」.
- **When MPT is selected**
  - MPT cannot automatically detect paper size.
    Follow the below procedures to set the paper size and type loaded in MPT.

1 **Press [Paper].**

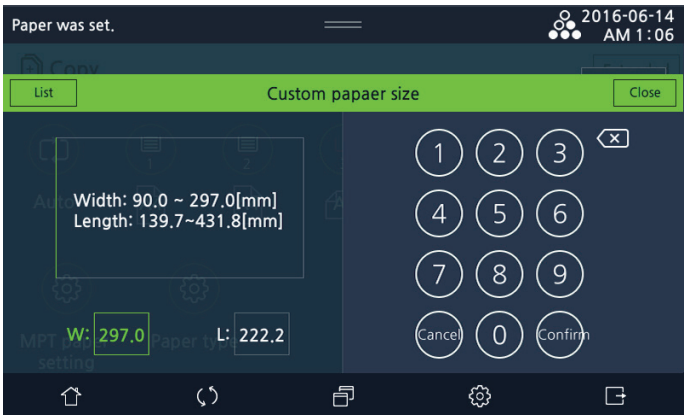


2 Load papers. Detect paper size and show it on the screen. Select papers to use.
- Select **[Paper type]** when loading papers other than regular papers.
- Select **[MPT paper setting]** when loading non-standardized papers.
- When detected papers and loaded papers are different, select **[MPT paper setting]** to select papers manually.

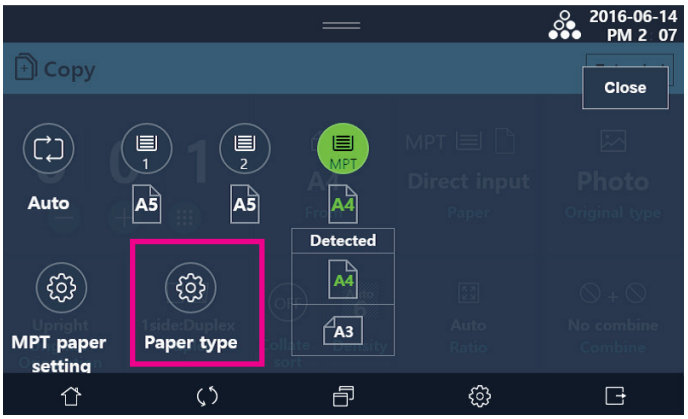


3 The below screen appears when **[MPT paper setting]** is selected. Select papers to use.
If the paper to use is not on the selections, press **[Direct input]** to enter the paper size.

When **[Direct input]** is selected, you can manually enter the size of non-standardized papers.
If you manually enter the paper size, you can save frequently used paper sizes. Enter the width and length of the paper by using number keys and select **[Regist]**.
Also, when you save frequently used paper sizes, you can select **[Import]** to load saved paper sizes.
Enter a paper size and select **[Close]**.
When you finish with **[Direct input], [MPT]** on the tray selection screen will change to **[Direct input]**.



4 To change paper type of MPT, select **[Paper type]** on the upper right and choose a paper type.
For paper sizes and types available to load in MPT, see P. 1-25 「8.2 Available paper size」.



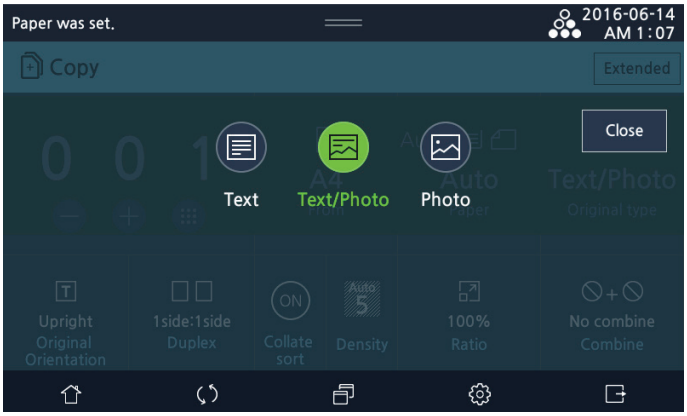
Note

– For details on how to change units to inch or mm, see P. 1-15 「5.4 Set Units」

3) Original type

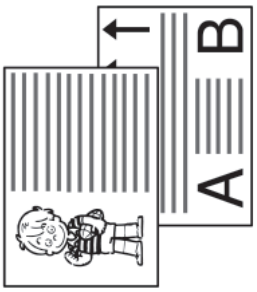
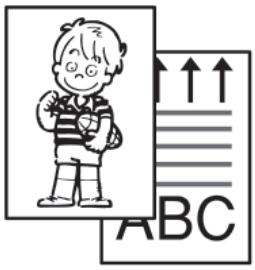
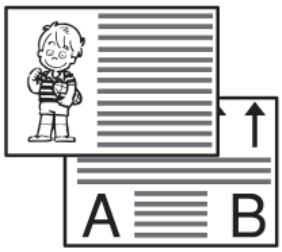
After selecting original type, press **[Text/Photo]**.

- Text: scans original which includes texts only.
- Text/Photo: scans original with photos, images, and texts.
- Photo: scans original which includes photos and images only.



4) Original text orientation

Different copy results will appear depending on how to place originals with longer width or longer length.
Depending on the text orientation of original, you can select the orientation on the LCD screen.
In basic settings, select **[Original Orientation]** and select a text orientation.
The below figure shows how to place original depending on the text orientation.

9 o'clock	12 o'clock
	 

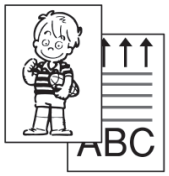
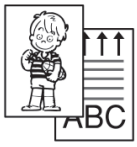
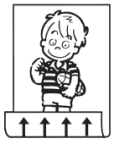
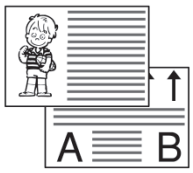
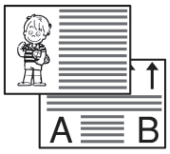
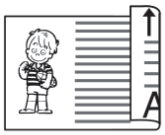
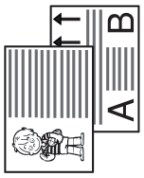
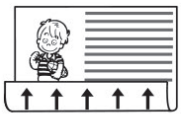
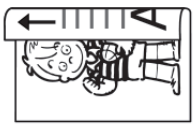
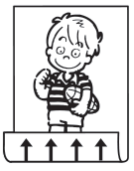
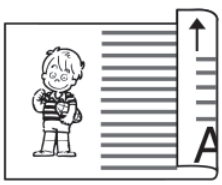
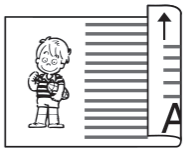
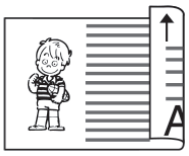
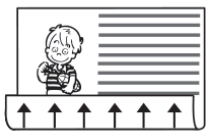
Note

- Duplex copy or combined copy will affect printing orientation.

5) Duplex

- **Original orientation and copy result**

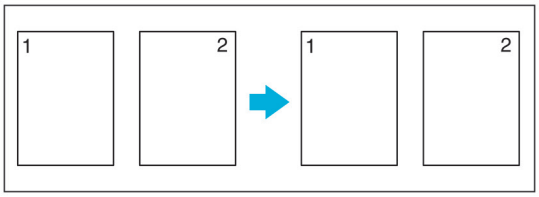
The figures below show the directions of front and back page of copied papers depending on the original text orientation. For details on how to place originals, see P. 1-19 「7. Place original」.
Papers available for duplex copy are between 60 and 209 g/m2.

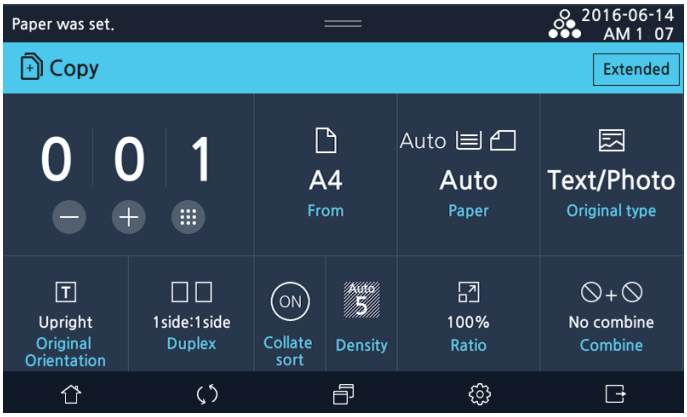
Originals	Original orientation	Copy result
	12 o'clock 	Left to right
	9 o'clock	Top to bottom 
	12 o'clock 	Left to right 
	9 o'clock 	Top to bottom 
	12 o'clock	Left to right
	9 o'clock 	Top to bottom 
	12 o'clock 	Left to right 
	9 o'clock	Top to bottom 

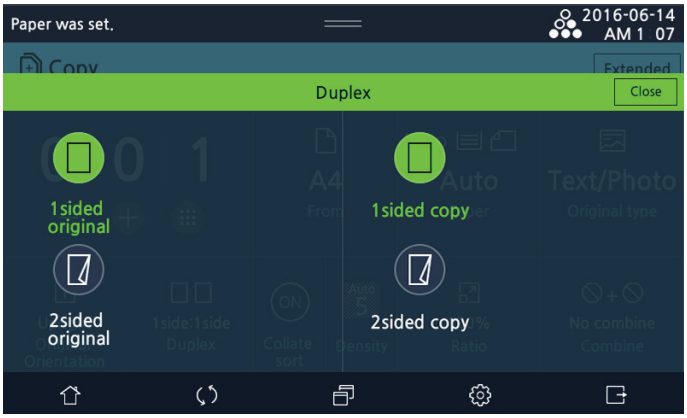
- **Duplex type**

  – **"1side original → 1side copy":** 1side original is copied to 1side paper.

  Original text orientation: 12 o'clock







1 In the basic copy screen, select **[Original Orientation]**.

2 Select **[12 o'clock]**.

3 Select **[Duplex]**.

4 Select **[1-sided original]** from **[Duplex]**.

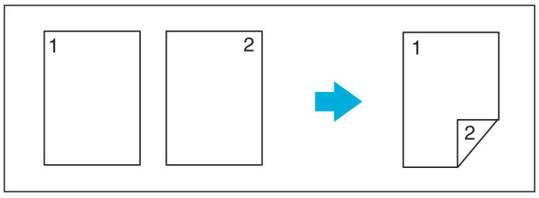
5 Select **[1-sided copy]**.

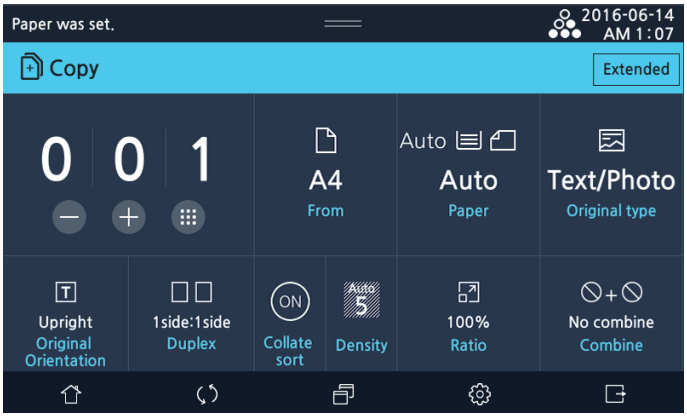
6 Select **[Close]** on the upper right to return to the basic copy screen.

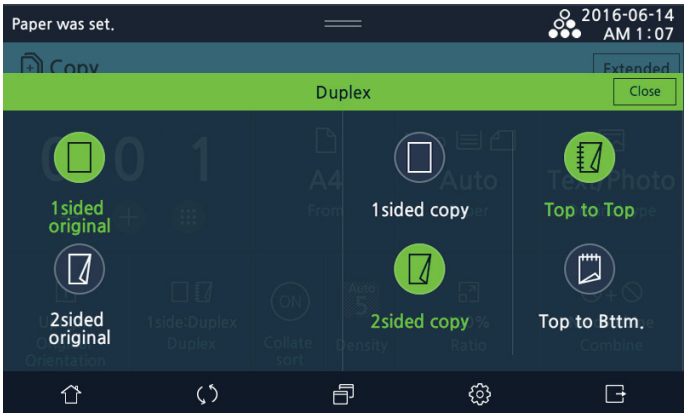
Note

– 1side original and 1side copy are the factory default settings.

– **"1side original → 2side copy" :** Two 1side originals are copied to both sides of a paper.
Original text orientation: 12 o'clock 2side copy: top to bottom







1 In the basic copy screen, select **[Original Orientation]**.

2 Select **[12 o'clock].**

3 Select **[Duplex].**

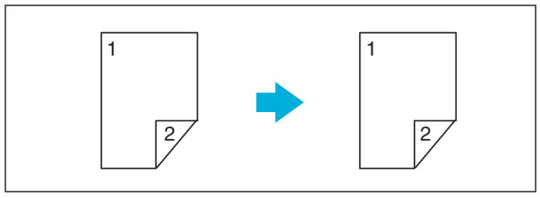
4 Select **[1-sided original]** from **[Duplex].**

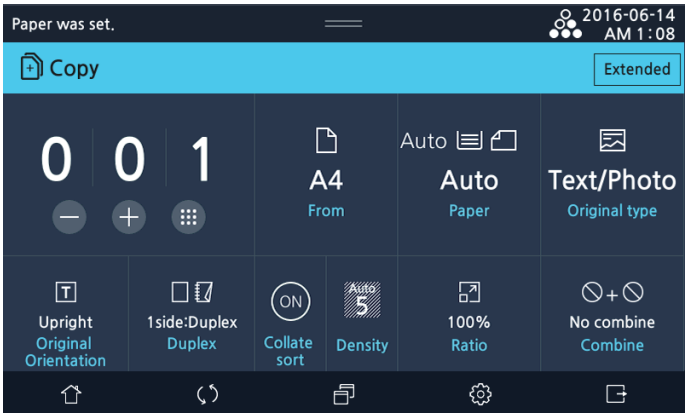
5 Select **[2-sided copy].**
If you want to make the copy flip left to right, select **[Top to Top].**
If you want to make the copy flip top to bottom, select **[Top to Bttm].**

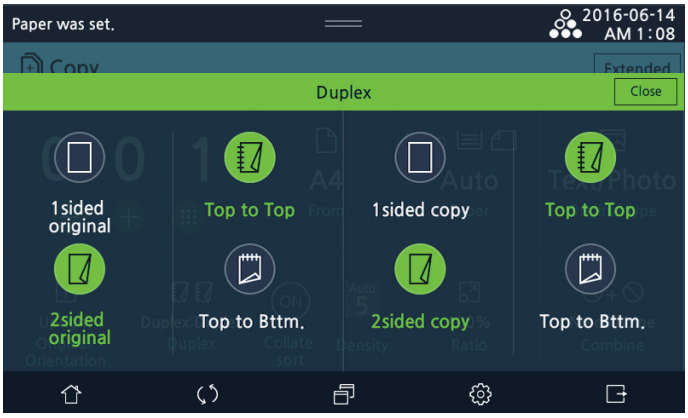
6 Select **[Close]** on the upper right to return to the basic copy screen.

– **“2side original → 2side copy”: Copy a 2side original to both sides of a paper.**

Original text orientation: 12 o’clock 2side original: top to bottom 2side copy: top to bottom







1 In the basic copy screen, select **[Original Orientation].**

2 Select **[12 o’clock]**.

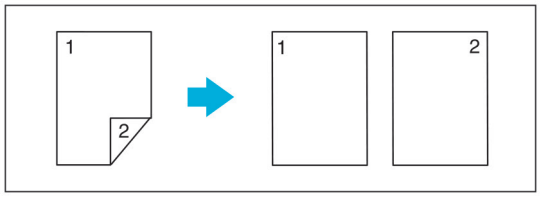
3 Select **[duplex]**.

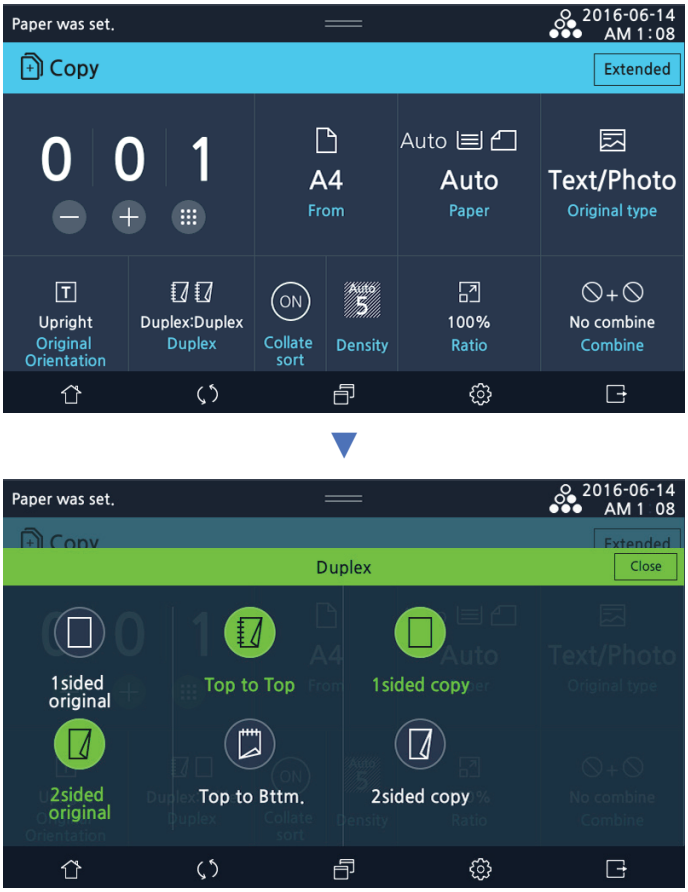
4 Select **[2-sided original]** from **[Duplex].**
If you want to make the copy flip left to right, select **[Top to Top].**
If you want to make the copy flip top to bottom, select **[Top to Bttm.].**

5 Select **[2-sided copy].**
If you want to make the copy flip left to right, select **[Top to Top].**
If you want to make the copy flip top to bottom, select **[Top to Bttm.].**

6 Select **[Close]** on the upper right to return to the basic copy screen.

– **"2side original → 1side copy":** Front and back side of 2side original are copied to two 1side papers.
Original text orientation: 12 o'clock 2side original: top to bottom





1 In the basic copy screen, select **[Original Orientation]**.

2 Select **[12 o'clock]**.

3 Select **[duplex]**.

4 Select **[2-sided original]** from **[Duplex].**
If you want to make the copy flip left to right, select **[Top to Top].**
If you want to make the copy flip top to bottom, select **[Top to Bttm.].**

5 Select **[1-sided copy].**

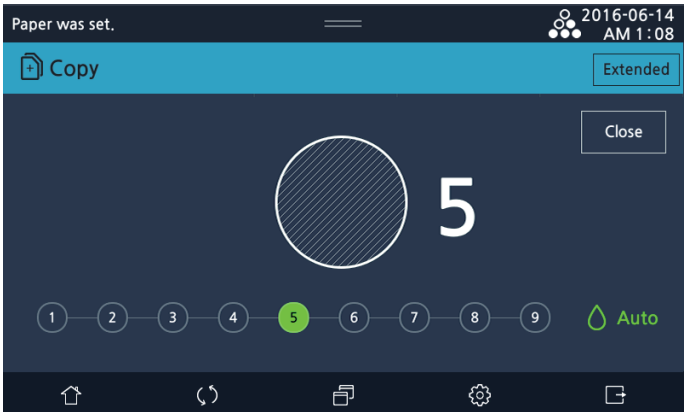
6 Select **[Close]** on the upper right to return to the basic copy screen.

6) Collate sort

Make sets of copies in the page order.

7) Density

Select a number key to select a desired density.

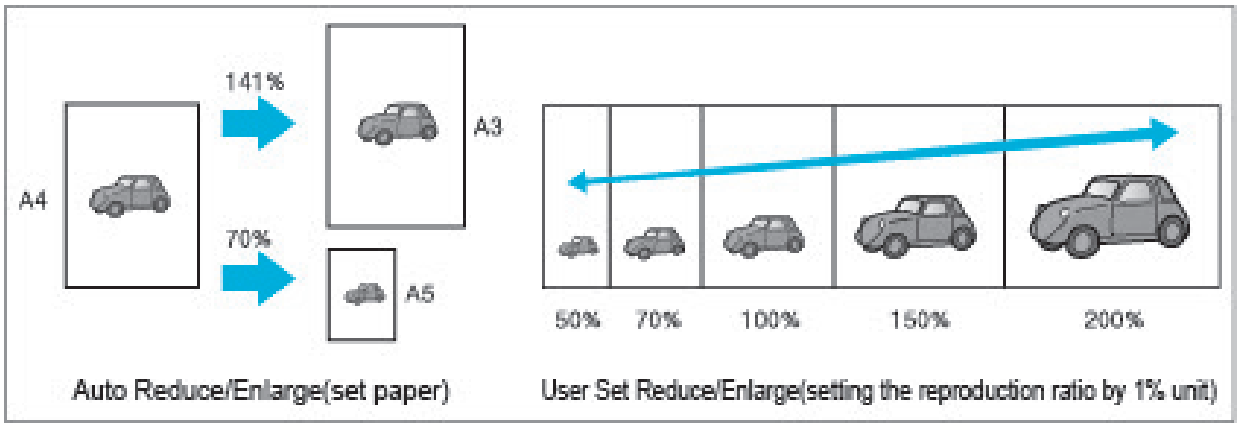


- It gets lighter as moving to the left and darker as moving to the right. Default density setting is at 5 out of 9.
- Auto: MFP scans density of the original and automatically adjusts the density of images.
  Heavy textures of the originals (newspaper or recycled paper) are copied without copying the background.
  If original paper have shades or black image on the front end of the manuscript it can be brighter.

8) Ratio

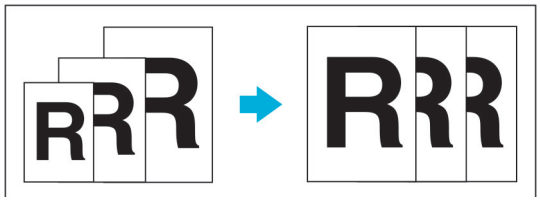
Select position and size of the papers to print.

- The base point
  The base point for zoom out/in is different depending on the scan method for originals.
  For details on how to place originals on flatbed glass or ARDF, see P. 1-19 「7. Place original」.
- Auto Scale zooms in/out automatically depending on the original size; Preset Scale zooms in/out according to the scale selected by user.
- For Preset Scale, user can select from the preset scales or enter any scale user wants.

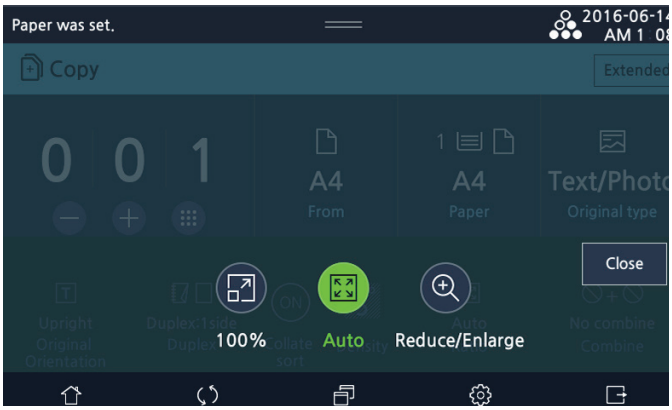


- **Auto scale**

– For the specified paper size, the scale is automatically adjusted to copy.
When the original size cannot be detected automatically, 100% scale is used to make a copy.

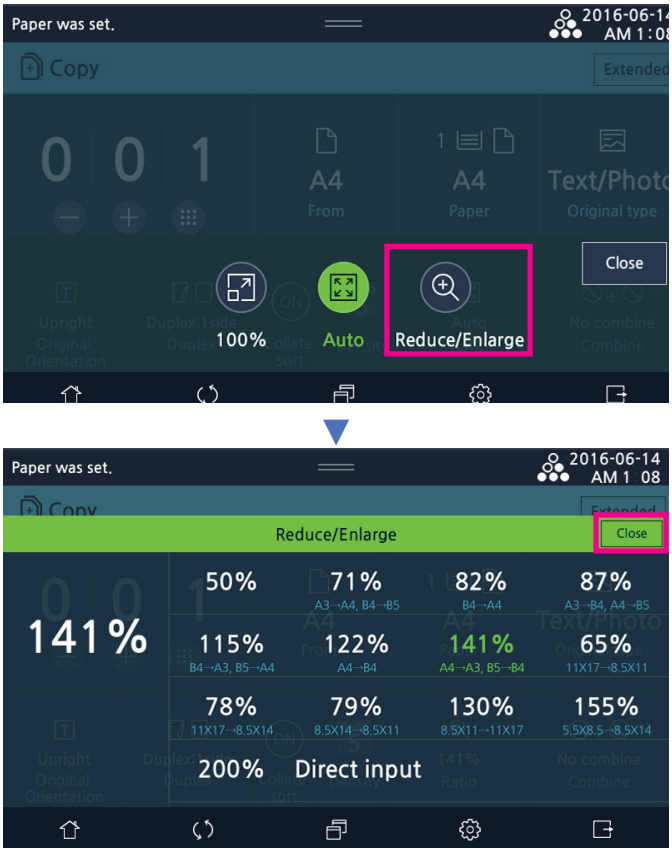


– Select **[Ratio] - [Auto].**
When scale and paper are set as Auto, the scale will be 100%.



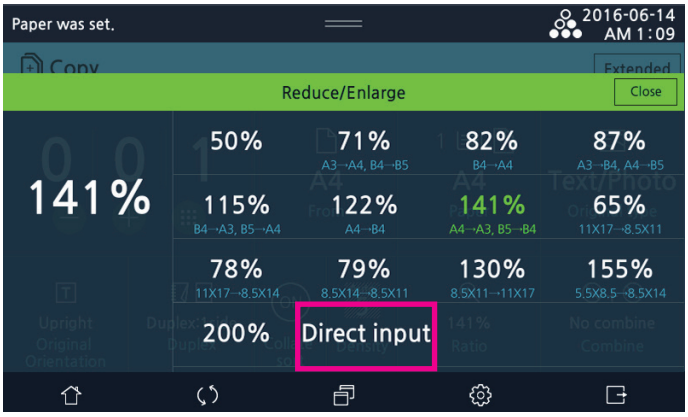
- **Change preset scale**

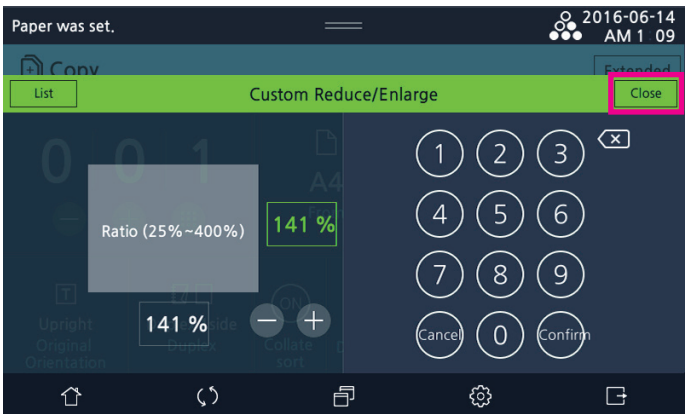
– User can select one of the preset scales to make copy to proper paper.
Select **[Reduce/Enlarge]** in Ratio. Select a scale to use and choose **[Close]**.



- **Change custom scale**

– For advanced zoom copy function, you can specify the zoom ratio by 1% in the range of 25%~400%.
See the preset scales to properly adjust the ratio.
For others than preset reduce/enlarge on the LCD screen, select **[Direct input]**.
Use number keys to enter a scale and choose **[Close]**.

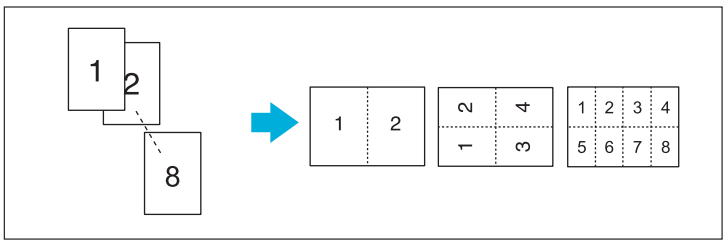


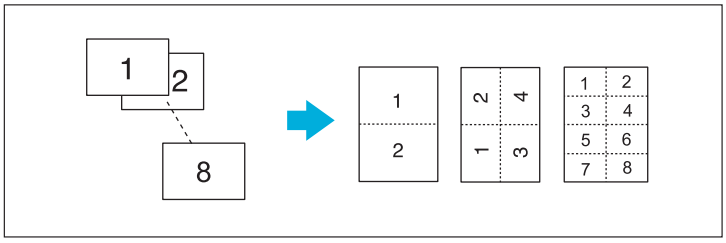


9) Combine

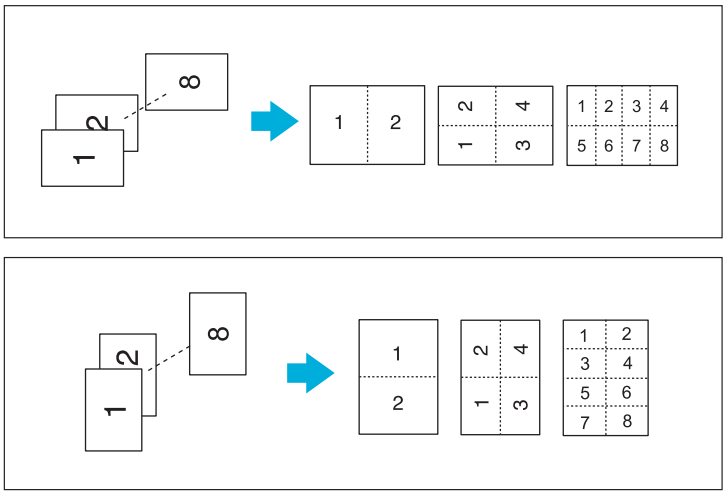
– Multiple pages can be copied into a single paper.
The image below shows the result of combined copy when the text orientation is in 12 o'clock, or 9 o'clock.

12 o'clock



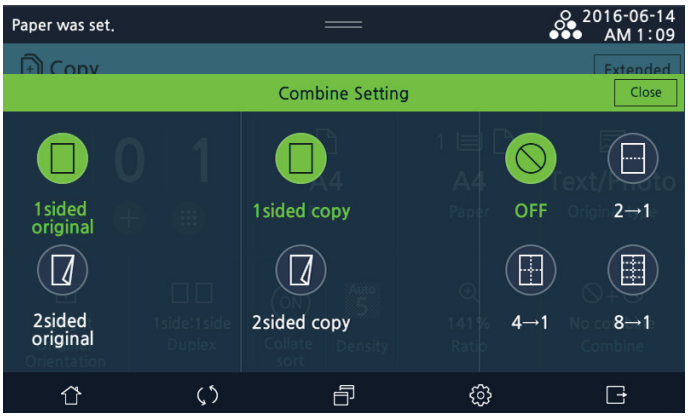


9 o'clock

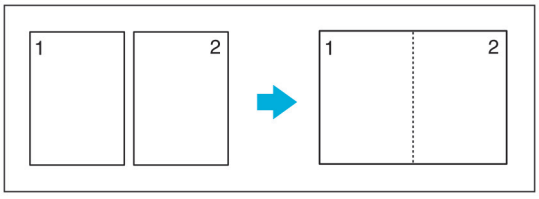


- 2, 4, 8 original pages can be combined to print on a single paper. (4, 8, 16 pages for duplex copy)
- The scale will be set to "Auto".
- Some portions in a page may not be copied depending on the size of original and paper.
- When the number of original pages is less than the number of pages set for combined copy, the corresponding page will be left as blank.
- When combine copying four pages, how the combined pages are arrayed will be different depending on the text orientation of originals.
  For details, see P. 2-7 「4) Original orientation」, and P. 2-8 「5) Duplex」.

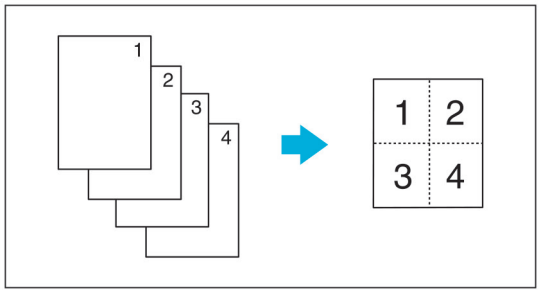
- **1side original**



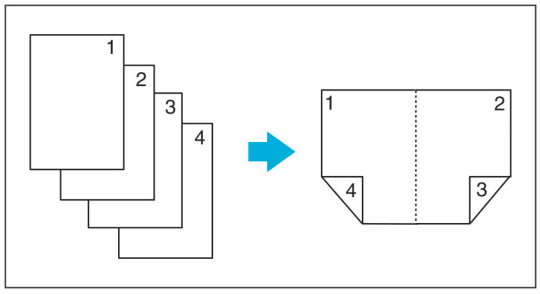
- Copy two 1side originals into 1 paper
  [Original orientation]-[12 o'clock]-[Combine]-[1-sided original]-[1-sided copy]-[2 → 1]



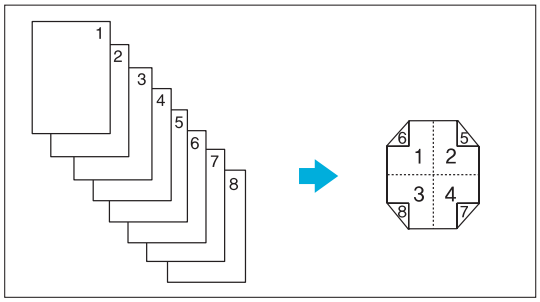
- Copy four 1side originals into a single paper
  [Original Orientation]-[12 o'clock]-[Combine]-[1-sided original]-[1-sided copy]-[4 → 1]



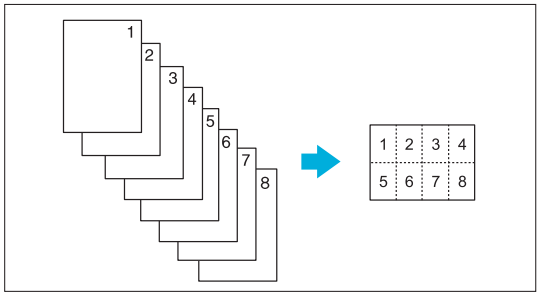
- Copy four 1side originals into a single paper
  [Original Orientation]-[12 o'clock]-[Combine]-[1-sided original]-[2-sided copy]-[Top to Bttm.] or **[Top to Top]-[2 → 1]**



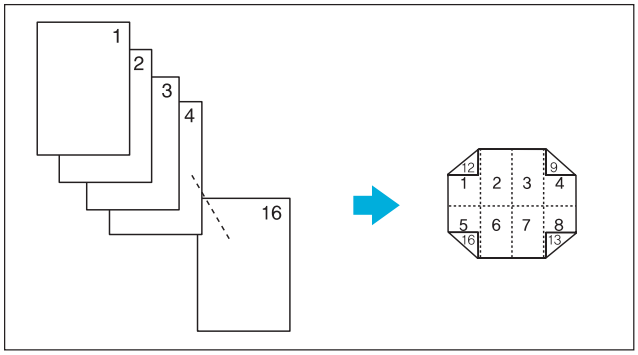
- Copy eight 1side originals into a single paper
  [Original Orientation]-[12 o'clock]-[Combine]-[1-sided original]-[2-sided copy]-[Top to Bttm.] or [Top to Top]-[4 → 1]



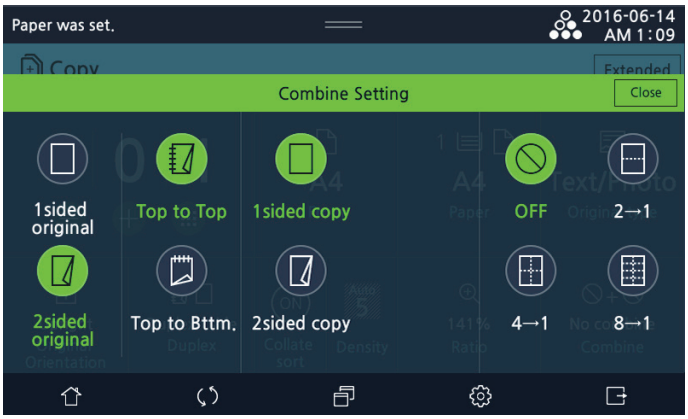
- Copy eight 1side originals into a single paper
  [Original Orientation]-[12 o'clock]-[Combine]-[1-sided original]-[1-sided copy]-[8 → 1]



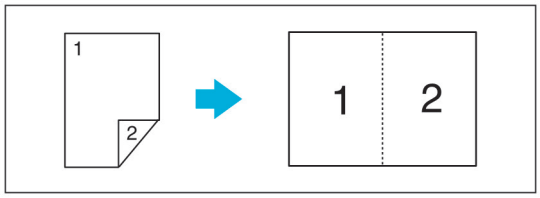
- Copy sixteen 1side originals into a single paper
  [Original Orientation]-[12 o'clock]-[Combine Combine]-[1-sided original]-[2-sided copy]-[Top to Bttm.] or [Top to Top]-[8 → 1]



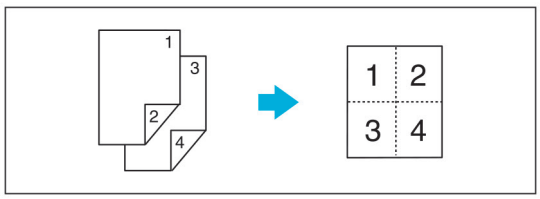
- **2side original**



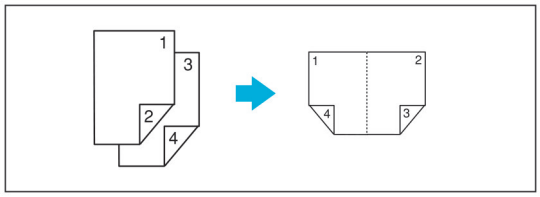
- Copy one 2side original on 1side paper.
  [Original Orientation]-[12 o'clock]-[Combine]-[2-sided original]-[Top to Bttm.] or **[Top to Top]-[1-sided copy]-[2 → 1]**



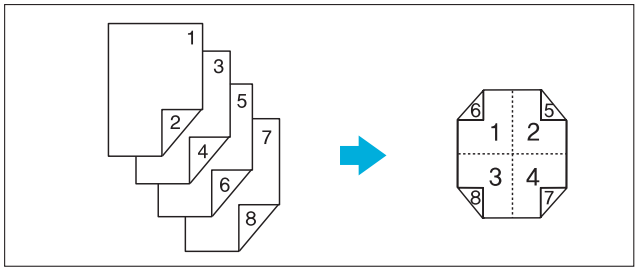
- Copy two 2side original on 1-side paper
  [Original Orientation]-[12 o'clock]-[Combine]-[2-sided original]-[Top to Bttm.] or [Top to Top]-[1-sided copy]-[4 → 1]



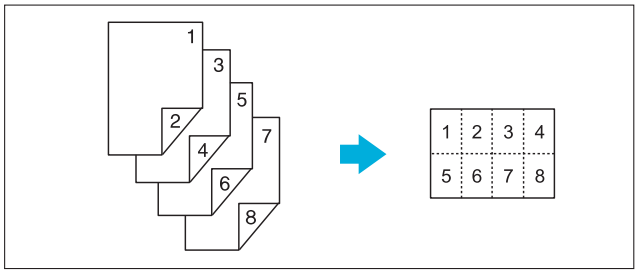
- Copy two 2-side originals on one 2side paper.
  [Original Orientation]-[12 o'clock]-[Combine]-[2-sided original]-[Top to Bttm.] or [Top to Top]-[2-sided copy]-[Top to Bttm.] or [Top to Top]-[2 → 1]



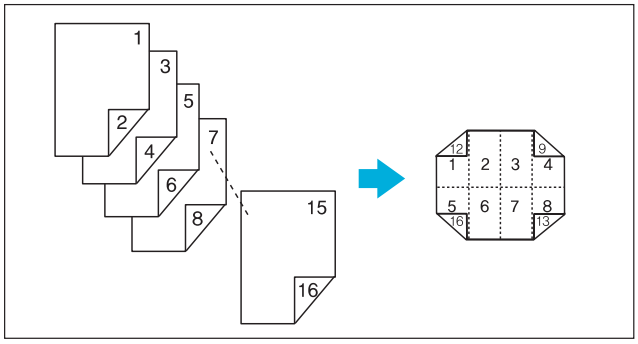
- Copy four 2-side originals on one 2side paper.
  [Original Orientation]-[12 o'clock]-[Combine]-[2-sided original]-[Top to Bttm.] or [Top to Top] - [2-sided copy]-[Top to Bttm.] or [Top to Top]-[4 → 1]



- Copy four 2-side originals on on 1side paper.
  [Original Orientation]-[12 o'clock]-[Combine]-[2-sided original]-[Top to Bttm.] or [Top to Top] -[1-sided copy]-[8 → 1]



- Copy eight 2-side originals on one 2side paper.
  [Original Orientation]-[12 o'clock]-[Combine Combine]-[2-sided original]-[Top to Bttm.] or [Top to Top]-[2-sided copy]-[Top to Bttm.] or [Top to Top]-[8 → 1]

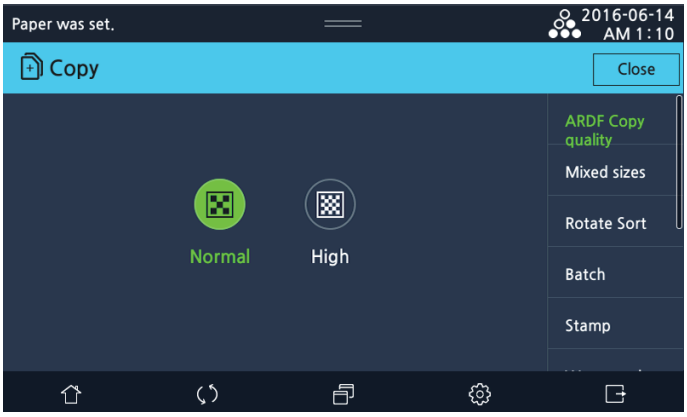


10) Additional functions

- Select additional functions to use more functions other than basic copy functions.
  The additional functions include copy quality, mixed sizes, rotate sort, batch, stamp, watermark, book copy, erase border, B/W reversal, and shift image .

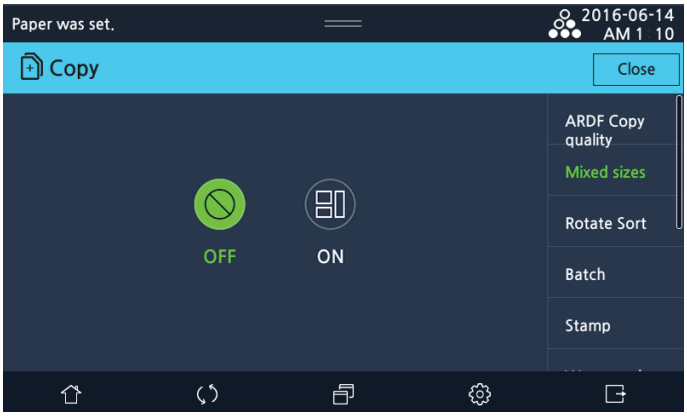
- **Copy quality**

  – Selects the scan resolution of original. When you select High quality, it gives you better print quality but takes longer time to scan. Select either Regular quality or High quality and press **[Close]** on upper right.



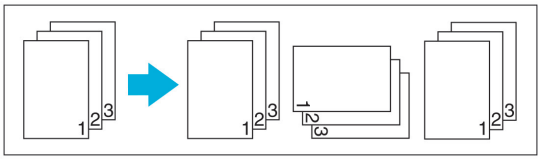
- **Mixed sizes: Two originals with same width but with different length can be set together on ARDF.**

  – If mixed sizes are not selected, paper jam may occur or some images may not get copied when two originals with same width but different length are set together on ARDF to copy.

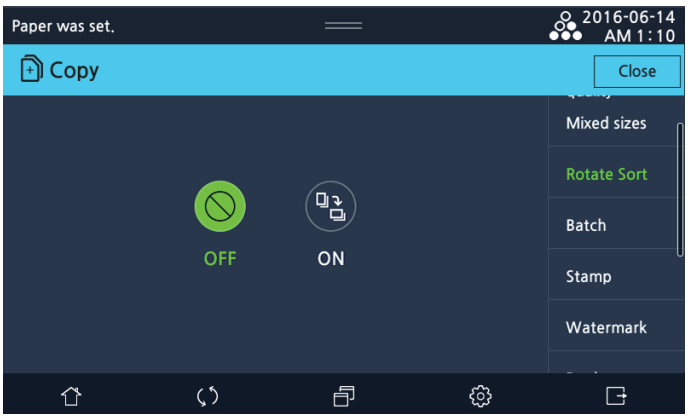


- **Rotate sort**

  – Copies are rotated in vertical or horizontal direction to sort by each set of copies. However, two paper trays with same size, paper type, but different direction (SEL and LEF) are needed.

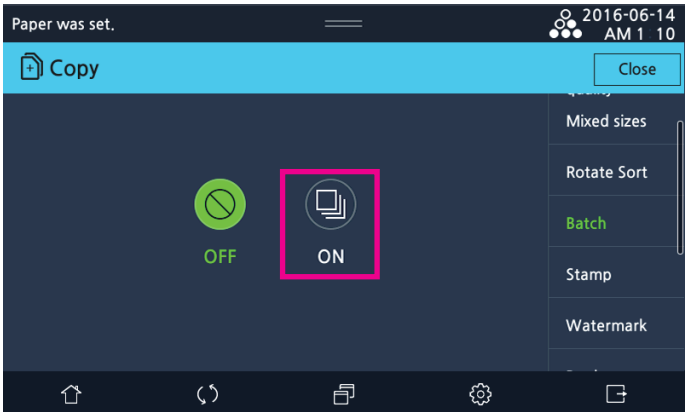


- Paper size available for rotate sort: A4, A5, B5, Letter, Statement



- **Batch**
  - Up to 90 sheets of originals can be scanned with ARDF at a time. If you want to copy more than 90 sheets of originals, select **[Batch]** and load 90 sheets or less several times to copy the originals together at a time.

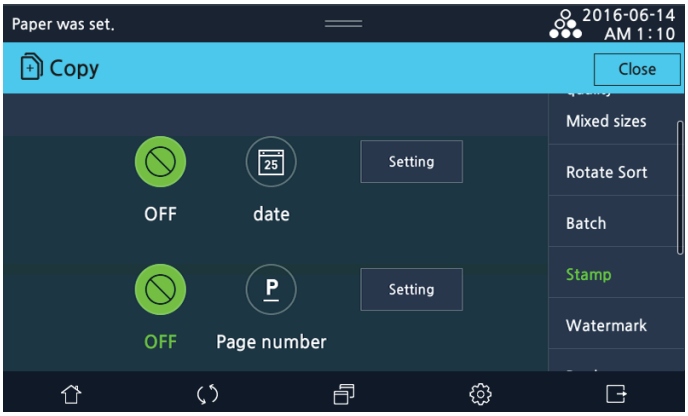
1 Select **[ON]** for Batch.



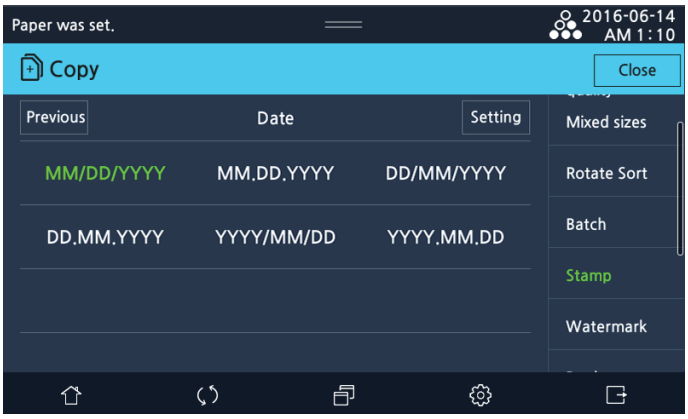
2 Select the【◇】button.
- When originals are completely transferred, load the next set of originals and press【◇】button to continue scanning.

3 Select the【#】button.
- After scanning all originals, select【#】button to start copying.

- **Stamp**
  - On upper part of the document, date/page number can be added to copy.

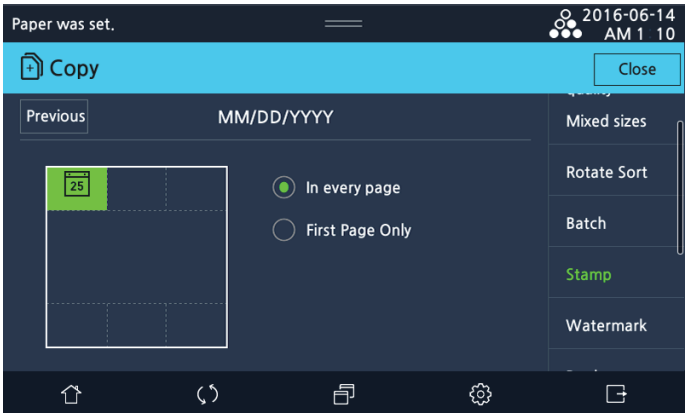


- Date: Use the stamp function to select date display type and continue copying.



1 Select **[Date]-[Setting].**

2 Select the date display type for stamp and press **[Setting]**.

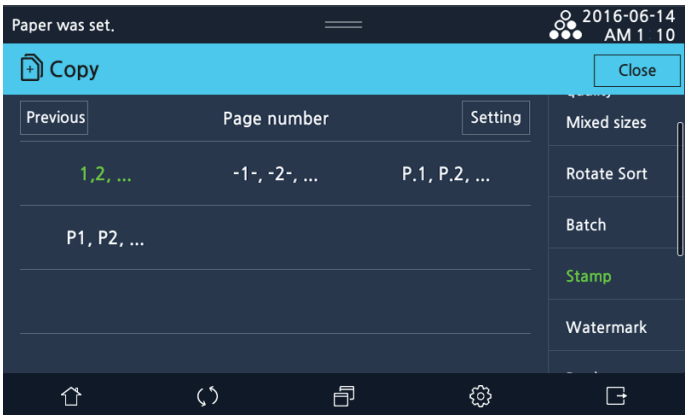


3 Select a stamp location on the above figure.

4 Select either **[In every page]** or **[First Page Only].**

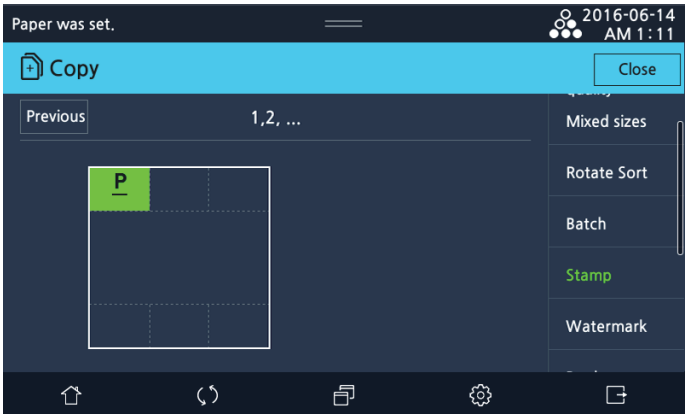
5 Press **[Close]** on the upper right. To add a page number on the stamp, select **[Previous]-[Previous]**.

- Page number: Use the stamp function to select page display type and continue copying.



1 Press **[Page number].**

2 Select the page display type for stamp and press **[Setting]**.



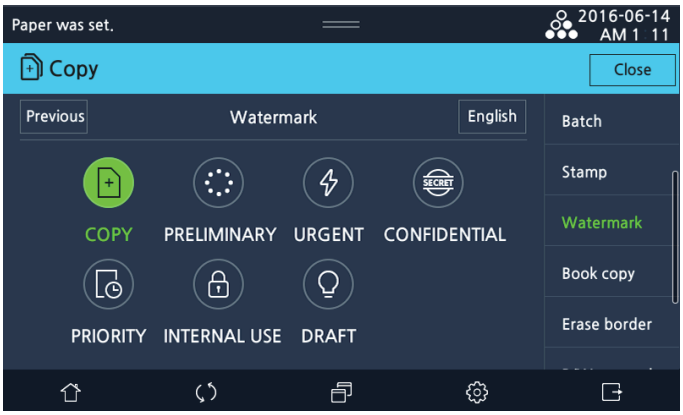
3 Select a stamp location on the above figure.

4 Press **[Close]** on the upper right.

5 To add a date on the stamp, select **[Previous]-[Previous]**.

- **Watermark**

  Add a text on existing document to copy. For example, a text such as **"CONFIDENTIAL"** or **"URGENT"** can be added to page 1 only or to all pages with large and weak density font.
  The device offers default watermarks.



  - For a copy: COPY
  - For preparation: PRELIMINARY
  - For urgency: URGENT
  - For secret: CONFIDENTIAL
  - For priority: PRIORITY
  - For internal use: INTERNAL USE
  - For a draft: DRAFT

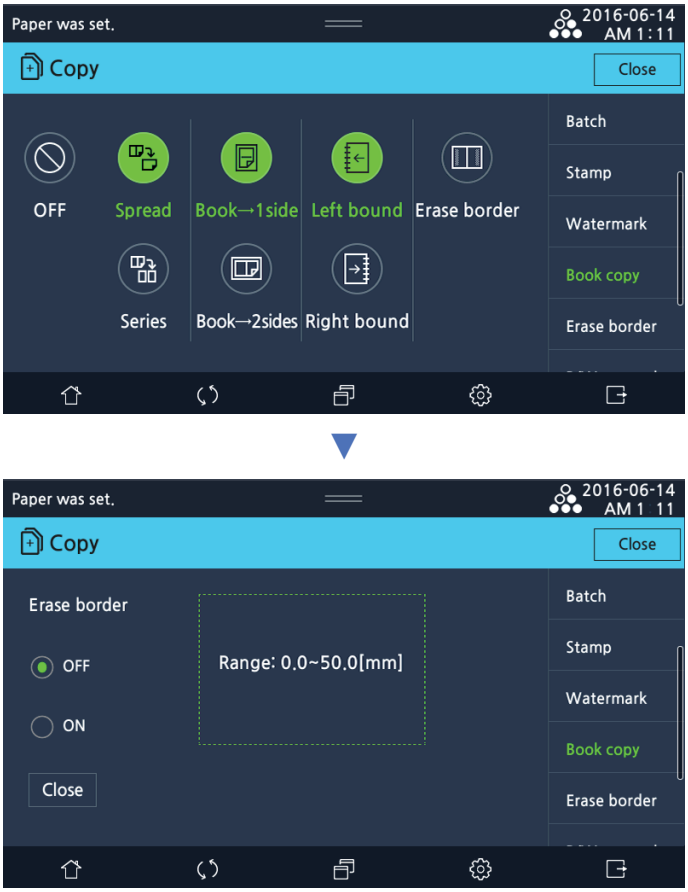
- **Book copy**

  Right or left page of originals such as book or catalog with 2 open pages can be copied separately or together.

  - Spread: Originals with 2 open pages can be copied into a 1-side paper.
  - Series: Originals with 2 open pages will be copied by series according to the page numbers.
  - Binding position: When you have selected Series, select the open direction of the original to scan as binding

position. Two-open page originals with left binding, select the left binding, and for two-open pages with right binding, select the right binding. If incorrect binding position is selected, the order of two open pages will be switched.

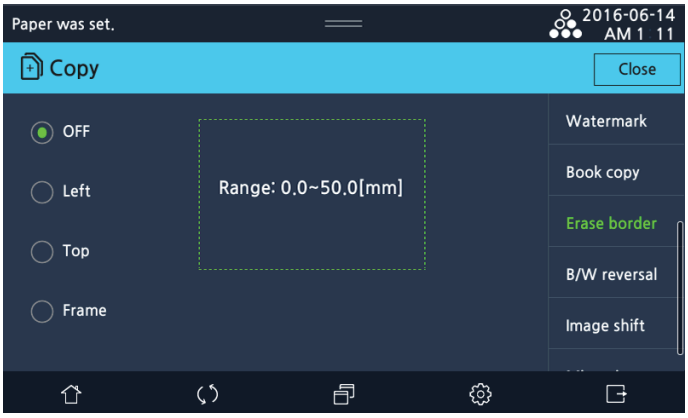
- Erase border: Four sides in the frame of the original will be erased with a same margin. Shadows in center will be erased if the flatbed cover is not closed completely due to the thickness of originals.



- **Erase border**

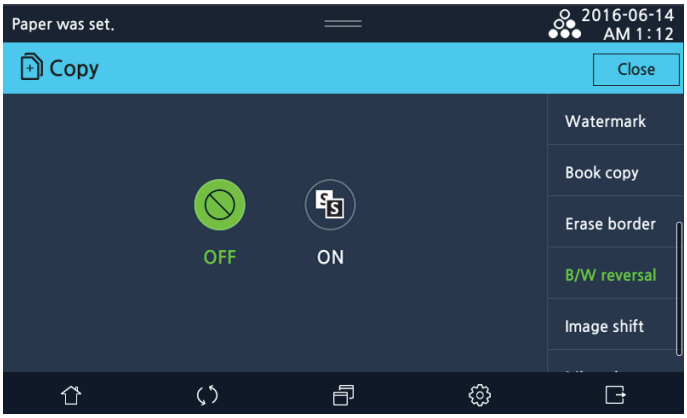
  Four sides of the original will be erased with a same margin. Or top and left sides of the original can be erased separately.

  - Left: Erase the left side of original by a specified margin.
  - Top: Erase the upper side of original by a specified margin.
  - Frame: erase the four sides of original by a specified margin.



- **B/W Reversal**

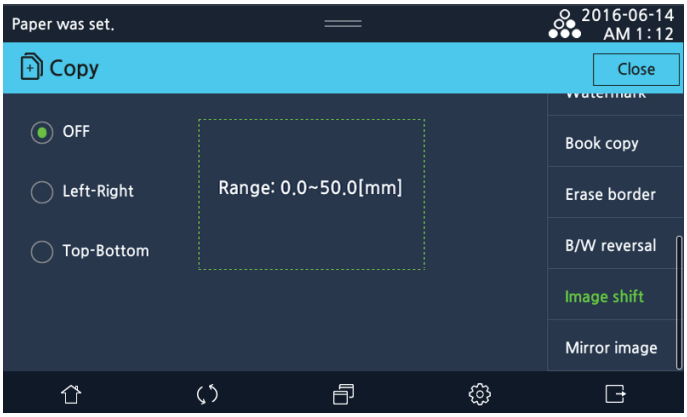
  Reverse the darkness or color to copy. When copying an original with dark background, using B/W reversal can save the toner.



- **Shift image**

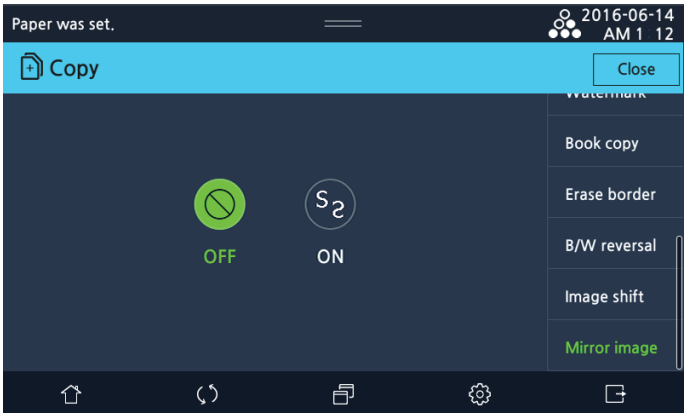
  Position of image can be shifted in vertical or horizontal direction for fine adjustment.

  - Left-Right: move an image to the left or right.
  - Top-Bottom: move an image up or down.



- **Mirorr Image**

  Used when copying a reflected, reversed duplication of the document.



N610/MF Series
User Manaul

Printer

3

1. Install drivers

When TWAIN or printer driver is installed in computer, this MFP can function as a printer or scanner.
Also, you can insert portable USB memory stick into the MFP to save scanned images or print saved images.

1.1 How to install a driver

Printer/scanner driver makes communication between computer and MFP possible. This printer/scanner software is usually installed at initial configuration of MFP.
If the software needs to be installed after configuration, follow the guideline below. Read the instructions written inside the installer to install it.

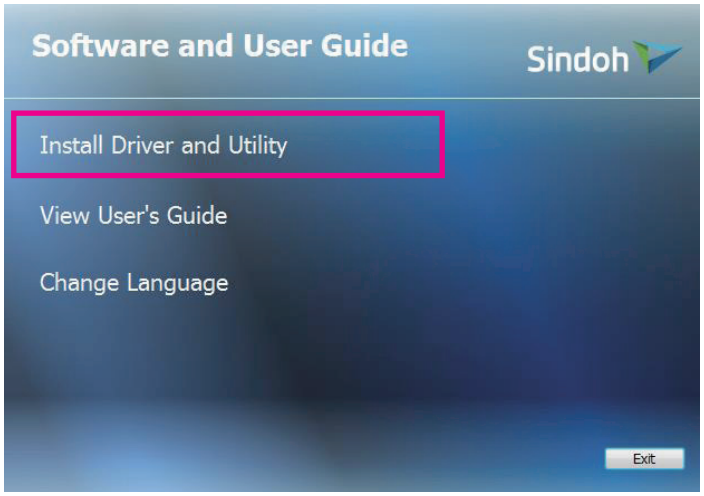
1 Close all open software programs.

2 Insert the CD.

⚠ Caution

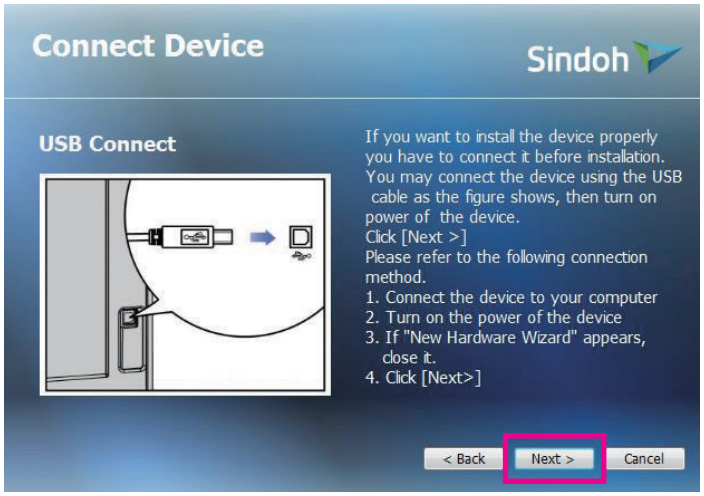
- **Follow the installation instructions in the window and wait for a while, if Net Framework 2.0 or higher is not installed. The Net Framework will be installed automatically.**

3 Click **[Install Driver and Utility]** in Software and Manual.

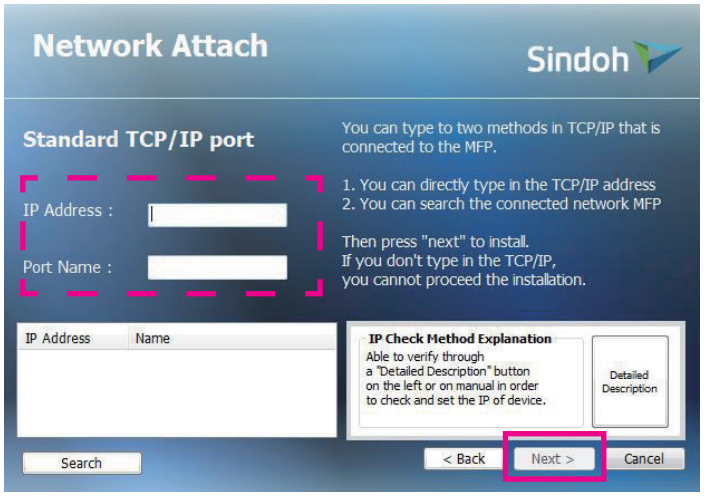


4 Select an installation type and click **[Next>].**

- **USB attached**
  - When USB attached is selected, default printer and scan driver are installed. After installation, you can print and scan by using USB.
  - Follow the instruction for device connection and click **[Next>]**.



- **Network attached (recommended installation)**
  - When network installation is selected, default printer and scan driver are installed. After installation, you can print and scan by using the network.
  - Enter IP address and port name and click **[Next>]**.



1.2 Update options available for printer driver

After installing printer software and options, you may need to install additional options manually to perform print jobs.

❖ Window users

1 Click Start on Windows.

- For Window XP/2003, select Printer and Fax.
- For Window 2008/Vista, select **[Control Panel]** → **[Hardware and Sound]** → **[Printers]**.
- For Window 7.8/8.1, select **[Control Panel]** → **[Hardware and Sound]** → **[Devices and Printers]**.
- For Window 10, Select **[Configuration]** → **[Device]** → **[Printer and Scanner]** → **[Device and Printer]**.
- For Window Server 2008 R2, select **[Control Panel]** → **[Hardware]** → **[Devices and Printers]**. Or follow the below to open the Printer folder.
- Click Start and enter 'control printers' in the Run Dialog Box.
  (You can also press **"Windows+R"** together to open the Run Dialog Box and enter **'control printers'**.)
- Press Enter or select OK to open the Printer folder.

2 Select Sindoh N610_410 MF4000 Series.

3 Right click the mouse on Sindoh N610_410 MF4000 Series.

4 For Window XP/2003/2008/Vista, click **[Printer Default Settings]**.
For Windows 7, 8/8.1, 10, Windows Server 2008 R2, and 2012, select **[Printer Default Settings]** from a corresponding menu.

5 Click **[Device setting]** tab.

6 Add a device option to install from **[Available options]**.

7 Click **[Apply]**.

2. Print from computer

After installing printer driver, you can print documents with this MFP.

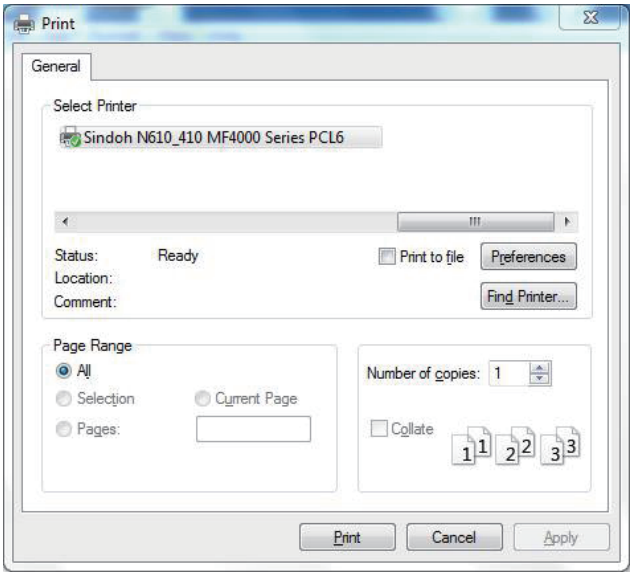
2.1 Print

How to print documents vary depending on the driver settings of user printer. For details, see How to set printer driver configuration.

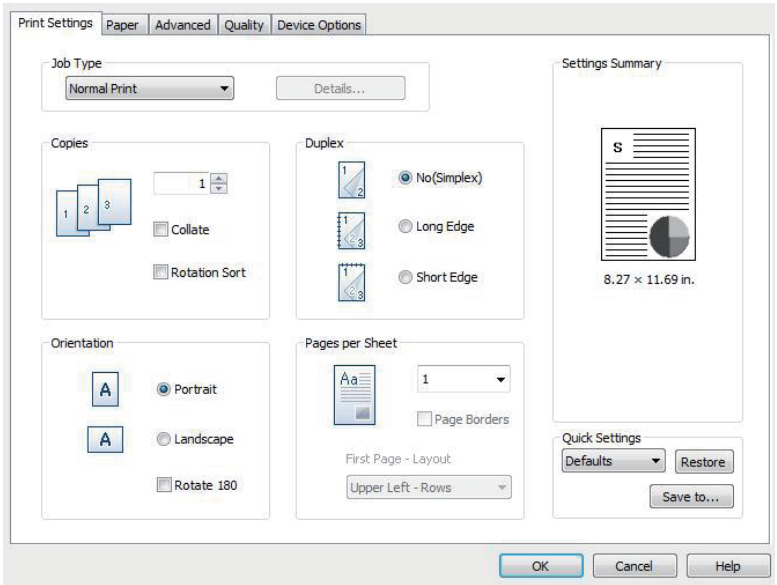
1 Open a document with application program.

2 Select **[Print (P)]** on the **"File"** menu.

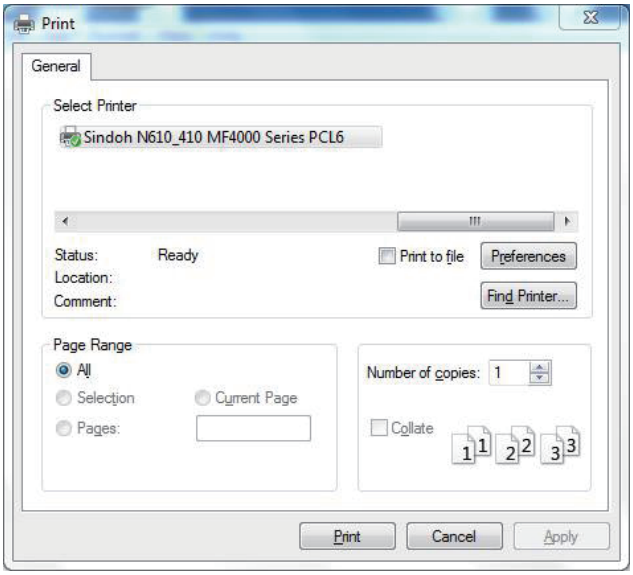
3 Make sure that the printer driver for MFP is selected.



4 If necessary, open **"Preferences"** to select options.
"Preferences" may appear as **"Properties"** in some applications.



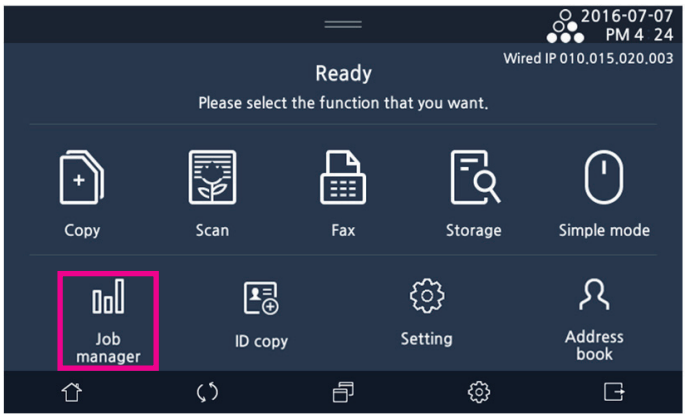
5 Select **[Print (P)]** to start printing.



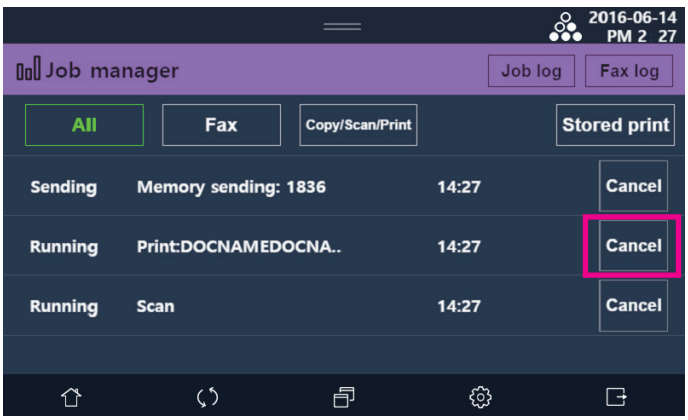
2.2 Use control panel button to cancel printing

This section explains how to cancel printing job from the control panel of MFP.

1 Select **[Job manager]** on the LCD home screen to switch to the job manager mode.



2 Select a job to cancel from the job list and press **[Cancel]**.



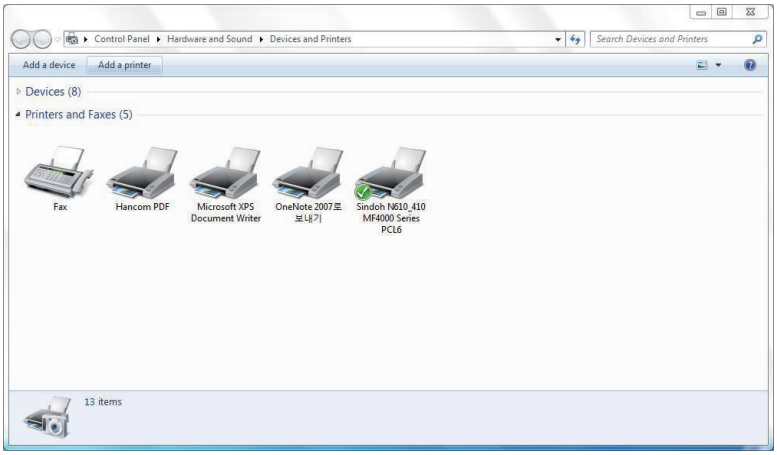
2.3 Cancel print job from computer

Cancel print job from computer

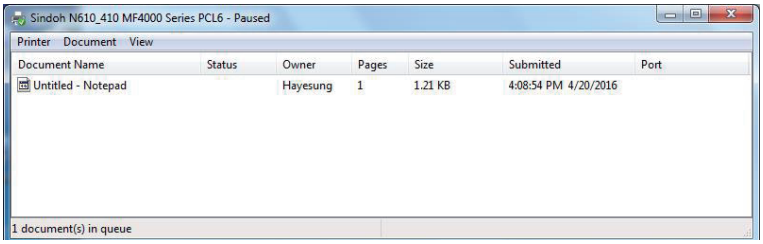
1 Click **[Start].**

2 Select Control Panel.

3 Select Devices and Printers.
The list of printers installed will be displayed.



4 Double click a printer currently working or select a printer currently working and choose **“View printing job list”** on the top.
The list of printing job will appear.



5 Select a job to cancel.

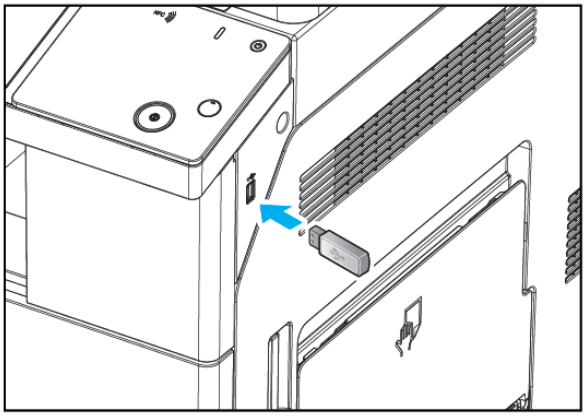
6 To cancel all printing jobs on the list, select Printer → Cancel All.
To cancel a certain printing job, select the job to cancel and right click the mouse to select Cancel or select Document → Cancel

3. Print with portable USB memory

You can print documents by inserting a portable USB memory into the MFP.

3.1 Print

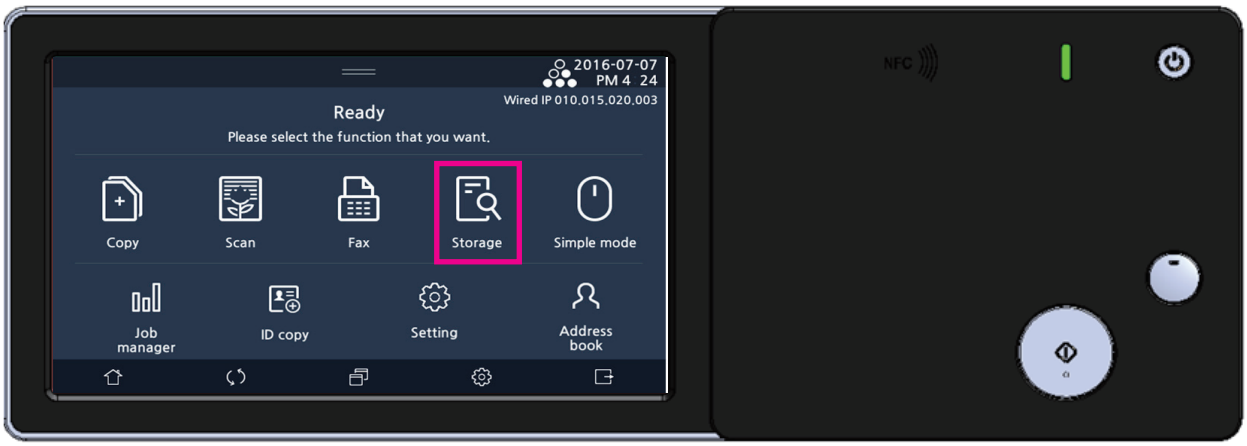
1 Insert a portable USB memory into the device.



⚠ Caution

- **An error may occur if the USB device is removed during reading the USB memory or printing/scanning with the USB device.**

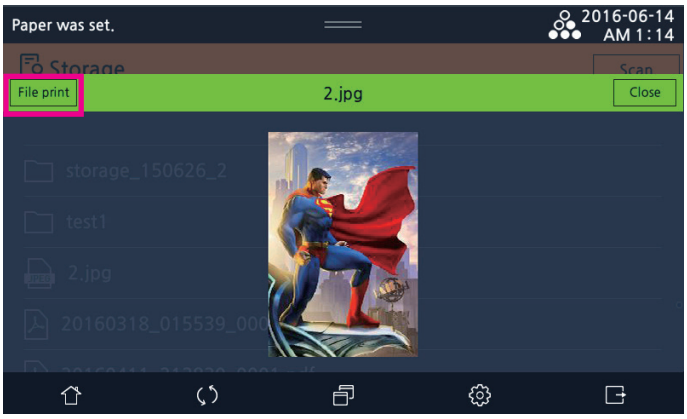
2 Select **[Storage]** from the LCD home screen.



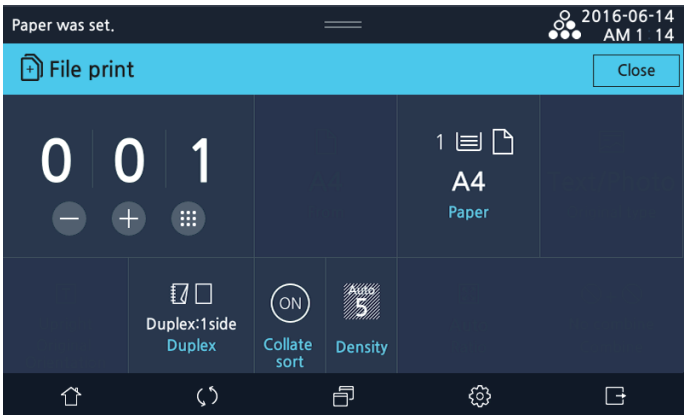
3 The LCD shows printable files or folders in the USB memory.

4 Select a file to print (available file extensions: *.jpg, *.pdf, *.tiff, or *.png)

5 When a file is selected, the preview screen will appear (only for *.jpg, *.jpeg, or *.png)



6 When you select **[File print]**, the screen for copy opens.



7 See「Chapter 2. Copy functions」in the manual to finish configuration and select【◇】button to print a file in the USB memory.

4. Configure printer driver setting

Open the printer registration information and select a print option.

4.1 Open printer registration information

There are two methods to open printer registration information.

- Open from application program
- Open from **"Printer"** folder.

If you change printer registration information from application program, it only applies to current printing jobs.
If you want to change the default settings for printer, select the **"Printer"** folder to change it.
This change applies to all users sharing the printer.

Change software settings from application program

How to open printer registration information window varies depending on the application program.
See the user manual of the application program you are using.
Let's take **"Notepad"** in Windows for example.

1. Select **[Print]** on the **"File"** menu.
2. Click a printer from Select Printer and select **[Default settings].**
3. The **"Print default settings"** window appears.
   For details on configuration of printer driver, see the common options in each tab.

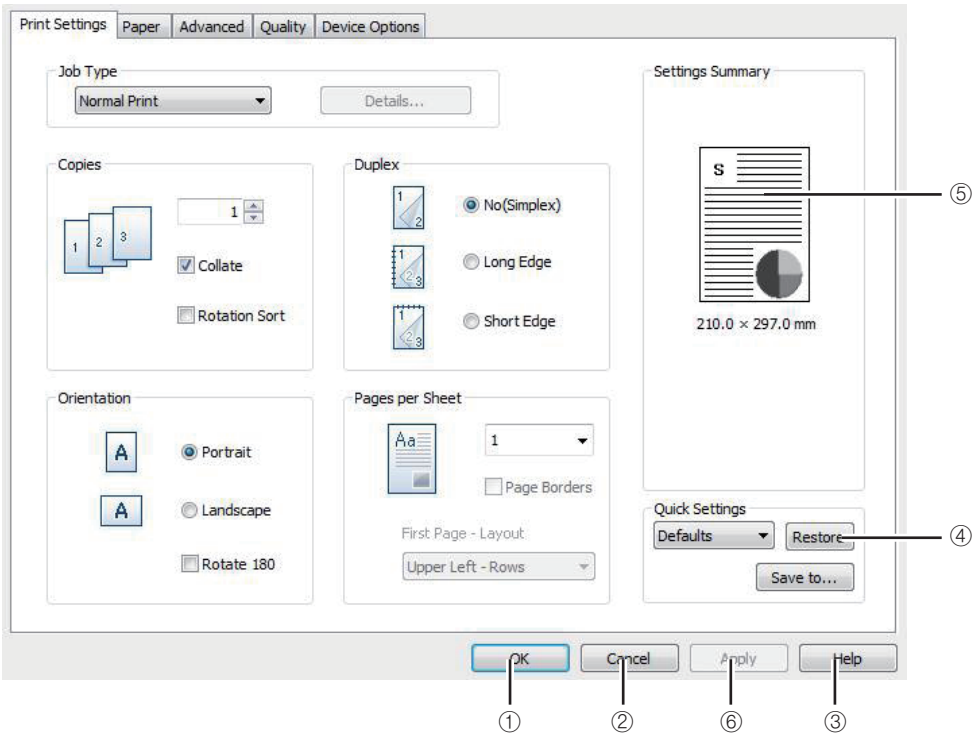
Configure from "Printer" folder

To change the printer driver setting, you must log on as Administrator.

1. Follow the below procedure to run **[Devices and Printers]** or **[Printers or Faxes]**.
   - For Windows 7 or 8/8.1, select **[Start]** → **[Control panel]** → **[Hardware and sound]** → **[Devices and printers]**.
   - In Windows 10, select **[Configuration]** → **[Device]** → **[Printer and Scanner]** → **[Device and Printer]**.
   - For Windows Vista or Server 2008, select [Start] → **[Control panel]** → **[Hardware and sound]** → **[Printers]**.
   - In Windows XP Professional, click **[Start]** → **[Printers and Faxes]**.
   - In Windows XP Professional edition, click **[Start]** → **[Control Panel]** → **[Printers and other hardware]** → **[Printers and Faxes]**.
2. Right click the icon of installed printer and click **[Print default settings]**.
3. The registration information window of printer appears.
   For details on configuration of printer driver, see the common options in each tab.

4.2 Common options in each tab

This section explains the functions of common option buttons in each tab.



① **[OK]**

Applies all changes and exits the **"Registration information"** dialog box.

② **[Cancel]**

Does not apply any changes; exits the **"Registration information"** dialog box.

③ **[Help]**

Shows the Help window.

④ **[Restore]**

Resets all settings in the current tab and restores all default values, or resets to user default settings.

⑤ **[Settings summary]**

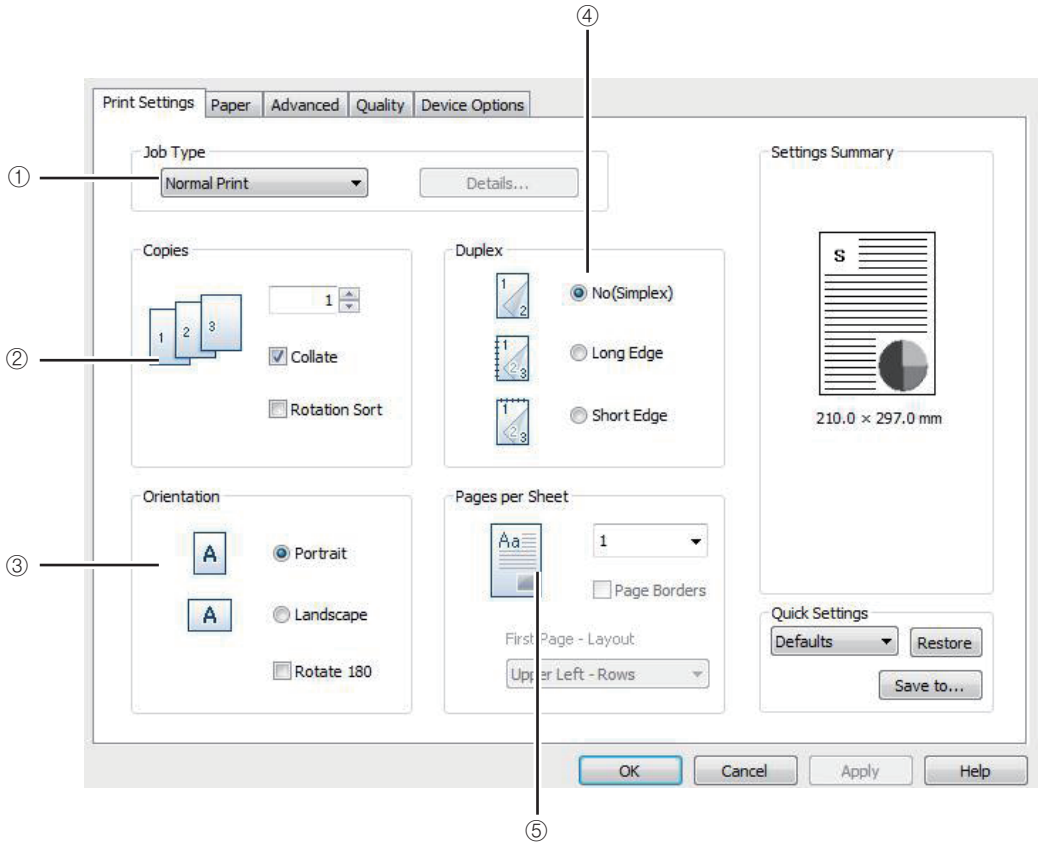
Shows the current settings for the printer driver.

⑥ **[Apply]**

Saves the changes in settings and you can continue to change other options.

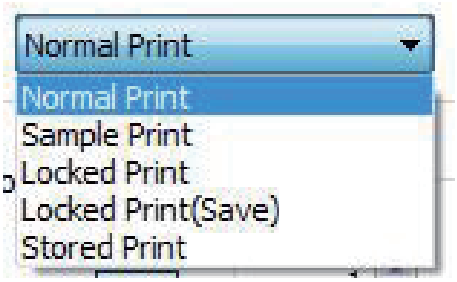
4.3 Print setting tab

In the **"Print setting"** tab, you can select your choice for **"job type", "copies", "orientation", "duplex", or "pages per sheet"**.



① **[Job type]**

The driver gives you an option to select a job type.
Job types available are Normal Print, Sample Print, Locked Print, Locked Print(Save), and Stored Print.
To use options other than Normal Print, you must know the certification information in Advanced tab of the file and you must enter a correct user code or ID/password into the MFP. If the information does not match, printing cannot proceed. For details on how to input certification information, see P. 3-27 「⑤ Enter certification information」.
Normal Print, Sample Print, Locked Print, Locked Print(Save), and Stored Print are displayed only when the printer driver port is connected to an IP. For details on how to select options on LCD screen for each job type, see Chapter 7 「Additional functions」.



⚠ Caution

- The print options other than regular print may not work properly in some application programs.

❖ Details

- **Normal Print**

  Use this option to process normal and regular printing job. This option is set by default for printer driver.

- **Sample print (rotate print cannot be used together)**
  - Sample print always prints out one copy only.
  - This function is used to print out only one copy to check if there is any mistake in contents or option selection.
  - When the Sample print function is used, the scanned original is saved in the MFP.
  - User can select a scanned original saved in the MFP.
  - After checking a single copy of the Sample print, user can select to make more copies or cancel the job depending on the result of the Sample print.
  - If the Sample printed file is printed or cancelled, the saved original in MFP will be automatically deleted.

- **Locked print (rotate print cannot be used together)**
  - Use this function to maintain security when printing a document with MFP via shared network.
  - When the Locked print function is used, the document does not get printed right away, but the contents in file are saved in MFP temporarily.
  - Then user can select a temporary file to print in MFP
  - If user code or ID/password is set for the document, it must be correctly entered to process the print job.
  - This function allows user to print the document only one time.
    After it is printed, the temporary file saved in MFP is automatically deleted.

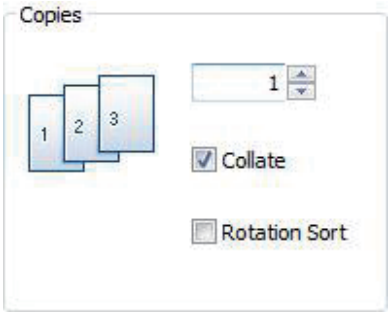
- **Locked print (rotate print cannot be used together)**
  - Use this function to maintain security when printing a document with MFP via shared network.
  - When the Locked print function is used, the document does not get printed right away, but the contents in file are saved in MFP.
  - User can select a scanned original saved in the MFP.
  - If user code or ID/password is set for the document, it must be correctly entered to process the print job.
  - This option allows user to print the document several times as long as the file is saved in MFP.

- Stored print (rotate print cannot be used together)
  - Use this function to maintain security when printing a document with MFP via shared network.
  - When the Stored print function is used, the scanned original is saved in the MFP.
  - To make more prints for the same file, user can select the saved file in MFP to print out more.
  - User can select a scanned original saved in the MFP.
  - If user code or ID/password is set for the document, it must be correctly entered to process the print job.
  - This option allows user to print the document several times as long as the file is saved in MFP.

- **"Details"**
  - User can set a name and password for the file box to save files in MFP.

② **[Copies]**

User can select a number of printout pages. Print by sets and rotate print are available to select.
To change the following print settings, open the print default setting page and click the print setting tab.



❖ Details

- **Copies**

  User can choose a number of prints to make. Use the up or down arrow to adjust the Copies.

- **Collate**
  - If the check box is not selected, printer will make copies for each page.
    For example, when there are 3 pages to copy and user selects 2 for the number of prints, 2 copies for the first page, 2 copies for the second page, and 2 copies for the third page are printed out.
  - When **"Collate"** is selected, a set of copies (page 1, 2, and 3) is printed first, and then the next set of copies (page 1, 2, and 3) is printed. Selection in application supersedes any settings to make this function available.

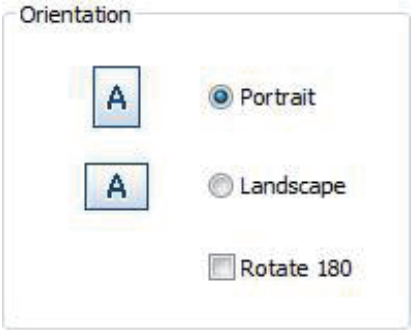
- **Rotation Sort**

  User can use this Rotation Sort function to print out the even pages after they are rotated at 90 degree.
  To use this function properly, refer to the restrictions and cautions below.

  <Restrictions and cautions>
  - Rotation Sort can be used for papers in the following sizes: A4, B5, Letter, Executive, A5, Statement, and 16K. (Available only for paper sizes which can be loaded both in the T and Y direction to the manual tray.)
  - Not for front/back page, and inserting page.
  - Paper orientation must be proper for each paper tray.
    (Must load papers at 90° in manual paper tray or A3 paper tray if 90° rotation is desired.)
  - Sample Print, Locked Print, Locked Print(Save), and Stored Print cannot be used together.
  - This function may not work properly with a certain application program.

③ **Orientation**

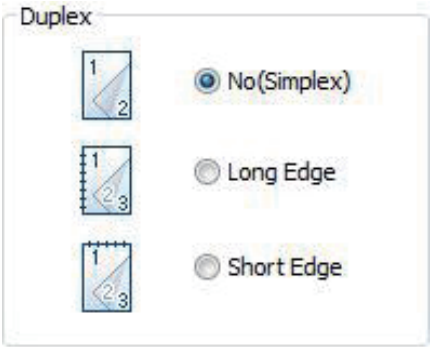
User can select the print orientation for the page. When **"Portrait"** is selected, the shorter side of paper is located on the top.
When **"Landscape"** is selected, the longer side of paper is located on the top. Most applications offer the **"Page setting"** option to select paper orientation, which supersedes this setting. User can select Rotate 180 to have the printed papers rotate 180° when they are dispensed.
To change the following print settings, open the print default setting page and click the print setting tab.



④ **[Duplex]**

- [Duplex]

  Both sides of paper can be printed when this option is selected. Before printing, the binding position of papers must be selected. (Papers available for 2-booklet can be used.) To change the following print settings, open the print default setting page and click the print setting tab.



<How to use>

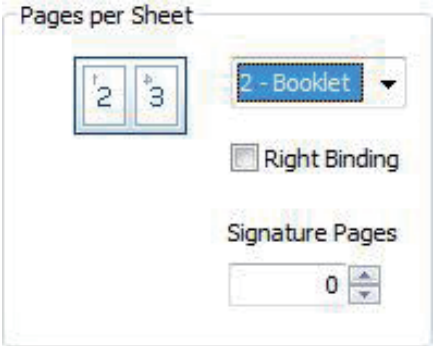
- Select a desired binding direction.

Figure	Binding direction	Description
	No(Simplex)	Single-sided (regular) print is available.
	Long Edge	Usually for book type print. (User can flip pages at longer side of paper)
	Short Edge	Layout usually used for calendar.

- Click the paper tab and choose appropriate original size, print image size, and paper type.
- Click OK or Print to exit the print page.

- [Booklet print]

  Use this option to print on both sides of papers and arrange papers to bind them together to make a booklet. The following papers can be used only to make a booklet. (Letter, Legal, Statement, Executive, A3, A4, A5, A6, B4, B5, B6, 11x17, 8x13, 8.25x13, 8.5x13, 8.5x13.5, 8.65x13, 8.125x13.25, 4x6, 8K, 16K)
  To change the following print settings, open the print default setting page and click the print setting tab.

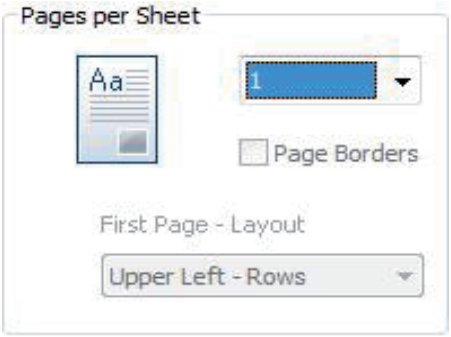


<How to use>

- Select the print setting tab and choose 2 - Booklet in Pages per Sheet.
- Click the paper tab and choose appropriate original size, print image size, and paper type.
- Click OK or Print to exit the print page.
- After printing, fold the papers in half to bind them together (or cut them off in half to bind).
- When Right Binding is selected, the pages will be printed to make flipping pages to right look proper.
- Signature Pages increase by 4, and the number of pages entered will be grouped into a page to print.
  For example, when 10-page document is printed with the signature page value of “4”, page 1 through 4, page 5 through 8, and page 9 through 10 will be printed in each page.

⑤ **[Multipage print]**

User can choose a number of pages to print on one-side of a single page. When actual number of pages is less than the number of pages entered, the corresponding portion will be shown as blank. Booklet is a specified format with 2 pages on each paper. When booklet is selected, the pages will be sorted in the same order as a flipping booklet folded in half. To change the following print settings, open the print default setting page and click the Print setting tab.



❖ Details

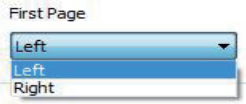
- **Select the number of pages per sheet**

  User can select the number of pages per sheet (1 page, 2-booklet, 2 pages, 4 pages, 6 pages, 8 pages, 9 pages, or 16 pages).

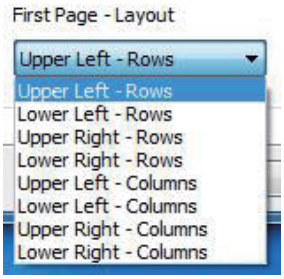
- Page Layout
  - When selected, the pages with multipage print will have borders.

- First page - Layout
  - User can select the location starting from page 2. For page 2, it can be located at left/right or top/bottom.
  - From page 4 to 16, it can be located in a row (upper/lower left), or column (upper/lower left).
  - After printing, fold the papers in half to bind them together (or cut them off in half to bind).

(Selection for page 2)

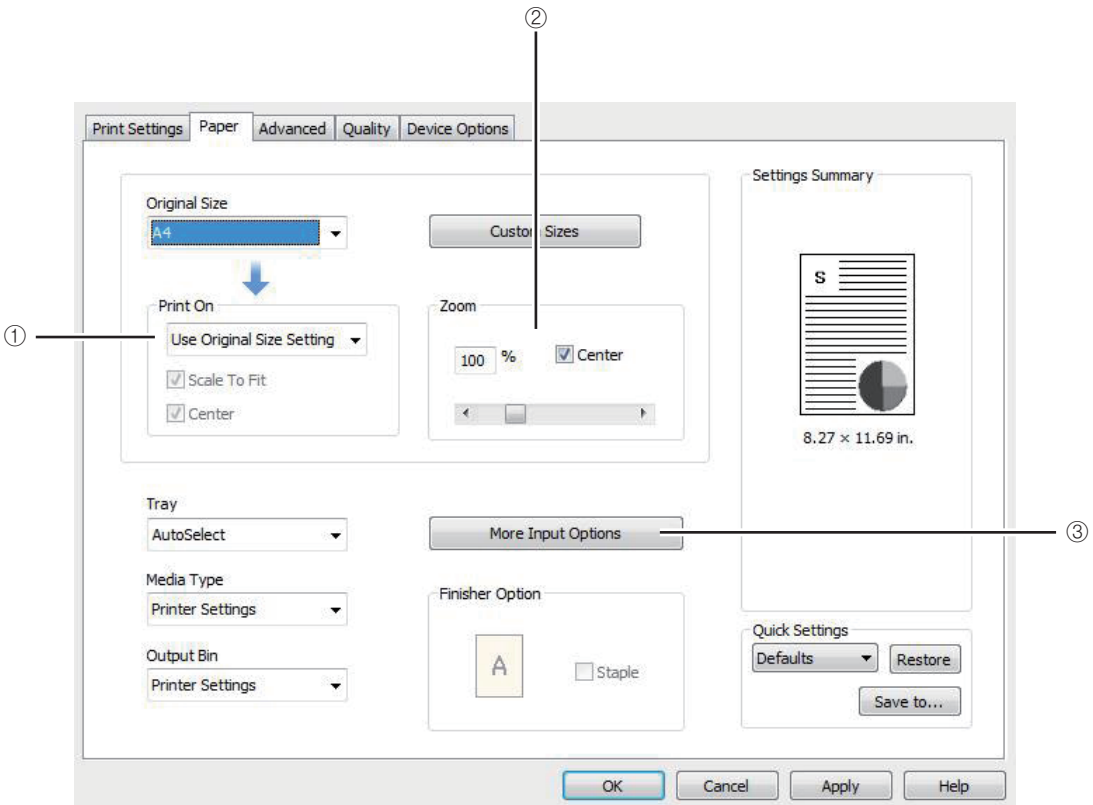


(Selection for page 4 through 16)



4.4 Paper tab

In the **"Paper"** tab, user can select options for **"original size", "print image size", "custom", "zoom", "paper tray", "media type" and "more input option".**
To change the following print settings, open the Print Default Setting page and click the Paper tab.

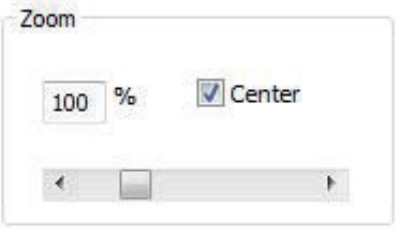


① Print On **[Print image size]**

User can use this option to print paper by resizing the original to fit in the paper. User can select either "Scale To Fit" or "Center" to print paper as needed.
To change the following print settings, open the Print Default Setting page and click the Paper tab.

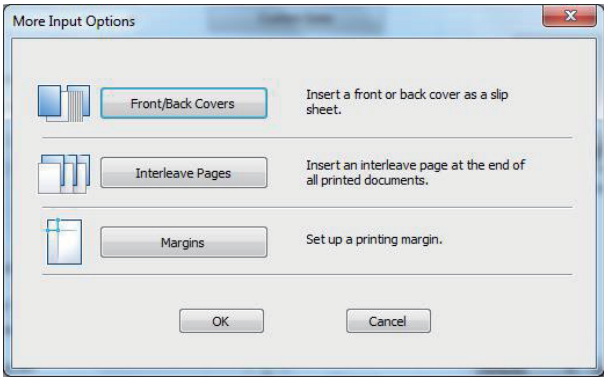
② Zoom **[Scale]**

User can select Scale to reduce or enlarge the original to print.
Direct input into the scale box is possible or user can use the left/right arrow to adjust the scale. When "Center" is selected, the original is printed on the center of the paper. The scale option in the PDL printer driver cannot be used with "Poster" in the advanced tab. To change the following print settings, open the Print Default Setting page and click the Paper tab.



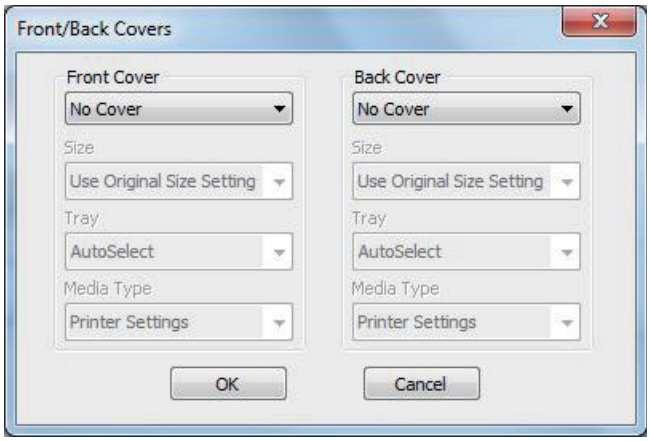
③ **[Additional option]**

Options such as "Front cover", "Back cover", "Inserting paper", "Margin" and "Push in Binding" are available.
To change the following print settings, open the Print Default Setting page and click the More Input Options button.

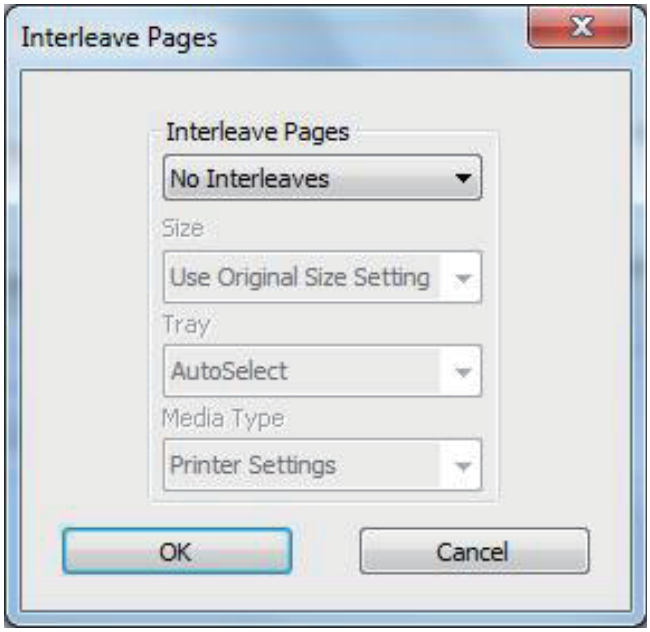


❖ Details

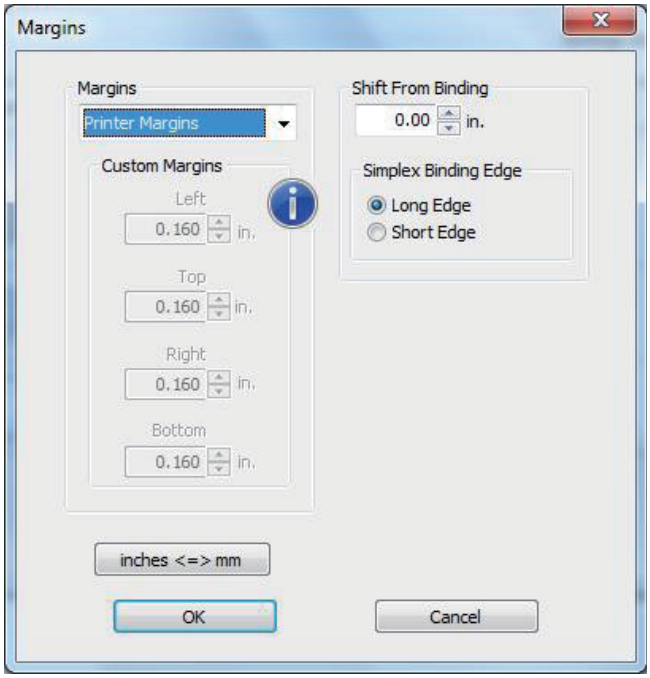
- Front/Back Covers
  - For the front cover, user can select a paper tray and paper type. The front cover is printed only on a single page. For the front cover, user can select **"blank cover"** or **"printed cover".**
    The front cover option cannot be used with rotate print, duplex print, poster print, or booklet print.
  - For the back cover, user can select a paper tray and paper type.
    The back cover is printed only on a single page.
    For the back cover, user can select **"blank cover"** or **"printed cover"**.
    The back cover option cannot be used with rotate print, duplex print, poster print, or booklet print.



- **Interleave Pages**
  - An interleave page is printed only on a single page.
  - User can select this option to add additional page between each print job.
  - For An interleave page, a different paper type or different paper tray can be used.
  - An interleave page can be a blank page or duplicate page.
  - The paper size for An interleave page must be as same as the one for printing job.
  - The An interleave page option cannot be used with rotate print, duplex print, poster print, or booklet print.

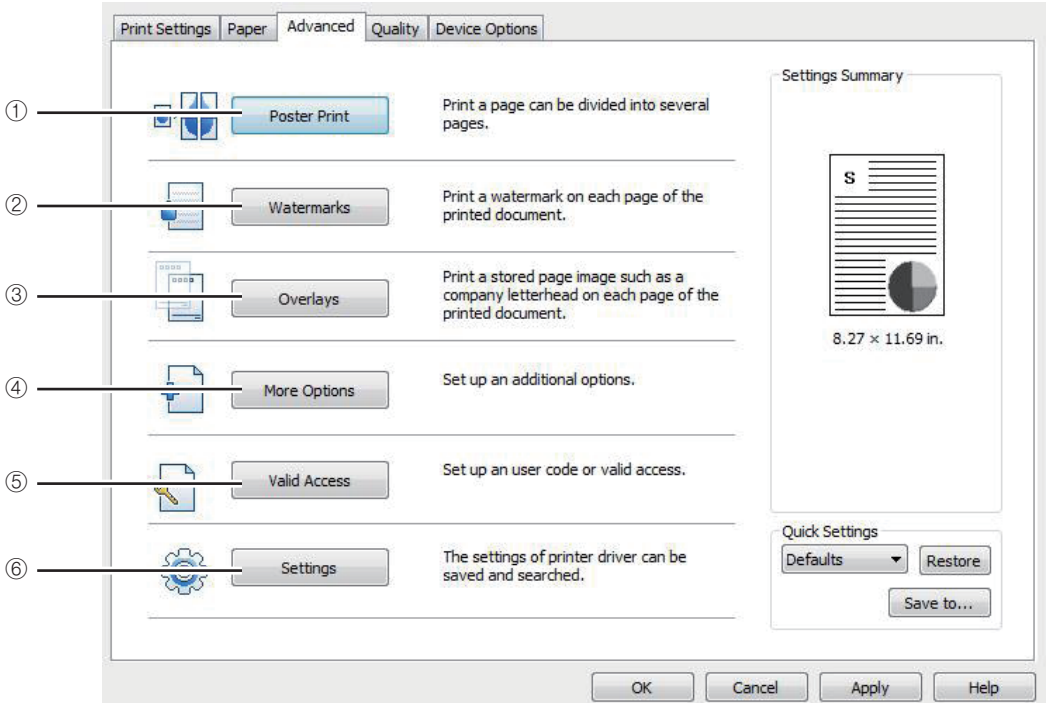


- **Margins**
  - User can modify options for a minimum margin. Select **"Printer Margins"** to use the default margin or select **"Margins"** to use user specified margin. User set margin cannot be narrower than the printer's default margin. When **"2 - Booklet"** is set as "Multipage print" in the paper tab, the custom margin cannot be used.
  - custom margin cannot be modified directly from the document to print.
    It can be modified only in **"Print default setting"** in **[Printers & Faxes]** or **[Devices and Printers]**.



4.5 Functions in “Advanced” tab

In **"Advanced"** tab, options such as **"Poster Print", "Watermarks", "Overlays", "More Options", "Valid Access ", or "Settings"** are available. To change the following print settings, open the print default setting page and click the Advanced tab.



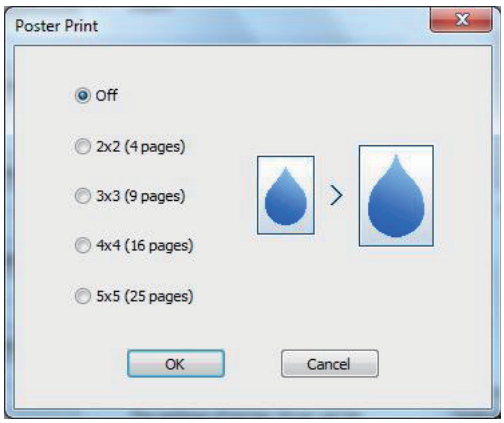
① **[Poster Print]**

When user selects “Poster Print”, a print job is enlarged into several paper sheets.
User can arrange these several paper sheets to complete a large size poster. If any other options such as front cover, back cover or inserting page (front/back cover) are used to print at least one page or more, the poster print option cannot be used. Also, the scale option in the paper tab can be 100% only.
Using this option gives user an option to complete a large poster by arranging 4, 9, 16, or 25 sheets.

<How to use>

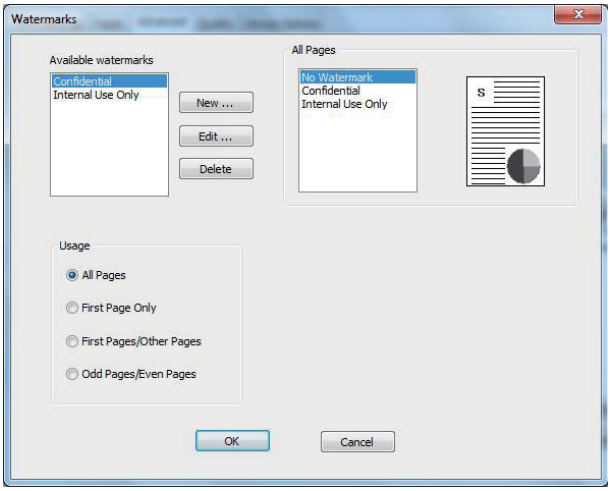
Select a desired page layout (available layout)

- 2×2: a page is enlarged into 4 sheets.
- 3×3 : a page is enlarged into 9 sheets.
- 4×4: a page is enlarged into 16 pages.
- 5×5: a page is enlarged into 25 pages.



② **[Watermarks]**

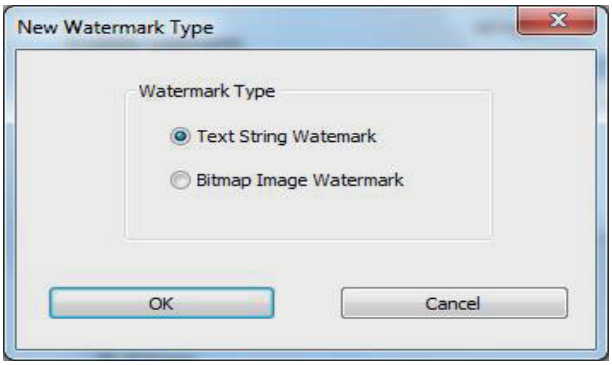
User can select this option to print a text on existing documents.
For example, a text such as **"Confidential"** or **"Internal Use Only"** can be added to page 1 only or to all pages with large and weak density font.
The device offers several default watermarks.
The default watermarks can be edited or user can add a new watermark.



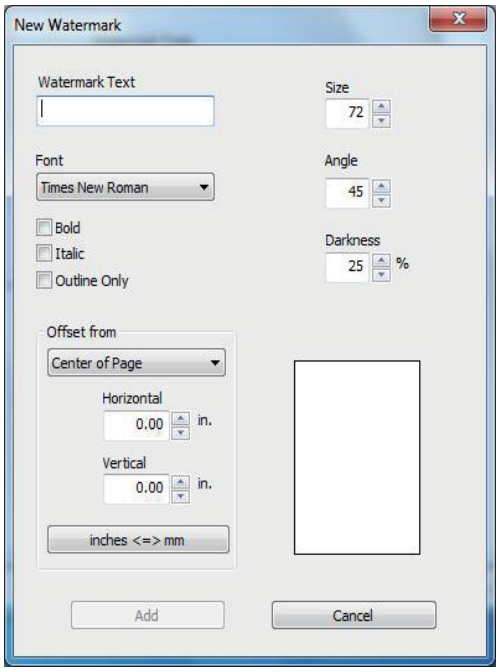
<How to use>

- **Use default watermark**
  - Select a desired watermark to use from the list.
    In the preview image, user can view the selected watermark.
  - Click OK or Print to exit the print page.

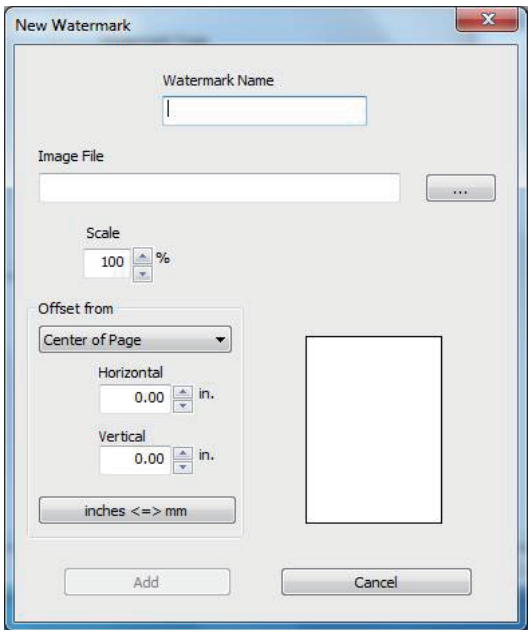
- **Make a new watermark**
  - Select "New" in the watermark window.
  - A window for new water mark type appears. In this window, you can use either text string watermark or bitmap image watermark.



- Watermark text: In the Watermark text box, you can enter a text to use.
  In the preview pane, you can view an entered text.
  For font, you can choose options for your text watermark including bold, italic, outline, size, angle, darkness, and offset starting point.



- Bitmap Image Watermark: You can create a name for watermark, choose a bmp file, adjust scale, and change the offset starting point (page center, tile, fit to page) to create a new bitmap image watermark.

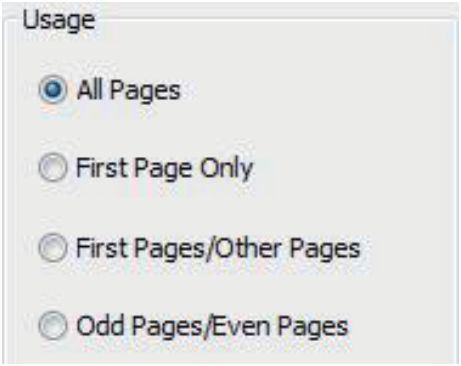


- Click Add to add a new watermark to the watermark list.
- After finishing all changes, click OK or Print to exit the print page.

- **Edit watermark**
  - Select a watermark and click “Edit” in the “Available watermarks” list.
    A screen to edit watermark appears (refer to the watermark list screen).
  - Select a watermark to edit from the watermark list and change watermark text message and other options.
  - Click Apply to save the changes.
  - Click OK or Print to exit the print page.

- **Delete watermark**
  - Select a watermark and click **“Delete”** in the **“Available watermarks”** (refer to the watermark list screen).
  - Click OK or Print to exit the print page.

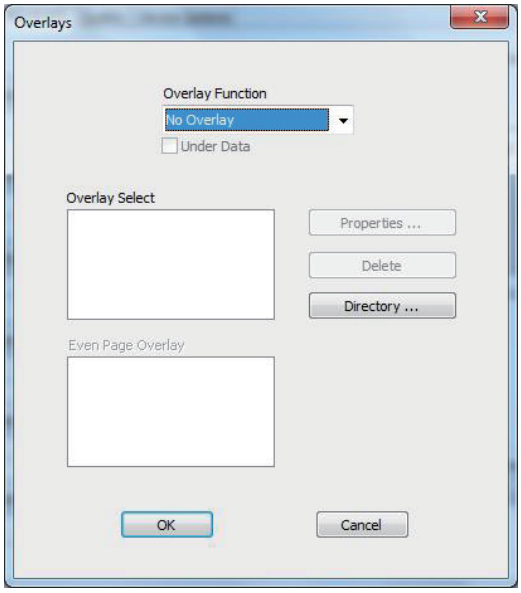
- Select to apply watermark



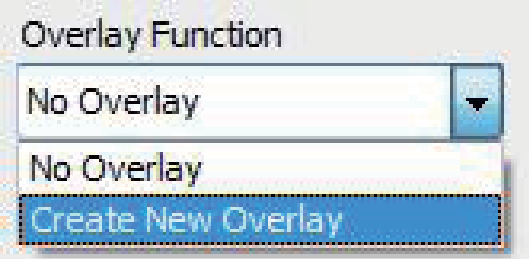
  - All pages: Apply existing or new watermark to all pages.
  - First Page Only: Apply existing or new watermark to the first page only.
  - First Pages/Other Pages: Apply different watermark, existing or new, to the first page or to other pages.
  - Odd Pages/Even pages: Apply different watermark, existing or new, to odd number pages or to even number pages.

③ Use **[Overlay Function]**

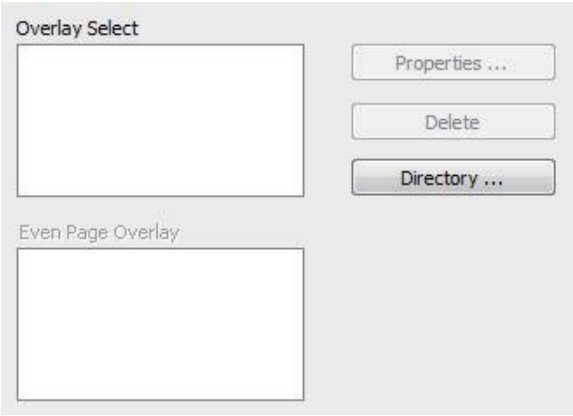
Overlay can be saved in the hard disk drive and added on a document to print.
Overlay is usually used instead of styled papers. Instead of using styled papers already printed, user can use an overlay as same as the styled paper. User can add an overlay to document to print instead of using styled paper.



- **Create a new overlay: To use an overlay, user can create a new overlay in a desired style.**
  - Open a file to create an overlay (meaning original document to place an overlay).
  - To change print settings from application program, open a print default setting screen.
  - Click the Advanced tab to select a desired overlay to use from the list.
  - Click Overlay dropdown list and select Create New Overlay.

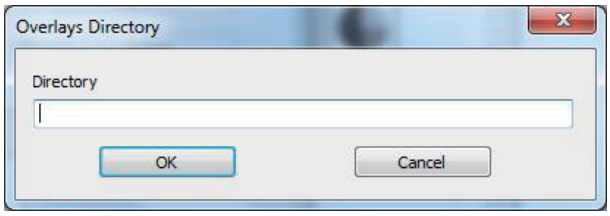


  - Click Directory as to select a directory to save the overlay and select Print.

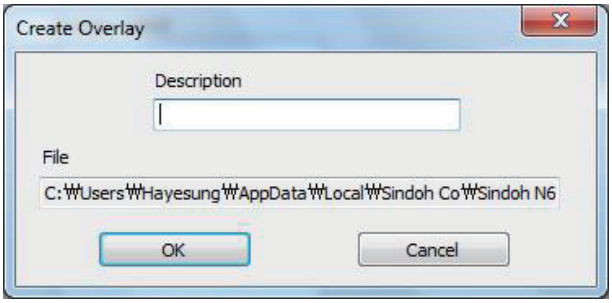


❖ Save location

(Ex: enter “C:\” to save in the drive C. A new overlay is created in C:\.)

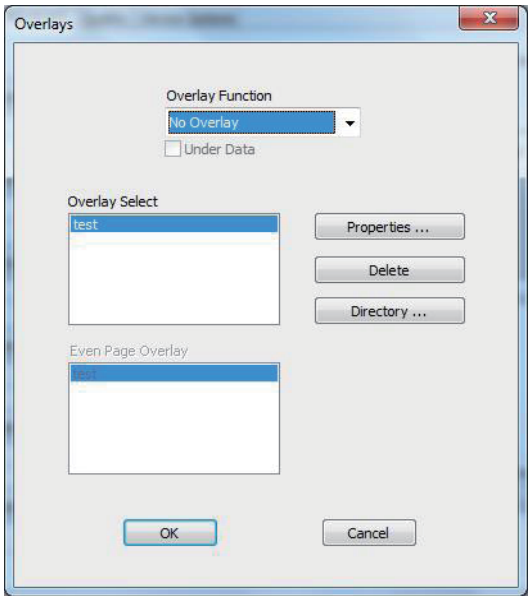


- A window to create a new overlay appears when you click OK.
  In description, enter details to describe an overlay and check the overlay file name. Then click OK.
  (Ex: the file name in the figure is 005AD859.OVL.)



- Then print a document to create an overlay.
- An overlay is created in the path.

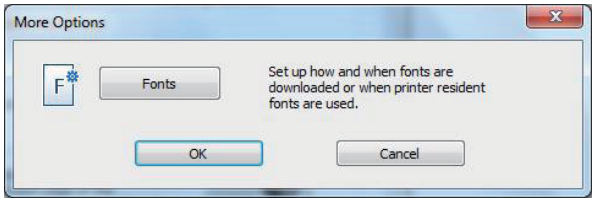
- **Use overlay**
  - Open an original document to overwrite a created overlay.
  - When you open the overlay function, overlays previously created are displayed.
  - In the Overlay Select list, choose an overlay to use and click OK. Click Properties to view properties of the overlay. User can delete it or find the path where it is saved. If there are more than 2 overlays, user can choose different overlays for each page.



  - Click OK or Print to exit the print page.

④ **[More Options]**

User can open a window to configure additional options.
In additional options, you can find “Fonts”.

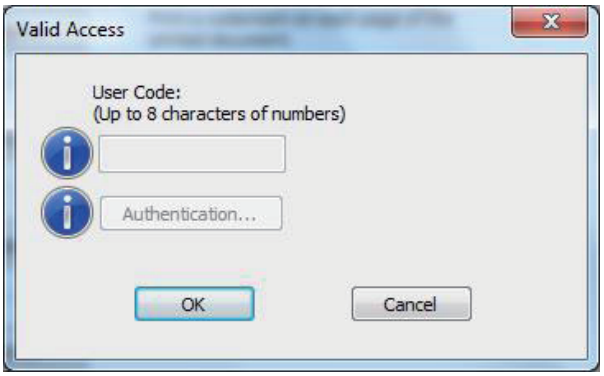


❖ Details

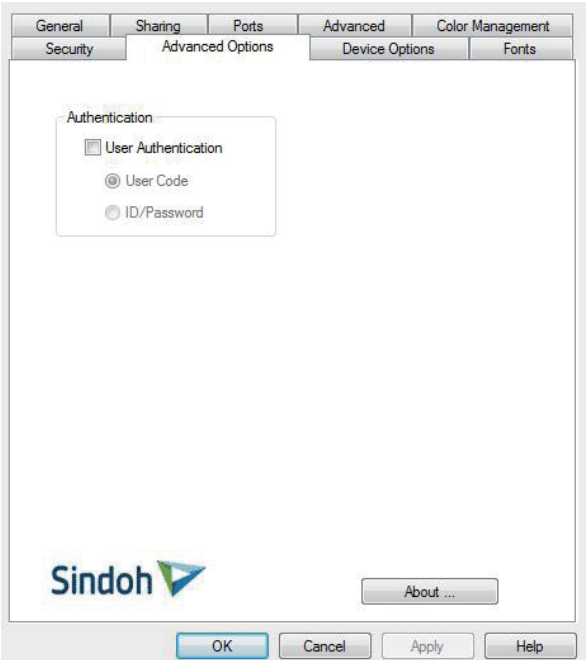
- Fonts: select it to choose options for fonts.

⑤ **[Valid Access]**

Use **“Valid Access”** to validate user code or limit access by other users.
Select **[Printer driver]** → **[Properties]** → **[Advanced option]** to choose the valid access.
If it is not selected, validation information in default print setting for printer driver cannot be entered.



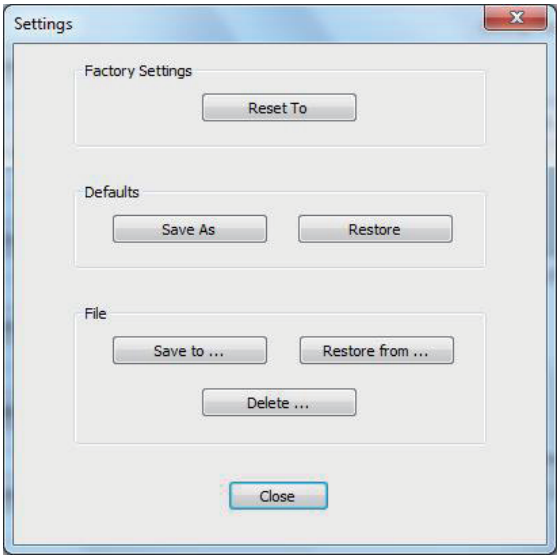
<Default print setting → Advanced Options → Authentication>



<Printer driver properties → Advanced Options>

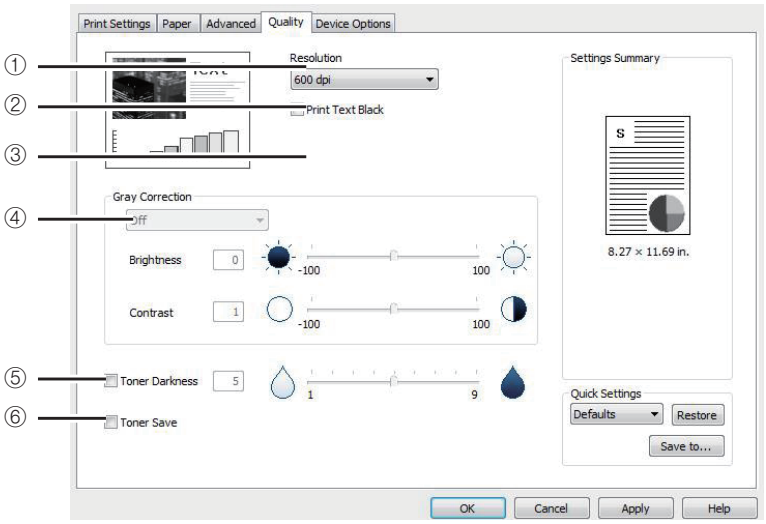
⑥ **[Settings]**

You can save the current printer settings, restore the previous settings, or reset all printer settings.



4.6 Print Quality tab

This tab includes options such as **“Resolution”, “Print Text Black”, “Halftoning”, “Correction”, “Toner Save”,** and **“Toner Darkness”**. To change the following print settings, open the print default setting page and click the Quality tab to select buttons.



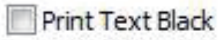
① **[Resolution]**

User can select different resolutions for printing job. This option gives a print resolution in dots per inch (DPI or dpi). Higher resolution offers better printing quality but it takes longer to send the print job to the printer and to process the print job. Higher resolution requires more memory. When you get an error message, **“out of memory”**, lower resolution must be selected.

User can choose 600 dpi, or 1,200 dpi.

② **[Print Text Black]**

Regardless of font colors selected in the application, all texts can be printed in black.

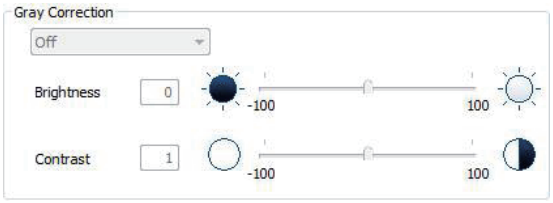


③ **[Halftoning]**

The Halftoning function applies only to PCL5e driver.
Types of the half tone include **“Standard”, “Rough”, “Line art”, or “None”.**

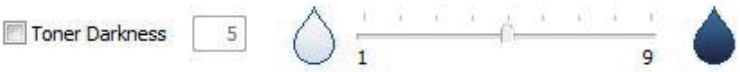
④ **[Grey Correction]**

The grey Correction function can be used only in the Raster mode of PCL5e.
Contrast and darkness of the print job can be adjusted.
Brightness and contrast can be adjusted by user setting. Default value is 0 for brightness and 1 for contrast.



⑤ **[Toner Darkness]**

User can control the toner darkness for printing.

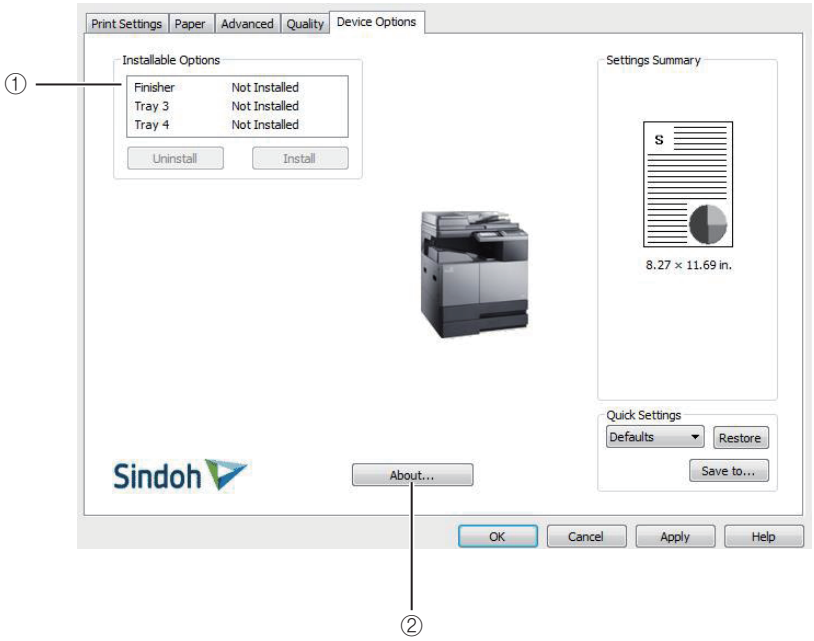


⑥ **[Toner Save]**

User can use this option to save toners used in printing.

4.7 Device Options tab

In the **“Device Options”** tab, user can find view **“Installable Options”** and **“more information”.**



① **[Installable Options]**

User can find options available to install in MFP and view information of options already installed.

② **[About]**

User can find printer driver information installed.

N610/MF Series
User Manaul

Scanner

4

1. How to install a driver

When TWAIN or printer driver is installed in computer, this device can function as a printer or scanner.
Also, you can insert portable USB memory stick into the MFP to save scanned images or print saved images. Printer/scanner driver makes communication between computer and MFP possible.
This printer/scanner software is usually installed at initial configuration of MFP. If the software needs to be installed after configuration, follow
the guideline below.

1. Close all open software programs.
2. Insert the CD for the software and the manual.
3. Click on **[Install Printer Driver and Software]** in the basic installation dialogue window.
4. Follow the instructions on the screen.

2. Scan a document with computer

After installing TWAIN driver, you can scan documents with this device.
By using applications installed in your computer, you can edit or process scanned images.

2.1 Scan a document with computer

With TWAIN driver compatible applications, you can scan a document and send it to computer.

1 Run the TWAIN compatible program.

2 Scan the document using the application program. Scanning procedures vary depending on user's program. For more information, refer to the program manual.

3 Select a scanner device.
Click "SINDOH N410 N610 Series TWAIN" if you are using a USB cable to scan.
Select "SINDOH N410n N610n Series NETWORK TWAIN" if you are using a network cable to scan.

4 Configure the settings for scanner driver.
See the **[Scan driver setting menu]** table below for details.

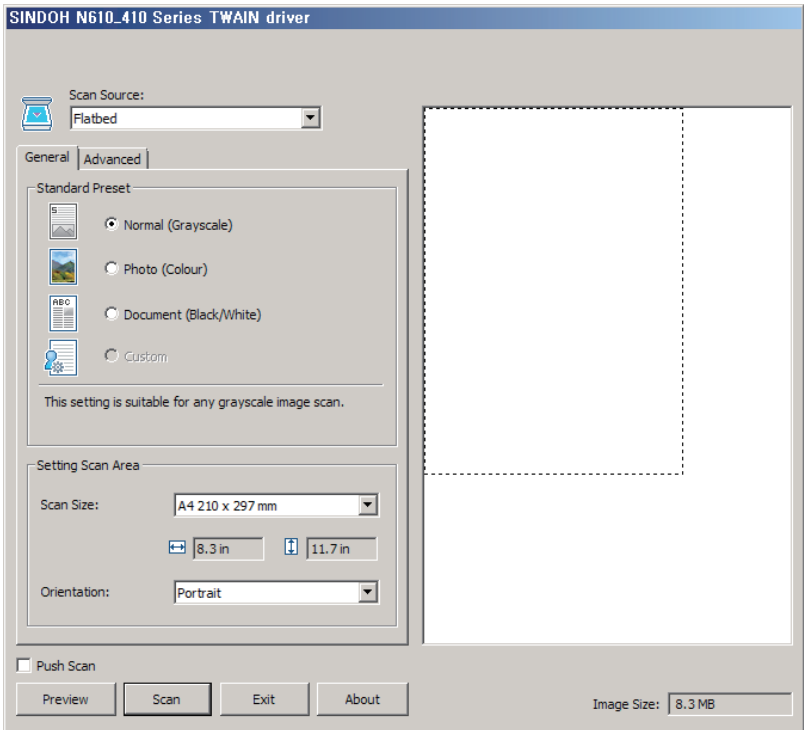
5 If you want to scan a portion of document, select **[Preview]** in the scanner driver to scan in a low resolution. To scan the whole document, go to the step 7 .

6 Select a desired scanning area in the preview window.

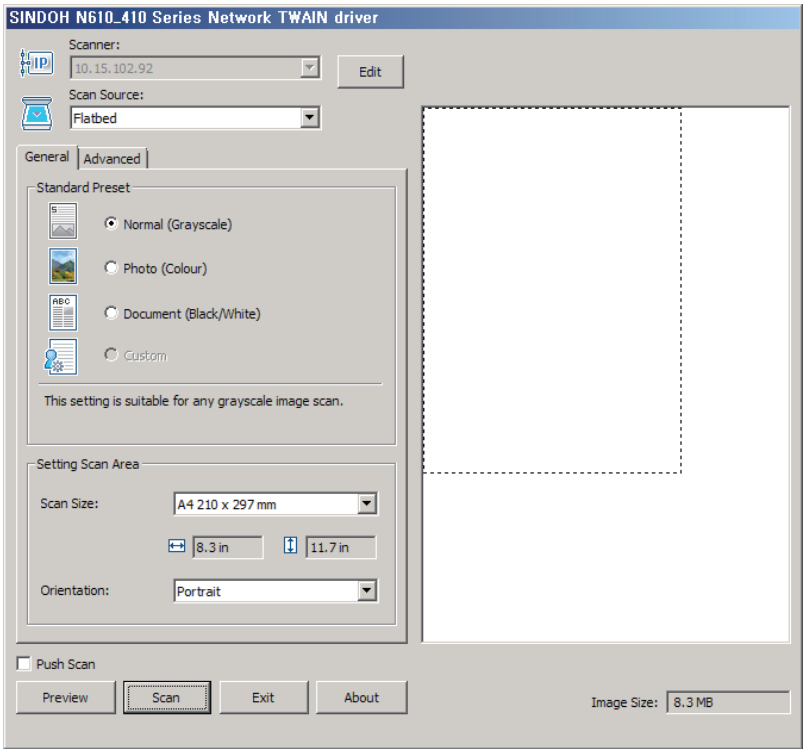
7 Press **[Scan]** button to start scanning.

8 The scanned image is transferred to the application program.

<N410 N610 Series TWAIN Driver>



<N410n N610n Series Network TWAIN Driver>



Scan driver setting menu

Setting group	Menu	Options	Descriptions
***Scanner**	Edit	Add, delete	Add or delete IP address.
Scan Source		Flatbed, ARDF, Duplex	Select to place originals.
General	Normal (Grayscale)		Advanced: grey, resolution 300×300 dpi (auto)
	Photo (Color)		Advanced: color, resolution 300×300 dpi (auto)
	Document (Black/White)		Advanced: grey, resolution 300×300 dpi (auto)
	Custom		Select customized settings for scanning.
	Scan Size	A6, B6, Statement, A5, B5, Excutive, 16K, A4, Letter, Folio, Legal, B4, 8K, 11x15, Ledger, A3 etc.	Select a desired size for scanning.
	Orientation	Longer side	The longer side of original is placed on the document feeder.
		Shorter side	The shorter side of original is placed on the document feeder.
Advanced	Color type	B/W	Texts and images in original are displayed in black and white.
		Grey	Texts and images in original are displayed in grey.
		Color	Texts and images in original are displayed in color.
	Resolution	150dpi, 200dpi, 300dpi, 600dpi	Scan original with the selected resolution.
	Half tone mode	Threshold	Show images simply in black and white.
		Error Diffusion	Show images simply in dots.
	Brightness	-100 ~ 100	Scan original with the selected brightness.
	Contrast	-100 ~ 100	Scan original with the selected contrast.
Push scan			Scan document by using the device control panel.
Preview			Drag the area setting on the upper right to select a desired area and scan image in advance to view.
Scan			Start scanning.
Exit			End scanning.
Version			Show the version information of the driver.

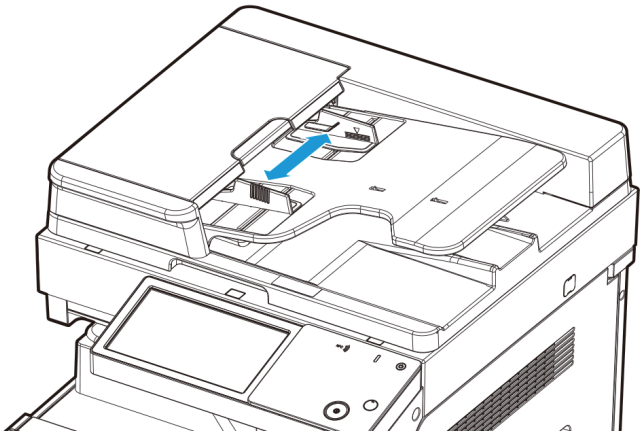
* : Applies only to network scanner driver

3. Scan

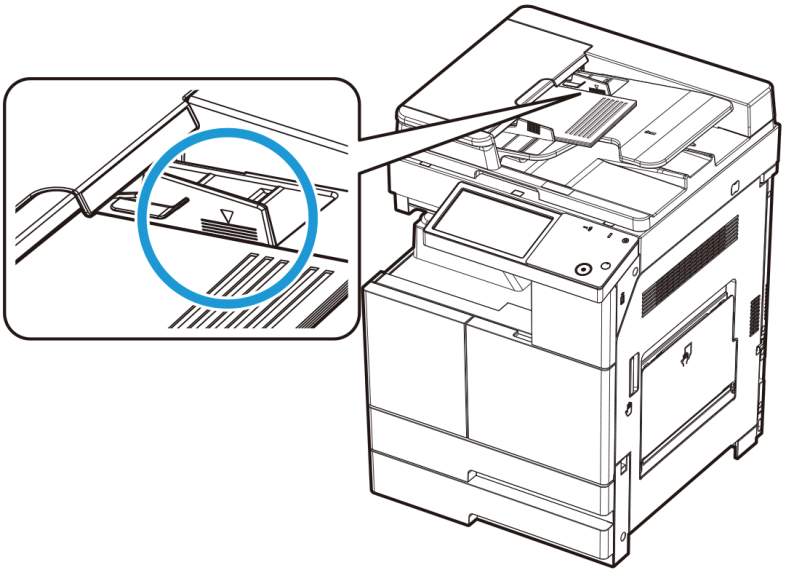
The below explains how to scan an original. User can scan by either using the automatic reverse document feeder (ARDF) or flatbed glass.

3.1 Use the automatic reverse document feeder

1 Adjust the original guide in the direction as in the below figure.



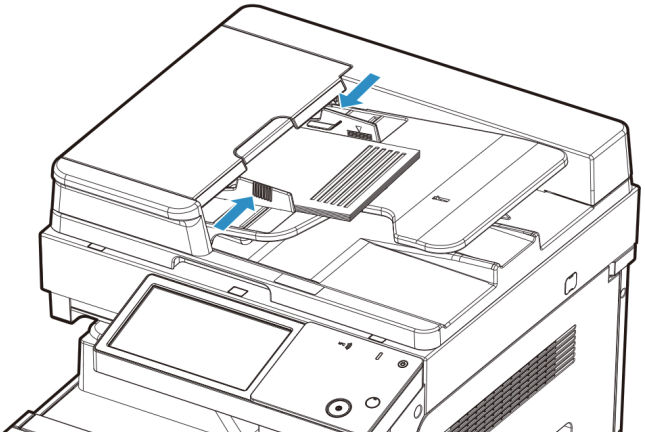
2 Face up the side to copy or scan and push the originals until it stop.



⚠ Caution

- **On the document feeder, do not place 90 or more pages for a single job. And do not exceed the max height of the originals. It may cause paper jam, damage, or malfunction of ARDF.**

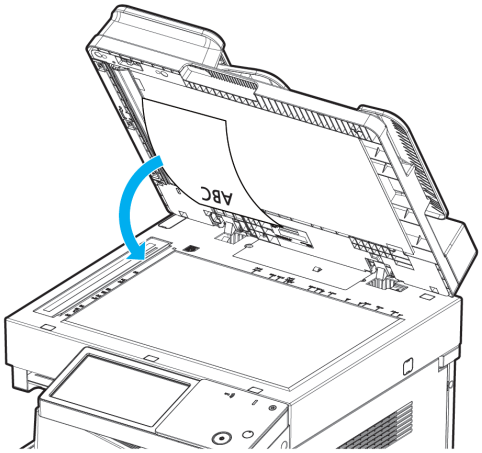
3 Adjust the original guide to fit the width of the original.

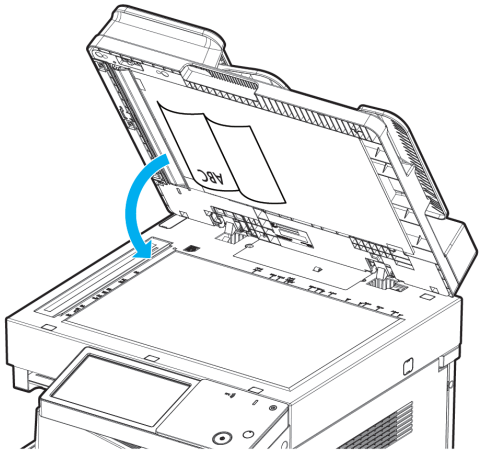


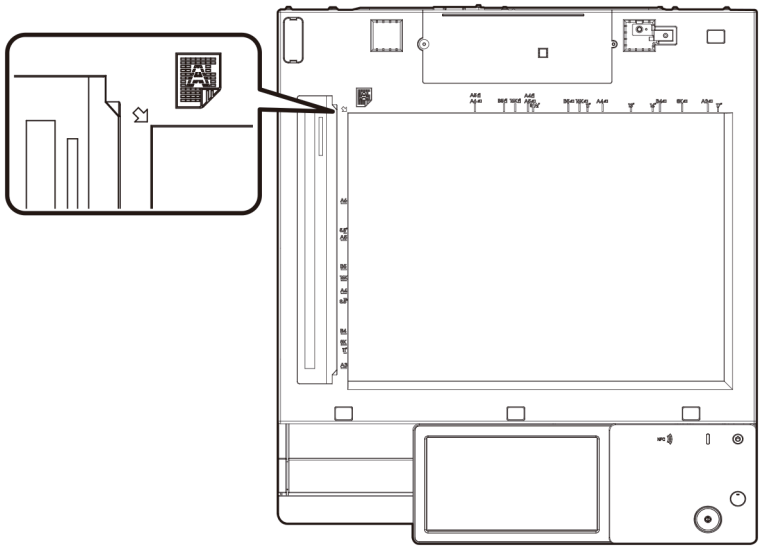
3.2 Use flatbed glass

1 Use the handle of flatbed cover or ARDF to open it.
When placing original on flatbed glass, lift up the cover or ARDF at least 20° or more.

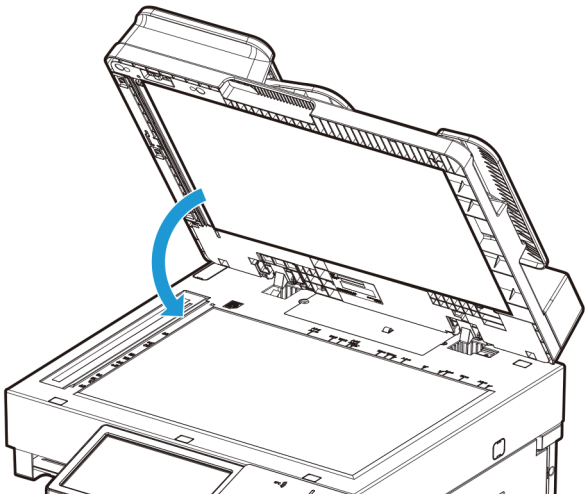
2 Face down the side to scan and adjust the original to fit the original ruler at the upper left corner of the flatbed glass.







3 Use the handle of flatbed cover or ARDF to close it.

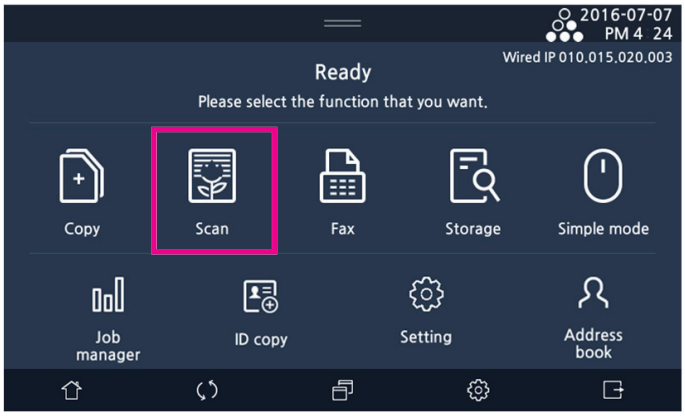


4. Scan setting

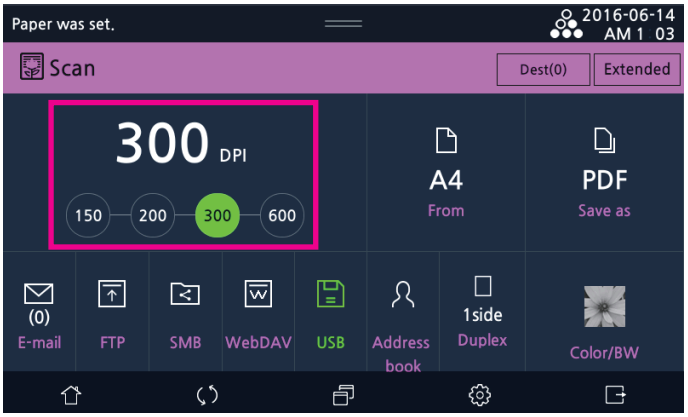
Please follow the procedure below to change scan setting.

1 Place an original document on flatbed glass or automatic reverse document feeder (ARDF).

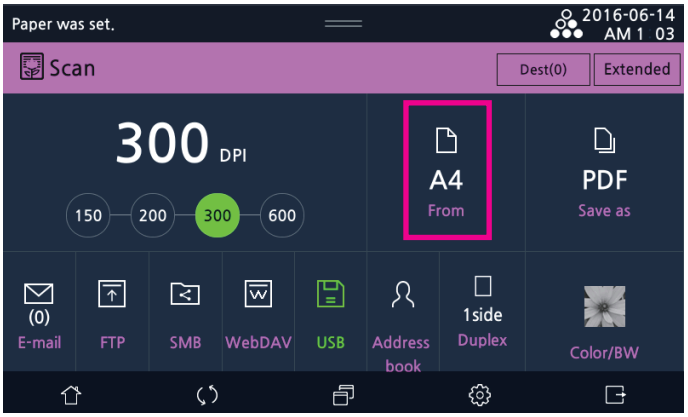
2 Select [Scan] on the LCD home screen to enter the scan setting mode.

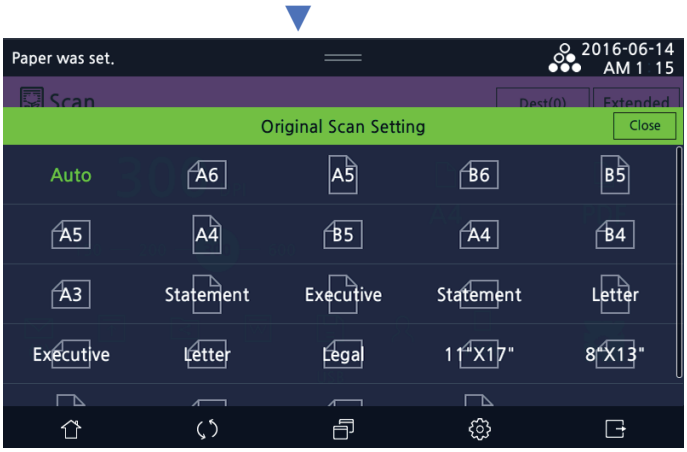


3 Select a resolution of the document to scan on the LCD screen.
User can select a value between 150 DPI and 600 DPI for the resolution.

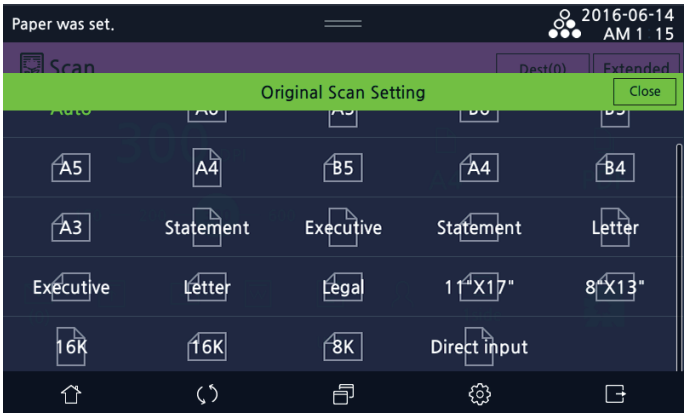


4 Select a size of the document to scan on the LCD screen.
If an original is in standard size, the size will be detected automatically.
For details on standard sized originals, see P. 1-22 「7.3 Auto-detected original size」.

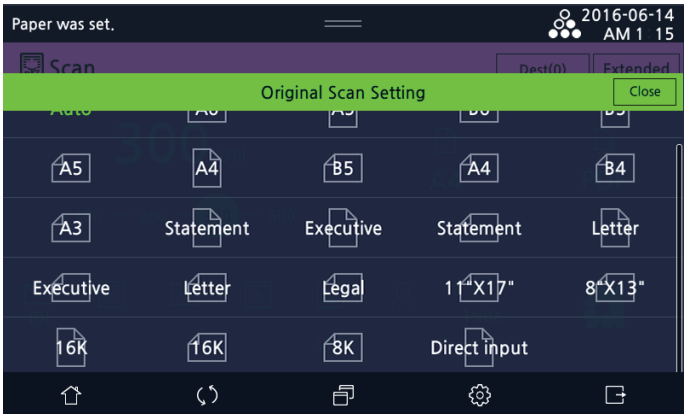




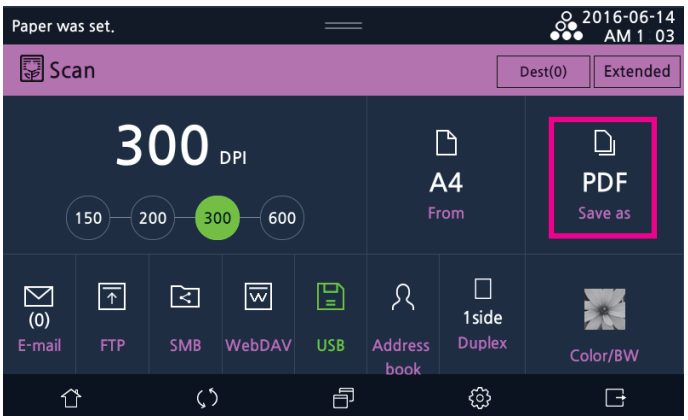
If an original is not in a standard size, select **"Direct input"** to select the size manually.
For details on direct input, see P. 2-3 「1) Originals」.

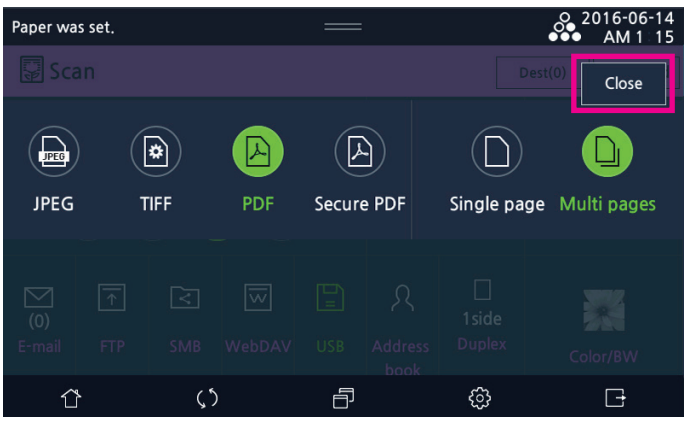


Select a size of original and select **[Close]**.

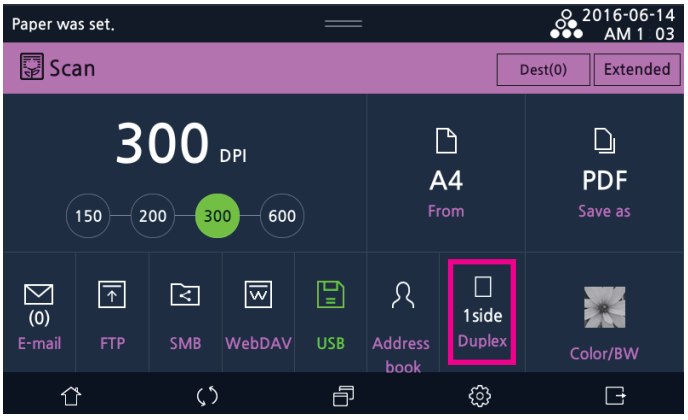


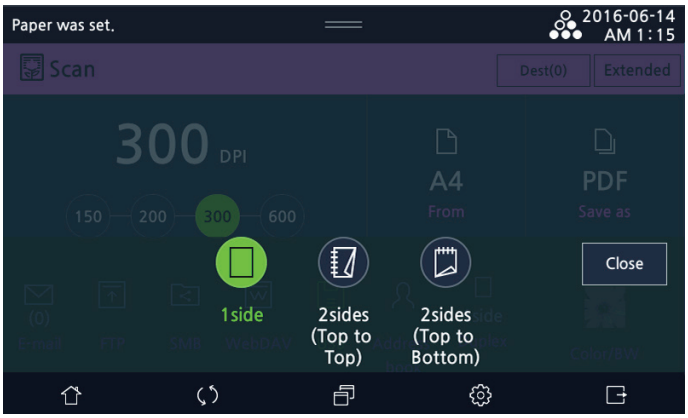
5 Select **[Save as]** on the LCD screen.
Select a file format to save and press **[Close]**.



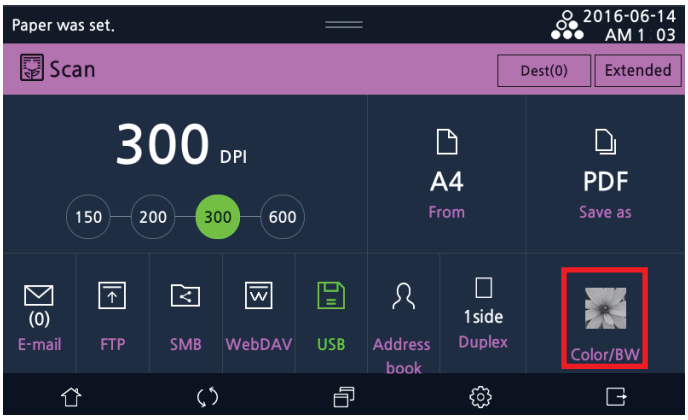


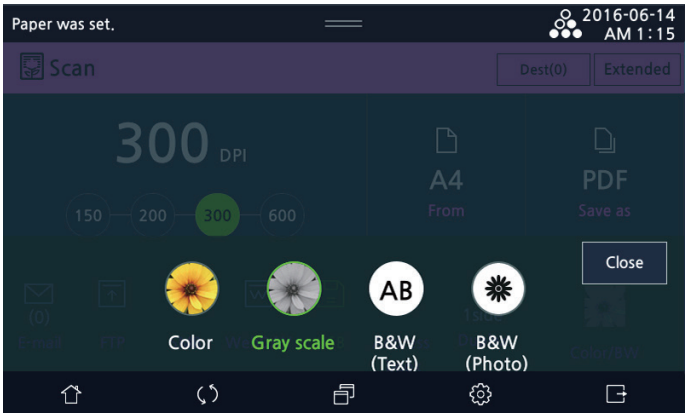
6 User can scan a 2side original.
To scan a 2side original, select **[Duplex]** and choose either **[Top to Top]** or **[Top to bottom]**.





7 You can select a type of original to scan.
Select **[Color/BW]** and select a color mode to scan the original.
For details on type of color modes, see the explanations below.





[Color]: an original gets scanned in full color, regardless of the colors in original.

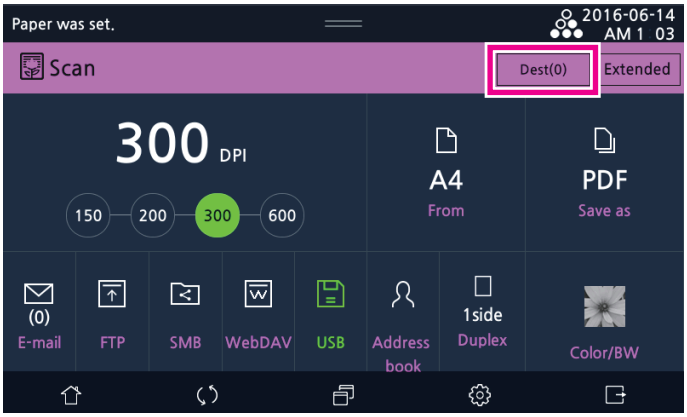
[Gray]: an original gets scanned in grey color, regardless of the colors in original.

[B&W Text]: an original gets scanned in black and white. To scan an original with texts, use this option.

[B&W Photo]: an original gets scanned in black and white.
To scan an original with images and photos, use this option.

5. Scan to send

User can scan an original and send the image of it. Available options include **"Send by mail"**, **"Send to shared folder"**, **Send via FTP"** and **"Send to WebDAV server"**.



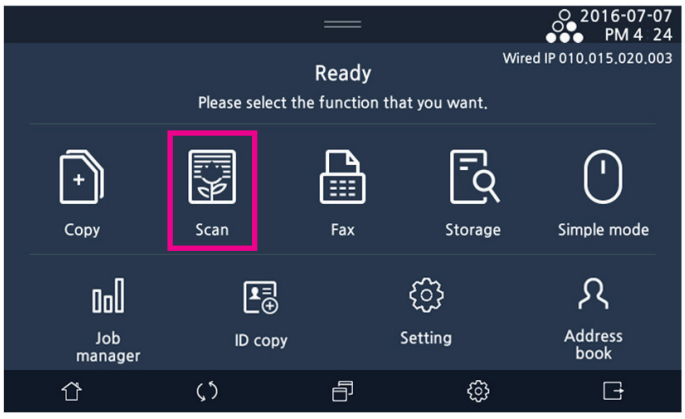
Note

- At the same time, you can transfer up to 10 places.
- You can check the destination by pressing the Dest.

5.1 Send by mail

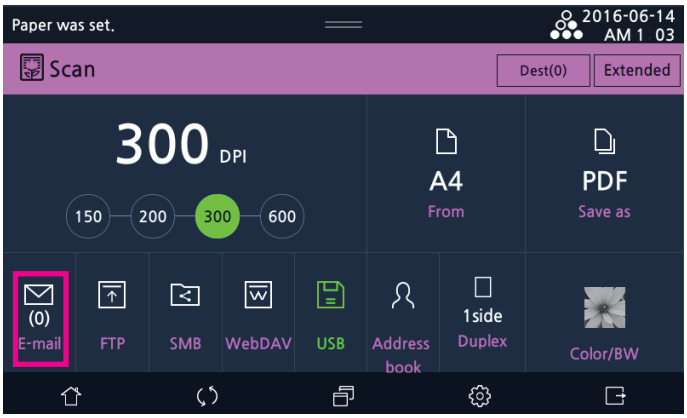
Scanned files can be sent in an email. The SMTP server must be configured to use this option.
For configuration details, see P. 7-8「1.2 Network setting」.

1 Select **[Scan]** on the LCD home screen to enter the scan setting mode.

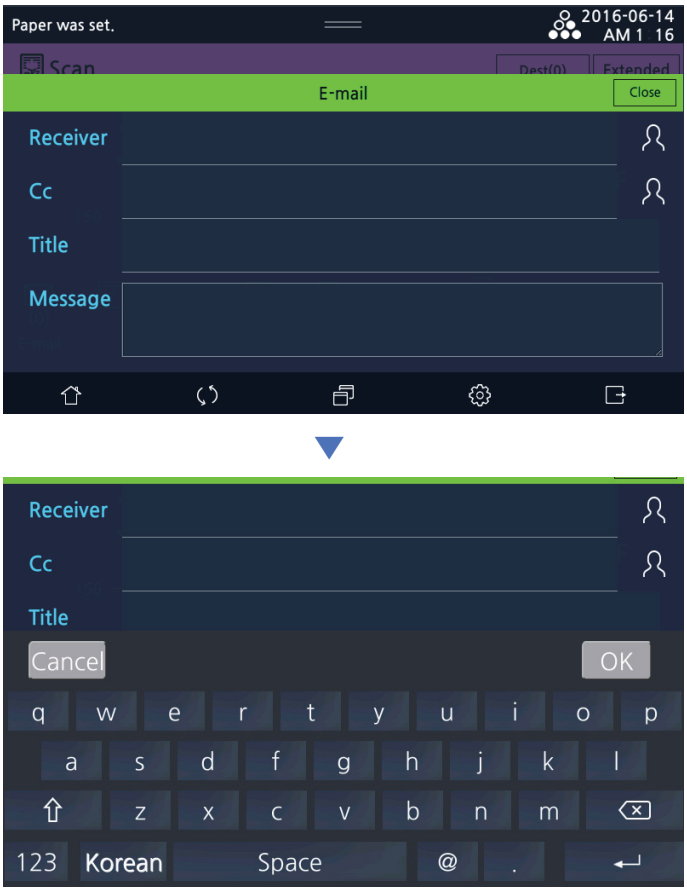


2 Place an original document on flatbed glass or automatic reverse document feeder (ARDF).

3 Select **[E-Mail].**



4 Fill out the field for **[Receiver], [Cc], [Title], [Message]** on the LCD screen.
Direct input or selection from Contacts is available to fill out **[Recipient]** and **[CC]**.
If **[Recipient]** is registered in Contacts, find and select an email address from the list.
You can select multiple recipients.



5 You can add or delete **[Receiver]** or **[Cc]**.
";" can be used to separate each e-mail address for direct input and to add more email addresses.

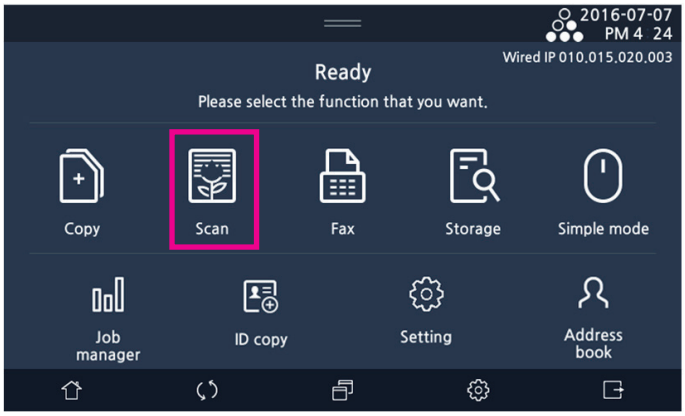
6 Press **[Close]** when finished.

7 Select [◇]button to scan an original. Then the scanned image is sent to the email address selected.

5.2 Send via FTP

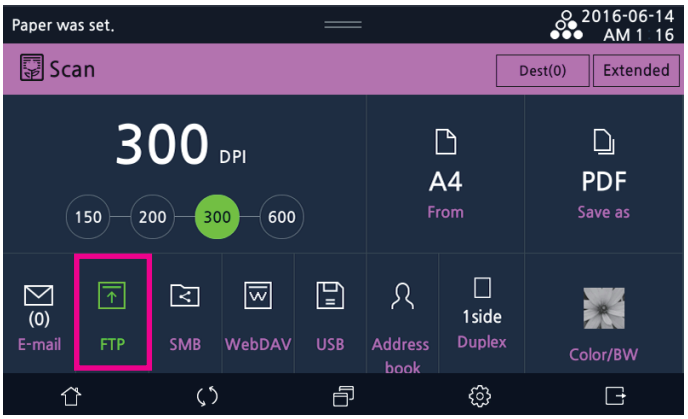
Scanned images can be sent to the FTP server.

1 elect **[Scan]** on the LCD home screen to enter the scan setting mode.

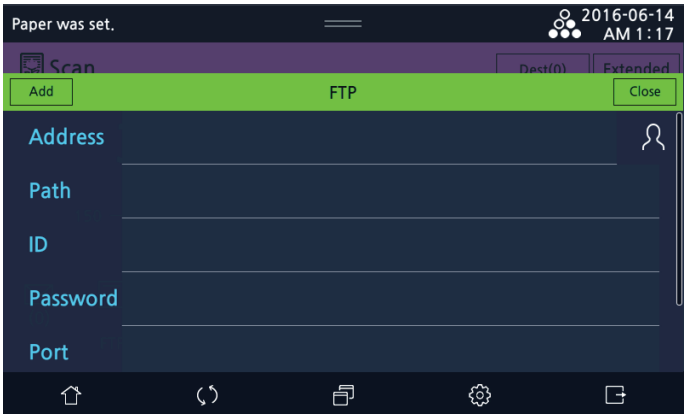


2 Place an original document on flatbed glass or automatic reverse document feeder (ARDF).

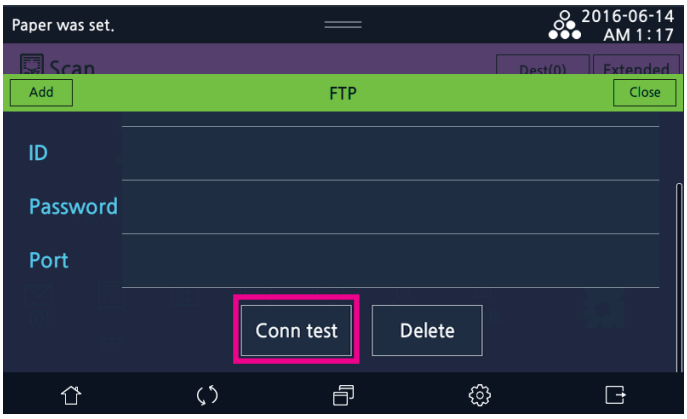
3 Select **[FTP].**



4 Fill out the field for **[Address], [Path], [ID], [Password]**, and **[Port]** on the LCD screen.
Direct input or selection from Contacts is available to fill out **[Address]**.
When address is registered in Contacts, find and select a desired address.



5 Select **[Conn test]** to check the connection. If connection is unsuccessful, the FTP cannot be connected. Enter a new address or select **[Delete]**. When checking connection is finished, press **[Close]**.

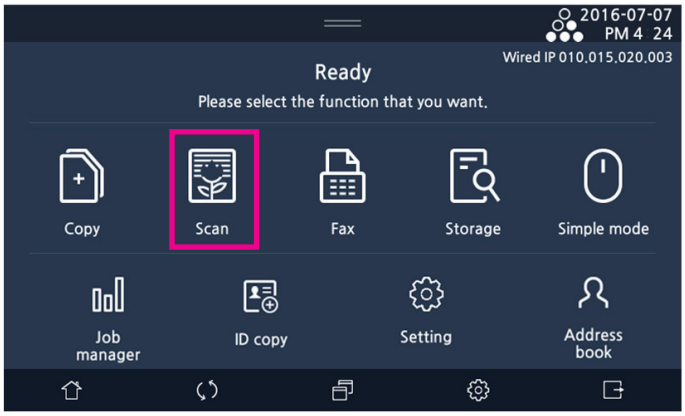


6 Select [◇] button to scan the document and then the image is sent to the FTP.

5.3 Send to shared folder

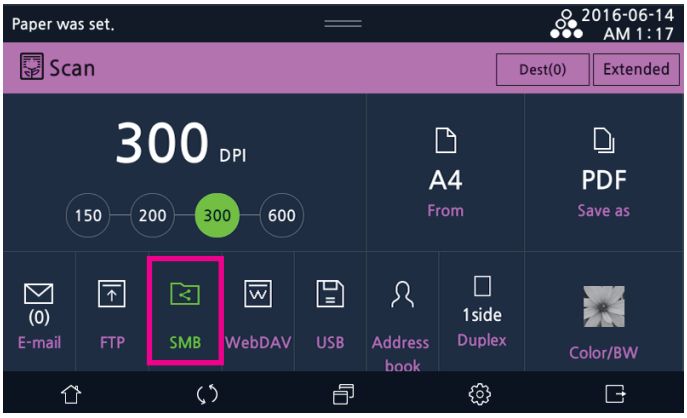
Scanned images can be sent to the shared folder.

1 Select **[Scan]** on the LCD home screen to enter the scan setting mode.

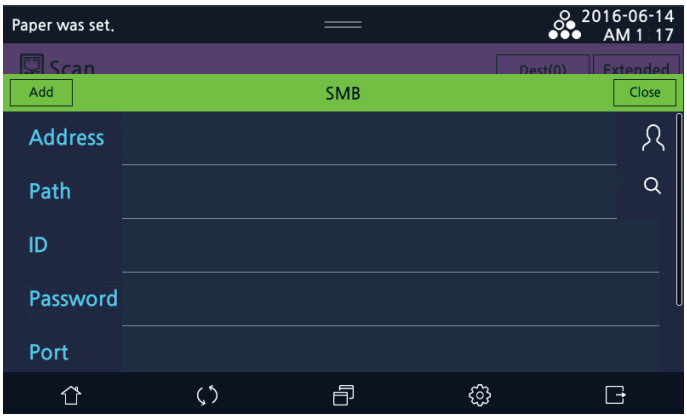


2 Place an original document on flatbed glass or automatic reverse document feeder (ARDF).

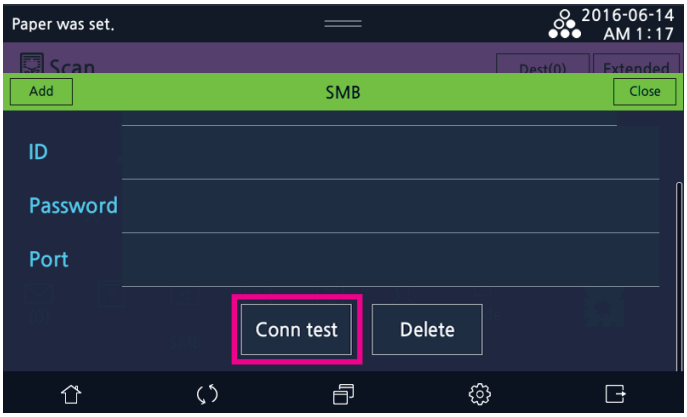
3 Press **[SMB]**.



4 Fill out the field for **[Address], [Path], [ID], [Password],** and **[Port]** on the LCD screen.
Direct input or selection from Contacts is available to fill out **[Address].**
When address is registered in Contacts, find and select a desired address.



5 Select **[Conn test]** to check the connection. If connection is unsuccessful, the shared folder cannot be connected.
Enter a new address or select **[Delete]**. When checking connection is finished, press **[Close].**

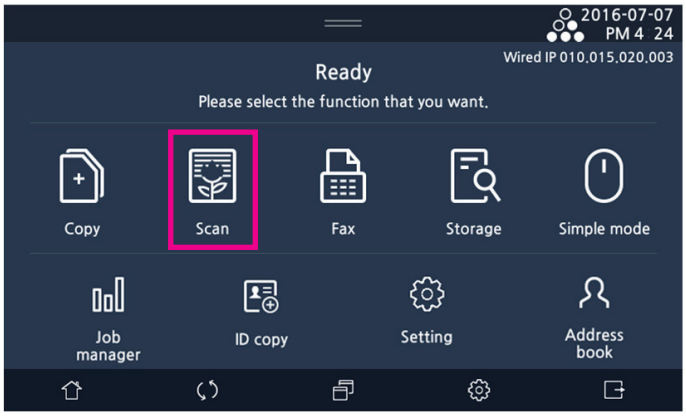


6 Select **[◇]** button to scan the document and then the image is sent to the shared folder.

5.4 Send to WebDAV

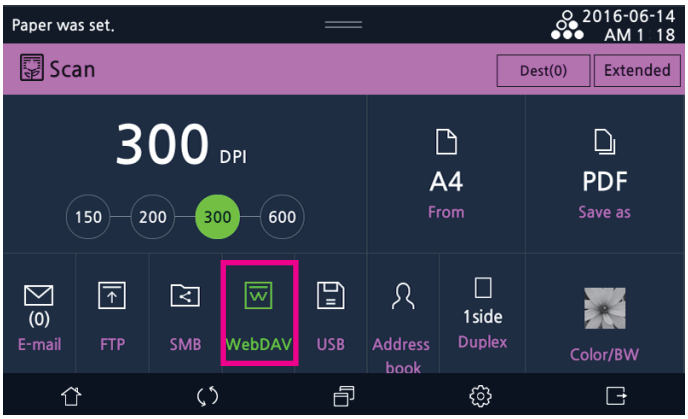
This option can serve as network drive by using a web server.

1 Select **[Scan]** on the LCD home screen to enter the scan setting mode.

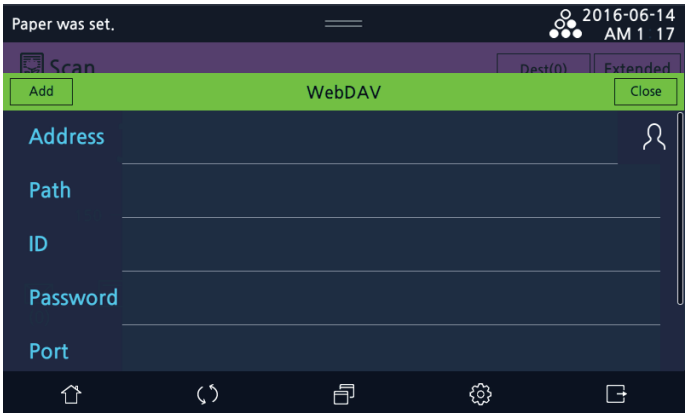


2 Place an original document on flatbed glass or automatic reverse document feeder (ARDF).

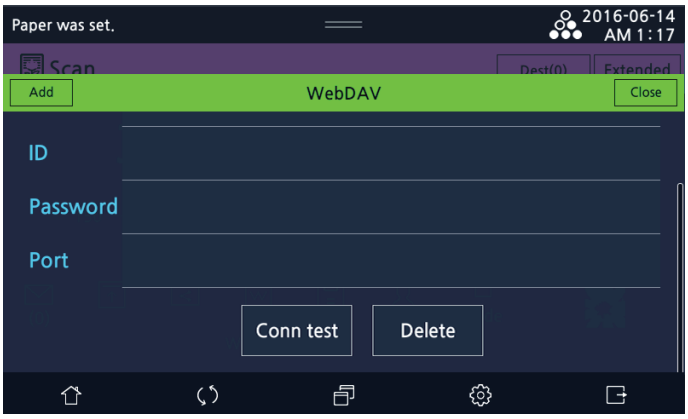
3 Press **[WebDAV].**



4 Fill out the field for **[Address], [Path], [ID], [Password],** and **[Port]** on the LCD screen.
Direct input or selection from Contacts is available to fill out **[Address].**
When address is registered in Contacts, find and select a desired address.



5 Select **[Conn test]** to check the connection. If connection is unsuccessful, the WebDAV cannot be connected. Enter a new address or select **[Delete]**. When checking connection is finished, press **[Close]**.

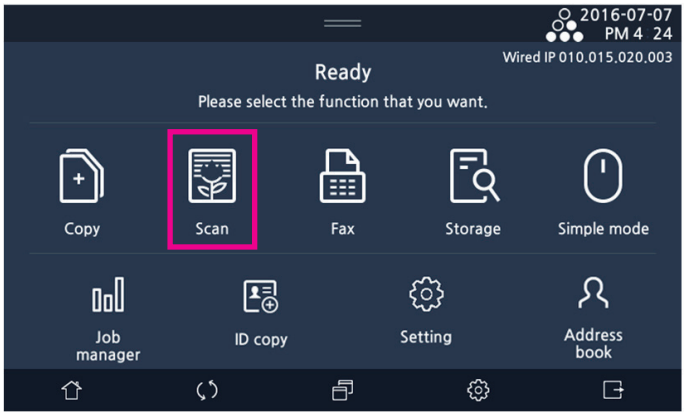


6 Select【◇】button to scan the document and then the image is sent to the WebDAV.

6. Save files

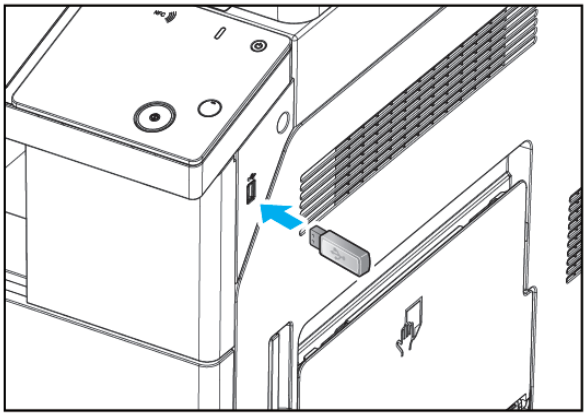
You can save scanned documents in a USB memory.

1 Select **[Scan]** on the LCD home screen to enter the scan setting mode.

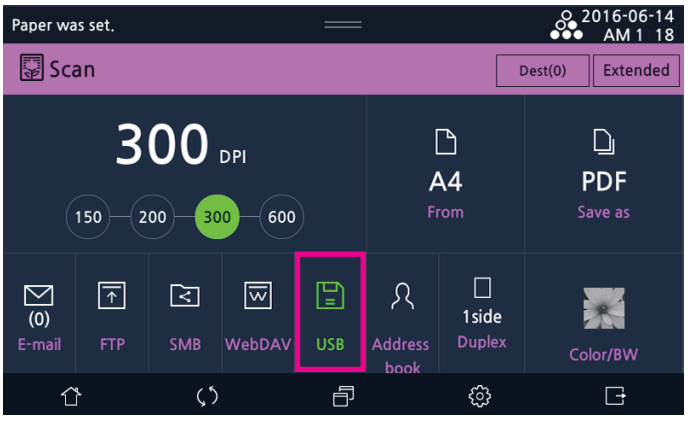


2 Place an original document on flatbed glass or automatic reverse document feeder (ARDF).

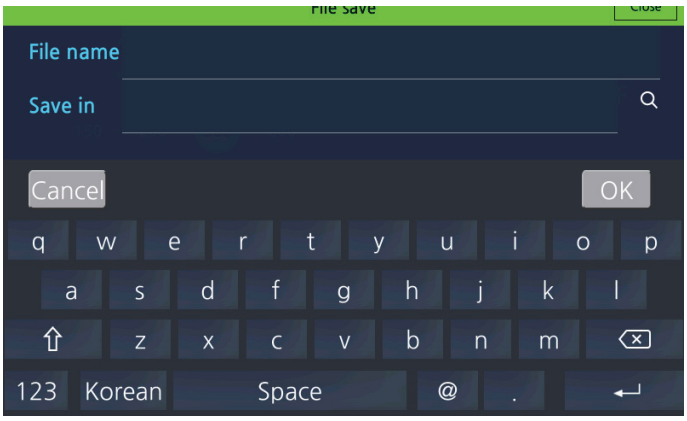
3 Insert the USB memory as in the figure below.
After inserting USB memory, press **[Scan]** button on the screen.



4 Press **[USB]**.



5 Enter **[File name]** and select [🔍] in **[Save in]** to choose a location to save file.



6 Press【◇】button to scan the original and the scanned image is saved in the USB memory.

Note

- A scanned file is saved as a filename, “YYYYMMDD_HHMMSS_number”.
  User can manually enter filenames except the number.

6.1 Scan Settings

Item / Menu	Description	Options
Color/BW	Select color type for scan images.	Color, *grey, B&W text, B&W image
Resolution	Select resolution for scan images.	150DPI, 200DPI, *300DPI, 600DPI
From	Select size for original to scan.	*Auto, A6, A5, B6, B5, A4, B4, A3, Statement, Executive, LT, Legal, 11”x17”, 16K, 8K, Custom, etc
Save as	Select file format to save image files.	JPEG, TIFF, *PDF, secure PDF [1)]
Scan density	Select brightness of scan images.	1 ~ 9, default : 5

* : factory default settings

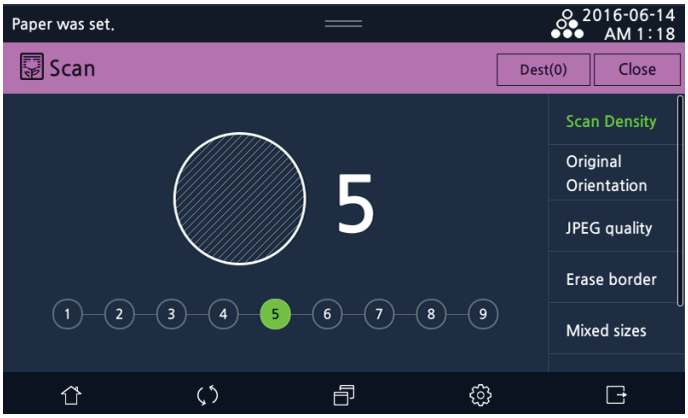
1) Permission password (required) and document password must be set.

7. Additional functions

In Additional functions, the following options are available: scan density, original text orientation, JPEG quality, Erase border, Mixed size, Batch, etc.

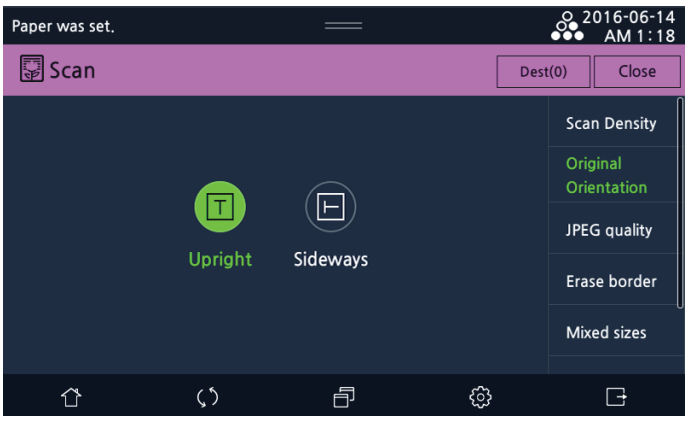
7.1 Scan density

1 The scan density can be adjusted as needed.
Select **[Scan]-[Extended]-[Scan density]** on the LCD home screen and select density.
It gets lighter as moving to the left and darker as moving to the right.
Default density setting is at 5 out of 9.



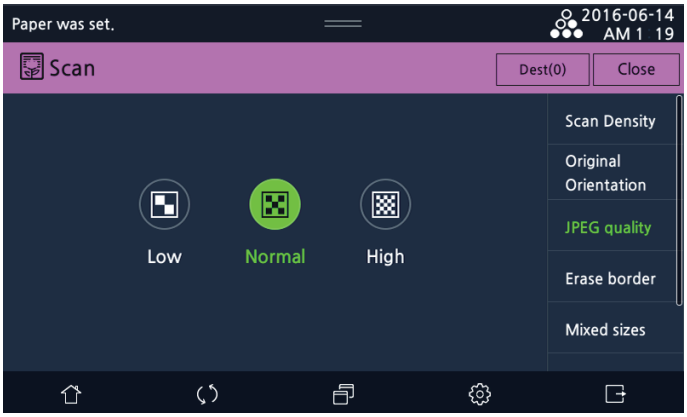
7.2 Original Orientation

Use this function to select orientation of text in original. The default value is 12 o'clock.



7.3 JPEG quality

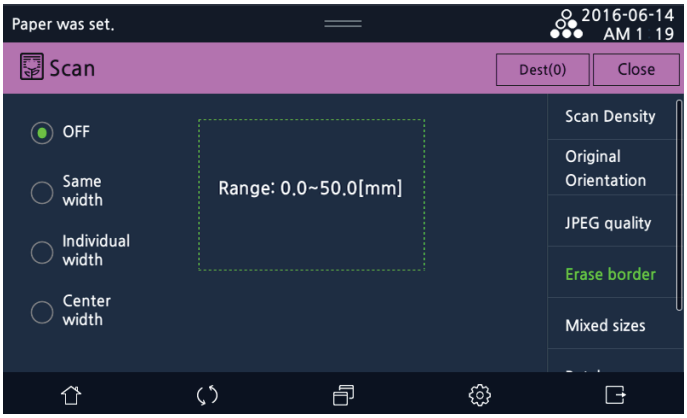
1 User can select JPEG quality for scanned document.
Select **[Scan]-[Extended]-[JPEG quality]** and choose a quality.



7.4 Erase border

User can select this option to give margins to borders in scanned paper, like a frame.

1 On the LCD home screen, select **[Scan]-[Extended] - [Erase border]**.



[Same width]: erase the four sides of original by the same specified margin.

[Individual width]: erase the four sides of original by each different margin.

[Center width]: Erase shadows in center if the flatbed cover is not closed completely due to the thickness of originals.

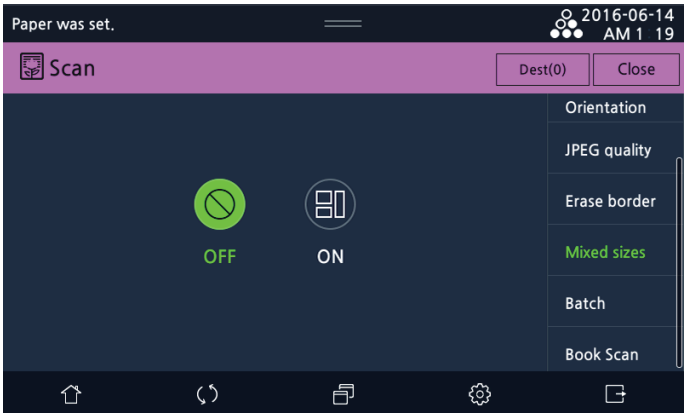
7.5 Mixed sizes:

Two originals with same width but with different length can be scanned together on ARDF.

If Mixed sizes is not selected, paper jam may occur or some images may not get scanned when two originals with same width but different length are set together on ARDF to scan.

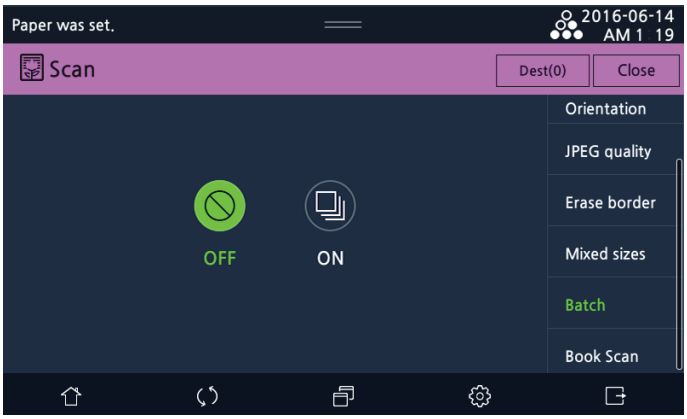
1 Place an original on flatbed glass or automatic reverse document feeder (ARDF).

2 Select **[Scan]-[Extended]-[Mixed sizes]** on the LCD home screen and select Yes.



7.6 Batch

Use this function to scan originals in a batch.



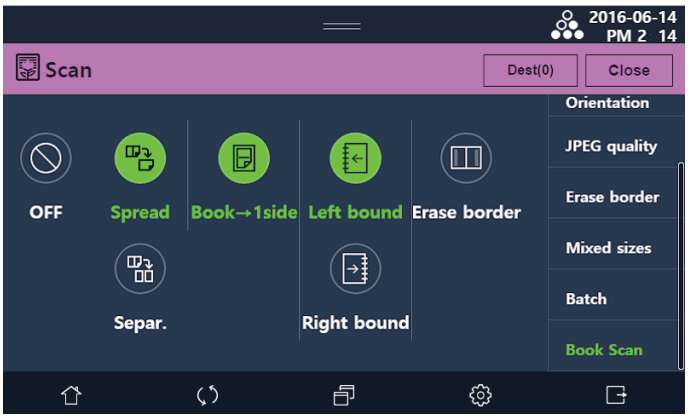
7.7 Book scan

Right or left page of originals such as book or catalog with 2 open pages can be copied separately or together.

- Spread: Originals with 2 open pages can be copied into a 1-side paper.

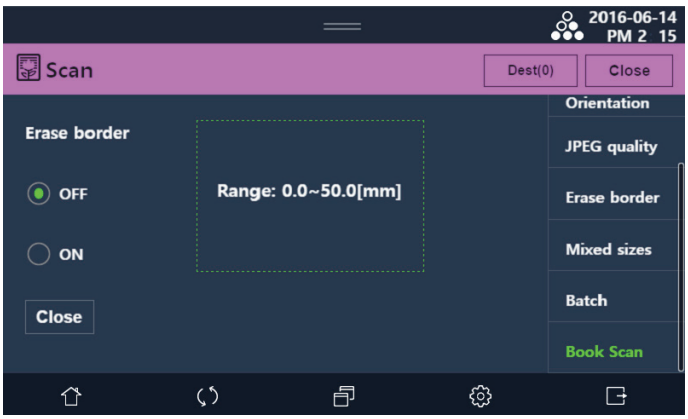
- Series: Originals with 2 open pages will be copied by series according to the page numbers.

- Binding position: When you have selected Series, select the open direction of the original to scan as binding position. Two-open page originals with left binding, select the left binding, and for two-open pages with right binding, select the right binding. If incorrect binding position is selected, the order of two open pages will be switched.



- Erase border: Four sides in the frame of the original will be erased with a same margin.

  Shadows in center will be erased if the flatbed cover is not closed completely due to the thickness of originals.



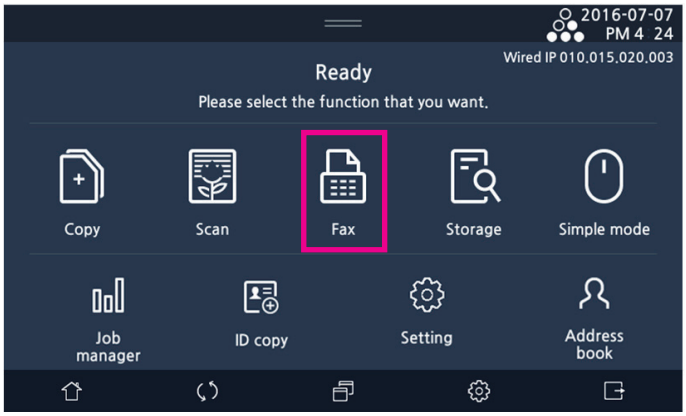
N610/MF Series
User Manaul

Fax(Optional)

5

1. Basic Fax Functions

1 Select **[Fax]** on the LCD home screen to enter the fax setting mode.



2 Place a document on flatbed glass or automatic reverse document feeder (ARDF).

- When sending a fax from flatbed glass, make sure there is no document on ARDF.

3 Select fax options needed.

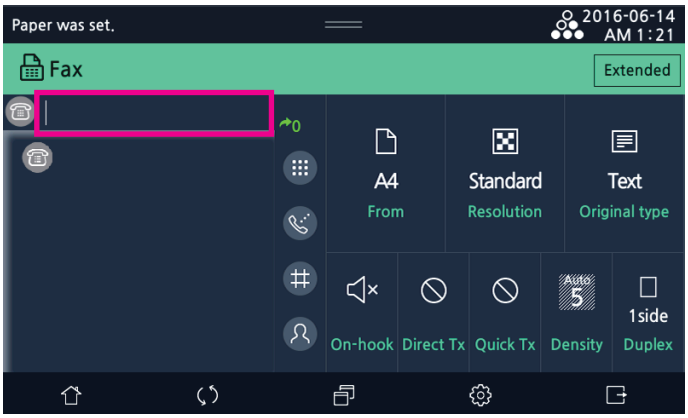
- Basic fax options
- Advanced fax options

4 Select a button as in the figure below and enter the receiver's fax number.

① Use number key pad to enter the number (direct dialing)

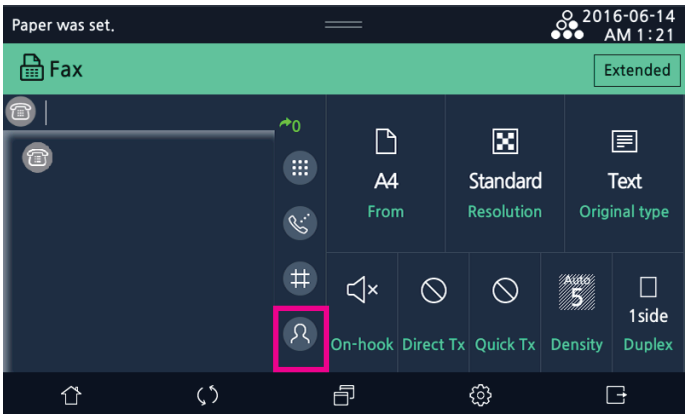
Use number keys to enter a fax number of recipient and select **[⊕]**.

- You can enter up to 40 digits.

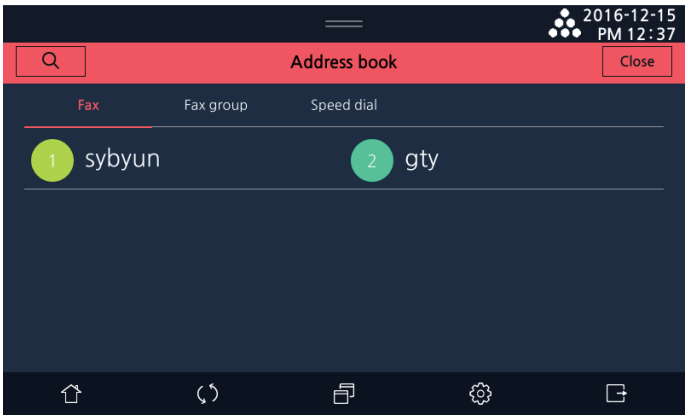


② Use address book

[ ]: select this button.



Select a user to send fax and choose **[Close]**.



Note

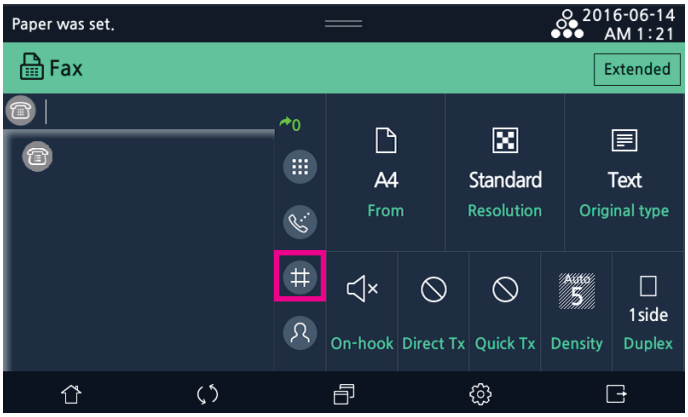
– For details on how to add or delete from address book, see P. 8-5 「3. Address book」.

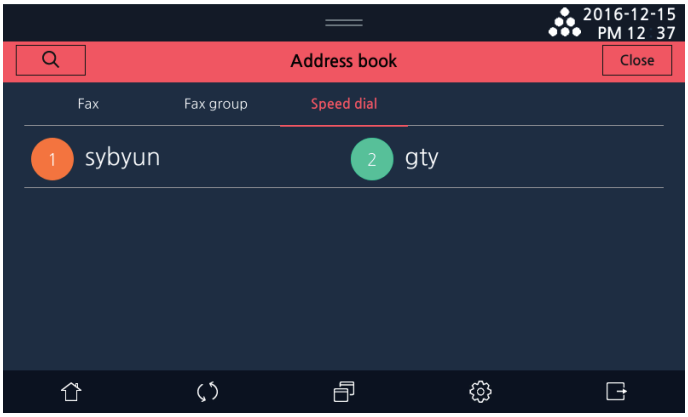
③ Use Speed dial

- To use a registered speed dial

  [ ]: select this button.

  Select a speed dial previously registered and choose **[Close]**.





- To enter a fax number directly

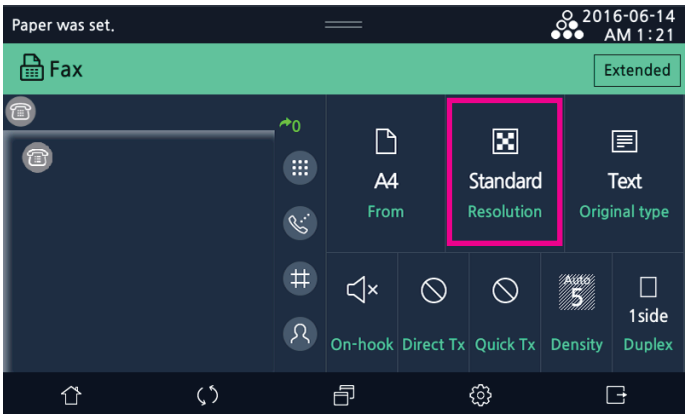
  Press # on the number key pad and enter a 3-digit number.

  Ex) #001: speed dial #1

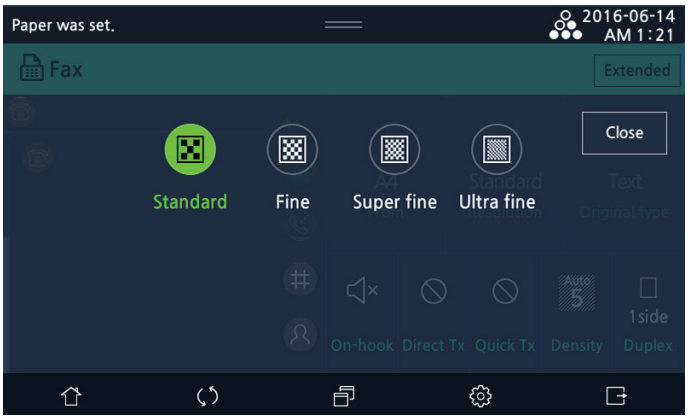
2. Fax setting

2.1 Resolution

1 On the LCD home screen, select **[Fax] - [Resolution]** to choose a resolution for original.



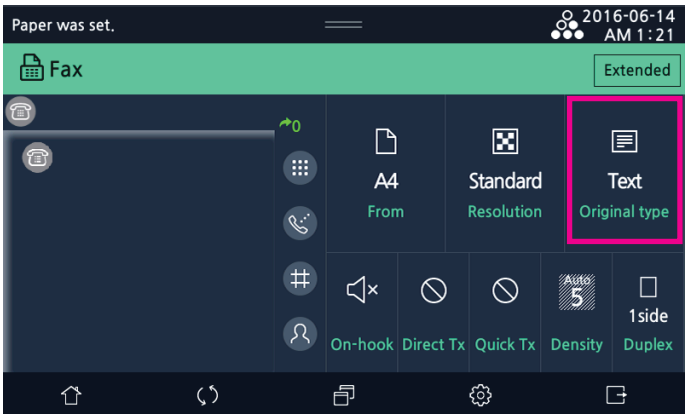
2 Select an option from **[Standard]**, **[Fine]**, **[Super fine]**, and **[Ultra fine]** for the resolution



Standard (basic default)	for originals with regular size texts
Fine	for originals such as newspaper with small texts
Super fine	for originals such as dictionary with fine texts or photos
Ultra fine (400dpi)	Ultrafine (400dpi)

2.2 Original type

1 LCD On the LCD home screen, select [⌂]→ **[Fax]**→**[Original type]** to choose an original type.



2 Select **[Text]** or **[Photo]** for the type of original to use.

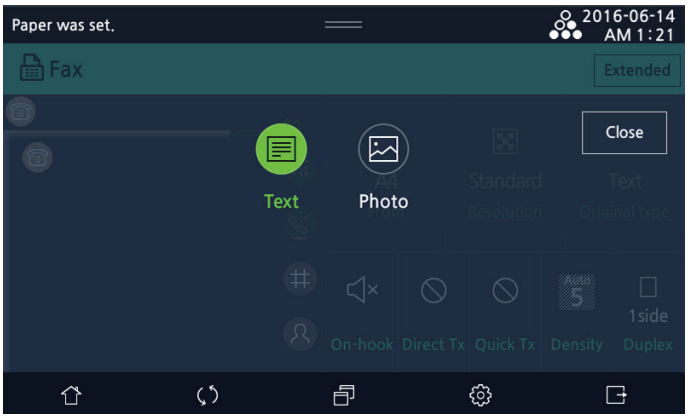
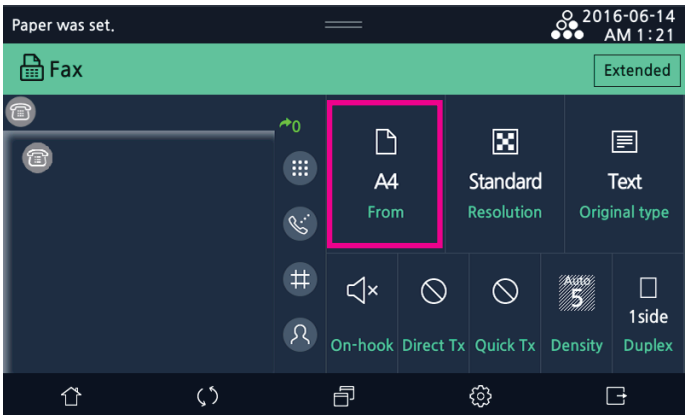


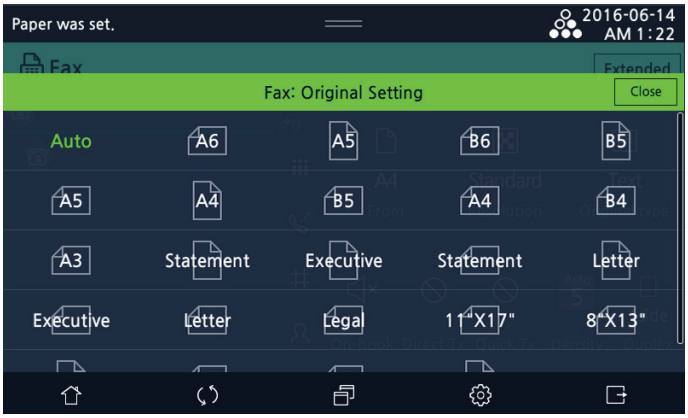
Photo	- for originals including photo and images with contrast - It takes a longer time to send images with contrast.
Text → Basic document type	- for originals with standard texts - It takes a shorter time to send images in black and white.

2.3 Original size

1 On the LCD home screen, select [⌂]→**[Fax]**→**[From]** to choose a size of original.



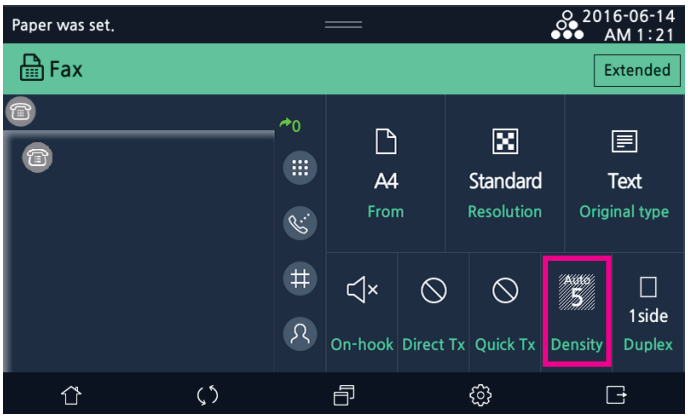
2 Select a size of original to send.



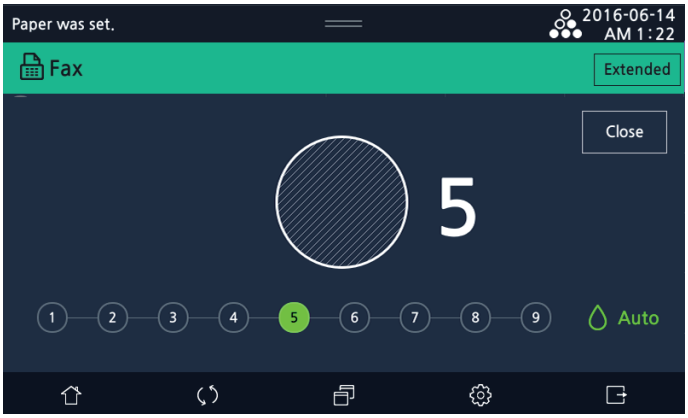
3 After finishing selection, select **[Close]**.

2.4 Density

1 On the LCD home screen, select [⌂]→**[Fax]**→**[Density]** to choose a density of original.



2 Select a density to use.

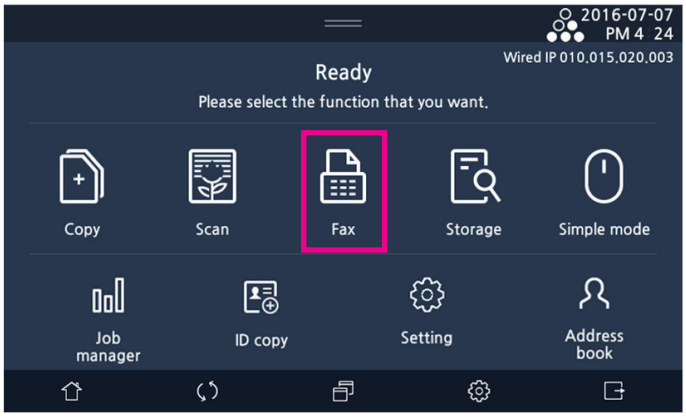


3 When **[Auto]** is selected, the density of image is adjusted automatically after original is scanned.
Heavy textures of the originals (newspaper or recycled paper) are printed without the background.
If original paper have shades or black image on the front end of the manuscript it can be brighter.

2.5 Redial

This option is used to send a document again. The last transmitted fax number is displayed in the recipient area.

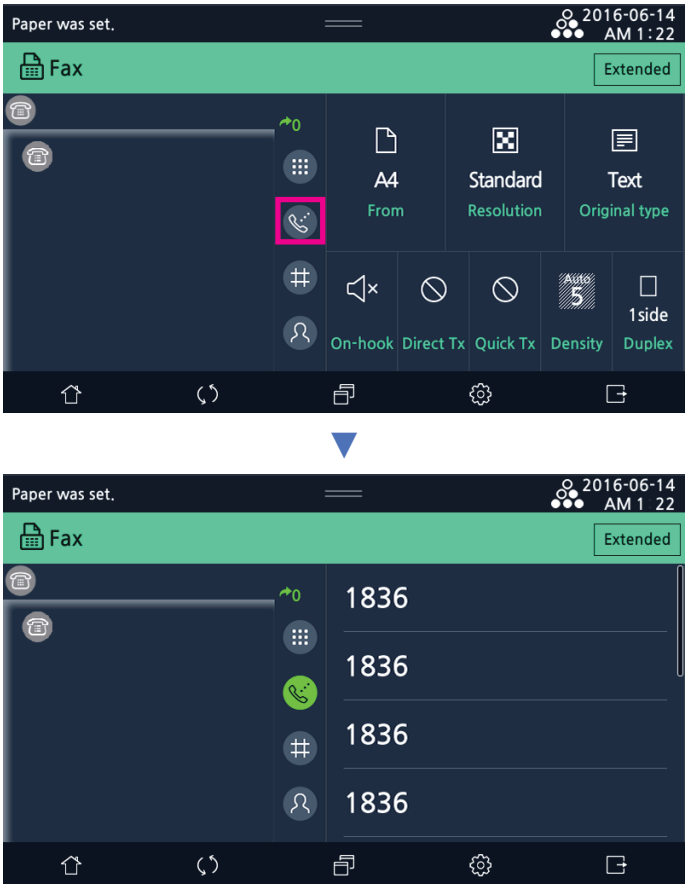
1 Select **[Fax]** on the LCD home screen to enter the fax mode.



2 Place a document on flatbed glass or automatic reverse document feeder (ARDF).

- When sending a fax from flatbed glass, make sure there is no document on ARDF.

3 **[ ]**: select this button to view the last transmitted fax number in the recipient area.
If there are multiple recipients for the last transmitted fax, the phone number from the last transmission is displayed in the recipient area.



4 Select a number displayed and press the [◇] button.

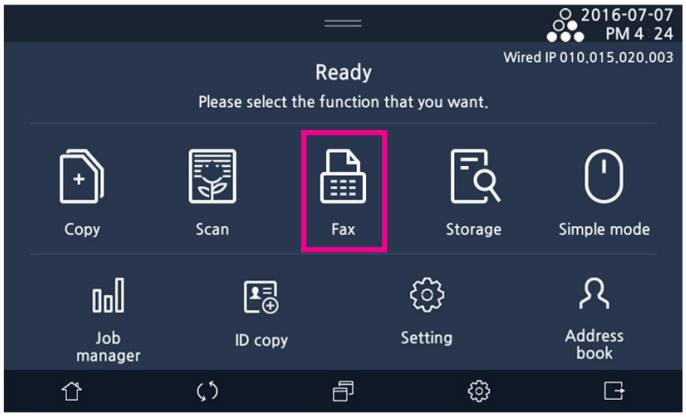
5 Scan the original to start sending fax.

- To cancel fax transmission, select **[Job manager]-[Fax]** on the LCD home screen and choose **[Cancel]**.
- To confirm the fax cancellation, a message, **[Cancel the job? (Yes, No)]**, appears on the screen. When **[Yes]** is selected, the transmission becomes cancelled.

2.6 Add fax number

This function allows user to send a same document to multiple destinations one by one.
Up to 200 destinations can be selected.

1 Select **[Fax]** on the LCD home screen to enter the fax mode.



2 Place a document on flatbed glass or automatic reverse document feeder (ARDF).
- When sending a fax from flatbed glass, make sure there is no document on ARDF.

3 Select fax options needed.

- See P. 5-2「1. Basic fax functions」for details.

4 Enter a fax number of destination.

① Use number key pad to enter the number (direct dialing)
- You can enter up to 40 digits.

② Use speed dial

- To use speed dial button
  - **[#]:** select this button.
  - Select a number from address book to send fax and choose **[Close]**.
- To enter a number directly
  - Press **[#]** and enter a 3-digit number.
    Ex) #001: speed dial #1

3. Fax Tx/Rx

3.1 Onhook Tx

1 Press **[On-hook]** button to set it On.
A beep sound from speaker confirms the status.

2 Place a document on flatbed glass or automatic reverse document feeder (ARDF).
When sending a fax from flatbed glass, make sure there is no document on ARDF.

3 Use number key pad to enter a fax number of recipient.

4 Make sure you hear a call waiting tone from the fax machine of your destination.
If a wrong number is entered or there is no response, press the **[On-hook]** button to enter the Wait mode.

5 When you hear the connection tone (bee--) after your call is successfully connected to the destination fax, press the**[◇]**button to send the document.

6 When transmission is complete, the device becomes Off-hook automatically and returns to Wait mode.
When you send a fax manually, you cannot use Broadcast Tx function.

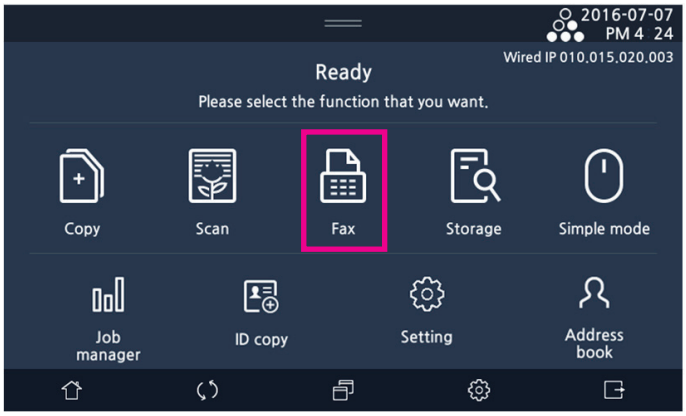
Note

- When you send a fax with On-hook from the flatbed glass, you can scan the next original within 10 seconds to send the fax.

3.2 Direct Tx

The direct Tx function tries to communicate with a recipient first.
When there is a response from the recipient, the device starts scanning and sends the scanned document.

1 Select **[Fax]** on the LCD home screen to enter the fax mode.

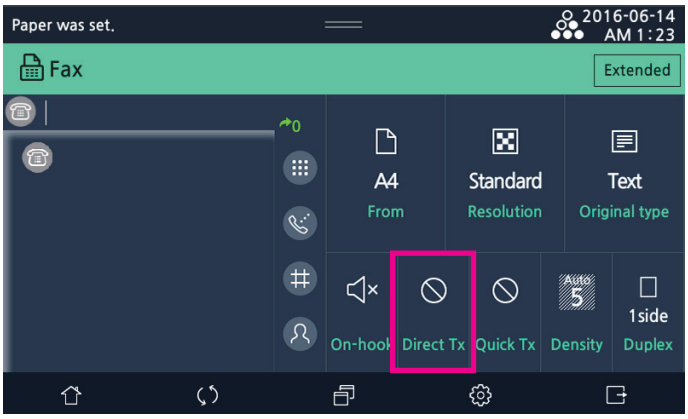


2 Place a document on flatbed glass or automatic reverse document feeder (ARDF).
When sending a fax from flatbed glass, make sure there is no document on ARDF.

Note

- To set resolution and density, go to the Fax mode to configure.

3 Select **[Direct Tx]**.



4 Select the [◇]button.

– The device starts dialing. When connected to a recipient, the device starts scanning and sends the scanned document.

Note

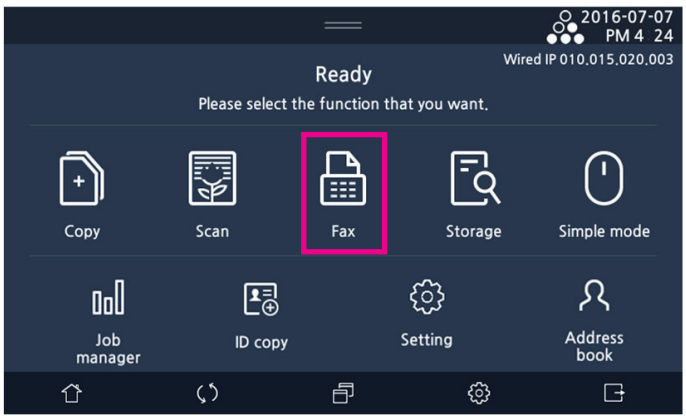
– When you send a fax with Direct Tx from the flatbed glass, you can scan the next original within 10 seconds to send the fax.

– While in communication, the Direct Tx cannot be used. When user tries the Direct Tx while in communication, it switches to standard memory Tx.

3.3 Quick Tx

When this function is used, the device starts communication when the first document is scanned and saved in the memory.

1 Select **[Fax]** on the LCD home screen to enter the fax mode.

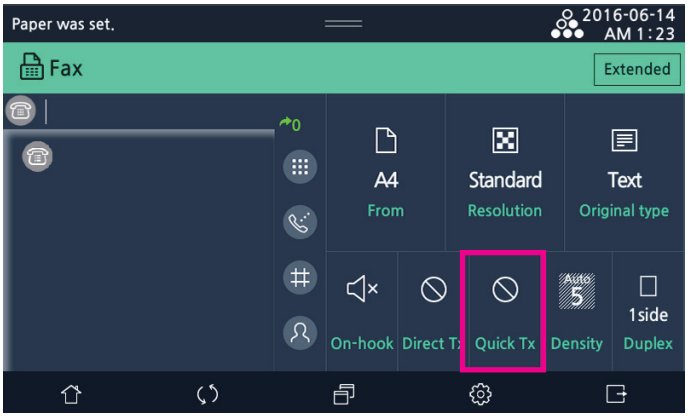


2 Place a document on flatbed glass or automatic reverse document feeder (ARDF).
When sending a fax from flatbed glass, make sure there is no document on ARDF.

Note

– To set resolution and density, go to the Fax mode to configure.

3 Select **[Quick Tx].**



4 Select the [◇]button.

– The device starts scanning. When the first document is ready, the device starts communication.

Note

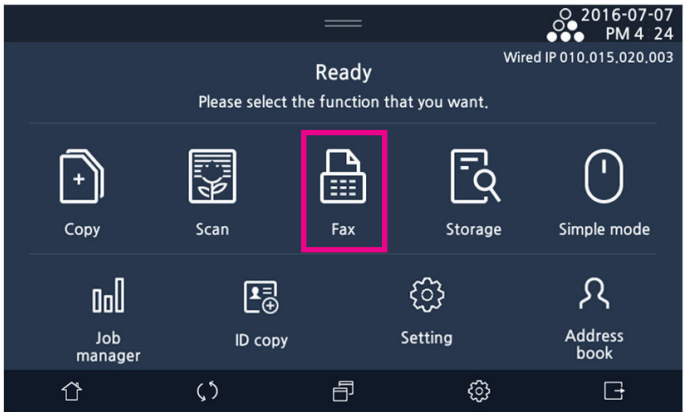
– When you send a fax with Direct Tx from the flatbed glass, you can scan the next original within 10 seconds to send the fax.

– While in communication, the Quick Tx cannot be used. When user tries the Quick Tx while in communication, it switches to standard memory Tx.

3.4 Delay transmission (Delay Tx)

You can send a document at a designated time without sending it immediately.
When you set a time, the document is saved in the memory and on stand-by until the set time.
When the set time comes, the device sends the document automatically.

1 Select **[Fax]** on the LCD home screen to enter the fax mode.

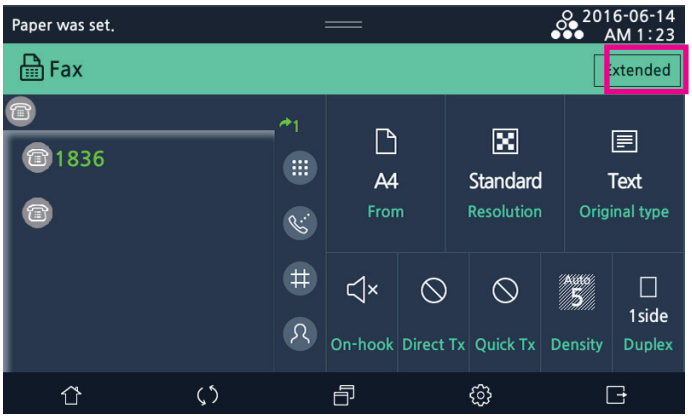


2 Place a document on flatbed glass or automatic reverse document feeder (ARDF).
When sending a fax from flatbed glass, make sure there is no document on ARDF.

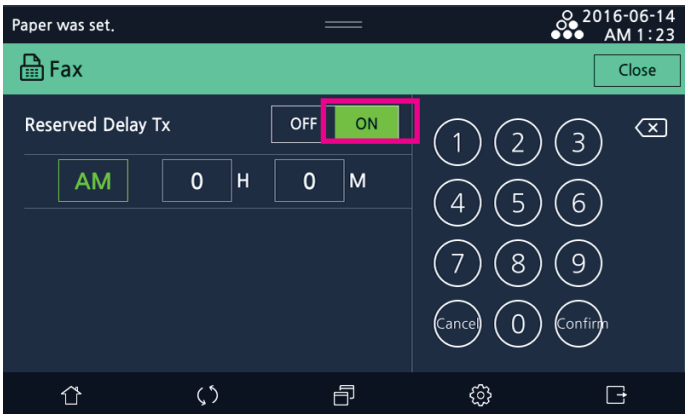
Note

– To set resolution and density, go to the Fax mode to configure.

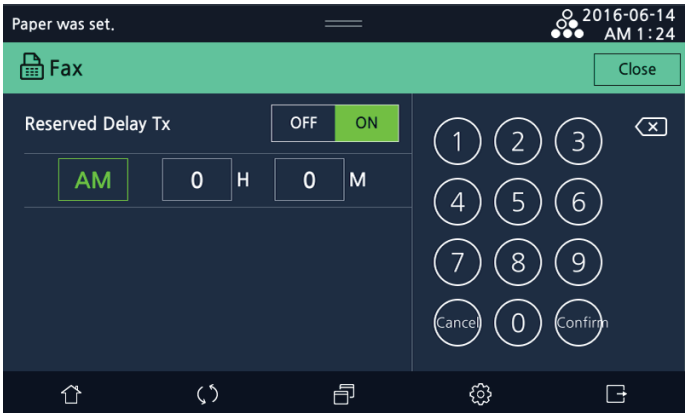
3 To set resolution and density, go to the Fax mode to configure.



4 Select **"On"** for **[Reserved Delay Tx]**



5 When you select **"On"** for **[Reserved Delay Tx],** you can select the time. Use number keys to enter a time.



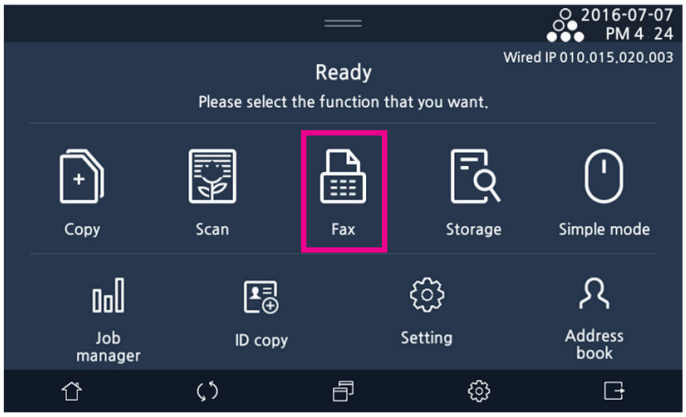
When you select **"On"** for **[Delay send]**, you can select the time. Use number keys to enter a time.

6 Select the **[◇]**button.
The device scans the original and saves it in the memory to finish working.

3.5 Polling Tx

When polling tx is requested by your recipient, saved document is sent to the memory for polling. When this function is used, the receiver will be charged for the communication fee.

1 Select **[Fax]** on the LCD home screen to enter the fax mode.



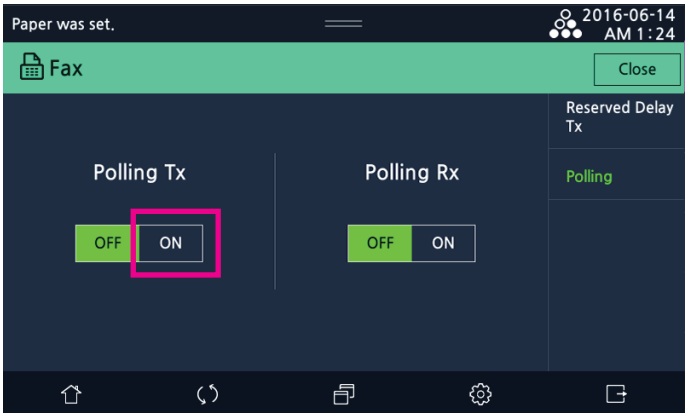
2 Place a document on flatbed glass or automatic reverse document feeder (ARDF).
When sending a fax from flatbed glass, make sure there is no document on ARDF.

Note

- To set resolution and density, go to the Fax mode to configure.

3 Select **[Polling]** in Extended.

4 Select **[On]** for Polling Tx.

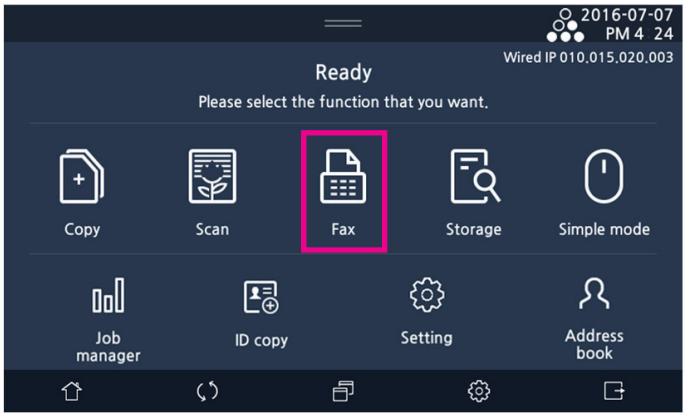


5 Select the [◇] button.
The device scans the original and saves it in the memory to finish working.

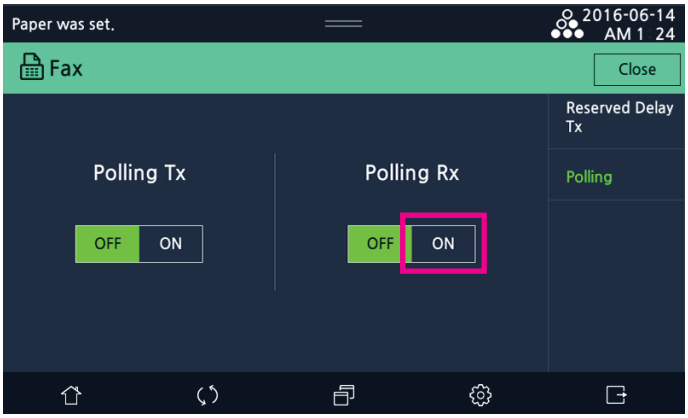
3.6 Polling Rx

This function is to request to receive polling documents from your opposite side.
For polling Rx, the recipient is responsible for the communication fee.

1 Select **[Fax]** on the LCD home screen to enter the fax mode.



2 Select **[On]** for Polling Rx.



3 Use number keys, speed dial, or address book to enter a number of sender.

4 Select the【◇】button.
Receive an original from the entered receiver and print it to finish working.

3.7 Manual Tx

This option can be used when connecting to external phone.
External phone is used to make a call and to transmit a fax.

1 When you lift the receiver of external phone, the device will show a pop-up window, **"Enter a fax number and select Start button"**.

2 Use external phone to make a call to receiver and select **[Fax]** on the LCD home screen to enter the fax mode.

3 Place a document on flatbed glass or automatic reverse document feeder (ARDF).
When sending a fax from flatbed glass, make sure there is no document on ARDF.

4 Select the【◇】button.

The device switches to Fax Rx. When the tone from external phone becomes silent, the switch is complete and you can hang up the phone.

3.8 Manual Rx

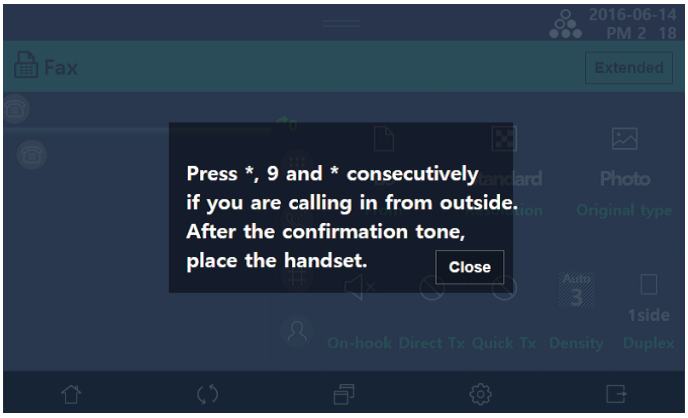
This option allows user to select RX manually instead of automatic Fax Rx when there is an incoming fax. There are two options for manual Rx: Rx with device, and Rx with external phone.

① Manual Rx with device

- When an incoming fax is detected, a pop-up window saying **"Fax Rx has been detected."** opens. You can select **"Yes"** or **"No"** and receiving fax starts when you select **"Yes"**. Receiving fax will be declined when you select **"No".**

Note

- "On" must be selected for **[Setting]** → **[Fax setting]** → **[Manual Rx]** for device to receive fax manually.



② Manual Rx with external phone

- When receiving a fax with external phone, you can enter a Rx switch code to receive the fax. Enter **"* + (Rx switch code) + *"** with number keys on external phone to switch to Fax Rx. The phone becomes silent when the switch is complete.

Note

- When there is an incoming call detected, the Rx switch code is displayed in the pop-up window.

4. Send fax from computer

When you install the computer fax driver, you can send fax from your computer by using the fax driver.

1 Open a document to fax from the application program.

2 Select [Print] from the [File] menu.

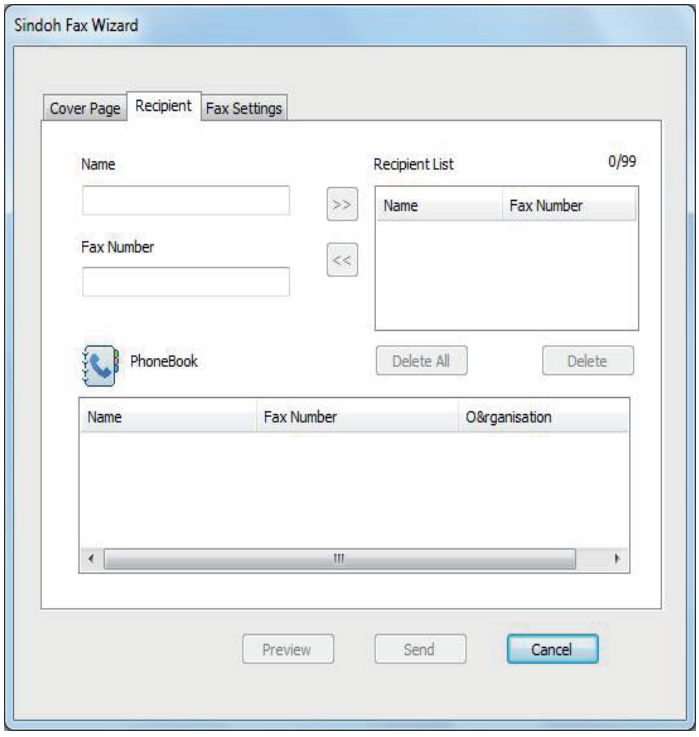
3 Check if the computer fax driver is selected.

4 Open the **[Properties]** screen to change settings and select **[OK].**

5 Click **[OK]** in the [Print] window, then **[Fax Wizard]** window will open.

6 Select settings in the **[Cover page], [Recipient]**, and **[Fax setting]** tab in the **[Fax Wizard]** window. Refer to the table for more information.

7 **Press [Send] button in the [Fax Wizard] window to send the fax.**
Fax data is transferred from computer to MFP, and actual fax operation is performed by the MFP.



Setting tab	Menu	Description
Cover page	Cover page	Select to use the cover page option
	Receiver	Enter a receiver of fax.
	Sender	Enter a sender of fax.
	Title	Enter a title of fax.
	Date	The date to send fax is automatically included.
	Time	The time to send fax is automatically included.
Receiver	Name, fax number	Enter name and fax number of receiver manually.
	Phone book	Select a receiver from the phone book.
Fax setting	Quality	Select Standard, Small, or Fine.
	Image type	Select either Text or Photo.
	Delay Tx	Set a time to send a delayed fax.
	Fax code	Select either ECM or T.34.
	Basic setting	Select it to reset settings and restore default settings.
Preview	-	Select it to preview the fax data to send.
Send	-	Select it to start sending fax.
Cancel	-	Select it to cancel sending fax.

N610/MF Series
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Simple Mode

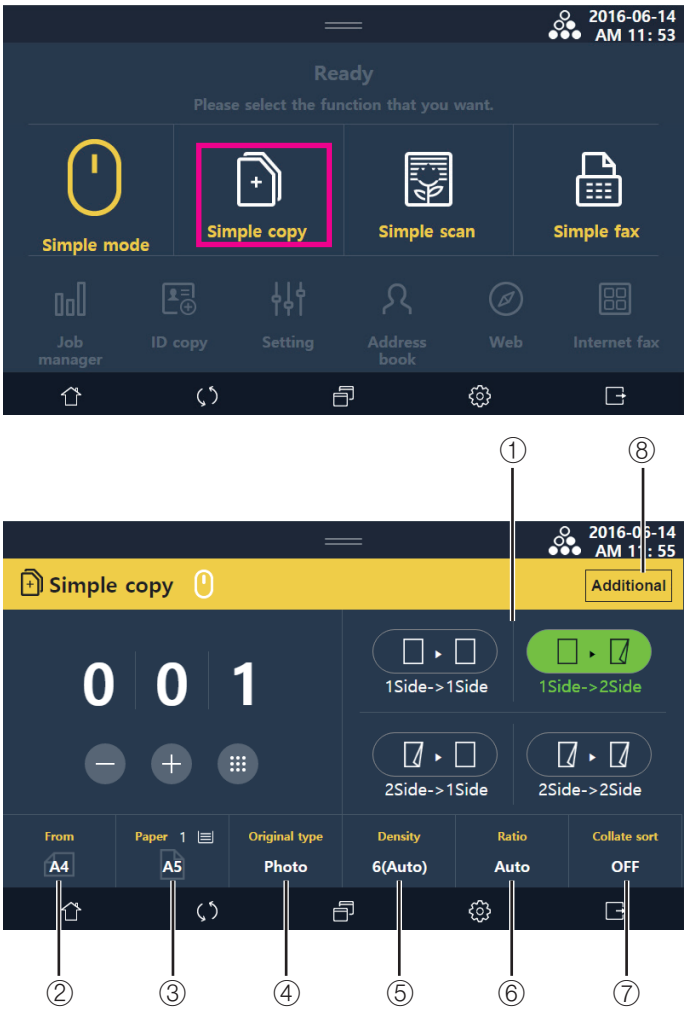
6

1. Simple Mode

Default settings in the Simple Mode are configured for you to easily access and use the copy, scan, and fax function

1.1 Simple copy

Default screen

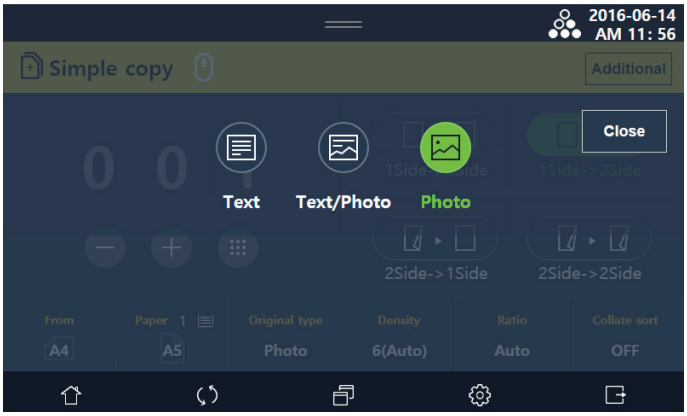


① **Duplex**
- For details on how to configure, see P. 2-10. Duplex setting.

② **Original** : Select type of originals for flatbed or ARDF(automatic reverse document feeder).
- For details on how to configure, see P. 2-4. Original setting.

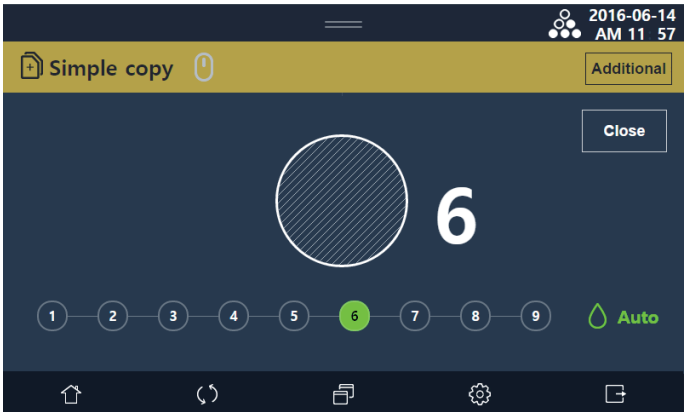
③ **Paper** : Select a paper tray to print from. You can choose paper size and type.
- For details on how to configure, see P. 2-5. Paper setting.

④ **Original type** : Select a type of original.
- Text : For scanning document with text only.
- Text/photo : For scanning document with photos, images, and text.
- Photo : For scanning document with photos and images.



⑤ **Density**

Select the a desired density.



- It gets lighter as moving to the left and darker as moving to the right. Default density setting is 5
- Auto : The copier scans density of the original and automatically adjusts the density of images.
  Heavy textures of the originals (newspaper or recycled paper) are copied without copying the background.
  If original paper have shades or black image on the front end of the manuscript it can be brighter.

⑥ **Ratio** : Selects position and size of the papers to print.

- For details on how to configure, see P. 2-13. Scale setting.

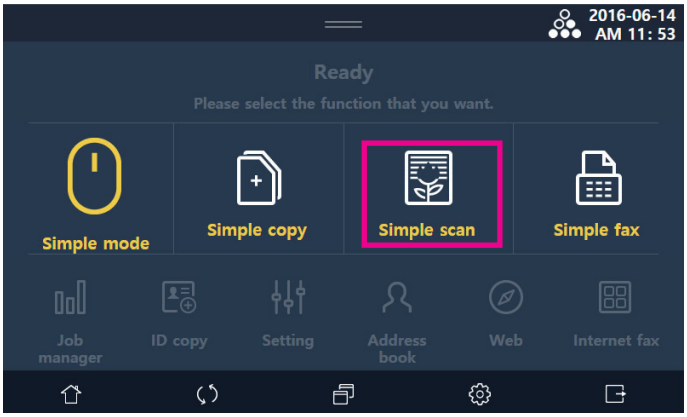
⑦ **Collate** : Make sets of copies in the page order.

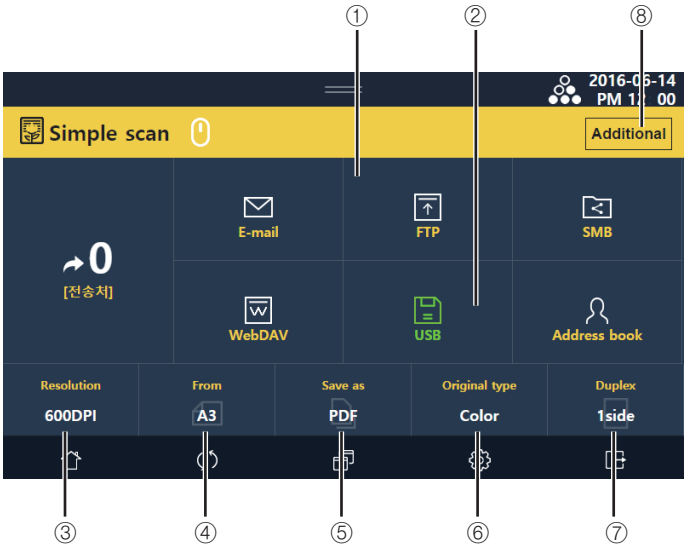
⑧ **Additional setting** : Return to regular copy setting screen. More detailed copy settings are available.

- For details on how to configure, see P. 2-3. Copy setting

1.2 Simple scan

Default screen





① **Scan to send**

User can scan an original and send the image of it. Available options include “Send by mail”, “Send to shared folder”, and “Send via FTP”.

- For details on how to configure, see P. 4-13. Scan to send.

② **Scan to save**

User can scan an original and save the image of it. It can be saved in a hard drive or USB.

- For details on how to configure, see P. 4-20. Scan to save.

③ **Resolution**

From the LCD screen, select a resolution option for the document to scan. User can select a value between 150 dpi and 600 dpi for the resolution.

④ **Originals**

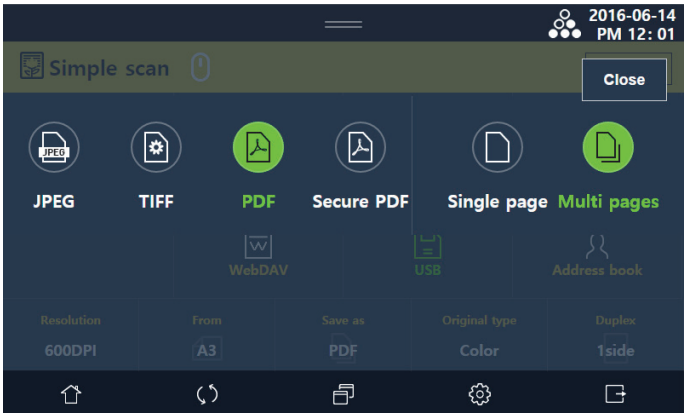
From the LCD screen, select a size of the document to scan.

If an original is in standard size, the size will be detected automatically.

- For details on how to configure, see P. 4-9. Original setting.

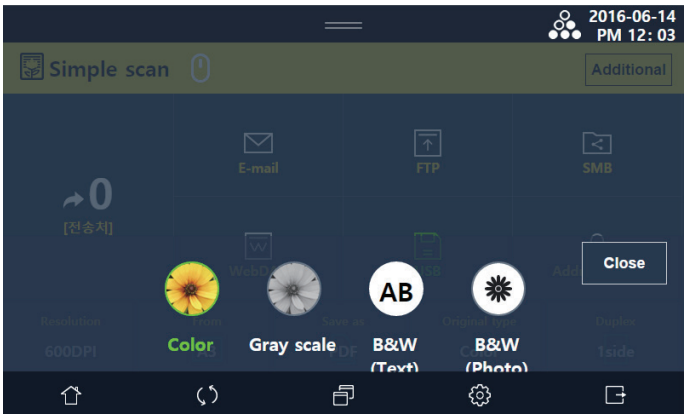
⑤ **Save as**

User can select a file type to save.



⑥ **Original type**

You can select a type of original to scan.



[Color] : For scanning color-printed paper in color.

[Gray scale] : For scanning color-printed paper in gray scale.

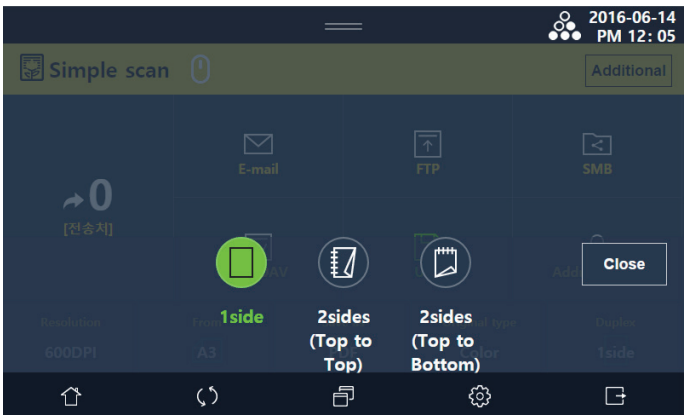
[B&W text] : For scanning black & white printed paper in black & white.

[B&W image] : For scanning black & white printed paper with photos in black & white.

⑦ **Duplex**

User can scan a 2-side original.

To scan a 2-side original, select **[Duplex]** and choose either **[Top to Top]** or **[Top to bottom]**.



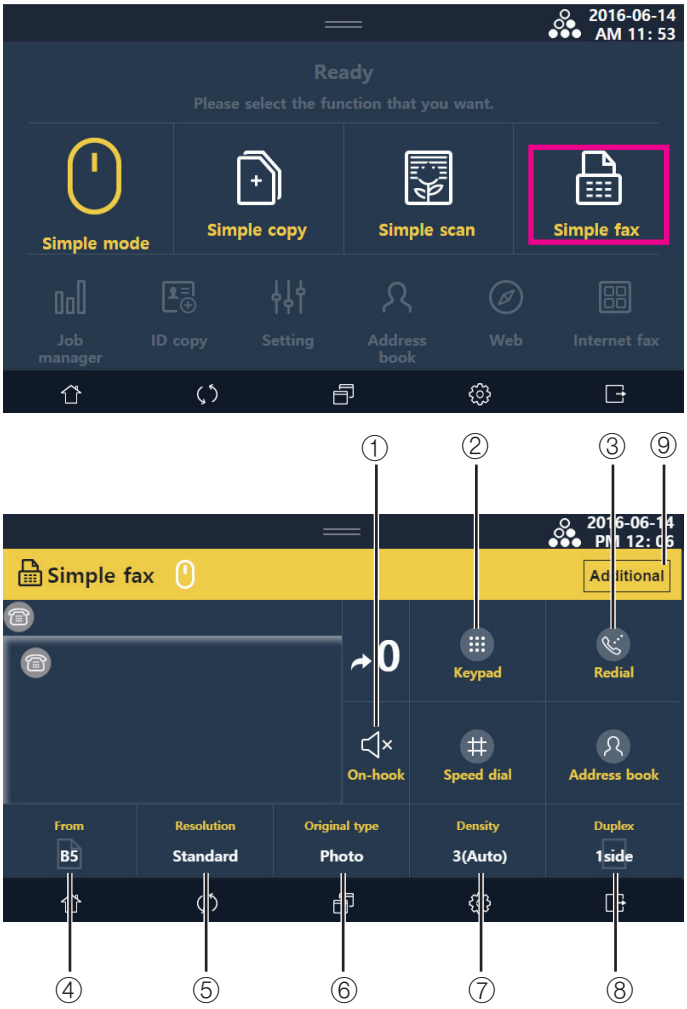
⑧ **Additional setting**

Return to regular scan setting screen. More detailed scan settings are available.

- For details on how to configure, see P. 4-19. Scan setting

1.3 Simple fax

Default screen



① **On-hook**

User can use the On-hook function to send a fax manually.

- For details on how to configure, see P. 5-11. On-hook setting.

② **Tx setting**

User can use the keypad for manual input, speed-dial, and address book.

- For details on how to configure, see P. 5-2. Basic fax function.

③ **Redial**

The last transmitted fax number is displayed in the recipient area.

If there are multiple recipients for the last transmitted fax, the phone number from the last transmission is displayed in the recipient area.

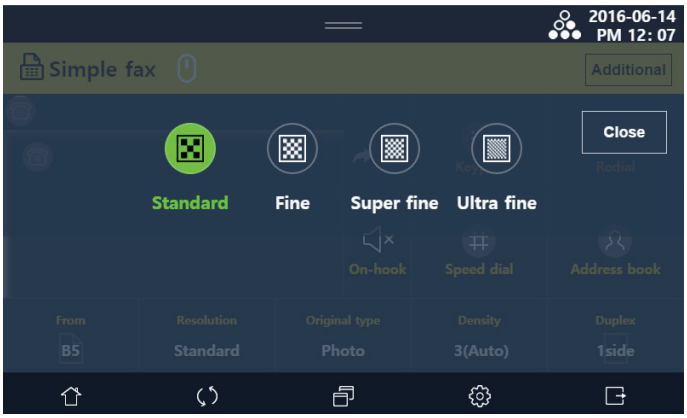
④ **Original size**

User can select a size of original.

- For details on how to configure, see P. 5-7. Original size.

⑤ **Resolution**

Select an option from **[Standard]**, **[Fine]**, **[Super fine]**, and **[Ultra fine]** for the resolution.



Standard (default resolution)	For originals with regular size text
Fine	For originals such as newspaper with fine text
Superfine	For originals such as dictionary with superfine texts or photos
Ultra fine (400dpi)	For originals with ultra fine text or photos

⑥ **Originals**

User can select a type of original.

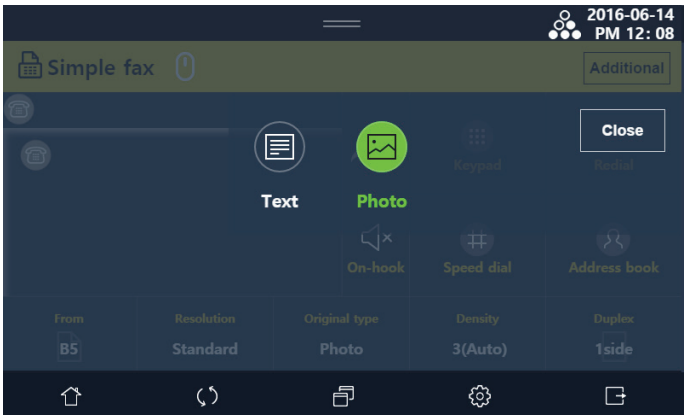
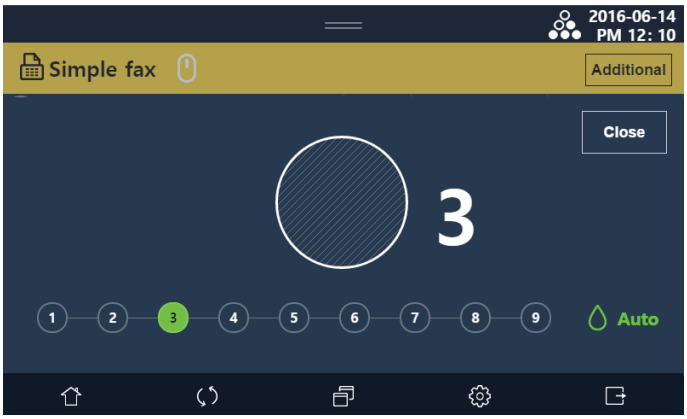


Photo	- For originals including photos and images with contrast - Sends contrast information and takes longer time
Text → Basic document type	- For originals with regular texts - Sends black & white information and takes shorter time

⑦ **Density**

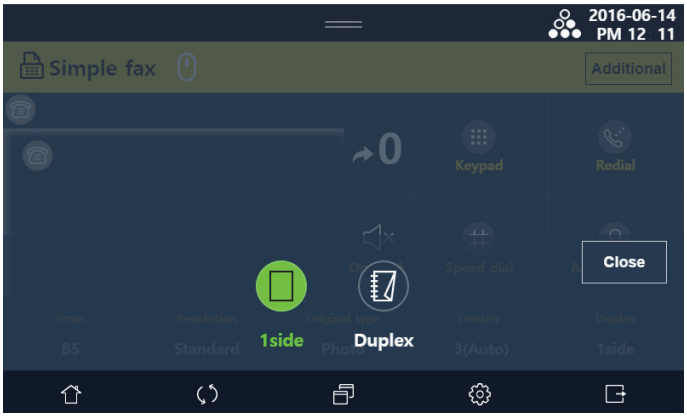
Select a density to use.



When **[Auto]** is selected, the density of image is adjusted automatically after original is scanned.
Detects darker background (newspaper or recycled paper) of the originals and prevents it from appearing in the scan result.
If original paper have shades or black image on the front end of the manuscript it can be brighter.

⑧ **Duplex**

User can send a duplex-printed original by fax.



⑨ **Additional setting**

Return to regular fax setting screen. More detailed fax settings are available.

- For details on how to configure, see P. 5-2. Basic fax function.

N610/MF Series
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General Settings

7

1. General Settings

User can select options including basic setting, network, paper/tray, language, and report.

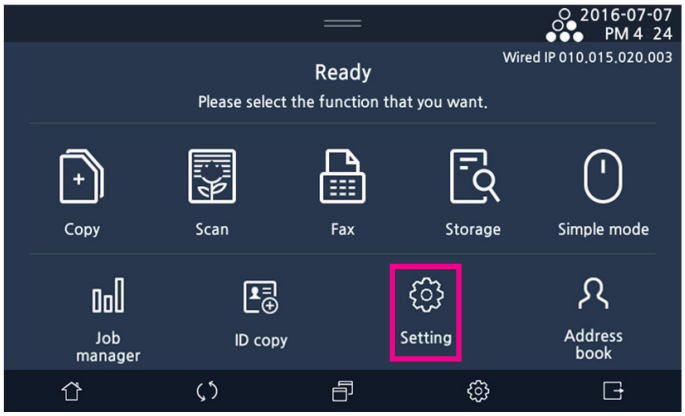
1.1 Basic setting

Basic setting table

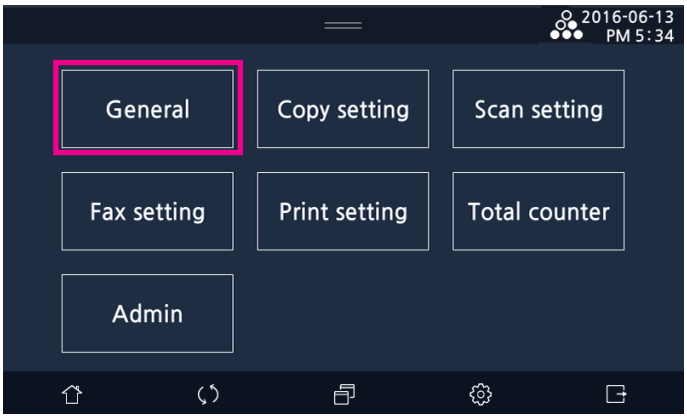
Basic	
	1. Panel Key Sound
	2. Power Save (1-240) Min
	3. Auto Power OFF
	4. Auto initialize Time
	5. Auto reset screen
	6. Time/Time set
	7. Wait[Busy]
	8. Wait[Idle]
	9. Slide Effect
	10. Remove Dust
	11. Sensor Border Correction
	12. Unit
	13. Factory default
	14. FirmWare Update

Configure basic settings

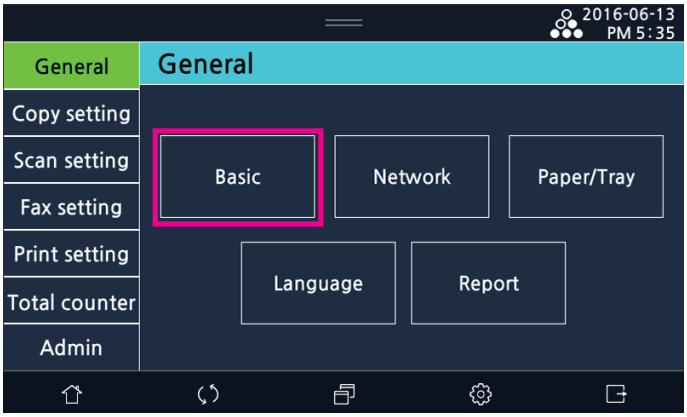
1 Select **[Setting]** on the LCD home screen to enter the setting mode



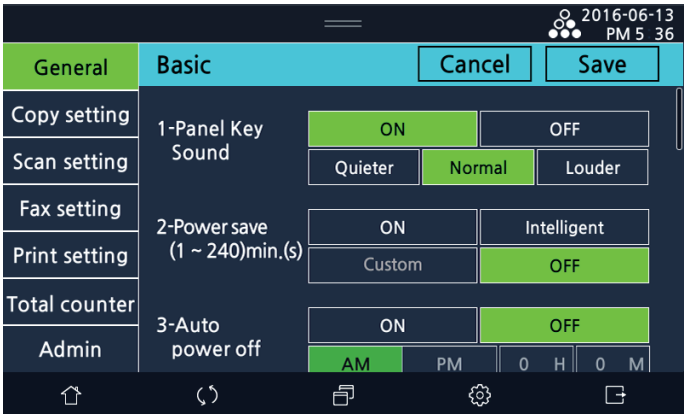
2 Select **[General].**



3 Select **[Basic].**



4 Select an option and press a desired button to configure.



Menu Item	Description	Value
Panel Key Sound	Alarm On/off setting	*ON/OFF Quieter/*Normal/Louder
Power Save	Set the time to go into the power save mode (in min.) *Intelligent: Memorize and analyze the printer usage pattern and automatically adjust the time to start the power save mode.	1~240 OFF (do not use power save mode) *Intelligent(Intelligent power sav mode)

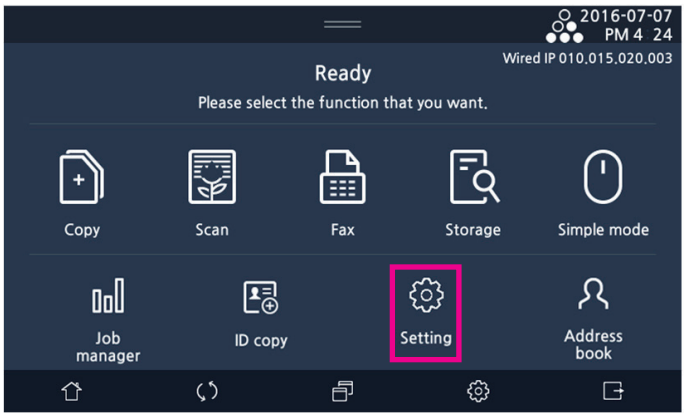
Menu Item	Description	Value
Auto power off	Set the power to turn off automatically at a specified time.	ON/*OFF AM/PM/HH/MM
Auto initialize Time	Set time to reset the user settings Time in second(s)	10~600 *60
Auto reset screen	Set the screen to return to when it reaches the auto reset time configured.	*Home, copy, scan, fax
Time set	Set the system time and time zone of the country.	- Time zone for each country
Wait[Busy]	Set time to enter the intelligent power save mode while the device is working (minutes)	1~60 *60
Wait[Idle]	Set time to enter the intelligent power save mode while the device is idling (minutes)	1~60 *1
Slide Effect	Set the speed to slide screen	*ON/OFF Slow/Normal/*Fast
Remove Dust	Remove vertical black line due to dust on flatbed glass when copying or scanning documents with ARDF. ⚠ Caution - **The lines removed by this option may make document look unnatural.**	*ON/OFF *Activate Popup/Deactivate Popup
Sensor Border Correction	Calibrate the images near the scanner sensor border.	ON/*OFF
Unit	Set unit for length.	*mm/inch
◆**Factory default**	Restore the factory default settings	Recovery
■**Firmware Update**	Update firmware via network	Update

* is the factory default setting.

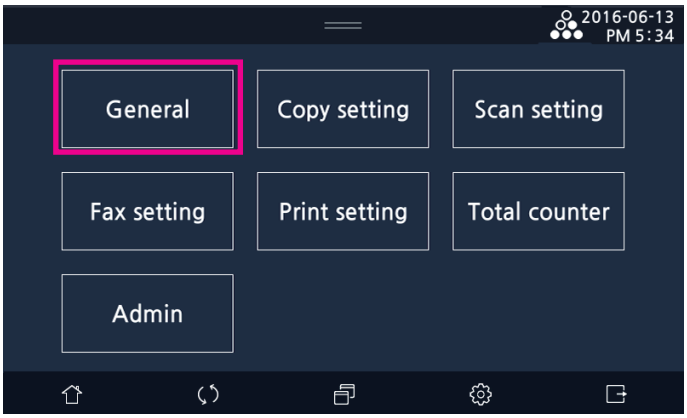
◆ **Factory default setting**

User can restore factory default settings by selecting Factory Default Setting in General Setting menu when necessary.
To restore the factory default settings, follow the procedure below.

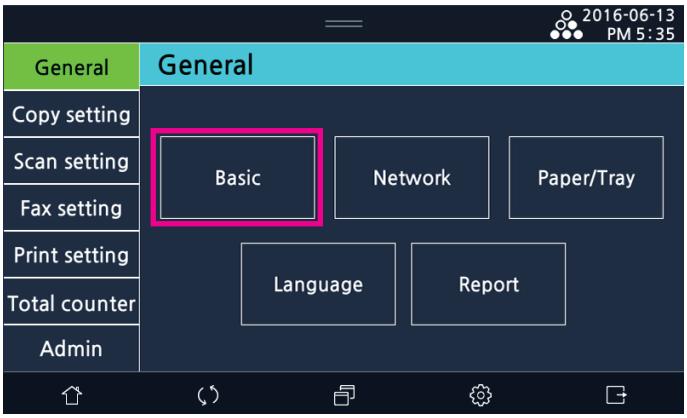
1 Select **[Setting]** on the LCD home screen to enter the setting mode.



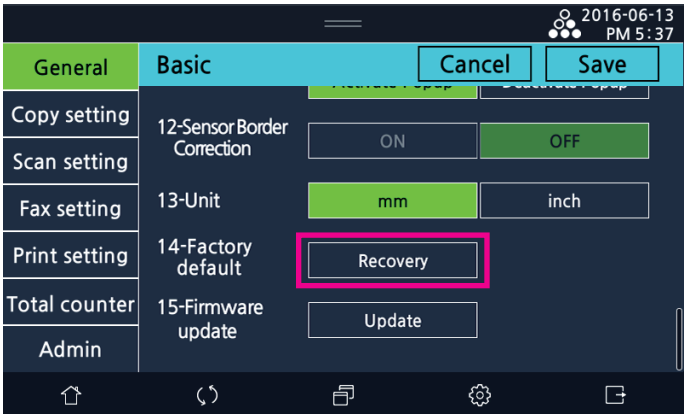
2 Select **[General]**.



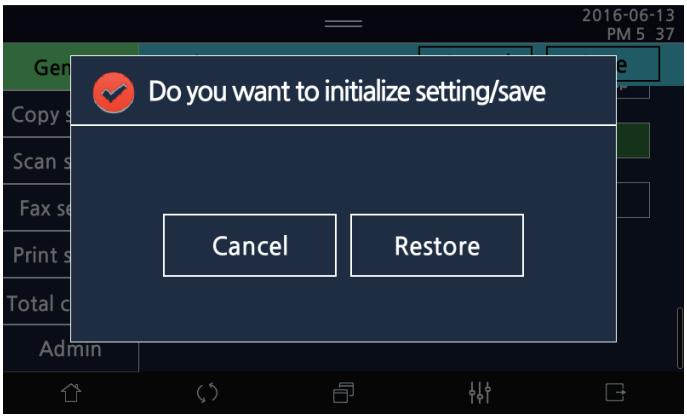
3 Select **[Basic]**.



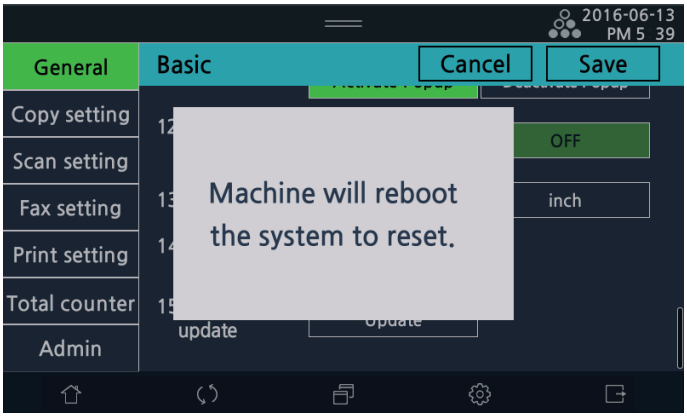
4 Scroll down to **[Factory default]** and select **[Recovery]**.



5 The LCD screen will show **[Do you want to initialize setting/save?]**
The screen will show **[Cancel]** and **[Restore]**.

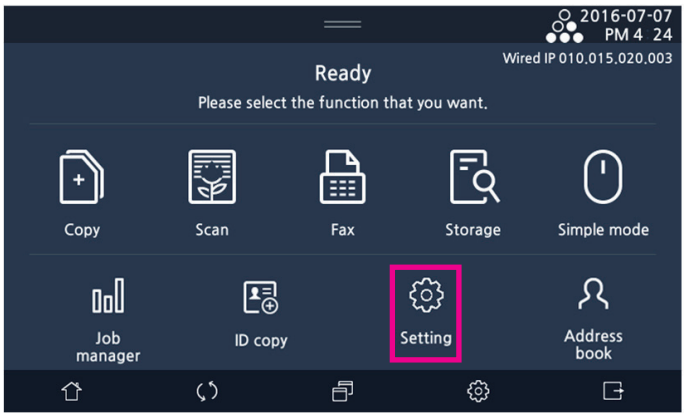


6 When you select **[Restore]**, the device will restart.
Note that all settings will be reset to factory default settings.

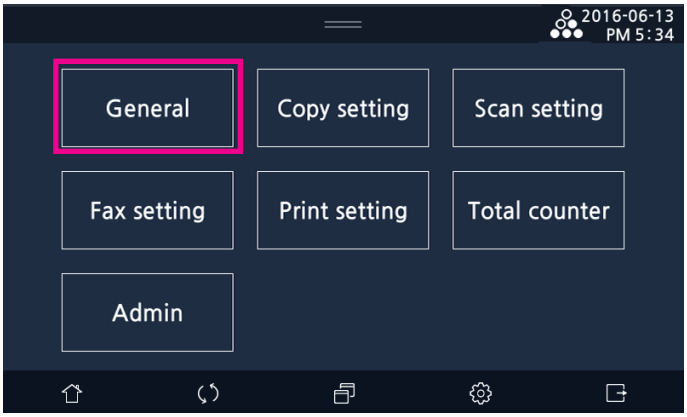


Firmware update

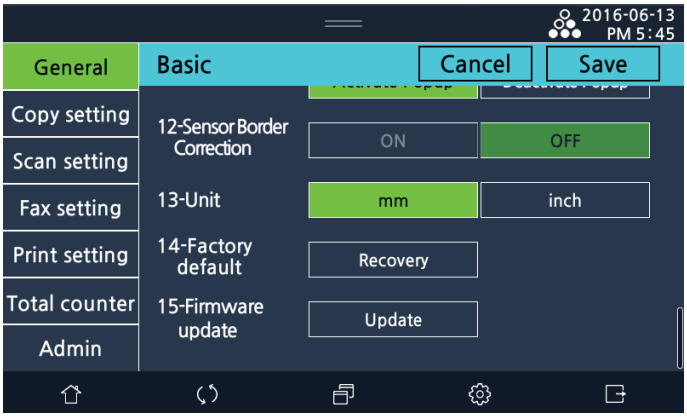
1 Select **[Setting]** on the LCD home screen to enter the setting mode.



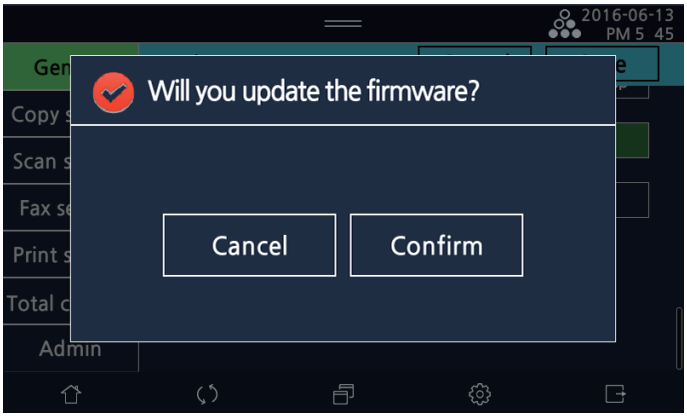
2 Select **[General]** to enter the general setting menu.



3 In **[Basic]**, scroll down to **[Firmware Update]** and select **[Update]** button.



4 The LCD screen will show **[Will you update the firmware?]** message.



5 Select **[Confirm]** to update the firmware.
Select **[Cancel]** if you do not wish to update the firmware.

1.2 Network setting

Network settings table

Network	Wired Network	IP setting	DHCP	
			Static	IP address
				IPv6
				Net mask
				Gateway
				DNS Server1
				DNS server2
				Mac address
	Wifi Network	Wifi On/Off		
		SSID Show	Connected wifi	
			Connect setting	
		IP setting	DHCP	
			Static	IP address
				IPv6
				Net mask
				Gateway
				DNS server 1
				DNS server 2
				Mac address
		Saved SSID clear		
	WiFi direct	Wifi Direct		
		IP show		
		SSID Setting		
		Encryption mode		
		Password		
		Connection list		
	General setting	1. E-mail Transfer	User name	
			E-mail address	
			SMTP server	
			SMTP ID	
			SMTP password	
			SMTP security	
			SMTP port	

2. Status e-mail alert	Mail alert	
	Alert option	No toner
		Replace drum
		Need of repair
		No paper
		Paper jam
		Tray full
	Admin e-mail address	E-mail address 1
		E-mail address 2
		E-mail address 3
		E-mail address 4
		E-mail address 5
		E-mail address 6
		E-mail address 7
		E-mail address 8
		E-mail address 9
		E-mail address 10

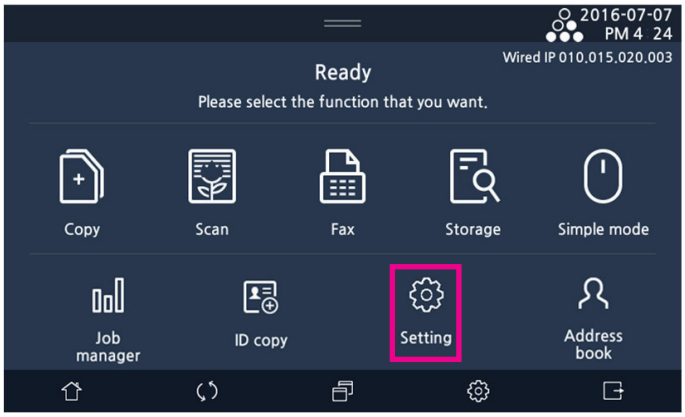
Important

- **Numbers inappropriate for the IP address format cannot be entered.**
- **Using both network cable and Wifi module together is not recommended for electronic devices which can be connected to a network. Due to characteristics of network communication, data may not be processed properly when data is coming in via both wired and wireless network.**
  Using both wired and wireless network is not recommended for this device.
- **A 12-digit number must be entered as an IP address and each group must be in 3 digits; enter "0" to complete a 3-digit number if there is only 1 or 2-digit number.**
- **An IP address is in 12 digits; 4 groups, 3 digits in each group. When there are only 2 digits in a group, enter "#" to fill the first digit with "0". Then the next group will be ready to enter a number.**

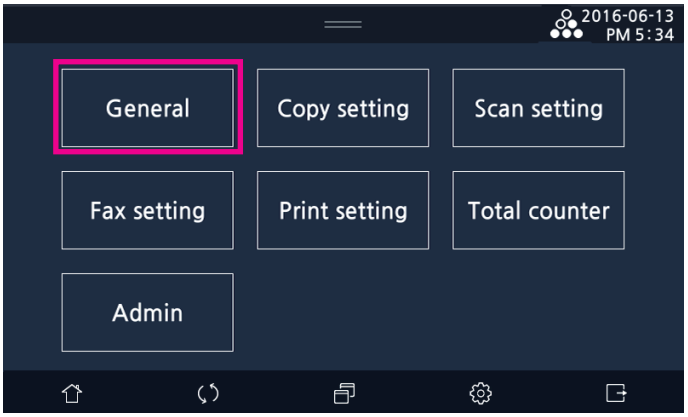
Network setting

❖ Wired setting

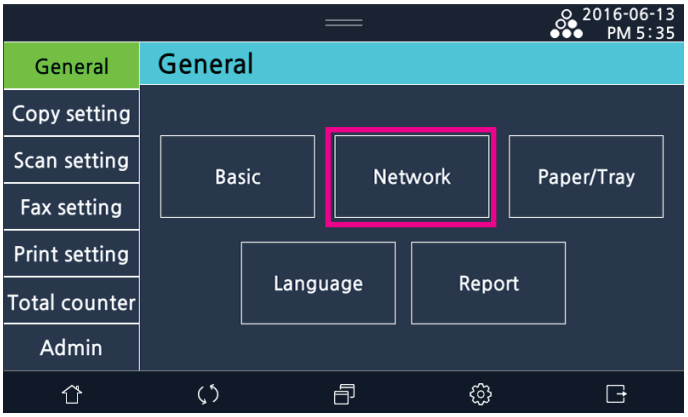
1 Select **[Setting]** on the LCD home screen to enter the setting mode.



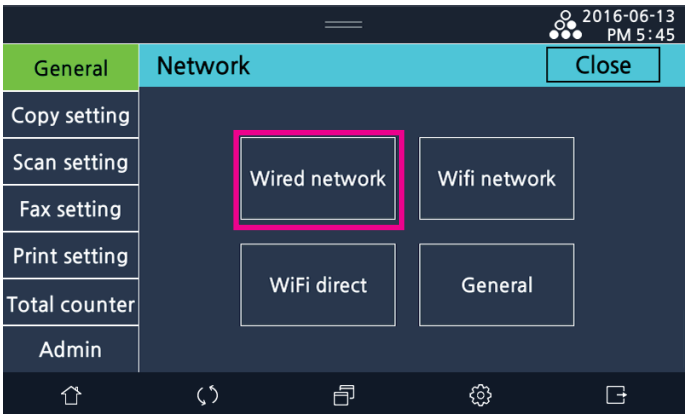
2 Select **[General]** to enter the general setting menu.



3 Click **[Network].**

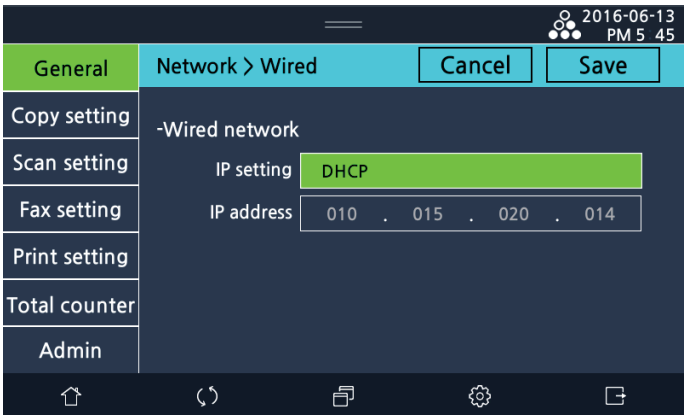


4 Select **[Wired network].**



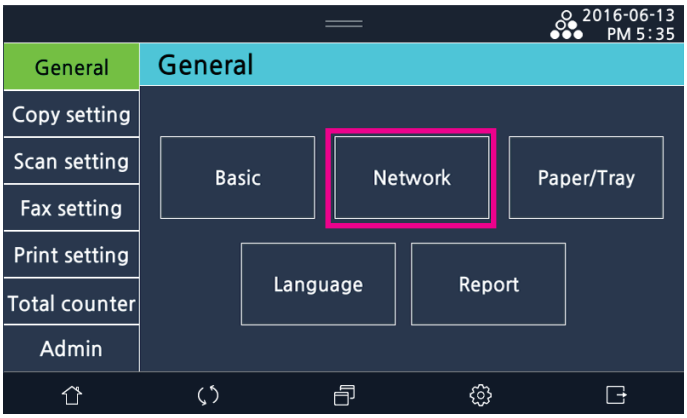
Menu Item	Menu Item		Description	Value
Wired network	IP setting		Select to use automatic or fixed IP address.	Auto setting Manual setting
	IP setting	DHCP	Allocate IP address automatically	
		Static	Enter IP address directly. ➞ IP address, netmask, Gateway address, DNS server 1, And DNS server 2 must be all entered. Contact your network admin for details. IPv6: Show the IP address of IPv6 for the current printer. MAC address: Show the Mac address which is an identifier of network device.	IP address: 000.000.000.000 ~ 255.255.255.255 Netmask: 000.000.000.000 ~ 255.255.255.255 Gateway: 000.000.000.000 ~ 255.255.255.255 DNS server 1 : 000.000.000.000 ~ 255.255.255.255 DNS server 2 : 000.000.000.000 ~ 255.255.255.255
	IPv6		Show the IP address of IPv6 for the current printer.	0000:0000:0000:0000:0000:0000 ~ FFFF:FFFF:FFFF:FFFF:
	Mac address		Show the Mac address which is an identifier of network device.	00: 00: 00: 00: 00: 00 ~ FF:FF:FF:FF:FF:FF

5 After finishing wired setting, select the **[Save]** button.
To cancel selections, press **[Cancel]**.

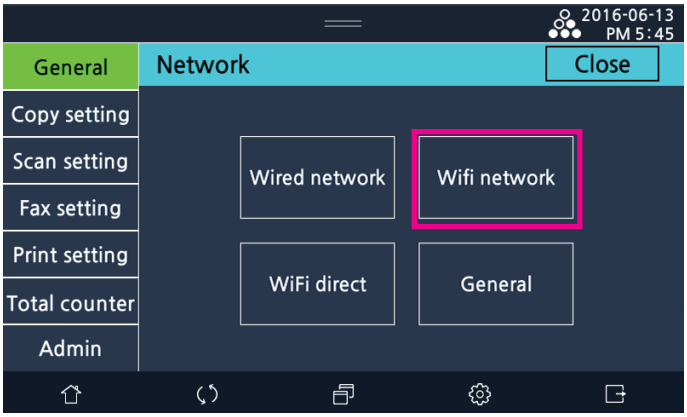


❖ Wifi setting: Wifi kit (optional)

1 Select **[Network]** to enter the network setting mode.



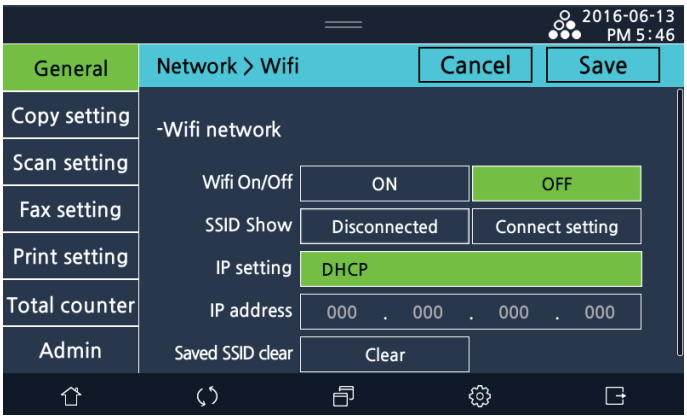
2 Click **[Wifi network].**



Menu Item	Menu Item		Description	Value
Wifi network	Wifi On/Off		Select whether to use Wifi	On, *Off Off is the default setting. When you select On, choose SSID to connect to network.
	SSID Show	Connected Wifi	View the wireless AP device currently connected.	Name of connected Wifi
		Connect setting	Show the wireless AP devices to connect.	Connection setting
	IP setting	DHCP	Use automatic allocation of IP address	
		Static	Enter IP address directly. ➞ IP address, netmask, gateway address, DNS server 1 address and DNS server 2 address must be all entered. Contact your network admin for details. IPv6: Show the IP address of IPv6 for the current printer. MAC address: Show the Mac address which is an identifier of network devices.	IP address: 000.000.000.000 ~ 255.255.255.255 Netmask: 000.000.000.000 ~ 255.255.255.255 Gateway: 000.000.000.000 ~ 255.255.255.255 DNS server 1: 000.000.000.000 ~ 255.255.255.255 DNS server 2: 000.000.000.000 ~ 255.255.255.255
	IPv6		Show the IP address of IPv6 for the current printer.	0000:0000:0000:0000:0000:0000 ~ FFFF:FFFF:FFFF:FFFF:FFFF:FFFF
	Mac address		Show the Mac address which is an identifier of network devices.	00: 00: 00: 00: 00: 00 ~ FF:FF:FF:FF:FF:FF
	Saved SSID clear		Disconnect wireless AP devices currently connected.* This option cannot be selected until user tries to connect the device again after it is disconnected.	clear

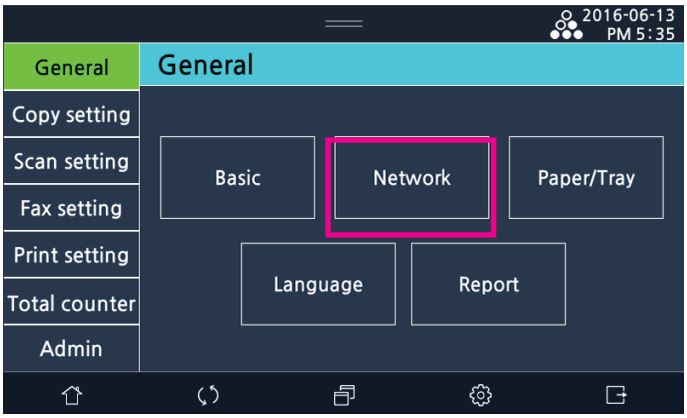
* is the factory default setting.

3 After finishing Wifi setting, select the **[Save]** button. To cancel selections, press **[Cancel]**.

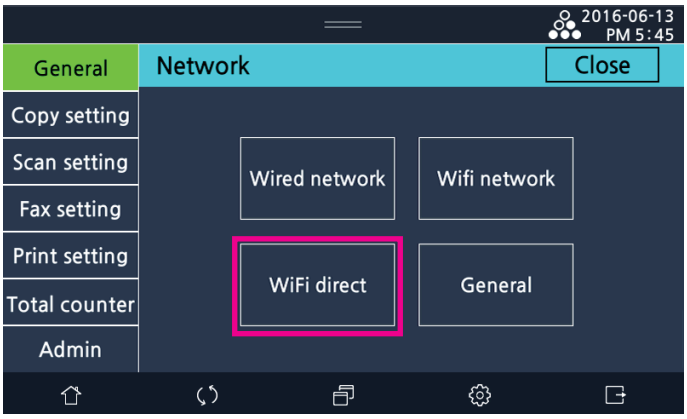


❖ Wi-Fi direct setting: Wifi kit (optional)

1 Select **[Network]** to enter the network setting mode.



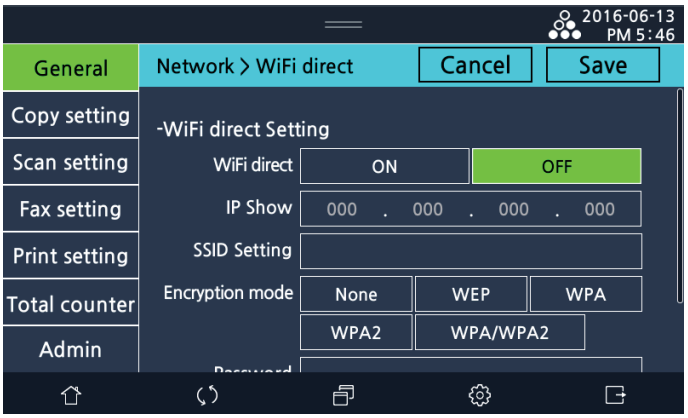
2 Click **[Wi-Fi direct].**



Menu Item	Menu Item	Description	Value
WiFi direct	Wifi direct	Select to use WiFi direct.	On/*Off Off is the default value. When On is selected, sub items must be selected.
	IP show	Show IP for the device which servers as wireless AP.	IP of connected Wifi
	SSID Setting	Set name of AP to search from other devices.	
	Encryption mode	Set an encryption method to apply when accessing to the device from other devices.	None WEP WPA WPA2 WPA/WPA2
	Password	Set a password to apply when accessing the device from other devices	
	Connection list	Show Mac address of connected devices.	Show

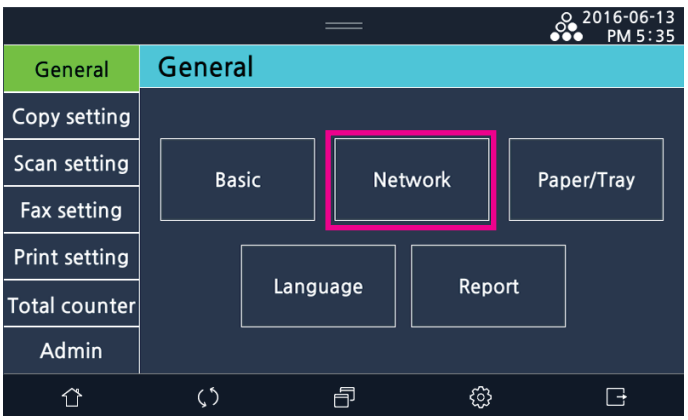
* is the factory default setting.

3 After finishing Wi-Fi direct setting, select the **[Save]** button.
To cancel selections, press **[Cancel]**.

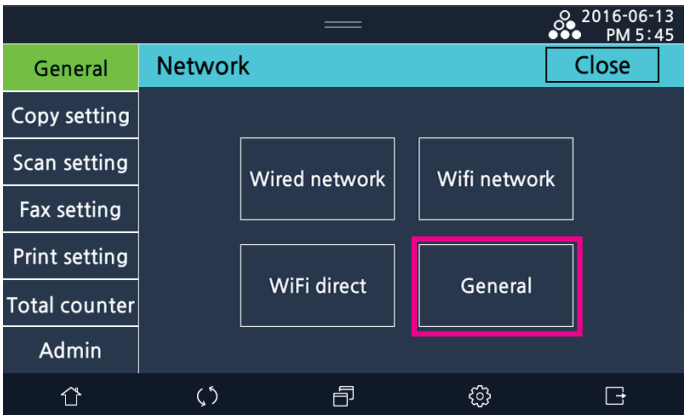


❖ General settings

1 Select **[Network]** to enter the network setting mode.



2 Select **[General]**.

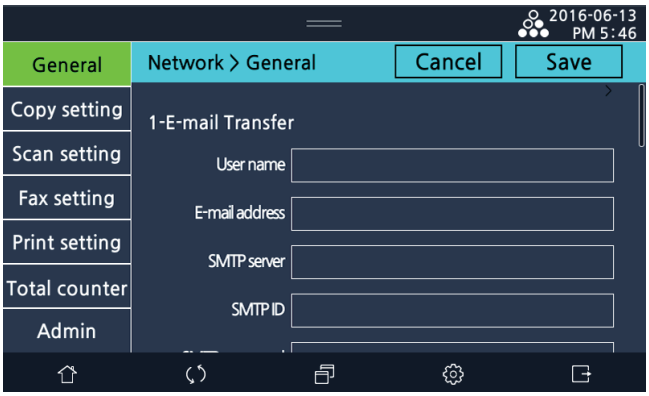


Menu Item	Menu Item	Description	Value
E-mail Transfer	User name	Set user name to send email.	
	Email address	Set email address to send email.	Example) email@domain,com
	SMTP Server	Set SMTP server address to send Email.	For details on SMTP server address, contact email server admin or service provider.
	SMTP ID	Set ID and password to log into the email server.	ID and password of SMTP server account (ID)
	SMTP password		
	SMTP Security	Select the security options for the SMTP server to send email	*None, SSL, TLS, STARTTLS None is the default value. For details on security options, Contact email server admin or service provider.
	SMTP port	Set port number to connect to email server.	Contact email server admin or service provider for port number.
Status e-mail alert	Mail alert	Set whether to send an email notice of device status to Admin	ON/*OFF OFF is the default value.
	Alert option	Set in which condition to send an email notice to admin	*No toner *Replace drum *Need of repair No paper Paper jam Tray full No toner/ Drum cartridge / Machine repair need is the defaults.

* is the factory default setting.

Menu	Menu	Description	Value
	Admin e-mail address	Set admin email address to send an email notice of the current status	E-mail address 1 E-mail address 2 E-mail address 3 E-mail address 4 E-mail address 5 E-mail address 6 E-mail address 7 E-mail address 8 E-mail address 9 E-mail address 10 Blank is the default value.

3 After finishing general setting, select **[Save]**.
To cancel selections, press **[Cancel]**.



1.3 Paper / Tray

Paper / Tray setting table

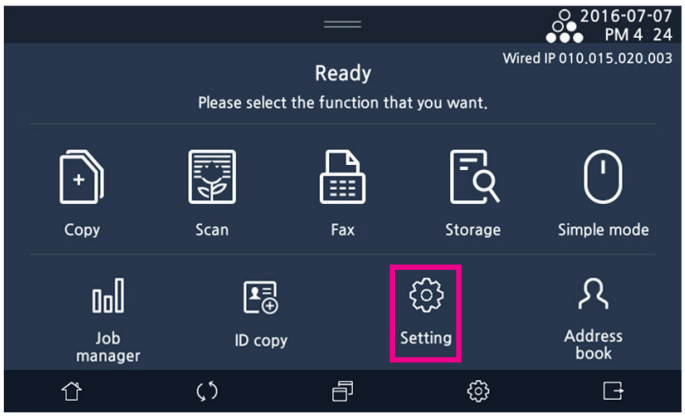
Paper / Tray	General	1-Tray Priority	Tray	Tray 1
				Tray 2
				Tray 3
				Tray 4
				MPT
		2- Substitute A4/Letter		
		3- Limitless on using MPT		
		4- Auto popup for MPT		
		5- Output tray	Copy	
			Fax	
			USB Print	
	MPT paper size	1-MPT paper size	MPT	
	Paper type	1-Paper type	Tray 1	
			Tray 2	

Tray 3
Tray 4
MPT

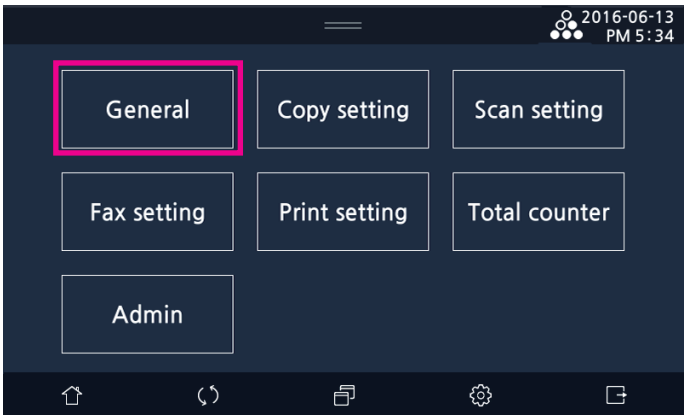
Paper/Tray setting

❖ General setting

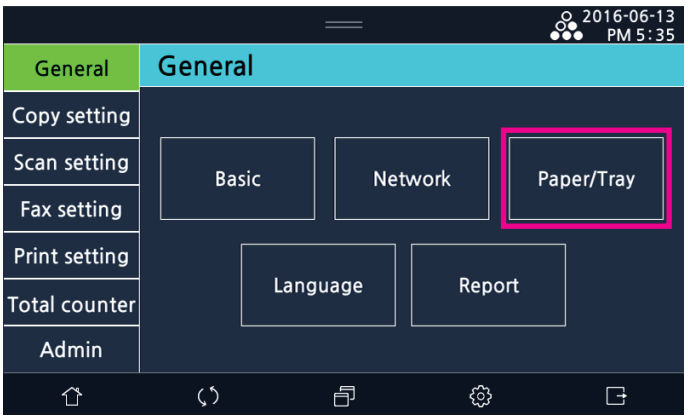
1 Select **[Setting]** on the LCD home screen to enter the setting mode.



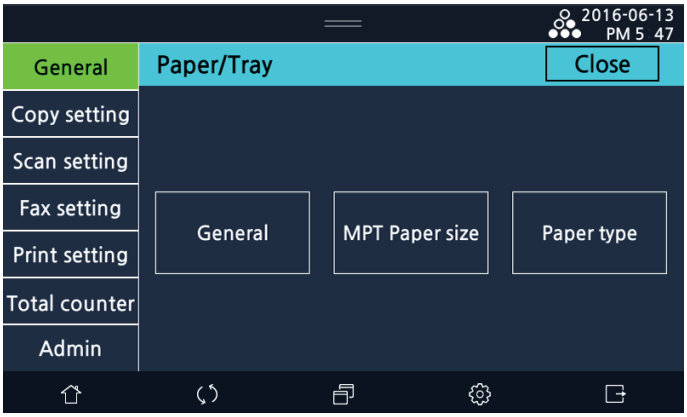
2 Select **[General]** to enter the general setting menu.



3 Click **[Paper / Tray]**.



4 Select **[General].**



Menu Item	Description	Value
Tray Priority	Select basic tray to use.	* Set the default tray to feed papers from Tray 1, Tray 2, Tray 3, Tray 4, or MPT. Tray 3 and 4 are displayed after they are intalled and trays with same paper size and type are connected automatically. To disable auto tray connection, change the tray settings to make settings of trays do not match.
Substitute A4/ Letter	A4 paper and Letter paper can be used interchangeably	*On Off
☉ Limitless on using MPT	Select to use the limitris MPT function when there is no paper.	*On Off
Auto popup for MPT	Select to display pop-up window when paper is inserted to the MPT	*On Off
Output tray	Each mode(Copy,Fax,USB Print) you can choose Output tray	Copy,USB Print mode : *Standard Output tray Fax mode : *Upper Output tray ※Upper Output tray's capacity is 100 sheets Duplex job's sheets are Out to Standard output tray

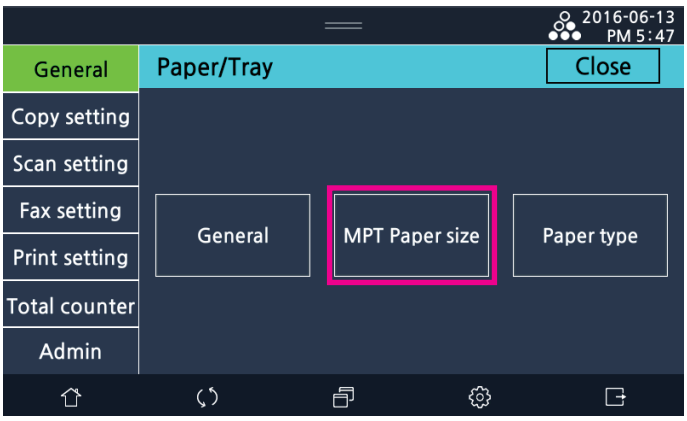
* is the factory default setting.

☉ The limitless function enables to continue printing from another paper tray with the same size papers when the current paper tray runs out of papers while printing.

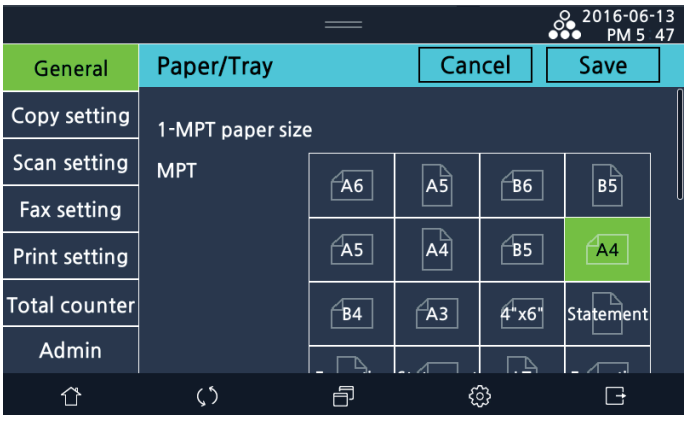
5 After finishing general setting, select **[Save]**. To cancel selections, press **[Cancel]**.

❖ MPT paper size

1 Select **[Setting]** → **[General]** → **[Paper / Tray]** → **[MPT paper size].**

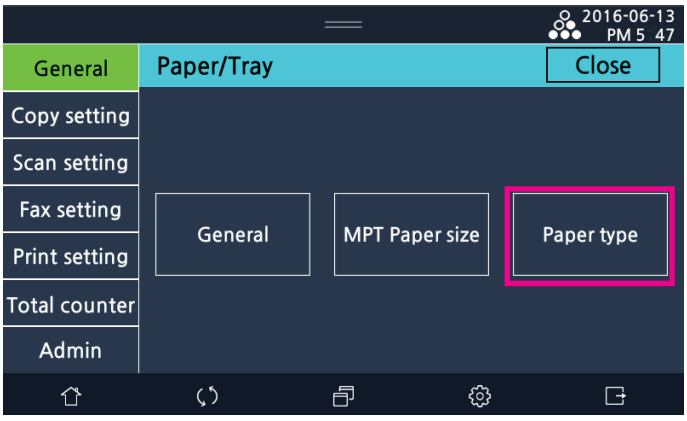


2 Select a paper size to feed in the MPT. After finishing paper setting for MPT, select the **[Save]** button. To cancel selections, press **[Cancel]**.

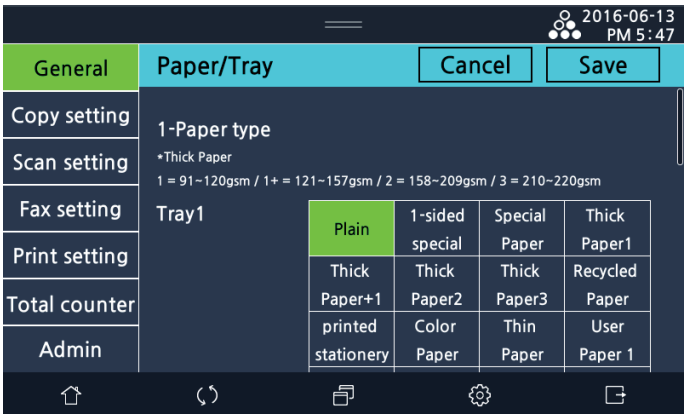


❖ Paper type

1 Select **[Setting]** → **[General]** → **[Paper / Tray]** → **[Paper type]**.



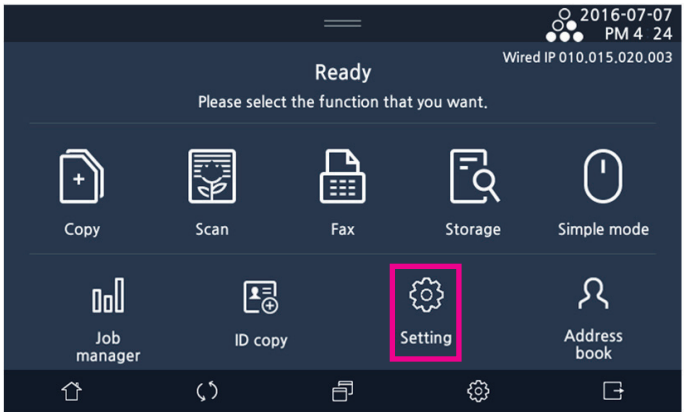
2 Select a paper type to feed in the tray.
After selecting the paper type for tray, select **[Save]**.
To cancel selections, press **[Cancel]**.

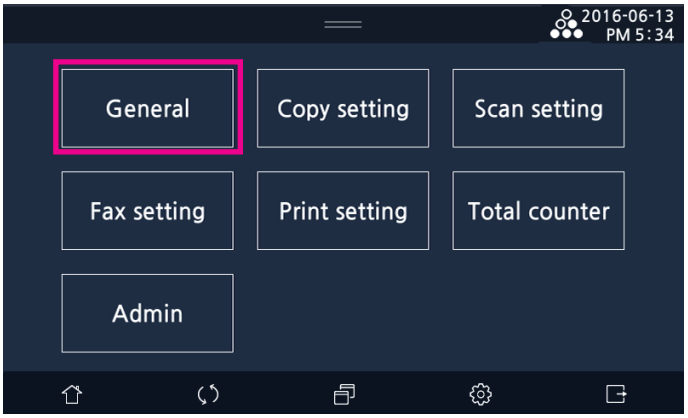


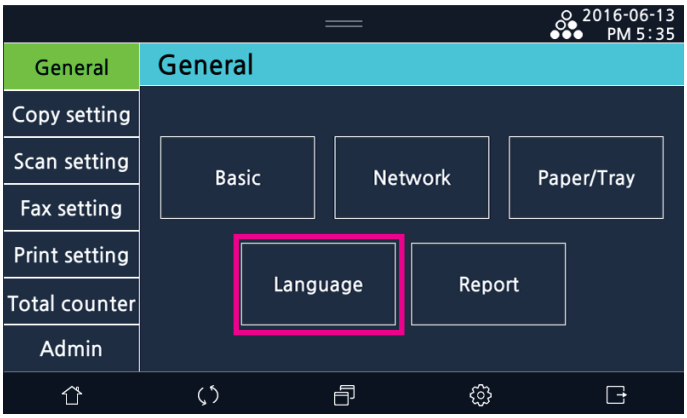
❖ Language setting

Select a language to use.

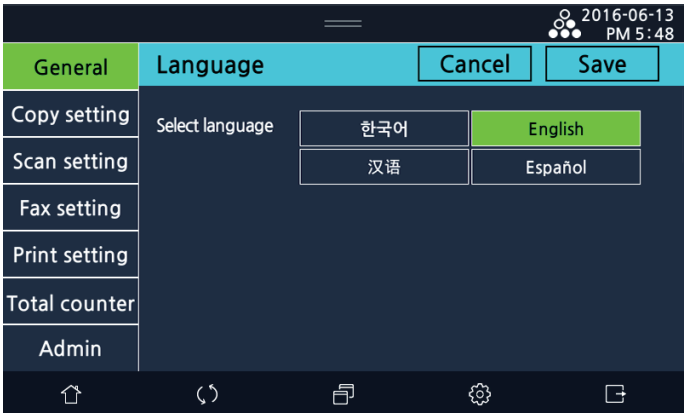
1 On the LCD home screen, select **[Setting]**→ **[General]** → **[Language]**.







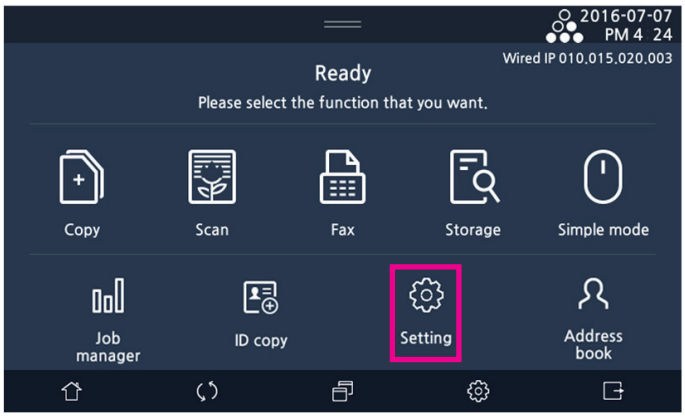
2 Select a language to use and press **[Save]**.



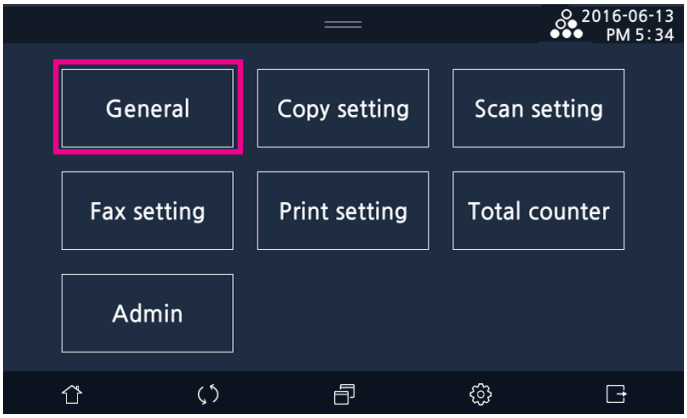
1.4 Report

The system report is used to print a page which shows the initial device settings and make sure that device options are appropriate.

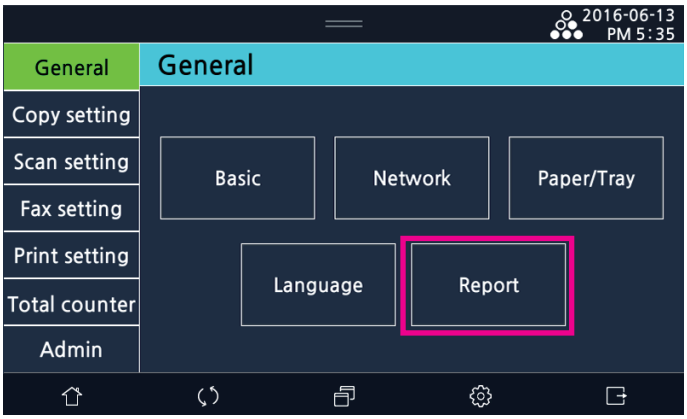
1 Select **[Setting]** on the LCD home screen to enter the setting mode.



2 Select **[General]** to enter the general setting menu.

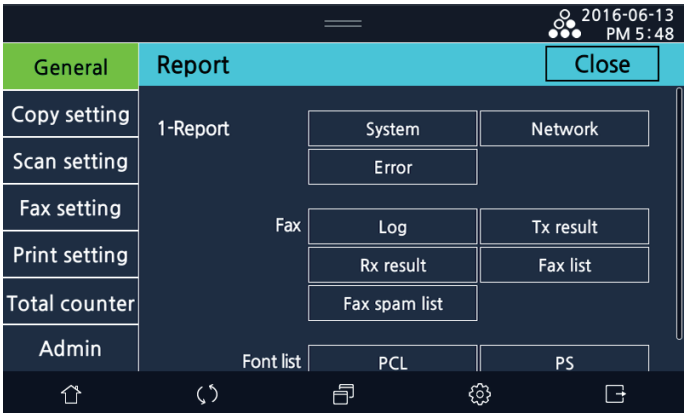


3 Select **[Report].**



Menu Item	Description	Value
System	The system report is used to print a page which shows the initial device settings and to make sure that device options are installed properly.	
Network	Show the network settings and information. User can check the network settings with this report.	
Error	Show the history of device errors. Up to 30 most recent errors can be printed.	
Log	Print the completed fax job history.	
Tx result Report	Print the fax Tx results.	
Rx result Report	Print the fax Rx results.	
Fax List	Print the fax document list stand-by in the memory.	
Fax Spam list	Print the list of saved SPAM numbers.	
Font list	Print the list of PCL/PS fonts embedded in the device.	PCL PS

4 Select a report to print out.



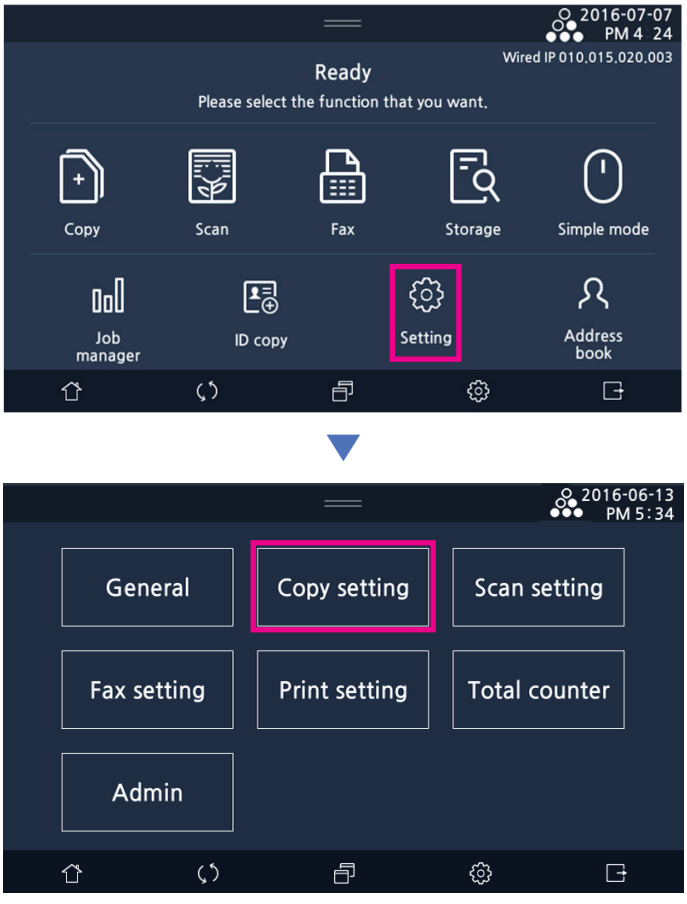
2. Copy setting

2.1 Copy setting table

Copy setting	1- No. of copies	
	2- Original size	
	3- Tray	
	4- Ratio	
	5- Original type	
	6- Copy quality	
	7- Print density	
	8- Copy density	
	9- Auto density	Intensity
	10- Collate sort	
	11- Duplex copy	
	12- General Scan Wait Time	

2.2 Copy setting

1 On the LCD home screen, select **[Setting]**→ **[Copy setting]**.



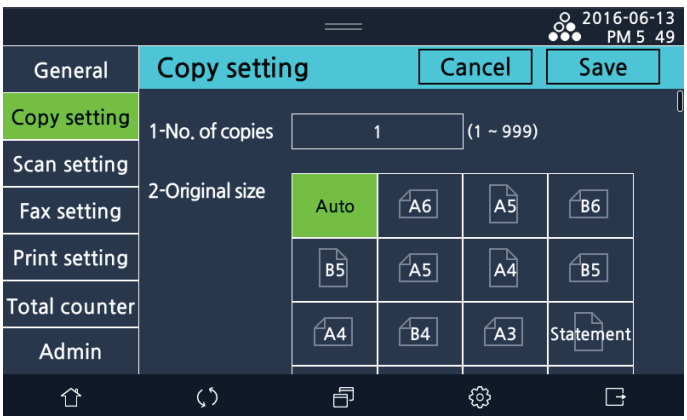
Menu Item	Description	Value
No. of copies	Set a number of copies to make	1~999, *1
Original size	Set a size of original to copy	*Auto, A4LEF, A4SEF, A3, A5 SEF, A5 LEF, B5 SEF, Letter, Legal, Statement, etc.
Tray	Set a paper tray to use for copying	*Auto tray, Tray 1, Tray 2, Tray 3, Tray 4, MPT Note – Tray 3 and 4 are displayed only when they are installed.
Ratio	Set a scale for copies	Auto, *100%, Preset scale, Custom scale (25%~400%)
Original type	Set a type of original to copy	Text, *Text/Photo, Photo
Copy quality	Select quality of copies to make	*Normal, High
Print density	Select a print density of copies	1~9, *5
Copy density	Select a scan density for copying	1~9, *5
Auto density	Select whether to adjust the density of copies automatically.	*On, Off
Intensity	Select a level of auto density function.	1~9, *5 Note – Activated only when the auto density is On. – Shades or black images are on the original, the overall brightness may get brighter. Select a lower number for density to adjust the brightness to match the original's brightness.
Collate sort	Select whether to make copies by series	*On, Off
Duplex copy	Set duplex settings for originals and copies.	*1side→1side, 1side→2side, 2side→1side, 2side→2side
General Scan Wait Time	Stand-by time for the next scan (seconds)	0~120, *30

* is the factory default setting.

Note

– Auto tray setting and auto ratio cannot be selected together.

2 After finishing copy setting, select the **[Save]** button.
To cancel selections, press **[Cancel]**.



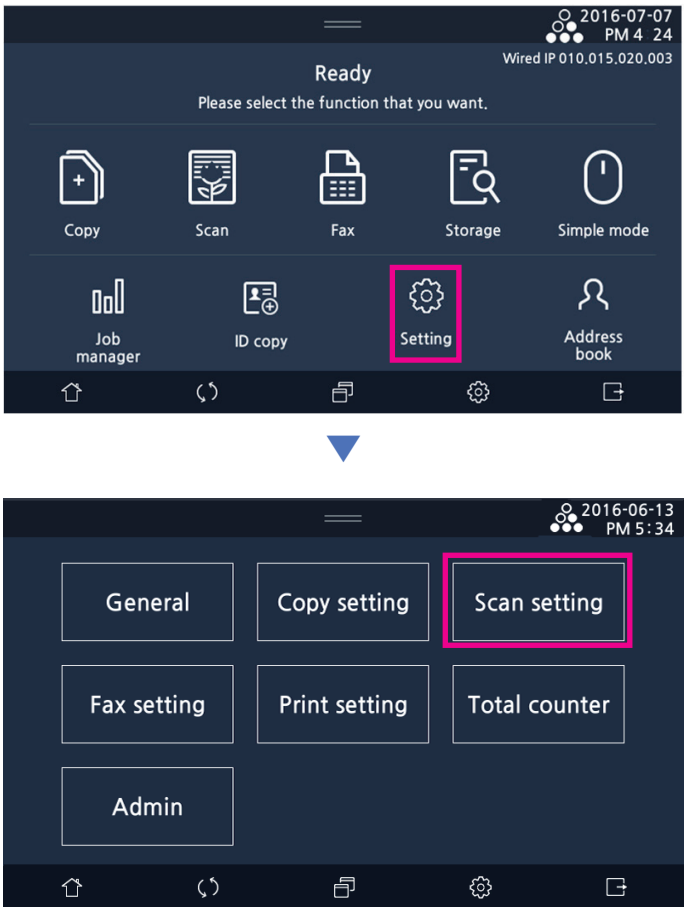
3. Scan setting

3.1 Scan setting table

Scan setting	1- Save in
	2- Original Size
	3-Color/BW
	4-File type
	5-Scan density
	6-Resolution
	7-JPEG Quality
	8-Duplex
	9-General scan Wait time

3.2 Scan setting

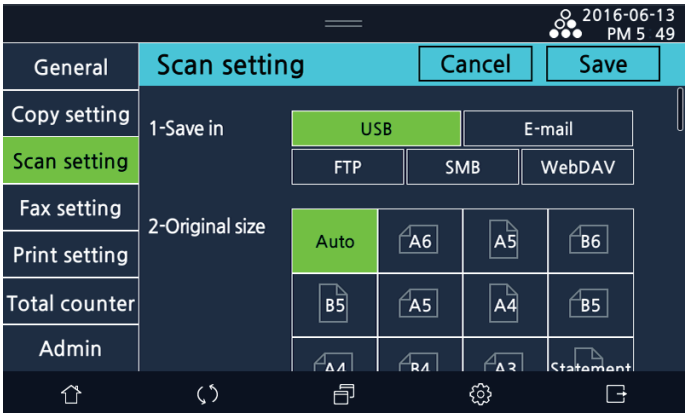
1 On the LCD home screen, select **[Setting]**→ **[Scan setting]**.



Menu Item	Description	Value
Save in	Select where to save a scanned file	*USB, E-mail, FTP, SMB, WebDAV
Original Size	Select a size of original to scan	*Auto, A4LEF, A4SEF, A3, A5 SEF, A5 LEF, B5 SEF, Letter, Legal, Statement, etc.
Color/BW	Select a color type of image to scan	Color, *Gray scale,Black&White(Text), Black&White(Photo) (B/W mode is not supported when JPEG file format is set)
File type	Select a file format to save scanned image	TIFF, *PDF, JPEG, Secure PDF *multi page, single page
Scan density	Select density of image to scan	1 ~ 9, *5
Resolution	Select resolution of image to scan	150X150dpi, 200X200dpi, *300x300dpi, 600x600dpi
JPEG quality	Select quality of JPEG files to save	Low, *Normal, High
Duplex	Select 1side or 2side for the original to scan	*1side, T to T 2sides, T to B 2sides
General scan Wait time	Set the waiting time for the next original scan when using flatbed glass (second)	0~120, *30

* is the factory default setting.

2 After finishing scan setting, select the **[Save]** button.
To cancel selections, press **[Cancel]**.



4. Fax setting: Fax kit (optional)

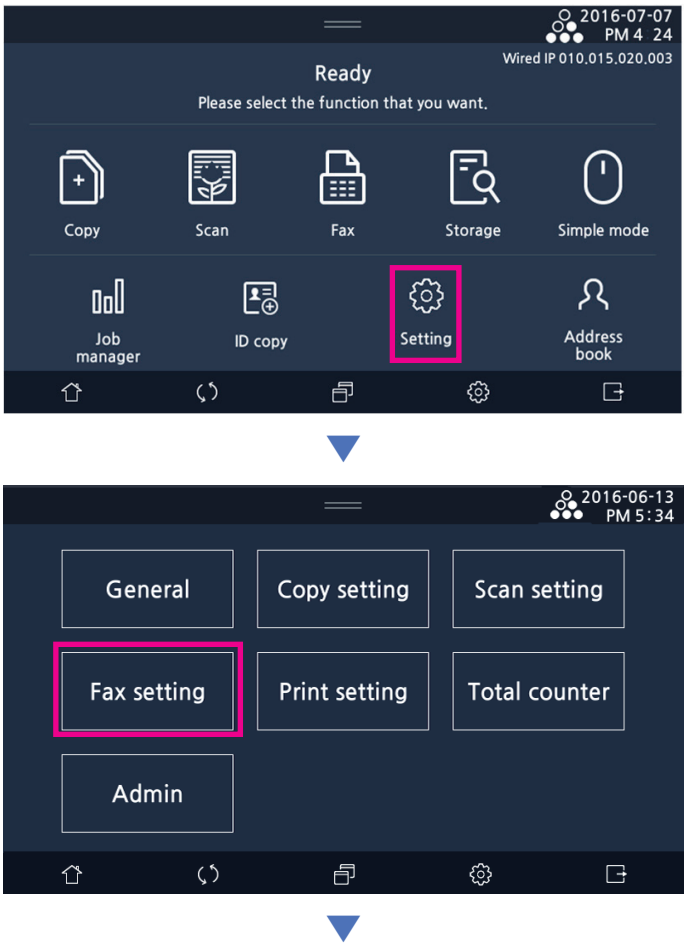
4.1 General Setting

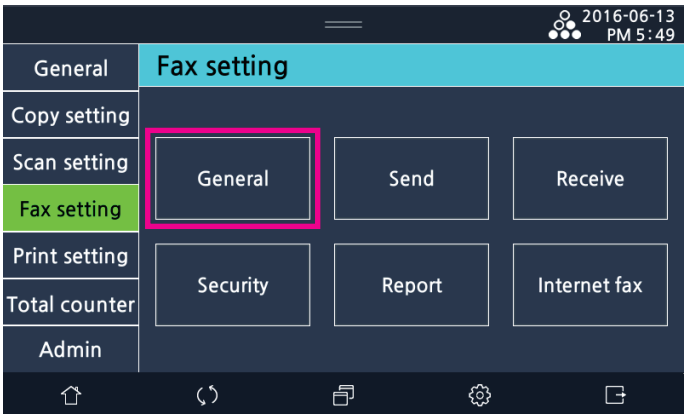
General setting table

General	1-Station ID
	2-Station No.
	3-ECM
	4-Line monitor
	5-Volume
	6-Tx success alarm
	7-Rx success alarm

General setting

1 On the LCD home screen, select **[Setting]**→ **[Fax setting]** → **[General]**.

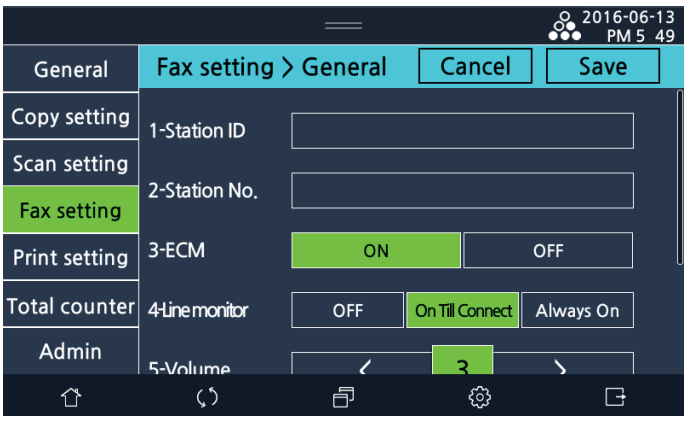




Menu Item	Description	Value
Station ID	Enter station ID or names to use. Up to 40 characters including numbers can be entered as ID.	Use LCD keyboard.
Station No.	Enter station phone number to use. Up to 40 numbers can be entered as station number.	Use LCD keyboard.
ECM	Errors during Tx/Rx can be corrected to make communication successful. Device of your destination must support ECM to make this function available.	On *Off
Line Monitor	User can monitor the communication line while document is transmitted. The line tone from speaker will sound when this option is on.	Off *On Till Connect Always on
Volume	User can set the speaker volume.	0~7 *3
Tx success alarm	User can set an alarm to sound when Tx is successful.	On *Off
Rx success alarm	User can set an alarm to sound when Rx is successful.	On *Off

*is the factory default setting

2 After finishing general setting, select the [Save] button. To cancel selections, press [Cancel].



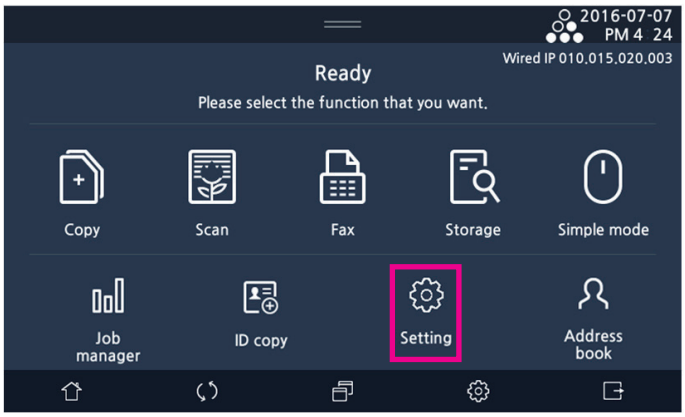
4.2 Send Setting

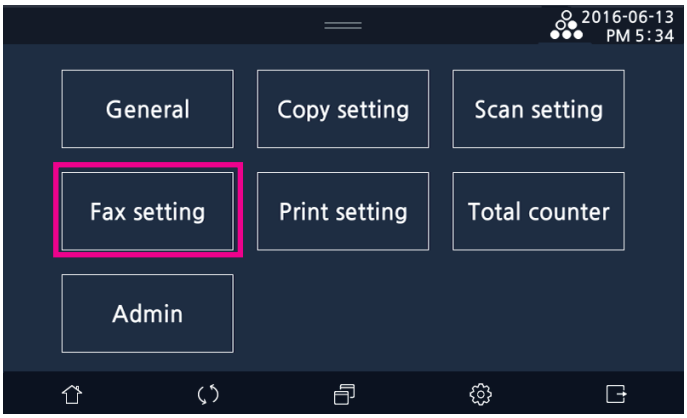
Send Setting table

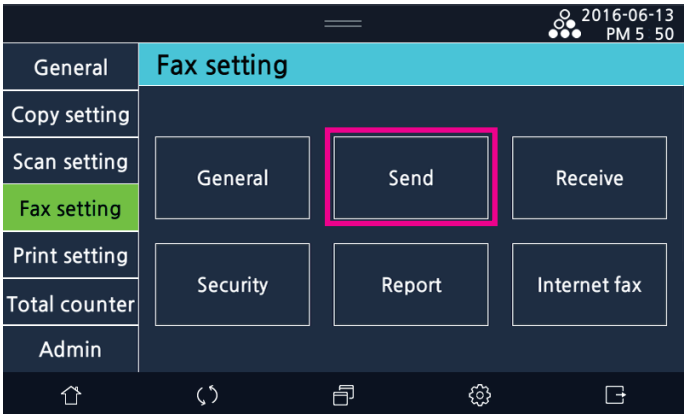
Send	1-Original size
	2-Resolution
	3-Type
	4-Fax density
	5-Auto density / Intensity
	6-Dial Prefix
	7-Number of Redial
	8-Interval for Redial
	9-TTI
	10-Wait time to next doc.
	11-Duplex scan

Send Setting

1 On the LCD home screen, select **[Setting]**→ **[Fax setting]** → **[Send]**.





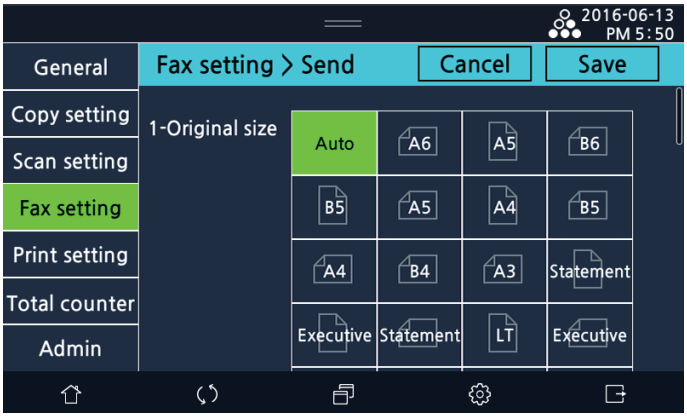


Menu Item	Description	Value
Original size	Select a size of original to use.	*Auto, A4LEF, A4SEF, A3, A5 SEF, A5 LEF,B5 SEF, Letter, Legal, Statement, etc.
Resolution	Select a resolution to use. Standard: For originals containing standard fonts Fine: For originals such as newspaper containing fine fonts. Superfine: For originals such as dictionary containing superfine fonts or images Ultrafine: For originals such as dictionary containing ultrafine fonts or images	*Standard Fine Super fine Ultra fine
Original type	Select a type of original to use. Text: Regular texts in black and white It takes a shorter time to send simple black and white texts. Photo: Documents containing photos or images with contrast. It takes a longer time to send due to photos with contrast.	*Text Photo
Fax density	Select a density of image to send.	1~9 *5
Auto density	Select a function to automatically adjust the background of scanned Images. Intensity: User can choose how much of brightness will be compensated in the background.	*On Off
Dial Prefix	Select to add an area code automatically when making a call.	Always On *Off Use LCD keyboard.
Number of Redial	Set a number of times to redial again when transmission is not successful because the fax line is busy or any error has occurred.	0~5 *2
Interval for Redial	Set a time interval between calls when redialing.	1~5(minute) *2

Menu Item	Description	Value
TTI	Set whether to include information of sender (name & fax number) in the transmitted document. The following user information is included: [Date: YYYY-MM-DD] [Time: HH : mm] [Station ID] [Station number] [Page : N(current) of M(total)] Hours is in 24-hour format and for Onhook/Direct/Quick Tx, page is displayed as [Page : N(current)].	*On Off
Wait time to next doc.	When scanning from the flatbed scanner glass, the scan job comes to an end if there is no further action within the time set (seconds).	1~120 *30
Duplex scan	When scanning with automatic reverse document feeder (ARDF), both sides of the original are scanned when Duplex is On.	On *Off

* is the factory default setting

2 After finishing Send setting, select the **[Save]** button.
To cancel selections, press **[Cancel]**.



4.3 Receive Setting

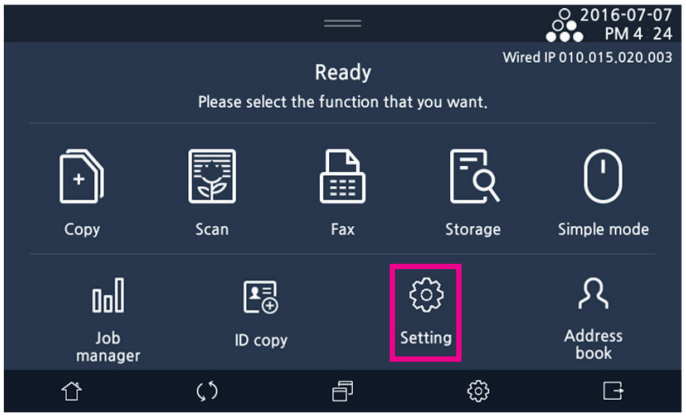
Receive Setting table

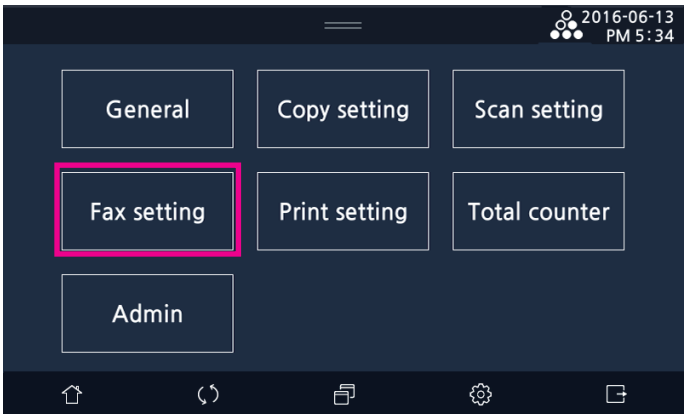
Receiver	1-Recipient(s) Info	
	2-Manual Rx	
	3-Rx Switching Code	
	4-Fax forwarding setting	Forward number
	5-Number of Ring	
	6-Auto reduction	Reduction length
	7-Print mode	
	8-Tray	
	9-Duplex Print	
	10-Spam	Spam list
	11-File Save	
	12-Save Type	
	13-Destination	
	14-E-mail setting	SMTP sever
		SMTP E-mail Addr.
		SMTP password
		SMTP port
		Sender
		Receiver E-mail address
		E-mail title
		E-mail message
	15-FTP	Server Name
		Path
		ID
		Password
		Port
	16-SMB	Server name
		Path
		ID
		Password
		Port

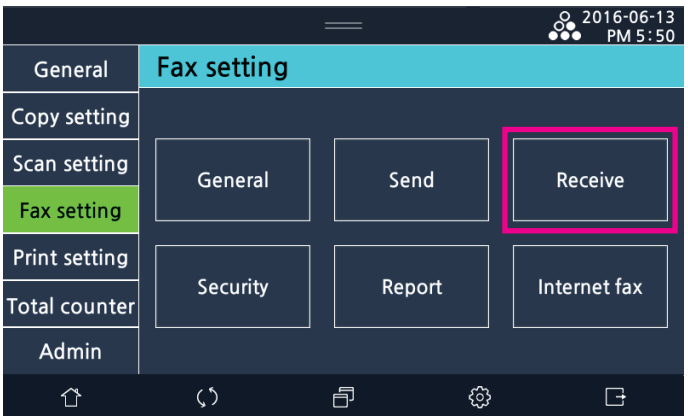
17-WebDAV	Server name
	Path
	ID
	Password
	Port

Receive Setting

1 On the LCD home screen, select **[Setting]**→ **[Fax setting]** → **[Receive]**.





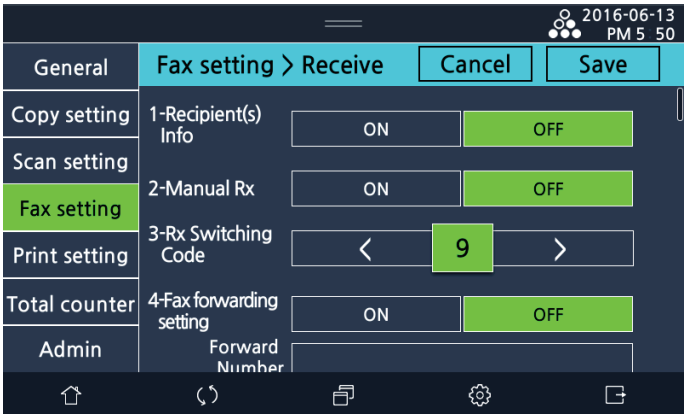


Menu Item	Description	Value
Recipient(s) Info	Select whether to add sender's information (name and fax number) on the bottom of the document.	On *Off
Manual Rx	Select whether to use manual Rx mode instead of using automatic Rx mode.	*On Off
Rx Switching Code	Set Rx forward code to switch to external line to receive document manually. default: *9*	0~9 *9
Fax forwarding setting	Set to re-transmit a received fax to specified numbers automatically with certain options. Can be used to automatically resend a fax received in your office to your residence in holidays. Forward Number: Save a number to forward fax. When specified, it will not be deleted until it is changed to a new number.	On *Off LCD 입력기로 입력
Number of Ring	Select a number of rings to sound when sending a tone to transfer fax.	1~7 *3
Auto Reduction	If the received document is bigger than the paper to print, It is automatically reducted to print. Discard Length: a number between 1~30 can be selected.	*On Off Use LCD keyboard.
Print mode	Select how to print received documents. Quick print: print a document page by page as it is received. Print after reception: receive all documents and print them together.	Quick print *Total print
Tray	Select a tray for fax transmission. Choose a tray from the options. Tray 3 and 4 are displayed only when they are installed.	*Auto Tray 1 Tray 2 Tray 3 Tray 4 MPT
Duplex Print	Set to print both sides of the document received.	Duplex *1-side
Spam	Set SPAM numbers you do not wish to receive. Block faxes originated from the SPAM numbers.	On *Off Spam list
File Save	Save a received document instead of printing it.	On *Off
Save Type	Select in which file format received document is saved.	*PDF, TIFF *Multi page, single page
Destinationn	Select where to send the saved document by using a network.	*Email FTP SMB WebDAV
E-mail setting	Enter email information to forward received document. Received document is forwarded to a specified email address.	

Menu Item	Description	Value
FTP	Enter FTP information to receive document. Received document is forwarded to the path of specified FTP server	
SMB	Enter SMB information to receive document. Received document is forwarded to the specified SMB.	
WebDAV	Enter WebDAV information to receive document. Received document is forwarded to the path of specified WebDAV server.	

* is the factory default setting.

2 After finishing Receive Setting, select the **[Save]** button.
To cancel selections, press **[Cancel]**.



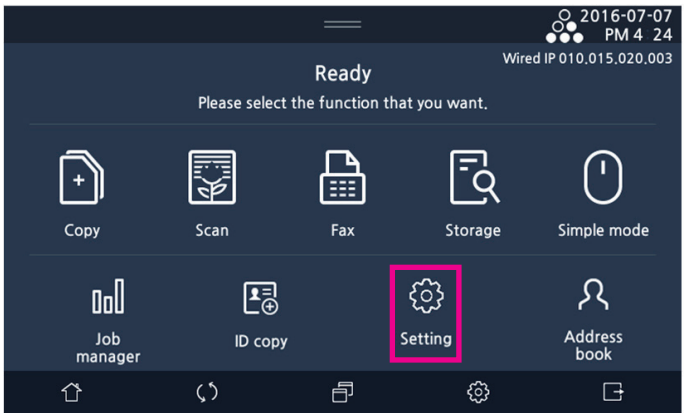
4.4 Security Function

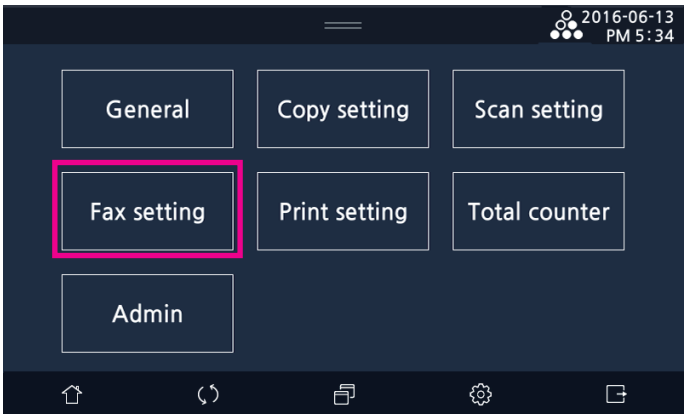
Security Function table

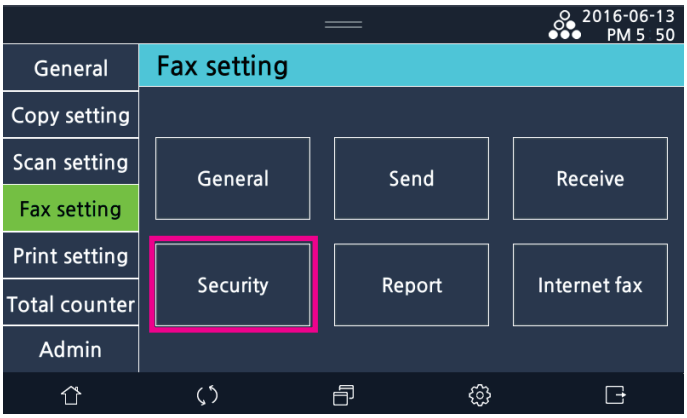
Security	1-Password	
	2-Confidential Tx	
	3-Confidential Rx	
	4-PW Polling	
	5-Memory Rx Mode	Start time-End time
		Password

Security Function setting

1 On the LCD home screen, select **[Setting]**→ **[Fax setting]** → **[Security]**.



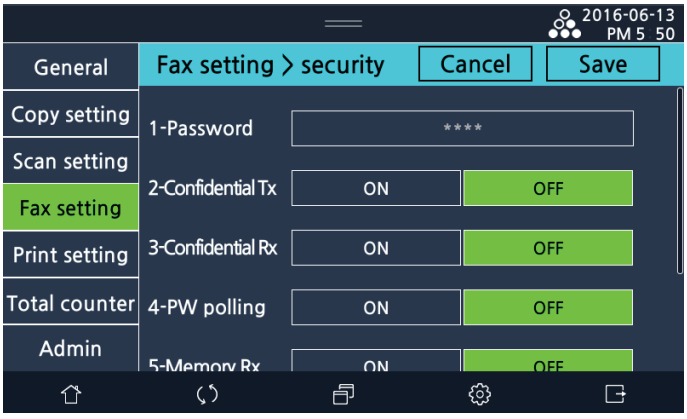




Menu Item	Description	Value
Password	Set password to use for security.	4-digit number
Confidential Tx	Use this function to send document confidentially to your destination.	On *Off
Confidential Rx	This security option can be used to receive encrypted documents only from the Tx device set with the same password.	On *Off
PW Polling	When Tx/Rx polling use this function to allow the fax communication only in the devices set with same password.	On *Off
Confidential polling	For printing security of received files, use this function not to allow to be printed when it is recevied between the set time. Received documents in other time can be printed with no restriction. When changed from On to Off, all pending documents are printed. This function is temporary. After the set time is finished, the function becomes disabled to Off.	On *Off Enter time (HHMM ~ HHMM) Enter password

* is the factory default setting.

2 After finishing security function setting, select the **[Save]** button.
To cancel selections, press **[Cancel].**



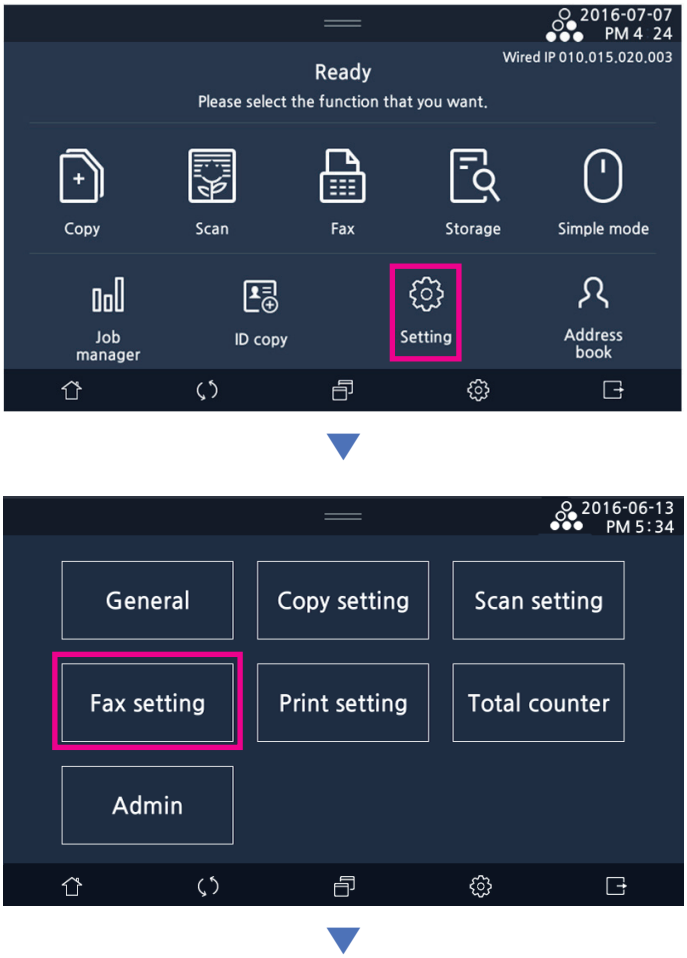
4.5 Report & List

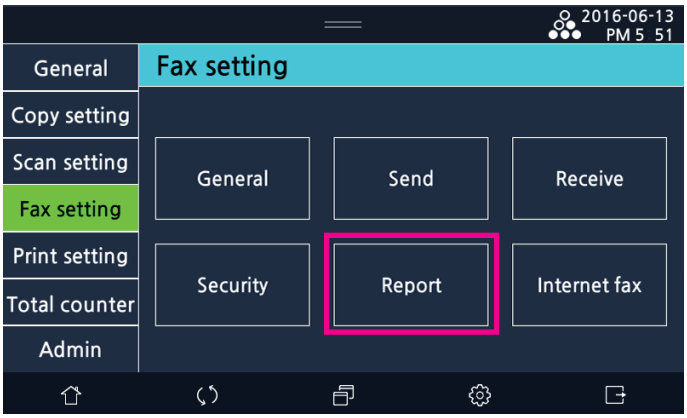
Report setting table

Report	1-TCR print	
	2-Print Report	Always on
		On error
		Tx err only
		Rx err only
		Off
	3-BCTx result set	
	4-Tx Image Insert	

Report print and setting

1 On the LCD home screen, select **[Setting]**→ **[Fax setting]** → **[Report]**.

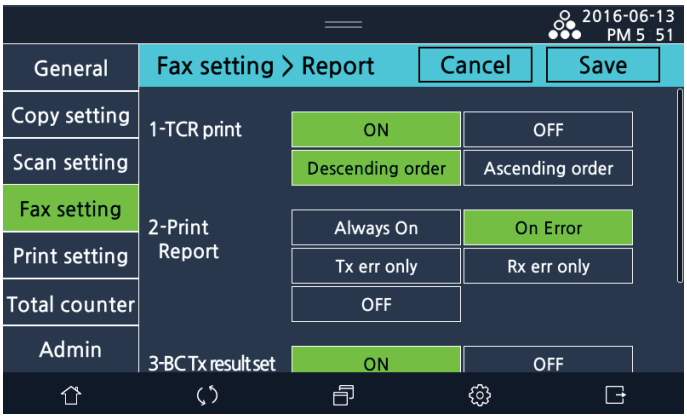




Menu Item	Description	Value
TCR print	Select to print history and choose result display format. *Descending order: Most recent events come first. Ascending order: In the order of event time	*On Off *Descending order Ascending order
Print Report	Set the condition to print Tx/Rx result report.	Always on *On error Tx err only Rx err only OFF
BCTx result set	Set to print the result report when all Tx are completed.	*On Off
Tx Image Insert	Set to insert image in the first page of the Tx result report.	On *Off

* is the factory default setting.

2 After finishing report setting, select the **[Save]** button.
To cancel selections, press **[Cancel]**.



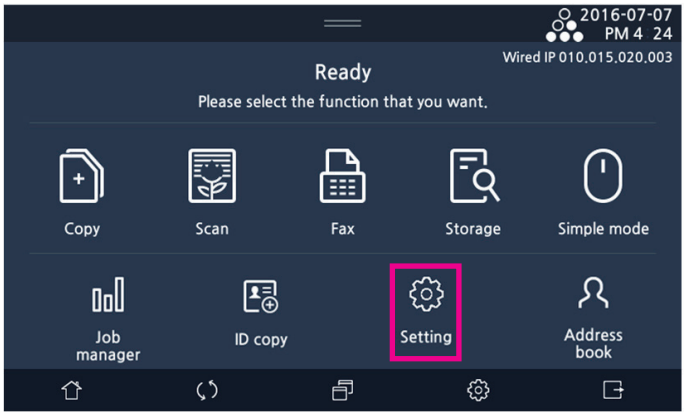
5. Print setting

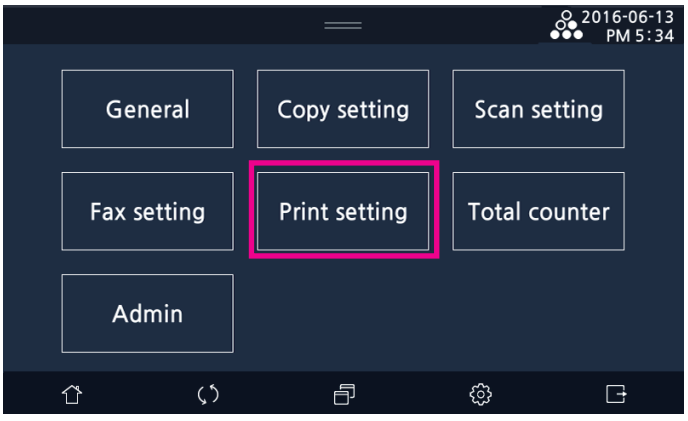
5.1 Print setting table

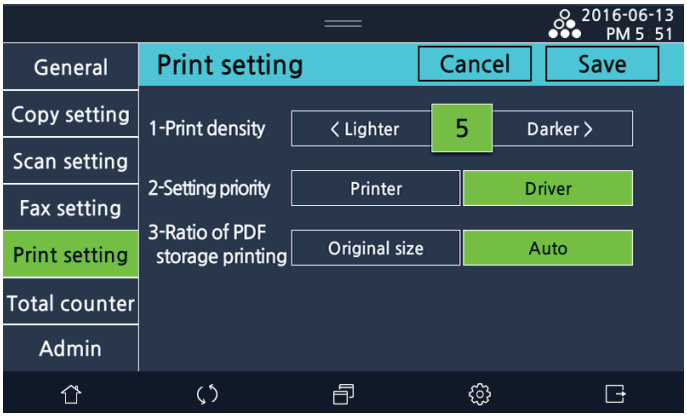
Print setting	1-Print density	
	2-Setting priority	Printer
		Driver
	3- Ratio of PDF storage printing	Original size
		Auto

5.2 Print setting

1 On the LCD home screen, select **[Setting]**→ **[Print setting]**.







Menu Item	Description	Value
Print density	Set a density for printing	1~9 *5
Setting priority	Set the priority between printer settings and driver setting.	Printer *Driver
Ratio of PDF storage printing	When printing PDF file by a storage device,Setting for the size of the print	Original size *Auto

* is the factory default setting.

6. Total counter table

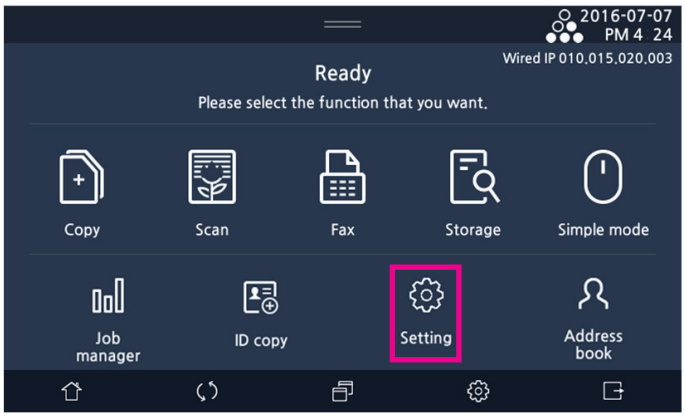
6.1 Total counter table

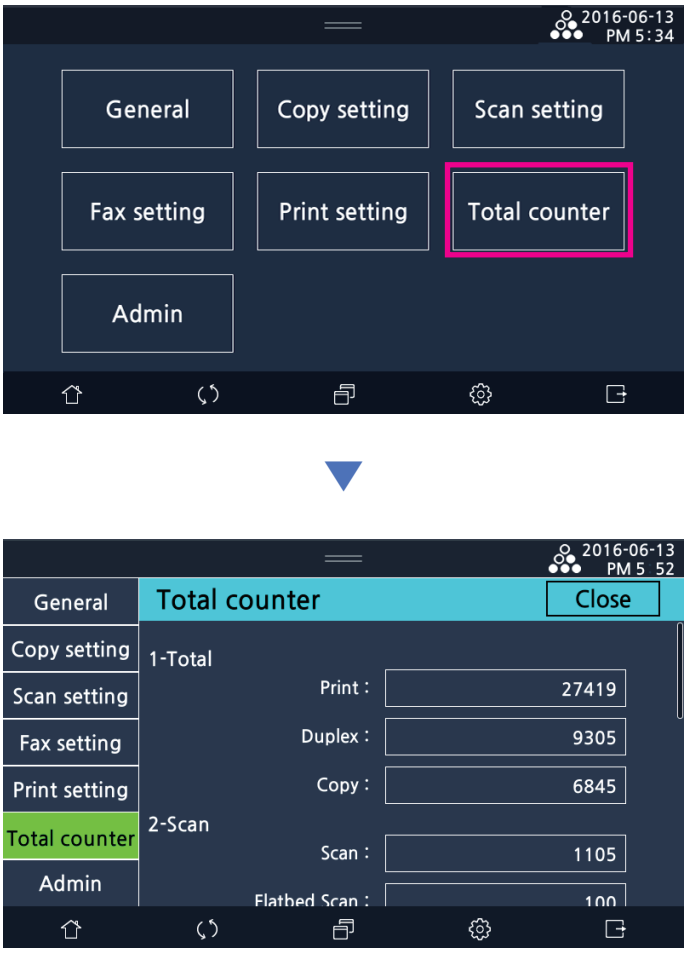
Total counter	1-Total	Print
		Duplex
		Copy
	2-Scan	Scan
		Exposure glass scan
		ARDF scan
		ARDF duplex scan
	3-Fax	Print
		Send
	4-Print Host	
	5-Print Report	
	6-Print USB driver	
	7-Serial Number	

6.2 View total counter

User can view a total counts of the jobs performed in the device.

1 On the LCD home screen, select **[Setting]**→ **[Total counter]**.





2 As the figure above, user can view the total counts of the device using.

7. Administrator

This menu can be accessed only with the administrator password and it allows administrator to change password and back up/restore address book.

7.1 Administrator menu table

Admin	Change PW	Password
		Auth
	User manual auth.	auth.
		auth password
	Address book	Back up/Restore
	Port enable	RAW Print
		IPP Print
		LPD/LPR Print
		RAW Scan
		Httpd

Menu Item		Description	Value
Password Change	Password	Change a password.	OK
User manual auth.	auth.	Set a password when waking up from sleep mode and Turn on the power	On, *Off
Address book	Back up/restore	Back up address book, or restore address book from USB.	Backup/restore
Port enable	RAW Print	Using the Raw port (port 9100) in the printer driver	*On, Off
	IPP Print	Using the IPP protocol (port 631)	*On, Off
	LPD/LPR Print	Using the LPD / LPR protocol (port 515)	*On, Off
	RAW Scan	Using the Raw port (port 9101) of the scan driver	*On, Off
	Httpd	Using device embedded Web server functions (port 80)	*On, Off

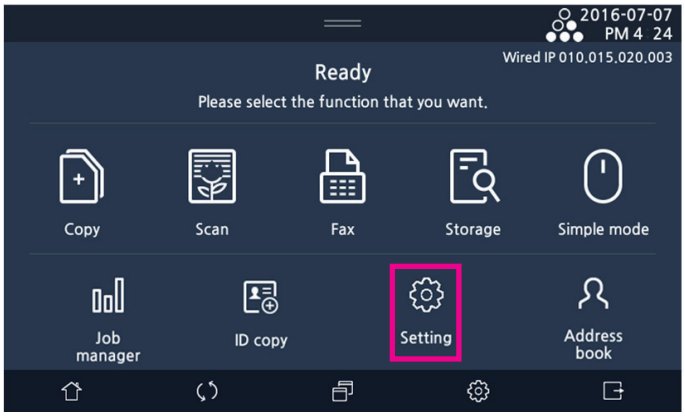
Note

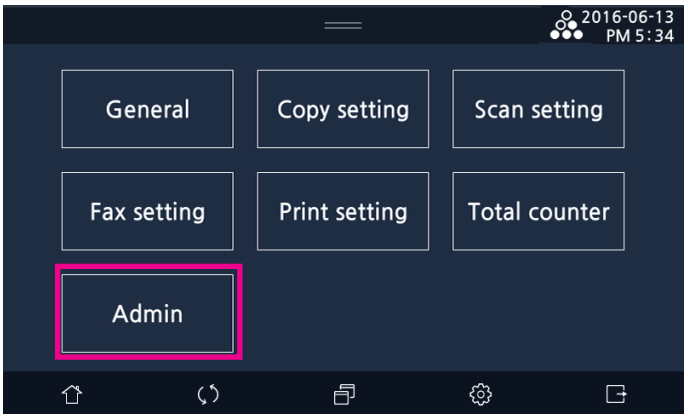
- For address book back up/restore, USB memory must be inserted to the device.
- The default admin password is **“admin”.**

7.2 Enter Administrator mode

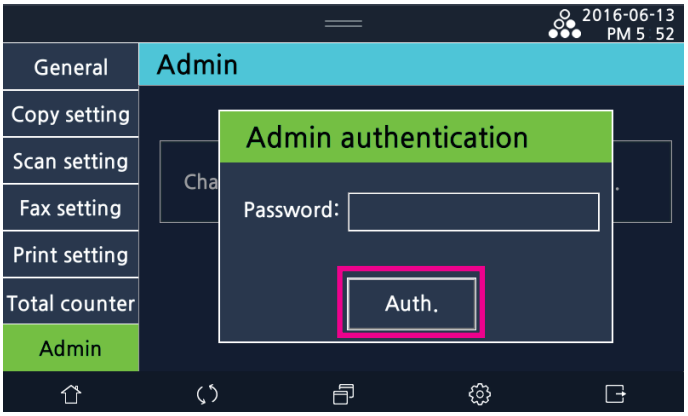
When the password for the administrator permission is entered, user can enter the administrator mode.

1 On the LCD home screen, select **[Setting]**→ **[Admin].**

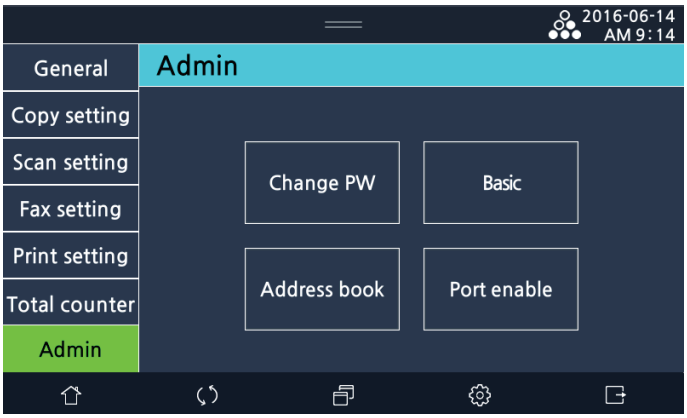




2 Enter a password on the LCD keyboard and select **[Auth.]**.

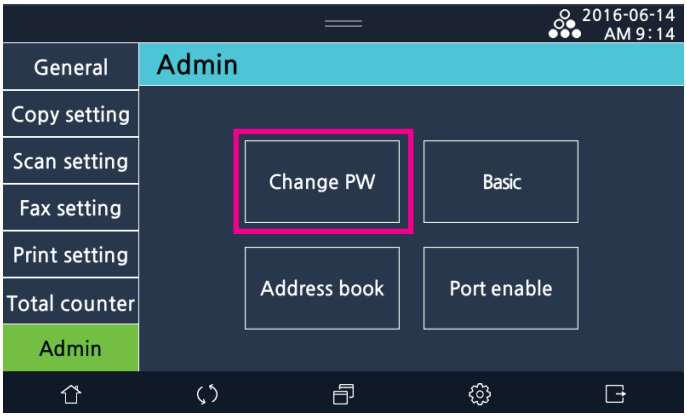


3 Access to the administrator menu

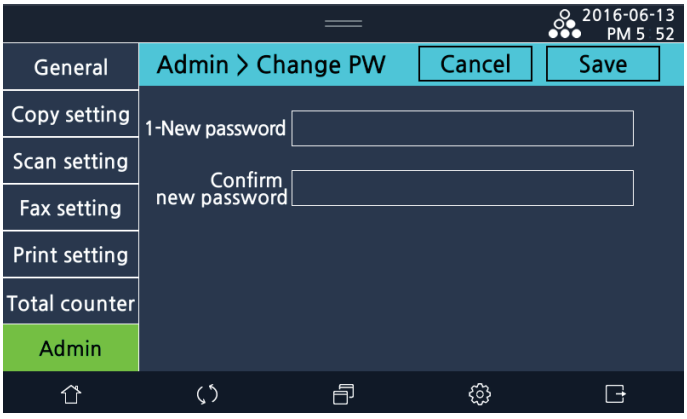


7.3 Change password

1 On the LCD home screen, select **[Setting]**→ **[Admin]** to enter the admin menu.



2 Select **[Change PW]** to change the password to access the administrator mode.

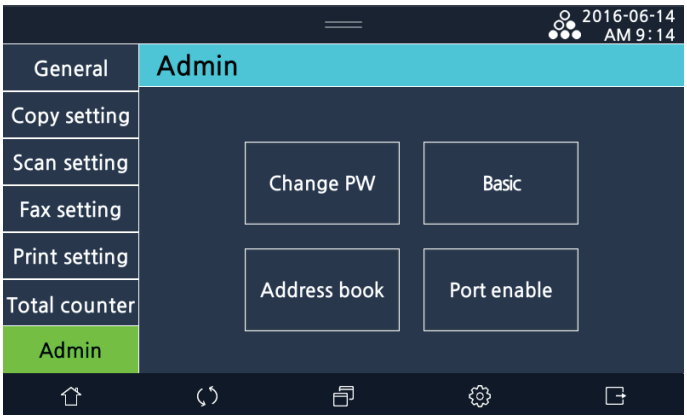


7.4 User manual auth.

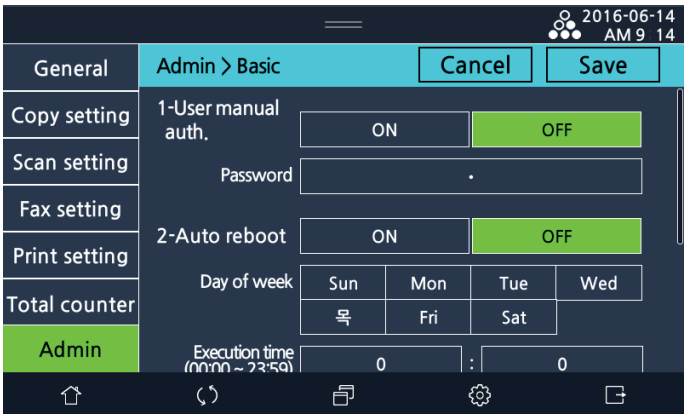
Set a password when waking up from sleep mode and turning on the power.

* The initial password : 0000

1 After entering Administrator menu, please select the [User manual auth]



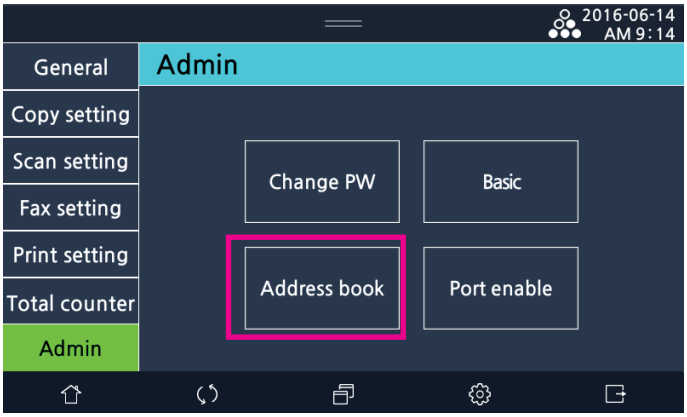
2 You can change the password.

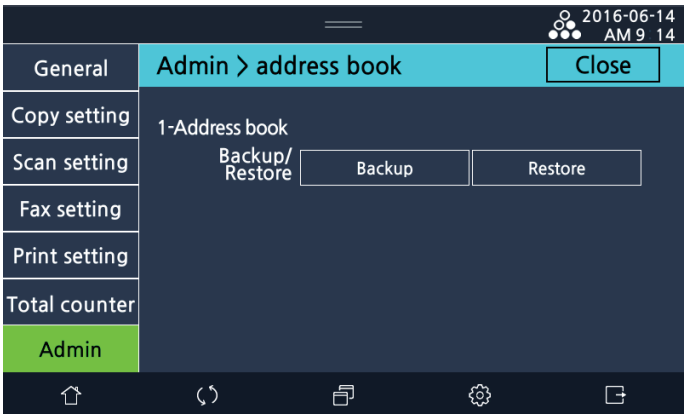


7.5 Address book

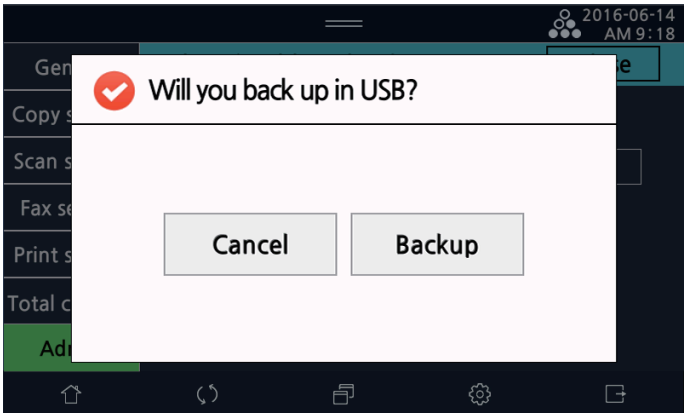
Address book can be backed up in USB or restored from USB.

1 In the LCD home screen, select **[Setting]**→ **[Admin]** and select **[Address book]**.





2 After connecting the USB memory to the device, a USB backup message appears.



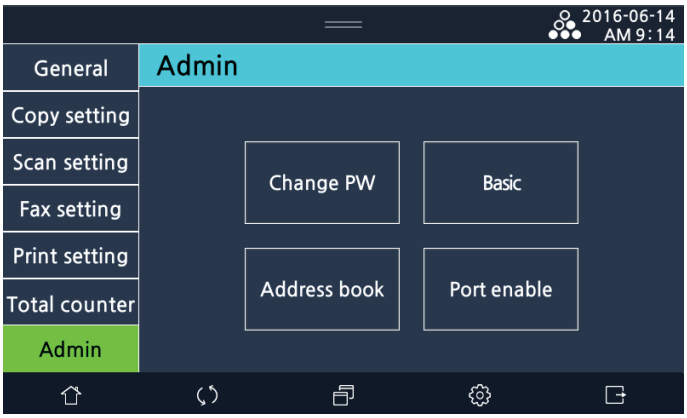
3 When **[Backup]** is selected, the address book will be backed up in the USB memory.
The file name saved is address.bak.

4 To restore the address book, insert the USB memory with address.bak to the device and select **[Restore]**.

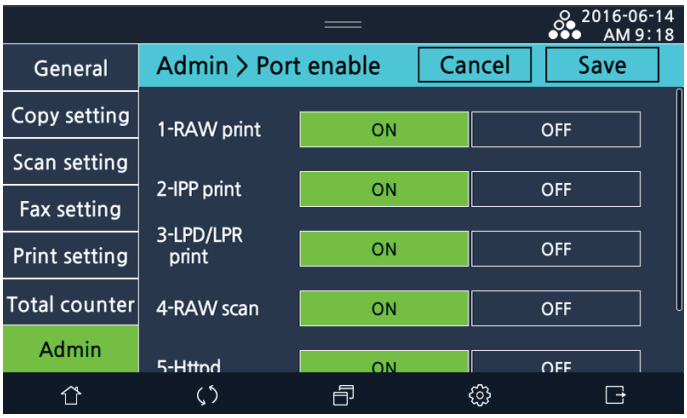
7.6 Port enable.

The menu for network port on / off.
Once these settings are changed, the system will automatically restart.

1 After entering Administrator menu, please select the [Port enable].



2 Save the changes and the system will automatically restart.



N610/MF Series
User Manaul

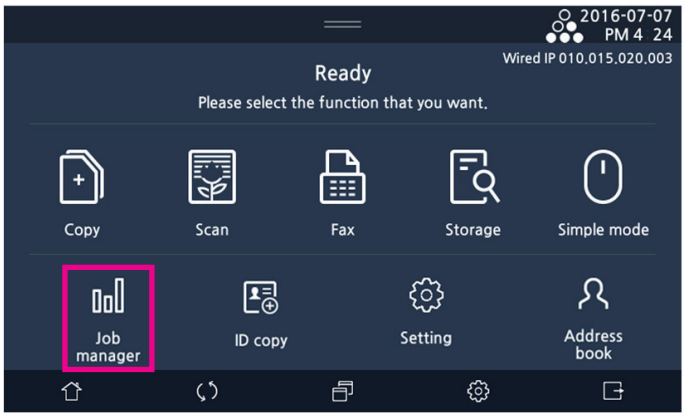
Additional Functions

8

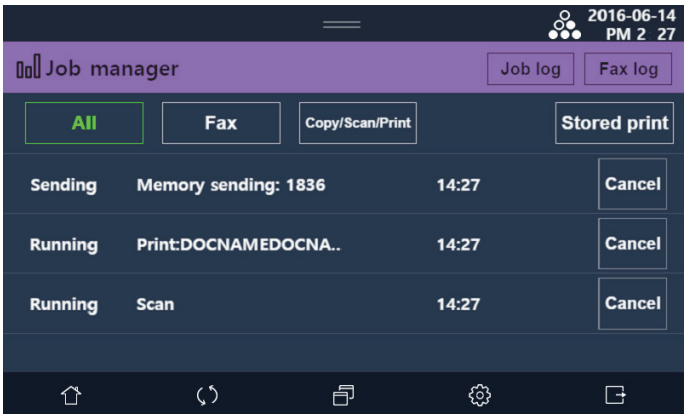
1. Job manager

Job Manager shows all the jobs in the device.

1 Select **[Job manager]** on the LCD home screen to enter the job manager mode.

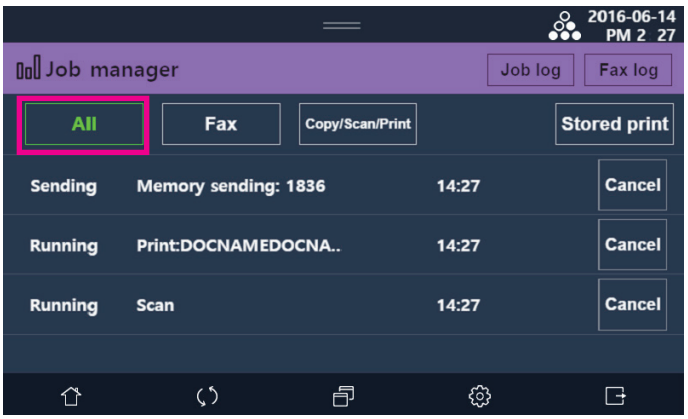


2 The following screen is displayed when you enter the job manager.



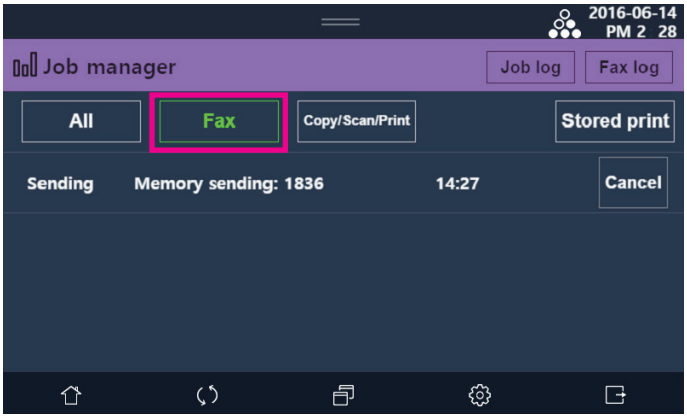
1.1 All

The job manager shows a list which includes all current and stand-by jobs.



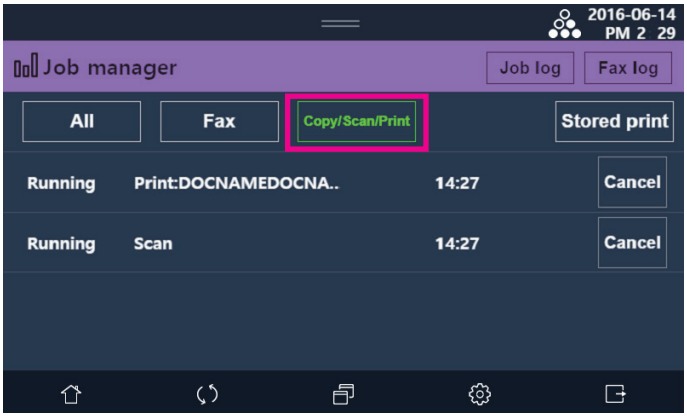
1.2 Fax

The job manager shows a list which includes all current and stand-by fax jobs.



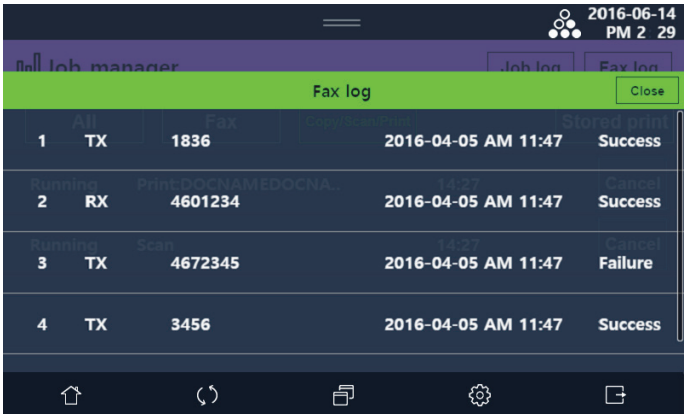
1.3 Copy/Scan/Print

The job manager shows a list which includes all copy/scan/print jobs in progress.



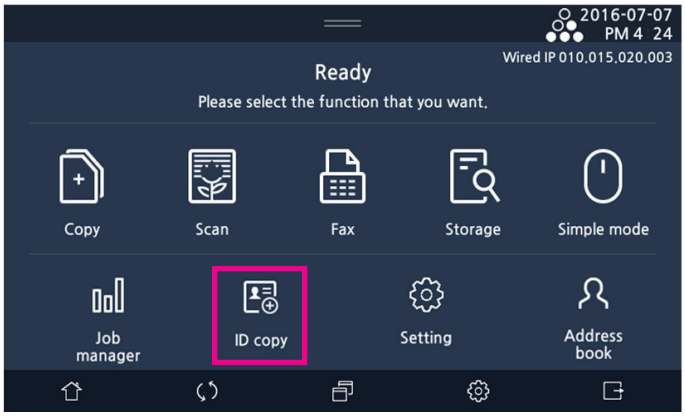
1.4 Fax log

The job manager shows a list of all fax jobs completed.



2. ID copy

1 Select **[ID copy]** on the LCD home screen to use the option.



2 Select **[Setting]** to choose options and press 【◇】 button.

Note

- The result of output can be varied depending on the place of ID and the setting of the copy.

3 When the front side is scanned, the following pop-up window appears.

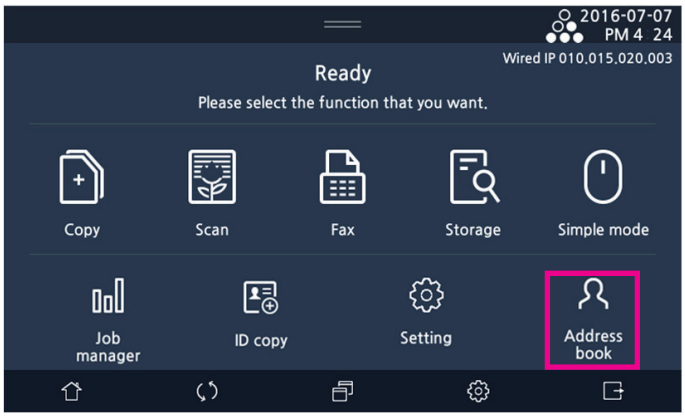
4 As instructed on the screen, face down the back side of ID and select 【◇】 button to scan again to print. When you select **[Stop],** only the front side is printed.

3. Address book

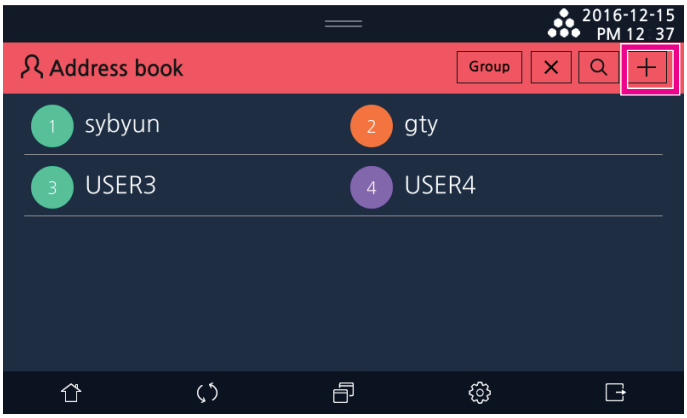
In the address book, user can save information of frequent contact numbers, and access the information conveniently for scan or fax job.

3.1 How to add new user

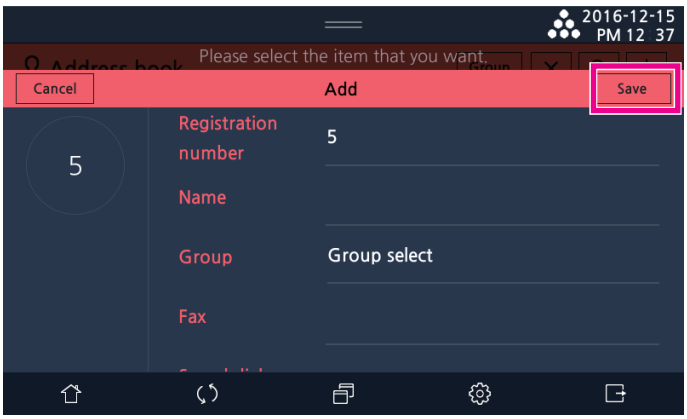
1 Select **[Address book]** on the LCD home screen.



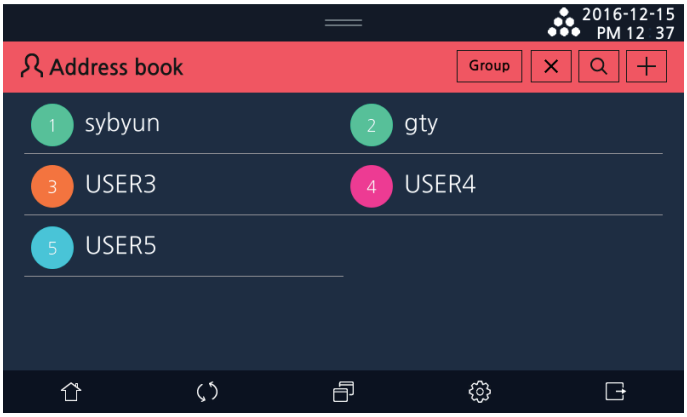
2 Select the **[+]** button.



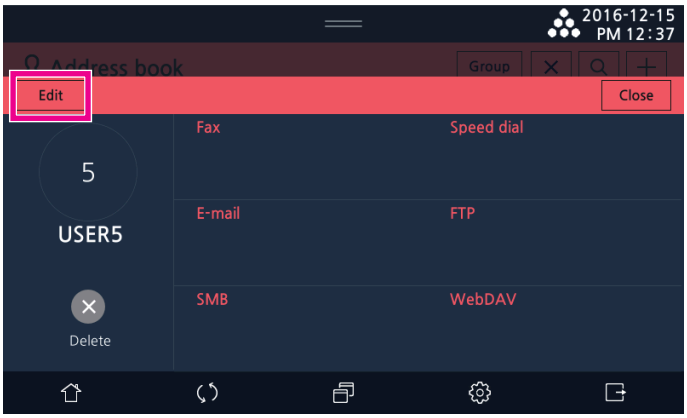
3 Enter each field and select **[Save].**



4 Check the added user on the list.

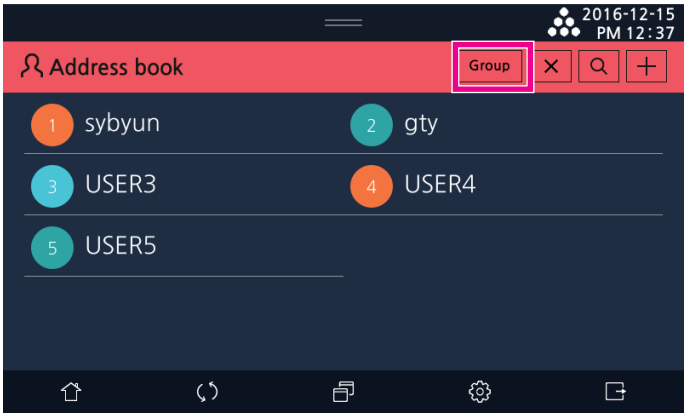


5 To edit information, select a user on the list to view a pop-up window and select **[Edit]** on left top of the pop-up window (same procedure from hereafter as new add).

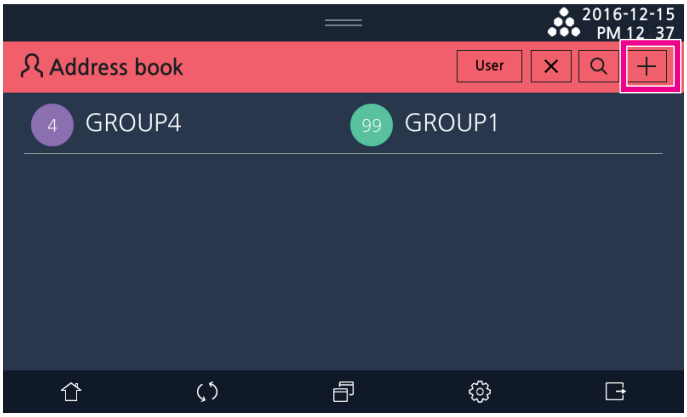


3.2 How to add group

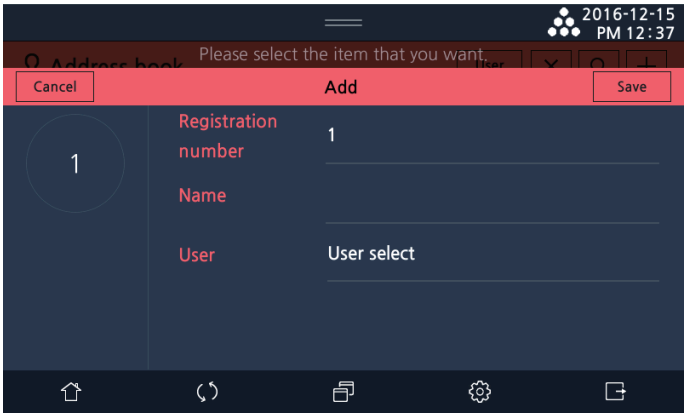
1 Select **[Group]** from **[Address book]**.



2 Select **[+]** in the **[Address book]**.

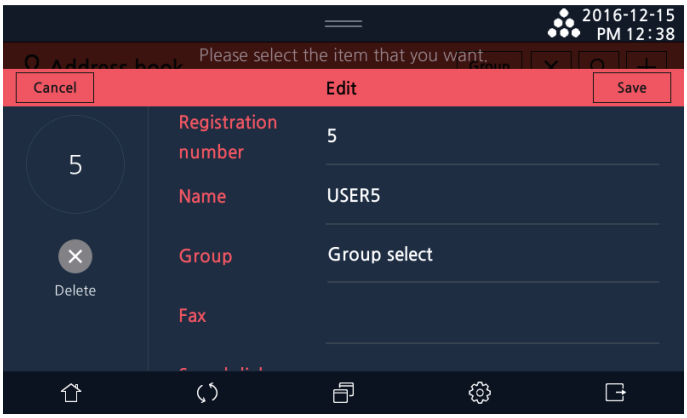


3 The procedure from hereafter is as same as adding a new user.

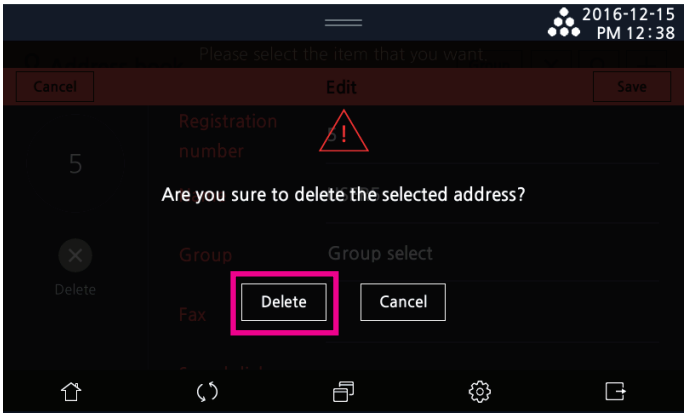


3.3 Delete from address book

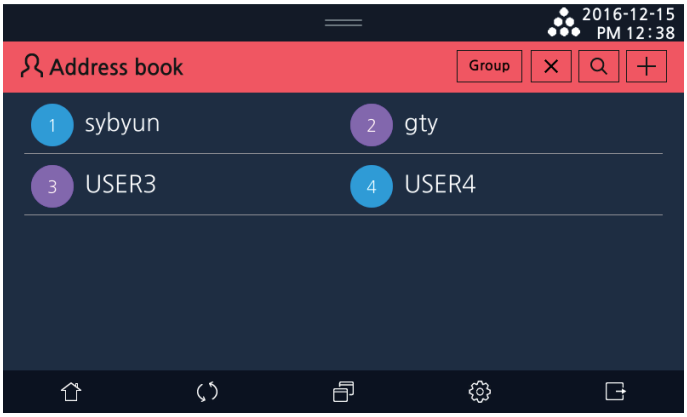
1 Select a user or group and enter the detailed information pop-up or edit screen.



2 Select **[Delete]** on left bottom.

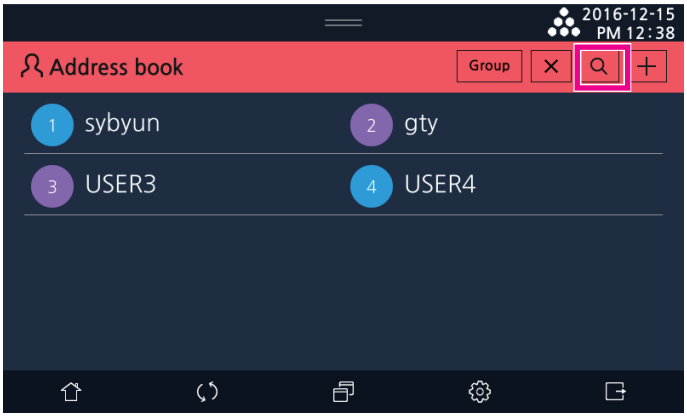


3 Check if the entry is deleted from the list.

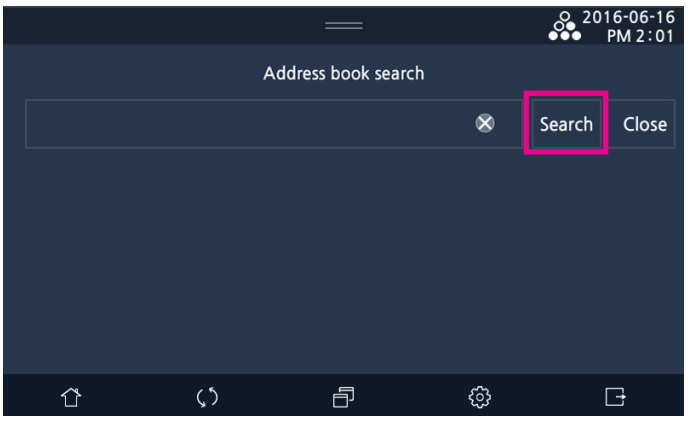


3.4 Search address book

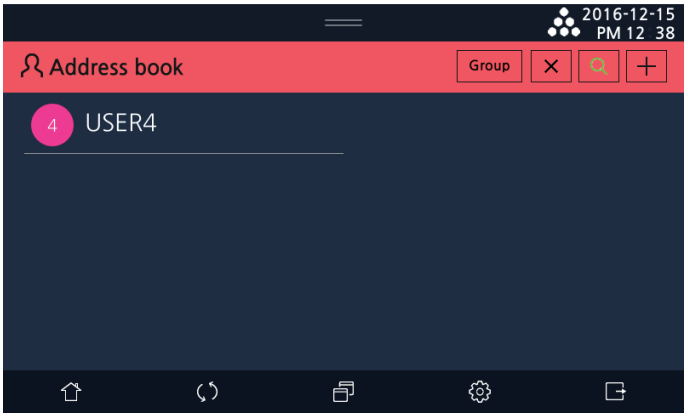
1 Select the magnifying glass icon [ ] on the upper right of the address book.



2 When you select the search window of address book, the LCD keyboard appears.
Enter a search word and select **[Search].**



3 Check the searched list.



3.5 Address book table

Address book	User	Registration number	
		Name	
		Group	
		Fax	
		Speed dial	
		E-mail	
		Net folder	server, path, ID, password, port
		FTP	server, path, ID, password, port
		WebDAV	server, path, ID, password, port

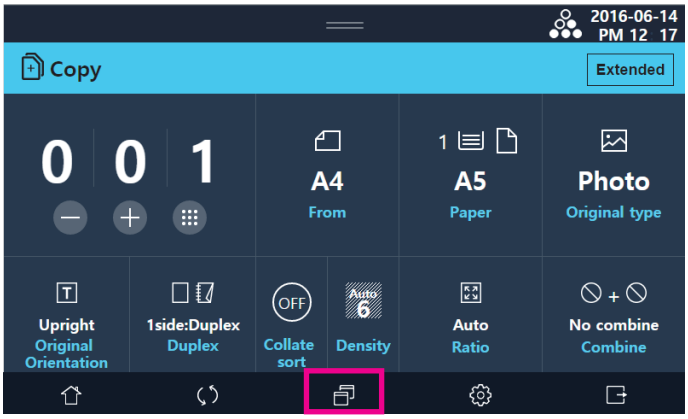
Group	Registration number	
	Name	
	Users	

4. Program function

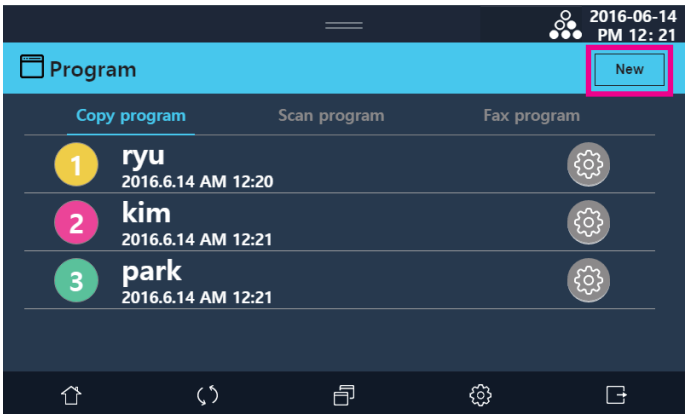
The program function allows user to save changed settings in GUI and use it again when using main functions (copy/scan/fax) later.

4.1 How to add program

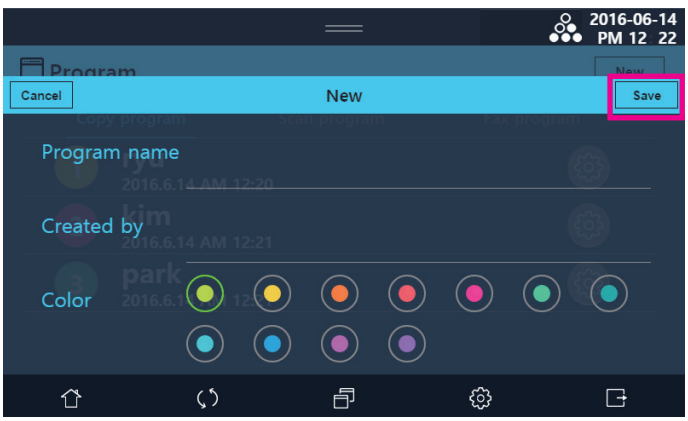
1 Select **[Program]** on the main function screen (copy/scan/fax) to save specified settings and use it again.



2 Select **[Copy program]**, **[Scan program]**, or **[Fax program]** and select **[New]**.



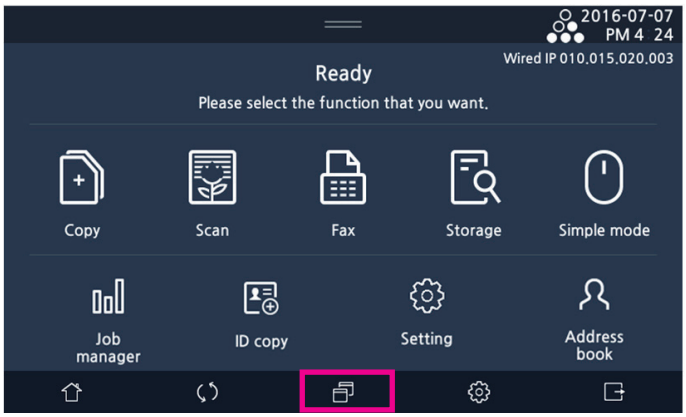
3 Enter a program name and creator on the screen. Then select an identity color and press **[Save]**.



4 The saved program is added on the list.

4.2 How to use saved program

1 Select **[Program]** on the main function screen (copy/scan/fax) to save specified settings and use it again.

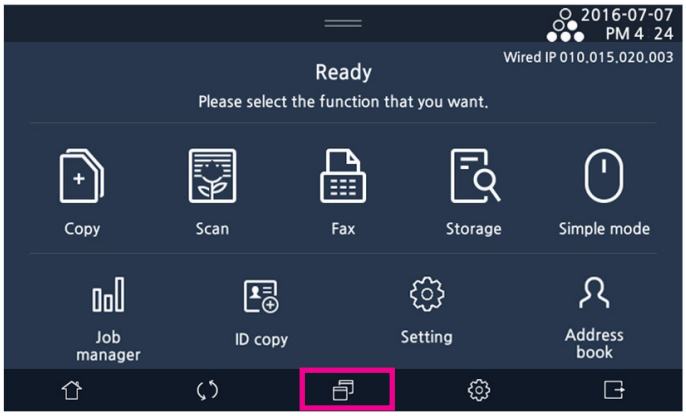


2 Save program list is separated by each function tab. Select a program tab from **[Copy program]**, **[Scan program]**, or **[Fax program]** and select a program to load from the list.

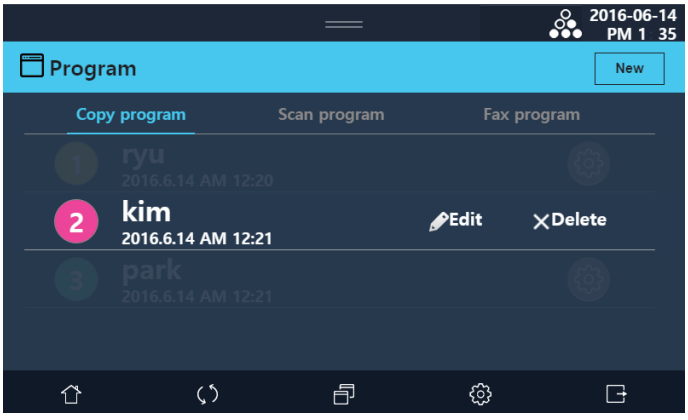
3 According to the specified settings for the program, a changed function screen appears on the screen.

4.3 Edit or delete registered program

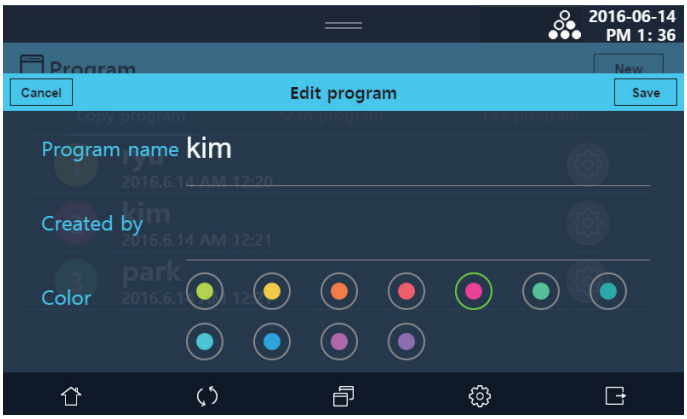
1 Select **[Program]** on the main function screen (copy/scan/fax) to save specified settings and use it again.



2 On the program list, select **[⚙]** for the entry to edit or delete. Then you can select **[Edit]** or **[Delete].**



3 Select **[Edit]** to change name, creator, or identity color of the program.

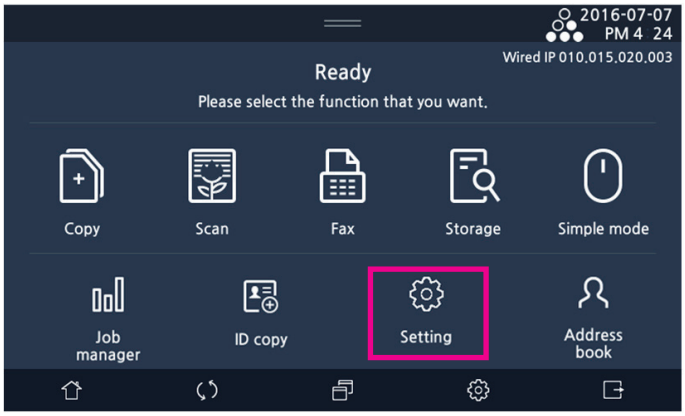


4 Select **[Save]** to apply the changes.

5 To delete a program, select **[Delete]** on the selection screen of **[Edit]** and **[Delete].**

5. Web browser

User can use web browser installed in the device. User can use the web browser to surf or search internet sites or use bookmark, and web page print function.

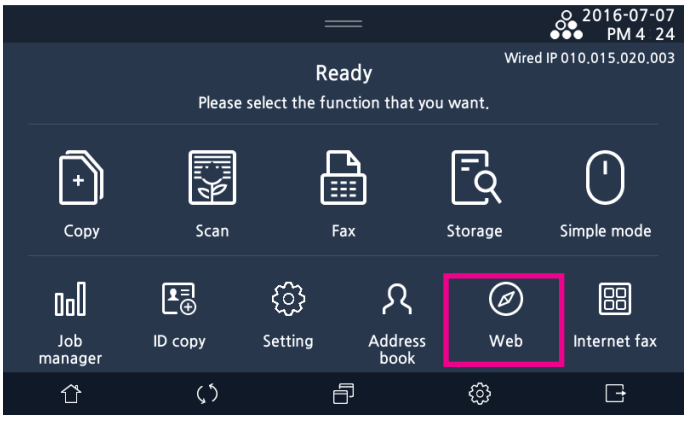


Note

- "On" must be selected for [Setting] → [General] → [Basic] → [16-Web] for device to use Web.

5.1 Run web browser

1 Touch button of **[web browser]** on the home screen which web browser has been activated



2 The web browser opens and shows the home page.

3 User can use the tool bar on the top of the screen to go back / forward, enter URL, refresh, go homepage, set bookmark, print webpage, or configure settings.

5.2 Go to homepage

Use the menu on the top tool bar to go to the home page selected.

1 Go to a web page to save and select [ ] on the top tool bar.

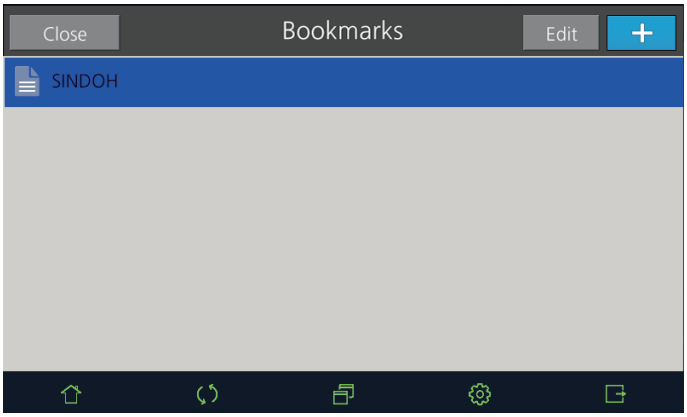
2 You can use ◀, and ▶ icons in the tool bar to go to web pages you previously visited. Also you can enter URL, or refresh page. Click URL input window and use keyboard to enter address.

5.3 Use bookmark

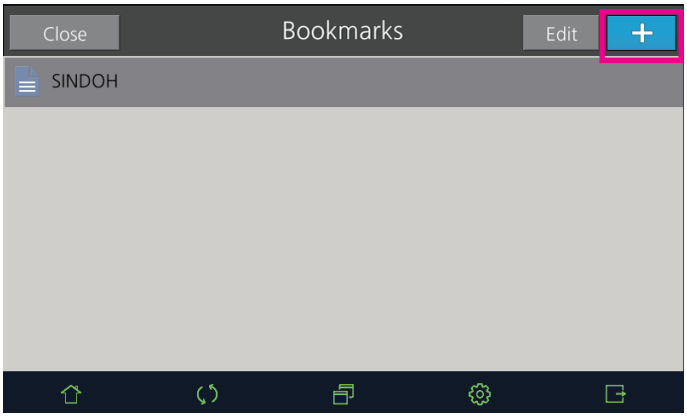
You can save a frequently used web page and go to the web page without entering URL.
You can save/edit/delete a bookmark

1 Go to a web page to save and select [ ] on the top tool bar.

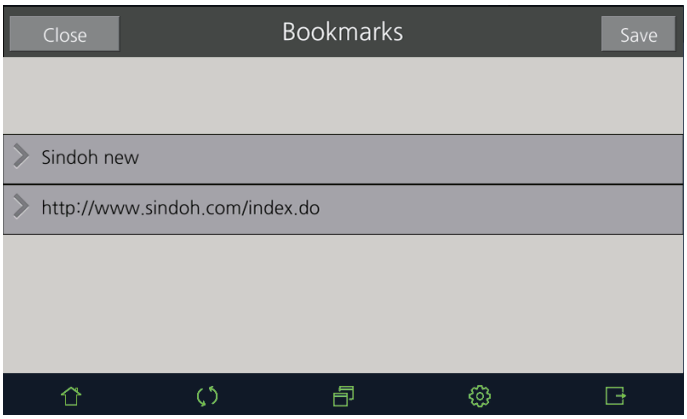
2 You can view list of bookmarks previously saved.
Select a bookmark from the list to go to the bookmark.



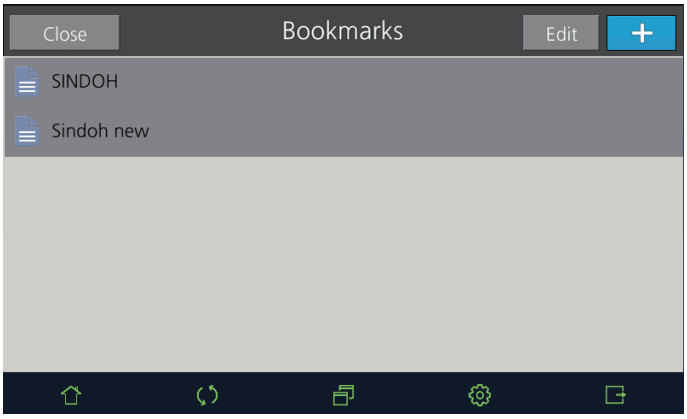
3 To save, select [ ] on the upper right of the screen.



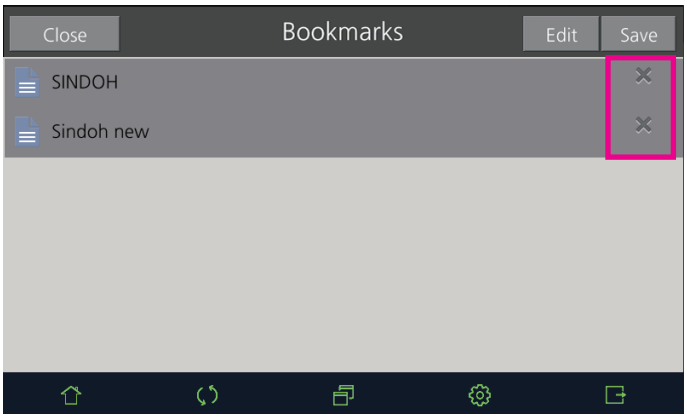
4 The first field shows the name of bookmark and the second field shows URL. Select the first field and use keyboard to enter a bookmark name. Select **[Save]** to save, or select **[Close]** to cancel.



5 After you save, you can view a newly added entry.



6 To delete an entry, select **[Edit]** on the upper right of the screen. Select [ ] on each entry to delete it.



7 To change an entry, select **[Edit]** on the upper right of the screen.
When you select an entry, the name and URL of the entry are displayed.
Select the first field and use keyboard to change name.
It is as same as saving a bookmark.

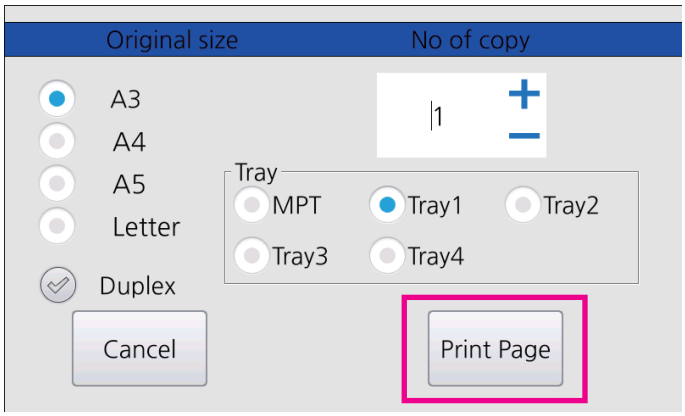
8 To exit bookmark, select **[Close]** on the upper right of the screen.

5.4 Print web page

You can print the web page currently being displayed.

1 Go to a web page to save and select [ ] on the top tool bar.

2 Select Setting and **[Print Page]** to start printing. To cancel printing, press **[Cancel].**



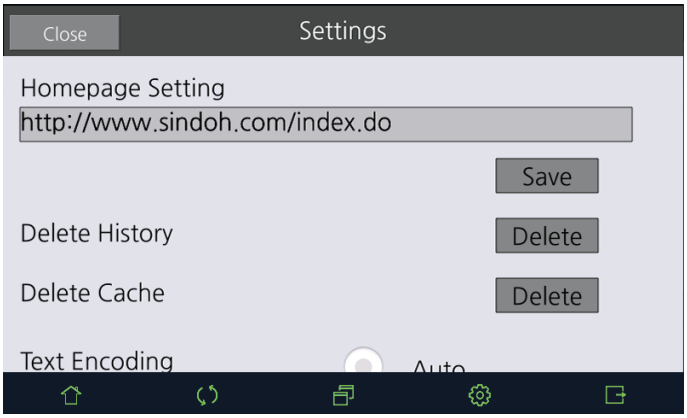
3 If you are using a map service website such as Google, you can print the map using the same printing popup window.

5.5 Web browser setting

You can configure settings for web browser.
There are five options available: Homepage Setting, Delete History, Delete Cache, Text Encoding, and Default Settings.

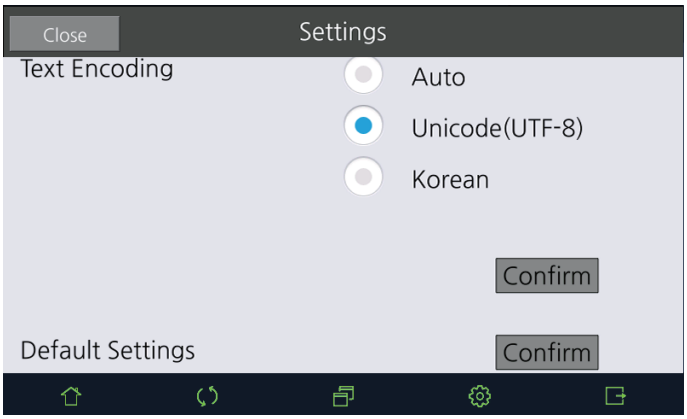
1 Go to a web page to save and select [ ] on the top tool bar.

2 Use the home page setting menu to set up a home page
This web page appears when you open a web browser after booting device or when you select [ ] on the top tool bar. Use the delete history menu to delete web pages accessed after booting device.
After this function is used, Back / Forward buttons cannot be used until new pages are accessed.
Select the delete cache menu to delete images of the accessed page saved in the device.



Use the text encoding menu to change the encoding method.

3 Use the Default Settings menu to reset all settings.



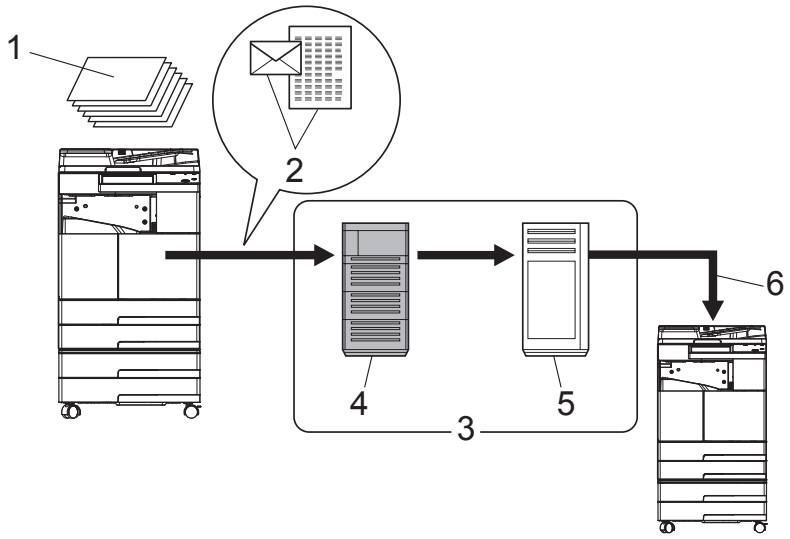
5.6 Close web browser

1 To exit the web browser, select the **【Home】** button.

6. Internet fax

6.1 Internet fax

Internet fax is used to send or receive faxes via internet.
Internet fax uses email functions of internet to send or receive fax documents. Therefore, you can send or receive faxes without worrying about communication fee when you send a fax to a long distance destination or send faxes in a batch.

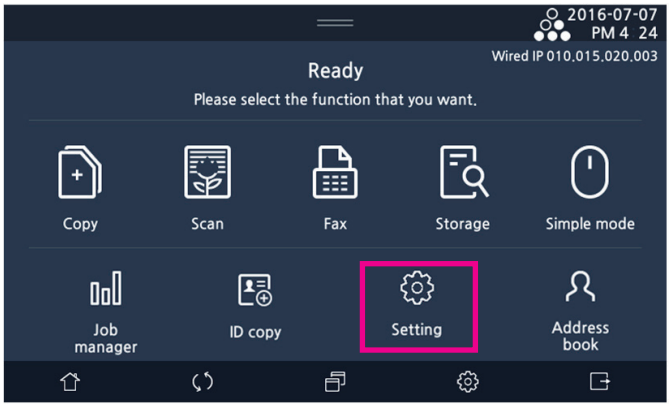


1. Originals
2. Email + attachment(in TIFF format)
3. Internet
4. SMTP server
5. POP3 or IMAP server
6. Internet fax Rx

Before using the internet fax, check the followings:

- Internet fax uses emails to send or receive documents.
- Internet fax sends a fax document in a format of attachment (TIFF file) to an email via internet. The receiving device which supports internet fax receives an email and prints the attachment.
- You need an exclusive email address for internet fax.
- Connect a device to TCP/IP network available for internet fax communication.
- Depending on the network status, attachment may not be properly sent or received when you send an internet fax as email message.
- This device supports internet fax communication of documents in black/white.

6.2 Internet fax setting

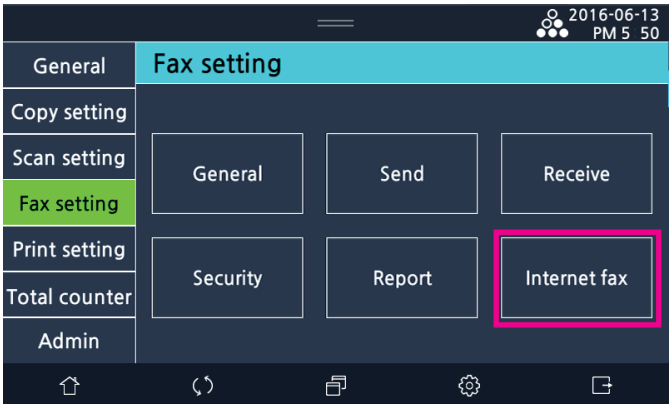


Note

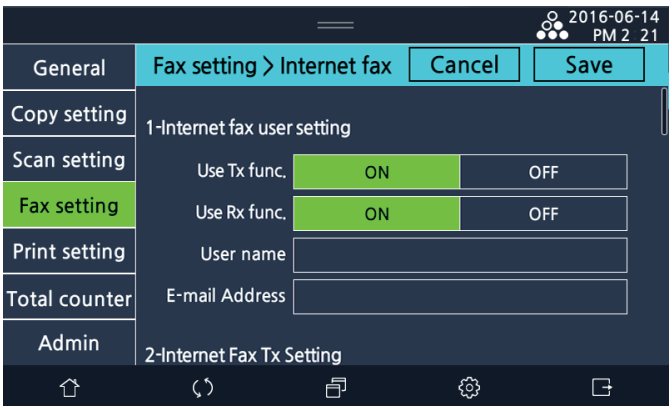
– "On" must be selected for [Setting] → [General] → [Basic] → [15-Internet fax] for device to use Web.

Internet fax setting

1 Internet fax must be properly set before you use the internet fax function.
Select **[Setting]** → **[Fax setting]** → **[Internet fax]** to configure internet fax settings.



2 When you select **[Internet fax],** the below screen appears.



The following table shows the overall structure of internet fax settings.

Internet fax user setting	Use Tx func.
	Use Rx func.
	User name
	E-mail address

Internet Fax Tx Setting	SMTP Server
	Use Rx server login Info.
	SMTP ID
	SMTP password
	SMTP security
	SMTP port
	Retry Tx

Internet Fax Rx Setting	Server type
	Server Address
	ID
	Password
	Security
	Server port
	Interval for checking Rx
	Print mail contents

Internet fax detail setting	MDN request
	MDN response
	DSN request
	Checking time for MDN/DSN response
	Print MDN response
	Print DSN response
	Print Tx report
	Print Rx report

Internet fax general setting

Item	Description
Use Tx func.	Select **[On]** or **[Off]** to use internet fax Tx function. * Default: On
Use Rx func.	Select **[On]** or **[Off]** to use internet fax Rx function. * Default: On
User name	Enter a user name to use for internet fax. Example〉 User Name
E-mail address	Enter an email address to use for internet fax. Example〉 email@domain.com

Internet-Fax Tx Setting

Item	Description
SMTP Server	Enter a SMTP server address to use for internet fax mail transmission. example〉 smtp.domain.com
Use Rx server login Info.	Select **[On]** or **[Off]** for using server login information to log in to the SMTP server. If **[On]** is selected, the ID and password configured for basic settings are used to log in the SMTP server. * Default: Off
SMTP ID	Enter the log in ID to the SMTP server for internet fax email Tx. Depending on the SMTP server settings, it may request ID only or email address. For details, contact your email server admin.
SMTP password	Enter the log in password to the SMTP server for internet fax email Tx.
SMTP security	Select **[Off]**, **[SSL]**, **[TLS]**, or **[STARTTLS]** depending on the security setting of the SMTP server to use. For details on security options, contact your email server admin. * Default: Off
SMTP port	Enter a port for the SMTP server to use. Port #25 is usually used for the SMTP server without security option. Contact your email server admin for port number of SMTP server with secruity option. * Default: 25
Retry Tx	In case transmission of internet fax email is unsuccessful due to network failure, enter a number of transmission re-trials between 0 and 10. Set a higher number if the network environment experience frequent failure. * Default: 3 times

Internet-Fax Rx Setting

Item	Description
Server type	Select **[POP3]** or **[IMAP]** for your server type to use in internet fax email Rx. For details on server type, contact your email server admin. * Default: POP3
Server address	Enter a server address to use in internet fax email Rx. example〉 pop3.domain.com
ID	Enter a log in ID to the server to use in internet fax email Rx. Depending on the server setting, only ID is required or email address is required. For details, contact your email server admin.
Password	Enter a log in password to the server for your internet fax email.
Security	Select **[Off]**, **[SSL]**, **[TLS]**, or **[STARTTLS]** depending on the security setting of the server to use. For details on security options, contact your email server admin. * Default: Off

Item	Description
Server port	Enter a port of the server to use. Port #110 is usually used for the POP3 server without security option. Port #143 is usually used for the IMAP server without security option. Contact your email server admin for port number of POP3 or IMAP server with security options.
Interval for checking Rx	Select an interval to check if there is a new internet fax email automatically. Between 1 and 120 minutes. * Default: 10 minute
Print mail contents	Select **[On]** or **[Off]** to print the email body when you receive an internet fax * Default: On

Internet fax detail setting

Item	Description
MDN request	When transmitting internet fax email, select whether to send MDN request. Select **[On]** or **[Off]**. MDN can be requested only when there is one fax receiver. * Default: off
MDN response	When transmitting internet fax email, select whether to send a response to MDN request. Select **[On]** or **[Off]**. * Default: off
DSN request	When transmitting internet fax email, select whether to send DNS request. Select **[On]** or **[Off]**. DSN can be requested only when there is one fax receiver. * Default: off
Checking time for MDN/DSN response	When transmitting internet fax email, select whether to send DNS request. Select **[On]** or **[Off]**. DSN can be requested only when there is one fax receiver. * Default: off If the MDN/DSN response check is **[On]**, select a time to wait for the message. Select a time between 1 hour and 99 hours. After the set time is finished, MDN/DSN response is no longer checked for the message. * Default: 24 hour
Print MDN response	Select **[On]** or **[Off]** to print a MDN response message or not when it is received. This option works only when MDN request is set to **[On]**. * Default: Off
Print DSN response	Select **[On]** or **[Off]** to print a DSN response message or not when it is received. This option works only when DSN request is set to **[On]**. * Default: Off
Print Tx report	Select **[Off]**, **[Success]**, or **[Fail]** to print a result report when internet fax email Tx is unsuccessful. **[Success]** and **[Fail]** can be selected together. * Default: Fail
Print Rx report	Select **[Off]**, **[Success]**, or **[Fail]** to print a result report when internet fax email Rx is unsuccessful. **[Success]** and **[Fail]** can be selected together. * Default: Fail

Reference

- SMTP: stands for Simple Mail Transfer Protocol. This is a standard protocol for email Tx/Rx.
- POP3: stands for Post Office Protocol Version3. This is a standard protocol used when the mail client receives an email from the mail server.
- IMAP: stands for Internet Message Access Protocol. This is a standard protocol used when the mail client receives an email from the mail server.
- MDN: stands for Message Disposition Notifications. This is a message used to send confirmation response from Rx device to Tx device for internet fax email.
- DSN: stands for Delivery Status Notifications. This is a message used by the mail server for Tx/Rx to show the mail transfer status.
- The MDN message and options for DSN message work only when there is one fax receiver. Also, depending on the device settings on Rx side and mail server, the MDN or DSN message may not be sent and it may be ignored or deleted.

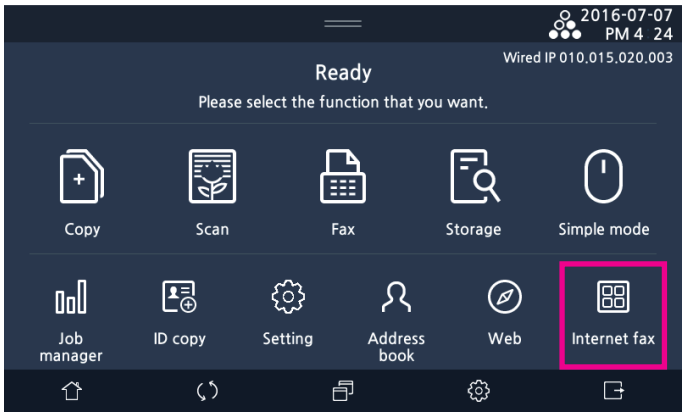
6.3 Internet-Fax send Setting

Send internet-fax

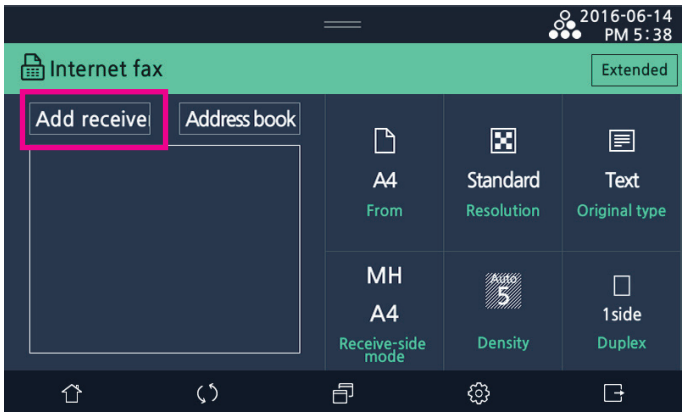
Note

- To use the Internet-Fax send function, [Use Tx func.] in the internet fax setting menu must be set to [On].

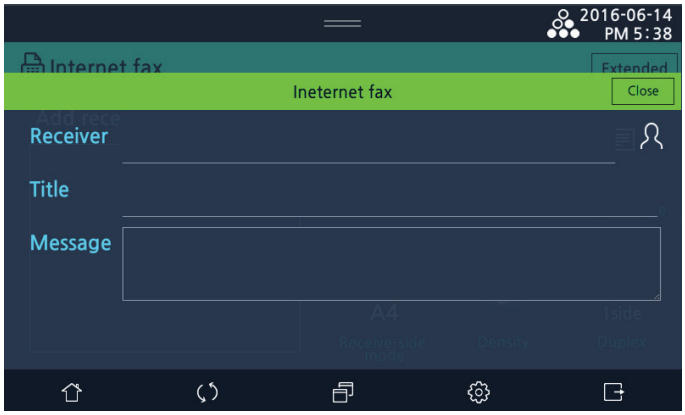
1 Touch button of [Internet fax] on the home screen which Interner fax has been activated



2 Enter a recipient to receive the internet fax. You can manually enter the recipient or use address book to select one. Select **[Add receiver]** to manually enter a recipient.



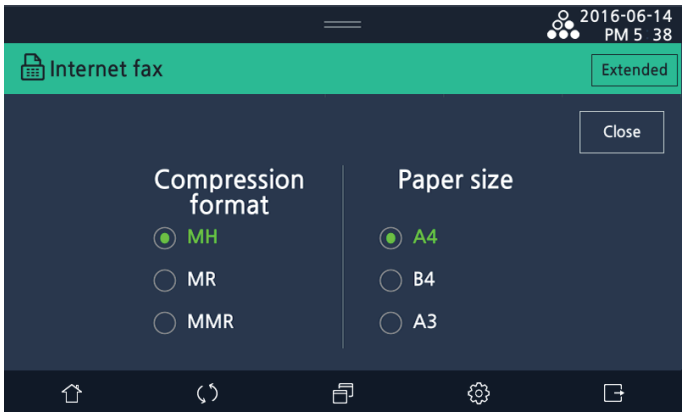
3 Enter an email address of the receiver and enter the title and body of the email.



4 Select **[Address book]** to add a receiver in the address book. For details on address book, see **P. 7-5「3. Address book」**.

5 Select original size, resolution, original type, density and duplex settings as needed. For details on settings such as original size, see **P. 5-5「2. Fax setting」**

6 Select **[Receive-side mode]** on the internet fax screen to select options for attached file suitable for the Rx device. You can select MH, MR, or MMR as compression method for attachment file and choose a paper size such as A4, B4, or A3.



7 Check the settings for original and receiver. Then load original paper and select【◇】button.

6.4 Internet-Fax receive Setting

Receive internet-fax

Note

- To use the Internet-Fax receive function, [Use Rx func.] in the internet fax setting menu must be set to [On].

This device can receive an internet fax email message automatically or manually.
When an internet fax is received, the attachment is automatically printed. The body of email message is printed when the option is on.

Reference

- This device can print TIFF Profile-S and TIFF Profile-F format document only.
- This device can print a body of email message written in ASCII characters only.

❖ Receive email automatically

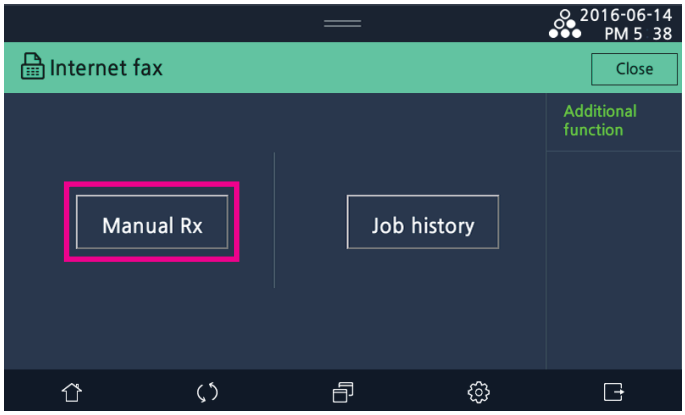
On the time interval set for Internet-Fax receive Setting, the device checks and prints a new internet fax message from POP3 server or IMAP server

Reference

- A value between 1 and 120 minute can be set as interval to check the email.
- The default value is 10 minutes.

❖ Receive email manually

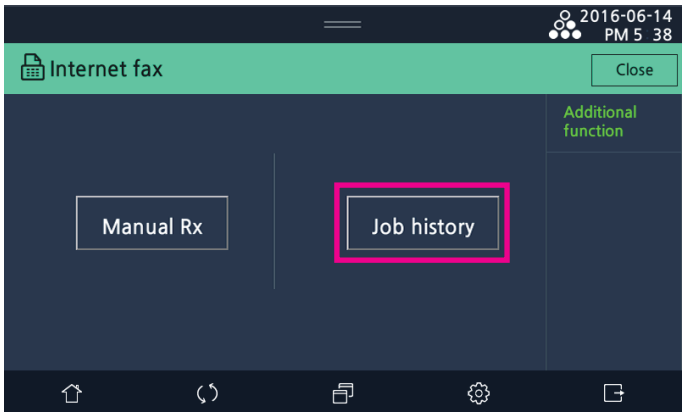
Away from the auto Rx checking, user can check internet fax email message from the POP3 server or IMAP server right away when needed. Select **[Extended]** on the internet fax screen and choose **[Manual Rx].**



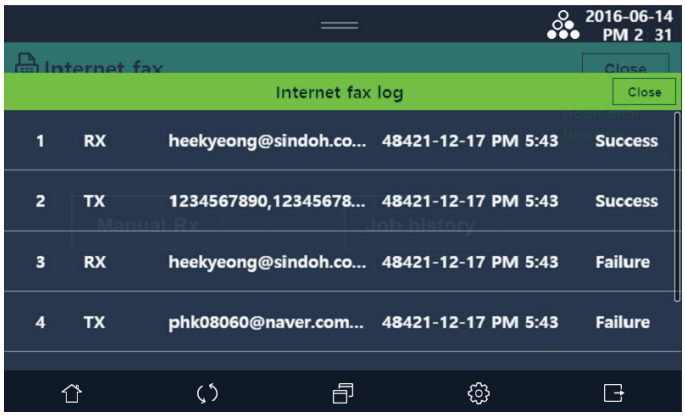
6.5 Additional functions

Check job history

1 User can check Tx and Rx job history of the internet fax. To check the job history, on the internet fax screen, select **[Extended]** and **[Job history].**



2 On the job history list, select a job to view details.



7. Sindoh sPrint App

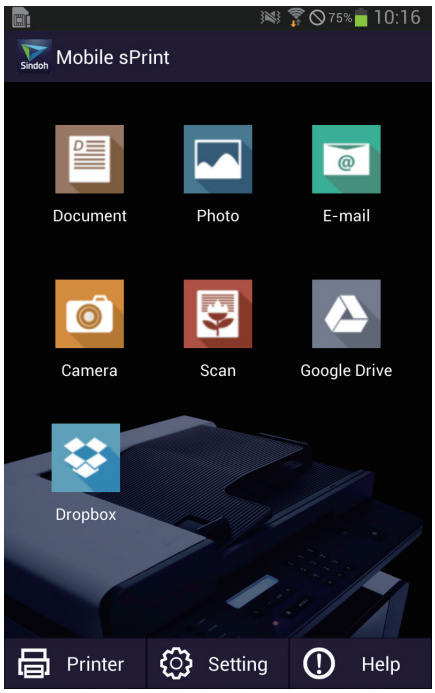
The Sindoh sPrint app is a freeware which makes user print or scan documents, available on smart devices such as Android smartphone and tablet. From smart device connected to the network where the MFP is connected to, user can print documents or images.

Caution

- **MS Office (Word, Excel, Powerpoint) files are converted into PDF files through the Google Drive PDF conversion service. Google account is required in this case.**

Note

- User can search “Sindoh” or “Sindoh sprint” in Google Play Store to find the application and install it.

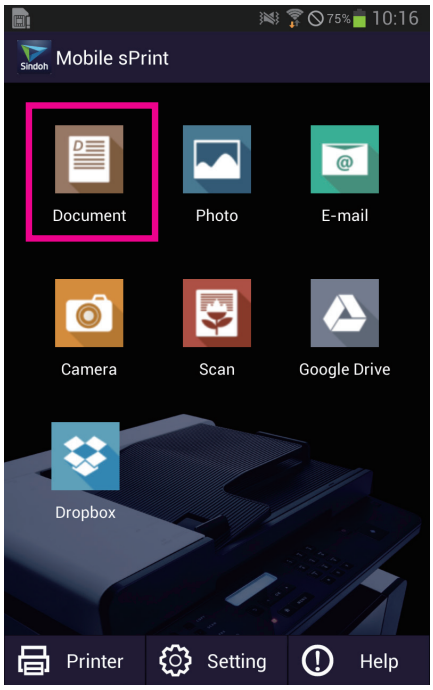


Reference

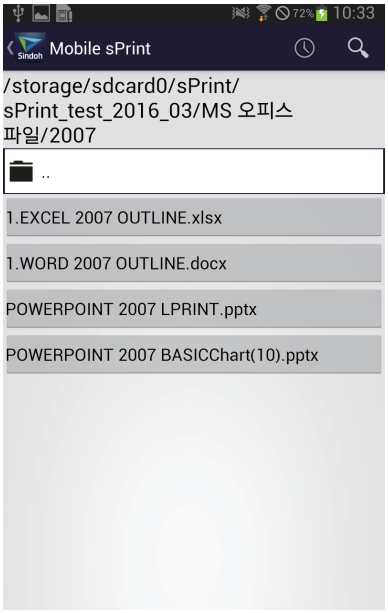
- The sPrint page may change without notice.

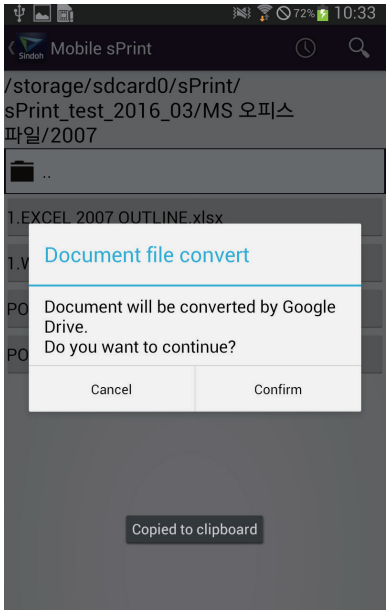
7.1 Print with sPrint App

1 Touch the document icon to print a document.



2 Select a document to print from the list in smart device.
If the document is a PDF or Text file, preview screen for the document is available. If the document is a MS Office file, it is converted with Google Drive to display the preview screen. Select an image from the Home screen to print the image.





3 Check the preview screen. When needed, select the setting icon to change options such as a number of print copies or paper size. Then select the print icon to print.

7.2 Scan with sPrint App

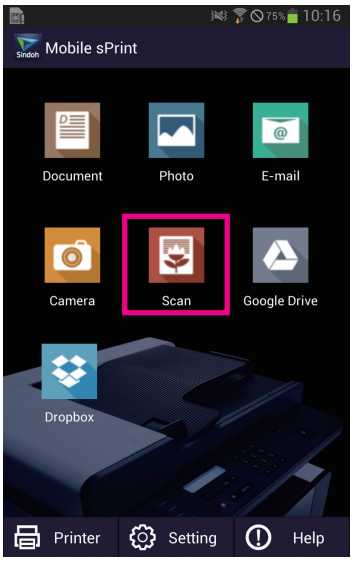
User can receive scan data with user's smart device by using the sPrint App.

1 User can receive scan data with user's smart device by using the sPrint App.

2 If there is a document on ARDF, this document will get scanned. If there is no document on ARDF, a document on flatbet glass will get scanned.

3 Select desired options in the Scan Home screen of the sPrint app. (resolution, file type, and more)

4 When user selects the Scan button of the sPrint app, the device scans document and creates a file in the format set by user. Then the file is sent to smart device.



5 When smart device receives the file, the status bar on top displays an icon and the app shows the list of received files.

7.3 Use NFC Tag to Print/Scan from Smart Device

User can touch the NFC antenna of smart device, where sPrint app is installed, on NFC tag of MFP to pair them together. The smart device must support Near Field Communication (NFC). See the user manual for smart device to find the location of NFC antenna. Check if Sindoh sPrint app is installed in the smart device.

Important

- **If there is no communication between MFP and smart device after touching the smart device on tag, adjust the position of smart device and touch it on the tag again.**
- **When an obstacle such as metal blocks the NFC tag of MFP and NFC antenna of smart deivce, communication between MFP and smart device may not be established.**

How to Pair MFP and Smart Device

1 Touch the smart device with sPrint app on the NFC tag of MFP.

2 sPrint app will run in a while and pairing between MFP and the smart device will be complete.

N610/MF Series
User Manaul

Use Web Monitor

9

1. Use Web Monitor

This section explains how to run the web monitor and how to understand each section in the web browser.

1.1 Device configuration

TCP/IP is required to run functions on the web monitor.
Options can be used in the web monitor after the device is configured to use TCP/IP.

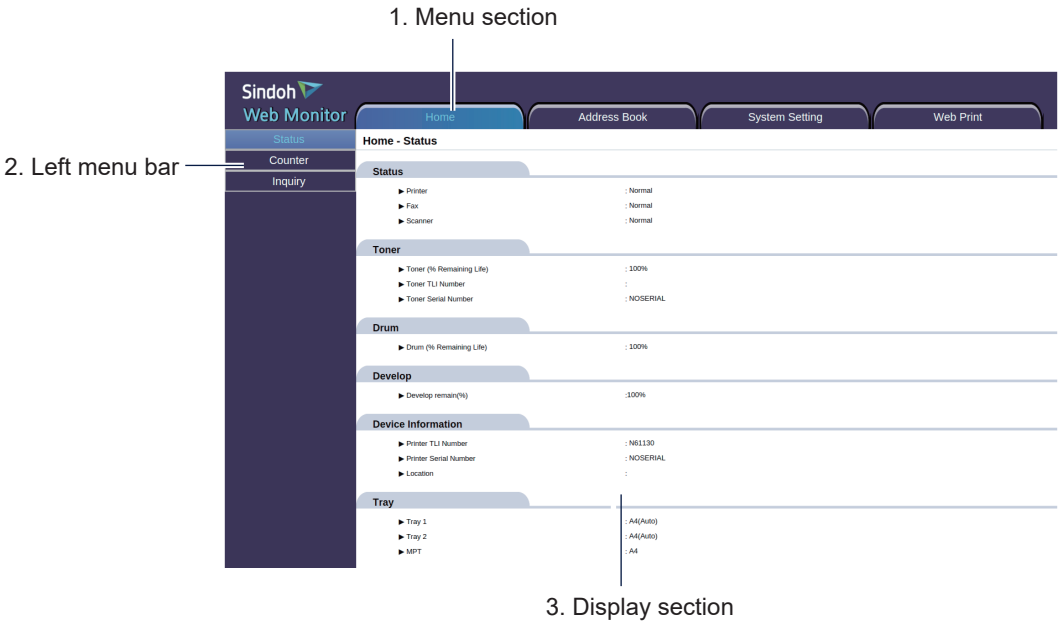
1.2 Available options

The following options can be used remotely on the user computer via Web Monitor.

- Show device status and settings
- Manage address book
- Configure device

1 Open your web browser.

2 In the address window of web browser, enter **"http: //(device IP address or host name)/"**.
The start page for the web monitor opens.



1. Menu section

When you select a menu, this option is shown in the display section or in the left bar section.

2. Left menu bar section

Details on each tab are displayed.

3. Display section

Details on the selected option in the menu are displayed on the screen.
Device information in the display section is updated automatically every 10 seconds.

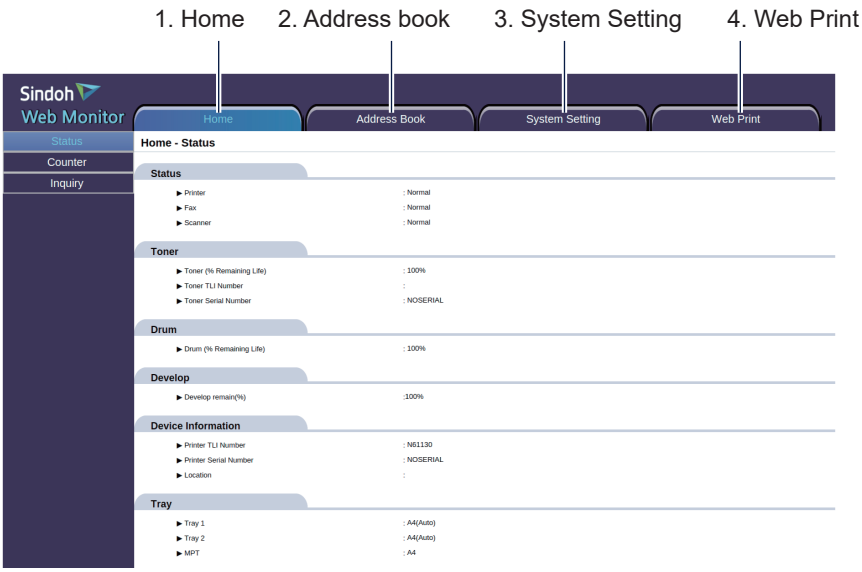
Note

- This web page is optimized for Internet Explorer 9.0 or higher.

2. About menu

2.1 Menu

You can view or change settings on the device status, document manager, job history, or user environment. However, the settings cannot be changed for some devices.



1. Home

On the left menu bar, **[Status], [Counter]** and **[Inquiry information]** tabs are displayed.
In the job section, the details on the tab menus are displayed.

2. Address book

Users without certification information can be added, changed, or deleted. User can only view information on users with certification information.

3. System Setting

User can change settings for the device. In the Admin contact setting, the phone number of service center, URL of web page, and sales branch/phone number can be entered.

4. Web Print

A document uploaded in the web site can be printed. Also, copy quantity, tray setting, print density, duplex setting, and collate copy can be configured.

3. Settings list

The below table shows options in the web monitor which can be found in the web browser.

3.1 Home

Menu (phase 1)	Menu (phase 2)	Menu (phase 3)
Home	Status	Status
		Toner
		Drum
		Device information
		Tray
	Counter	Total page counter and page count for each option
	Inquiry	Service center
		Sales branch

3.2 Address book

Menu (phase 1)	Menu (phase 2)	Menu (phase 3)	Menu (phase 4)
Address book	Address book	Add user	Basic information
			Group
			Email
			Net folder
			FTP
			WebDAV
			Fax
		Detailed User Info	Same as (add user)
		Edit user	Same as (add user)
		Delete user	
	Group	Group	Group information
			Page
			Total number of groups
			Display number
			Sort
			Search group list
		Create group	Group name
		User group list	(same as group)
		Edit group	Group name
		Delete group	

3.3 Setting

Menu (phase 1)	Menu (phase 2)	Menu (phase 3)	Menu (phase 4)
Settings	General	Basic setting	Panel Key Sound
			Power Save
			Auto power off
			Auto initialize time
			Time zone
			Wait[Busy]
			Wait[Idle]
			Slide effect
			Dust Remove
			Unit
			Language

3.4 Copy setting

Menu (phase 1)	Menu (phase 2)	Menu (phase 3)
Settings	Copy	Copy Quantity
		Original size
		Tray
		Type
		Print density
		Copy density
		Auto density
		Intensity
		Copy scale
		Duplex
		Collate
		Copy quality
		General Scan Wait Time

3.5 Scan setting

Menu (phase 1)	Menu (phase 1)	Menu (phase 3)
Settings	Scan	Save in
		Original size
		Color/B&W
		Resolution
		File type
		JPEG quality
		Scan density
		Duplex
		General scan Wait time

3.6 Fax setting

Menu (phase 1)	Menu (phase 2)	Menu (phase 3)
Settings	Fax	Genearal Setting
		Send Setting
		Receive Setting
		Report print Set
		Fax security
		Internet fax

3.7 Print setting

Menu (phase 1)	Menu (phase 2)	Menu (phase 3)
Settings	Print	Print density
		Setting priority

3.8 Network setting

Menu (phase 1)	Menu (phase 2)	Menu (phase 3)	Menu (phase 4)
Settings	Network setting	Wired network	Auto setting
			Manual setting
			Mac Address
		E-mail transfer setting	SMTP (e-mail transfer setting)
		Status e-mail alert	Email alert availability, Admin e-mail setting

3.9 Paper setting

Menu (phase 1)	Menu (phase 2)	Menu (phase 3)
Settings	Paper setting	Tray Priority
		Substitute A4/Letter
		Limitris MPT
		Use
		Tray 1
		Tray 2
		Tray 3
		Tray 4
		MPT

Note

– Depending on the security setting, some options may not be displayed.

N610/MF Series
User Manaul

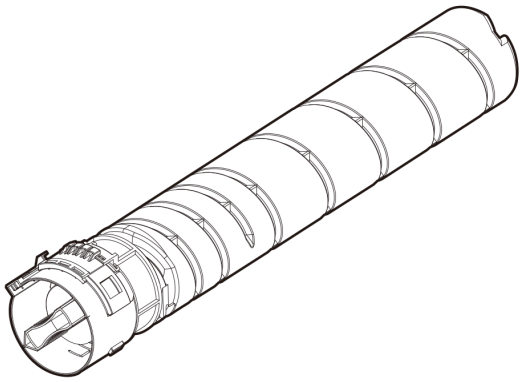
Maintenance and Troubleshooting

10

1. Replace consumables

The LCD shows a message when consumables need to be replaced.
When you see the message asking for replacement, please identify the consumables in the message and replace it.

1.1 Toner bottle



When a message, **"No toner"**, appears on the LCD screen, replace the toner. For details on how to replace a toner bottle, see **P. 10-2「1.2 Change toner bottle」**.

1.2 Change toner bottle

When a toner is almost used up, a message, **"Toner near end"**, appears on the LCD screen.
You may continue to use the device, but please replace the low toner bottle with a new toner bottle.
When a message, **"No toner"**, appears on the LCD screen, all toners have been used up and the device cannot print any more. Replace the older toner bottle with a new one.

How to replace

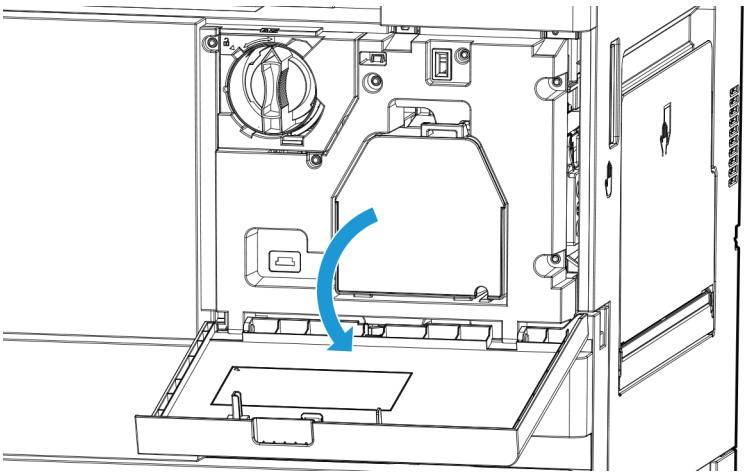
Important

- **Shake a new toner bottle between 5 and 10 times before installing it.**
- **The toner bottle used up will be collected at a service center do not throw away and keep it in a box.**

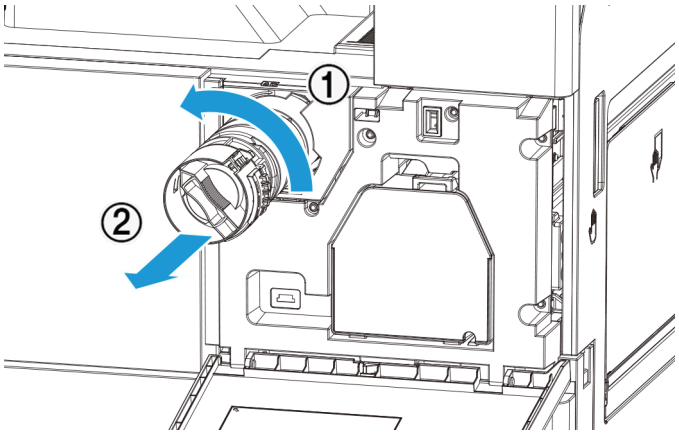
⚠ Caution

- **Do not burn a toner bottle or throw it into the fire. You may get burned due to scattered toners.**
- **Make sure your hands, clothes or internal device is not stained with toner.**
  Wash them away with clean water or mild washing liquid if your hands are stained with toner.
- **If toner gets in your eyes, wash them away with clean water and consult your doctor.**

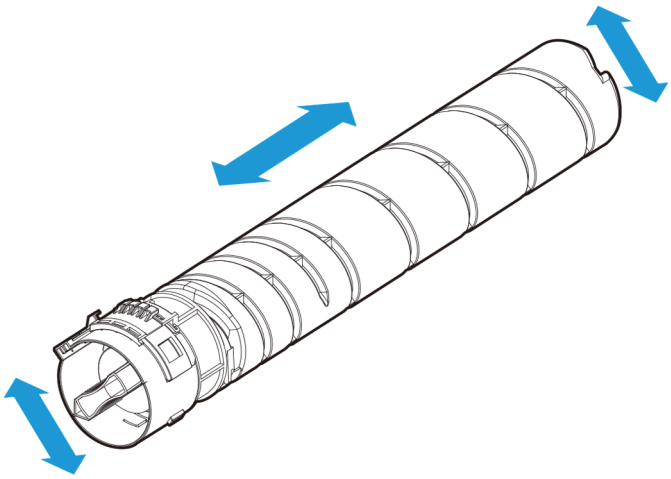
1 Open the front cover.



2 Turn the knob to loosen it (①) and pull out the used toner unit (②).



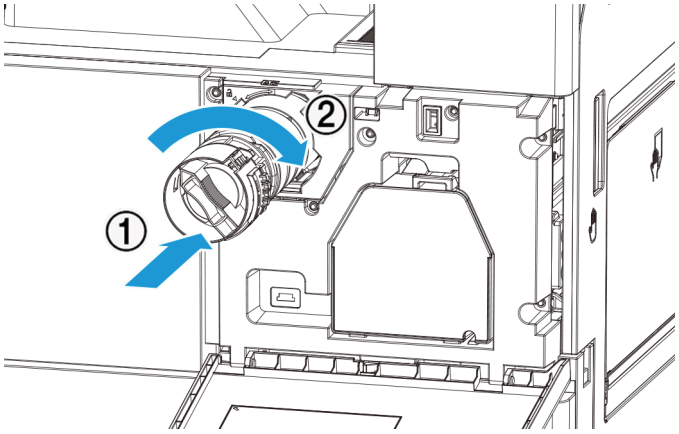
3 Take out a new toner bottle out of the box and shake it 5 to 10 times.



⚠ Caution

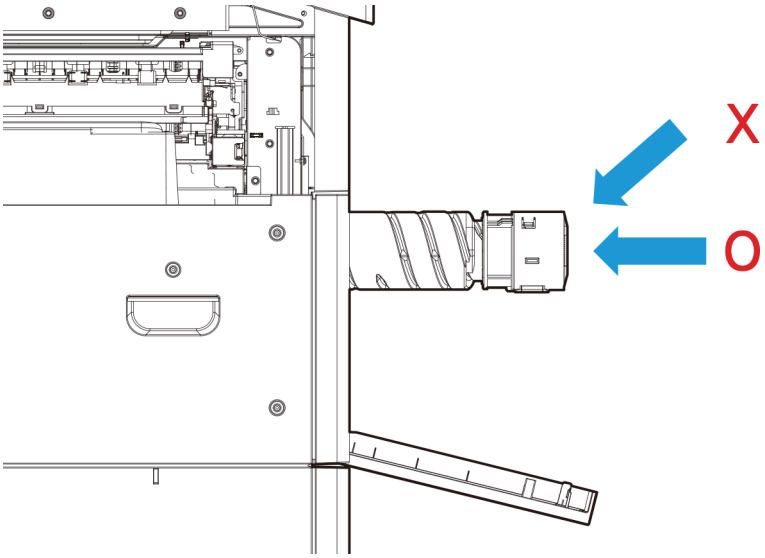
- **If the toner is installed without shaking, it may cause unsteady supply of toner.**

4 Push a new toner bottle with locking knob open (①) and turn the knob to fasten (②) and secure it.

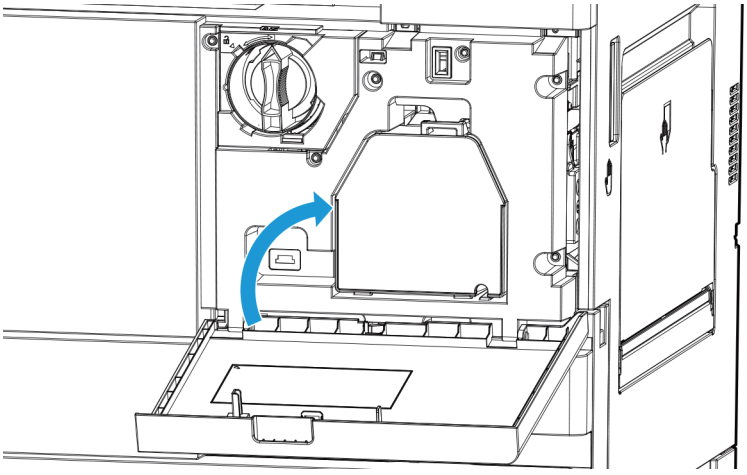


⚠ Caution

- **If you force the toner unit downward to install it, the toner may get scattered. Make sure that you maintain horizontal balance to push the toner in.**



5 Close the front cover.



2. Clean device

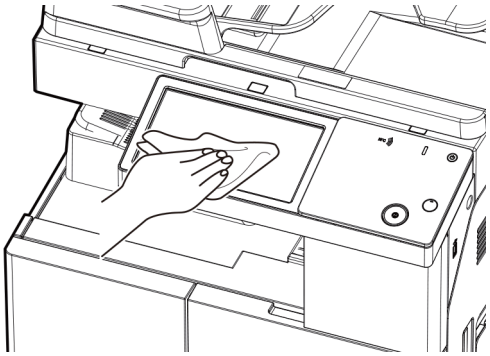
This section describes how to clean the device. Only professional technicians are allowed to perform any cleaning, maintenance, and recycling not described in this section.

Important

- **Do not use benzene, thinner or other cleaning chemicals as they may damage plastic parts and paint.**
- **Do not use toilet papers or paper towers to clean the device. They may stick to the inside of the device to cause static electricity. Use soft clothes not to damage the outer surface of device.**

2.1 Clean outer surface

Dip the soft cloth into water or soft cleaner, wring it out completely, and then clean the outer surface of device.

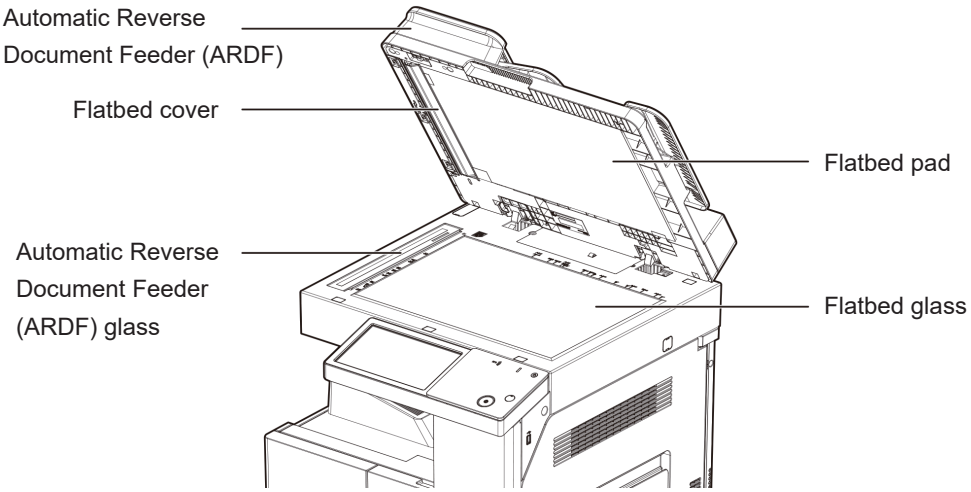


2.2 Clean scanner area

If the scanner area is dirty, copied documents may have unwanted spots, or scanned or faxed documents may have a black line. Clean the scanner area on a regular basis.

Clean ARDF, flatbed, flatbed cover, and pad

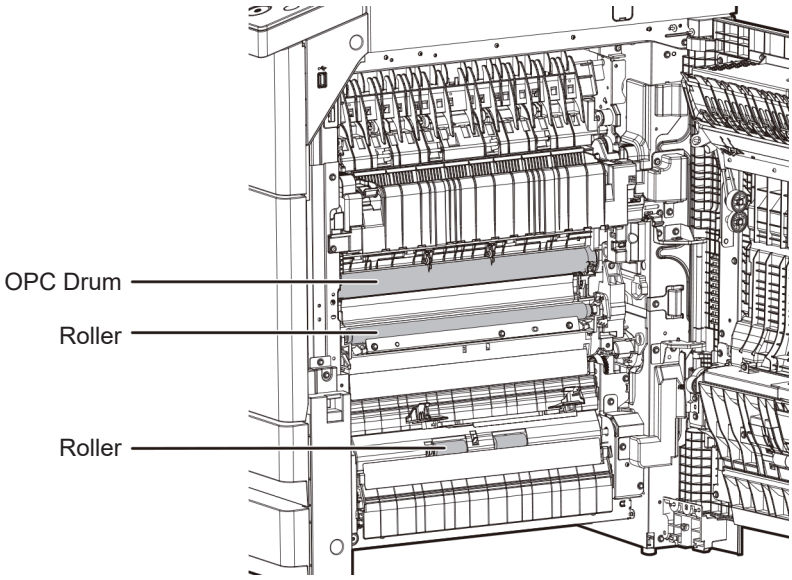
Dip the soft cloth into water or soft cleaner, wring it out completely, and then clean the surface. And wipe the surface with the clean dry cloth. If the surface is covered with dust, dip the soft cloth into a little amount of soft cleaner, clean the device, and then clean the device with another clean and dry cloth.



2.3 Clean printer area

For the following cases, clean the roller in the printer area.

- Frequent paper jams
- Low print quality
  - Dip the soft cloth into water, wring it out completely, and then clean the surface. And wipe the surface with the clean and dry cloth.
  - Rotate the roller with your hand and wipe down the whole roller downwards.



⚠ Caution

- **The fuser unit and its surrounding areas are very hot while the device is operating.**
- **Do not touch the fuser unit and its surrounding areas. It may cause burns.**

Important

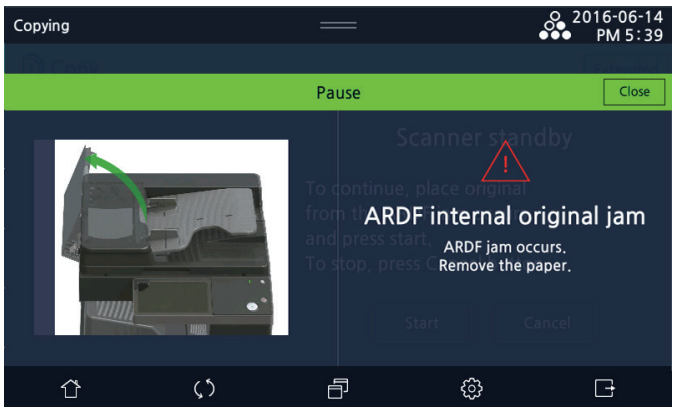
- **Do not touch the OPC drum with your hands. It may cause print errors.**

3. Fix document or paper jam

When document or paper jam occurs, its location is displayed on the LCD panel.
Follow the below instructions to remove the jammed document or paper carefully.
If the jammed paper cannot be removed, contact Sindoh customer support center or service center.

3.1 Document jam

When a document is jammed in ARDF, a message **"ARDF jam occurs, Remove the paper."** appears.
Remove the jammed document carefully.

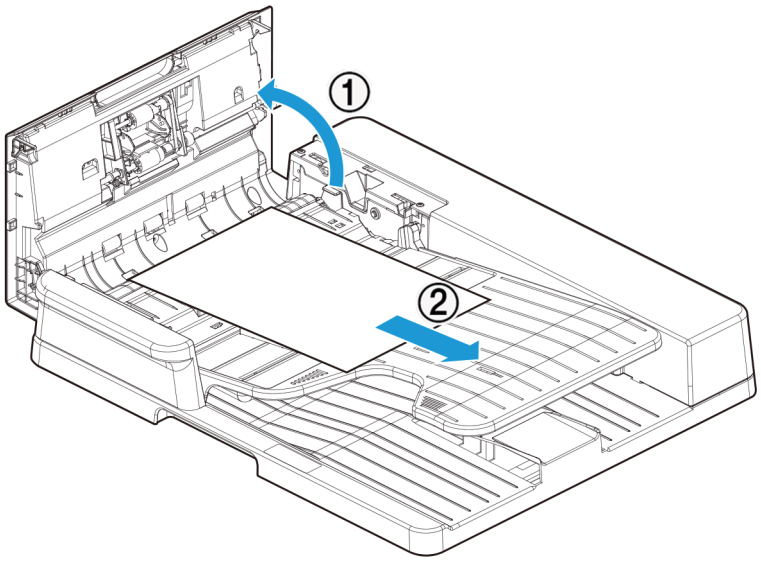


Important

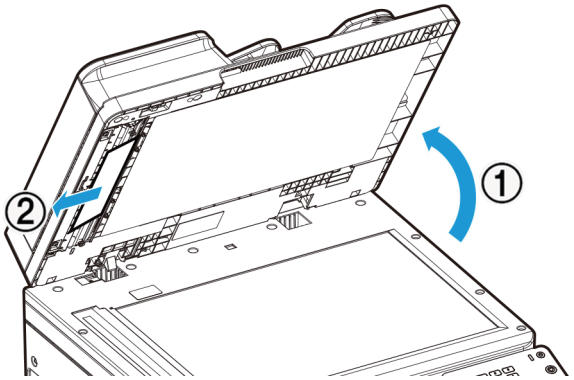
- **Do not force to pull out the jammed document even though it is not released easily. If you force to release or pull it too hard, you may tear off the paper. Remove the jammed document carefully.**

1 Pull up and open the ARDF cover (①).

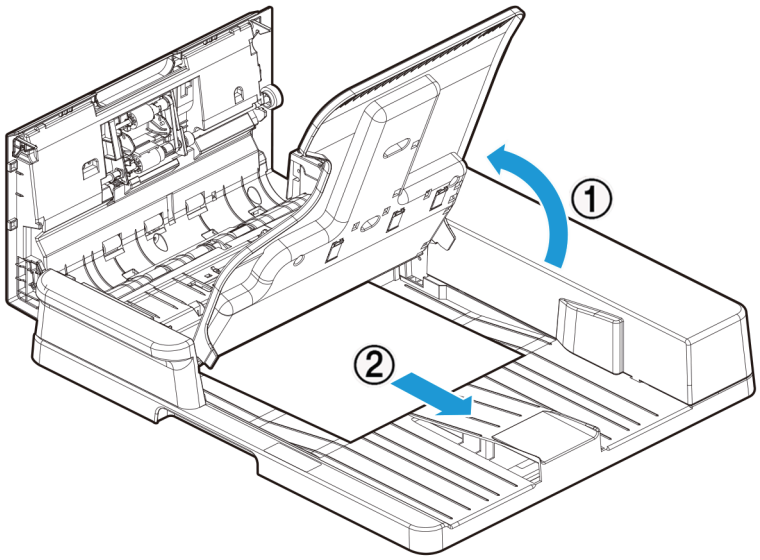
2 Remove the jammed paper (②) carefully. If you cannot remove the jammed paper, 3 go to step.



3 Pull up and open the ARDF cover (①) and remove the document (②) carefully.



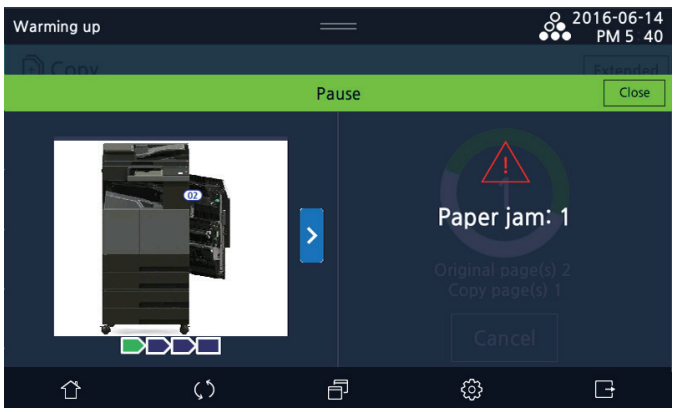
4 Lift up the document feeder (①) and remove the jammed document (②) carefully.



5 Lift down the document feeder. Close down the ARDF cover.

3.2 Paper jam

If paper jam occurs while printing, a message appears on the screen depending on the type of jam.



Caution

- **The fuser unit and its surrounding areas are very hot while the device is operating.**
  Do not touch the fusing unit and its surrounding areas when you remove jammed paper or check the inside of device. It may cause burns.
- **When you remove jammed paper, prevent your eyes or mouth from toner powder.**
  If toner gets in your eyes or mouth, wash them away with clean water and consult your doctor.

Important

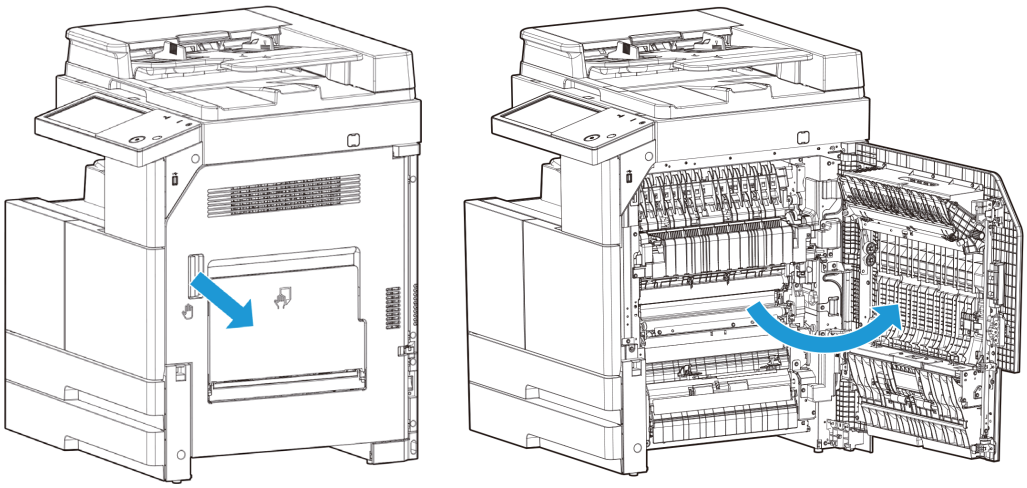
- **When paper jam occurs while printing, some toner powder may not be settled on the paper**
  Make sure your hands or clothes are not stained with toner.
  Wash them away with cold water if your hands or clothes are stained with toner.
  If you wash it with warm water, the stains may remain permanently.
- **Carefully remove the jammed paper so that no trace of paper is left inside the device.**
- **Do not touch the internal parts and terminals of the document transfer roller.**
  It may lower the print quality.
- **Do not touch the surface of the OPC drum. It may cause print errors.**

Note

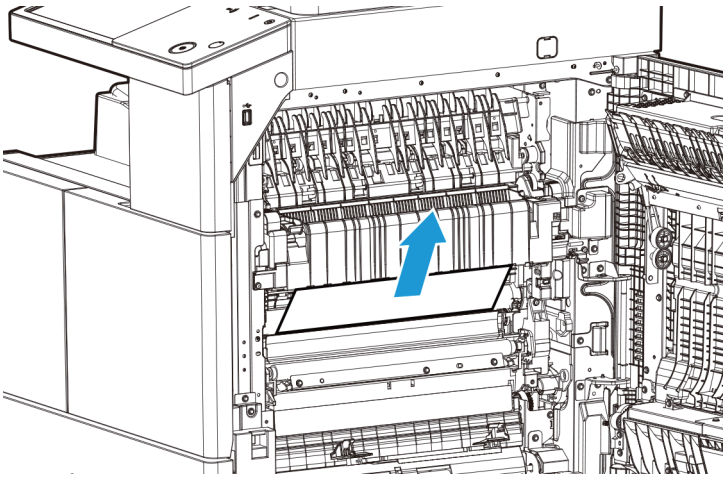
- Open the cover displayed on the LCD panel and close it. This may make an error message disappear.

Follow the below steps to remove the jammed paper carefully

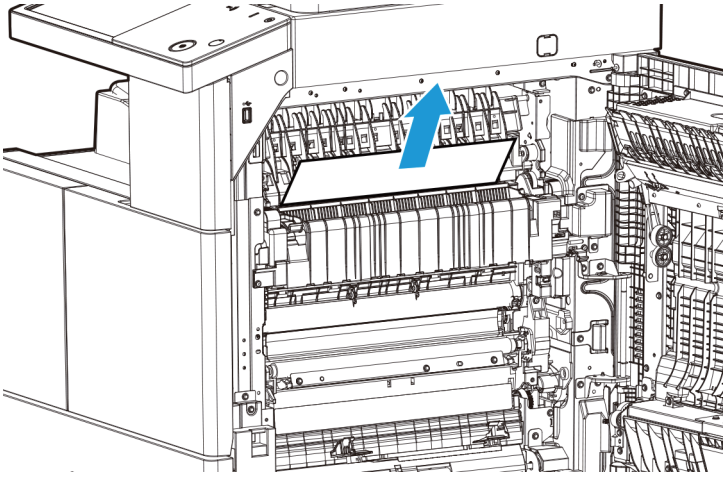
1 Pull the side cover lever to open the side cover.



2 Hold the jammed paper with both hands and carefully pull out the paper to remove.



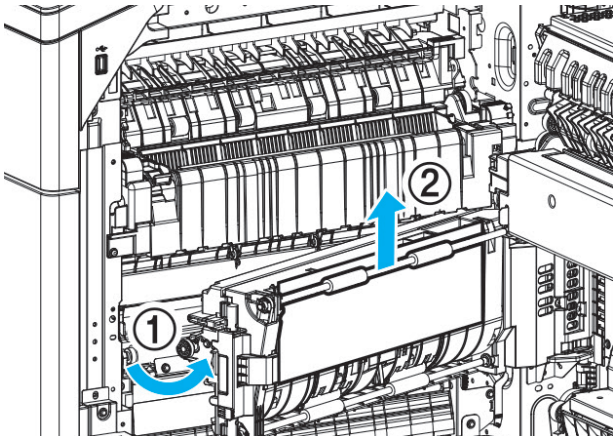
3 If paper is jammed inside the fusing unit, remove the paper carefully.



⚠ Caution

- **The fuser unit and its surrounding areas are very hot while the device is operating. Do not touch the fusing unit and its surrounding areas when you remove jammed paper or check the inside of device. It may cause burns.**

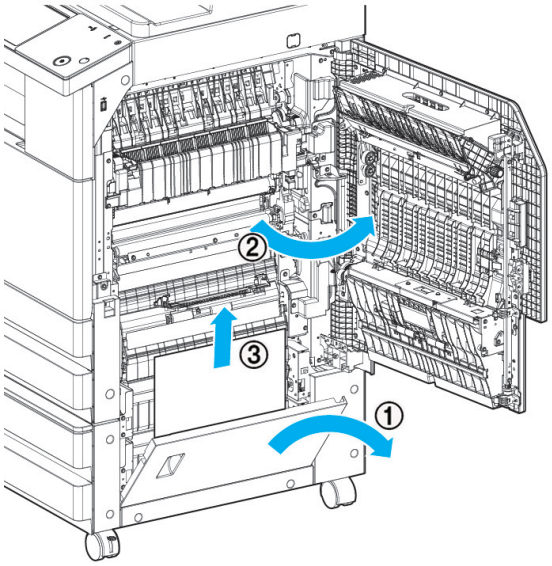
4 If paper is jammed in the duplex unit, open the unit (①) and remove the jammed paper (②) carefully.



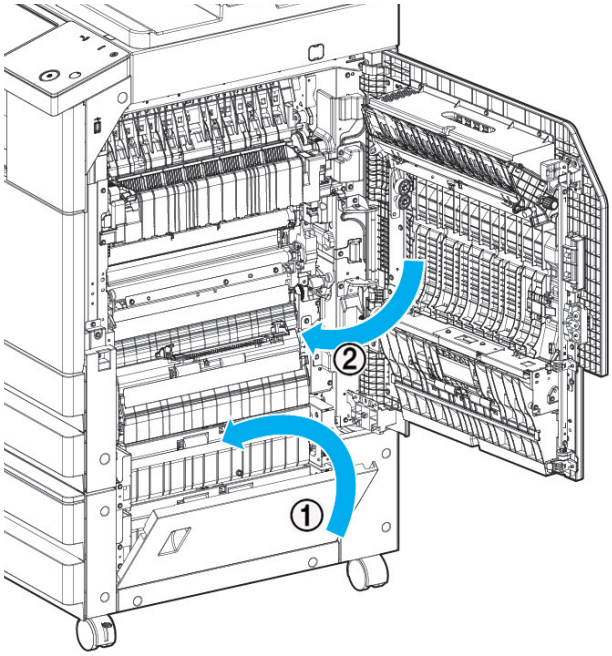
5 Close the side cover.

3.3 Remove paper jam in optional feeder (Tray 3)

1 Open the cover (①) on the right bottom of the optional feeder (Tray 3). Open the right cover (②). Pull out the jammed paper (③) with both hands to remove it carefully.



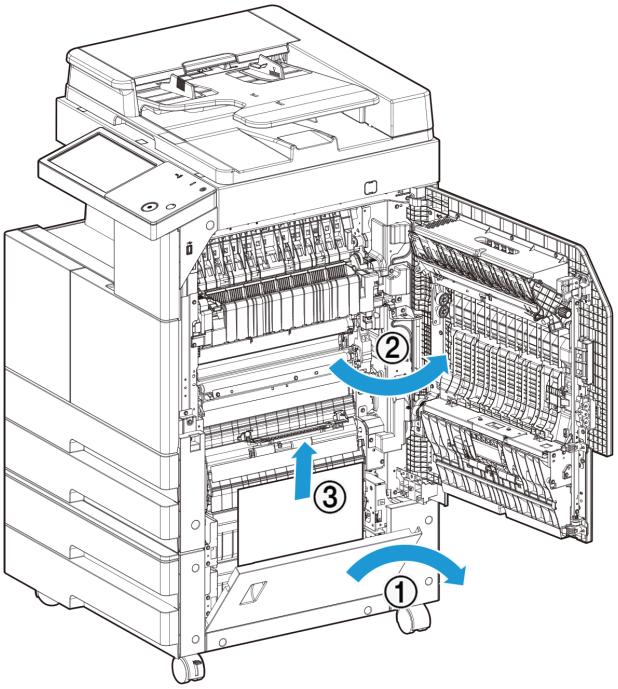
2 Make sure there is no paper jam and close the covers in the reverse orders of removing paper jam.



When you close the right cover (②), make sure that you firmly push in the area of the hand image, as in figure, to close the cover.

3.4 Remove paper jam in optional feeder (Tray 4)

1 Open the cover (①) on the right bottom of the optional feeder (Tray 4). Open the right cover (②). Pull out the jammed paper (③) with both hands to remove it carefully.



2 Use the same steps for the optional feeder (Tray 3) to close the cover of the optional feeder (Tray 4).

4. Error messages

When communication or device error occurs, a warning signal in red light will appear on the LED status display. Then an error message appears on the control panel or the message gets printed to alert users.

4.1 Warning messages in LED status display

When communication or device error occurs, a warning message appears on the LED status display.
If the warning signal remains, take a necessary action to fix the problem.
When the cause of error is fixed, the device becomes stand-by.

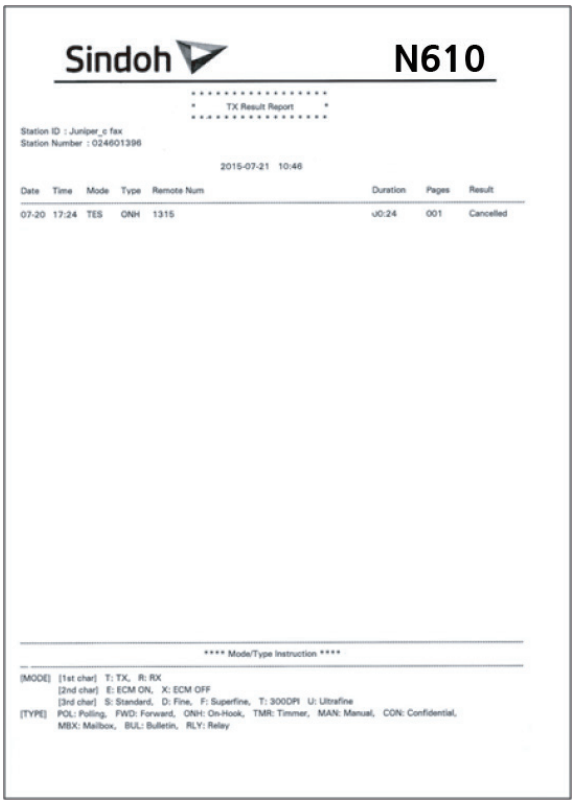
❖ **Red light is on the LED display when**

- paper jam occurs
- cover or cartridge is open
- a serious device error occurs
- there is no paper
- there is no toner
- memory is insufficient while receiving fax
- memory is insufficient while saving document

❖ **Error messages printed**

When communication or device error occurs, description of the error is displayed on the LCD panel. Check the message and take a necessary action.

- Example of printed message



4.2 Typical error messages and troubleshooting

Operation problems and device errors are displayed on the panel. For the messages not listed below, take necessary actions according to the message.

Message	Cause	Troubleshoot
Cancel (copy, scan, fax, Print) job?	While working on copy, scan, fax, print job, 【⊽】button is pressed, or cancel in the admin screen is selected.	-
Paper jammed in the Scanner. Remove the paper.	Paper is jammed in scanner. **"ARDF internal original jam"** appears depending on jam.	Open the scanner cover and remove the jammed paper.
Paper jam: XX Remove the paper.	Paper is jammed inside the device.	Remove the jammed paper.
No toner: No remaining toner. Replace toner.	Toner has reached its life span.	Toner has reached its life span.
Ready to replace drum	The remaining life of the drum is 10% or less	Prepare to replace the drum.
Drum replace required	The drum unit is exhausted.	Contact service staff to replace the drum unit. (Remaining capacity is approximately 1000 pages.)
Replace drum unit : Drum exceeded its usage limit.	Drum unit cannot be used any more. Replacement is required.	The device will not be working any more. Contact service staff to replace the drum unit.
Re-install the toner bottle again.	Toner bottle is not installed properly.	Re-install the toner bottle again.
Paper mismatch: Tray and the paper size do not match. Reload papers.	The tray to use contains incorrect size of papers.	Check the paper size and load again.
Device cover is open.	Device cover is open.	Close the device cover.
Tray cover is open.	Tray cover is open.	Close the tray cover.
ARDF cover open: ARDF cover is open. Close it.	ARDF cover is open.	Close the ARDF cover.
Fax memory lack	There is insufficient fax memory for fax Tx/Rx.	Delete Fax Pending job saved in the memory.
No phone line	Phone line is not connected to MFP.	Connect a phone line to MFP and try fax Tx/Rx again.
Searching Wifi	Searching for accessible Wifi signals.	Wait until any accessible wireless AP is available.

Message	Cause	Troubleshoot
Wifi search failed	There is no wireless AP available for connection.	Check your wireless AP.
Connect USB memory	USB drive is not accessible when using USB scan / print.	Make sure that USB drive is connected properly. To recognize USB drive, it may take about 5 seconds after you insert it. Wait 5 seconds or longer before you access it. Some USB driver may not be recognized. Use a different USB driver and try again.
Dust over the limit has been detected on ARDF glass. Continue?	While you scan/copy on ARDF, a warning message appears when dust continues to present over the limit.	Remove dust or dirt before resume the job. If you disregard and continue to scan or copy documents, the copied or scanned document may have black vertical lines.
Set the time.	Time setting is required.	Select **[Setting]-[General]** to set the time.
(Model name) Firmware update	Update the firmware with new system code (model name in ( ))	⚠ Warning – **While programming system code, do not turn the power off.**
EC : (error code) Turn power off and power on again.	An error occurred in the device. Make sure MFP and optional accessories work properly. If you are not a professional staff, call customer center or sales dealer.	⚠ Warning – **Error code appears if system check-up is required. Call customer support center or contact MFP admin.**

5. Troubleshooting

When a problem occurs in the device, refer to the table below.
If your problem cannot be fixed after you follow the suggestions or instructions below, please contact Sindoh customer support center.

⚠ Caution

- **If you sense unusual sound, smell or smoke from the device or overheating from the scanner, unplug the power cord immediately and contact one of Sindoh customer support center.**
- **Problems caused by unauthorized repair, remodel or consumables may not be covered by warranty.**

5.1 Device is not working

Status	Check	Troubleshoot	Reference page
Device is not working.	Device is not working.	Turn the power switch and power cord on.	**P. 6 「3.4 Power switch」**
	Power switch is not **"ON"**.	Turn the power switch **"ON"**.	**P. 6 「3.4 Power switch」**
Nothing appears on the screen.	**[Power save]** lamp is turned on.	Device is in power save mode. Exit the power save mode.	**P. 6 「3.4 Power switch」**
No paper out	Paper is jammed or other object is jammed.	Check the error message and remove jammed paper or object.	**P. 10-8 「3.2 Paper jam」**
Frequent paper jam or wrinkled paper.	Paper is not properly loaded.	Load papers properly.	**P. 1-27 「9. Load papers」**
	Paper size is not properly set.	Select a proper paper size for the paper tray.	**P. 1-27 「9. Load papers」**
	Inappropriate papers are used.	Use proper papers specified in the user manual.	**P. 1-24 「8.1 Available papers」**
	Paper is wet or humid.	Replace with new dry papers.	**-**
	Paper is folded or wrinkled.	Remove inappropriate paper and replace with new papers.	**-**
	Paper is jammed or other object is jammed.	Remove paper or object jam.	**-**
	Cartridge is not properly installed.	Make sure that cartridge is pushed in fully and installed properly.	**-**
No document out	Paper is jammed or any object is jammed in ARDF.	Remove the jammed paper or object and place an original again.	**P. 10-7 「3.1 Paper jam」**

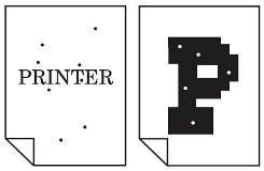
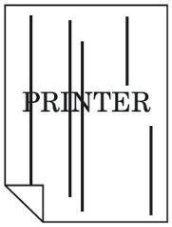
Status	Check	Troubleshoot	Reference page
Frequent paper jam	Inappropriate papers are used.	Use appropriate papers.	**P. 1-24 「6.3 Available original」**
	Original guide is not adjusted properly.	Adjust the document guide to the original accordingly.	**P. 1-27 「7. Place original」**
	Trace of document remains in the ARDF.	Open the cover of ARDF and original tray to remove any paper trace.	**P. 10-7 「3.1 Paper jam」**
	Roller in the original tray is dirty.	Clean the roller in the original tray.	**P. 10-5 「Clean ARDF」**
Time settings or speed dial settings disappear.	Device is turned off for a long time or the power gets turned off every day.	Batteries which save settings may have gone dead. Contact Sindoh's customer support center for help.	-
Cannot close the cover.	Cover is not closed properly.	Push both sides of the cover to close it.	-
Rolled documents are out and other paper rollings are observed.	-	Reverse the side of paper in the tray (back to front).	-
Cannot send.	Incorrect phone number.	When using speed dial, make sure that the phone number in the address book is correct.	**P. 5-2 「1. Basic fax functions」**
	External connection number is not included.	When dialing from internal line to external line, make sure to include an external connection number.	-
Document cannot be sent continuously.	Documents to send are not not aligned or sorted together properly.	Place the documents again.	**P. 1-19 「7. Place original」**
	A page smaller than the size limit is included in the document to send.	Separate a smaller page and send it by using flatbed glass.	**P. 1-19 「7. Place original」**
After numbers are diailed, document cannot be sent.	Wrong phone number	Make a call to a correct number.	-
	Line is busy.	Wait until the call is finished.	-
When using memory Tx, document cannot be scanned.	Document is placed properly.	Place the document properly.	**P. 1-19 「7. Place original」**
	Memory is insufficient.	Check if memory is sufficient.	-

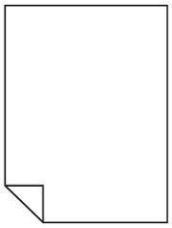
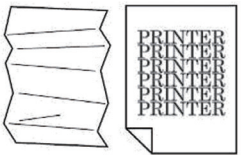
5.2 Cannot receive a call

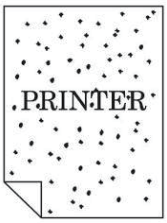
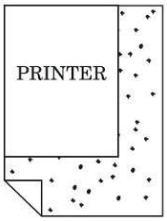
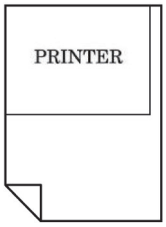
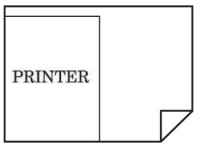
Status	Check	Troubleshoot	Reference page
No Rx	Phone line is not connected to phone line outlet properly.	Connect the phone line properly.	-
	Memory is insufficient.	Check if memory is sufficient.	-

5.3 Problems regarding image quality

If your problem cannot be fixed after you follow the suggestions or instructions below, please contact Sindoh customer support center.

Problem	Cause	Troubleshoot	Reference page
Printed document is too light (blurred or unclear).	Paper is wet.	Replace with new papers.	**P. 1-27 「9. Load papers」**
	Text in the document is in light color.	Ask sender to send a document in black text.	-
	Inappropriate papers are used.	Use papers specified in the user manual.	**P. 1-24 「8.1 Available papers」**
	Density is not proper for copying.	Use a proper density.	**P. 2-13 「7) Density」**
	Toner is very low.	Replace it with a new toner unit.	**P. 10-2 「1.2 Replace toner bottle」**
White or black dot is printed. 	Inappropriate papers are used.	Use proper papers.	**P. 1-24 「8.1 Available papers」**
	Flatbed glass or pad is dirty.	Clean the flatbed glass or flatbed press pad.	**P. 10-5 「2. Clean device」**
Vertical black line or smudges are printed. 	Flatebed glass or feeder roller is dirty.	Clean the flatbed glass or feeder roller.	**P. 10-5 「2. Clean device」**

Problem	Cause	Troubleshoot	Reference page
Aligned smudges or lines are printed.	Dirt or dust is stuck in the paper feeder path.	Perform a test copy a few times.	-
Black line or smudge is printed.	Paper is wet.	Replace with new papers.	**P. 1-27 「9. Load papers」**
	Inappropriate type of papers are used.	Use appropriate type of papers.	**P. 1-24 「8.1 Available papers」**
	Flatbed glass or pad is dirty.	Clean the flatbed glass or original press pad.	**P. 10-5 「2. Clean device」**
	Device malfunction.	Contact Sindoh's customer support center.	-
Whole paper is printed in black.	Device malfunction.	Contact Sindoh's customer support center.	-
Nothing gets printed. 	Back side of a document is placed instead of front side.	Place a document properly.	**P. 1-19 「7. Place document」**
	Multipe papers are loaded.	Sort and brush the papers before loading.	-
	No toner.	Replace with new toner unit.	**P. 10-2 「1.2 Replace toner bottle」**
	Device malfunction.	Contact Sindoh's customer support center.	-
Paper is wrinkled or printed fonts are too light. 	Inappropriate type of papers are used.	Use appropriate type of papers.	**P. 1-25 「8.1 Available papers」**
	Paper is wet.	Use new papers.	**P. 1-27 「9. Load papers」**

Problem	Cause	Troubleshoot	Reference page
Overall printing quality is poor and dirty. 	Original with dark background such as newspaper. Check if the copy density is dark.	Select “Auto” for density when making copy for original with dark backgroud. If the copies are still dark when “Auto” is set, adjust the density lighter.	**P. 2-13** **「7) Density」**
Paper edge is dark and dirty. 	Original press pad is dirty.	Clean the original press pad.	**P. 10-5** **「2. Clean device」**
	Check if the paper is larger than the original. (When zoom is 100%)	Select the same size of paper as original.	-
	Scale is not reduced to fit.	Reduce the scale to fit the paper.	**P. 2-13** **「8) Scale」**
	Make sure that the orientation of document and that of original match.	Select the same orientations. Or adjust the document orientation to match the paper orientation.	-
Image is tilted. 	Original is not placed properly.	Place the document properly.	**P. 1-27** **「7. Place original」**
	Inappropriate document for ARDF.	Use a document appropriate for ARDF.	**P. 1-24** **「6.3 Available original」**
	Dirt or dust on flatbed glass.	Clean the flatbed glass.	**P. 10-5** **「2. Clean device」**
	Paper is not loaded properly.	Load papers properly.	**P. 1-27** **「7. Place original」**

6. Power Shutdown

6.1 Power shutdown

During a call	May continue to keep calling.
During Tx	Transmission will be interrupted. If memory Tx is interrupted due to power shutdown, it is transmitted again. automatically when power is supplied again. If it is Onhook transmission, Tx will not resume automatically. Send the document again.
During Rx	Rx will be interrupted. If power supply resumes, received print jobs prior to power shutdown resume and pages will be printed.
During copying **During printing received fax** **During printing list**	Printing will be interrupted. For faxes, if power supply resumes, received print jobs prior to power shutdown resume and pages will be printed.
During scanning	Scanning will be interrupted.

6.2 Device operation while power shutdown

Copy	Not available.
Fax Tx	Not available.
Fax Rx	Not available.

7. When problems cannot be fixed

If your problem cannot be fixed after you follow the suggestions or instructions in this user manual, please contact Sindoh customer support center or service center.

⚠ Caution

- **If you sense unusual sound, smell or smoke from the device or overheating from the scanner, unplug the power cord immediately and contact one of Sindoh customer support center. Do not disassemble or repair the device on your own.**
- **Problems caused by unauthorized repair, remodel or consumables may not be covered by warranty.**

N610/MF Series
User Manaul

Appendix

11

1. Product information

1.1 Product information

Model	N610, N611, N612, N613, MF2083, MF3033, MF4041, MF4091.
Type	Desktop
Photoreceptor type	OPC
Copy type	Laser Dry-Static Shooting
Development type	Dry 2 Element Magnetic Brush
Fuser type	Heat Pressure Roller
Flatbed type	Fixed
Original read type	One-dimension shooting by CCD, CCDM movement for sub-shooting
Ready time	Time to be ready for printing after power switch is ON : Less than 56 seconds
Print speed (first page)	Less than 6.5 seconds (N612/N613/MF4041/MF4091) Less than 8 seconds (N610/N611/MF2083/MF3033)
Continuous copy speed (A4 LEF paper, full scale)	26 sheets/minute: N610, MF2083 30 sheets/minute: N611, MF3033 40 sheets/minute: N612, MF4041 45 sheets/minute: N613, MF4049
Original for copy	Paper, book, 3-dimensional object
Load Quantity	Standard Output Tray : 250 sheets (plain paper) Upper Output Tray : 100 sheets (plain paper)
Max paper size	FB: Up to A3 or Ledger (11” x 17”) ARDF: Max width 297 (min. 139.7) x length 1,000mm (less than 300dpi) (Fax only if length exceeds 431.8mm)
Copy size	Tray 1 Width: 139.7 (5.5”) – 297 (A4) mm Length: 182 (B5) – 364 (B4) mm Tray 2 Width: 139.7 (5.5”) – 297 (A3) mm Length: 182 (B5) – 431.8 (17”) mm Manual paper try (MPT) Width: 90 – 297 mm Length: 139.7 (5.5”) – 431.8(17”) mm
Margin deletion	Top 3(+2/-2.5)mm Bottom 3(+2/-2.5)mm Left 3(+2/-2.5)mm Right 3(+2/-2.5)mm
Paper thickness	1) Device paper tray, Tray (for single size papers) paper thickness: 60~220g/㎡ Paper type: regular, recycled, thick 2) Manual paper tray Paper thickness: 60~220g/㎡ Paper type: regular, recycled, thick, OHP, envelope 3) Paper available for duplex Thickness: 60~209g/㎡ Type: regular, recycled, thick

Copy Scale	1. Metric & Asia Pacific 50%,71%(A3→A4, B4→B5), 82%(B4→A4, B5→A5), 87%(A3→B4, A4→B5), 115%(B4→A3, B5→A4), 122%(A4→B4, A5→B5), 141%(A4→A3, B5→B4), 200% 2. Inch: 50,65%(11×17 →8.5×11), 78%(11×17 →8.5×14), 79% (8.5×14 →8.5×11), 122%(8.5×14 →11×17), 130% (8.5×11 →11×17), 155% (5.5×8.5 →8.5×14), 200% Zoom range: 25~400% (zoom can be manually adjusted by 1% unit)
Resolution	600 dpi (dot per inch)
Feed type	Tray: Retard Roller Manual tray: Roller with torque limiter
Continuous copy	1~999 sheets
Power	AC 220~240V, 50/60Hz, 4.5A (N613/N612/MF4041/MF4019)
	AC 220~240V, 50/60Hz, 3.8A (N611/N610/MF2083/MF3033)
Max power consumption	N613,N612,MF4091,MF4041: 1100W
	N611,N610,MF2083,MF3033: 900W
Size (Width×length×height)mm	559×599×802.9mm (width×length×height) - Including ADF but not control panel
Weight	About 55Kg (with ADF)

1.2 About electromagnetic interference

If the device is in the vicinity of another electric device, they may be affected by each other. If TV or radio is close to the device, a noise may be created. If so, take the following actions.

- Place the device away from TV or radio as much as possible.
- Adjust the direction of antenna of TV or radio.
- Use a different power outlet source.

1.3 Copy Specifications

Item	Specification
Scan Resolution	Scan: 600dpi×600dpi
Warm-up Time	Less than 56 seconds (Time to be ready for printing after power switch is ON)
First page out	Less than 6.5 seconds (N612/N613/MF4041/MF4091) Less than 8 seconds (N610/N611/MF2083/MF3033)
Continuous Copy Speed	(FB, A4 ▯, Tray 1) Regular papaer: 45 PPM (N613/MF4049), 40 PPM (N612/MF4041) 30 PPM (N611/MF3033), 26 PPM (N610/MF2083) Thick paper(1,1+,2,3): 18 sheets/min
Multiple copies	1~999

1.4 Scanner Specifications

Item	Specification
Driver	TWAIN Driver WIA Driver
Color	Grayscale 600 dpi, Color 600 dpi,
Half Tone	256 level
Resolution	150 dpi, 200 dpi, 300 dpi, 600 dpi
Size	A3, A4(,), A5(,), B4, B5(,), B6, Letter, Legal, etc
Type	USB Scan, Network Scan
Interface	- USB 2.0 port - Ethernet 10Base-T/100Base-TX /1000Base-T
OS	TWAIN – Vista/7/8/8.1/10 WIA – Vista/7/8/8.1/10
Speed	Black & White : 55 ipm, Color : 45 ipm (When ADF 300dpi A4 LEF)
Supported File Format	JPEG, TIFF, PDF

1.5 Fax Specifications

Item	Specification
Scan Line Density	G3 (8dot/mm x 3.85line/mm ~ 600 x 600 dpi)
Transmission speed	2.4kbps-33.6kbps
Line type	Public Switch Telephone Network, Private Branch Exchange, G3 (Fax communication web)
Transmission time	In 2 seconds (A4, V.34, 33.6kbps, JBIG)
Encoding Method	MH/MR/MMR/JBIG
ECM	Supported
Memory Rx	4000 pages

1.6 Printer Specification

Item	Specification
Speed	26 / 30 / 40 / 45 ppm
Resolution	Black & White: 1200dpi X 1200dpi (real)
Color	Black & White
Interface	USB1.1, USB 2.0, USB_Host 2.0 Ethernet 10Base-TX/100Base-TX /1000Base-TX ,Wifi IEEE802.11 b/g/n
Language	PCL5e, PCL 6(XL), Postscript Level 3, PDF v1.7(Direct Print)
Embedded Fonts	PCL 5e/6(XL) : 45, PS : 136
Compatible OS	Windows 7/8/8.1/10 (32/64 Bit) Windows XP SP3 (32/64Bit,)/Vista (SP2 32/64Bit) Windows Server 2008 R2 SP1 / Server 2012 Macintosh OSX 10.5, 10.6, 10.7, 10.8, 10.9, 10.10

Item	Specification
Supported Protocols	IPv4/V6 DHCP, DNS, RAW, FTP, SMTP, WebDav, IPP, lpr/lpd, POP3, HTTP (TCP), SNMP(UDP)
Paper size	Tray 1 Width: 139.7 (5.5”) – 297 (A4) mm Length: 182 (B5) – 364 (B4) mm Tray 2 Width: 139.7 (5.5”) – 297 (A3) mm Length: 182 (B5) – 431.8 (17”) mm MPT (Manual paper tray) Width: 90 – 297 mm Length: 139.7 (5.5”) – 431.8(17”) mm

1.7 Automatic Reverse Document Feeder (ARDF)

It feeds original documents automatically page by page.

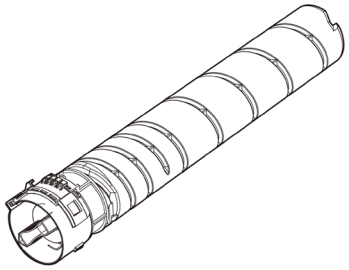
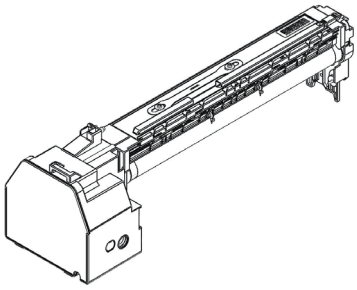
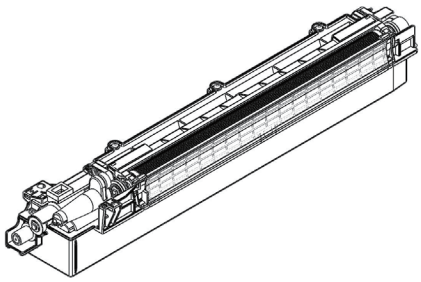
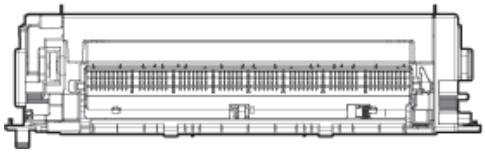
Mode	ARDF mode, mass documents, Mixed size. original orientation set
Original size	A3 ~ A5 (INV ~ 11”x17”) Vertical: 139.7~297mm, Horizontal: 139.7~431.8mm
Original thickness	1-side original : 35 to 128 g/m2 (9-5/16 to 34-1/16lb) 2-sided original : 50 to 128 g/m2 (13-5/16 to 34-1/16 lb)
Paper capacity	90 sheets (when using regular paper 75g/㎡)
Copy speed	At 1:1 ratio, 55 PPM (A4 LEF, 1:1 ratio) Varies depending on settings and images.
Size (width×length×height)mm	559×474×96mm
Weight	Approximately 6 kg or less

1.8 Accessories

Device / Name	N610 Series
Quick Guide (with warranty certificate)	○
User manual (full) CD	○
Install Guide	○

1.9 Consumables table

Consumables for this device are as follows.
To order consumable parts, contact Sindoh's customer support center or service center.

Consumables	
Toner unit	
Drum Unit (DR)	
Developing Unit (DV)	
Fuser Unit	

Note

- Do not store consumables in the following place.
  - Place with high temperature or humidity
  - Place exposed to flames
  - Place exposed to direct sunlight
  - Place with a lot of dust
- Do not unpack consumables before it is used.
- Problems caused by using unauthorized consumables may not be covered by warranty.

Product warranty conditions (for N610/MF Series)

- The warranty period for device is one (1) year and warranty copy limit is 60,000 sheets. When the number of copies made exceeds the number of warranty copy limit, the device is no longer covered by warranty even within the warranty periods.

※Average usage : N613, MF4091 :10,000 sheets / month, N612, MF4041 : 9,000 sheets / month
N611, MF3033 : 5,800 sheets / month , N610, MF2083 : 4,300 sheets / month
(Based on A4 size, 5% chart)

- **Estimated Usage of Supplies**

Category	First installation	Sales	Remark
Toner unit	20,000 sheets	20,000 / 30,000 sheets	∗ A4, 5% chart based ∗ Testing temperature : 23±2℃ ∗ Humidity: 50±10%RH (ISO/IEC 19752)
Drum unit	100,000 sheets (N610,N611,MF2083,MF3033) ∗ base on 3 page / job		
	110,000 sheets (N612,N613,MF4041,MF4091) ∗ base on 4 page / job		
Developer	250,000 sheets		
Fuser unit	300,000 sheets(N610,MF2083), 320,000 sheets(N611,MF3033) 400,000 sheets(N612,MF4041), 440,000 sheets(N613,MF4091)		

※ When images take 5% or more area of A4 size paper, the life of toner, drum, and developer may be shortened faster.
※ Errors may occur depending on the user environment (temperature, humidity, image density and paper type).
※ Sindoh uses its own claim process standard for device and consumables.
※ 3 pages/job: 3 pages are printed for one job (consumable usage may vary depending on the pages printed).

- **Replace/manage consumable parts**

(CS : service staff ▲ : must clean or inspect ◎ : replacement based on the number of printed pages)

Category	Item	By	Period of service (# of prints)							Remark
			50,000	60,000	100,000	150,000	200,000	300,000	600,000	
Drum and its surrounding	Fusing Roller	CS				◎				
	P Sensor	CS			▲					Wipe with cloth
Feeder re-turning parts	Regist roller	CS		▲						Clean with alcohol or water
	Rear return roller	CS		▲						
	Feed roller unit	CS		▲				◎		
	Separation roller unit	CS		▲				◎		
	Manual feeder separation roller unit	CS		▲			◎			
	Manual feed roller	CS		▲			◎			
	Dust collect box (driven)	CS	▲		◎					Replace driven part (replace with drum unit)
	Dust collect box (motor)	CS	▲		◎					
Fusing parts	Fusing separation part	CS			▲					Use anhydrous ethanol to wipe with cloth
	Fusing guide plate	CS			▲					
	Fusing roller	CS			▲					
	Pressure roller	CS			▲					
ARDF	Pickup roller	CS	▲				◎			Use alcohol and cloth to clean (replace 3 parts together)
	Feed roller unit	CS	▲				◎			
	Separation roller unit	CS	▲				◎			
	Each idle roller	CS	▲							Use alcohol and cloth to clean
	Scan Guide	CS	▲							
	Sensors	CS	▲							
Filter	Odor removing filter	CS				◎				※Only for devices in China
Developer	Developer unit	CS							◎	

※ The replacement table above is based on using A4, 5% chart in normal environment and the replacement chart may apply differently for using other papers.
※ The above replacement schedule must be followed as the replacement parts specified above directly affects the image quality and device operation.
※ Other parts not specified above can be replaced when it is broken or necessary and those parts need to be re placed or repaired by a professional technician.
※ When an error occurs before the replacement schedule is passed, it will be handled in accordance with the claim process standard by Sindoh.

Notice to users

Type	Notice
• **Class A items** (Broadcast communications unit for business use)	This class A product is registered in Electromagnetic Compatibility, and User may be required to take adequate measures for other purposes than household use.
• **Class B items** (Broadcast communications unit for household use)	This class B product is registered in Electromagnetic compatibility and is for domestic environment and also for general use

※ This device is in the Class A items.

Delivery procedure

- As TOE is delivered by delivery driver and installation engineer assigned from the seller. Users will be received the multifunction copier from employee sent from seller.
- Users are asked to check whether below listed materials are included in multifunction copier package when delivered.
  * Multifunction copier, User manual (including CD), Quick user manual book, Quick installation guide, Accessory (Toner bottle, developer pouch, power cord)
- Users can check if correct item is delivered as installation engineer support to install the copier and print the system information report that verifies the product is what user requested.
- Both user and seller keep one copy of receipt and transaction receipt after user check the item is identical with item description, and is being operated normally.

Sindoh MF2000, MF3000, MF4000, N610, N410 Series
User manual V1.0(N610/MF Series)